



# PowerPoint 2010: Beyond the Basics

Workbook

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# 1. Introduction

## Using PowerPoint effectively

This course shows you how to use PowerPoint features to add interest and excitement to your presentation. It covers:

- Inserting and working with content, such as images and charts
- Arranging objects on a slide
- Animating text and objects
- Using media clips
- Customising your presentation with themes and slide masters
- Using hyperlinks to navigate
- Setting up a slide show

## After the course

If, after you have been on the course, you want to work through the exercises again, you can download the practice files from our Documents Catalogue at:

**[www.ed.ac.uk/is/skills/documents-catalogue](http://www.ed.ac.uk/is/skills/documents-catalogue)**

You will find the course material in the **Posters, presentation and design** section.

There are also some useful short notes:

- Customising your PowerPoint Presentation with Themes and Slide Masters
- Effective Slide Design with PowerPoint 2010

## Resources

### University guidance and templates

Communications and Marketing have produced University-specific resources, including the logo and PowerPoint presentations.

You can download these at:

**<http://www.ed.ac.uk/schools-departments/communications-marketing/resources/university-brand>**

You can also find accessible templates at:

**<http://www.ed.ac.uk/schools-departments/information-services/help-consultancy/accessibility/creating-materials/powerpoint-templates>**

### Websites

***PowerPointNinja*** is a blog covering tips and tricks for using PowerPoint:

**<http://www.powerpointninja.com/>**

## 2. Working with images

Images are a great way to add visual interest to a slide. You can use them to engage your audience, and they can also help you get your message across.

However, beware of using images just to fill up space on a slide. Images must be directly related to the content; otherwise they will simply distract your audience and detract from what you are saying.

The image should also be appropriate to the topic and the audience. Cartoons, for example, while they can liven up a dull topic, are regarded as unprofessional and should be used with care, particularly for business presentations.

### Inserting images

In PowerPoint, 'images' are either pictures or clip art.

A picture is any image file you have sourced yourself. PowerPoint accepts a wide range of formats.

Clip art is available to download from the Microsoft library. You can insert a clip art image using the slide layout icons, or directly from the **Insert** tab. Search for specific images in the **Clip Art** pane. You can limit your search by selecting from the drop-down list at **Results should be**. Note that images in the **Illustrations** category are mostly cartoons and line drawings.

### Sourcing images

If you are looking for a specific image, there are a number of online libraries you can try:

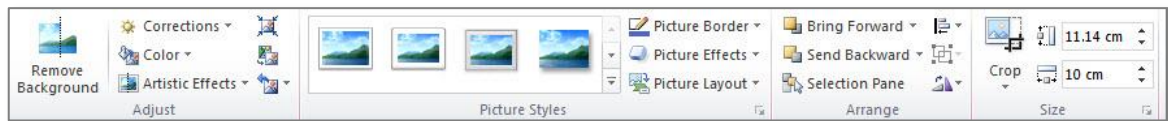
<b>flickrCC</b>	Free photography. You must include an attribution.	<a href="http://flickrcc.bluemountains.net/">http://flickrcc.bluemountains.net/</a>
<b>Getty Images</b>	Images, video and music. There is a charge for the service.	<a href="http://www.gettyimages.co.uk/">http://www.gettyimages.co.uk/</a>
<b>iStockphoto</b>	Wide range of photographs, audio and video. Small charge required.	<a href="http://www.istockphoto.com/">http://www.istockphoto.com/</a>
<b>JISC MediaHub</b>	Free images for use in learning, teaching and research only.	<a href="http://jiscmediahub.ac.uk/">http://jiscmediahub.ac.uk/</a>
<b>IS image databases</b>	Information Services Library resources – list of image databases.	<a href="http://edin.ac/11ToMU3">http://edin.ac/11ToMU3</a>

### Copyright issues

If you are using an image other than one you have created yourself or have sourced from a library, make sure you are aware of the copyright restrictions. If you have seen a picture someone has used on a website that you like, it is not a good idea to use the browser's **Save Target As** and **Save Picture As** options to make a copy since you are likely to be breaching copyright.

## Editing images

PowerPoint includes a range of image editing tools on the **Picture Tools Format** tab you can use to correct and modify images without having to resort to specialist software.

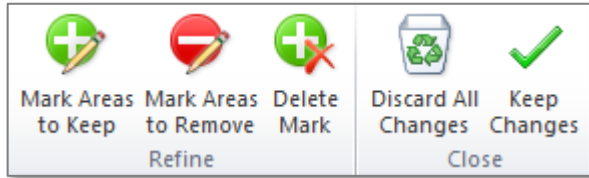


You can adjust colours, apply styles and effects, and even remove backgrounds.

Be careful when applying special effects – it's easy to overdo it!

## Task 2.1 Removing the background from an image

When you insert an image, you might find that its background does not work well with the slide design – the colours might clash, for example. To improve its appearance, try using PowerPoint's **Remove Background** option on the **Picture Tools Format** tab.



For more complex images, you can use the options on the **Background Removal** tab to mark specific areas to keep or remove.

### Try this...

1. Click on the **File** tab and select **Open**, then navigate to the folder **PowerPoint 2010 ► Beyond basics ► Practice files** and open the file **Transport\_1.pptx**.
2. Move to slide **3**.
3. Double-click on the image.

*Double-clicking on an image means that the **Picture Tools Format** tab jumps to the front immediately.*

4. Drag the bottom right corner in to set the width to approximately **8 cm** (use **Width** in the **Size** group on the **Picture Tools Format** tab as a guide).

*Note that dragging the corner of an image resizes it proportionally.*

5. With the image selected, hold down the **Shift** key and click anywhere in the bullet point list.
6. In the **Arrange** group, click on **Align** and select **Align Middle** to align the objects on their mid points.
7. Click away from the objects to deselect them, then double-click on the image again.
8. In the **Adjust** group, click on **Remove Background**.

*The areas to be removed are shown in magenta.*

9. Drag the handles on the selection box down and out to include more of the globe and arms.


*Some of the background may still be visible between the arms.*

10. So that you can see the globe more clearly, use the **Zoom** slider on the status bar at the bottom to make the slide bigger.
11. On the **Background Removal** tab, click on **Mark Areas to Remove**.



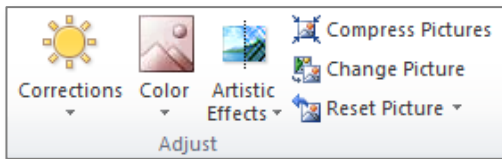
12. Move the cursor to an area of background between the arms, hold down the mouse button and drag the cursor across. Repeat for any other areas of background still visible.
13. Click on **Keep Changes** on the **Background Removal** tab, or click away from the image.

*Note that the removal function works best where there is good definition between background and foreground.*

14. Click the **Fit slide to current window** button  on the status bar to return the slide to its original size.
15. Click away from the image to see how it now looks on the slide.

## Task 2.2 Correcting and re-colouring images

PowerPoint includes editing tools in the **Adjust** group on the **Picture Tools Format** tab that allow you to correct and re-colour images.



In **Corrections**, you can change the brightness and contrast, or increase or decrease detail with the **Sharpen and Soften** options. Use **Color** to change saturation and tone.

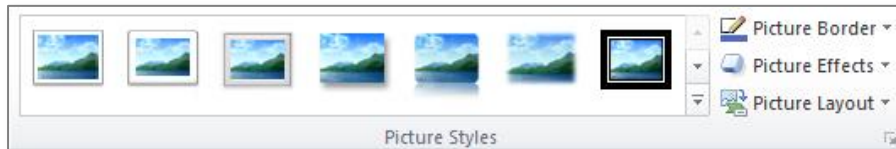
### Try this...

1. Move to slide **10**, titled **Future Trends**, and double-click on the image.
2. In the **Adjust** group, click on **Color**.
3. Move your cursor over the thumbnails to see how the image changes, then under **Recolor**, click on **Turquoise, Accent color 2 Light** (3<sup>rd</sup> row, 3<sup>rd</sup> column).
4. With the image still selected, click on **Corrections**.
5. Move your cursor over the thumbnails and observe how the image changes, then under **Brightness and Contrast**, click on **Brightness: +20% Contrast: -40%** (1<sup>st</sup> row, 4<sup>th</sup> column).
6. Click on the down arrow at **Reset Picture** and select **Reset Picture**.

*The image returns to its original state. Note that **Reset Picture** will not reset any positioning or resizing options you may have applied.*


## Task 2.3 Applying styles and effects

You can enhance images by applying styles and effects. For example, the **Picture Styles** gallery gives you a choice of frames.



You can also add borders or special effects.

### Try this...

1. Make sure you are still on slide **10**, then drag the bottom right corner of the image in to make it smaller (approximately **8cm**).
2. With the image selected, click on the **More** button  at **Picture Styles**.
3. Hover your cursor over several of the styles to see the effect on the image, then select **Moderate Frame, White** (3<sup>rd</sup> row, 2<sup>nd</sup> column).
4. In the **Adjust** group, click on **Reset Picture** and choose **Reset Picture & Size**.

*The image returns to its original state, including the size.*

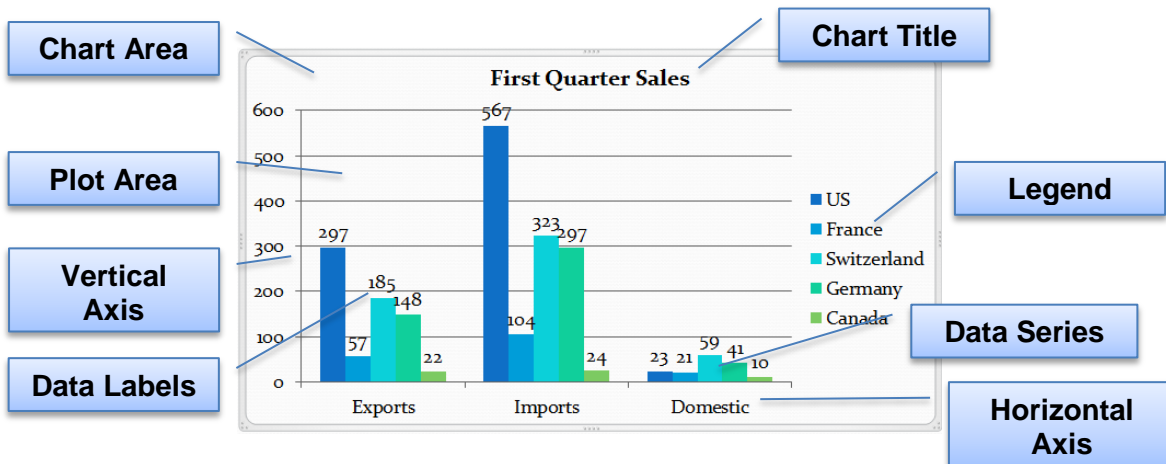
5. Click on **Picture Border** and in **Theme Colors**, select **Black, Text 1** (top row, 2<sup>nd</sup> column).
6. Click on **Picture Border** again, move to **Weight** and select **2¼ pt**.
7. Click on **Picture Effects**.
8. Try out several effects, then under **Shadow**, choose **Perspective Diagonal Upper Right**.

## 3. Creating charts

Although tables are a good way to communicate information, charts have more visual impact if you are presenting figures. If you have a lot of data in a table, your audience will not be able to read and absorb the figures easily. It is also more difficult to highlight trends.

### Chart elements

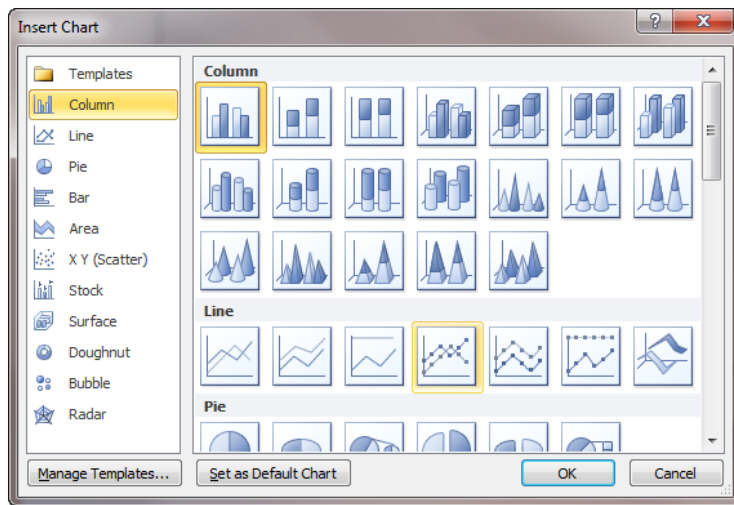
In PowerPoint, charts are made up of elements that can be formatted individually.



<b>Chart Title</b>	The name of the chart.
<b>Chart Area</b>	The chart and all its elements.
<b>Plot Area</b>	The area bound by the axes.
<b>Vertical Axis</b>	Vertical border and frame of reference for measurements (also known as the y axis).
<b>Horizontal axis</b>	Horizontal border usually used for categories (also known as the x axis).
<b>Data Labels</b>	Single data point or value.
<b>Legend</b>	Identifies the colours or patterns assigned to the data series or categories.
<b>Data Series</b>	Group of related data points. Each series has a unique colour or pattern.

## Task 3.1 Creating a chart


You can choose from a wide range of chart types.



Try to select the most appropriate chart for the data, for example, pie charts for percentages, bar charts to compare quantities, line charts to demonstrate trends.

### Try this...

1. With the file **Transport\_1.pptx** open, move to slide **8**, titled **Current Usage**.

2. In the content placeholder, click on the **Insert Chart** icon  to display the **Insert Chart** dialog box.
3. Click **OK** to accept the default selection of **Clustered Column**.

*A chart appears on the slide and Excel opens with a worksheet containing the default data. You now have to replace this data with your own.*

4. Click in the cell **B1** and type **Usage**.
5. Click in **A2** and type **Personal**, then press **Tab** and type **25**.
6. Click in **A3** and type **Public**, then press **Tab** and type **40**.
7. Click away from the figures.
8. Drag the lower right-hand corner of the blue box up to exclude the **Category 3** and **Category 4** rows.
9. Drag the lower right-hand corner of the blue box to the left to exclude the **Series 2** and **Series 3** columns.

*The blue box indicates the data to be used to create the chart.*

	A	B	C	D
1		Usage	Series 2	Series 3
2	Personal	25	2.4	2
3	Public	40	4.4	2
4	Category 3	3.5	1.8	3
5	Category 4	4.5	2.8	5

10. Click on  to close Excel.

*There is no need to save the worksheet – it is embedded in the PowerPoint presentation.*

11. On the **Chart Tools Design** tab, in the **Data** group, click on **Edit Data** to redisplay the Excel worksheet.
12. Click in cell **A4** and type **Other**, then press **Tab** and type **5**.
13. Click away from the figures, drag the lower right-hand corner of the blue box down to include the row
14. Close Excel.

*The chart has changed to include the new row.*

15. In the **Data** group, click on **Edit Data** again.
16. Click to the left of row **4** to select it.
17. On Excel's **Home** tab, in the **Cells** group, click on **Insert** and select **Insert Sheet Rows**.

*Excel inserts a new row above and the blue selection box moves to include it. You can remove rows by using the **Delete** option.*

18. Click in **A4** and type **Freight**, then press **Tab** and type **35**.
19. Click away from the data.
20. Close Excel.

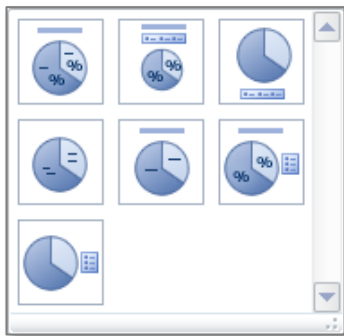
*A column chart might not be the best chart type to use to illustrate this data.*

21. Click in the chart and on the **Chart Tools Design** tab if it is not already selected.
22. In the **Type** group, click on **Change Chart Type**.
23. Click on **Pie** and click **OK** to accept the default.

*A pie chart is a better way to display a single series of data.*

## Task 3.2 Changing chart layouts and styles


Once you have created a chart, you can change the layout by using one of PowerPoint's predefined **quick layouts**.



You can choose a layout with or without the legend, titles, data labels and, for column charts, gridlines.

You can also change how it looks by applying one of the built-in **chart styles**.

### Try this...

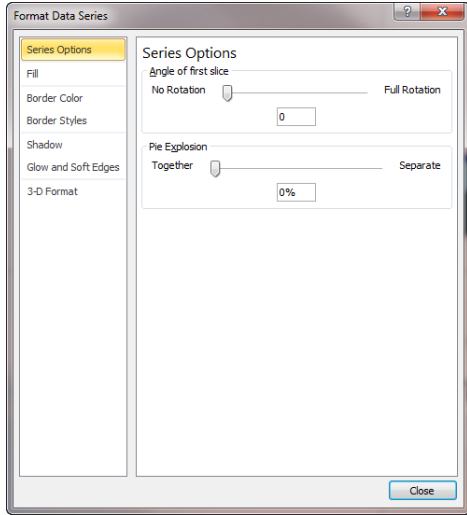
1. Click in the chart and on the **Chart Tools Design** tab if it is not already selected.
2. In the **Chart Layouts** group, click on the **More** button .
3. Examine the layouts and select **Layout 2**.

*The chart now contains data labels and the legend has moved above the chart.*

4. In the **Chart Styles** group, click on the **More** button.
5. Try out some of the styles, and then choose **Style 26** (4<sup>th</sup> row, 2<sup>nd</sup> column).

## Task 3.3 Working with pie charts

If you are using a pie chart, you can apply different effects, for example, you can move individual slices or wedges, explode a chart, and also rotate it. Some effects work best on 3-D pie charts.



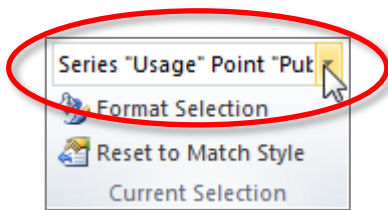
The **Format Data Series** dialog box allows you to set a rotation angle and explode the pie. You can also use it to apply colours and effects.

### Try this...

1. Click in the chart and on the **Chart Tools Design** tab if it is not already selected.
2. In the **Type** group, click on **Change Chart Type**.
3. In the **Pie** group, choose **Pie in 3-D** and click **OK**.
4. Click on the **Chart Tools Layout** tab.
5. In the **Background** group, click on **3-D Rotation** to display the **Format Chart Area** dialog box.
6. If necessary, drag the dialog box so that you can see the chart.
7. Click on the up and down spinner arrows at **Y:** and watch how the chart changes. When you like how it looks, click **Close**.
8. Click on the **Chart Tools Format** tab.
9. Click twice *slowly* on the slice for **Public** (light blue) to select just that slice.
10. In the **Shape Styles** group, click on **Shape Fill** and select **Orange, Accent 5, Lighter 40%** (9<sup>th</sup> column, 4<sup>th</sup> row).



11. In the **Current Selection** group, click on the down arrow for **Chart Elements**:



12. Select **Series "Usage"**.

*This selects the series; in a pie chart this is all the slices.*

13. In the **Current Selection** group, click on **Format Selection** to display the **Format Data Series** dialog box.

14. At **Angle of first slice**, drag the rotation slider to **90** and click **Close**.

*The chart has rotated so that the slice for **Public** has now moved round to the left.*

15. Click twice *slowly* on the slice for **Public** to select the slice again.

16. In the **Current Selection** group, click on **Format Selection** again.

17. At **Point Explosion**, drag the slider to approximately **30%** and click **Close**.

***Public** moves away from the rest of the slices.*

18. Save the file.



**Tip:** You can also create an exploded pie chart by selecting **Exploded pie in 3-D** from the list of chart types.

## 4. Arranging objects

If you have multiple objects on a slide – images, shapes, text boxes – you can arrange them by aligning, ordering and grouping them.

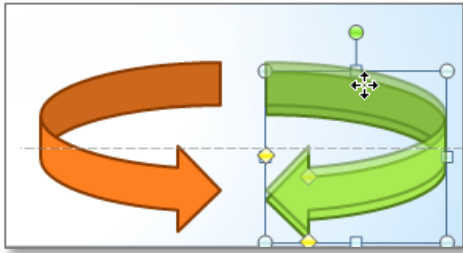
### Aligning objects

Select the objects by dragging your mouse around them to create a selection box. Alternatively, hold down **Shift** and click on each.

On the **Format** tab, use the **Align** options in the **Arrange** group. The **Align to Slide** option allows you to align objects to a particular location on a slide, for example, you can move everything to the top or bottom, right, left or centre.

You can also space out objects evenly by using **Distribute Horizontally** or **Distribute Vertically**.

A quick way of aligning objects is to use PowerPoint's **Smart Guides**. As you drag one object, a guide will display when it is in alignment with another.



### Making shapes transparent

You can adjust the transparency of shapes so that underlying objects show through. Open the **Format Shape** dialog box from the **Shape Styles** group and in **Fill**, use the **Transparency** slider.

### Making images transparent

It is not possible to make an entire image transparent. However, there is a workaround.

First, insert a rectangle the same size as the image, and then copy the image.

With the rectangle selected, on the **Drawing Tools Format** tab, click on the dialog box launcher in the **Shape Styles** group. Click on **Fill**, select **Picture or texture fill** and click **Clipboard**. Adjust the **Transparency** slider at the bottom.

To finish, select **Line Color** in the panel on the left and choose **No line**. Delete the original image.

### Grouping objects

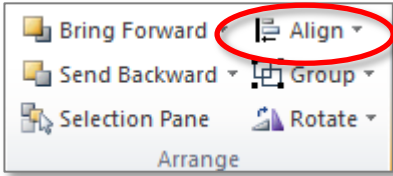
The **Group** option on the **Format** tab allows you to group multiple objects so that you can move, resize or rotate them as though they were a single object. You can also change the attributes of all the shapes in the group, such as the fill or effect, at the same time.



**Note:** You cannot group placeholders with other objects. If the **Group** command is disabled, it is likely one of the objects you are trying to group is in a placeholder.

## Task 4.1 Positioning with Align and Smart Guides

If you are lining up several objects, you can use **Align** in the **Arrange** group on the **Format** tab. If you just want to line up one object with another, a quick method is to use **Smart Guides**.



You can align objects to each other and to the slide. You can also position multiple objects evenly using the **Distribute** options.

### Try this...

1. With the file **Transport\_1.pptx** open, move to slide **4, Current Solutions**.
2. Hold down the **Shift** key and click on the blue arrow and the image of the globe to select both objects.
3. Click on *either* the **Drawing Tools Format** tab or the **Picture Tools Format** tab.
4. In the **Arrange** group, click on **Align**.
5. Check that **Align Selected Objects** is ticked and click **Align Center**.

*The arrow moves on top of the globe with their centre points aligned. Note that the order that objects are layered depends on the order they were inserted on the slide. In this case, the image was inserted first, then the arrow.*

6. Make sure both objects are still selected, then click on **Align** and select **Align to Slide**.
7. Click on **Align** again and select **Align Center**.

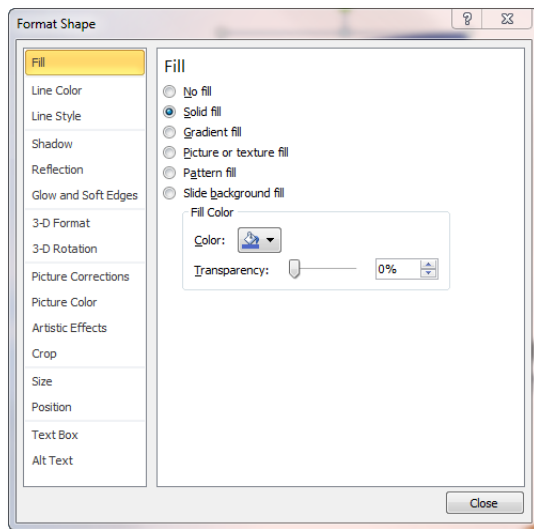
*This time the selected objects are aligned horizontally in the centre of the slide. If you want to align an object vertically, select **Align Middle**. This is a good way to centre an object precisely on a slide.*

8. Click on the green arrow at the bottom and drag it down towards the orange arrow until a horizontal dotted line appears (the **Smart Guide**), then release the mouse.

*The arrows are aligned on their mid points.*

## Task 4.2 Setting transparency


If you have overlapping objects, you can make them semi-transparent so that you can see what is under them. For shapes, you can use the **Format Shape** dialog box.



In the **Fill** pane, drag the transparency slider.

You can also adjust the transparency of the border on the **Line Color** pane.

### Try this...

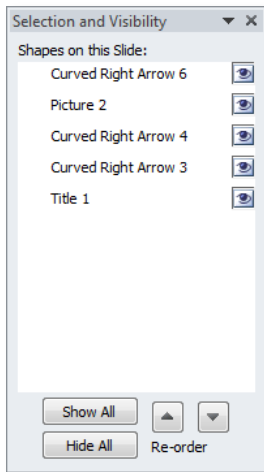
1. On slide **4**, double-click on the blue arrow to select it and display the **Drawing Tools Format** tab.
2. Click on the **Shape Styles** dialog box launcher  to open the **Format Shape** dialog box.
3. If necessary, drag the box out of the way so that you can see the arrow shape.
4. Make sure you are on the **Fill** pane and drag the **Transparency** slider.
5. When you are happy with the transparency, note the percentage value.
6. Click on **Line Color** in the panel on the left, and drag the **Transparency** slider to match the fill.
7. Click **Close** to finish.



**Note:** You cannot make an image transparent using this technique. For a workaround, see *Making images transparent* on page 14.

## Task 4.3 Using the Selection Pane

If you have several overlapping (layered) objects on a slide, it can be difficult to select the one you want to edit. To make this easier, you can use the **Selection Pane**.



Clicking on an object in the pane selects it on the slide. You can then edit or format it as required.

The **Re-order** buttons allow you to move objects backwards and forwards through the layers.

To make it easier to edit an individual object, you can hide other objects by clicking on the eye icon. When you have finished, click **Show All**.

### Try this...

1. Make sure you are on slide **4**.
2. Click on the **Home** tab.
3. In the **Editing** group, click on **Select** and choose **Selection Pane**.
4. Click on **Picture 2** in the pane to select the image of the globe.
5. Click on the **Picture Tools Format** tab, and in the **Arrange** group, click on the down arrow at **Bring Forward** and choose **Bring to Front**.

*You can also use the up and down arrows at the bottom of the Selection Pane to move objects backwards and forwards.*

6. Make sure **Picture 2** is still selected in the pane, hold down the **Ctrl** key and click on **Curved Right Arrow 6** to select both objects.
7. Click on either the **Drawing Tools Format** or **Picture Tools Format** tab, and in the **Arrange** group, click on **Group** and choose **Group**.

*You can now move and format the image and shape as a single object.*

8. Close the **Selection Pane**.

## 5. Using animation

Animation can be a good way to add visual interest to a presentation. Used carefully, it can also aid understanding, for example, you could talk your audience through a new process by using an animated diagram.

### Animation effects

Animation effects appear in PowerPoint's **Animation** gallery. There are four types:

**Entrance** This effect controls how an object appears on the slide, for example, it could **fade**, **zoom** or **fly** in.

**Emphasis** This is used to draw attention to an object on a slide, for example, by making it **spin** or **grow**.

**Exit** This is similar to **Entrance**, but determines how an object leaves the slide.

**Motion Paths** This is used to control the movement of an object around the slide.

Once you have applied an effect, you can choose *options* for it, such as the direction the object enters or exits the slide and the speed it moves at. You can also set timings. By default, each animation is set to start on a mouse click; however you can change this to have animations start automatically, or after a delay.

### The animation pane

The **Animation Pane** allows you to control all aspects of your animations. You can use it to change the type and timing of effects and also the order in which they occur. The pane also includes some more advanced animation options.



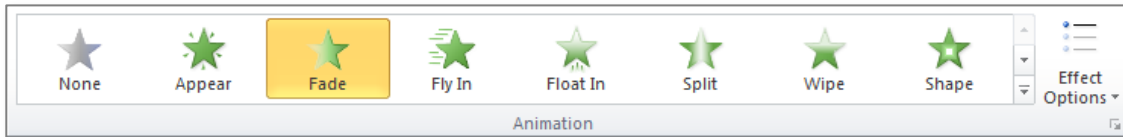
**Tip:** While animation can add a lot to your presentation, use it with care: too many effects are more likely to annoy rather than impress your audience!

If you are animating bullet point text, it is a good idea to use the same type of effect throughout the presentation.

## Task 5.1 Animating text

One of the simplest and most effective ways to use animation is with bullet point text. You can control the flow of information by bringing up the points one at a time. Your audience is more likely to listen to what you are saying rather than be distracted by reading ahead.


The **Animation** gallery contains a wide range of effects that you can apply.



### Try this...

1. With the file **Transport\_1.pptx** open, move to slide **6**, titled **People Transport**.
2. Click anywhere in the bullet point text.
3. Click on the **Animations** tab.
4. Click on the **More** button at the **Animation** gallery and examine the effect options.
5. Under **Entrance**, select **Wipe**.

*You will get a preview of the effect. Non-printing labels indicate the order that the animations will play in. Note that a star symbol appears next to the thumbnail in the **Slides** pane, indicating that the slide includes an animation.*

6. Click on the down arrow at **Effect Options**, and under **Direction**, choose **From Left**.
7. To see the full effect, click on the **Slide Show** button  on the status bar.
8. Click to move through the bullet points, press **Esc** to exit the slide show and then return to slide **6**.
9. Click in the text again, then click on the down arrow at **Effect Options**, and note the setting under **Sequence**.

*The default setting for bullet points is **By Paragraph**, i.e. they display one at a time.*

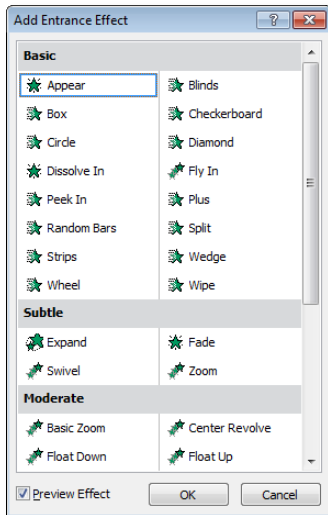


**Tip:** While the **Preview** button on the **Animations** tab allows you to see the effects of an animation, it does not include user interaction such as mouse clicks. It is therefore always a good idea to check your animation by using the **Slide Show** button.



## Task 5.2 Animating objects

You can apply animation to any object on your slide, not just text. For example, you can use an **Entrance** effect to bring a shape onto the slide, or use an **Emphasis** effect to make an object grow or shrink.



As well as using the **Animation** gallery, you can access the full range of effects from the menu options at the bottom of the gallery.

Effects are grouped into categories. **Entrance** effects, for example can be **Basic**, **Subtle**, **Moderate** or **Exciting**.

It is a good idea to stick to the **Basic** and **Subtle** categories – the more energetic effects can be very irritating!

### Try this...

1. Move to slide **3**, titled **New Directions**, and click on the arrow shape.
2. Click on the **Animations** tab if you are not already there and on the **More** button at the **Animation** gallery.
3. Select **More Entrance Effects** from the menu at the bottom.
4. If necessary, drag the dialog box so that you can see the arrow shape.
5. Click on some of the effects and watch the effect on the shape.
6. In the **Basic** category, click on **Fly In** and on **OK**.
7. Click on **Effect Options** and select **From Left**.
8. Make sure the arrow shape is selected, then in the **Timing** group, click on the down arrow at **Start** and select **After Previous**.
9. In **Duration**, use the up spinner arrow to set to **02.00**.
10. In **Delay**, use the up spinner arrow to set to **01.00**.
11. Click on **Slide Show** on the status bar to view the slide.

*The arrow shape automatically appears one second after the slide is displayed (Delay) and the effect takes two seconds to complete (Duration).*

12. Press **Esc** to return to Normal view.
13. Click on the picture of the globe and on the **Animations** tab if it is not already selected.

14. Click on the **More** button at the **Animation** gallery, and under **Emphasis**, choose **Grow/Shrink**.
15. Click on **Effect Options** and examine the settings.

*You can choose a direction and an amount to grow or shrink the object.*

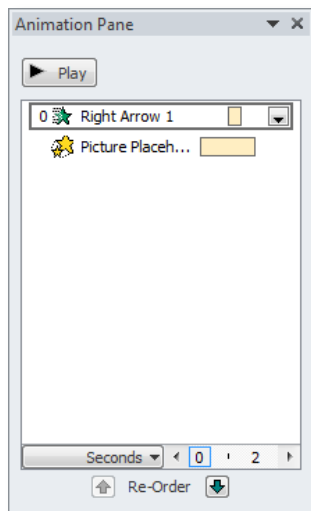
16. Under **Amount**, click on **Smaller**.
17. In the **Timing** group, click on the down arrow at **Start** and select **With Previous**.
18. Click on **Slide Show** on the status bar to view the slide.

*The **With Previous** setting means that the picture and arrow animation effects happen at the same time.*

19. Press **Esc** to return to Normal view.

## Task 5.3 Using the animation pane

The **Animation Pane** gives you an alternative way to view and edit animations. It displays a list of all the animations on a slide, along with their effect options and timings settings. You can use the pane to change an animation's settings and the order animations play in.



Click on an effect to select it, and on the down arrow to display the menu. From here, you can change how the effect starts (**On Click**, **With Previous** or **After Previous**), and access the **Effect Options** and **Timings** settings.

You can also remove the effect if you no longer want the animation.

### Try this...

1. Make sure you are still on slide **3**.
2. On the **Animations** tab, in the **Advanced Animation** group, click on **Animation Pane**.
3. On the slide, click on the bullet point text placeholder to select it and, from the **Animation** gallery, apply the **Entrance** effect **Appear**.

You will see the **Content Placeholder** animation highlighted in the **Animation Pane**.

4. Click on **Slide Show** on the status bar to view the slide – wait for the arrow and image animations, then click the mouse to display the bullet points.

Note that the sub-bullets appear at the same time as the top level bullets.

5. Press **Esc** to return to Normal view and make sure you are on slide **3**.
6. In the **Animation Pane**, click on the **Content Placeholder** effect if it is not already selected, then click the down arrow and select **Effect Options**.
7. Click the **Text Animation** tab.
8. Click the down arrow at **Group text**, choose **By 2<sup>nd</sup> Level Paragraphs** and click **OK**.
9. Click on **Slide Show** again, wait for the arrow and image animations, then click the mouse to see the difference the change has made to the bullet points.

Now each bullet point appears separately.

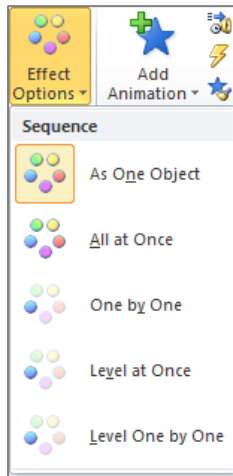
10. Press **Esc** to return to Normal view.
11. Make sure the **Content Placeholder** effect is selected and click on the up **Re-Order** button at the bottom of the pane twice to move the effect to the top.
12. In the **Animation Pane**, click on the **Striped Right Arrow** effect.
13. Click on the down arrow and select **Start On Click**.
14. Click on **Slide Show** and then click to play your animations again.

*The text now appears first, follows by the other two animations.*

15. Press **Esc** to return to Normal view.
16. Close the **Animation Pane**.


## Task 5.4 Animating SmartArt graphics

Although you can animate a SmartArt graphic, there are limitations on what you can do. For example, you can't animate connecting lines or change the order in which individual shapes appear. You can, however, use **Effect Options** to control how the graphic appears on screen.



You can select whether the animation effect applies to the SmartArt graphic as a whole or level by level.

### Try this...

1. Move to slide **7**, titled **Freight**, and click on the **Insert SmartArt Graphic** icon .
2. Click on **Pyramid** in the panel on the left, select **Basic Pyramid** and click **OK**.
3. Type **Air cargo** in the top box, **Dangerous goods** in the middle and **Logistics** in the bottom.
4. Click on the **Animations** tab.
5. Click the **More** button at the **Animation** gallery, and under **Entrance**, choose **Fade**.
6. Click **Effect Options**.

*By default, the effect is applied to the entire graphic – **As One Object**.*

7. Choose **One by One**.
8. Click on **Slide Show** on the status bar and click through the animation effects.

*It would be more effective if the pyramid built from the bottom.*

9. Press **Esc** to return to **Normal** view and make sure you are on slide **7**.
10. Re-open the **Animation Pane**, and click on the **Content Placeholder** animation in the pane if it is not already selected.
11. Click on the down arrow and select **Effect Options**.
12. Click on the **SmartArt Animation** tab.

13. Click **Reverse order** to select it and click **OK**.
14. Click on **Slide Show** on the status bar and play your animation again.

*The shapes appear in reverse order.*

15. Press **Esc** to return to Normal view.
16. Close the **Animation Pane**.
17. Save the presentation.



**Tip:** If you want to create more complex animation effects, you can convert a SmartArt graphic to shapes. Click on the **SmartArt Tools Design** tab, and in the **Reset** group, click on **Convert** and choose **Convert to Shapes**. Note that once you have converted it to shapes you cannot convert it back to a SmartArt graphic.

## 6. Playing media clips

PowerPoint allows you to play audio and video clips directly from your presentation. Media clips can illustrate points better than words alone, and will also grab the audience's attention.

You can create your own clips, or download from websites such as the JISC MediaHub (<http://jiscmediahub.ac.uk/>). PowerPoint supports a wide range of file formats.

### Inserting clips

When you insert a clip, it is *embedded* into the presentation. For videos in particular, this will have an impact on the size of the PowerPoint file. PowerPoint includes compression tools to help reduce the size of the clip. If size is still an issue, you can choose to *link* to a file instead.

To link, click on **Insert** and **Video**, select **Video from File**, and at the **Insert** button, click the down arrow and choose **Link to File**.

If you have linked to a file and are distributing your presentation or delivering it on another machine, you will need to *package* your files so that the link does not break. To do this, click on the **File** tab, click on **Save & Send** and choose **Package Presentation for CD**.

### Editing clips

PowerPoint includes a range of audio and video tools. The **Playback** tab applies to both audio and video, and includes options to trim the clip, make it loop continuously, play full screen or start automatically.

The **Video Tools Format** tab allows you to reposition, resize and apply styles to the clip.



**Note:** Due to technical issues, it is no longer possible to insert a video from YouTube into PowerPoint. An alternative is to create a hyperlink to the video's url and play it in YouTube.

## Task 6.1 Inserting a video clip

You can insert clips by clicking on the relevant icon in a content placeholder on a slide, or by using the options on the **Insert** tab.



You can insert a file you have sourced yourself, or search for a clip in Microsoft's library.

Note that the video clips in the library are animated GIFs which are unlikely to be appropriate for a business presentation.

### Try this...

1. With the file **Transport\_1.pptx** open, move to slide **2**, titled **A new direction**.
2. Click on the **Insert** tab, and in the **Media** group, click on **Video**.
3. Click on **Video from File**.
4. Navigate to the folder **PowerPoint 2010 ► Beyond basics ► Practice files** if you are not already there, and insert the file **U.S.\_AIRSHIP\_WRECKED.wmv**.
5. Drag the clip to an empty space on the slide.
6. Click on the **Play/Pause** button below the clip and play the video to the end.

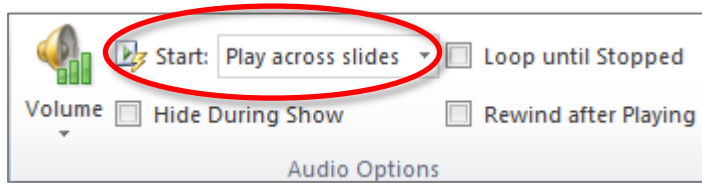
*Note that the last frame of the video shows 'noise'.*

7. With the video selected, click on the **Video Tools Playback** tab.
8. In the **Editing** group, click on **Trim Video**.
9. Click on the red marker at the right of the bar and drag to the left to exclude the last frame then click **OK**.
10. Click on the **Video Tools Format** tab.
11. In the **Video Styles** gallery, click on the **More** button and apply any style you like.
12. Click on **Slide Show** on the status bar and play the video as your audience will see it.
13. Press **Esc** to return to Normal view.
14. With the video selected, click on the **Video Tools Playback** tab.
15. In the **Video Options** group, click **Play Full Screen** to select it.
16. Click on **Slide Show** on the status bar and play the video again.
17. Press **Esc** to stop the video, and **Esc** again to return to Normal view.



## Task 6.2 Playing an audio clip across slides

Audio clips stop playing as soon as you move to the next slide. However, you can use **Audio Options** settings to force the clip to continue playing.



Select **Play across slides** from the **Start** menu. You can combine this with **Animation** settings to play across a specified number of slides.

### Try this...

1. With the file **Transport\_1.pptx** open, move to slide **1**.
2. Click on the **Insert** tab, and in the **Media** group, click on **Audio**.
3. Click on **Audio from File**.
4. Navigate to the folder **PowerPoint 2010 ► Beyond basics ► Practice files** if you are not already there, and insert the file **jazz.wav**.
5. Click on the **Audio Tools Playback** tab.
6. In the **Audio Options** group, click on **Start** and select **Play across slides**.
7. Click in **Hide During Show** to select it.

*This option hides the media clip icon in slide show view.*

8. Click on the **Animations** tab.
9. Make sure the audio clip is selected, and in the **Advanced Animation** group, click on **Animation Pane**.
10. In the **Animation Pane**, click on the down arrow next to the animation and select **Effect Options**.

*After is set to 999 slides so that the clip will continue playing throughout the presentation.*

11. Click in **After**, replace **999** with **2** and click **OK**.
12. Close the **Animation Pane**.
13. Click on **Slide Show** to play the current slide then click through to slide **3**.

*The music plays over slides 1 and 2 and stops on slide 3.*

14. Close and save the file.

## 7. Working with themes and slide masters

### Applying themes

A theme is a predefined set of colours, styles and effects that you can apply to your presentation. Every presentation has a theme – even the default blank presentation (the **Office** theme).

The **Design** tab includes a **Themes** gallery with 40 designs to choose from. You can modify a theme, and even create your own.

### Using slide masters

The **Slide Master** on the **View** tab is what controls everything about the appearance and layout of your slides. The Slide Master also includes individual **slide layouts**, such as **Title Slide**, **Title and Content**, **Blank**.

The slide layouts contain placeholders for text, such as the title or footer, and content placeholders for objects such as images, media files or SmartArt graphics.

When you modify a Slide Master, all the slides in a presentation will change accordingly. You can use the slide layouts to make changes to a specific layout only.

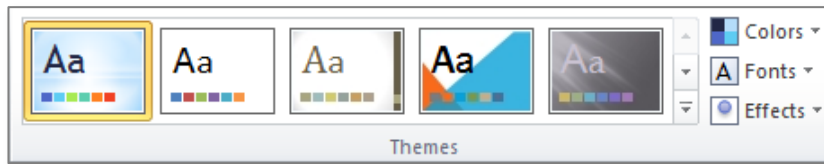
### Using handout and notes masters

PowerPoint also uses masters to control the layout of printed handouts and speaker notes.

You can change the positioning of header and footer placeholders, select different fonts, insert images and change the background style.

## Task 7.1 Applying and modifying a theme

You can apply a theme when you create a new presentation, or, if you have an existing presentation, you can use the **Themes** gallery on the **Design** tab.



You can customise a theme by changing colours, fonts and effects.

### Try this...

1. Open the presentation **Themes\_1.pptx** from the folder **PowerPoint 2010 ► Beyond basics ► Practice files**.
2. Click on the **Design** tab and on the **More** button at the **Themes** gallery.
3. Hover over the themes to see how they would look when applied, then click on **Waveform**.
4. Move to slide 2.

*The font used in the content placeholder might not be very easy to read from a distance, so it is a good idea to change it.*

5. In the **Themes** group, click on **Fonts** to display the **Theme Fonts** gallery and move your cursor over the theme fonts to see how the presentation changes.
6. Scroll and click on **Clarity** to apply the fonts from the Clarity theme.

*This changes the font face in **all** the text placeholders.*

7. In the **Themes** group, click on **Colors** to display the **Theme Colors** gallery.
8. Move your cursor over the theme colours to see how they look, then choose one you like.

*You can 'mix and match' fonts and colours as you wish to create a new customised theme.*

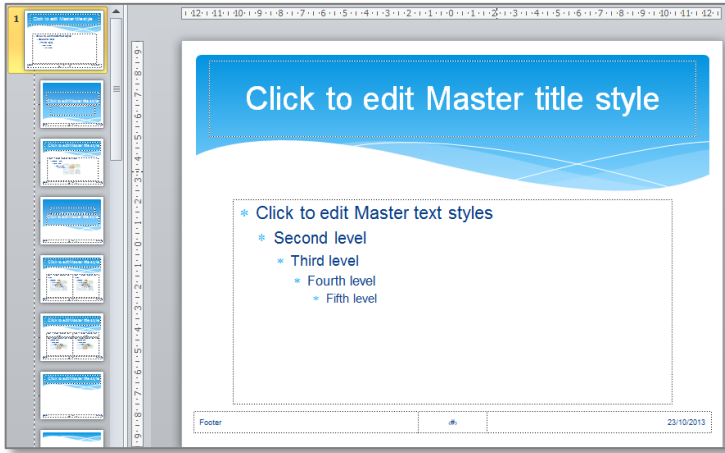
9. Click on the **More** button at the **Themes** gallery and select **Save Current Theme** from the menu at the bottom.
10. Change the **File name** to **MyTheme** and click **Save**.
11. Click on the **More** button at the **Themes** gallery again.

*Your new theme appears in the **Custom** section ready for you to use again for another presentation.*

12. Save the presentation as **Custom\_transport.pptx** in the folder **PowerPoint 2010 ► Beyond basics ► Practice files**.

## Task 7.2 Viewing and editing the slide master

The **Slide Master** controls the position and size of text placeholders, the fonts used, and the appearance of bullet points. You can also use it to create a background, or place an image, such as a logo, on every slide.



The Slide Master includes a master for each slide layout.

You can make global changes to all layouts by using the Slide Master itself, or make a specific change to an individual slide layout.


### Try this...

1. With your new presentation open, click on the **View** tab, and in the **Master Views** group, click on **Slide Master**.

*The Slide Master appears at the top of the panel, with the different slide layouts below. The layout for the slide you are currently on is highlighted.*

2. Click on the **Slide Master** (top).
3. Click in the title and then click on the edge of the placeholder to select it.
4. Click on the **Home** tab, and in the **Font** group, change the font face to **Trebuchet**.
5. Click on the **Slide Master** tab and on **Close Master View**.

*Note that fonts in the title placeholder and the text placeholder are now different. Changing the font in a specific placeholder on the **Slide Master** (in this case, the title), changes it for that placeholder only.*

6. Click on the **View** tab, and in the **Master Views** group, click on **Slide Master**.
7. Click on the **Slide Master** (top) again.
8. In the content placeholder, click anywhere in the text for the first bullet point.
9. Click on the **Home** tab, and in the **Paragraph** group, click on the down arrow at **Bullets**  and select **Bullets and Numbering**.
10. In the gallery, click on **Filled Round Bullets**.
11. At **Color**, click on the down arrow and select a colour you like.

12. Click **OK** to finish.
13. Click on the **Slide Master** tab and on **Close Master View**.

*Note that the bullet point has changed.*

14. On the **Home** tab, click on the down arrow at **New Slide** and choose **Two Content**.
15. Click in the title and type **Personal**.
16. In the left content placeholder, type the bullet points:

- **Electric cars**
- **Solar scooters**

17. In the right content placeholder, type the bullet points:

- **Wind racers**
- **Terra travellers**

*Although this is a different slide layout, the title and bullet points have also changed.*

18. Click on the **View** tab and open the **Slide Master** view again.
19. In the navigation pane, click on the **Slide Master** at the top again.
20. Click on the **Insert** tab and then click **Picture**.
21. In the navigation panel, click on **Documents** under **Libraries** and navigate to the folder **PowerPoint 2010 ► Beyond basics ► Practice files**, then insert the file **logo.jpg**.
22. Drag the image to the bottom right of the slide.

*The image's white background covers parts of the slide design.*

23. Click on the **Picture Tools Format** tab, then in the **Adjust** group, click on **Color** and select **Set Transparent Color** from the menu at the bottom.
24. Move your cursor to the image's white background and click to select the colour.

*Note that this option will only work if the background is a solid colour.*

25. In the **Arrange** group, click on **Send Backward** and choose **Send to Back**.

*The image is now behind the text placeholder so that any content will appear on top of it.*

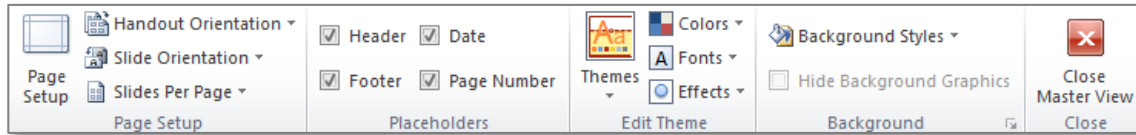
26. Click on the **Slide Master** tab and on **Close Master View**.

*The image appears on all your slides apart from the Title layout. If you wish, you can also add it to the **Title Slide Layout** master.*

27. Save your presentation.

## Task 7.3 Editing the handout master

You can print out handouts in various layouts to accompany your presentation. If you want to customise your handout, you can make changes through the **Handout Master** tab.




You can move or delete the placeholders, change the background style, edit fonts and add images.

### Try this...

1. With your presentation open, click on the **View** tab and in the **Master Views** group, select **Handout Master**.
2. In the **Page Setup** group, click on **Slides Per Page** and choose **2 Slides**.
3. In the **Placeholders** group, click on **Footer** to deselect it.

*The Footer placeholder is removed.*

4. Click on the **Date** placeholder and drag it to the bottom left of the page.
5. With the **Date** placeholder selected, click on the **Home** tab, and in the **Paragraph** group, click on **Align Text Left** .
6. Click on the **Insert** tab and on **Picture**.
7. Navigate to the folder **PowerPoint 2010 ► Beyond basics ► Practice files** if you are not already there, and insert the file **logo.jpg**.
8. Drag the image to the top right corner and make it smaller.
9. Click on the **Handout Master** tab and on **Close Master View**.
10. Click on the **File** tab and on **Print**.
11. In **Settings**, click on the down arrow at **Full Page Slides** and under **Handouts**, select **2 Slides**.

*Examine the print preview. Note that although there was a **Header** placeholder on the master, nothing appears at the top left of the page. If you want header text, you have to add it through the **Header and Footer** dialog box, not by typing it into the handout master.*

12. Click on the **Insert** tab, and in the **Text** group, click on **Header & Footer**.
13. Click on the **Notes and Handouts** tab.
14. Click in the **Header** check box to select it, and type **ABC Transport** into the text box, then click on **Apply to All**.

15. Click on the **File** tab and on **Print**.

*The header now appears on the document.*

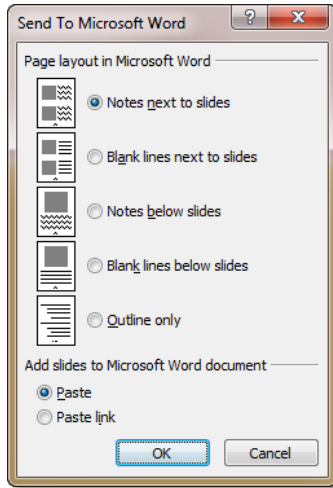
16. Click on the **Home** tab to return to Normal view.



**Note:** It is not possible to change where the slides themselves are positioned on the handout master.

## Task 7.4 Creating handouts in Word

If you want to create your handouts as an electronic file rather than have printed copies only, you can export your presentation to Word using the **Send to Microsoft Word** dialog box.



You can choose from a small range of layouts (there are less here than are available through the **Print** option).

You can also create a link between your presentation and the Word document. This means that changes to the slides will be reflected in the document.



**Note:** Word will only update the content of existing slides, and will not process inserted or deleted slides.

### Try this...

1. With your presentation open, click on the **File** tab and on **Save & Send**.
2. Under **File Types**, click on **Create Handouts** then on the **Create Handouts** button.
3. In the **Send to Microsoft Word** dialog box, click **Blank lines next to slides**.
4. Click **Paste link** and **OK**.
5. Open the Word document from the taskbar when it has been created.

*Note that there are no headers, footers or page numbers – the **Create Handouts** option does not use the Handout Master layout. You will have to add any formatting you require.*

6. In Word, click on the **File** tab and **Save As** and save the document as **Transport handout.docx** in the folder **PowerPoint 2010 ► Beyond basics ► Practice files**.
7. Return to the PowerPoint presentation.
8. Navigate to slide **2** and add a third bullet point, **The future**.
9. Return to the Word document.
10. Hold down **Ctrl** and press **A** to select everything in the document, then press **F9** to update it.
11. Check that the image of slide **2** in the handout has been updated.
12. Close and save the Word document and the PowerPoint presentation.



## 8. Using navigation

When running your slide show, you are most likely to start with the Title slide and work through the rest of the slides in order. However, with a more complex presentation, you might want to display slides in a different order, or bring up additional information, such as an Excel file, a pdf or a website.

PowerPoint includes **Hyperlink** and **Action** options on the **Insert** tab that allow you to navigate to locations in your presentation or open a file or web page directly from a slide. These options do very similar things – which you use is a matter of preference.

### Using Hyperlink

The **Hyperlink** options are:










<b>Existing File or Web Page</b>	Links to a file, such as another presentation, a Word document, Excel file or pdf. You can also link to a web page.
<b>Place in this Document</b>	Links to another slide in the same presentation.
<b>Create New Document</b>	Creates a new presentation directly from the current one.
<b>Email Address</b>	Links to a specified email address.

### Using Action

You can apply an action to any object on your slide by clicking on the **Insert** tab and selecting **Action** to display the **Action Settings** dialog box. Actions include moving to another page, opening a file or playing a media clip.

**Action Settings** will also display automatically when you insert an **action button**. PowerPoint includes a range of pre-defined buttons, available from the **Shapes** gallery.

### Action button descriptions

	<b>Back or Previous</b> – navigates to previous slide.
	<b>Forward or Next</b> – navigates to next slide.
	<b>Beginning</b> – navigates to first slide.
	<b>End</b> – navigates to last slide.
	<b>Home</b> – like <b>Beginning</b> , this navigates to the first slide.
	<b>Information</b> – this has no pre-set action; you can use it to link to whatever you like.
	<b>Return</b> – navigates to the last slide viewed.
	<b>Movie</b> – this has no pre-set action, but you can use it to launch a video clip through the <b>Action Settings</b> dialog box.
	<b>Document</b> – this has no pre-set action, but you can use it to open a specific file through the <b>Action Settings</b> dialog box.



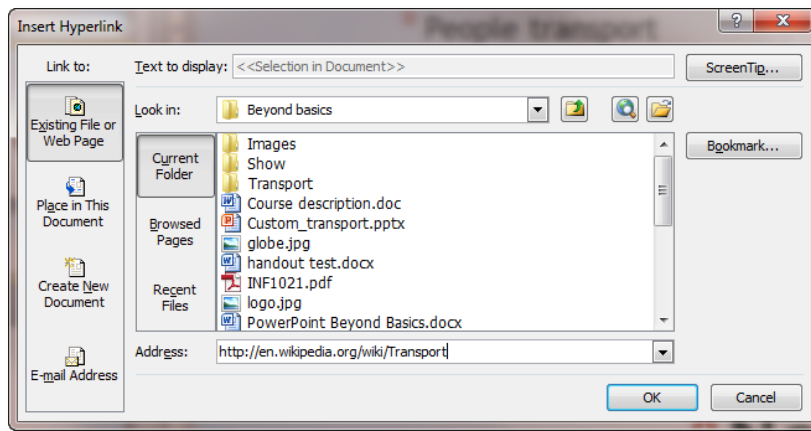
**Sound** – this has no pre-set action, but you can use it to launch a sound clip through the **Action Settings** dialog box.



**Custom** – you can use this to create any type of action you require.

## Task 8.1 Creating a hyperlink

If you want to open a file or display a web page during your presentation, one method is to create a hyperlink directly from a slide through the **Insert Hyperlink** dialog box.



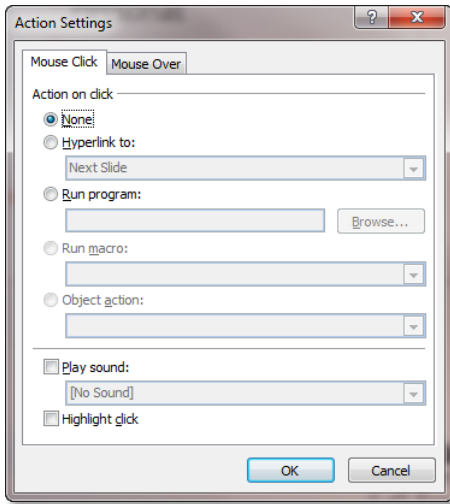
From here, you can choose to link to a file or web page, or to another location in the presentation.

### Try this...

1. Click on the **File** tab and select **Open**, then navigate to the folder **PowerPoint 2010 ► Beyond basics ► Practice files** and open the file **Transport\_2.pptx**.
2. Move to slide **2** and click on the image of the globe.
3. Click on the **Insert** tab and, in the **Links** group, click on **Hyperlink**.
4. Check that **Existing File or Web Page** is selected, click in **Address** and type: **http://en.wikipedia.org/wiki/Transport**
5. Click **OK** to finish.
6. Click on **Slide Show** on the status bar to display the slide.
7. Click on the image to open the web page.
8. Close the web browser and return to your slide show.
9. Press **Esc** to return to Normal view.
10. Make sure you are on slide **2** and that the image is still selected.
11. Click on **Hyperlink** again and on **Place in This Document**.
12. Click on slide **8 (Renewable Solutions)** and **OK**.
13. Click on **Slide Show** on the status bar and click on the image again.  
*This time you jump to the **Renewable Solutions** slide.*
14. Press **Esc** to return to Normal view.

## Task 8.2 Creating an action setting

An alternative method of creating hyperlinks is to use the **Action Settings** dialog box.



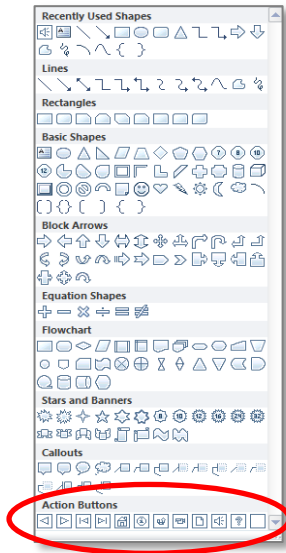
From here, you can choose to hyperlink to another slide, presentation, URL or file. You can also run a program and play a sound.

### Try this...

1. With the file **Transport\_2.pptx** open, move to slide **2**.
2. Click on the arrow shape next to the text **Current solutions**.
3. Click on the **Insert** tab and in the **Links** group, click on **Action** to open the **Action Settings** dialog box.
4. Click **Hyperlink to**, and in the drop-down list, scroll and choose **Slide**.
5. In the **Slide title** list click on **Current Solutions** and **OK**.
6. Click **OK** to finish.
7. Click on the arrow shape next to the text **Renewable solutions** and repeat steps **3** to **6** to add an action to hyperlink to the **Renewable Solutions** slide.
8. Move to slide **3**.
9. Click on the *edge* of the rectangle containing the text **New directions** to select it.
10. Repeat steps **3** to **6** to add an action to hyperlink to the **New Directions** slide.
11. Copy the rectangle, then move to slide **8** and paste it in.  
*The action settings are copied with the rectangle.*
12. Move back to slide **2**, click on **Slide Show** and then click the arrows and the rectangle to test that they go to the correct slides.
13. Press **Esc** to return to Normal view.

## Task 8.3 Creating action buttons

Action buttons are predefined buttons you can select from the **Shapes** gallery. You can use them to navigate within a presentation, open web pages or files, and play media clips.



Choose a button with an appropriate image. Some of the buttons have pre-defined action settings, which you can change if you require.

### Try this...

1. With the presentation **Transport\_2.pptx** open, move to slide **3**.
2. Click on the **Insert** tab, and in the **Illustrations** group, click on **Shapes**.
3. Click on **Action Button: Sound** (bottom of the gallery) and drag your cursor to draw a small button at the bottom right of the slide to display the **Action Settings** dialog box.

*The **Play sound** option is selected by default.*

4. Click on the down arrow at **Play sound**, choose **Breeze** and click **OK**.
5. Make sure the button is still selected, and in the **Links** group, click **Action**.
6. Change the sound to **Chime** and click **OK**.
7. In the **Illustrations** group, click on **Shapes** and draw an **Action Button: Home** next to the **Sound** button.

*The **Hyperlink to** option is automatically set to **First Slide**.*

8. Click **OK**.
9. Click on **Slide Show** on the status bar, click the **Sound** button, then the **Home** button.
10. Press **Esc** to return to Normal view.
11. Close and save the file.

## 9. Setting up a show

The **Slide Show** tab includes tools for creating custom shows and setting up slide shows as self-running presentations.



### Creating a custom show

You might have an existing presentation created for one audience that you now have to deliver to different groups. If you don't want to show them all the slides, you don't have to create separate presentations. Instead, on the **Slide Show** tab, you can create **custom shows** within the same file and run them individually.

You can also use custom shows as a navigation method by creating hyperlinks to shows within the presentation. This can be useful if you are sending out your presentation – you can create a menu that allows viewers to navigate easily to different topics.

### Creating a self-running presentation

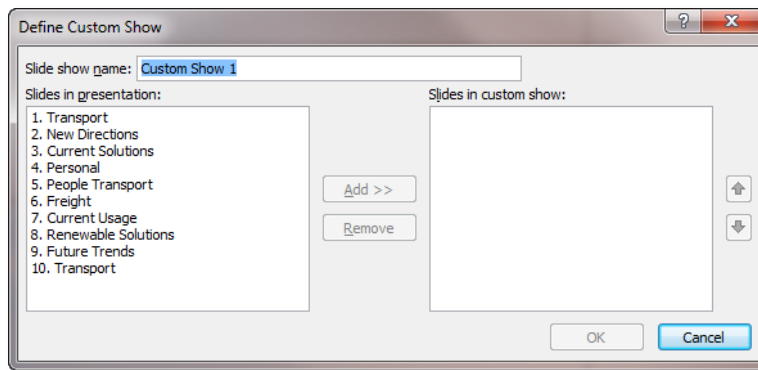
Most presentations are speaker-led therefore are under the control of the presenter. However, you may wish to produce a self-running presentation that does not require intervention, for example, to run at a conference or trade show.

In PowerPoint, you can set up slides to advance automatically after a set period of time.

It is also possible to add narration to a self-running presentation. To do this for individual slides, on the **Insert** tab, click **Audio** and choose **Record Audio**. You can also use the **Record Slide Show** option on the **Slide Show** tab to record in slide show view. You will need specific hardware to create a narration, such as a sound card, microphone and speakers.

## Task 9.1 Creating a custom show

You can create custom shows for different audiences from a single presentation.



In the **Define Custom Show** dialog box, you can add the slides you want. You can also re-order them if required.

### Try this...

1. Open the file **Transport\_3.pptx** from the folder **PowerPoint 2010 ► Beyond basics ► Practice files**.
2. Click on the **Slide Show** tab, and in the **Start Slide Show** group, click on the down arrow at **Custom Slide Show** and select **Custom Shows**.
3. In the **Custom Shows** dialog box, click **New**.
4. In **Slide show name**, replace **Custom Show 1** with **Current**.
5. In **Slides in presentation**, hold down **Ctrl**, click on slides **1, 3, 4, 5, 6** and **7**, and then click **Add**.
6. In **Slides in custom show**, click on slide **4 (People Transport)** and click once on the **Up** arrow to move it before the **Personal** slide.
7. Click on **OK**.
8. In the **Custom Shows** dialog box, click **New** again.
9. In **Slide show name**, replace **Custom Show 1** with **Renewable**.
10. In **Slides in presentation**, hold down **Ctrl**, click **1, 8, 9, 10** and **11**, then click **Add** and **OK**.
11. Click **Close**.
12. On the **Slide Show** tab, click the down arrow at **Custom Slide Show**.

Your custom shows appear on the menu.

13. Select **Current** and click through the slide show.
14. Return to Normal view.
15. Click the down arrow at **Custom Slide Show** again, select **Renewable** and click through the presentation.

16. Return to Normal view.
17. Save the file.

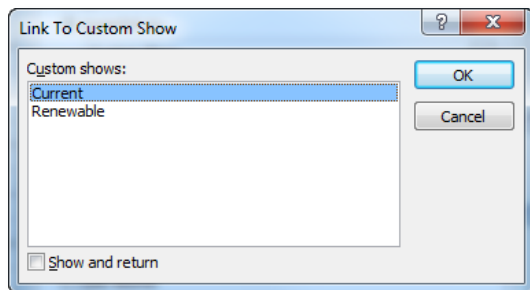


**Note:** To add, delete or reorder slides in a custom show, click on the down arrow at **Custom Slide Show** and select **Custom Shows**. Click on the show name and **Edit**.



## Task 9.2 Creating hyperlinks to custom shows

You can use custom shows as a way of creating alternative navigation paths within a presentation; for example, you could have a front screen with a menu. You can use either the **Action Settings** or **Insert Hyperlink** dialog boxes to create links to custom shows.



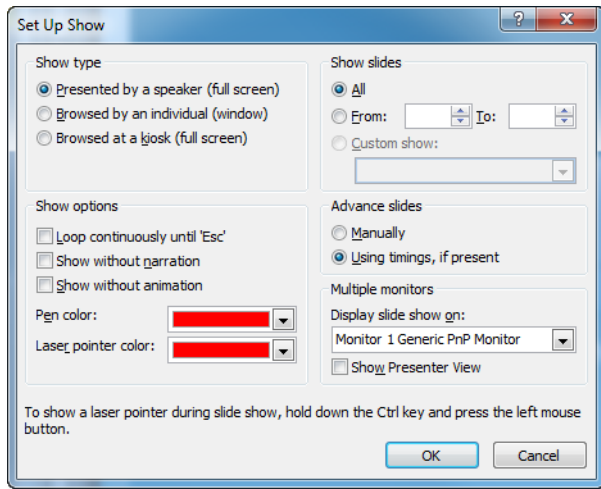
The **Show and return** option allows you to return to the original slide after running your custom show.

### Try this...

1. With the file **Transport\_3.pptx** open, move to slide **2**.
2. Click on the arrow shape next to the text **Current solutions**.
3. Click on the **Insert** tab, and in the **Links** group, click **Action**.
4. Click **Hyperlink to**.
5. Click on the down arrow and select **Custom Show**.
6. Click on **Current** and in **Show and return** to select it then click **OK** and **OK** again to finish.
7. Click on the arrow shape next to the text **Renewable solutions** and repeat steps **3** to **6** to insert a link to the custom show **Renewable**.
8. Press **F5** to start the slide show from the beginning.
9. At slide **2 (New Directions)**, click on the arrow next to **Current solutions**.
10. Click through the presentation until you return to slide **2**.
11. Click on the arrow next to **Renewable solutions** and move through the custom show until you return to slide **2**.
12. Press **Esc** to return to Normal view.
13. Close and save the presentation.

## Task 9.3 Creating a self-running presentation

If you want a presentation to run without user intervention, for example at a conference or trade show, you can use the **Set Up Show** dialog box.



From here, you can specify whether the show is to be presented by a speaker, or be browsed by an individual.

You can set the slides to advance automatically after a specific time.

### Try this...

1. Open the file **Transport\_4.pptx** from the folder **PowerPoint 2010 ► Beyond basics ► Practice files**.
2. Click on the **Transitions** tab, and in the **Timing** group, deselect **On Mouse Click**.
3. At **After**, click on the down spinner arrow until it reads **00:03.00**.
4. Click on **Apply To All**.

*This will advance all the slides automatically after 3 seconds.*

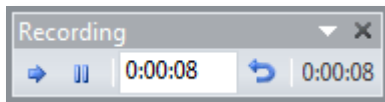
5. Click on the **Slide Show** tab, and in the **Set Up** group, click on **Set Up Slide Show**.
6. Under **Show type**, click on **Browsed at a kiosk (full screen)**.




*Note that **Loop continuously until 'Esc'** under **Show options** is selected by default for self-running presentations.*

7. Under **Advance slides**, make sure **Using timings, if present** is selected.
8. Click **OK** to finish.
9. Press **F5**, check that the slides advance automatically after 3 seconds then press **Esc**.

## Task 9.4 Rehearsing timings

The **Advance Slide** timing you set on the **Transitions** tab may not suit all slides – some take longer to read than others. Although you can set timings for individual slides by manually changing the **After** value, a more accurate way is to use the **Rehearse Timings** option on the **Slide Show** tab.



Click on **Next**  to move to the next slide. You can click on **Pause**  to stop the recording temporarily, and **Repeat**  to re-record the current slide.

### Try this...

1. With the file **Transport\_4.pptx** open, move to slide **1**.

*You are going to imagine that you are an audience member reading the slides.*

2. Click on the **Slide Show** tab, and in the **Set Up** group, click on **Rehearse Timings**.

*The first slide displays with a **Recording** toolbar.*

3. When you think enough time has elapsed, click the **Next** button.
4. Repeat step **3** until you reach the slide **Freight** and press **Esc** or close the **Recording** toolbar.

*A message box displays the length of the show.*

5. Click **Yes** to save the new timings.

*The presentation displays in Slide Sorter view.*

6. Note the timings below the slides.
7. Click on **Normal** on the status bar to return to Normal view.
8. Close and save the presentation.