

**Microsoft**  
**PowerPoint 2010**  
**Advanced Presentation**  
**Techniques**

**For**

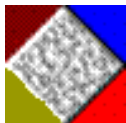
University of California

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**Berkeley**

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**Haas School of Business**



DASH DESIGNS CONSULTING

Technology Training and Consulting Services

# **Microsoft PowerPoint 2010 Advanced Presentation Techniques For The Haas School of Business, University of California**

**Revised: August 7, 2011**

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# **MICROSOFT POWERPOINT 2010 ADVANCED PRESENTATION TECHNIQUES**

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Primary Reference Presentation File: ***New Products Division.pptx***

Additional Reference Files: ***Inserting Movies and Sounds.pptx***

***PowerPoint Narration.pptx***

***Optional Advanced Project.pptx***

# Finalizing A Presentation

Reference Presentation File: *New Products Division.pptx*

## USING THE FILE MENU: INFO COMMAND

The PowerPoint 2010 **File** menu: **Info** command offers a variety of options in finalizing a presentation. These include converting the presentation into an earlier version, checking to see what changes in your 2010 file will not be supported by earlier versions, inspecting the document for any vulnerable personal or company information, and making a file read-only by marking the file final.

The screenshot displays the Microsoft PowerPoint 2010 interface with the **File** menu open and the **Info** command selected. The main area shows 'Information about New Products Division' with the following sections:

- Compatibility Mode:** Some new features are disabled for improved compatibility with previous versions of PowerPoint. Upgrading to the current file format will enable these new features. Affected objects include charts, diagrams, and media objects.
- Permissions:** Anyone can open, copy, and change any part of this presentation.
- Prepare for Sharing:** Before sharing this file, be aware that it contains:
  - Document properties and author's name
  - Presentation notes
  - Content that people with disabilities are unable to read
- Versions:** There are no previous versions of this file.

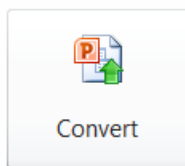
On the right side, the **File Properties Area** is visible, showing details such as Size (657KB), Slides (11), Title (New Products Division), and Author (JM). A blue arrow points to the **Show All Properties** link at the bottom of this area.

File Properties Area

**POWERPOINT 2010 FILE MENU: INFO COMMAND**

## Information about New Products Division

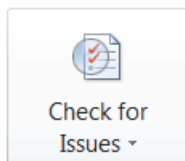
C:\Users\Jerry Maletsky\Documents\Client Docs\UC Berkeley MBA\PowerPoint 2010 Case Study Files\...

**Compatibility Mode**

Some new features are disabled for improved compatibility with previous versions of PowerPoint. Upgrading to the current file format will enable these new features. Affected objects include charts, diagrams, and media objects.

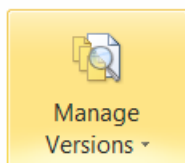
**Permissions**


Anyone can open, copy, and change any part of this presentation.

**Prepare for Sharing**

Before sharing this file, be aware that it contains:

- Document properties and author's name
- Presentation notes
- Content that people with disabilities are unable to read

**Versions**

 There are no previous versions of this file.

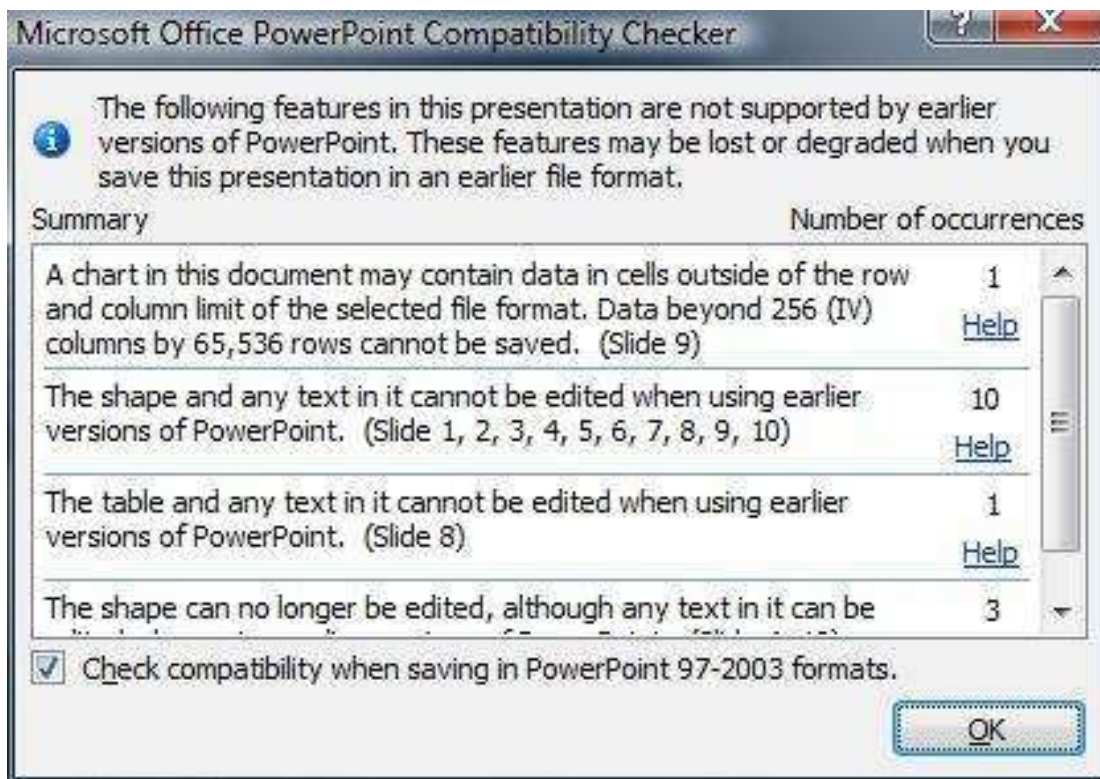
## POWERPOINT 2010 COMPATIBILITY CHECKER

Each time you save a file in Office 2010 as a **97-2003** format (**File: Save And Send button: Change File Type command**) Microsoft runs the **Compatibility Checker** automatically to alert you to what formatting or functionality issues may arise when being viewed in the older versions.


In addition, you can run the Compatibility Checker at any time by using the **File menu: Info command: Check For Issues button**

The Compatibility Checker lists the number of occurrences and the slides on which those issues appear. It does not provide any way to alter the data on the slides. However, this is mostly an informational tool. Most of the issues revolve around not being able to view that particular formatting or not being able to edit that element when viewed in a 97-2003 application.

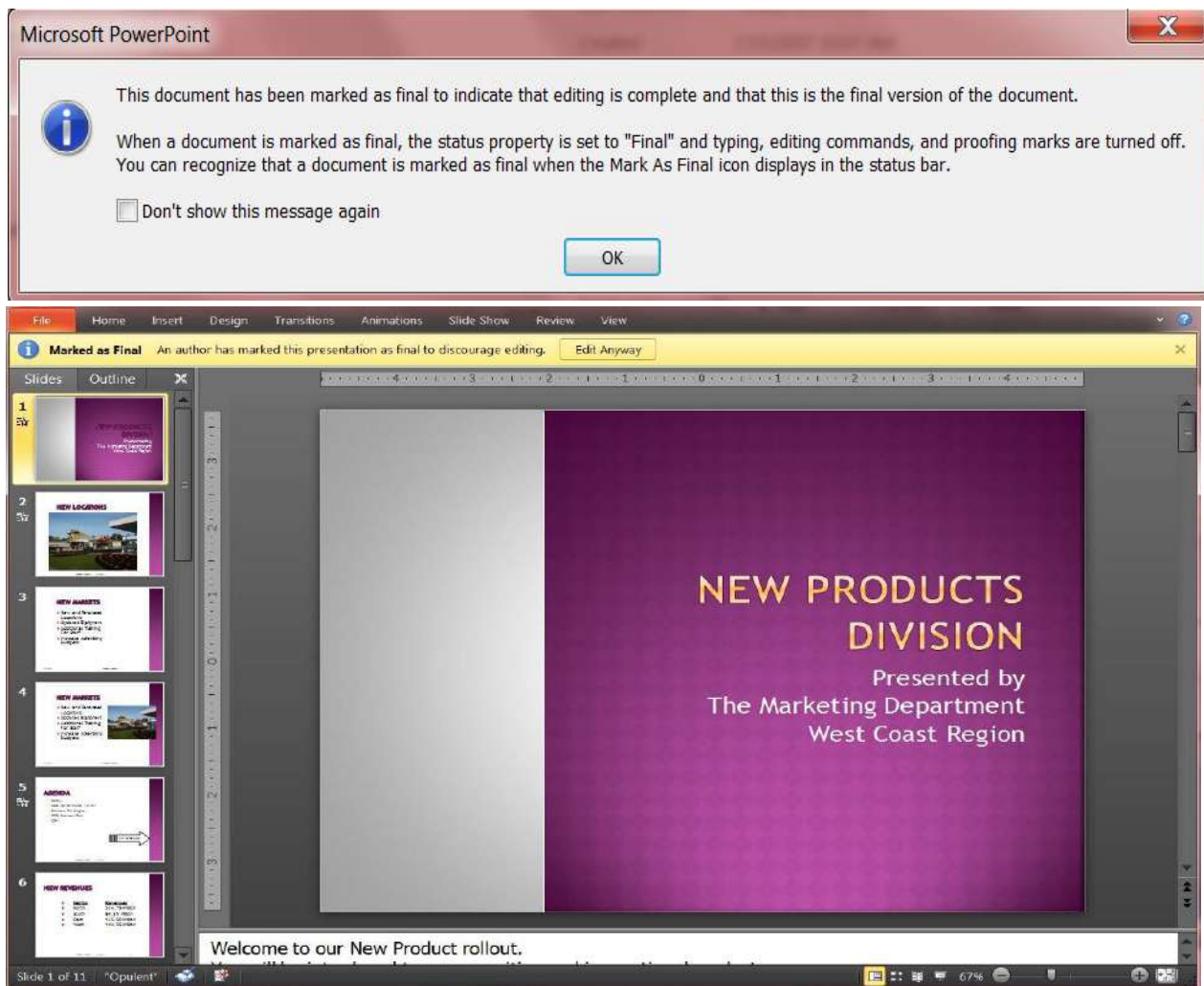
### PowerPoint 2010 Compatibility Checker



## SECURING A POWERPOINT 2010 PRESENTATION WITH MARK AS FINAL

Office 2010's **Mark As Final** option prevents changes from being made to a "completed file". This marks the presentation as **Read-Only**. When that presentation is opened, a Read-Only designation will appear in the **Title Bar**. In addition, there will be a **Mark As Final icon**  on the programs Window Frame (bottom left corner).

This is an efficient method of securing accidental changes to a key presentation file. Mark As Final can be turned off by selecting the command from the Prepare Menu in the Office Button.



↔ Mark As Final Icon

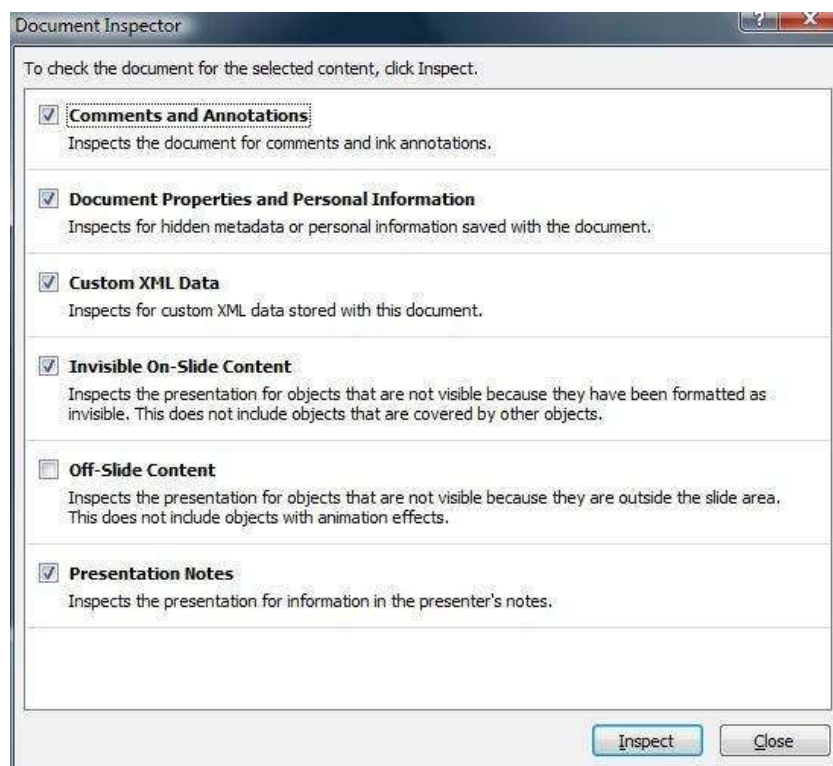
## INSPECTING A PRESENTATION FOR NON-SECURE INFORMATION

Using the **File menu: Info command: Check For Issues button: Inspect Document command** allows you to use a tool to search for and remove personal and company data that you may not want to be seen by viewers outside your organization. Some of this type of data may not be openly visible to you within the presentation. This includes comments and annotations, document properties, off-slide content, presentation notes, and personal information such as authorship.

The Document Inspector has two phases. First it scans the presentation for non-secure types of data. Then it reports its findings and displays options to remove that information.

Once this data is removed, it can not be recovered so it might be a good practice to make a copy of the presentation and remove personal information from the copy. For example, if you remove all speaker notes from a presentation, then the original will no longer contain them.

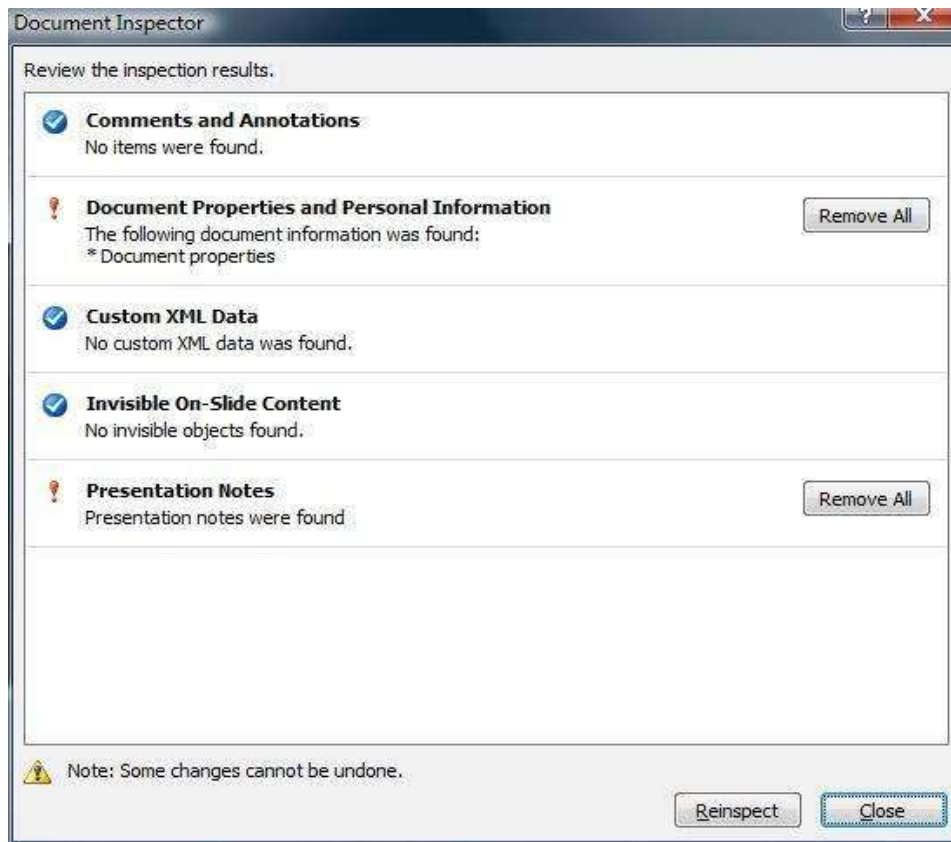
It is important to note that this is just one method of securing the presentation.





## INSPECTING A PRESENTATION FOR NON-SECURE INFORMATION

### Results of Document Inspector



Remember, if you click the Remove All button that information will be permanently removed from the presentation file.

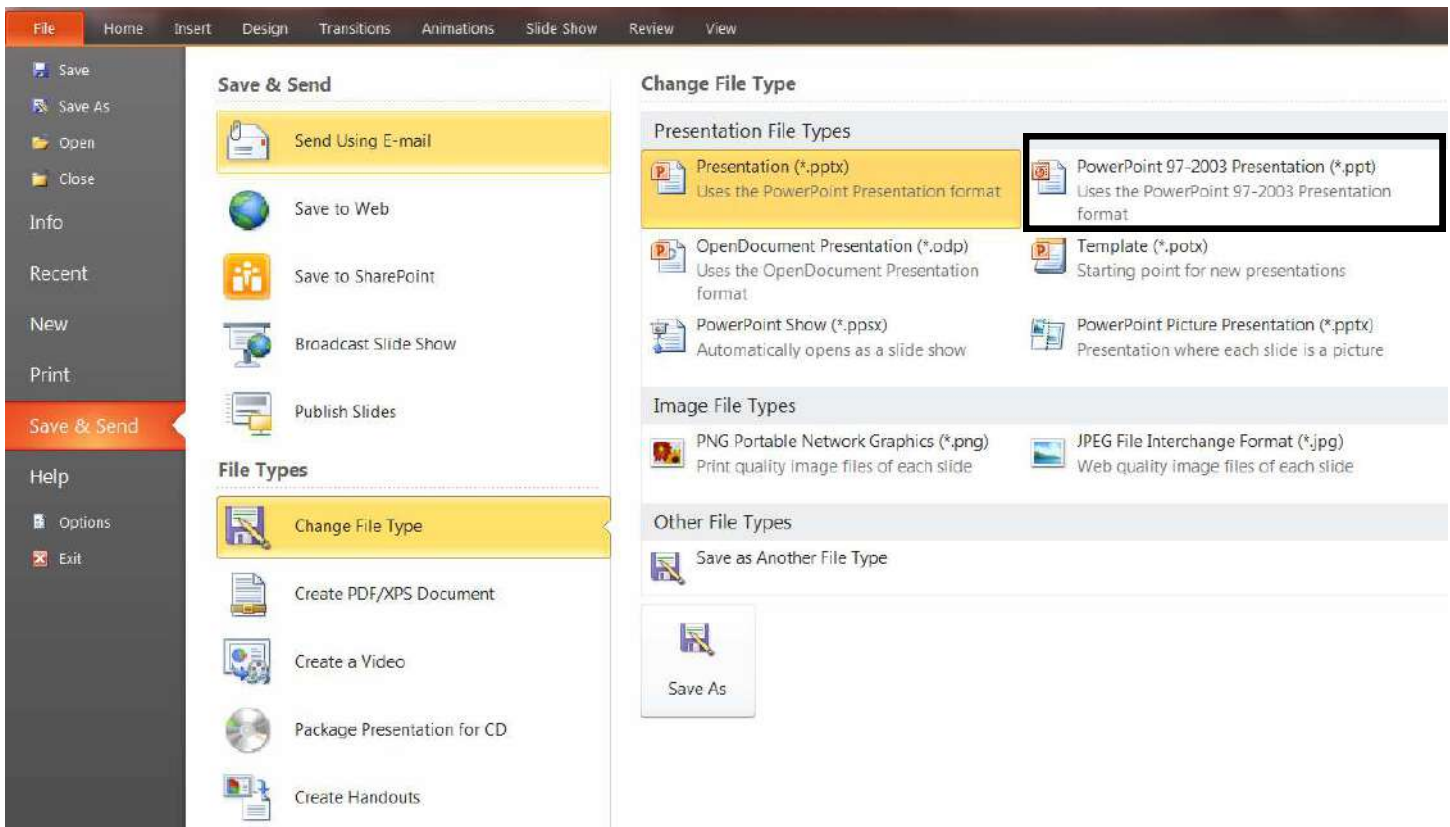
## PowerPoint 2010 Save Options

Reference Presentation File: *New Products Division.pptx*

### SAVE A PRESENTATION AS A 97-2003 FORMAT

To share documents with users of previous versions of PowerPoint (excluding PowerPoint 2007) you must save your file in the **97-2003** Format. The **Office Button, Save As** command contains a variety of formats in which to save a PowerPoint 2010 file. Note that the option that does not show a version (i.e. PowerPoint Presentation) is the 2010 format.

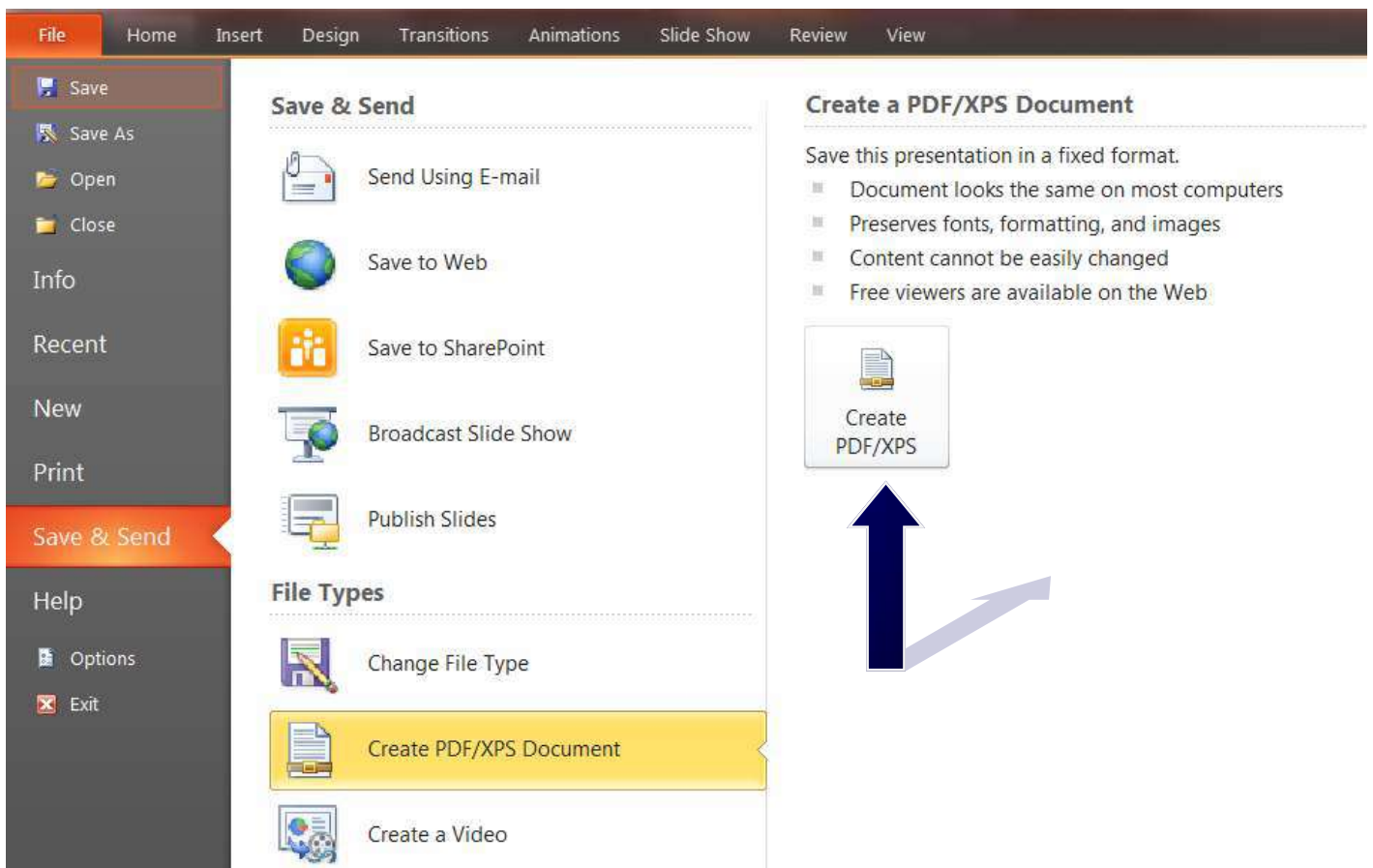
Microsoft will automatically run the **Compatibility Checker** to view issues of formatting and functionality as described in the previous section.



## SAVE A PRESENTATION IN PDF FORMAT

One of the new features of Office 2010 is the ability to save a file in PDF format without using the full version of Adobe Acrobat.

This option is located in the **File menu: Save & Send** command.

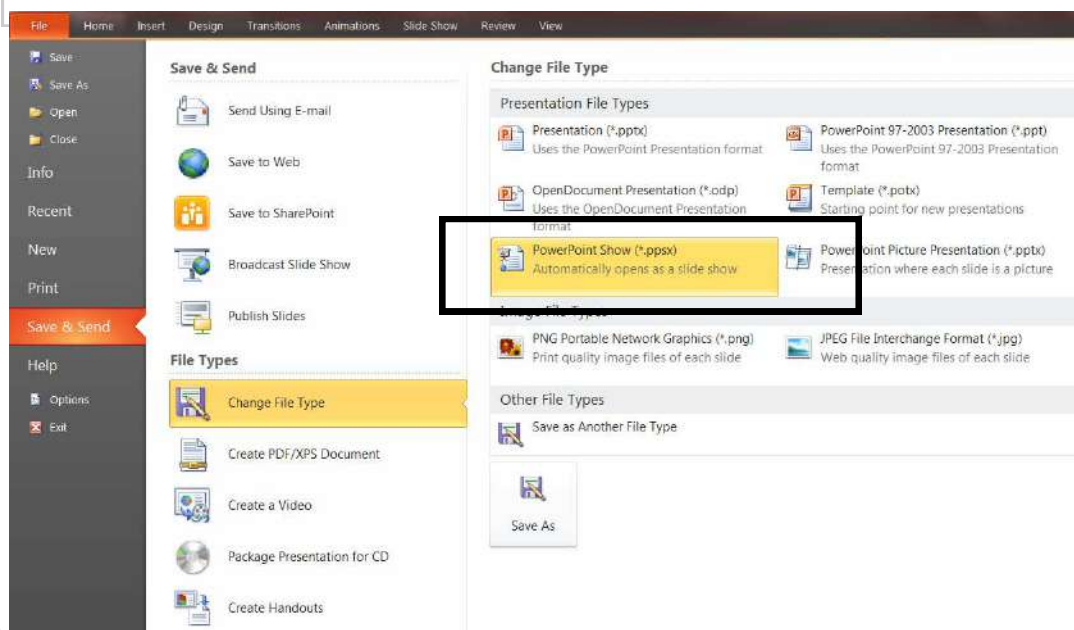


## MAKING A PRESENTATION VIEWABLE ONLY AS A SLIDE SHOW

Presentations are generally saved as a .pptx file. That is, as a normal PowerPoint presentation file. However, another method to save a file and give it some level of protection is to save it as a .ppsx file, a **PowerPoint Show** file. This option is available as a 97-2003 show as well (.pps). The major benefit to creating a .ppsx file is that the viewer only needs to open the file outside of PowerPoint (i.e. double-clicking the file in the folder it resides) to automatically start the Slide Show. The viewer then doesn't need to and can't see the "inner workings" of the presentation.





### Steps:

- ⇒ Open the presentation
- ⇒ Click **File menu: Save & Send** command
- ⇒ Select the option for **PowerPoint Show (\*.ppsx)**
- ⇒ Click the **Save As** button
- ⇒ Navigate to the preferred folder in which the file will be saved
- ⇒ Type a name for the presentation (if necessary)
- ⇒ Click **Save**



## MAKING A PRESENTATION VIEWABLE ONLY AS A SLIDE SHOW

PowerPoint Show file in folder

 New Employee Orientation.pptx	7/18/2011 ...	Microsoft ...	68 KB
 New Employee Orientation_Mod 3.pptx	8/7/2011 1...	Microsoft ...	68 KB
 New Products Division.ppsx	8/7/2011 5...	Microsoft ...	3,760 KB
 New Products Division.pptx	8/7/2011 1...	Microsoft ...	658 KB

A PowerPoint Show Can Only Be Seen In Slide Show



## CREATING A VIDEO FROM A PRESENTATION

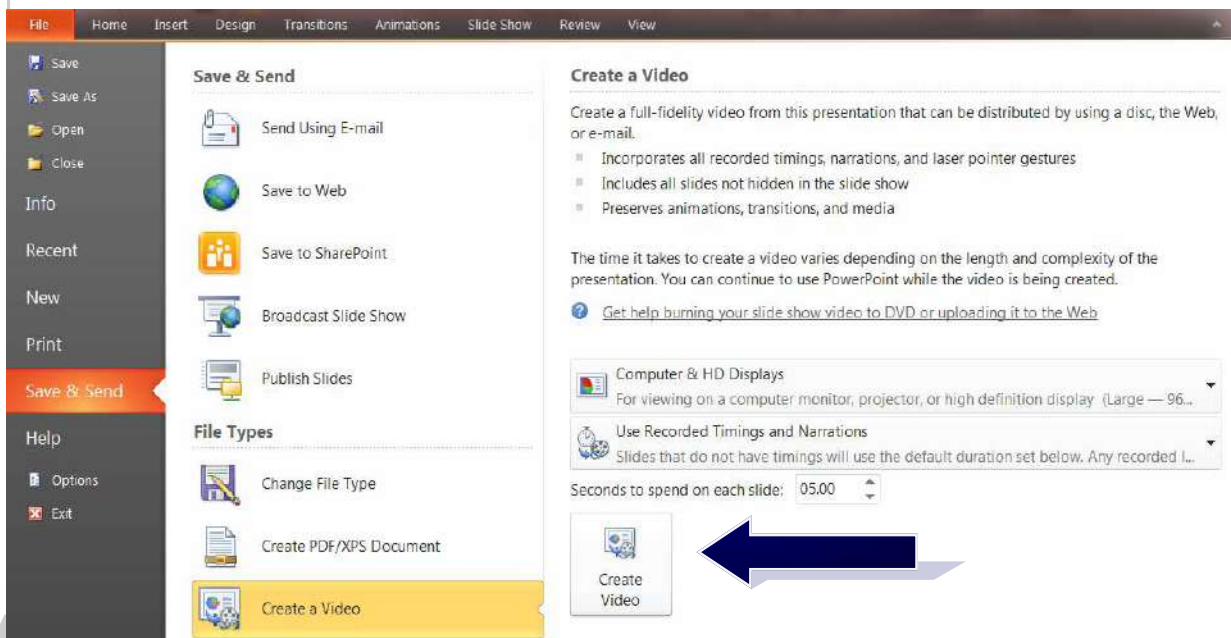
PowerPoint 2010 has a new feature that allows you to create and save a video version of your presentation. This can include slide timings, animations, and narration.

This can be a great marketing and self-running version of your presentation.

**Note: This can result in a much larger file size than with a normal presentation.**

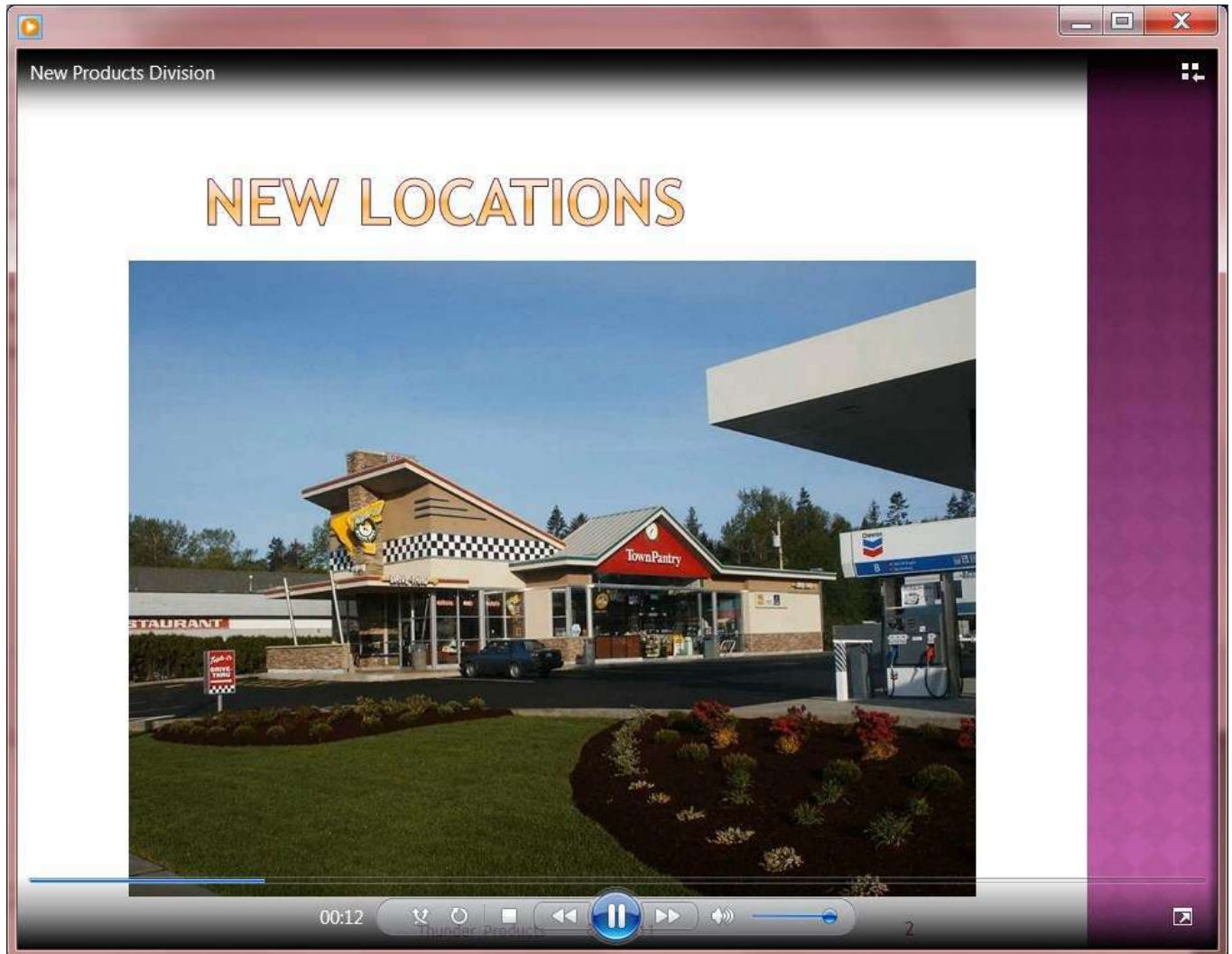
### Steps:

- ⇒ Open the presentation
- ⇒ Click **File menu: Save & Send** command
- ⇒ Select the option for **Create A Video**
- ⇒ Set any options necessary on the right side of screen
- ⇒ Click **Create A Video**
- ⇒ Navigate to the preferred folder in which the file will be saved
- ⇒ Type a name for the presentation (if necessary)
- ⇒ Click **Save**



## MAKING A PRESENTATION VIEWABLE ONLY AS A SLIDE SHOW

A PowerPoint Video Viewed In Media Player



## PowerPoint 2010 Publishing Options

Reference Presentation File: *New Products Division.pptx*

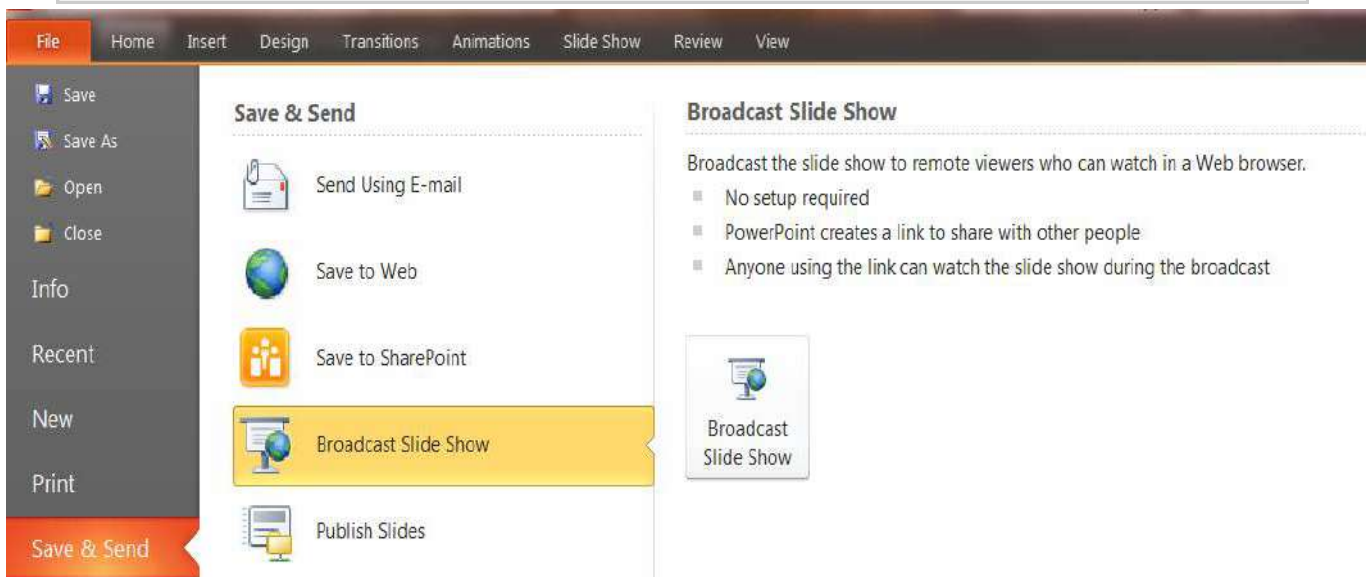
### BROADCASTING A PRESENTATION ON THE WEB

PowerPoint 2010 allows you to broadcast a presentation live on the web. Viewers are sent a web address and can view the presentation from anywhere they have a web connection.

**A Windows Live Systems ID and password are required for the creator of the presentation.**

#### Steps:

- ⇒ Open the presentation
- ⇒ Click **File menu: Save & Send: Broadcast Slide Show** command
- ⇒ Click the **Broadcast Slide Show** button
- ⇒ Log in (if necessary) with your Windows Live ID and password
- ⇒ In the Broadcast Show dialog box, click **Start Broadcast**
- ⇒ Click **Copy Link** or **Send In Email** to invite people to the broadcast
- ⇒ After sending email, click **Start Slide Show**
- ⇒ Present the slide show
- ⇒ When complete, click End Broadcast at the top of your screen



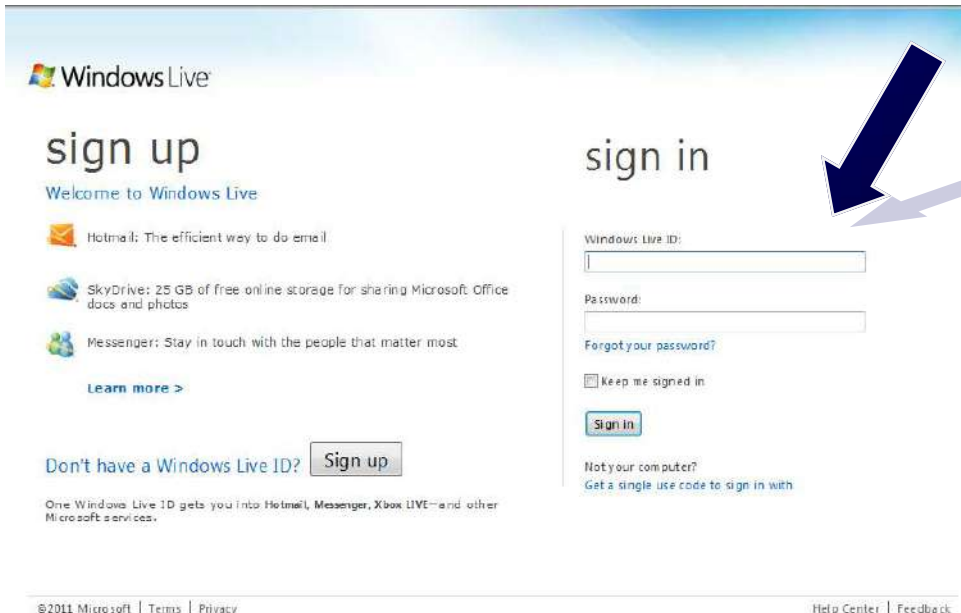


## BROADCASTING A PRESENTATION ON THE WEB

### Broadcast Slide Show Dialog Box

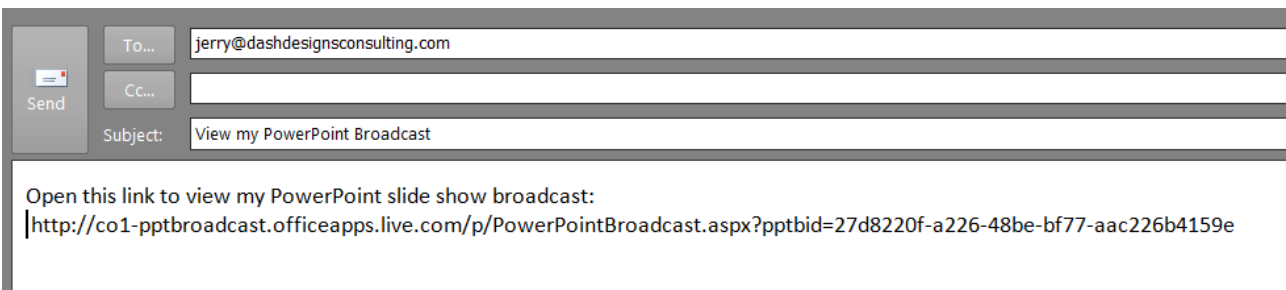


### Windows Live Sign-In Screen



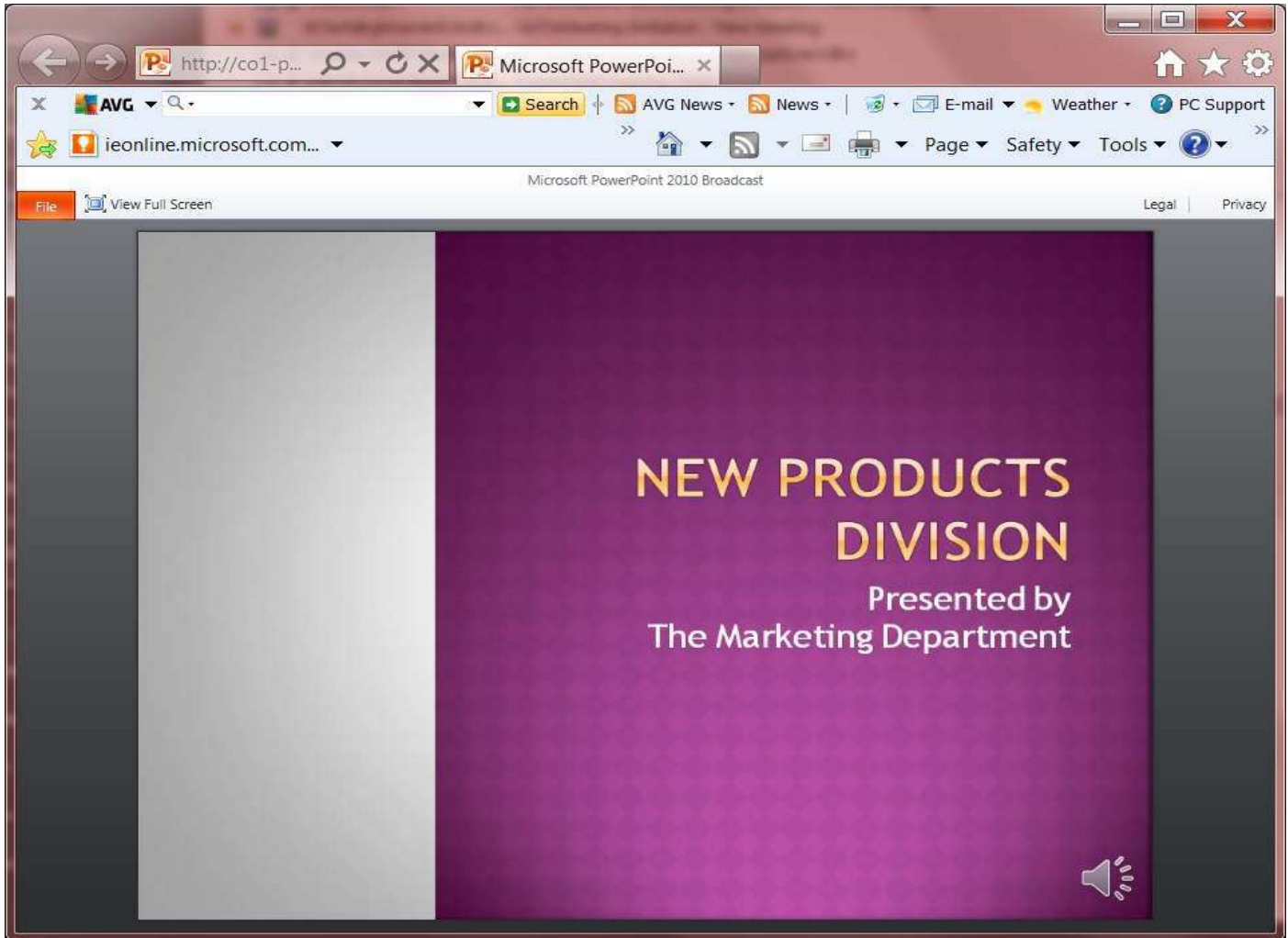
**BROADCASTING A PRESENTATION ON THE WEB**

## Sending Link To Broadcast Web Site via Email

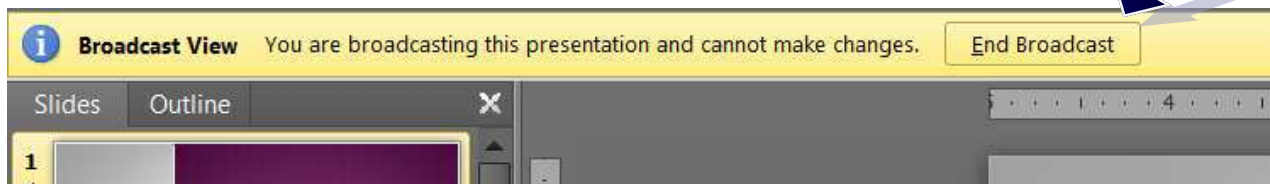


## BROADCASTING A PRESENTATION ON THE WEB

### Slide Show Broadcast in Viewers' Web Browser



End Broadcast Button



## PACKAGE A PRESENTATION FOR DISTRIBUTION

The **Package For CD** command allows users to create a portable version of a presentation for distribution to clients and/or colleagues. This process encapsulates the presentation with its own viewer so that PowerPoint is not required on that viewer's computer. It can be placed on a CD or a folder on a computer.

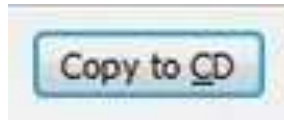
This can make for a very efficient method of sending mailings to potential clients as well as a back up in the case of computer failure prior to a presentation.

### Steps:

- ⇒ Open the presentation
- ⇒ Click **File menu: Save & Send: Package Presentation For CD**
- ⇒ In the **Package For CD dialog box**, name the presentation

### To PACKAGE THE PRESENTATION TO CD

- ⇒ Place a blank CD in the drive
- ⇒ Click **Copy to CD** button
- ⇒ If Microsoft asks about copying links, click **No**
- ⇒ When completed, click **Close** the Package For CD dialog box

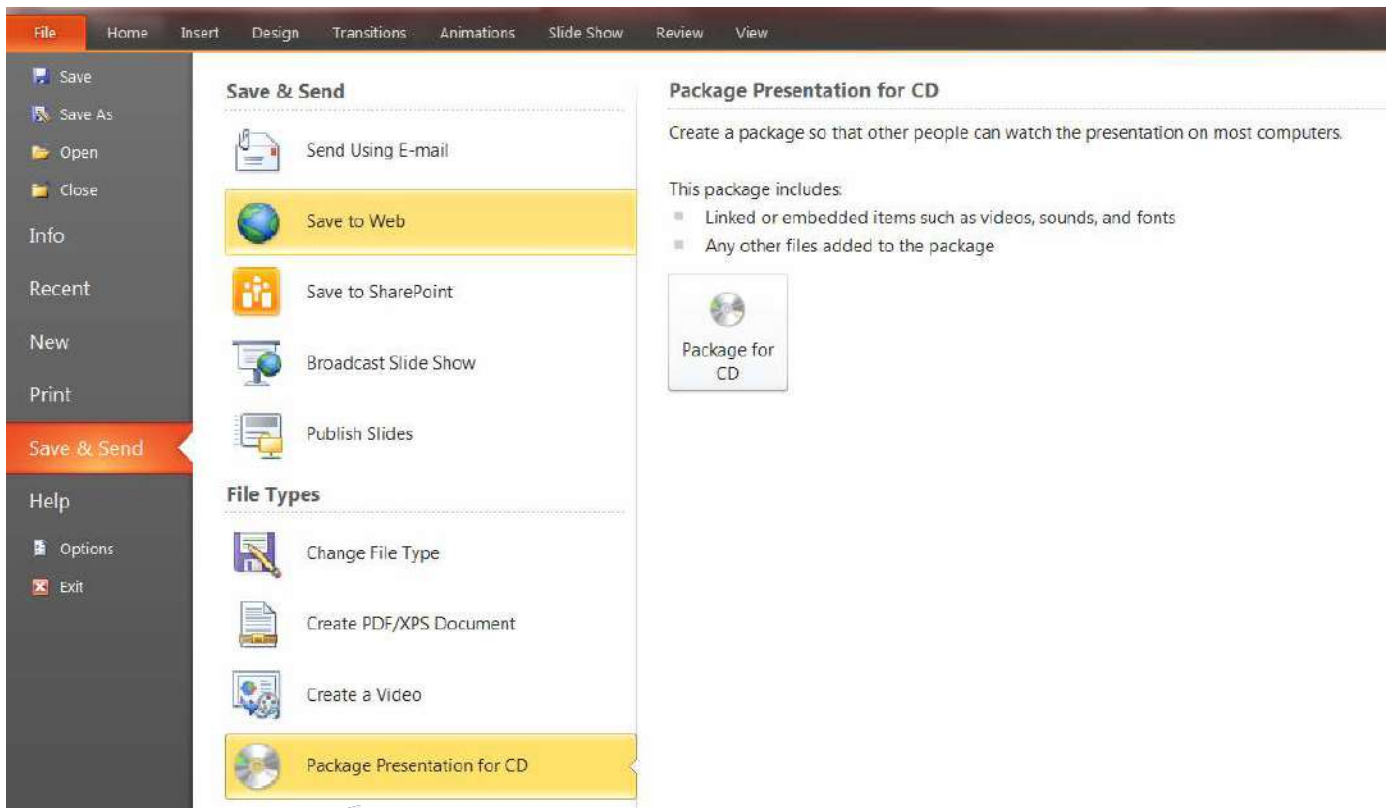


### To PACKAGE THE PRESENTATION TO A FOLDER

- ⇒ Click **Copy to Folder** button
- ⇒ If message appears about updating files to compatibility mode, click **OK**
- ⇒ Navigate to preferred folder in which packaged presentation will be saved
- ⇒ Click OK in Copy To Folder dialog box to confirm and process command
- ⇒ When completed, click **Close** the Package For CD dialog box



## PACKAGE A PRESENTATION FOR DISTRIBUTION

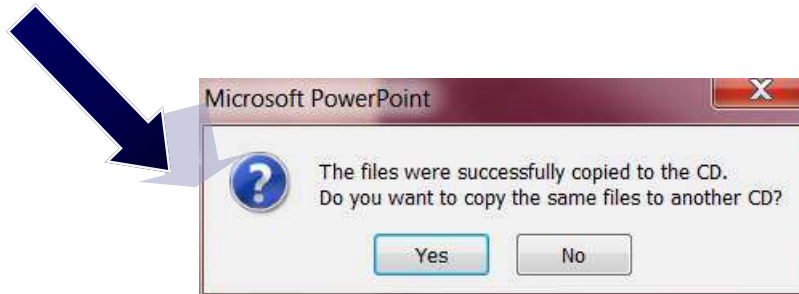
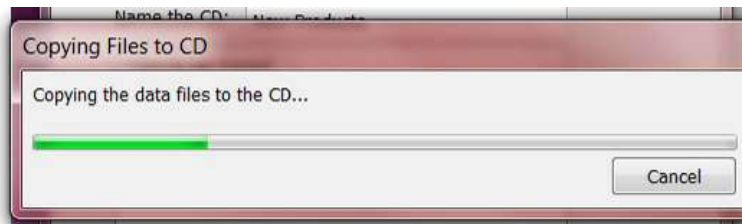
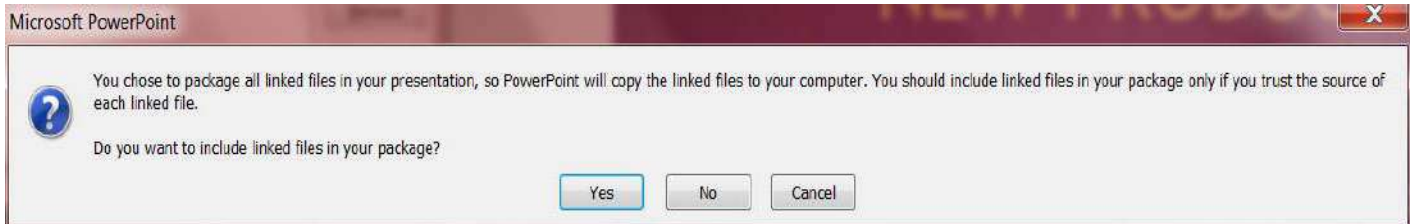


**PACKAGE A PRESENTATION FOR DISTRIBUTION**

Package For CD dialog box



PowerPoint 2010 will ask if you want to include linked files in the “package”. Click No to reduce the size of the file.

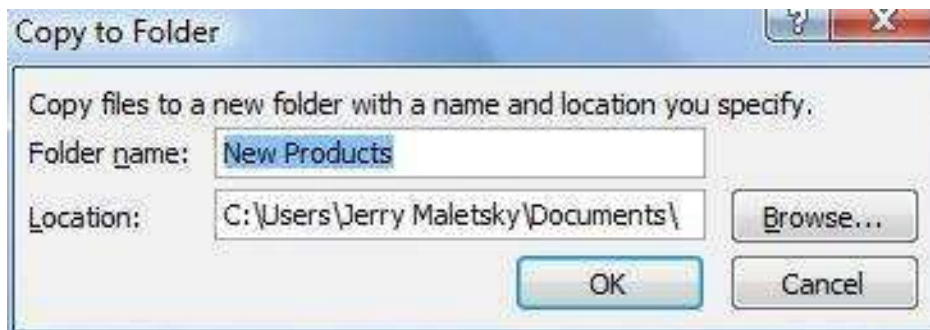


## PACKAGE A PRESENTATION FOR DISTRIBUTION

Finished files on CD disc

Name	Date modified	Type	Size
Files Currently on the Disc (3)			
PresentationPackage	8/7/2011 1:03 PM	File folder	
AUTORUN.INF	8/7/2011 1:03 PM	Setup Information	1 KB
New Products Division.pptx	8/7/2011 1:03 PM	Microsoft Office P...	1,199 KB

Copy To Folder dialog box



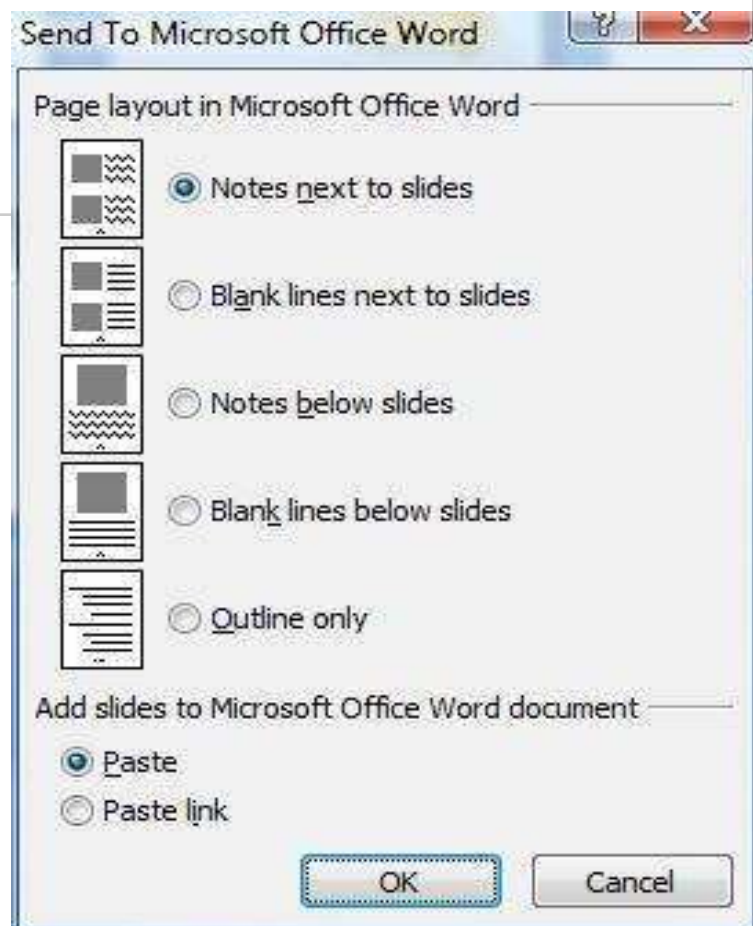
## CREATING HANDOUTS FROM MICROSOFT WORD

Although PowerPoint provides options to print Handouts and Notes Pages, these options are limited. Using the Create Handouts In Microsoft Word provides more options for layout and printing controls.

This includes choosing layouts that are not available in PowerPoint.

### Steps:

- ⇒ Open the presentation
- ⇒ Click **File menu: Save & Send: Create Handouts** command
- ⇒ In the **Send To Microsoft Word dialog box**, select the preferred layout
- ⇒ Click Paste Link (if preferred) - updates Word document automatically
- ⇒ **Save** Word document to complete process





## CREATING HANDOUTS FROM MICROSOFT WORD

Handouts in Microsoft Word Document

The image shows a Microsoft Word document with three slides and their corresponding handout pages. Each slide is on the left, and its handout page is on the right, consisting of ten horizontal lines. The slides are:

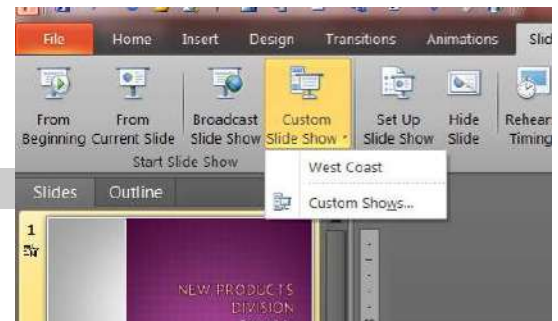
- Slide 4:** Titled "Agenda", it lists four items: "History", "14 Day Performance Review", "18 Month Strategic Plan", and "Project Business Plan". A yellow arrow points to the right.
- Slide 5:** Titled "New Revenues", it lists four items: "North", "South", "East", and "West", each with a corresponding revenue value.
- Slide 6:** Titled "2007 Revenues", it shows a table with columns for "Region" and "Revenue".

## Customizing Slide Shows

Reference Presentation File: *New Products Division.pptx*

### CREATE CUSTOM SLIDE SHOW

A PowerPoint Custom Slide Show allows users to maintain one larger presentation file but choose which slides to present in the slide show. This can be a flexible method in which to present different slide shows to groups all contained within one manageable presentation file.



#### Steps:

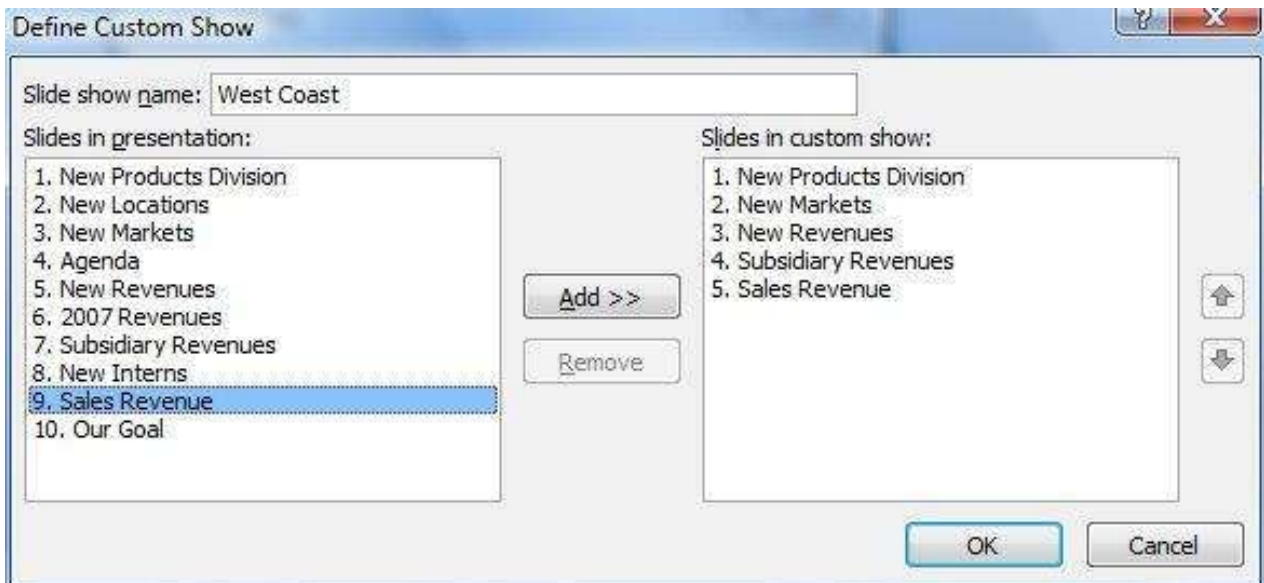
- ⇒ Click on the **Slide Show Tab**
- ⇒ Click the **Custom Slide Show** command, **Custom Shows** option
- ⇒ In the **Custom Show** box, click the **New** button
- ⇒ In the **Define Custom Show dialog box...**
- ⇒ Type a name for the custom show
- ⇒ **Double-click** (or click Add button) to add preferred slides to right box
- ⇒ Click **OK** to complete the process
- ⇒ In the **Custom Show** box, click the **Close** button or **Show** button

## CREATE CUSTOM SLIDE SHOW

Custom Shows dialog box



Define Custom Show dialog box



Reference Presentation File: **PowerPoint Narration.pptx****RUNNING A SLIDE SHOW WITH NARRATION**

Narrating a presentation allows presenters to communicate their “*talking points*” without having to be physically present during the presentation. This is particularly useful when saving a file as a .pps format, allowing the viewer to see only the slide show with your voice-over. Narrations can be embedded or linked (saving file size).

PowerPoint tracks the time needed for each slide during the narration process and provides an option to save these timings along with the narration in order to play the presentation automatically if required.

**Steps:**

- ⇒ Navigate to the starting slide
- ⇒ Click **Slide Show** tab: **Record Slide Show**
- ⇒ Select whether you want to include Slide and Animation timings and/or Narrations and Laser Pointer options
- ⇒ Click **Start Recording** button
- ⇒ Start slide show and begin narrations
- ⇒ As you progress through each slide PowerPoint records narration as well as time allotment on each slide
- ⇒ At the end of the slide show PowerPoint will prompt you to **Save** or **Don't Save** narrations and timings



### RUNNING A SLIDE SHOW WITH NARRATION

The image shows a PowerPoint slide show in progress. At the top, a 'Recording' control bar is visible, featuring a play button, a pause button, a progress indicator at 0:00:05, a refresh button, and a total duration of 0:00:33. A large blue arrow points from this control bar to a smaller 'Recording' control bar located in the top-left corner of the slide. The slide itself has a white background with the text 'NEW LOCATIONS' in a large, orange, 3D-style font. Below the text is a photograph of a commercial building complex. The building includes a 'RESTAURANT' on the left, a 'Town Pantry' in the center, and a gas station on the right. The gas station has a 'Chevron' logo. In the foreground, there is a green lawn and a landscaped garden bed with various plants. At the bottom of the slide, there is a footer with the text 'Thunder Products', the date '8/7/2011', and the slide number '2'. On the right side of the slide, there is a vertical purple gradient bar with a speaker icon at the bottom, indicating audio narration.

Reference Presentation File: ***New Products Division.pptx*****REHEARSE AND APPLY TIMINGS FOR THE SHOW**

Slide Shows can be run automatically with timings you set (in seconds). This can be done manually by entering a time in the **Automatically After** box in the **Advance Slide** group on the **Transitions** tab.



You can also set timings by running the **Rehearse Timings** command on the **Slide Show** tab. When you activate this command, the slide show automatically starts and records how many seconds have elapsed as you “talk through” each slide and you advance to the next slide. At the end of the presentation, PowerPoint will display the total time it took to complete the Slide Show and ask you if you want to assign the individual time settings to each slide.



In the **Set Up Show** dialog box (see page 34), in the **Advance Slides** area, there is an option to run the slide show manually or “Using timings, if present.” If you don’t change this option the Slide Show will run automatically from these timings.

This is an excellent method to set up your Slide Show to run automatically as well as to get an estimate of how much overall time is required for your presentation.

If you decide to change the timings, just run **Rehearse Timings** again.

**Steps:**

- ⇒ Click **Slide Show** tab: **Rehearse Timings**
- ⇒ The Slide Show begins, “talk through” the first slide
- ⇒ When ready, click to advance to the next slide
- ⇒ Practice your presentation through each slide, advancing as necessary
- ⇒ At end of the slide show, click Yes to accept timings, if preferred

## REHEARSE AND APPLY TIMINGS FOR THE SHOW

Rehearse Timings In A PowerPoint Slide Show



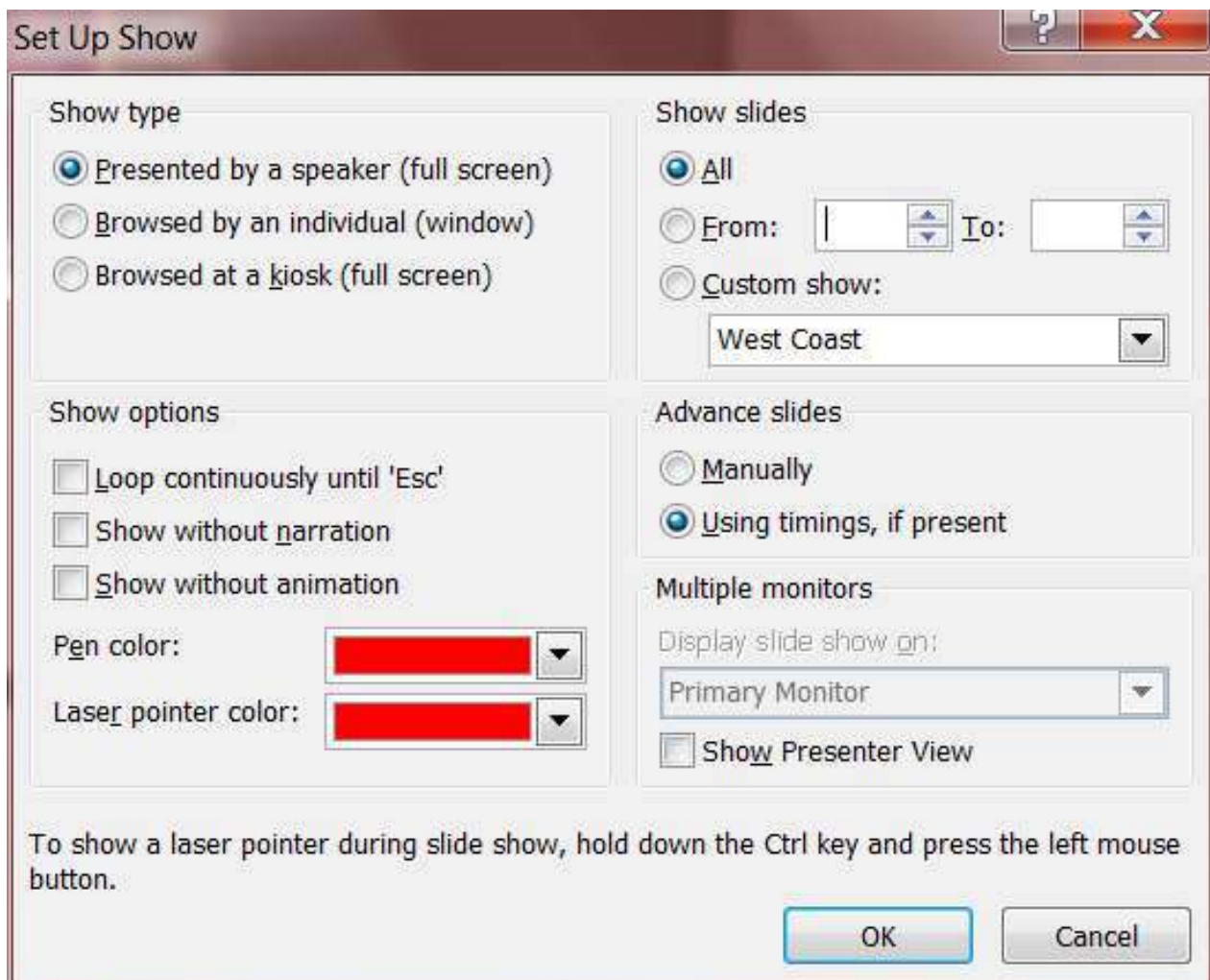
Applied Timings In Slide Sorter View



Reference Presentation File: ***New Products Division.pptx*****APPLYING SLIDE SHOW SETUP OPTIONS**

The **Set Up Show** dialog box provides several options with which to control your slide show. They include **running the slide show continuously, running the slide show manually (with your mouse clicks) or automatically, and only showing a range of slides.**

This command is found in the **Slide Show tab.**

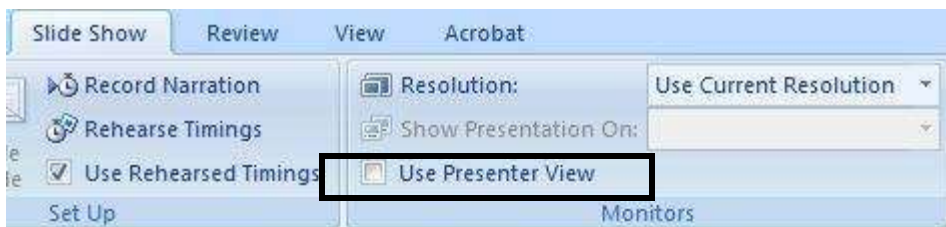




## USING PRESENTER VIEW

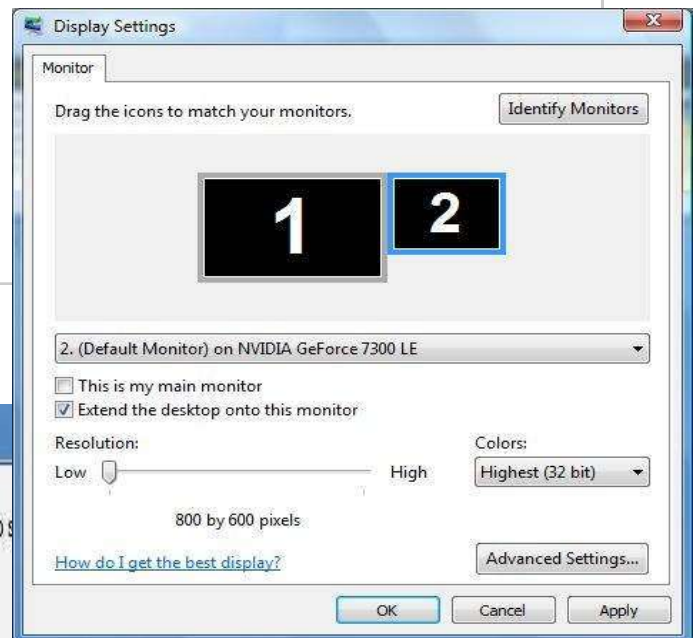
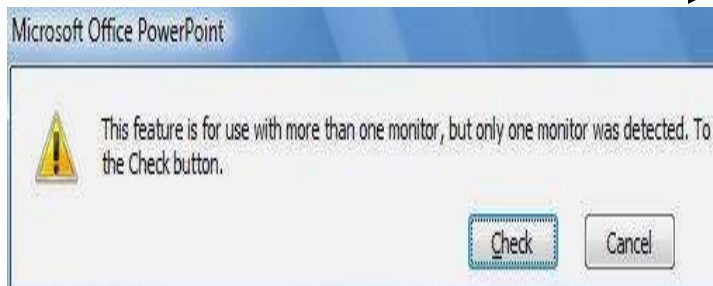
PowerPoint 2010 has a new feature called Presenter View. With this option a presenter can display their presentation on one display while seeing a different view on another. For example, the presenter can display the actual slide show to the audience while viewing their speaker notes on another.

**This process requires two display devices.**



### Steps:

- ⇒ Click **Use Presenter View**, in the Monitors group on the **Slide Show tab**
- ⇒ Click **Check** button to verify there are two displays
- ⇒ In the **Display Monitors** dialog box, click the **Settings tab**
- ⇒ Select the **Use This Device As The Primary Monitor** option
- ⇒ Click the **2nd monitor icon**
- ⇒ Select **Extend My Windows Desktop Onto This Monitor** check box
- ⇒ Click **OK**



**INSERTING SOUNDS AND MOVIES INTO SLIDES**

Sounds and movies can be a powerful way of communicating information to the audience. PowerPoint can read a variety of different movie and sound file formats. These include:

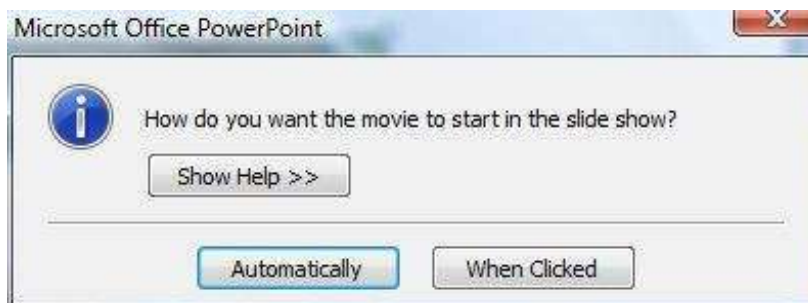
Movies: .avi .mpg .mpeg .wmv .wpl

Sounds: .wav .mdi .mp3 .aif

The inserted movie appears as a still frame image. An inserted sound appears as an icon. Sounds and movies can be set to play on the click of the mouse or automatically when the slide appears on the screen during the slide show.

**Steps:****Inserting Movies**

- ⇒ Click onto the slide in which the movie will be inserted
- ⇒ Click the **Insert** tab: **Media Clips** group, **Movie** command
- ⇒ Select **Movie from File** (if an external file) - OR -
- ⇒ Select **Movie from Clip Organizer**  
(to use a PowerPoint animated graphic)
- ⇒ Choose one of the following options for how the movie will play



**Note:** if you want to change the above options later, use the **Custom Animation** task pane and **Effect Options** box. The **Timing tab** will allow you to reset how the movie starts.

## INSERTING SOUNDS AND MOVIES INTO SLIDES

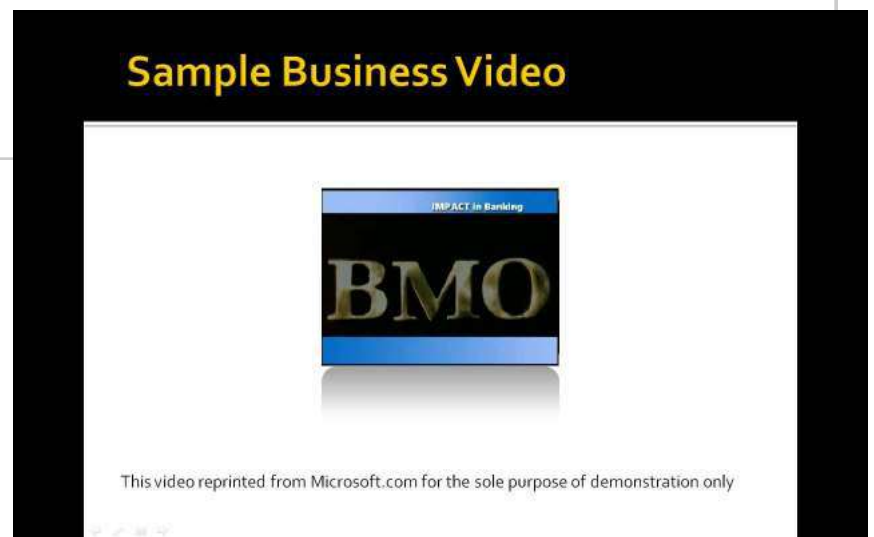
### Steps:

#### Inserting Sounds

- ⇒ Click onto the slide in which the movie will be inserted
- ⇒ Click the **Insert** tab: **Media Clips** group, **Sound** command
- ⇒ Select **Sound from File** (if the external file) - OR -
- ⇒ Select **Sound from Clip Organizer**  
(to use a PowerPoint sound file)
- ⇒ Choose one of the following options for how the movie will play



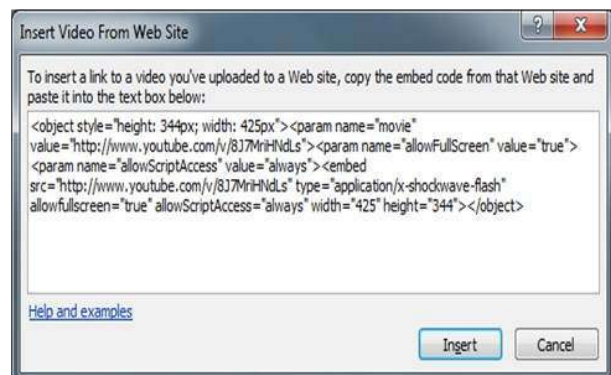
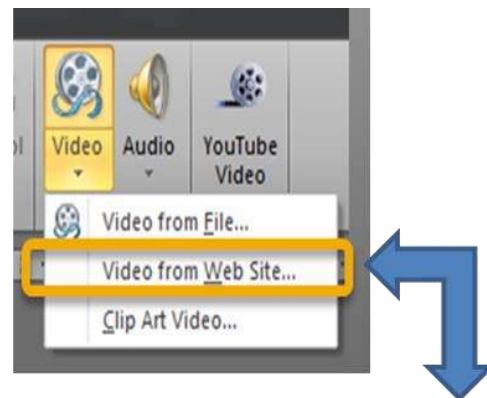
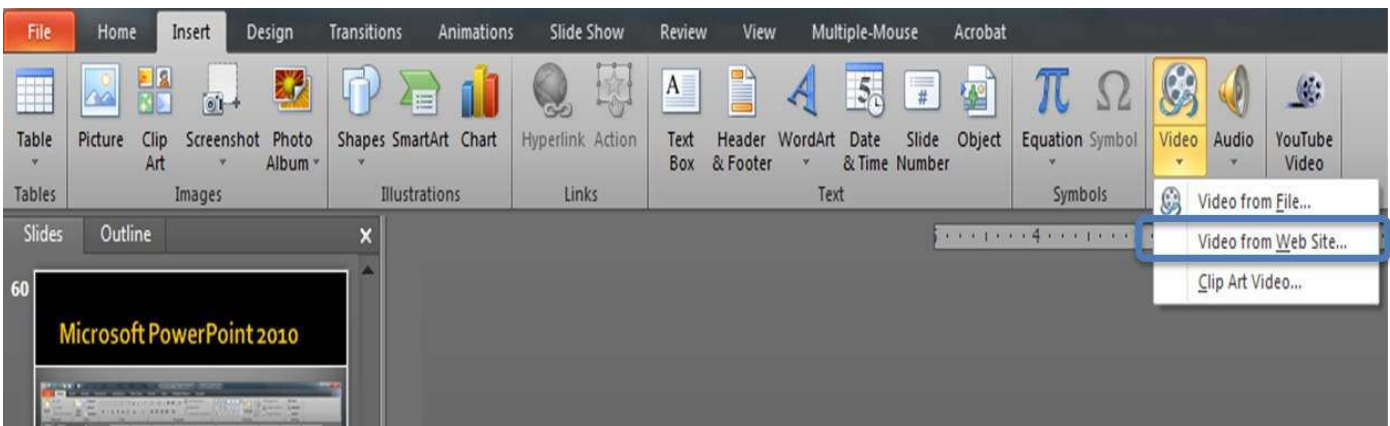
**Note:** if you want to change the above options later, use the **Custom Animation** task pane and **Effect Options** box. The **Timing tab** will allow you to reset how the sound starts.



## INSERTING VIDEO FROM DIRECTLY FROM THE WEB

PowerPoint 2010 allows you to directly embed videos directly from the web. In addition, you can easily edit your embedded videos with no additional software needed. Trim, add fades and effects, or even include bookmarks in your video to trigger animations.

**Note: Video can only be seen in the Slide Show View!**

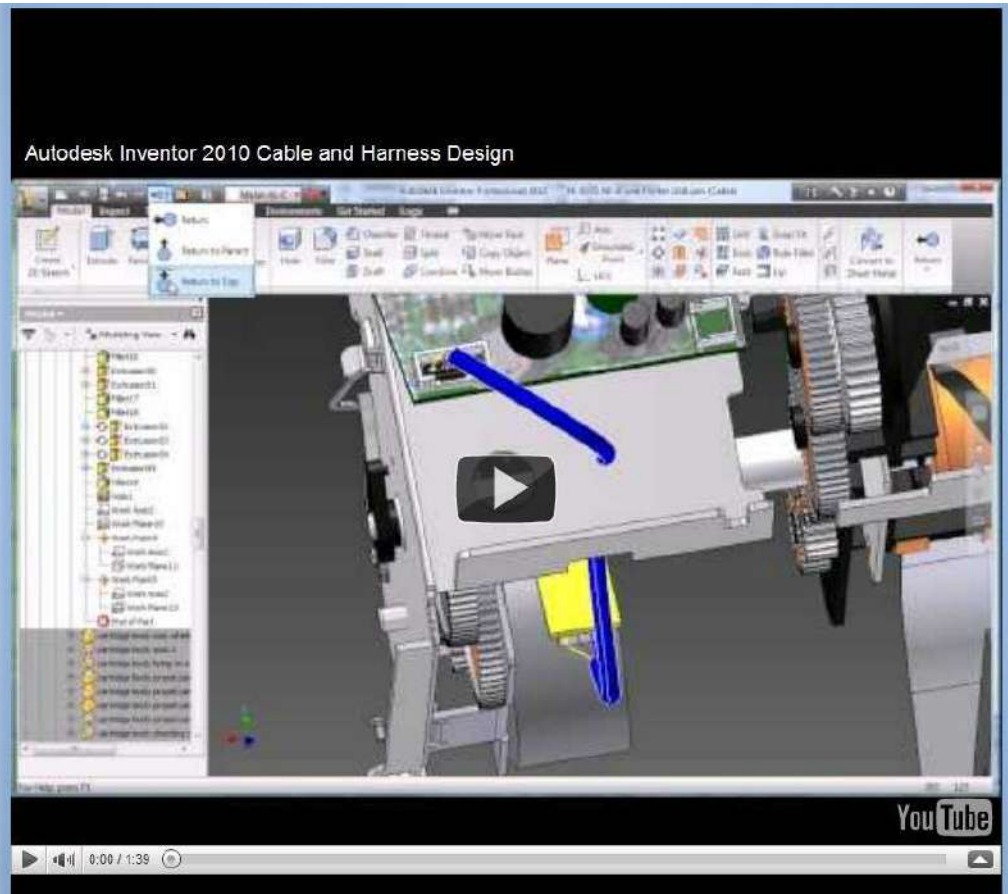


## INSERTING VIDEO FROM DIRECTLY FROM THE WEB

### Steps:

- ⇒ On the Insert tab, open the Video button and select **Video From Web Site...**
- ⇒ Navigate to the website and find your video (i.e. YouTube).
- ⇒ Right-Click on video and select **Copy embed html** command.
- ⇒ Return to PowerPoint slide.
- ⇒ Click the Insert Tab, Video, Video from Web Site command.
- ⇒ Right-click and Paste copied html into the displayed dialog box
- ⇒ Click Insert.

### Example of AutoCAD Tutorial



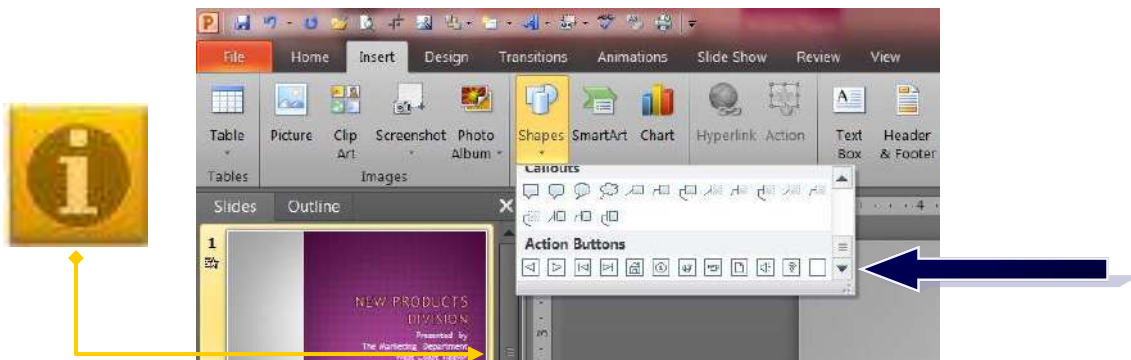
Reference Presentation File: ***New Products Division.pptx*****USING AN ACTION BUTTON FOR SLIDE SHOW NAVIGATION**

You can create hyperlinks from **Action Buttons** to use during a Slide Show. Action Buttons are graphic tools provided by PowerPoint. They come in a variety of shapes including left and right pointing arrow buttons. Action buttons can be set to activate by clicking or just moving the mouse over them

**Action Buttons only operate during a Slide Show.**

**Steps:**

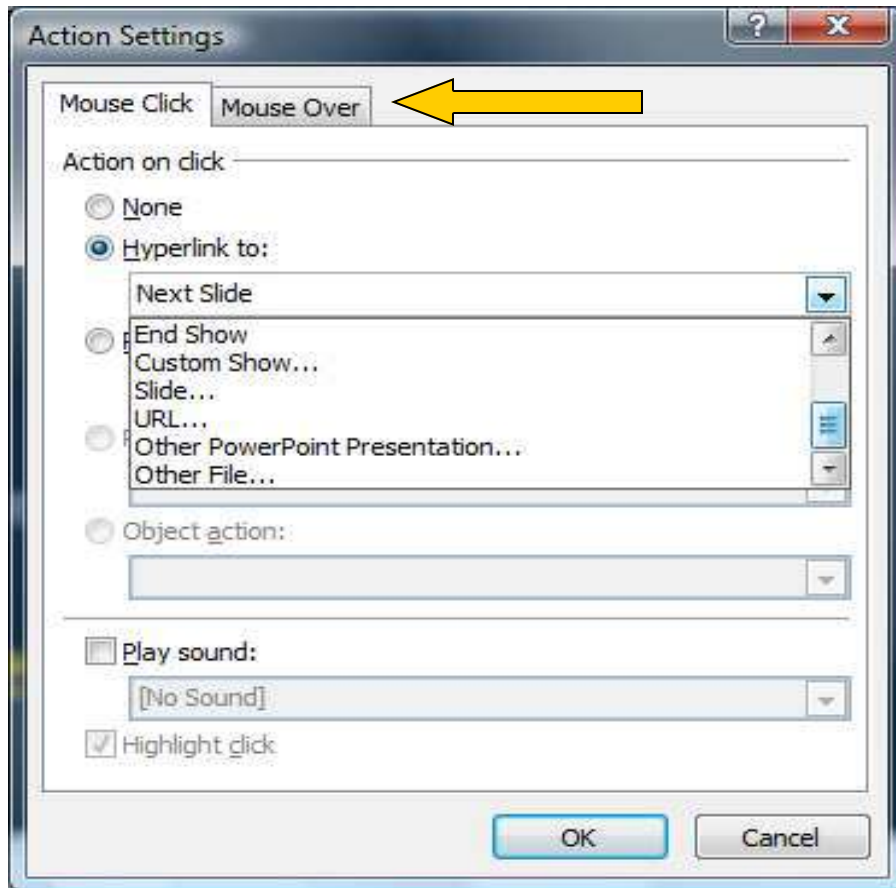
- ⇒ Navigate to the preferred slide
- ⇒ Click **Insert tab, Shapes** command
- ⇒ In the **Shapes** list, **Action Buttons** category, select preferred shape



- ⇒ Position the mouse over the slide and draw the shape on the slide
- ⇒ In **Action Settings** dialog box, activate **Mouse Click** or **Mouse Over** tab
- ⇒ Click the **Hyperlink To** option
- ⇒ Open the **Hyperlink To list** and select the option that best fits
- ⇒ Follow instructions in the succeeding screen  
(i.e. select file to open, type or paste web address in URL box)
- ⇒ Click **OK** until Action Settings dialog box is closed

## USING AN ACTION BUTTON FOR SLIDE SHOW NAVIGATION

Action Settings Dialog Box - (Note: Mouse Click Tab and Mouse Over Tab)

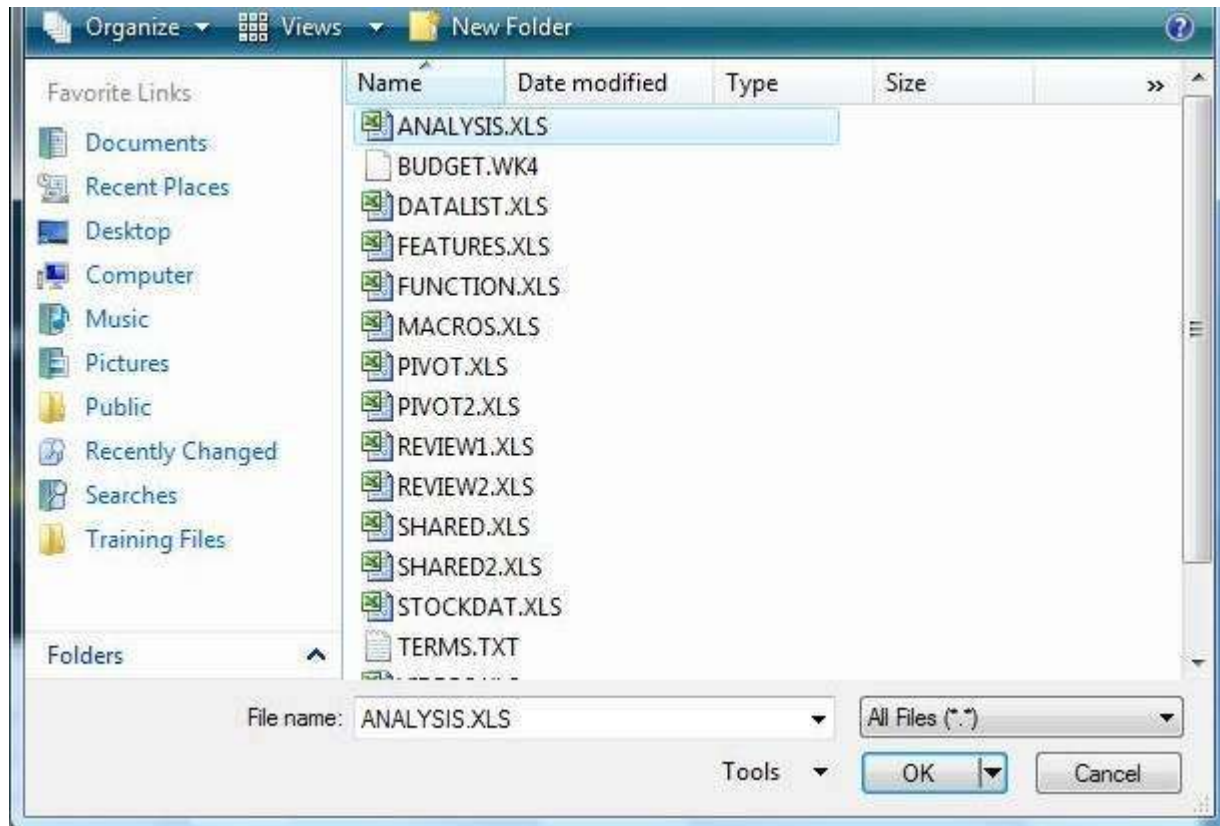


Action Settings Dialog Box - URL Option Dialog Box



## USING AN ACTION BUTTON FOR SLIDE SHOW NAVIGATION

### Action Settings Dialog Box - Hyperlink To Other File Option Dialog Box





**USING AN ACTION BUTTON FOR SLIDE SHOW NAVIGATION**

Action Buttons On Slide Example

**New Markets**

- New /Renovated Locations
- Updated Equipment
- Additional Training For Staff
- Increase Advertising Budgets

The slide features a photograph of a modern building on the left. At the bottom left is a yellow square button with a white 'i' icon, and at the bottom right is a yellow square button with a white '?' icon. Blue arrows point upwards from the bottom of the slide towards these two buttons.

## ANNOTATING SLIDE SHOWS

During a presentation you may want to highlight or call attention to elements on the slide.

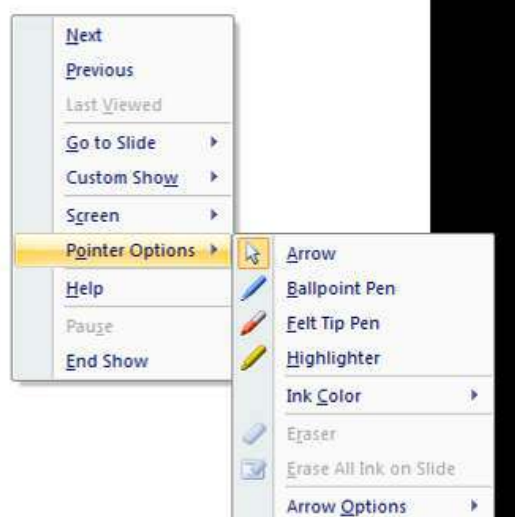
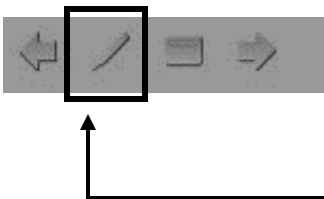
You can add text or draw on a slide during the Slide Show using **Annotation**. The **Pen** tool, available during the Slide show, allows you to emphasize your information by drawing on the slide. This includes adding text, arrows, lines, as well as highlighting content. You can set the type and color of the pen in the Pointer Options menu during the slide show.

The annotations will disappear when you change slides. You can erase them at any time by pressing “E”. At the end of the presentation you will have the option of keeping or discarding any remaining annotations.

### Steps:

- ⇒ Start the Slide Show
- ⇒ Right-Click anywhere on the screen
- ⇒ Select Pointer Options, then preferred type of annotation tool
- ⇒ Click **Ink Color** (to change color)
- ⇒ Move mouse over slide area and drag to create annotations

Note: you can also move your mouse to the **lower left corner** of screen Click the **Pen menu** button



**ANNOTATING SLIDE SHOWS**Example of Annotations During Slide Show

## New Revenues

<u>Region</u>	<u>Revenues</u>
North	234.75 Million
South	89.35 Million
East	135.50 Million
West	104.55 Million

BEST!

←

**Notes:**

- ◆ You can erase annotations on an active slide by pressing the letter E key
- ◆ You can turn off annotations by right-clicking on the screen during the slide show and selecting the **Pointer Options, Arrow command**
- ◆ At the end of the slide show, PowerPoint will give you the option of discarding or keeping the annotations. If kept, the annotations can be manually deleted on the slides themselves



**CREATING A CUSTOM SLIDE TO SLIDE TRANSITION**

Creating animated transitions in which slides appear to blend from one slide to the next is an interesting method of transitioning from one slide to another.

**Steps:**

- ⇒ In **Slide Sorter** view, select the second of two consecutive slides
- ⇒ Copy and Paste the selected slide (**Home** tab)
- ⇒ There are now 3 slides
- ⇒ The 2nd slide should not have any transitions applied to it
- ⇒ Select slide 1, click **Office button: Save As** command
- ⇒ Set **Save As Type** box to **jpg** file type and name the file, click **Save**
- ⇒ Click the **Current Slide Only** button
- ⇒ Repeat for slide 2
- ⇒ Select slide 2 and draw a **black rectangle** over the entire slide
- ⇒ Insert the first picture created from the above steps onto slide 2
- ⇒ Resize picture so that it completely covers slide 2
- ⇒ Set the following **Custom Animation** effects for the **1st** picture
  - Exit Animation = Collapse
  - Start = After Previous
  - Direction = Across
  - Speed = Fast
- ⇒ Insert the 2nd picture just as you did the 1st picture
- ⇒ Set the following **Custom Animation** effects for the **2nd** picture
  - Entrance Animation = Stretch
  - Start = After Previous
  - Direction = Across
  - Speed = Fast
- ⇒ Set transitions for slides 2 and 3 to none and Automatically After to **0 seconds**
- ⇒ Save presentation and run slide show

### CREATING A CUSTOM SLIDE TO SLIDE TRANSITION

