

PowerPoint XP

Workbook - Intermediate Level



SAMPLE

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Installing the Sample Files into the Hard Disk

Installing the sample files

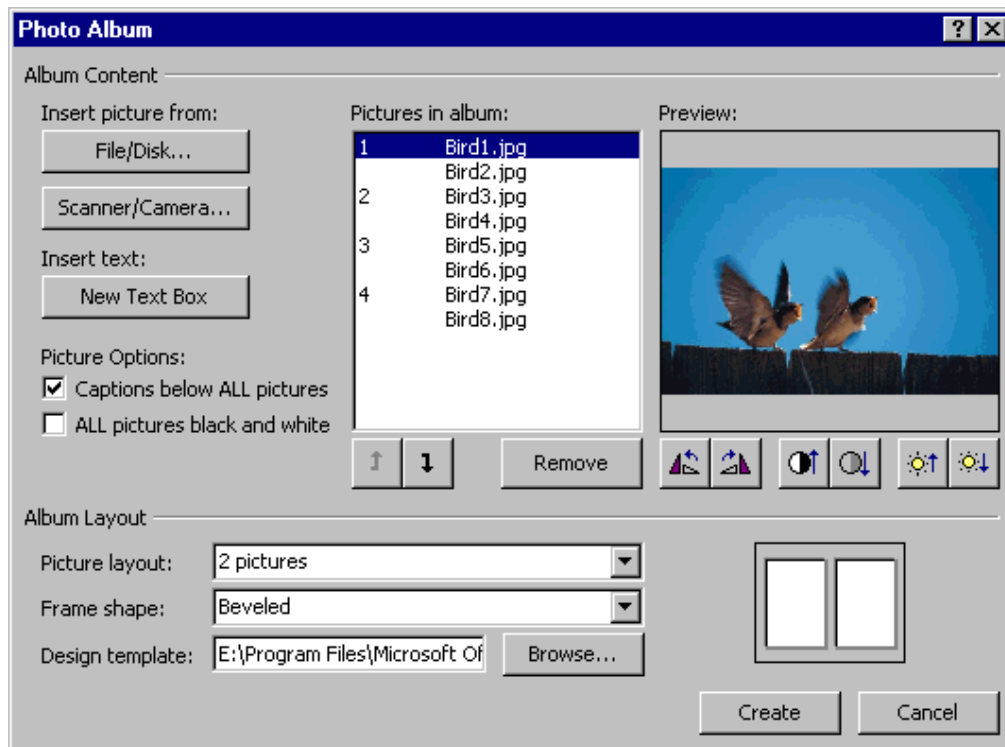
- Use Windows Explorer to create a folder called **PowerPoint XP Intermediate Samples**, in the **My Documents** folder.
- Copy the sample files for this course to the **My Documents\PowerPoint XP Intermediate Samples** folder. If these files have been copied to your network server, then ask your trainer/supervisor for more information about how to copy these files to your PC's hard disk.

SAMPLE

Creating a Photo Album

Creating and Adding Content to a Photo Album

- Start Microsoft PowerPoint 2002.
- From the main menu, select **Insert > Picture > New Photo Album**.
- Click the **File/Disk** button in the **Album Content** area.
- Locate your PowerPoint XP Intermediate Samples folder.
- Select **Bird1.jpg**.
- Click **Insert**.
- Click the **File/Disk** button in the **Album Content** area.
- Select **Bird2.jpg**.
- Click **Insert**.
- Click the **File/Disk** button in the **Album Content** area.
- Select **Bird3.jpg**.
- Click **Insert**.
- Click the **File/Disk** button in the **Album Content** area.
- Select **Bird4.jpg**.
- Click **Insert**.
- Click the **File/Disk** button in the **Album Content** area.
- Select **Bird5.jpg**.
- Click **Insert**.
- Click the **File/Disk** button in the **Album Content** area.
- Select **Bird6.jpg**.
- Click **Insert**.
- Click the **File/Disk** button in the **Album Content** area.
- Select **Bird7.jpg**.
- Click **Insert**.
- Click the **File/Disk** button in the **Album Content** area.
- Select **Bird8.jpg**.
- Click **Insert**.
- Select **2 pictures** from the **Picture layout** drop-down menu.
- Select **Beveled** from the **Frame layout** drop-down menu.
- Click the **Browse** button next to the **Design template** box.
- Double-click the **Presentation Designs** folder.
- Select **Maple.pot** from the template list.
- Click **Select**.
- Check the **Captions below ALL pictures** box.
- Select **Bird1.jpg** in the Pictures in album area.
- Your **Photo Album** dialog box just look like this (your Design template box may display a different file path):



- Click **Create**.
- Select **File > Save** to open the **Save As** dialog box.
- In the **Save in** drop down menu, locate your **PowerPoint XP Intermediate Samples** folder.
- Name your new presentation **BirdPhotoAlbum.ppt**.
- Click **Save**.

Formatting the Photo Album

- With the **BirdPhotoAlbum.ppt** presentation open, click on **slide thumbnail 1** in the Slides tab area.
- If the Slides tab area is not displayed, from the main menu, select **View > Normal (Restore Panes)**.
- Change the **Photo Album** title to read **My Bird Photos**.
- Enter your name in the **subtitle** if it is not already there.
- Click on **slide thumbnail 2** in the Slides tab area.
- Select the **Bird1** caption.
- Replace the **Bird1** text with **Two Birds on Fence**. Bold the text.
- Select the **Bird2** caption.
- Replace the **Bird2** text with **Yellow Grosbeak**. Bold the text.
- Click on **slide thumbnail 3** in the Slides tab area.
- Select the **Bird3** caption.
- Replace the **Bird3** text with **Parrot**. Bold the text.
- Select the **Bird4** caption.
- Replace the **Bird4** text with **Double-toothed Barbet**. Bold the text.

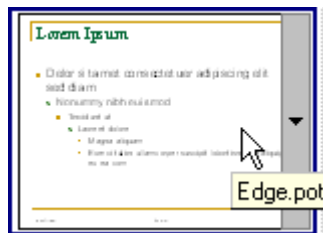
- Click on **slide thumbnail 4** in the Slides tab area.
- Select the **Bird5** caption.
- Replace the **Bird5** text with **Bird in Snow on Stick**. Bold the text.
- Select the **Bird6** caption.
- Replace the **Bird6** text with **Flamingo**. Bold the text.
- Click on **slide thumbnail 5** in the Slides tab area.
- Select the **Bird7** caption.
- Replace the **Bird7** text with **Eagle**. Bold the text.
- Select the **Bird8** caption.
- Replace the **Bird8** text with **Geese**. Bold the text.
- From the main menu, select **Format > Photo Album**.
- Change the frame shape to **Rounded Rectangle**.
- Click on **Bird6** in the **Pictures in album** box.
- Increase the brightness by two clicks.
- Click **Update**.
- Click through your Photo Album.
- Click the **Save** button on the **Standard** toolbar.
- From the main menu, select **File > Close**.
- Open **BirdPhotoAlbumExample.ppt** from the **PowerPoint XP Intermediate Samples** folder to see what your Photo Album should look like.
- Exit PowerPoint.

SAMPLE

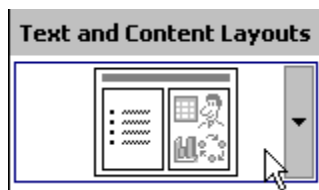
Using Diagrams and Organization Charts

Working with Organization Charts

- Start Microsoft PowerPoint 2002.
- Click the **Slide Design** button on the **Formatting** toolbar to open the **Slide Design Pane**.
- Select a Design Template with a white background (edge.pot is a good example – the templates are listed in alphabetical order):



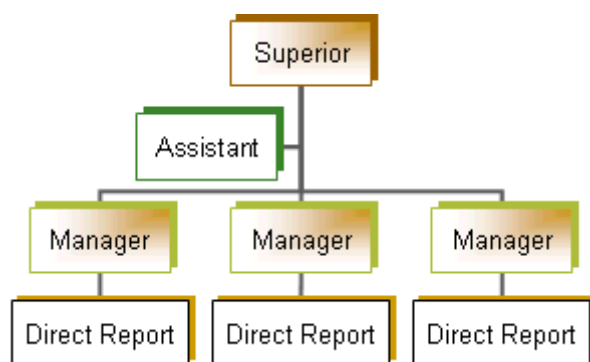
- Click in the title placeholder of the current slide and type **PowerPoint**.
- Click in the sub-title placeholder of the current slide and type **Intermediate Exercises**.
- Click the **New Slide** icon on the **Formatting** toolbar.
- Apply the Title, Text, and Content layout located in the Slide Layout Pane under the Text and Content Layouts section:



- From the main menu, select **Insert > Duplicate Slide**.
- You should now have **3 slide thumbnails** in total in the Slides tab area.
- Click on slide thumbnail 2.
- In the title placeholder, type **Organization Chart**.
- In the text placeholder, type Inserting and modifying an organization chart.
- Click the **Insert Diagram or Organization Chart** button in the Content placeholder.
- Select the **Organization Chart** from the **Diagram Gallery** dialog box.
- Click **OK**.
- Select the most superior shape in the organization chart:



- Click the down arrow on the **Insert Shape** button on the **Organization Chart** toolbar.
- Select **Assistant**.
- Select the most superior shape in the organization chart.
- Type **Superior**.
- Select the **Assistant** shape.
- Type **Assistant**.
- In each of the remaining three (coworker) shapes, type **Manager**.
- Insert a **Subordinate** shape for each Manager.
- Select each Subordinate and type **Direct Report**.
- Click somewhere on the Organization Chart.
- Click the **Autoformat** button on the **Organization Chart** toolbar.
- Select **Square Shadows** from the diagram type box.
- Click **Apply**.
- Your Organization Chart should look like this:

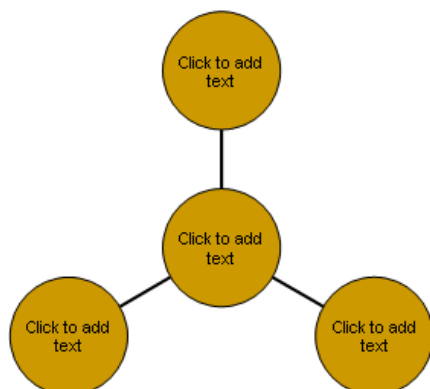


- Click the **Save** button on the **Standard** toolbar.
- In the **Save in** drop down menu, locate your **PowerPoint XP Intermediate Samples** folder.
- Name your new presentation **PowerPointExercises.ppt**.
- Click **Save**.

Working with Diagrams

- With the **PowerPointExercises.ppt** presentation open, click on **slide thumbnail 3** in the Slides tab area.
- In the title placeholder, type **Radial Diagram**.
- In the text placeholder, type Inserting and modifying a diagram.

- Click the **Insert Diagram or Organization Chart** button on the Drawing toolbar.
- Select the **Cycle Diagram** from the **Diagram Gallery** dialog box.
- Click **OK**.
- Click the **Change to** button on the **Diagram** toolbar.
- Select the **Radial** diagram.
- If PowerPoint asks you to turn AutoFormat on, click **Yes**.
- Click the **Insert Shape** button on the **Diagram** toolbar. You should have four circles that comprise your Radial diagram:



- Click the **Autoformat** button on the **Diagram** toolbar.
- Select **Default**.
- Click **Apply**.
- Double-click the top circle.
- In the **Format AutoShape** dialog box (Colors and Lines tab), change the color to a shade of **red**.
- Click **OK**.
- Double-click the center circle.
- In the **Format AutoShape** dialog box (Colors and Lines tab), change the color to a shade of **green**.
- Click **OK**.
- Double-click the lower-left circle.
- In the **Format AutoShape** dialog box (Colors and Lines tab), change the color to **light-blue**.
- Click **OK**.
- Double-click the lower-right circle.
- In the **Format AutoShape** dialog box (Colors and Lines tab), change the color to a shade of **yellow**.
- Click **OK**.
- Select the red circle.
- Type **Red**.
- Select the green circle.
- Type **Green**.
- Select the light blue circle.
- Type Light Blue.

- Select the yellow circle.
- Type **Yellow**.
- Select the red circle.
- Click the **Move Shape Forward** button until the blue circle is at the top of the Diagram and the red circle is at the lower left.
- Click the **Save** button on the **Standard** toolbar.

SAMPLE

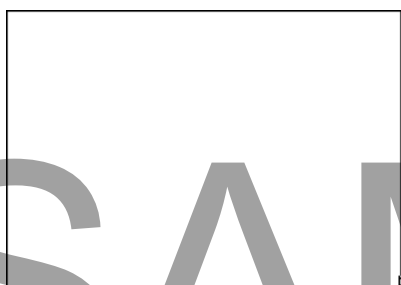
Using Tables and Charts

Working with Tables

- With the **PowerPointExercises.ppt** presentation open, click on **slide thumbnail 3** in the Slides tab area.
- Press the **Enter** key on your keyboard.
- Apply the **Title, Content, and Text** layout located in the **Slide Layout Pane** under the **Text and Content Layouts** section (the text and content placeholders are reversed compared to the previous slides):

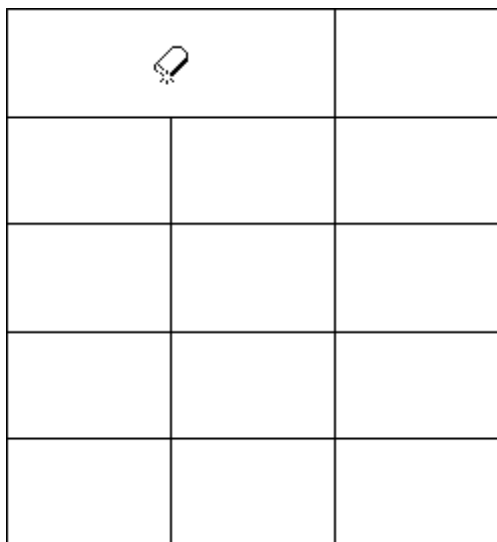



- From the main menu, select **Insert > Duplicate Slide**.
- You should now have **5 slide thumbnails** in total in the Slides tab area.
- Click on **slide thumbnail 4** in the Slides tab area.
- In the title placeholder, type **Table**.
- In the text placeholder, type **Drawing and modifying a table**.
- Select the content placeholder **border**.
- Press the **Delete** key on your keyboard. This will delete the content placeholder.
- Click the **Tables and Borders** button on the **Standard** toolbar.
- Drag your mouse **diagonally** over the area where the content placeholder was to set the table border size:



- Drag your mouse **vertically** and **horizontally** within the table border to create **five** rows and **three** columns.
- Click the **Draw Table** button on the **Tables and Borders** toolbar to stop drawing.
- Click the **Save** button on the **Standard** toolbar.
- Click somewhere inside the table.
- Click the **Distribute Rows Evenly** button on the Tables and Borders toolbar.
- Click the **Distribute Columns Evenly** button on the Tables and Borders toolbar.
- Click the **Eraser** button on the **Tables and Borders** toolbar.

- Click the first column line in the first row to erase the line:



- Click the **Eraser** button on the **Tables and Borders** toolbar again to stop erasing.
- Click somewhere in the last row.
- Click the down arrow on the **Table** button on the **Tables and Borders** toolbar.
- Select **Insert Rows Above**.
- Select the last two rows.
- Click the **Merge Cells** button on the **Tables and Borders** toolbar.
- Click the down arrow on the **Border Width** button on the **Tables and Borders** toolbar.
- Select **6pt**.
- Click the **Border Color** button on the **Tables and Borders** toolbar.
- Select dark green.
- Click on all border lines until the entire table is formatted.
- Click the **Draw Table** button on the **Tables and Borders** toolbar again to stop formatting.
- Resize the table to nicely fit on your slide, if needed.
- Close the **Tables and Borders** toolbar.
- Click the **Save** button on the **Standard** toolbar.

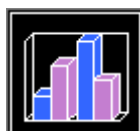
Working with Charts

- With the **PowerPointExercises.ppt** presentation open, click on **slide thumbnail 5** in the Slides tab area.
- In the title placeholder, type **Chart**.
- In the text placeholder, type **Inserting and modifying a chart**.
- Click the **Insert Chart** button in the Content placeholder.

- Change the **East**, **West**, and **North** labels in the Datasheet to read **United States**, **Europe**, and **Australia**.
- Change the **1st Qtr**, **2nd Qtr**, **3rd Qtr**, and **4th Qtr** labels to read **1st**, **2nd**, **3rd**, and **4th**:

		A	B	C	D	E
		1st	2nd	3rd	4th	
1	United States	20.4	27.4	90	20.4	
2	Europe	30.6	38.6	34.6	31.6	
3	Australia	45.9	46.9	45	43.9	
4						
5						

- Close the **Datasheet**.
- From the main menu, select **Chart > Chart Type**.
- Click the **Standard Types** tab.
- Select the Clustered column with a 3-D visual effect from the Chart sub-type area:



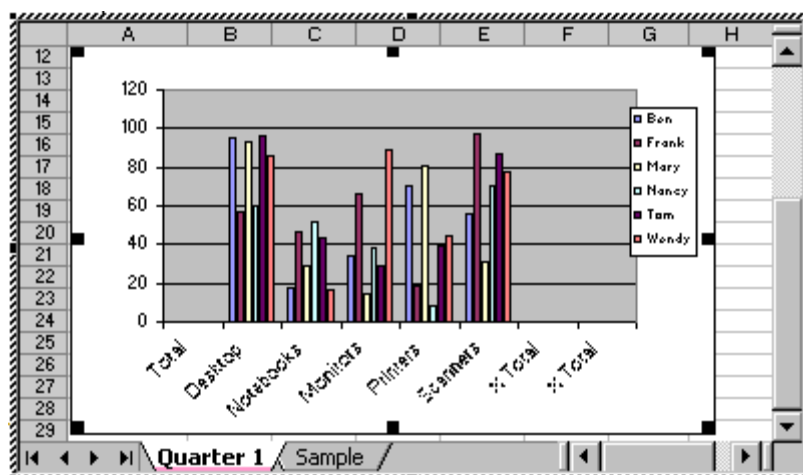
- Click **OK**.
- From the main menu, select **Chart > Chart Options**.
- Click the **Titles** tab.
- Enter **Sales** for the Chart title, **Quarter** for the Category (X) axis, and **\$M** for the Value (Z) axis.
- Click the **Gridlines** tab.
- Check the **Major gridlines** box in the Category (X) axis area.
- Click the **Legend** tab.
- Check the **Show legend** box if it is not already checked.
- Select **Bottom** placement.
- Click **OK**.
- Click outside of the chart area to return to the slide.
- Click the **Save** button on the **Standard** toolbar.

SAMPLE

Embedding and Linking Objects

Working with Linked and Embedded Objects

- With the **PowerPointExercises.ppt** presentation open, click on **slide thumbnail 5** in the Slides tab area.
- Click the **New Slide** button on the **Formatting** toolbar.
- Apply the **Title Only** layout located in the **Slide Layout Pane** under the **Text Layouts** section.
- In the title placeholder, type **Linked and Embedded Objects**.
- Open Microsoft Excel.
- Click the **Open** button on the **Standard** toolbar.
- In the **Look in** drop down menu, locate your **PowerPoint XP Intermediate Samples** folder.
- Select **Formulas.xls**.
- Click **Open**.
- Select the chart (click in the white area of the chart).
- Click the **Copy** button on the **Standard** toolbar.
- Return to the PowerPoint slide.
- From the main menu, select **Edit > Paste Special**.
- Check the **Paste link** box.
- Check the **Display as icon** box.
- Click **OK**.
- From the main menu, select **Edit > Links**.
- Check the **Manual** box.
- Click **Close**.
- Select the **linked chart** icon.
- From the main menu, select **Edit > Linked Worksheet Object > Convert**.
- Uncheck the **Display as icon** box.
- Click **OK**.
- Move the chart towards the top of the slide, directly under the heading.
- From the main menu, select **Insert > Object**.
- Check the **Create from file** box.
- Click the **Browse** button.
- Locate your PowerPoint XP Intermediate Samples folder.
- Select **Formulas.xls**.
- Click **OK**.
- Click **OK** again.
- Move the embedded worksheet to fit nicely under the linked file.
- Double-click the embedded Excel worksheet.
- Scroll down the worksheet and resize the window until just the chart is in view:



- Click outside of the chart area to return to the slide.
- Adjust the sizing of the linked and embedded charts so they nicely fit under each other.
- Click the **Save** button on the **Standard** toolbar.
- Exit **Excel**.

Working with Hyperlinks

- With the **PowerPointExercises.ppt** presentation open, click on **slide thumbnail 6** in the Slides tab area.
- Click on the embedded chart.
- Click the **Insert Hyperlink** button on the **Standard** toolbar.
- Select **Existing File or Web Page** in the Link to area.
- Locate your PowerPoint XP Intermediate Samples folder.
- Select **Formulas.xls**.
- Click **OK**.
- Click the **Slide Show (from current slide)** button at the bottom-left of the screen to preview and test your link:



- In **Slide Show** view, click the embedded chart.
- Close the Excel file.
- Click through to the end of the slide show.
- Click the **Save** button on the **Standard** toolbar.

Using Macros

Working with Macros

- With the **PowerPointExercises.ppt** presentation open, click on **slide thumbnail 1** in the Slides tab area.
- From the main menu, select **View > Toolbars > Visual Basic**.
- Click the **Record Macro** button on the **Visual Basic** toolbar.
- Type **MacroCircle** in the Macro name box.
- Click **OK**.
- Click the **Oval** button on the **Drawing** toolbar.
- Draw an oval on your slide about two inches wide.
- Click the **Text Box** button on the **Drawing** toolbar.
- Draw a text box inside the oval.
- Type **Macro Circle**.
- Select the **Macro Circle** text.
- Click the **Bold** button on the **Formatting** toolbar:



- Click outside of the Oval.
- Click the **Stop** button on the **Macro** toolbar:



- Click on **slide thumbnail 2** in the Slides tab area.
- Click the **Run Macro** button on the **Visual Basic** toolbar.
- Select **MacroCircle**.
- Click **Run**.
- Click on **slide thumbnail 4** in the Slides tab area.
- Click the **Run Macro** button on the **Visual Basic** toolbar.
- Select **MacroCircle**.
- Click **Run**.
- Close the **Visual Basic** toolbar.
- Click the **Save** button on the **Standard** toolbar.

Applying Custom Animation

Adding Animation Effects

- With the **PowerPointExercises.ppt** presentation open, click on **slide thumbnail 1** in the Slides tab area.
- From the main menu, select **Slide Show > Custom Animation**.
- From the main menu, select **View > Master > Slide Master** (you should be looking at the **Title Master**).
- Select the text in the **title placeholder**.
- Click the **Add Effect** button on the Custom Animation Pane.
- From the drop-down menu, select **Entrance > More Effects**.
- Click the **Light Speed** effect in the **Exciting** category.
- Click **OK**.
- Select the text in the **sub-title placeholder**.
- Click the **Add Effect** button on the **Custom Animation** Pane.
- From the drop-down menu, select **Emphasis > More Effects**.
- Click the **Shimmer** effect in the **Moderate** category.
- Click **OK**.
- Click the **Slide Master** thumbnail at the left of the screen:

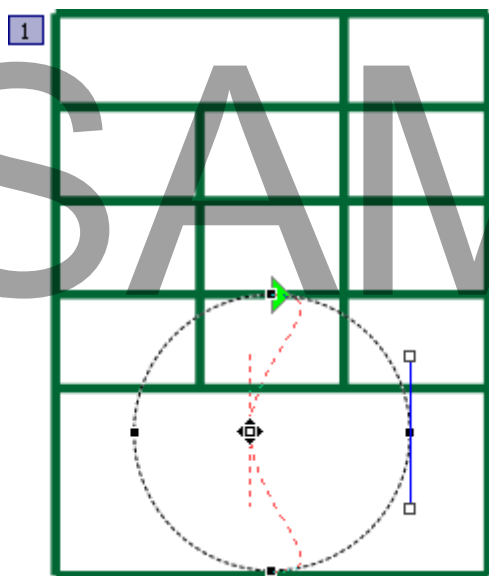


- Select the text in the **title placeholder**.
- Click the **Add Effect** button on the Custom Animation Pane.
- From the drop-down menu, select **Entrance > More Effects**.
- Click the **Whip** effect in the **Exciting** category.
- Click **OK**.
- Select (all of) the text in the **text placeholder**.
- Click the **Add Effect** button on the Custom Animation Pane.
- From the drop-down menu, select **Exit > More Effects**.
- Click the **Checkerboard** effect in the **Basic** category.
- Click **OK**.
- Click the **Close Master View** button on the **Slide Master View** toolbar.
- Click on **slide thumbnail 2** in the Slides tab area.
- Select the organization chart.

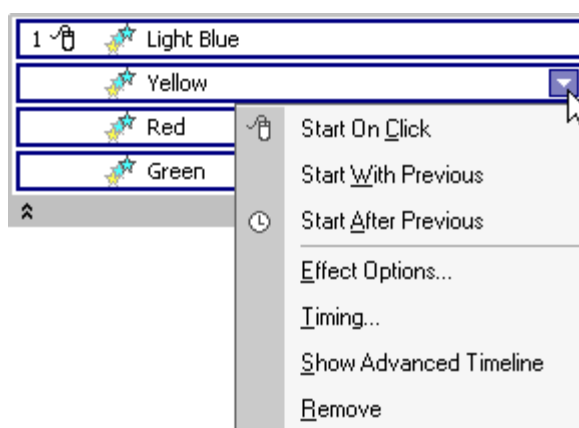
- Click the **Add Effect** button on the Custom Animation Pane.
- From the drop-down menu, select **Emphasis > More Effects**.
- Click the **Grow/Shrink** effect in the **Basic** category.
- Click **OK**.
- Click on **slide thumbnail 3** in the Slides tab area.
- Select the diagram.
- Click the **Add Effect** button on the Custom Animation Pane.
- From the drop-down menu, select **Emphasis > More Effects**.
- Click the **Contrasting Color** effect in the **Subtle** category.
- Click **OK**.
- Click on **slide thumbnail 4** in the Slides tab area.
- Select the table.
- Click the **Add Effect** button on the Custom Animation Pane.
- From the drop-down menu, select **Motion Paths > More Motion Paths**.
- Click the **Circle** effect in the **Basic** category.
- Click **OK**.
- Click on **slide thumbnail 5** in the Slides tab area.
- Select the chart.
- Click the **Add Effect** button on the Custom Animation Pane.
- From the drop-down menu, select **Object Actions > Open**.

Editing Animation Effects

- Click on **slide thumbnail 4** in the Slides tab area.
- Select the motion path in the **Custom Animation list**.
- Right-click on the motion path outline on the slide.
- Select **Edit Points**.
- Drag the right point inwards so the circle resembles a bean:



- Click on **slide thumbnail 2** in the Slides tab area.
- Click the numbered tag to the upper-left of the organization chart.
- Click the **Change** button on the Custom Animation Pane.
- From the drop-down menu, select **Emphasis > More Effects**.
- Click the **Spin** effect in the **Basic** category.
- Click **OK**.
- In the **Modify effect** area on the Custom Animation Task Pane, select **Two Spins** from the Amount drop-down menu.
- In the **Modify effect** area on the **Custom Animation Task Pane**, select **Fast** from the **Speed** drop-down menu.
- Click on **slide thumbnail 3** in the Slides tab area.
- Click each of the numbered tags while holding down the **Shift** key. This selects all of the animations.
- Click the down arrow next to the animation group in the **Custom Animation list**:



- Select **Effect Options**.
- Click the **Effect** tab.
- From the **Sound** drop-down menu, select **Applause**.
- From the **After animation** drop-down menu, choose a light green color.
- Click **OK**.
- Click the **Save** button on the Standard toolbar.

Applying Slide Transitions

- From the main menu, select **Slide Show > Slide Transition**.
- Select Shape Circle from the Apply to selected slides box.
- Select **Slow** from the **Speed** drop-down menu in the **Modify transition** area.
- Select **Chime** from the **Sound** drop-down menu in the **Modify transition** area.
- Click Apply to All Slides.
- Click on **slide thumbnail 1** in the Slides tab area.

- From the main menu, select **Slide Show > View Show**.
- Click through your slide show (note: when the chart object opens as a result of the Object Action applied to it, close the chart and continue clicking through the slides).
- Click the **Save** button on the **Standard** toolbar.

SAMPLE

Using Movies, Sounds, and Voice Narrations

Working with Animated GIFs

- With the **PowerPointExercises.ppt** presentation open, click on **slide thumbnail 6** in the Slides tab area.
- Click the **New Slide** button on the **Formatting** toolbar.
- Apply the **Title Only** layout located in the **Slide Layout Pane** under the **Text Layouts** section:



- Click in the title placeholder and type **Animated GIFs and Sounds**.
- Click in the body of the slide.
- From the main menu, select **Insert > Movies and Sounds > Movie from File**.
- In the **Look in** drop down menu, locate your **PowerPoint XP Intermediate Samples** folder.
- In the **Files of type** drop down menu, select **All Files**.
- Select **Rowers.gif**.
- Click **OK**.
- Resize the animated GIF so it takes up most of the slide.

Working with Sounds

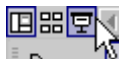
- From the main menu, select **Insert > Movies and Sounds > Sound from Clip Organizer**.
- Locate the file captioned **Blustery Wind**.
- Click **Blustery Wind** to insert it.

Blustery Wind should be located in your Web Collections. To find it quickly, click **Modify**. Type in **Water** in the **Search text** box and uncheck all of the media options except for **Sound** in the **Media file types** drop-down menu. Click **Search**.

NOTE: If you still can't find Bluster Wind in your Clip Organizer, from the main menu, select **Insert > Movies and Sounds > Sound from File**. Locate your **PowerPoint XP Intermediate Samples Folder**. Select **BlusteryWind.wav**. Click **OK**.

- Click **Yes** to play the sound automatically in the slide show.
- Right-click on the **Sound** icon on the slide.

- Select **Edit Sound Object**.
- Check the **Loop until stopped** box.
- Click **OK**.
- Move the sound icon to the bottom-left of the slide.
- Click the **Slide Show (from current slide)** button at the bottom-left of the screen to preview and click through your animation:



- Click the **Save** button on the **Standard** toolbar.
- Exit PowerPoint.

SAMPLE

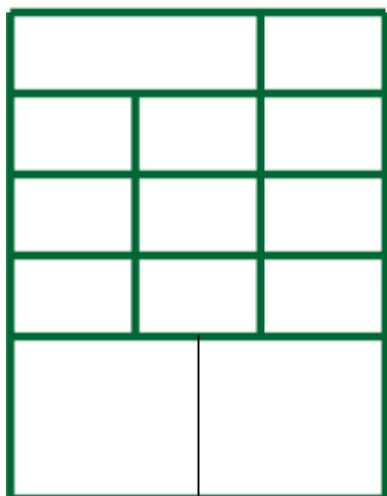
Collaborating and Consolidating

Reviewing a Presentation

- Start Microsoft PowerPoint 2002.
- Click the **Open** button on the Standard toolbar.
- Locate your PowerPoint XP Intermediate Samples folder.
- Select **PowerPointExercises.ppt**.
- From the main menu, select **View > Toolbars > Reviewing**.
- Click on **slide thumbnail 2** in the Slides tab area.
- Select the organization chart.
- Click the **Autoformat** button on the **Organizational Chart** toolbar.
- Select **Beveled Gradient**.
- Click **Apply**.
- Click the **Insert Comment** button on the **Reviewing** toolbar.
- Type **Changed Squared Shadows to Beveled Gradient**.
- Click somewhere on the slide to close the comment box.
- Click on **slide thumbnail 3** in the Slides tab area.
- Double-click on the light blue circle.
- In the **Format AutoShape** dialog box, change the color to a medium shade of blue.
- Click **OK**.
- Click on the text in the blue circle.
- Change the text to read **Blue**.
- Click the **Insert Comment** button on the **Reviewing** toolbar.
- Type Changed light blue color to blue. Changed Light Blue text to Blue.
- Click somewhere on the slide to close the comment box.
- Click on **slide thumbnail 4** in the Slides tab area.
- Click inside the last row of the table.
- If the **Tables and Borders** toolbar isn't displayed, from the main menu, select **View > Toolbars > Tables and Borders**.
- Click the down arrow on the **Table** button on the **Tables and Borders** toolbar.

SAMPLE

- Select **Split Cell**:



- Click the **Insert Comment** button on the **Reviewing** toolbar.
- Type Split last row.
- Click somewhere on the slide to close the comment box.
- Click on **slide thumbnail 1** in the Slides tab area.
- Click the **Next Item** button on the **Reviewing** toolbar to scroll through all of the comments.
- Click the **Save** button on the **Standard** toolbar.

Sending and Merging Presentations

- With the **PowerPointExercises.ppt** presentation open, from the main menu, select **File > Send To > Mail Recipient (for Review)**. (**Note:** You can only use this feature if your e-mail program is **Microsoft Outlook**.)
- Enter your own e-mail address in the **To** box.
- Click **Send**.
- When you receive the presentation in your e-mail, open it.
- Read the e-mail Microsoft Outlook generated for you.
- Double-click the attachment to open the presentation.
- When the **Opening Mail Attachment** dialog box comes up, select **Open it**.
- Click **OK**.
- A dialog box will ask you if you want to merge the reviewed presentation with the presentation on your computer (you would normally receive this message after you had sent a presentation out for review, and the reviewer had sent it back to you after adding comments).
- Click **Yes**.
- Since you edited the presentation yourself, Microsoft PowerPoint doesn't display the changes you made to the presentation in the **Revisions Pane**. These only appear if another user edits the presentation sent to them for review and then sends it back to you. However, the comment boxes you included are displayed.

- Click on **slide thumbnail 4** in the Slides tab area.
- Select the **Comment** icon on the slide:



- Click the **Delete Comment** button on the Reviewing toolbar.
- Click the **Markup** button on the **Reviewing** toolbar to hide the comments.
- Click the **End Review** button on the **Reviewing** toolbar.
- Click **Yes**.
- Click the **Save** button on the **Standard** toolbar.

SAMPLE

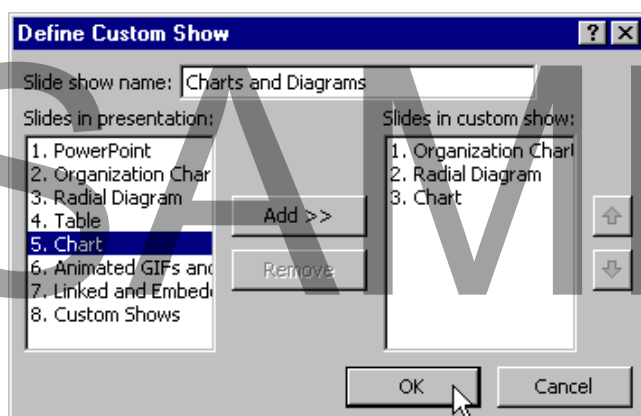
More on Presenting Presentations

Creating Custom Shows

- With the **PowerPointExercises.ppt** presentation open, click on **slide thumbnail 7** in the Slides tab area.
- Click the **New Slide** button on the **Formatting** toolbar.
- Apply the **Title and Text** layout located in the **Slide Layout Pane** under the **Text Layouts** section:



- In the title placeholder, type **Custom Shows**.
- In the text placeholder, type **Creating a Custom Show**.
- Press **Enter**.
- For the second bullet, type **Linking to a Custom Show**.
- From the main menu, select **Slide Show > Custom Shows**
- Click **New**.
- Type **Charts and Diagrams** in the Slide show name box.
- Select Organization Chart in the Slides in presentation box.
- Click **Add**.
- Select **Radial Diagram**.
- Click **Add**.
- Select **Chart**.
- Click **Add**.
- Click **OK**:



- Click **Close**.
- From the main menu, select **Slide Show > Custom Shows**.
- Select **Charts and Diagrams**.
- Click **Show**.

- Click through the slide show until you return to the presentation.
- Select the **Linking to a Custom Show** text.
- Click the **Insert Hyperlink** button on the **Standard** toolbar.
- Select **Place in This Document** in the **Link to** area.
- Scroll down until you see the **Charts and Diagrams** custom show.
- Select **Charts and Diagrams**.
- Check the **Show and return** box.
- Click **OK**.
- Click the **Slide Show (from current slide)** button at the bottom-left of the screen to preview and test your custom show hyperlink:



- Click **Linking to a Custom Show**.
- Click through the slide show until you return to the presentation.
- Click the **Save** button on the **Standard** toolbar.

Customizing the Show Set Up

- With the **PowerPointExercises.ppt** presentation open, from the main menu, select **Slide Show > Set Up Show**.
- Look at the options in the **Show type** area.
- Look at the options in the **Show slides** area.
- Look at the options in the **Show options** area.
- Look at the options in the **Advance Slides** area.
- Click **OK**.

Using the Pack and Go Wizard.

- With the **PowerPointExercises.ppt** presentation open, from the main menu, select **File > Pack and Go**.
- On the **Start** screen, click **Next**.
- On the Pick files to pack screen, click **Next**.
- On the Choose destination screen, select **Choose destination**.
- Click **Browse**.
- Locate your PowerPoint XP Intermediate Samples folder.
- Click **Select**.
- Click **Next**.
- On the **Links** screen, click **Next**.
- On the **Viewer** screen, click **Next**.
- Click **Finish**.

- Open your PowerPoint XP Intermediate Samples folder through the My Documents folder.
- Look at the files the Wizard created (.exe, .ppz).
- Return to **PowerPointExercises.ppt**.
- Click the **Save** button on the **Standard** toolbar.

SAMPLE

Customizing PowerPoint XP

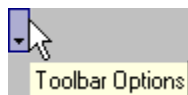
Configuring PowerPoint XP Options

- With the **PowerPointExercises.ppt** presentation open, from the main menu, select **Tools > Options**.
- Click the **View** tab in the **Options** dialog box.
- Look at the options available.
- Click the **General** tab in the **Options** dialog box.
- Look at the options available.
- Click the **Edit** tab in the **Options** dialog box.
- Look at the options available.
- Click the **Print** tab in the **Options** dialog box.
- Look at the options available.
- Click the **Save** tab in the **Options** dialog box.
- Look at the options available.
- Click the **Security** tab in the **Options** dialog box.
- Look at the options available.
- Click the **Spelling and Style** tab in the **Options** dialog box.
- Look at the options available.
- Click **OK**.
- From the main menu, select **Tools > AutoCorrect Options**.
- Click the **AutoCorrect** tab in the **AutoCorrect Options** dialog box.
- Look at the options available.
- Click the **AutoFormat as you type** tab in the **AutoCorrect Options** dialog box.
- Look at the options available.
- Click **OK**.

Customizing Toolbars

- From the main menu, select **Tools > Customize**.
- Click the **Toolbars** tab.
- Click **New**.
- Type **Sample Toolbar** in the **Toolbar name** box.
- Click **OK**.
- Click the **Commands** tab.
- Select **View** from the **Category** box.
- Drag the **Normal** toolbar button out of the **Commands** box, into your toolbar.
- Drag the **Slide Sorter** toolbar button out of the **Commands** box, into your toolbar.

- Select **Macros** from the **Category** box.
- Drag the **MacroCircle** toolbar button out of the **Commands** box, into your toolbar.
- Click **Close**.
- Click on **slide thumbnail 3** in the Slides tab area.
- Click the **MacroCircle** button on the **Sample Toolbar**.
- Click the **Toolbar Options** button at the right-end of the **Drawing** toolbar:



- Select **Add or Remove Buttons > Drawing > Select Multiple Objects**.
- Click somewhere on the slide. Notice the **Select Multiple Objects** button has been added to the **Drawing** toolbar.
- From the main menu, select **Tools > Customize**.
- Click the **Options** tab.
- Look at the options available.
- Click **Close**.
- Click the **Save** icon on the **Standard** toolbar.
- From the main menu, select **File > Close**.
- Open **PowerPointExercisesExample.ppt** from the **PowerPoint XP Intermediate Samples** folder to see what your presentation should look like.
- Exit PowerPoint.

SAMPLE