Microsoft PowerPoint 2019

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Section 1 – Course Introduction

Video: Welcome and Overview

Deborah: Hello there and a very warm welcome to this course on PowerPoint 2019. My name is Deborah Ashby and I'm going to be your host for this course. I'm an IT trainer and a Microsoft subject matter expert so hopefully that qualifies me to be talking through this course with you today. And I'm very excited to be teaching all of the new features and wonderful things that you can do in PowerPoint 2019.

Now just to explain, if you are coming from an earlier version of PowerPoint this course will probably suite you fine if you are using PowerPoint 2013 or 2016. There are some differences in the new version but the differences are very minor. So there is a lot of crossover with the last two versions. So if you do happen to have one of those older versions but you're going through this course then the majority of this course is going to be absolutely fine for you to work through. I will try and highlight as we go through if there is anything that I'm telling you that's specific to PowerPoint 2019. So just be aware of that as we go through.

Now before we jump into the content I just want to give you an idea as to what to expect in this course because you're probably very curious. This might be the first time that you're doing an online course so you might have a bit of trepidation, but trust me. I'm not going to throw you in at the deep end. We are going to start right at the beginning with the basics. We're going to build that skill level up until we're pretty much getting towards those advanced topics. So let me just give you a rundown of what to expect.

Now this isn't by all means a comprehensive list. These are just some high level topics that I've put onto a list. We're going to be covering a lot more than this as you will see when we go through. But we are going to start out with the basics. So the very basics of navigation, creating blank presentations and starting all from scratch. I'm going to talk you through some best practices when it comes to using PowerPoint. So best practice regarding things like colors, animation, bullet points, how much text to use, what kind of imagery you should be using. All really, really important things to consider when you're putting together a PowerPoint presentation.

We're of course going to look at how you can add in new slides and the different layouts you can use and how you can edit those slides and build up a really nice looking presentation. We're going to add some pizzazz with graphics. So we're going to add pictures and icons and 3D models, which are new to 2019. We're going to add animation to make it more engaging and also media files like video and audio. And finally at the end of the course I'm going to show you how you can present your presentation to an audience.

So lots of really interesting stuff in here. I am very excited about taking you through this course. I absolutely love PowerPoint and I hope by the end of this course you will too.

So all that remains is for us to jump into the next section where we'll just have a quick word about the exercise files we're going to use in this course and then we'll get started. So I'll see you in the next section.

Section 2 – Overview

Video: Navigate a PowerPoint Presentation

Deborah: Hello again and welcome back to our course on PowerPoint 2019. In this section we're going to be taking a look at navigating around a PowerPoint presentation and I'm going to just introduce to you some of the main aspects of the screen and some things that can really help improve your efficiency when we're working in PowerPoint.

Now what you can see on the screen here, I currently have what we call Normal view showing on the screen. And in Normal view what you can see are the main slides. This is the slide that I'm currently clicked on. And I can also see in the left hand pane I have little mini previews of the other slides that make up my presentation. Now as I said, this is what we classify as Normal view and this in general is the view that you work in when you're making edits to your PowerPoint presentation. Now obviously with a lot of PowerPoint presentations the end aim is to display those presentations. So either we might be presenting to an audience or we might be wrapping it up in a PowerPoint presentation for somebody else to run. And if you think about it if I was presenting this to an audience I don't really want them to see the view that I currently have. So I really just want them to focus on the current slide. I don't want them to be able to see all of the other slides down the side or the Ribbon or anything along those lines.

Now in order to do that what we do is we switch our PowerPoint presentation into what we call Slideshow view. And again there are a couple of different ways that you can switch between different views. The first one I'm going to show you is probably the simplest. If you cast your eyes down to the bottom righthand corner you'll see down here we have a number of little icons. And as I hover over them you can see that one says Normal, which is the view that we're in now. We have Slide Sorter view, which I'll talk about a bit later. We have Reading view. Again, I'll talk about that a bit later. And then finally we have Slideshow view. So let's click on that one. And now this takes me into what the audience is going to see. I can then easily navigate between my slides. So I can move them on or I can move them back, depending on what I want to show at that particular time.

Now in order to navigate through my presentation, again there are a couple of different ways that I can do this. I can click my mouse to move me on to the next slide or alternatively what I can do is just use the arrow keys on my keyboard, either the one going to the right to move forward or the one going to the left to move back. So it's really up to you which one of those methods you choose.

If I want to jump out of my presentation, so maybe I finished it or maybe I want to make some edits, I can just press the Escape key on my keyboard and that will take me back to that Normal view by using those using those icons in the bottom righthand corner.

There is an alternative way of moving through your views and that is by using the ribbon. So again if I go up to the View ribbon you can see the first group there, Presentation Views, that has Normal, Outline, Slide Sorter, and I have a couple of other views in there as well, Notes, Page and Reading Pane. So I can easily switch between my views from there as well.

Now what you might notice there is that we don't actually have a Slideshow view. You'll find that on a separate tab. So again we have a tab here called Slideshow and you'll see in this first group here called Start Slideshow we have a choice. We can start our slideshow from the beginning. So if I was to click that it starts it from the beginning and remember Escape to come out. And you'll also notice that if I hover over there is a shortcut key to start the slideshow from the beginning. So sometimes that's a little bit easier and more efficient as well. So the shortcut key here would be F5. I can also choose to start my slideshow from the current slide. So what we mean by that is whichever one I'm clicked on. So if I was clicked on slide four and I was to choose From Current Slide it's going to run the slideshow from that particular slide. And Escape to come out. So a couple of different options in there for you when it comes to running your slideshow.

So now I'd just like to talk a little bit about the actual slides that you're using. I would say that when you are creating a presentation it's really important to think about the layout of your presentation. And it's also really important to have a title slide to introduce the topic to the audience. So you can see here in my example we have Wanderlust Travel and then I have a subtitle underneath, Unleash the Explorer Within. And that really just introduces the topic that I'm about to talk about to the audience.

Another thing to watch out for when you're creating PowerPoint presentations is to be consistent with the fonts that you're using. So I would advise against having lots of different types of fonts. You really just want to keep it consistent so that it flows throughout the presentation.

And one of the things we're going to talk about over the next few modules is Slide Layout and I just wanted to show you a little bit about what I mean by that.

If I go to slide two you'll see what I have here is a title, so where it says Where Choose Us and then underneath I have some bullet points. And this slide is actually a completely different layout to the previous slide. So this first one is what we call a Title Slide layout and this second one is a Title and Content, the content being these bullet points down here. And this is something I'm going to delve into in the next few modules to show you exactly all the different types of slide layout that you have.

Now again when it comes to titles I would always recommend that you do put a title at the top of each slide. And the reason for that is if you imagine you're giving a presentation and you have an audience it's fairly common for people to get slightly distracted, maybe they look at their phone, maybe they just zone out for a moment. You want to make sure that whenever they come back to you that they know exactly what you're talking about at any given time and they can quickly

pick up again from where they left off. So that's why it's so important to make sure that each slide has some kind of title or something that indicates what that slide is all about.

Now as I said, what we've got here is a title and content slide and I currently have some bullet points in that slide. And it's worth noting that you can have up to five levels of bullets in a slide. So here I have what we call first level bullets. And if I was to move to slide three you'll see I have some first and some second level bullets. In this case they're both the same. You might find with some templates or layouts that the second indented bullet is a slightly different icon but in this case they're the same. But you can distinctly see that there is a difference between those first and second bullets by the indentation. Let's take a look at some other things that we have in this presentation.

If I go to slide four, again I have my title at the top. And what I've got on this slide is something we call SmartArt. And again this is something that I'm going to go through with you a bit later on in the course but this is just a nice way to add some kind of process flow or maybe if you want to add an organizational chart or something along those lines SmartArt is something that's a really good thing to use for doing those kinds of things. So you can see here I've got it illustrating the booking process.

Underneath that I also have some images. Now these are actually a fairly new thing that have been added to PowerPoint 2019. These are called Icons and you'll find them on the Insert ribbon along with all of your drawings and your shapes. And this is a library full of really nice little icons that you can add into your presentation and they're all completely editable. So if I click on one of the icons just there you'll see at the top I now get the Graphics Format contextual ribbon, which will allow me to make any changes I want to that particular icon. You can see there I can change the color, I can do all sorts of things with it. So icons are a really nice way to add a visual element into your presentation.

Let's look at the next slide, slide five. Here again I have that title at the top but this time I've inserted a couple of pictures. And I might have inserted them from the web or I may have had them stored off onto my PC. I'm going to show you how to insert pictures using both of those techniques.

Move onto slide six. Now I have something slightly different on here. And again this is a feature that's relatively new in PowerPoint 2019. And these are what we call 3D models. And they're actually pretty cool. What I can do is if I click on the backpack, for example, you see I get this little icon in the middle which is a rotation and it's actually a 3D image. So I can rotate it any way I like and set it just so. So that's a really, again a really nice way to add a high quality I guess you would call a vector graphic that you can rotate into your PowerPoint presentation. So those are quite fun to explore as well.

Let's move down to the next slide. Again we have something slightly different in this one. We have the title but then we have a chart. So if you're used to using Charts in Excel or in certain

charts then this works in a fairly similar way. You'll see when we do start to insert charts you're actually using a kind of preview of an Excel spreadsheet in order to get the figures in to create this chart in PowerPoint. So that's a really nice way of displaying in this case sales figures by country.

Moving down to slide eight. Again, something slightly different. We have our title About Us and then what I have underneath there is just again some SmartArt but I'm using it in a slightly different way than before. I'm using it in combination with a picture. And again you'll see when we go into the SmartArt library you'll see there are a few layouts in there or a few diagrams you can insert which also allow you to insert pictures. So again a really nice way of illustrating that About Us section.

And finally this is just my finish slide. So I'm encouraging them to book now. I'm letting them know that they'll get a 20% discount if they're a new customer. And you can see that's a bullet point. And again I've just inserted a picture directly into my slide.

So lots of different elements that make up my PowerPoint presentation which make it into a really nice visually appealing presentation that flows. It's consistent in its color and in its font.

Now we are going to move into how you edit presentations. And just remember that if you want to edit a particular slide all you need to do is when you're in Normal view, which we are now, just make sure you're clicked on the slide that you want to edit and then you can go to town and do whatever you like within that particular slide.

So that's the basics of navigating around a first PowerPoint presentation. In the next section we're going to move on to looking at the desktop and I will be giving you an overview of the desktop screen so you know exactly what all the buttons do, which will help you navigate and create your PowerPoint presentations slightly more efficiently. So I will see you then.

Video: Overview of the Screen and Views

Deborah: Hello again and welcome back to our course on PowerPoint 2019. In this section I'm going to give you an overview of the desktop screen and the views.

Now what we're looking at here is that same PowerPoint presentation that we've been looking at in the previous modules, the Wanderlust Travel slide deck. And I just want to start by giving you a quick tour around the desktop screen so you understand what the ribbons and all of the icons do.

So starting right at the top you'll see where we have Wanderlust Travel.pptx. So this is the name of your PowerPoint presentation. It's the name that you've saved this presentation as. And we're going to be looking at how to save presentations in the following modules.

Underneath that we have our menus or our ribbons. So you can see here currently I'm clicked on Home and that gives me different groups, which contain different groups of commands that I can use. You'll see here I have Insert as I move across which will allow me to insert things into my presentation. And then I have all of these different ribbons that I can use. I'm not going to go through all of them right at the moment. Just be aware that there they are located just underneath that title.

Now if we move just below our ribbons you'll see that I have a group of icons just here. Now these icons are actually located on what we call the Quick Access Toolbar. And the Quick Access Toolbar is pretty much what it says on the tin. It allows you to very quickly access commands that you use frequently. And you'll have different commands on this toolbar. There is a default set of commands so you might have Undo, Redo and Save. But you can customize this toolbar to contain any command that's available to you in PowerPoint.

Now if I go across to the little dropdown arrow at the end. When I hover over it says Customize Quick Access Toolbar. If I click on that what you'll see is a dropdown menu which is showing me the ten most frequently used commands that I might want to add to my Quick Access Toolbar. And you can see that some of them have ticks next to them, which means that they're already added onto that toolbar. So for example, if I find myself emailing presentations fairly frequently instead of hunting around for the email button within PowerPoint I could just add it to my Quick Access Toolbar and then I have a quick way of very quickly emailing that presentation.

Now it's worth noting that I'm not only limited to adding these few commands to my Quick Access Toolbar. I can add any command. And again there are a couple of different ways that I can do that. Let's go for the first simpler way. And that is if you find a command on any of the ribbons, so for example, if I jump to the Insert ribbon and maybe I decide that I add quite a lot of pictures into my PowerPoint presentations, if I want to add the Pictures icon or command to my

Quick Access Toolbar all I need to do is right click and select Add to Quick Access Toolbar and you can see there it is on the end.

Another way that I can add commands to the Quick Access Toolbar is again utilizing that dropdown arrow and going to More Commands. Now this will actually take me into the PowerPoint Options and you can see that I have Quick Access Toolbar highlighted in the list on the left hand side. What I've then got is in this first list where it says Popular Commands I then have all of the commands which belong to that Popular Commands group. So these would be the ones that are used most frequently. If I want a list of all of the commands available in PowerPoint, again I can click the dropdown and I can select All Commands and that will give me a very, very long list of every command available in PowerPoint in alphabetical order. And what I can then do is I can then find the command that I want. So maybe it's this one here, Align Text, and I can add that to my Quick Access Toolbar directly from here. So if you glance over to the righthand side you'll see it says at the top Customize Quick Access Toolbar and then I have listed there all of the commands that are currently on that toolbar. And all I would need to do is to click the Add button in the middle which will move a line text over to the righthand side of the screen, click on OK and you can now see I have that Align Text button on my Quick Access Toolbar. So a couple of different ways that you can customize that to really increase or improve your efficiency when working in PowerPoint.

Now if we move up to the top righthand corner of the screen you can see you've got my name there. So that's telling me the account that I'm currently logged in with. I also have a little Ribbon Display Options button. And if I click it you'll see I get a dropdown with some other options in there. So I can choose to hide the ribbon. And that just gives me more screen real estate with which to work on my PowerPoint presentation. Now I'm not saying that this is something I use all that frequently because obviously you can't see your ribbons or your commands, but it is there if you just need a little bit of extra space.

Now to get those ribbons back if I click the icon on the top for Ribbon Display Options and I can select Show Tabs and Commands. It's worth noting that there is another option in there which will just allow you to show the tab. So I can see those tabs but not the ribbons below until I click on them. Okay? So it's really entirely up to you with regards to how you display those ribbons and tabs.

I then have next to that option I have the Minimize button which will just minimize my presentation down into the system tray. And then alternatively I also have the Restore Down which will just make my screen a little bit smaller. And then of course I always have my Close button in the top corner.

Now moving to the main bulk of our screen, so in the middle obviously I have the slide that I currently have selected and you can see the rest of my slides in the pane on the left hand side. We covered this in the previous module. And right down in the bottom left hand corner I have a

little bit of information that I might find useful. So it's telling me that currently I'm clicked on slide one of nine. If I click on number four it's going to change to slide four of nine. It's telling me that there are no spelling errors so far found in this presentation. And it's also telling me my language. So currently I have my language set to English United States.

Now moving across to the righthand side of the screen. The first thing you'll see here is something that says Notes. Now if I click on Notes you will see that I get a Click to Add Notes pane display at the bottom. Now it's not too big at the moment and you'll see if I hover over the border or the line I do get that double-headed arrow. So I can just drag my note section up if I want to. And if you're not familiar with the Note section in PowerPoint, all it means is that you can click in here and you can add any note that you like related to the slide. So I might want to say, let's keep it simple, The booking process.

Now you might be wondering why this is actually useful. And it is worth noting that any notes that you make on your slides don't show when you run the slideshow. So your audience aren't going to see all of your notes. Now the good thing about notes is that you can print them separately to your slides and have them as speaker's notes, which is really helpful if you're giving a presentation. You can also choose to print the slide with the notes below. Not only is that useful for you but also for the people that are attending your presentation. You might want to hand them out your slide and have the notes below so that they've got those notes. Or alternatively what you could do is you could just leave this Notes area blank and print off the slide in the notes and that will give them a space underneath the slide to write any notes that they want. So Notes are a really useful feature for your audience and also for the presenter.

Now if you don't want any notes on your PowerPoint presentation you can get rid of this Notes pane. And the way that I always do it is I just drag it all the way down right to the bottom.

The next button that you have is a Comments button. So if I click Comments I get a pane pop out on the righthand side. And this is where I can add any notes or any comments that I want other people to see. And this is particularly useful if you're collaborating with others on a presentation. I can add my notes in there. Somebody else, my colleague, might go into the presentation and they can see my notes and also add their own comments as well. So Comments can be a really useful little function to add.

Then next to Comments, we're sticking in the bottom righthand corner, this is where we then have our views. And if you remember we went through views in the previous module, but let's take a look at some of the ones that we didn't take a look at earlier.

Now Normal view as we know that's the view we're in now. This is where we would most likely come to make any edits to our slides. The next view we have is Slide Sorter view. And this gives you a completely different way of displaying your slides or looking at your slide deck. And the way that I tend to utilize this is I tend to come into here if I want to do a lot of rearranging of slides. So if I want to maybe move slides around I just find it a lot easier to see in this view. It is

worth noting that you can still move slides around when you're in Normal view, again just by dragging and dropping the way you want to be. But I tend to get a better overview if I'm in Slide Sorter view.

Another reason you might come into this view would be when you start adding animations or transitions onto your slides. This is the view where you can see if a slide has any kind of transition on it. And what I mean by transition is the way that the slides move between each other. You might have some kind of effect on there. And you can see the effects when you're in Slide Sorter view. Now I don't have any effects applied at the moment, I will do later on, which is why you can't currently see that. But you'll see what I mean as we move through this course.

The next view that we have is Reading view. And again this is just another way of viewing your slides. So again it makes it nice and big on the screen. I can click my mouse to move through my slides or alternatively I can use my arrows, so my left arrow or my right arrow to move through my slides.

And then finally we have that Slideshow view which again is the view you're most likely to use if you're presenting to an audience. And remember to come out of Slideshow view you just want to press the Escape key on your keyboard.

And then finally what we have on the end here is a Zoom control. So we have plus and minus and it says 100% currently. Let me go back into Normal view for a moment. And I'm just going to use the Zoom slider. And you can see as I zoom in and out it makes my presentation or my slide bigger or smaller. So you can really kind of customize it to what suites you.

And very finally on the end we have this little square which says Fit slide to current window. So if I click on that it's just going to resize my slide to exactly the right fit for the window that I'm using. So again that can be quite a useful thing just to get that sizing perfect.

So that's about it. That's an overview of the desktop and some of the buttons and icons that you'll find on the desktop. In the next section I'm going to set you an exercise and it's a very simple exercise. I just want you to open the file attached and use Slide Sorter and some of the different ways of moving around just to get familiar with it before we move on to the next section. So I will see you then.

Video: Exercise 01

Deborah: Hello again and welcome back to our course on PowerPoint 2019. It's now time for Exercise 01. And this is going to be a very simple exercise.

All I want you to do is to open this file called Wanderlust Travel.pptx and I want you to run the slideshow as I'm doing here. And what I want you to do is just to pay close attention to the slides and the different layouts of the slides. And also close attention to the bulleted items. And really the idea here is just to get a feel of the different slide layouts and how you can add different elements into your slides. And also just to practice some of those navigation techniques. So feel free to run the slideshow, move back and forth, come out of the slideshow, go into Slide Sorter view, all of those types of things. So really just become comfortable with the presentation that you're looking at before we move on into some of the more intermediate modules.

So that's it. Very straightforward. I will see you in the next section.

Section 3 – Getting Started

Video: Presentation Tips and Guidelines

Deborah: Hello again and welcome back to our course on PowerPoint 2019. Now before we jump into creating a brand new presentation I just want to take a little bit of time to review some presentation tips and guidelines that are really going to help you when it comes to creating that very first PowerPoint presentation. And the thing I'd like to talk to you about first is the use of colors.

Now when it comes to the use of color in you presentation this is something you really need to give some thought to, preferably before you start creating your presentation. It's really important that the color scheme that you go with that everything ties together. So from the headings, the background colors, any bullets that you use, all of the colors should tie together nicely so that it looks like a cohesive presentation. And when it comes to the types of colors that you should be using I would always say that subtle colors create trust with our audience. So we're talking about colors like blues, browns, blacks. Also, bright colors tend to create a dramatic impact. So if you really want something to stand out and draw people's attention then red is always a good color to use for that.

It's also good to consider where you're going to be doing your presentation. So if you're going to be doing this or presenting it to an audience it's worth considering the light in the room. And you want to make sure that you're using colors that can be easily seen by everyone in the audience. So if it's a particularly bright room maybe you want to darken those colors or if it's quite a dark room you might want to use more like a white background and dark text. So it's worth checking out the room first just to see the kinds of colors that you should use in your presentation.

I would also say to use good contrast colors in your presentation as well. And what I mean by that is if you have, for example, a blue background then something like neon green font is not going to look good on a blue background. You want to maybe stick to a light background with dark text. So of course white and black is always good for that. Or other good contrast colors. So really think about that and make sure that the text is clear so that people can see it.

Another important point is to never use red and green next to each other. And this is for people who suffer with color blindness. So red and green can easily be confused and they can also tend to look the same to people who have problems distinguishing red from green. So make sure that you don't put them next to each other on a presentation.

And also as I mentioned at the beginning it's important to keep your colors consistent throughout the presentation. If you don't it just ends up like it's something that you've thrown together without too much thought. So do make sure that everything flows through nicely.

So now let's move on to talking about fonts that you use in your presentation. As a general rule your title should be size 44, which might seem quite large to you but again remember if you're presenting this particularly in a large room then you're going to want to make sure that that font is big enough so that people even in the back of the room can see it clearly. So a general guideline would be title size 44 and any subtitles that you have size 32. If you've just got regular text on the screen then size 28 is good. So the text that you can see on my screen right now for these bullet points is all size 28. In general I would steer clear of very small fonts. So for example, if you were working in Word and you were typing a document you might find that font size 10, 11 or 12 is perfectly fine for that. But when it comes to your PowerPoint presentation you want to make it a lot bigger.

I would also say don't use more than three different fonts per presentation. In general when I'm doing a presentation I tend to stick to the same font throughout just because I think that looks better. But if you do require more than one font then try not to go above three. Otherwise, again, it can start to look a little bit messy and a little bit like you've just thrown it together.

Let's now talk about words, so the words that you have on your slides. Again, another general guideline is six to eight words per line. The thing that I've found when I see people's presentations is that people tend to like to put everything they're going to say on the slide. And really that's not the intention of PowerPoint. PowerPoint is really there to serve as a reminder, some bullet points, some notes for you. So keep it short, keep it sweet. It's just there so that you can elaborate on the points that are on the screen. So keep it short.

If you do have a lot of text that you don't necessarily want to put on the slide then it's a good idea to utilize the handout. So you can add more text on there if required and you can hand those out to your audience either before the session or after the session. And I always say that less text is better. You really don't want to confront people with a wall of words. I think we've all heard that phrase, Death by PowerPoint, when you're kind of sitting there in a presentation and all you have is this big screen full of words. It's quite hard to read what's on the screen and concentrate on what the speaker is saying. So less text is better.

And a way that I kind of combat that when I'm doing a presentation is that I tend to use images instead of words. So I might have a nice, big image on the screen that illustrates my point and then I will talk through the image and I will say what I need to say without having it all written on the slide. So just some points there to consider when you're thinking about the placement of your words and what words you're going to put on your slides.

Bullet points. Now you can see here in this slide I have some bullet points. And again in general four to six bulleted items per slide. You don't have to cram as many bulleted items on a slide as possible. If you do have quite a few then please just use another slide. Okay?

And also remember that you can have up to five levels of bullets. Sometimes that's quite nice to use as well because it just gives it a little bit structure. And again to keep things consistent if

you're going to use some kind of picture or even a symbol like I have here make sure you use the same bullet picture per level. Again, just to keep things consistent and flowing through.

Templates. Now again I'm using a template here in this presentation and you may decide to choose one of the ones that are available in PowerPoint or you might have your own, maybe your own company template that you like to use. But in general I tend to keep my templates really, really simple. I don't want too many bells and whistles and things that are going to distract away from my presentation.

I also try to limit the number of lines, textures and other effects. I think there is a little bit of a temptation, particularly when we've just learnt some new cool tricks in PowerPoint to try and add as much into our presentations as possible. And sometimes really the old adage, Less is more. So keep it minimal, keep it simple.

I'm a big fan of using images and graphics in my PowerPoint presentations. As I mentioned, sometimes I just like to have a large image on the screen and then talk through my points. So I would definitely recommend looking at the way that you can use graphics, pictures, those icons, 3D models, and also charts to enhance the template and the presentation.

And again going back to text slides. Try to avoid using more than three in a row. So again don't just have ten slides full of plain text to present to people. Try and break it up with the odd image slide as well just to make it a little bit mor interesting and prevent people from snoozing off when you're in the middle of your presentation.

So that's it. Those are the major tips I have when creating presentations. What we're going to do in the next section is we're going to jump in and we're going to start creating our first PowerPoint presentation, bearing in mind those tips that we've just learnt. So join me for that.

Video: Creating a New Presentation

Deborah: Hello again and welcome back to our course on PowerPoint 2019. In this section we're going to take a look at creating a new presentation. Now this might be the first time that you're ever creating a new presentation. It might be that you've edited presentations before. So if someone's sent you a presentation, maybe you've been able to go in and make the required edits, but perhaps you've never created one from scratch. And that's what we're going to cover in this module.

Now there are a couple of different ways that you can create a new presentation and you can see here on the screen I already have a blank presentation open. Now what I can do from this point is I can go one of two ways. I can either apply a design to this blank presentation, make it look a little bit more interesting than it currently does. Or if I was creating from scratch I could go to the File tab which will take me into that backstage area and select the New option. And what you'll see there is a whole bunch of templates that you can select from. And these templates are actually organized into different categories and you can see some suggested searches at the top here. So if I was looking for a template that was business related I could click on Business and it's going to search the database and show me a whole load of presentations that are suitable for business use. And you can see there there are some really, really nice ones in PowerPoint 2019. They seem to get better with every new release of PowerPoint. So it really depends what you're looking for.

Now one thing I would say when you're trying to decide on a template to use is to really give a long, hard think to those rules, those tips and guidelines that we discussed in the previous module. And your template that you choose really should be suitable for your audience. So again if it's a business presentation you don't want to choose a template that's going to be too jokey or too casual or maybe has a font which isn't appropriate. So just bear those tips in mind when you're trying to decide which template to use.

Now at this stage I'm not going to choose one of these templates. I'm just going to click the arrow at the top to go back to my blank presentation. What I'm going to do instead is apply a design to this blank presentation that I have here. So I'm going to go to the Design ribbon. And again you can see I have a whole bunch of themes that I can choose from. And if I click the dropdown arrow this will show me all of the themes that I have access to. And as you hover over them you'll see you get a live preview in the slideshow itself. So you get a really good idea as to what that's going to look like. Now I'm just going to apply this one here which is called Ion. And what you'll notice is that now I have this theme applied what I can do is if I decide that maybe I don't like the background color particularly what you'll see is that when you apply a theme you then get this additional group called Variants. And again if I click the dropdown, I can see for this one there's only actually four variants which we have listed there. I could change it to a blue theme instead. So it's essentially the same theme. I'm just changing that background color scheme to something a little bit different. And of course as with everything you can go in and

customize even further if you wanted to. So again if you didn't particularly like these colors you could go in and define the colors that you want to use. But in this case I'm fairly happy with using the blue one.

Now one thing that's worth remembering is that if you've already put several slides in the presentation and you've maybe changed the fonts, anything you have manually changed applying a design theme may override that. So what I would suggest is that it is really best to pick your theme up front before you start making changes to any slides that you have. So that's a quick tip to bear in mind when you're thinking about applying themes to your presentation.

So that's pretty much it. We have our two ways. We can either start with a new blank presentation. So let me go to File and go to New and the blank presentation is literally what we started out with. So you can either start from this point and apply a design and then choose a variance. Or you can start with a template if you wanted to, a template of your choice by selecting it from the list.

So now we know how to create a new presentation. What we're going to talk about in the next section is how we work with slides so please join me for that.

Video: Working with Slides

Deborah: Hello again and welcome back to our course on PowerPoint 2019. In the previous section we created a brand new presentation. And you can see it here on the screen. It just has that design template that I applied showing. And what we want to do now in this section is to add some new slides. And the first slide in general in your presentation will always be a title slide. And you really do want to make sure that you don't delete this out. That you always have some kind of title slide. It acts as like a cover to a book I guess you would say. So it gives the audience an idea of what the presentation is going to be about and it's just nice to have up there if you're presenting this presentation just to have it up on the screen behind you, again so the audience so knows exactly what they're in for in the presentation.

Now it's worth noting that you can have multiple title slides in the presentation if you like. So for example, your presentation might be about three different topics and you might want to have a title slide before each new topic begins and that's perfectly fine. And we're going to take a look at that later on in the course. But for now we're going to concentrate on this presentation.

So what we have here is a title slide and I'm just going to start by adding some text into that title slide. So it's a very simple case of clicking in the placeholder and I'm going to say Wanderlust Travel. And you can see underneath it says Click to add a subtitle. So again I'm going to add a quick subtitle in here and just click away. And now I have a very nice looking title slide.

So what I want to do now is I want to expand my presentation. I want to add another slide in. now I've already got a title slide so I don't want to add another one at this stage so I'm going to go up to my Home ribbon and in the Slides group you can see I have a dropdown that says New Slide. And what this is showing me is all of the different slide layouts that I have access to. So you can see the first one there if I hover over is Title Slide and that's what I currently have applied in my presentation. I then have Title and Content. So this will allow me to add a title in. And then I have various different pieces of content that I can add into that slide as well. So that might be a picture, it might be a chart, it might be some kind of diagram. I then have a Section Header slide, a Two Content slide. So again if I want a title running across the top and then two separate pieces of content I might want to use that one. I have a Comparison slide layout, Title Only, I have a completely blank slide if I don't want any of the placeholders on there. I have Content with Caption, Picture with Caption, so on and so forth.

Now it's worth noting that when you go into this new slide dropdown you might not necessarily see all of the slide layouts that I'm showing you right now. Some of these slide layouts are assigned to the different design templates. So depending on which design you've applied will determine which layouts you see down below. But these first ones at the top here are in general the ones that you will see in every single layout that you use.

So for my next slide I'm going to choose a Title and Content slide. And you can see there it's given me slide two in that left hand pane and I now have two placeholders. So the first one is for my title and the second one is for my content. And it says I can add text. So I could click there and I will have bullet pointed text. Or alternatively I can choose to insert any of these elements into this slide. So it might be a table, a chart, a SmartArt graphic, video, online pictures, or a picture which I can browse to on my PC.

Now I'm going to add a title in here and I'm going to say Why Choose Us. And now what I'm going to do is add in some text. So I'm going to click where it says Click to Add Text and I'm going to say, Over 100 destinations. And it's worth noting that if you don't want this text to be bulleted you can just click and also just turn off those bullets. So if you go up to the Home ribbon and into the Paragraph group you can see currently I have my bullets turned on. If I just click that icon again it will remove that bullet from the slide. But I'm actually quite happy having those bullets in so I'm going to put it back and I'm just going to add another bullet point. So when I hit my Enter key it's automatically going to give me another bullet on the same level as the previous one. So I'm going to say, Dedicated travel team. And as this is just an example I'm going to leave it there and I'm going to insert yet another slide.

So I'm going to go back up to New Slide and again I'm going to select a title and content slide. And I'm going to click and add another title. So this one is going to be Wanderlust Travel Benefits. And my text here is going to be 20% discount for all new customers. Now what I'm going to do here is I'm going to hit the Enter key, which again is going to give me that secondary bullet point. But what if I want a second level bullet? So if I want this one to be indented so it looks like it comes beneath the line of text that I've just typed in. Well it's very simple to do. All you need to do is press the Tab key on your keyboard and that will tab that bullet in, like so.

Now if I've done that and I then think to myself, "Actually I don't want that to be a second level bullet. I'd like it to be a first level bullet." All I need to do is do Shift and Tab and that will move that back and make that a first level bullet. So just remember that. Tab key makes it a second or even a third level bullet and then Shift-Tab to move back through those levels of bullets.

So that's the basics of some slide layouts and also using those bullets and some shortcut keys for indenting your text. Now in the following sections we're going to be doing things like inserting pictures, graphics, SmartArt, icons, all of that fun stuff. But for the time being that's the end of this section. I will see you in the next one.

Video: Saving a Presentation

Deborah: Hello again and welcome back to our course on PowerPoint 2019. In this section I want to talk to you very quickly about saving a presentation because that is one thing that we haven't done yet. And the thing that you don't want to do is spend a lot of time working on a presentation, forget to save it, and then maybe something happens and you lose all of your hard work. So we want to make sure that we save our presentation at the beginning and then we regularly save it so that we don't lose any of our most recent changes. And I'm going to show you a couple of different ways and a couple of different saving locations.

Now before we get onto that just following on from the previous section I just want to show you a couple of little tips and tricks within these slides before we save. So essentially what I'm going to do is make a change to this presentation and then we're going to save it.

Now where we left off we had these three slides that we've inserted with our different layouts. I just want to show you a really quick way of inserting a slide but almost duplicating the slide layout.

Now as we've seen if we want to insert for example another and content slide I could go up to New Slide and I could select my Title and Content slide, which is perfectly fine but I'm going to show you a different way of doing it. So I'm going to click on the Undo on my Quick Access Toolbar and what I'm going to do this time is that I know that this slide here, slide three, is a Title and Content slide layout. And maybe the next slide is going to be reasonably similar to this one. What I could do if I wanted to is duplicate this slide. And the easiest way of doing that is just by pressing Control-D on your keyboard and it will essentially duplicate that slide and give you an exact copy for you to work on. So it's going to be exactly the same text, if you got any images in there those will be carried over as well, and it's also exactly the same slide layout. So I just wanted to mention that because that's personally something that I find myself doing all the time. I tend to duplicate if I'm going to be using the same slide layout.

Another thing I wanted to quickly show you is now that I've inserted this duplicate copy I actually don't really need this slide so I'm going to delete it out of my presentation. And again there's always a few different ways that you can do these things in Microsoft. I could right click on the slide and in that menu I have a Delete Slide option. You'll also see just above I have Duplicate Slide. So I could select that instead of doing Control-D. Or alternatively probably the easiest way is just to hit the Delete key on your keyboard to get rid of that slide. Nice and simple and straightforward.

So, now let's look at saving this presentation. I'm going to go up to my File tab which takes me into the backstage area. And immediately you'll see in this list I have Save and I have Save As. So I'm going to select Save As and this takes me to my different save locations. And it really is entirely up to you where you save your presentation to. Now what I have up here is you can see I

have the option of saving into OneDrive. And if you're not familiar with OneDrive that is Microsoft's cloud storage. So if you have an Office 365 account you definitely have access to OneDrive cloud storage. And this tends to be where I save all of my files. I save them up into the cloud so that I can access them wherever I am as long as I've got an internet connection. Alternatively I've got a SharePoint site that I could save into. And I'm not going to go into that too much but it is another place that I could save my file. And then underneath in this Other Locations are I can select to save to this PC. So if you want to save it to a folder that you have on your PC, so maybe to the desktop or My Documents or something like that I could choose to add a place or a different network location if I wanted to. Or I can select Browse if I'm not too sure it will allow me to browse around. So let me click on Browse and this should look fairly familiar to most of you. It pops up that File Explorer and I can then decide on which location I want to save my file into. And I'm actually going to save into OneDrive. So I'm just going to navigate to the correct folder. And this looks good enough for me. I'm going to give my file a name. So I'm just going to call this My Presentation. And you can see the Save As type is defaulted to .pptx. And that is the default file extension for any file that you save into PowerPoint.

Let's just have a quick look at what's in that dropdown. So if I click on the arrow you can see I have lots of different other file formats I could save in. And I'm not going to go through all of these but some of these I might want to highlight would be if you're using a particularly old version of PowerPoint you might want to save it as a 97-2003 presentation. Or if you're saving this as a template, so if you want to reuse it again you might want to save it as a .potx file or a PowerPoint template. But I'm going to stick with the default which is .pptx and I'm going to click on Save.

And what you'll see is that once you've saved your presentation the name that you gave it will now appear in the top bar. So you can see at the top here is says My Presentation.pptx. I'm now fairly safe and fairly confident that I can work on this presentation and as long as I save at regular intervals then I know that I'm not going to lose my work if anything bad was to happen.

So again if you are working away and you want to quickly save to your file you can just do the keyboard shortcut Control-S to save or alternatively you can click on the Save icon which you'll have there on your Quick Access Toolbar. That is one of the default icons that is added onto there. And you can see there it also does show you that keyboard shortcut Contorl-S.

So that wraps up saving a presentation. Very straightforward, very simple. What we're going to do next is an exercise. So let's jump over there now so I can talk you through that.

Video: Exercise 02

Deborah: Hello again and welcome back to our course on PowerPoint 2019. We've made it down to Exercise 02 and I actually have a few instructions for you in order for you to complete this exercise.

So what I want you to do for me is I want you to create a PowerPoint presentation from scratch. I want you to apply the theme called Berlin to your presentation and I want you to add the title Sales Presentation and the subtitle 2018 Sales and Expenses.

What I then want you to do is to add a second slide and that needs to be a two content layout slide. And what we're going to pretend is that once we've added that slide it's going to be the wrong layout. So I want you to change the layout of that second slide from two content to title and content layout.

What I then want you to do on that slide is to add these three first level bullets. So one for Sales, one for Expenses and then one for Profits. I then want you to add this second level bullet underneath Sales. So I want you to add something that says New Southeastern Region as a second level bullet.

And then finally I just want you to save that file to a location of your choice. So that might be on your desktop, it might be in OneDrive, wherever you want to save. And I want you to call it My Presentation. And we're saving it as just the default, the regular .pptx file.

So a very straightforward exercise incorporating some of the techniques that we've learnt in this section and building you up be able to work on more advanced aspects of your presentation. That's it for now. I will see you in the next section.

Section 4 – Text and Bullet Editing Options

Video: Formatting Text

Deborah: Hello again and welcome back to our course on PowerPoint 2019. In this section we're going to start to take a look at how you can format text and also bullet editing options. But in this specific module we're going to stick to formatting text first of all.

So I'm currently on slide one which is our title slide where I have the words Wanderlust Travel. And we're going to make some edits to the text on this slide.

Now I want you to know that when I click on the title here, Wanderlust Travel, what you'll see is that I get a what we call a placeholder around the outside. And you'll see these placeholders all over the place in PowerPoint. And in general what they'll contain is some kind of object. So it could be text, it might be some kind of shape or a picture. And the beauty of the placeholder is that in order to change any formatting on this text I don't actually have to highlight the text. We're probably used to doing that across other Microsoft applications. If I wanted to change the font here or the color of the size I'm used to highlighting and then going and selecting my options. But you don't need to do that in PowerPoint. What you need to do is just click on that placeholder. And you'll know you're clicked on it because you get these resize handles around the outside. So these also help you resize that placeholder. So if I wanted to I could drag this up or down, and I could also drag in or out. Now you're probably noticing there as I'm doing that it's not actually making any sizing changes to the text within the placeholder. It really just resizes that placeholder. So I'm going to make sure I've got my placeholder selected and let's go and explore the different options we have for formatting text.

So I'm currently on my Home ribbon and we're going to focus on this Font group just here.

Now the first one, the dropdown just here, if I click it, again you're probably fairly used to using these across the other Microsoft applications. This is where you'll get a list of all of your fonts that are available to use in your presentation. So I can see at the top any theme fonts that I have applied. And then I have all of my fonts listed in alphabetical order. And as I scroll over them you can see I get a live preview which is really handy. It means that I can see what that's going to look like before I actually commit to applying it. So I might want to go down and apply, let's try this one, Bauhaus 93, like so. And just switch up that font.

Next to that we have our sizing. So again we have lots of different options in here. We can go all the way up to 96. For this one I'm probably going to stick with around 72. It is also worth noting if you don't have exactly the size font that you want in that list, because if you look the numbers aren't all consecutive all the way up from 8 to 96. There are some gaps. So if I wanted, for example, font size 64 I don't actually have that listed here but I can go up into the Font box and

just manually change that to 64 and hit Enter and my font will resize. Just be aware that you can do that as well, make manual changes to that font size.

I can then make smaller changes, incremental changes by increasing the font size. So if I click the Increase Font Size button that will jump that up, or I can use the other one to move it down. So little incremental changes if I want to make some minor adjustments.

The row underneath I have Bold. Again probably something you might be familiar with using. Just makes that text a little bit bolder. I have my Italics, I have Underline, and I also have this one here, so Text Shadow. So that will add a shadow behind the selected text which makes it stand out from the background a little bit. And sometimes it's quite subtle, it is quite hard to see but I've actually put a shadow on there, which actually looks quite nice so I'm going to leave that I think.

What we could also do is use a strikethrough. Now in this particular scenario the strikethrough makes no sense whatsoever. I really don't want to put a strikethrough through my title. But you can probably think of scenarios, maybe things that you might want to cross out or show that there's been a change where a strikethrough might possibly be useful.

We then have next to Strikethrough the Character Spacing and we have a little dropdown here. And I'm currently set to Normal but again you'll see if I hover over you'll see that that's very tight spacing, tight is a little bit wider, then we have Normal, Loose, Very Loose, and then we have more spacing options in here as well. And that will take me to some advanced options for my character spacing so I can then set how many points in between my characters I want spaces for. So just remember that that is also there.

The next option along is to change case. So we have Sentence Case which is where you have the first letter capitalized, Lowercase, Uppercase, Capitalize each word, and then Toggle case. Now Toggle case is useful when, and I'm sure you've had this scenario before, where you've typed something and you've accidentally had Caps Lock on so everything comes out the opposite way of what you imagined. That's a good one to use in that particular instance.

Next to that we have our text highlighter color. So again if I wanted to I could select a highlight. So this is much like just having a highlighter pen and running it across. Again not particularly appropriate on this slide but it could be useful to emphasize certain words or certain points or sentences on other slides. And then I have my Font Color. So I could go through and change this to something completely different just by selecting from the palette if I wanted to.

Now another little thing I want to highlight here is this little arrow in the bottom corner of the Font group. If you click that what it will do is it will give you access to some additional options when it comes to formatting your text. So some of these you've already seen on the ribbon, such as the font just here and also things like font color, font size. Font style, again we've got regular, italic, bold, bold italic if you want to use that. We can select an underline style. Now that's quite

interesting. We do have an Underline button in that Font group on the ribbon. But we only have one option for Underline. If we were to select that from the ribbon we'd just get a solid underline under our text. Whereas if we go into the additional options we have lots of different styles of underline that we could use if you wanted a dotted line or a dashed or something like you can definitely find that in those advanced options.

Again underneath Effects we have some things which we found in our ribbon, such as the strikethrough, but we have additional things like double strikethrough, superscript and subscript, small caps, all caps, and we can also equalize character height. Let me just show you that because that's one that you may not have come across.

If you look at my title what will happen when I click this is that all the letters are kind of stretched to become the same height. So that might be something which you find quite useful. I'm going to undo that by clicking the Undo button and just jump back into my advanced options.

And then I have that Character Spacing tab. Now we were in here a moment ago. It jumped us straight to it when we were looking at More Options for character spacing. So again you could select the type of spacing. So normal, expanded, condensed, and here you can actually customize how many points in between. So if you wanted the characters really spaced out you could put quite a large number in here to get that effect. So don't forget that you have those additional options lurking in the background.

Now one other thing I want to show you with regards to formatting text is the Format Painter. This is such a useful utility. What it basically does is it allows you to take all of the properties that you've applied to a piece of text and essentially copy them and paste them or paint them over the top of another piece of text. So it's a really good efficiency tool.

So what I mean by that is I'm currently clicked on the placeholder for Wanderlust Travel and I've changed lots of properties about this text. So we changed the font that we were using, I changed the size, I changed the color of the font, and I also added a background shadow as well. Now if I want the subtitle here, Unleash the Explorer Within, to be exactly the same as the title I want to copy all of those properties over. Now of course I could do it manually. I could select the subtitle, I could go through my different options but the quickest way of doing it is just to use the Format Painter. So again I'm going to highlight my placeholder because it's the properties of this text that I want to copy. I'm going to go up to my Home ribbon and in that first group I have Format Painter, and I'm going to click. Now as soon as I click you'll see that my cursor changes to a little paintbrush icon, which means I'm in Format Painter mode. And all I need to do is go down and click on the placeholder for that subheading. And you can see it applies exactly the same formatting to the subheading. Now currently that doesn't look too great. I might want to go in and make it a bit smaller so it doesn't look like it's overlapping too much but I could definitely do that. And that is so much quicker than copying the properties individually.

It's also worth noting if I just Undo out of there and get it back to how it was, with the Format Painter it's a one-time deal. So when I click on my placeholder and I click Format Painter, as soon as I've painted that formatting the Format Painter deactivates. So if I wanted to apply that same formatting to lots of pieces of text I would have to keep going back to Format Painter in order to do it because it essentially deactivates after you've used it once. The way to stop it from doing that is to double click on Format Painter. So what I could do is I could highlight my placeholder, double click on Format Painter, I can then click on my text below, but you see that my Format Painter is still active. Look at my cursor. I still have the paintbrush icon. So I could then go and carry on painting that format on other pieces of text. To deactivate it all you need to do is click the Format Painter option again or you can press the Escape key on your keyboard.

So that's it. That's all I wanted to show you with regards to formatting text. In the next module we can start to look at bullets and how we can format those. So I will see you over there.

Video: Working with Bullets and Numbered Lists

Deborah: Hello again and welcome back to our course on PowerPoint 2019. In this section we're going to focus on working with bullets and I'm back here in the presentation that we've been working on so far in the course. And currently I'm clicked on slide one, the title slide.

Now we don't have any bullets on here so I'm going to jump straight across to slide two. And you can see what we have on this slide is a number of first level bullets. And if we jump across to slide three you'll see we have some first and some second level bullets and we're going to talk a little bit about how you can format these and also how you can customize them. So let's jump back to slide two.

Now just to reiterate some points that I've made previously about bullets, you can have five different levels of bullets. And remember to get another bullet all you need to do is click at the end and hit the Enter key and that will give you another bullet on the same level. And if you want to indent that, so to give yourself a second level bullet, you just need to press the Tab key on your keyboard. If you want to go back or essentially outdent it Shift-Tab will outdent that for you. And again if I wanted to delete it I can just press my Backspace key a couple of times to get me back to where I was.

Now the bullets that you can see here, these little green triangles, the reason why I have green triangles is because these are the bullets which came along with the design template that I'm using. And if we want to we can change those. So remember most things if you do select a design template most things are customizable and you can change pretty much any element. So we're going to focus on changing these bullets. Another thing I could also change is not just the bullets but I can also change the spacing between the text.

Now I want to show you first of all. Let me click inside this first line of text and I want you to cast your eyes up to the ruler just above the slide. What you should be able to see is on the ruler we have these little tabs or these little controls. We've got this first one just here which is sort of like a little down facing arrow. And then we have a second one that's up facing and then directly underneath we have a kind of a block or a square. Now it's these two which are controlling the spacing of your bullets and also of your text on this slide. So for example, if I wanted to change the placement of this bullet, if I grab that first little tab, and you can see I get a line as I click and drag it in, it's going to drag that bullet in. And if I drag it out again it's going to put it back to where it was. The same thing happens if I want more space between the bullets and the actual text. If I grab the up facing tab and drag that, and you should see that dotted line again. That's going to move the placement of that text further away from that bullet. And again I can drag it back to put it back to where it was.

Now you'll notice when I'm doing that it's only moving the first bullet or the first piece of text. It's not actually moving the rest of the text. And why is that? Well, it's because I'm clicked in

that first line of text. So if I wanted to move the entire lot what I'm going to do is I'm going to highlight all of my points and then I can drag that top tab. And you'll see it moves all of those bullet points. And I could do the same if I wanted to drag that text over a little bit as well. So just a point to bear in mind when you are moving these around or adding extra space in.

So now let's talk about the actual bullets themselves. If we jump up to the Home ribbon and in the Paragraphs group you can see I have this little Bullets option just here. So I'm going to click that dropdown arrow and you can see I have a number of different options in here. So I could change the style of the bullets that I have. And you'll see as I hover over I again get that live preview. So if I wanted something a little bit different I could choose any one of these in the list. I also have the option of None if I wanted to remove those bullets all together.

But what if I wanted to do something completely different? Maybe I didn't want to use any of these options that we have in this dropdown menu. Well, I do have more options for this. Let me jump down into Bullets and Numbering and that will open the little Bullets and Numbering dialog box. And again I have a few options in here. So these are the ones that I was just looking at. I can change the size of the bullet. Now when it comes to sizing what you need to remember here is that 100% or 100 in this box means that the bullet is going to be exactly the same size as the text. So you can adjust accordingly. And I could also change the color of my bullet. So if I wanted to make them, let's make them orange and click on OK I now have orange bullet points.

Let's jump back into that Bullets and Numbering again. Now again if I didn't want any of these particular styles of bullet I have two additional options that I can choose from. So I could choose to use a picture that I've got saved off to my PC as a bullet or I could customize the current bullets.

Let's jump into Customize first of all. And this will open up the Symbols box. And this gives me access to all of the symbols and I can use any of these as a bullet. Now when you click the dropdown here you see you have lots and lots of different font types and each one of these contains slightly different characters or symbols that you can use. And sometimes it is quite hard to kind of find the particular one that you're looking for. Now I'm going to scroll down to Wingdings. There's normally some good ones in there. And you can see I have lots and lots of different options. So I am going to choose a plane as this is all about travel. And I'm going to click on OK. And I'm going to change the color of these. I'm going to make them stand out a little bit more. Let's make it a slightly brighter color orange and click on OK. And I now have those plane bullet points. So that looks quite nice actually for this presentation.

So I do have another choice. I can choose to use a picture that I've got saved off on my PC. So let's jump back into Bullets and Numbering and this time I'm going to select Picture. And I have the option of choosing from a file, I can browse the web for a picture, or, and this is new for 2019, I can choose an icon. And the icon sets, we haven't covered them yet in this course but they are really good. And they're particularly good to use as bullet points. So in this case I'm

going to select From Icons. And what it will do is it will load all of the icons that are available within PowerPoint. And if you've never used these before these are completely customizable icons which can be resized, recolored, all of that good stuff. And they're organized into different categories. So if I scroll down, I can't remember if there is a travel one. I can't see one so let's just scroll through and have a look at something that might be appropriate for our use. So you can see here we've got arrows, lots and lots of different things. So here we go. In the Location section I might want to choose the globe. So I'm going to select this and select Insert and you can see now I have my icons. Now I don't particularly like the way that they look so I might want to customize them. So again up to Bullets and Numbering and I'm going to say I want these 100% of the text and I'm going to click on OK and that makes those a little bit bigger.

And just to show you another way that you can add a bullet. This time I'm going to use a picture that I've got saved off to my PC. So you've probably guessed it, up to Bullets and Numbering and this time I'm going to select Picture. And I'm going to say From a File. Now I'm just going to select a random picture. So I'm going to choose this one down here because that looks like it might possibly be related to travel. And I'm going to select Insert. And there we go. Now I'm not saying that's the best way of using a bullet. You might be able to find some pictures which look a little bit better but just to show you the technique and how you can use icons and pictures as bullets if you want to.

Now I'm going to jump across to slide three because in this slide we have two levels of bullets. And in this case both of these levels are the same. Now what I'm going to do is I'm going to click on the placeholder again and what if I wanted to use numbers as opposed to bullets? Well again if we jump up to our Paragraph group next to our Bullets we have Numbered Lists or Numbering. So if I click the dropdown there's all these different styles of numbering that I could choose. So I'm going to select let's say this one just here and you can see now that that's how it's organized it. So if I was clicking on the end of Balance and I hit Enter you'll see it gives me a B. Okay? So it follows through.

And let's go back into Numbering and go into Bullets and Numbering. And again these are my advanced options. So again I have the same options. I can choose to change the size, I can choose to change the color, I can even choose to start a different number if I wanted to. So it's entirely up to you how you customize these. But just be aware you have the bullets and you also have the numbering available as well.

Now I'm going to put that back to let's say 1, 2, 3 and click on OK. And there we go.

So that about wraps it up on Bullets and Numbering. Now in the next section I have an exercise that I want you to do just to make sure that you're okay with everything that we've covered so far in relation to formatting, bullets, and numbers. So I will see you then.

Video: Exercise 03

Deborah: Hello again and welcome back to our course on PowerPoint 2019. It's now time for Exercise 03. We've made it all the way through. And the idea of this exercise is really just to practice the skills that you've learned over the course of this section.

So what I want you to do, I have some instructions up here. Is I want you to open the file called Practice Presentation 04 and what I want you to do within this presentation is to change the bullets on slide two to the numbers 1, 2 and 3. I then want you to jump across to slide three and change the bullets to second level bullets. And I've listed out there what I want you to change them to. So I want you to change them to Recently renovated, Design to cultivate your dining experience, and No car needed.

I then want you to change those bullets to whichever picture you like. So you can grab an icon, you can maybe use an image that you have saved off to your PC, or you can browse online for an image that you'd like to use. So entirely up to you.

Once you've done that I want you to save and then I want you to close the file.

And that's pretty much it. A very straightforward exercise so see how you get on with that and I will see you in the next section.

Section 5 – Adding Graphics

Video: Inserting Shapes

Deborah: Hello again and welcome back to our course on PowerPoint 2019. In this section we're going to be focusing on adding graphics and some more visual elements into our slides. And specifically in this module we're going to be working with shapes.

Now to do this I'm going to want to have a new blank slide. So I'm currently clicked on slide three and I'm going to jump up to my Home ribbon. I'm going to go to New Slide and this time I'm just going to select a blank to add one of those in. So you can see here there's absolutely nothing on here. There's no placeholders, there's no text, there's nothing. But what I do have is that design template. So I still have the blue background with that green rectangle tab at the top. Now sometimes when you're working with these templates, particularly if you're adding graphics in if you start to add too many graphics it might clash a little bit or overlap with the design template. Now the one I'm using here is fairly basic. We don't really have too much on it other than this green rectangle in the corner. But just be aware of that. If you do have a rather busy looking background and then you start to add more graphics and shapes on it can tend to look a little bit chaotic. Now I'm going to show you a little trick which will enable you to essentially remove or hide all of the background images on either the slide that you're currently using or across the entire template. So I'm going to go up to the Design ribbon and you'll see all the way across on the righthand side we have an option that says Format Background. And this will just allow you to fine tune that formatting of your background. Now in this first group here where it says Fill I currently have picture or texture fill selected but what I do have is an option to Hide background graphics. and you'll see as soon as I click that that green rectangle has disappeared just leaving me with that very plain blue background, which is essentially what I want for this exercise. Now it's only going to remove it from one slide. If I did however want to remove it from all of my slides all I would need to do is click the Apply to All button at the bottom. If I don't click that, and I'm not going to do that, if I just close down this pane then it would just remove it from the slide that I'm currently on. So that's a nice little trick.

So now what we're going to do is we're just going to play around with some shapes. I'm going to insert some on to this blank slide so you really just get a feel of how you can use them.

Now you can access Shapes from a few different tabs. And you'll see as we go through I think it's sort of three or four tabs that you have access Shapes on. So if we jump across to the Home ribbon you'll see in this Drawing group we have this little dropdown here which has all of the shapes that I have access to. And they are organized into different categories or groups. And the first group up there is my recently used shapes. So you normally find the ones that you use most often will be listed up here. We then have a selection of lines, some rectangles, some basic shapes, that's where you'll find things like triangles, circles, squares, all things like that. The smiley face. Some people love to add that one in to their presentations. We then have block

arrows. Equation shapes, so if you're doing some kind of math on your slide. We have flowchart icons which can be very useful. Stars and banners, callouts, and then finally we have action buttons. Now we're not going to cover action buttons in this module. We're going to do that later on in the course because these are a little bit more functional than some of the other shapes. So essentially what these action buttons are, are hyperlinks. So you can, for example, add an action button so that when it's clicked on it will maybe open an Excel spreadsheet or maybe jump to a different slide, something like that. So they're shapes that have a bit more to them, that allow you to perform an action. And as I said, we're going to come back to that a little bit later on.

So let's just draw a basic shape. I'm going to go up to my Lines group and I'm just going to select this first one here, the basic line. And you'll see now my cursor changes to a crosshair. And what I can do is literally just click and if I drag, and I can drag it up or down, I get a very basic line. Now because this is an object you'll see when I let go I do get those control handles at the end which will allow me to resize that line or move it around and just make some minor adjustments if I want to.

What you'll also see is because it is an object now I'm clicked on it I get my Shape Format contextual ribbon up here. Remember, in any of the Microsoft applications every time you're clicked on an object you will get a contextual menu appear and that will contain all of the formatting options which are related to the particular object that you're clicked on. So I can see in here I can go in and change the shape style, the shape outline, I can add effects, so on and so forth. So just be aware of that additional ribbon that appears.

Now as I mentioned before there are a few different ribbons where you can access shapes. And this is another one of them. So this is the Shape Format contextual ribbon and the first group is the Insert Shapes group. So if I wanted to add another shape I could click my dropdown and I have access to my Shapes library again.

I'm going to go back to these lines and I'm just going to add this one here. So I'm going to do a squiggly line, which is this one on the end. And you'll see here it says Freeform. So if I click it and then I get a pencil tool this time or a pencil cursor. And that just allows me to really kind of free draw whatever I want. And obviously this doesn't look particularly great and you do have to be quite careful with it. This is a lot easier I would say if you're using a tablet which has a pen. It's a lot more accurate. I'm using a mouse and it's a little bit hard to get the accuracy level when you're doing freehand drawing. But hopefully you get the idea.

You can see again once I let go of my mouse I have those control handles. So I can then use those to resize my squiggle. And I can always pick it up and move it around. And you can see I can drop objects on top of objects. And we're going to discuss this a bit later on in the course and that is positioning objects, moving them, aligning them, so on and so forth. But you can place them on top of each other.

Now I actually don't want this squiggle. So while I've got it selected I'm just going to press the Delete key on my keyboard just to get rid of that.

Now I'm going to show you yet another ribbon where you can access your Shapes. And that is on the Insert ribbon. And you'll see in the Illustrations group we have a Shapes dropdown. And again we get that same Shapes library. I'm going to pick something slightly different this time. So I'm going to do a rectangle. So let's just click this first one. I get a crosshair and I can drag and draw a rectangle on the screen. And again I get those control handles. I can move it around. I can change the color, I can do whatever I like with this particular shape.

Now I'm not going to go through all of the shapes but let's just add a couple more. Let's go down to our basic shapes and for this one I'm going to draw a smiley face. I'm just going to draw that underneath here.

Now one thing I will point out, you can see it's kind of like quite free and easy how you can size that. It's not a constrained sizing when you're dragging and dropping. So if I wanted to make sure that this smiley face was completely circular what I could do is as I'm dragging if I hold down my Shift key and drag the corner it will resize it proportionally. So it will essentially constrain the limit. So that's quite nice if you want to make sure you're getting an exact circle on your shape.

And what you'll also see when you add some of the shapes is that they'll have a control handle inside the shape. So with this smiley face you can see that on the smile we have another control handle. And this is pretty cool. What this means is that I can manipulate just the smile. So if I drag this control handle up I can turn him into a frowny man instead of a smiley man. So look out for those control handles within the shapes as well. And just to make this all match I'm going to change the color of my sad face man.

Let's go back to our Shapes dropdown and just do a couple more. I could use the block arrows. Again these are particularly useful if you're doing some kind of chart. And remember to constrain hold down the Shift key and I can draw my arrow like so. And again I'm just going to change the color by clicking.

Back up to my Shapes. And I want to show you something quite interesting. We're going to go down to Stars and Banners and I'm going to pick this 16-point star. And again I'm going to hold my Shift key and I'm just going to draw this star. Now again remember what I said. This particular shape has that control handle within it. So if I grab this little red control and just drag it down you can see I can change the way that that shape looks simply by dragging out or dragging in. So it's another point to remember.

And the final one I'm going to show you is just the callout. So let's select one of these callouts. Let's do this one. I'm going to hold down my Shift key and I'm going to drag and I'm just going to change the color of that one. And again this is another one of those shapes that has an

additional control handle. So that means that I can change the direction of this callout, depending on where my other objects are. So if the sad man was saying something I could really direct it in that direction. And then I could add some text into the shape. I can do that in a couple of ways. I could just start typing. Alternatively if I right click my mouse you'll see I have an Edit Text option. And I can type something in here. I'm so sad. And again I could change the font, I could modify the size if I wanted to just by highlighting, going to my Home ribbon and I'm going to make that text a little bit bigger, like so.

Now another one that's worth pointing out before I forget is if we go back to Insert and go to Shapes. Underneath Basic Shapes the first one there is a text box. So let's click that and I'm just going to click somewhere on the screen and you can see it automatically adds a little textbox. So I can just start typing any text that I want to add. So I'm going to say, This is how to add a textbox. And if I click off you can see it just looks like regular text that I've added. And if I click on again I can drag and drop that and position it how I want.

If I did want to add some kind of background to that just to make it stand out a little bit, remember when you're clicked on an object you have that Shape Format contextual ribbon. And I could choose to fill my background if I wanted to. So I'm going to select just a gray background like so. And then I can drag and drop.

So that's the basics of adding shapes into your PowerPoint presentation. They really can add a nice visual element. And they're also particularly useful when you're doing things like diagrams or process flows or anything along those lines. So really just have a play around with them, resize them, move them about, change the color, use the different options on that Shape Format contextual ribbon, and see how you get along with that.

So that's it for this section. In the next section we're going to look at how you can add different kinds of graphics into your PowerPoint presentation. So please join me for that.

Video: Inserting Graphics

Deborah: Hello again and welcome back to our course on PowerPoint 2019. In this section we're going to take a look at inserting graphics into our slides. And the reason why you might want to do this is because slides can tend to get a little bit boring if you just have bullet points and text on them. So you might want to add something which makes them a little bit more visual, a little bit more interesting for your audience to look at. And we've already seen how we can add some shapes to give it a little bit more pizazz but we're going to take that up a notch now and we're going to start adding in some graphics.

Now I'm working on slide three and I've got quite a lot of text on here. And I want to add an image on the righthand side. So the first thing I'm going to do is I'm actually just going to resize this placeholder very slightly and just move it over a little bit to give myself some room in order to place an image. So I'm now going to jump up to my Insert ribbon and you'll see that I have an Images group just here. And I'm going to select Online Pictures.

Now you can see here automatically we have lots of really high quality images that we can add. And they are organized again into different categories. So you could choose to go into a category. So if I click on Airplane, for example, and you can see I get lots of nice images of airplanes. I'm just going to click the arrow to go back because what I can also do is if I'm searching for something very specific is I can use the Search bar at the top here. And you can see that it says Search Bing. So that's essentially what you're doing when you're adding an online picture is that you're essentially doing a search as if you were in a Bing browser. So I might want to click in Search here and I might want to type in Travel and hit my Enter key.

And one important thing to note is you can see at the top here I have a little checkbox that says Creative Commons Only. So essentially I have a filter applied to my search results, which is only showing me images which have a creative commons license. Now the way the creative commons license works is that if for example somebody decides to upload a picture or maybe a video to the internet automatically that person owns that picture or that video. So you can't just jump on there, grab that picture and use it. However, when they upload they do have the ability to give that image or that video a creative commons license which means that you do have permission to take those pictures or those videos and use them in your presentation. So essentially what I've got here is I'm only filtering for images that have a creative commons license which means that I'm okay to use them.

So now I have my list. I could scroll through and I can select one of these if I wanted to. So I'm just going to select this travel or this luggage or suitcase and select Insert. And there we go. Now I'm going to drag that over. It's a little bit big so I'm just going to resize it like so and put that into my presentation. So that's one way that I can insert a graphic onto my slide. I can go up to Insert, I can search online and I can add it in.

Let's jump back to slide two because I wanted to show you a slightly different way of utilizing this. So this might be if you want to add an animated image into your presentation. So again I'm going to go up to the Insert ribbon, I'm going to go down to Online Pictures, but this time in the Search bar I'm going to type in Animated GIF Travel and hit Enter. Now when it comes to animated GIFs you can see here none of these look like they're animated particularly. And the thing with this is that you don't tend to see the animation until you've added it onto your slide and then you've run the slideshow. So just to show you an example I'm going to just click on this one and select Insert. And this one is quite small. I'm just going to drag him over here and you can see here it's got the license underneath. Now that is just a textbox so if I don't want it there because I know that I can use this picture I can just highlight the textbox and delete it. And I'm going to make this a little bit bigger. I'm going to put him down in the corner. Now you'll see that this won't show as animated until I run this slideshow. So I'm going to click my Slideshow button which if you remember is right down in that bottom righthand corner. And you can see there you go. He's slightly swaying from side to side. Now that's not the best image. It is a little bit pixelated but hopefully that gives you an idea of how you can search for those animated GIFs in order to add them into your presentation. I'm going to press Escape to come out of my slideshow.

Both of these images that I've added into these slides are kind of in the Clipart variety shall we say. Now one thing I will say, when you are selecting images for your presentation, again be very aware of the audience that is going to see this presentation. I would say that Clipart a lot of the time is not particularly good to add to slides which are going to be used in a business context. It doesn't really have that much of a professional feel. So you might want to add a more professional high quality picture as opposed to clipart.

So now we've talked about adding those basic graphics into our presentation we're going to move on and talk about adding pictures into our slides. So that's what we're going to cover in the next section. I will see you then.

Video: Inserting Icons and 3D Models

Deborah: Hello again and welcome back to our course on PowerPoint 2019. So far in this section we've looked at how you can add shapes and also how you can add pictures and animated GIFs into your slides. In this module we're going to take a look at how you can add in icons and 3D models. And both of these are fairly new items that have been added into PowerPoint.

So I'm currently clicked on slide two and what I'm going to do is I'm going to delete out this image that I have just here by clicking on it and pressing the Delete key on my keyboard. Now what we're going to replace it with is an icon. And you'll find icons on the Insert ribbon in the Illustrations group. So you can see here we have this Icons button just there. As I said, these are fairly new and you should have them if you have PowerPoint 2019 then you definitely will have these on your ribbon. And I actually really love these. I think they're really, really nice. So let's click on Icons and take a look at the library.

Now we saw this briefly earlier when we were dealing with bullet points but just to recap, these are all the icons that you have access to. And again as with everything they are organized by category in alphabetical order. So it really depends what kind of icon you're looking for. So I can just scroll through and it's worth noting that all of these icons are completely customizable. So whilst they're showing in this library as being black you can change the color, you can resize them which makes them really nice and versatile. So I'm going to scroll down and look for something that's related to travel. And if I stick with the same one that I used for the bullet points, which was the icon of the world which I think is towards the bottom, yep, there it is. I'm going to use this one by selecting it and clicking on Insert. And there we go. I have my icon. So I'm going to put this down in the corner and I find with icons they're actually quite nice to add to master slides. So they're quite a nice thing to have in the bottom corner of every slide. But that's just how I like to use them. It is entirely up to you. So I'm just going to put this down in the bottom corner.

And again when I'm clicked on it because it's an object, if you look up on your ribbons you'll see that you now have that Graphics Format contextual ribbon. So this means I can edit any element of this particular icon. So I don't think it looks particularly good in black so I'm going to change the fill by selecting another color from the palette. So I am going to go with, in fact lets use something that we used previously, and that is my favorite eye dropper utility because I'm going to make this the same green as we have up here. And there we go. So very simple. And I can just use those handles to drag, to resize. And as I said you have all of these other options in order to format that particular icon. So icons are a really nice thing to utilize on your slides to add a bit of pizzazz and a bit of interest.

So now lets have a look at adding 3D models. And again these are new and they're particularly cool. So let's jump across to slide three and again I'm just going to delete out this image that I

currently have in there by pressing my Delete key. I'm going to go up the Insert ribbon and in that Illustrations group I have an option for 3D Models. So I can select from a file or from online sources. Now in this case I'm going to select from online sources because I don't have a 3D image saved off onto my PC.

Now this should look fairly familiar. Again it's bringing up the 3D Model library. So I can scroll through the different categories or if I'm looking for something very specific I can search for it in the top here. So let me just scroll down and see if there is a travel section. And, yes, there is a traveler section just here. So let's click on Traveler and I have now all of my images. And you can see immediately that these are a lot higher quality vector images. And you'll see how cool they are when I added them in.

So let's select this passport 3D model and select Insert. And sometimes you'll find with these 3D models they are quite large file sizes so they do take a few seconds to load. Now I've got my passport there I'm just going to resize that slightly, make it a little bit smaller and add that in. Now the image is really nice but the cool thing about 3D models is that you can rotate them. So if you look in the middle of this model I have this little round control handle. And if I click and drag it allows me to rotate that all the way round because it is 3D. So I think that's pretty cool. And you can really get some nice effects by doing that. So I'm just going to rotate it so it's kind of like that.

And again if I'm clicked on it you can see I get the 3D Model contextual ribbon which allows me to do things like select the model view. So I can choose any of these. So maybe I want to change it to above front right and I can alt text, I can change my 3D model, I can do whatever I like with it.

So those are really nice. I would say don't go crazy adding 3D models into your presentation. As I said, they are quite hefty on space so you might find if you do have like loads of them in your presentation the presentation does start to slow down and lag a little bit.

So those are another couple of different types of image that you can add into your presentation to really give it that wow factor. So have a little play around with those, investigate and see what you think.

So that's about it for this module. In the next module we're going to be taking a look at inserting pictures. So I will see you then.

Video: Inserting Pictures

Deborah: Hello again and welcome back to our course on PowerPoint 2019. In this section we're going to continue on adding images into our presentation. And in this module we're going to focus on adding pictures. So images which are more like a photograph as opposed to the ones that we've added before. So already we've already into our presentation shapes, we've added in some sort of clipart-style graphics and animated clipart, we've added in icons, and we've also added in 3D models. So I'm just going to show you a couple of techniques and things you can do with photos and putting those into your presentation.

So I'm going to jump across to slide two and what I'm going to do here is I'm actually going to change the slide layout. So currently this is a title and content slide and I'm going to change it just by clicking this Layout dropdown and you can see there it's telling me which one that is currently in use. It's highlighted in gray. And I'm going to change it to a two content layout. And you can see automatically what it's done. It's put my text content on the left hand side and it's given me an additional box here or an additional placeholder which will allow me to add another piece of content.

And these icons we've seen before. The one that we're going to use is this one just here. The one that says Picture. So that's not to be confused with the one next to it which is Online Pictures. I'm going to choose a picture from my desktop. So I'm going to select Pictures.

Now I've got a couple of images here which I might like to use and I think I'm going to just select this one and click on Insert. And as you can see the picture is inserted the same size as that placeholder. And of course I do have the freedom to move that around and I can make it a little bit bigger if I want to. So I think that one actually looks quite nice.

Now there's something really important I want to mention here. When you do insert a picture it's essentially sitting on top of your slide. If you have a presentation that has a lot of pictures in it and you're inserting them in this way where they're sitting on top of the slide you'll find that the file size of your overall presentation starts to get very, very large. So I'm going to show you a way that you can combat this.

I'm going to jump across to slide four and we're going to insert a blank slide. So let's jump up to a new slide and go down to Blank. And you might be thinking, "Well I don't have a layout or a placeholder here and I don't have an icon to click on to insert the image. So how do I do that?" Well very simply we go up to the Insert ribbon and in the Images group we have a Pictures option. And that's going to take me back to my same folder that I was in previously. And this time what I'm going to do is I'm going to select this image of an airplane above the clouds, a very nice image, and click on Insert. And that's inserted it. And it's quite a nice image. It doesn't quite take up that whole slide. I can still see a bit of blue lurking in the background. And I guess I could pick it up, I could drag it and move it and I could use the Resize handles. Now the

problem with stretching some images is it can distort them. It can sort of like flatten them very slightly. This ones not too bad but that is just something to watch out for if you are doing this.

Now I might want this image to take up the entire screen or the entire slide like it is right now. But as I said, if I had a lot of images like this and I am someone who does like to use very large images in my PowerPoint presentations. I think they look really effective. But there is a way that you can keep your file size down and still have these larger images in your presentation. So I'm going to show you how to do it in a slightly different way.

I'm going to delete this image out. So I'm clicked on it, press Delete, I'm going to go up to the Design ribbon and again I'm going to go all the way across to the righthand side and select Format Background. Now I have quite a few different options here with underneath Fill. So I have solid fill where I could choose a different color if I wanted to. Gradient fill allows me to have a gradient background and I can make various different adjustments to that. Picture or texture fill. Now what you get in here as the default is very much determined by the theme that you used or the design that you used. But the one that I'm actually interested in, I'm going to stay clicked on Picture or texture fill because I do want to fill the background with a picture but I'm going to say Insert picture from file. And I'm going to select that same image and click Insert. And you can see now that that image is still taking up the whole slide but instead of sitting on top of the slide it's made it into a background. And that means it keeps your file size really, really low. So that's a much better way of utilizing a large image as a background and keeping your file size down.

Now you can see that I still have that green sort of rectangle poking through. I actually don't think that looks too bad in this case but remember if you want to you can hide background pictures.

And finally I'm just going to jump back up to slide one, the title slide, and I'm going to close down that pane. And I'm going to insert another picture. So up to Insert and down to Pictures. And I'm going to choose this one just here and click on Insert. And this is a bit too large. I might want to have this just at the top so I'm going to resize that just by dragging the corner in and I'm going to put it at the top in the middle there. And remember you can move any of your placeholders around. So maybe I want my title to be in the middle and my subtitle to be underneath. You really can just position these however you like. And this will change as we go through the presentation but I think for now I'm just going to leave it like that.

So you've seen a few different techniques of inserting photographs into your presentation. All that's left to do now is to do Exercise 04, which we're going to do in the next section so I will see you then.

Video: Exercise 04

Deborah: Hello again and welcome back to our course on PowerPoint 2019. We've made it to Exercise 04 and in this exercise we're going to practice some of the techniques that we've learnt in the preceding section.

Now as always I have some instructions on the screen for you to follow. So what I first want you to do is open up the file called Practice Presentation 05 and then on slide two in that file I want you to change the layout to two columns and add a clipart picture using the Online Pictures option. I then want you to jump across to slide three and just add a regular picture. So not a clipart picture necessarily but just a picture using the Online Pictures option.

I then want you to go to the end of the presentation and add a new slide and then make a picture that you have saved to your computer as the background for the slide.

Finally I just want you to save and close the file down.

So again very simple instructions. Give it a go and I will see you in the next section.

Section 6 – Working with Objects

Video: Selecting Objects

Deborah: Hello again and welcome back to our course on PowerPoint 2019. In this module we're going to talk about selecting objects. And we've discussed objects in some of the previous modules. So objects can be a number of different things. So they might be shapes as we have on the slide right now. They might be text, they might be graphics. And it's important that you know how you can select one or multiple objects on the slide. It's going to help you increase your efficiency dramatically.

So, let's talk about just some single object selection. So I'm currently clicked on slide four and if you remember this was the slide where we added in all those different shapes and we weren't too careful when we added them. We just kind of put them on the slide.

So if I want to select any of these shape objects it's a very simple case of just clicking on the object. And you'll see then I get that placeholder around the outside with those control handles and I can make any formatting changes I need to to that particular shape.

But what if I want to select multiple shapes? So maybe I want to change this star and also this arrow. Maybe I want to change the color of both of them at the same time. So you can select multiple objects by holding down your Control key and clicking on that second object. And you'll now see that I have both of those selected. And I could continue with that. So if I wanted to select the rectangle as well hold down Control again and click to select that object. And I can then go in and I can make any changes I need to to those particular objects.

To deselect everything just click away onto a blank part of the slide and those objects will become deselected.

Now another way that you can select objects is by drawing what we call a net around those objects. So for example if I just click anywhere on this blank slide and I just drag my mouse to include some of these objects, so I'm just going to include these ones just here. When I let go you'll see that everything that's contained within that net is going to be selected. Now you can see that I kind of have part of, a very small part of that rectangle is covered by the net. But because the entire object isn't covered then the rectangle won't be selected. So I'm just hoping that the arrow, the star, the callout, and also that textbox are going to be selected when I let go. So let me let go of my mouse and there we go. I have all of those objects selected again. So very simple to make multiple selections. And to click off to deselect.

The final thing I want to show you is sometimes you might want to select all objects on a slide. And a good example of this would be if you'd maybe done quite a complex organizational chart and you've got lots of different shapes and pictures, if you wanted to move it all as one object as opposed to moving the individual elements you might want to select all objects on the slide. And

the easiest way to do that is by using a shortcut key, Control-A, and that will highlight or select all of the objects on the slide and you can then drag them as one and reposition them.

So those are just a few techniques when it comes to selecting objects and we will be using those as we go throughout the course. In the next module we're going to talk about how to edit objects so please join me for that.

Video: Editing Objects

Deborah: Hello again and welcome back to our course on PowerPoint 2019. In this module we're going to start to talk a little bit about editing objects. So previously we've seen how we can select objects but now we're going to look at the different ways that we can edit them. And when we're talking about editing what we mean is doing things like changing the size, rotating the object, copying it, deleting it, so on and so forth.

So let's start with deleting objects first of all. Now I have quite a few shapes on my slide here and I'm just going to make it a little bit less chaotic and delete out a few of these. So I'm going to first of all delete out this callout. So all I need to do is click on the callout to select it and the easiest way is to press the Delete key on my keyboard. And I'm also going to delete out this textbox. So I'm going to click on it to select it and press the Delete key and that's gone as well. and finally I'm just going to delete the little sad face man because he is a little bit depressing. So again click and press the Delete key. So now I have just three objects left on my slide which is a little bit easier to work with.

So first of all it's worth noting if you want to move an object it's a very simple case of clicking and just dragging those objects around like so. So very nice and easy. And when you are clicked on an object one thing you might have noticed is that aside from these control handles which control the size, so if I was to drag in this one in the corner it drags it in diagonally. Alternatively if I wanted to decrease the height of the of the object I can do that. And the same on the bottom. We also have a rotation handle at the top here. So you'll see as I hover over that little circular arrow I get my cursor changes again to something similar, a little black circular arrow. And this will allow me to rotate that object. So I can just click my mouse and drag it round in order to rotate that particular object. So again very simple, nice and easy.

Remember that if you do have multiple objects selected, so let's select this arrow as well by holding down the Control key and clicking, if you then use your rotation handle you're going to rotate both of those objects at the same time. So again that's worth bearing in mind.

So let's talk now about copying objects. Now most of the time when it comes to copying people are very used to right clicking and selecting Copy or using the shortcut key Control-C to copy and Control-V to paste. And that's perfectly fine. If I wanted to copy this rectangle I could do Control-C, I could click somewhere else on my slide and do Control-V to paste a copy of that. That's perfectly fine. But a better way of doing it or an easier way is to just duplicate that object. So again if I click on this object and do Control-D that's going to give me an exact duplicate. So that's something that I use all the time as opposed to Control-C, Control-V. It's just less keyboard shortcuts to use. So it's a little bit more efficient.

Another cool thing is if we select the star, and I'm going to do Control-D. I'm going to duplicate this object multiple times. So I'm just going to carry on pressing Control-D so I get lots of stars

just there. Now this goes back to selecting. I might want to do something with these stars. I might want to maybe move them all in one block and it's going to be very difficult for me to go in and hold down my Control key and select every single one of those stars because there's so many of them and they overlap. So again this is where we use our net to select. If you remember from the previous module if we just click and drag round all of those stars and let go it's going to select the whole lot. And then I can then pick them up, move them by dragging and dropping to wherever I want to place them. So just bear that in mind as we're going to be using some of these techniques as we go through the rest of the course.

So that's a little bit about editing. We're now going to move on and talk about formatting those objects. So I will see you in the next module.

Video: Formatting Objects – Part 1

Deborah: Hello again and welcome back to our course on PowerPoint 2019. In this module we're going to talk about formatting objects. And when we say formatting all we mean is just taking the properties of an object and changing them. So for example, the color or maybe the shadow effect or the outline style.

Now there are two parts to this section so make sure that you do watch both parts. There's Formatting – Part 1 and Formatting – Part 2. And you'll see that there are a lot of different options when it comes to formatting your objects and it can get a little bit overwhelming, but we're going to try and step through these at a reasonably slow pace.

Now I'm currently clicked on slide four and I've already taken the liberty of deleting off of this slide all of the objects that we had on there. And what I'm going to do is I'm going to draw some new objects. So I'm going to go up to Insert, I'm going to go to Shapes and I'm just going to select one of these rectangles. So I'm just going to drag that like so. And what I'm going to do is I'm going to copy this three times so I have three of them on here. And we've seen a couple of different techniques. We could do Control-C/Control-V to copy/paste. Alternatively we could do Control-D to duplicate that object. But another way that I didn't show you was you can use your keyboard and mouse control. So if you hold down the Control key and click on the object and drag it you'll see that I get an exact duplicate. And I'm going to do that again. So I'm going to hold down Control, click, drag, and let go. And you can see that my objects aren't particularly aligned at this time, which is absolutely fine. We're going to sort that out in a moment.

I'm going to add some more objects. I'm going to grab a block arrow. Now I'm currently on the Shape Format tab and I can access my shapes from here as well. So let me click the dropdown and I'm just going to add this block arrow. And I'm just going to draw a little block arrow in between these. And again I'm going to duplicate this so I have two of them. I'm going to hold down my Control key and I'm going to drag and drop like so. And I'm going to add more shapes. So I'm going to go to Insert, I'm going to go to Shapes, and this time I'm going to add a sun. So I'm going to select it and then I'm going to drag like so. And finally I'm just going to add a call out. So let's do this little bubble callout just here. So we have quite a few objects on our slide right now.

Now as I mentioned previously you can add text inside any of these objects. And you just click on the object and start typing. So in this first one I'm going to say, Welcome. In the second one it's going to be About and the third one is going to say Benefits. And remember if I want to change the size or resize any of these objects if I'm clicked on one of them I can just use those control handles to drag in and drag out. But if I wanted to make sure that they were all resized in exactly the same way, again if I select all of them, so if I hold down my Control key and select all three of them you'll see that when I drag out to resize one of them it also resizes the others as

well. So that just ensures that you keep your sizing consistent across all of the objects that you have selected. So that's a cool little trick.

So what else can do I with regards to formatting? Well, I can change the font color. So remember if you're clicked on the placeholder you don't necessarily have to highlight the text. I can go to the Home ribbon and I can choose to change the font color. So I'm just going to make that a light gray color.

Another thing you might want to do is that if you have a shape, for example this one here which is kind of a rectangle with the corner cut off, you might decide at a later stage that you want to actually change the shape. And you can do that. If you click on the object or the shape, go up to the Shape Format contextual ribbon and go to Edit Shape. You then have an option that says Change Shape. And as I hover over it pops out that very familiar list of shapes. So maybe I just want to change this into a rectangle. And you can see there we go. We now have a rectangle. It's a very small change. It just doesn't have that corner cut off. So very simple to change the shape after the fact.

Now I'm going to come out of there. I'm going to undo that just by clicking on my Undo button. You can also press Control-Z. And what I want to talk about now is the Shape Styles just here on the Shape Format ribbon. So these are somewhat predetermined by the theme that you've chosen. And you can see that they have, some of them have solid background fill, some of them have more gradient, some of them have outlines, and then we have some presets listed at the bottom as well. So if you just want a really quick way of applying some formatting and you quite like the look of these you can just click to apply that style. So that's a really quick way of applying formatting.

Now it might be that when you're looking in the Shape Styles gallery that you don't particularly like any of the colors in there or they're not suitable for the presentation that you're doing. So this is where you can go in and refine by using these buttons to the right. So Shape Fill, Shape Outline and Shape Effects. So let's take this second one, let's highlight it. If I want to change the fill, and when we say Fill we're talking about the background color of the shape. And I can see it's currently set to this lime green color. I can click Shape Fill, and again I get a palette of all of the colors that come with this theme. I then have a palette of standard colors that are in PowerPoint and I can choose any of those if I want to. So if I wanted to I could make this orange.

Let's click Shape Fill again. Now again if I don't want to be limited to the theme colors and the standard colors you really can customize this at a very granular level. So I could go down to More Fill Colors. And this will pop up this little palette. And I have two tabs, Standard and Custom. So if we click on Standard you'll see I have a whole host of colors that I can choose from. So I could select any of these if I wanted to. So I could do a nice purple and select OK and the shape will be filled in that color. But what if I want to get even more granular and customize this color? Let's jump back into Shape Fill, go down to More Fill Colors, and this time we're

going to go across to Custom. And this is where you can drag over the palette and really kind of choose the color that you want. Most of the time you probably have the kind of color in your mind that you want to use. So maybe I want a, let's say a yellow kind of color. In fact lets make it a bit darker because our text is white. Let's do, let's do a yellow. But then I can use this to adjust the shade of that yellow. So if I want to make it darker I can drag it down or lighter I can drag it up. So I'm just going to make it, that's not a particularly nice color. Let's choose something a bit better, a dark purple. And click on OK. And there we go. So you can really get into customizing the types of colors that you use for your shape fill.

Now the one below, Shape Outline, if I just click away, sometimes this is quite hard to see. It actually stands out quite a bit on the shape that we're currently looking at. Every object by default, every shape has a very small outline. And you can see here it's kind of in a greeny color. And again you can customize this outline. So if I click Shape Outline, I might want to choose something that's a bit brighter so I'm going to select this light blue like so, which looks quite nice. And I can also adjust the thickness of that shape outline as well. So again back into Shape Outline and this time I'm going to go down to Weight. And I'm going to make this a little bit thicker, three points. And there we go. And I can even go as far as to customize the type of outline. So currently I have a solid outline but I could go into Shape Outline, go down to Dashes and I could choose any one of these. So I'm going to say let's try the rounded dot and you can see I have a completely different effect now on that shape.

And finally we have Shape Effects underneath. And this is where you can do things like add shadows, add reflections, and I'll just show you a reflection so you can see. You kind of now have a little bit of a reflection effect, which is actually quite a nice effect, but I'm going to take that off. So let's go back to Shape Effects, go back to Reflection and I'm going to say No Reflection. So it's worth having a little play around with those shape effects as well because there are some really good visual elements in there.

Now with this final shape I want to show you one more thing and we did touch on this earlier on in the course, and that is using the eyedropper utility, which you'll find underneath Shape Fill just here, to fill the background. And what the eyedropper does, just as a reminder, is it will allow you to select any color that you have on your slide and use that as the fill. So it might be that you want to use this background color or it might be that you want to use a color that's in a different object. Even if you have something like a piece of clipart or a picture you can use eyedropper to kind of suck up the color that you want to use from that picture and use it as a fill. And that's what we're going to do now. I'm going to very quickly just insert a picture into this slide. So up to Insert, down to Pictures, and I'm just going to select one that I have on my PC. So let's do this one again, the coconut trees. And it's quite a large picture so I'm just going to resize that down and put it over here in the corner. So now what I can do is I can click on my shape, I can go to my Shape Format ribbon, I can click on Shape Fill, and I can use the eyedropper. And now you'll see that as I scroll over this picture it's showing or it's picking up all of the colors in that picture and I can choose any of these colors, so let's go for this dark green, and it will fill the

shape with that particular color. I love that utility. It is fairly new in PowerPoint. I think it came in in 2016, but it's really nice just to get a cohesive look to all of the colors on your presentation.

And the final thing I want to mention is if you want to use a picture as the fill here. So with this picture just here if I was to drag it on top of here and try and fit it in, I mean maybe I could with a lot of fiddling around. It's not going to look too great. And it's not really fitting exactly into that shape. So we can do it a slightly different way. Let me just delete out this picture and I'm going to click on my object. I'm going to go to Shape Format. And again I'm going to go down to Shape Fill but this time I'm going to select Picture. I then get a choice. I can choose something from a file or online picture. So I'm going to stick with the picture we were just using so I'm going to say From a File. I'm going to select the picture and click Insert. And you'll now see that that picture is exactly inside that shape. And I could go in and change that shape outline as well just so it looks a bit nicer. And that gives a really, really nice effect. So it's worth knowing all those different techniques of how you can fill shapes and objects.

So hopefully that gives you more of an idea of how to work with fill. Let's go over to the second part and continue with some of these formatting options. So I will see you over there.

Video: Formatting Objects – Part 2

Deborah: Hello again and welcome back to our course on PowerPoint 2019. In this section we're going to take a look at formatting objects. And we already began this exercise in the previous module and now we're going to focus on some of the more advanced objects, particularly again related to fills.

So when we left off in the last module we'd just put this picture inside this shape which looks very nice. And we're going to highlight this second shape that we have here, the one that has the word About inside. And I'm going to jump up to my Shape Format ribbon and we're going to go down to Shape Fill again and we're going to concentrate on some of these options that we haven't looked at very thoroughly so far.

So I'm going to jump down to Gradient and this is where you can add a gradient fill. And you can see you have different variations of it. So light variations and also darker variations as well. So you can always choose one of these and that just gives a nice gradient effect to the fill within the shape.

Let's jump back up to Shape Fill again and the option underneath that is Texture. And this gives us some tiles with some various different textures inside. And I don't tent to use these too often because a lot of the time I've got text within my object and these sometimes make it quite hard to read that text. But just so you can see we're going to select, let's select this one here, the green marble. And that one's not actually too bad. It's quite dark so you can still see the text through.

So those are pretty much all of the options that you have within that Shape Fill dropdown. Let's move down to looking at some of the options that we have within Shape Effects. And before I do that I'm just going to click on the sun shape that I have down here, go to Shape Effects and let's look at what we've got in here.

So the top one are some presets which are inbuilt into PowerPoint. And again if you hover over each one you can see those different effects applying to that sun shape. And some of these are really quite nice. And it is worth having a little play around with them to see if there's any that you think would work in your presentation.

The next one down is Shadow. So this is if you want to add some kind of shadow effect to your shape. And again as I scroll over some of these are fairly similar but you should be able to see that you get a kind of a very slight shadow on your object. And of course if you don't want a shadow at all you can make sure that you have no shadow clicked.

Now Reflection is quite a nice one. We did look at this a little bit earlier, but you can see here I can if I select this one, for example, you can see that I now have that reflection effect. And that can sometimes look really nice on your pictures as well.

We then also have below that Glow. And this will allow you to put kind of like a nice glowy area around your object. And again if I hover over you can see the different ones as I go through the live preview. So these are definitely worth having a play around with. Now again if you don't like these Glow variations you do have the option for more glow colors and you can select any color from the palette or more colors if you want to. And then finally at the bottom you also have Glow Options. And this will open up the pane at the side and it will just allow you to make some further more granular customizations to your glow option. So I can change, for example, the size of that glow if I want to increase it or decrease it. And I can also change the transparency. So I can make it quite opaque or very transparent. So those are your more advanced Glow options.

We have an option for Soft Edges. So again you can see very slightly as I hover over. Some of these are more dramatic than others. In fact that one it disappears entirely. And you may decide that you have a use for these. So it's worth having a little look and a little play around with them as well.

The next one is Bevel. So as I hover over the live preview you can see that some of these actually make the shape look quite nice. In fact I quite like that first one so I'm going to select Round.

And then the final option that we have in here is 3D Rotation. So that will allow you to rotate your shape or your object around through 360°. And we also have some Perspective options as well. So loads of ways that you can really apply some really nice effects to your shapes and to your objects in your presentation.

Now it's also worth noting that these aren't the only options that you have. You do have a whole host of advanced options as well. And as always you can access your advanced options by clicking on the little arrow in the corner of that Shape Styles group. And you'll see as I hover over it does say Format Shape and it says Make fine tuned adjustments to the look of your shape using the Format Shape Task pane. So when I click on this I get that helpful pane pop out to the side. And currently I'm clicked on Shape Options. So we've got Shape Options and Text Options. Now because I am clicked on a shape it's taken me straight to the Shape Options.

And the first one that's highlighted is this Fill, so the little bucket icon just there. And again this is where I can choose what kind of fill I have in my particular shape. So I've got no fill, I could have solid fill, gradient fill, so on and so forth. And we've seen some of these already.

I'm just going to stop on gradient fill for the moment because you'll see now that underneath I get a whole host of other options which are really going to help me customize the way that my gradient looks. So I can get it really, really specific.

So I have some preset gradients in here and I can also choose the gradient type. So linear, radial, rectangular, so on and so forth. And each of these just differ very, very slightly. I can also change

the direction of the gradient. So if I want it coming out from the center I could choose that one, from bottom left corner, so on and so forth.

And then underneath here I can change the color of my gradient. So maybe I want it to be a purple. And I can choose my gradient stop. So you'll see as I drag and drop this it either gives me more or less of the gradient. And I can also drag the yellow one to give me more or less of the yellow as well. So really highly customizable. So I'm going to put it about halfway because I think that that looks quite nice.

You then have some additional options at the bottom, so things like transparency if you want to take the transparency up or down you can. And also the brightness of your fill. So let's scroll all the way back up to the top. So you can see that there are quite a lot of options in there, which can get a little bit overwhelming. So the best thing I would advise is to just jump in there and have a little play around with all of them so you get comfortable and familiar with what each one does.

So the next icon here is Effect. So if you remember we were in Shape Effects before. So this is your advanced options for your effects. And again it really does depend on what effects you have added. So I have glow added to mine, which is why Glow is expanded. So again I could go in and I can change the color of the glow if I wanted to. So I could change it to black. And I can also change the size of that glow. So I'm actually going to take it down because that's actually quite big at the moment, to four points. And again if I wanted to I could increase or decrease the transparency on that. Now I'm not going to go through all of these. You'll find you have very similar options for each of these effects. So whether it be shadow, reflection, soft edges, so on and so forth. So just have a little experiment and a little play around.

And the final point I want to make here is in regards to pictures again. So say you have a situation where you have a picture that you want to work with but not necessarily in PowerPoint. So maybe you have a picture that you want to add on to a website or a webpage that you have. Maybe it's a blog. What you can do is you can copy and paste that picture into PowerPoint and you can utilize PowerPoint's tools. So you can utilize the effects, the outlines, the fills, all of the options. You can edit that picture and then you can save it off or cut and paste it back into your webpage or the other application that you're using. So it's a really nice way of being able to edit your picture before you use it in another application as well. So I just wanted to highlight that because I've done that quite a lot of times and I actually find it really useful.

So speaking of pictures, we are going to be talking more about pictures in later modules but first of all we're going to be talking about arranging objects. That's in the next module. I will see you then.

Video: Arranging Objects

Deborah: Hello again and welcome back to our course on PowerPoint 2019. In this section we're going to be talking about arranging objects. And what we mean when we say arranging objects is really just making them look neat on the slide.

So once again I'm clicked on slide four and I've just removed a couple of the additional objects that were on there to just leave me with these three standard objects. And we're going to take a look at how we can align these objects both on the slide and also against each other.

Now essentially on this slide I have five objects and that's because I include these arrows as well. So each of these three shapes are one object and then the arrows are objects as well. So essentially I have five on this slide.

Now what I'm going to do here is really just tidy up the way that this looks and make everything look consistent, cohesive and all aligned.

So the first thing I'm going to do is I'm going to copy the formatting from this first object across to these others two objects. And we've seen how to do this already previously. We can use the Format Painter utility. Now if you remember what I said in one of the previous modules is that if you just click the Format Painter once it will allow you to paint the format to another object just one time. So if you have more objects to paint, in this instance I do because I need to pain three times, then you can double click that Format Painter. So first of all make sure that you're clicked on the object which contains the formatting that you want to copy, so Welcome in this case, double click on Format Painter, and then click on your second object. And you can see the Format Painter is still active so I can just go and click on the third object to copy that formatting across.

Now currently I'm still in Format Painter mode. I can see that because I have the little paintbrush icon. So to come out of there I can click the Format Painter icon again or alternatively I can just press the Escape key on my keyboard. And that will take me back to a normal cursor.

So they look a bit nicer now. They're a little bit neater and they all are the same. But what I really want to do now is to line up these three rectangles. Now what I'm going to do is I'm going to select them all. And again if you remember from a previous module we can draw our net and that will select every single object within that net. Now it's also selected the two arrows and I actually don't want to line those up, not in the same way that I'm going to be doing the rectangles anyway. So to deselect just these two arrows if I hold down my Control key and just click on the objects that will deselect. So now I just have the selection that I need.

Now there are a few different ways that you can align objects. And as we're already on the Home ribbon we may as well use the options on this ribbon. So you'll see in the Drawing group we have an Arrange dropdown. And all the way at the bottom we have a Position Objects and we

have an Align option. And this shows you all the different alignment options that you have. And it has very little useful icons next to them so you can see how your shapes are going to align. So I could choose to align them to the left, to align them to the center or to the right. And these top three will align your objects up and down. These three align top, align middle and align bottom will align your objects across. So for this I'm going to say align them to the top of the highest object. So I can see here the About rectangle is the one that's highest. It's above the other two. So if I select align top the other two are going to jump up to align with the top of the tallest object. So let's do align top and there we go.

So now I really want to deal with the two arrows. So I'm going to select those arrows by clicking, holding down my Control key and clicking again. I'm going to go back to Arrange, down to Align and this time I'm going to select align middle. And that aligns both of my arrows to the middle.

Now one other problem you might come across, and it's not actually too bad in this slide that we have here, is the spacing. So you might find that you have bigger spaces in between your objects which aren't consistent and you just want to make sure that everything is distributed evenly. So once again I'm going to draw in there to round my objects to select all of them. I'm going to go up to Arrange, I'm going to go down to Align and this time I'm going to use this option here, Distribute Horizontally. And I don't know if you saw there, there was a very slight movement with those arrows just to make sure the spacing is exactly the same for each of them. And I can now click off.

So now I've aligned the individual objects what I might want to do is just align all of the objects on the slide. So at the moment it's kind of in the top towards the left hand corner and I want this to actually be centered on my slide. Now there's a couple of little useful utilities in here which will help you with that and you'll find them on the View ribbon.

And the first thing I'm going to do is say turn on guides and you'll find guides in the Show group. And when you click it what you'll ordinarily get are these two guidelines and those guidelines will be positioned at zero. So essentially this is going to help me align all of my objects. I'm going to draw my net and really if I want to align this what I'm aiming for is to move this center one, so the center control handle in the About, that's the center of this object, of this grouped object. So I really want to align that and place it on this guideline. So I can pick up my objects and I can try and roughly position them in the right place. If I let go. Yep, I'm not too far off. But if you do need to make some minor adjustments, so I can see that this group of objects needs to go a little bit to the left, make sure it's exactly on that guideline, you can do what we call nudge the objects. If you hold down your Control key and then use your right or left arrow, so in this case I'm going to use left, and I can just nudge that along and place it exactly over the top of that guideline. I can then do the same but for the other way. So if I want grab my objects again, when I drag it down I'm really going to want to align with the center control handle just here. So I'm going to grab my objects and I'm going to move them down and let's let

go and see where we're at. And wow that looks pretty good to me. So again remember if you haven't got that quite correct you could use your nudge, the Control and your arrow keys. And when I click off that's pretty much my objects aligned in the center of my slide.

I'm just going to turn off guidelines. So I'm just going to click in that checkbox again. And just direct your attention to the option above which is Gridlines. And there is a shortcut key for this. It's Shift-F9. But we're going to select the checkbox and this will turn on your gridlines. Now what I tend to use this for is if I have some other smaller images, so maybe some clipart or a picture and I want to make sure that I've got those lined up with other objects on the screen. And these can be quite useful for doing that. So remember that you have those gridline options in there, which will just assist you when you're trying to line up objects on your slide. And I'm going to turn my gridlines off.

Now let's talk about one other thing. Say I want to put a background picture behind the objects that I have. So the first thing I'm going to do is I'm going to insert a picture into my slide. And you should be used to doing this by now. We go up to Insert, I'm going to go down to Pictures, and I'm just going to use this picture here and click Insert. Now that's quite a large image so I'm just going to drag the corner handles in and resize it slightly. And I'm going to move it over the top of my object. So you currently can't see those objects behind.

Now the way that you have to think about this is that PowerPoint works in layers. So the layer at the front here is the picture and then there's a layer behind which contains the objects. And you can essentially move the layers backwards and forwards to either show or hide the objects. So again up on our Picture Format ribbon you'll see in the Arrange group we have options for Bring Forward and also Send Backward. So I have my image selected at the moment and I'm going to say Send to Back. And you can see immediately what that does is it moves that layer, that picture layer behind the object layer. So I can now see those objects in front.

In the next section we're going to talk about playing with transparencies just so that you can make the object stand out a little bit more. And I'm also going to show you how to do things like lighten up the picture. And we're also going to talk about things like grouping. So all of that is in the next section. I will see you then.

Video: Grouping Objects

Deborah: Hello again and welcome back to our course on PowerPoint 2019. In this module we're going to be talking about grouping objects, which is really going to help you when it comes to working with lots of different objects that you have on your slide.

In the previous module we left off that we had a picture behind these five objects that you can see here on slide four. And I've actually just removed that picture in order to show you a little bit clearer how grouping works.

Now before we get onto grouping just something which I want to let you know about. In the previous module we were talking about aligning objects on the screen and we aligned our objects in the center of this slide. Now one thing you might notice is that those two green arrows are not actually aligned to the center of the rectangles. We literally when we aligned them we aligned them to the middle. So that's really in relation to each other so that they were both along the same kind of plane shall we say. But now I want to align them so that they move up slightly, so they're in the middle of those rectangles.

So again all I need to do is to select all of my objects. So not just the arrows. I'm going to select the whole lot by drawing my net. I'm going to go up to the Arrange group and down to Align and I'm going to select Align Middle. And you'll see immediately that both of those arrows jump up. Because I've got all of the objects selected it knows that those arrows need to be aligned in relation to the other objects on the slide. And now I have them perfectly in the middle.

So now let's move on to talking about grouping objects together because it's sometimes easier to work when things on your screen are grouped together and you can move them and edit them in a uniform way.

So I'm going to start out by grouping all of these objects. So currently they're all individual. So if I click on them it just selects that particular object. And I want to group them all together. I'm going to draw my net again around all of my objects. I'm going to go back up to that Arrange group and this time I'm going to select Group. And what you'll see immediately happens is that I now have a placeholder around the entire group of objects. And it means that if I click and drag I'm now moving them as one.

And another useful thing here which is a fairly recent addition to PowerPoint is that if I want to make sure that I place this exactly back in the center again, if I move across slightly until I get that red dotted line running down the middle and then start to go down until I get a horizontal line I can see that that is exactly in the middle when I let go. So that's a really nice way of moving things as one object.

If you want to ungroup again just go back up to Arrange and you see that now I have the Ungroup option available. I can click it and then now back to being individual objects that I can move around independently.

Now it's worth noting that when you're grouping objects they don't have to be lined up. So these ones are all in line but maybe I have a couple of other objects on my slide which aren't necessarily in line. So let's draw some more objects. So I'm going to do, let's just do this twelve here and I'm just going to draw that down here. And let's add another one. I'm going to add, let's add cross. I'm going to add that in the top corner.

Now these two objects you can see here in green aren't aligned. They're not together. But that doesn't mean that I can't group them. All I would need to do is to select both of the objects. So I have the cross selected already. I'm going to hold down my Control key and click on the other green object. I'm going to go to Arrange and I'm going to Group. And now these two objects are grouped and I can move them together as one. So just remember that you don't have to have them next to each other in order to be able to group them. Now I'm going to quickly ungroup those two and I'm going to delete them.

Now let's take a look at another example. I'm going to add another object and this time I'm going to add a star. So let's add the 16-point star. And I'm going to draw a fairly small star down in the corner. And I'm just going to modify that by dragging that handle in like so. Now if you remember we previously discussed how you can duplicate objects. We press Control-D on our keyboard and now we have a duplicate of that star. So maybe I want to drag this star all the way over to the other corner. And again you can see I get those useful red guidelines which show me that I'm exactly lined up. And I'm going to drop it.

And if I wanted to say group these and then move them to the top of the slide I can do that in the same way. So hold down Control and select the other object, up to the Arrange dropdown and go to Group, and I can now move these as one to the top of the screen. And I'm quickly going to ungroup those.

One final thing I want to show you is again if we make some duplicates of this star, and I'm going to do quite a few so I'm just going to carry on pressing Control-D until I get quite a few stars, it might be that I want to line these stars up in some way. So I'm going to draw a net around them because that is by far the easiest option to select them all. I'm going to go to Arrange. I'm going to go down to Align and this time I'm going to say Align Center. And now I have those stars running down.

I could then group them. So back to Arrange, go to Group and I can now move them as one to wherever I want to on the slide. I could even if I wanted to rotate them and make them look slightly different.

So that's how you can group together multiple objects and move them in one go. Now that's a really good efficiency tip. It's really helpful when you're moving lots of things around on a slide.

So that's it for this module. In the next module we're going to be doing an exercise so I will see you then.

Video: Exercise 05

Deborah: Hello again and welcome back to our course on PowerPoint 2019. We've made it all the way down to Exercise 05 and in this exercise there's a few different things that I'd like you to do for me. And as always we have some very clear instructions.

So first of all what I'd like you to do is open the file called Practice Presentation 06. I'd like you to add a new slide using the blank layout. And the first thing I want you to do is to take all of the background graphics off of the slide. I then want you to draw a few objects, so those objects of your choice. It doesn't matter which ones you choose. And I'd like you to go over the formatting options that we've discussed and get familiar with them and where they're located. Make sure that you do play with the fill and the line and effect options.

I then want you to take a few of your objects that you've drawn and practice grouping them and also ungrouping them.

And then finally I'd like you to add a picture of your choice inside one of the objects that you drew. I then want you just to save and close that file down.

So that's it. Give it a go, see how you feel, and I will see you in the next section.

Section 7 – Editing Pictures

Video: Picture Options

Deborah: Hello again and welcome back to our course on PowerPoint 2019. So far in this course we've looked at a number of different options when it comes to pictures, inserting them and also manipulating them very slightly.

And I'm back on slide two where we have a picture and I'm currently clicked on it so it's selected. But some of the things that we haven't worked with with regards to pictures are things like changing the colors or cropping. And we're going to look at some of these basic utilities just to change the look of the picture.

Now this picture that I have here on slide two it's okay. It's not great but I could make some changes just to make it stand out very slightly from the rest of the slide. This picture has quite a blue background and because my slide background is also blue it doesn't really have the impact that I'm looking for. So I want to apply some formatting to this picture really to enhance it and make it jump out at the audience.

Now you'll notice that when you're clicked on a picture, as always in any of the Microsoft applications you get a contextual ribbon. And if you glance up to the top of the screen you can see we have this Picture Format ribbon. Now if you're not really sure what I mean when I say Contextual Ribbons they're ribbons that only appear when they're needed. So you'll notice that if I click on something else on here, so maybe if I click on the text I now get a Shape Format contextual ribbon because that relates to the object I'm currently clicked on. If I click back on the picture I get my Picture Format ribbon and this contains all of the options related to formatting this picture. So maybe something I want to do with this picture just to make it stand out a little bit better is put a border around the outside. And if you look in the big group in the middle, the Picture Styles group, you see I have three options just here, Picture Border, Picture Effects, and Picture Layout.

So let's jump up into Picture Border and what you'll notice immediately is that this is pretty much the same as the options that we got when we were working with shapes. I have my theme color so I can change the color, I have standard colors, and I can also do things like use my eye dropper utility, change the weight, so on and so forth. So I'm going to select a color for my border. And just to make this stand out I'm going to make my border white.

Now you can see that it has put a very thin border around the outside. And remember you can play around with the thickness of that border. If we go back up to Picture Border and down to Weight I can choose something that's maybe slightly thicker just to make that stand out even more. So I'm going to go for three points. And you could also if you wanted to change the way that that border looks. So currently I have a solid line but I could have a dotted line or rounded

dot, I could have squares, so on and so forth. Now I quite like the solid border so I'm just going to select that one. And now you can see that that picture kind of jumps out from the background. It's not blending in as much.

Something else I might want to apply are Picture Effects. And again we've seen these when we were dealing with shapes. So I could do things like add a shadow, and you can see we have an outer shadow, we have inner shadows and we also have perspective shadows as well. So if I look at these at the bottom because they are the most dramatic I can add a perspective shadow which just gives me a little shadow in the corner there, which can sometimes look quite nice.

Let's go back to Picture Effects. I could add a reflection if I wanted to. So why not? Let's do that. I could add a glow around the outside. I could add some soft edges if I wanted to. And I could also make the picture slightly beveled. So I'm going to add a round bevel.

And then the final option in that menu is 3D rotation which allows me to rotate that picture around. Now I don't particularly want to do that but just be aware that those options are there if you need them.

Now when you do start adding formatting to pictures sometimes you might add so much formatting and you just think to yourself, "Uh, you know what? I just want to reset it back to how it was originally." And fortunately there is an option in PowerPoint in order to reset it back to its default settings. So I've got my picture selected, I'm going to stay on my Picture Format ribbon and in the Adjust group you have a Reset Picture option. And I can choose just to reset the picture but I can also choose to reset the picture and the size. So if I'd made some sizing changes, if I've made it bigger or smaller I can choose to reset that back to the default as well. Now I'm happy with the size. I just want to remove all that formatting that I've applied so I'm going to say Reset Picture. And it takes me back to how it originally was.

One other thing to notice is that you don't just have these options here when it comes to applying formatting to your picture. You do also have some helpful picture styles, which you can select from the gallery. And again if I roll over some of these you'll see them apply in the live preview. And some of them are really nice. That's quite a nice one, Reflective Rounded Rectangle. So it's worth having a look in here and just having a little play around and seeing which ones you want to apply. I could even make it circular if I wanted to. Now I quite like the rounded rectangle with the reflection so I'm going to select that one.

So many of those options for the picture are the same as what we've already looked at when it comes to formatting shapes. So really jump in there and have a little play around.

In the next module we're going to be looking at cropping pictures, so I will see you then.

Video: Cropping Pictures

Deborah: Hello again and welcome back to our course on PowerPoint 2019. In this section I'd like to discuss cropping pictures. And if you've never come across that word before, Cropping, all that means is that sometimes there are areas of a picture that you want to keep and areas that you want to discard.

So we're back in our presentation and we're clicked on slide two and I'm clicked on the picture that I have in here. So I have a man standing on what looks to be a cliff edge looking out across the horizon. Now this is quite a nice picture but it might be that I want to crop out some areas of the picture and there are a few different ways that you can utilize the crop utilities in PowerPoint. So let's take a look at all of them.

So I'm going to jump up to the Picture Format ribbon and right in the group on the end in the Size group you'll see we have an option for cropping. Now I'm going to select this first one here, Crop, and what you'll see is it puts these black markers on my picture. And what I can do is if I wanted to crop some of this background out I could drag this in and maybe drag this down so there's less sky. And if I click away onto the slide it's going to crop that picture to those specified dimensions.

Now it's worth noting when you do crop you haven't actually deleted anything. The picture that you've cropped out is still there. It's just essentially hidden. Let me show you what I mean. If I click on the picture again and click on Crop you'll see that the picture is still there in the background. So if I wanted to pull it back I could, like so, click away and I've changed my crop. So when you're cropping you're not actually affecting the size of the file. If you think that by cropping out large portions of your image that's going to decrease your file size that isn't the case. So that is definitely worth bearing in mind.

So I'm actually going to put this picture back to how it was. So I'm going to go back to Crop, I'm going to go to Crop and I'm just going to drag that handle back up again.

Now another option that we have when it comes to cropping is we have the option to crop to shape. And this is quite a nice option. It just means that you can select any shape from your Shapes library, so I'm going to select this oval, and PowerPoint will crop it to that particular shape. So you can see there that actually gives quite a nice effect in this presentation. But again remember you haven't actually deleted anything. I could put it back rectangle if I wanted to.

Now that's all well and good. Those are a couple of really nice cropping options but what if I wanted to go a step further and actually remove all of the background from this picture? So maybe I just want to have this picture where I have the guy standing on this mountain but I don't want any of the sky or the horizon. How can I specify parts of a picture to crop out? Well we have a couple of ways of doing this. Again if we jump up to the Picture Format ribbon you'll see the first option that we have is Remove Background. And if I just hover over that for one second

so you can read the screen tip. It says, Automatically remove unwanted portions of the picture. If needed use marks to indicate areas to keep or remove from the picture. Now the success of this really depends on the type of picture that you have. Some pictures are a lot better to use than others. Now the picture I've got here is actually quite a complicated picture to use, which is quite good for this example because I'm just going to show how you can get around the difficulties that this picture presents.

Now the first thing I'm going to do is I am going to click Remove Background. And what PowerPoint will do is it will make a kind of guess as to what I want to remove. Now as I said, this is quite a complex picture. If this was a clipart or something that was a lot simpler then it would probably get it right the first time. So when I clicked Remove Background it would probably exactly select the background that I want to remove. Now in this case it hasn't. You can see here everything that's showing in purple is currently what's going to be removed from the picture. And everything that isn't in purple is going to be kept. Now this isn't quite right in this instance. I don't want any of the sky. I just want to keep the guy and the mountain that he's standing on. So this is where I can then utilize these refinement options.

If I look up on my Background Removal ribbon that I now have I can go in and mark areas to keep. So this basically allows me to draw lines and tell PowerPoint which parts of the picture to keep. So I'm going to select that and this is a bit of trial and error. Sometimes it can be a bit tricky but there we go. I've selected the guy. And let's try and select this mountain as well. And as I said, sometimes you have to play around with this a little bit to get it exactly how you want it. So I'm going to carry on drawing my lines. And now I want to remove the sky. So I'm going to go to Mark areas to remove and we're just going to draw a line down the middle here and up here and also down here. And let's see if we can get this little bit in between there. There we go. So now I've pretty much isolated the man on the mountain from the background. And all I need to do now is click away and I've completely cropped out that background. So that's a really nice way of doing it. And now it kind of looks like he's sort of floating in midair. If I wanted to I could then move the placement of this to make it look a little bit better, like he's coming in from the corner if I wanted to. So let's do that and let's just move this over very slightly. So that's a great way of just being able to crop out that entire background and make your pictures a little bit more interesting. As I said, it is a little bit of trial and error sometimes with this.

Now I'm actually going to move him back over here so we can use him in the next section. I'm just going to replace my objects around. I'm going to move him just here. And I might decide to make him a little bit bigger as well. And there we go. Those are the three different ways that you can crop a picture.

In the next section we're going to discuss some formatting options that we can use now that we've cropped our picture so I will see you then.

Video: Formatting Pictures

Deborah: Hello again and welcome back to our course on PowerPoint 2019. So far in this section we've looked at lots of different ways that we can manipulate and format pictures. So we've looked at basic ways that you can enhance pictures and we've also looked at cropping. So now we're going to move on to some more formatting options. And what I want to do here is I want to put in a new slide and add a completely new image or picture.

So I want this slide to be slide five. So I'm going to jump down and select slide four, I'm going to go up to New Slide and I'm going to choose the Title Only layout. And you can see that that is now slide five. I'm then going to insert a new picture onto this slide. So up to the Insert ribbon and I'm just going to insert one that I already have saved off. So I'm going to jump down into Pictures and I'm going to select this boat image and click Insert. And let's just drag that down.

Now I'm going to add a quick title. So let's call this Optional Activities. And I have my boat picture here, but again I have all of that white background which I don't particularly want. It doesn't look great. So just as a bit of a recap let's remove that background. I'm going to go back to Picture Format and I'm going to select the Remove Background option. Now as I said, some images are simpler to use than others and this is a fairly simple one because it's a plain white background and it's a reasonably simple image. I can see though that I need to make some small adjustments because currently it's going to crop out the sides of this boat. Remember everything in purple is what's going to be cropped out. So all I need to do is mark areas to keep and I'm just going to say this little area just here and also this one just here. And that looks pretty much exact to me. And I'm going to click away and there I have my image. And I'm just going to resize that ever so slightly and just move it up. So that looks pretty good.

Now there are some additional options you have when it comes to working with images. Let me click back on my picture and up to the Picture Format ribbon. And you'll see in the Adjust group we've already looked at Remove Background but we have some other options in here that we can utilize. So let's click the dropdown underneath Corrections and this is where you can make some other minor changes. And you'll see as I hover over those changes apply in the live preview. Some are more obvious than others. So these ones I can sharpen or soften the image. I can change the brightness, like so, and the contrast as well. So really go through, have a little look at those, and pick the one that best suits your image.

I also have at the bottom here some further picture correction options. So if I click on this it's going to open up that pane on the righthand side where I can go in and make some more adjustments if I want to. So I can make the image sharper, I could adjust the brightness up and down, and I can also adjust the contrast if I want to. You also have in there that reset option which will allow you to reset the image back to how it originally was. I'm just going to close down that pane.

The next one on here is Color. So this is going to allow you to change things like the color saturation, and let me just move this picture so you can see it as I'm doing this. So back to Color. So I can change the color saturation, different levels of saturation. I can change the tone, and I can also do things like recolor it if I want to. So if I hover over, that blue one actually looks quite nice so I'm going to select that.

Again within Color I have three more advanced options at the bottom. So I have More Variations if I want to select a completely different color that isn't already available in the list above. I can set transparent color and I can also open up my Picture Color options which as we just saw allows you to go in and refine some of these settings. So really you could edit this to your hearts content.

What we also have is some artistic effects. So again I don't tend to use these too often but you might find a use for these. So I can make it look like it's been drawn in pencil or maybe a pencil sketch. I could select any of these that I want to. So I'm going to say let's just add a line drawing like so.

Now before we move on I just want to highlight these three options as well. This first one here, Compress Pictures. Now remember every time you add a picture into your PowerPoint presentation you greatly increase the size of your presentation. So if you plan to email this presentation or you have a lot of pictures in it then the file size is going to be quite large. So it's a good idea to go through and compress any pictures that you have just to try and keep that file size as low as possible.

So I have some compression options in here. So I can say compress this picture only. If I wanted to compress all of the pictures in my presentation I could just untick this checkbox. The one below is actually quite an interesting one. If you remember when we were cropping pictures I said to you that it doesn't actually remove the background that you've cropped. It's still there and so therefore the file size doesn't decrease. If you did want to permanently remove any cropped areas of picture to keep that file size down you could make sure that you've got that option selected. Now I don't want to do either of those in this instance so I'm just going to click Cancel, but just make a note that that option is there.

I could also change the picture. So if I change my mind and I want to replace the picture I currently have I could just go in and select a picture from a file or from an online source. So let's quickly do that. Let's go to online sources and I'm going to search for a boat and hit Enter. And I have lots of different pictures of boats down here. So let's switch it out for a speed boat and click Insert. And there we go.

And again I could go in and do exactly the same as what I did with the previous image. I could delete out this background. So let's go to Picture Format, Remove Background and that's pretty much perfect. So I'm going to click away and there we have our speed boat.

And that last option in this group is Reset Picture which as we've seen before will just reset the picture back to the original settings and discard any formatting changes that you've made.

So that's it for your additional picture formatting options. In the next section I want to really make use of some of the things we've talked about and start working through how you can layer pictures and also some other cool things that you can do. So I will see you then.

Video: Things You Can Do with Pictures

Deborah: Hello again and welcome back to our course on PowerPoint 2019. In this section we're going to be talking about some additional things that you can do with pictures. So we've already done some formatting and some cropping but now I want to show you some cool things you can do when you mix and match pictures and use pieces or parts of pictures to create entirely new images.

So the first thing I'm going to do is I'm going to add a new slide and this is going to be slide number six. So I'm clicked on slide five, I'm going to go up to New Slide and I'm just going to add a new blank slide. And what I'm going to do is I'm going to add a couple of images onto this slide. So let's go up to Insert and to Pictures and I'm just going to select some that I have saved off. So the first one I'm going to select is this camera image. And I'm going to click Insert.

So once again this camera, it's a pretty nice image but it has that white background that I want to remove. So I've clicked on the image and I'm going to select Remove Background. So this is something we've done quite a lot already. Now I can see that PowerPoint hasn't picked up exactly what I want to remove so I'm going to mark areas to keep just by dragging a line down here and all the way down here and hopefully we'll get towards something that looks like the image that we want. And let's draw a diagonal there. And that looks a little bit better. So I'm going to click away and there I have my camera image.

Now one cool thing that you can do is to combine images together to make a really effective image. So what I'm essentially going to do here is I'm going to insert another picture and I'm going to put it inside the camera lens. So let's go back up to Insert and down to Pictures and I'm going to grab my old favorite, the coconut trees image, and click Insert. Now let's just resize that down by using the control handles and move it over there. Now currently this image is rectangular. It's not going to look too good if I put it inside. So what I want to do is I want to make this into a circle so it's going to fit nicely inside this image. And if you remember we spoke before about that option of crop to shape. So we jump up to the Picture Format ribbon, go all the way across to crop we have that Crop to Shape option. And I'm going to go to my basic shapes and select the oval, which crops my picture down. Now it's still not quite the right shape but what I can do is just move it across and I can start to make some adjustments. So I might want to drag it is to make it more circular. And I can really just start to refine that down so that I get it so that it fits exactly inside that camera lens. And click away. And there you go. That looks so much more impressive than just having the two individual images.

I could also if I wanted to add something like a textbox. So let's jump to the Home ribbon, click our drawing tools and select the textbox shape from our basic shapes. And I might want to say in here that this is a picture of Sri Lanka. And I'm going to drag and drop that on top of my image. I could then go in and do some formatting changes. So maybe I want the word Sri Lanka in all caps. So I could go up to my Font group, click on the arrow in the corner to bring up my

advanced options and one of them is All Caps, and click on OK. And I also might want to make that bold. And there we go. Very quickly I've utilized some of the techniques that we've already seen, combined them, and made an entirely new image.

Let's look at another way of doing this. I'm going to add another blank new slide. So up to New Slide and down to Blank. And I'm going to insert two images this time. So up to Insert, down to Pictures, and I'm going to insert this hot air balloon. And if I scroll down I'm also going to insert this travel frame. So I'm going to hold down my Control key so that I can select both of them, and click Insert. And again these are quite large so I'm going just going to drag them down and reposition them so I can see them both.

Now let's deal with this frame first of all. Now I want to get rid of a lot of this background. Not all of it but a lot of it. So I'm going to select it and click on the Remove Background button. And it's done not too bad of a job. I'm going to mark a few areas to keep. So I want to make sure I keep the top of the Eiffel Tower and I want to keep Big Ben. And the rest of this looks pretty good. I'm not too concerned about the planes flying around the outside. I really just want this central image. So I'm going to click away and there I have quite a nice frame. And what I want to do is I want to place this hot air balloon inside this frame. Now I'm going to make it slightly smaller and I'm going to move it across to this image like so. Now what I want to do is I want to remove the white background from this hot air balloon and I can do it whilst it's placed inside this other image. So once again let's click Remove Background, Mark areas to complete, and I'm just going to make or refine my selection to make sure I get all of that hot air balloon in. And I think we have some pieces down the side we need to include. And I think there's another little bit of the side there, like so. And the basket at the bottom and click away. And there we go. So once again I've made a really, really nice looking image by combining two images together.

Let's look at one final option. So let's insert another new blank slide and this time I'm going to insert an image of a person. And I'm going to use this image just here and click Insert. And let's make it a little bit smaller. And we're going to pretend that this lady doesn't know which trip she should book. So again I'm going to crop out this background by clicking Remove Background and I'm going to mark my areas to complete to refine this. And I think there's also an area at the top of her head that I need to include. And that's good enough for me at the moment so I'm going to click away and we have her there. So she's looking pretty good. And what we can do is combine our image here with some shapes that we used earlier. So maybe I want to have a callout or a thought bubble I should say and I'm going to change the color of this in a moment but remember that you can adjust where this callout is coming from. So I might want it to look something like that. And then I'm going to add some text into here. So she might be saying, "I just don't know which trip to book." And I'm going to make some changes to this text. So I'm going to make it a bit bigger by using my increase font size. And I'm also going to change the color of this speech bubble. So up to Shape Format and I could use any of these shape fills but I might also want to use my eyedropper utility and hover over the image. So I'm going to pick up this sort of slight gray-lilac or lavender color and there we go. Now once I've done that I might

decide that I want to change that font as well, make it a bit darker. So I'm going to go back into my font and I'm going to make the font a dark purple. And I can also see that I have an outline around my speech bubble that doesn't particularly match so I'm going to go to Shape Format, Shape Outline and I'm going to do a dark purple there as well.

So very quickly I've been able to make some really nice looking slides just by mixing and matching and combining some of the techniques in relation to shapes and pictures together. So it's definitely worth having a little experiment and a little play around with those. You can really unleash your creativity in this type of thing.

So that's it for this module. All that's left for us to do now is our exercise, so I will see you then.

Video: Exercise 06

Deborah: Hello again and welcome back to our course on PowerPoint 2019. We've made it through to Exercise 06 and as usual I have some instructions that I want you to do.

So first of all I'd like you to open the file called Practice Presentation 07. I'd then like you to add a new slide using the blank layout and I want you to add a picture of your choice from the internet. And I would recommend finding one that you think you can easily crop. I want you to crop out the pieces of the picture that you don't want. And I want you to practice formatting the picture. I then want you to get creative. I want you to try adding one or more additional pictures and combining them and using them together to make a visually appealing slide. Once you've done that I'd like you to save and close the file. And that's it.

I hope you get on okay with that and I will see you across in the next section.

Section 8 – Working with SmartArt

Video: Creating SmartArt

Deborah: Hello again and welcome back to our course on PowerPoint 2019. In this section we're going to be talking about SmartArt. And SmartArt might be something that you've never used before or in fact never even heard of. So I'm just going to start out first of all just talking a little bit about exactly what it is and how you can use it.

So I've added a slide into my presentation, slide ten. It's the one you're currently looking at. That shows the board of directors for Wanderlust Travel. And this is a really good example of how you can utilize SmartArt in your presentations. You can see here I've got a very nice kind of organizational chart or diagram which shows the pictures of the directors, it has their title and their name underneath. And this is really simple to create. You'll see when we go in there's a whole host of different types of SmartArt diagram that you can insert into your presentations. And it's a really nice way of representing information in a visual way with very little effort.

Now when you're using SmartArt there are two ways that you can use it. You can either directly add it to a blank slide or you can already have some generic info typed out on your slide and then convert that to a SmartArt object. So we're going to look at how you can utilize both of those methods.

So the first thing I'm going to do is I'm going to add a new slide. So let's jump up to New Slide and I'm going to select Title and Content. And I'm going to add a title in here and we're going to say this is going to show the team members. And then you'll see underneath in my content slide I have all these different pieces of content that I can add and one of them is insert a SmartArt graphic. And this will take me into my SmartArt graphics library. And as with everything in PowerPoint they're all categorized. So it really depends on the type of SmartArt that you're looking for.

So currently I'm showing all of them and there's a whole heap of them in there. If I'm looking for something or maybe I want to display information in some kind of list I have my options for that. Process, this is good for showing sort of process flows. So in this presentation maybe something like the booking process. I have cycle, hierarchy. So that's good for organizational diagrams. Relationship, matrix, pyramid, and this one contains all of the SmartArt diagrams where you can have a picture. And that's basically what I want to use in this example. I want to add in my team members and I want to show their picture as well. So it's really just a case of going in and selecting which one of these is going to be appropriate. So I think I'm going to choose this one down here, which is a vertical picture accent list and I'm going to click on OK. And that gives me the basic bones of my SmartArt diagram.

So I can come into here and I can type my text. So I'm going to list out my team members. So we have Brian Fosling, we have Heather Gannistan, and we have Stacey Hu. So I have the names listed but now I want to add their pictures. And it's worth noting if you are going to add pictures you can search for online pictures, but if this is a real world situation most likely you're going to want to save off your team member's pictures in order to add them into the presentation. So I've already done that so I'm just going to click on this icon in the middle here and this is where I can select from a file or online. So I'm going to jump straight to From a File and the first one is Brian Fosling so I'm going to select Insert. I'm going to do the same for Heather Gannistan and then finally Stacey Hu. Like so.

Now it's worth noting that these have come across fairly good, but if you wanted to adjust these pictures, so maybe they weren't quite centered or maybe you were chopping off too much of their head you can go in and crop these images. So if I wanted to crop this one, if I click on the image and jump up to my Picture Format ribbon and go into Crop it's going to allow me just to drag that image in and out. So I can make it a little bit wider, I can move it up and down, just to make sure it's exactly centered in that frame. And very quickly I've been able to create something that looks really, really effective.

So that's how you can create a SmartArt graphic from scratch. You can insert your title and content slide and select SmartArt from there. Incidentally if you did have a blank slide, so let me just insert a blank slide so you can see what I mean, where I didn't have those icons to insert SmartArt I could just go up to the Insert ribbon and I have the option to insert a SmartArt diagram from there. So I can build it up from a blank slide as well.

Now I'm just going to delete that out and I'm actually going to insert another title and content slide because I want to show you a slightly different way of doing this.

So this one is going to be Testimonials. So we're going to have some customers listed in here. Now it's worth noting that not all SmartArt has to contain a picture. There are many SmartArt diagrams where it's just purely text. And what I want to show you now is how you can take some text that you already have on a slide and then convert that to a SmartArt object.

So I'm going to add on some testimonials from different people. So I'm going to say the first one here is Adam Lacey. And I'm going to put their job title underneath as well. So I'm going to say Sales Director. I'm going to do Shift-Tab to get my first level bullet. And the next one I'm going to put is Meesh Nah and we're going to say that she is a creative director. Shift-Tab to take me back. We're going to say James Wan and he is the marketing director. And I think we'll just have three on there for the time being.

So if I had a list that looks something like this and I wanted to convert it into a SmartArt object all I would need to do would be to highlight the text and you'll see on the Home ribbon in the Paragraph group we have a Convert to SmartArt button. So let's click that. And I can then go in and select whichever one I want. And I can't actually see the one that I want to use in here so I'm

going to jump down to More SmartArt Graphics and I'm going to go to List and I'm actually just going to choose this very plain one here, the lined list, and click on OK. And there you go. You can see now that it's added those in for me.

So hopefully that gives you an idea of how you can utilize those SmartArt diagrams to really give some pizzazz to your presentation. They're so simple and such a quick way of putting in charts, process flows, lists. And you can see how you can start from a blank SmartArt graphic and also convert things that you already have on your slide into SmartArt graphics.

In the next section we're going to be furthering this idea and we're going to take a look at how you can modify your SmartArt graphics. So that's what's up next and I will see you then.

Video: Modifying SmartArt

Deborah: Hello again and welcome back to our course on PowerPoint 2019. In this section we're going to start to take a look at modifying SmartArt. So this really carries on from the previous module where we added some SmartArt in. I'm now going to show you some of the options that you have when it comes to changing elements of your SmartArt and editing it.

So I'm currently clicked on slide twelve and this is the line object or line SmartArt diagram that we added in the previous section. So I'm going to click on it and just show you a couple of other options that we have.

The first one I want to show you is if you look down on the left hand side of where I'm currently clicked you'll see that there is an arrow pointing out to the side. Now if you click this what you'll get is a little pop out which is showing you the text that you have in your SmartArt diagram. Now you'll see this on some SmartArt objects that you place into your slides and this is quite useful because sometimes depending on the layout of the SmartArt diagram it can be quite hard to edit some of the pieces of text. So if you have this little pop out it makes it a lot easier. So I could come in here and I can make some changes if I wanted to. And it will update in my SmartArt diagram. So don't forget that you have that little text pop out to make any changes that you need to.

Now one of the things that you might want to do is that if you've added a piece of SmartArt like I have here it might be that at a later time you change your mind and you maybe want to change the layout of that piece of SmartArt. Well it's okay. You can still do that even if you've got another piece of SmartArt already in the slide.

So let's jump up to the SmartArt Design ribbon. And you'll see that in the middle there we have a Layouts group. And if I just click that More dropdown, this allows me to switch to any of these different layouts. And you'll see as I roll over I'm getting a live preview in the slide behind. So I could go through and I could select any of these.

If I didn't fancy any of these which are currently showing I could click on More Layouts at the bottom which will pop up that entire SmartArt gallery. And I'm currently clicked on All so I can scroll through and find the piece of SmartArt that I want. Now I'm fairly happy with choosing one of these which are available in the Layouts menu just here so I am going to choose, let's do this one here, Vertical Box List.

Now once I do that I have some other editing options on my SmartArt Design ribbon, so let's pay attention to these SmartArt Styles first of all. I'm going to click the More dropdown again and you can see what PowerPoint has done is it's looked at the SmartArt and the text that I have on this slide and it's given me a selection of five SmartArt diagrams or five SmartArt layouts I should say which would best suit the text that I have. So I've got here my best match for document items and if I hover over you can see some of these. And I also have down here some

3D effects as well that I could use if I wanted to. Now I'm just going to choose this one here, the subtle effect, like so. What I could also do is change the colors of my SmartArt diagram. So if I click Change Colors what I'll see here are some primary theme colors at the top. So these are really the ones which are best suited to the theme that I've selected. I then have some colorful themes, I have some with different accents for different colors. So you can go through and choose whichever one you think is suitable for your particular diagram. So I'm going to mix this up a little bit and I'm going to select Colorful Accent colors.

Now a couple of other things of interest on this ribbon. If you look all the way over to the left hand side where you have the Create Graphic group, what you'll see here is that you have some buttons that are active. So for example, this button here where it says Move Down. This is if you want to reorganize the order of the items in your list. So I'm clicked in Michael Lacey and you can see that Move Down is active. So if I click that it's going to move that item down into the list and I can click it again to move it down again. And of course I also now have Move Up, so I can reorganize. So remember that you have those in there as well.

I also have some demote and promote buttons. So if I click Demote it's going to demote Michael Lacey from a top level heading to a second level heading. And let me do promote and that will put him back to where he was. So you do have some additional options in this little group for managing and manipulating that SmartArt graphic.

Now if you get way into this and you find that you've made lots and lots of changes, remember if you just want to get back to basics, if you just want to reset everything and remove the formatting that you've applied you do have a Reset Graphic option right over in the righthand corner. And that will discard all of the formatting changes you've made.

And then finally on the end here you have a Convert button. So this will allow you to convert your SmartArt diagram back to just plain text. So in this case a bulleted list. I could also convert to a shape if I wanted to so that it can be resized, moved or deleted independently of the remaining shapes. Now I'm not going to do either of those two options. So I'm going to leave my SmartArt diagram as it is.

Now one of the really useful things with SmartArt diagrams is the ability to create a flowchart. So instead of drawing all the boxes and the arrows you can use a SmartArt diagram. And that's what we're going to look at in the next module so I will see you then.

Video: Creating a Flowchart using SmartArt

Deborah: Hello again and welcome back to our course on PowerPoint 2019. In this section we're going to take a look at how you can use SmartArt to create a flowchart.

Now flowcharts are a fairly common thing to add into PowerPoint and what you'll find is the way that most people do them is that they add the individual shapes in order to build up that flowchart. So you might add a few rectangles, you might add some block arrows in between them to show some kind of process, and you might add some text within those rectangles. And that's perfectly fine if you want to do it that way, but it is quite time consuming, particularly if the chart is quite large or quite detailed. So why not take all the pain out of it by utilizing SmartArt? And you can have it done in just a few clicks. So that's what we're going to work through in this module.

So the first thing I'm going to do is I'm going to add a new slide. So up to New Slide and I'm going to select Title and Content. Now I'm going to give my slide a title and what we're going to display here is the Booking Process. Now I'm just going to have three items in my booking process and I'm going to type them underneath here and have them as bullets. So the first one is going to be Find Trip, my second bullet is going to be Book Trip, and my third item is going to be Pay Deposit. So those are essentially the three steps of my booking process.

So I'm now going to convert this list to a SmartArt process chart. So I'm going to highlight all of these and if you remember up on the Home ribbon in the Paragraph group we have this option here, Convert to SmartArt. And I can go through and I can select any one of these. Now I'm looking for a specific process flow diagram so I'm going to go into More SmartArt Graphics and let's just move that up out of the way. And you can see one of the categories is Process. And this is sort of where I'm going to find some of the options that I might want to use. So I can have one which is just a basic process chart or I can make them more complex if I like. So let's have a look. Let's choose, let's just do this very basic one just here and I'm going to click on OK. And there we go. Really quickly I've just managed to make that process flowchart.

Of course remember that once you insert your SmartArt graphic you then have the SmartArt Design ribbon which opens up all of those formatting options. So I might want to go in and very quickly change the color. So I'm going to make this consistent with my previous slide and just add the Colorful accent colors. I'll leave the rest of the options for you to play around with, but hopefully you can see just how simple that is to very quickly create a process flow diagram.

Now one other thing I just want to point out whilst I'm here is the ability to add more processes into this. So for example, if I want to add another one onto the end here, so maybe after Pay Deposit they have to Pay Balance. I'm going to click on my final shape, I'm going to go up to the SmartArt Design ribbon and in this first group you can see I have Add Shape. So I'm just going to click that and it adds another one onto the end. And I can just go in and say Pay

Balance. So I can do that for any of these. If I wanted to insert one of the middle I would just need to make sure that I have the Book Trip selected. Then when I add a shape it's going to appear in between Book Trip and Pay Deposit. So nice and easy to add more in once you've got that SmartArt diagram there.

So that's pretty much it for SmartArt and how you can utilize it in your PowerPoint presentations. We're now going to do an exercise to make sure you're okay with everything that we've covered so far. So I will see you then.

Video: Exercise 07

Deborah: Hello again and welcome back to our course on PowerPoint 2019. In the preceding section we've spoken a lot about SmartArt and working with the different elements of SmartArt. So in this exercise I want you to utilize some of those skills that you've learnt. So let's take a look at the instructions.

I'd like you to open the file called Practice Presentation 08 and then I would like you to add a slide using the title and content layout. I'd like you to type in the title, Our Team, and then I'd like you to type a bulleted list using these names. So we have Felicia Klein and she's the president, we have Ben Lee and he's the vice president, and we have Phil Yang who is the treasurer.

I then want you to select that list and convert it to a SmartArt object. I'd like you to change the layout of the SmartArt object to one of your choosing. And then finally I'd just like you to save and close the file.

So give that a go and I will see you in the next section.

Section 9 – Working with Tables

Video: Creating Tables

Deborah: Hello again and welcome back to our course on PowerPoint 2019. In this section we're going to be learning all about tables. And if you've done tables in another Microsoft application, for example, Word, then you'll see that when we start to add them into PowerPoint you're utilizing a lot of the same features and functions. So it should look pretty familiar to you already.

So I'm back in my presentation and we're going to add a table into a new slide. So the first thing I'm going to do is I'm going to add a new slide on to the end here. So I'm going to go up to New Slide and we're going to add a title and content slide. And I'm going to add a title here which says Trip Prices. And you'll see underneath in this second content area if we refer to the icons the first one there is a table icon for Insert Table. So let's click on that.

So when it comes to inserting a table it's a really good idea to kind of have your table planned in your head first of all so you have some idea of how many rows and columns you need in your table. You can adjust it once you've inserted your table. So you can add more columns or delete them but just try and get it roughly correct before you even start. So I'm going to add four columns and we're going to have three rows and I'm going to click on OK.

And what I'm going to put in this table are the trip prices per year for the last two years for three of the trips that Wanderlust Travel offer. So our first trip is going to be to Thailand, our second trip is going to be Sri Lanka, and our third trip is going to be Italy. And we're going to put our prices for the last two years. So we'll say 2017 and 2018. And let's just add some prices into here. So we're going to say that the trip to Thailand in 2017 was $2,000, to Sri Lanka it was $1,500 and to Italy it was $1,200. And in 2018 those prices have increased very slightly. So let's say $2,250, $1,700 and we'll say $1,500. Now when I'm in a table I can click in any of these cells as you've just seen and make any different changes that I need to. Now if I'm in this last cell just here, in Italy, and I press the Tab key it's just going to jump me to the next available cell. However if I'm in the last row and I press the Tab key it's going to give me an additional row at the bottom. So I could add in then the prices for 2019. So let's just very quickly do that. And we're going to have $1,800 and then finally we're going to have $1,600.

Now you've seen how you can very quickly add something onto the bottom but what if I want to add into this table the prices for 2016? Well I can do that but all I need to do is highlight the row first of all. So if I highlight 2017, and you'll see as I hover my mouse over to the left hand side I get that tiny little black arrow. So when I click it's going to highlight that entire row. Now there are a couple of ways that I can insert a row in here. I can right click my mouse and you'll see in a little mini toolbar I have this Insert option which will allow me to insert rows above or rows below. So let's do rows above and there we go. Alternatively what I could have done is jump up

to my Layout ribbon and you'll see in the Rows and Columns group I can choose to insert above or insert below. And it knows that I'm talking about a row because I currently have a row highlighted. So let's keep things consistent and let's just add in some details for 2016. So things were a lot cheaper into 2016 and there we go.

The same can be done for columns. So if I wanted to add another column in here I can hover above until I get my down arrow, I can click and this time I'm going to use the ribbon. So I can choose to insert a column to the left or to the right. So I'm going to say Insert Left and I'm going to add another trip in here. We're going to say India. And I can then go through and add in my details. Now to make this a bit quicker I'm actually just going to take these details and I'm going to copy them, Control-C, Control-V. Okay? So very simple to manipulate your rows and columns in a table.

Now when we inserted this table we inserted it using that little table icon because we'd selected a title and content slide. So let me just very quickly show you how you can insert a table without that icon being there.

It's very simple. All we need to do is go up to Insert and the second group here is for tables. So I can say select a table here and then I can just drag my mouse over how many columns and rows I want. So let's just say I want two columns and three rows. I can pick up my table. So if I hover over the border until I get that crosshair cursor I can just pick it up and I can drag it down. And if I want to make sure it's centered underneath this table, remember you have those red guidelines. So I can pretty much drag it and drop it exactly in the center.

Now this table is going to show our discount rates and it's going to show our discount rates for new customers and for returning customers. And we're going to say that new customers get a 20% discount and returning customers get a 15% discount.

Now it looks here that I've got an additional row at the bottom that I don't need so this is a good opportunity for me to show you how to delete rows and columns as well. It's pretty much exactly the same as inserting. So I can select my row by holding next to the row and clicking and then I can right click my mouse and in my little mini toolbar I have the Delete option. So I can say delete columns or delete rows. I could delete the entire table as well from here if I wanted to. Now I'm going to say Delete Rows and there we go.

So that's the basics of inserting tables into a slide. Of course we're probably going to want to go in and format these and make them look a bit nicer, which is what we're going to cover in the next module so please join me for that.

Video: Formatting Tables

Deborah: Hello again and welcome back to our course on PowerPoint 2019. In the previous section we took a look at inserting tables into our slides. And I'm currently clicked on slide fourteen and you can see both of those tables that we inserted just there. So we had our Trip Prices table and also our Discount table underneath. And we created these in two slightly different ways. So this first table was created by clicking on the Table button in that Slide Layout, so the title and content slide layout. And the second table we just created using the ribbon. So we went to the Insert ribbon and we inserted it using the Table option just there.

Now in this module we're going to take a look at formatting these tables. They don't actually look too bad at the moment but I think we can probably make them look a little bit better and tie them in with the slide background a little bit more.

So the first thing I'm going to do is I'm going to highlight my entire table. So I'm just going to drag my mouse over and highlight all of those rows. And you'll see as soon as I do that, if you look up we now have the Table Design ribbon at the top. And the first thing we're going to concentrate on is the color or the style of this first table. So I'm going to jump straight into this Table Styles gallery and I'm going to click the More dropdown. And our table styles are ordered into groups. And again at the top we have the ones that PowerPoint has deemed to be the best match for our document, or sorry for our slide theme. We then have some light colored templates or styles, we have some medium styles and then we have some darker styles at the bottom just here. So I'm going to go in and I'm just going to select this one here, Dark Style 1 Accent 5. And you can see here that with this style we have a header row and that header row is currently showing in black. Now I don't particularly like the way that that looks so I'm going to go in and I'm just going to change the header row. So don't feel that if you add a table style, don't feel like you can't edit it. You definitely can.

So I'm going to select this row by hovering over on the left hand side and clicking. And then on the Table Design ribbon I'm going to jump straight to my shading options. And then again I get this palette, I get some standard colors and I can pick more colors down here if I want to. So let's just go and pick something that looks quite nice. So let's do this dark blue color. And what you'll notice also with this particular table style is that every other row is the same color. And this is what we call Banded Rows. And again if you look up on the Table Design ribbon in that first group where we have table style options you can see banded rows has a tick in it. If I was to untick that box it removes the banding from those rows. I could choose to have banded columns if I wanted to and make it look slightly different. So it's entirely up to you which one of these you use. Now I actually quite like the banded rows so I'm going to put those back on.

What you also have for this table is you could choose to change the borders if you wanted to. So I'm going to jump up to that Table Styles group again and in the Borders dropdown I'm going to say that I want a border running all the way around the outside of my table. Now when I add this

it's probably going to be very, very thin so it's quite hard to see. So let's just click it and see what we get. And now we have a border around the outside of our table. So now I want to do exactly the same for the table below. So I'm going to click in my table and I'm going to highlight it and I'm going to go in and I'm going to choose that same table style, so it was this one down here. And I'm going to change the heading row again. So let's highlight it and I'm going to pick that same shading. And this time I'm actually going to do banded columns instead of banded rows. So I'm going to click to uncheck banded rows and I'm going to check banded columns. And now we have two tables that actually look really, really nice on our slide.

Now there are lots of other options that you can explore on this Table Design ribbon. So for example I'll just show you a couple. We have Effects. So I could choose to have a cell bevel if I wanted to. Oops. And I forgot to highlight my table. Very important point. If you don't highlight the entire table, all of the rows, it's just going to apply the effect to the particular cell that you're clicked in. So let's go back to Effects, Cell Bevel and you can see I get a completely different way of looking at this table. And I think I'm going to do that one. That's quite nice. And we have other effects in here such as shadow, we can do an outer shadow, and we also have reflection in here if you wanted to do something like that. Now I'm not particularly too concerned with the reflection so I'm going to click off of there.

Now one more thing to mention is that when you're clicked in one of your tables this final group over at the side you have a Draw Borders group. So when you draw a border you click on Draw Table and you can use your pen to actually draw a border around the outside or in between your columns, in between your rows. And these are all your customization options for that particular border. So I can choose the color of the border from here. I can also choose the thickness that I want to apply as well and also the style of line. So if you prefer to draw your border so you can have more control and you can customize them that Draw Borders option is a good one.

Now I'm going to come out of draw mode, so I'm going to click on Draw Table just to deactivate it.

So very quickly we've done some basic formatting to our tables. In the next section we're going to take tables that you might have in other applications and insert them into your PowerPoint presentation. So please join me for that.

Video: Inserting Tables

Deborah: Hello again and welcome back to our course on PowerPoint 2019. In the previous modules we've taken a look at inserting tables and also applying some basic formatting to our tables. Now we're going to move onto something slightly different. We're going to look at how you can import tables from other Microsoft applications. So for example, Word and Excel.

So I'm back in my presentation and the first thing I'm going to do is add a new slide. And I'm going to add a title and content slide first of all. And I'm going to add a title to this slide. So I'm going to call it Marketing Information. And as we saw previously we could use one of these icons to insert a table. So this first one here is the Insert Table icon. And that's because we were creating a table from scratch. Now in this particular scenario I have a table in Word that I want to pull in so I can't do it this way. And in fact what I'm going to do is I'm going to change the layout of this slide because I don't actually need this second context area. So I'm going to go up to Layout and I'm just going to change it to a title only slide. So now I'm going to jump across to Word and I'm going to pick up my table.

So there is my table and this is just some statistics with regards to where our customers are coming from. So if they're coming from the website, store walk-ins, email, or phone. So I'm going to take this table and I'm just going to highlight it all. And I'm going to do a simple copy. So I'm going to do Control-C to copy that table, I'm going to jump back to PowerPoint, and I could do a Control-V but I'm actually going to right click because I have numerous different paste options which will come into play in a little while. Now I'm just going to do a basic paste which is the first one here and there I can see that that table has been pasted in. Now it doesn't look amazing. I might have to do some fiddling around with regards to the formatting but essentially the information is there.

Now all I've done there is really copy one object from Word and paste it into PowerPoint. And whilst I have the ability to go in and edit some of these figures or some of these labels it's not actually linked to Word. So if I make any changes here it's not going to update back in that original table. In order to get it to do that you would need to link them together. So let me show you how you would do that.

I'm just going to delete this table out by highlighting it or selecting it and pressing the Delete key on my keyboard. Now I've already copied it so I'm not going to copy it again. I'm going to right click and this time I'm going to use one of these other options. So as you scroll over them you can see the different options you have. And the third one along is titled Embed. So I'm going to click that. Again I'm going to move it and just make it a little bit larger. And now this is actually linked. So what happens is if I double click on this table it actually opens it within Word within my PowerPoint presentation. So you can see now if you look up I have all of the Word ribbons and options. So I can come in here and I can make a change. So let's change this first figure to

$25,000 and I click off and it's changed it. And that means that it's going to update in Word as well. And any changes I make here will link through to Word and vice versa.

Now we can also do this with Excel. So let's insert another slide and this time I'm just going to do a blank one. Now I have my table in an Excel file that I have saved to my PC. So if I want to insert it so that it's linked I can go to Insert and I can click on Object. And you'll find Object within the Text group. And what I can say here is I can say Create from File and I can then browse for the file that I want to link to. So I'm going to click on Browse and I'm just going to navigate to the folder where I've saved my Excel table. And there it is just there. So I'm going to select it and click OK.

Now the really important point here is if you want to make sure that they're linked you must check that little box that says Link and click on OK. And there we go. There is the table. Now I'm just going to make that a bit bigger.

Now you might be wondering by I have all of these white kind of empty gridlines at the top. And that's because my table in my Excel file wasn't immediately in the top corner. So you can see the rest of these blank cells because it was kind of like halfway down the page. So if you want to stop this from happening make sure that your table is in the top corner.

However, this is still linked through so I can double click and you'll see that it opens the table in Excel. And you can see what I mean there and this is why we have those blank cells running at the top, because my actual table data starts in cell C5 and goes through to H7. So we have all of these blank cells. But what that means is if I change this, so let me change India to Spain. And if I just move this out of the way you'll see that it's already updated in PowerPoint as well. Let me do another one so you can see. So if I change Sri Lanka to Australia you'll see that it's straightaway or immediately updates in PowerPoint. So all I would need to do then is click my Save button and close down my Excel spreadsheet. So a really nice way of linking through.

So what I'm going to do now is I'm going to go back to Excel and I'm actually going to move this table to the top corner to get rid of these empty cells. And you're going to do an exercise. So I will see you for that.

Video: Exercise 08

Deborah: Hello again and welcome back to our course on PowerPoint 2019. We've now got to Exercise 08, and as always I have some instructions here for you to utilize.

The first thing I'd like you to do is open the file called Practice Presentation 09. I'd then like you to add a slide using the title and content layout. I want you to type in the title, CE Courses and then underneath I want you to insert a blank table and complete the data as I've got it laid out there. I then want you to create another new slide using the blank layout and using the Word file called Practice Word Table I'd like you to copy the table into the slide. I then want you to change the nursing hours to 130 and then save and close the file.

So see how you get on with that exercise and I will see you in the next section.

Section 10 – Working with Charts

Video: Adding Charts

Deborah: Hello again and welcome back to our course on PowerPoint 2019. In this section we're going to be exploring all of the features and functions of Charts in PowerPoint. And if you've used charts in another application, so for example in Microsoft Excel, then you're probably going to find this fairly easy to pick up as there are a lot of overlaps with regards to the functionality.

Now a chart is just a graphical representation of data. So it's important that you pick the correct data to use in your chart. Not every piece of information is relevant or is best displayed in a chart.

Now I'm back in my presentation where we left off. Now as I said, when we left the previous module I've done a little bit of tidying up to this table that we've added into slide sixteen. So now what we're going to do is we're going to add another new slide and we're going to add a title and content slide, so the second one down here. And I'm going to add a title and this is going to be called Office Locations. And what I want to do is I want to add a chart into here. And again because I've selected the title and content layout I get my six icons in the middle there and you can probably see that the middle one says Insert Chart. So I'm going to click that and this will take me to my Insert Chart dialog box. And this is kind of my library of charts, all of the charts that I have access to. And they're divided down or organized into different categories. So you can see here I'm currently clicked on Column and I have a clustered column chart. I also have various different subtypes of columns as well. So I have a stacked column chart which might be interesting to you. We have 100% stacked column, we have some 3D clustered columns, we have 3D stacked column, so on and so forth. So don't forget that you do have those subtypes up in the top there.

The other types of chart that we have, we have some line charts, some pie charts. I think we're probably all used to using those. We have some bar charts, which are kind of similar to column charts except they run horizontally across the page, we have area charts, XY scatter charts. We even have map charts which are quite effective, stock charts, surface, radar, tree map, sunburst, histogram, box and whisker, waterfall, funnel, and combo. And combo charts basically combine two different chart types. So here you can see I have a clustered column as well as a line chart.

Now it's worth noting that a lot of these, so I think the last sort of six or seven of these charts are actually reasonably new to PowerPoint. A lot of these came in in PowerPoint 2016. And it might be that you can spend your whole life working in PowerPoint and you possibly only use two or three different chart types. The most common ones would be the ones listed further up the list, so column, line, pie, and bar. I would say that those would be the four most popular.

Now I'm going to use a column chart, just a very straightforward one here, a clustered column. And I'm going to click on OK. And what you'll see happen is that I get a little mini Excel window open up here, which is where I'm going to be typing in my data that is to be included in the chart. And if you're wondering what this data is in this chart already that's basically just some default data that PowerPoint puts in there. And all we need to do is jump into the Excel spreadsheet and replace that dummy data with our own data that we want to display.

So I'm going to start filling out the categories first of all. And you'll see that the categories run across the X axis and the values run across the Y axis. So this is going to be some data for the amount of staff we have in different office locations for Wanderlust Travel. So I'm going to type in the different offices. And you'll see as I start to type these in that they will actually live update on the chart underneath. I'm going to say Paris, we're going to have Berlin, and we will have Amsterdam. And my series running across the top are going to be for the different years. So I'm going to start with 2015, I'm going to Tab to go across, 2016, Tab to go across, 2017, and I'm going to add another column in here. So I'm going to add 2018 in there.

Now because I've added another column I want to make sure that when I add the data in it's going to be included in the chart. So I'm just going to readjust my selection and drag that blue corner out. So now whatever I add in this column is going to be updated in this chart. And now I can go in and change my figures. So I'm going to delete out all of these and all of these, and all of these. So we have a completely blank chart. So now I'm going to add the number of staff members for each of the office locations for each of these years. So we'll say 20, and I'm just tabbing to go across. 26 and 24. Let's do our figures for Berlin. So this is a smaller team. So we have 10, 9, 11, and 14. And finally in Amsterdam maybe that's quite a large team so we have 40, 25, 35, and back to 40 again. And you can now see that my chart has updated below and it's actually a really nice representation of that data. It's nice and clear. The colors are nice and clear as well.

Obviously there's a lot more formatting that we can do to our charts which we're going to take a look at in the next section.

Now once you've actually finished with your datasheet, your Excel datasheet, you can just click the Close button at the top here and there is your chart.

Now once again I inserted this chart because I had a title and content layout, which meant that I had that little chart icon in the middle of the screen. If you haven't got this layout, so maybe you have a blank layout and you want to insert a chart all you need to do is go up to the Insert tab and you'll see that you have a Chart button in that Illustrations group.

So that's it for inserting charts. In the next section we're going to talk about applying some formatting to charts so I will see you then.

Video: Formatting Charts

Deborah: Hello again and welcome back to our course on PowerPoint 2019. In this section we're going to be taking a look at how we can format our chart.

So previously we added this chart which is a representation of the number of staff members at each of the office locations for Wanderlust Travel over a period of four years. And this chart looks pretty good, not too bad, but I want to customize this a little bit further and just add a little bit of pizzazz and really make certain things stand out.

Now the first thing you'll notice when we start doing this is that there are so many options when it comes to formatting charts. And we don't have time to go through every single option so we're just going to hit some of the high points and I'll leave the rest of those for you to investigate in your own time.

Incidentally if you are interested in learning more about charts I would definitely advise going ahead and taking a look at an Excel course that possibly has a chart focus to it because that will go through every single element that you can add into a chart and it works pretty much the same in PowerPoint. So you're probably going to find that really helpful.

So the first thing we're going to do when we start formatting is we're going to click in our chart and you'll see that what we get at the top are two ribbons. We have Chart Design and Format. So I'm going to click on Chart Design and these are the first options that we're going to start exploring.

Now just before we do just into that I want you to pay attention to the chart title that we have here. So I have a chart title. It currently just says Chart Title. Now I could edit this. So I might want it to say Number of Employees per Office, something along those lines. Now if I didn't want to have a chart title I didn't have to have one. So sometimes your actual slide title is explanation enough as to what that chart represents. In this case it wasn't really so I've added one. But if you didn't want to have a chart title you could just click on it to highlight that textbox, let me just do that again, and I could press the Delete key on my keyboard just to get rid of that.

Now there are a couple of terms that I want you to be familiar with and I did mention them earlier. So the X axis and the Y axis. One thing you need to bear in mind is that the X axis represents the categories. And when I say Categories in this case I mean London, Paris, Berlin, and Amsterdam. And the Y axis, which is the one running vertically down the page, this represents the value. So in this case the number of employees. There will be various different chart types that you come across, such as a pie chart, which don't actually have any axis at all. So just be aware of that.

Now let's take a look at some of the things we can do with regards to formatting this chart.

I'm going to jump straight up to this largest group here where it says Chart Styles. And if I click the dropdown you can see that I have lots of different chart styles that I might want to apply. And some of these can get pretty wild. I wouldn't recommend some of them. And some of them are definitely better than others. Now I'm going to scroll across and I'm actually going to select this one just here, Style 8, and just click it to apply. I could also change the colors in my chart if I wanted to. So just to the left of the Chart Styles I have a Change Colors dropdown and I can go in and I can make some very basic changes. So I have a colorful set of colors, I have monochromatic, and that's pretty much it in this particular layout. So I'm going to select, let's do something like that to keep it all nice and tied together.

Another thing I might want to do is to change the layout. So we have a Chart Layouts group at top here and there is a quick Layout button. Now what these layouts are, they allow you to add or remove different elements to your chart. So as we saw before we had a chart title and I've actually removed that. Now if I hover over these layouts you'll see that the chart changes and it adds different elements in. So if I was to select this one it's going to add that chart title textbox back in there for me. This one it's going to display slightly different and all of these are very slightly different. It really depends how you want your chart to look. Okay? So remember that you have those. It's just a quick way of applying different chart elements.

Now if you're not too interested in applying a whole layout and maybe you just want to add in maybe some axis titles or maybe the chart title you can select to add different chart elements back into your chart. So again if I go to axes I could add in primary horizontal, primary vertical. I can take them away or add them. I could add axes titles. If I do primary horizontal that gives me a little textbox down here and I can just click in it and I can say that these are the, sorry these Locations, and then I might want to do the same thing for the primary vertical as well. So I can click in here and I could say Number of Employees, something like that. I could go back to Add Chart Element. I could add some data labels if I wanted to. So you can see if I hover over it puts them in the center, the inside end. Now because of the color scheme I have applied some of these aren't so easy to see. So that would mean I would then need to go in and possibly change the font color of these numbers, which is absolutely fine. I could have them running across the bottom, outside end which is quite nice. Let's have that.

Now actually quickly before we move on there is one option in here that's fairly new and that is the Data Callout. So it kind of looks like that. Slightly messy but it might be something that you do want to utilize in some of your charts.

A couple of the other ones in here, as I said I won't go through them all. I could choose to remove the gridline, so primary vertical or horizontal, or add more gridlines I should say. And also I have some choices with regards to the placement of my legend. So if I want it to the right, if I want it running across the top, to the left, or not on there at all. Now I'm going to place mine at the top. Okay? So you can pretty much customize and add back in any of these chart elements that you want.

Now also what I might want to do is once I have my chart here is I might want to edit that data. So maybe I want to add another office location if we open a new office, or maybe some of these figures have changed. And I can do that very simply again by just clicking on the chart. And in this Data group I have an Edit Data button and that's going to reopen up that little Excel spreadsheet which is going to allow me to go in and make some changes. So maybe I want to say that in 2018 we added five new members of staff so that is now 60 and you can see that that change has been made and I can just close that to come out of there. So really simple to edit your data.

I could also completely change the chart type. So I have a clustered column here but maybe I want to switch it to something like a bar chart. And I have the Change Chart Type option, which is the last one on the righthand side. And this will just allow me to go in and I'm going to go straight down to Bar Chart and I'm going to select this one and click on OK. And very quickly that switched that to a nice looking bar chart.

So that's pretty much all of the options that I wanted to show you on the Chart Design ribbon. Let's quickly jump across to Format and see what we have over there.

Now it's worth noting that with your chart area, this area that we have in black or dark gray in the background, this is called the Plot area. And if you wanted to you could change the fill color of that plot area. So just make sure that you have it selected and then you can jump up to Shape Fill and you can fill it with whichever color you want. Now I'm actually fairly happy with a darker background so I'm just going to keep it fairly dark, like so.

I could also add a border around the entire thing if I wanted to. So I'm going to add a white border and I'm going to make that border a little bit thicker. So I'm going to make it two-and-a-quarter points. And I think that charts actually starting to look really nice.

What you could also do is you can edit the colors of individual bars. So if I click on this first series here you'll see it's highlighted all of the first series, I could go in and change those individually to an entirely different color. So you really can get very granular with regards to the customization of your colors. Now I'm not going to do that. What I'm actually going to do is because these are a bit too similar for me I'm just going to go and I'm going to change these colors back to something that's a little easier to read. And remember that if you need to do things like change the font color you can just highlight, go to your Home ribbon and you can go in and you can change the font color of any of these. Okay? So just be aware that you can do things like that as well.

Now a couple of other cool little things that you can do is as we've seen before you can combine things like shapes and icons to really make your chart a little bit more interesting. So it might be that I want to highlight some stakeholders, the number of staff that we have in the London office in 2018. So I might want to put some kind of shape to highlight that around this 60 figure. So what I could do is go up to my Shapes and select this oval shape. I'm just going to draw a little

oval shape there. Now I'm going to remove the fill because I don't want this to be a solid shape. So I'm going to go to Shape Format, Shape Fill and I'm going to say No Fill. And I'm actually going to make the outline a little bit of a different color so it stands out. So let's do a nice bright orange. And I'm going to make the weight of that a little bit bigger also. And I can then drag that over here and place it just there. So don't be afraid to combine different things with your chart.

Something else I might want to do, going back to our shapes, is maybe add a callout or something along those lines. And I might want to put something like, "Wow, need a bigger office!" And I can drag that down. And remember you can adjust where that callout goes. And again I'm going to change the background color of this callout and this time I'm going to use my eyedropper utility. These are all things we've used previously and we're just having a real little practice with them right now. So I'm going to change this or pick up this orange color so it looks like that. And I can see also that I might want to change that shape outline. I'm just going to change it to white.

Another thing I might want to do just to bring in another element, something that we've done before, is maybe insert a nice icon. These can look really nice on your charts. And I'm going to go down to the People group and I'm just going to select this icon just here and click on Insert. And I'm going to make this icon white. So I'm going to go to my Graphics fill and make it white. And it's just something which I could add in as a point of interest if I wanted to.

So now I have very quickly a really nice looking chart. So don't be afraid to play around with all of those different options.

I'm going to leave it there right now with regards to formatting and in the next section we're going to talk about how to insert charts that you already have in Microsoft Excel. So I will see you then.

Video: Inserting Charts from Microsoft Excel

Deborah: Hello again and welcome back to our course on PowerPoint 2019. We're just about coming towards the end of our section on charts and I'd just like to finish up by just talking to you a little bit about how you can insert charts from Excel into PowerPoint.

Now what we want to do is we want to make sure that when we insert the chart from Excel that we create a link so that when we update the chart, for example in Excel, it links through to PowerPoint and vice versa. And it's quite a simple process. So we're just going to run through that in this module.

So the first thing I'm going to do is I'm going to insert a new title only slide and I'm going to give this a title of Trip Count by Region. So now what I'm going to do is I'm going to jump across to Excel. So now that I'm back in Excel I'm just going to make a selection of data and then I'm going to plot that in a chart in Excel. So I'm going to take the regions and I'm going to take the year data. I don't need to worry too much about the totals. And then I'm going to go to Insert, I'm going to click on this little corner arrow and I'm going to jump across to All Charts and select the Clustered Column Chart. And there we go. So now I have my chart which looks very nice in Excel and I want to put that into PowerPoint. So what I'm going to do is I'm going to just copy it by doing Control-C on my keyboard and then I'm going to jump back in to my PowerPoint presentation.

Now I'm going to right click my mouse just so we can see the different paste options that we have. So let's just run through them so you get familiar with what each of them does.

Now if I was to select this first one which says, Use destination theme and embed workbook, what that's going to do is it's going to take on the theme of the destination. So in this case the PowerPoint presentations theme. And you can see there it has all of those colors belong to the current theme that I have applied. And it says Embed the workbook. Now when you embed it it means that if you try and update it it's not going to link back through. So that's probably not going to be the one we want to use in this circumstance.

The next one along is Keep source formatting and embed the workbook. So that's going to take on whatever formatting you applied in Excel and bring that across as opposed to matching the destination theme. And again this one is just going to embed that workbook in the slide. It's not going to create a link.

The next one across is Use destination theme, so the PowerPoint theme, and link the data. So that option means that any updates we do make are going to update in both Excel and PowerPoint. So that's looking sort of more like we want.

And the next one is pretty much the same except it's keeping that source formatting as opposed to using the destination formatting. And then finally we can choose to have it as a picture, which

means it will insert really as an independent object. There isn't too much we can do with it if we insert it into a picture but we can move it around and various things like that.

So the one that I'm going to choose is actually this one here, Use destination theme and link data. And there we go. So I can now move that around and I'm going to drag that out to make it a little bit bigger. And I'm going to go in and I'm going to delete that chart title. So now any changes I make to that chart in Excel are going to update through to PowerPoint. And as always I can come in and I have all my different formatting options that I might want to apply to this particular chart. So let's go along and see what we have. Is there anything which takes my fancy? I think I'm going to keep it on the one that we had because that actually looks quite nice.

So hopefully that gives you an idea of how you can copy those across. It's very simple. Just really a copy and a paste and just make sure you select the correct paste option for linking. That's it for now. We're going to finish up this section by doing an exercise so I will see you then.

Video: Exercise 09

Deborah: Hello again and welcome back to our course on PowerPoint 2019. We've made it all the way down to Exercise 09 so it's time for our next exercise. I have some instructions up here so I'll just run through them with you.

The first thing I'd like you to do is to open the file called Practice Presentation 10. I'd then like you to add a slide using the Title Only layout and type in the title Student Count by Program Area. I'd then like you to insert a datasheet and replace the data with the following information in the table.

I'd then like you to create a new slide using the blank layout and using the Excel file called Practice Charts create a chart from the range A5 to E9. I'd like you to copy the chart into PowerPoint and make sure that the chart is linked to Excel.

Once you've done that I'd like you to save and close the file.

Section 11 – Unlocking the Power of Masters

Video: Using Master Slides

Deborah: Hello again and welcome back to our course on PowerPoint 2019. In this section we're going to talk about Master Slides. And master slides are one of the most under utilized features in PowerPoint and that's mainly because people don't know that they're there or if they do they're not sure how to use them. And master slides can really make your life a lot easier when you're working in your PowerPoint presentation.

Now if I just explain to you a little bit about how they work. Every time you choose a new slide you also choose a new layout and the layout already has predesigned things included in it, like fonts and bullets, for example. And all of these are part of the theme. And when you start picking a layout they're also part of the master. So for example, with this slide, slide three, I've chosen this particular layout. And when I typed in my text and I got my bullets I was given these green arrows. That was the default because it's part of the theme and part of the master. The same thing with this green tab. This isn't actually an object. I can't click on it. I can't make any changes to it because it's essentially not an object that's sitting on top of my slide. It's in the background, it's part of the master.

So how can master slides help me? Well, if I for example wanted to change something about these bullets, so maybe I wanted to change the color or maybe the size. If I wanted to do that universally across all of my presentations, let's say I had lots of slides with these bullets on them I could go in and change them all individually but that's going to be quite time consuming. I also might not get it right every single time. Maybe I'll do one slide where the bullets are ever so slightly bigger or maybe the color is slightly off. And if you do have a lot of slides in your presentation it's going to take you a very long time to update and change all of those bullets simply because you wanted a different color.

So alternatively what I could do is go into the master slide for this layout, make one change to the bullets and it will change it globally across the entire presentation. The same thing would apply to things like titles. So here I have my title at the top. If I wanted to maybe change the size of that font or the font style itself or maybe even the color, again I could do it manually by going through every single slide but a more convenient and more time efficient way would be to change it once on the master and have it apply to all of my slides globally.

It's also worth noting that any manual changes you make to the layout of this slide will not be overridden by the master. So if I was to make changes to this individual title and then make a change in the master slide the master will change everything except this manual change that I've made. So because of that what I would suggest is that you create your entire presentation first of all and then go in and make your changes to the master slide. So let's take a look at how we get into the slide master.

I'm going to go up to the View ribbon and you'll see here I have a little group called Master Views. And for the majority of the time you'll want to go into Slide Master. This is the one that controls the layout and how your slides look.

There are two others on here. So we have a Handout Master view which you could go into and that will allow you to kind of style globally the handouts that you might want to give out. And we also have in there a Notes Master. And again this will just allow you to make global changes to any of the notes pages that you might have in your presentation. But in this example we're going to go into Slide Master.

For the most part masters don't have any text. They're more about the formatting and the graphics. And if you look in the pane down the side you'll see that we have a whole load of master slides. And what these are is there is a master slide for every single slide layout. So this is where you would come in to make any changes that you want to make globally. So if I wanted to make changes to the bullets in this particular layout I could. If I wanted to make changes to the title style or maybe change this graphic I could and then it will apply to all of the slides that have that particular layout.

So hopefully that's given you a better idea of what a slide master actually is. In the next section I'm going to talk about how to make changes to that master. And incidentally once you've finished making your changes all you need to do is click on the Close Master View button and that will take you back to your presentation. So please join me in the next section and we'll take a look at how you can make changes to master slides.

Video: Modifying Master Slides

Deborah: Hello again and welcome back to our course on PowerPoint 2019. In the previous section we started discussing master slides and in this module we're going to be taking a look at how you can change the master slides. So now that we have a bit of an understanding as to what master slides are let's start doing some changes so that we can fully see how they work.

So I'm back into my presentation and it might be that there are some things that we would like to change that we would like to be the same but on different slides. So maybe for example, I want to change the title color. Maybe I wanted to make this white. Now I could manually change that just by going up to my Font dropdown and selecting white but the change would only apply to this slide. So it might be that I want to make that change globally so that every title is white. It might also be that if I jump down to slide three you can see we have these bullets here which are controlled by the theme. If I decided that I no longer wanted those green arrows as my bullets, I wanted to use something else, again I could manually go in and change them but they would only change for this slide. If I wanted to change all bullets across all slides that is when I would change it on the master as opposed to doing it manually. And it's worth mentioning that any changes that you do make manually to a slide won't be overridden by the master. So let me show you what I mean by that.

I'm going to jump to slide two and I'm just going to highlight the title and I'm going to change that to a different color. So let's do something like a bright purple. And now I'm going to jump into the Slide Master. And you'll find that under the View tab in the Master Views group we have Slide Master.

So typically what we find in here is a master for every single layout that we have in this template. So for this one there's quite a few of them. And what I'm going to do is I'm going to edit this master title, I'm going to highlight it and I'm going to change that color to something different. So let's do a yellow color. And then I'm going to close out of my master slide. So I'm going to click on my Slide Master tab and I'm going to click Close Master view. And what you'll see now as we scroll down is that all of my headings are now in that light yellow color. If I go down to slide five you'll see that's the same there. And also Board of Directors, Team Members, so on and so forth. But what you will notice is the slide that we changed manually hasn't changed. So that's just something to be aware of. If you change it manually then the slide master won't override. So again what I would suggest you do is that you complete your presentation and then right at the end you go in and you make your changes on the slide master.

So now what I'm going to do is I'm going to focus on making some changes to these bullets. Now I'm only going to make changes to the first level and the second level bullets. As I've said before you can have up to five levels of bullets that you can see there. So I'm going to change them from a green arrow to something else for these first two levels. And if you did want to change them all to the same thing you could click on this placeholder and then go in and change

the bullets. That's absolutely fine to change them all. But I'm just going to do the first two. So I'm just going to click in that first one. I'm going to go to the Home ribbon, I'm going to go to my Bullets dropdown and I'm going to select Bullets and Numbering. So I actually don't want one of these styles. I want a different symbol all together.

So I'm going to jump straight down into Customize which will allow me to select a different symbol for my bullet. And I'm just going to use one of my recently used. I'm going to use the star and click on OK. And I'm going to change the color of that star. So lets give it a bright purple color and let's make it 125% at the text. Remember, this figure in here is the sizing of the bullet compared to the text. So 100% would mean it's the same size as the text. I'm doing mine slightly larger in this case. And click on OK. And that looks pretty good so let's do the second level bullet. Same process. Up to Bullets and Numbering, down to Bullets and into Customize again. And I'm going to use one of my recently used symbols, which is this one here. I'm going to click on OK. I'm going to change the color to that purple color and I'm going to make the size 125% of the text and click on OK. And there we go. So now I've done that let's close down the Slide Master and see how that affects our presentation.

So we've got our slide here with our bullets. You can see that those bullets have been applied. But if I go to slide two you'll it see it hasn't affected those bullets because I manually applied these before. Remember, the slide master doesn't overwrite manual changes. Okay? So that is how you can go through and make global changes to your presentation.

Something else you might want to do in the slide master if we jump back up to it is you might decide that you want to change the background color. So currently we have this kind of gradient blue, but I could go to Background Styles and select something completely different if I wanted to. So let's have a look at some of these. That one doesn't look too bad. I'm going to select it, I'm going to close my master view and you can now see that again that is applied across all of my slide layouts. And this one actually looks quite nice with the colors that I have.

Another thing you might want to do is to maybe add an icon into the corner. So if you have something like a company logo or some kind of branding that you want to show it's quite nice to be able to show a logo in the corner of every slide. And again you would do that through the master. And I'm going to do that using icons, which is again a fairly new feature for PowerPoint. It came in in PowerPoint 2013 I believe, or possibly 2016. And I'm going to show you how you can use those in your slide master.

So let's go to View and back to Slide Master. And I'm going to go to the Insert ribbon and I'm going to select an icon. And I'm looking, this is travel related so I'm going to look for an icon of the world. So I'm just going to select Location from this list on the side and I'm just going to use this one just here and click on Insert. And there we go. Now I don't particularly want it in that color. Let's change that. So I'm going to say Graphics Fill and we're going to do, shall we do a purple just to make that stand out a little bit. And I'm going to make it a little bit smaller so it's

not too intrusive and just place that down in the corner and click Close Master View. And there we go. You can see that that has applied to my master slides and I now have it in the corner of my slides like so.

So a really good way of making universal changes to your slides, which saves you so much time. It is worth having a little fiddle around with this. If you're not used to the concept it can be a little difficult to get your head around until you've spent some time working with masters. But in the next section I'm going to show you how to create a new master design template. So I will see you over there.

Video: Creating a New Master Design Template

Deborah: Hello again and welcome back to PowerPoint 2019. In the previous sections we've been taking a look at the master slides and modifying master template slides in that slide master area. And in this module we're going to take a look at how you can create a new master design template and then reuse that template. And when I say create a new master design template what I'm referring to is creating a template that isn't already in PowerPoint. And really the best thing that you can do when you're thinking about creating a new template is to make sure that yours looks different from the run of the mill templates that are out there to make sure it's really unique to you and conveys the message that you want.

So the first thing you need to decide is if you want to use an existing presentation and maybe make some changes to it and save it off as a template or if you want to start from scratch and create your own. So in this example what I'm going to do is I'm going to start off by creating a new blank one. So I'm going to go up to File, I'm going to go to New and I'm just going to select a blank presentation from the templates list. And this is probably a really good time to mention this Design Ideas pane running down the side. This is a new feature in PowerPoint 2019. You might also get it in PowerPoint 2016 if you are using that version as well.

So every time you create a new presentation what PowerPoint will do is it will automatically pop up this Design Ideas pane. And there's some really, really lovely layouts on there which you could select and then modify as required. So this is a really nice little pane. I use this fairly frequently. In the example we're doing now I don't need it so I'm just going to close it down by clicking on the cross.

Now when you're creating a template you don't want to add text and pictures per se on the actual slide itself. You want to make any of your changes on the slide master. So I'm going to jump straight up to View and I'm going to go into Slide Master.

Now we talked about a master for each layout. So if you want something different on your title slides than on the rest of your slides then go in and make your changes on the master title slide. However if you want something different to apply to all of your slides then go ahead and make the changes here because any changes made in this top one will affect all of the other slide layouts.

So the first thing we're going to do is we're going to add a background for all slides. And I have a picture that I'm going to use. So I'm going to jump straight up to Insert and I'm going to go down to Pictures. And I have this picture saved off to my PC so I'll just go in and find that. And it's this one here. And I'm going to click Insert.

All right so that's inserted it. I'm just going to drag it over very slightly and just do some resizing for that by dragging that all the way out. Now you don't necessarily have to have an image as a

background. You could just change it a different color. You can really do what you like, but I'm going to use this image because I think it looks quite nice.

Now what you might notice is that I've kind of got this image sitting on top of the slide. So currently it's covering up those placeholders underneath. So the first thing I'm going to do is I'm going to send this image to the back. And if I jump up to my Picture Format ribbon in the Arrange group I have a Send Backward option. So I'm going to select it and say Send to Back. And you can now see those placeholders have popped forward available for me to use. And you can also see that this background has now been applied to all of my other slide layouts because I added it to this top level slide master just here.

So now I have another picture but I want to put it just on the title slide only, not on all of the layouts. So I'm going to select my title slide just here and I'm going to add a 3D model this time. So I'm going to go up to Insert, across to 3D Models and I'm going to say from online sources. And I'm going to scroll down to Traveler and I'm going to select this suitcase just here. Why not? And click Insert. And remember with these 3D models it can sometimes take a few seconds for them to insert because they are quite large images.

Okay. So now I'm going to resize this and I'm going to put this down in the corner. Now remember this is only going to appear on the title slide. And again if you glance over at the rest of the layouts you can see that unlike the background which applied to all of them the suitcase icon is just on this title slide down in the corner. Now you could carry on going adding more pictures to your slide master. I'm just going to leave mine with regards to graphics like so. I think it might get a little bit crazy if I start to add any more. However, I am going to make some formatting changes to my font.

So I'm going to jump back up and I'm going to edit this title. So I'm going to select my placeholder, I'm going to go to Home, and I'm going to change the font. So let's go with Berlin Sans FB and I'm going to make that bold and let's change the color. Why not? Now I'm going to use my eyedropper utility and pick up color that's already in the slide. So let's go with this kind of darker gray color, like so. And what I also might want to do is to get it out of the way of this border I might want to reposition some of the placeholders on my slide, which is perfectly fine.

So again something else I might want to do is to change the style of these bullets. So remember if you want all the bullets to look the same you can just click on the placeholder and make your changes. I actually want my bullets to be different so I'm only going to do the first and second level. So I'm going to change the first level by clicking in that first level bullet, going up to Bullets and Numbering and down to Bullets and Numbering. And again I'm going to jump straight into Customize and I'm going to use my recently used symbols, this little plane icon, and click on OK. I'm happy with it being 100% of the text. And in this case I'm happy to keep it as the color black. And I'm going to do OK. And there we go.

Now for me there isn't enough space in between my bullet and my text so I'm going to make a change to that by just dragging my indents. Remember we did this in an earlier module. You can just reposition where that text sits.

Let's do a second level bullet. So I'm going to click in there. Again up to Bullets and Numbering and this time I am just going to select one of these default ones. Let's do this little arrow bullet just there. And again I'm going to just drag that out very slightly, like so.

Now those are pretty much all of the changes that I want to make. So I'm fairly happy with how it's looking so I'm going to close my slide master down. This is a really important point. A lot of people forget to do this, is actually close the master when they finish making their changes. So up to the Slide Master ribbon and let's click Close Master View. Okay.

So we have our first slide just here and you can see because it's a new template it's actually Presentation1 at the top. Now you might just think that you would go into File, Save As and save it as a template but there's actually a better way of doing it. Let's jump across to the Design ribbon and you can see here we have this big Themes group. And if we click that dropdown you can see at the top it says This Presentation and it's showing me that the new template I've created is currently in use in this presentation. So what I want to do is I want to save this as a template or as a theme. And you'll see at the bottom you have a Save Current Theme option, so let's click that. And I'm just going to give my theme a name. So I'm going to call it My Theme. Keep it simple. You could choose a folder to save it into but I'm just happy leaving it here for the time being, and click on Save.

So what I'm going to do now I've saved that theme. So I'm just going to close this presentation down by going to File and Close. And it takes me back to the presentation I've been working on. So how would I apply my new theme template to my presentation? Well, very simple. Back up to the Design ribbon. Let's click the dropdown. And you should be able to see in the Custom group I now have my theme. And when I hover over it you can see it there. So I'm going to select it and there we go. It's applied it to all of my presentation. And again remember there might be some changes that you might want to make, moving some things around after you've applied your theme. So I'm just going to move those across like so. But that is essentially how you create a new theme and then how you apply it to your current presentation.

Now one final point to mention. If you wanted this theme to automatically apply every time you created a brand new presentation all you need to do is click the dropdown, find your theme, right click and say Set as Default Theme and then that is the theme that will be applied every time you create a new presentation.

So I'm going to save this and that's going to wrap up this section on working with masters. Next up is an exercise that I want you to do so I will see you over there.

Video: Exercise 10

Deborah: Hello again and welcome back to our course on PowerPoint 2019. Well we've made it all the way down to Exercise 10 and in this exercise what I really want you to focus on is really just practicing some of the skills that you've learnt in this section about masters and slide masters.

So I've got some instructions in here. The first thing I'd like you to do for me is to open the file called Practice Presentation 11 and then using the Slide Master change the titles for all the slides to a different color, font and size. I then want you to change the bullets for all five levels to a bullet of your choosing. I want you to then close the master view and just check to see that each title looks the same. I'd then like you to jump back to into Master view, click on the Title Master and add an icon of your choice to the bottom right. I then want you to change the background color of all of the slides except the title layout to a color of your choice. And finally I'd like you to add a picture as the background for all of your slides. And again except for the title layout. I'd then like you to save and close the file.

And that's it. See how you get along with that, just practicing those skills. In the next section we're going to start to talk about adding media into our PowerPoint presentation, so I will see you over there.

Section 12 – Adding Media

Video: Adding Video to a Presentation

Deborah: Hello again and welcome back to our course on PowerPoint 2019. In this section we're going to start to talk about adding media into our PowerPoint presentations and we're going to start out by looking at adding video.

Now when you're thinking about adding video into a presentation what you're really doing there is just making the presentation a little bit more interesting. Videos in general are a lot more engaging than just slides of text. So it is a really effective option to keep your audience super engaged and super interested in the subject matter. So let's take a look at how we can add videos into our presentation.

Now the first thing I'm going to do is add a new blank slide. So I'm going to go up to the Home ribbon, I'm going to select New and let's go for Blank. And there we go. And I'm going to add in a quick travel video onto this blank slide. So I'm going to jump up to the Insert ribbon, I'm going to go all the way across to the end group that says Media and I'm going to click the Video dropdown. And you can see I have two options. So I can choose to insert a video that I have saved off to my PC or I can choose to select a video from online. So I'm actually going to pull one through that's currently on YouTube so I'm going to select Online Video. And now I get a little box that is asking me for the URL of the online video. So I'm going to jump across to YouTube and just grab that. So bear with me one moment. And this is the video that I want to use. And you'll see underneath the video I have an option to share. So I'm going to click Share and there is the URL of the video. So I'm going to click the Copy button just to copy that to the clipboard and I'm going to jump back to my PowerPoint presentation. And now I'm going to paste that URL into this box. So if I right click my mouse and select Paste and then click on Insert. And there we go.

Now I have this and I can reposition it if I want to. So I might want to move it up very slightly and maybe make it slightly bigger. And you can see I have the big round Play button in the middle there. So if I click Play this video should now play in my presentation. And there we go. So it's actually playing the YouTube video within my presentation. And I've got my sound or my speaker sound on the mute at the moment which is why you can't hear the sound. But ordinarily you'd be able to the sound in the YouTube video as well. I'm just going to click Pause to stop that.

Now it's worth noting that once you've got your video inserted you have a couple of additional ribbons at the top. So we have a Video Format ribbon and also a Playback ribbon as well. Now if I start with Playback probably the first thing that you'll notice is a lot of these options are currently grayed out. And that's because these options actually only apply if you've inserted a video that you've got saved off onto your hard drive. So if it's your video and you've uploaded it

then these options will be available. These are to control things like fading the video in, fading the video out, making some edits like trimming the video. And also doing things like looping the video and rewinding after playing. Now obviously all of these options if you're linking through to a YouTube video you can't control them, which is why they're currently grayed out. You do have a preview button though. So if you want to preview the video then you can very much click on that first button on this ribbon. Let's jump across to the Video Format ribbon because we have more options available there.

So again this is really to kind of style up this video window. So I could make any corrections I wanted to make. I could recolor or change the color of the video if I wanted to. Poster frame is quite an interesting one. This will allow you to select what frame of the video you see before the video starts playing. So when you go to the slide what do you want to show on the screen or on the slide? So I'm fairly happy with this, just this logo that says Island. But if you wanted to pick something different from the video you could just play the video and then select Current Frame, which is currently grayed out because I'm not playing the video.

You have things like Video Style. So I can choose to add a style to my video. And you'll see as I hover over those I can choose to put a border around it, I could even do things like tilt it or rotate it I should say, which can actually sometimes be quite a nice effect. I can add video borders, video effects, alt text which will appear when we hover over the video. And then I have things like cropping, height and width adjustments, so on and so forth.

Now let me just jump back to that Playback ribbon because I think there was something I missed in here and that is this little Start option at the top. So you can choose if you want this video to start automatically. So when you're running the slideshow as soon as you move onto the slide that contains the video the video will start playing. Or alternatively you can say that the video starts running when it's clicked on. Okay? So I'm going to leave it as when clicked on.

So that is how you can insert an online video into your presentation. And if you have a video that you have saved off, as I said it's a very simple process of going to the Insert ribbon, going down to Video, selecting Video on my PC and then just browsing to the folder where you have the video stored to insert it. And then you're going to have all of those video playback options which you can use, and also those formatting options as well.

So that's it for now. In the next module we're going to start to talk about how you add audio. So I will see you then.

Video: Adding Audio to a Presentation

Deborah: Hello again and welcome back to our course on PowerPoint 2019. In the previous module we saw how to insert video into our presentation and in this module we're going to concentrate on how to insert audio into our presentation.

So I'm currently on slide four which is where we have our bulleted list of items that show the travel benefits for Wanderlust Travel. And what I'm going to do is I'm going to record some elements and insert them into this slide.

So audio is a great way of adding a little pizzazz into your slide so it breaks things up again from having just text on a slide or maybe some graphics. You can actually play some audio that maybe comes from you to make it a little bit more personal. It's quite nice for audience members or even if you're sending this presentation to someone. So let's see how we can go about inserting audio.

Now I'm staying on the Insert ribbon and we're going back to the same group which contained the videos and that is the Media group on the end. And you can see we have an option for audio. So you can record audio on my PC. So maybe if you have some kind of audio file saved off to your PC then you can insert it. But we're actually going to record a piece of live audio so let's select Record Audio.

So the first thing you need to do is to give your audio a name. So I'm just going to say this is called Wanderlust Travel. And then underneath you can see the only active button I have is this red circle here and that is your record button. So I'm going to record a piece of audio now.

Welcome to Wanderlust Travel. There are many benefits when you decide to book a trip with us. For example, you get a 20% discount if you are a new customer. We also have a dedicated Facebook group so you can get to know your group before you leave. And we'll also send you a free gift. So you'll receive a free book in the post that's relevant for your destination to really get you in the mood for your trip. And you will also receive an information pack with useful things like packing lists and destination information.

And then I'm going to click on Stop. And now I'm going to click on the OK button. And you can probably just about see here I have this little audio icon. And we've got this little kind of scrollbar at the bottom. And if I put that somewhere down here this will allow me to play this video. Now I just want to make sure that this object is positioned on top of my background because I'm not sure if it is at the moment.

I'm going to jump across to the Home ribbon, I'm going to go to Arrange and I'm going to say Bring to Front. What I would suggest with this audio icon is that you place it somewhere out of the way. And I would also suggest that if you have audio on multiple slides that you position the

audio in the same place every time so that people who are looking at this presentation kind of have a rough idea as to where the audio is going to be.

So when I'm clicked on the audio, if you cast your eyes up to the ribbons I now have two ribbons which control the formatting and also the playback. So let's jump across to Audio Format first of all and we have very similar options to what we had when we were formatting our video. So things like corrections, color, artistic effects, and also things like styles as well. So I could change the style of these. I have options to bring forward or send backwards and also align options and crop options as well. So we've seen these multiple times when we've put different objects in so I'm not going to go into too many details right now.

Let's jump across to the Playback ribbon because there are a few options on here that you need to be made aware of.

So again we have a Play button if you want to preview that audio file. We can do things like trim the audio. So if I click on Trim what this will allow me to do is to essentially cut out parts of this video. So if I want to maybe, maybe there's some dead space at the beginning I could move the start of the video up a little bit. And if I wanted to cut some out at the end I could move the end along as well and then click on OK. And that will essentially trim that video. I can add a fade in and a fade out and I can specify the amount of seconds for those. And I can also control the volume from here as well. Low, medium, high or I can have it on mute. I have that start option where I can choose how this audio is going to start. So do I want it to start playing automatically when people come onto the slide? Or do I want it to start playing when people click on the actual audio Play button? And I'm going to say when clicked on. I could choose to have it play across slides if I wanted to. And also I could say loop until stop. So if it's a fairly short video I might want the message to keep looping round when it gets to the end. I can choose to hide the audio during show. And what we mean by that is when you're running the slideshow you can hide it if you want to. And I could also choose to rewind the audio after it's finished playing. And also in this Audio Styles group currently I have no style on there. I could choose to play it in the background as well. So it'll be a little bit lower in volume.

So lots of different options for you to have a little play around with. And as I said, audio is another way of just adding a little bit more of an engaging element into your presentation. So it's definitely worth considering putting into your presentations.

That's pretty much it on media. In the next section we're going to be doing an exercise so I will see you then.

Video: Exercise 11

Deborah: Hello again and welcome back to our course on PowerPoint 2019. We've finally arrived at Exercise 11 and what we're going to do in this exercise is just practice some of the things that we've learnt in this section with regards to inserting different media files into our presentation.

So I have some instructions here. The first thing I'd like you to do for me is to open the file called Practice Presentation 12. I want you to add a new slide as slide two and you're going to use the blank layout. I'd then like you to insert a video from YouTube and I want you to search on the words College Life. Insert that video onto slide two.

I then want you to click on slide three which should now be titled Why Choose Us and I want you to record some audio about this slide and then save the file.

And that's it. A fairly straightforward exercise. In the next section we're going to be talking about transitions so I will see you over there.

Section 13 – Working with Transitions

Video: Applying Transitions

Deborah: Hello again and welcome back to our course on PowerPoint 2019. In this section we're going to talk about Transitions. And if you're not sure what transitions are, they're the way that the slide appears when you're running through the slideshow. So it kind of makes them animated in a way. So let me show you an example of that. Let's look how we can apply them first.

So I'm back in my presentation and just to kind of illustrate where we're at at the moment when we have no transitions applied I'm just going to run through my slideshow. So I'm going to click on my slideshow icon in the bottom corner here and you'll see that as I move through my slides the slides are really just there. There's no real kind of fade or anything exciting that happens when it moves on to the next slide. So that's essentially what a transition is. It can make the slides appear from the left, from the right, they can fade in, they can sparkle in, they can wipe up. There's all different kinds of transitions. And it really just gives a bit more pizzazz rather than just having a boring transition between those slides.

So I'm going to come out of my slideshow by pressing the Escape key and let's have a look at how we can apply transitions.

So if you look up at the ribbons you'll see that we have an entire ribbon dedicated to transitions and there are a whole host of them in this little group here. You can see if I click we have loads and loads of them. And if I click on these you'll see how those are going to appear. So if I do a fade it's going to fade in. I could do a push. I'm just going to push up from the bottom. A wipe, so on and so forth. And if we click the dropdown you'll see how many different ones we have. So they're divided into groups, Subtle, Exciting and Dynamic content.

So the subtle ones are pretty much what they say on the tin. They are a little bit more subtle. And if I'm honest this tends to be the group that I use when I'm doing presentations. They're a little sort of better for business presentations. Then we have the exciting group where we have things which are a little bit more dynamic. And then we have a dynamic content group. And these really are kind of can be a little bit crazy. So for example if I was to select Ferris Wheel you can see how that pulls the content in.

Now what you could do is go through and apply a different transition to each slide. So I could click on slide two, click on Fade to apply that transition, click on slide three, maybe do Split, so on and so forth. I could do that or if I did want a different transition on every single slide I could use this option here called Random. And what that will do is it will apply a random transition to every single slide. So if I wanted to do that I would need to highlight all of my slides first of all. And a quick way of doing that is clicking on slide one and pressing the Control-A keyboard

shortcut to highlight all of your slides. I can then go up and select Random and that's going to apply a random transition to each of my slides.

Also what you'll see is once you have applied a transition to a slide you can see that you have a little star icon under each slide number. Now when I'm working with transitions I tend to switch into a different view simply because I find it a little bit easier to see them. So I'm going to switch to Slide Sorter view. So I'm going to go to the View ribbon and I'm going to click on Slide Sorter. And now I can see my slides a little bit clearer and I can see which slides have transitions applied. Now I will say at this stage even though we've applied a different transition to each slide randomly you could choose to have all of the same transitions on the slides. It doesn't matter which way you go. Sometimes having the same transition kind of keeps things quite consistent and a bit neater looking.

Also if you are clicked on a slide, and if we go back to Transitions you'll see the transition that you have applied to that particular slide that you're clicked on will be kind of highlighted in the transition list. So I can see that Random is actually applied to this slide.

So I'm going to run this slideshow and see what that looks like. So I'm going to click on slide one, I'm going to go to Slideshow and I'm going to say From Beginning. This is another way that I can run my slideshow.

So there we go. There was one nice transition. Let's move on to the next slide. And there we have a completely different one, and we'll just go through a few of these. And there we go. So let's press Escape to come out of there.

And to change the transition on a particular slide it's a very simple process. Again you would just select the slide, go to Transitions and select a different transition for that particular slide.

So that's an overview of transitions and how they work. In the next section we're going to talk about the options that you have when you're working with those transitions. So I will see you then.

Video: Transition Options

Deborah: Hello again and welcome back to our course on PowerPoint 2019. In the previous module we took a look at transitions and how to apply them to your slides. And just to recap, the transition controls how your slides move from one to the next by adding an animated effect. And we saw how we could apply those to our slides.

We left off our presentation in this Slide Sorter view and just to recap the reason why we come into Slide Sorter view or the reason why I generally do is because I can see those transitions a little bit better. They're indicated with that star icon under each slide. And what we're going to look at now is how we can change some of those options with regards to transitions.

So currently when we play our slideshow we've got some random transitions applied but they're very visual at this stage. So we can see that they swipe in, swipe out, fade in, so on and so forth. But we don't have any sounds to accompany those visual effects. Now this may or may not be something that you want to apply. Again I would say be quite careful when you're adding sound or audio transitions, particularly if it's a business presentation. Sometimes they don't come off as the most professional but they definitely are fun. And if you're doing something for personal use it might be something that you want to experiment with.

So I'm currently clicked on slide one and on the Transitions ribbon in the last group on the end, the Timing group, you can see we have an option for Sound and it currently says No Sound. So let's click on that dropdown and you can see we have a whole host of different transitions which we could apply. So I might want to apply applause to this one. Let's select, we'll do the first four. So I'm going to select slide number two and we'll say bomb for that one. Slide number three we'll go for chime and slide number four we're going to say laser. So let's take a look at how those sound. I'm going to run this slideshow. So I'm going to click on my first slide, I'm going to go up to Slideshow and I'm going to select From Beginning. (Applause) And there we go. Let's move on to the next one. (Bomb sound) And we'll go through the first four. (Chimes, laser) And I'm going to press the Escape key to come out of Slideshow view.

So let me jump back into that Transitions ribbon. So now we've got those different sound effects applied one other thing that we can adjust in this Timings group is the duration. So currently we have it set to 1.5 seconds but sometimes that can be a little bit quick. You might want to adjust that and make the duration slightly longer. So let's just put that up to say 2 and we'll put this one up to 2.25 and we'll do 2 and 2.25. And again if we play (applause), the transition is slightly longer (bomb). And Escape to come out.

Now if you wanted the same sound effect you could select Apply to All and it will apply the same sound effect to all of your slides. So just be aware that that is one of the options. And I can also choose from this group how I want to advance this slide. So I can say On Mouse Click which is what I currently have selected. Or I could say after a certain amount of seconds. Now

this is kind of related to timings. What you can do in PowerPoint is you can set up the slideshow so that it automatically advances to the next slide after a set amount of time. And this is something we're going to cover a bit later on in the course. So just be aware that this is where you would come to set those timings. At the moment I'm happy to keep it on mouse click.

So just going back to slide one which I'm currently clicked on you can see that currently the transition I have applied is Random. And I'm actually going to again change these first four slides and I'm going to apply Pan to this one, (bomb) I'm going to apply Rotate to this one. (Bomb) Oops. I think I still had that one selected. Let's do that again. (Chimes) And let's do a different transition for slide four. We're going to do (laser) Dissolve.

Now what happens is when you have a transition applied, so I'm currently clicked on slide two, you will have this Effect Options button. And what you see in this dropdown really depends on which transition you have applied. So I have Rotate applied to this one and the Effect Options that I get are rotate from right, rotate from bottom, rotate from left, or rotate from top. So if I select rotate from left (bomb) that's going to be a slightly different effect. I could click on slide three and go to Effect Options and now you see that because this one is also rotate I have the same options, but I'm going to do from bottom (chimes). And let's click on slide four. Now you can see with slide four the Effect Options button is actually grayed out, which means there aren't any different variants of that effect to apply. So just be aware that when you do apply a transition if the Effect Options button is active then you have different ways that that transition can essentially animate or move.

So that's it. That's some of the options you have with regards to transitions. In the next module we're going to do an exercise and practice everything we've learnt in this section. So I'll see you over there.

Video: Exercise 12

Deborah: Hello again and welcome back to our course on PowerPoint 2019. We're now down to Exercise 12 and in this exercise we're just going to very simply practice some of the skills that we've learnt in relation to transitions.

So what I'd like you to do for me is first open the file called Practice Presentation 13. I would like you to click on the Slide Sorter view and then choose a transition for each slide. I want you to change the Effect Options also for each slide. I'd then like you to add a sound to each slide in the presentation. And then I'd like you to run the slideshow and really just see how it now looks. Once you've done that save and close the file. So very simple.

In the next section we're going to be taking a look at animation, so I will see you then.

Section 14 – Animation

Video: Animating an Object

Deborah: Hello again and welcome back to our course on PowerPoint 2019. In this section we're going to take a look at animation and in particular animating an object. An object might be text, it might be a picture or a graphic or an icon. It could be bullet points. And all of these different objects can be animated to add a little bit more interest or emphasis to certain parts of your presentation.

So for example, it might be that maybe if we look at this title slide here maybe I want the title Wanderlust Travel to kind of fade in at the beginning of the presentation. Or maybe if I'm on say slide three I want these bullet points to appear one at a time. All of these things can be achieved with animation.

I will say with animation there is such a thing as too much. And if you do go a little bit crazy and start adding lots of different animations into your presentation it can start to look a bit confusing and not particularly professional. So animation can be very effective but you need to use it sparingly.

And remember particularly on this presentation that we're dealing with here we already have animation in this presentation to a certain extent. We have those transitions that we applied. So various different effects and things are happening when we move between the slides anyway. So particularly here just be quite choosy and quite sparse with the animation that you're using.

Now I will say if we go back to slide one, in general I don't tend to apply animation to the first slide. And the reason being, in general, if I'm giving a presentation as people are coming into the room or sitting down or waiting for the presentation to start this is generally going to be the slide that they're looking at. So I really don't want to have lots of animation going off because it can be a little bit distracting. You really just want your holding slide there so people can see when they come into the room.

So I'm not going to animate slide one. I'm going to jump straight to slide three, which is the slide where we have the bullet points. And I'm actually just going to reorder these objects slightly so we can see them a little bit better.

So the first thing I'm going to do here is I'm going to animate this title. Now remember you just have to click on the placeholder. You don't have to highlight the text itself. And I'm going to jump up to the Animations ribbon at the top here. And what you'll see is this very large group called Animation and this is what houses all of our animation effects. So I'm going to click the More dropdown so you can see them all. And you can see here that the different animations are categorized. So we have Entrance, we have Emphasis and we have Exit. So let me just explain what these three different categories mean.

For entrance if I was to apply one of these animation effects it means the title will enter the slide, depending on which effect I've selected. So it might fly in when I go to that slide. Emphasis means once the title is here what do you want me to do? So once it's entered and it's on the screen I could then choose to apply an emphasis effect. And then finally we have Exit. So what is that title going to do when I click to move on to the next object or the next slide? So that's the difference between the three. Now you can apply just an entrance or just an emphasis or just an exit or you can apply more than one to the same object.

You also have at the bottom what we call Motion Path. So if you want an animation to take a particular path then one of these would be a good option. And we're going to talk more about motion paths a bit later on in the course.

And if you don't want any animation applied at all or if you want to remove an animation effect that you've applied you have this None option at the top. So just select that.

So what I'm going to do is I'm going to apply an entrance effect. So I'm going to say float in. And you can see there briefly what that's going to do. You saw the quick preview. And you can now see that I have a number one next to my title.

Now I'm also going to add an emphasis effect to this title. So I need to make sure that I select that placeholder again. Now you might think it would be a simple case of selecting from this dropdown but that actually doesn't work in this version of PowerPoint. What you need to do is go to the Add Animation button just here and then select the next effect that you want to apply to this object. So I'm going to say Teeter. And there you can see what that's going to do.

And now I have, I can see that I've got two pieces of animation applied to this particular title.

And then finally let's go the full hog. Let's add an exit effect. So back up to Add Animation and I'm going to say Fade. And there we go. So now I have three animated effects on one object. So let's take a look at what that looks like when we run the slideshow.

And I'm going to click my mouse and you'll see the entrance effect, click again to see the emphasis effect and click again to see the exit effect. And Escape to come out. So that's animating one object. Let's now look at how we can animate bullet points. So I'm going to jump down to slide four.

Now another thing that's worth noting here, if you're trying to animate bullet points, let's say for example I want each bullet point to come in separately, if I was to click on the placeholder and apply animation, so maybe I say fly in. So let's animate these bullet points.

I'm going to click on my placeholder and I'm going to select the fly in option, which is an entrance animation. I get a little preview and I can see I have my animation numbers. So I can see them there right next to my items. Let's run the slideshow and see what that looks like. I'm going to click my mouse. First bullet point flies in, second, third, and fourth. So that actually

looks quite nice. I could then go in and add some more animation to it if I wanted to. So if I wanted it to maybe color pulse or something like that, in fact let's do that. Let's highlight our bullet points again, add animation and let's do a color pulse. And there we go.

Now it's also worth noting that in this Animation dropdown right at the bottom you have more entrance effects, more emphasis effects and more exit effects down here. So if I click on More Entrance Effects you'll see that it basically categorizes all of the entrance effects. So it makes it a little bit easier for you when looking for a particular piece of animation. So we have some basic ones. We have some which are kind of subtle, we have moderate and then we have the super exciting ones at the bottom. So just remember that you do have access to more of them in that dropdown.

Another thing I would say is Effect Options. Now if I click on Effect Options you'll see here that for the animation that I have currently selected it's telling me do I want them to fly in as one object, all at once or by paragraph and I have by paragraph selected at the moment. And as you saw when we ran the slideshow I had the first one fly in, then the second one, then the third, then the fourth because it's by paragraph. If I wanted all of them to come in at the same time I could select As one object. And if I run the slideshow you've just seen what that looks like but let me show you. If I click they all come in. so just be aware that you have effect options as well.

Let me jump back to the previous slide and just click on this title again. And what I'm actually going to do is I'm going to highlight or pinpoint one of these particular effects. So I'm going to pinpoint the first effect, the entrance. So I'm going to click on number one and I can see that the effect I have applied is Float In. If I now click on Effect Options it's going to give me different ways that that animation can come in. So for example currently it's floating up from the bottom. But I could have it floating down from the top instead, like so. So these effect options, what you get in here basically changes depending on which animation you've used. So for example if you're not happy with the way something is looking it's always worth having a look in Effect Options to see if you have an option there to just change the way that that animation is showing.

A couple of other things to point out on this Animations ribbon. If we go to the end group, the Timing group, you can see here all of mine are set to start on click. So when I click my mouse the animation will begin. So I have control over it. There are other options in here. So with previous. So if you want it to start as soon as you move on from the previous slide or if you want it to start as you move on to the next slide. So you have a few options in there.

And then we also have a space down here where we can set timings for our animations. And we're actually going to talk more about that later on in the course.

So that's the basics of where your animations live and how you can add them into your presentation. As I said, do try and use them fairly sparingly. They should be there to emphasize and not distract away from the content.

Next we're going to move on to looking further into animation effects and the different timings that we can apply. So I will see you then.

Video: Effect Options

Deborah: Hello again and welcome back to our course on PowerPoint 2019. In this section we're going to start to take a further look at some of these effect options. So in the previous module we looked at animation and how you can apply animation and now we're going to delve a little bit further into animation effects and timings.

So I'm currently clicked on slide three and this is the slide where we animated this title. You can see the animation listed at the side there, one, two and three. And we have some bullet points which currently don't have any animation applied. So I'm just going to start by very quickly adding some animation.

So I've clicked on the placeholder around the bullets and on the Animations ribbon I'm just going to select this one here as an Entrance effect, so Float In. And there we can see what that is going to look like. And you can now see that I have four, five, six, seven, and eight listed next to them so I can tell that I have that animation applied.

Now also just to recap remember we discussed in the previous module that when you do have an animation applied to an object like we have here you also have access to Effect Options. So because the animation I've selected here is floating I now get to choose if those float up from the bottom or float down from the top. And I can also specify if I want them to come in my paragraph, which is what I currently have, all at once or as one object. Now I'm happy of keeping it on by paragraph and I'm happy having it as float up at the top.

But what I want to introduce you to are some of the more advanced effect options. And you can access those by clicking on the little arrow in the corner of the Animation group. And you'll get this little box here. So you can see here it says Float Up and then we have three tabs, Effect, Timing and Text Animation. Now I'm on Effect at the moment and I've got certain enhancements that I can add to that particular animation.

So currently I have no sound and I could add a sound every time that bullet point flies in or floats in from the bottom if I want to. Now in this case I think that would probably be slightly overkill but just be aware that you do have that option there if that's something you'd like to use.

Now one interesting effect is this After Animation and currently it's set to Don't Dim. Now you might think that if there's an option for don't dim you would have one for dim but there actually isn't. What dim actually does is it allows you focus on a particular point by diming the other bullet points into the background or to a color of your choosing. So what I tend to like to do here is to kind of choose a color that's fairly similar to the background of my slide so that when I move on to the next bullet point the previous one fades out to the color I've selected and the one that I'm talking about is really highlighted, the emphasis is all on the point that I'm talking about. So in this case I'm going to select this light gray color. It's not too far off of the white background. And then I could also choose to animate the text either all at once or by word or by

letter. So just so you can see how this works I'm going to do by word and I'm going to click on OK. And you can kind of get an idea of how that effect works. And I'm going to run the slideshow in a moment so you can really see it in action. So let's do that.

So I'm going to pull my title in. Now if I was presenting this to an audience I might have the first point here. I might be speaking about the destinations and then when I click my mouse to move on to the next point you can see that first point grays out. So it really does highlight and allows people to focus on the particular item that you're talking about at that time. So it's actually quite a nice effect to have a little play around with.

Let's jump back into Effect Options and go to Timing. Now again this is where you can set up timing. So what I have currently have set is that my animations start on click. And you could have that with the previous or after previous, but in general on click is the way that I like to go. I can select to delay. So when I click if I want a delay of a few seconds before that bullet point comes in. I could select the duration. So how long that animation actually takes. So currently it's kind of all over in one second and I could choose to modify that if I wanted it to kind of unfold a little bit slower. And I could choose to repeat the animation if I want and select the number of times. Now Triggers at the bottom here, this is something that we're going to talk a little bit later on in the course.

So let's jump across to the final tab, Text Animation. Now I could choose to group my text by first level paragraph, second level paragraphs. So essentially what this means in this example is bullets. So if I had one, two, three levels of bullets I could choose to animate them based on the level of the bullet if I wanted to. And I could do things like send them in reverse order as well. So a few more additional options that you have in this little area. The one that I would say is probably one that's really useful for you to play around with would be this dimming effect because that can be very effective.

So I'm going to click on OK and in the next module what we're going to look at is how to work with the Animation pane. So I will see you over there.

Video: Working with the Animation Pane

Deborah: Hello again and welcome back to our course on PowerPoint 2019. In this module we're going to be talking about working with the Animation pane. So in the previous modules in this section we've looked at how you can animate objects on your slides and also how you can apply effects and we've introduced you to the concept of timings as well. So now I'm just going to show you a few additional options that you have when you're working within the Animation pane.

So currently I'm clicked on slide three which is our bulleted slide and we have various different animation effects applied to this slide. So I'm going to look at these within the Animation pane.

So if you go up to the Animations ribbon or tab and in the Advanced Animation group you'll see an option for Animation pane at the top. And what will happen is you will get this pane open up on the righthand side and what you'll see in this pane are all the different pieces of animation that you have on this particular slide. And you can see next to them if it's got a green star then that means it's an entrance effect, if it's yellow then that's an emphasis, and if it's red it's an exit animation. And as I hover over these in the Animation pane you can also see one of the other characteristics which is their appearing on click. And that's also shown with a little mouse icon next to the animation number. A couple of other things you can see as you hover over is the type of animation that's applied. So I can see here for the title the entrance effect is the float down.

Now just to explain a little bit more about this I have three animation effects all for the same title. So as I hover over it says Title 1 Why Choose Us and the same for the next one and the same for the next one. And that's because we applied an entrance, an emphasis and an exit animation to our title and we have one, two, three next to our title over here.

Now underneath some of these you can see there's a little arrow. So underneath number four there's a little arrow so I'm going to click to expand and this is essentially a group. So you can see there it's showing the entrance animation for all of those bullet points that I have here. And the reason they're showing as a group is because I had the placeholder selected when I applied that specific piece of animation. So that's why it's showing as a group, which you can collapse or expand if you want to see it.

The same thing for the last one. So if I click to expand you can see that this is also another group. So I also have an emphasis animation on all of these bullet points. And again when I added that emphasis animation they're grouped because I was clicked on the placeholder when I added that animation.

What you also have in here, if I go back up to the first one, you'll see that when you click on any of these pieces of animation in the Animation pane there's a little dropdown arrow on the end which has various other options in it. So again Start on click I have highlighted. I could choose to Start with previous or Start after previous. I can jump into my Effect Options in here as well,

which is what we looked at in the previous module. So this is where I could add sound to my animation if I wanted to. I could deploy that dimming effect so that certain bullet points stand out or I could animate the text. I could set some timings, which we're going to look at a bit later on in the course. And I can also make some changes to my text animation as well. So don't forget that you have those options in that dropdown as well.

You can also reorder your animation. So I could I wanted to click on this second one and drag it up and you can see wherever I drag it, wherever that red line is is where it's going to be placed. So I'm just going to place it back where it was.

Alternatively I have these two arrows at the top there. So I could choose to move that one up or move it back down the list. So it's jus another way of reordering those pieces of animation. And again if I jump into that dropdown arrow I have a couple of other things in here that we haven't looked at. I could choose to hide the advanced timeline. So I don't know if you saw that change. It's just removed the timeline from these so I don't see those. Or I could choose to remove the piece of animation all together. So quite a few options that you can utilize hiding within that little menu.

So that's pretty much all there is to the Animation pane. I always find it quite useful if I am working with the animation in my slides to have that pane open so I can get a really good overview of where my animation is and I can also do things like reorder, remove things, and it just gives me a nice overview. So definitely have a little play around with that.

In the next section we're going to start to talk about motion paths so I will see you then.

Video: Motion Paths

Deborah: Hello again and welcome back to our course on PowerPoint 2019. In the previous modules in this section we've talked a lot about animation and how you can animate different objects. And we've seen how to animate individual objects and also how to apply effect options and make some changes to those as well. Now what I want to show you is something called Motion Paths. And we did actually see this in an earlier video but I said that we're going to cover it later on and now seems like the perfect time.

Now what a motion path is is it might be that when you animate an object you want it to follow a certain path before it stops. So let me show you what I mean by that.

I'm currently clicked on slide fourteen and if you remember we had this little process piece of SmartArt and if I click on it you can see that I know it's SmartArt because if I look up I have the SmartArt Design ribbon at the top here. Now what I actually want to do is I want to convert this to individual shapes so that I can animate each one. So I'm going to jump across to my Convert button on the end and I'm going to say Convert to Shapes. And there we go. So it's no longer SmartArt. I no longer have my SmartArt ribbon showing at the top but my shapes are still grouped together which ordinarily would be fine but I actually want to animate each of these separately. So I'm going to ungroup my shapes. I'm going to go to my Arrange dropdown and I'm going to select Ungroup. So now I have my individual shapes and I can apply a motion path to these.

So let's start with the first shape. I'm going to click on this one and the first thing I'm going to do is apply some animation to these shapes. So I'm going to go up to Animations and I'm actually just going to apply the float in animation. And I'm going to apply that to all of these. So I'm going to do them all individually. And the third one and the final one. So there we go. So currently each of these is animated individually.

Now maybe what I want to happen is once I've finished speaking about how to find a trip I actually want this shape to maybe move down the screen so I can then talk about book trip. And then once I've finished talking about that I want that to kind of move down the screen as well. And I can do that using Motion Paths. So I can define where this animation is going to go once I've finished speaking about it.

So I'm going to select this first one, I'm going to go up to the Animations dropdown and you can see we have a group at the bottom that says Motion Paths and there are quite a few of them in here which you can choose, including a custom path. But at the moment we're going to keep it basic and I'm going to stick with lines. And you can see there exactly what it's going to do. So it's going to go down. And you can see I have kind of a ghosted version of the object and this little line with a red dot on the end. Now if I wanted to change the position of that, so maybe I didn't want it to move down. Maybe I wanted it to move up. All I would need to do would be to

drag that red dot and place it where I actually want it to go up there. I'm going to do the same for the second one. So let's click and let's select line. And again if I wanted this to move up instead of down I could drag it round. So let's just see how that's going to look when we run the slideshow. So let's run it. I'm going to click my mouse and there you go. You see they move up and then we have the two that I haven't yet put a motion path on. So it's a really nice way of getting an object to kind of follow a path that you specify when you click your mouse.

Now as I said, there are quite a few motion paths. If you click the dropdown again, let me just draw your attention to this option at the bottom which says More Motion Paths. And this is where you'll find them all. And they are divided down into three different categories. So you have Basic, Lines/Curves, and then finally we have Special at the bottom. So if I just select one of these it'll kind of give you a preview of what's going to happen. Some of these can be a little bit crazy. So it's worth going through and having a play around to see if there's any that you would like to use. But don't forget you do have that More option at the bottom.

Now just to go back to this first one just here, it might be that what you actually want this to do is actually leave the slide once you've clicked away from it. So if you want that what you could do is instead of having the animation stop just here I could grab this red arrow and I could just completely drag it off the screen. And sometimes you do have to be a bit careful when you're moving these around but I'm just going to place it up there. So let's see how that changes it when we run the slideshow. So now if I click my mouse you can see that it disappears off the screen, which can be quite a nice effect. I might want to make some changes to that timing because it does disappear very quickly, but hopefully you get the idea. So don't be afraid to drag them off the screen if you want them just to kind of swipe off or swipe up or whatever you want them to do.

Now there obviously are a lot more motion paths that we can investigate and we could discuss and I am going to show you some more when we talk about triggers in the next module. So that's what we're going to do next. I will see you then.

Video: Triggers

Deborah: Hello again and welcome back to our course on PowerPoint 2019. In this section we're going to talk about Triggers. And if you're not sure what Triggers are, they help add interactivity into your PowerPoint presentations. And essentially what they do is they allow you to add some cool visual effects which happen when you click on a shape or a picture. So I'm going to demonstrate that in this module.

So the first thing we're going to do is we're going to add a new slide. So I'm going to click on slide three. I'm going to go to the Home ribbon and I'm going to click the dropdown underneath New Slide and I'm going to add a Title and Content slide. And what I'm going to do in here is I'm just going to put in a quick bulleted list which is going to be the different trips. So we're going to say Sri Lanka, Thailand, Bali, and Italy. And again I'm just going to move that placeholder over very slightly.

Now what essentially I'm trying to achieve here is what I want to be able to do is to be able to essentially click on Sri Lanka and have it pop up a picture related to that destination. Now the only way that I'm able to do that within PowerPoint at least is using Trigger. So that's what I'm going to demonstrate to you and that's what we're trying to achieve. We want to be able to click on each of these place names and have an associated picture pop up in the slide.

Now the first thing I'm going to do is I'm just going to add a bit of line spacing into this because these are a bit too close together. So let's just very quickly do that. Okay. That's a little bit better. And I'm going to move those just to there.

Now the first thing I'm going to do which might seem a little bit odd is that I'm going to take my Shape Tool and I'm going to draw a rectangular box around each of my bulleted items. So I'm going to jump up to the Drawing group, I'm going to click the rectangle and I'm just going to drag a little shape over Sri Lanka. Now I don't particularly want to see this shape. The only reason that I'm putting this in is because in order for triggers to work they need to be connected to an object. So in this case it's going to be the shape. So what I'm going to do is I'm going to make this completely transparent so you can't actually see the shape even though it's there. So I'm going to right click and I'm going to go down to Format Shape and we're going to expand Fill and I'm just going to take that transparency up and with the line I'm going to say No Line. So when I click away there a shape there, you just can't see it.

I'm going to do exactly the same for the rest of these. So up to Shapes, I'm going to draw a shape around Thailand. And you don't have to be too accurate with these. It's not so much the shape that we're worried about. And let's do it for Bali as well. So we'll draw a shape around there. We'll take that transparency up and say no line. And then finally we'll do the same for Italy. And again transparency up and no line. Perfect.

So now what I'm going to do is I'm going to add in the pictures that I want to pop up. So I have a picture saved off for each of these different locations so I'm just going to go and grab Sri Lanka first of all. So let's go Insert Pictures and I'm going to select Sri Lanka and Insert. Now that's a bit big for me so let's just do some resizing. And drag over here.

Now what I'm actually going to do is I'm going to apply some animation to this picture and I'm just going to do a very simple piece of animation. I'm just going to say fly in, so that picture is going to fly in from the bottom. And the reason we do that is because triggers can only be added to animations.

So let's add our trigger. I'm going click on the picture, I'm going to go up to Trigger, I'm going to say On Click Of and then it gives me a number of different options. Now I can see here I have one, two, three, four rectangles in here which correlate with the shapes that I've just drawn over the top of those location names. And it can get a bit confusing if you've got a lot in there because you know it doesn't actually tell me anywhere that Sri Lanka is related to Rectangle 3. I just know the order that I've done them in so I know that Sri Lanka is actually Rectangle 3. So I'm going to say Rectangle 3. That's going to be my trigger. So let's do the second one which is Thailand. I'm going to insert a picture for Thailand and click Insert. And I'm going to drag it over the top of the picture underneath. I'm going to animate this one as well with the same animation, so fly in. and I'm going to set my trigger. So I'm going to go up to Trigger, On Click Of and then this one is going to be Rectangle 4 because it's the second shape I drew in the list. And we're going to carry on doing that for the two. So Insert Pictures, this time we're going to select Bali, I'm going to drag over the top and make sure it covers. Let's just make that one a little bit bigger. I'm going to apply an animation, which is going to be fly in. And we're going to set our trigger, On Click Of Rectangle 5. And then the last one. So Insert Pictures and we're going to do Italy. This one is quite a large image so let's make that a lot smaller, drag it over, and we'll just make this one slightly bigger as well so it covers. We're going to apply the animation, the same one, fly in. And we're going to set our trigger On Click Of Rectangle 6. Phew. Okay. We've got through all of that. Let's take a look at how this looks when we run the slideshow.

So let's click on our slideshow and see how this looks. So I'm going to click on Sri Lanka and let's click on Bali and then let's also click on Italy and there we go. What a nice little effect. So that is just triggers and animation working together. So I guess it kinds of creates like a little hot spot link on your different bullet points.

Another way that you might want to utilize something like this in a slightly different way is if we jump down right to the bottom of the presentation and I am going to add a Title Only slide into here. So we'll go New Slide, Title Only. And maybe I want to say What's Next?. And I'm actually going to drag that down into the middle. And maybe I want a nice big picture to appear when they click on What's Next?. So I'm going to insert a picture and for this I'm just going to grab something that I already have in one of my folders. So let's take this picture of the aircraft again and do Insert.

Now this is a pretty large image. I'm just going to drag it over and just resize that. And what you see at the moment is that actually this picture is in front of the text, but I want this picture to be triggered by clicking on that What's Next? text. So I'm going to go up to Animations and I'm just going to apply a fade in for this one. I'm going to go up to Trigger, I'm going to go On Click Of and can you see here it says Title 1? So that's picking up that title placeholder which is where I have that text. So now let's just play the slideshow and you can see I have What's Next? there and if I click it that picture fades in. So just be aware that you can when you select Trigger On Click Of you might have the title placeholder that you can select or any shapes and objects that you've already put on the screen. So a really nice way to add a different kind of element to your PowerPoint presentations.

That pretty much wraps up everything I wanted to show you on animations. We're going to finish this section with an exercise before we move on to hyperlinks and action buttons so I will see you then.

Video: Exercise 13

Deborah: Hello again and welcome back to our course on PowerPoint 2019. We finally made it all the way down to Exercise 13 and in this exercise we're going to explore some of the skills that we've learnt in this section in relation to animation. So I have some instructions here that I'd like you to run through.

So first of all I would like you to open the file called Practice Presentation 14. I'd like you to select the title on slide three and choose an entrance and an emphasis effect of your choice. I'd like you to add an effect to the bullets on slide three and I want you to choose the option to change the previous bullet to a different color on mouse click. I'd then like you to open the Animation pane and using the Animation pane rearrange slides two and three. I'd then like you to animate the title on slide six with a motion path of your choosing. And finally save and close the file.

That's it. I hope you get on okay with that. In the next section we're going to be looking at hyperlinks and action buttons so I will see you over there.

Section 15 – Hyperlinks and Action Buttons

Video: Working with Action Buttons

Deborah: Hello again and welcome back to our course on PowerPoint 2019. In this section we're going to explore how to link to other objects and other documents with action buttons and hyperlinks. In this first module we're going to concentrate solely on using action buttons.

An action button is really a button that you can add that will allow you to complete a specific action when you click on it. So for example, you might click on the action button and it might open a file or it could jump to a different slide or maybe open a new presentation or even go to an external website. So let's take a look at how these work.

I've clicked on slide four and this slide is where we have Why Choose Us? and then we have some reasons, a bullet pointed list underneath as to why you should choose Wanderlust Travel. Now it might be that I have a document that I want to link to on this slide. So maybe I have some kind of Excel spreadsheet that gives a little bit more information. I can link to that using an action button. So what I'm going to do is I'm going to jump up to the Insert ribbon, I'm going to go to Shapes, and all the way at the bottom we have some action buttons. Now these action buttons are actually predefined or preset up to link to certain things. And you might be able to get an idea of what they're going to link to just by hovering them and looking at the screen tip. So you can see this first one here says Go Back or Go to Previous Slide. This one, Go Forward or to the next slide, this one jump back to the first slide, so on and so forth. But really it doesn't matter which one you choose to add to your slide because you can change the settings of the action button and you get that option pretty much straightaway after inserting one.

So I'm just going to grab any of them. I'm going to grab this little one here which looks like a little house icon. And I'm just going to draw my action button like so. And you'll see as soon as I let go of my mouse I get the Action Settings box with two tabs, Mouse Click and Mouse Over. Now the difference between the two, what this means is with Mouse Click if I set up the settings for that it means that when I actually click on the action button then all of the settings that I've set up are going to run and the second tab, Mouse Over, means that the settings will run as I mouse over. I don't have to click, just hover my mouse over the action button. So it's a choice of one or the other. You don't complete both of them.

So in this case I want to set up my action button for a mouse click. And you can see here it says Hyperlink to and by default because of the action button that I've selected it says First Slide. But I can make changes to that simply by clicking the dropdown. So I can choose to go to previous slide, first slide, last slide, I can link to a URL, a different PowerPoint presentation, a slide of my choice, or a completely different file. So in this case what I want to link to is an Excel file so I'm going to select Other File and I'm then going to navigate to where I have my file. So here it is,

Why Choose Us? and I'm going to click on OK. And you can see there it's put in that path to the file that I'm linking to.

Just to draw your attention to some of the other settings we have in here, I could choose to run a program if I wanted to, run a macro or an object action as well. and if I wanted a sound I could also set that down here. Now I don't want any of that in this case. I just want to hyperlink to this file so I'm going to click on OK.

So now let's see what that looks like when I run the slideshow. So I'm going to click on my slideshow and we have a few animations in this slide obviously. But you'll see if I hover over my action button when I click on it and there we go. It's opened my Excel file. So I'm just going to close that down and escape to come out of my slideshow.

Now it might be that I want this specific Excel spreadsheet to be available on all of my slides. So maybe if it's some kind of information file that you want people to have access to whichever slide they're on you could choose to put your action button on the master as opposed to just on one specific slide.

And it might also be that you want to change the icon here. So at the moment this house icon is a little bit cheesy looking so it might be that you want to change this icon to something that suits your theme in your presentation a little bit better. And we're going to talk about that in the next module. But I do just want to quickly show you how to add this onto the master slides.

So what I'm going to do is I'm going to jump up to the View ribbon, I'm going to go into Slide Master, I'm going to select my master title slide, and I'm just going to draw that same action button. So back into Shapes and I'm going to select the same action button and we're going to place it in the top corner just here. And we're going to link to that same Excel spreadsheet. So other file and then we're going to select the Why Choose Us? spreadsheet and click on OK. And now when I close out of Master view what you should see is that on all the slide layouts where I haven't removed the background graphics, remember we did do that on some of these, I have that action button now in the top corner so it's available for people to click on whenever they need that particular document. So just bear that in mind that you can use action buttons on masters as well.

So as I mentioned, these buttons do look a little bit ugly so in the next module what we're going to do is we're going to change the icons, make it look a little bit nicer and we're going to use hyperlinks instead of action buttons which essentially is going to give us the same result. So please join me for that.

Video: Working with Hyperlinks

Deborah: Hello again and welcome back to our course on PowerPoint 2019. In this last module we were looking at action buttons and in this module we're going to take it a step further and start investigating hyperlinks.

Now as I mentioned in the previous video instead of using action buttons to jump to our spreadsheet we're going to put in a picture that looks like it belongs to the slide. As I said before, this action button, the default icon here is a little bit cheesy, it's not too great to look at and it doesn't really match with the theme or in the context of my presentation. So I might want to put in something that does match and hyperlink to the Excel spreadsheet, which will effectively give us the same end result as using action buttons.

So the first thing I'm going to do so things don't get too confusing is I'm going to delete the action button from the master. So I'm going to go up to View, I'm going to go down to Slide Master and I'm just going to go in and delete. And close Master view. So what I'm going to do is I'm going to insert a picture onto the master. So we're going to go back into View, back to Slide Master, I'm going to go up to my master title slide and I'm going to insert a picture as opposed to an action button. And I think I'm just going to use this hot air balloon and that's a little bit large so I'm just going to make that a little bit smaller and I'm going to position it, let's position it up in the corner just here. Let's make it even smaller than that so it fits in a bit better. There we go. So now I have my picture in the top corner and I can see that that is going to appear on all of my slide layouts. What I'm going to do is I'm going to set up a hyperlink to that same Excel spreadsheet that we linked to previously.

And it's very straightforward. If we click on the picture, right click our mouse and go down to Hyperlink. And what you'll get is this Insert Hyperlink dialog box and there are a number of different options that you have in here. So the first option here, Link to existing file or webpage. And you can see what I have currently selected is Current Folder. So I could scroll to a document or a spreadsheet or a PDF that I want to link to or if I want to link to a webpage I can go to Browsed Pages and it will show me a list of web pages I could link to. I could also choose to hyperlink to a certain slide in this presentation, I could choose to create a new document when this picture is clicked on or I could link to an email address. Now bear in mind this works with Outlook so it will try to open an Outlook email when that picture is clicked on. Now I'm just going to jump back to existing file or webpage because I want it to open this file just here, Why Choose Us? and I'm going to click on OK. And I'm going to close my Master view.

So let's run the slideshow and you'll see that when I hover my mouse over the hot air balloon picture it's a clickable link because my cursor has changed to a hand, but it's also showing me the path name of where that is actually located. So let's just check it works first of all. I'm going to click and there we go. Yes, it does. Let's close down that spreadsheet.

Now there is one thing that I want to go back in and change and that is this screen tip here that's showing the full path of that image. I want to make that a little bit tidier because it is a little bit cumbersome to look at. So I'm going to come out of my slideshow, I'm going to go back into the slide master, I'm going to click on the image, I'm going to right click, and I'm going to go back into Edit Link. And what you'll see here is if you go back into edit that hyperlink you have a box that says Screen Tip and this is where you can specify the text that you want to appear when you hover your mouse over a specific object or item. So I might want it to say Click for more information, and click on OK and OK again. I'm going to close Master view and I'm going to run the slideshow. And let's just check that that is working. So if I hover over, Click for more information.

So that is pretty much how you achieve the same effect as using action buttons but using hyperlinks instead. And I'm sure you can tell the advantages there. I've been able to insert a picture of my choosing which makes it a lot more customized and something that suits my general presentation and layout.

Now that pretty much wraps it up for this section on hyperlinks and action buttons. In the next module we're going to be doing an exercise so I will see you then.

Video: Exercise 14

Deborah: Hello again and welcome back to our course on PowerPoint 2019. We're now at Exercise 14 and the idea of this exercise is to really just check your understanding and your knowledge of using hyperlinks and action buttons in PowerPoint.

So what I'd like you to do for me is to open the file called Practice Presentation 15. I'd like you to click on slide six and add an action button of your choice that will hyperlink to slide eight. I then want you to click on the table on slide six and have it hyperlink to the Excel file called Graduation Rates. I'd then like you to save and close the file.

If you can do both of those things then you are well on your way to becoming a PowerPoint expert. I will see you in the next section where we're going to be looking at slideshow options so see you then.

Section 16 – Slideshow Options

Video: Onscreen Presentation Options

Deborah: Hello again and welcome back to our course on PowerPoint 2019. In this section we're going to start to explore PowerPoint presentation options and in this particular module we're going to look at onscreen presentation options.

Now I always say to people once you've created your slideshow or your presentation it's always good to run through that presentation through the eyes of an audience member. So make sure that you put it into slideshow mode and run through every aspect of your presentation.

Now what we're looking at here on the screen is obviously not the view that you would show your audience. I'm currently in Normal view and this is the view that you would come into to make edits as we have been doing. But we know that to run a slideshow we need to click on the Slideshow icon.

Now there are a couple of different ways that you can run the slideshow and I'm just going to run through them very quickly again because there's something that I want to point out which I don't think I've pointed out in previous videos.

So the quickest and easiest way to run your slideshow is to click on the Slideshow icon in the status bar at the bottom. And what you'll see here is that it's basically started the slideshow on whatever slide I was clicked on when I clicked on the Slideshow icon. So in this case it started it on slide three as opposed to at the beginning of the presentation. If I wanted to start at the beginning I would need to go up to my Slideshow ribbon and in this first group where it says Start Slideshow I have an option of From Beginning. And there we go. This also does have a shortcut key so I could also press F5 to start my presentation.

A few other options that we have in this little group, so From Current Slide is pretty self-explanatory. Whichever slide I'm currently clicked on that is where the slideshow will start if I use this button. And again the shortcut key is Shift-F5.

The next button along is quite an interesting one and this is really useful as it gives you a way of uploading your presentation to the web so that anyone can view it. Now that's particularly useful if you're trying to send your presentation or give your presentation to someone who maybe doesn't have PowerPoint on their PC. You can upload it to the web or an online location and they can view it that way.

Custom slideshows we're going to look at in a later video. What I really want to concentrate on in this video is Presenter view.

Now, you may look on the end here and see this little checkbox where it says Use Presenter View. So if you click in that checkbox and then run your slideshow it should take you into Slideshow view. Now I will say that with some versions of PowerPoint and sometimes depending on how your PC is set up if you select Use Presenter View and then run your slideshow as I'm going to do right now it doesn't actually take you into presenter view. So I'm going to show you a little shortcut way. If this does happen to you, so if you just get the regular looking slideshow like I have, if you press Alt-F5 on your keyboard that will kind of force you into Presenter view. And this is an amazing view if you are presenting to an audience.

What Presenter view is really designed for is for people who use dual monitors. And quite a lot of people, including myself at times, use dual monitors. And this will allow you to have your presentation showing on one monitor and this view, Presenter view, on another monitor. So the view you're currently looking at isn't the view that the audience would see. The audience would just see the slideshow whilst you have access to this view which has lots of other pieces of useful information which can really assist you when you're giving any kind of presentation. So let's explore some of the options that we on this screen so that you're completely familiar with everything.

If we look over at this little timer in the top left hand corner you can see that's ticking away there. It's up to 54 seconds. This is really just timing how long I'm taking talking about each slide. So if you have any time constraints this can be really useful. So it might be that you know that you can only talk for two minutes per slide. This is going to really help keep you on track.

You do have a couple of buttons next to that as well. So you can pause the timer and you can also restart that timer back at zero if you need to.

You have your current time in the other corner. So again if you know that you have an hours timeslot to deliver a presentation that just helps you keep on track as well.

We then have the next slide that's coming up. So again I find this really useful if I'm giving a presentation just to make it flow a bit better from one slide to the next. I like to know what that next slide is so I can see what I'm about to speak about. It just helps with the flow of my presentation.

Underneath that you have a section for any notes that you've made. So if you have added notes about your slide into that notes section then you will see them just there. And you can increase the size of those notes by clicking the Increase font size at the bottom or decrease if it's a little bit too large.

In the middle here obviously we have our current slide that we're talking about. And again this is what the audience sees. And then underneath that we have some utilities that you might also find useful when giving your presentation.

The first little pen icon here, this is a pen or a laser pointer tool. So sometimes if you want to maybe highlight something on your slide, maybe circle some important information or maybe just laser point at something then you can use this utility to do that.

The next utility is See All Slides. And again if I click this it's kind of similar to Slide Sorter view in a way, but remember your audience doesn't see this because we're in Presenter view. So if during your presentation you need to jump around which slides you want to show, for example I'm currently showing slide one but if I want to jump to slide thirteen, for example, I don't want my audience to see me kind of scrolling through twelve slides to get to slide thirteen. I can just come into here, double click on the slide and that will then be displayed. So it just makes your presentation a lot slicker when it comes to presenting. I could then if I wanted to jump back to slide one click on See All Slides again, find my slide, double click to load it.

I then have this cool utility. This is the Zoom into slide option. So again this is really good if you want to just highlight a point of particular importance. When you click it you'll get this rectangle which you can then click and it will zoom in on that particular part of the page. Click on Zoom to zoom out.

Sometimes you also find that you might want to black out your presentation at any given time, like so. Sometimes if I'm in a presentation and I really want the audience to focus on me as opposed to what I've got on the slide behind me I'll temporarily black out my presentation, make my point and then start my presentation again.

And finally we have these ellipses which just gives you a few more options. So I can jump to my last viewed slide, I can hide Presenter view, I can choose to black out the screen or white out the screen, I have Help, and I can also end my slideshow from here. And of course at the bottom we just have these scroll arrows so you can move between your slides very, very easily.

So that's pretty much Presenter view. If you want to come out of it there is a cross in the top righthand corner to close that down and that will take you back to your Normal view so you can make any edits to your presentation.

So hopefully you can see some of the really big advantages, particularly if you're someone who does a lot of presentations to audiences of using that Presenter view. It's got so much information that really does help make your presentations flow and be slick and keep you on track.

That's it for this section. What I want to show you in the next section is how to hide PowerPoint slides. So I will see you then.

Video: Hiding Slides

Deborah: Hello again and welcome back to our course on PowerPoint 2019. So, we've gone through our slideshow and we've talked about how to review our slideshow and also how to use that Presenter view. In this module what I want to talk about is how you can hide slides and it's a very simple thing to do but something that's definitely worthwhile knowing.

Now there are a whole host of reasons why you might choose to hide slides in your presentation. Some of them might be something along the lines of if you plan to give people a quiz or a test at the end of the presentation, maybe you don't want them to be able to see a particular slide that maybe contains some of the answers, or if you have a presentation that maybe you deliver to lots of different groups and is slightly different for each group. Maybe you want to hide the slides that don't relate to that particular audience but you don't want to delete them all together. So there are plenty of reasons why you might choose to hide certain slides in your presentation.

So let's take a look at how we do it. It is very straightforward. I'm going to stay in the view that I'm in now. So I'm in Normal view. And let's say for example that I want to hide slide three, so it's the slide that I'm currently clicked on. All I need to do is right click my mouse and select the Hide Slide option. Now you can tell when you have a hidden slide because the slide number will appear with a strikethrough through it. And also the slide is very slightly grayed out. I'm not sure if you can pick that up but it is kind of grayed out. So you can kind of tell that that slide is hidden.

If you also look up on the Slideshow ribbon I have Hide Slide is currently highlighted. So it's telling me that this particular slide is hidden.

So how does this work when you're actually running the slideshow? Well, let's start from the beginning and we'll play it from the beginning. And I'm going to click to move to the next slide and then it's actually jumped over that slide that I've hidden. So it's jumped straight from slide two to slide four.

If I was in Presenter view, so I'm going to do Alt-F5 to put me into Presenter view. And again if I start to click through my slides, there's slide two and it jumps straight to slide four.

Now it's worth noting that I still have the same amount of slides. It hasn't deleted them. It's just hiding them and skipping over the ones that I've chosen to delete.

Now if for example, you did suddenly think to yourself, "Actually I do want to show that slide" you could jump into your Slide Sorter view and double click on the hidden slide and that will then actually show it.

I'm just going to come out of Presenter view. Now if you decide that you want to unhide that slide it is a very simple case of right clicking on the slide and just unchecking that Hide Slide

option and that will put that back in the deck and it will no longer skip over. So very simple to hide and unhide slides.

So that's it for this module, very short and sweet. In the next module we're going to take a look at how you change the order of your slides so I will see you then.

Video: Changing the Order of Slides

Deborah: Hello again and welcome back to our course on PowerPoint 2019. In this module we're going to do something really simple and take a look at changing the order of slides. Now this is something that's extremely simple to do so this is only going to take us a few minutes.

Currently I'm looking at my presentation in Normal view and it might be that I want to change the order or move around, rearrange some of these slides. So for example, I'm currently clicked on slide three and I might have decided that this slide needs to go right at the end of the presentation. So what I can do is I can click on slide three and then right click my mouse and I'm going to select Cut. And remember the keyboard shortcut for cut is Control-X. And I'm going to scroll all the way down to the bottom of my presentation and if I click right at the end you'll see I get that red line. So that's indicating to me where this slide is going to be inserted when I paste it. And then I'm just going to right click my mouse again and select Paste and it will paste that slide into the bottom of my presentation.

Now what about if I have multiple slides that I want to move? So for example, if I want to move slides thirteen and slide fourteen. The first thing I need to do is make a multiple selection. So I'm going to hold down my Control key to select that second slide as well. And then the easiest thing to do really is to just drag and drop. And you can see as I'm moving around I have the number two, so that's indicating I have two slides in my deck that I'm moving. And then I just drop them and their new location.

So that's something that you can do from Normal view. I will say in general if I have quite a large presentation or I need to do a lot of rearranging what I'll normally do is jump straight into Slide Sorter view. And you'll find that on the View ribbon in the first group here, Presentation Views, we're going to click on Slide Sorter. And the reason why I like this view as you can probably tell is that you get a better overview of the slides in your presentation. You can physically see more of them. So it makes it a little bit easier to rearrange them and move them around. And it's literally just a case of picking them up, dragging and dropping to the new location.

A really simple task to do but a really important one to know.

In the next section we're going to take a look at how you can copy slides, so I will see you then.

Video: Copying Slides

Deborah: Hello again and welcome back to our course on PowerPoint 2019. I now briefly want to speak to you about copying slides. Again, much like hiding slides and changing the order it's a super simple thing to do but oh so important when it comes being able to manage your PowerPoint presentations and get the layout just right.

So let's take this example. I want to copy slide one, the title slide, and I want to copy it to the end of the presentation because I want that title slide to show at the beginning and at the end as I'm closing my speech or my presentation. So it's a simple case of right clicking on the slide and selecting Copy, scrolling down to the end of the presentation, and again I'm going to click my mouse so I get that red line, I can right click and do a Paste. And again I could have used keyboard shortcuts for that. So Control-C to copy, Control-V to paste.

Let's just jump across very quickly into Slide Sorter view. So I'm going to go up to the View ribbon and click on Slide Sorter. And I'm actually just going to delete that slide that I've just copied. I'm going to go back up to slide one and we're going to copy it again but we're going to do it a slightly different way.

If you hold down your Control key and drag and drop the slide, so again I'm just dragging down to the end of the presentation and release your mouse first before you release the Control key that will make an exact copy of that slide. So that's another way of doing it.

Alternatively if you are doing an exact copy, and let's just delete this out again, what you could do is you could duplicate the slide. So again I'm clicked on slide one and the easiest way to do this is by using the keyboard shortcut Control-D and that gives me a duplicate. I can then move that slide to wherever I want, so in this case the end of the presentation.

So a few different ways there of copying a slide and if you wanted to copy multiple you would just select multiple by holding down your Control key before you do the copy.

So that's it. In the next module I want to talk to you about the different options you have when you're on screen giving your presentation. So I will see you over there.

Video: Slideshow Options

Deborah: Hello again and welcome back to our course on PowerPoint 2019. In this module we're going to take a look at slideshow options. And what I mean by that is things you can do whilst you are presenting your presentation to your audience because there are quite a few on screen options.

So I'm currently back in my presentation and I'm just going to run my presentation in Presenter view because I want to highlight to you some more of these options. So we briefly looked at these in one of the previous videos, but let's just focus very quickly on this annotation tools, this pen and laser pointer utility. Let's click it and see what we get.

So the first option at the top here is Laser Pointer. And if I click that you can see there I get a kind of laser pointer on the screen. So again if you're presenting to an audience it's quite a nice way of being able to highlight something, circle something without making annotations on the slide. So that laser pointer can be quite useful.

The next option we have in that menu is the Pen option. And again what you'll see is that my cursor has now changed to a very tiny red dot and that just enables me to make kind of annotation I want on the screen. Now I'm currently using a mouse so it's quite hard to control, but you can at least circle things, you could tick things just to highlight or add emphasis to particular points in your slide.

Now currently mine is showing in red and if we click the pen icon again you can see I can change the ink color from this palette here. So if I want to change it to blue I can do that like so. Let's click again.

We also have a highlighter in here. So again this is very similar to if you had a yellow highlighter pen and you were highlighting things on a document. You can do exactly the same in PowerPoint and you can highlight pieces of text as well on your screen. So you might find that quite useful.

We've already seen ink color. We have access to our palette. And then very importantly we have a couple of eraser utilities in here as well. So the first one is just to make very specific erases. So I'm going to click it and you can see I get my little eraser cursor and I can basically just click on a piece of annotation and it will delete it. Alternatively if I want a quicker way of deleting all of the annotations I've made on a slide I could say Erase all ink on slide and it will all be removed.

So I'm currently in Presenter view and I'm just going to come out of here for the time being and just run in normal slideshow view because I want to show you something that's really quite useful.

So if you want to find out the other options that are available to you when you're presenting if you press the F1 key on your keyboard it will take you into Slideshow Help. And in here you'll find a whole list of shortcuts. And you know it's going to be pretty hard for you to memorize all of these but there might be some that you want to use fairly frequently. And if you can get that shortcut key in your head it's going to make your life a lot easier and a lot quicker.

And you can see here they're kind of categorized. So we have general shortcuts, we have some shortcuts or one shortcut for rehearsal record shortcuts, we have a media group, so for things like videos if you want to playback, Alt-P, so on and so forth. We have some options in here for the ink and laser pointer. So you can see there Control-P will change your pointer to a pen, Control-I will change the pointer to a highlighter, Control-A will change it to an arrow, Control-E eraser. So some of those options that we just looked at when we were in Presenter view you can actually access when you're in Slideshow view by using those shortcut keys. So it's definitely worth having a little look and maybe learning some ones that you think might be useful to you. I'm just going to click on OK out of here.

Now you might also notice when you are in this view right at the bottom in the bottom left hand corner you do also have access to your annotation options down here as well. So if I click on the pen icon I get back to my laser pointer, my pen, my highlighter, so on and so forth. So don't think that you only have them in Presenter view. They are there are as well.

So just remember that F1 key, the shortcut to get into your Slideshow Help so you can access the full range of keyboard shortcuts that can help you when you're presenting to an audience.

So that about wraps up this section. Next we're moving onto an exercise just to make sure you're comfortable with presenting your presentation so I will see you over there.

Video: Exercise 15

Deborah: Hello again and welcome back to our course on PowerPoint 2019. We've made it down to Exercise 15 and really what I'd like you to do in this exercise is just to practice some of the skills that we've learnt in this section. And a lot of the things that we have learnt have been fairly straightforward things, so things like hiding slides, copying slides, moving slides around, looking at the different slideshow options, and Presenter view so this exercise is really going to encompass all of those.

So the first thing I'd like you to do is open the file called Practice Presentation 16. I'd then like you to run the slideshow and view the presentation. I'd like you to hide slide two, then run the slideshow again and notice that slide two is hidden. I want you to then show slide two again.

I'd like you to rearrange slides ten and eleven and I'd like you to make a copy of slide one and place it at the end of the presentation. Finally I'd like you to run the slideshow once more and use some of the keyboard shortcuts to change your mouse so that you can add ink annotations, use the laser pointer and also the highlighter. Once you've done all that I'd like you to save and close the file.

And that's it. I will leave you to run through that and I will see you in the next section.

Section 17 – Preparing a Presentation for Delivery

Video: Rehearse Timings

Deborah: Hello again and welcome back to our course on PowerPoint 2019. In this module I want to go through a little bit about how to work in PowerPoint 2019 with timings and we're going to talk through how you can rehearse or record your slide timings. Now you might be wondering why you want to do that. And hopefully as we go through this video it will all become very, very clear.

So essentially what I want to do here is I want to go ahead and find out how long it's going to take me to run through this presentation. Obviously this can be quite critical. Sometimes if you're running a presentation you might have a 20 minute slot or longer or shorter and you want to make sure that you don't either overrun and bore everybody or you come up way too short and it leaves people twiddling their thumbs. So we want to get it just right and a way that we can do that is to record or rehears or timings as we're speaking through our presentation and that will give us more of an idea of where we need to make some adjustments.

So what we're going to do is we're going to jump up to the Slideshow tab and we're going to click on Rehears Timings.

Now what this will do is it will launch the slideshow. And if you cast your eyes to the top left hand corner you'll see there's a little recorder ticking away there. So you can see the seconds counting up. And what that's actually doing is it's recording how long it's taking me to move through these slides. So currently I've spent the last 20 seconds on slide one. So essentially what you would do is when you're practicing your presentation before you present it to an audience you would go through this method, you would say everything you want to say and you would move through your presentation and then at the end PowerPoint will give you a total amount of time that your presentation has taken. So let me just speak through the first couple of slides and then we'll move fairly quickly through the rest.

So, Wanderlust Travel. Unleash the explorer within. Why choose us? We have over a hundred destinations, we have a dedicated travel team to assist with all your needs, we cater to small groups, we have knowledgeable guides, and our trips are designed for all budgets.

So I'll move very quickly through the rest of them so that we don't take up too much time. And you'll see what happens when we towards the end is it says that the total time for your slideshow was 1 minute 37 seconds and it's asking me if I want to save these slide timings. Now obviously if this was a presentation where I had a 20 minute timeslot and I've only taken 1 minute and 37 seconds then I'm probably not going to want to save these timings because I definitely need to add some content into this. However imagine that this was fairly accurate and I just need to make some minor adjustments then I'm probably going to want to save those slide timings. So I'm

going to say Yes in this case. And now what happens is when I launch this presentation it will essentially run by itself according to the timings of the slide. So if I just kick this presentation off and the first slide is going to take quite a while so let's move on to the next one. And hopefully this one won't take as long. And then you should see that it will cycle through very quickly because I did move through the rest of the slide pretty quickly. And there you go. So it's moving fairly rapidly now through them all, but I'm not doing anything. It's automatically going through my slideshow.

Now you might be thinking, "Well why is this actually useful?" If you can imagine, if you are maybe at a tradeshow or at some event and you have a slideshow you can put it up on a screen and you can just let it cycle through so people can kind of drop in and see what it's about. It's probably not the greatest option if you are presenting to an audience because as we know audience members might have questions. And if your slideshow is automatically scrolling through your slides you might find that you very quickly get out of sync and your slideshow gets way ahead of the points that you want to mention. So just be mindful of the scenarios where this might be useful.

Now something else I want to mention is you might be wondering how you can see the timings that have been applied to your slides. And we did look at this earlier. If I go back and select slide one and go up to the Transitions ribbon you'll see in the last group Timing we have Advance slide after 59 seconds. And it currently says On mouse click. So if you do want this to start scrolling around automatically you're probably going to want to remove that mouse click. If I click on slide two you can see that ones there for 2 seconds, so on and so forth.

So another good thing about this is I can see that this one I'm talking for way too long. I might want to adjust this right down to something like 10 seconds. And now if I play my slideshow I should find that after ten seconds this will automatically advance. And ten seconds does seem like an awful long time when you're just sitting here waiting for it to scroll but we'll give it a few seconds and watch it go. There we go. And then it's going to scroll through the rest.

So timings is a great way to see if you are within the boundaries of the time that you've been allotted or allocated.

In the next module I want to show you how to record a presentation if your timings are correct. So I will see you over there.

Video: Recording a Presentation

Deborah: Hello again and welcome back to our course on PowerPoint 2019. In the previous module we looked at how you can rehearse timings on your presentation and now we're going to take a look at the options you have when recording a presentation. So let's jump straight into it.

To record a presentation we're going to go up to the Slideshow tab and again if I just highlight to you this Rehearse Timings button. This is the one that we used in the previous module. And if you remember the reasons why we rehearsed our presentation. We rehearsed to make sure we had all of our talking points included and we wanted to make sure that we were within our allocated time. And if you remember at the end when we finished rehearsing we could also choose if we wanted to keep those timings or not. Now even if you didn't keep the timings or don't want to keep your timings you can record the slideshow. So I'm going to go to the button next to it, I'm going to click the dropdown, and I have two options in here. I can choose to record from the current slide or I can record from the beginning. Now in this instance I am actually clicked on the first slide so I can choose either of these. So I'm just going to say Record from beginning.

And what that will do is that it will launch this window here. Now I'm currently not recording. I need to manually start the recording in order to do that. But we have on the screen here some things which may look slightly familiar. So we have things like access to any notes that we have, we also have the ability to make those notes larger or smaller, we can clear any existing recordings, and we also have access to our microphone and camera settings. If we move down to the bottom you'll see that I have the option to turn the microphone off and on if I'm recording narration. And I can also turn a camera off and on if I wanted to. So if I want to have me appearing in the bottom corner of this recording I can definitely do that. And sometimes that's really nice for your participants, particularly if you're sending this presentation or emailing it to other people for them to be able to see you in the bottom corner. So that video camera is an option as well.

You have access to annotation tools as you go past. And we also have our timers down in the bottom here and it's showing I'm currently on slide 1 of 21.

So I'm going to go right up to the top left hand corner and I'm going to click Record. And now you can see in the bottom that those seconds are ticking away. So I'm actually recording everything that I'm saying and everything that's being seen on the screen. Now again I'm just going to move very quickly through this presentation and we'll go through all of the slides. We have 21 of them. And remember in a real life scenario you would be talking about each of these slides, not just clicking straight through them. And then we're back. So when we get to the end of the slideshow PowerPoint will actually just automatically stop that recording for you. So I can click on here and it will take me back to my regular view.

So now that I've finished recording I can run that as normal, as a normal slideshow and it will scroll through automatically using my timings that I've recorded and any narration or video as well. Alternatively I could export it as a file and email it to people or upload it to a shared location.

Now one other thing that I want to highlight in here is if we click that Record Slideshow dropdown again you'll see that there is a clear option. So I can clear all timings on the current slide or I can clear timings on all slides. And I have the equivalent options for narration on any of the slides as well. So don't forget that those ones are also there.

So that's how recording works. It's pretty simple. In the next module we're going to take a look at the slideshow settings that are available, so I will see you over there.

Video: Slideshow Settings

Deborah: Hello again and welcome back to our course on PowerPoint 2019. In this module I want to talk to you a little bit about slideshow settings, and different slideshow settings that will help you enhance your presentation.

So let's jump straight up to the Slideshow tab and the first thing we're going to jump into is this Setup Slideshow option. Now this will essentially show you all of your advanced options for your slideshow. So let's just run through them so you understand what each of them controls and what each of them does.

So the first group we have is Show Type. And you can see there I've already got Presented by a speaker full screen selected. So that would be if I was just presenting to an audience and I wanted my presentation to full screen. But we also have two other options. So you can choose Browse by an individual which will make it into a window or Browse at kiosk which again is full screen. So just different ways of looking at your presentation.

We then have a group called Show Options and the first one here, Loop continuously until Escape. So essentially with that one what it will do is that the presentation will carry on looping around until you hit the Escape key. And in general you would probably use this option if you had saved timings on your presentation. So if you can imagine again that you're at some kind of event or a trade show and you just want your presentation to cycle round so that anyone who's walking past can constantly see something you would use this loop continuously option in the Show Options.

You can also select things like Show without narration or Show without animation. And you can control whether you want to disable hardware graphics accelerations. So sometimes if possibly you're having problems with speed that might be something to check.

Now you may have noticed when we were in the Presenter view when we were using that pen tool that when I first started drawing it actually defaulted to red and that is because of this setting in here. So you can see here the pen color the default is red but I can go in and I can select a different color from the palette. And the same option for the laser pointer. We just have a vastly reduced palette for that one.

The next group is Show slides. And again currently I have it set to all but there might be circumstances where you don't want to necessarily show all of your slides in a slideshow. So if I only wanted to show maybe slides one to five I would select the second option there and I would enter one to five in there.

Also if I have a custom show setup, and we're going to talk about custom shows in the next module, I could select it from the dropdown.

In the Advanced Slide section, currently I'm using Timings but I could if I wanted to change that back to manual. And then the finally section is really for people who use dual monitors. So you can set which monitor you want to have your slideshow on. So I could select, I've only got one monitor so I only have primary monitor. But if you did have more than one you would see them all listed in there and you can select which one that you want to your slideshow running on.

So I'm going to click Cancel out of there because I'm actually happy with the current settings that I have. And it's also worth noting that in this Monitors group on the Slideshow ribbon you also have the ability to change which monitor you're using. So again this is for people who use dual monitors as your primary monitor. And this will change it on a slideshow by slideshow basis as opposed to generally overall in your settings.

So that's pretty much it for all of those advanced slideshow options. What I want to show you in the next module is how to create a custom slideshow, so I will see you then.

Video: Creating a Custom Slideshow

Deborah: Hello again and welcome back to PowerPoint 2019. In this module we're going to talk about creating a custom slideshow.

Now if you're unsure of what a custom slideshow is, if you think about it in this way. When you're presenting to an audience it's kind of always good to know who is in your audience. So it might be that you show certain slides or you don't show other slides. For example, if I was presenting this presentation to customers I might want to leave out things like board information or any company information or maybe any information I have in here about company profits. But if I was presenting to the board I might want to leave all that in and maybe remove some of the other things that are more relevant to customers.

So instead of sort of hiding slides or creating new presentations for different groups what you can do is you can create a custom slideshow and create essentially two different groups and assign certain slides to each group. So let me show you how you can do that.

We're staying on the Slideshow ribbon and we're going to the Custom Slideshow dropdown and we're going to select Custom Shows. Now we don't have any in here at the moment so I'm going to select New and I'm going to give my slideshow a name. So let's start out with our slideshow that's going to be for our customers. And then it's a simple case of going through and selecting the slides that you want to include in that presentation. So I might want to choose the first four and let's do those two as well, and then I'm going to scroll down. I might want to leave in testimonials, booking process, trip prices. And I'm going to add those into my custom slideshow. I have up and down arrows. So I can reorder my slides at this stage if I want to. I'm pretty happy with how that looks so I'm going to click on OK and I can now see I have my new custom show sitting in that list.

I'm going to do one more. So we're going to select New. And this time it's going to be for the board. So this time I'm going to select the title slide, I'm going to select board of directors, team members, marketing information, office locations, trip count, and that is it and click Add. And click on OK.

So now I have my two different custom presentations. So let's show the customer slideshow by clicking on Show and you'll notice as I go through this presentation that some of the slides will have been omitted. So it's only going to include the ones that we've actually included in this particular show. So that's certainly a very easy way of being able to customize different shows for different audiences or different groups of people.

So that's it. We've pretty much come to the end of this section on preparing a presentation for delivery. Next up is an exercise so please join me for that.

Video: Exercise 16

Deborah: Hello again and welcome back to our course on PowerPoint 2019. We've made it down to Exercise 16 and in this exercise I really want you just to practice setting up some of those slideshow settings, custom shows that we've learnt in this particular section. So as always I have some instructions on the screen that I'd like you to follow.

So first of all if you could open up the file called Practice Presentation 17. I'd then like you to go through that presentation and just rehearse the show. Make sure that you have all of the talking points that you need and notice the timings. I'd like you to keep the timings and then run the slideshow. I would then like you to record the presentation. Finally, create two custom slideshows, one for students and another for the board. And then save and close the file.

And that's it. In the next section we're going to take a look at some of the settings that you have in PowerPoint and how you can customize them. So I will see you for that.

Section 18 – Exploring the Backstage Area

Video: Exporting Options

Deborah: Hello again and welcome back to our course on PowerPoint 2019. In this module we're going to be exploring some of the exporting options that you have for exporting your PowerPoint presentation into other formats.

So for example, you might want to take this PowerPoint presentation and export the file into a Word document. So if you want to expand on some of the topics or points you could do that within Word without it affecting the PowerPoint presentation. Or maybe you want to export it to something like a video. There are lots of different ways that you can export PowerPoint. So I'm going to show you some of the ways in this module.

So let's first of all jump into the backstage area by going to File and this is where we have the Export option. And you can see we have a number of different ways that we can export this presentation. So let's just very quickly run through them so you understand what each of them does.

The first one is pretty self-explanatory. We can export this PowerPoint presentation to a PDF or XPS file. Now if you're wondering what an XPS document or file is it's basically just Microsoft's version of a PDF document. And if you're not sure what a PDF is that's basically a document which can't be edited. So a lot of people like to export their documents, presentations, spreadsheets to PDF files so that they can't be easily changed. And this works pretty much the same as it does in any of the Microsoft applications. You just literally click on the Create PDF button and you'll be taken to your local drives and you can select a folder, give your PDF a name and click Publish and it will publish that presentation to a PDF. I'm not going to do that. I'm just going to click on Cancel and jump back into File and down to Export.

The next option we have is to create a video. So for example, if I wanted my presentation to be uploaded to the web or maybe if I wanted to save it to a USB drive I can do that here. And you can see there are a few options in here with regards to quality. So obviously the higher the quality the larger the file size is going to be. So you have Ultra HD, Full HD, HD, and Standard. So just be careful which one of these you pick and be mindful of the types of things that you have in your presentations. For example if you have lots of graphics, lots of videos, and if you're going to export that at Ultra HD that's going to be a very, very large file size. So just be mindful which one you select.

You also have another dropdown list underneath which will allow you to specify what you're actually exporting to a video. So I could say don't use recorded timings and narrations. So that will just literally export the presentation. Or I could include those timings and narrations as well.

The next option we have here is Package Presentation for CD. Now this is a really good option because a lot of people who don't have PowerPoint might want to watch your presentation. So what this option allows you to do is essentially package up your PowerPoint presentation, and that includes any linked files or any embedded files, into a neat package which somebody can then watch regardless of whether they have PowerPoint on their PC or not. So you can select that option, Package for CD.

The next option is Create Handouts and there are a couple of options that I want to show you in here.

Now what this is essentially going to do is it's going to export handouts into Microsoft Word. And what you're being asked for here is to select the page layout in Microsoft Word. So this one is the default selection, Notes next to slide. So what essentially I would get if I selected this option is a PowerPoint document that has my slides running down the left and my notes running down the right. And I have various other options. So it really does depend on sort of what layout you want. Blank lines next to slides, notes below slides, so on and so forth. So I'm just going to leave it on Notes next to slides and click on OK so you can see what this actually looks like. So sometimes this does take a few seconds for them all to load but you can see that we have our slide just here and then a space down the side to write any notes. So I'm just going to close that down and don't save.

And I'm just going to go back into that option because there is one more that I'd like to show you in there. So Create Handouts. I just want to show you what this Outline Only does. So let's click OK. And this basically exports your slides in an Outline view. So that might be something that you might want to do. Again as I said, once you have it all in Word you can then elaborate on many of these points if you need to without it actually affecting that PowerPoint presentation. So just be aware you have numerous options under that Create Handouts option.

And let's jump back to Export. And the final option we have in here is Change File Type. So you might want to convert your PowerPoint presentation to an older version. So if you're sending it to somebody who has a much older version of PowerPoint than you then you can definitely do that. You might want to export it as a template, you might want to export it as a show, lots of different options in here which will allow you to change that file type. And all you do is select the option that you require and click on Save As to save it as that new file type.

So those are all the different ways that you can export a PowerPoint presentation. That's going to wrap up this module. In the next module we're going to take a look at the backstage view and how we can customize some of our options in PowerPoint. So I will see you over there.

Video: The Backstage Area

Deborah: Hello again and welcome back to our course on PowerPoint 2019. In this module we're going to start to explore some of the backstage options. Now if you're not aware of what the backstage options are you'll find them underneath the File menu. And what you have back here are a number of different items in the menu on the left hand side which provide a lot of information about the PowerPoint presentation that you're currently accessing. So by default when you jump into the backstage area you'll be taken to this Info screen and there is quite a lot of information on here so I'll briefly run through the different parts so you understand what each section means.

So at the top we have some options that we can use. So we have My Presentation and we can do things like upload a new file, we can share our current presentation, we can copy the path, or we can open a new file location. Underneath that we have options for optimizing media compatibility and also we can compress media. So what that basically means is if your PowerPoint presentation contains a lot of media files, so maybe video files, a lot of pictures the file size is going to be quite large. So you have an option here to compress your file before you say for example upload it to cloud storage or email it to somebody else.

Underneath that you have an option to protect your presentation and essentially control what types of changes people can make to this presentation. You can also inspect your presentation and check it for issues. So this button will check things like the track changes that you have in your document, any links that you have, and it will just make sure that everything is okay and there are no issues that need to be corrected or fixed before you send this file out.

And then finally at the bottom we have what is kind of like version control. So every time your presentation is saved it creates a new version. So you could if you wanted to roll back to an earlier version.

On the righthand side of the screen we have this Properties area and this gives just information about the statistics or the properties of this particular presentation. So I can see there my file size, I can also see the number of slides that I have, the number of hidden slides, and also things like the title, any tags I've added and categories. I can see when the file was last modified and I can also see things like who the author of this presentation was. So quite a lot of information on this Info screen.

Let's run through some of the other options that we have in this backstage area that we haven't looked at already.

So at the top we have New. We've been in there already. It's where we can create new presentations or select a template.

The Open screen. The Open screen is where we go if we want to open a file that we have saved off somewhere else. And you can see here we have Recent Locations. So I have on here some OneDrive cloud storage, a SharePoint folder, more OneDrive storage, and I could also select to open a file from my local PC or local folders. And on the righthand side here just to make it a bit easier for me to access things I've recently worked on I have a list of all the files that I've accessed today and then some older files in there as well.

We know what Save is and we know what Save As is. We're going to look at printing options in the next section so let's jump straight down to Share.

This is where you can come if you want to share your presentation with other people. So for example, what I could do with my presentation is I could save it to the cloud or essentially upload it to a location in OneDrive. If you've never used OneDrive before it's cloud storage. So if you save a file into OneDrive it means that other people can access that file and it also means that you can collaborate on presentations as well. I could choose to email this file to somebody else or I could choose to present it online.

We've just recently looked at export options. So the only other thing I really want to point out on this screen is this Options button right at the bottom.

Now Options is always something that you get throughout all of the Microsoft applications. If you go into the backstage area in Word or Excel you will have an Options button in there. It differs slightly in PowerPoint because this is very specific to the settings of PowerPoint as opposed to the settings of any of the other Microsoft applications.

Now I'm not going to go through all of these. I would recommend that you do review them and take the time to go through each of these categories and just make sure everything is set to suit you. Most people tend to stick with just the defaults, but as I said, quite often I've found that by just reading through each one I can make some really small adjustments which really make a big difference to how I work in PowerPoint.

So that is the backstage area. What we're going to be looking at in the next module is how we can customize the ribbons, so please join me for that.

Video: Printing a Presentation

Deborah: Hello again and welcome back to our course on PowerPoint 2019. In this module we're going to explore the printing options. And as we saw earlier we can access our printing options through that backstage area again. So if we go up to File and down to Print this is where we have all of our printing options.

Now the first thing I want to draw your attention to is just we have our first slide in this main window and underneath we have the ability to be able to scroll through all of our slides if we want to check them before we print them. And that's always a good idea. I would always recommend that that is something that you do.

If we cast our eyes across to the righthand side we have our zoom slider. So again if I want to zoom in I can or zoom out, whichever suits me best.

So now let's start taking a look at some of the options that we have on the left hand side of this screen. And I'm going to start right at the bottom with this link that says Edit Header and Footer.

Now currently I don't have a header and footer on my presentation but I do have the option of adding one at this stage before I print it out. So there's numerous different things that I can add onto my header or my footer. So for example, I could include on the slide the date and time. And I could choose I want to update that automatically or have it fixed. Now the difference between these two is if I was to select Update Automatically that means it's going to change every time I open this presentation to whatever the current date is. If I choose Fixed whatever I type into this box is always going to be in that header. I could also choose to add a slide number into my header. And if I want to have a footer I can select it here and I can type some text into here. So maybe I just want it to say something like Wanderlust Travel, something along those lines. So just be aware that you can at this stage before you print add headers and footers onto your slides.

There's also another section in here for notes and handouts. And this is where you can add headers and footers onto your notes and your handouts page. And these options are pretty much the same as the ones for the slide. So just remember that those are there if you need them.

Now moving up. We have Color selected. So this is how it's going to print. Now I will say if you're just printing this for notes or handouts to your audience I wouldn't suggest printing in color because printing in color is quite intensive and it's very expensive. So I would always advise people if they're just going to be handed out to the audience to use to follow along then try and print in gray scale or pure black and white.

You also get to choose if you have your pages collated or uncollated. So again that's entirely up to you how they come out of the printer. And you also have options about whether you want to print just on one side of the paper, print on both sides or if you want to flip the pages on the short edge as opposed to the long edge. So again that's a personal preference.

This is where I can choose what exactly it is that I want to print. So I could choose to print full page slides. So if I choose that option it means that I'm going to have one slide per A4 or per letter. Alternatively I could just choose to print the notes pages out or just an outline of my presentation. I can then choose how I want my handouts printed. That is if I do want handouts printed. And you can see here I can have one slide per page, two, three, four, all the way up to nine slides per page. So again that's personal preference as to how you want those laid out.

I have other options in here if I want to frame the slides, if I want scale to fit the paper, and if I want them to be particularly high quality. Again I would suggest if they're just handouts for audience members that it doesn't need to be particularly high quality and it doesn't need to be in color.

Then we have our printer just here. So again this will depend on what printer you have attached to the PC or the laptop that you're using. And you'll always have a little link to Printer Properties. So if you need to go in there and make any changes to your printer properties then that's absolutely fine. And as I said, this will vary depending on the type of printer that you have attached.

And then finally at the top you can specify how many copies you actually want. Once you're happy with all of these settings all that remains is to click the big old Print button and your PowerPoint presentation, your handouts, your notes, whatever you've selected will print. Fairly straightforward.

That is it. We've made it to the end of this section. All that's left to do now is to complete our exercise and then we'll be closing off the course. So I will speak to you then.

Video: Exercise 17

Deborah: Hello again and welcome back to our course on PowerPoint 2019. Congratulations, you've made it down to the final exercise of the course, Exercise 17. And as usual I have a few instructions in here for your final exercise.

I'd like you to open the file called Practice Presentation 18 and I'd like you to export the presentation to Microsoft Word and choose the Blank lines next to slides option. I'd then like you to close Microsoft Word.

I want you to print the presentation and choose the option to print all the slides and six slides horizontal on a page. Finally save and close the file.

And you are done. Give yourself a big pat on the back because you are now a Microsoft PowerPoint expert. All that remains for me to do is to say my goodbyes and close off this course so I will see you in the final section.

Section 19 – Course Close

Video: Conclusion

Deborah: Hello again and welcome back to our course on PowerPoint 2019.

Well, that's all folks. You have made it through to the end of this course. I'd just to say a massive congratulations if you managed to get through this all the way to the end and I hope you found it useful and that you feel that it's going to enhance your efficiency when it comes to working in PowerPoint from day to day. We've taken you from the beginning of PowerPoint, learning navigation techniques, learning how to create basic presentations, new slides and templates, all the way through to inserting different pictures, shapes, different media files such as audio and video. We've taken a look at transitions, design, animations, and we've seen a number of different ways that we can really streamline how we run our slideshows. We've also delved into the backstage options and settings. So hopefully you should feel confident in all of these areas now and ready to proceed to the next level with PowerPoint.

All that remains is for me to say thank you so much. It's been an absolute pleasure being your host for this session and I hope to see you joining us again at some point in the future. Thank you and goodbye.