

# Microsoft® PowerPoint® Introduction and Certification Study Guide

Microsoft® 365 Apps and Office® 2019

**Includes**  
Video Tutorials and  
Practice Exam Software



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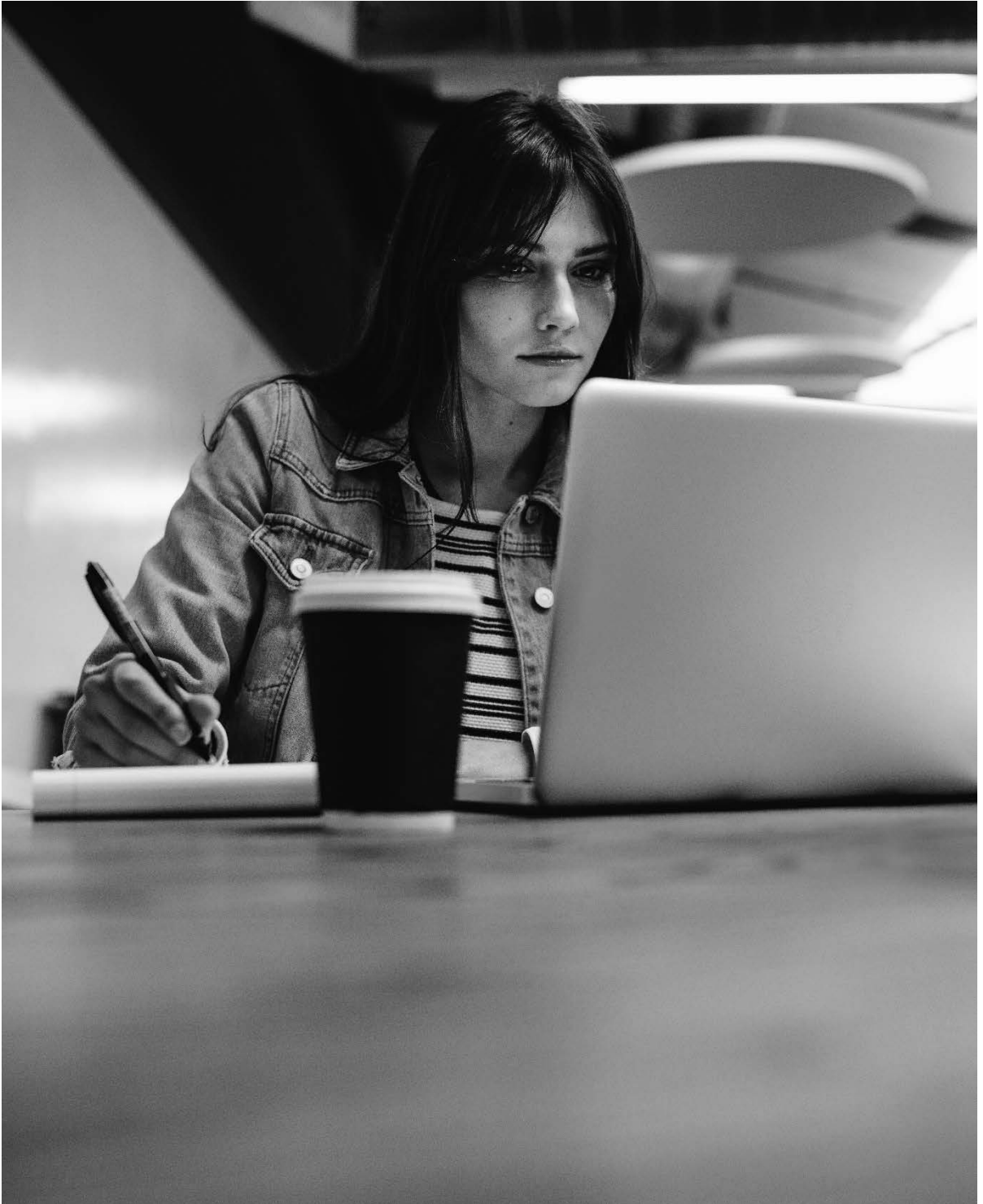


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[BARNES & NOBLE](https://www.barnesandnoble.com)

# 1 Manage Presentations



## Introduction

Review essential aspects of PowerPoint: navigation, formatting, saving and inspecting documents.

# 1.0 Create presentations

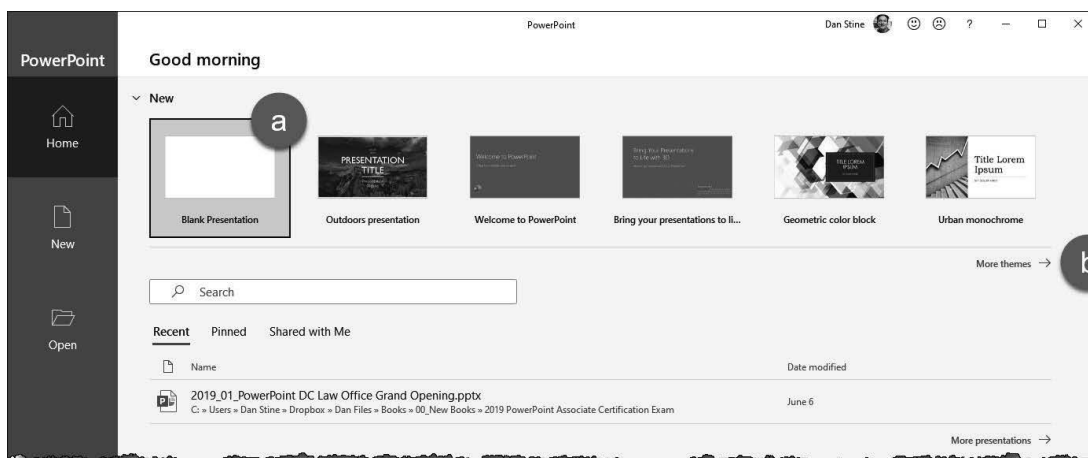
The process of learning how to use Microsoft PowerPoint starts with opening the application, which was covered in the previous chapter, and then creating a new document. This section covers the steps required to create a new document.

## 1.0.0 From templates

The most common way to start a new document is from a template. A template is a special version of a PowerPoint presentation with specific settings, such as margins, spacing, etc. It can also have text and graphics. For example, it might have a company name and logo for a common sales template. The main thing to know about a template is that when opened, via the New command, a copy of the document is what is opened. This prevents the template from getting altered unintentionally.

### Create a new presentation from a template:

1. Open PowerPoint (covered in the previous chapter)
2. Select a template:
  - a. Click a template shown across the top, Blank presentation is most common
  - b. Or, Click More Themes to see more purpose-specific options
3. Save the new presentation
  - a. Provide a file location and name



*Create new presentation from template*

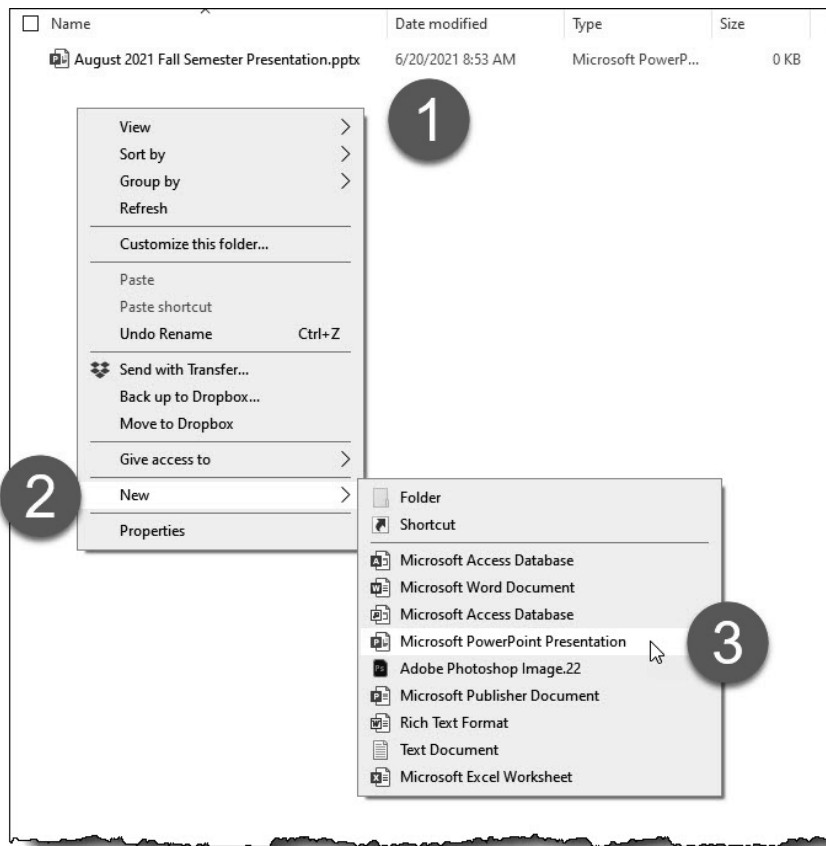
### 1.0.1 From right-click in File Explorer

It is possible to create a new presentation outside of PowerPoint, within File Explorer. This method uses the Blank document template.

**Tip:** An easy way to open Microsoft Windows **File Explorer** is by the following keystrokes on the keyboard: **Windows key + E** (just press the two keys at the same time).

**Create a new presentation from right-clicking within File Explorer:**

1. Within File Explorer, **right-click** in a blank area within a folder.
2. Click **New** in the menu.
3. Select **Microsoft PowerPoint Presentation**
  - a. Provide a file name



*Create new presentation from right-click in File Explorer*

**File extensions:**

When opening PowerPoint presentations, looking at its files on your computer, or preparing to copy them, it is helpful to know what the two *main* file extensions are.

- PowerPoint document            filename.**pptx**
- PowerPoint template            filename.**potm**
- Legacy document                filename.ppt (\*97 – 2003)
- Legacy template                 filename.pot (\*97 – 2003)

**Note:** By default, file extensions may not be showing within **File Explorer**. If desired, they may be turned on within File Explorer via View (tab) → Options → Change folder and search options → View (tab in dialog) → (uncheck) Hide extensions for known file types.

## 1.1 Modify slide masters, handout masters, and note masters

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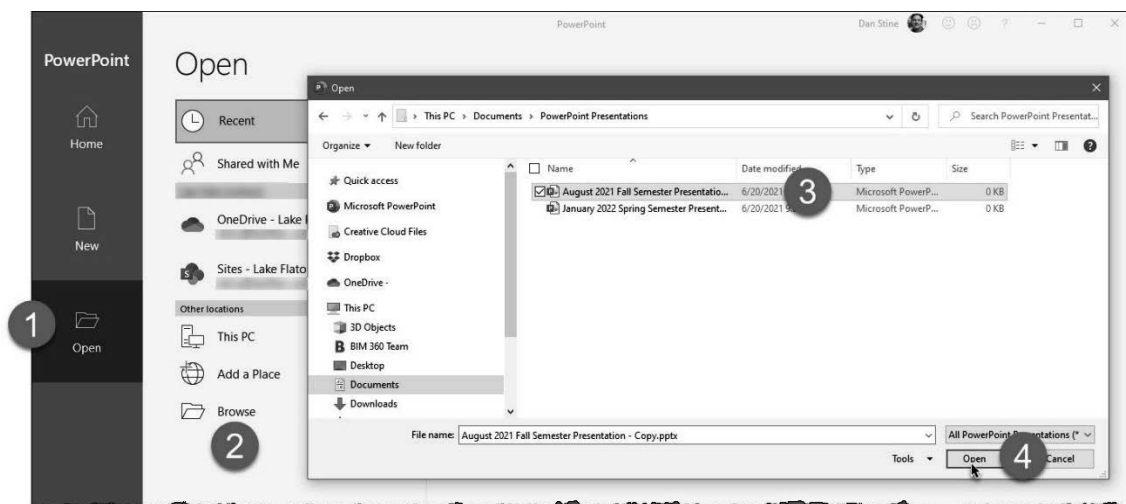
Knowing how to navigate within a document is important for efficiency and accuracy.

### 1.1.0 Open existing presentations

Here are the steps to return to a previously created presentation.

#### Open an existing presentation:

1. Start PowerPoint, and then click **Open** on the left panel
2. Click **Browse**
3. In the Open dialog, browse to your presentation location, and **select it**
4. Click **Open**



*Open a previously created presentation*

### 1.1.1 Change the slide master theme or background

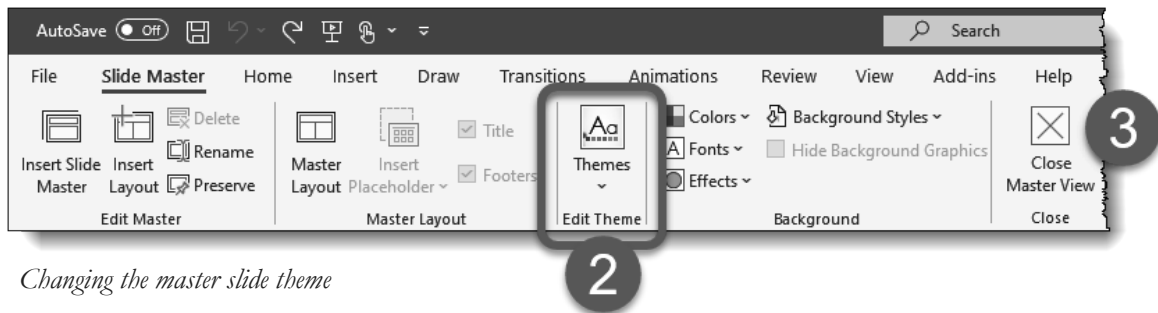
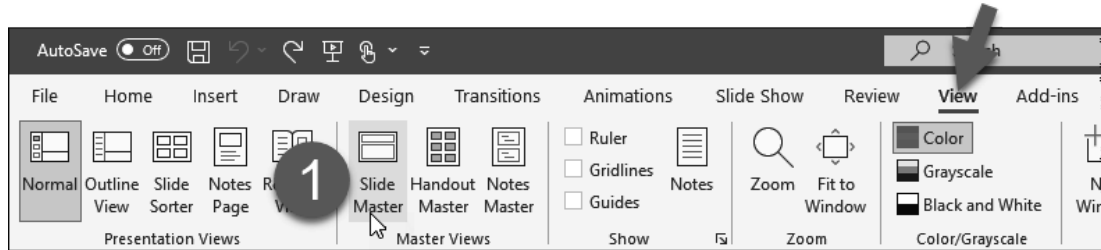
The slide master for each presentation controls the look of the content, but not the content itself. The theme and/or background may be changed at any time; however, some formatting might be required due to font size changes.

#### Change the master slide theme:



The theme changes all background settings: colors, fonts, effects, and background Styles.

1. On the View tab, select **Master Slide**
2. From the **Themes** drop-down, select the desired theme
3. Click **Close Master View**

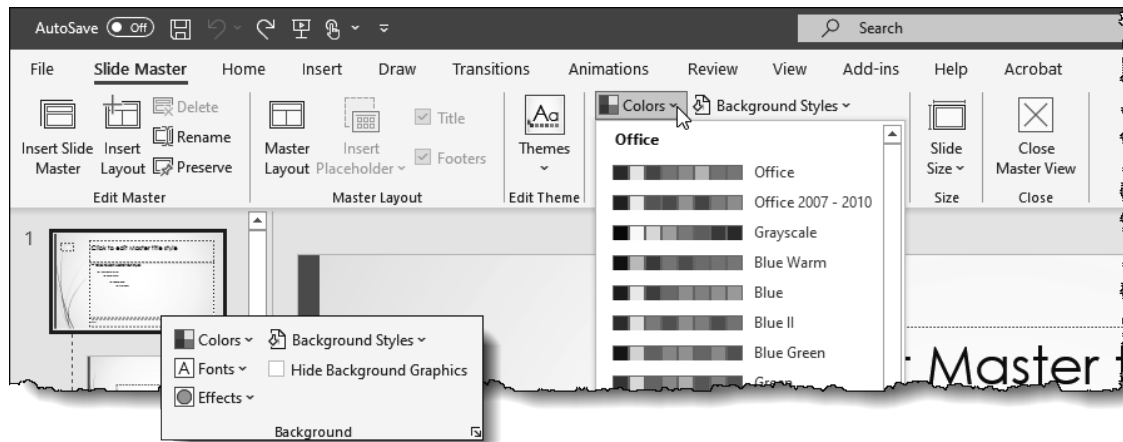


*Changing the master slide theme*

#### Change the master slide background:

For quick adjustments, background settings may be changed apart from the theme.

1. On the View tab, select **Master Slide**
2. From the **Background** panel, adjust one or more of the following:
  - a. **Colors:** coordinated palette of colors for text, lists, lines, etc.
  - b. **Fonts:** change main font used in presentation
  - c. **Effects:** adjust the appearance of objects e.g., shadow, border, etc.
  - d. **Background Styles:** Select fill color, gradient, or picture
  - e. **Hide Background Graphics:** used to hide background pictures
3. Click **Close Master View**



*Changing master slide background color palette*

### 1.1.2 Modify slide master content



Modifying content in the slide master view will update all slides, maintaining a consistent layout.

#### Modify master slide content:

1. While in Slide Master view, select the master slide (first slide on left)
2. Select text or objects, and modify as follows:
  - a. **Delete:** press delete key
  - b. **Move:** drag with mouse or tap/press arrow keys
  - c. **Rotate:** drag rotation icon, hold shift to snap to common angles
  - d. **Resize:** drag corner/edge grips, affects text wrapping when present
  - e. **Format Shape:** right-click and select Format Shape for additional options



*Modifying master slide content*



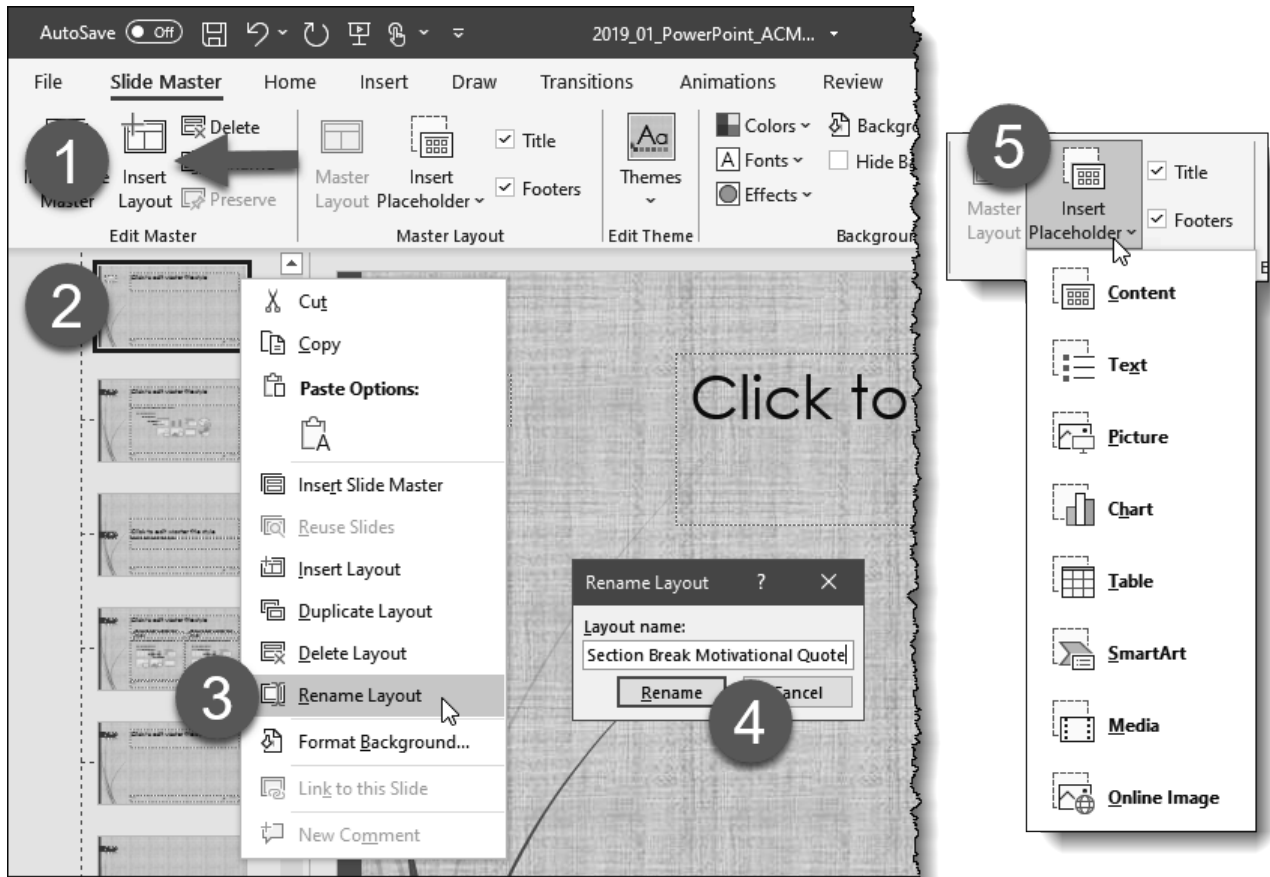
### 1.1.3 Create slide layouts

New slide layouts may be created to organize specific of content in a consistent manner.

Create a new slide layout: 

1. While in Slide Master view, click **Insert Layout**
2. **Right-click** on the new layout
3. Select **Rename Layout**
4. **Type** a new name and click **OK**
5. Insert and modify **placeholder content**

Use the **Slide Master → Insert Placeholder** to define the location for text, pictures, chats, and more. Modify the content on the new layout per the steps previously covered.



*Creating a new slide layout*

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### 1.1.4 Modify slide layouts

Modifying content in the slide master view will update all slides, maintaining a consistent layout.

**Modify master slide content:** 

1. While in Slide Master view, select a master slide **Layout**
2. Select text or objects, and modify as follows:
  - a. **Delete:** press delete key
  - b. **Move:** drag with mouse or tap/press arrow keys
  - c. **Rotate:** drag rotation icon, hold shift to snap to common angles
  - d. **Resize:** drag corner/edge grips, affects text wrapping when present
  - e. **Format Shape:** right-click and select Format Shape for additional options



*Modifying slide layouts*

In addition to modifying content, it is also possible to add new content. Select **Slide Master\Insert Placeholder** and select from the options.

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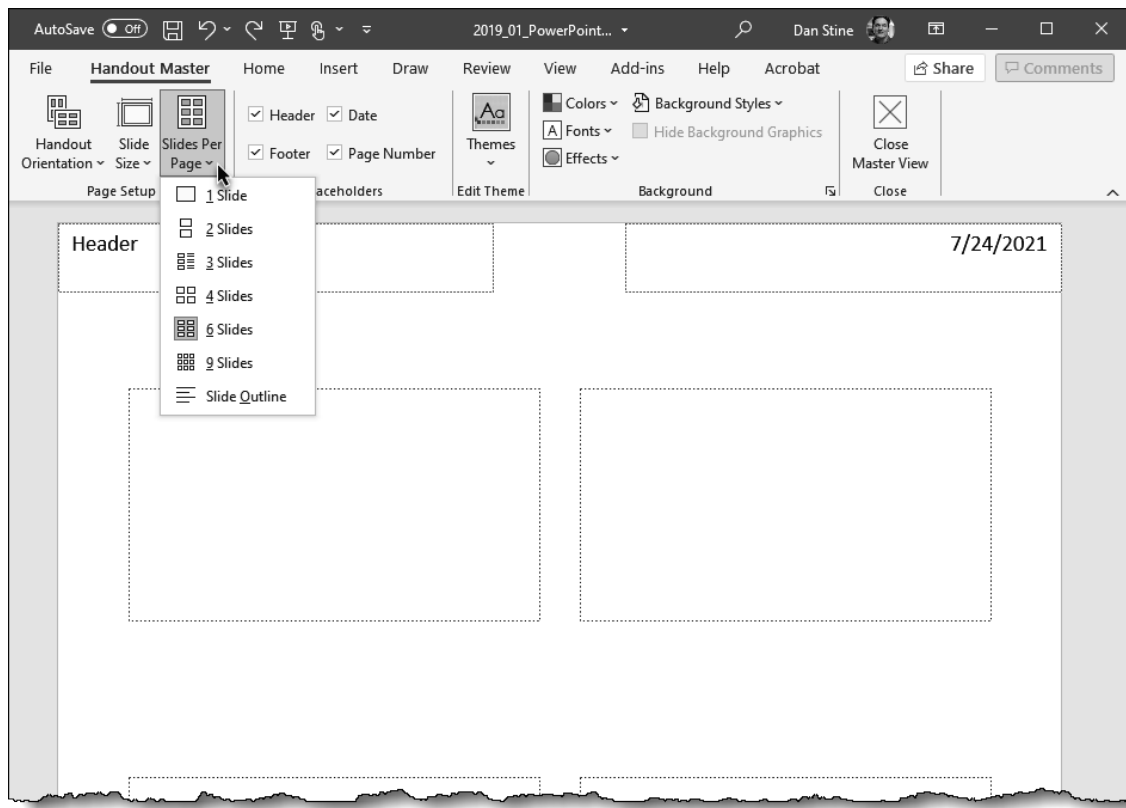
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### 1.1.5 Modify the handout master

The handout master organizes one or more slides onto a single page with header and footer information, such as date and page number. The layout of this handout may be modified.

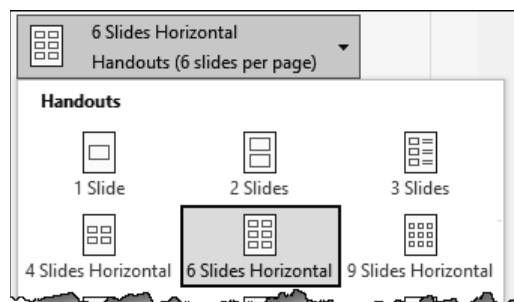
**Modify handout master:** 

1. Open Handout Master view, **View\Handout Master**
2. Select options on **Handout Master** tab, such as:
  - a. **Page Setup:** Orientation, Size, and Slides per Page
  - b. **Placeholders:** Header, Footer, Date, Page Number
  - c. **Background:** Colors, Fonts, Effects, Styles, Hide



*Modifying the handout master*


Notice, the **Slides per Page** options shown in the image above correspond to the options shown to the right, when printing.



*Related print options*

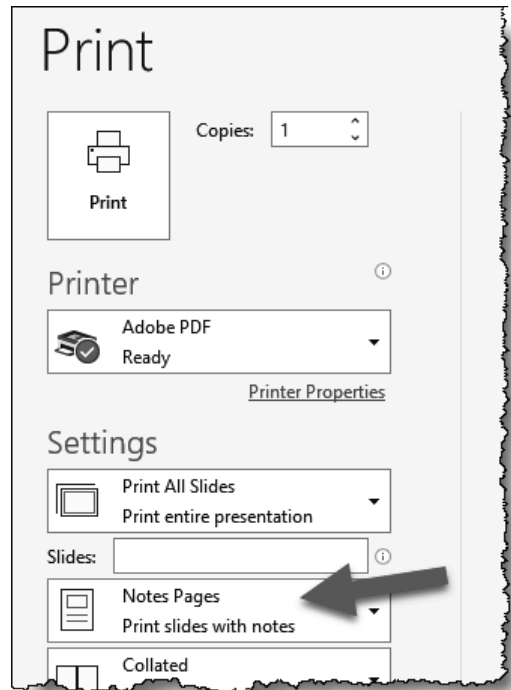
### 1.1.6 Modify the notes master

The notes master organizes talking points for each slide. When printing, it is possible to select Notes Pages as the Print Layout. In this case the notes master layout is used. This layout may be modified.

**Modify notes master:** 

1. Open Notes Master view, **View\Notes Master**
2. Select options on **Notes Master** tab, such as (see image on next page):
  - a. **Page Setup:** Orientation, Size
  - b. **Placeholders:** Header, Image, Footer, Date, Body, Page Number
  - c. **Theme:** Select an option
  - d. **Background:** Colors, Fonts, Effects, Styles, Hide

The Notes Master layout will be used when Notes Pages is selected as shown in the image to the right.



*Related print option*

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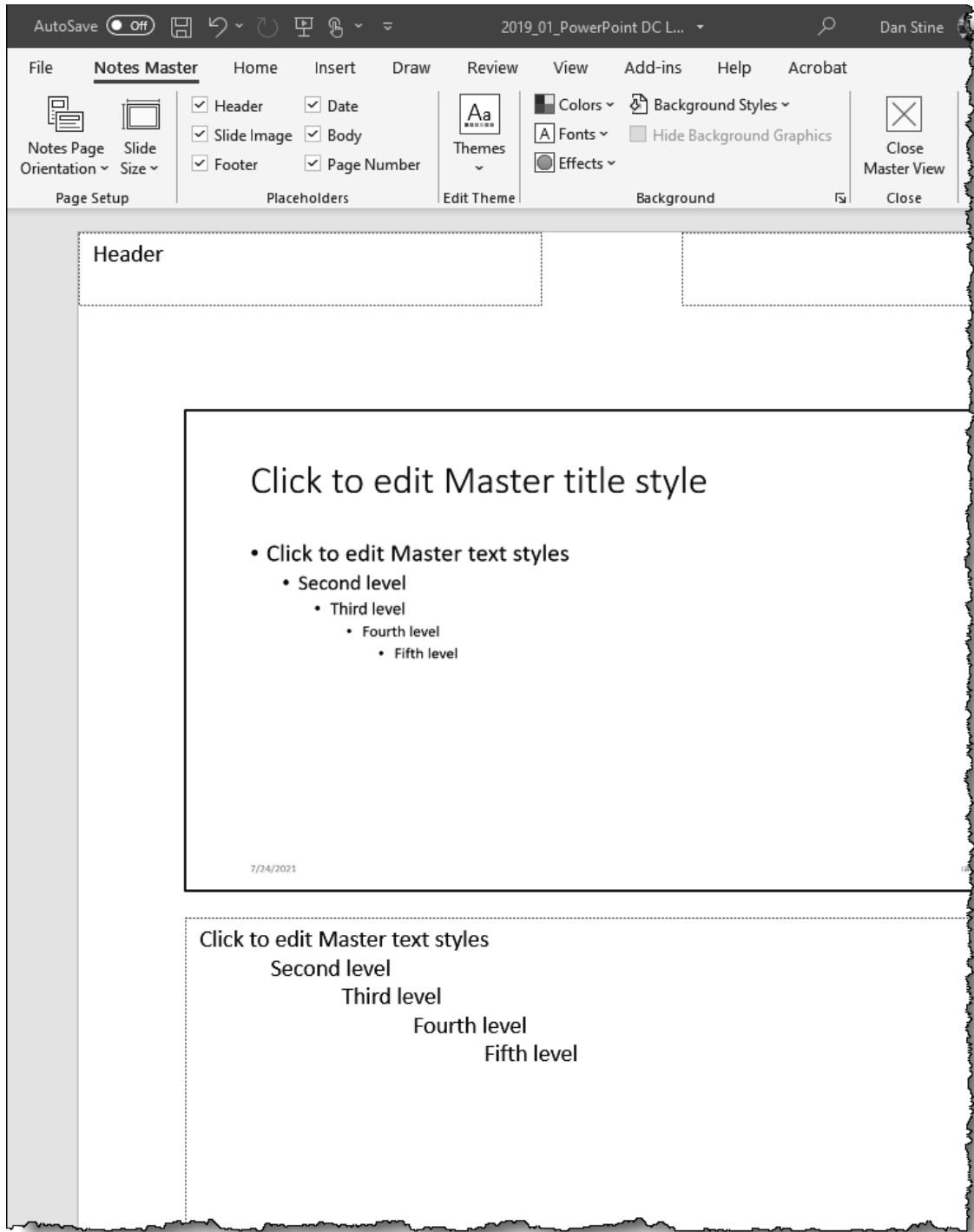
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*Modifying the notes master*

## 1.2 Change presentation options and views

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Understanding how to control the basic presentation options and views will aid in creating clear and concise presentations in a very efficient manner.

### 1.2.0 Basic slide deck navigation

There are several ways in which one can navigate a slide deck within PowerPoint. This section covers a few of the most popular.

#### Use arrow keys to change the current slide

Using the arrow keys steps through the current slide deck.

1. Click within a slide (to make it active)
2. Use to arrows on the keyboard as follows:
  - a. Down arrow – advance to next slide (or Right key)
  - b. Up arrow – move back to the previous slide (or Left key)



#### Select a preview slide

Selecting a slide preview quickly jumps to that slide, making it active for editing.

1. Click on a preview slide, on the left, to make that slide current

#### Zoom within a slide

1. To zoom within a slide, do one of the following:
  - a. Drag the zoom slider in the lower left corner of the PowerPoint window
  - b. While holding the Ctrl key, spin the wheel on the mouse



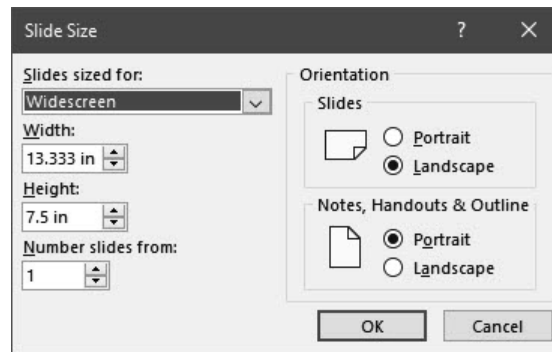
*Zoom in (or out) on current slide*

### 1.2.1 Change slide size

The size of the slides within a PowerPoint document may be changed. The default size is set to Widescreen, which matches most monitors and projection screens. However, for an ultra-wide display or a conference room display panel, the slide size may need to be modified.

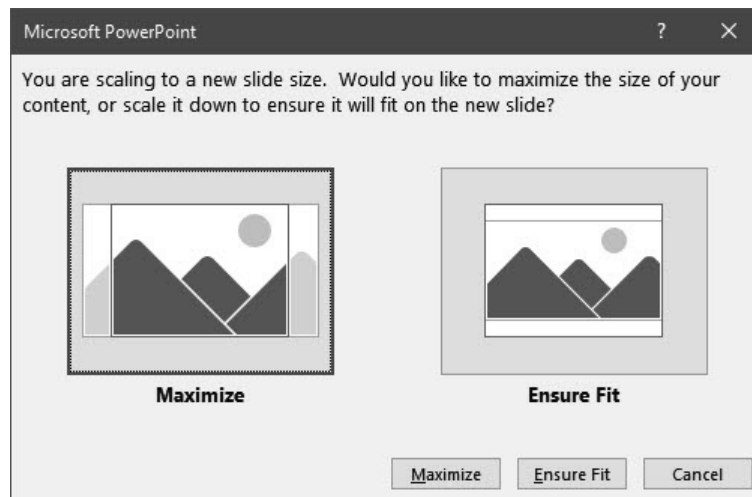
#### Modify slide size

1. Click the **Design** tab on the Ribbon
2. Select **Slide Size** → **Custom Slide Size...**
3. To change the size, either:
  - a. Select from the **Slides sized for list**, or
  - b. Select **Custom** and enter a Width and Height



*Slide Size dialog*

4. Select a content scaling options (if prompted):
  - a. **Maximize**: content is scaled and stretched to fit new size
  - b. **Ensure Fit**: content is only scaled to maintain original proportions



*Slide size change scaling options*

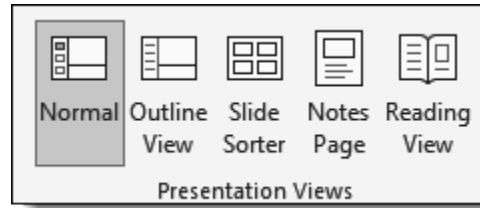
## 1.2.2 Display presentations in different views

When working on a presentation, on your computer, there are different ways to view the content, depending on your current task.

In addition to Presenter mode, covered later in this chapter, there are five ways to view the content in the current file. Simply toggle between them on the View tab.

Here is what each view mode is for:

- A. **Normal**  
Default option, with large editable view of current slide and thumbnail view of all slides on left. This is the mode used most often when developing a presentation.
- B. **Outline View**  
Large editable view of current slide with full presentation outline on left. This view is also an option when printing.
- C. **Slide Sorter**  
Non-editable view of all slides, grouped by sections if they exist. This mode is used to manually rearrange slides (via drag and drop) within the slide deck.
- D. **Notes Page**  
Single page view, with one slide and notes associated with that slide. This view is also an option when printing.
- E. **Reading View**  
Similar to presentation mode, a single slide fills the application window, but not the entire screen. Use this mode to review a presentation without filling a second screen (like in presentation mode) if you have one. Press **Esc** to exit Reading View.



*Display options compared*



### 1.2.3 Set basic file properties

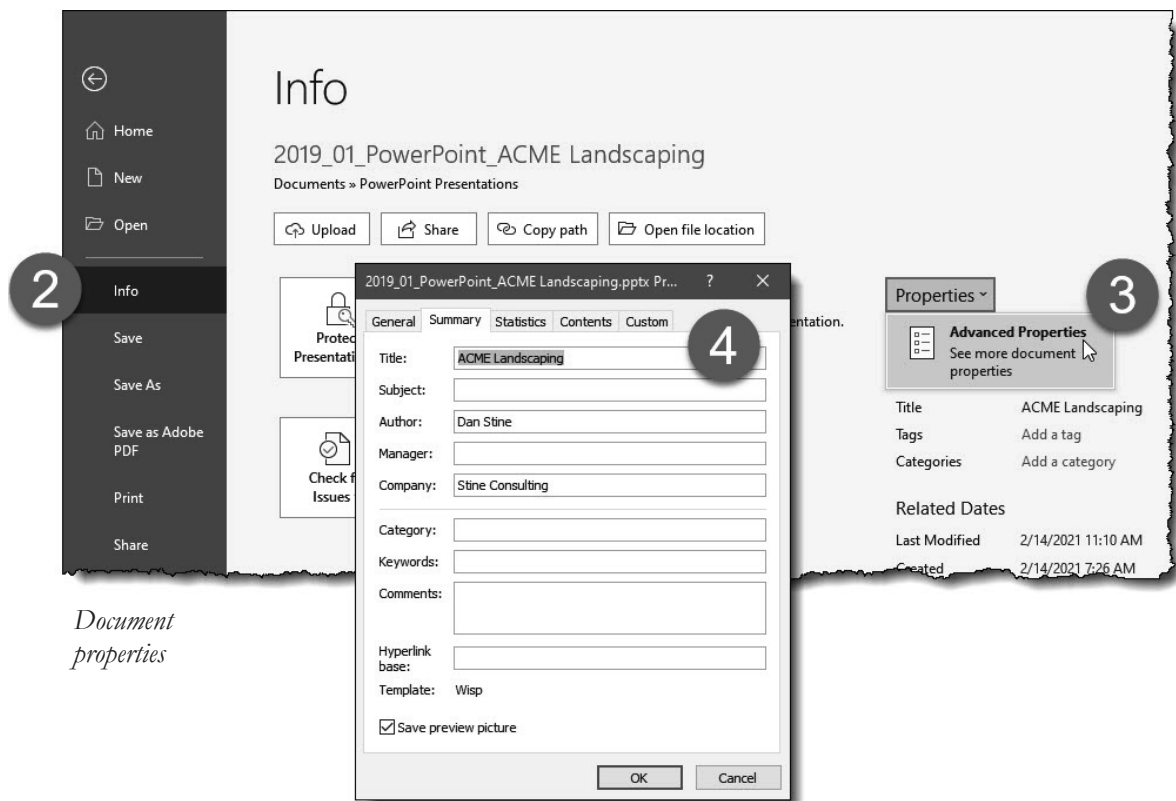
Each PowerPoint document has a place to enter unique properties used to track and identify it. These properties are also referred to as metadata and may be viewed without opening the file.

#### Modify document properties



1. Click the **File** tab on the Ribbon
2. Select **Info**
3. Select the **Properties** drop-down list and click **Advanced Properties**
4. Modify the document properties in the open dialog

When finished, to save the changes and return to the document, click the OK button and then the left-pointing arrow (in a circle) in the upper left.



*Document properties*

This information can be made visible via Windows’s **file explorer** as shown here for “Authors”.

Name	Date modified	Type	Size	Authors
2019_01_PowerPoint DC Law Office Grand Open...	2/13/2021 8:53 AM	Microsoft PowerP...	543 KB	Dan Stine
2019_01_PowerPoint_ACME Landscaping.pptx	2/14/2021 11:10 AM	Microsoft PowerP...	557 KB	Dan Stine
2019_01_PowerPoint Augmented Reality	2/12/2021 7:01 PM	Microsoft PowerP...	837 KB	Dan Stine

*Column added to windows explorer to show author info from files listed*

# 1.3 Configure print settings for presentations

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This section will cover several print settings one needs to be familiar with when taking the certification exam.

## 1.3.0 The all-digital presentation

Before looking at the various print setting, note that there are several options to create, deliver, and leave-behind all digital content. However, even in this case, the print settings found in this section are important, as they directly impact the quality and legibility of your digital content.

There are several reasons to maintain an all-digital presentation, as opposed to printer boards, notes, and handouts for the audience. The two big ones are:

- **Content is always current**  
Printed content can become outdated the moment it is printed. An all-digital presentation can be modified seconds before a presentation.
- **Sustainability**  
Not printing, when practical, saves on resources (e.g. printing, paper, power) and helps protect the environment.

### Digital Notes

Notes can be viewed on-screen when there are two monitors, while in presentation mode. The “two screens” can be a laptop display (showing notes) and a projector/display (showing presentation). Notes could also be loaded, manually, onto a tablet you hold, allowing you to walk about while presenting.

### Digital handouts

PowerPoint presentations can also be used as a handout or leave-behind for the audience. PowerPoint can export PDF and PowerPoint Presentation (\*.pptx) files which may be emailed or electronically shared in various ways.

### Digital presentations

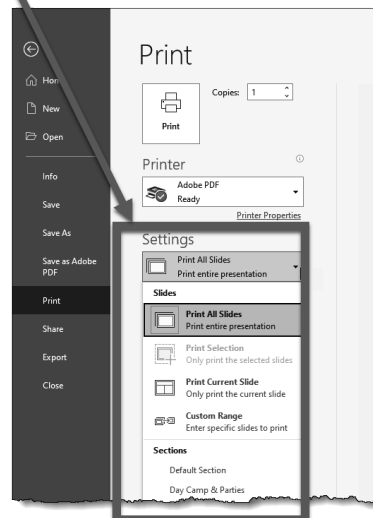
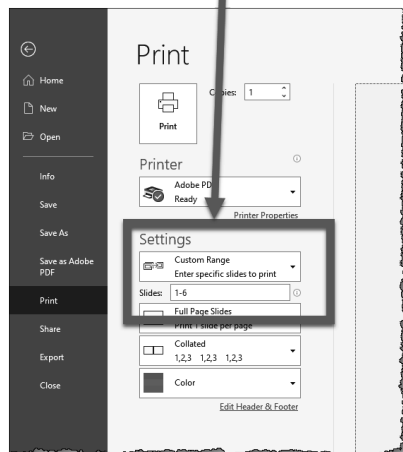
The main presentation can be shared digitally in many ways, including via video conference, digital projector, flat screen display, or recorded video.

### 1.3.1 Print all or part of a presentation

When printing a presentation, either to hardcopy or PDF, it is possible to control the portion of presentation to be printed.

#### Print range selection

1. Click the **File** tab on the Ribbon
2. Select **Print**
3. Print Range options (default is all slides):
  - a. Enter **Slides** to print, e.g. 1-6, or 1-4, 6, 10-12
  - b. Select from drop-down list:
    - Current slide only
    - Specific section
    - Print selection (selected before entering print settings)



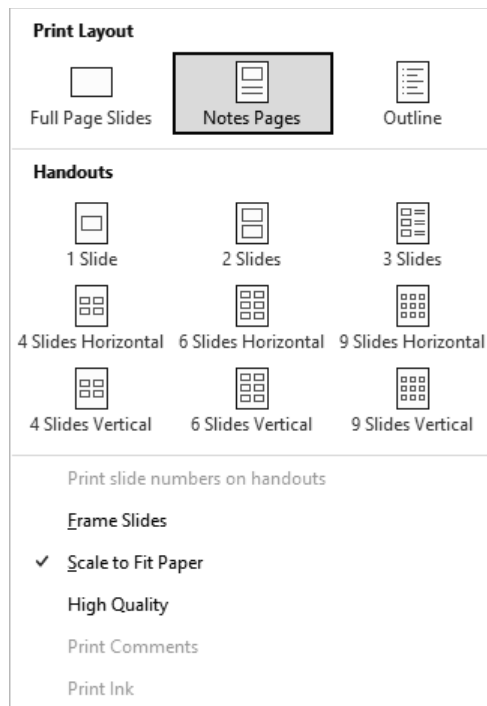
*Print range selection*

### 1.3.2 Print notes pages

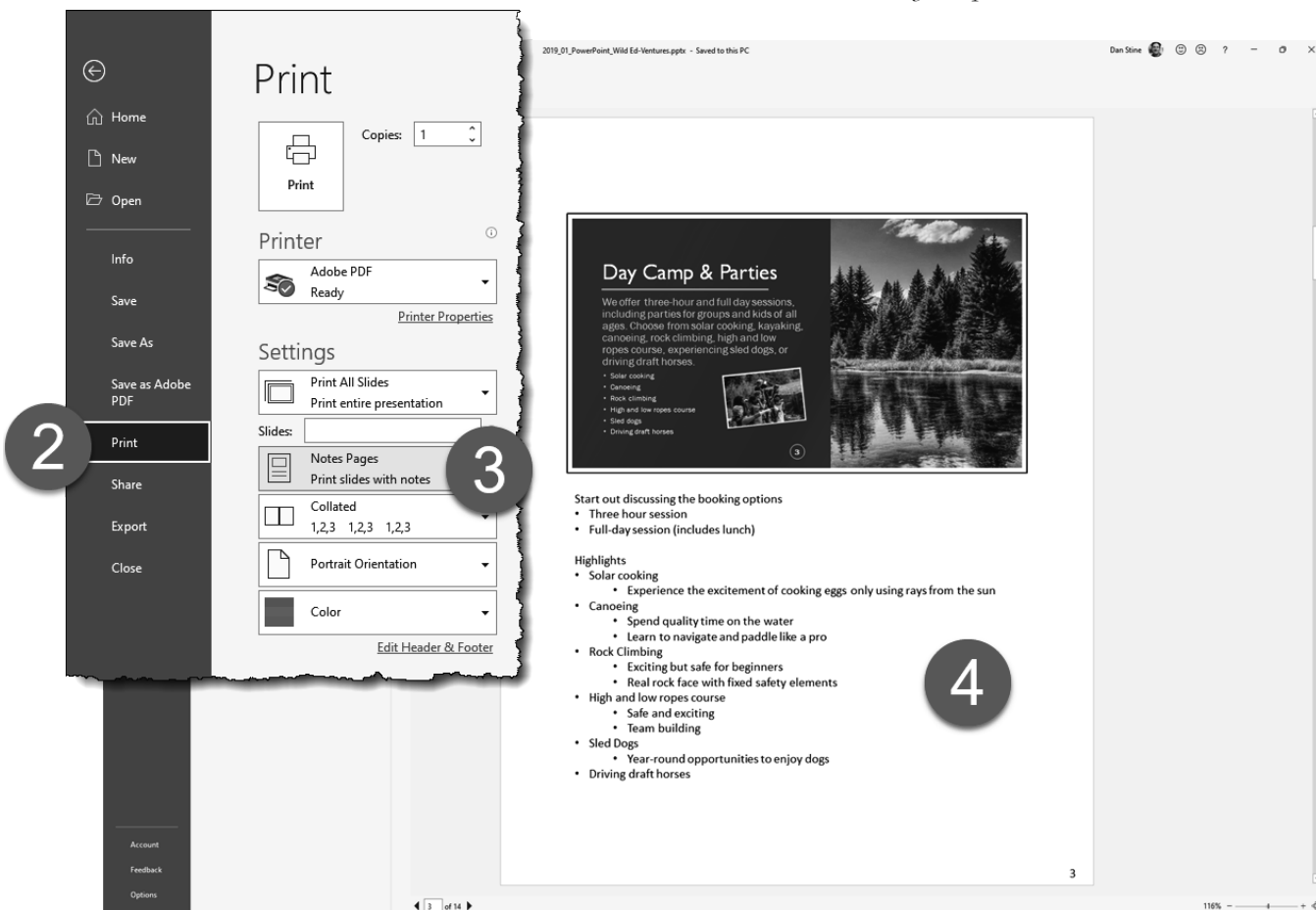
When printing, it is possible to print your notes, alongside each slide. Here’s how...

#### Print notes pages

1. Click the **File** tab on the Ribbon
2. Select **Print**
3. Select **Notes Pages**
  - Image to right shows drop-down menu options
4. Preview printed results



*Print layout options*



*Printing “notes pages”*

### 1.3.3 Print handouts

When printing, there is an option to print multiple slides per page.

#### Print handouts



1. Click the **File** tab on the Ribbon
2. Select **Print**
3. Click the drop-down list shown
4. Select a **Handouts** option
5. Preview printed results

**2** Home, New, Open, Info, Save, Save As, Save as Adobe PDF, **Print**, Share, Export, Close

**Print**

Copies: 1

Printer: Adobe PDF Ready

Settings: Print All Slides, Print entire presentation

Slides: 3 Slides, Handouts (3 slides per page)

**3**

Print Layout: Full Page Slides, Notes Pages, Outline

**4**

Handouts: 1 Slide, 2 Slides, **3 Slides**, 4 Slides Horizontal, 6 Slides Horizontal, 9 Slides Horizontal, 4 Slides Vertical, 6 Slides Vertical, 9 Slides Vertical

Print slide numbers on handouts  
 Frame Slides  
 Scale to Fit Paper  
 High Quality  
 Print Comments  
 Print link

**5** 9/11/2021

Wild (ED) Ventures

Day Camp & Parties

Day Camp & Parties

We offer three-hour and full day sessions, including parties for groups and lots of all ages. Choose from solar roping, kayaking, canoeing, rock climbing, high and low ropes course, experiencing wild dogs, or driving draft horses.

- Solar roping
- Canoeing
- Rock climbing
- High and low ropes course
- Solar roping
- Driving draft horses

3

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*Printing "handout" pages*

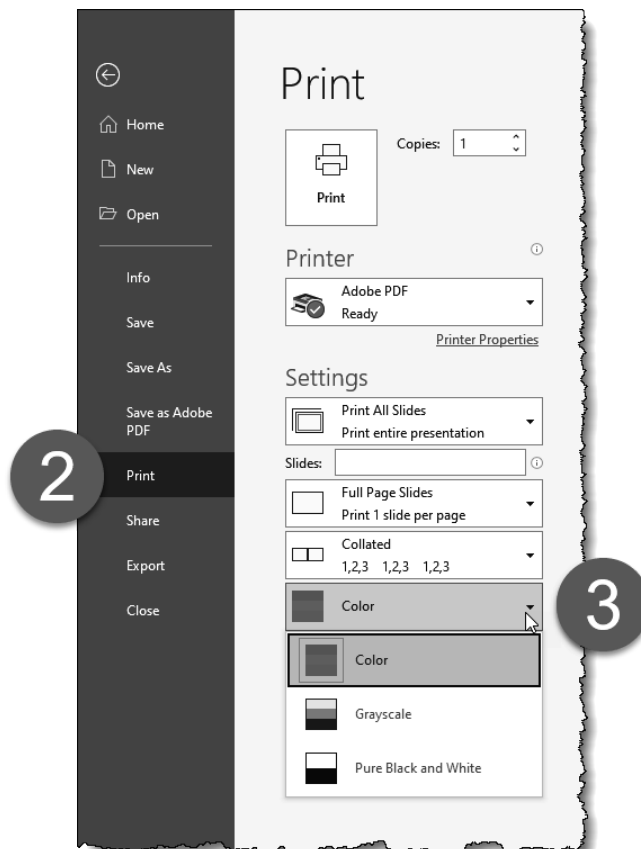
### 1.3.4 Print in color, grayscale, or black and white

When printing, there is an option to print in color, black and white, or grayscale. The default is color, and what is used most often. When a color document is printed on a non-color printer, it will be grayscale automatically. However, printing black and white or grayscale is preferred at times, for example, to avoid implied color selection or to verify the grayscale tones are legible (note, a darker color like green will be a darker gray than a lighter color like yellow).

#### Print color options

1. Click the **File** tab on the Ribbon
2. Select **Print**
3. Select a color option
  - a. Color (default)
  - b. Grayscale
  - c. Pure Black and White

The last option, Pure Black and White, is used sparingly as it can make some images and text difficult or impossible to understand.



*Print color options*

# 1.4 Configure and present slide shows

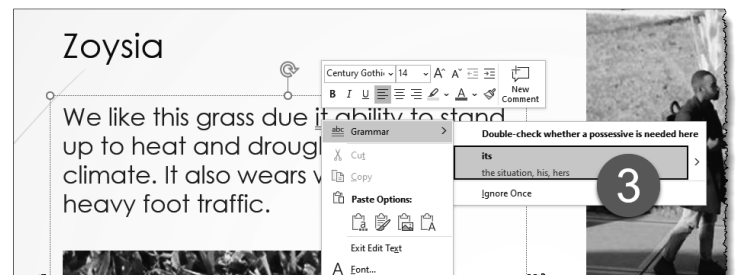
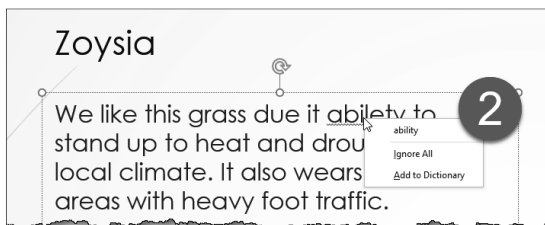
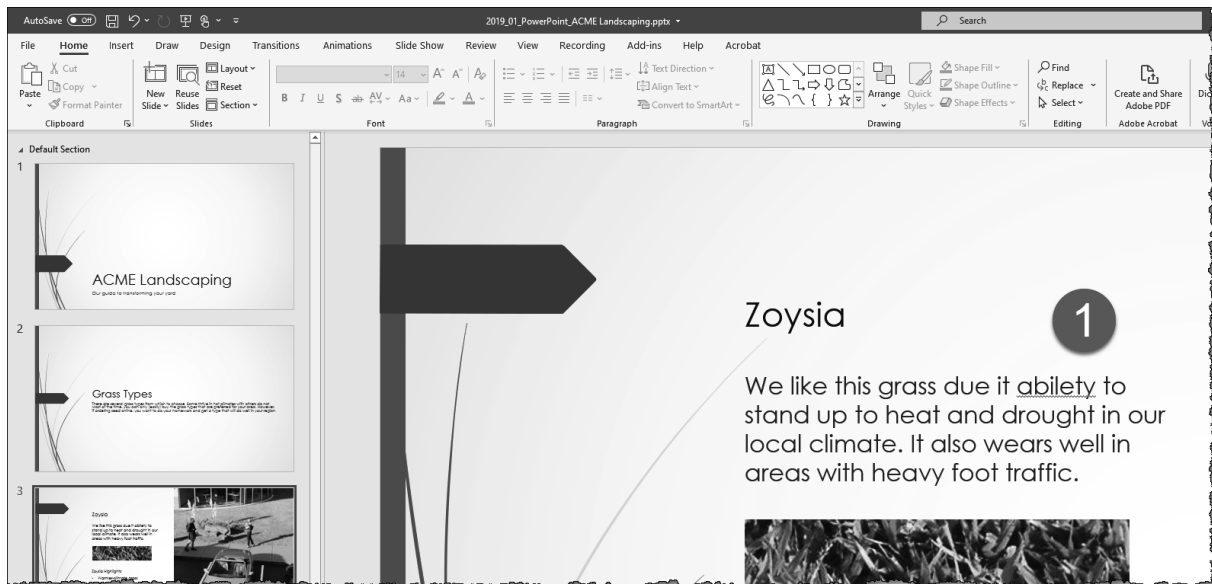
Once a PowerPoint slide deck has been developed, it is helpful to know the various ways in which the software can aid in delivering the presentation to an audience.

## 1.4.0 Spelling and grammar corrections

A final recommended step, before presenting or publishing a PowerPoint slide deck, is to perform a spelling and grammar check.

### Spell and Grammer corrections

1. **Spelling:** Right-click on red underlined text
  2. Options
    - a. Select a correct spelling option
    - b. Select **Ignore All:** helpful for product names not in the dictionary
    - c. Select **Add to Dictionary:** helpful if it is your product name
3. **Grammar:** Right-click on blue underlined text
  - a. Consider the suggestion
  - b. In this example, the problem is partly caused by a missing word



*Spelling and grammar corrections*

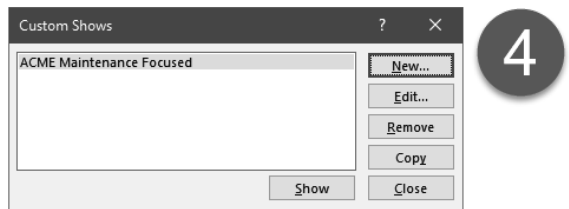
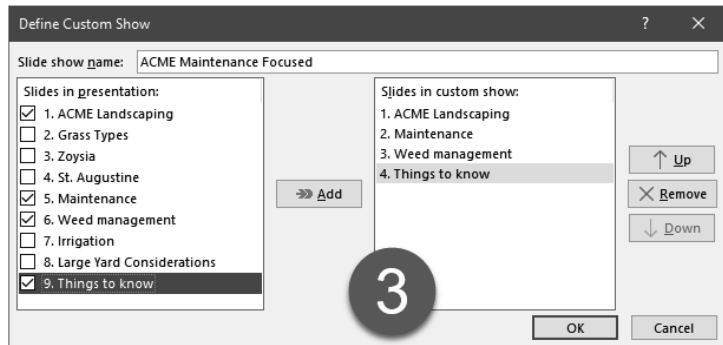
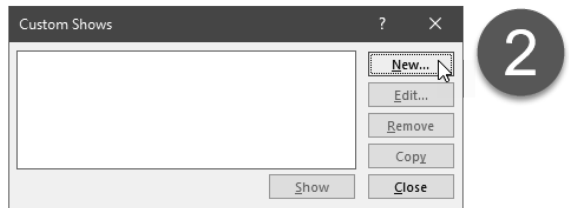
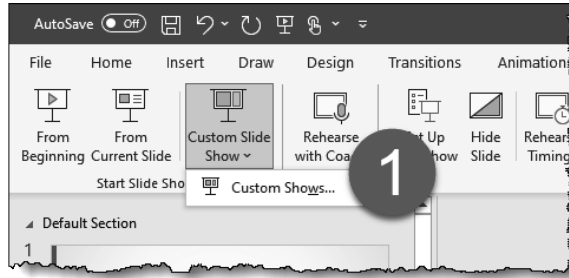
### 1.4.1 Create custom slide shows

Presentations can be customized into smaller sub-sets of the overall slide deck. For example, a comprehensive presentation on landscaping services can be paired down to just maintenance services, which looks more professional, as you are not having to skip slides.

#### Create a custom slide show

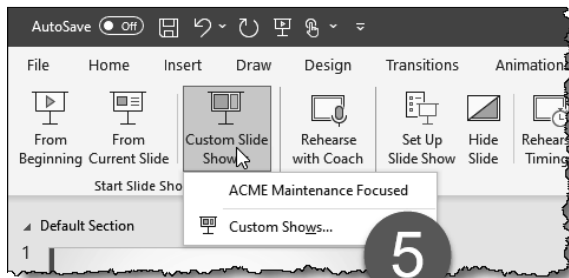


1. Click **Slide Show** (tab) → **Custom Slide Show** → **Custom Shows...**
2. Select **New...**
3. Define the slide show
  - a. Provide a name
  - b. Select slides to include
  - c. Click **Add** button
  - d. Rearrange included slide order, or remove slides
  - e. Click **OK** to finish
4. Click **Close**
5. Notice new option under **Custom Slide Shows**



Clicking the custom slide show option starts presentation mode, based only on the selected slides. The other slides are not accessible until the presentation mode is ended (by pressing Esc).

Using this technique allows a comprehensive presentation to be used in multiple ways, without needing to make copies of the file and risk data getting out of sync between them.



*Creating a custom slide show*

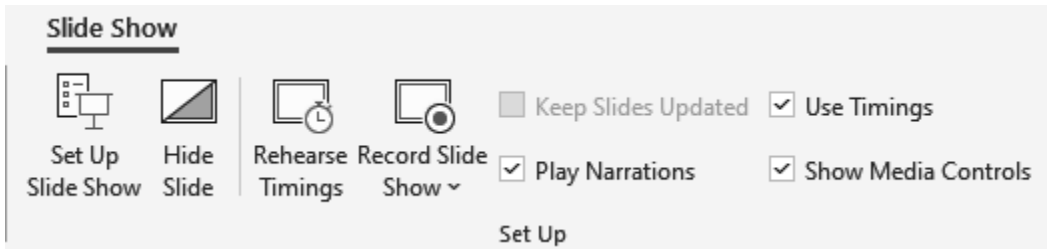


### 1.4.2 Configure slide show options

There are several presenter settings which can be adjusted before the presentation begins. These settings can help make things go more smoothly while getting ready to present.

#### Revit ribbon Set Up options

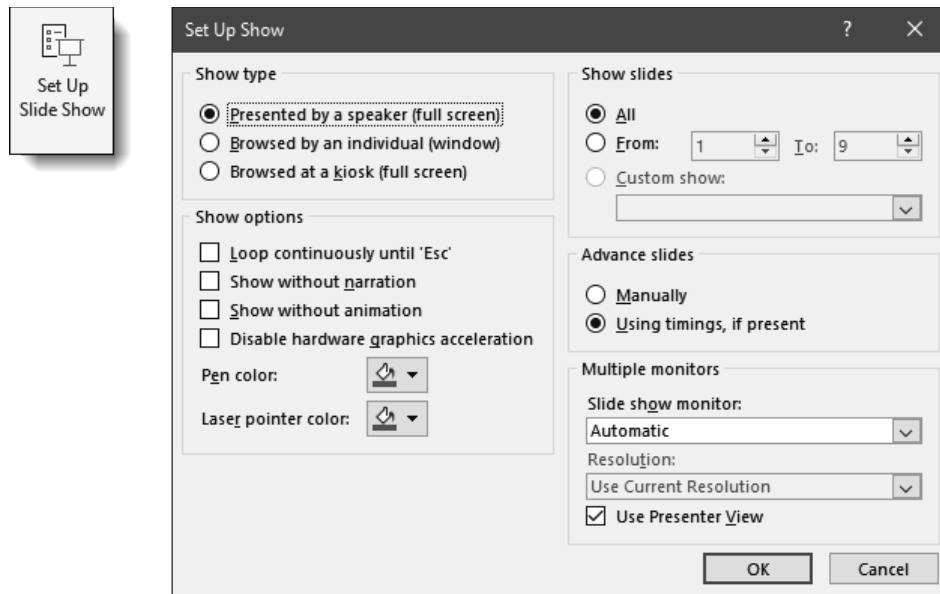
1. Click **Slide Show** (tab) on the ribbon
2. Review/adjust the options in the **Set Up** panel



*Slide show “set up” options on the Ribbon*

#### Set Up Slide Show

1. Click **Slide Show** (tab) → **Set Up Slide Show**
2. Review/adjust the options as needed
3. Click **OK** to finish



*Set Up Slide Show options dialog*

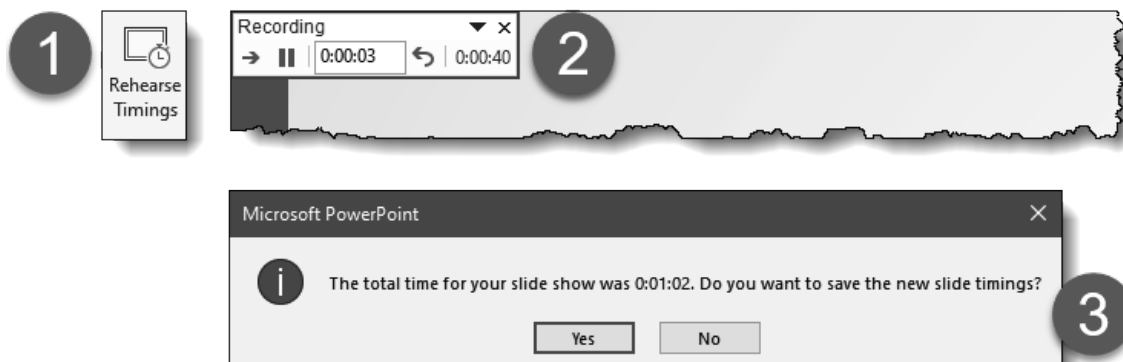
The options are mostly self-explanatory. Click the “?” in the upper right of the dialog box for Help. See the remaining topics in this section for additional related information.

### 1.4.3 Rehearse slide show timing

There are several presenter settings which can be adjusted before the presentation begins. These settings can help make things go more smoothly while getting ready to present.

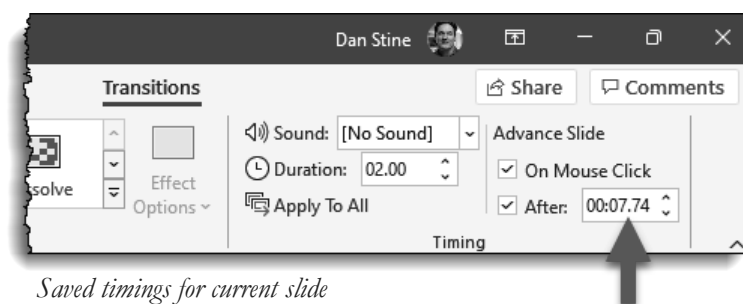
#### Rehearse timings

1. Click **Slide Show** (tab) → **Rehearse Timings** on the ribbon
2. Rehearse timings as follows:
  - a. Practice talking about the current slide
  - b. Advance slide (arrow in Recording toolbar, click, down/right arrow)
  - c. First number is time on current slide, second is total time
  - d. Exit rehearse timings mode: **Esc** or click the “x” in the Recording toolbar
3. Save timings options:
  - a. **Yes**: sets slides to auto advance using rehearsed timings
  - b. **No**: does not modify slide transition settings
  - c. Notice the total slide show time is listed here



*Rehearse slide show timings*

If slide timings are saved, the results may be seen on the Transitions tab as shown in the image below. The default “After” is not checked and the Advance Slide timing is set to 00:00.00. Note that once changed, like the example below, anytime a Presentation is started, these timings will be used and the slide will automatically advance.

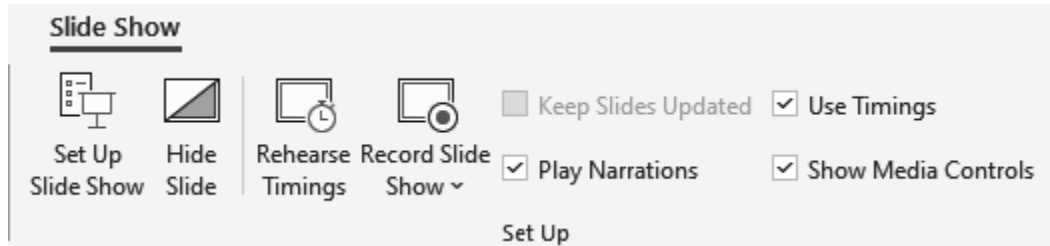


*Saved timings for current slide*

### 1.4.4 Set up slide show recording options

Before recording a slide show, there are a few settings to be aware of to help ensure a successful and high-quality recording.

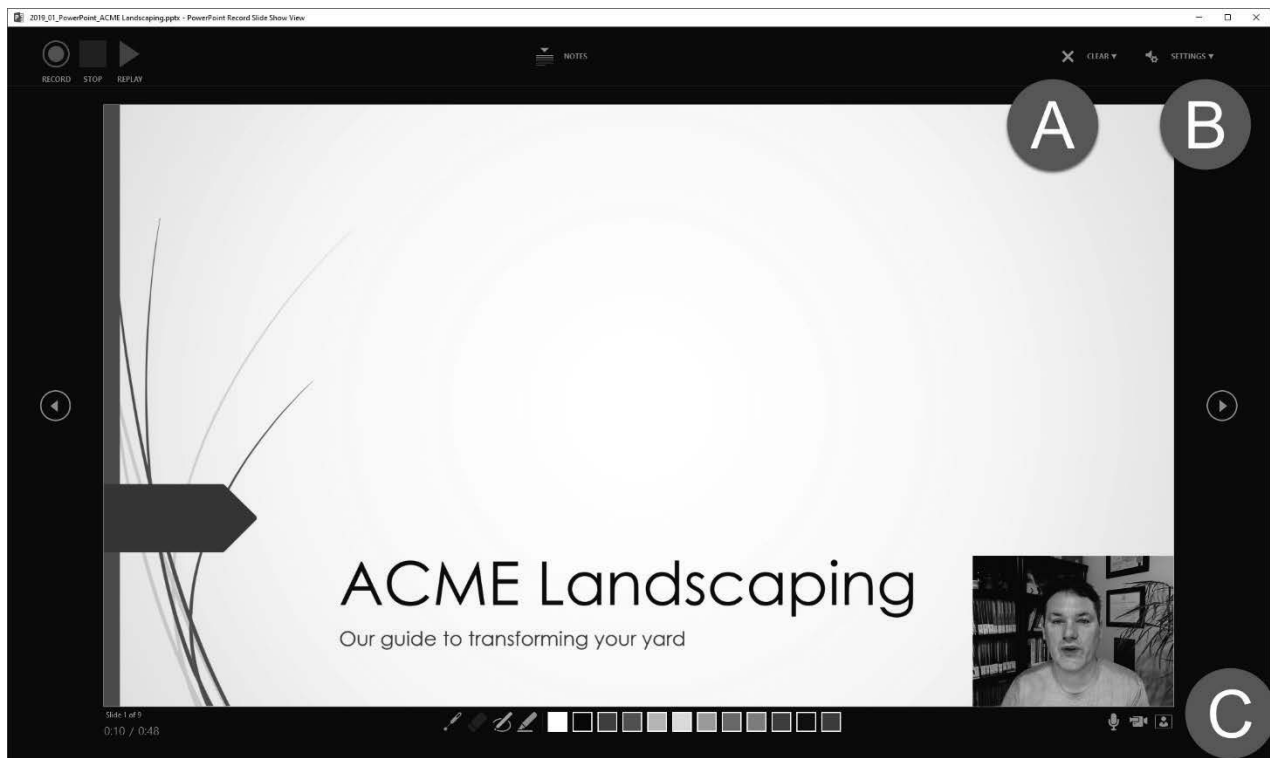
The options in the **Slide Show** → **Set Up** panel also apply to recordings.



*Slide show recording options on the ribbon*

### Slide show recording options

1. Click **Slide Show** (tab) → **Record Slide Show** on the ribbon
2. Adjust the following options, as needed:
  - a. **Clear**, Clear recordings for Current or all slides
  - b. **Settings**, Select microphone/camera if more than one option exists
  - c. **Toggles**
    - **Microphone**: mute or unmute
    - **Camera**: on or off
    - **Camera preview**: show or hide



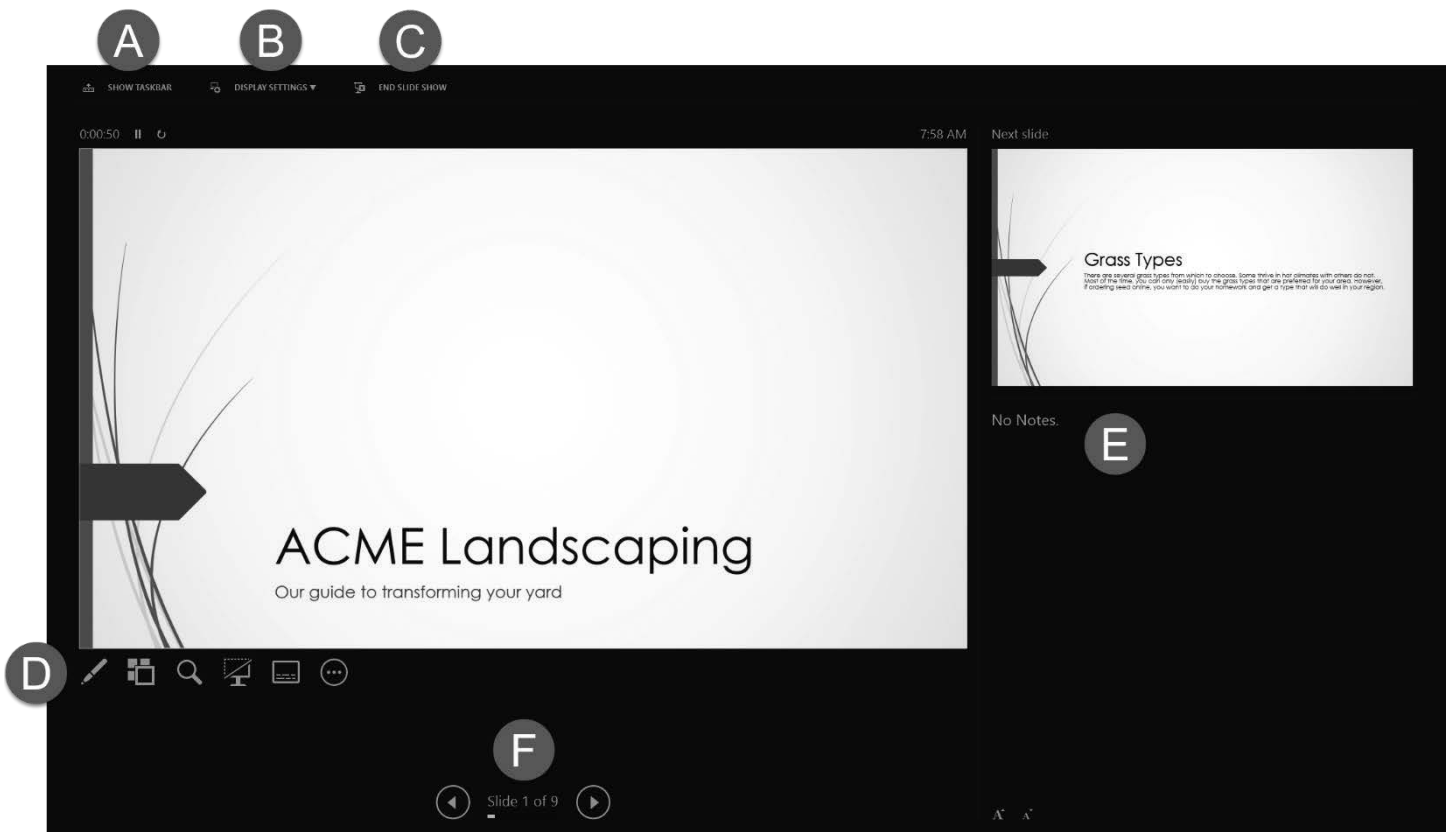
*Slide show recording options while in presentation mode*

### 1.4.5 Present slide shows by using Presenter View

On a computer with multiple monitors, Presenter View can be used. This view offers an expanded view and control of the presentation, not seen by the audience.

#### Use Presenter View

1. From the **Slide Show** tab, select **From Beginning** or **From Current Slide**
2. Use the Presenter View as follows:
  - a. **Show Taskbar**, use if other Windows apps need to be accessed
  - b. **Display Settings**:
    - Swap Presenter View to the other screen
    - Duplicate, show full presentation on both screens
  - c. End Slide Show, exit the presentation
  - d. Presentation options:
    - Draw, view all slides, zoom, blank display, subtitles, menu
  - e. Note for current slide (if any exist)
    - Adjust text size with icons in lower left
  - f. Navigate slides, forwards or backwards
    - Current slide shown above
    - Next slide shown on right



*Overview of presenter view*

# 1.5 Prepare presentations for collaboration

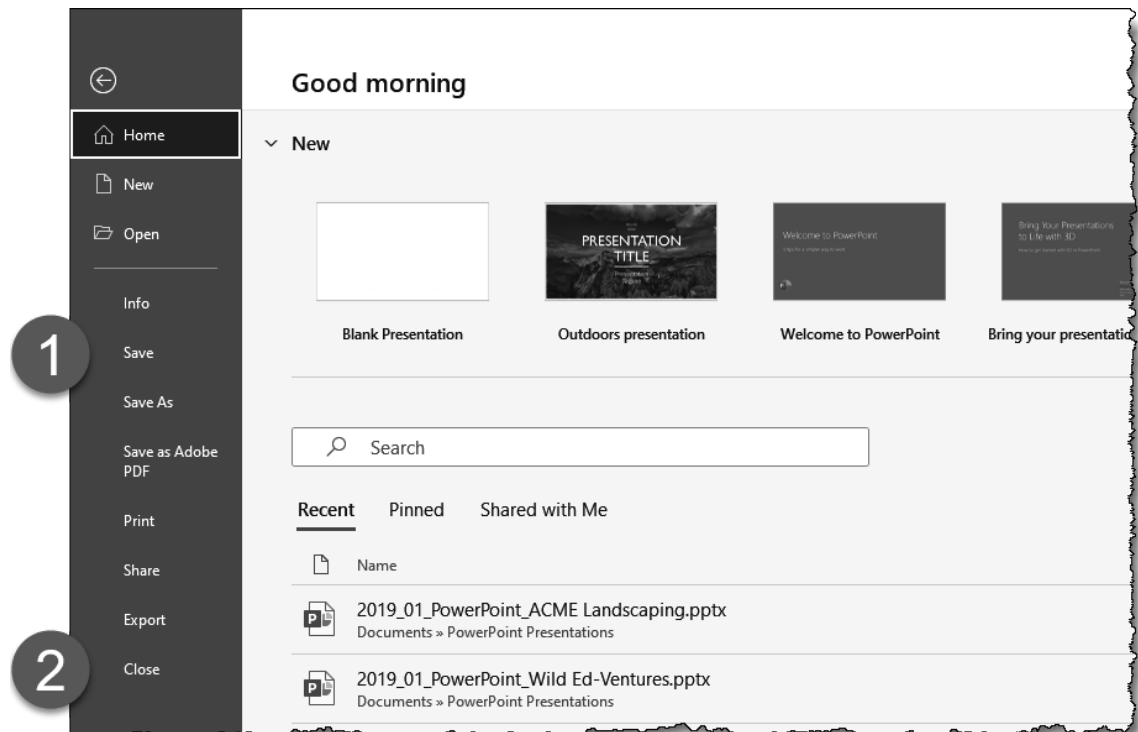
In our highly connected world, it is important to know how to collaborate and share content with others.

## 1.5.0 Save and close a presentation

Know how to properly save and close PowerPoint to preserve the integrity of your data.

### Save and Close a presentation

1. From the **File** tab, select; **Save**
  - a. Provide name and location of file for first save
2. Select **Close**, to exit the PowerPoint application
  - a. You will be prompted to save, for any unsaved files that are open



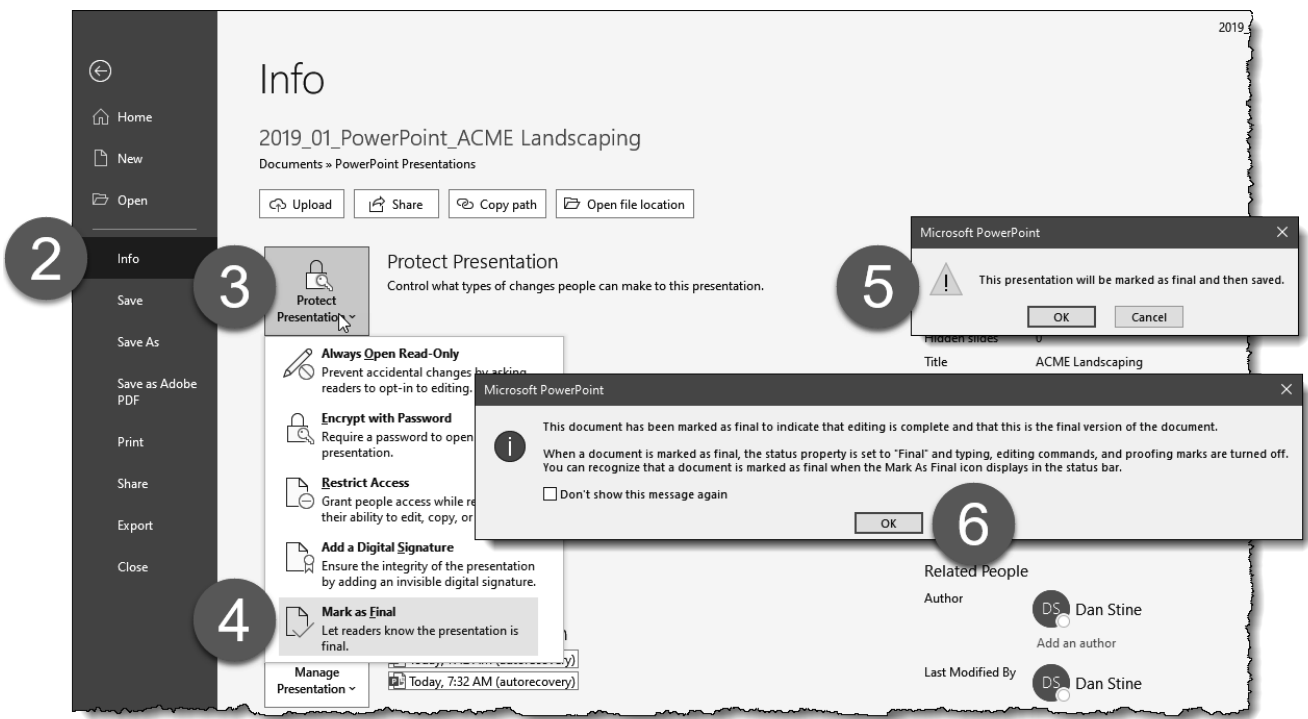
*Saving and closing a presentation*

### 1.5.1 Mark presentations as final

When a presentation is finished it can be helpful for future reference and to let other presenters know it is finished by marking it as final.

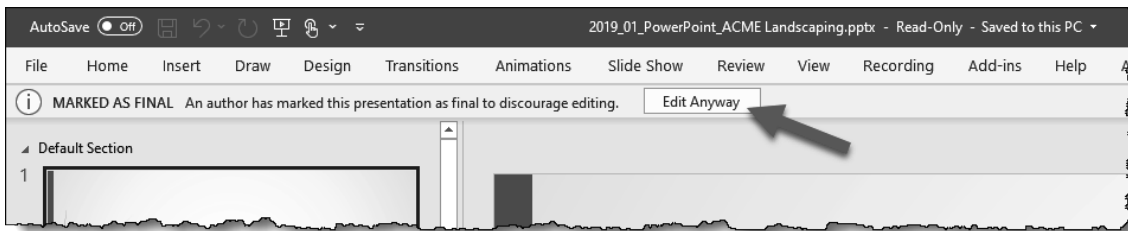
#### Mark as final

1. Click the **File** tab
2. Select the **Info** tab on the left
3. Click the **Protect Presentation** drop-down
4. Select **Mark as Final**
5. Click **OK** to prompt, which will save the document
6. Click **OK** to information about “mark as final”



*Marking a presentation as final to avoid accidental changes*

When the presentation is opened in the future, a message is displayed at the top, and the Ribbon tools are hidden to prevent accidental changes. If changes are required, simply click the **Edit Anyway** button.



*Marked as Final message when document first opened*

### 1.5.2 Protect presentations by using passwords

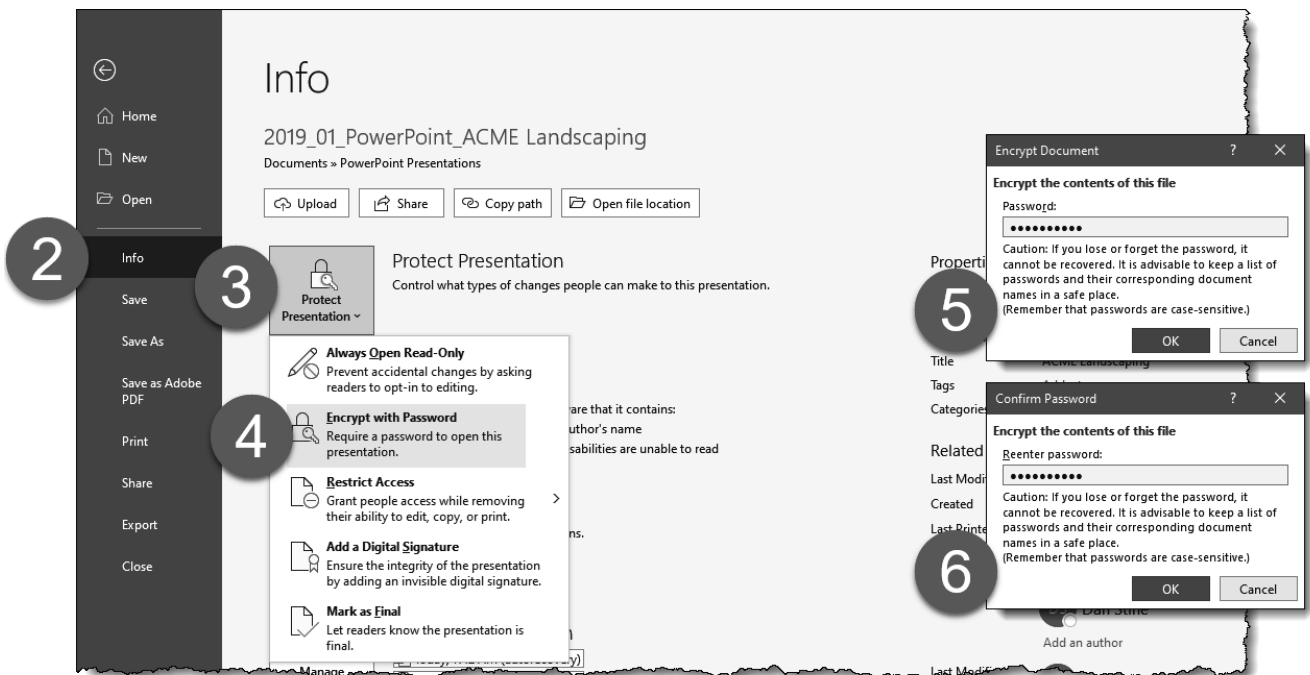
When a document contains confidential information, it can be protected by requiring a password to open it. This is especially helpful if presenting on a shared/public computer.

#### Protect presentation with password



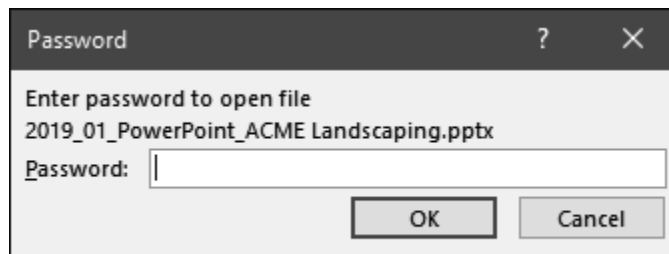
1. Click the **File** tab
2. Select the **Info** tab on the left
3. Click the **Protect Presentation** drop-down
4. Select **Encrypt with Password**
5. Enter a password and click **OK**
6. Re-enter the same password and click **OK**

**Tip:** Read the caution note shown



*Protecting a presentation with a password*

In the future, when a protected presentation is opened, a password will be required (similar to the example shown below). Note that passwords are **case sensitive**. If the password is lost, the file cannot be opened; and Microsoft will not help with this problem. **A password can be removed**, once the document has been opened, by following the above and erasing the password when prompted to provide one.



*Password prompt when opening a presentation*

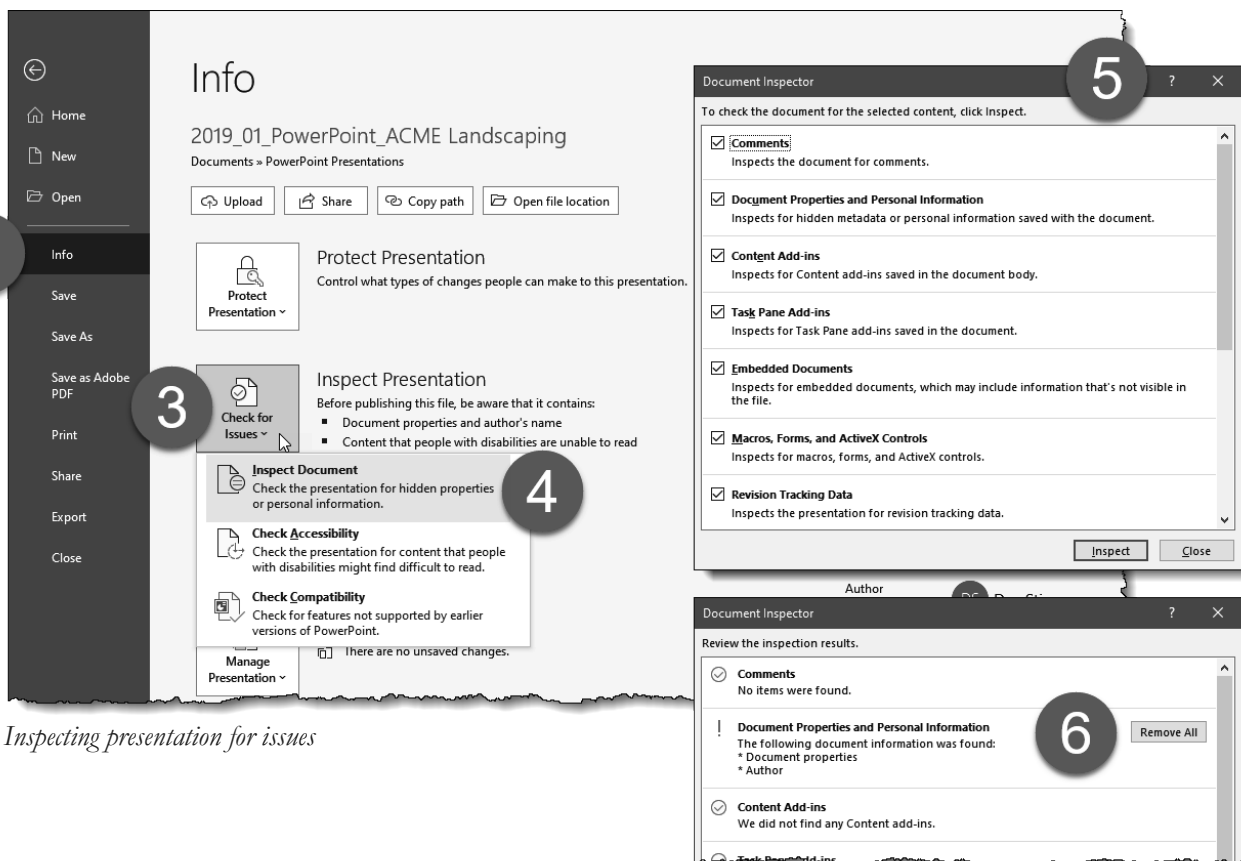
### 1.5.3 Inspect presentations for issues

Before sharing/collaborating with a document, check it for issues – such as personal information or comments.

#### Inspect document for issues



1. Click the **File** tab
2. Select the **Info** tab on the left
3. Click the **Check for Issues** drop-down
4. Select **Inspect Document**
5. Document Inspector dialog:
  - a. Select document sections to check (all are checked by default)
  - b. Click the **Inspect** button
6. Review and/or resolve issues
  - a. Note issues discovered
  - b. Click the **Remove All** button, as needed, for each section



*Inspecting presentation for issues*

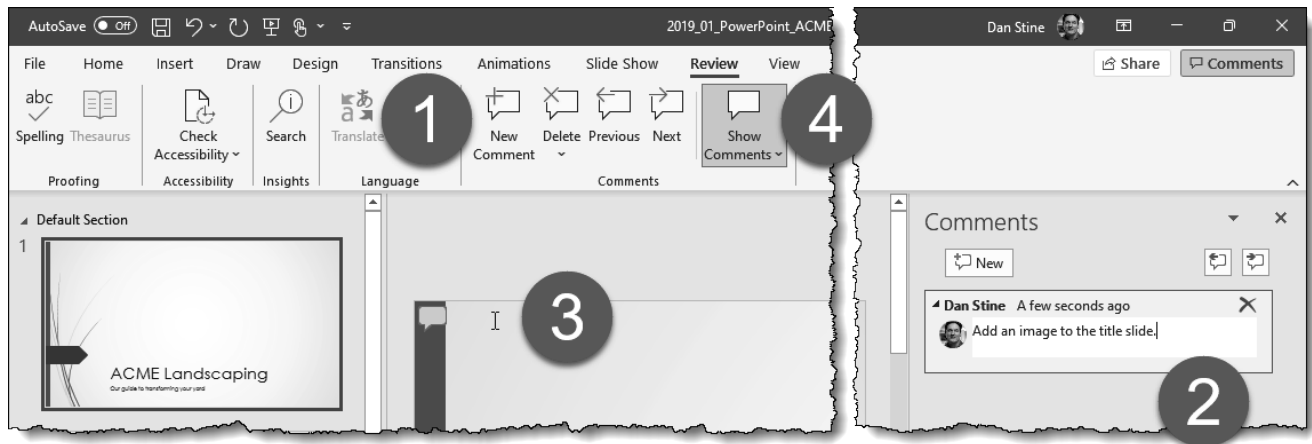


### 1.5.4 Add and manage comments

Comments are used to track feedback and required changes to the presentation.

#### Add comments

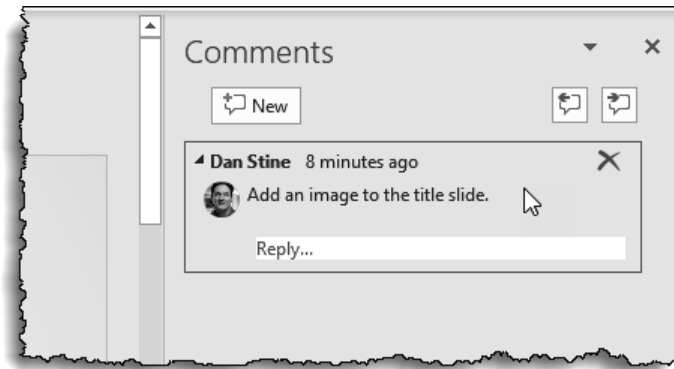
1. On the **Review** tab, click the **New Comment** button
2. In the **Comments** pane, enter a comment and press **Enter** to finish
3. Notice the comment icon in the upper left, which signifies a comment on this slide
4. Toggle the Comments pane on and off with the **Show Comments** command



*Adding comments to the current presentation/ slide*

#### Manage comments

Comments can be managed within the Comments pane. Toggle this on and off using the Show Comments option on the Review tab. As shown in the image below, comments can be replied to (click in Reply... area and start typing) or deleted (click the “X” in the upper right).



*Managing a previously created comment*

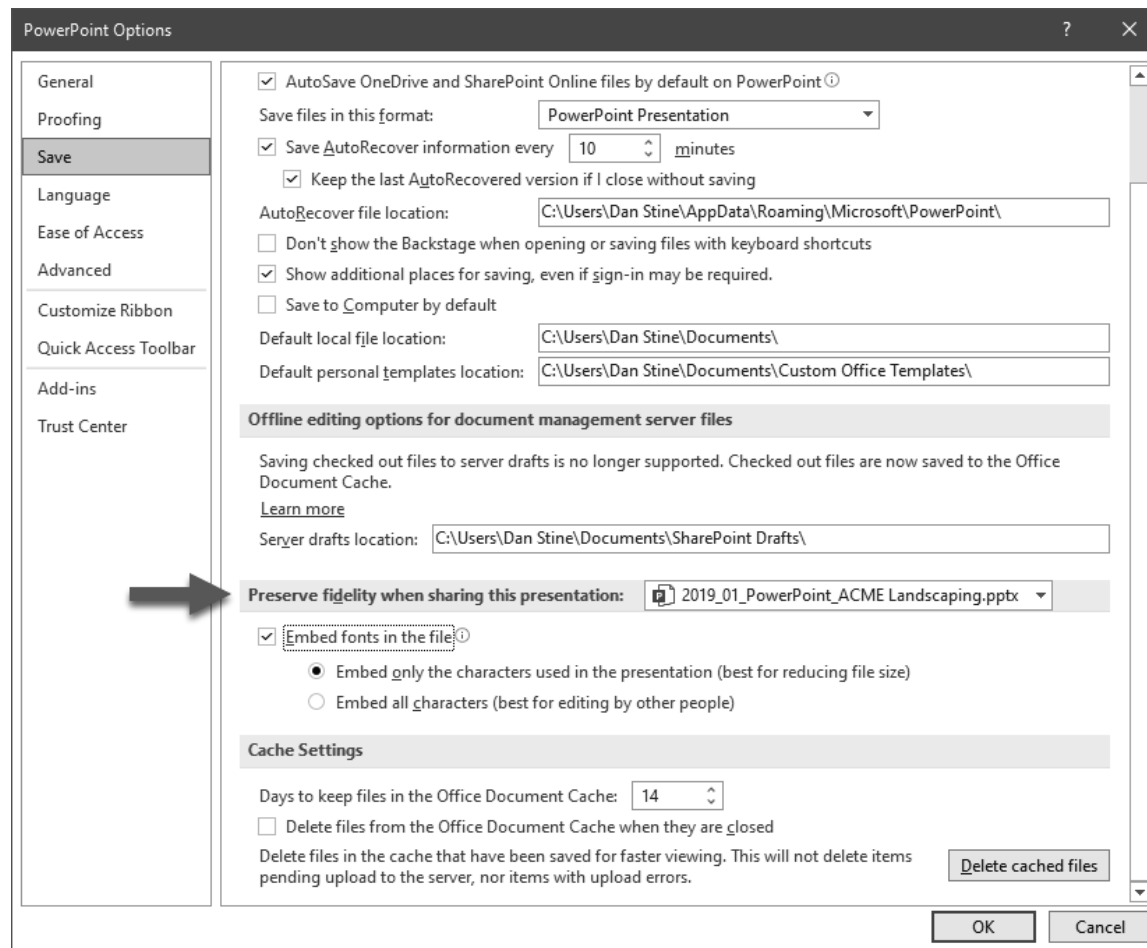
### 1.5.5 Preserve presentation content

When sharing a presentation, custom fonts can be embedded and media can be compressed.

#### Preserve fidelity by embedding fonts



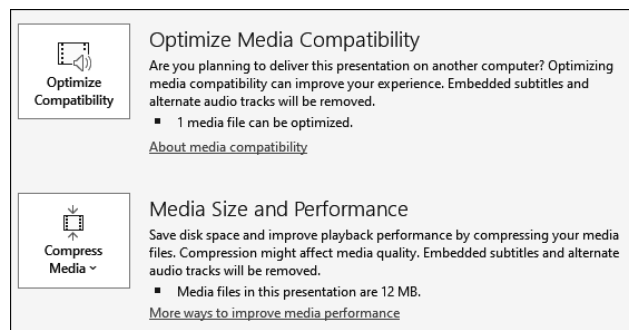
1. On the **File** tab, click the **Options** command
2. Select the **Save** tab, and check to **Embed fonts**



*Preserving presentation fidelity*

#### Compress media content (when present)

1. On the **File** tab, click the **Info** tab
2. **Optimize** or **Compress** media (available only if file contains media content)
3. Select from options and follow prompts



*Compressing/optimizing media content*

### 1.5.6 Export presentations to other formats

A presentation can be exported to other formats, such as a PDF, to be shared with others who may not have PowerPoint on their computer, or do not need to present the information.

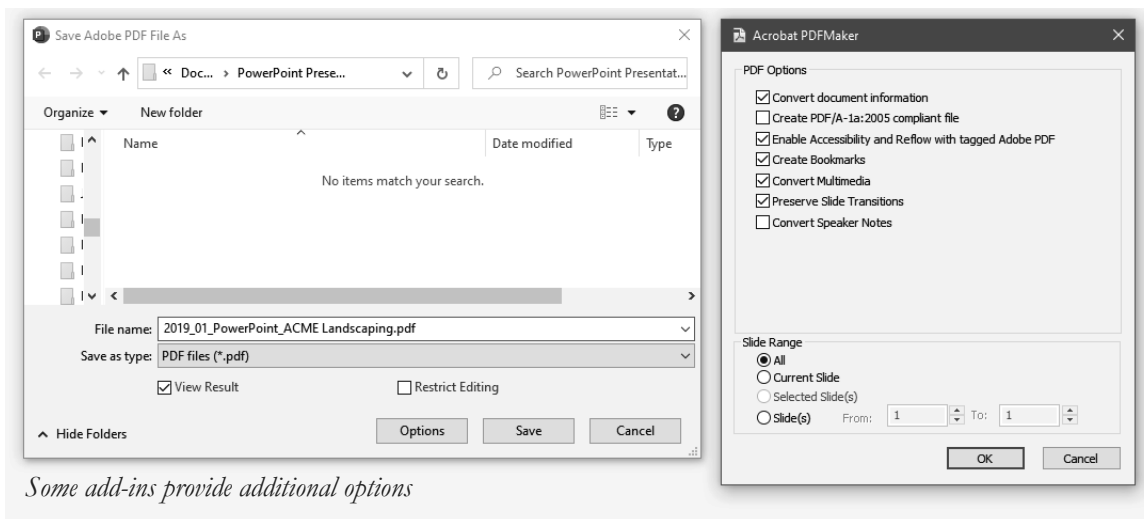
#### Export presentation to other formats



1. Select the **File** tab
2. Select the **Export** tab
3. Select an export format option
  - a. Click **Change File Type** for more options
4. Click the **Create** option
5. Provide a file name and location to save the new file
  - a. Some add-ins, like Adobe Acrobat, provide additional options



*Exporting the current presentation as another format*



*Some add-ins provide additional options*

# 1.6 Practice tasks

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Try the topics covered in this chapter to make sure you understand the concepts. These tasks are sequential and should be completed in the same PowerPoint document unless noted otherwise. Saving the results is optional, unless assigned by an instructor.

## First Step:

- ✓ Open provided document **Danish Potato Salad Recipe.pptx**

## Task 1.1:

- ✓ Create a new Master Slide **Layout** named **Table Ready Photos**.

## Task 1.2

- ✓ Change the slide size to **Standard (4:3)** using the Ensure Fit option.

## Task 1.3

- ✓ Create a custom slide show, called **Quick Demo**, containing only slides 2 and 4.

## Task 1.4:

- ✓ Use **Inspect Document** to find and remove **Comments**.

## Task 1.5:

- ✓ Mark the presentation as final then save and close.

# 1.7 Self-exam & review questions

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## Self-Exam:

The following questions can be used to check your knowledge of this chapter. The answers can be found at the bottom of the next page.

1. PowerPoint documents are commonly started from templates. (T/F)
2. The file extension for a PowerPoint document is .pptx. (T/F)
3. The slide master controls the content on each slide. (T/F)
4. Which ribbon tab is Mark as Final found on? \_\_\_\_\_.
5. Microsoft will help recover lost document passwords. (T/F)

## Review Questions:

The following questions may be assigned by your instructor to assess your knowledge of this chapter. Your instructor has the answers to the review questions.

1. When rehearsing slide show timings, the first number is time spent on current slide, and the second is total time. (T/F)
2. Check for Issues does not look for comments. (T/F)
3. The presentation Theme can be changed while editing the slide master. (T/F)
4. The Show Comments command is found on the View tab. (T/F)
5. Custom slide shows are used to rearrange and omit slides in a presentation. (T/F)
6. A printed “notes page” contains one slide and notes for that slide. (T/F)
7. Where are the document properties found? \_\_\_\_\_.
8. Presentations may be printed in color or grayscale, but not black and white. (T/F)
9. The default view, for a presentation, is Normal. (T/F)
10. Modifying content in the slide master view will update all slides. (T/F)

SELF-EXAM ANSWERS:

1 – T, 2 – T, 3 – F, 4 – File, 5 – F

