FastCourse Series

Chapter 10: Connecting Presentations and Presenting Online

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Learning Objectives

- After studying this chapter, you will be able to:
  - Connect multiple presentations
  - Use Object Linking and Embedding
  - Present a presentation online

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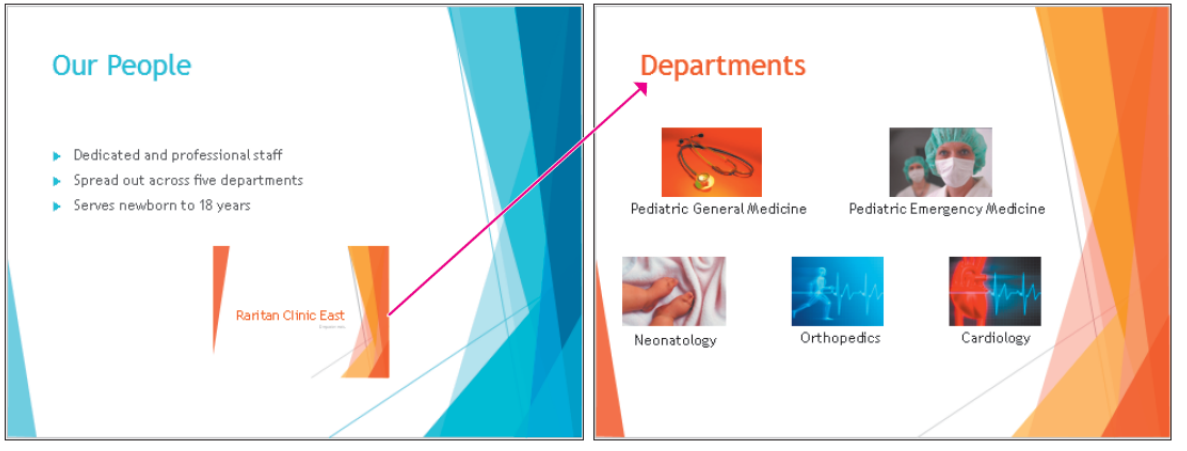
Connecting Presentations

- Being able to connect multiple presentations is a powerful tool.



In this example, the main presentation (in blue) has a link to the Departments presentation (in orange).

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Linking vs. Copying/Pasting Presentations

To combine presentations, you can either link them together or copy and paste content from one into another.

CONNECTING PRESENTATIONS: LINKING VS COPYING/PASTING	
Copy/Paste Content	**Link Presentations**
1. Open small presentation 1.	1. Open large presentation.
2. Copy all slides.	2. Link/embed small presentation 1.
3. Open large presentation.	3. Link/embed small presentation 2.
4. Paste all slides.	
5. Open small presentation 2.	
6. Copy all slides.	
7. Switch back to large presentation.	
8. Paste all slides.	

Note how many more steps must be taken to copy and paste content rather than link it.

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Choosing a Connection Technique

- Three options for connecting presentations:
  - Insert a link.
  - Insert an action.
  - Use Object Linking and Embedding (OLE).
- Each has its own list of pros and cons.

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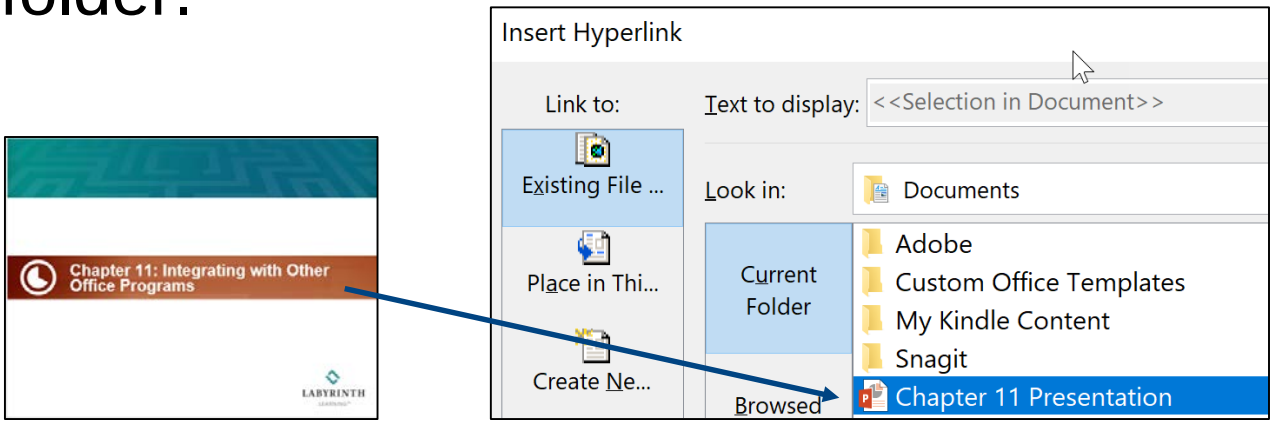
Connecting with a Link

- You can create a link to navigate to another presentation or even a slide within a presentation.
- To keep the links unbroken, keep the main presentation and all linked presentations in the same folder.



If you want to link to the Chapter 11 presentation, you would select text or an image on the slide and then create a hyperlink to the file.

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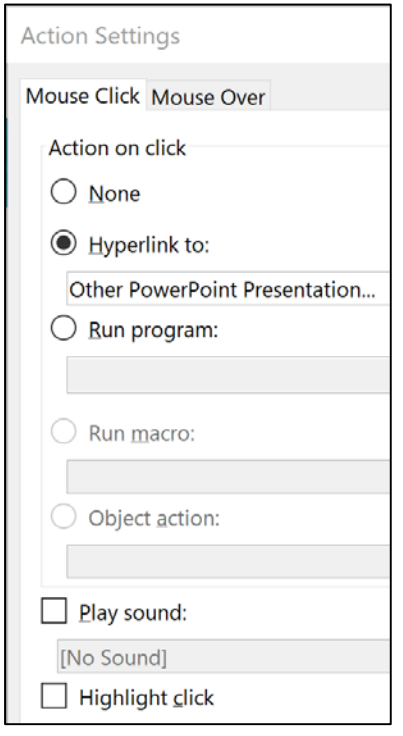
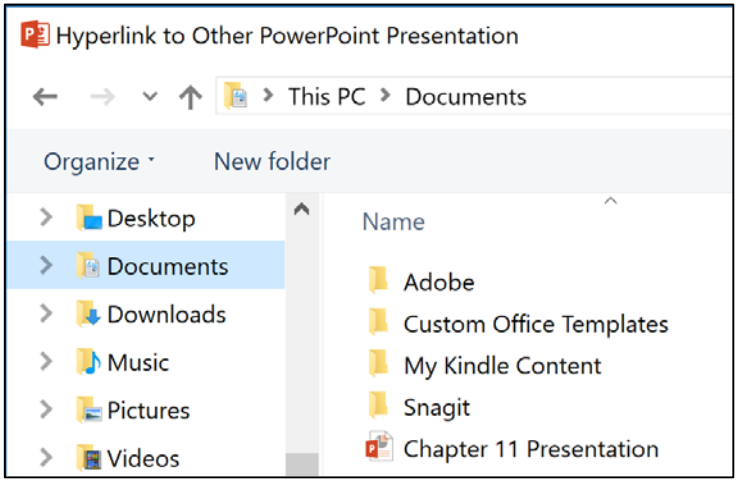
Connecting Presentations with an Action

- Actions create links!

This "Action!" image has an action tied to it…



Note all the options available in the Action Settings dialog box.



When you choose to link to another presentation, the next step is to identify where it is located.

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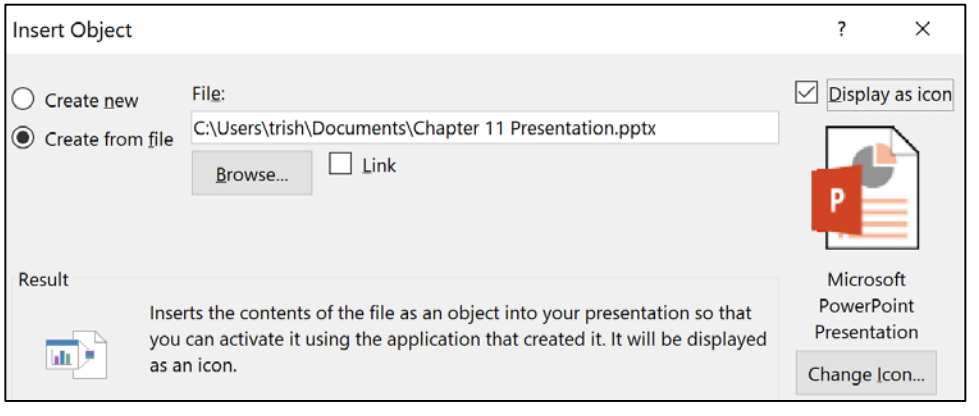
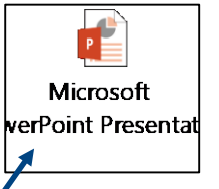
Connecting Presentations with OLE

- You can either link or embed targeted files.
- Embedding increases the size of the presentation file.
- Choose OLE linking to display a file icon or snapshot on the slide.
- You can also embed other Office files into a presentation.
- You can format the embedded file's icon.



When you choose to embed a PowerPoint file, you can choose to have the icon displayed in the presentation.



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Editing Linked and Embedded Presentations

- You can access linked and embedded presentations from the main one to make editing easier.
- When editing embedded presentations, realize that editing the original copy has no effect on the embedded copy.

NOTE: You MUST edit embedded files directly from the main presentation, whereas linked files can be edited from the main presentation or the original copy.

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Presenting Online

- Present Online allows presentations to be broadcast over the Internet.
- A link will be generated for you that you can share.
- Anyone with the link can view the presentation, even if they don’t have PowerPoint.
- Presenting online is free, you just need to have a Microsoft Account ID.

NOTE! Make sure to sign out after ending an online presentation so that others cannot use your account to access Microsoft services.

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