FastCourse Series

# PowerPoint Chapter 2: Designing and Printing the Presentation

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# Learning Objectives

- After studying this chapter, you will be able to:
  - Use Outline View to create, move, and delete slides and edit text
  - Create a presentation from a Microsoft Word outline
  - Format and align text and adjust character spacing and line spacing
  - Use Slide Sorter view and Sections
  - Print a presentation
  - Add slide headers and footers

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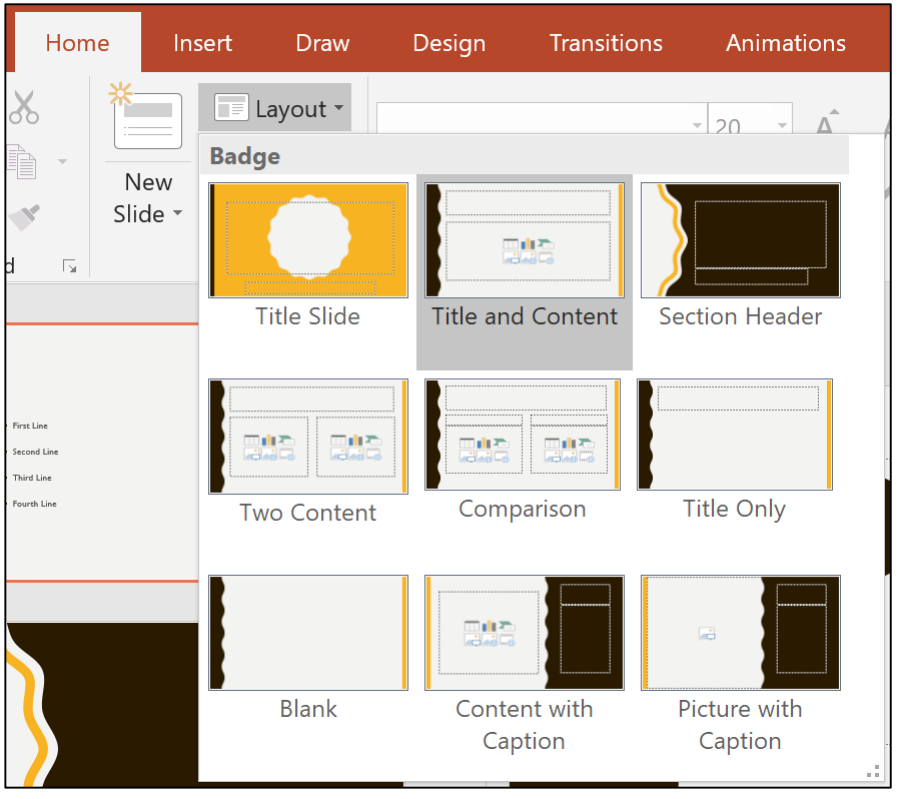
# Working with Slides

- You can work with slides in the following ways:
  - Change the slide layout.
  - Reorder slides.
  - Move and copy text and objects.




**You can change the slide layout using the Slide Layout button in the Slides group on the Home tab of the Ribbon.**



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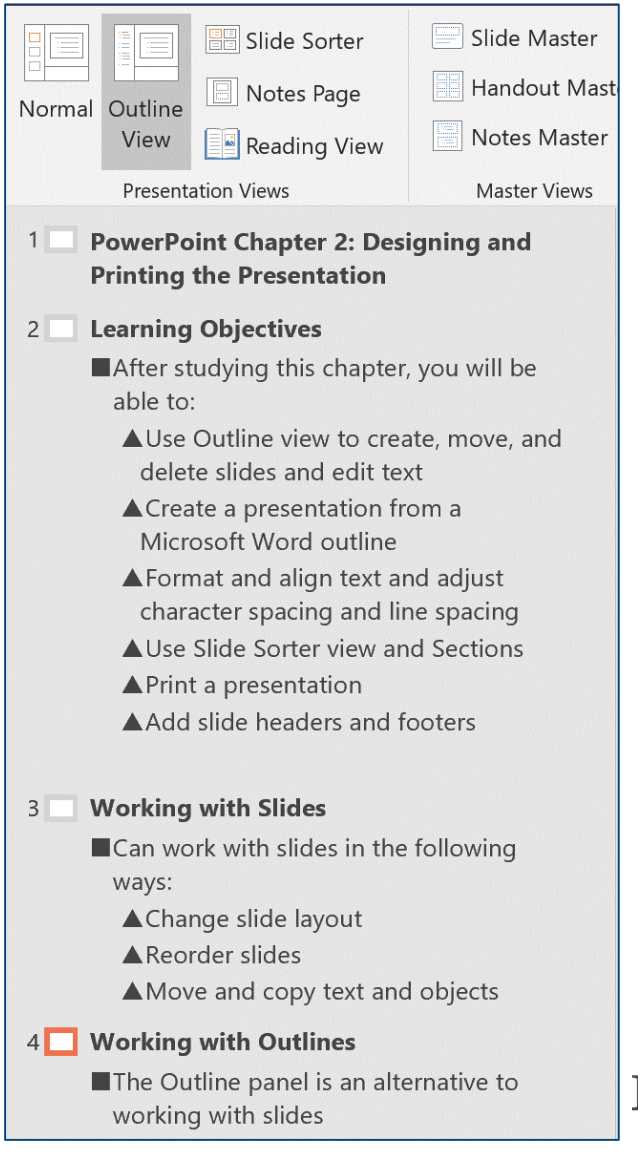
# Working with Outlines

- The Outline panel is an alternative view for working with slides.
- It is very helpful when you are working on organizing and structuring your presentation.




**The Outline panel helps you edit and organize slides.**



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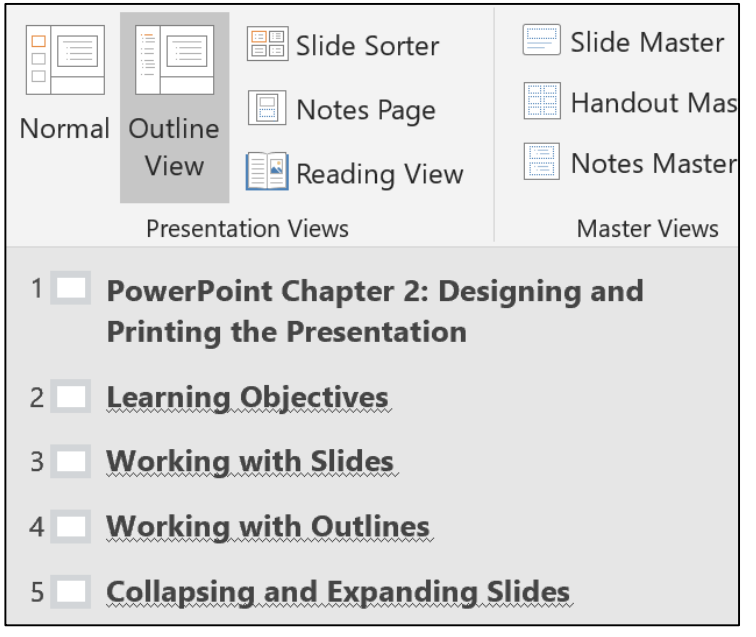
# Collapsing and Expanding Slides

- You can collapse slides in Outline View so that only the title is visible.
- Don’t worry—collapsed slides will still display just fine during a slide show!




**When the slides are collapsed in Outline View, you only see the titles displayed.**

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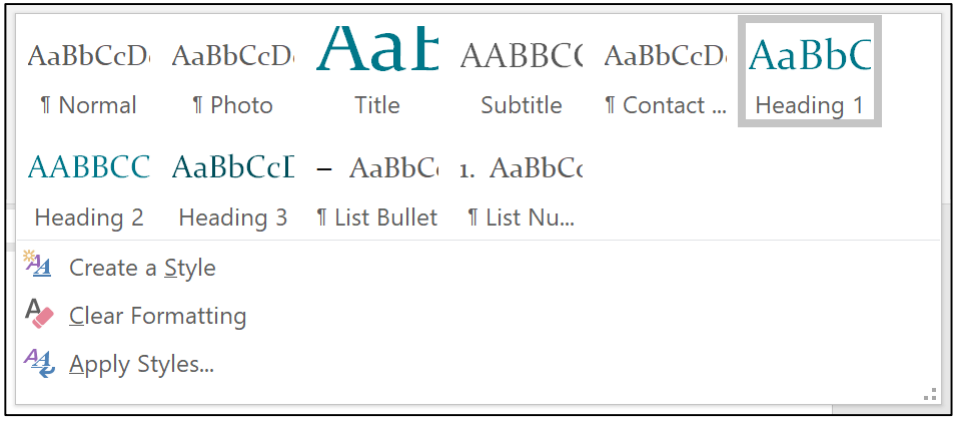
# Working with Word Integration

- PowerPoint has the ability to create presentations from imported Word outlines.
- Word heading styles correspond to PowerPoint titles or bullet levels.

**The styles you need in Word to create an outline are found in the Styles group on the Home tab of the Ribbon.**

**When you expand the styles list, you will be able to see all of the heading styles that will equate to PowerPoint levels.**

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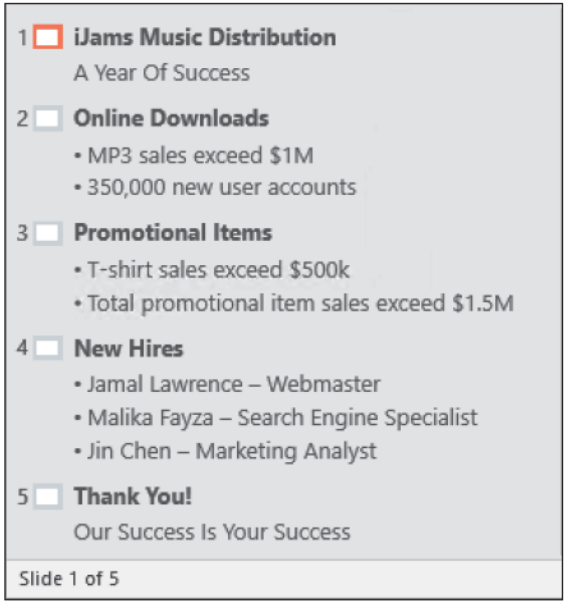
# Creating a Presentation Outline in Word

- Rules for converting a Word outline to PowerPoint:
  - Heading 1 style = PowerPoint titles
  - Heading 2 style = level-1 bullets in PowerPoint
  - Heading 3 style = level-2 bullets in PowerPoint

This Word outline…




…creates these PowerPoint slides.

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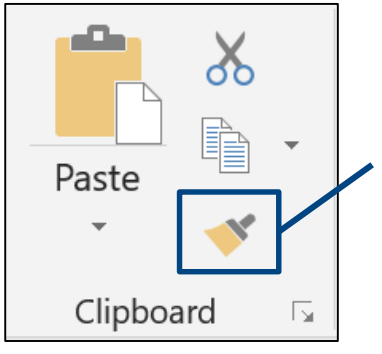
# Formatting Your Presentation

- Techniques for formatting:
  - Selecting text and using commands from the Ribbon or keyboard
  - Selecting a placeholder and using commands from the Ribbon or keyboard
  - Format Painter: allows you to “paint” formatting from one place to another




**If you click the Format Painter button once, it will allow you to apply the selected formatting to one location.**

**If you double-click it, you will be able to continue to apply the selected formatting until you click it again or tap [Esc].**

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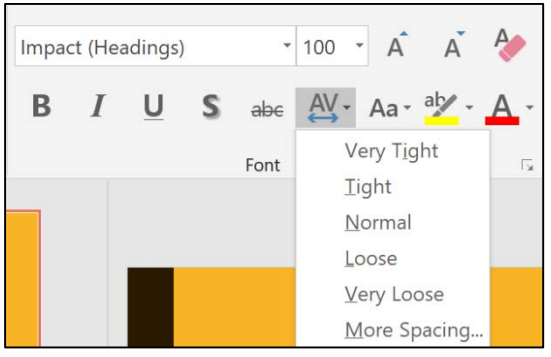
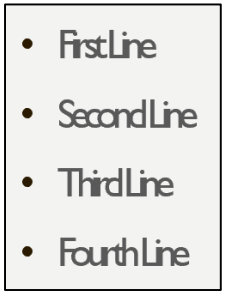
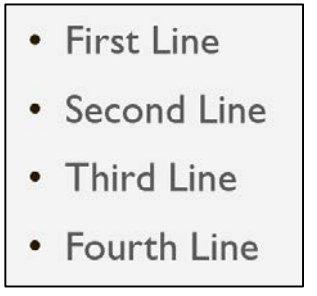
# Character and Line Spacing

- Character spacing: horizontal space between characters

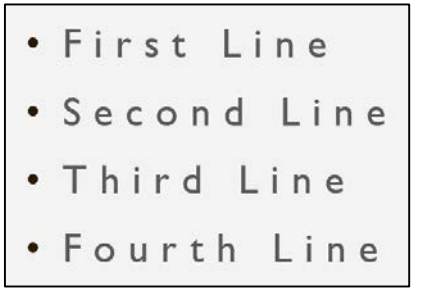



**Very Tight**

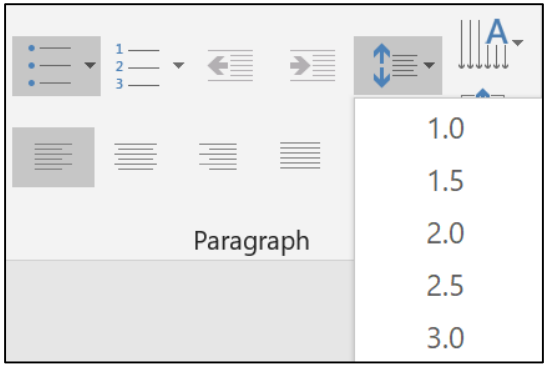


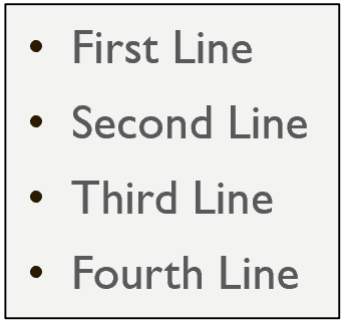

**Normal**



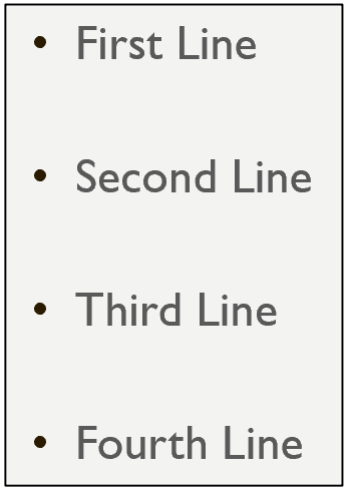

**Very Loose**

- Line spacing: vertical space between lines of text




**1.0 line spacing**




**2.0 line spacing**

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# Setting Paragraph Alignment

- Left Aligned

- Centered

- Right Aligned

- When text is justified it means that the text is aligned in a straight line on both the left and right side. Spacing between words is altered in order to ensure the straight lines are maintained. This alignment is used when there are multiple lines of text.

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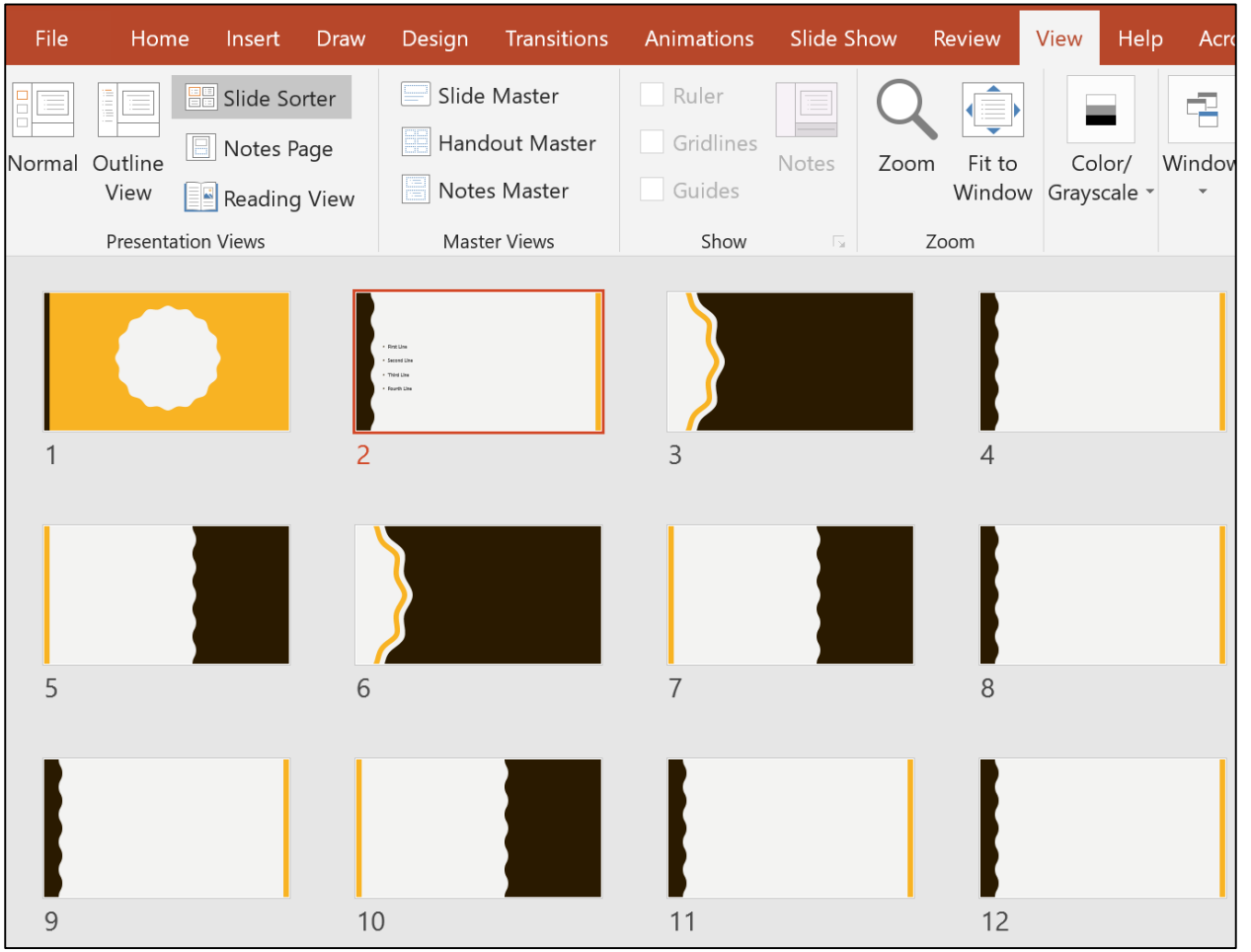
# Using the Slide Sorter




**Slide Sorter view makes it very easy to rearrange the order of your slides through drag-and-drop.**

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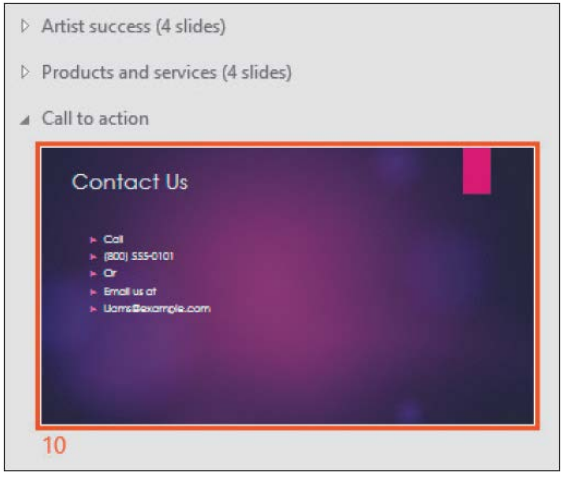
# Organizing With Sections

- Large presentations may be easier to manage using sections.
- A section is created before a selected slide and includes all of the following slides until the next section.
- Sections can be moved as a unit, or individual slides can be moved in and out of sections.




**Sections can be collapsed in the Slides panel, allowing you to focus on the slides in one section at a time.**

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# Printing Your Presentation

- Types of printouts:
  - Slides: Each slide prints on a separate page.
  - Handouts: One or more slides is printed on each page, and room for notes is provided.
  - Speaker Notes: Each slide prints on a separate page with the notes printed below.
  - Outlines: This pints a text outline of each slide.
- Print quality: You can choose to print in color, grayscale, or black and white to conserve printer ink.



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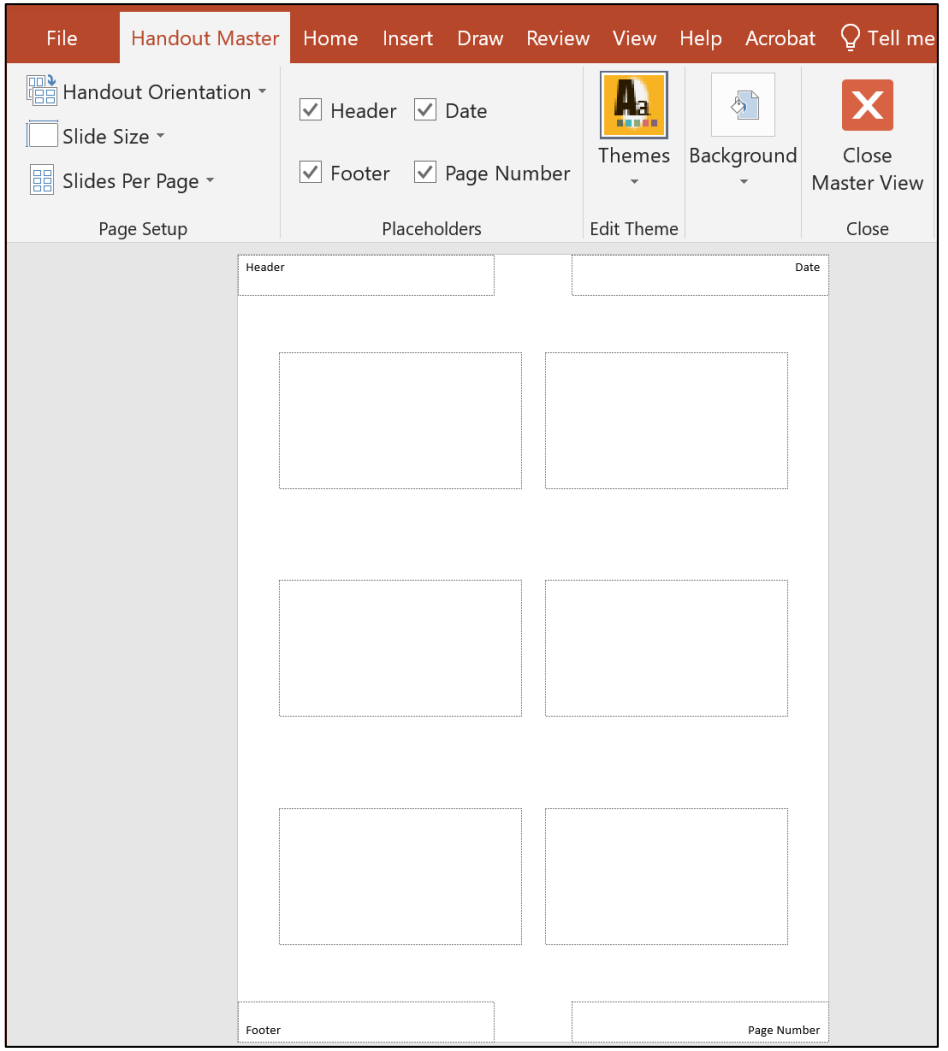
# Handout Formatting and Layout




- The handout master controls the format of the handout sheets.
  - Changes to the master will apply to all handout pages.
- You can apply headers and/or footers.
  - They will print on each page of the handout.

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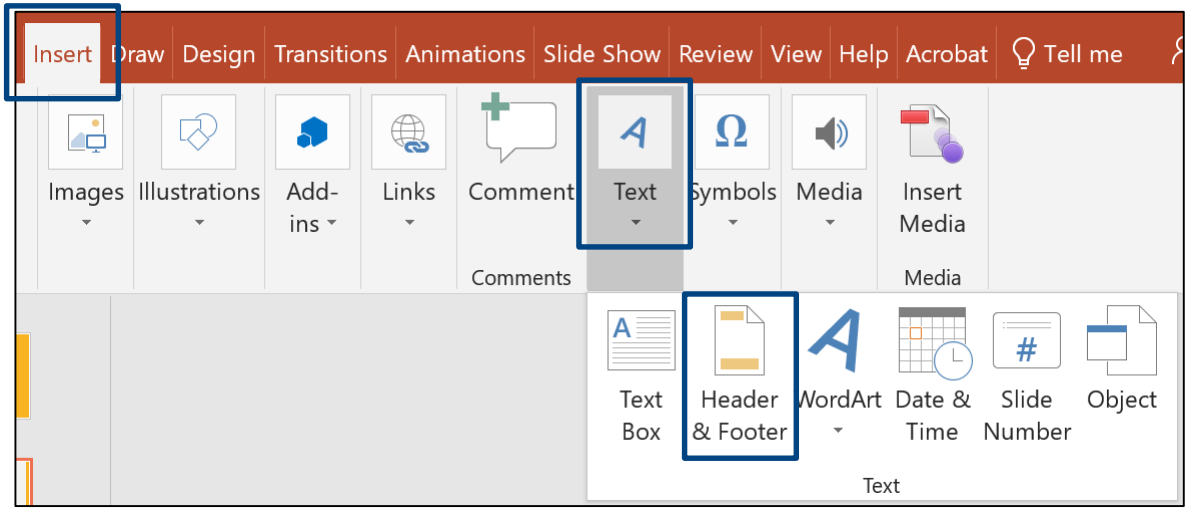
# Slide Footers

- Just as you can apply footers to handouts, you can also apply them to the slides.
- Footers will appear on each slide.
- Their position will change based on the theme.
- The date can be static or can update automatically.



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