FastCourse Series

Chapter 9: Readying a Presentation for Final Delivery

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Learning Objectives

- After studying this chapter, you will be able to:
  - Use Find and Replace
  - Connect slides with hyperlinks and PowerPoint Zoom
  - Edit document properties
  - Inspect and protect a presentation
  - Draw on slides during a slide show
  - Transfer a presentation to a USB flash drive

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Using Find and Replace

- This useful editing tool allows you to replace words and phrases in a presentation.
- Three useful options:
  - Match Case
    - Find only the instances of the word that are the same case as what has been typed.
  - Find Whole Words Only
  - Replace All

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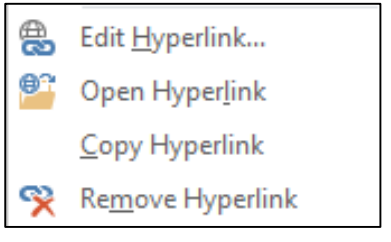
Using Hyperlinks in Presentations

- Hyperlinks link to other resources, such as a webpage or even a slide in the same presentation.
- Two insertion methods:
  - Hyperlink dialog box—the basic method used in all Office programs
  - Action dialog box—a more robust method used in PowerPoint to tie the link to an “action”
- Right-click for tools to repair and remove hyperlinks.



When you right-click on a hyperlink, you will find a variety of options to choose from.

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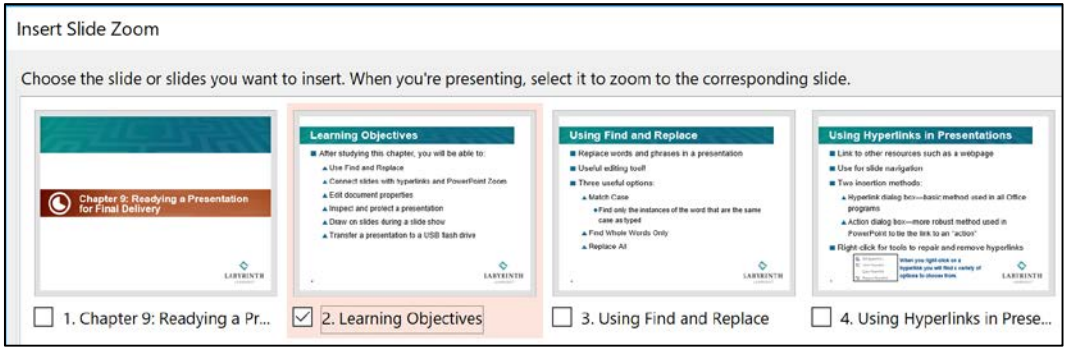
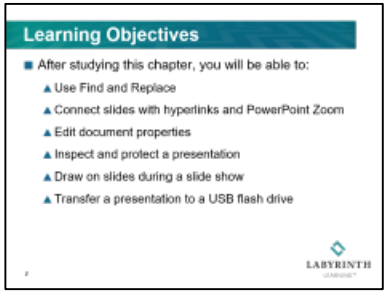
PowerPoint Zoom

- This is a visually appealing way to link to another slide by using thumbnail images instead of text links.
- There are three types of Zoom links:
  - Slide Zoom
  - Section Zoom
  - Summary Zoom



The Insert Slide Zoom dialog box allows you to choose which slide to link to, in this case the Learning Objectives slide from this presentation.



After inserting the link, you will see a thumbnail of the slide. When you click on it, you will go to that slide, and the presentation will continue from it.

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Finalizing a Presentation

- PowerPoint has editing and presentation features to help you prepare for your presentation:
  - Editing Document Properties
  - Inspecting a Presentation
  - Protecting a Presentation
  - Proofing a Presentation

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Editing Document Properties

- The document properties contain information about the author, title, subject and other presentation details.
- The basic properties are visible from Backstage view but don't show in slides.
- They help track who created the presentation and why.

USEFUL DOCUMENT PROPERTY FIELDS

Field	Possible Usage
Title	Shows the title of the presentation
Subject	Gives the main idea of the presentation, like the subject line of an email
Author	Indicates the person or people who created the presentation
Category	Indicates the broad category of the presentation (e.g., sales or prospective client presentation)
Keywords	Identify the main idea of the presentation (e.g., services offered, products sold, new client incentives)
Comments	Contain notes, messages, or instructions for others working on the presentation or those viewing the presentation on their own

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Inspect a Presentation

- There are three options that allow you to scan for problems before sharing your presentation with others:
  - Inspect Document: This checks for hidden properties or personal information.
  - Check Accessibility: This checks to make sure the presentation is easily accessible to those with disabilities.
  - Check Compatibility: This checks to make sure the presentation will work with previous versions of PowerPoint.

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Protect a Presentation

- Preserve the content.
- Prevent accidental editing.
- Restrict who can open the presentation.

PROTECTION OPTIONS

Protection Option	What It Does
Always Open Read-Only	The presentation always opens in read-only mode so it can't be edited. Users must click a button to enable editing.
Encrypt with Password	This option requires a password to open the presentation.
Restrict Access	Use this to specify people who can edit, copy, or print the presentation. This option requires a Rights Management Server, which is something your IT department has to set up.
Add a Digital Signature	This lets you sign the presentation digitally so other users are assured the presentation really came from you.
Mark as Final	This option lets users know the presentation is the final version.

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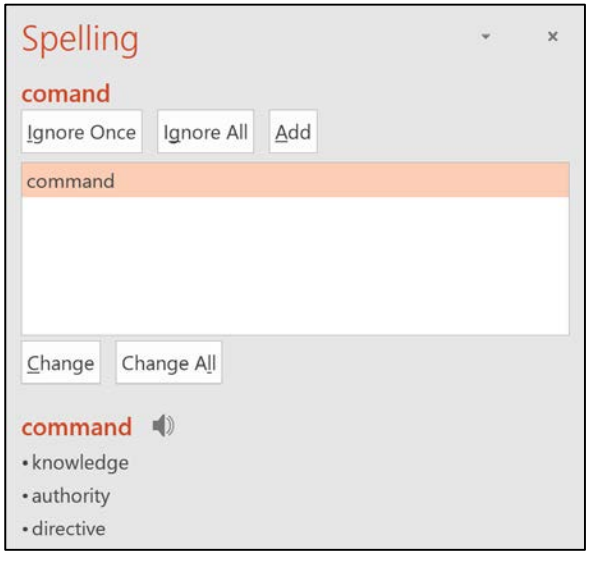
Proof a Presentation

- Protect your own credibility by proofing your presentation before sharing it with an audience.
- The Spelling comand on the Review tab is a useful tool



In the second bullet above, the word *command* is spelled incorrectly.

When the Spelling command is issued, PowerPoint will show you the incorrectly spelled word and suggest option(s) for the correct spelling. Note the definition is also displayed at the bottom of the pane.

NOTE! The Spelling tool is not always correct, so you must use common sense when using it!

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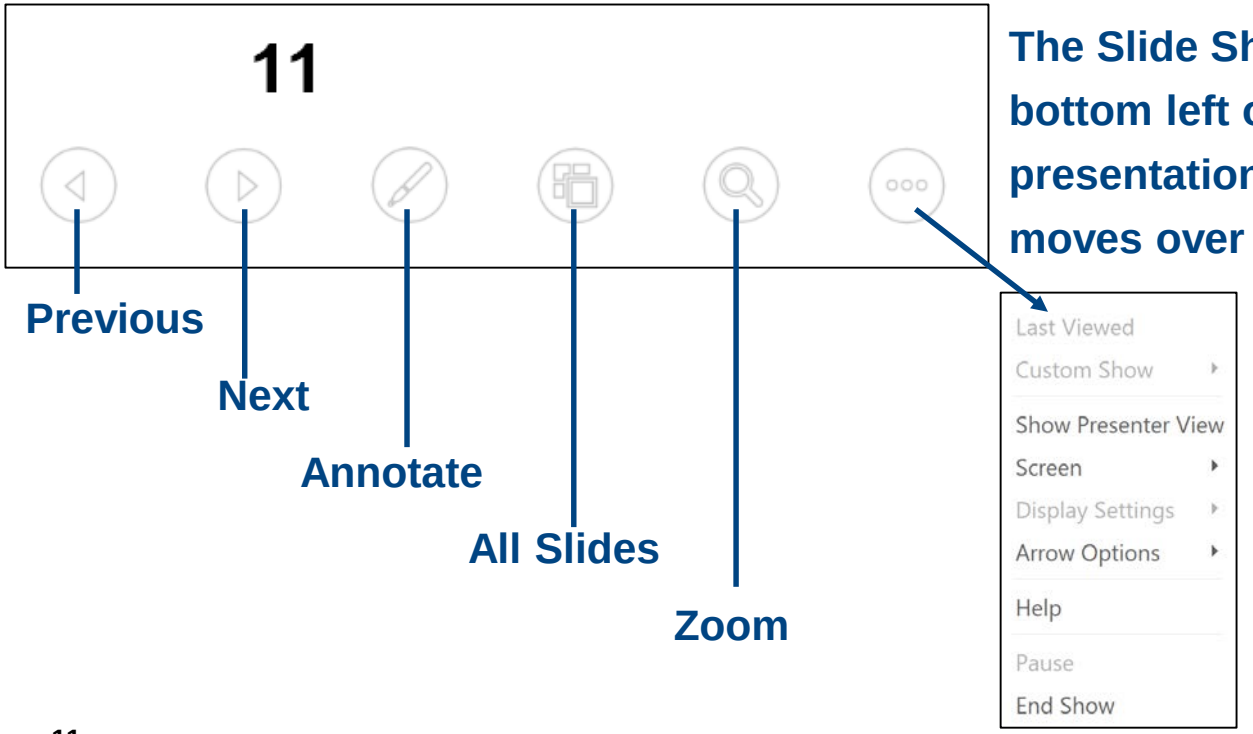
The Slide Show Toolbar

- Zooming In
- Annotating with Pen Tools
- Annotating Without Presenting



The Slide Show toolbar appears at the bottom left of a slide during a presentation when the mouse pointer moves over it.

The final button on the toolbar gives a menu of additional options.

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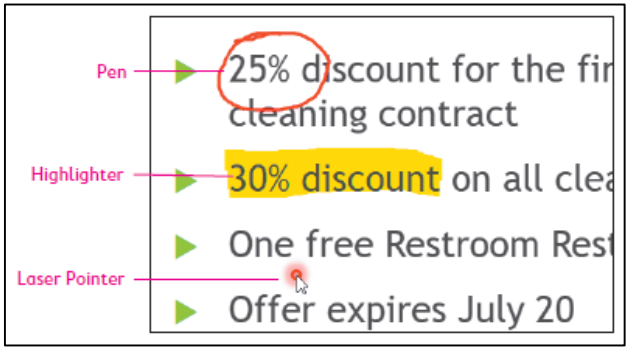
Annotating with Pen Tools

- Pen Tools (collectively called the Pointer):
  - Laser Pointer
    (does not draw on slides)
  - Pen
  - Highlighter



POINTER TOOLS

Tool	Description
Laser Pointer	Simulates a laser pointer that focuses attention without drawing on the slide
Pen	Draws and writes with different colors
Highlighter	Highlights the text or image with a wide stroke of color
Eraser	Removes lines or highlighting from the slides
Ink Color	A full spectrum of colors available for the Pen and Highlighter

NOTE! You have the option of saving the annotations after the presentation is complete.

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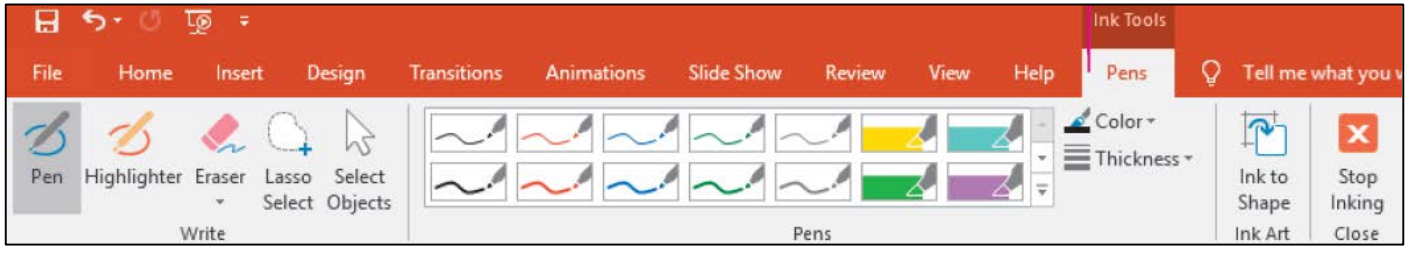
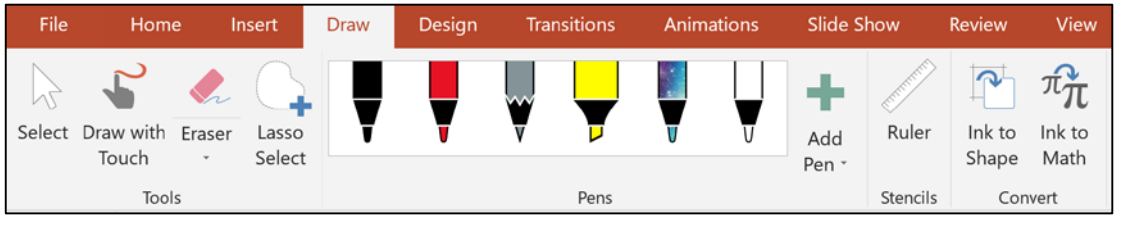
Annotating Without Presenting

- An entire contextual tab exists to help you annotate your slides without running a slide show.
- If you have a touchscreen computer, these tools are available on the Draw tab of the Ribbon.



The Pens tab on a non-touchscreen computer.



The Draw tab on a touchscreen computer.

Note the similarities and differences between the Pens contextual tab and the Draw tab.

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Transporting the Presentation

- How Package Presentation for CD works:
  - It collects all required presentation elements and linked content.
  - You can copy your presentation to a folder or CD.
  - Can use PowerPoint Viewer to view your presentation.
  - Embed your fonts to ensure your slides display as created.

NOTE! Nowadays most laptops do not come with optical (CD/DVD) drives, so you will most likely want to copy your presentation to a USB drive. This is done using the Package Presentation for CD feature.

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Connecting to an External Display

- Computer projection display
- Overhead projection display
- Common video connection ports:
  - HDMI
  - DisplayPort
  - Mini DisplayPort
  - DVI
  - VGA

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