FastCourse Series

Chapter 11: Integrating with Other Office Programs

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Learning Objectives

- After studying this chapter, you will be able to:
  - Explain the significance of PowerPoint file formats
  - Save and open presentations in nonnative file formats
  - Integrate the use of PowerPoint with Word, Excel, and Outlook

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Maintaining Compatibility

- By default, PowerPoint 2019 is compatible with PowerPoint 2007 and later versions.
- There are workarounds!
- Even though Office 2003 is over 15 years old, some people with older operating systems still use it.

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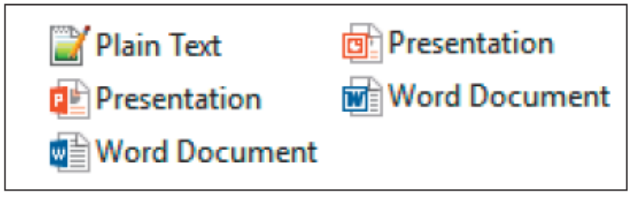
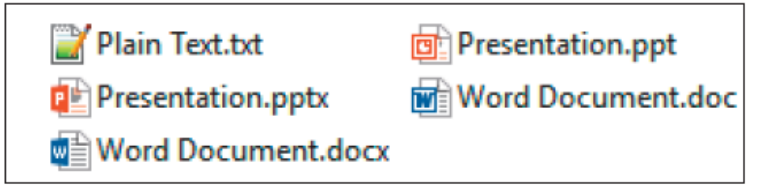
About File Formats

- A file format describes the way a file is saved by a program.
- A file can only be opened by a program that understands its format.
- Windows identifies file formats by a file extension.





The files on the left and right are the same, with the difference being that those on the right have the file extensions displayed.

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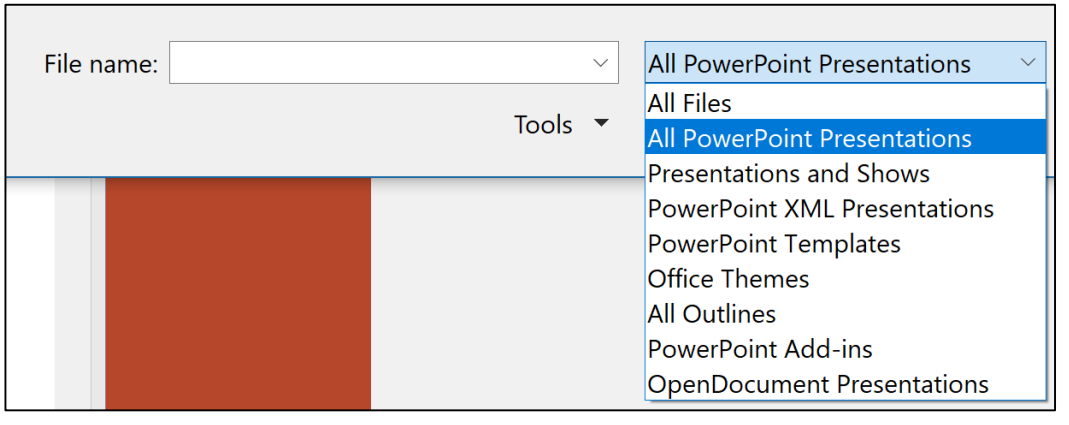
Native File Formats

- This is the format a program uses by default.
- You must specify if you want it saved in a different format.
- Office 2007 and later use an Open XML format.
- Nonnative file format: This is a format the app can understand but that isn't its default (native) format.



Note all of the file-type options available in the Open dialog box.

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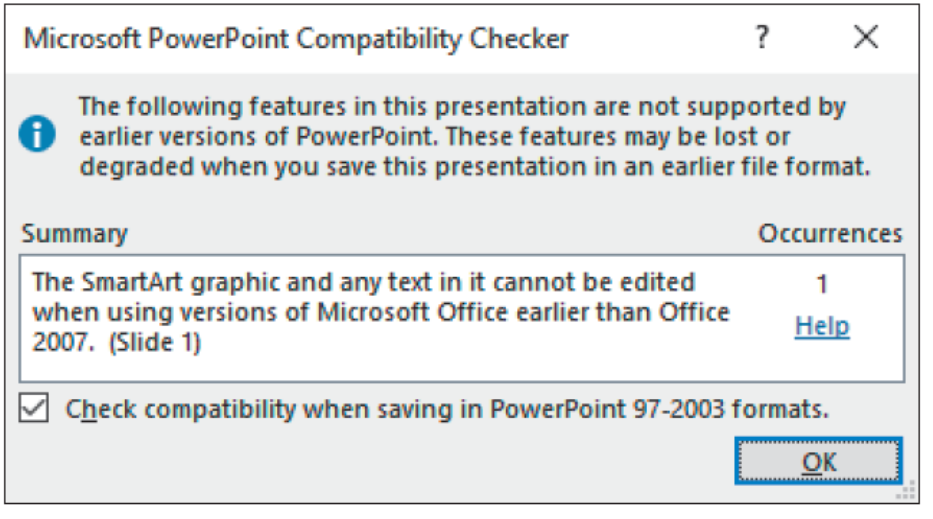
The Compatibility Checker

- You can save your PowerPoint 2019 presentation so that it can be opened by those using a version earlier than 2007.
- The Compatibility Checker will let you know what features are not supported by the older version.



The Compatibility Checker will provide details about the features not supported in the earlier versions of PowerPoint.

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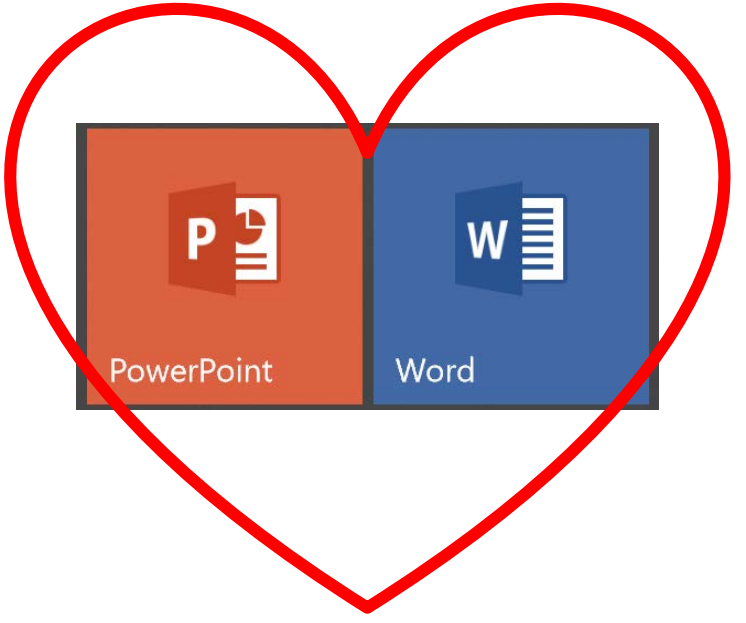
Working with Word Integration

- Word easily integrates with PowerPoint.
- The two main integration tasks are:
  - Drafting an outline in Word and converting it to a PowerPoint presentation
  - Creating PowerPoint handouts in Word



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Creating a Presentation Outline in Word

- Use Word's powerful outlining tool to create one for PowerPoint.
- You must apply the appropriate styles in Word.
- Import the outline into PowerPoint, and PowerPoint converts it based on the Word styles.

In Word	In PowerPoint
Level 1 paragraphs	Titles
Level 2 paragraphs	Level 1 body bullets
Level 3 paragraphs	Level 2 body bullets

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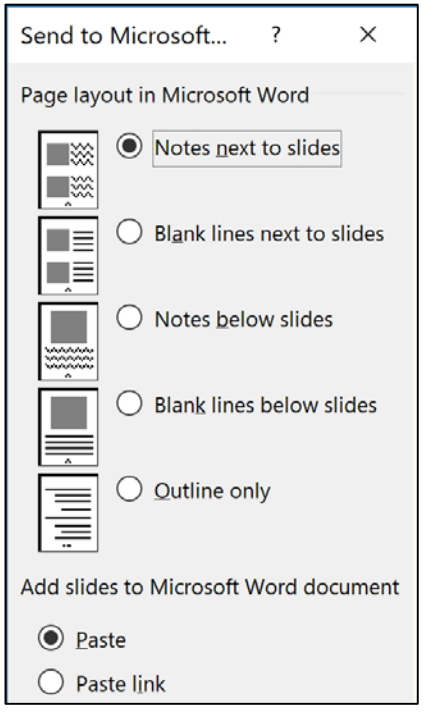
Creating Presentation Handouts in Word

- PowerPoint has some basic handout formats.
- Send presentation to Word to customize handouts.
  - Add areas for note-taking.
  - Format text.
  - Edit slide thumbnails.



The Send to Microsoft Word dialog box is launched when you choose to export your presentation to Word to create handouts.

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Working with Excel Integration

- You already know you can insert a chart that links to Excel data, but using OLE, you can also embed an entire Excel worksheet into your presentation!

The area in blue on this slide is the embedded Excel worksheet.

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Integrating with Outlook

- Outlook is a powerful personal information-management software program as well as an email client.
- You can use it to set reminders for the necessary tasks leading up to your presentation.
- You can attach files to an appointment.
  - They will be embedded, though, so always make sure you are working with the latest version!

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