

PowerPoint 2003

Manual - Advanced Level



SAMPLE

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Installing the Sample Files

- Use Windows Explorer to create a folder called **PowerPoint 2003 Advanced Samples**, in the **My Documents** folder. If you are installing the sample files from the CD-ROM, place the CD-ROM in the CD drive and copy the files from the **powerpoint_2003_advanced_eur\exercise_files** to the **My Documents\PowerPoint 2003 Advanced Samples** folder. If these files have been copied to your network server, then ask your trainer/supervisor for more information about how to copy these files to your PC's hard disk.
- **Notes for tutors:** The above instructions are for Windows that has not been set-up for a multi-user environment (with individual profiles). The instructions above may require modification within a Windows mutliuser environment. Where possible pre-install the relevant work files prior to use by students/delegates.

The following system requirements for the exercises are:

For Speech Recognition: Headset or microphone, speakers, Internet Explorer 5.0 or later.

For Shared Workspace: All collaborators must be connected to a MS Windows SharePoint server.

For Handwriting Recognition: Where possible pre-install from the Microsoft Office Setup CD.

SAMPLE

Speech and Handwriting Recognition

When you have completed this learning module you will have seen how to:

- Understand Speech and Handwriting Recognition
- Install Speech Recognition
- Install Handwriting Recognition
- Use the Language toolbar
- Dictate text using Dictation mode
- Use Voice Commands
- Add unrecognised words to Speech recognition
- Add words to the dictionary
- Do additional voice recognition training
- Add an input language
- Add verbal punctuation
- Work with verbal Voice Commands
- Use Handwriting Recognition
- Use the Writing Pad
- Use the Writing toolbar

What is Speech and Handwriting Recognition

Understanding Speech Recognition

- **Speech and Handwriting Recognition** is included in all Office applications.
- **Speech Recognition** enables you to use voice commands to dictate content, rather than using the keyboard or mouse.

Note: **Speech Recognition** is designed to recognise the American English accent, and therefore English-speakers of other countries may experience some difficulty with this tool.

Understanding Handwriting Recognition

- **Handwriting Recognition** enables you to write, using a tablet and pen stylus, into the computer where the text is converted into typed text.

Note: Both these tools are used in conjunction with the regular methods of input.

Setting up Speech Recognition

Installing Speech and Handwriting Recognition

- There are **system requirements** that are necessary in order to use the speech and handwriting recognition tools, and for them to function successfully.

To use Speech Recognition

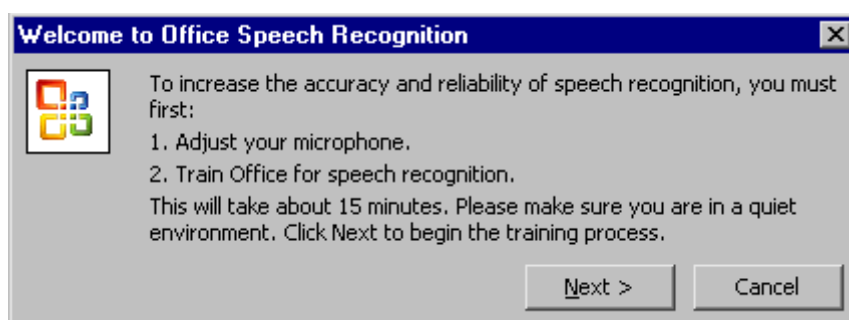
- You need a headset or microphone, speakers, and Internet Explorer 5.0 or later.

To use Handwriting Recognition

- You need a pen stylus and tablet, or mouse.

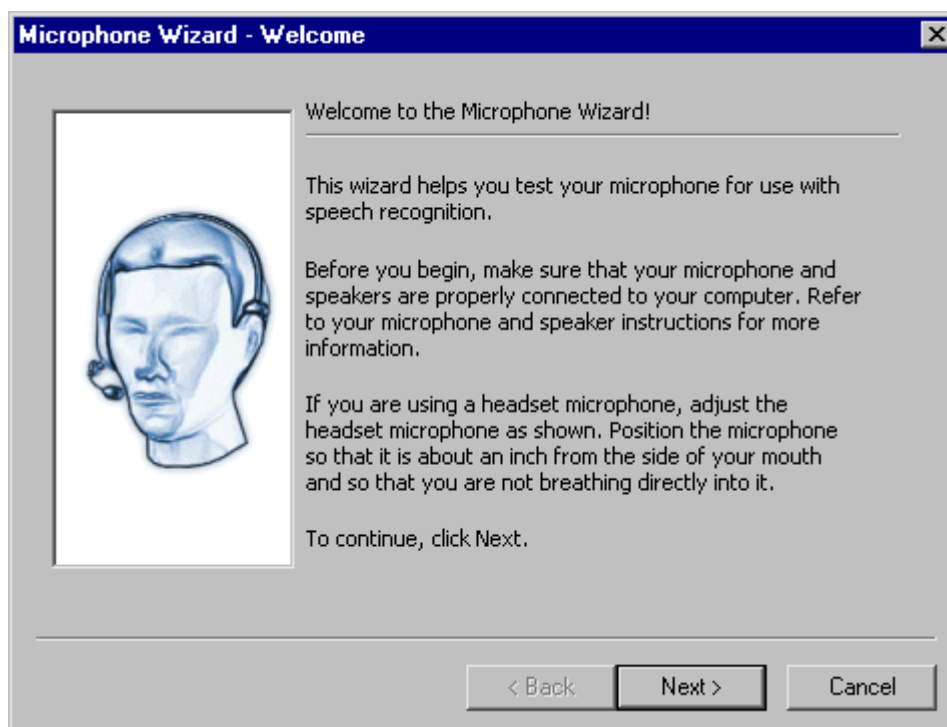
To install Speech Recognition

- From the main menu, choose **Tools > Speech**.
- The following dialog box will open and lead you through the set-up procedure.
- Click **Next**:

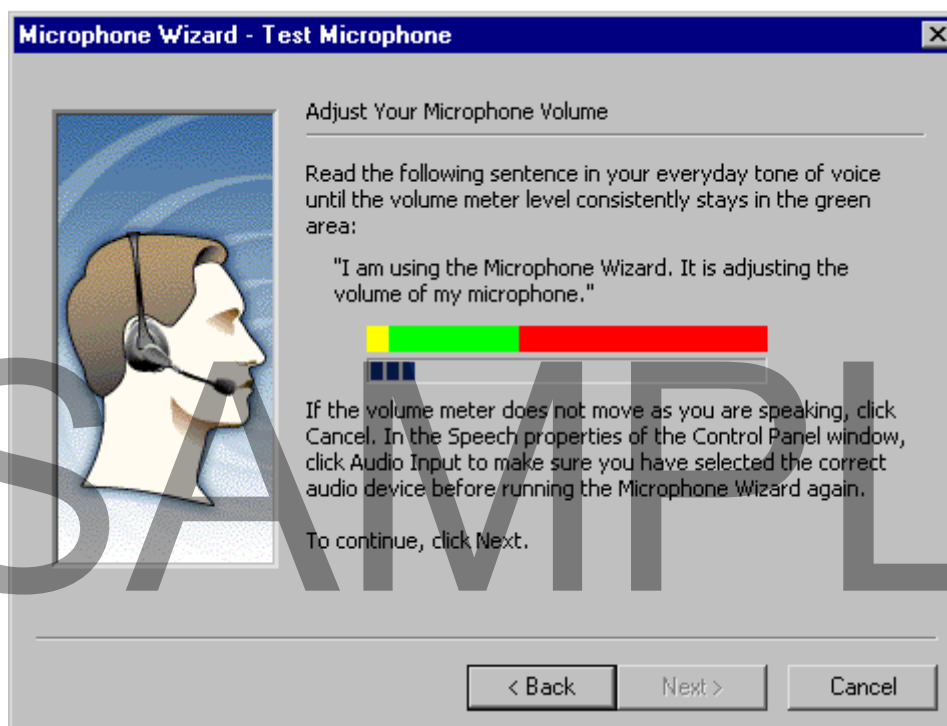


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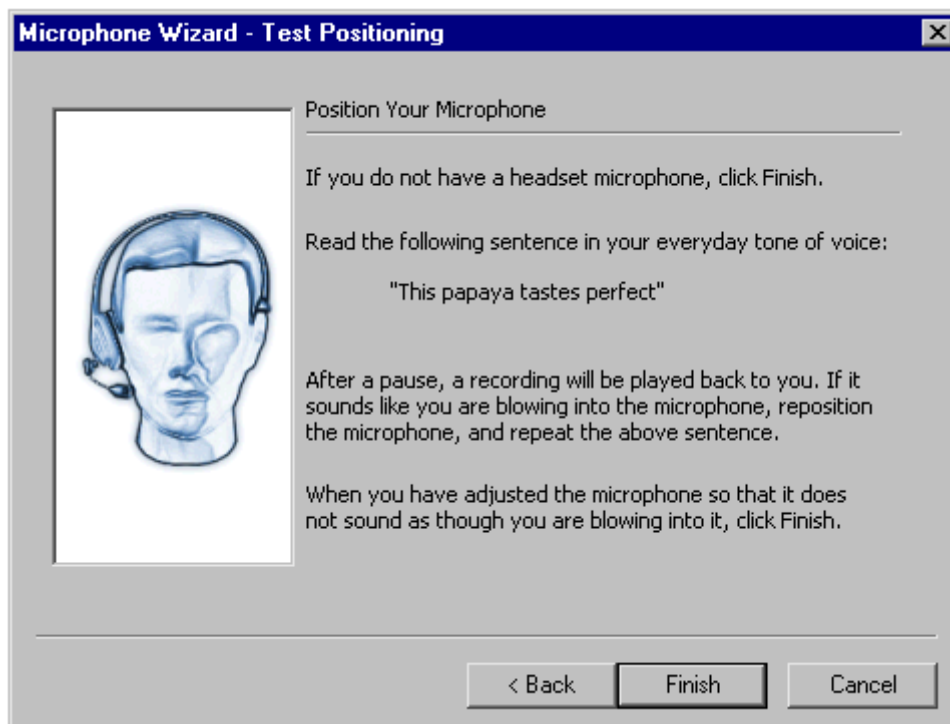
- Click **Next**:



- When you have read aloud the following as instructed in the dialog box, click **Next**:



- The following test depends on whether a headset or a microphone is installed.
- If you have a headset, read the text as instructed, and **Finish**. (If you have a microphone and not a headset, click **Finish**):



- Follow the step-by-step instructions for **Voice Training**.
- Read the detailed text as directed so that the speech recognition engine can **record** your **speech patterns**.

To install Handwriting Recognition

- Insert the **Office Setup CD** into the CD-ROM drive.
- In the Office Setup dialog box, select **Add or Remove Features**, and click **Next**.
- Check the **Choose advanced customization of applications** checkbox.
- Click **Next**.
- Click **Alternative User Input** in the **Office Shared Features** folder, and select the **Handwriting** option,
- Choose **Run from My Computer** and click **Update**.
- Office will be updated with the handwriting recognition tools.

Note: Once the Speech and Handwriting Recognition has been installed on the computer, both are accessible in all Office applications.

Using Speech Recognition

Using the Language Toolbar

- The Language toolbar will display automatically on the screen as soon as the installation has been completed.
- The toolbar is displayed when any Office application is open.

- The **Language toolbar** displays the following options:

Language - the default language.

Microphone - switches the microphone on and off.

Callout - displays the current status of recognition, for example, Microphone is On, Dictation, Voice Command.

Tools - Learn from document, Option, Training, Add/Delete Word(s), Current User.

Toolbar Options - Speech Tools, Help, Settings, Restore Defaults.

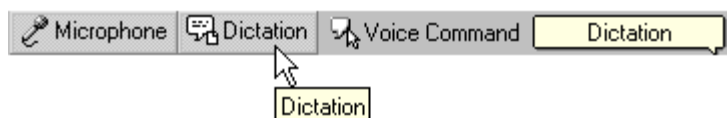
To turn the microphone on

- Click **Microphone** on the language toolbar:



To dictate text using Dictation mode

- Click **Microphone** on the Language toolbar.
- Click the **Dictation** button
- Dictate your text by speaking into the microphone:



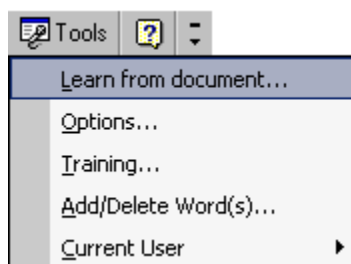
To activate a toolbar or menu item using Voice Command

- Click **Microphone** on the Language toolbar.
- Click the **Voice Command** button.
- Issue the voice command:



To add unrecognised words to Speech Recognition

- On the Language toolbar, click **Tools > Learn from document...**
- Speech Recognition will list any unrecognised words in the current document which may be added to the standard dictionary:



To add words to the dictionary

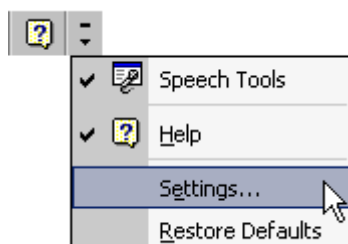
- On the Language toolbar, choose **Tools > Add/Delete Word(s)**.
- **Record** the pronunciation of the word and it will be added to the dictionary.

To do additional voice recognition training

- On the Language toolbar, select **Tools > Training**.
- Follow the instructions in the **Voice Training** Wizard.

To add an input language

- On the language toolbar, click the **Options** down arrow and select **Settings**.
- Click **Add**, and select the new language from the drop down list:



Using Dictation and Voice Commands

Working with verbal punctuation

- When writing or typing text, punctuation is often used without conscious thought.
- However, with speech recognition dictation, you must vocalise the punctuation.

To add verbal punctuation

- Say the word for the particular punctuation or special character.

Examples of verbal punctuation are as follows:

Comma	,	
Period	.	(Full stop) (or "dot" if it is for a Web address)
Colon	:	
Amperсанд	&	
Exclamation point	!	
Question mark	?	
Equals	=	
Left parenthesis	(
Right parenthesis)	

- Working with verbal Voice Commands
- **Voice commands** open menus, and control toolbars, fields in dialog boxes, and task panes.
- **Examples** of voice commands are as follows:

New line	moves to the next line
New paragraph	commences a new paragraph
Enter	presses the Enter key
Tab	tabs once
Forcenum	enters a numeral, not the spelled number
Expand	will expand the current menu for additional options

Using Handwriting Recognition

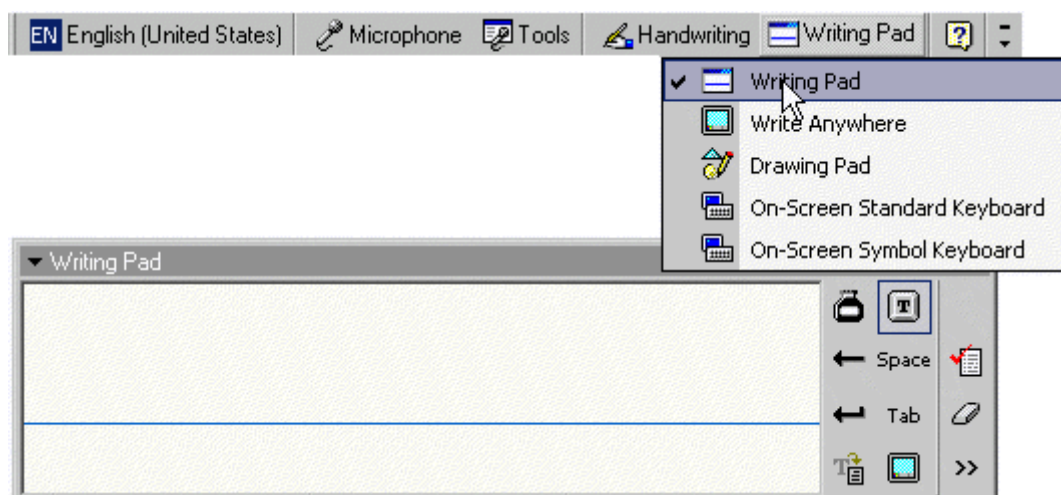
Using Handwriting Recognition

- By using **Handwriting Recognition**, you can enter text into your PowerPoint slides without having to use the keyboard.
- Using a **tablet and pen stylus** is the most comfortable and successful way to enter text.
- As you handwrite the words on your tablet with the pen stylus, the handwriting recognition engine will convert them to typed text on the screen.
- On the Language toolbar, the Handwriting drop-down menu **options** are:
 - **Writing Pad** - to write in a lined-pad environment.
 - **Write Anywhere** - to write anywhere on the screen.
(The Drawing Pad is only available in MS Word or Outlook, and the On-Screen Keyboards are used with touch screen computers.)

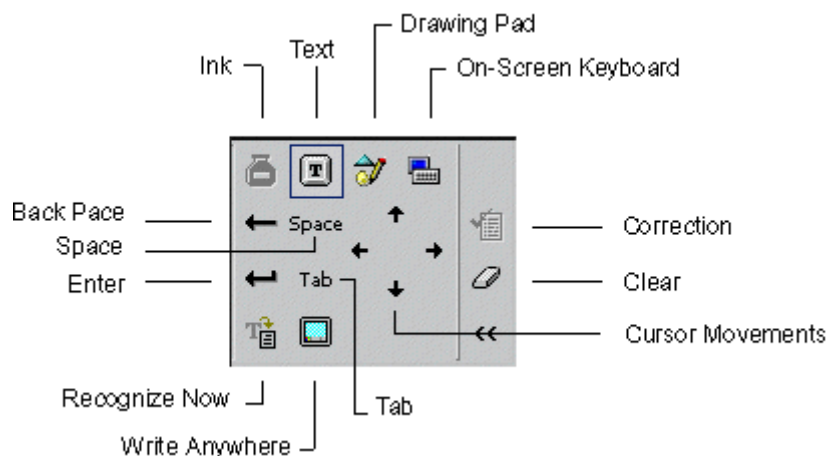
To use the Writing Pad

- Click the Handwriting button on the Language toolbar, and select **Writing Pad** from the drop-down menu
- **OR** say "writing pad" into the microphone (make sure your microphone is "on".)
- Position the **cursor** in the required position on the slide. Using your **pen stylus**, write the text on the tablet. The **Writing Pad** is a "lined" note pad,

and the text will be typed along the solid line:



- **The Writing toolbar** is illustrated below:



Note: The Write Anywhere button is a toggle for switching to and from Writing Pad.

Review Questions

How would you:

- Understand Speech and Handwriting Recognition?
- Install Speech Recognition?
- Install Handwriting Recognition?
- Use the Language toolbar?
- Dictate text using Dictation mode?
- Use Voice Commands?
- Add unrecognised words to Speech recognition/
- Add words to the dictionary?
- Do additional voice recognition training?
- Add an input language?

- Add verbal punctuation?
- Work with verbal Voice Commands?
- Use Handwriting Recognition?
- Use the Writing Pad?
- Use the Writing toolbar?

SAMPLE

Collaborating and Consolidating

When you have completed this learning module you will have seen how to:

- Understand Shared Workspace
- How to create a document workspace
- How to manage workspace using the Shared Workspace task pane
- Send a Presentation for Review
- Send a Presentation for Comments
- Review a Presentation sent for Review
- Insert Comments
- Edit Comments
- Delete Comments
- Scroll through Comments
- Merge Presentations
- Display or Hide Reviewer Changes
- Use the Revisions Pane
- Display or Hide the Revisions Pane
- Select Reviewer Changes to Display
- Apply and Unapply Changes
- End a Review
- Schedule an Online Meeting
- Start an Unscheduled Online Meeting
- Add or Delete Online Meeting Participants
- Allow Online Participants to Edit the Shared Document
- Use Chat
- Use the Whiteboard
- Send a File to Online Participants
- End an Online Meeting
- Participate in Web Discussions
- Use Web Discussion
- Add a comment to the presentation
- Subscribe to be notified of any change to the document
- Stop communicating with the discussion Server
- Show/hide the discussion pane
- Close the Web discussion

Sharing a Workspace

Understanding Shared Workspace

- The **Shared Workspace** task pane is a new addition in PowerPoint 2003.
- This workspace enables co-workers to **collaborate** on a presentation, share files, review and comment, and even hold discussions.
- The document workspace is a **MS Windows SharePoint Web site**.

- All collaborators working on the presentation(s) must be connected to a **MS Windows SharePoint server**.
- The **document workspace** must be created to use the Shared Workspace task pane.

To create a document workspace

- In the **Document Workspace name** field of the Shared Workspace task pane, type a name for the presentation.
- In the **Location for new workspace** field, and using the drop down menu, choose the MS Windows SharePoint server.
- Click **Create**.

To manage the workspace using the Shared Workspace task pane

- The Shared Workspace task pane **tabs** are:

Status - the status of the open presentation, and if it is synchronised with other copies.

Members - list of users collaborating on the presentation.

Tasks - lists and/or assigns the tasks to be shared by the other members.

Documents - list of shared documents in the presentation.

Links - link of references that could assist with the presentation

Document Information - lists the document properties:



Sharing a Presentation

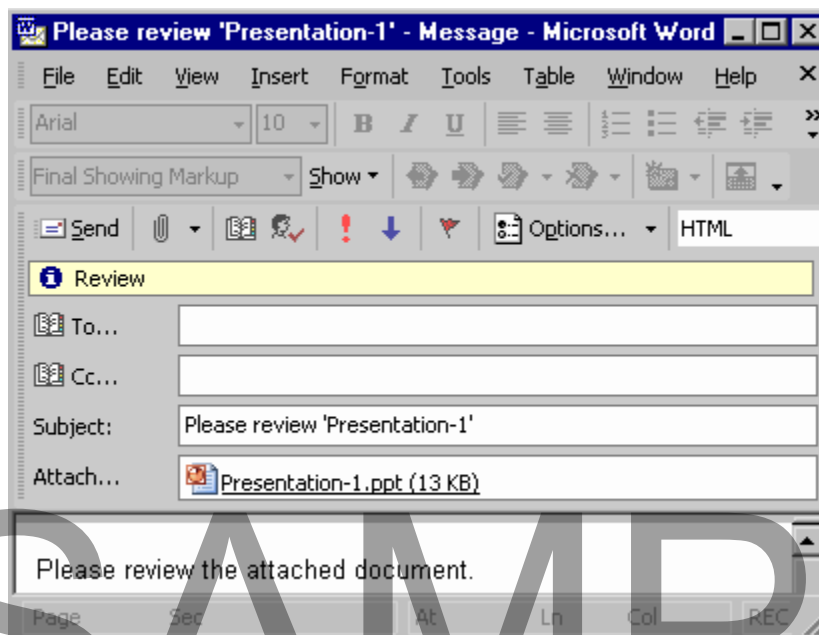
Sending a Presentation for Review

- Sending a presentation for review is useful when you want other people to **edit** and **add comments** to your presentation. If you send the presentation for review through Microsoft Outlook, Outlook will generate an e-mail including the presentation, a follow up flag, and a request to review the presentation.
- Changes made by the reviewer in the actual presentation can be viewed by the author in the **Revisions task pane**.

Note: If you don't use Microsoft Outlook to send your presentation for review, you will have to manually track any changes made.

To send a presentation for review

- From the main menu, choose **File > Send To > Mail Recipient (for Review)**. This opens an e-mail window:



- Enter the e-mail addresses of the presentation recipients.
- Click **Send**.

Sending a Presentation for Comments

- Send a presentation for comments if you only want people to view or comment on your presentation, but not make edits.

To send a presentation for comments

- From the main menu, choose **File > Send To > Mail Recipient (as Attachment)**. This opens an e-mail window.
- Enter the e-mail addresses of the presentation recipients.
- Click **Send**.

Reviewing a Presentation

- Reviewers can **revise** a presentation by making the actual changes in the original presentation, or by using comments for revision by the author.
- Actual revisions can be viewed in the **Slide Changes** window of the **Revisions** task pane.

- When a reviewer **changes** the presentation's content, PowerPoint will track the following:

Presentation-level changes - slide size, content and list of named shows, headers and footers.

Slide-level changes - colour schemes, animation settings, list of shapes, Slide master IDs, slide master list of colour schemes, slide transition, slide layout, headers and footers.

Shape-level changes - action settings, recolor information, external objects.

Paragraph-level changes - bullets, paragraph formatting.

Text-level changes - font, languages, hyperlinks.

Reviewing a Presentation


Reviewing a Presentation sent for Review

- Open the file sent to you for review.
- If the **Reviewing** toolbar is not displayed, from the main menu, choose **View > Toolbars > Reviewing**:




- When you have finished reviewing the presentation, from the main menu, choose **File > Send To > Original Sender**.
- Click **Send**.

Inserting Comments

- Click the **Insert Comment** button on the **Reviewing** toolbar: 
- **OR** from the main menu, choose **Insert > Comment**.
- A **yellow note box** will appear which displays the date, and your name as the reviewer.
- Type your comments for the slide into the note box.
- Click outside the note box to insert your comment in the slide.
- A small numbered **Comments tag** will appear in the top left corner of the slide.
- If there are multiple comments, each one can be **moved** to a preferred position on the slide, for example, next to the text or object relating to the comment.

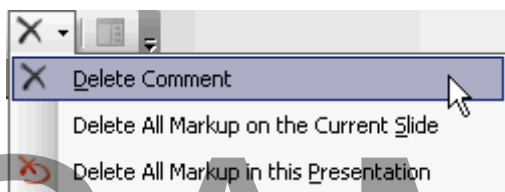
Editing Comments

- Select the comment you want to edit.
- Click the **Edit Comment** button on the **Reviewing** toolbar: 

OR double-click the **Comments icon** on the slide.

Deleting Comments

- Select the comment you want to delete.
- Click the down arrow on the **Delete Comment** button on the **Reviewing** toolbar.
- Delete the selected comment or all markers on the slide/presentation:



Scrolling through Comments

- Click the **Previous Item** or **Next Item** button on the **Reviewing** toolbar: 


Managing a Reviewed Presentation

Merging Presentations

- When you open a reviewed presentation, PowerPoint gives you the option to merge it with your existing presentation.

- Click the **Yes** button to merge the presentations and then review changes.
- Click the **No** button to see only the edited presentation.

Displaying or Hiding Reviewer Changes

- Click the **Markup** button on the **Reviewing** toolbar: 
- OR* from the main menu, choose **View > Markup**.

Using the Revisions Pane

- The **Revisions Pane** is an easy way to view and manage the changes or comments made to your presentation.
- The **Gallery** tab displays a thumbnail of the current slide and allows you to **apply** or **unapply all** changes by the selected reviewer/s.
- The **List** tab lists all comments and changes applied to the current slide by the selected reviewer/s.

Note: Click the **Previous** and **Next** buttons to navigate to the previous or next slide.

Displaying or Hiding the Revisions Pane

- Click the **Revisions Pane** button on the **Reviewing** toolbar: 

Selecting Reviewer Changes to Display

To display reviewer changes using the Revisions Pane

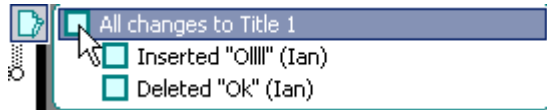
- Click the down arrow next to the **Reviewers** drop-down menu.
- Select the reviewer/s whose changes you want to display.

To display reviewer changes using the Reviewing toolbar

- Click the **Reviewers** button on the Reviewing toolbar.
- Select the reviewer/s whose changes you want to display.

Applying and Unapplying Changes

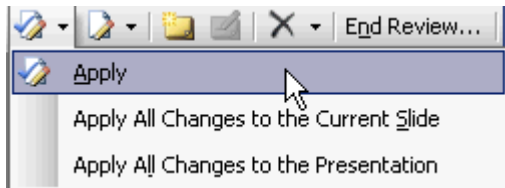
- Click the **List** tab.
- Click the change you want to apply or unapply in the **Slide Changes** area. This will highlight the change on the slide:



- **Check** the box on the slide to apply the change.
- **Uncheck** the box on the slide to unapply the change.

To apply changes using the Reviewing toolbar

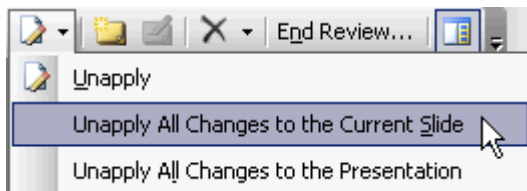
- Select the change you want to apply on the slide.
- Click the down arrow next to the **Apply** button on the **Reviewing toolbar**:



- Apply changes to the **selected change**, the **current slide**, or the **entire presentation**.

To unapply changes using the Reviewing toolbar

- Select the change you want to unapply on the slide.
- Click the down arrow next to the **Unapply** button on the **Reviewing toolbar**:



- Unapply changes to the selected change, the current slide, or the entire presentation.

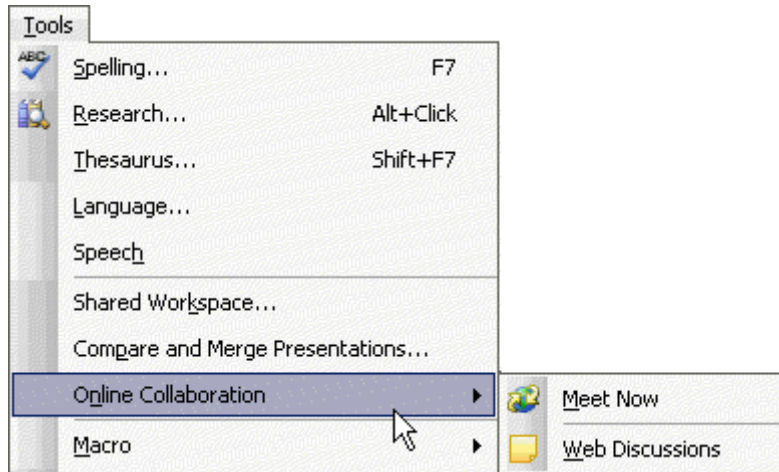
Ending a Review

- Click the **End Review** button on the **Reviewing toolbar**. This opens a dialog box asking if you're sure you want to end the review.
- Click **Yes** to end the review.

Collaborating Online

Using Online Meetings

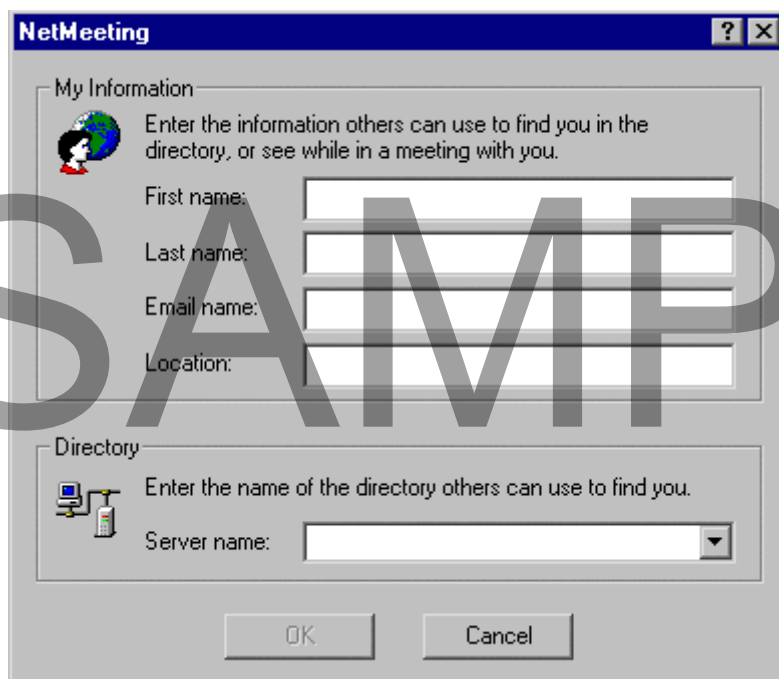
- Online meetings allow you to **share** and **edit documents** with people at different locations in real time. You can also **chat**, **transfer files**, and work with a **whiteboard**:



Note: The host and all participants of an online meeting must have **NetMeeting** installed on their computer.

Scheduling an Online Meeting

- From the main menu, choose **Tools > Online Collaboration > Schedule Meeting**.
- If this is the first time you have scheduled an online meeting, the **Net Meeting** dialog box opens requesting information about you and the name of the directory server where you can be found:



- Click **OK**. This opens an e-mail window requesting an online meeting.
- Select the online meeting participants and meeting options.
- Click **Send**.

Starting an Unscheduled Online Meeting

- From the main menu, choose **Tools > Online Collaboration > Meet Now**.
- If this is the first time you have requested an online meeting, the **Net Meeting** dialog box opens requesting information about you and the name of the directory server where you can be found.
- Click **OK**. This opens the **Find Someone** dialog box.
- Select an online meeting participant from the list.
- Click **Call**. Repeat this step for additional online meeting participants.
- Close the **Find Someone** dialog box. This opens the **Online Meeting** toolbar that displays participants who have accepted your online meeting request:



Adding or Deleting Online Meeting Participants

To add a participant during an online meeting

- Click the **Call Participant** button on the **Online Meeting** toolbar:



- This opens the **Find Someone** dialog box.
- Select the new online meeting participant from the list.
- Click **Call**. Repeat this step for additional online meeting participants.

To delete a participant during an online meeting

- Select the name of the online participant you want to remove from the **Participant List** drop-down menu on the **Online Meeting** toolbar.
- Click the **Remove Participants** button on the **Online Meeting** toolbar:



Allowing Online Participants to Edit the Shared Document

- Click the **Allow others to edit** button on the **Online Meeting** toolbar:



- This opens the **NetMeeting** dialog box.
- Click **Accept**.

Note: Online participants who want to edit the shared document must select **Control > Request Control**.

Using Chat

- Click the **Display Chat Window** button on the **Online Meeting** toolbar:



Using the Whiteboard

- Click the **Display Whiteboard** button on the **Online Meeting** toolbar:



Sending a File to Online Participants

- From the main menu, choose **File > Send To > Online Meeting Participant**.

Ending an Online Meeting

- Click the **End Meeting** button on the **Online Meeting** toolbar:

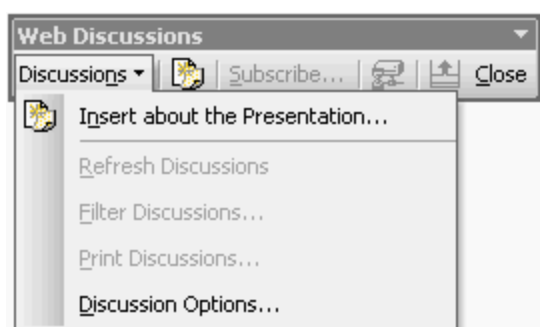


Participating in Web Discussions

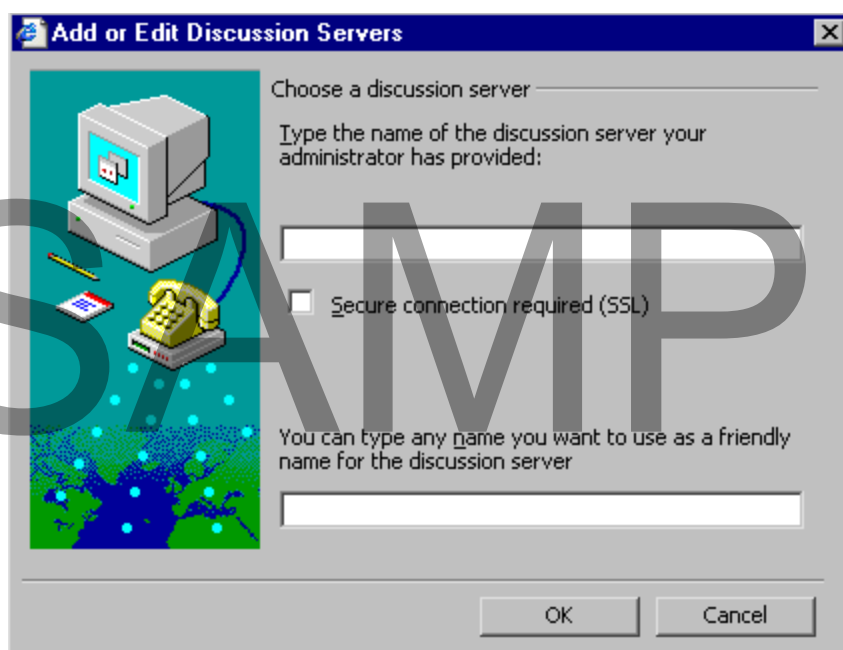
- **Web Discussions** allow participants to attach comments to your PowerPoint presentation that are stored on a discussion server.
- A discussion server is a Web server installed with **Office Server Extensions software**.

To use Web Discussions

- From the main menu, choose **Tools > Online Collaboration > Web Discussions**.
- This opens the **Web Discussions** toolbar.
- Click the Discussions button on the **Web Discussions** toolbar and select **Insert about the Presentation**:

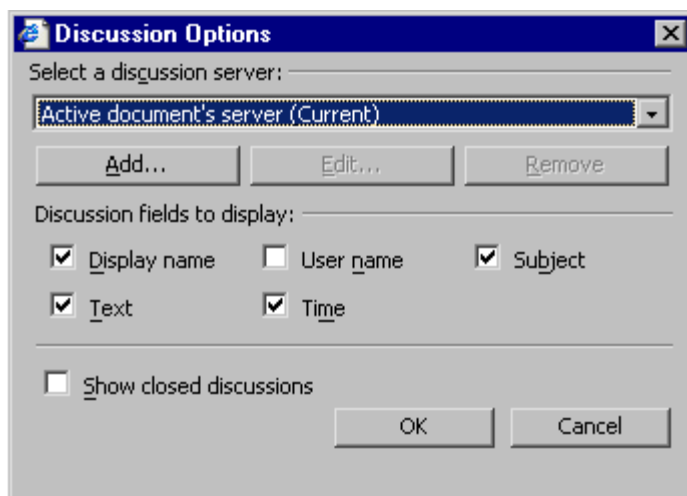


- If a message dialog box is displayed, click **Yes**.
- If a discussion server has not been set, click **Add**.
- This will open the **Add or Edit Discussion Servers** dialog box.
- Enter the name of the discussion server into the text box:



- Click **OK**

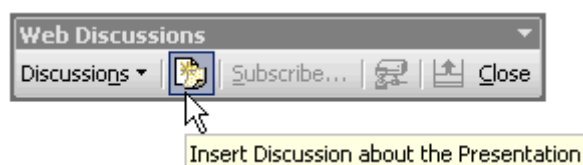
- On the Web Discussions toolbar, click the **Discussions** button and choose **Discussion Options**.
- In the **Discussion Options** dialog box, select a discussion server.
- Check the required **Discussion fields to display** options:



- Click **OK**.

To enter a comment about the presentation

- Click the **Insert Discussion About the Presentation** button on the Web Discussion toolbar:



To subscribe to be notified of any changes to the document

- Click the **Subscribe** button on the Web Discussions toolbar:



To stop communicating with the discussion server

- Click the **Stop Communication with the Discussion Server** button on the Web Discussions toolbar:



To show or hide the discussion pane

- Click the **Show/Hide Discussion Pane** button on the Web Discussions toolbar:



To close the Web discussion

- Click the **Close** button on the Web Discussions toolbar:



Review Questions

How would you:

- Understand Shared Workspace?
- Create a document workspace?
- Manage workspace using the Shared Workspace task pane?
- Send a Presentation for Review?
- Send a Presentation for Comments?
- Review a Presentation sent for Review?
- Insert Comments?
- Edit Comments?
- Delete Comments?
- Scroll through Comments?
- Merge Presentations?
- Display or Hide Reviewer Changes?
- Use the Revisions Pane?
- Display or Hide the Revisions Pane?
- Select Reviewer Changes to Display?
- Apply and Unapply Changes?
- End a Review?
- Schedule an Online Meeting?

- Start an Unscheduled Online Meeting?
- Add or Delete Online Meeting Participants?
- Allow Online Participants to Edit the Shared Document?
- Use Chat?
- Use the Whiteboard?
- Send a File to Online Participants?
- End an Online Meeting?
- Participate in Web Discussions?
- Use Web Discussion?
- Add a comment to the presentation?
- Subscribe to be notified of any change to the document?
- Stop communicating with the discussion Server?
- Show/hide the discussion pane?
- Close the Web discussion?

SAMPLE

Customising PowerPoint 2003

When you have completed this learning module you will have seen how to:

- Open the Options Dialog Box
- Customise View Options
- Customise General Options
- Customise Edit Options
- Customise Print Options
- Customise Save Options
- Customise Security Options
- Customise Spelling and Style Options
- Open the AutoCorrect Options Dialog Box
- Customise AutoCorrect Options
- Customise AutoFormat Options
- Create a Custom Toolbar
- Add or Remove Commands from a Toolbar
- Customise Toolbar Options
- Reset a Toolbar
- Rename a Toolbar
- Delete a Toolbar
- Customise a Toolbar icon
- Set Up Smart Tag Options
- Activate the Smart Tags menu
- Use Smart Tags
- Use the Research pane

Configuring PowerPoint 2003 Options

Opening the Options Dialog Box

- The PowerPoint **Options** dialog box allows you to modify settings such as **screen appearance**, **spelling**, **editing**, **printing**, and other **settings**.
- The **Options** dialog box displays the following tabs:

View - to show or hide task panes, status bar, vertical ruler, slide show features.

General - user information, sound for screen elements.

Edit - for editing text and charts.

Print - for setting printing options.

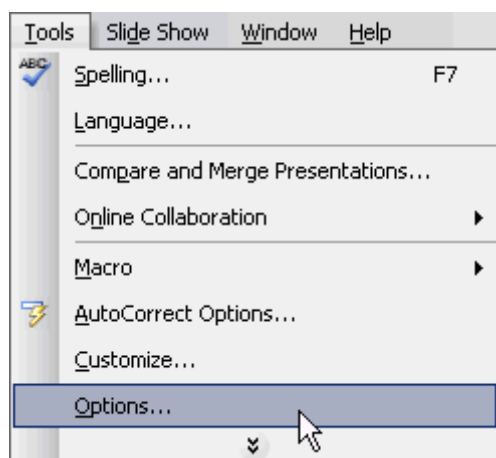
Save - file saving, default file location, fonts.

Security - file encryption settings, password, file sharing, macro security.

Spelling and Style - spelling, punctuation.

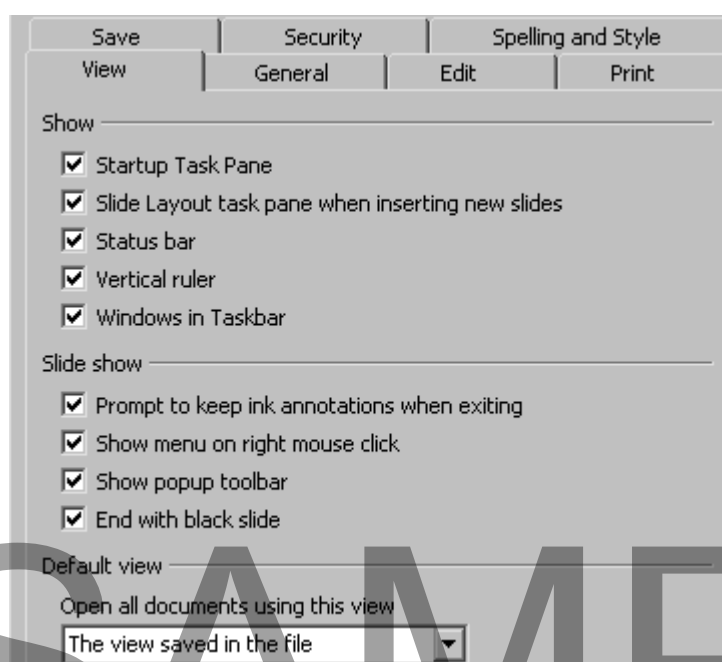
To open the PowerPoint options dialog box

- From the main menu, choose **Tools > Options**:



Customising View Options

- Click the **View** tab in the **Options** dialog box:



To show or hide the task pane at start up

- Check or uncheck the **Startup Task Pane** box.

To display the slide layout pane when you insert a new slide

- Check the **Slide Layout task pane when inserting new slides** box.

To show or hide the status bar

- Check or uncheck the **Status bar** box.

To show or hide the vertical ruler

- Check or uncheck the **Vertical ruler** box.

To show or hide separate buttons on the Windows taskbar for each open file in the application

- Check or uncheck the **Windows in Taskbar** box.

To display the popup menu when you right-click in a slide show

- Check the **Show menu on right mouse click** box.

To show or hide the popup toolbar in the lower-left screen in a slide show

- Check or uncheck the **Show popup toolbar** box.

To end the slide show with a black screen

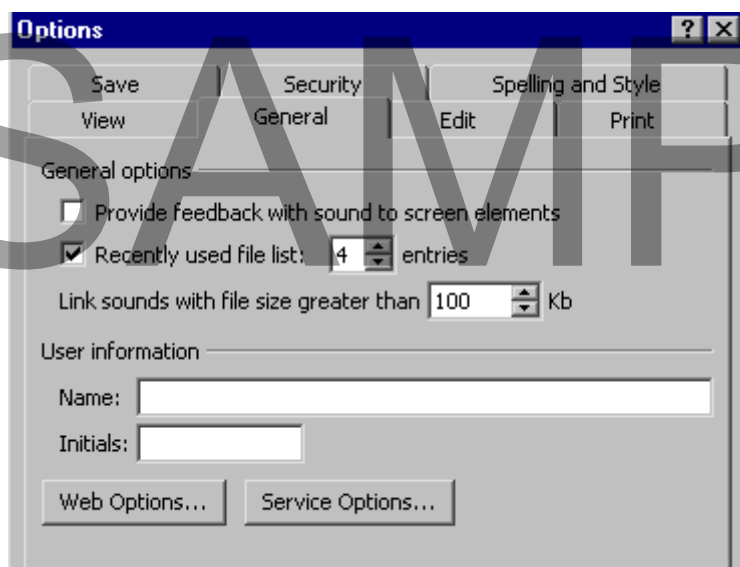
- Check the **End with black slide** box.

To change the default view

- Select a default view from the **Open all documents using this view** drop-down menu.

Customising General Options

- Click the **General** tab in the **Options** dialog box:



To add sounds to PowerPoint actions or events

- Check the **Provide feedback with sound to screen elements** box.

To change the number of recently used files displayed in the File menu

- Check the **Recently used file list** box.
- Enter the number of recently used files you want displayed.

To change user information

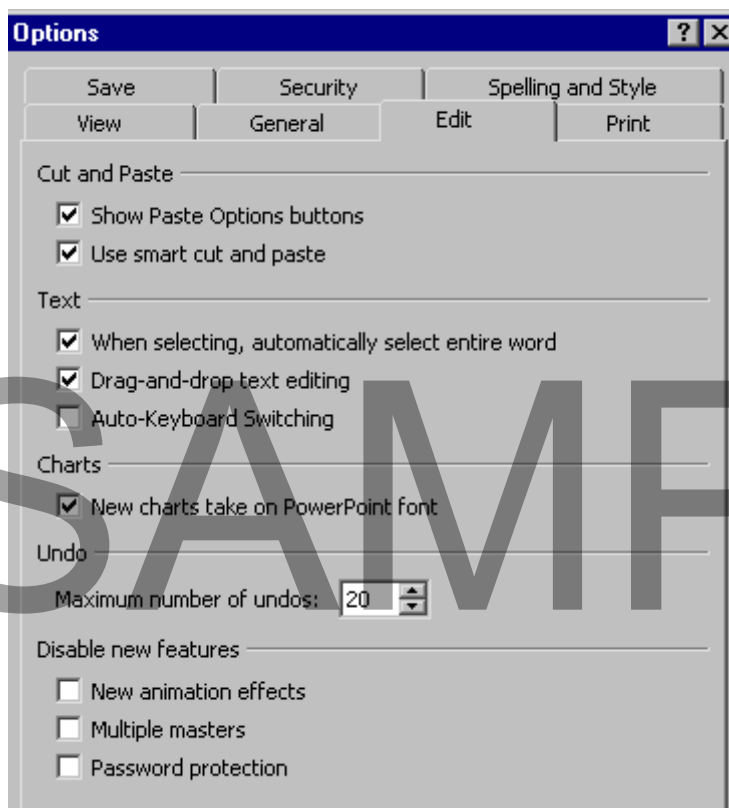
- Enter new user information in the **User Information** area.

To customise Web options

- Click the **Web Options** button.
- Make the Web changes you want.
- Click **OK**.

Customising Edit Options

- Click the **Edit** tab in the **Options** dialog box:



To show or hide the Paste Options button (Smart Tag) when you paste content

- Check or uncheck the **Show Paste Options button** box.

To use smart cut and paste

- Check the **Use smart cut and paste** box.

To automatically select an entire word

- Check the **When selecting, automatically select entire word** box.

To move text when you drag it with your mouse

- Check the **Drag-and-drop text editing** box.

To use PowerPoint fonts for inserted charts

- Check the **New Charts take on PowerPoint font** box.

To change the maximum number of Undos

- Adjust the number of Undos you want using the spinner box arrows.

To disable PowerPoint 2003 animation features

- Check the **New animation effects** box.

To disable PowerPoint 2003 multiple masters

- Check the **Multiple masters** box.

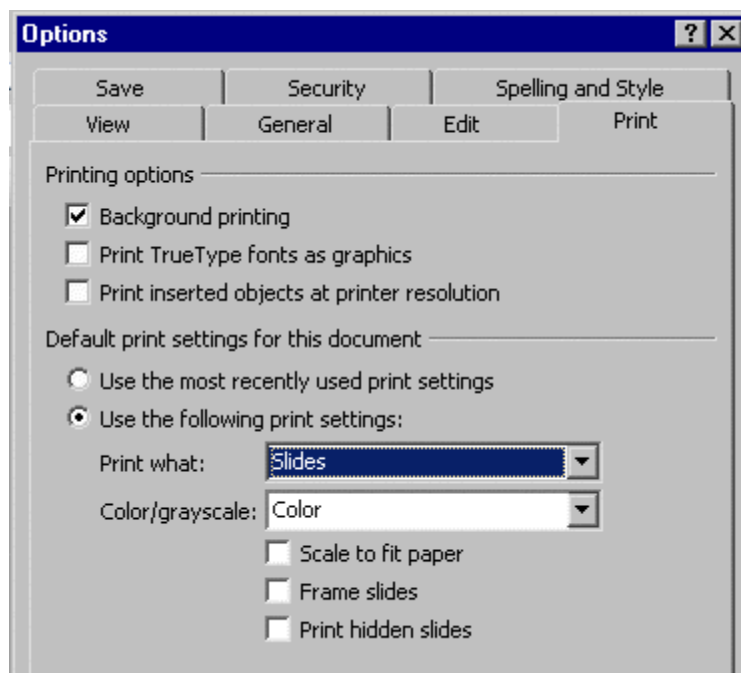
To disable PowerPoint 2003 password protection

- Check the **Password protection** box.

SAMPLE

Customising Print Options

- Click the **Print** tab in the **Options** dialog box:



To print in the background while working on the presentation

- Check the **Background printing** box.

To print True Type fonts as graphics

- Check the **Print TrueType fonts as graphics** box.

To print inserted objects at printer resolution

- Check the **Print inserted objects at printer resolution** box.

To use the printer settings that you have used previously

- Check the **Use the most recently used print settings** box.

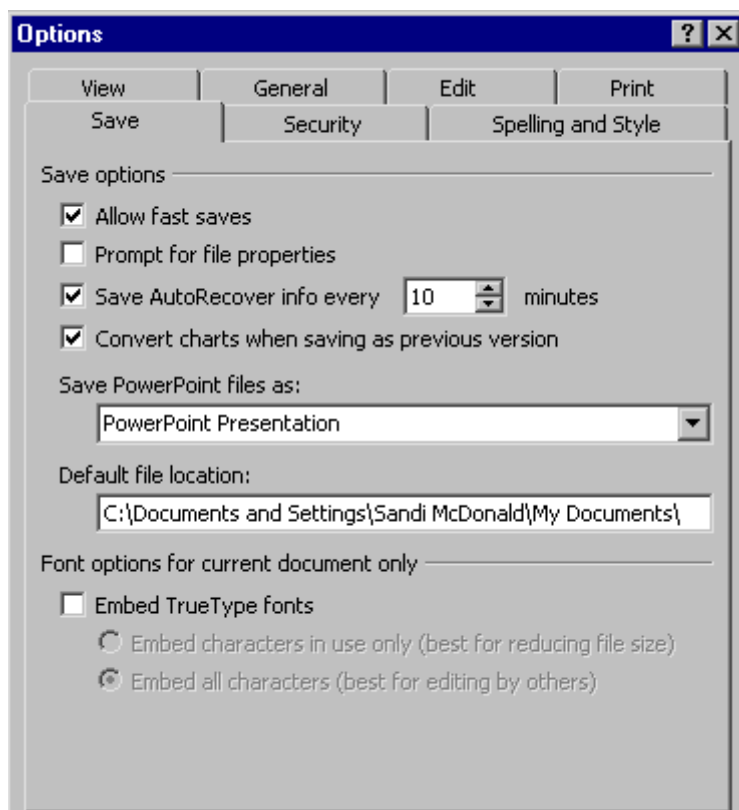
To modify the print settings for printing slides, handouts, or notes

- Select the **Use the following print settings** option button.
- Select the item to be printed from the **Print what** drop down menu.
- Choose colour or greyscale for printing from the **Color/Grayscale** drop down menu.
- For the elements to fit on the paper as sized, check the **Scale to fit paper** box.
- Check the **Frame slides** box to place a border around the slides.

- Check **Print hidden slides** box if there are "hidden" slides in the presentation that you want to include in the printing process.

Customising Save Options

- Click the **Save** tab in the **Options** dialog box:



To speed up saves by saving only the changes to the presentation

- Check the **Allow fast saves** box.

To open the File Properties box when you save a file for the first time

- Check the **Prompt for file properties** box.

To convert charts into a usable format when using an earlier version of PowerPoint

- Check the **Convert charts when saving as previous version** box.

To change the default save file format

- Select a default format from the **Save PowerPoint files as** drop-down menu.

To change the default file location

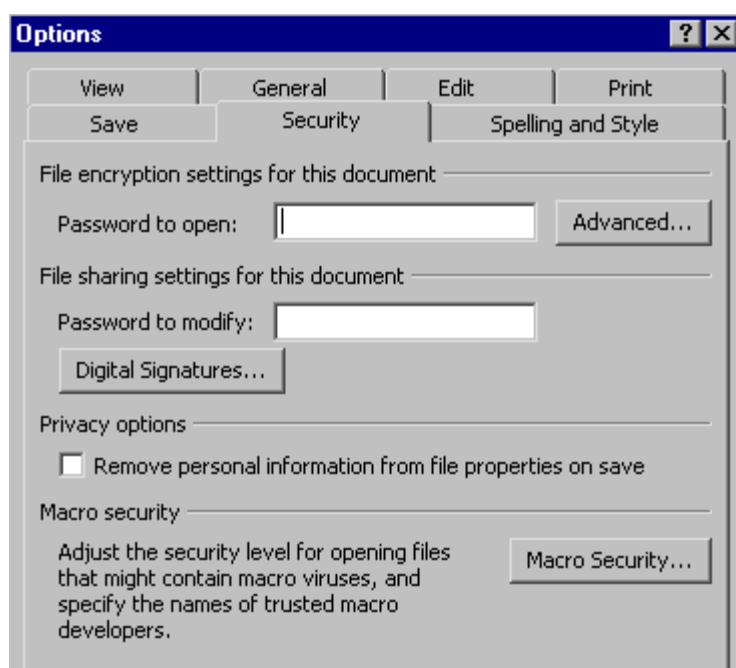
- Enter the file path you want.

To embed TrueType fonts

- Check the **Embed TrueType fonts** box.
- Select the option you want.

Customising Security Options

- Click the **Security** tab in the **Options** dialog box:



To set a password to open the presentation

- Enter a password in the **Password to open** box.

To set a password to modify the presentation

- Enter a password in the **Password to modify** box.

To view or add a digital signature

- Click the **Digital Signature** button.
- View or add digital signatures.
- Click **OK**.

To remove personal hidden information

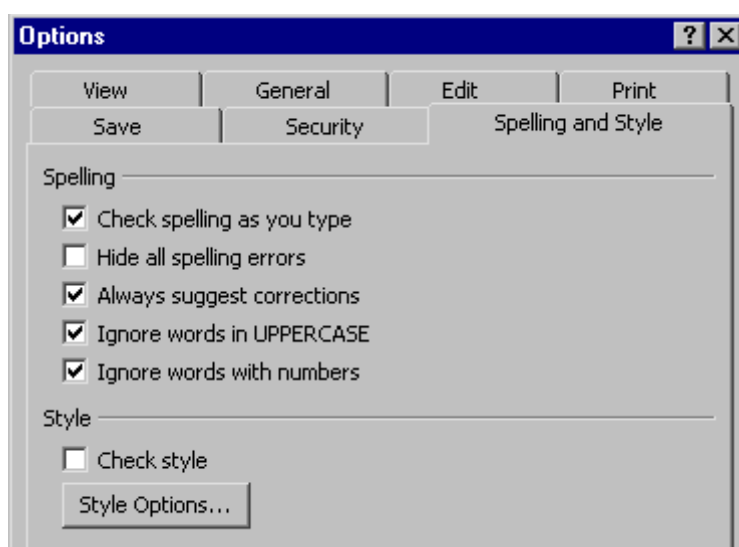
- Click the **Remove personal information from file properties on save** button.

To set a Macro security level

- Click the **Macro Security** button.
- Set the security level you want.
- Click **OK**.

Customising Spelling and Style Options

- Click the **Spelling and Style** tab in the **Options** dialog box:



To check spelling automatically

- Check the **Check spelling as you type** box.

To hide the red wavy line under spelling errors

- Check the **Hide all spelling errors** box.

To display suggested spellings when running a spelling check

- Check the **Always suggest corrections** box.

To ignore words in uppercase during a spelling check

- Check the **Ignore words in UPPERCASE** box.

To ignore words containing numbers during a spelling check

- Check the **Ignore words with numbers** box.

To automatically check style against the style options you set

- Check the **Check style** box.

To set style options

- Click the **Style Options** button.
- Make the style changes you want.
- Click **OK**.

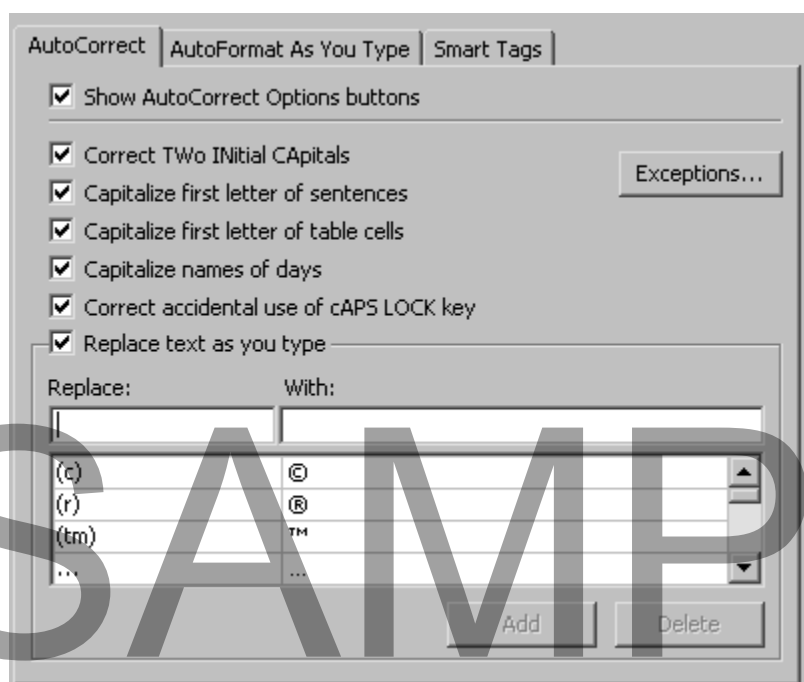
Configuring AutoCorrect Options

Opening the AutoCorrect Options Dialog Box

- The PowerPoint **AutoCorrect Options dialog** box allows you to modify settings for correcting text automatically.

To open the AutoCorrect Options dialog box

- From the main menu, choose **Tools > AutoCorrect Options**:



Customising AutoCorrect Options

- Click the **AutoCorrect** tab in the **AutoCorrect Options** dialog box.

To show or hide the AutoCorrect button (Smart Tag) when an automatic correction is made for you

- Check or uncheck the **Show AutoCorrect Options buttons** box.

To automatically correct two consecutive uppercase letters

- Check the **Correct TWo INitial CAPitals** box

To automatically capitalise the first letter of a sentence

- Check the **Capitalize first letter of sentences** box.

To automatically capitalise the word in a table cell

- Check the **Capitalize first letter of table cells** box.

To automatically capitalise days of the week names

- Check the **Capitalize names of days** box.

To automatically correct accidental capitalization

- Check the **Correct accidental use of cAPS LOCK key** box.

To stop automatically correcting words as you type

- Uncheck the **Replace text as you type** box.

To add custom words to replace and correct as you type

- Type the word you want to replace in the **Replace** box.
- Type the replacement word in the **With** box.

Customising AutoFormat Options

- Click the **AutoFormat As You Type** tab in the **AutoCorrect Options** dialog box.

To replace text as you type

- Check the AutoFormat option you want to use in the **Replace as you type** area.

To turn off automatic bullets and numbered lists

- Uncheck the **Automatic bulleted and numbered lists** box.

To turn off the AutoFit button (Smart Tag) when an automatic text resize is made for you

- Uncheck the **AutoFit title text to placeholder** box.
- Uncheck the **AutoFit body text to placeholder** box.

To turn off the Automatic Layout button (Smart Tag) when an automatic layout resize is made for you

- Uncheck the **Automatic layout for inserted objects** box.

Customising Toolbars

Using Toolbars

- Toolbars contain buttons, drop-down menus, or a combination of both. You can add or delete toolbar buttons to customise a toolbar to your preferences and most commonly used tasks.

Creating a Custom Toolbar

- From the main menu, choose **Tools > Customize**

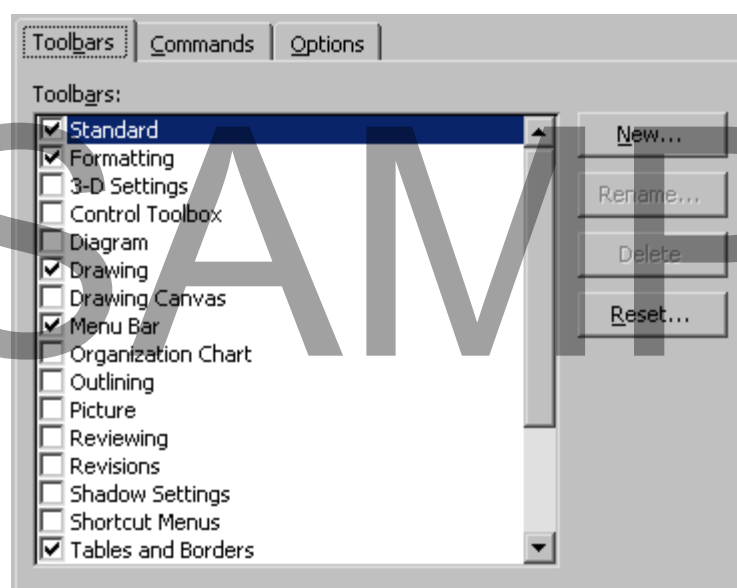
OR select **View > Toolbars > Customize**.

- This opens the **Customize** dialog box, displaying the following tabs:

Toolbars - to show or hide the toolbars available in PowerPoint.

Commands - to customise menus.

Options - to personalise menus and toolbars:

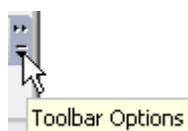


- Click the **Toolbars** tab.

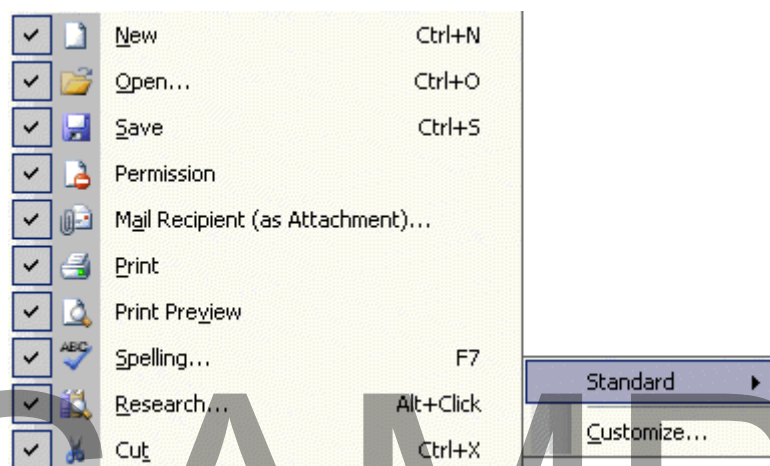
- Click **New**. This opens the **New Toolbar** dialog box.
- Enter in a toolbar name.
- Click **OK**.
- This inserts a "Custom" toolbar item in the Toolbar window, and displays a new **"floating" toolbar**.
- Click the **Commands** tab.
- Select a category in the **Category** window.
- Select a toolbar button from the **Commands** box.
- Drag a toolbar button out of the **Commands** box, into your new toolbar.
- Click **Close**.

Adding or Removing Commands from a Toolbar

- Display the toolbar you want to customise.
- Click the **Toolbar Options** button at the right-end of the toolbar:



- Select **Add or Remove Buttons >(toolbar name)**.
- Check or uncheck the commands you want to add or remove:



To add a command to a toolbar

- Drag a toolbar button out of the **Commands** box, into the toolbar.

To remove a command from a toolbar

- Drag a toolbar button out of the toolbar, into the **Commands** box.

Customising Toolbar Options

- From the main menu, choose **Tools > Customize**. This opens the **Customize** dialog box:
- Click the **Options** tab:
- Make the changes you want.
- Click **Close**.

Resetting a Toolbar

- From the main menu, choose **Tools > Customize**. This opens the **Customize** dialog box:
- Click the **Toolbars** tab.
- Select the toolbar you want to reset.
- Click **Reset**.

Renaming a Toolbar

- From the main menu, choose **Tools > Customize**. This opens the **Customize** dialog box:
- Click the **Toolbars** tab.
- Select the toolbar you want to rename.
- Click **Rename**.

Note: You can only rename a **custom** toolbar.

Deleting a Toolbar

- From the main menu, choose **Tools > Customize**. This opens the **Customize** dialog box:
- Click the **Toolbars** tab.
- Select the toolbar you want to delete.
- Click **Delete**.

Note: You can only delete a **custom** toolbar.

Modifying a Toolbar Button

- In PowerPoint, it is possible to **change** the look of a toolbar button, or even design your own.
- When creating a new toolbar, you may want to add a command that does not have an icon, and therefore you would need to create one.
- The **Modify Selection** menu displays the following options:

Reset - to reset the PowerPoint default

Delete - to remove the toolbar button

Name - the name for the button

Copy Button Image - copies the selected button on the Clipboard

Paste Button Image - pastes the copied button image to the toolbar

Reset Button Image - resets the button to the original

Edit Button Image - opens the Button Editor for changing the colour and shape of the button

Change Button Image - displays a selection of button images

Default Style - displays the button as an image

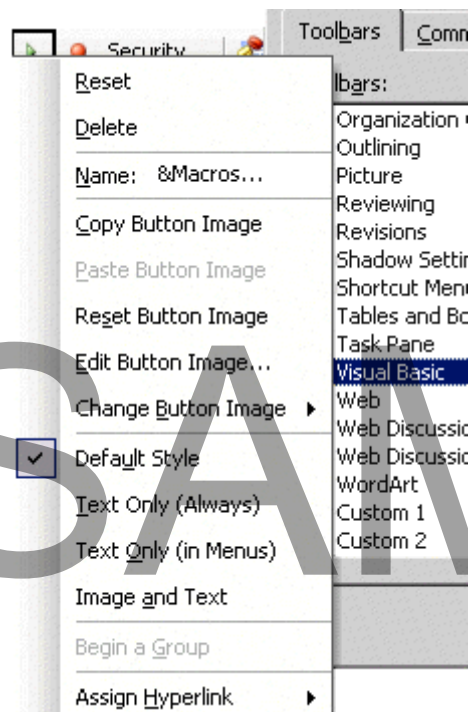
Text Only (Always) - displays text only, not an image

Text Only (in Menus) - displays only text when the command is in a menu

Image and Text - displays both image and text

Begin a Group - adds a vertical line to the left of the button, indicating the start of a button group

Assign a Hyperlink - to add a link to a button:



To customise a toolbar icon

- From the main menu, choose **Tools > Customize**.

OR click the **Clear** button and design a new icon completely.

- Click **OK**.

Working with Smart Tags

Using Smart Tags

- Smart tags enable you to perform tasks in PowerPoint which would normally be done using other applications.

To set up Smart tag options

- From the main menu, choose **Tools > AutoCorrect Options**.
- Select the **Smart Tags** tab.
- Select or deselect the following options:

Label text with smart tags - select the checkbox to enable smart tags.

Date (Smart tag lists) - creates smart tags out of dates.

Financial Symbol (Smart tag lists) - creates smart tags out of stock symbols.

Person Name (Outlook mail recipients) - creates smart tags from names in your Outlook address book.

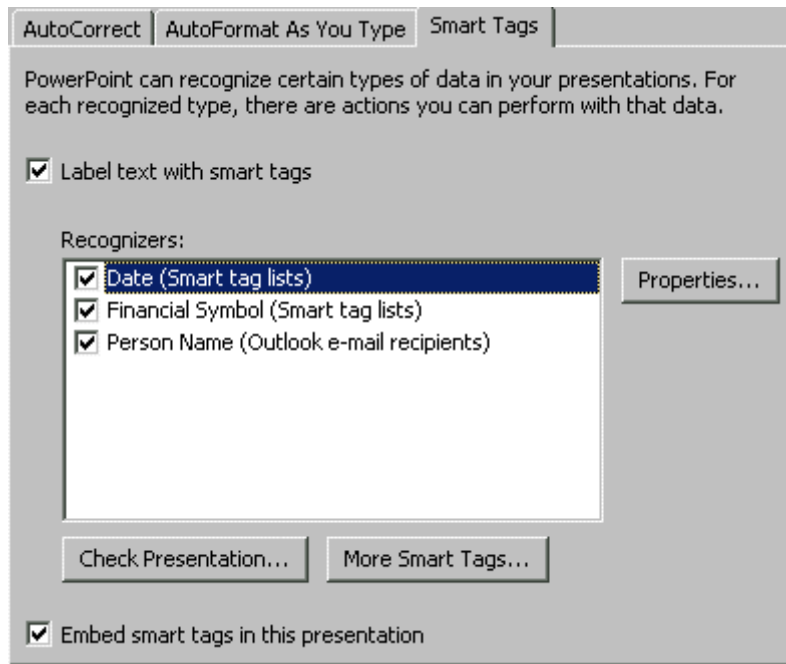
Properties - opens the Microsoft Web site to a page with information regarding recognisers.

Check Presentation - checks the presentation for text that matches the selected recognisers and creates smart tags.

More Smart Tags... - opens a Microsoft Web site page for downloading more smart tags.

Embed smart tags in this presentation - when checked, this saves the smart tags with the presentation.

SAMPLE

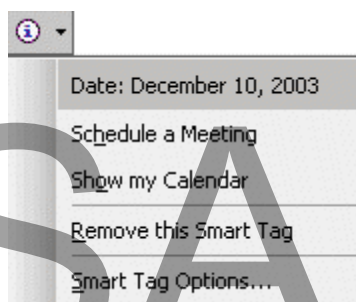


- In the presentation, when you type one of the smart tag recognisers, for example, a date, a smart tag symbol will appear:

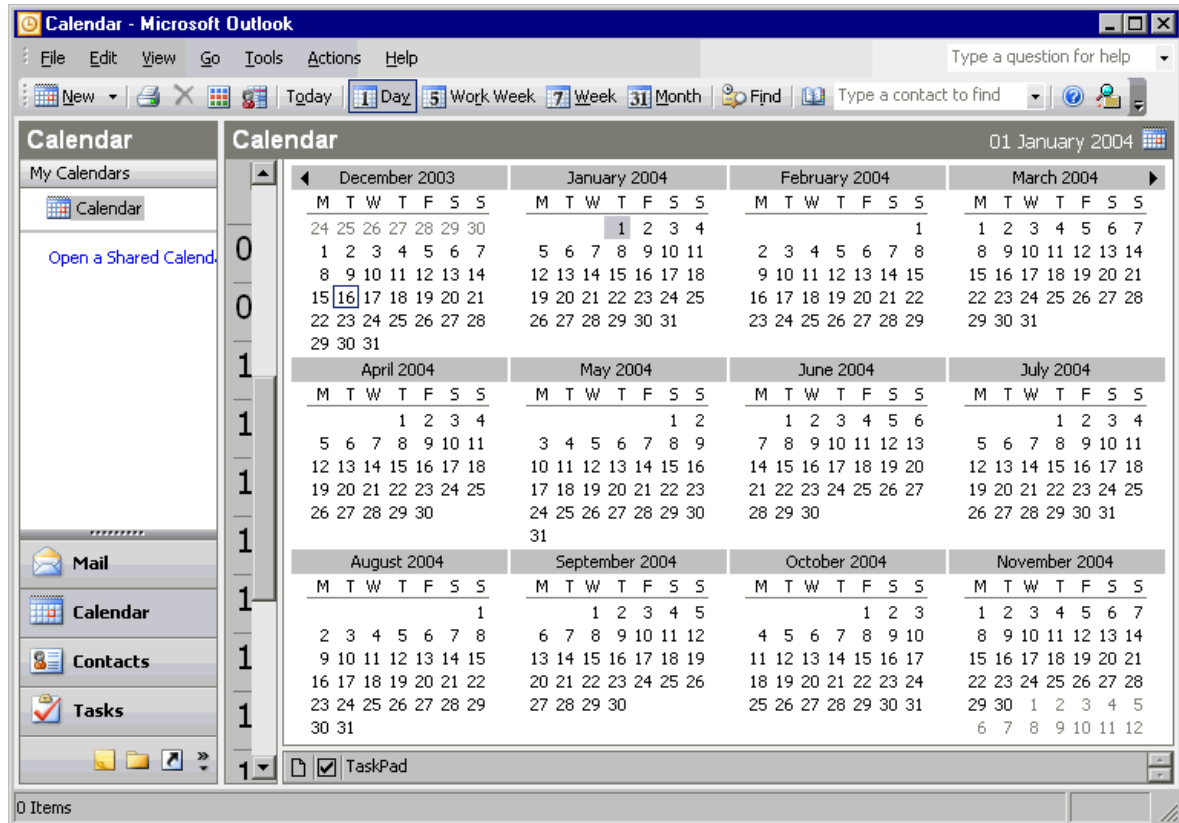


To activate the Smart Tag menu

- Click on the **Smart tag icon** and a drop down menu will appear with options relating to the tag recogniser:

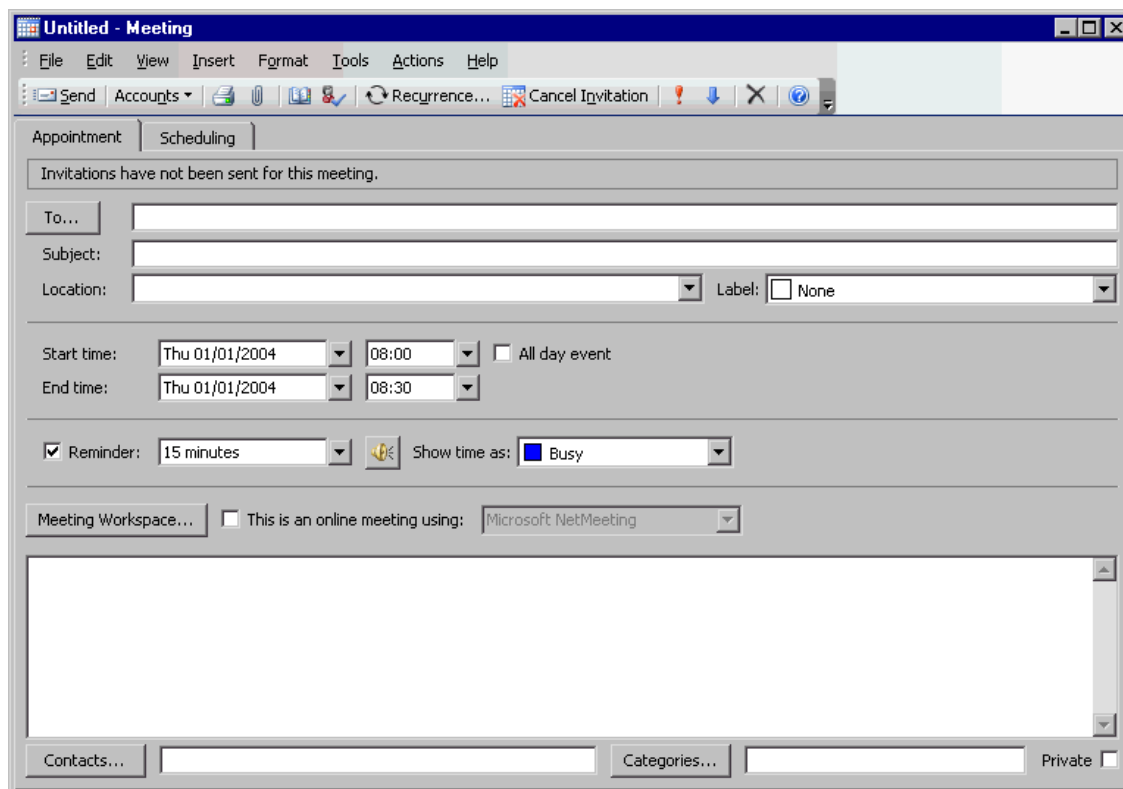


- For example, if the smart tag is a date, and you select **Show my Calendar**, your Microsoft Outlook Calendar will open for the appropriate date:



- Set the time in the calendar and the smart tag will retain a **link** to Outlook.
- **Close** Outlook.
- Choose **Schedule a Meeting** from the Smart Tag drop down menu, and Outlook will open:

SAMPLE



- In the **Scheduling tab**, the time and duration of the meeting and the list of attendees can be recorded.
- The **Appointment tab** enables you to send an email to all meeting attendees specifying the meeting time and related information.
- The smart tag will link to Outlook.

Working with the Research pane

Using the Research Task Pane

- The **Research task pane** is new to PowerPoint 2003.
- Built into **Office** are several reference books, dictionaries, and thesauruses.
- The Research pane also enables you to **search** for information on the Web, retrieving information from news sites, as well as financial and business sites.
- **The Research Task pane** drop-down reference menu lists to following default research options:

All Reference Books

Encarta Dictionary: English (US)

Thesaurus: English (US)

Translation

All Research Sites

eLibrary

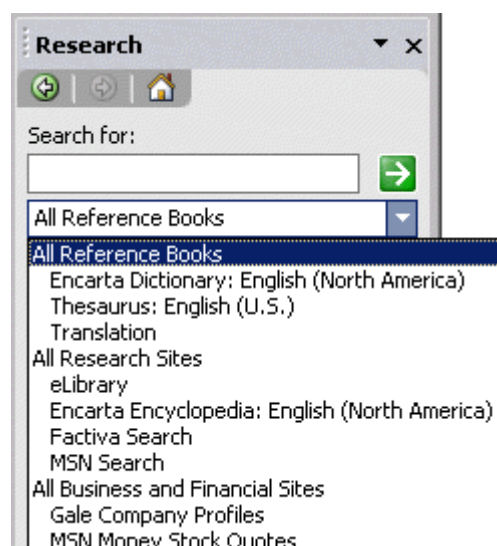
Encarta Encyclopaedia: English (North America)

Factiva Search
MSN Search
All Business and Financial Sites
Gale Company Profiles
MSN Money Stock Quotes.

Note: You can search an even wider array of sites - such as UK-based sites - by clicking on the **Research options** link at the bottom of the pane, and selecting the appropriate locations.

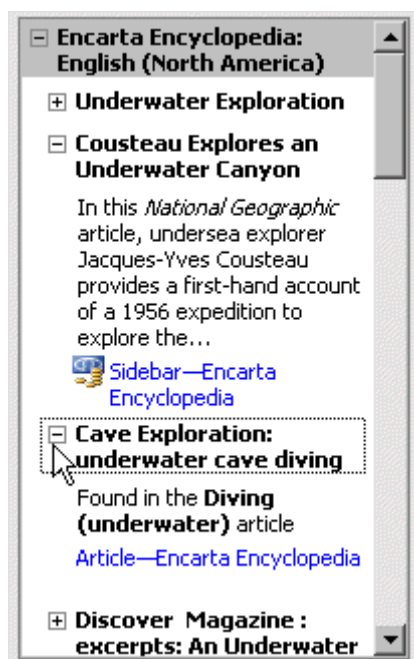
To access the Research task pane reference options

- From the main menu, choose **View > Task Pane**, and select **Research** from the task pane drop-down menu.
- Enter the word or phrase you are researching into the **Search for** text box, and choose the **reference book(s) or site(s)** that you wish to search from the reference drop-down menu:



- Click the **Start searching** arrow to begin the search.
- The **response information** will be displayed in the task pane window.
- Additional information on the subject may be available by clicking a hyperlink, or expanding a plus-sign beside the response:

SAMPLE



- If the word or phrase cannot be found, the task pane will offer **alternate** research options.

Note: Some research services may require registration plus a nominal fee.

Review Questions

How would you:

- Open the Options Dialog Box?
- Customise View Options?
- Customise General Options?
- Customise Edit / Print / Save / Security / Spelling and Style Options?
- Open the AutoCorrect Options Dialog Box?
- Customise AutoCorrect Options?
- Customise AutoFormat Options?
- Create a Custom Toolbar?
- Add or Remove Commands from a Toolbar?
- Customise Toolbar Options?
- Reset a Toolbar?
- Rename a Toolbar?
- Delete a Toolbar?
- Customise a Toolbar icon?
- Set Up Smart Tag Options?
- Activate the Smart Tags menu?
- Use Smart Tags
- Use the Research Task Pane?

More on Presenting Presentations

When you have completed this learning module you will have seen how to:

- Create a Custom Show
- Edit a Custom Show
- Copy a Custom Show
- Delete a Custom Show
- Present a Custom Show
- Link to a Custom Show
- Set the Show Type
- Set Show Options
- Use a Custom Show
- Advance Slides Options
- Use Multiple Monitors
- Use Package for CD
- Include files on the CD
- Package the Presentation to a CD
- Run a Presentation in PowerPoint Viewer
- Record and Save a Broadcast
- Schedule a Live Broadcast
- Start a Live Broadcast
- Apply Broadcast Settings

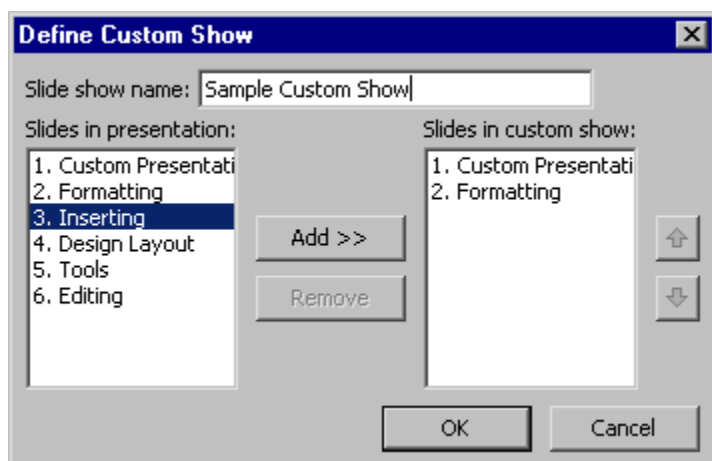
Creating Custom Shows

Using Custom Shows

- A basic **Custom Show** takes slides from within a presentation and groups them as an independent slide show. Basic custom shows are useful when you only want to display a subset of slides in your presentation to a particular audience.
- A hyperlinked **Custom Show** uses hyperlinks to link to a custom show. Hyperlinked custom shows are useful when you to present the whole show, but only want to discuss the custom slides if time permits.

Creating a Custom Show

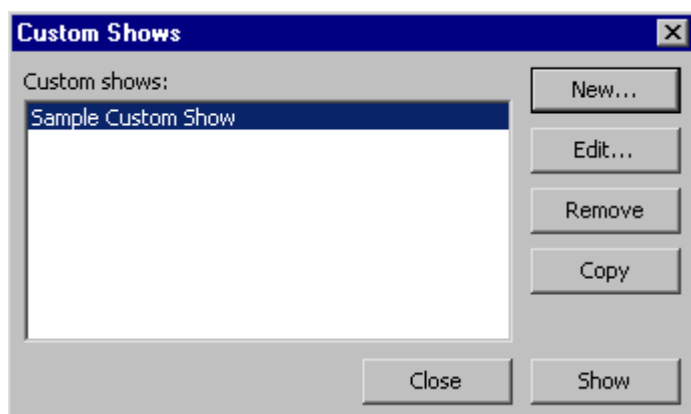
- From the main menu, choose **Slide Show > Custom Shows**. This opens the **Custom Shows** dialog box.
- Click **New**. This opens the **Define Custom Show** dialog box.
- Enter a name for your custom show.
- Select the slides you want to add to your custom show.
- Click **Add**.
- Click **OK**:



- Click **Close**.

Editing a Custom Show

- From the main menu, choose **Slide Show > Custom Shows**. This opens the **Custom Shows** dialog box.
- Select the custom show you want to edit.
- Click **Edit**:



SAMPLE

End of the preview sample



This sample is approximately half of the full course. Please see the table of contents at the beginning of this document to see the full list of topics covered in the full course.

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- ▶ PRINT AS MANY COPIES AS YOU NEED
- ▶ INTRANET VERSION ALSO AVAILABLE

The advertisement features a photograph of a diverse group of people, including a man in the foreground and several women behind him, all smiling.

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