

# Microsoft® PowerPoint® 2019 Basics - Unit 9

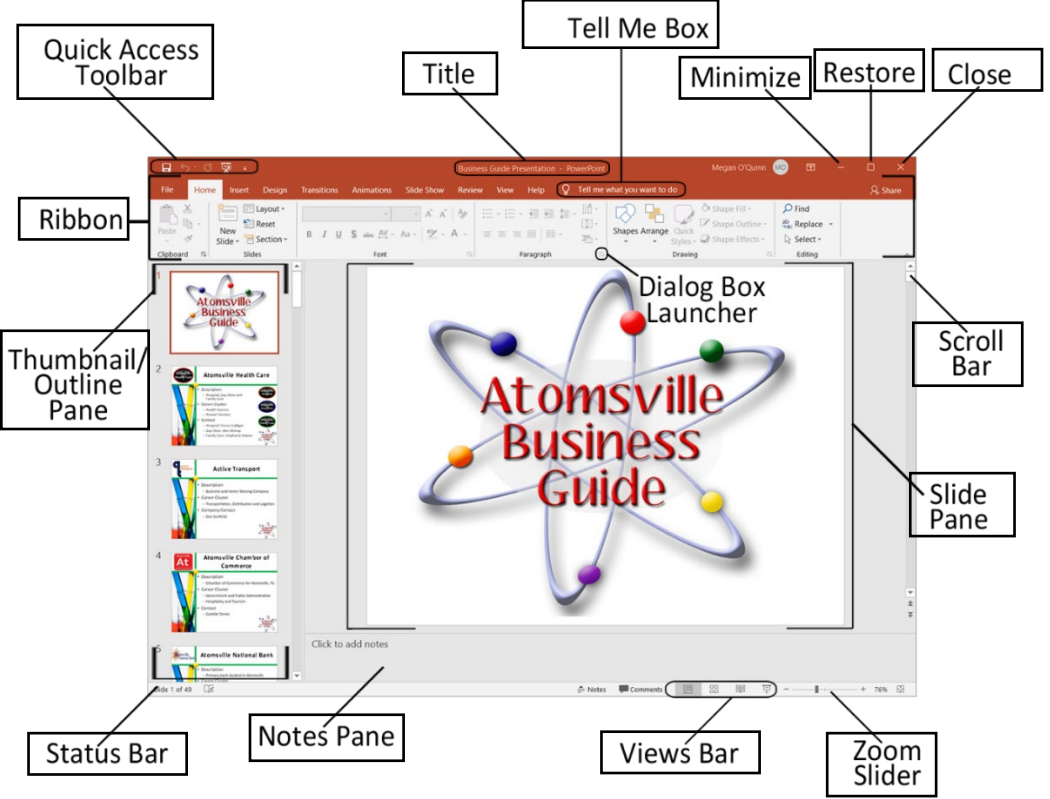
## (Review)

### Review (PowerPoint®)

#### Essential Question

1. What are the major components of Microsoft® PowerPoint®?
2. How can Microsoft® PowerPoint® be utilized to create presentations?
3. What common tasks can be completed in Microsoft® PowerPoint® presentations?

#### Key Concepts

<p>Program Window Layout</p>	
<p>Ribbon</p>	<ul style="list-style-type: none"> <li>• Major <b><u>organizational</u></b> component of Microsoft® PowerPoint® containing access to <b><u>almost all</u></b> program tasks</li> <li>• Contains the following tabs:             <ul style="list-style-type: none"> <li>– <b><u>File</u></b> <ul style="list-style-type: none"> <li>• opens <b><u>Backstage View</u></b> where commands such as saving, printing, opening new presentations, accessing <b><u>program options</u></b> and viewing the user's account information</li> </ul> </li> <li>– <b><u>Home</u></b> <ul style="list-style-type: none"> <li>• holds commands related to the <b><u>clipboard</u></b>, formatting the font, <b><u>paragraphs</u></b> and text styles as well as finding and replacing text</li> </ul> </li> </ul> </li> </ul>

# Microsoft® PowerPoint® 2019 Basics - Unit 9

## (Review)

Ribbon	<ul style="list-style-type: none"> <li>– <b><u>Insert</u></b> <ul style="list-style-type: none"> <li>• contains commands for adding elements to presentations such as slides, tables, <b><u>graphics</u></b>, symbols and other media</li> </ul> </li> <li>– <b><u>Design</u></b> <ul style="list-style-type: none"> <li>• consists of commands for formatting the presentation's theme, colors, fonts, effects and slide <b><u>backgrounds</u></b></li> </ul> </li> <li>– <b><u>Transitions</u></b> <ul style="list-style-type: none"> <li>• holds commands for <b><u>applying and previewing</u></b> transitions to slides and customizing how slides move from slide to slide in a presentation</li> </ul> </li> <li>– <b><u>Animations</u></b> <ul style="list-style-type: none"> <li>• contains commands for applying, previewing and customizing animations and <b><u>effects</u></b> added to objects in a presentation</li> </ul> </li> <li>– <b><u>Slide Show</u></b> <ul style="list-style-type: none"> <li>• consists of commands for presenting the slide show such as <b><u>where to begin</u></b> the show and how to setup the presentation</li> </ul> </li> <li>– <b><u>Review</u></b> <ul style="list-style-type: none"> <li>• holds commands for <b><u>proofing a presentation</u></b>, checking accessibility, adding comments and comparing presentations</li> </ul> </li> <li>– <b><u>View</u></b> <ul style="list-style-type: none"> <li>• contains commands which determine how the presentation or program elements are viewed such as the presentation view, master views and specifying <b><u>program window options</u></b></li> </ul> </li> </ul>
Keyboard Shortcuts	<ul style="list-style-type: none"> <li>• Control N           <ul style="list-style-type: none"> <li>– open a <b><u>new</u></b> presentation</li> </ul> </li> <li>• <b><u>Control S</u></b> <ul style="list-style-type: none"> <li>– save a presentation</li> </ul> </li> <li>• Control W           <ul style="list-style-type: none"> <li>– <b><u>close</u></b> a presentation</li> </ul> </li> <li>• <b><u>Control X</u></b> <ul style="list-style-type: none"> <li>– cut content and place on the clipboard</li> </ul> </li> </ul>

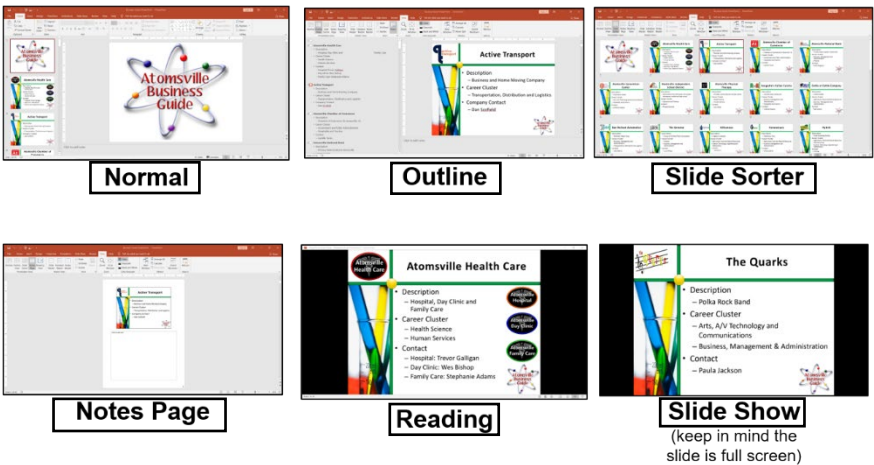
# Microsoft® PowerPoint® 2019 Basics - Unit 9

## (Review)

Keyboard Shortcuts	<ul style="list-style-type: none"> <li>• Control C             <ul style="list-style-type: none"> <li>– <b><u>copy content</u></b> and place on the clipboard</li> </ul> </li> <li>• <b><u>Control V</u></b> <ul style="list-style-type: none"> <li>– paste content from the clipboard</li> </ul> </li> <li>• Control A             <ul style="list-style-type: none"> <li>– select <b><u>all content</u></b></li> </ul> </li> <li>• <b><u>Control B</u></b> <ul style="list-style-type: none"> <li>– bold selected content</li> </ul> </li> <li>• Control I             <ul style="list-style-type: none"> <li>– <b><u>italicize</u></b> selected content</li> </ul> </li> <li>• <b><u>Control U</u></b> <ul style="list-style-type: none"> <li>– underline selected content</li> </ul> </li> <li>• Control E             <ul style="list-style-type: none"> <li>– <b><u>center-align</u></b> text</li> </ul> </li> <li>• <b><u>Control L</u></b> <ul style="list-style-type: none"> <li>– left-align text</li> </ul> </li> <li>• Control R             <ul style="list-style-type: none"> <li>– <b><u>right-align</u></b> text</li> </ul> </li> <li>• <b><u>Control Z</u></b> <ul style="list-style-type: none"> <li>– undo the last action</li> </ul> </li> <li>• Control Y             <ul style="list-style-type: none"> <li>– redo the <b><u>last undone action</u></b></li> </ul> </li> <li>• <b><u>Control K</u></b> <ul style="list-style-type: none"> <li>– insert a hyperlink</li> </ul> </li> <li>• Control P             <ul style="list-style-type: none"> <li>– <b><u>print</u></b></li> </ul> </li> <li>• <b><u>Control D</u></b> <ul style="list-style-type: none"> <li>– duplicate the active slide</li> </ul> </li> <li>• Control G             <ul style="list-style-type: none"> <li>– <b><u>group</u></b> selected slide objects</li> </ul> </li> <li>• <b><u>Control Shift G</u></b> <ul style="list-style-type: none"> <li>– ungroup objects</li> </ul> </li> </ul>
--------------------	---

# Microsoft® PowerPoint® 2019 Basics - Unit 9

## (Review)

<p>Presentation Views</p>	 <p>The images show six different views of a PowerPoint presentation. The 'Normal' view shows a slide with a star graphic. The 'Outline' view shows the same slide with its content in a list format. The 'Slide Sorter' view shows a grid of multiple slides. The 'Notes Page' view shows a slide with a large area for notes below it. The 'Reading' view shows a slide with a large area for reading. The 'Slide Show' view shows a slide in full-screen mode.</p>
<p>Slides</p>	<ul style="list-style-type: none"> <li>Slides can be added <b><u>after</u></b> the currently selected slide by the following methods:             <ul style="list-style-type: none"> <li>clicking New Slide in the <b><u>Slides group</u></b> on the Home tab</li> <li>clicking New Slide in the Slides group on the <b><u>Insert tab</u></b></li> <li><b><u>right-clicking</u></b> the slide where a user wants the new slide to be added after and choosing New Slide from the <b><u>menu</u></b></li> </ul> </li> <li>Slides can be <b><u>duplicated</u></b> by the following methods:             <ul style="list-style-type: none"> <li>selecting the slide or slides and on the <b><u>Home tab</u></b> clicking New Slide in the Slides group and choosing <b><u>Duplicate Selected Slides</u></b></li> <li>selecting the <b><u>slide or slides</u></b> a user wants to duplicate and on the Insert tab clicking <b><u>New Slide</u></b> in the Slides group and choosing Duplicate Selected Slides</li> <li>right-clicking on the slide a user wants to duplicate and choosing <b><u>Duplicate Slide</u></b> from the menu</li> </ul> </li> <li>Slides can be <b><u>deleted</u></b> by one of the following methods:             <ul style="list-style-type: none"> <li>right-clicking on the slide and choosing <b><u>Delete Slide</u></b> from the menu</li> <li>selecting the slide and pressing the Delete or <b><u>Backspace key</u></b></li> </ul> </li> </ul>

# Microsoft® PowerPoint® 2019 Basics - Unit 9

## (Review)

Slides	<ul style="list-style-type: none"> <li>Slides can be <b><u>hidden</u></b> by one of the following methods:             <ul style="list-style-type: none"> <li>right-clicking on the slide a user wants to hide and clicking <b><u>Hide Slide</u></b></li> <li>selecting the slide and on the <b><u>Slide Show tab</u></b> clicking Hide Slide in the <b><u>Set Up group</u></b></li> </ul> </li> <li>Hidden slides can be <b><u>unhidden</u></b> by one of the following methods:             <ul style="list-style-type: none"> <li>right-clicking the slide a user wants unhidden and clicking Hide Slide to <b><u>unselect it</u></b></li> <li>selecting the slide and <b><u>clicking Hide Slide</u></b> in the Set Up group of the Slide Show tab to unselect it</li> </ul> </li> <li>The <b><u>order</u></b> of slides can be changed:             <ul style="list-style-type: none"> <li>in <b><u>Normal view</u></b> <ul style="list-style-type: none"> <li>selecting the slide a user <b><u>wants to move</u></b></li> <li><b><u>dragging</u></b> the slide to a new location</li> </ul> </li> <li>in <b><u>Slide Sorter view</u></b> <ul style="list-style-type: none"> <li>selecting the slides</li> <li>dragging them to the <b><u>desired location</u></b></li> </ul> </li> <li>by <b><u>cutting the slides</u></b> to the <b><u>clipboard</u></b> and pasting them to the desired location</li> </ul> </li> <li>Slide layouts contain formatting, <b><u>positioning</u></b> and placeholders for all the content on the slide             <ul style="list-style-type: none"> <li>located on the Home tab in the Slides group by clicking <b><u>Layout</u></b></li> </ul> </li> <li>right-clicking on a slide in the <b><u>Thumbnail/Outline pane</u></b> and choosing Layout from the menu</li> </ul>
Slide Masters	<ul style="list-style-type: none"> <li>Slide Masters are the <b><u>basis</u></b> of every presentation             <ul style="list-style-type: none"> <li>editing the slide master will make changes <b><u>to all slides</u></b> in a presentation using a particular slide layout</li> </ul> </li> <li>Slide Masters contain all the <b><u>design elements</u></b> for the slides including:             <ul style="list-style-type: none"> <li>backgrounds</li> <li><b><u>font</u></b> styles</li> <li>color <b><u>schemes</u></b></li> <li>placeholders</li> </ul> </li> </ul>

# Microsoft® PowerPoint® 2019 Basics - Unit 9

## (Review)

Slide Masters	<ul style="list-style-type: none"> <li>Slide Masters can be <b><u>viewed and edited</u></b> by using Slide Master View             <ul style="list-style-type: none"> <li>located on the View tab in the <b><u>Master Views group</u></b></li> </ul> </li> <li><b><u>Slide Masters</u></b> can be changed to include different placeholders in Slide Master View by:             <ul style="list-style-type: none"> <li>clicking <b><u>Master Layout</u></b> in the Master Layout group</li> <li><b><u>selecting or unselecting</u></b> the different items a user wants in the Master Layout dialog box</li> </ul> </li> <li>Placeholders are boxes with <b><u>dotted borders</u></b> which <b><u>contain content</u></b> located within slide layouts</li> <li>Slide Masters can have <b><u>themes</u></b> applied by:             <ul style="list-style-type: none"> <li>clicking Themes in the <b><u>Edit Theme group</u></b> on the Slide Master tab</li> <li>choosing a theme from the <b><u>menu</u></b></li> </ul> </li> <li>Themes are <b><u>palettes of colors</u></b>, fonts and special effects which complement one another and are located on the <b><u>Design tab</u></b> in the Themes group</li> </ul>
Adding Text to Slides	<ul style="list-style-type: none"> <li>Text can be <b><u>added to slides</u></b> in:             <ul style="list-style-type: none"> <li><b><u>title</u></b> placeholders</li> <li>content placeholders</li> <li><b><u>text placeholders</u></b></li> </ul> </li> <li>Text in placeholders is commonly formatted as a bulleted, <b><u>multi-level</u></b> or numbered list</li> <li>Text can be formatted using the:             <ul style="list-style-type: none"> <li><b><u>Font group</u></b> on the Home tab</li> <li><b><u>Mini</u></b> toolbar                 <ul style="list-style-type: none"> <li>contains many of the <b><u>same commands</u></b> which are found in the Font group</li> <li>appears over <b><u>selected text</u></b></li> </ul> </li> <li><b><u>Paragraph group</u></b> on the Home tab</li> </ul> </li> <li>WordArt is <b><u>decorative text</u></b> which can be added to a document</li> <li>WordArt can be added by clicking the WordArt icon in the <b><u>Text group</u></b> on the Insert tab and choosing an <b><u>option from the menu</u></b></li> </ul>

# Microsoft® PowerPoint® 2019 Basics - Unit 9

## (Review)

Tables	<ul style="list-style-type: none"> <li>• Tables can be inserted by:             <ul style="list-style-type: none"> <li>– clicking the <b><u>Table icon</u></b> on the Insert tab and choosing an <b><u>option</u></b> from the menu</li> <li>– clicking the Table icon in the <b><u>content placeholder</u></b></li> </ul> </li> <li>• Tables can be formatted using the <b><u>Table Tools section</u></b> which appears on the <b><u>Ribbon</u></b> when a table is selected</li> <li>• Text can be entered in tables by placing the <b><u>cursor</u></b> in the cell where a user wants to add text and <b><u>beginning to type</u></b></li> <li>• Tables can be <b><u>deleted</u></b> by:             <ul style="list-style-type: none"> <li>– selecting the table</li> <li>– clicking the <b><u>Delete icon</u></b> on the Table Tools Layout tab</li> <li>– choosing <b><u>Delete Table</u></b> from the menu</li> </ul> </li> </ul>
Shapes & Text Boxes	<ul style="list-style-type: none"> <li>• Shapes are <b><u>objects</u></b> which can be added to presentations such as circles, lines, <b><u>rectangles</u></b>, etc. and can function as a text box or design element</li> <li>• Shapes can be added by clicking the <b><u>Shapes icon</u></b> in the Illustrations group on the Insert tab and choosing an option <b><u>from the menu</u></b></li> <li>• Text boxes are objects in which <b><u>text</u></b> can be added and <b><u>placed anywhere</u></b> on a slide and can be used as design elements on a slide by formatting them</li> <li>• Text boxes can be added by clicking the <b><u>Text Box icon</u></b> in the Text group on the Insert tab and then <b><u>clicking and dragging</u></b> the mouse where the text box needs to be placed</li> <li>• A <b><u>shape or textbox</u></b> can have <b><u>text entered into</u></b> it by selecting it and beginning to type</li> <li>• Shapes and text boxes can be <b><u>resized or rotated</u></b> by using the sizing handles or rotating handle which <b><u>appear when selected</u></b></li> <li>• Shapes and text boxes can be deleted by <b><u>selecting it</u></b> and pressing the <b><u>Delete key</u></b></li> <li>• Shapes and text boxes when selected make the <b><u>Drawing Tools section</u></b> appear on the Ribbon which contains commands to format the objects</li> </ul>



# Microsoft® PowerPoint® 2019 Basics - Unit 9

## (Review)

<p>Pictures &amp; Screenshots</p>	<ul style="list-style-type: none"> <li>• Pictures can be added by:             <ul style="list-style-type: none"> <li>– clicking the <b><u>Pictures icon</u></b> in the Images group on the Insert tab and locating the <b><u>file to be added</u></b></li> <li>– clicking the Pictures or <b><u>Online Pictures icon</u></b> in the content placeholder</li> </ul> </li> <li>• Screenshots are images of content <b><u>currently displayed</u></b> in a <b><u>window</u></b> open on the computer and can be added by:             <ul style="list-style-type: none"> <li>– clicking the <b><u>Screenshot icon</u></b> in the Images group on the Insert tab</li> <li>– choosing a screenshot from the <b><u>menu</u></b></li> </ul> </li> <li>• When selected, the Picture Tools section appears on the <b><u>Ribbon</u></b> which contains commands to format the images</li> <li>• Pictures and screenshots can be <b><u>resized or rotated</u></b> by using the <b><u>handles</u></b> which appear when they are selected</li> <li>• <b><u>Pictures and screenshots</u></b> can be deleted by selecting the <b><u>image</u></b> and pressing the Delete key</li> <li>• Photo albums are presentations which contain <b><u>only photographs</u></b> and can be created by:             <ul style="list-style-type: none"> <li>– clicking Photo Album on the <b><u>Insert tab</u></b> in the <b><u>Images group</u></b></li> <li>– select <b><u>New Photo Album</u></b></li> <li>– <b><u>locating and selecting</u></b> the images which need to be included</li> <li>– clicking Create to make the <b><u>presentation</u></b></li> </ul> </li> </ul>
<p>SmartArt</p>	<ul style="list-style-type: none"> <li>• SmartArt can be added by:             <ul style="list-style-type: none"> <li>– clicking the SmartArt icon in the <b><u>Illustrations group</u></b> or clicking the SmartArt icon in the content <b><u>placeholder</u></b></li> <li>– choosing an option from the Choose a SmartArt Graphic <b><u>dialog box</u></b></li> </ul> </li> <li>• SmartArt can also be created <b><u>from text</u></b> in a text box             <ul style="list-style-type: none"> <li>– after text has been added on the <b><u>Home tab</u></b> in the Paragraph group, click <b><u>Convert to SmartArt</u></b> and choose a SmartArt layout from <b><u>the menu</u></b></li> </ul> </li> </ul>



# Microsoft® PowerPoint® 2019 Basics - Unit 9

## (Review)

SmartArt	<ul style="list-style-type: none"> <li>Text can be added to the <b><u>shapes</u></b> included in the SmartArt graphic by:             <ul style="list-style-type: none"> <li><b><u>clicking</u></b> on the shape where <b><u>text needs to be</u></b> entered and beginning to type in the text placeholder in the shape</li> <li>using the <b><u>Text Pane</u></b> and <b><u>typing in the text</u></b> which will appear in each shape</li> </ul> </li> <li>SmartArt, when selected, make the <b><u>SmartArt Tools section</u></b> appear on the <b><u>Ribbon</u></b> which can be used to <b><u>design and format</u></b> the SmartArt</li> </ul>
Charts	<ul style="list-style-type: none"> <li>Charts can be <b><u>added</u></b> by:             <ul style="list-style-type: none"> <li>clicking the <b><u>Chart icon</u></b> in the Illustrations group on the Insert tab or clicking the Chart icon in the <b><u>content placeholder</u></b> and then choosing a type of Chart from the <b><u>Insert Chart dialog box</u></b></li> </ul> </li> <li>Charts, when added, open an <b><u>Excel spreadsheet</u></b> to contain the <b><u>data</u></b> a user wants displayed in the chart             <ul style="list-style-type: none"> <li>to change the <b><u>data displayed</u></b> in the chart, edit the <b><u>information</u></b> in the spreadsheet</li> </ul> </li> <li>Charts, when selected, make the <b><u>Chart Tools section</u></b> appear on the Ribbon which can be used to design and format the chart and <b><u>chart elements</u></b></li> </ul>
3D Models	<ul style="list-style-type: none"> <li>3D Models can be <b><u>added</u></b> by clicking the 3D Models icon in the <b><u>Illustrations group</u></b> on the Insert tab and then selecting either <b><u>From a File</u></b>... or From Online Sources...</li> <li>3D Models, when selected, make the <b><u>3D Models Tools section</u></b> appear on the Ribbon and contains the <b><u>Format tab</u></b></li> </ul>
Working with Objects	<ul style="list-style-type: none"> <li><b><u>Moving</u></b> objects can be done by:             <ul style="list-style-type: none"> <li>selecting the object and <b><u>dragging it</u></b> to a new location</li> <li>the <b><u>red lines</u></b> which appear are <b><u>guides</u></b> which can be used to help position the object on the slide</li> <li>selecting the object and <b><u>pressing the arrow keys</u></b> in the <b><u>direction wanted</u></b> to move the object</li> </ul> </li> </ul>

# Microsoft® PowerPoint® 2019 Basics - Unit 9

## (Review)

Working with Objects	<ul style="list-style-type: none"> <li>• <b><u>Positioning</u></b> objects can be completed by:             <ul style="list-style-type: none"> <li>– selecting the object and <b><u>clicking Arrange</u></b> on the <b><u>Home tab</u></b> and choosing options from the menu to choose where the <b><u>object appears</u></b> relative to other objects</li> </ul> </li> <li>• <b><u>Layering</u></b> objects can be done by:             <ul style="list-style-type: none"> <li>– opening the <b><u>Selection Pane</u></b> and dragging the items to be in the order the objects need to appear</li> <li>– using the <b><u>Bring Forward</u></b> or Send Backward commands in the Arrange group of the <b><u>Design Tools Format tab</u></b> or the same commands on the menu which appear when the <b><u>object is right clicked</u></b></li> </ul> </li> <li>• <b><u>Grouping</u></b> objects can be completed by:             <ul style="list-style-type: none"> <li>– selecting <b><u>all of the objects</u></b> to group together</li> <li>– clicking Group in the <b><u>Arrange group</u></b> on the Design Tools Format tab</li> <li>– right clicking and selecting Group from the <b><u>menu</u></b></li> </ul> </li> </ul>
Notes	<ul style="list-style-type: none"> <li>• Notes can be <b><u>entered by typing</u></b> in the Notes Pane when in Normal View or <b><u>Notes Page View</u></b></li> <li>• Notes pages are <b><u>visible</u></b> in Notes Page View             <ul style="list-style-type: none"> <li>– this can be opened by clicking Notes Page in the <b><u>Presentation Views</u></b> group on the <b><u>View tab</u></b></li> </ul> </li> <li>• Notes pages can be printed by choosing the <b><u>Print option</u></b> in <b><u>Backstage View</u></b>, selecting Notes Pages beneath <b><u>Settings</u></b> and clicking Print</li> </ul>
Slide Transitions	<ul style="list-style-type: none"> <li>• Slide transitions are <b><u>animation-like effects</u></b> which occur when <b><u>moving</u></b> from one slide to another during a presentation</li> <li>• <b><u>Slide transitions</u></b> are located on the <b><u>Transitions tab</u></b> on the <b><u>Ribbon</u></b> and can be inserted by choosing a transition from the <b><u>gallery</u></b> in the Transition to This Slide group             <ul style="list-style-type: none"> <li>– different <b><u>variations</u></b> of the selected transition can be found by clicking <b><u>Effect Options</u></b></li> </ul> </li> <li>• Slide transitions can be <b><u>customized</u></b> by setting the <b><u>timing and appearance options</u></b> in the <b><u>Timing group</u></b></li> <li>• Slide transitions can be <b><u>removed</u></b> by selecting the slides which the user want to remove the transitions and clicking <b><u>None</u></b> in the <b><u>Transitions gallery</u></b></li> </ul>

# Microsoft® PowerPoint® 2019 Basics - Unit 9

## (Review)

Animations	<ul style="list-style-type: none"> <li>• Animations are <b><u>movements</u></b> which can be applied to <b><u>objects</u></b> in a presentation</li> <li>• Animations are located on the <b><u>Animations tab</u></b> in the gallery in the Animation group and can be previewed by clicking <b><u>Preview</u></b> <ul style="list-style-type: none"> <li>– different variations of the <b><u>selected transition</u></b> can be found by clicking Effect Options</li> </ul> </li> <li>• Animations are categorized as:           <ul style="list-style-type: none"> <li>– <b><u>entrance effects</u></b> <ul style="list-style-type: none"> <li>• dictate how an object appears on the slide</li> </ul> </li> <li>– <b><u>emphasis effects</u></b> <ul style="list-style-type: none"> <li>• occur when the object is on the slide</li> </ul> </li> <li>– <b><u>exit effects</u></b> <ul style="list-style-type: none"> <li>• dictate how and object leaves the slide</li> </ul> </li> <li>– <b><u>motion paths</u></b> <ul style="list-style-type: none"> <li>• move an object along a predetermined path</li> </ul> </li> </ul> </li> <li>• Animations can be applied by <b><u>selecting the object</u></b> and choosing an effect from the <b><u>gallery</u></b> and the effect will be applied</li> <li>• The <b><u>Timing group</u></b> on the Animations tab contains commands to specify when an <b><u>animation starts</u></b>, how long it <b><u>lasts</u></b> or runs after a specific amount of time</li> <li>• Animations can be <b><u>removed</u></b> by selecting the small number located next to the <b><u>animated object</u></b> and pressing <b><u>the Delete key</u></b></li> <li>• <b><u>Multiple</u></b> effects can be added to an object by clicking the Add Animation icon in the <b><u>Advanced Animation group</u></b> and <b><u>choosing another effect</u></b> from the gallery           <ul style="list-style-type: none"> <li>– if the user selects another effect from the gallery in the <b><u>Animation group</u></b>, it will <b><u>replace</u></b> the current animation</li> </ul> </li> </ul>
------------	--

# Microsoft® PowerPoint® 2019 Basics - Unit 9

## (Review)

Saving Presentations	<ul style="list-style-type: none"> <li>• Saving for the <b><u>first time</u></b> involves:             <ul style="list-style-type: none"> <li>– naming the file in the <b><u>File Name Box</u></b></li> <li>– selecting a file type in the <b><u>File Type drop down</u></b></li> <li>– choosing a <b><u>storage location</u></b></li> </ul> </li> <li>• Saving the file as a <b><u>different file type</u></b> can be completed by:             <ul style="list-style-type: none"> <li>– selecting the <b><u>file type</u></b> wanted in the <b><u>Save As window</u></b></li> <li>– utilizing the <b><u>Export option</u></b> in Backstage View</li> </ul> </li> <li>• Saving the file as a <b><u>PowerPoint Show</u></b> can be completed by:             <ul style="list-style-type: none"> <li>– <b><u>opening</u></b> the Export option in Backstage View</li> <li>– selecting <b><u>Change File Type</u></b></li> <li>– selecting PowerPoint Show</li> <li>– clicking <b><u>Save As</u></b></li> </ul> </li> <li>• Packaging a presentation for a <b><u>CD</u></b> can be done by:             <ul style="list-style-type: none"> <li>– opening the Export option in <b><u>Backstage View</u></b></li> <li>– selecting <b><u>Package Presentation</u></b> for CD</li> <li>– clicking <b><u>Package for CD</u></b></li> </ul> </li> </ul>
Showing Presentations	<ul style="list-style-type: none"> <li>• Presentations can be <b><u>shown</u></b> using the following options on the <b><u>Slide Show tab</u></b>:             <ul style="list-style-type: none"> <li>– <b><u>From Beginning</u></b> of the presentation</li> <li>– From <b><u>Current Slide</u></b> in the presentation</li> </ul> </li> <li>• The <b><u>Slide Show icon</u></b> next to the <b><u>Zoom Slider</u></b> can also be used to <b><u>open</u></b> the presentation in <b><u>Slide Show view</u></b></li> </ul>
Printing	<ul style="list-style-type: none"> <li>• Presentations can be printed by utilizing the <b><u>Print option</u></b> in Backstage View             <ul style="list-style-type: none"> <li>– contains options for <b><u>adjusting printing settings</u></b></li> </ul> </li> <li>• Print options include:             <ul style="list-style-type: none"> <li>– <b><u>Print Button</u></b> <ul style="list-style-type: none"> <li>• starts the print job</li> </ul> </li> <li>– <b><u>Number of Copies</u></b> <ul style="list-style-type: none"> <li>• specifies number to be printed</li> </ul> </li> <li>– <b><u>Selected Printer</u></b> <ul style="list-style-type: none"> <li>• shows printer to be used</li> </ul> </li> </ul> </li> </ul>

# Microsoft® PowerPoint® 2019 Basics - Unit 9

## (Review)

Printing	<ul style="list-style-type: none"><li>– <b><u>Printer Properties</u></b><ul style="list-style-type: none"><li>• opens printer settings</li></ul></li><li>– <b><u>Settings</u></b><ul style="list-style-type: none"><li>• shows options related to how and what will print on the page</li></ul></li><li>– <b><u>Print Preview</u></b><ul style="list-style-type: none"><li>• shows how the slides or handouts will look when printed</li></ul></li><li>• <b><u>Handouts</u></b> of the presentation can be <b><u>printed</u></b> by choosing one of the <b><u>handout options</u></b> beneath the <b><u>Settings heading</u></b></li></ul>
----------	--