

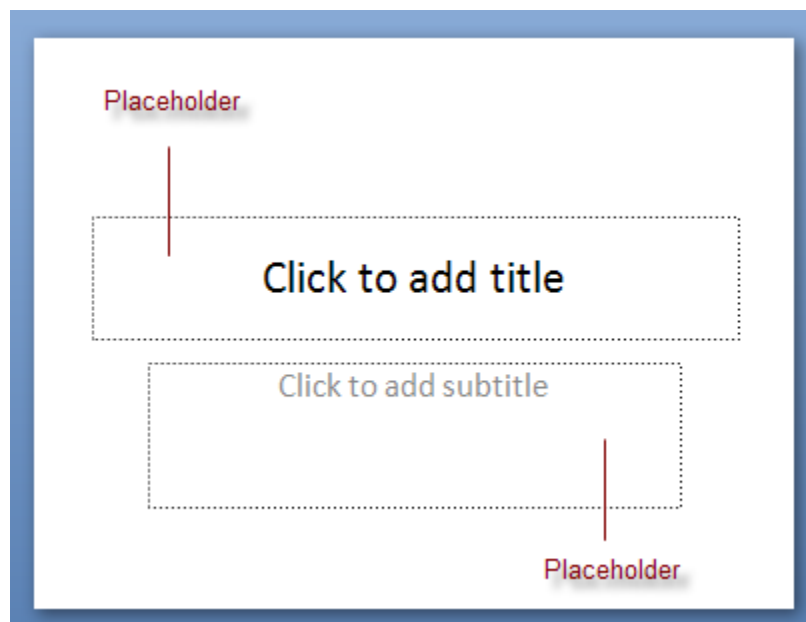
CHAPTER THREE: EDITING PRESENTATIONS

This Chapter Will Include:

- Adding Text to Slides
- Selecting Text
- Editing and Deleting Text
- Adding Slides
- Applying Themes
- Applying Templates
- Adding Slides to an Existing Presentation
- Copying, Deleting, and Rearranging Slides
- Copying and Pasting Text
- Using the Undo and Redo Features

Adding Text to Slides


When you open a new presentation or blank slide, it will appear like this:



Each slide contains two **placeholders**, one for a title and one for entering general information. You can adjust the width or height of each placeholder by clicking the **sizing handles** and dragging them in a direction.

Future Developments

- Open new Antonyms Anonymous stores in Grayfield and Nottingham.
- Close the Paradoxical Solutions store in Northchester.
 - Sales have been consistently dropping over the last 3 years.
- Introduce a new line of clothing in Antonyms Anonymous.



Sizing Handles

To move the location of placeholders entirely, click and drag anywhere along the border of a placeholder. This will move everything inside, including text.

To enter text, simply click on a placeholder. This will turn your mouse into a blinking cursor where you can type as much as necessary.

Selecting Text

Selecting text can help you edit or delete large blocks of text at once. Here is a list of ways to select text:

Action	Result
Drag the cursor	Selects any text you drag the cursor across
Double-click anywhere in a word	Selects the word
Triple-click anywhere in a paragraph	Selects the paragraph
Click a bullet	Selects the bullet text and the text of any sub-level bullets
Press SHIFT+Left Arrow or SHIFT+Right Arrow	Selects the character to the left or right of the cursor
Press SHIFT+Up Arrow or SHIFT+Down Arrow	Selects the text between the cursor and the character directly above or below the cursor
Press SHIFT+Home or SHIFT+End	Selects the text between the cursor and the beginning or end of the line
Press CTRL+SHIFT+Left Arrow or CTRL+SHIFT+Right Arrow	Selects the text between the cursor and the beginning or end of a word
Press CTRL+SHIFT+Up Arrow or CTRL+SHIFT+Down Arrow	Selects the text between the cursor and the beginning or end of the placeholder
Press CTRL+SHIFT+Home or CTRL+SHIFT+End	Selects the text between the cursor and the beginning or end of the placeholder
Select the first item using one of the above methods, hold CTRL , then select additional text	Selects multiple lines of text that are not adjacent
Click a slide icon on the Outline tab	Selects all text on the slide
Press CTRL+A	Selects all text in the placeholder

A **paragraph** is defined as any portion of text separated from surrounding text by at least one **hard return**. A hard return is designed by pressing the **Enter** key at the end of a line.

Editing and Deleting Text

There are several ways to edit and delete text. Remember these rules when modifying text:

- Once text is selected, any text typed will replace the selected text.
- Pressing the **Backspace** key once deletes one character behind the cursor.
- Pressing the **Delete** key once deletes one character in front of the cursor.
- If a large block of text is selected when the Backspace or Delete keys are used, the entire selected text will be deleted.
- Text will be inserted whenever the cursor is. If the cursor is placed between two characters, the text you type will appear between those characters.
- You can combine the Backspace or Delete keys with the keyboard actions listed above to delete greater amounts of text.

Adding Slides

To add slides, click the **New Slide** icon in the **Slides group** on the **Home** tab. There are many different slide styles that can be applied when a slide is added. By default, the **Title and Content** slide layout will be applied to a new slide.

To use a different layout, follow these steps:

1. Find the **New Slide** icon in the **Slides group** on the **Home** tab.



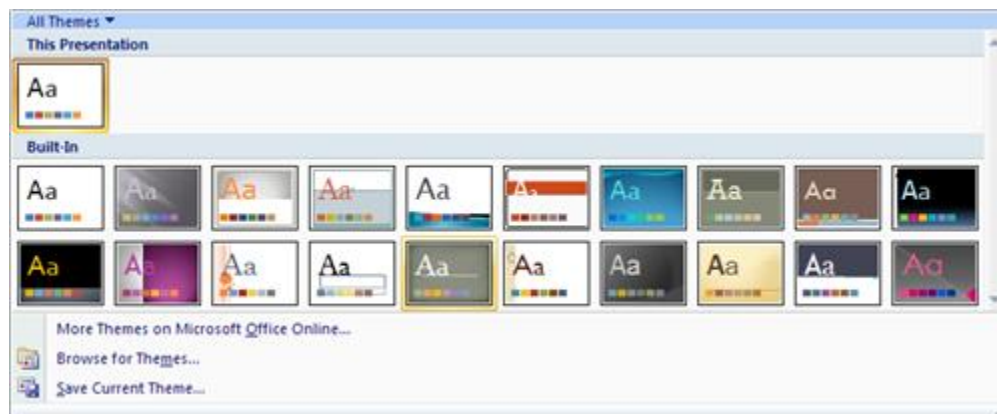
2. When you click the upper half of the icon, the Title and Content slide layout will automatically be inserted into the presentation. To insert a different layout style, click the lower half of the New Slide icon.
3. In the menu that appears, you can select from a variety of different styles. You can also customize slide styles once they have been added to your presentation.
4. To change the style of a slide you have inserted, click the **Layout** icon in the Slides group.

Applying Themes

PowerPoint contains several built-in themes which can be applied to an entire presentation to give it a professional and uniform look.

To apply themes to a presentation, follow these steps:

1. Find the **Themes group** on the **Design** tab.
2. To see a complete list of themes, click the **More arrow** that appears to the right of the Themes group.



3. In the menu that appears, hover your mouse over any theme to see a preview of it in your presentation.

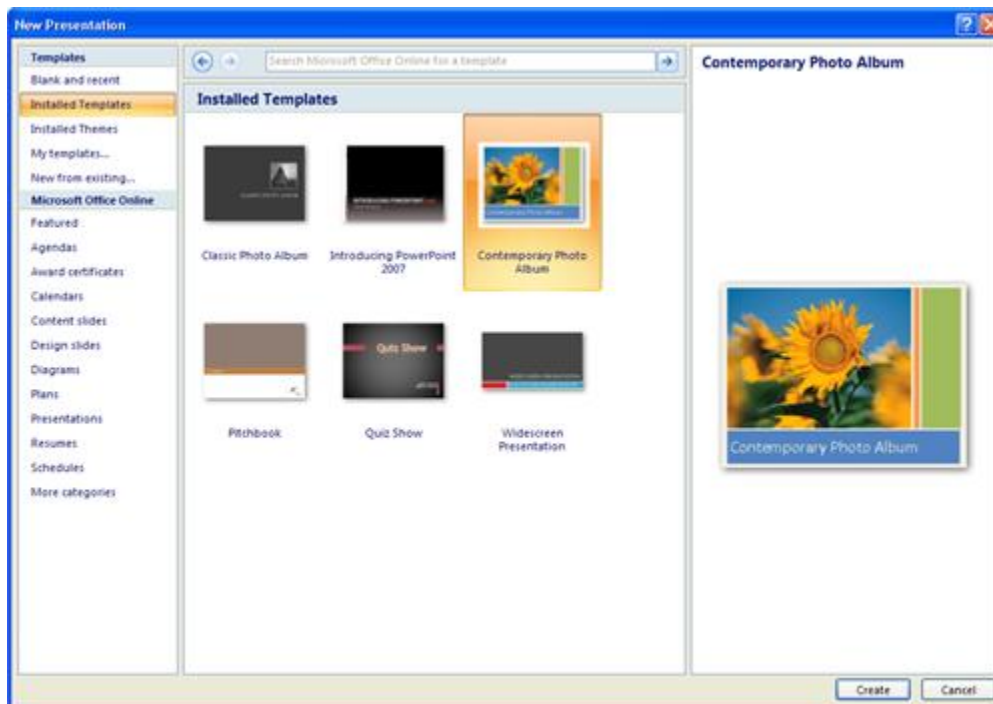
4. To apply a theme to the entire presentation, simply click the theme. To apply the theme only to the slide you are currently on, right-click the theme and select **Apply to Selected Slides**.
5. Each theme comes with a color scheme which can be changed at any time. Click the **Colors** icon in the Themes group and hover the mouse over any color scheme to preview it in your presentation.
6. Fonts used in the presentation can also be changed by clicking the **Fonts** icon in the Themes group.
7. If you do not want the background that comes with a theme to be used in the presentation, click the **Background Styles** icon in the **Background group**. Click the blank background (usually the first in the list) in the menu that appears.

Applying Templates

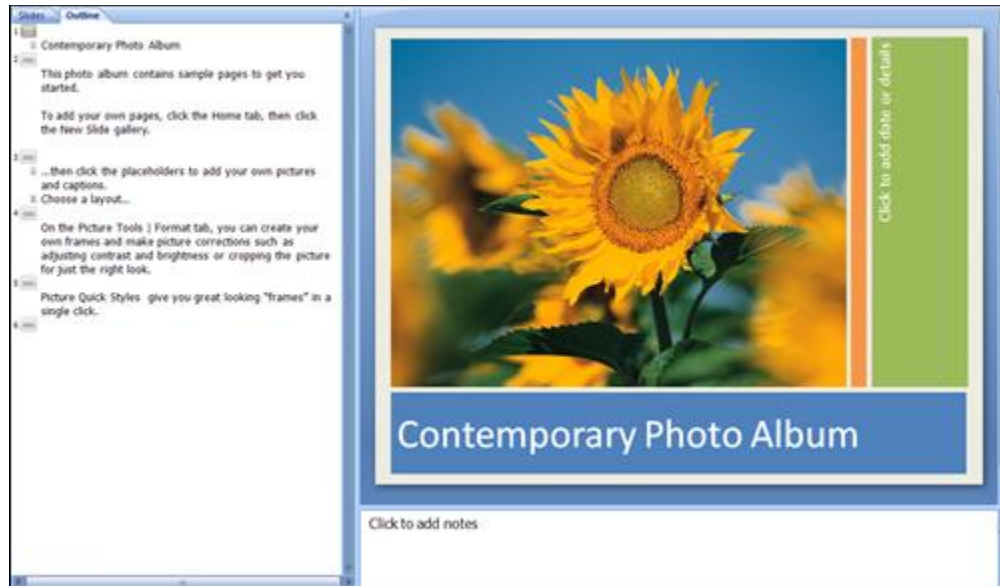
Templates can be applied to a presentation to give the slides a basic structure. For example, if you want to create a presentation for showing pictures to others, the Contemporary Photo Album template can give you a framework to work in.

To apply a template, follow these steps:

1. Click the **Office Button** and select **New** from the menu.
2. In the **New Presentation Dialog Box**, select **Installed Templates**. Note that you can also access the themes list in the New Presentation Dialog Box as well.
3. Choose a template from the list and click **Create**.
4. You can also download and install templates by clicking any of the menus below **Microsoft Office Online**.



5. A new presentation will open with suggestions for each slide. You can modify as much of the presentation as you want, including adding and deleting slides or customizing color schemes.



Adding Slides to an Existing Presentation

You can add new slides anywhere in a presentation. A new slide will take on the same format that the currently selected slide has. For example, if you insert a slide after the third slide in a presentation, it will have the same format as the third slide.

To insert a new slide, follow these steps:

1. Make sure you are viewing the slide you want to apply a new slide after.
2. Click the **New Slide** icon in the **Slides group** on the **Home** tab. This will add a new slide after the one you were just viewing. Note that in the Outline/Slides Pane, the slides have renumbered themselves to fit the new slide.

Copying, Deleting, and Rearranging Slides

You can copy, delete, and rearrange slides using either the **Slide Sorter View** or the **Outline/Slides Pane** in **Normal View**.

To use the Slide Sorter View, follow these steps:

1. Make sure you are in **Slide Sorter View**.
2. When you select a slide and hold the mouse down, your cursor will appear like this:



3. If you hold the mouse down and move it to either the left or right, notice that a long, thin line appears to the left of the slide. This line indicates where the slide will be moved to.

Marketing Strategies

- Marketing should be aimed at adults under the age of 40.
- A survey conducted in March 2007 showed that 65% of people who purchased from a Palindomes, Inc. store was age 40 or under.
- Of this percentage, 55% were between the ages of 20-30.

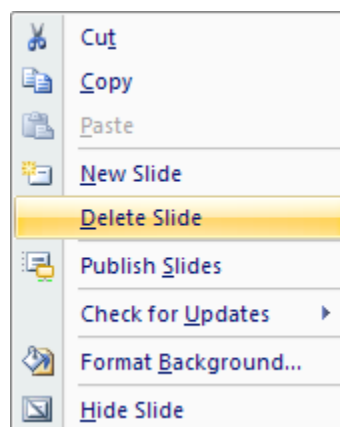
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Quarterly Sales (cont.)

	1 st Qtr.	2 nd Qtr.	3 rd Qtr.	4 th Qtr.
Paradigmatic Renovations	18.5	23.5	22.6	26.6
Paradoxical Solutions	20.1	22.6	19.7	26.7
Anonymous Anonymous	22.2	21.2	26.9	17.9
Synonymic Stationary	18.9	27.5	26.0	21.2

10

4. Move the mouse in any direction so that the line is between two other slides and release it. Notice that the slide you selected has moved between the two slides. The slides after this one will shift to the right and renumber themselves.
5. To delete slides, simply select the slide or slides you want to delete and press the **Delete** key.
 - a. You can also right-click the slide and select **Delete Slide** from the menu that appears.



6. To duplicate a slide, select the slide you want to copy and press **CTRL+D**. This inserts a duplicate of the slide directly after it. You can duplicate a slide as many times as necessary.

To use the Outline/Slides Pane, follow these steps:

1. Make sure you are in **Normal View** and that the **Slides** tab of the **Outline/Slides Pane** is selected.
2. When you select a slide and hold the mouse down, your cursor will appear like this:



3. If you hold the mouse down and move it up or down, notice that a long, thin line appears above the slide. This line indicates where the slide will be moved to.
4. Move the mouse up or down so that the line is between two other slides and release it. Notice that the slide you selected has moved between the two slides. The slides after this one will shift down and renumber themselves.
5. To delete slides, simply select the slide or slides you want to delete and press the **Delete** key.
 - a. You can also right-click the slide and select **Delete Slide** from the menu that appears.
6. To duplicate a slide, select the slide you want to copy and press **CTRL+D**. This inserts a duplicate of the slide directly after it. You can duplicate a slide as many times as necessary.

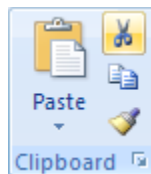
Copying and Pasting Text

Using the **cut**, **copy**, and **paste** functions, you can move text in a presentation from one location to another, or even move text from one presentation to another. **Cutting** text removes a selected part of the presentation and stores the information in the computer's memory. **Copying** text stores a selected part of the presentation in the computer's memory without deleting it from the presentation. **Pasting** text places a selection of the presentation that was previously cut or copied wherever the cursor is.

There are three methods for moving text: using the **cut**, **copy**, and **paste** functions on the Ribbon or Quick Access Toolbar, using the **Office Clipboard**, or using the **drag-and-drop method**.

To use the Cut, Copy, and Paste functions, follow these steps:

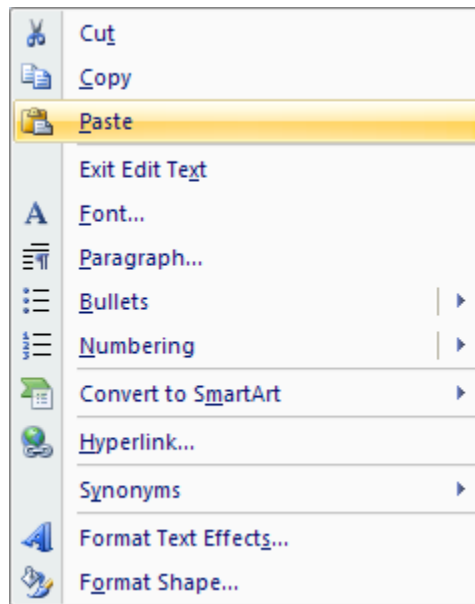
1. To **cut** a selection of text, highlight the area you want to cut and do one of three things:
 - a. Right-click on the area and select **Cut** from the menu that appears
 - b. Find the **Cut** command on the **Clipboard** group of the **Home tab** and click it



- c. Optionally, you can add the **Cut** icon to the **Quick Access Menu** for easy access
2. To **copy** a selection of text, highlight the area you want to copy and do one of three things:
 - a. Right-click on the area and select **Copy** from the menu that appears
 - b. Find the **Copy** command on the **Clipboard** group of the **Home tab** and click it
 - c. Optionally, you can add the **Copy** icon to the **Quick Access Menu** for easy access



3. To **paste** a selection of text, move the cursor to where you want the pasted text to appear and do one of three things:
 - a. Right-click and select **Paste** from the menu that appears.

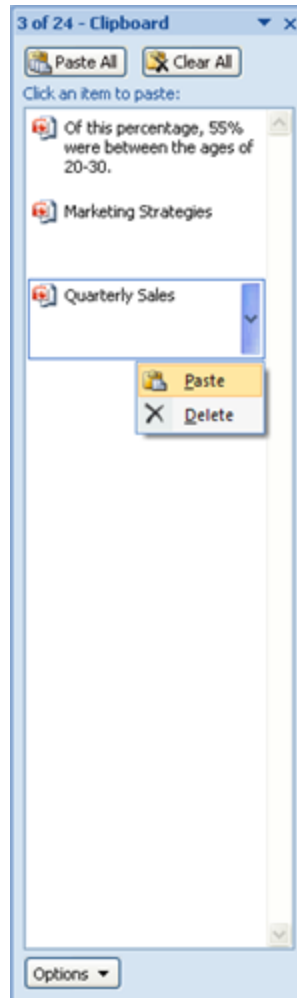


- b. Find the **Paste** command on the **Clipboard** group of the **Home tab** and click it
- c. Optionally, you can add the **Paste** icon to the **Quick Access Menu** for easy access

To use the Office Clipboard, follow these steps:

The Office Clipboard is a task pane on the left side of the screen that stores multiple items that have been cut or copied. You can use the clipboard to paste items or to remove them from the copied list.

1. To open the Office Clipboard, click the **Dialog Box Launcher** in the bottom-right corner of the **Clipboard group** on the **Home tab**. This will open the **Office Clipboard Task Pane**.
2. Cut or copy a select of text and notice that it now appears in the Clipboard.
3. In the Office Clipboard task pane, hover your mouse over one of the copied items. By clicking on the item, you can paste the text into the presentation wherever your cursor is.
4. When you hover your mouse over the item, you should notice that an arrow appears to the right of the item. Click on the arrow to reveal a drop-down list with the **Paste** and **Delete** commands.



5. To remove the copied item from the clipboard, click the **Delete** command.
6. To paste all the items in the clipboard, select the **Paste All** button at the top of the clipboard.
7. To delete all the items from the clipboard, select the **Clear All** button at the top of the clipboard.
8. To close the Clipboard task pane, click the X in the upper-right corner. Note that closing the task pane does not delete copied text.

To use the drag-and-drop method, follow these steps:

The drag-and drop method allows you to click and drag text from one location to another. You can also copy text using this method. In some cases, this can be faster than cutting or copying text.

1. Select the text you wish to move or copy.
2. To move text, click anywhere in the selection and hold the mouse down. The cursor and mouse pointer will change to reflect your intended action.



3. While continuing to hold the mouse button down, move the pointer in any direction. This moves your cursor; wherever you move the cursor is where the text will move to.

4. Once you have the cursor where you want the text to be, release the mouse and your text will move to where the cursor is.
5. To copy text, click anywhere in the selected text and press **CTRL**. The cursor and mouse pointer will change to reflect your intended action.
6. While continuing to hold the mouse button down, move the pointer in any direction. Release the mouse and your text will copy to where the cursor is.

Using the Undo and Redo Features

Many computer programs, including Microsoft PowerPoint 2007, store recent changes you have made to a presentation in the computer's memory. If you have performed an action that you would like to reverse, simply click the **Undo** button. Similarly, if you have undone an action that you want to perform again, click the **Redo** button. Once you close the presentation, PowerPoint will no longer remember any changes you have made and the Undo/Redo features cannot be used.

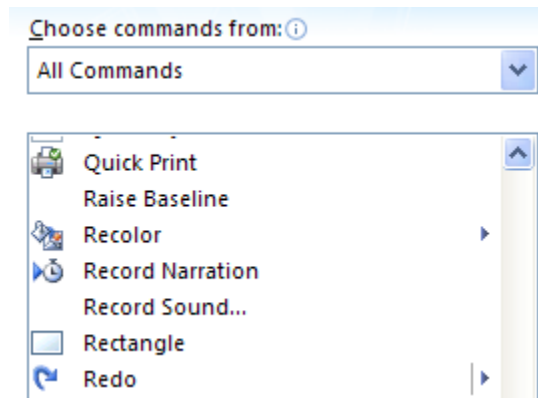


To use the Undo button, follow these steps:

1. On the **Quick Access toolbar**, find the **Undo** button.
2. Click the **down arrow** next to the Undo button to display a list of actions you can reverse.
3. Note that if you would like to undo an action that is in the middle of the list, you must undo all the actions listed before it first.
4. Click the action you wish to reverse and the presentation will update with the changes.
5. If you want to reverse only the most recent action, you can simply click the Undo button without opening the Undo drop-down menu.

To use the Redo button, follow these steps:

1. On the **Quick Access toolbar**, find the **Redo** button.
2. By default, the Quick Access Toolbar displays the icon for the **Redo and Repeat** function. This only allows you to redo one action, although you can repeat it as many times as necessary. If you want to add the Redo button that allows you to redo more than one action, you need to open the **Customize** section of the **PowerPoint Options Dialog Box** (accessed by clicking the **Customize Quick Access Toolbar** arrow and selecting **More Commands**), scroll through the **All Commands** list, and choose the Redo button from the list.



3. The Redo button works the same way as the Undo button; simply click the drop-down arrow next to it to see a list of available actions you can perform. To repeat only the most recent action, you can click the Redo button without opening the drop-down menu.