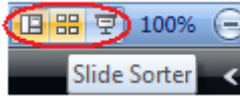


## Useful Features

### VIEW SLIDE MASTERS

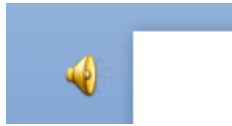
There are a group of 3 small icons near the Zoom control in the lower right corner of the screen.



Holding SHIFT and clicking on each will take you to the different Slide Masters.

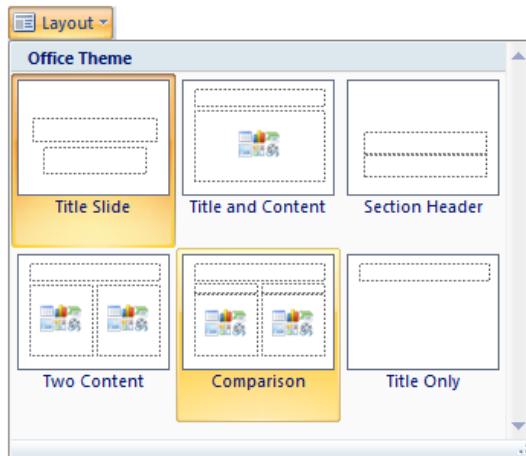
### USE THE PASTEBOARD

Outside of each slide is an area perfect for storing shapes, objects etc. that do not necessarily need printing or viewing during a show. For instance, if you are playing a background sound, place the speaker symbol off the slide.



### LAYOUTS

Customise the slide layout by clicking on the Layout button located on the Home tab.



### COMPRESS IMAGES

The use of multimedia elements such as graphics can have an adverse effect on the file size, and as a result may slow down the speed of your slideshow. Image compression can help reduce the overall size of the presentation.

Click on the image and then the Format Tab. Click Compress, set the compression options to 96dpi (Web/Screen setting). This can be applied to all images in the file at the same time. The example illustrated below shows image sizes reduced by 90%.

#### Before

Name	Size
Tree	752 KB
Forest	649 KB

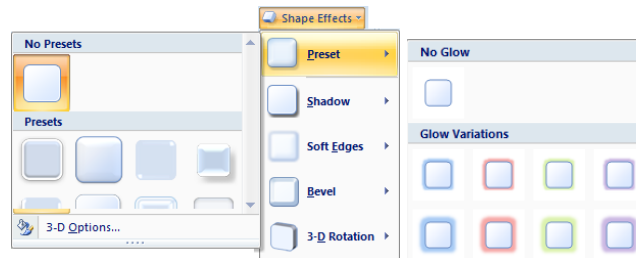
#### After

Name	Size
Forest Compressed	59 KB
Tree Compressed	70 KB

You can if you wish resave the image in its compressed state. Right-click on the image and select Save As Picture.

### SHAPE MANIPULATION

There are lots more photos and shape layouts that can be altered from the Home Tab, Drawing group or the Format tab, Shape Styles icon group when working with basic shapes.



## Try It Yourself

### HERE ARE 4 FEATURES TO PRACTICE

#### PRINT PREVIEW

- Open an existing presentation
- Click on the Office Button
- Select Print Preview from the Print section  
*Note the options available on the Ribbon such as Margins and Orientation.*

#### ADDING A CHART

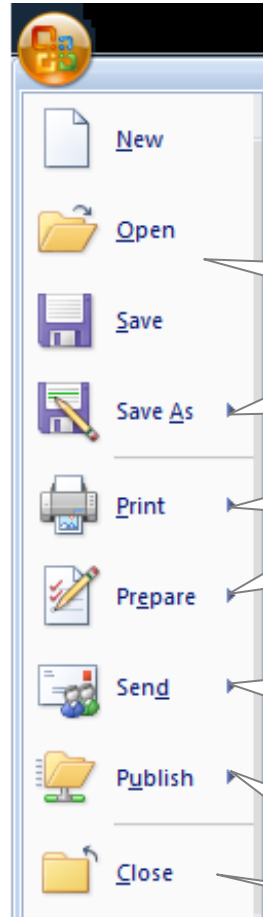
- On the Home tab, click the drop-down to add a New Slide, select the Title and Content Layout
- Within the contents, click Insert Chart  
*What Chart Layouts appeared?*
- Select the Bar category, and the 4<sup>th</sup> option available
- Once the screen splits, alter some numbers  
*What do you notice about the blue border around the data?*
- Quit Excel  
*How many context tabs are there for charts?*

#### LOCK ASPECT OF A SHAPE

- Insert a blank slide
- On the Insert tab click on Shapes
- Select a straight line from the Lines section
- Holding Shift, drag your mouse across the slide  
*What happens to the line, if whilst drawing you try and rotate it... With and without holding Shift?*
- Click on Shapes again, and select a shape from the Basic Shapes section.
- Holding Shift, draw the shape on your slide.  
*What do you notice about the shape whilst you hold and release the Shift key?*

## Office Button

### COMMANDS AVAILABLE



This menu replaces File. It can be accessed by pressing ALT + F on your keyboard.

To access additional options click on the triangle symbol to the right of each command.

**New, Open or Save** are standard options on the menu.

**Save As:** Saving in alternative formats. I.e. a File with/without Macros or to PDF.

**Print:** Print commands and Print Preview.

**Prepare:** Properties, Inspect, Mark as Final and Compatibility Checker

**Send:** Email a file as an attachment, or convert to PDF and email.

**Publish:** Save to document management servers

**Close** will only close the active file servers.

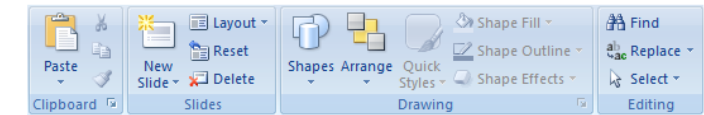
### POWERPOINT OPTIONS

At the bottom of the Office button is PowerPoint Options, the equivalent of Tools, Options in previous versions. The Exit button will close ALL open files and quit the application.



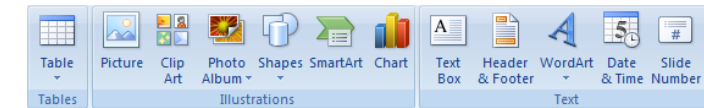
## The Ribbon and Contextual Tabs

### HOME



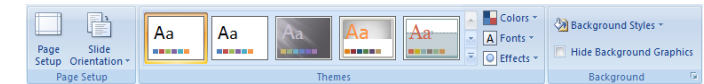
Contains familiar formatting icons along with commonly used features like Insert Slide or designing slide Layout.

### INSERT



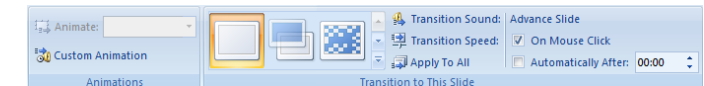
Insert objects such as graphics, tables and charts.

### DESIGN



Customise the slide background design.

### ANIMATIONS



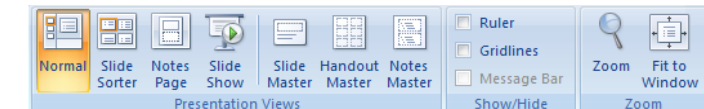
Use this tab for Slide Transitions and Custom Animation where any object can be animated.

### SLIDE SHOW



This ribbon will help you manage your slideshow presentation.

### VIEW



Allows access to the Slide Masters, and other views.