Power point

Second stage

Deleting from Slide Sorter View

Let us now understand how to deleted slides from the Slide Sorter View.

Step 1: Go to the Slide Sorter view.
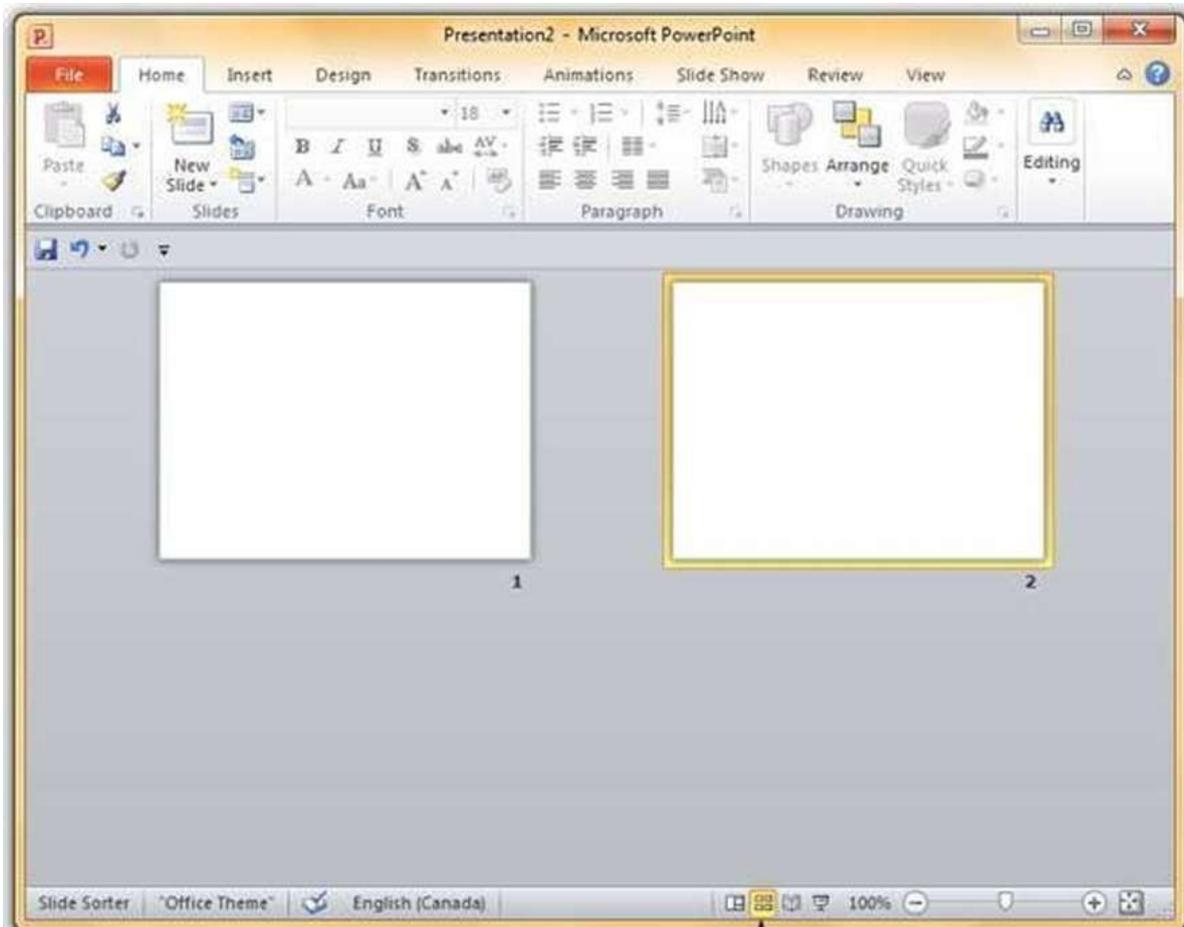
Slide Sorter View icon

Step 2: Right-click on the slide to be deleted and select the **Delete Slide** option.
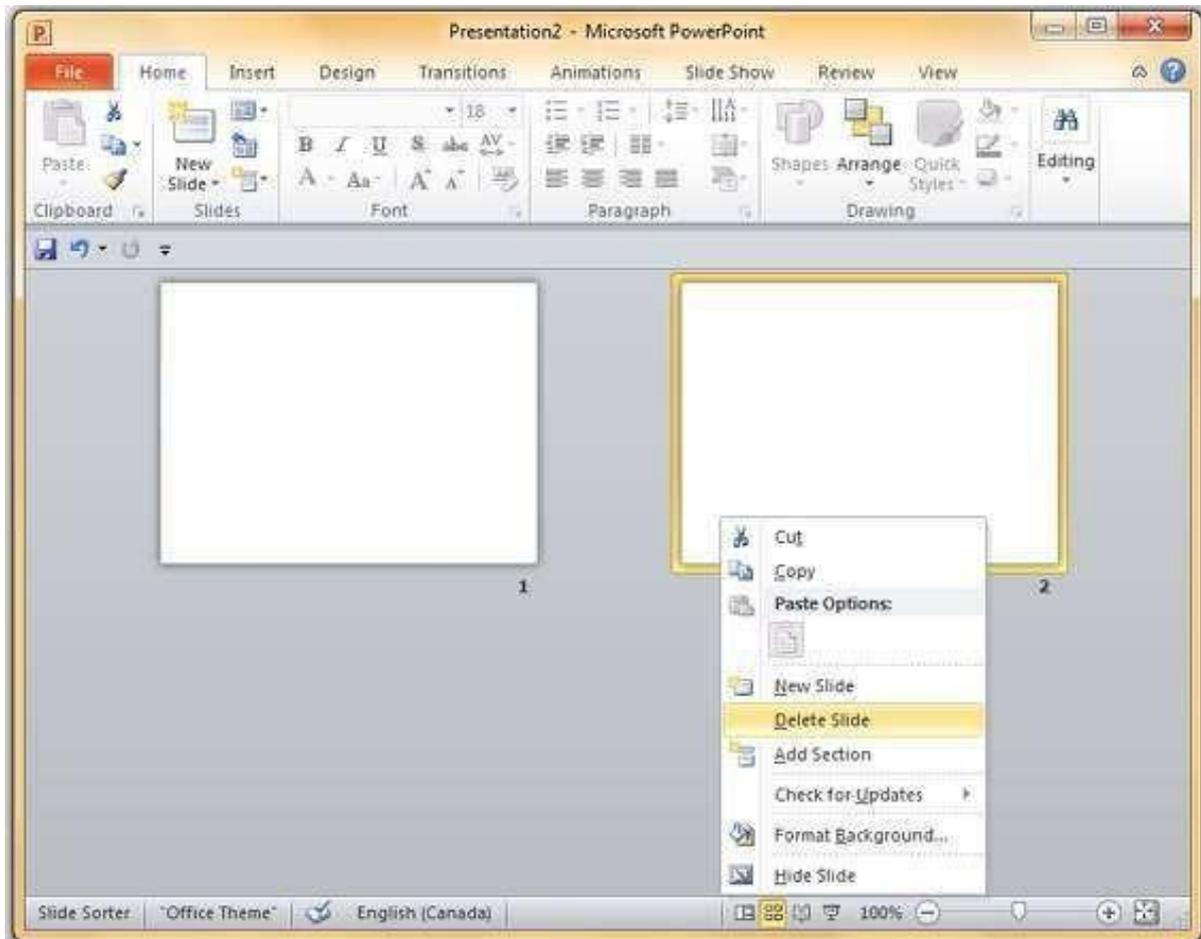
Alternately, you can select the slide and press the **Delete** button on your key board.

Normal View

Step 1: Select the slide to be moved

Step 2: Left click on the slide and drag it to the position in the sequence where you want to place it. PowerPoint will indicate the insert position with a line in-between existing slides.
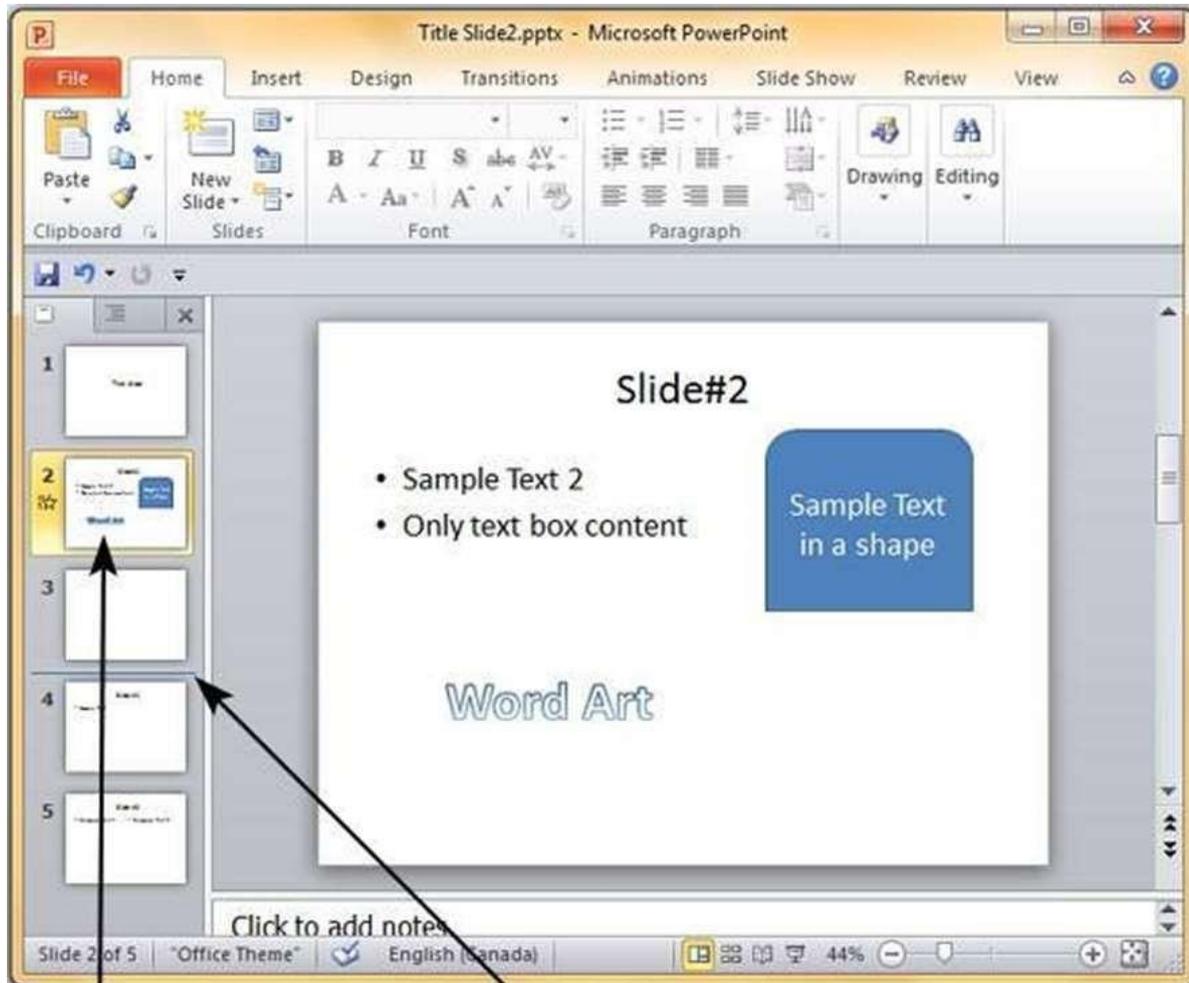
Step 3: When you get to the right position release the left click button to insert the slide. Alternately you can also cut the selected slide and paste it back in the sequence as shown below.
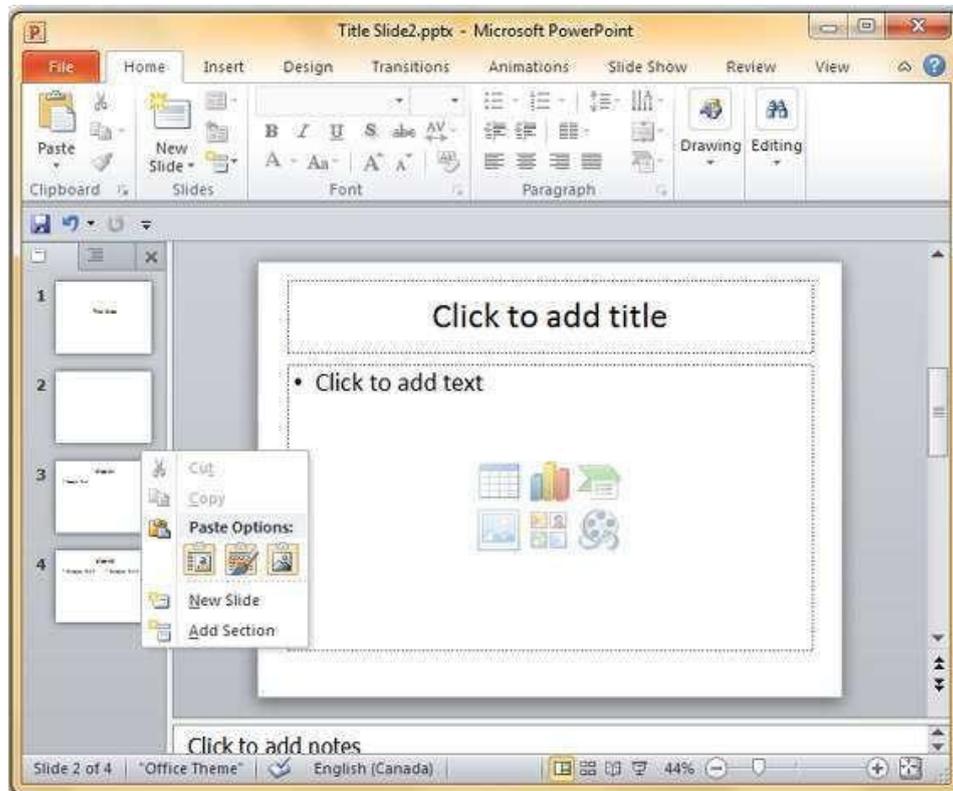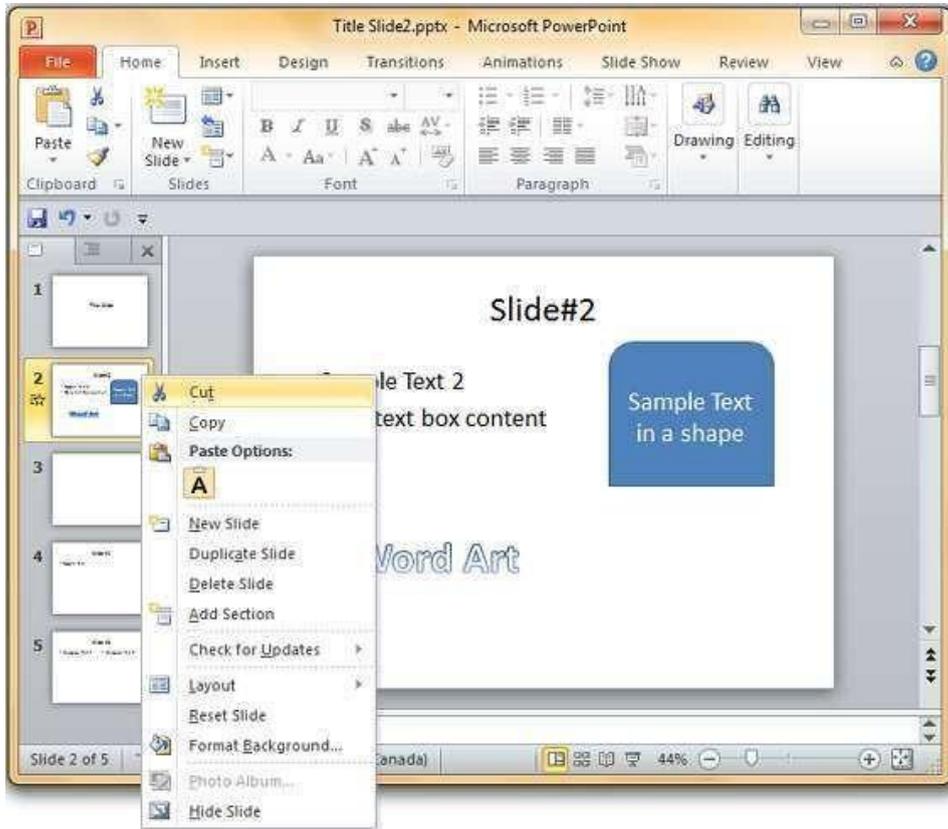
SlideSorter View

Let us now understand how the Slide Sorter View works.

Step 1: Select the slide to be moved.

Step 2: Left click on the slide and drag it to the position in the sequence where you want to place it. PowerPoint will indicate the insert position with a line in-between existing slides.
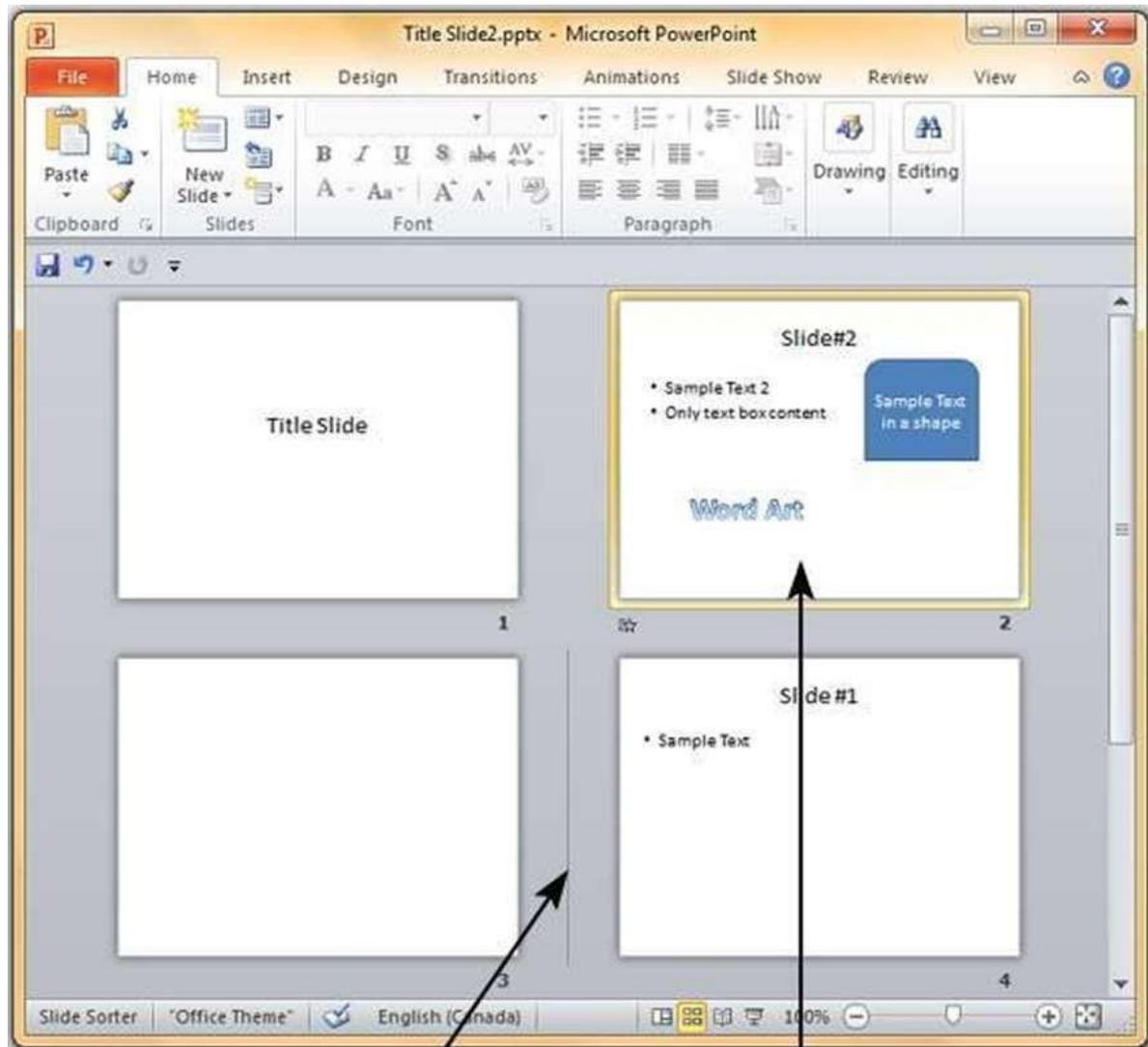
Insert Position   Selected slide

Step 3: When you get to the right position, release the left click button to insert the slide

Alternately you can also cut the selected slide and paste it back in the sequence as shown below.
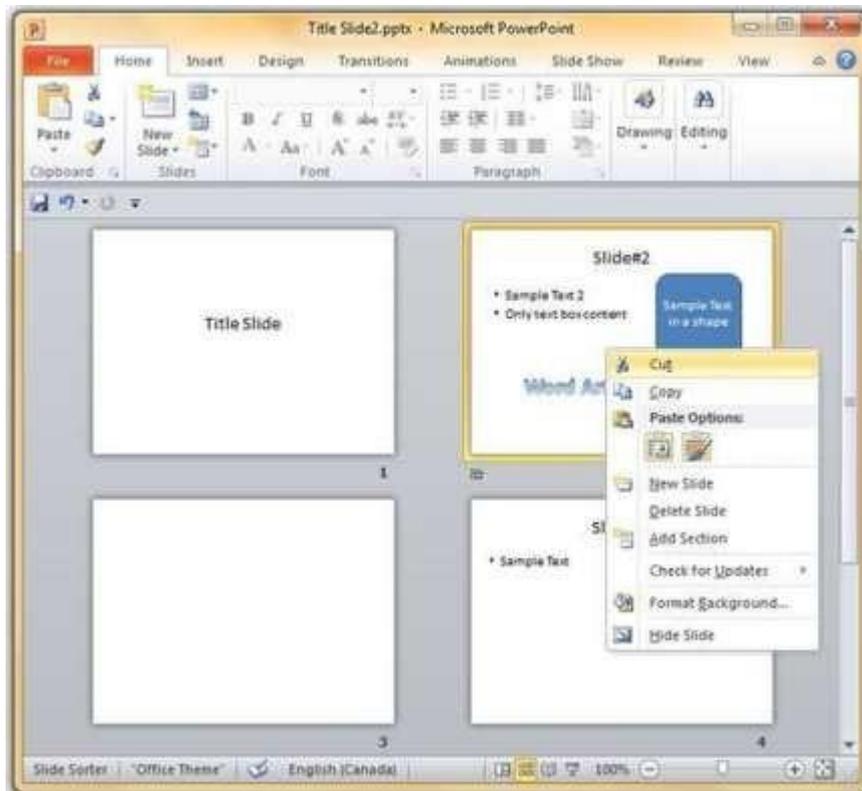
Working with outlines

PowerPoint is a great program that allows you to bring together text, images, shapes and multimedia. However, sometimes you may just want to review the text without focusing on the non-text aspects of the slide deck. This is where the **Outline** view in PowerPoint is quite useful. The Outline view can be accessed from the tab adjacent to the **Slide** tab in the **Normal** view.
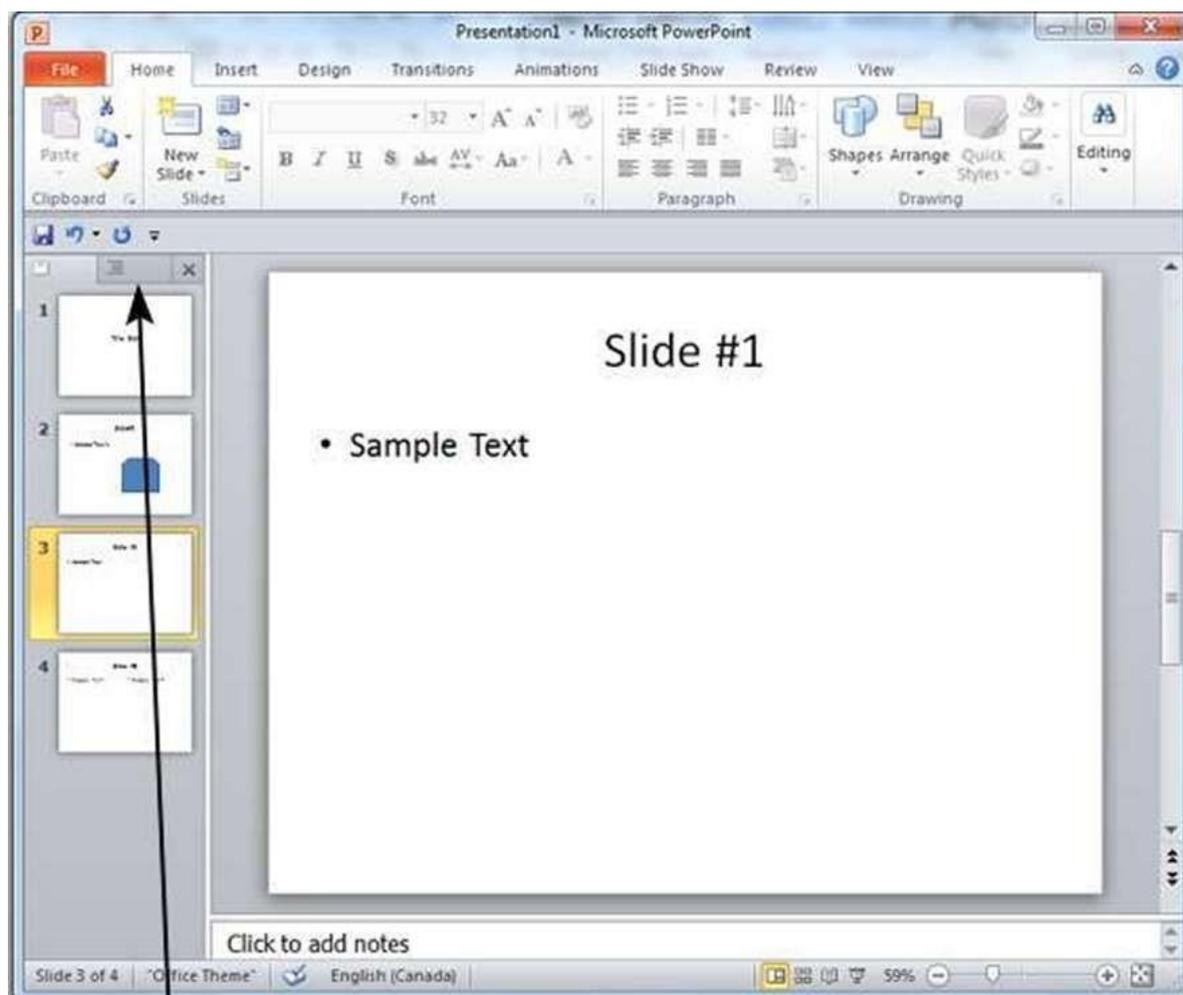
Outline Tab

The outline view shows just the text content from various slides. This view does not show the text entered in the non-text box like SmartArt, WordArt or any other shapes.
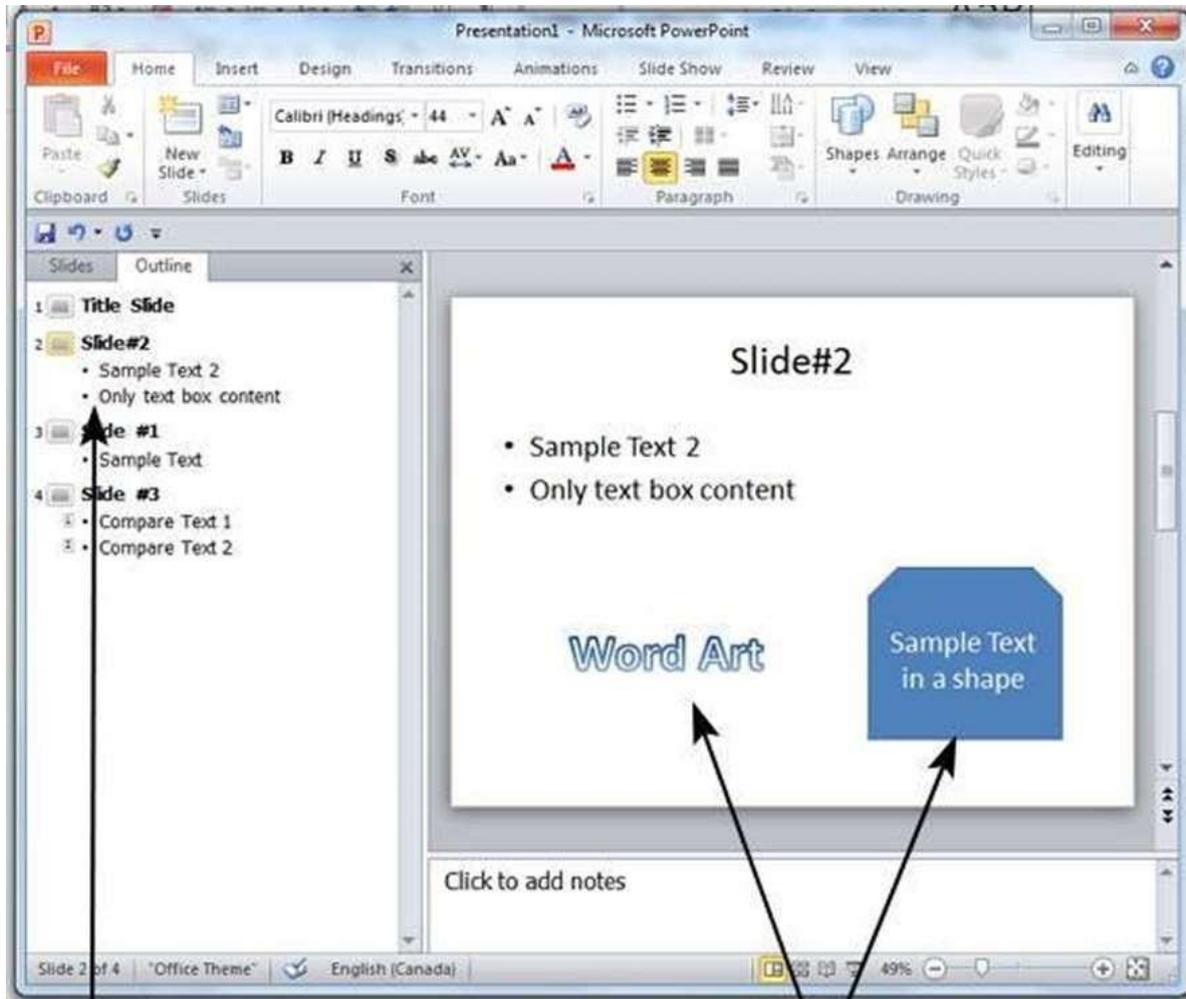
Outline view showing just text box content

Text not displayed in outline

Slides Tab

This tab shows all the slides stacked vertically in a sequential manner. You can select individual slides from this tab and also perform some tasks like changing slide layouts, reordering slides, inserting new slides, deleting slides, etc. Although you cannot edit the slide contents from this tab, you can select the slide and make edits from the slide displayed to the right.

Outline Tab

This is the tab right next to the Slides tab and as the name suggests, this provides the outline for the slide. This section just displays all the textual content from every slide - this can be very useful if there is a lot of non-text content in the slide and reviewing just the written part gets difficult. Unlike in the slides tab, you can edit the text from this section.
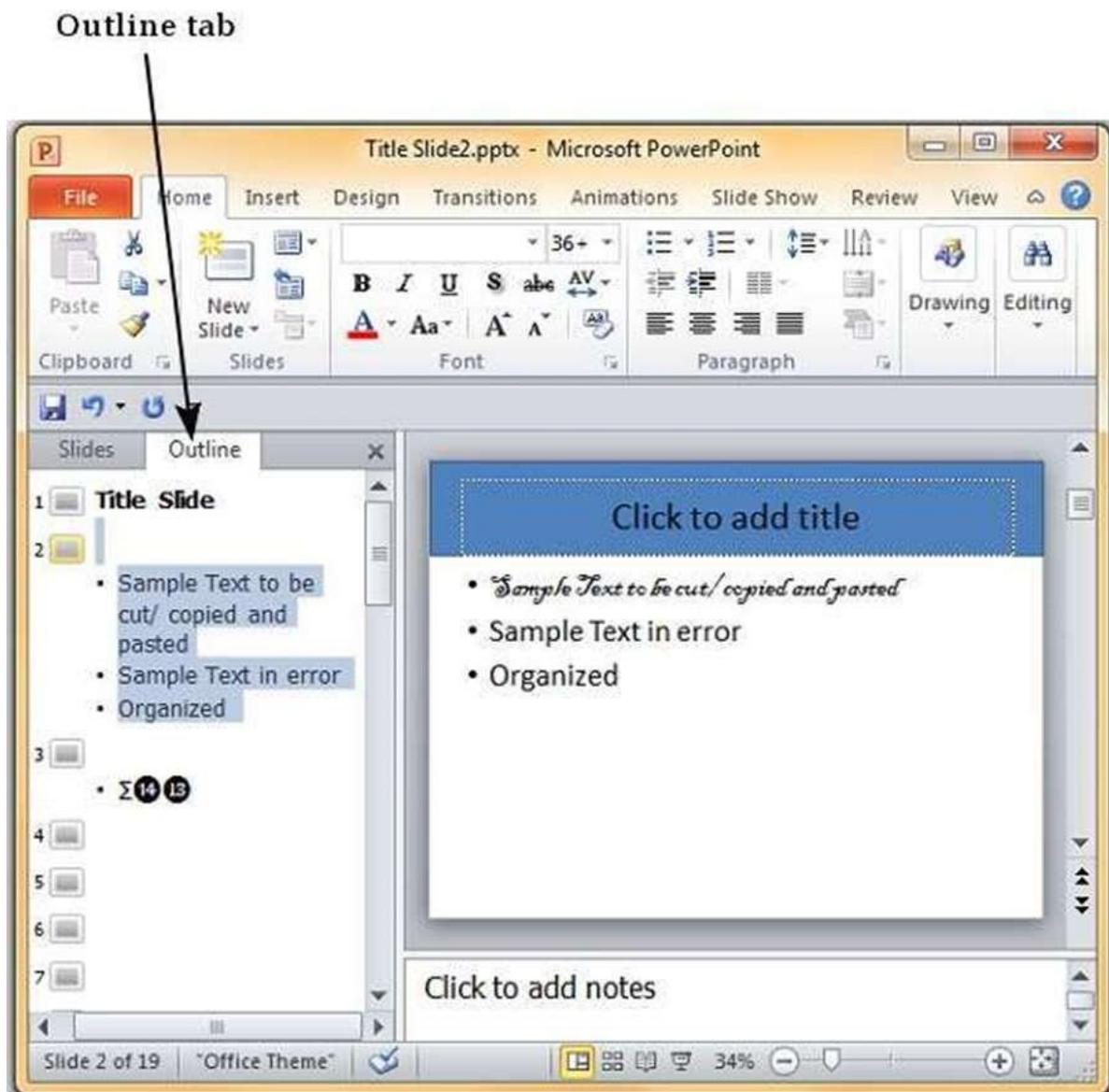
If you need greater viewing space, you can close the sidebar by click on the X on the top right of this bar.

Closing Sidebar
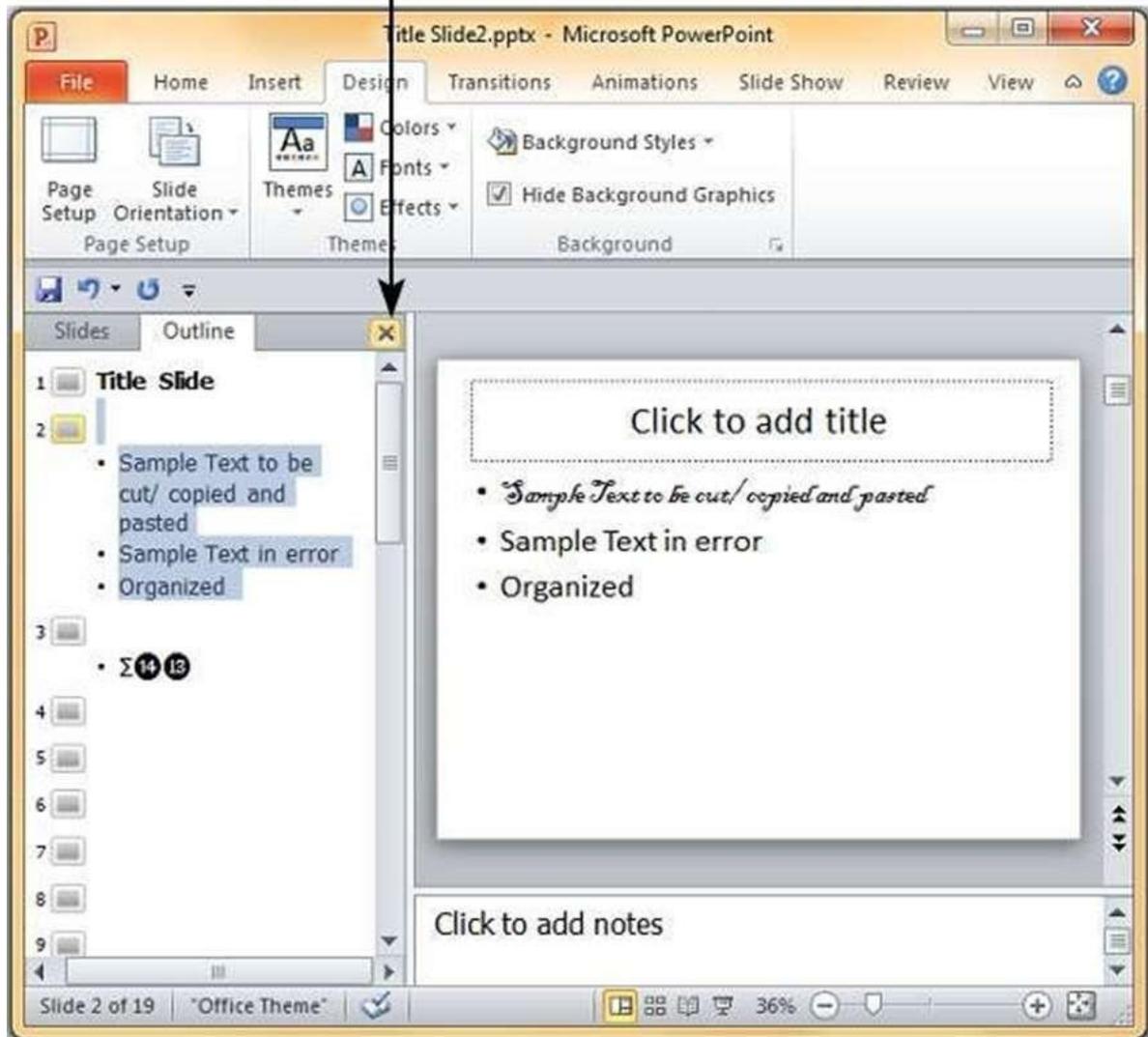
Setting background

As PowerPoint is a design-based program, backgrounds are effective ways of improving the aesthetics and readability of the slides. The **Themes** in PowerPoint help select the backgrounds by default, so every time you change the theme, the default background is set automatically. Theme includes more than just backgrounds, so you can retain other aspects of the theme while changing the default background.

Given below are the steps to apply backgrounds in PowerPoint.

Step 1: In the **Design** ribbon, under the **Background** group, click the **Background Styles** command.
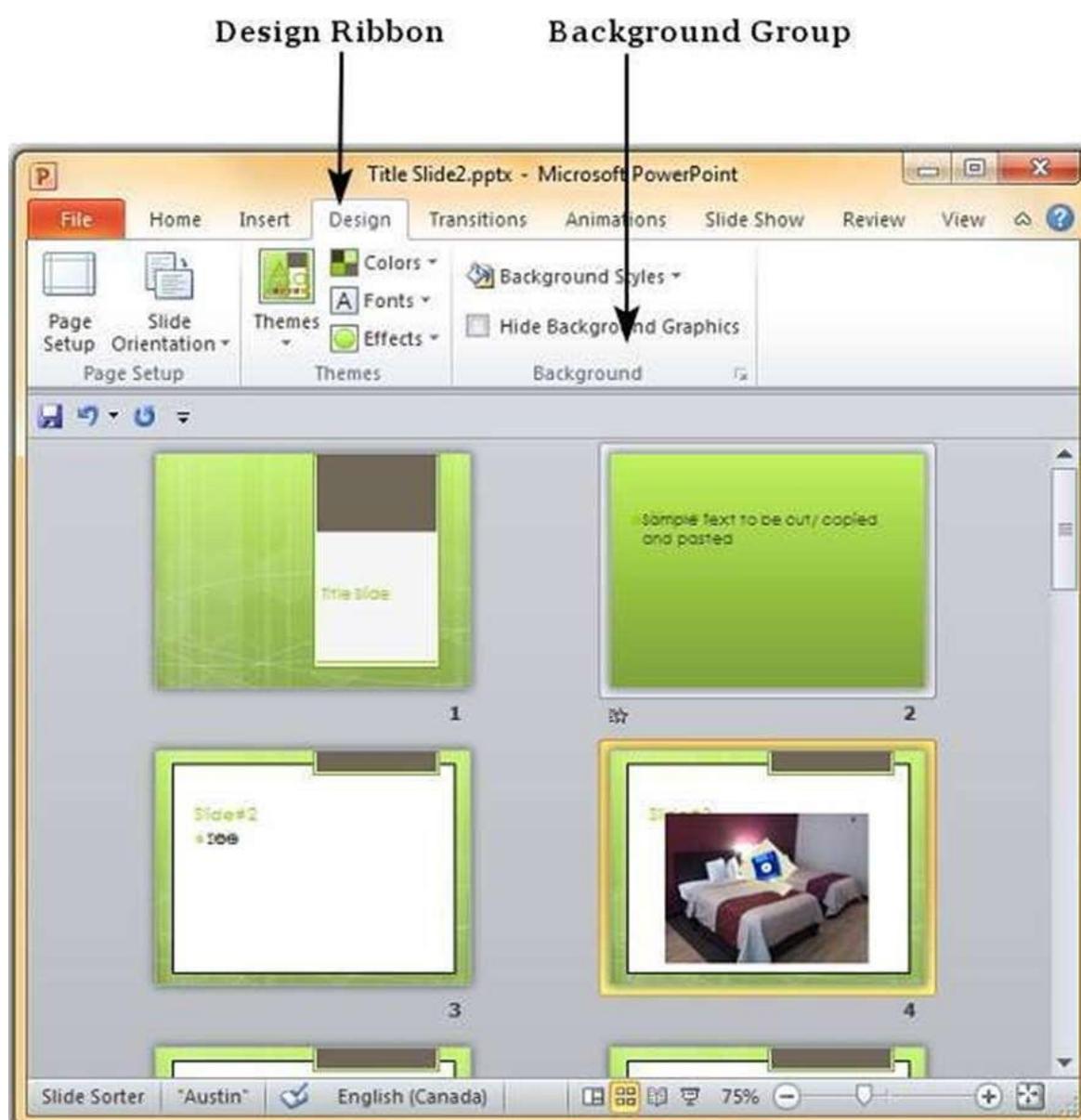
Step 2: Select one of the background styles that suits your requirements.
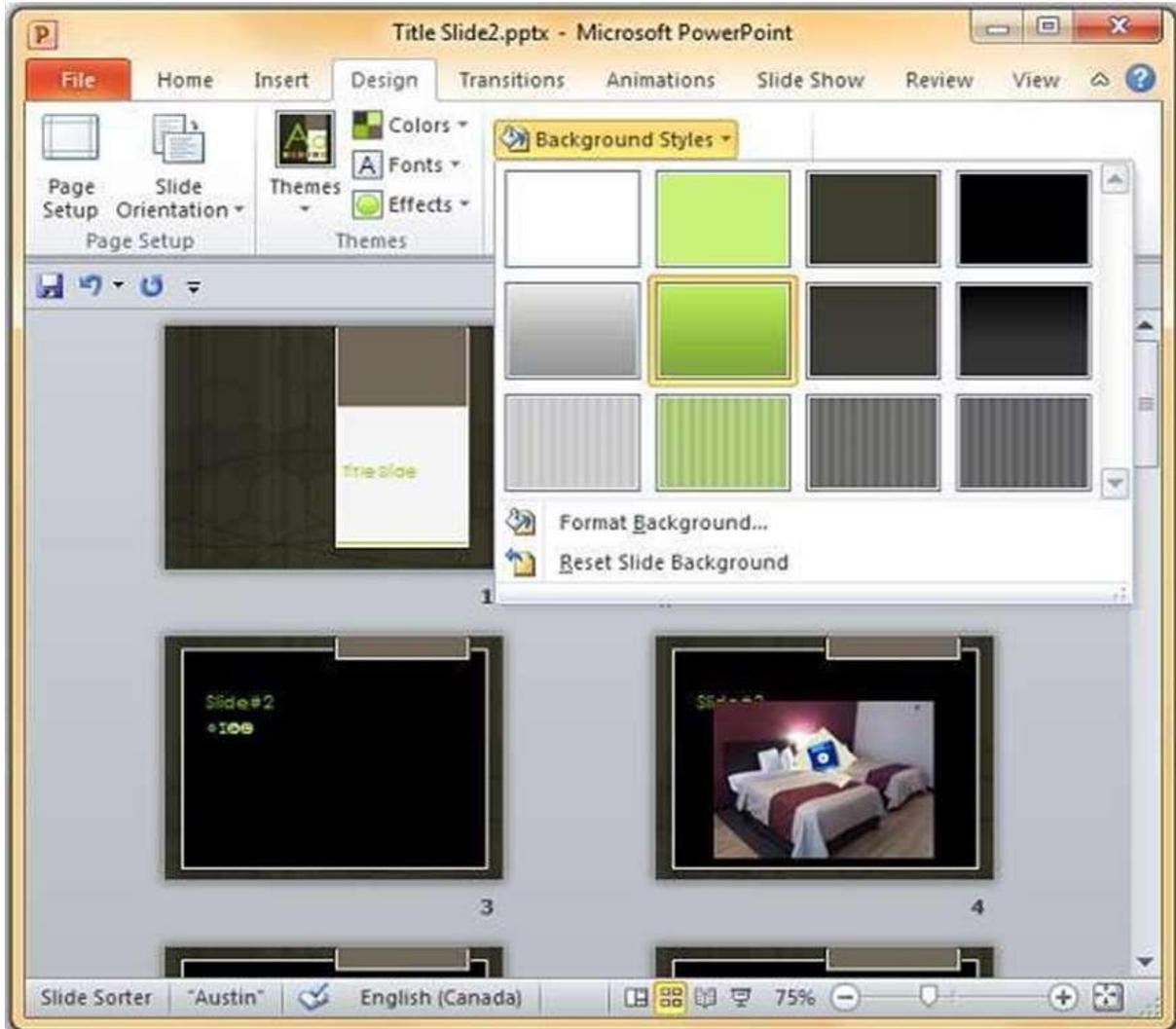
Step 3: To edit the background for a specific slide, right-click on the desired background slide and select "**Apply to Selected Slides**".
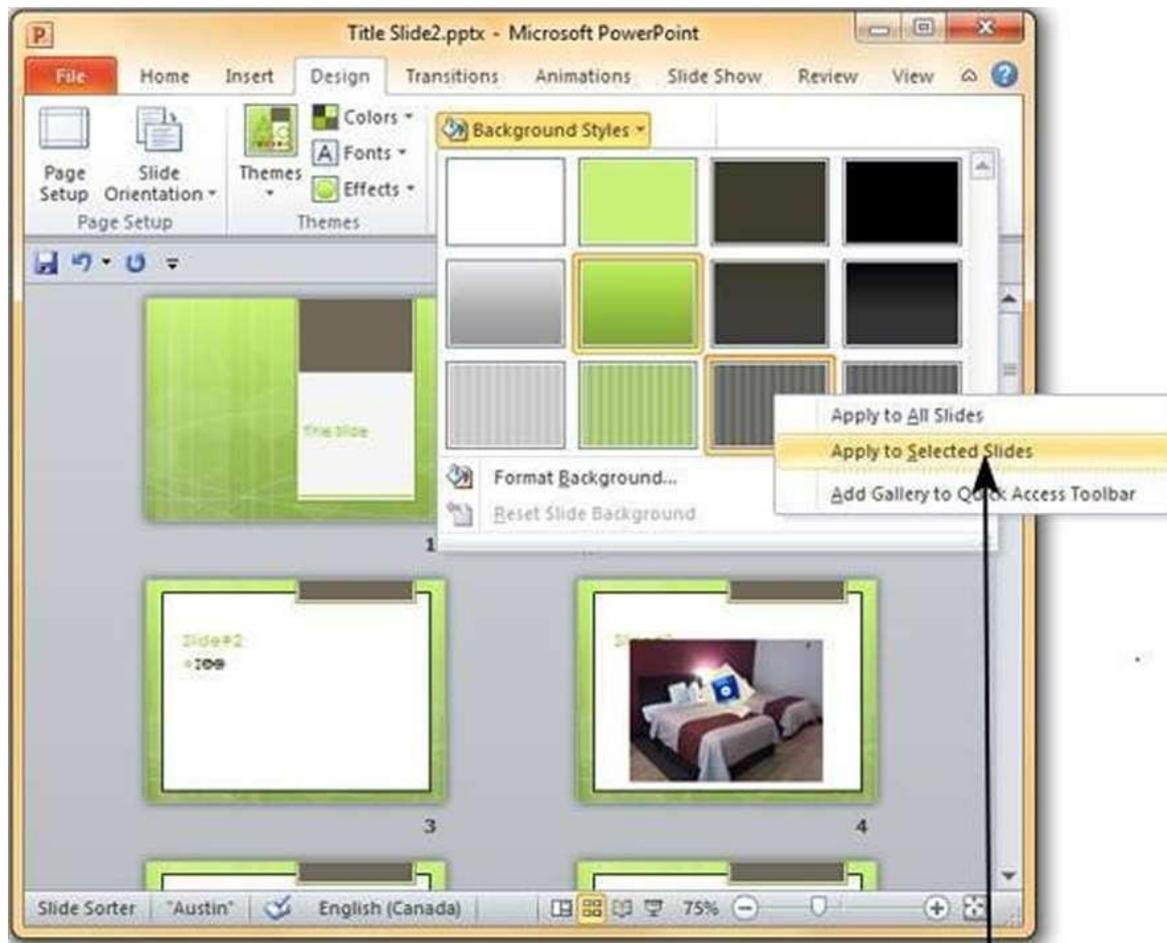
Apply to Selected Slides option

Step 4: Selected slide(s) now have the new background.
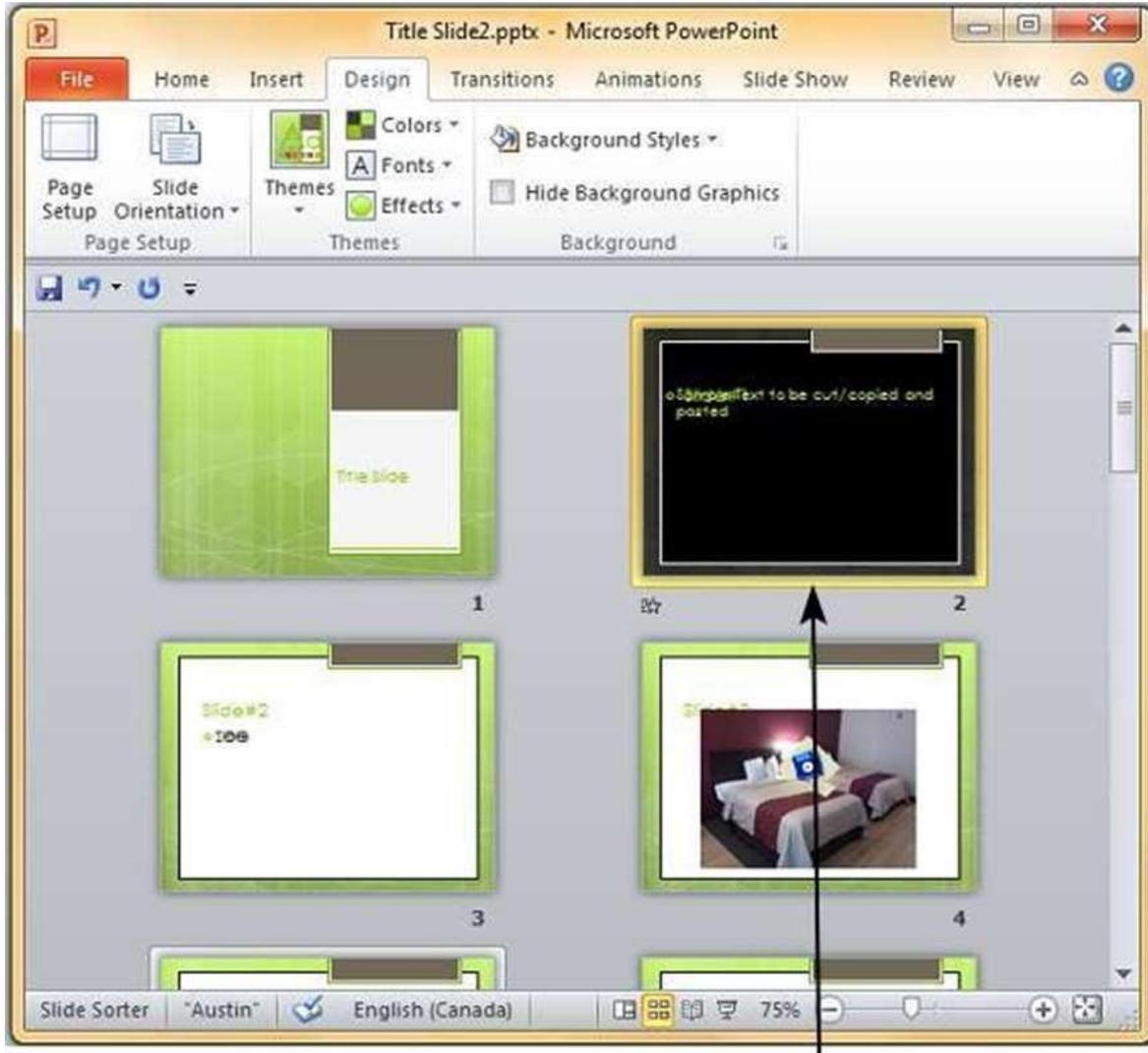
Selected Slide with different background

The graphics in the slide background can distract you from the actual content, in such cases you can hide the graphics and retain a plain background till you finish working on the content. To do this, select the slide and check the **"Hide Background Graphics"** checkbox.

Hidden Background Graphics Checkbox

Slide with background graphics

Slide without background graphics
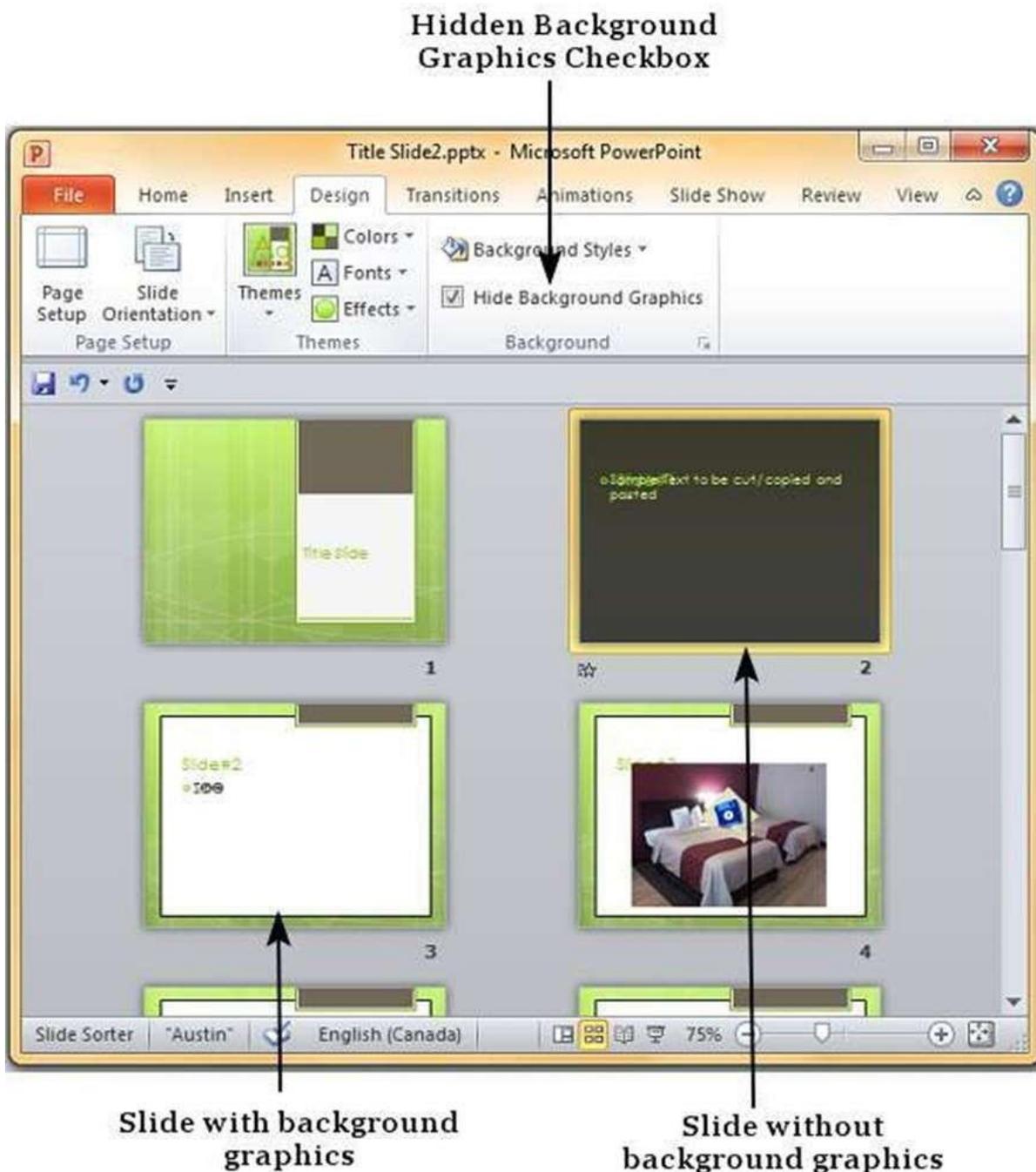
In the recent years, presentations are being used for more than just as a high end replacement for transparencies and projectors. With its unique features, PowerPoint is becoming quite versatile in the kind of information it can depict and very flexible in its usage. The slide orientations are invaluable part of this improved list of PowerPoint features. Like most other applications PowerPoint supports two orientations: **landscape** and **portrait**.

The **Landscape** layout is the default PowerPoint layout and it is probably the more commonly used one. In the landscape layout, the longer edge is horizontal so the slides align better with the screens and projectors.

The **Portrait** layout is where the shorter edge is horizontal. This is sometimes better for print depending on the kind of content you want to present.

Slide orientations in PowerPoint can be changed from the **Design** ribbon using the **Slide Orientation** command.
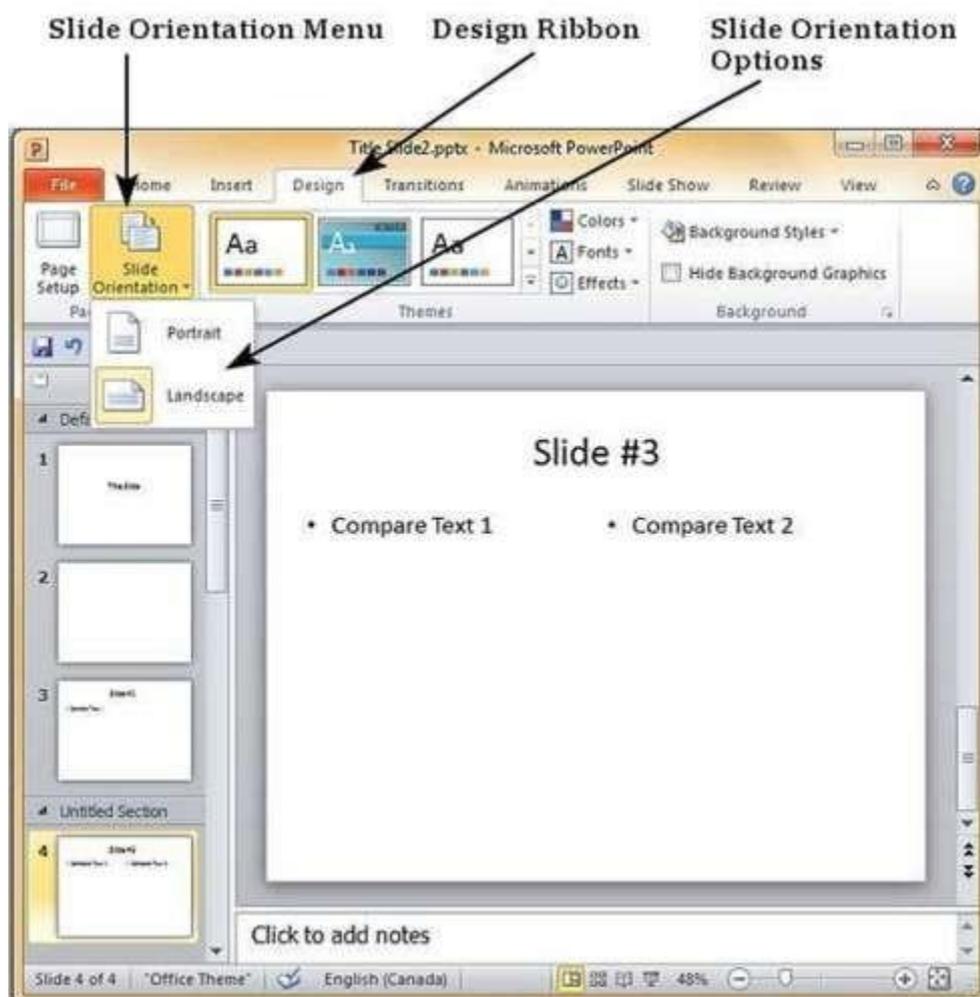
One of the most basic tasks in PowerPoint is being able to save your work; this is probably the most important task as well. There are many users who have burnt their fingers for not saving their work in time and losing hours of hard work. The following are the basic steps to save a presentation.

Step 1: Click on the **File** tab to launch the **Backstage** view and select **Save**.
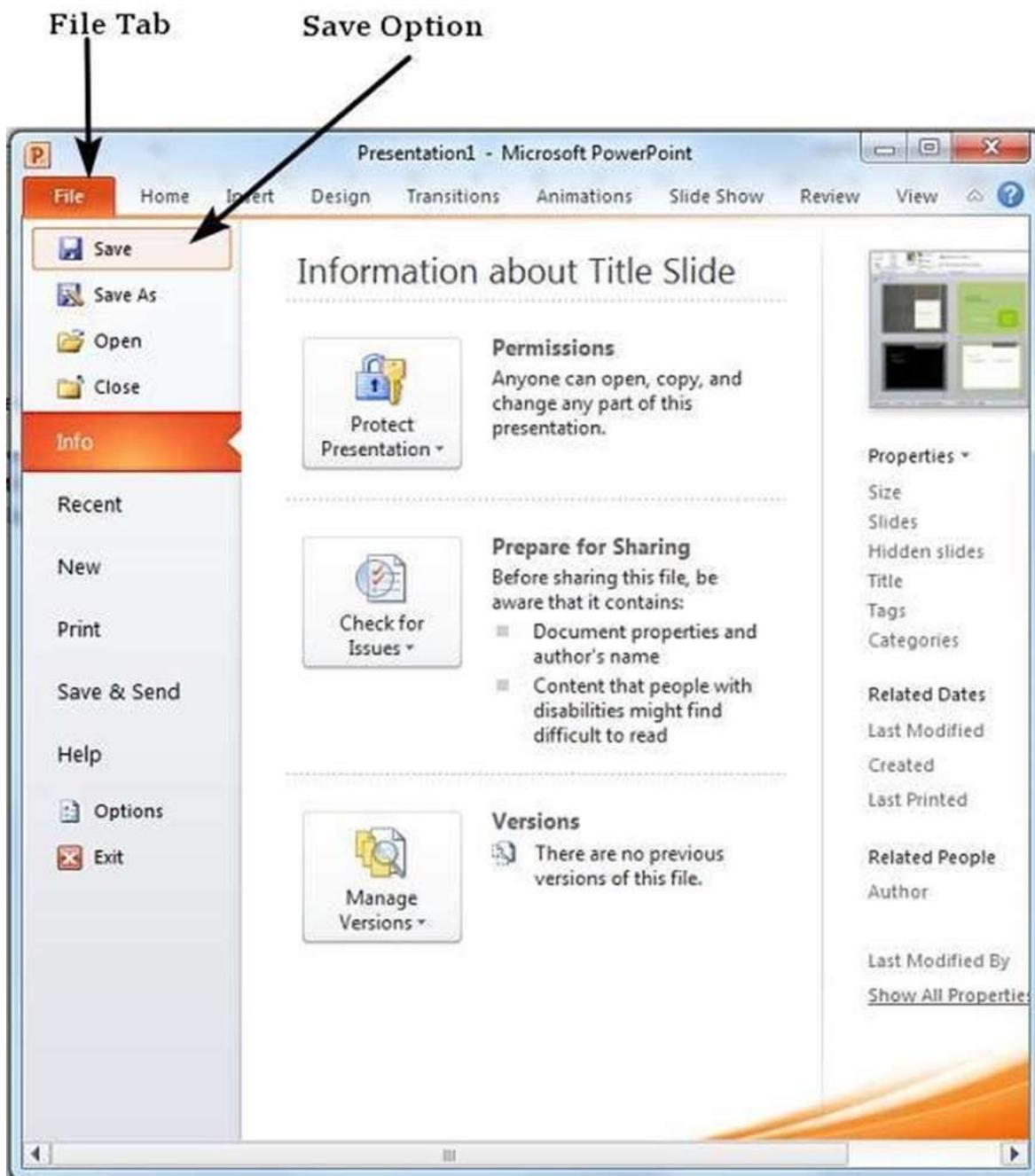
Review presentation

Reviewing the presentation can be a very powerful way of eliminating the errors and perfecting the slides. PowerPoint offers a wide range of reviewing options for you to use. Some of them are automatic or system driven, while others aid other users to collaborate and review the slides. All the reviewing tools are grouped under the **Review** ribbon.

Review Section	Functions
Proofing	• **Spellchecking:** Identify spelling and grammar based on selected language preference • **Research:** Reference language related research tools based on specific reference books and research sites
Language	• **Translate:** Provides translation services for selected words for multilingual support • **Language:** Sets the default language for the presentation - this will be used as default language for proofing
Comments	• **Show Marking:** Show/hide the user comments in the slide • **New Comment:** Add new comment against the selected content • **Edit Comment:** Edit an existing comment • **Delete Comment:** Delete a selected comment, all comments in the selected slide or all the comments in the presentation • **Previous / Next Comment:** Move to previous / next comments

Compare	• **Compare:** Compare the current presentation with another presentation and identify the differences • **Accept/ Reject:** Accept or reject the differences to be incorporated into the current presentation • **Previous/ Next:** Move to the previous or the next difference in the comparison. • **End Review:** End the review and discard any unapplied changes

Adding slide number

Just like you have page numbers for books, it is usually a good idea to add slide numbers to presentations. There are two ways you can add slide numbers to your presentation and this chapter will show you both those techniques

Step 1: Under the **Insert** ribbon, **Text** group click on **Slide Number** command.
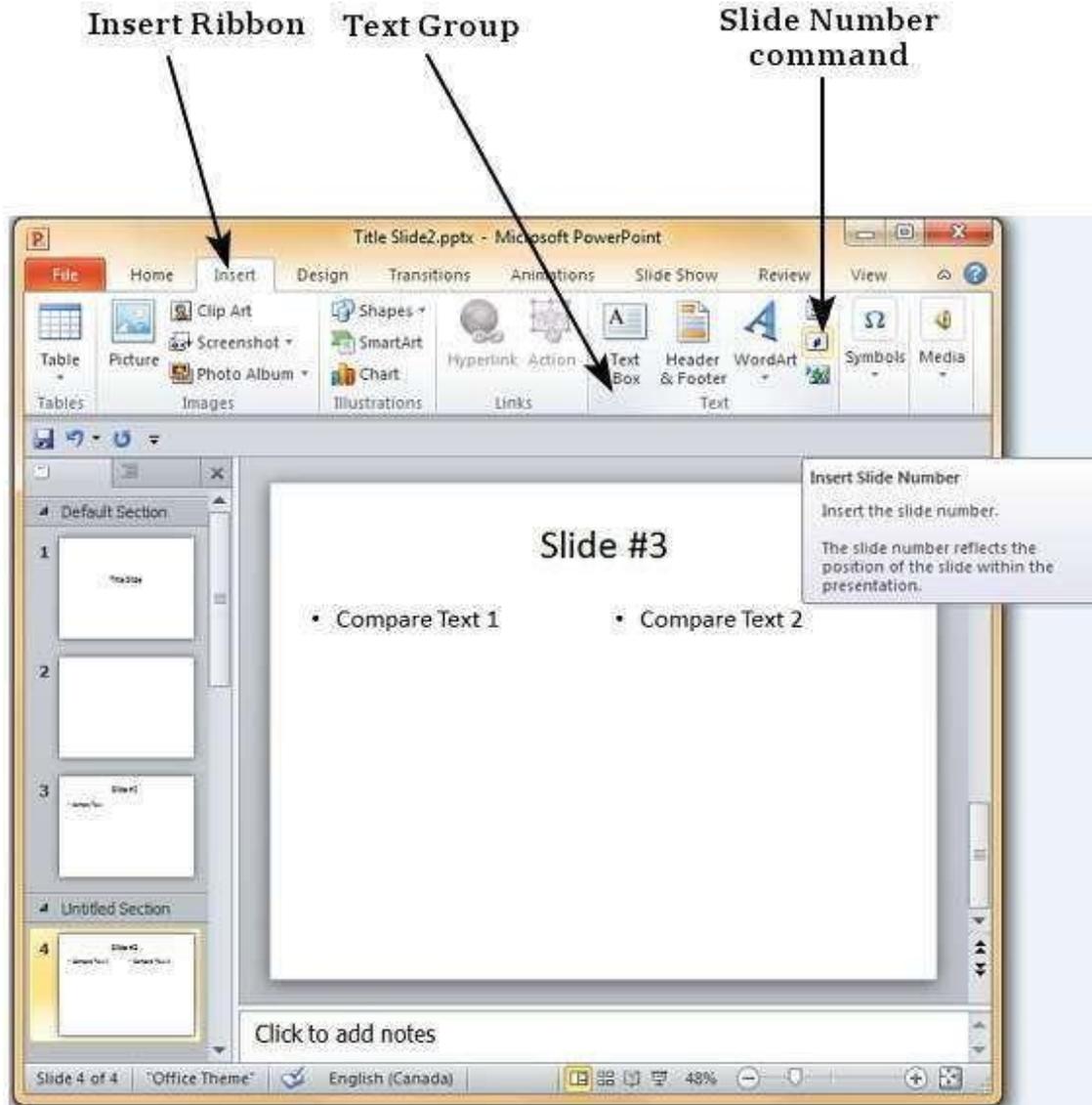
Step 2: The **Header and Footer** dialog opens up.
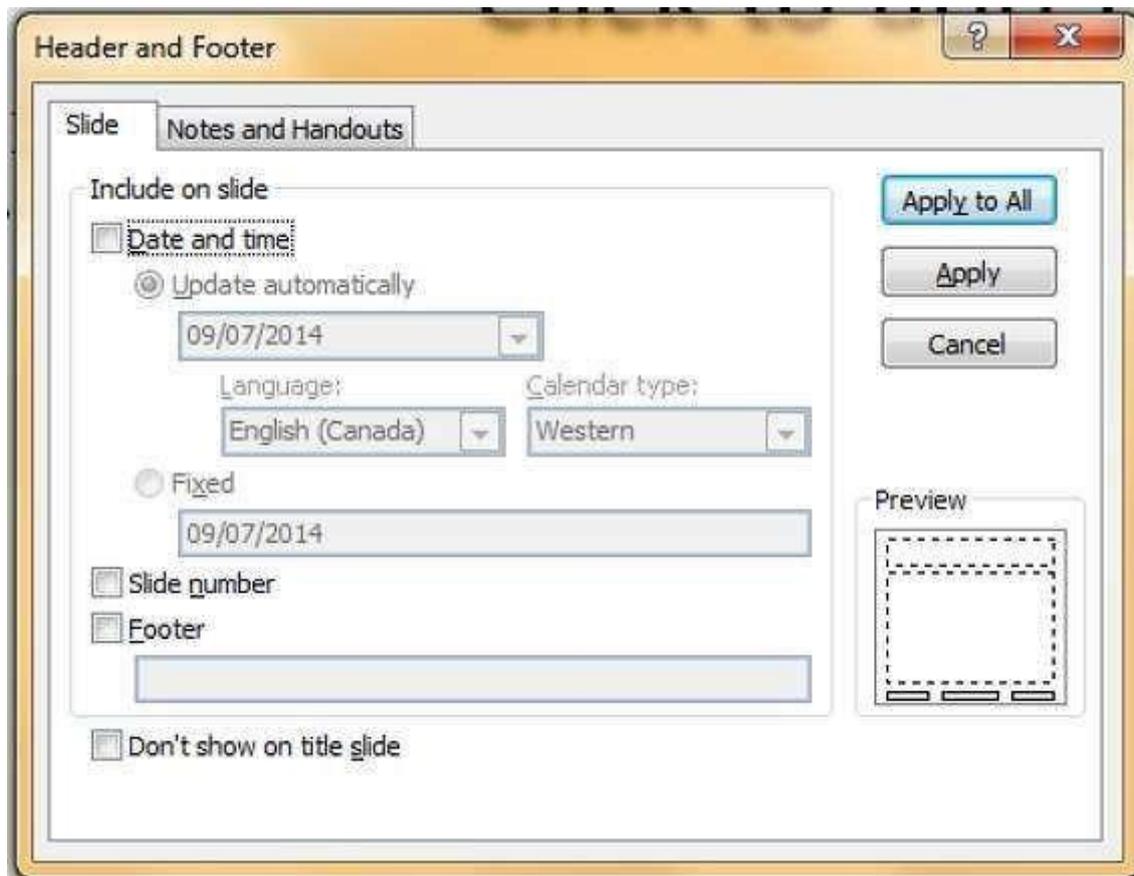
Step 3: Check the **Slide number** check box.
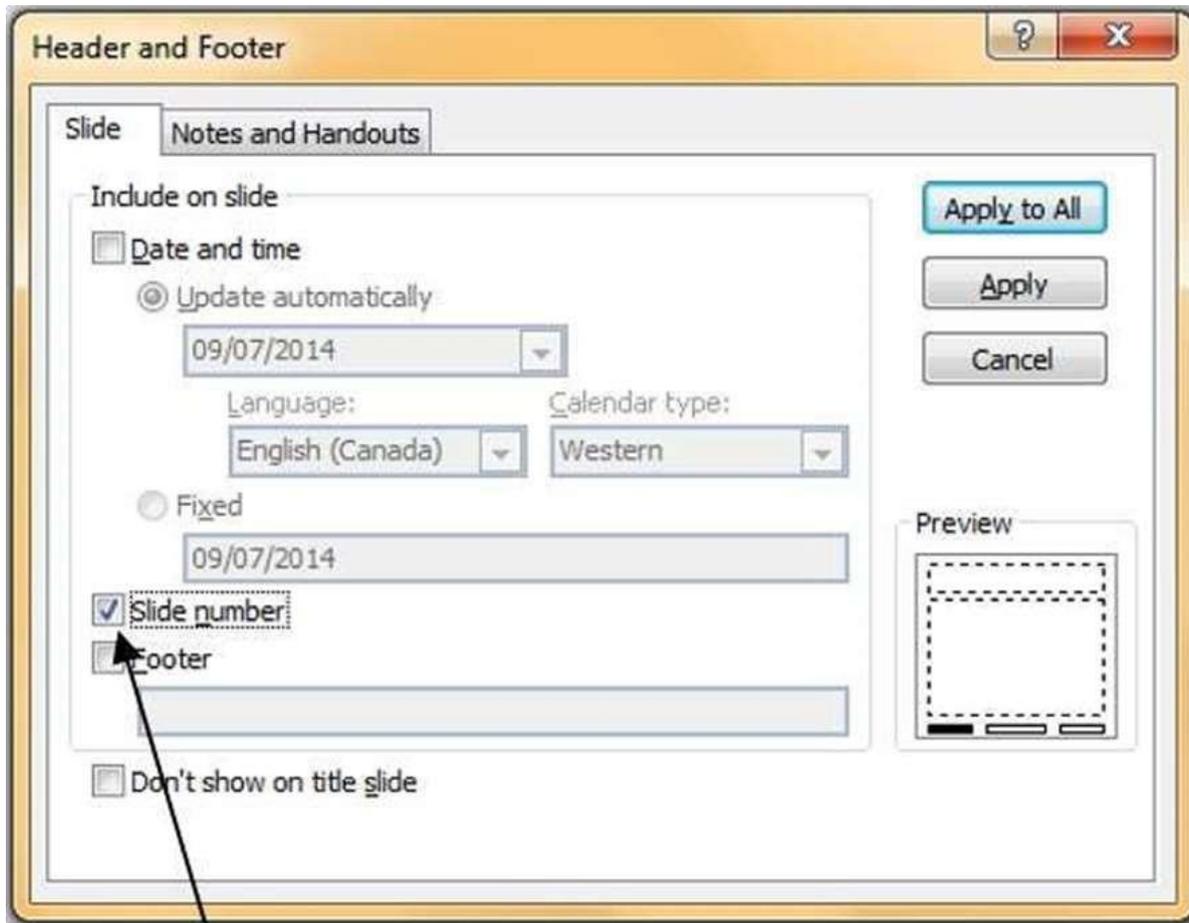
Slide Number checkbox

Step 4: The Preview shows the section where the slide number will be placed.

Preview
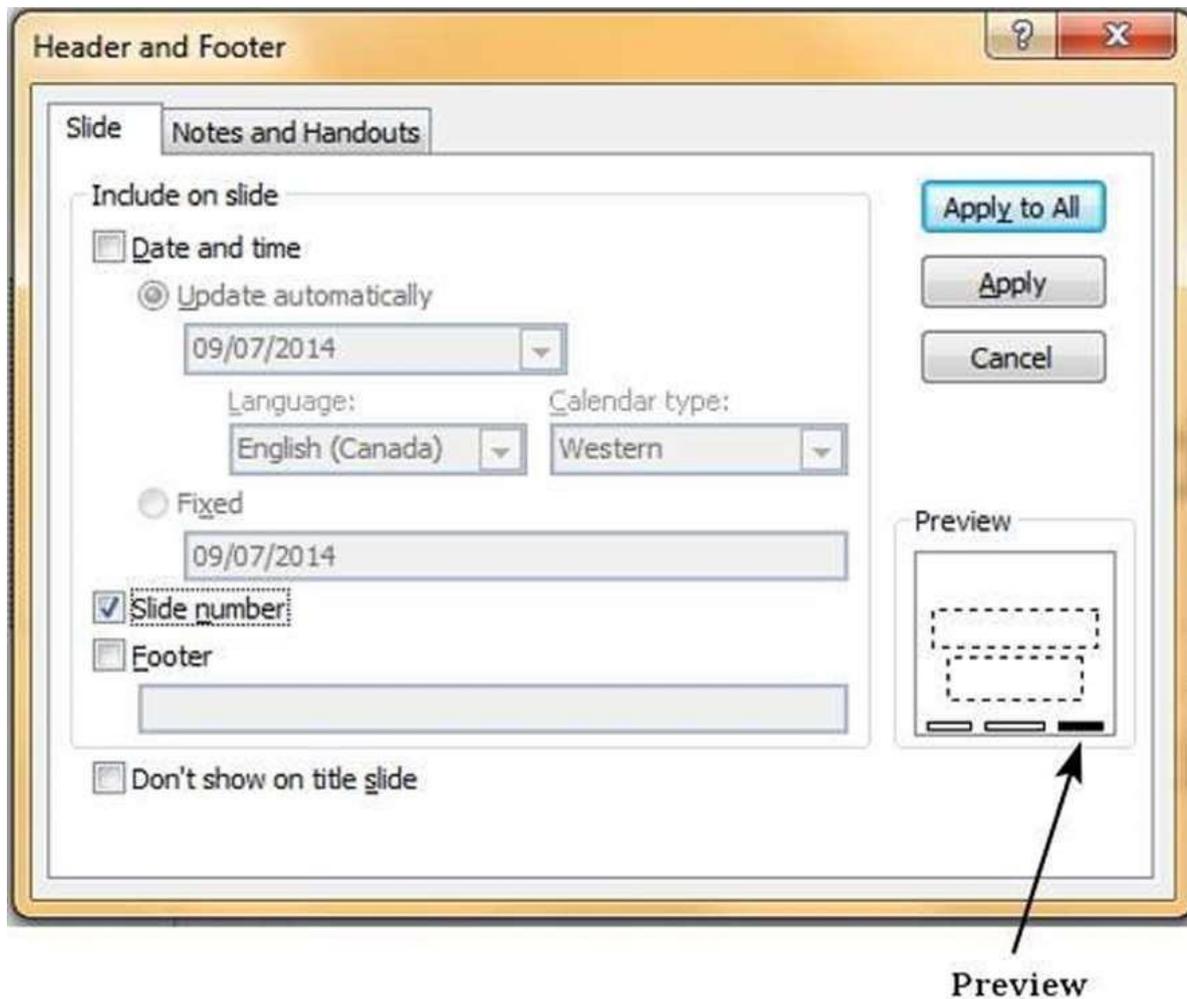
Instead of clicking on the **Slide Number** command, you can also click on the **Header & Footer** menu item to launch the same dialog as in Step 2.

Header & Footer Command
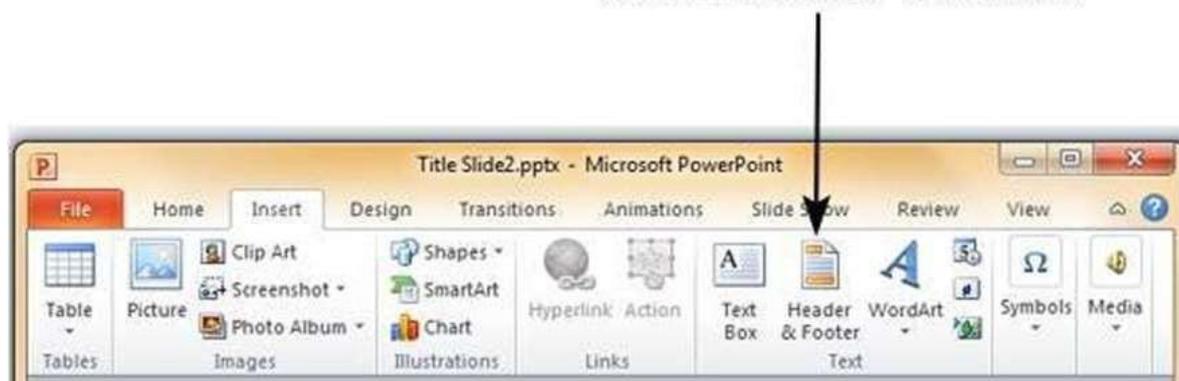
Adding header & footer

PowerPoint offers the ability to add header and footers to the slides. While having footers in presentations is logical, header may not be quite evident at first. Typically, the slide title would be the header in the main slide, however when it comes to printing out handouts a separate header would be quite useful.

Here are the steps to add header and footer information to slides

Step 1: In the **Insert** ribbon, click on the **Header & Footer** menu item.
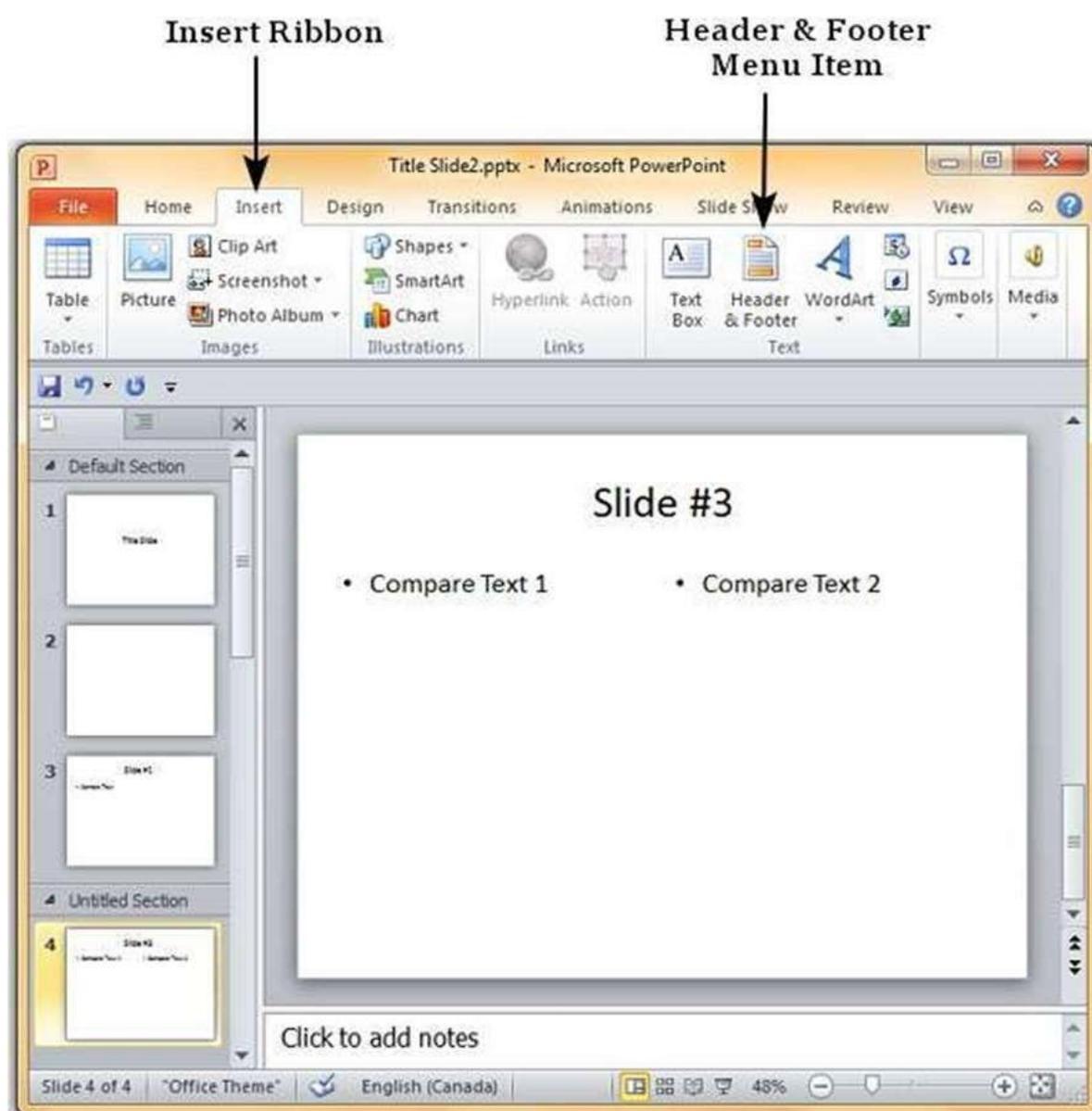
Step 2: The **Header and Footer** dialog has two tabs — the **Slide tab** and the **Notes and Handouts** tab.

Step 3: You can add details to the slide footer from the **Slide** tab.
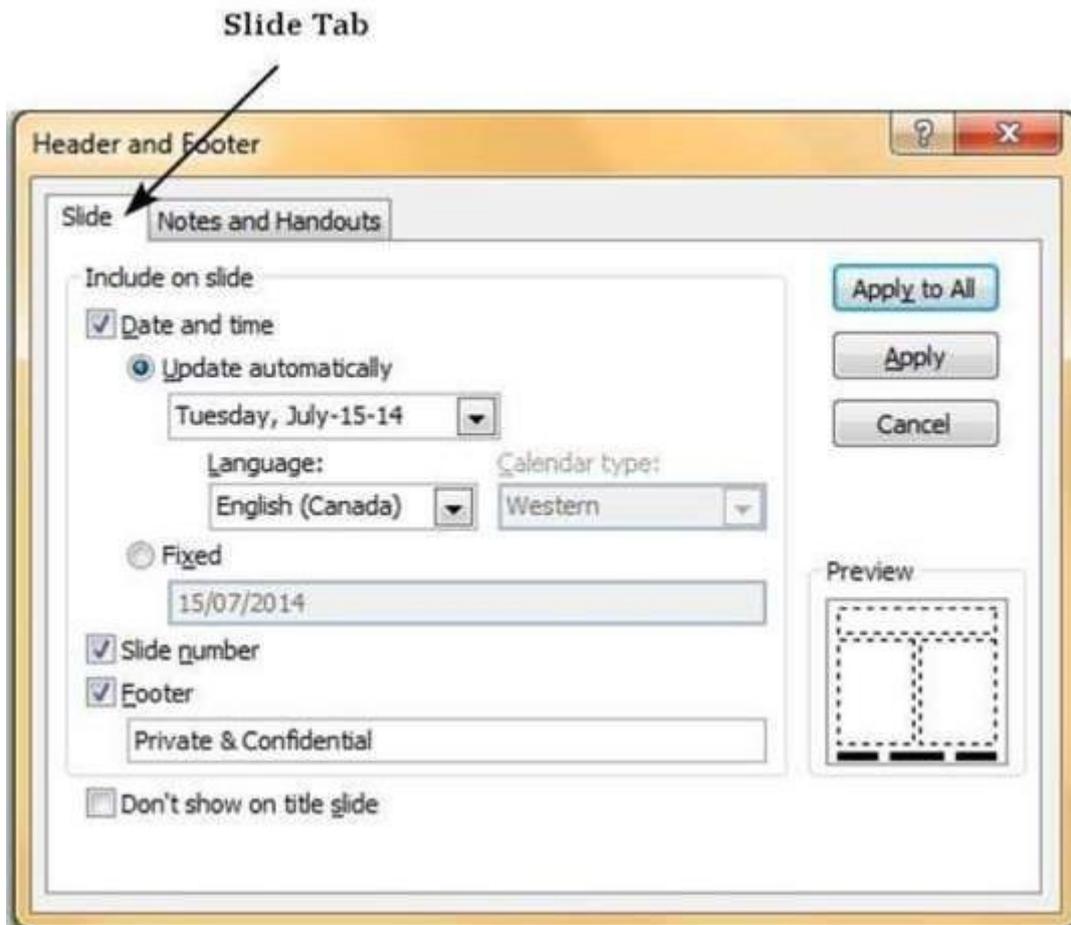
Step 4: You can add the details to the handouts from the **Notes and Handouts** tab.
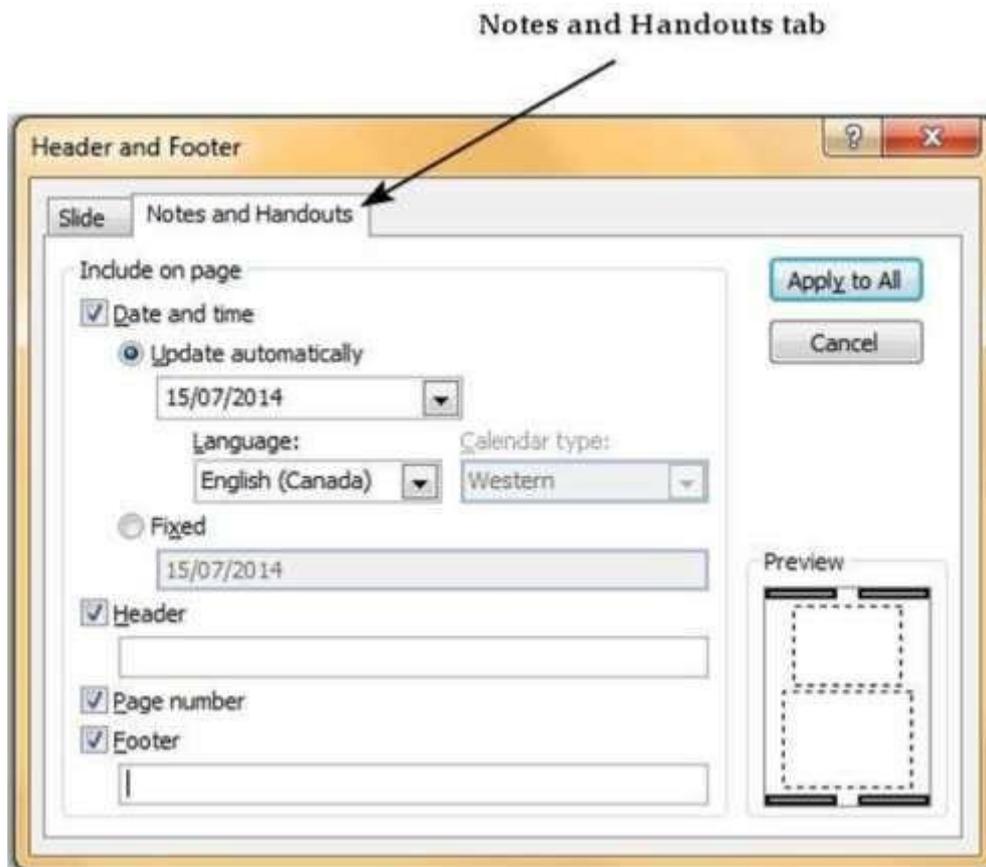
Notes and Handouts Options	Description
Date and time	- Add date and time to the footer - Specify the format of the date and time entered - Set up the footer to update automatically or use a fixed number
Header	Add the header information for every page on the handout
Page Number	Insert page number in the footer
Footer	Add designated text to the footer - a good example of this is the confidentiality clause or copyright clause

When you check any of the header and footer checkboxes in either tabs, you can see the location where the detail is inserted in the preview section.
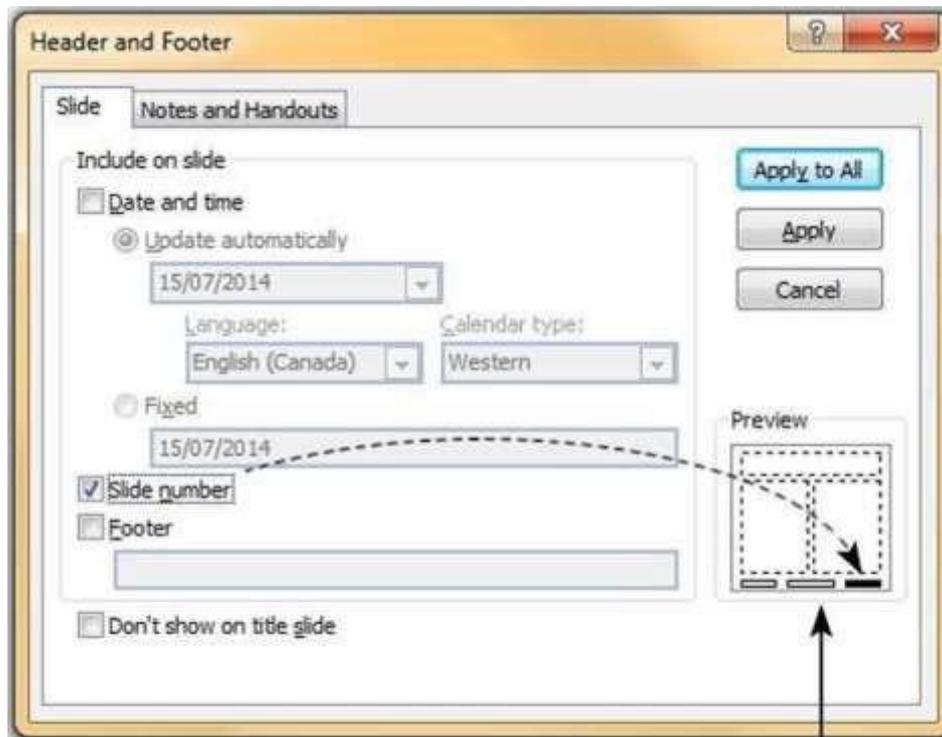
Preview Section
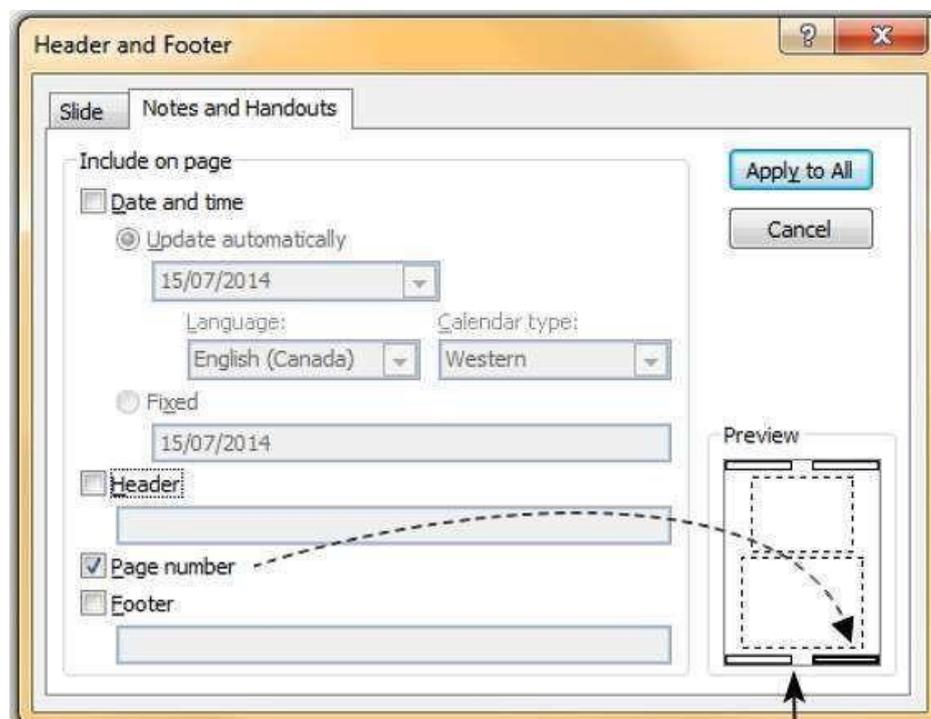
Preview Section

Most PowerPoint presentations are created to be run as a slideshow. Given all the advanced features available in PowerPoint 2010, it is no surprise that there are many features related to running the slideshow that have been included in this program too. Most of these features are really to help you create a good slideshow without having to go through the entire presentation over and over again after every minor change. Features related to running the slideshow are grouped under the **Slideshow** ribbon.
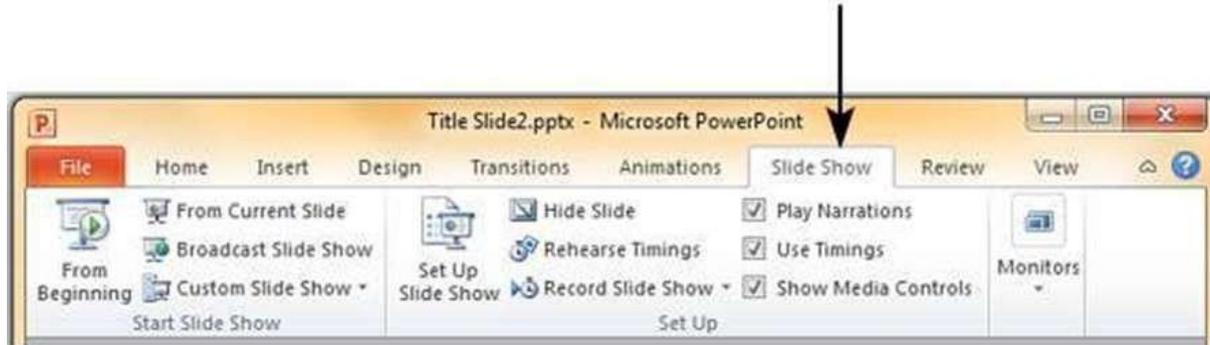
Section	Menu Item	Description
Start Slideshow	From Beginning	Starts slideshow from beginning
	From Current Slide	Starts slideshow from the current slide
	Broadcast Slideshow	Allows users to broadcast the slideshows using Microsoft's PowerPoint Broadcast Service