

Presentation

This quick reference is for Microsoft PowerPoint 2016 on Windows 10.

Quick Reference

PowerPoint 2016 Tabs

Home



Insert



Design



Transitions



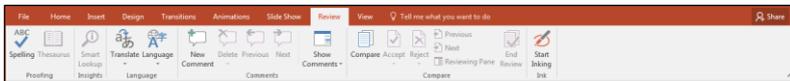
Animations



Slide Show



Review



View



Certification Test Goals

This module requires the candidate to demonstrate competence in using presentation software.

Successful candidates will be able to:

- Work with presentations and save them in different file formats, locally or in the cloud.
- Use available help resources to enhance productivity.
- Understand different presentation views and when to use them, choose different built-in slide layouts, designs and themes.
- Enter, edit and format text and tables in presentations. Recognise good practise in applying unique titles to slides and creating consistent slide content by using the master slide.
- Choose, create and format charts to communicate information meaningfully.
- Insert, edit and align pictures and drawn objects.
- Apply animation and transition effects to presentations, and check and correct presentation content before printing and presenting.

Keyboard Shortcuts

Purpose	Keyboard Shortcut
Open a presentation	Ctrl+O
Save a presentation	Ctrl+S
Print a presentation	Ctrl+P
Close a presentation	Ctrl+W
Undo	Ctrl+Z
Redo or Repeat	Ctrl+Y
Help	F1
Switch between apps	Alt+Tab
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Bold	Ctrl+B
Italics	Ctrl+I
Underline	Ctrl+U
Previous slide	Page Up
Next slide	Page Down
First slide	Ctrl+Home
Last slide	Ctrl+End
End slide show	Esc
Toggle screen black	B
Toggle screen white	W
Pause show	S

1 Using the Application

1.1 Working with Presentations

1.1.1 Open a presentation application.

- Click the **Start** button.
- Scroll to **PowerPoint 2016**.
- Click **PowerPoint 2016**.

1.1.1 Close a presentation application.

- Click the 'x' icon in the top right of the window.

1.1.1 Open presentations.

- On the **File** tab, click **Open**.
- Click **Browse**.

- Navigate to the document(s) to open and click **Open**.

1.1.1 Close presentations.

- On the **File** tab, click **Close**.

1.1.2 Create a new presentation based on default template available locally.

- On the **File** tab, click **New**.
- Click **Blank Presentation**.

1.1.2 Create a new presentation based on other available template available online.

- On the **File** tab, click **New**.
- In the **Search for online templates and themes** search bar, enter a template type.

- Click the presentation of choice.

- Click **Create**.

1.1.3 Save a presentation to a location on a local drive.

- On the **File** tab, click **Save**.
- Click **Browse**.

- Enter a file name in the File name box and navigate to the location required.

- Click **Save**.

1.1.3 Save a presentation to a location on an online drive.

- On the **File** tab, click **Save**.

- Click **OneDrive** and then **Sign In**, if necessary.

- Type the desired file name and if necessary, navigate to the location required.
- Click **Save**.

1.1.3 Save a presentation under another name to a location on a local drive.

- On the **File** tab, click **Save As**.
- Click **This PC**.
- Enter a new file name in the File name box.
- If necessary, navigate to the location required.
- Click **Save**.

1.1.3 Save a presentation under another name to a location on an online drive.

- On the **File** tab, click **Save As**.
- Click **OneDrive** and then **Sign In**, if necessary.
- Enter the new desired file name and if necessary, navigate to the location required.
- Click **Save**.

1.1.4 Save a presentation as another file type like: pdf, show, image file format.

- On the **File** tab, click **Save As**.
- Click **This PC**.
- Click on the **Save as type** drop-down list and click a file type.
- If necessary enter a new file name and navigate to the location required.
- Click **Save**.

1.1.5 Switch between open presentations.

- On the **View** tab, in the **Window** group, click the **Switch Windows** button, and then click the name of the presentation to switch to.

1.2 Enhancing Productivity

1.2.1 Set basic options/preferences in the application: user name.

- On the **File** tab, click **Options**.
- On the **General** tab, enter a user name in the **User name** box.
- Click **OK**.

1.2.1 Set basic options/preferences in the application: default folder to open and save files.

- On the **File** tab, click **Options**.
- On the **Save** tab, enter a default file location in the **Default local file location** box.
- Click **OK**.

1.2.2 Use available help resources.

- Click the **File** tab and select the **Help** button on the top right of the window.

1.2.3 Use magnification/zoom tools.

- On the **View** tab, in the **Zoom** group, click the **Zoom** button.
- Check the required magnification checkbox or click the **Percent** box and enter the magnification required.
- Click **OK**.

1.2.4 Display, hide built-in toolbars.

- To hide built-in toolbars, click the **Ribbon Display Options** button in the top-right corner of the screen.
- Click **Auto-hide Ribbon**.
- To display built-in toolbars, click the **Ribbon Display Options** button in the top-right corner of the screen.
- Click **Show Tabs and Commands**.

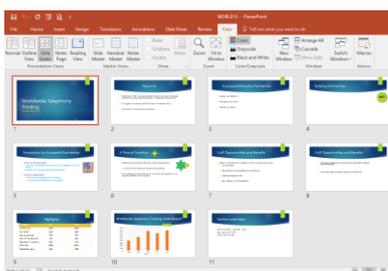
1.2.4 Restore, minimise the ribbon.

- Double-click any tab to minimise the ribbon.
- Double-click any tab again to restore the ribbon.

2 Developing a Presentation

2.1 Presentation Views

2.1.1 Understand the different uses of presentation view modes.



- **Normal** view is the main editing view to write and design a presentation.

- **Outline View** displays all the text from the slides in a list for ease of preference and editing.

- **Slide Sorter** view shows all slides in thumbnail form so they are easy to sort.

- **Notes Page** view displays the notes that apply to each slide and can be used to edit notes in an enlarged text box.

- Master views include **Handout Master** and **Notes Master** and allow for wholesale changes across a slideshow.

- **Slide Show** View uses the full computer screen and is used when presenting a slide show to an audience.

2.1.2 Switch between presentation view modes: normal slide sorter, master, notes page, outline, slide show.

- On the **View** tab, in the **Presentation Views** group, click the **View** button required.

2.1.3 Recognise good practice in adding slide titles.

- Use a different title for each slide to distinguish between slides in outline view, when navigating in slide show.

2.2 Slides

2.2.1 Apply a different built-in slide layout to a slide.



- On the **Home** tab, in the **Slides** group, click the **Layout** button.

- Click the slide layout required.

2.2.2 Apply a built-in design template, theme to a presentation.

- On the **Design** tab, select a theme from the **Themes** gallery.

2.2.3 Apply background colour on specific slide(s), all slides in a presentation.

- On the **Design** tab, in the **Customize** group, click the **Format Background** button.

- Ensure the **Solid fill** checkbox is checked.

- Click the **Color** button.

- Click the colour required.

- If necessary, to apply the colour to all slides, click **Apply to All**.

- Click the 'x' icon on the top right of the pane.

2.2.4 Add a new slide with a specific slide layout like: title slide, title and content, title only, blank.

- On the **Home** tab, in the **Slides** group, click the **New Slide** arrow.

- Click the slide layout required.

2.2.5 Copy slides within the presentation, between open presentations.

- Select the slide to copy.

- On the **Home** tab, in the **Clipboard** group, click the **Copy** button.

- Click a new location within the presentation or within another open presentation.

- On the **Home** tab, in the **Clipboard** group, click the **Paste** button.

2.2.5 Move slides within the presentation, between open presentations.

- Select the slide to move.

- On the **Home** tab, in the **Clipboard** group, click the **Cut** button.

- Click a new location within the presentation or within another open presentation.

- On the **Home** tab, in the **Clipboard** group, click the **Paste** button.

2.2.6 Delete slide(s).

- Select the slide to delete in the **Slides** pane.

- Press the **Delete** key.

2.3 Master Slide

2.3.1 Recognise good practice in maintaining a consistent design and format throughout a presentation by using the master slide.

- A slide master is the primary slide in a hierarchy of slides and is a useful method of maintaining design and format consistency across a presentation.

2.3.2 Insert a graphical object (picture) into a master slide.

- On the **View** tab, in the **Master Views** group, select the **Slide Master** button.

- On the **Insert** tab, in the **Images** group, click the **Pictures**, **Online Pictures** or **Photo Album** button.

- Navigate to the desired object.

- Click **Insert**.

2.3.2 Insert a graphical object (drawn object) into a master slide.

- On the **View** tab, in the **Master Views** group, select the **Slide Master** button.

- On the **Insert** tab, in the **Illustrations** group, click the **Shapes** button.

- Click the shape to insert.

- Select the slide for the shape to appear on.

2.3.2 Remove a graphical object from a master slide.

- On the **View** tab, in the **Presentation Views** group, click the **Slide Master** button.

- Click the picture or graphical object to remove.

- Press the **Delete** key.

2.3.3 Apply text formatting in a master slide: font sizes.

- On the **View** tab, in the **Presentation Views** group, click the **Slide Master** button.

- To change the font size of the presentation, open the **Home** tab and highlight the text. Change the font size in the **Font** group.

2.3.3 Apply text formatting in a master slide: font types.

- On the **View** tab, in the **Presentation Views** group, click the **Slide Master** button.

- To change the font of the presentation, click the **Fonts** drop-down button. The selected font is applied to every slide.

2.3.3 Apply text formatting in a master slide: font colour.

- On the **View** tab, in the **Presentation Views** group, click the **Slide Master** button.

- Under the **Slide Master** tab, select the **Colors** drop-down button.

- A list of available colour palettes appear, allowing for colour consistency throughout the presentation.

3 Text

3.1 Handling Text

3.1.1 Recognise good practice in creating slide content.

- Use short concise phrases.

- Use bullet points.

- Use numbered lists.

3.1.2 Enter text in a placeholder in normal view. Enter text in outline view.

- In **Normal** view, click into the text box on the slide in the **Slide** pane and enter the text.

- In **Outline** view, click next to the slide number and then click the placeholder required on the slide and enter the text.

3.1.3 Edit text in a presentation.

- Select the text and edit as required.

3.1.4 Copy text within a presentation, between open presentations.

- Select the text to copy.

- On the **Home** tab, in the **Clipboard** group, click the **Copy** button.

- Click a new location within the presentation or within another open presentation.

- On the **Home** tab, in the **Clipboard** group, click the **Paste** button.

3.1.4 Move text within a presentation, between open presentations.

- Select the text to copy.

- On the **Home** tab, in the **Clipboard** group, click the **Cut** button.

- Click a new location within the presentation or within another open presentation.

- On the **Home** tab, in the **Clipboard** group, click the **Paste** button.

3.1.5 Delete text.

- Select the text to delete.

- Press the **Delete** key.

3.1.6 Use the undo, redo command.

- On the **Quick Access Toolbar**, click the **Undo** or **Redo** buttons.

3.1.7 Apply indents on text, bulleted lists, numbered lists.

- Select the text to indent.

- On the **Home** tab, select the **Increase List Level** button. The indent is applied.

3.1.7 Modify indents on text, bulleted lists, numbered lists.

- Select the indented text.

- On the **Home** tab, in the **Paragraph** group, click the **Paragraph** button.

- Modify the indentation using the **Before text:** and **Special:** options.

3.1.7 Remove indents on text, bulleted lists, numbered lists.

- On the **Home** tab, in the **Paragraph** group, click the **Decrease List Level** button. The indent is removed.

3.2 Formatting

3.2.1 Apply text formatting: font size.

- Select the text to format.
- On the **Home** tab, in the **Font** group, click the **Font Size** arrow.
- Select a size from the list or enter a size into the **Size** box.

3.2.1 Apply text formatting: font types.

- Select the text to format.
- On the **Home** tab, in the **Font** group, click the **Font arrow**.
- Select a font from the font list or enter a font name into the **Font** box.

3.2.2 Apply text formatting: bold, italic, underline, shadow.

- Select the text to format.
- To embolden the text, on the **Home** tab, in the **Font** group, click the **Bold** button.
- To italicise the text, on the **Home** tab, in the **Font** group, click the **Italic** button.
- To underline the text, on the **Home** tab, in the **Font** group, click the **Underline** button.
- To shadow the text, on the **Home** tab, in the **Font** group, click the **Text Shadow** button.

3.2.3 Apply font colour to text.

- Select the text to colour.
- On the **Home** tab, in the **Font** group, click the **Font Color** arrow.
- Click the colour required.

3.2.4 Apply case changes to text.

- Select the text to change case.
- On the **Home** tab, in the **Font** group, click the **Change Case** button.
- To capitalise the first letter of a sentence, click **Sentence case**.
- To make all letters lowercase, click **lowercase**.
- To capitalise all of the letters, click **UPPERCASE**.
- To capitalise the first letter of each word, click **Capitalize Each Word**.
- To shift between two case views, click **TOGGLE CASE**.

3.2.5 Align text: left, centre, right in a text frame.

- Select the text to align.
- On the **Home** tab, in the **Paragraph** group, click the **Align Left**, **Center**, or **Align Right** buttons.

3.2.6 Apply spacing above, below text, bulleted lists, numbered lists.

- Select the text or list to format.
- On the **Home** tab, in the **Paragraph** group, click the **Line Spacing** arrow and select **Line Spacing Options**.
- Set the spacing options.
- Click **OK**.

3.2.6 Apply line spacing within text, bulleted lists, numbered lists: single, 1.5 lines, double.

- Select the text or list to format.
- On the **Home** tab, in the **Paragraph** group, click the **Line Spacing** button and select the appropriate option.

3.2.7 Switch between the different standard bullet styles in a list.

- Select the bulleted list to change.
- On the **Home** tab, in the **Paragraph** group, click the **Bullets** arrow.
- Select the desired bullet style.

3.2.7 Switch between the different standard number styles in a list.

- Select the numbered list to change.
- On the **Home** tab, in the **Paragraph** group, click the **Numbering** arrow.
- Select the desired numbering style.

3.2.8 Insert, edit a hyperlink.

- Select the text to anchor the hyperlink to.
- On the **Insert** tab, in the **Links** group, click the **Link** button.
- Select the **Browse for File** button.

- Go to the appropriate folder and select the appropriate document.

- Select **OK**. Select **OK** again.

3.2.8 Remove a hyperlink.

- Select the hyperlinked text.
- On the **Insert** tab, in the **Links** group, click the **Link** button.
- Select the **Remove Link** button.

3.3 Tables

3.3.1 Create a table.

- Select the **Insert Table** icon in the content place holder.
- Specify the number of columns and rows.
- Select **OK**.

3.3.1 Delete a table.

- Select the table to delete.
- Hit the **Delete** key on the keyboard.

3.3.2 Enter, edit text in a table.

- Select the cell to enter or edit text in.
- Enter or edit the text as required.

3.3.3 Select cells, rows, columns, entire table.

- Click any cell in the table.
- On the **Layout** tab, in the **Table** group, click the **Select** arrow.
- Click the **Select Row**, **Select Column** or **Select Table** button.

3.3.4 Insert rows.

- Select a row.
- On the **Layout** tab, in the **Rows & Columns** group, click the **Insert Above** or **Insert Below** button.

3.3.4 Insert columns.

- Select a column.
- On the **Layout** tab, in the **Rows & Columns** group, click the **Insert Left** or **Insert Right** button.

3.3.4 Delete rows and columns.

- Select the row or column to delete.
- On the **Layout** tab, in the **Rows & Columns** group, click the **Delete** button.
- Click the **Delete Rows** or **Delete Columns** button.

3.3.5 Modify column width.

- Select the column to modify.
- On the **Layout** tab, in the **Cell Size** group, enter the width required in the **Width:** field.

3.3.5 Modify row height.

- Select the row to modify.
- On the **Layout** tab, in the **Cell Size** group, enter the height required in the **Height:** box.

4 Charts

4.1 Using Charts

4.1.1 Input data to create built-in charts in a presentation: column, bar, line, pie.

- On the **Insert** tab, in the **Illustrations** group, click the **Chart** button.
- Click a chart and click **OK**.
- Click into the individual cells in the spreadsheet that opens to enter data.
- Close the spreadsheet.

4.1.2 Select a chart.

- Click the chart.

4.1.3 Change the chart type.

- Select the chart.
- On the **Design** tab, in the **Type** group, click the **Change Chart Type** button.
- Click a chart type.
- Click **OK**.

4.1.4 Add a chart title.

- Select the chart.
- On the **Design** tab, in the **Chart Layouts** group, click the **Add Chart Element** button.
- Select **Chart Title**, then click **Above Chart** or **Centered Overlay**.
- Enter the title in the text box that opens on the chart.

4.1.4 Edit a chart title.

- Select the chart title and edit text as required.

4.1.4 Remove a chart title.

- Select the chart title.
- Press the **Delete** key.

4.1.5 Add data labels to a chart: values/numbers, percentages.

- Select the chart.
- On the **Design** tab, in the **Chart Layouts** group, click the **Add Chart Element** button.
- Select **Data Labels**, then click a label position, or **More Data Label Options**.

4.1.6 Change the background colour of a chart.

- Select the chart background.
- On the **Format** tab, in the **Shape Styles** group, click the **Shape Fill** arrow.
- Click a colour.

4.1.7 Change the column, bar, line, pie slice colours in a chart.

- Select the column, bar, line or pie slice of the chart to change.
- On the **Format** tab, in the **Shape Styles** group, click the **Shape Fill** arrow.
- Click a colour.

4.2 Organisation Charts

4.2.1 Create an organisation chart with a labelled hierarchy using a built-in organisation chart feature.



- On the **Insert** tab, in the **Illustrations** group, click the **SmartArt** button.
- Click **Hierarchy**, then click the **Organization Chart** button.
- Click **OK**.

4.2.2 Change the hierarchal structure of an organisation chart.

- Select the shape to change.
- On the **Design** tab, in the **Create Graphic** group, click the **Demote**, **Promote** or **Right to Left** button.

4.2.3 Add co-workers, subordinates in an organisation chart.

- Select the shape to add the co-worker or subordinate to.
- On the **Design** tab, in the **Create Graphic** group, click the **Add Shape** button.
- Click **Add Shape Below** or **Add Shape After** as required.

4.2.3 Remove co-workers, subordinates in an organisation chart.

- Click the outside of the co-worker or subordinate shape.
- Press the **Delete** key.

5 Graphical Objects

5.1 Insert, Manipulate

5.1.1 Insert a graphical object (picture) into a slide.

- On the **Insert** tab, in the **Images** group, click the **Pictures** or **Photo Album** button.
- Navigate to the object to insert.
- Click **Open** or **Insert**.

5.1.1 Insert a graphical object (drawn object) into a slide.

- On the **Insert** tab, in the **Illustrations** group, click the **Shapes** button.
- Click the shape to insert.
- Click the slide and the shape selected is inserted.

5.1.2 Select graphical object(s).

- Click the picture, image, or drawn object.
- To select multiple objects, hold the **Ctrl** key while selecting.

5.1.3 Copy graphical objects, charts within the presentation, between open presentations.

- Select the object or chart to copy.
- On the **Home** tab, in the **Clipboard** group, click the **Copy** button.
- Click a new location within the presentation or within another open presentation.
- On the **Home** tab, in the **Clipboard** group, click the **Paste** button.

5.1.3 Move graphical objects, charts within the presentation, between open presentations.

- Select the object or chart to move.

- On the **Home** tab, in the **Clipboard** group, click the **Cut** button.
- Click a new location within the presentation or within another open presentation.
- On the **Home** tab, in the **Clipboard** group, click the **Paste** button.

5.1.4 Resize a graphical object maintaining aspect ratio.

- Select the object to resize.
- On the **Picture Tools Format** tab, in the **Size** group, click the **Size and Position** button.
- In the **Format Picture** task pane, select **Lock aspect ratio**.
- Drag the object's sizing handles to the required size.

5.1.4 Resize a graphical object not maintaining aspect ratio.

- Select the object to resize.
- On the **Picture Tools Format** tab, in the **Size** group, click the **Size and Position** button.
- In the **Format Picture** task pane, deselect **Lock aspect ratio**.
- Drag the object's sizing handles to the required size.

5.1.4 Resize a chart.

- Select the chart to resize.
- Drag the chart's sizing handles to the required size.

5.1.5 Delete a graphical object, chart.

- Select the chart or graphical object.
- Click the **Delete** key.

5.1.6 Rotate, flip a graphical object.

- Select the object to rotate or flip.
- On the **Format** tab, in the **Arrange** group, click the **Rotate Objects** button.
- Click a rotate or flip option.

5.1.7 Align graphical object(s) relative to a slide: left, centre, right, top, bottom.

- Select the object or chart to align.
- On the **Format** tab, in the **Arrange** group, click the **Align Objects** arrow.
- Click an alignment option.

5.1.8 Align graphical objects relative to each other: left, centre, right, top, bottom.

- Select the objects to align.
- On the **Format** tab, in the **Arrange** group, click the **Align** arrow.
- Click an alignment option.

5.2 Drawing

5.2.1 Add different types of drawn object to a slide: line, arrow, block arrow, rectangle, square, oval, circle.

- Select the location on the slide to insert object.
- On the **Insert** tab, in the **Illustrations** group, click the **Shapes** arrow.
- Click the object required.
- Click the slide and drag to adjust the size of the object.

5.2.1 Add different types of drawn object to a slide: text box.

- On the **Insert** tab, in the **Text** group, click the **Text Box** button.
- Click the slide and drag to adjust the size of the text box.
- Text must be entered as soon as the text box is created or the text box disappears.

5.2.2 Enter text into a text box, block arrow, rectangle, square, oval, circle.

- Click the shape and enter the text required.
- To add text to a text box, it must be entered as soon as the text box is created.

5.2.3 Change drawn object background colour.

- Select the object.
- On the **Format** tab, in the **Shape Styles** group, click the **Shape Fill** button.
- Click a colour.

5.2.3 Change drawn object line colour.

- Select the object.
- On the **Format** tab, in the **Shape Styles** group, click the **Shape Outline** button.
- Click a colour.

5.2.3 Change drawn object line width.

- Select the object.
- On the **Format** tab, in the **Shape Styles** group, click the **Shape Outline** button.
- Select **Weight** and click the line weight required.

5.2.3 Change drawn object line style.

- Select the object.
- On the **Format** tab, in the **Shape Styles** group, click the **Shape Outline** button.
- Select **Dashes** and click line style required.

5.2.4 Change arrow start style, arrow finish style.

- Select the arrow.
- On the **Format** tab, in the **Shape Styles** group, click the **Shape Outline** button.
- Click **Arrows** and click **More Arrows**.
- Click the **Begin Arrow Type** button and click the style required.
- Click the **End Arrow Type** and click the style required.
- Click the 'x' icon on the top right of the pane.

5.2.5 Apply a shadow to a drawn object.

- Select the object.
- On the **Format** tab, in the **Shape Styles** group, click the **Shape Effects** button.
- Click **Shadow** and click the shadow required.

5.2.6 Group, ungroup drawn objects in a slide.

- Select all the objects.
- On the **Format** tab, in the **Arrange** group, click the **Group** button.
- Click **Group** or **Ungroup** as required.

5.2.7 Bring a drawn object one level forward, one level backward, to the front, to the back of other drawn objects.

- Select the object.
- On the **Format** tab, in the **Arrange** group, click the **Bring Forward** or **Send Backward** button.

6 Prepare Outputs

6.1 Preparation

6.1.1 Add built-in transition effects between slides.

- On the **Transitions** tab, in the **Transition to this Slide** group, click the **More** arrow at the bottom right of the transition effects.
- Click the effect required.
- On the **Transitions** tab, in the **Timing** group check the **On Mouse Click** or **After** checkbox and enter a time if required.
- On the **Transitions** tab, in the **Timing** group, click any sound required in the **Sound** box and enter any timing required in the **Duration** box.
- Click the **Apply to All** button.

6.1.1 Remove built-in transition effects between slides.

- On the **Transitions** tab, in the **Transition to this Slide** group, click the **More** arrow at the bottom right of the transition effects.
- Click **None**.
- Click the **Apply to All** button.

6.1.2 Add, remove preset animation effects for different slide elements.

- Select the slide element to animate.
- On the **Animations** tab, in the **Animation** group, click the **More** arrow at the bottom right of the animation effects.
- To add animation, click an animation effect.
- To remove animation, click **None**.

6.1.3 Add presenter notes to slides.

- Click the notes pane at the bottom of Normal view (Click to add notes should currently be visible).
- Enter the text required.

6.1.4 Hide, show slide(s).

- Select the slide to hide or show.
- On the **Slide Show** tab, in the **Set Up** group, click the **Hide Slide** button.
- Click the **Hide Slide** button again to unhide the slide.

6.1.5 Enter text into footer of specific slide(s), all slides in a presentation.

- On the **Insert** tab, in the **Text** group, select the **Header & Footer** button.
- Select the **Footer** checkbox and insert text into the footer text box.
- Click **Apply** or **Apply to All**.

6.1.6 Apply automatic slide numbering to the footer of specific slide(s), all slides in a presentation.

- On the **Insert** tab, in the **Text** group, select the **Header & Footer** button.
- Check the **Slide number** checkbox.
- Click **Apply** or **Apply to All**.

6.1.6 Apply automatically updated date to the footer of specific slide(s), all slides in a presentation.

- On the **Insert** tab, in the **Text** group, select the **Header & Footer** button.
- Check the **Date and time** checkbox and then click **Update automatically**.
- Click **Apply** or **Apply to All**.

6.1.6 Apply fixed date to the footer of specific slide(s), all slides in a presentation.

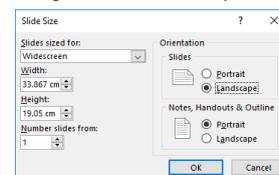
- On the **Insert** tab, in the **Text** group, select the **Header & Footer** button.
- Check the **Date and time** checkbox.
- Click **Fixed** and enter the appropriate date.
- Click **Apply** or **Apply to All**.

6.2 Check and Deliver

6.2.1 Spell check a presentation and make changes like: correcting spelling errors, ignoring specific words, deleting repeated words.

- On the **Review** tab, in the **Proofing** group, click the **Spelling** button.
- When an incorrect spelling is found, select the correct spelling from the list and click **Change**.
- To ignore detected words, click **Ignore** or **Ignore All** if it appears throughout a presentation.
- When a repeated word is found, click **Delete**.

6.2.2 Change slide orientation to portrait, landscape.



- On the **Design** tab, in the **Customize** group, click the **Slide Size** button.
- Click **Custom Slide Size**.

- Under **Orientation**, in the **Slides** section, check the **Portrait** or **Landscape** checkbox.

6.2.2 Select appropriate output format for slide presentation like: paper, on-screen show.

- On the **Design** tab, in the **Customize** group, click the **Slide Size** button.
- Click **Custom Slide Size**.
- Select the desired **Slides sized for:** option.
- Select the desired **Orientation** option.
- In the **Microsoft PowerPoint** dialog box, choose the **Maximize** or **Ensure Fit** option.
- Click **OK**.

6.2.3 Print a presentation using output options like: entire presentation, specific slide(s).

- On the **File** tab, click **Print**.
- To print the entire presentation, under **Settings**, click **Print All Slides**.
- To print specific slides, under **Settings**, enter the slide numbers required in the **Slides** box.
- Click **Print**.

6.2.3 Print a presentation using output options like: handouts, notes pages, outline view of slides.

- On the **File** tab, click **Print**.
- Under **Settings**, click **Full Page Slides**.
- Click format required from **Handouts** or click **Notes Pages** or **Outline**.
- Click **Print**.

6.2.3 Print a presentation using output options like: number of copies of a presentation.

- On the **File** tab, click **Print**.
- In the **Copies** box, click or enter the number of copies to print.
- Click **Print**.

6.2.4 Start a slide show from first slide, from current slide.

- On the **Slide Show** tab, in **Start Slide Show** group, click the **From Beginning** or **From Current Slide** buttons.

6.2.4 End a slide show.

- Press the **ESC** button on the keyboard to exit a slide show.

6.2.5 Navigate to next slide, previous slide, specified slide during a slide show.

- During the slide show, right-click and click **Next**, **Previous**, or **See All Slides**, and click on the slide required in the slide sorter view that opens.

For more information, visit: www.ecdl.org