Microsoft

MOS
Study Guide

Joan Lambert

EXAM MO-300
Microsoft PowerPoint

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MOS Study Guide for Microsoft PowerPoint Exam MO-300

Joan Lambert

Microsoft Office Specialist
Exam MO-300

MOS Study Guide for Microsoft PowerPoint Exam MO-300

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Microsoft Office Specialist

Exam MO-300

Microsoft PowerPoint

This book covers the skills you need to have for certification as a Microsoft Office Specialist in PowerPoint 2019 or PowerPoint for Office 365. Specifically, you need to be able to complete tasks that demonstrate the following skill sets:

1. Manage presentations
2. Manage slides
3. Insert and format text, shapes, and images
4. Insert tables, charts, SmartArt, 3D models, and media
5. Apply transitions and animations

With these skills, you can create and manage the types of presentations that are most commonly used in educational and business environments.

Introduction

The Microsoft Office Specialist (MOS) certification program has been designed to validate your knowledge of and ability to use applications in the Microsoft Office suite. This book has been designed to guide you in studying the types of tasks you are likely to be required to demonstrate on Exam MO-300: Microsoft PowerPoint (PowerPoint and PowerPoint 2019).

Who this book is for

MOS 2019 Study Guide for Microsoft PowerPoint is designed for experienced computer users seeking Microsoft Office Specialist certification in PowerPoint 2019 or the equivalent version of PowerPoint for Office 365.

MOS exams for individual programs are practical rather than theoretical. You must demonstrate that you can complete certain tasks or projects rather than simply answer questions about program features. The successful MOS certification candidate will have at least six months of experience using all aspects of the application on a regular basis; for example, using PowerPoint at work or school to create and manage presentations and slides, insert and format slide content (including shapes, text, tables, charts, SmartArt graphics, images, and media), animate slide content, transition between slides, manage multiple versions of a presentation, and prepare presentations for delivery.

As a certification candidate, you probably have a lot of experience with the program you want to become certified in. Many of the procedures described in this book will be familiar to you; others might not be. Read through each study section and ensure that you are familiar with the procedures, concepts, and tools discussed. In some cases, images depict the tools you will use to perform procedures related to the skill set. Study the images and ensure that you are familiar with the options available for each tool.

How this book is organized

The exam coverage is divided into chapters representing broad skill sets that correlate to the functional groups covered by the exam. Each chapter is divided into sections addressing groups of related skills that correlate to the exam objectives. Each section includes review information, generic procedures, and practice tasks you can complete on your own while studying. We provide practice files you can use to work through the practice tasks and result files you can use to check your work. You can practice the generic procedures in this book by using the practice files supplied or by using your own files.

Throughout this book, you will find Exam Strategy tips that present information about the scope of study that is necessary to ensure that you achieve mastery of a skill set and are successful in your certification effort.

The following table lists the practice files provided for this book.

Folder and objective group	Practice files	Result files
MOSPowerPoint2019\ Objective1 Manage presentations	PowerPoint_1-1.pptx PowerPoint_1-1.png PowerPoint_1-2.pptx PowerPoint_1-3.pptx PowerPoint_1-4.pptx PowerPoint_1-5.pptx	PowerPoint_1-1_results.pptx PowerPoint_1-2_results.pptx PowerPoint_1-4_results.pptx PowerPoint_1-5_results.pptx 1-5_Package (folder) containing: AUTORUN.INF PowerPoint_1-5_results.pptx PresentationPackage (folder) containing: background.jpg button.jpg PresentationPackage.css PresentationPackage.html PresentationPackage.ico shdwLeft.jpg shdwRight.jpg
MOSPowerPoint2019\ Objective2 Manage slides	PowerPoint_2-1.pptx PowerPoint_2-1a.docx PowerPoint_2-1b.pptx PowerPoint_2-2.pptx PowerPoint_2-3.pptx	PowerPoint_2-1a_results.pptx PowerPoint_2-1b_results.pptx PowerPoint_2-2_results.pptx PowerPoint_2-3_results.pptx
MOSPowerPoint2019\ Objective3 Insert and format text, shapes, and images	PowerPoint_3-1.pptx PowerPoint_3-2.pptx PowerPoint_3-3.pptx PowerPoint_3-3a.jpg PowerPoint_3-3b.jpg PowerPoint_3-4.pptx PowerPoint_3-5.pptx	PowerPoint_3-1_results.pptx PowerPoint_3-2_results.pptx PowerPoint_3-3_results.pptx PowerPoint_3-4_results.pptx PowerPoint_3-5_results.pptx
MOSPowerPoint2019\ Objective4 Insert tables, charts, SmartArt, 3D models, and media	PowerPoint_4-1.pptx PowerPoint_4-1.xlsx PowerPoint_4-2.pptx PowerPoint_4-2.xlsx PowerPoint_4-3.pptx PowerPoint_4-4.pptx PowerPoint_4-4.3mf PowerPoint_4-5.pptx PowerPoint_4-5.mp3 PowerPoint_4-5.mp4	PowerPoint_4-1_results.pptx PowerPoint_4-2_results.pptx PowerPoint_4-3_results.pptx PowerPoint_4-4_results.pptx PowerPoint_4-5_results.pptx
MOSPowerPoint2019\ Objective5 Apply transitions and animations	PowerPoint_5-1.pptx PowerPoint_5-2.pptx PowerPoint_5-3.pptx	PowerPoint_5-1_results.pptx PowerPoint_5-2_results.pptx PowerPoint_5-3_results.pptx

Adapt procedure steps

This book contains many images of user interface elements that you'll work with while performing tasks in PowerPoint on a Windows computer. Depending on your screen resolution or app window width, the PowerPoint ribbon on your screen might look different from that shown in this book. (If you turn on Touch mode, the ribbon displays significantly fewer commands than in Mouse mode.) As a result, procedural instructions that involve the ribbon might require a little adaptation.

Simple procedural instructions use this format:

➜ On the **Insert** tab, in the **Illustrations** group, click the **Chart** button.

If the command is in a list, our instructions use this format:

➜ On the **Home** tab, in the **Editing** group, click the **Find** arrow and then, in the **Find** list, click **Go To**.

If differences between your display settings and ours cause a button to appear differently on your screen than it does in this book, you can easily adapt the steps to locate the command. First click the specified tab, and then locate the specified group. If a group has been collapsed into a group list or under a group button, click the list or button to display the group's commands. If you can't immediately identify the button you want, point to likely candidates to display their names in ScreenTips.

The instructions in this book assume that you're interacting with on-screen elements on your computer by clicking (with a mouse, touchpad, or other hardware device). If you're using a different method—for example, if your computer has a touchscreen interface and you're tapping the screen (with your finger or a stylus)—substitute the applicable tapping action when you interact with a user interface element.

Instructions in this book refer to user interface elements that you click or tap on the screen as *buttons*, and to physical buttons that you press on a keyboard as *keys*, to conform to the standard terminology used in documentation for these products.

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Taking a Microsoft Office Specialist exam

Desktop computing proficiency is increasingly important in today's business world. When screening, hiring, and training employees, employers can feel reassured by relying on the objectivity and consistency of technology certification to ensure the competence of their workforce. As an employee or job seeker, you can use technology certification to prove that you already have the skills you need to succeed, saving current and future employers the time and expense of training you.

Microsoft Office Specialist certification

Microsoft Office Specialist certification is designed to assist students and information workers in validating their skills with Office programs. The following certification paths are available:

- A Microsoft Office Specialist is an individual who has demonstrated proficiency by passing the Excel Associate, Word Associate, Outlook Associate, or PowerPoint Associate certification exam.
- A Microsoft Office Specialist Associate (MOS Associate) is an individual who has passed any three of the Associate-level certification exams.
- A Microsoft Office Specialist Expert (MOS Expert) is an individual who has completed the MOS Associate credential and any two of the three Expert-level exams: Access Expert, Word Expert, or Excel Expert.

Selecting a certification path

When deciding which certifications you would like to pursue, assess the following:

- The program and program version(s) with which you are familiar
- The length of time you have used the program and how frequently you use it
- Whether you have had formal or informal training in the use of that program

- Whether you use most or all of the available program features
- Whether you are considered a go-to resource by business associates, friends, and family members who have difficulty with the program

Candidates for MOS Associate certification are expected to successfully complete a wide range of standard business tasks. Successful candidates generally have six or more months of experience with the specific Office program, including either formal, instructor-led training or self-study using MOS-approved books, guides, or interactive computer-based materials.

Candidates for MOS Expert certification are expected to successfully complete more complex tasks that involve using the advanced functionality of the program. Successful candidates generally have at least six months, and might have several years, of experience with the programs, including formal, instructor-led training or self-study using MOS-approved materials.

Test-taking tips

Every MOS certification exam is developed from a set of exam skill standards (referred to as the *objective domain*) that are derived from studies of how the Office programs are used in the workplace. Because these skill standards dictate the scope of each exam, they provide critical information about how to prepare for certification. This book follows the structure of the published exam objectives.

See Also For more information about the book structure, see "How this book is organized" in the Introduction.

The MOS certification exams are performance based and require you to complete business-related tasks in the program for which you are seeking certification. For example, you might be presented with a document and told to insert and format additional document elements. Your score on the exam reflects how many of the requested tasks you complete within the allotted time.

Here is some helpful information about taking the exam:

- Keep track of the time. Your exam time does not officially begin until after you finish reading the instructions provided at the beginning of the exam.

During the exam, the amount of time remaining is shown in the exam instruction window. You can't pause the exam after you start it.

- Pace yourself. At the beginning of the exam, you will receive information about the tasks that are included on the exam. During the exam, the number of completed and remaining tasks is shown in the exam instruction window.
- Read the exam instructions carefully before beginning. Follow all the instructions provided completely and accurately.
- If you have difficulty performing a task, you can restart it without affecting the result of any completed tasks, or you can skip the task and come back to it after you finish the other tasks on the exam.
- Enter requested information as it appears in the instructions, but without duplicating the formatting unless you are specifically instructed to do so. For example, the text and values you are asked to enter might appear in the instructions in bold and underlined text, but you should enter the information without applying these formats.
- Close all dialog boxes before proceeding to the next exam item unless you are specifically instructed not to do so.
- Don't close task panes before proceeding to the next exam item unless you are specifically instructed to do so.
- If you are asked to print a document, worksheet, chart, report, or slide, perform the task, but be aware that nothing will actually print.
- Don't worry about extra keystrokes or mouse clicks. Your work is scored based on its result, not on the method you use to achieve that result (unless a specific method is indicated in the instructions).
- If a computer problem occurs during the exam (for example, if the exam does not respond or the mouse no longer functions) or if a power outage occurs, contact a testing center administrator immediately. The administrator will restart the computer and return the exam to the point where the interruption occurred, with your score intact.

Exam Strategy This book includes special tips for effectively studying for the Microsoft Office Specialist exams in Exam Strategy paragraphs such as this one.

Certification benefits

At the conclusion of the exam, you will receive a score report, indicating whether you passed the exam. If your score meets or exceeds the passing standard (the minimum required score), you will be contacted by email by the Microsoft Certification Program team. The email message you receive will include your Microsoft Certification ID and links to online resources, including the Microsoft Certified Professional site. On this site, you can download or order a printed certificate, create a virtual business card, order an ID card, review and share your certification transcript, access the Logo Builder, and access other useful and interesting resources, including special offers from Microsoft and affiliated companies.

Depending on the level of certification you achieve, you will qualify to display one of three logos on your business card and other personal promotional materials. These logos attest to the fact that you are proficient in the applications or cross-application skills necessary to achieve the certification. Using the Logo Builder, you can create a personalized certification logo that includes the MOS logo and the specific programs in which you have achieved certification. If you achieve MOS certification in multiple programs, you can include multiple certifications in one logo.

For more information

To learn more about the Microsoft Office Specialist exams and related courseware, visit:

www.certiport.com/mos

About the author

JOAN LAMBERT has worked closely with Microsoft technologies since 1986, and in the training and certification industry since 1997, guiding the translation of technical information and requirements into useful, relevant, and measurable resources for people who are seeking certification of their computer skills or who simply want to get things done efficiently.

Joan is the author or coauthor of more than four dozen books about Windows and Office (for Windows, Mac, and iPad), six generations of Microsoft Office Specialist certification study guides, video-based training courses for SharePoint and OneNote, QuickStudy guides for Windows 10 and Office 2016, and GO! series books for Outlook.

Joan is a Microsoft Certified Professional, Microsoft Office Specialist Master (for all versions of Office since Office 2003), Microsoft Certified Technology Specialist (for Windows and Windows Server), Microsoft Certified Technology Associate (for Windows), Microsoft Dynamics Specialist, and Microsoft Certified Trainer. She is also certified in Adobe InDesign and Intuit QuickBooks.

A native of the Pacific Northwest and enthusiastic world traveler, Joan is now blissfully based in America's Finest City with her simply divine daughter Trinity, Thai host daughter Thopad, and their faithful canine, feline, and aquatic companions.

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Objective group 2

Manage slides

The skills tested in this section of the Microsoft Office Specialist exam for Microsoft PowerPoint 2019 relate to creating and managing slides (rather than slide content). Specifically, the following objectives are associated with this set of skills:

2.1 Insert slides
2.2 Modify slides
2.3 Order and group slides

As you build your presentation by inserting slides, each slide has a specific slide layout that governs the layout of the content on the slide. You can modify the slide layout and automatically rearrange the slide content at any time.

If the information you want to share with your audience already exists in another presentation, you can merge the content of the existing slides into your presentation so that the slides take on the theme colors and fonts of the presentation. You can hide slides that you don't want to show in a slideshow (and don't want to delete) or apply specific background colors, patterns, or textures to individual slides to make them stand out from the themed content of the presentation. You can easily display identifying information in the header and footer areas of slides.

By organizing related slides into sections, you can identify and more easily manage groups of slides.

This chapter guides you in studying methods of inserting, modifying, ordering, and grouping slides.

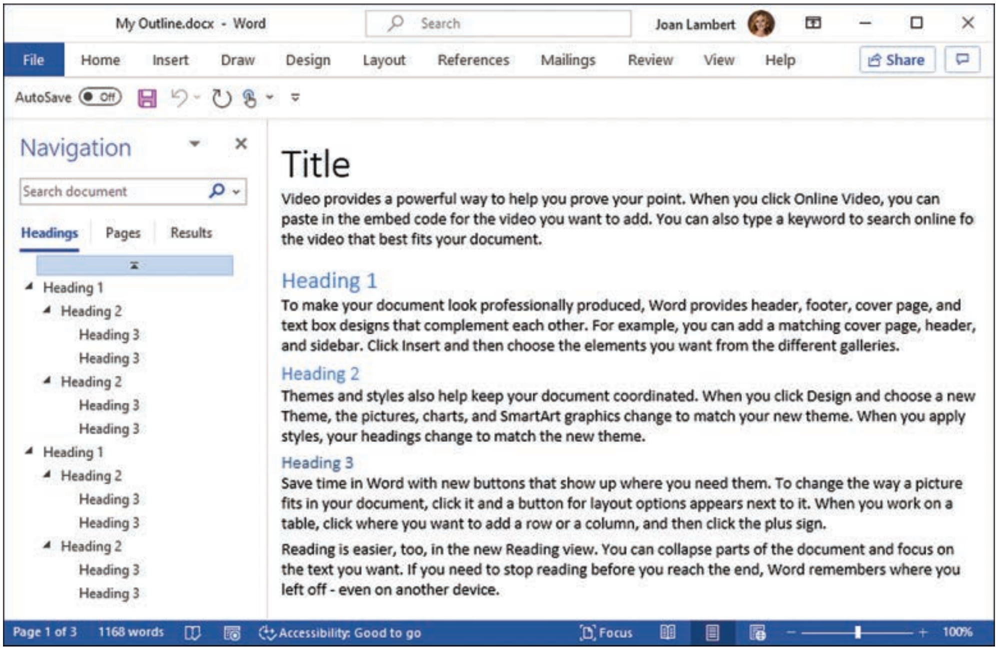
To complete the practice tasks in this chapter, you need the practice files contained in the **MOSPowerPoint2019\Objective2** practice file folder. For more information, see "Download the practice files" in this book's introduction.

Objective 2.1: Insert slides

It can often be simpler to organize the content, or at least an outline, of a presentation in a document rather than directly in PowerPoint. Creating a presentation outline within a document allows you to see more of the content at one time and consider the presentation content at a higher level. After transferring the content to PowerPoint, you can concentrate on the individual slides without worrying about the presentation flow.

Import Word document outlines

It isn't necessary to manually transfer a presentation outline from a document to individual slides. To create an unformatted presentation that includes slides, you can import a text file or Word document that contains the slide information. PowerPoint creates unformatted Title And Content slides corresponding to the slide titles specified in the source file. When creating a presentation from text file content, you can create only slide titles, because text files don't support formatting options that would inform PowerPoint of how you want to use the content. When creating a presentation from Word file content, however, you can format the content by applying multiple heading levels.


My Outline.docx - Word
Search
Joan Lambert
File
Home
Insert
Draw
Design
Layout
References
Mailings
Review
View
Help
Share
AutoSave
Off
Navigation
Search document
Headings
Pages
Results
Heading 1
Heading 2
Heading 3
Heading 3
Heading 2
Heading 3
Heading 3
Heading 1
Heading 2
Heading 3
Heading 3
Heading 2
Heading 3
Heading 3
Page 1 of 3
1168 words
Accessibility: Good to go
Focus
100%

Title

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online fo the video that best fits your document.

Heading 1

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

Heading 2

Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.

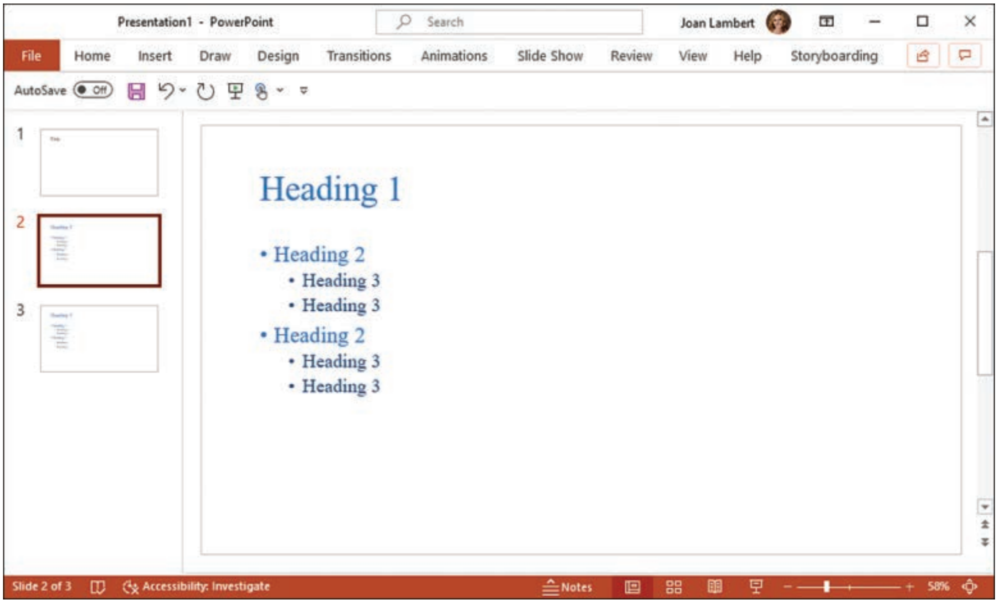
Heading 3

Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

Organize your thoughts in Word and then import the outline to create slides

PowerPoint creates slides, slide titles, and multiple levels of bulleted content based on the heading levels assigned within the Word document. PowerPoint uses only the headings and no other document content. Paragraphs styled as Title or Heading1 become slide titles, and paragraphs styled as Heading2 through Heading9 become bullet points.


Presentation1 - PowerPoint
Search
Joan Lambert
File
Home
Insert
Draw
Design
Transitions
Animations
Slide Show
Review
View
Help
Storyboarding
AutoSave Off
1
2
3
Slide 2 of 3
Accessibility: Investigate
Notes
58%

Heading 1

- Heading 2
  - Heading 3
  - Heading 3
- Heading 2
  - Heading 3
  - Heading 3

A slide deck created by importing an outline

If you save an outline containing styled headings as a Word document (with the .doc or .docx extension) or a Rich Text Format (.rtf) file, you can create a new presentation by opening the outline from PowerPoint, or you can add the outline slides to the existing presentation by importing the outline.

To prepare a Word document as a presentation outline

1. Create a Word document that contains the slide titles and bulleted list content for the slides you want. The document can also contain other content.
2. In the Word document, apply the **Title** or **Heading1** style to text that equates to new slide titles, the **Heading2** style to text that equates to first-level bullet points on the slide, and the **Heading3** style to text that equates to second-level bullet points. Then save the file.

To create a presentation based on a Word outline

1. Identify a document that contains the correctly styled outline content.
2. In PowerPoint, do the following:
    a. From the **Open** page of the Backstage view, browse to the folder that contains the Word document.
    b. Click **Browse** to display the Open dialog box.
    c. In the **Open** dialog box, in the **File Type** list, click **All Files** or **All Outlines**.
    d. Locate the document that contains the outline, and then do either of the following to create a presentation populated with slides corresponding to the slide titles in the document:
        - Double-click the document.
        - Click the document to select it, and then click **Open**.

To insert slides based on a Word outline into an existing presentation

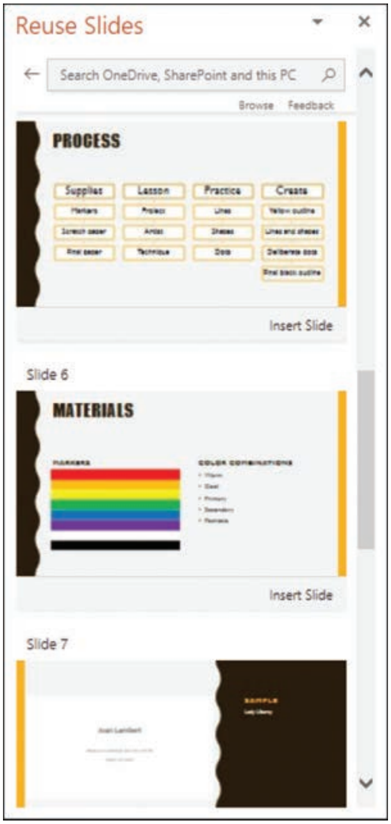
1. Identify a document that contains the correctly styled outline content.
2. Open the presentation you want to insert slides into.
3. In the **Slides** pane, click to position the insertion bar in the location where you want to insert the new slides.
4. On the **Insert** tab, in the **Slides** group, click the **New Slide** arrow, and then click **Slides from Outline**.
5. In the **Insert Outline** dialog box, browse to the folder that contains the Word document, and then double-click the document to insert slides corresponding to the slide titles in the document.

Insert slides from another presentation

If the slides you want to use already exist in another presentation, you can easily incorporate them into a new presentation.

PowerPoint offers multiple ways to reuse slides from one presentation in another:

- You can move or copy slides directly between open presentations.
- You can import slides from one presentation into another by using the Reuse Slides tool. It isn't necessary to open the source presentation.
- If you know in advance that you'll want to use a slide in multiple presentations, you can publish it to the slide library on your computer and then reuse it from there, without having to track down the presentation or undo any presentation-specific modifications that you might have made to the slide.


Reuse Slides
Search OneDrive, SharePoint and this PC
Browse
Feedback
PROCESS
Supplies
Lesson
Practice
Create
Insert Slide
Slide 6
MATERIALS
Insert Slide
Slide 7

You can reuse slides from any presentation that you can browse to from File Explorer

To copy slides from an open presentation

1. Open the source and target presentations.
2. Display the presentation content in Normal view or Slide Sorter view. (The source and target presentations don't have to be in the same view.)
3. Drag the slides you want to reuse from the source presentation to the target presentation and drop them among the slide thumbnails in the location you want them.

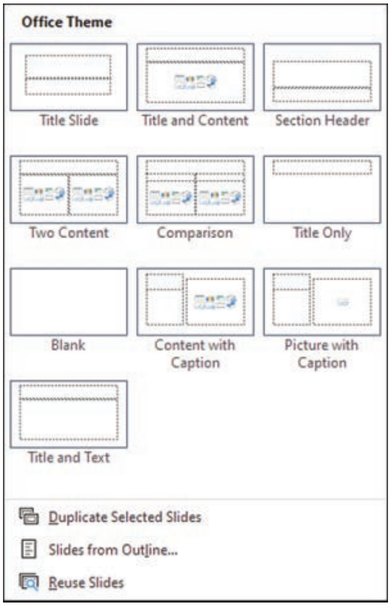
To reuse slides from an existing presentation

1. In the **Thumbnails** pane or **Slide Sorter** pane, click where you want to insert the reused slide or slides.
2. On the **Home** tab or **Insert** tab, in the **Slides** group, click **Reuse Slides**. The Reuse Slides pane opens, displaying thumbnail representations of presentations saved on your computer or to which you have access on OneDrive or SharePoint.
3. Do either of the following:
   - Scroll the **Reuse Slides** pane to locate a presentation from which you want to reuse slides. On the presentation thumbnail, click **Choose Content**.
   - In the **Reuse Slides** pane, click **Browse**. In the **Choose Content** dialog box, locate and double-click the presentation containing the slides you want to reuse.
4. In the **Reuse Slides** pane displaying the presentation content, click **Insert Slide** on the thumbnail of each slide you want to insert in your presentation.

Tip By default, reused slides take on the formatting of the presentation into which they are inserted. To retain the slides' source formatting, select the Use Source Formatting check box in the Reuse Slides pane before inserting the slides.

Insert slides and select slide layouts

When you insert a slide into a presentation, PowerPoint inserts it with the default layout immediately after the current slide. If you want to add a slide with a different layout, select the layout you want from the New Slide gallery. The available layouts and their design depend on the template used to create the presentation.


Office Theme
Title Slide
Title and Content
Section Header
Two Content
Comparison
Title Only
Blank
Content with Caption
Picture with Caption
Title and Text
Duplicate Selected Slides
Slides from Outline...
Reuse Slides

Thumbnails depict the content of each slide layout

After you insert a slide, you can apply a different layout at any time, or if you make changes to the slide structure, you can reset the layout.

If you want to insert a slide that is similar to an existing slide, you can duplicate the existing slide and then change it instead of having to create the slide from scratch.

To add slides

➜ In Normal view or Slide Sorter view, click the slide that you want the new slide to follow, and then on the **Home** tab, in the **Slides** group, do one of the following:

- To add a slide of a specific layout, click the **New Slide** arrow, and then click the slide layout you want to add.
- To add a slide of the currently selected layout, click the **New Slide** button or press **Ctrl+M**.
- To add a slide that is identical to the currently selected slide, click the **New Slide** arrow, and then click **Duplicate Selected Slides**.

- ➜ Right-click a slide, and then do one of the following:
  - To add a slide of the currently selected layout, click **New Slide**.
  - To add a slide that is identical to the currently selected slide, click **Duplicate Slide**.

To apply a slide layout

1. Do either of the following:
   - To apply the layout to only one slide, display the slide in Normal view or select it in Slide Sorter view.
   - To apply the layout to multiple slides, display the presentation in Slide Sorter view, and then select the slides you want to modify.
2. On the **Home** tab, in the **Slides** group, click the **Slide Layout** button, and then click the layout you want to apply.

To reset slide content to the layout defaults

- ➜ Select the slide or slides you want to reset. Then on the **Home** tab, in the **Slides** group, click the **Reset** button.

To delete slides

- ➜ Right-click a slide or selected slides, and then click **Delete Slide**.

See Also For information about inserting a Summary Zoom slide, see “Objective group 3: Insert and format text, shapes, and images.”

Objective 2.1 practice tasks

The practice files for these tasks are in the **MOSPowerPoint2019\Objective2** practice file folder. The folder also contains a result file that you can use to check your work.

- ➤ Open the **PowerPoint_2-1** presentation and do the following:
  - ☐ From within PowerPoint, open the **PowerPoint_2-1a** document from the practice file folder to create a presentation based on the outline in the document. (If you encounter an error opening the file, use the Insert Slides from Outline method to import the outline content.)
  - ☐ Delete the original blank slide from the presentation, leaving only the slides created from the outline.
  - ☐ Save the presentation as **PowerPoint_2-1a.pptx**.
- ➤ Start or switch to File Explorer and do the following:
  - ☐ Display the contents of the practice file folder.
  - ☐ Open the **PowerPoint 2-1a** document and compare it to the *PowerPoint_2-1a* presentation to identify the relationship between the outline levels and the slide content.
  - ☐ Close the **PowerPoint 2-1a** document and File Explorer.
- ➤ Save the PowerPoint_2-1a presentation. Open the **PowerPoint_2-1a_results** presentation. Compare the two presentations to check your work. Then close the open presentations.
- ➤ Open the **PowerPoint_2-1b** presentation and do the following:
  - ☐ Immediately following the title slide (slide 1), insert a new slide with the default *Title and Content* layout.
  - ☐ Delete the blank slide from the end of the presentation.
  - ☐ After slide 7 (Falling Rates), insert a new slide with the *Winter Section Header* slide layout. In the title placeholder, enter **Winter Wonders**.

☐ Duplicate slide 6 (Water Conservation) and then move the duplicate to follow the *Winter Wonders* section opener slide.

☐ Display slide 4 (Grow Your Own Gardener). Change the slide layout from *Picture with Caption* to *Comparison*. Note the effect on the existing slide content.

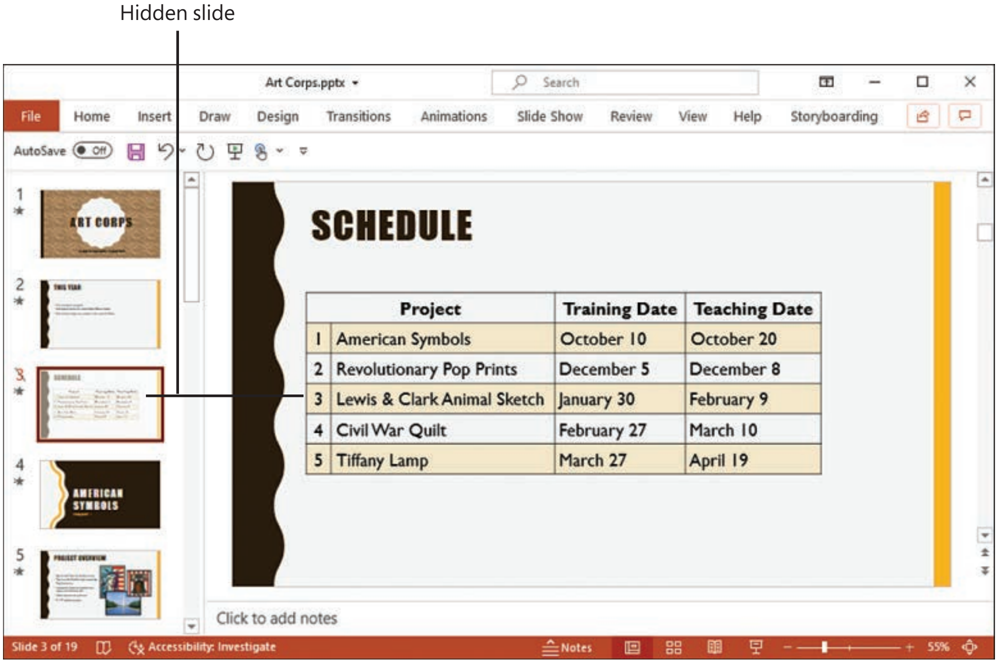
➤ Save the **PowerPoint_2-1b** presentation. Open the **PowerPoint_2-1b_results** presentation. Compare the two presentations to check your work. Then close the open presentations.

Objective 2.2: Modify slides

It is generally best practice within a presentation to display information using a consistent appearance and following a consistent flow. At times you might find it necessary to remove a slide from a presentation, to emphasize a slide by using a different background, or to include identifying information in the header or footer area of one or more slides, handouts, or notes pages.

Hide and unhide slides

If you decide not to include a slide when you deliver a presentation but you don't want to delete the slide entirely, you can hide the slide. Then PowerPoint will skip over that slide during delivery. Hidden slides are still visible in Normal view and Slide Sorter view, but they appear shaded and have a slash through the slide number.


Hidden slide
Art Corps.pptx
Search
File
Home
Insert
Draw
Design
Transitions
Animations
Slide Show
Review
View
Help
Storyboarding
AutoSave
Off
ART CORPS
THIS YEAR
SCHEDULE
AMERICAN SYMBOLS
PROJECT OVERVIEW
Click to add notes
Slide 3 of 19
Accessibility: Investigate
Notes
55%

SCHEDULE

	Project	Training Date	Teaching Date
1	American Symbols	October 10	October 20
2	Revolutionary Pop Prints	December 5	December 8
3	Lewis & Clark Animal Sketch	January 30	February 9
4	Civil War Quilt	February 27	March 10
5	Tiffany Lamp	March 27	April 19

Hidden slides remain in the presentation but aren't displayed in a slideshow

To hide or unhide slides

- ➜ Right-click a slide or selected slides, and then click **Hide Slide**.

Tip The Hide Slide command name stays the same regardless of whether a slide is hidden. When the selected slide is hidden, the command appears to be selected.

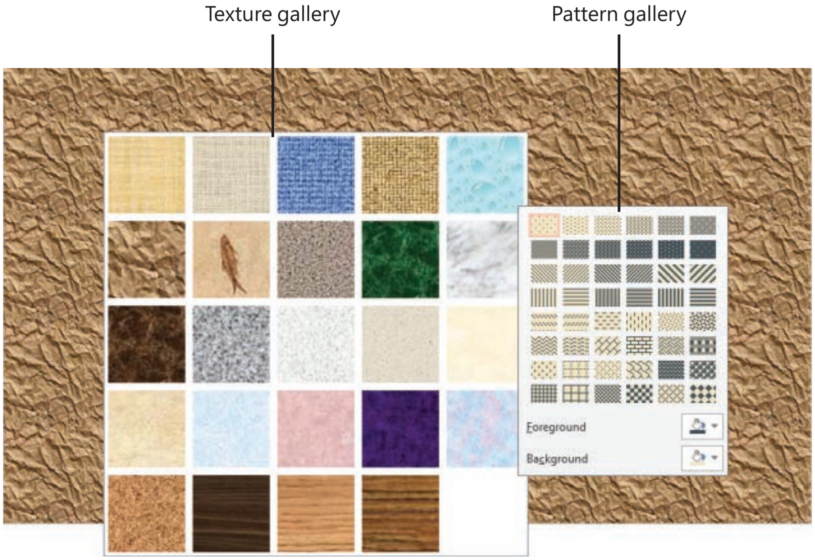
Modify individual slide backgrounds

You can customize the background of an individual slide by adding a solid color, a color gradient, a texture, or even a picture.

In the Format Background pane, you can specify the colors, texture, pattern, or picture that appear on the background of the current slide or slide master.

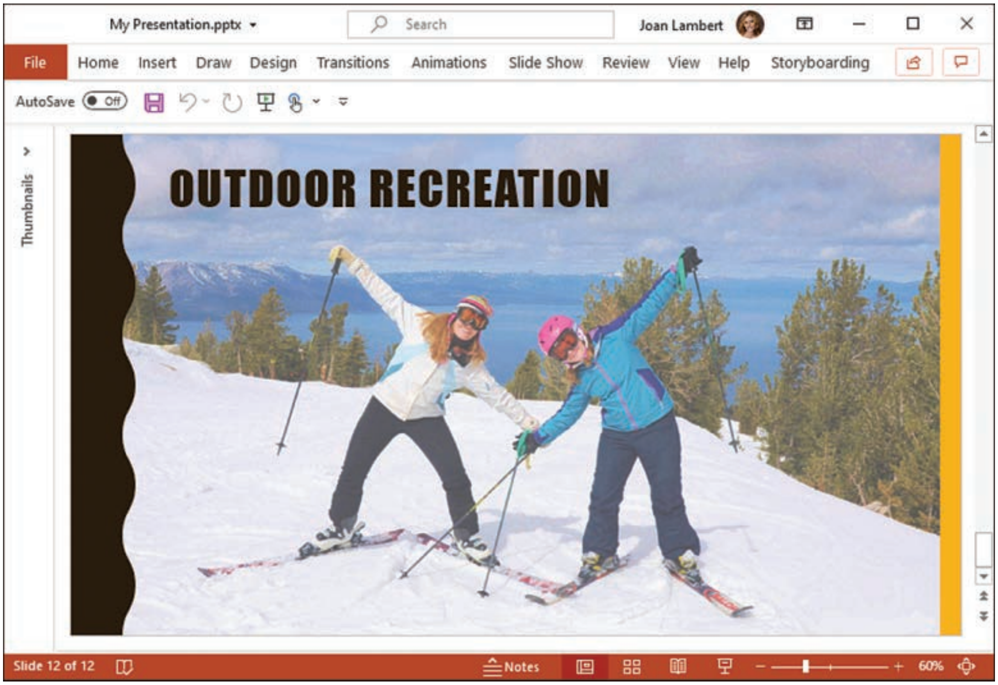
A solid or gradient color corresponding to the color scheme applied to the presentation can provide a simple yet elegant slide background.

You can configure a more complex slide background by selecting one of the 15 built-in textures or 48 patterns that can be customized with any two colors. Each texture is a small graphic that is tiled on the slide and designed to repeat gracefully, both horizontally and vertically.



The Paper Bag texture applied to a slide, and other texture and pattern options

If none of the textures meets your requirements, you can tile a picture of your own. You can customize a slide background even further by using a picture as the background. Because most pictures are too busy to support the inclusion of other content on the slide, these are often best used for title slides or other slides that do not have to support a lot of content.


My Presentation.pptx
Search
Joan Lambert
File
Home
Insert
Draw
Design
Transitions
Animations
Slide Show
Review
View
Help
Storyboarding
AutoSave
Off
Thumbnails
OUTDOOR RECREATION
Slide 12 of 12
Notes
60%

Picture backgrounds can convey additional information on slides without text

---

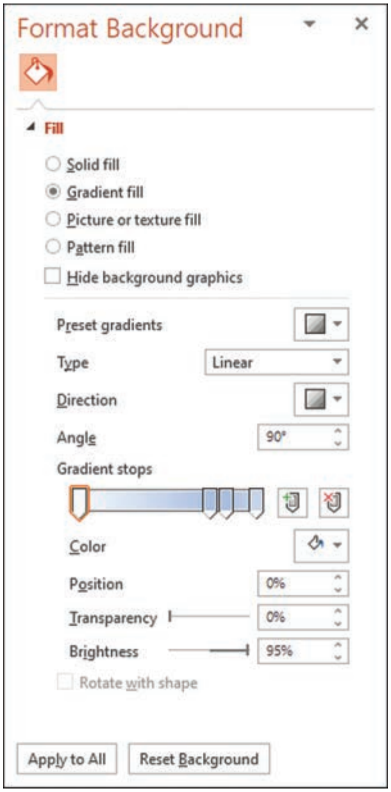
Tip If you want to add a watermark, such as the word *Draft* or *Confidential*, to the background of your slides, add the text to the background of the slide master.

To display the Format Background pane

- ➜ On the **Design** tab, in the **Customize** group, click the **Format Background** button.
- ➜ Right-click the slide, and then click **Format Background**.

To modify individual slide backgrounds

1. In Normal view or Slide Sorter view, select the slide or slides you want to modify.
2. Display the **Format Background** pane.



Format Background

Fill

○ Solid fill
● Gradient fill
○ Picture or texture fill
○ Pattern fill
☐ Hide background graphics

Preset gradients
Type: Linear
Direction
Angle: 90°
Gradient stops
Color
Position: 0%
Transparency: 0%
Brightness: 95%
☐ Rotate with shape

Slide backgrounds can be simple or complex

3. In the **Format Background** pane, do one of the following:
   - Click **Solid fill**, and then select the color and set the transparency.
   - Click **Gradient fill**, and then select the type, direction, angle, and gradient stop locations and colors. For each color, set the position, transparency, and brightness.
   - Click **Picture or texture fill**, and then select a local or online picture, or select a texture. Then set the transparency and, if appropriate, select the **Tile picture as texture** check box or set the offset, scale, alignment, or mirror type.
   - Click **Pattern fill**, and then select a pattern, foreground color, and background color.

4. If you want to remove the background graphics applied by the slide master, select the **Hide background graphics** check box.
5. If you want to apply the background settings to the slide master, click **Apply to All**.

Insert slide headers, footers, and page numbers

To ensure consistency across slides in a presentation, slide header and footer elements are usually managed on slide masters, notes masters, and handout masters. However, you can configure the display of information in slide footers, and in the headers and footers of speaker notes pages and handouts, without modifying the slide master.

The following table describes the information you can display in the slide footer. You have the option of configuring the footer for one slide, for all slides, or for all slides other than the title slide. The footer configuration applies to on-screen and printed slides.

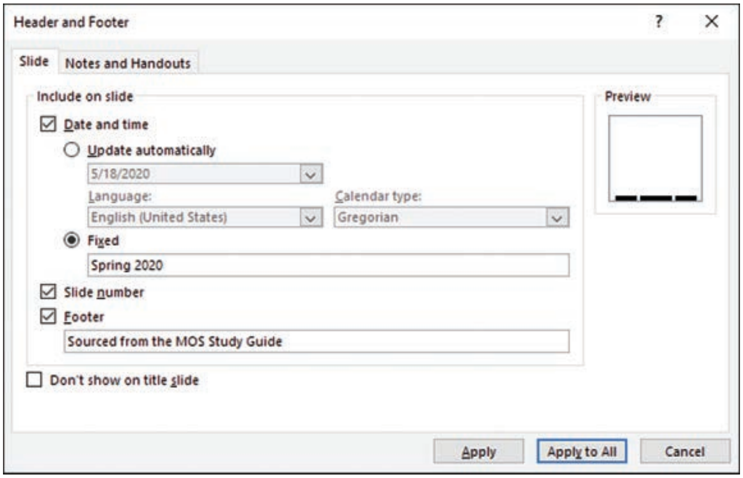
Location	Information
Left side	Static or dynamically updating date and/or time
Center	Text of your choice (approximately 50 characters per line up to 200 characters in the default space)
Right side	Slide number

The following table describes the information you can display on speaker notes pages and handouts. The header and footer configuration applies to the speaker notes pages and handouts for all slides in the presentation.

Area	Location	Information
Header	Left side	Text of your choice (approximately 35 characters per line up to 175 characters in the default space above the slide)
Header	Right side	Static or dynamically updating date and/or time
Footer	Left side	Text of your choice (approximately 35 characters per line extending up from the lower-left corner of the page)
Footer	Right side	Page number

To configure slide footer content

1. On the **Insert** tab, in the **Text** group, click **Header & Footer**.
2. On the **Slide** tab of the **Header and Footer** dialog box, select the check boxes for the elements you want to display. Options include **Date and time**, **Slide number**, and **Footer**.
3. If you select the **Date and time** check box, do either of the following:
    - Select the **Update automatically** option, and then select the date and time format you want from the list.
    - Select the **Fixed** option, and then enter the date and time you want to display.
4. If you select the **Footer** check box, enter the text that you want to display in the center footer section.
5. To suppress the footer elements on the title slide of the presentations, select the **Don't show on title slide** check box.



☑ Date and time

○ Update automatically

5/18/2020

Language: English (United States)

Calendar type: Gregorian

● Fixed

Spring 2020

☑ Slide number

☑ Footer

Sourced from the MOS Study Guide

☐ Don't show on title slide

Selecting an element outlines the corresponding location in the preview area

6. To save your changes, do either of the following:
    - To display the footer only on the current slide, click **Apply**.
    - To display the footer on all slides in the presentation, click **Apply to All**.

To configure notes page and handout header and footer content

1. On the **Insert** tab, in the **Text** group, click the **Header & Footer** button.
2. Click the **Notes and Handouts** tab.
3. Select the check boxes for the elements you want to display. Options include **Date and time**, **Page number**, **Header**, and **Footer**.
4. If you select the **Date and time** check box, do either of the following:
    - Select the **Update automatically** option, and then select the date and time format you want from the list.
    - Select the **Fixed** option, and then enter the date and time you want to display.
5. If you select the **Header** check box, enter the text that you want to display on the left side of the header.
6. If you select the **Footer** check box, enter the text that you want to display on the left side of the footer.
7. To save your changes, click **Apply to All**.

Objective 2.2 practice tasks

The practice file for these tasks is in the **MOSPowerPoint2019\Objective2** practice file folder. The folder also contains a result file that you can use to check your work.

- ➤ Open the **PowerPoint_2-2** presentation and do the following:
  - ☐ Hide the *Falling Rates* section opener (slide 6) and the blank slide that follows it (slide 7).
  - ☐ Format the background of only the title slide to display the *Water droplets* texture.
  - ☐ Configure the slide footer settings to display the footer text **My Presentation** and the slide number on all slides other than title slides. Then verify that the title slide and section openers don't display the footer content and the other slides do.
- ➤ Save the **PowerPoint_2-2** presentation. Open the **PowerPoint_2-2_results** presentation. Compare the two presentations to check your work. Then close the open presentations.

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