



Quick Reference

Standard Module - Presentation ©ICS Skills 2014 This guick reference is for Microsoft PowerPoint 2010 on Windows 7

PowerPoint 2010 Tabs





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1 Using the Application

- Working with Presentations 1.1
- Open a presentation application. 1.1.1
 - Click the Start button.
 - · Select All Programs. Click Microsoft PowerPoint 2010.
- Close a presentation application. 1.1.1
- On the File tab, click Exit.
- Open presentations. 1.1.1
 - On the File tab, click Open
 - · Select the presentation(s) to open and click Open.
- Close presentations. 1.1.1
- On the File tab, click Close. 1.1.2 Create a new presentation based on default template.
 - On the File tab. click New
 - A blank presentation is selected, click Create.

Save a presentation to a location on a 1.1.3

- drive. On the File tab, click Save.
- Create a file name and navigate to the
- location required.
- Click Save
- 1.1.3 Save a presentation under another name.
 - On the File tab, click Save · Enter a new file name over the existing file
 - name and navigate to the location required. Click Save.
- Save a presentation as another file type: 1.1.4 Rich Text Format, template, show, image file format, version number.
 - On the File tab, click Save As.
 - Click on the Save as type drop-down list
 - and click a file type.
 - Click Save.

1.1.5

- Switch between open presentations. On the View tab, in the Window group, click the Switch Windows button.
- Click the name of the presentation to switch
 - to.

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. . Choose built-in options such as the Help function within the application to enhance productivity.
- Understand different presentation views and when to use them, choose different slide layouts and designs.
- Enter, edit and format text in presentations. Recognize good practise in applying unique titles to slides.
- Choose, create and format charts to communicate information meaningfully.
- . Insert and edit pictures, images and drawn objects.
- . Apply animation and transition effects to presentations and check and correct presentation content before finally printing and giving presentations.

Keyboard Shortcuts

First Slide

Last Slide

General		Editing	
Open a presentation	Ctrl+O	Cut	Ctrl+X
Save a presentation	Ctrl+S	Сору	Ctrl+C
Print a presentation	Ctrl+P	Paste	Ctrl+V
Close a presentation	Ctrl+W	Bold	Ctrl+B
Undo	Ctrl+Z	Italics	Ctrl+I
Redo or Repeat	Ctrl+Y	Underline	Ctrl+U
Help	F1		
Switch between apps	Alt+Tab		
Navigation		Slide Show De	elivery
Previous slide Pa	age Up	End slide show	Esc
Next slide Pa	age Down	Toggle screen bla	ack <mark>B</mark>

Ctrl+Home

Ctrl+End

1.2 **Enhancing Productivity**

- Set user preferences in the application: 1.2.1 user name.
 - On the File tab, click Options.
 - On the General tab, enter a user name in the User name box.

Toggle screen white W

S

Pause show

Click OK.

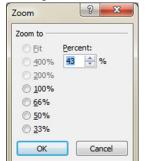
1.2.1 Set user preferences in the application: default folder to open and save files.

- · On the File tab, click Option
- · On the Save tab, enter a default file location in the Default file location box.
- Click OK

1.2.2 Use available Help functions. Click the Help button on the top right of the ribbon.

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Use magnification/zoom tools. 1.2.3



- 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.

Restore, minimize the ribbon. 1.2.4

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

2.1 **Presentation Views**

Understand the uses of different 2.1.1 presentation view modes.

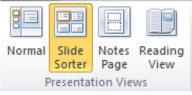


- Normal View is the main editing view to write and design a presentation. Slide Sorter View shows all slides in
- thumbnail form so they are easy to sort.
- Outline View displays all the text from the slides in a list for ease of reference and editing.
- Slide Show View uses the full computer screen and is used when presenting a slide show to an audience.

2.1.2 Recognize good practice in adding

slide titles.

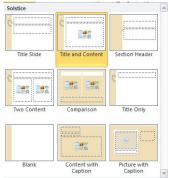
- Use a different title for each slide to highlight it in outline view, when navigating in slide show view.
- Change between presentation view modes: 2.1.3 normal view, slide sorter view, slide show view.



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

Slides 2.2

Choose a different built-in slide layout for 2.2.1 a slide.



On the Home tab, in the Slides group, click the Layout button. Click the slide layout required.

Apply an available design template to a 2.2.2 presentation.



- On the Design tab, in the Themes group, click the More Themes arrow.
 - Click the theme required.

Change background colour on specific 2.2.3 slide(s), all slides.

- On the Design tab, in the Background
- group, click the Background group arrow. On the Fill tab, ensure the Solid fill checkbox is checked.
- Click the Color button.
- Click the colour required.
- Click CI
- To apply the colour to all slides, click Apply
- Click Close.
- Add a new slide with a specific slide layout 2.2.4 like: title slide, chart and text, bulleted list, table/spreadsheet.
 - 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 in the Slides tab. 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.
- Move slides within the presentation, between 2.2.5 open presentations.
 - Select the slide to move in the Slides tab.
 - 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 tab. Press the Delete key.
- 2.3 Master Slide
- Insert a graphical object (picture, image) into 2.3.1 a master slide.



Master Views

- On the View tab, in the Master Views group, click the Slide Master button.
- On the Insert tab, in the Images group, click
- the Picture or Photo Album button.
- Navigate to the object to insert.
- · Click Open or Insert.
- 2.3.1 Insert a graphical object (drawn object) into a master slide.
 - On the View tab, in the Master Views group, click the Slide Master button.
 - 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.

Remove a graphical object from a master 2.3.1

- slide. On the View tab, in the Master Views group,
 - click the Slide Master button. Click the picture or image to remove.
 - Press the Delete key.

- 2.3.2 Enter text into footer of specific slides, all slides in a presentation.
 - On the Insert tab, in the Text group, click the Header & Footer button.
 - Check the Footer checkbox.
 - Enter the text required in the Footer box. Click Apply or Apply to All.
- Apply automatic slide numbering into 2.3.3 footer of specific slides, all slides in a presentation.
 - On the Insert tab, in the Text group, click the Header & Footer button.
 - Check the Slide number checkbox.
 - Click Apply or Apply to All
- 2.3.3 Apply automatically updated date into footer of specific slides, all slides in a presentation.
 - On the Insert tab, in the Text group, click the Header & Footer button.
 - Check the Date and Time checkbox.
 - Ensure the Update automatically check
 - box is checked. Click Apply or Apply to All.
- Apply non-updating date into footer of 2.3.3
 - specific slides, all slides in a presentation. On the Insert tab, in the Text group, click the Header & Footer button.

 - Check the Date and Time checkbox. Check the Fixed checkbox.
 - Enter the date required in the Fixed box.
 - Click Apply or Apply to All.

3 Text

3.1.4

3.1.5 Delete text.

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3.2

3.2.1

3.1 Handling Text

- Recognize good practice in creating slide 3.1.1 content.
 - Use short concise phrases
 - Use bullet points
 - Use numbered lists

Enter text into a placeholder in standard, 3.1.2 outline view.

- In standard view, click the placeholder required on the slide 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.
- Edit text in a presentation. 3.1.3

Select the text and edit as required. Copy text within, between presentations.

On the Home tab, in the Clipboard

On the Home tab, in the Clipboard

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

On the Home tab, in the Clipboard

group, click the Paste button.

Select the text to delete.

Use the undo, redo command.

Change text formatting: font sizes.

Gill Sans MT (Bod - 28 - A A A

B I U S abe AV ∧ Aa ∧ A

On the Home tab, in the Font group,

Click a size from the list or enter a size

Font

Select the text to format.

click the Font Size arrow.

into the Font Size box.

Press the Delete key.

On the Quick Acc

Undo or Redo buttons. Formatting

group, click the Paste button.

3.1.4 Move text within, between presentations.

Select the text to move.

group, click the Copy button. Click a new location within the presenta-

tion or within another open presentation.

Click a new location within the presenta-

tion or within another open presentation.

s Toolbar, click the

Select the text to copy.

3.2.1 Change text formatting: font types.

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

Apply text formatting: bold, italic, 3.2.2

- 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 Underlin
- button To shadow the text, on the Home tab, in the Font group, click the Text Shadow button.

Apply different colours to text. 3.2.3

- 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.

Sentence case.

lowercase UPPERCASE

Capitalize Each Word

tOGGLE cASE

- 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 sen-
- tence, click Sentence case To make all letters lowercase, click
- lowercase. To capitalise all of the letters, click
- 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 Text Left. Centre or Align Text Right button.

3.3 Lists

- Indent bulleted text. 3.3.1
 - Select the text to indent.
 - On the Home tab, in the Paragraph group, click the Increase List Level button.

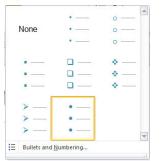
Remove indent from bulleted text. 3.3.1

- Select the text to remove indentation from.
 - On the Home tab, in the Paragraph group, click the Decrease List Level button.

Adjust line spacing before and after 332 bulleted, numbered lists.

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

Switch between the different standard 3.3.3 bullet, number styles in a list.



- · Select the bulleted or numbered list to change. On the Home tab, in the Paragraph group,
 - click the Bullets or Numbering arrow. Click the bullet or numbering style required.

3.4 Table

- Enter, edit text in a table slide. 3.4.1
 - · Click any cell in the table and enter or edit text as required.
- Select rows, columns, entire table. 342
 - · Click any cell in the table. • On the Layout tab, in the Table group, click the ct arrow.
 - · Click the Select Row, Select Column or Select Table button.

Insert rows. 3.4.3

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

3.4.3 Insert columns.

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

3.4.3 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.

Modify column width. 3.4.4

- Select the column to modify.
 - On the Layout tab, in the Cell Size group, enter the width required in the Table Column Width box

Modify row height. 3.4.4

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

4 Charts

4.1 Using Charts

Input data to create built-in charts in a 4.1.1

- 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.

Select a chart.

Click the chart.

4.1.2

4.1.4

Change the chart type. 4.1.3

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

4.1.4 Add a chart title.

- Select the chart.
 - · On the Layout tab, in the Labels group, click the Chart Title arrow. Click Centered Overlay Title or Above Chart.

 - · Enter the title in the text box that opens on the chart.

Remove a chart title.

Select the chart title. Press the Delete key.

Edit a chart title. 4.1.4

· Select the chart title and edit text as required.

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

Select the chart.

- On the Layout tab, in the Labels group, click
- the Data Labels button. Click Center, Inside End, Inside Base or Outside End.

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.

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

Create an organization chart with a

labelled hierarchy by using a built-in

.

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On the Insert tab, in the Illustrations

Click Hierarchy, then click the Organiza-tion Chart button.

韋 Right to Left 🛛 🖧 Layout 🕶

group, click the SmartArt button.

Change the hierarchical structure of an

Create Graphic

On the Design tab, in the Create Graph-

ic group, click the Demote, Promote or

Click the outside of the shape to add

ic group, click the Add Shape arrow. Click Add Shape After or Add Shape

Click the outside of the co-worker or

On the Design tab, in the Create Graph-

the co-worker or sub-ordinate to.

Remove co-workers, subordinates in an

Insert a graphical object (picture, image,

Insert a graphical object (drawn object)

group, click the Shapes button.

Click the picture, image, or drawn

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

On the Home tab, in the Clipboard

group, click the Paste button.

Move graphical objects, charts within

· 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 presen-

tation or within another open presenta-

the presentation, between open

Copy graphical objects, charts within

the presentation, between open

Click the shape to insert.

On the Insert tab, in the Illustrations

Click the slide and the shape selected

On the Insert tab, in the Images group, click the Picture or Photo Album button. Navigate to the object to insert.

Select the shape to change.

Add co-workers, subordinates in an

OK Cano

↑ Move Up

Move Down

Click a colour.

organization chart feature.

Organisation Charts

Click OK.

organization chart.

Text Pane

🎦 Add Shape 🝷 🖨 Promote

📰 Add Bullet 🛛 🌳 Demote

Right to Left button.

Below as required.

sub-ordinate shape.

· Press the Delete key.

5 Graphical Objects

drawn object) into a slide.

Click Open or Insert.

organization chart.

organization chart.

Insert, Manipulate

into a slide.

is inserted.

obiect.

presentations.

presentations.

presentation.

Select a graphical object.

42

4.2.1

4.2.2

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423

5.1

5.1.1

511

5.1.2

5.1.3

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.

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

Resize graphical objects, charts in a 5.1.4 presentation.

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

5.1.4 Delete graphical objects, charts in a presentation.

- Select the object or chart to delete.
- Press the Delete key.

Rotate, flip a graphical object.

- Rotate Right 90°
- 12 Rotate Left 90°
- 4 Flip Vertical

Flip <u>H</u>orizontal 4

More Rotation Options...

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

Align a graphical object relative to a slide: 5.1.6 left, centre, right, top, bottom.

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

5.2 Drawing

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

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 the colour required.

5.2.3 Change drawn object line weight.

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

Change drawn object line style. 5.2.3

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

Change arrow start style, arrow finish 5.2.4 style.

- Select the arrow. On the Format tab, in the Shape Styles
- group, click the Shape Outline button.
- Click Arrows then click More Arrows. Click the Begin Type button and click the style required.
- Click the End Type and click the style required.
- Click Close.

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.

6.2.2 Change slide setup, slide orientation to

· Click Portrait or Landscape.

On the Design tab, in Page Setup

On the Design tab, in Page Setup group, click the Page Setup button.

Print entire presentation, specific slides.

To print the entire presentation, under

· To print specific slides, under Settings,

Print handouts, notes pages, outline view

enter the slide numbers required in the

BE Slide

On the File tab, click Print

tes Pa

2 Slid

• On the File tab, click Print.

Print a number of copies of a

On the File tab, click Print.

number of copies to print.

• In the Copies box, click or enter the

Start a slide show from first slide, from

Navigate to next slide, previous slide,

specified slide during a slide show.

For more information,

visit: www.ecdl.ora

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

During the slide show, right-click and

and click on the slide number required.

click Next, Previous, or Go to Slide,

click Notes Pages or Outline.

Under Settings, click Full Page Slides.

Click format required from Handouts or

Settings, click Print All Slides

Click a paper size in the Slides sized

group, click the Slide Orientation but-

portrait, landscape.

Change paper size.

for box.

Click OK.

Slides box.

Click Print.

of slides.

Print Layou

1 Slid

4 Slides Vertical Erame Slides

Print Co

6.2.3

6.2.4

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Scale to Fit Paper High Quality

Click Print.

Click Print

presentation.

current slide.

A Slider H

ton.

6.2.2

6.2.3

6.2.3

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.

Bring a drawn object one level forward, one 5.2.7 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 transition effects between slides.

Subtle								
None	Cut	Fade	Push	Wipe	o o Split	Reveal	Random Bars	Shap
Uncover	Cover	Flash						
Exciting								
		404	2				25	1
Dissolve	Checkerboard	Blinds	Clock	Ripple	Honeycomb	Gitter	Vortex	Shre
		4						
Switch	Flip	Gallery	Cube	Doors	Box	Zoom		
Dynamic Cor	ntent							
Pan	Ferris Wheel	Conveyor	Rotate	Window	Orbit	Elv Through		

- 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 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.
- 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.

Select appropriate output format for slide 6.1.4 presentation like: overhead, handout, on-

screen show.

- On the Design tab, in the Page Setup group, click the Page Setup button.
- Click the output required in the Slides sized
- for box.

6.1.5 Hide, show slides.

- 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.

6.2 **Check and Deliver**

- Spell check a presentation and make 6.2.1 changes like: correcting spelling errors,
 - 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
 - When a repeated word is found, click Delete.