Microsoft PowerPoint 2010 - Level 1

8 – Slide show navigation

CORPORATE LEARNING & DEVELOPMENT

SLIDE SHOW NAVIGATION

INFOCUS

Before presenting your show, you should always review it to ensure you have included all content and that the slides will display in the correct order. The ideal view for checking your presentation is *Slide Sorter view*. From here it is easy to add and modify slides, change slide order, add notes, add slide numbers and so on.

Once you're happy with your presentation, PowerPoint provides you with many options for navigating the slides during a slide show. You can even insert links in slides to let you navigate to hidden slides, supporting and source documents, web pages and more as necessary.

In this booklet we will show you how to:

- ✓ use *Slide Sorter* view
- ✓ reuse slides from other presentations
- ✓ add sections to a presentation
- ✓ add speaker notes to your slides
- ✓ add and remove slide numbers
- ✓ gain an understanding of hyperlinks
- ✓ create a hyperlink to a slide in the presentation
- ✓ create a hyperlink to another presentation
- ✓ create a hyperlink to another application
- ✓ gain an understanding of the keyboard shortcuts you can use during a slide show
- ✓ present a slide show.

USING SLIDE SORTER VIEW

If you ever need an overview of your presentation – such as when you are ready to review the presentation – *Slide Sorter view* is the perfect way to see it.

Each slide is represented by a thumbnail in the view, and it is here that you can move slides around, duplicate and delete them, and even insert new ones.

Try This Yourself:

Open File

Before starting this exercise you MUST open the file P812 Navigation_1.pptx...

1 Click on the *View* tab then click on *Slide Sorter* 🔲 in the *Presentation Views* group to display the slides as large thumbnails

Let's replace Slide 13 with a copy of the title slide...

2 Click on *Slide 13* and press [Del] to delete it

3 Click on *Slide 1*, hold down [Ctrl] and drag the slide to immediately after *Slide 12*

Now the presentation finishes with a copy of the edited title slide rather than the original title slide.

Let's assume the attendees only want to see the Current Usage chart (Slide7) and not the underlying data (Slide 8) during a show…

4 Right-click on *Slide 8* and select **Hide Slide**

A box will surround the slide number, and the slide will not appear during the show unless you specifically go to it

1

3

4
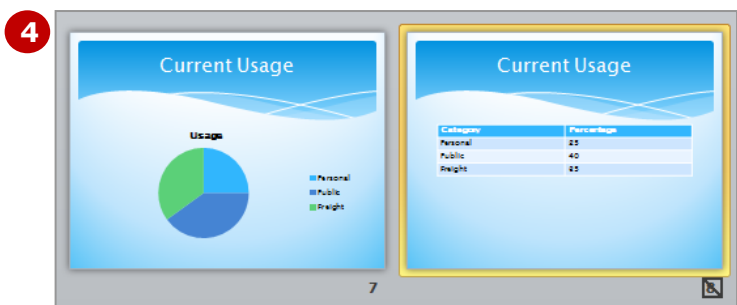
For Your Reference…

To display *Slide Sorter view*:
1. Click on *Slide Sorter* 🔲 in the *Presentation Views* group on the *View* tab
   or
1. Click on *Slide Sorter* 🔲 in the status bar

Handy to Know…

- If you see anything that needs modifying on a slide in *Slide Sorter* view, you can quickly open the slide in *Normal* view by double-clicking on its thumbnail and then making the changes as required.


REUSING SLIDES

You can quickly and easily insert slides into your current presentation from other PowerPoint files. This is a particularly useful timesaver in instances where information is the same or similar to slides that you have previously created. If you are using **SharePoint Server**, you can also access a **Slide Library** of shared slides that you can add to your presentations. You can contribute slides too.

Try This Yourself:

Same File

Continue using the previous file or open the file P812 Navigation_2.pptx...

1 Ensure you are working in **Slide Sorter** view and then click on **Slide 11**

Let's insert a slide between Slides 11 and 12...

2 Click on the **Home** tab, then click on the bottom half of **New Slide** and select **Reuse Slides** to open the **Reuse Slides** task pane

3 Click on **[Browse]**, select **Browse File** to open the **Browse** dialog box, then navigate to the **Course Files for PowerPoint 2010** folder

4 Double-click on **P812 Navigation_3.pptx**

The slides in the presentation (which in our case is only one) will display in the Reuse Slides task pane...

5 Hover over the slide icon to see a preview of its contents

6 Click on the icon to insert it immediately after **Slide 11**, then click on **close** to close the task pane

Notice that the new slide's theme now matches the other slides
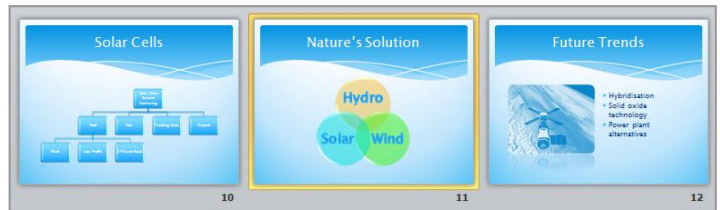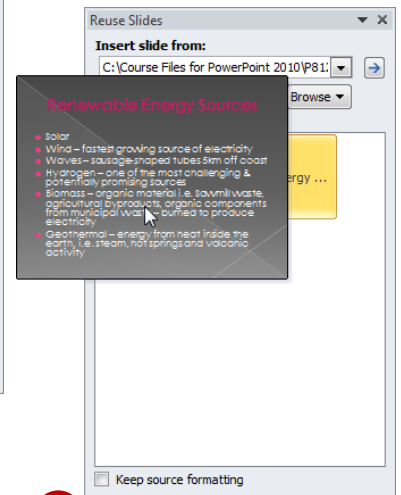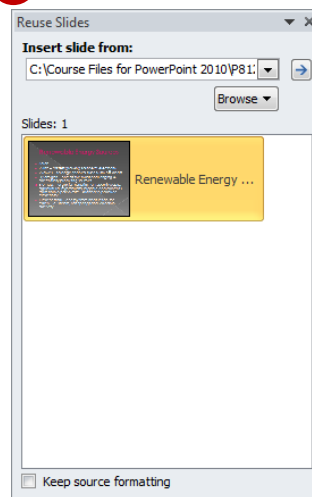
For Your Reference...

To **reuse slides**:
1. Click on the slide after which the slides are to be inserted
2. Click on the bottom half of **New Slide** on the **Home** tab and select **Reuse Slides**
3. Browse to the file and click on the slides

Handy to Know...

- If you right-click on a slide in the **Reuse Slides** task pane, you can choose to insert the currently-selected slide or all slides. If you want to retain the original formatting for the inserted slides, click on **Keep source formatting** before inserting the slides.

ADDING SECTIONS

You can insert one or more *sections* into a presentation to help you organise the slides into logical groupings. You can do this in *Normal* or *Slide Sorter* view. As well as visually grouping your slides, you can use sections as a means of organising your presentation. For instance, you can change the order of the sections in a presentation (including their slides) by moving them up or down.

Try This Yourself:

Same File

Continue using the previous file or open the file P812 Navigation_4.pptx...

1. Ensure you are working in *Slide Sorter* view, then click on *Slide 3*

   Let's add a section between slides 2 and 3…

2. Click on *Section* in the *Slides* group on the *Home* tab and select *Add Section*

   A new Untitled Section will be inserted prior to slide 3. All slides from Slide 3 will be included in the new section. A Default Section will also be added before slide 1…

3. Right-click on *Untitled Section* and select *Rename Section* to open the *Rename Section* dialog box

4. Type *Current Solutions* and click on *[Rename]*

   Let's add another section…

5. Right-click between *Slides 8* and *9* and select *Add Section*

6. Repeat steps *3* and *4* to rename the new section as *Renewable Solutions*
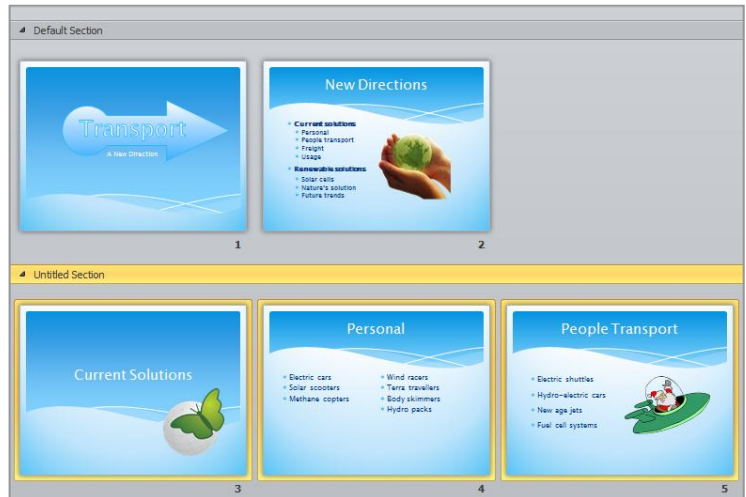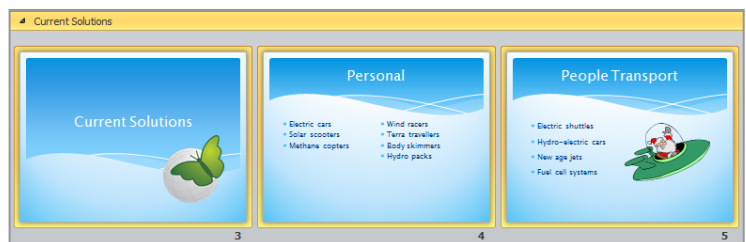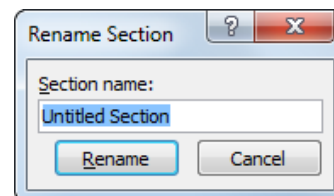
For Your Reference...

To *add* a *section* before a slide:

1. Click on the slide thumbnail
2. Click on *Section* in the *Slides* group on the *Home* tab
3. Select *Add Section*
4. Right-click on *Untitled Section* and select *Rename Section*

Handy to Know...

- To remove a section, right-click on its name and select *Remove Section*. Select *Remove Section & Slides* to delete the slides as well as the section.
- To move a section and its slides up or down in the presentation, right-click on its name and select *Move Section Up*/*Down*.

ADDING NOTES TO YOUR SLIDES

It is quite understandable that while you are reviewing your presentation you may think of additional notes to add to the slides. This might include information that supports and further explains the content.

You can add speaker notes either in the *Notes* pane at the bottom of *Normal* view or in *Notes Page* view which shows how the notes pages will appear if you print them.
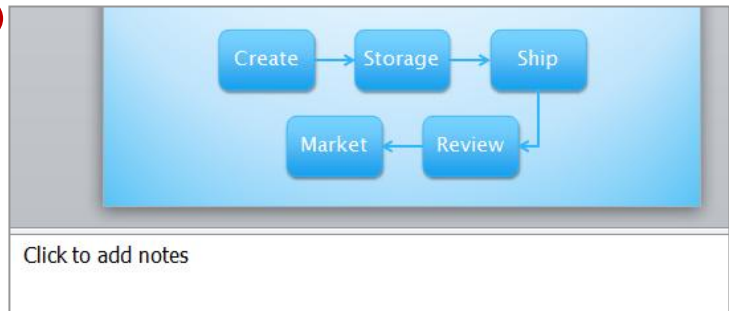
Try This Yourself:

Same File

Continue using the previous file or open the file P812 Navigation_5.pptx...

1 Double-click on the thumbnail for *Slide 6* titled *Freight*

The slide will appear in Normal view. Notice the Notes pane at the bottom of the window...

2 Click in the *Notes* pane and type the text as shown

3 Click on the *View* tab, then click on *Notes Page* 🖼 in the *Presentation Views* group to change the view to *Notes Page* view

The same note appears. Let's edit it...

4 Click before the full stop and type **, via the underground rail without the need for human supervision** then click away from the text to see the result
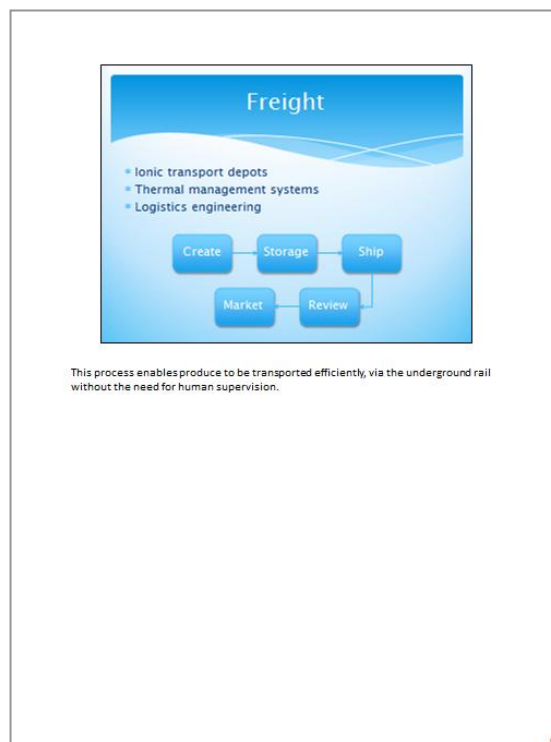
5 Save the presentation

①

Create → Storage → Ship
Market ← Review

Click to add notes

②

This process enables produce to be transported efficiently.

④

Freight

- Ionic transport depots
- Thermal management systems
- Logistics engineering

Create   Storage   Ship
Market   Review

This process enables produce to be transported efficiently, via the underground rail without the need for human supervision.

6

For Your Reference...

To **add speaker notes** to a selected slide:
1. Type the text in the **Notes** pane in **Normal** view
   or
   Click on **Notes Page** 🖼 in the **Presentation Views** group on the **View** tab and type the text

Handy to Know...

- You can insert drawings, pictures and so on in your notes in **Notes Page** view, but not in **Normal** view.
- You can format notes in much the same way as any other text in PowerPoint.

SLIDE NUMBERS

If you are presenting a show in person it is likely that you wouldn't want slide numbers on the slides. They may detract from the overall appearance of the slides or simply distract the audience. As a result of this,

PowerPoint doesn't display them by default. On the contrary, however, page numbers will print by default if you print the slides as either notes pages or handouts.

Try This Yourself:

Same File

Continue using the previous file or open the file P812 Navigation_6.pptx...

1 Ensure the presentation appears in **Notes Page** view – notice that the slide number is visible in the lower right corner

2 Click on **Normal** 🔲 in the **Presentation Views** group to change to **Normal** view – notice that a slide number does not appear in the lower right corner

Let's see how you control the slide numbers...

3 Click on the **Insert** tab, then click on the slide in the Slide window and click on **Slide Number** 🔳 in the **Text** group to open the **Slide** tab of the **Header and Footer** dialog box

4 Click on **Slide number** and click on **[Apply]** to insert the slide number into the current slide

5 Repeat step **3** to re-open the **Header and Footer** dialog box, click on **Slide number** to remove the tick, then click on the **Notes and Handouts** tab – notice that **Page number** is ticked by default

6 Click on **[Apply to All]** to remove the slide number from the single slide and retain the page numbers
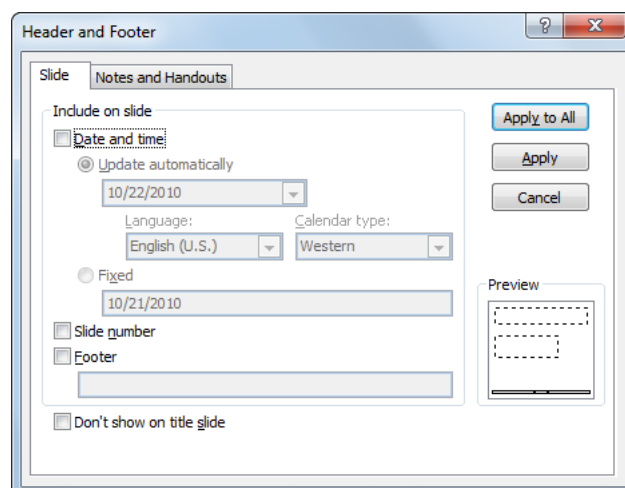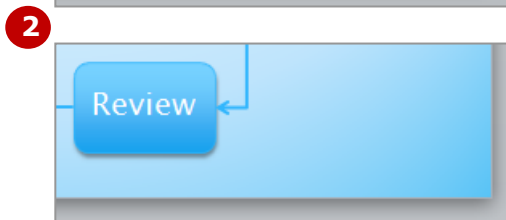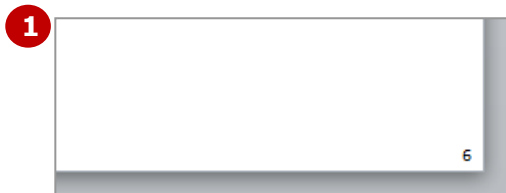
For Your Reference…

To add/remove **slide numbers**:
1. Click on **Slide Number** 🔳 in the **Text** group on the **Insert** tab
2. Click on the **Slide** tab and change **Slide number** or click on the **Notes and Handouts** tab and change **Page number**

Handy to Know…

- As a rule of thumb, use slide numbers when printing a presentation or for kiosk shows, and omit them for presenter-led shows.
- **[Apply to All]** will change all slides in the presentation, while **[Apply]** will change only the current slide.

ABOUT HYPERLINKS

A *hyperlink* is a connection from one slide to another slide in the same presentation (such as a custom show), a slide in another presentation, a web page or a file. You can create a hyperlink from a word or object such as a shape or WordArt. There are four connection types which you create using the *Insert Hyperlink* dialog box and these are described below.
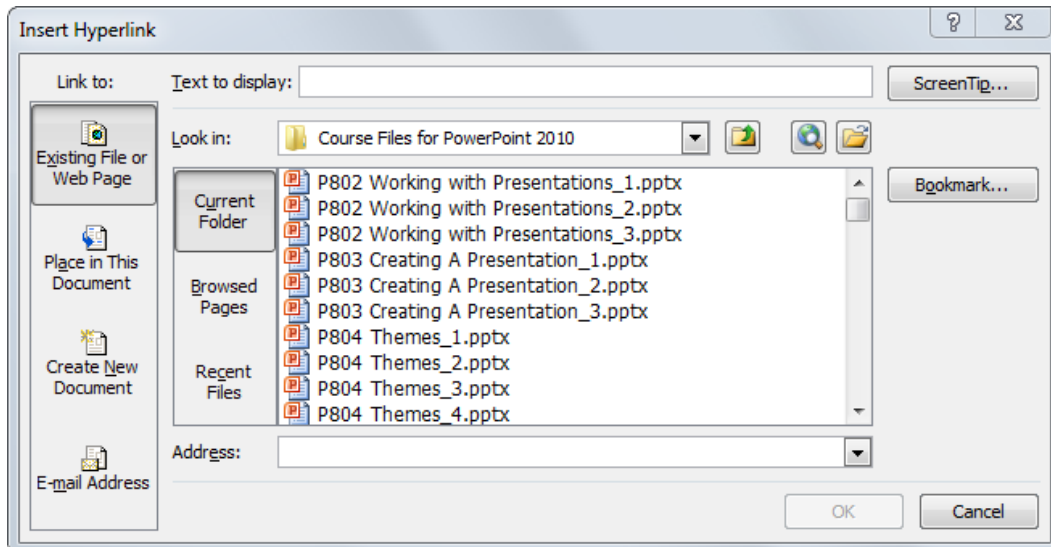

The Link To Options
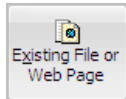
The *Existing File or Web Page* option lets you create a link to another PowerPoint presentation, file or web page. For example, you can link to Microsoft Office Word documents for reports or to Microsoft Office Excel spreadsheets for detailed data. By clicking on **[Bookmark]**, you can even link directly to a specific slide in another presentation.
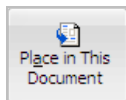
The *Place in This Document* option lets you create a link to a slide in the same presentation or to a group of slides in the current document, which is known as a *custom show*. This is a good way of maintaining access to hidden slides or for providing a means to bypass slides if you want to use the same presentation for different audiences.
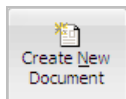
The *Create New Document* option will create a new presentation at the same time as creating a link to it. It is then up to you whether or not you will edit the new presentation as soon as you have created it or in the future.
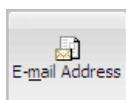
The *E-mail Address* option lets you create a link to an email address. To do this, you simply nominate the email address and specify a subject, and PowerPoint will take care of the rest. This is good for interactive shows but it relies on the audience having email software on their computer.

CREATING AN INTERNAL HYPERLINK

An internal hyperlink is a link from text or an object on one slide to another slide in the same presentation. For example, you may be able to shorten your presentation by hiding non-essential slides, but what if the audience wants to see the hidden slides? A hyperlink to a hidden slide means that you can display the slide only if you need to – otherwise, it will remain unseen.

Try This Yourself:

Same File

Continue using the previous file or open the file P812 Navigation_7.pptx...

1 Display **Slide 7** titled **Current Usage** and ensure that it appears in **Normal** view

Let's create a link to the hidden slide – Slide 8…

2 Click on the **Insert** tab, then click on **Text Box** 🔳 in the **Text** group and draw a box below the chart as shown

3 Type **Data** in the text box, then double-click on it to select the word – this will force **Data** to appear in **Text to display** in the **Insert Hyperlink** dialog box

4 Click on the **Insert** tab, click on **Hyperlink** 🔗 in the **Links** group to open the **Insert Hyperlink** dialog box, then click on **Place in This Document** under **Link to**

5 Click on **(8) Current Usage**

The brackets indicate that the slide is hidden…

6 Click on **[OK]** to create the hyperlink, then click away to see the result

The hyperlink will appear with an underline
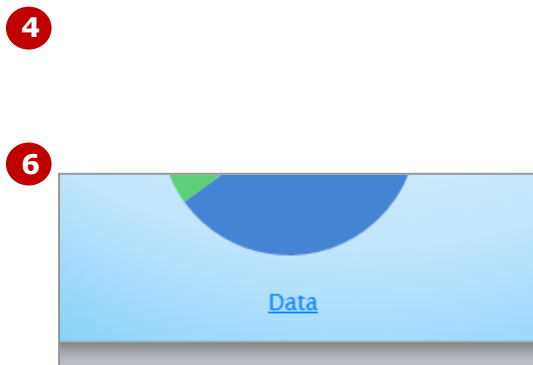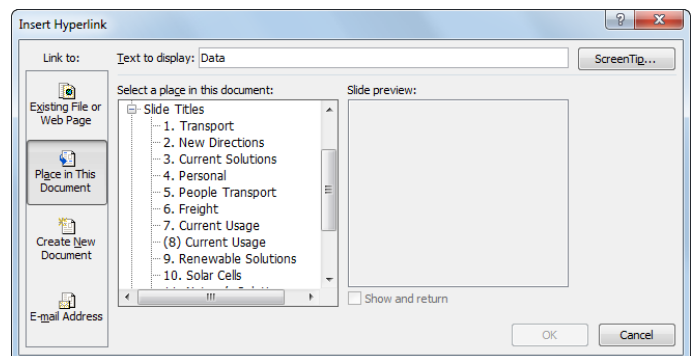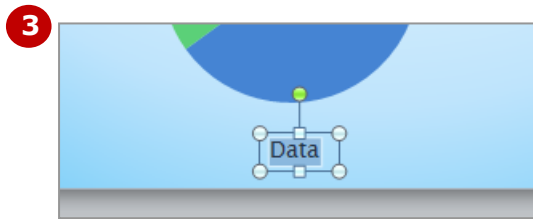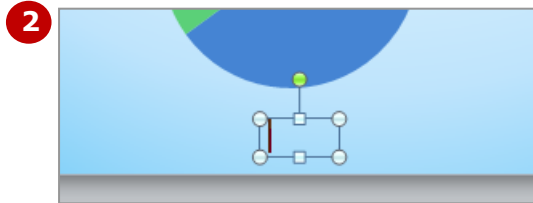
For Your Reference...

To **create internal hyperlinks**:
1. Select the object or word to be linked
2. Click on **Hyperlink** 🔗 in the **Links** group on the **Insert** tab
3. Click on **Place in This Document**
4. Click on the slide, then click on **[OK]**

Handy to Know...

- You can even specify the screen tip that will appear when you hover over the hyperlink. Click on **[ScreenTip]** in the **Insert Hyperlink** or **Edit Hyperlink** dialog box and add the text you want to display.

CREATING A HYPERLINK TO ANOTHER PRESENTATION

As well as being able to create a link to a slide in the same presentation, you can also create a hyperlink to a slide in another presentation. If the presentation to which you are linking uses the same theme settings as the first presentation, the transition between presentations during a show will be seamless.

Try This Yourself:

Same File

Continue using the previous file or open P812 Navigation_8.pptx...

1 Display **Slide 11** titled **Nature's Solution**

Let's link to the slide in P812 Navigation_3.pptx. We can then delete Slide 12...

2 Click on the **Insert** tab, draw a **Right Arrow** shape near the bottom right corner of the slide and type **Details** as shown

3 Click on the arrow, click on **Hyperlink** 🔗 in the **Links** group to open the **Insert Hyperlink** dialog box, then click on **Existing File or Web Page**
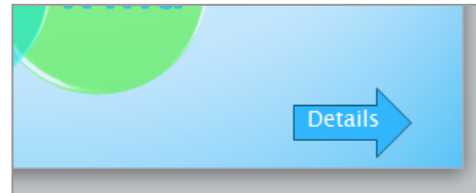
4 Click on **P812 Navigation_3.pptx**, then click on **[Bookmark]** to open the **Select Place in Document** box

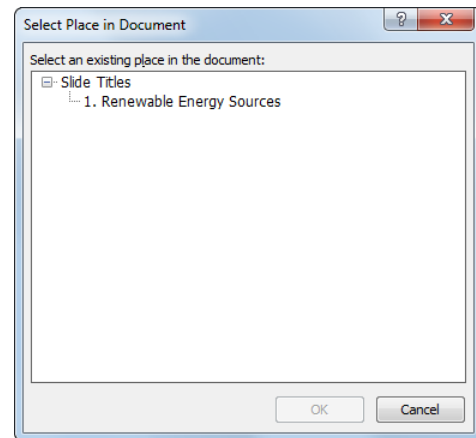**5** Click on **1. Renewable Energy Sources** and click on **[OK]** – notice the **Address**

6 Click on **[OK]** to create the hyperlink, then click away to see the result

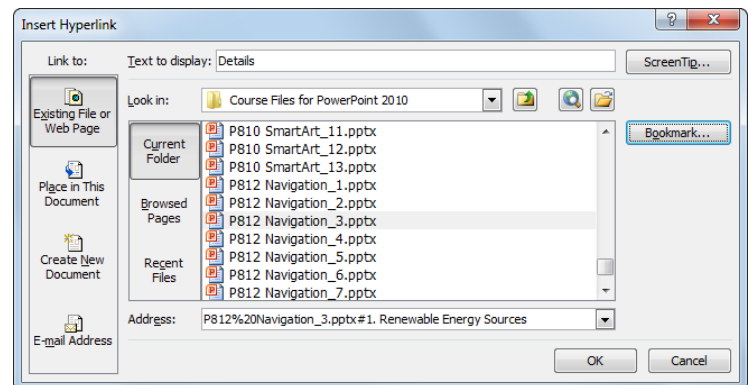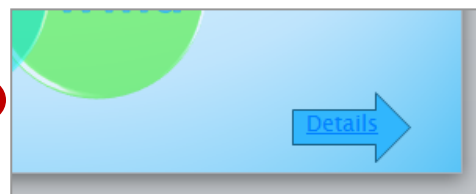**7** Click on **Slide 12** in the Slides pane and press `Del`

For Your Reference…

To **link** to a slide in a **different presentation**:

1. Select the object or word to be linked
2. Click on **Hyperlink** 🔗 on the **Insert** tab
3. Click on **Existing File or Web Page**
4. Click on the file then click on **[Bookmark]**
5. Click on the slide, then click on **[OK]**

Handy to Know…

- If the presentation to which you are linking comprises more than one slide, you can only select one slide from the list as the hyperlink destination.

- You cannot use a SmartArt graphic as a hyperlink, but you can create hyperlinks on their text labels.

CREATING A HYPERLINK TO ANOTHER APPLICATION

Often a presentation is a summary of information gathered from other documents. These supporting documents may have been created in Microsoft Word, Excel or Access, or they may be PDF files which can be created from many applications. *Hyperlinks* can be used to provide links between the data on your slides and the supporting documents in other applications.

Try This Yourself:

Same File

Continue using the previous file or open P812 Navigation_9.pptx...

1 Display **Slide 8** titled **Current Usage**

Often people who are interested in data want to dig or 'drill' down further. Let's create a hyperlink to the original spreadsheet in Microsoft Excel…

2 Click on the **Insert** tab, draw a **Text Box** towards the bottom centre of the slide and type **Details** as shown

3 Double-click on **Details**, then click on **Hyperlink** 🖼 on the **Insert** tab to open the **Insert Hyperlink** dialog box
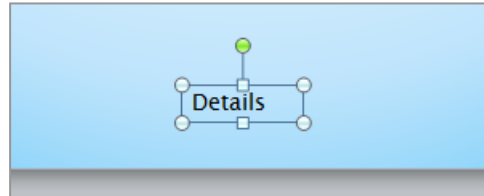
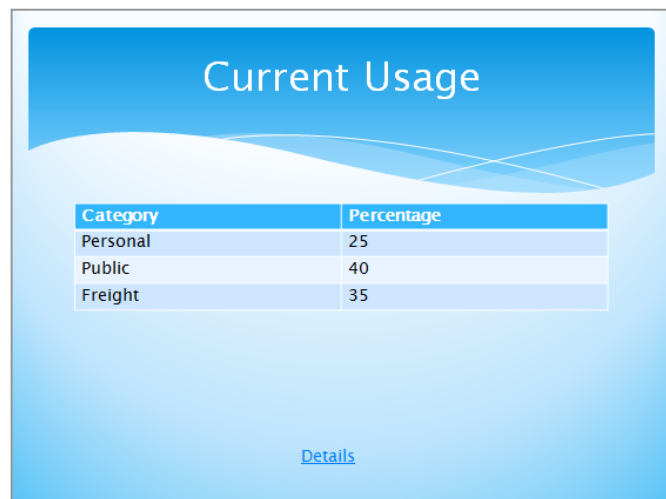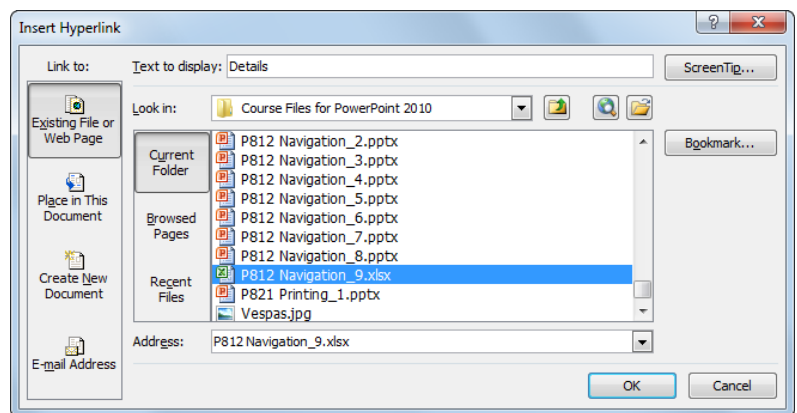**4** Click on **Existing File or Web Page**, then click on **P812 Navigation_10.xlsx**

5 Click on **[OK]** to create the link then click away to view the result

2

4

5

For Your Reference…

To create a *hyperlink* to *another application*:

1. Select the object or word to be linked
2. Click on **Hyperlink** 🖼 on the **Insert** tab
3. Click on **Existing File or Web Page**
4. Click on the file
5. Click on **[OK]**

Handy to Know…

- If you want to create a hyperlink to a page or file on the web, select **Existing File or Web Page** in the **Insert Hyperlink** dialog box, click on **Browse the Web** 🔍, search for the desired page or file in the browser, then close the browser. Click on **[Browsed Pages]**, click on the page and click on **[OK]**.

KEYBOARD SHORTCUTS FOR NAVIGATING SLIDE SHOWS

PowerPoint provides you with numerous keyboard shortcuts that can help make your life easier while presenting a slide show – even if you have set up the slides to automatically advance after a specified time. These shortcuts are detailed below.

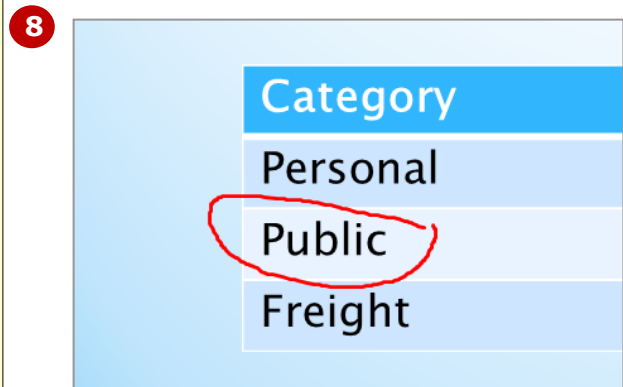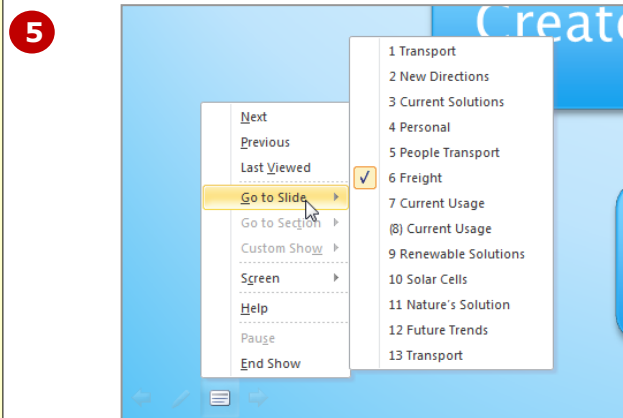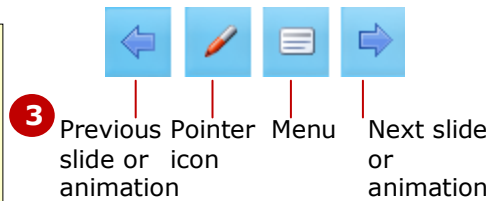| To...	Press...
Start a presentation from the beginning	`F5`
End a presentation	`Esc`
Stop or restart an automatic presentation	`S` or `+`
Perform the next animation or advance to the next slide	`N` or `Enter` or `Pg Dn` or `Space` or `→` or `↓` or left-click
Go to the next slide, if the next slide is hidden	`H`
Perform the previous animation or return to the previous slide	`P` or `Pg Up` or `Back Space` or `←` or `↑`
Go to slide #	`#` + `Enter`
Go to the first slide	`Home`
Go to the final slide	`End`
Go to the first or next hyperlink on a slide	`Tab`
Go to the last or previous hyperlink on a slide	`Shift` + `Tab`
Display a blank, black slide or return to the presentation from a blank, black slide	`B` or `.` (full stop)
Display a blank, white slide or return to the presentation from a blank, white slide	`W` or `,` (comma)
Redisplay hidden pointer and/or change the pointer to a pen	`Ctrl` + `P`
Redisplay hidden pointer and/or change the pointer to an arrow	`Ctrl` + `A`
Change pointer to eraser	`Ctrl` + `E`
Remove all on-screen annotations	`E`
Hide the pointer and navigation buttons immediately	`Ctrl` + `H`
Hide the pointer and navigation buttons in 15 seconds	`Ctrl` + `U`
Set new timings while rehearsing	`T`
Use original timings while rehearsing	`O`
Use mouse-click to advance while rehearsing	`M`

PRESENTING A SLIDE SHOW

Being in front of an audience can be quite nerve-racking so the last thing you want to do is get lost in the presentation. If you just move forward slide by slide, everything will probably run smoothly. But invariably you'll click just as someone asks about the previous slide. How do you get back to it. PowerPoint provides various options to help you stay in control.

Try This Yourself:

Continue using the previous file or open P812 Navigation_11.pptx...

1 Click on the **Slide Show** tab, then click on **From Beginning** 🔲 in the **Start Slide Show** group

2 Press Enter, then ↓, then →, then click to advance through four slides
You can also use an internal toolbar...

3 Hover over the bottom left corner to display a four button toolbar

4 Click on ➡ to move to the next slide

5 Click on ▤ to display a menu, select **Go to Slide** > **7 Usage Chart**
Let's try out a hyperlink…

6 Click on **Data**
The hidden slide Current Usage will display…

7 Click on **Details** to open the Excel spreadsheet, then click on **close** ❌ to return to the **Current Usage** slide

8 Click on ✏ to display the menu, select **Pen** then draw a circle around **Public** to use an annotation to emphasise the point

9 Press E to erase the annotation, press Home to return to **Slide 1**, then press Esc to end the show

3 Previous slide or animation | Pointer icon | Menu | Next slide or animation

5

8

For Your Reference…

To **present** a **slide show**:
1. Click on **From Beginning** 🔲 in the **Start Slide Show** group on the **Slide Show** tab
2. Click, use the menu icons or keyboard shortcuts to proceed through the show
3. Press Esc to exit the show

Handy to Know…

- The keyboard shortcut to start a slide show from the beginning is F5.
- You can start the slide show from the slide that currently displays in the **Slide** window by clicking on **From Current Slide** 🔲 in the **Start Slide Show** group.

CONCLUDING REMARKS

Congratulations!

You have now completed the **Slide show navigation** booklet. This booklet was designed to get you to the point where you can competently perform a variety of operations as outlined in the task list on page 2.

We have tried to build up your skills and knowledge by having you work through specific tasks. The step by step approach will serve as a reference for you when you need to repeat a task.

Where To From Here...

The following is a little advice about what to do next:

- Spend some time playing with what you have learnt. You should reinforce the skills that you have acquired and use some of the application's commands. This will test just how much of the concepts and features have stuck! Don't try a big task just yet if you can avoid it - small is a good way to start.
- Some aspects of the course may now be a little vague. Go over some of the points that you may be unclear about. Use the examples and exercises in these notes and have another go - these step-by-step notes were designed to help you in the classroom and in the work place!

Here are a few techniques and strategies that we've found handy for learning more about technology:

- visit CLD's e-learning zone on the Intranet
- read computer magazines - there are often useful articles about specific techniques
- if you have the skills and facilities, browse the Internet, specifically the technical pages of the application that you have just learnt
- take an interest in what your work colleagues have done and how they did it - we don't suggest that you plagiarise but you can certainly learn from the techniques of others
- if your software came with a manual (which is rare nowadays) spend a bit of time each day reading a few pages. Then try the techniques out straight away - over a period of time you'll learn a lot this way
- and of course, there are also more courses and booklets for you to work through
- finally, don't forget to contact CLD's IT Training Helpdesk on **01243-752100**