



PowerPoint 2013: Sharing and Collaboration

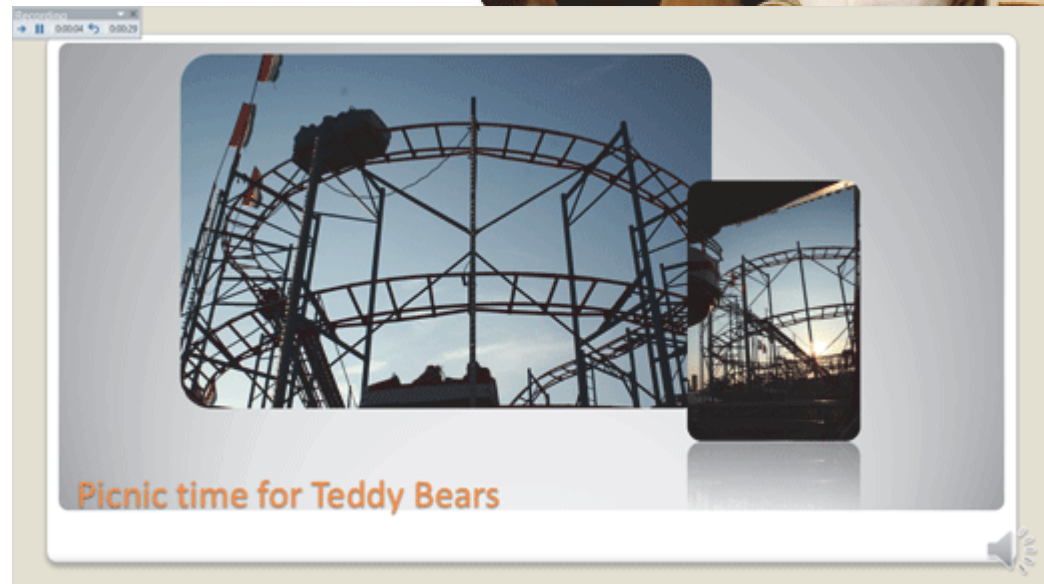
Live! Online and in Print



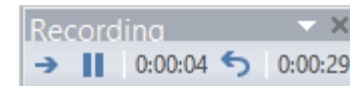
Advanced PowerPoint Objectives

In this lesson, you will learn how to:

1. Create Handouts, Outlines, Speaker Notes and adjust the Print Settings in the Backstage View.
2. Save a presentation in different file formats, including an OpenDocument Presentation (odp).
3. Save a presentation as an Adobe Acrobat PDF file or a Microsoft XPS file.
4. Save a presentation as a show (ppsx), a picture presentation or a picture file (jpg).
5. Package a presentation for CD delivery.
6. Save & Send a presentation by E-mail.
7. Save or Publish a presentation online.



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Lesson 8: Online and In Print

1. Readings

Read Lesson 8 in the Advanced PowerPoint guide, page 241-285.

Project

A new presentation to practice the print settings and review Save & Send options.

Downloads

[The Teddy Bear's Picnic.docx](#)

[The Teddy Bear's Picnic 2013.pptx](#)

[Henry Halls BBC Dance Orchestra -](#)

[Teddy Bears Picnic 1932.mp4](#)

[Teddy1.gif](#), [Teddy2.gif](#), [Teddy3.gif](#),

[Teddy4.gif](#), [Michigan-Balloonfest-8.gif](#),

[Ways to Save Money Outline.docx](#)

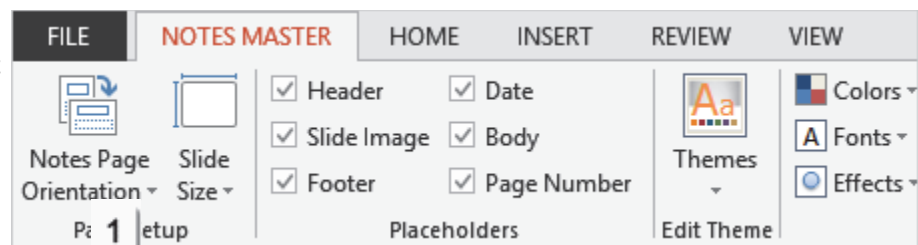
2. Practice

Do the Practice Activity on page 286.

3. Assessment

Review the Test questions on page 287.

Notes Master Ribbon



Menu Maps

From the **Notes Master Ribbon**.

1. [Notes Master ->Placeholders](#), page 253



More Menu Maps

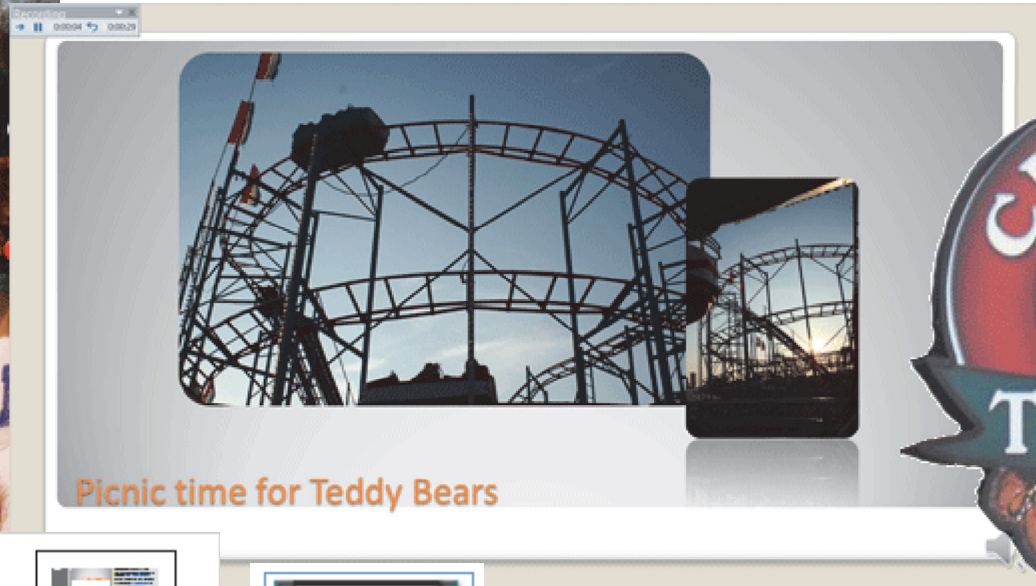
From the **Backstage**

1. [File ->Print](#), page 254
2. [File ->Print-> Settings](#), page 255
3. [File ->Print-> Settings-> Handouts](#), page 256
4. [File ->Export-> Create Handouts](#), page 257
5. [File ->Export->Create PDF Document](#), page 261
6. [File ->Export->Create PDF/XPS Document](#), page 265
7. [File ->Export->Change File Type](#), page 266
8. [Change File Type->OpenDocument Presentation](#), page 267
9. [Change File Type->PowerPoint Show](#), page 268
10. [Change File Type->PowerPoint Picture Presentation](#), page 269
11. [Change File Type->JPEG File](#), page 270
12. [File ->Export->Create a Video](#), page 271
13. [File ->Export->Package Presentation for CD](#), page 273
14. [File ->Info-> Compress Media](#), page 276
15. [File ->Share->E-mail](#), page 277
16. [File ->Share->Invite People \(SkyDrive\)](#), page 278
17. [File ->Share->Present Online \(Lync Meeting\)](#), page 281
18. [File ->Share->Post to a Social Network](#), page 284



Going Live!

So, we explored each of the creative Ribbons in PowerPoint and used the options to create wonderful presentations. The last lesson is all about sharing PowerPoint: In print and online. The print options will include handouts and speaker notes. We'll also learn how to save and send PowerPoint in many different file formats.



Picnic Handout



The Teddy Bear's Picnic.mp4

The Theme for these pages is the Teddy Bear's Picnic. Many of the bears were photographed at the Chelsea Teddy Bear Co.



Before You Begin

Before You Begin: Download the Samples

This lesson creates a presentation from an outline. The outline, The Teddy Bear's Picnic, is a Microsoft Word document.

Please download the sample outline in Word. You can save the teddy bear pictures to your Documents folder as well.

1. Try it: Add Slides from an Outline

PowerPoint is open: a new, blank slide show.

Go to **Home -> Slides -> New Slide**.

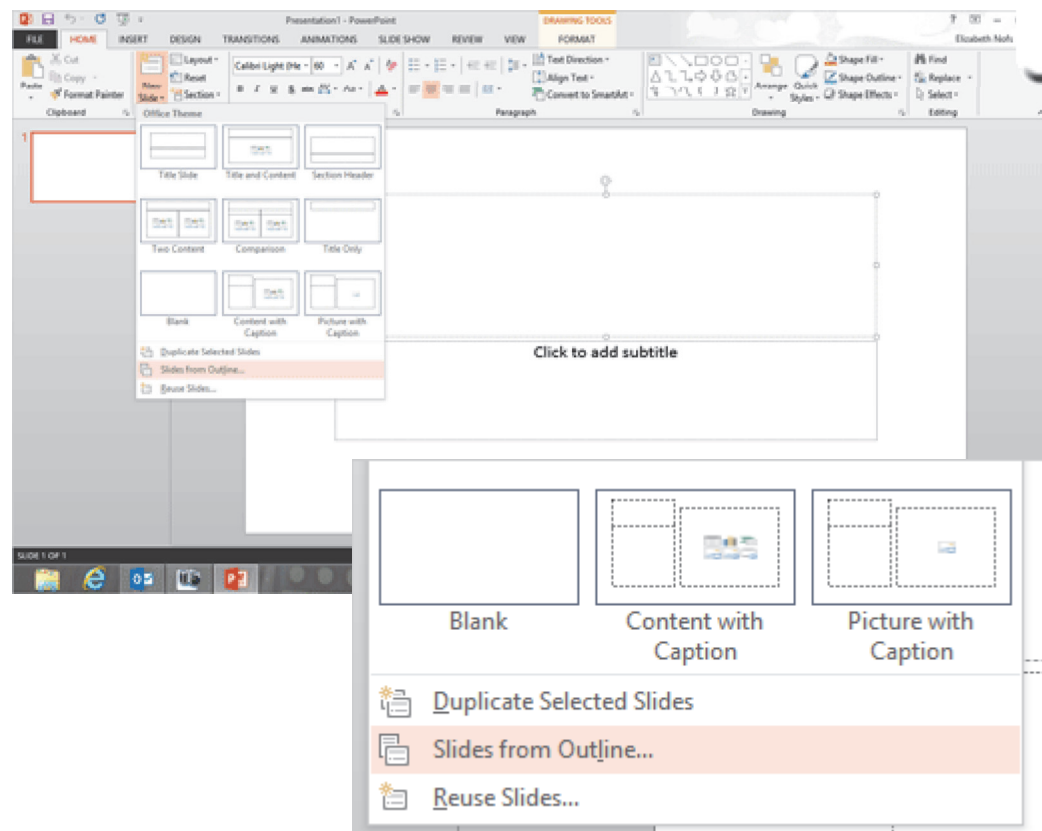
Select: **Slides From Outline...**

Browse to your Documents folder and select the [The Teddy Bear's Picnic.docx](#)

Keep going...

Memo to Self: You can use your own pictures if you wish. You do NOT have to match the images in this lesson. It is more important that you understand the options.

Home -> Slides -> New Slide -> Slides From Outline...



Exam 77-422: Microsoft PowerPoint 2013

1.0 Create and Manage Presentations

1.1 Create a Presentation: Import Word Document Outlines into Presentations



Slide Outline

2. Try it: Review the Slide Outline

There are two methods for navigating a presentation: Slides and Outline. Please select the Outline View.

What Do You See? There should be 21 slides that were created from the text outline in Word. The first slide in this presentation will probably be blank.

Try This, Too: Edit the Title Slide

Go to Slide 1.

Type the Title: The Teddy Bear's Picnic

Keep going...

Home -> Slides -> New Slide -> Slides From Outline...



Exam 77-422: Microsoft PowerPoint 2013

1.0 Create and Manage Presentations

1.1 Create a Presentation: Import Word Document Outlines into Presentations



Design: Theme

3. Try it: Apply a Theme
Go to **Design ->Themes**.
Select a **Theme**.

The example in this lesson uses the Aspect Theme. You do not have to match the same Theme.

Keep going...



Exam 77-422: Microsoft PowerPoint 2013
1.0 Create and Manage Presentations
1.2 Format a Presentation: Apply Presentation Themes



Insert the Pictures

This is the Teddy Bear's Picnic. It's time to invite the Bears. You can use the sample pictures or add your own if you wish. Your images do NOT have to match this page.

4. Try it: Insert Picture

Select Slide 1.

Go to **Insert ->Images->Picture**.

Browse to your Documents folder.

Double click to select a picture.

Please add a picture to each slide.

Try This, Too: Format the Pictures

Select the picture on any slide.

The **Picture Tools** should be available.

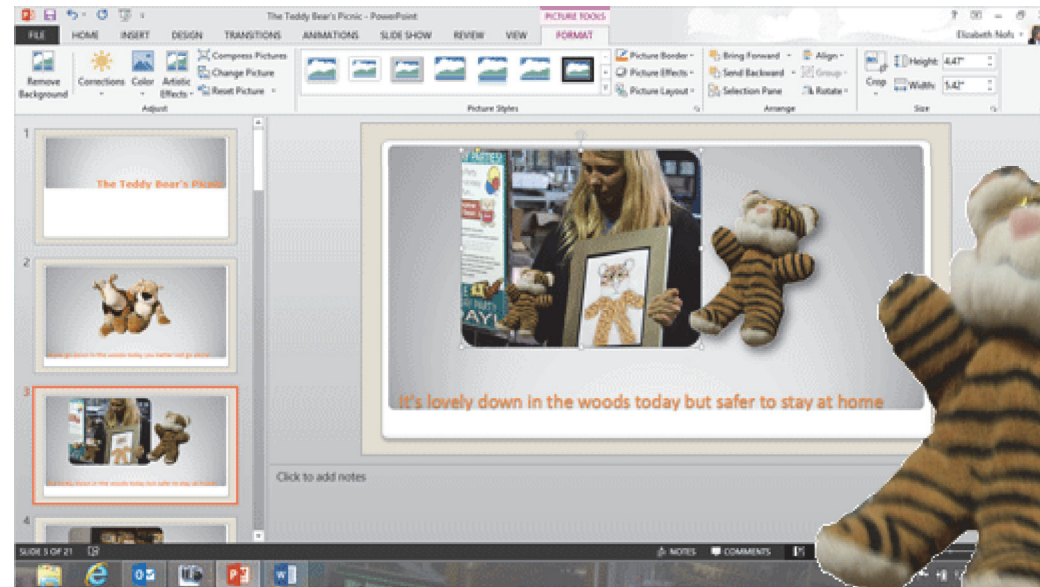
Go to **Picture Tools->Picture Styles**.

Please select a Style and edit the Effects.

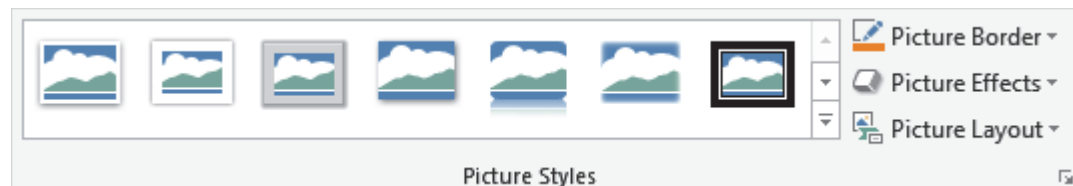
Keep going...

Memo to Self: You can use the Format Painter on the Home Ribbon to copy your picture formatting to all of the images.

Insert ->Images->Picture



4



Exam 77-422: Microsoft PowerPoint 2013
3.0 Create Slide Content
3.5 Insert and Format Images: Apply Styles



Add the Slide Transitions

5. Try it: Add a Slide Transition

First, select all of the slides.

Go to **Home->Editing->Select->Select All**.

Next, change the View.

Go to **View->Presentation Views->Slide Sorter**.

Now, add the Slide Transitions.

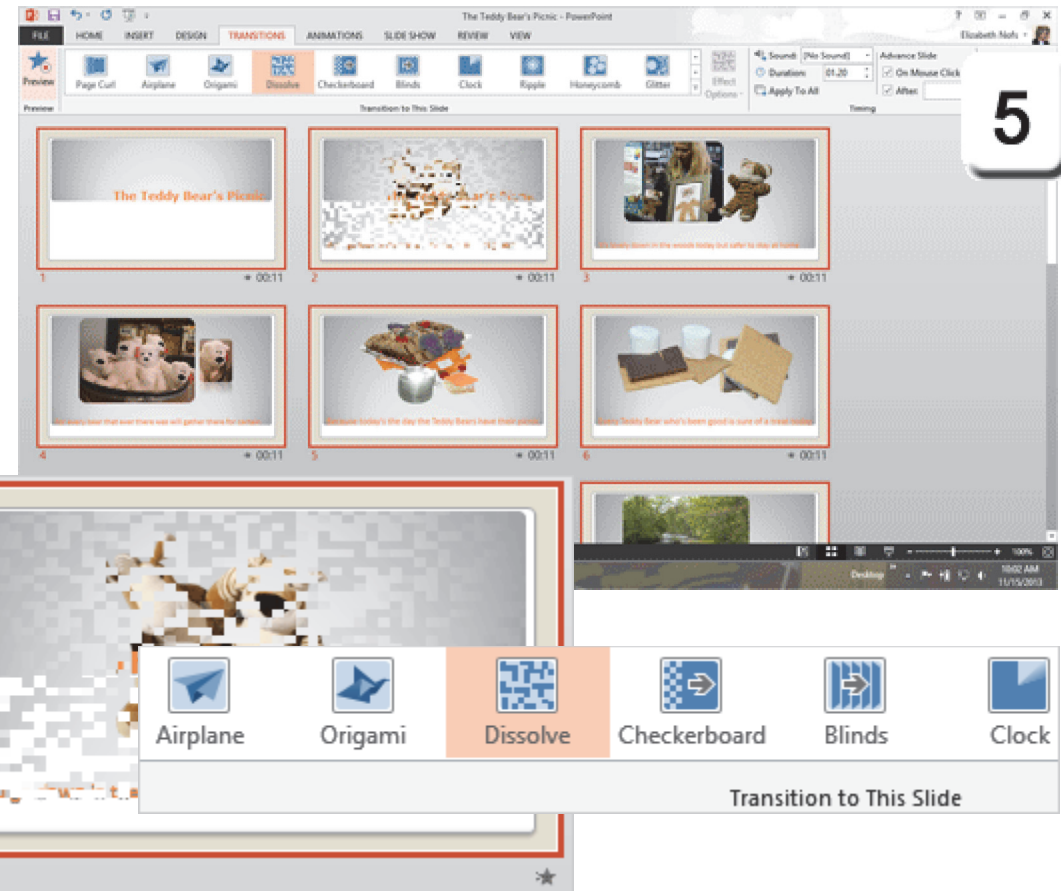
Go to **Transitions ->Transitions to This Slide**.

Select a Transition: **Dissolve**.

What Do You See? Each slide should have a star.

Keep going...

Transitions ->Transitions to This Slide



Exam 77-422: Microsoft PowerPoint 2013
4.0 Apply Transitions and Animations
4.1 Apply Transitioning Between Slide: Insert Transitions Between Slides



Add the Animations

A little animation goes a long, long way. However, it's so much fun. In the example shown on this page, the presentation is back in Normal View and a hot air balloon has been added to Slide 14. The balloon picture is selected.

6. Try it: Add an Animation

Go to **Animations ->Animation**.

Select an **Effect**: Fly In.

Go to **Animations ->Timing**.

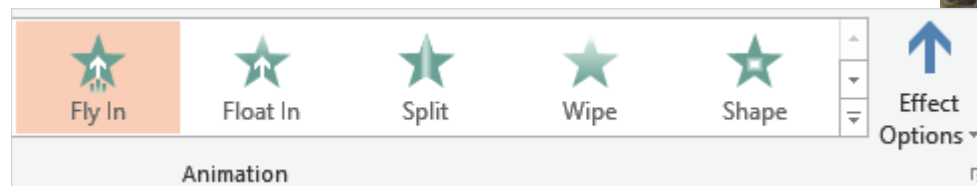
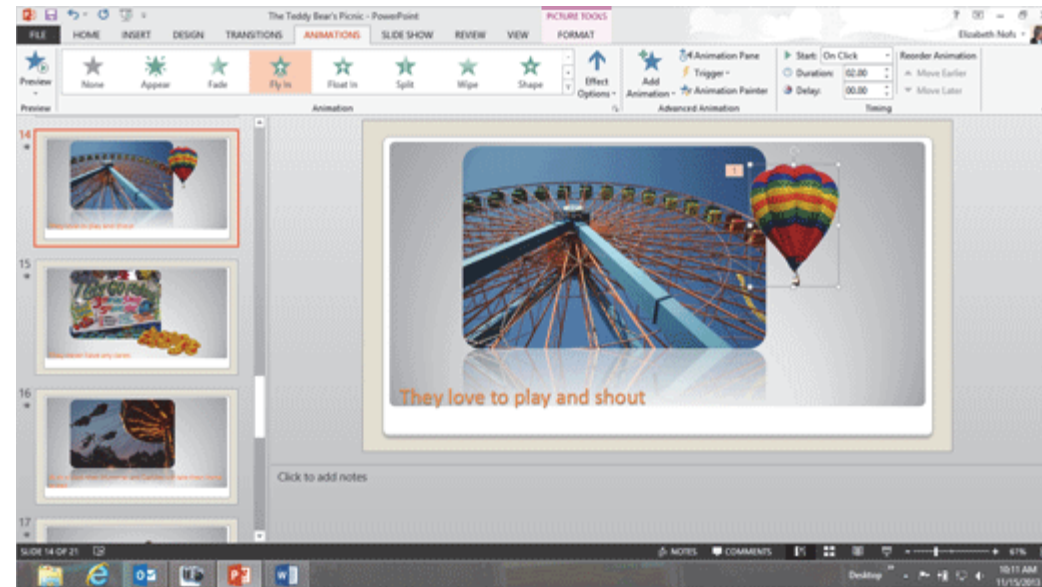
Edit the **Duration**: 2:00

Try This, Too: Preview the Animation

Go to **Animation ->Preview**.

What Do You See? The balloon should slowly fly to the top of the slide when you click the mouse or keyboard.

Animations ->Animation



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Exam 77-422: Microsoft PowerPoint 2013
4.0 Apply Transitions and Animations
4.2 Animate Slide Content: Apply Animations to Shapes



Record the Timing

7. Try it: Record the Timing

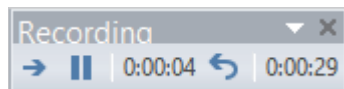
Slide 1 is selected.

Go to **Slide Show ->Set Up**.

Go to **Record Slide Show**.

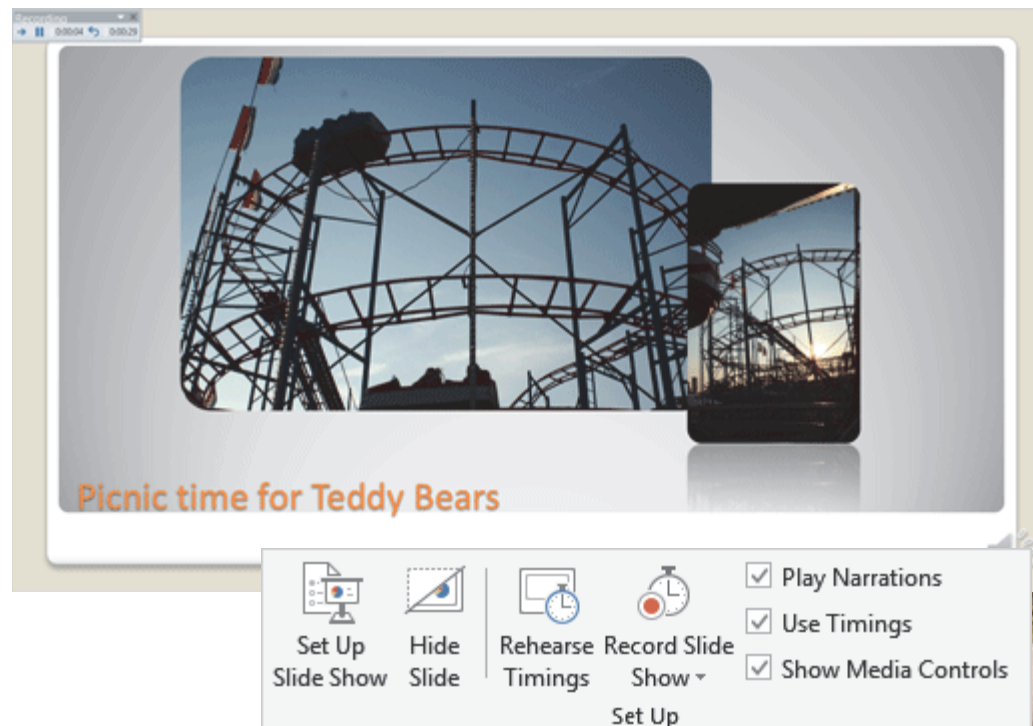
Click on: **Start Recording from Beginning**.

What Do You See? Your presentation should open in Slide Show View. The little media player will record the time as you advance through your slides.



When you reach the end of your show, please keep your timings. Click: Yes.

Slide Show ->Set Up->Record Slide Show



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Exam 77-422: Microsoft PowerPoint 2013
1.0 Create and Manage Presentations
1.5 Configure and Present Slideshows: Record Slide Show Timing



Add the Speaker Notes

Speaker Notes can help the presenter remember the speech. The Notes can also be printed as a handout for the audience.

8. Try it: Add Speaker Notes

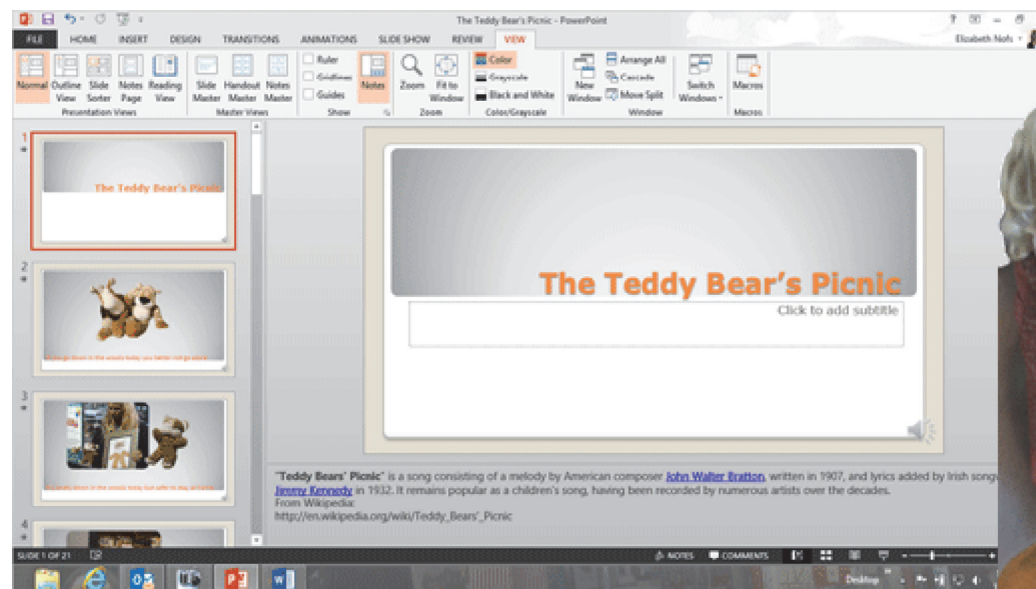
Go to **View->Presentation Views**.
Click on **Normal**.

What Do You See? The Speaker Notes can be added in the Notes pane beneath the slide. In the example on this page, the first sentence from a webpage has been pasted here.

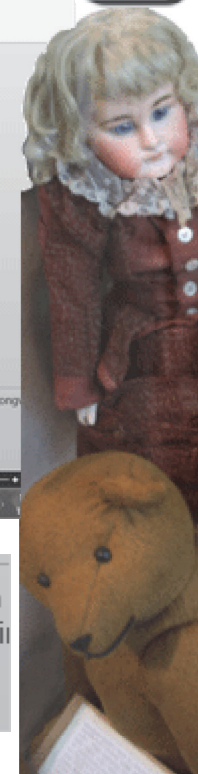
What Else Do You See? The Speaker Notes can include hyperlinks.

Memo to Self: Please cite your sources!
Otherwise, it comes real close to plagiarism, hmmm?

View ->Presentation Views->Normal



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"Teddy Bears' Picnic" is a song consisting of a melody by American [Jimmy Kennedy](http://en.wikipedia.org/wiki/Jimmy_Kennedy) in 1932. It remains popular as a children's song, having been recorded by numerous artists over the decades. From Wikipedia:
http://en.wikipedia.org/wiki/Teddy_Bears'_Picnic

Exam 77-422: Microsoft PowerPoint 2013
1.0 Create and Manage Presentations
1.4 Configure Presentations to Print Or Save: Edit Speaker Notes



View the Notes Page

The presenter can see the Notes during the show. These Notes can keep your speech on topic and accurate.

You can print the Notes as well. Here are some options you can choose.

9. Try it: View the Notes Page

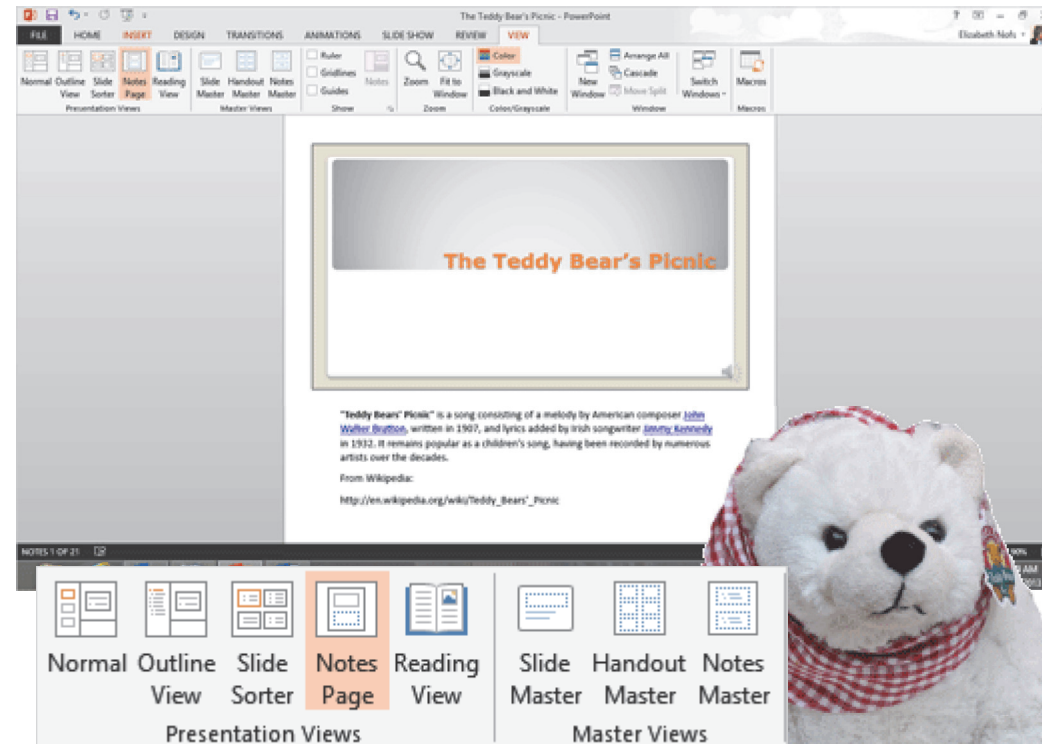
In the screen shot on this page Slide 1, which has information entered in the Notes pane, is selected.

Go to **View ->Presentation Views**.
Click on **Notes Page**.

What Do You See? This a good preview of how the Notes Pages will print. The slide is shown on the top third of the page. The Notes are shown below.

You can edit the default layout if you wish.
Please go to the next page.

View ->Presentation Views->Notes Page



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Exam 77-422: Microsoft PowerPoint 2013
1.0 Create and Manage Presentations
1.4 Configure Presentations to Print or Save: Edit Speaker Notes



View the Notes Master

Try it: **View the Notes Master**
Go to **View->Presentation View**.
Click on **Notes Master**.

What Do You See? When you open the Notes Master, you should see a new Ribbon: the **Notes Master Ribbon**.

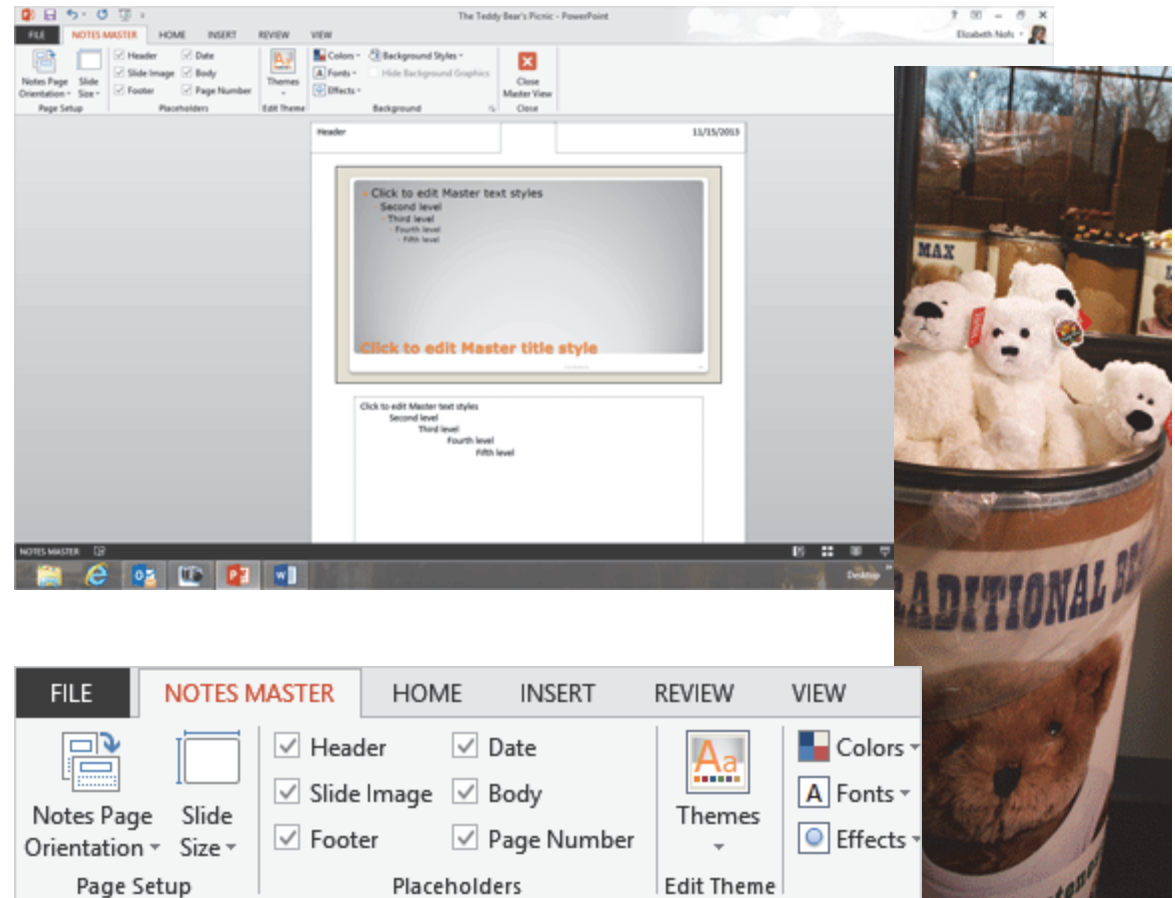
The **Notes Master Ribbon** has five Groups:
Page Setup
Placeholders
Edit Theme
Background
Close

Placeholders simplify the task of editing the template. You can apply a Theme as well.

So far, so good.

Please **Close** the Notes Master View and return to the Normal View.

Notes Master ->Placeholders



Exam 77-422: Microsoft PowerPoint 2013
1.0 Create and Manage Presentations
1.2 Format a Presentation Using Slide Masters: Modify a Notes Master



Review the Print Options

You can print your presentation in several different formats, Speaker Notes, Handouts, Slides, or Pictures, depending on what you wish to give to your audience. Let's look at the options.

1. Try it: Print a Presentation

Go to **File-> Print**.

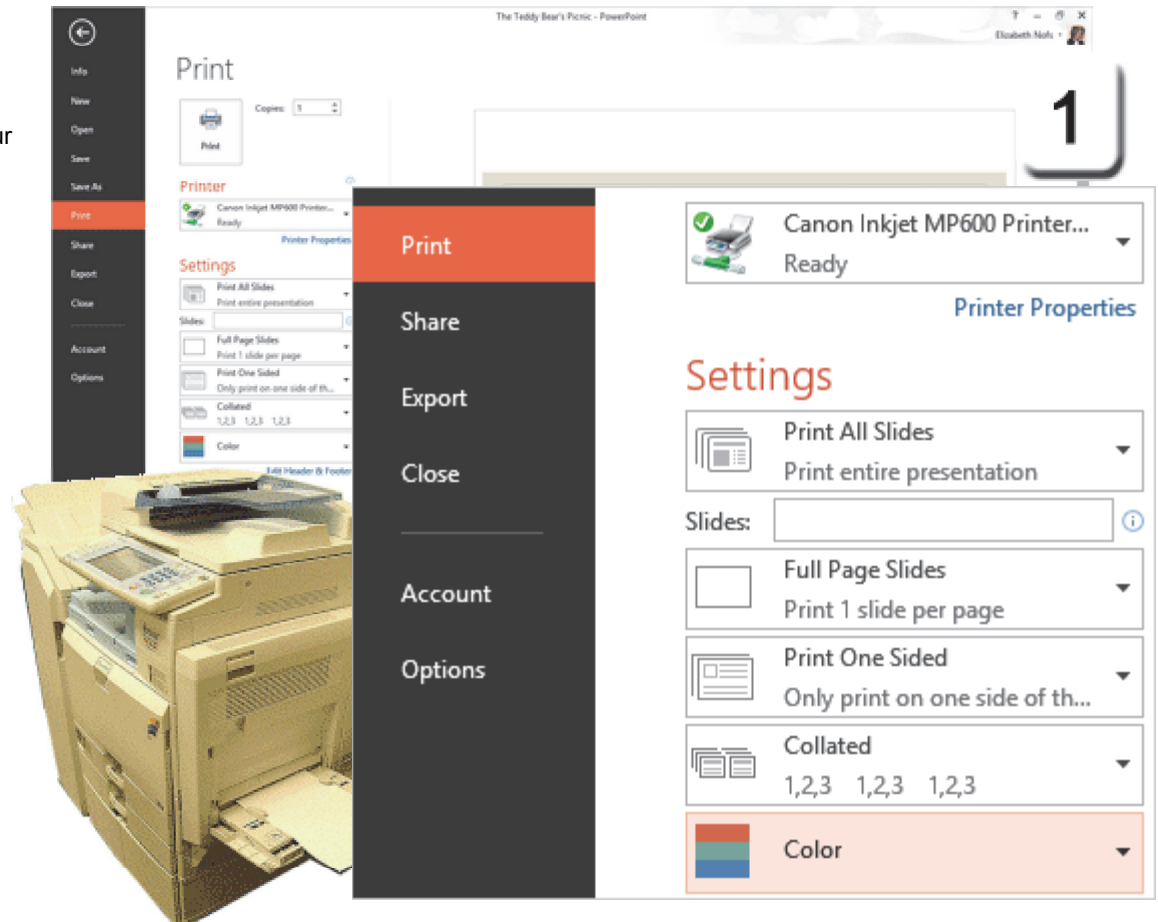
What Do You See? The Print **Settings** include:

- Print All Slides
- Print some slides (Slides)
- Print Layout
- Print One Sided (or both sides)
- Collated
- Color (Grayscale or Black and White)

The default settings are: Print All Slides, Full Page, one slide per page, in color.

Keep going...

File ->Print



Exam 77-422: Microsoft PowerPoint 2013
1.0 Create and Manage Presentations
1.4 Configure Presentations to Print Or Save: Print All Slides



Print What?

2. Try it: Print the Notes Page

Go to **File ->Print-> Settings**.

Select a **Print Layout: Notes Pages**.

What Do You See? The Notes Pages will be displayed in the preview on the right.

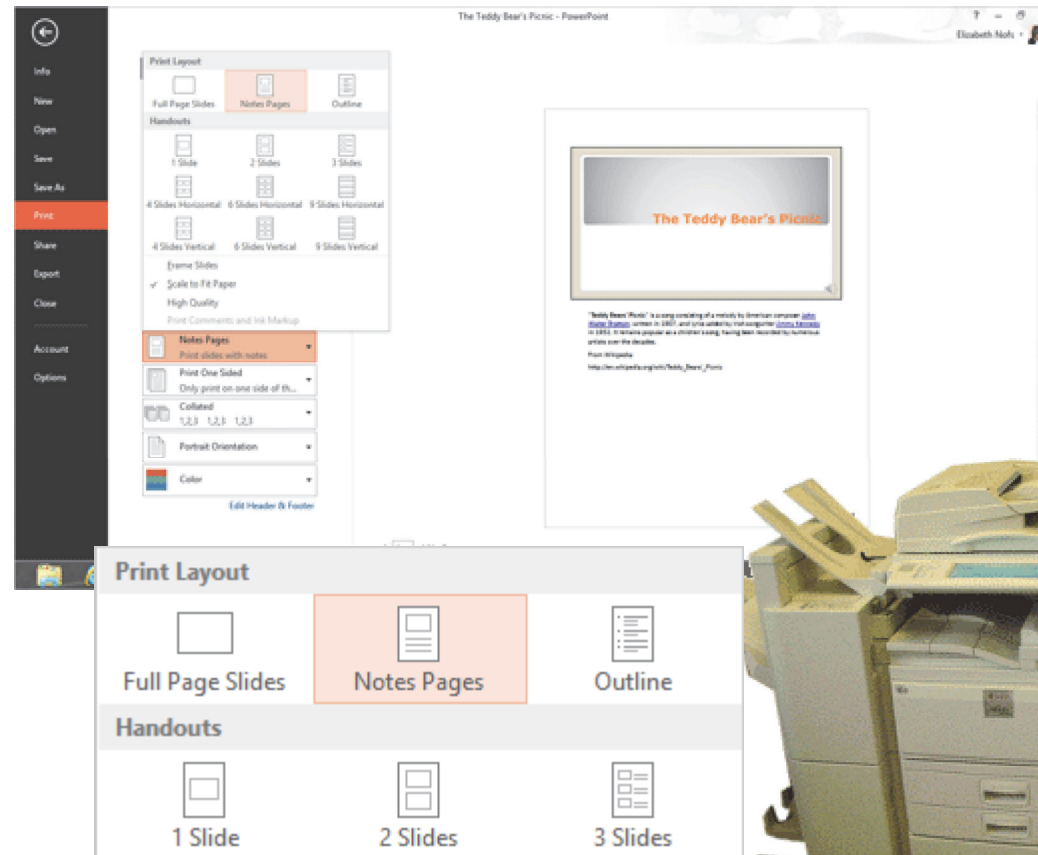
Try This, Too: Print the Outline

Go to **File ->Print-> Settings**.

Select a **Print Layout: Outline**

Keep going...

File ->Print-> Settings



Exam 77-422: Microsoft PowerPoint 2013
1.0 Create and Manage Presentations
1.4 Configure Presentations to Print or Save: Print Speaker Notes



Create Handouts

Handouts are the iconic image of a PowerPoint presentation. There are several different layouts available, including the ubiquitous "3 Slides."

3. Try it: Create Handouts

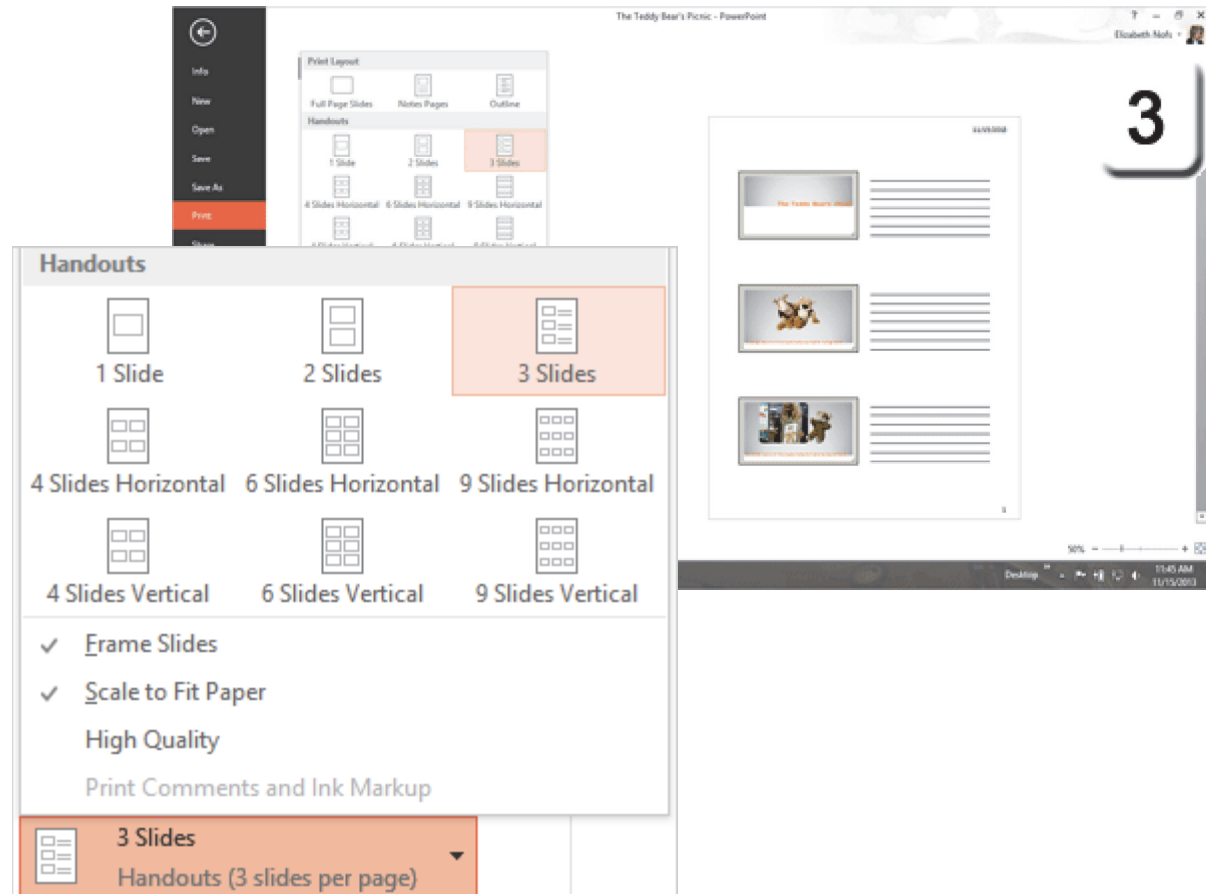
Go to **File ->Print-> Settings**.
Select a **Handout: 3 Slides**.

OK, please return to the Normal View for the next example. (Click on the arrow in the upper left corner to go back.)

Keep going...



File ->Print-> Settings



Exam 77-422: Microsoft PowerPoint 2013
1.0 Create and Manage Presentations
1.4 Configure Presentations to Print or Save: Set Handout Options



Create Handouts in Microsoft Word

There is another way to create handouts that is very useful. This option can be found in **Export**, not Print

1. Try it: Create Handouts

Go to **File ->Export**.

Select **Create Handouts** from the list.

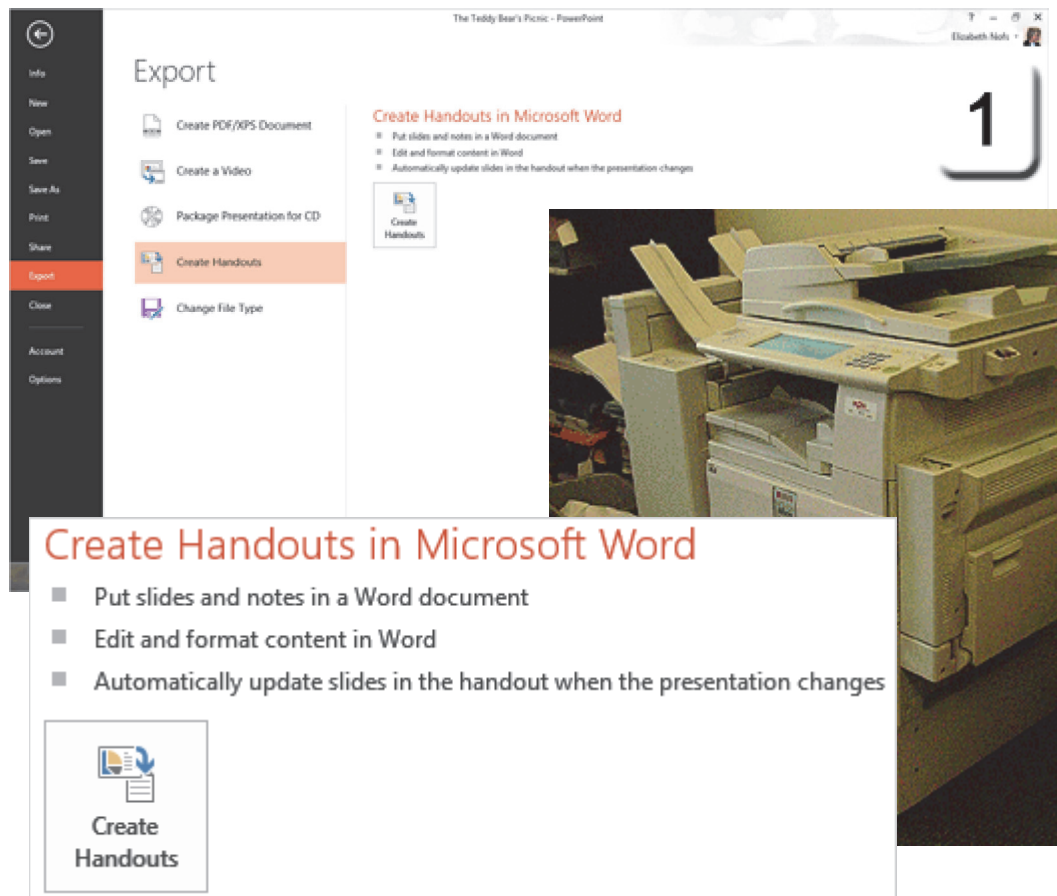
Click on **Create Handouts**.

Keep going...

The Computer Mama Sez: Create **Handouts** used to be called **Send to Word** in previous versions of Microsoft Office. As you go through the steps on the following pages, you will see labels that still say Send to Word.

It's an oldie but a goodie: everything works well.

File ->Export-> Create Handouts



Exam 77-422: Microsoft PowerPoint 2013

1.0 Create and Manage Presentations

1.4 Configure Presentations to Print or Save: Export (Create Handouts in Word)



Send to Microsoft Word

2. Try it: Select the Page Layout

You will be prompted to select the **Page Layout** in Microsoft Word. The templates will format a table in Word and add images of the slides into the table. You can also select **Outline only**, if you wish.

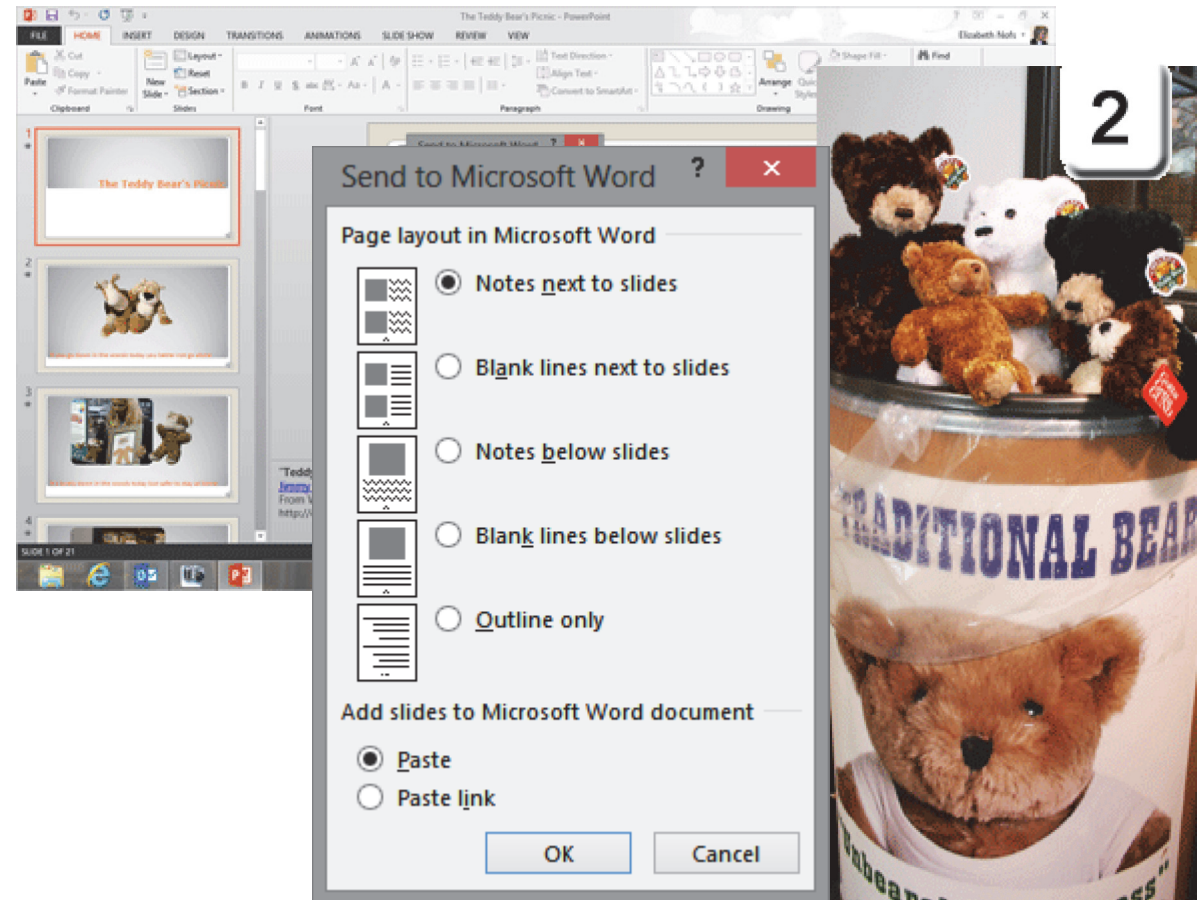
Select: **Blank lines next to slides**.
Click **OK**.

Please note: It may take a couple of minutes to create the handout in Word.

Memo to Self: When you **Add slides to a Microsoft Word document**, the default is to **Paste** the slides into the Page layout. You can also choose to **Paste Link** so the slides in Word automatically update when you change the PowerPoint presentation.

Way cool technology.

File ->Export-> Create Handouts



Exam 77-422: Microsoft PowerPoint 2013
1.0 Create and Manage Presentations
1.4 Configure Presentations to Print or Save: Export (Create Handouts in Word)



Edit the Handout in Word

What Do You See? There should be a new, well-designed Document in Microsoft Word. The document is formatted as a table. Each slide has been converted into an image.

3. Try it: Edit the Presentation in Word

Click on the Table in Document1. The Table Tools should be available.

Go to **Table Tools->Design->Table Styles**. Select a Table Style.

Do This, Too: Save the Handout

Go to **File->Save**.

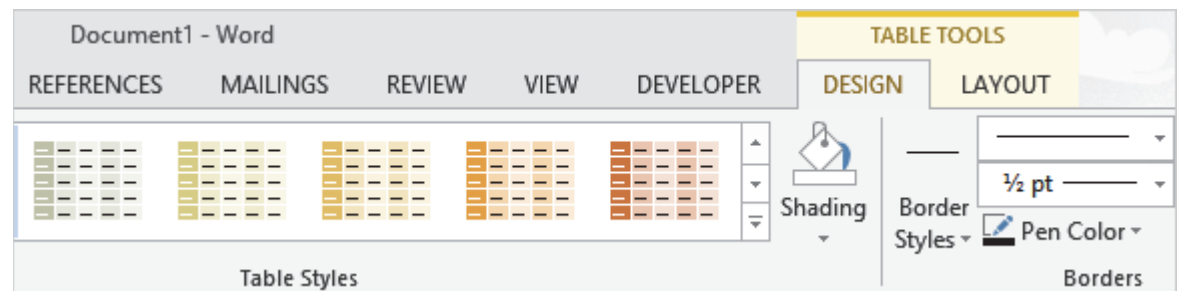
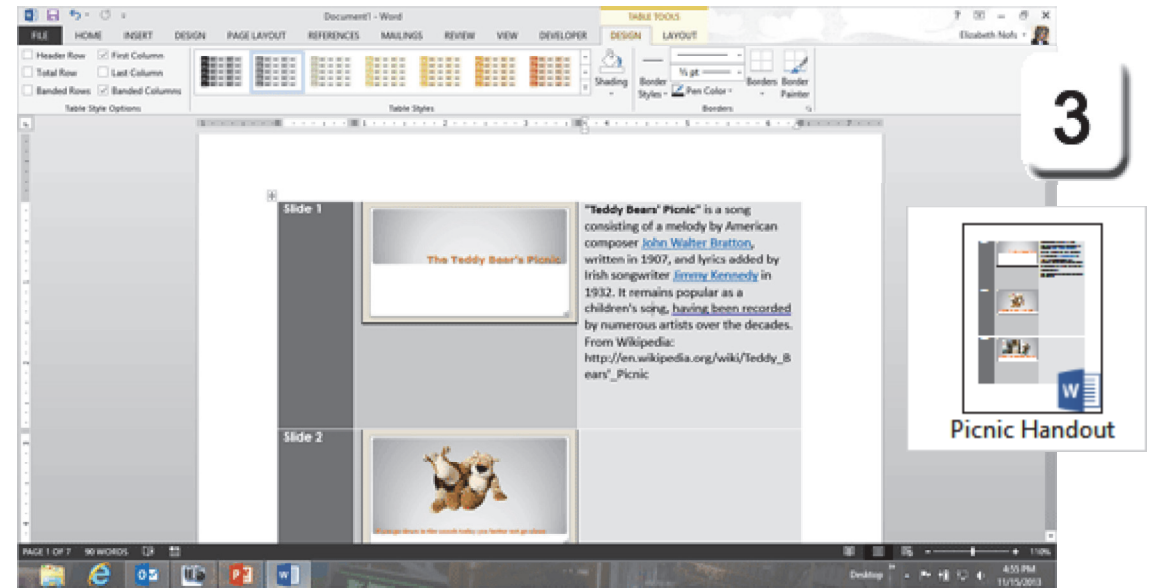
Browse to your Documents folder.

Enter a file name: Picnic Handout.docx

Click **Save**.

Please return to Microsoft PowerPoint.

Document1 - Microsoft Word



Exam 77-418: Microsoft Word 2013
3.0 Create Tables and Lists
3.2 Modify A Table: Apply Styles to Tables



More Export Options

The little lesson on creating handouts in Word introduced the **Export** options.

Everyone wants to tell a good story so Microsoft PowerPoint has several ways to get the message out. The following pages will examine the other **Export** options. Then, we will look at how to **Share** a show by E-mail or online.

Try it: Find the Export Options

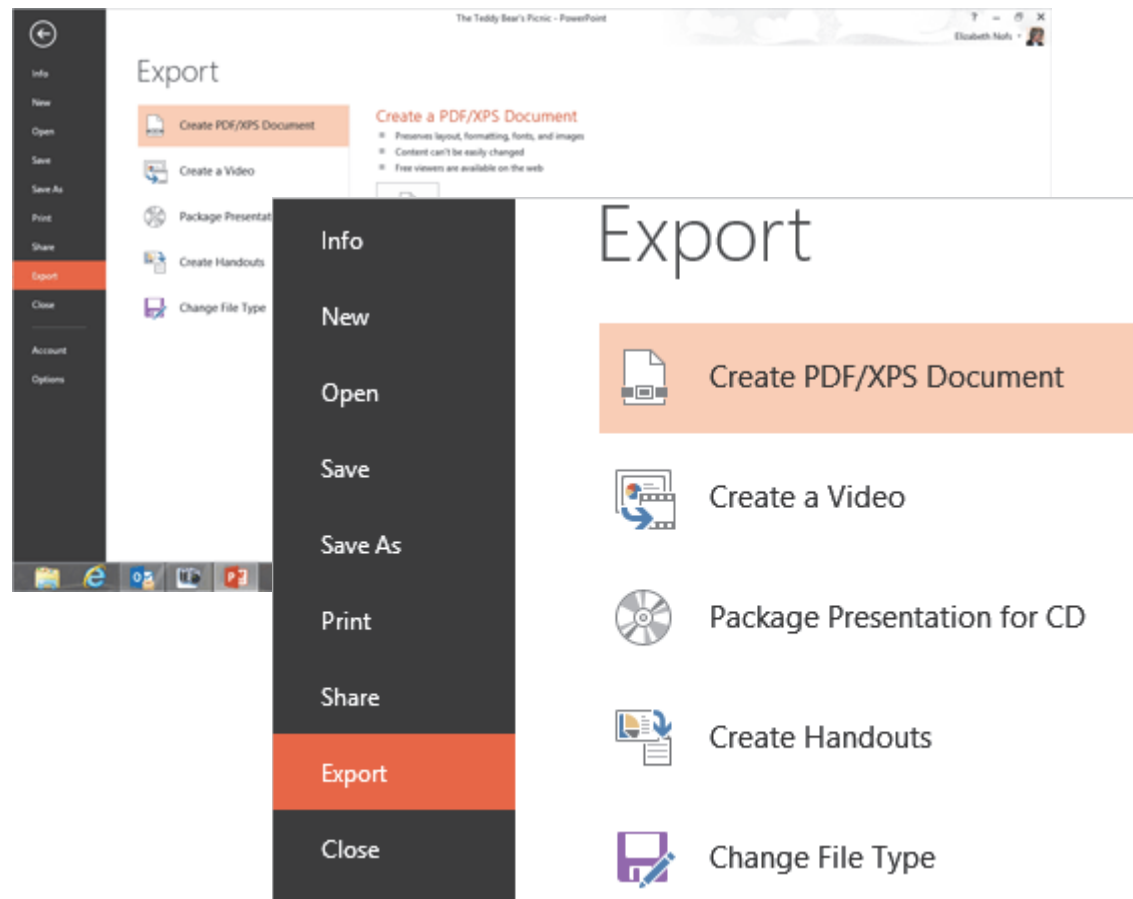
Go to **File ->Export**.

What Do You See? The Export options are:

- Create PDF/XPS Document
- Create a Video
- Package Presentation for a CD
- Create Handouts
- Change File Type

Keep going...

File ->Export



Exam 77-422: Microsoft PowerPoint 2013
1.0 Create and Manage Presentations
1.4 Configure Presentations to Print or Save: Export



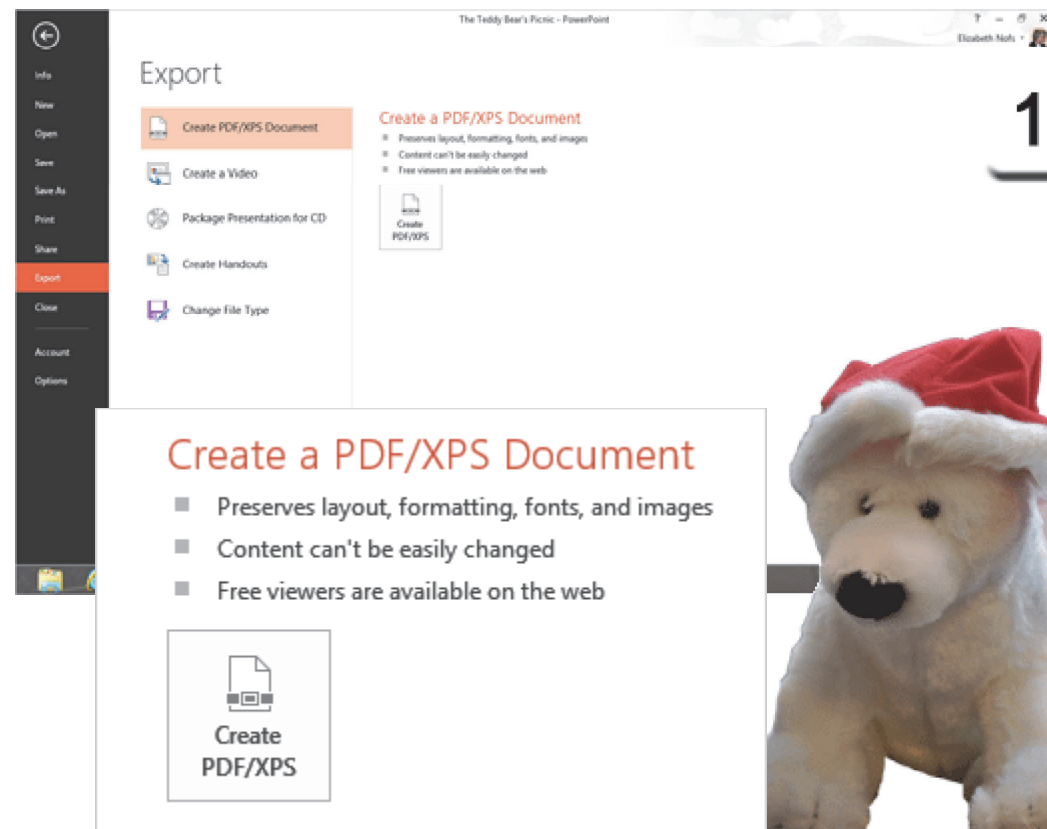
Export: Create PDF Document

PDF means Portable Document Format. Adobe created the **Adobe Acrobat PDF** format in 1993 when everyone had a different Word processor (and the Computer Mama was young and wispy). PDF files became one of the best ways to share information across systems.

An **Adobe PDF** is stripped of most editing options so it is an excellent format for files that have to be secure and unaltered. The PDF file format is also good for creating archives: PDF files created years ago can still be opened in Adobe Acrobat.

Memo to Self: All computers, Windows and Mac, should have the free Adobe Acrobat PDF reader. If your computer does not, please go to www.adobe.com and download the software.

File -> Export -> Create Adobe PDF



Exam 77-422: Microsoft PowerPoint 2013
1.0 Create and Manage Presentations
1.4 Configure Presentations to Print or Save: Export (Create PDF/XPS)



Create an Adobe PDF

2. Try it: Create PDF/XPS Document

Go to **File ->Export**.

Click on: **Create PDF/XPS Document**.

What Do You See: You will be prompted to enter the following:

Save In: My Documents

File Name: The Teddy Bear's Picnic

Save as type: PDF.

The PDF will be Standard quality for using online or for print.

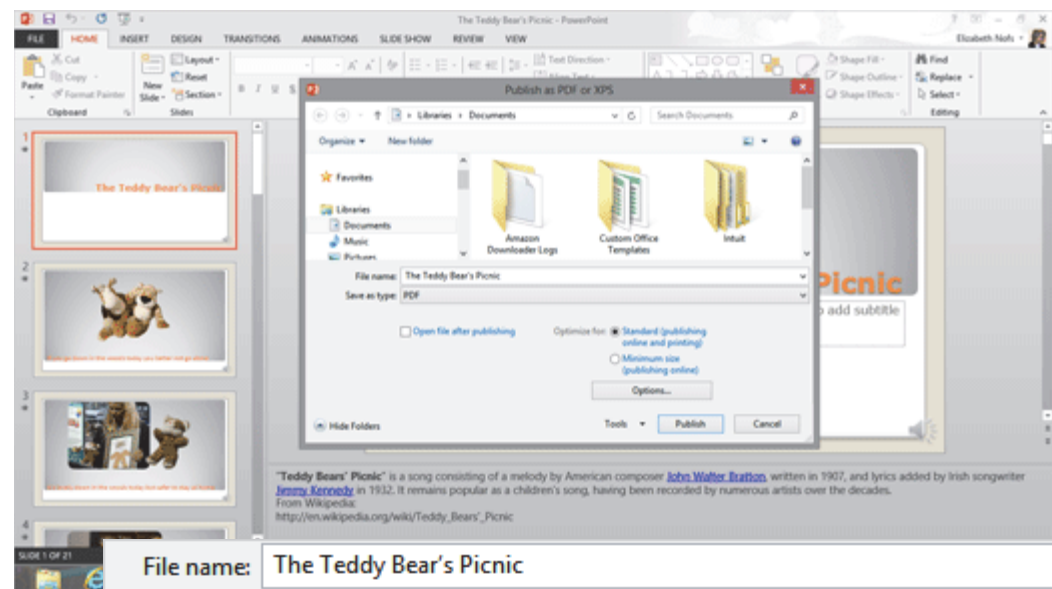
You can check **Open file after publishing** and see the completed PDF file if you wish.

What Else Do You See? There is an **Options...** button that you can use to edit the settings for the PDF file.

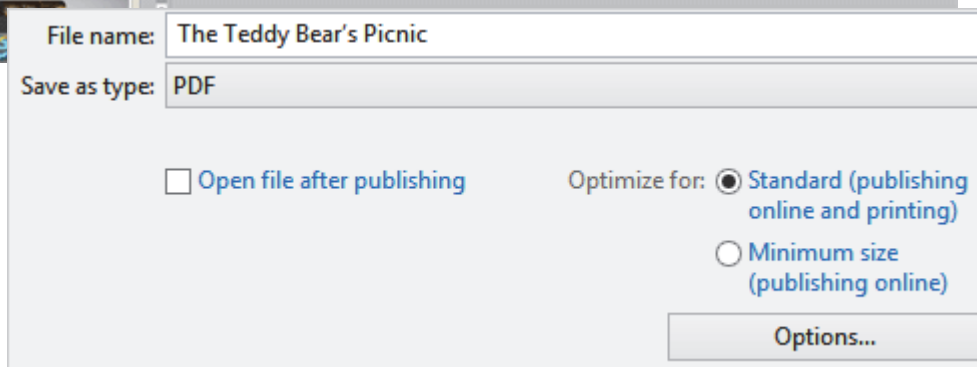
Click on **Options...**

.Keep going...

File ->Export->Create PDF/XPS Document



2



Exam 77-422: Microsoft PowerPoint 2013

1.0 Create and Manage Presentations

1.4 Configure Presentations to Print or Save: Export (Create PDF/XPS)



Adobe PDF Options

When you click on Options you should see the Acrobat PDFMaker.

3. Try it: Edit the Acrobat Options

Range: All.

Publish What: Handouts.

Slides per page: 3

By default, the Document properties and the tags for accessibility are included.

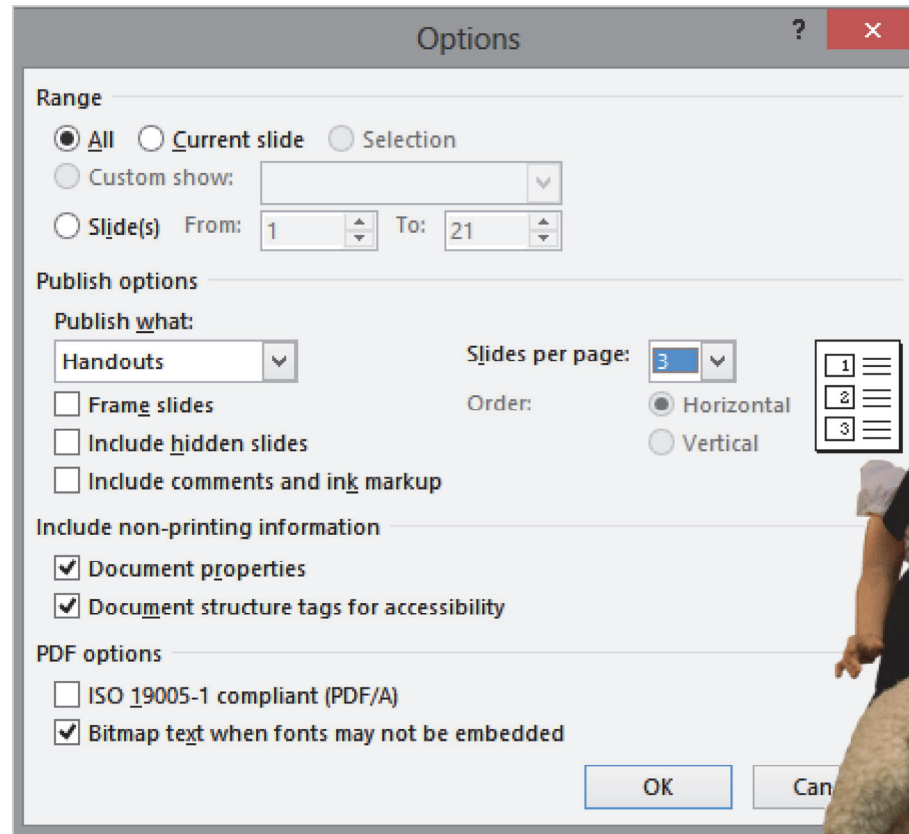
If the fonts are not embedded the text will be converted to Bitmaps.

Click **OK** return to the Export dialog.

Click **Publish** to create the PDF file.

Keep going...

File ->Export->Create PDF/XPS Document->Options



Options

Range

☒ **All** ☐ **Current slide** ☐ **Selection**

☐ **Custom show:** [v]

☐ **Slide(s)** From: 1 To: 21

Publish options

Publish what: [Handouts v]

Slides per page: [3 v]

Order: ☒ **Horizontal** ☐ **Vertical**

☐ **Frame slides**

☐ **Include hidden slides**

☐ **Include comments and ink markup**

Include non-printing information

☒ **Document properties**

☒ **Document structure tags for accessibility**

PDF options

☐ **ISO 19005-1 compliant (PDF/A)**

☒ **Bitmap text when fonts may not be embedded**

OK **Cancel**

3



Exam 77-422: Microsoft PowerPoint 2013

1.0 Create and Manage Presentations

1.4 Configure Presentations to Print or Save: Export (Create PDF/XPS)



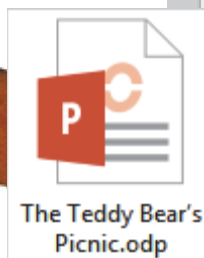
Hello, Adobe PDF

What Do You See? Your presentation should open in Adobe Acrobat as a PDF file.

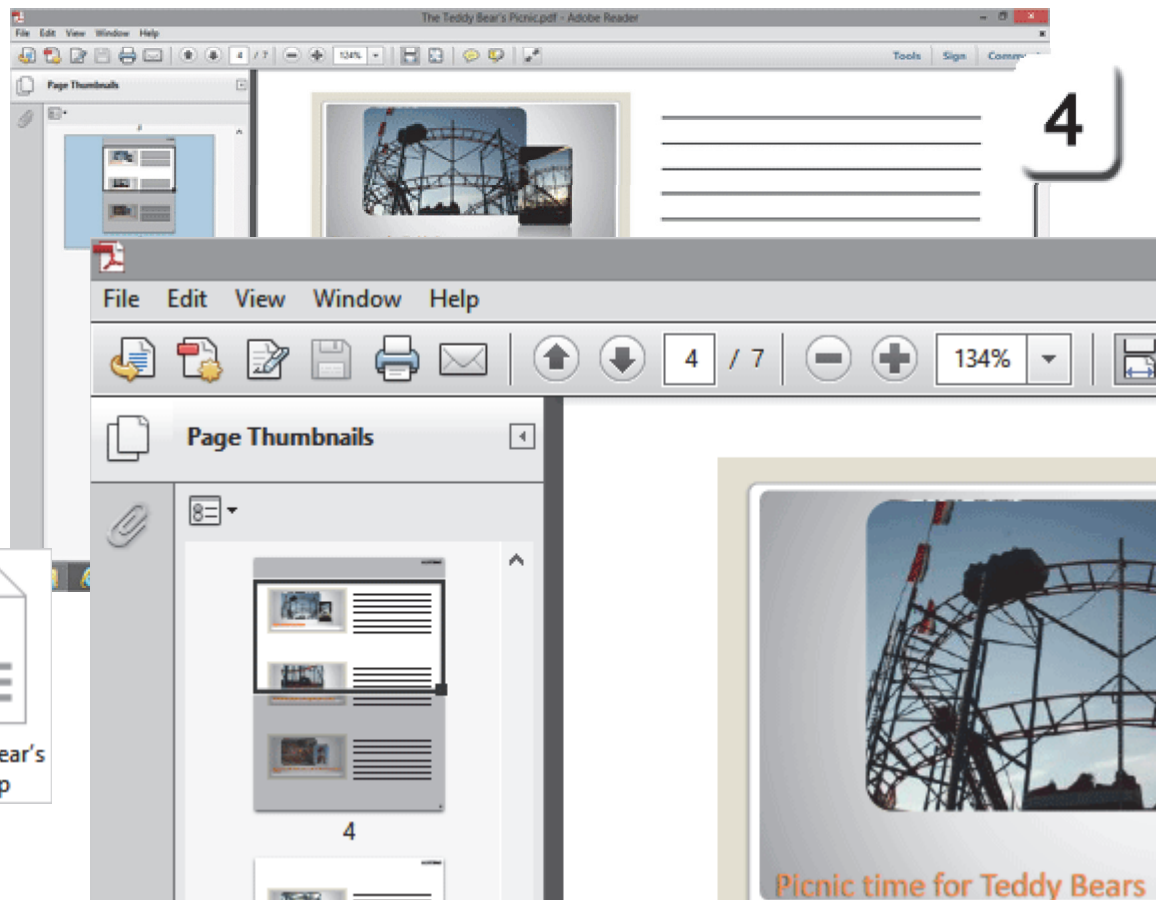
4. Try This: View the Page Thumbnails

Go to **Navigation Pane** on the left side.
Click on **Thumbnails** (the first button).
You should see the pages as little images.

Very good. Please close the PDF file and return to Microsoft PowerPoint.



The Teddy Bear's Picnic.pdf - Adobe Acrobat



Exam 77-422: Microsoft PowerPoint 2013
1.0 Create and Manage Presentations
1.4 Configure Presentations to Print or Save: Export (Create PDF/XPS)



Create PDF/XPS Document

XPS means **XML Paper Specification**. XPS is the open source format developed by Microsoft in 2008. Like an Adobe Acrobat file, an XPS file is software and operating system independent, too.

Try it: Create PDF/XPS Document

The sample presentation is still open.

Go to **File ->Export**.

Click on **Create PDF/XPS Document**.

What Do You See? You will be prompted to enter in the following:

File Name: The Teddy Bear's Picnic

Save as Type: XPS Document

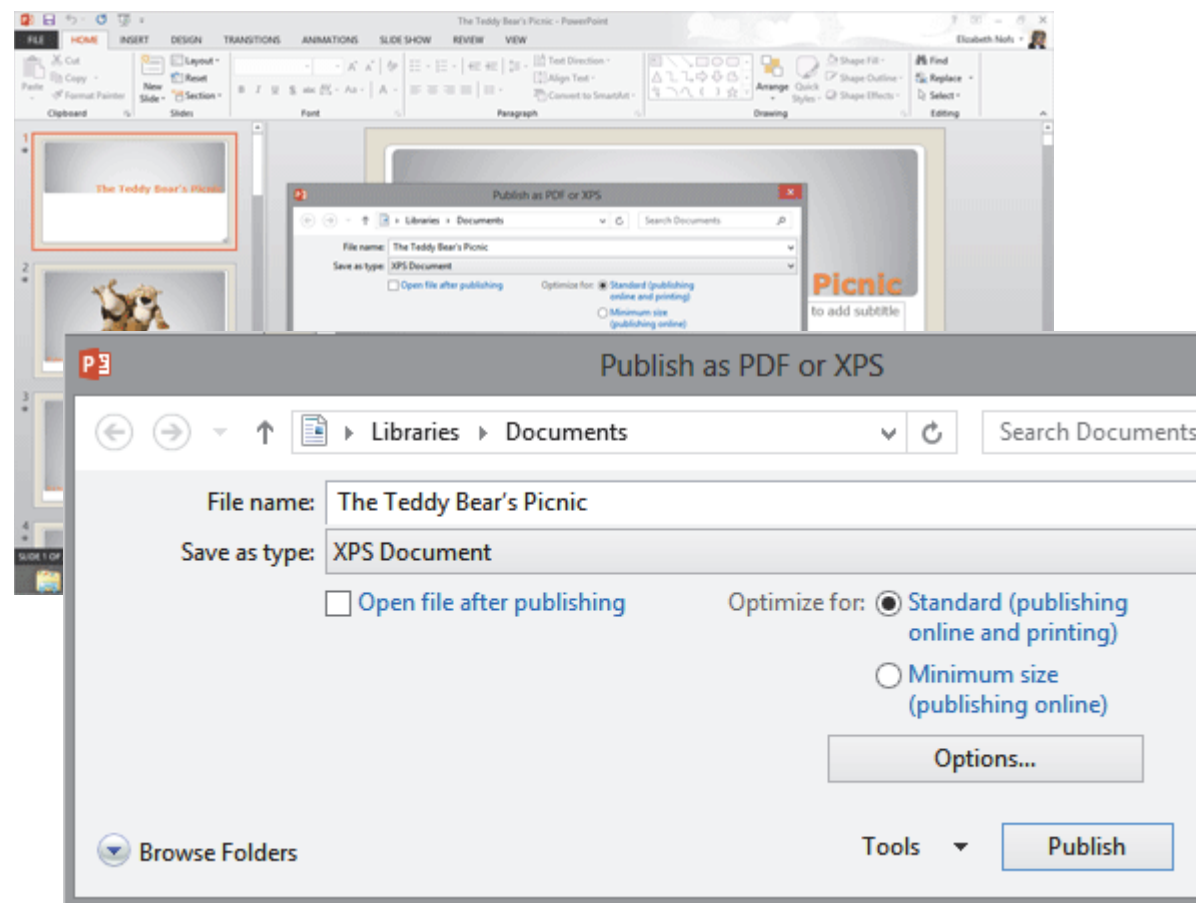
There are two publishing options:

Standard (online or printing)

Minimum (Online, only. This is a smaller file with less resolution.)

When you click **Publish**, the XPS file will be created.

File ->Export->Create PDF/XPS Document



Exam 77-422: Microsoft PowerPoint 2013

1.0 Create and Manage Presentations

1.4 Configure Presentations to Print or Save: Export (Create PDF/XPS)



Export: Change File Type

You may be asked to save your presentation in a different **File Type** so that folks at another company can open your show.

For example, many firms use open source (free) programs such as OpenDocument Presentation instead of Microsoft PowerPoint. The following pages will review the options.

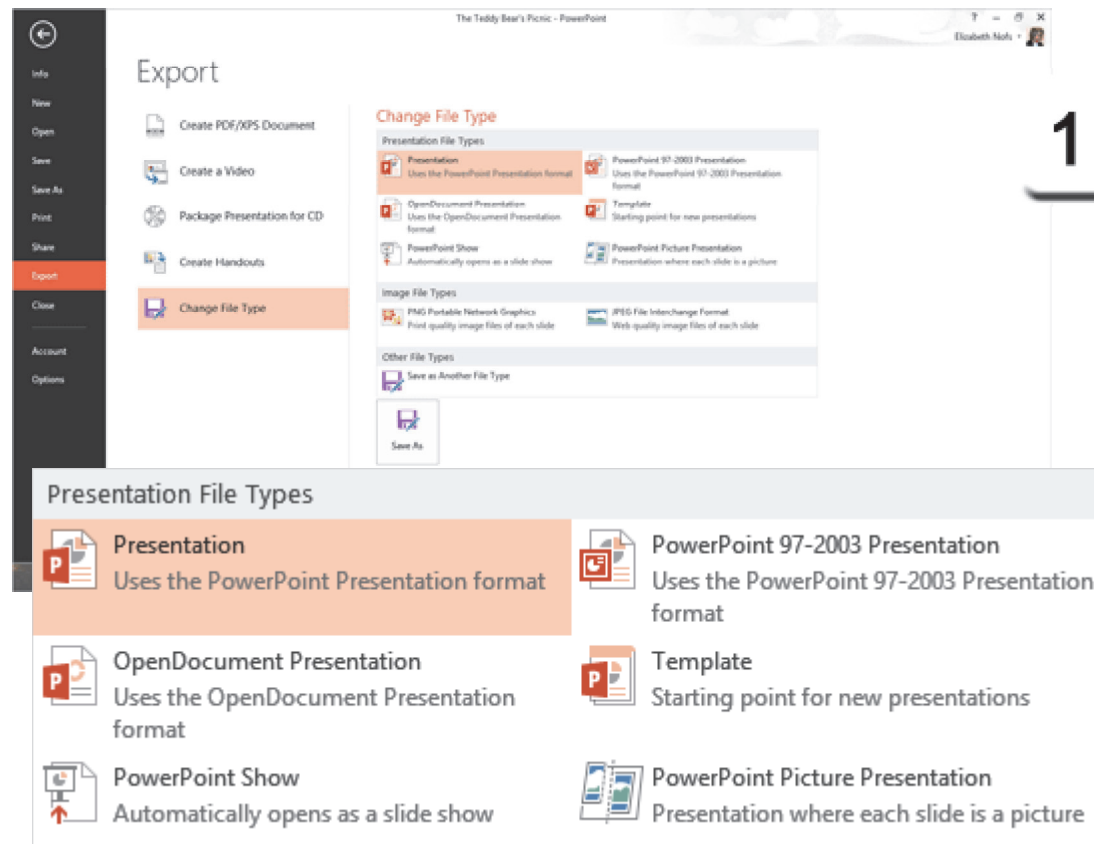
1. Try it: Review the Presentation File Types
Go to **File ->Export**.
Click on: **Change File Type**.

What Do You See? The File Types include:
Presentation (the default file pptx format)
PowerPoint 97-2003 (the legacy ppt format)
OpenDocument Presentation
Template
PowerPoint Show (Opens as a show)
PowerPoint Picture Presentation

So far, so good. Let's see what they look like.

Keep going...

File ->Export->Change File Type



Exam 77-422: Microsoft PowerPoint 2013
1.0 Create and Manage Presentations
1.4 Configure Presentations to Print or Save: Export (Change File Type)



OpenDocument Presentation

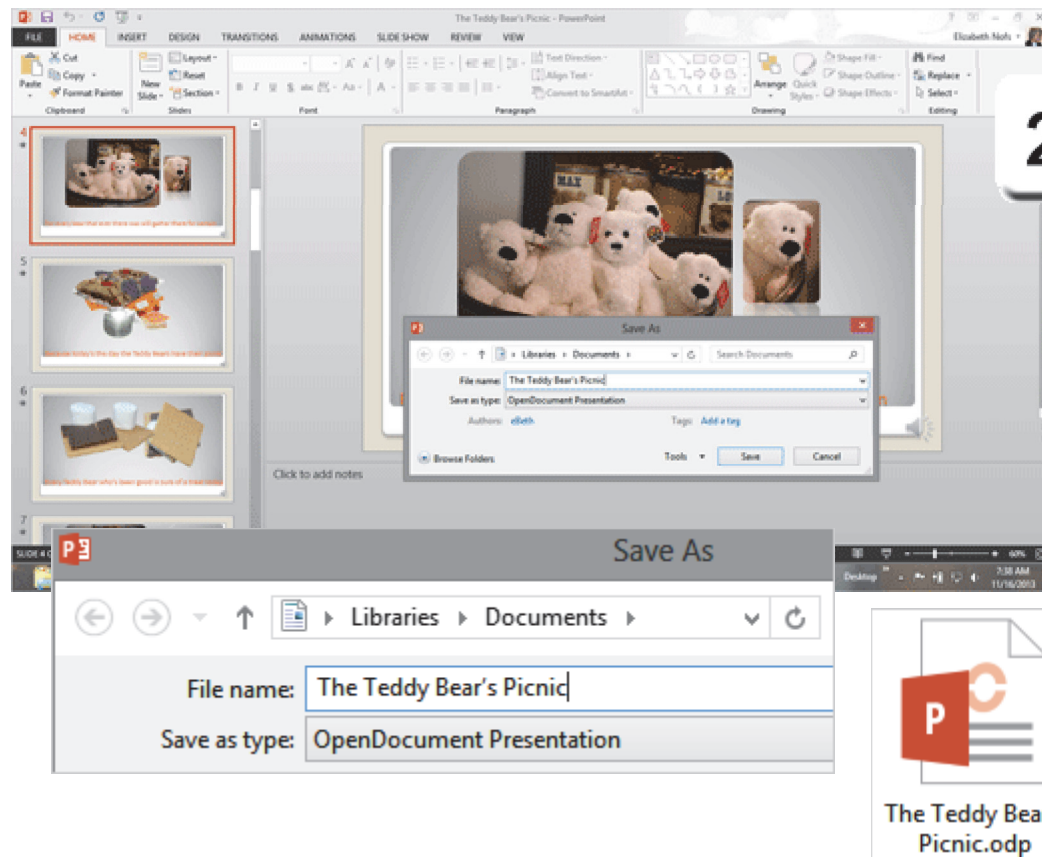
The **OpenDocument** file format (ODF) was originally developed by Sun Microsystems to support the new XML (Extended Markup Language) for documents, spreadsheets and presentations. Microsoft Office 2007 and 2010 also support the XML file format, hence the new docx, xlsx and pptx file formats.

2. Try it: Export as an OpenDocument Show
Go to **File ->Export**.
Click on: **Change File Type**.
Select: **OpenDocument Presentation**.
Click on **Save As**.

What Do You See? You will be asked to:
Browse to your Documents folder.
Enter the **File Name**: The Teddy Bear's Picnic.
Save as type: OpenDocument Presentation.
Click **Save**.

Trust, but Verify: Go to the Documents folder and find the *The Teddy Bear's Picnic.odp*. Your presentation should open in PowerPoint. Please close the odp version and keep going...

File ->Export->Change File Type->OpenDocument Presentation



Exam 77-422: Microsoft PowerPoint 2013
1.0 Create and Manage Presentations
1.4 Configure Presentations to Print or Save: Export (Change to OpenDocument .odp)



Export as a PowerPoint Show

A **PowerPoint Show** is saved in the .ppsx file format. This format automatically begins your presentation as a show when you open it.

3. Try it: Export as a PowerPoint Show

Go to **File ->Export**.

Click on: **Change File Type**.

Select: **PowerPoint Show**.

Click on **Save As**.

What Do You See? You will be asked to:

Browse to your Documents folder.

Enter the **File Name**: The Teddy Bear's Picnic.

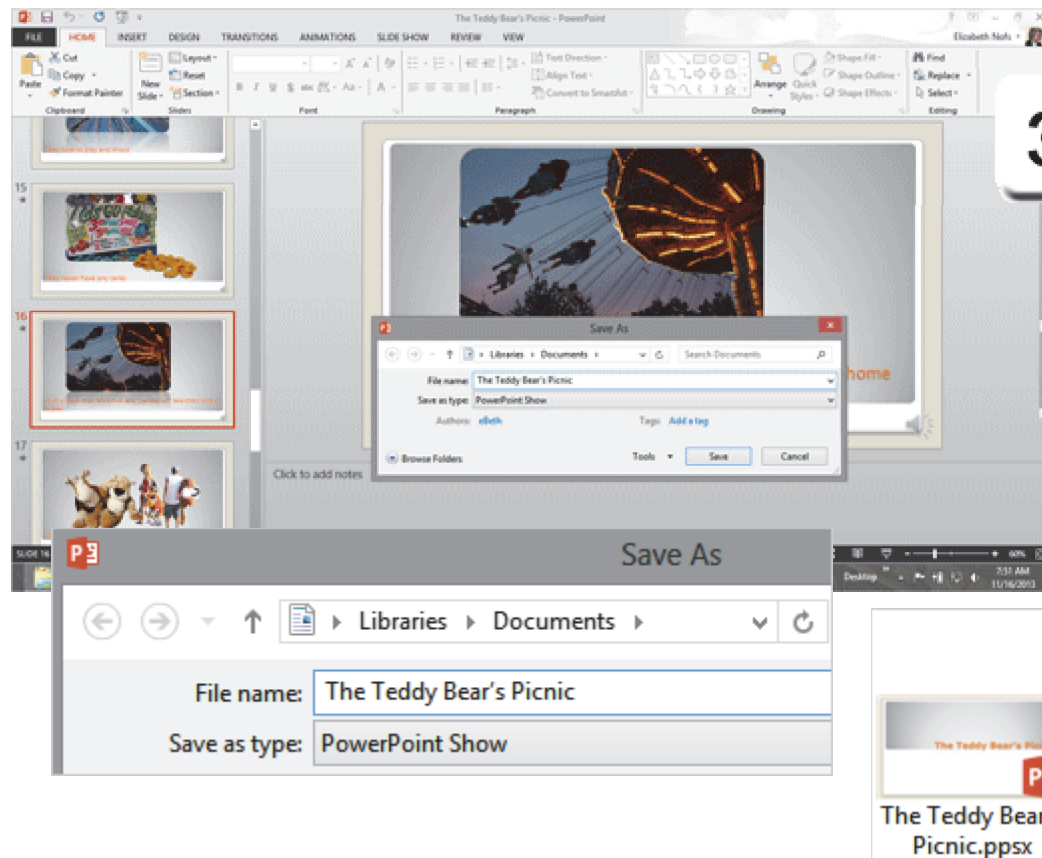
Save as type: PowerPoint Show.

Click **Save**.

Trust, but Verify: Go to the Documents folder and find the PowerPoint Show: When you open the .ppsx file, the presentation will open in PowerPoint as a show.

The .ppsx format is useful for kiosks or trade shows where the purpose is 'show-n-tell,' not design and edit. Close the PowerPoint show and please go on to the next page.

File ->Export->Change File Type->PowerPoint Show



Exam 77-422: Microsoft PowerPoint 2013

1.0 Create and Manage Presentations

1.4 Configure Presentations to Print or Save: Export (Change to PowerPoint Show .ppsx)



Export As a PowerPoint Picture Presentation

A **Picture Presentation** is a format that saves each slide as an image, a screen capture. The text and graphics cannot be edited.

4. Try it: Save as a Picture Presentation

Go to **File ->Export**.

Click on: **Change File Type**.

Select: **PowerPoint Picture Presentation**.

Click on **Save As**.

When the Save As window prompts you:

Browse to your Documents folder.

Enter the **File Name**: Picnic Pictures.

Click **Save**.

Try This, Too: Edit the Picture Presentation

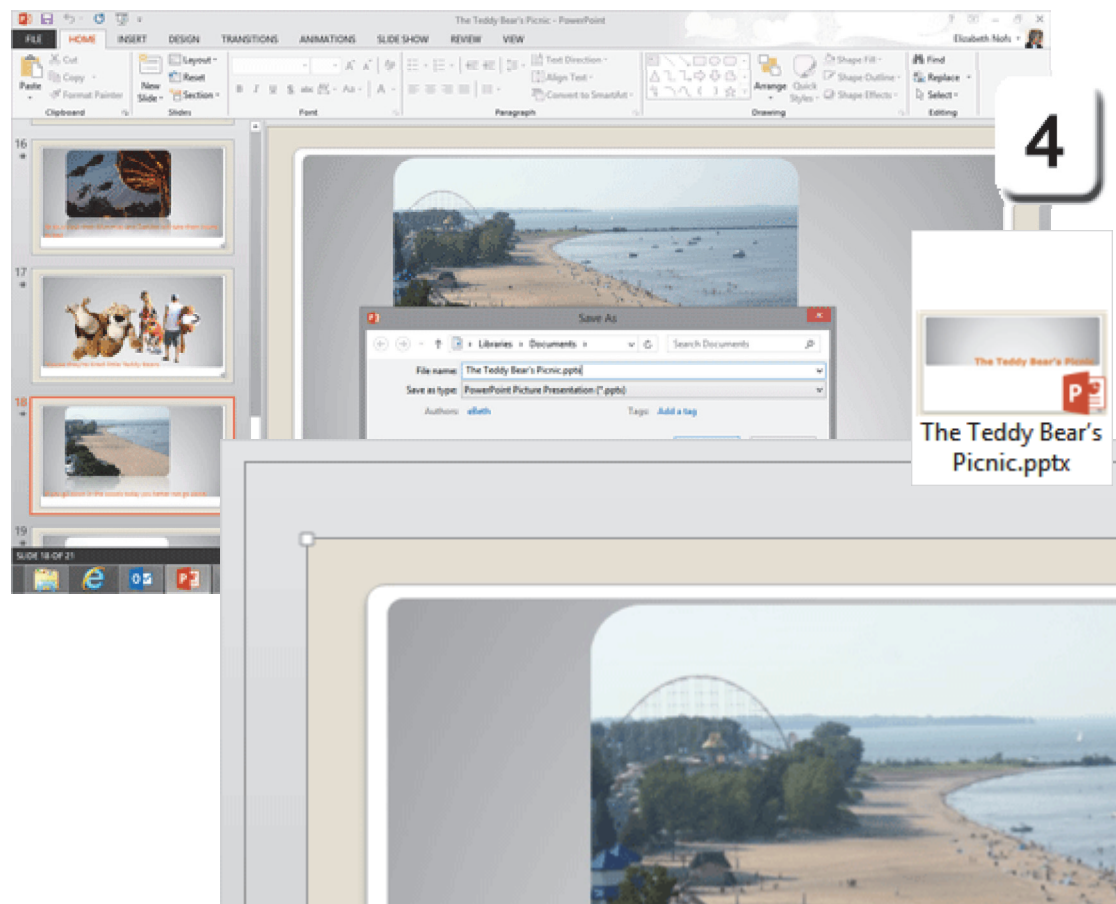
Open the file: Picnic Pictures.

Go to any slide and select the image.

What Do You See? You should see the handles in each corner. You can resize the picture if you wish.

Keep going...

File ->Export->Change File Type->PowerPoint Picture Presentation



Exam 77-422: Microsoft PowerPoint 2013

1.0 Create and Manage Presentations

1.4 Configure Presentations to Print or Save: Export (Picture Presentation)



Export a Slide as a Picture

Say you were asked to send some of your slides to a website that will promote your presentation. The editor asked for JPEG images. Here's a way to create the pictures.

5. Try it: Save a Slide as a Picture

Go to **File ->Export**.

Click on: **Change File Type**.

Select: **JPEG File Interchange Format**.

Click on **Save As**.

What Do You See? You will be asked to:

Browse to your Documents folder.

Enter the File Name: **The Teddy Bear's Picnic.jpg**

Save as type: **JPEG File Interchange Format (*.jpg)**

Click **Save**

Do This, Too: Select Which Slides

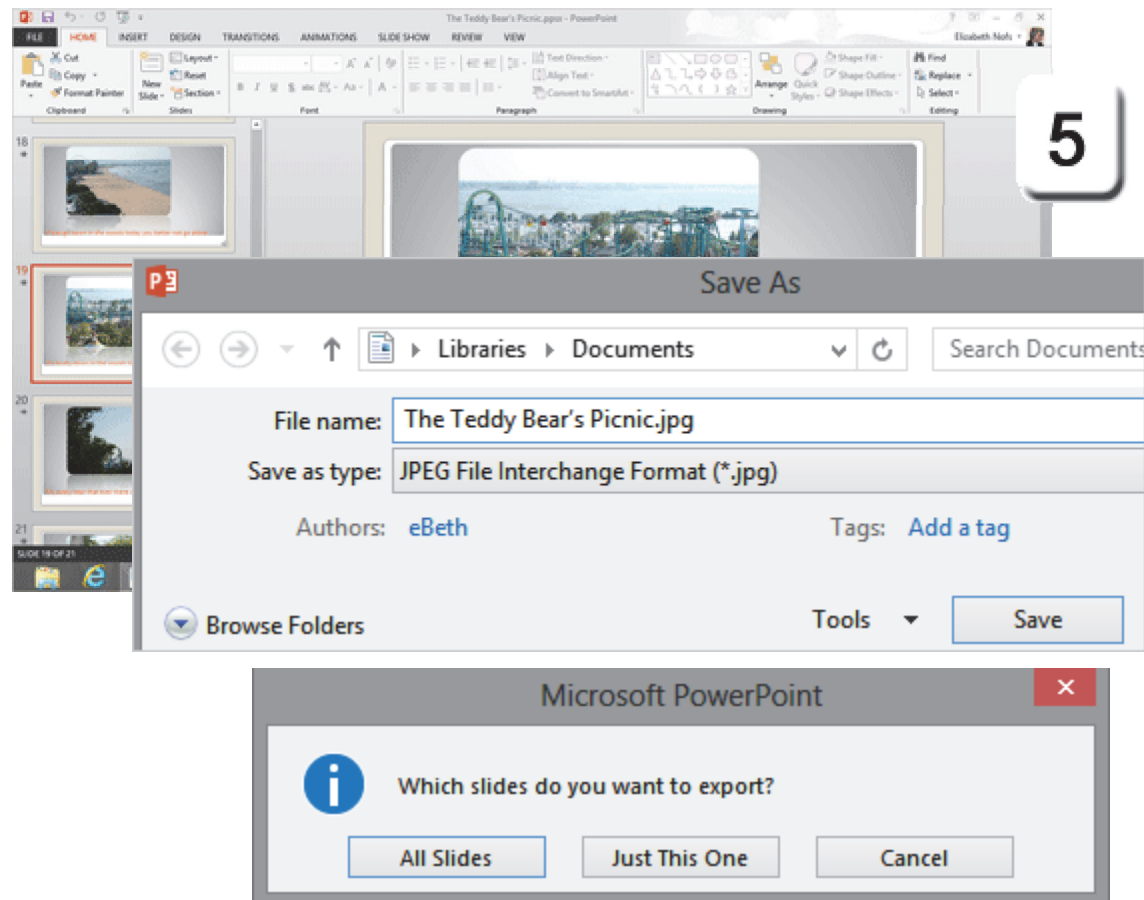
All Slides

Just This One

Cancel

Select **Just This One** and PowerPoint will create a JPEG image and save it in the Documents folder. OK, that works.

File ->Export->Change File Type->JPEG File



Exam 77-422: Microsoft PowerPoint 2013

1.0 Create and Manage Presentations

1.4 Configure Presentations to Print or Save: Export (Change to JPEG Images)



Export: Create a Video

PowerPoint can convert your presentation into a high quality video that you can upload to the Internet or share on a DVD. The video can include your Timings, Transitions, Animations, and Media.

6. Try it: Review the Video Settings

Go to **File ->Export**.

Click on: **Create a Video**

What Do You See? There are several settings that you can adjust, depending on your purpose.

Display: There are three options:

Computer & HD Displays (high resolution, big file)
Internet and DVD (medium resolution)
Portable Devices (low resolution, smallest file)

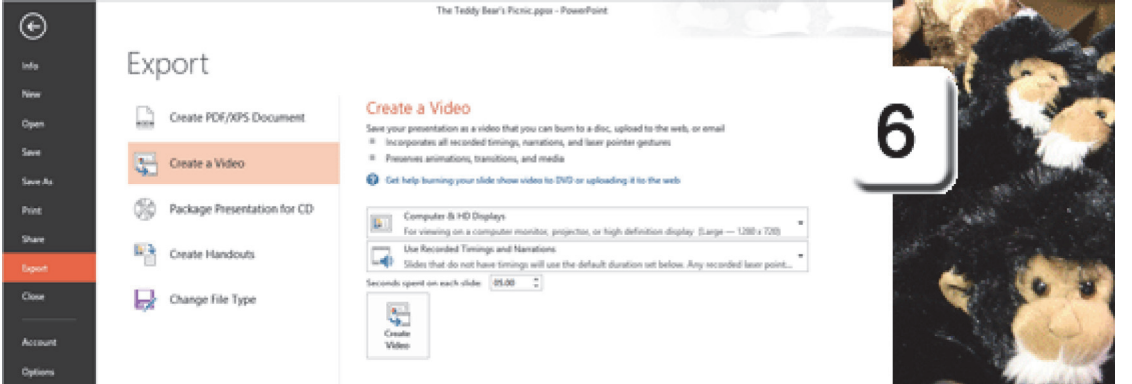
Timings: There are four options:

Don't Use Recorded Timings and Narrations
Use Recorded Timings and Narrations
Record Timings and Narrations
Preview Timings and Narrations

Accept the default options.

Keep going...

File ->Export->Create a Video



Create a Video

Save your presentation as a video that you can burn to a disc, upload to the web, or email

- ☒ Incorporates all recorded timings, narrations, and laser pointer gestures
- ☒ Preserves animations, transitions, and media

[Get help burning your slide show video to DVD or uploading it to the web](#)

Computer & HD Displays
For viewing on a computer monitor, projector, or high definition display (Large — 1280 x 720)

Use Recorded Timings and Narrations
Slides that do not have timings will use the default duration set below. Any recorded laser pointer

Seconds spent on each slide: **05.00**

Exam 77-422: Microsoft PowerPoint 2013
1.0 Create and Manage Presentations
1.4 Configure Presentations to Print or Save: Export (Create a Video)



Create a Video

7. Try it: Create a Video

On the previous page we began the steps here:

Go to **File ->Export->Create a Video**.

Now, please click on: **Create a Video**

What Do You See? You will be asked to:

Browse to your Documents folder.

Enter the **File Name**: The Teddy Bear's Picnic.

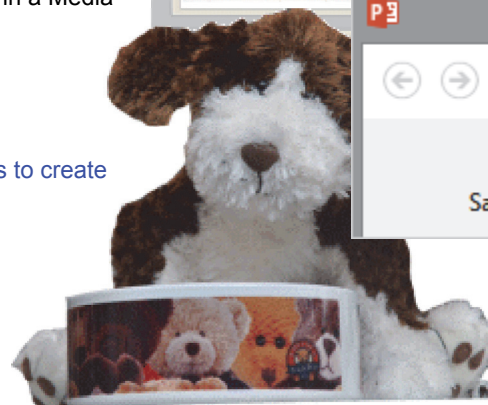
Save as type: MPEG-4 Video (*.mp4).

Click **Save**.

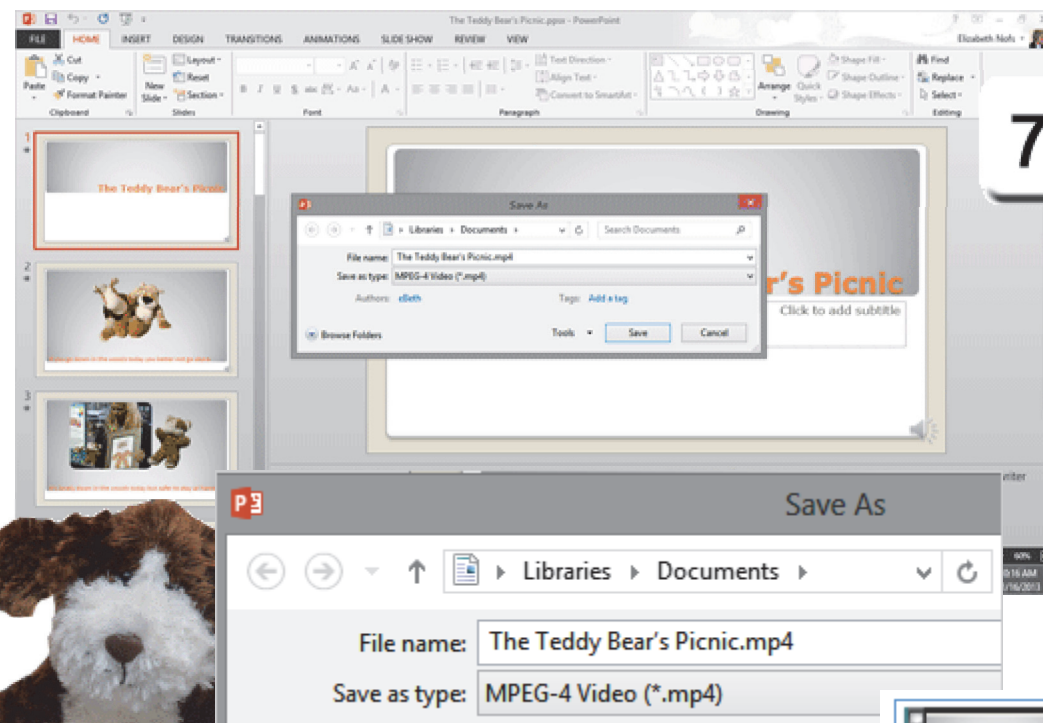
Trust, but Verify: Go to the Documents folder and find the *Picnic Video.mp4*: When you open the .mp4 file, the PowerPoint presentation will open in a Media Player as a video.

Keep going...there's more!

Memo to Self: It may take several minutes to create the video from your slide show.



File ->Export->Create a Video->Create a Video



Exam 77-422: Microsoft PowerPoint 2013
1.0 Create and Manage Presentations
1.4 Configure Presentations to Print or Save: Export (Create a Video)



Package a Presentation for CD

Say you needed to send a CD with all of your materials to the conference team. You can use PowerPoint to **Package** the CD.

8. Try it: Package Presentation for CD

Go to **File ->Export**.

Click on: **Package Presentation for CD**.

Name the CD: PicnicCD.

What Do You See? You can **Add** or **Remove** files that you want to include on this CD. You can add spreadsheets, handouts, and PDF documents if you wish.

Try This, Too: Copy to Folder

Click **Copy to Folder**.

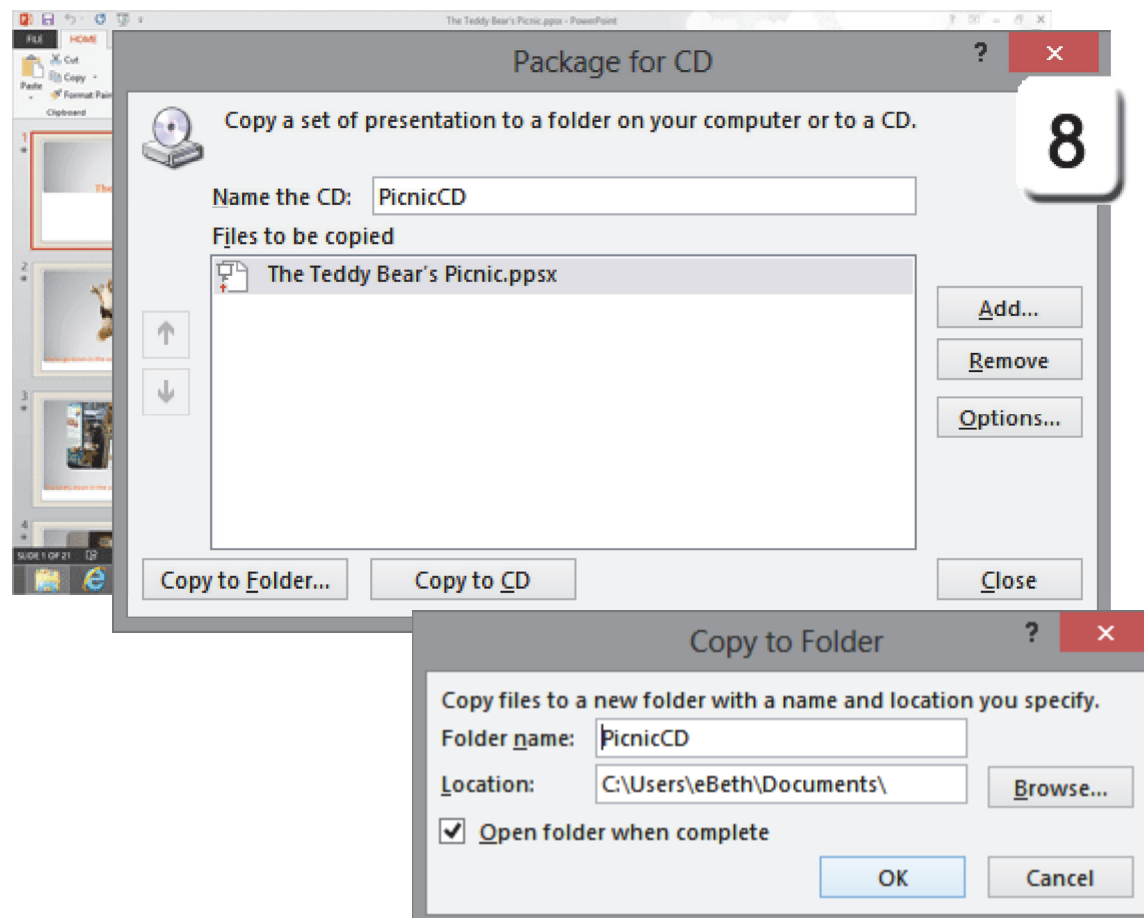
Enter the **Folder name:** PicnicCD.

Browse to your Documents folder.

Click **OK**.

Trust, but Verify: Go to the Picnic CD folder. You should see your PowerPoint presentation, an AUTORUN document and a yellow folder called PresentationPackage.

File ->Export->Package Presentation for CD



Exam 77-422: Microsoft PowerPoint 2013
1.0 Create and Manage Presentations
1.4 Configure Presentations to Print or Save: Export (Create a Video)



Package for CD Options

The information in your presentation may be confidential. You can enhance the security and privacy of your work in case the CD is lost.

9. Try it: Review the CD Package Options

Go to **File ->Export**.

Click on: **Package Presentation for CD**.

Click on **Options**.

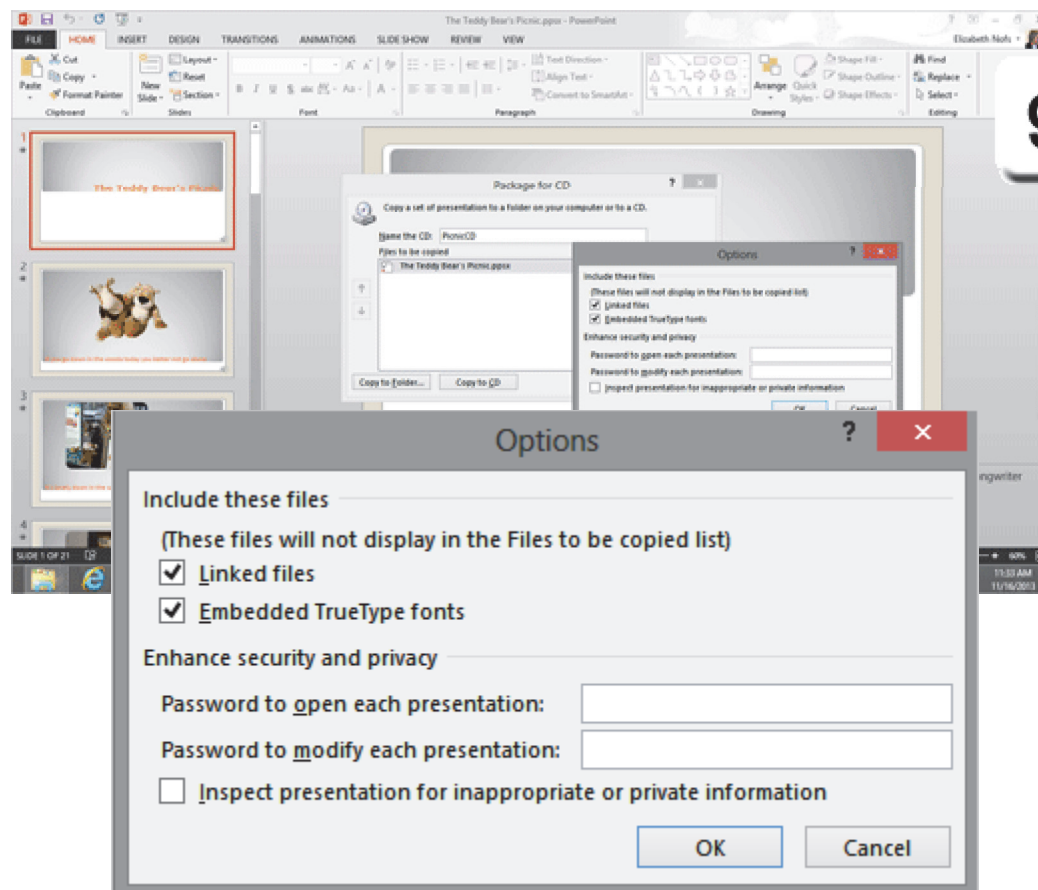
What Do You See? Linked Files and Embedded TrueType fonts are **Included** in the CD Package by default.

Try This, Too: Enhance Security and Privacy

Enter a **Password** to open or modify each presentation and click **OK**. You will be prompted to type each password again to confirm.

Done and done. That completes our review of the different File Types.

File ->Export->Package Presentation for CD



Exam 77-422: Microsoft PowerPoint 2013
 1.0 Create and Manage Presentations
 1.4 Configure Presentations to Print or Save: Export (Create a Video)



Before You Send: Compress the Media

Say your presentation includes a video clip that sings the Teddy Bear Picnic song. What steps should you take before you send your show by E-mail or publish it online?

Here are the steps to add a video. Then, we will look at the options. You can download the Teddy Bears Picnic 1932 video from the sample files if you wish.

1. Try it: Insert a Video

The sample presentation is still open.

Slide 1 is selected.

Go to **Insert ->Media->Video**.

Click on **Video on my PC**.

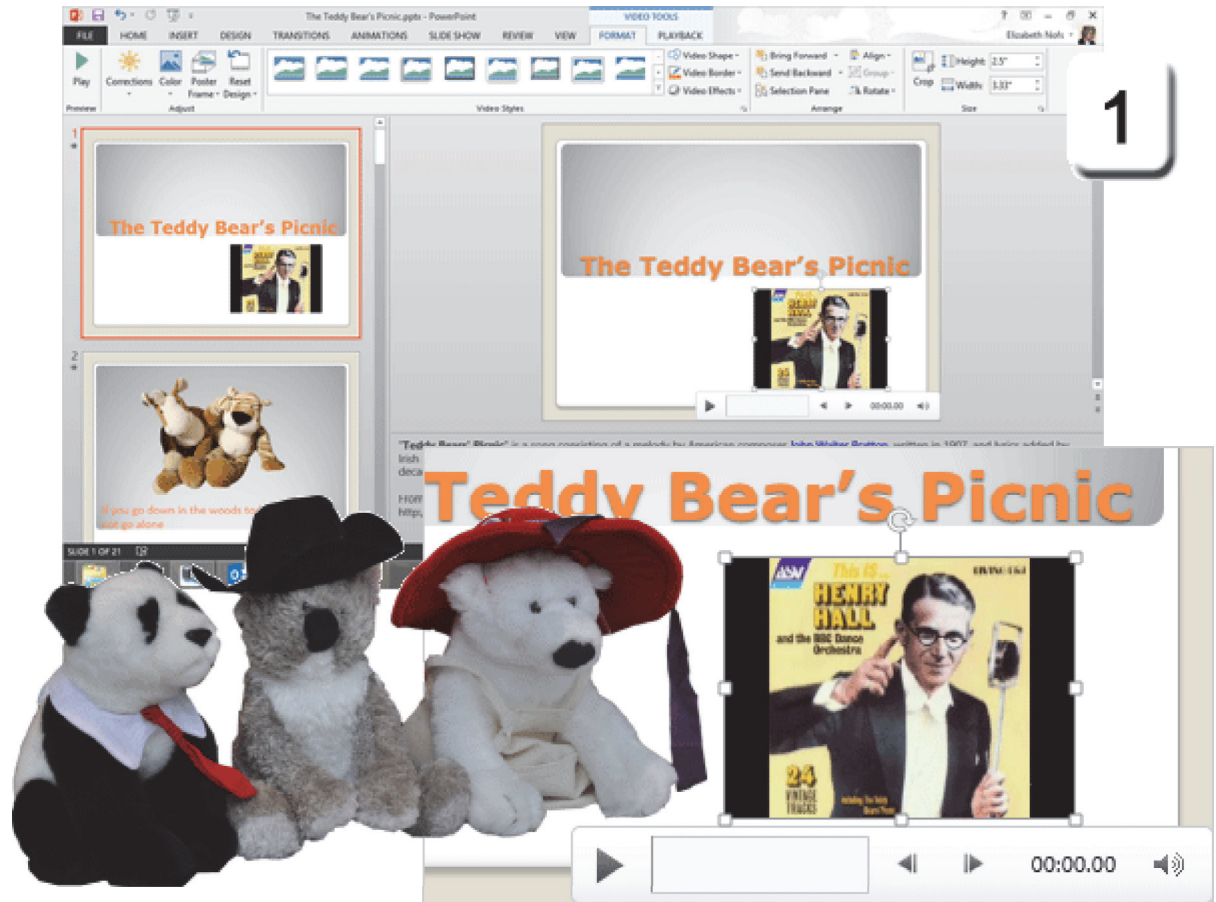
Browse to the Documents folder.

Select: Teddy Bears Picnic 1932.MP4

What Do You See? The video will be displayed in a little media player. The Video Tools should be available.

OK, keep going...

Insert ->Media->Video->Video on my PC



Exam 77-422: Microsoft PowerPoint 2013
3.0 Create Slide Content
3.6 Insert and Format Media: Insert and Format Video



Compress Media Quality

2. Try it: Compress Media

Go to **File -> Info -> Compress Media**.

What Do You See? There are three levels:
Presentation
Internet Quality
Low Quality

The compromise is between Performance (High Quality, larger file) and Size (Low Quality, small file). The example on this page is 2.95 MB.

What Else Do You See? You can **Undo** the compression if you don't like the results.

Keep going...



File -> Info -> Compress Media



Compress Media

Media Size and Performance

Save disk space and improve playback performance by compressing your media files. Compression might affect media quality.

- Media files in this presentation are 3.8 MB.

Presentation Quality
 Save space while maintaining overall audio and video quality.

Internet Quality
 Quality will be comparable to media which is streamed over the Internet.

Low Quality
 Use when space is limited, such as when sending presentations via e-mail.

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Exam 77-422: Microsoft PowerPoint 2013
5.0 Manage Multiple Presentations
5.3 Protect and Share Presentations: Compress Media



Share by E-mail

Send Using E-mail can convert your presentation into a PDF or XPS copy and attach it to an E-mail message if you wish.

3. Try it: Share Using E-mail

Go to **File ->Share->Email**.
Click on **Send as PDF**.

What Do You See? PowerPoint will attach the PDF to an E-mail message.

Fill in the blanks:
Send it to yourself. (Enter your own E-mail.)
Click Send.

A new message with a PDF file attached should arrive in your Inbox.

Please return to PowerPoint.

Keep going...

File ->Share->Email

The screenshot shows the PowerPoint 2013 interface with the 'Share' dialog box open. The 'Email' option is selected. Two options are available: 'Send as PDF' and 'Send as XPS'. To the right of these options, a list of features is shown for each. A large number '3' is overlaid on the right side of the dialog box. Below the dialog box, an email composition window is shown with the following details:

- From:** ebeth@commalms.com
- To...** Clair Dickson;
- Cc...**
- Subject:** The Teddy Bear's Picnic.pptx
- Attached:** The Teddy Bear's Picnic.pdf (2 MB)
- Body:** Hello Clair,
Could you please proof this handout for errors?

Send as PDF Features:

- Everyone gets a PDF attachment
- Preserves layout, formatting, fonts, and images
- Content can't be easily changed

Send as XPS Features:

- Everyone gets an XPS attachment
- Preserves layout, formatting, fonts, and images
- Content can't be easily changed

Exam 77-422: Microsoft PowerPoint 2013
5.0 Manage Multiple Presentations
5.3 Protect and Share Presentations: Share (Email)



Share Online

More companies are working in the "cloud." PowerPoint has options for sharing online:
Invite People (Save to SkyDrive).
Present Online (Microsoft Lync).
Publish Slides (SharePoint site).

Save to Present Online and **Publish Slides** are used to share work through a corporate server. A SharePoint server has excellent library functions: for example document check in and check out for version control.

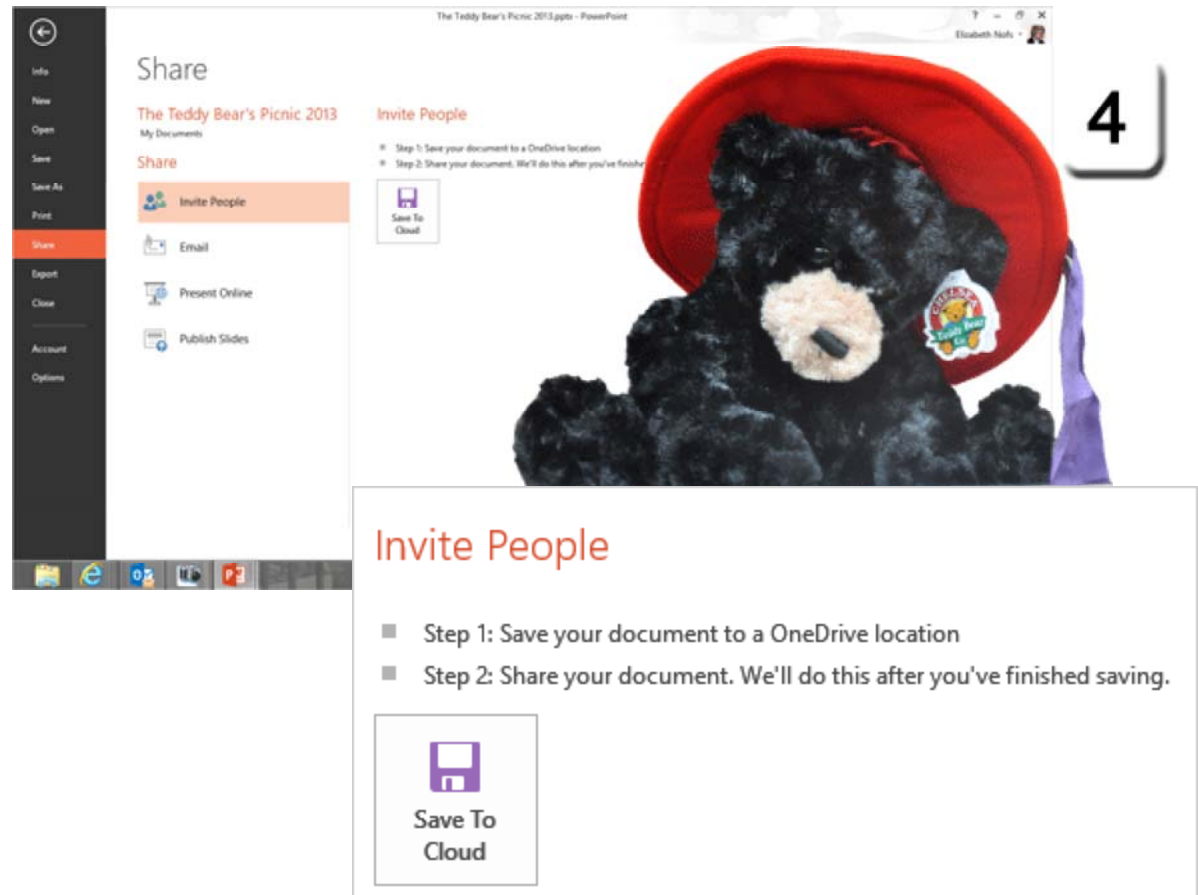
If you do not have a corporate server, you can save your presentation online in a free SkyDrive. SkyDrive uses a Windows Live ID to login. You can also use your Office 365 account if you wish. Here are the steps.

4. Try it: Invite People

Go to **File ->Share->Invite People**.
Click on **Save to Cloud**.

Keep going...

File ->Share->Invite People



Exam 77-422: Microsoft PowerPoint 2013
5.0 Manage Multiple Presentations
5.3 Protect and Share Presentations: Share (Invite People)



Save Online to OneDrive

5. Try it: Working with Online Files

When you Save to the OneDrive, you will see your Files and Folders "in the Cloud."

The beauty of using OneDrive is ease of access. You can open your OneDrive from any Internet Browser.

Sooo...What Do You See? The image on this page shows what a OneDrive looks like online. Each file shows the Date Modified and the name of the person who modified it.

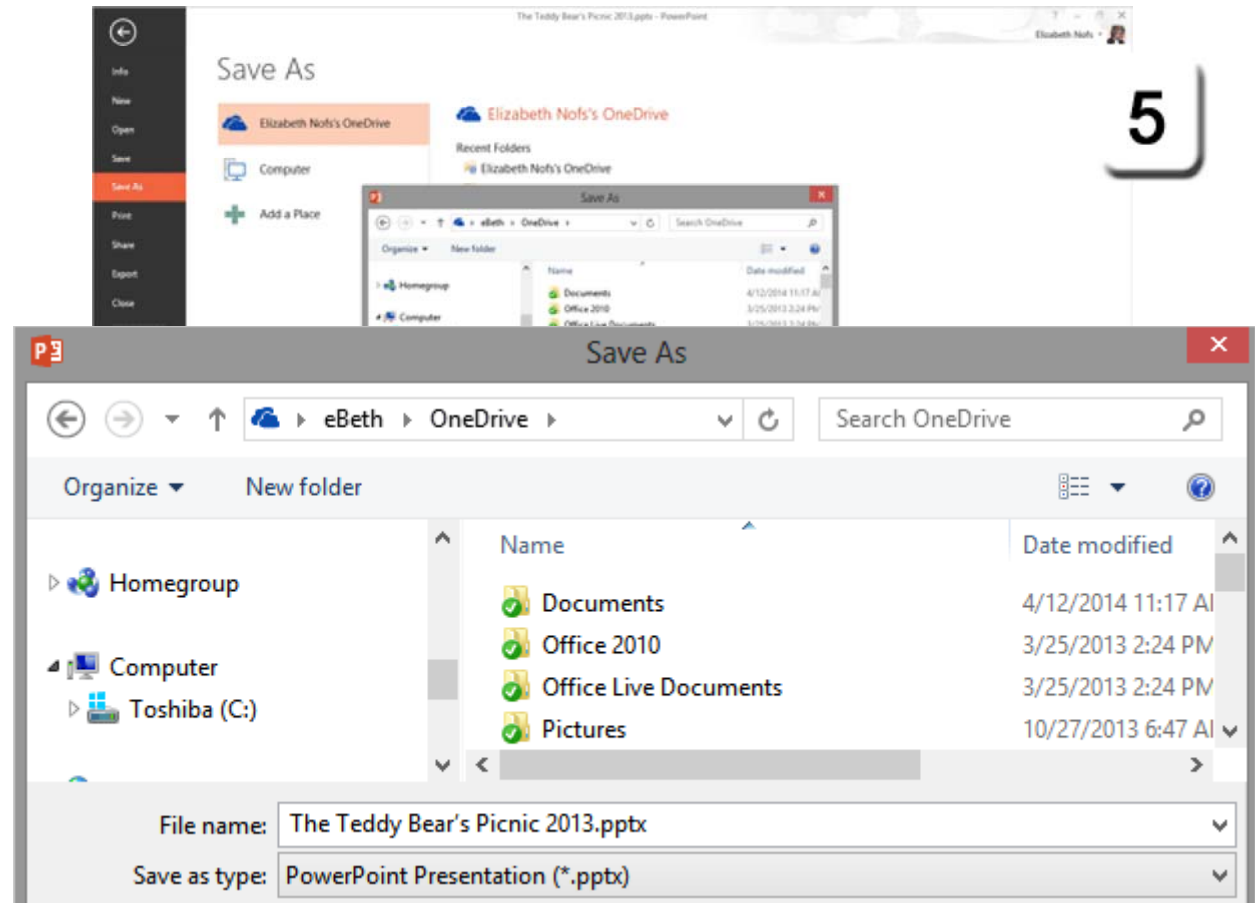
By default, the OneDrive folders are NOT shared. We are saving this presentation in a private online folder. It is available by invitation, only.

5. Try it: Save to a OneDrive

To upload your presentation, please select a OneDrive Folder and click **Save**.

Keep going...

File ->Share->Invite People



Exam 77-422: Microsoft PowerPoint 2013
5.0 Manage Multiple Presentations
5.3 Protect and Share Presentations: Share (Invite People)



Share: Invite People

After the presentation has been saved to a SkyDrive folder you can send invitations to view the show. The E-mail can include a personal note as well.

6. Try it: Invite Someone

Go to **File ->Share->Invite People**.

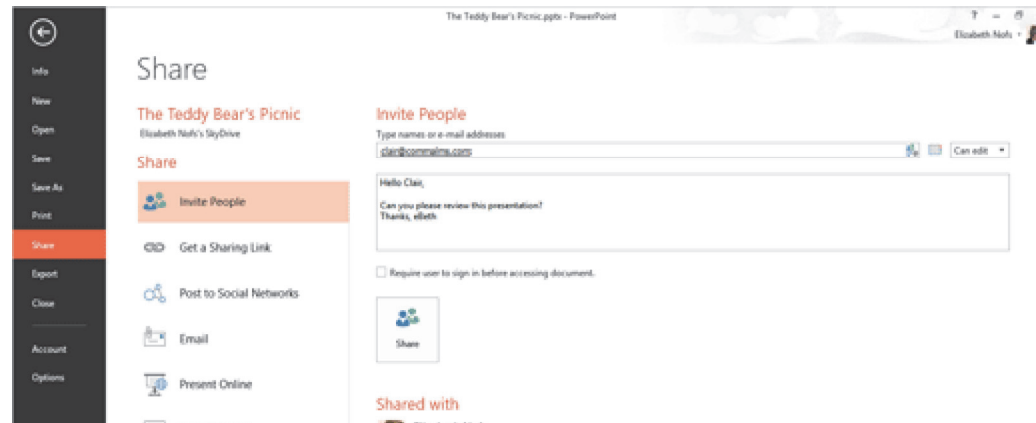
What Do You See? You will be prompted to add an E-mail address to the invitation. Please enter your own E-mail, NOT the sample address in this image.

Click **Share**.

Keep going...

Memo to Self: You can require a user, your invited guest, to sign in before accessing the presentation, ...but why?

File ->Share->Invite People



Invite People

Type names or e-mail addresses

clair@commalms.com

Hello Clair,

Can you please review this presentation?
Thanks, eBeth

☐ Require user to sign in before accessing document.

6

Exam 77-422: Microsoft PowerPoint 2013
5.0 Manage Multiple Presentations
5.3 Protect and Share Presentations: Share (Invite People)



Share: Present Online

In PowerPoint, you can invite people to watch your show online through Microsoft Lync. Microsoft Lync is an interactive CHAT room that supports video, voice, and real time collaboration.

Microsoft Lync uses an Exchange Server to invite participants and support the various options. So, Lync is often used in large corporations or departments. Microsoft Lync is also available as part of Office 365.

Microsoft Lync lets you share what ever you need:

Desktop
Program
PowerPoint
Whiteboard

You can take a poll or set up a Q&A session, too.

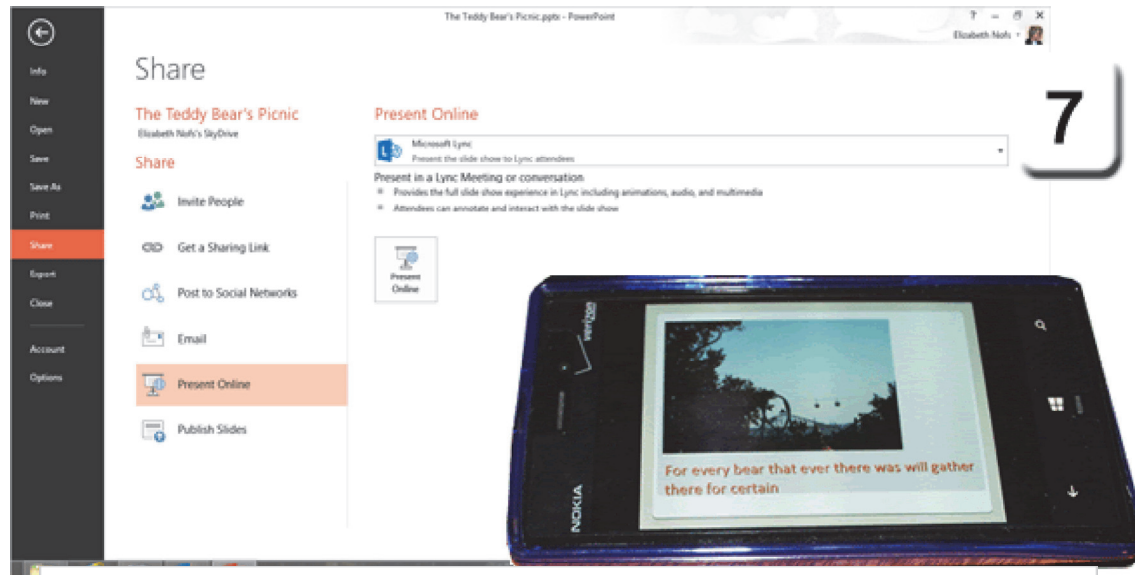
7. Try it: Present Online

Go to **File ->Share-> Present Online**.
Click **Present Online**.

Keep going...

Memo to Self: If you do NOT have Microsoft Lync, you do not have to complete this step.

File ->Share> Present Online



Present Online

Microsoft Lync
Present the slide show to Lync attendees

Present in a Lync Meeting or conversation

- Provides the full slide show experience in Lync including animations, audio, and multimedia
- Attendees can annotate and interact with the slide show

Exam 77-422: Microsoft PowerPoint 2013
5.0 Manage Multiple Presentations
5.3 Protect and Share Presentations: Share (Present Online)



Share: Lync Meeting

8. Try It: Review the Presentation in Lync

When someone invites you to share a PowerPoint presentation, you will be asked to Accept the sharing request. Everyone who accepts can join the Conversation.

The Presenter has several tools available to her in this meeting including:

Messaging
Speaker/Phone
Video
Present
Participants

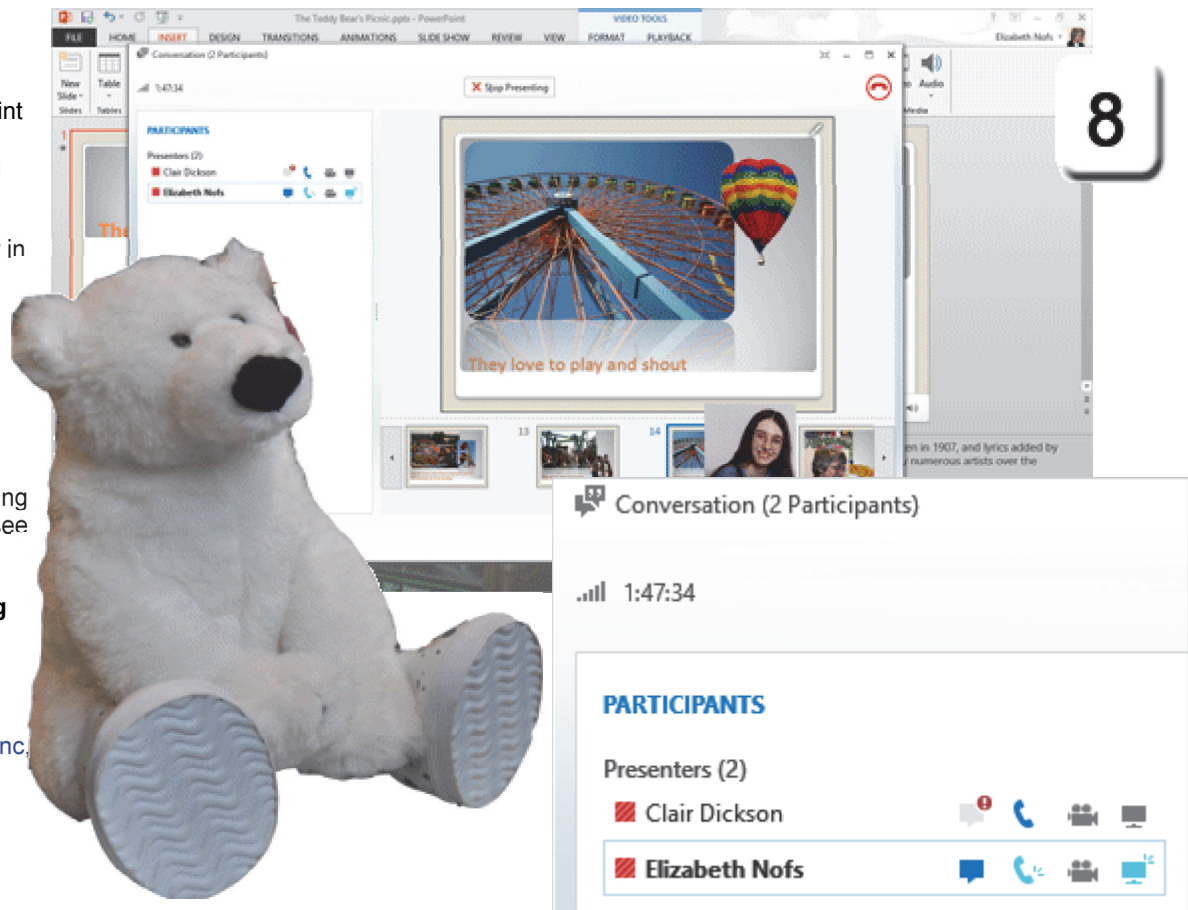
On the right side is the Presentation. Our PowerPoint show uses all of the recordings, timing animations and transitions. You can choose to see the Thumbnail (little slide images) or the Notes.

The presentation is done. The participants **Hang up** when they leave the meeting.

Keep going...

Memo to Self: If you do NOT have Microsoft Lync, you do not have to complete this step.

Example of a PowerPoint Presentation in Microsoft Lync



Exam 77-422: Microsoft PowerPoint 2013
5.0 Manage Multiple Presentations
5.3 Protect and Share Presentations: Share (Present Online)



Share with a Sharing Link

A **Sharing Link** lets you publish a file online to your SkyDrive and make it available by a hyperlink. Anyone who has the link can open the shared file: They do not need to be invited to a meeting through Lync.

9. Try This: Get a Sharing Link

Go to **File->Share-> Get a Sharing Link**.

What Do You See? There are two different links: View or Edit.

To make a link, click on **Create Link**.

After the link is created, you can copy this link into an E-mail if you wish.

One more Sharing option we need to review.

File ->Share->Get a Sharing Link

Get a Sharing Link

Sharing Links are useful for sharing with large groups of people, or when you don't know the e-mail addresses of everyone you want to share with.

View Link
<https://onedrive.live.com/redir?page=view&resid=86CD87A24>

Edit Link
<https://onedrive.live.com/redir?page=view&resid=86CD87A24>

Shared with
Elizabeth Nofs
Owner

Exam 77-422: Microsoft PowerPoint 2013
5.0 Manage Multiple Presentations
5.3 Protect and Share Presentations: Share (Get a Sharing Link)



Post to a Social Network

Social Networks, such as Facebook or LinkedIn, are excellent for sharing your presentation.

Before You Begin: The first time you use this option you will be prompted to add a Social Network. The steps are straightforward: Follow the prompts and fill in your E-mail address

Once Microsoft Office is connected to a Social Network, the sharing options are simple.

Try it: Post to a Social Network

The PowerPoint presentation is open.

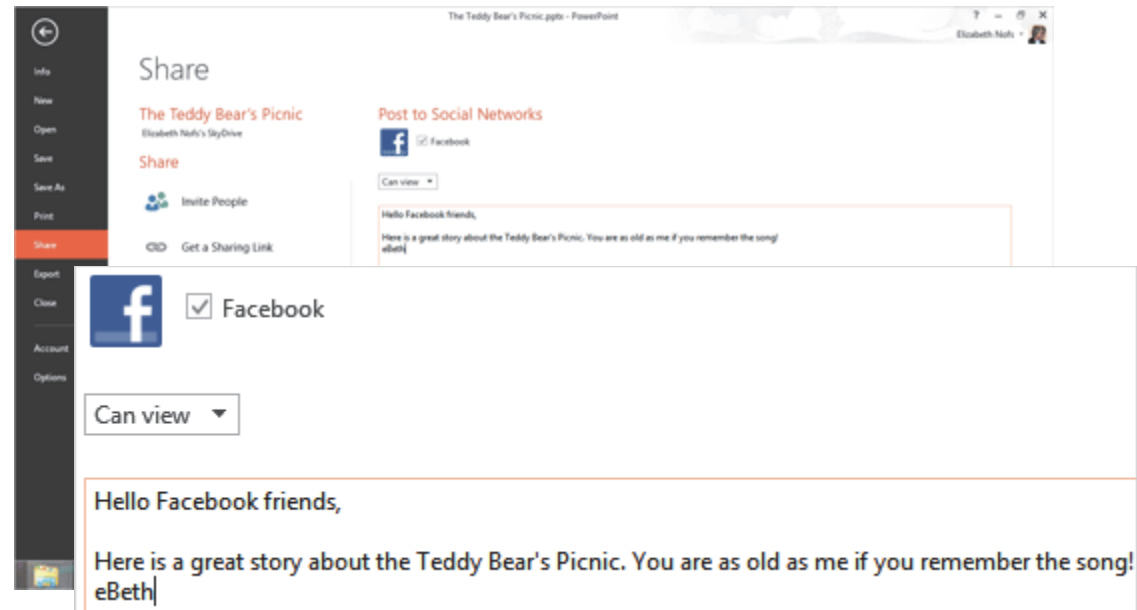
Go to **File ->Share-> Post to Social Network**.

There are two options: Can edit and Can view.
Type a message if you wish.
Click **Post**.

That will do. Now it's live, online.

Memo to Self: If you do NOT have an account in Facebook or LinkedIn, you do not have to complete this step.

File ->Share->Post to a Social Network



Exam 77-422: Microsoft PowerPoint 2013
5.0 Manage Multiple Presentations
5.3 Protect and Share Presentations: Share (Post to a Social Network)



Save Save Save

This discussion began by looking at sharing your presentation in print. We practiced saving a Slide Show in as many formats as possible: as a presentation, an outline, a show, or a picture file.

The Export options included other formats such as OpenDocument Presentation, Adobe PDF and Microsoft XPS. We also looked at various methods for saving a presentation online.

Well, you done good. You get the cookie.

The Computer Mama Sez: I hope you liked creating these presentations as much as we enjoyed writing the courses!





Practice Activities

Lesson 8: PowerPoint Live!

Before You Begin: Start Microsoft PowerPoint 2010.

Try This: Do the following steps

1. Open a new blank PowerPoint presentation.
2. Use the outline Ways to Save Money Outline to add new slides to the presentation. Delete any blank slides.
3. Go to the Title slide and add the title Ways to Save Money. Add the Subtitle Rainy Day Saving Co.
4. Apply the Theme Austin.
5. Insert a money or saving related picture to each slide. Apply Picture Styles of your choice.
6. Add animation to each picture.
7. Add slide transitions to each slide.
8. Add the following Speaker Notes to Slide 2:
 - a. Bring your lunch
 - b. Switch to a cheaper coffee order
 - c. Watch movies you, your friends, or the library has available
 - d. Find free events in the community
9. View the Notes Master. Add the company name Rainy Day Savings in the Footer.
10. Edit the Master Text Styles under the slide on the Notes Master to be a green, Times New Roman font, and 14 point.
11. Create handouts in Microsoft Word. Choose Blank lines next to the slides. Save the Word document as Advanced PowerPoint Practice 7 Handouts.
12. Return to PowerPoint. Save the PowerPoint Presentation as a PDF. Name it Ways to Save Money.
13. Also, save the PowerPoint presentation as a PowerPoint Slide Show (.ppsx). Save it as Ways to Save Money Slide Show.
14. Go to the Title slide. Use the Change File: Image File Type to save just the current slide as JPEG image. Save the file as Title Slide.
15. Review the different versions of your file to compare them.





Test Yourself

1. Which is true about Speaker Notes?
(Give all correct answers.)

- a. Added using the Notes pane beneath the slide
 - b. Notes can be printed as a handout for the audience
 - c. Speaker Notes can include hyperlinks
- Tip: Advanced PowerPoint, page 251

2. Which are the options for the number of slides on a handout page?
(Give all correct answers.)

- a. 1
- b. 2
- c. 3
- d. 6
- e. 9

Tip: Advanced PowerPoint, page 256

3. PowerPoint can save a file as a PDF.

- a. True
- b. False

Tip: Advanced PowerPoint, page 262

4. Which PowerPoint file format opens only a slide show?

- a. PowerPoint Presentation (.pptx)
- b. PowerPoint Show (.ppsx)
- c. PowerPoint Template (.potx)

Tip: Advanced PowerPoint, page 268

5. Which is the command to make one or all slides into a picture?

- a. File-> Export->Change File Type
- b. Save As-> JPEG Image format
- c. Slide Show-> Save as Picture

Tip: Advanced PowerPoint, page 270

6. Which is true about video compression?
(Give all correct answers.)

- a. High quality means larger file size
 - b. Lower quality means smaller file size
- Tip: Advanced PowerPoint, page 276

7. Which is a free public service for users of PowerPoint that allows anyone with a link to view your slide show?

- a. Sky Drive
- b. Share Point
- c. A Sharing Link

Tip: Advanced PowerPoint, page 283

8. Which is true about sending a Sharing Link? (Give all correct answers.)

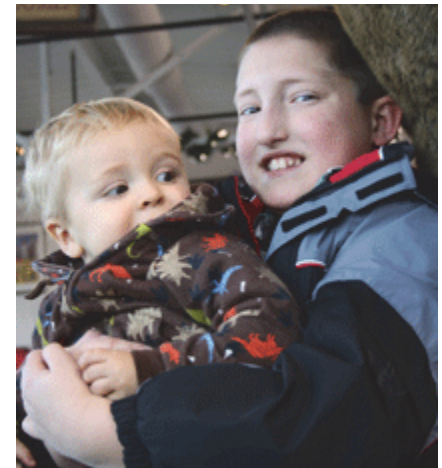
- a. The link can be View, only.
- b. The link can enable to edit the PowerPoint presentation
- c. The link needs to be copied into an email

Tip: Advanced PowerPoint, page 283

9. You can Post a PowerPoint Presentation to a Social Network such a Facebook or LinkedIn.

- a. True
- b. False

Tip: Advanced PowerPoint, page 284



Boys and Bears: two grandsons posing for pictures under the 10 foot bear at the Chelsea Teddy Bear Co. The 12 year old thinks the big grizzly bear is totally cool. The 2 year old-not so much.