Comparing and Merging Presentations

If you develop a presentation with a group, multiple versions of the same presentation may exist. PowerPoint now allows you to compare and merge different versions of a PowerPoint file.

Open the presentation that you want to merge.

Click the **Review** tab on the Ribbon and click the **Compare** button in the Compare group.

The Choose File to Merge with Current Presentation dialog box appears.

Navigate to the location of the file that you want to compare with the open presentation, select the file, and click **Merge**.

PowerPoint displays the merged file in Review mode. The Revisions pane opens, listing all changes to the presentation.

There are two sections on the Details tab in the Revisions pane:

Slide changes: Lists all of the changes that were made to the current slide.

Presentation changes: Lists all of the changes that were made to the presentation as a whole.

Click a change on the Details tab in the Revisions pane.

A text box appears detailing all of the changes to the object or text.

✅ **Tip:** To preview what the slide would look like with all of the changes accepted, click the **Slides** tab on the Revisions pane.

Do one of the following:

Accept a change: Click the **check box** of the change or changes that you want to make.

Reject a change: Do nothing; keep the check box unchecked.

The slide adjusts to reflect the accepted changes.

🔸 **Other Ways to Accept Changes:**
Click on the change you want to accept, click the **Review** tab on the Ribbon, and click the **Accept** button in the Compare group.

Exercise File: TourismAssessment14-1a.pptx, Tourism Assessment14-1b.pptx

Exercise: Compare the two presentations.

Review each change without accepting.

Check the Slides tab in the Revisions pane to see what the slide would look like if the changes were accepted.

When all of the changes are reviewed, end the review without saving.
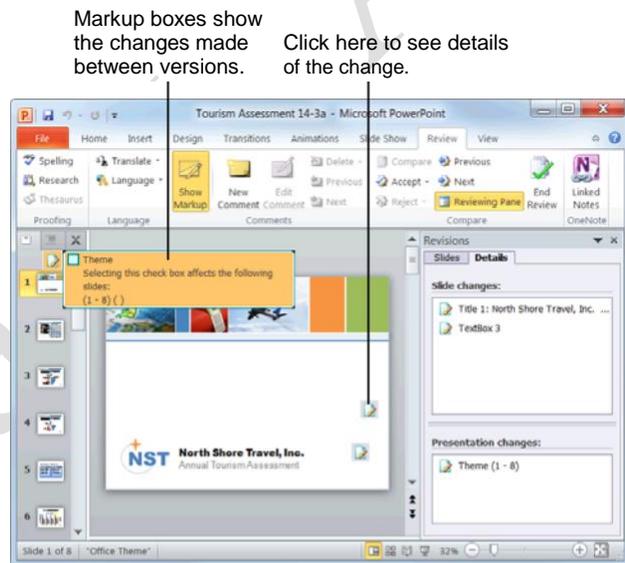
Markup boxes show the changes made between versions.   Click here to see details of the change.
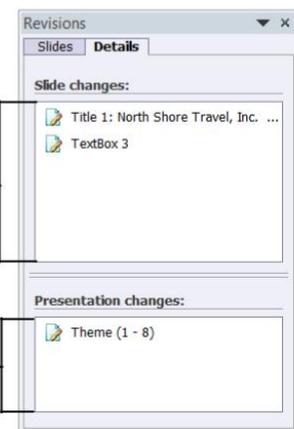
All changes made to the current slide are listed here.

All changes made to the entire presentation are listed here.

Figure 14-1: Comparing revisions to a presentation.

To move to the next change, click the **Review** tab on the Ribbon and click the **Next** button in the Compare group.

A text box for the next change appears.

Repeat steps 4 through 6 until you are finished reviewing all of the changes.

When finished, click the **Review** tab on the Ribbon and click the **End Review** button in the Compare group.

A dialog box appears warning you that any unapplied changes will be discarded.

Click **Yes**.

Review mode ends, and the Revisions pane disappears.

Click the **Save** button on the Quick Access Toolbar to finalize the revisions.

✅ **Tips**

To accept all of the changes to the presentation at once, click the **Review** tab on the Ribbon, click the **Accept** button list arrow in the Control group, and select **Accept All Changes to the Presentation** from the list.

To reject all changes to the presentation at once, click the **Review** tab on the Ribbon, click the **Reject** button list arrow in the Control group, and select **Reject All Changes to the Presentation** from the list.
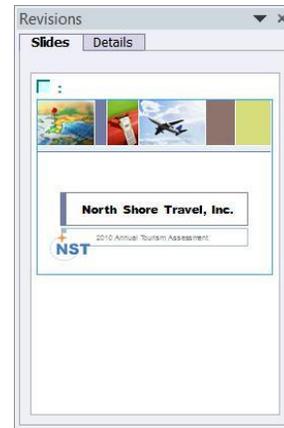
Figure 14-2: The Slides tab in the Revisions pane shows what the slide will look like if all changes are accepted.

Packaging a Presentation

Whenever you're finished with a presentation, most likely you're going to want to send it off to others for viewing. However, just like fragile cargo can break during delivery, PowerPoint presentations can lose important components as they are transferred from one computer to another.

The Package for CD feature bundles your presentation and any linked files (such as movies and sounds) with the PowerPoint Viewer so that computers without the PowerPoint program installed can still run your presentation.

You can also use the Package for CD feature to copy the presentation to a network or a local disk drive on your computer, instead of directly to CD.

Package a presentation

Insert a blank CD into your computer's CD drive.

Click the **File** tab on the Ribbon and select **Save & Send**.

Options for saving and sending your presentation appear.

Select **Package Presentation for CD** under the File Types category.

Information about packaging a presentation for CD appears.

Click the **Package for CD** button.

The Package for CD dialog box appears.

Enter a name for the CD in the Name the CD text box.

Choose a name that you won't forget.

Click **Options**.

Under Include these files, you have several options:

Linked Files: Select this option to ensure that any linked files (movies, sounds, etc.) are included in the packaged presentation.

Embedded TrueType Fonts: Select this option to include all the fonts that were used in the presentation. This ensures that your recipients can view the presentation exactly as you intended.
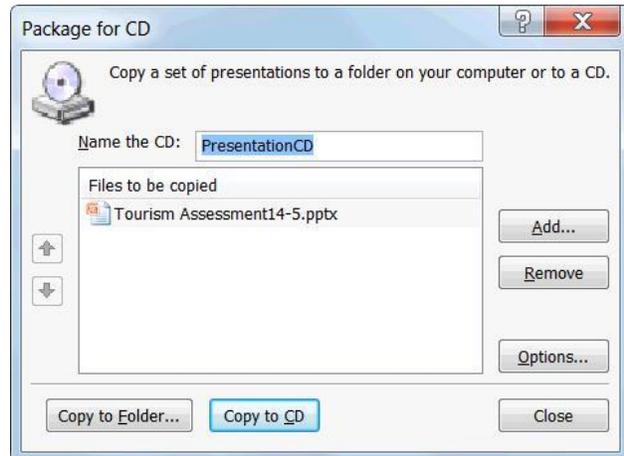
Figure 14-3: The Package for CD dialog box.

Figure 14-4: The Package for CD options.

Specify your options in the Options dialog box and click **OK** when you're finished.

You return to the Package for CD dialog box. Now you need to select where you want to copy the packaged presentation—to a folder on a network, a local disk drive, or a CD.

Click **Copy to Folder** or **Copy to CD** and do the following:

   Copy to Folder: Click the **Browse** button to navigate to a specific location. Click **OK** when you're finished and move on to Step 7.

Copy to CD: Move on to Step 7.

Click **Yes** in the dialog box that appears.

PowerPoint copies the presentation to the specified location.

Click **Close.**

The Package for CD dialog box closes.

View a packaged presentation

If the presentation was packaged to a CD, it should open automatically whenever the CD is inserted. If you packaged the presentation to a network or a local disk drive, users without PowerPoint installed on their computers should follow the instructions below.

Navigate to the location where the packaged presentation has been saved, and double-click its file folder.

The contents of the folder appear.

Double-click the PowerPoint file.

The computer's default Web browser opens, prompting the user to download the PowerPoint Viewer.

Click **Download Viewer**.

You are directed to the PowerPoint Viewer download Web site. Follow the instructions to download and install the program.

Once PowerPoint Viewer is installed, double-click the presentation file once again to view it.

The presentation opens in PowerPoint Viewer.
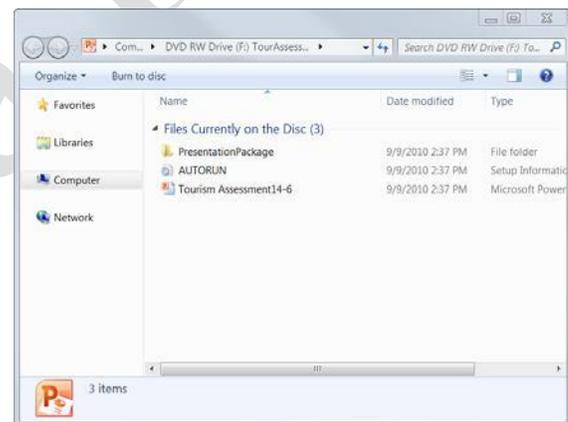
Figure 14-5: Double-click the PowerPoint file to open it.

Saving Presentations as Videos

One new feature in PowerPoint 2010 is the ability to save presentations as videos. You can distribute a video by burning it to a disc, publishing it on the Web, or sending it in an e-mail. This works particularly well for an audience that lacks PowerPoint, is off-site, or cannot attend live presentations.

Click the **File** tab on the Ribbon and select **Save & Send**.

Options for saving and sending your presentation appear.

Click **Create a video** under the File Types

category. The available video options are displayed.

To choose the video quality, click the **Computer and HD Displays** list arrow and select one of the following from the list:

Computer and HD Displays: Select this if your video will be displayed on computer monitors, projectors, or high definition displays.

Internet and DVD: Select this option if your video will be played online or if you are going to burn it to a CD or DVD.

Portable Devices: Select this option if your video will be played on portable devices like smart phones, iPods, Zunes, or other small devices capable of playing video.

Trap: If you choose to optimize your video for portable devices, ensure that the text in your presentation will be large enough to read on small displays.

Click the **Don't Use Recorded Timings and Narrations** list arrow to select one of the following timing and narration options:

Don't Use Recorded Timings and Narrations: Select this option when you want to display the slides themselves without any recorded voiceover or timings.

Use Recorded Timings and Narrations: Select this option when you have recorded timings and narrations for your presentation.

Exercise File: Tourism Assessment14-3.pptx

Exercise: Save the presentation as a video that can be viewed on Computer & HD displays.

Don't use recorded timings and narration.

Set up the video to spend 10 seconds on each slide.

Save the video to your Practice folder.
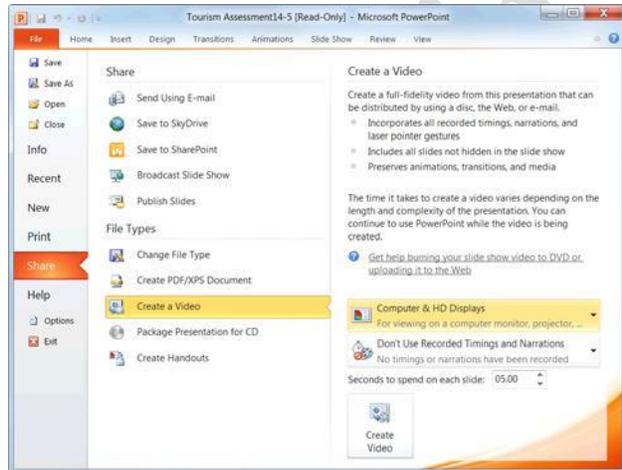
Figure 14-6: The Create a Video options in Backstage View.

Figure 14-7: The list of available video quality options.

Figure 14-8: The list of available timing and narration options.

(If necessary) If you selected the Don't Use Recorded Timings and Narrations option from the previous step, click the **Seconds to spend on each slide** up and down arrows to tell PowerPoint how much time to spend on each slide before advancing to the next. The timings are set.

✅ **Tip:** If you inserted a video into your presentation, the slide with the video will stay up as long as the video is playing.

Click the **Create Video** button.

The Save As dialog box appears.

Navigate to the location where you want to save your video, enter a File name, and click **Save**.

PowerPoint creates the video and saves it as a Windows Media File (.wmf).

✅ **Tip:** The length of time it takes for PowerPoint to create the video depends on the length and content of your presentation.
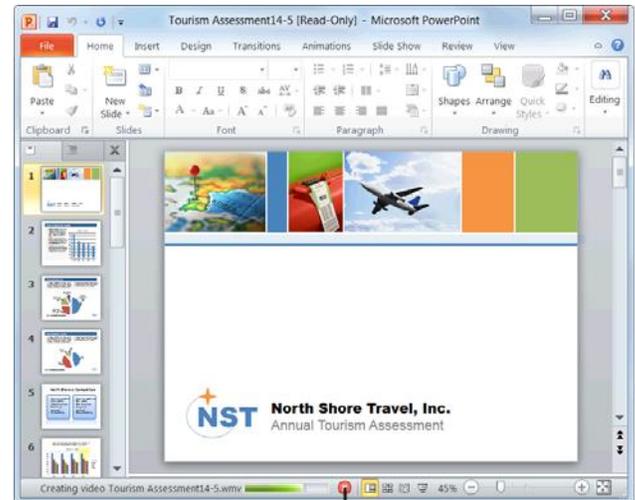
Click here to Cancel.

Figure 14-9: Video creation in process.

Password Protecting a Presentation

If you have a presentation that you don't want anyone else to see or modify, you can password-protect, or *encrypt*, the presentation. This restricts access to only yourself or people who know the password. You can assign security settings that require users to enter a password to either open and/or modify a presentation.

Require a password to open a presentation

You can add a password to a presentation to open or it.

Click the **File** tab on the Ribbon.

The Info tab of Backstage view appears.

Click the **Protect Presentation** button and select **Encrypt with Password** from the list.

The Encrypt Document dialog box appears.

Type a password in the Encrypt Document dialog box.

You can type up to 255 characters for the password.

✅ **Tip:** Use strong passwords that combine uppercase and lowercase letters, numbers, and symbols. Passwords should be 8 or more characters in length. A pass phrase that uses 14 or more characters is even better.

Click **OK**.

The Confirm Password dialog box appears.

✅ **Tip:** It is critical that you remember your password. If you forget your password, Microsoft cannot retrieve it.

Retype your password and click **OK**.

The Info tab changes to indicate that a password is required to open the presentation.

Require a password to modify a presentation

This option protects the presentation so that anyone can open the presentation, but a password is required to modify it.

Click the **File** tab on the Ribbon and click **Save**

As. The Save As dialog box appears.

Figure 14-10: The Encrypt Document dialog box.

Click the **Tools** button at the bottom of the Save As dialog box and select **General Options** from the list.

The General Options dialog box appears. Note that there are two password text boxes here: one to open the document and one to modify the document.

Click the **Password to modify** text box and enter the password.

Click **OK**.

The Confirm Password dialog box appears.

Reenter your password and click **OK**.

The password is confirmed.

✅ **Tips**

If you require users to enter a password to both open and modify a presentation, make sure each password is different from the other.

To remove a password, open the General Options dialog box and remove the password from the "Password to open" or "Password to modify" text box in which it was entered.
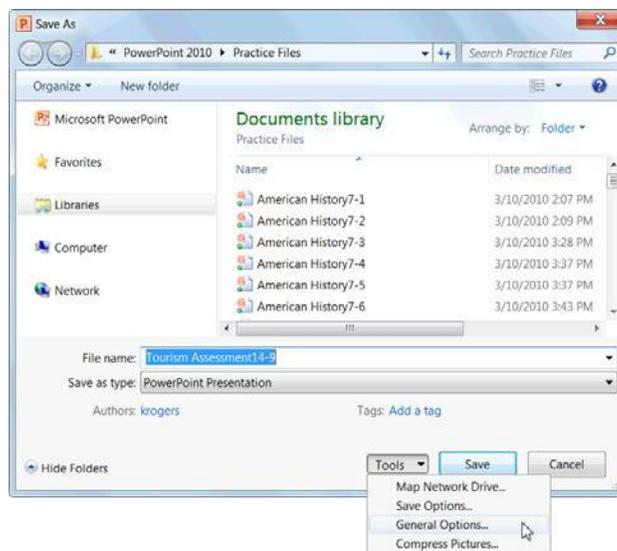
Figure 14-11: Open the General Options dialog box from the Tools list in the Save As dialog box.
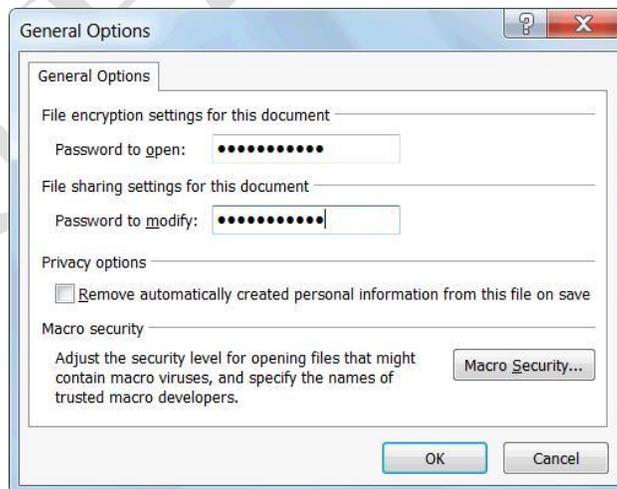
Figure 14-12: Add passwords in the General Options dialog box.

Publishing Slides

If you use SharePoint 2007 or 2010, you can publish your presentation to a Slide Library. A Slide Library provides a space for you to store and share slides with others. Any slide published to the Slide Library is available to anyone with access to the Slide Library.

Also, if you're using a slide from the Slide Library, PowerPoint will notify you if any changes were made to the slide. You then have the opportunity to accept or reject the changes.

✅ Tips

For information on how to create a Slide Library, contact your network administrator or see the SharePoint 2007 or 2010 help files.

Publish slides to a Slide Library

Click the **File** tab on the Ribbon and select **Save & Send**.

A list of options for saving and sending presentations appears.

Click **Publish Slides** under the Share category, then click the **Publish Slides** button.

The Publish Slides dialog box appears.

Click the check box next to the slides you want to publish to the Slides Library, or click **Select All** to select all of the slides.

Now you need to select a location to which to publish your slides.

(Optional) If you want to rename any of the slides, click the **File Name** and type the new name of the slide.

(Optional) If you want to enter a brief description of the slide, click **Description** next to the slide and enter the description.

Click the **Browse** button, navigate to the location of the Slides Library, and click **Select**.

You are now ready to publish your slides.

Click **Publish**.

Your slides are saved to the Slides Library.

Exercise

Exercise File: None required.

Exercise: Understand how to upload slides to a Slide Library.
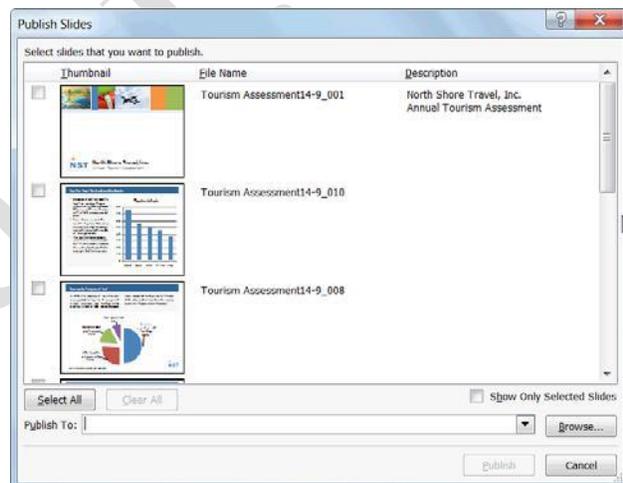
Figure 14-13: The Publish Slides dialog box.

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Add a slide from a Slide Library to a presentation

If other users have published slides to a Slide Library, you can use them in your presentations.

Open the presentation to which you want to add shared slides.

Click the **Home** tab on the Ribbon, click the **New Slide** button list arrow in the Slides group.

A list of options appears.

Select **Reuse Slides** from the list.

The Reuse Slides pane appears.

In the Reuse Slides pane, click **Open a Slide Library**.

The Select a Slide Library dialog box appears.

Navigate to the location of the Slides Library and click **Select**.

The All Slides list appears.

Click the slide you want to add to your presentation.

The slide is added to your presentation.

✅ **Tip:** If you want to be notified whenever changes occur to a slide that you added from the Slide Library, click the slide in the Reuse Slides pane and select the **Tell me when this slide changes** check box.

Creating Handouts in Microsoft Word

One way to deliver or supplement a PowerPoint presentation is to print off handouts of your slides and distribute them to your audience.

Click the **File** tab on the Ribbon and select **Save & Send**.

Options for saving and sending a presentation appear.

Select **Create Handouts** under the File Types category.

Information about creating handouts in Microsoft Word appears.

Click the **Create Handouts** button.

The Send To Microsoft Word dialog box appears. Here you need to select a page layout for your handouts.

Select the page layout that you want to use.

Now you need to select how you want to insert the slides into the document. You have two options here:

Paste: Select this option to create static handouts (i.e. the handouts will remain unchanged even if you update the presentation).

Paste link: Select this option to create dynamic handouts (i.e. any updates made to the presentation will be reflected in your handouts).

Select a paste option and click **OK**.

The presentation handouts open in Microsoft Word.

✅ **Tips**

If you select the **Paste link** option, each time you open the Word 2010 document that contains the linked presentation you will be prompted to accept or reject any updates that have been made to the linked presentation.

If you select the **Paste link** option, do not move the handout file or the presentation file to another location on your computer. If you do, the program will not be able to locate the file.
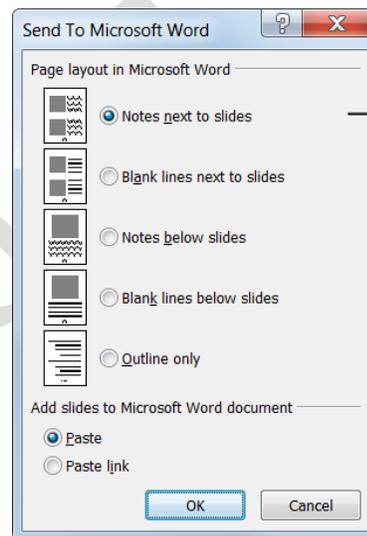
Select the page layout that you want to use.

Figure 14-14: The Send to Microsoft Office Word dialog box.

Importing and Exporting an Outline

If you want to create a presentation based on an existing report or other outlined document, save yourself some time by importing the outline into Microsoft PowerPoint. You can import content from any program that supports the use of heading styles or files saved in the following format:

Microsoft Word (.doc, .docx): If you've created in outline using Word's outline feature, you can convert the document into a PowerPoint presentation. PowerPoint will convert each Level 1 heading into a new slide. Any lower-level headings into bulleted lists. Paragraphs without heading styles will be ignored.

Rich Text Format (.rtf): Just about every word processing program can read and write in Rich Text Format. To import an outline created by a word processor other than Microsoft Word, save the document as a Rich Text File. If the word processor doesn't use heading styles, PowerPoint will look at how the paragraphs are indented and guess the outline structure.

Text Files (.txt): Text files don't contain any fancy formatting or features—just plain-old text. Since text files don't support heading styles, PowerPoint will look at how the paragraphs are indented and guess the outline structure.

Import an outline

Click the **Home** tab on the Ribbon and click the **New Slide** button list arrow in the Slides group.

A list of options appears.

Select **Slides from Outline**.

The Insert Outline dialog box appears.

Find and select the document containing the outline you want to insert and click **Insert**.

PowerPoint imports the outline.
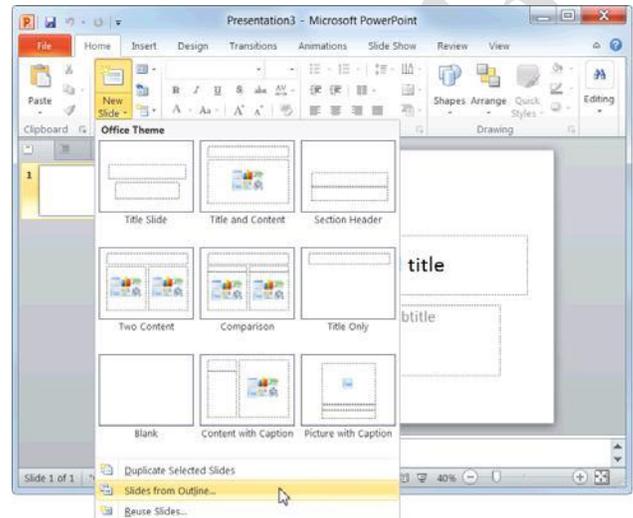
Figure 14-15: Importing an outline from another program.
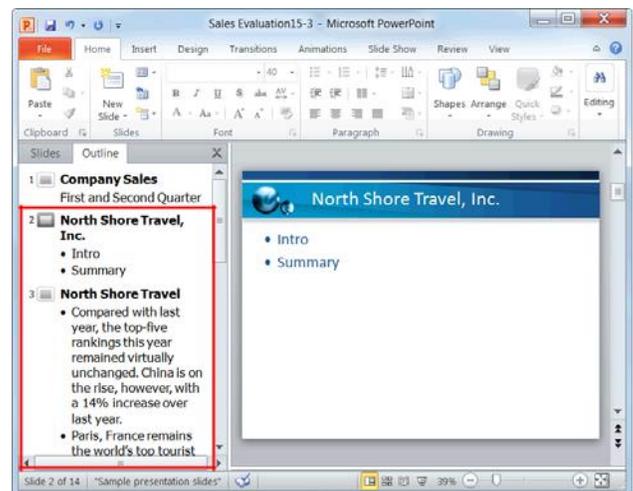
Figure 14-16: An imported outline, as displayed in the Outline tab of the Slides pane.

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Export an outline to Microsoft Word

In addition to importing an outline, you can export
a presentation's outline to Microsoft Word.

Click the **File** tab on the Ribbon and select **Save
& Send**.

Options for saving and sending your
presentation appear.

Click **Create Handouts** under the File
Types category.

Information about creating handouts in
Microsoft Word appears.

Click the **Create Handouts** button.

The Send To Microsoft Word dialog box
appears. Here you need to select a page layout
for your handouts.

Select **Outline only** and click **OK**. The

outline opens in Microsoft Word.
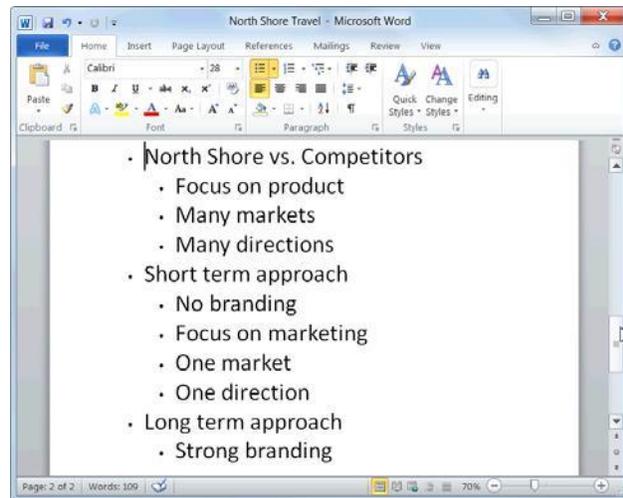
Figure 14-17: A presentation outline that has
been exported to Microsoft Word.

Customizing the Ribbon

One of the most useful features in Office 2010 is that you can customize the Ribbon. Add your own tabs and groups, or rearrange the Ribbon to better fit your work style.

Create a new tab or group

You can add new groups to tabs, or you can create new tabs with new groups.

Click the **File** tab on the Ribbon and select **Options**.

The Options dialog box appears.

Click the **Customize Ribbon** tab.

The left column displays commands that you can add to the Ribbon.

The right column displays the tabs on the Ribbon, and the groups and commands in each tab.

✅ **Tip:** Click the plus sign next to a tab or group to expand it.

In the right column, select the tab where you wish to add the new tab or group.

A new tab, which automatically includes a new group, will be inserted below the selected tab.

A new group will be inserted within the selected tab.

Click the **New Tab** or the **New Group**

button. The new tab or group is added.

Rename a tab or group

Once you've created a tab or group, give it a name.

Select the tab or group you want to rename.

Click the **Rename** button.

The Rename dialog box appears.

Enter a name for the selected tab or group in the Display Name text box.

The tab or group is renamed. For a group, also select a symbol to represent the group.

Click **OK**.

The tab or group is renamed.

Click to reorder the selected tab or group.
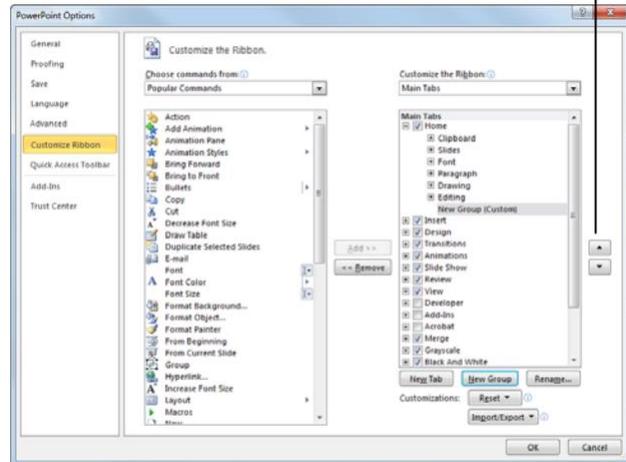
Figure 15-1: Use the buttons in the Options dialog box to add a new tab or group to the Ribbon.

Click to create a new tab.

Click to create a new group.

Click to rename the selected tab or group.

Click to view another group of commands.

Click to add the command on the left to the selected group on the right.

Click to view all the tabs on the Ribbon.
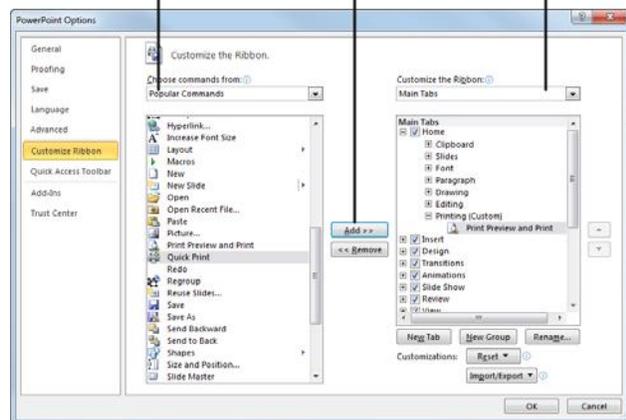
Figure 15-2: Adding commands to groups on the Ribbon.

Add a command to a group

Once you have created a new tab or group, you can add commands to the group. You can also add commands to groups that already appear on the Ribbon.

In the right column, select the group to which you want to add a command.

This could be a group you've created from scratch, or even a group that appears by default.

In the left column, select the command you want to add to the Ribbon. Click the **Add** button.

The command is added to the group.

Tip: Not finding the command you want to add? Click the **Choose commands from** list arrow and select the group of commands you want to view.

The Print Preview and Print command added to the Printing group.

The Printing group, added to the Home tab of the Ribbon.

Figure 15-3: The Home tab of the Ribbon, customized with a new group.

Restore the default Ribbon

If you no longer want to use the customizations you've added to the Ribbon, you can restore the Ribbon to its original, default settings.

Click the **Reset** button.

Two options appear:

Reset only selected Ribbon tab: Restores the default settings for the selected tab.

Reset all customization: Removes all Ribbon and Quick Access Toolbar customizations, restoring them to the default arrangement and appearance.

Select the reset option you wish to use.

The Ribbon is restored to its default settings.

Remove a tab or group

You can also remove a specific tab or group from the Ribbon.

In the right column, right-click the tab or group you wish to use.

Select **Remove** from the contextual menu.

The tab or group is removed from the Ribbon.

Tips

Any changes you make to a program's Ribbon will appear only in that program.

To hide a tab on the Ribbon, deselect its check box.

Customizing the Quick Access Toolbar

The Quick Access Toolbar is a shortcut for commands that are used often. If the Quick Access Toolbar doesn't contain enough of your frequently used commands, you can customize it by adding or deleting commands.

Click the **File** tab and select **Options**.

The PowerPoint Options dialog box appears.

Click the **Quick Access Toolbar** tab.

This tab displays options for customizing the Quick Access Toolbar.

The left column displays commands you can add to the Quick Access Toolbar. The right column displays commands that appear there.

In the left column, select the command you want to add to the Quick Access Toolbar.

Click the **Add** button.

The command is added to the Quick Access Toolbar.

✅ **Tips**

Arrange the order in which the commands are displayed by clicking the **Move Up** and **Move Down** buttons to the right of the column.

Click the **Reset** button and select **Reset only Quick Access Toolbar** to return the Quick Access Toolbar to its default commands.

Select a command in the Quick Access Toolbar column and click the **Remove** button to remove it from the Quick Access Toolbar.

Exercise

Exercise File: None required.

Exercise: Add the Print Preview command from the Popular Commands group to the Quick Access Toolbar. Move the Quick Access Toolbar below the Ribbon.

Click to view another group of commands.

Commands on the Quick Access Toolbar are listed here.

Click to move the Quick Access Toolbar below the Ribbon.

Click to reset the Quick Access Toolbar to its default settings.
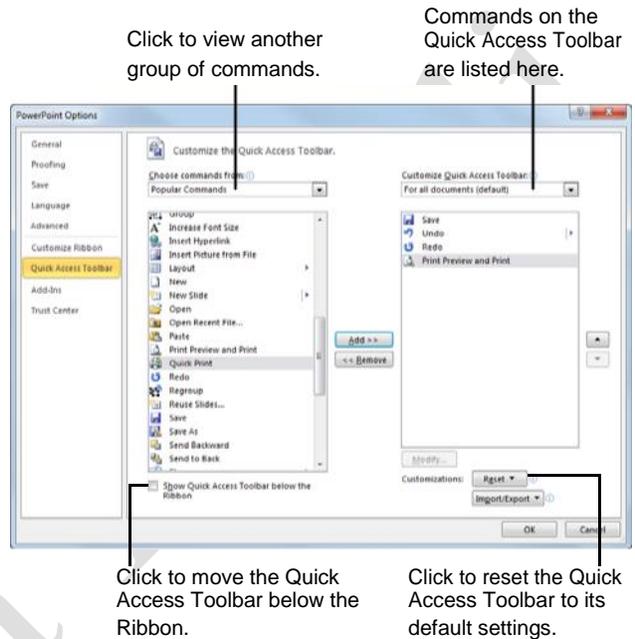
Figure 15-4: Adding a command to the Quick Access Toolbar.

Using and Customizing AutoCorrect

AutoCorrect automatically corrects many common typing and spelling errors as you type. It is also a great way to use shorthand for longer words, phrases, or symbols.

AutoCorrect is a feature that is shared across the Microsoft Office suite—so any additions or changes you make to AutoCorrect in one program, such as Word, will appear in all Microsoft Office programs, like Excel, PowerPoint, and Outlook.

How AutoCorrect works

You may have already noticed that sometimes your typos are corrected as you enter text in Word. When you type an AutoCorrect entry and then press the <Spacebar>, AutoCorrect replaces that text with the correct text.

For example, AutoCorrect will change the mistyped words "hte" to "the", or "adn" to "and". AutoCorrect also corrects simple grammar mistakes, such as capitalization problems. For example, it would change "GOing" to "Going," or capitalize the first letter in sentences.

Create an AutoCorrect entry

PowerPoint already has many entries in AutoCorrect, but you can add your own entries to correct habitual misspellings, quickly insert a symbol, or insert a shorthand version of a long phrase that you frequently use.

Click the **File** tab and select **Options**.

The PowerPoint Options dialog box appears.

Click the **Proofing** tab.

This tab displays options for how PowerPoint corrects and formats text.

Click the **AutoCorrect Options** button.

The AutoCorrect dialog box appears with the AutoCorrect tab in front.

Type the word or phrase you want to correct or use as shorthand in the **Replace** text box.

This is the text that AutoCorrect will recognize when you type.

Type the word or phrase you want to appear in the **With** text box.

When the text in the "Replace" text box is typed with a space, the text in the "With" text box will appear.

Exercise

Exercise File: None required.

Exercise: Create an AutoCorrect entry that replaces "ot" with "to".

Try the AutoCorrect entry with this phrase, "He was going ot the store."

He was going ot

Press **<Spacebar>**

He was going to
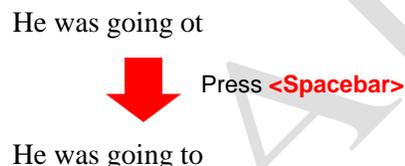
Figure 15-5: An example of how AutoCorrect works.
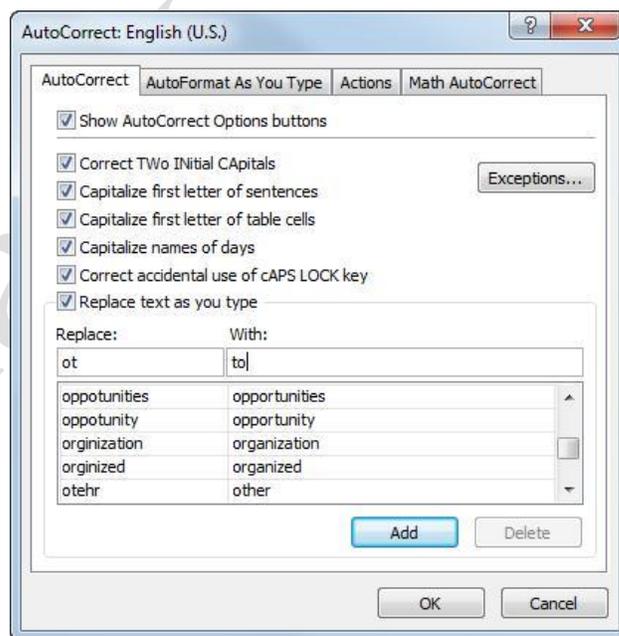
Figure 15-6: The AutoCorrect tab of the AutoCorrect dialog box.

Click **Add**.

The entry is added to the AutoCorrect list.

Click **OK** to close the AutoCorrect dialog box. Click **OK** to close the PowerPoint Options dialog box.

The dialog boxes close and the entry will now be available in all PowerPoint presentations, and also in all other Office applications.

Changing PowerPoint's Default Options

Microsoft spent a lot of time and research when it decided what the default settings for PowerPoint should be. However, you may find that the default settings don't always fit your own needs.

This lesson isn't so much an exercise as it is a reference on how to customize PowerPoint by changing its default settings.

Click the **File** tab and select **Options**.

The PowerPoint Options dialog box appears.

Click the tabs on the left to view different option categories.

See the table below, *Tabs in the PowerPoint Options Dialog Box*, for more information on these categories.

Change the options as you see fit. Click **OK** to confirm the changes.

The changes are applied to the PowerPoint program.
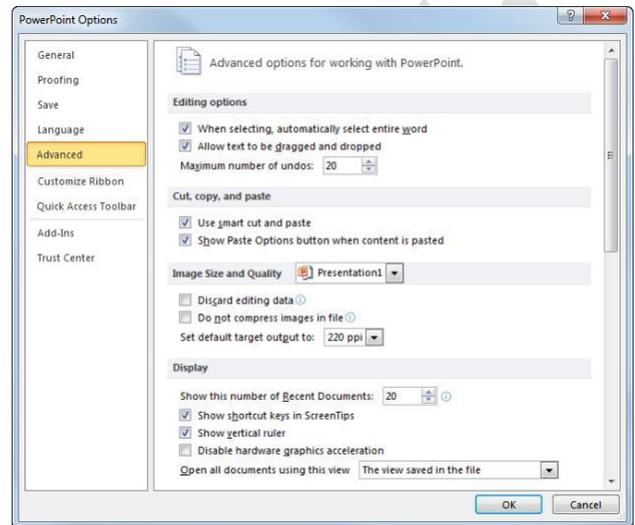
Figure 15-7: The Advanced tab of the PowerPoint Options dialog box.

Table 15-1: Tabs in the PowerPoint Options Dialog Box	
General	Change the most commonly modified options in PowerPoint. This includes enabling the Mini Toolbar and Live Preview. Also, change the color scheme, control ScreenTips, and change the user name.
Proofing	Change how PowerPoint corrects and formats your text. Change the types of errors that PowerPoint flags when looking for spelling and grammar errors.
Save	Customize how presentations are saved, such as how often AutoRecover saves a presentation, and change default file locations.
Language	Add additional languages to edit your documents. Also set the language priority order for added languages.
Advanced	Advanced options for working with PowerPoint. Change how PowerPoint works when you edit text; modify how cut, copy, and paste commands operate; customize tools in the window, such as how it displays screen tips and scroll bars; adjust how Slide Show view looks and operates; control how the presentation is printed; choose advanced save options; and control various Web options.
Customize Ribbon	Create custom tabs and groups for the Ribbon.
Quick Access Toolbar	Add commands to the Quick Access Toolbar.
Add-Ins	View and manage Microsoft Office add-ins, such Acrobat PDFMaker and custom XML data.
Trust Center	Help keep your presentations safe and your computer secure and healthy. Read privacy statements and change Trust Center Settings to control how PowerPoint works with macros, add-ins, the message bar, trusted publishers and locations, and more.

Reference: **CustomGuide**
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