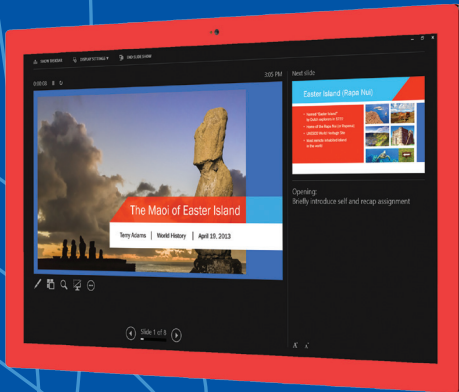


Step by Step



Build exactly the skills you need.
Learn at the pace you want.

Microsoft[®] PowerPoint[®] 2013

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Introduction

Part of the Microsoft Office 2013 suite of programs, Microsoft PowerPoint 2013 is a full-featured presentation program that helps you quickly and efficiently develop dynamic, professional-looking presentations and then deliver them to an audience. *Microsoft PowerPoint 2013 Step by Step* offers a comprehensive look at the features of PowerPoint that most people will use most frequently.

Who this book is for

Microsoft PowerPoint 2013 Step by Step and other books in the *Step by Step* series are designed for beginning-level to intermediate-level computer users. Examples shown in the book generally pertain to small and medium businesses but teach skills that can be used in organizations of any size. Whether you are already comfortable working in PowerPoint and want to learn about new features in PowerPoint 2013 or are new to PowerPoint, this book provides invaluable hands-on experience so that you can create, modify, and deliver professional presentations with ease.

How this book is organized

This book is divided into three parts. Part 1 explores the everyday experience of working in PowerPoint 2013. Part 2 discusses ways of enhancing presentation content. Part 3 covers more advanced PowerPoint techniques, in addition to customizing program functionality to fit the way you work. This three-part structure allows readers who are new to the program to acquire basic skills and then build on them, whereas readers who are comfortable with PowerPoint 2013 basics can focus on material that is of the most interest to them.

Chapter 1 contains introductory information that will primarily be of interest to readers who are new to PowerPoint or are upgrading from PowerPoint 2003 or an earlier version. If you have worked with a more recent version of PowerPoint, you might want to skip directly to Chapter 2.

This book has been designed to lead you step by step through all the tasks you're most likely to want to perform with PowerPoint 2013. If you start at the beginning and work your way through all the exercises, you will gain enough proficiency to be able to create and work with most types of PowerPoint presentations. However, with the exception of the topics in Chapter 1, which build on each other, the topics are self-contained, so you can jump in anywhere to acquire exactly the skills you need.

Download the practice files

Before you can complete the exercises in this book, you need to download the book's practice files to your computer. These practice files can be downloaded from the following page:

<http://aka.ms/PowerPoint2013sbs/files>

IMPORTANT The PowerPoint 2013 program is not available from this website. You should purchase and install that program before using this book.

The following table lists the practice files for this book.

Chapter	File
Chapter 1: Explore Microsoft PowerPoint 2013	BuyingTrips.pptx
	DesigningColor.pptx
	SalesMeetingA.pptx
	SalesMeetingB.pptx
Chapter 2: Create presentations	BuyingTravelB.pptx
	ProjectProcess.pptx
	ServiceA.pptx
	ServiceB.pptx
Chapter 3: Work with slides	ServiceOutline.docx
	CommunityA.pptx
	CommunityB.pptx
	CommunityC.pptx
	CompanyMeeting.pptx
	DesignWithColor.pptx
LandscapingA.pptx	
LandscapingB.pptx	

Chapter	File
Chapter 4: Work with slide text	CommunityServiceA.pptx CommunityServiceB.pptx CommunityServiceC.pptx TripsA.pptx TripsB.pptx
Chapter 5: Add simple visual enhancements	Agastache.jpg JournalingA.pptx JournalingB.pptx Penstemon.jpg WaterConsumption.xlsx WaterLandscapingA.pptx WaterLandscapingB.pptx WaterLandscapingC.pptx
Chapter 6: Review and deliver presentations	Harmony.pptx MeetingA.pptx MeetingB.pptx ServiceProjectsA.pptx ServiceProjectsB.pptx YinYang.png
Chapter 7: Present content in tables	MayMeeting.pptx NewEquipment.xlsx WaterSavingA.pptx WaterSavingB.pptx
Chapter 8: Fine-tune visual elements	JuneMeeting.pptx NativePlant1.jpg through NativePlant8.jpg NativePlants.pptx NaturalGardening.pptx SavingWater.pptx
Chapter 9: Add other enhancements	JulyMeeting.pptx NewWaterSaving.pptx OrganizationA.pptx OrganizationB.pptx OrganizationC.pptx Procedures.docx

Chapter	File
Chapter 10: Add animations, audio, and videos	AGKCottage.pptx Amanda.wma Bird.jpg Butterfly.wmv HealthyEcosystemsA.pptx HealthyEcosystemsB.pptx NaturalGardenA.pptx NaturalGardenB.pptx Wildlife.wmv
Chapter 11: Share and review presentations	CottageShowA.pptx CottageShowB.pptx HomeHarmony.pptx MeetingSH.pptx MeetingTA.pptx MeetingThemeA.pptx MeetingThemeB.pptx MeetingThemeC.pptx Projects.pptx WaterUse.pptx
Chapter 12: Create custom presentation elements	AnnualMeeting.pptx NativePlant1.jpg through NativePlant3.jpg NaturalA.pptx NaturalB.pptx NaturalC.pptx PhotoAlbum.pptx
Chapter 13: Prepare for delivery	CommunityProjects.pptx GettingOrganized.pptx Jounal.pptx Procedures.docx
Chapter 14: Work in PowerPoint more efficiently	BuyersSeminar.pptx ColorDesign.pptx

If you would like to be able to refer to the completed versions of practice files at a later time, save the modified practice files at the end of each exercise. If you might want to repeat the exercises, either save the modified practice files with a different name or in a different folder.

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Errata

We've made every effort to ensure the accuracy of this book and its companion content. Any errors that have been reported since this book was published are listed on our Microsoft Press site:

<http://aka.ms/PowerPoint2013sbs/errata>

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Stay in touch

Let's keep the conversation going! We're on Twitter at: *<http://twitter.com/MicrosoftPress>*.

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Change

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Format

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IN THIS CHAPTER, YOU WILL LEARN HOW TO

- Divide presentations into sections.
- Rearrange slides and sections.
- Apply themes.
- Change the slide background.
- Format text placeholders.

When developing a presentation with more than a dozen slides, you can work on subsets of slides by creating sections. Sections are not visible to the audience, but they help you organize your slides logically and format them efficiently. A logical presentation and an overall consistent look, punctuated by variations that add weight exactly where it is needed, can enhance the likelihood that your message will be well received and absorbed by your intended audience.

In this chapter, you'll divide a presentation into sections and will move sections and individual slides to organize them logically. Then you'll apply a theme and its variants to the presentation. You'll also add color and shading to the background of slides and to the background of placeholders.

PRACTICE FILES To complete the exercises in this chapter, you need the practice files contained in the Chapter03 practice file folder. For more information, see "Download the practice files" in this book's Introduction.

Dividing presentations into sections

To make it easier to organize and format a longer presentation, you can divide it into sections. In both Normal view and Slide Sorter view, sections are designated by titles above their slides. They do not appear in other views, and they do not create slides or otherwise interrupt the flow of the presentation.

Because you can hide whole sets of slides under their section titles, the sections make it easier to focus on one part of a presentation at a time. If you are working on a presentation with other people, you can name one section for each person to delineate who is responsible for which slides.

TIP Some templates include a layout for section divider slides. If you divide a long presentation into sections based on topic, you might want to transfer your section titles to these slides to help guide your audience during presentation delivery.

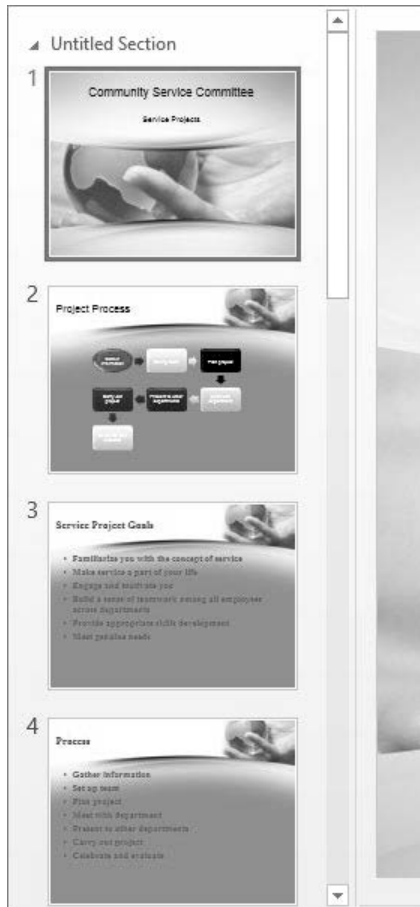
In this exercise, you'll divide a presentation into two sections, adding one in Normal view and the other in Slide Sorter view. After naming the sections, you'll hide their slides and then display first one section and then both sections.



SET UP You need the **CommunityA** presentation located in the **Chapter03** practice file folder to complete this exercise. Open the presentation, and then follow the steps.

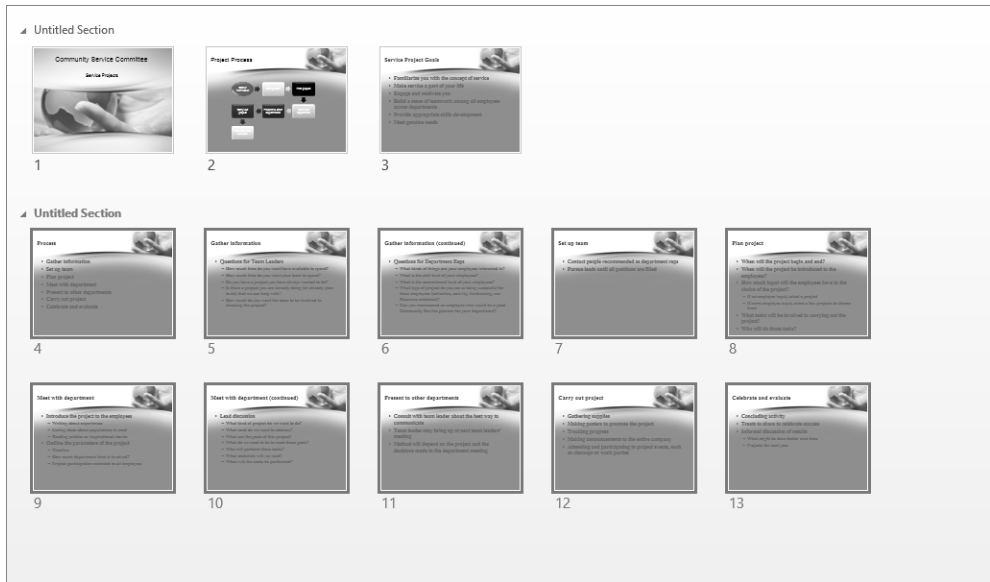
- 1 On the **Home** tab, in the **Slides** group, click the **Section** button, and then click **Add Section** to add an **Untitled Section** title before slide 1 in the left pane.

TROUBLESHOOTING If PowerPoint selects and displays the last slide, scroll back to the top of the Thumbnails pane and click slide 1.



The Thumbnails pane, with the new section title above the first slide in the section.

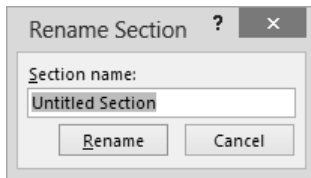
- 2 Switch to **Slide Sorter** view, and adjust the zoom percentage to display the 13 slides in the presentation.
- 3 Click slide 4. Then click the **Section** button, and click **Add Section** to add an **Untitled Section** title before slide 4.



PowerPoint starts a new section and selects its slides.

To make the sections more useful, let's name them.

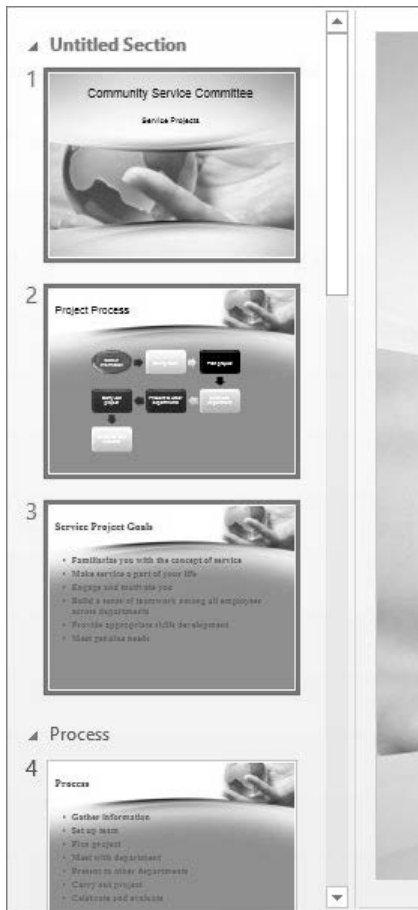
- 4 Right-click the second **Untitled Section** title, and click **Rename Section** to open the **Rename Section** dialog box.



In the Rename Section dialog box, the current name is selected in the Section Name box so that you can easily replace it.

- 5 In the **Section name** box, enter **Process**, and then click **Rename**.

- Switch to **Normal** view, scroll to the top of the **Thumbnails** pane, and then click the **Untitled Section** title above slide 1 to select the section title and all the slides in the section.

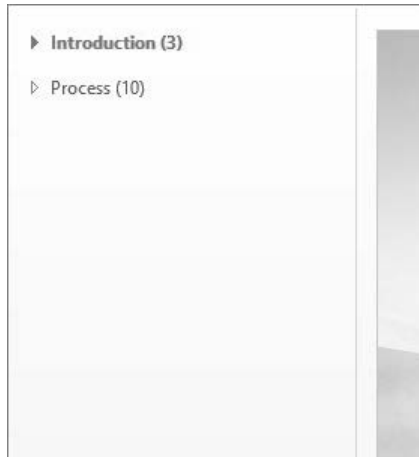


You can select each section of the presentation independently.

- Display the **Rename Section** dialog box, enter **Introduction** as the section name, and click **Rename**.

Now let's use sections to view different parts of a presentation.

- 8 In the **Slides** group, click the **Section** button, and then click **Collapse All** to hide the slides under their section titles.



You can collapse sections to provide an "outline" of long presentations, with the number of slides in each section displayed in parentheses.

- 9 In the **Thumbnails** pane, to the left of **Introduction**, click the **Expand Section** arrow to display only the slides in that section.
- 10 Display all the slides by clicking the **Section** button in the **Slides** group and then clicking **Expand All**.

CLEAN UP Close the **CommunityA** presentation, saving your changes if you want to.

Rearranging slides and sections

After you have added several slides to a presentation, you might want to rearrange their order so that they effectively communicate your message.

TIP You can copy slides from one open presentation to another in Slide Sorter view. First display both presentations in Slide Sorter view, and on the View tab, in the Window group, click the **Arrange All** button. Then drag slides to copy them from one presentation window to the other.

You can rearrange a presentation in three ways.

- In the **Thumbnails** pane, drag slides up and down to change their order.
- In the **Thumbnails** pane, move entire sections up or down to rearrange the presentation.
- To display more of the presentation at the same time, switch to **Slide Sorter** view, where you can drag slides or sections into the correct order.

In this exercise, you'll work in Normal view and in Slide Sorter view to logically arrange the slides in a presentation. You'll also delete a section you no longer need.



SET UP You need the **CommunityB** presentation located in the **Chapter03** practice file folder to complete this exercise. Open the presentation, and then follow the steps.

- 1 In the **Thumbnails** pane, click slide 2. Then drag the selected slide downward until it sits between the **Process** section title and slide 4, but don't release the mouse button yet. Notice as you drag that the other slides move either up or down to indicate where the selected slide will appear when you release the mouse button.
- 2 Release the mouse button to move the slide to its new location, and notice that PowerPoint rennumbers slides 2 and 3.
- 3 To the left of **Introduction** in the first section title, click the black **Collapse Section** arrow. Then repeat this step for the **Process** section.
Even with these two sections collapsed, not all the slides in the Thumbnails pane are visible. Let's move to a view where you can display them all.
- 4 Switch to **Slide Sorter** view. Then use the **Zoom Slider** at the right end of the status bar to adjust the zoom percentage until all the slides are visible. (We set the zoom percentage to 50 percent.)



The sections you collapsed in Normal view are still collapsed in Slide Sorter view.

- 5 In the **Selling** section, click slide 7, and then drag it to the left until it sits to the left of slide 5. Notice that PowerPoint rennumbers the slides in the section.

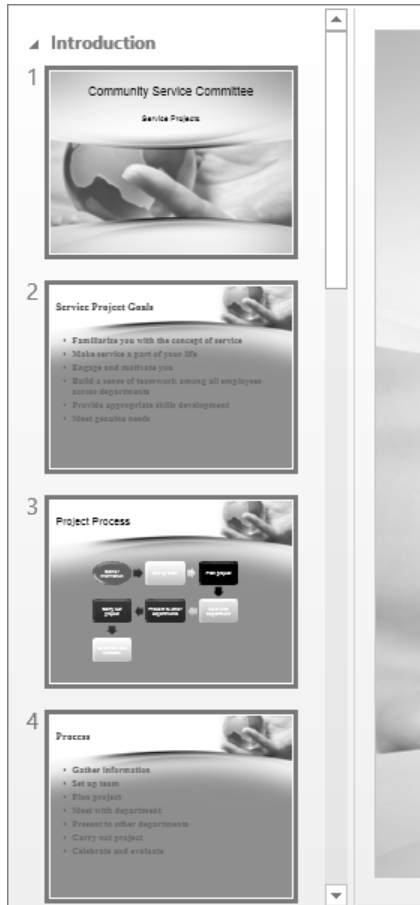
Now let's move a section.

- 6 Right-click the **Planning** section title, and then click **Move Section Up** to move the **Planning** section and all its slides above the **Selling** section.

- 7 Switch to **Normal** view, expand all the sections in the presentation, and then select slide 1.

The first two sections could easily be combined into one section, so let's do that next.

- 8 Remove the second section by clicking the **Process** section title, clicking the **Section** button in the **Slides** group, and clicking **Remove Section**.



The Introduction section now contains the first four slides.



CLEAN UP Close the CommunityB presentation, saving your changes if you want to.

Applying themes

When you create a presentation based on a template, the presentation includes a theme—a combination of colors, fonts, formatting, graphics, and other elements that gives the presentation a coherent look. Even a presentation based on the Blank Presentation template has a theme; the Office theme is applied by default. This theme consists of a white background, a very basic set of colors, and the Calibri font.

If you want to change the theme applied to a presentation, you can choose one from the Themes gallery on the Design tab. Many themes are accompanied by variants, providing a range of instant choices of background and text color with the same basic design. By using the Live Preview feature, you can easily try different effects until you find the one you want.

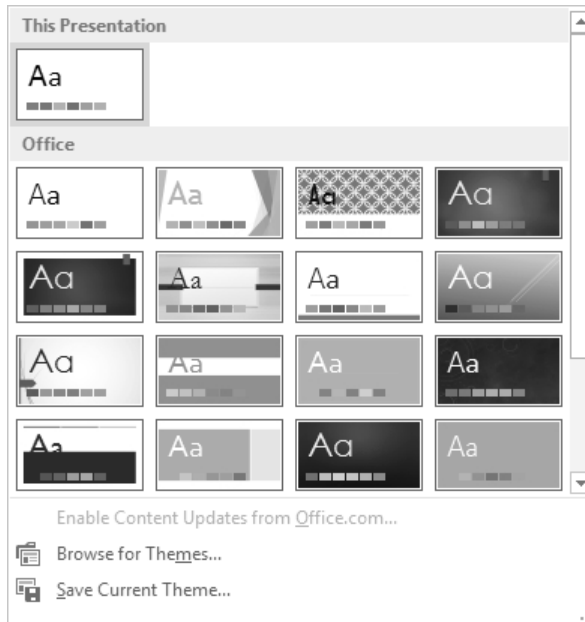
SEE ALSO For information about creating your own themes, see “Creating themes, theme colors, and theme fonts” in Chapter 12, “Create custom presentation elements.”

In this exercise, you’ll first change the theme of a presentation that was created from scratch, using the Blank Presentation template as a starting point. Then you’ll change the theme of a presentation that was based on a content template. Finally, you’ll apply different theme variants to different sections of a presentation.



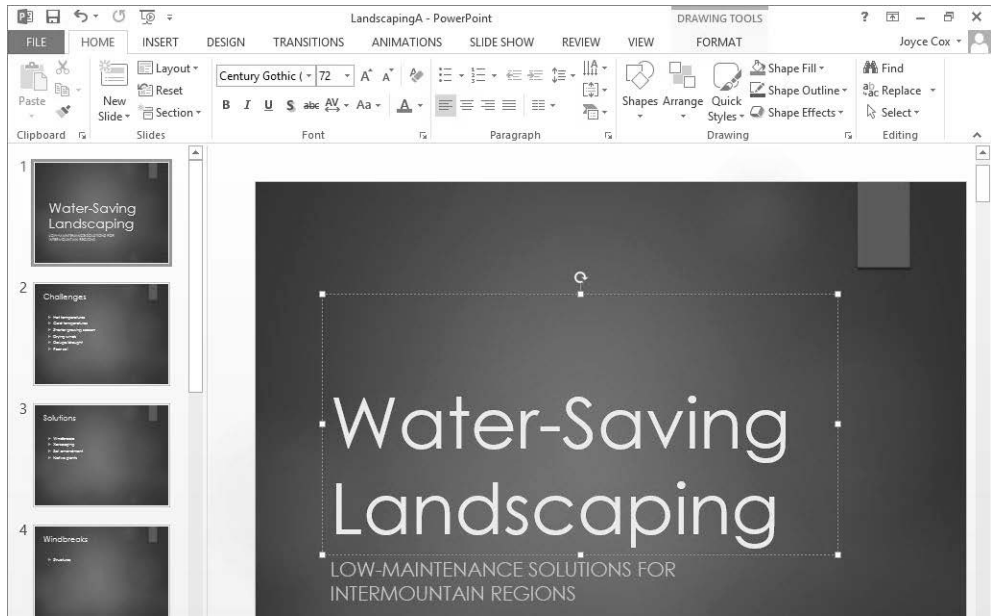
SET UP You need the **LandscapingA**, **CompanyMeeting**, and **CommunityC** presentations located in the **Chapter03** practice file folder to complete this exercise. Open all three presentations, and then with the **LandscapingA** presentation active, follow the steps.

- 1 On slide **1**, click the slide’s title. Notice that the slide has a white background with black text in the Calibri font.
- 2 On the **Design** tab, in the **Themes** group, click the gallery’s **More** button to open a menu that contains the entire **Themes** gallery.



The Themes gallery identifies the current theme and displays all the other available themes. The commands below the gallery enable you to browse for and save themes.

- 3 In turn, point to each theme thumbnail in the **Office** area of the gallery to display their names in ScreenTips and show a live preview of what the presentation will look like with that theme applied.
- 4 Click the **Ion** thumbnail to apply that theme to the entire presentation. Notice that the slides now have a dark aqua, gradient background with a red accent in the upper-right corner.
- 5 With the title still selected, click the **Home** tab. Notice that the title text is now white and in the Century Gothic font.



Most built-in themes have a distinctive title slide design that is modified for all the other slide layouts.

Now let's work with a presentation that already has a theme applied to it.

- 6 On the **View** tab, in the **Window** group, click the **Switch Windows** button, and click **CompanyMeeting**.
- 7 Display the **Themes** gallery, and then click the **Slice** thumbnail to switch to a design with a bright blue background and text in white and blue Century Gothic.

Good color contrast is important for any presentation, but especially for those that will be delivered on a screen to a roomful of people. Let's look at the variants of the Slice theme to determine whether any of them have better contrast.

- 8 On the **Design** tab, in the **Variants** group, point to each variant thumbnail in turn to display a live preview of what the presentation will look like with that variant applied.
 - 9 After previewing each variant, click the **Orange** variant at the right end of the group.
- Now let's use themes in a presentation that has been divided into sections.

- 10 On the **View** tab, in the **Window** group, click the **Switch Windows** button, and click **CommunityC**.
- 11 Switch to **Slide Sorter** view, and adjust the zoom percentage to display all the slides.
- 12 With slide **1** selected, display the **Themes** gallery from the **Design** tab, and then click the **Retrospect** thumbnail to apply that theme to the entire presentation.
- 13 Click the **Planning** section title, and in the **Variants** group, click the second variant to apply it to the slides in the **Planning** section.
- 14 Click the **Selling** section title, and apply the third variant to the slides in that section.
- 15 Click the **Executing** section title, and click the fourth variant, which makes the slides in that section unreadable.
- 16 With the **Executing** section title still selected, click the first variant to apply the same theme colors to the slides in the fourth section as those in the first section.

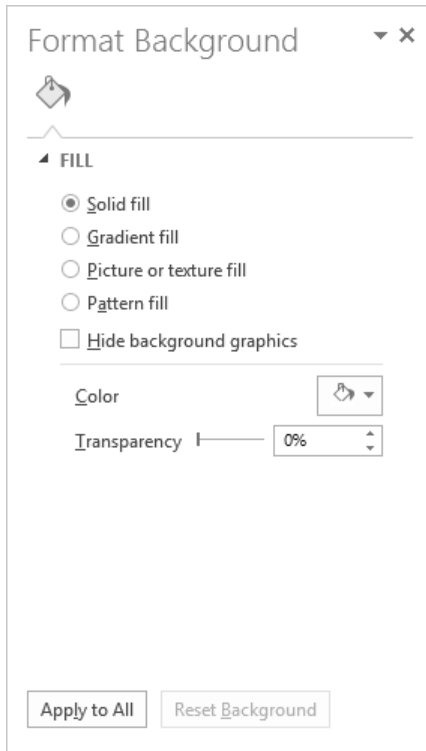
TIP If you like the colors of one theme, the fonts of another, and the effects of another, you can mix and match theme elements. First apply the theme that most closely resembles the look you want. Then in the Variants group, click the More button, and change the colors by clicking the Colors button, the fonts by clicking the Fonts button, or the effects by clicking the Effects button. For more information, see “Creating themes, theme colors, and theme fonts” in Chapter 12, “Create custom presentation elements.”



CLEAN UP Close the **CommunityC**, **CompanyMeeting**, and **LandscapingA** presentations, saving your changes if you want to.

Changing the slide background

In PowerPoint, you can customize the background of a slide by adding a solid color, a color gradient, a texture, or even a picture. You make these changes in the Format Background pane, which opens when you click the Format Background button in the Customize group on the Design tab.



In the Format Background pane, you can control the appearance of the color, texture, pattern, or picture applied to the background of the current slide or all slides.

In the Format Background pane, you can click icons to display pages where you can do the following:

- **Fill** Select a solid color, color gradient, picture, texture, or pattern fill, as well as display or hide background graphics and set the color and transparency.
- **Effects** Apply artistic effects to picture or texture fills.
- **Picture** Manipulate the sharpness, brightness, contrast, and color of picture fills.

A color gradient is a visual effect in which a solid color gradually changes from light to dark or dark to light. PowerPoint offers several gradient patterns, each with variations.

If you want something fancier than a solid color or a color gradient, you can give the slide background a texture or pattern. PowerPoint comes with several built-in textures that you can easily apply to the background of slides. If none of these meets your needs, you might want to use a picture of a textured surface. For a dramatic effect, you can even incorporate

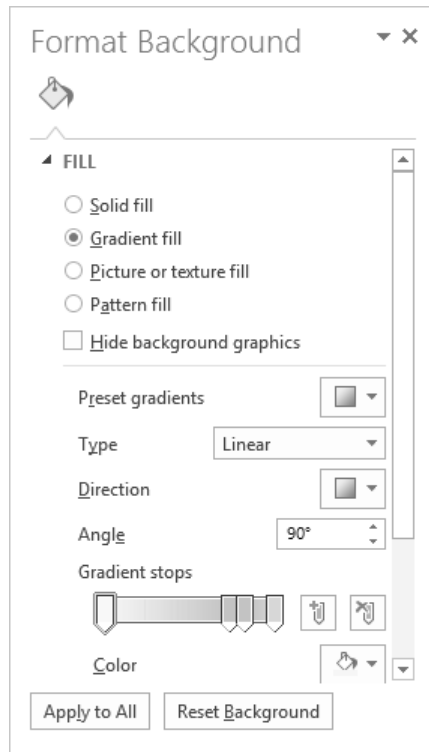
a picture of your own, although these are best reserved for small areas of the slide rather than the entire background.

In this exercise, you'll shade the background of one slide. Then you'll apply a textured background to all the slides in the presentation.

→ SET UP You need the **DesignWithColor** presentation located in the **Chapter03 practice file folder** to complete this exercise. Open the presentation, and then follow the steps.

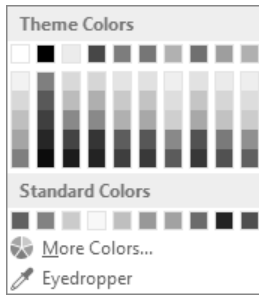
- 1 On the **Design** tab, in the **Customize** group, click the **Format Background** button to display the **Format Background** pane on the right side of the screen.
- 2 With the **Fill** page displayed, click **Gradient fill**.

3



When you select a background option, the *Format Background* pane changes to show the settings for that option.

- 3 Adjacent to **Color**, click the **Color** button to display a menu containing two color palettes.



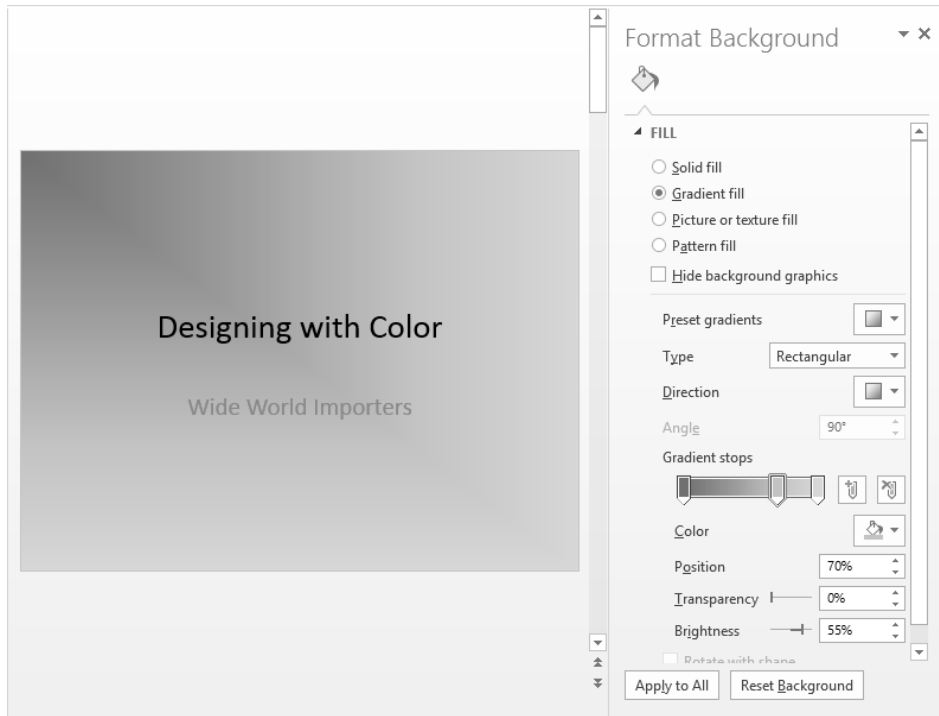
You can select a variation of the colors provided by the current theme or a standard color. Below the palettes are commands for more precise color choices.

- 4 In the top row of the **Theme Colors** palette, click the eighth swatch (**Purple Accent 4**), which instantly changes the background of slide **1** to a purple gradient.

TIP To change a theme color throughout a presentation, you need to make the change on the slide master. For information, see “Creating themes, theme colors, and theme fonts” in Chapter 12, “Create custom presentation elements.”

Let’s refine the gradient of this title slide background by changing its shape, direction, and color.

- 5 In the **Format Background** pane, click the **Type** arrow, and then in the list of options, click **Rectangular**. Notice that on the active slide, the purple gradient changes to reflect this setting.
- 6 Click the **Direction** button, and then click the rightmost thumbnail (**From Top Left Corner**).
- 7 In the **Gradient stops** area, click the second handle on the slider (**Stop 2 of 4**), and to the right, click the **Remove gradient stop** button. Then drag the middle handle (**Stop 2 of 3**) to the left until the **Position** setting is **70%**.



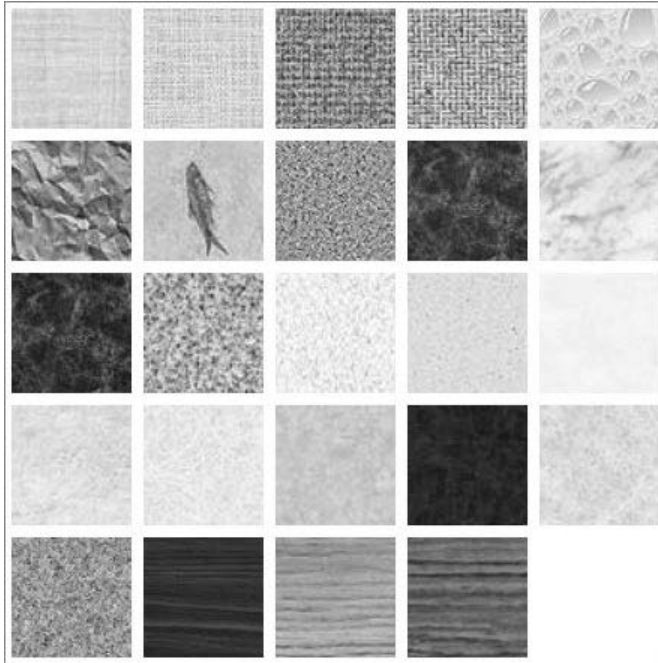
The title slide has a two-tone gradient that radiates from the upper-left corner.

TIP If you want to proof the text of your slides without the clutter of background graphics, clear the Hide Background Graphics check box on the Fill page of the Format Background pane. If you want to print your slides without their color backgrounds, on the Print page of the Backstage view, select the Grayscale or Pure Black And White option.

Now let's fill the background of all the slides with a texture.

- 8 In the **Format Background** pane, click **Picture or texture fill** to display the settings for that option.

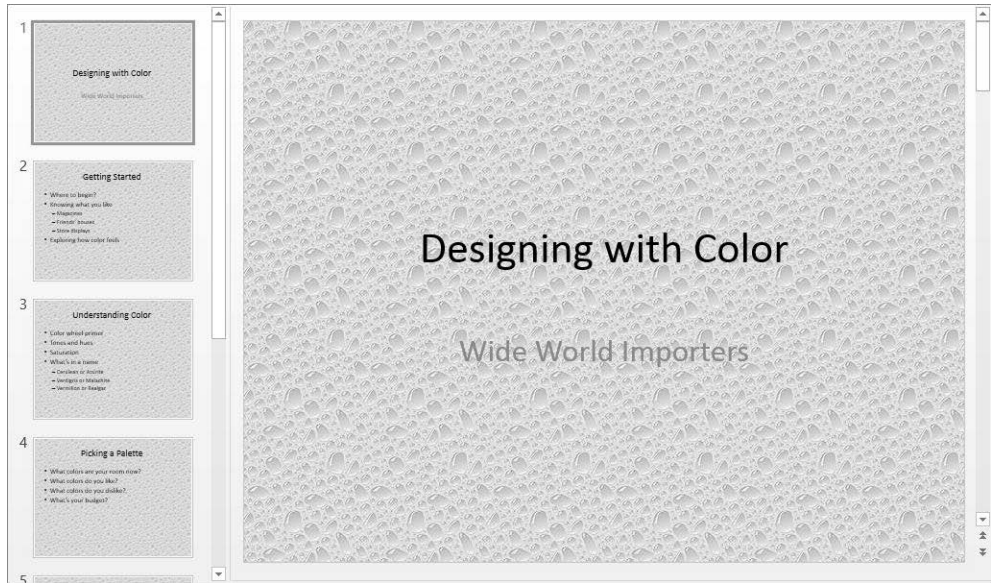
- 9 Click the **Texture** button to display the **Texture** gallery.



You can select from a variety of available textures, including fabrics, marbles and granites, wood grains, and Formica-like textures in various colors.

- 10 Click a texture that appeals to you to display slide **1** with that background. Then continue to apply textures, noticing that most of them are too complex, even for a slide with very little text.
- 11 When you have finished exploring, at the right end of the gallery's top row, click **Water droplets**.

- 12 In the lower-left corner of the **Format Background** pane, click **Apply to All**. Then close the pane.



The Water Droplets texture has been applied to the background of all the slides.

TIP If you want to add a watermark, such as the word *Draft* or *Confidential*, to the background of your slides, you need to add the text to the background of the slide master. For information about slide masters, see “Viewing and changing slide masters” in Chapter 12, “Create custom presentation elements.”



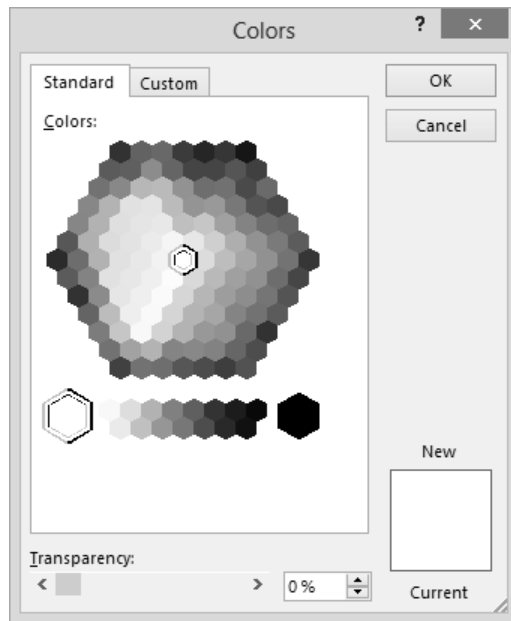
CLEAN UP Close the **DesignWithColor** presentation, saving your changes if you want to.

Non-theme colors

Although using themes enables you to create presentations with a pleasing design impact, you might want to make an element appear in a color that is not part of the theme. You apply these colors by selecting the element whose color you want to change and then choosing a color from the Standard Colors palette of the associated color menu or by choosing a custom color from the wide spectrum available in the Colors dialog box.

To select a color that is neither part of the theme nor a standard color:

- 1 Display the appropriate color menu; for example, the menu that appears when you click **Solid Fill**, and then click the **Fill Color** button in the **Format Background** pane.
- 2 At the bottom of the menu, click **More Colors** to open the **Colors** dialog box.

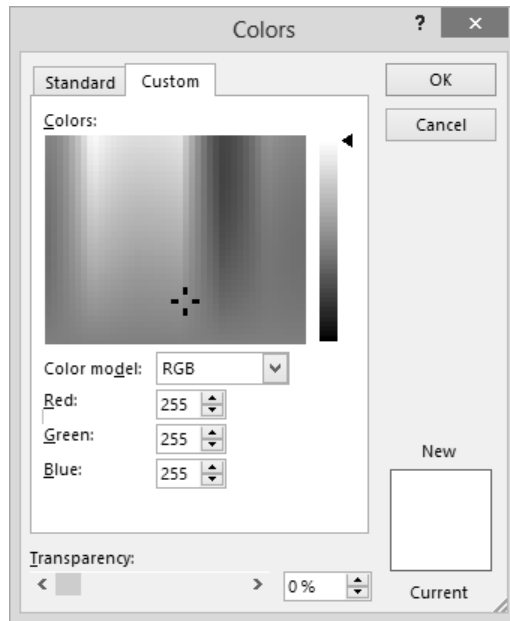


On the Standard page permutations of primary, secondary, and tertiary colors form a hexagonal color wheel.

- 3 Click a color in the **Colors** wheel, and then click **OK**.

To define a custom color:

- 1 Display the **Colors** dialog box, and then click the **Custom** tab.



On the Custom page permutations of primary and secondary colors form a spectrum.

- 2 Click an approximate color in the **Colors** spectrum, and then do one of the following:
 - Select the **RGB** color mode, and then precisely define the **Red**, **Green**, and **Blue** settings.
 - Select the **HSL** color mode, and then precisely define the **Hue**, **Saturation**, and **Luminescence** settings.
- 3 Click **OK** to close the **Color** dialog box.

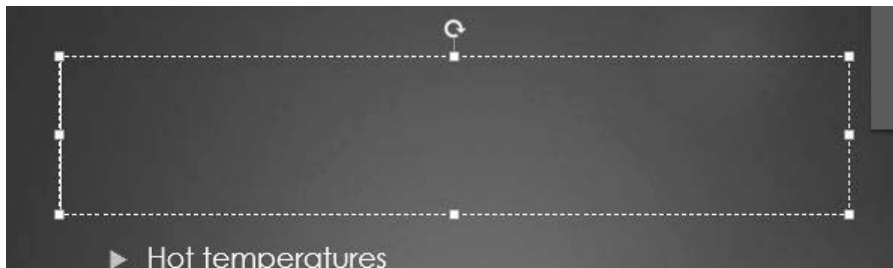
If you want to make a selected element the same color as one that is used elsewhere on the same slide, display the color menu, click Eyedropper, and then click the color you want.

After you use a non-theme or non-standard color, it becomes available in the Recent Colors palette of all color menus. The color remains on the palette even if you change the theme applied to the presentation.

Formatting text placeholders

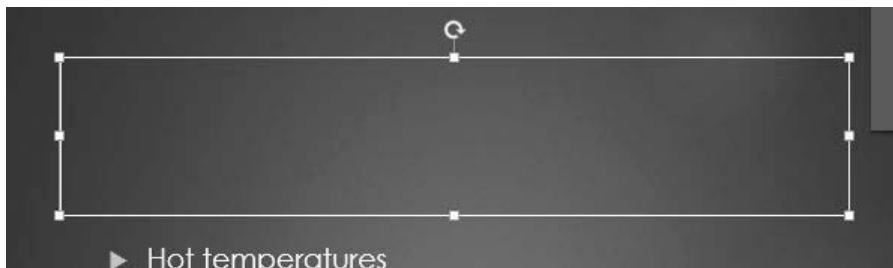
For a consistent look, you won't usually want to change the formatting of a presentation's text placeholders. However, when you want to draw attention to a slide or one of its elements, you can do so effectively by making specific placeholders stand out.

A text placeholder usually has no border, so when it's not selected, its text appears to float on the slide. When you click the text once, the placeholder has a dashed border. The placeholder is then selected for editing, and you can enter new text or edit existing text.



When a placeholder has a dashed border, you can enter or edit text.

Clicking the dashed border changes it to a solid border. You can then manipulate the placeholder as a unit; for example, you can size and move it.



When a placeholder has a solid border, you can manipulate the placeholder.


When a placeholder is selected, the Format tool tab appears on the ribbon, because placeholders are actually text-box shapes that can be manipulated like any other shape.

From the Shape Styles group on this tab, you can format a placeholder in the following ways:

- Fill the background with a color, gradient, texture, pattern, or picture.
- Change the color and style of the shape's outline.
- Apply a style such as a shadow, reflection, or glow.
- Apply a three-dimensional effect.
- Select a predefined shape style that incorporates some or all of the preceding options.

TIP Your changes affect only the selected placeholder, not corresponding placeholders on other slides. If you want to make changes to the same placeholder on every slide, make the adjustments on the presentation's master slide. For more information about working with master slides, see "Viewing and changing slide masters" in Chapter 12, "Create custom presentation elements."

In this exercise, you'll first select a placeholder to review the effect on its border. You'll apply a ready-made style, and then you'll customize the formatting by changing the fill color, adding a border, and applying a special effect.

 **SET UP** You need the **LandscapingB** presentation located in the **Chapter03** practice file folder to complete this exercise. Open the presentation, and then follow the steps.

- 1 Display slide 3, and click the slide title to select the placeholder for editing, as indicated by the cursor and dashed border.

TROUBLESHOOTING If your placeholder border looks solid, try increasing the zoom percentage until the dashes are visible.

- 2 Point to the border of the placeholder, and when the pointer changes to a four-headed arrow, click once to select the placeholder for manipulation, as indicated by the solid border.

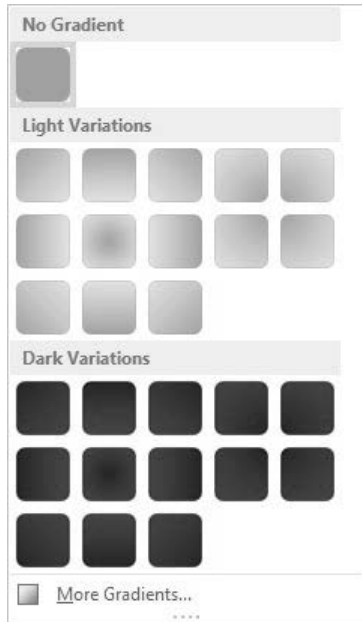
- 3 On the **Format** tool tab, in the **Shape Styles** group, click the gallery's **More** button to display a menu containing the **Shape Style** gallery



The Shape Style gallery has 42 predefined options.

- 4 Click the fifth thumbnail in the second row (**Colored Fill - Green, Accent 4**) to fill the placeholder with a light aqua color.
Now let's apply some custom formatting.
- 5 In the **Shape Styles** group, click the **Shape Fill** button to display a menu containing palettes. Then point to a few color swatches in turn to display a live preview of the effects on the placeholder.
- 6 Click the fourth swatch in the dark red column (**Dark Red, Accent 1, Darker 25%**) to fill the placeholder with a red that is slightly darker than the accent bar in the upper-right corner.

- 7 Click the **Shape Fill** button again, and then below the palettes, point to **Gradient** to display a menu containing the **Gradient** gallery.



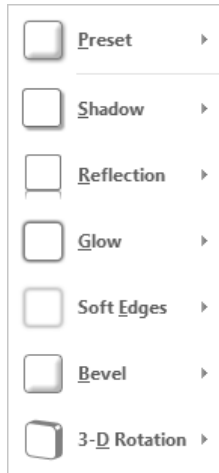
The Gradient gallery offers light and dark versions of gradients in different directions.

- 8 In the **Dark Variations** area, click the second thumbnail in the third row (**Linear Up**).
Now let's emphasize the border.
- 9 In the **Shape Styles** group, click the **Shape Outline** button, and then in the **Theme Colors** palette, click the second swatch in the dark teal column (**Dark Teal, Background 2, Lighter 60%**).
- 10 Click the **Shape Outline** button again. Then below the palettes, point to **Weight**, and in the list, click **3 pt**.

TIP The abbreviation *pt* stands for *point*. A point is a unit of measurement used in the design and publishing industries. There are 72 points to the inch.

Next let's add an effect to the placeholder.

- 11 In the **Shape Styles** group, click the **Shape Effects** button to display a gallery of all the types of effects you can apply to the placeholder.



In the Shape Effects gallery, you can select from many possible special effects organized in seven categories: Preset, Shadow, Reflection, Glow, Soft Edges, Bevel, and 3-D Rotation.

- 12 In turn, display the options for each effect category, and point to a few to display their live previews.
- 13 When you have finished exploring, point to **Glow**, and then in the **Glow Variations** area of the gallery, click the fifth thumbnail in the last row (**Teal, 18 pt glow, Accent color 5**).
- 14 Click a blank area of the slide to release the selection so that the effects of your changes to the formatting of the placeholder are more obvious.



You can easily set off placeholders with combinations of color, borders, and effects.

 **CLEAN UP** Close the LandscapingB presentation, saving your changes if you want to.

Key points

- Grouping slides into sections makes it easy to focus on and format specific parts of the presentation.
- If you need to change the order of slides or sections, you can rearrange them in the Thumbnails pane in Normal view, or in Slide Sorter view.
- Switching from one predefined theme or theme variant to another is an easy way to change the look of an entire presentation. Applying different themes or variants to different sections of a presentation is a good way to signal a change in a major topic.
- To dress up the background of one slide or of all the slides in a presentation, you can apply a solid color, color gradient, texture, pattern, or picture.
- You can change the background, outline, and effect of specific placeholders to make them stand out.

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