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Training Guide Corel® Presentations 8



January 1999

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Contents

SECTION 1: INTRODUCTION TO COREL PRESENTATION 8	1
SECTION SKILLS AND THEIR IMPORTANCE.....	2
GETTING STARTED WITH COREL PRESENTATIONS 8	3
<i>Starting Corel Presentations.....</i>	<i>3</i>
<i>Opening an Existing Slide Show.....</i>	<i>4</i>
<i>Identifying Elements of the Corel Presentations Window.....</i>	<i>7</i>
<i>Using PerfectExpert.....</i>	<i>11</i>
VIEWING SLIDE SHOWS	13
<i>Moving Between Slides</i>	<i>13</i>
<i>Navigating between Views</i>	<i>15</i>
<i>Selecting and Deselecting Objects.....</i>	<i>17</i>
<i>Magnifying Slide Images.....</i>	<i>20</i>
ENDING A COREL PRESENTATIONS SESSION	23
<i>Saving a Presentation</i>	<i>23</i>
<i>Closing a Presentation.....</i>	<i>26</i>
SECTION 2: CREATING A SLIDE SHOW.....	31
SECTION SKILLS AND THEIR IMPORTANCE.....	32
CREATING A SLIDE SHOW	33
<i>Creating a Slide Show with a Project.....</i>	<i>33</i>
<i>Creating a Slide Show without a Predesigned Project.....</i>	<i>37</i>
DEVELOPING A SLIDE SHOW.....	40
<i>Entering Text in Predefined Text Areas.....</i>	<i>40</i>
<i>Adding a Text Box or Text Line</i>	<i>43</i>
<i>Entering Text into Bulleted Lists.....</i>	<i>45</i>
<i>Entering Text in Slide Outliner View.....</i>	<i>49</i>
<i>Deleting Text Areas.....</i>	<i>51</i>
<i>Sizing and Moving Text Areas</i>	<i>52</i>
<i>Creating and Editing Speaker Notes.....</i>	<i>54</i>
WORKING WITH SLIDES	56
<i>Adding New Slides</i>	<i>56</i>
<i>Duplicating and Rearranging Slides.....</i>	<i>59</i>
<i>Deleting Slides.....</i>	<i>60</i>
<i>Copying and Moving Text.....</i>	<i>62</i>
CHANGING SLIDE APPEARANCE.....	65
<i>Changing the Slide Master.....</i>	<i>65</i>
<i>Changing the Slide Background</i>	<i>67</i>
<i>Changing the Slide Layout.....</i>	<i>69</i>
SECTION 3: ENHANCING A SLIDE SHOW	79
SECTION SKILLS AND THEIR IMPORTANCE.....	80
CHANGING TEXT PROPERTIES.....	81
<i>Changing the Font Face and Font Size of Text</i>	<i>81</i>
<i>Applying Font Attributes.....</i>	<i>86</i>
<i>Changing Text Color.....</i>	<i>88</i>
<i>Changing Text Justification.....</i>	<i>90</i>
<i>Changing Line Spacing.....</i>	<i>91</i>
<i>Making Global Format Changes</i>	<i>94</i>
<i>Undoing Changes.....</i>	<i>96</i>

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ADDING SPECIAL EFFECTS TO BULLETED LISTS.....	98
<i>Adding Boxes and Fills to Bulleted Lists</i>	98
<i>Changing the Properties of a Bulleted List</i>	100
SECTION 4: USING GRAPHICS.....	109
SECTION SKILLS AND THEIR IMPORTANCE.....	110
ADDING GRAPHICS TO SLIDES.....	111
<i>Inserting Clipart Using the Scrapbook</i>	111
<i>Importing Graphics</i>	113
<i>Moving and Sizing a Graphic</i>	115
<i>Displaying and Hiding the Rulers</i>	116
<i>Drawing Shapes</i>	117
MANAGING GRAPHICS.....	121
<i>Copying Graphic Objects</i>	121
<i>Deleting Graphics</i>	123
<i>Changing the Order of an Object</i>	124
<i>Changing the Fill Color and Pattern of Closed Objects</i>	126
<i>Changing the Color, Style, and Width of Lines</i>	129
<i>Flipping and Mirroring an Object</i>	132
<i>Rotating Graphics</i>	134
<i>Undoing Changes to Graphics</i>	137
<i>Grouping and Separating Graphic Objects</i>	138
SECTION 5: MANAGING THE SLIDE SHOW.....	147
SECTION SKILLS AND THEIR IMPORTANCE.....	148
SETTING UP A SLIDE SHOW.....	149
<i>Playing a Slide Show</i>	149
<i>Advancing Slides Automatically</i>	153
<i>Adding or Changing Slide Transitions</i>	156
<i>Omitting Slides from a Slide Show</i>	159
<i>Using the Highlighter</i>	161
<i>Creating and Playing a Show on the Go</i>	164
PRINTING THE SLIDE SHOW.....	168
<i>Spell-checking a Slide Show</i>	168
<i>Print Previewing a Slide Show</i>	171
<i>Printing a Slide Show</i>	172
 GLOSSARY.....	 181
 INDEX.....	 183

Section

1

Introduction to Corel Presentations 8

- Getting Started with Corel Presentations 8
- Viewing Slide Shows
- Ending a Corel Presentations Session

Section Skills and Their Importance

In the following section you will learn to:

- **Get started with Corel Presentations 8**

A slide show is one of the most effective ways of communicating information to an audience. Corel Presentations is a presentation graphics package that lets you efficiently organize presentation ideas to create slide shows.

- **View slide shows**

Corel Presentations provides you with different views of your slide show. If required, you can zoom slides or individual objects to view them in more detail.

- **End a Corel Presentations session**

When you have finished working with a presentation, you can save it so that it will be available for future reference and modification. Closing presentations that you are not currently using keeps your workspace uncluttered.

Getting Started with Corel Presentations 8

From the conference session to the weekly meeting to the courtroom, there is no better way to present your ideas to your audience than through a well-made slide show or *graphical presentation*. A Corel Presentations slide show is a document that contains a series of related pages. On these pages, you can display text, bulleted lists, charts, tables, photographs, drawings, and other graphical objects.

Starting Corel Presentations

You can start Corel Presentations in the same manner as any other Windows application, through the Start menu. Depending upon how you installed Corel WordPerfect Suite 8 on your system, you might also be able to start Corel Presentations from the Desktop Application Director (DAD) icons on the Windows taskbar.

METHOD

To start Corel Presentations:

1. On the taskbar, click the Start button.
2. From the Start menu, choose Corel WordPerfect Suite 8.
3. From the Corel WordPerfect Suite 8 submenu, choose Corel Presentations 8.

EXERCISE

In the following exercise, you will start Corel Presentations.

- | | |
|--|---|
| 1. On the taskbar, click the Start button | <i>The Start menu opens.</i> |
| 2. From the Start menu, choose Corel WordPerfect Suite 8 | <i>The Corel WordPerfect Suite 8 submenu appears.</i> |
| 3. Choose Corel Presentations 8 | <i>Corel Presentations starts and the New dialog box appears.</i> |

END

Opening an Existing Slide Show

When you start Corel Presentations, the New dialog box, shown in Figure 1-1, appears, giving you the choice of creating a new slide show or opening an existing one. The Work On page in the New dialog box, shown in Figure 1-1, lets you select a presentation to open from a list of recently opened presentations. The contents of the list box on your screen might differ from that shown.

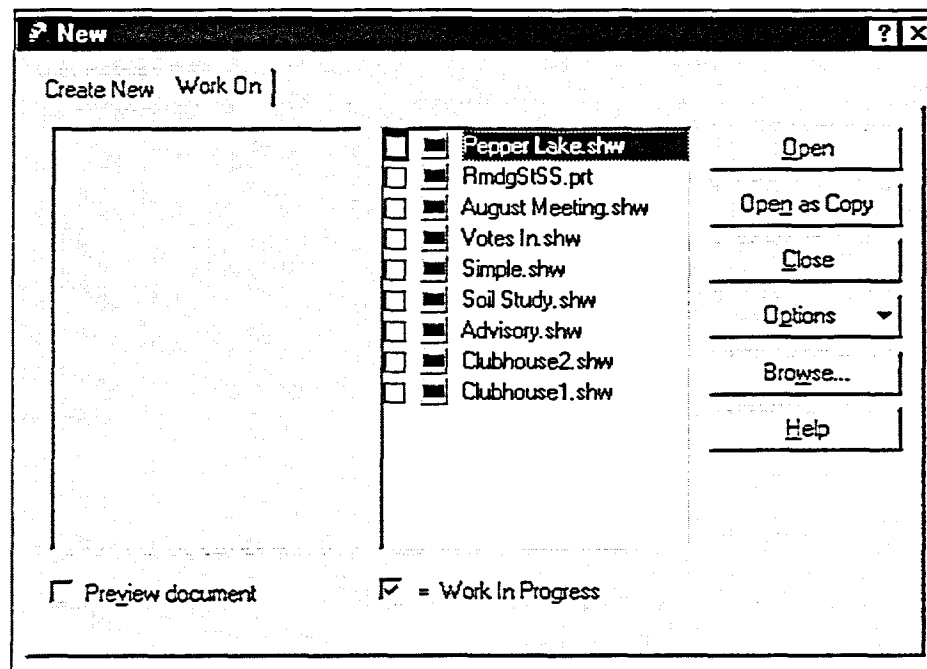


Figure 1-1: *The Work On Page of the New Dialog Box*

If the presentation file you are looking for does not appear in the list on the Work On page, choose Browse to display the Open File dialog box, shown in Figure 1-2. You can also click the Open button on the Toolbar to access the Open File dialog box at any time during your presentation. The Open File dialog box lets you select any presentation located on your hard drive, the network, or any other storage device. By default Corel Presentations slide show files are stored in the Doc folder on your H:\ drive.

Corel Presentations provides two commands to open presentation files. If you want to open the original presentation, you can choose the Open command. However, if you want to open a read-only copy of the presentation file, you can choose the Open Copy command.

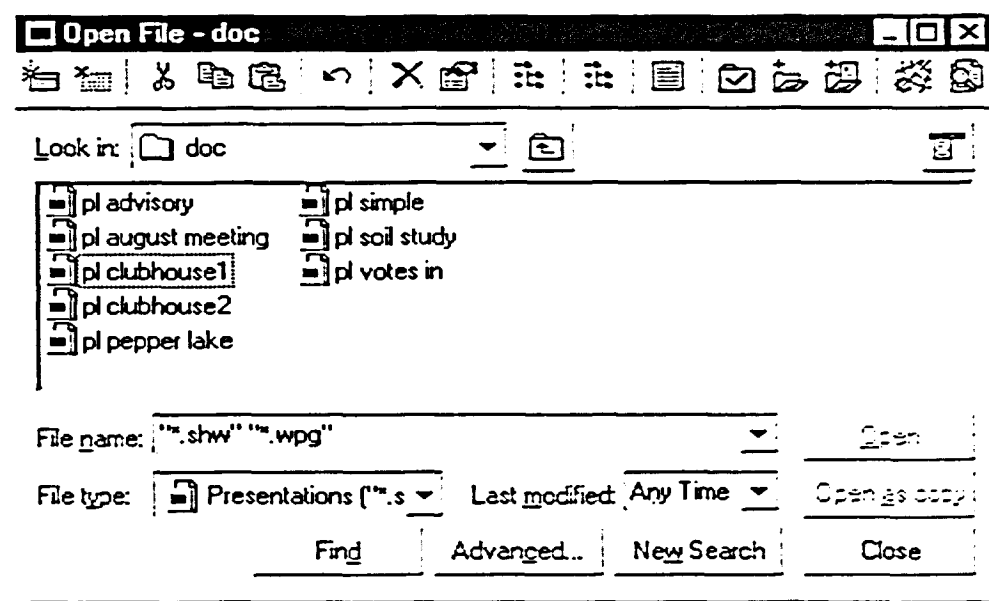


Figure 1-2: *The Open File Dialog Box*

METHOD

To open an existing slide show:

From the New dialog box

1. If necessary, in the New dialog box, select the Work On tab.
2. On the Work On page, in the file list box, select the desired slide show.
3. Choose Open.

From the Open File dialog box

1. If necessary, in the New dialog box, select the Work On tab.
2. On the Work On page, choose Browse.
3. In the Open File dialog box, in the Look in drop-down list, select the desired drive.
4. In the file list box, select the desired folder and file.
5. Choose Open.

EXERCISE

In the following exercise, you will open an existing slide show.

1. Make sure the New dialog box is displayed
2. If necessary, select the Work On tab *The Work On page appears.*
3. Examine the contents of the file list box
4. Choose Browse *The Open File dialog box appears.*
5. Make sure drive A is selected *All folders located on drive C appear in the file list box.*
6. In the file list box, double-click the A:\ drive *The files located in the A:\ drive appear in the file list box.*
7. In the file list box, select **PL Pepper Lake.shw**
8. Choose Open *The PL Pepper Lake slide show opens.*

END

Identifying Elements of the Corel Presentations Window

The Corel Presentations window, shown in Figure 1-3, contains elements to help you work effectively with your presentations. These elements are described in Table 1-1. Many of the window elements reflect the standards found in most Windows applications.

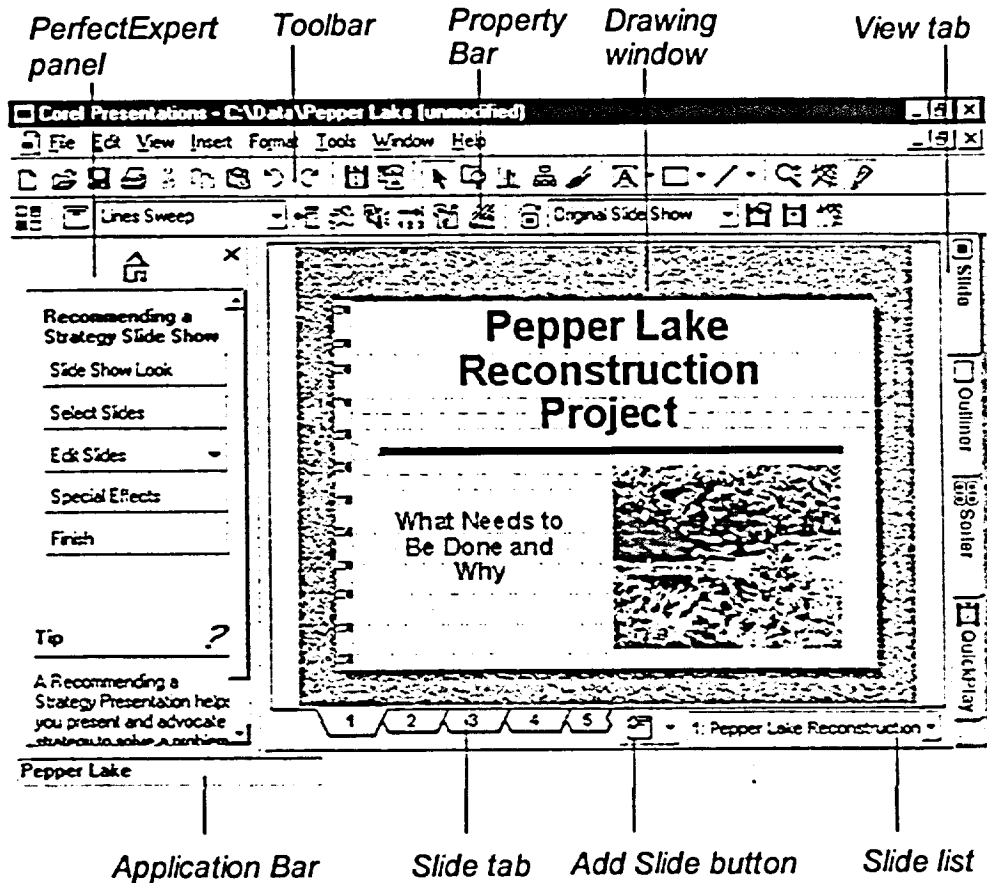


Figure 1-3: The Elements of the Corel Presentations Window

Screen Element	Function
Toolbar	Contains buttons that represent shortcuts to commands. To determine the function of a Toolbar button, position the pointer over the button and read the QuickTip that appears.
Property Bar	Displays a context-sensitive row of command buttons.
Application Bar	Displays the name of the active slide show, lets you switch between multiple open slide shows and gives you the exact location of your pointer in the Drawing window.
View tabs	Lets you display the presentation in different views.
PerfectExpert panel	Contains context-sensitive commands, menus, and tips. Depending upon the project that is open and/or previous settings, this panel might not initially appear.
Drawing window	Lets you view and modify the images and text on each page of your slide show.
Slide list	Lets you move from slide to slide within the slide show and go directly to any specific slide.
Add Slide button	Inserts a new slide into the slide show, using a layout of your choice.
Slide tab	Lets you switch between slides.

Table 1-1: *The Elements of the Corel Presentations Window*

Corel Presentations provides a context-sensitive interface. For example, when you initially open a slide show, the Toolbar and the Property Bar appear as shown in Figure 1-4 and Figure 1-5 respectively. As you begin to work with slide elements, Corel Presentations tailors the command environment and displays Property Bar buttons and menu commands that are specifically related to the task at hand.

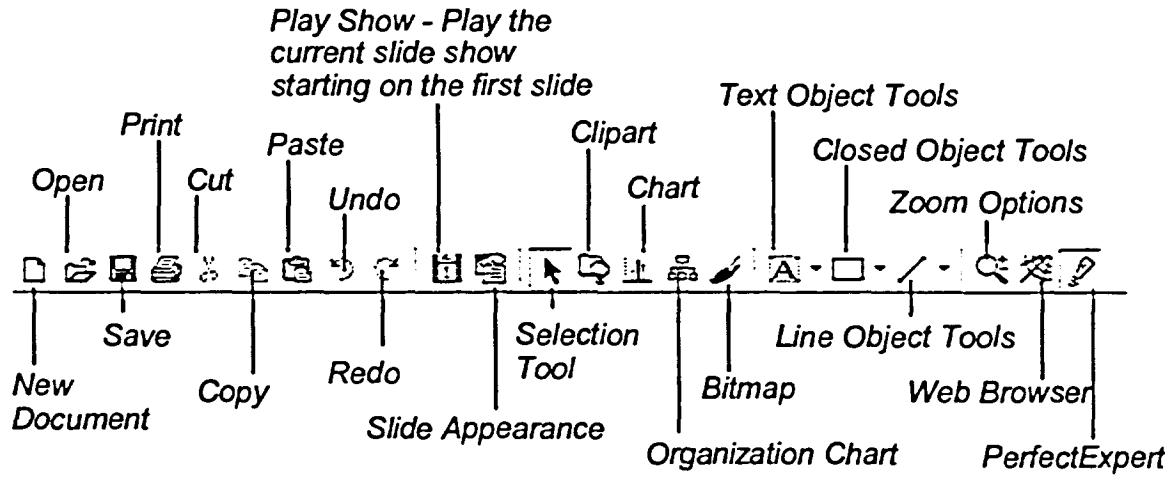


Figure 1-4: The Toolbar

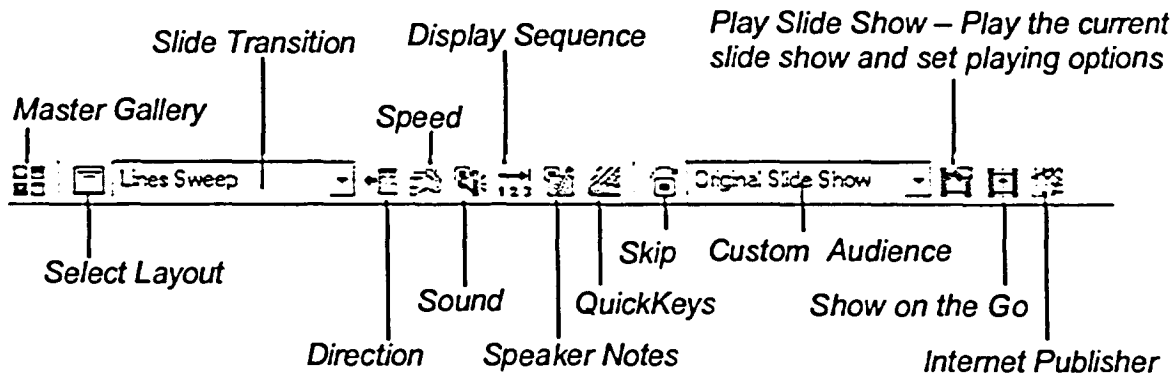


Figure 1-5: The Property Bar

You can also access frequently used commands by displaying a *QuickMenu*, shown in Figure 1-6.

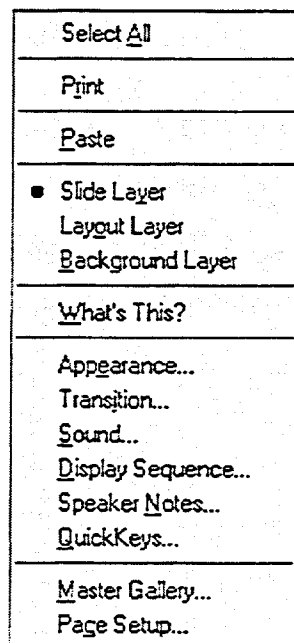


Figure 1-6: *An Example of a QuickMenu*

Using PerfectExpert

The Presentations *PerfectExpert* panel, shown in Figure 1-7, provides step-by-step assistance for selected features. As appropriate, a series of menus and dialog boxes help you perform a particular task. When the PerfectExpert is active, it appears to the left of the drawing area.

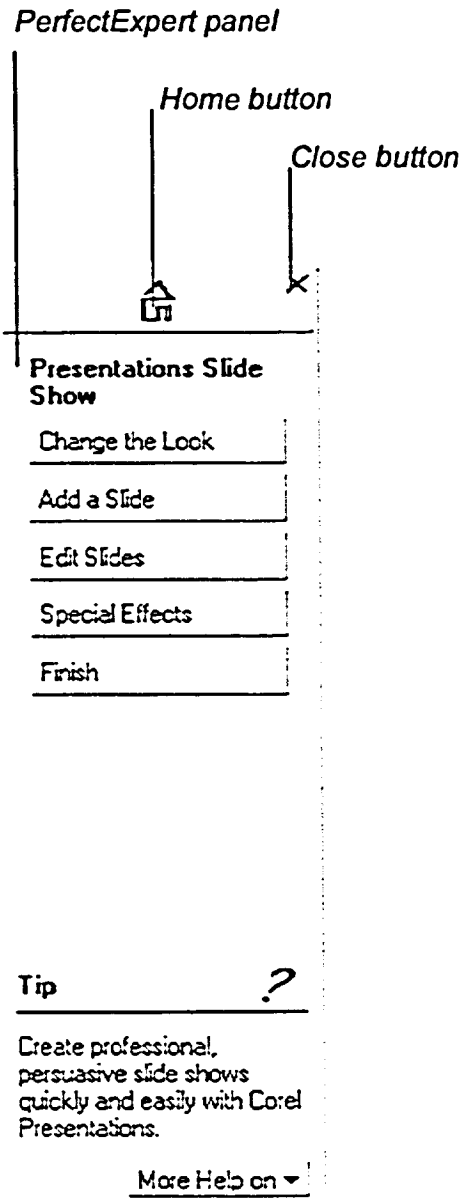


Figure 1-7: *The PerfectExpert Panel*

METHOD

To show or hide PerfectExpert:

1. From the Help menu, choose PerfectExpert.
or
1. On the Toolbar, click the PerfectExpert button.

To use Perfect Expert:

1. If necessary, show PerfectExpert.
2. In the PerfectExpert panel, choose the desired task.
3. Repeat step 2 as required.
4. Follow PerfectExpert's guidance to complete the task.
5. In the PerfectExpert panel, click the Close button.

EXERCISE

In the following exercise, you will use Perfect Expert.

- | | |
|--|--|
| 1. If PerfectExpert is not displayed, from the Help menu, choose PerfectExpert | <i>PerfectExpert appears.</i> |
| 2. Examine the PerfectExpert panel | |
| 3. In the PerfectExpert panel, choose Change the Look | <i>The Slide Show Look menu appears.</i> |
| 4. If a message box appears, choose OK | |
| 5. Choose <i>Choose a Master</i> | <i>The Master Gallery dialog box appears.</i> |
| 6. Choose Cancel | <i>The Master Gallery dialog box closes.</i> |
| 7. In the PerfectExpert panel, click the Home button | <i>The PerfectExpert home panel reappears.</i> |
| 8. In the PerfectExpert panel, click the Close button | <i>PerfectExpert closes.</i> |

END

Viewing Slide Shows

In Corel Presentations, you can change the way your slide show is displayed. You can move from slide to slide and zoom in and out to make images larger or smaller.

Moving Between Slides

You can move through the slide show using keystrokes or the mouse. The Slide list on the Application Bar displays the slide number and title for each slide in the slide show and is particularly useful when you are working with a lengthy slide show and want to go directly to a slide instead of moving sequentially slide-by-slide.

METHOD

To move to the next slide:

1. Select the desired slide tab.
or
1. Press **PAGE DOWN**

To move to the previous slide:

1. Select the desired slide tab.
or
1. Press **PAGE UP**

To move to a specific slide:

1. Click the Slide list drop-down list button.
2. From the Slide list, select the desired slide.

EXERCISE

In the following exercise, you will move between slides.

- | | |
|---|--------------------------------|
| 1. Select the slide tab for the second slide | <i>Slide 2 appears.</i> |
| 2. Click the Slide list drop-down list button | <i>The Slide list appears.</i> |

3. Select **5. Resources** *Slide 5 appears.*
4. Press **PAGE UP** repeatedly to return to the first slide of the slide show

END

Navigating between Views

When you work on a slide show in Corel Presentations, you can display your slides in four views as described in Table 1-2. There are advantages to using Slide Editor, Slide Sorter, and Slide Outliner views when you create or modify a slide show. You use the QuickPlay view to see how the current slide will appear in the slide show. When a slide is displayed in QuickPlay view, you can play the rest of the slides in the show or you can return to your slide document. Depending on the resolution of your screen, the view tabs might not contain the word *Slide*.

View	Description
Slide Editor view	Displays one slide at a time. Use this view to draw, type text, add clipart and objects, and edit the look of the slide.
Slide Sorter view	Displays thumbnails of slides. Use this view to rearrange the order in which slides appear.
Slide Outliner view	Displays the text in outline form. Use this view to work with the content of the slide show.
QuickPlay	Displays the current slide as it will appear during the slide show, and displays the remainder of the slide show, if desired.

Table 1-2: *The Four Views in Corel Presentations*

METHOD

To navigate between views:

1. Select the desired view tab.
or
1. From the View menu, choose Slide Editor.
or
1. From the View menu, choose Slide Sorter.
or
1. From the View menu, choose Slide Outliner.

To play the slide show:

1. Select the QuickPlay tab.
2. To view additional slides in the slide show, press **PAGE DOWN** repeatedly.
or
2. To return to the Drawing window, press **ESCAPE**

To display a slide in Slide Editor view:

1. In Slide Sorter view, double-click the desired slide thumbnail.
or
1. In Slide Outliner view, to the left of the title, double-click the slide icon.
or
1. From the View menu, choose Slide Editor.

EXERCISE

In the following exercise, you will navigate between views.

- | | |
|--|---|
| 1. Make sure Slide Editor view is active | |
| 2. Select the Slide Sorter tab | <i>The slide show appears in Slide Sorter view.</i> |
| 3. From the View menu, choose Slide Outliner | <i>The slide show appears in Slide Outliner view.</i> |
| 4. Select the QuickPlay tab | <i>The current slide appears in a slide show.</i> |
| 5. Press PAGE DOWN repeatedly to view all the slides | <i>After the last slide appears, the view in the Drawing window returns to Slide Outliner view.</i> |
| 6. To the left of the title for Slide 1, double-click the slide icon | <i>Slide 1 appears in Slide Editor view.</i> |

END

Selecting and Deselecting Objects

All of the items that appear on a slide are *objects*. Objects include text boxes, bulleted lists, chart areas, and graphic images. When you want to work with an object, you must select it. You can select one object or multiple objects at one time. When you select an object, handles appear around the object's perimeter, as shown in Figure 1-8. To help you distinguish between multiple selected objects, small open squares appear for each selected object.

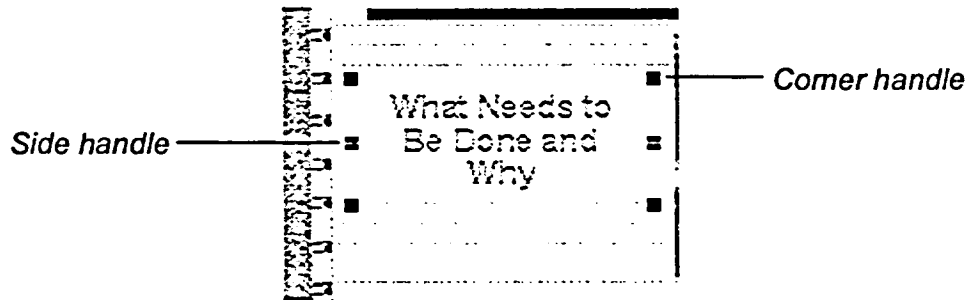


Figure 1-8: Object Handles

Each slide consists of three layers. The *background layer* determines the look of the slide and includes such elements as background color and page size. An object that is placed on the background layer of a slide cannot be edited or moved on the slide. The *layout layer* contains such layout items as titles, subtitles, and predefined areas for text and graphics. Objects on the layout layer overlay any objects on the background layer and become placeholders for the *slide layer*. The slide layer is where you create your slide show by adding information and objects.

METHOD

To select an object:

1. Click the object.

To select multiple, non-adjacent objects:

1. Press and hold CTRL
2. Select each object.
3. Release CTRL

To select multiple, adjacent objects:

1. On the Toolbar, click the Selection Tool button.
2. Drag to create a selection box around the objects.

To select all objects on a slide layer:

1. Right-click a blank area of the slide.
2. From the QuickMenu, choose Select All.

To deselect objects:

1. Click anywhere outside the objects.

EXERCISE

In the following exercise, you will select and deselect objects.

1. Display Slide 5
2. In the left graphic block, click the letter A *Handles appear around the letter, but not the block.*
3. Click near the edge of the slide *All objects are deselected.*
4. Right-click a blank area of the slide *The QuickMenu appears.*
5. Choose Select All *All graphic elements are selected. Six small, open squares appear. The title and bulleted text, as part of the layout layer, are not selected.*
6. Select the letter A again *Handles appear around the letter. The rest of the objects are deselected.*
7. Press and hold CTRL
8. In the middle graphic block, select the letter B *Both letters are selected, and two small, open circles appear.*
9. Deselect all objects

10. Starting below and to the left of the graphic block containing the letter A, drag to create a selection rectangle large enough to encompass all three graphic blocks and their letters *All graphic elements are selected. Six small, open squares appear. The title and bulleted text, as part of the layout layer, are not selected.*
11. Deselect all objects
12. Display the first slide in the slide show

END

Magnifying Slide Images

When you start Corel Presentations, your slides appear in the Drawing window with the maximum drawing area displayed. You can change the magnification of the slide image by choosing one of the *zoom* commands. Zoom commands are especially useful when you need to examine your slides closely to check the formatting or placement of objects, or when working with fine details in a drawing or picture. Table 1-3 describes the available zoom commands.

Zoom Command	Description
Zoom to Area/Zoom Area	Lets you select a rectangular area of the screen to magnify and then enlarges the selected Zoom Area to fill the Drawing window.
Margin Size	Sets the default magnification of the slide. Margin Size displays only the slide drawing area.
Full Page	Displays the slide drawing area and margins.
Screen Size	Lets you view the slide as it appears during a slide show.
Selected Objects	Magnifies selected objects for viewing. The objects themselves are not resized.
Previous View/Previous Zoom	Returns the slide to the previous magnification.
50%, 75%, and so forth	Displays the slide using standard percentages to proportion the image, where 100% is the size your slide would be if printed.

Table 1-3: *The Zoom Commands*

METHOD

To magnify slide images:

Toolbar method

1. On the Toolbar, click the Zoom Options button.
2. From the Zoom Options drop-down list, select the desired zoom option.

Menu method

1. From the View menu, choose Zoom.
2. In the Zoom dialog box, select the desired zoom option.
or
1. If available, from the View menu, choose Zoom Area.
2. In the slide, drag to enclose the desired area in a dotted rectangle.

To magnify a selected object:

1. Select the desired object.
2. From the Zoom Options drop-down list, select Selected Objects.

EXERCISE

In the following exercise, you will magnify slide images.

- | | |
|---|---|
| 1. From the View menu, choose Zoom Area | <i>The pointer becomes a magnifying glass.</i> |
| 2. In the slide, drag the magnifying glass to enclose the word "What" in a dashed rectangle | <i>The word "What" is displayed at greater magnification.</i> |
| 3. On the Toolbar, click the Zoom Options button | <i>The Zoom Options drop-down list appears.</i> |
| 4. Select 75% | <i>The slide image appears at 75% of its printed size.</i> |
| 5. Select the graphic image | <i>Handles surround the graphic.</i> |
| 6. On the Toolbar, click the Zoom Options button | <i>The Zoom Options drop-down list appears.</i> |
| 7. Select Selected Objects | <i>The graphic is magnified.</i> |
| 8. From the View menu, choose Zoom | <i>The Zoom dialog box appears.</i> |
| 9. Select the Margin size option button | |

10. Choose OK

The default magnification is restored.

11. Deselect the graphic

END

Ending a Corel Presentations Session

When you create a new slide show or make changes to an existing slide show, save your work so that you can access it again. Then, you can close the presentation to remove it from the Presentations screen.

Saving a Presentation

Corel Presentations provides two save options—Save and Save As. Use the Save command to name and save a new slide show document or to update an existing document. Use Save As to save an existing slide show under a different name, thus creating two versions of the same slide show. This is useful when trying out formatting options. The Save As window is shown in Figure 1-9. Corel Presentations automatically adds a .shw extension, which identifies the file as Corel Presentations slide show.

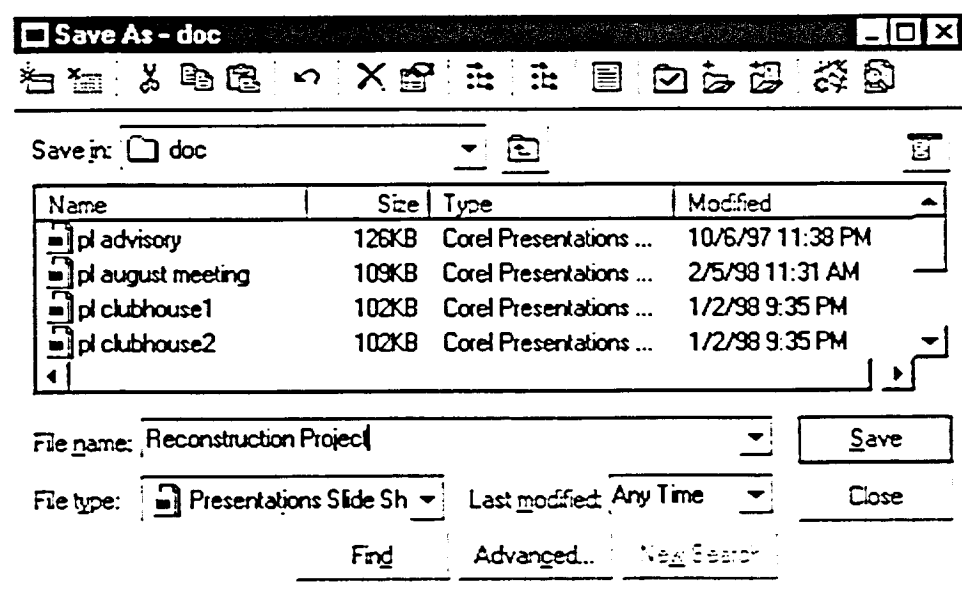


Figure 1-9: *The Save As Window*

METHOD

To save a new presentation:

1. From the File menu, choose Save.
or
1. On the Toolbar, click the Save button.

2. In the Save As window, in the Save in drop-down list, select the desired drive.
3. In the file list box, double-click the desired folder.
4. In the File name text box, type the desired name for the presentation.
5. Choose Save.

To save an existing presentation:

1. From the File menu, choose Save.
or
1. On the Toolbar, click the Save button.

To save an existing presentation with a different name:

1. From the File menu, choose Save As.
2. In the Save As window, in the Save in drop-down list, select the desired drive.
3. In the file list box, double-click the desired folder.
4. In the File name text box, replace the current name with a new name.
5. Choose Save.

EXERCISE

In the following exercise, you will save the presentation.

- | | |
|---|--|
| 1. On the Toolbar, click the Save button | <i>The slide show is saved with its original name.</i> |
| 2. From the File menu, choose Save As | <i>The Save As window appears.</i> |
| 3. If required, from the Save in drop-down list, select the H:\ drive | <i>The file list box displays the contents of the H:\ drive.</i> |
| 4. If required, in the file list box, double-click the Doc folder | <i>The contents of the H:\ Doc folder appear in the file list box.</i> |

5. In the File name text box, delete the current text and type **Reconstruction Project**

6. Choose Save

*The presentation is saved in the H:\Doc folder as **Reconstruction Project.shw**. The new name appears in the Title bar.*

END

Closing a Presentation

When you close a presentation, the presentation is removed from the screen, but Corel Presentations remains active so that you can begin working with another presentation. When you close a slide show, the New dialog box appears because Corel Presentations assumes that you are going to work on an existing slide show, or that you are going to create a new presentation.

When you close a slide show, if you haven't made any changes since the last time you saved the file, the presentation simply closes. If you have made changes, Corel Presentations prompts you to save your slide show.

METHOD

To close a presentation:

1. From the File menu, choose Close.
or
1. In the document window, click the Close button.
2. If required, in the Corel Presentations message box that asks if you want to save changes to the presentation, select the desired option.
3. If required, in the Save As window, save the document.

EXERCISE

In the following exercise, you will close a presentation and exit Corel Presentations.

1. From the File menu, choose Close

The slide show closes and the New dialog box appears.

END

Section **I** Summary

To start Corel Presentations:

1. On the taskbar, click the Start button.
2. From the Start menu, choose Corel WordPerfect Suite 8.
3. From the Corel WordPerfect Suite 8 submenu, choose Corel Presentations 8.

To open an existing slide show:

From the New dialog box

1. If necessary, in the New dialog box, select the Work On tab.
2. On the Work On page, in the file list box, select the desired slide show.
3. Choose Open.

From the Open File dialog box

1. If necessary, in the New dialog box, select the Work On tab.
2. On the Work On page, choose Browse.
3. In the Open File dialog box, in the Look in drop-down list, select the desired drive.
4. In the file list box, select the desired folder and file.
5. Choose Open.

To show or hide PerfectExpert:

1. From the Help menu, choose PerfectExpert.
or
1. On the Toolbar, click the PerfectExpert button.

To use Perfect Expert:

1. If necessary, show PerfectExpert.
2. In the PerfectExpert panel, choose the desired task.
3. Repeat step 2 as required.

4. Follow PerfectExpert's guidance to complete the task.
5. In the PerfectExpert panel, click the Close button.

To move to the next slide:

1. Select the desired slide tab.
or
1. Press **PAGE DOWN**

To move to the previous slide:

1. Select the desired slide tab.
or
1. Press **PAGE UP**

To move to a specific slide:

1. Click the Slide list drop-down list button.
2. From the Slide list, select the desired slide.

To navigate between views:

1. Select the desired view tab.
or
1. From the View menu, choose Slide Editor.
or
1. From the View menu, choose Slide Sorter.
or
1. From the View menu, choose Slide Outliner.

To play the slide show:

1. Select the QuickPlay tab.
2. To view additional slides in the slide show, press **PAGE DOWN** repeatedly.
or
2. To return to the Drawing window, press **ESCAPE**

To display a slide in Slide Editor view:

1. In Slide Sorter view, double-click the desired slide thumbnail.
or
1. In Slide Outliner view, to the left of the title, double-click the slide icon.
or
1. From the View menu, choose Slide Editor.

To select an object:

1. Click the object.

To select multiple, non-adjacent objects:

1. Press and hold CTRL
2. Select each object.
3. Release CTRL

To select multiple, adjacent objects:

1. On the Toolbar, click the Selection Tool button.
2. Drag to create a selection box around the objects.

To select all objects on a slide layer:

1. Right-click a blank area of the slide.
2. From the QuickMenu, choose Select All.

To deselect objects:

1. Click anywhere outside the objects.

To magnify slide images:

Toolbar method

1. On the Toolbar, click the Zoom Options button.
2. From the Zoom Options drop-down list, select the desired zoom option.

Menu method

1. From the View menu, choose Zoom.
or
1. If available, from the View menu, choose Zoom Area.
or
2. In the slide, drag to enclose the desired area in a dotted rectangle.

To magnify a selected object:

1. Select the desired object.
2. From the Zoom Options drop-down list, select Selected Objects.

To save a new presentation:

1. From the File menu, choose Save.
or
1. On the Toolbar, click the Save button.
2. In the Save As window, in the Save in drop-down list, select the desired drive.
3. In the file list box, double-click the desired folder.
4. In the File name text box, type the desired name for the presentation.
5. Choose Save.

To save an existing presentation:

1. From the File menu, choose Save.
or
1. On the Toolbar, click the Save button.

To save an existing presentation with a different name:

1. From the File menu, choose Save As.
2. In the Save As window, in the Save in drop-down list, select the desired drive.
3. In the file list box, double-click the desired folder.

4. In the File name text box, replace the current name with a new name.
5. Choose Save.

To close a presentation:

1. From the File menu, choose Close.
or
1. In the document window, click the Close button.
2. If required, in the Corel Presentations message box that asks if you want to save changes to the presentation, select the desired option.
3. If required, in the Save As window, save the document.

Self-Check Exercise

1. In the **A:** drive, open the existing slide show named **PL Votes In.shw**.
2. Move through the first three slides one at a time.
3. Move back to the previous slide.
4. Using the Slide list, display Slide 3.
5. Change to Slide Sorter view.
6. Change to Slide Outliner view.
7. Return to Slide Editor view, displaying Slide 4.
8. Display Slide 5.
9. On Slide 5, select the leftmost graphic object.
10. Select the rightmost graphic and the center graphic object.
11. Select all the objects on the slide.
12. Deselect all objects on the slide.
13. Use a zoom command to magnify the center graphic object.
14. Use the Toolbar to magnify the slide to 75%.
15. Use the menu to return the slide to default magnification.
16. Save the presentation with its existing name.
17. Save the slide show in the **Doc** folder on the **H:** drive under a new name, **Special Meeting.shw**.
18. Close the slide show.

Section

2

Creating a Slide Show

- Creating a Slide Show
- Developing a Slide Show
- Working with Slides
- Changing Slide Appearance

Section Skills and Their Importance

In the following section you will learn to:

- **Create a slide show**

Corel Presentations provides predesigned projects to help you get started on your presentation. Once you choose a project, PerfectExpert offers tips for both the look and the content of your presentation. If you prefer not to use a built-in project, you can create a slide show using a Master Gallery layout.

- **Develop a slide show**

The content of the slide show is the text you enter during the development stage. You can enter text in predefined text areas or text areas that you create.

- **Work with slides**

As your slide show progresses, you might want to add new slides, duplicate slides, rearrange slides, and even delete slides you no longer need. Corel Presentations provides many tools for changing the look of your slide show throughout the development process.

- **Change slide appearance**

After you create and develop a slide show, you might decide that the appearance of your slide show isn't quite what you had in mind. Corel Presentations provides features that let you change the colors, background, and layout of your slides.

Creating a Slide Show

The easiest way to create a slide show is with a *predesigned project*, which is a presentation related to a specific topic. For example, Corel Presentations provides predesigned presentations for presenting business reports, meetings and budgets. Predesigned projects can guide you in creating presentation content. If none of the predesigned projects meet your needs, you can create a slide show from scratch.

Creating a Slide Show with a Project

The Create New page in the New dialog box, shown in Figure 2-1, displays a list of Corel Suite *projects*. The project category drop-down list contains a number of categories. The projects that are grouped in each category include those projects that can be used in other applications in the Corel WordPerfect Suite 8 such as WordPerfect and QuattroPro. When you choose to create a project, the application associated with the project is automatically started. All Corel Presentations projects are indicated by a slide show icon. When you select the Corel Presentations 8 project category, only Corel Presentations projects are listed.

When you open a predesigned project, PerfectExpert is automatically active and provides tips and content guidance specific to the type of project selected and the selected slide content. Predesigned projects also include a predetermined set of formatting options such as background color, typefaces, and graphical touches, to ensure a consistent slide appearance. You can change any of the formatting features associated with a project as required.

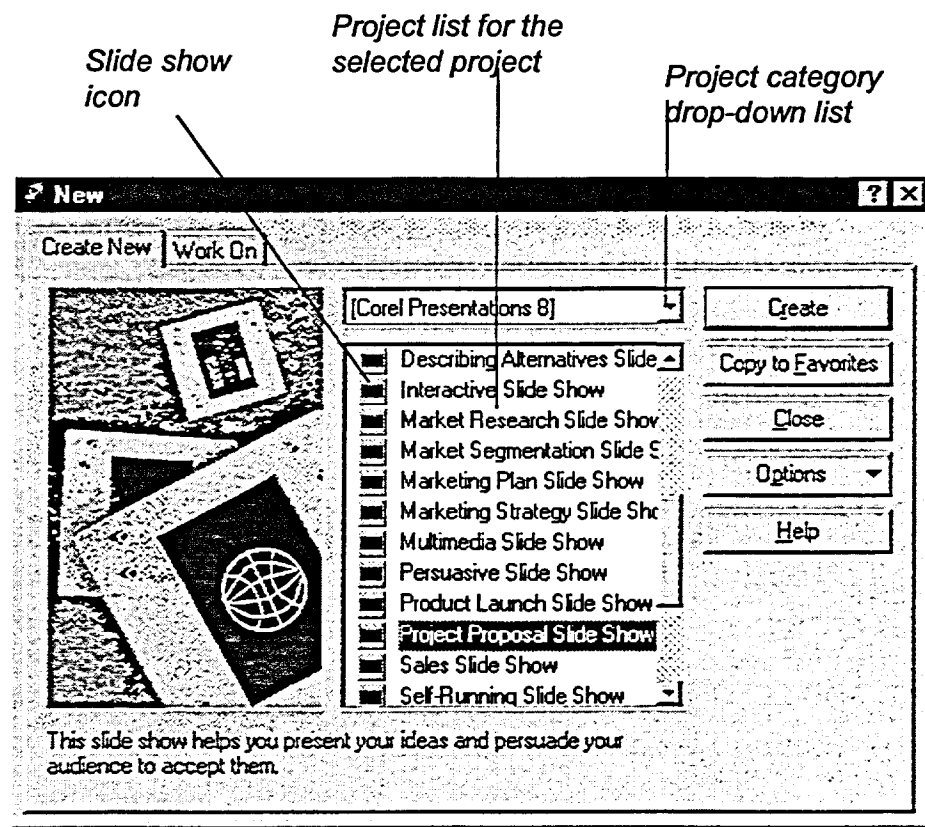


Figure 2-1: The New Dialog Box

METHOD

To display the New dialog box:

1. Start Corel Presentations.
or
1. From the File menu, choose New.
or
1. Close all open slide shows.

To create a slide show with a project:

1. Display the New dialog box.
2. In the New dialog box, select the Create New tab.
3. On the Create New page, from the project category drop-down list, select the desired category.
4. From the project list, select the desired project.
5. Choose Create.

EXERCISE

In the following exercise, you will create a new slide show with a project.

- | | |
|---|--|
| 1. Make sure the New dialog box is open | |
| 2. If required, select the Create New tab | <i>The Create New page appears.</i> |
| 3. In the project category drop-down list and examine the different project categories that are available | |
| 4. From the project category drop-down list, select Education | <i>The project list includes all Suite projects related to education.</i> |
| 5. Observe the project list | <i>The Education projects category includes Corel Presentations projects, WordPerfect projects, and QuattroPro projects.</i> |
| 6. From the project category drop-down list, select [Corel Presentations 8] | <i>The project list displays only slide shows.</i> |
| 7. From the project list, select Project Proposal Slide Show | |
| 8. Choose Create | <i>The title page of the new slide show appears in the drawing window. PerfectExpert is active.</i> |
| 9. Examine the PerfectExpert panel and the content of Slide 1 | <i>PerfectExpert provides commands and tips related to the title slide for this project.</i> |
| 10. Display Slide 2 and examine the PerfectExpert panel and the slide content | <i>PerfectExpert displays context-sensitive commands and tips related to Slide 2, Agenda.</i> |
| 11. Switch to Slide Sorter view | |

Section 2: Creating a Slide Show

13. Display Slide 1 in Slide Editor view
14. Save the slide show in the **Doc** folder on the **H:** drive with the name **Strategy One.shw**
15. Close the slide show

The New dialog box appears.

END

Creating a Slide Show without a Predesigned Project

If none of the predesigned projects meet your needs, you can create a slide show from scratch. When you create a new slide show, you must select a predesigned *master* on which to base the slide show. The slide show master determines page colors, chart styles, and page arrangements, called *layouts*.

The Startup Master Gallery dialog box, shown in Figure 2-2, lets you choose a master for your slide show. Masters are grouped alphabetically into categories that identify which masters are best suited for a specific type of presentation. Keep the following in mind:

- The masters in the Business, Color, Design, Nature, and Theme category are best used for computerized slide shows.
- The masters in the Printout category are best used for printed handouts, slides for your audience, or black and white transparencies.
- The masters in the 35mm category are best used for converting your slide show to 35mm color slides or color transparencies.

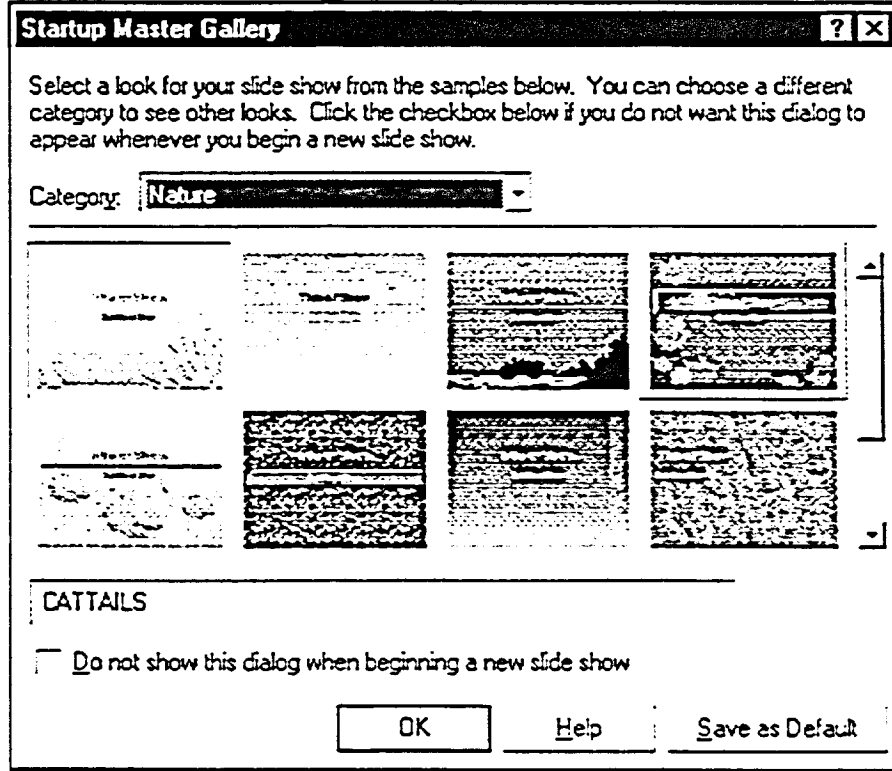


Figure 2-2: The Startup Master Gallery Dialog Box

METHOD

To create a slide show without a predesigned project:

1. Display the New dialog box.
or
1. If you already have a presentation open, on the Toolbar, click the New Document button and skip to step 6.
2. If required, select the Create New tab.
3. On the Create New page, in the category list, select [Corel Presentations 8].
4. From the project list, select [Presentations Slide Show].
5. Choose Create.
6. In the Startup Master Gallery dialog box, from the Category drop-down list, select a category.
7. From the slide palette, select a master.
8. Choose OK.

EXERCISE

In the following exercise, you will create a new slide show without a predesigned project.

1. Make sure the New dialog box is open
2. Make sure the Create New page is active
3. In the Category list box, make sure [Corel Presentations 8] appears
4. From the project list, select [Presentations Slide Show]
5. Choose Create *The Startup Master Gallery dialog box opens.*
6. From the Category drop-down list, select Nature *The masters in the Nature category are displayed.*
7. From the slide palette, select the Clouds (first row, second master)

8. Choose OK *The Startup Master Gallery dialog box closes and the Clouds master is applied to the slide show. A title slide appears in the drawing area.*

9. Examine the slide show *The slide show consists of one slide.*

10. Save the slide show in the **Doc** folder on the **H:** drive, with the name **Strategy Two.shw**

11. Close the **Strategy Two.shw** slide show *The New dialog box appears.*

END

Developing a Slide Show

One of the first tasks you perform when you create a slide show is to enter text on the slides. You can enter text in predefined text areas or in text areas that you create. When you are developing a slide show, you might want to concurrently create speaker notes to remind you of key points that you want to address when you deliver your presentation.

Entering Text in Predefined Text Areas

Each slide created using a predesigned project or master has a built-in layout that includes predefined text areas for entering text, as shown in Figure 2-3. These text areas frequently display placeholder text that you replace with your own text. Because predefined text areas are already formatted, using them can save you time.

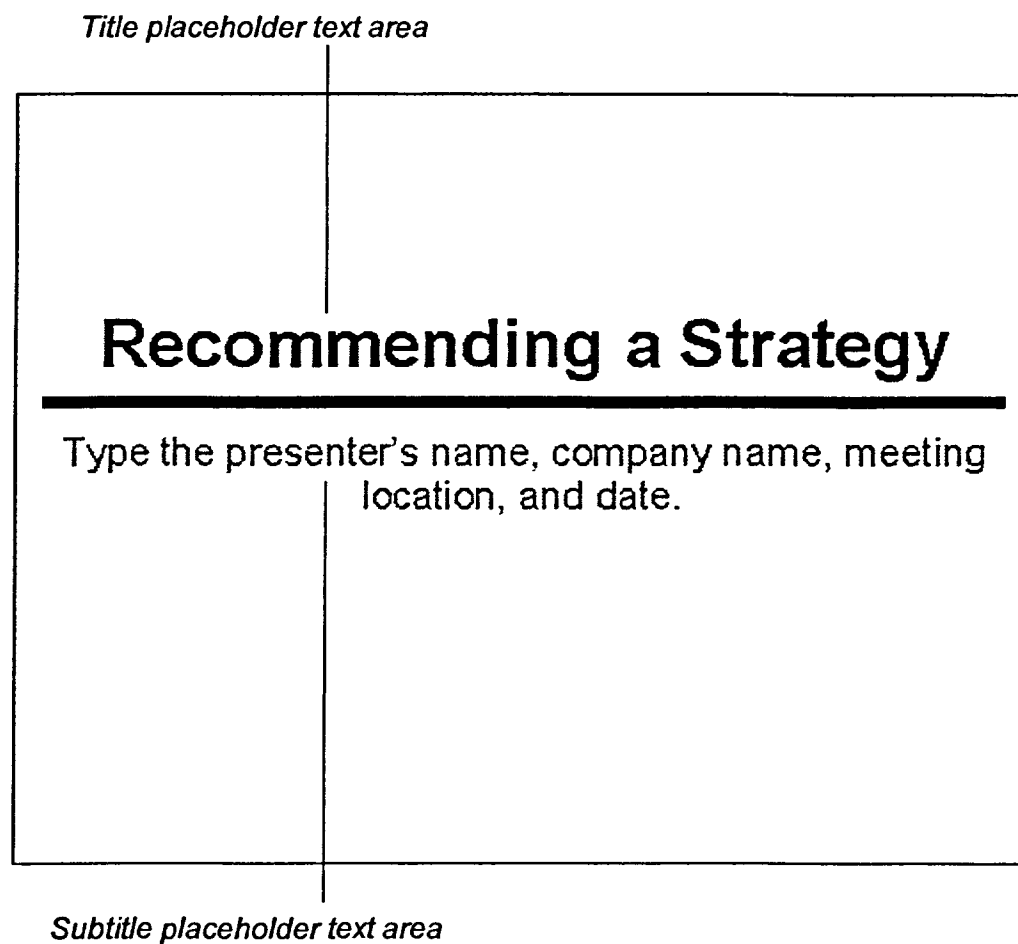


Figure 2-3: Predefined Text Areas

The procedure for inserting and deleting text in text areas is the same as in most Windows word processing applications. You add text by placing the insertion point where you want to insert the text, and then you type the text. You move the insertion point by positioning the I-beam and clicking the mouse or by using the arrow keys. There are two ways to delete text. You can position the insertion point at the desired location and press **DELETE** or **BACKSPACE**, or you can drag to select text and press **DELETE**.

METHOD

To enter text in a predefined text area:

1. Double-click the text area or placeholder text.
2. If necessary, select and delete any existing text.
3. Type the desired text.
4. When done, click outside of the text area.

EXERCISE

In the following exercise, you will enter text in predefined text areas.

- | | |
|---|--|
| 1. Make sure the New dialog box is open | |
| 2. If necessary, select the Work On tab | <i>The Work On page appears.</i> |
| 3. In the file list box, select Strategy One.shw | <i>The slide show opens and Slide 1 appears.</i> |
| 4. Double-click the title placeholder text | <i>Hatched, thick lines outline the text area, handles appear, and the insertion point appears in the text area.</i> |
| 5. Select the placeholder text and press DELETE | <i>The placeholder text is deleted.</i> |
| 6. Type Pepper | |
| 7. Press SPACEBAR and type Reconstruction Project | <i>The remaining text appears in the title text area.</i> |
| 8. Deselect the title text area | |

9. Double-click the subtitle placeholder text
10. Replace the existing subtitle text with **What needs to be done and why**
11. Deselect the subtitle text area
12. Double-click the title text area
13. Insert the word **Lake** between the words **Pepper** and **Reconstruction**
14. Click outside the text area

Hatched, thick lines outline the text box, handles appear, and an insertion point appears in the text area.

Hatched, thick lines outline the text box, handles appear, and an insertion point appears in the text area.

END

Adding a Text Box or Text Line

In addition to using predefined text areas, you can add your own *text boxes* and *text lines* anywhere on any slide using the Text Object Tools palette, shown in Figure 2-4. When you enter text in a text box, the text automatically wraps to the next line, and Corel Presentations automatically sizes the text box as you type. A text line differs from a text box in that it consists of only one line of text. If you enter text that is longer than one line in a text line, it doesn't wrap to the next line, as it does in a text box. Instead, the text appears to be cut off. When you press ENTER in a text box, the insertion point drops down to the next line; in a text line, however, since there can be no "next line", pressing ENTER halts the text entry process.

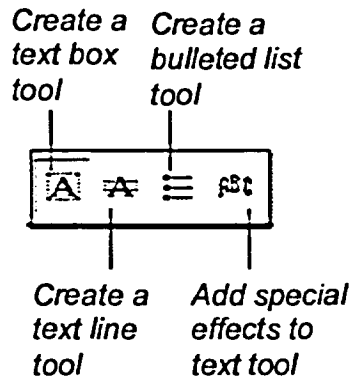


Figure 2-4: *The Text Object Tools Palette*

METHOD

To add a text box or text line:

1. On the Toolbar, click the Text Object Tools drop-down arrow.
2. From the Text Object Tools palette, select the Create a text box tool, and then drag to draw the text box outline.
or
2. From the Text Object Tools palette, select the Create a text line tool, and then click to place a marker for the text line.
3. Type the desired text.
4. Deselect the text box or text line.

EXERCISE

In the following exercise, you will add a text line.

1. Make sure the first slide is displayed
2. On the Toolbar, click the Text Object Tools drop-down arrow *The Text Object Tools palette appears.*
3. From the Text Object Tools palette, select the Create a text line tool *The pointer changes to a large plus sign.*
4. Position the plus sign over the lower center of the slide, and then click once *The marker for the text line appears.*
5. Type **June 29**
6. Deselect the text line

END

Entering Text into Bulleted Lists

A *bulleted list* is one of the most common ways to display text in slide shows. In a predesigned project, you can recognize a text area designed for a bulleted list because a bullet—a square, diamond, or other simple object—is displayed at the beginning of each line of text. Bulleted lists that are part of a predesigned project contain several bullets with suggested subject matter. You create a bulleted list by editing the placeholder list, and then adding additional bullets and deleting unwanted bullets.

If you add a new bulleted list layout slide to a presentation or you add a bulleted list to an existing slide, the placeholder text does not display a content tip. Rather, the bulleted list placeholder displays instructions, such as “Double click to add text.” To enter text into a bullet list on a bulleted list layout slide, double-click the placeholder instructions to display the first bullet, type the desired text, and then press **ENTER** to display another bullet. When you create a new bulleted list on an existing slide, the list is automatically active and you can begin typing the bulleted text immediately.

Bulleted lists work like outlines. You have main bullets and subordinate bullets. When a bullet is indented to the right and becomes subordinate, it is demoted to another level; when a bullet is outdented to the left to a more superior position, it is promoted to another level. A bullet that is already at Level 1, which is the highest level, cannot be promoted. A bullet that is at Level 6, which is the lowest level, cannot be demoted.

When you add lengthy text to a bulleted list, the text might appear to overflow the drawing window. However, the text exists on the slide, and you can size and move the bulleted list or size the text so that it appears in the drawing window.

METHOD

To enter bulleted text in a bulleted list:

1. Double-click the bulleted list placeholder text.
2. Next to the first bullet symbol, if necessary, delete any placeholder text.
3. Type the desired replacement text.
4. If the next bulleted list item contains placeholder text, delete the text.
or
4. If there are no additional predefined bulleted list items, press **ENTER** to add a new bullet symbol.

5. Type the desired text for the bulleted list's next bulleted list item.
6. Repeat steps 4 and 5 as required.

To delete a bullet:

1. Double-click the bulleted list area.
2. Delete the bulleted text of the bulleted list item that you want to remove.
3. Press **BACKSPACE** until the insertion point is at the end of the previous line.
or
3. Press **DELETE** to bring the next bulleted list item up one line.

To create a new bulleted list and enter bulleted text:

1. On the Toolbar, click the Text Object Tools drop-down arrow.
2. From the Text Object Tools palette, choose the Create a bulleted list tool.
3. Drag to draw an outline for the bulleted list box.
4. Type the text for the first bullet.
5. Press **ENTER**
6. Type the text for the next bulleted list item.
7. To add additional bulleted list items, repeat steps 6 and 5.

To change a bullet's level:

1. Make sure the insertion point appears in the bulleted list item to change.
2. To demote the bullet, press **TAB**
or
2. To promote the bullet, press **SHIFT+TAB**

EXERCISE

In the following exercise, you will enter bulleted text in a predesigned project. You will then create a new bulleted text area.

1. Display Slide 3
The Project Abstract slide appears.
2. Double-click the bulleted list placeholder text area
Hatched, thick lines outline the bulleted list area, handles appear, and an insertion point appears in the text area.

3. Delete the placeholder text for the first bullet *The text **Project Name** is deleted.*
4. Type **Pepper Lake Reconstruction**
5. Replace the *Project objectives* placeholder text with **Evaluate alternatives and implement a solution**
6. Replace the *People who will be working on the project* placeholder text with **Community volunteers, county engineers, state representatives**
7. Make sure the insertion point is at the end of the third line of bulleted text
8. Press **ENTER** *A new bullet symbol is inserted.*
9. Type **We have only two years to complete the project**
10. Display Slide 5
11. On the Toolbar, click the Text Object Tools drop-down arrow *The Text Object Tools palette appears.*
12. Choose the Create a bulleted list tool
13. In the lower half of the slide, drag to draw a bulleted list box outline almost as wide as the slide *A bulleted list box with one bullet symbol appears.*
14. Type **1967 - Pepper Lake constructed**
15. Press **ENTER** *A new bullet is inserted.*
16. Type **1976 - Spillway overflows, erosion below**

17. Enter a third bulleted list item that reads **1997 - Court says lake to be drained or repaired in two years**
18. Enter a fourth bulleted list item that reads **June - Special Community Association Meeting**
19. Make sure the insertion point appears in the last bulleted list item
20. Press **TAB**
The last bullet is demoted to move under the previous bullet.
21. Place the insertion point at the end of the bulleted text, and then press **ENTER**
A new bullet symbol is added at the same level as the previous bullet.
22. Press **BACKSPACE** until the insertion point is at the end of the previous bulleted list item
The new bullet symbol is deleted.
23. Deselect the bulleted list

END

Entering Text in Slide Outliner View

When you have a lot of text to enter, or need to examine the overall flow of text in a presentation, you might want to use Slide Outliner view. Slide Outliner view lets you see text without the distraction of layouts or graphics, to help you eliminate redundancies and identify gaps in the textual information. Slide Outliner view only shows predefined text and bulleted list areas.

METHOD

To enter text in Slide Outliner view:

1. Switch to Slide Outliner view.
2. Use the Slide list to select the desired slide.
or
2. Use the scroll bar to bring the desired slide into view.
3. In the desired location, type new text.
or
3. Edit the existing text.

EXERCISE

In the following exercise, you will enter text using Slide Outliner view.

1. Switch to Slide Outliner view
2. From the Slide list, select
11. *Implementation*

*The outline for slide 11 appears, and the insertion point appears to the left of the title, **Implementation**.*

Section 2: Creating a Slide Show

3. In the bulleted list area, replace the placeholder text for the three bullets with the following text:
 - **Clear foliage from dam**
 - **County Engineers perform detailed study**
 - **Evaluate Alternatives**
4. Display slide 11 in Slide Editor view

END

Deleting Text Areas

If you decide you no longer need a certain text area or box on a slide, you can delete it. All text lines, text boxes, and bulleted lists that you add to a slide disappear when you delete the text area. Predefined text areas and bulleted list areas—such as those created by masters, projects, or layouts—require an additional step. First, you must delete the text inside the area and then you must delete the area itself. If you only delete the text in a predefined text or bulleted list area, the original placeholder text or instruction text reappears and is displayed during slide shows and on printouts.

METHOD

To delete text areas:

1. Select the desired text area.
2. Press **DELETE**
3. If necessary, press **DELETE** again.

EXERCISE

In the following exercise, you will delete text areas.

1. On slide 11, select the subtitle text area
2. Press **DELETE** *The placeholder text is replaced by general instruction text.*
3. Press **DELETE** again *The text area disappears.*
4. Display Slide 1
5. Select the text line that reads *June 29*
6. Press **DELETE** *The text line disappears.*

END

Sizing and Moving Text Areas

Even with the layouts provided, you might find that you need to size or move a text area to achieve the look you want. The presence of handles indicate that a text area is ready for sizing or moving.

METHOD

To size a text area:

1. Select the text area.
2. Drag a handle to size the text area.

To move a text area:

1. Select the text area.
2. Drag the text area to a new location.

EXERCISE

In the following exercise, you will size and move text areas.

1. On Slide 1, select the title text area *Handles appear on the text area perimeter.*
2. Drag the right side handle to the left so that that width of the text area decreases, until the text appears as shown in Figure 2-5
3. Drag the title text area to the center of the slide, as shown in Figure 2-5
4. Select the subtitle text area *Handles appear on the text area.*
5. Drag the subtitle text area to the lower left corner of the slide, as shown in Figure 2-5 *As you drag, dashed lines show you the position of the text area.*

6. Size the subtitle text area so that the text lines up as shown in Figure 2-5
7. Deselect the text area

END

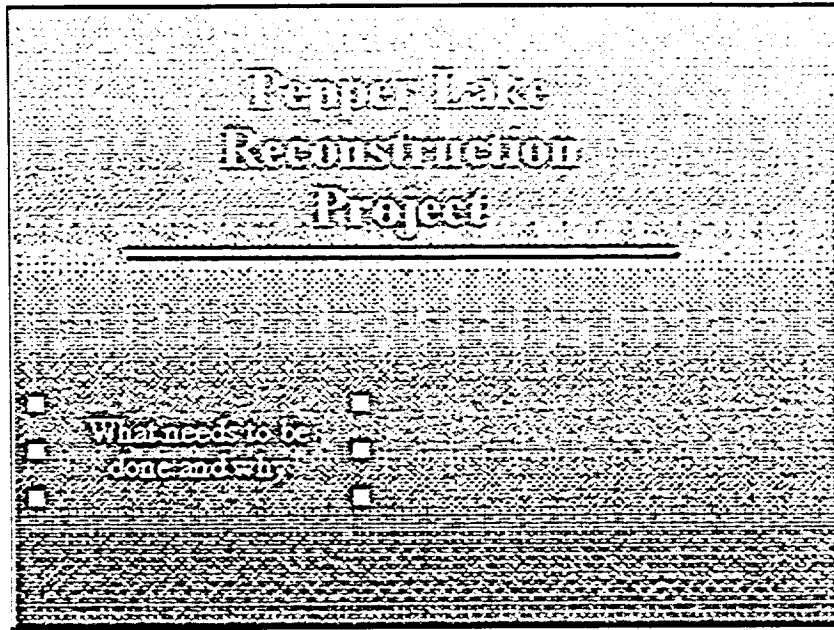


Figure 2-5: Slide 1 after Sizing and Moving the Text Areas

Creating and Editing Speaker Notes

Speaker notes are useful for jotting down ideas that you don't want to include on the slides, but want to remember or communicate to the audience. Speaker notes can be as simple as *Remember to smile* or as complex as the definition of a particularly difficult scientific concept. You create and edit speaker notes using the Speaker Notes page of the Slide Properties dialog box, shown in Figure 2-6.

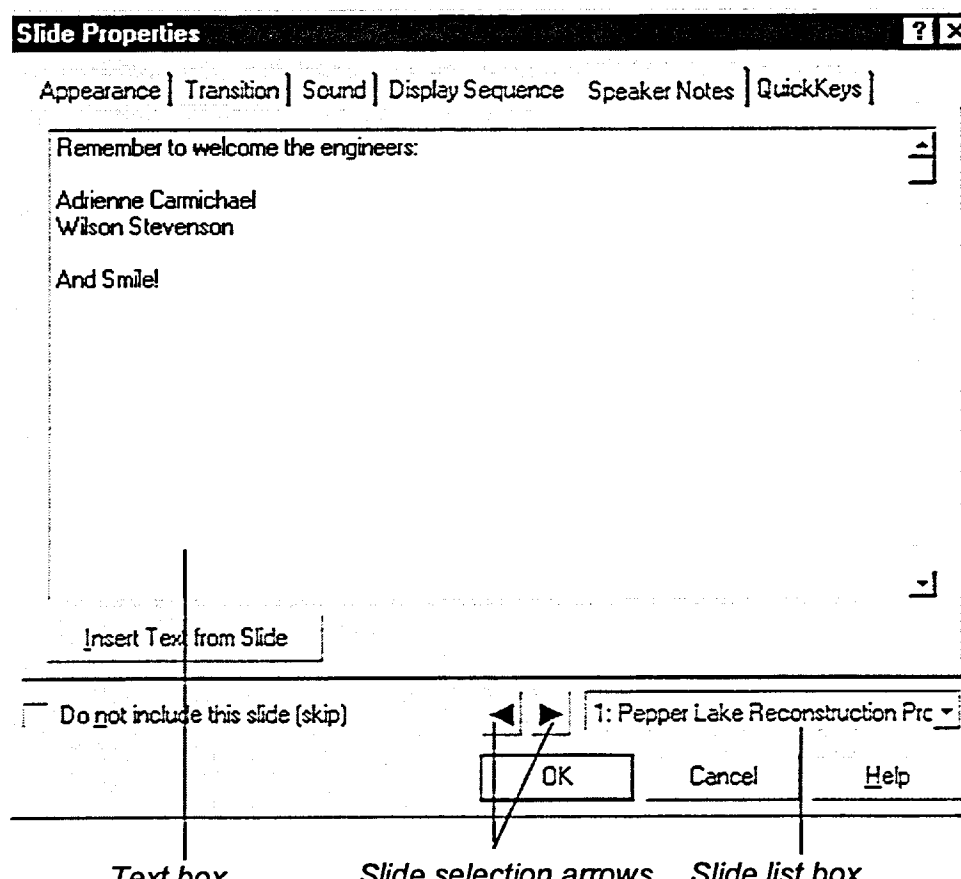


Figure 2-6: The Speaker Notes Page of the Slide Properties Dialog Box

METHOD

To create or edit speaker notes:

1. On the Properties Bar, click the Speaker Notes button.
2. In the Slide Properties dialog box, use the Slide drop-down list or the Slide selection arrows to select the desired slide.
3. On the Speaker Notes page in the Slide Properties dialog box, in the text box, enter or edit the text as desired.

4. Repeat steps 2 and 3 as required.
5. Choose OK.

EXERCISE

In the following exercise, you will create and edit speaker notes.

1. On the Properties Bar, click the Speaker Notes button *The Speaker Notes page of the Slide Properties dialog box appears.*
2. In the Slide list box, make sure *1: Pepper Lake Reconstruction Project* appears
3. On the Speaker Notes page, in the text box, using Figure 2-6 as your guide, type
Remember to welcome the engineers:
Adrienne Carmichael
Wilson Stevenson
4. Click the right Slide selection arrow *2: Agenda appears in the Slide list box and, on the Speaker Notes page, the text box is blank.*
5. In the text box, type **Estimated cost is \$14,000**
6. Display the speaker note for slide 1 and using Figure 2-6 as a guide, add the words **And smile!** to the existing speaker note
7. Choose OK *The Slide Properties dialog box closes.*

END

Working with Slides

When you create a slide show using a predesigned project, you might not need all of the slides that are included in the presentation. You might also find that you have to add additional layout slides, or rearrange the order of your slides.

Adding New Slides

You can add new slides based on default layouts using the *Insert a new slide* list, shown in Figure 2-7. New slides are always inserted after the current slide in the slide show. When you insert a new layout slide, the slide attributes, such as color and size, reflect the underlying master. If you find yourself adding the same slide layout over and over, you don't need to select the layout from the drop-down list. Instead, click the *Insert a new slide after the current slide* button. This inserts a new slide with the same layout as the last inserted slide. You can always identify the default layout that is selected by examining the icon on the *Insert a new slide after the current slide* button.

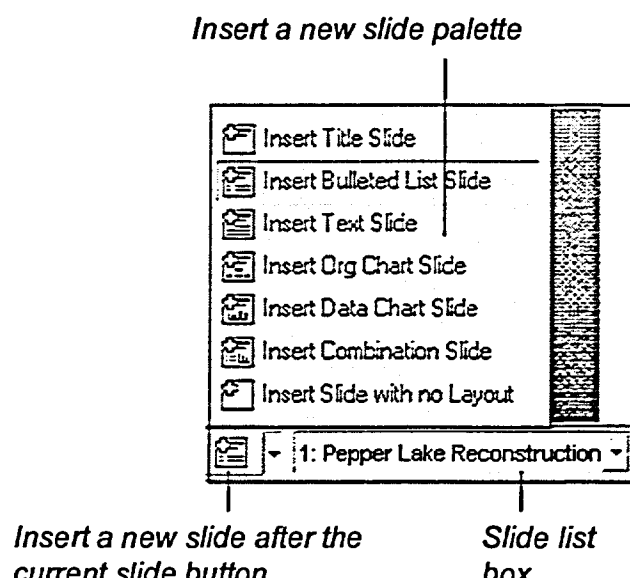


Figure 2-7: The Insert a New Slide List

METHOD

To add a new slide:

1. Display the slide after which you want to insert the new slide.
2. To insert a new slide using the current default layout, click the *Insert a new slide after the current slide* button.
or
2. To insert a new slide based on a different layout, click the *Insert a new slide after the current slide* drop-down arrow, and then, from the *Insert a new slide* palette, select the desired layout.

EXERCISE

In the following exercise, you will add a new slide.

1. Display Slide 3
2. Click the *Insert a new slide after the current slide* drop-down arrow *The Insert a new slide palette appears.*
3. Select Insert Bulleted List Slide *A new slide is inserted.*
4. Complete the slide as illustrated in Figure 2-8

END

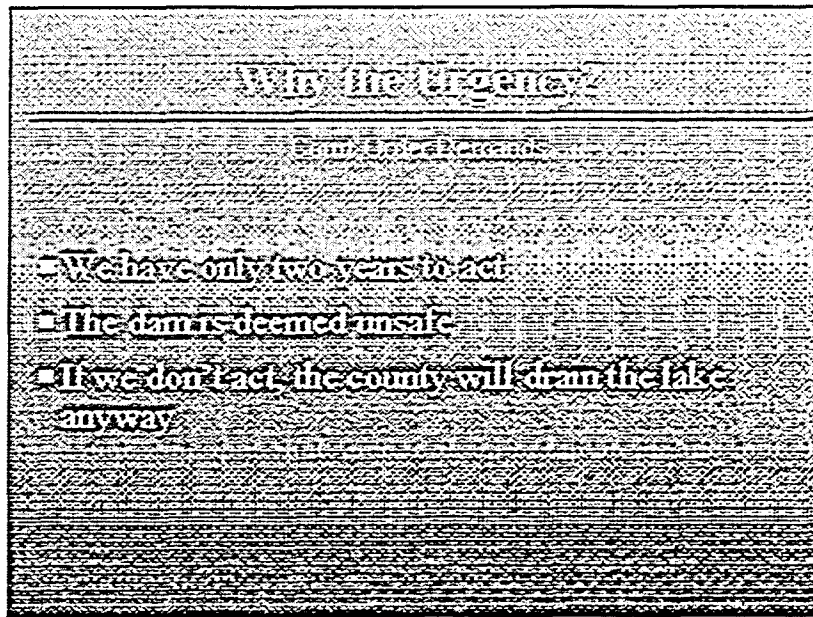


Figure 2-8: *The Inserted Slide with Text*

Duplicating and Rearranging Slides

Corel Presentations provides tools for duplicating and rearranging slides. When you duplicate a slide, you can't see the duplicate until you drag it to a new location. When you drag a duplicate slide, the pointer includes a plus sign, indicating that a duplicate has been created.

METHOD

To duplicate slides:

1. In Slide Sorter view, select the slide to duplicate.
2. Press and hold **CTRL**
3. Drag the duplicate slide to the desired location.
4. Release **CTRL**

To rearrange slides:

1. In Slide Sorter view, drag the slide to the desired location.

EXERCISE

In the following exercise, you will duplicate and rearrange slides.

1. Switch to Slide Sorter view *The slides appear as thumbnail sketches. Slide 4 is selected.*
2. Press and hold **CTRL**
3. Drag the duplicate of Slide 4 so that the duplicate is positioned between Slides 5 and 6 *As you drag, a red line appears indicating the slide's position. The slide is repositioned and the shifted slides are renumbered.*
4. Release **CTRL**
5. Drag Slide 6 so that it is located between Slide 7 and Slide 8 *The slide moves to the new location and the shifted slides are renumbered.*

END

Deleting Slides

Occasionally, you might need to delete slides. You can delete slides from any view, but Slide Sorter view might be the best choice if you are deleting several slides and need to keep track of the overall effect of the deletions on the slide show. Using Slide Sorter view, you can select and delete several slides at once; however, you cannot undelete slides.

METHOD

To select multiple slides in Slide Sorter view:

1. Select the first slide.
2. Press and hold **CTRL**
3. Select additional slides.
4. Release **CTRL**

To delete slides:

In Slide Sorter view

1. Select the slide[s] to delete.
2. Press **DELETE**
3. In the Delete [Selected] Slide[s] message box, choose Yes to delete the slide[s].
or
3. In the Delete [Selected] Slide[s] message box, choose No to retain the slide[s].

In Slide Editor view

1. Display the slide to delete.
2. From the Edit menu, choose Delete Slides.
3. In the Delete Slide message box, choose Yes to delete the slide.
or
3. In the Delete Slide message box, choose No to retain the slide.

EXERCISE

In the following exercise, you will delete slides.

1. Make sure the slide show is in Slide Sorter view
2. If required, select Slide 7 *Slide 7 appears indented.*

3. Select Slide 5 *Slide 5 is selected and Slide 7 is deselected.*
4. Press and hold CTRL
5. Select Slide 4 *Slides 4 and 5 are selected.*
6. Release CTRL
7. Press DELETE *A Delete Selected Slides message box appears asking, Delete Selected Slides?*
8. Choose Yes *The slides disappear.*
9. In Slide Editor view, display Slide 15
10. From the Edit menu, choose Delete Slides *A Delete Slide message box asking, Delete "Slide 15: Necessary Equipment and Materials" permanently?*
11. Choose Yes *The slide disappears.*

END

Copying and Moving Text

To save time, you can copy and move text from slide to slide. To copy and move text, you utilize the Windows Clipboard as a temporary storage area. When you copy text, you store a copy of the text on the Clipboard until you are ready to paste it in the new location. When moving text, you cut the text from the source slide, store it on the Clipboard, and then paste it in the new location.

The Windows Clipboard stores only one selection at a time. For example, if you copy or move a selection of text onto the Clipboard and then copy or move another selection, the second selection replaces the first selection on the Clipboard. You can perform multiple pastes with the Clipboard contents because the stored selection remains on the Clipboard until you replace it with another selection or exit Corel Presentations.

To copy text, you must select and open a text area or box as the destination for the copied text. If a text area does not exist in the desired location on the destination slide, you must create a text area using the Text Object Tools before attempting to paste your Clipboard contents onto the slide. If you copy or move bulleted text, the bullets are not transferred unless you copy or move the entire bulleted text area.

METHOD

To copy text:

1. Select the desired text.
2. On the Toolbar, click the Copy button.
or
2. From the Edit menu, choose Copy.
3. Select the destination for the copied text.
4. On the Toolbar, click the Paste button.
or
4. From the Edit menu, choose Paste.

To move text:

1. Select the desired text.
2. On the Toolbar, click the Cut button.
or
2. From the Edit menu, choose Cut.
3. Select the destination for the moved text.

4. On the Toolbar, click the Paste button.
or
4. From the Edit menu, choose Paste.

EXERCISE

In the following exercise, you will copy and move text.

1. Display Slide 3 in Slide Editor view
2. On the Toolbar, examine the Cut, Copy, and Paste buttons *The Cut, Copy, and Paste buttons are not active.*
3. Select the bulleted list text *We have only two years to complete the project* *As soon as the text is selected, the Cut and Copy buttons become active.*
4. On the Toolbar, click the Copy button *The Paste button becomes active.*
5. Display Slide 21, *Summary*
6. On the Toolbar, examine the Cut, Copy, and Paste buttons *The Cut, Copy, and Paste buttons are not active.*
7. Select the bulleted list text *Project Schedule* *The Cut, Copy, and Paste buttons become active.*
8. On the Toolbar, click the Paste button *The bulleted text from Slide 3 is copied to Slide 21 and the original text is replaced.*
9. Display Slide 3
10. Select the bulleted list text *Pepper Lake Reconstruction*
11. From the Edit menu, choose Cut *The bulleted text disappears.*
12. Press DELETE *The second line of bulleted text moves up to fill the blank space.*
13. On slide 3, double-click the subtitle text area *The text area is ready to accept text, and the Paste button becomes active.*

14. Delete the existing text
15. From the Edit menu, choose Paste
16. Deselect the subtitle
17. Save the presentation

The text from the Clipboard is pasted into the subtitle area.

END

Changing Slide Appearance

Sometimes the appearance of a predesigned project isn't suitable for your particular subject matter or audience. Or, if you have created a slide show using a master, you might like the overall design, but want to change the color. You can quickly change the appearance of a slide show by applying a different master, changing the slide background, or changing the layout of individual slides.

Changing the Slide Master

Changing the slide master affects the fonts, placement, and sizes of text areas, and the background design of each page. Always save your slide show before changing the slide master. Because the placement of text areas and font sizes change, you cannot go back to your original slide show settings by selecting the old master. If you are not satisfied with the new master, and you want to return to the original master layout, close the file without saving the changes, and reopen it.

METHOD

To change the slide master:

1. From the Format menu, choose Master Gallery.
2. In the Master Gallery dialog box, from the Category drop-down list, select the desired category.
3. From the master slide palette, select the desired master.
4. Choose OK.

EXERCISE

In the following exercise, you will change the slide master.

- | | |
|---|---|
| 1. From the Format menu, choose Master Gallery | <i>The Master Gallery dialog box appears.</i> |
| 2. From the Category drop-down list, select Design | <i>The masters available in the Design category appear.</i> |
| 3. From the master slide palette, select the POLO master (fourth row, third master) | |

4. Choose OK

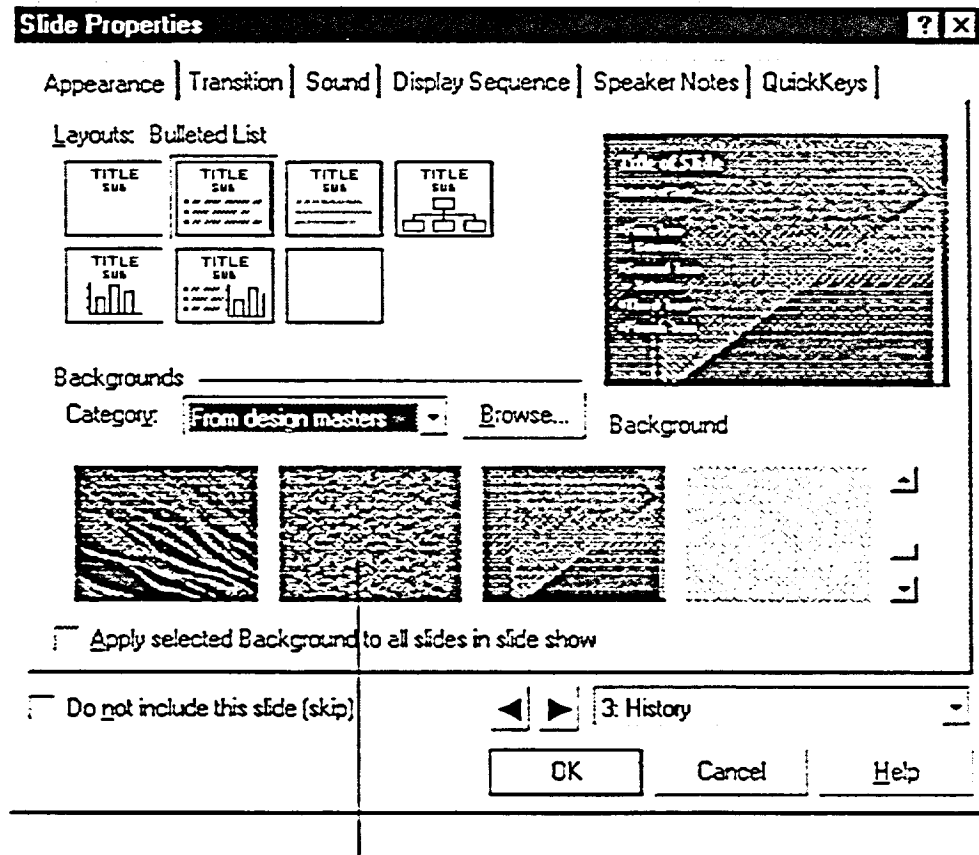
The new master is applied to the slide show.

5. Examine the slide show and note any changes to slide layouts

END

Changing the Slide Background

Corel Presentations lets you change the background color scheme of an individual slide, or all slides in the slide show. To do this, you use the Appearance page of the Slide Properties dialog box, shown in Figure 2-9.



Background palette

Figure 2-9: *The Appearance Page of the Slide Properties Dialog Box*

METHOD

To change the slide background:

1. From the Format menu, choose Background Gallery.
2. In the Slide Properties dialog box, use the Slide drop-down list or the Slide selection arrows to select the desired slide.
3. In the Slide Properties dialog box, on the Appearance page, in the Backgrounds area, from the Category drop-down list, select the desired category.
4. From the background palette, select the desired background.

5. Repeat steps 2, 3 and 4 for additional slides.
or
5. If desired, select the *Apply selected Background to all slides in slide show* check box.
6. Choose OK.

EXERCISE

In the following exercise, you will change the slide background.

1. Display Slide 4
2. From the Format menu, choose Background Gallery
The Appearance page of the Slide Properties dialog box appears.
3. In the Slide list box, make sure *4: Historical Background* appears
4. In the Backgrounds area, from the Category drop-down list, select From design masters
The backgrounds palette displays the backgrounds for the selected category.
5. From the background palette, select Green Silk (fourth row, second background)
The sample area displays the Green Silk background.
6. Select the *Apply selected Background to all slides in slide show* check box
7. Choose OK
The new background is applied to all slides in the slide show.

END

Changing the Slide Layout

You can change the layout of a single slide without affecting other slides. When you change the layout of a slide, only the location and size of text areas is changed. Colors and fonts are not affected. You can experiment with different layouts to determine which layout best communicates the information at hand.

METHOD

To change the slide layout:

1. From the Format menu, choose Layout Gallery.
2. In the Slide Properties dialog box, use the Slide drop-down list or the Slide selection arrows to select the desired slide.
3. In the Slide Properties dialog box, on the Appearance page, in the Layouts area, from the layout palette, select the desired layout.
4. Repeat steps 2 and 3 for additional slides.
5. Choose OK.

EXERCISE

In the following exercise, you will change the slide layout.

- | | |
|---|---|
| 1. From the Format menu, choose Layout Gallery | <i>The Appearance page of the Slide Properties dialog box appears.</i> |
| 2. In the Slide drop-down list, select 6: Project Justification | <i>The Layouts area shows that the Bulleted list layout is currently in effect.</i> |
| 3. From the layout palette, select the third layout, Text | <i>The sample slide shows how the change will affect the selected slide.</i> |
| 4. Choose OK | <i>The new layout is applied to the slide.</i> |
| 5. Save and close the presentation | |

END

Section **2** Summary

To display the New dialog box:

1. Start Corel Presentations.
or
1. From the File menu, choose New.
or
1. Close all open slide shows.

To create a slide show with a project:

1. Display the New dialog box.
2. In the New dialog box, select the Create New tab.
3. On the Create New page, from the project category drop-down list, select the desired category.
4. From the project list, select the desired project.
5. Choose Create.

To create a slide show without a predefined project:

1. Display the New dialog box.
or
1. If you already have a presentation open, on the Toolbar, click the New Document button and skip to step 6.
2. If required, select the Create New tab.
3. On the Create New page, in the category list, select [Corel Presentations 8]
4. From the project list, select [Presentations Slide Show].
5. Choose Create.
6. In the Startup Master Gallery dialog box, from the Category drop-down list, select a category.
7. From the slide palette, select a master.
8. Choose OK.

To enter text in a predefined text area:

1. Double-click the text area or placeholder text.
2. If necessary, select and delete any existing text.

3. Type the desired text.
4. When done, click outside of the text area.

To add a text box or text line:

1. On the Toolbar, click the Text Object Tools drop-down arrow.
2. From the Text Object Tools palette, select the Create a text box tool, and then drag to draw the text box outline.
or
2. From the Text Object Tools palette, select the Create a text line tool, and then click to place a marker for the text line.
3. Type the desired text.
4. Deselect the text box or text line.

To delete text areas:

1. Select the desired text area.
2. Press **DELETE**
3. If necessary, press **DELETE** again.

To size a text area:

1. Select the text area.
2. Drag a handle to size the text area.

To move a text area:

1. Select the text area.
2. Drag the text area to a new location.

To enter bulleted text in a bulleted list:

1. Double-click the bulleted list placeholder text.
2. Next to the first bullet symbol, if necessary, delete any placeholder text.
3. Type the desired replacement text.

4. If the next bulleted list item contains placeholder text, delete the text.
or
4. If there are no additional predefined bulleted list items, press **ENTER** to add a new bullet symbol.
5. Type the desired text for the bulleted list's next bulleted list item.
6. Repeat steps 4 and 5 as required.

To delete a bullet:

1. Double-click the bulleted list area.
2. Delete the bulleted text of the bulleted list item that you want to remove.
3. Press **BACKSPACE** until the insertion point is at the end of the previous line.
or
3. Press **DELETE** to bring the next bulleted list item up one line.

To change a bullet's level:

1. Make sure the insertion point appears in the bulleted list item to change.
2. To demote the bullet, press **TAB**
or
2. To promote the bullet, press **SHIFT+TAB**

To create a new bulleted list and enter bulleted text:

1. On the Toolbar, click the Text Object Tools drop-down arrow.
2. From the Text Object Tools palette, choose the Create a bulleted list tool.
3. Drag to draw an outline for the bulleted list box.
4. Type the text for the first bullet.
5. Press **ENTER**
6. Type the text for the next bulleted list item.
7. To add additional bulleted list items, repeat steps 6 and 5.

To enter text in Slide Outliner view:

1. Switch to Slide Outliner view.
2. Use the Slide list to select the desired slide.
or
2. Use the scroll bar to bring the desired slide into view.
3. In the desired location, type new text.
or
3. Edit the existing text.

To create or edit speaker notes:

1. On the Properties Bar, click the Speaker Notes button.
2. In the Slide Properties dialog box, use the Slide drop-down list or the Slide selection arrows to select the desired slide.
3. On the Speaker Notes page in the Slide Properties dialog box, in the text box, enter or edit the text as desired.
4. Repeat steps 2 and 3 as required.
5. Choose **OK**.

To add a new slide:

1. Display the slide after which you want to insert the new slide.
2. To insert a new slide using the current default layout, click the *Insert a new slide after the current slide* button.
or
2. To insert a new slide based on a different layout, click the *Insert a new slide after the current slide* drop-down arrow, and then, from the *Insert a new slide* palette, select the desired layout.

To duplicate slides:

1. In Slide Sorter view, select the slide to duplicate.
2. Press and hold **CTRL**
3. Drag the duplicate slide to the desired location.
4. Release **CTRL**

To rearrange slides:

1. In Slide Sorter view, drag the slide to the desired location.

To select multiple slides in Slide Sorter view:

1. Select the first slide.
2. Press and hold **CTRL**.
3. Select additional slides.
4. Release **CTRL**.

To delete slides:

In Slide Sorter view

1. Select the slide[s] to delete.
2. Press **DELETE**.
3. In the Delete [Selected] Slide[s] message box, choose Yes to delete the slide[s].
or
3. In the Delete [Selected] Slide[s] message box, choose No to retain the slide[s].

In Slide Editor view

1. Display the slide to delete.
2. From the Edit menu, choose Delete Slides.
3. In the Delete Slide message box, choose Yes to delete the slide.
or
3. In the Delete Slide message box, choose No to retain the slide.

To copy text:

1. Select the desired text.
2. On the Toolbar, click the Copy button.
or
2. From the Edit menu, choose Copy.
3. Select the destination for the copied text.
4. On the Toolbar, click the Paste button.
or
4. From the Edit menu, choose Paste.

To move text:

1. Select the desired text.
2. On the Toolbar, click the Cut button.
or
2. From the Edit menu, choose Cut.
3. Select the destination for the moved text.
4. On the Toolbar, click the Paste button.
or
4. From the Edit menu, choose Paste.

To change the slide master:

1. From the Format menu, choose Master Gallery.
2. In the Master Gallery dialog box, from the Category drop-down list, select the desired category.
3. From the master slide palette, select the desired master.
4. Choose OK.

To change the slide background:

1. From the Format menu, choose Background Gallery.
2. In the Slide Properties dialog box, use the Slide drop-down list or the Slide selection arrows to select the desired slide.
3. In the Slide Properties dialog box, on the Appearance page, in the Backgrounds area, from the Category drop-down list, select the desired category.
4. From the background palette, select the desired background.
5. Repeat steps 2, 3 and 4 for additional slides.
or
5. If desired, select the *Apply selected Background to all slides in slide show* check box.
6. Choose OK.

To change the slide layout:

1. From the Format menu, choose Layout Gallery.
2. In the Slide Properties dialog box, use the Slide drop-down list or the Slide selection arrows to select the desired slide.
3. In the Slide Properties dialog box, on the Appearance page, in the Layouts area, from the layout palette, select the desired layout.
4. Repeat steps 2 and 3 for additional slides.
5. Choose OK.

Self-Check Exercise

1. Create a slide show using the Describing Alternatives Slide Show predesigned project, and then save the slide show in the **Doc folder** on the **H:** drive with the name, **Alternatives.shw**.
2. On the first slide, in the title text area, replace the placeholder text with **Pepper Lake: Alternatives**.
3. In the subtitle text area, replace the placeholder text with **PLCA Meeting, September 12th**.
4. On Slide 1, edit the text in the subtitle text area to read **PLCA Meeting, September 14th**.
5. On Slide 5, in the bulleted list area, replace the three placeholder bullets with the following two bullets:
 - Build the dam five feet higher**
 - Lower the water level five feet**
6. On Slide 5, copy the first bullet and paste it on Slide 6 to replace the bulleted text *First Alternative*.
7. On Slide 5, copy the second bullet and paste it on Slide 6 to replace the bulleted text *Second Alternative*.
8. On Slide 6, delete the bulleted list item for *Third Alternative* and the subordinate bulleted list item.
9. Duplicate Slide 6 and place the duplicate before the original Slide 6.
10. After Slide 5, insert a new slide with no layout.
11. On the new slide (Slide 6), add a text line near the middle at the top of the slide that reads **Raise Dam**.
12. On Slide 6, below the text line, create a bulleted list that reads as follows:
 - Earthen dam must be cleared of all vegetation, then raised five feet**
 - Spillway must be completely replaced**

13. On Slide 6, after the first bulleted list item, insert two bulleted list items that read as follows:

Trucked in dirt

Dirt from lake bottom

14. Demote the last two bulleted list items you entered.
15. In Slide Sorter view, move Slide 6 between Slides 7 and 8.
16. Change the slide layout of Slide 3 to Bulleted List.
17. Create a speaker note for Slide 7 that says: **Be sure to mention that the dirt from the lake bottom may be unusable.**
18. Change the slide background for the entire slide show to Arizona, in the category From business masters.
19. Edit the speaker note for Slide 7 to replace the words *Be sure to mention that* with **Remember:**
20. Delete Slides 3, 4, and 8.
21. Save and close the slide show.
22. Create a new slide show without using a predesigned project, using the master Rain from the category Nature.
23. On Slide 1, in the title text area, enter **Annual Picnic.**
24. In the subtitle text area, enter **June 16th?**
25. Save the slide show in the **Doc** folder on the **H:** drive with the name **Picnic Plans.shw.**
26. Add a new text slide to the slide show, enter the title **Committee Members** in the title text area, and then delete the subtitle text area and the empty text box.
27. On Slide 2, create a new bulleted list that spans the left of the slide as shown in Figure 2-10 and enter the following bulleted text:

John Manly

Mabel Travers

Harold Gamekin

Judith Gamekin

28. On Slide 2, add a second bulleted list to the right of the first list, and move the last two bullets from the first bulleted list into the new bulleted list. Using Figure 2-10 as a guide, size and move the bulleted lists as necessary to achieve the desired arrangement.
29. On Slide 2, add a text line below the bulleted text areas, using Figure 2-10 as a guide. Size and move the text line as necessary to achieve the desired arrangement.

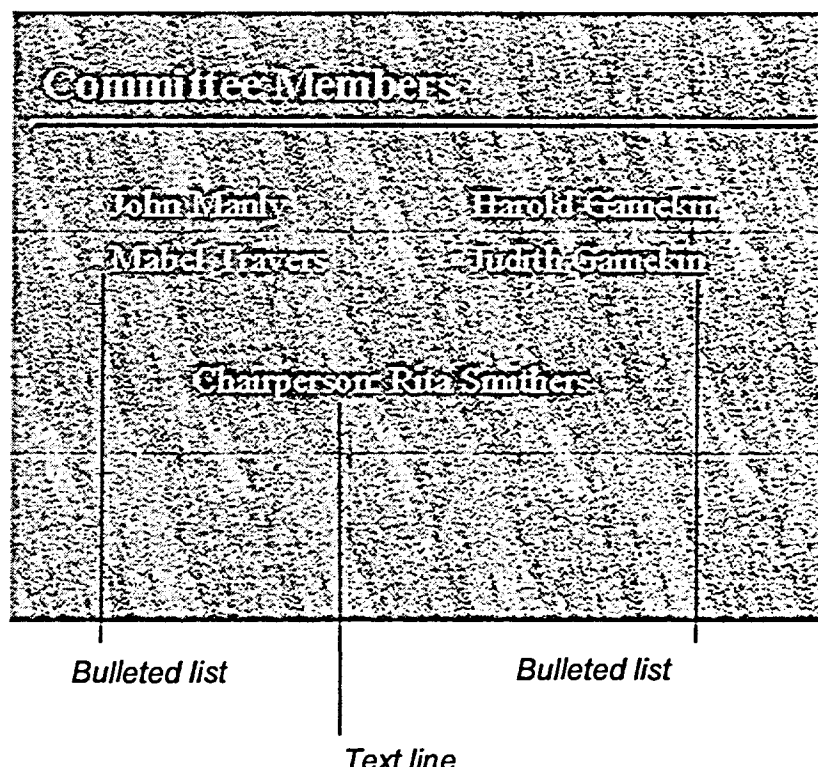


Figure 2-10: *The New Slide with Text*

30. For the entire slide show, change the slide background to Stroke from the Business masters category.
31. Move and size the text areas as necessary to restore the arrangement as shown in Figure 2-10.
32. Add a new bulleted list layout slide after Slide 2.

33. On the new slide, use Slide Outliner view to enter the following text:

Title: Items needed
Subtitle: Food and beverages
Bulleted list: Salads
Hot dogs
Hamburgers
Snack foods
Sodas

34. Save and close the slide show.

Section

3

Enhancing a Slide Show

- Changing Text Properties
- Adding Special Effects to Bulleted Lists

Section Skills and Their Importance

In the following section you will learn to:

- **Change text properties**

To make your presentations more visually appealing, you can change attributes such as the font and font size. By changing the alignment and spacing of text, you can make slides easier to read. The undo and undelete features make it easy to change your mind if you add an effect that you don't like.

- **Add special effects to bulleted lists**

Special effects such as custom bullets and textured backgrounds can be used to highlight text.

Changing Text Properties

In Corel Presentations, every object has a set of associated *properties*. Objects such as text boxes, text lines, bulleted lists, clip art, charts, and tables each have their own specific properties. For example, if you select a text box, you can change the font, font size, and color. If you select a bulleted list, you can change the bullet appearance, surround the bulleted list with a box, and enhance the background of the box by adding a pattern. When you create a presentation, the master determines the default properties for all objects. This ensures that the presentation appearance is consistent; however, you can change properties at any time to achieve a desired effect.

Changing the Font Face and Font Size of Text

Fonts determine the style and size of text. When used appropriately, they can give your presentation a professional appearance that helps you communicate your message more effectively. A font is defined in terms of its name and *point size*. A font's name indicates its typeface, such as Courier or Arial, and the point size indicates its size. For example, the text that you are reading appears in Times New Roman, 12 points.

When you enter text in a presentation, the text appears in the default font. You can identify the default font and *font size* by examining the information that appears on the Property Bar in the Font Selection and Font Sizes list boxes. When you select an object, such as a text box or bulleted list, and change an attribute, the change affects all of the text in the object. If you select specific text, such as a single bulleted list item or a word in a text box, only the selected text is affected.

You can use the Font page in the Font Properties dialog box, shown in Figure 3-1, to define the Font face and Font size. An alternative is to use the Font Selection and Font Sizes drop-down lists on the Property Bar to define a font. The Property Bar, shown in Figure 3-2, also includes buttons that you can use to increase or decrease the size of text and the QuickFonts button to access your most recently used fonts.

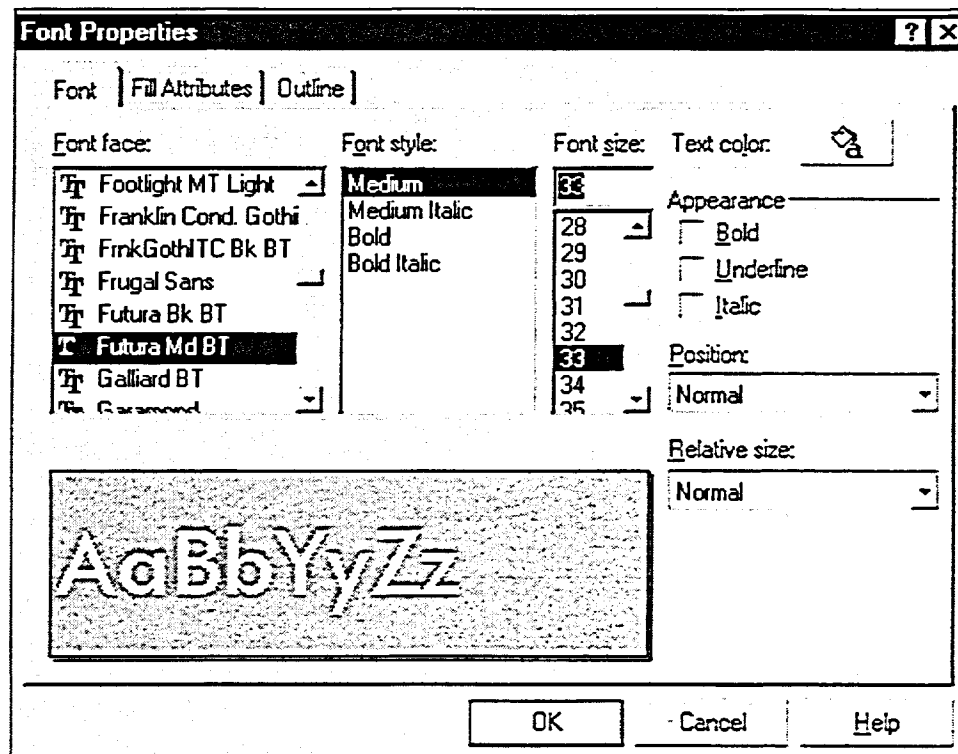


Figure 3-1: The Font Properties Dialog Box

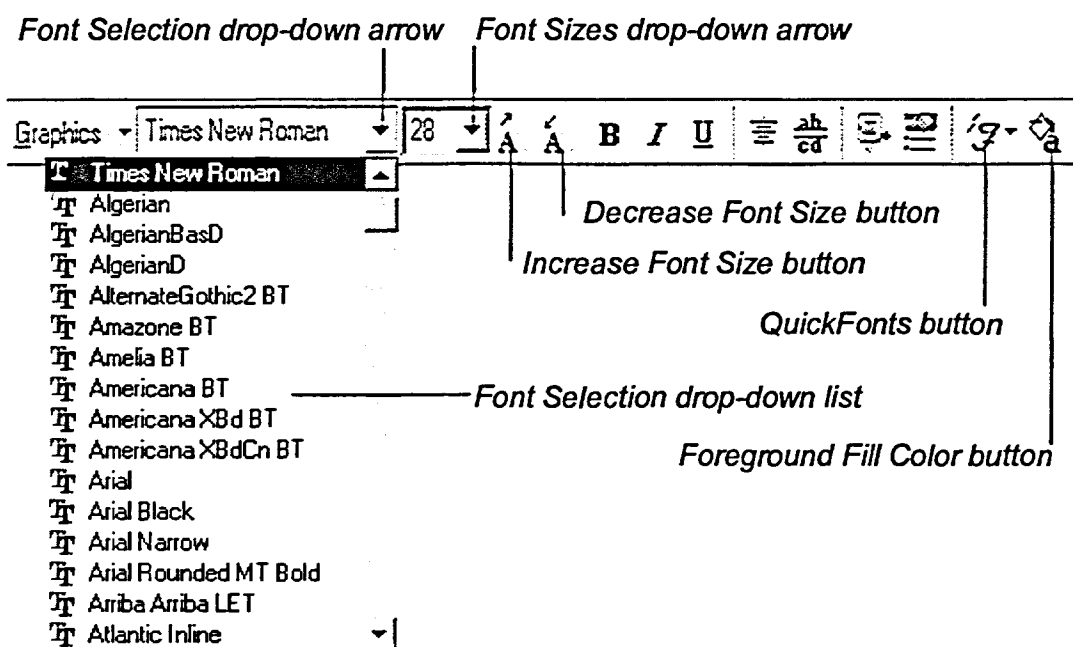


Figure 3-2: Using Property Bar Buttons to Define a Font

METHOD

To change the font face of text:

Property Bar method

1. Select the text whose font you want to change.
2. On the Property Bar, from the Font Selection drop-down list, select the desired font.
or
2. On the Property Bar, from the QuickFonts drop-down list, select the desired font.

Menu method

1. Select the text whose font you want to change.
2. From the Format menu, choose Font.
3. In the Font Properties dialog box, on the Font page, from the Font face list, select the desired font.
4. Choose OK.

To change the font size of text:

Property Bar method

1. Select the text whose size you want to change.
2. On the Property Bar, from the Font Sizes drop-down list, select the desired font size.
or
2. On the Property Bar, click the Increase Font Size button.
or
2. On the Property Bar, click the Decrease Font Size button.

Menu method

1. Select the text whose font size you want to change.
2. From the Format menu, choose Font.
3. In the Font Properties dialog box, on the Font page, from the Font size list, select the desired font size.
4. Choose OK.

EXERCISE

In the following exercise, you will change the font face and font size of text.

1. From the A:\ drive, open PL August Meeting.shw
2. On the title slide, select the subtitle *Special Meeting August 12*
Selection handles appear around the selected text area.
3. On the Property Bar, examine the default Font Selection and Font Size area and identify the default font face and font size
4. On the Property Bar, click the Font Selection drop-down arrow
The Font Selection drop-down list appears.
5. Select Arial Black
The text in the selected text area appears in the new font.
6. On the Property Bar, click the Font Sizes drop-down arrow
The Font Sizes drop-down list appears.
7. Select 36
The text in the selected text area appears in the new font size.
8. In the subtitle, select the text *August 12*
9. From the Format Menu, choose Font
The Font page in the Font Properties dialog box appears.
10. From the Font face list, select Futura Md BT
The preview area displays the selected font face.
11. From the Font size list, select 33
The preview area displays the font size.
12. Choose OK
The selected text changes.
13. On the Property Bar, click the Increase Font Size button
The font size of the selected text increases.
14. Deselect the text box
15. Display Slide 7

16. Select the *Refreshments will be served ...* text box
17. On the Property Bar, click the QuickFonts button *The QuickFonts drop-down list appears.*
18. Select Futura Md BT 36 *The text box reflects the new style.*
19. Deselect the text box

END

Applying Font Attributes

Font *attributes* such as boldface, italic, or underlining give your presentation visual impact and let you emphasize specific words and phrases. You can apply the most common attributes by clicking the desired Property Bar button. Attributes should be used sparingly for maximum impact.

METHOD

To apply font attributes:

Property Bar method

1. Select the text to which you want to apply the attribute(s).
2. On the Property Bar, click the Bold, Italic, or Underline button.

Menu method

1. Select the text to which you want to apply the attribute(s).
2. From the Format menu, choose Font.
or
2. From the QuickMenu, choose Font.
3. In the Font Properties dialog box, on the Font page, in the Appearance area, select the desired attribute check box(es).
4. Choose OK.

EXERCISE

In the following exercise, you will apply font attributes.

1. On the first slide, select the title, *Pepper Lake Community Association*
2. On the Property Bar, observe the attribute buttons
The Bold button appears depressed, indicating that boldface has been applied.
3. On the Property Bar, click the Bold button
The attribute of boldface is removed.
4. In the subtitle text area, select the words *Special Meeting*
5. From the QuickMenu, choose Font
The Font page of the Font Properties dialog box appears.

6. In the Appearance area, select the Bold, Italic, and Underline check boxes *The preview area displays bold, italic, and underlined text.*
7. Choose OK *The Font Properties dialog box closes and the selected text becomes boldfaced, italicized, and underlined.*
8. Deselect the text box

END

Changing Text Color

You can enhance text by using color. Exercise restraint and caution when changing text colors because the default colors that appear on each slide are determined by the master on which the presentation is based and are designed to give the presentation a professional appearance.

METHOD

To change text color:

Property Bar method

1. Select the text whose color you want to change.
2. On the Property Bar, click the Foreground Fill Color button.
3. From the Foreground Fill Color palette, select a color.

Menu method

1. Select the text whose color you want to change.
2. From the Format menu, choose Font.
or
2. From the QuickMenu, choose Font.
3. In the Font Properties dialog box, on the Font page, click the Text color button.
4. From the Text color palette, select the desired color.
5. Choose OK.

EXERCISE

In the following exercise, you will change text color.

1. Make sure slide 1 is displayed
2. Select the subtitle *Special Meeting August 12* *Selection handles appear.*
3. On the Property Bar, click the Foreground Fill Color button *The Foreground Fill Color palette appears.*
4. Select black (second row, first color) *The selected text becomes black.*
5. Select the title, *Pepper Lake Community Association*

- | | |
|--|--|
| 6. From the Format menu, choose Font | <i>The Font page in the Font dialog box appears.</i> |
| 7. Click the Text color button | <i>The Text color palette appears.</i> |
| 8. From the palette, select red (fifth row, third color) | <i>The sample area reflects the color change.</i> |
| 9. Choose OK | <i>The text is red.</i> |
| 10. Deselect the text area | |

END

Changing Text Justification

To create a more visually appealing slide or text box, you might want to change how text is positioned within a text area. Corel Presentations uses the term *justification* to describe how text is positioned within a text area. You can change the justification of any text object—a bulleted list, a text box, or a text line. For example, you can center text in a text box, or you can align bulleted text with the left or right margin of a text area.

METHOD

To change text justification:

1. Select the text to justify.
2. On the Property Bar, click the Justification button.
3. From the Justification palette, select an option.

EXERCISE

In the following exercise, you will change text.

1. Display Slide 4
2. Select the bulleted list
3. On the Property Bar, click the Justification button *The Justification palette appears.*
4. Select Right *The text in the bulleted text is justified to the right.*
5. On the Property Bar, click the Justification button *The Justification palette appears.*
6. Select Auto *The default justification is restored.*
7. Deselect the bulleted list

END

Changing Line Spacing

Line spacing determines the amount of space between lines of text and affects the readability of your presentations. Depending on the type of text object you select, your options for changing line spacing differ. For example, because bulleted lists are more complex than text, you use the Spacing page of the Bulleted List Properties dialog box, shown in Figure 3-3, to make changes. In a bulleted list, you can specify the Main spacing, which is the amount of space you want between each main bullet level; the Subordinate spacing, which is the amount of space you want between each subordinate bullet level, and the Line spacing, which is the amount of space between lines on the same bullet level. On the other hand, changing the line spacing in a text box is accomplished by using the Line spacing dialog box, shown in Figure 3-4.

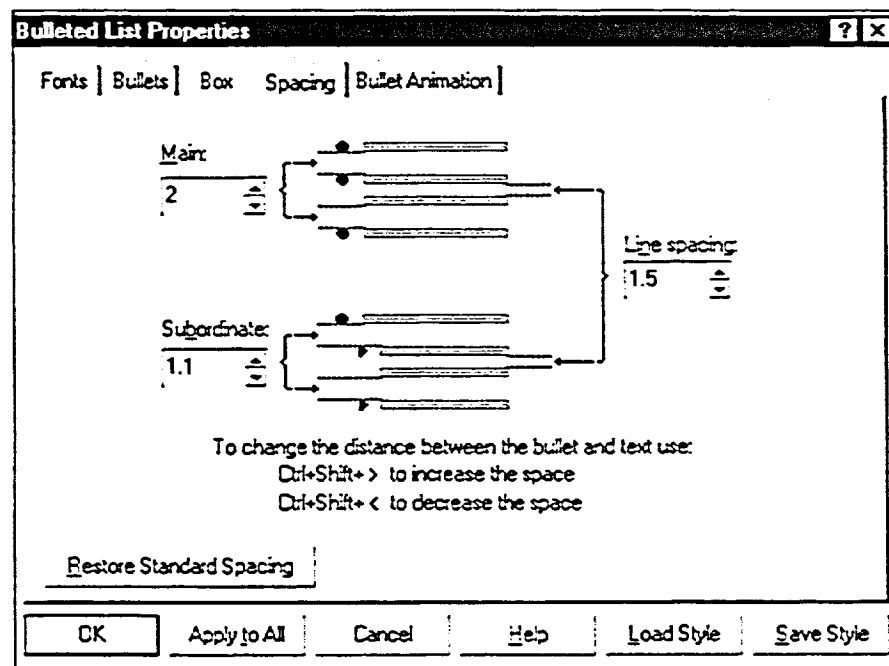


Figure 3-3: The Spacing Page of the Bulleted List Properties Dialog Box

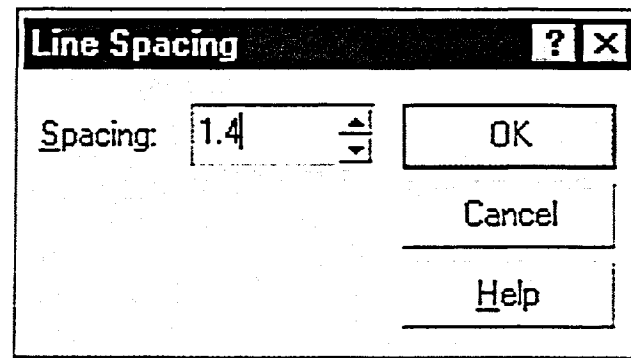


Figure 3-4: *The Line Spacing Dialog Box*

METHOD

To change line spacing:

In a bulleted list

1. Select the bulleted list you want to change.
2. On the Property Bar, click the Line Spacing button.
3. In the Bulleted List Properties dialog box, on the Spacing page, make the desired selections.
4. Choose OK.

In a text box

1. Select the text you want to change.
2. From the Format menu, choose Line.
3. From the Line submenu, choose Spacing.
4. In the Line Spacing dialog box, in the Spacing spin box, enter the desired line spacing.
5. Choose OK.

EXERCISE

In the following exercise, you will change line spacing.

1. On Slide 4, select the bulleted list
2. On the Property Bar, click the Line Spacing button
3. In the Main spin box, specify 2

The Spacing page of the Bulleted List Properties dialog box appears.

4. In the Line spacing spin box, specify 1.5
5. Choose OK *The new line spacing settings are applied to the bulleted text.*
6. On Slide 7, select the *Refreshments will be served...* text box
7. From the Format menu, choose Line *The Line submenu appears.*
8. Choose Spacing *The Line Spacing dialog box appears.*
9. In the Spacing spin box, specify 1.4
10. Choose OK *The new line spacing settings are applied to the text box.*

END

Making Global Format Changes

One of the best ways to create an effective slide show is to make sure that the styles you use are consistent throughout the presentation. If you want to globally change properties, use the Font page of the text-box-specific Properties dialog box. For example, to change the format of titles in the slide show, you use the Fonts page of the Title Properties dialog box, shown in Figure 3-5.

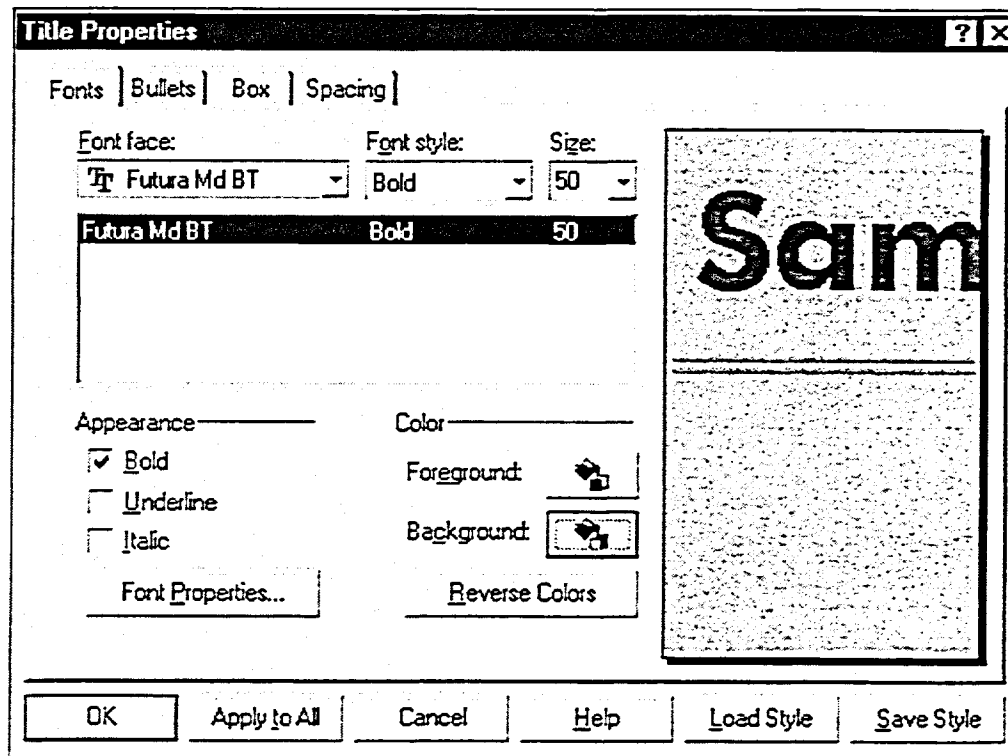


Figure 3-5: The Fonts Page of the Title Properties Dialog Box

You can only change formats globally for text objects in predesigned projects, layouts and added bulleted lists. Added text boxes and text lines must be individually modified. Also, the global changes are applied to text of the same level on slides using the same layout. For example, if you globally change the formatting for all subtitles on bulleted list slides, the subtitles on other types of slides are not affected.

METHOD

To make global format changes:

1. Right-click the desired text object.
2. From the QuickMenu, choose *Title* or *Subtitle* or *Bulleted List Properties*.
3. In the *Title* or *Subtitle* or *Bulleted List Properties* dialog box, on the *Fonts* page, make the desired changes.
4. Choose *Apply to All*.

EXERCISE

In the following exercise, you will make global format changes.

- | | |
|--|---|
| 1. On Slide 7, right-click the title | <i>The QuickMenu appears.</i> |
| 2. From the QuickMenu, choose Title Properties | <i>The Fonts page of the Title Properties dialog box appears.</i> |
| 3. Change the Font face to Futura Md BT, the Font style to Bold, and the Size to 50 points | <i>The preview area shows the changes.</i> |
| 4. In the Color area, click the Foreground color button | <i>The Foreground palette appears.</i> |
| 5. From the palette, select Red (first row, first color) | |
| 6. Choose Apply to All | <i>The changes are applied to all title text objects in the slide show and the dialog box closes.</i> |
| 7. Page through the presentation and identify the titles that have been affected by the Apply to All command | <i>Only the titles on Slide 1 and Slide 7 have been affected.</i> |
| 8. On Slide 7, reposition the text box as appropriate | |

END

Undoing Changes

In Corel Presentations, you can *undo* your last ten commands or actions. This is helpful when you make several changes and then decide you don't like the results. However, not every command responds to the Undo command. If the Undo command on the Edit menu is dimmed, then you cannot undo your last action or any actions prior to it.

Undelete is a separate function from Undo. You use undelete when you want to restore deleted text. Undelete does not restore objects, such as graphics.

METHOD

To undo changes:

1. On the Toolbar, click the Undo button.
or
1. From the Edit menu, choose Undo.

To undelete text:

1. Position the insertion point at the location where you want to restore text.
2. Press **CTRL+SHIFT+Z**
3. In the Undelete dialog box, choose Next or Previous until the desired text appears.
4. Choose Undelete.

EXERCISE

In the following exercise, you will undo changes.

1. On Slide 7, select the slide title and change the Font face to Arial Black
2. On the Toolbar, click the Undo button *The font change is undone.*
3. In the *Refreshments will be served ...* text box, delete the words *in the foyer*, and then delete the words *will be*

4. Position the insertion point after the word *served*
5. Press **CTRL+SHIFT+Z** *The Undelete dialog box appears.*
6. If required, move the Undelete dialog box so that you can clearly see both the selected text box and the Undelete dialog box *On the slide, the words **will be** are displayed and highlighted.*
7. In the Undelete dialog box, choose Next *On the slide, the words **in the foyer** appear in the selected text box.*
8. Choose Undelete *The words, **in the foyer**, are restored to the text box.*
9. Deselect the text box

END

Adding Special Effects to Bulleted Lists

You can enhance a bulleted list by enclosing it in a box, and then adding colors and a pattern to the box background. You can also select a different bullet symbol for an entire bulleted list, or for specific levels of bullets. Although it is not initially obvious, slide titles and subtitles are actually simplified bulleted lists, for which no bullet shape has been defined. You can enhance titles and subtitles using the same tools you use to enhance bulleted lists.

Adding Boxes and Fills to Bulleted Lists

When you enclose a bulleted list in a box and enhance the box by the addition of a filled background, you draw attention to the list. You can specify the box shape, the color and style of its frame, and its fill style and color attributes. When you select an object that is a bulleted list and display the objects' properties, the *Object Properties* dialog box that appears reflects the purpose of the list. For example, if you select a slide title, you use the *Title Properties* dialog box to change the title properties. If you select a bulleted list, you use the *Bulleted List Properties* dialog box to change list properties. However, because a title and a bulleted list are the same type of object—a bulleted list—the *Object Properties* dialog box for each object contains a *Box* page that lets you specify box and fill properties for the selected bulleted list object.

METHOD

To add boxes and fills to bulleted lists:

1. Right-click the desired title, subtitle, or bulleted list.
2. From the *Format* menu, choose *Title* or *Subtitle* or *Bulleted List Properties*.
or
2. From the *QuickMenu*, choose *Title* or *Subtitle* or *Bulleted List Properties*.
3. In the *Object Properties* dialog box, select the *Box* tab.
4. On the *Box* page, in the *Position* area, select an option button.
5. In the *Shape* area, select the desired option button.
6. If desired, in the *Frame* area, from the *Type* drop-down list, select a frame style and then, if desired, click the *Color* button and from the *Color palette*, select a color.

7. If desired, to add a Fill to a box, in the *Fill style and color* area, choose Properties, and then, in the Object Properties dialog box, on the Fill page, select the desired options and when done, choose OK.
8. In the *Object* Properties dialog box, choose OK.

EXERCISE

In the following exercise, you will add boxes and fills to a bulleted list.

1. Display Slide 3
2. Right-click the bulleted list *The QuickMenu appears.*
3. From the QuickMenu, choose Bulleted List Properties *The Bulleted List Properties dialog box appears.*
4. Select the Box tab *The Box page appears.*
5. In the Position area, select the Behind option button *The Fill style and color area, the Shape area, and the Frame area become active.*
6. In the Shape area, select the Rounded rectangle option button *The preview area shows the change.*
7. In the *Fill style and color* area, click the Properties button *The Fill page in the Object Properties dialog box appears.*
8. In the Fill style area, select the Texture button (third button) *The Texture button is selected, and the fill palette for Textures appears.*
9. From the Category drop-down list box, select Organic *The fill palette for Organic Textures appears.*
10. Select Frozen Rain (second row, third fill) *The preview area shows the changes.*
11. Choose OK *The Object Properties dialog box closes and the Bulleted List Properties dialog box reappears.*
12. Choose OK *The box and fill are added to the bulleted list.*

END

Changing the Properties of a Bulleted List

Within a bulleted list, you can display a hierarchy of levels where the subordinate levels are indented. Modest changes to the properties of bullet levels can make your points easier to read and comprehend. For example, you can assign different bullet shapes to different levels, or change the font face associated with a specific level of bullet. You use the Bullets page in the Bulleted List Properties dialog box, shown in Figure 3-6, to customize bulleted list properties. To change the bullet text font, you use the font page of the Bulleted List Properties dialog box.

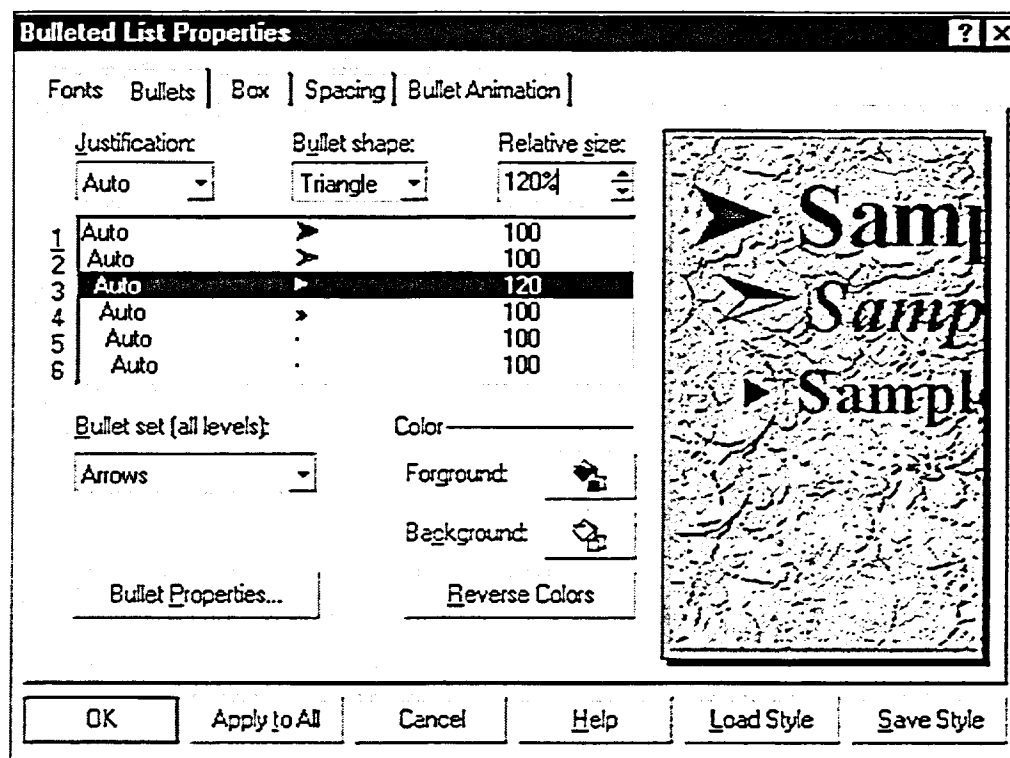


Figure 3-6: The Bullets Page of the Bulleted List Properties Dialog Box

METHOD

To change the properties of a bulleted list:

1. Select the bulleted list whose properties you want to change.
2. From the Format menu, choose Bulleted List Properties.
or
2. From the QuickMenu, choose Bulleted List Properties.
3. In the Bulleted List Properties dialog box, select the Bullets tab.
4. On the Bullets page, in the level list box, select the desired level and make the desired changes.

5. To apply the change to the selected bulleted list, choose OK.
or
5. To apply the change to all bulleted lists in the slide show, choose Apply to All.
6. To change the font associated with a bulleted level, in the Bulleted List Properties dialog box, on the Font page, in the level list box, select the desired level and then make the desired changes.

EXERCISE

In the following exercise, you will change the properties of a bulleted list.

1. On Slide 3, make sure the bulleted list is selected
2. From the QuickMenu, choose Bulleted List Properties *The Fonts page in the Bulleted List Properties dialog box appears.*
3. In the level list box, make sure level 1 is selected
4. Change the foreground color to black (second row, first color)
5. In the Appearance area, select the Bold check box
6. In the level list box, select level 2
7. Change the foreground color to black (first row, first color)
8. In the Appearance area, select the Bold and Italics check boxes
9. For level 3, change the foreground color to black, and then, in the Appearance area, select the Bold check box
10. Select the Bullets tab *The Bullets page appears.*

11. In the Bullet set (all levels) area, from the drop-down list, select Arrows

The preview area displays the change.

12. In the Color area, change the Foreground color to black

The level 3 bullet symbol is now black.

13. Choose OK

14. Save the presentation in the **Doc** folder on the **H:** drive and close

END

To change the font face of text:

Property Bar method

1. Select the text whose font you want to change.
 2. On the Property Bar, from the Font Selection drop-down list, select the desired font.
- or
2. On the Property Bar, from the QuickFonts drop-down list, select the desired font.

Menu method

1. Select the text whose font you want to change.
2. From the Format menu, choose Font.
3. In the Font Properties dialog box, on the Font page, from the Font face list, select the desired font.
4. Choose OK.

To change the font size of text:

Property Bar method

1. Select the text whose size you want to change.
 2. On the Property Bar, from the Font Sizes drop-down list, select the desired font size.
- or
2. On the Property Bar, click the Increase Font Size button.
- or
2. On the Property Bar, click the Decrease Font Size button.

Menu method

1. Select the text whose font size you want to change.
2. From the Format menu, choose Font.
3. In the Font Properties dialog box, on the Font page, from the Font size list, select the desired font size.
4. Choose OK.

To apply font attributes:

Property Bar method

1. Select the text to which you want to apply the attribute(s).
2. On the Property Bar, click the Bold, Italic, or Underline button.

Menu method

1. Select the text to which you want to apply the attribute(s).
 2. From the Format menu, choose Font.
- or
2. From the QuickMenu, choose Font.
 3. In the Font Properties dialog box, on the Font page, in the Appearance area, select the desired attribute check box(es).
 4. Choose OK.

To change text color:

Property Bar method

1. Select the text whose color you want to change.
2. On the Property Bar, click the Foreground Fill Color button.
3. From the Foreground Fill Color palette, select a color.

Menu method

1. Select the text whose color you want to change.
 2. From the Format menu, choose Font.
- or
2. From the QuickMenu, choose Font.
 3. In the Font Properties dialog box, on the Font page, click the Text color button.
 4. From the Text color palette, select the desired color.
 5. Choose OK.

To change text justification:

1. Select the text to justify.
2. On the Property Bar, click the Justification button.
3. From the Justification palette, select an option.

To change line spacing:

In a bulleted list

1. Select the bulleted list you want to change.
2. On the Property Bar, click the Line Spacing button.
3. In the Bulleted List Properties dialog box, on the Spacing page, make the desired selections.
4. Choose OK.

In a text box

1. Select the text you want to change.
2. From the Format menu, choose Line.
3. From the Line submenu, choose Spacing.
4. In the Line Spacing dialog box, in the Spacing spin box, enter the desired line spacing.
5. Choose OK.

To make global format changes:

1. Right-click the desired text object.
2. From the QuickMenu, choose *Title* or *Subtitle* or *Bulleted List* Properties.
3. In the *Title* or *Subtitle* or *Bulleted List* Properties dialog box, on the Fonts page, make the desired changes.
4. Choose Apply to All.

To undo changes:

1. On the Toolbar, click the Undo button.
or
1. From the Edit menu, choose Undo.

To undelete text:

1. Position the insertion point at the location where you want to restore text.
2. Press CTRL+SHIFT+Z
3. In the Undelete dialog box, choose Next or Previous until the desired text appears.
4. Choose Undelete.

To add boxes and fills to bulleted lists:

1. Right-click the desired title, subtitle, or bulleted list.
2. From the Format menu, choose *Title* or *Subtitle* or *Bulleted List* Properties.
or
2. From the QuickMenu, choose *Title* or *Subtitle* or *Bulleted List* Properties.
3. In the *Object* Properties dialog box, select the Box tab.
4. On the Box page, in the Position area, select an option button.
5. In the Shape area, select the desired option button.
6. If desired, in the Frame area, from the Type drop-down list, select a frame style and then, if desired, click the Color button and from the Color palette, select a color.
7. If desired, to add a Fill to a box, in the *Fill style and color* area, choose Properties, and then, in the *Object* Properties dialog box, on the Fill page, select the desired options and when done, choose OK.
8. In the *Object* Properties dialog box, choose OK.

To change the properties of a bulleted list:

1. Select the bulleted list whose properties you want to change.
2. From the Format menu, choose Bulleted List Properties.
or

2. From the QuickMenu, choose Bulleted List Properties.
3. In the Bulleted List Properties dialog box, select the Bullets tab.
4. On the Bullets page, in the level list box, select the desired level and make the desired changes.
5. To apply the change to the selected bulleted list, choose OK.
or
5. To apply the change to all bulleted lists in the slide show, choose Apply to All.
6. To change the font associated with a bulleted level, in the Bulleted List Properties dialog box, on the Font page, in the level list box, select the desired level and then make the desired changes.

Self-Check Exercise

1. In the A:\ drive, open PL Clubhouse1.shw.
2. On Slide 1, use the Property Bar to change the font face and font size of the subtitle to Arial, 36 points.
3. On Slide 1, use the Format menu to change the font and font size of the title to Comic Sans MS, 60 points.
4. Using the appropriate button on the Property Bar, decrease the font size of the Slide title once.
5. Use the Property Bar to apply the attributes of boldface and italic to the subtitle.
6. On Slide 2, use the menu to remove the bold attribute from the title.
7. On Slide 2, use the Property Bar to change the color of the title to red.
8. On Slide 2, change the line spacing of the bulleted list as follows:

Main, 1; Subordinate, 1; Line spacing, 0.5
9. On Slide 3, change the color of the title to red.
10. On Slide 3, center justify the text in *The deadline is ...* text box.
11. On Slide 3, change the line spacing in *The deadline is ...* text box to 1.5.
12. On Slide 4, use the QuickFonts button to apply the style Comic Sans, 54 points, bold to the title.
13. On every bulleted list slide in the slide show, globally change the bullet list level 1 font color to neon green (fourth row, third color).
14. On Slide 5, change the font of the bulleted list to Comic Sans MS.
15. Undo the last change you made.
16. On Slide 5, enhance the bulleted list by placing a rectangular box with a beveled frame behind the text. Further enhance the box by specifying a Fill style pattern and selecting a foreground color of your choice.

17. On Slide 5, change the properties of the bulleted list as follows:
 - level 1: change the bullet set to stars and the bullet symbol color to bright green (fourth row, third column)
 - level 2: change the font to Arial, italics
18. On Slide 3, in the *Our deadline is ...* text box, delete the words *the community picnic on* and *Our deadline is*.
19. On Slide 3, undelete the phrase *the community picnic on*, place it before the date, and then capitalize the *T* at the beginning of the word *the*.
20. Save the presentation in the **Doc** folder on the **H:** drive and close.

Section

4

Using Graphics

- Adding Graphics to Slides
- Managing Graphics

Section Skills and Their Importance

In the following section you will learn to:

- **Add Graphics to Slides**

Corel Presentations provides an extensive clipart library that you can use to enhance presentations. You can also incorporate graphics created in other applications and use drawing tools to create a custom drawing.

- **Managing Graphics**

Corel Presentations provides tools that let you alter the way a graphic appears. You can change the color of a graphic object, apply a different fill effect, or rotate an object. Presentations' advanced object manipulation features let you group a number of objects so that they can be modified, aligned, and manipulated as one object. You can also layer an object in front of or behind other objects.

Adding Graphics to Slides

Adding graphics to your slides is an easy way to instantly get the audience's attention. To add graphics to your slides, you can insert the *clipart* that comes packaged with Corel Presentations or import graphics from other sources. If an appropriate clipart image or other graphic is not available, you can draw your own pictures.

Inserting Clipart Using the Scrapbook

The clipart that comes with the Corel Presentations application is only accessible through the *Scrapbook*, a built-in Corel image viewer. This clipart comes in the form of WPG (WordPerfect Graphic) files. Although a few of the Scrapbook clipart images are stored on your hard drive, most clipart images remain on the distribution CD-ROM. You insert clipart into your slides using the Scrapbook window, shown in Figure 4-1. You can also use the Add Graphics button in the Perfect Expert panel to add Clipart from the Scrapbook.

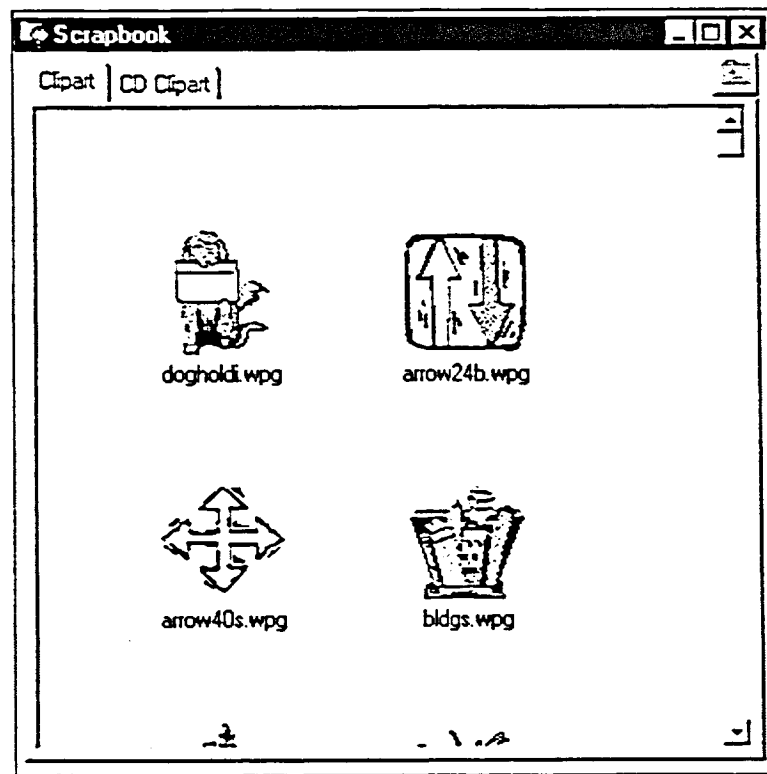


Figure 4-1: The Clipart Page of the Scrapbook Window

Once you insert clipart into a slide, handles appear around the image's perimeter. These handles are similar to those that appear when you select text areas, and indicate that the graphic is selected.

METHOD

To insert clipart using the Scrapbook:

1. Select the slide on which to insert the clipart.
2. On the Toolbar, click the Clipart button.
or
2. From the Insert menu, choose Graphics, and then from the Graphics submenu, choose Clipart.
3. In the Scrapbook window, on the Clipart page, locate the desired clipart.
or
3. Insert the Corel WordPerfect 8 distribution CD-ROM in the CD-ROM drive, and then, in the Scrapbook window, on the CD-ROM page, locate the desired clipart.
4. Drag the clipart onto the slide.
5. Close the Scrapbook window.

EXERCISE

In the following exercise, you will insert clipart using the Scrapbook.

1. From the **A:** drive, open **PL Simple.shw**
2. Make sure slide 1 is displayed
3. On the Toolbar, click the Clipart button
The Clipart page appears in the Scrapbook window.
4. Locate the **doghold1.wpg** clipart and then drag it onto the slide
The doghold1.wpg clipart appears on the slide. The clipart has handles on the corners and sides.
5. Close the Scrapbook window

END

Importing Graphics

In addition to the clipart images that come packaged with Corel Presentations, you can also import graphics from other applications. To do this, you use the Insert File dialog box, shown in Figure 4-2. You can also use Perfect Expert's Add Graphics button to import a graphic from a file.

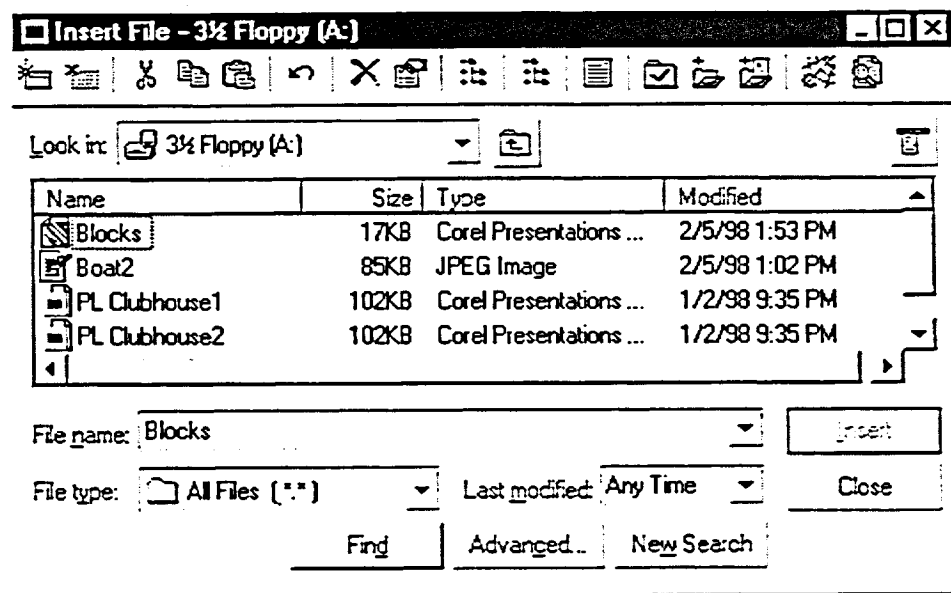


Figure 4-2: The Insert File Dialog Box

METHOD

To import a graphic image:

1. Display the slide on which you want to place the imported graphic.
2. From the Insert menu, choose Graphics.
3. From the Graphics submenu, choose From File.
4. In the Insert File dialog box, from the File type drop-down list, select the desired file type.
5. In the Insert File dialog box, from the Look in drop-down list, select the desired drive.
6. In the file list box, select the desired folder and file.
7. Choose Insert.

EXERCISE

In the following exercise, you will import graphics.

1. Display Slide 4
2. From the Insert menu, choose Graphics *The Graphics submenu appears.*
3. Choose From File *The Insert File dialog box appears.*
4. From the File type drop-down list, select All Files (*.*)
5. From the Look in drop-down list, select the A:\ drive *In the file list box, the folders on the A:\ drive appear.*
6. In the file list box, select **Blocks.wpg**
7. Choose Insert *The graphic is imported and inserted in the center of the slide.*

END

Moving and Sizing a Graphic

You move and size graphics the same way you move and size text objects. Most graphics include a background that might obscure other parts of the slide when you enlarge the graphic. If this happens, you can move or size the graphic.

METHOD

To move a graphic:

1. Select the graphic.
2. Drag the graphic to the desired location.

To size a graphic:

1. Select the graphic.
2. Drag one of the handles until the graphic is the desired size.

EXERCISE

In the following exercise, you will move and size graphics.

1. Display Slide 1
2. If necessary, select the dog graphic *Handles appear on the dog graphic.*
3. Drag the graphic into the lower center of the slide
4. Drag the upper right corner handle upward until the dog is approximately twice its original size

END

Displaying and Hiding the Rulers

Rulers help you determine the exact placement of objects on a slide. If you find the rulers interfere with your work, you can easily hide them.

METHOD

To display and hide the rulers:

1. From the View menu, choose Ruler.

EXERCISE

In the following exercise, you will display and hide the rulers.

- | | |
|--|--|
| 1. From the View menu, choose Ruler | <i>The rulers appear on the left and top of the drawing window.</i> |
| 2. Move the pointer and observe the effect on the rulers | <i>Markers appear on the rulers to indicate the position of the pointer.</i> |
| 3. From the View menu, choose Ruler | <i>The rulers disappear.</i> |
| 4. Display the rulers | |

END

Drawing Shapes

There are two main categories of drawing objects, *closed objects* and *line objects*. Closed objects, such as rectangles, ellipses, squares and circles, have the same beginning and end point. Line objects consist of graphics where the beginning and end points do not meet. You can fill closed objects with color or patterns, but you cannot fill line objects. When you create a closed object, the object is automatically filled with a default color and pattern.

You create closed objects using the Closed Object Tools Palette, shown in Figure 4-3. The Line Object Tools palette, shown in Figure 4-4, is used to create linear objects. If you are drawing a regular shaped object, such as a circle, rectangle or line, you can constrain the object by holding down **SHIFT** while drawing the object. For example, if you hold down **SHIFT** while drawing with the rectangle tool, the result is a square.

For line objects with multiple sides, such as a polygon, a mouse click indicates the end of a side and the start of a new side. It is not necessary to draw the final side of a polygon before double-clicking to indicate completion.

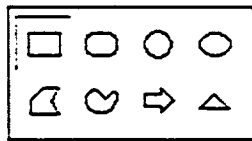


Figure 4-3: *The Closed Object Tools Palette*

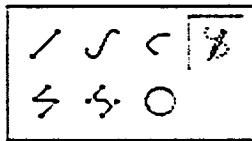


Figure 4-4: *The Line Object Tools Palette*

METHOD

To draw closed objects such as rectangles, ellipses, squares, and circles:

1. On the Toolbar, click the Closed Object Tools drop-down arrow.
2. From the Closed Object Tools palette, select the desired tool.
3. Click where you want to begin drawing the object.
4. If required, to constrain the object, press and hold **SHIFT**
5. Drag to expand the object to the desired size.

To draw a closed curve object:

1. On the Toolbar, click the Closed Object Tools drop-down arrow.
2. From the Closed Object Tools palette, select the Draw a Closed Curve tool.
3. Click where you want to begin drawing the object.
4. Click at each location where the curve changes direction.
5. Double-click to complete the shape.

To draw line objects:

1. On the Toolbar, click the Line Object Tools drop-down arrow.
2. From the Line Object Tools palette, select the desired tool.
3. Drag to create the line.

EXERCISE

In the following exercise, you will draw shapes.

1. Display Slide 2
2. On the Toolbar, click the Closed Object Tools drop-down arrow *The Closed Object Tools palette appears.*
3. Select the *Draw a closed curve* tool (second row, second tool) *The pointer becomes a crosshair.*
4. Place the crosshair at the intersection of 2 1/2 inches on the horizontal ruler and 3 1/2 inches on the vertical ruler *Lines appear on the rulers to indicate the position of the crosshair.*
5. Drag to the intersection of 4 1/2 inches on the horizontal ruler and 6 1/2 inches on the vertical ruler *As you drag, a dotted line indicates your progress.*
6. Click once
7. Drag to the intersection of 9 inches on the horizontal ruler and 4 1/2 inches on the vertical ruler *As you drag, your change in direction is followed by the dotted line.*

8. Double-click *The completed closed curve appears and is filled with the default color and pattern. The word LAKE is covered.*
9. On the Toolbar, click the Line Object Tools drop-down arrow *The Line Object Tools palette appears.*
10. Select the *Draw a line* tool (first row, first tool) *The pointer becomes a crosshair.*
11. Place the crosshair at the intersection of 1 inch on the horizontal ruler and 3 inches on the vertical ruler
12. Drag to the intersection of 2 1/2 inches on the horizontal ruler and 3 1/2 inches on the vertical ruler *As you drag, a dotted line indicates your progress, and then, after you release the mouse, the completed line appears.*
13. Deselect the line
14. From the Closed Object Tools palette, select the Rectangle tool (first row, first tool) *The pointer becomes a crosshair.*
15. Using Figure 4-5 as your guide, draw a rectangle below the closed curve (the lake)

END

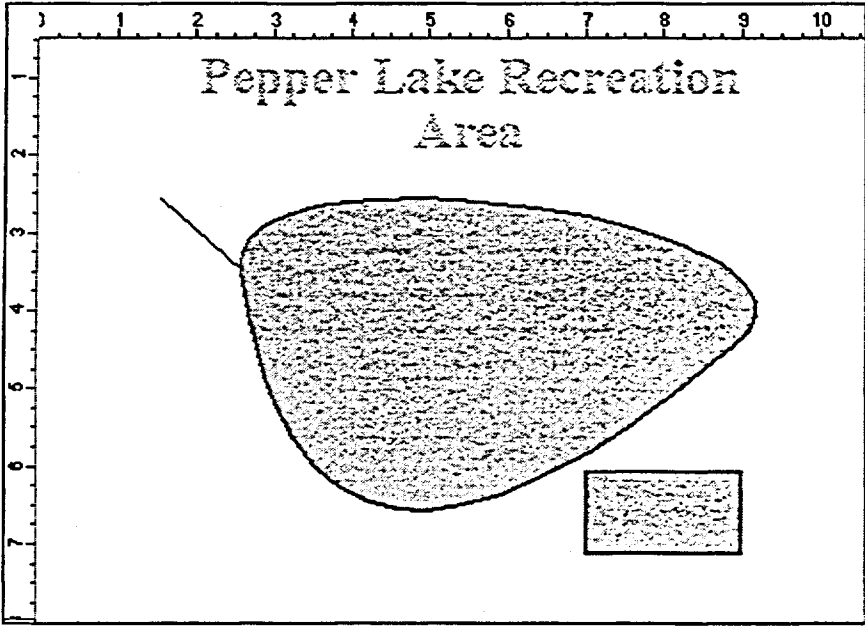


Figure 4-5: *Drawing Shapes on a Slide*

Managing Graphics

Once you've added a graphic to a slide, you can manipulate the graphic in several ways. You can copy the graphic to create an exact duplicate graphic, mirror or flip the graphic to create a reverse image, or rotate the graphic. You can also alter the colors, line styles, and fill patterns of graphics, undo changes you don't want, and delete graphics that no longer appeal to you.

Copying Graphic Objects

Instead of re-creating the same object multiple times, you can copy it. This saves you time and results in completely identical objects. Once a copied object is stored on the **Windows Clipboard**, it can be pasted anywhere in the slide show. When you paste the copied object, it appears in the same spatial location on whatever slide it is pasted.

METHOD

To copy graphic objects:

1. Select the object you want to copy.
2. On the Toolbar, click the Copy button.
or
2. From the Edit menu, choose Copy.
3. Display the target slide.
4. On the Toolbar, click the Paste button.
or
4. From the Edit menu, choose Paste.
5. Move the duplicated object to the desired location.

EXERCISE

In the following exercise, you will copy graphic objects.

1. On Slide 2, make sure the rectangle is selected
2. On the Toolbar, click the Copy button

3. On the Toolbar, click the Paste button
It appears as if there is still only one rectangle because the original graphic and the copy are stacked on top of one another.

4. Drag the duplicate rectangle to the lower left corner of the slide
The handles move with the duplicate rectangle.

END

Deleting Graphics

Occasionally, you might discover that you no longer need certain graphics on the slide. You can easily delete any unwanted graphics.

METHOD

To delete graphics:

1. Select the graphic.
2. Press **DELETE**
or
2. From the Edit menu, choose Delete.

EXERCISE

In the following exercise, you will delete graphics.

1. Make sure the rectangle in the lower right corner of the slide is selected
2. Press **DELETE**

The rectangle is deleted.

END

Changing the Order of an Object

When you combine several graphic objects on a slide, you might find that objects overlap. Each object you create is like a transparency in a stack of transparencies. The first object you create is at the bottom of the stack. Each additional object you create is stacked or layered on top of the previous object. The most recently created object is on top of the stack. For example, if you draw a rectangle and then draw a circle, the circle might overlap the rectangle.

To achieve a specific effect, you might need to change the order of the objects. You can move objects to the top (the front layer of the document) or to the bottom (the back layer of the document). If required, you can also move objects relative to one another. For example, you can move an object two layers up or one layer back. Table 4-1 defines the order options you can use to change how objects overlap.

Order Option	Definition
To Front	Moves the selected object to the front layer of the document.
To Back	Moves the selected object to the back layer of the document.
Forward One	Moves the selected object up one layer.
Back One	Moves the selected object back one layer.

Table 4-1: *Order Options for Objects*

Order also affects text objects. This means that any graphic object drawn on top of an already existing text object will cover the text. To view the text, you must change the order of the graphic object.

METHOD

To change the order of an object:

1. Select the object.
2. On the Property Bar, choose Graphics.
3. From the Graphics menu, choose the desired order option.

EXERCISE

In the following exercise, you will change the order of objects.

1. Select the large closed curve (the lake)
2. On the Property bar, choose Graphics *The Graphics menu appears.*
3. Choose To Back *The closed curve moves back and the word LAKE, which is the text object, appears in the foreground.*

END

Changing the Fill Color and Pattern of Closed Objects

You can change the fill color and pattern of closed objects, such as rectangles and circles. For quick changes, use the Property Bar, but for more extensive changes or to view more choices, you can use the Fill page of the Object Properties dialog box, shown in Figure 4-6.

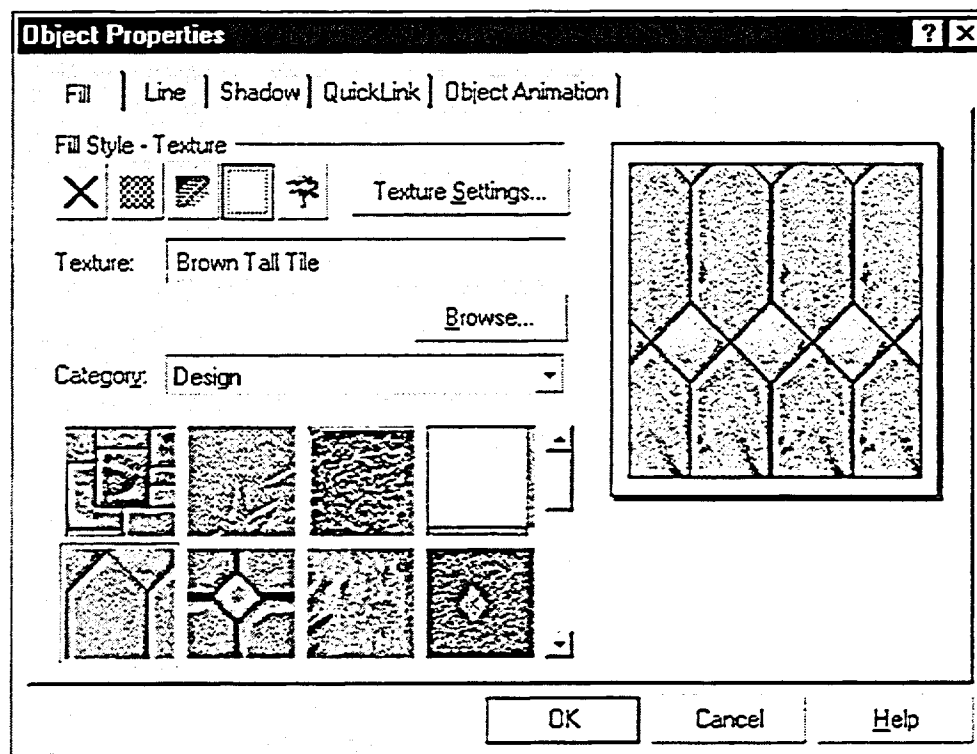


Figure 4-6: The Fill Page of the Object Properties Dialog Box

METHOD

To change the fill color and pattern of closed objects:

Property Bar method

1. Select the closed object.
2. On the Property Bar, click the Foreground Fill Color button.
3. From the Foreground Fill Color palette, select the desired color.
4. On the Property Bar, click the Background Fill Color button.
5. From the Background Fill Color palette, select the desired color.
6. On the Property Bar, click the Fill Pattern button.

7. From the Fill Pattern palette, select the desired pattern.
8. If desired, to reverse the foreground and background color selections, on the Property bar, click the Reverse Color button.

Object Properties method

1. Right-click the closed object.
2. From the QuickMenu, choose Object Properties.
3. In the Object Properties dialog box, on the Fill page, make the desired selections.
4. Choose OK.

EXERCISE

In the following exercise, you will change the fill color and pattern of closed objects.

- | | |
|--|---|
| 1. On Slide 2, make sure the closed curve (the lake) is selected | |
| 2. On the Property Bar, click the Foreground Fill Color button | <i>The Foreground Fill Color palette appears.</i> |
| 3. Select light blue (fourth row, fourth color) | <i>The color of the lake changes to light blue.</i> |
| 4. On the Property Bar, click the Background Fill Color button | <i>The Background Fill Color palette appears.</i> |
| 5. Select yellow (fifth row, sixth color) | <i>The color of the lake doesn't appear to change.</i> |
| 6. On the Property Bar, click the Fill Pattern button | <i>The Fill Pattern palette appears.</i> |
| 7. Select the wavy water pattern (last row, last pattern) | <i>The color of the lake changes to yellow, with blue line waves.</i> |
| 8. On the Property Bar, click the Reverse Color button | <i>The color of the lake changes to blue, with yellow line waves.</i> |
| 9. Right-click the rectangle (the clubhouse) | <i>The QuickMenu appears.</i> |
| 10. Choose Object Properties | <i>The Fill page in the Object Properties dialog box appears.</i> |

11. In the Fill style area, select Texture (fourth button from left)
12. Make sure the Category box indicates Design
13. In the texture palette, select Brown tall tile (second row, first texture)
14. Choose OK

The Fill page displays texture settings.

The sample area reflects the choice.

The texture is applied to the rectangle.

END

Changing the Color, Style, and Width of Lines

Changing the color, style, and width of the lines in your graphics can enhance their visibility. The quickest way to make these changes is to use the Property Bar. For more extensive changes, use the Line page of the Object Properties dialog box, shown in Figure 4-7.

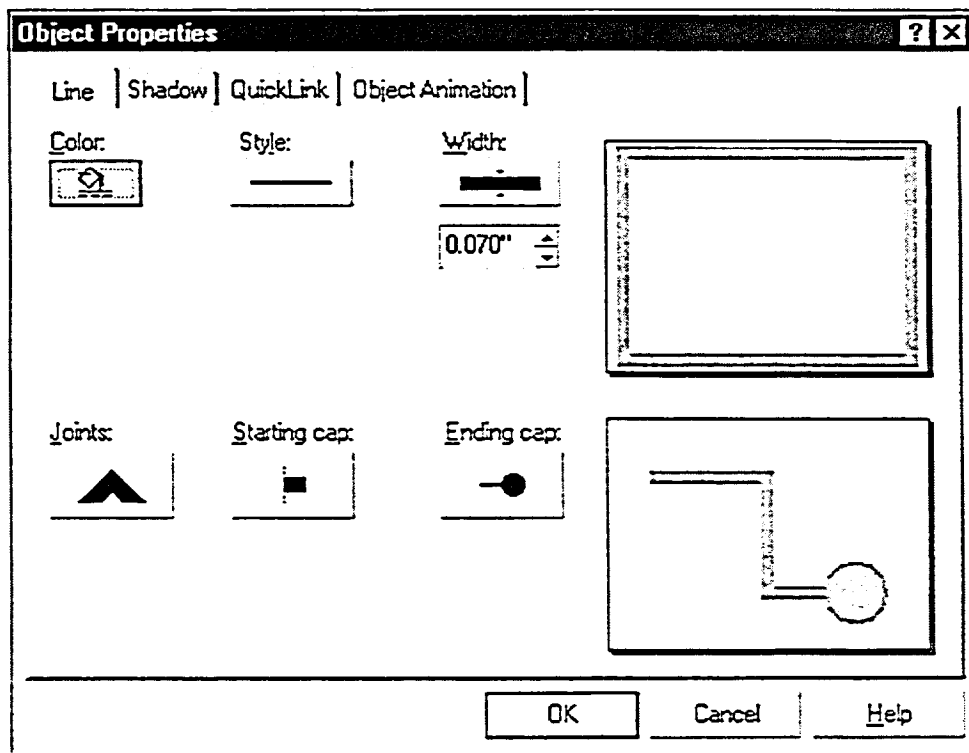


Figure 4-7: *The Line Page of the Object Properties Dialog Box*

METHOD

To change the color, style, and width of lines:

Property Bar method

1. Select the desired object.
2. On the Property Bar, click the Line Color button.
3. From the Line Color palette, select the desired color.
4. On the Property Bar, click the Line Style button.
5. From the Line Style palette, select the desired line style.
6. On the Property Bar, click the Line Width button.
7. From the Line Width palette, select the desired line width.

Object Properties method

1. Right-click the desired object.
2. From the QuickMenu, choose Object Properties.
3. In the Object Properties dialog box, if necessary, select the Line tab.
4. On the Line page, make the desired selections.
5. Choose OK.

EXERCISE

In the following exercise, you will change the color, style, and width of lines.

1. On Slide 2, make sure the rectangle (the clubhouse) is selected
2. On the Property Bar, click the Line Color button *The Line Color palette appears.*
3. Select green (fourth row, second color)
4. On the Property Bar, click the Line Style button *The Line Style palette appears.*
5. Select the line style with several closely spaced dots (fourth row, first line style)
6. On the Property Bar, click the Line Width button *The Line Width palette appears.*
7. Select the widest line (last row, second line width)
8. Right-click the line (the road) *The QuickMenu appears.*
9. Choose Object Properties *The Line page of the Object Properties dialog box appears.*
10. From the Color palette, select gray (second row, second color) *The line color changes to gray in the sample.*
11. From the Width palette, select the next to widest line width (fifth row, first line width) *The line width changes in the sample.*

12. From the Ending Cap palette, select the line with the filled circle on the end (fifth row, second ending cap)

The sample area reflects the choice.

13. Choose OK

The changes appear in the slide.

END

Flipping and Mirroring an Object

When you flip an object, you change its orientation left-right or top-bottom. For example, you can flip an arrow left-right so that it points in the opposite direction. You can also use the flip command to create a mirror image of an object and leave the original object unchanged.

METHOD

To flip an object:

1. Select the object.
2. On the Property Bar, choose Graphics.
3. From the Graphics menu, choose Flip.
4. To flip the object horizontally, from the Flip submenu, choose Left/Right.
or
4. To flip the object vertically, from the Flip submenu, choose Top/Bottom.

To mirror an object:

1. Select the object.
2. On the Property Bar, choose Graphics.
3. From the Graphics menu, choose Flip.
4. Press and hold **CTRL**
5. To mirror the object horizontally, from the Flip submenu, choose Left/Right.
or
5. To mirror the object vertically, from the Flip submenu, choose Top/Bottom.
6. Release **CTRL**

EXERCISE

In the following exercise, you will flip and mirror an object.

1. On Slide 2, select the lake
2. On the Property Bar, choose Graphics *The Graphics menu appears.*
3. Choose Flip *The Flip submenu appears.*

4. Choose Left/Right *The lake is flipped vertically.*
5. Display Slide 1
6. Select the dog graphic
7. On the Property Bar, choose Graphics *The Graphics menu appears.*
8. Choose Flip *The Flip submenu appears.*
9. Press and hold CTRL
10. Choose Left/Right *A second dog appears, opposite in orientation to the first.*
11. Release CTRL
12. Move the dogs until they are positioned as shown in Figure 4-8

END

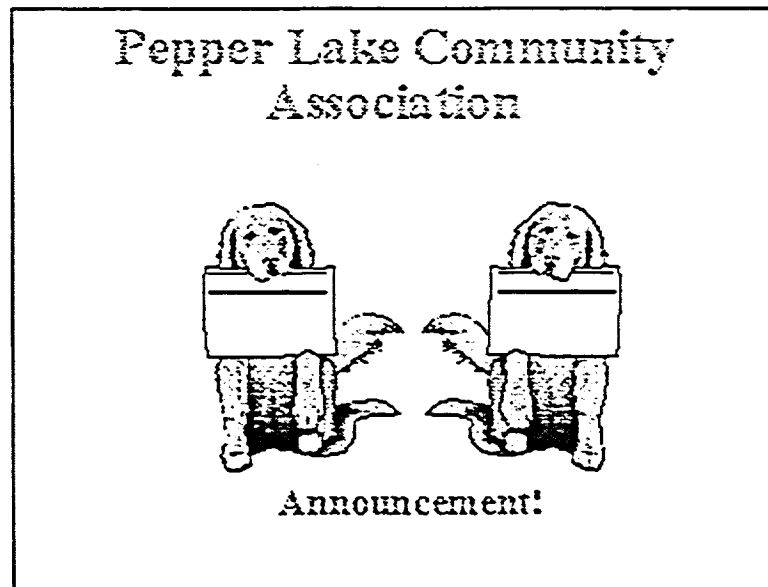


Figure 4-8: *The Final Mirrored Graphic Objects*

Rotating Graphics

When you rotate an object, you turn the object in a different direction. For example, you might want to rotate an arrow so that it points to a specific object. You rotate a graphic by dragging the *rotation handle* so that the object turns around its *rotation point*. The rotation handle and rotation point are shown in Figure 4-9. By default the rotation point is located at the object's center, but you can move the rotation point to alter the way the graphic turns. After you finish rotating the object, be sure to deselect the object and then, if needed, reselect the object to move, size, or otherwise change its properties.

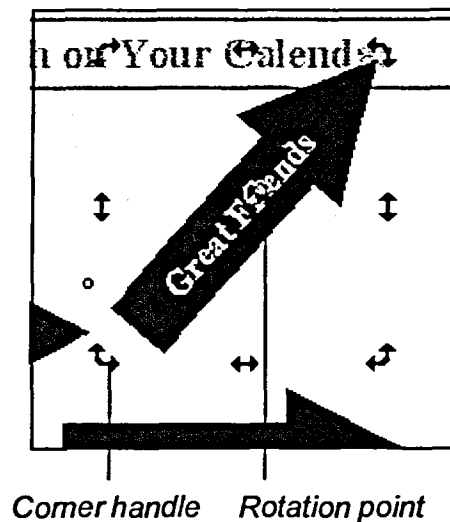


Figure 4-9: A Rotation Handle and Rotation Point

METHOD

To rotate graphics:

1. Select the object.
2. On the Property Bar, choose Graphics.
3. From the Graphics menu, choose Rotate.
4. If desired, move the rotation point.
5. Drag the rotation handles until the object is at the desired angle.

EXERCISE

In the following exercise, you will rotate graphics.

1. Display Slide 5
2. Select the *Great Friends* graphic
3. On the Property Bar, choose Graphics *The Graphics menu appears.*
4. Choose Rotate *The rotation handles and rotation point appear.*
5. Drag the lower left corner handle down until the arrow is pointed upward at a 45 degree angle, as shown in Figure 4-9
6. Deselect the *Great Friends* graphic
7. Move the *Great Friends* graphic until it touches the *Lots of Fun* graphic, as shown in Figure 4-10 *The Great Friends graphic appears to be behind the Lots of Fun graphic.*
8. Rotate and move the *Good Food* graphic until the graphics are arranged, as shown in Figure 4-10
9. Hide the rulers

END

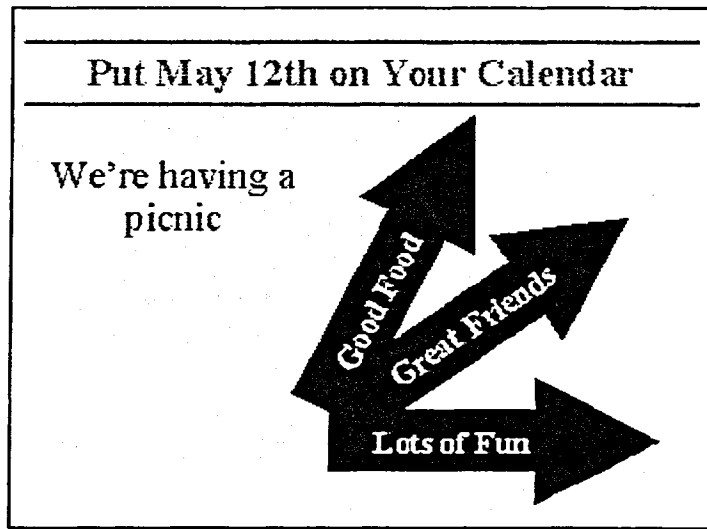


Figure 4-10: *Rotating Arrows*

Undoing Changes to Graphics

You can undo the last ten changes you made to graphics just as you can undo changes to text.

METHOD

To undo changes to graphics:

1. On the Toolbar, click the Undo button.
or
1. From the Edit menu, choose Undo.

EXERCISE

In the following exercise, you will undo changes to graphics.

1. Change the foreground fill color of the *Great Friends* graphic to red (sixth row, third color)
2. Change the foreground fill color of the *Lots of Fun* graphic to green (fifth row, third color)
3. Change the foreground color of the *Good Food* graphic to white (second row, fourth color)
4. On the Toolbar, click the Undo button three times

Each change is undone, one by one, starting with the most recent action.

END

Grouping and Separating Graphic Objects

Clip art is often grouped, or composed of several layered objects. Each object might be a group itself. If you want to change individual objects in clip art, you can ungroup or separate the objects. Similarly, if you want several objects to act as one object, you can group them. When you group objects, you can move or resize them so that they retain their relationships and perspectives. Although you can include bitmaps in a group, you cannot ungroup a bitmap.

METHOD

To group graphic objects:

1. Select the graphic objects to group.
2. On the Property Bar, choose Graphics.
3. From the Graphics menu, choose Group.

To separate graphic objects:

1. Select the group.
2. On the Property Bar, choose Graphics.
3. From the Graphics menu, choose Separate Objects.

EXERCISE

In the following exercise, you will group and separate graphic objects.

1. On the Toolbar, make sure the Selection button is active
2. Drag to select all three graphics
3. On the Property Bar, choose Graphics
4. Choose Group

As you drag, an outline indicates the area contained. When you're done, handles surround all three arrows, and small, open circles indicate that there are multiple objects in the selection.

The Graphics menu appears.

Only one small open circle remains.

- | | | |
|-----|---|---|
| 5. | Move the group to the left, and then back to its original position | <i>All three graphics move together.</i> |
| 6. | Make sure the group is selected | |
| 7. | On the Property Bar, choose Graphics | <i>The Graphics menu appears.</i> |
| 8. | Choose Separate Objects | <i>Three small, open circles appear.</i> |
| 9. | Click a blank area of the slide | <i>The objects are deselected.</i> |
| 10. | Drag the <i>Lots of Fun</i> graphic above the other two graphics | <i>Only one graphic moves.</i> |
| 11. | Display Slide 1 | |
| 12. | Select the left dog | |
| 13. | On the Property Bar, choose Graphics | <i>The Graphics menu appears.</i> |
| 14. | Choose Separate Objects | <i>Many small, open circles appear on the dog.</i> |
| 15. | Click a blank area of the slide | <i>The objects are deselected.</i> |
| 16. | Move the white piece of paper in the dog's mouth to the left, away from the dog | <i>The paper moves, leaving a blank space in the center of the dog.</i> |
| 17. | Undo your last two actions | <i>The paper returns to the dog and the dog is grouped again.</i> |
| 18. | Save the presentation in the Doc folder on the H:\ drive and close. | |

END

To insert clipart using the Scrapbook:

1. Select the slide on which to insert the clipart.
2. On the Toolbar, click the Clipart button.
or
2. From the Insert menu, choose Graphics, and then from the Graphics submenu, choose Clipart.
3. In the Scrapbook window, on the Clipart page, locate the desired clipart.
or
3. Insert the Corel WordPerfect 8 distribution CD-ROM in the CD-ROM drive, and then, in the Scrapbook window, on the CD-ROM page, locate the desired clipart.
4. Drag the clipart onto the slide.
5. Close the Scrapbook window.

To import a graphic image:

1. Display the slide on which you want to place the imported graphic.
2. From the Insert menu, choose Graphics.
3. From the Graphics submenu, choose From File.
4. In the Insert File dialog box, from the File type drop-down list, select the desired file type.
5. In the Insert File dialog box, from the Look in drop-down list, select the desired drive.
6. In the file list box, select the desired folder and file.
7. Choose Insert.

To move a graphic:

1. Select the graphic.
2. Drag the graphic to the desired location.

To size a graphic:

1. Select the graphic.
2. Drag one of the handles until the graphic is the desired size.

To display and hide the rulers:

1. From the View menu, choose Ruler.

To draw closed objects such as rectangles, ellipses, squares, and circles:

1. On the Toolbar, click the Closed Object Tools drop-down arrow.
2. From the Closed Object Tools palette, select the desired tool.
3. Click where you want to begin drawing the object.
4. If required, to constrain the object, press and hold **SHIFT**
5. Drag to expand the object to the desired size.

To draw a closed curve object:

1. On the Toolbar, click the Closed Object Tools drop-down arrow.
2. From the Closed Object Tools palette, select the Draw a Closed Curve tool.
3. Click where you want to begin drawing the object.
4. Click at each location where the curve changes direction.
5. Double-click to complete the shape.

To draw line objects:

1. On the Toolbar, click the Line Object Tools drop-down arrow.
2. From the Line Object Tools palette, select the desired tool.
3. Drag to create the line.

To copy graphic objects:

1. Select the object you want to copy.
2. On the Toolbar, click the Copy button.
or
2. From the Edit menu, choose Copy.
3. Display the target slide.
4. On the Toolbar, click the Paste button.
or
4. From the Edit menu, choose Paste.
5. Move the duplicated object to the desired location.

To delete graphics:

1. Select the graphic.
2. Press **DELETE**
or
2. From the Edit menu, choose Delete.

To change the order of an object:

1. Select the object.
2. On the Property Bar, choose Graphics.
3. From the Graphics menu, choose the desired order option.

To mirror an object:

1. Select the object.
2. On the Property Bar, choose Graphics.
3. From the Graphics menu, choose Flip.
4. Press and hold **CTRL**
5. To mirror the object horizontally, from the Flip submenu, choose Left/Right.
or
5. To mirror the object vertically, from the Flip submenu, choose Top/Bottom.
6. Release **CTRL**

To change the fill color and pattern of closed objects:

Property Bar method

1. Select the closed object.

2. On the Property Bar, click the Foreground Fill Color button.
3. From the Foreground Fill Color palette, select the desired color.
4. On the Property Bar, click the Background Fill Color button.
5. From the Background Fill Color palette, select the desired color.
6. On the Property Bar, click the Fill Pattern button.
7. From the Fill Pattern palette, select the desired pattern.
8. If desired, to reverse the foreground and background color selections, on the Property bar, click the Reverse Color button.

Object Properties method

1. Right-click the closed object.
2. From the QuickMenu, choose Object Properties.
3. In the Object Properties dialog box, on the Fill page, make the desired selections.
4. Choose OK.

To flip an object:

1. Select the object.
2. On the Property Bar, choose Graphics.
3. From the Graphics menu, choose Flip.
4. To flip the object horizontally, from the Flip submenu, choose Left/Right.
or
4. To flip the object vertically, from the Flip submenu, choose Top/Bottom.

To change the color, style, and width of lines:

Property Bar method

1. Select the desired object.
2. On the Property Bar, click the Line Color button.
3. From the Line Color palette, select the desired color.
4. On the Property Bar, click the Line Style button.
5. From the Line Style palette, select the desired line style.

6. On the Property Bar, click the Line Width button.
7. From the Line Width palette, select the desired line width.

Object Properties method

1. Right-click the desired object.
2. From the QuickMenu, choose Object Properties.
3. In the Object Properties dialog box, if necessary, select the Line tab.
4. On the Line page, make the desired selections.
5. Choose OK.

To rotate graphics:

1. Select the object.
2. On the Property Bar, choose Graphics.
3. From the Graphics menu, choose Rotate.
4. If desired, move the rotation point.
5. Drag the rotation handles until the object is at the desired angle.

To undo changes to graphics:

1. On the Toolbar, click the Undo button.
or
1. From the Edit menu, choose Undo.

To group graphic objects:

1. Select the graphic objects to group.
2. On the Property Bar, choose Graphics.
3. From the Graphics menu, choose Group.

To separate graphic objects:

1. Select the group.
2. On the Property Bar, choose Graphics.
3. From the Graphics menu, choose Separate Objects.

4 *Self-Check Exercise*

1. From the A:\ drive, open PL Clubhouse2.shw.
2. On Slide 1, insert the **lightbul.wpg** clipart from the Scrapbook.
3. Move the **lightbul.wpg** clipart into the lower center of the slide.
4. On Slide 2, from the A:\ drive, import the graphic **boat2.jpg**.
5. Size and move the boat picture so that it fits easily in the area to the right of the bulleted list.
6. Display the rulers.
7. Display Slide 3.
8. Draw an ellipse starting at 3 inches on the horizontal ruler and 3 inches on the vertical ruler and ending at 8 1/2 inches on the horizontal ruler and 6 inches on the vertical ruler.
9. Using the Property Bar, change the foreground fill color of the ellipse to red (first row, third color).
10. Change the order of the ellipse, sending it to the back.
11. Draw a straight line from 10 inches on the horizontal ruler and 2 1/2 inches on the vertical ruler to 7 1/2 inches on the horizontal ruler and 4 inches on the vertical ruler.
12. Use the Property Bar to change the color of the line to yellow (fifth column, sixth color), and the width of the line to the widest line on the Line Width palette.
13. Use the Object Properties dialog box to change the fill pattern of the ellipse to the last gradient fill in the first row of the gradient palette.

Hint: In the Fill Style area, click the Gradient button (third button from left).
14. Use the Object Properties dialog box to change the width of the line to 0.080 inches and change the ending cap of the line to an arrowhead of your choice.

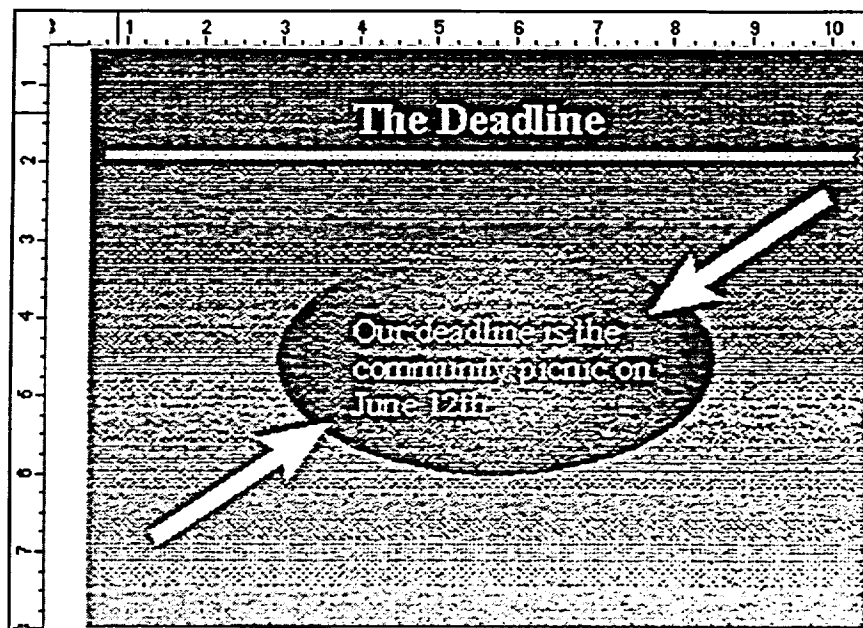


Figure 4-11: Slide Three after Step 16

17. Hide the rulers.
18. On Slide 4, rotate and move the graphics so that they resemble the graphics in Figure 4-12.

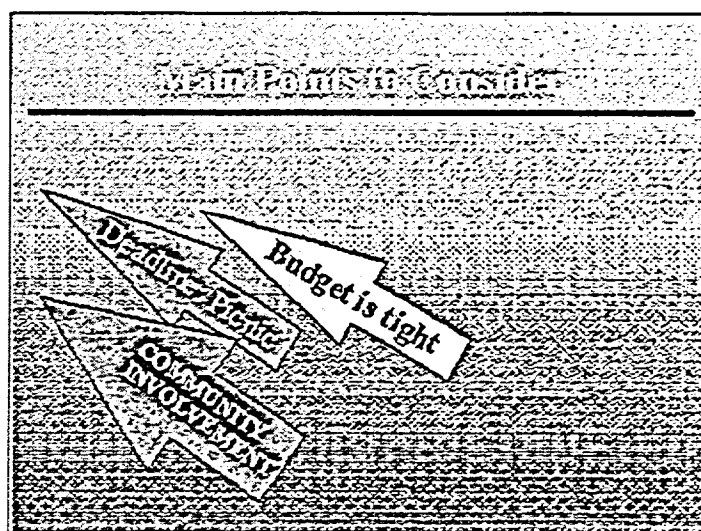


Figure 4-12: Self-Check Arrows Rotated

19. Group the graphics, and then move them to the center of the slide.
20. Separate the group.

21. Change the foreground fill color of the middle arrow to yellow.
22. Undo the change.
23. On Slide 1, separate the **lightbul.wpg** clipart group.
24. Delete each of the eight yellow “sparks” surrounding the light bulb.
25. Use the Undo feature to restore the eight “sparks.”
26. Group the **lightbul.wpg** clipart.
27. Create a mirror image of the **lightbul.wpg** clipart and place it to the left of the original.
28. Save the presentation in the **Doc** folder on the **H:**drive and close.

Section

5

Managing the Slide Show

- Setting Up a Slide Show
- Printing the Slide Show

Section Skills and Their Importance

In the following section you will learn to:

- **Set up a slide show**

Playing the slide show is easy with the simple navigation methods available. You can change the display sequence, apply a variety of special effects, omit slides, point out important areas with an on-screen highlighter, and package your slide show to view at another location.

- **Print the slide show**

In addition to basic printing, Corel Presentations offers you options for creating useful, creative printed output. From audience handouts to speaker notes, to printing in black and white or color, the tools in Corel Presentations give you the ultimate in flexibility.

Setting Up a Slide Show

Playing a *slide show* in Corel Presentations is the computerized equivalent of displaying a presentation using a slide projector. You can add special effects, specify display sequences so your slide show plays automatically, and highlight areas of the screen while you play your slide show to your audience.

Slide shows that are based on Corel Presentations predesigned projects contain default slide transition and object animation effects. These effects can be removed or changed.

Playing a Slide Show

You can play a slide show from the first slide in the presentation or from the currently selected slide. When you play a slide show, the slide fills the entire screen so that the audience is not distracted by the command interface of menus and toolbars.

The manner in which the next slide appears on the screen during the slide show is called a *transition*. For example, when you move from one slide to the next slide, the incoming slide might dissolve or spiral onto the screen. There might also be an animated element, such as a bulleted list, that slides in from the side of the slide, one bullet at a time. These transition and animation features are built in to the predesigned presentation or master on which the slide show is based. Object animation is not covered in this course.

There are options available to help you manually control the progress of a slide show. Table 5-1 describes these options and their commands.

Slide Show Option	Command
Advance to the next slide or advance to the next slide element	Click the left mouse button or press SPACEBAR Press PAGE DOWN to advance to the next slide and skip any elements that have not transitioned on the current slide.
View the previous slide	Press PAGE UP or press BACKSPACE
Go to a specific slide	Press CTRL+G . In the Go to Slide dialog box, drag the scroll box to the right or left until the desired slide number appears, and then choose OK.
Stop the slide show	Press ESCAPE

Table 5-1: *Slide Show Commands*

One of the easiest ways to play a slide show is to use QuickPlay view. QuickPlay plays the slide show from the currently displayed slide. To play a slide show with more options, use the Play Slide Show dialog box, shown in Figure 5-1.

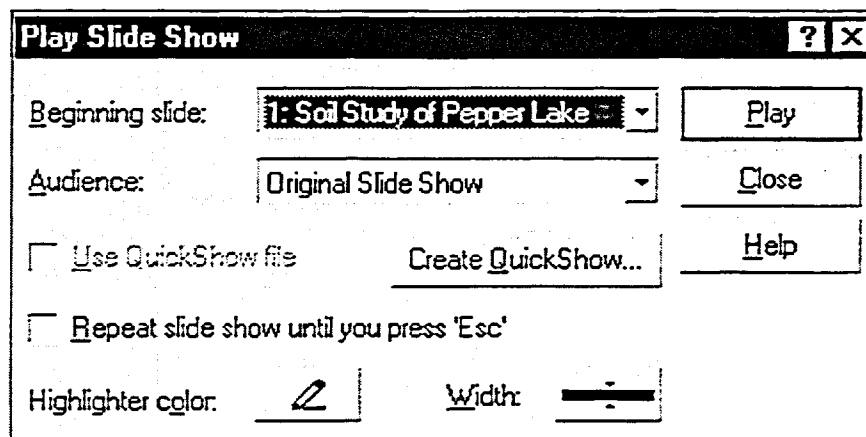


Figure 5-1: The Play Slide Show Dialog Box

METHOD

To play a slide show:

QuickPlay method

1. Display the slide with which to start the slide show.
2. Select the QuickPlay view tab.
3. Use the appropriate slide show commands to view the slide show and return to the presentation.

Play Slide Show method

1. On the Property Bar, click the Play Slide Show button.
or
1. From the View menu, choose Play Slide Show.
2. In the Play Slide Show dialog box, in the Beginning slide box, make sure the first slide appears.
3. Choose Play.
4. Using the appropriate slide show commands to view the slide show and return to the presentation.

To navigate to a specific slide during a slide show:

1. Display the QuickMenu, and choose the desired command.

To end a slide show:

1. Press **ESCAPE**

EXERCISE

In the following exercise, you will play a slide show.

1. From the **A:** drive, open **PL Soil Study.shw**
2. Display Slide 4
3. Select the QuickPlay view tab *The screen changes to full view, and the slide show begins at Slide 4. The slide title appears.*
4. Click the left mouse button *The first bulleted point of slide four appears.*
5. Continue to click the left mouse button until all seven bulleted points appear on the screen
6. Click the left mouse button again *Slide 6 transitions to the screen.*
7. Press **PAGE DOWN** *Slide 7 transitions to the screen.*
8. Press **SPACEBAR** *The next element on Slide 7, the first bulleted point, transitions to the screen.*
9. Press **ESCAPE** *The slide show ends, and the screen returns to Slide Editor view.*
10. On the Property Bar, click the Play Slide Show button *The Play Slide Show dialog box appears.*
11. From the Beginning slide drop-down list, select **1. Soil Study of Pepper Lake**
12. Choose Play *The slide show begins at Slide 1.*

13. Manually advance the slide show until Slide 3, *Research Approach*, appears
14. Press **PAGE UP** *The first element on Slide 2 reappears.*
15. Press **PAGE DOWN** *The first element on Slide 3 reappears.*
16. Display the QuickMenu
17. In the first block in the QuickMenu, examine the slide show navigation commands
18. From the QuickMenu, choose First Slide *Slide 1 appears, and the QuickMenu closes.*
19. Press **CTRL+G** *The Go to Slide dialog box appears.*
20. Drag the scroll box to the right until *Slide 6 Findings* appears
21. Choose OK *Slide 6 transitions to the screen.*
22. End the slide show *The screen returns to Slide Editor view.*

END

Advancing Slides Automatically

On occasion, you might want your slides to advance automatically. You use the Display Sequence page of the Slide Properties dialog box, shown in Figure 5-2, to indicate that a slide is to automatically advance and to specify how long the slide will be displayed before the next slide transitions.

Most predesigned projects and masters include animated objects. Timings also apply to animated objects on slides. For example, if you specify a two second delay for the slide that contains an animated bulleted list, the first animated object—the first bullet in the list—automatically appears two seconds after the slide transitions, followed by the next bullet two seconds later. Two seconds after the last animated object on the slide displays, the show advances to the next slide.

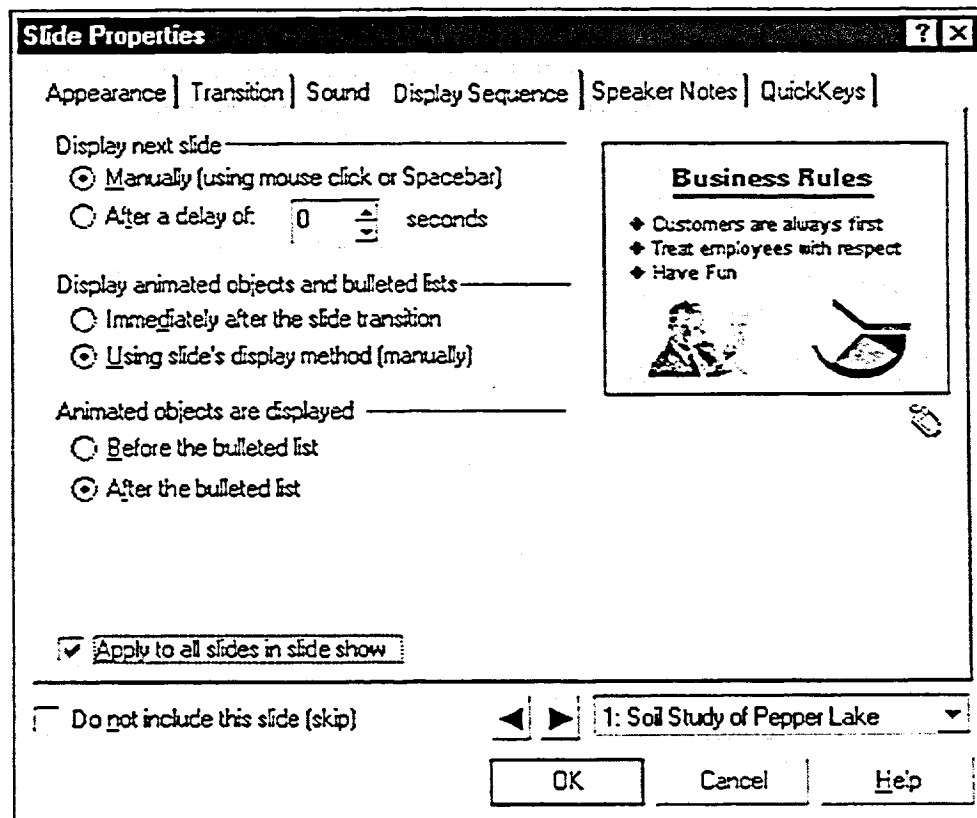


Figure 5-2: The Display Sequence Page of the Slide Properties Dialog Box

Display sequence settings can apply to a selected slide or to the entire slide show. When you specify display sequences for an entire slide show, you override any display sequence settings you might have set for individual slides. This action cannot be undone.

METHOD

To advance slides automatically:

1. Select the desired slide.
2. On the Property Bar, click the Display Sequence button.
or
2. From the Format menu, choose Slide Properties, and then from the Slide Properties submenu, choose Display Sequence.
3. On the Display Sequence page, in the Display next slide area, select the *After a delay of* option button.
4. In the *After a delay of* spin box, specify the desired number of seconds.
5. If desired, select the *Apply to all slides in slide show* check box.
6. Choose OK.

EXERCISE

In the following exercise, you will automatically advance slides and animated objects.

1. Display the slide show in Slide Sorter view
2. Examine the icons underneath each thumbnail
3. On the Property Bar, click the Display Sequence button
The Display Sequence page of the Slide Properties dialog box appears.
4. In the Display next slide area, select the *After a delay of* option button
The sample slide demonstrates the way objects appear.
5. In the *After a delay of* spin box, specify 2
6. Select the *Apply to all slides in slide show* check box
7. Choose OK
8. Examine the icons underneath each thumbnail
The clock icon indicates that a display sequence has been set for each slide.

9. Play the slide show from the beginning
The slide show plays automatically, and then the screen returns to Slide Sorter view.
10. Display the slide show in Slide Editor view

END

Adding or Changing Slide Transitions

A transition is the manner in which one slide moves onto the screen. For example, you might want one slide to explode onto the screen, and another slide to slowly spiral in. To change the default transition effects assigned to projects and masters or add a transition effect, use the Transition page in the Slide Properties dialog box, shown in Figure 5-3. To identify the transition effect currently applied to a slide, display the slide in Slide Editor view and, on the Property Bar, examine the Slide Transitions list box.

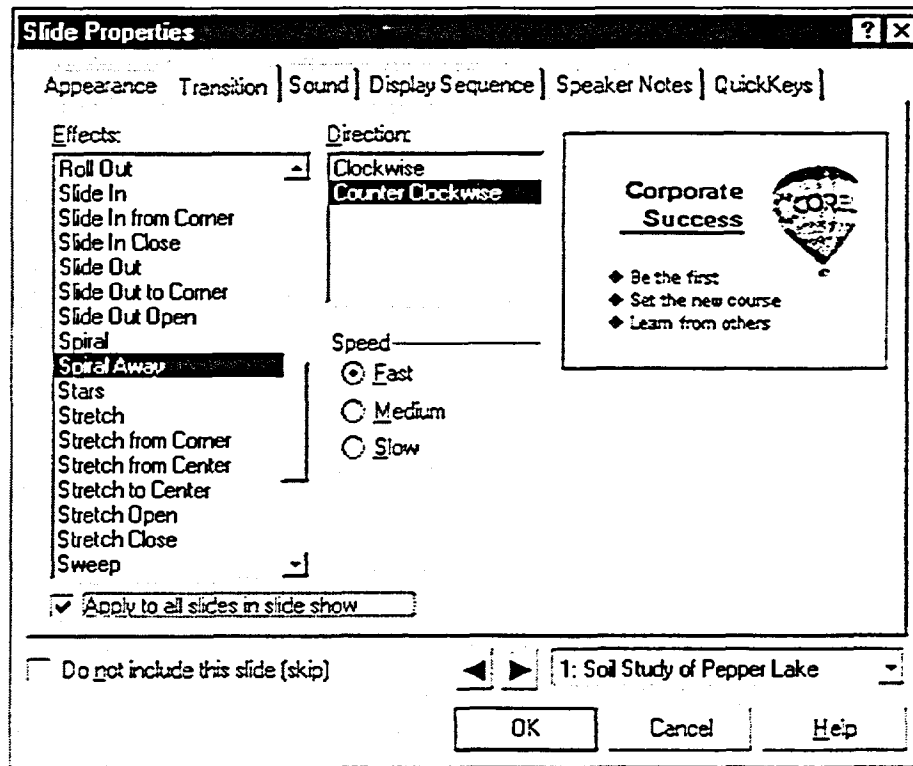


Figure 5-3: The Transition Page of the Slide Properties Dialog Box

METHOD

To add or change a slide transition:

Property Bar method

1. In Slide Editor view, display the desired slide.
2. On the Property Bar, from the Slide Transition drop-down list, select the desired transition.

3. On the Property Bar, click the Direction button, and then from the Direction palette, select the desired direction.
4. On the Property Bar, click the Speed button, and then from the Speed palette, select the desired slide speed.

Menu method

1. From the Format menu, choose Slide Properties.
2. From the Slide Properties submenu, choose Transition.
3. In the Slide Properties dialog box, if required, on the Transition page, from the slide name drop-down list, select the desired slide.
4. From the Effects list box, select the desired effect.
5. If necessary, from the Direction list box, select the desired direction.
6. In the Speed area, select the desired option button.
7. If desired, select the *Apply to all slides in slide show* check box.
8. Choose OK.

EXERCISE

In the following exercise, you will change slide transition affects.

1. Page through the presentation and on each slide, on the Property Bar, observe the Slide Transition list box and identify the active transition affect *The default transition effect is Sweep.*
2. Discuss with your instructor why all of the slide transitions are identical *The slide master determines the default transition effect.*
3. Display Slide 2
4. On the Property Bar, from the Slide Transition drop-down list, select Sweep from Corner *As you highlight selections in the drop-down list, a sample slide appears, showing the result of each choice.*
5. On the Property Bar, click the Direction button, and then from the Direction palette, select Left and Up

6. On the Property Bar, click the Speed button, and then from the Speed palette, select Medium
7. Use QuickPlay to view the transition effect for Slide 2, and then quit the slide show
8. Display Slide 2
9. From the Format menu, choose Slide Properties *The Slide Properties submenu appears.*
10. Choose Transition *The Transition page of the Slide Properties dialog box appears.*
11. From the Effects list box, select Spiral Away *The sample slide demonstrates the selected effect.*
12. From the Direction list box, select Counter Clockwise *The sample slide demonstrates the selected effect.*
13. In the Speed area, make sure the Fast option button is selected
14. Choose OK
15. Play the slide show to test the transition effects

END

Omitting Slides from a Slide Show

To tailor your slide show for different audiences, it might be necessary to omit certain slides from a presentation. You can omit slides one at a time from any view or use Slide Sorter view to omit multiple slides from a slide show.

METHOD

To omit slides from a slide show:

1. Display the desired slide.
2. On the Property Bar, click the Skip button.

To omit multiple slides from a slide show:

1. In Slide Sorter view, select the first slide to omit.
2. Press and hold **CTRL**
3. Select additional slides to omit.
4. Release **CTRL**
5. On the Property Bar, click the Skip button.

To restore omitted slides:

1. Select the desired slides.
2. On the Property Bar, click the Skip button.

EXERCISE

In the following exercise, you will omit slides from a slide show, and then restore slides to the slide show.

1. Display Slide 5
2. On the Property Bar, click the Skip button *The button appears depressed.*
3. Switch to Slide Sorter view *Slide 5 is grayed out.*
4. Press and hold **CTRL**
5. Select Slides 6 and 8 *The two selected thumbnails have hatched lines around them.*
6. Release **CTRL**

7. On the Property Bar, click the Skip button *Slides 5, 6, and 8 are grayed out.*
8. Play the slide show from the beginning and note the omitted slides
9. In Slide Sorter view, select slides 5, 6, and 8
10. On the Property Bar, click the Skip button *The slides no longer appear grayed out.*
11. Display the slide show in Slide Editor view

END

Using the Highlighter

To illustrate or emphasize a point, you can draw directly on a slide with the *highlighter*, which works just like a hand-held highlighting pen. Highlighter markings, which can be any color and width you choose, are automatically erased from the slide you highlighted when you move to the next slide.

Using the highlighter can be tricky, especially with automatically advancing slide shows. First, you have to wait until the slide is fully transitioned and the pointer appears. Then, you have to draw the highlighting line before the computer transitions to the next slide. If you don't move fast enough, your highlight will appear on the next slide! For this reason, if you plan to use the highlighter often, it is recommended that you use manual slide advance to give yourself enough time to highlight accurately. Also, once you highlight an area of a slide, the slide show stops until you advance it manually to the next slide. From there, the slide show will advance automatically until the next time you use the highlighter.

METHOD

To set up the highlighter:

1. From the View menu, choose Play Slide Show.
2. In the Play Slide Show dialog box, click the Highlighter color button, and then from the palette, select the desired color.
3. In the Play Slide Show dialog box, click the Width button, and then from the palette, select the desired line width.
4. Choose OK.

To highlight during a slide show:

1. Drag to highlight areas on the slide.

To erase highlighting:

1. Advance to the next slide.
or
1. Press CTRL+E

EXERCISE

In the following exercise, you will use the highlighter.

1. From the View menu, choose Play Slide Show *The Play Slide Show dialog box appears.*
2. Click the Highlighter color button, and then from the palette, select yellow (fourth row, sixth color)
3. Click the Width button, and then from the palette, select the widest width (fifth row, second line width)
4. From the Beginning slide drop-down list, select *1: Soil Study of Pepper Lake*
5. Choose Play
6. After the bulleted list on Slide 2 is fully transitioned, drag to draw an arrow pointing to the words *Section 45.67b.2* *A yellow arrow appears.*
7. Click the mouse *Slide 3 appears, and after a short delay, Slide 4, Critical Metrics, transitions.*
8. When the last bullet on Slide 4 transitions, drag to draw an ellipse around the words *Drying time* *An ellipse appears.*
9. Press **CTRL+E** *The ellipse disappears.*
10. Click the mouse *Slide 5 appears and after a short delay, Slide 6 automatically transitions.*
11. Go to Slide 2 *Slide 2 appears and the highlight disappears.*

12. End the slide show
13. Save the slide show in the
Doc folder on the H:\ drive

END

Creating and Playing a Show on the Go

The Show on the Go feature lets you create a runtime slide show to play on a computer that does not have Corel Presentations. To create the Show on the Go, follow the prompts in the Show on the Go dialog box, shown in Figure 5-4. If you intend to use Show on the Go, keep the following in mind:

- Show on the Go creates self-executing runtime slide shows for Windows 95 and Windows NT, which means they are applications that run alone.
- Show on the Go files are larger than regular slide show files. These files might not fit on a floppy disk and might need to be compressed if they are to be distributed via e-mail.
- You can create a Show on the Go that is compatible with Windows 3.x. However, you might not be able to view all of the features in the slide show such as animation. Runtime shows for Windows 3.x cannot span disks and are not self-executing.
- Show on the Go can e-mail your slide show to another person directly, but as soon as it is sent, it is erased from your system. If you want to keep a copy of the Show on the Go, it is better to create the Show on the Go on your hard drive or network, and then e-mail it as an attachment.

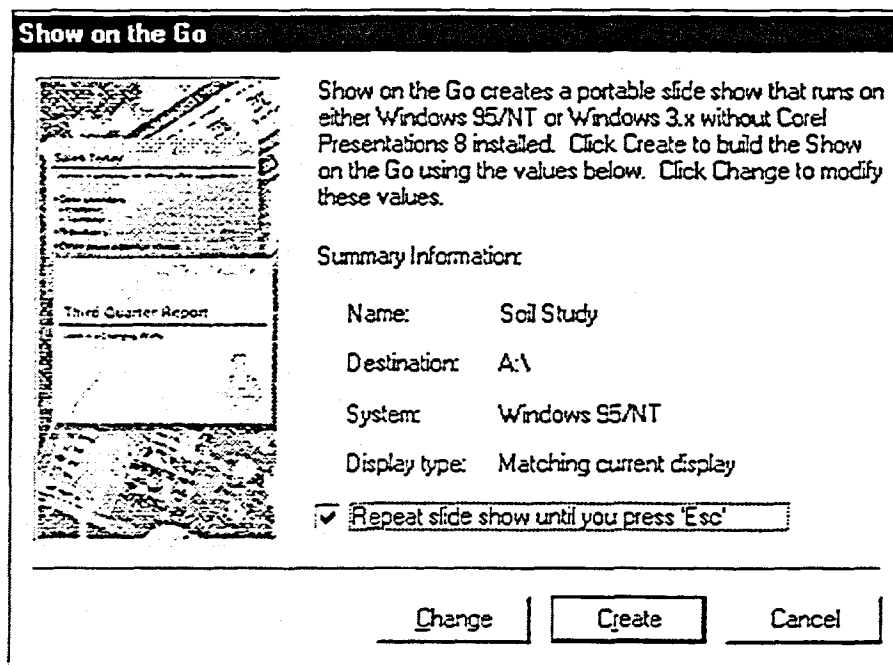


Figure 5-4: The Show on the Go Dialog Box

METHOD

To create a Show on the Go:

1. From the File menu, choose Show on the Go.
or
1. On the Property Bar, click the Show on the Go button.
2. In the Show on the Go dialog box, to accept the settings and create the Show on the Go, choose Create.
or
2. In the Show on the Go dialog box, to change the settings, choose Change.
3. In the *Where do you wish to place your Show on the Go?* area, select the desired drive, and then if necessary, enter the desired path.
or
3. In the *Where do you wish to place your Show on the Go?* area, select the E-mail the Show on the Go option button.
4. Choose Next.
5. In the *On which system will you play your Show on the Go?* area, select the desired system option.
6. Choose Next.
7. If necessary, in the *Which windows display will you use when playing your Show on the Go?* area, select the desired display option.
8. Choose Finish.
9. Choose Create.

To play a Show on the Go in Windows 95/NT:

1. From the Start menu, choose Run.
2. In the Run dialog box, in the Open text box, enter the path and file name of the Show on the Go.
3. Choose OK.
4. Navigate through the slide show as appropriate.

EXERCISE

In the following exercise, you will create and play a Show on the Go.

1. Insert a blank, formatted floppy diskette into the A:\ drive
2. From the File menu, choose Show on the Go *The Show on the Go dialog box appears.*
3. Choose Change
4. In the *Where do you wish to place your Show on the Go?* area, select the Drive A option button
5. Choose Next
6. In the *On which system will you play your Show on the Go?* area, make sure the *On Windows 95/NT* option button is selected
7. Choose Next
8. In the *Which Windows display will you use when playing your Show on the Go?* area, select the *Windows display matching current setup* option button
9. Choose Finish
10. Select the *Repeat slide show until you press 'Esc'* check box
11. In the Summary Information area, examine the settings you have chosen
12. Choose Create *Several message windows appear as the Show on the Go is created.*
13. Close **Soil Study.shw**, and then exit from Corel Presentations *The Windows 95 desktop appears.*

14. From the Start menu, choose Run *The Run dialog box appears.*
15. In the Open text box, enter **A:\PL Soil Study.exe**
16. Choose OK *A message box appears saying, **Preparing Show on the Go**, and the slide show begins.*
17. Display the first two slides and then exit the slide show

END

Printing the Slide Show

There are a variety of options available to help you print copies of your slide shows in Corel Presentations. Before you print or show the slide show, however, it's a good idea to check it for spelling errors. You can also print preview the slide show to ensure that all elements appear the way you want them to look on paper.

Spell-checking a Slide Show

The most efficient way to use the spell-checker in Corel Presentations is to run it while the slide show is displayed in Slide Outliner view. If you try to use the spell-checker in Slide Editor view, you must first select the text to spell-check. This can prove tedious if you have a large number of slides to go through, since they must be done one at a time. As the spell-checker notes each questionable word or phrase, you can use one of the options in Table 5-2 to make the correction or ignore the questioned text.

Option	Result
Replace	Replaces the text with the selected text from the Replacements list box.
Skip Once	Ignores the text on the one occasion.
Skip All	Ignores the text for the rest of the document.
Add	Adds the text to the dictionary so that it will be accepted in the future.
Auto Replace	Replaces text automatically as you type.

Table 5-2: *Spell-Checking Choices*

You can also use *QuickCorrect* to automatically correct common spelling errors and expand abbreviations as you type. Corel Presentations provides a default QuickCorrect list that contains common spelling errors such as *adn* for *and* and *alot* for *a lot*. You can also add your own entries to the QuickCorrect list.

METHOD

To spell-check a slide show:

1. Display the slide show in Slide Outliner view.
2. From the Tools menu, choose Spell Check.
3. In the Writing Tools dialog box, on the Spell Checker page, in the Not found box, note the text.
4. In the Replacements list, select the desired text, and then choose Replace or Auto Replace.
or
4. In the Replace with box, replace the present text with the correct text, and then choose Replace or Auto Replace.
or
4. Choose Skip Once.
or
4. Choose Skip All.
or
4. Choose Add.
5. Repeat steps 3 and 4 as required.
6. In the Spell Checker message box that indicates, *Spell Check completed. Close Spell Checker?* choose Yes.

EXERCISE

In the following exercise, you will spell-check the slide show.

1. Start Corel Presentations, and then open **A:\PL Soil Study.shw**
2. Display the slide show in Slide Outliner view
3. From the Tools menu, choose Spell Check
The Spell Checker page of the Writing Tools dialog box appears.
4. If necessary, move the Writing Tools dialog box to examine the word *meen*
5. In the Replacements list, select *meet*, and then choose Replace
The word meen is replaced by meet and the next questionable word appears.

6. If necessary, move the Writing Tools dialog box to examine the word *moreto*
7. In the Replacements list, select *more to*, and then choose Auto Replace
*The text **moreto** is replaced by **more to**, and the entry is added to the QuickCorrect list. The next error is identified.*
8. Replace *Alkalai* with *Alkali*
The next error is identified.
9. In the Replace with box, delete the existing text, type **forward**, and then choose Replace
*The text is replaced by **forward**. The Spell Checker message box appears indicating, **Spell check completed. Do you want to close Spell Checker?***
10. Choose Yes
Spell Checker closes.

- END -

Print Previewing a Slide Show

When you print preview your slide show, the Print Preview screen appears. If you want to see the Print Preview in color, and your default printer is not a color printer, you must first select a color printer.

METHOD

To print preview a slide show:

1. From the File menu, choose Print.
2. In the Print dialog box, choose Print Preview.
3. Click the mouse to move forward through the slides until the slide show is finished.
or
3. To exit Print Preview, press ESCAPE

EXERCISE

In the following exercise, you will print preview the slide show.

- | | |
|--|---|
| 1. From the File menu, choose Print | <i>The Print dialog box appears.</i> |
| 2. Choose Print Preview | <i>The screen becomes filled with the slide image.</i> |
| 3. Click the mouse repeatedly until the slide show is finished | <i>The slides appear one by one, and then the screen changes back to Slide Outliner view.</i> |
| 4. Close the Print dialog box | |

END

Printing a Slide Show

You can print your slide show in several ways. The default is to print the entire slide show with each slide on one full sheet of paper. If this is not what you want to do, use the Print to [Printer] dialog box, shown in Figure 5-5, to select different options, such as those described in Table 5-3.

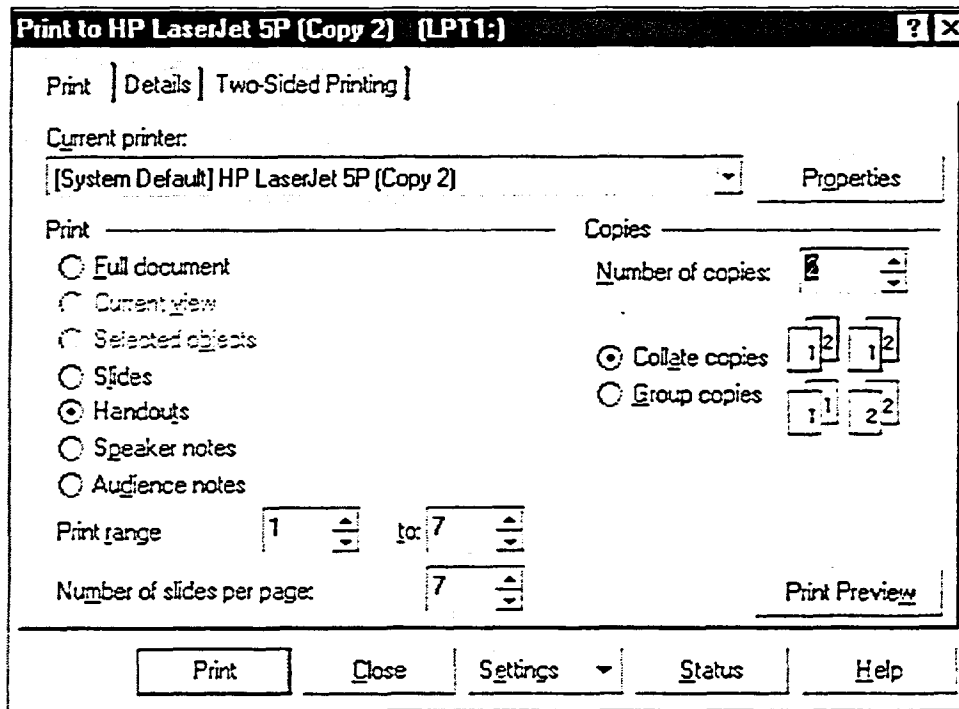


Figure 5-5: The Print Page of the Print to [Printer] Dialog Box

Output	Description
Full document	Prints all pages in the slide show.
Current view	Prints the selected slide.
Handouts	Prints two or more slides on a sheet, conserving paper.
Audience Notes	Prints slides on the sheet with blank lines next to them on which audience members can write notes.
Speaker Notes	Prints slides on the sheet with associated speaker notes.

Table 5-3: Types of Printed Output

METHOD

To print the slide show:

1. On the Toolbar, click the Print button.
or
1. From the File menu, choose Print.
2. In the Print to [Printer] dialog box, on the Print page, make the desired selections.
3. Choose Print.

EXERCISE

In the following exercise, you will print the slide show.

- | | |
|--|--|
| 1. Display the slide show in Slide Editor view | |
| 2. On the Toolbar, click the Print button | <i>The Print page of the Print to [Printer] dialog box appears.</i> |
| 3. In the Print area, select the Handouts option button | <i>The Print Range and Number of slides per page areas become active.</i> |
| 4. In the Number of slides per page spin box, enter 8 | |
| 5. In the Copies area, in the Number of copies spin box, enter 2 | <i>The Collate copies and Group copies option buttons become active.</i> |
| 6. Choose Print Preview | <i>The page containing the eight slides is displayed.</i> |
| 7. Press ESCAPE | <i>The slide show returns to Slide Editor view, and the Print to [Printer] dialog box is still open.</i> |

8. Choose Print

*Two copies of the slide show
are printed, with eight slides
per page.*

9. Save the slide show in the
Doc folder on the H:\drive
and close

END

To play a slide show:

QuickPlay method

1. Display the slide with which to start the slide show.
2. Select the QuickPlay view tab.
3. Use the appropriate slide show commands to view the slide show and return to the presentation.

Play Slide Show method

1. On the Property Bar, click the Play Slide Show button.
or
1. From the View menu, choose Play Slide Show.
2. In the Play Slide Show dialog box, in the Beginning slide box, make sure the first slide appears.
3. Choose Play.
4. Using the appropriate slide show commands to view the slide show and return to the presentation.

To advance slides automatically:

1. Select the desired slide.
2. On the Property Bar, click the Display Sequence button.
or
2. From the Format menu, choose Slide Properties, and then from the Slide Properties submenu, choose Display Sequence.
3. On the Display Sequence page, in the Display next slide area, select the *After a delay of* option button.
4. In the *After a delay of* spin box, specify the desired number of seconds.
5. If desired, select the *Apply to all slides in slide show* check box.
6. Choose OK.

To navigate to a specific slide during a slide show:

1. Display the QuickMenu, and choose the desired command.

To end a slide show:

1. Press ESCAPE

To add or change a slide transition:

Property Bar method

1. In Slide Editor view, display the desired slide.
2. On the Property Bar, from the Slide Transition drop-down list, select the desired transition.
3. On the Property Bar, click the Direction button, and then from the Direction palette, select the desired direction.
4. On the Property Bar, click the Speed button, and then from the Speed palette, select the desired slide speed.

Menu method

1. From the Format menu, choose Slide Properties.
2. From the Slide Properties submenu, choose Transition.
3. In the Slide Properties dialog box, if required, on the Transition page, from the slide name drop-down list, select the desired slide.
4. From the Effects list box, select the desired effect.
5. If necessary, from the Direction list box, select the desired direction.
6. In the Speed area, select the desired option button.
7. If desired, select the *Apply to all slides in slide show* check box.
8. Choose OK.

To omit slides from a slide show:

1. Display the desired slide.
2. On the Property Bar, click the Skip button.

To omit multiple slides from a slide show:

1. In Slide Sorter view, select the first slide to omit.
2. Press and hold CTRL
3. Select additional slides to omit.
4. Release CTRL
5. On the Property Bar, click the Skip button.

To restore omitted slides:

1. Select the desired slides.
2. On the Property Bar, click the Skip button.

To set up the highlighter:

1. From the View menu, choose Play Slide Show.
2. In the Play Slide Show dialog box, click the Highlighter color button, and then from the palette, select the desired color.
3. In the Play Slide Show dialog box, click the Width button, and then from the palette, select the desired line width.
4. Choose OK.

To highlight during a slide show:

1. Drag to highlight areas on the slide.

To erase highlighting:

1. Advance to the next slide.
or
1. Press CTRL+E

To create a Show on the Go:

1. From the File menu, choose Show on the Go.
or
1. On the Property Bar, click the Show on the Go button.

2. In the Show on the Go dialog box, to accept the settings and create the Show on the Go, choose Create.
or
2. In the Show on the Go dialog box, to change the settings, choose Change.
3. In the *Where do you wish to place your Show on the Go?* area, select the desired drive, and then if necessary, enter the desired path.
or
3. In the *Where do you wish to place your Show on the Go?* area, select the E-mail the Show on the Go option button.
4. Choose Next.
5. In the *On which system will you play your Show on the Go?* area, select the desired system option.
6. Choose Next.
7. If necessary, in the *Which windows display will you use when playing your Show on the Go?* area, select the desired display option.
8. Choose Finish.
9. Choose Create.

To play a Show on the Go in Windows 95/NT:

1. From the Start menu, choose Run.
2. In the Run dialog box, in the Open text box, enter the path and file name of the Show on the Go.
3. Choose OK.
4. Navigate through the slide show as appropriate.

To spell-check a slide show:

1. Display the slide show in Slide Outliner view.
2. From the Tools menu, choose Spell Check.
3. In the Writing Tools dialog box, on the Spell Checker page, in the Not found box, note the text.

4. In the Replacements list, select the desired text, and then choose Replace or Auto Replace.
or
4. In the Replace with box, replace the present text with the correct text, and then choose Replace or Auto Replace.
or
4. Choose Skip Once.
or
4. Choose Skip All.
or
4. Choose Add.
5. Repeat steps 3 and 4 as required.
6. In the Spell Checker message box that indicates, *Spell Check completed. Close Spell Checker?* choose Yes.

To print preview a slide show:

1. From the File menu, choose Print.
2. In the Print dialog box, choose Print Preview.
3. Click the mouse to move forward through the slides until the slide show is finished.
or
3. To exit Print Preview, press ESCAPE

To print the slide show:

1. On the Toolbar, click the Print button.
or
1. From the File menu, choose Print.
2. In the Print to [Printer] dialog box, on the Print page, make the desired selections.
3. Choose Print.

Self-Check Exercise

1. In the A:\ drive, open PL Advisory.shw.
2. Play the slide show, using QuickPlay.
3. Use the mouse to advance through Slides 1 through 4 of the slide show.
4. Using the keyboard, return to Slide two of the slide show.
5. Go directly to Slide 5.
6. Go to the first slide.
7. Go to the last slide.
8. End the slide show.
9. Specify the display sequence of the first slide to advance automatically after 1 second, and then display the rest of the slides to transition after 2 seconds, with bullets appearing immediately after each slide appears.
10. Set up the highlighter so that the presenter can draw on the screen using a thick, white line.
11. Play the slide show and use the highlighter on Slide 4 to circle the dollar amount, \$55.
12. Erase the circle around \$55 and then circle to highlight the 5% in the next line.
13. Continue the slide show until it is finished.
14. Use the menu method to apply the transition effects to the slides specified in Table 5-4.

Slide	Transition Effect	Direction	Speed
1	Burst In	not applicable	Fast
2	Slide Out	Left to Right	Medium
3 and 4	Dissolve	not applicable	Slow

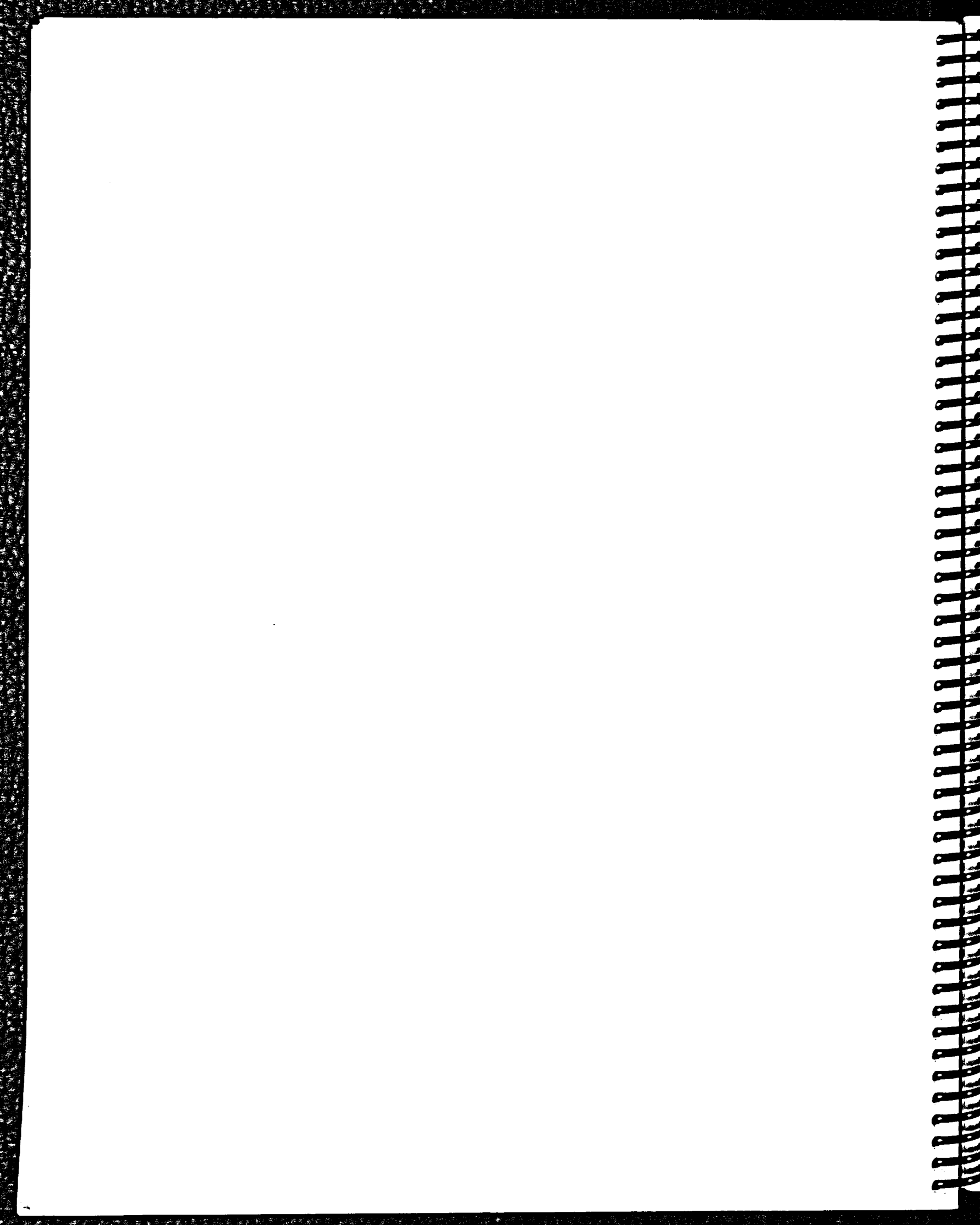
Table 5-4: *Transition Effects for Slides One through Four*

15. Use the Property Bar to apply the transition effect to Slide 5, as specified in Table 5-5.

Slide	Transition Effect	Speed
5	Triangles	Slow

Table 5-5: *Transition Effects for Slide Five*

16. Omit Slide 2 from the slide show.
17. Omit Slides 4 and 5 from the slide show.
18. Restore Slides 2, 4 and 5 to the slide show.
19. Spell-check the slide show, correcting any errors.
20. Print preview the entire slide show.
21. Print one copy of the slide show as Audience Notes, with two slides per page.
22. Print handouts of the entire presentation with five slides per page.
23. Create a Show on the Go and store it in the A:\ drive using the following options:
- system on which to play the show: *Windows 95/NT*
- display type: *Windows display matching current setup*
24. Close the presentation and exit Corel Presentations.
25. Play the Show on the Go.



Glossary

attributes The enhancements applied to text such as bold, italic, and underline.

background layer The underlying layer on a slide that determines the slide color and page size. Objects that are placed on the background layer appear behind objects on the layout and slide layers.

bulleted list The lines of text in which each line of text is preceded by a symbol.

clipart A collection of drawings that can be incorporated into presentations.

closed objects A drawn item that has the same beginning and ending points; for example, a circle.

font The typeface of text. Fonts are expressed in terms of their font face and point size.

font size The height of a character, measured in points.

graphical presentation A slide show that contains both text and graphics.

highlighter A tool that resembles a hand-held highlighting pen that is used to annotate the screen during a slide show.

justification Describes how a text object is aligned within a text area. For example, a text object can be centered, or aligned with the left or right text area margin.

layout Determines the physical arrangement of objects on a slide. When you create a new slide, you can choose from several default layouts, such as a bulleted list layout, or a title slide layout.

layout layer The slide layer that determines the placement of predefined objects such as titles and bulleted lists.

line objects A drawn object that has different beginning and ending points.

master A predefined set of slide layouts and backgrounds.

objects Text, tables, graphic images, and drawn shapes and lines that you can arrange, copy, and move.

PerfectExpert A panel that provides commands and tips to assist with the process of performing a specific task.

point size The measurement of a font.

predesigned project A Corel Presentation that contains a set of slides related to a specific type of presentation.

project Any document that can be opened in Corel Suite using the File, New command. A project might be a Corel Presentation, a WordPerfect document, or a Quattro Pro spreadsheet.

properties Features that control the appearance of an object. For example, bulleted list properties determine bullet shape.

QuickCorrect A feature used to automatically correct common spelling errors and expand abbreviations.

QuickMenu The shortcut menu that appears when the right mouse button is clicked.

rotation handle A selection handle that lets you rotate graphic objects.

rotation point The location within a graphic object around which the object rotates.

Scrapbook A collection of clipart images that are organized by category.

slide layer The slide layer is where you create your slide show by adding information and objects.

slide show A full-screen electronic display of a presentation.

text box A text area that you use to enter two or more lines of text. When you type in a text box, the text automatically wraps to the next line and the size of the text area adjusts to accommodate the amount of text.

text line A text area that you use to enter a single line of text.

transition The manner in which one slide is cleared from the screen and the next slide is introduced.

zoom To enlarge or reduce an area on a slide.

Index

A

attributes, 86

B

background
 changing the slide
 background, 67
bulleted lists, 45
 adding boxes, 98
 adding fills, 98
 changing bullet properties,
 100
 demoting bullets, 45
 promoting bullets, 45

C

changing text color, 88
clipart, 111
Clipboard, 62
closing a presentation, 26
color
 changing text color, 88
 copying text, 62
Corel Presentations
 starting, 3
Corel projects, 33

D

delete
 graphic objects, 123
deleting
 slides, 60
 speaker notes, 54
 text areas, 51
deselecting objects, 17
drawing, 117
duplicating slides, 59

F

fill colors, 126
fill patterns, 126
flipping graphic objects, 132
fonts, 81
 attributes, 86
 defined, 81
 face, 81
 size, 81

G

global format
 changing, 94
graphic objects
 duplicating, 121

replicating, 121
graphics
 changing order, 124
 clipart, 111
 copying, 121
 deleting, 123
 drawing, 117
 fill colors, 126
 fill patterns, 126
 flipping objects, 132
 importing, 113
 mirroring objects, 132
 moving, 115
 rotating, 134
Scrapbook, 111
 sizing, 115
 undoing changes, 134
group
 objects, 138

I

inserting new slides, 56

J

justifying text, 90

L

layout
 changing slide layout, 69
layouts, 37
line spacing, 91
lines
 changing properties, 129

M

master
 changing the slide master,
 65
masters, 37
mirroring graphic objects,
 132
moving text, 62
moving text areas, 52

N

navigating, 13

O

object, 81
objects
 selecting and deselecting,
 17
omitting pages

screen show, 159
opening a slide show, 4

P

PerfectExpert, 11
predesigned project, 33
presentation
 graphical, 3
presentations
 closing, 26
 navigating, 13
 opening, 4
 saving a slide show, 23

R

rearranging slides, 59
rotating graphic objects, 134
rulers
 displaying, 116

S

saving a presentation, 23
saving a slide show, 23
Scrapbook
 inserting clipart, 111
screen show
 running, 149
 starting, 149
selecting objects, 17
sizing text areas, 52
slide
 background, 67
 changing slide layout, 69
 master, 65
Slide Outliner view
 entering text, 49
slide show
 creating, 33
 layouts, 37
 masters, 37
 opening, 4
 using predesigned
 projects, 33
slides
 adding new slides, 56
 deleting, 60
 duplicating, 59
 rearranging, 59
spacing
 changing line spacing, 91
speaker notes, 54
 deleting, 54
starting Corel Presentations,
 3



T

- text
 - adding text boxes, 43
 - adding text lines, 43
 - bulleted lists, 45
 - copying, 62
 - editing, 41
 - entering, 40, 41
 - entering in Slide Outliner view, 49
 - justifying, 90
 - moving, 62
 - placeholder text, 40
- text areas
 - deleting, 51
 - moving, 52
 - sizing, 52
- text box, 43
- text line, 43

U

- undoing changes, 96
- ungroup, 138
 - objects, 138

V

- views, 15
 - changing, 15

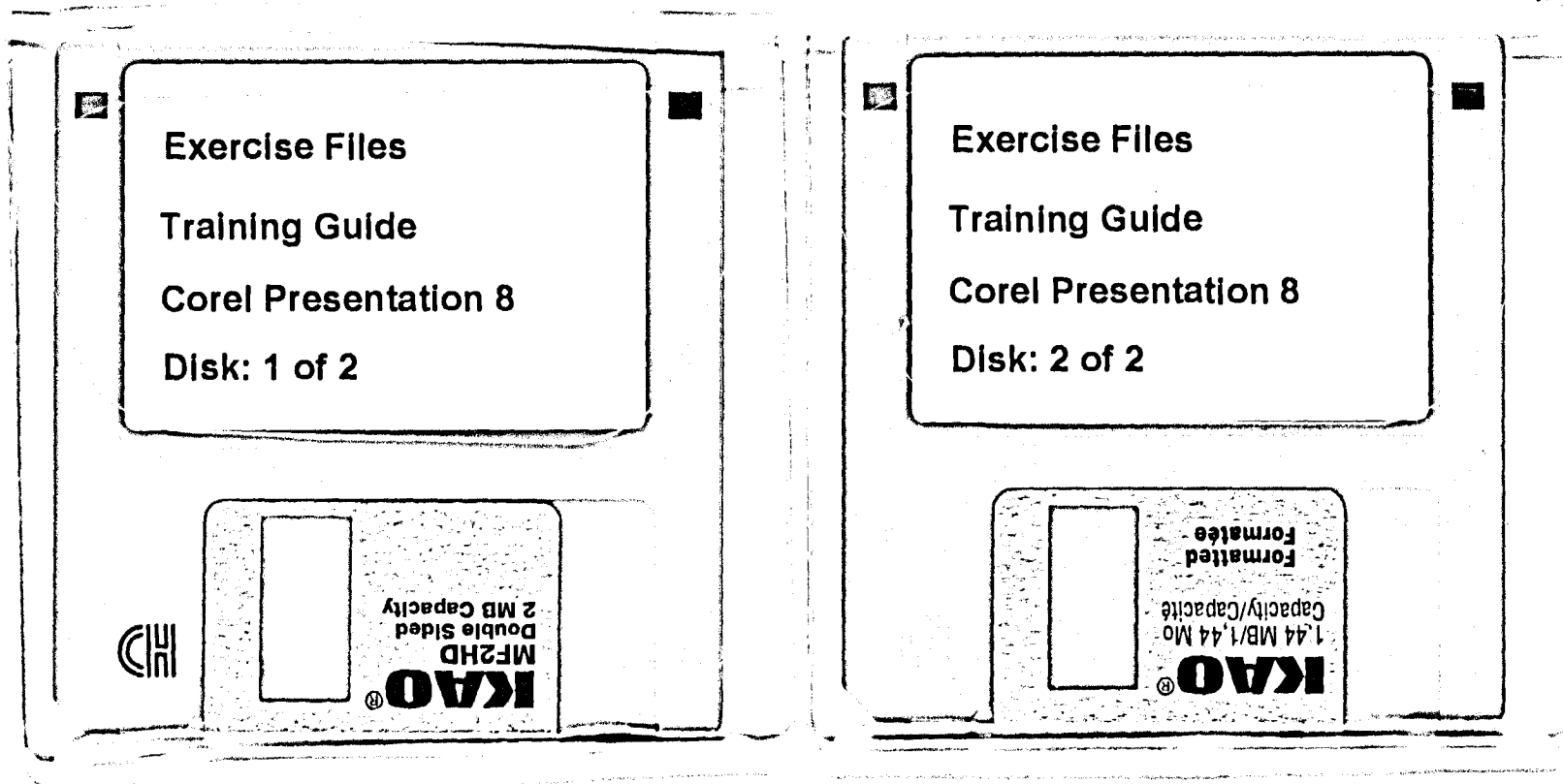
W

- window elements, 7

Z

- zoom level, 20

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