

# **Microsoft Office 2010: Advanced Q&As – PowerPoint**

## **Chapter 5**

**Can I track my changes in PowerPoint as I can in other Office 2010 products, such as Word 2010? (PPT 270)**

No. To detect differences between your presentation and another presentation, you must merge the files.

**If several reviewers have made comments and suggestions, can I merge their files, too? (PPT 271)**

Yes. Repeat Steps 1 and 2. Each reviewer's initials display in a color-coded comment box.

**How do I distinguish between the comment markers and the change markers? (PPT 275)**

The comment markers are horizontal rectangles followed by the reviewer's initials and a number; the change markers are vertical rectangles with a pencil overlay.

**Why does the number 1 display after the commenter's initials? (PPT 275)**

The number indicates it is the first comment the reviewer inserted.

**Can I read the comment without clicking the comment marker on the Details tab? (PPT 275)**

Yes. You can mouse over or click the comment marker on the slide.

**Why should I not delete Mary Halen's fourth comment? (PPT 276)**

Mary indicates that she added a transition and changed the presentation theme. You have not accepted her changes yet, so you do not know if you agree with her modifications. You will respond to her question after you have made the changes.

**Why does a check mark appear in the Theme (1 – 3) change marker? (PPT 277)**

The check mark indicates you have applied the proposed change.

**Can I select any combination of the check boxes to modify the text in the rectangle? (PPT 278)**

Yes. Click the individual check boxes to preview the reviewer's modifications.

**Could I have deleted the slide by clicking the Inserted Slide 5 check box to remove the check mark? (PPT 281)**

Yes.

**Why do my initials and name differ from those shown in the figure? (PPT 281)**

The initials and name reflect the information that was entered when Microsoft Office 2010 was installed on your computer.

**Can I move the comment on the slide? (PPT 282)**

Yes. Select the comment and then drag it to another location on the slide.

**Which changes are discarded? (PPT 283)**

You did not apply the size and position change to the Windstorms rectangle on Slide 1, and you did not insert Mary's proposed Slide 5.

**What are the two Browse options shown? (PPT 285)**

If the desired slides are in a Slide Library, you would click Browse Slide Library to select individual slides that you want to use. The slides you need, however, are on your Data Files for Students, so you need to click Browse File.

**Can I insert all the slides in the presentation in one step instead of selecting each one individually? (PPT 286)**

Yes. Right-click any thumbnail and then click Insert All Slides.

**What if the file is not on a USB flash drive? (PPT 286)**

Use the same process, but select the drive containing the file.

**What would happen if I did not check this box? (PPT 287)**

PowerPoint would change the formatting to the characteristics found in the Pushpin theme.

**Can I change the starting slide number? (PPT 290)**

Yes. The first slide number is 1 by default. To change this number, click the Page Setup button (Design tab | Page Setup group) and then click the 'Number slides from' up button (Page Setup dialog box).

**What are the black boxes in the Preview area? (PPT 290)**

The black box in the left footer placeholder indicates where the footer information will appear on the slide; the black box in the right footer placeholder indicates where the date and time information and the page number will appear.

**What if I want the current date and time to appear? (PPT 290)**

Click the Update automatically option in the 'Date and time' area.

**When would I click the Apply button instead of the Apply to All button? (PPT 290)**

Click the Apply button when you want the slide number to appear only on the slide currently selected.

**Can I also change the default slide orientation from Landscape to Portrait? (PPT 293)**

Yes, but all slides in the presentation will change to this orientation. You cannot mix Portrait and Landscape orientations in one presentation. If you need to use both orientations during a speech, you can use a hyperlink to seamlessly jump from one slide show in Landscape orientation to another in Portrait orientation. Hyperlinks are discussed in Chapter 6.

**Why do I want to open this presentation? (PPT 296)**

It is best to use the final.pptx version of the presentation to complete the remaining tasks in this chapter.

**What if I want to add more files to the CD? (PPT 298)**

Click the Add button and then locate the files you want to write on the CD.

**What is the purpose of the Copy to Folder button? (PPT 299)**

If you are copying your presentation to a folder on a network or on your storage device instead of on a CD, you would click this button.

**Why does this Compatibility Checker dialog box display? (PPT 301)**

PowerPoint is alerting you that the older file version will not keep some of the features used in the presentation. You will learn more about the Compatibility Checker in the next section of this chapter.

**Why do I want to open this presentation instead of using the current file? (PPT 301)**

The current file is saved in a previous version of PowerPoint, so some features are not available when you run the final version of the slide show. It is best to use the more current version of the presentation to complete the remaining tasks in this chapter.

**Why do the numbers 1, 1, and 6 display in the Occurrences column in the right side of the Summary area? (PPT 302)**

The Compatibility Checker found one shape and one SmartArt graphic in your presentation that cannot be edited in previous versions. These graphics will be converted to bitmap images in older versions, so they cannot be ungrouped and modified. In addition, the Vortex transition applied to all six slides will not display if the presentation is opened with any previous version of PowerPoint.

**What happens if I click the Help links in the Summary area? (PPT 303)**

PowerPoint will provide additional information about the particular incompatible slide element.

**What information does the Document Inspector check? (PPT 304)**

This information includes text in the Document Information Panel, such as your name and company. Other information includes details of when the file was last saved, objects formatted as invisible, graphics and text you dragged off a slide, presentation notes, and e-mail headers.

**Should I also remove the document properties and personal information? (PPT 305)**

You might want to delete this information so that no identifying information is saved.

This information includes text that displays in the Document Information Panel, such as your name, course number, and keywords.

**Why do dots appear instead of the characters I typed? (PPT 306)**

PowerPoint does not display the actual letters and numbers for security reasons. In the next step, you are prompted to reenter the characters to ensure you pressed the desired keys.

**What if I forget my password? (PPT 307)**

You will not be able to open your file. For security reasons, Microsoft or other companies cannot retrieve a lost password.

**When does the password take effect? (PPT 307)**

You will need to enter your password the next time you open your presentation.

**Can I turn off this read-only status so that I can edit the file? (PPT 309)**

Yes. Click Mark as Final in the Permissions menu to toggle off the read-only status.

**What would have happened if I had clicked the Signature Services from the Office Marketplace button instead of the OK button? (PPT 310)**

You would have been connected to the Microsoft Office Marketplace, which is the same process that will occur if you click the 'Get a digital ID from a Microsoft partner' option button.

**Why would a company want to add a digital signature to a document? (PPT 311)**

The publisher, who is the signing person or organization, is trusted to ensure the source and integrity of the digital information. A signature confirms that the file contents have not been altered since it was signed.

**Can I remove a digital signature that has been applied? (PPT 311)**

Yes. Point to a signature in the Signatures task pane, click the list arrow, click Remove Signature, click the Yes button, and then, if necessary, click the OK button.

**If I clicked the Keep button in error, can I later discard the annotations? (PPT 314)**

Yes. Display the slide, click the annotation line to select it, and then press the DELETE key.