Adding Formatting Effects

Applying Themes

Give your document a consistent, professional look by applying standard sets of colors, fonts, and fill effects called themes. Themes can be customized to match corporate styles, saved for future use, and shared among colleagues.

To apply a theme: click the Page Layout tab, and then click Themes. Move your mouse over the different themes in the list and your worksheet will preview the current theme. Click on a theme to select it.

To modify an existing theme: click the Page Layout tab, and then click either Colors, Fonts, or Effects in the **Themes** group.

To save a theme: click the Page Layout tab, and then click Themes ▶ Save Current Theme.

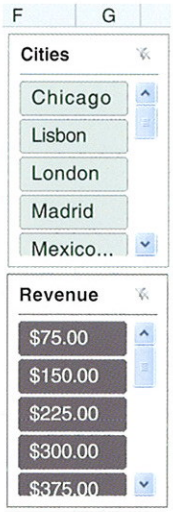
Conditional Formatting

Conditional formatting adds color, icons, and other formatting to cells based on their values. For example, you can set high values in a column to be displayed in green while low values are red.

1. Select the cells you want to format and, under the Home tab, click Conditional Formatting in the **Styles** group.
2. Choose an option from the **Data Bars**, **Color Scales**, or **Icon Sets** group.

Slicers

Slicers are visual filters that can be attached to PivotTables, PivotCharts, and other data sources.



1. Select the data (*e.g.* PivotTable) the slicer will be linked to. Under the Insert tab, click Slicer in the **Filter** group.
2. In the **Insert Slicers** dialog box, check the box ☑ beside each field you want to create a slicer for. Click **OK**.
3. In the slicer box, click a button to filter the data (show only the selected field). You can hold CTRL or SHIFT while clicking to select multiple buttons.

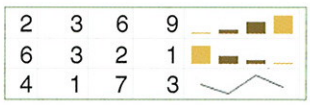
To remove a slicer filter: click the Remove Filter icon in the slicer box.

To edit slicer properties: right-click the slicer and choose Slicer Settings from the menu. Make changes as needed and click **OK**.

To delete a slicer box: right-click the slicer box and choose **Remove <Name>** from the menu.

Sparklines

Sparklines are mini-charts that are embedded in individual cells. Unlike Excel charts, Sparklines usually appear inside a data table. They serve as a quick visual reference for data relationships and trends.



To insert a sparkline: select the range of data the sparkline will represent. Under the Insert tab, choose a sparkline type (*e.g.* Line, Column) from the **Sparklines** group. In the **Create Sparklines** dialog box, specify a **Location Range** where the sparkline will be placed, or use the mouse to select destination cell(s). Click **OK**.

To format a sparkline: select the sparkline. Under the Design tab, use the options in the **Show** group and **Style** gallery to make changes as desired.

To remove a sparkline: right-click the sparkline and choose Sparklines ▶ Clear Selected Sparklines.

Creating and Customizing Charts

Charts are now easier to create and customize. Select your data range and choose a chart style from the Ribbon to quickly insert a chart.

To create a chart: select the range of data on which to base your chart. Click the Insert tab and select the appropriate chart for your data from the **Charts** group.

To add a title to a chart element: select the chart, then under the Layout tab, in the **Labels** group, choose the appropriate element. Click the inserted text box to add text.

To change the layout of a chart: select the chart, then under the Design tab, select an appropriate layout from the **Chart Layouts** group. To view more chart options, click ▾.

To change the format elements of a chart: select the chart element you wish to change, click the Format tab and make your changes.

Viewing, Protecting and Saving Worksheets

Making Changes to Worksheets in Page Layout View

The new Page Layout view allows you to see how your worksheet will print and to make final layout changes to your document.

To switch to Page Layout view: under the View tab, click Page Layout in the **Workbook Views** group. Alternatively, click the Page Layout view icon on the status bar at the bottom-right of the worksheet.

To hide or display the rulers: in Page Layout view, under the View tab, in the **Show** group, check ☑ or clear ☐ the **Ruler** box.

To add a header or footer: in Page Layout view, use the clickable sections (*e.g.* Click to add header) on the main pages. Alternatively, under the Insert tab, in the **Text** group, click Header & Footer. The pointer is automatically placed inside the header text box; to switch to the footer text box, click Go to Footer.

Protecting Your Worksheets

Before sharing a worksheet with others, you can set restrictions to prevent them from making unwanted changes, or check for hidden personal information.

To protect cells against changes: under the Review tab, click Protect Sheet. Check the **Protect worksheet and contents of locked cells** box ☑, and then check the boxes beside the actions you want users to be able to perform. Type a password and click **OK**. Retype the password and click **OK**.

To protect worksheets against deletion: under the Review tab, click Protect Workbook ▶ **Protect Structure and Windows**. Check the **Structure** box ☑, and then type a password and click **OK**. Retype the password and click **OK**.

To scan the document for personal information that may be hidden from view: click File ▶ Info ▶ Inspect Document. If prompted to save your document, click **Yes**. In the **Document Inspector** dialog box, check or clear the boxes beside the document inspection options, and then click Inspect. If necessary, click Remove All beside found items.

Saving Worksheets as a PDF

Save your Excel worksheets and workbooks as Portable Document Format (PDF) files to share with other people who may not have Excel or a compatible spreadsheet program on their computers.

To save a worksheet as a PDF: press CTRL+S or click File, then click Save As. Type a file name if needed, and choose a location to save the file to. Select **PDF (*.pdf)** from the **Save as type** drop-down menu and click Save.

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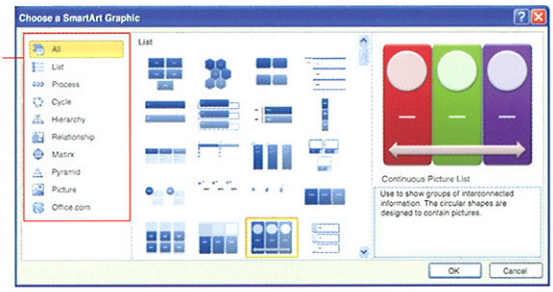
Enhancing Presentations with SmartArt

Use SmartArt templates to create organizational charts and diagrams, and to reflect slide concepts and themes.

To insert a new SmartArt graphic:

1. Under the Insert tab, in the **Illustrations** group, click SmartArt.
2. In the **Choose a SmartArt Graphic** dialog box, choose a category, then click on any SmartArt thumbnail to see a description on the right.

Click a category to filter SmartArt options. Select an option and click OK to insert it.



3. Click **OK** to insert the selected SmartArt graphic.
4. Click the placeholders to enter text, or click the arrows on the left side of the graphic to display the text entry pane.
5. Use the SmartArt Tools Design and Format tabs to format your graphic.

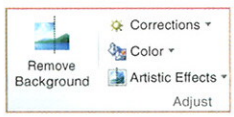
To add shapes to a SmartArt graphic: select a shape in the graphic. Then, under the SmartArt Tools Design tab, in the **Create Graphic** group, click the Add Shape drop-down arrow and choose an option from the menu.

To change the colors of a SmartArt graphic: select the SmartArt graphic. Under the SmartArt Tools Design tab, in the **SmartArt Styles** group, click Change Colors. Click an option in the gallery to select it.

To remove changes made to the SmartArt graphic: under the SmartArt Tools Design tab, click Reset Graphic.

Working with Graphics

Image Correction and Manipulation



Select the image and do any of the following:

To change image sharpness, brightness and contrast: under the Picture Tools Format tab, in the **Adjust** group, click Corrections ▶ Picture Corrections Options, located at the bottom of the menu. In the **Format Picture** dialog box, use the sliders to adjust the amount of sharpness, brightness and contrast applied, using your image to view changes in real time.

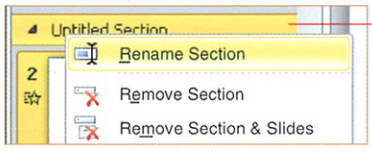
To change color saturation or tone, or to recolor an image: under the Picture Tools Format tab, in the **Adjust** group, click Color ▶ Picture Color Options. In the **Format Picture** dialog box, use the sliders to adjust **Color Saturation** and **Color Tone**. Alternatively, click in the **Recolor** section and choose an available option.

Tip: If necessary, click Reset to revert the image back to its original color.

Slide Sections

Use sections to group related slides for easier navigation through your presentation. Use either Slide Sorter or Normal view to see slide sections.

To add a section: in Slide Sorter or Normal view, right-click between slides and choose Add Section. Right-click the section divider and choose **Rename Section**. Name the section and click Rename.



To reorganize or remove a section: right-click the slide section header, then choose the appropriate option from the menu.

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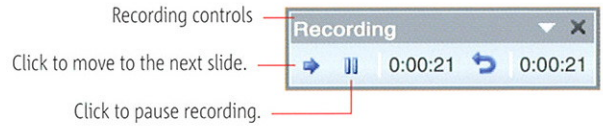
Saving Your Presentation as a Video

Save your presentation as a Windows Media Video (.wmv) file for digital distribution to colleagues and clients.

Recording Voice Narration and Comments

To add narration to a presentation:

1. With your presentation open, under the Slide Show tab, in the **Set Up** group, click the Record Slide Show drop-down arrow and choose either **Start Record from Beginning** or **Start Recording from Current Slide**.
2. In the **Record Slide Show** dialog box, click Start Recording.



3. To end the recording, right-click the slide and choose **End Show**. Use the **Slide Sorter** view to see the timing for each slide.

To preview a narration: in **Normal** view, mouse over the sound icon on a slide and click ▶. Or, under the Playback tab, click Play in the **Preview** group.

Saving Your Video Presentation

To save your presentation as a video:

1. Click File ▶ Save & Send ▶ Create a Video.
2. Click Computer & HD Displays and choose the appropriate display type depending on the video's intended use.

Tip: The timings for each slide were determined automatically if narration was added to your presentation, but you can also set them here. Select Use Recorded Timings and Narrations and Don't Use Recorded... from the drop-down menus, then set a new time in the **Seconds to spend on each slide** box.

3. Click Create Video. Name the file, select the folder you want to save it in and click Save.

Web Broadcasting

Broadcasting your presentation over the internet lets others view your presentation in real time directly in their web browsers. The PowerPoint Broadcast Service is open to anyone with a Windows Live ID, making it convenient for those outside of your organization.

To broadcast your presentation online: under the Slide Show tab, click Broadcast Slide Show. Follow the steps to start your presentation and receive a web URL to send to your audience. When you have finished presenting, press ESC to exit Slide Show view, then click End Broadcast.

Using Presenter View

You can run your presentation using two monitors: one for the audience, and another in Presenter view to display thumbnails and speaker's notes.

Under the Slide Show tab, in the **Monitors** group, check the **Use Presenter View** box. In the Show On drop-down menu, select the monitor you want to display to your audience. Your second monitor will display in Presenter view.

Marking a Presentation as Final

Marking presentations as final makes them read-only, and disables editing and proofing. Choose File ▶ Info ▶ Protect Presentation ▶ Mark as Final. Click **OK** to confirm. The Marked as Final icon will display in the status bar.