



Microsoft PowerPoint 2003: Comments and Reviewing Presentations

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Activity 1 – Working with Comments

Creating Comments

Insert Comments by choosing **Insert>Comment**. Comments can be edited, repositioned on a slide and deleted.

Exercise 1: Inserting comments

1. **Open the “DraftPres.ppt” file in the “Master-Template-Reviewing Training Files” folder on the desktop.**
2. **Choose Insert>Comment.**
3. **Type:** Tom, please enter your department’s top three accomplishments.
4. Click away from the comment.

5. **Double-click** on the comment to open it up.
6. **Select the text:** Tom.
7. **Type:** Everyone.
8. Click away from the comment.

9. **Move the comment icon** to the right of the “Click to add text” line by clicking and dragging the icon.
10. **Choose Insert>Comment.**
11. **Type:** Rob, please suggest a design for this slide.
12. Click away from the Comment.

13. **Select the Rob comment** by clicking on it once.
14. **Press Delete.**
15. Close the File without saving.

Activity 2 – Sending a Presentation for Review

The Review Process:

1. The original presentation creator saves a master copy of the presentation.

2. The original creator saves a uniquely named copy of the master for each review team member.
3. The original creator delivers the draft copies to the members of the review team. (via e-mail)
4. The review team members review the presentation by making changes to their copies.
5. The review team members save their changes, and return their now reviewed copies to the creator.
6. The creator opens the master copy of the presentation and merges the team's reviewed copied into it.
7. The creator reviews the merged master copy by rejecting and accepting the team's suggested changes.
8. Once the merged master copy review is complete, the creator ends the review and then saves the merged master copy as the final version of the presentation.

Exercise 1: Creating a master presentation and copies for review

1. **Open the "DraftPres2.ppt" file in the "Master-Template-Reviewing Training Files" folder on the desktop.**
2. **Choose File>Save As.**
3. In the Save As dialog box, **navigate** to the My Documents folder.
4. **Type:** DraftPres_master as the name of the presentation.
5. Click Save.

6. **Choose File>Save As.**
7. In the Save As dialog box, **navigate** to the My Documents folder.
8. **Click** the Create New Folder button.
9. Name the new folder: **DraftPres Copies.**
10. In the File Name text box, **type:** DraftPres_Tom, as the name of the review copy.
11. **Click Save.**
12. **Repeat steps 6 – 11** to create review copies for: Sally, Rob, and Gloria.
13. You should have 4 copies total in your "DraftPres Copies" folder.

Exercise 2: Merge the revised copies

1. **Open the "DraftPres_master.ppt" file** in the My Documents folder.
2. **Choose Tools>Compare and Merge Presentations.**
3. In the "Choose Files To Merge With Current Presentation" dialog box, **navigate** to the "Master-Template-Reviewing Training Files" folder on the desktop.
4. **Open the "Completed Reviews" folder.**
5. **Select the DraftPres_Gloria.ppt** file in the list.
6. **Press and hold the Shift key** and select DraftPres_Tom.ppt file which is the last file in the list. All of the PowerPoint files should now be selected.
7. **Click the Merge button.**
8. In the warning dialog box, **click "Continue"** to confirm that the currently open document is your unrevised master.
9. In the **Revisions pane**, from the **Reviewers drop-down list**, **display the list of reviewers** by clicking on the drop-down arrow.

10. Choose **File>Close**.
11. Click **No** to not save the changes.

Exercise 3: Apply Reviewer Changes

1. Open the **“DraftPres_merged.ppt”** file in the **“Master-Template-Reviewing Training Files”** folder on the desktop.
2. In the **Revisions** pane, **click on the Gallery tab** and scroll through the reviewer list to see which slides the reviewers made changes to.
3. Enlarge the Revisions pane so you can see the changes legibly by clicking and dragging the **left border** of the Revisions pane to the left
4. On the **Gallery** tab, above Tom’s slide review, **check the purple check box** next to Tom’s name.
5. On the **Gallery** tab, above Gloria’s slide review, **check the red check box** next to Gloria’s name. (**Note:** Checking the check box above a person’s name inserts all of the changes that person made.)

6. Select the **List** tab in the Revisions pane and **select the “Text 2” line** in the **Slide Changes** text area.
7. In the **Markup list** that appears, check the **“Inserted “Sales up in 3rd Qtr”** made by Rob.
8. In the **Markup list** that appears, check the **“Inserted “Costs down 12%”** made by Sally.
9. Click away from the list to close it. Notice the two new lines in the main slide. (**Note:** Clicking on the List tab allows you to pick and choose the changes you want to insert.)

10. On the Reviewing toolbar, **click the “End Review” button**.
11. Click **“Yes”** to the dialog message that appears.
12. **Delete the comment** in the slide by **right-clicking on it and selecting Delete**.
13. Choose **File>Close**.
14. Click **“No”** so you don’t save any changes.