Presentations

Module 6

Basics

- Open Application
- Close Application
- Close a presentation
- Opening an existing power point
- Opening multiple power points
- Create a new power point
- Saving a power point
- Saving a power point to

- another file type
- Switch between open windows
- Username
- Change default file location
- Help Function
- Zoom Tool
- Minimize/ Restore Ribbon
- Spell Check (Pg 49)

Presentation View Options

- From these views, you can create and edit your slides. These are accessed from the View tab.

1. **<u>Normal View – graphical editing</u>**
2. Slide sorter – to sort and to have an **overview of all slides**
3. Notes page view – to add notes to a particular slide
4. Slide show – runs the slide
5. **<u>Outline – the best view for editing slides</u>**

Good Practice

- Use different title for each slide to distinguish in the outline view
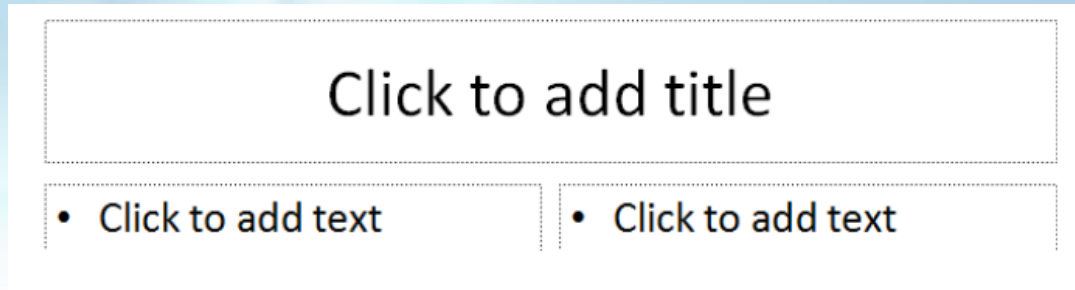- Slide Content should be numbered

Enter Slides and Layout

From **Home tab**

Be careful which layout to chose

- ✓ **Title slide: title and subtitle**

- ✓ **Title and Content: title and bulleted list**

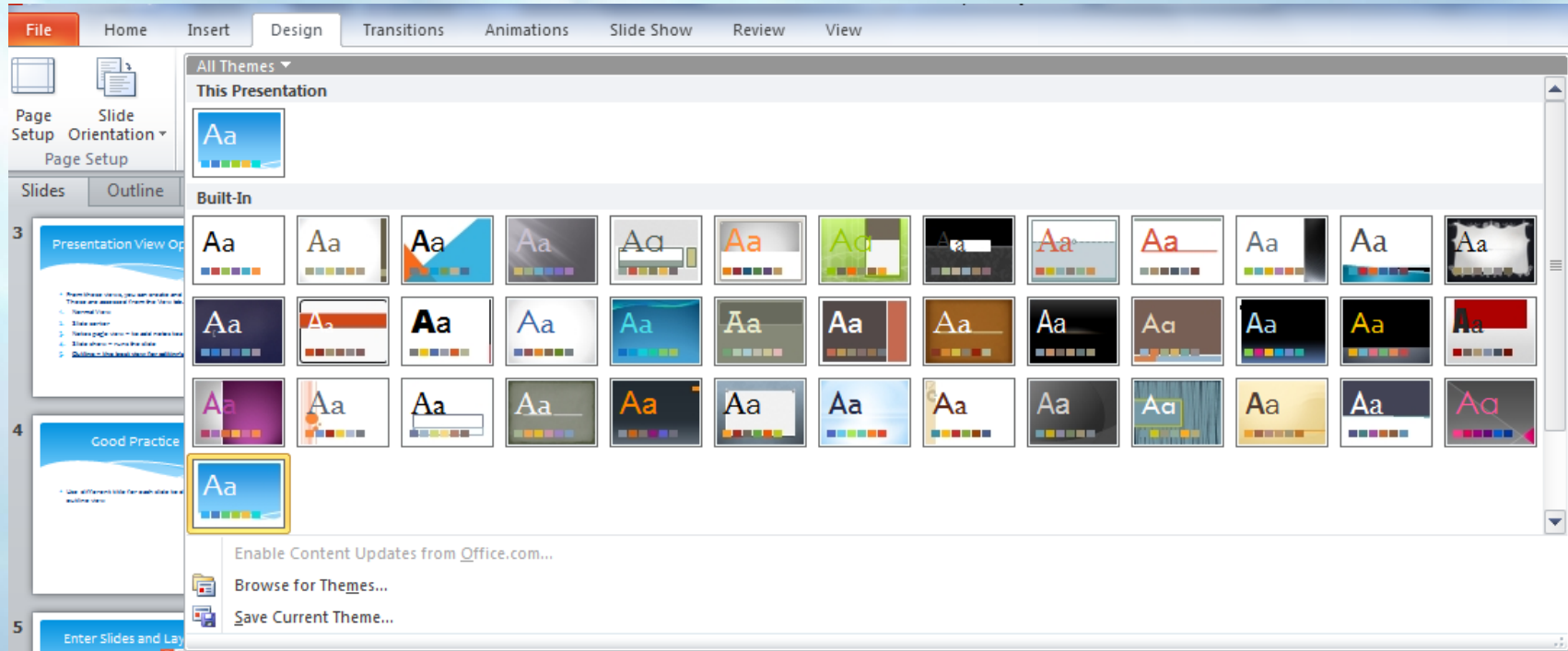- ✓ **Content and Caption: Title and text slide with chart/table/spreadsheet**
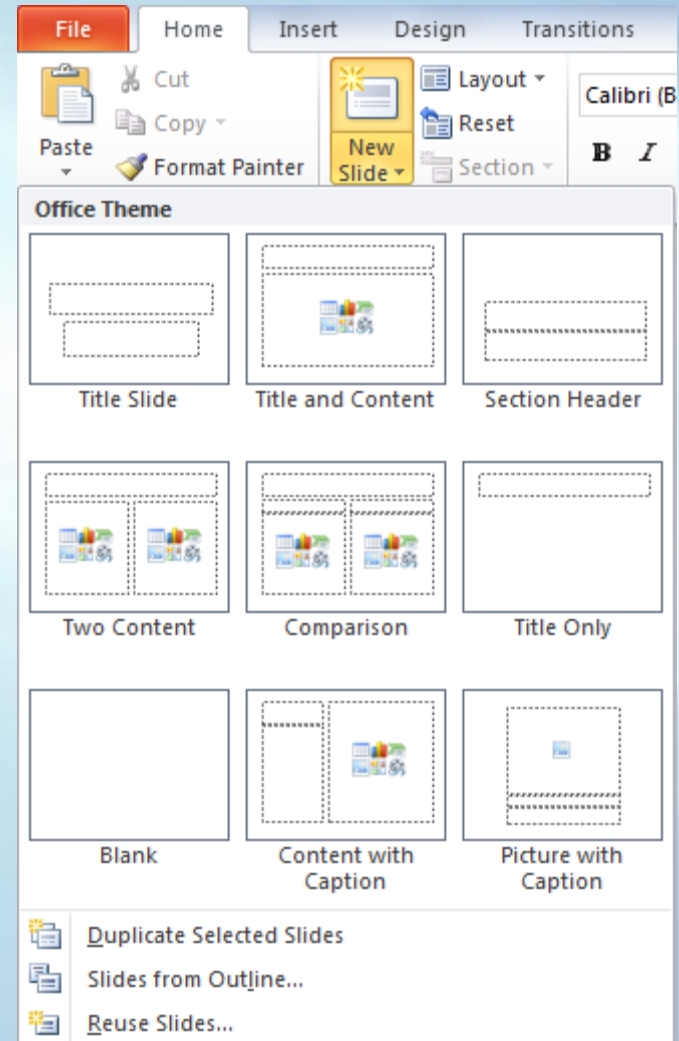
Enter Text in slide

Click to add title

- Click to add text
- Click to add text

Click in the box labelled click to add text and start writing. Power point will wrap text automatically
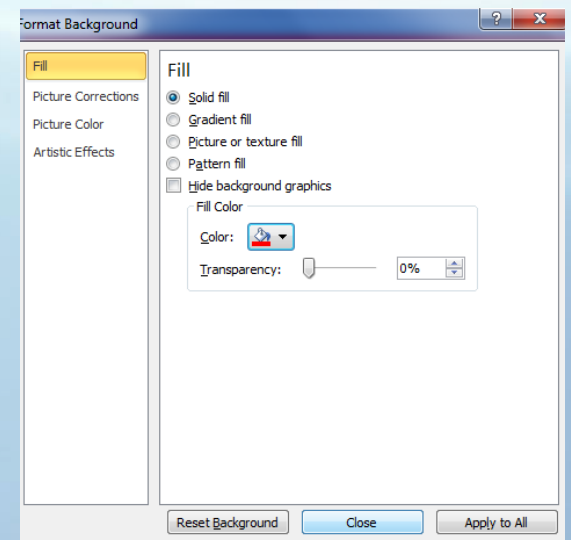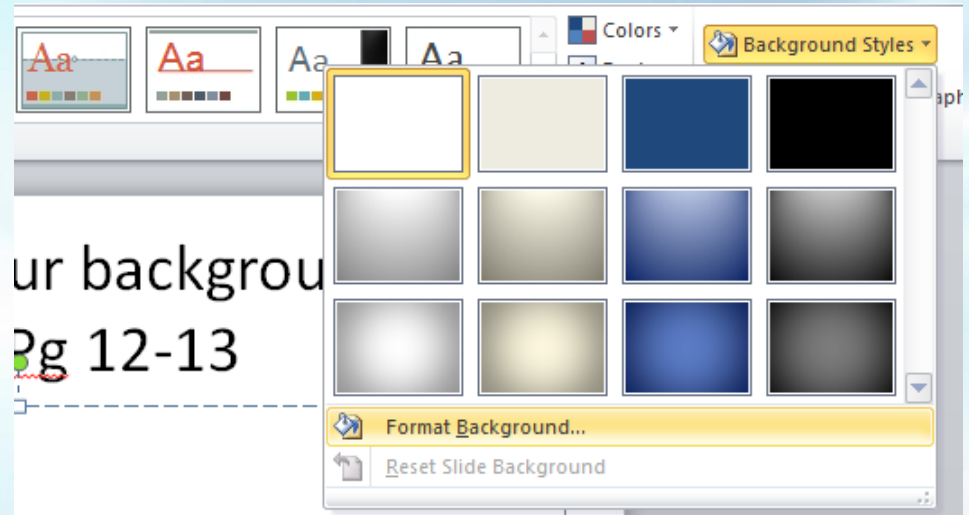
Apply Design to your Presentation

From the Design Tab choose the preferred Design

These are all built in designs
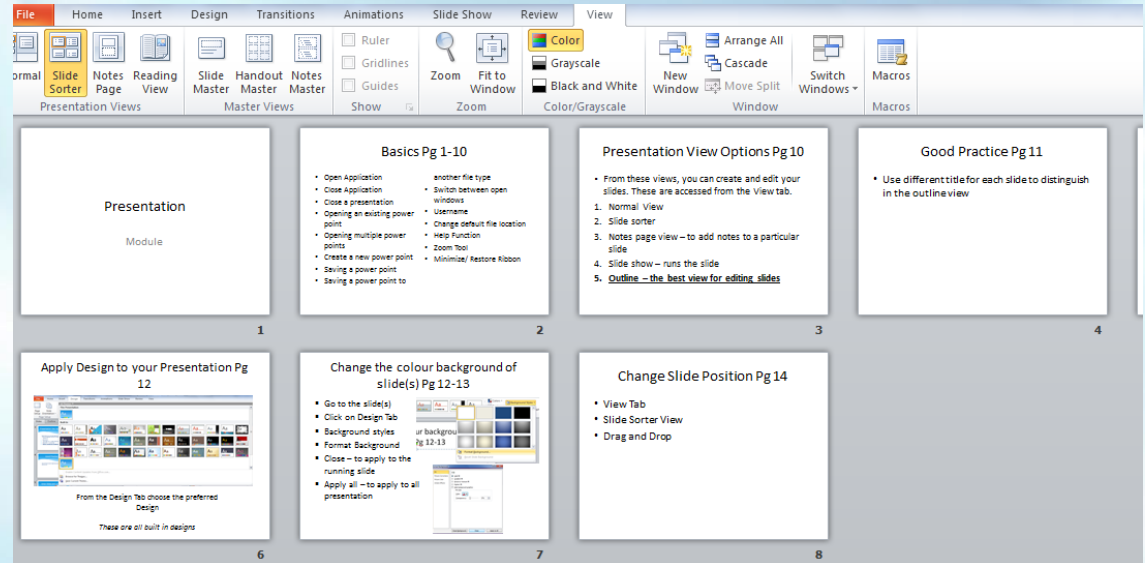
Change the colour background of slide

- Go to the slide(s)
- Click on Design Tab
- Background styles
- Format Background
- Close – to apply to the running slide
- Apply all – to apply to all presentation

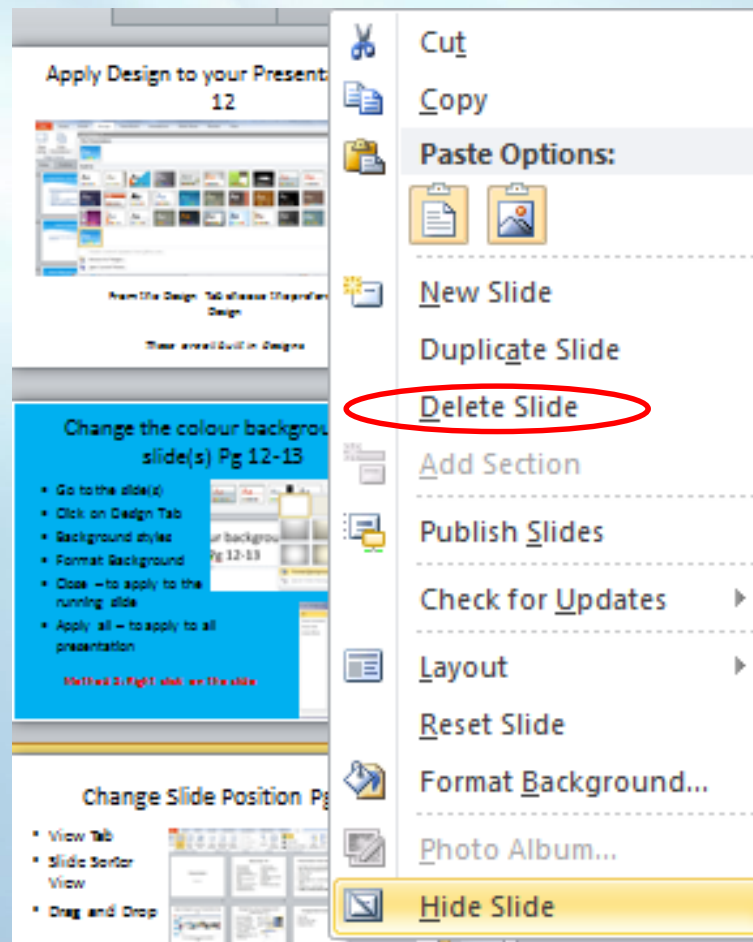**Method 2: Right click on the slide**

Change Slide Position

- View Tab
- Slide Sorter View
- Drag and Drop

Use Cut/ Copy/ Paste to move or copy to another presentation

Delete/ Hide Slide

- Right click on the requested slide

Master Slide

- View Tab
- Slide Master
- Insert Tab (picture/ shape/ clipart)
- View Tab again
- Close slide master view

Important: to apply/ DELETE/ modify from slide master always click on the FIRST slide

Enter Text into Footer of specific slides/all slides

- Insert Tab
- Header and Footer

Apply – to the selected slide

Apply all –to all slides
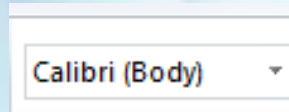
Date/ Time(left) , Slide Number(right), Footer (centre)
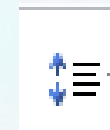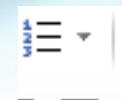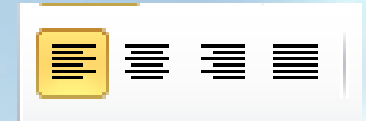
Julianne
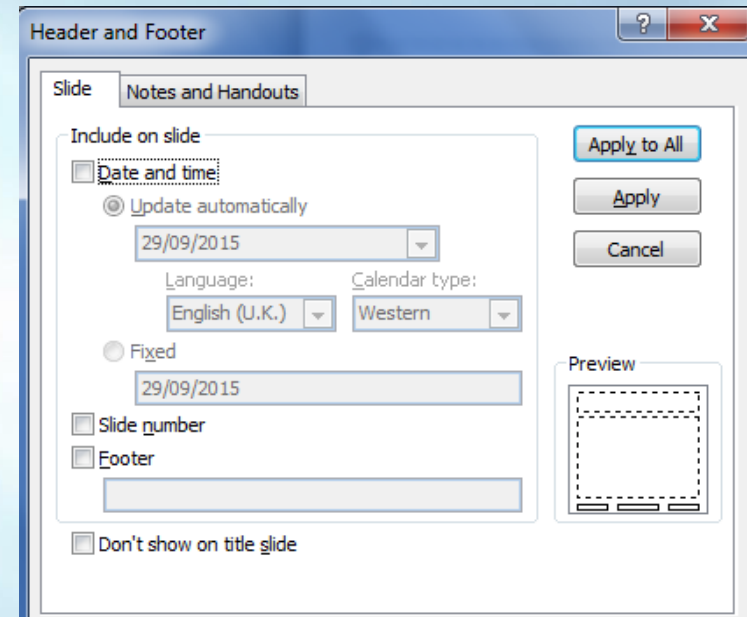
Edit text within/between Presentation

- Cut/ Copy → Paste

✓ Select text

✓ Cut/Copy from ribbon or right click menu

✓ Place the curser as requested/ desired

✓ Click on Paste

Formatting

- Font Type
- Font Size
- Bold
- Italics
- Underline
- Shadow
- Font colour
- Case changes
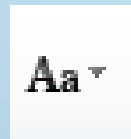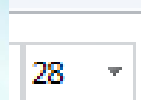
- Text alignment
- Numbered list
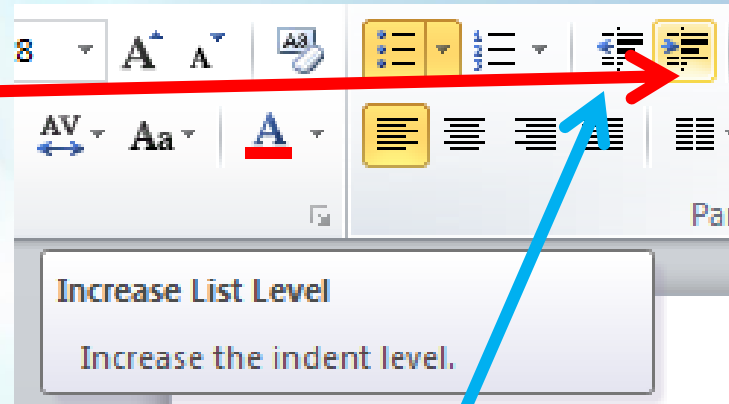- Bulleted list
- Line spacing
- Indentation
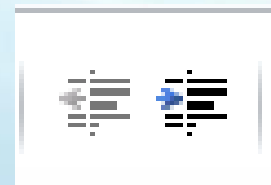
Always select text first and than format accordingly

Indent

Example:
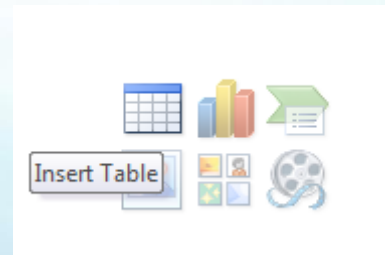- ➢ Printer
- ➢ Scanner
- ➢ Keyboard
- ➢ Mouse

Increase List Level
Increase the indent level.

Decrease Indent level

Tables

Two Methods

Method 1:

Insert Tab

Table

Method 2:

Important to have the slide layout with content with caption

For both methods define the number of rows and columns
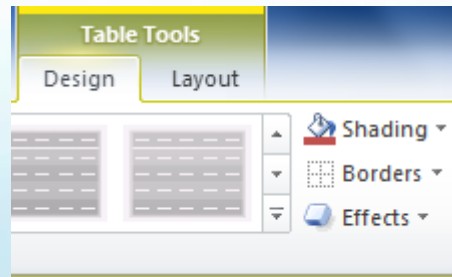
Tables Design/ Layout

Julianne				

- To insert text in a cell, click in the desired tab and star writing

Design Tab
- Background colour

Layout Tab
- Insert rows columns
- Delete rows/columns

Method 2
Right Click on the table for formatting tools
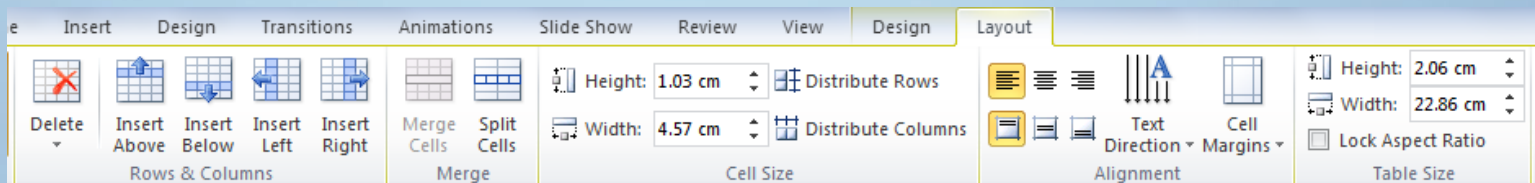
Modify Table Width

1. Rest the pointer over the column or row boundary you want to change. The pointer changes to a ⬍ or ⬌.
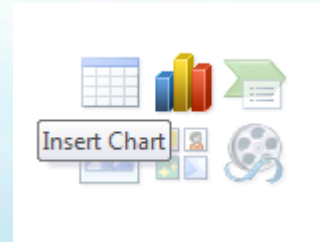
2. Drag the column or row boundary to a new location.

Charts

Two Methods

Method 1:

Insert Tab

Chart

Than choose the Chart Type

Method 2:

Important to have the slide layout with content with caption

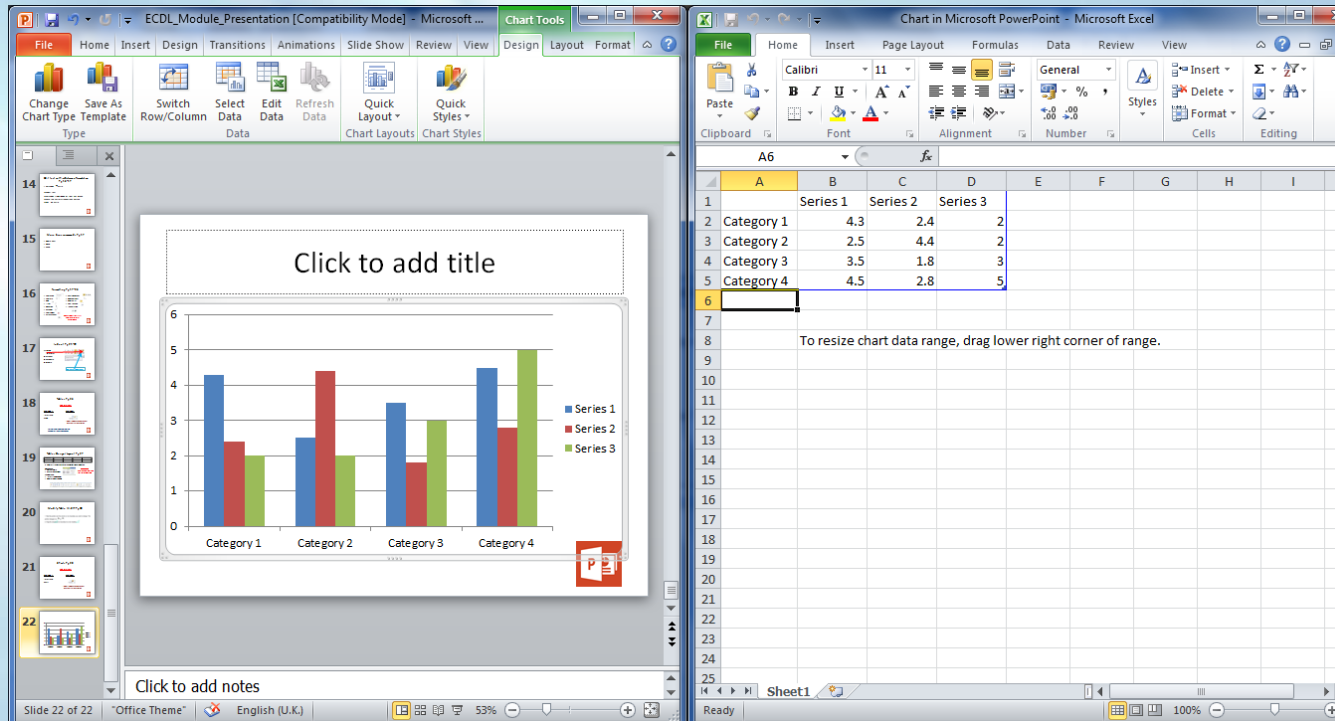# Chart Terms

- Chart Area
- Chart Plot
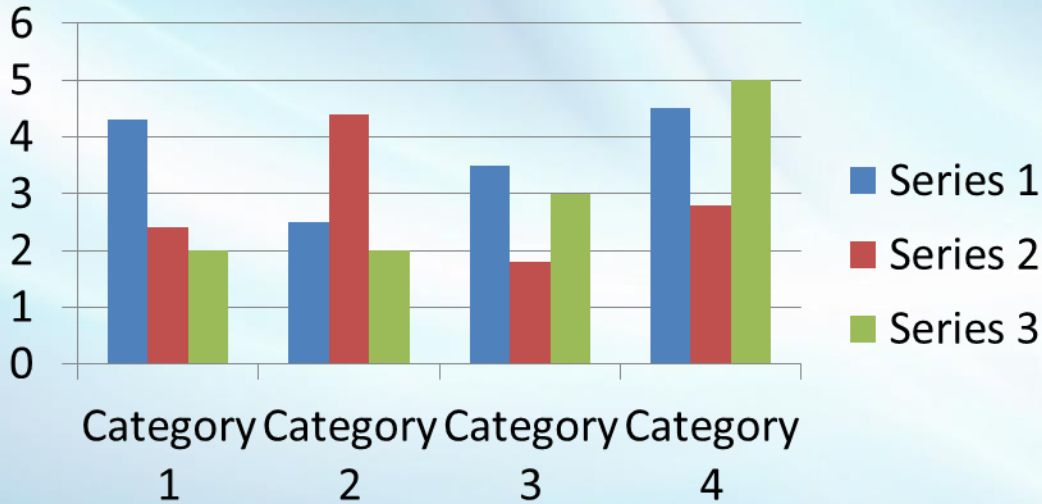- Legend
- Chart Title
- Data series
- Gridline
- Axis

Reductions

Future expenses

Food   Clothing   Shopping   Entertainment   Internet   Other

Using datasheet to create charts

Use the datasheet to replace with the existing datasheet with the information you wish to enter/ to display in the chart

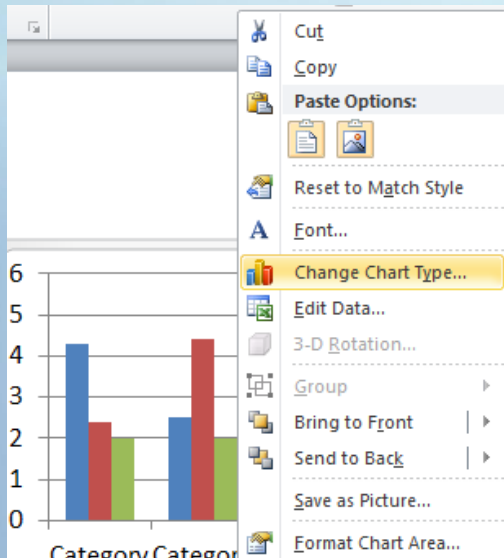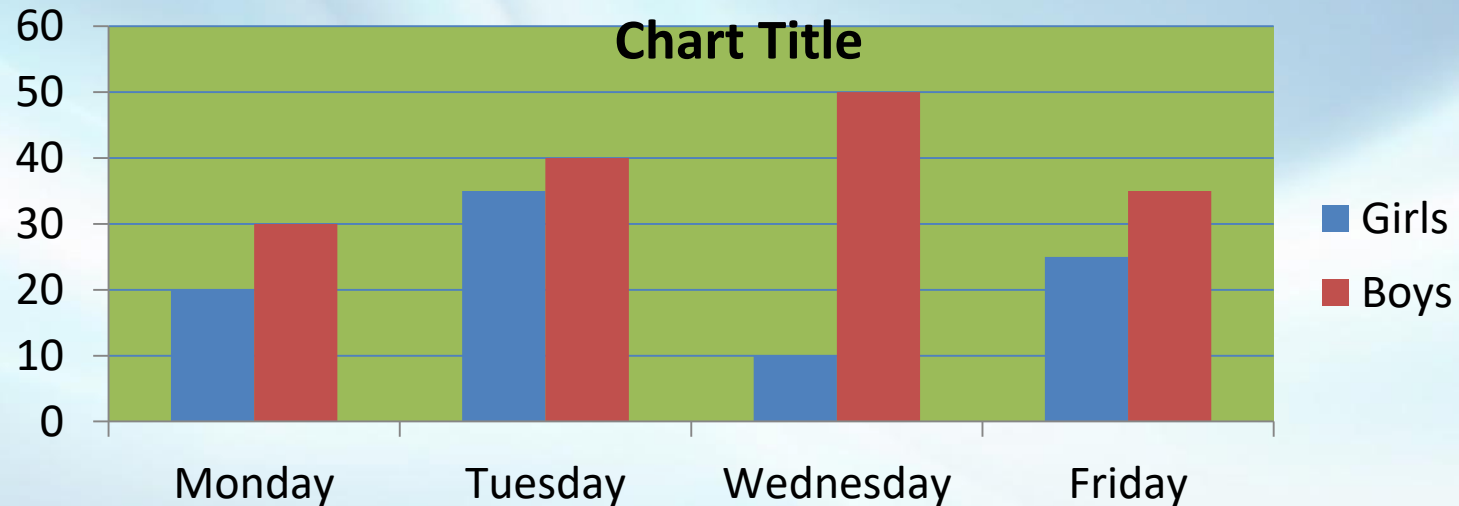# Change Chart type

Chart Title

Two Methods

Method 1:
- Right click on the chart
- Change *Chart type*

Method 2:
- Click on the table
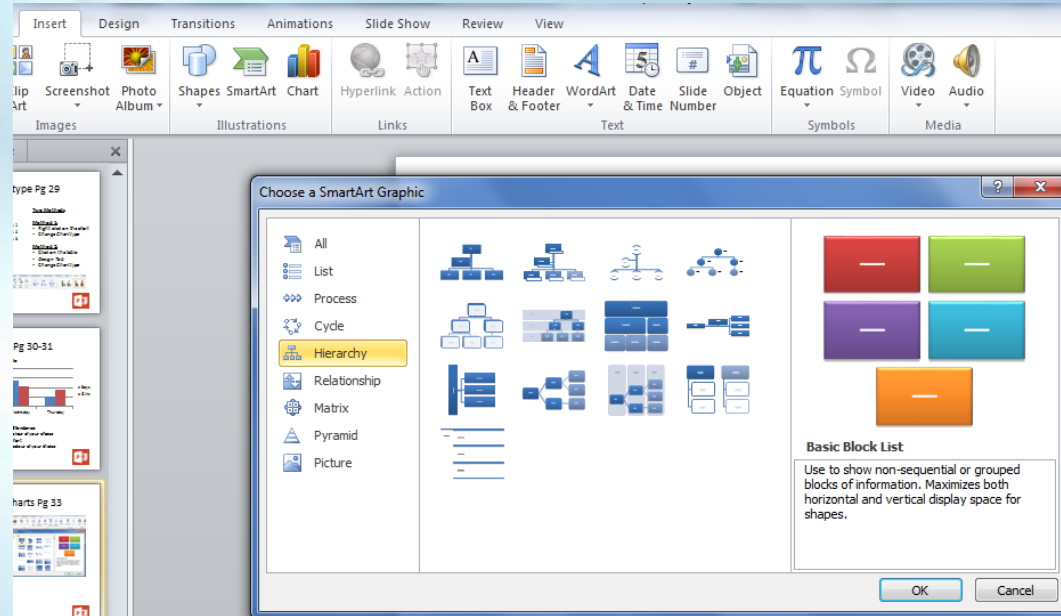- *Design Tab*
- Change *Chart type*
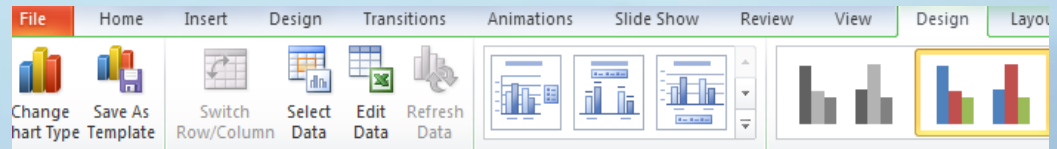
Let's Modify

- Change the Chart title to **Students' Attendance**
- Change the **Chart Background** to a colour of your choice
- Apply **Data Labels** to all bars of the chart
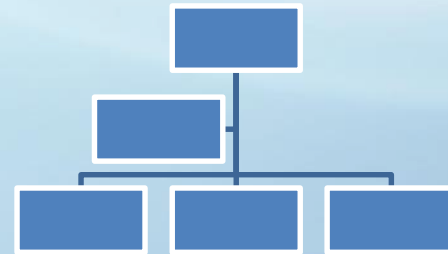- Change the girls **Column Colour** to a colour of your choice

Edit Table Labels

- Click on the Chart
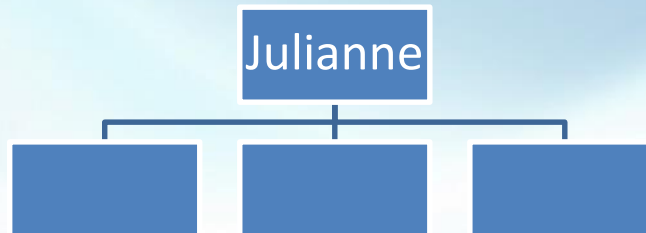
- Design Tab

- Edit data

Organization Charts

- Insert
- Smart Art

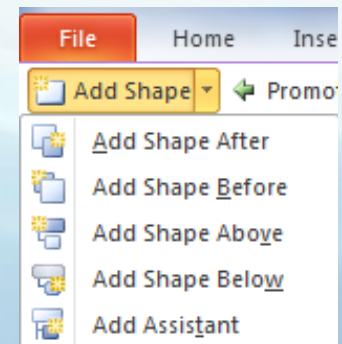Usually, in the exams asks for a **_hierarchy_**

Hierarchy Organization Chart

- Insert Text by clicking in a box and start typing
- Delete a box by selecting it and press DELETE
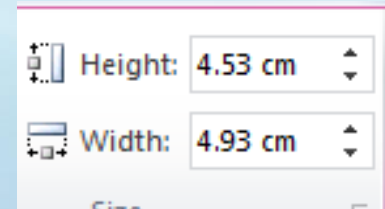- Promote (up) /Denote (down)
- Use the Add Shape

Add shape after/ before – to the same level
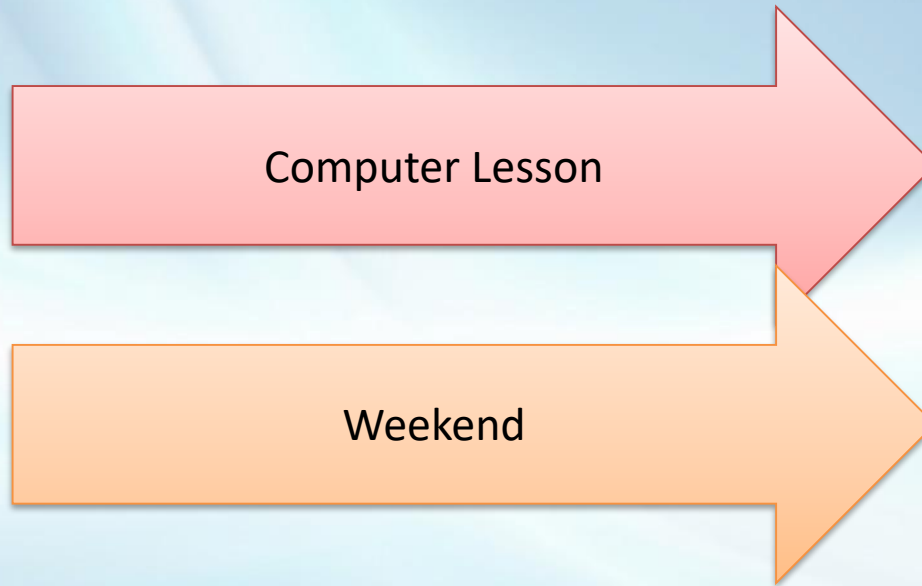
Add Assistant

Graphical Objects

- Clip Art

- Picture

- Duplicate Picture (Copy → Paste)

- Move Picture (Cut → Paste)

- Resize Picture (resizing handles/ Format Tab)

Rotation

- Flip the pink arrow with the text, Computer lesson, Horizontally – **Flip Horizontally.**
- Flip the orange arrow with the text weekend, vertically – **Flip Vertically.**
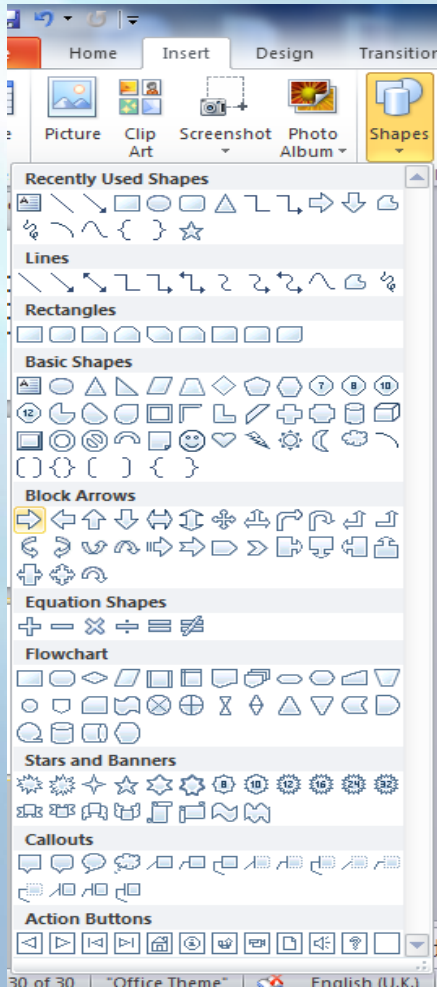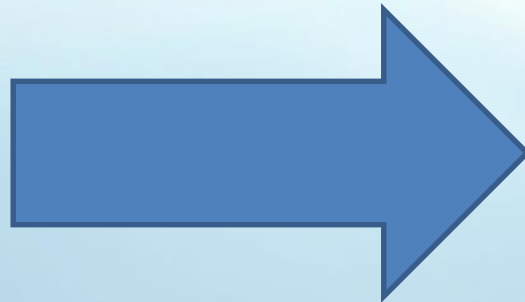
Alignment

- Centre the middle circle horizontally. It should be aligned to the slide – **Distribute Horizontally.**

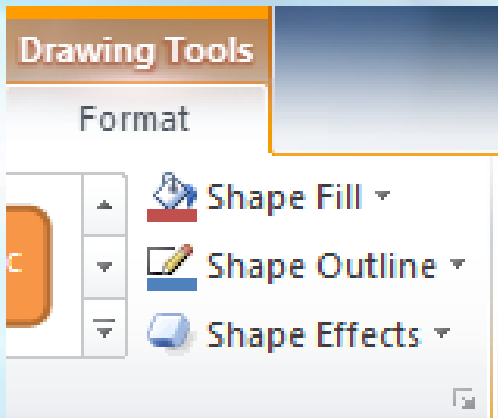- Align the middle circle **relative** to the left of the slide – **Align Left**

Setup

End of the game
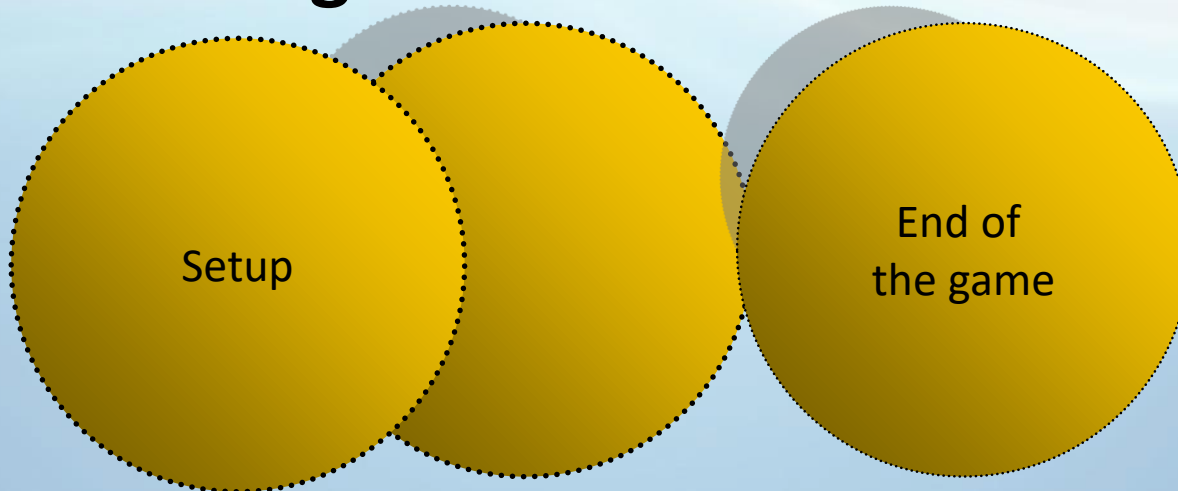
Insert Shapes

- Insert Tab
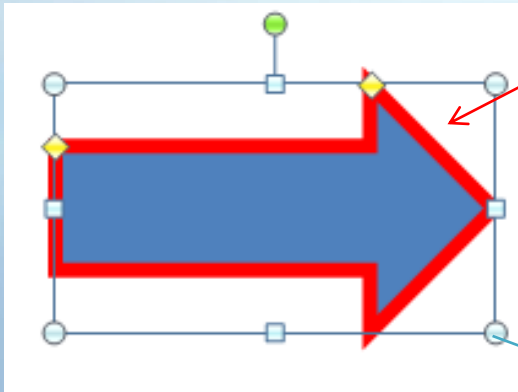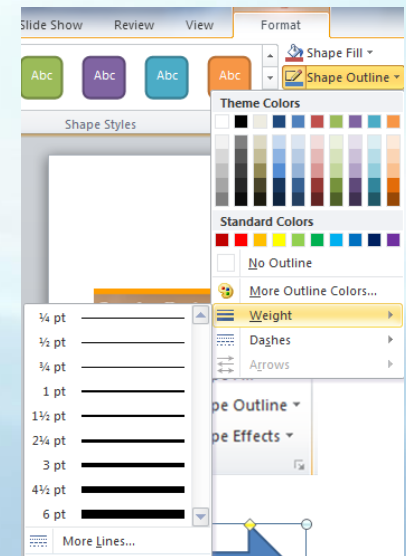- Shapes
- Select shape accordingly

Every shape has a label

Formatting Shapes

To Format always click on the shape

- Shape Fill – Inside Colour
- Shape Outline – to modify the **line width** of the shape
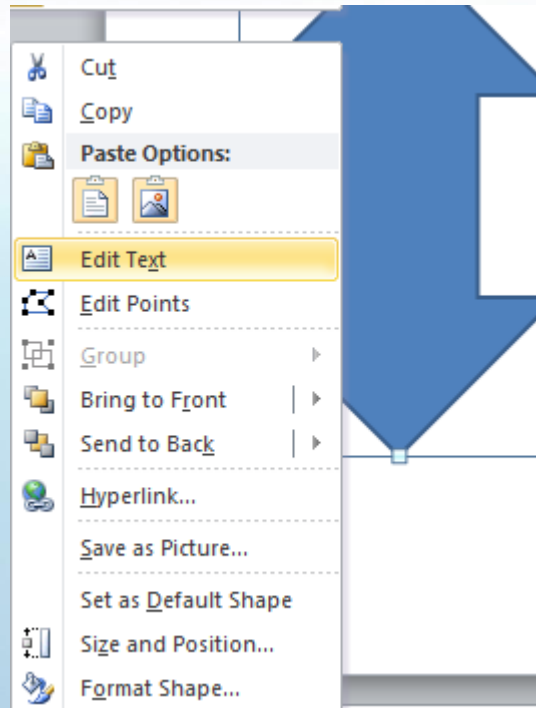- Shape effects - Shadows

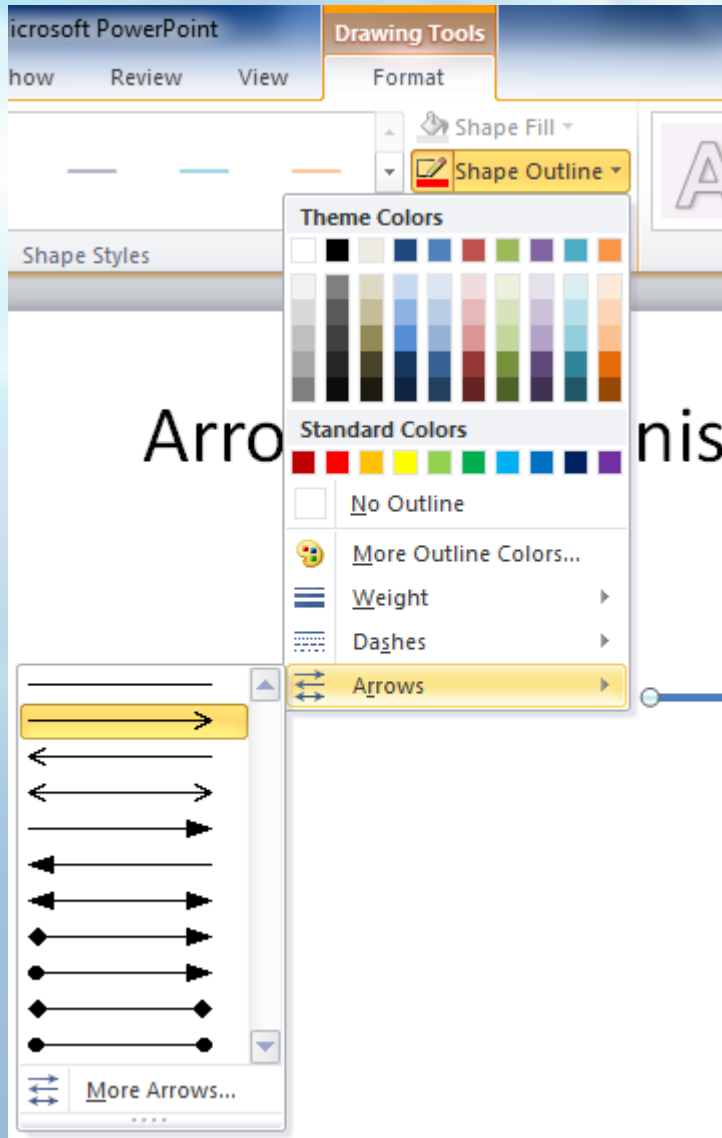**The resizing handles are used to modify the size of the shape**
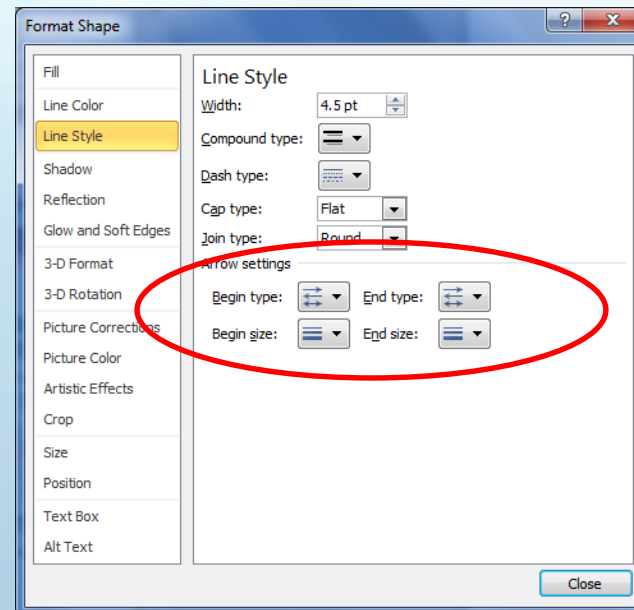
Insert Text in Shapes
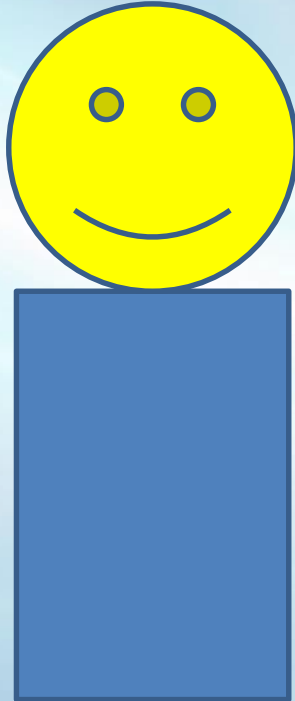
- Right click on the shape
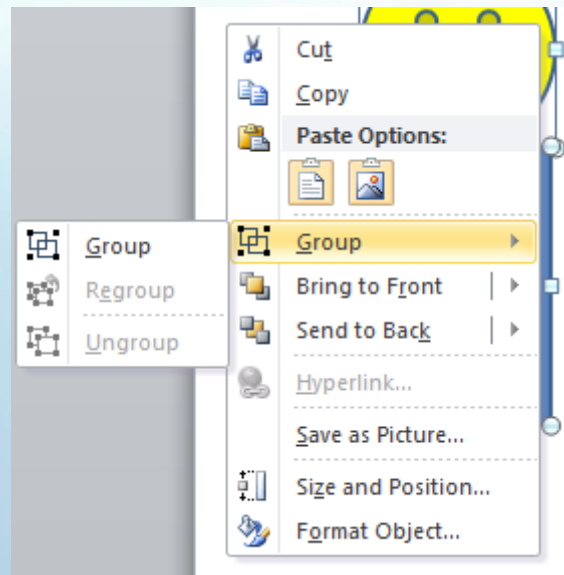- Start typing

Arrow Start/ Finish Styles

- Select the arrow
- Format Tab
- Shape Outline
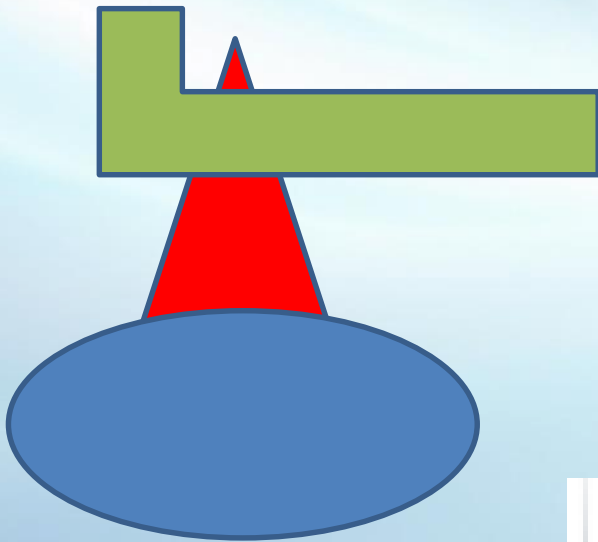- Arrows
- More arrows

Group/Ungroup Objects

- Select all objects by using shift key
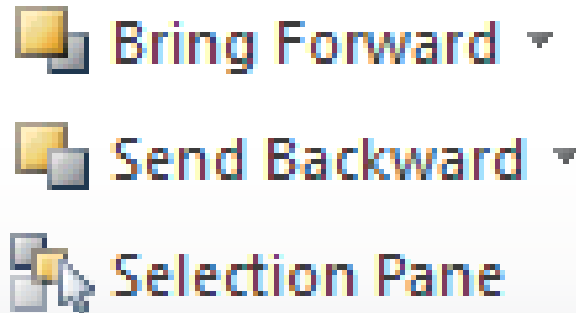- Right click
- Group/ Ungroup

Bring Forward/ Front, Backward Back

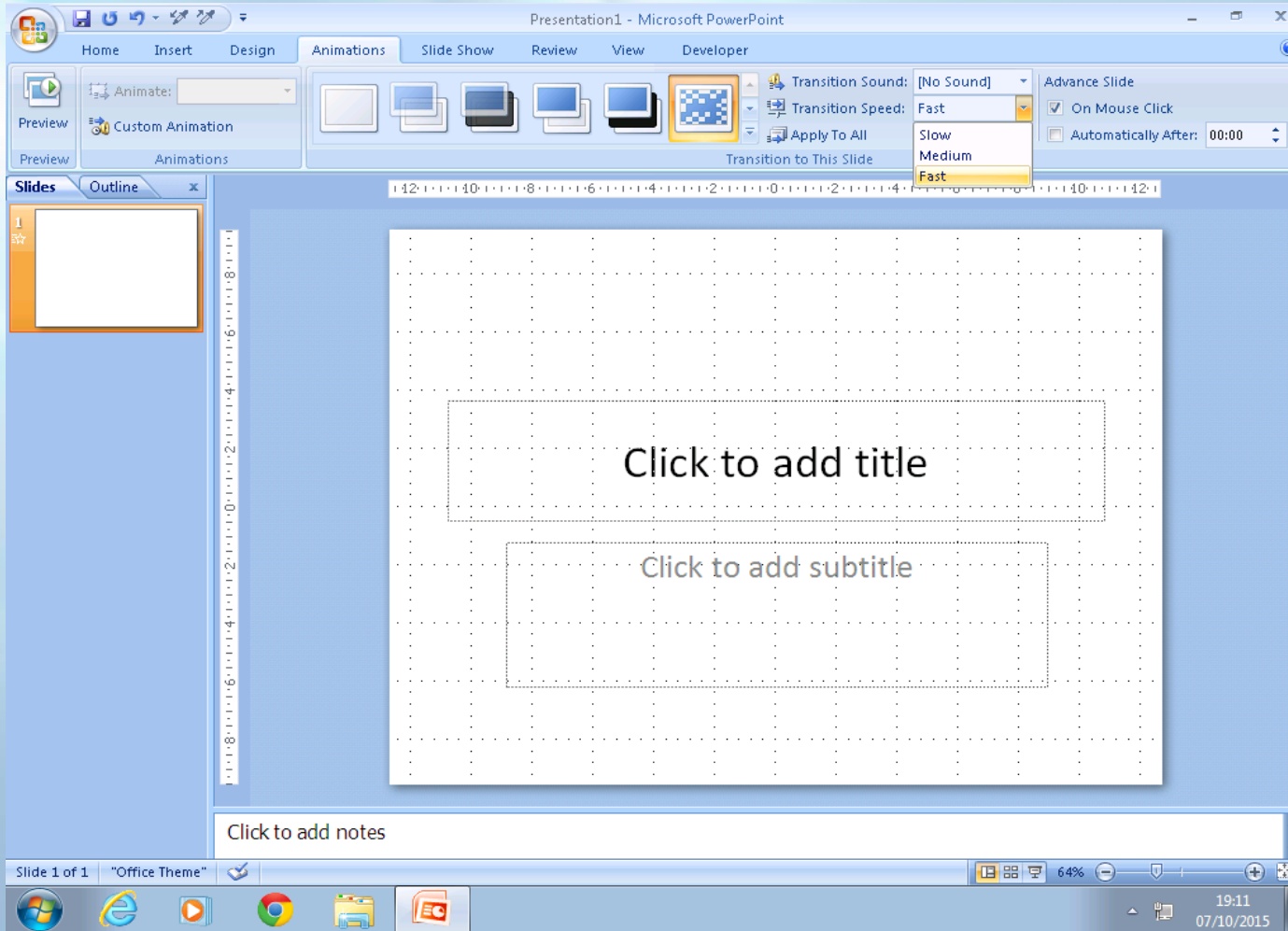These are accessed from the Format Tab

- Forward – One Layer
- Front – All Layer

- Backward – One Layer
- Back – All Layer

Animations

- Animations are accessed from the Animation Tab

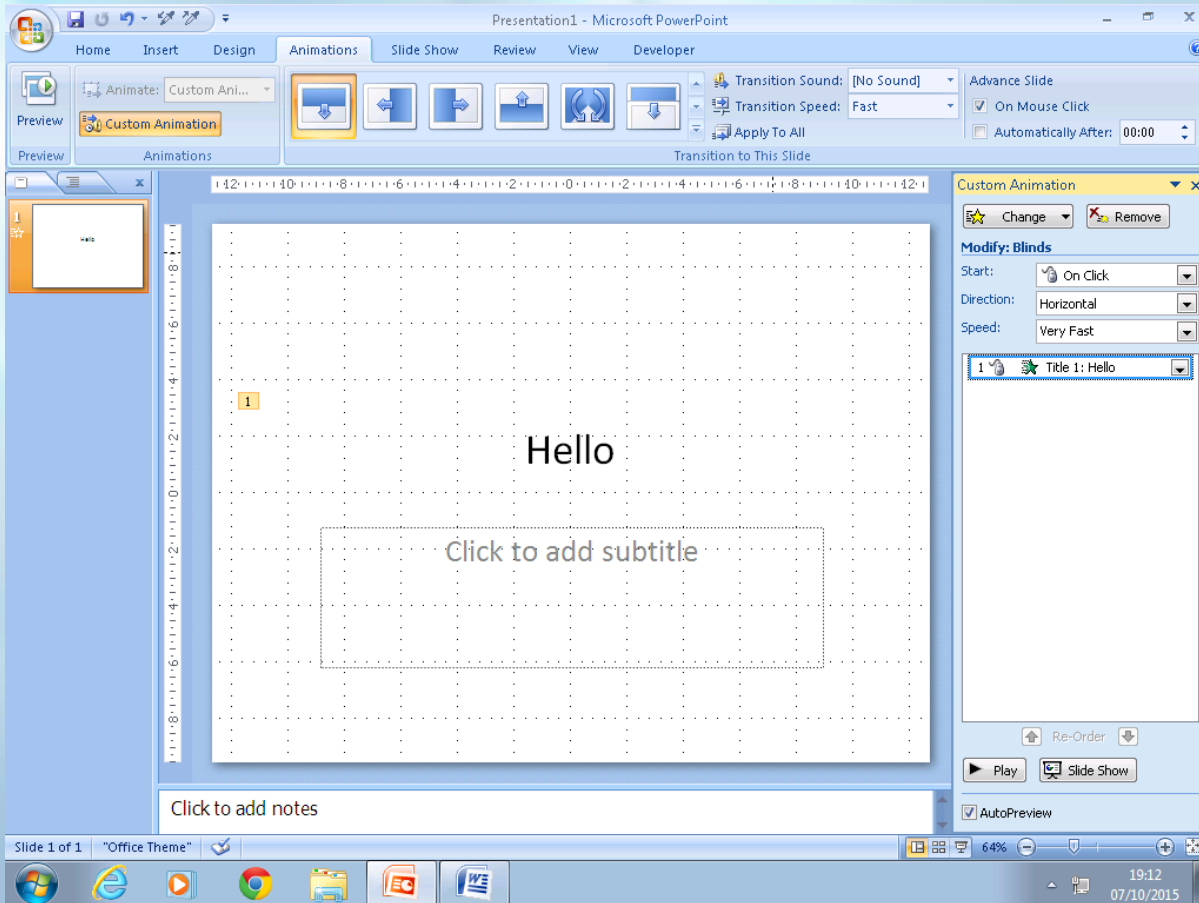- *To remove animations*
- *To modify speed*

Animations

To Modify Speed:
- Slow
- Medium
- Fast

To Remove Animations

<u>Click on the Animations Tab</u>

- Custom Animations
- Select animations
- Remove

Add Notes

Click to add title
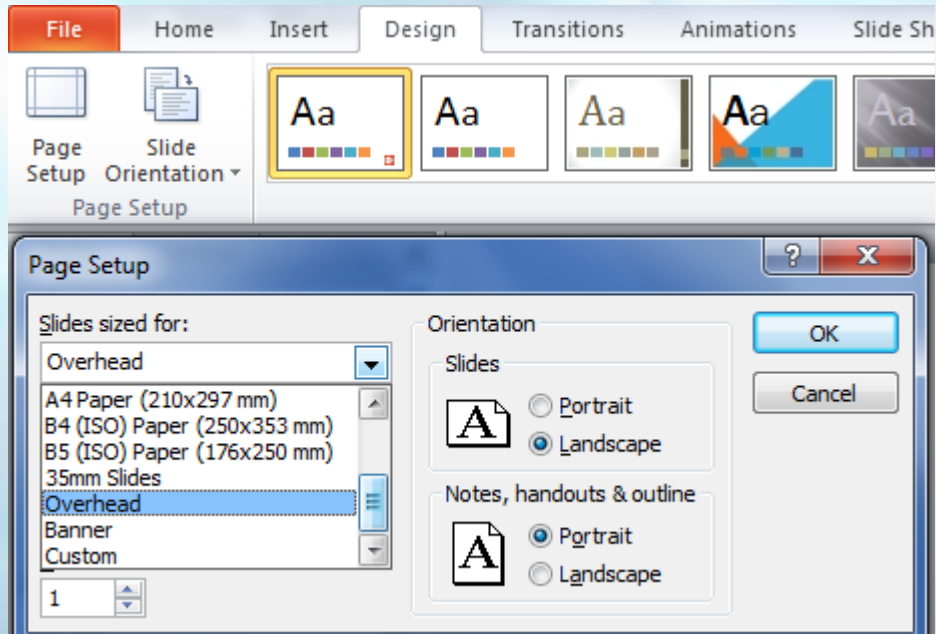
- Click to add text

Click to add notes

Click to add title

- Click to add text

In the Exam the Notes bar might not be visible

Design Tab - Page Setup/ Orientation Pg 48

Page Orientation: Landscape/ Portrait

Page Setup: **Overhead** (suitable for audiences)

Office Button - Print Options

Start a Slide Show

- From Slide Show Tab
- From <u>Beginning</u> – From first slide
- From <u>Current Slide</u> – from the present slide

For instance, if asked to start the slide show from slide 6, go to slide 6, select slide show tab and than select from current slide.