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PPT

VISUAL LESSON GUIDE
Presentation

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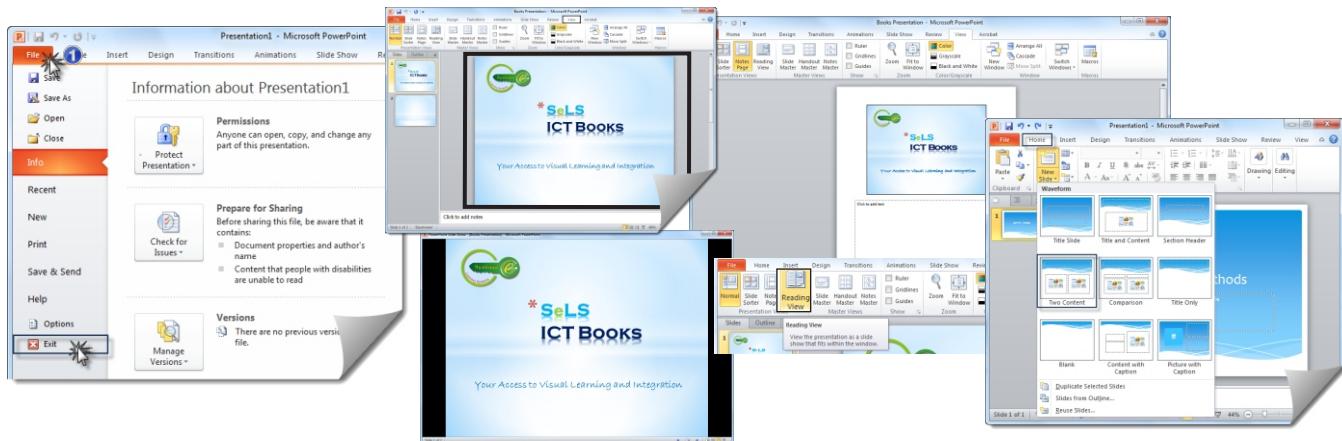


Microsoft PowerPoint

Lesson 1

Word Watch

- PowerPoint
- The Views
- Outline Tab
- Slides Tab
- Slide Pane
- Notes Pane
- Slide Sorter View
- Slide View
- Presentation
- startup
- blank Presentation
- Out-Of-Date Information



Starting with Microsoft PowerPoint

Learning Objectives

After completing this lesson, you should be able to:

- acquire the basic concepts of presentation;
- starting and exit PowerPoint application;
- create shortcut of a presentation;
- create, save, close, and delete a presentation; and
- view a presentation in three ways.

Presentation Software

This application software that allows users to create visual aids for presentations to communicate ideas, messages, and other information to a group. The presentations can be viewed as slides, sometimes called a slide show, that are displayed on a large monitor or on a projector screen. As of writing of this book, the most-used presentation software are Prezi & Microsoft PowerPoint.

PowerPoint's Functions and Features

Build an Outline

You can type the text for your presentation in the Outline tab. An icon represents each slide and its title in the outline. Many slides contain both a topic or slide title at the top outline level and second level text representing slide bullet points. These bullets convey the main points you want to make about each topic.



Add Content

You can add content such as text, charts, pictures, and more to the slide itself in the Slide pane of the Normal view. You can also insert text boxes that enable you to add slide text that does not appear in the presentation outline.



Format Text

After you enter the text for your presentation, you can format that text in various ways. You can change the font, font size and apply bold, italics or underlines to the text. Note that you can modify each individual text selection or apply text styles globally using masters.



Set Up Your Show

You can add narrations, animations, and transitions to your slides. Record a narration that plays when you give your presentation. Animations move an element onscreen, such as a graphic flying onto the screen gradually. A transition controls how the content of a new slide appears onscreen; for example, the slide can wipe in from the corner of the screen.



Choose a Slide Design and Layout

The slide design applies preset design elements such as colors, background graphics, and text styles to a slide. The slide layout you apply to a slide determines what set of information the slide includes; for example, a Title and Content layout inserts placeholders for a title and a bulleted list or graphic element, whereas a Title Slide layout includes title and subtitle placeholders.



Work with Masters

Masters enable you to add content that you want to appear in a particular location on every (or almost every) slide. This saves you from having to add repetitive content, such as your company logo, to each and every slide. For example you can change the master to set up the footer in a presentation.



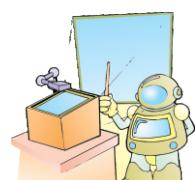
Organize Slides

When you have created several slides, you may need to reorganize them to create the correct sequence for your presentation. You can reorder slides in the Slide Sorter view. This view shows slide thumbnails that you can move, delete, duplicate, or hide.



Run a Slide Show

After you add the contents, choose the slide design and layout, and add special effects until you are ready to run your slide show on your computer's screen. A set of tools onscreen helps you control your presentation and even enables you to make notes on your slides as you present them.

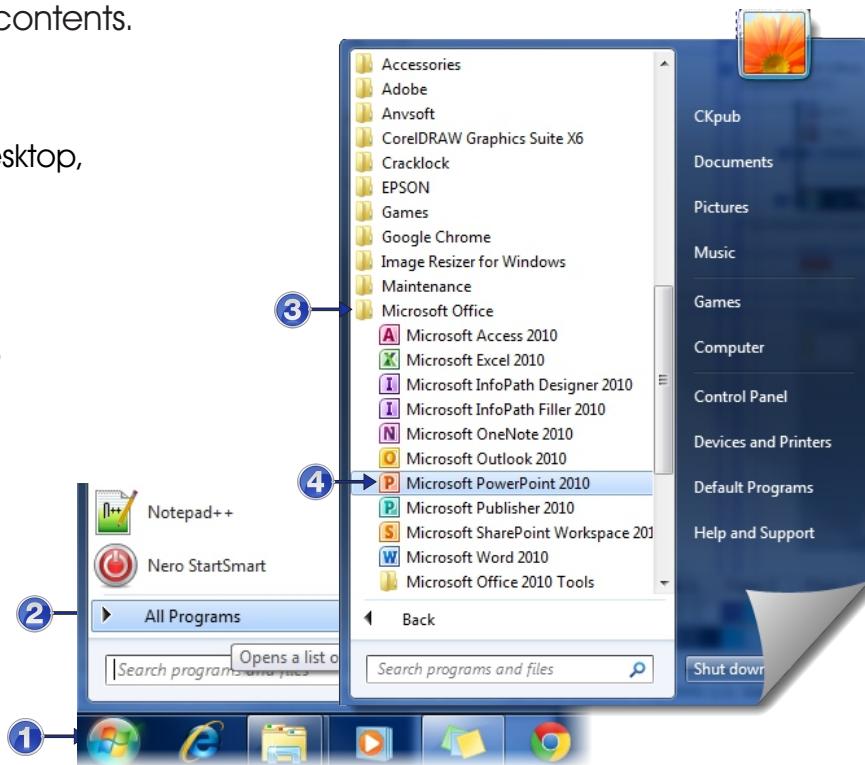


Starting and Exiting PowerPoint

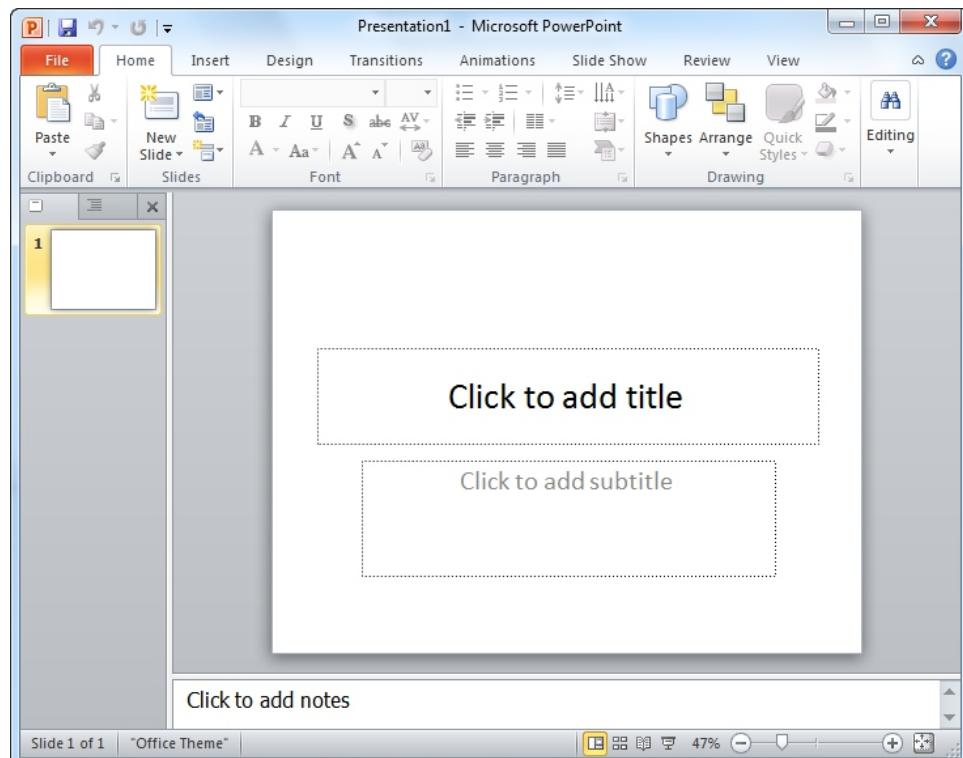
You can start PowerPoint from the Windows Start menu. When you open PowerPoint, a blank presentation appears automatically. The blank presentation is ready for you to add your presentation contents.

Start PowerPoint

- 1 From the Windows desktop, click the Start button.
- 2 Click All Programs.
- 3 Click Microsoft Office.
- 4 Click Microsoft Office PowerPoint 2010.



A new PowerPoint presentation appears with a blank slide.

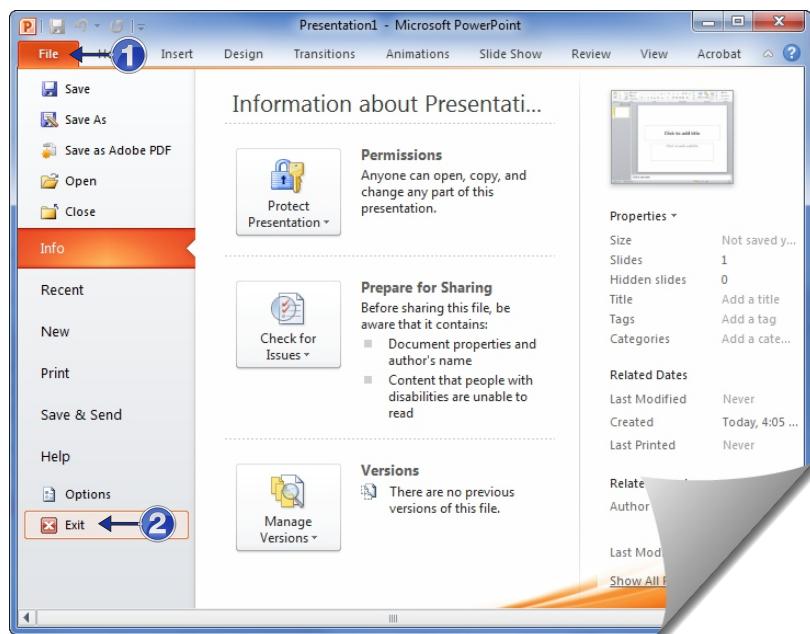


Exit PowerPoint

- 1 Click the File Tab (File).

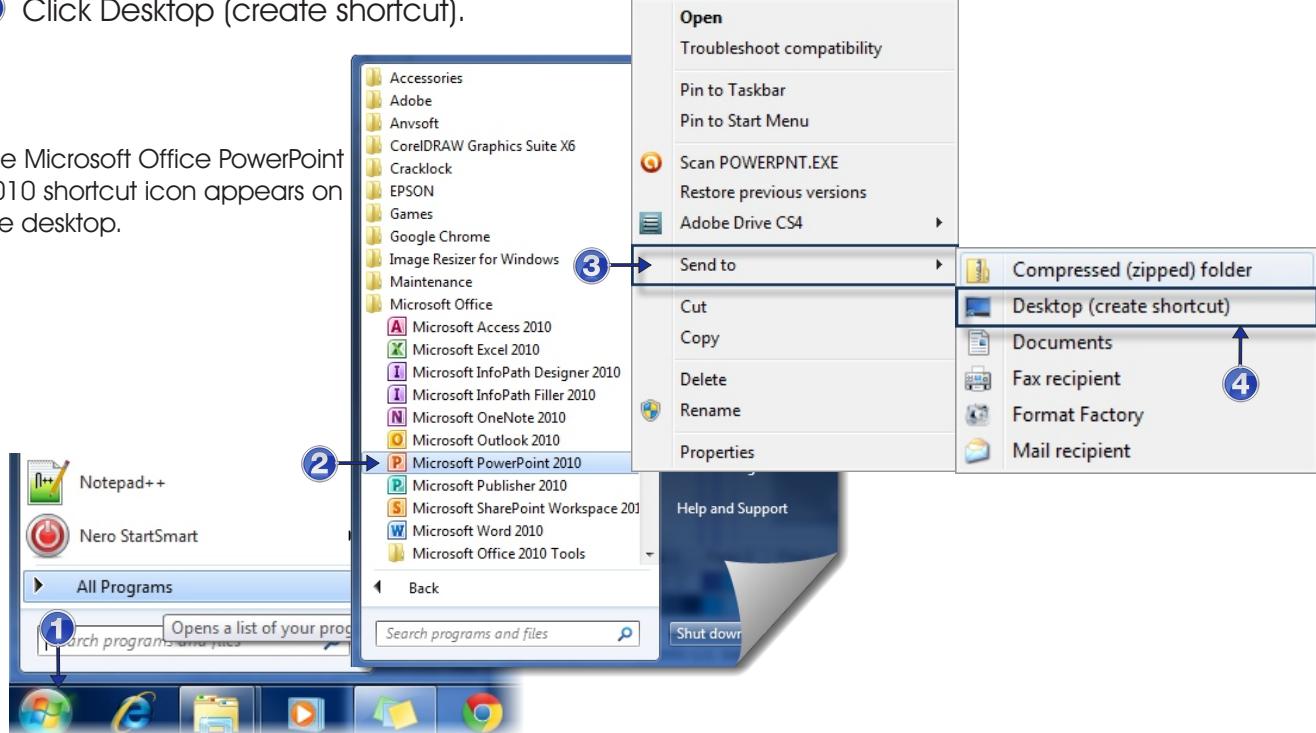
- 2 Click Exit PowerPoint.

The program closes and the Windows desktop reappears.



Creating Shortcut

- 1 Click Start button.
- 2 Right-click Microsoft Office PowerPoint.
- 3 Click Send To.
- 4 Click Desktop (create shortcut).



The Normal View

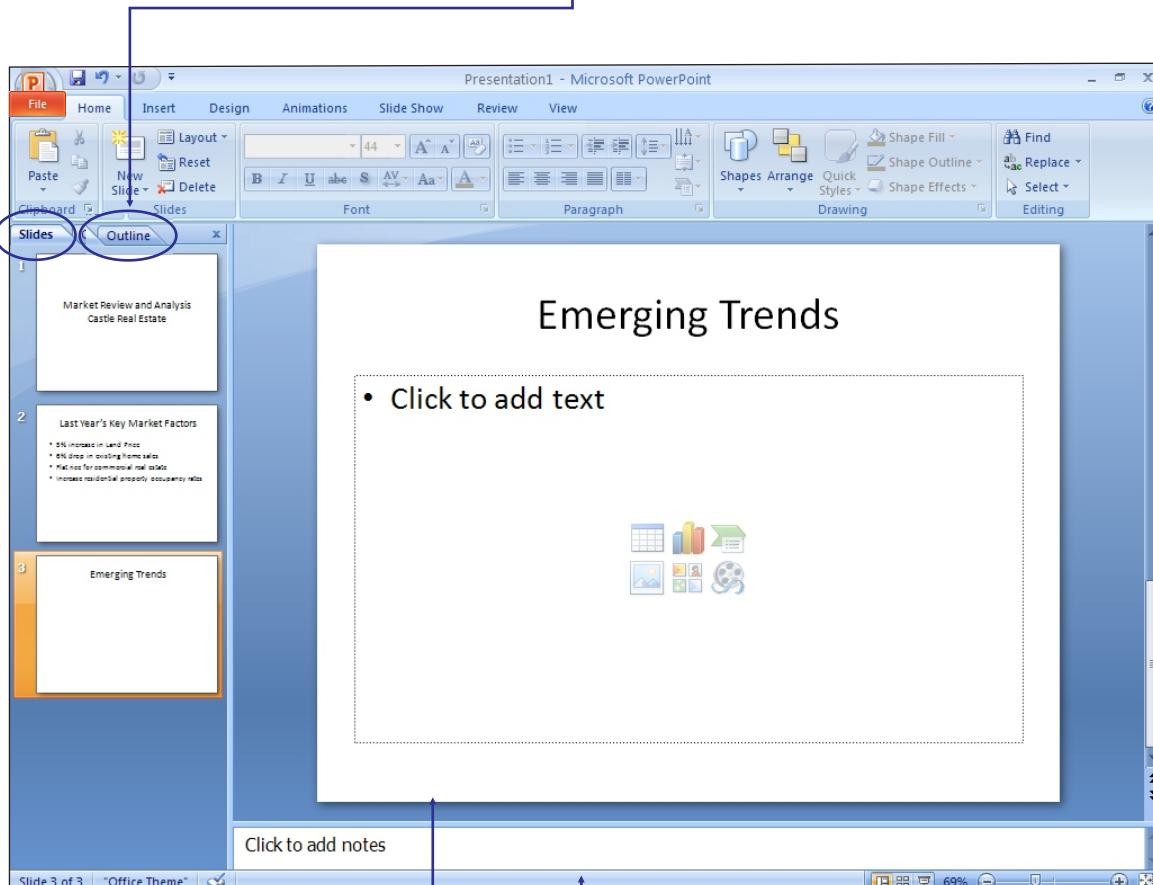
PowerPoint offers several views that you can display to work on different aspects of your presentation. You will probably work in Normal view most often to position and format objects on each slide. You can also enter presentation text in the Outline tab or add speaker's notes for each slide.

Slides Tab

Click the Slides tab in the left pane to see a thumbnail of each presentation slide. You can drag slides in the tab to change their order in the presentation

Outline Tab

You can use this tab to enter text for your presentation in a familiar outline format. Top-level headings in the outline become slide titles, and entries at the next level become bulleted lists.



Slide Pane

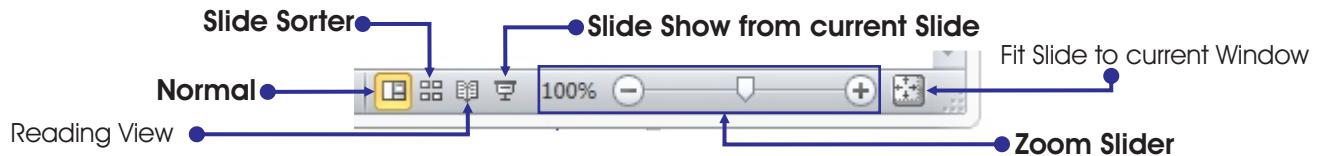
This largest center pane in the Normal view shows all the slide contents. Work here to manipulate various slide elements such as graphic objects, text, and animations.

Notes Pane

The Notes pane appears below the Slide pane. You can enter speaker notes associated with the current slide into this pane.

The Views

The 3 buttons in the bottom right corner of the document window allow you to change the way you view your presentation. Also in this area is the Zoom tool to allow you to enlarge the view of the document for a closer look.



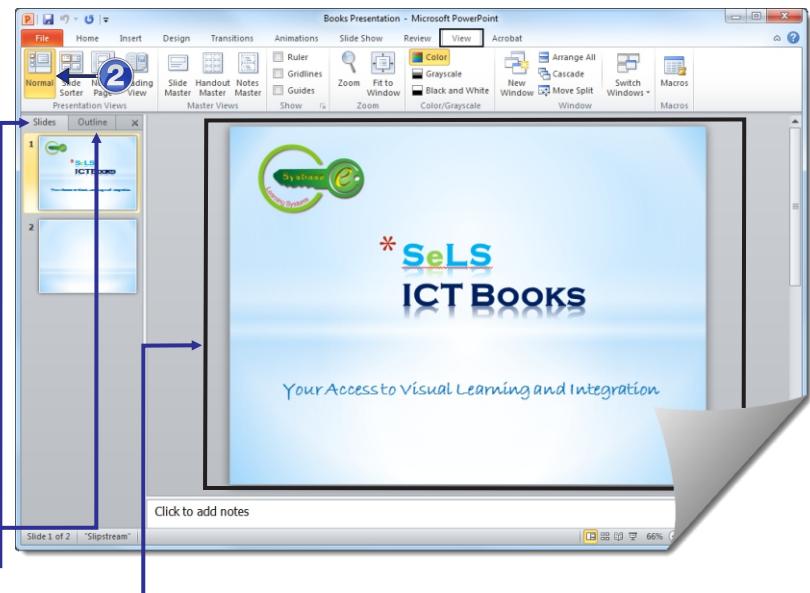
Note: Ribbon Group “ The View tab ”

- ① Click the desired tab on the Ribbon.

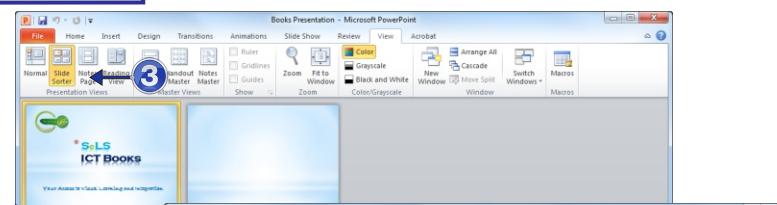
Note: Sometimes additional contextual tabs appear on the Ribbon to offer more specific command. The commands for the tab appear on the Ribbon.

- ② **Normal View** contains three panes:

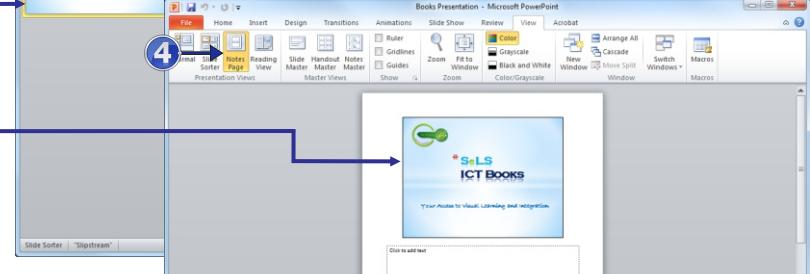
the **outline pane**,
the **slide pane**,
and the **notes pane**.



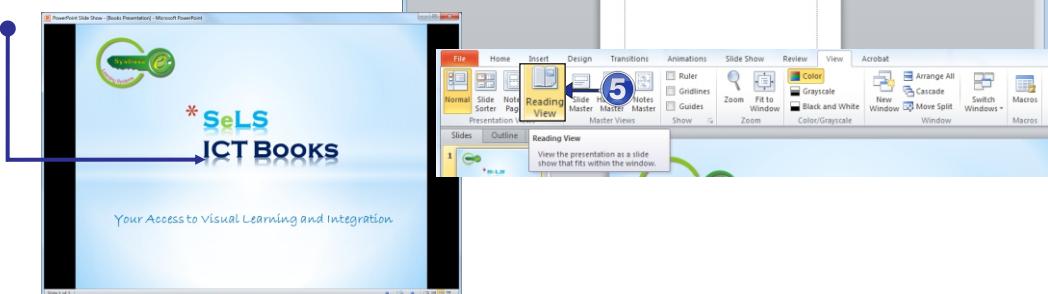
- ③ **Slide Sorter View** displays miniature versions of a slide for changing the order, transition and timing of your slide show.



- ④ **Notes Page View** shows slide with note section below.



- ⑤ **Reading View** shows the presentation as a slide show that fits in the window.



The Ribbon Groups and Galleries

PowerPoint features the Ribbon unlike the traditional menu, command or toolbar system. The Ribbon gathers related commands on tabs such as the Slide Show tab. On each tab, similar commands appear in groups, with the name of each group appearing along the bottom of the tab. Commands that you can execute immediately appear as buttons or check boxes on the ribbon. You can access other commands from a gallery or dialog box.

Ribbon Group and Galleries

- 1 Click the desired tab on the Ribbon.

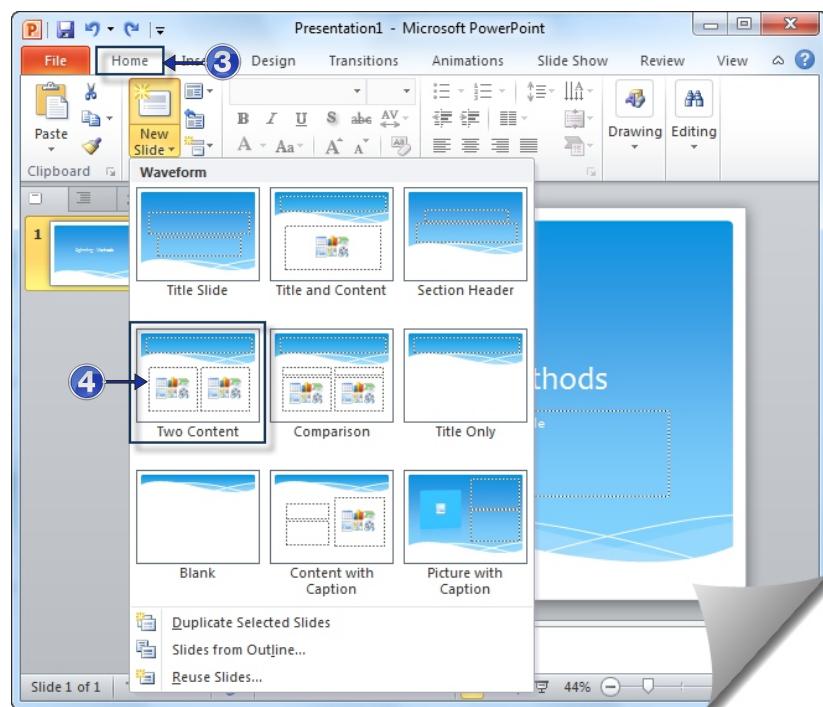
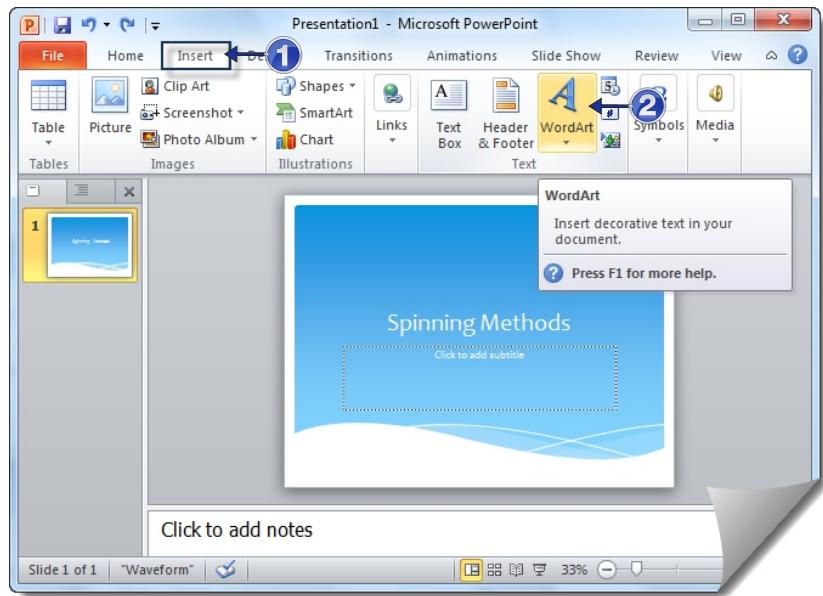
Note: Sometimes additional contextual tabs appear on the Ribbon to offer more specific command. The commands for the tab appear on the Ribbon.

- 2 Click the button or check box for any command that you can select immediately. If a task pane appears at the right, use it to finish executing the command, such as selecting clip art to insert.

- 3 Click the button for a gallery.

Note: Any button with a down arrow on it (either alone or at the bottom of a scroll bar) displays a gallery when you click the button.

- 4 Click the desired choice in the gallery that appears.



The Quick Access Toolbar

The Quick Access toolbar appears beside the Microsoft Office Button at the top of PowerPoint Screen. You can click buttons on the Quick Access Toolbar to execute the most common commands more quickly.

Quick Access Toolbar

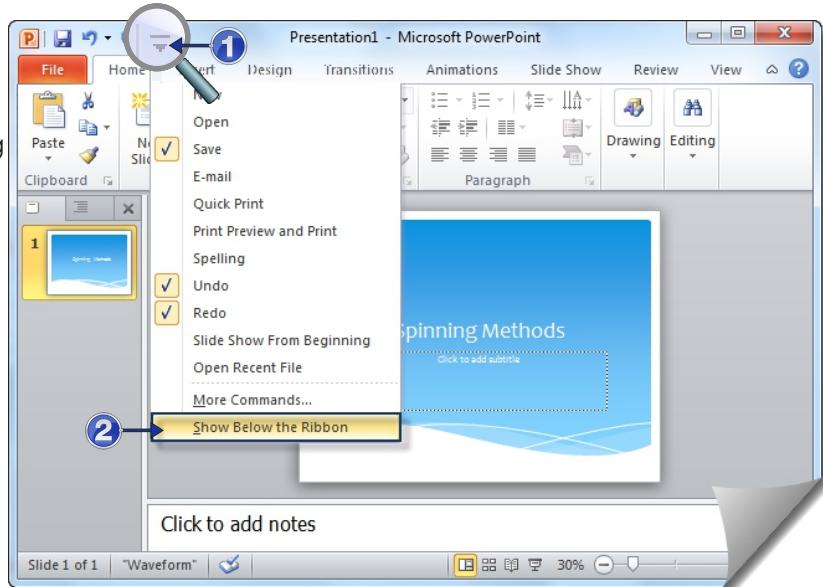
- 1 Click the desired button on the Quick Access Toolbar.

Note: Use any dialog box or menu of choices that appears to finish executing the command, or click Cancel to close the dialog box.

If you click the down arrow button beside the Undo button, a menu of actions to undo appears.

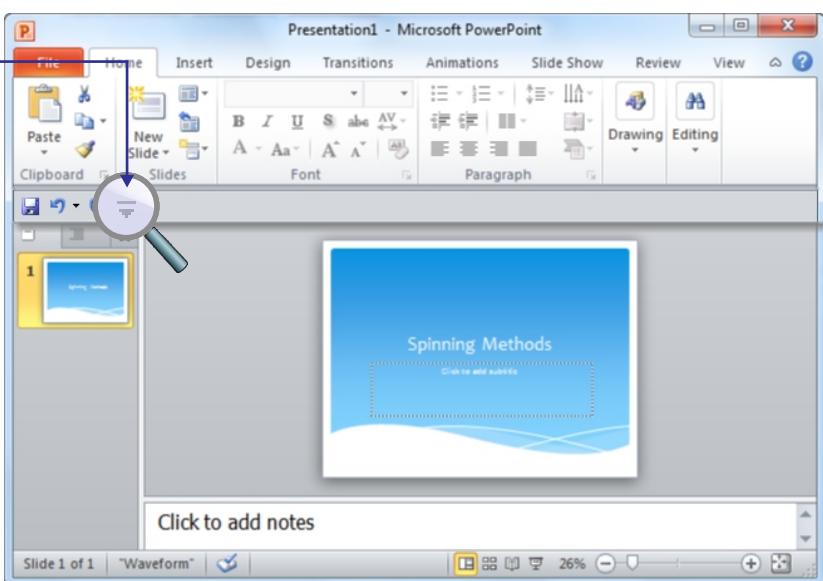
- 2 Click on Show Below the Ribbon.

Clicking on More Commands enables you to add more command buttons.



- 3 The Quick Access Toolbar moves below the Ribbon.

Note: To move the toolbar back to the top of the screen, repeat steps 1 to 2, and then click Show Above the Ribbon.



Saving a Presentation

After you create a presentation and have added text or other content, you should save the presentation to ensure that you can use it later. Saving a PowerPoint file works much like saving any other Office program file. You need to specify the location in which to save the file and give the file a name.

Save a Presentation

- 1 Click the File Tab 

- 2 Click Save or save as.

The Save As dialog box appears.

- 3 Click the Browse Folders button.

- 4 Select the folder where you want to save your file.

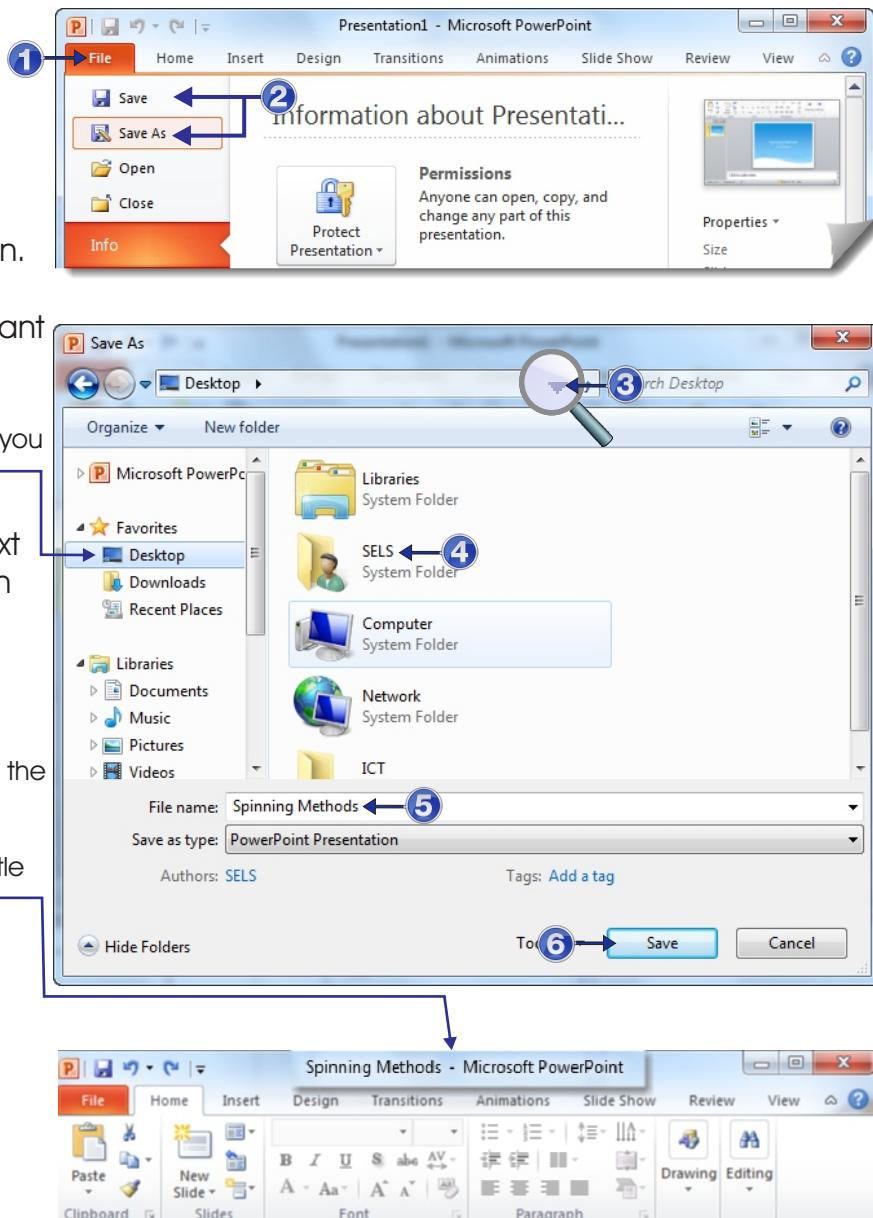
Click here to display a list of folders you can select.

- 5 Double-click the File name text box entry to select it, and then type a file name.

- 6 Click Save.

PowerPoint saves the file and closes the dialog box.

The new file name appears in the title bar.



Opening an Existing Presentation

After you save and close a presentation, you must locate and reopen it the next time you want to use it. If you used a presentation recently, the quickest way to open it, is through the list of recently used files at the right side of the Office button menu.

Open an Existing Presentation

1 Click the File Tab ().

2 Click Open.

The Open dialog box appears.

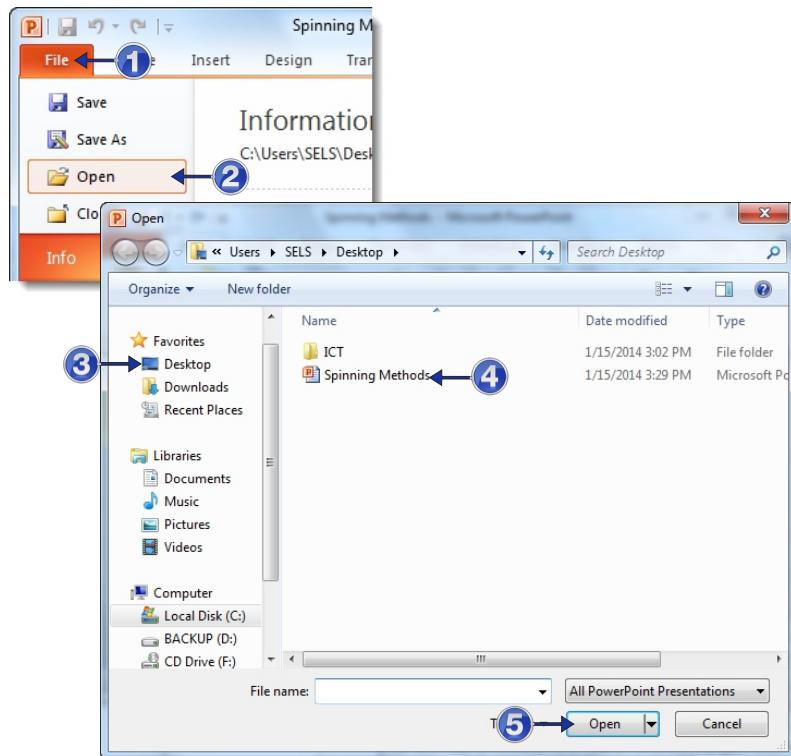
- If you used the file recently, you can click the file name in the list at the right side of the menu. The file opens immediately, and you can skip the rest of the steps.

3 Click the folder that holds the file that you want to open.

4 Click the file name.

5 Click Open.

PowerPoint opens the file.



Closing a Presentation

When you finish working with a presentation, you can close the file. Doing so leaves PowerPoint open that allows you to work with other presentations.

When you close an unsaved file or one with unsaved changes, PowerPoint prompts you to save the presentation before closing it.

Close a Presentation

1 Click the File Tab ().

2 Click Close.

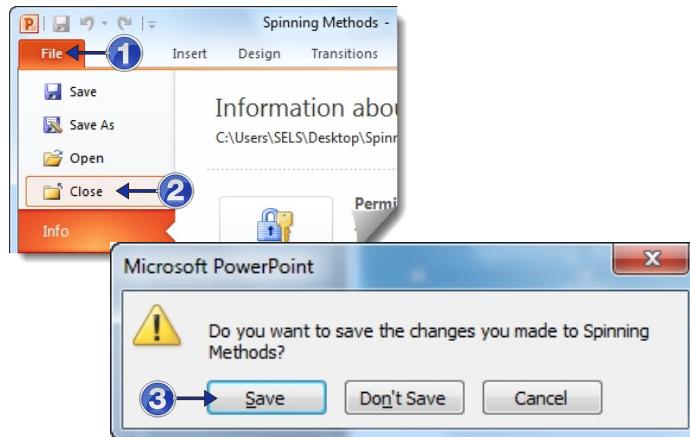
A message appears asking if you want to save changes.

3 Click Save.

The file closes, but PowerPoint remains open.

- If you do not want to save the changes to your presentation, you can click No.

Note: You also can close a file by right-clicking its taskbar button, or by pressing +, and then clicking Close.



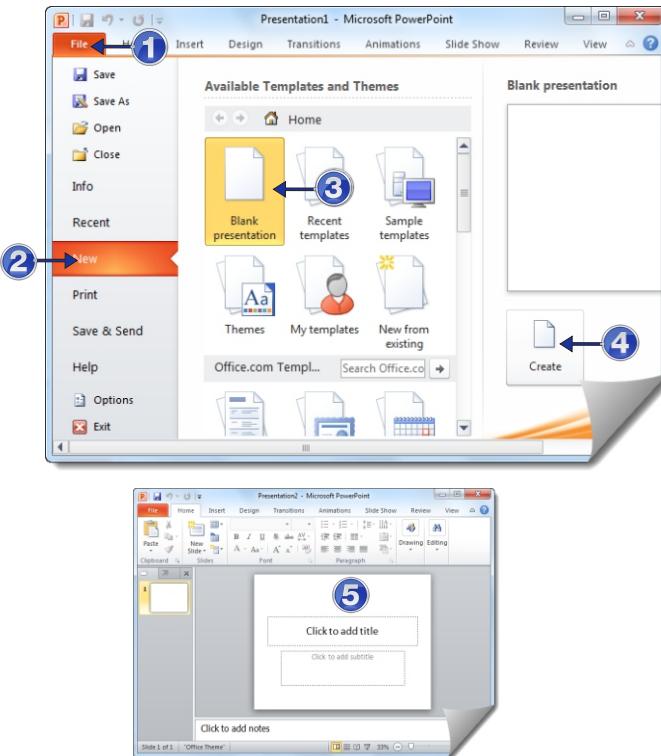
Starting a New Presentation

Starting PowerPoint creates a new, blank presentation file. After PowerPoint startup, there are a few ways to create a new presentation, including making a blank presentation or using a template.

Templates in PowerPoint 2010 include both a design and suggested content for a particular purpose. Some templates are installed on the hard disk, but even more are offered online. Your system needs to have a live Internet connection to download an online templates.

Open A Blank Presentation

- ① Click the File Tab ().
 - ② Click New.
- The New Presentation dialog box appears.
- ③ Click Blank Presentation.
 - ④ Click Create.
- ⑤ Wait for a few seconds for PowerPoint window to appear.



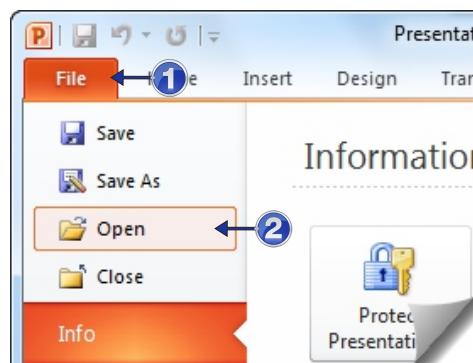
Deleting a Presentation

If a presentation file has out-of-date information or an unneeded backup copy, you may decide to delete the presentation file. Deleting a file frees up space on your hard drive.

Delete a Presentation

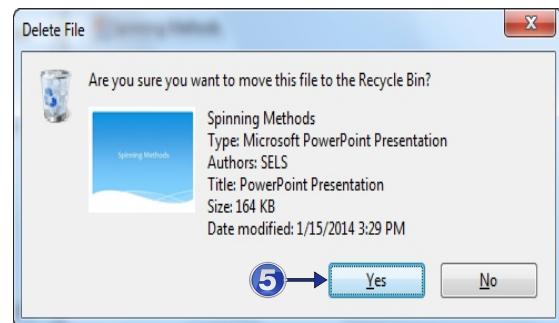
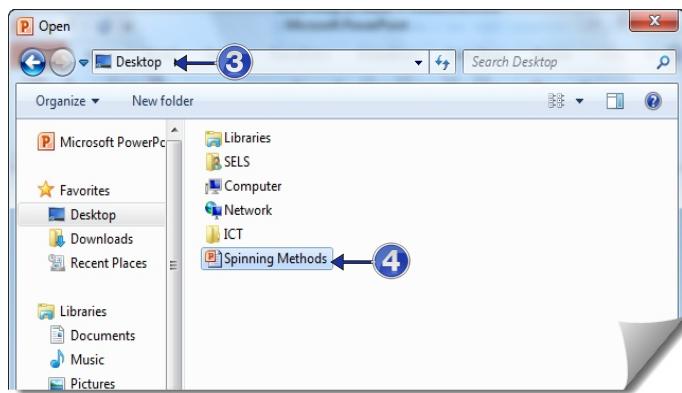
- ① Click the File Tab ().
- ② Click Open.

The Open dialog box appears.



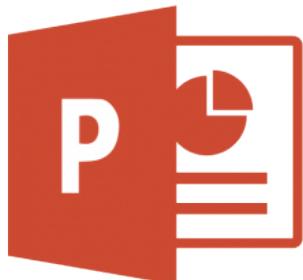
- 3 Click and browse to the folder that holds the file that you want to delete.
- 4 Select the file that you want to delete, then press Delete on your keyboard.
- 5 Click Yes.

You can also delete a file by selecting it and right click, then click Delete.



4

Laboratory



PowerPoint
Presentation
VISUALLESSONGUIDE

Manual

LABORATORY MANUAL

Lesson 1 Starting with Microsoft PowerPoint

Microsoft PowerPoint is a slide show presentation program developed by Microsoft. It was officially launched on May 22, 1990, as a part of the Microsoft Office suite. It is a computer software package that displays information in the form of a slide show. It is one of the most flexible programs in the MS Office suite. It functions as a refined presentation tool as well as a simple multimedia development tool.

Objectives

After completing this Laboratory, you should be able to:

- demonstrate proper usage of the application through starting and exiting Microsoft PowerPoint Application;
- perform the process of opening an existing presentation, starting a new presentation and deleting a presentation; and
- manipulate the process of performing the different views in Microsoft PowerPoint such as The Normal View, The Slide Sorter View, Notes Page View and The Reading View.

Lab 1.1 Smart Start

Estimated Completion time: 5 - 10 Minutes

Directions:

1. Launch your computer
2. Follow the steps on how to start, exit and create shortcut in PowerPoint.
3. Do the following:
 - a. Start the PowerPoint
 - b. Exit PowerPoint
 - c. Create a shortcut in the desktop.
4. Launch Microsoft PowerPoint
5. Follow the steps on how to set Quick Access toolbar and save a presentation.
6. Do the following:
 - a. Customize the Quick Access toolbar; Open Email, Quick Print, Print Preview and Textbox
 - b. Save a blank presentation to your nickname.
 - c. Exit PowerPoint
7. Launch again Microsoft PowerPoint
8. Follow the steps on how to open an existing presentation, start a new presentation, close a presentation and delete a presentation.
9. Do the following:
 - a. Open the blank presentation that you have saved as your nickname.
 - b. Open a blank presentation.
 - c. Close the presentation that you have opened.
 - d. Delete the blank presentation that you have saved as your nickname.
10. Exit Microsoft PowerPoint



Lab 1.2 The Social Media View

Estimated Completion time: 5 - 10 Minutes

Directions:

1. Launch Microsoft PowerPoint
2. Open **Social Media** slide presentation
3. Follow the steps on how to perform the different views in PowerPoint; The Normal View, The Slide Sorter View, Notes Page View and The Reading View.
4. Do the following:
 - a. Change the view to The Normal View
 - b. Change the view to The Slide Sorter View
 - c. Change the view to The Notes Page View
 - d. Change the View to The Reading View
5. Save and rename this presentation as **The Social Media View**

Lab 1.3 Start now!

Estimated Completion time: 15 - 20 Minutes

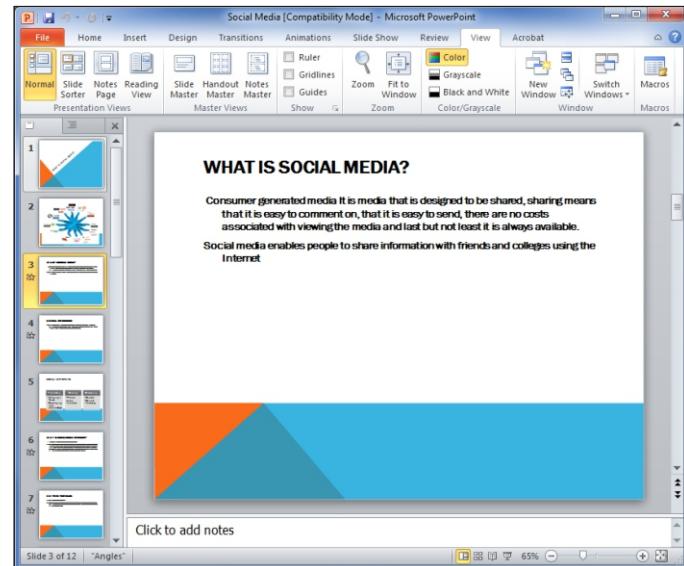
Directions:

1. Launch Microsoft PowerPoint
2. Follow the steps on how to start a new presentation
3. Do the following:
 - a. Start a new presentation
 - b. Type your Course and Year as your slide title
 - c. Indicate your name in the next textbox
4. Create a 5-slide presentation about your course.
5. Save your presentation as **My First PowerPoint Activity**

Score



Preview:



Score



Sample Preview:

