



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF NUEVA ECija

LEARNING ACTIVITY SHEET

SPECIAL PROGRAM IN ICT 7

OFFICE PRODUCTIVITY 7

Second Quarter, Week 3 & 4

Working with Presentations and Slides

BACKGROUND INFORMATION FOR LEARNERS

PowerPoint files are called *presentations* and it has filename extension of *.pptx*. PowerPoint presentations are made up of series of *slides*. Slide is a single page of a presentation that may contain the information to present to audience. This might include text, pictures, and charts.

Creating Presentations

Whenever to start a new project in PowerPoint, to *create a new document* is needed, which can either be blank or from a template. In addition, it is needed to know how to *open an existing document*. ***To create a new presentation***

1. Select the *File* tab>*Backstage view*.
2. Select *New > Blank Presentation* or choose the desired *theme*.
3. A new presentation will appear.

To open an existing presentation

1. Navigate to *Backstage view> Open*.
2. Select *Computer> Browse*.
3. Locate and select presentation>*Open*.

To create a new presentation from a template

A *template* is a *predesigned presentation* that can be used to create a new slide show quickly. Templates often include *custom formatting* and *designs*, so they can save a lot of time and effort when starting a new project.

1. Click the *File* tab.
2. Select *New*.
3. Choose the desired *template*.
4. Click *Create* to use the selected template.

SAVING PRESENTATIONS

Whenever creating a new presentation in PowerPoint, it is needed to know how to *save* in order to access and edit it for later use.

Save and Save As

PowerPoint has two ways of saving a file: *Save* and *Save As*. These choices work in alike ways with a few significant differences:

Save: When saving a file for the first time, type the filename and select the location where to save. When created or edited a presentation, use the *Save* command to save changes and use this command most of the time. *Save* command can also access by pressing *Ctrl+S*.

Save As: Use this command to create a *copy* of a presentation while keeping the original. When using *Save As*, choose a different name and/or location for the copied version. *Save As* command can also access by pressing *F12*.

To save a presentation

1. *Quick Access Toolbar* > *Save* command
2. If saving the file for the first time, the *Save As* pane will appear in *Backstage view*.
3. Choose *where to save* the file and give it a *file name* then click *Save*.

To close and exit a Presentation

To close: Click the **File** tab > **Close** or Press **CTRL + W**.

To exit: Click the **Close** on the program window or Press **ALT + F4**.

Working with Slides and Slide Layouts

To select slides

Two ways to select a single or multiple slides in a presentation:

- 1) By using the *Slides pane in Normal view*.
 - a. Click the slide
 - b. Press the Shift and/or Ctrl keys to select multiple slides
- 2) By using *Slide Sorter view*.
 - a. Click the slide
 - b. When selecting multiple slides that are continuous: Select the first slide, hold down the Shift key and select the last slide in the group.
 - c. When selecting multiple slides that are not continuous: hold down the Ctrl key and click each slide.

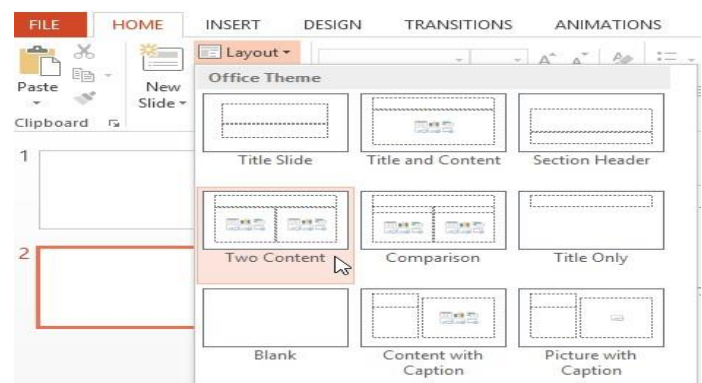
To insert and add a new slide

Options in inserting a new slide into a presentation:

- 1) Select **Insert > New Slide**.
- 2) **Home Tab** > Choose the **New Slide** button.
- 3) Press **Ctrl + M**.

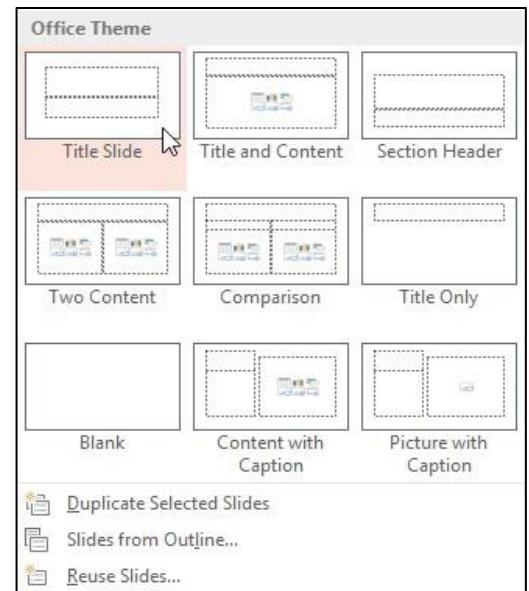
Changing the Slide Layout

To change the layout of current slide, click **Home** tab > **Layout** command and choose the desired layout.



MODIFYING PLACEHOLDERS

Slide Layouts are slides which contain placeholders that can be used to add content. A *placeholder* is a dotted outline box used to place slide content. It can be moved, re-sized, and re-formatted. Each time creating a new slide simply choose a slide layout that will fit the content.



To modify and format placeholders

1. Click *View* tab>Master Views (*Slide Master*, *Handout Master*, or *Notes Master*).
2. In *Slide Master View*, select the slide master or slide layout want to change.
3. Select the placeholder want to change.
4. To add information in placeholder like header or footer, click the text box to insert the I-beam, and type the text.
5. To format the placeholder, click the *Home* Tab>Formatting tools on the Ribbon.
 - To apply *Quick Styles* from *Style gallery* use WordArt Styles.
 - To modify placeholder, use tools in the *Font* and *Paragraph* groups.
6. To delete the placeholder, press the Delete key.
7. Click the *Close Master View* button on the Ribbon (Slide Master).

Organizing Slides

PowerPoint presentations can contain as many slides as needed. The *Slide Navigation pane* makes it easy to organize slides such as copying, moving, duplicating, rearranging, and deleting slides in presentation.

To copy slides

There are four ways to copy and/or make duplicate copies of slides

1. Use the Slides shortcut menu
2. Use the Slide Sorter shortcut menu
3. Select *Edit > Duplicate*.
4. Select *Insert > Duplicate Slide*.
5. Press *Ctrl + D*.

To move slides

Select the slide want to move. Click and hold down the mouse button and drag the slide to its new location.

To delete slides

The following are the options in deleting slides:

1. Select *Edit > Delete Slide*.
2. Press Delete key or Backspace Key
3. Use the Slides shortcut menu
4. Use the Slide Sorter shortcut menu
5. Use Outline view

Hiding Slides

Hidden slides will not be displayed during slide show but these will be flagged in the Slide Sorter view.

In slide sorter view click *Tools > Hide Slide*.

An asterisk will appear in the slide window at the bottom-right corner if the hidden slide is next in line. To make the asterisk appear: simply click the asterisk to display the slide, or press *H*, or move the mouse slightly.

LEARNING COMPETENCIES

1. To create, save, open and close, open and edit presentations
2. To work with slides

ACTIVITIES

Activities will be attached in our Google Classroom

REFLECTION

- How do creating, saving, changing slide layouts, modifying placeholders, and organizing slides affect one's presentation?

REFERENCES

<https://support.microsoft.com/en-us/office/powerpoint-for-windows-training-40e8c930-cb0b-40d8-82c4-bd53d3398787>

<https://edu.gcfglobal.org/en/powerpoint2013/>

<https://www.youtube.com/watch?v=LTWf8Ck8Dk8>

<https://betersolutions.com/powerpoint/slides/selecting.htm>

<https://edu.gcfglobal.org/en/powerpoint2013/>

<https://www.youtube.com/watch?v=8aSwtTroIUU>

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ACTIVITY 1: Hands-On

Note: *On a desktop/smartphone, create your own folder, name it with your COMPLETE NAME, to save all your PowerPoint exercises.*

A. Instructions:

1. Create a **new blank presentation**.
2. Type the poem *Trees* by Joyce Kilmer below:

TREES

by Joyce Kilmer

*I think that I shall never see
A poem lovely as a tree.*

*A tree whose hungry mouth is prest
Against the earth's sweet flowing breast;*

*A tree that looks at God all day,
And lifts her leafy arms to pray;*

*A tree that may in summer wear
A nest of robins in her hair;*

*Upon whose bosom snow has lain;
Who intimately lives with rain.*

*Poems are made by fools like me,
But only God can make a tree.*

3. Use the **Save** command to save the presentation in your **folder** with a filename PowerPoint Exercise #1 – *Your Name (Last Name, First Name Middle Initial)*.
4. *Take a screenshot of your presentation or save the slide as picture and attach it in our Google Classroom*
5. **Close** PowerPoint.

B. Instructions:

1. Open the **existing presentation** that you recently saved in your folder.
2. Copy and paste the poem *Trees* in a **new presentation** using a **template**.
3. Choose the desired template.
4. **Save** the presentation in your **folder** with a filename PowerPoint Exercise #2 – *Your Name (Last Name, First Name Middle Initial)*.
5. *Take a screenshot of your presentation or save the slide as picture and attach it in our Google Classroom*
6. **Save and Exit presentation**.

RUBRICS FOR PERFORMANCES

DIMENSION	HIGHLY SKILLED 5	SKILLED 4	MODERATELY SKILLED 3	UNSKILLED 2	NO ATTEMPT 1
Application of Procedure	Systematic application of procedure all the time without supervision.	Systematic application of procedure with minimum supervision.	Systematic application of procedure some of the time with constant supervision.	Never follows systematic application of procedure and highly development on supervision.	No attempt to apply procedure.
Speed/Time	Work finished ahead of time.	Work finished on time.	Work finished close to given time.	Work finished beyond the given time.	No concept of time.
Correctness	All elements are correct and satisfy the specifications of the performances.	Minor error(s) in element in satisfying specifications of the performances	Substantial error in elements in satisfying specifications of the performances. Understanding of concepts still visible.	Several errors in elements. Unclear about performances, specifications and how to meet them.	Elements of the performance specifications are ignored and/or not met.
Workmanship	Performed with ease and confidence.	Performed with some hesitations.	Showed slight evidence of nervousness during the performance.	Showed strong evidence of nervousness during the performance.	No attempt.

REFLECTION

How do creating, saving, changing slide layouts, modifying placeholders, and organizing slides affect one's presentation?

REFERENCES

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<https://edu.gcfglobal.org/en/powerpoint2013/>

<https://www.youtube.com/watch?v=LTWf8Ck8Dk8>

<https://bettersolutions.com/powerpoint/slides/selecting.htm>

<https://edu.gcfglobal.org/en/powerpoint2013/>

<https://www.youtube.com/watch?v=8aSwtTroIUU>

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Directions: Enumerate the following steps in creating presentations:

A. Creating new presentation

- 1.
- 2.
- 3.

B. Opening an existing presentation

1. 2.
- 3.

C. Creating presentation from a template 1. 2. 3.

- 4.

ACTIVITY 2

Directions: Encircle the correct options in copying, deleting, and inserting/adding slides.

A. Copying slides

1. Use the Slides shortcut menu
2. Use the Slide Sorter shortcut menu
3. Press Delete key or Backspace Key
4. Press Ctrl + M
5. Select *Edit > Duplicate*
6. Select *Insert > Duplicate Slide*

B. Deleting slides

1. Select *Edit > Delete Slide*
2. Press Delete key or Backspace Key
3. Use the Slides shortcut menu
4. Use the Slide Sorter shortcut menu
5. Use Outline view
6. Use the Slides shortcut menu

7. Press *Ctrl + D*

7. Select *Insert > New Slide*

C. Inserting/Adding slides

1. Use the Slide Sorter shortcut menu
2. Select *Insert > New Slide*.
3. Choose the *New Slide button* on the Home tab
4. Select *Edit > Delete Slide*
5. Press *Ctrl + M*

ACTIVITY 3

Directions: Write the shortcut keys of the following commands:

- | | |
|---------------------------|-------|
| 1. Closing presentation | _____ |
| 2. Exiting presentation | _____ |
| 3. Inserting slide/s | _____ |
| 4. Duplicating slide/s | _____ |
| 5. Saving As presentation | _____ |