



LAB 02 PowerPoint 2013 Manual

ICT LAB (CL101)



NATIONAL UNIVERSITY OF COMPUTER AND EMERGING SCIENCES

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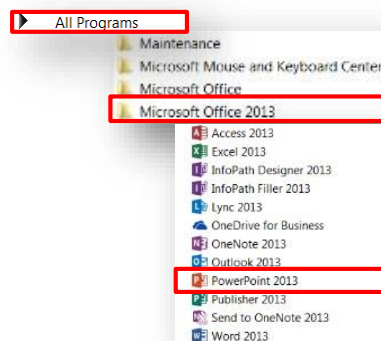
I. Introduction

Microsoft PowerPoint is a robust application that allows you to combine text, graphics, and predesigned backgrounds to create professional presentations. The following is an illustration in how to launch PowerPoint for the first time user.

A. Launch Microsoft PowerPoint 2013

To launch PowerPoint for the first time:

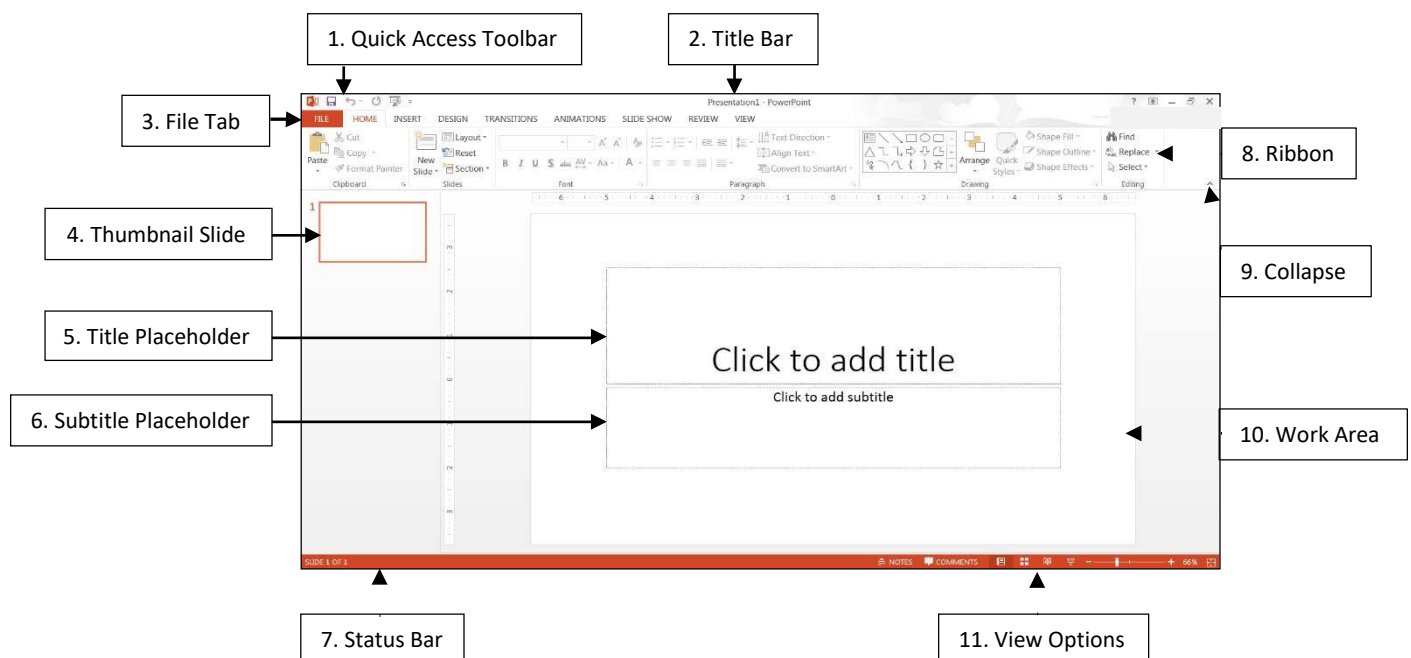
1. Click on the **Start** button.



2. Click on **All Programs**, select **Microsoft Office** from the menu options, and then click on **Microsoft PowerPoint 2013**.

B. Windows Features

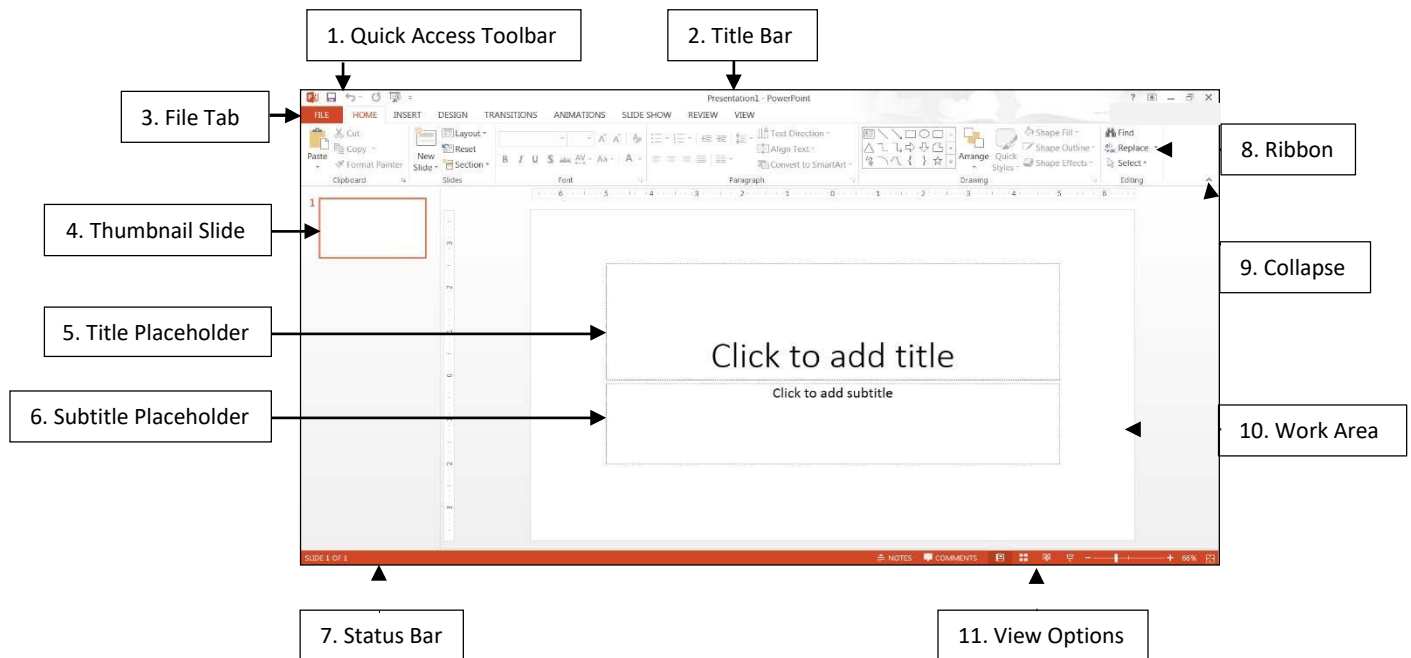
The purpose of Windows Features is to enable the user to perform routine tasks related to the Microsoft applications. All Office applications share a common appearance and similar features. Windows Features provide a quick means to execute commands. Below are some pertinent



PowerPoint features:

A. Windows Features

The purpose of Windows Features is to enable the user to perform routine tasks related to the Microsoft applications. All Office applications share a common appearance and similar features. Windows Features provide a quick means to execute commands. Below are some pertinent PowerPoint features:

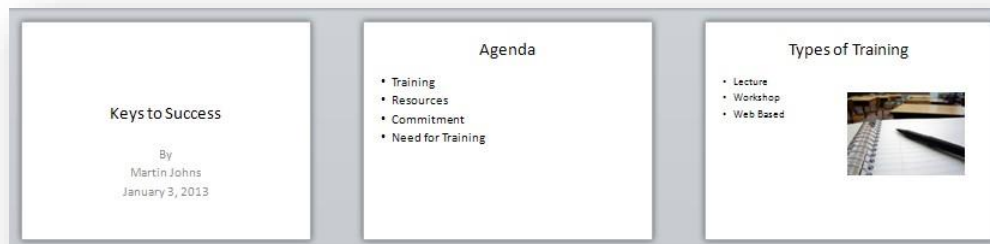


B. Feature Terms and Descriptions

	Term	Description
1	Quick Access Toolbar	Displays quick access to commonly used commands.
2	Title Bar	Displays the name of the open file.
3	File Tab	The File tab has replaced the Office 2007 button. It helps you to manage the Microsoft application and provides access to options such as Open, New, Save As, Print, etc.
4	Thumbnail Slide	Displays a snapshot of each slide.
5	Title Placeholder	Section where text is entered.
6	Subtitle Placeholder	Section where text and/or graphics are entered.
7	Status Bar	Displays information about the slide presentation, such as page numbers.
8	Ribbon	Displays groups of related commands within tabs. Each tab provides buttons for commands.
9	Collapse	Collapses the ribbon so only the tab names show.
10	Work Area	Each slide has an area where text and graphics are entered for a presentation. There are various slide layouts to work from.
11	View Option	Displays several View modes for slides.

C. Presentation Slides

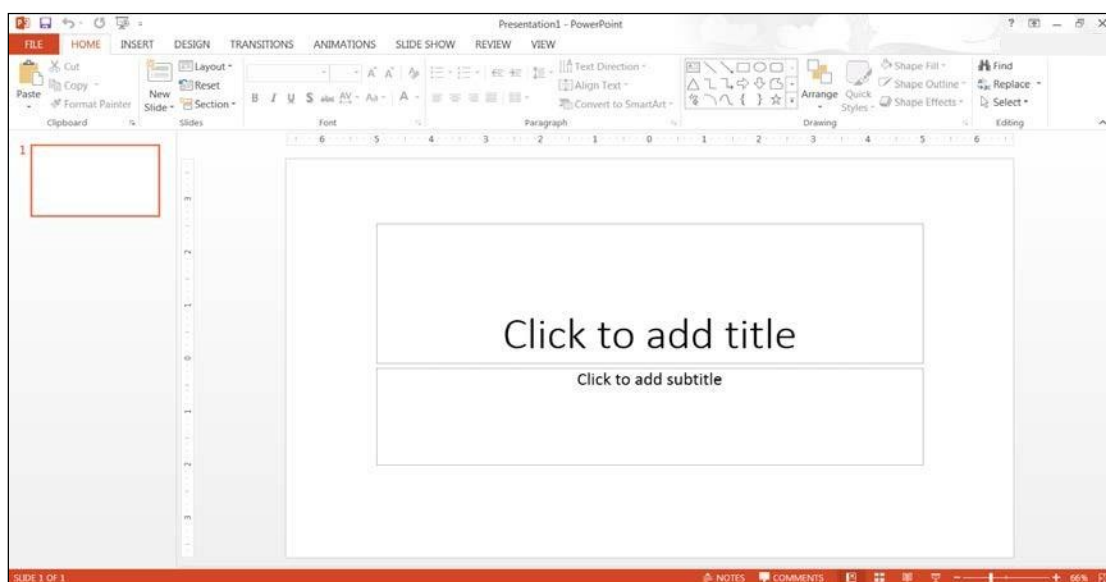
Slides in a presentation are similar to pages in a word processing document. All slides and graphics are saved in one file (example: **keys.xppt**). Use the PowerPoint file to present the information in the following ways:



- **On-screen slide show:** The keys.xppt file displays the slide show on a monitor or computer-projected large screen.
- **Web pages:** The keys.xppt file can be saved as Web page and then published on the Web.
- **Overhead transparencies:** The keys.xppt file can be printed as transparencies (**Important:** Make sure the appropriate transparencies are used for your printer model. The wrong type of transparencies can melt inside your printer.).
- **Handouts:** The keys.xppt file can print two to nine mini slides per page.

II. Create Slide Presentation

This section will teach the basics of opening PowerPoint and beginning a presentation. When PowerPoint is launched the **Presentation** window will appear.

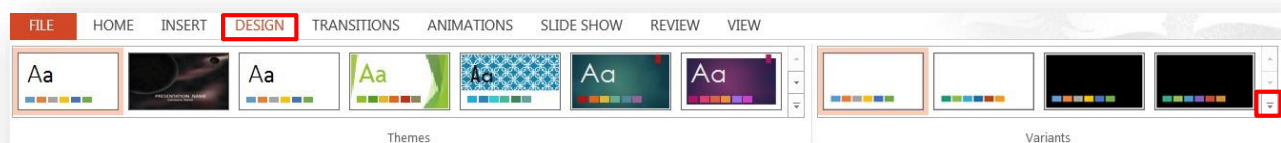


When creating a new presentation, you have choices about how to proceed. PowerPoint gives you a range of ways with which to start creating a presentation. You can start your presentation with:

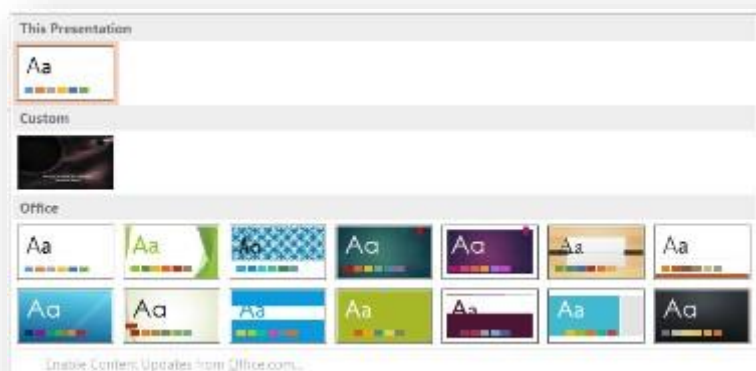
- **Blank:** Slides that are unformatted and have no color scheme.
- **Design:** Slide Themes that have design concepts, fonts, and color schemes.
- **Template on Microsoft.com:** Microsoft Office Templates and Theme Gallery which are arranged according to type (Click on the **File** tab, select the **New** option, and then click on **PowerPoint presentations and slides** from the **Available Templates and Themes**.).

A. Design Theme

A Theme gives your slides a consistent appearance throughout your presentation. Themes contain color schemes with custom formatting, styled fonts, and layouts. When you apply a design template to your presentation, the slide master and color scheme of the template replaces the original blank slide.



1. Select the **Design** tab, then on the **Theme** group, click on the drop-down arrow next to the last Theme.
2. The **All Themes** window will appear with available presentation Themes.

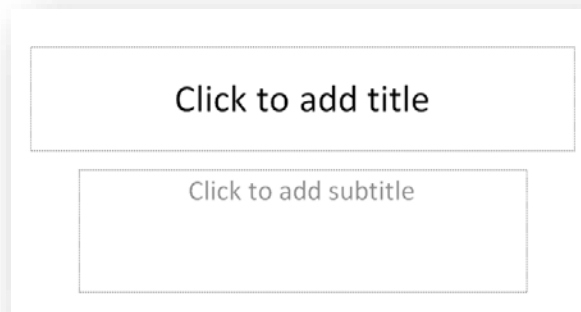


3. Hover the mouse pointer over a Theme to preview it.
4. Click on a **Theme** of your choice.

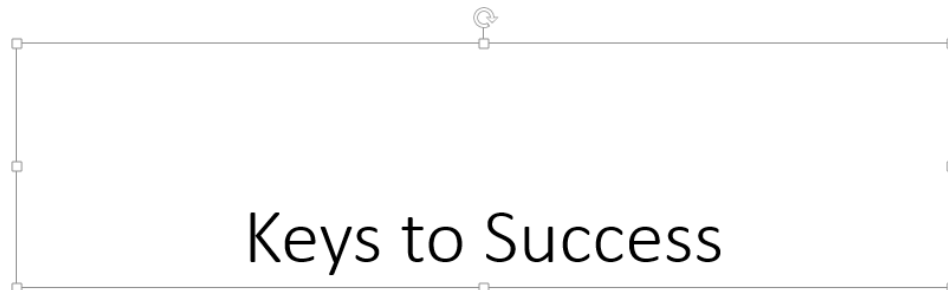
Note: You can change the Theme during or after the creation of your PowerPoint file.

B. Add Text

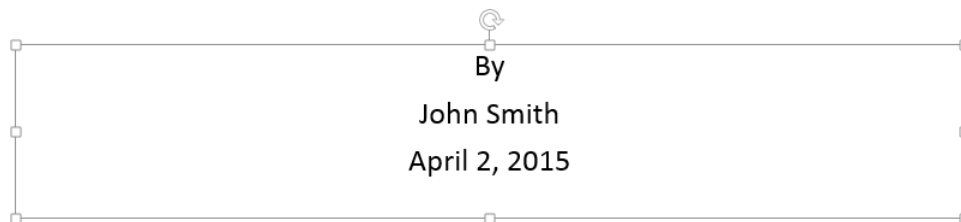
The template for the design Theme you select will determine the font type and text alignment. PowerPoint places all information (text and graphics) contained on a slide in separate **Placeholders**. Placeholders are designated by dotted lines; they appear on a slide as guides, but they will not appear on the finished presentation. In order to edit text, click once inside of the **Text Placeholder** and the insertion point will appear; then begin to type your text.



1. Click in the **Title Placeholder** and type the text title below.



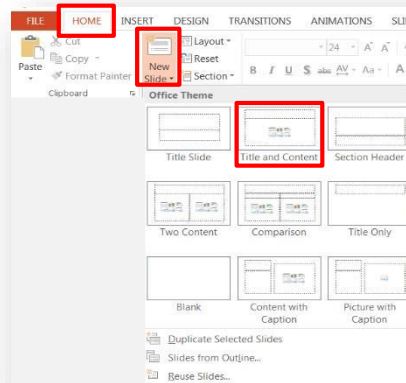
2. Click in the **Subtitle Placeholder**.
3. Type the text below (You will need to press the **Enter** key after each line of text.).



4. **Save** the presentation. Click on the **File** tab and then click on **Save As**. The **Save As** window will open. In the **File name** box, type **Keys to Success** for the presentation name. The instructor will indicate where to save the file. Click on the **Save** button.

C. Add New Slide

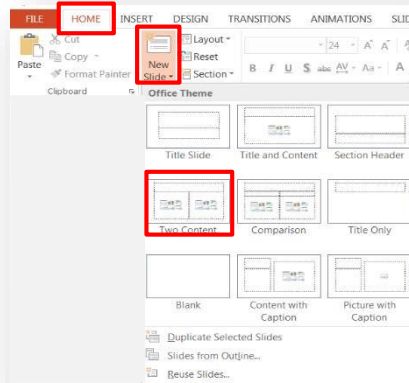
A slide layout defines the placement of text, pictures, tables, and graphs. If you change the layout of a slide, the text and graphics remain intact. You can resize text and graphic boxes to conform to the new layout.



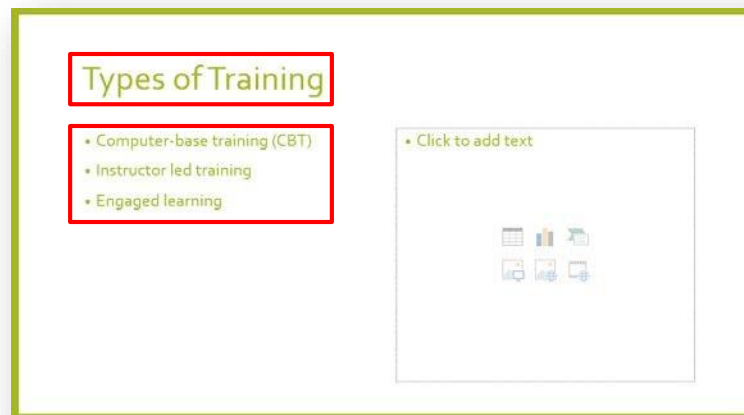
1. On the **Home** ribbon, located in the **Slides** group, click on the **New Slide** drop-down arrow. The Office Theme panel will appear with multiple slide layouts. Select your desired slide layout.
2. For this exercise, click on the second Layout (**Title and Content**) in the first row.



3. In the **Title Placeholder**, type the text **Agenda** as seen above.
4. In the **Text Placeholder**, type the bulleted text as seen above (You will need to press **Enter** after each line of text.).
5. Add another new slide.



6. On the **Home** ribbon, click on the **New Slide** drop-down arrow and then select the **Two Content** slide layout (This slide contains a title, text, and clip art placeholders.).



7. Click inside the **Title and Text Placeholders** and type the text shown above.







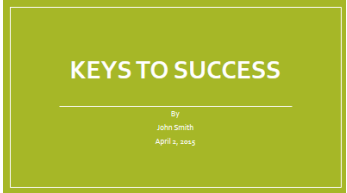
8. On the **Quick Access Toolbar**, click on the **Save** button to save your presentation changes

III. Editing Techniques

This section will teach you basic techniques for editing slides.

A. View Modes for Editing

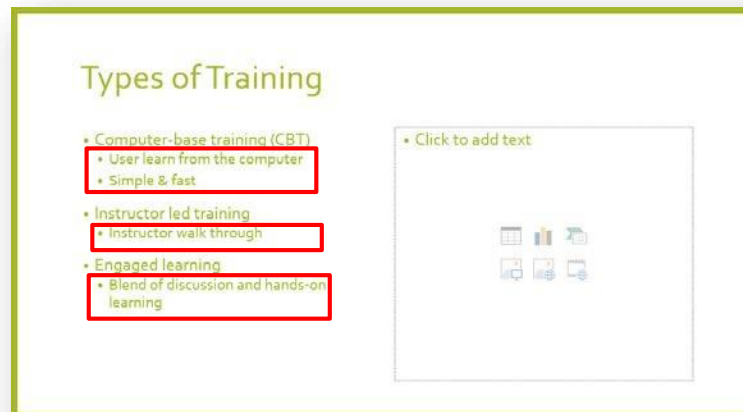
The **Normal**, **Slide Sorter**, **Reading**, and **Slide Show** Views allow you to type, edit, and view your presentation. To switch between views, click the **View Options**  buttons at the lower right-hand side of the PowerPoint window.

<p>Normal View</p> 	<p>Normal View is the main editing View, which you use to write and design your presentation. The View has three working areas: on the left, tabs that alternate between an outline of your slide text (Outline tab), and your slides displayed as thumbnails (Slides tab); on the right, the slide pane, which displays a large view of the current slide; and on the bottom, the notes pane.</p>
<p>Slide Sorter View</p> 	<p>Slide Sorter View is an exclusive view of your slides in thumbnail form. When you are finished creating and editing your presentation, Slide Sorter gives you an overall picture of it — making it easy to reorder, add, or delete slides, and preview your transition and animation effects.</p>
<p>Reading View</p> 	<p>Reading View is new in PowerPoint 2013. It is similar to Slide Show View. The difference between the two Views is that while Slide Show View takes over the whole screen, the slide in Reading View is shown in full screen, but you will see the PowerPoint title band at the top of the screen. The PowerPoint status bar and the Windows task bar are also displayed at the bottom of the screen.</p>
<p>Slide Show View</p> 	<p>Slide Show View takes up the full computer screen, like an actual slide show presentation. In this full-screen View, you see your presentation the way your audience will. You can see how your graphics, timings, movies, transition effects, and animation elements will look in the actual show.</p>

B. Edit Bulleted List

Typing text in PowerPoint is similar to typing in other applications. However, since PowerPoint deals with bulleted lists, a few keystrokes will be identified to help in typing multiple lines.

1. Confirm you are on **slide three**.



2. In **Normal** View, edit the bulleted list to include the circled text above. Place the Insertion bar after each line of the bulleted text and then press the **Enter** key.



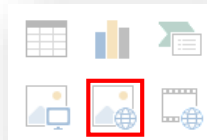
3. To add a sub-bullet, click on the **Increase Indent** button, located on the **Home** ribbon. The **Tab** key can also be used to indent text.
4. Type the text and if additional sub-bullets lines are needed press the **Enter** key, after your line of text.

Note: Pressing **Enter** after any text returns the cursor to the same indent (paragraph) level for the next line. The Tab key is also used before typing to indent text to the next indent level (sub-bullet point) and pressing **Shift+Tab** before typing to return to the previous indent level.

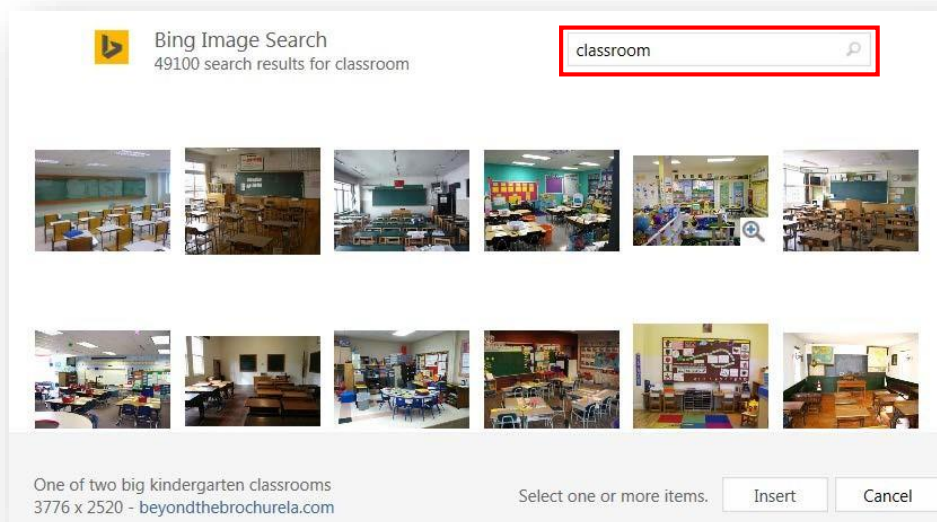
C. Add Pictures

Online Pictures are any type of computerized images such as artwork and photos. You can make your presentation more eye-catching and entertaining by adding Pictures.

1. Confirm you are on **slide three**.



2. Click on the **Online Picture** button in the **Illustration** box, located in the **Text Placeholder**.
3. The **Bing Image Search** window will appear.



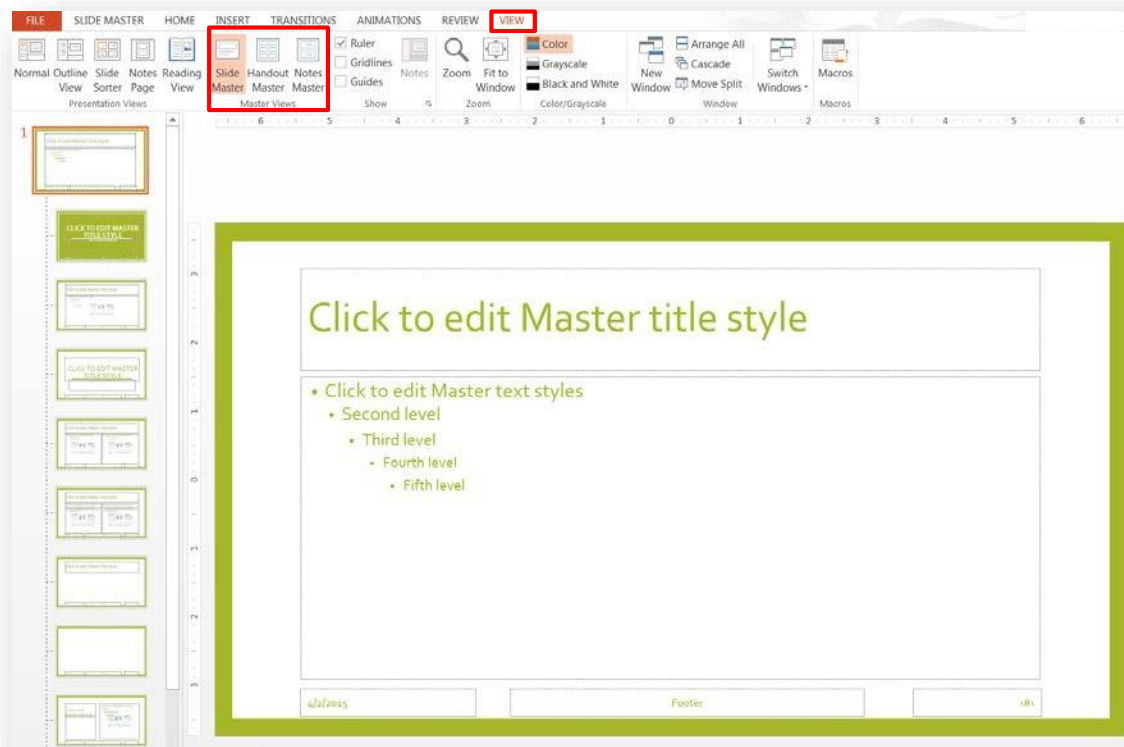
1. In the **Search** box, type the word **Classroom**, and then press the **Enter** key.
A variety of online images associated with your search will appear.
2. Scroll through the **Pictures** window to find your desired image.
3. To insert the image, place the mouse pointer on the image and then click on the left mouse button twice.

Note: When the **Illustration** box does not appear on a slide, images can still be inserted by selecting the **Insert** ribbon and then click on the **Online Pictures** button.



IV. Slide Masters

PowerPoint has a set of **Master Slides** available for every Design Theme. The three Masters include a **Slide Master**, **Handout Master**, and **Notes Master**. Masters correspond directly to the slides. Masters contain the elements that appear on every slide and control the format for all slides in a presentation, which provides a consistent appearance for each slide.



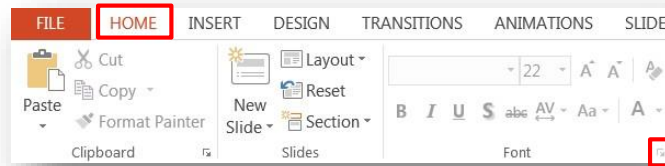
A. Edit Slide Master

The Slide **Master** View is located on the **View** ribbon. This exercise will demonstrate how to modify a **Slide Master** which will affect your entire presentation.

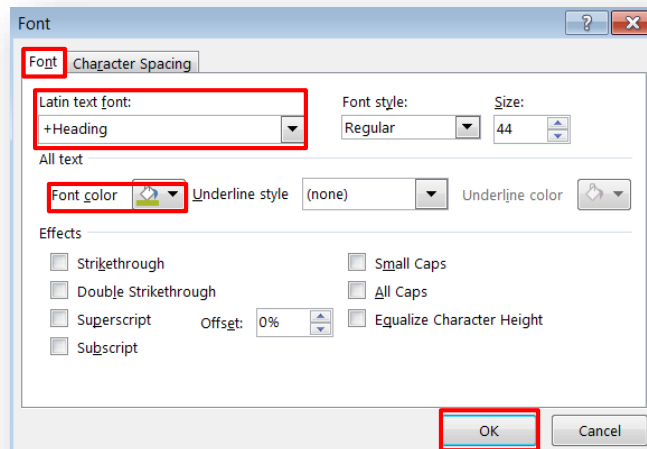
1. Change to **Slide Master** View by selecting the **View** ribbon. Click on the **Slide Master** button, located in the **Master View** group as shown above.



2. Click on the **Master Title Style** placeholder border. This will activate the entire title area.



3. Select the **Home** tab and then click on the **Font** show dialog box.
4. The **Font** window will appear.



5. Confirm that the **Font** tab is active.
6. In the **Latin text font** box, change to a different Font type.
7. In the **Font color** box, change to a different color.
8. Click on the **OK** button.

9. Select the **View** ribbon tab and then click on the **Normal** button in the **Presentation Views** group.
10. **Scroll** through the slides to see how the font and color changes made in the Slide Master have affected the entire presentation.

Note: Changes you make to the Slide Master will affect all slides in your presentation.

V. Format Slide

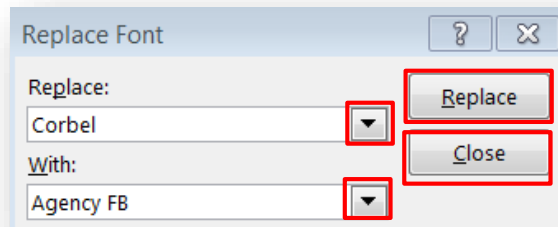
You can change the format appearance of text and slides in the Slide View as well. Formatting can be applied to all slides at the same time as in the Master View or only on an individual slide.

A. Replace Font

Use the **Replace** command to change the font throughout a presentation.



1. Go to **slide two**.
2. Click on the **Text Placeholder** (bulleted list) border.
3. On the **Home** ribbon, click on the drop-down arrow next to the **Replace** button, located in the **Editing** group, and then select the **Replace Font** option.
4. The **Replace Font** window will appear.





5. In the **Replace** box, click on the drop-down arrow and select the **Font** you want to replace.
6. In the **With** box, click on the drop-down arrow and select the desired **Font**.
7. Click on the **Replace** button to change all slides.
8. Click on the **Close** button.
9. View your change.

B. Format Text

Text appears on each slide in a format consistent with the template. You can add or change any text attribute such as bold or italics on any given slide by making the change on the slide. The **Font** button commands are located on the **Home** ribbon in the **Font** group.



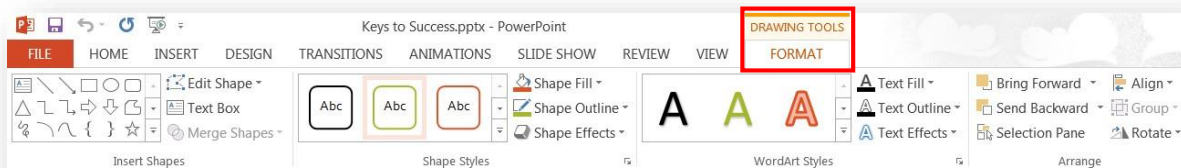
1. Go to **slide one**.
2. Select the **Title Placeholder**, and click on the **Italic**  button in the **Font** group.
3. Use the **Font Size**  button to change the point size to a higher number.
4. Go to the **next slide**. Notice that the title text on this slide has not been affected.



5. Go to **slide two**, click on the **Font Color**  button, located in the **Font** group, to select a different color.

C. Format Placeholder

You can resize or add color and lines to a placeholder, as well as changing the text to a different style and color.

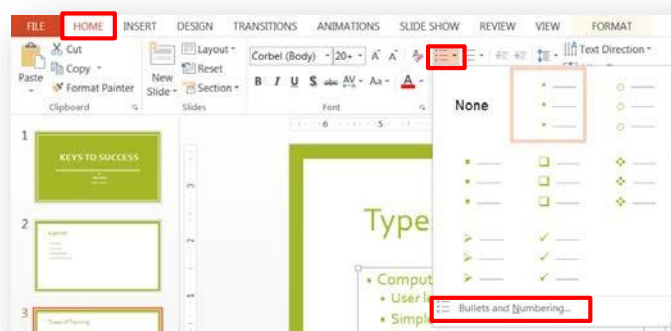


1. On **slide two**, select the **Text Placeholder**.
2. On the **Drawing Tools** ribbon, click on the **Format** tab. View the different formatting options within the groups.
3. In this exercise the instructor will guide you through several formatting options for your placeholder.

D. Change Bullets

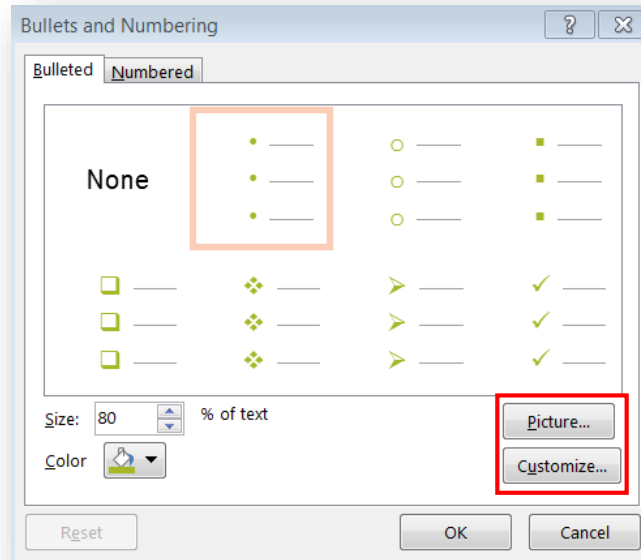
PowerPoint allows you to change the style, color, and size of bullets. You can apply the new bullet style to a single bullet, a bulleted list, or for an entire presentation. To change a single bullet, click the cursor anywhere in the line corresponding to the desired bullet. To change multiple bullets/lines, use the mouse to select the bulleted items you want to change, or select the Text Placeholder to change all bullets within the placeholder.

1. Go to **slide three**.



2. Click anywhere in the first line of **Computer-base training (CBT)**.

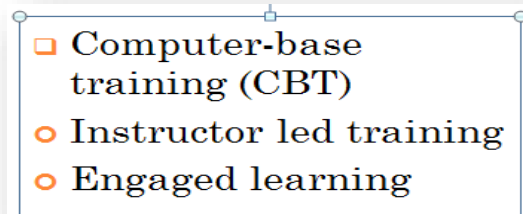
3. Select the **Home** tab, click on the drop-drop arrow next to the **Bullets** button.
4. The **Bullets** panel will appear and then you have the option to select one of the bullet styles that appear.
5. More bullet options are available by clicking on the **Bullets and Numbering** option, located at the bottom right-hand side of the window (On the **Bullets and Numbering** window, you have **Bulleted** and **Numbered** tab choices.).
6. The **Picture** and **Customize** buttons will appear on the bottom of the **Bullets and Numbering** window.



7. Clicking on the **Picture** button provides an array of picture bullets to select. Clicking on the **Customize** button will allow you to choose a variety of **Symbol** windows with each window having multiple symbols to select as bullet options.
8. In this exercise you will select a square-shaped bullet style and then click **OK**.

Note: To select a different color for bullets, use the **Color** drop-down list on the bottom of the **Bullets and Numbering** window. The size of the bullet can be increased or decreased as well. Click the up or down arrows next to the **Size** box to select a new bullet size.

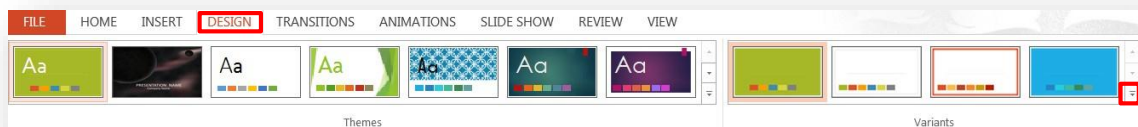
9. Notice the bullet changed only on line one.



10. Change the bullet style for the remaining lines of text by selecting the desired indented lines of text.
11. Select the **Home** tab, click on the drop-down arrow next to the **Bullet** button.
12. The **Bullet** panel will appear.
13. Click on a different bullet style or the same style on line one.

E. Change Theme

You have the option to change the slide Theme on one slide or an entire presentation. Hovering the mouse pointer over the Theme will allow you the options of **Apply to All Slides** or **Apply to Selected Slide**.



1. Change the slide **Theme** to your presentation. Select the Design ribbon and then click on the drop-down arrow on the right-hand side of the last Theme thumb print row. More Themes will be previewed; select your desired Theme.

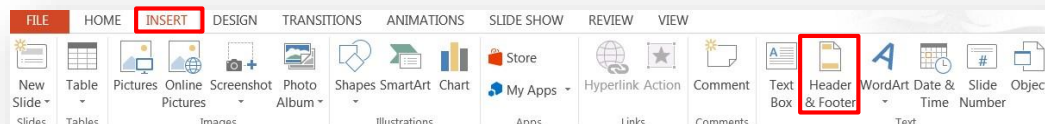
F. Modify Theme

You have the option to change the Theme color, font, and background on your slides. Use the **Design** ribbon to modify your presentation Theme.

1. To change your slide Theme color scheme, click on the drop-down arrow next to the **Color** button, located in the **Themes** group, and then select your desired color scheme.
2. To change your slide **Font**, click on the drop-down arrow next to the **Fonts** button, located in the **Themes** group, and then select your desired Font options.
3. To change your slide **Background Color**, click on the drop-down arrow next to the **Background Style** button, located in the **Background** group, and then select your desired background categories.
(To remove a slide background graphic, select the **Hide Background Graphics** box.)

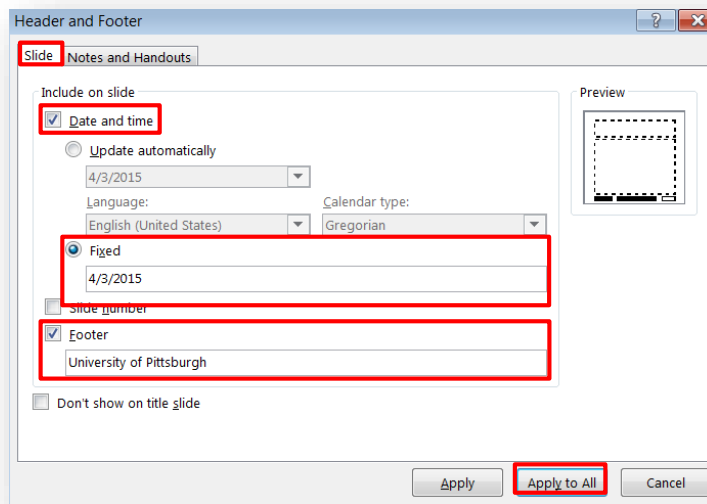
G. Add Footer

To insert information in the slide Footer, select the **Header and Footer** button located on the **Insert** ribbon. Information such as the date and time, the slide number, and desired text can be inserted on the Footer of the slides.



1. Select the **Insert** ribbon tab and then click on the **Header and Footer** button.

- The **Header and Footer** window will appear.



- Confirm that the **Slide** tab is active.
- Select the **Date and time** box.
- Select the **Fixed** button and then type **today's date** in the **Fixed** entry box.
- Select the **Footer** box and then type **University of Pittsburgh** in the **Footer** entry box.
- Click on the **Apply to All** button. This will enable all slides to have the new information.

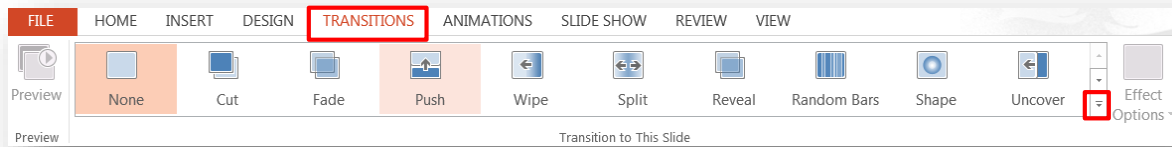
Note: Once you select **Date and time**, you must select either the **Update automatically** or **Fixed** box.

VI. Transition and Animation

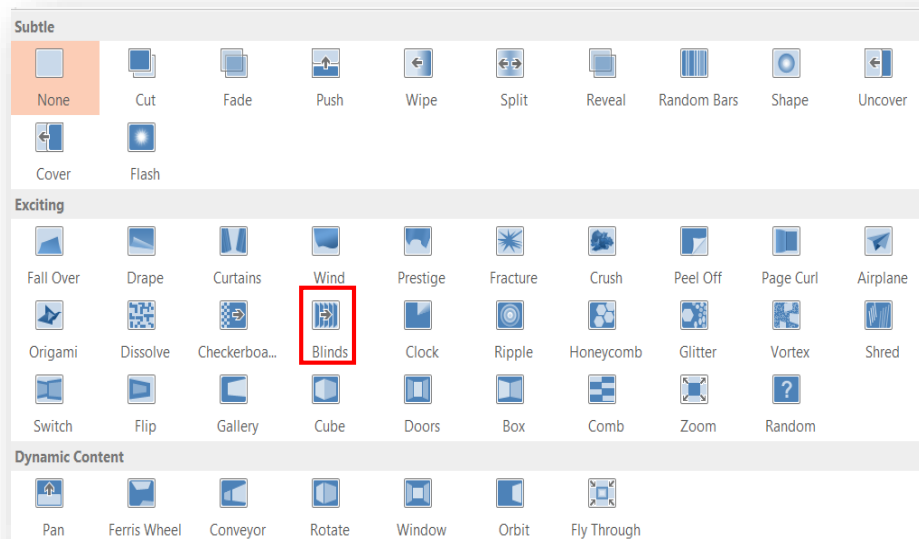
PowerPoint allows you to apply special effects by using slide transition and text/graphical animation to make your presentation more visually appealing.

A. Slide Transition

Transitions are visual special effects that you see when you move from one slide to the next. Working in Normal or Slide Sorter Views allow you to set transitions for a slide. The **Transition** ribbon allows you to apply slide transitions.

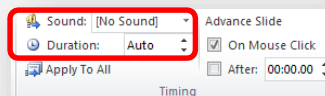


1. Go to **slide one**.
2. Click on the **Transition** tab and then click on the drop-down arrow located in the **Transition to This Slide** group to view the transition categories as seen below.



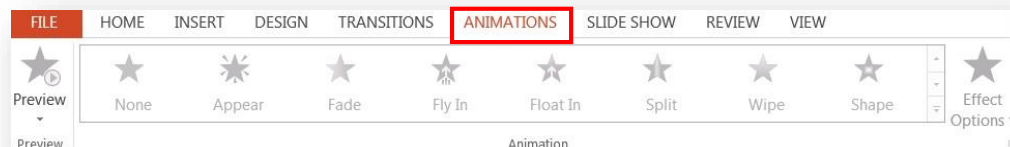
3. In the **Exciting** selection, click on the **Blinds** button. The selected slide will demonstrate this effect as you make your choice. Click on the **Preview** button located on the **Transition** ribbon to demo the effect again.
4. To apply your selection to all slides, click on the **Apply to All** button, located in the **Timing** group.
5. Notice the **transition indicator icon** on the left-hand side of the thumb print slide in Normal View.

Note: You can also apply sound and timing speed to the selected transition from the **Timing** group located on the **Transition** ribbon. Click on the drop-down arrow in the **Sound** box to choose a sound. Click on the up or down arrow in the **Duration** box to set the timing on the transition.

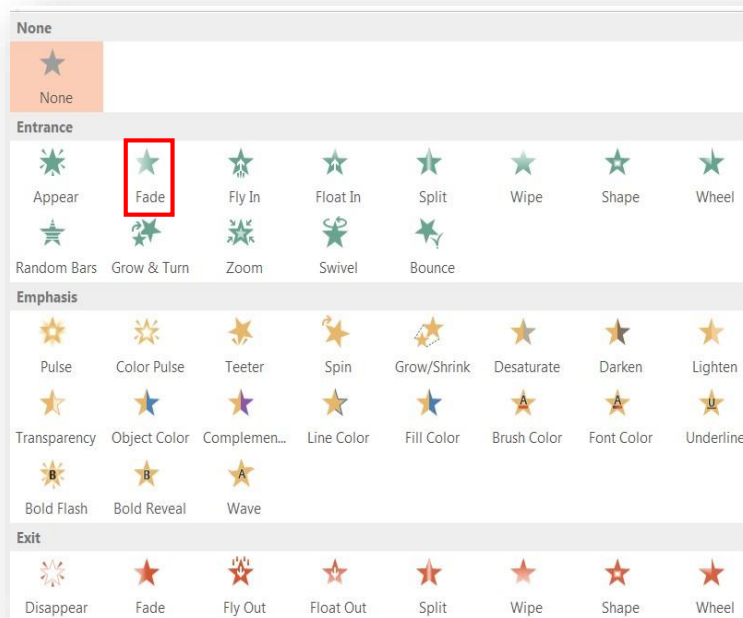



B. Text Animation

Bulleted text animation refers to the progressive display of bulleted items. Bulleted items, by default, appear at the same time on a slide. When text animation is applied, bulleted list items can appear on the slide one at a time or can have motion as they display on the screen. Select the **Animation** ribbon to apply animation to slide text.

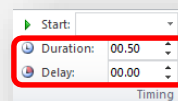


1. Confirm that you are in **Normal View** (View, Normal).
2. Go to **slide two**.
3. **Click** inside the **Text Placeholder** and select the text area.
4. Click on the **Animation** tab and then click on the drop-down arrow located in the **Animation** group to view the animation categories as seen above.



5. In the **Entrance** section, click on the **Fade** button.
6. Notice the **animation indicator**  icon on the left-hand side of the thumb print slide in Normal View.
7. Go to **slide five**, and **select** the **Title Placeholder**.
8. Click on the **Animation** tab and then click on the drop-down arrow located in the **Animation** group to view the animation categories.
9. In the **Entrance** section, click on an animation of your choice.

Note: You can apply timing to or delay the speed of the selected animation from the **Timing** group located on the **Animation** ribbon. Click on the up or down arrow in the **Duration** or **Delay** box to set the timing or delay on the transition.




VII. Slide Illustrations and Shapes

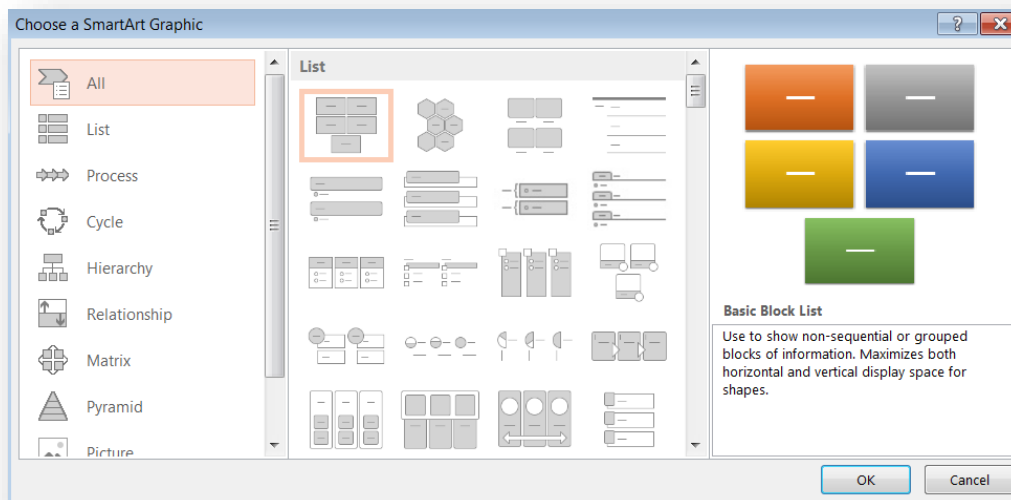
A. Illustration Features

Microsoft Office has multiple Illustration and Image features to enhance your document with numerous graphics, sound, and motion. PowerPoint allows you to insert Illustration and Image features such as Tables, Charts, SmartArt, Pictures, and Media Clips within the Text Placeholders.

• Click to add text



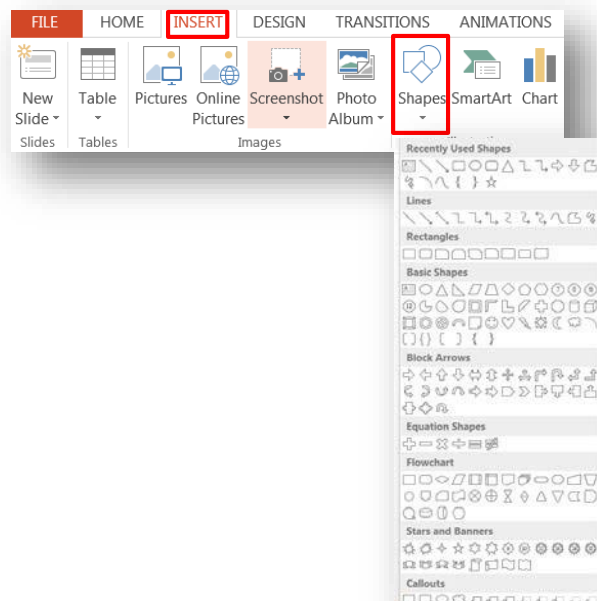
1. Click on an **Illustration and Image** button to locate, format, and insert features into your slide (These features can also be located on the **Insert** ribbon.).
2. The **SmartArt** is the newest feature in Microsoft Office. When you click on the **SmartArt**  button, the **Choose a SmartArt Graphic** window will appear. You can enhance your slide presentation by incorporating text with a variety of images.



3. Go to **slide three** and then add a new **Title and Content** slide.
4. In this exercise the instructor will guide you through the use of **SmartArt** and several other Illustration features.

B. Create Shapes

SmartArt has numerous graphical options to select from, but you can also create your own graphical slide by using **Shapes**. Select the **Insert** ribbon to view available shapes.



1. Confirm **slide four** is selected and then add a new **Blank Layout** slide.
2. The instructor will guide you through this exercise in creating shapes on the new slide that is illustrated on the next page.

VIII. Slide Show

Once you are finished adding text, graphics, and formatting to a presentation, then you can run the Slide Show. PowerPoint allows you to preview, rehearse, or show your presentation electronically to an audience. Display the presentation on-screen by selecting the **Slide Show** ribbon.

A. Launch Slide Show

1. Select the **Slide Show** ribbon and then click on the **From Beginning** button. The Slide Show will begin with the first slide.



Note: The **Slide Show** button  on the **Option Views** bar will start the slide show beginning with the current slide.

IX. Print Presentation

Use the **File** tab and **Print** option to print your presentation in slides, outlines, speaker's notes, and audience handouts. Slides will be printed in full color (on a color printer) or in grayscale (on a black and white printer). A PowerPoint presentation can also be printed on transparencies (**Important:** Make sure the appropriate transparencies are used for your printer model. The wrong type of transparencies can melt inside your printer.).

A. Print

1. Click on the **File** tab and then select the **Print** option.

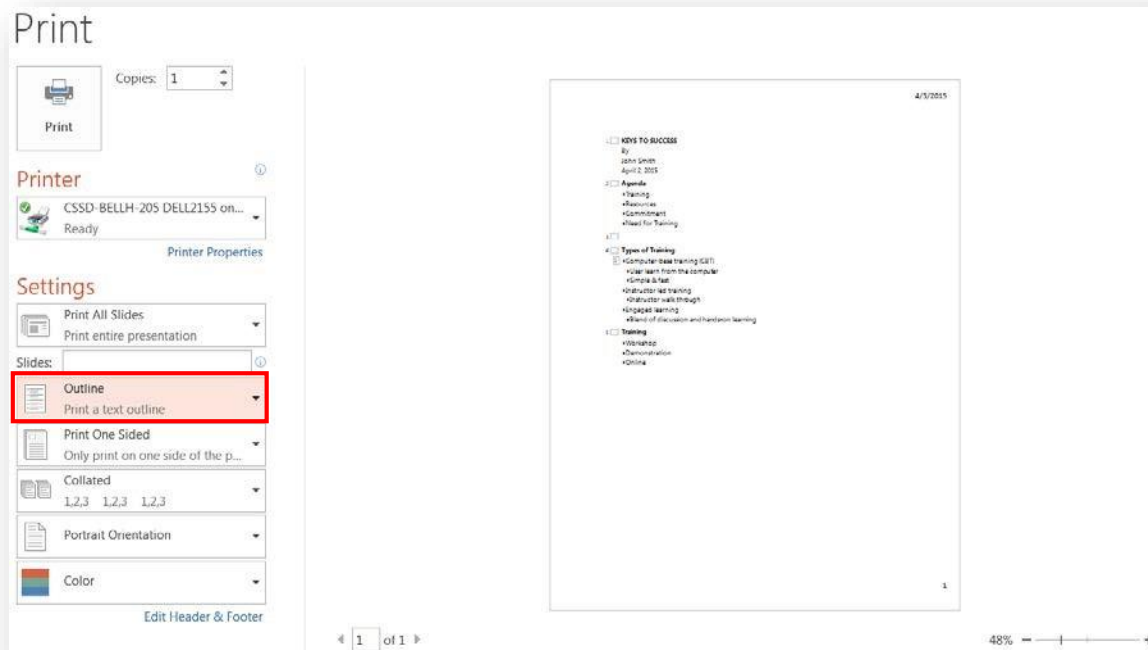


2. The print **Settings** and **Preview** screen will appear.
3. In the **Print All Slides** area, you have the option to print all slides or determine which slides to print.
4. After selecting your print **Settings**, click on the **Print** button.


B. Sample Output

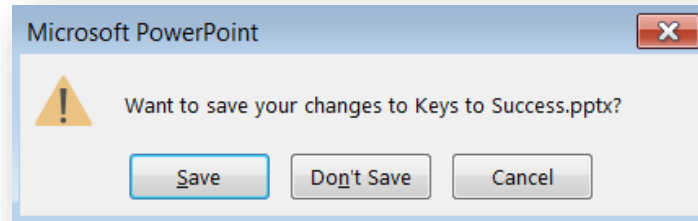
1. Presentation Outline

In the **Full Page Slides** section, select the **Outline** option. Your presentation outline will preview before you print. Notice that graphics don't display on the outline.



X. Exit PowerPoint 2013

To exit PowerPoint, select **File** and click on **Exit** or click on the close  button in the upper right-hand corner of your document. If you have made changes to your document and not saved them, then the **Microsoft PowerPoint** window will appear.



1. Click on the **Save** button to save any changes you made, click on the **Don't Save** button to abandon changes, or click on the **Cancel** button which will allow you to return to your presentation work area.

XI. Individual Exercise

Create 5 slides on “Demand and supply of oil and gas” using different Formatting options, make table of content using SmartArt. Make Table and graph for demand and supply. Use suitable content for presentation. Apply different Slide Transitions for all the slides and show them in Slide Sorter View.