

Presentations:

Importing RTF File

You are now going to create a short presentation about CCTV systems.

- 48 Search for an image of a CCTV camera. **Do not** use the image from step 24. ☐
Save this image.
- 49 For the presentation, the master slide must have: ☐
• a white background
• the image that you found in step 48 placed in the top right corner. The height of the image should be 4 cm and the aspect ratio should be maintained
• your Centre number, candidate number and name in a black 18 point serif font in the bottom right corner
• automatic slide numbers in the bottom left corner
• a horizontal line, 3 points wide, across the slide below the image.

~~No master slide elements, text or images should overlap each other on any slides~~

- 50 Import the file **N1302PRES.RTF** placing the text as slides in your presentation software. ☐
Apply all master slide elements to all the slides you import.

Remove any blank slides.

(This should provide three slides, each containing a title and some bullet points.)

Insert a new slide before slide 1. Use a layout with a title and subtitle for the new slide. This slide should not display the master slide items of the other slides. ☐

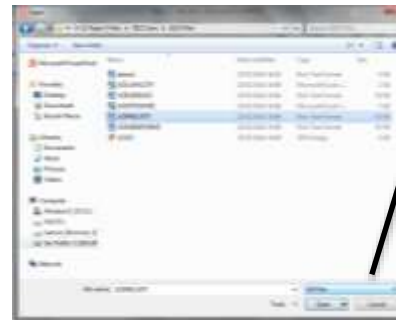
Enter the text **Glossary of terms** as the title for the slide. ☐

Enter the text

Presented by and add your name

as a subtitle for the slide.

Tip: Always import the **RTF** file into PowerPoint **first**. Make sure you have selected **all files** when trying to import the file.



All PowerPoint Presentations

All Files

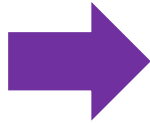
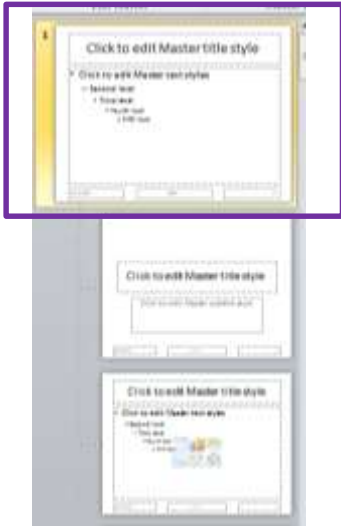
All PowerPoint Presentations
Presentations and Shows
PowerPoint XML Presentations
PowerPoint Templates

- 1) Open Presentation Software
- 2) Click on File >> Open
- 3) Select all **Files and Browse** for the RTF File
- 4) Click on Open.

- 50 Import the file **N1302PRES.RTF** placing the text as slides in your presentation software. ☐
Apply all master slide elements to all the slides you import.

Presentations:

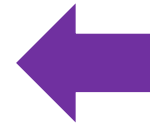
Slide Master



If you work on the **top level master slide** then all layouts will incorporate master slide elements including shapes, lines, colours, images, text footers etc.

No master slide elements, text or images should overlap on any slides.
Apply all master slide elements to all slides.

You would use the **3rd level master slide** if you do not want to show master slide elements on some slide layouts including the **Title Slide**.



Insert a new slide before slide 1. Use a layout with a title and subtitle for the new slide.
This slide should not display the master slide items of the other slides.

Import the file **N1302PRES.RTF** placing the text as slides in your presentation software.
Apply all master slide elements to all the slides you import.

Presentations:

Slide Master

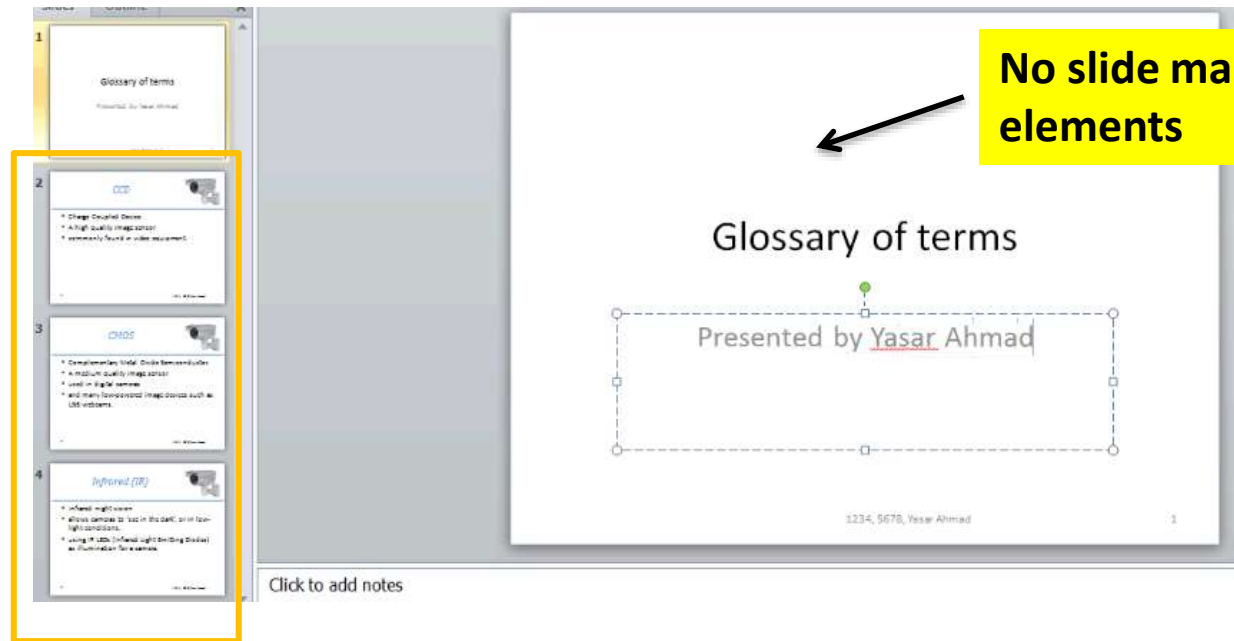
Insert a new slide before slide 1. Use a layout with a title and subtitle for the new slide.
This slide should not display the master slide items of the other slides.

Tip: If it says the title slide should not contain slide master elements then select the third layout in the slide master.

This will mean when you do insert a blank title slide it will not contain any slide master elements.



As you can see the **2nd, 3rd and 4th** slides contain slide master elements.



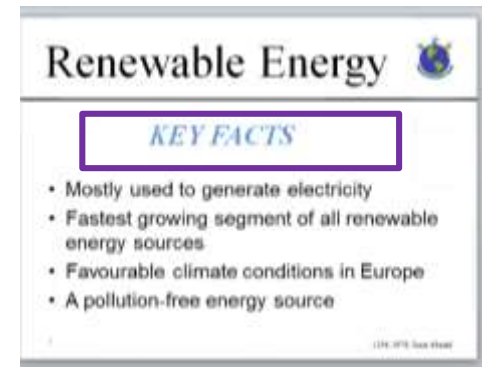
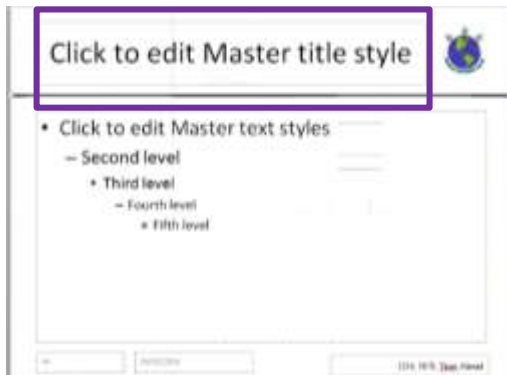
No slide master elements

Presentations:

Inserting Title

Common Mistake: Students will enter new title into the “Click to edit Master title Style” text box.

- 1) Move the “Click to edit Master title Style” below the line.
- 2) Insert a **text box** above the line and write your new title.



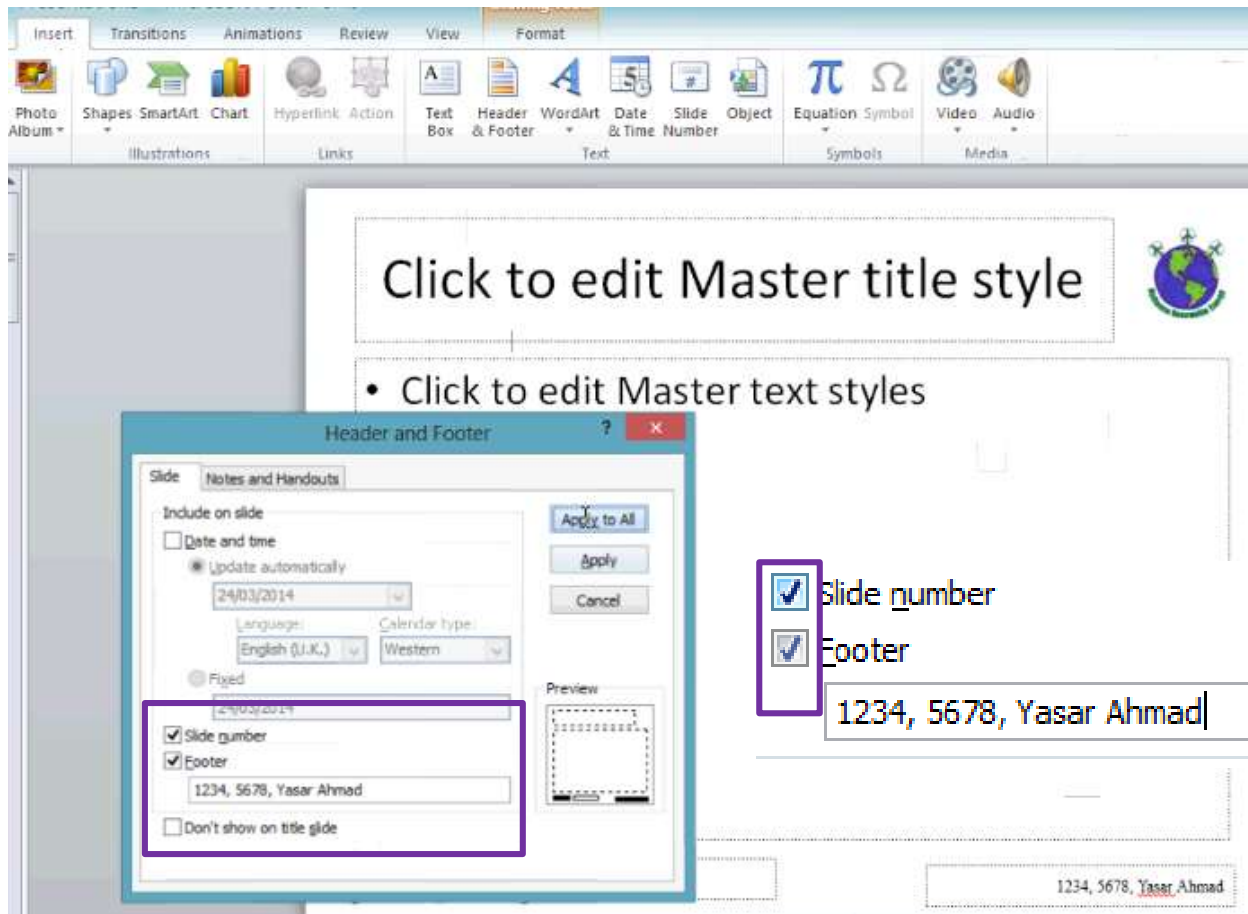
The master slide must have:

- a white background
- the image **LOGO.JPG** placed in the top right corner; the height of the image should be 2.5 cm and the aspect ratio should be maintained
- your Centre number, candidate number and name in a 10 point black serif font in the bottom right corner
- automatic slide numbers in the bottom left corner
- a horizontal black line, 3 points wide, across the slide below the image
- the text **Renewable Energy** in a black **72** point serif font above the line, left aligned; make sure the text does not wrap.

Tip: If it asks you to insert a title in the slide master then make sure you move the “Click to edit Master title Style” and insert a text box for the slide master template.

Presentations:

Headers/Footers



To insert header/footer click on:

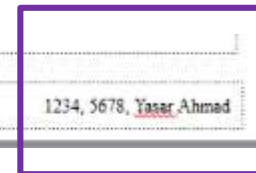
Insert >>

>> Header & Footer

Tick the relevant boxes. For the footer enter the text.

TIP: You can reposition the header/footer elements. Make sure header and footer elements are correctly aligned to the **left, right** or **centre**.

Left Aligned

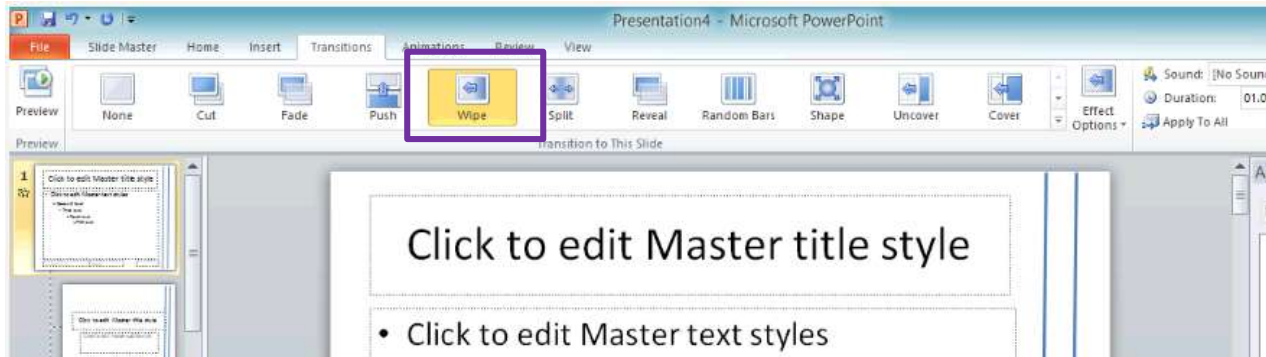


Right Aligned

Presentations:

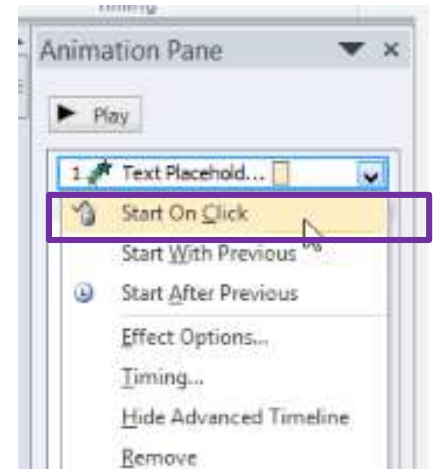
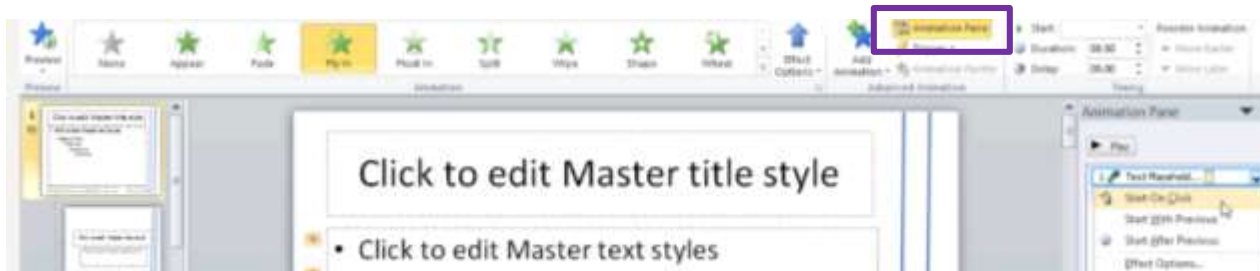
Animations and Slide Transitions

40 Set the same transition between the slides.



Slide Transition and animations have to be applied in the slide master. The slide master will then apply these settings to all slides using the slide master template.

41 Set the bullets on all slides to appear one by one.



To make **bullet points appear one by one** you first have to select the bullet point and then apply a custom animation effect. Then select the **animation pane** and click on >> **start on click**.

Presentations:

Set up Slide Show

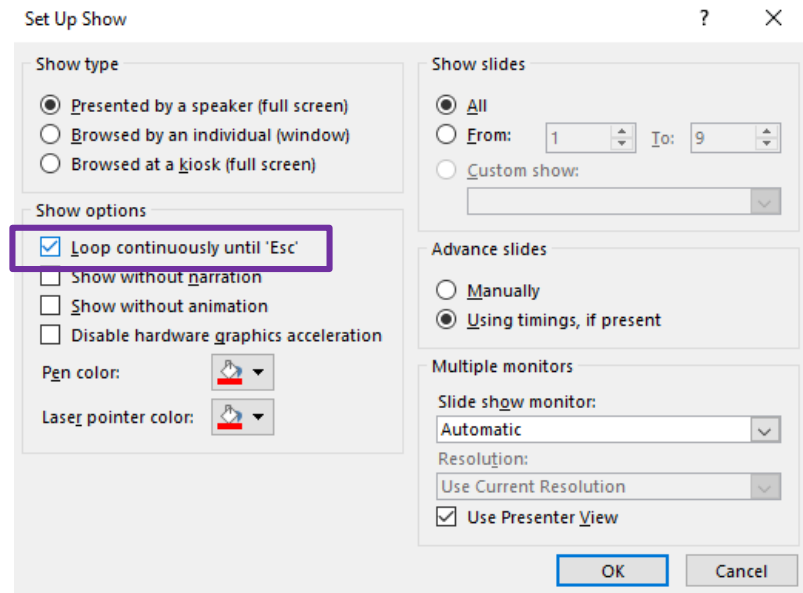
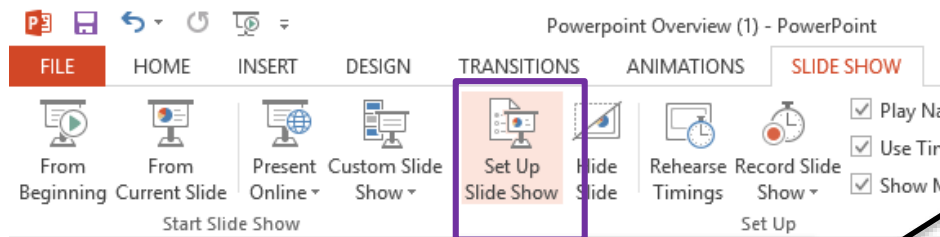
Set the slide show so it loops continuously on-screen.

EVIDENCE 14

Place in your Evidence Document screenshot(s) showing the on-screen looped selection.

Additional options can be selected from **Set up Slide Show** icon. One option is continuously loop the presentation. You can do this by simply clicking the option to loop.

Slide Show >> Set Up Slide Show

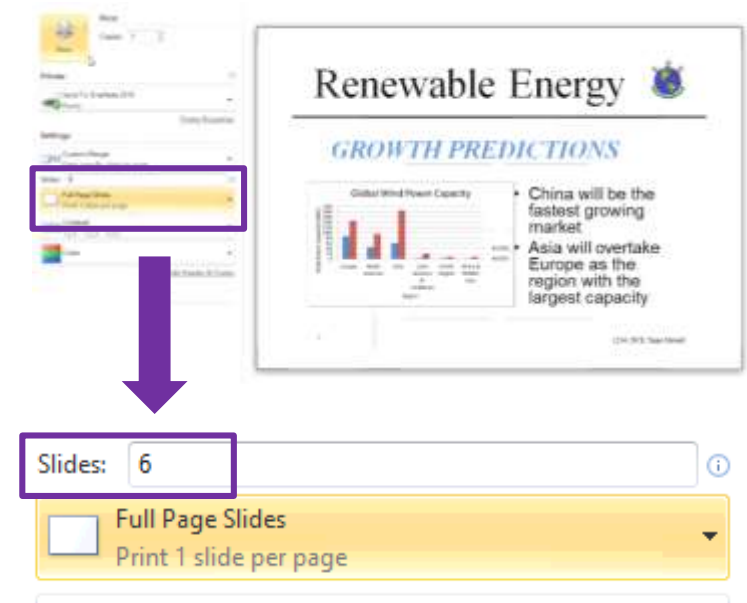
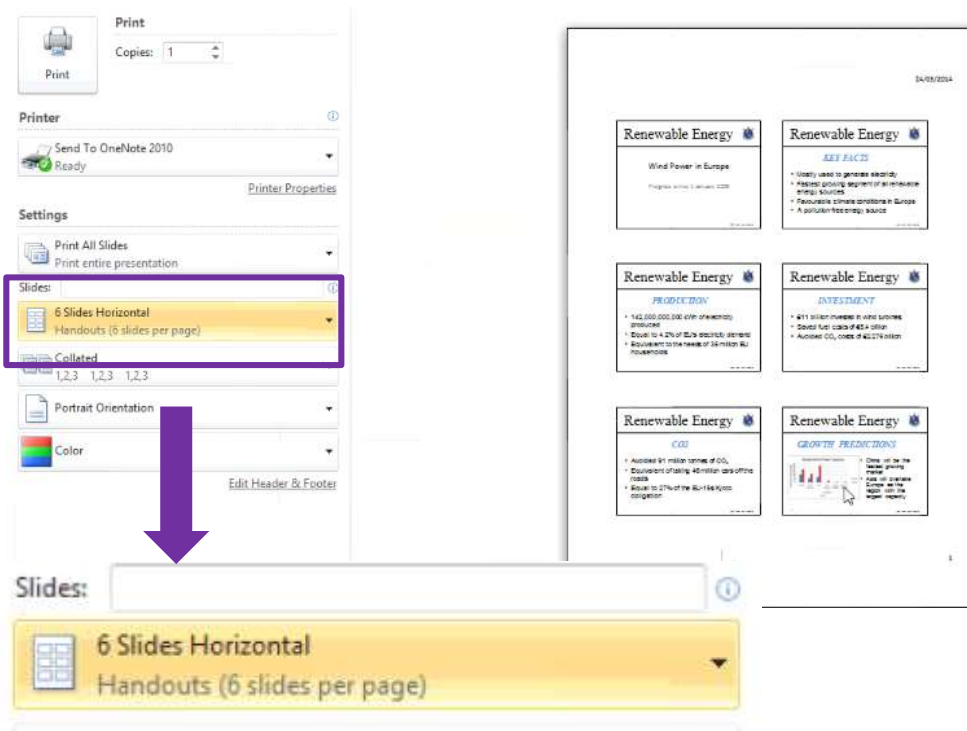


Presentations:

Presentations: Printing

Normally **two printouts** are required when printing a presentation task:

1. Presentation printed as **handouts** 3,4 or 6 slides per page.
2. Slide containing Pie/Bar Chart is normally printed of as a **full slide**.



Presentations:

Presentations: **Speaker Notes**

Speaker notes can be added by inserting text in the space provided at the bottom of the slide.

