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| **Course Code and Title: *INTRODUCTION TO COMPUTING (ITE 100)*** |
| **Lesson Number: Lesson 14 (Week 14)** |
| **Topic: Microsoft Powerpoint** |
| **Introduction:** Microsoft PowerPoint is a professional presentation program that permits the user to make "presentation slides" displayed on the pc screen or through a projector that's plugged into the pc and is now available on mobile. A PowerPoint presentation is a great way to convey pieces of information to a big audience. PowerPoint presentations are appealing to users because they're easy to make and edit. |
| **Learning Objectives:**  At the end of the lesson, you should be able to:   * Create presentations using MS. Powerpoint. * Format presentations using MS. Powerpoint. * Customize basic settings in Microsoft Powerpoint. |
| **Pre-Assessment:**  **Multiple Choice:** Choose the letter of the best answer. Write your answer on the sheet provided. (2 pts. each)  1. It is a predefined combination of colors, fonts, and effects that can be applied to your presentation.  A. Effects C. Themes  B. Animation D. Slide  2. Where is the theme located?  A. Animation C. Insert  B. Home D. Slide show  3. The slide has \_\_\_\_\_for you to add a title and subtitle.  A. Animation C. Table  B. Themes D. Placeholder  4. It can be added to your slides after a theme is applied.  A. Animation C. Background styles  B. Themes D. Placeholder  5. It is used to organize and present information in the form of a slide show.  A. Function C. Microsoft PowerPoint  B. Value D. Excel |
| **Lesson Presentation:**  With PowerPoint on your PC, Mac, or mobile device:   * Create presentations from scratch or a template. * Add text, images, art, and videos. * Select a professional design with a PowerPoint Designer. * Add transitions, animations, and motion. * Save to OneDrive, to get to your presentations from your computer, tablet, or phone. * Share and work with others wherever they are.   **The PowerPoint Environment**  When you open PowerPoint, a new presentation is created, and a blank slide appears in the PowerPoint window. The slide has placeholders for you to add a title and subtitle. On the left side of the window, you will see a task pane with slides and outline tabs, which appears by default. On the bottom-right of the screen, you will find View commands (Normal, Slide Sorter, and Slide Show), as well as the zoom tool.  **C:\Documents and Settings\ADMIN\My Documents\pwerpoint\dl\lesson1\window.gif**  **Slide Basics**  C:\Documents and Settings\ADMIN\My Documents\pwerpoint\dl\lesson2\pic3placeholder.gifSlides contain placeholders or areas on a slide that are enclosed by dotted borders. Placeholders can include many different items, including text, pictures, and charts. Some placeholders have placeholder text or text that you can replace and thumbnail-sized icons representing specific commands such as Insert Picture, Insert Chart, and Insert Clip Art.  **To insert a new slide:**   * Click the New Slide command in the Slides group on the Home tab. A menu will appear with your slide layout options.   C:\Documents and Settings\ADMIN\My Documents\pwerpoint\dl\lesson2\pic4.gif   * Click the slide you want to insert. A new slide with the chosen layout will appear in the center of the PowerPoint window and the pane on the left.   **To insert a text box:**   * Select the Insert tab on the Ribbon. * Click the Text Box command in the Text group. * Click and drag the cursor until the text box is the desired width. * Release the mouse button.   **Themes**  A theme is a predefined combination of colors, fonts, and effects applied to your presentation. PowerPoint includes built-in themes that allow you to easily create professional-looking presentations without spending a lot of time formatting. Each theme has additional background styles associated with it that can be applied to the slides to modify the theme.  When you create a new PowerPoint presentation, a theme is applied, even though the slide background is white. This default theme is called the Office Theme. The Office Theme consists of a white background and Calibri font of various sizes for titles and body text.  C:\Documents and Settings\ADMIN\My Documents\pwerpoint\dl\lesson4\pic1.gif  You can apply a different theme to your slides before adding text or making changes to the default slide. An advantage of doing this is that the location of the text will not move. If you apply the theme after you enter text on the slides, the text boxes and placeholders may move, depending on the theme you choose.  An advantage of entering some of your text before applying a new theme is that the live preview feature allows you to see how the themes will affect your specific text. The example below is the Aspect theme.  C:\Documents and Settings\ADMIN\My Documents\pwerpoint\dl\lesson4\pic2.gif  **To apply a theme:**   * Select the Design tab. * Locate the Themes group. Each image represents a theme.   C:\Documents and Settings\ADMIN\My Documents\pwerpoint\dl\lesson4\pic3.gif     * C:\Documents and Settings\ADMIN\My Documents\pwerpoint\dl\lesson4\pic4.gifClick the drop-down arrow to access more themes. * Hover over a theme to see a live preview of it in the presentation. The name of the theme will appear as you hover over it. * Click a theme to apply it to the slides.   *You can access additional themes on Microsoft Office Online or create your own. Fonts that are changed with the font size and style menus will not change when applying a new theme.*  **Modify themes**  PowerPoint themes are powerful because you can modify the current theme colors, fonts, and effects and easily create professional-looking slides. You can customize themes based on your needs and preferences.  Background styles can be added to your slides after a theme is applied. The styles are filled with variations based on theme colors. When you switch to a different theme, the background styles are updated based on the new theme colors. The Urban theme's background style options are different from the background style options for the Apex theme. The colors are different based on the theme colors.  **Inserting Pictures**  **To insert a picture from the Ribbon:**   * Select the Insert tab. * C:\Documents and Settings\ADMIN\My Documents\pwerpoint\dl\LESSON5\PIC1.gifClick the Insert Picture command in the Illustrations group. The Insert Picture dialog box will appear. * Locate and select the picture you want to use.   C:\Documents and Settings\ADMIN\My Documents\pwerpoint\dl\LESSON5\PIC2.gif   * Click Insert, and it will appear on the slide.   **Modifying Pictures**  Microsoft PowerPoint provides you with several commands that allow you to modify pictures. When you select a picture, a Picture Tools Format tab appears on the Ribbon.  C:\Documents and Settings\ADMIN\My Documents\pwerpoint\dl\LESSON5\PIC6.gif |
| **Synthesis:**  Microsoft PowerPoint is used to organize and present information in the form of a slide show. Before creating a presentation, plan and outline the message you want to communicate. Suggested guidelines include:   * + Keeping the text simple   + Use no more than 50 words per slide.   + Cover one topic per slide   + Add images and clip art sparingly and only when appropriate. |
| **Evaluation: Lesson 12: Week 12**  **In your own words,** give five reasons why choose Microsoft Powerpoint in your presentations. Use the space provided below. (2 points each).  1.  2.  3.  4.  5. |
| **REINFORCEMENT**  Give five ways to make effective presentation slides. (2 points each)  1.  2.  3.  4.  5. |
| **References:**  **ONLINE RESOURCES:**  Microsoft Powerpoint **2019** <https://www.youtube.com/watch?v=MYgjFGT7INY>  Beginner's Guide to Microsoft Powerpoint <https://www.youtube.com/watch?v=XF34-Wu6qWU> |