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# CL1000- INTRODUCTION TO INFORMATION AND COMMUNICATION TECHNOLOGIES

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## LAB# 3: INTRODUCTION TO MS POWER POINT

Microsoft PowerPoint is an electronic presentation program that helps people present a speech using a collection of slides. A PowerPoint presentation is a collection of slides that can be used to create oral presentations.

It is a speech with visuals. A well-designed visual can be just as powerful as the verbal part of a presentation. Remember “a picture is worth a thousand words”. Visuals should help to reinforce what one is saying. They should be simple in design, clear in the information that they are giving, and pleasing to look at. Visuals can be overheads, slides, or flipcharts, but more and more often, they are projections created using software on a computer. The projections, once created can be shown on a monitor, or projected onto a large screen while the presenter talks, such as a white board or smart board.

Power Point is a multimedia (text, graphics, sound, animations) slideshow tool that creates slide shows. Presentations software can be used to inform, educate interest, influence and/or sell an idea. Studies have shown that people remember 10% of what they read, 20% of what they hear, and 30% of what they see. The percentage increases to 70% when they see and hear the information. A good presentation has good visuals and a well-prepared speech.

This is the standard first slide of a PowerPoint presentation.

### The Title Bar

The Title bar is located at the top in the center of the PowerPoint window. The Title bar displays

the name of the presentation on which you are currently working.

The Ribbon

- 1 Tabs
- 2 Command Group
- 3 Command Buttons
- 4 Launcher

You use the Ribbon to issue commands. The Ribbon is located near the top of the PowerPoint window, below the Quick Access toolbar.

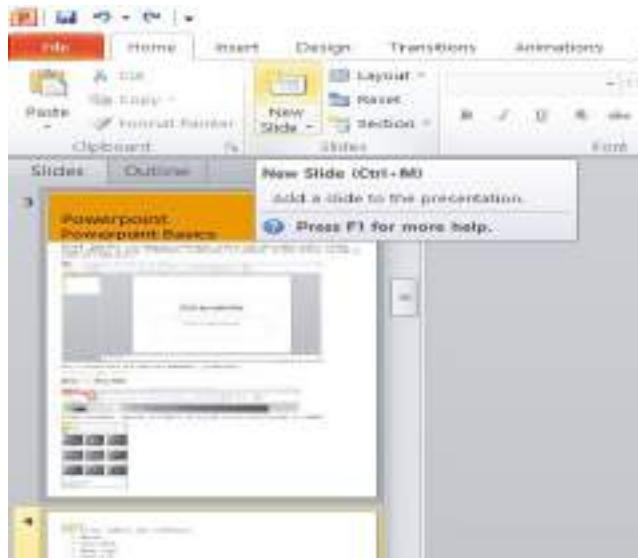
## Rulers

Rulers are vertical and horizontal guides. You use them to determine where you want to place an object. If the rulers do not display in your PowerPoint window:

1. Click the View tab.
2. Click Ruler in the Show/Hide group. The rulers appear.

## I -Inserting a New Slide

Home << New Slide



Choose the Layout required, the layouts are pre-set but can be customized as needed



## II- Views

There are four different views in PowerPoint:

- Normal
- Slide sorter
- Notes page
- Slide show

Each view is used for a different step in creating your PowerPoint presentation.

### Normal View

#### View >> Normal

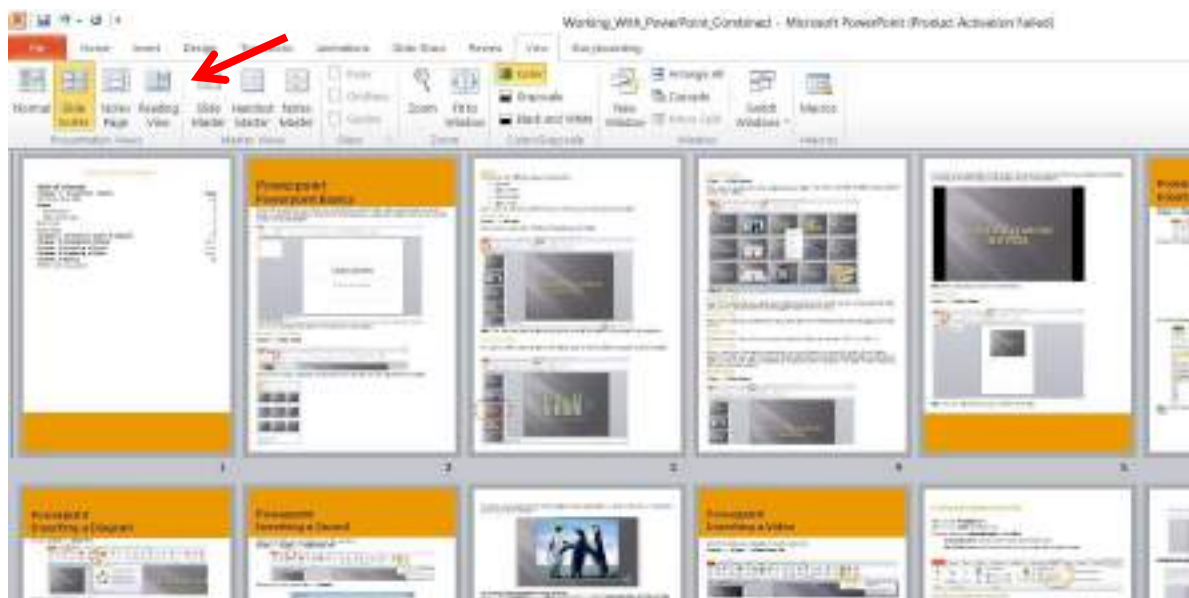
This view is used when creating and designing your slides.



### Slide Sorter View

#### View >> Slide Sorter

This view is good to use when organizing your slides. Use when you want to delete, copy, paste or Delete your slides.



### Deleting a Slide

Select the slide that you would like to delete and press the Delete key on the keyboard OR right click on the selected slide and select Delete Slide from the menu.

### Copying a Slide

Select the slide you would like to copy, right click on the selected slide and select Copy from the menu.

### Pasting a Slide

Position your cursor where you want to paste the slide (eg. between 6 & 7) << Ctrl + V

### Moving a slide

After creating a PowerPoint presentation you may decide to change the order of your slides. Select the slide you wish to move (a border will appear around the selected slide), and drag the slide to where you want to reposition it and drop it into the position. The slide number sequence will automatically update.

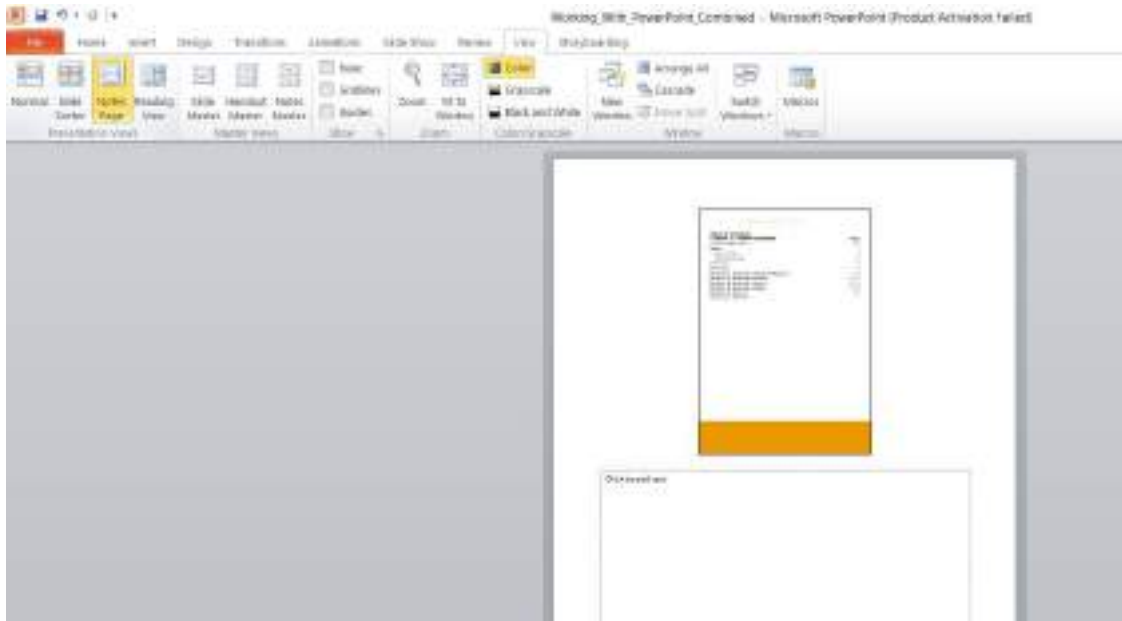
### Slide Show

View >> Slide Show



## Notes Page

View >> Notes Page



Once a slide show is created, there may be a desire to make changes to the appearance. This can do this by changing the appearance of the text on each slide, or changing the appearance of the slide itself.

## Changing Colour

1. Under the Design tab, Hover the mouse over the different themes, and they will preview in the slide.
2. Left click on a theme, and all the slides should change colour.
3. Examine the different color options for that theme, under Colours and Background Styles



By clicking on the down arrow, a tab will open that will reveal more options for coloring, as well as inserting pictures as slide back-grounds.

5. Left click on any slide
6. Right click on one of the themes, and select Apply to Selected Slides



This option allows different themes for separate parts of the slide show.

### Lab Task 1:

Create a power point presentation that contains 5 slides. The layout of each slide is described below.

- First slide of the presentation should have the title layout.
  - Second slide should have title and content layout.
  - Third slide should have section header layout
  - Forth Slide should have comparison layout
  - Fifth slide should have blank layout.
1. Move slide 2 (having title and content layout) at the place of slide 3(having section header layout).
  2. Delete the blank layout slide (slide 5).
  3. Apply gallery theme on all slides.
  4. Change the color of slide 4 to red.
  5. Take a screen shot of slides in a slide sorter view and save it.

Note (Write dummy text in the title, content, section header and comparison)

### Lab Task 2:

Create a Powerpoint presentation that contains 5 slides. This presentation is all about YOU! Tell me about your likes dislikes and each slide should have the following information

1. Your name, place of birth, and favorite color.
2. Your birthday. Add information if someone famous has the same birthday as you or any historical events that took place on your birthday.
3. What is your favorite genre of music? Who is your favorite band or singer in that type of genre?
4. What is your favorite fast food Restaurant and why? List 3 of your favorite foods on the menu.
5. Add citations and references of any of your pictures or events that you have added.

Following are the points that you need to consider (IMPORTANT)

- Consider the design and layout properly. Creativity will get you more marks.
- Make sure to use images in all the slides.

- Slide 3 should be done using clip art (Smart Art)
- Animate your slides properly and add correct data.

### Submission Guidelines:

2 files (Task 1 and task 2) should be submitted in the .pptx format. Complete your work on time!