



SELF-LEARNING PACKAGE IN

ICT 8

Quarter 1 | Week 3

Working with Slides

Learning Competency:

Demonstrate the basics in working with slides.

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WRITERS

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NOT FOR SALE



Ready to Launch!

Presentation software such as PowerPoint generates a series of slides to accompany a human presenter or to be recorded as a stand-alone presentation. A slide is a single screen of a presentation, and every presentation is composed of several slides. Depending on the subject matter, the best presentations may consist of 10 to 12 slides to get a message across, but more may be needed for complex subjects.

Slides keep an audience's attention during a presentation and provide additional supporting information in textual or graphic format.



Aim at the Target!

At the end of this module you are expected to:

1. Demonstrate the basics in working with slides:
 - a. understanding slides and slides layout
 - b. organizing slides
 - c. customizing slide layouts
 - d. customize slides

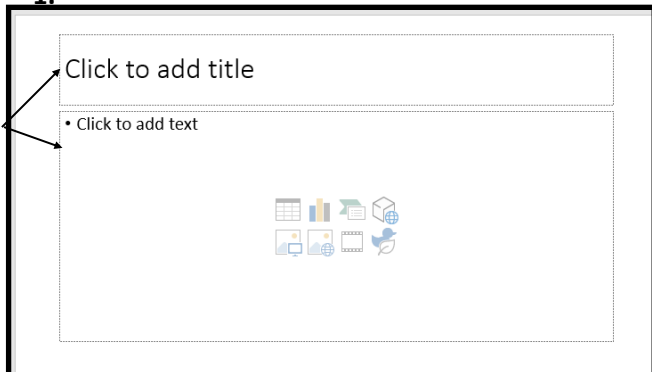


Try This!

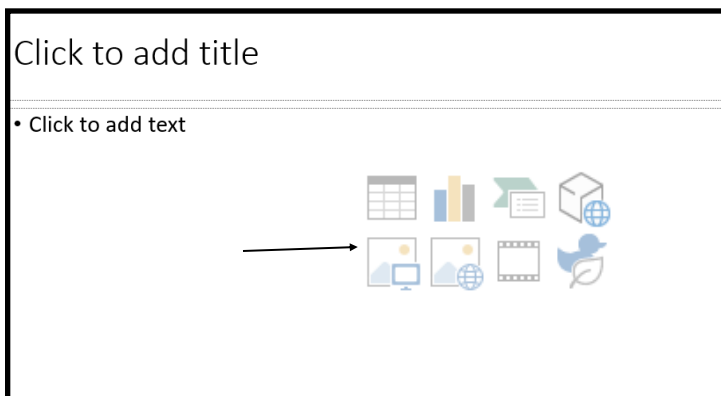
Gear Up! Let's see if you have ideas regarding this topic.

Direction. Identify each pictures given below.

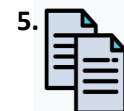
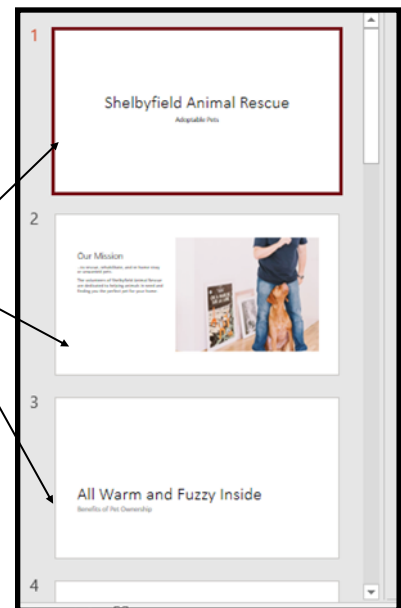
1.



2.



3.





Keep This in Mind!

When you open a new PowerPoint presentation file, you are presented with a large selection of slide templates that you can choose from to set the tone for your presentation. Each template has a series of related slides in the same theme, color, and font choice for different purposes. You can choose a template and use only the additional slides that work for your presentation.

The first slide of a presentation is usually a title or introductory slide. It typically consists of text only, but it can include graphic elements or images as well. Subsequent slides are chosen based on the information to be transmitted. Some slides contain images, or charts and graphs.

Activity 1. You are task to introduce yourself to the class, and listed below are some of the information that you would want to tell them.

- 1: My Name is _____
- 2: We are _____ in the family and I am the (eldest)
- 3: My favourite pet(s) is/are _____
- 4: I love to visit places like _____.
- 5: I like to eat _____.
- 6: I like the color _____.
- 7: My motto in life is _____.

Draw 7 boxes as your visual aid, and fill-in correspondingly each box with the information that you need to tell about yourself. An example is given below.



1

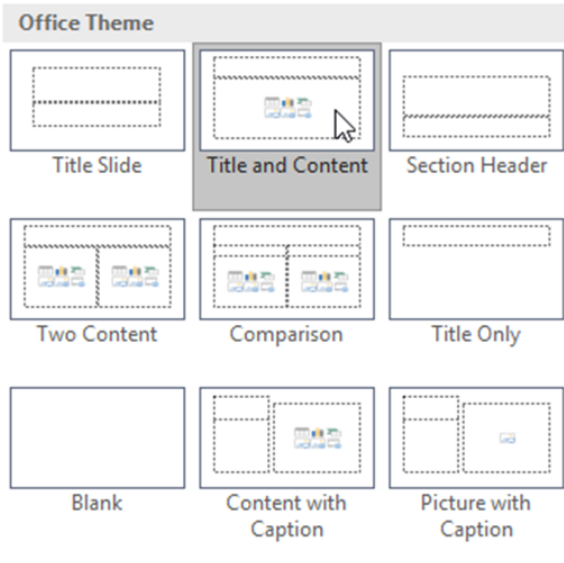
Analysis.

1. How do you describe the representation of the boxes in PowerPoint application?
2. Did you find the visual aid as represented by the boxes useful in this activity? Why or Why not?

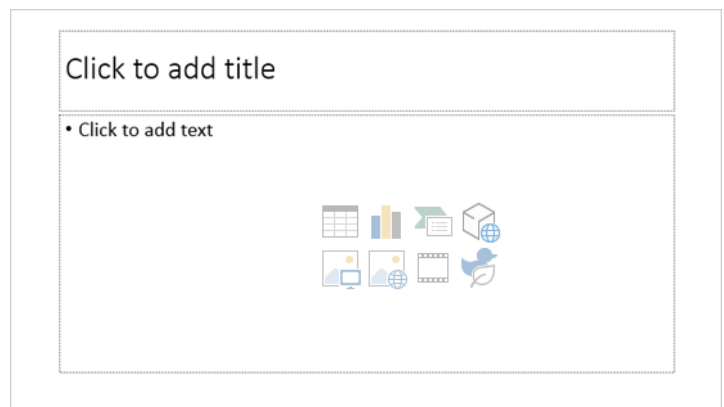
Abstraction and Generalization

A. Understanding slides and slide layouts

When you insert a **new slide**, it will usually have **placeholders** to show you where content will be placed. Slides have different **layouts** for placeholders, depending on the type of information you want to include. Whenever you create a new slide, you'll need to choose a slide layout that fits your content.



Placeholders can contain different types of content, including text, images, and videos. Many placeholders have **thumbnail icons** you can click to add specific types of content. In the example below, the slide has placeholders for the **title** and **content**.



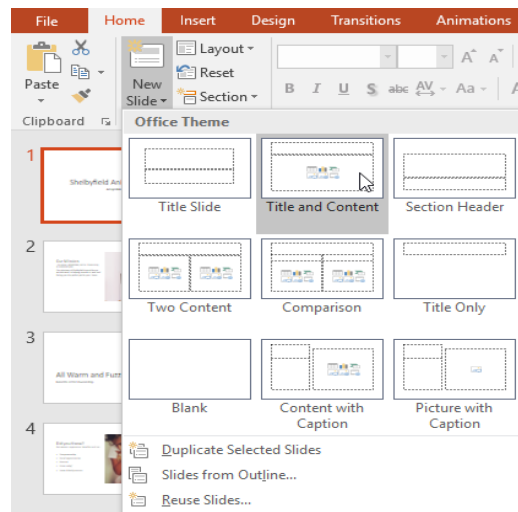
Insert a new slide

Whenever you start a new presentation, it will contain **one slide** with the **Title Slide** layout. You can insert as many slides as you need from a variety of layouts.

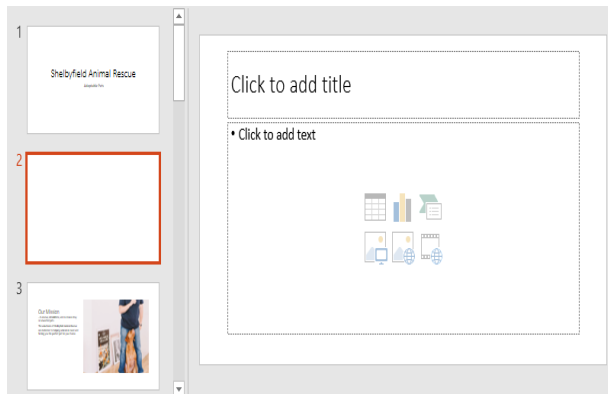
1. From the **Home** tab, click the **bottom half** of the **New Slide** command.



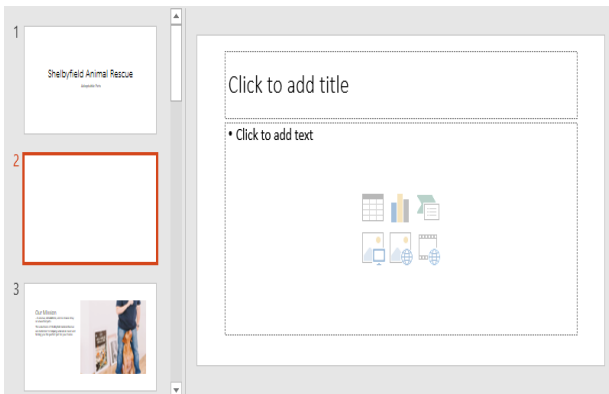
2. Choose the desired **slide layout** from the menu that appears.



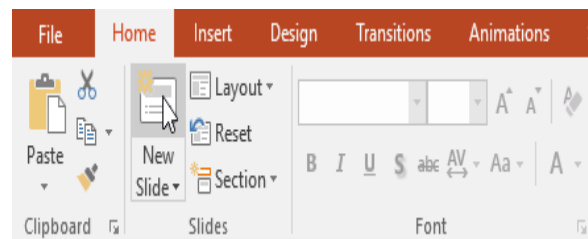
3. The new slide will appear. Click any **placeholder** and begin typing to add text. You can also click an **icon** to add other types of content, such as a **picture** or a **chart**.



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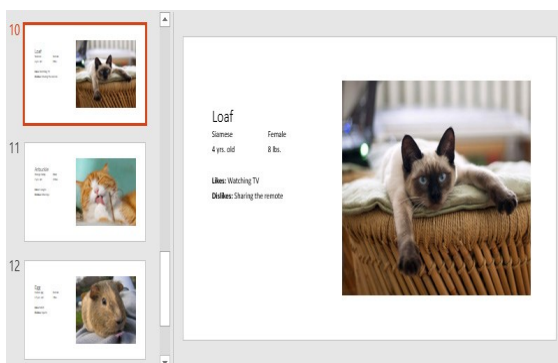


To quickly add a slide that uses the same layout as the selected slide, click the **top half** of the **New Slide** command.



B. Organizing slides

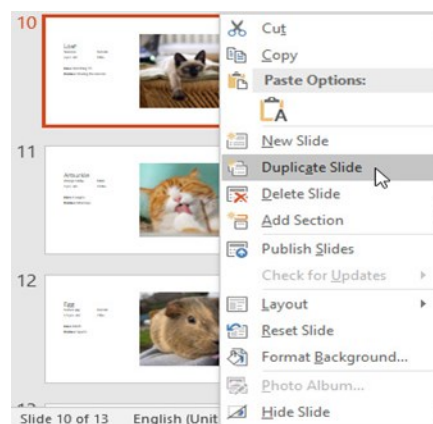
PowerPoint presentations can contain as many slides as you need. The **Slide Navigation pane** on the left side of the screen makes it easy to **organize** your slides. From there, you



can **duplicate**, **rearrange**, and **delete** slides in your presentation.

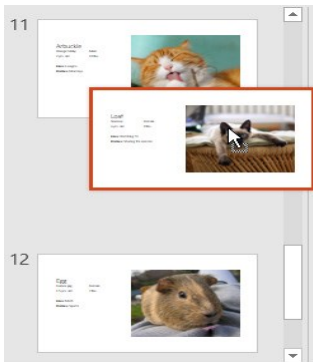
Working with slides

- **Duplicate slides:** If you want to copy and paste a slide quickly, you can **duplicate** it. To duplicate slides, select the slide you want to **duplicate**, right-click the mouse, and



choose **Duplicate Slide** from the menu that appears. You can also duplicate **multiple slides** at once by selecting them first.

- **Move slides:** It's easy to change the **order** of your slides. Just click and drag the **desired slide** in the Slide Navigation pane to the desired position.



- **Delete slides:** If you want to remove a slide from your presentation, you can **delete** it. Simply select the slide you want to delete, then press the **Delete** or **Backspace** key on your keyboard.

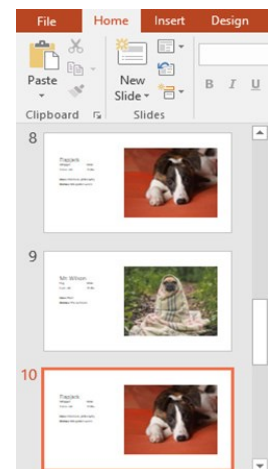
To copy and paste slides:

If you want to create several slides with the same layout, you may find it easier to **copy and paste** a slide you've already created instead of starting with an empty slide.

1. Select the **slide** you want to copy in the Slide Navigation pane, then click the **Copy** command on the **Home** tab. Alternatively, you can press **Ctrl+C** on your keyboard.

2. In the Slide Navigation pane, click just below a slide (or between two slides) to choose a paste location. A **horizontal insertion point** will appear.
3. Click the **Paste** command on the **Home** tab. Alternatively, you can press **Ctrl+V** on your keyboard.

4. The slide will appear in the selected location.



C. Customizing Slide Layouts

Sometimes you may find that a slide layout doesn't exactly fit your needs. For example, a layout might have too many—or too few—placeholders. You might also want to change how the placeholders are arranged on the slide. Fortunately, PowerPoint makes it easy to adjust slide layouts as needed.

Adjusting placeholders

- **To select a placeholder:** Hover the mouse over the edge of the placeholder and click (you may need to click the text in the placeholder first to see the border). A selected placeholder will have a **solid line** instead of a dotted.



- **To move a placeholder:** Select the placeholder, then click and drag it to the desired location.
- **To resize a placeholder:** Select the placeholder you want to resize. **Sizing handles** will appear. Click and drag the

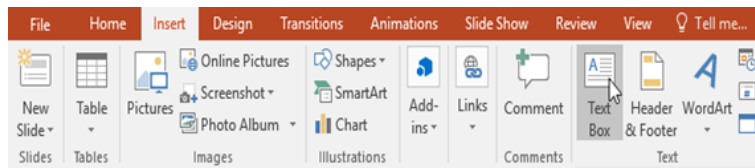
sizing handles until the placeholder is the desired size. You can use the corner sizing handles to change the placeholder's **height** and **width** at the same time.

- **To delete a placeholder:** Select the placeholder you want to delete, then press the **Delete** or **Backspace** key on your keyboard.

Add a text box

Text can be inserted into both **placeholders** and **text boxes**. Inserting **text boxes** allows you to add to the slide layout. Unlike placeholders, text boxes always stay in the same place, even if you change the

1. From the **Insert** tab, select the **Text Box** command.



2. Click and drag to draw the text box on the slide.

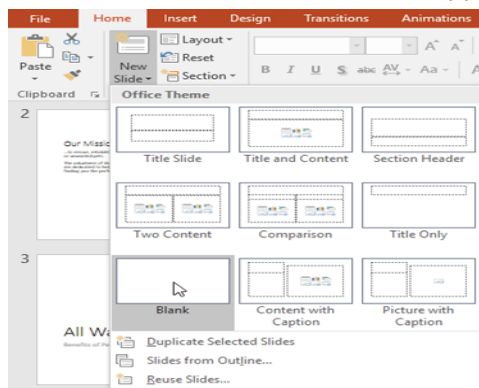


3. The text box will appear. To add text, simply click the text box and begin typing.

Using blank slides

If you want even more control over your content, you may prefer to use a **blank slide**, which contains no placeholders. Blank slides can be customized by adding your own text boxes, pictures, charts, and more.

- To insert a blank slide, click the bottom half of the **New Slide** command, then choose **Blank** from the menu that appears.



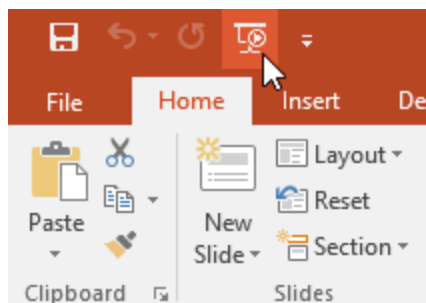
Note:

While blank slides offer more flexibility, keep in mind that you won't be able to take advantage of the predesigned layouts included in each theme.

Play the presentation

Once you've arranged your slides, you may want to **play** your presentation. This is how you will present your slide show to an audience.

1. Click the **Start From Beginning** command on the Quick Access Toolbar to see your presentation.



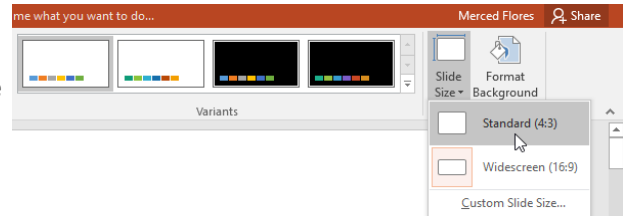
2. The presentation will appear in full-screen mode.
3. You can advance to the next slide by **clicking your mouse** or pressing the **spacebar** on your keyboard. Alternatively, you can use the **arrow keys** on your keyboard to move forward or backward through the presentation.
4. Press the **Esc** key to exit presentation

D. Customizing slides

To change the slide size:

By default, all slides in PowerPoint 2013 use a **16-by-9**—or **widescreen**—aspect ratio. You might know that widescreen TVs also use the 16-by-9 aspect ratio. Widescreen slides will work best with widescreen monitors and projectors. However, if you need your presentation to fit a **4-by-3** screen, it's easy to change the slide size to fit.

- To change the slide size, select the **Design** tab, then click the **Slide Size** command. Choose the desired slide size from the menu that appears, or click **Custom Slide Size** for more options.



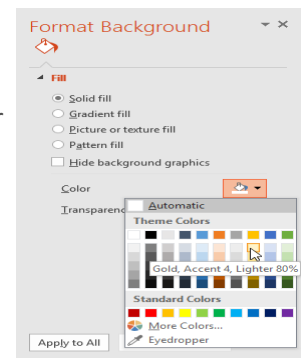
Format the slide background

By default, all slides in your presentation use a **white background**. It's easy to change the background style for some or all of your slides. Backgrounds can have a **solid**, **gradient**, **pattern**, or **picture** fill.

1. Select the **Design** tab, then click the **Format Background** command.



2. The **Format Background** pane will appear on the right. Select the desired fill options. In our example, we'll use a **Solid fill** with a **light gold** color.



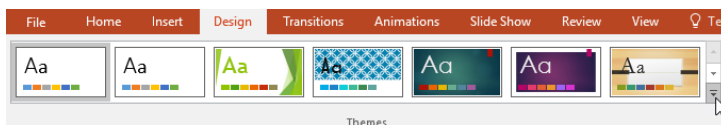
3. The background style of the selected slide will update.

4. If you want, you can click **Apply to All** to apply the same background style to all slides in your presentation.

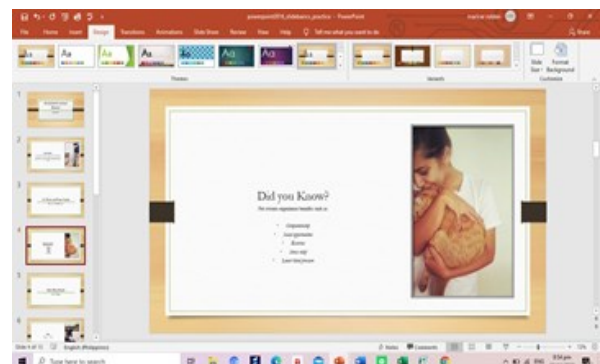
Apply a theme

A theme is a **predefined combination** of colors, fonts, and effects that can quickly change the look and feel of your entire slide show. Different themes also use different **slide layouts**, which can change the arrangement of your existing placeholders. We'll talk more about themes later in our **Applying Themes** lesson.

1. Select the **Design** tab on the Ribbon, then click the **More** drop-down arrow to see all of the available themes



2. Select the **desired theme**.
3. The theme will be applied to your **entire presentation**.



Application.

Direction: Identify what are the possible tasks that can be done when performing the following:

1. Organizing slides
2. Customizing slide layouts
3. Customizing slides



Reflect

Complete the statements below.

I understand _____

_don't understand _____

I need more information about _____



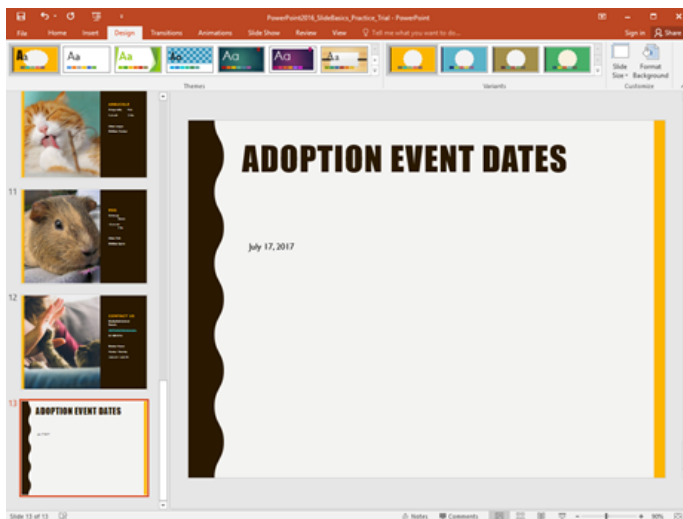
Reinforcement & Enrichment

Direction. Demonstrate the skills enumerated below.

Activity: **My Third Navigation**

1. Open our practice presentation.
2. Change the **theme** of the presentation.
3. **Delete** slide 7. This slide should be blank.
4. Add a new slide with the **Title and Content** layout to the end of the presentation.
5. In the **Title** placeholder, type **Adoption Event Dates**.
6. Select the **Content** placeholder and delete it.
7. **Insert** a text box and type **July 17, 2017**, inside it.
8. Change the slide size to **Standard (4:3)**. A dialog box will appear asking if you want to maximize or ensure fit. Choose **Ensure Fit**.

9.



Choose **Ensure Fit**.

When you're finished, your presentation should look something like this:



Assess Your Learning

Matching type. Match Column A with column B. Chose the letter only.

COLUMN A

1. The Alternative key you can press on your keyboard to paste a slide.
2. _____ can contain different types of content, including text, images, and videos.
3. The _____ pane on the left side of the screen makes it easy to **organize** your slides.
4. To insert a new slide, click the _____ tab.
5. The Alternative key you can press on your keyboard to copy a slide.
6. A **predefined combination** of colors, fonts, and effects that can quickly change the look and feel of your entire slide show.
7. We can locate the format background in _____ tab.
8. A selected placeholder will have a _____ line.
9. What do we do when we select the placeholder, then click and drag it to the desired location
10. You can advance to the next slide by **clicking your**

COLUMN B

- A. Solid
- B. Ctrl+V
- C. Placeholders
- D. Dotted
- E. Home
- F. Ctrl+ C
- G. Space bar
- H. Select a placeholder
- I. Theme
- J. Design
- K. Move a placeholder
- L. Slide navigation



References & Photo Credits

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