8

SELF-LEARNING PACKAGE IN

ICT 8

Quarter 2| Week 2

Presenting Slide Show

Learning Competency:

Prepare to deliver slide presentation.

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WRITERS

Ready to Launch!

The basic purpose of a PowerPoint presentation is to communicate information or media through a series of slides. Along with regular text, your slides can contain numerous types of content such as tables, images, drawings, charts, links, word art, videos and audio.

Once your slide show is complete, you'll need to learn how to present it to an audience. PowerPoint offers several tools and features to help make your presentation smooth, engaging, and professional.

Aim at the Target!

At the end of this module you are expected to:

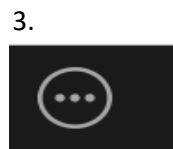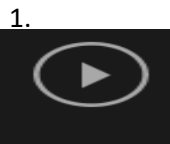1. Apply presentation tools and features in a slide show.

Try This!

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

Direction. Match the name of each button in column A with column B. **Select the letter only.**

COLUMN A

1.

2.

3.

4.

5.

COLUMN B

A. Slide option button

B. Return to the previous slide button

C. Pen tools button

D. zoom into the slide

E. See all slides button

F. Advance to the next slide button

A slide is a single screen of a presentation, and every presentation is composed of several slides .Slides keep an audience's attention during a presentation and provide additional supporting information in textual or graphic format.
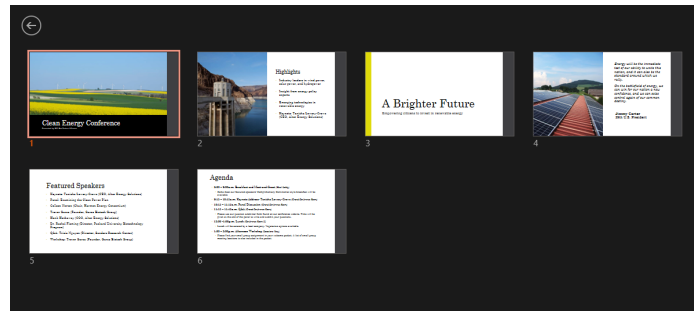
The Slide Show command is use to begin a presentation. From here, you can start the presentation from the current slide and access advanced presentation options.

Direction. Observe the pictures below and answer the questions in the analysis section.

Figure 1. Presenting a slide
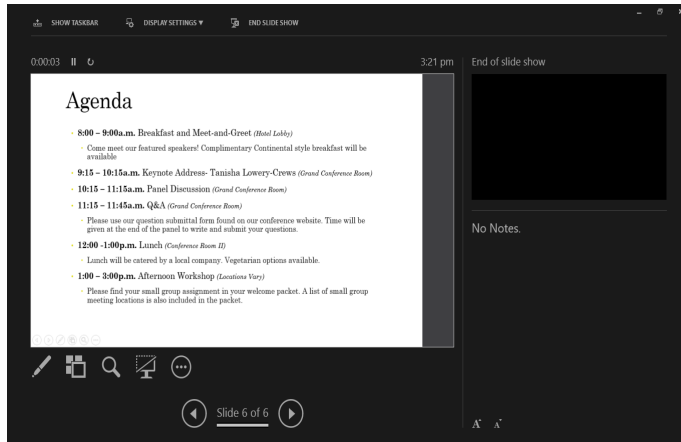
Picture 1

Picture 2

Analysis.

1. In picture 1, what do you think the presenter is trying to present to the audience?
2. What type of view the presenter is trying to project in picture 1?
3. Which one of the pictures above can a presenter use to skip to a nonadjacent slide?

Abstraction and Generalization

Presenting a slide show

Before presenting your slide show, you'll need to think about the type of **equipment** that will be available for your presentation. Many presenters use **projectors** during presentations, so you might want to consider using one as well. This allows you to control and preview slides on one monitor while presenting them to an audience on another screen.
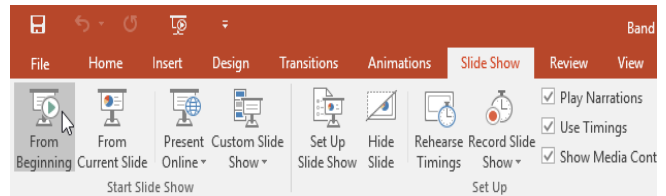
To start a slide show:

There are several ways you can begin your presentation:

- Click the **Start From Beginning** command on the Quick Access Toolbar, or press the **F5** key at the top of your keyboard. The presentation will appear in full-screen mode.

- Select the **Slide Show view** command at the bottom of the PowerPoint window to begin a
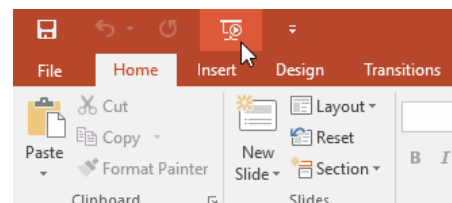
- Go to the **Slide Show** tab on the Ribbon to access additional options. From here, you can start the presentation **from the current slide** and acess **advanced presentation options**.

To advance and reverse slides:

You can advance to the next slide by **clicking your mouse** or pressing the **spacebar** on your keyboard. You can also use the **arrow keys** on your keyboard to move forward or backward through the presentation.

You can also hover your mouse over the bottom-left and click the **arrows** to move forward or backward.

To stop a slide show:

You can exit presentation mode by pressing the **Esc** key on your keyboard. You can also click the **Slide Show Options** button in the bottom-left and select **End Show**.

The presentation will also end after the **last slide**. You can click the mouse or press the spacebar to return to Normal view.
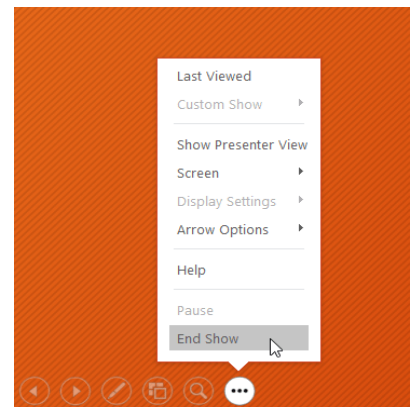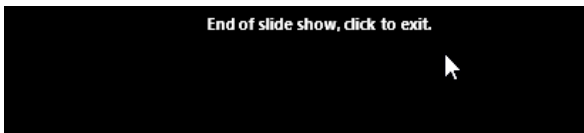

Presentation tools and features

PowerPoint provides convenient tools you can use while presenting your slide show. For example, you can change your mouse pointer to a **pen** or **highlighter** to draw attention to items in your slides. In addition, you can **jump around** to slides in your presentation or access other programs from your **taskbar** if needed.

To show the taskbar:
Sometimes you may need to access the Internet or other files and programs on your computer during your presentation. PowerPoint allows you to access your **taskbar** without ending the presentation.

1. Locate and select the **Slide Options button** in the bottom-left corner.
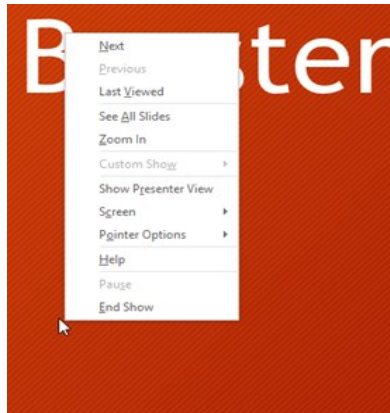2. Select **Screen**, then click **Show Taskbar**.
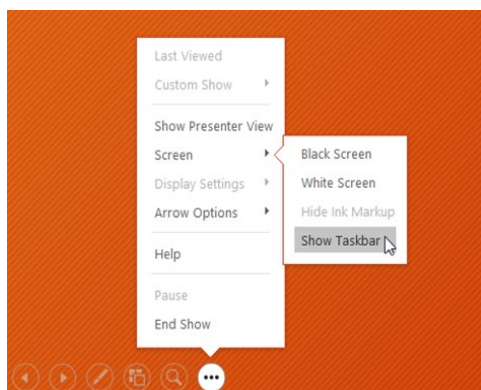
3. Your **taskbar** will appear. Choose a program you want to open, like a web browser. When you're done, close the window or click the PowerPoint icon on the taskbar to return to the presentation.
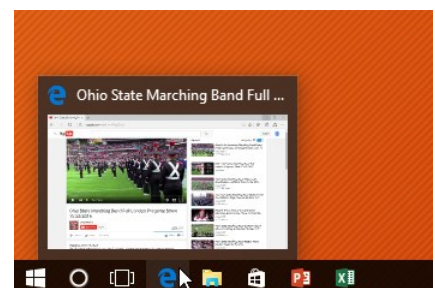
Slide options

You can also access any of the menu items above by **right-clicking** anywhere on the screen during your slide show.
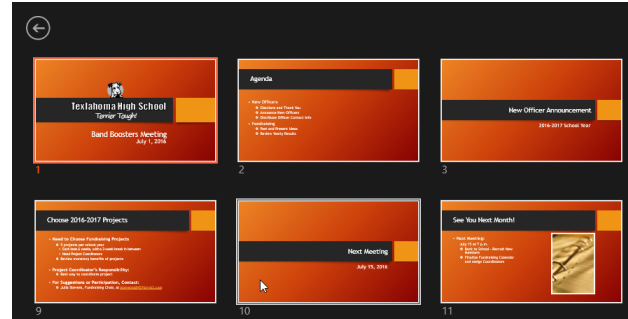

To skip to a nonadjacent slide:

1. You can jump to slides **out of order** if needed. Locate and select the **See All Slides** button in the bottom-left corner.

2. **Thumbnail versions** of each slide will appear. Select the slide you want to jump to.

3. The selected slide will appear.

To access drawing tools:

Your mouse pointer can act as **pen** or **highlighter** to draw attention to items in your slides.

1. Locate and select the **Pen Tools** button in the bottom-left corner.
2. Select **Pen** or **Highlighter** based on your preference. You can also choose a different **color** from the menu.
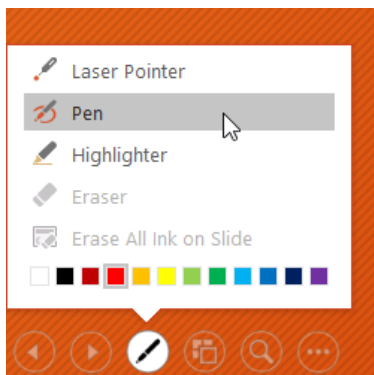
3. Click and drag the mouse to **mark** your slides. You can also press **Ctrl+P** on your keyboard to access the pen tool while presenting your slide show.
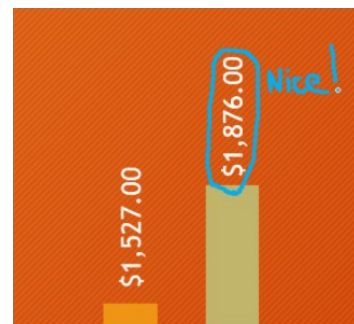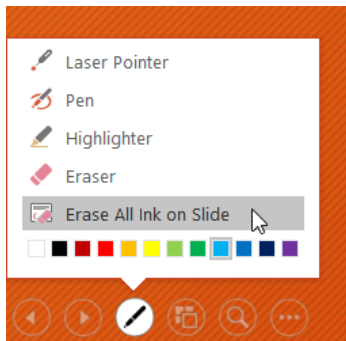

Note.

You can also use the **laser pointer** feature to draw attention to certain parts of your slide. Unlike the pen and highlighter, the laser pointer will not leave markings on your slides. To use the laser pointer, select it from Pen Tools, or press and hold the **Ctrl** key and the left mouse button.

To erase ink markings:

1. Locate and select the **Pen Tools** button in the bottom-left corner.
2. Select **Eraser** to erase individual ink markings, or select **Erase All Ink on Slide** to erase all markings.

Note: When you end a slide show, you'll also have the option to **Keep** or **Discard** any ink annotations made during your presentation. If you keep ink markings, they'll appear as **objects** on your slides in Normal view.
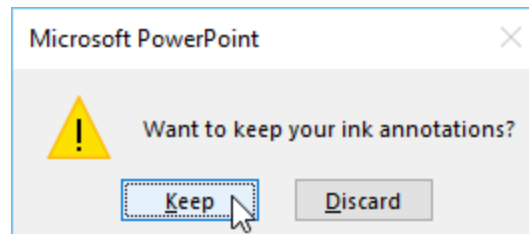

Presenter view

If you're presenting your slide show with a second display—like a projector—you can use **Presenter view**. Presenter view gives you access to a special set of controls on your screen that the audience won't see, allowing you to easily reference **slide notes**, preview the **upcoming slide**, and much more.

To access Presenter view:

1. Start your slide show as you normally would, then click the **Slide Options** button and select **Presenter View**.
You can also press **Alt+F5** on your keyboard to start the slide show in Presenter view.
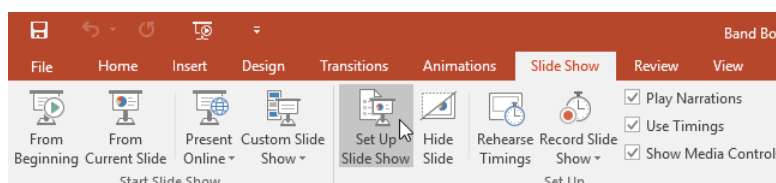

Slide show setup options

PowerPoint has various options for setting up and playing a slide show. For example, you can set up an unattended presentation that can be displayed at a kiosk and make your slide show repeat with continuous looping.
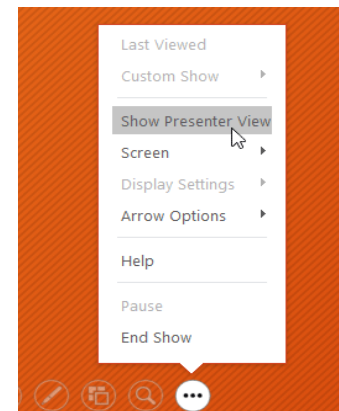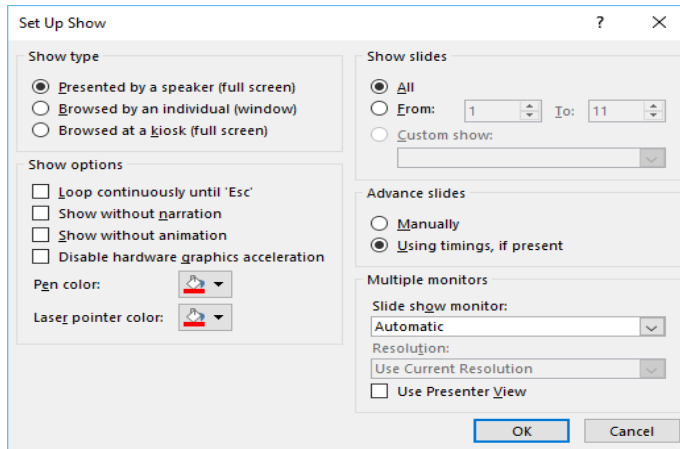
To access slide show setup options:

1. Select the **Slide Show** tab, then click the **Set Up Slide Show** command.

2. The **Set Up Show** dialog box will appear. From here, you can select the desired options for your presentation.

Application.

Direction: Perform the practice task given below:

1. Open our practice presentation.
2. In the **Set Up Slide Show** options, change the **pen color** to purple.
3. **Start** your slideshow, then access **Presenter view**.
4. **Advance** to slide 8.
5. Use the **pen tool** to circle the fundraising amounts for the 2015-2016 school year. These are the amounts over the green bars.
7. Save your presentation as task6_CT_***(where your *** is your family name) in your PC.

Reflect

Complete the statements below.

I understand _____

I don't understand _____

I need more information about _____

Reinforcement & Enrichment

Direction: Perform the tasks below.

1. Open your fourth navigation presentation task.
2. In the Set Up Slide Show options, change the pen color to RED.
3. Start your slideshow, then access Presenter view.
4. Advance to slide 8.
5. Use the pen tool to line the title MY MOTTO IN LIFE, and write the text GREAT! on the lower part of slide.
6. Save the presentation as PT6_***(where i*** is your family name).

Multiple Choice. Chose the best answer. Select the letter of your choice.

1. Which key do you press in your keyboard to go into slide show view and always start on the first slide?
    a. F7   b. ESC   c. F9   d. F5
2. What is the commonly used equipment for presentation?
    a. TV   b. Projectors   c. White board   d. Wide screen
3. To change your mouse pointer in order to draw attention to the items in your slides, we use
    a. Drawing   b. Color   c. Bullets   d. Pen or highlighter
4. What do you activate to change the mouse pointer to a highlighter?
    a. Pen tools   b. Task bar   c.   Drawing   d. Layout
5. During slide show presentation it is possible to access other files without ending a presentation.
    A. True   b. False
6. Which of one of the following is use to end a presentation?
    a.   ESC   b. F8   c. F10   d. F7
7. You can jump or skip to a non adjacent slide.
    a. True   b.   False
8. This type of print layout prints thumbnail versions of each slide.
    a. Handouts   b. Note pages   c. Full page slides   d.   Landscape

9. During presentation, where can you locate this
    a. bottom left corner   b. upper left right corner   c. bottom right corner   d. upper right corner
10. Which key do you press in your keyboard to access Print pane?
    a. F5   b. F3   c.   F2   d. F7
11. This type of view gives you access to a special set of controls on your screen that the audience won't see, allowing you to easily reference **slide notes.**
    A. Slide show   b.   View tab   C. Presenter view   d. Slide tab view

References & Photo Credits

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