8

SELF-LEARNING PACKAGE IN

ICT 8

PowerPoint Interface

Learning Competency:

Identify the parts of PowerPoint interface.

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WRITERS

Ready to Launch!

PowerPoint is a **presentation software** that allows you to create dynamic slide presentations. These presentations can include animation, narration, images, videos, and much more.

In this lesson, you'll learn your way around the PowerPoint interface including the Ribbon, Quick Access Toolbar, and Backstage view. Each interface component has its purpose and function.

Aim at the Target!

At the end of this module you are expected to:
1. Identify the components and functions of the MS PowerPoint interface.
2. Demonstrate the skills in using the components of MS PowerPoint interface to produce a presentation.

Try This!

Activity 1. Unscramble the following words and write your answer on the space provided.

| WORD	CLUE	ANSWER
TPONWIOEPR	It is a presentation application that allows you to create a variety of presentations.	
NPROIESTEATN1	The default name of a file the first time we open PowerPoint.	
KGWNIRO AAER	The data contained in the currently open file will be shown here.	
NBBIOR	Part of PowerPoint application window that contains multiple tabs.	
ESDLI AAER	**The area where you can view** and **edit** the selected slide.	

Keep This in Mind!

You have learned that PowerPoint is use to create dynamic slide presentations.
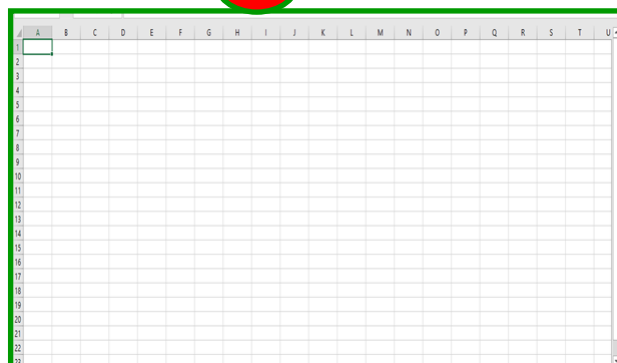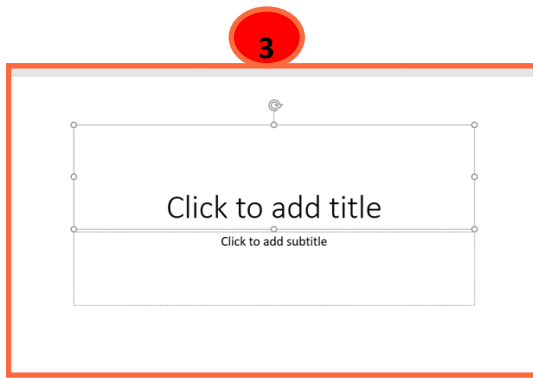
Activity 2. Getting to know PowerPoint.

Direction. Below are pictures of different interfaces of a computer application. Examine each picture carefully and answer the questions given below.

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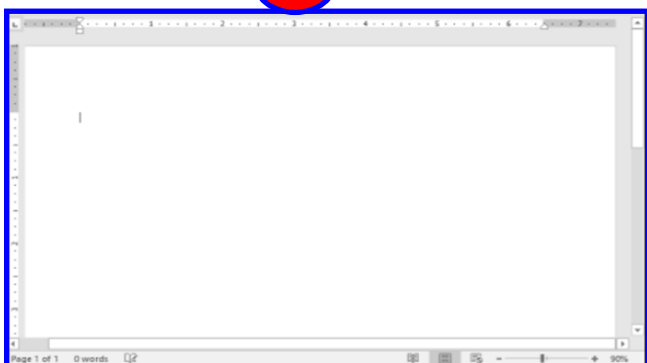
Analysis.

1. Which picture do you think is suitable in creating slide presentation. Why?
2. In your own observation, what do you think are the applications of the two remaining pictures?

Abstraction and Generalization

The Microsoft PowerPoint Interface

When you open PowerPoint for the first time, the **Start Screen** will appear. From here, you'll be able to create a **new presentation**, choose a **template**, and access your **recently edited presentations**. From the **Start Screen**, locate and select **Blank Presentation** to access the PowerPoint interface. PowerPoint name the first new presentation as **Presentation1.** As you open additional new presentation, PowerPoint names them sequentially.
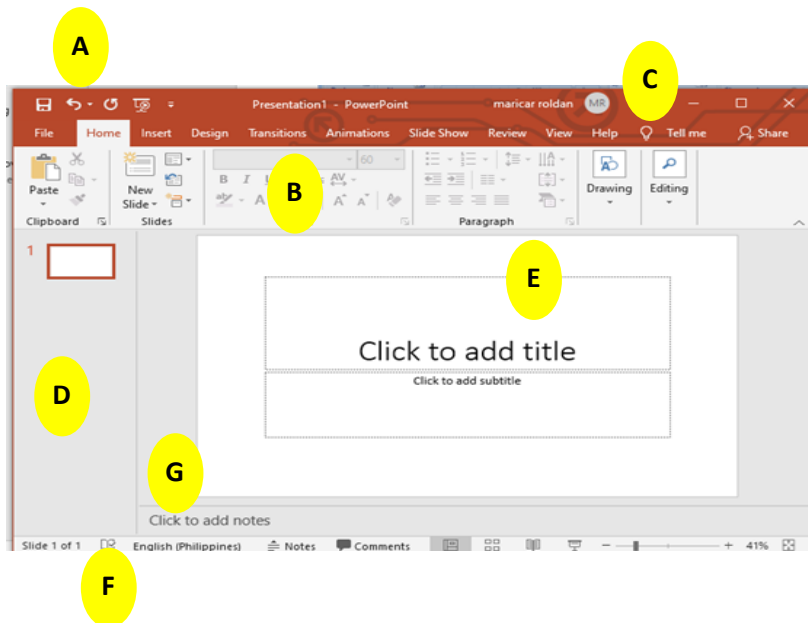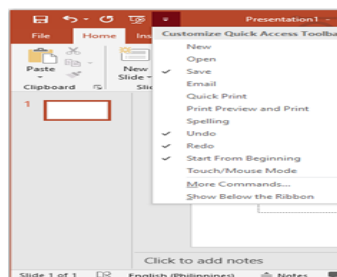

A. Quick Access Toolbar

Located just above the Ribbon, the **Quick Access Toolbar** lets you access common commands no matter which tab is selected. By default, it includes the **Save**, **Undo**, **Redo**, and **Start From Beginning** commands. You can add other commands depending on your preference.
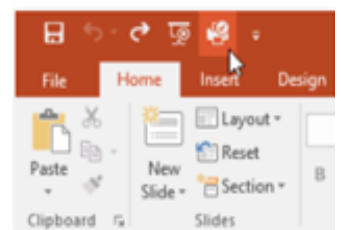
To add commands to the Quick Access Toolbar:

1. Click the **drop-down arrow** to the right of the **Quick Access Toolbar**.

2. Select the **command** you want to add from the drop-down menu. To choose from more commands, select **More Commands**.
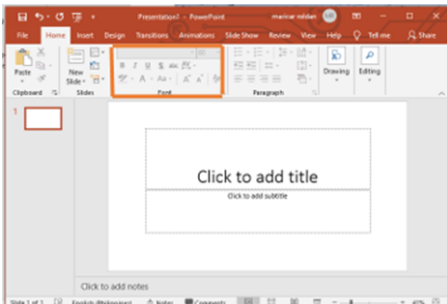
3. The command will be added to the Quick Access Toolbar.

B. Ribbon

PowerPoint uses a **tabbed Ribbon system** instead of traditional menus. **The Ribbon** contains **multiple tabs**, each with several **groups of commands**. For example, the Font group on the Home tab contains commands for formatting text in your document.

Some groups also have a **small arrow** in the bottom-right corner that you can click for even more options
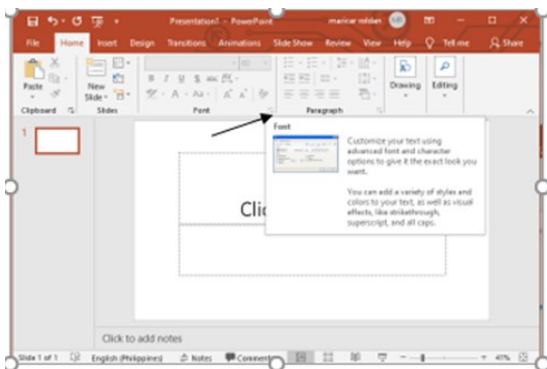

Showing and hiding the Ribbon

The Ribbon is designed to respond to your current task, but you can choose to **minimize** it if you find that it takes up too much screen space. Click the **Ribbon Display Options** arrow in the upper-right corner of the Ribbon to display the drop-down menu.

C. Tell me

If you're having trouble finding a command you want, the **Tell Me** feature can help. It works just like a regular search bar: Type what you're looking for, and a list of options will appear. You can then use the command directly from the menu without having to find it on the Ribbon.
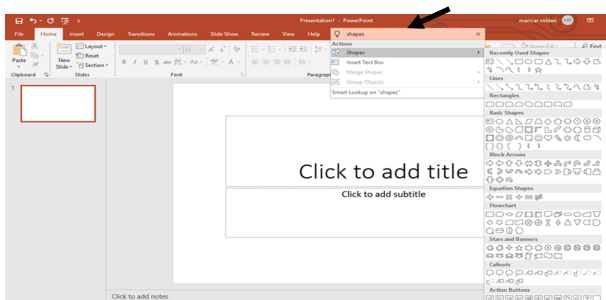
D. Slide Pane

Located on the left side of the interface, the Slides pane shows thumbnails of all the slides in the open presentation.

Note. If the Slides pane is not visible, click the **Normal** button in the **View** tab of the **Ribbon**

E. Slide Area

Displays the active slide. Here, you can **view** and **edit** the selected slide.

F. Status Bar

A horizontal strip that provides information about the opened presentation like slide number, applied Theme, etc. It also includes the view and zoom options.

G. Notes Pane

Right below the active slide, this is where the speaker notes are written for the current slide.

Notes:

1. Notes Pane cannot be seen when you open Power-Point. Click Notes in the status bar to show or hide it.
2. The content in the Note pane is not visible on the actual slide while presenting, although it is visible in both **Notes Page** view and **Presenter** view.

Understanding Backstage View , View Options and Zoom

Backstage View

Backstage view gives you various options for saving, opening, printing, and sharing your presentations. To access Backstage view, click the **File** tab on the **Ribbon**. To return to the active slide , click the arrow symbol on the upper left side.
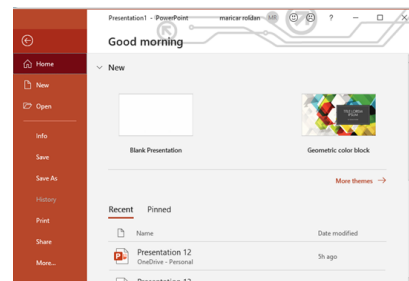

View Options and Zooming

PowerPoint has a variety of viewing options that change
how your presentation is displayed. You can choose to view your presentation in **Normal** view, **Slide Sorter** view,
Reading view, or **Slide Show** view. You can also **zoom in and out** to make your presentation easier to read.
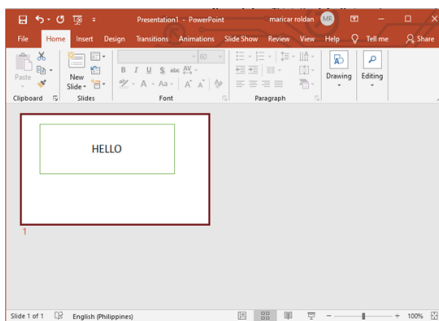
Switching slide views

Switching between slide views is easy. Just locate and select the desired **slide view command** in the
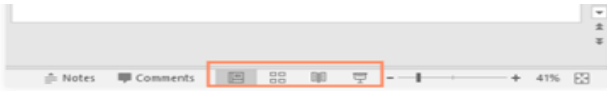

- **Normal view**: This is the **default** view, where you create and edit slides. You can also move slides in the Slide Navigation pane on the left.
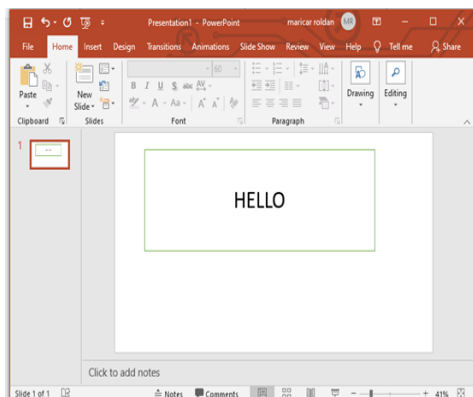
- **Slide sorter view**: In this view, you'll see a **thumbnail version** of each slide.

- **Reading view**: This view fills the Power-Point window with a **preview** of your presentation. It includes easily accessible **navigation buttons** at the bottom-right.
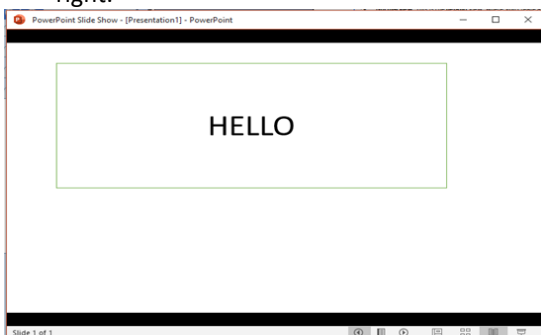
- **Outline view**

Outline view shows your slide text in **outline** form. This allows you to quickly edit your slide text and view the content of multiple slides at once. You could use this layout to review the organization of your slide show and

Zooming In and Out

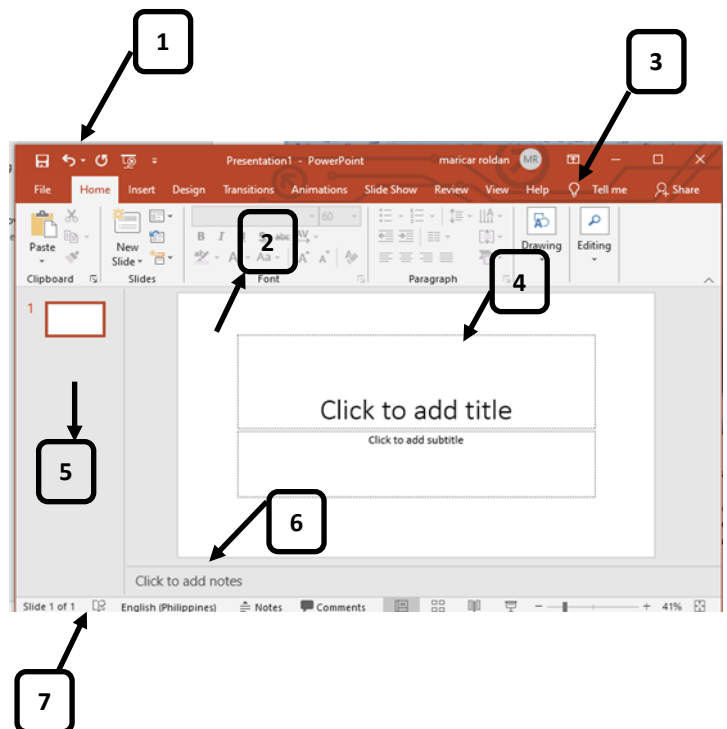To zoom in or out, click and drag the **zoom control slider** in the bottom-right corner of the PowerPoint window. You can also select the **+** or **-** commands to zoom in or out by smaller increments. The number next to the slider displays the current **zoom percentage**, also called the **zoom level**.

Application.

Activity 3. Identify the parts of the Microsoft PowerPoint Interface.

Reflect

Complete the statements below.

I understand _____
_____

I don't understand _____
_____

I need more information about _____

Reinforcement & Enrichment

Direction. Demonstrate the skills enumerated below using   the PowerPoint .

Activity 4 : My First Navigation

1. Open **PowerPoint** and create a **blank presentation**.
2. Change the **Ribbon Display Options** to **Show Tabs**.
3. Click the drop-down arrow next to the **Quick Access Toolbar** and add **New**, **Quick Print**, and **Spelling.**
4. In the **Tell me bar**, type **Shape** and press **Enter**.
5. Choose a shape from the menu, then double-click some-where on your slide.
6. **Zoom** the presentation to 140%.
7. When you're finished, your presentation should look something like this:
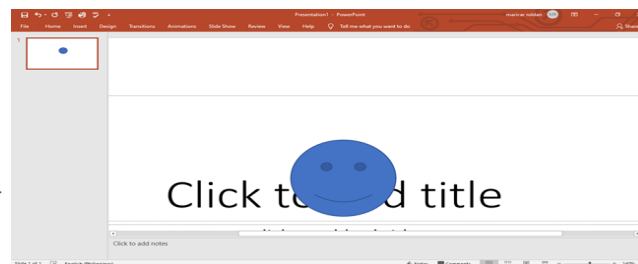
Assess Your Learning

Multiple Choice. Read each item very carefully. Select the letter of your choice.

1. PowerPoint is best described as:
   A. Presentation software   C. Database software
   B. Drawing Software   D. Desktop publishing software
2. When you first start PowerPoint:
   A. The screen is blank, you must choose a template
   B. Outline view is visible
   C. Notes pane appears
   D. Title slide for a new presentation appears
3. In outline view you can:
   A. Move slides   C. Create a new slide
   B. Edit slides   D. All of the above
4. Which of the following can be found in the status bar?
   A. Word count   C. Formatted page number
   B. Spelling check   D. All of the above
5. What is the name of the toolbar that by default includes the Save, Undo, and Redo commands.
   A. Formatting toolbar   C. Quick Access toolbar
   B. Paragraph bar   D. Picture Toolbar

6. This is where you can work directly on individual slides.
   A. Blank area   C. Notes Pane
   B. Presentation area   D. Slide area
7.   Which of the following you need to use if you don't remember where to find a specific command?
   A. Ribbon   C. Notes Pane
   B. Backstage View   D. Tell Me
8.   Which type of view that fills the PowerPoint window with a preview of your presentation?
   A. normal view   C. slide sorter view
   B. outline view   D. reading view
9.   It contain multiple tabs, which you can find near the top of the window.
   A. Ribbon   C. Status Bar
   B. Backstage View   D. Tell Me
10. To activate Backstage View, the name of the tab to click is?
   A. View   C. File
   B. Insert   D. Home

References & Photo Credits

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https://edu.gcfglobal.org/en/powerpoint/getting-started-with-powerpoint/1/
POWERPOINT TEMPLATE: FLOWCHART GUIDE   https://www.edrawsoft.com/flowchart-guide-ppt.html
PROGRAM TEXT. . https://www.dreamstime.com/handwriting-text-writing-how-to-program-concept-meaning-instruction-computer-programming-technology-knowledge-keyboard-key-image139658591
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OFFICE TOOLS. https://www.eventfinda.co.nz/2020/microsoft-office-beginners/auckland/te-atatu-peninsula