8

SELF-LEARNING PACKAGE IN

ICT 8

Quarter 1 | Week 2

PowerPoint Basics

Learning Competency:

Creating, opening, and saving presentations.

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WRITERS

Every presentation project you create whether it's a flier, info graphics, or a report presentation begins and ends the same way. You start by creating a presentation, and you end by saving your work. Sounds simple, but to manage your presentation slides effectively, you need to know the basic steps. This module shows you the different ways to create a new presentation or use a predesigned template, opening an existing presentation and saving it in your computer in order to access and edit it later.

Aim at the Target!

At the end of this module you are expected to:

1. Identify the steps on how to create, open and save a presentation.

2. Demonstrate the skills in creating, opening and saving a presentation.

Try This!

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

Multiple Choice. Read each item very carefully and identify the correct answer. Choose the letter only.

1. Claudine is task by her employer to make a flier about Covid –19. Which among the choices below will Jose going to select upon opening the PowerPoint application?
   A. Search flier in a File Tab
   C. Click File tab, select New and type flier on the search bar
   B. Activate Backstage View
   D. Activate Design Tab

1. The first time you create a presentation in MS PowerPoint it will prompt you to a_____.
   I. Existing document   III. Template
   II. Blank document   IV. Save Document
   A. I only   c. II and III
   B. II only   d. IV only

2. Arthur is a first time user of MS PowerPoint application. After making his presentation, he decided to save the document. What are the choice(s) will Arthur going use to save the presentation?
   I. Press Ctrl+ S   III. Click File tab and Save As
   II. Activate backstage view and Select Open   IV. Activate Backstage View and Select Save As
   A. I only   C. II only
   B. I,III, IV   D. III ad IV only

3. Samuel after saving and closing a document, decided to edit the contents of the said document. Which command will Samuel going to select?
   A. New   B. Print   C. Save   D. Open

5. Arrange correctly the choices below when saving a presentation for the first time.
   I. Enter filename   III. Click Save button
   II. Select a folder   IV   Select This PC
   A.II, I, IV, III   C. IV, III,I ,II
   B.I, II, III, IV   D. IV, II, I, III

PowerPoint files are called **presentations**. Whenever you start a new project in PowerPoint, you'll need to **create a new presentation**, which can either be **blank** or from a **template**. You'll also need to know how to **open an existing presentation** and **save** the application as well.

In module 1, you were introduced to navigating the interface of PowerPoint. This lesson will teach you how to create, open and save a presentation.

Activity: Guess the tasks

Direction. Examine the flow of the tasks as shown by each figures below.
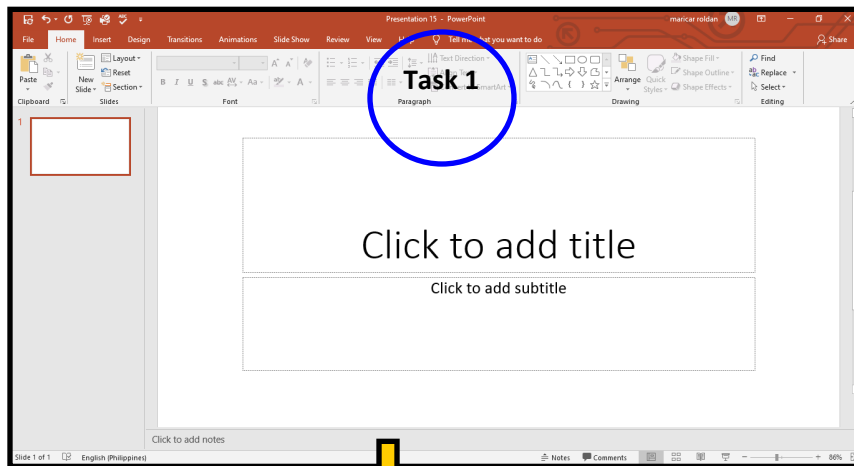
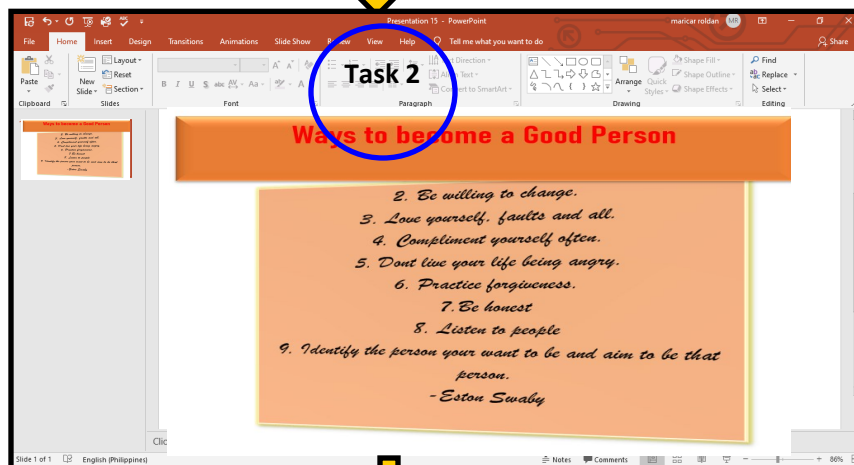**Fig. 1 Blank Presentation**

Fig. 2 Project Presentation

Fig. 3 Storage Device

Analysis.

1. How do you describe the tasks   shown in figures 1-3 of the previous page?

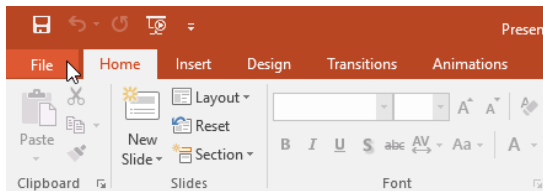 2. As a student, did you find the task s helpful on your part? Why or Why not?

Abstraction and Generalization
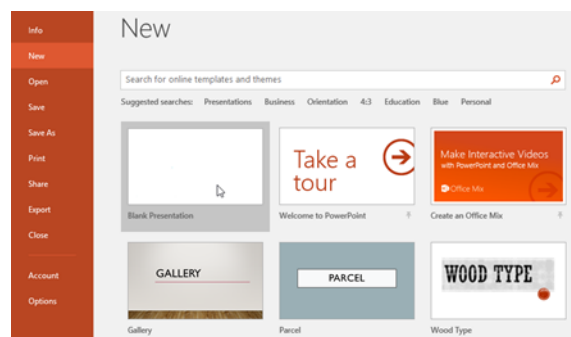
Creating, Opening and Saving a Presentation

To create a new presentation
When beginning a new project in PowerPoint, you'll often want to start with a new blank presentation.

1. Select the **File** tab to go to **Backstage view**.

3. A new presentation will appear.

2. Select **New** on the left side of the win-
dow, then click **Blank Presentation**.
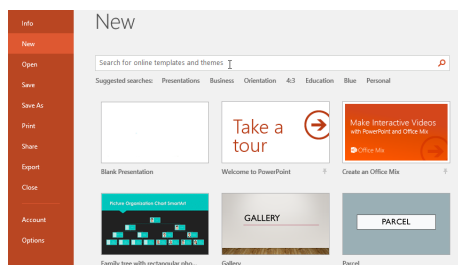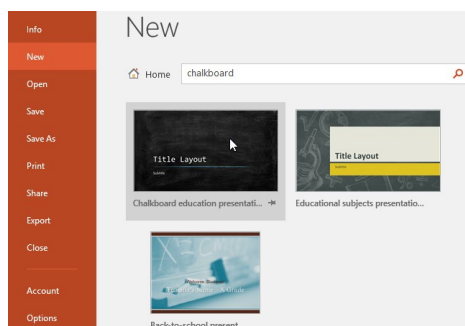

To create a new presentation from a template:
    A **template** is a **predesigned presentation** you can use to create a new slide show quickly. Templates often include **custom formatting** and **designs**, so they can save you a lot of time and effort when starting a new project.

1. Click the **File** tab to access **Backstage view**, then select **New**.
2. You can click a suggested search to find templates or use the **search bar** to find something more specific.
     In our example, we'll search for the keyword **chalkboard**.

3. Select a **template** to review it.
4. A **preview** of the template will appear, along with **additional information** on how the template can be used.
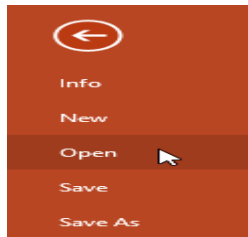
5. Click **Create** to use the selected template
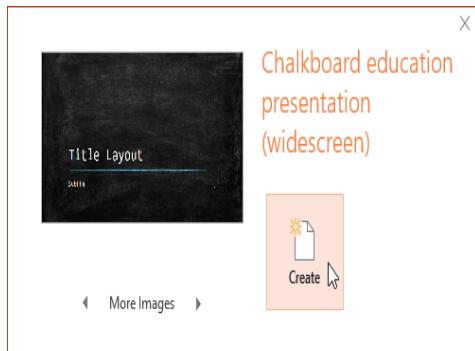
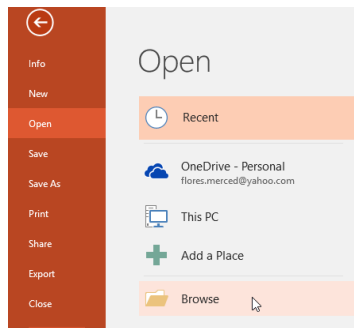6. A new presentation will appear with the **selected template**.

To open an existing presentation

In addition to creating new presentations, you'll often need to open a presentation that was previously saved.
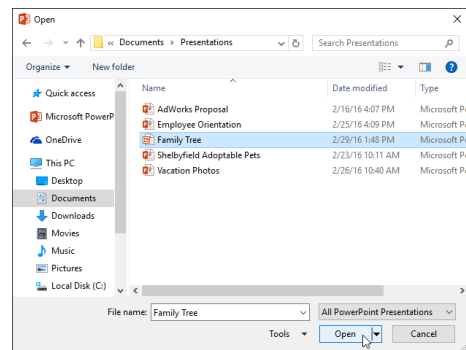
1. Select the **File** tab to go to **Backstage view**, then click **Open**.

2. Click **Browse**. You can also choose **OneDrive** to open files stored on your OneDrivE.

3. The **Open** dialog box will appear. Locate and select your **presentation**, then click **Open**.

Most features in Microsoft Office, including PowerPoint, are geared toward saving and sharing documents **online**. This is done with **OneDrive**, which is an online storage space for your documents and files. If you want to use OneDrive, make sure you're signed in to PowerPoint with your Microsoft account.

Note: **OneDrive** is Microsoft's online storage space that you can use to save, edit, and share your presentations and other files. You can access OneDrive from your computer, smartphone, or any of the devices you use.

Saving Presentation

Save and Save As

PowerPoint offers two ways to save a file: **Save** and **Save As**. These options work in similar ways, with a few important differences.
**Save**: When you create or edit a presentation, you'll use the **Save** command to save your changes. You'll use this command most of the time. When you save a file, you'll only need to choose a file name and location the first time. After that, you can just click the Save command to save it with the same name and location.

Save As: You'll use this command to create a **copy** of a presentation while keeping the original. When you use Save As, you'll need to choose a different name and/or location for the copied version.
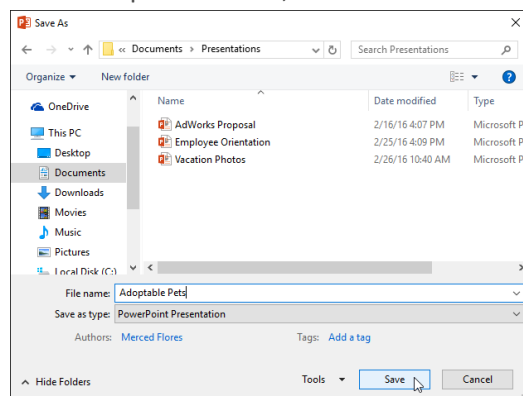
To save a presentation
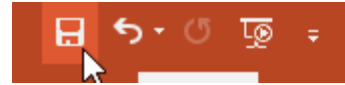
1. Locate and select the **Save** command on the **Quick Access Toolbar**.

2. If you're saving the file for the first time, the **Save As** pane will appear in **Backstage view**.
3. You'll then need to choose **where to save** the file and give it a **file name**. Click **Browse** to select a location on your computer. You can also click **OneDrive** to save the file to your OneDrive.
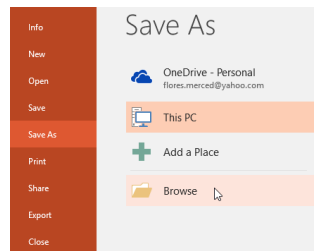
4. The **Save As** dialog box will appear. Select the **location** where you want to save the presentation. Enter a **file name** for the presentation, then click **Save**.

5. The presentation will be **saved**. You can click the **Save** command again to save your changes as you modify the presentation.

Note: You can also access the **Save** command by pressing **Ctrl+S** on your keyboard.

Using Save As to make a copy

If you want to save a **different version** of a presentation while keeping the original, you can create a **copy**. For example, if you have a file named **Client Presentation** you could save it as **Client Presentation 2** so you'll be able to edit the new file and still refer back to the original version.

To do this, you'll click the **Save As** command in Backstage view. Just like when saving a file for the first time, you'll need to choose **where to save** the file and give it a new **file name**.

Using AutoRecover

PowerPoint automatically saves your presentations to a temporary folder while you are working on them. If you forget to save your changes or if PowerPoint crashes, you can restore the file using **AutoRecover**.

To use AutoRecover:

1. Open PowerPoint. If **autosaved versions** of a file are found, the **Document Recovery** pane will appear.

2. Click to **open** an available file. The presentation will be recovered.
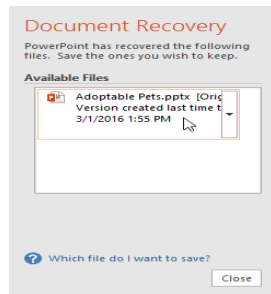
By default, PowerPoint autosaves every 10 minutes. If you are editing a presentation for less than 10 minutes, PowerPoint may not create an autosaved version.
If you don't see the file you need, you can browse all autosaved files from **Backstage view**. Just select the **File** tab, click **Manage Presentation**, then choose **Recover Unsaved Presentations**.
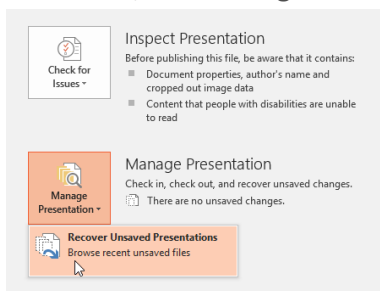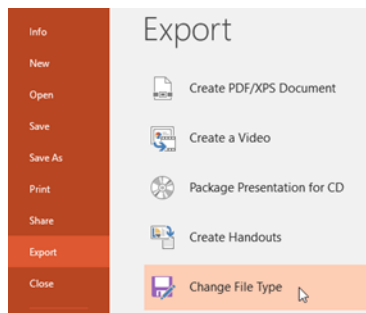

Exporting presentation

By default, PowerPoint presentations are saved in the **.pptx** file type. However, there may be times when you need to use **another file type**, such as a **PDF** or **PowerPoint 97-2003 presentation**. It's easy to **export** your presentation from PowerPoint to a variety of file types.

- **PDF**: This saves the presentation as a **PDF document** instead of a PowerPoint file.
- **Video**: This saves the presentation as a video.
- **Package for CD**: This saves the presentation in a folder along with the Microsoft PowerPoint Viewer, a special slide show player anyone can download.
- **Handouts**: This prints a handout version of your slides.
- **Other file type**: This saves in other file types, including **PNG** and **PowerPoint 97-2003**.
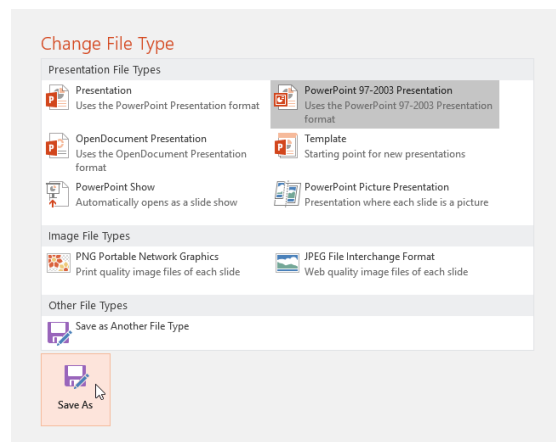
To export a presentation
In our example, we'll save the presentation as a
 PowerPoint 97-2003 file.
1. Click the **File** tab to access **Backstage view**.
2. Click **Export**, then choose the desired option. In our example, we'll select **Change File Type**.
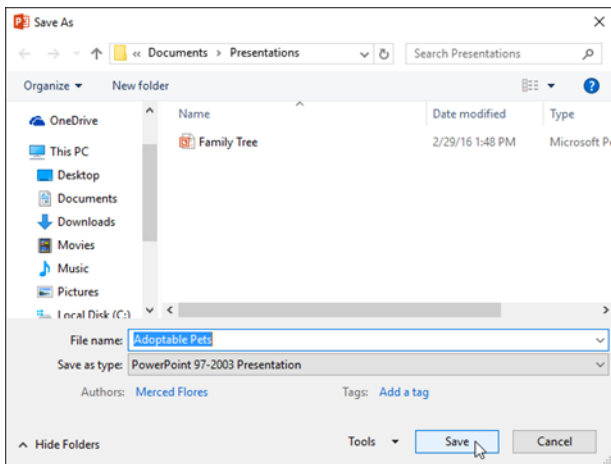
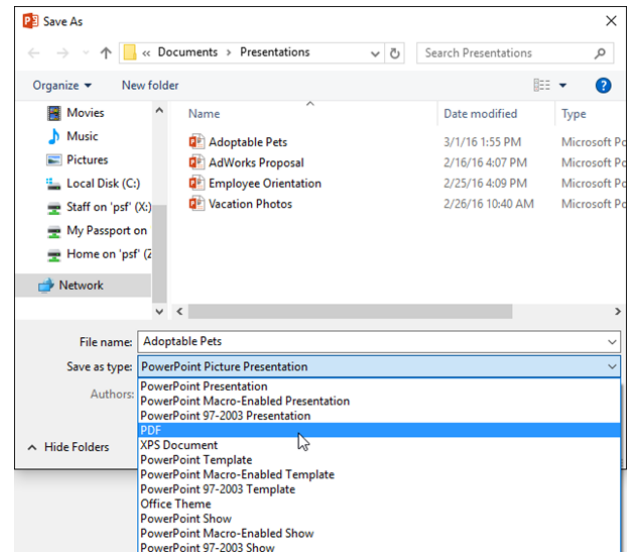3. Select a **file type**, then click **Save As**.

4. The **Save As** dialog box will appear. Select the **location** where you want to export the presentation, type a **file name**, then click **Save**.

Note: You can also use the **Save as type** drop-down menu in the **Save As** dialog box to save presentations in a variety of file types. Be careful to choose a file type others will be able to open.
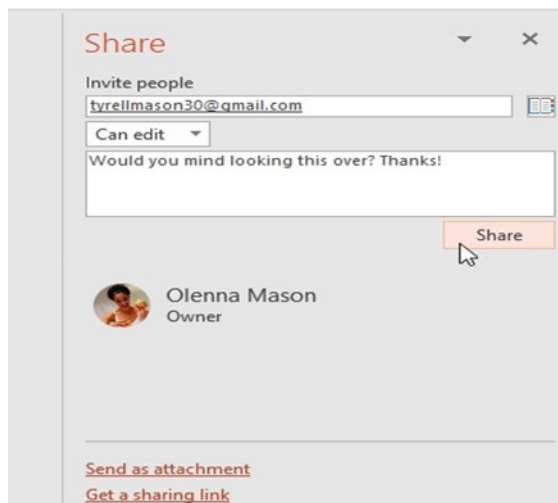

Sharing presentations

PowerPoint makes it easy to **share and collaborate** on presentations using **OneDrive**. In the past, if you wanted to share a file with someone you could send it as an email attachment. While convenient, this system also creates **multiple versions** of the same file, which can be difficult to organize.

When you share a presentation from PowerPoint, you're actually giving others access to the **exact same file**. This lets you and the people you share with **edit the same presentation** without having to keep track of multiple versions.
In order to share a presentation, it must first be **saved to your OneDrive**.

To share a presentation:

1. Click the **File** tab to access **Backstage view**, then click **Share**.
2. PowerPoint will return to Normal view and open the **Share** panel on the right side of the window. From here, you can invite people to share your document, see a list of who has access to the document, and set whether they can edit or only view the document.

Application.

Direction. Write the complete steps of each tasks enumerated below.
1. Open a new presentation
2. Open an existing presentation
       3. Save a new presentation

Complete the statements below.

I understand _____

_don't understand _____

I need more information about _____

Reinforcement & Enrichment

Direction. Demonstrate the skills enumerated below.

Note: Follow each step one after the other.

Activity: **My Second Navigation**

1. Open **Microsoft PowerPoint**, and create a **blank presentation.**
2. Insert in your presentation three different shapes that you like the most and explain why do   like these shapes. (See Fig. 1 First output).
3. Save this presentation with a filename, Task2***(where *** is your family name) and save it in your PC.
4. Close the presentation.
5. Open the Task2 file and add your complete name, CTECH TASK-2, grade/section on the upper part of the slide area.   (See Fig. 2   Final output)
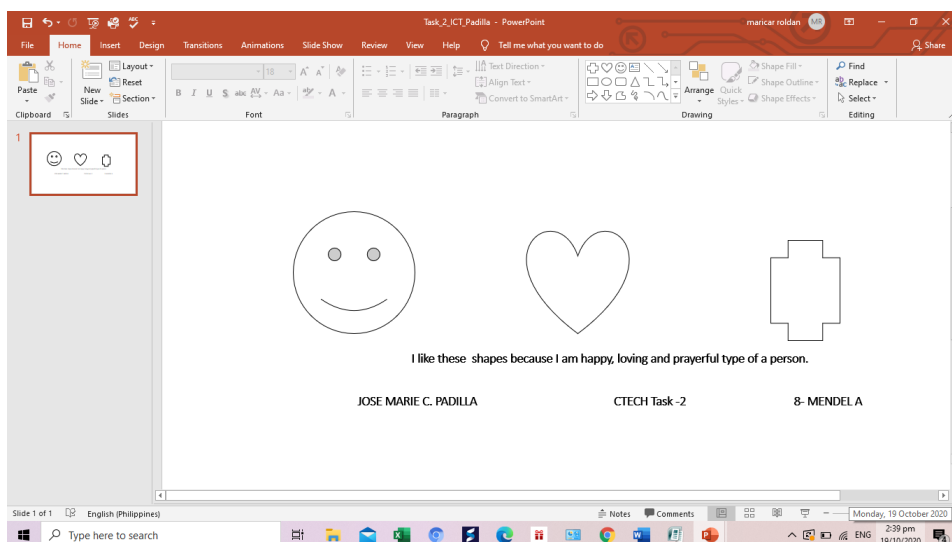6.   Save the presentation with a new filename Task2_ICT_***(where *** is your family name) and save it in
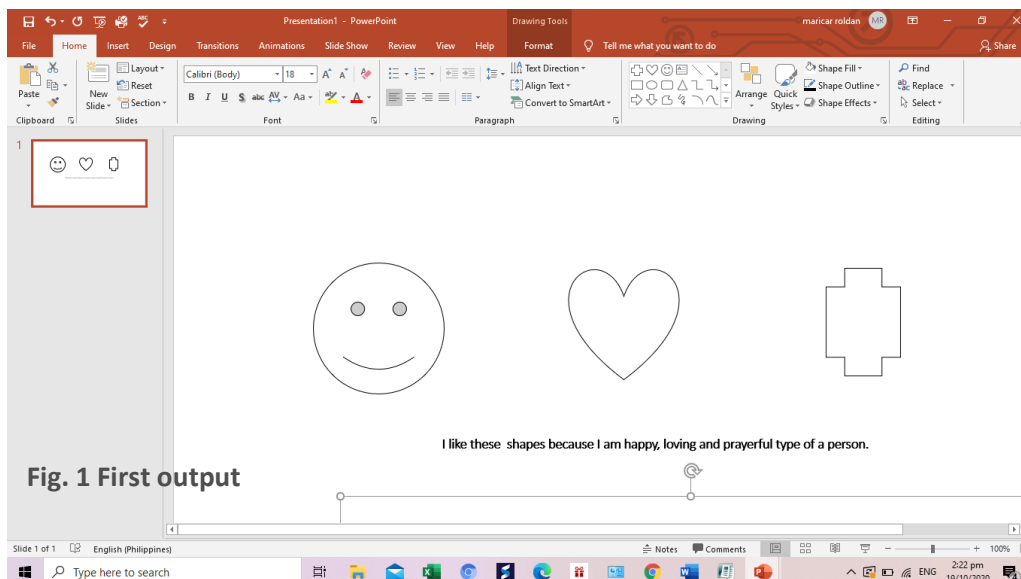
Fig. 1 First output

Fig. 2 Final output

Multiple Choice. Read each item very carefully and identify the correct answer. Choose the letter the letter only.

1. Which of the following can be used to save a presentation?
   a. Ctrl+ V   b. Ctrl+ B   c. Ctrl+ S   d. Ctrl+X

2. What tab is used if you want to access the Backstage view?
   a. Design   b. Insert   c. Home   d. File

3. This is where you type if you want find a specific presentation template.
   a. search bar   b. template bar   c. Preview   d. quick access toolbar

4. What is the name of a command that is use to create a **copy** of a presentation while keeping the original?
   a. Save   c. Copy
   b. Publish   d. Save As

5. What is the extension name of the document save in MS PowerPoint?
   a. xlsm   b. pptx   c. docx   d. pub

True or False. Write T if the statement is True and F if the statement is false.

6. MS PowerPoint autosaves your presentation every 8 minutes.
7. You can write a new filename when you want to make a copy of a presentation
8. You can select the New dialog box in the Backstage View if you want locate and select an existing presentation.
9. PowerPoint allows you export your presentation into a variety of file types.
10. Saving a presentation for the first time, you need to choose where to save it and then give a file name.

References & Photo Credits

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