Computer Science - Practical 6
Advanced Powerpoint Presentations

For today's practical please make try the following exercises. I suggest that you use the presentation that you have prepared as part of your academic skills course (***but remember to work on a copy***!). This practical is not assessed. If you need help, please ask! Any additional time that you have can be used to continue work on your presentation, or to revise topics from previous practicals.

Open your presentation, try each of the following views (selected by the buttons at the bottom left) and decide what each is for

> **Normal View**..□
>
> **Outline View** ....□
>
> **Slide View** ....□
>
> **Slide Sorter View** ....□

Try applying different templates (`Format -> Apply Design Templates…`) What does get changed by the template and what does not? ....□

Experiment with the different slide transistions

> (`Slide Show -> Slide transistions…`) ....□

Experiment with the different animations possible on slides

> (`Slide Show -> Custom Animations…`) ....□

(There are lots of options and features on this dialog box – please ask if you need help with any of them)

Setup your slides to advance automatically

> (`Slide Show -> Slide transistions…-> Advance -> Automatically After…`) ....□

Setup your whole presentation to run automatically

> (`Slide Show -> Set up show…`) ....□

Recording Your Own Narration

> If you can find a computer with a microphone, try recording your narration along with the slide (`Slide Show -> Record Narration`)

Sending Animated Christmas Cards

> Microsoft provide a free viewer for Powerpoint presentations that can be downloaded from www.microsoft.com, this allows you to make animated Christmas or other greetings and e-mail to other people, even if they do not have Powerpoint installed.

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