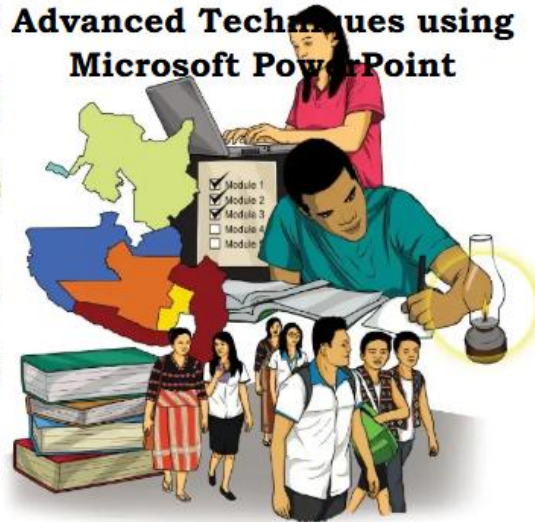


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Empowerment Technologies

Quarter 1 – Module 6:
Advanced Techniques using
Microsoft PowerPoint



DEPARTMENT OF EDUCATION - SOCCSKSARGEN

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What I Need to Know

This module was designed and written with you in mind. It is here to help you master the Advanced Techniques using Microsoft PowerPoint. The scope of this module permits it to be used in many different learning situations. The language used recognizes the diverse vocabulary level of students. The lessons are arranged to follow the standard sequence of the course. But the order in which you read them can be changed to correspond with the textbook you are now using.

The module has one lesson, namely:

- Lesson 6 – Advanced Techniques using Microsoft PowerPoint

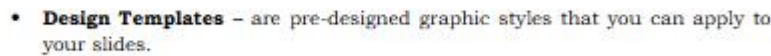
After going through this module, you are expected to:


1. describe terms, views, and functions of Microsoft PowerPoint;
2. discuss the tips on how to make effective presentations;
3. discuss how to add animation in a presentation; and
4. explain the use of hyperlinks in a presentation.



Microsoft PowerPoint is a powerful presentation software that helps you produce an effective presentation in the form of on-screen slides. It provides hyperlinks and several animation styles such as Entrance, Emphasis, Exit and Motion Paths. Animation and hyperlinks are great tools in making a presentation more dynamic.

- **Slide** - is a single page of a presentation collectively, a group of slides may be known as a slide deck. The shortcut key to insert a new slide is Ctrl+M



- **Slide Show Button** - a collection of pages arranged in sequence that contain text and images for presenting to an audience. You may press F5 if you want to start your presentation from the beginning of the slides or you may click the slide show button  to display the current slide in the presentation.
- **Animation** - is a set of effects which can be applied to text or graphics within a slide.



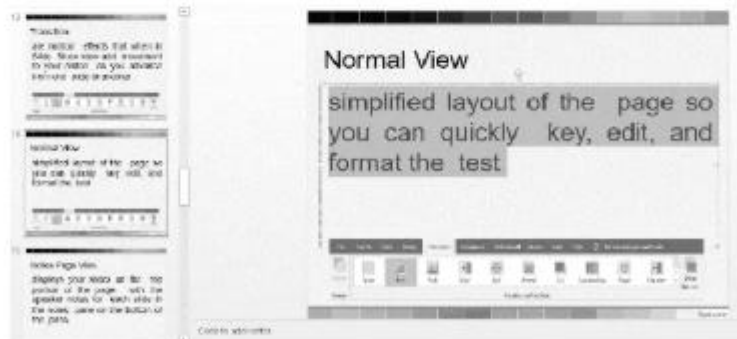
- **Transitions** - are motion effects that when in Slide Show view add movement to your slides as you advance from one slide to another.



- **Presentation Views** - These are the buttons that you use to change views into normal, outline, slide sorter, notes page, and reading views



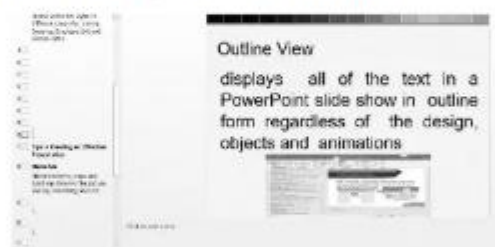
- **Normal View** - a simplified layout of the page so you can quickly key, edit, and format the text.



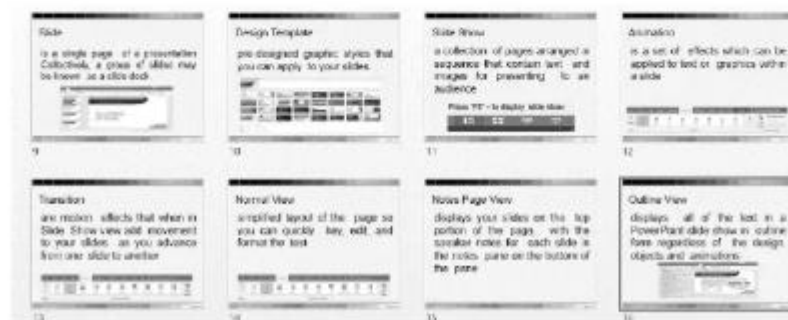
- **Notes Page View** - displays your slides on the top portion of the page, with the speaker notes for each slide in the notes pane on the bottom of the pane.



- **Outline View** - displays all of the text in a PowerPoint slide show in outline form regardless of the design, objects and animations.



- **Slide Sorter View** - allows you to see thumbnails of all the slides in your presentation to easily rearrange them.



Tips in Creating an Effective Presentation

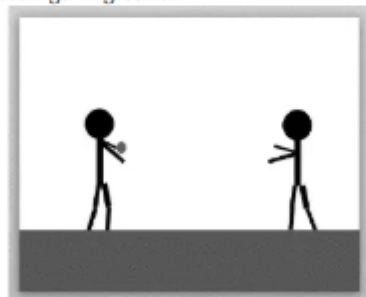
1. **Minimize** - Keep slide counts to a minimum to maintain a clear message and to keep the audience attentive
2. **Clarity** - Use a font style that is easy to read
3. **Simplicity** - Use bullets or short sentences
4. **Visuals** - Use graphics to help in your presentation but not too many to distract the audience
5. **Consistency** - Make your design uniform
6. **Contrast** - Use light font on dark background or vice versa

Sample Animation

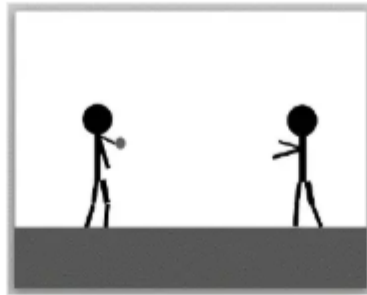
Create an animation where one person wants to pass the ball to another person.

To add animation, do the following:

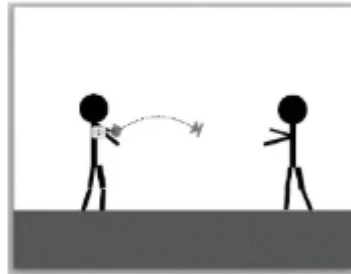
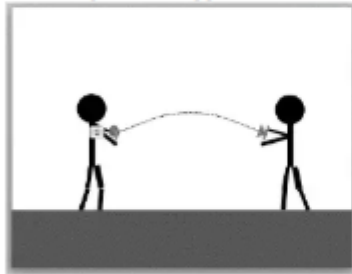
1. On the first slide of your presentation, change the layout into a blank layout. To do this, follow the steps below:
 - Click the **Home** tab.
 - On the Slides group, click **Layout**.
 - Click **Blank**.
2. Draw two objects in the form of a man using PowerPoint's shapes. To do this, follow the steps below:
 - Click the **Insert** tab.
 - Click **Shapes** and select the appropriate shapes as shown on the figure using a black fill color for the two men, dark red for the ball and green for the rectangular ground.



3. Right-click the slide thumbnail on the Slides pane and click **Duplicate Slide**.
4. Move the right hand of the first man a little backward as shown below



5. Right-click the first slide thumbnail on the Slides pane and click **Copy**.
6. Paste the slide after the second slide on the Slides pane.
7. On the third slide, click the ball.
8. Click the **Animations** tab.
9. Click Add Animation and then select **More Motion Paths. Add Motion Path** dialog box will appear.



10. Click **Arc Up** and then click **OK**. The motion path will look similar to the one below. Adjust the motion path such that the arrow is extended up to the hands of the second man.
11. Make sure the motion path is still selected. Click **Animation Pane** on the **Advanced Animation** group.
12. On the Animation pane, click the drop-down arrow on the Oval animation and then select **Effect Options**.

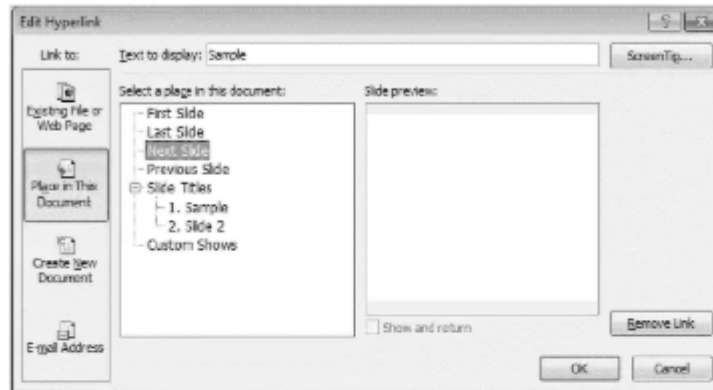
To integrate timing, do the following:

1. Click the Timing tab.
2. On the Start drop-down arrow, click With Previous.
3. Click OK.
4. Click the first slide thumbnail.
5. Click the Transitions tab. On the Timing group under Advance Slide, click After and select 00:01:00 (1 second). Make sure that the same timing is selected to the other two slides.

To check your output > Go to the first slide and click Slide Show view button.

Hyperlinks in a Presentation

Hyperlink allows you to easily navigate your slides during your presentation. It allows you to link to another slide in the current presentation, another slide in a different presentation, another file or webpage, or email address.



Hyperlinks are usually activated by clicking on the text or image. Text hyperlinks are usually in color blue and underlined. When you use hyperlinks only the location of the source file is stored in the destination file, the linked data or file remains in the source file. The data in the destination file is updated whenever the source file is updated.

To insert hyperlink, do the following:

1. Select the text or object you want to insert a hyperlink to.
2. Click the Insert tab.
3. On the Links group, click Hyperlink. Insert Hyperlink dialog box will appear.

To insert a hyperlink to another slide in the current presentation, do the following:

- a. Click Place in This Document.
- b. You may also add a text to display when you hover your pointer by clicking the ScreenTip button. Set Hyperlink Screen Tip dialog box will appear.

To insert a hyperlink to another slide in the current presentation, do the following:

- a. Enter text to the ScreenTip text box.
- b. Click the slide where you want to link to under the Select a place in this document.
- c. Click OK.

To insert a hyperlink to another **slide in a different presentation**, do the following:

- a. Click Existing File or Webpage.
- b. Browse and select for the PowerPoint file.
- c. Click the Bookmark button.

To insert a hyperlink to another **slide in a different presentation**, do the following:

- a. Click the slide where you want to link to under the Select an existing place in the document.
- b. Click OK.

To insert a hyperlink **to another file**, do the following:

- a. Click Existing File or Webpage.
- b. Browse and select for the PowerPoint file.
- c. Click OK.

To insert a hyperlink **to a webpage**, do the following:

- a. Click Existing File or Webpage.
- b. Enter the complete URL in the address text box.
- c. Click OK.

To insert a hyperlink **to an email address**, do the following:

- a. Click **E-mail Address**.
- b. Enter the complete email address in the **E-mail address** text box.
- c. Enter the subject in the **Subject** text box.
- d. Click **OK**.