Lab 5

Presentation

Introduction

Presentation is the practice of showing and explaining the visual content of topic to an audience or learner. A presentation program such as Microsoft Office PowerPoint is often used to generate the presentation content. Presentation programs make it simple, easy, and fun to create a presentation for the audience. Presentations contain text, charts and graphic images such as photographs, clip arts or other objects.

Presentations are usually delivered in a slide show format. A slideshow is a display of a series of slides. A slide is a single page of a presentation created with presentation software. A presentation is composed of several slides. The best presentations use approximately ten to twelve slides to get the message across.

Common use of presentation include teaching a new or complex concept to a group of students, announcing the launch of a new product or service campaign to employees, training employees on key concepts or new policies, or presenting a proposal to a group.

Microsoft Office PowerPoint

Microsoft Office PowerPoint is a full-featured presentation program that is used by millions of people around the world. It is a presentation program developed by Microsoft. It allows the user to design a presentation that consists of multiple slides. A PowerPoint presentation slide contains text, charts, images, sounds, and animations to achieve a high level of impact. It is the part of Microsoft Office Suite. It is used by business people, educators, students and trainers.

**Creating a new presentation**

 **Using AutoContent Wizard:**

o Chose **File** > **New** to display the **New Presentation** pane

o On the **New Presentation** pane, click on the **From AutoContent Wizard** link

You will be walked through a series of questions about the presentation you are making, including a category for the type of information being presented and the method of delivery. The Wizard then applies a background and text as well as an outline of text you may use as a guide. This is the preferred method for creating a presentation in the least of amount of time.

 **Using a Design Template:**

o Choose **File** > **New** to display the **New Presentation** pane

o On the **New Presentation** pane, click on the **From Design Template** link

o The **Slide Design** pane will display on the right side of the screen with a variety of different templates to choose from

o Select the design of your choice from the **Slide Design** pane

o Begin working with the first slide in the Normal View

 **Using a Blank Presentation:**

o Chose **File** > **New** to display the **New Presentation** pane

o On the **New Presentation** pane, click on the **Blank Presentation** link

This will open a new presentation with no template. You will provide the content, background, color scheme, text format, etc. This method gives you the most freedom, but also requires the most amount of time to complete.

**Adding a New Slide**

o Click the New Slide button on the Formatting toolbar.

o From the list of Slide Layouts, select the layout you want to apply to the new slide.

**Changing the Layout for any Slide**

 PowerPoint will try to guess what layout you want to use for new slides that are added to the presentation. If you want a different layout for the slide you can quickly change the layout for any slide.

o Display the slide that you want to change.

o Choose **Format > Slide Layout** to display the Slide Layout task pane.

o Click on the layout you want to apply to the slide.

o PowerPoint will attempt to fit existing content into the new layout, but you will probably have to make additional changes.

**Changing the Design for any Slide**

 To change the design of a slide, follow the following steps:

o Display the slide that you want to change.

o Choose **Format > Slide Design** to display the Slide Design task pane.

o Now you can choose different design templates, color schemes, and animation schemes.

**Slide Show**

 Slide show is often useful to actually run the show to see what it will really look like when it is presented to an audience. This can provide a "reality check" and give a better idea of how the show is actually going to look.  We use slide show to see the slides on our computer screen on slide at a time, using the full screen. To view the Slide Show: o Go to the first slide in your presentation. o Click the **Slide Show** view button. o To move to the next slide, click the mouse button or push the right arrow key. At the end of the show, PowerPoint will display, "End of slide show, click to exit". o You can exit a slide show at any point by pressing the **[Esc]** key. o When you exit a slide show, PowerPoint returns to **Normal** view. **Slide Shorter View**  Choose **View/Slide Sorter**, or click on the **Slide Sorter** view button. PowerPoint changes to the **Slide Sorter** view and opens the slide sorter toolbar.  In **Slide Sorter** view, you see the thumbnail representations of the slides comprising your slide show. This is a great way to see the whole presentation at once, in the order in which they will appear in the slide show. After you are finished creating and editing your presentation, you can come to **Slide Sorter** view to shuffle slides around, and copy, delete, or hide slides, until you've got it right. **Slide Sorter** view also allows you to set up special effects to the slides in the presentation.  As you look through your slides in **Slide Sorter** view, and find a slide that you need to further edit, just double-click on that slide and it will be displayed in **Normal** view.

**Adding Transitions to a Slide Show**

 One way to add a nice touch of professionalism to a slide show is to add transitions to the slides. Transitions affect the way one slide goes to the next slide. Transitions add interest to your slide show, but care should be taken to be sure they do not become a distraction from the show itself. It is often best to choose one transition you like and use it for the entire slide show.

 For each slide in a presentation, you can set a different transition effect and determine how fast the transition will happen. Some common transitions are: Box In, Box Out, Cover Down, Cover Left, Cover Right, Cover UP etc.

 To set transition effects:

o Switch to **Slide Sorter** view.

o Select the slides to which you want to assign a transition.

o Choose **Slide Show/Slide Transition** or click the **Transition** button on the **Slide Sorter** toolbar to open the **Slide Transition** task pane.

o From the **Apply to Selected Slides** list box, select the transition effect you want to apply. PowerPoint previews the effect on the selected slides and displays a **Preview Animation** button beneath each selected slide.

o In the **Modify Transition** section, select a speed (Slow, Medium, or Fast) for the transition effect. Once again, PowerPoint previews the effect on the selected slides.

o To preview the effect again, click the **Animation Preview** button beneath the slide on the left side.

o Close the **Slide Transition** pane.

**Animating Text**

 Normally, when you have a slide with multiple bullets, PowerPoint will display all the text bullets at once when you go to that slide during a slide show. One nice effect, however, is having the different bullets appear one at a time. This can be accomplished by using PowerPoint's animate text feature.

 Animation of text in PowerPoint refers to the manner in which individual text or other objects appear as they enter or exit a slide. Normally, all objects on a slide appear at the same time when you display the slide. However, you can have different objects appear and exit at different times under your control as the show proceeds. To add animation to text in a presentation:

o In **Normal** view, select a line of bulleted text.

o Choose **Slide Show/Custom Animation** to open the **Custom Animation** task pane.

o Click the **Add Effect** button to display the drop-down list.

o From the **Entrance** sub-menu, choose the animation effect of your choice. You can choose **More Effects** if the effect you want isn't listed. PowerPoint displays the animation effect in the list box on the **Custom Animation** task pane.

o In the **Modify** section, set the direction and speed.

**Master Slide**

 A master slide is one that controls certain text characteristics such as font type, size, and color, as well as background color and style in some or all the slides in your presentation. Masters can affect all the slides in a presentation. There are masters that control the title slide, notes pages, and handout pages. When you apply a template to a presentation, you apply a new set of masters that control the presentation's look and format. There are four types of masters used in PowerPoint, as described below.

|  |  |
| --- | --- |
| **Type of Master** | **Description** |
| Slide Master | The Slide Master is an element of the design template that stores information about the template, such as font styles, placeholder sizes and locations, background design, and color schemes. |
| Title Master | The Title Master is used to make changes to slides in your presentation that use a Title Slide layout. This enables you to give a title slide a different look from the rest of your presentation. |
| Notes Master | The Notes Master is used to set the formatting for your notes pages. You can set headers, footers, and the Notes Body area. |
| Handout Master | The Handout Master is used to set the formatting of your handouts pages. You can set headers, footers, and the size and positioning of the number of handouts per page. |