

Presentation Software



# Presentation Software

Introduction to Powerpoint

ABT Collaborative

BCcampus

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Presentation Software

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# Introduction

## Welcome to Presentation Software

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This course provides an introduction to creating electronic presentations using Microsoft PowerPoint 2010.

It is scheduled over a six-week period and will take you approximately 30 hours to complete.

Topics include:

- create a presentation using theme templates and slide layouts
- use outline view and clipart to create a slide show
- create a presentation for the Web

Before you begin, please check that you have access to a computer with Microsoft PowerPoint 2010 installed.

The text of the course is available in 4 formats:

- This site!
- As an ePub file that is usable with most eBook readers and tablets. Download it [here](#).
- As a PDF, that can be print or is also usable on most eBook readers, tablets and computers. Download it [here](#).
- As a wiki.

Make sure that you print a copy of the course outline and the course schedule. Check the discussion board for messages from your instructor and classmates.

Enjoy the course!



## **Part I**

### **Unit 1 Use a Theme Template and Slide Layouts to Create a Presentation**



# Chapter 1

## Overview



### Presentation Software

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#### Unit 1: Use a Theme Template and Slide Layouts to Create a Presentation

##### Objectives:

- Start a presentation as a New Office document and identify parts of the PowerPoint window
- Create, save and view a presentation containing a title slide and additional multi-level bulleted list slides
- Open and edit a saved presentation by applying a theme template and use a variety of text attributes
- Check the spelling of a presentation
- Navigate through the slides in normal view
- Display and print a presentation in black and white
- Use the PowerPoint Help system

**Overview:** In Unit 1, you will learn about PowerPoint theme templates, objects, and attributes. You will enhance a presentation by changing text font style and increasing font size. You will create additional multi-level bulleted list slides, view the presentation in slide show view, save the presentation and quit the PowerPoint program. After opening an existing presentation, you will use the Spelling checker to search for spelling errors. You will learn how to display the presentation in black and white and how to print hard copies of slides in order to make overhead transparencies. Finally, you will learn how to use the PowerPoint Help system

Your instructor will identify the weekly schedule and assignment due dates at the start of your course. It is important that you set weekly goals and remain on schedule.

## *6 Presentation Software*

Each section consists of **Learning Activities** and **Practice Activities** followed by a **Learning Assessment**.

## Chapter 2

# Getting to know PowerPoint

### Getting to Know PowerPoint

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**Topics include:**

- PowerPoint 2010
  - PowerPoint Help System
  - The PowerPoint Window
- 

**PowerPoint 2010** PowerPoint 2010 is a complete presentation graphics program that allows you to produce professional looking presentations.

Slides can be created and displayed as a slide show on your computer, video projector, or on the Internet. Information from a PowerPoint presentation can be printed in a handout form or as transparencies.

PowerPoint allows for data to be entered and edited quickly and efficiently. To make changes to the presentation you can edit a slide rather than recreate the presentation. You can also import information from spreadsheets, databases, and word-processing files.

Open PowerPoint by clicking the Start button on the Windows Taskbar, point to Programs, go to Microsoft Office and then click Microsoft Office PowerPoint 2010.

[error retrieving image]

**The PowerPoint Window** The PowerPoint window contains many elements that are similar to other Microsoft Office programs. These elements include the Office button, Quick Access toolbar, Title bar, Tabs, scroll bars and a Status bar.

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**Quick access toolbar** contains buttons for commonly-used commands.

**Title bar** indicates the software, the name of the presentation that is open, minimize, maximize, and close buttons.

**Tabs** contain commands that are pided into related tasks called groups.

**Ribbon** is the area containing the tabs.

**Outline/Slides tab** displays the presentation text in the form of an outline. Outline tab is used to organize and develop the content of your presentation. This tab enables you to move slides and text by dragging selected material. Slide tab displays the slides of your presentation as small images. This view allows easy navigation through slides.

**Slide pane** contains the current slide in your presentation. You can use the vertical scroll bar to view other slides in the presentation.

**Notes pane** is located below the slide pane and is used to type reference notes. The notes can be printed, then referenced when making the presentation.

**View area** is located at the right hand bottom of the screen. It contains buttons that allow the ability to switch between PowerPoint views. The first view button allows you to view slides in normal view, the second is called the slide sorter view, the third is called the reader view and the fourth is called the slide show view. This area also contains the zoom feature.



**Status bar** is located at the bottom of the PowerPoint window, it shows messages and information about the view, such as the slide number and the current theme template used.

**PowerPoint Help System** The **Help** feature displays information on PowerPoint commands and features. You can activate the help menu by clicking the Help [error retrieving image] button or by pressing F1 on the keyboard.

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Type a topic in the search textbox and click on search. A list of topics that match key words in your topic will display in the Search Results task pane. Click on the topic that interests you.



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## Chapter 3

# Create a Slide Presentation

[error retrieving image] Create a Slide Presentation

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### Topics include:

- Choose a Theme Template
  - Create Slide Content
  - Create a New Slide
  - Multi Level Bulleted Lists
- 

A PowerPoint has two methods for creating a slide presentation:

- *Choose a theme template*
- *Create a blank presentation (this method is covered in Unit 3)*

PowerPoint software has built in and free online pre-designed templates that contain various color schemes and pre-arranged elements in a slide, eg. text and graphics. Select a template and PowerPoint will format the entire presentation according to that template.

*Steps to choosing a theme template:*

1. Open PowerPoint.
2. At the PowerPoint window, click the File tab, then click New.
3. The Available Templates and Themes screen will appear, click on an available template or download a free template from the office.com online templates. [error retrieving image]
4. Once you have selected the desired template, it will be displayed in normal view. New slides can be added as needed.

**Tips & Tricks** A theme template can be added to a presentation before, during or after you have added the presentation content.

To apply various templates to a presentation, click the Design tab, then click on the desired template in the themes group.

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**Create a New Slide** Whether you are using a pre-made theme template or working from your own design, it is very easy to insert a new slide.

1. In the slide pane click on the slide where you would like the new slide to appear below.
2. Click on the **New Slide** button located on the **Home** tab in the **Slides** group. [error retrieving image]
3. The new slide should appear below the selected slide. If you want to add a new slide between two, select the first of the two slides and click **New Slide**.
4. Notice the New Slide button contains a New Slide button arrow. Click on the arrow to view different slide layouts. Another way to change the slide layout is by clicking on the **Layout** button located in the **Slides** group. The slide layout option determines the position of the objects on a slide. Simply click on the layout you want to use and it will appear in the slide pane. [error retrieving image]

**Create Slide Content** Entering text and images into your presentation slide is easy and fun. When using the theme template the first slide to appear in Normal view is called the **Title Slide**.

The title slide is the slide that is used to introduce the presentation to the audience. It has two text placeholders for text: title text placeholder and sub-title text placeholder. Placeholders are the building blocks for a PowerPoint slide.

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To insert text in a placeholder, left click inside of the textbox and begin typing. Once you have entered text, click outside the text box to see how your text looks. The placeholder then becomes an object. An **object** is any item on a slide that can be manipulated. Objects are the building blocks that make up a slide. A text object can moved around and repositioned on a slide.

A object is selected when there is a gray, bold outline around the object, and when the cursor turns into a cross. Around the selected object are small white circles that are called sizing handles. You can drag the handles to position the object.

To apply formatting to text inside an object, select the text with your cursor, then click on the **Home** tab and in the **Font** group add text attributes such as bold, underline, and italics. The **Paragraph** group, located next to the Font group, contains commands that allow you to change the alignment of text, insert numbers or bullets to lists, and indent text.

You can also edit your text by accessing the Font dialogue box by clicking the **Font** group dialogue box launcher. (The dialogue box launcher is the small button containing a diagonal arrow that displays in the lower right corner of

[error retrieving image]

the group.) The Font dialogue box includes special effects such as: double strikethrough, superscript and subscript.

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Another quick and easy way to format slides is by using a slide master. A **Slide Master** will reduce the steps needed to format all the slides in a presentation. Any changes made in the slide master will affect all slides in the presentation. This allows for consistency in any presentation.

When you choose a theme template PowerPoint automatically adds a Slide master. To format the slide master click the **View** tab and then choose **Slide Master** located in the **Presentation View** group.

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A slide master appears in the slide pane and in the Outline/Slide pane. The largest thumbnail in the pane is the slide master and the other thumbnails represent associated layouts. Click on the master slide or a specific layout to apply formatting or themes. Once formatting changes have been made click on **Close Master View** to return to the normal view.

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For more information on Slide Masters take this link to Microsoft Tips for using Slide Masters.

**Multi Level Bulleted Lists** PowerPoint allows information to be displayed as multilevel bulleted lists. Bulleted lists are used in PowerPoint to display levels of importance within the presentation. Various slide layouts in the Slide Layout task pane contain bullets. To add multi levels to a bulleted list you need to choose the appropriate layout.

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The first-level bullet will be displayed under the title placeholder. Once you have typed your text next to the first-level bullet press **Enter** on your keyboard. The new first-level bullet automatically appears. Press **Tab** on your keyboard and the first-level bullet becomes a second level bullet. Press **Shift + Tab** this will decrease the indent and bring the bullet back to first level.

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Another method to add levels to your presentation is by clicking the decrease list level or increase list level buttons on the **Paragraph** group in the **Home** tab.

You can customize the bullets in your presentation by selecting the Bullets and Numbering dialogue box from **Paragraph** group located in the **Home** tab. Select the bullet text, click on the drop down arrow next to Bullets or Numbering, click on **Bullets and Numbering**, then choose the from the pre-designed bullets.

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Now that you are able to create a presentation let us move on to view and save presentations.

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## Chapter 4

# View and Save Presentations

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### Topics include:

- Open an Existing Presentation
  - Correct Text
  - View a Presentation
  - Save vs Save As
  - View Options
  - Quit PowerPoint
  - Print a Presentation
- 

**Open an Existing Presentation** To view an existing presentation, start PowerPoint, click on the File tab, select **Open**. Your Windows Explorer will open and allow you to choose an existing presentation. *Note: This section is information only, you can work along exploring this feature. Later in this lesson you will use this PowerPoint open in the hands on practice activities.*

**View a Presentation** In the first learning activity we learned that there are four buttons located in the **View area** that are used to view a presentation.

[error retrieving image] The first view is the **Normal View**. In this view, you edit one slide at a time by adding text, graphics and clip art. This is the default view. It allows you to see and work with several aspects of the presentation simultaneously, including the slide, the outline/slide sorter section, and the notes pane. There are many ways to navigate from slide to slide in the normal view. First, you can select the slide pane and simply click on the desired slide. Second,

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you can select the outline tab and click on the slide icon. This will display the selected slide in the slide pane. Another way to view slides in Normal view is by using the arrow keys on your keyboard.

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[error retrieving image] The second view is the **Slide Sorter View**. This view shows a miniature of your slides and provides an easy way to rearrange or delete one or more slides. Under each slide is the slide number, transition between slides, body text animation and display time. All of these attributes can be modified from this view.

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[error retrieving image] The third view is the **Reading View**. This view allows an individual to view the presentation in a window with simple controls that make the presentation easy to review on the computer.

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[error retrieving image] The fourth view is the **Slide Show View**. This view is used to deliver the presentation to an **audience**. With this view, you can see the slide transitions and timing. To run the slide show automatically, timings must be set. Use the arrow keys or your mouse to move from slide to slide. To return to the normal view or the slide sorter view, press the **ESC** key.

**View Options** A useful way to view your presentations is in **black and white or Grayscale**. If you need to use a projector that can only handle Black & White or Grayscale you should view your presentation with a black and white command applied to be sure your text and layout is still readable.

To see how your slides would look in black and white, click the **View** tab, select Grayscale or Black and White in the **Color/Grayscale** group and scroll through your slides.

[error retrieving image]

A new tab will then display. From the **Black and White** tab, select one of the various black and white settings.

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**Print a Presentation** A presentation can be printed in many formats. You can print the slides of your presentation, handouts for the audience, the notes page, or the outline view. Prior to printing the desired material, you may want to specify the page Orientation; select **Slide Orientation** located in the **Page Setup** group in the **Design** tab. The dialogue box will appear; this allows you to set the orientation either Portrait or Landscape.

The next step to printing your presentation is to display the print dialogue box. Click on the **File** tab, then **Print**. At the Print screen you have the option to print all of the slides, or you can specify the slides that you would like to print.

The drop list beside **Full Page Slides**: displays a list of printing options such as print slides, handouts, notes pages and outline view.

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[error retrieving image]

The **Color** drop list includes the options to have your presentation print in Color, Grayscale and Pure Black and White.

Once you have determined how you want your presentation to print, you can then select the number of copies and click OK.

**Correct Text** While viewing your presentation, you need to proofread your presentation for any errors. PowerPoint is equipped with a spell checking feature to check for and correct misspelled words. Keep in mind that the spell check only recognizes misspelled words not misused words. To check your presentation for any spelling mistakes, click on the **Spelling** button located in the **Review** tab. When PowerPoint recognizes a misspelled word it offers suggestions, you then have the option to choose the correct spelling or ignore the misspelled word.

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**Save vs Save As** When creating a presentation, you must save your files to a disk. When saving the presentation for the first time, you will use the **Save As** command located under the **File** tab.

You will then name your presentation and save it either on your hard drive or on a disk. When naming a PowerPoint presentation, you will notice that the new file will be named with the extension .pptx.

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Once you have saved your presentation with a new name, when you make any additional changes you can use the Save command. The Save command saves any changes you make to the file in the same location you specified when you used the Save As command. Be sure to save your files frequently.

**Quit PowerPoint** Once you have saved your PowerPoint Presentation, click on the X located to the right of the Title bar. This command will close the PowerPoint program.

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# Chapter 5

## Practice Activities

### [error retrieving image] Unit One: Practice Activities

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- Start PowerPoint and View the PowerPoint Window
  - Create a New Slide
  - Access the Help Feature
  - Multi-Level Bulleted Lists
  - Choose or Download a Theme Template
  - Format using the Slide Master
  - Save a Presentation
  - View a Presentation
  - Create Slide Content
  - Print a Presentation
- 

**Start PowerPoint and View the PowerPoint Window** Identify as many elements of the PowerPoint window as you can without referring to the material in Unit 1.

#### **Access the Help feature**

1. Click on the Help icon located on the top right side of screen. In the search text box type “**How to Save a Presentation**”, and press enter.
2. Scroll Down the list of available hyperlinks located in the task pane.
3. Click on “Name and save your presentation”.
4. A new screen will appear with information specific to your question.
5. View all methods to saving a document, once you have finished exploring the topics, close the help window.

#### **Choose or Download a Theme Template**

### **Choose a Theme Template**

1. To choose a theme template, click on the **File tab**, then click on **New**. From the **Sample Templates** select the **Introducing PowerPoint 2010** template, click **Create** located at the bottom of the New Presentation screen.
2. A template will appear with text and graphics. This text and graphics can be deleted, edited, moved and manipulated.
3. Close the file by clicking on the File tab, then click on **Close**.

### **Download a Theme Template**

1. To download a template from Microsoft Office Online, click on the **File tab**, then click on **New**. In the **Office.com Templates** section select **Presentations**, select **Training Presentations**. Various training templates will appear, choose **Training presentation (2nd row)**. Then click Download, located on the right side of the New Presentation screen.
2. A Microsoft Office Genuine Advantage dialogue box may appear, click Continue.
3. The Training presentation template will appear in the Normal view, it contains text that will guide you through the process of creating a training presentation.

### **Save a Presentation**

1. Click on the **File tab**.
2. Open the **Save As** dialogue box.
3. Map to the drive and folder where your Presentation Software files will reside.
4. Name your presentation as ABT Training. (Keep the ABT Training presentation open)

### **Create Slide Content**

1. In the title slide, select the title text placeholder and type "Applied Business Technologies". In the sub-title text placeholder type your name.
2. The first slide should look as shown below: [error retrieving image]
3. Navigate to the second slide labeled "Introduction". Select the title placeholder in the slide pane by using the mouse and replace "Introduction" with "Program Description".
4. Move to the first bullet, select "Introduce the subject of the presentation" and type "Prepares learners for working effectively in a business setting."
5. Highlight the second bullet and text and type "Designed to teach:"
6. Select the third bullet and text, click the tab key to move the indent in one space.
7. With the text still selected type: Oral and written communication skills.
8. Press [Enter] and type "Administrative Office Procedures.
9. Press [Enter] and type "Computer software applications.
10. Delete the final bullet.

11. Click Save on the Quick Launch toolbar, compare your slide to the following:  
[error retrieving image]

### Multi-Level Bulleted Lists

1. Select the third slide in the Outline/Slide pane.
2. In the slide pane highlight “Training Outline” and type “Courses Include”.
3. Click in the text placeholder and select the first bullet “Lesson 1: Name” and type “Microsoft Office Suite”.
4. Type text as shown below: (Note: use the [shift+tab] to go back a level).  
[error retrieving image]

### Create a New Slide

1. To continue with the previous slide named “Courses Include” insert a new slide.
2. Click on the third slide in the Outline/Slide pane.
3. Select **New Slide** from the **Slides** group located on the **Home** tab.
4. A new slide will be inserted between slide three and slide four.
5. Select the slide layout that will be suitable for the slide content. In this case select **Title and Content** layout located in the **Layout** section of the **Slides** group.
6. Click in the Title Placeholder and type “Courses Include cont. . .”
7. In the text place holder type “Communications”.
8. Continue as follows: [error retrieving image]
9. Save your presentation.

### Use a Theme template

1. With ABT Training.pptx still open, click the **Design** tab.
2. Select a theme from the **Themes** group. Notice the presentation previews the selected theme.
3. Choose **Metro** (2nd row-10th theme), click on the slide sorter view, notice the theme of the template has changed on all slides.  
[error retrieving image]

### Format using the Slide Master

1. Click on slide 1 in the normal view.
2. Click **View** tab and select **Slide Master** located in the **Master Views** group.

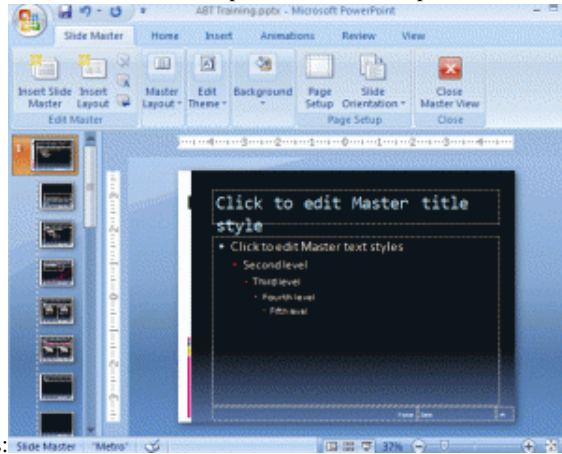
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[error retrieving image]

[error retrieving image]

3. Format the slide master by selecting slide 1 located in the Slide/Outline pane and complete the following



steps:

4. Click anywhere in the *Click to edit Master title style* (this selects the text in the placeholder.)
5. Click the **Home** tab.
6. Change the font style in the master slide by clicking in the **Font** group, then click the arrow key next to the font style box, select Bookman Old Style in the Font list box. (You will need to scroll down the list of typefaces, if this typeface is not available, choose a similar font.)
7. Change the font color to pink by clicking the down-pointing arrow on the color option box.
8. Center align the title by clicking the center alignment button located in the **Paragraph** group.
9. To change the second level bullet style used in this template, make sure the *Second level* is still selected and then click the arrow next to the bullet icon located in the **Paragraph** group in the Home tab. This will display various bullet styles, choose the Checkmark or another bullet style. Once you have completed these steps you Master Slide should appear as follows:  
[error retrieving image]
10. Click Normal view button.
11. Move through the slide show to view the changes. (Note: the title attributes and level two bullets have changed in every slide.)
12. Save your presentation.

[error retrieving image]

### View a Presentation

1. By default the slide show is in normal view, use the arrow keys on your keyboard and navigate from slide to slide, until you have reached the final slide. While viewing the slides check for correct spelling and grammar.
2. Use the view buttons to view the presentation in slide sorter view.
3. Use the slide show view to view the whole show. Be sure that the first slide is selected in the slide sorter view or normal view before selecting the slide show view. The slide that is selected in the normal view or the slide sorter view will be the first to be displayed in the slide show view.
4. To see how the presentation looks in black and white, click the dropdown button beside **Colors** in the **Themes** group on the **Design** tab, select **Grayscale**, then view the show.

### Print a Presentation

1. Click on the File tab, then select **Print**.
  2. At the Full Page Slides drop list, select 6 Slides Horizontal
  3. Click Print. Two pages of slides will then print.
- [error retrieving image]

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# Chapter 6

## Apply Your Skill

### [error retrieving image] Apply Your Skill

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**Activity 1: Apply Your Skill** In this **Apply Your Skill Activity** you will edit an existing presentation. In order to complete this exercise, you will need to download a copy of the PowerPoint presentation file **Interview Guidelines**. Click on the **Dropbox** on the **Navigation Bar** and download the Activity – **Interview Guidelines**.

[error retrieving image] Follow the *Instructions* located in the Dropbox for this activity.

[error retrieving image] Submit your completed file **Interview Guidelines** to the Dropbox for grading (5 marks).

[error retrieving image] Complete Practice Quiz 1 located under the **Quizzes** link.

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**Activity 2: Key Terms** [error retrieving image] The following table contains some **key terms** from Unit 1. Using either paper or your word processing software, list and define each term. Check your definition in the online glossary by clicking on the **Glossary** link. When in the **Glossary** section, click on the letter representing the first letter of the term you are reviewing.

---

|                       |               |               |
|-----------------------|---------------|---------------|
| presentation          | slide show    | bulleted list |
| object                | mouse pointer | attribute     |
| placeholder           | object area   | scroll bar    |
| sub-title             | font          | italics       |
| landscape orientation | layout        | zoom          |

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## Chapter 7

# Learning Assessment

### **[error retrieving image] Assignment 1** \_\_\_\_\_

The assignments in Presentation Software require critical thinking and application of skills learned in the unit. Each assignment is open-ended; therefore, independent thinking and problem solving skills are necessary.

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Complete Assignment 1 located in the Dropbox and submit to your instructor for grading.

[error retrieving image] Complete Quiz 1.

Please be sure to contact your instructor if you have any questions about this unit or its activities.

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## **Part II**

# **Unit 2 Creating Presentations Based on Notes**



# Chapter 8

## Overview

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### Unit 2 - Creating Presentations Based on Notes

#### Objectives:

- Plan an effective presentation from notes
- Apply design guidelines to divide text into individual slides
- Create an introductory slide that identifies the topic
- Apply the 7 x 7 rule for text lines on individual slides
- Create a closing slide that completes the presentation
- Select a theme template that complements the presentation

#### Overview:

This unit will make use of the features learned in Unit 1 while you create presentations entirely from notes. The information for the presentations will be given to you, but you will need to divide the information into separate slides, organize the wording on each slide, select an appropriate theme template, and ensure a business-quality presentation.

You will work with a partner during the practice activities to help and critique each other's work.



## Chapter 9

# Plan and Design

### Unit 2 Plan, Design, Create and Deliver a Presentation

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*Remember* to check in with your instructor for Discussion or E-mail messages.

Before you create a presentation, it is important to **plan** and **outline** the **message** you wish to convey. When working on a construction project, master carpenters abide by the rule “measure twice, cut once.” Likewise, when it comes to creating a presentation, taking the time to plan and prepare before beginning to create a presentation will not only make the presentation more enjoyable and effective but will ultimately save you time. Part of this planning is to identify the audience who will be listening to and/or watching the presentation and then to choose a medium that is appropriate for conveying the message to this audience. The key to being comfortable and relaxed in front of an audience when you deliver the presentation is **preparation**. When the content is organized in a logical manner, it is much easier to learn and to deliver.

**Defining the Purpose of the Presentation** There are many different types of presentations. For a presentation to be successful, it is necessary to begin by defining the purpose. Before beginning, ask yourself – Is the presentation meant:

- to inform?
- to persuade?
- to sell?
- to educate?
- to motivate?
- to entertain?

If the presentation is intended to *inform* or *educate*, then the goal of the speaker is to increase the knowledge or ability of the audience by providing new information about an already familiar subject, process, event or concept.

If the presentation is intended to *persuade*, *sell*, or *motivate*, then the goal of the speaker is to change the attitude, belief, or behavior of the audience. The speaker may present opposing points of view on a particular subject, product,

or issue allowing the audience to draw their own conclusions based on the facts presented; or, the speaker may present and explore a concept or policy concluding with a recommended course of action. This type of presentation can be much more challenging to create and deliver than one meant to inform or educate because it is often based on controversial subjects important not only to the speaker but also to the audience.

If the presentation is intended to *entertain*, then the goal of the speaker is to keep the audience engaged, amused, and interested in the content of the presentation.

Identifying the purpose helps to provide a focus for the speaker and ensures that a clear message is conveyed to the audience. Limit the number of related topics in the presentation to avoid confusion in the mind of the audience. Ensure that the main topic is clearly stated and then supported and reinforced throughout the entire presentation.

**Developing the Content** To create an effective presentation, you must know your subject. If necessary, you may need to research some components of your topic. Research can enhance your credibility. Knowledge of the latest information in the subject area helps you to anticipate audience reaction and gives you time to prepare ways of dealing with potential controversies. The Internet is one source of current information, as well as traditional forms of media including newspapers and magazines. Personal interviews may also be helpful in developing the content of the presentation.

**Creating Effective Text Presentations** Once the purpose has been identified and your topic researched, it is time to organize your presentation. The first slide in the presentation should provide an **introduction** to the topic, and the last slide should provide a **conclusion**. In between, there should be a natural flow to the presentation. Using **PowerPoint's Outline View** is a very effective way to enter and organize the content of the presentation by arranging it into first, second, and third level headings. Each of these remaining slides in a presentation should contain only one main thought or idea. Too many thoughts or ideas on one slide may confuse the audience and cause the speaker to stray from the topic – don't overwhelm the audience with too much information. Apply the 7 x 7 rule to the content of these remaining slides. This means that each slide should contain no more than seven lines (bullets) of text and each line of text should contain no more than seven words. This can be achieved by eliminating unnecessary articles, pronouns, and adjectives. Be sure that the grammatical structure of the phrases are parallel to one another and that font sizes are readable.

A good **title slide** contains the title and subtitle of the presentation.

A good **introductory slide** can build speaker confidence and help a speaker to relax. It should be designed to:

- gain the attention of the audience
- introduce the topic
- forecast the main points

An effective **concluding slide** needs to be more than an opportunity for the speaker to say **thank you**. The **Closing Slide** should:

- summarize the main points
- leave the audience with something to remember

**Guidelines for slides:**

- contain only one main idea
- maintain a consistent layout
- follow the 7 x 7 rule
- keep phrases parallel
- maintain a consistent style for all slides
  - use either capital letters or lowercase letters to start all listed points
  - use the same font sizes for listed points
- font size should be no smaller than 24 point font size (with exceptions of axis labels, etc)
  - think about the delivery of the presentation and evaluate the font size for how it will be delivered
  - titles should be 32 point or larger; text should be 24 point

**Before You Begin** You will be assigned a partner to work with this week while you do the practice presentations. You and your partner will review each other's presentation and offer advice and help (your instructor can also give you some help if you need it). When the partners are assigned, there will also be a Discussion Board set up for the partners to post their practice presentations for review by the partner. You will have the discussion board available for both the presentations and the advice and help for each other. The assignments will be done on your own.

The 7 x 7 rule may be the one that needs the most work. Work at eliminating unnecessary articles, pronouns, and adjectives. Creating a list on a slide will often allow you great flexibility on a slide. Point format means that whole sentences are not required.

Following the suggestions for planning, preparation and delivery outlined above will put you on your way to creating and delivering an effective presentation.

Click the **Next Topic** arrow to proceed with **Practice Activities**.



# Chapter 10

## Practice Activities

[error retrieving image] Unit 2: Practice Activities \_\_\_\_\_

**Practice Activity 1:** You are required to create a presentation to educate the public on cell phone use while driving.

- Select an appropriate theme template.
- Title slide is needed.
- Make sure that you use the 7 x7 rule
- Divide the text into slides, you want only one topic per slide
- Include a concluding slide

Presentation should cover the following concepts:

- Drivers must take their eyes off the road while driving.
- The ability to concentrate on driving is impaired.
- Studies show that more people are using cell phones while driving
- Increase from 6% in 2002 to 8% in 2004.
- Jump was more noticeable in women drivers and young drivers between the ages of 16-24 years.
- Risk of collision is 4 times higher when using a cell phone.
- Prior experience with cell phones has no effect on distraction levels.
- Hand free phone units are not an alternative.

When you have completed your presentation, post it to the discussion board that your instructor has set up for you and your partner/s. Your partner/s will then download your presentation and offer you help and/or advice. Please post a message on your discussion board for your instructor if you have any questions or need any help.

When your partner/s has/have posted his/her presentation on the discussion board, download the file and read through it. Look for the following:

- Title slide with information that clearly identifies the presentation.
- Slides have one topic per slide and conform to the 7 x 7 rule.
- Concluding slide that summarized the presentation or offers contact information.

- Check for spelling errors and consistency.
- Check that the theme template is appropriate to the topic.

Post comments on the discussion board for your partner/s.

---

**Practice Activity 2:** Create a PowerPoint presentation for a Personal Management Skills workshop. This workshop is geared toward job seekers within your community.

- Select an appropriate theme template.
- Title slide is needed.
- Make sure that you use the 7 x7 rule.
- Look at the required information and then rewrite into bullets.
- Divide the text into slides; you want only one topic per slide.
- Include a concluding slide.

The content should include the following:

1. **Demonstrate Positive Attitudes and Behaviors** – Feel good about yourself and be confident. Deal with people, problems and situations with honesty, integrity and personal ethics. Recognize your own and others people’s good efforts. Take care of your personal health. Show interest, initiative and effort.
2. **Be Responsible** – Set goals and priorities balancing work and personal life. Plan and manage time, money and other resources to achieve goals. Assess, weigh, and manage risk.
3. **Be Adaptable** – Work independently or as part of a team. Carry out multiple tasks or projects. Be open and respond constructively to change. Learn from your mistakes and accept feedback.
4. **Learn Continuously** – Be willing to continuously learn and grow. Assess personal strengths and areas for development. Set your own learning goals. Identify and access learning sources and opportunities. Plan for and achieve your learning goals.
5. **Work Safely** – Be aware of personal and group health. Use safe practices and procedures, and act in accordance with the work safely program.

If you would like assistance from your partner/s, post your presentation on the same discussion board for review and comments. Make sure that you also send a message to your instructor if you need assistance .

Once you have completed both Practice Activities, click the **Next Topic** arrow to proceed to the Learning Assessment for Unit 2.

## Chapter 11

# Learning Assessment

### [error retrieving image] Assignment 2

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[error retrieving image] Complete **Assignment 2** located in the Dropbox and submit to your instructor for grading. You will prepare a presentation to be marked for this assignment.

Pay attention to the following while you do your assignment presentation:

- Title slide (what, who)
- Slides with bullet information that has followed the 7 x 7 rule and has an approximate one topic per slide
- Summary or concluding slide – this can be either a brief summary of the presentation’s main points or it can contain contact information
- Consistency in the presentation – one theme template, consistent fonts and attributes, consistent type of bullet

**NOTE:** There is no quiz for Unit 2.

Please be sure to contact your instructor if you have any questions about this unit or its activities.

[error retrieving image]



## **Part III**

### **Unit 3 Using Outline View and Clip Art to Create a Slide Show**



# Chapter 12

## Overview

### Presentation Software

---

#### Unit 3: Use Outline View and Clip Art to Create a Slide Show

##### Objectives:

- Use outline view to create a new presentation
- Add multi-level bulleted list slides in outline view
- Change the slide layout
- Insert, move, resize and animate clip art objects
- Add a header and footer to outline pages and print a presentation outline
- E-mail a slide show from within PowerPoint

**Overview:** Unit 1 & 2 introduced you to the basics of Microsoft PowerPoint 2010. Now comes the *fun stuff!* Unit 3 introduces you to outline view, clip art, and animation effects.

In this unit you will learn how to create a slide presentation in outline view by entering all the text in the form of an outline. You will change slide layouts, you will rearrange the text. Using graphics to enhance the comprehension of a presentation, you will add clip art in the Object Area placeholder as well as to slides without a clip art region and then move and resize the image.

Your instructor will identify the weekly schedule and assignment due dates at the start of your course. It is important that you set weekly goals and remain on schedule.

This unit is laid out like Units 1 and 2 and consists of **Learning Activities**, **Practice Activities**, and **Assessment of Learning**.



# Chapter 13

## Outline Pane

### [error retrieving image] Unit One: Practice Activities

---

- Start PowerPoint and View the PowerPoint Window
  - Create a New Slide
  - Access the Help Feature
  - Multi-Level Bulleted Lists
  - Choose or Download a Theme Template
  - Format using the Slide Master
  - Save a Presentation
  - View a Presentation
  - Create Slide Content
  - Print a Presentation
- 

**Start PowerPoint and View the PowerPoint Window** Identify as many elements of the PowerPoint window as you can without referring to the material in Unit 1.

#### **Access the Help feature**

1. Click on the Help icon located on the top right side of screen. In the search text box type “**How to Save a Presentation**“, and press enter.
2. Scroll Down the list of available hyperlinks located in the task pane.
3. Click on “Name and save your presentation”.
4. A new screen will appear with information specific to your question.
5. View all methods to saving a document, once you have finished exploring the topics, close the help window.

#### **Choose or Download a Theme Template**

#### **Choose a Theme Template**

1. To choose a theme template, click on the **File tab**, then click on **New**. From the **Sample Templates** select the **Introducing PowerPoint 2010** template, click **Create** located at the bottom of the New Presentation screen.
2. A template will appear with text and graphics. This text and graphics can be deleted, edited, moved and manipulated.
3. Close the file by clicking on the File tab, then click on **Close**.

#### **Download a Theme Template**

1. To download a template from Microsoft Office Online, click on the **File tab**, then click on **New**. In the **Office.com Templates** section select **Presentations**, select **Training Presentations**. Various training templates will appear, choose **Training presentation (2nd row)**. Then click Download, located on the right side of the New Presentation screen.
2. A Microsoft Office Genuine Advantage dialogue box may appear, click Continue.
3. The Training presentation template will appear in the Normal view, it contains text that will guide you through the process of creating a training presentation.

#### **Save a Presentation**

1. Click on the **File tab**.
2. Open the **Save As** dialogue box.
3. Map to the drive and folder where your Presentation Software files will reside.
4. Name your presentation as ABT Training. (Keep the ABT Training presentation open)

#### **Create Slide Content**

1. In the title slide, select the title text placeholder and type "Applied Business Technologies". In the sub-title text placeholder type your name.
2. The first slide should look as shown below: [error retrieving image]
3. Navigate to the second slide labeled "Introduction". Select the title placeholder in the slide pane by using the mouse and replace "Introduction" with "Program Description".
4. Move to the first bullet, select "Introduce the subject of the presentation" and type "Prepares learners for working effectively in a business setting."
5. Highlight the second bullet and text and type "Designed to teach:"
6. Select the third bullet and text, click the tab key to move the indent in one space.
7. With the text still selected type: Oral and written communication skills.
8. Press [Enter] and type "Administrative Office Procedures.
9. Press [Enter] and type "Computer software applications.
10. Delete the final bullet.

11. Click Save on the Quick Launch toolbar, compare your slide to the following:  
[error retrieving image]

### Multi-Level Bulleted Lists

1. Select the third slide in the Outline/Slide pane.
2. In the slide pane highlight “Training Outline” and type “Courses Include”.
3. Click in the text placeholder and select the first bullet “Lesson 1: Name” and type “Microsoft Office Suite”.
4. Type text as shown below: (Note: use the [shift+tab] to go back a level).  
[error retrieving image]

### Create a New Slide

1. To continue with the previous slide named “Courses Include” insert a new slide.
2. Click on the third slide in the Outline/Slide pane.
3. Select **New Slide** from the **Slides** group located on the **Home** tab.
4. A new slide will be inserted between slide three and slide four.
5. Select the slide layout that will be suitable for the slide content. In this case select **Title and Content** layout located in the **Layout** section of the **Slides** group.
6. Click in the Title Placeholder and type “Courses Include cont. . .”
7. In the text place holder type “Communications”.
8. Continue as follows:  
[error retrieving image]
9. Save your presentation.

### Use a Theme template

1. With ABT Training.pptx still open, click the **Design** tab.
2. Select a theme from the **Themes** group. Notice the presentation previews the selected theme.
3. Choose **Metro** (2nd row-10th theme), click on the slide sorter view, notice the theme of the template has changed on all slides.  
[error retrieving image]

### Format using the Slide Master

1. Click on slide 1 in the normal view.
2. Click **View** tab and select **Slide Master** located in the **Master Views** group.
3. Format the slide master by selecting slide 1 located in the Slide/Outline pane and complete the following steps:
4. Click anywhere in the *Click to edit Master title style* (this selects the text in the placeholder.)
5. Click the **Home** tab.

[error retrieving image]

[error retrieving image]

[error retrieving image]

6. Change the font style in the master slide by clicking in the **Font** group, then click the arrow key next to the font style box, select Bookman Old Style in the Font list box. (You will need to scroll down the list of typefaces, if this typeface is not available, choose a similar font.)
7. Change the font color to pink by clicking the down-pointing arrow on the color option box.
8. Center align the title by clicking the center alignment button located in the **Paragraph** group.
9. To change the second level bullet style used in this template, make sure the *Second level* is still selected and then click the arrow next to the bullet icon located in the **Paragraph** group in the Home tab. This will display various bullet styles, choose the Checkmark or another bullet style. Once you have completed these steps you Master Slide should appear as follows:
10. Click Normal view button.
11. Move through the slide show to view the changes. (Note: the title attributes and level two bullets have changed in every slide.)
12. Save your presentation.

*Back to top*

#### **View a Presentation**

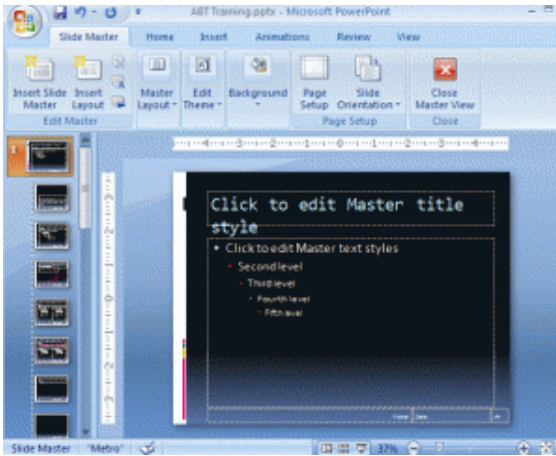
1. By default the slide show is in normal view, use the arrow keys on your keyboard and navigate from slide to slide, until you have reached the final slide. While viewing the slides check for correct spelling and grammar.
2. Use the view buttons to view the presentation in slide sorter view.
3. Use the slide show view to view the whole show. Be sure that the first slide is selected in the slide sorter view or normal view before selecting the slide show view. The slide that is selected in the normal view or the slide sorter view will be the first to be displayed in the slide show view.
4. To see how the presentation looks in black and white, click the dropdown button beside **Colors** in the **Themes** group on the **Design** tab, select **Grayscale**, then view the show.

#### **Print a Presentation**

1. Click on the File tab, then select **Print**.
2. At the Full Page Slides drop list, select 6 Slides Horizontal
3. Click Print. Two pages of slides will then print.

[error retrieving image]

[error retrieving image]



[error retrieving image]

[error retrieving image]



# Chapter 14

## Insert Objects

[error retrieving image] Insert Objects

---

**Topics include:**

- Clip Art
  - SmartArt
  - Adjust Clip Art
  - Create a Text Box
  - Adding Shapes
  - WordArt
- 

**Clip Art** PowerPoint provides many ways to insert clip art or graphic into a slide. (Note: It is important to be certain that you have the legal right to use clip art, photographs, sounds, and movies in your slide show). You can import files saved in several different formats or add your own graphic or PowerPoint has its own gallery of Microsoft clip art images. To insert a clip art image choose a slide layout that has a content placeholder. Click the Insert Clip Art button in the placeholder.

[error retrieving image]

The Clip Art Task pane displays on the right side of the screen.

Enter a word that describes the clip art that you want in the text box labeled “Search for,” and click Go. Graphics that are similar to the word that you entered in the search box will appear in the task pane. Use the scrollbar to browse through available clip art.

Click once on the clip art you would like to insert. Your clip art will appear on the current slide, with sizing handles visible and the **Picture Tools Format** tab will open.

[error retrieving image]

[error retrieving image]

[error retrieving image]

The Picture Tools Format tab allows for color adjustment, cropping a picture, adding lines around the picture and compressing a picture. By hovering over each command in the available groups, the quick tip screen will appear identifying the command that the icon represents.

Around the image, are sizing handles. They allow you to move and resize the image on the slide.

**Adjust Clip Art** *To change the shape of a picture:*

**Step 1:** Move your cursor over the picture and click once to select it. You will see a number of small circles appear along the edge of the picture. These circles are called “sizing handles.” There is also one green circle, which is used to rotate the image.

**Step 2:** Click on one of the sizing handles that appears on a side of the picture, hold the mouse button down, and drag the handle to change the shape of the picture. Your pointer will be a double-sided arrow when you are directly over a sizing handle. You are distorting the picture by stretching or squishing it.

**Step 3:** Release the mouse button when you have achieved the desired shape.

*To change the size of a picture :*

**Step 1:** Move your cursor over the picture and click once. You will see the sizing handles described above.

**Step 2:** Click your cursor on one of the sizing handles that appear on the corner of the picture. Hold the mouse button down and drag the picture to make it smaller or larger. Using these corner handles maintains the original proportions of the image (it does not stretch or squish).

**Step 3:** Release the mouse button when you have achieved the desired size.

The size of a picture can also be changed by adjusting the aspect ratio which is the relationship between the height and width of an object. To change the aspect ratio of an object right click on the object and select Size and Position. The Size and Position dialogue box will appear. Click on the size tab. Check that the Lock aspect ratio box is selected.

[error retrieving image]

*To move a picture:*

**Step 1:** Move your cursor over the picture.

**Step 2:** Click the mouse button, hold the button down, and drag the picture to change its location.

**Step 3:** Release the mouse button when you are satisfied with the location of the image.

[error retrieving image]

**Adding Shapes** By clicking on the **Insert** tab and then **Shapes** in the **Illustrations** group you can draw a variety of shapes, straight lines, free-form lines, or pre-designed shapes and lines.

[error retrieving image]

Once you have inserted **Shapes** on a slide you can then enhance the shape by adding color to the shape, an outline, an effect, or any of the preset styles available in the **Shape Styles** group located in the **Illustrations** section of the **Insert** Ribbon.

**Adding SmartArt** Sometimes when you are working with text the normal text attributes of bold, italics, underline and colour are just not enough to capture the audience's attention. **SmartArt** allows you to create really dynamic illustrated text! There are 7 basic types of SmartArt to choose from.

[error retrieving image]

When you choose to add a SmartArt object you will work in two panes. As you add text on the left side pane, the text is transferred into SmartArt design. You can add or remove bulleted points to suit your own needs.

[error retrieving image]

Use the features on the **SmartArt Design ribbon** to customize the colours and appearance to suit your presentation. The SmartArt design can be moved, adjusted and resized in the same fashion that a graphic can be adjusted.

**Create a Text Box** When building presentations in PowerPoint, you will most often insert text in a slide's placeholders. However, when you want a label, an object, or have control over where text is positioned you may want to use Text Boxes.

Click the Text Box button [error retrieving image] in the **Text** group of the **Insert** tab. Then click and drag on the slide to create a text box. Enter the text then apply formatting.

**WordArt** WordArt creates decorative text that can be used to add interest to a document. When WordArt is inserted in a presentation, it becomes an object that you can move and rotate in any direction. To add WordArt to your presentation click on the WordArt button located in the **Text** group of the **Insert** tab. Click on the style of your choice from the WordArt Gallery window which appears.

[error retrieving image]

Type the text you want in the "Type your Text Here box" that displays on the slide. Notice the **Drawing Tools Format** tab becomes available. Use the commands in the **Format** tab to further enhance your WordArt.

Once formatted drag the WordArt to a location on the slide that is suitable for your presentation.

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[error retrieving image]

[error retrieving image]

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[error retrieving image]

# Chapter 15

## Practice Activity

### [error retrieving image] Unit Three: Practice Activity

---

- Start a Blank Presentation
  - Insert Objects
  - Create a Title Slide
  - Insert New Slides Using Outline Tab
  - Add a Footer
- 

#### Start a Blank Presentation

1. Click on New Presentation.
2. Select the **Flow** theme from the installed **themes** and change the theme color to **Office**.
3. Ensure that the Outline tab is displayed.

#### Create a Title Slide

1. In the slide pane, click in the title placeholder and type **Employee Skills**.
2. Click in the subtitle placeholder and type: **By “your name”** (Note: Be sure to substitute your actual name in place of the words “your name”).
3. Edit the text in the title placeholder by using the Outline tab. Select the text **Employee** by dragging the mouse over the text and type **Employability**.
4. Click to the right of the subtitle text in the outline tab (your name).
5. Press Enter the insertion point moved down to the next line .
6. Type Applied Business Technologies.

[error retrieving image]

[error retrieving image]

### Insert New Slides Using Outline Tab

1. To insert a new slide after the current slide click the new slide button located on the Home tab in the Slides group. By default the Title and Text slide will be inserted.
2. In the outline tab type **Top 13 skills most sought by recruiters include:** press enter, PowerPoint automatically inserts another slide.
3. To change the current outline level so that you can type a bulleted list on slide 2 do the following: press tab to move the current outline level to the next level or right click on the outline pane and click on demote.
4. To create the bulleted list type: **Knowing the business** press enter.
5. Type **Exploiting Information** press enter.
6. Type **Behaving appropriately** press enter.
7. Type **Speaking and Listening** press enter.
8. Your outline view should appear as shown below but be sure to correct title case errors.  
[error retrieving image]
9. Continue adding new slides and content provided below. Use the tab key to move to the next level. Your outline should appear as follows:  
[error retrieving image]
10. Save the presentation as Employskills.

### Add a Footer

1. Click on Insert, Header and Footer located in the Text group.
2. Check the slide number box and add ABT 2011 in the footer text box. Apply to all.
3. View the slides to ensure that the footer has been added.

### Insert Objects

1. In the normal view, display the second slide in the slide pane. (*Top 13 skills* slide)
2. Click on the Insert tab, then select Clip Art from the Images group.  
[error retrieving image]
3. The Clip Art task bar will appear on the right side of the screen. In the search text box type **business**.
4. Select a clip of your choice by double clicking on the graphic. (Clip art may vary)
5. Place the clip art in a desired location on the slide.
6. Resize the clip art.  
[error retrieving image]
7. Move to the third slide in the presentation.
8. Click on Shapes located in the Illustrations group, hover over block arrows. Under the Block arrows section select the up arrow.
9. Move to the slide and draw the arrow.

[error retrieving image]

[error retrieving image]

[error retrieving image]

10. Position, resize, and rotate the arrow by clicking on the graphic to activate the nodes, then clicking on the green circle to rotate, the yellow diamond to adjust the proportions, and the white circles to adjust the size of the graphic.

[error retrieving image]

11. Change the fill color of the arrow, by using the fill color on the drawing toolbar.

12. Repeat steps 8 to 11 again with another shape of your choice.

[error retrieving image]

13. Save your Presentation.

[error retrieving image]

[error retrieving image]

[error retrieving image]

## Chapter 16

# Apply Your Skill

### [error retrieving image] Apply Your Skill

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**Activity 1: Apply Your Skill** In this **Apply Your Skill** you will edit an existing presentation. In order to complete this exercise, open **Interview Guidelines**. (The presentation that we used in Unit 1 – Apply Your Skills.)

[error retrieving image] Review the *Instructions* in the Dropbox to complete and submit for marking and feedback. (5 marks)

---

**Activity 2: Clip Art** Experiment finding and selecting clip art to add to your Clip Organizer: At the Insert Clip Art task pane, use the **Clips Online** link to access the Microsoft Office Online website where you can access and download a wide variety of clip arts.

[error retrieving image] Using the Interview guidelines presentation, find alternative clip art for the slides.

[error retrieving image] Post a description of your experience in the Classroom Discussion topic for your classmates to review. This description might include any problems you had or how easy you found this feature to use, how long it took to download files, how difficult it was to choose from the numerous choices available, etc. Read the postings from your classmates and respond to at least two different descriptions posted by your classmates.

---

**Activity 3: Key Terms** [error retrieving image] The following table contains some **key terms** from Unit 3. Using either paper or your word processing software, list and define each term. Check your definition in the online glossary by clicking on the **Glossary** button in the **Action Menu**. When in the **Glossary**

[error retrieving image]

[error retrieving image]

[error retrieving image]

section, click on the letter representing the first letter of the term you are reviewing.

---

|                   |                           |                         |
|-------------------|---------------------------|-------------------------|
| transition scheme | animation effect          | outline                 |
| heading level     | outline view              | main topic              |
| custom animation  | slide sorter view         | task pane               |
| closing slide     | clip gallery              | clip art                |
| WordArt           | HTML                      | aspect ratio            |
| hyperlink         | header                    | footer                  |
| handouts          | multi-level bulleted list | object area placeholder |

---

[error retrieving image] Complete **Practice Quiz 2** located under the Quizzes link.

Once you have completed all **Practice Activities**, click the **Next Topic** arrow to proceed to the **Learning Assessment** for Unit 3.

[error retrieving image]

[error retrieving image]



## Chapter 17

# Learning Assessment

### [error retrieving image] Assignment 3 \_\_\_\_\_

[error retrieving image] Complete **Assignment 3** located in the Dropbox and submit to your instructor for grading. You will get instructions there for the presentation that will be submitted for this assignment.

**NOTE:** There is no quiz for Unit 3.

Please be sure to contact your instructor if you have any questions about this unit or its activities.

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## **Part IV**

# **Unit 4 Preparing Presentation Based on Notes**



# Chapter 18

## Overview

[error retrieving image] Presentation Software

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### Unit 4: Creating Presentations Based on Notes

#### Objectives:

- Plan an effective presentation from notes using outline view
- Divide text into individual slides that conforms to the 7 x 7 rule for text lines
- Select clip art objects to enhance slide information
- Apply animation and slide transitions effects to title and bulleted slides
- Add header and footer features to outline pages and slides
- Ensure that the presentation has a title slide and closing slide
- Select a theme template that complements the presentation

#### Overview:

Unit 4 will make use of the features learned in Unit 3 while you create presentations entirely from notes using outline view. The information for the presentations will be given to you, but you will need to divide the information into separate slides, organize the wording on each slide, select appropriate clip art images that enhance the slide information, add animation effects where appropriate, select slide transition effects, select an appropriate theme template, and ensure a business-quality presentation.

You will work with a partner during the practice activities to help and critique each other's work.



## Chapter 19

# Slide Transitions and Animations

### [error retrieving image] Slide Transitions and Custom Animations —

Topics include:

- Slide Transitions
  - Custom Animations
  - Preset Animations
  - Run an Animated Slide Show
- 

**Slide Transitions** A slide transition is how one slide is removed from the screen and the next slide is displayed during a presentation. PowerPoint offers many entertaining and different slide transition schemes- the trick is to be careful not to use too many different schemes in one presentation. Be selective and consider the appropriateness of the scheme before you apply it to the different slides. Test them out by running the Slide Show and evaluate them for effectiveness. *Quality rather than quantity is the key.*

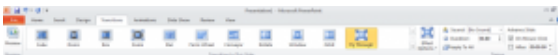
To add transitions to a presentation click on the slide sorter view, located at the bottom of the screen. Thumbnails of all the slides in your presentation will appear. Click on the **Transitions** tab. The transitions tab contains the **Transitions to This Slide** group. From this group choose a special effect to be applied during the transition between the previous slide to the next slide.

To apply transition schemes to all the slides in your presentation select **Apply to All**. You can also adjust the duration of the transition by setting a time in the Duration box located above Apply To All.

When a transition is added to a slide, a transition icon (\*) displays below the slide in all of the slide views.

[error retrieving image]

Preset Animations



[error retrieving image]

To further enhance your slides you can apply animation to the text and objects. This feature adds a visual aspect to your presentation and can create focus on specific items. When an animation effect is applied to bulleted lists and clip art objects, you can animate one bulleted item or clip art object to appear on the screen with each successive mouse click.

Preset **Animations Schemes** are available in the **Animation** group of the **Animations Tab**.

[error retrieving image]

You must have an object selected on your slide for the animation list to become available. Different types of objects will result in different animation options appearing in the list.

**Custom Animation** Click on the **Animation Pane** in the **Advanced Animation** group on the **Animations** tab and the animation pane appears to the right of the slide pane. Click on Add Animation. There are four options to apply effects to: the entrance, emphasis, exit and motion paths. Choose a slide, select an object on the slide, then add your choice of animation. The effect displays in the Slide pane. Preview the slide show by selecting slide show located at the bottom of the task pane.

The Animation task pane allows you to control the order in which text and objects appear on the slide. Once you have applied a custom animation to each object on a slide the objects display in the task pane list box. Objects can be rearranged in the task pane list box, by clicking on the Re-Order arrows below the list.

[error retrieving image]

To adjust the speed click on the speed option box.

**Run an Animated Slide Show** Unlike the slide show in Project 1, clicking the mouse button does not take you from slide to slide – it takes you from object to object. In order to have the bulleted items and clip art objects display on the screen it will be necessary for you to click each time. This is useful for speakers when giving a presentation as it allows them to guide the audience and have them focus on each individual point without the distraction of remaining text.

[error retrieving image]

[error retrieving image]



## Chapter 20

# Effective Presentations

### [error retrieving image] Effective Presentations

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*Remember* to check in with your instructor for Discussion or E-mail messages.

In Unit 2 you were introduced to some basic design concepts:

**Defining the Purpose of the Presentation** Identifying the purpose helps to provide a focus for the speaker and ensures that a clear message is conveyed to the audience. Limit the number of related topics in the presentation to avoid confusion in the mind of the audience. Ensure that the main topic is clearly stated and then supported and reinforced throughout the entire presentation.

**Developing the Content** To create an effective presentation, you must know your subject. If necessary, you may need to research some components of your topic.

### Creating Effective Text Presentations

- The first slide in the presentation should provide an **introduction** to the topic. It should: gain the attention of the audience; introduce the topic; present the purpose; and forecast the main points
- The last slide should provide a **conclusion**. It should: summarize the main points; and leave the audience with something to remember
- In between, there should be a natural flow to the presentation. Each of these remaining slides in a presentation should contain only one main thought or idea. Apply the 7 x 7 rule to the content of these remaining slides. This means that each slide should contain no more than seven lines (bullets) of text and each line of text should contain no more than seven words. This can be achieved by eliminating unnecessary articles, pronouns, and adjectives. Be sure that the grammatical structure of the phrases are parallel to one another and that font sizes are readable.

Now you have some new features to consider when creating a presentation:

**Using Graphics Effectively** There are many reasons to include graphic images in a presentation. Some of these reasons are:

- to present information that cannot be as effectively conveyed in words
- to involve, interest and motivate the audience
- to increase audience understanding and create a lasting impression
- to build credibility and add a sense of reality
- to provide variety

When choosing a graphic image or picture to add to the presentation consider the effect it will have on the audience and the part it plays in supporting the topic. Just because clip art and other images are available to use, does not necessarily mean they should be included. Too many graphic images in a presentation can be distracting for the audience creating the opposite effect, detracting from rather than enhancing the message.

**Polish Up the Presentation** Now that the text is created and entered and appropriate graphic images inserted it is time to put on the finishing touches. If not already selected, choose a **theme template** that will provide an appropriate backdrop to the slides in the presentation. Run the **slide show** to check how each slide will be presented to the audience, and consider applying **transition** and **custom animation** effects to the objects in the presentation.

When applying **transition schemes** to the presentation, graphic designers recommend that it is best to use no more than **two** different effects in one presentation. Using more than two can cause the audience to become fixated on the visual effects and lose sight of the content and message of the presentation. The **title slide** usually has **no** transition effects applied.

**Custom animation effects** can be applied to bulleted text or graphic images. When applied to bulleted text, each bulleted paragraph is progressively disclosed to the audience during the running of the **slide show**. This helps to focus the audience attention on each individual bulleted item as it appears on the screen. If **animation effects** are applied to bulleted text, like the use of **transition schemes** it is best to choose and use no more than **two** different types of effect. This will keep the presentation consistent.

You will work again with your partner this week while you do the practice presentations. You and your partner will review each other's presentation and offer advice and help (your instructor can also give you some help if you need it). Remember to use the Discussion Board that was set up for you and your partner to post the practice presentations for review by each other. You will have the discussion board available for both the presentations and the advice and help for each other. The assignments will be done on your own.

The 7 x 7 rule may still be the one that needs the most work. Work at eliminating unnecessary articles, pronouns, and adjectives. Creating a list on a slide will often allow you great flexibility on a slide. Point format means that whole sentences are not required.

Following the suggestions for planning, preparation and delivery outlined above will put you on your way to creating and delivering an effective presentation.

# Chapter 21

## Practice Activities

[error retrieving image] Unit 4: Practice Activities

**Practice Activity 1:** Open the Cell Phone Hazards PowerPoint presentation that you created in Unit 2: Practice Activity 1.

Add clipart objects that enhance the slide information to several of the slides.

### Add Slide Transitions

1. Open Employskills.ppt.
2. Click on the slide sorter view to view all slides simultaneously.
3. Click on the Transitions tab.
4. Select the first slide.
5. In the Transitions to This Slide group choose **Wipe**. Select **From Right** from the **Effect Options** drop down. Notice the thumbnail displays the transition that you selected.
6. Move to the next slide and select another transition.
7. Click on the third slide, then hold down the shift key and click on the last slide and apply yet another transition.
8. To apply the transition to all the slides, click Apply to All.
9. View the slide show, make any adjustments if necessary, press Esc to exit the slide show.
10. Save your presentation.

***Back to top***

### Add Custom Animation

1. To add custom animation to your slides, you need to view your slides in Normal View.
2. Select the Animations tab
3. Select the Animation Pane from the Advanced Animation group.
4. Move to Slide 3.
5. Select the arrow object.

6. Click on Add Animation, more entrance effects at the bottom and choose Diamond. Select OK.
7. Notice that each placeholder, bullet and object are numbered.
8. The number indicate the order in which the item will appear on the screen.
9. The task pane lists the custom animation for each item. You can change the order of each item by clicking and dragging the item within the task pane.
10. Once you have applied custom animation click Play located at the top of the task pane.
11. Save your changes.
12. Close PowerPoint.

To Summarize:

Unit 3 Learning Activities introduced using graphics effectively and tips to polish up a to enhance your presentation. Unit 4 introduces Slide Transitions and Animations to your slides and slide objects. Apply the concepts learned in Unit 3 and Unit 4 to Cell Phone Hazards presentation. Be sure your presentation includes the following:

- Clip art objects that enhance slide information
- Apply animation and slide transitions schemes
- Add header and footer features to both printed pages and slides
- Select a theme template that complements the presentation
- Make sure that your presentation includes both a title slide and a concluding slide

When you have completed your presentation, post it to the discussion board that your instructor has set up for you and your partner. Your partner will then download your presentation and offer you help and/or advice. Please post a message on your discussion board for your instructor if you have any questions or need any help.

When your partner has posted his/her presentation on the discussion board, download his/her file and read through it. Look for the following:

- Title slide with information that clearly identifies the presentation
- Slides have one topic per slide and conform to the 7 x 7 rule
- Concluding slide that summarizes the presentation or offers contact information
- Check for spelling errors and consistency
- Check that the theme template is appropriate to the topic
- Clip art images that enhance the slide information
- No more than two animation effects in the presentation
- Transition scheme (one) for the slides
- Title slide should not have any transition scheme

Post any comments on the discussion board for either your partner or your instructor.

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**Practice Activity 2:** Open the Personal Management Skills Workshop PowerPoint presentation that you created in Unit 2: Practice Activity 2.

Follow the same guidelines outlined above for the first activity.

If you would like assistance from your partner, post your presentation on the same discussion board for review and comments. Make sure that you also post a message for your instructor if you need assistance with it.

Once you have complete both **Practice Activities**, click the **Next Topic** arrow to proceed to the **Learning Assessment** for Unit 4.



## Chapter 22

# Learning Assessment

### [error retrieving image] Assignment 4

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[error retrieving image] Complete **Assignment 4** located in the Dropbox and submit to your instructor for grading.

Pay attention to the following:

- Title slide (what, who)
- Effective graphics
- Summary or concluding slide – this can be either a brief summary of the presentations main points or it can contain contact information
- Consistency in the presentation – one theme template, consistent fonts and attributes, consistent type of bullet

[error retrieving image] Click the Quizzes link to complete **Quiz 2**.

Please be sure to contact your instructor if you have any questions about this unit or its activities.

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## **Part V**

# **Unit 5 Create a Web Presentation Using PowerPoint**



# Chapter 23

## Overview

### Presentation Software

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#### Unit 5: Create a Web Presentation Using PowerPoint

##### Objectives:

- Open and Save an existing PowerPoint presentation as a video
- View the presentation in a Web browser
- Modify slides in the presentation
- Revise and view the presentation in the Web browser

**Overview:** Presentation Software is organized into three sections. **Unit 1 & 2** introduced you to the basics of presentation software and to Microsoft PowerPoint 2010. **Unit 3 & 4** introduced you to outline view, clip art, and animation effects. **Unit 5** shows you how to save the presentations you created in Units 1 and 2 for distribution on the web.

In this unit you will save an existing PowerPoint presentation as a video file to publish on the web or email to others. You will share an existing presentation over the Web. You will revise the first slide in the presentation and allow the audience to review the revisions using their default browser.

Your instructor will identify the weekly schedule and assignment due dates at the start of your course. It is important that you set weekly goals and remain on schedule.

This unit is laid out similar to the previous units and consists of **Learning Activities** and **Practice Activities** followed by a Learning Assessment. Following completion of Units 1-5 you will be ready to complete the **Final Project**.

Click the **Next Topic** arrow on the **Menu Bar** to proceed through the **Learning Activities** for this lesson.



## Chapter 24

# Create a Web Presentation

[error retrieving image] Create Presentations for the Web

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### Topics include:

- Save a PowerPoint Presentation as a Video file
  - View a Presentation on the Web
  - Edit a Presentation for the Web
- 

**Save a PowerPoint Presentation as a Video** PowerPoint can save your presentation as a Windows Media Video (.wmv) file to distribute on the Internet. Presentations in this format can easily be shared around the world.

To save a presentation as a Video:

1. With the presentation open in PowerPoint, click the **File**, choose **Save & Send** and select **Create a video**.
2. Click the **Computer & HD Displays** down arrow and select one of the following: Computer & HD Displays or Internet & DVD or Portable Devices, click **Create Video**.
3. Browse to the location where you want to store your presentation, enter a file name and click **Save**.

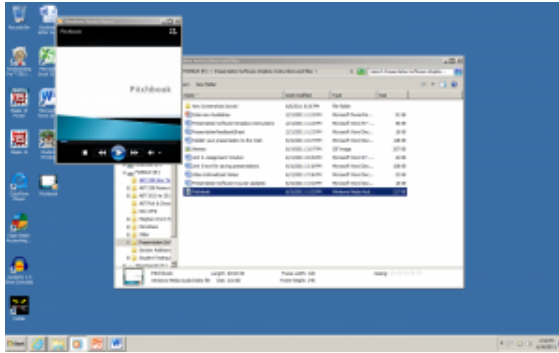
[error retrieving image]

To Play your video, go to the folder location and double-click the file.

How to Share your Video

- *Embed the video into a Web page*
- *Send the video file by email*
- *Upload the video to a sharing Web site like YouTube*
- *Save the video to a file share site like Windows Live.*

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### Tips recording your presentation as a video:

- record and time voice narration and laser pointer movements in your video.
- include animations and transitions in your movie.
- viewers do not need to have PowerPoint installed on their computers to watch it.
- if your presentation contains an embedded video, the video will play correctly without your needing to control it.

Depending on the content of your presentation, creating a video may take some time. You can continue to use PowerPoint while the video is being created

**View a Presentation on the Web** The **Broadcast Slide Show** feature in PowerPoint 2010 enables presenters to share a slide show with anyone, anywhere, over the Web. You send a link (URL) to your audience, and then everyone watches a synchronized view of your slide show in their browser.

**Choosing a broadcast service** The Broadcast Slide Show feature requires a network service to host the slide show. You can choose from among several services, including a SharePoint server within your organization but for this course we will use the **PowerPoint Broadcast Service**. This service is available to anyone with a **Windows Live ID**. Anyone on the Internet will be able to access the URL for a slide show hosted on this service.

Before you broadcast your presentation:

- The presenter and audience need to be connected to the **Internet**. The broadcast slide show feature can be viewed in the Internet Explorer, Firefox, and Safari for Mac browsers.
- There may be a limit on the file size for broadcasted slide shows depending on the broadcast service
- Some PowerPoint features are changed when the slide show is broadcasted online:
  - all **transitions** in your presentation appear as **Fade** transitions in the browser
  - **audio** (sounds, narration) is **not transmitted** to the audience through the browser

- you can't follow a **hyperlink** in your presentation to a Web site, the attendees will only see the last slide you showed in the original presentation
- you can't run a video in your presentation, the browser does not show it to the audience.

#### Broadcast a Presentation

1. Select File, **Save & Send** then select **Broadcast Slide Show**.

[error retrieving image]

2. The Broadcast Slide Show dialog box opens. Click **Start Broadcast**.

[error retrieving image]

3. The **presenter** will need a **Windows Live ID** to sign in to the broadcast service.

[error retrieving image]

4. PowerPoint creates an **URL** for your presentation.

To send the URL for your presentation to your audience, do one of the following:

- To send the URL for your presentation by email, click Send in Email.
- To copy the link, click Copy Link.

5. When your audience receives the URL for the slide show, click **Start Slide Show** to begin your broadcast.

*Audience View Before the Broadcast Begins*

6. The audience follows your slide show in their browser while you present within PowerPoint 2010.

*Presenter View*

7. After you finish presenting and are ready to end the broadcast, press ESC to exit Slide Show view and then click **End Broadcast**.

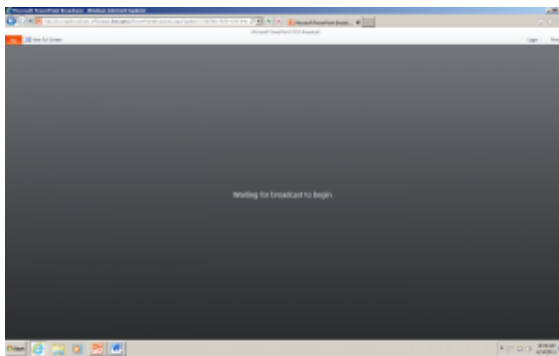
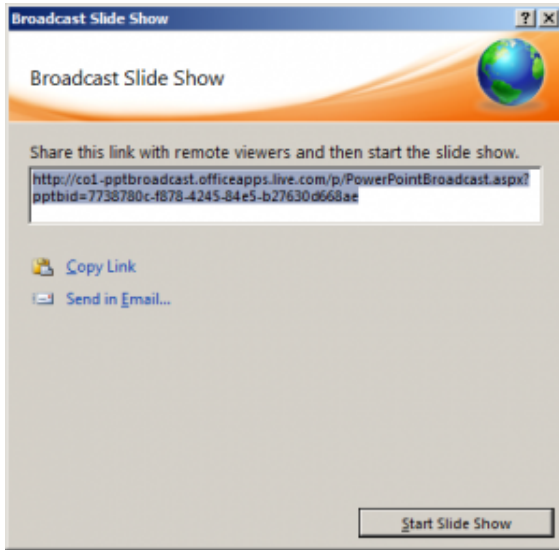
#### Edit a Presentation for the Web

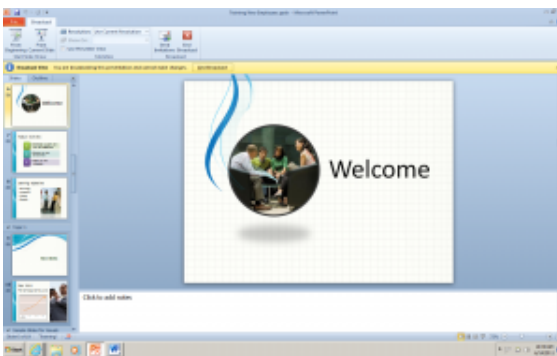
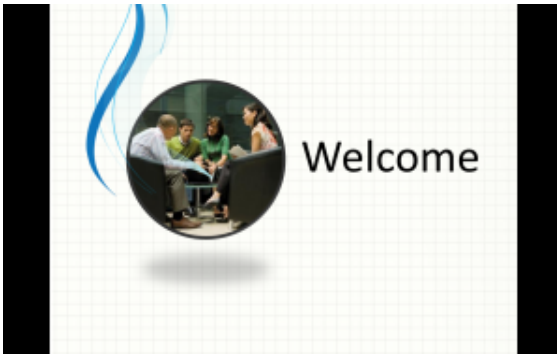
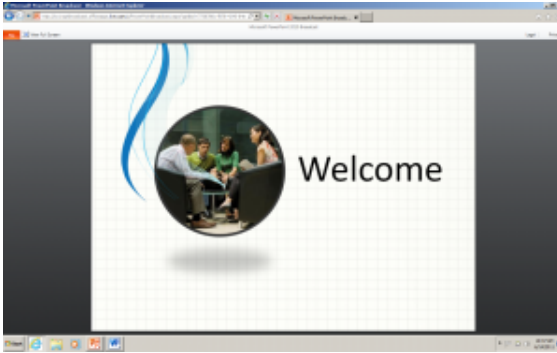
1. Adjust the Presentation after the Broadcast ends
2. Rebroadcast the Presentation by following the steps above.

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[error retrieving image]







## Chapter 25

# Practice Activities

[error retrieving image] Unit Five: Practice Activities

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**Practice Activity 1** [error retrieving image] In this activity you will be saving the **Student Employ** presentation that you created in Assignment 3 & 4 as a video.

1. Open StudentEmploy.pptx
2. Click on the **File** tab, then **Save & Send** and click **Create a video**
3. Click the Computer & HD Displays down arrow and select **Internet & DVD**.
4. Click **Create Video**
5. Locate the file folder you would like to save your presentation in by clicking on Browse.
6. Click **Save**
7. **Close** PowerPoint. Go to the folder containing the saved video file and **double-click** the file.
8. If you are not satisfied with how the presentation looks, make changes to the original PowerPoint file and go through the Create a video process again.

**Once you have completed all Practice Activities, click the** Next Topic arrow to proceed to the **Learning Assessment for Unit 5**.

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## Chapter 26

# Learning Assessment

### [error retrieving image] Assignment 5

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[error retrieving image] Complete **Assignment 5**, which is located in the Dropbox. This is a two-part assignment.

**Part 1:** You will post a .pptx presentation on your assigned group discussion board for peer review. You will review the presentations of your groupmates and share your feedback with them, and turn those feedback sheets into your instructor for credit. You are expected to provide real feedback, go through the checklist carefully, and comment on good points. You must give at least two suggestions for improvement. You will then have the opportunity to adjust your presentation before submitting it.

**Part 2:** You will save your presentation as a video and submit it as well as your PowerPoint presentation at the assignment box for your instructor to mark.

Please go to the Dropbox link for **Assignment 5** to get specific instructions for this presentation. Please be sure to contact your instructor if you have any questions about this unit or its activities.

Once you have completed Unit 5, you are ready to complete the **Final Project** for the course.

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## **Chapter 27**

### **Presentation checklist**

**Whose Presentation is reviewed? Feedback by:**

CHECKLIST  
and FEEDBACK  
Sheet

| <b>Design<br/>Guideline</b>                     | <b>Content Checklist P/Comment</b>  |
|---|---|
| Introductory slide created                      | * Gains audience attention *Introduces the topic & forecasts what is coming   |
| Design template                                 | * Provides an appropriate background for content and message  |
| Title slide                                     | * No transition effect applied  |
| Individual slides                               | * Contain one topic per slide * Applies the 7 x 7 rule<br>* Font size appropriate for title & supporting text * Clear to read content throughout * Layout is consistent across all slides |
| Transition effects applied                      | * Maximum of two different effects * Applied effects are appropriate  |
| Animation effects applied                       | * Maximum of three different effects * Appropriate effects are chosen   |
| Graphics images                                 | * Supports slide idea, adds to slide idea * Appropriately positioned on slide * Appropriately sized * Appropriate number of graphic images included in presentation                       |
| Concluding slide created                        | * Summarizes main points * Leaves audience with an important thought  |
| What was the main message of this Presentation? |   |
| What did you like best about this presentation? |   |
| Suggestions for improvement or additions.       |   |
| Any Further comments?                           |   |

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## **Part VI**

# **Unit 6 Final Project**



## Chapter 28

# Final Project Instructions



### Final Project – Instructions

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Now that you are familiar with the basic elements of the Presentation Software PowerPoint 2010, you are ready to plan, design, and create a presentation by entering and editing text, choosing a slide theme and effective graphic images, and applying appropriate transition and animation effects.

**Your Presentation** [error retrieving image] Review the design guidelines provided in the preceding page and apply them to the presentation you are creating.

[error retrieving image] Refer to the Feedback Checklist used in Assignment 5 to make sure you are following good business guidelines.

[error retrieving image] Complete Final Assignment located in the Dropbox.

[error retrieving image] Submit your presentation at the Dropbox link for Unit 6 Final Project. It will be evaluated by your instructor based on the checklist provided.

**The Last Activity...** is to take the time to fill out the Course Evaluation found under the Surveys link on the upper right Navigation Bar. We value your input!

You should now have completed all components of the course. Congratulations! Your letter grade will be assigned by the registering college.

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