

EVANGELOS C. ZIOULAS

IT Teacher



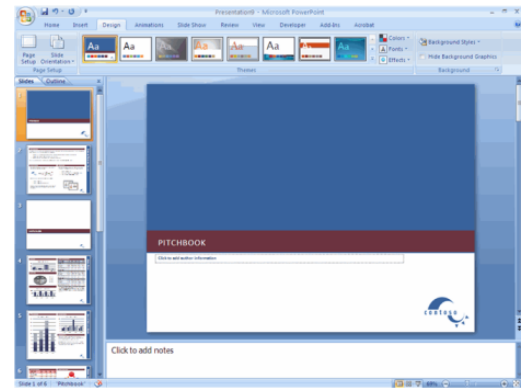
**CHAPTER
9**

PRESENTATIONS



GETTING STARTED

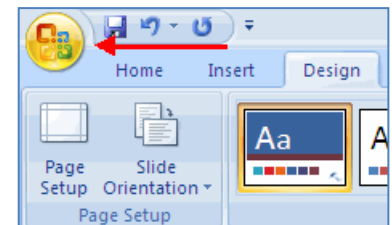
- A presentation is a **collection of data** and information that is to be delivered to a specific audience.
- A PowerPoint presentation is a collection of **electronic slides** that can have text, pictures, graphics, tables, sound and video.
- This collection can run automatically or can be controlled by a presenter.



There are three features that a user should remember as he works within PowerPoint 2007: the Microsoft Office Button, the Quick Access Toolbar, and the Ribbon. The function of these features will be more fully explored below.

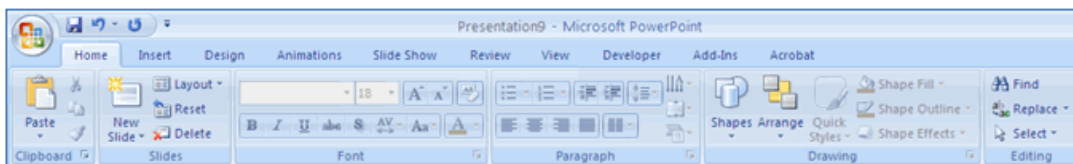
Microsoft Office Button

The Microsoft Office Button **performs** many of the **functions** that were located in the File menu of older versions of PowerPoint. This button allows you to create a new presentation, Open an existing presentation, save and save as, print, send, or close.

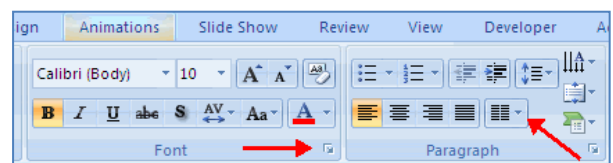


Ribbon

The ribbon is the panel at the top portion of the document and it has 7 tabs: **Home**, **Insert**, **Design**, **Animations**, **Slide Show**, **Review** and **View**. Each tab is divided into groups. The groups are logical collections of features designed to perform function that a user utilizes in developing his slides.



Commonly utilized features are displayed on the Ribbon. To view additional features within each group, click the arrow at the bottom right corner of each group.

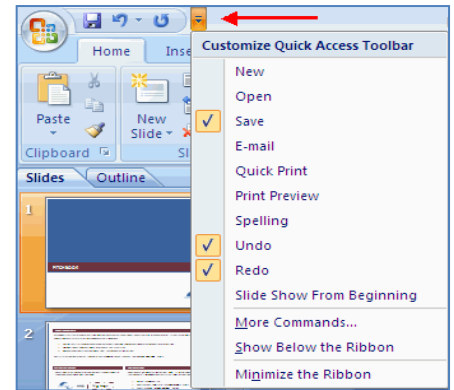


Home	Clipboard, Slides, Font, Paragraph, Drawing, Editing
Insert	Tables, Illustrations, Links, Text, Media Clips
Design	Page Setup, Themes, Background
Animations	Preview, Animations, Transition to this Slide
Slide Show	Start Slide Show, Set Up, Monitors
Review	Proofing, Comments, Protect
View	Presentation Views, Show/Hide, Zoom, Window, Macros

Quick Access Toolbar

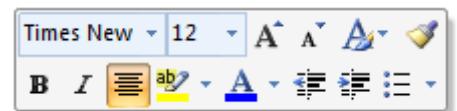
The quick access toolbar is a customizable toolbar that **contains commands** that we may want to use. We can place the quick access toolbar above or below the ribbon. To change the location of the quick access toolbar, click on the arrow at the end of the toolbar and click **Show Below the Ribbon**.

We can also add items to the quick access toolbar. Right click on any item in the Office Button or the Ribbon and click **Add to Quick Access Toolbar** and a shortcut will be added.



Mini Toolbar

A new feature in Office 2007 is the Mini Toolbar. This is a **floating toolbar** that is displayed when we select text or right-click text. It displays common formatting tools, such as **Bold**, **Italics**, **Fonts**, **Font Size** and **Font Color**.



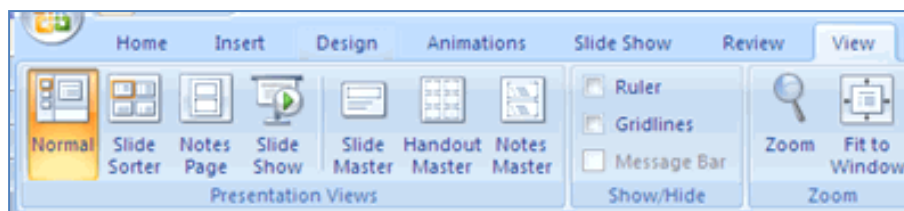
Navigation

Navigation through the slides can be accomplished through the **Slide Navigation** menu on the left side of the screen. Also, an **outline** appears from materials that have been entered in the presentation. To access the outline, click the outline tab.



Slide Shows

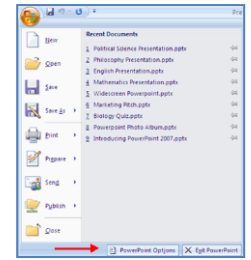
Presentations can be viewed in a variety of manners. On the View tab, the Presentation Views group allows you to view the slides as **Normal**, **Slide Sorter**, **Notes Page**, **Slide Show**, **Slide Master**, **Handout Master**, and **Notes Master**.



CUSTOMIZE POWERPOINT

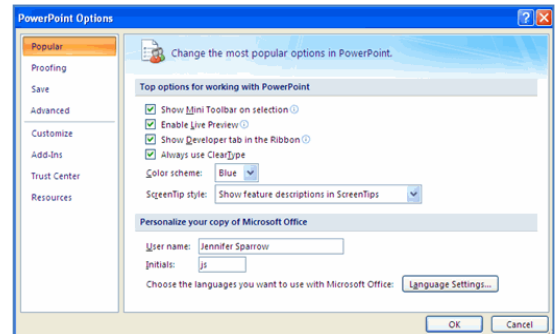
PowerPoint 2007 offers a wide range of customizable options that allow user to make PowerPoint work the best for him. To access these customizable options:

- Click the **Office Button**
- Click **PowerPoint Options**



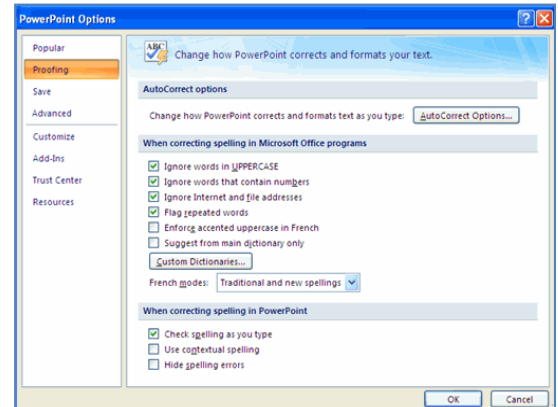
Popular

These features allow user to personalize his work environment with the mini toolbar, color schemes, personalize his user name and allow him to access the **Live Preview** feature. The Live Preview feature allows him to preview the results of applying design and formatting changes without actually applying it.



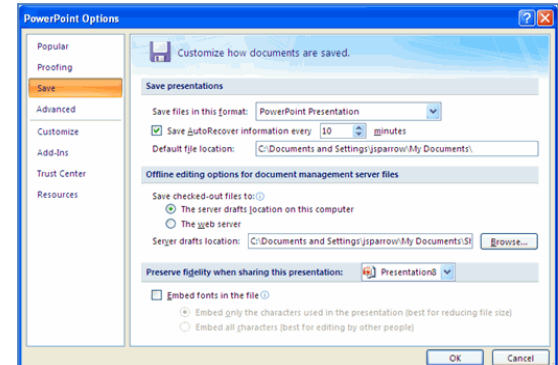
Proofing

This feature allows user to personalize how word corrects his text. He can customize **auto correction** settings as well as have word ignore certain words or errors in a document through the **Custom Dictionaries**.



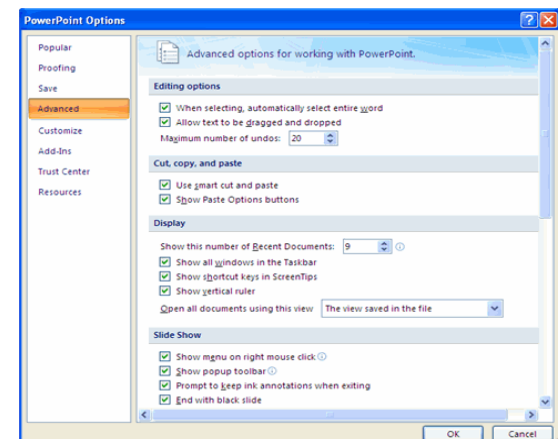
Save

This feature allows user to personalize how his workbook is saved. He can specify how often he want **auto save** to run and where he wants the workbooks saved.



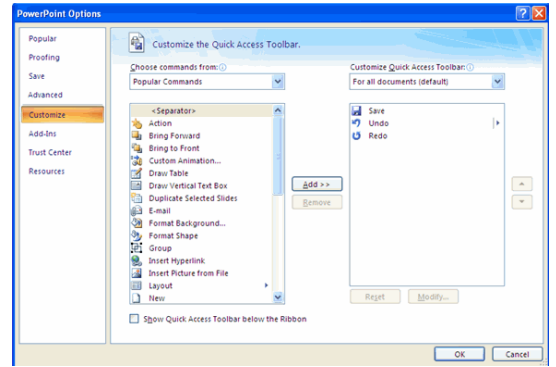
Advanced

This feature allows user to to specify options for **editing, copying, pasting, printing, displaying, slide shows**, and other general settings.



Customize

Customize allows user to **add features** to the **Quick Access Toolbar**. If there are tools that he is utilizing frequently, he may want to add them to the Quick Access Toolbar.

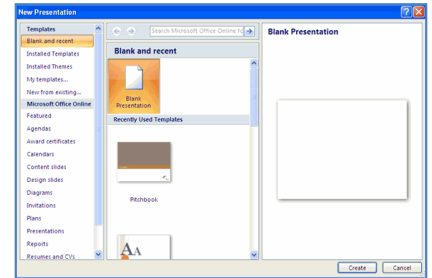


New Presentation

The user can start a new presentation from a blank slide, a template, existing presentations, or a Word outline.

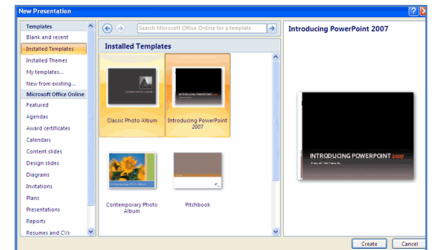
To create a new presentation from a **blank slide**:

- Click the **Microsoft Office Button**
- Click **New**
- Click **Blank Presentation**



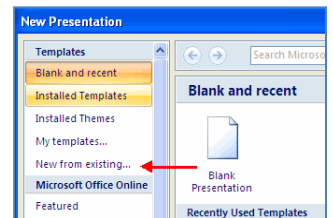
To create a new presentation from a **template**:

- Click the **Microsoft Office Button**
- Click **New**
- Click **Installed Templates** or **Browse through Microsoft Office Online Templates**
- Click the template you choose



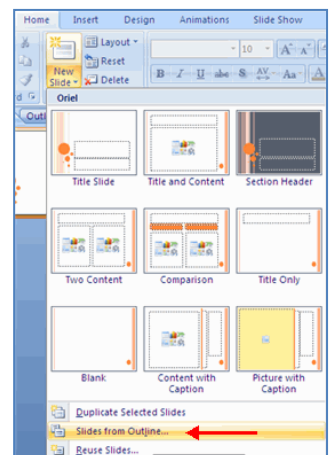
To create a new presentation from an **existing presentation**:

- Click the **Microsoft Office Button**
- Click **New**
- Click **New from Existing**
- Browse to and click the presentation



To create a new presentation from a **Word outline**:

- Click the slide where you would like the outline to begin
- Click **New Slide** on the **Home** tab
- Click **Slides from Outline**
- Browse and click the Word Document that contains the outline

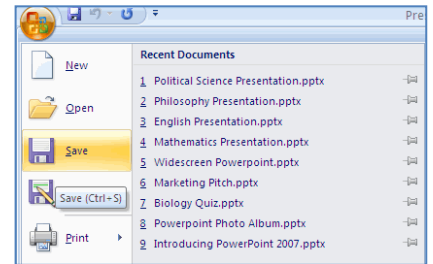


SAVE A PRESENTATION

When we save a presentation, we have two choices: **Save** or **Save As**.

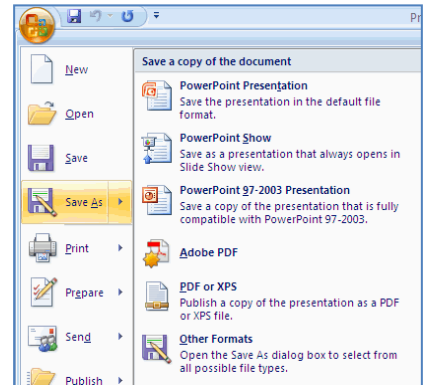
To save a document:

- Click the **Microsoft Office Button**
- Click **Save**



A user may need to use the **Save As** feature when he needs to save a presentation under a different name or to save it for earlier versions of PowerPoint. Remember that older versions of PowerPoint will not be able to open PowerPoint 2007 presentation unless you save it as a PowerPoint 97-2003 Format. To use the **Save As** feature:

- Click the **Microsoft Office Button**
- Click **Save As**
- Type in the name for the Presentation
- In the **Save as Type** box, choose **Excel 97-2003 Presentation**



ADD SLIDES

There are several choices when a user wants to add a new slide to the presentation: **Office Themes**, **Duplicate Selected Slide**, or **Reuse Slides**.

To create a new slide from **Office Themes**:

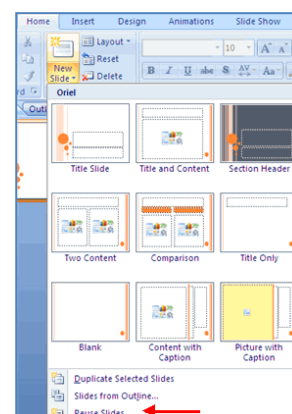
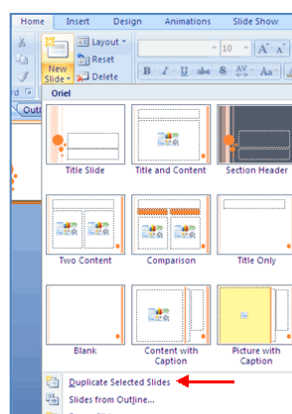
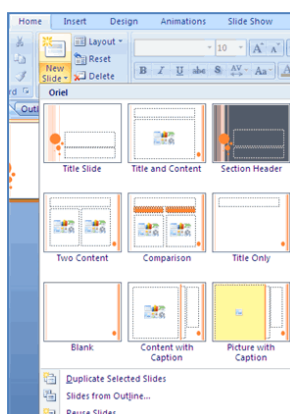
- Select the slide immediately **BEFORE** where you want the new slide
- Click the **New Slide** button on the **Home** tab
- Click the slide choice that fits your material

To create a slide as a **duplicate of a slide** in the presentation:

- Select the slide to duplicate
- Click the **New Slide** button on the **Home** tab
- Click **Duplicate Selected Slides**

To create a new slide from **another presentation**:

- Select the slide immediately **BEFORE** where you want the new slide
- Click the **New Slide** button on the **Home** tab
- Click **Reuse Slides**
- Click **Browse**
- Click **Browse File**
- Locate the slide show and click on the slide to import

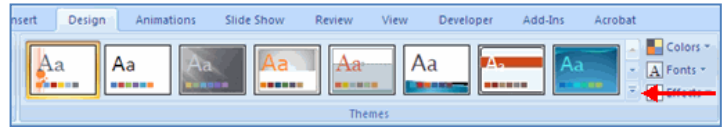


SELECT THEMES

Themes are **design templates** that can be applied to an entire presentation.

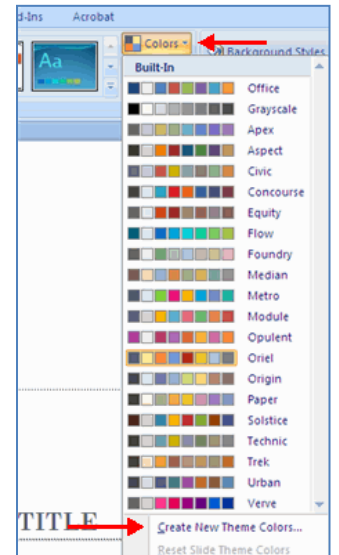
To **add a theme** to a presentation:

- Click the **Design** tab
- Choose one of the displayed **Themes** or click the **Galleries** button



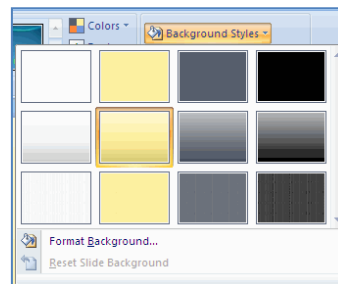
To **apply new colors** to a theme:

- Click the **Colors** drop down arrow
- Choose a color set or click **Create New Theme Colors**



To **change the background style** of a theme

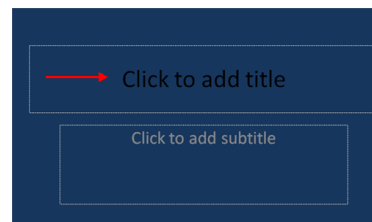
- Click the **Background Styles** button on the **Design** tab



MANAGE TEXT

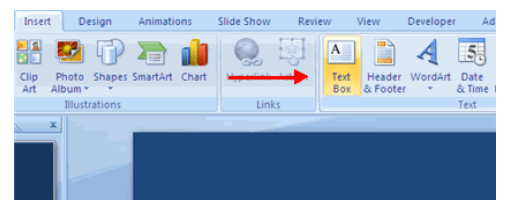
To **enter text**:

- Select the **slide** where you want the text
- Click in a **Textbox** to add text



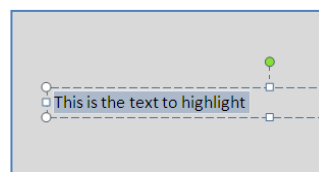
To **add a text box**:

- Select the **slide** where you want to place the text box
- On the **Insert** tab, click **Text Box**
- Click on the slide and drag the cursor to expand the text box
- Type in the text



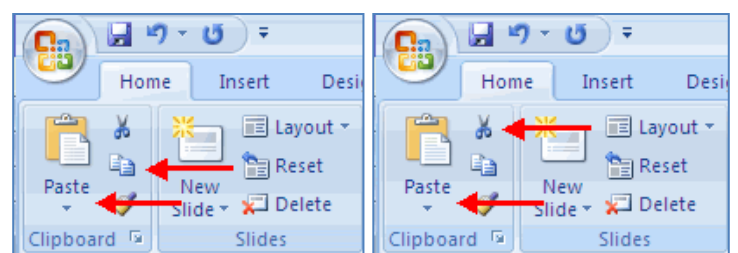
To **select the text**:

- Highlight the text



To **copy/cut and paste** data:

- Select the item(s) that you wish to copy
- On the **Clipboard Group** of the **Home Tab**, click **Copy/Cut**
- Select the item(s) where you would like to copy the data
- On the **Clipboard Group** of the **Home Tab**, click **Paste**



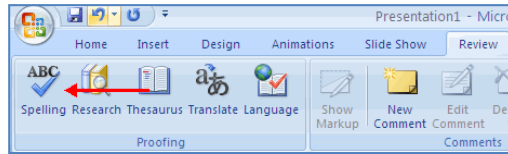
To **undo or redo** your most recent actions:

- On the **Quick Access Toolbar**
- Click **Undo** or **Redo**



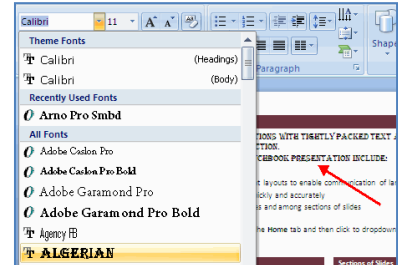
To check the spelling in a presentation:

- Click the **Review** tab
- Click the **Spelling** button



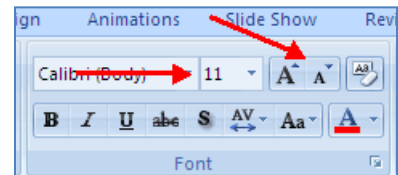
To **change the font typeface**:

- Click the **arrow** next to the font name and choose a font.
- Remember that you can preview how the new font will look by highlighting the text, and hovering over the new font typeface.



To **change the font size**:

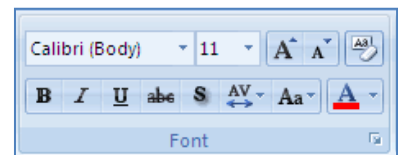
- Click the **arrow** next to the font size and choose the appropriate size, or
- Click the **increase** or **decrease** font size buttons.



To **change font styles** and **effects**:

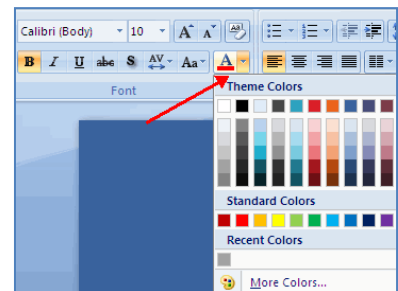
Font styles are predefined formatting options that are used to emphasize text. They include: Bold, Italic, and Underline. To add these to text:

- Select the text and click the **Font Styles** included on the Font group of the Home tab or
- Select the text and right click to display the font tools



To **change the text color**:

- Select the text and click the **Colors** button included on the Font Group of the Ribbon, or
- Highlight the text and right click and choose the colors tool.
- Select the color by clicking the down arrow next to the font color button.

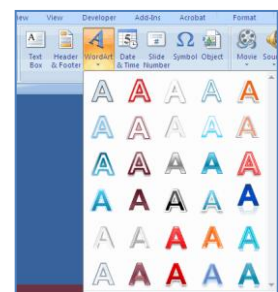


WordArt

WordArt are styles that can be applied to text to create a visual effect.

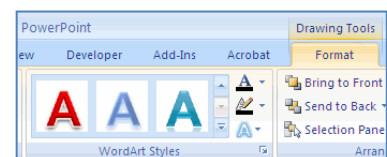
To **apply Word Art**:

- Select the text
- Click the **Insert** tab
- Click the **WordArt** button
- Choose the **WordArt**



To **modify the styles** of WordArt:

- Select the WordArt
- Click the **Format** tab for the Drawing Tools
- Click the **WordArt Fill** button, the **WordArt Outline** button, or the **Text Effects** button

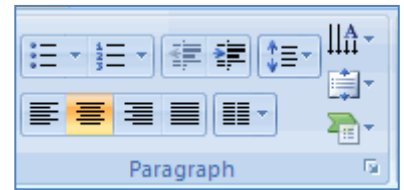


Paragraph Alignment

The paragraph alignment allows you to set how you want text to appear.

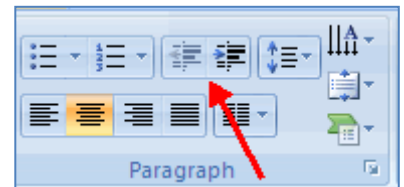
To **change the alignment**:

- Click the **Home Tab**
- Choose the correct button for alignment on the Paragraph Group.
 - **Align Left**: the text is aligned with your left margin
 - **Center**: The text is centered within your margins
 - **Align Right**: Aligns text with the right margin
 - **Justify**: Aligns text to both the left and right margins.



To **indent paragraphs**:

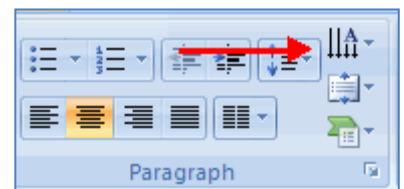
- Click the **Indent** buttons to control the indent.
- Click the **Indent** button repeated times to increase the size of the indent.



Text Direction

To **change the text direction**:

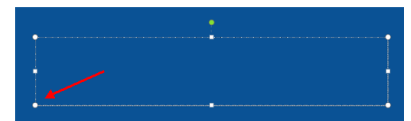
- Select the text
- Click the Text Direction button on the Home tab
- Click the selection



Resize a Textbox

To **resize a textbox**:

- Click on the **textbox**
- Click the corner of the box and drag the cursor to the desired size

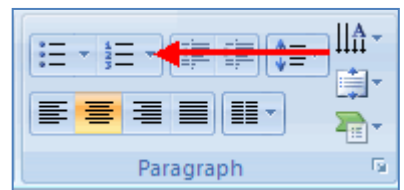


Bulleted and Numbered Lists

Bulleted lists have **bullet points**, **numbered lists** have numbers, and **outline lists** combine numbers and letters depending on the organization of the list.

To **add a list** to existing text:

- Select the text you wish to make a list
- Click the **Bulleted or Numbered Lists** button



To **create a new list**:

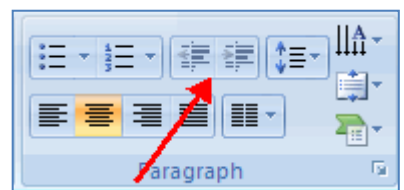
- Place your cursor where you want the list in the document
- Click the **Bulleted or Numbered Lists** button
- Begin typing

Nested Lists

A nested list is list with several levels of indented text.

To **create a nested list**:

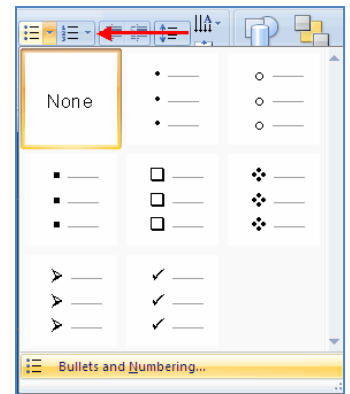
- Create your list following the directions above
- Click the **Increase or Decrease Indent** button



Formatting Lists

The bullet image and numbering format can be changed by using the **Bullets or Numbering** dialog box.

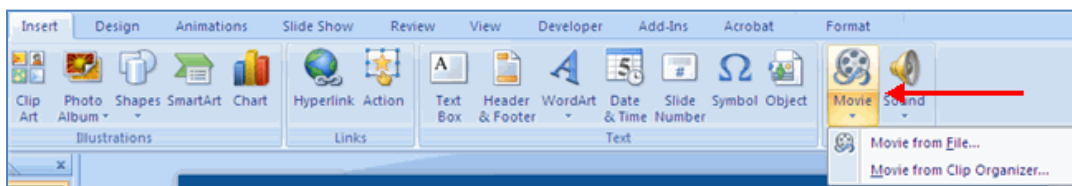
- Select the entire list to change all the bullets or numbers, or Place the cursor on one line within the list to change a single bullet.
- Click the **arrow** next to the bulleted or numbered list and choose a bullet or numbering style.



ADD MULTIMEDIA

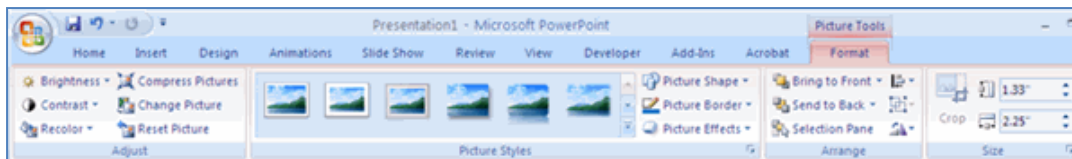
To **add a video** clip:

- Click the **Movie** button on the Insert tab
- Choose **Movie from File** or **Movie from Clip Organizer**



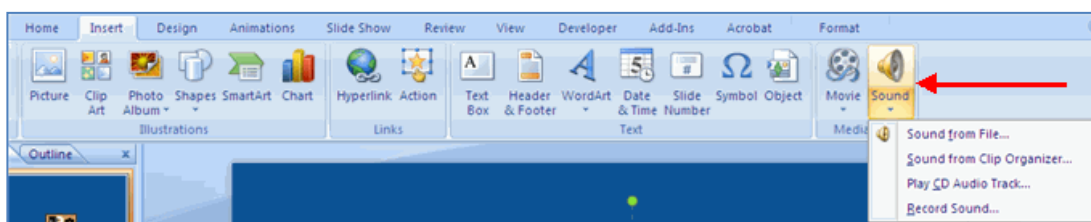
To **edit the video** options:

- Click the movie icon
- Click the **Format** tab



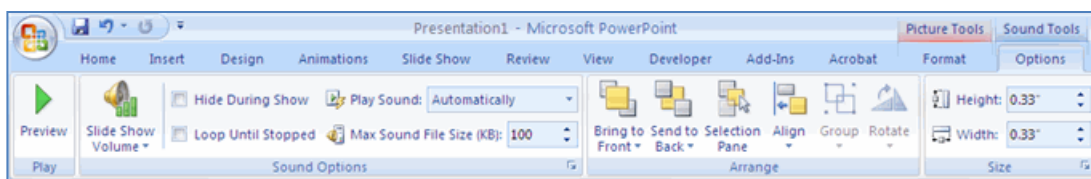
To **add an audio** clip:

- Click the **Audio** button on the Insert tab
- Choose **Sound from File**, **Sound from Clip Organizer**, **Play CD Audio Track**, or **Record Sound**



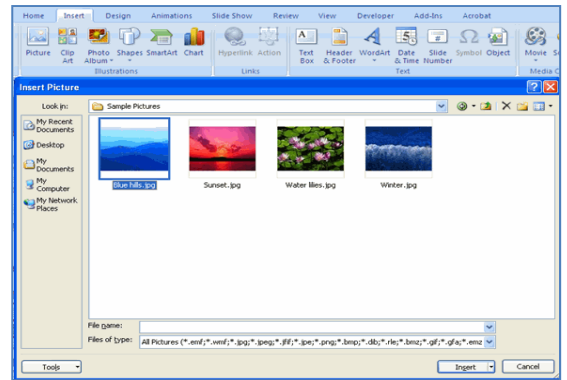
To **edit the audio** options:

- Click the audio icon
- Click the **Format** tab



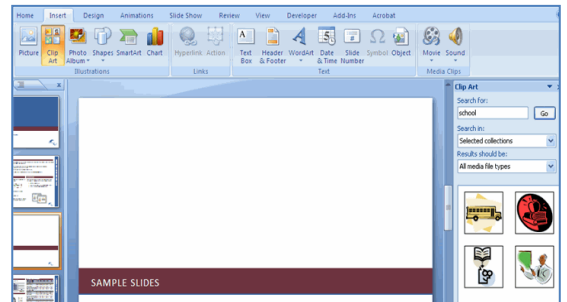
To **add a picture:**

- Click the **Insert** Tab
- Click the **Picture** Button
- Browse to the picture from your files
- Click the **name** of the picture
- Click **insert**
- To move the graphic, click it and drag it to where you want it



To **add Clip Art:**

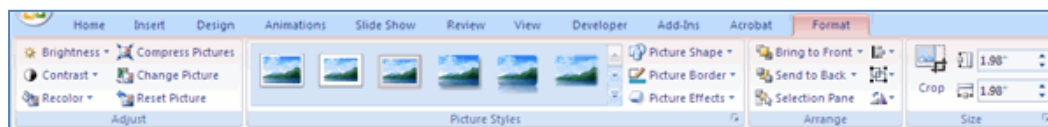
- Click the **Insert** Tab
- Click the **Clip Art** Button
- Search for the clip art using the search Clip Art dialog box
- Click the **clip art**
- To move the graphic, click it and drag it to where you want it



Editing Pictures and Clip Art

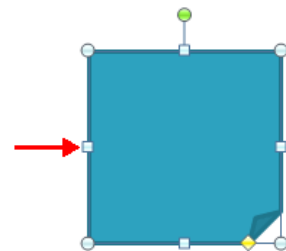
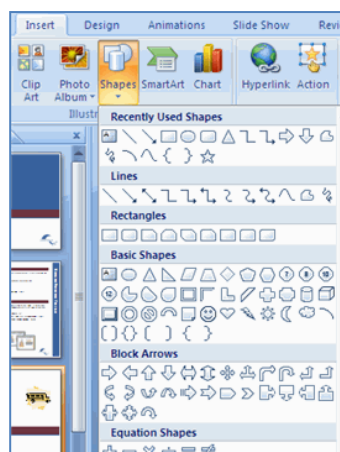
When we add a graphic to the presentation, an additional Tab appears on the Ribbon. The **Format** Tab allows us to format the pictures and graphics. This tab has four groups:

Adjust	Controls the picture brightness, contrast, and colors
Picture Style	Allows you to place a frame or border around the picture and add effects
Arrange	Controls the alignment and rotation of the picture
Size	Cropping and size of graphic



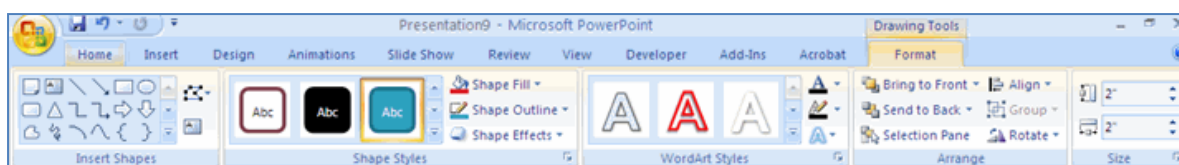
To **add Shapes:**

- Click the **Insert** Tab
- Click the **Shapes** Button
- Click the shape you choose
- Click the **Slide**
- Drag the **cursor** to expand the Shape



To **format the shapes:**

- Click the **Shape**
- Click the **Format** tab

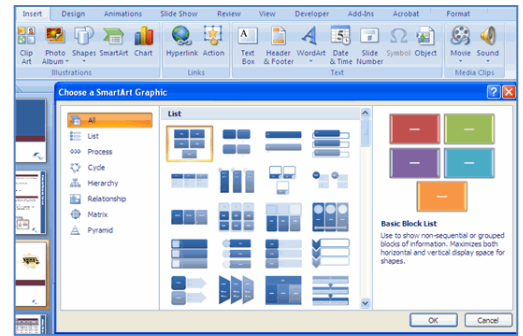


SmartArt

SmartArt is a feature in Office 2007 that allows us to choose from a variety of graphics, including **flow charts**, **lists**, **cycles**, and **processes**.

To **add SmartArt**:

- Click the **Insert** Tab
- Click the **SmartArt** Button
- Click the **SmartArt** you choose
- Click the **SmartArt**
- Drag it to the desired location in the slide



To **format the SmartArt**:

- Click the **SmartArt**
- Click either the **Design** or the **Format** tab
- Click the **SmartArt** to add text and pictures.

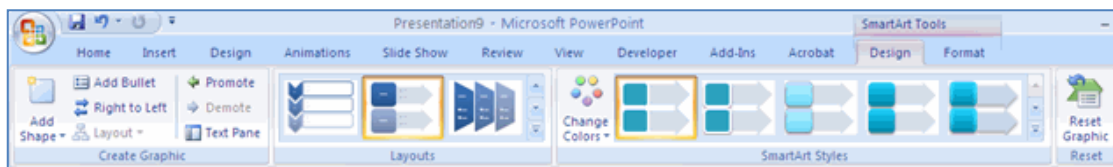
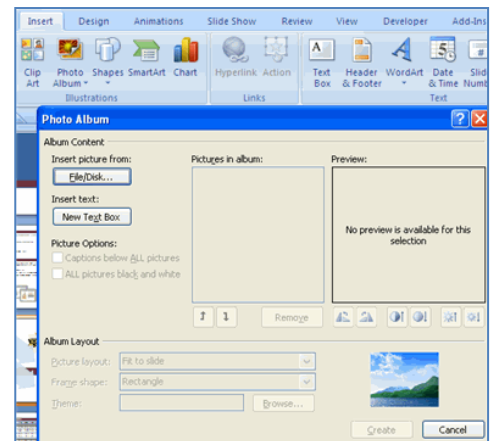


Photo Album

The photo album feature is new in PowerPoint 2007 and allows us to easily create a photo album to share pictures.

To **create a photo album**:

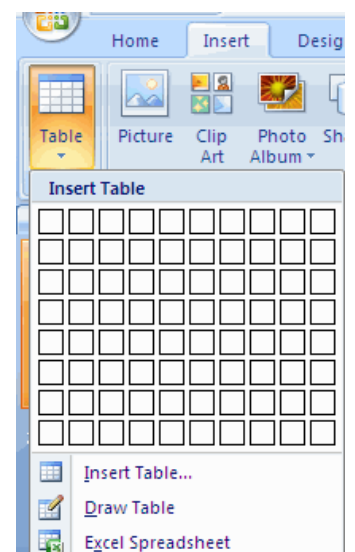
- Click the Photo Album button on the Insert tab
- Click New Photo Album
- Click File/Disk to add pictures to the photo album
- Move the pictures up and down in the order of the album but clicking the up/down arrows



TABLES

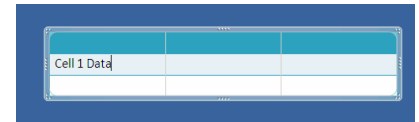
To **create a table**:

- Place the cursor on the page where you want the new table
- Click the **Insert** Tab of the Ribbon
- Click the **Tables** Button on the Tables Group. You can create a table one of four ways:
 - Highlight the number of row and columns
 - Click **Insert Table** and enter the number of rows and columns
 - Click the **Draw Table**, create your table by clicking and entering the rows and columns
 - Click **Excel Spreadsheet** and enter data



To **enter data in a table**:

- Place the cursor in the cell where you wish to enter the information. Begin typing.

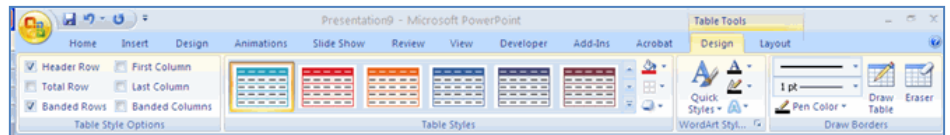


To **modify the structure** of a table:

- Click the table and notice that you have two new tabs on the Ribbon: **Design and Layout**. These pertain to the table design and layout.

On the Design Tab, you can choose:

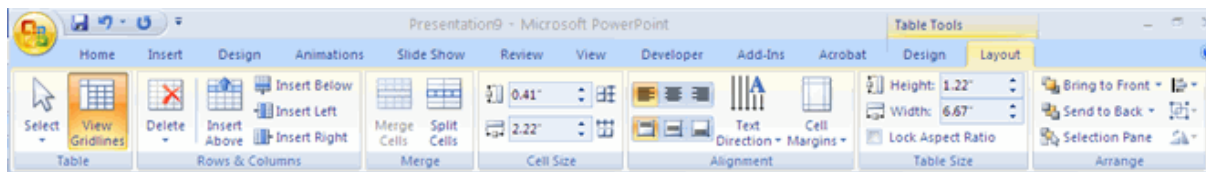
- **Table Style Options**
- **Table Styles**
- **Draw Borders**



To **format a table**, click the table and then click the **Layout** Tab on the Ribbon.

This Layout tab allows you to:

- **View Gridlines** and **Properties** (from the Table Group)
- **Insert Rows** and **Columns** (from the Rows & Columns Group)
- **Delete** the Table, Rows and/or Columns (from the Rows & Columns Group)
- **Merge** or **Split** Cells (from the Merge Group)
- Increase and decrease **cell size** (Cell Size Group)
- **Align text** within the cells and change text directions (Alignment Group)



To **insert a Table from Word or Excel**

- Open the Word document or Excel worksheet
- Select the **chart**
- Click **Copy** on the Home tab
- Go to the **PowerPoint** document where you want the chart located
- Click **Paste** on the Home tab

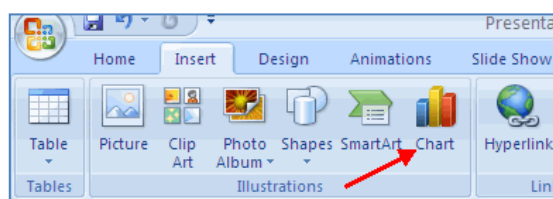


CHARTS

Charts allow us to present information contained in the worksheet in a graphic format. PowerPoint offers many types of charts including: **Column, Line, Pie, Bar, Area, Scatter** and more.

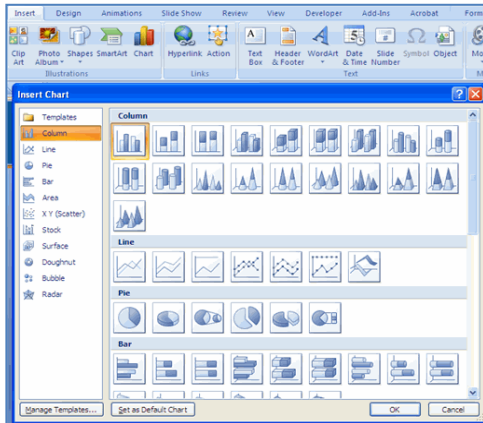
To **view the charts available**:

- click the Insert Tab on the Ribbon.



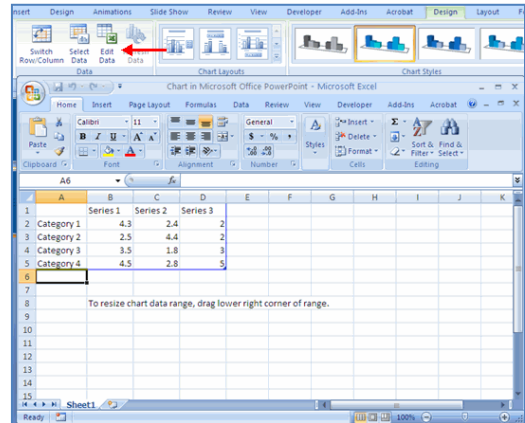
To create a chart:

- Click the **Insert** tab on the ribbon
- Click the type of **Chart** you want to create
- Insert the **Data** and **Labels**



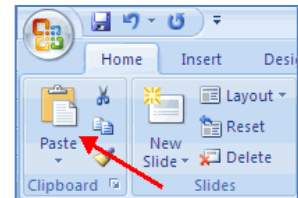
To edit chart data:

- Click on the chart
- Click **Edit Data** on the Design tab
- Edit data in the spreadsheet



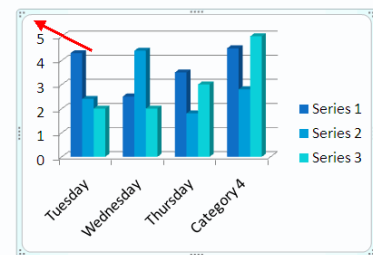
To move the chart:

- Click the **Chart** and Drag it another location on the same slide, or
- **Copy** it to another slide
- Choose the desired location and click **Paste**



To modify the chart size:

- Click the **Chart**
- Click on any of the corners and drop and drag to resize



To modify the labels and titles:

- Click the **chart**
- Click the **Layout** tab
- Choose the appropriate label to change

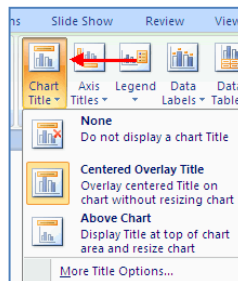
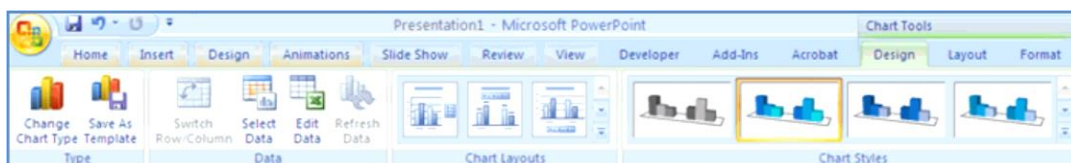


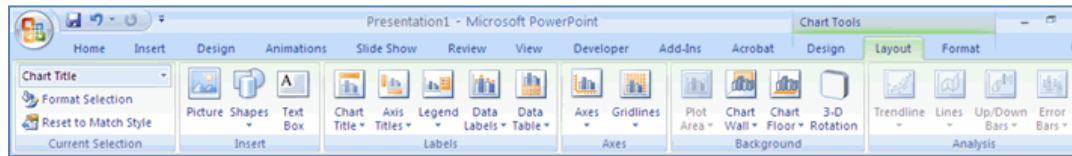
Chart Tools

The Chart Tools appear on the Ribbon when we click on the chart. The tools are located on three tabs: **Design**, **Layout**, and **Format**.

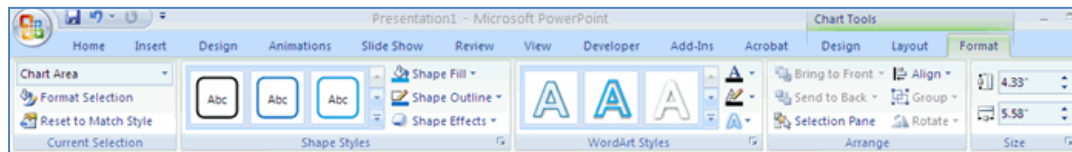
Within the **Design** tab we can control the chart type, layout, styles, and location.



Within the **Layout tab** we can control the insertion of pictures, textboxes, and shapes, labels, backgrounds, and data analysis.



Within the **Format tab** we can adjust the Fill Colors and Word Styles.



To **paste a chart from Excel**:

- Open the Excel worksheet
- Select the **chart**
- Click **Copy** on the Home tab
- Go to the **PowerPoint** document where you want the chart located
- Click **Paste** on the Home tab

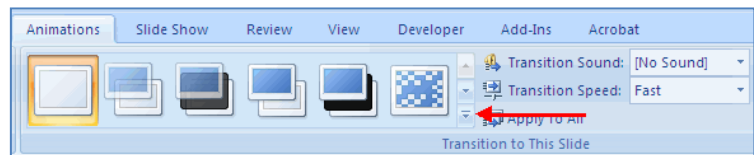


SLIDE TRANSITIONS

Transitions are effects that are in place when we switch from one slide to the next.

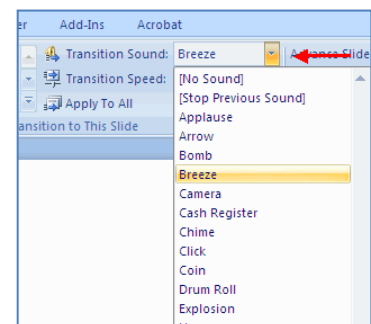
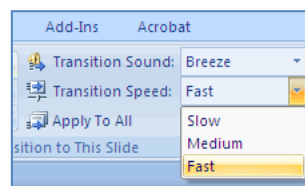
To **add slide transitions**:

- Select the slide that you want to transition
- Click the **Animations** tab
- Choose the appropriate animation or click the **Transition** dialog box



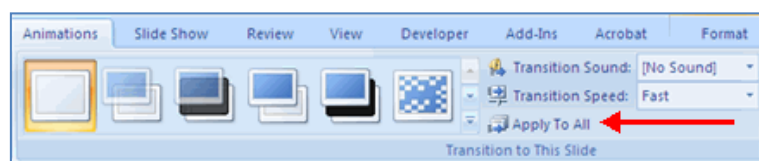
To **adjust slide transitions**:

- Add sound by clicking the arrow next to **Transition Sound**
- Modify the transition speed by clicking the arrow next to **Transition Speed**



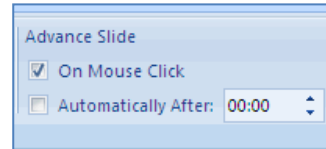
To **apply the transition to all slides**:

- Click the **Apply to All** button on the **Animations** tab



To select how to **advance a slide**:

- Choose to **Advance on Mouse Click**, or
- Automatically after a set number of seconds

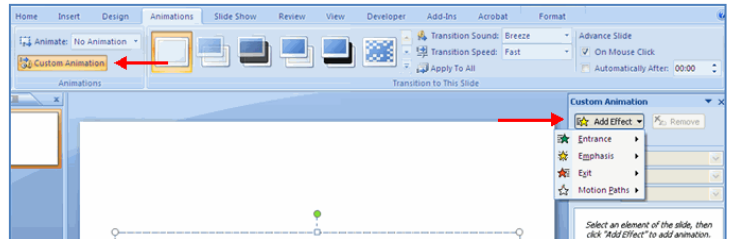


SLIDE ANIMATIONS

Slide animation effects are predefined special effects that we can add to objects on a slide.

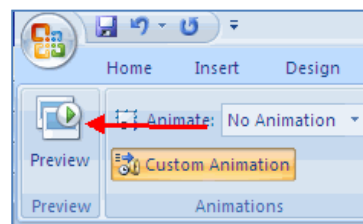
To **apply an animation effect**:

- Select the object
- Click the **Animations** tab on the Ribbon
- Click **Custom Animation**
- Click **Add Effect**
- Choose the appropriate effect



To **preview the animation** on a slide:

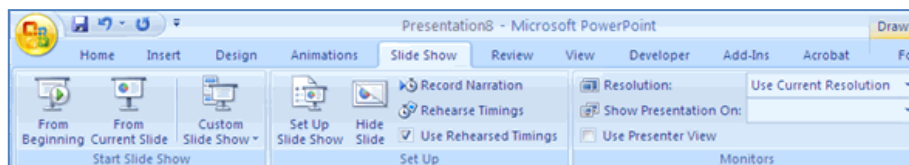
- Click the **Preview** button on the **Animations** tab



Slide Show Options

The Slide Show tab of the ribbon contains many options for the slide show. These options include:

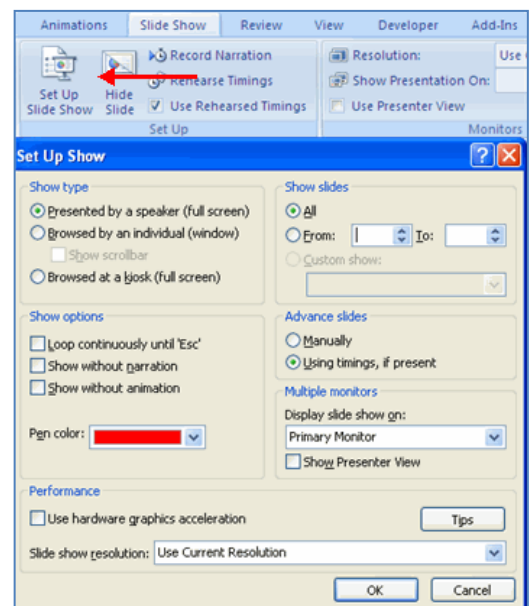
- Preview the slide show from the beginning
- Preview the slide show from the current slide
- Set up Slide Show



Set Up Slide Show

This option allows us to set preferences for how the slide show will be presented. The options include:

- Whether the show will run automatically or will be presented by a speaker
- The looping options
- Narration options
- Monitor resolutions

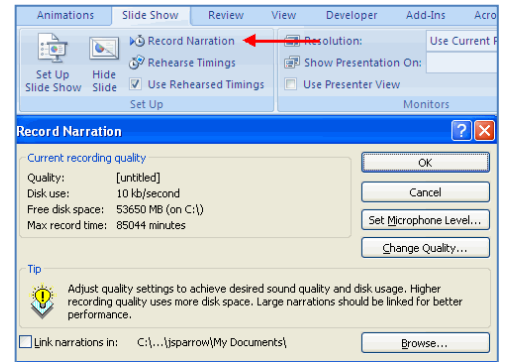


NARRATION

Record Narration

When we want to record narration for the slides:

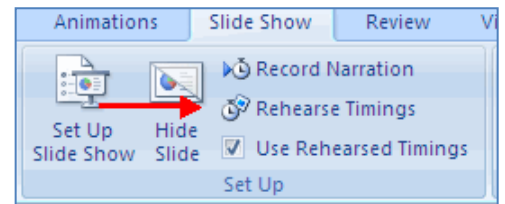
- Click the **Record Narration** button
- Click **Set Microphone Level** to check the levels of audio input
- Click **OK** to record the narration



Rehearse Timings

We use Rehearsed Timings to rehearse the timings of slide with audio.

- Click the **Rehearse Timings** button
- Practice speaking and advance the slides as you would in the presentation
- When you have completed this click through the end of the slide
- Choose whether or not to keep this timing or to retry

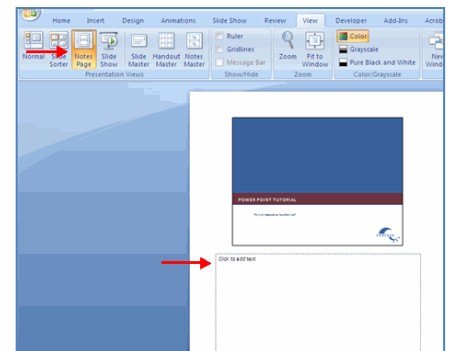


Create Speaker Notes

Speaker Notes can be added to allow us to create notes for each slide.

To **add speaker notes**:

- Select the slide
- Click **View**
- Click **Note Pages**
- Click the **Click to add Notes** section of the screen
- Type in the **Notes** for that slide



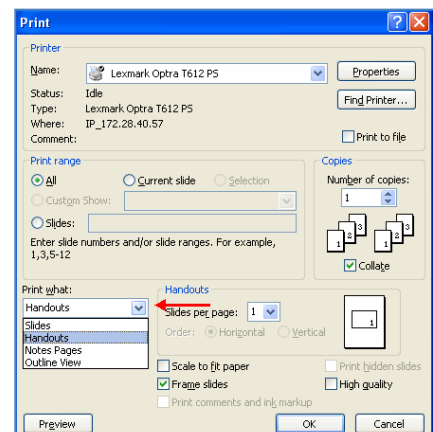
PRINTING OPTIONS

There are many options for printing a presentation. They are:

Slides	Slides that we would see if we were showing the presentation, one slide per page
Handouts	1, 2, 3, 4, 6 or 9 per page, this option allows for more slides per page
Notes Page	This includes the slides and the speaker notes
Outline View	This will print the outline of the presentation

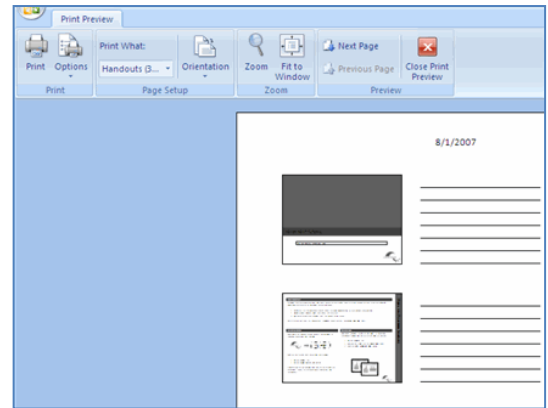
To **access the print options**:

- Click the **Microsoft Office Button**
- Click **Print**
- In the Print Dialog Box, click the **arrow** next to **Print what**
- Choose the format and click **OK** to print



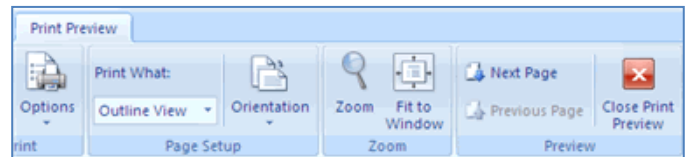
To **print preview**:

- Click the **Microsoft Office Button**
- Place the cursor over **Print**
- Click **Print Preview**
- Click the arrow next to **Print What** to change print options
- To print from Print Preview, click **Print**



To **Exit Print Preview**:

- Click the **Close Print Preview** button



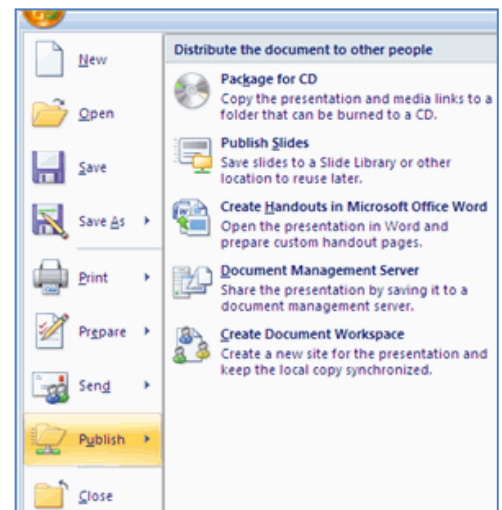
EXPORT A PRESENTATION

Package a Presentation

There are times when we want to package a presentation with all of the additional files attached as well.

To **package a presentation for CD**:

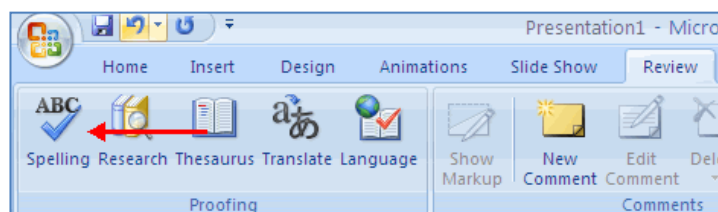
- Click the **Microsoft Office Button**
- Click **Publish**
- Click **Package for CD**
- Type a name for the CD
- Click **Copy to CD** or **Copy to Folder**



SPELL CHECK

To **check the spelling** throughout a presentation:

- Click the **Spelling** button in the **Proofing** group on the **Review** tab



DESIGN TIPS

- Slides should be of a consistent design throughout the presentation.
- Use graphics and pictures when possible.
- Remove unnecessary information and graphics.
- Use contrasting background and text colors.
- Keep the number of fonts used in the presentation to 3.
- Keep the fonts consistent throughout the presentation.

PRESENTATION TIPS

- Identify the critical information for your presentation.
- Use no more than 6 bullets per page.
- Bullets should be short ideas, not complete sentences.
- To start the Slide Show, Click **Slide Show** on the **Presentation Views** group on the **View** tab.
- Use the arrow keys to move forward or backward in a presentation.
- Press the **Escape (Esc)** key to end the slide show.
- A pen tool is available for drawing on the screen with the mouse. Press **CTRL+P** or click the right mouse button at any time and a popup window will appear. Choose **Pen** and the pointer will change to a pen that allows you to draw freehand on the screen using the mouse. Press the **E** key to erase all pen strokes. Press **CTRL+A** to disable the pen feature and revert the pen back to a pointer arrow.
- If you would like to use the pen to draw on a blank screen during a presentation, press the **B** or **W** keys, or select **Screen/Black Screen** from the popup menu and the screen will turn black. Press **B** or **W** again or choose **Next** from the popup menu to return to the presentation when you are finished drawing.
- To hide the pointer and button from the screen press the **A** key.
- Be sure to preview the slide show using a projector if one will be used during the presentation. Words or graphics that are close to the edge of the screen may be cut off by the projector.