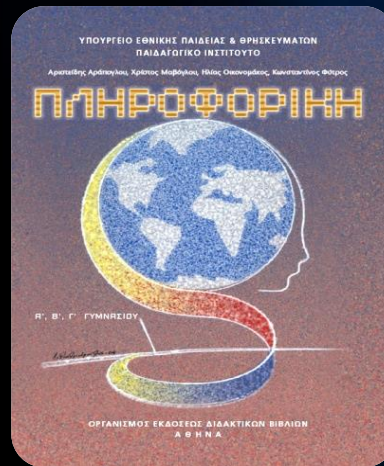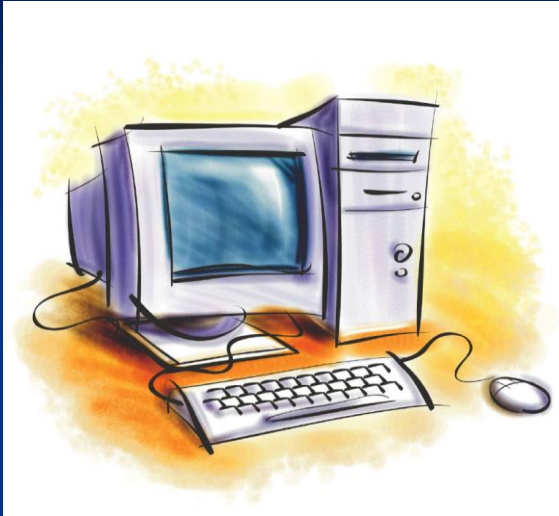# CREATING PRESENTATIONS

CHAPTER 9.2

EVANGELOS C. ZIOULAS (IT TEACHER)

KEY WORDS

ADD VIDEO & SOUND

ADD PICTURE, CLIPART & SHAPE

SMARTART

PHOTO ALBUM

TABLES

CHARTS
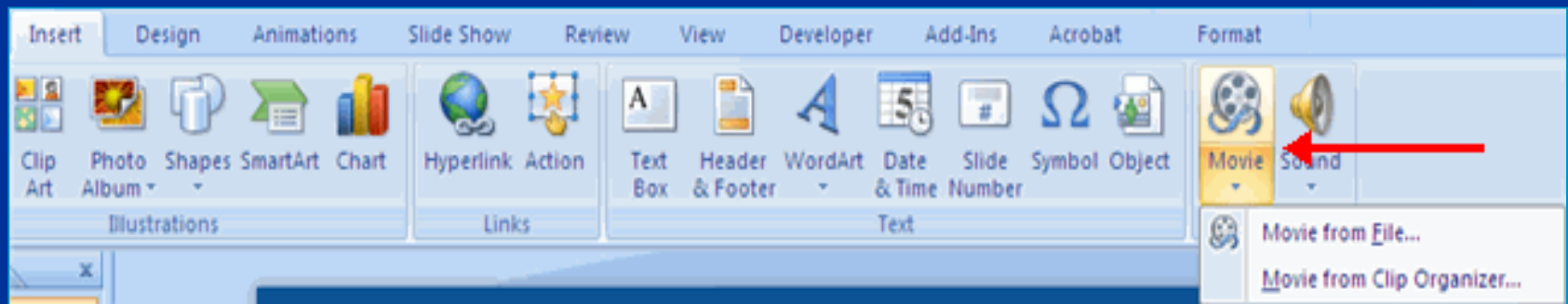
SLIDE TRANSITIONS

SLIDE ANIMATIONS

SLIDE SHOW

NARRATION

EXPORT PRESENTATION

SPELL CHECK

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
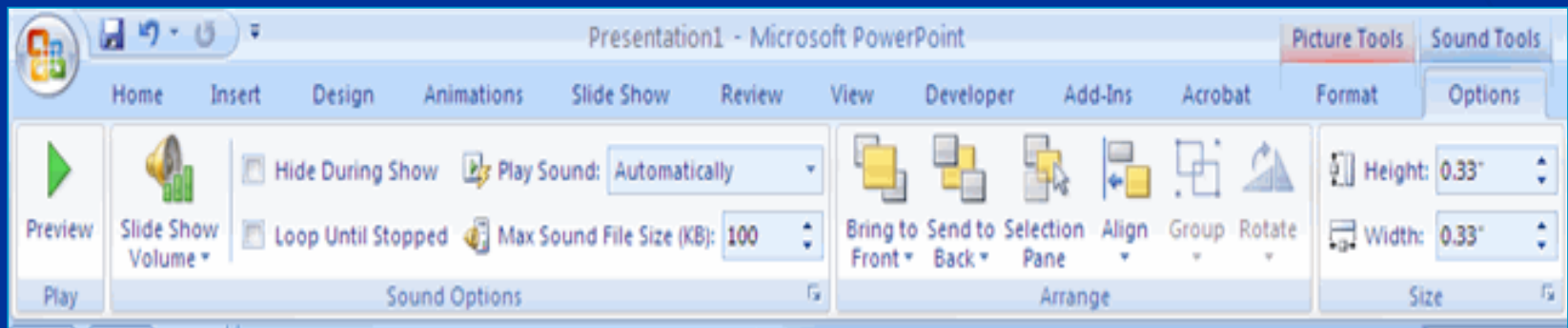 - Click the **Format** tab

- 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**
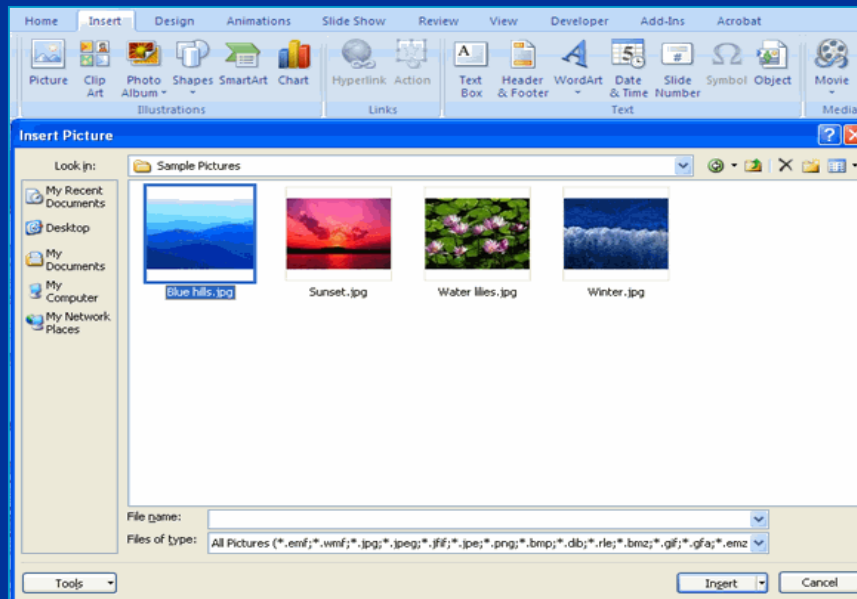
- To **edit the audio** options:
 - Click the audio icon
  - Click the **Format** tab

- 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**
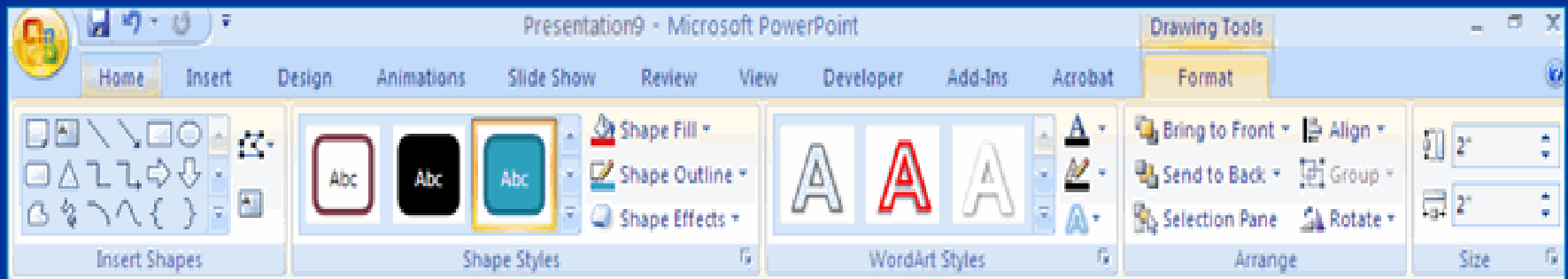 - To move the graphic, click it and drag it to where you want it
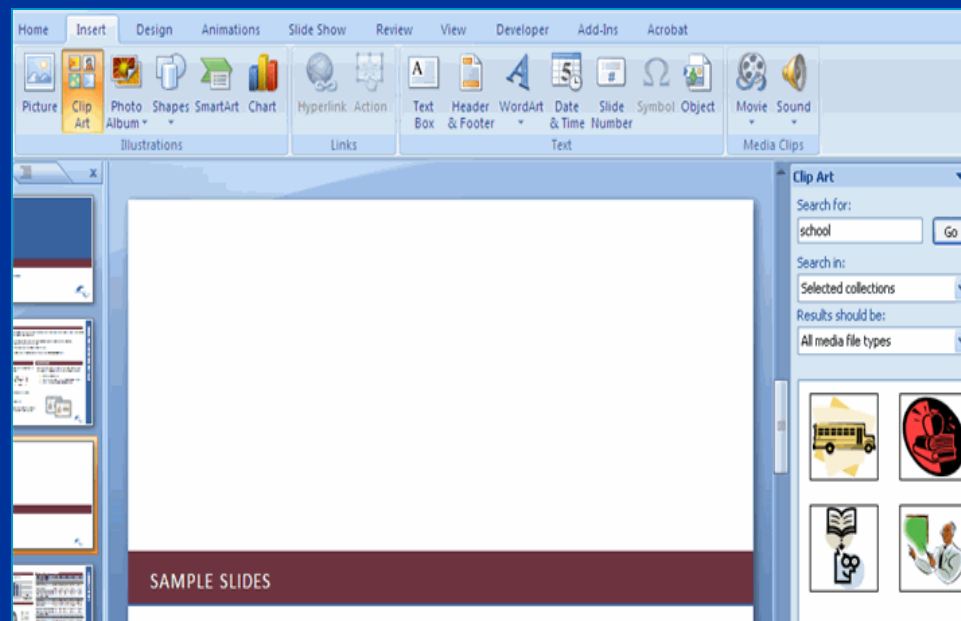
- To **add Shapes**:
  - Click the **Insert** Tab
  - Click the **Shapes** Button
  - Click the shape you choose
  - Click the **Slide**
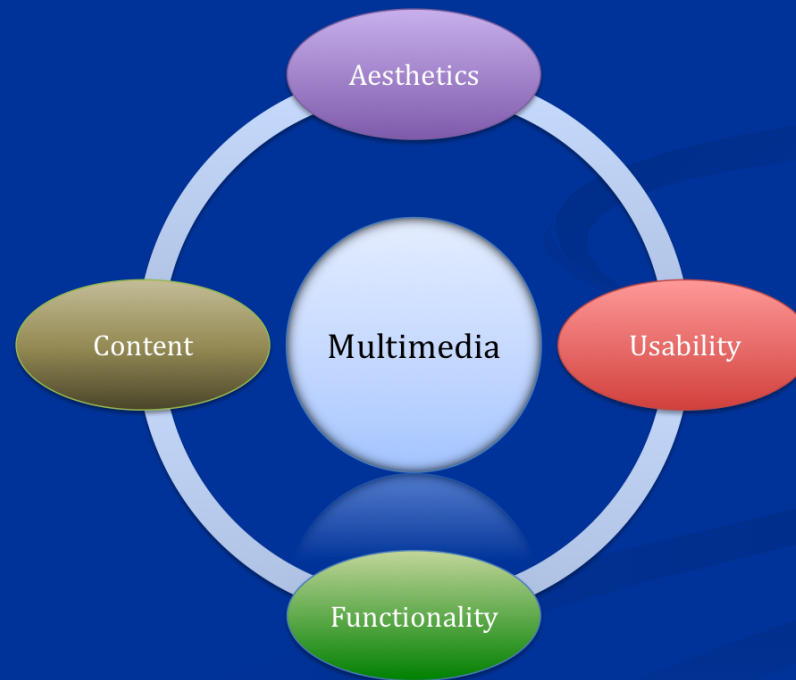 - Drag the **cursor** to expand the Shape

V. C. Zioulas (IT Teacher)
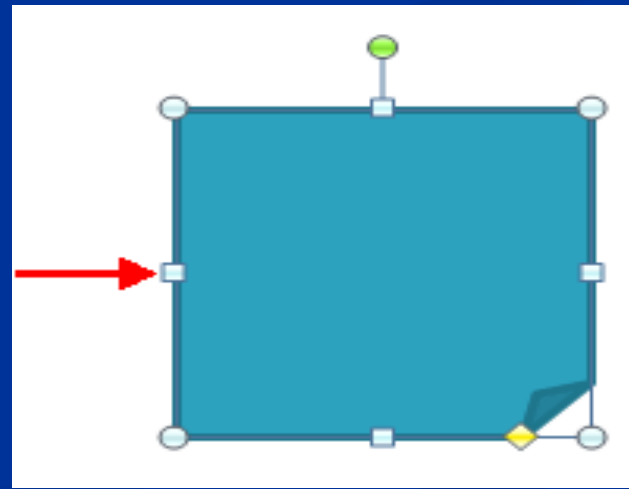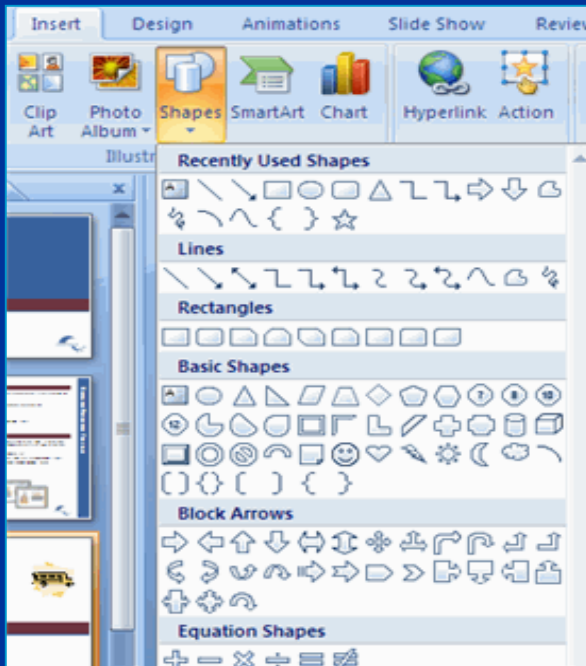
- To **format the shapes**:
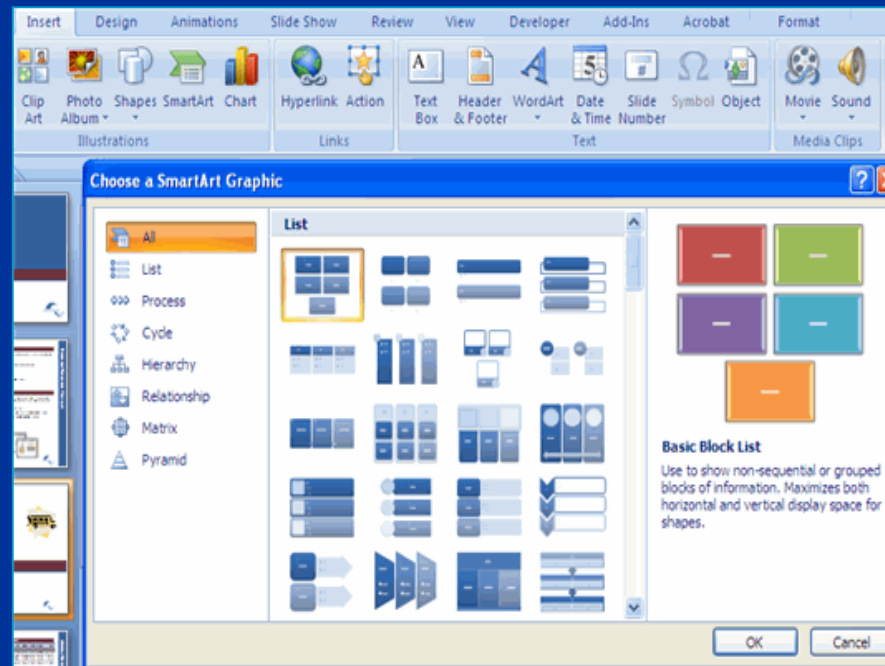 - Click the **Shape**
  - Click the **Format** tab

SMART ART

- 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
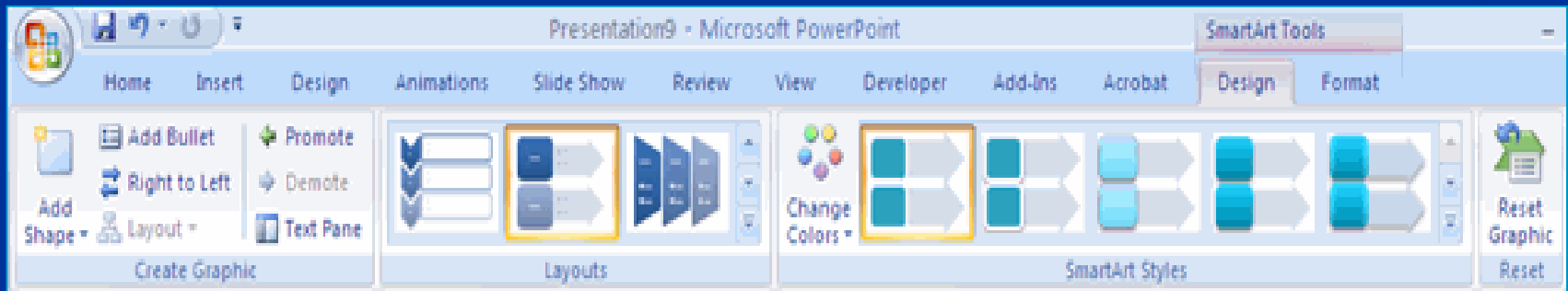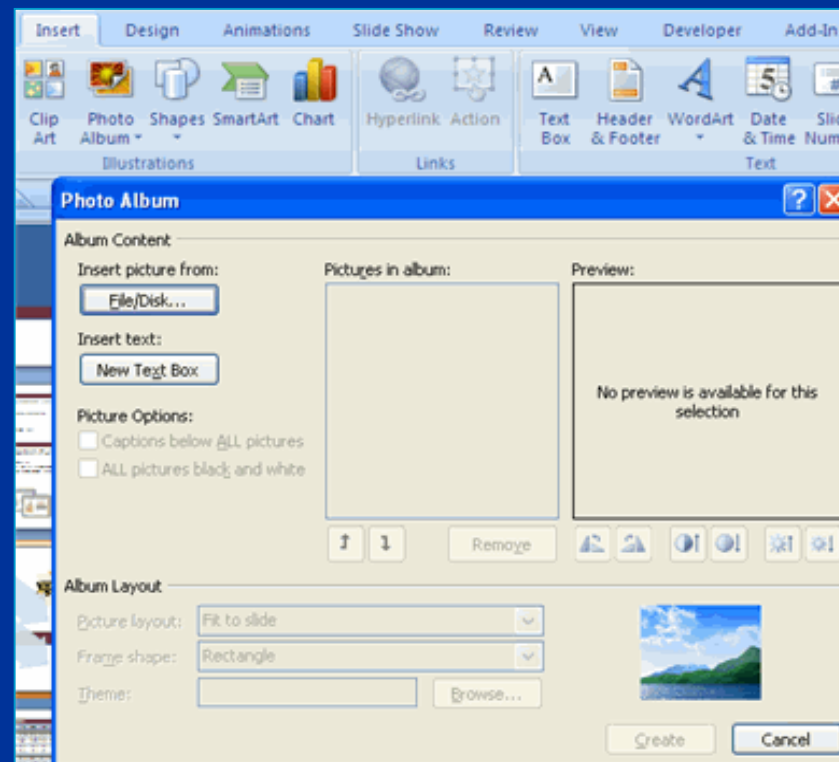 - Click the **SmartArt** to add text and pictures.

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
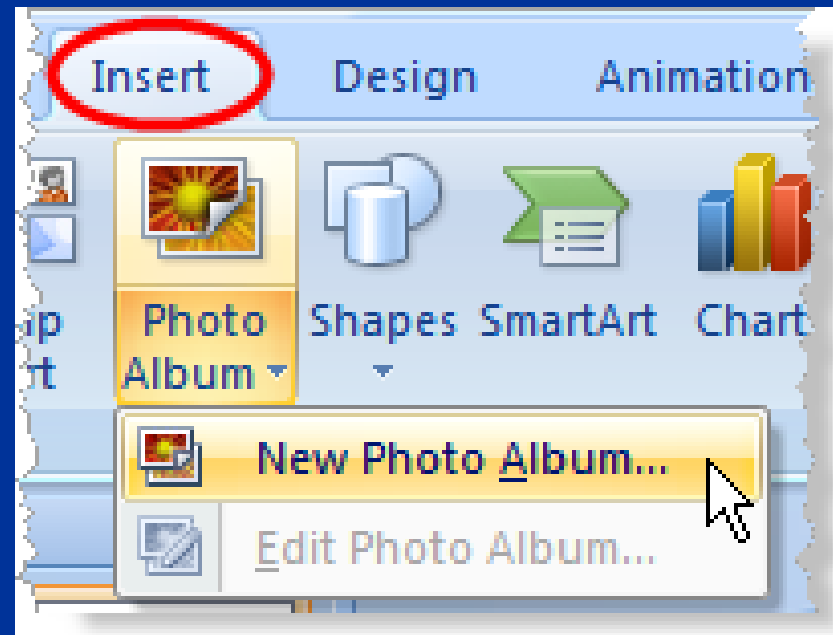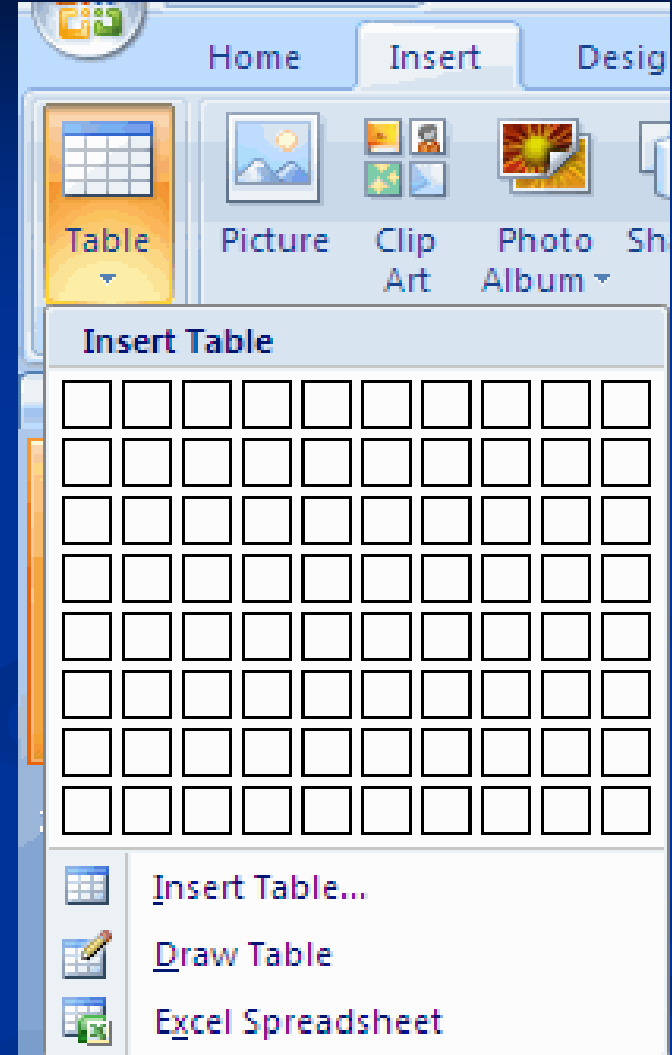
TABLES

- To **create a table**:
  - Place the cursor on the page where you want the new table
  - Click the **Insert** Tab of the Ribbon
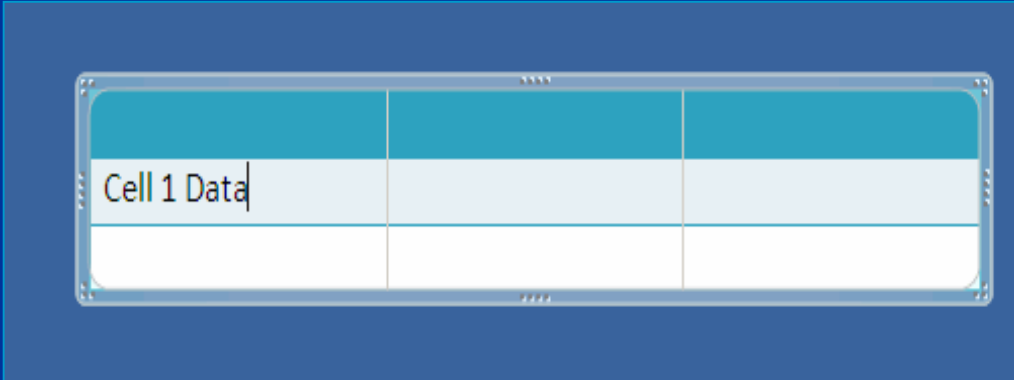 - Click the **Tables** Button on the Tables Group.
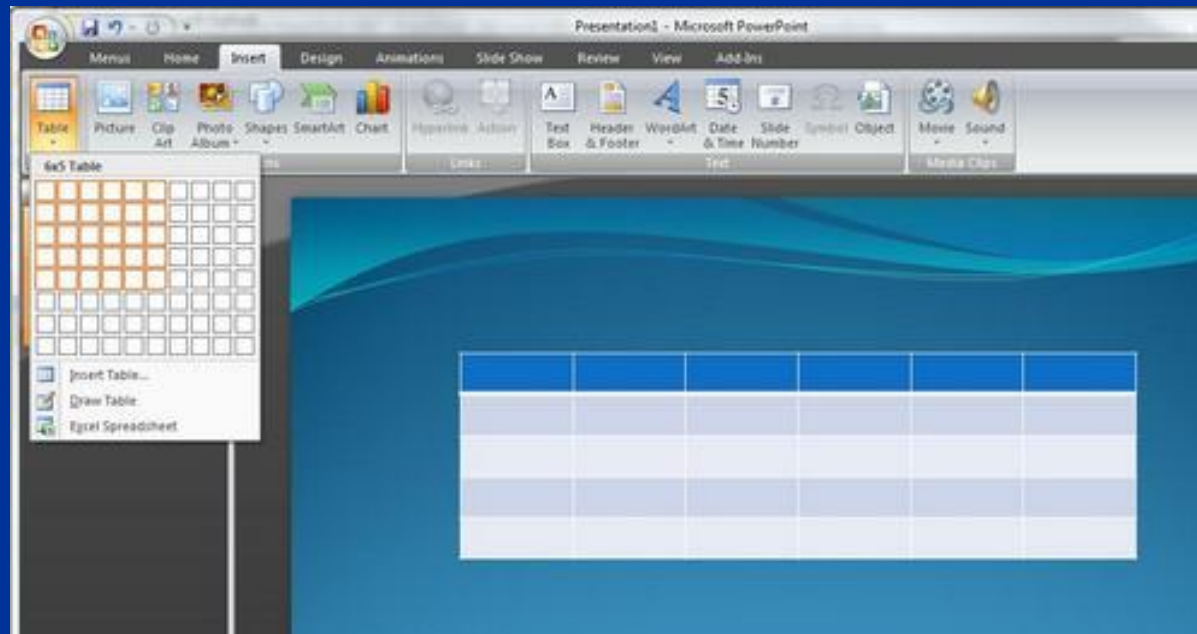
- You can **create a table** one of four ways:

  - 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.
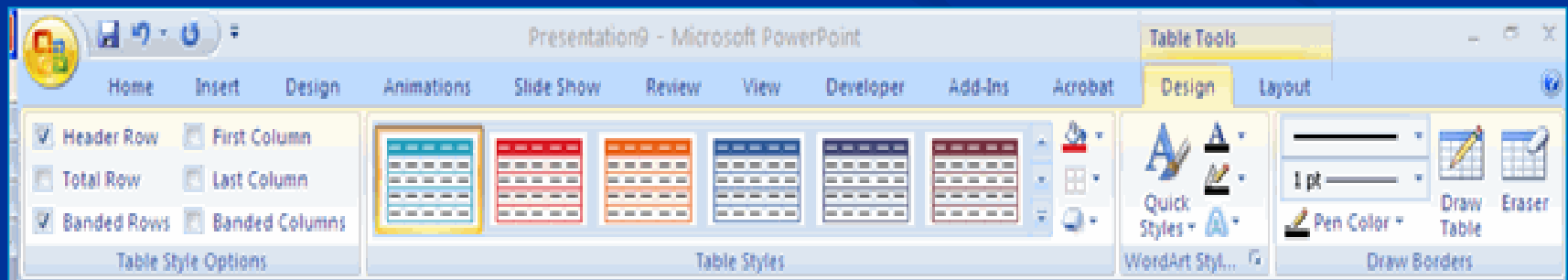
- To **modify the structure** of a table:
  - Click the table and notice that you have two new tabs on the Ribbon: **Design** and **Layout**. These pertain to the table design and layout.
  - On the Design Tab, you can choose:
  - **Table Style Options**
  - **Table Styles**
  - **Draw Borders**

- 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, 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)
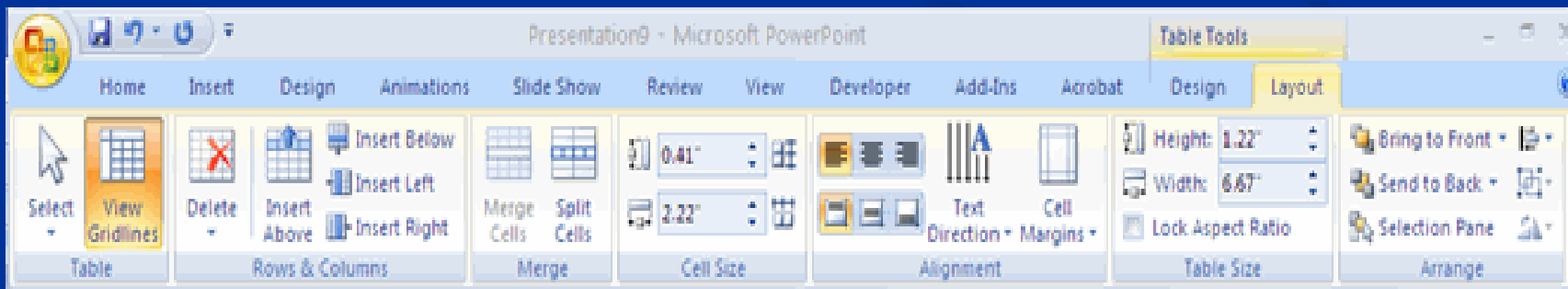
- **To insert a Table from Word or Excel**
  - Open the Word document or Excel worksheet
  - Select the **chart**
  - Click **Copy** on the Home tab
  - Go to the **PowerPoint** document where you want the chart located
 - Click **Paste** on the Home tab

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**:

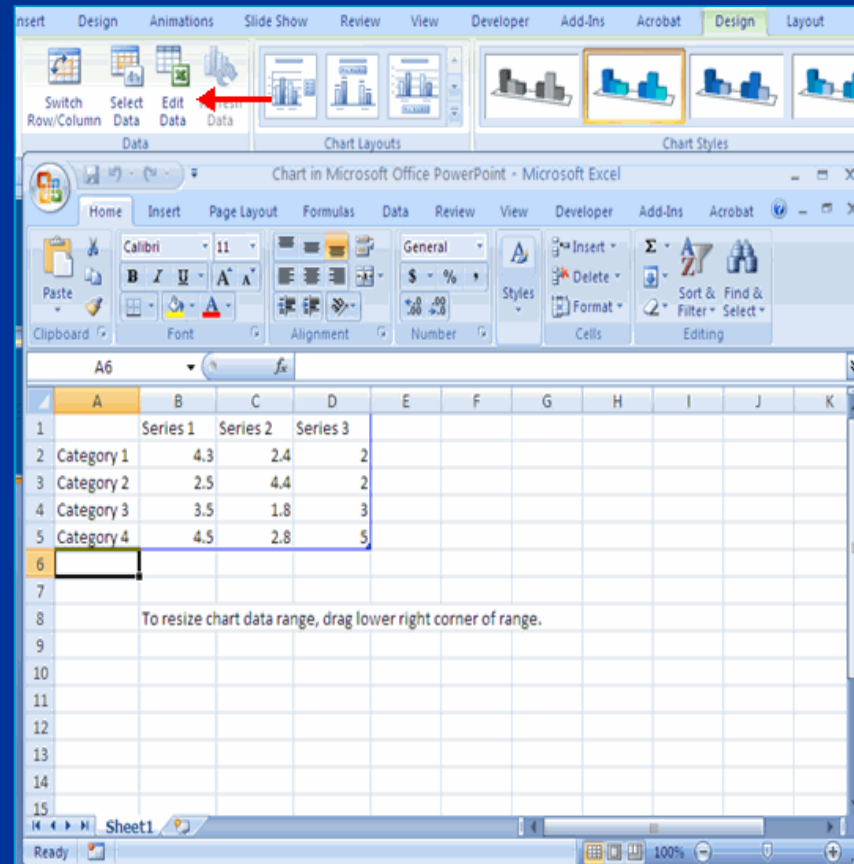 ■ Click the Insert Tab on the Ribbon.
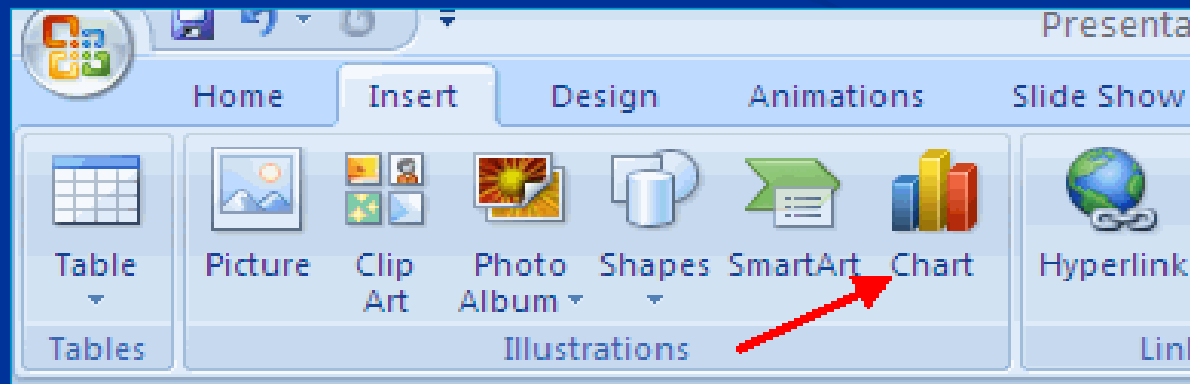
- To **create a chart**:
  - Click the **Insert** tab on the ribbon
  - Click the type of **Chart** you want to create
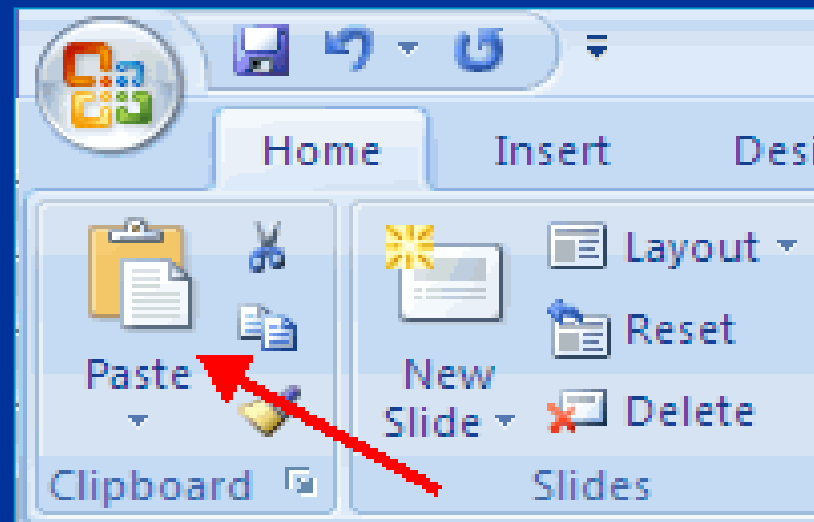 - Insert the **Data** and **Labels**
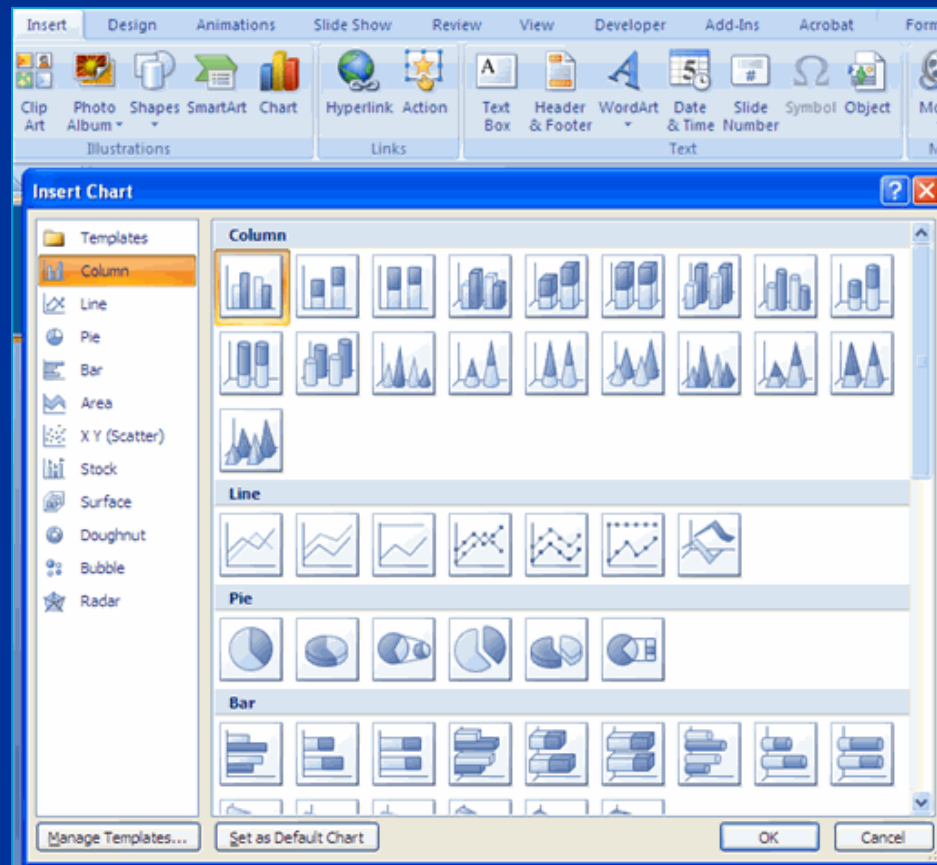
- To **edit chart data**:
  - Click on the chart
  - Click **Edit Data** on the Design tab
  - Edit data in the spreadsheet

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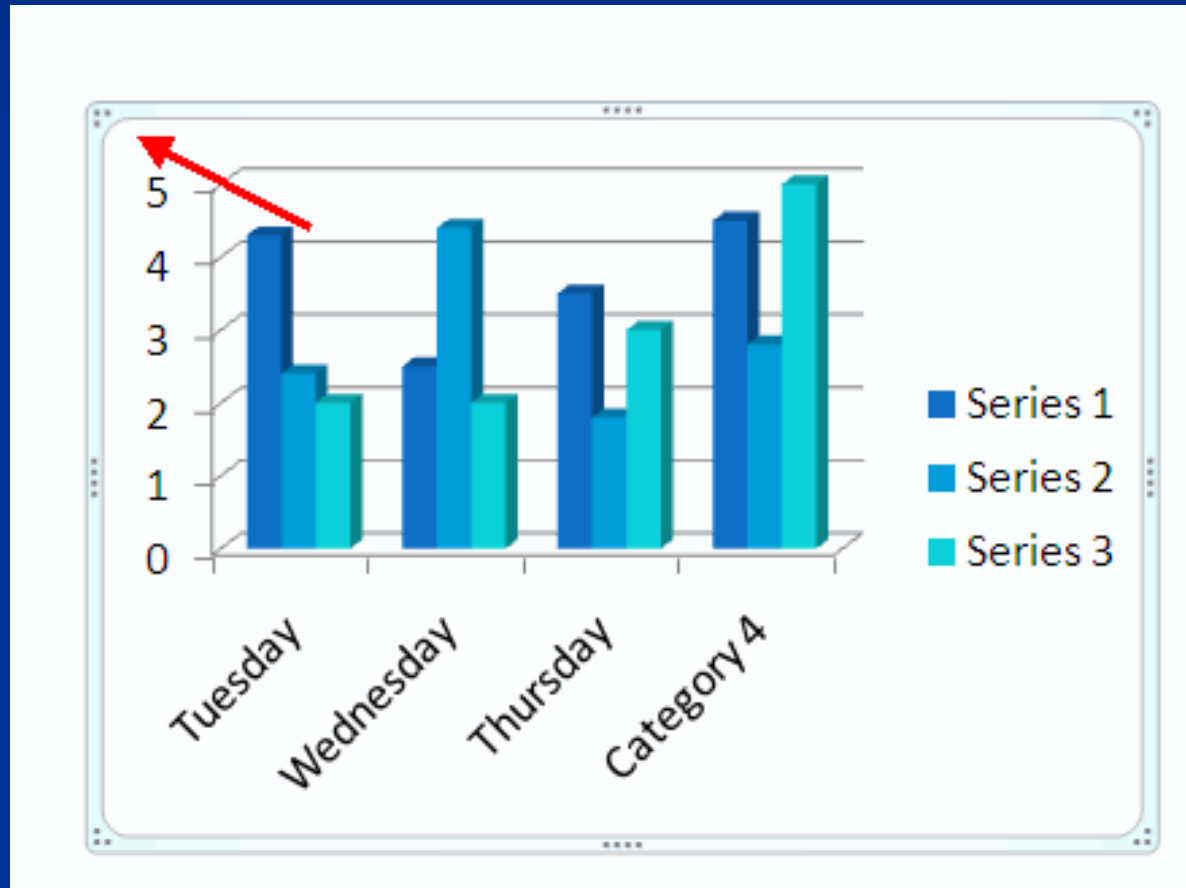 - Choose the desired location and click **Paste**

- To **modify the chart size**:
  - Click the **Chart**
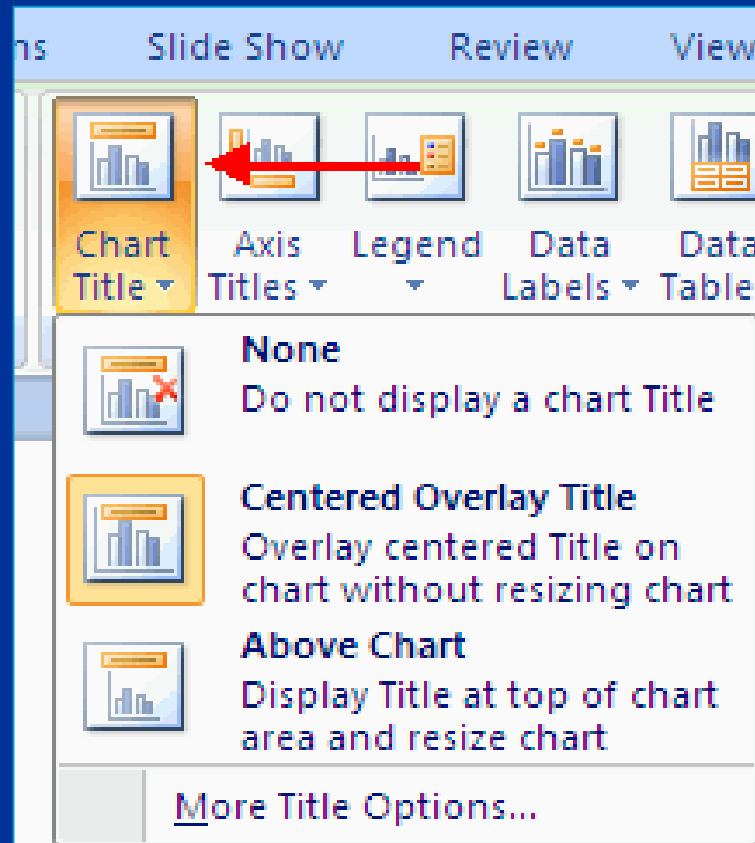 - Click on any of the corners and drop and drag to resize

- To **modify the chart size**:
  - Click the **Chart**
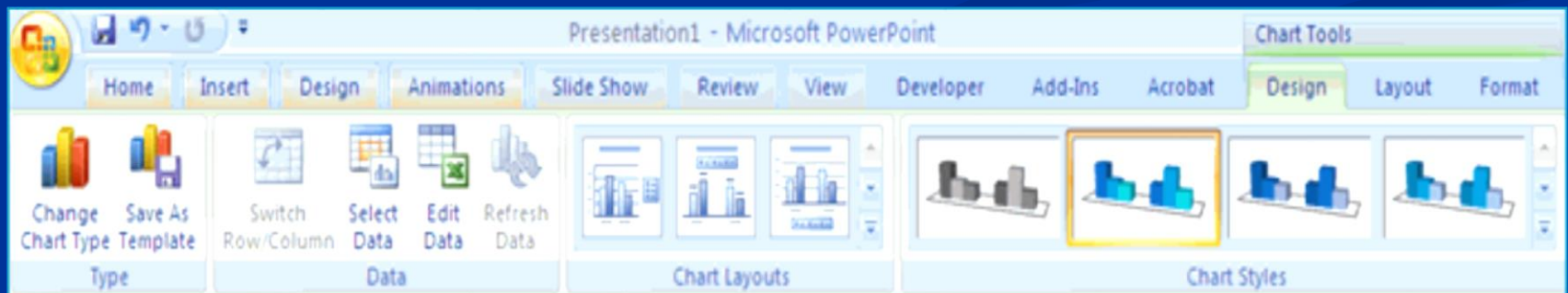 - Click on any of the corners and drop and drag to resize

- To **modify the labels and titles**:
  - Click the **chart**
  - Click the **Layout** tab
 - Choose the appropriate label to change

- The **Chart Tools** appear on the Ribbon when we click on the chart. The tools are located on three tabs: **Design**, **Layout**, and **Format**.
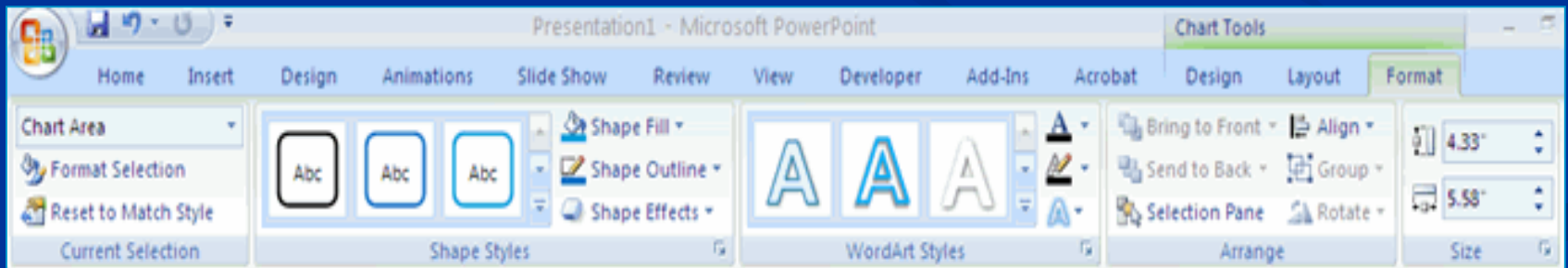
  Within the **Design tab** we can control the chart type, layout, styles, and location.

- Within the **Layout tab** we can control the insertion of pictures, textboxes, and shapes, labels, backgrounds, and data analysis.
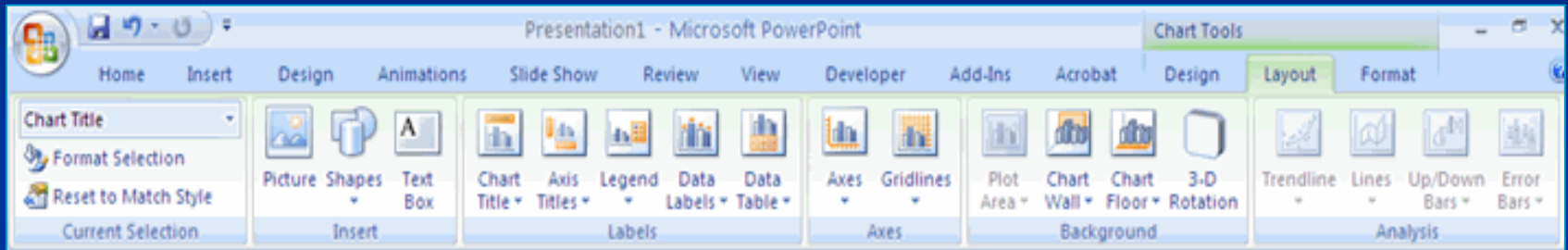
- Within the **Format tab** we can adjust the Fill Colors and Word Styles.

- **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
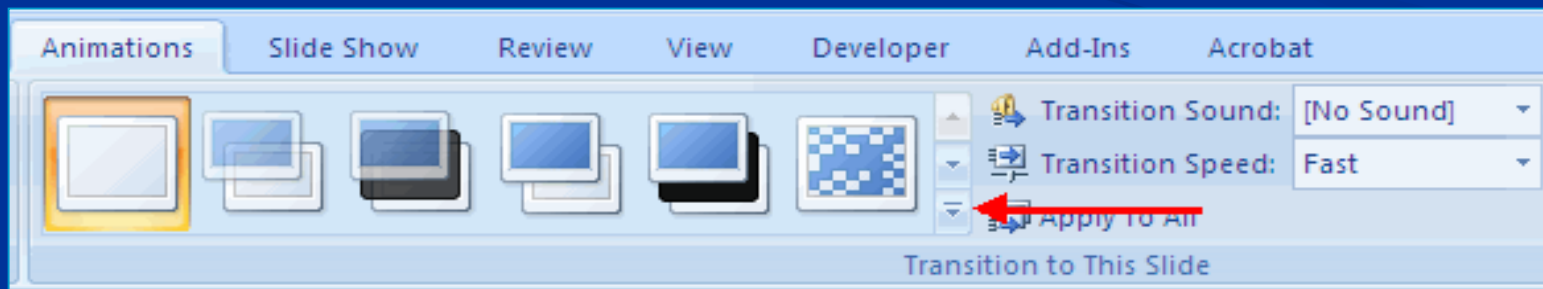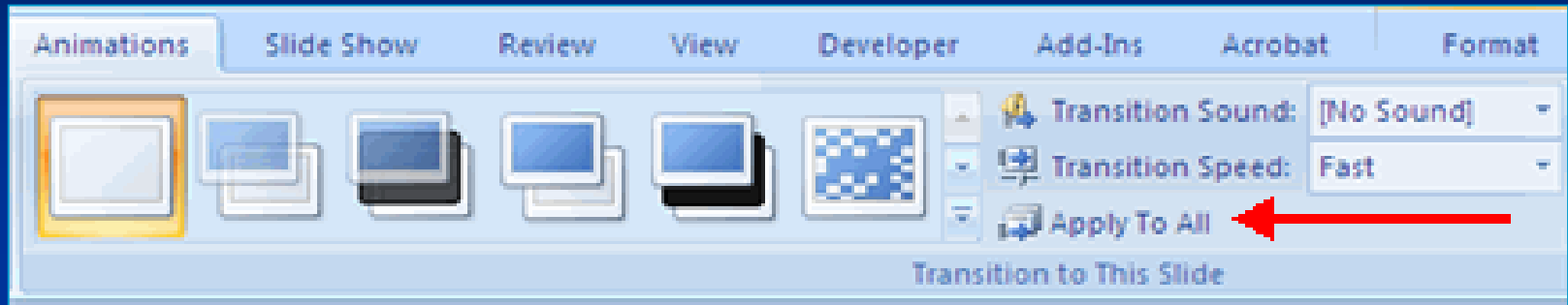
- To **adjust slide transitions**:
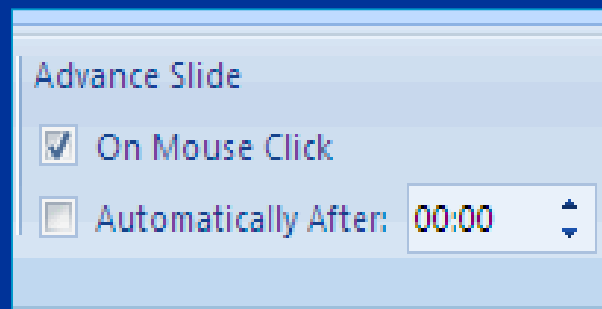 - Add sound by clicking the arrow next to **Transition Sound**
  - Modify the transition speed by clicking the arrow next to **Transition Speed**
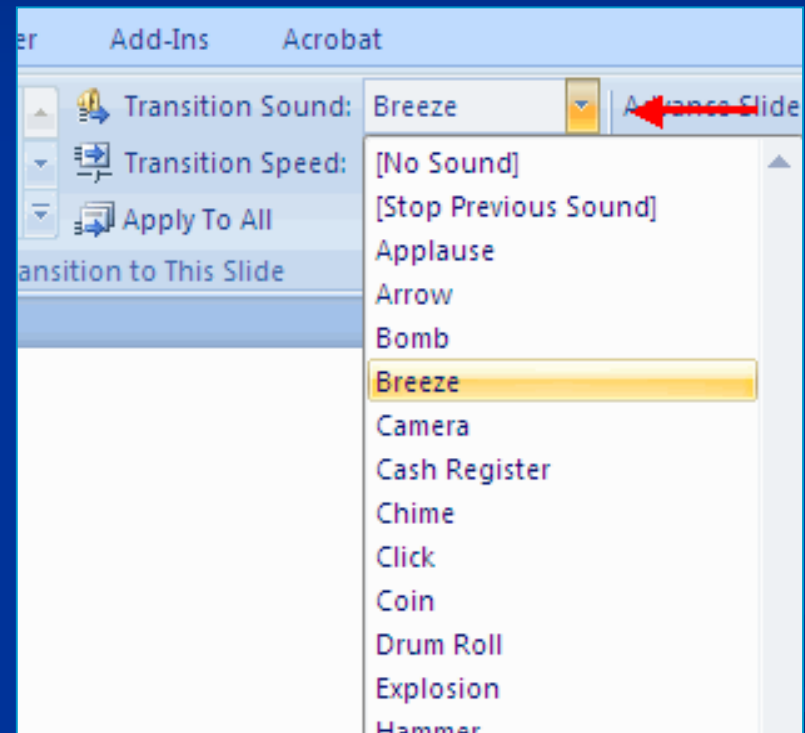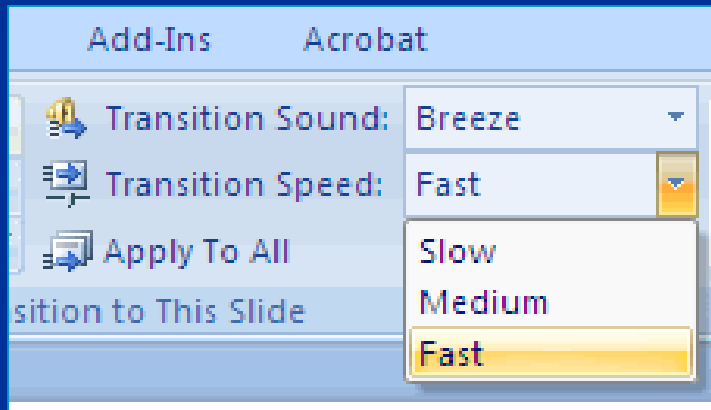
- To **apply the transition** to **all slides**:
  - Click the **Apply to All** button on the **Animations** tab
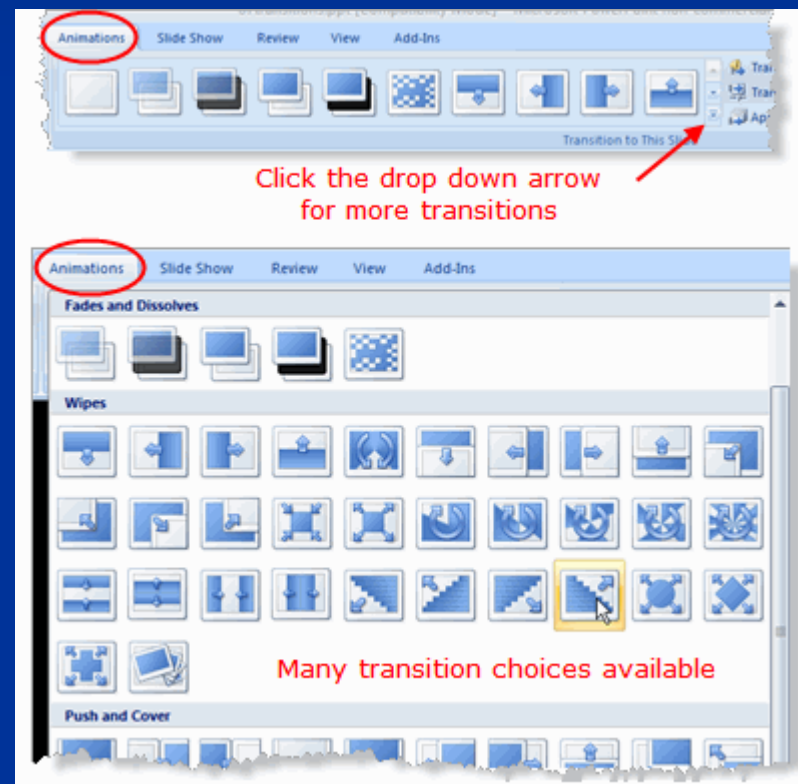

- To select how to **advance a slide**:
  - Choose to **Advance on Mouse Click**, or
  - Automatically after a set number of seconds

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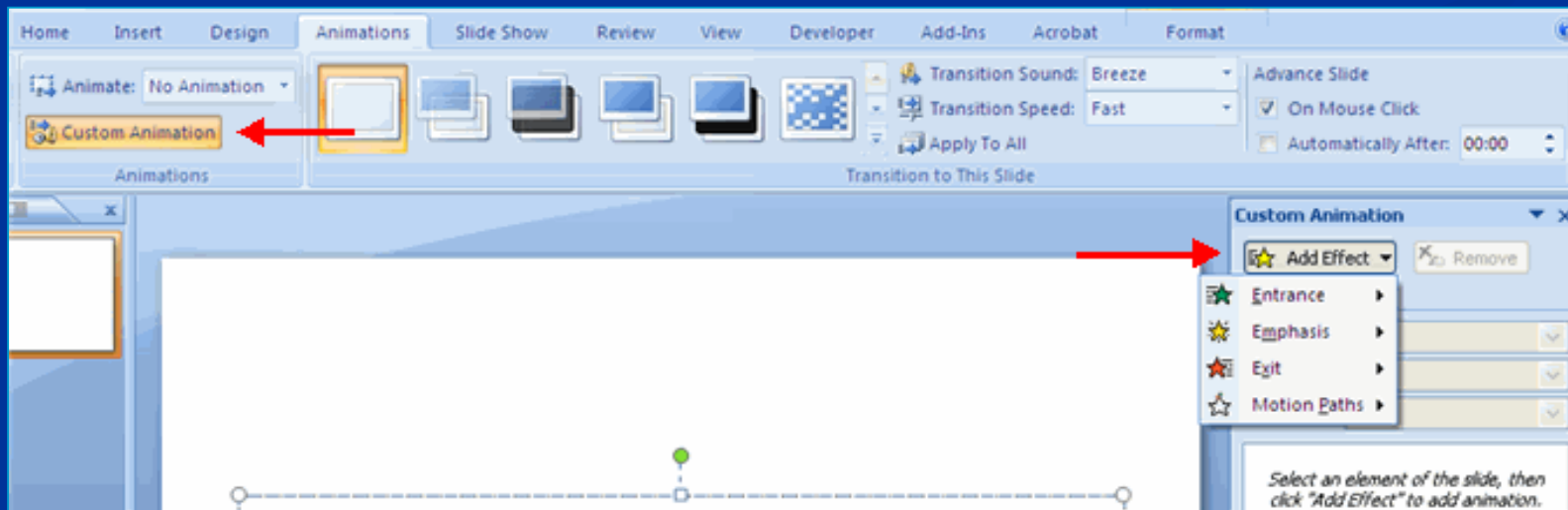
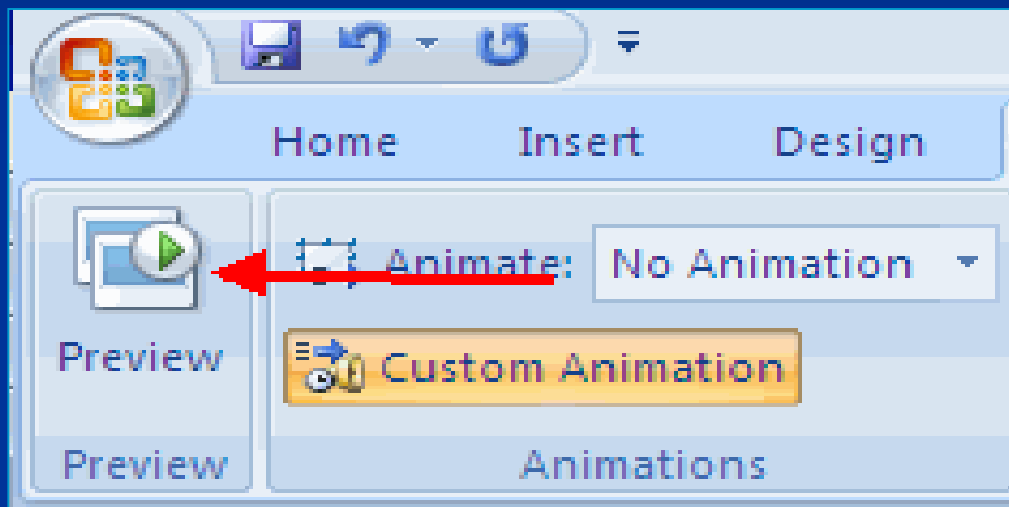- Slide animation effects are predefined special effects that we can add to objects on a slide.

- To **apply an animation effect**:
  - Select the object
  - Click the **Animations** tab on the Ribbon
  - Click **Custom Animation**
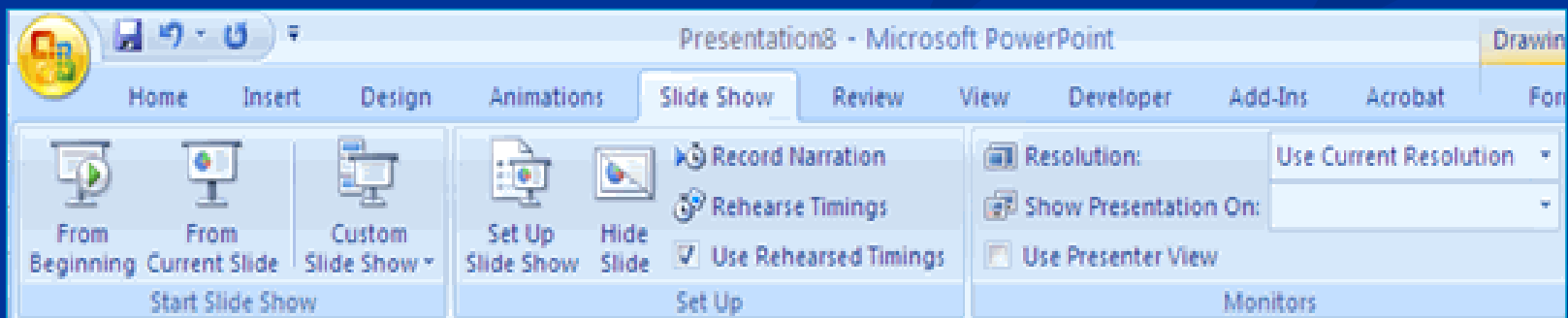 - Click **Add Effect**
  - Choose the appropriate effect

- 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
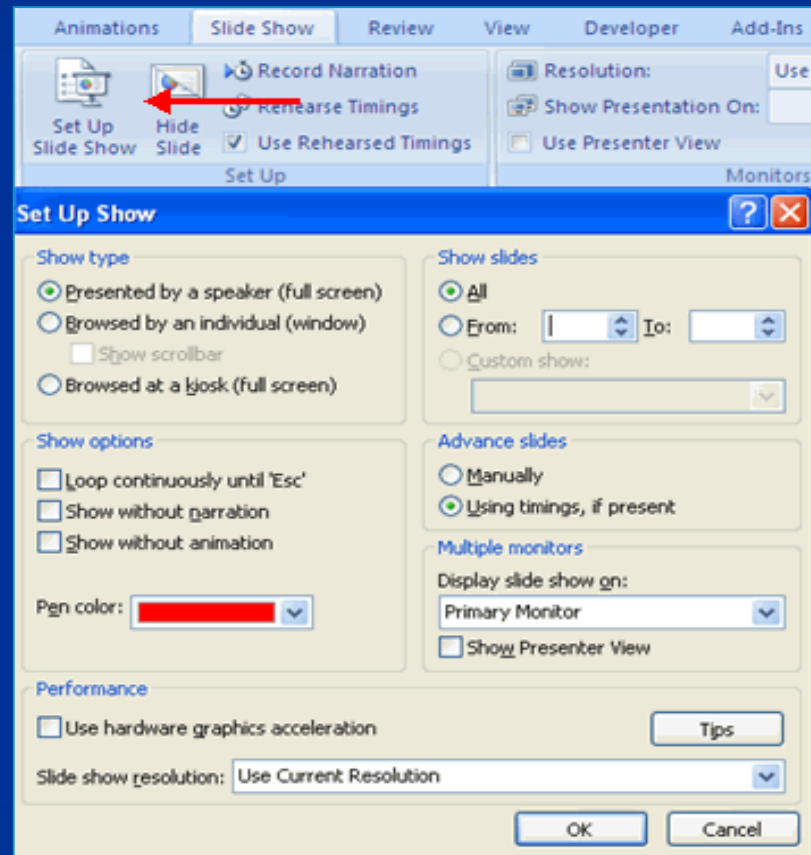
NARRATION

- **Record Narration**

  When we want to record narration for the slides:
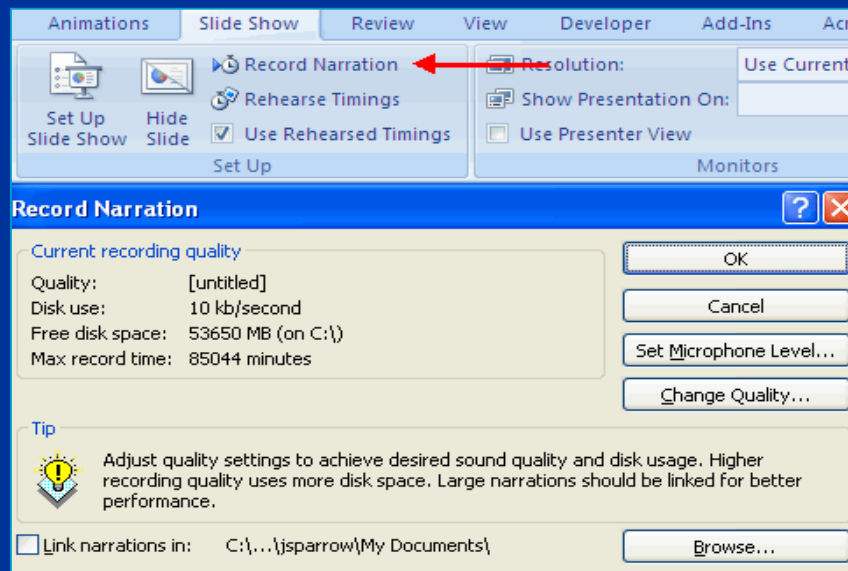
  - Click the **Record Narration** button
  - Click **Set Microphone Level** to check the levels of audio input
  - Click **OK** to record the narration

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
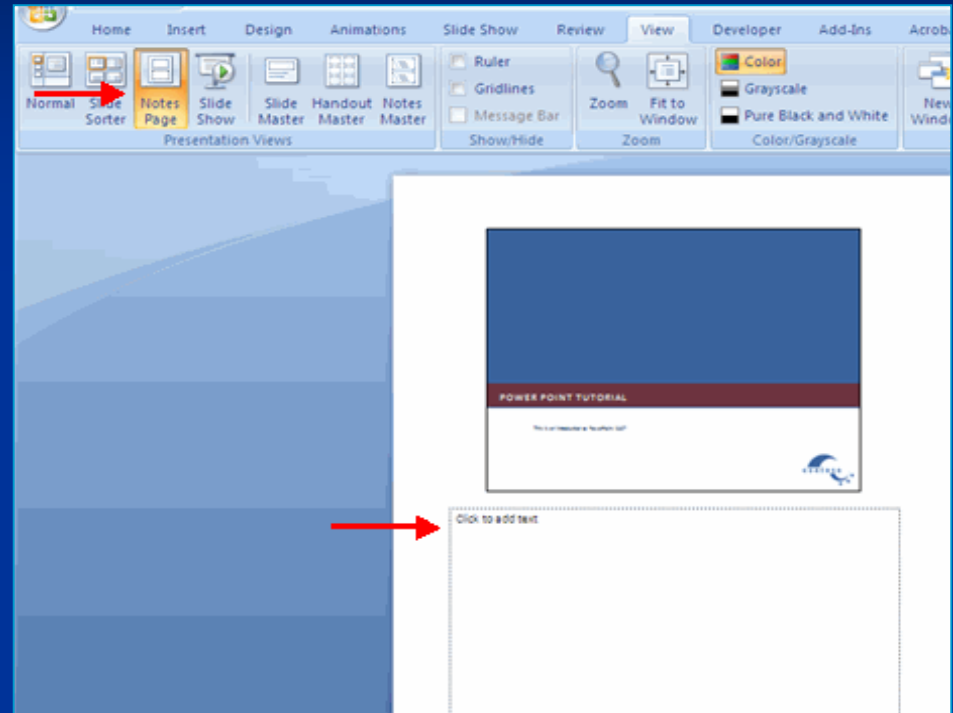 - Choose whether or not to keep this timing or to retry
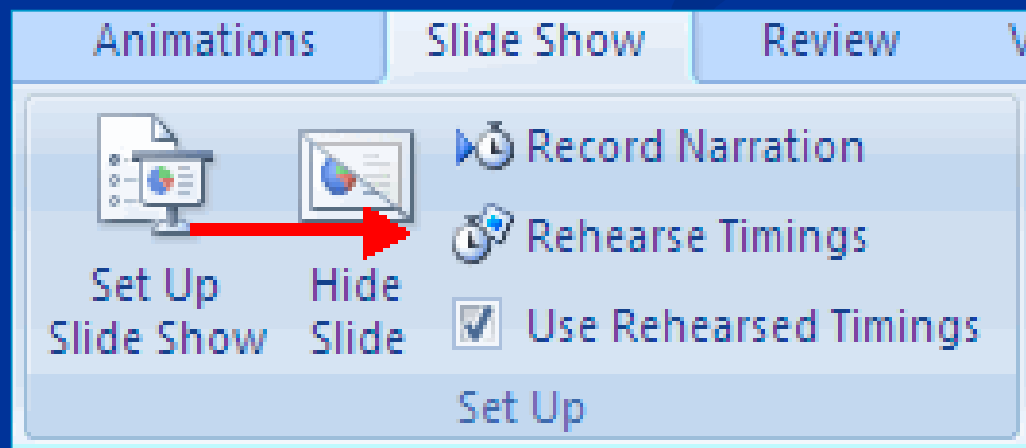
- **Create Speaker Notes**
  Speaker Notes can be added to allow us to create notes for each slide.

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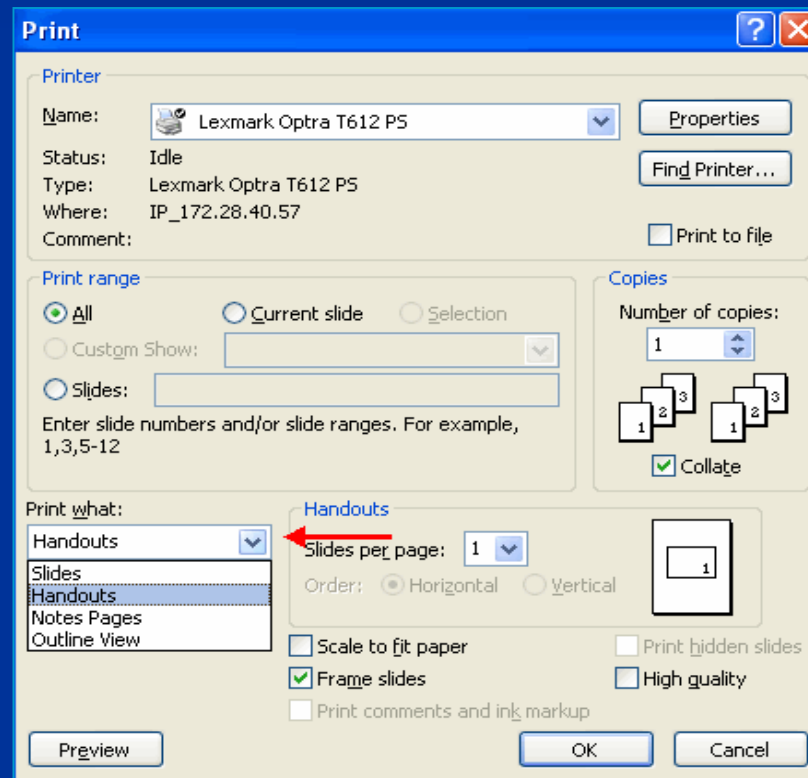
- To **print preview**:
  - Click the **Microsoft Office Button**
  - Place the cursor over **Print**
  - Click **Print Preview**
  - Click the arrow next to **Print What** to change print options
  - To print from Print Preview, click **Print**
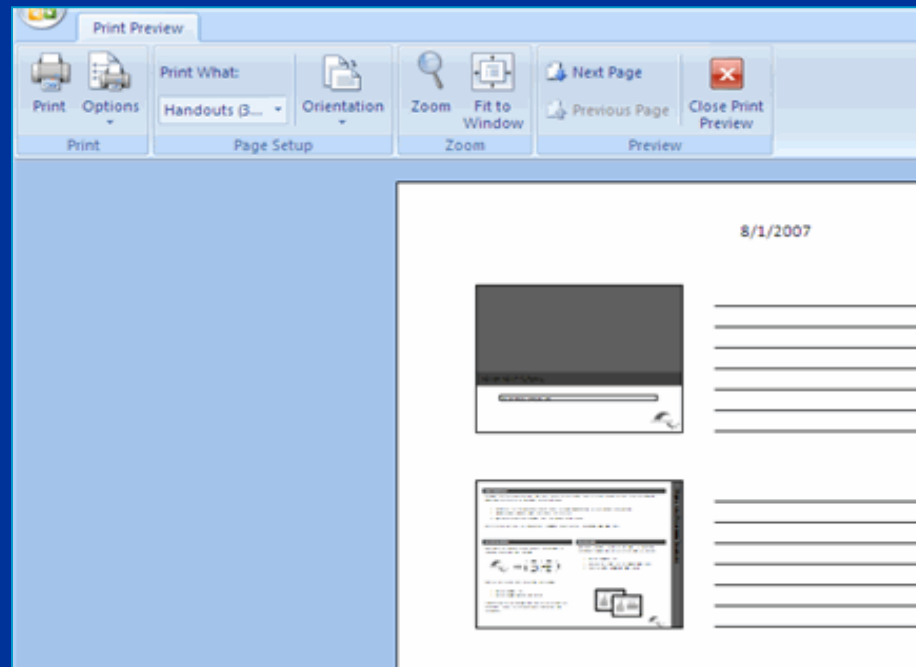
EXPORT A PRESENTATION

- 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**
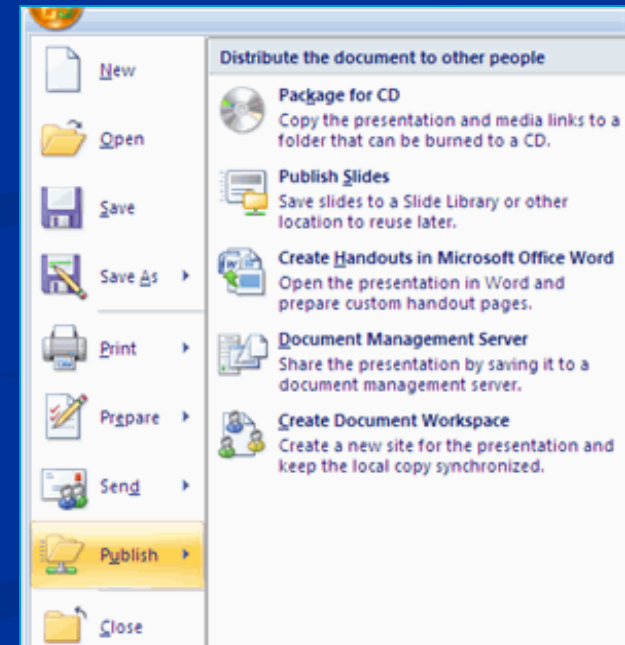
SPELL CHECK

- To **check** **the** **spelling** throughout a presentation:
  - Click the **Spelling** button in the **Proofing** group on the **Review** tab