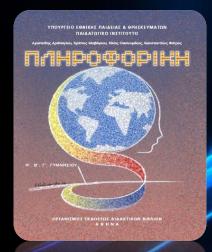
http://www.zioulas.gr

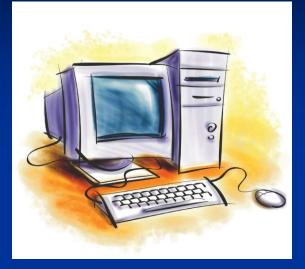


CREATING PRESENTATIONS CHAPTER 9.2



EVANGELOS C. ZIOULAS (IT TEACHER)

KEY WORDS

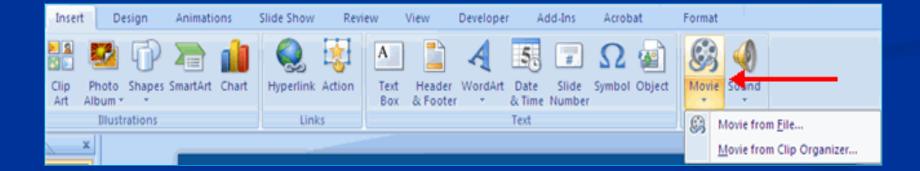


ADD VIDEO & SOUND **ADD PICTURE, CLIPART & SHAPE SMARTART** PHOTO ALBUM TABLES CHARTS **SLIDE TRANSITIONS** SLIDE ANIMATIONS **SLIDE SHOW** NARRATION **EXPORT PRESENTATION SPELL CHECK**

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:

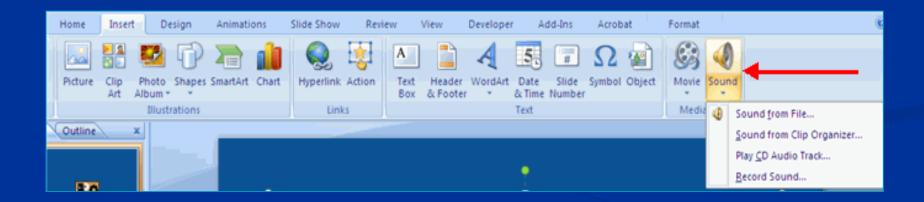
- Click the movie icon
- Click the Format tab



To add an audio clip:

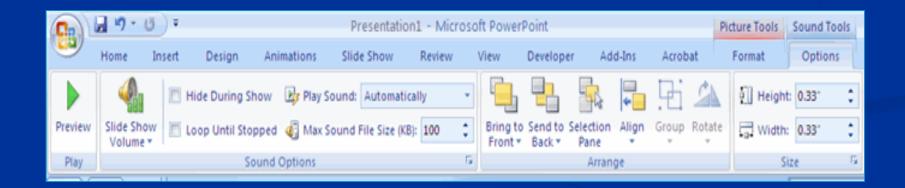
Click the Audio button on the Insert tab

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:

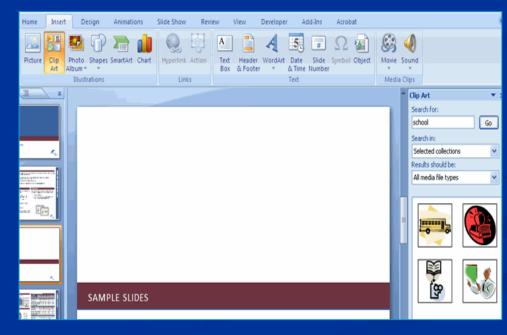
- Click the Insert Tab
- Click the **Picture** Button
- Browse to the picture from your files
- Click the name of the picture
- Click insert

To move the graphic, click it and drag it to where you want it



To add Clip Art:

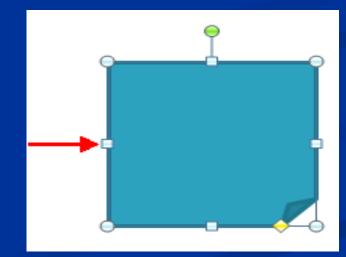
- Click the Insert Tab
- Click the Clip Art Button
- Search for the clip art using the search Clip Art dialog box
- Click the clip art
- To move the graphic, click it and drag it to where you want it



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



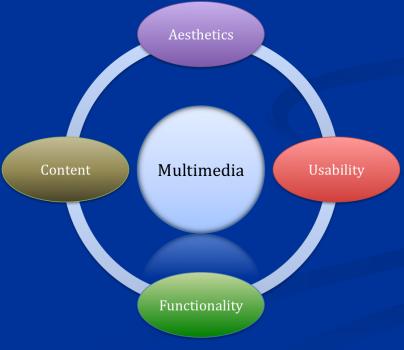


To format the shapes:
 Click the Shape
 Click the Format tab



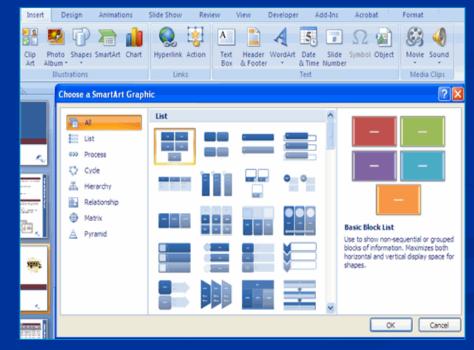
SMART ART

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



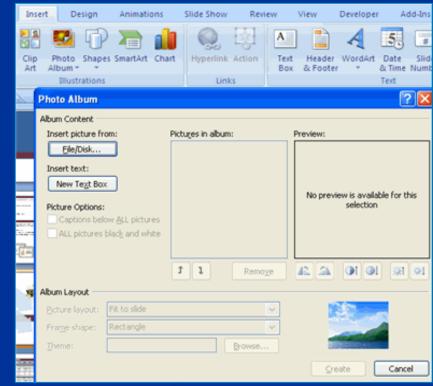
To format the SmartArt:

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



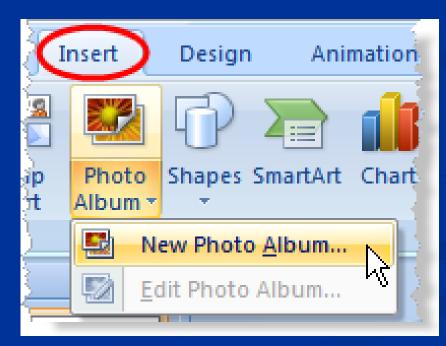
PHOTO ALBUM

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:

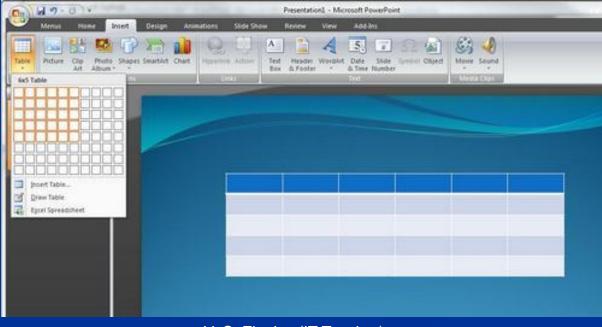
- Click the Photo Album button on the Insert tab
- Click New Photo Album
- Click File/Disk to add pictures to the photo album
- Move the pictures up and down in the order of the album but clicking the up/down arrows



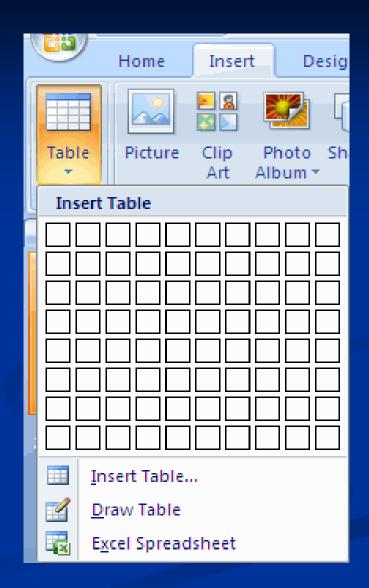


To create a table:

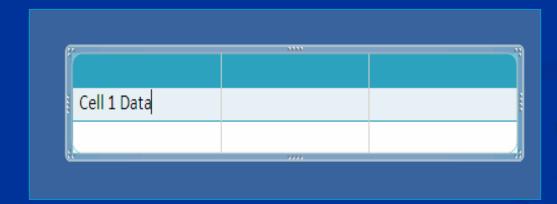
- Place the cursor on the page where you want the new table
- Click the Insert Tab of the Ribbon
- Click the Tables Button on the Tables Group.



- 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)

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Select	View Gridlines	Delete	Insert Below Insert Above Insert Right	Merge Split Cells Cells	 2.22⁻ ↓ 	Text Cell Direction * Margins	Image: Provide the second se	Send to Back + Send to Back + Selection Pane Selection Pane Selec
1	able		Rows & Columns	Merge	Cell Size	Alignment	Table Size	Arrange

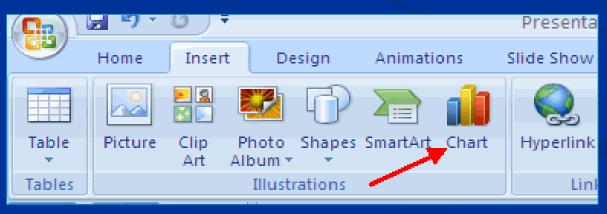
To insert a Table from Word or Excel

- 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

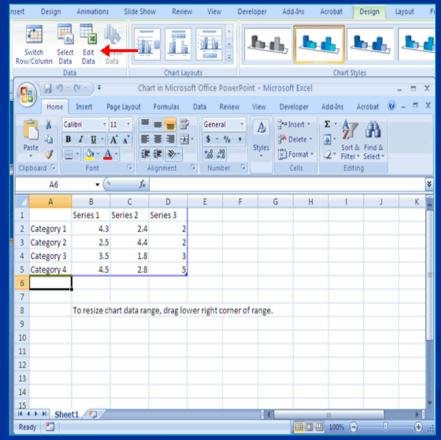
Insert the Data and Labels

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3	🕅 Radar	Pie				
		Bar				
Ċ	Manage Templates	Set as Default Chart			ОК	Cancel

To edit chart data:

- Click on the chart
- Click Edit Data on the Design tab

Edit data in the spreadsheet



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To move the chart:

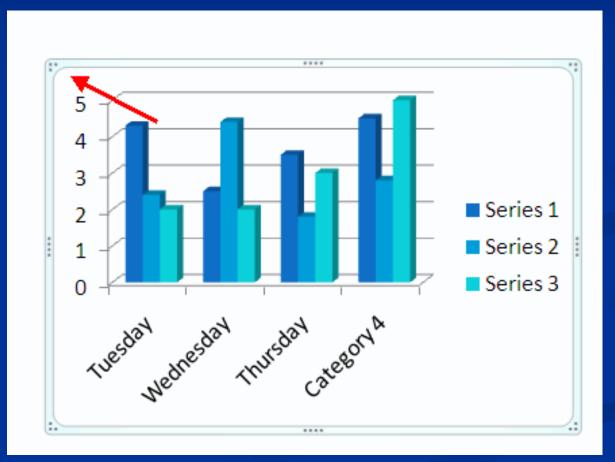
- Click the Chart and Drag it another location on the same slide, or
- Copy it to another slide
- Choose the desired location and click Paste



To modify the chart size:

Click the Chart

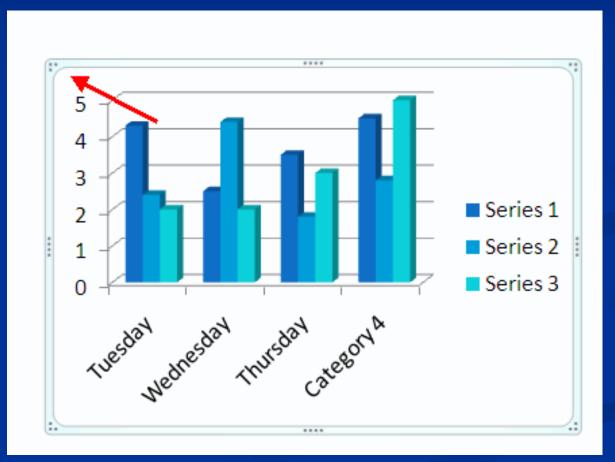
Click on any of the corners and drop and drag to resize



To modify the chart size:

Click the Chart

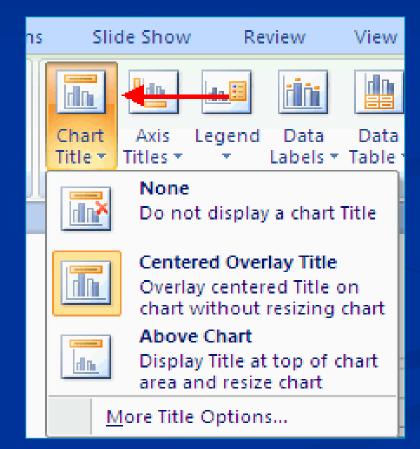
Click on any of the corners and drop and drag to resize



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.

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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

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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

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Apply To All	[Stop Previous Sound]
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	Arrow
	Bomb
	Breeze
	Camera
	Cash Register
	Chime
	Click
	Coin
	Drum Roll
	Explosion
	Hammer

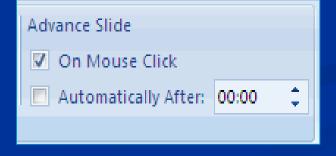
To apply the transition to all slides:

Click the Apply to All button on the Animations tab



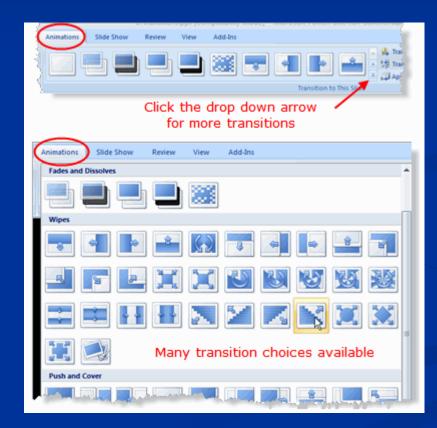
To select how to advance a slide:

- 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.



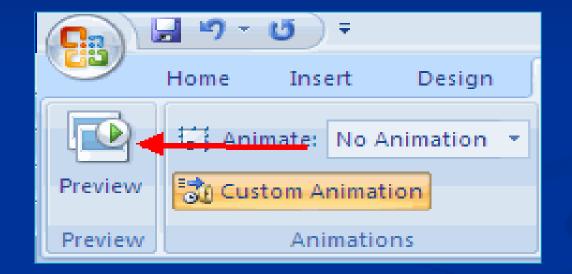
To apply an animation effect:

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

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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

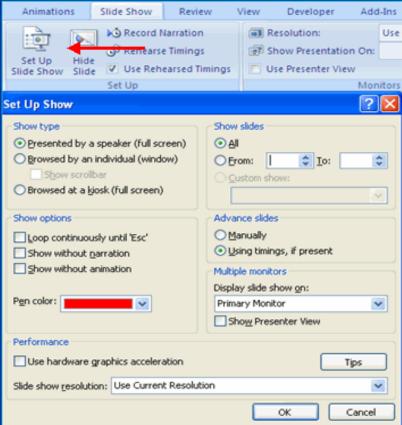
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Start Slide Show				Set Up				Monitors			

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

 Animations
 Slide Show
 Review
 View
 Developer
 Add-Ins
- The looping options
- Narration options
- Monitor resolutions

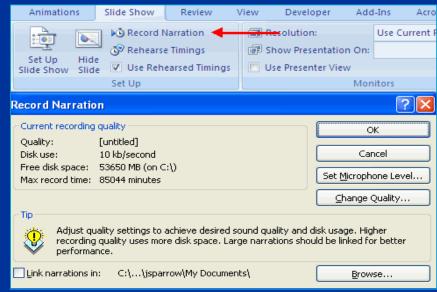


NARRATION

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

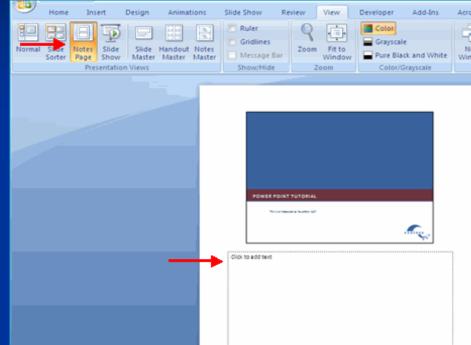


Create Speaker Notes

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

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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

9	Print Pre	view					
Print P	Options	Print What: Handouts (3* Page Set	Orientation	Fit to Window	A Next Page	Preview	
				10000	5/4) Initiary	8/1/	/2007

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

