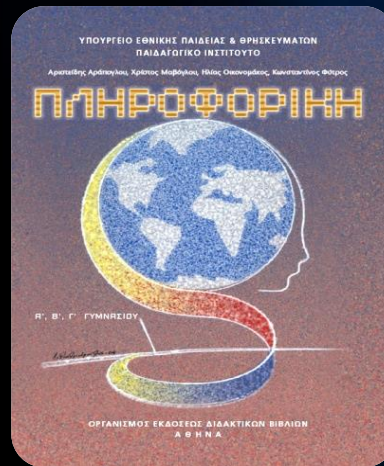


<http://www.zioulas.gr>



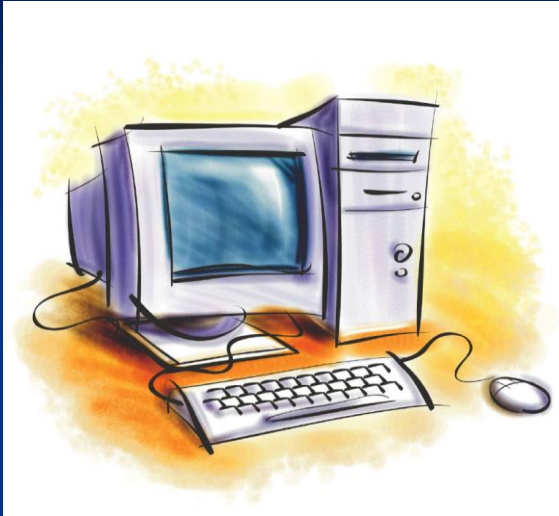
# CREATING PRESENTATIONS

## CHAPTER 9.1



EVANGELOS C. ZIOULAS (IT TEACHER)

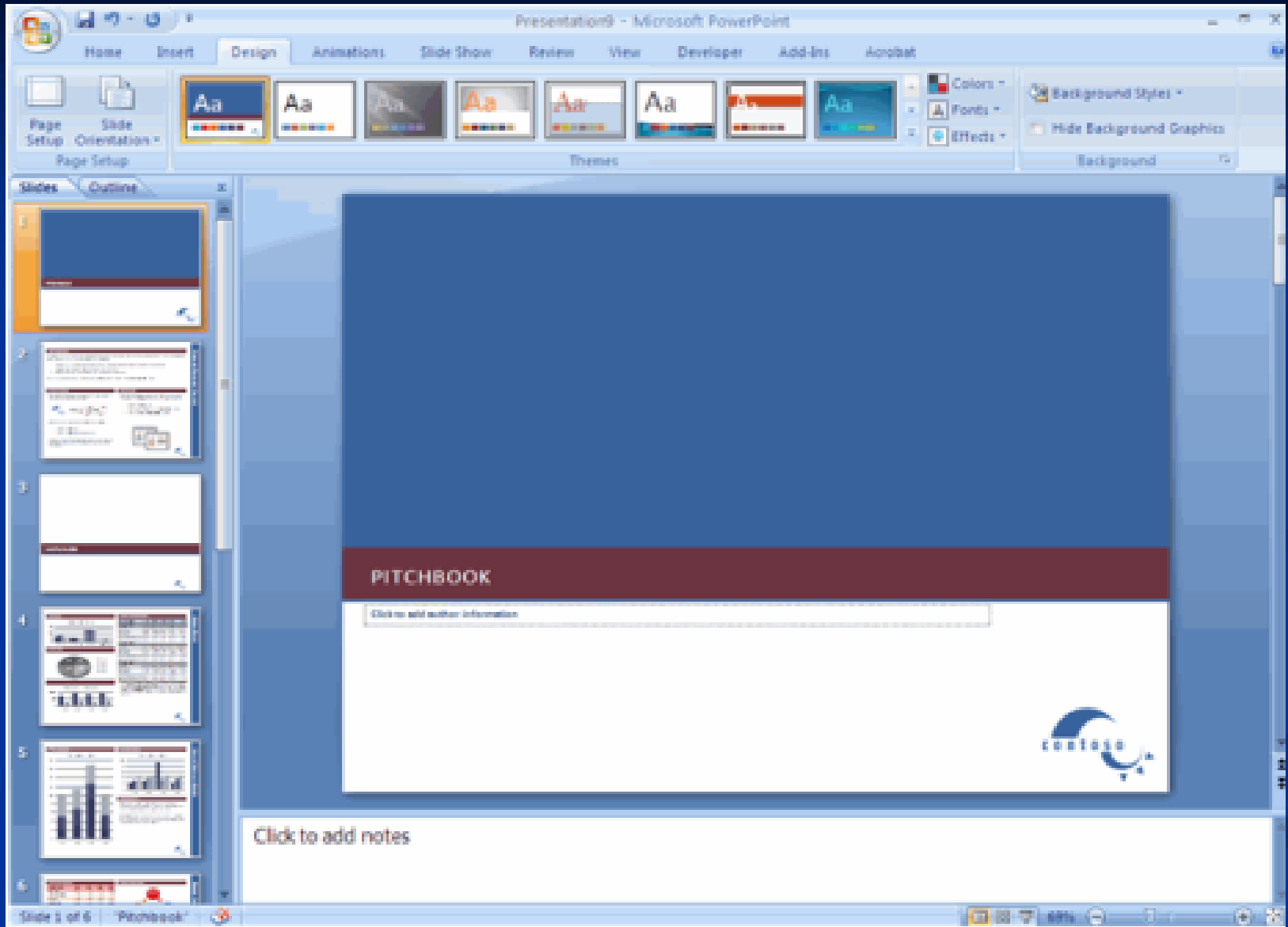
# KEY WORDS



PRESENTATION  
RIBBON  
QUICK ACCESS TOOLBAR  
NAVIGATION  
CUSTOMIZE PRESENTATION  
INSERT PRESENTATION  
SAVE PRESENTATION  
ADD SLIDES  
SELECT THEMES  
MANAGE TEXT & WORDART  
PARAGRAPH ALIGNMENT  
LISTS

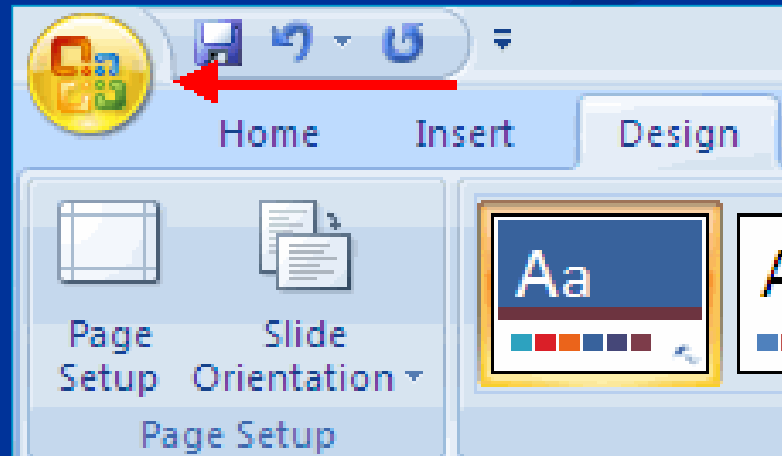
# THE MEANING OF PRESENTATION

- 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.



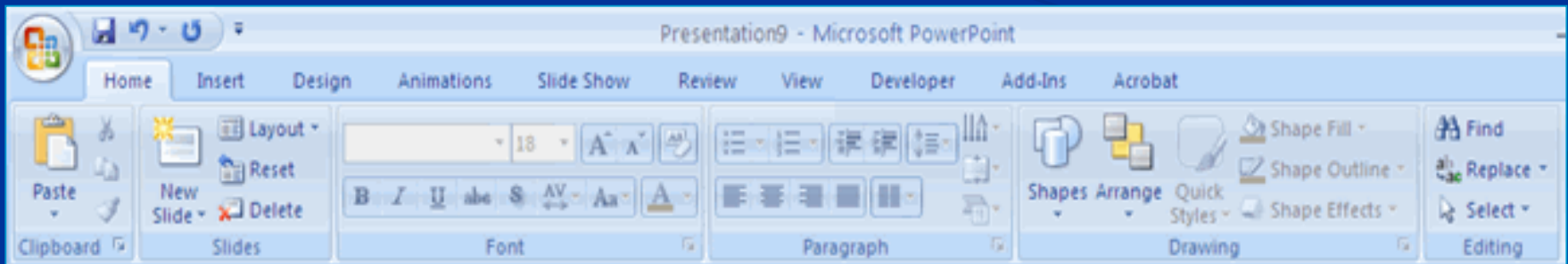
# MICROSOFT OFFICE BUTTON

- 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.



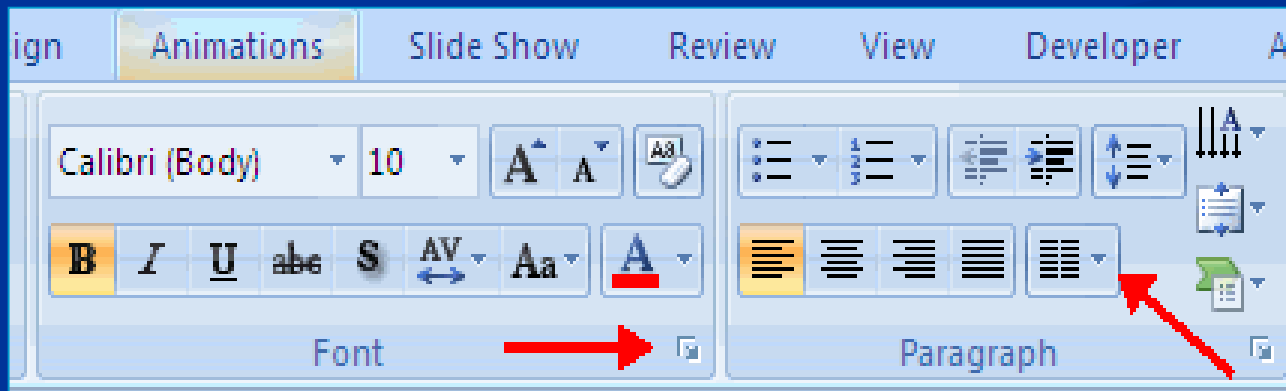
# RIBBON

- 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.



# RIBBON

- 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.

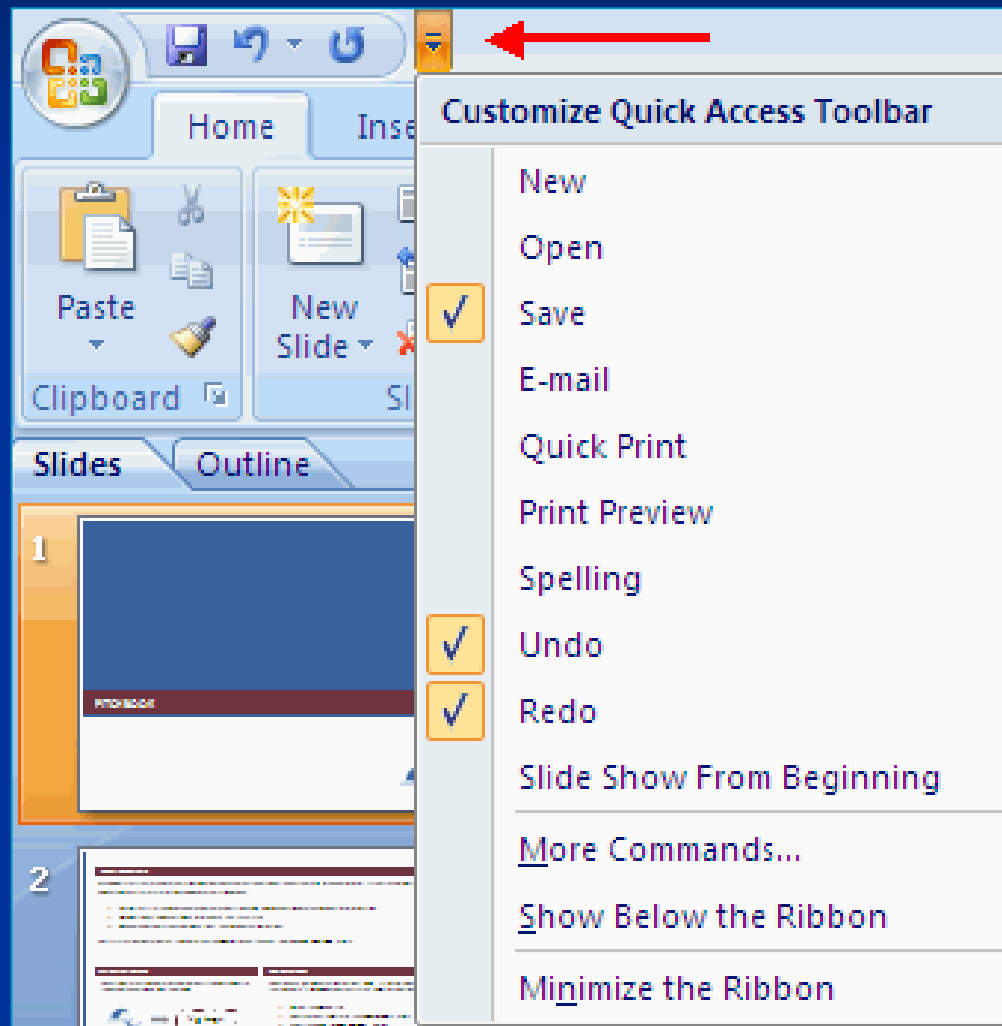


# QUICK ACCESS TOOLBAR

- It 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.

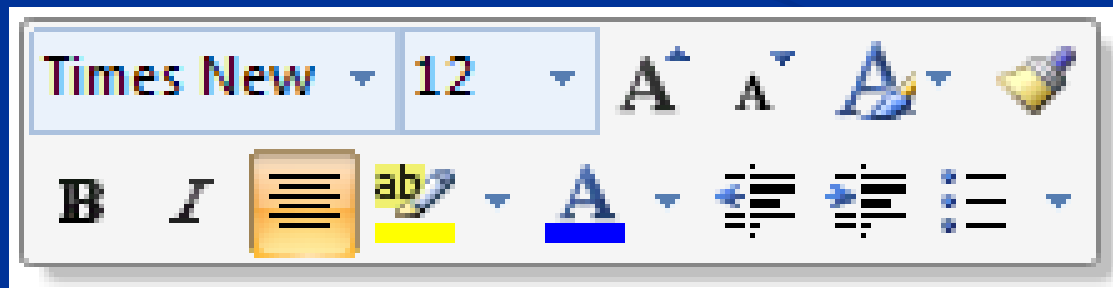


# QUICK ACCESS TOOLBAR



# 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**.



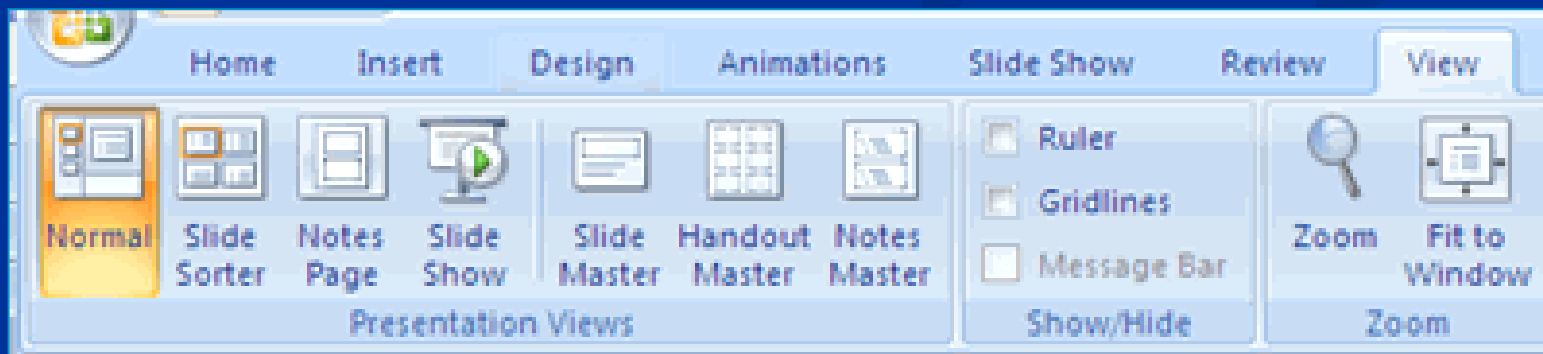
# NAVIGATION

- 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.



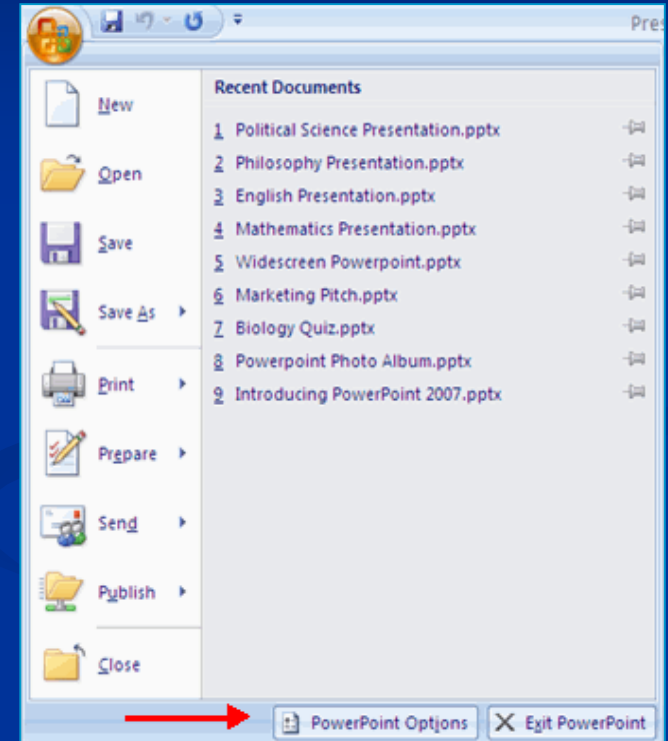
# SLIDE SHOWS

- 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**.



# CUSTOMIZING POWERPOINT

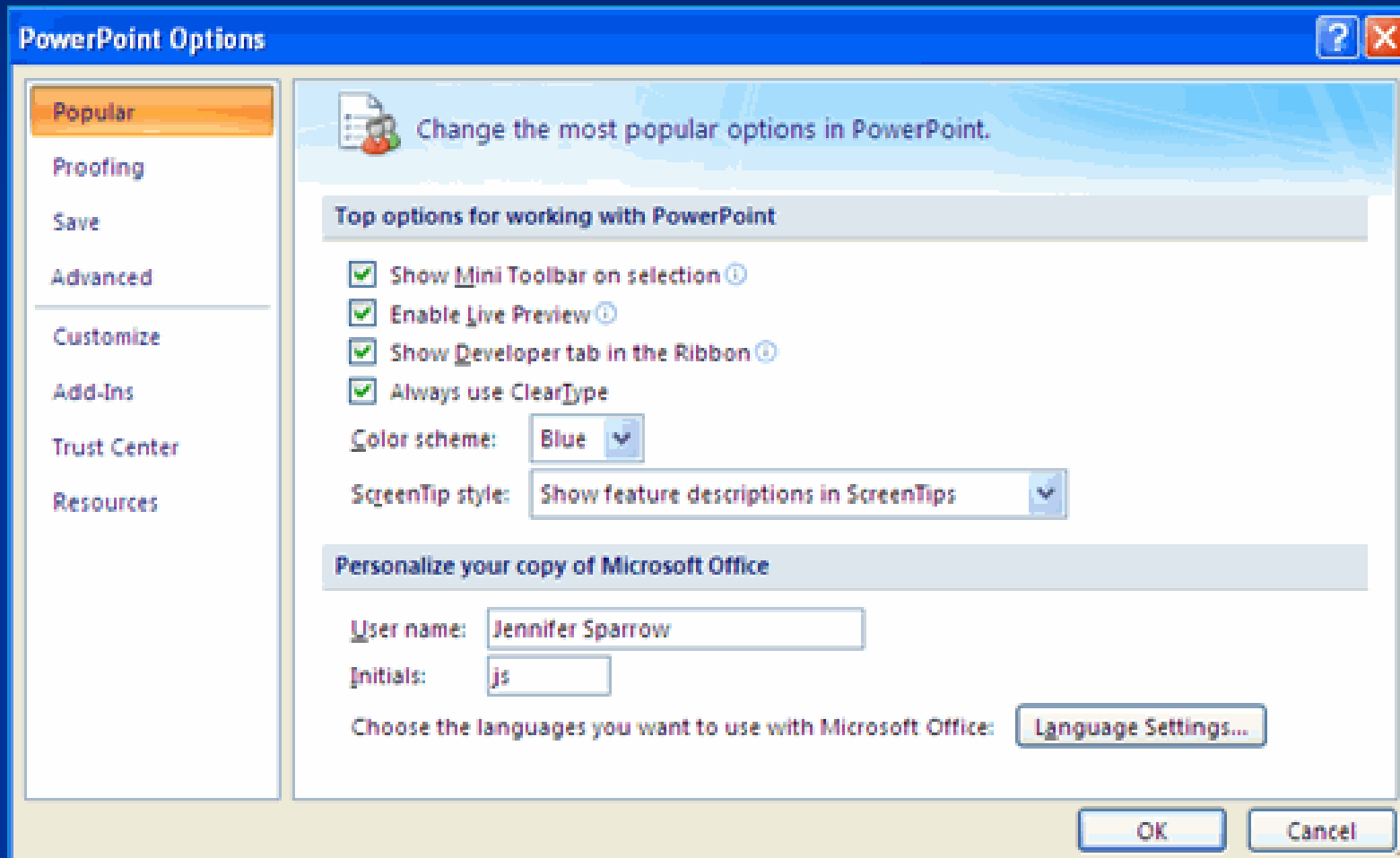
- PowerPoint 2007 offers a wide range of customizable options that allow user to make PowerPoint work the best for him. To access these customizable options:
- Click the **Office Button**
- Click **PowerPoint Options**



# 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.

# POPULAR

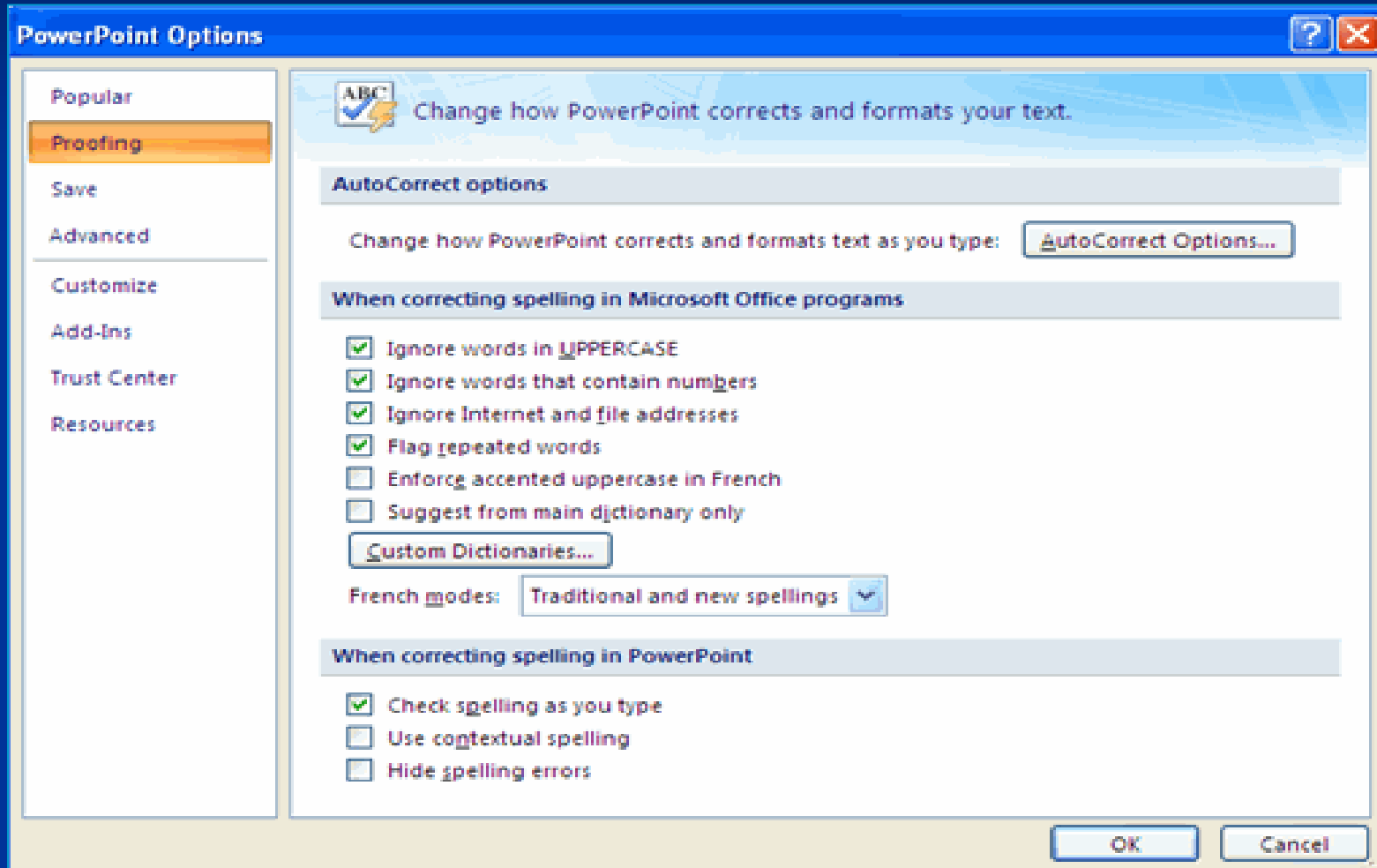


# PROOFING

- 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**.



# PROOFING

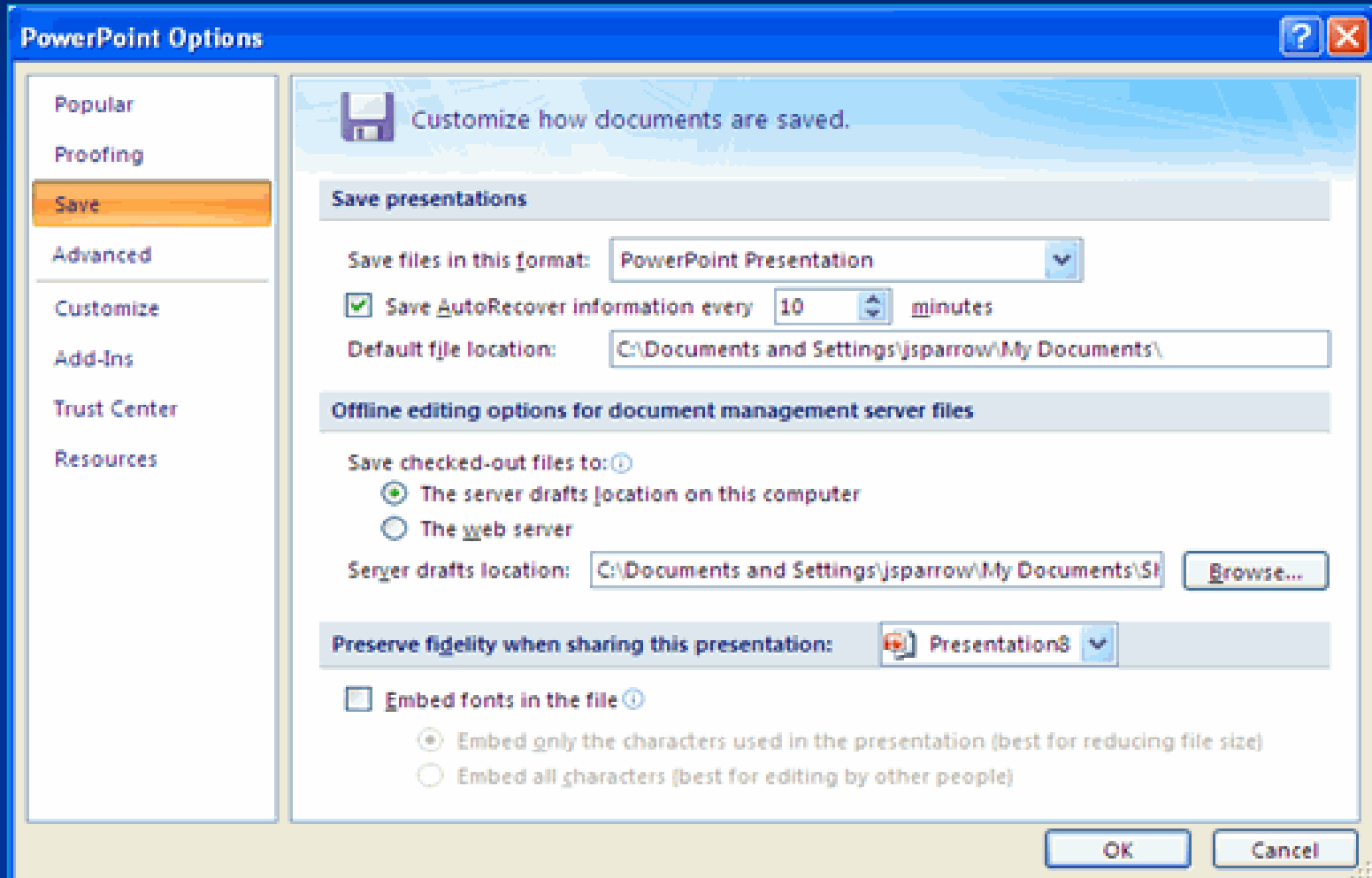


# SAVE

- 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.



# SAVE

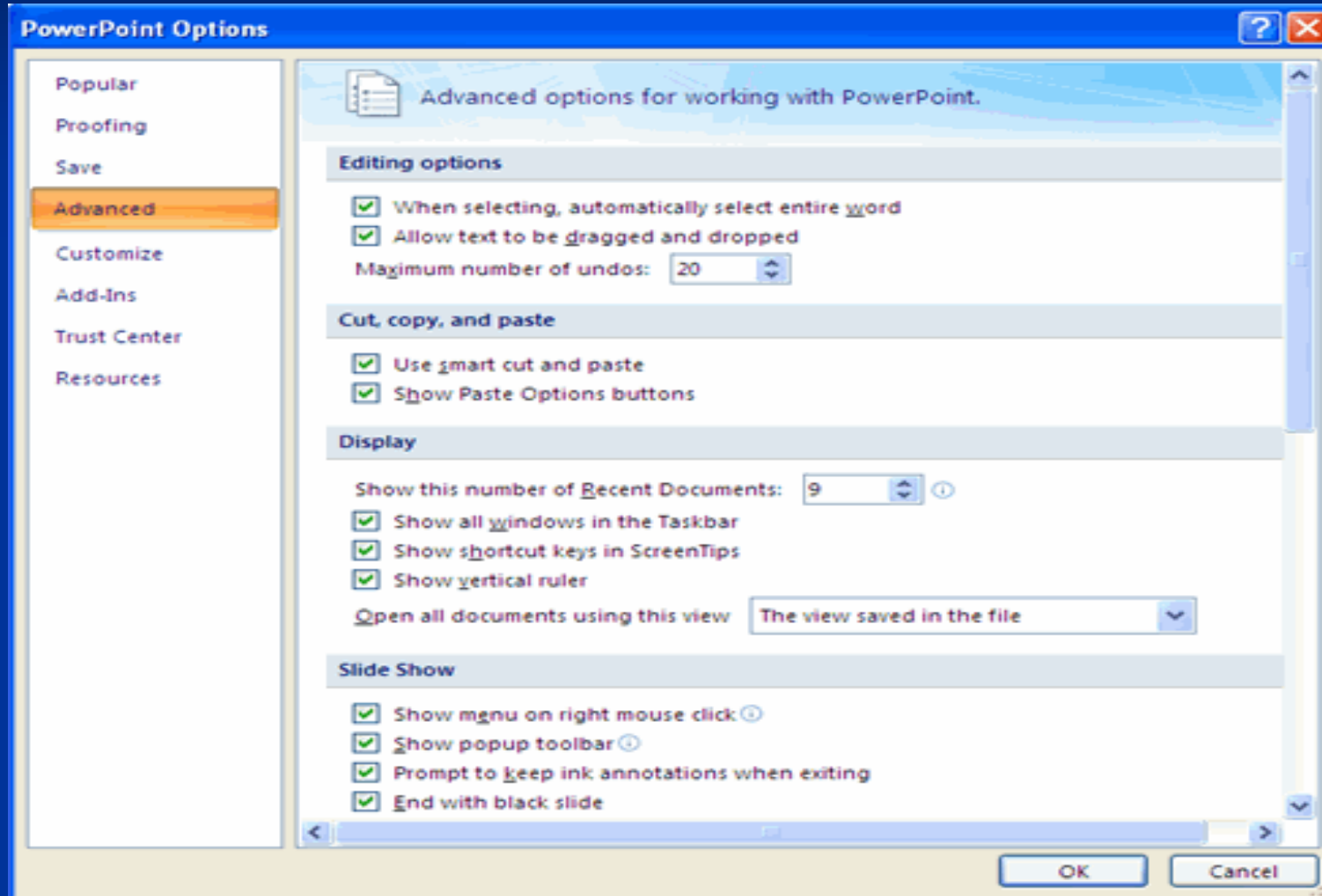


# ADVANCED

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

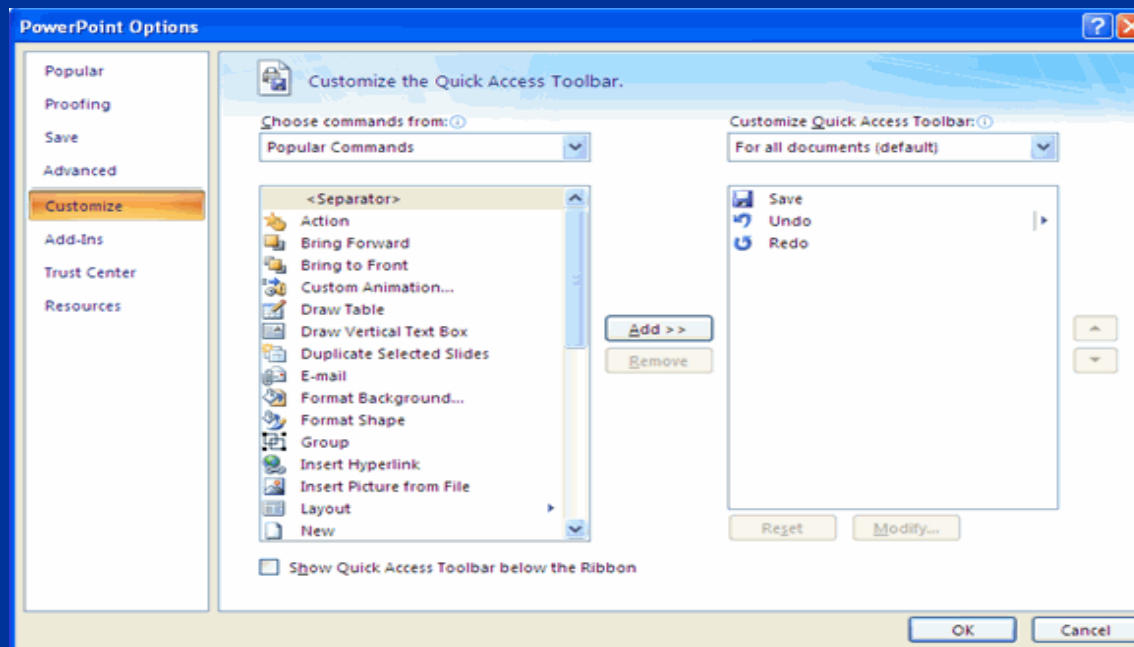


# ADVANCED



# CUSTOMIZE

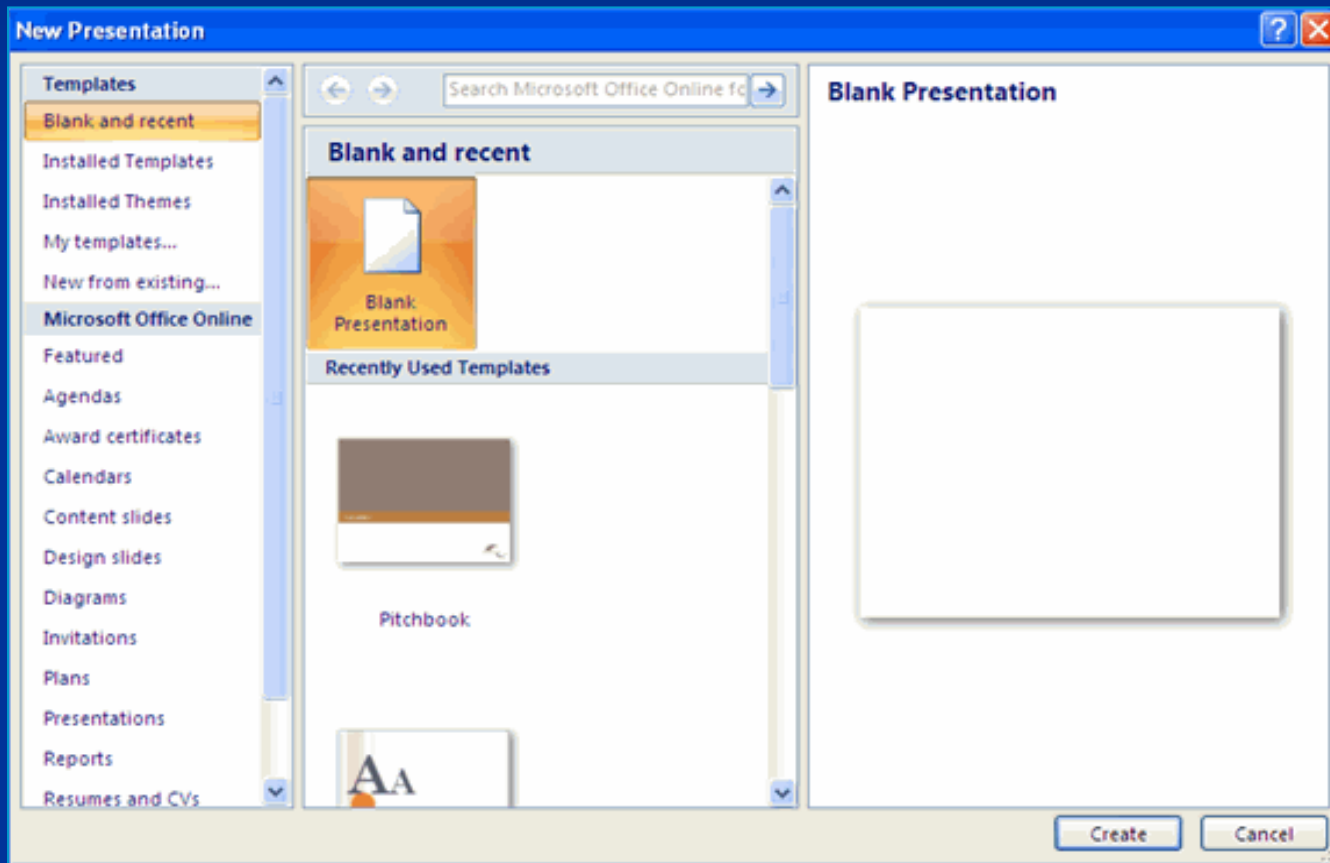
- Customize allows user to **add features** to the **Quick Access Toolbar**. If there are tools that he is utilizing frequently, he may want to add them to the Quick Access Toolbar.



# INSERT NEW PRESENTATION

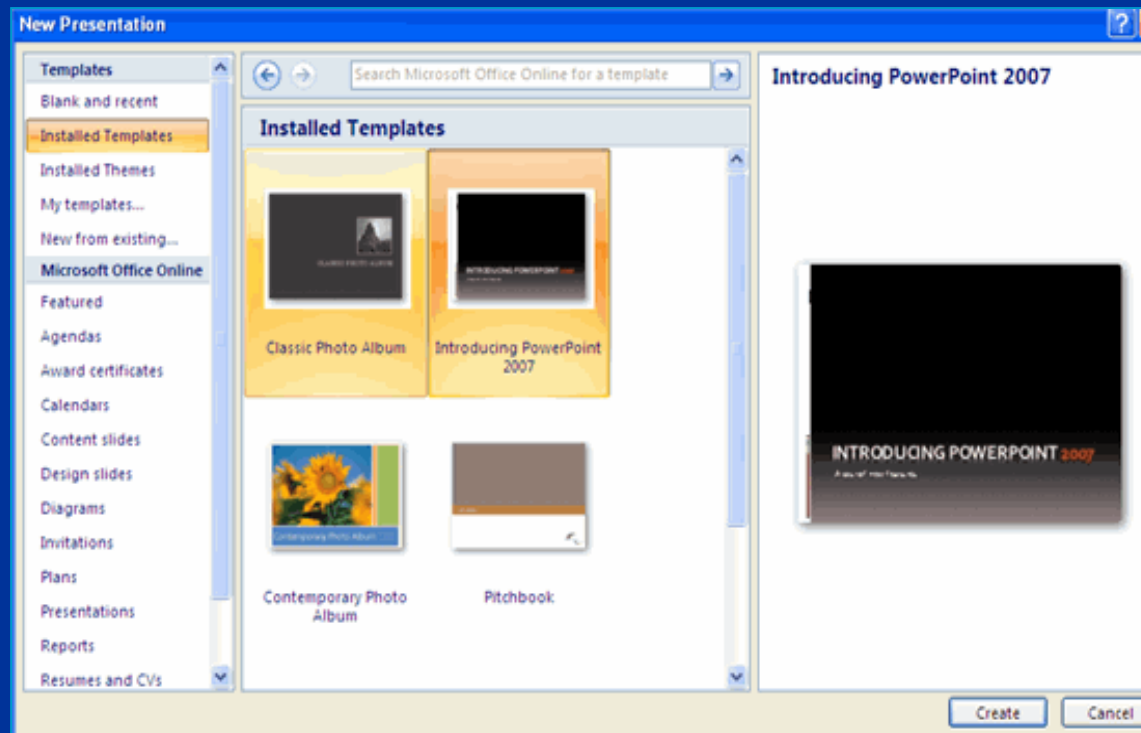
- The user can start a new presentation from:
  - a **blank slide**
  - a **template**
  - an **existing presentations**
  - a **Word outline.**

- To create a new presentation from a **blank slide**:
  - Click the **Microsoft Office Button**
  - Click **New**
  - Click **Blank Presentation**

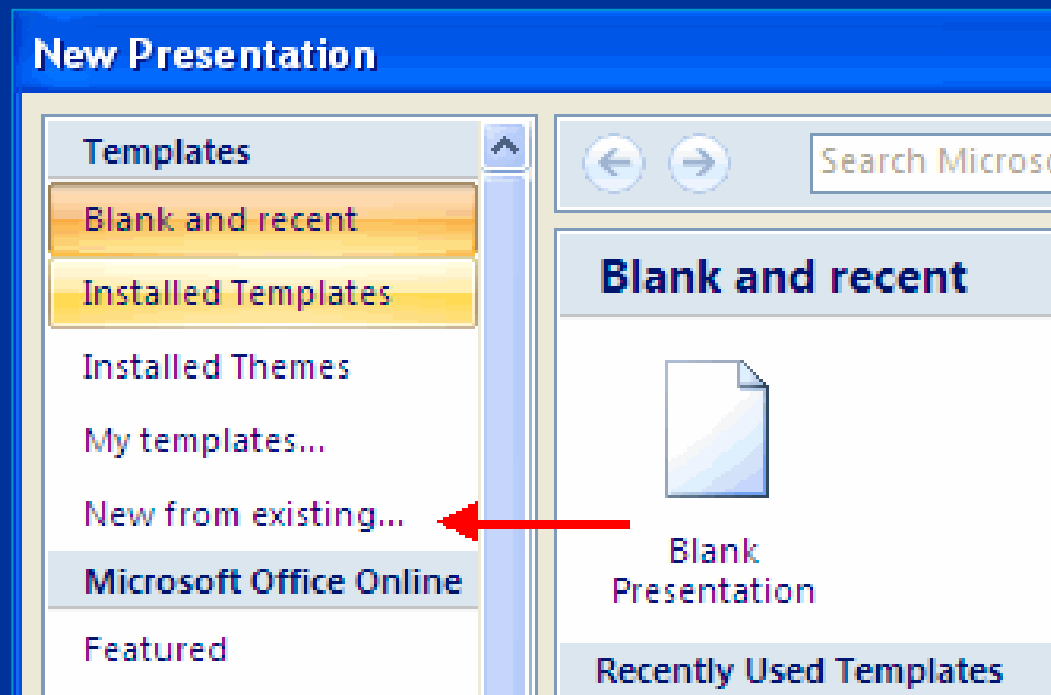




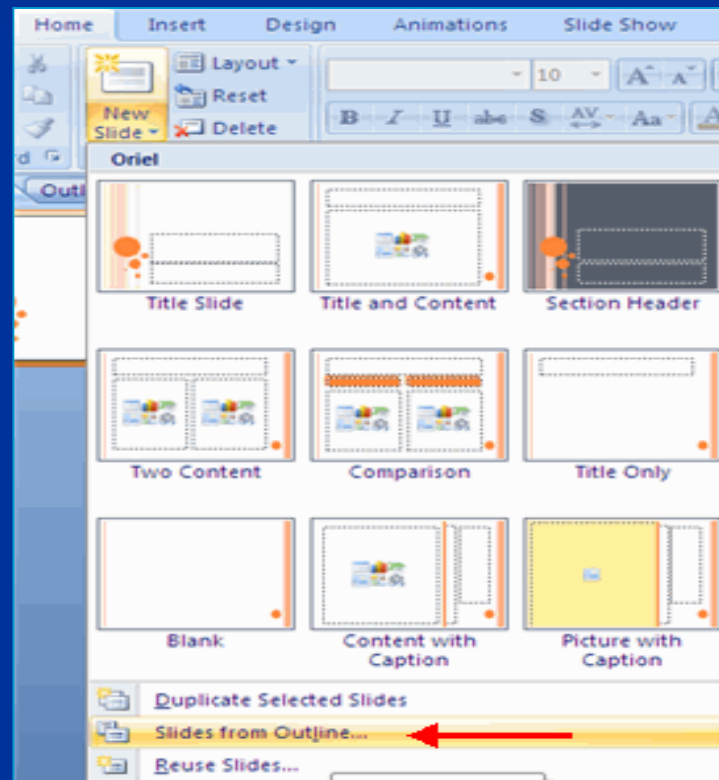
- To create a new presentation from a **template**:
- Click the **Microsoft Office Button**
- Click **New**
- Click **Installed Templates** or **Browse through Microsoft Office Online Templates**
- Click the template you choose



- 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

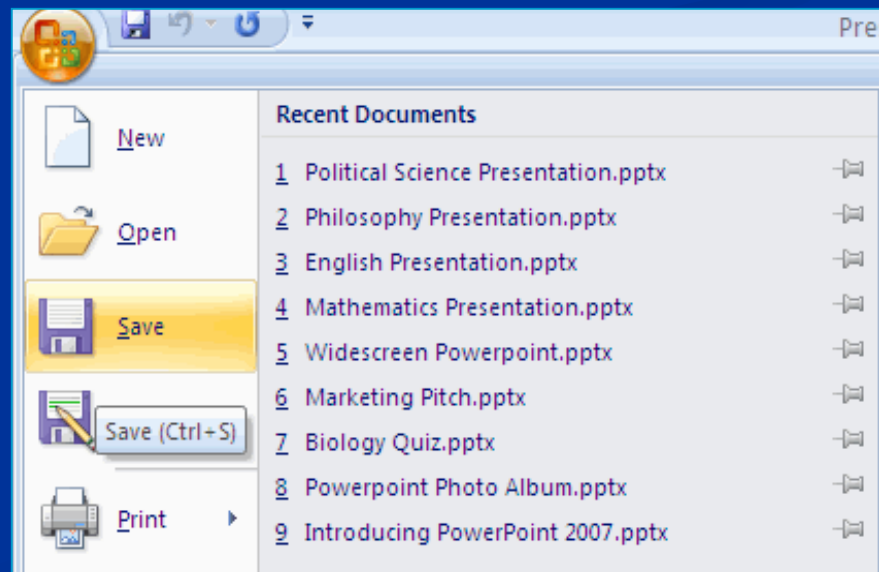


# SAVE A PRESENTATION

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

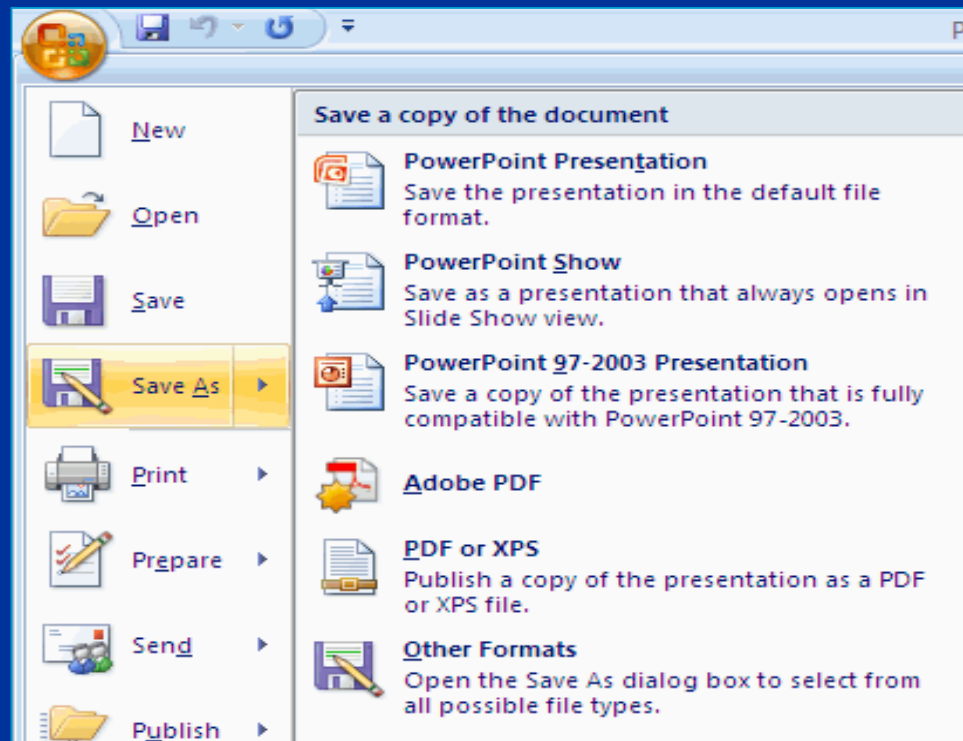
To save a document:

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



# SAVE AS

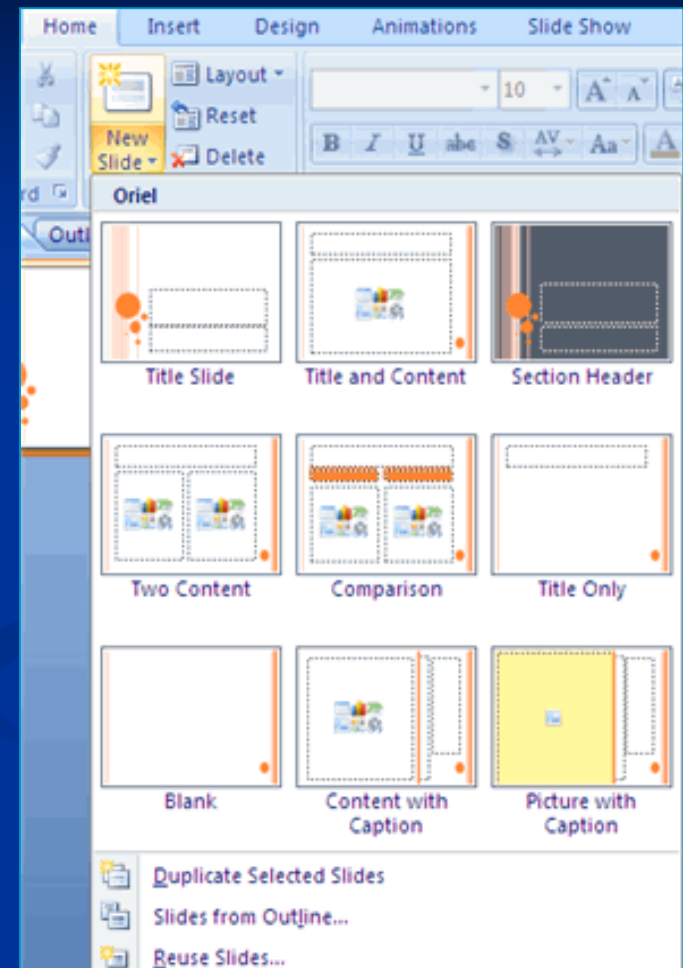
- A user may need to use the **Save As** feature when he needs to save a presentation under a different name or to save it for earlier versions of PowerPoint.



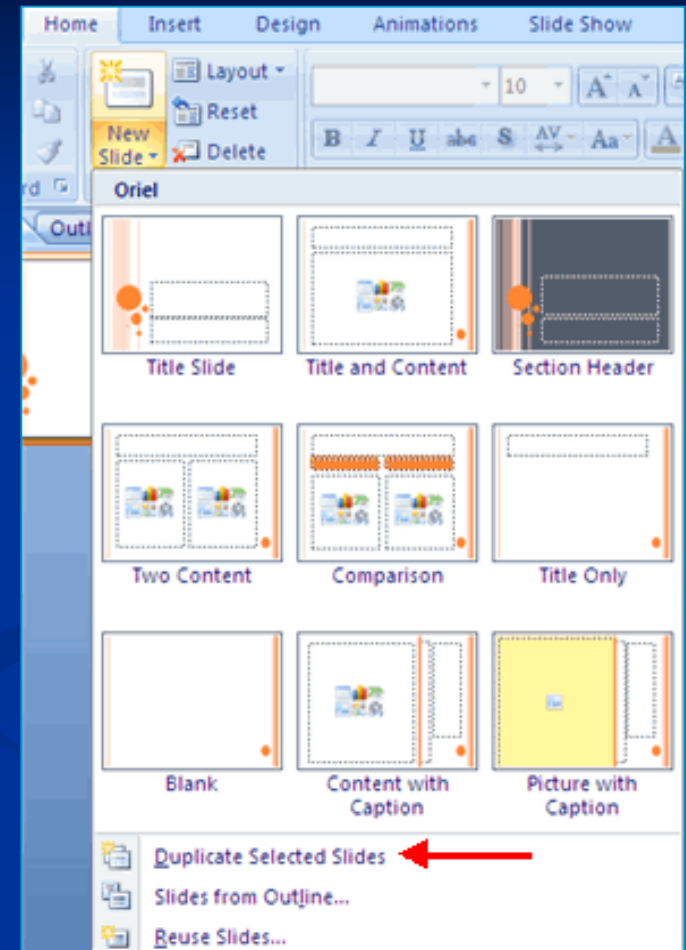
# ADD SLIDES

- There are several choices when a user wants to add a new slide to the presentation:
  - **Office Themes**
  - **Duplicate Selected Slide**
  - **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

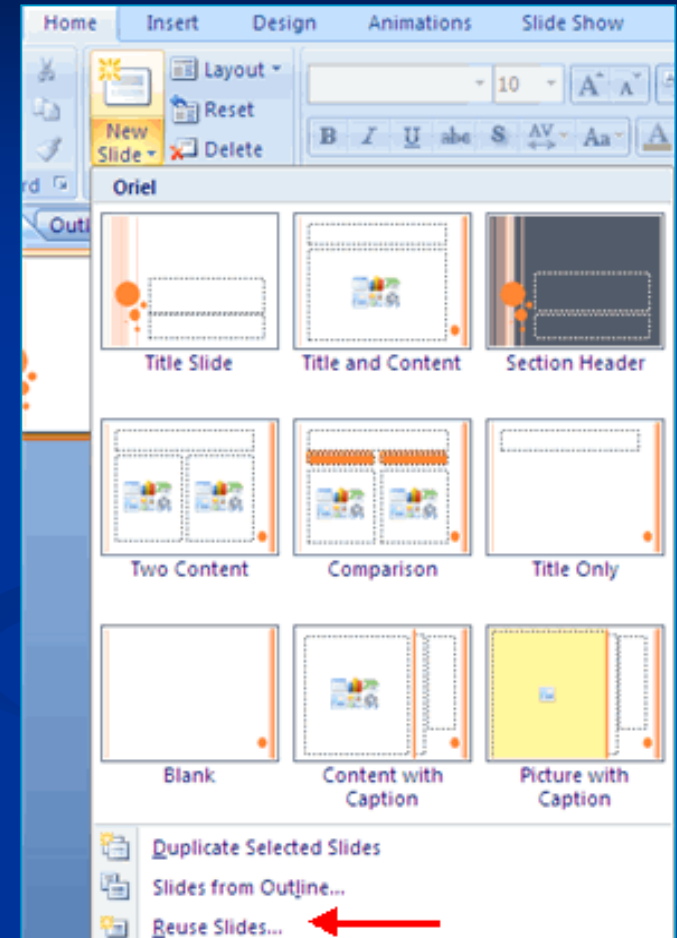


- To create a slide as a **duplicate of a slide** in the presentation:
- Select the slide to duplicate
- Click the **New Slide** button on the **Home** tab
- Click **Duplicate Selected Slides**



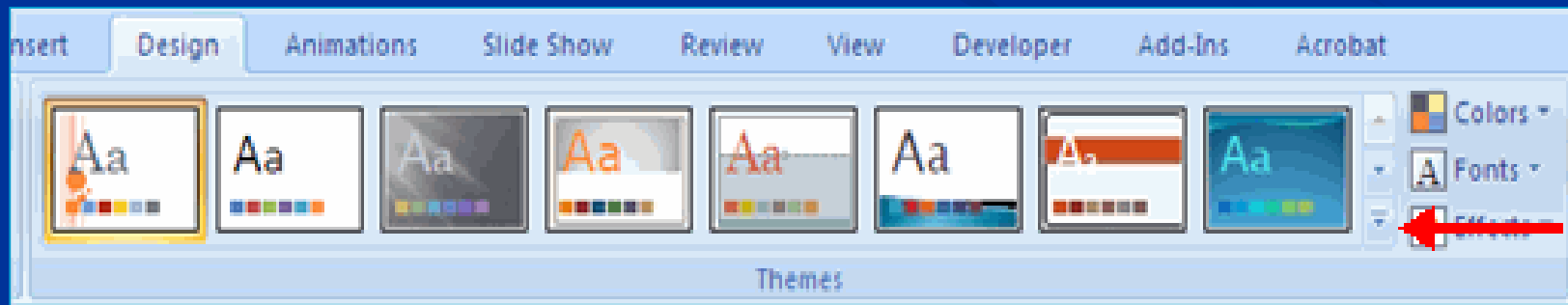


- To create a new slide from **another presentation**:
- Select the slide immediately BEFORE where you want the new slide
- Click the **New Slide** button on the Home tab
- Click **Reuse Slides**
- Click **Browse**
- Click **Browse File**
- Locate the slide show and click on the slide to import

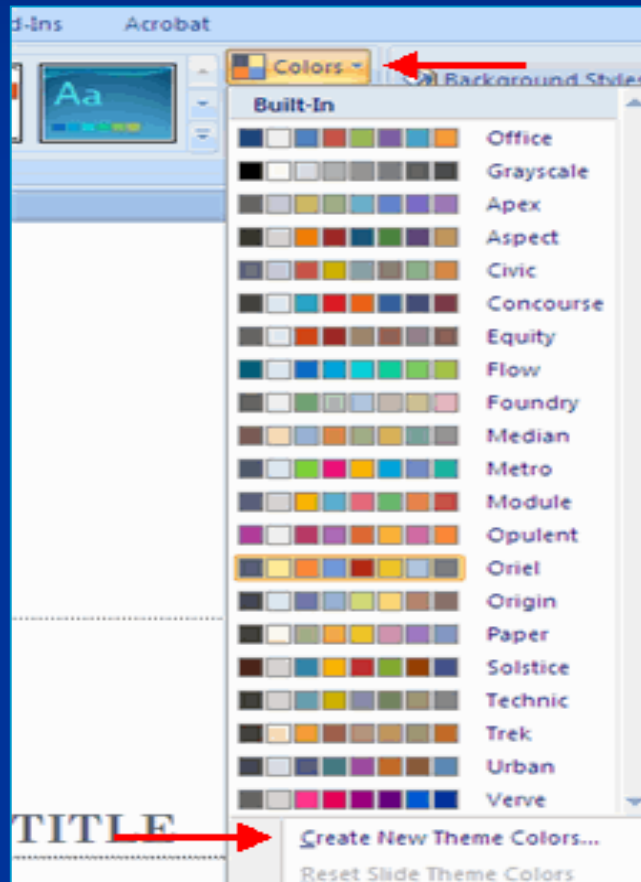


# SELECT THEMES

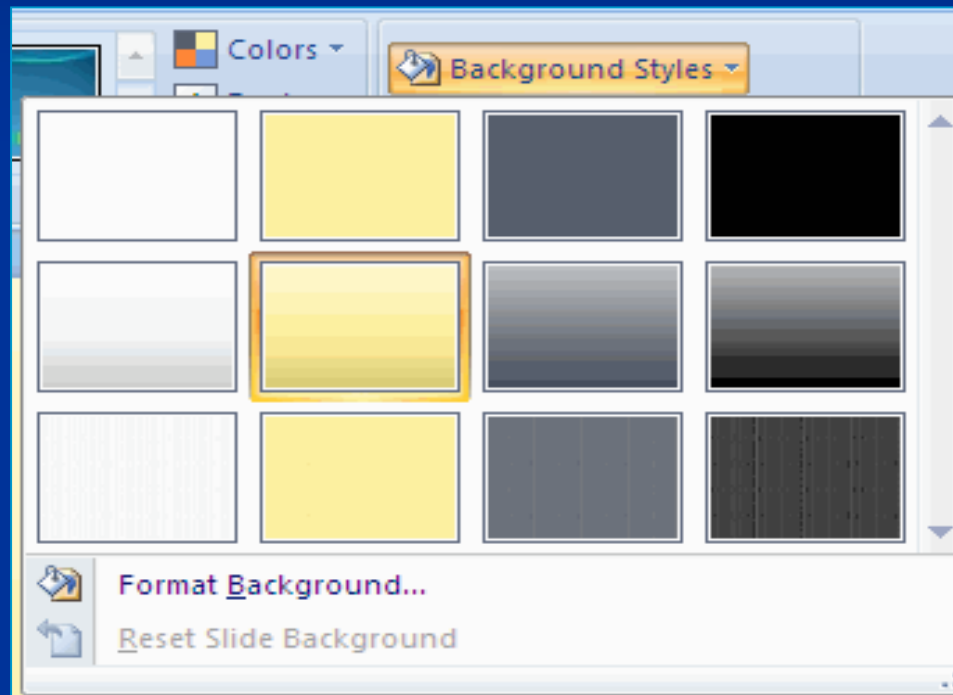
- Themes are **design templates** that can be applied to an entire presentation.
- To **add a theme** to a presentation:
- Click the **Design** tab
- Choose one of the displayed **Themes** or click the **Galleries** button



- To **apply new colors** to a theme:
  - Click the **Colors** drop down arrow
  - Choose a color set or click **Create New Theme Colors**

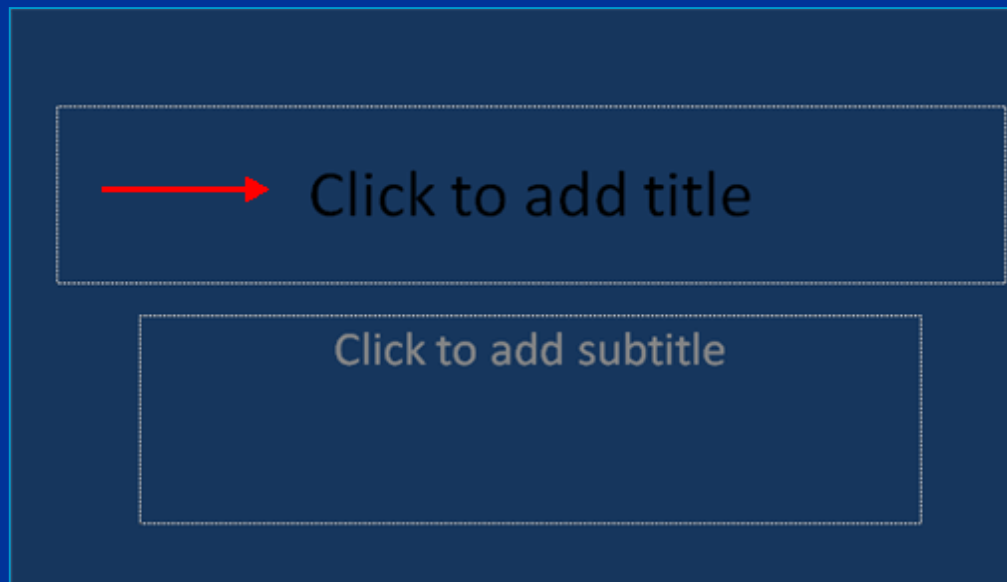


- To **change the background style** of a theme
  - Click the **Background Styles** button on the **Design** tab



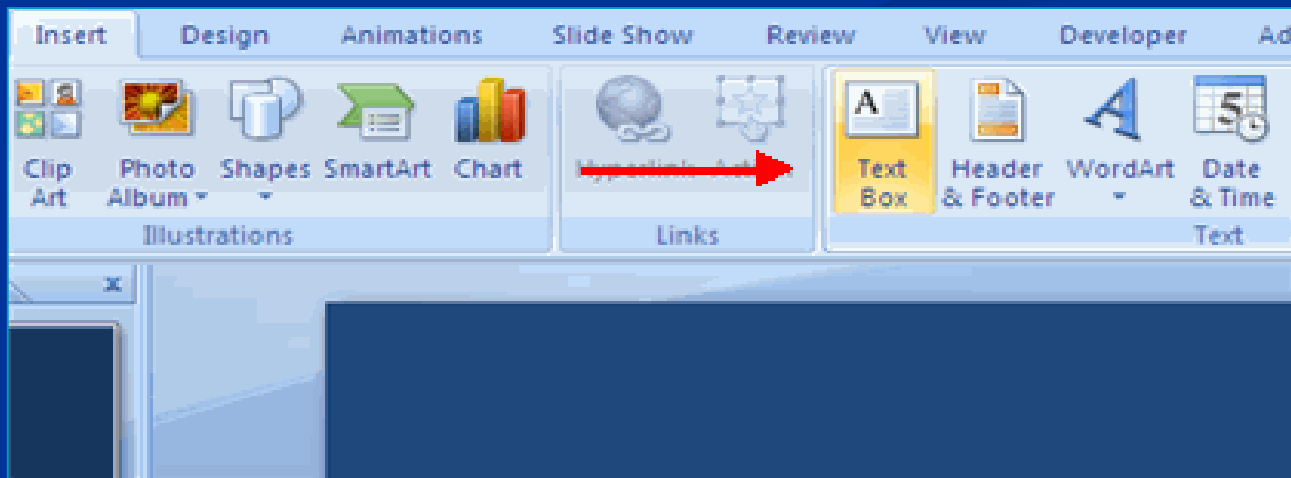
# MANAGE TEXT

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

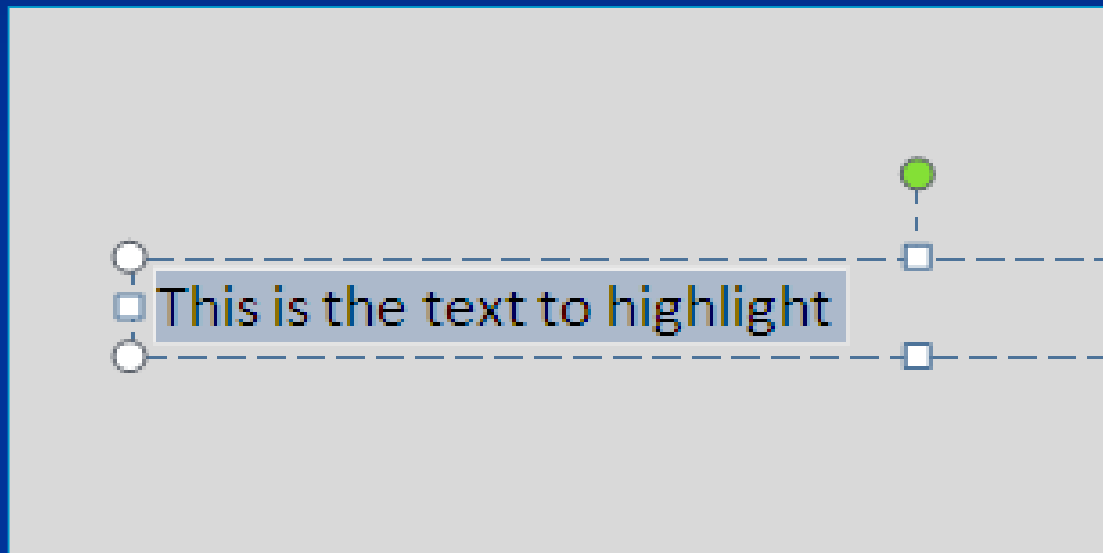


## ■ To **add a text box**:

- 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

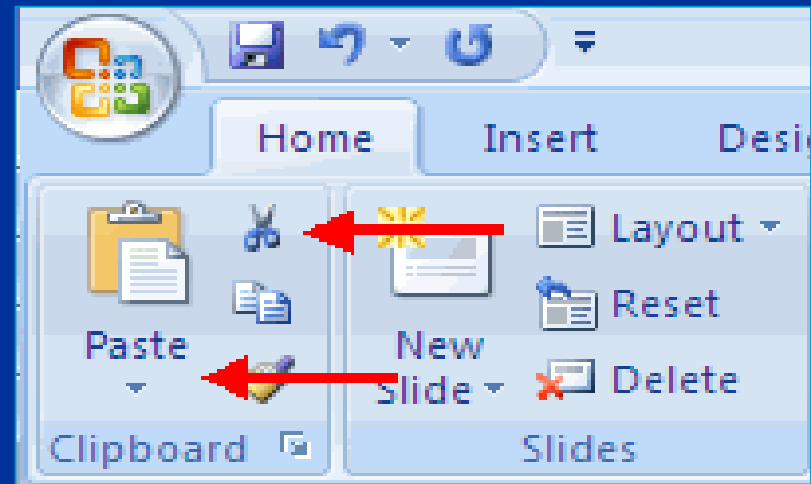


- To **select the text**:
  - Highlight the text



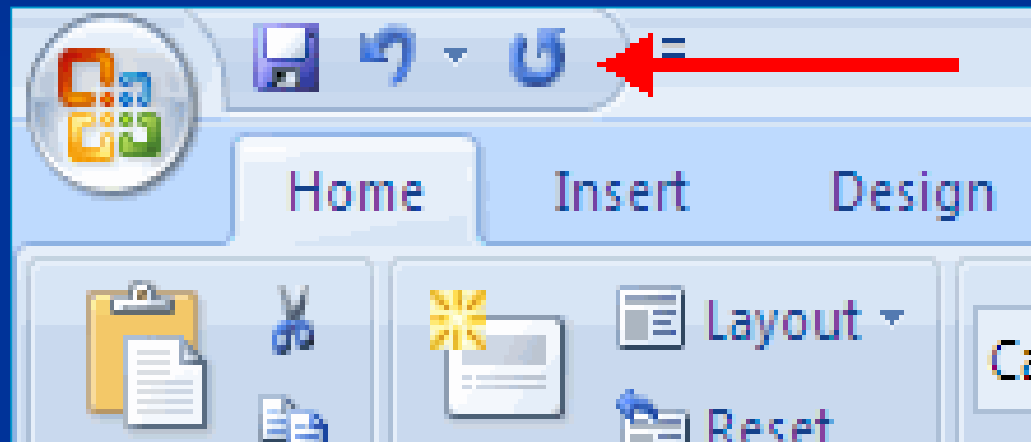
- To **copy/cut and paste** data:

- 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**

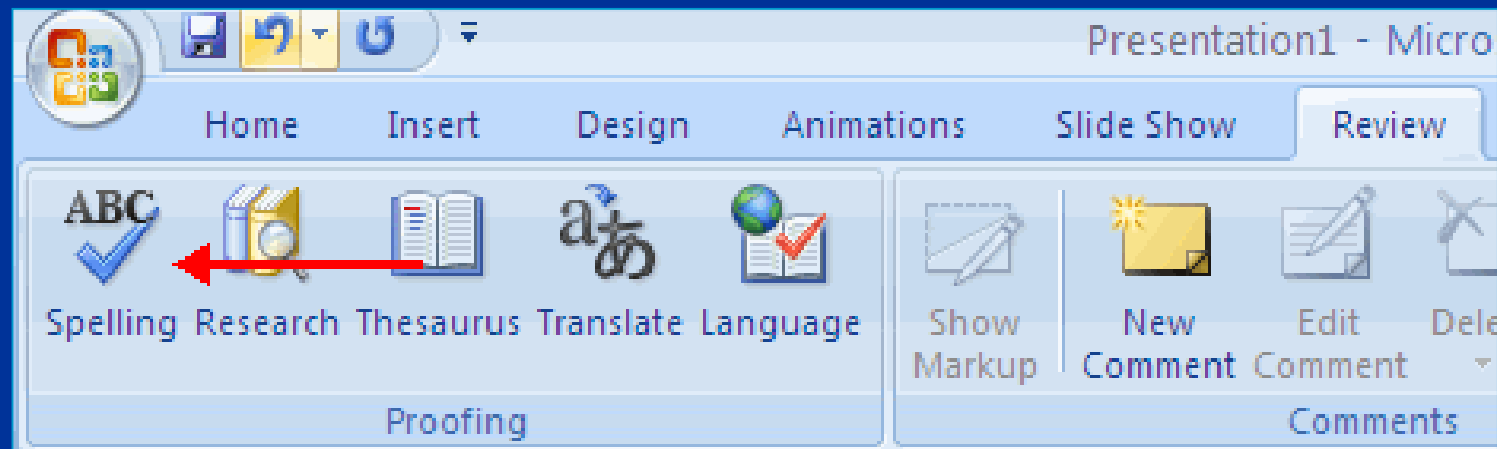




- To **undo** or **redo** your most recent actions:
  - On the Quick Access Toolbar
  - Click **Undo** or **Redo**

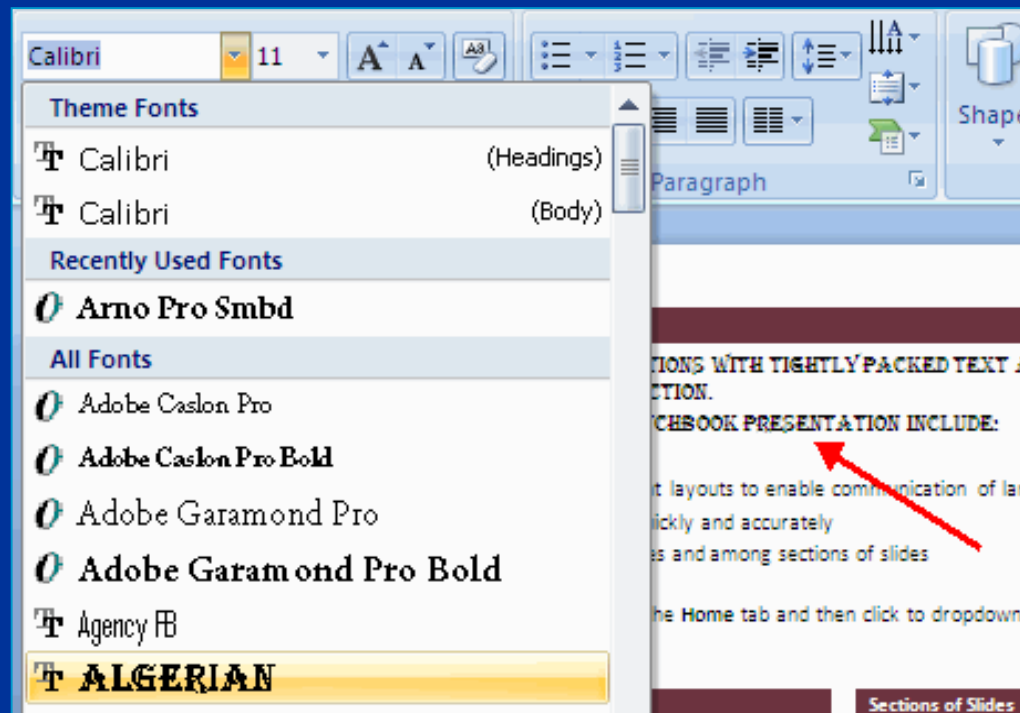


- To check the **spelling** in a presentation:
  - Click the **Review** tab
  - Click the **Spelling** button



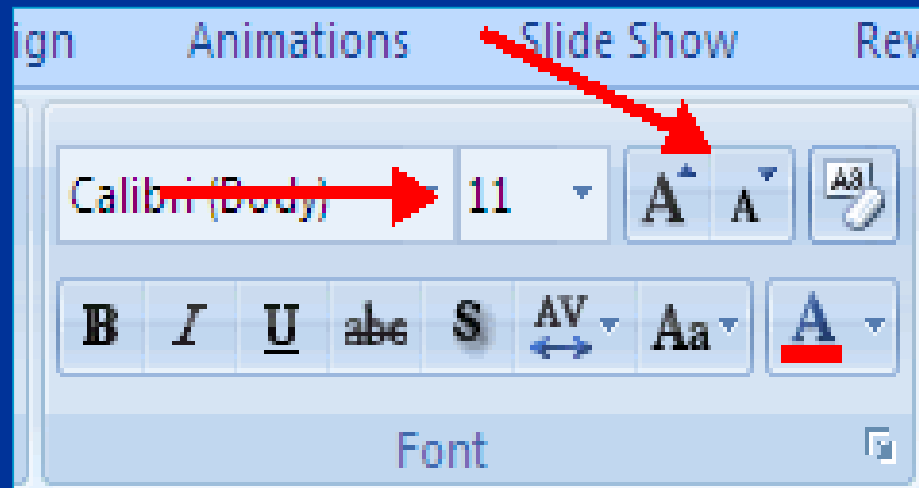
## ■ To **change the font typeface**:

- 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



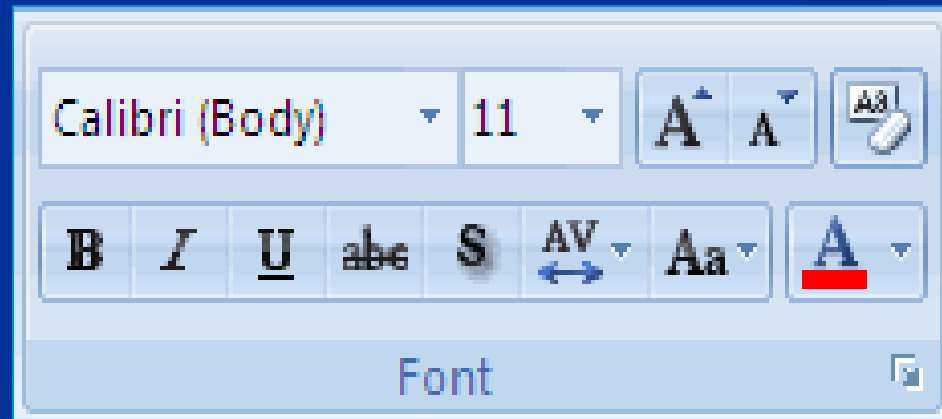
## ■ To **change the font size**:

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



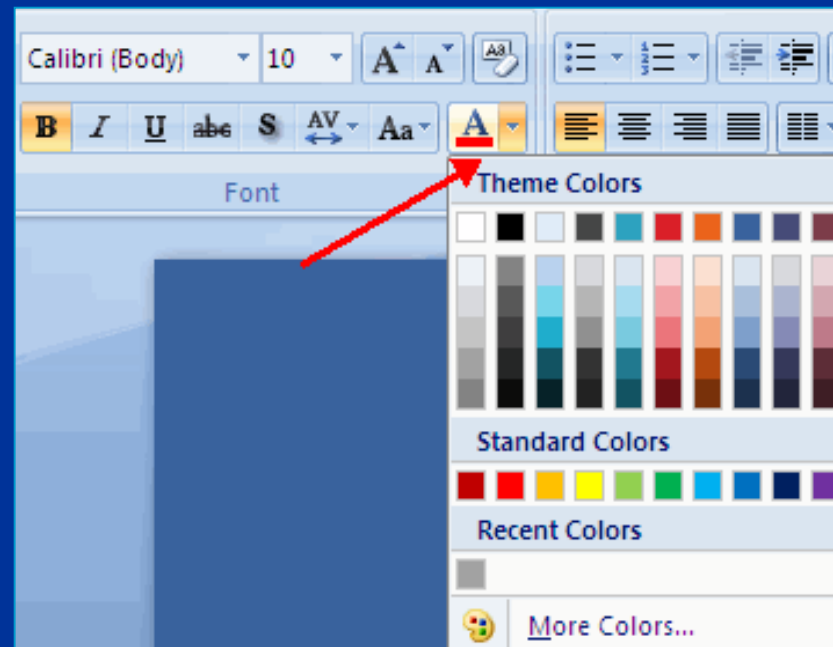
## ■ To change font styles and effects:

- 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**:

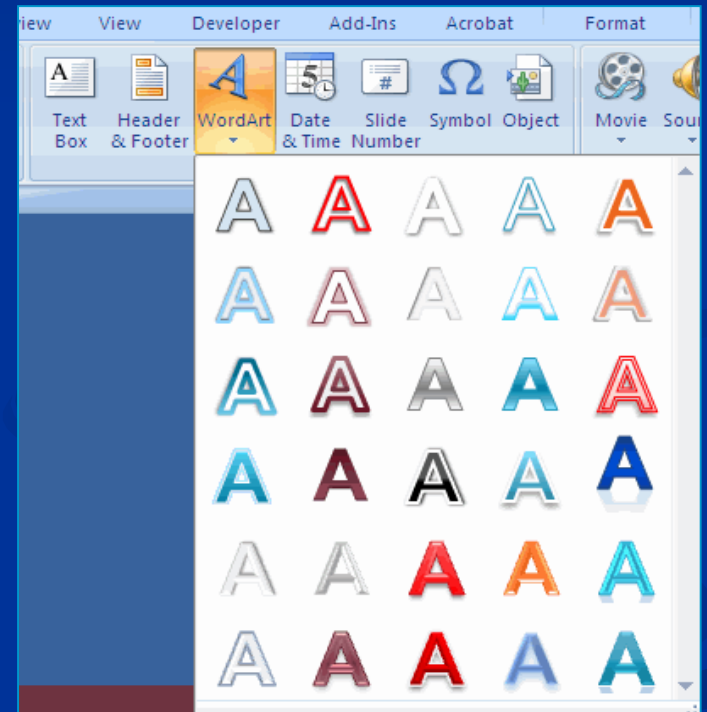
- Select the text and click the **Colors** button included on the Font Group of the Ribbon, or
- Highlight the text and right click and choose the colors tool.
- Select the color by clicking the down arrow next to the font color button.



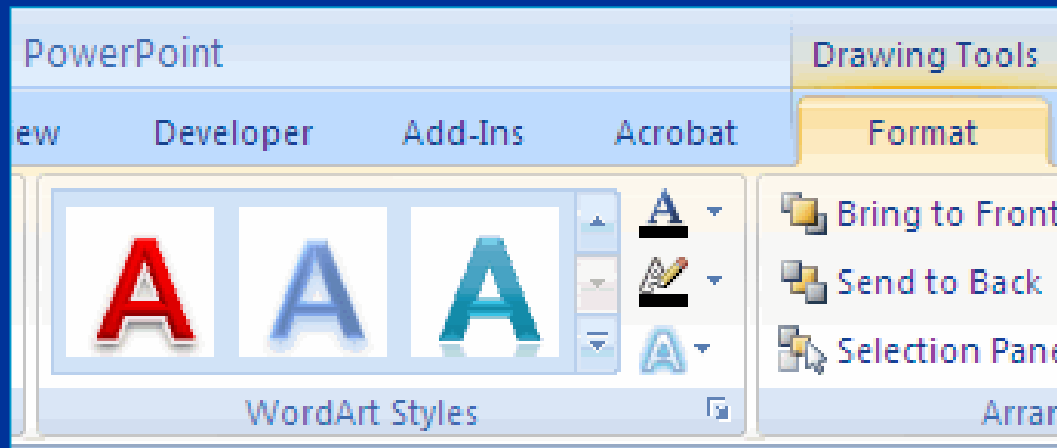
# WORDART

- 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

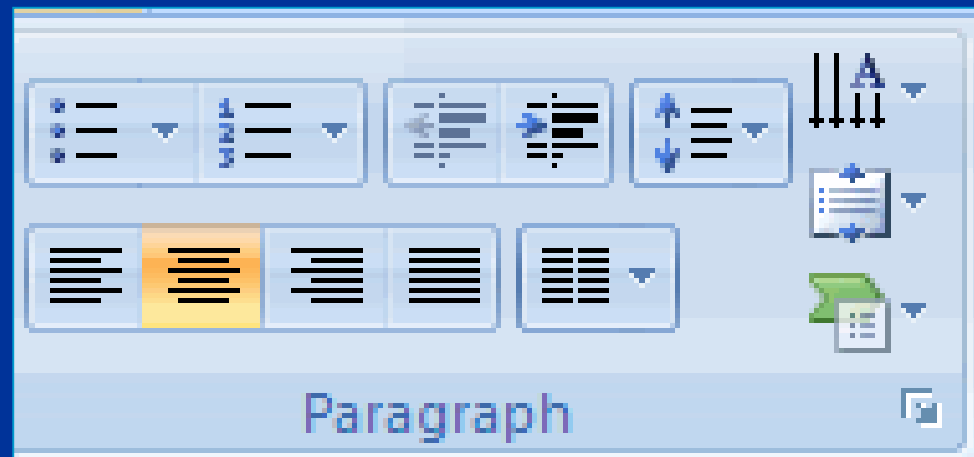




# PARAGRAPH ALIGNMENT

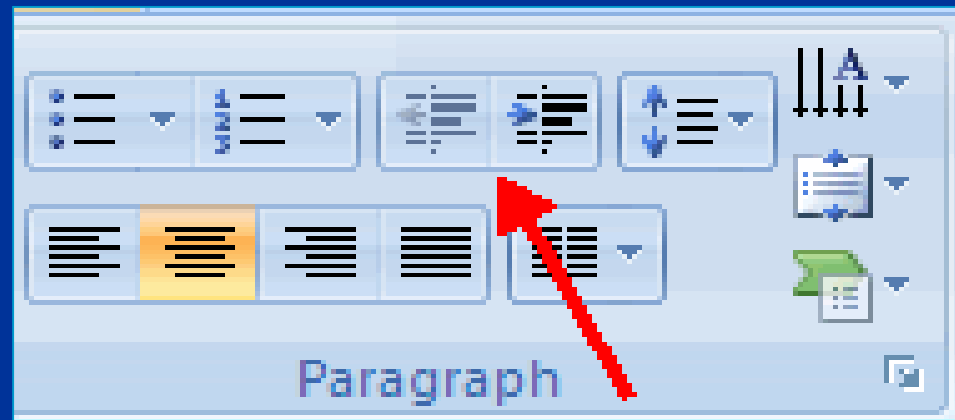
- The paragraph alignment allows you to set how you want text to appear.
  - **Align Left:** the text is aligned with your left margin
  - **Center:** the text is centered within your margins
  - **Align Right:** the text is aligned with the right margin
  - **Justify:** the text is aligned to both the left and right margins

- To **change the alignment**:
- Click the **Home Tab**
- Choose the correct button for alignment on the Paragraph Group.



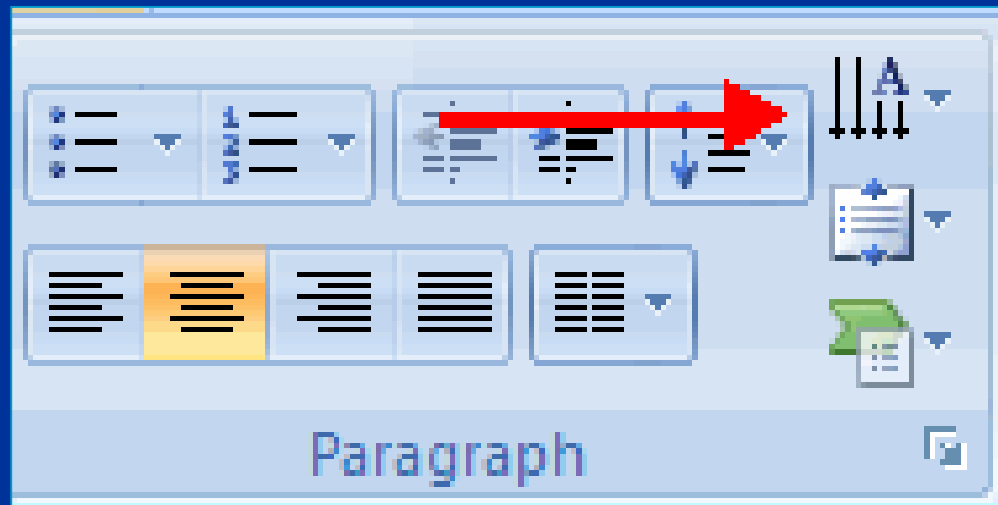
## ■ To **indent paragraphs**:

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



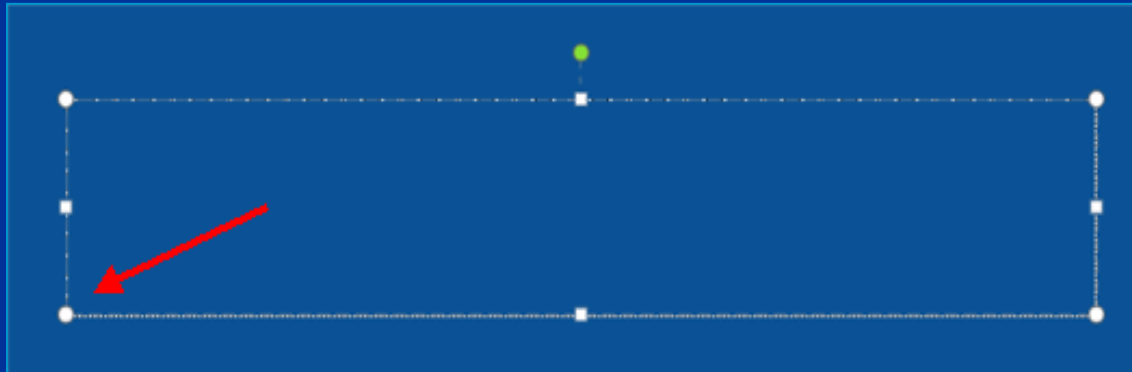
## ■ To **change the text direction**:

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



## ■ To **resize a textbox**:

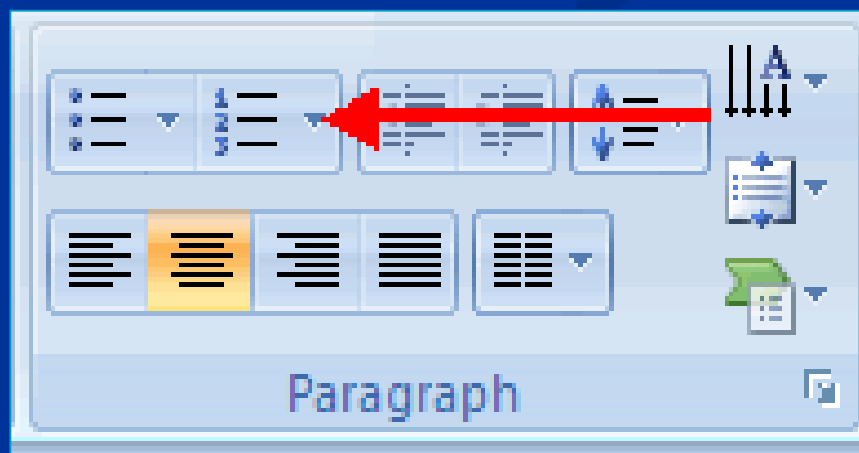
- Click on the **textbox**
- Click the corner of the box and drag the cursor to the desired size



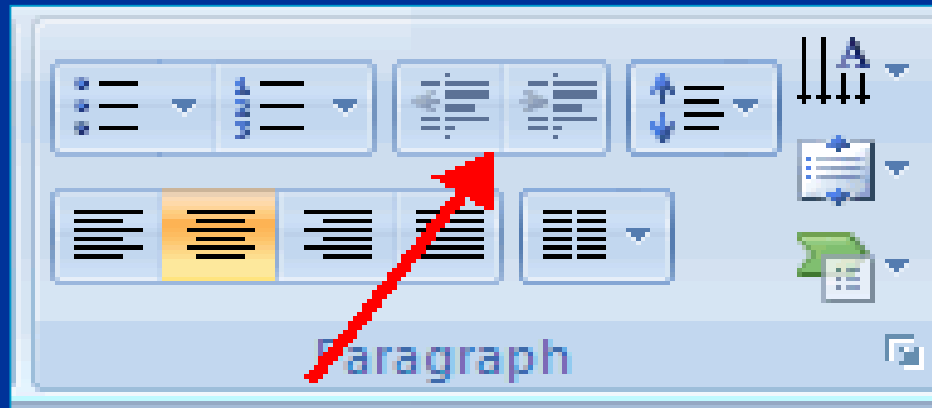
# LISTS

- 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



- 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





- 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.

