Lab 10:
Creating a Presentation

Microsoft PowerPoint

Objectives

□ The students should understand and have hands on experience in

- Creating an effective presentation
- Enhancing a presentation with graphics and charts

Outline

- Introduction to PowerPoint Presentation
- Creating a presentation
- Inserting presentation components
  - Slides
  - Bullet lists
  - Graphics
  - Charts
  - Tables
- Viewing a slide show

Introduction to PowerPoint Presentation

PowerPoint Presentation

□ A PowerPoint presentation consists of a number of slides. It begins with a title slide and is followed by other slides.

□ Each slide contains objects like

   ■ Title

   ■ Bulleted list

   ■ Graphics

PowerPoint Presentation

- MS PowerPoint can be used to
  - Create a slide show for a presentation
  - Print slides on transparencies
  - Create handouts
  - Convert a presentation to HTML to be viewed though a Web browser

PowerPoint Presentation

- In order to prepare a PowerPoint presentation
  - Have a good idea about what you plan to present. Normally
    - Bulleted lists can be used to present key concepts
    - Numbered lists can be used to present steps in a process
    - Tables can be used to present numerical or statistical data
    - Numerical data can be presented as charts or graphs
  - All slides in a presentation should have a similar "look" or design
  - Avoid clutter and unnecessary graphical elements
  - Unnecessary animations can be annoying rather than pleasing

MS PowerPoint Application

☐ To start PowerPoint

■ One way to run MS PowerPoint Program is Start | All Programs | Microsoft PowerPoint

Microsoft PowerPoint Application window as shown in the next slide will open

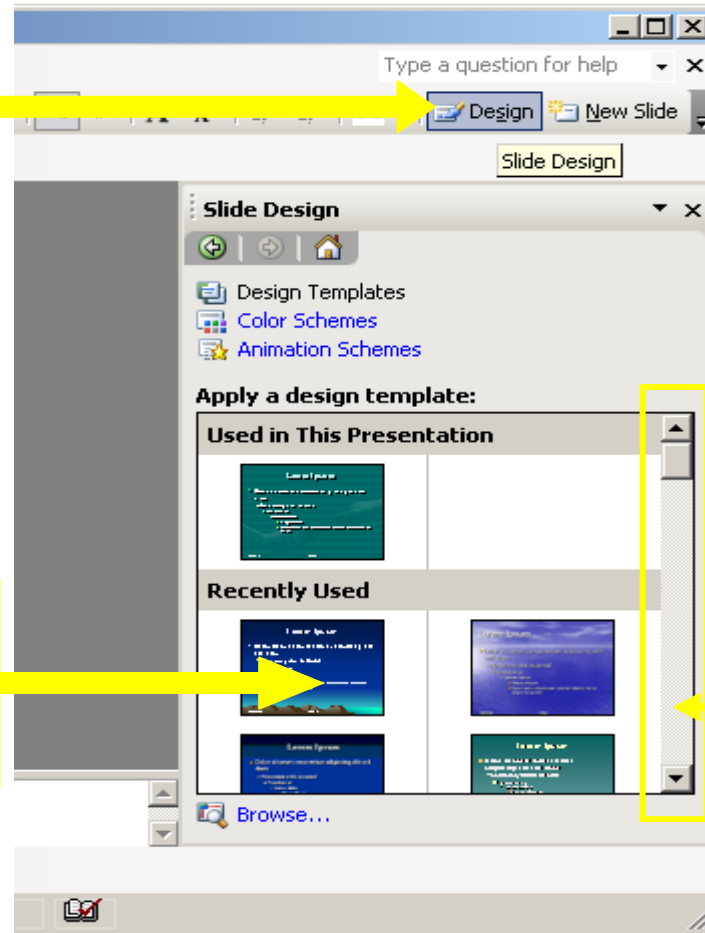# MS PowerPoint Application Window
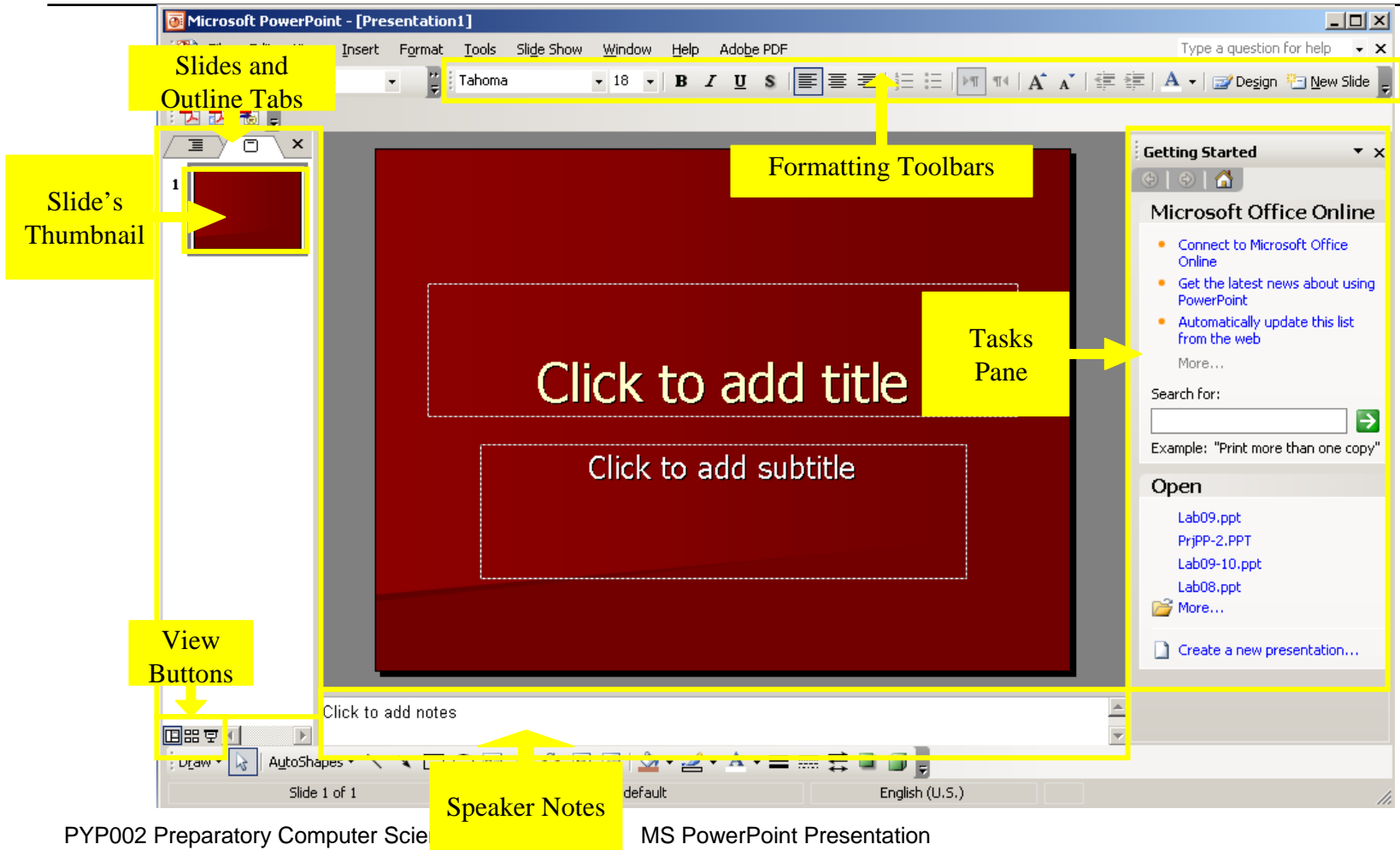
MS PowerPoint Application

□ Two basic features of MS PowerPoint that allow users to prepare attractive and consistent presentations are

1. Slide Design
   □ By default, a slide will be black-and-white without any design
   □ A design template inserts a background color or image, chooses fonts and text colors.

2. Slide layout
   □ A slide layout defines what can be placed on the slide
   □ MS PowerPoint offers more than 20 slide layouts

Slide Design

Click on "Design" tool From Formatting toolbar, the Slide Design Task pane will appear.

Click on "Design template" Thumbnail to select an Appropriate Design.

Use this slider to select more available design templates

Type a question for help

Design   New Slide

Slide Design

Slide Design

Design Templates
Color Schemes
Animation Schemes

Apply a design template:

Used in This Presentation

Recently Used

Browse...

Slide Design

This in an example of selecting "Mountain Top" design to the slide.
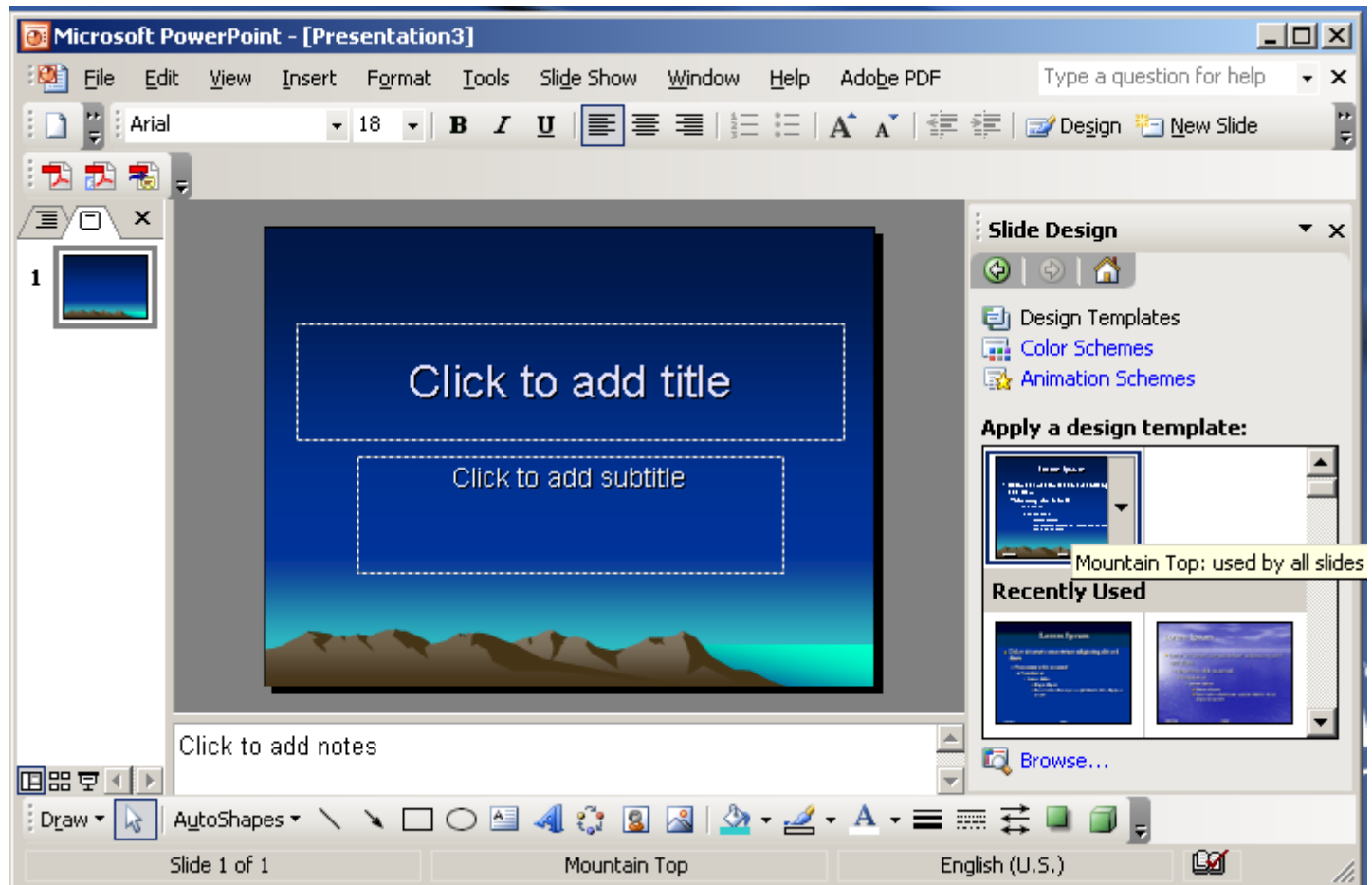
Thumbnail with Associated Menu

□ Slide design can be applied to all slides or to selected slides in the presentation

Slide Layouts

Click on the top of Task pane to display List of other task panes.

Slide Design

- Getting Started
- Help
- Search Results
- Clip Art
- Research
- Clipboard
- New Presentation
- Template Help
- Shared Workspace
- Document Updates
- Slide Layout
- ✓ Slide Design
- Slide Design - Color Schemes
- Slide Design - Animation Schemes
- Custom Animation
- Slide Transition

Click on "Slide Layout" Thumbnail to select an Appropriate Slide Layout.

Select "Slide Layout" to Activate the Slide Layout Task Pane.

Slide Layout

Apply slide layout:

Text Layouts

Title Slide

Title Only

Title and Text   Title and 2-Column Text

Content Layouts

Blank   Content

Title and Content   Title and 2 Content

☑ Show when inserting new slides

Slide Layout

This in an example of selecting "Title Slide" Layout.
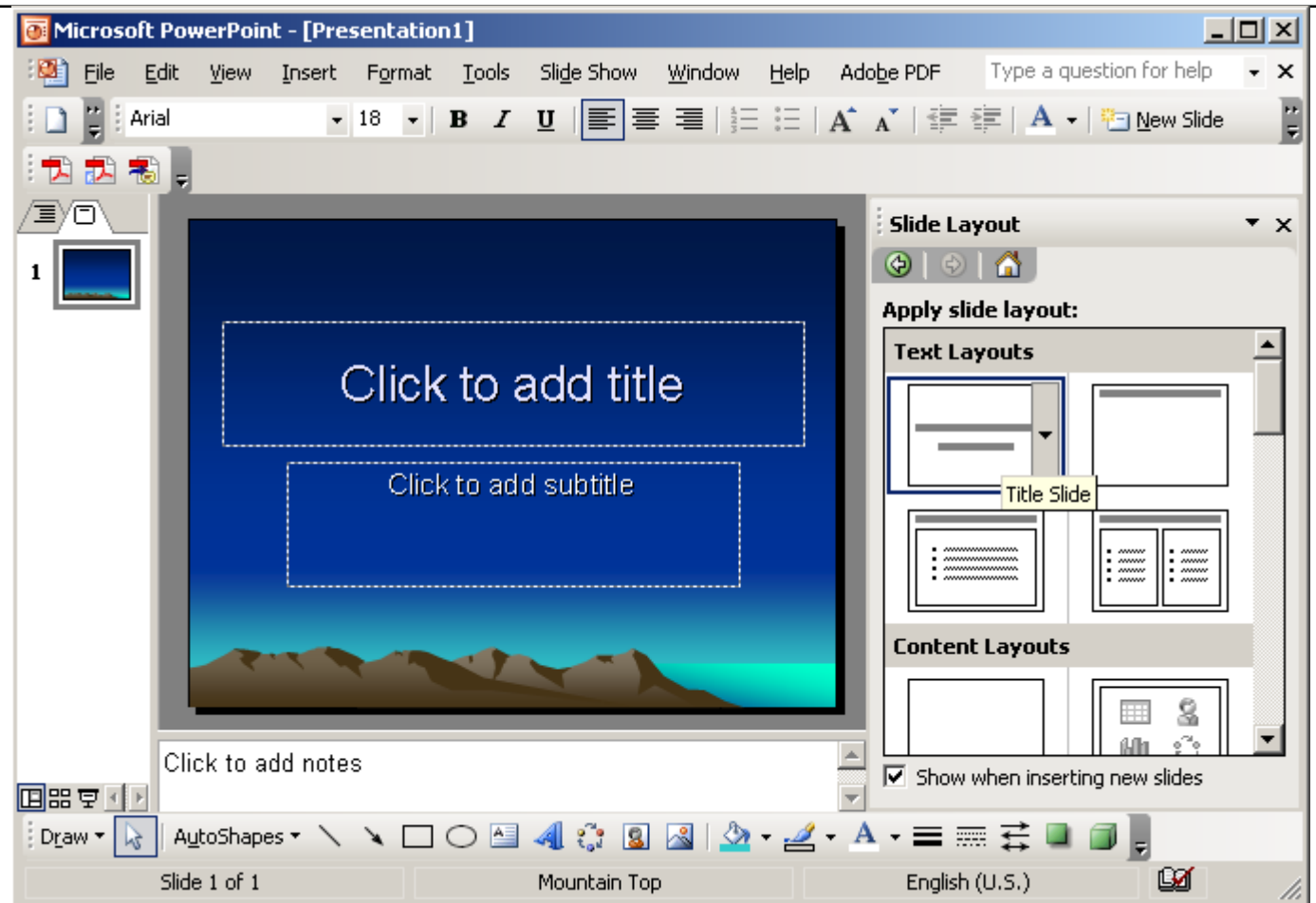
Creating a Presentation

Creating a Presentation

- A presentation is created by inserting one slide at a time
  - The first inserted slide will be "title" slide
  - Subsequent slides will be inserted one by one by choosing appropriate slide layout for each slide. Normally we choose
    1. Title and Text layout for normal slides
    2. Title Only layout for a slide that will contain a title and a picture
    3. Blank layout for a slide that will contain picture or graphics only

Initiating a New Blank Presentation

- New Presentation can be initiated from the File menu

  File | New…

  Or

  By pressing keys CTRL + N and choose "Blank presentation" option.
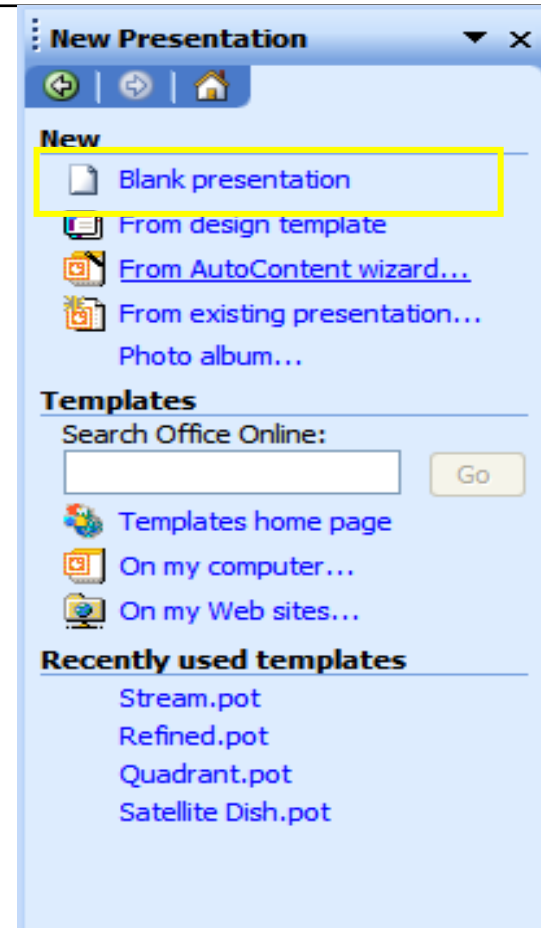
Blank Presentation Title Slide Layout
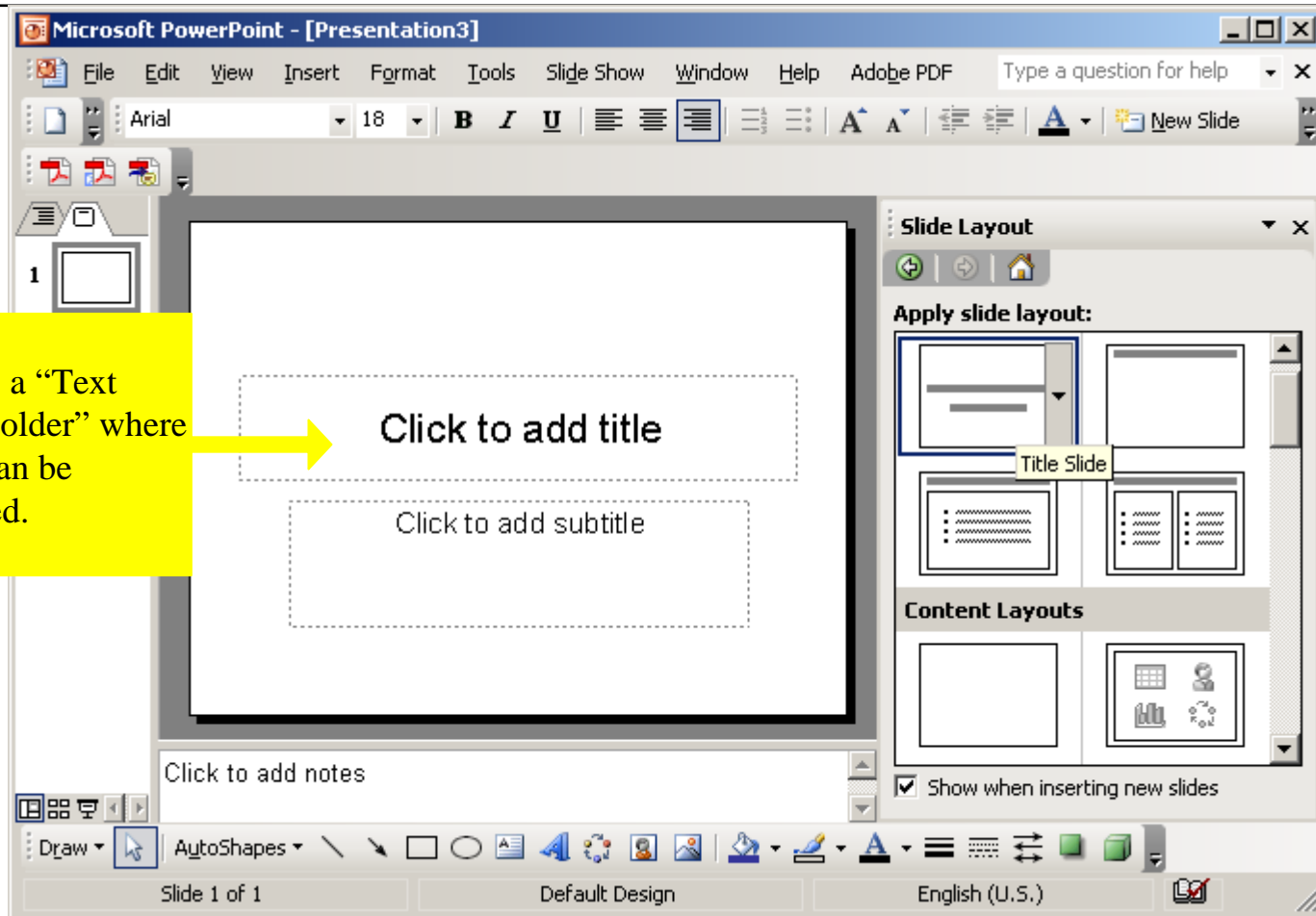
A New Presentation Window

- In the new presentation window
  - Type title of presentation
  - Type subtitle
- Then insert a new slide.

Insert a new slide

Click on "New Slide" tool
From Formatting toolbar,
The new slide will be inserted.
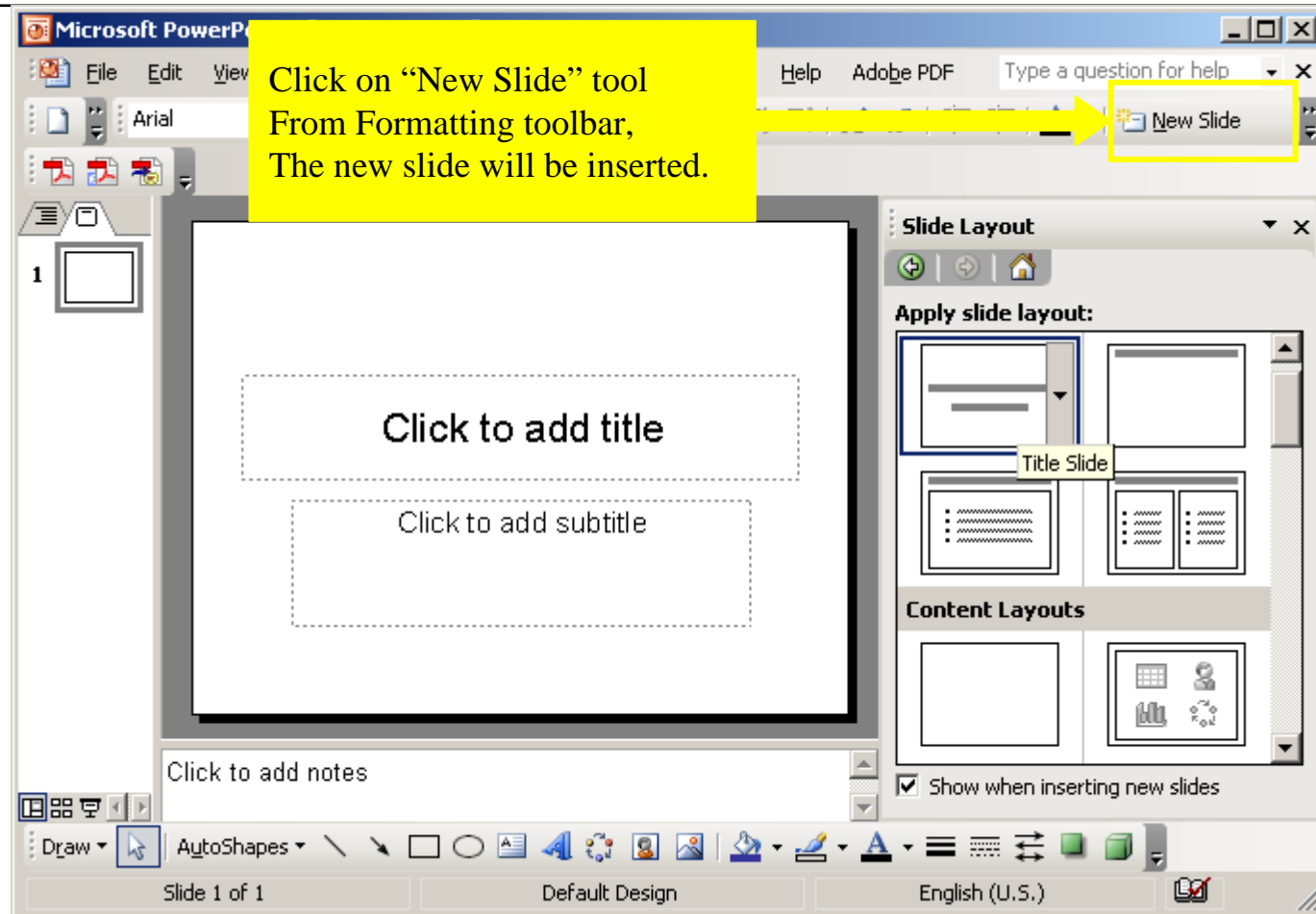
Insert a new slide

After clicking "New Slide" tool, a new slide will be inserted.

Repeat this step until slides are completed.
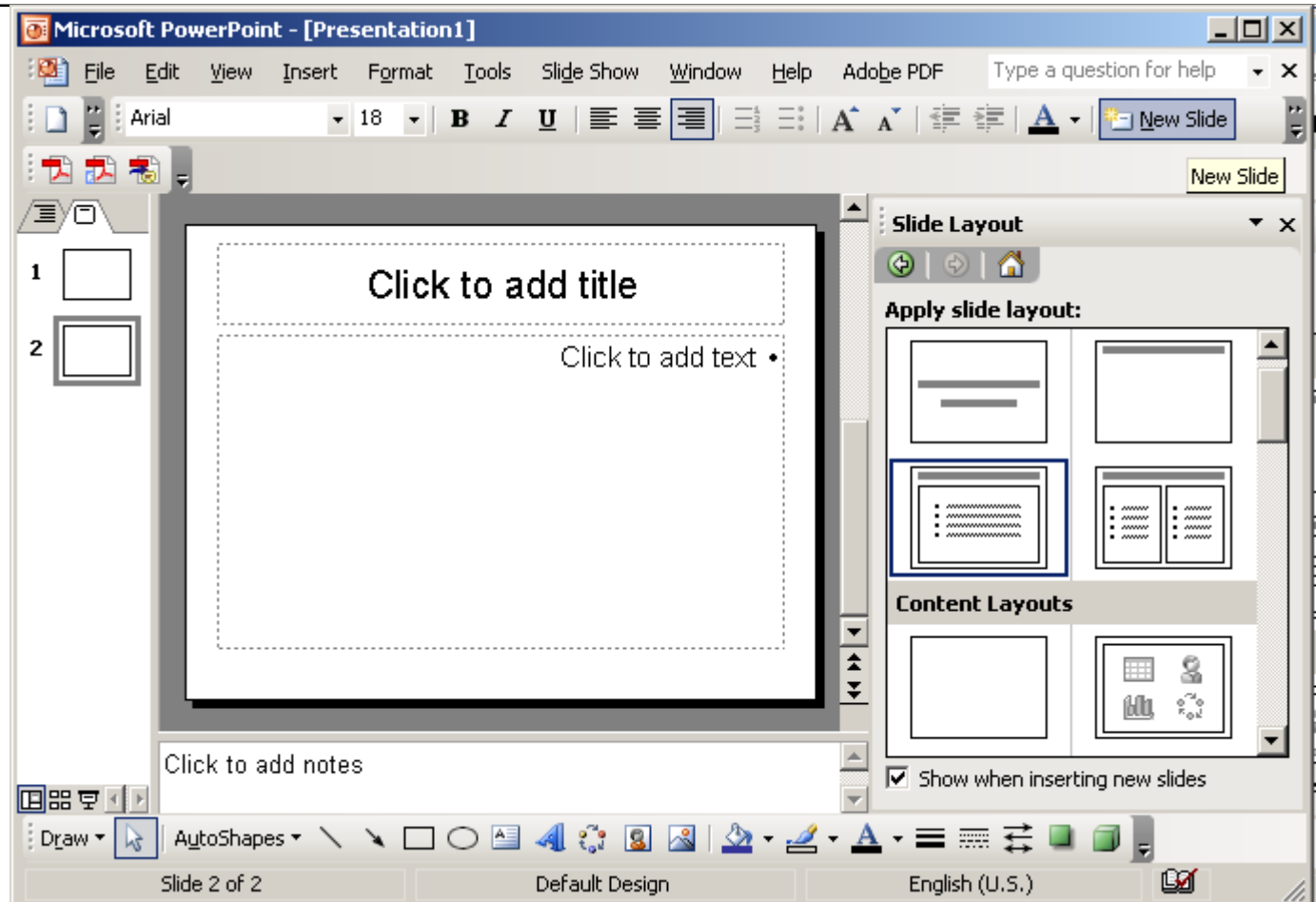
Creating presentation form Design Template

A **Design Template** is a collection of professionally selected slide color schemes, fonts, graphic accents, and background colors.
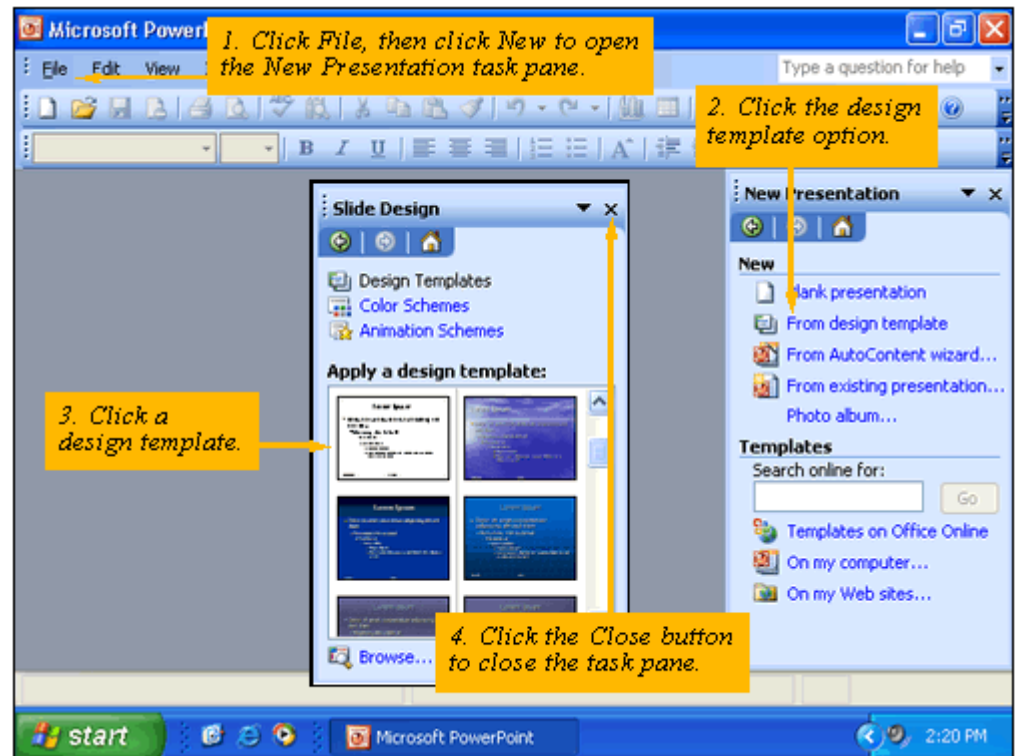
Inserting a bulleted list

Use one of the following slide layouts:
- Title and text
- Title and 2-column text
- Title and text over content

To use numbered list, click on "numbering" button
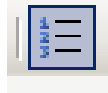
To create sub-bullets, click on "Increase indent" button
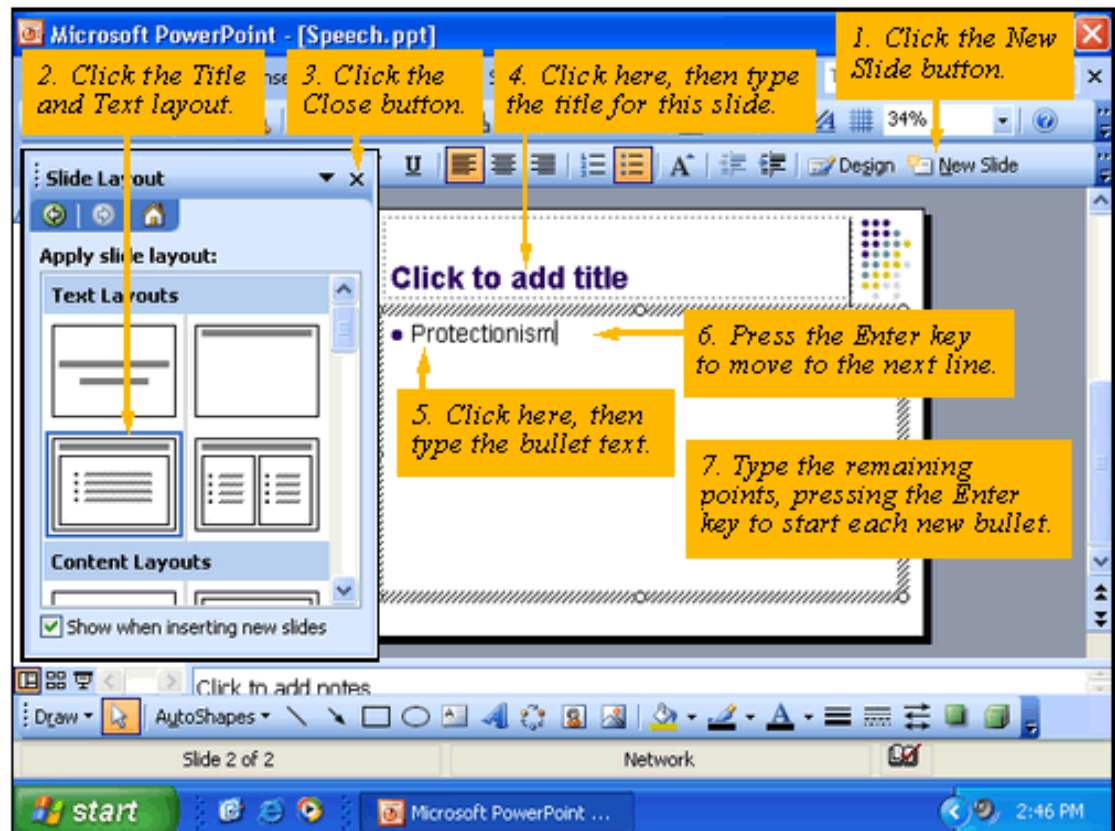
Adding Clip Art and Photographs

- ☐ Choose Insert → Picture

- ☐ Choose Insert Clip Art button from the drawing toolbar

- ☐ Once inserted the graphics can be moved or resized.

Adding Other Components

Insert Chart

Insert Table

Insert Clip Art

Insert Picture

Insert Media Clip

Insert Diagram or Organization Chart

Drawing and Manipulating shapes and lines

☐ The shapes and lines can be drawn and formatted with the drawing toolbar.
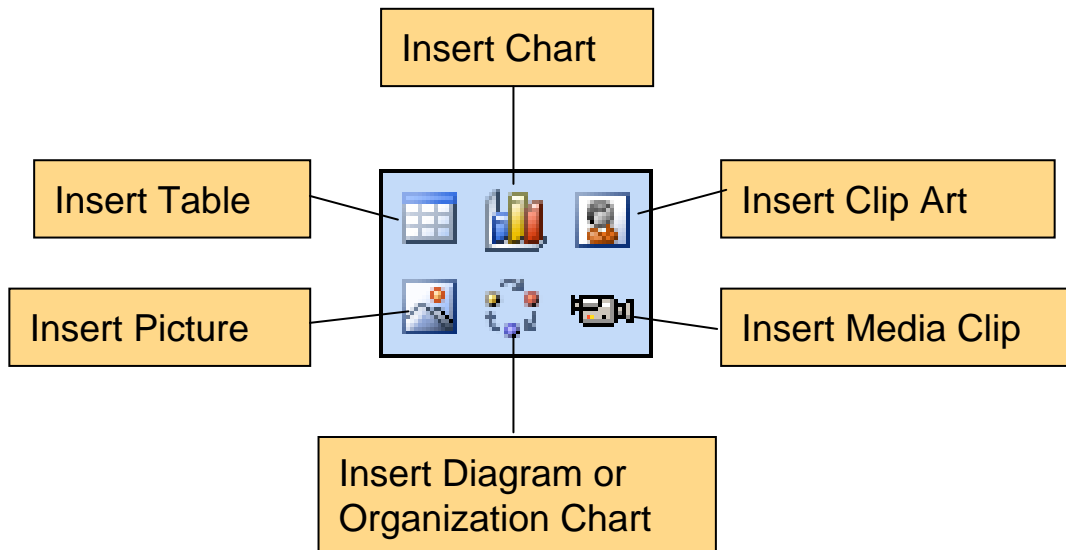
Applying Fills and Outlines

□ You can get the fill effects dialog box by clicking the down arrow of fill color icon in the drawing tool bar.
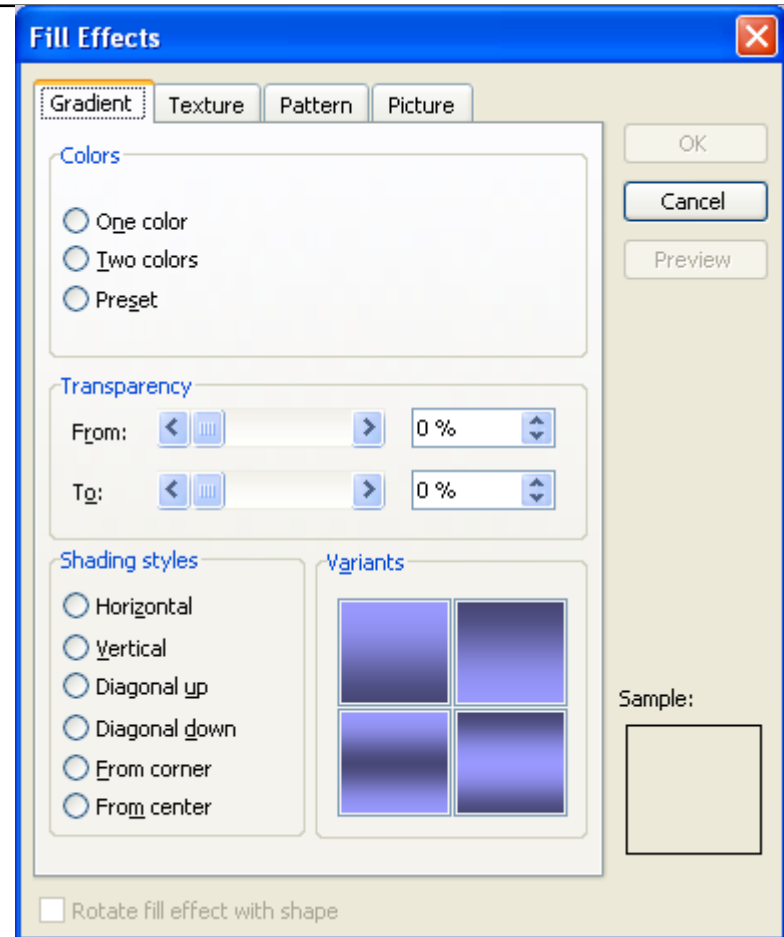
Typing Text Inside Shapes

□ Draw a shape you want and place a text box over the shape to fill it with text.
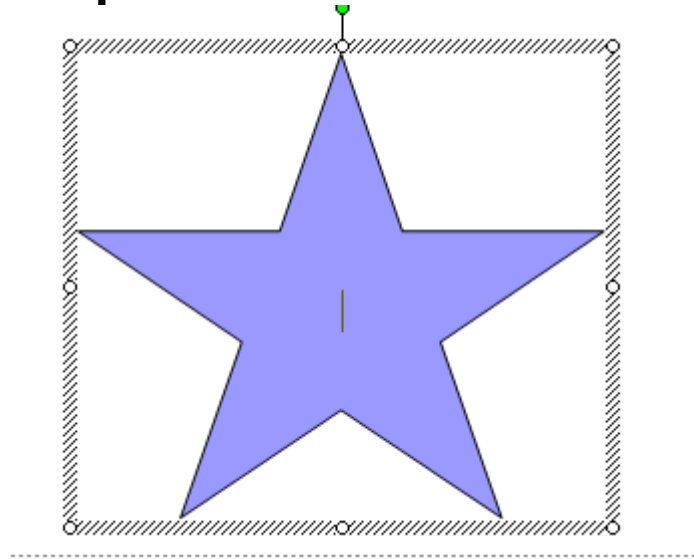
Grouping and Ordering Graphic Objects
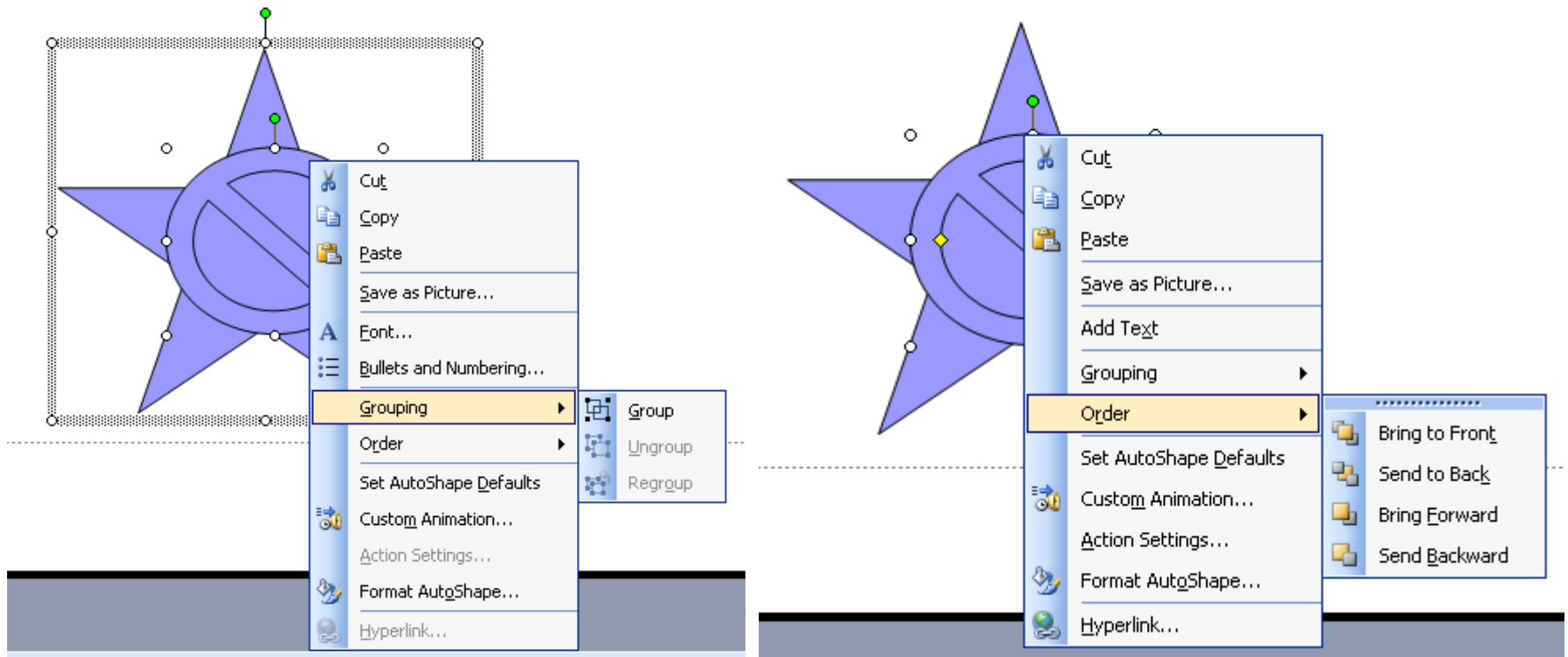
Creating a PowerPoint chart

Formatting the Chart: Chart Type

While the created chart selected, choose "Chart" → "Chart Type…"

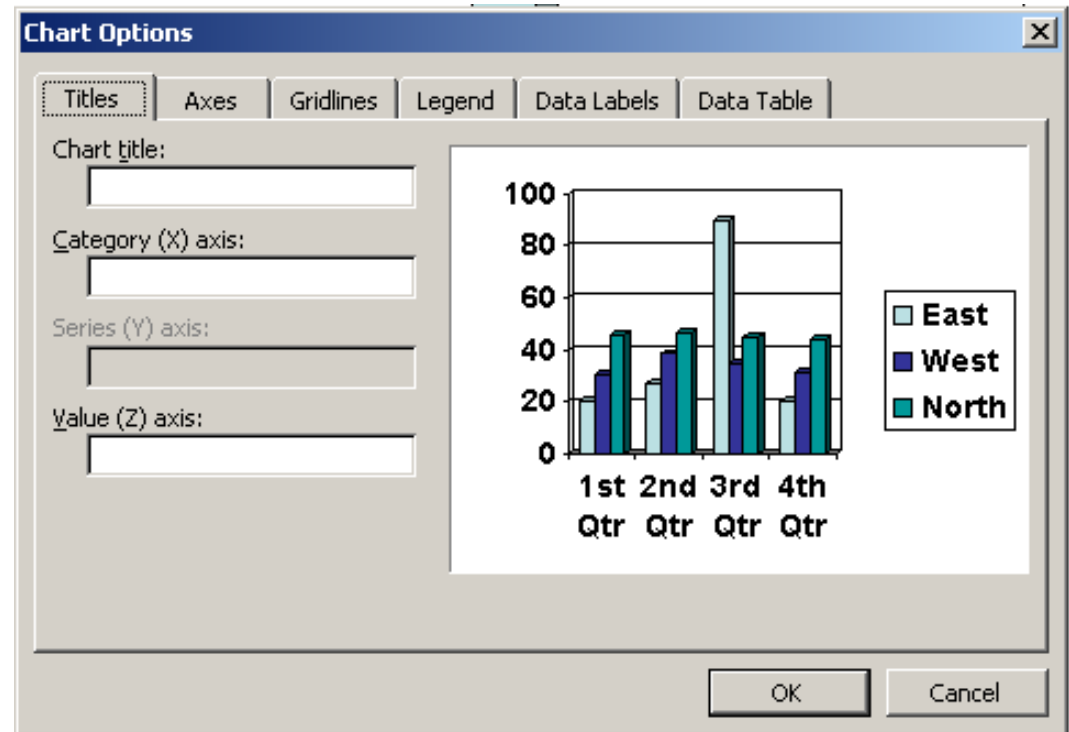The Chart Type window will appear.

Then select an appropriate chart type.
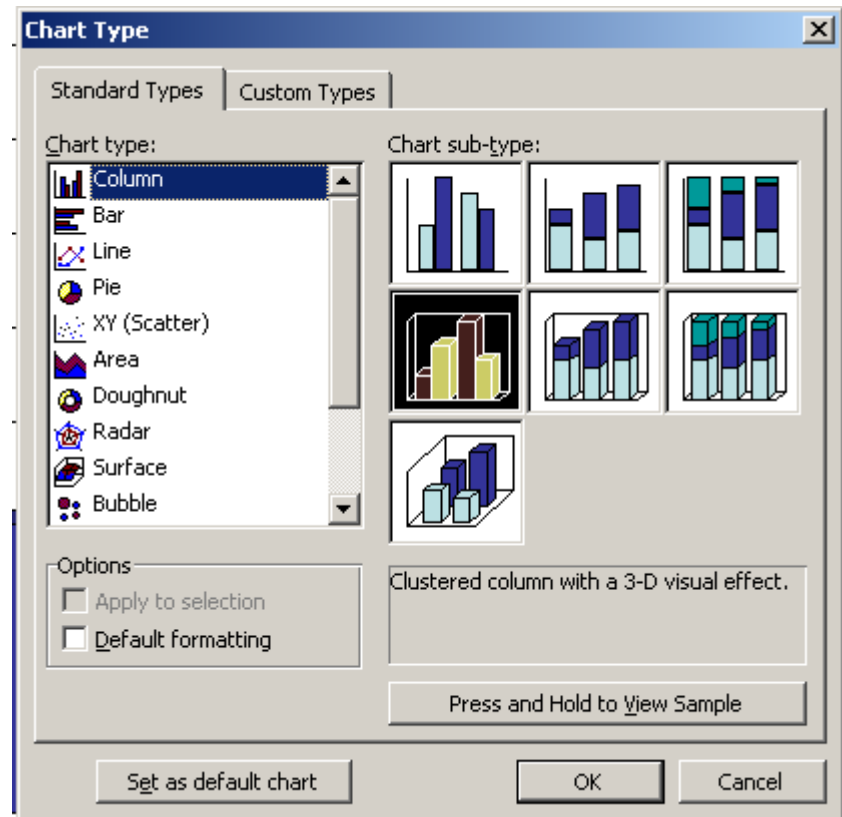
Formatting the Chart: Chart Option

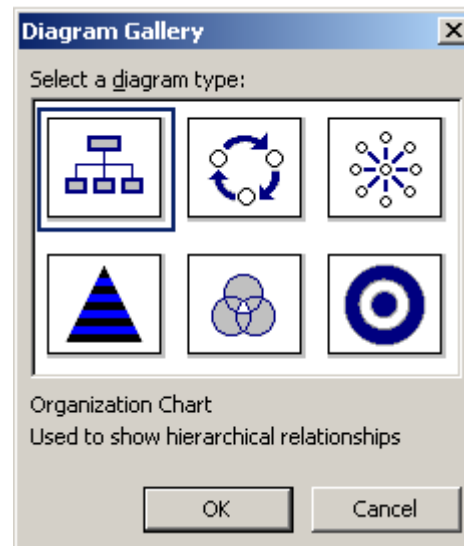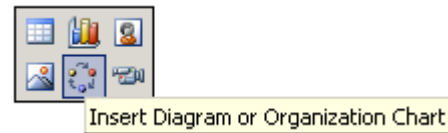While the created chart selected, choose "Chart" → "Chart Options…"

The Chart Options window will appear.

Then fill and select appropriate chart options.

Building an Organizational Chart

- Click on "Insert Diagram or Organization chart" button, in the content layout.

- Select "Organization Chart" on Diagram Gallery

Building an Organizational Chart

- ☐ To add a new shape select "Insert Shape", then choose one of :
    - ■ Subordinate: insert shape below the current one.
    - ■ Coworker: insert shape in the same level as the current one.
    - ■ Assistant: insert shape below the current one with an elbow connector.
- ☐ To delete a shape, select the shape and press DELETE
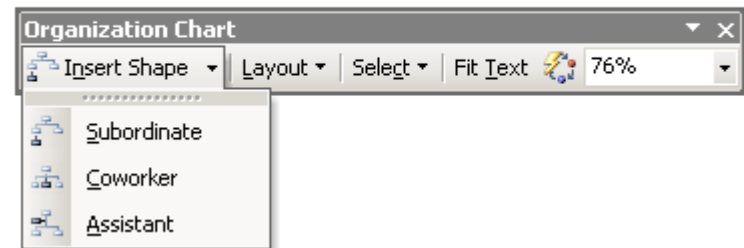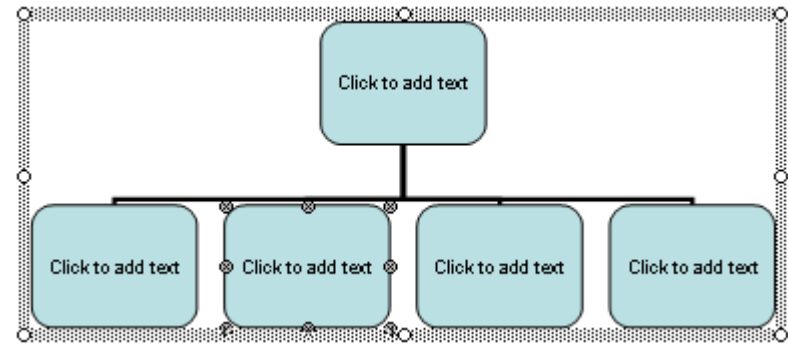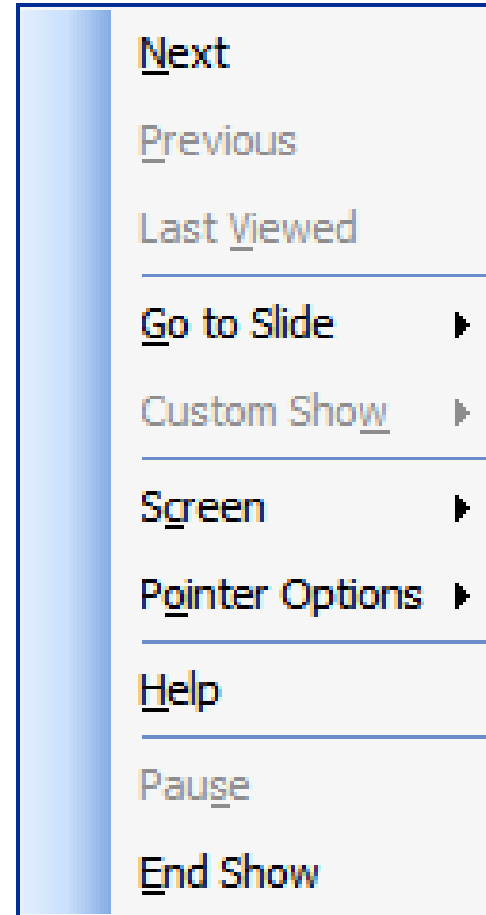
Inserting a Table

Slide Show

- **Slide Show** means show slides from the presentation through a projector onto a screen
- Different ways to start a slide show are
    1. View | Slide Show
    2. Right click menu
    3. Slide Show button at the left bottom corner of the PowerPoint Window
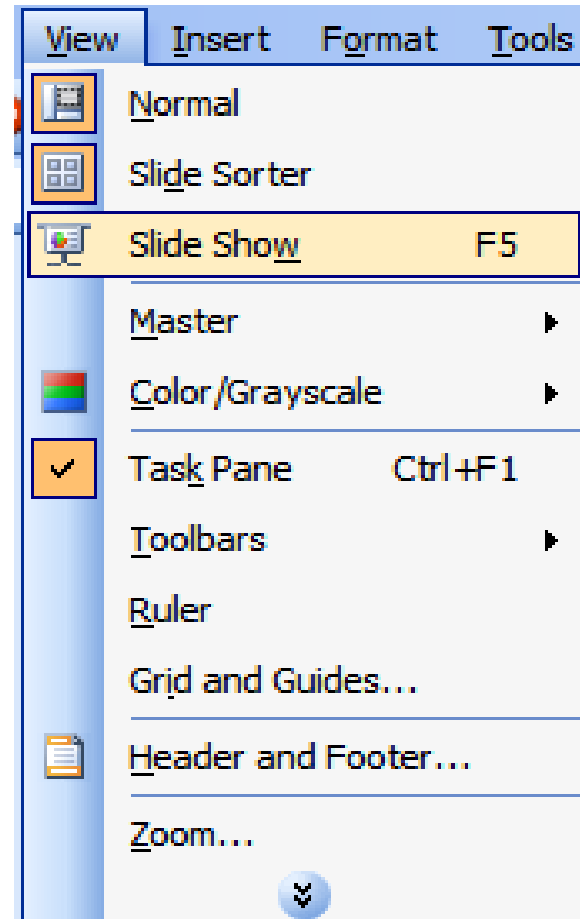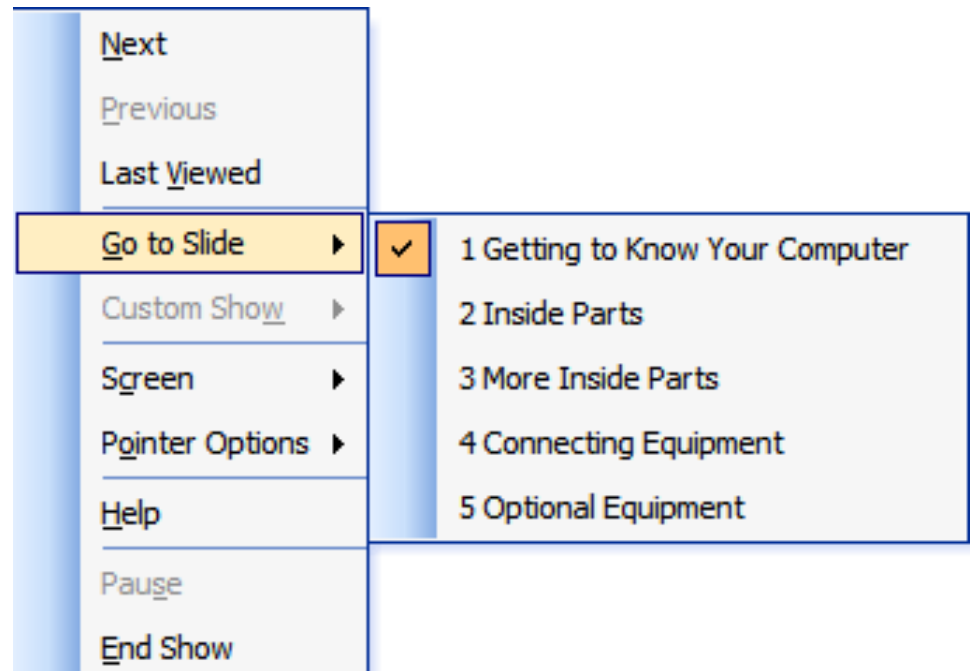
Slide Show

☐ Right-Click Menu

Next
Previous
Last Viewed
Go to Slide ▸
Custom Show ▸
Screen ▸
Pointer Options ▸
Help
Pause
End Show

Slide Show

□ Navigation during a slide show

■ Go To Slide List

| Next |
| Previous |
| Last Viewed |
| Go to Slide ▶ |
| Custom Show ▶ |
| Screen ▶ |
| Pointer Options ▶ |
| Help |
| Pause |
| End Show |

✓ 1 Getting to Know Your Computer
2 Inside Parts
3 More Inside Parts
4 Connecting Equipment
5 Optional Equipment

Slide Show

☐ Navigation during a slide show

 ■ Slide Navigator Box