

Finalizing a Presentation

Microsoft PowerPoint

Objectives

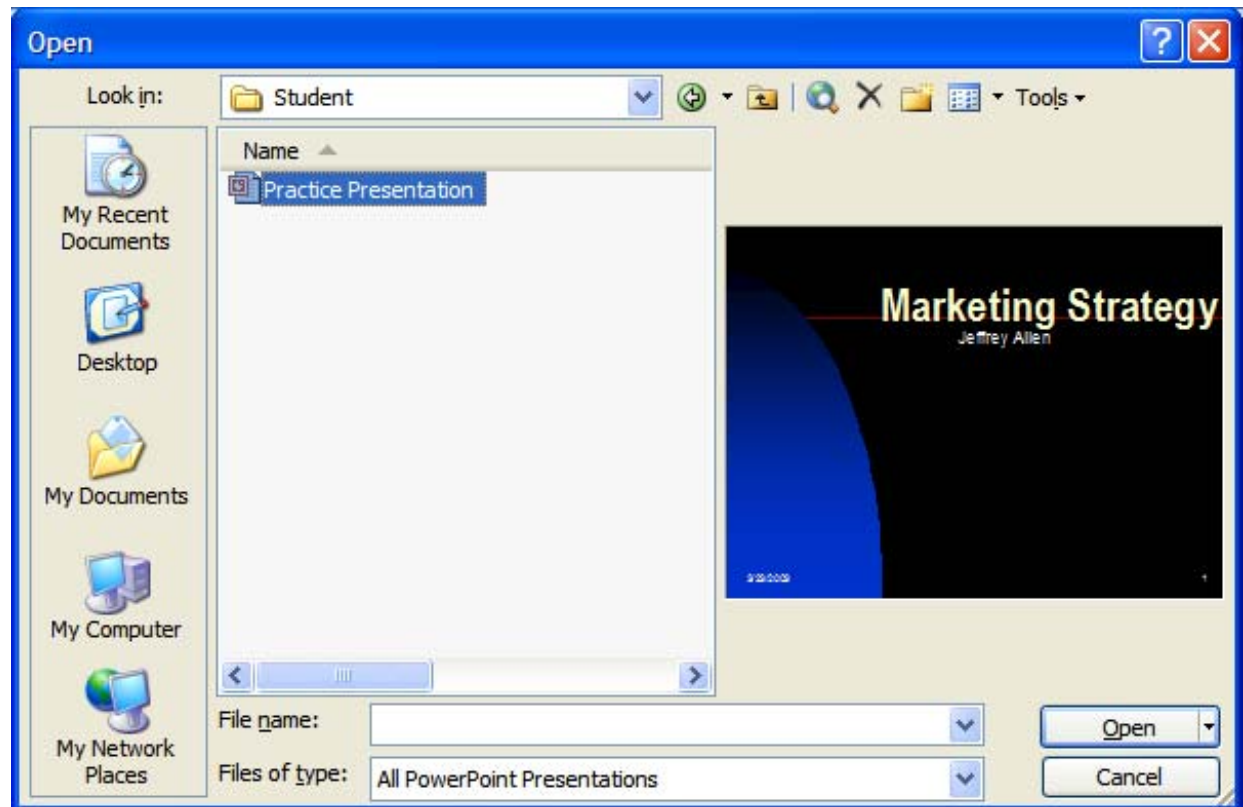
- The students should understand and have hands on experience in
 - Enhancing slide content
 - Building an effective multimedia slide show

Outline

- Opening an existing presentation
- Viewing slides
- Editing and Enhancing slides
 - Text Format
 - Slide Design, Layout, and Color Scheme
 - Slide Transition
 - Animation
 - Spelling and Thesaurus
 - Hyperlink and Action Buttons
 - Header and Footer
- Saving a presentation and Publishing to the Web
- Printing a presentation

Opening an Existing Presentation

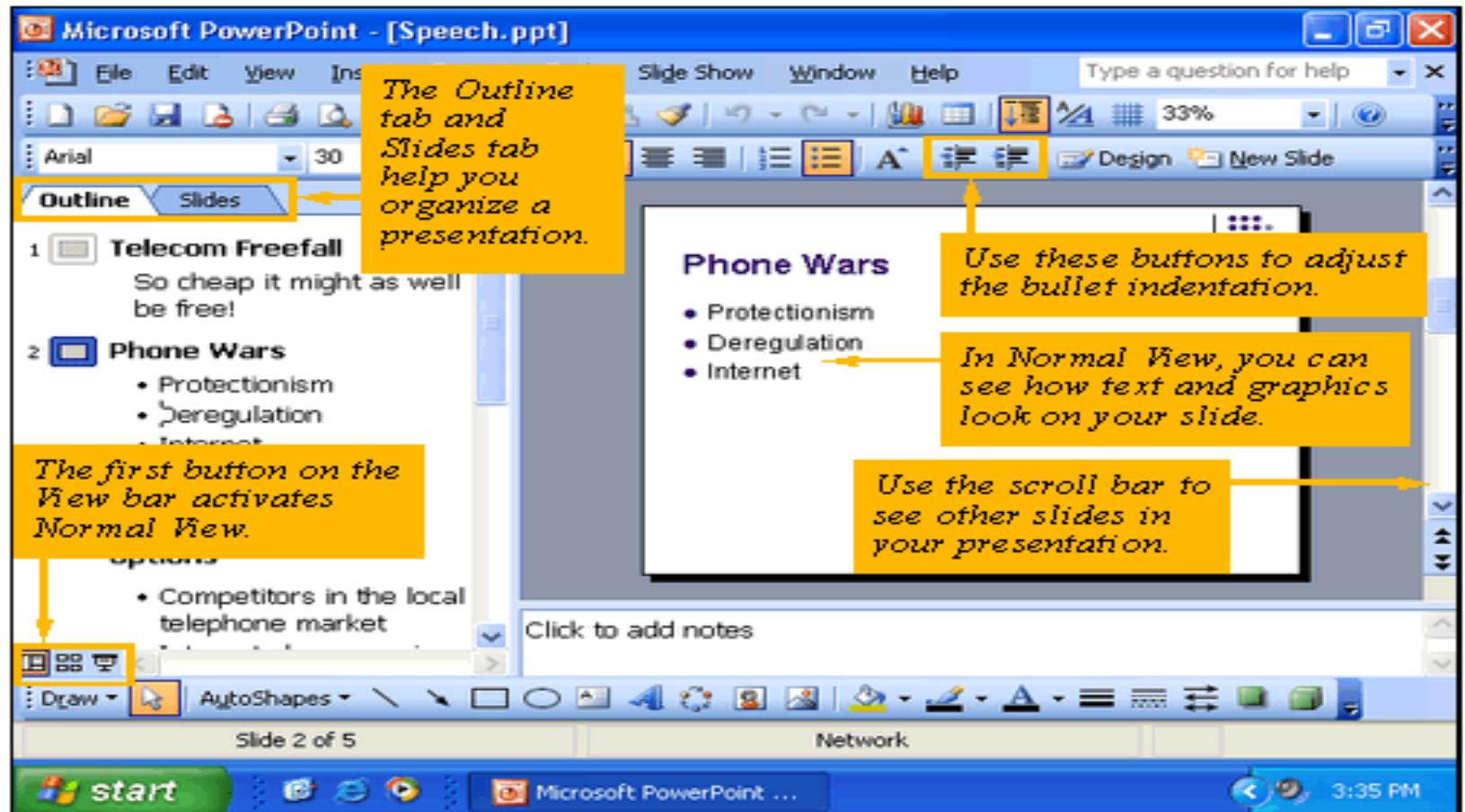
- From the File menu choose open or press CTRL + O
- Open Dialog Box will appear.
- Select the file to open



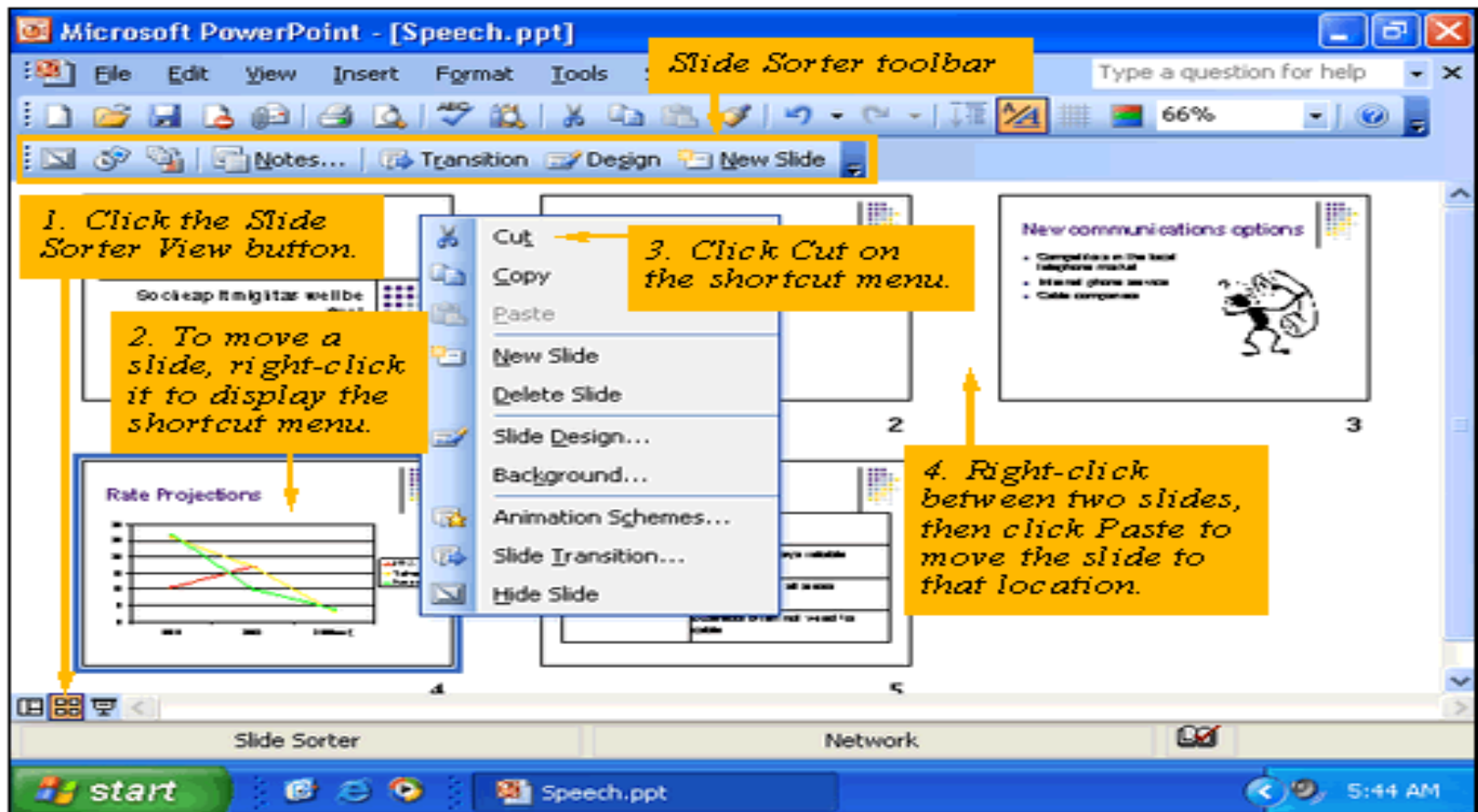
Viewing Slides

- There are three ways of viewing slides:
 - Normal view
 - Slide sorter
 - Slide show

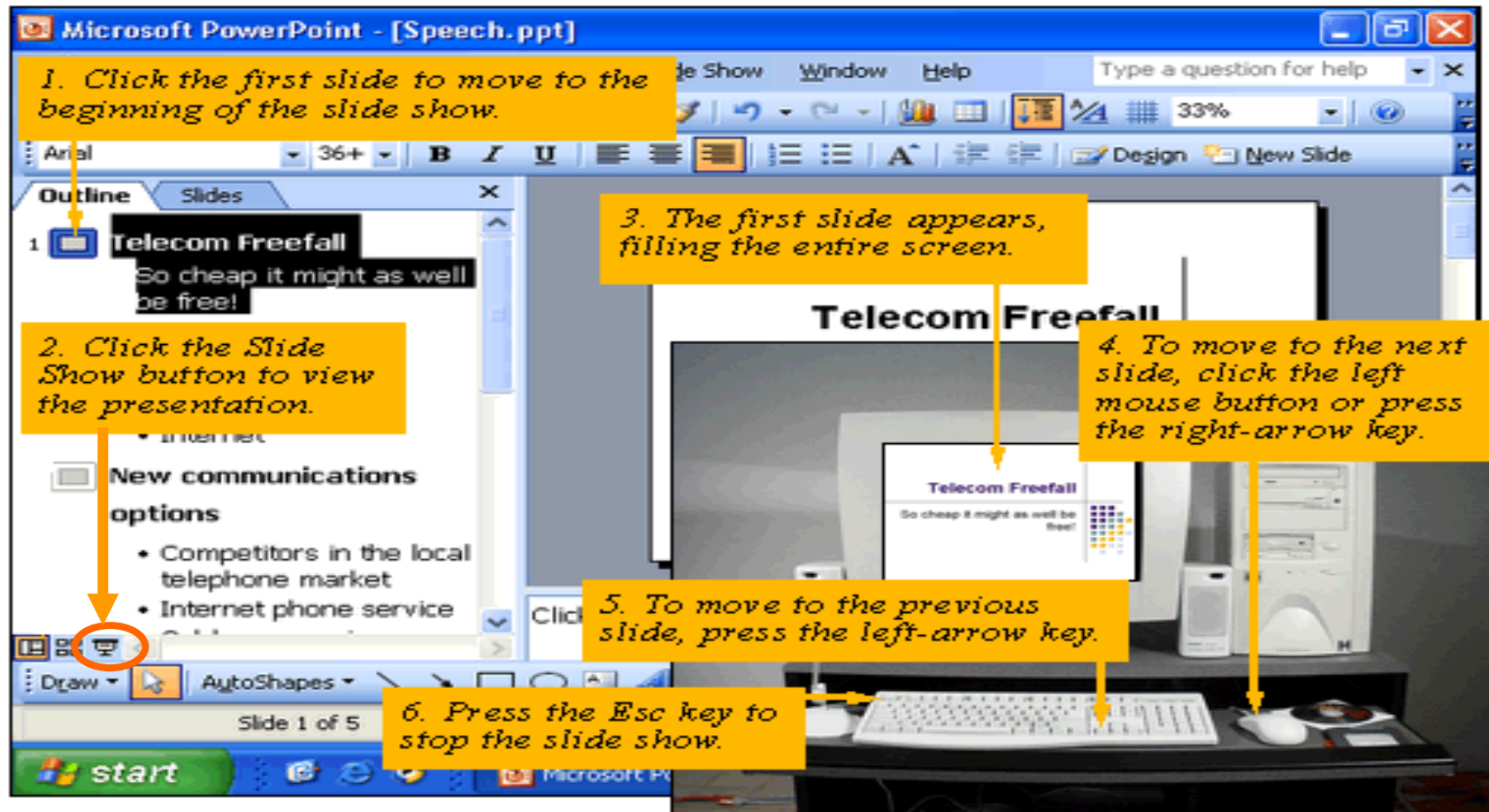
Normal View



Slide Sorter View



Slide Show view



Formatting Text

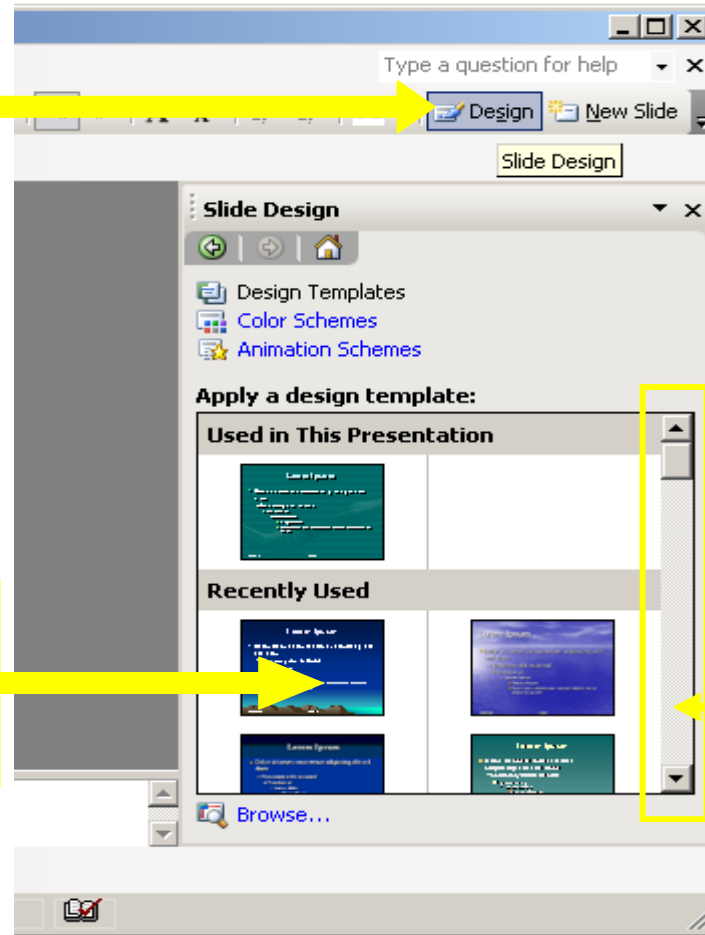
The screenshot displays the Microsoft PowerPoint interface with a slide titled "Telecom Freefall". The slide content includes the text "So cheap it might as well be free!" and a graphic of colored dots. The text "Telecom Freefall" is selected. The ribbon shows the Font group with buttons for Bold (B), Italic (I), Underline (U), Increase Font Size (A with up arrow), and Decrease Font Size (A with down arrow). A font list is open, showing "Bradley Hand ITC" and font sizes from 32 to 72. Five yellow callout boxes provide instructions:

1. Select the text you want to change.
2. Click this down-arrow button to select a font from the Font list.
3. Click this down-arrow button to change the font size.
4. Use the Bold, Italic, and Underline buttons to apply these attributes to the selected text.
5. You can also use the Increase Font Size and Decrease Font Size buttons to make the font larger or smaller.

Changing 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

Changing Slide Layout

The image shows two screenshots of the Microsoft PowerPoint interface. The left screenshot shows the 'Slide Design' task pane with a dropdown menu open, highlighting the 'Slide Layout' option. The right screenshot shows the 'Slide Layout' task pane with various layout thumbnails.

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

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

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

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

Changing Color Scheme

The image shows a PowerPoint presentation window with the Slide Design task pane open. The task pane is divided into three sections: Design Templates, Color Schemes, and Animation Schemes. Under the Color Schemes section, there is a grid of thumbnails representing different color schemes. A yellow callout box points to the top of the task pane, indicating that clicking there will display a list of other task panes. Another yellow callout box points to the 'Color Schemes' thumbnail, indicating that clicking it will select an appropriate color scheme. A third yellow callout box points to the 'Slide Design - Color Schemes' option in the task pane list, indicating that selecting this option will activate the Color Scheme task pane. A fourth yellow callout box points to the 'Edit Color Schemes...' link at the bottom of the task pane, indicating that clicking it will allow the user to modify the selected color scheme.

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

Click on "Color Scheme" Thumbnail to select an Appropriate Color Scheme.

Select "Slide Design: Color Schemes" to activate the Color Scheme Task Pane.

Click "Edit Color Scheme" to modify The selected color Scheme.

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

Design Templates

Color Schemes

Animation Schemes

Apply a color scheme:

Title Bullet

Title Bullet

Title Bullet

Title Bullet

Title Bullet

Title Bullet

Edit Color Schemes...

Applying Slide Transition

Slide Transition:
an effect that specifies how a slide replaces the previous slide.

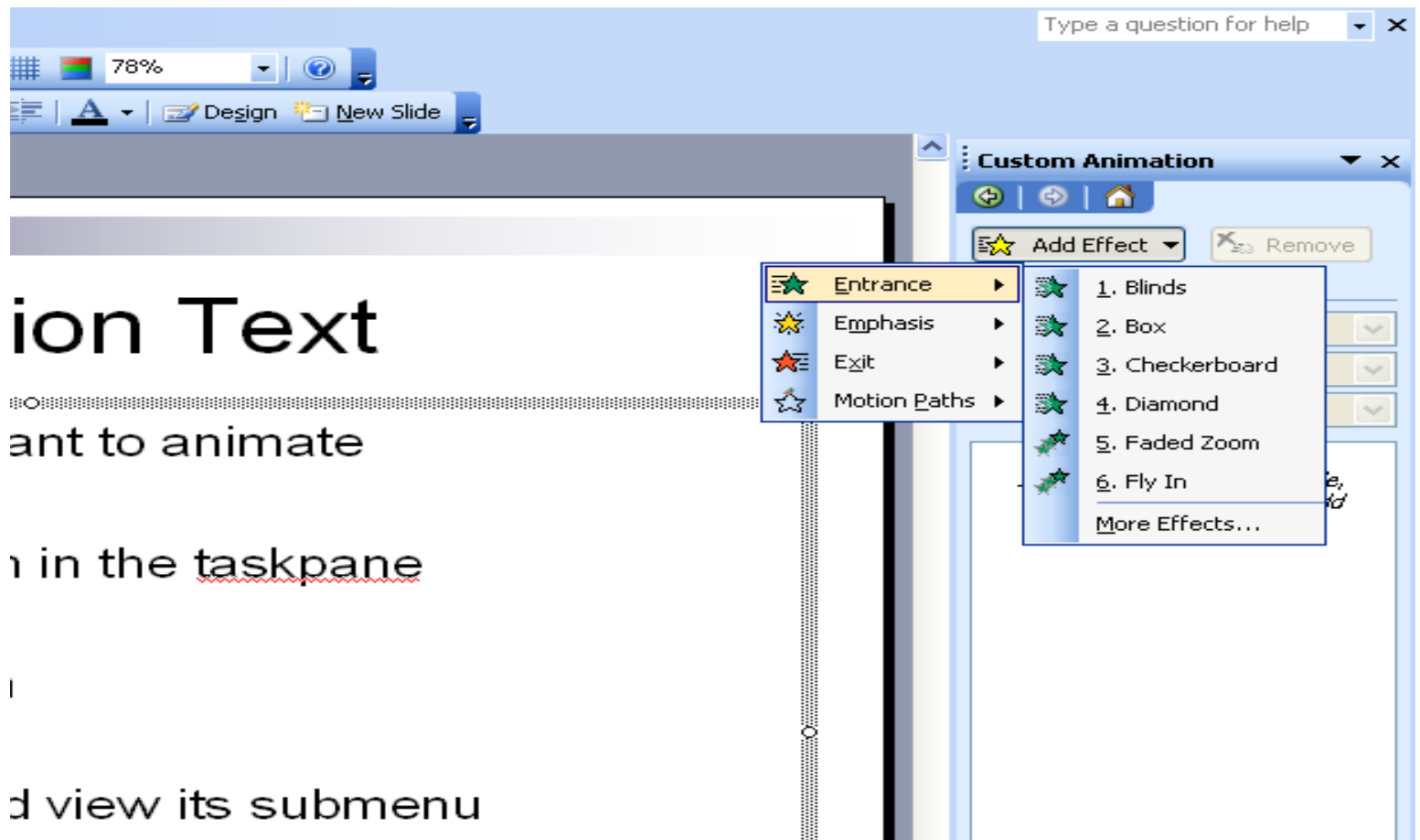
The screenshot shows the Microsoft PowerPoint interface with the Slide Transition task pane open on the right. The main slide area displays a line graph titled "Rate Projections" with three data series: USA (red), Taiwan (yellow), and Kenya (green). The graph shows a downward trend for all three series over time. The Slide Transition task pane is set to "Apply to selected slides:" with "Box In" and "Box Out" options. The "Modify transition" section shows "Speed: Fast" and "Sound: [No Sound]". The "Advance slide" section has "On mouse click" checked and "Automatically after" unchecked. Five yellow callout boxes provide instructions on how to use the task pane.

1. To add a transition to the current slide, click Slide Show, then click Slide Transition to open the Slide Transition task pane.
2. Click this down-arrow button on the Slide Transition task pane to select a transition effect.
3. To make a slide advance automatically, place a check mark here, then enter the pause time in minutes and seconds.
4. Click this down-arrow button to select a sound.
5. Click the Close button to close the Slide Transition task pane.

Text Animation

- ❑ Click the text object you want to animate
- ❑ Choose Custom Animation in the task pane
- ❑ Click the Add Effect button
- ❑ Click one of the effects and view its submenu
- ❑ Choose when the effect should start

Text Animation



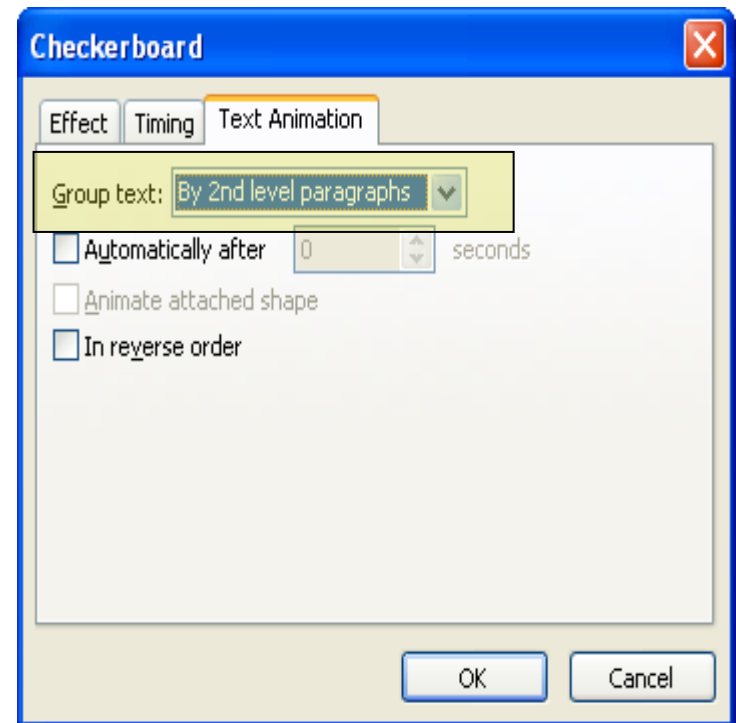
Animating the Bulleted List

The screenshot shows the Microsoft PowerPoint interface with the Custom Animation task pane open. The slide content is a bulleted list titled "Phone Wars" with three items: "Protectionism", "Deregulation", and "Internet". The Custom Animation task pane shows an animation effect of "Fly In" with "On Click" start, "From Left" direction, and "Very Fast" speed. The list of animations shows "Text 2: Protecti...".

1. To add animation to a selected slide, open the Custom Animation task pane by clicking Slide Show, then clicking Custom Animation.
2. Click the slide element you want to animate.
3. Click the Add Effect button and select an animation effect.
4. Use these controls to specify the direction and speed of the animation.
5. Click this down-arrow button, then click Effect Options to select a sound.
6. Click the Close button to close the Custom Animation task pane.

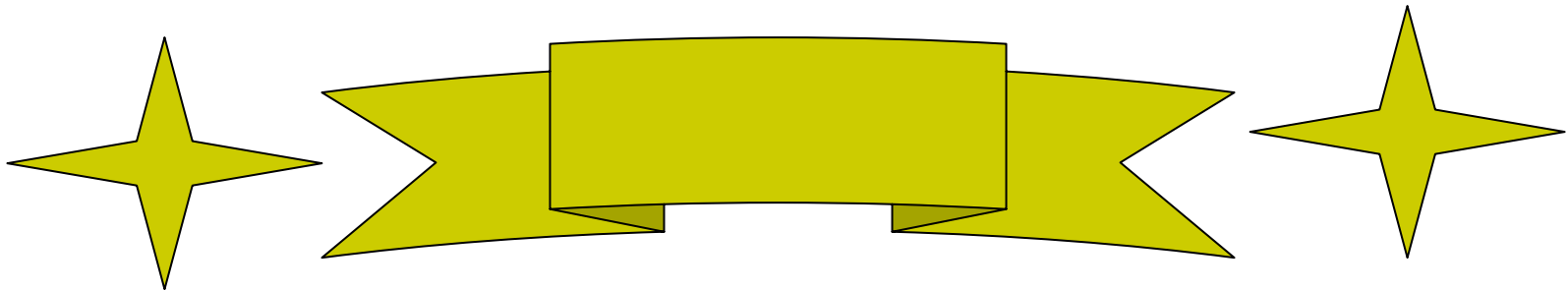
Animating the Bulleted List

- To animate the second level bullet also
Choose
Effect Options → Text Animation tab
- Bullet
 - Sub bullet
 - Sub bullet
- Bullet



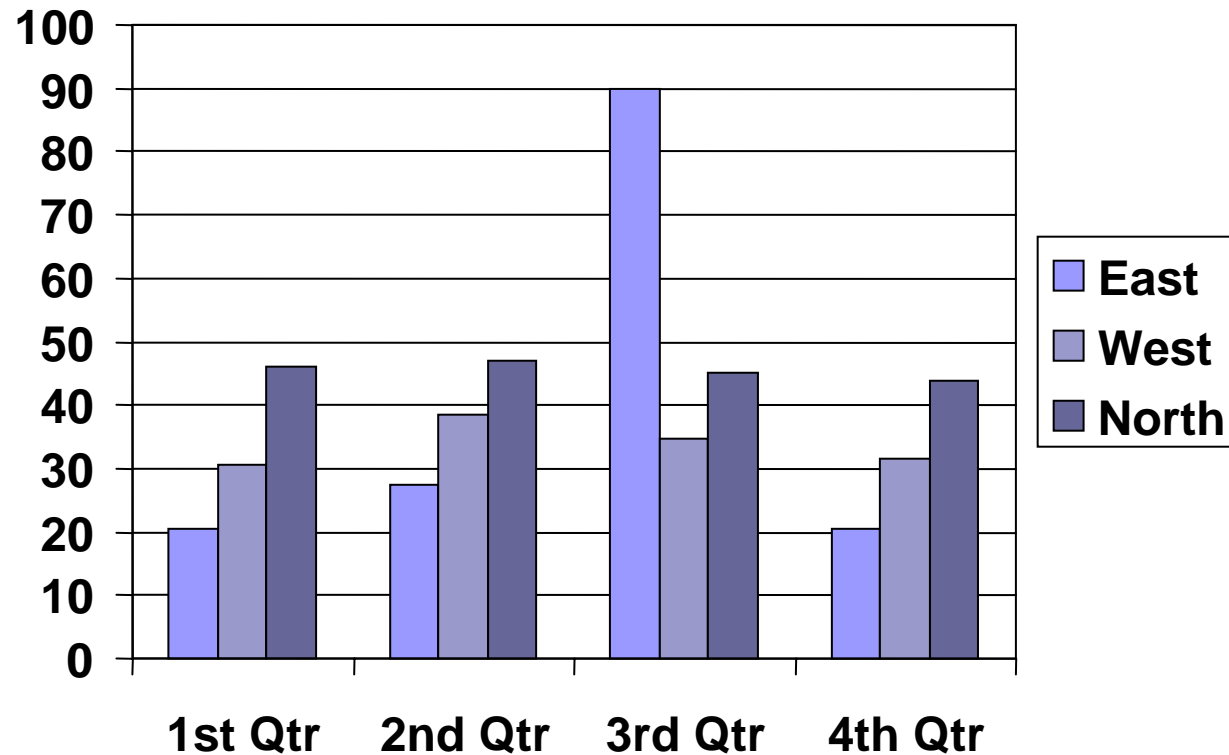
Animation of Charts and Graphs

- For animating charts, clip arts or diagrams first you have to ungroup the pictures to split them into different components.
- Then these components can be animated similar to that of text.



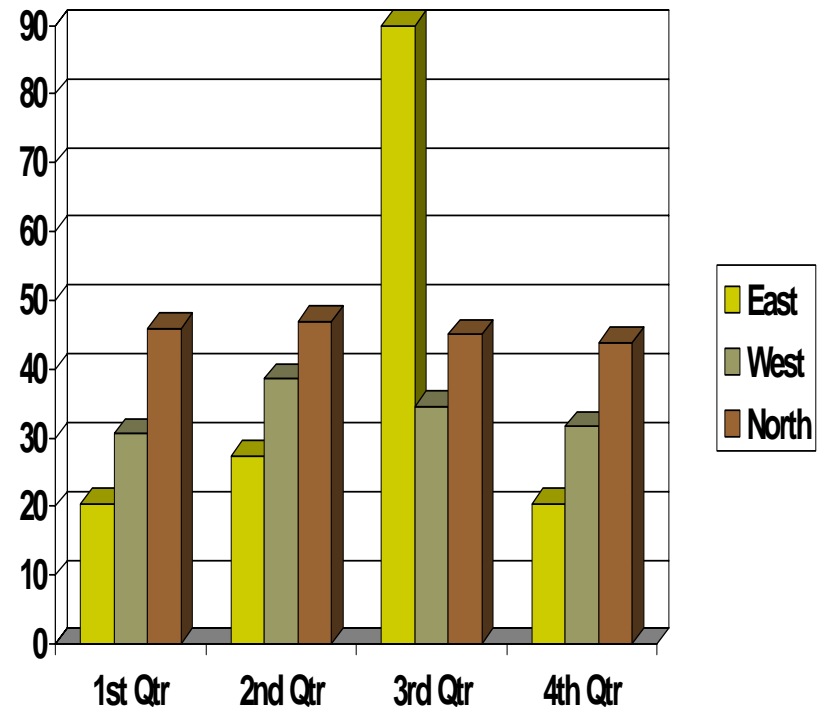
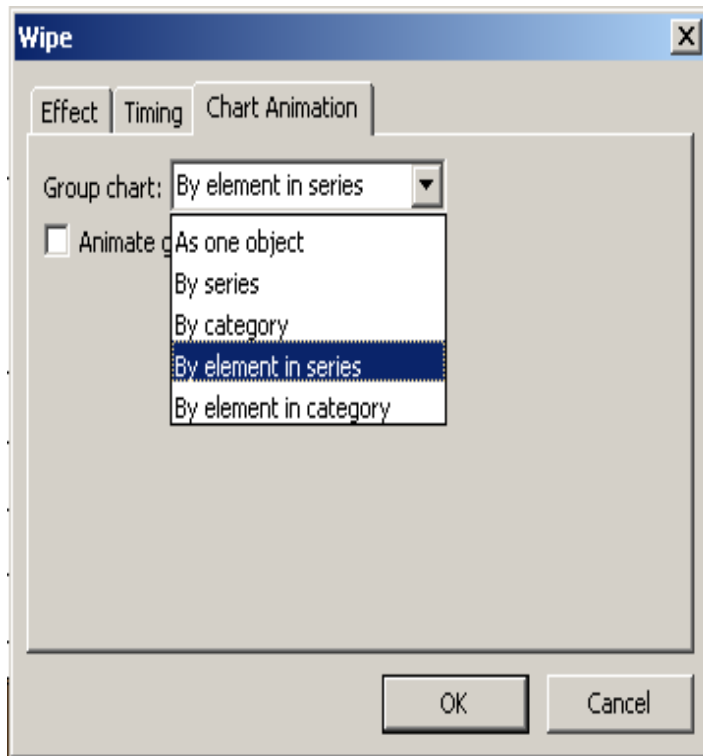
Animation of Charts

□ Use Un-grouping Animation



Animation of Chart

- Use Chart Animation from effect option



Check Spelling

The screenshot shows the Microsoft PowerPoint interface with the Spelling dialog box open. The dialog box displays the word "service" as "Not in Dictionary" and offers suggestions: "service", "serve", and "serv". The "Change" button is highlighted. A yellow callout box points to the "Change" button with the text: "2. To correct a misspelling click the correct word, then click the Change button." Another yellow callout box points to the "Add" button with the text: "3. Click the Add button to add the selected word to the spelling dictionary." A third yellow callout box points to the "Ignore" button with the text: "4. Click the Ignore button to ignore this word." A fourth yellow callout box points to the "OK" button in the "Microsoft Office PowerPoint" completion dialog with the text: "5. Click the OK button to close the dialog box that appears when the spelling check is complete." A fifth yellow callout box points to the "Spelling" button in the PowerPoint ribbon with the text: "1. To check spelling in a presentation, click the Spelling button." The background shows a slide titled "New communications options" with a bulleted list: "Competitors in the local telephone market", "Internet phone service", and "Cable companies".

1. To check spelling in a presentation, click the Spelling button.

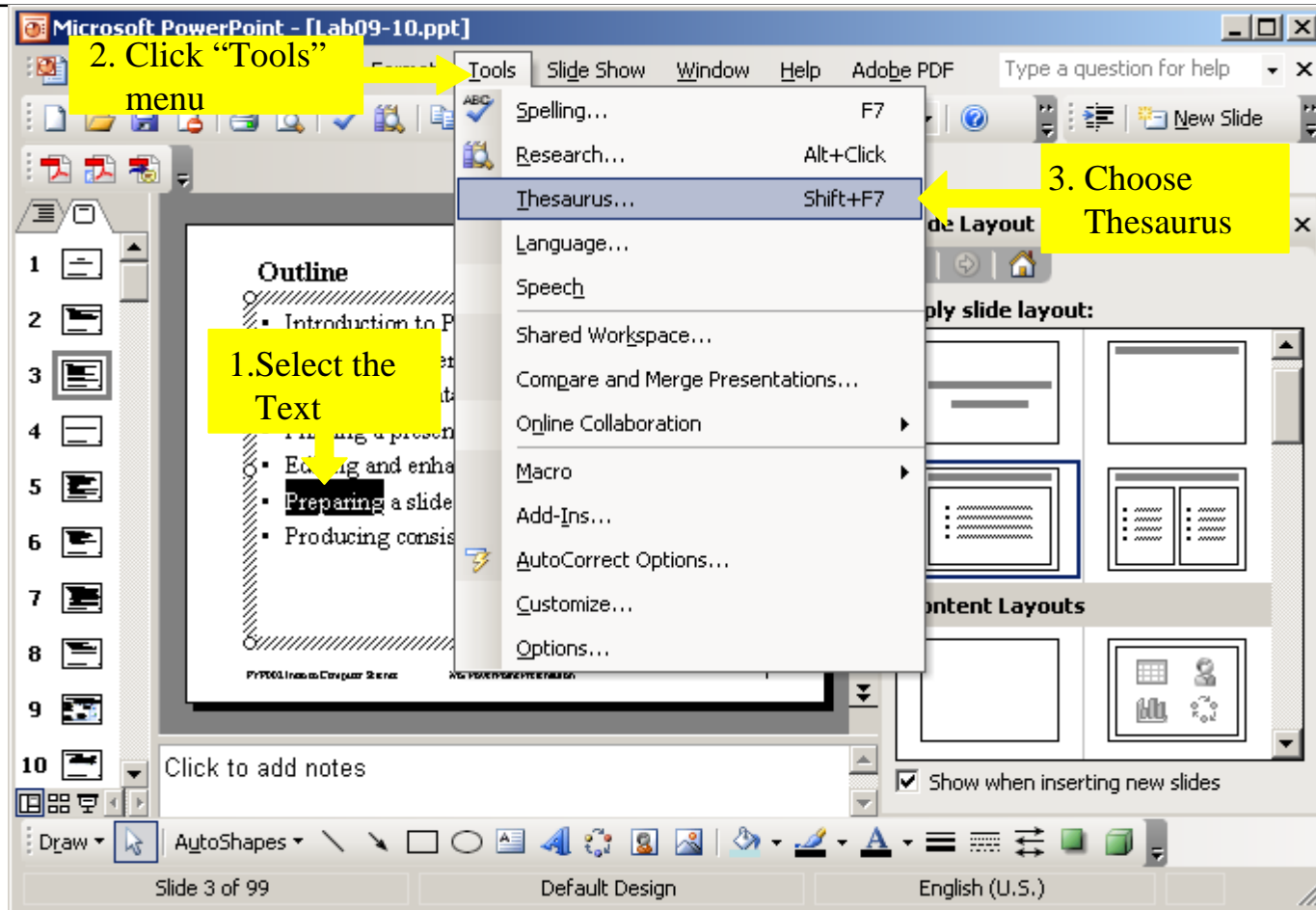
2. To correct a misspelling click the correct word, then click the Change button.

3. Click the Add button to add the selected word to the spelling dictionary.

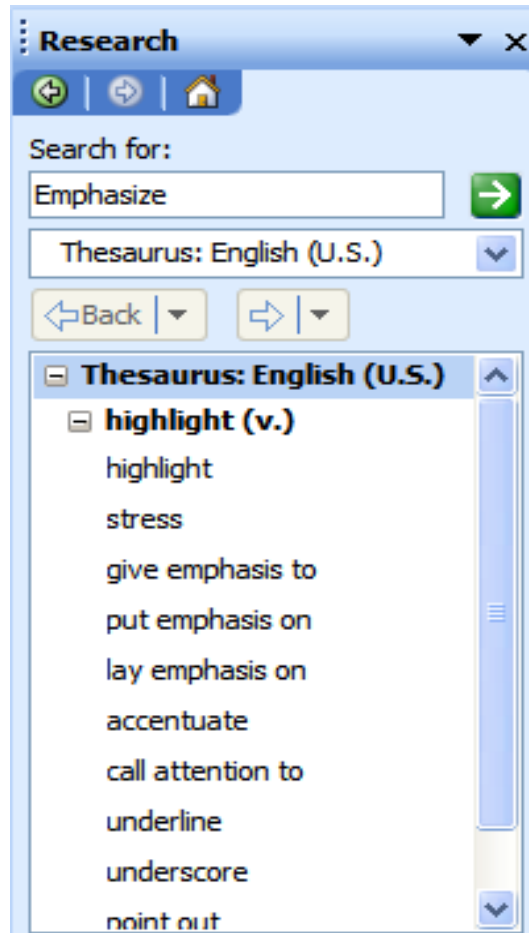
4. Click the Ignore button to ignore this word.

5. Click the OK button to close the dialog box that appears when the spelling check is complete.

Using Thesaurus



Using Thesaurus

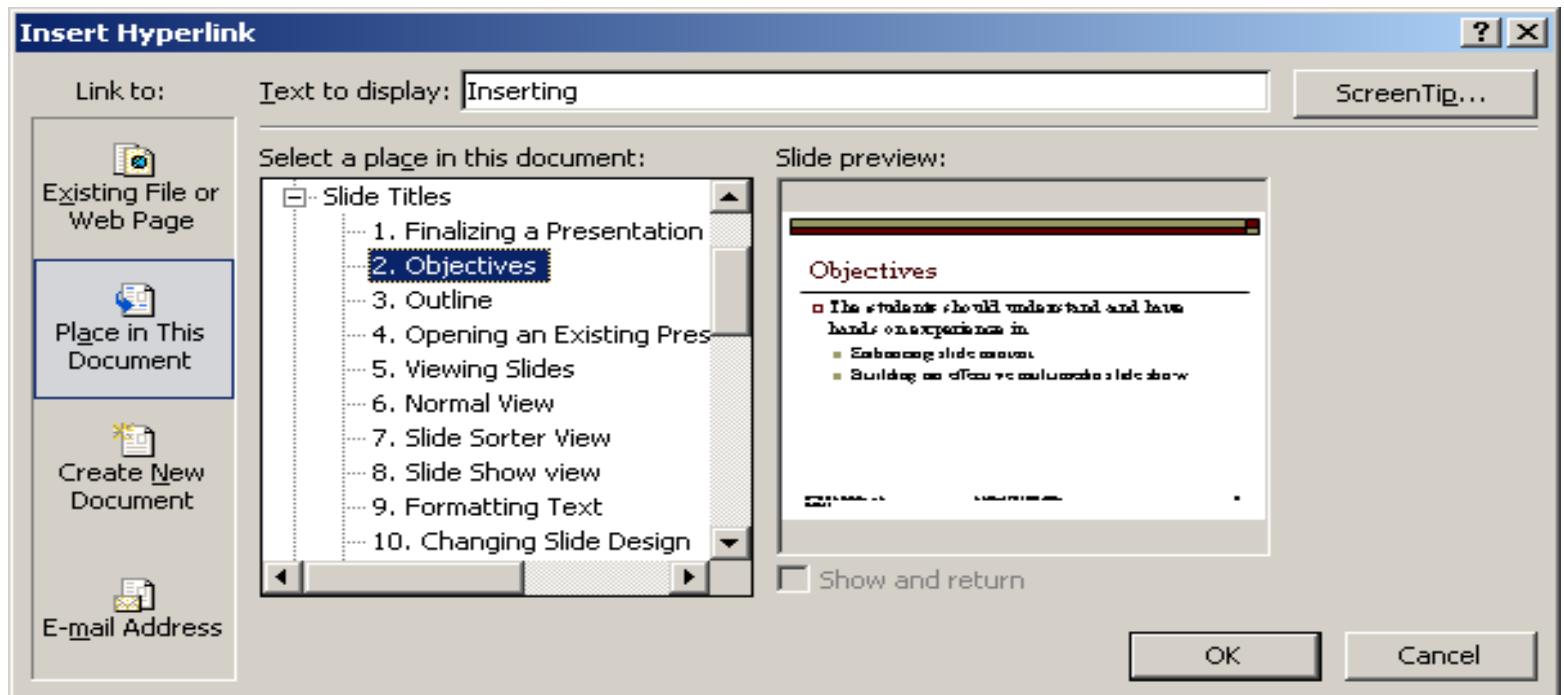


Inserting Hyperlinks

- In your presentation the hyperlinks can be given to the following
 - An existing File or Web page
 - A place in the current presentation
 - Create a new document
 - Email Address

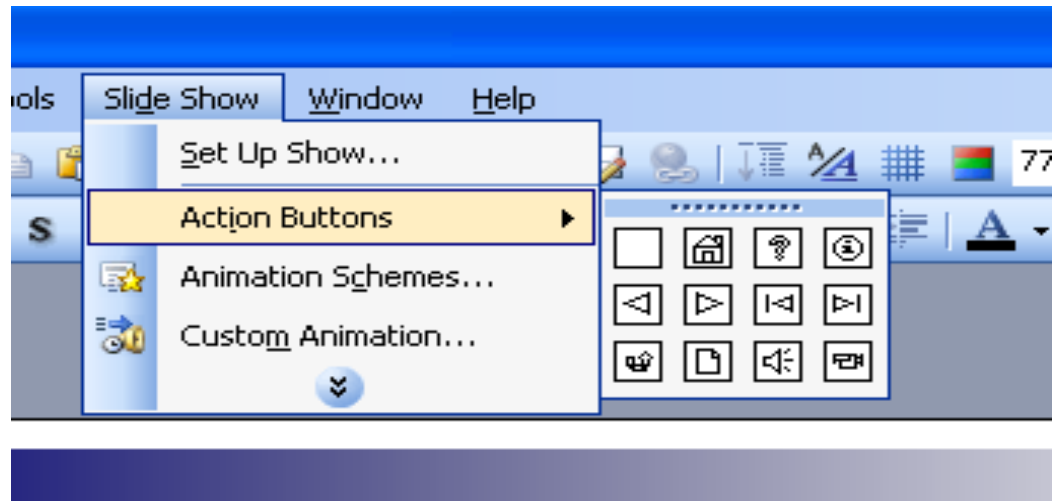
Inserting Hyperlinks

- Select a text or an object, then choose “Insert” → “Hyperlink”



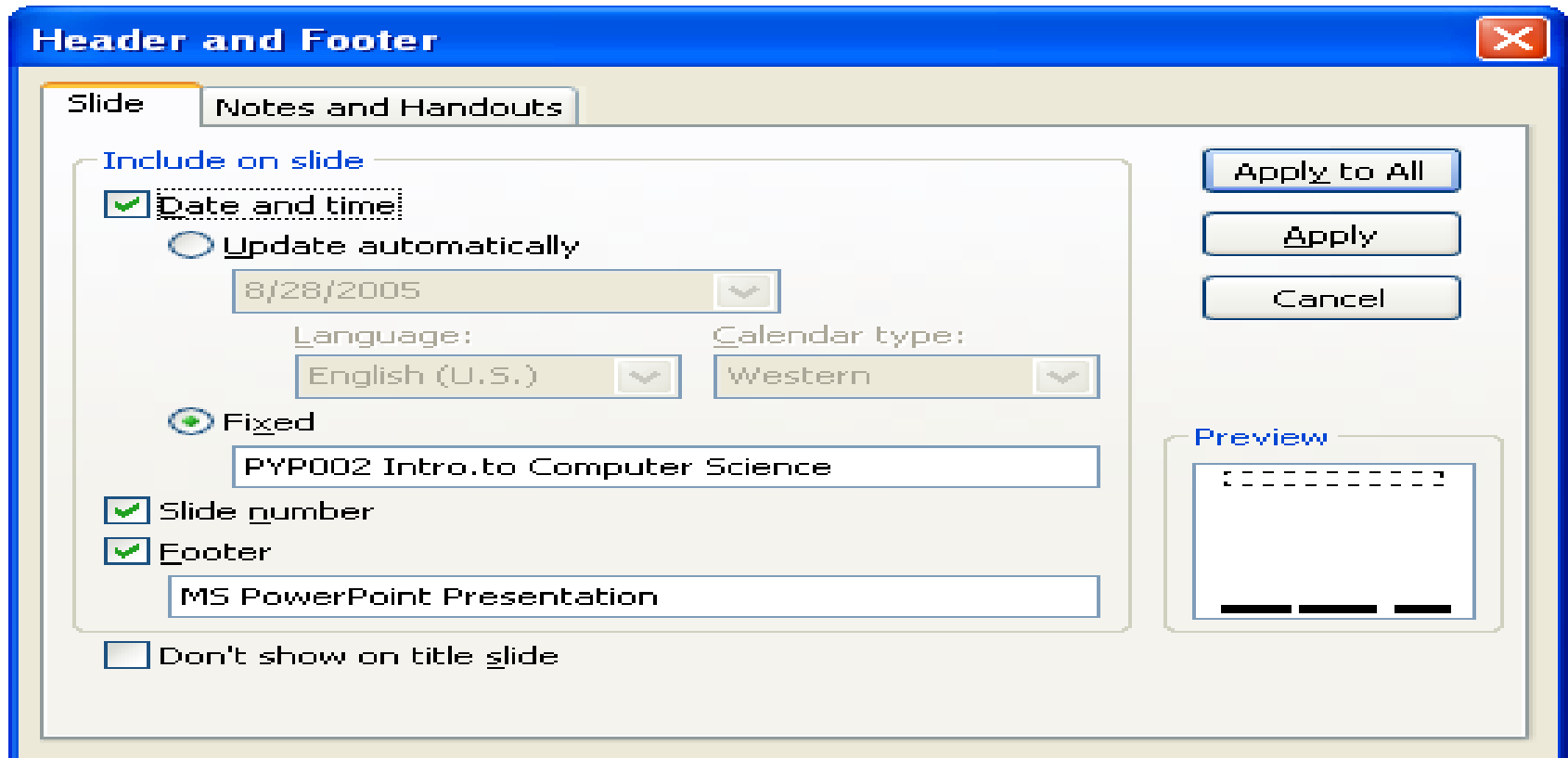
Working with Action buttons

- ❑ You can use an action button to create a hyperlink or move to a particular slide or to the next slide.
- ❑ To create an action button Choose “Slide Show” → “Action Buttons”



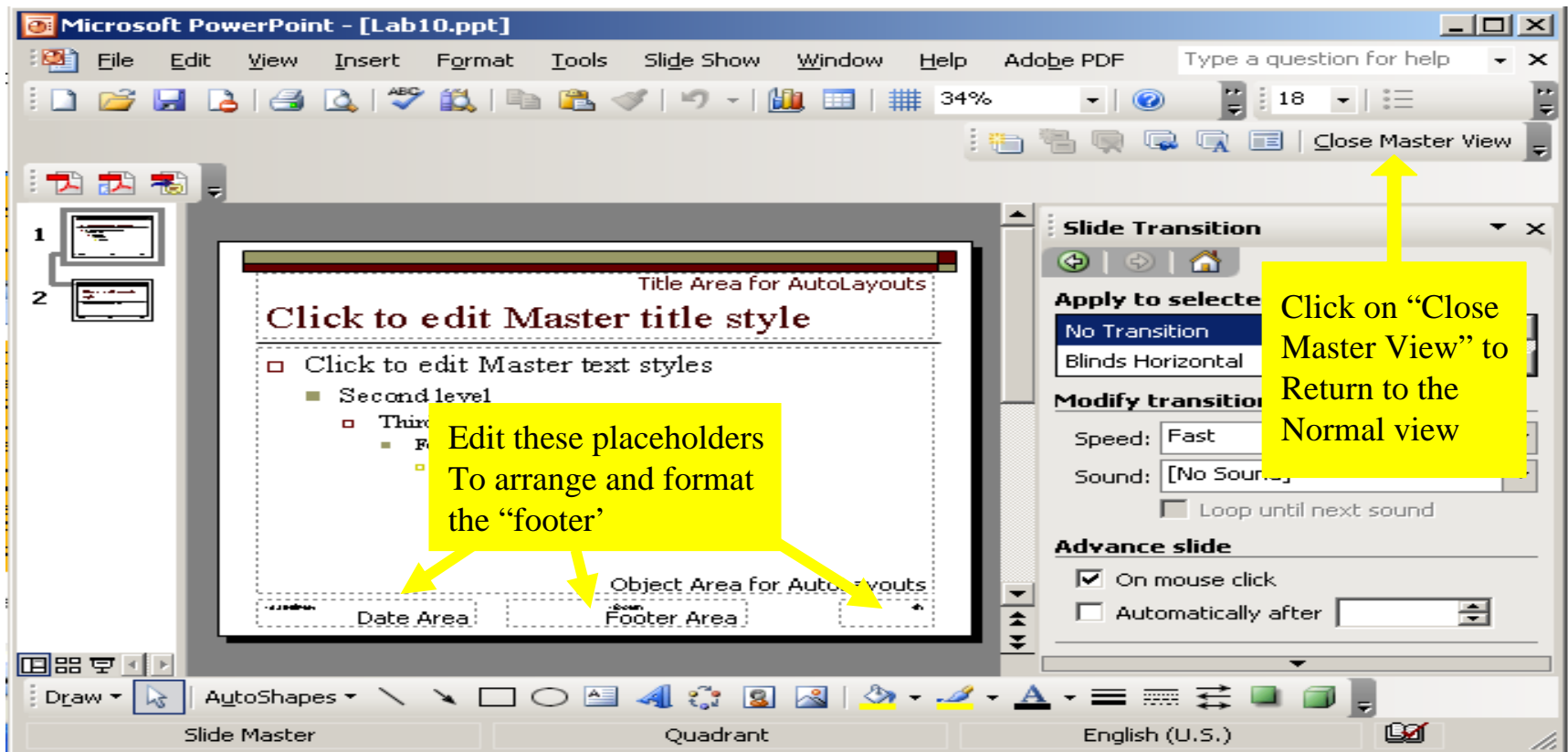
Header and Footer

- Choose “View” → “Header and Footer”



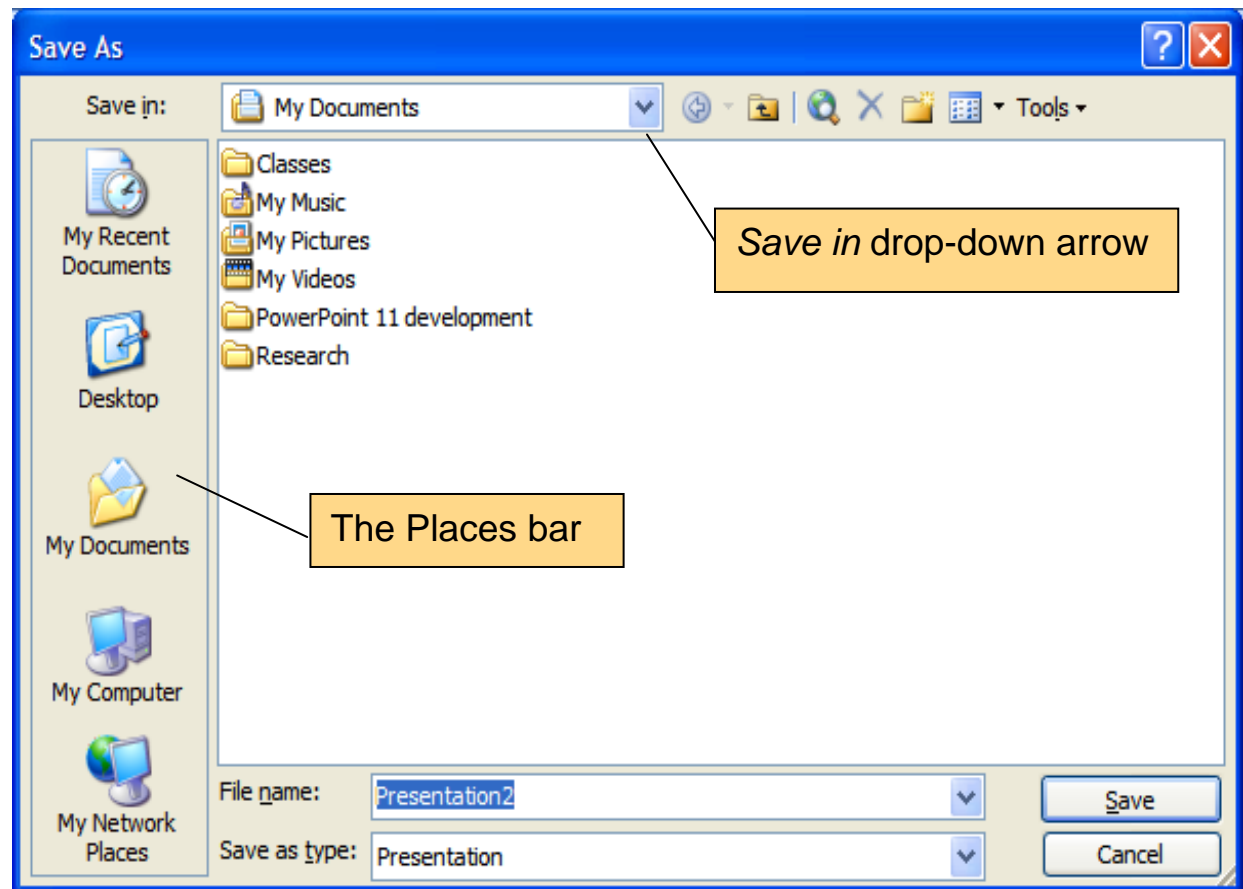
Arranging Header and Footer

- Choose “View” → “Master” → “Slide Master”



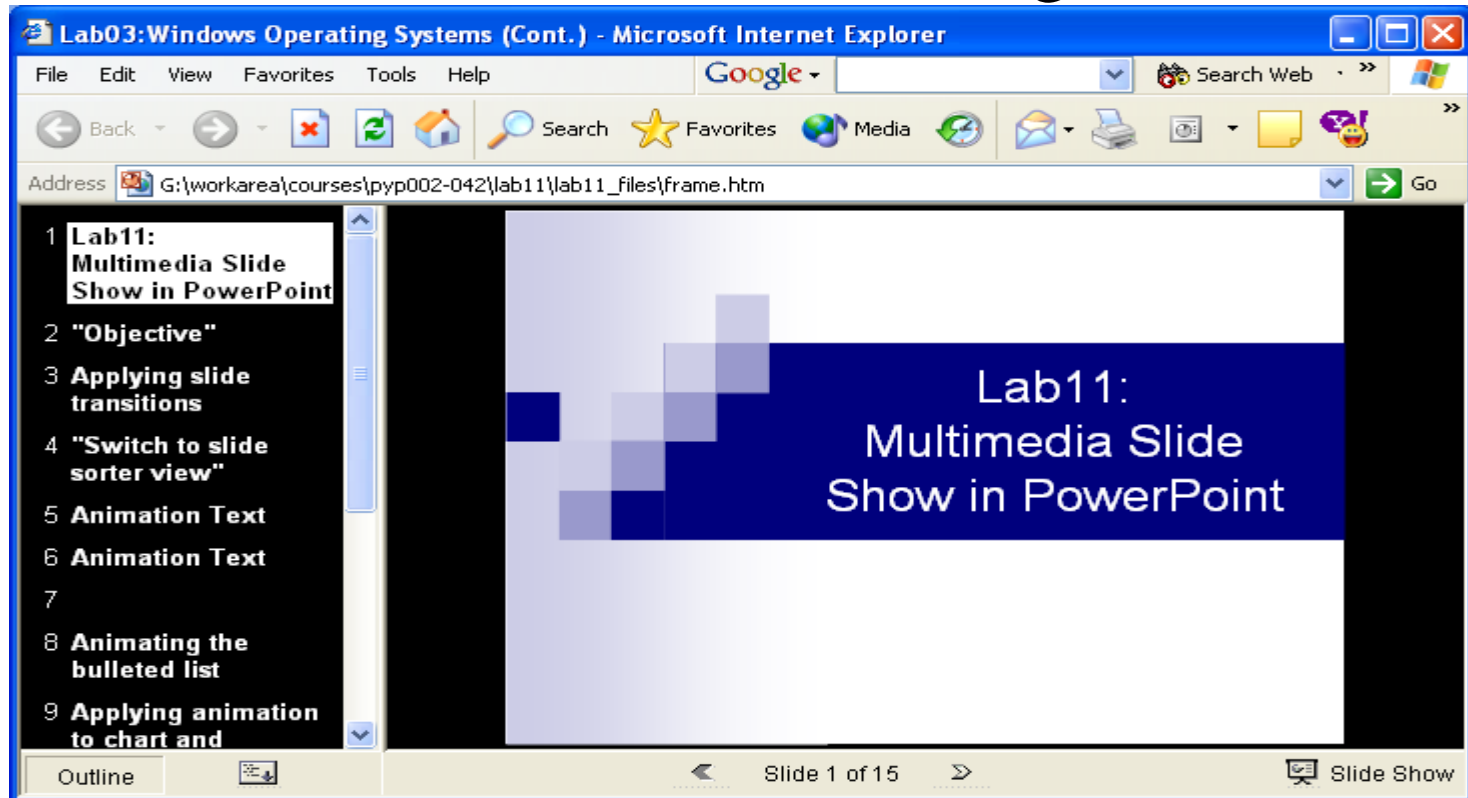
Saving a Presentation

- Select “File” → “Save”
- When the file have not been saved, the Save As dialog window will appear



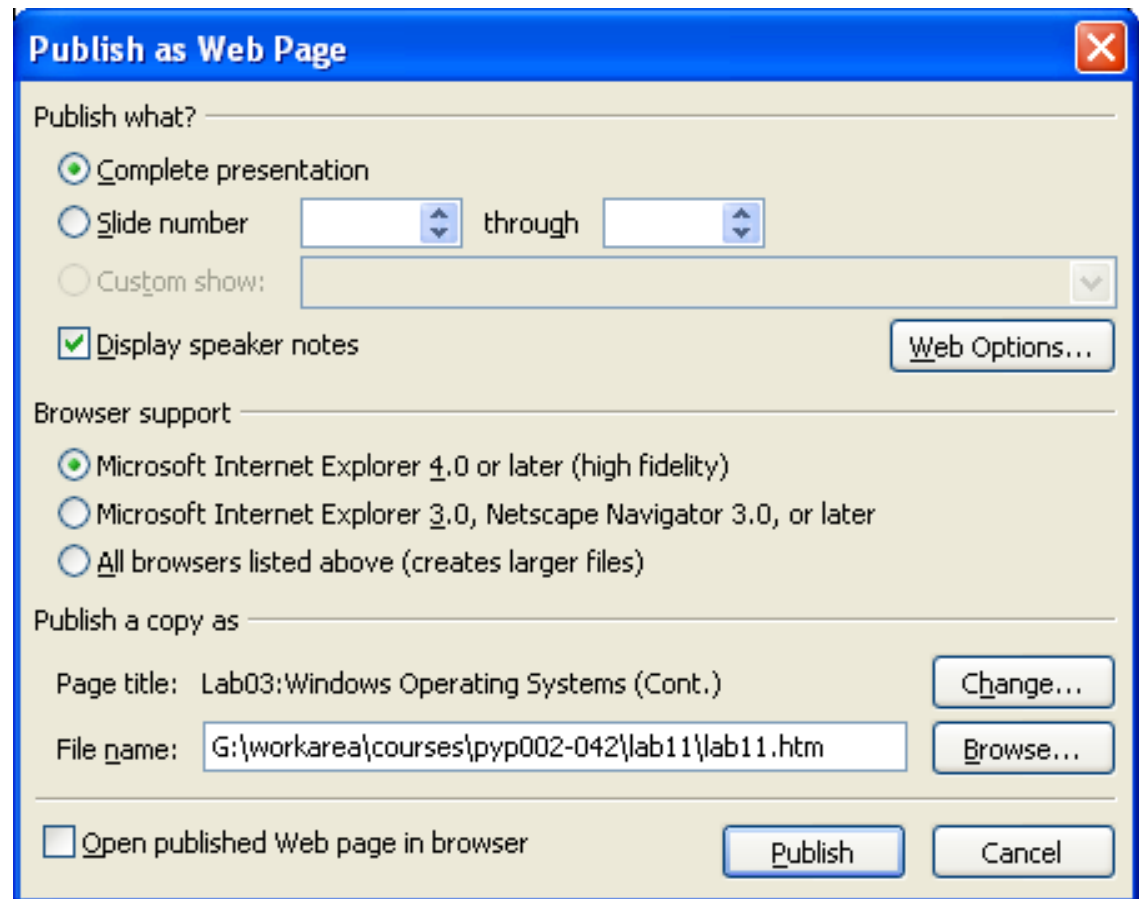
Publish a Presentation on the Web

- Choose File → Save as Web Page



Publish a Presentation on the Web

- To change the default web publishing setting click the “Publish” button in the “Save as Web Page” dialog box.



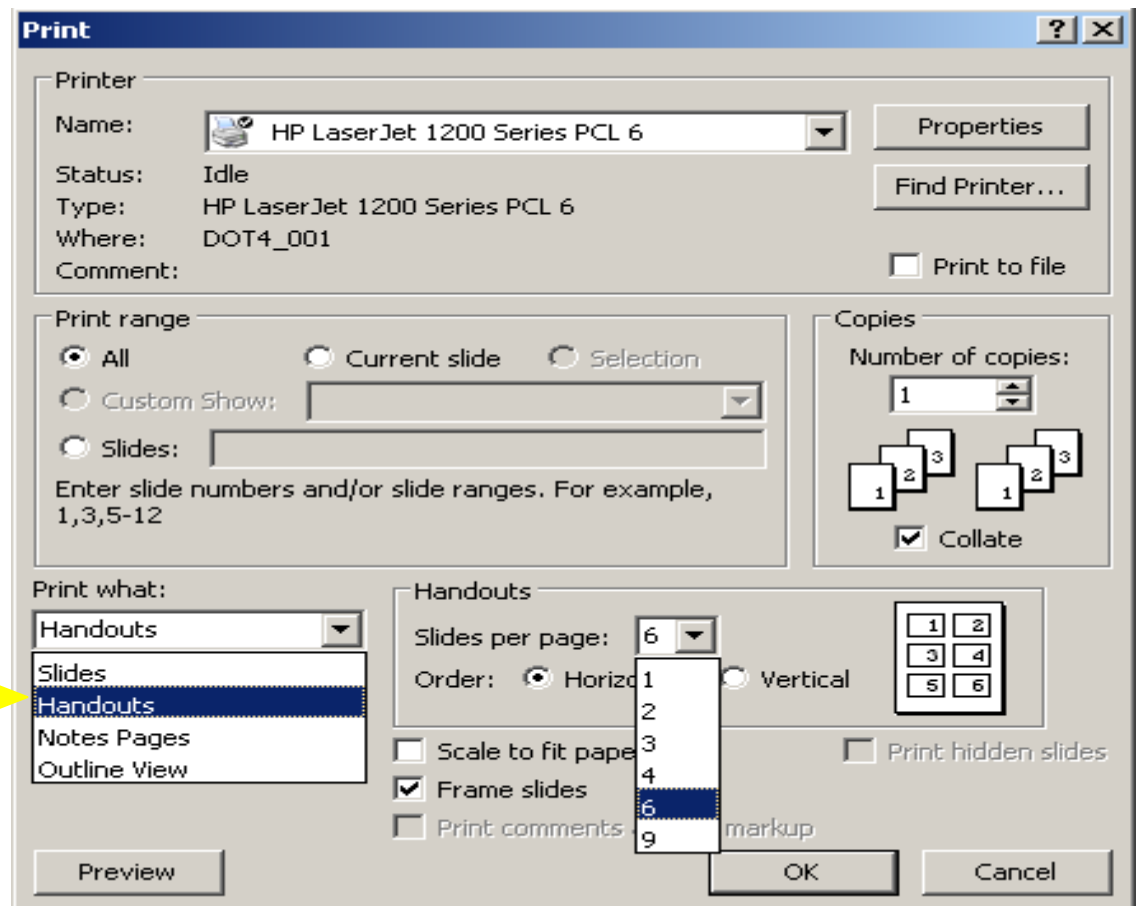
Printing a Presentation

- The slides and notes can be printed in the following format:
 - Slides
 - Handout
 - Notes Pages
 - Outline View

Printing a Presentation

- Select “File”
→ “Print”

Select the
Type of
Printing the
presentation



Summary

- We discussed
 1. Introduction to PowerPoint Presentation
 2. Creating a presentation
 3. Editing and enhancing a presentation
 4. Preparing a slide show
 5. Saving a presentation
 6. Printing a presentation