



E-LEARNING

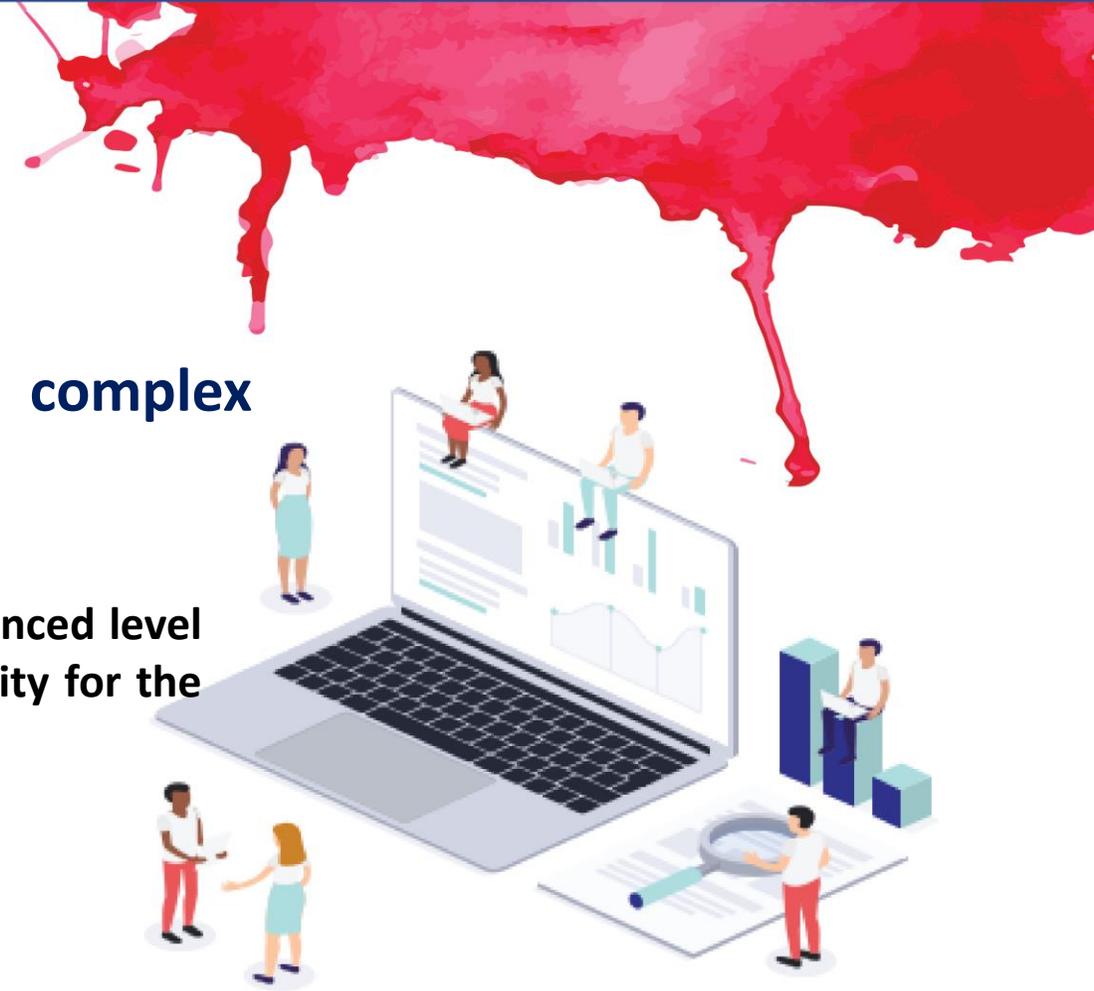
Level 3



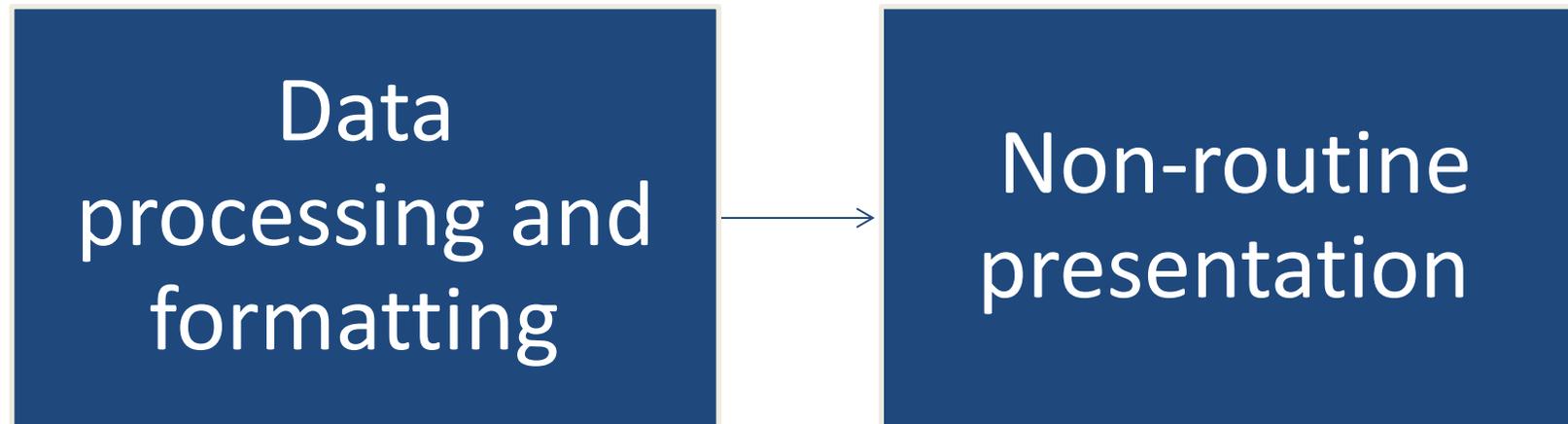
Work Area 9: ICT SKILLS

3.16 Using presentation software to produce complex presentations – Part A

LO3.54 Demonstrate skills in using presentation software at an advanced level to produce complex electronic presentations. Take some responsibility for the evaluation of the result

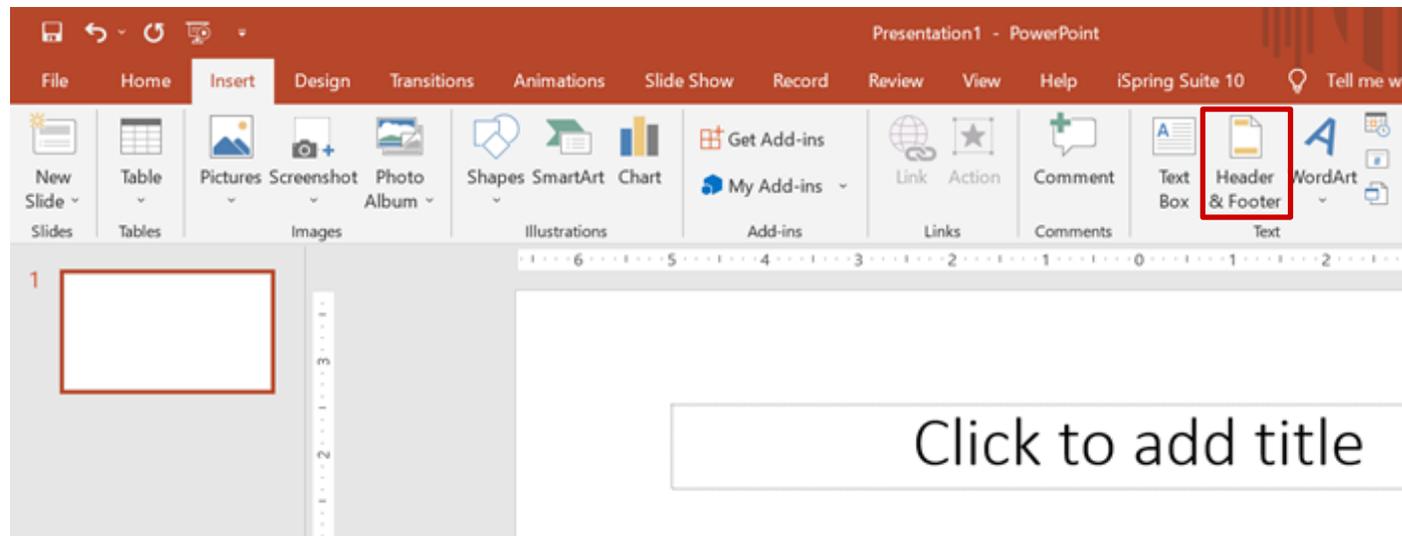


Route map



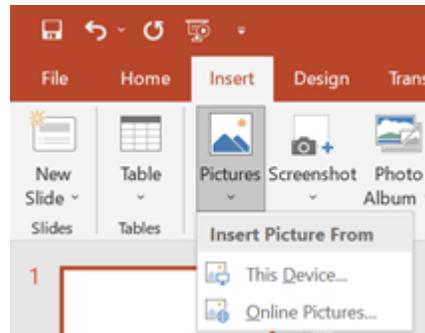
Insert a header and footer

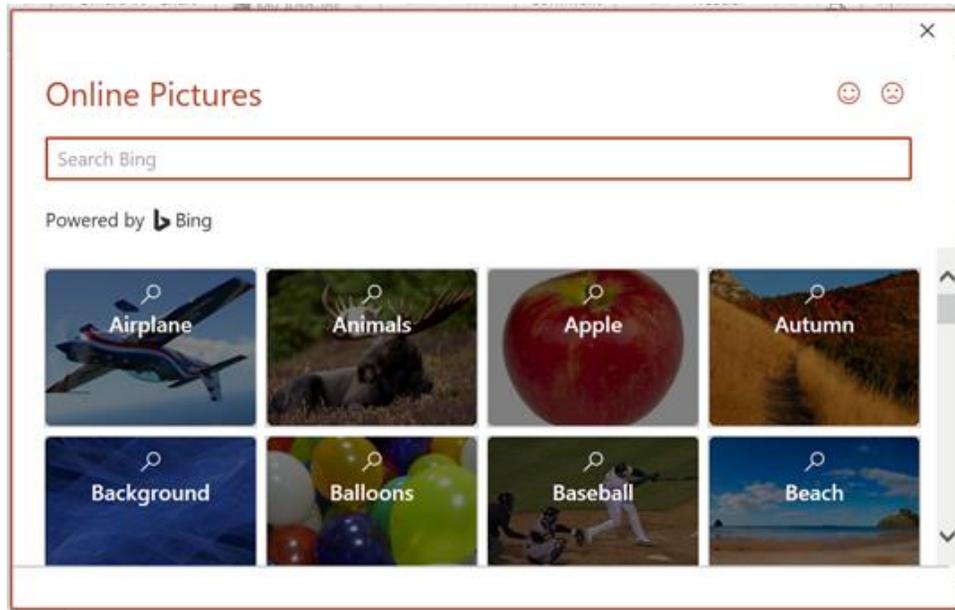
- Go to “Insert” then “Header and Footer” under the “Text” Section
- This dialog box allows you to add a date and time on the slide



Insert pictures from files

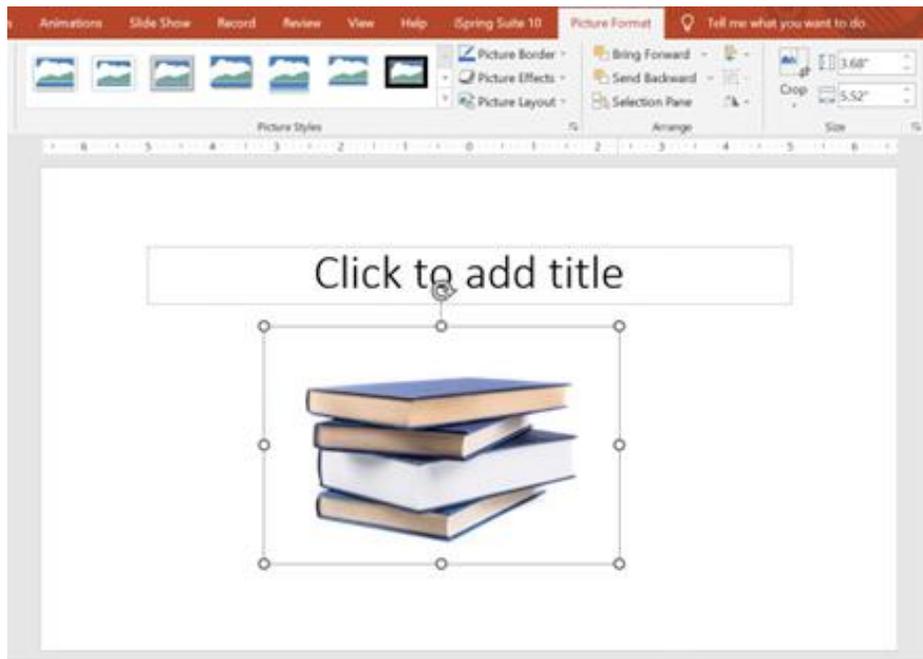
- Go to the “Insert” ribbon then select “Picture”
- Select “Insert Picture From This Device”
- Locate the image file from the folder to where it is saved
- Select “Insert” from the dialog box





Insert Online Pictures

- Go to the “Insert” ribbon then select “Picture”
- Select “Insert Picture From Online Pictures”
- Enter search terms in the search engine pane or select from the options provided below

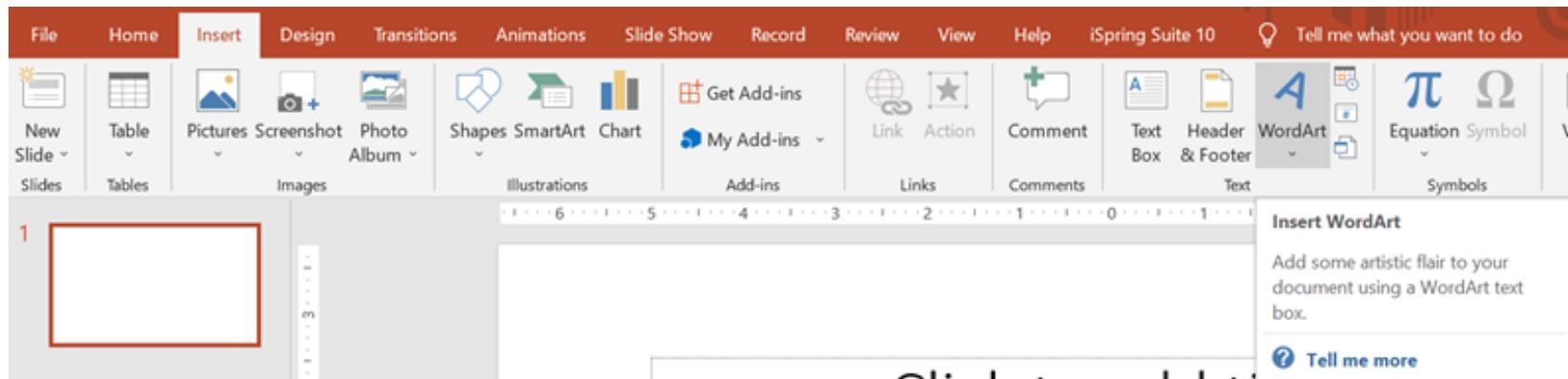


Format Pictures

- After the picture is downloaded in the selected slide, it can be edited.
- To resize the image, click on the picture to surround the image with a black box
- Drag the corner dot away from the center to make it larger and toward the center to make it smaller

Using WordArt

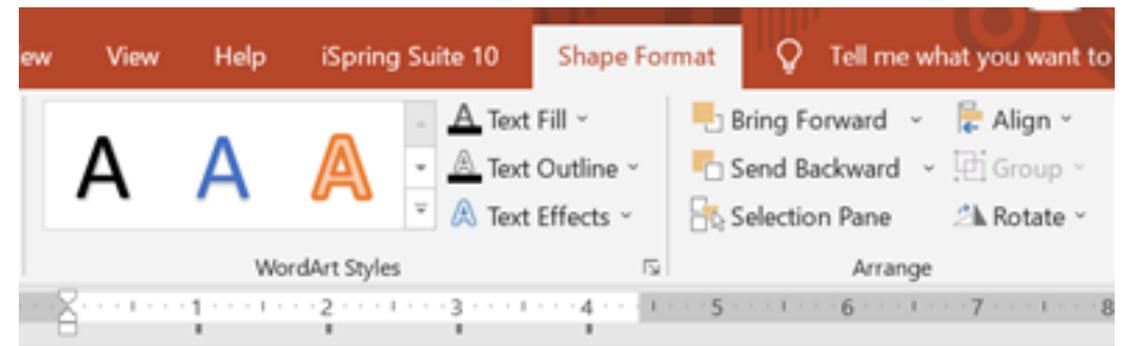
- Go to the “Insert” ribbon and then select “WordArt”
- Click on the design you would like, and it should automatically take you to the Shape Format Ribbon

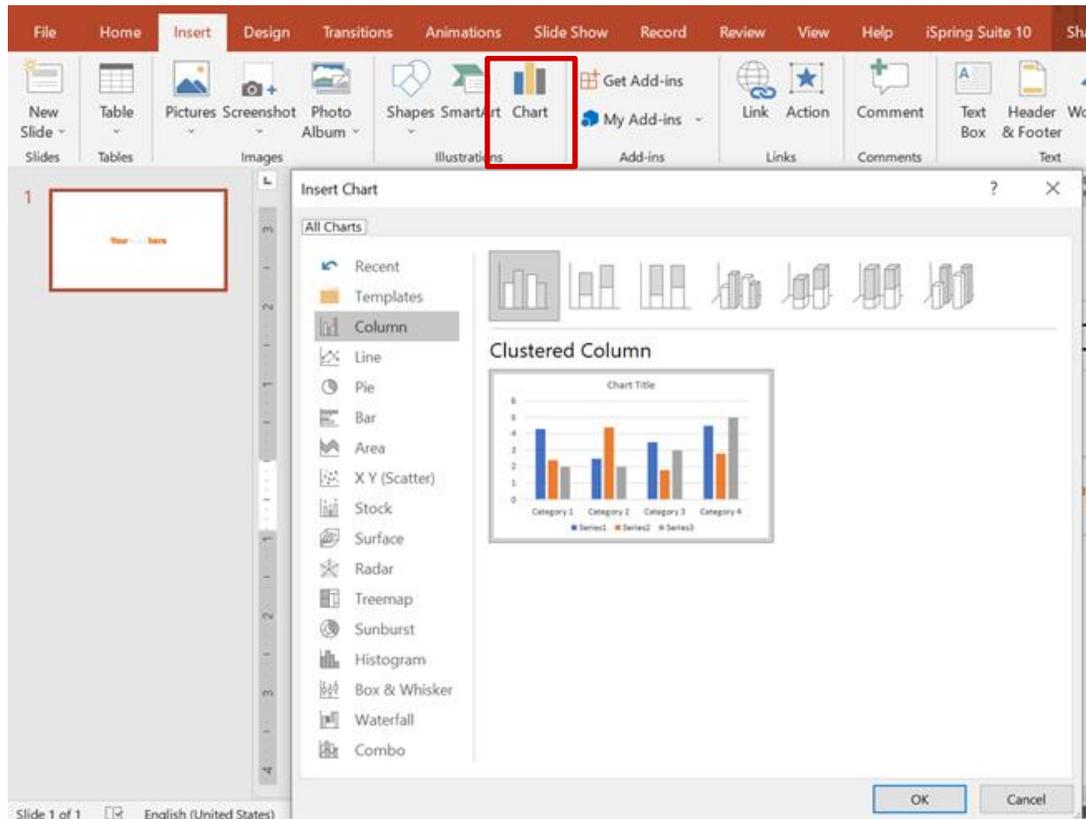




- Type your text and select the desired font and size

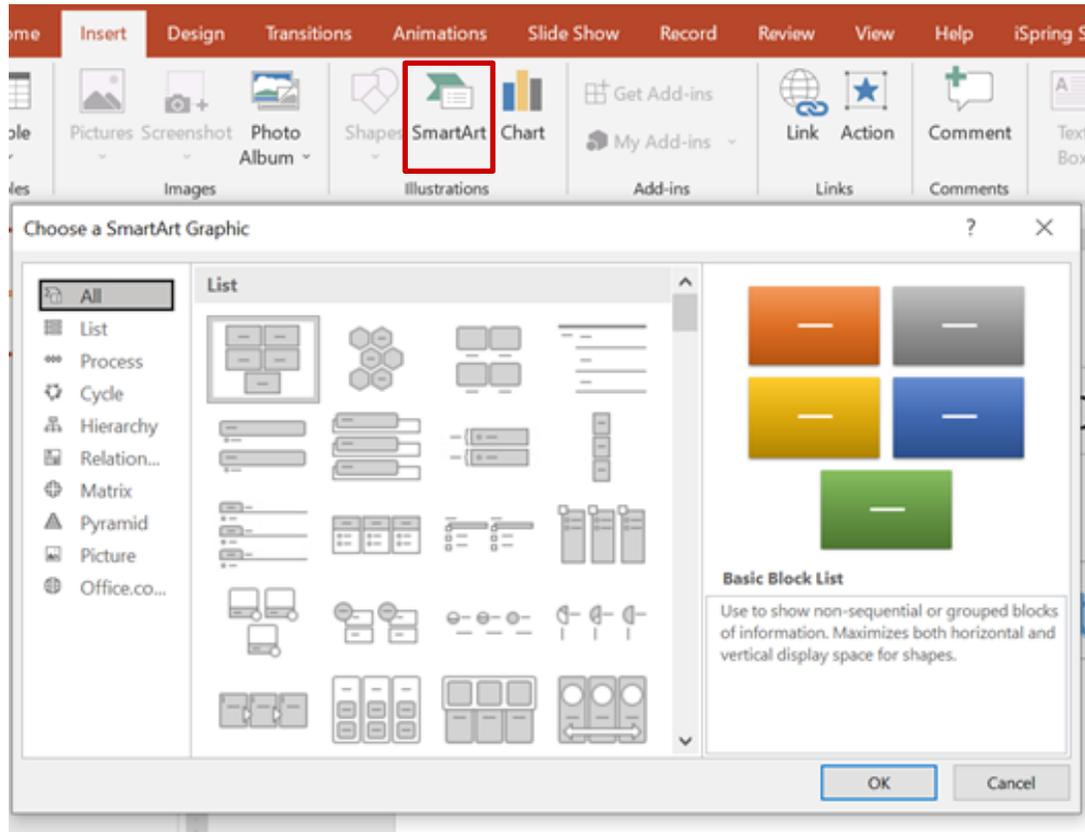
- You can select different shapes styles, insert shapes, and arrange your text
- You can change your text by adding an effect from the WordArt Styles section





Insert Charts

- Go to the “Insert” ribbon then select the “Chart” button
- Option to choose from Column, Bar, Line, Pie and several other chart options



Insert SmartArt

- Go to the “Insert” ribbon then select the “SmartArt” button
- Option to choose from List, Process, Cycle, Hierarchy and several other options

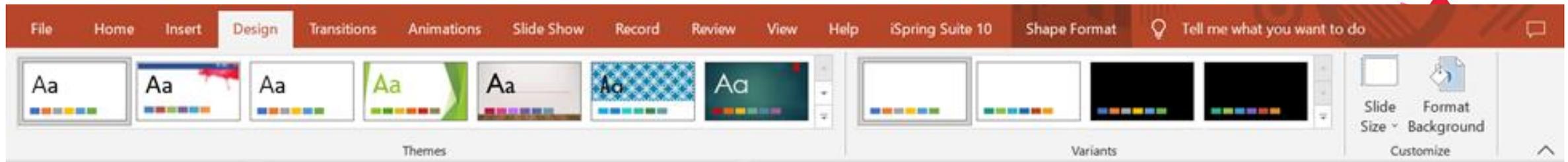
Perform spelling and grammar check

- Go to the “Review” ribbon then hover over “Proofing” and select “Spelling”
- PowerPoint finds possible spelling and grammar mistakes and makes suggestions to correct them

Non-routine presentation

Design

- Go to the “Design” ribbon to scroll through different backgrounds and styles



1. Click on themes and go to the Variants section to change the color of the selected theme

2. You can also change the font and add some fun effects by expanding the Variants section through the arrow in the right corner at the bottom

3. Allows you to change the slide size and/or format the background

Non-routine presentation

Inserting Transitions

1. Click
"Transitions" tab

2. Select
transition type

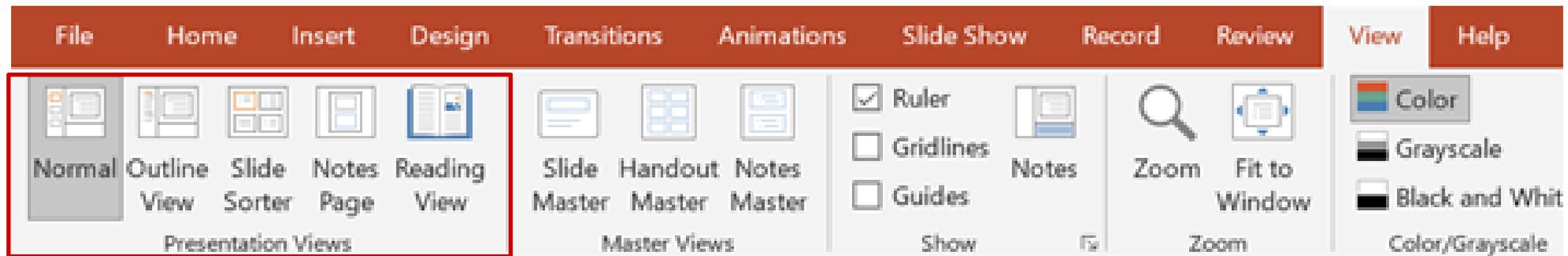
3. You have the
option to apply
to this slide or all
slides



Non-routine presentation

Different ways to View PowerPoint

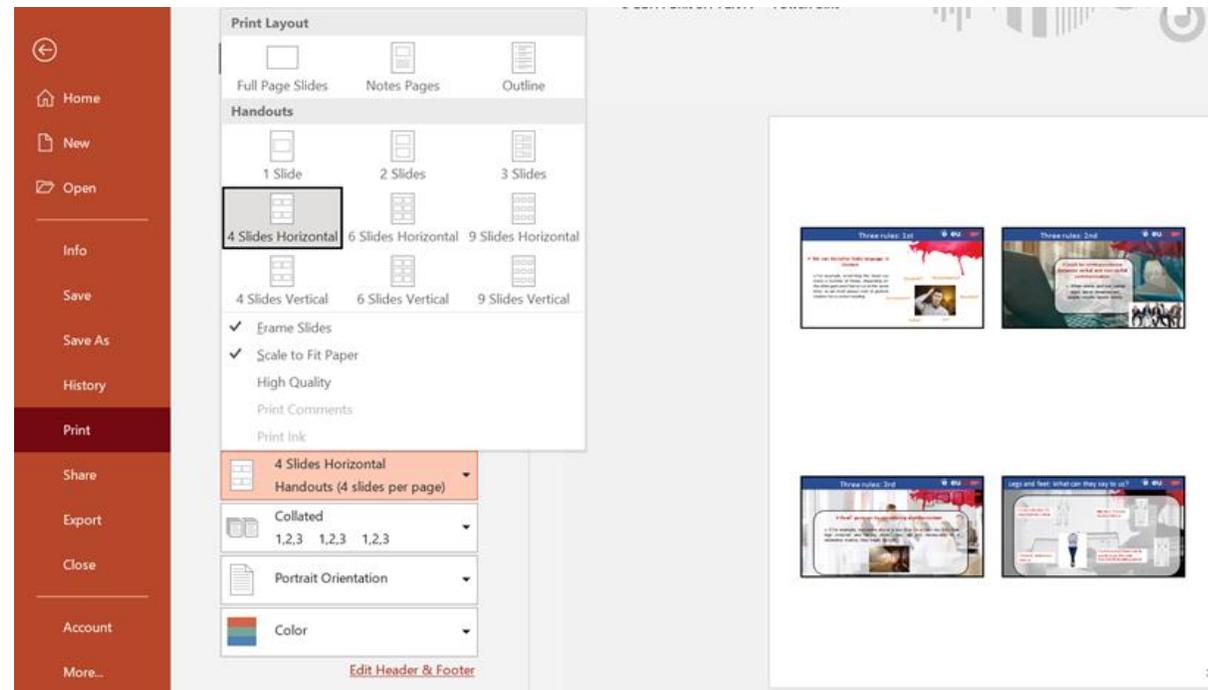
- To access the different slide views, click on the “View” ribbon at the top of the screen
- On the left end of the view ribbon, you will see the different choices to view your slide



Non-routine presentation

Print handouts

- Select “File” then select “Print”
- A dialog box appears that allows you to change the printer and select the number of copies to be printed
- You can also select to print handouts of the slideshow



Methodological Tool I



My town/city presentation
E-EUPA_LO_3.54_M_001

Revision Questions

Question 1

- What are the necessary functions of PPT for the creation non routine documents?

Question 2

- How can we check spelling and grammar?

Question 3

- How can we insert:
 - SmartArt
 - Animations
 - Transitions
 - WordArt

Module Key points

- Slides include different kinds of content
 - Text, images, hyperlinks, SmartArt and more
- Change the design of a presentation by using and editing a theme
- Inserting:
 - SmartArt
 - WordArt
 - Pictures
 - ClipArt
- You can make your presentation more interesting by adding effects
 - Effects include Transitions and Animations



WELL DONE!

You have completed Unit 3.16 Part A



**Co-funded by
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