



E-LEARNING

Level 2



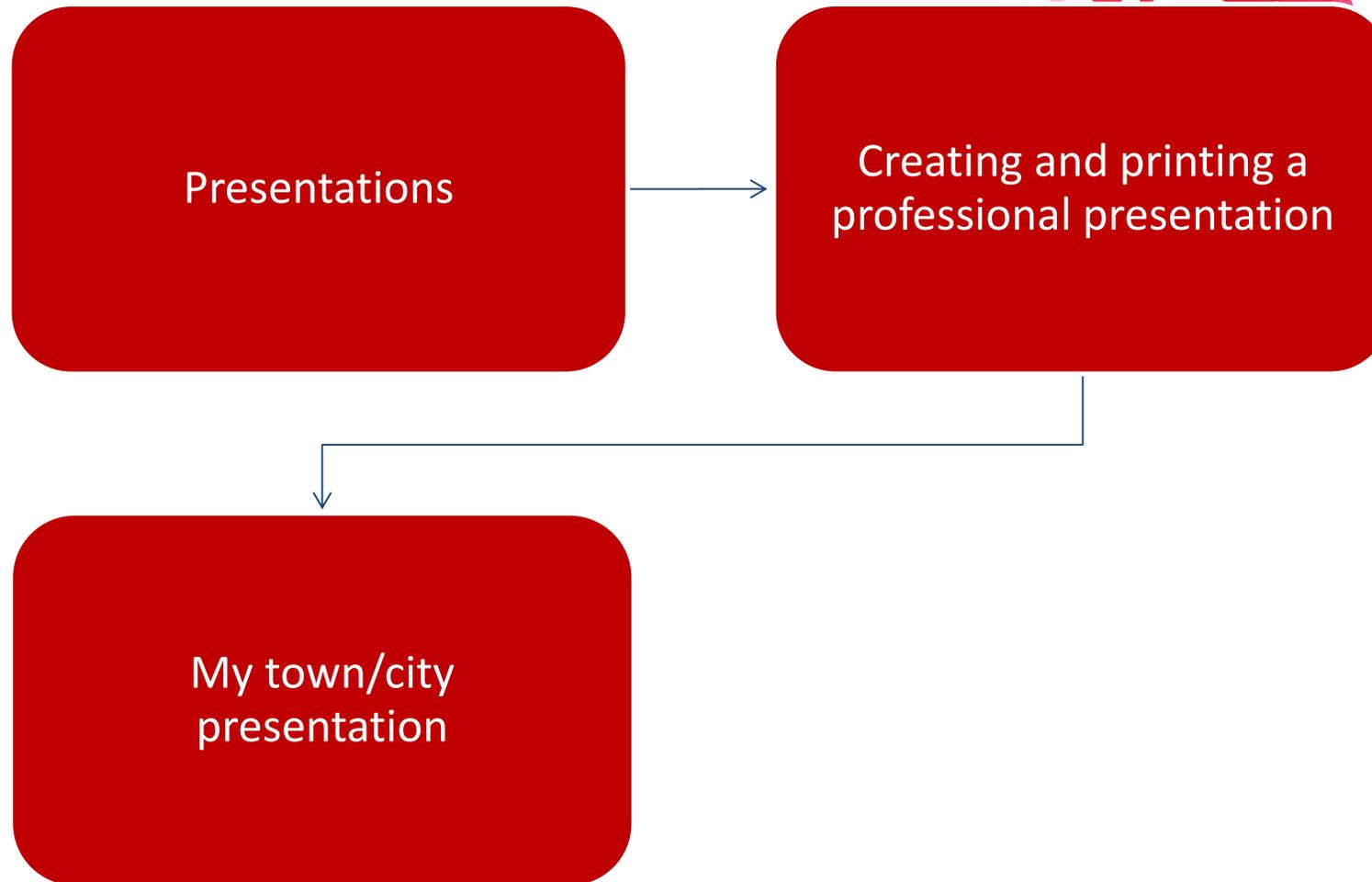
WA07 ICT Skills: 19 Basic ICT Skills

Use presentation software to produce routine and non-routine presentations

LO2.24 Demonstrate the ability to use presentation software tools and techniques safely and securely to produce routine and non-routine electronic presentations that meet the requirements of the office.



Route Map



Presentations



Presentations can be produced on paper, but can also be produced electronically. Presentations can be produced using various software, such as Microsoft PowerPoint.

Microsoft PowerPoint

Microsoft PowerPoint is a software product used to perform computer-based presentations.

Presentations are mainly used for showing and explaining a topic in front of an audience.

There are various circumstances in which a presentation is used: Teaching a class, introducing a new product, explaining an organizational structure, etc.

Microsoft PowerPoint

- PowerPoint is a visual and graphical application.
- With PowerPoint, you can create, view, and present slide shows that combine text, shapes, pictures, graphs, animation, charts, videos, and much more.
- You will recognize some of the features of the PowerPoint window that are common to most Windows programs, such as the Tabs with the Groups.
- Although, some toolbar buttons and panes are new and specific to PowerPoint.

Microsoft PowerPoint Start

- Create, open, and name a presentation
- Go to powerpoint.office.com.
- Or sign in to office.com/signin, select the Office 365 App Launcher. The app launcher icon in Office 365, and then select PowerPoint.
- Select New blank presentation, open a Recent file, or select one of the themes.

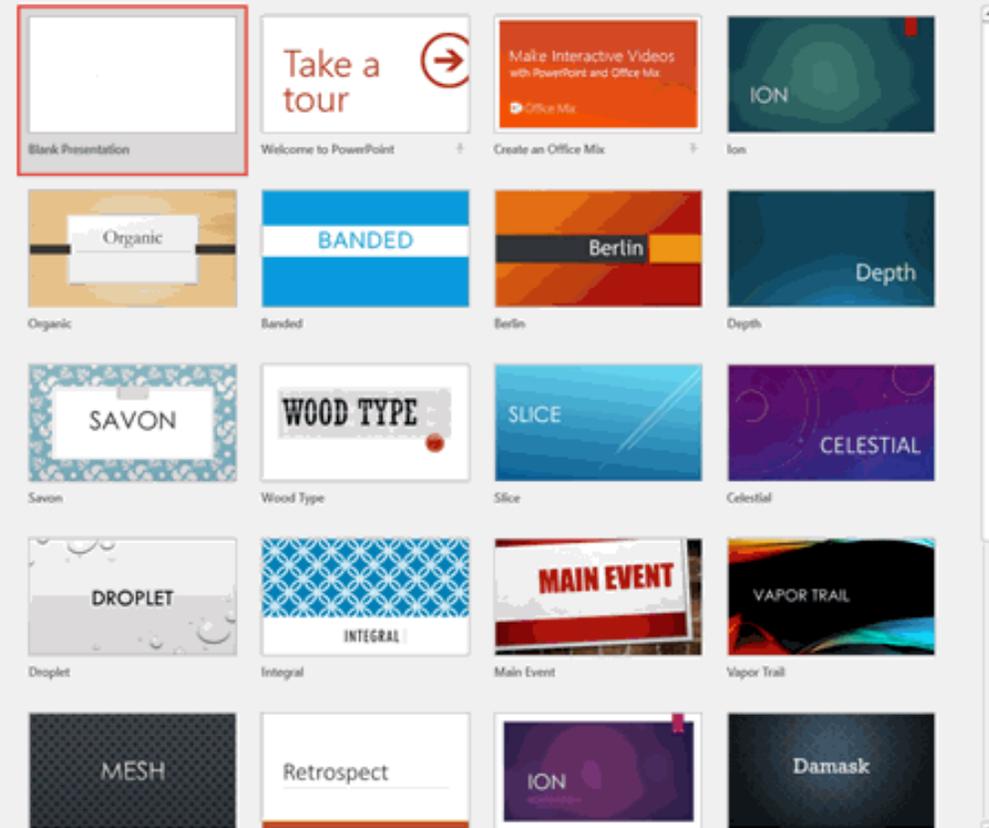
PowerPoint

Recent

- Yesterday
-  AdvPPTclassfile
Documents » PowerPoint » Training Files
-  Open Other Presentations

Search for online templates and themes

Suggested searches: Presentations Business Orientation 4:3 Education Blue Personal



- **1. File:**

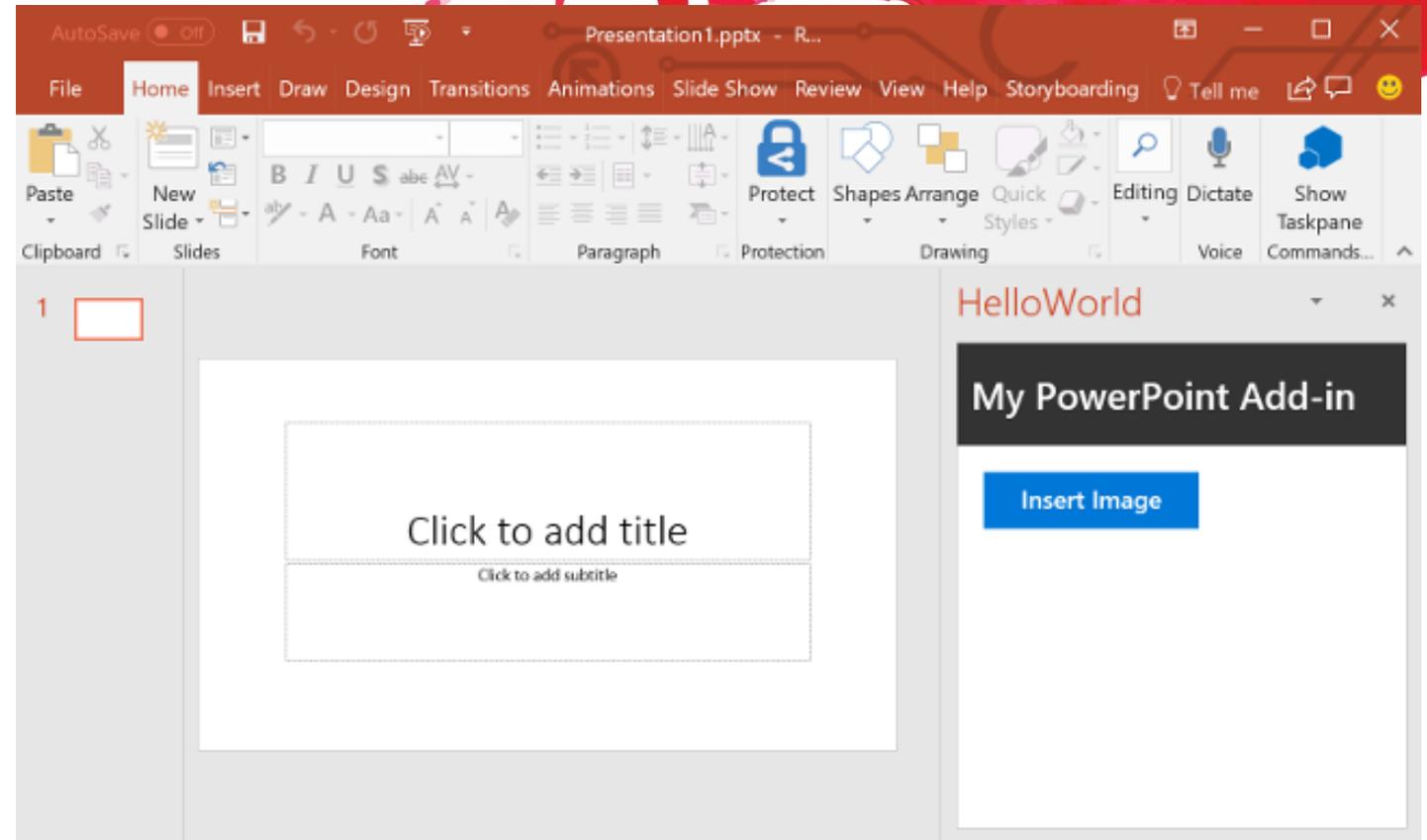
- Choose this button to open a new presentation, save the presentation, and access PowerPoint options.

- **2. Quick Access Toolbar:**

- This is a customizable toolbar placed by default next to the Office Button -- you can add icons for your often used commands to this toolbar.

- **3. Ribbon:**

- The Ribbon has tabs, which in turn contain groups of buttons for various options - some groups also contain galleries (for example, galleries for Themes and Theme Colors).

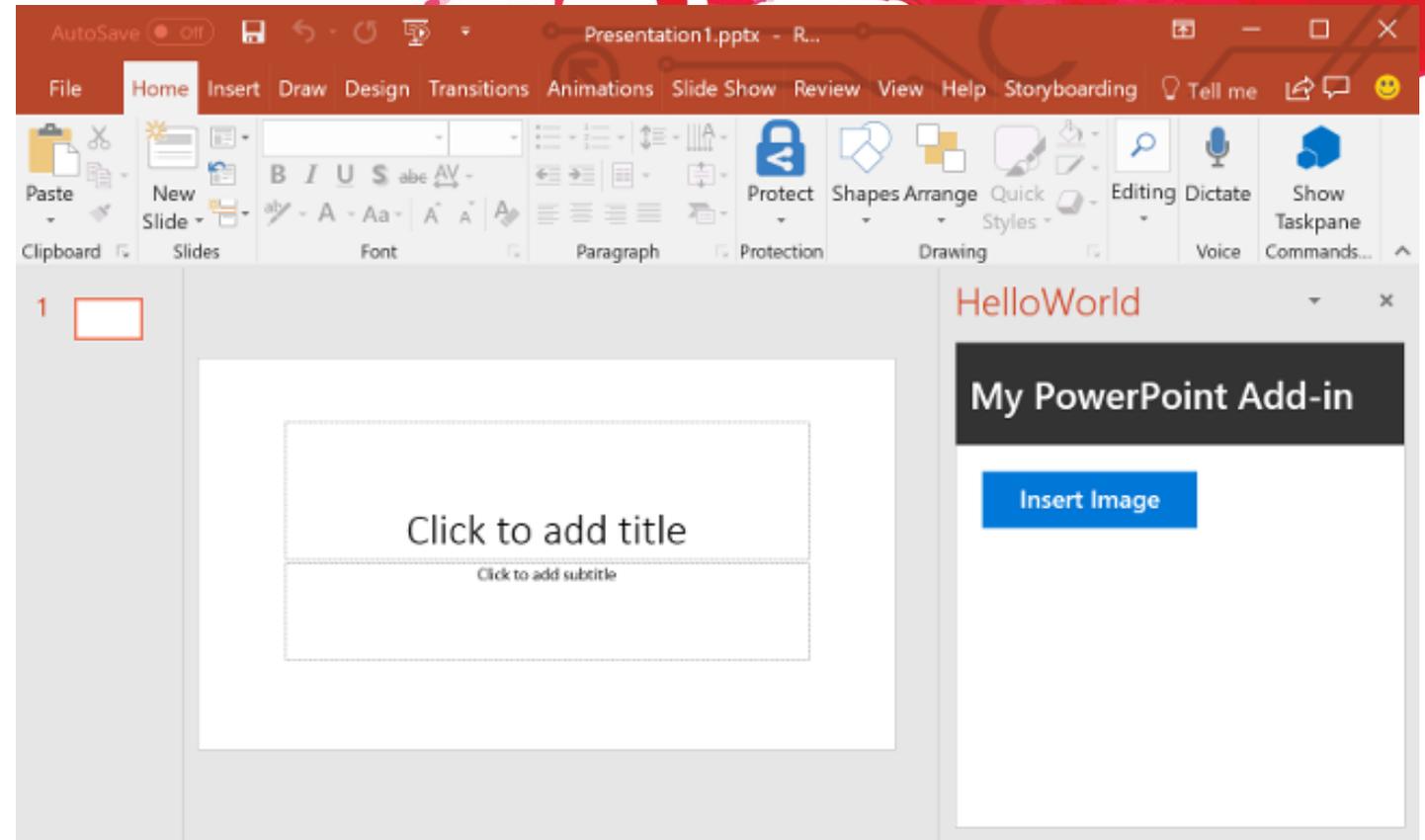


- **4. Slides/Outline Pane:**

- Normally placed on the left side of the interface, this pane contains two tabs, the Slides tab and the Outline tab. The Slides tab shows thumbnails of all the slides in the open presentation. The Outline tab shows the same slides in outline view.

- **5. Status Bar:**

- A horizontal strip that provides information about the open presentation like slide number, applied theme, etc. It also includes the view and zoom options.



A quick walkthrough of the PowerPoint interface

- **6. Notes Pane:**

- Directly below the active slide, this is where you input your speaker notes for the current slide. None of this content is visible on the actual slide while presenting - although it is visible in both Notes Page view and Presenter view.

- **7. View Buttons:**

- There are three view buttons, as well as a zoom-in and zoom-out bar, displayed on the status bar located on the lower right hand corner of the window.
- **Normal View** - Clicking this enables Normal view; Shift-clicking this gets you to Slide Master view.
- **Slide Sorter View** - Clicking this displays zoomable thumbnails of every slide in the open presentation. Shift-clicking this button gets you to Handout Master view.
- **Slide Show from current slide** - Show the presentation as a full screen slideshow from the current selected slide. Shift-clicking brings up the Set Up Show dialog box.

- **8. Slide Area:**

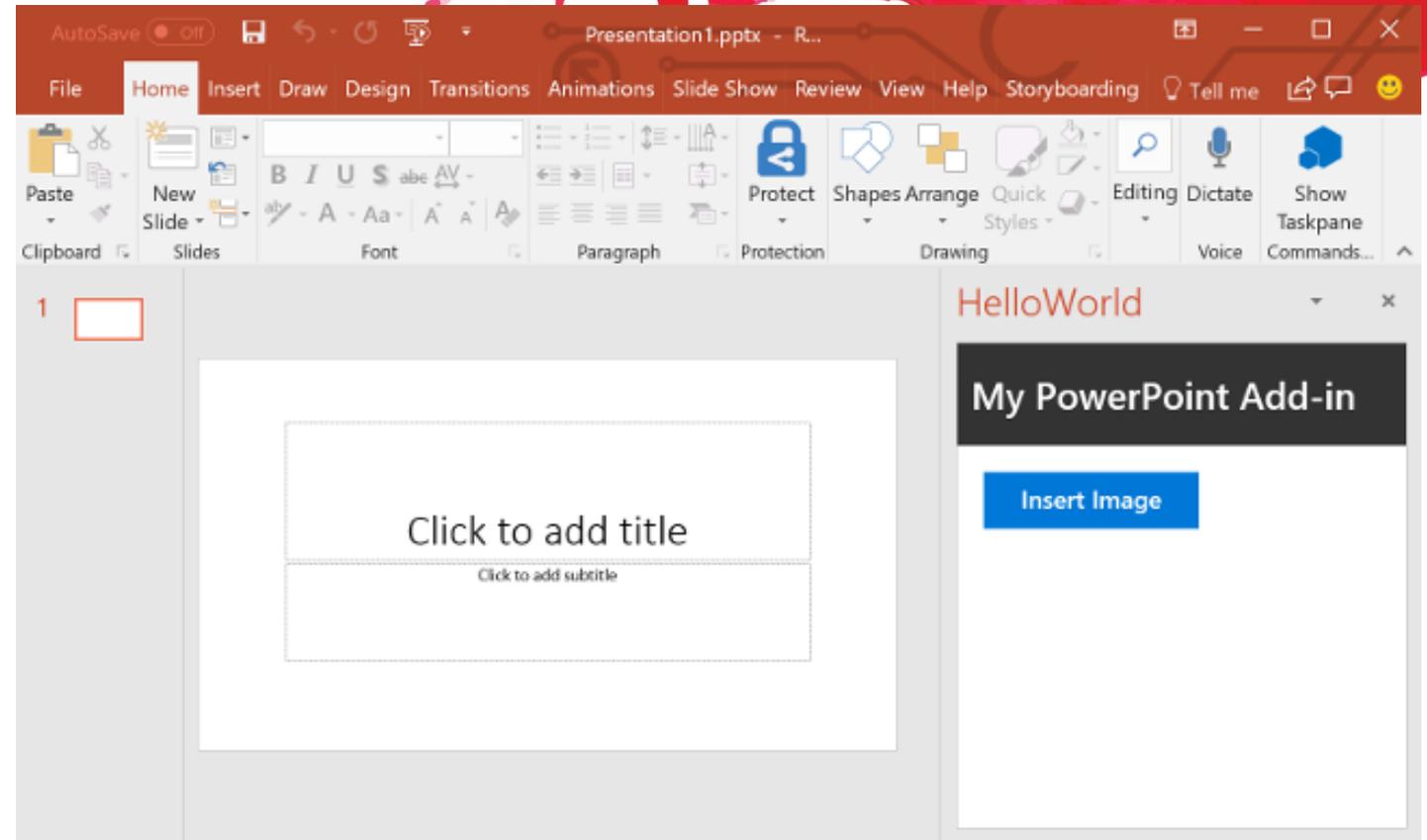
- Displays the active slide.

- **9. Task Pane:**

- The Task Pane contains more options and appears when you choose an option in one of the Ribbon tabs, for example if you click the Clip Art button on the Insert tab of the Ribbon, the Clip Art task pane opens (as shown in the figure above on this page).

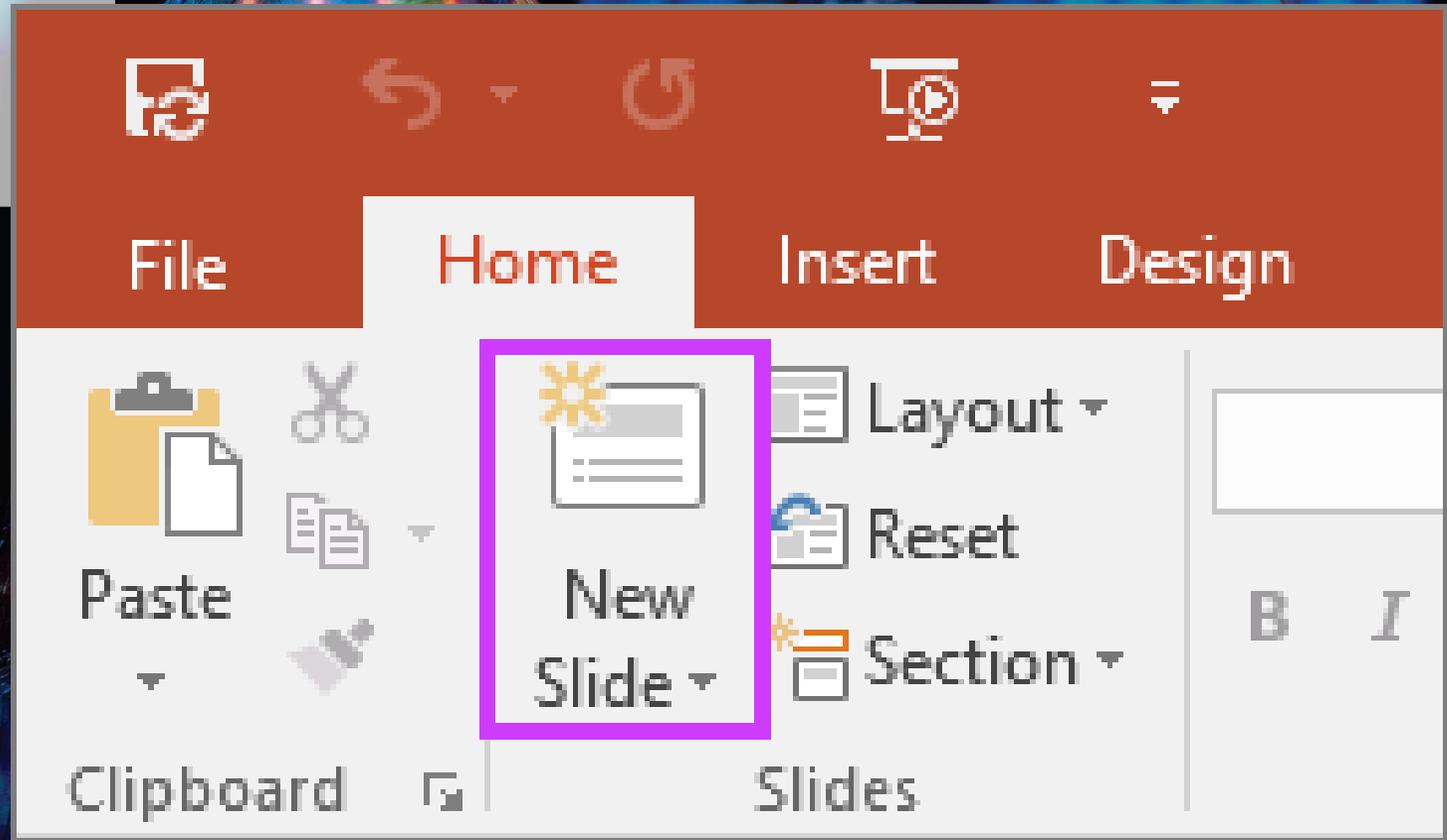
- **10. Mini Toolbar:**

- This toolbar is not shown in the figure located here; it is a semi-transparent floating toolbar that spawns right next to the cursor, and it is also available instantly with a right-click.



PowerPoint: How to add a new slide

In the Home tab of the Ribbon, click the New Slide button, as shown in the Figure.



PowerPoint: How to delete a slide

- **Open the Sides tab:**

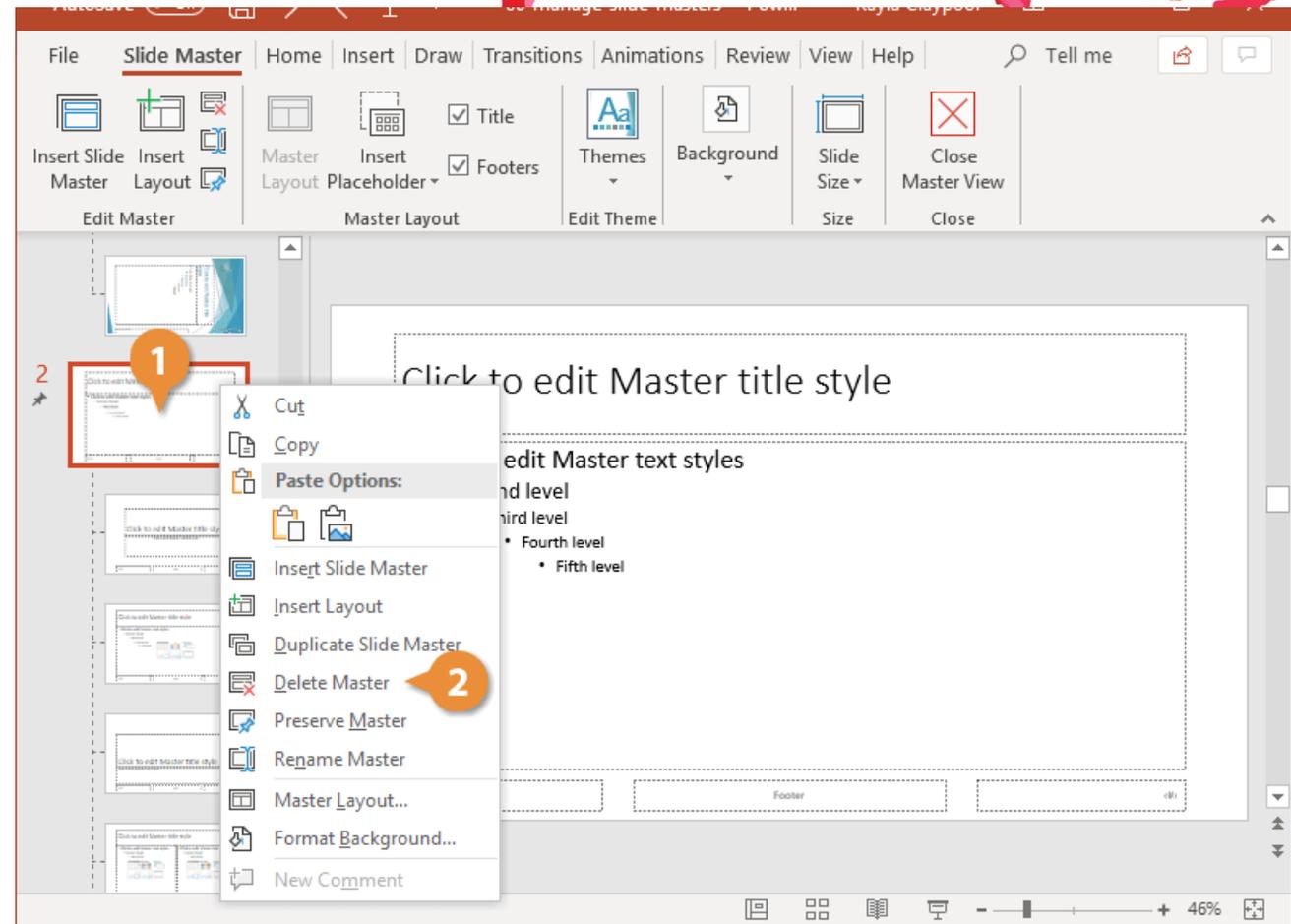
You will see a list of your slides in thumbnails

- **Select the slide to delete:**

Click on the thumbnail

- **Right-Click and choose Delete:**

The slide is deleted



- Whilst creating your PowerPoint 2007 presentation, you may need to move back and forth through your PowerPoint slides. The most common way to move around in a PowerPoint presentation is to press the Page Down and Page Up keys:
- Page Down moves you forward to the next slide in your presentation.
- Page Up moves you backward to the preceding slide in your presentation.

Saving, closing and opening a presentation

- When you create a presentation, and then save it as a PowerPoint file, you can share it with your colleagues and reuse it more than once.
- Click the Microsoft Office Button, and then click Save as.
- In the File name box, type a file name, or do nothing to accept the suggested file name.
- In the Save as type list, click PowerPoint Template, and then click Save.

- You can save a PowerPoint 2013 or PowerPoint 2016 presentation to Microsoft OneDrive to make it easier to access, store, and share your files in the cloud.
- To know how to do it, go to this link:

<https://support.office.com/en-gb/article/Save-and-share-a-presentation-to-OneDrive-cdbec569-a18f-4bdc-92e8-d07a8ab5eb95>

The difference between Save and Save as

- Save will save your current state.
- Save as will allow you to change parameters.
- Therefore, if you had if you had a text document or a picture open, save would save it in its current state (same format, appearance and so on), but save as would allow you to change its name or, in the case of a picture, it would allow you to transfer it into another file type (ABC instead of abc, for example).

- **Opening a presentation:**

- To open a presentation, take the standard route - click the Office button and choose Open.

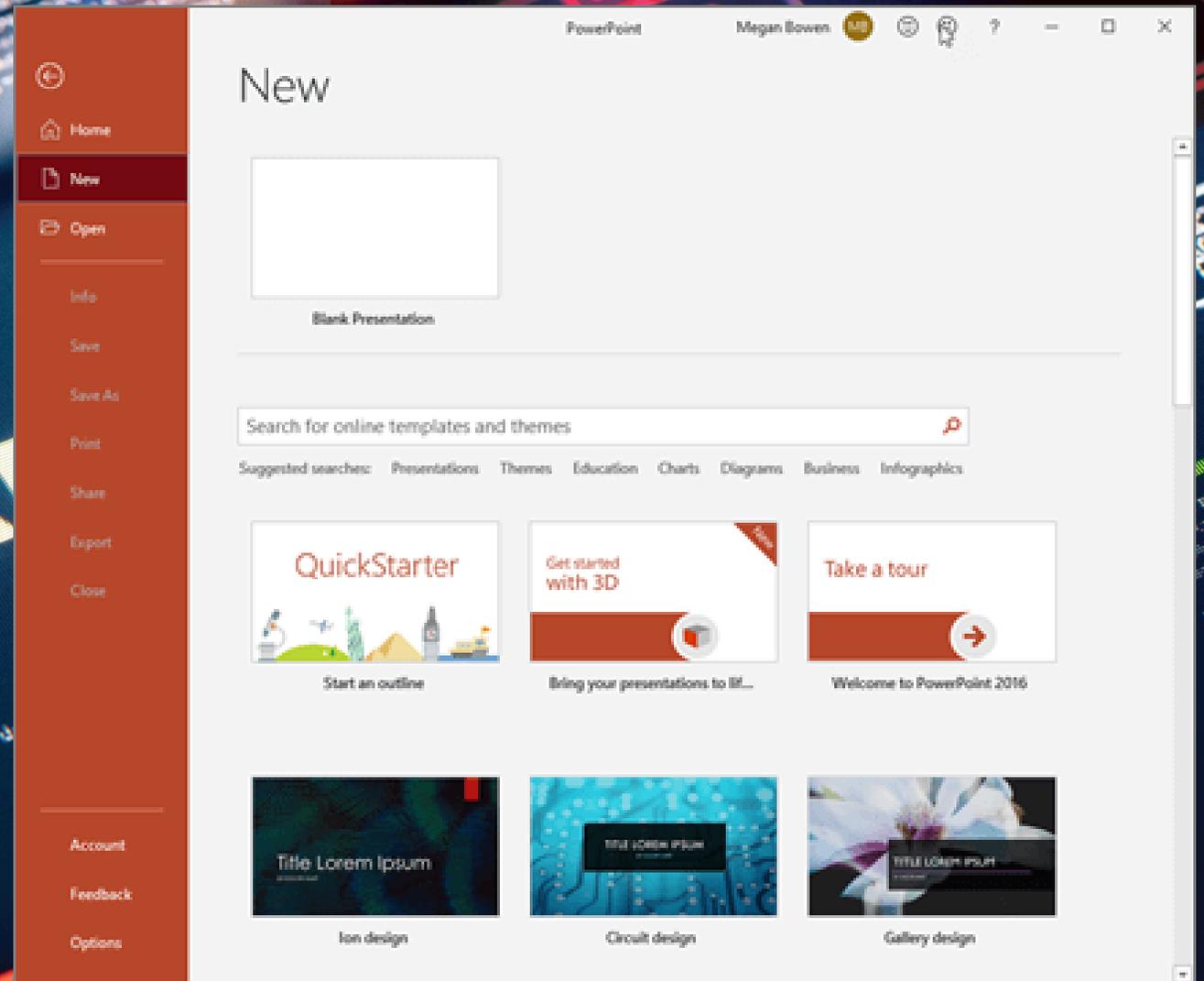
- **Closing a presentation:**

- To close a presentation, save your file and use one of these techniques:
- Click the Office button and choose Close on the drop-down list. The PowerPoint program remains open, although the presentation is closed.
- Click the Close button marked with an X in the upper-right corner of the Powerpoint window. Clicking the X button closes Word as well as your document.

Creating a simple presentation

- **Start with a template or theme.**

- A template or theme will dress up your presentation with pre-made layouts and color schemes. Choose one by clicking the Office orb in the upper-left corner, and selecting New. Then, on the left, select Installed Templates or Installed Themes.



Advantages of templates

Professional Graphic Design

Branding

Speed

Quick Customization

Consistency

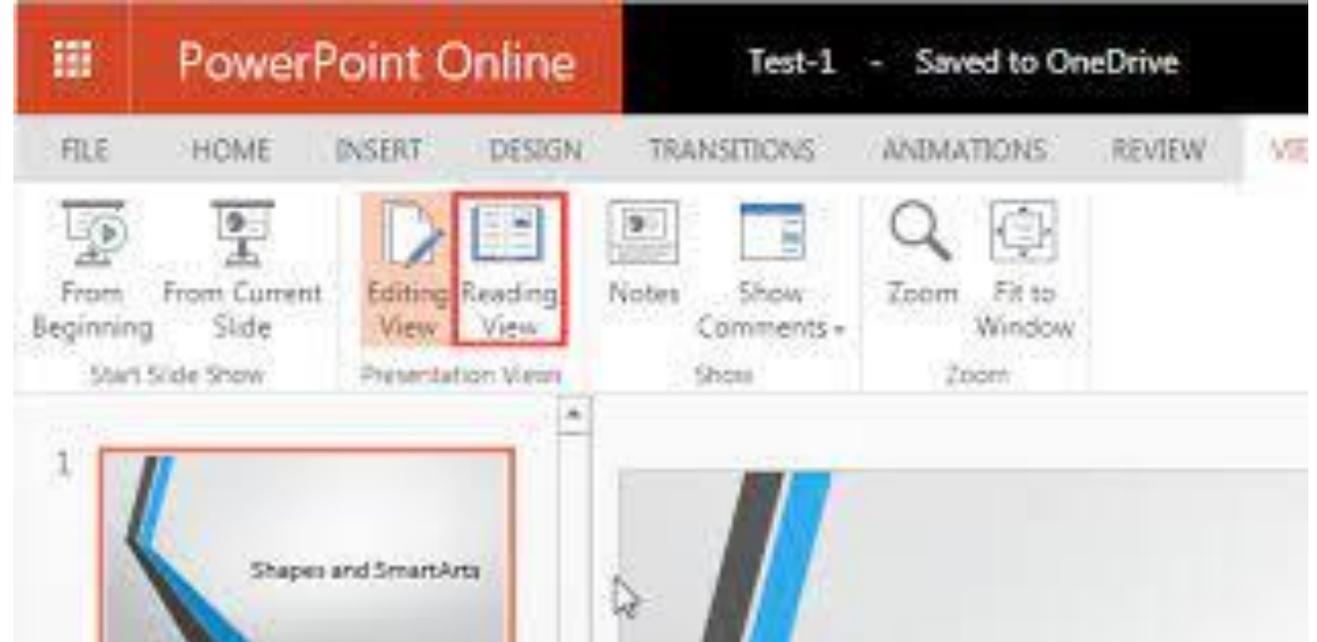


Creating a simple presentation

- **Browse through the slides from the template and see what you like:**
 - On the sidebar on the left, you can click on different template or theme slides to see what they look like.
 - Change the layout of your slides. You can select slides that have more or less text boxes, photo boxes, or any other template items you want. Select a slide, right click, and hover over Layout.
 - Add slides. If you want your new slide to look exactly like the one before it, right click that slide and select New. Or, if you want a new slide with a completely different layout, click Home, then the drop menu under New Slide.
 - Organize your slides. You can drag and drop slides in the sidebar to the left to reorder them.

The views of PowerPoint

PowerPoint has several views. Depending on the task at hand, some PowerPoint views are better than others when designing and editing PowerPoint slides and presentations. PowerPoint offers two places to change the view: the View buttons on the Status bar and The Ribbons on the View tab.



Working in the Outline View

- You can add a new slide in the Outline View the same way that you do in Slide View:

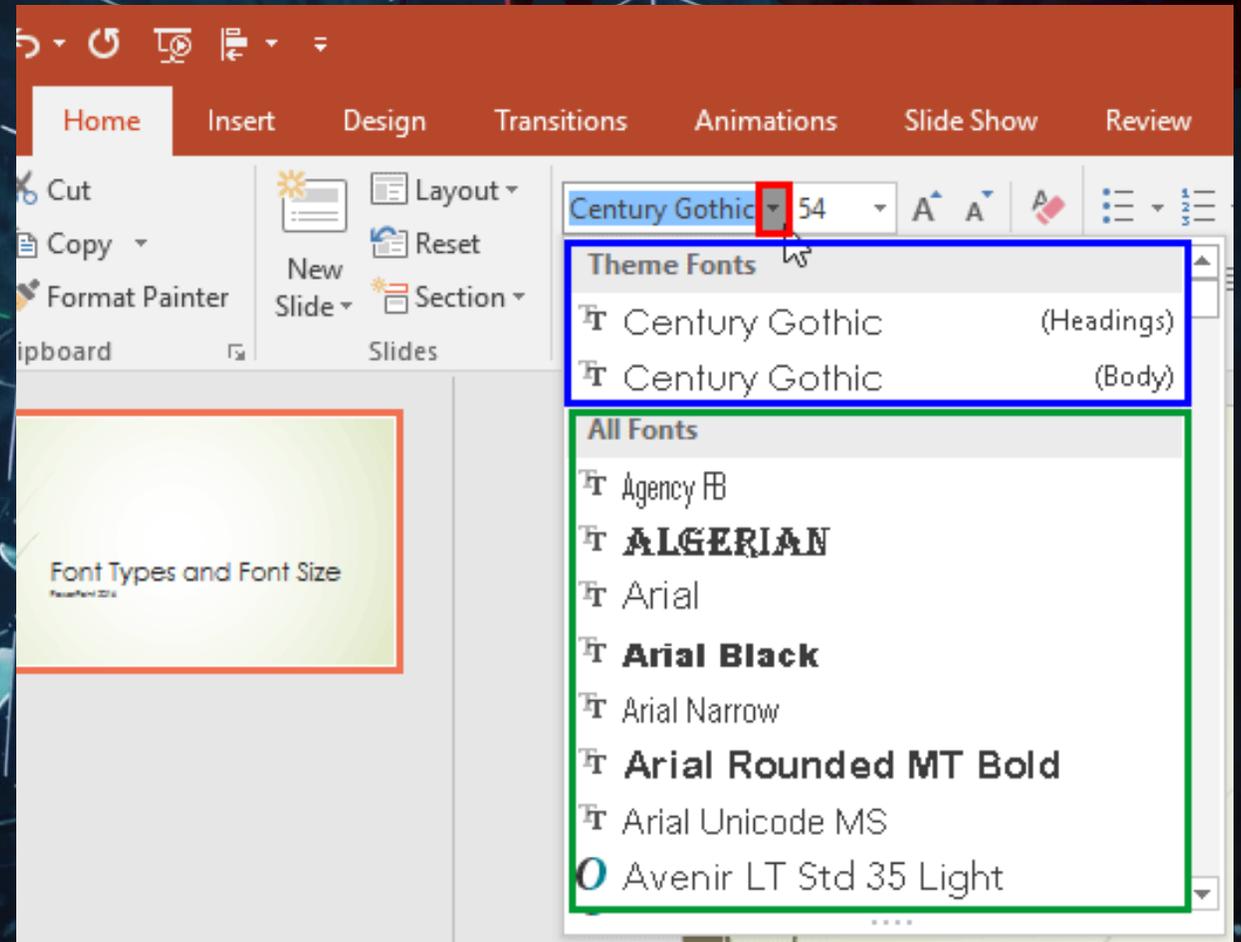
1. On the Common Tasks toolbar, click New Slide.
2. In the New Slide dialog box, click a slide layout, then click OK. A new slide icon appears in your outline.

Selecting and Formatting text

- **Change Font Typeface and Size**

To change the font typeface:

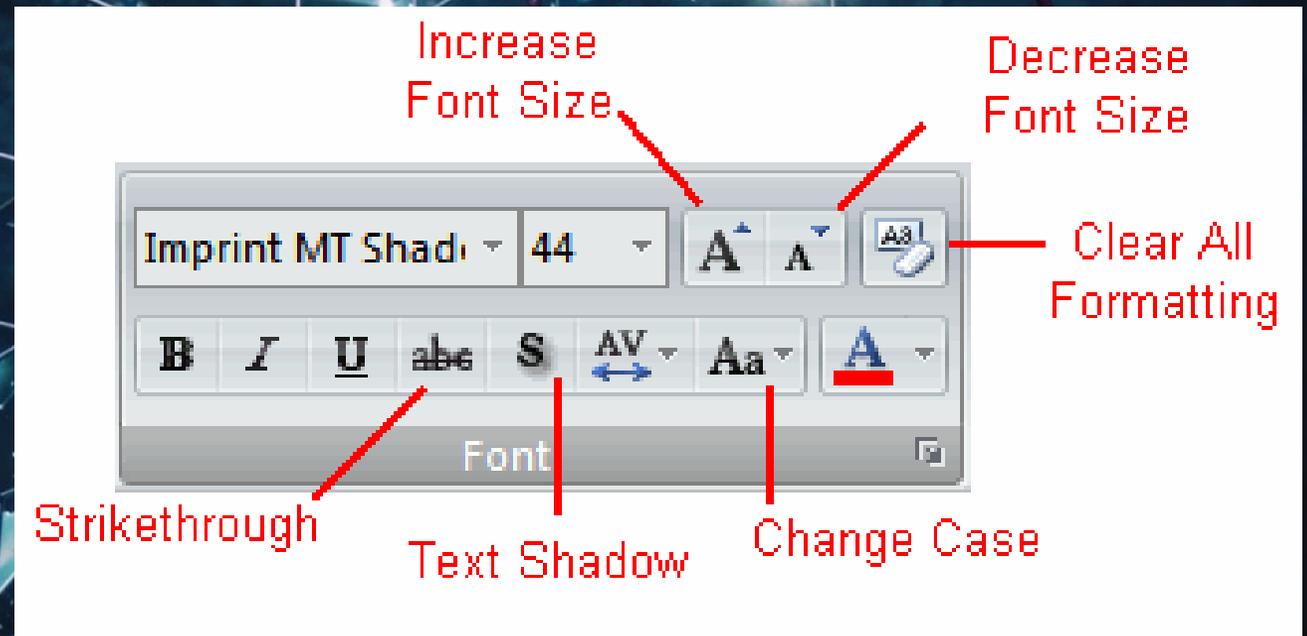
- Click the **arrow** next to the font name and choose a font.
- Remember that you can preview how the new font will look by highlighting the text, and hovering over the new font typeface.



Selecting and Formatting text

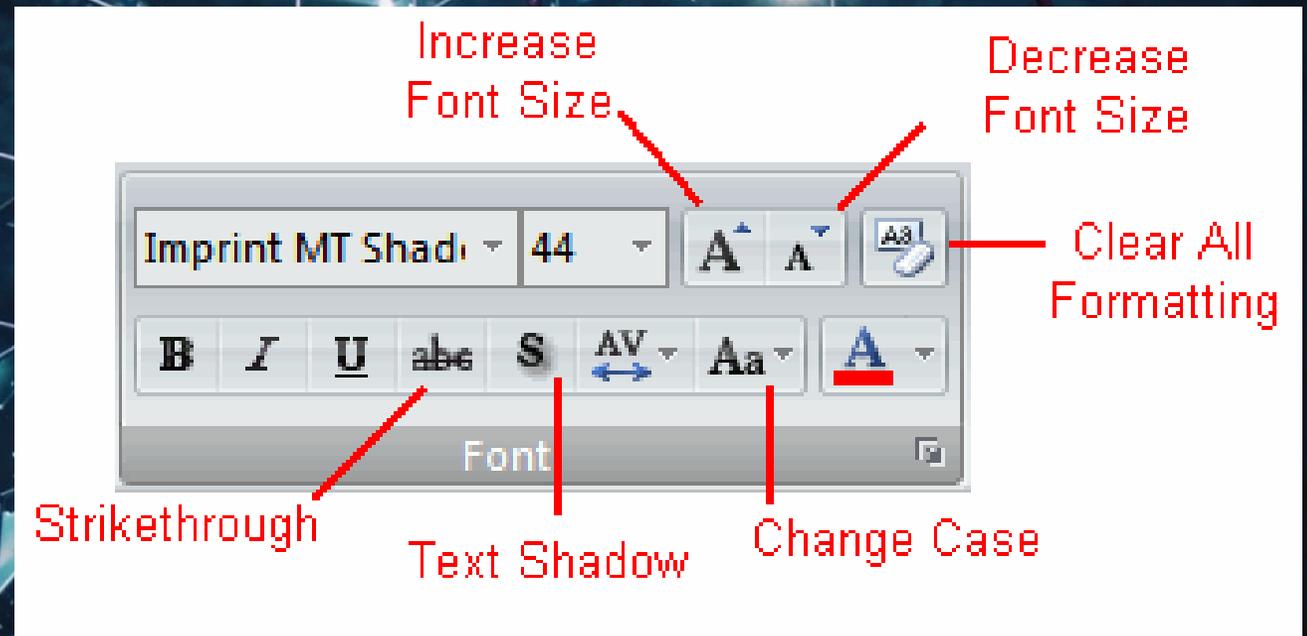
- **To change the font size:**

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

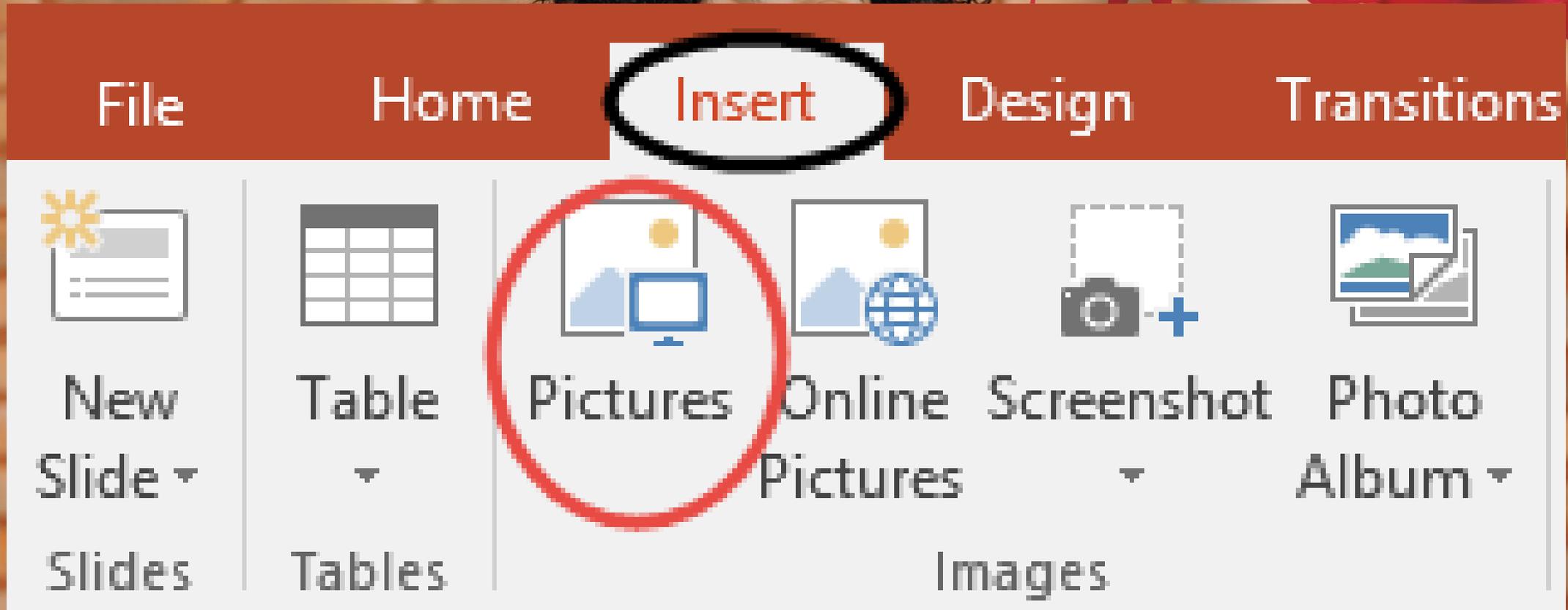


Selecting and Formatting text

- 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



Inserting a picture



The commands Undo and Redo



To undo an action, do one or more of the following:
Click Undo on the Quick Access Toolbar.
To redo an action that you undid, click Redo on the Quick Access Toolbar.



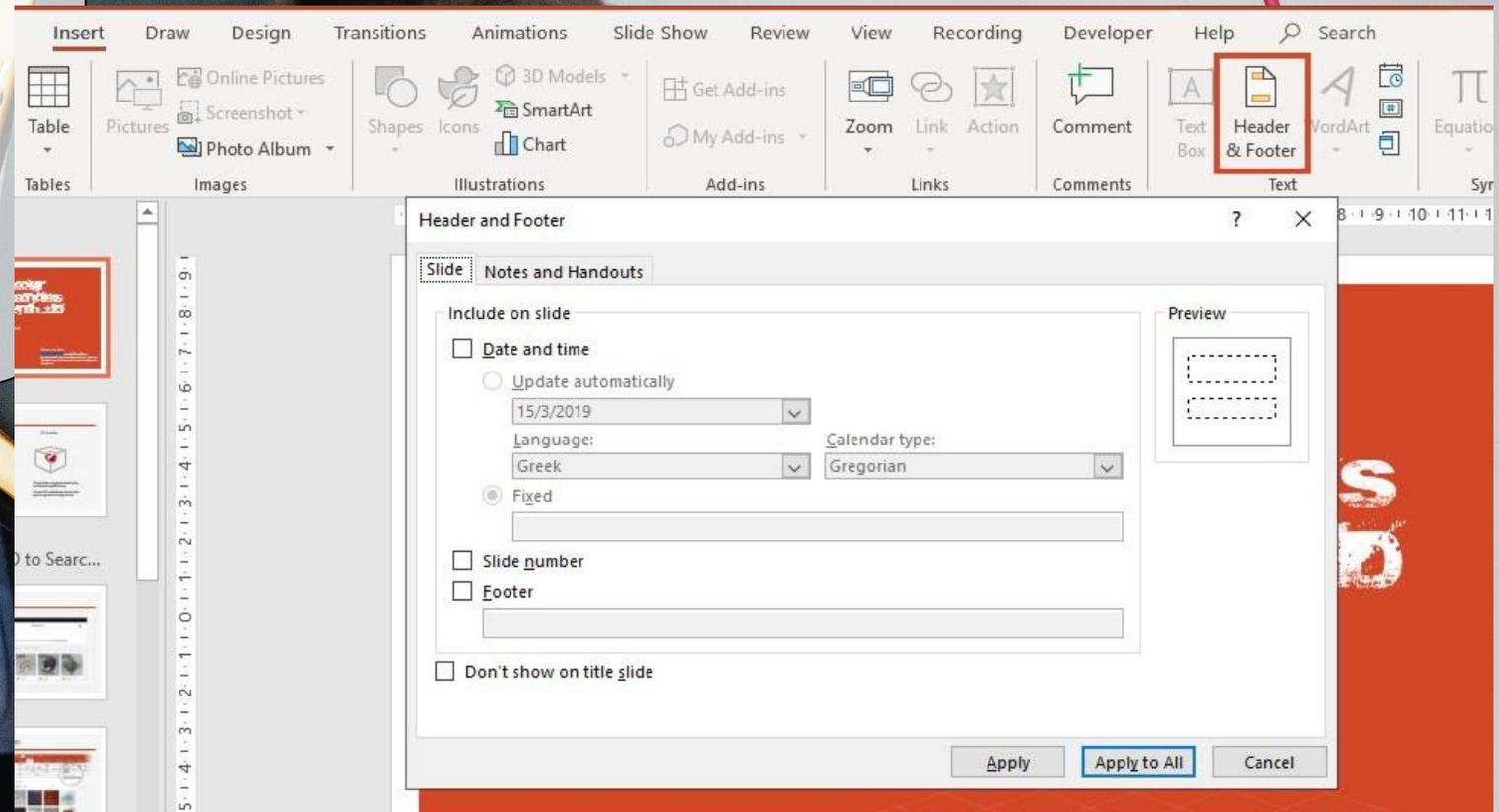
**Creating and printing a
professional presentation!**

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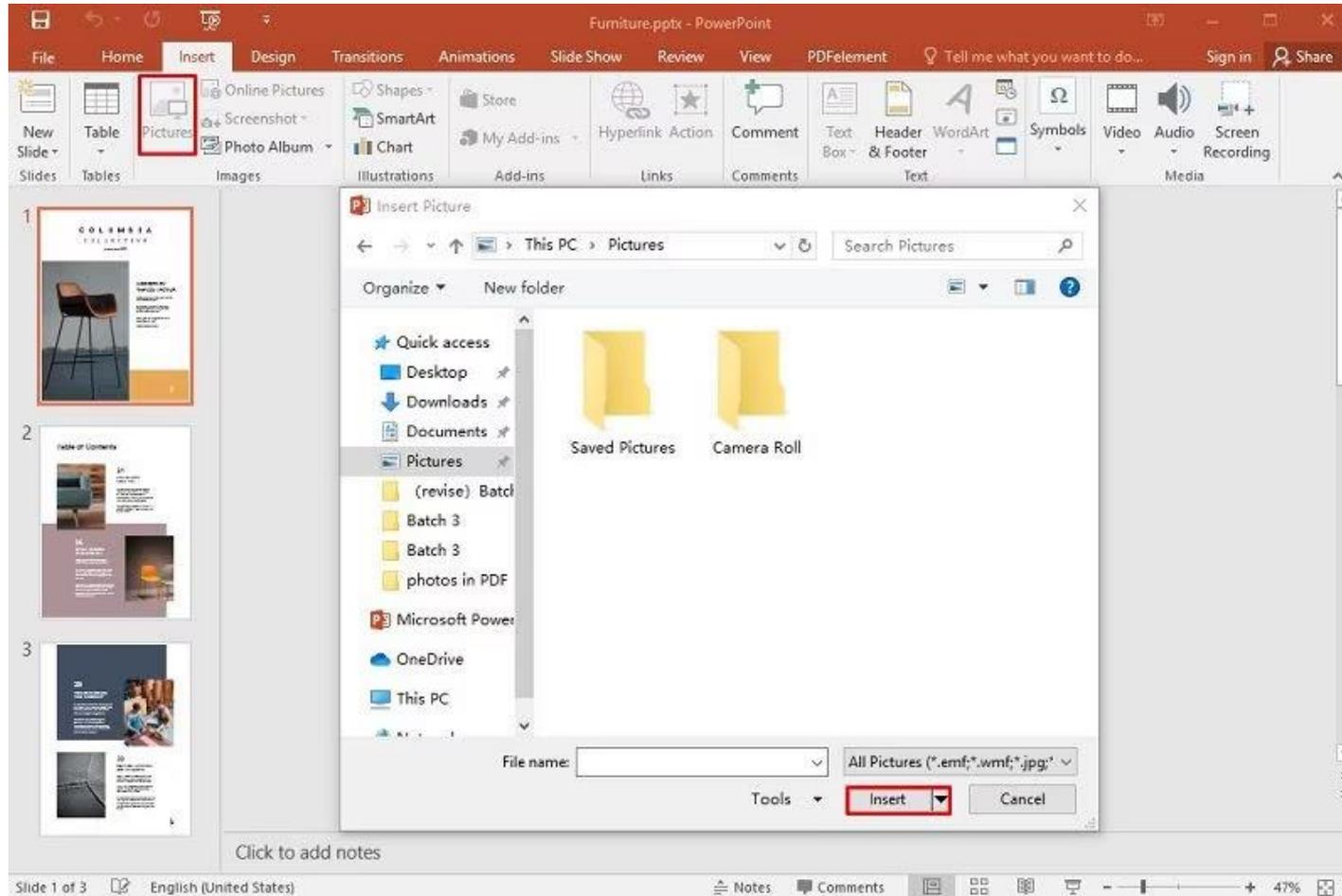
Data processing and formatting

Insert a header and footer

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



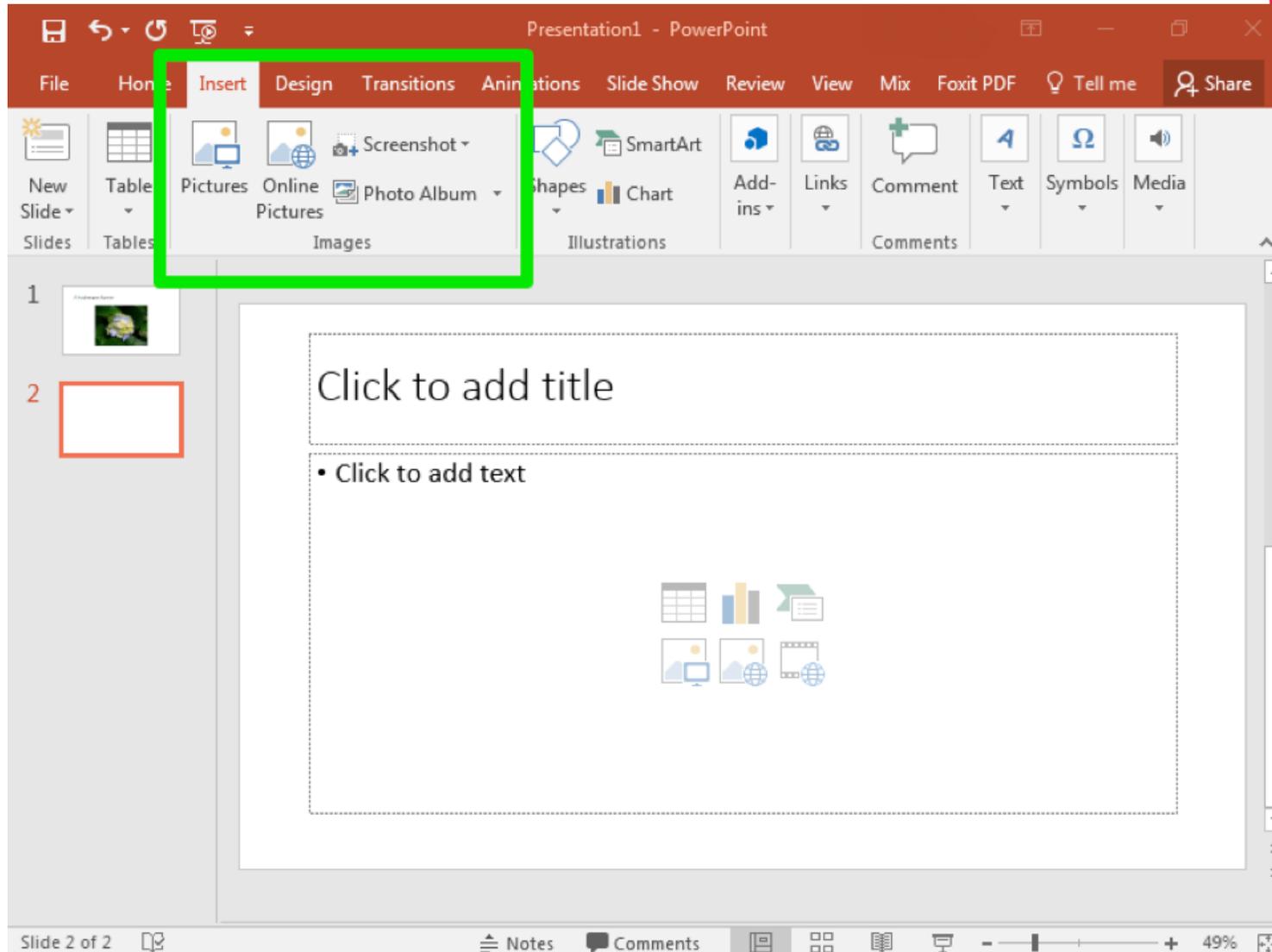
Data processing and formatting



Insert pictures from files

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

Data processing and formatting



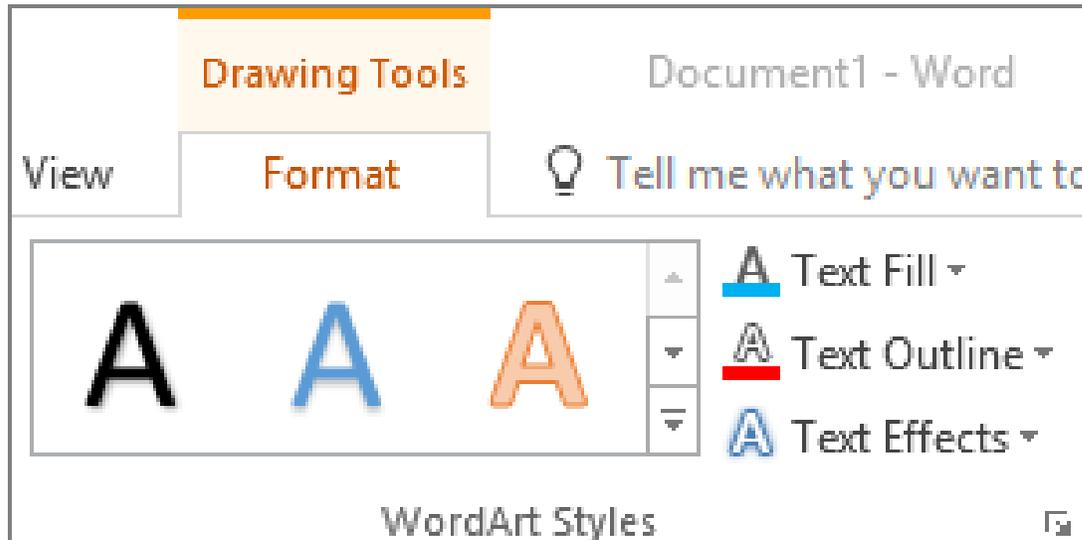
Insert Clip Art

- Go to the “Insert” ribbon then select “Clip Art”
- Enter search terms in Clip Art search pane on the right and select image



Format Pictures

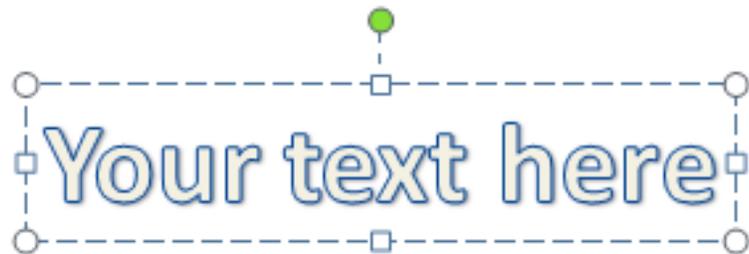
- To resize the image, click on the picture to surround the image with a blue box
- Drag the corner dot away from the center to make it larger and toward the center to make it smaller



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 Drawing Tools Format tab

Data processing and formatting



In the Edit WordArt text dialog box, type your text and select the desired font and size

You can select different shape styles, insert shapes, and arrange your text
To the right and at the bottom of WordArt Styles area you can change your text by adding an effect

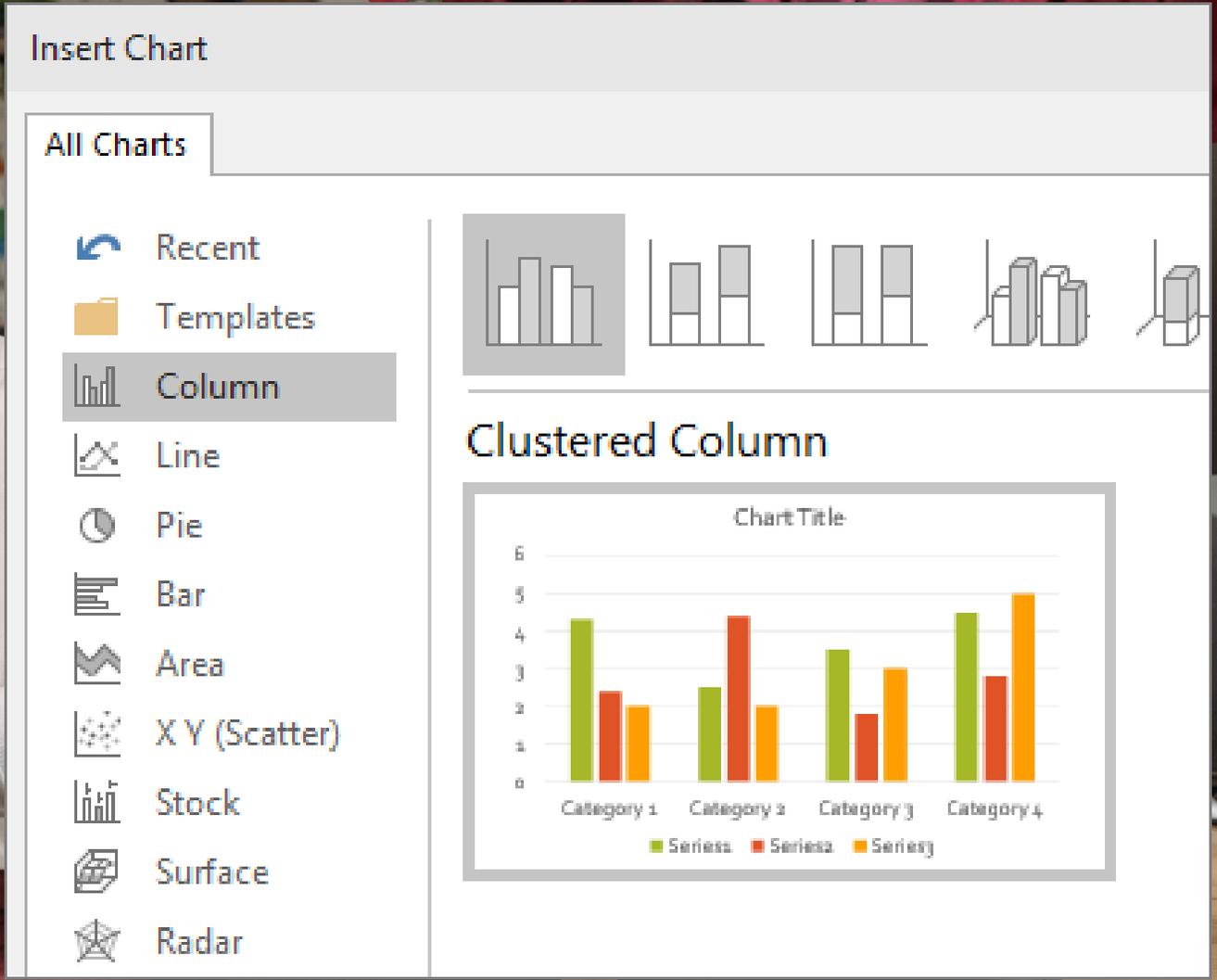


Data processing and formatting

Insert Charts

Go to the “Insert” ribbon then select the “Chart” button

Option to choose from Area, Bar, Line, Pie and several other chart options



Insert Chart

All Charts

- Recent
- Templates
- Column**
- Line
- Pie
- Bar
- Area
- XY (Scatter)
- Stock
- Surface
- Radar

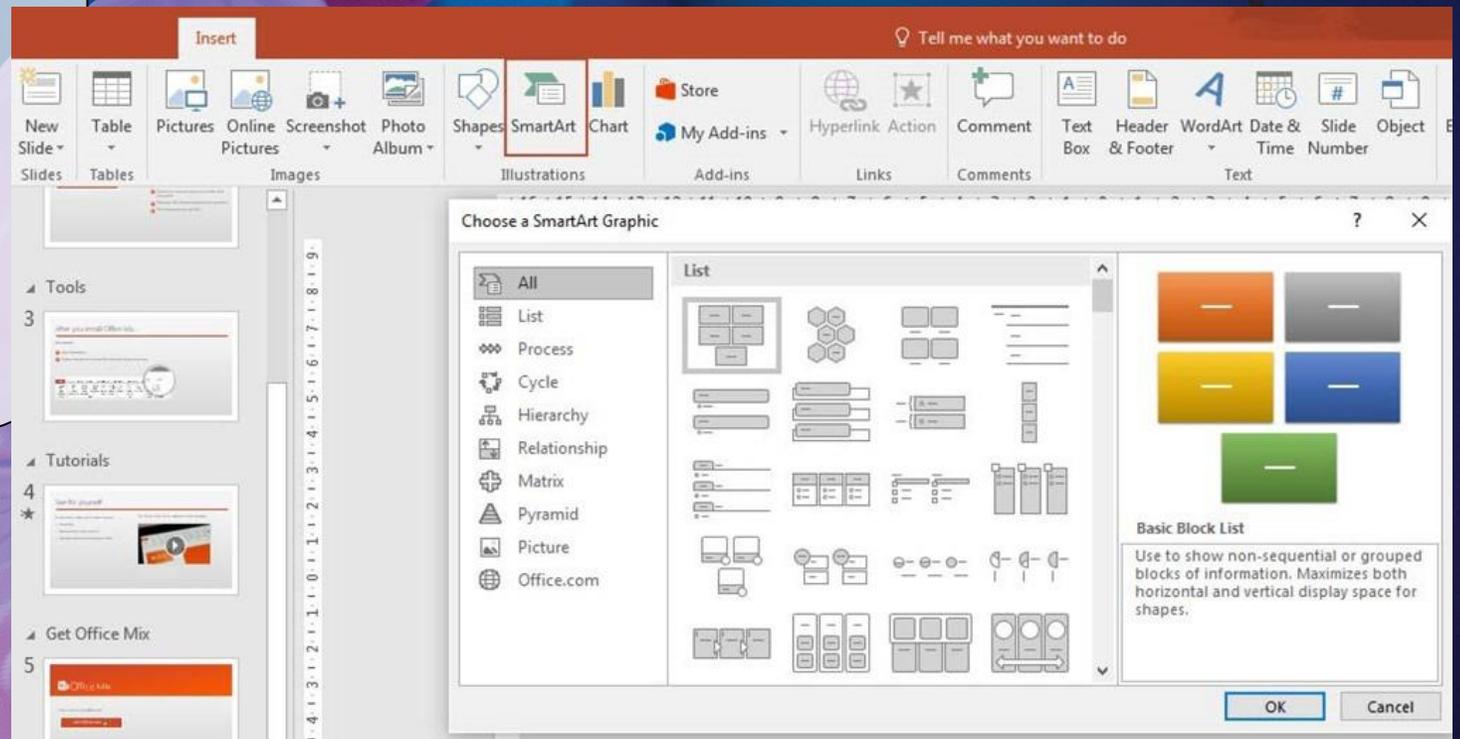
Clustered Column

ChartTitle

Category	Series1	Series2	Series3
Category 1	4.5	2.5	2.0
Category 2	2.5	4.5	2.0
Category 3	3.5	1.8	3.0
Category 4	4.5	2.8	5.0

Data processing and formatting

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



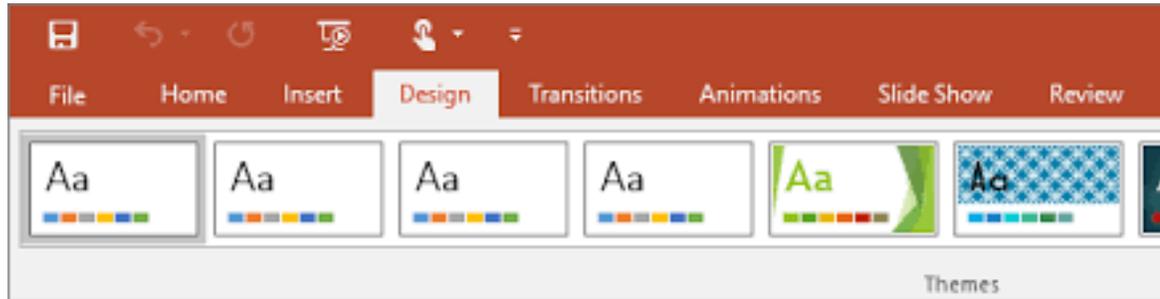
Perform spelling and grammar check

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

Design

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



1. Click on themes and go to the color tab to change the color of the theme



2. You can also change the font and add some fun effects



3. Allows you to change Background Styles and hide Background Graphics

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

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



My town/city presentation!

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Module Key Points

- Presentations can be produced on paper, but can also be produced electronically.
- Presentations can be produced using various software, such as Microsoft PowerPoint.
- Save will save your current state.
- Save as will allow you to change parameters.
- To undo an action, do one or more of the following:
- Click Undo on the Quick Access Toolbar.
- To redo an action that you undid, click Redo on the Quick Access Toolbar.

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.

Revision Questions

Revision Question 1

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

Revision Question 2

How can we check spelling and grammar?

Revision Question 3

How can we insert:

SmartArt

Animations

Transitions

WordArt



WELL DONE

You have completed Unit 2.13



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