

Lesson 11: Presentation Activities

Lesson Objectives

In this lesson you are introduced to basic skills for working in PowerPoint. You will create presentations, and insert and edit slides that include text, images, charts, tables, and multimedia. When you have completed this lesson, you will be familiar with the following:

- ☐ inserting, rearranging, and deleting slides
- ☐ working with slide text
- ☐ inserting tables and charts
- ☐ inserting pictures
- ☐ inserting multimedia objects
- ☐ applying themes
- ☐ animating slide objects
- ☐ viewing printing options

What Does a Presentation Include?

You use PowerPoint to build a presentation slide by slide. These slides, shown in order, make up your presentation. There are several slide types you can choose from.

Title Slide

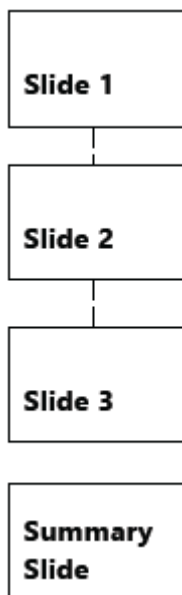
Title Slide

- The opening slide that introduces the subject of the presentation.
- Usually includes the title or topic, and a subtitle
- Subtitle might be the presenter's name or the date or location of the presentation.

Agenda Slide

Agenda Slide

- Like a table of contents, it lists the titles of all slides in your presentation.
- Provides overview of what will be covered.



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Title and Content Slide

- Includes a title and a bulleted list of key points.
- Bullet points should be brief, concise, and clear.

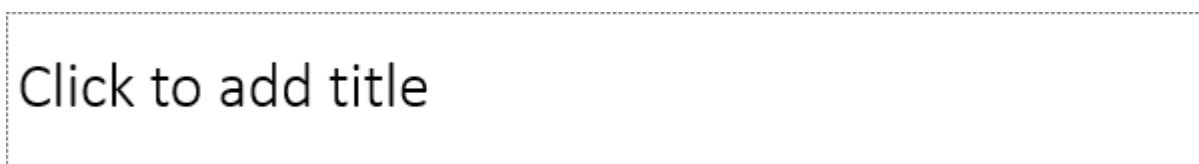
Support Content Slides

- Available in many different layouts; use these to add content other than bulleted text.
- Content can be text, diagrams, videos, tables, charts, sounds, animation, and so on.

Summary Slide

- The last slide in the presentation.
- Reviews your presentation, reinforces the key messages, and provides contact information for further details.

Each slide includes placeholders — a dashed-line box with a tip that tells you what you can use the box for. The blank slide layout, however, does not include placeholders.



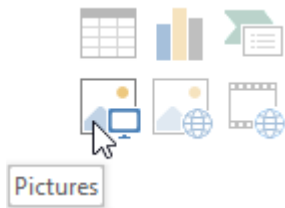
Click a placeholder to insert text or an object.

When you see a placeholder like the one at the right, click an icon in the box to insert that particular type of object.

- Click to add text



As you position the mouse pointer over an icon, PowerPoint displays a screen tip indicating which type of object will be inserted when you click it.



To move from one placeholder to another on a slide, click the placeholder or press **Ctrl** + **Enter**.

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Managing Presentations

IC-3 Objective 2-1.3

Remember that using an application program means you want to save your files to use again in the future. Here is a quick review of the most common file management techniques in PowerPoint.

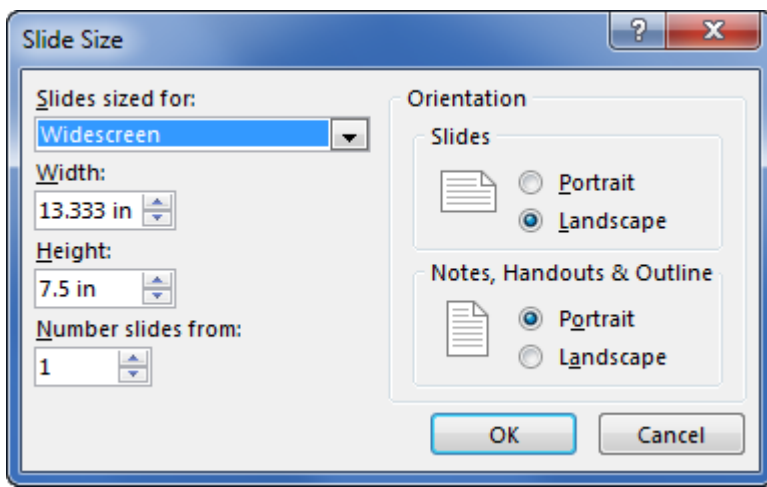
Saving Presentations

How often you save a presentation depends on how much work you put into it. If you make a lot of changes, save the presentation frequently as you work. Save even if you're not sure you'll need the presentation again.

Starting a New Presentation

You can create blank documents, or create a document using a pre-designed template when you select the **New** command in the Backstage view.

When you create a new presentation, PowerPoint automatically uses landscape orientation for all the slides because that is how most slide shows are presented. To change the orientation or size of the slides, click the **Design** tab, and in the Customize group, click **Slide Size** and then click **Customize Slide Size** to open the Slide Size dialog box.



Make your selections, then click **OK** to apply the settings.

Opening a Presentation

Presentations can be opened in Backstage using the Recent Folders / Presentations list as well as using the **Ctrl** + **O** keyboard shortcut.





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Views and Navigation

IC3 Objective 2-1.3

PowerPoint provides several ways you can look at your slides and the information they contain. Click the view buttons at the bottom right-hand side of your screen to change the view.

The views available in PowerPoint are:

	Normal	Displays the Slide Thumbnails, Slide and Notes panes.
	Slide Sorter	Shows multiple miniature slides on one screen for rearranging or sorting.
	Reading View	Displays the slide full screen with the title bar across the top and the status bar across the bottom.
	Slide Show	Runs the slide show for your review or for you to present to your audience.

Did You Know?


PowerPoint includes additional views for advanced users. These include Outline view, Notes Page view, and Master views for slides, handouts and notes.

Adjusting the Zoom

You can also change the magnification for the presentation using one of the following methods:







- On the View tab, in the Zoom group, click **Zoom**; or
- on the status bar, use one of the view options for zoom; or



- click **100%** (**Zoom level**) to set a specific percentage level for the view; or
- click  (**Fit slide to current window**) to have PowerPoint automatically resize the slide to fit within the current window.

Moving Around in a Presentation






To navigate between slides in a presentation, use one of the following methods:

- Click the  (**Previous Slide**) button or press  to move to the previous slide in the presentation; or
- click the  (**Next Slide**) button or press  to move to the next slide in the presentation; or
- in the Outline View or Slide Thumbnails pane, click the slide you want to move to in the presentation; or use the  or  keys to move between the slides; or
- in the Slide Sorter view, double-click the slide you want to view.

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Try It! Exercise

In this exercise you will create new presentations, open existing presentations, make changes and then save the changes.

1. Start Microsoft PowerPoint, if necessary. Double-click **Blank Presentation**.
2. Click in the Title placeholder and type: *Pluto*.
3. Click in the Subtitle placeholder and type your name.
4. On the Home tab, in the Slides group, click **New Slide**.
A new slide with the Title and Content layout appears.
5. Type: *Agenda* for the title of this slide.
6. Click in the Bulleted Content placeholder and type: *Definition*. Press  and type: *Original statistics*.
Notice how PowerPoint started the new line with a bullet for you.
7. Press , type: *New discoveries*, press , and type: *Discussion/Debates*.
8. On the Quick Access toolbar, click the **Save** button.
9. Click **Computer** for the location and then click **Browse** to navigate to the *7328 Student Files\Presentations* folder. In the File name field, click at the end of the suggested name and type: - *Student*. Click **Save**.
10. In the presentation, press + to create a new slide and type the following information:

Definition

- Smallest planet in our solar system
- Furthest from the sun
- Surrounded by other small objects or bodies near Neptune
- Very cold temperatures
- Likely surface covered with ice and rock
- Orbits in a tilted oval shape
- Officially named on March 24, 1930
- Has five known moons

11. Press **Ctrl**+**S** to save the presentation once more.
12. Click **File** and click **Open**. Click **Computer**, then click **Presentations** in the Current Folder list. Select **Whales** and click **Open**.

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There are now two presentations open.

13. Press **Ctrl**+**O**, click **Computer**, and in the Current Folder list, click the **Presentations**. Select **World Wars** as the file to open and click **Open**.

You now have three presentation files open.

14. Press **Ctrl**+**W** to close the *World Wars* presentation.
15. Close the *Whales* presentation

You should have only the *Pluto – Student* presentation active on the screen.

Managing Slides

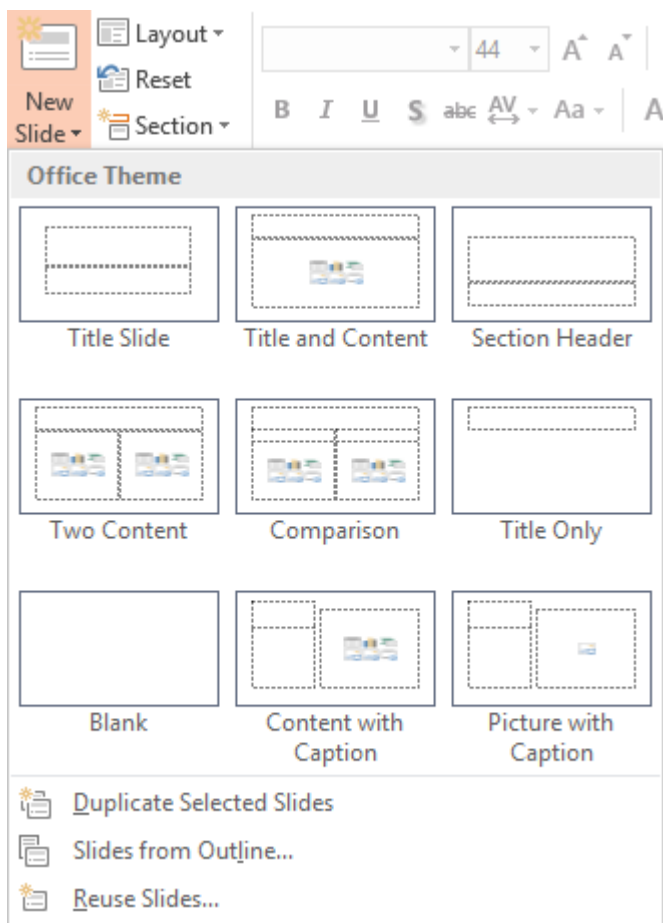
IC-3 Objective 2-4.2, 2-4.3

You build a presentation by inserting slides. As you work with slides, you can change their layout, and rearrange or delete them.

Inserting New Slides

You can insert a new slide into your presentation at any time, directly before the currently selected slide. To insert a new slide, use one of the following methods:

- On the Home tab, in the Slides group, click **New Slide**; or
- to insert a new slide with a specific layout, on the Home tab, in the Slides group, click the down arrow for **New Slide**, and then click the layout you want; or



- press **Ctrl**+**M**; or
- click in the last placeholder on a slide (usually at the bottom or far right), and press **Ctrl**+**Enter**.

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Changing the Slide Layout

By default, a new presentation starts with a Title Slide layout and the next slide layout is Title and Content. However, you can change the layout of any slide at any time.

To change the layout for a slide, use one of the following methods:

- On the Home tab, in the Slides group, click **Layout**; or
- right-click the slide in the Slide Thumbnails pane or the Slide pane and then click **Layout**.

Deleting Slides

When you no longer need a slide, you can delete it. To delete a slide in the Slide Thumbnails pane or in Slide Sorter View, select the slide and:

- press **Delete**; or
- right-click the selected slide, and then click **Delete Slide**.

Rearranging the Slides

As you work with a presentation, you may want to change the order of the slides. Use one of the following methods:

- In the Slide Sorter view, click and drag the slide to its new location; or
- in the Slide Thumbnails pane, click and drag the slide to the new location.

Try It! Exercise

In this exercise you will add slides and slide content.

1. Ensure the *Pluto – Student* presentation is active on the screen.
2. If you are not on the last slide in the presentation (slide 3), click its icon in the Slide Thumbnails pane to move to it.

Insert a new slide.

3. On the Home tab, in the Slides group, click the arrow for **New Slide**, then click **Title and Content** to insert a new title and content slide after slide 3.

Add some bullet points.

4. Click the title placeholder and type: *Original Statistics*.
5. Click in the bulleted content place holder and type: *Existence suggested in 1840's during analysis of orbit of Uranus*.
6. Press **Enter**, type: *Formally recognized as a planet in 1930*, and press **Enter**. The cursor is now positioned to create a third bulleted item.

Create a sub-bullet.

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7. Press **Tab** to indent the cursor. You can now enter text that will appear as a sub-bullet.
8. Type: *Considered ninth planet in our solar system*.
9. Press **Enter**. Notice that the next bullet lines up with the indented line above it. If you type text here, that text will also be a sub-bullet.

Move back to the top-level.

10. In the Home tab, in the Paragraph group, click **Decrease List Level** to move the cursor back toward the left margin. This allows you to make a first level bullet again.
11. Type: *3.6 billion miles (5.8 billion kilometers) away from Sun*.
12. Press **Enter**, type: *40x farther than Earth* (do not press **Enter** yet).
Suppose you want to make this last bullet a sub-bullet.
13. In the Home tab, in the Paragraph group, click **Increase List Level** to indent this text and make it a sub-bullet.
14. Press **Enter**.
15. Press **Shift+Tab** to decrease the list level and position the cursor to create a top-level bullet.
16. Use the techniques you have learned to finish entering content on the slide. The completed slide should appear as shown below:

Original Statistics

- Discovered in 1840's during analysis of orbit around Uranus
- Formally recognized as planet in 1930
 - Considered ninth planet in solar system
- 3.6 billion miles (5.8 billion kilometers) away from Sun
 - 40x further than Earth
- 1,400 miles (2,300 kilometers wide)
 - Approximately half the width of the US
- New Horizons spacecraft launched 2006 to study Pluto
 - Arrived in July 2015 and taking pictures of Pluto

Let's edit a few slides.

17. Click in the Title placeholder and double-click the word, **Original**. Type: `General` and press the `Spacebar`. Click anywhere away from the title placeholder. Editing text is that simple.
18. In the Slide Thumbnails pane, click slide **2** and double-click **Original** in the bullet point content. Type: `General` and press the `Spacebar` to replace it and click anywhere away from the placeholder.

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Insert another new slide.

19. Press `Ctrl`+`M` to create a new slide.
20. Enter content so that the slide appears as shown in the following figure:

New Discoveries

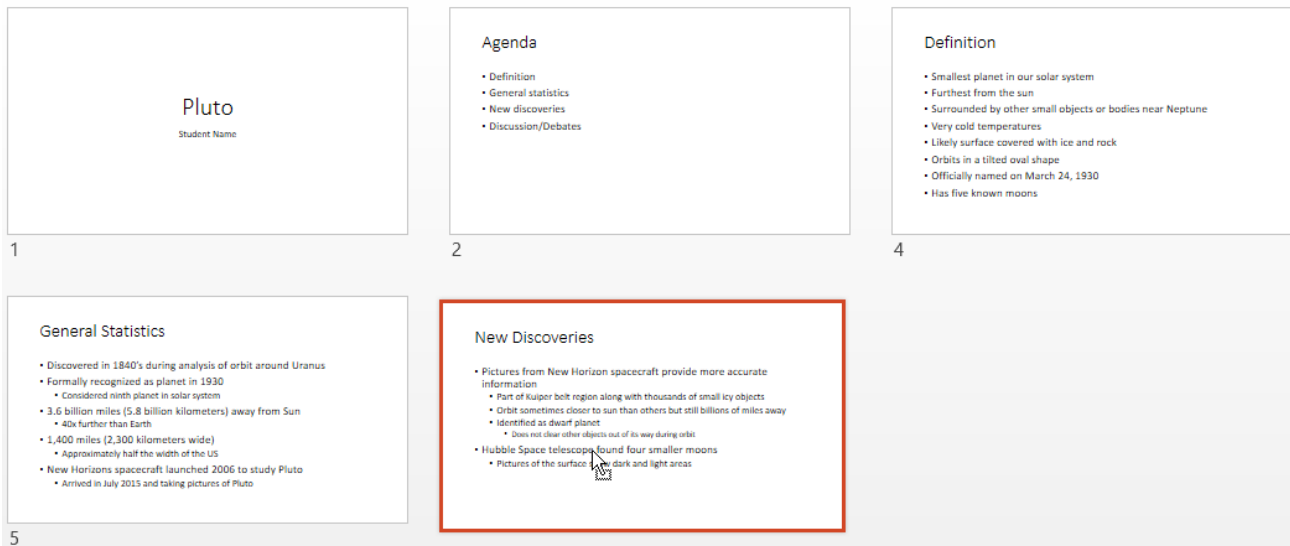
- Pictures from New Horizon spacecraft provide more accurate information
 - Part of Kuiper belt region along with thousands of small icy objects
 - Orbit sometimes closer to sun than others but still billions of miles away
 - Identified as dwarf planet
 - Does not clear other objects out of its way during orbit
- Hubble Space telescope found four smaller moons
 - Pictures of the surface show dark and light areas

You just realized that this slide is in the wrong location for the presentation.

Rearrange the slides.

21. On the right side of the status bar, click the **Slide Sorter** view button.

22. With the New Discoveries slide selected, drag it to the end of the presentation. It should be slide **5**.



23. Press **Ctrl** + **M** to create a new slide. A slide 6 should now appear in Slide Sorter view.

24. Press **Delete** to delete slide 6.

25. In the Quick Access Toolbar, click **Undo** to undo the deletion and restore slide 6.

26. Double-click slide **6** to view it in Normal view.

27. In the Slide Thumbnail pane, click slide **6**, then press **Delete** to delete the slide again.

28. Save the presentation.