

Presentations

Presentations

	Module Goals	1
Introduction		1
	What is a Presentation?	1
Section 1	Using the Application	2
	1.1. Working with Presentations	2
	1.2. Enhancing Productivity	10
Section 2	Developing a Presentation	14
	2.1. Presentation Views	14
	2.2. Slides	16
	2.3. Master Slides	28
Section 3	Text	32
	3.1. Handling Text	32
	3.2. Text Formatting	36
	3.3. Bullet and Number Lists	40
	3.4. Tables	44
Section 4	Charts	46
	4.1. Using Charts	46
	4.2. Organisation Charts	51
Section 5	Graphical Objects	54
	5.1. Inserting and Manipulating Graphical Objects	54
	5.2. Drawn Objects	59
Section 6	Preparing Objects	66
	6.1. Preparation – Effects and Animation	66
	6.2. Checking and Delivery	70

Section 2 ▶ Developing a Presentation

A presentation is developed in Normal View. When all slides have been added to the presentation they can be viewed in Slide Sorter view, which will display all slides as thumbnails, or viewed as outline displaying the titles on each slide. It is important that all slides have appropriate titles so that they are distinguishable in outline view. It also helps to have recognisable titles when navigating a presentation in Slide Show view.

2.1. Presentation Views

A presentation can be displayed in a variety of views: Normal, Slide Sorter, Slide Show and Outline. Normal view is displayed as a single slide and is used to create and edit a slide, Slide Sorter view displays miniature, thumbnails of all slides, making it easier to delete and move slides, and Slide Show view is used to view the presentation as a slide show. Outline view displays the titles only, making it easier to view and move slides.

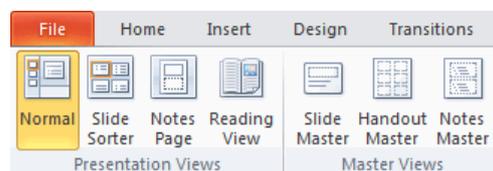
In this section, you will learn about the following:

- Understanding the use of different presentation view modes.
- Recognising good practice in using different titles for each slide to distinguish it in outline view and when navigating in slide show view.
- Changing the presentation view modes.

2.1.1. View Modes

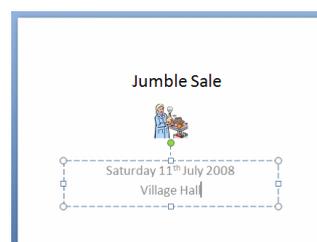
To change a presentation to Normal, Slide Sorter or Reading view modes, do the following:

- Select the **View** tab.
- Select a view mode, such as **Normal**, **Slide Sorter**, **Notes page** or **Reading View**.



Normal View

Normal View enables the user to view an individual slide. The slide can be viewed with different magnification by zooming in or out using the Zoom buttons at the bottom of the screen. This view enables editing and formatting to be carried out on a single slide.



Slide Sorter View

Slide Sorter View enables the user to view all of the slides as thumbnails (miniature slides). This view is used to apply effects or timings to all slides. This view is also useful if you want to move slides to a different position.

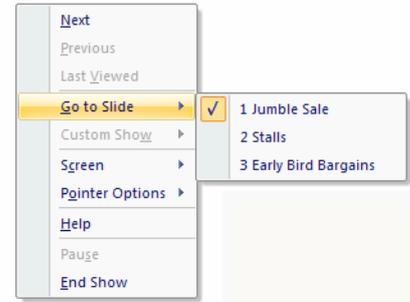
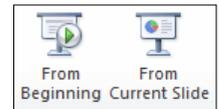


Slide Show View

Slide Show View enables the user to view all of the slides as a slide show. In this view, you can navigate the slide show and pause or end the slide show.

To navigate a slide show, do the following:

- Select the **Slide Show** tab and choose to start the slide show **From Beginning** or **From Current Slide**.
- Right-click the slide and a sub-menu will appear displaying options to move onto the next slide or enabling you to choose a specific slide.
- To move to the next slide, click **Next**.
- To select a specific slide, click **Go to Slide** and choose a slide from the list.
- To end the show, click **End Show**.

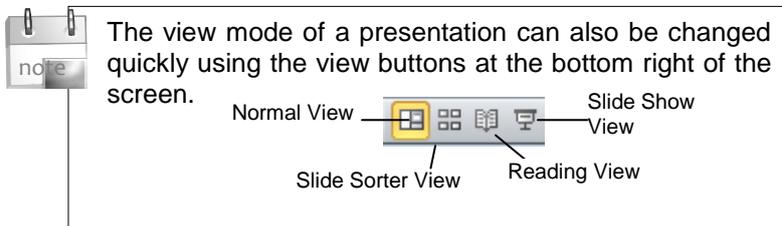
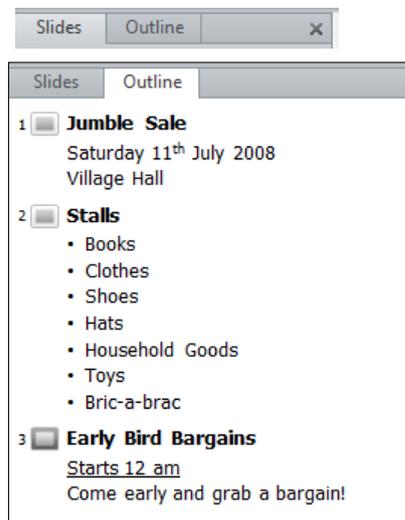


Outline View

To select Outline view, do the following:

- Selecting **Normal** from the **View** tab.
- Click the **Outline** tab.

This view will only display the titles and text in each slide, with no graphical content. This view makes it easier to see the slide content at a glance and to edit the content on each slide. It is also easier to move slides to a different position using this view (more on moving slides later).

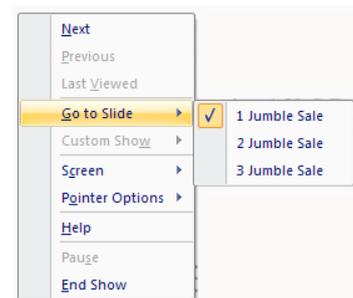


2.1.2. Slide Titles

It is good practice to use different titles for each slide to distinguish them in Outline view and when navigating a slide show. For example, the following slides display bad practice and would be hard to distinguish when navigating a slide show.

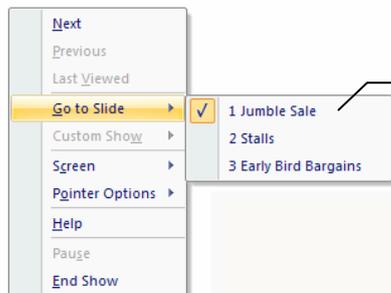


When navigating these slides in a slide show, it would be difficult to distinguish between each slide as they would appear with the same title.



To ensure that each slide is easily distinguishable, use appropriate titles for each slide.

<p>Jumble Sale</p>  <p>Saturday 11 July 2008 Village Hall</p>	<p>Stalls</p> <ul style="list-style-type: none"> • Books • Clothes • Shoes • Hats • Household Goods • Toys • Bric a brac 	<p>Early Bird Bargains</p>  <p><u>Starts 12 am</u> Come early and grab a bargain!</p>
---	--	--



When navigating a slide show it is easier to identify slides by their titles if they are relevant to each slide

Practice Sequence

1	Open PowerPoint and then open the skills presentation.	<input type="checkbox"/>
2	View the presentation in Slide Sorter View .	<input type="checkbox"/>
3	View the presentation in Outline View .	<input type="checkbox"/>
4	View the presentation in Slide Show View and navigate the show using the Go to slide sub-menu: <ul style="list-style-type: none"> • Go to slide 3. • Go to slide 5. • Go to last viewed slide. • Go to next slide. 	<input type="checkbox"/>
5	Pause the slide show.	<input type="checkbox"/>
6	Resume the show and go to slide 9.	<input type="checkbox"/>
7	End the show.	<input type="checkbox"/>
8	View the presentation in Standard View .	<input type="checkbox"/>
9	Close the skills presentation.	<input type="checkbox"/>

2.2. Slides

Slides can be formatted with different slide layouts, background colour or design. Slides can be copied and moved within and between presentations.

In this section, you will learn about the following:

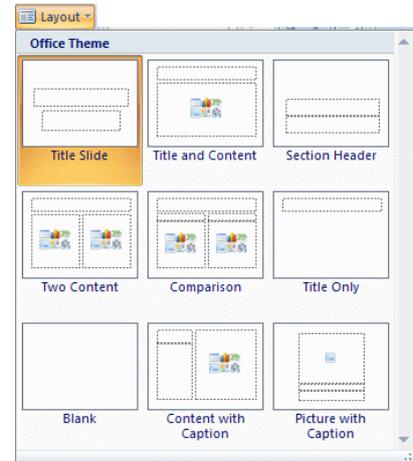
- Choosing different slide layouts for a slide.
- Applying design templates to a presentation.
- Changing the background colour on specific slide(s).
- Adding a new slide with a specific slide layout.
- Copying and moving slides in and between presentations.
- Deleting slide(s).

2.2.1. Slide Layouts

The default slide layout in a new presentation is the **Title Slide** layout. This layout can be changed depending on the type of slide layout required. For example, you may want to create a slide to hold a title along with a graphic object, such as a picture or chart. For this you would select the **Title and Content** slide layout.

To change the layout of a slide, do the following:

- Select the **Home** tab from the ribbon.
- Select the **Layout** button.
- Select the required slide layout to match its content.
- The slide layout will be applied to the selected slide.



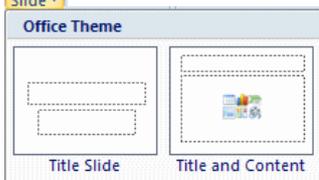


note

The default slide content for a slide in a new presentation is the **Title Slide**. Subsequent new slides will be inserted with the **Title and Content** slide layout, unless another layout is chosen from the **New Slide** menu.



New Slide



2.2.2. Applying a Theme (Design Template)

A **theme** is a slide or set of slides that has been formatted with background colour, layout and theme fonts, and then saved as a theme. This theme can be applied to another presentation so that it displays the same formatting. In Office 2010, designs can be applied to a presentation by using a template that uses a customised theme. Themes can be customised to display different colours, fonts and effects and then saved as a custom theme or you can choose from various built-in themes that are available through the **Themes** command in the **Design** tab.

Standard content, such as the title, logo, text and background formatting are all applied to the template – this template can be used repeatedly with content, such as name and date being added to the slide as required





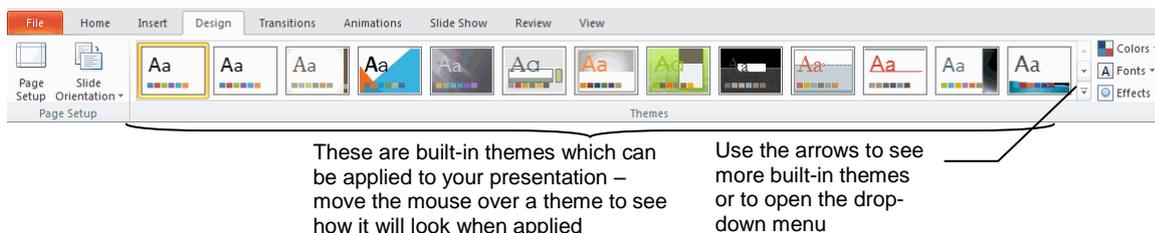
note

Themes have replaced **design templates** used in previous versions of PowerPoint.

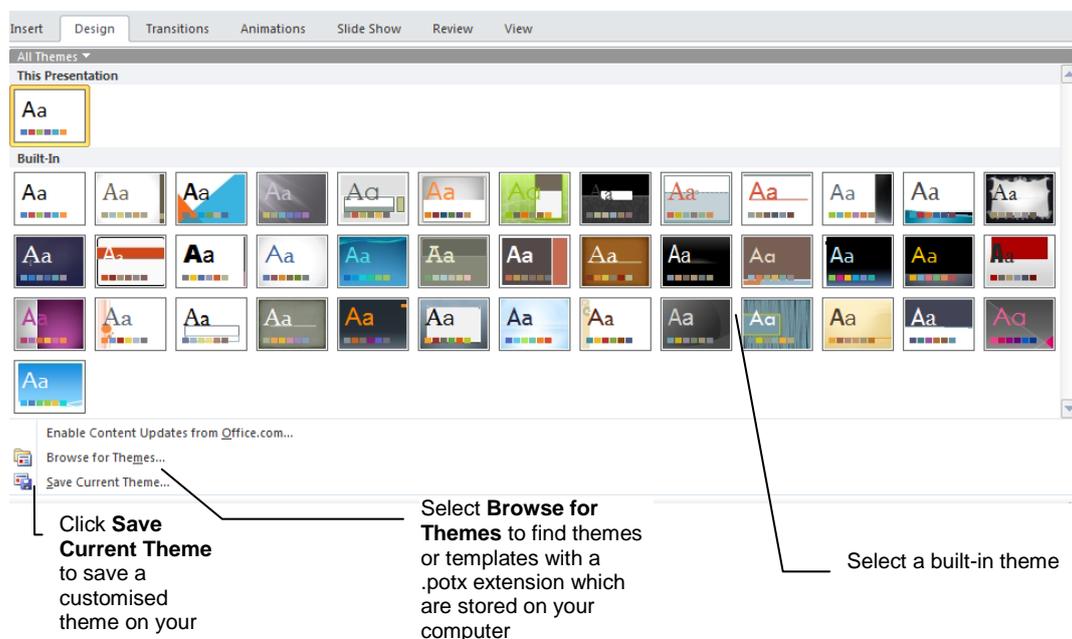
Applying a Built-In Theme

To apply a theme to a presentation, do the following:

- Open the presentation.
- Select the **Design** tab in the ribbon.
- The **Themes** group displays the built-in themes available for use with the current presentation. Move the mouse over a theme to see a preview of it applied to the current slide.



- The **Themes** menu displays the theme that is applied to the current presentation. The built-in themes are also displayed. More themes can be accessed by selecting **Enable Content Updates from Office.com**.



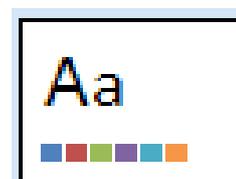
- The default theme is the **Office Theme**.
- Select a theme from the **Built-in** section of the menu.

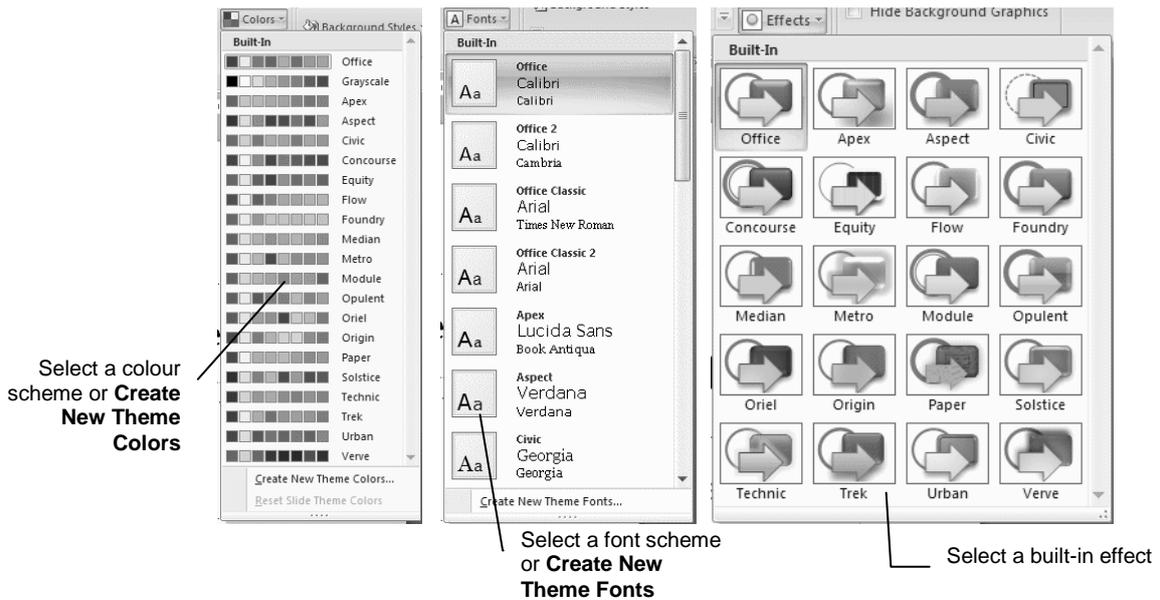
Customising a Theme

The fonts, colours and lines/fill effects can all be changed to customise a theme.

To customise an existing built-in theme, do the following:

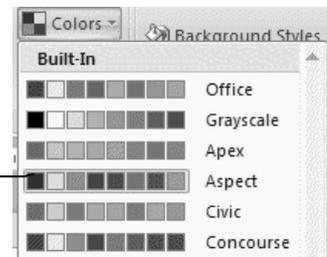
- Customise the theme by selecting formatting commands from the **Colors**, **Fonts** and **Effects** menus. The theme colours and fonts are indicated by the bar of colour and the lettering (Aa) on the **Theme** command.





- Click the **Colors** arrow.
The theme colours currently applied to this theme are indicated by an outline around the menu command.

The theme colours for **Aspect** are highlighted

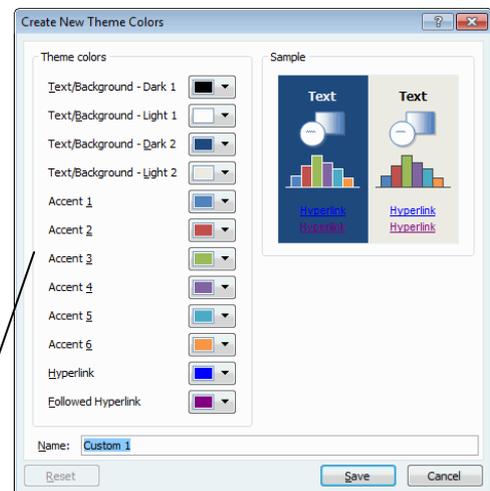


Theme colours consist of four text and background colours, six accent colours and two hyperlink colours.

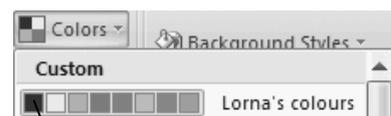
To create a new theme colour, do the following:

- Select the **Colors** arrow.
- Click **Create New Theme Colors**.
The **Create New Theme Colors** window opens.
- Choose the colours for the different elements of the theme and then enter a name for the new theme colour.
- Click **Save**. The theme currently applied to your slide displays the new theme colours.

Choose colours for the different elements of the theme



- Click the **Colors** arrow in the **Theme** group to see your custom colour.

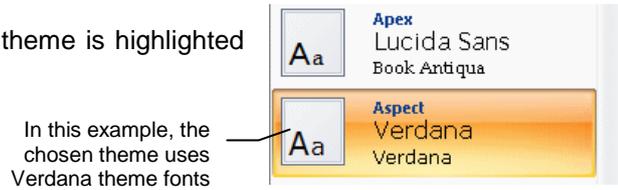


The new theme colours are displayed in the **Colors** menu with the saved file name

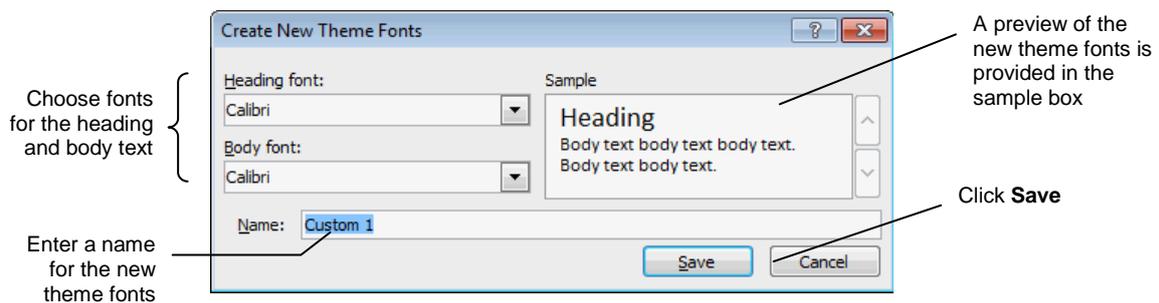
note To return all theme elements to the original theme colours, select the **Reset** button and then **Save**.

To create New Theme Fonts, do the following:

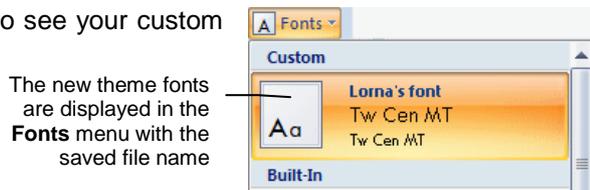
- Select the **Fonts** arrow.
- Click **Create New Theme Fonts**.
- The theme fonts currently applied to this theme is highlighted in the menu.



- To create new theme fonts, select the **Fonts** arrow and then click **Create New Theme Fonts**.
- Choose the fonts for headings and body text and then enter a name for the new theme font.
- Click the **Save** button.

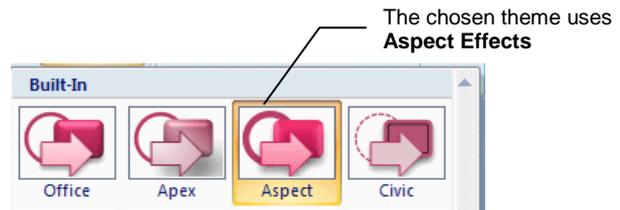


- Click the **Fonts** arrow in the **Theme** group to see your custom fonts.



Theme effects consist of sets of lines and fill effects. To apply an effect, click the **Effects** button and then select an effect.

- The theme effects applied to the current theme is highlighted in the menu.



Saving a Theme

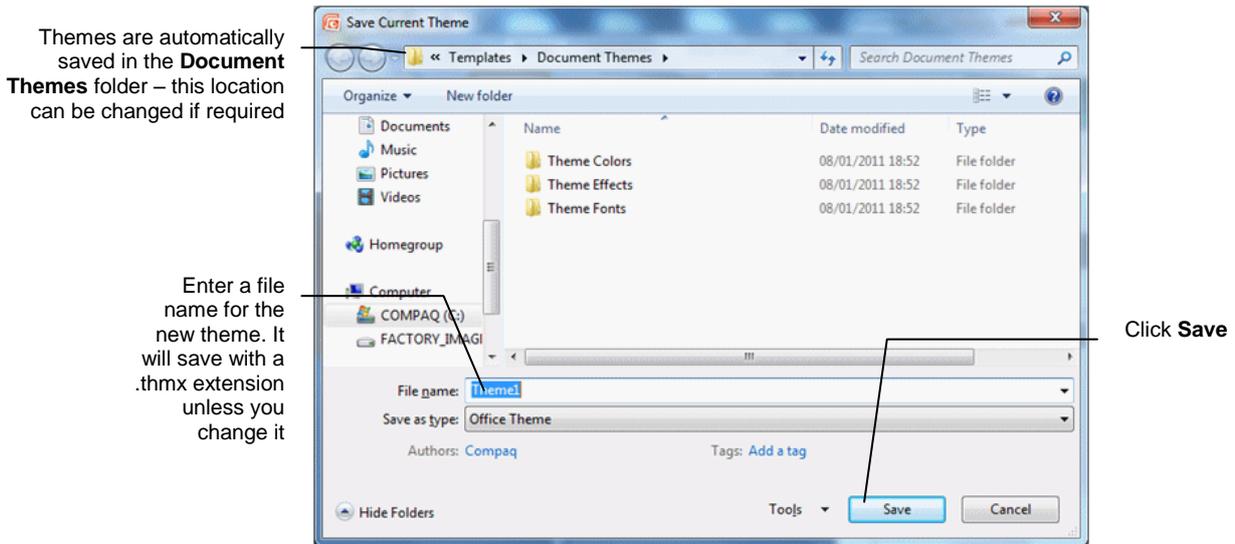
To save a customised theme, do the following:

- In the **Themes** group on the ribbon, click the **More** button.
 - Select **Save Current Theme**.
- The new theme will save in the **Document Themes** folder.



If you want to save the theme in a different location, do the following:

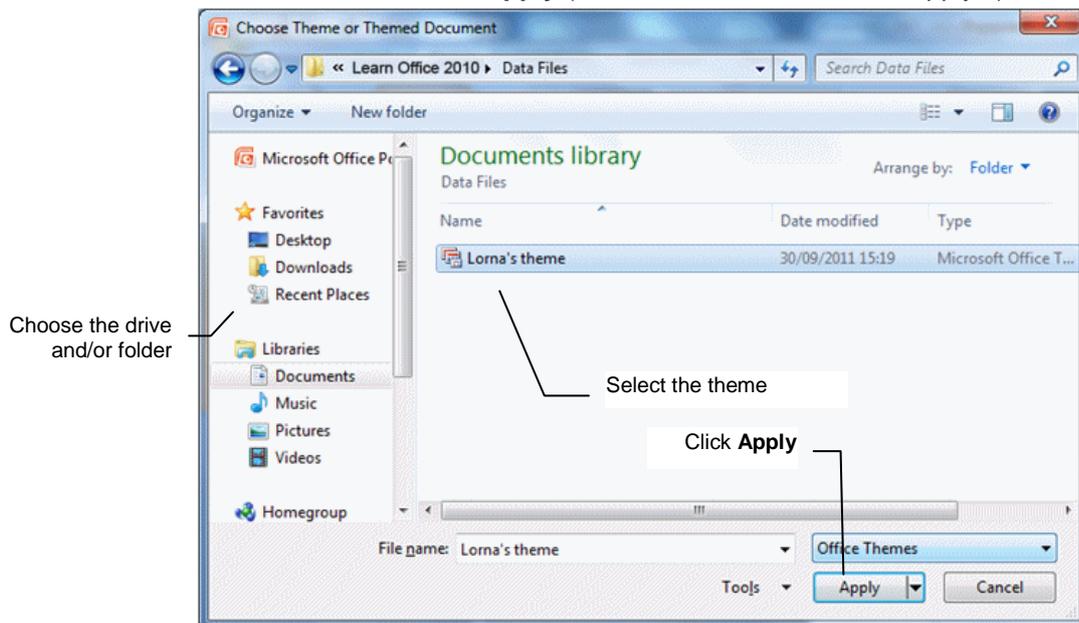
- Select a drive and/or folder in which to save the theme.
- Enter a name in the **File Name** box.
- The **Save as type** box will display the file extension associated with themes – Office Theme (*.thmx).
- Click **Save**.



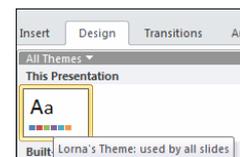
Applying a Saved Theme to a Presentation

To apply a theme that is stored on a drive on your computer, do the following:

- On the **Design** tab, in the **Themes** group, click the **More** button.
- Select **Browse for Themes**.
- Select a drive and/or folder from the Navigation Pane.
- Select the theme and then click **Apply** (or double-click the theme to apply it).



- Click the **More** button in the **Themes** group to see the customised theme.



Click the **All Themes** arrow in the **Themes** menu to change how you view the menu items. You can choose to see all themes, including custom themes which you have applied, themes only in the current presentation or built-in themes.

