WA9: ICT skills

2.19 Use Presentation Software to produce simple routine presentations

LO035: Demonstrate the ability to use presentation software safely and securely to produce simple electronic presentations that meet the requirements of the office.

Module Details

Work Area Code:	9
Work area title:	ICT skills
Unit Code:	2.19
Unit Title:	Use Presentation Software to produce simple routine presentations
Learning Outcomes Ids:	LO035
Learning Outcomes titles:	Demonstrate the ability to use presentation software safely and securely to produce simple electronic presentations that meet the requirements of the office.
Recommended Duration:	2 hours
Trainer:	

- 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 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.

- 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.

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- PowerPoint automatically opens a blank presentation when you start the program.
- Start > All Programs > Microsoft Office > PowerPoint icon.

The **Office Button** in the top left corner, replaces the File menu in earlier versions. Click this button to see options such as *New, Open, Save, Print, etc.*
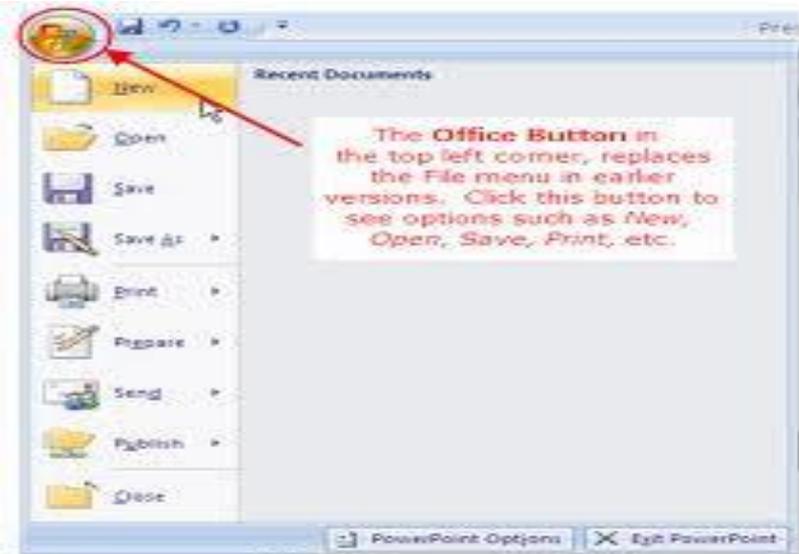
- ## 1. Office Button:
  - Choose this button to open a new presentation, save the presentation, and access PowerPoint options.

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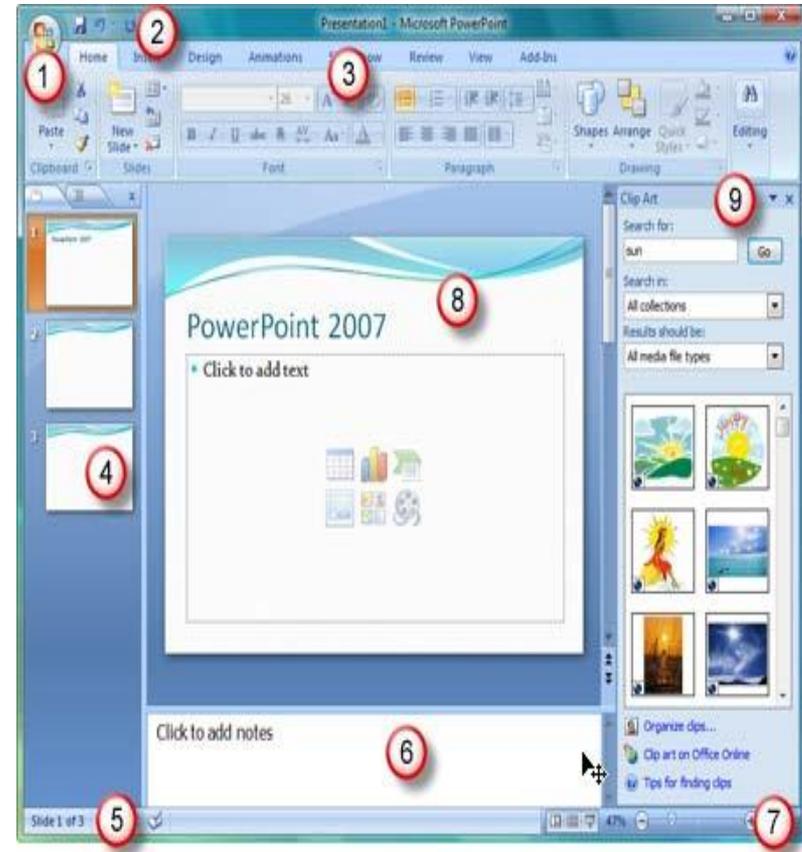
- **4. Slides/Outline Pane:**
- Normally placed on the left side of the interface, this pane contains two tabs, the Slides tab and the Outline tab. The Slides tab shows thumbnails of all the slides in the open presentation. The Outline tab shows the same slides in outline view.

- **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.
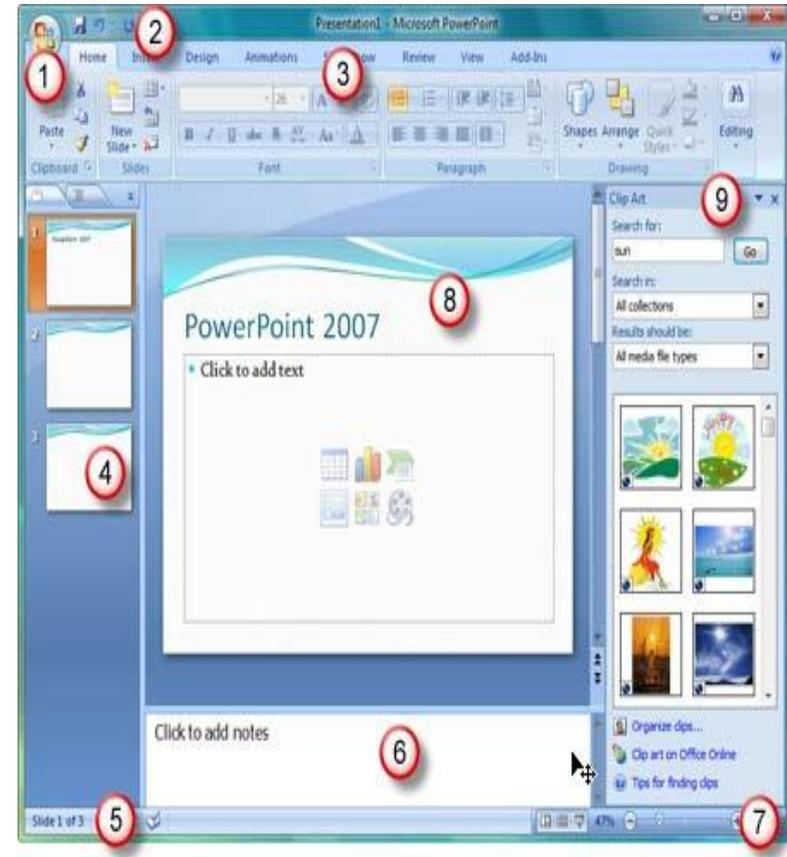
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- ## 6. Notes Pane:
– Directly below the active slide, this is where you input your speaker notes for the current slide. None of this content is visible on the actual slide while presenting - although it is visible in both Notes Page view and Presenter 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.
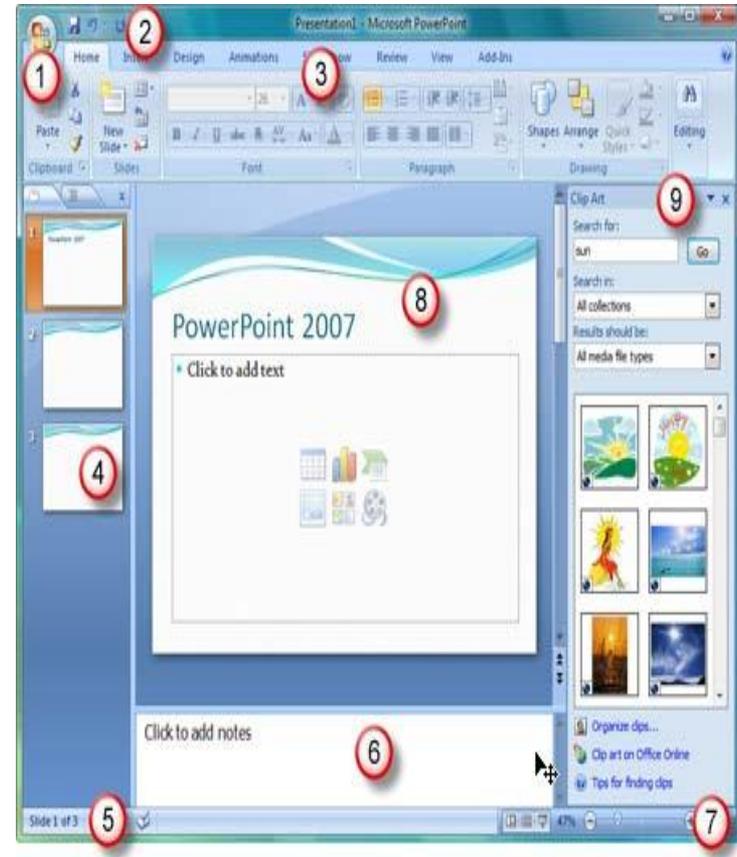
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- In the Home tab of the Ribbon, click the New Slide button, as shown in the Figure.

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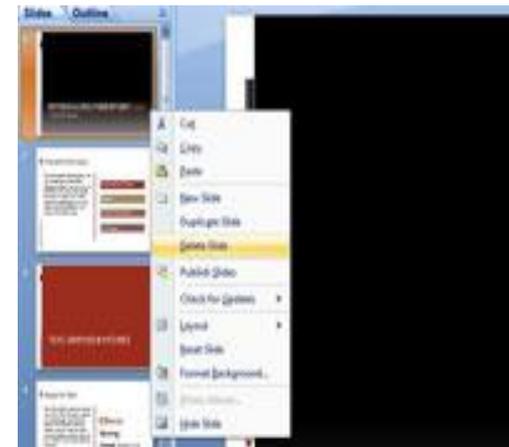
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- Whilst creating your PowerPoint 2007 presentation, you may need to move back and forth through your PowerPoint slides. The most common way to move around in a PowerPoint presentation is to press the Page Down and Page Up keys:
- **Page Down** moves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

- 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.**

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- 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

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- **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.

- ## 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.

- **Professional Graphic Design**
- **Branding**
- **Speed**
- **Quick Customization**
- **Consistency**

- **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.

- 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.

Click a View button on the View tab or Status bar.
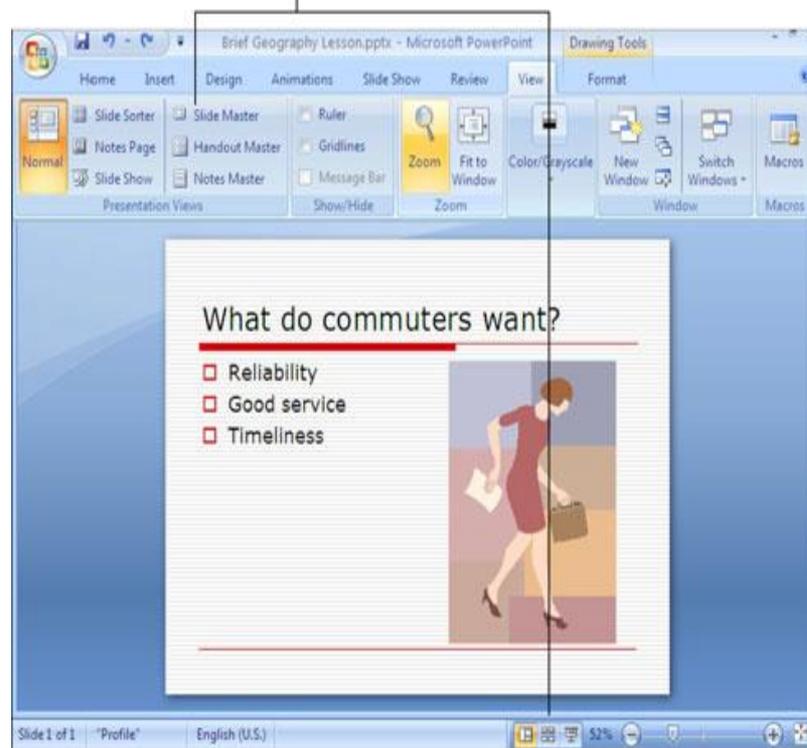
- **You can add a new slide in the Outline View the same way that you do in Slide View:**

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.

- ## 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.

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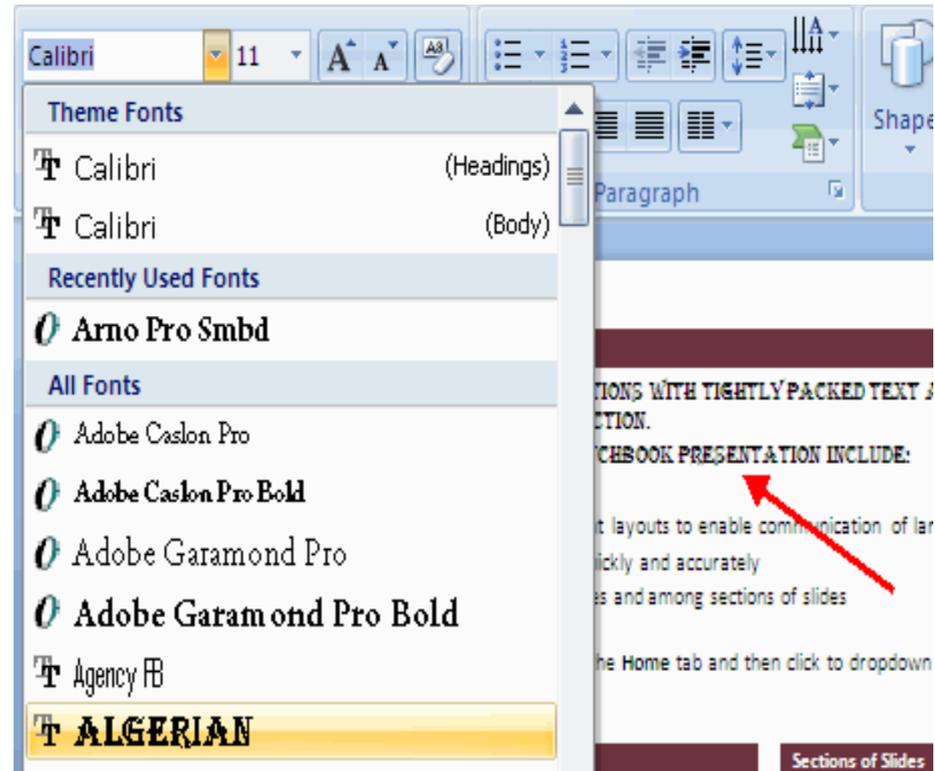
- ## To change the font size:

  – Click the **arrow** next to the font size and choose the appropriate size, or
  – Click the **increase or decrease** font size buttons.
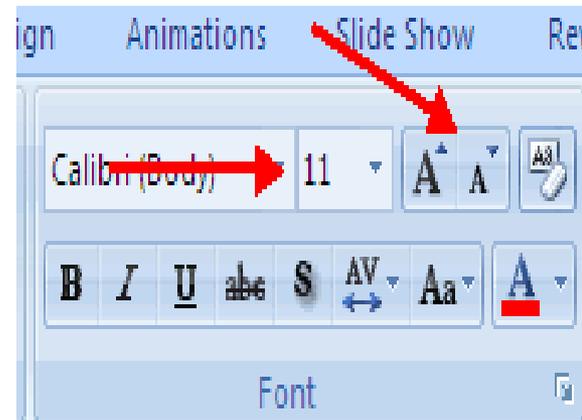
- Font Styles and Effects
- Font styles are predefined formatting options that are used to emphasize text.
- They include: Bold, Italic, and Underline.
- To add these to text:
  - Select the text and click the **Font Styles** included on the Font group of the Home tab or
  - Select the text and right click to display the font tools
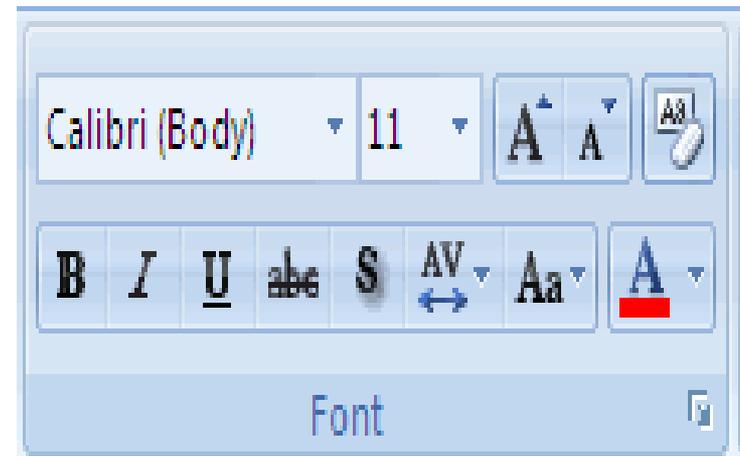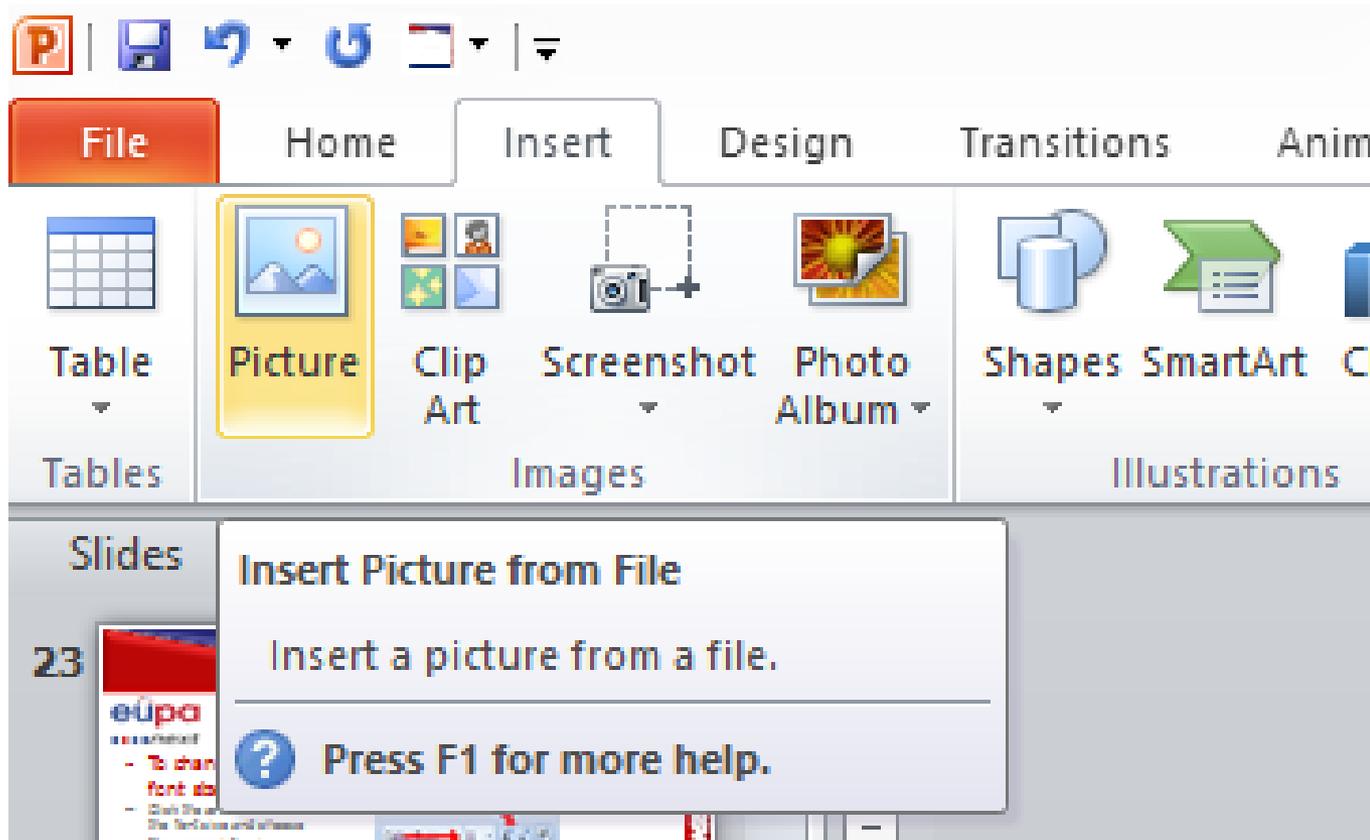
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- To undo an action, do one or more of the following:
- Click **Undo** on the Quick Access Toolbar.
- To redo an action that you undid, click **Redo** on the Quick Access Toolbar.
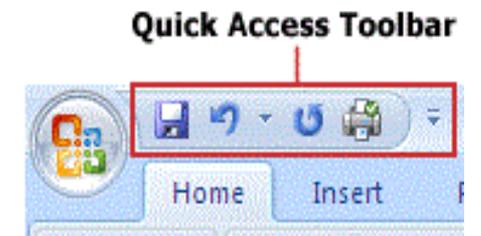
Methodological tool

Creating and printing a professional presentation

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- Describe the basic functionality of a presentation software and list situations where it is useful.

- Identify the main functionalities of presentation software that are necessary for the production or amendment of simple presentations

- Describe why one can use templates and list the advantages of using templates.

- Describe the way you use presentation software safely and securely to produce simple electronic presentations that meet the requirements of the office

- 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.

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  - Click **Undo** on the Quick Access Toolbar.

  - To redo an action that you undid, click **Redo** on the Quick Access Toolbar.

Well Done!

You have completed this unit