



Work Area 9: ICT SKILLS

3.16 USING PRESENTATION SOFTWARE TO PRODUCE NON-ROUTINE PREENTATIONS

LO79: Demonstrate ability to use presentation software tools and techniques at an intermediate level to produce non-routine electronic presentations



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Module Details

| | |
|---------------------------|--|
| Work Area Code: | 9 |
| Work area title: | ICT SKILLS |
| Unit Code: | 3.16 |
| Unit Title: | USING PRESENTATION SOFTWARE TO PRODUCE NON- ROUTINE PREENTATIONS |
| Learning Outcomes Nos: | LO79 |
| Learning Outcomes titles: | Demonstrate ability to use presentation software tools and techniques at an intermediate level to produce non-routine electronic presentations |
| Recommended Duration: | 3 hours |
| Trainer: | |



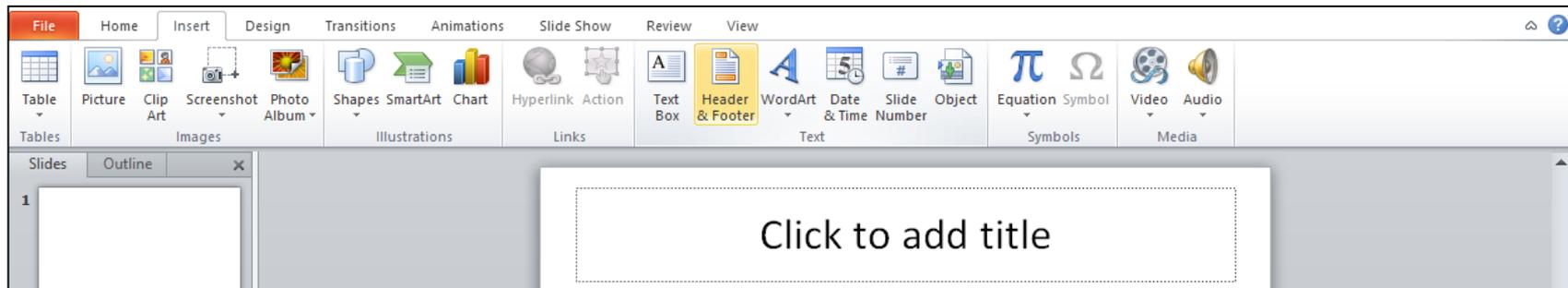
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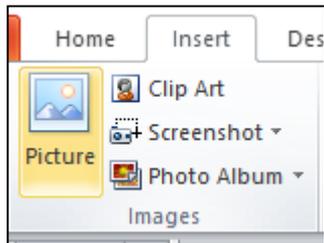


Insert a header and footer

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

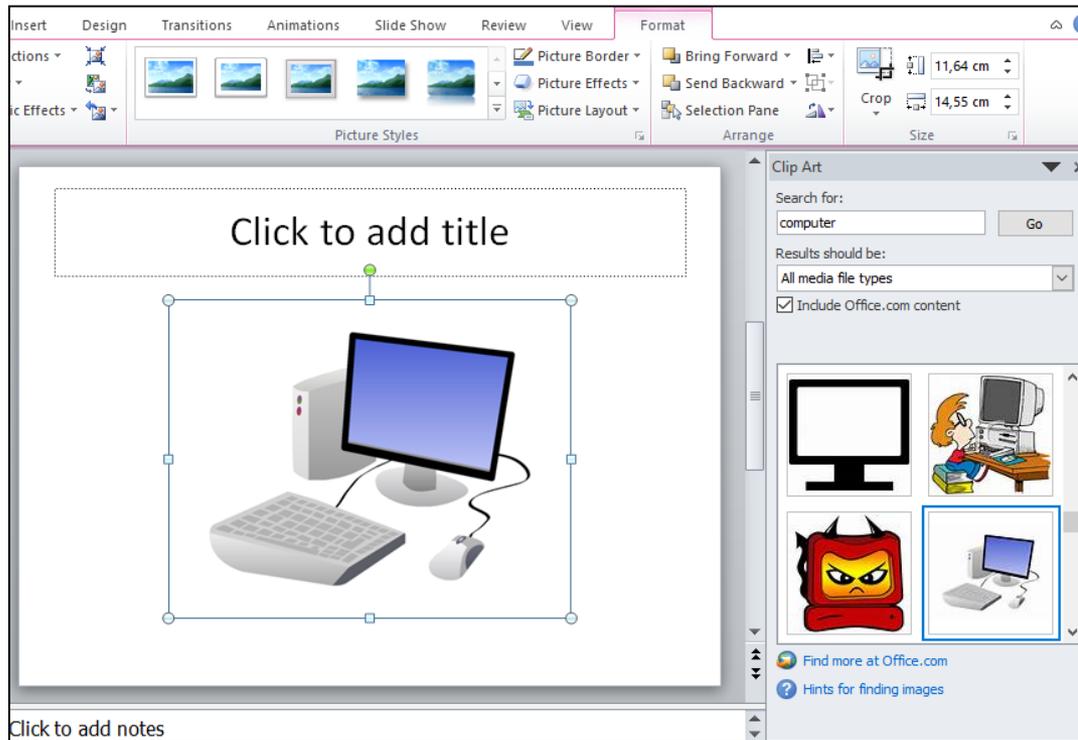


Insert pictures from files



- 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

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

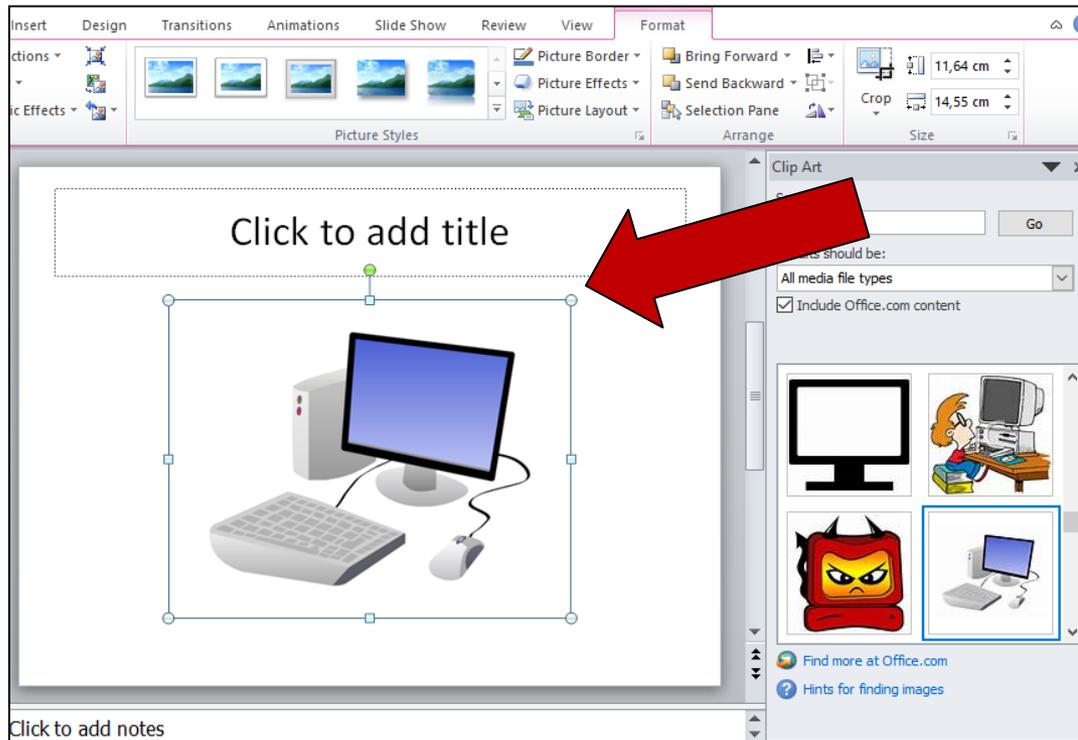


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Format Pictures



- 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



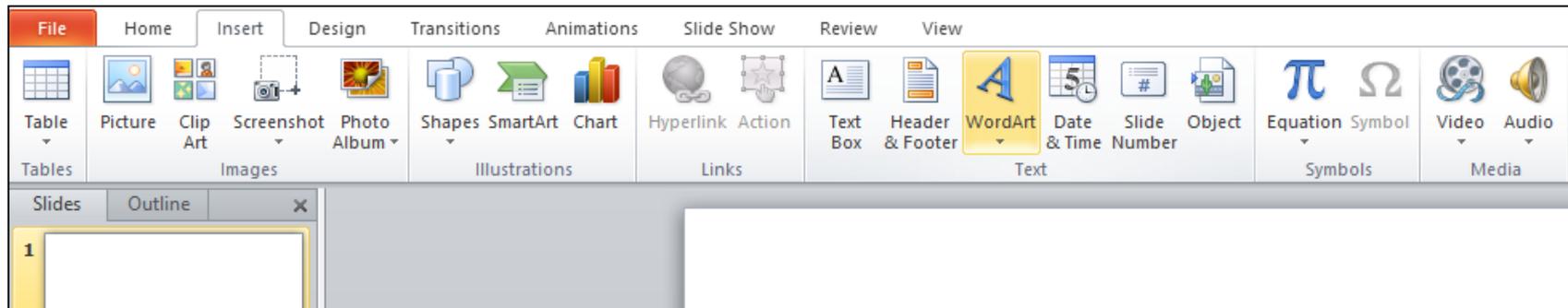
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Using WordArt

- 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

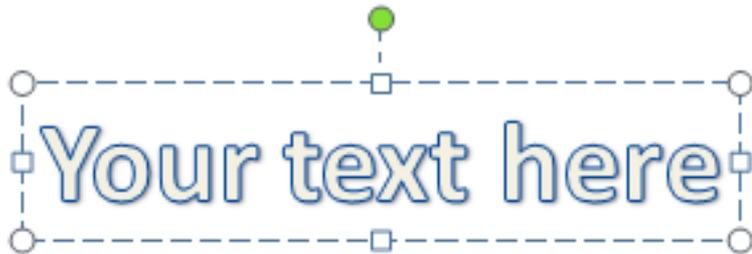


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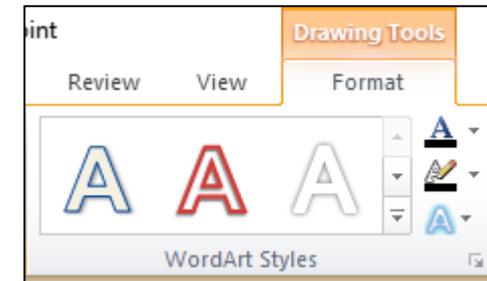
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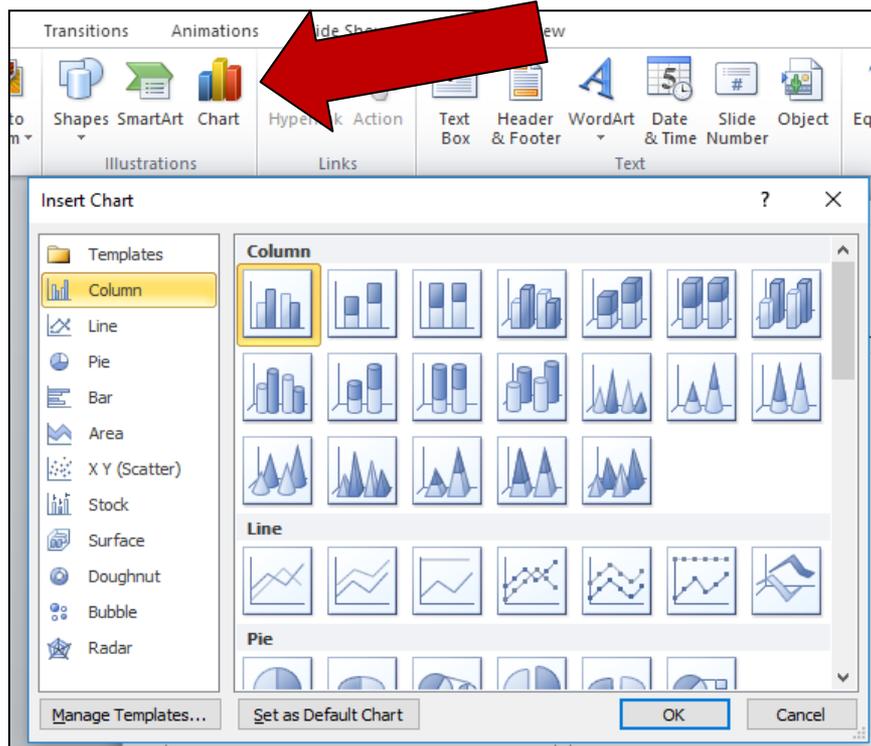
Data processing and formatting



- 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



Insert Charts

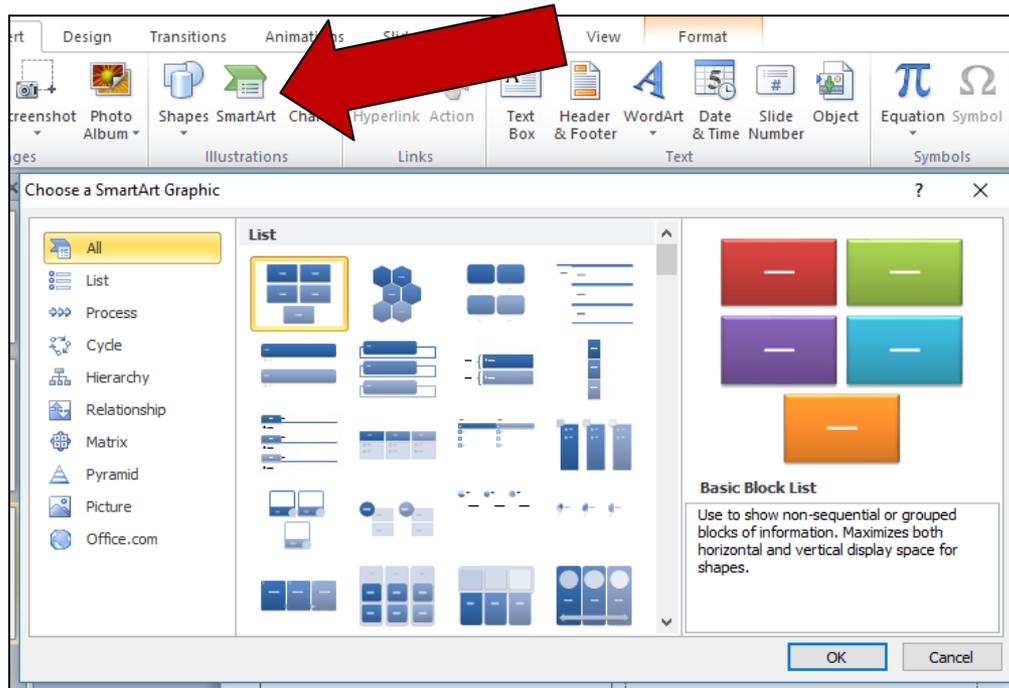


- Go to the “Insert” ribbon then select the “Chart” button
- Option to choose from Area, Bar, Line, Pie and several other chart options



Data processing and formatting

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



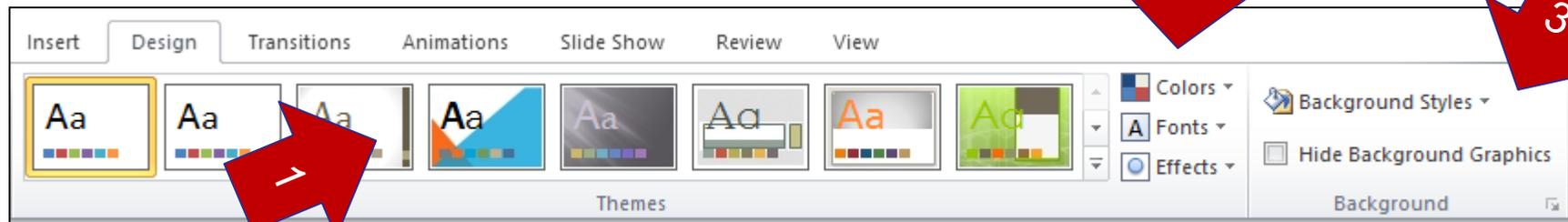
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Design

- 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



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Inserting Transitions

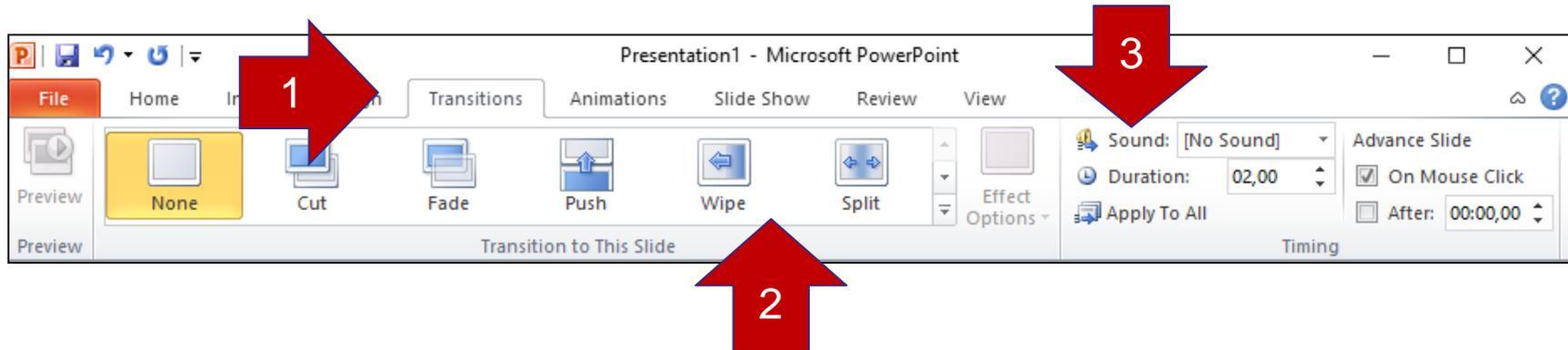
1. Click
“Transitions”
tab



2. Select
transition type



3. Select
apply to this
slide or all
slides



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Inserting Animations

1. Click
“Animations” tab
and select an
object



2. Select
animation type



3. Reorder
Animation

The screenshot shows the Microsoft PowerPoint interface. The 'Animations' tab is selected in the ribbon. The 'Animation' group shows 'Fade' selected. The 'Timing' group shows 'Start: On Click', 'Duration: 00,50', and 'Delay: 00,00'. The 'Reorder Animation' group shows 'Move Earlier' and 'Move Later'. A slide is shown with a title box and a subtitle box. Red arrows labeled 1, 2, and 3 point to the Animations tab, the 'Fade' animation type, and the Reorder Animation options respectively.

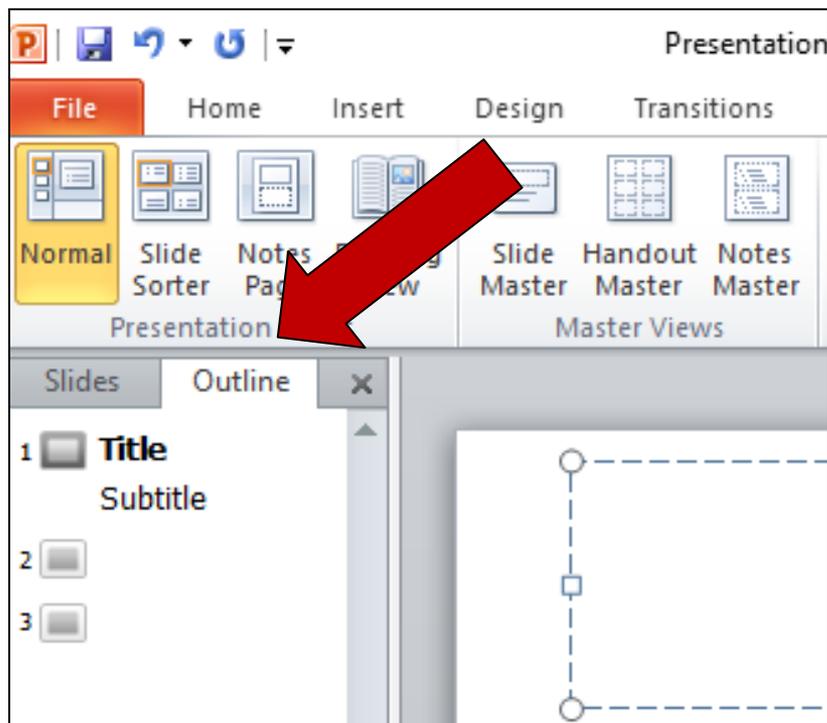


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View Slides vs. Outlines



- The default view is “Slides”
- The second option is “Outline” view to show the slide show as outline notes

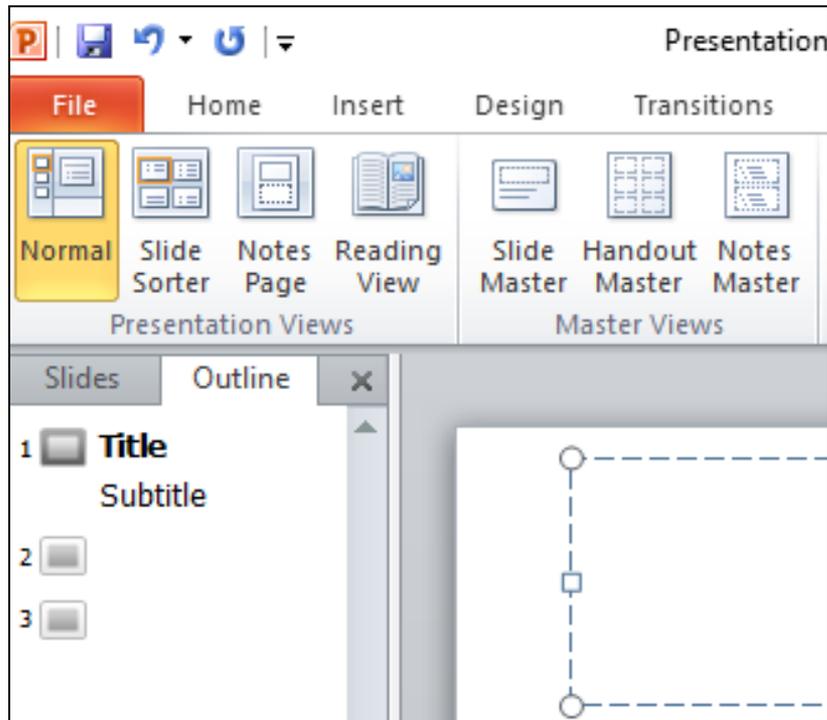


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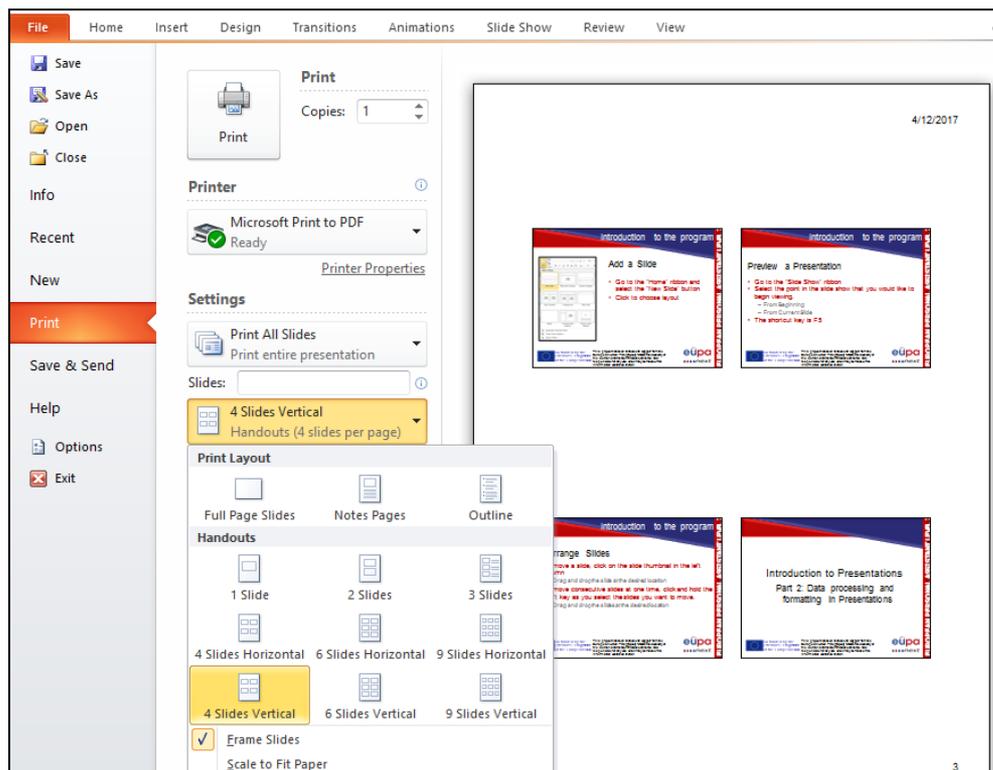
Different ways to View PowerPoint



- 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



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Methodological tool

My town/city presentation

EUPANEXT_LO_79_M_01



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Review

- 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



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Revision Questions

- What are the necessary functions of PP for the creation non routine documents?
- How can we check spelling and grammar?
- How can we insert:
 - SmartArt
 - Animations
 - Transitions
 - WordArt





Well Done!

You have completed this unit



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