

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

EVEL 3

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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

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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



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Insert Clip Art

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- 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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- 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





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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



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Insert SmartArt



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

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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





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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

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File	Home	Insert	Design	Transitions			
Normal	Slide Notes Sorter Page	Reading View	Slide Master	Handout Notes Master Master			
P	resentation Vie	WS	Master Views				
Slides	Outline	×					
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- 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



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Print handouts

File Home Inse	rt Design Transitions Animations Slide Show Review View a
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🔣 Save As	
🚰 Open	Print 4/12/2017
🚞 Close	
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New	Printer Properties Act a Sile Prevent Prevent </th
Print	Print All Slides
Save & Send	
Help	4 Slides Vertical Handouts (4 slides per page)
Options	Print Layout
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	Full Page Slides Notes Pages Outline
	Handouts Trange Sildes
	Introduction to Presentations
	1 Slide 2 Slides 3 Slides by proceeding and the second sec
	4 Slides Horizontal 6 Slides Horizontal 9 Slides Horizontal
	4 Slides Vertical 6 Slides Vertical 9 Slides Vertical
	Scale to Fit Paper

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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My town/city presentation

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Practice and effective implementation

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



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Well Done!

You have completed this unit



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