

GIAKONDA IT LTD

Introduction to PowerPoint 2010

ECDL Level 2

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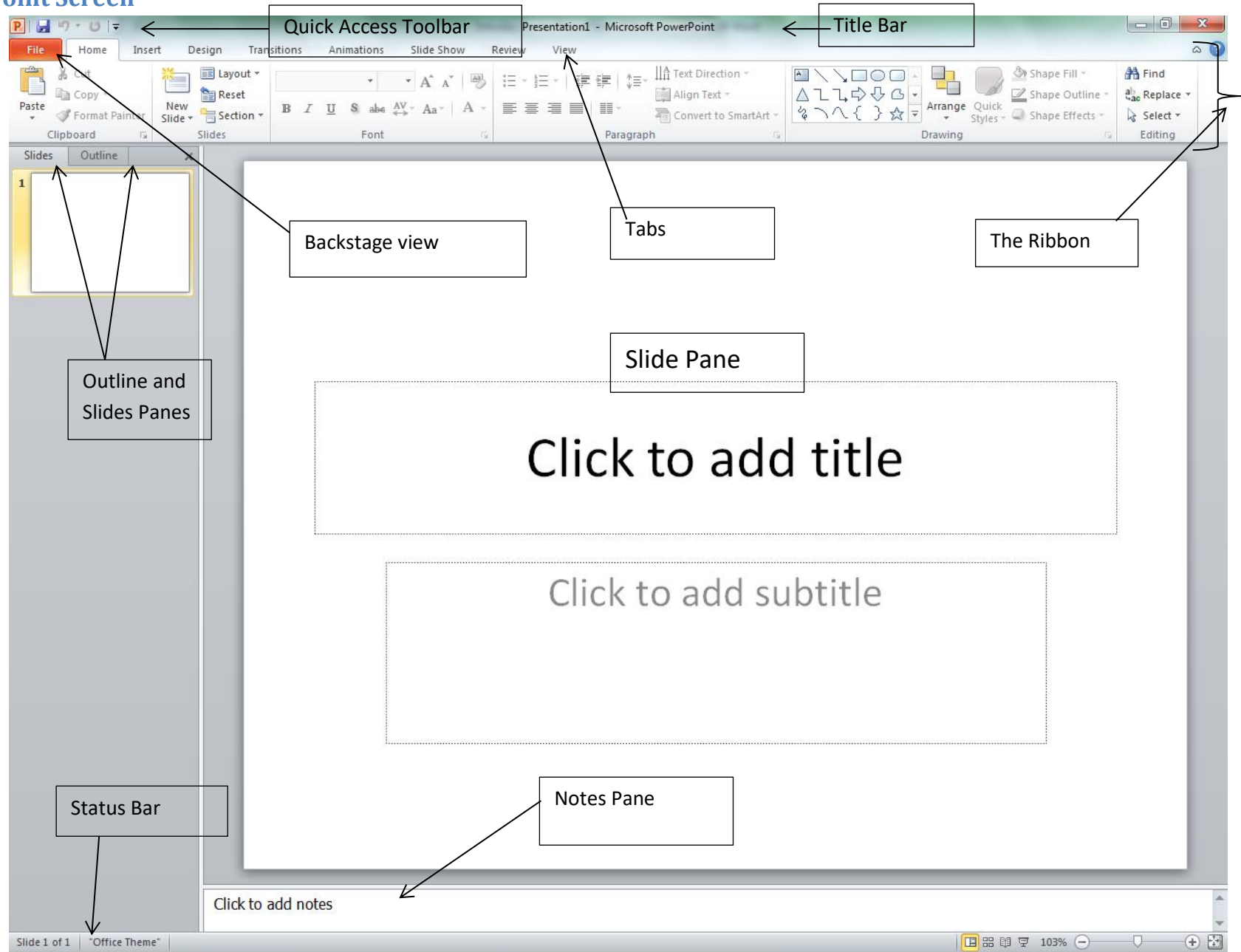
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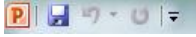
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The PowerPoint Screen

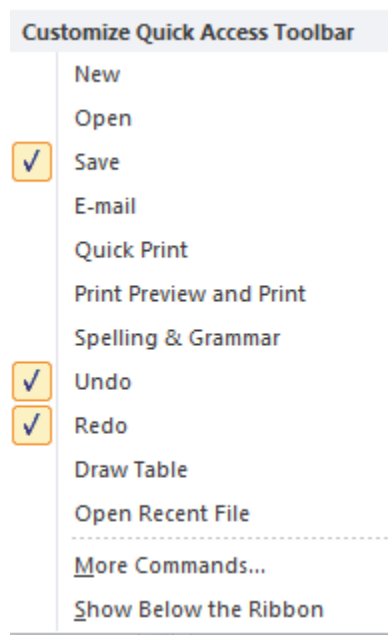


The main features are:

The **Title bar**. *This is the blue bar across the top of the screen*. It is called the title bar because it contains the title of the application you are running, in this case PowerPoint and also the title of the document you are editing. If you have just started using PowerPoint the document title is Presentation1. Usually you will save this document with a new name before you start to write it. The title bar will then contain the file name you have given to the document.

On the left of the title bar is the **Quick Access Toolbar**.  It is used to give you access to the commands you frequently use. **Save and Undo are there by default**. The save icon allows you to save the current document. It does not allow you to change the name of the document or the type of document. It is a good idea to save your work frequently. Customising the quick access toolbar is possible.

You can easily customise the quick access toolbar by simply ticking the items you want to appear.

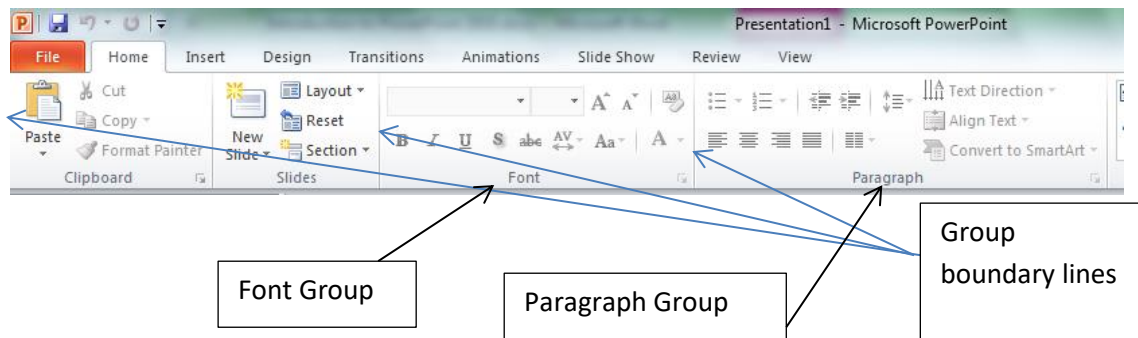



On the right of the title bar are the **Windows Control Buttons**, Minimise, Restore down/Maximise and Close. These allow you to control the size of the Word window and to close it all together.

The Ribbon *The ribbon is a series of tabs that each in turn focuses on some aspect of Word processing.*

They are an improved alternative to drop down menus. They were first introduced in Office 2007 and have been made more usable in Office 2010. Each of the tabs has an associated ribbon which contains the icons for the commands implied in the tab name. For example selecting the Insert tab will give you the insert ribbon which, as the name implies will allow you to insert things into your document, such as an image, a shape, a header etc. The Home tab is the ribbon selected at the start. It contains most of the functions you will use when writing a simple document. The File tab gives you the things you might want to do when you have finished writing and want to print and save your work. It is also where you select your preferences like where you want to save your documents etc.

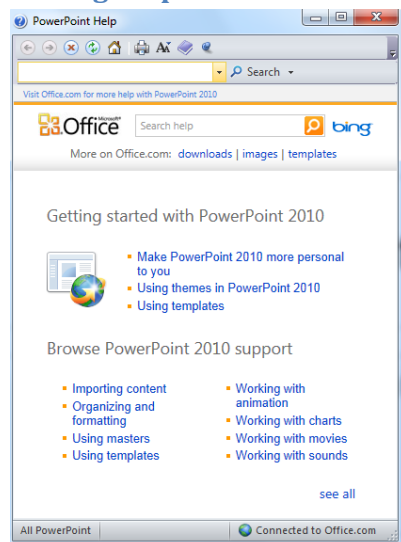
On most tabs there are dividing lines that mark the boundaries of different aspects of the work being done.




These are called groups and collect together functions appropriate to a task, for example the Paragraph group on the Home tab ribbon contains the icons that in general work on paragraphs. Of course there are many aspects of Presentation software that can be changed in the context of paragraphs, too much in fact to be placed on a ribbon. To accommodate this there is a small arrowed square at the bottom left of a group,  called the dialogue box launcher. This launches the group dialogue box which contains even more group related tasks.

Finally there are hidden tabs that spring to life when you click on some objects, such as tables, pictures, drawings and charts etc.

Getting Help



PowerPoint 2010 allows you to search for help by clicking the help button at the top right of the  screen.

You can also use the F1 key to access information specific to the task in hand.

- ⇒ Select the **File Tab** and **Print** the press the **F1** key
- ⇒ PowerPoint Help opens with details on printing

Creating a presentation

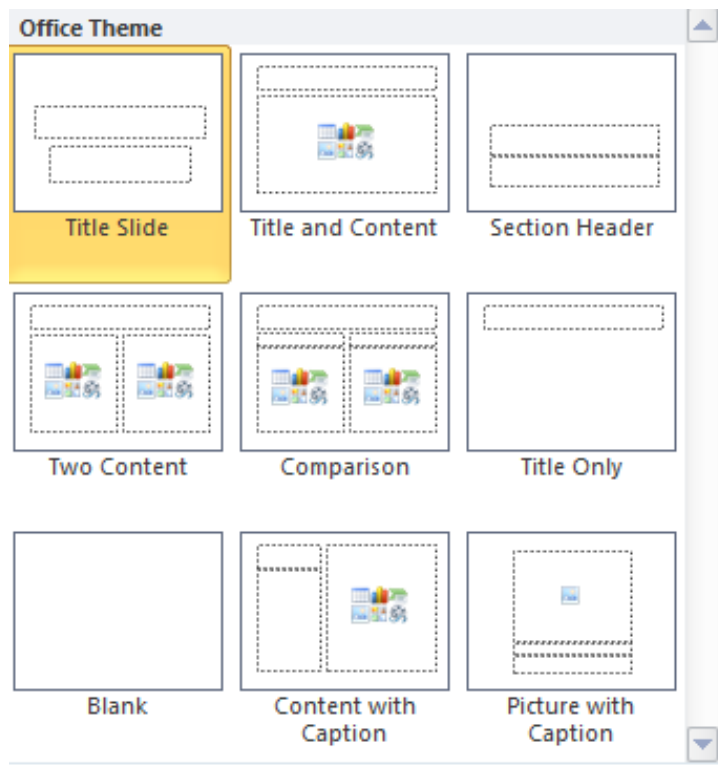
Adding text to a slide

Text is added to a slide by clicking the required text box and typing the text.

- ⇒ Open a new presentation
- ⇒ In the first slide put the title **Making a Presentation** in the Title box
- ⇒ In the subtitle box put **First impressions count**
- ⇒ Save the presentation as **My Presentation**

Slide Layouts

The default layout with PowerPoint is the **Title Slide** layout. There are nine separate layouts



Title Slide is used to set the title and subtitle of your presentation

Title and content is the most used slide layout. The content can be any one of **Text, Graph, SmartArt, Picture, Clipart** and **Media**.

Clicking on the appropriate icon in the centre of the layout will launch that type of content.

For most purposes the **Title and Content** slide layout are sufficient.

Open the **Word** file **Making a Presentation**.

- ⇒ If it is not open already open **My Presentation.pptx**
- ⇒ Create a new Slide (**Title and Content** layout) With the title **Structure**
- ⇒ Add a bulleted list with the text **Introduction, Body, Conclusion** and **Questions**
- ⇒ Continue to make a series of slides showing an audience how to make a presentation.
- ⇒ Save the presentation as **My Presentation** to the same folder.
- ⇒ Close the presentation.

Objects

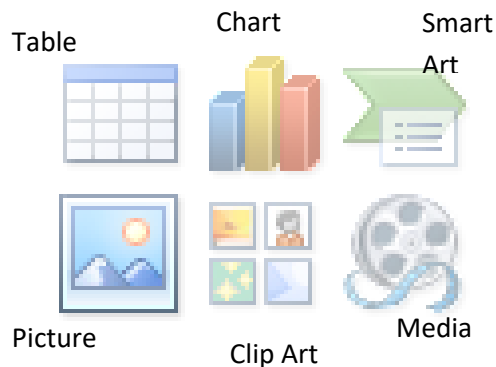
All elements in the Office Suite are regarded as Objects. An object can be selected by clicking on it. Each object has a set of properties that can be modified. For example a picture object can be resized, that is its height and width can be changed. It can also be repositioned, centred or left or right aligned. Text, Video and Audio are also objects each with their own specific set of properties.

Slides themselves are objects and their layout, position in the slideshow or transition to the next slide can be modified.

Inserting Objects

The objects most commonly inserted into PowerPoint presentations are found in the **Illustrations** group. They are **Pictures Clip Art Shapes Smart Art** and **Charts**

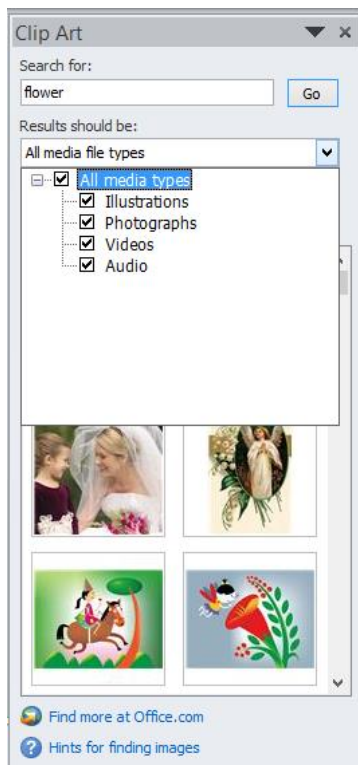
These elements can also be inserted from the object inserter box on many of the slide layouts



Inserting **Pictures** and **Clip Art** are very similar. In fact you could describe Pictures as a sub-set of clip-art.

Inserting a picture is done by browsing for the image file in the same way you would browse for any other file. Inserting ClipArt is done with the help of the Clip Art task pane. Entering the name of the type of image you want, say flower, into the search box and


(provided you are connected to the internet) a number of images will appear. The type of image can be filtered by checking or unchecking the appropriate tick box.



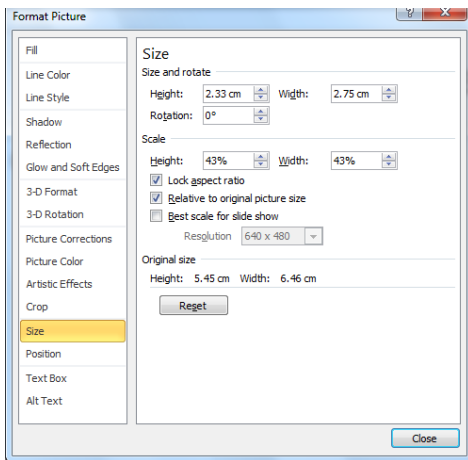
- ⇒ Open the presentation **Making a Presentation**.
- ⇒ Add the Logo **GiaKonda Logo** to the top left of the first slide
- ⇒ Save the presentation

Moving an object

Objects such as those outlined above are selected by clicking on them. Once this happens a set of handles appears. The arrow headed crosswire moves the object once the mouse button is held down.

offset handle  is used to rotate the image.

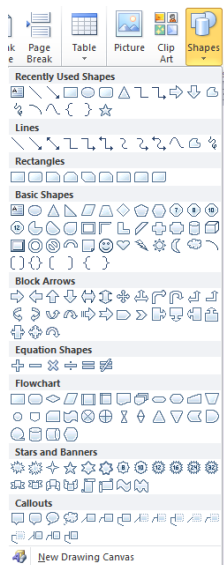
Resizing an Object



The handles can be used to resize objects. Click and hold the double headed arrow that appears on the handle and move the crosswire to the position required. Re-sizing an image to a specific size can be done by entering the width and height into the dimension window in the **Size** group. The launcher at the bottom right of the group, identified as the **Size and Position** dialogue box, will give access to many other features of picture formatting including image rotation.

Inserting Shapes

Select the **Shapes** button from the **Illustrations** group. As you can see from the diagram below there are many different shapes available. Basic drawing elements can be obtained from the **Home** ribbon in the **Drawing** group



You can create simple objects like lines and circles or use **AutoShapes** that offer additional shapes.

Shapes have the same handles as other objects such as pictures and clipart. However some have an additional yellow diamond **adjustment handle** that allows you to modify the shape in additional ways.

⇒ Insert a shape into slide 6 Conclusion

In the **Insert** ribbon select **Shapes** from the **Illustrations** group and choose a simple shape, of your choice.

The cursor becomes a black cross. Use the left-hand mouse button to drag the

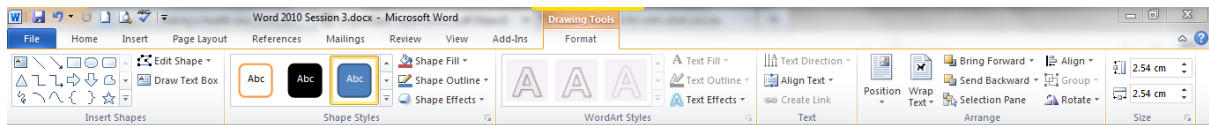
cross to create the shape.

Move and resize the shape with the move cross and the resize handles.

There are three layers on your new page: the text layer, a layer below the text and a layer above the text. We will look at these layers later.

Formatting Shapes

The **Drawing tools Format** ribbon allows you to add many formatting features to your shapes.



- ⇒ Select the shape you chose and apply the **Shape Outline** button to change the **Weight** (thickness) **Dashes** and **Outline colour** of the shape.
- ⇒ Use the **Shape effects** selection to add drama to your shape.
- ⇒ Finally, add text by selecting the shape and simply typing.
- ⇒ Experiment with other shapes in your document.

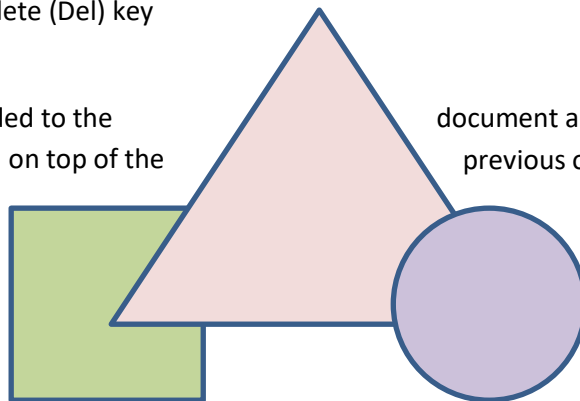
Deleting Shapes

Select the shape and press the Delete (Del) key

Layering Shapes

As you create objects they are added to the document a layer at a time. The successive objects are layered on top of the previous objects.

In the **Drawing Tools Format Arrange** group, there are many provide you with the ability to order of the objects as well as opportunity of determining the



flow around your objects. As you can see from the text and objects here you can produce some interesting effects. The **Text Wrap** style here is called **Through** which is why the text wraps the way it does. Tight would take the text away from the objects. It is well worth experimenting with the way different text wrap options work.

Grouping Shapes

Grouping shapes is useful if you want to keep the layout of several objects.

Select each object by holding down the **shift key** and **clicking** on the object. As long as you hold down the shift key you can select as many objects as you want.

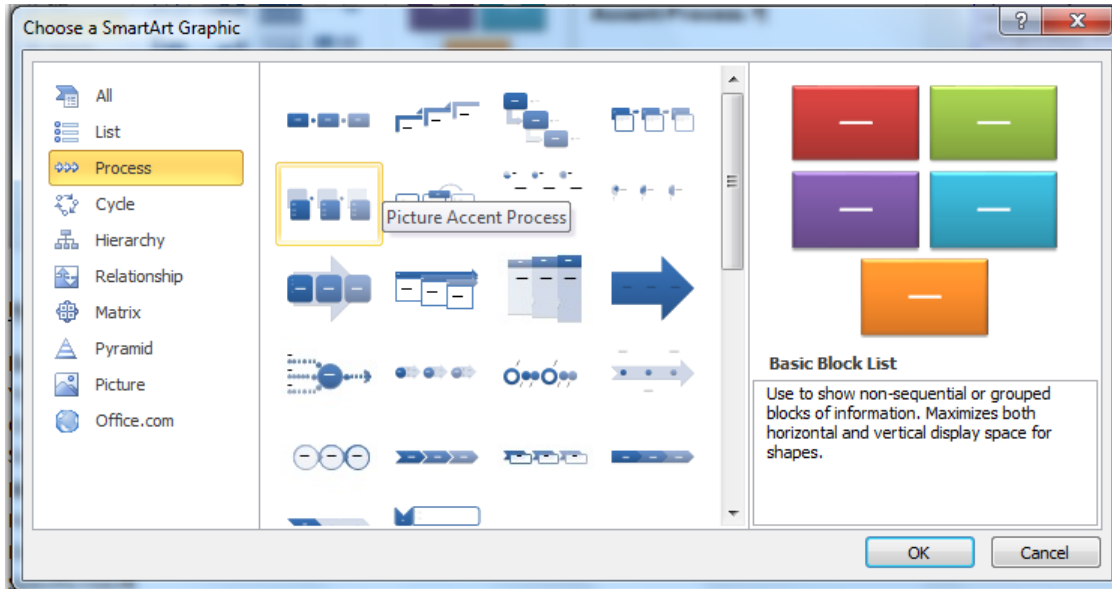
Once you have selected all the objects you require select (from the **Arrange** group on the **Drawing Tools** ribbon) the **Group** button and click **Group** again to form them into one object.

Ungrouping is done by selecting the grouped object and clicking **Group** then **Ungroup**.

Inserting Smart Art

Select **SmartArt** from the **Illustrations** group.

From the **Process** section chose the second option **PictureAccent Process**.



Type the list below into the text box on the left. (You could also type the text directly into the graphic itself.)

Save your work as H&S road map.

Health and Safety Road Map

Decide who will help

Yourself

One or more of your workers

Someone from outside your business

Manage the risks in your business

How do I assess the risks in my workplace?

Don't forget to consider everyone who could be harmed

Specific risks

Consult your employees

Health and safety and the work they do

How risks are controlled

The best ways of providing information and training

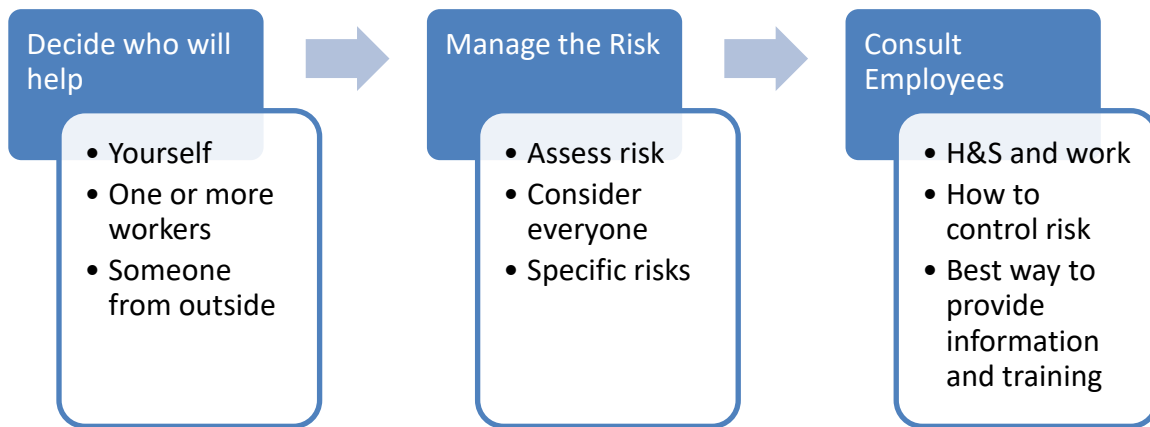
Provide training and information

Hazards and risks they may face

Measures in place to deal with those hazards and risks

How to follow any emergency procedures

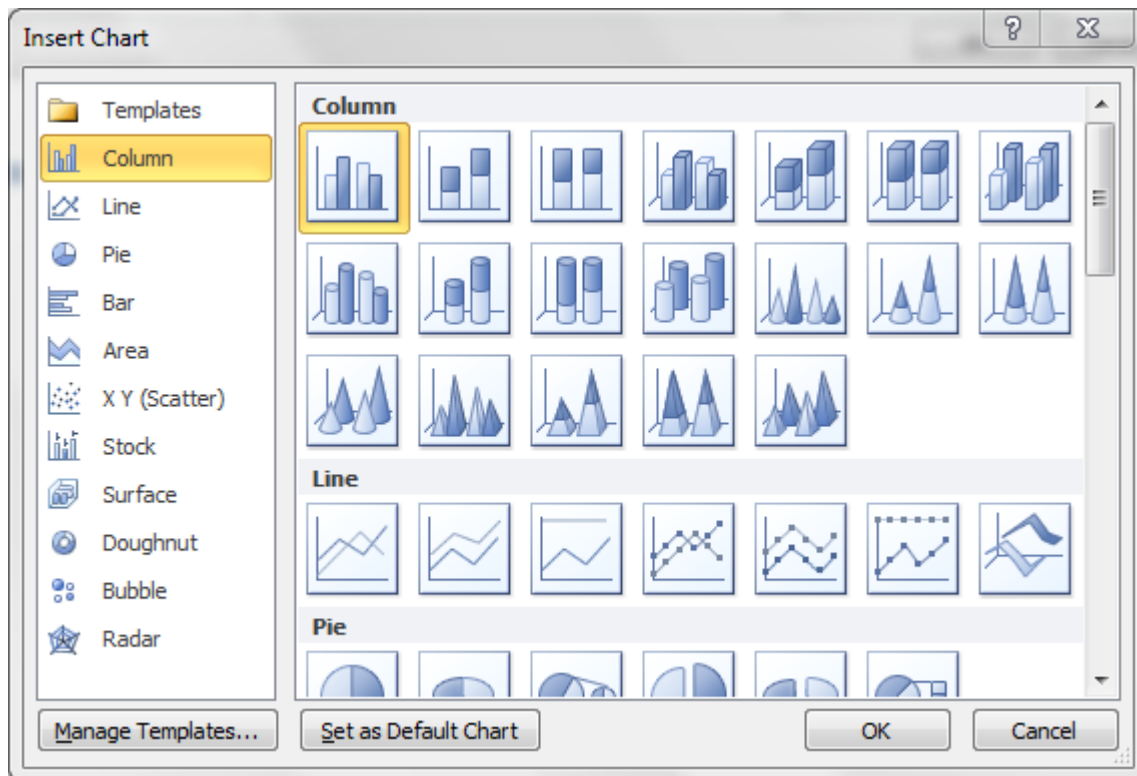
Your finished work should look like this



Inserting Charts

Charting in PowerPoint uses a cut down version of **Excel**. Select **Chart** from the **Illustrations** group in the **Insert** ribbon. This will present you with a basic chart that can be modified to suit the data you have. If you need a bigger or smaller data range this can be achieved with the blue table borders by simply dragging them to the required position.

Charts based on the full version of Excel can also be inserted into a word document. These are covered as part of the advanced course.



Setting up your slide show

Moving Slides

Slides are best moved using the **Slide Sorter** view. Slides can be moved simply by dragging them to their new location.

- ⇒ Continue using Making a Presentation.
- ⇒ Move slide 2 to be the last slide position.
- ⇒ Change the slide layout to **Title Slide**
- ⇒ Delete this last slide
- ⇒ Save the presentation as Making a Presentation Modified

Transitions

Transitions control the way one slide moves into another. Transitions also have the ability to set options on sound and speed. The transitions can be effected on individual slides or on all the slides in a presentation.

- ⇒ Select your first slide
- ⇒ Select a transition from the **Transition** ribbon
- ⇒ Select other slides and apply different transitions
- ⇒ View your presentation

Animations

Animations are often used for bulleted lists. Each bullet will appear separately on the slide, usually after clicking the left mouse button. You must be in normal view to apply animations.

- ⇒ Select one of the

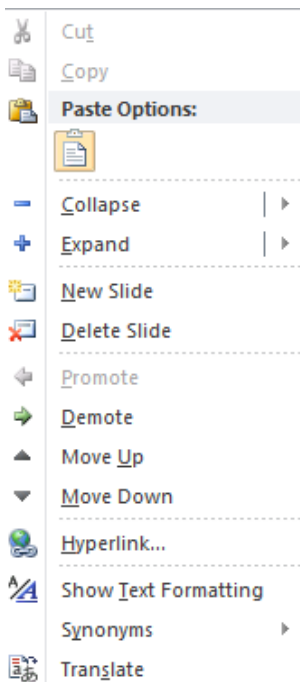
Using Outline View

Click the outline tab in the left hand pane

The text in your slides will appear.

Right clicking the mouse will give you the Outline shortcut menu.

PowerPoint allows you up to five levels of text but in the interests of keeping presentations simple you should not use that many.



Collapse and **Expand** buttons do just that. They expand and collapse the levels without affecting them. They operate on one entry at a time. On the other hand if you want to see all the entries and levels in a slide you could use **Expand All** or **Collapse All**

New Slide adds a new slide with the default **Title and Content** layout

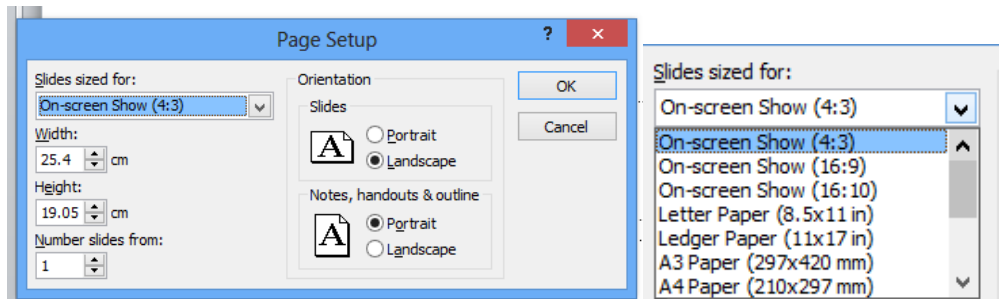
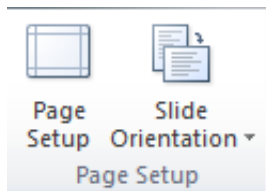
Delete Slide Removes the selected slide.

Promote and **Demote** affects the level of the element selected moving it up and down in the level hierarchy.

Move Up and **Move Down** changes the position of the slide in the slide-show, up or down as you would expect

Page Layout

The **Page Setup** group on the **Design** tab allows for the screen output to be selected for specific displays. The screen can be resized and orientated.

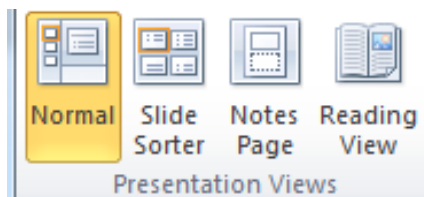


The Themes group provides for a wide range of professional themes to be applied to your presentation. When the themes are expanded it is possible to browse for additional themes for .pot

Alongside these are predefined colour and font sets which enable the ordinary person to apply tasteful touches to the themes. The effects option provides for lines and fill effects.

View Ribbon

We are going to look at three different ways to view your presentation.

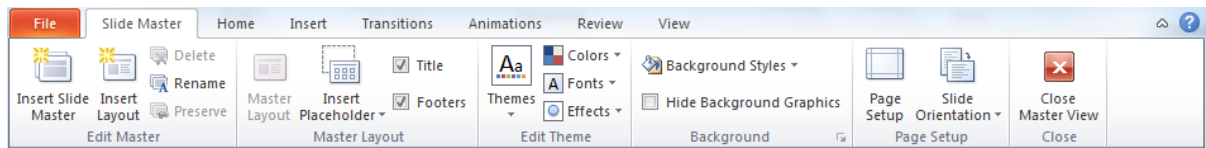


Normal view is the default view which is there when you first start PowerPoint; it displays a single slide with the slide thumbnails on the left.

Slide Sorter view lays out all the slides in your presentation so that they can be easily moved and deleted.

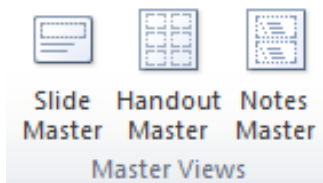
Notes Page presents the slides and their accompanying notes.

Using Slide Masters

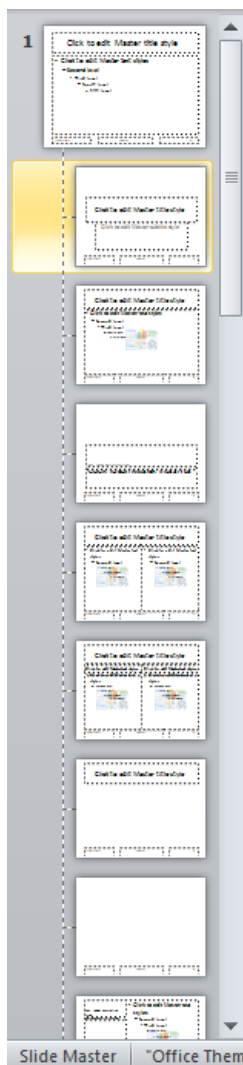


Master slides are the templates PowerPoint uses to control the look and feel of your presentation.

The slides that you select from the Home Tab Layout button are the slide templates that are present in the Slide Master layouts. These template slides can be modified by you to create a custom set of slides for your companies use.



Slide Master can be found in the **View** tab, **Master Views** group.



Modifying the Master Layouts

The **Master Slide** Layouts are found on the **View** Ribbon in the **Master Views** group. To see them click on the **Master Layout** icon. A new Tab is created called the Slide Master Tab. This tab contains the functionality to allow the creation of your new Master Slides.

Slide Masters

The slide at the top of the list is the Slide Master and this is the slide you need to modify if you want to include your changes an all the slides in the list. The slide which is highlighted is the **Title Slide**. Each of the slides in the list is one of the nine layouts you will see in the slide Layout button in the home ribbon.

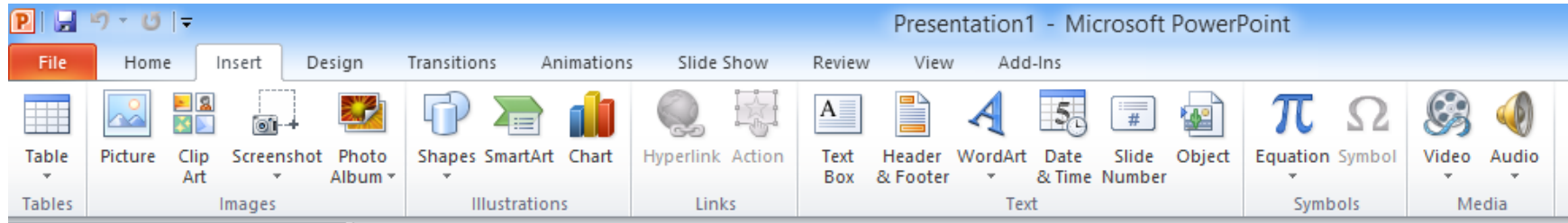
- ⇒ Open the Slide Master and insert the image pow.jpeg at the bottom left of all slides except the **Title Slide**
- ⇒ Resize the image to 2.33 cm tall by 2.75 cm wide

When the Layouts first appear it is important to recognise that the first slide highlighted is the **Title Slide**. The slightly bigger slide just above this one (the **Office Theme Slide Master**) is the slide you need to use to change all subsequent slides.

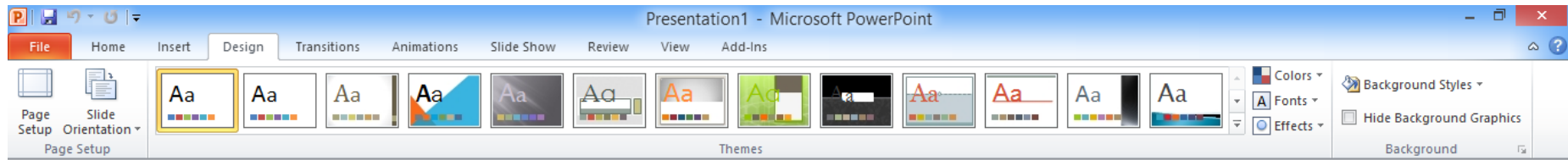
When you have finished working on the Slide Master ribbon you must close the Slide Master tab by clicking on the **Close Master View** icon on the far right of the ribbon.

PowerPoint Ribbons

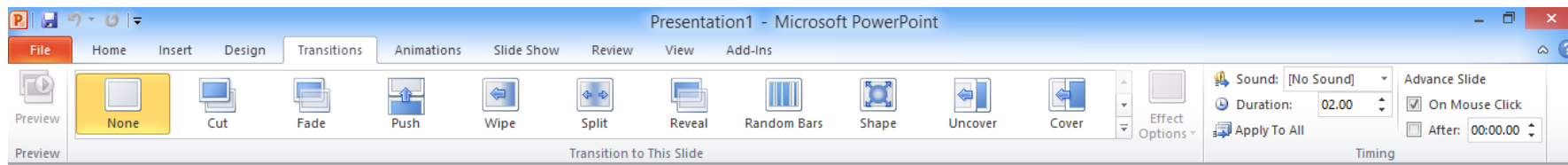
Insert Ribbon



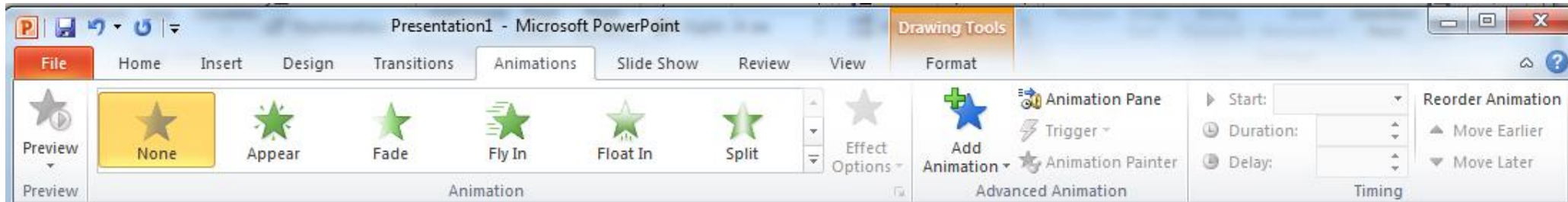
Design Ribbon



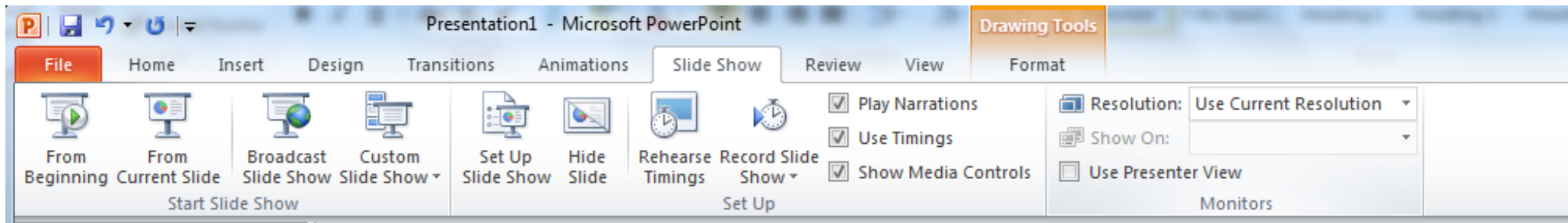
Transitions Ribbon



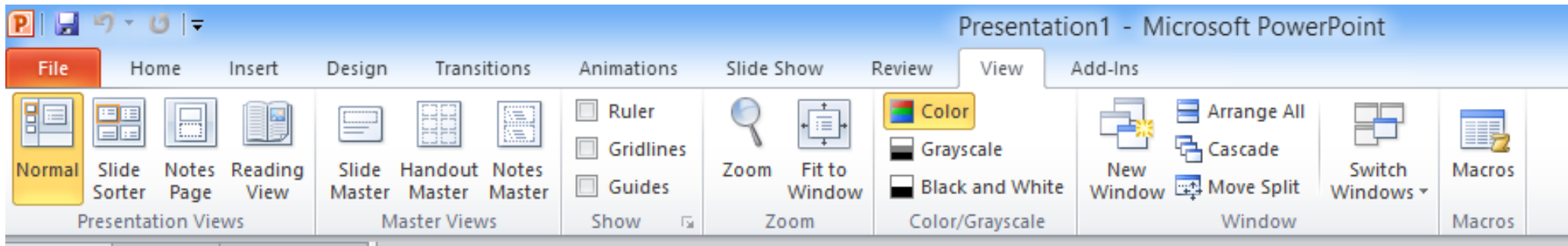
Animations



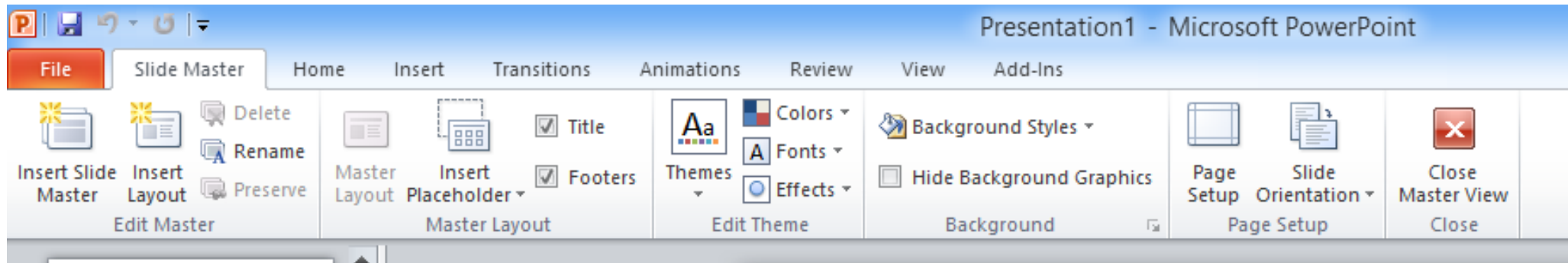
Slide Show



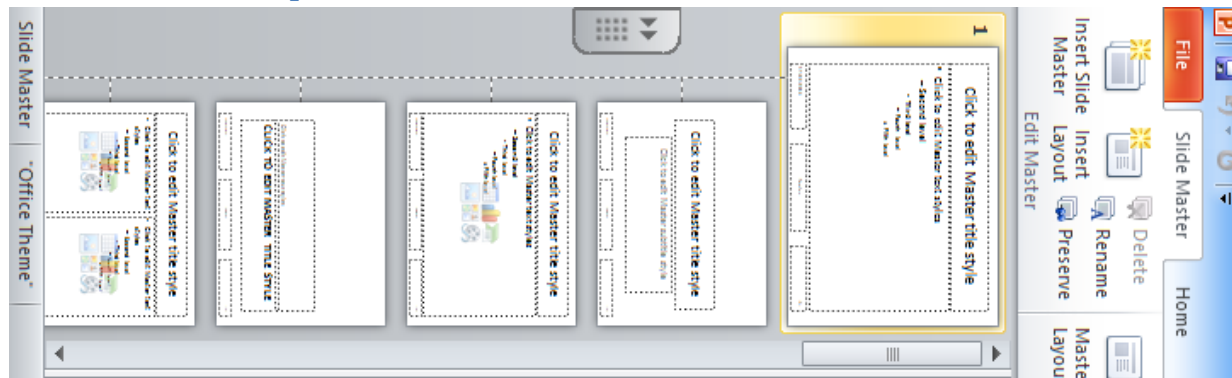
View Ribbon



Slide Master Ribbon



Slide Master Side pane



Drawing Tools

