

# LESSON D13\_EN: INTRODUCTION TO A PRESENTATION GRAPHICS PROGRAM

Parent Entity :

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***After learning this lesson you will be more reach with the following knowledge:***

- Basic knowledge about Microsoft PowerPoint® and how to create a simple slide show. Tips about animations and the design of effective presentations, insert of graphics, tables and diagrams.

## **CONTENT OF THE LESSON.**

1. Introduction to Microsoft PowerPoint®
2. Layout of the Programme
3. Help function
4. How to create a presentation
5. Preparation of the slide show with different effects
6. During the slide show
7. Save the presentation
8. Print
9. Pushing your presentations on the web

## **LEARNING OBJECTIVES:**

**After learning this lesson you will accomplish the ability to:**

- Create, present, save and print a simple slide show.
- Differentiate between several possibilities to create presentations.
- Modify existing presentations with many elements.
- Integrate texts, graphics, tables and diagrams in your slide show.
- Use several techniques to create a presentation with more impact.

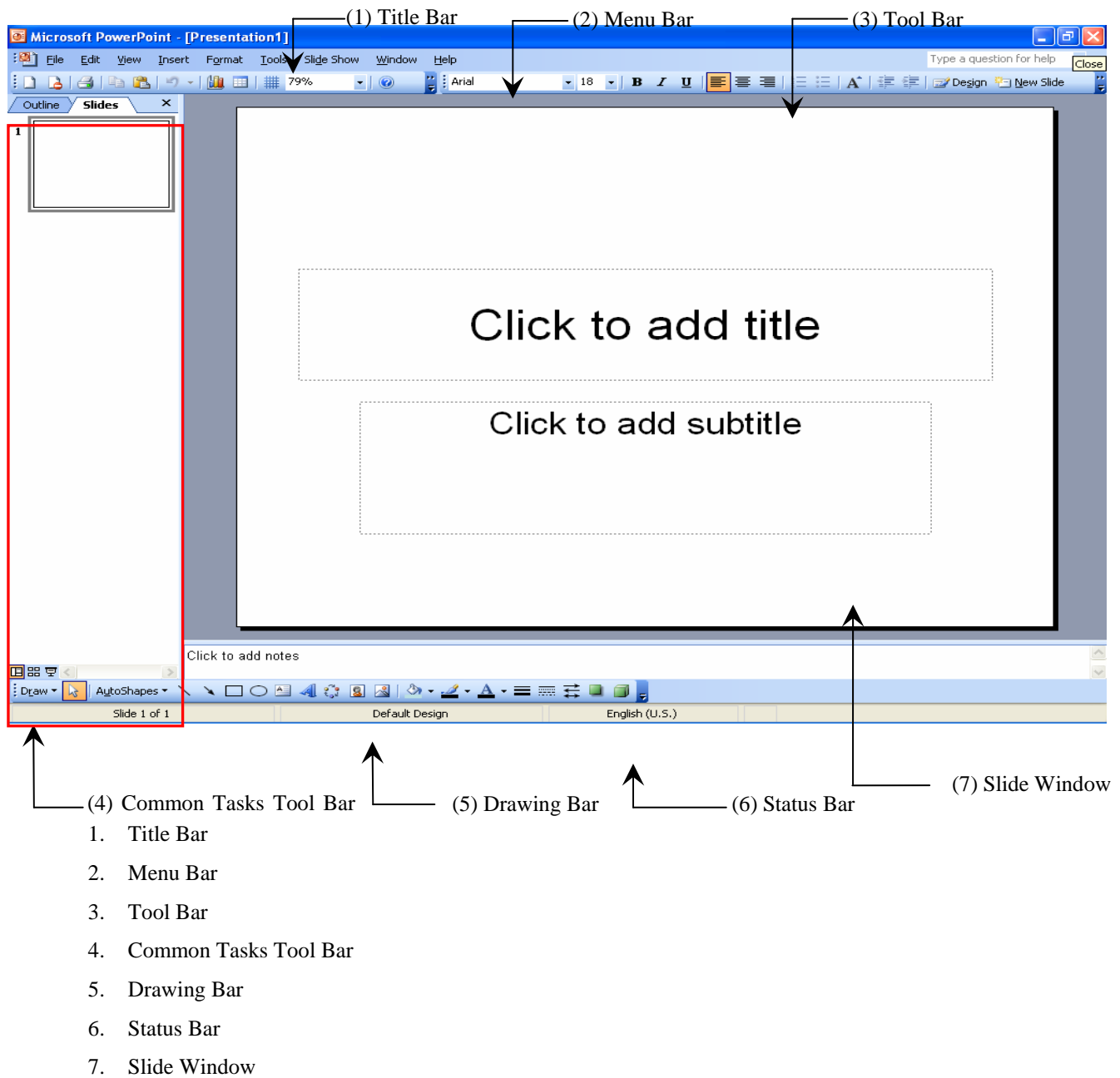
## 1. Introduction to Microsoft PowerPoint®

PowerPoint® is presentation aid software developed by Microsoft [1]. Microsoft PowerPoint® is a powerful software tool to create and present slide shows. With the program Microsoft PowerPoint® you can create quickly and simply professional presentations with texts, graphics and diagrams.

To view a presentation is like running over the pages of a book. The pages in PowerPoint® are called “slides”. To turn over is referred to as “transition” and can be designed with various effects. You can insert new elements, like texts, pictures or tables, into the individual slides. Further it is possible to change the order of the slides.

The finished presentation can be demonstrated with an overhead or a video projector to many people at the same time. Your result is transmitted to a canvas.

## 2. Layout of the Programme



**Fig. 2.1.** Screenshot of the layout of Microsoft PowerPoint®

The layout of Microsoft PowerPoint® was shown in figure 2.1. A short description of the different parts follows:

In the **Title Bar** with the blue background you can find the filename of your presentation in white font.

Subsequent the **Menu Bar** is situated. In the menu item “Window” you can decide about the arrangement of open presentations. Further you can start the Microsoft PowerPoint® help with the question mark, which is located on the toolbar, to learn details about several functions.

In the **Standard Tool Bar** (this is typically the left part of the tool bar) commonly used instructions, like “Open”, “Save”, “Print” and several formatting possibilities, are represented by symbols. Many icons are shown in this tool bar. With selecting one of them you can perform specific tasks.



**Fig. 2.2.** Screenshot of Standard Tool Bar

In the **Formatting Tool Bar** (normally on the right side of the tool bar) you can modify the size and type of the font. Further you can select text templates, center the text, or insert numberings and bullets.



**Fig. 2.3.** Screenshot of Formatting Tool Bar

With **Drawing Tool Bar** (above the Status Bar) you can choose several graphical functions like arrows, some shapes like circles or rectangulars, text boxes etc.



**Fig. 2.4.** Screenshot of Drawing Tool Bar

You can insert further symbol bars above the Status Bar, to the Tool Bar or the left or right border of the screen. With the menu item “view” and the sub item “symbol bars” you can select between standard adjustments, animation effects, table- and frame-instructions, etc. to have a quick access to these functions. The new opened window you can drag to one of these possibilities, then it automatically inserts itself to the selected place.

In the left window you can select between different views and the start of your slide show. This **Common Tasks Tool Bar** allows you to display your current presentation from different perspectives.

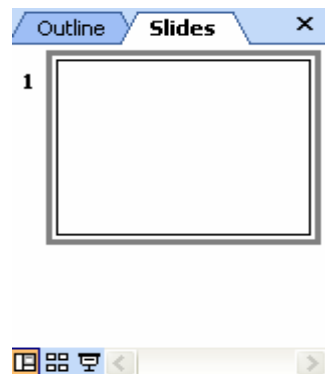







Fig. 2.5. Screenshot of the Common Tasks Tool Bar

-  Slide View: The view of the current slide.
-  Outline View: In each slide, your presentations are displayed as the titles and main texts. You can change the order of bullets or slides, or apply formatting changes. Moreover you can navigate through the slides if you save your presentation as a web page.
-  Slide Sorter View: The entire set of the slide on the screen. You can reorder slides, add transitions, and animation effects.
-  Normal View: Using Normal View when you want to write edit or design your presentation.
-  Slide Show from Current Slide View: The presentation displays in a full screen.

If you want to change the order of the slides, drag the respective slide in this left window to the desired position.

In the **Status Bar** on the bottom screen edge you can see automatic status display.

In the middle of the program you see the **Slide Window**.

### 3. Help function

You can start this function with a click on the question mark or on the item “Help” in the menu bar. You can choose between four main types of support:

- **Assistance:** You can enter an issue or a question and click on “Search”. Then you have to select the appropriate topic; a new window opens and shows answers to your question. It is very helpful to open the directory and the index on the

left side (with the icon on the top left). There you can navigate through the table of contents and the corresponding explanations.

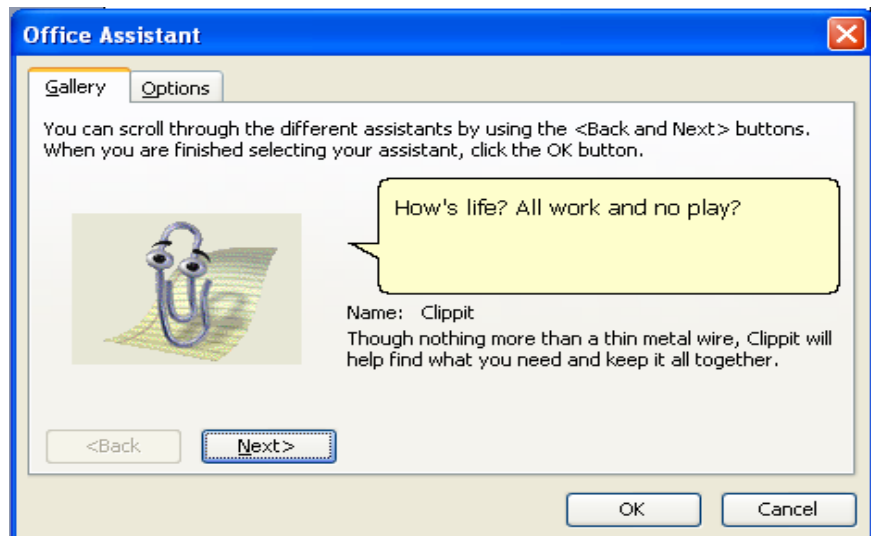


Fig. 3.1. Screenshot of Office Assistant

- With the **Office PowerPoint® Help** an arrow appears; you can click on an icon or a menu item. Then a small yellow window pops up with information about your selected function.
- **Office Online:** This will link you to <http://office.microsoft.com>. In this website you can select the product PowerPoint® on the left hand side. Then you can find links to newsgroups, information to the different versions etc.
- **Contact us:** Here you can find professional support, feedback and suggestions and other related information.

#### 4. How to create a presentation

After the program started you select a template to create a new presentation. Therefore choose first “File”, then “New” in the Menu Bar. The popup window “New Presentation” will appear on the right hand side.

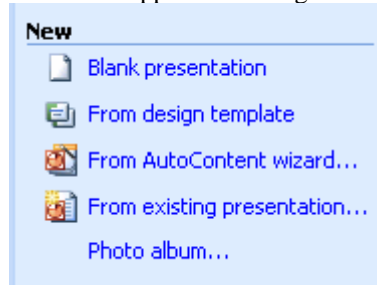


Fig. 4.1. Screenshot “create a new presentation”-option

If you want to create a new presentation using a **blank presentation** option, you will be working in slide layout. Blank presentation uses the default settings for text and colours as shown in figure 4.2.

Click on the text, so you can immediately write your own words.

When you pick “**From design template**” all available templates will be shown in the New Presentation window as you can see in figure 4.2.

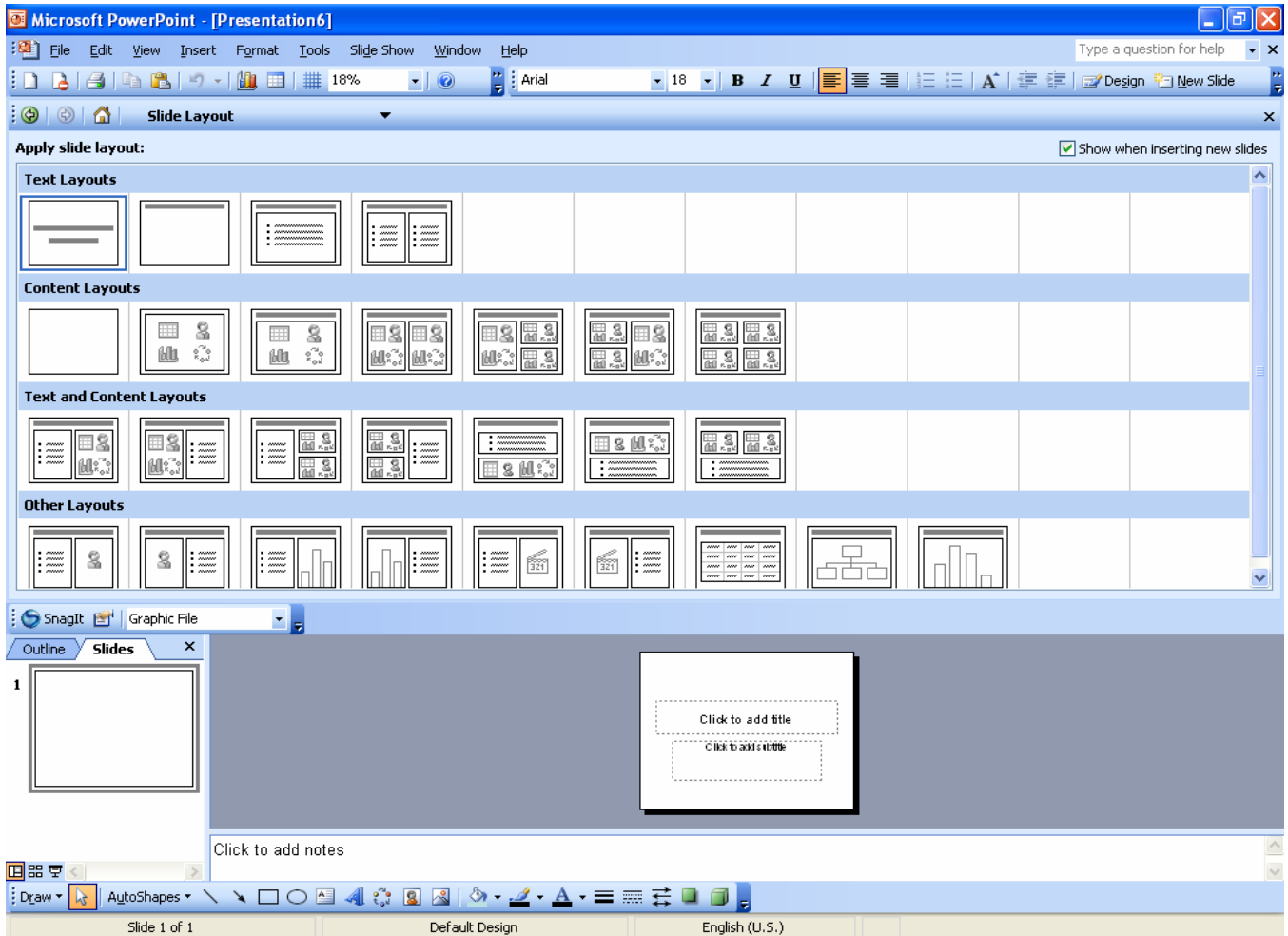


Fig. 4.2.: Available templates for new presentations

Afterwards you decide for an automatic slide layout, but you can change it in the individual slides.

Another possibility is to choose **design templates** for creating a new presentation. The design templates allow you to change colour and animation schemes on the left hand side as shown in figure 4.3.

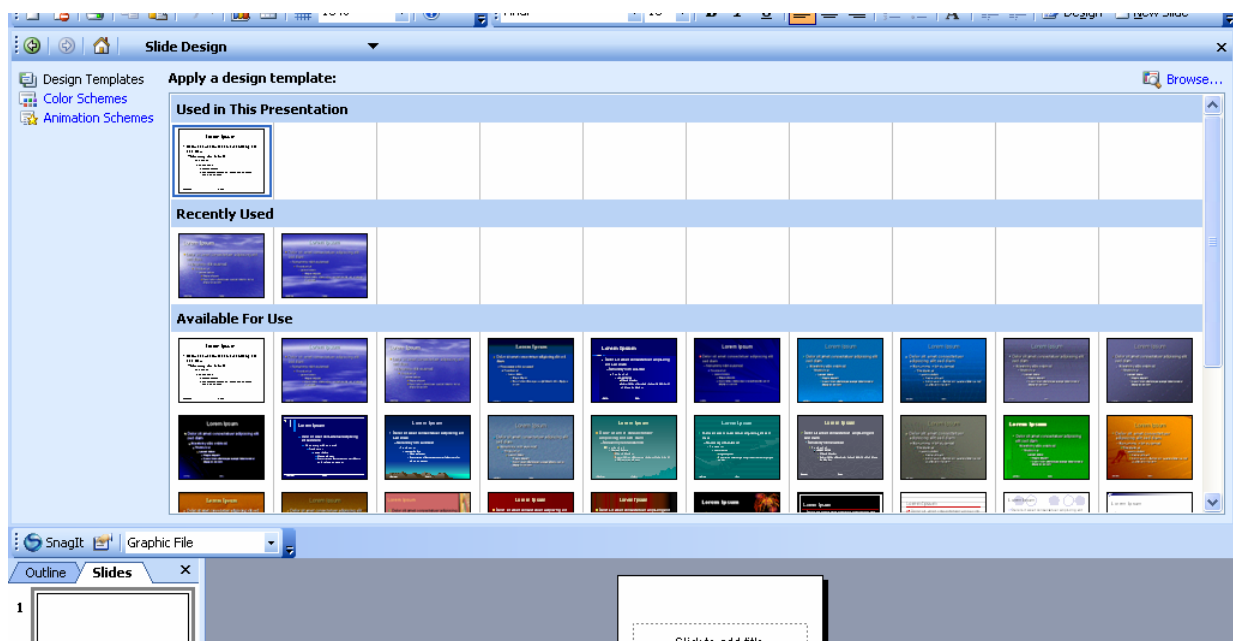


Fig. 4.3. A new presentation via Design Templates

Microsoft PowerPoint® also has an **AutoContent Wizard** for beginners or when you are in a hurry, to suggest visual design. The AutoContent Wizard helps you creating a presentation quickly. You can choose a template that refers to your tasks. The

AutoContent Wizard guides you step by step. Each of the sample slides has a suggestion for the type of information that can be entered in the slide.

Further you get tips to the structure of different themes, which can be chosen at the beginning of a new presentation. Declare your requirements: type, style and options of the presentation. You can see this in figure 4.4. With this information Microsoft PowerPoint® creates an appropriate presentation according to your wishes. Of course you can write your own texts inside and modify all elements of the presentation.

You can also use **ready-made presentations** to subjects like motivation of teams, financial report, marketing plan, announcement of bad news, etc. to find an appropriate structure.



Fig. 4.4. New Presentation with the AutoContent Wizard

To **format** your presentation, the following activities are possible (beside the common Microsoft Word-functions):

You can adopt the layout, the palette and the background of one or more slides or adopt a new template for the whole presentation. These functions are very useful in designing empty presentations.

The menu item “**View**” offers more possibilities:

- ☐ For precise orientation inside the slide you can fade in a ruler and guidelines.
- ☐ **Slide master**: You can change the templates of a slide here; the innovations are transferred automatically to the whole presentation.
- ☐ **Black-and-white View**: only during editing, not in the slide show!
- ☐ Activate different **symbol bars**
- ☐ Insert **header and footer**

There are many possibilities to extend your presentation by adding the following features from the menu “**Insert**” at the “Menu Bar”:

- ☐ Add an additional slide
- ☐ Add a slide number
- ☐ Add date and time
- ☐ Add a special character
- ☐ Add a Hyperlink
- ☐ Add a comment
- ☐ Add film and sound
- ☐ Fade in and out comments
- ☐ **Text box**: Click on the desired location. You can naturally change the size and the position of the text box. When you don’t write a text in the box and you click on another element, the text box disappears.
- ☐ **Picture**: You can choose an appropriate picture from existing predefined images and your own pictures. (see figure 4.5)

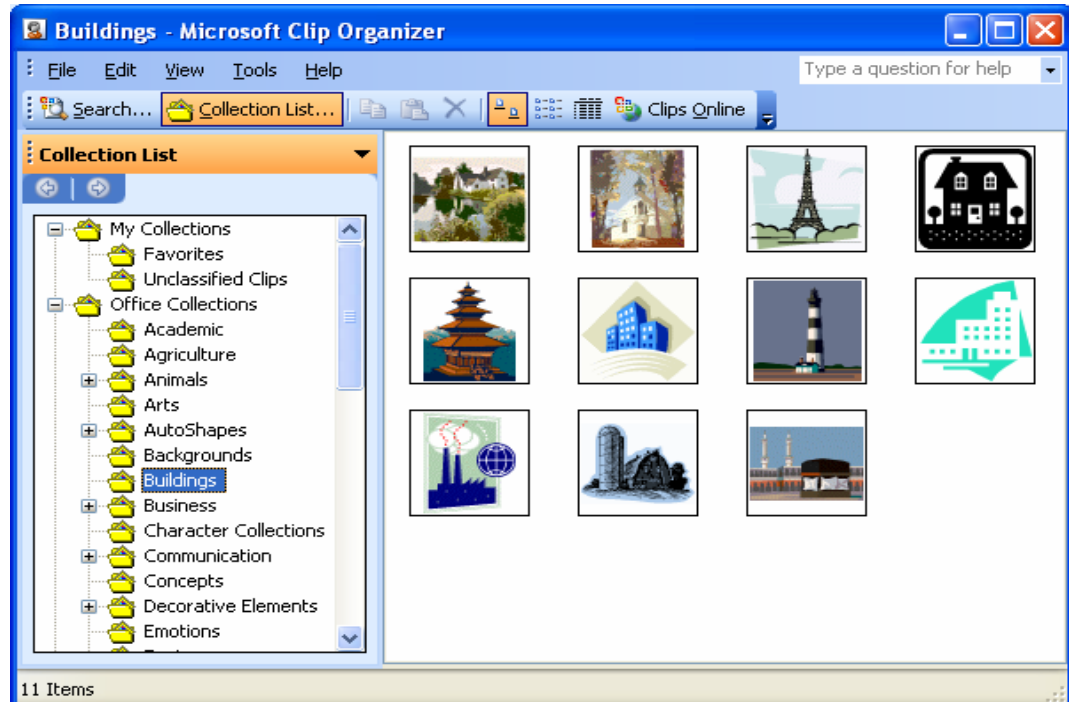


Fig. 4.5. Screenshot of the Microsoft Clip Organizer

You can also find ready-made forms (“**Auto forms**”), which you can change later, and a template for an **organisation chart**.

Microsoft PowerPoint® provides some text forms with **WordArt**. They can be changed with the automatically opened WordArt symbol bar as shown in fig. 4.6.



Fig. 4.6. WordArtsymbol bar

The program also provides you WordArt Gallery for changing style texts as shown in fig. 4.7.



Fig.4.7. WordArt Gallery

### □ Chart Diagram:

For using own data, you can modify the chart diagram with “Edit” – “Import file”. When the small excel-sheet in your slide is marked, you can find changed functions in the menu bar, which are coordinated with such data. Therefore see fig. 4.8. Normally, the bar chart is a default of Microsoft PowerPoint® but you can select another chart type which relevance your data such as a pie chart.

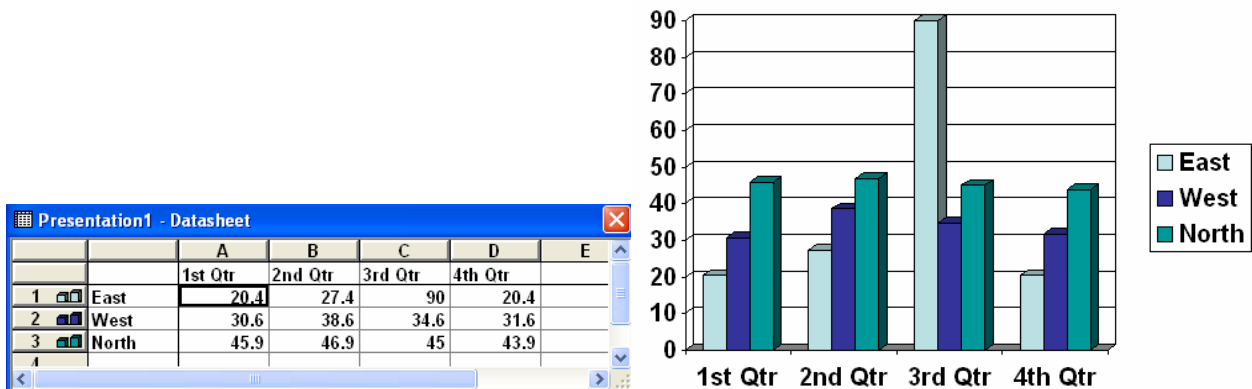


Fig. 4.8. An example of a chart type

### □ Table:

You can create and insert tables within Microsoft PowerPoint® by using the “insert” menu and select “table”, after that specify the dimensions tables. The easy way is to click the button “Table” in the tool bar.


Fig. 4.9. An example of a table

## 5. Preparation of the slide show with different effects.

The following functions you can find in the menu item „Slide Show“.

There is the possibility make a test run to check the fade-in-time of the individual animations. Afterwards you can save it to recall automatically running presentations.

Further you can prepare your presentation manually. You can make adjustments for target groups, for slide shows with only a part of the original presentation and for the size of the display screen.

Additional you can integrate interactive pushbuttons into the separate slides: For example to jump to the beginning of the document, to select the next slide or to call help. Similar effect you can achieve with “actions”.

By the choice of an effect in the preset animations, you cannot see the complete slides of the presentation immediately. The separate elements can be uncovered (with any keypress or a mouse click) little by little.

In the context of user-defined animations you can manage the order and the chronological sequence of the elements, and you can exactly define the effects.

In the **animation preview** the effects of the current image in the slide window are demonstrated in an own, little window in fast motion.

In the menu item „**transition**“ you can define the effects yourself. For example you can set up a special effect, the speed and the sound.

When you activate „**blind out the slide**“, the selected slide is not apparent in the presentation, but it remains in the document.



The function of **target group-orientation** offers the possibility to show only predefined slides from your presentation in desired order. For this purpose you can define target groups and the accordant sequence, and you can recall these presentations every time.

## 6. During the slide show

If you want to make a note during a presentation, choose “**meeting notes**” with the right mouse button. Inscribe your new information in the register index “tasks”. So an additional slide with your statements appears at the end of the presentation.



Fig. 6.1. Screenshot of meeting notes

## 7. Save the presentation

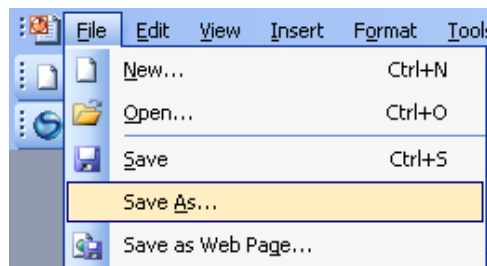


Fig. 7.1. Screenshot save your presentation

On the file menu, there are three options how you can save your presentation. You should save your work for prevent the data losing by using the “save” or “save as” to save your presentation. In case of you are saving the file the first time, give your presentation a name. The “save as” command always use in the first time, periodically save it by using the “save” command. The third possibility of saving your presentation is shown in chapter 9 (pushing your presentations on the web).

## 8. Print

You can print slides separately or handouts with two to nine slides on a page. Further you can print pages with your notes or the outline view. You can choose the slide per page in case you want you print handouts. You can order the horizontal or vertical for your handout.

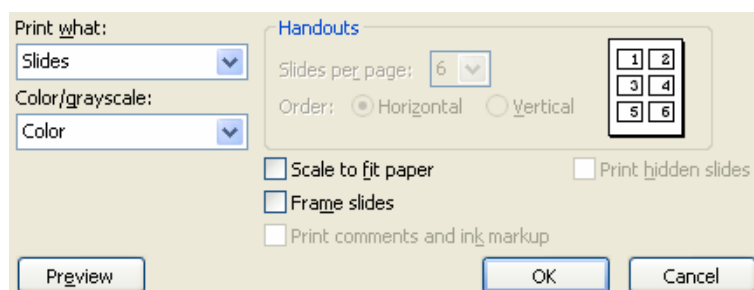
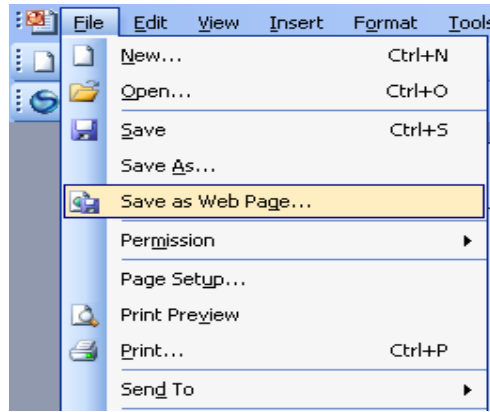


Fig. 8.1. Screenshot of printing the presentation

## 9. Pushing your presentations on the web

You can convert your presentation into web pages by using “save as Web Page” command. Your presentation can reach people all over the world.



**Fig 9.1.** Screenshot saved as a webpage

## **Key Point Summary Conclusions and Recommendations**

1. Possible ways for creating a new presentation are choosing one of the existing templates or by your own design.
2. The elements in which you can add by using the menu “Insert” at the “Menu bar” while you create the presentation slide are:
  - The adding of the new or additional slide
  - The adding of the slide number
  - The adding of date and time
  - The adding of special character
  - The adding of hyperlink
  - The adding of comment
  - The adding of film and sound
  - The adding of text box, changing text size and moving the position of the text box.
  - The adding of graphic or picture either by the existing predefined image from program or your own pictures or graphic. Moreover, you can also add text forms from Word Art or an organization chart in your slide.
  - The adding of a diagram and a table from an excel sheet is an easy way to modify your slides.
3. The functions relevant to the slide show are:
  - Fade-in-time: You can use this function to check the running of the individual animations
  - Interactive pushbuttons: This function use to
    - jump to the beginning of the document,
    - select the next slide,
    - call help
  - Present animation: In this function, the separate elements can be uncovered (with any keypress or a mouse click) little by little.
  - Animation preview: Show the slide effects of the current image in a own, little window in fast motion.

## **Study Guide**

### **ESSENTIAL QUESTIONS FOR THE VERIFICATION OF THE ACCOMPLISHED KNOWLEDGE**

1. What are the advantages of the Microsoft Power Point®?
2. What kinds of Tool Bars do you know?
3. What are the difference between the Title Bar and Menu Bar?
4. What kinds of the perspective of Common Task Tool Bar do you know?
5. Can you change or modify the slide by using the Status Bar? Give the short explanation.
6. What are the advantages of the AutoContent Wizard that you know?
7. What are the options to modify the slides while creating the presentation slide?
8. Give the short explanation how you insert the charts in your presentation slide?
9. What are the options, which you can prevent from the data loss?
10. What are the different formats of slide which you can print?
11. What is the benefit of the “save as a web page” command?

### **BIBLIOGRAPHY. REFERENCES.**

- [1.] This way to Microsoft.com: <http://office.microsoft.com/en-us/FX010857971033.aspx>

### **SUPPLEMENTARY IMPORTANT BIBLIOGRAPHY. REFERENCES. (www)**

- [SUPP.1] <http://www.actden.com/pp/>. last call: 25.11.2005. You can learn more how to use the Microsoft power point via this website.

[SUPP.2] [http://www.internet4classrooms.com/on-line\\_powerpoint.htm](http://www.internet4classrooms.com/on-line_powerpoint.htm). last call: 25.11.2005. You can learn more how to use the Microsoft PowerPoint® via this website.

[SUPP.3] [http://www.atomiclearning.com/ppoint\\_2003\\_intro](http://www.atomiclearning.com/ppoint_2003_intro) last call: 28.11.2005. You can learn more about the standard for presentation programs version PowerPoint® 2003 by web-based software training via this website.

[SUPP.4] <http://einstein.cs.uri.edu/tutorials/csc101/powerpoint/work.html> last call: 28.11.2005. You can learn more the PowerPoint® tutorial via this website.

[SUPP.5] <http://www.rdpslides.com/pptfaq/> last call: 28.11.2005. Frequently Asked Questions about PowerPoint®

[SUPP.6] <http://www.wellesley.edu/Computing/Office03/Powerpoint03/chartstables.html> last call: 28.11.2005. You can learn more the Microsoft PowerPoint® 2003 for XP via this website

### SUPPLEMENTARY INDICATIONS ABOUT THE CONTENT OF THE LESSON

1. You can learn more how to use the Microsoft PowerPoint® via PowerPoint in the classroom from this website. <http://www.actden.com/pp/>.
2. You can learn more how to use the Microsoft PowerPoint® via this website. [http://www.internet4classrooms.com/on-line\\_powerpoint.htm](http://www.internet4classrooms.com/on-line_powerpoint.htm).
3. You can learn more how to use the toolbar icons via this website. <http://www.memun.org/public/wkshops/powerpt/html/toolbars.htm>
4. You can learn more many contents in the PowerPoint® 2003 from this website. <http://www.informit.com/articles/article.asp?p=102096&seqNum=2>

### RESPONSES TO THE QUESTIONS

1. An advantage of Microsoft PowerPoint® is the possibility of creating professional presentations easily and quickly with different elements. Another advantage is that you can perform your slide show in front of many people.
2. Standard Tool Bar, Formatting Tool Bar and Drawing Tool Bar are the most common Tool Bars.
3. The Title Bar shows the filename of the presentation, but the Menu Bar shows the items you can arrange in the presentation.
4. Slide View, Outline View, Slide Sorter View, Normal View, and Slide Show from the Current Slide View are the perspectives of the Common Task Tool Bar.
5. No, you can not change or modify presentation in the Status Bar because it is an automatic status display.
6. The AutoContent Wizard help you to create a new presentation quickly. There are many templates that you can choose, which are relevant to your work.
7. There are four options to modify the slide while creating the presentation such as black presentation, from design template, from AutoContent wizard, and from existing presentation.
8. Choose insert from the Menu Bar and then select “chart”.
9. There are three options from file menu to prevent data loss by using the save, save as, or save your webpage command and one option from tool menu by using save AutoRecover infoevery checkbox.
10. You have the possibility to print each slide separately. Another possibility is to print 2, 6 or 9 slides on one page.
11. Your presentation will convert to the webpage and can reach to the web site.

### WORDS TO THE LEARNER:

***“Good people are good because they've come to wisdom through failure.”*** (William Saroyan)

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