

PRESENTATION SOFTWARE

Thomasina Cummings
GCS TRAINING Swansea

PowerPoint

Locate and open PowerPoint. You may need to search from your toolbar, if you do not see the icon for the app.



Layout

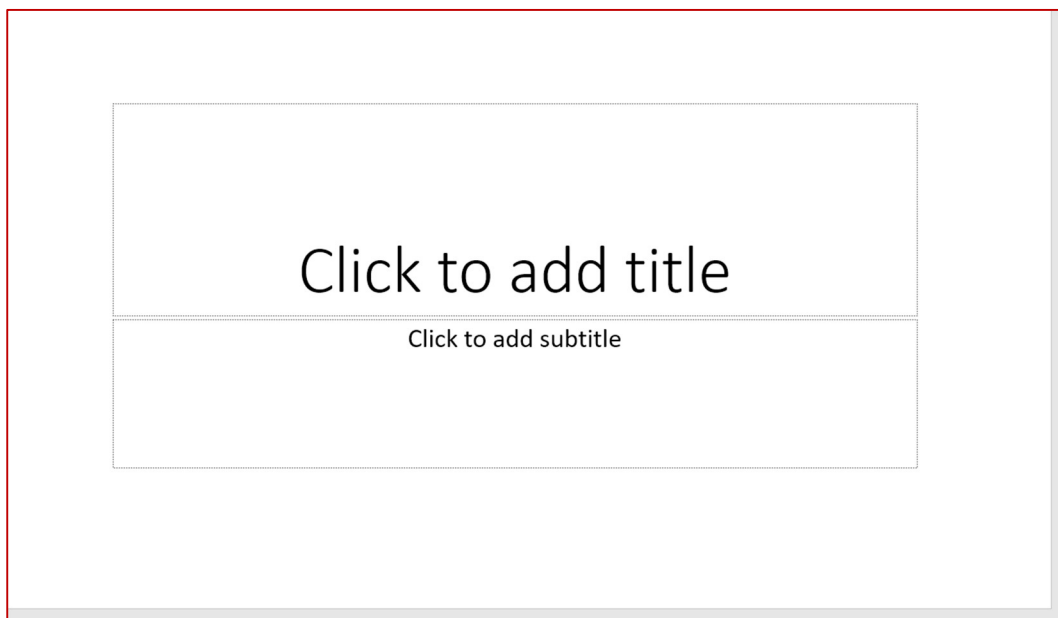
Like the other Office products, PowerPoint makes use of **Tabs and Ribbons** at the top of the page.

Many of the groups on the ribbons may be familiar to you, as they are the same as those found in Word and Excel. The Home tab, for example, has Clipboard, Font, and Paragraph groups and they are used in exactly the same way within PowerPoint as they are in other Office products.

The Insert tab may also feel very familiar, as it contains groups to add images, illustrations, tables, and other objects.

In the **main window** you will be presented with a **slide** to start adding content. A slide is simply a landscape-oriented document which contains text boxes for you to add content to it.

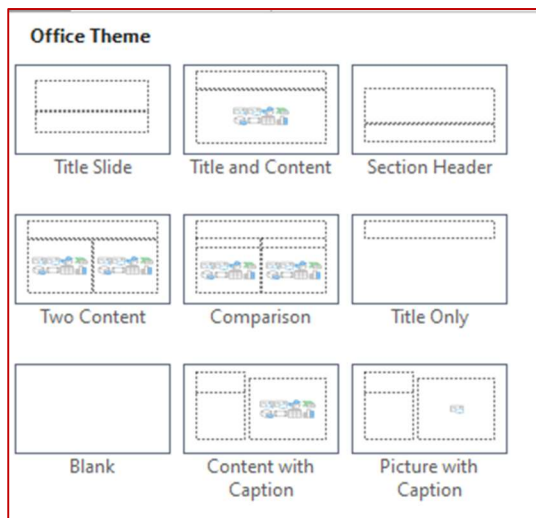
To add content, you can click the text in the text box and type to replace it. Your formatting skills and shortcuts will work in text boxes on a slide in the same way as they do a Word document.



As more slides are added to the presentation, they will be added to the left-hand **navigation pane**. The navigation pane can be used to move between slides. You can also click above, below and between slides to add extra slides to your presentation.

The first slide is known as a **Title Slide**. This is a type of **layout** and there are many different layouts you can use for slides.

To see layouts that you can add to your presentation, click the dropdown below the **New Slide** button (Home tab, Slides group).

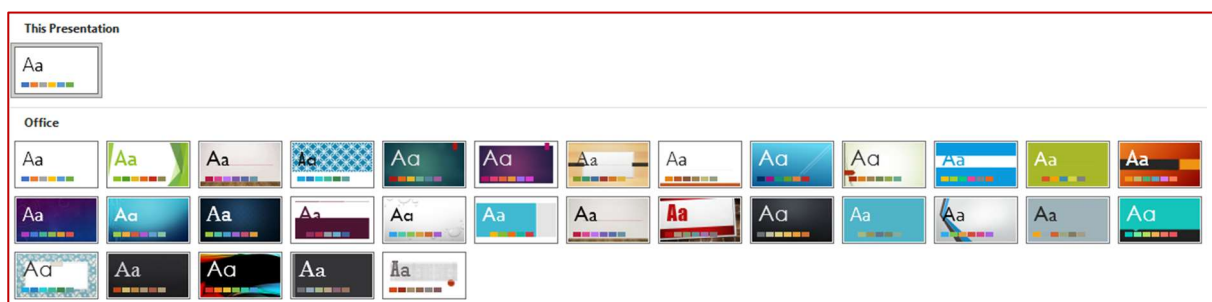


As well as the Title Slide that is automatically been added, you will see there are layouts for a **Title and Content**, a **Section Header**, **Two Contents** and more.

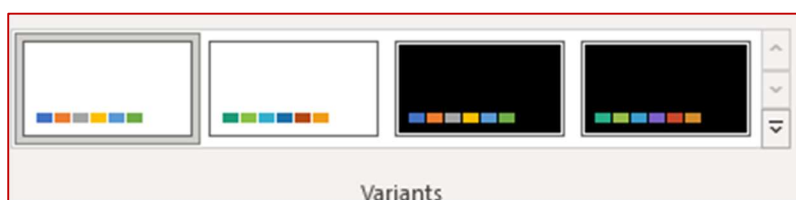
Themes

When you start a presentation, it is a good idea to begin by choosing a Theme. You can do this using the **Design** tab.

Themes can be subtle, bold, fussy, or plain. There are many to choose from and more can be accessed by clicking the dropdown, or by downloading more from Office.com or SlidesGo.



Within each theme, there are **Variants** where different colours can be applied.

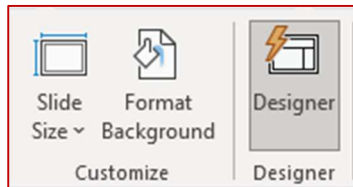


You can apply some themes to your Title Slide to see how it changes.

By default, slides are **Widescreen** format measuring approximately 34 x 19cm. The **Slide Size** button will allow you to change this in the **Customize group**. If PowerPoint is being used for a presentation on a large TV or Screen, it is best to stick with widescreen.

There is also a button to change the background of the slide if the themes don't meet your needs.

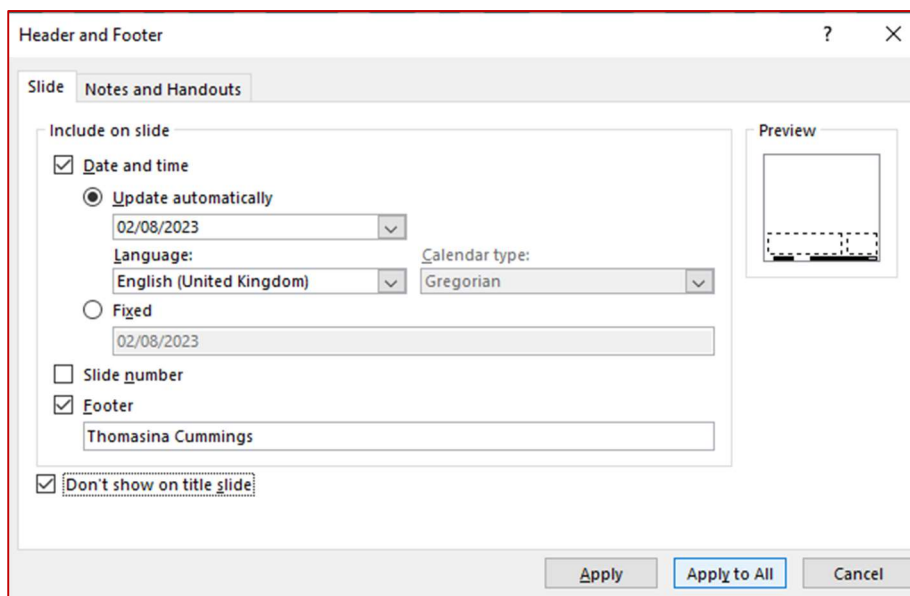
To the far right, there may be a **Designer Button**. This button will suggest new layouts based on the content you add - is not available in all versions yet.



If you do not find a theme to suit your needs, you can create your own – more on this later in the **Master Slides** section.

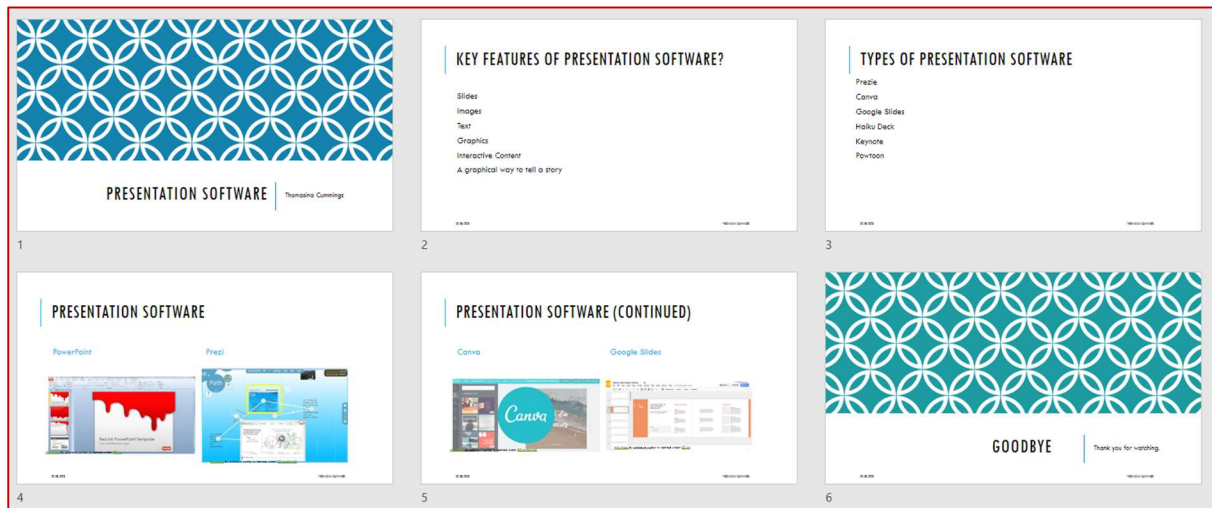
Note: While it is possible to add a theme after adding content, applying a theme can move the contents around. Make sure you review each of the slides after adding/changing themes and move any text boxes that have 'shifted' to undesirable positions.

If you want to add repeating content to your slides, such as your name, date, slide numbers or other content, click Insert, then **Header & Footer**. You can click **Don't show on title slide** to hide the header and footer from the title slide. You can **Apply** to an individual slide or **Apply to All**.

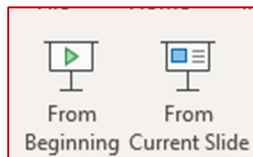


Viewing and Playing

After you have added your slides, you can view them by clicking the **View Tab** then selecting **Slide Sorter** view. You can also use this window to rearrange your slides. Click **Normal** when you want to return to the default view. There is a slider at the bottom of the screen that you can use to zoom in and out.



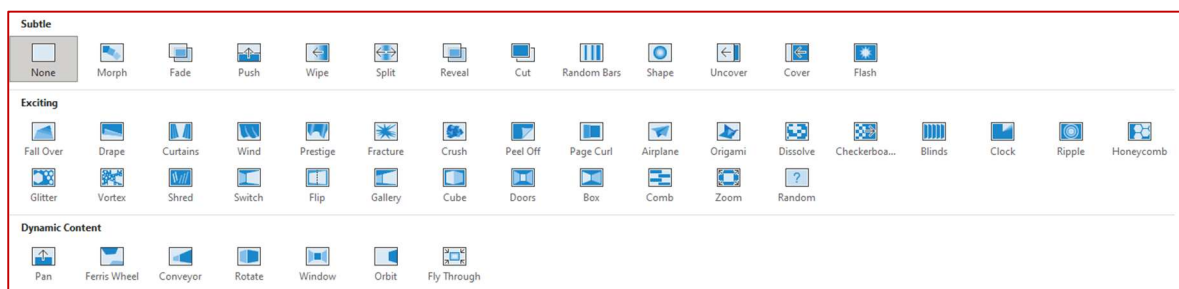
In the **Slide Show Tab** you will find the tools you need to play your slide. In the **Start Slide Show** group, you will find the buttons you need to play **From Beginning** or play **From Current Slide**.



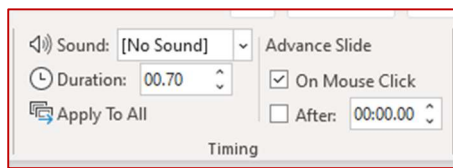
Click the mouse to move between slides and press Esc on your keyboard to exit the presentation.

Transitions

When you first play your slides, the movement from one slide to another (i.e., the **Transition**) is a simple click and load action. In the **Transitions Tab**, we can change this to something more effective. Transitions can be **subtle**, **exciting**, or **dynamic**.



You can apply your transition to all slides using the **Apply To All** button in the **Timing Group**. You can play your presentation again to see the effect this has on your slides.

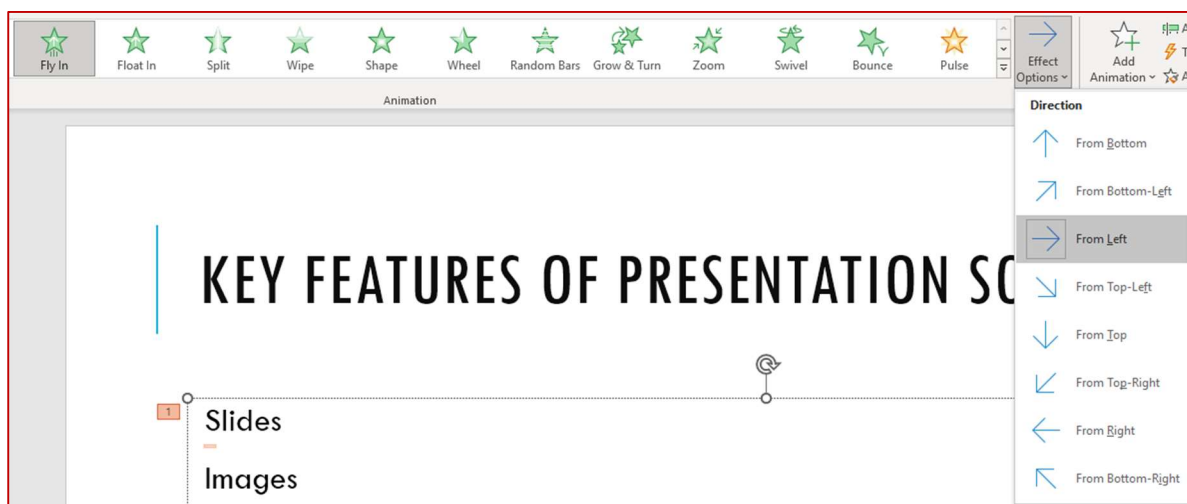


The timing window can also be used to add a sound to the transition, make the transitions faster or slower, and set the slides to automatically advance after a set period of time, rather than using the mouse.

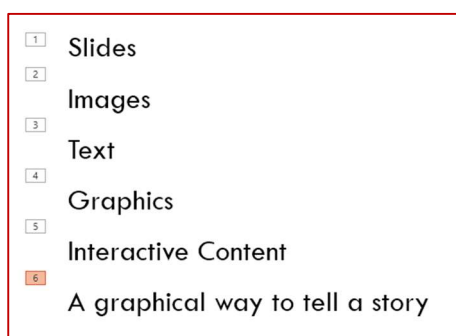
Animations

In addition to changing how the slides advance, it is also possible to change how the content appears on your slide. This is done via the **Animations Tab**.

Choose any slide with multiple elements. Select the first element. In the Animation pane, select an animation style from the **Animation Group** and, if desired, customise the animation using the **Effect Options**.



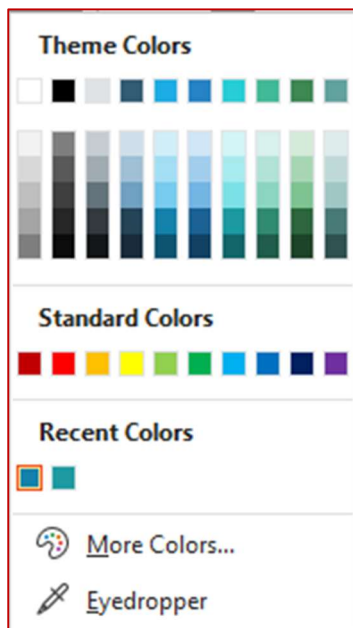
Next select the second element and repeat the process. Each animation will be numbered. Repeat the application of animations for the remaining elements on your slide.



Play the presentation again and you will see how each click of the mouse will load the next item.

Extras

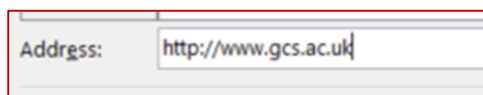
In the dropdown below the **Font Colour** button there is an **Eyedropper Tool**. This is a feature that doesn't appear in all Office products.



If you select the Eyedropper, you can click anywhere in the slide, to select that colour.

You can also select text and use CTRL + K to create a **Hyperlink**.

Type a website link in the Address bar and click OK.



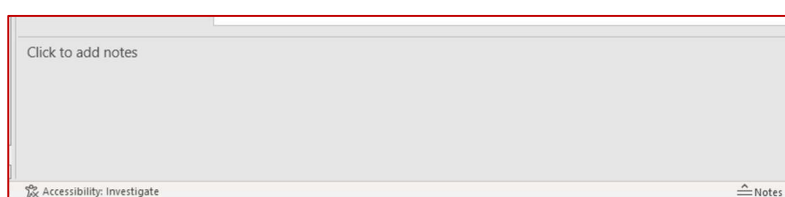
An alternative to saving as a **PowerPoint Presentation** is to save your presentation as a **PowerPoint Show**. A show does not open in PowerPoint. Instead, it opens as a show in a show-viewer.

To save as a show, click **File and Save as**. From here, select PowerPoint Show from the dropdown. The rest of the save process is the same as before.

There is no limit on the number of slides you should use but 1 per point of discussion is a good aim.

Use Bullet Points - do not use long sentences or paragraphs.

Add **Notes** to the note section if you need to. The notes button is below the slide window - the notes area can be enlarged using click and drag. Only you will see the notes, not the audience.

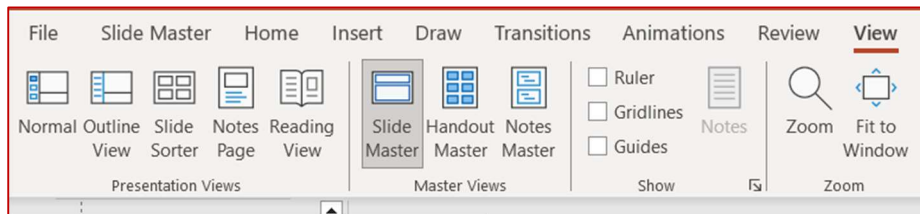


Setting up Master Slides

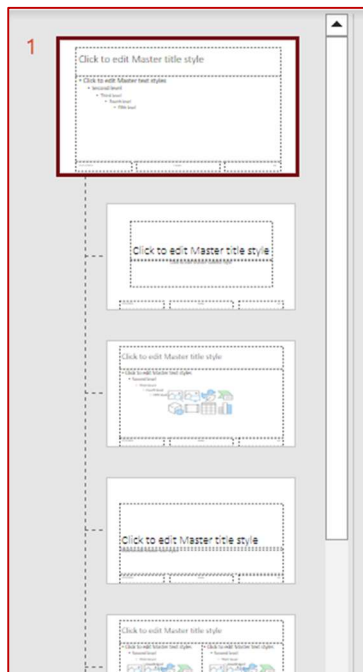
If you have a house style or theme that you want to use, and can't find in the themes menu, you can set up your own Master Slides.

Click the **View** tab

Select the **Slide Master** option in the **Master Views** group

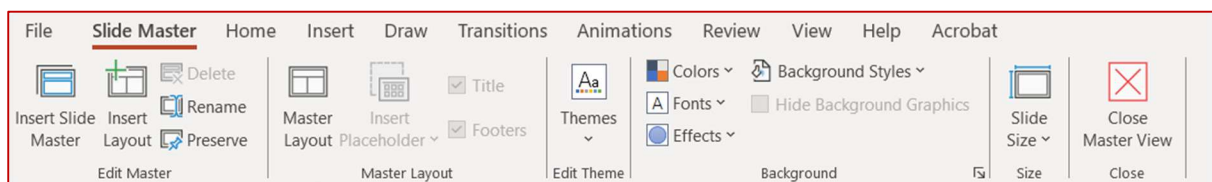


Scroll to the top of the **navigation pane** to find the **Theme Slide Master**. It is larger than all of the other layouts shown.



After opening the **Slide Master** view, you will be presented with the **Slide Master Ribbon**. Here you can change the colour, fonts, and effects that you want to use across your slides.

You can also insert images, headers, and footers, transitions, and animations, using the **Insert**, **Transitions** and **Animations** tabs as you normally would.



To return to the 'normal' view, click the **Close Master View** button. Take care to note the position of the Slide Master tab – you may need to navigate back to this to close the view if you have navigated away from it to insert other items.

For your assessment

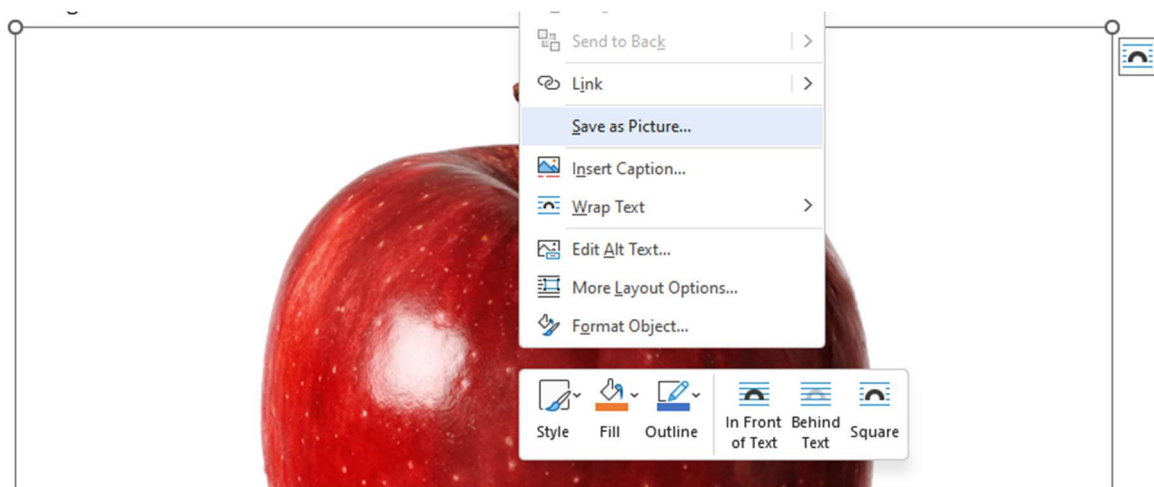
Gathering Resources

Make sure you know how to create a folder in your work area.

At the beginning of the assignment, you will need save any files that you have been provided with to the folder you created.

You may be given topics to research. If this is the case, make sure all images are from a reputable source and are copyright free.

One way of doing this is to open a Word document, use the Online Image search in Bing and add images you think you could use to your document. You can then right click on the images in turn and select **Save as Picture** to add it to your resources folder.



In addition to using the built-in image options, the following websites may be useful when you are creating content. Please remember to credit the source if requested.

<https://unsplash.com/> – Beautiful images – commercial and non-commercial use allowed.

<https://burst.shopify.com/> – Free stock photos for websites and commercial use.

<https://thenounproject.com/about> – icons, buttons and that sort of thing.

<https://morguefile.com/photos/morguefile/30/pop> – lots of images for non-profit, educational use.

<https://www.nappy.co/> – free use

<https://genderphotos.vice.com/> – Credit *The Gender Spectrum Collection* in your captions/alt tags

<https://pixabay.com/> – Nat geo style images

<https://www.freeimages.com/image> – enough images to last a lifetime

<http://www.loc.gov/pictures/> & <https://www.flickr.com/groups/flickrcommons/> – historic/archival

Planning

Planning the presentation will require you to create an outline stating what headings, subheadings, text and/or graphics you will use. You need to do this for each slide. State where in the planning where you will add videos, sounds, transitions and/or animations.

A good way to do this is to insert a table with 1 column and multiple rows (one row for each slide).

For example:

Slide 1: Title Slide Title: Subtitle: Author:
Slide 2: Title and Content
Slide 3: Chart
Slide 4: Video – add source to speaker notes in case connection poor – set to run on click.
Slide 5: Side by side - two images
Slide 6: Topic summary in a table
Slide 7: Any Questions
Notes: Theme throughout is house style blue and pink. Transition fade over 1.5 seconds. Sound to loop over intro page which will be on screen while waiting for people to arrive. Files are saved in folder named “presentation”

You will, of course, provide actual titles, and content ideas in your plan.

Skills checklist

- File Tab
 - Opening PowerPoint and creating a presentation using a theme/no theme
- Home Tab
 - Adding slides of different layouts
 - Adding content to slides
 - Moving content/text boxes
- Insert Tab
 - Adding images, shapes, charts, text boxes, audio, video
- Design Tab
 - Adding designs
 - Adding Variants
 - Changing size of slide.
 - Formatting background
- Transitions Tab
 - Adding a Transition
 - Effect Options
 - Sounds for Transition
 - Duration
 - Apply to All
 - Advance Slide Options
- Animations Tab
 - Adding Animations
 - Timing
- Slide Show Tab
 - Playing from the beginning
 - Playing from Current Slide
 - Custom Shows
 - Setup Show
- View tab
 - Slide Master - add backgrounds, change text, etc on master slide
 - Create a duplicate of an existing layout for your own use
 - Slide Sorter
 - Notes
- General
 - Crediting authors of content, acknowledging copyright
 - Adding zoom slide
 - Adding links to other slides (link to final slide)
- Setting up transitions, timings, animations.
- Printing slides, handouts, notes.

Finally

Go back to your plan and answer the following questions at the end of the document (or build them into your plan).

What formatting and presentation choices you make and why?

What transitions and interaction you have added, and what you feel it adds to your presentation?

What problems did you have and how did you overcome any problems encountered?

Can you suggest what you might improve?