

Presenting Your Ideas – Reinforcement Handout

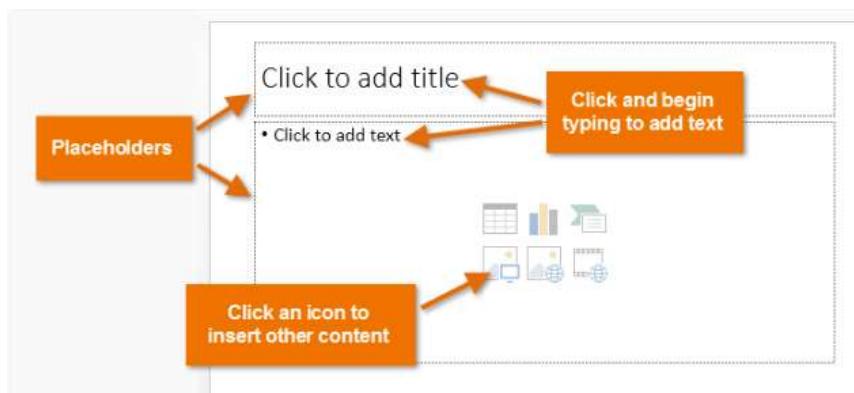
What is PowerPoint:

PowerPoint is a computer program that allows you to create and show slides to support a presentation. You can combine text, graphics and multi-media content to create professional presentations. PowerPoint presentations are made up of a series of slides. Slides contain the information you will present to your audience. This might include text, pictures, and charts.

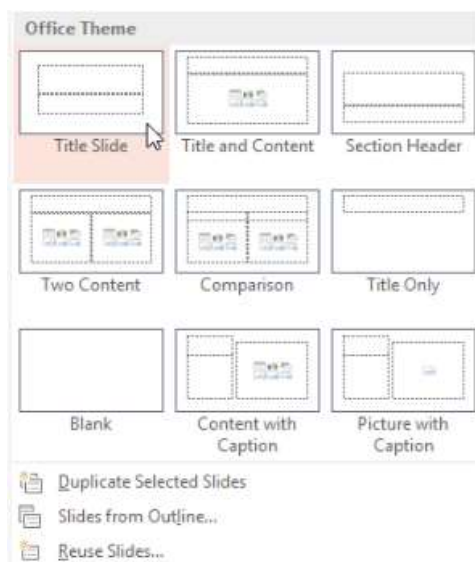
Understanding Slides and Slide Layouts:

Before you start creating presentations, you will need to know the basics of working with slides and slide layouts.

When you insert a new slide, it will usually have placeholders. Placeholders can contain different types of content, including text and images. Some placeholders have placeholder text, which you can replace with your own text. Others have thumbnail icons that allow you to insert pictures, charts, and videos.



Slides have different layouts for placeholders, depending on the type of information you want to include. Whenever you create a new slide, you'll need to choose a slide layout that fits your content.

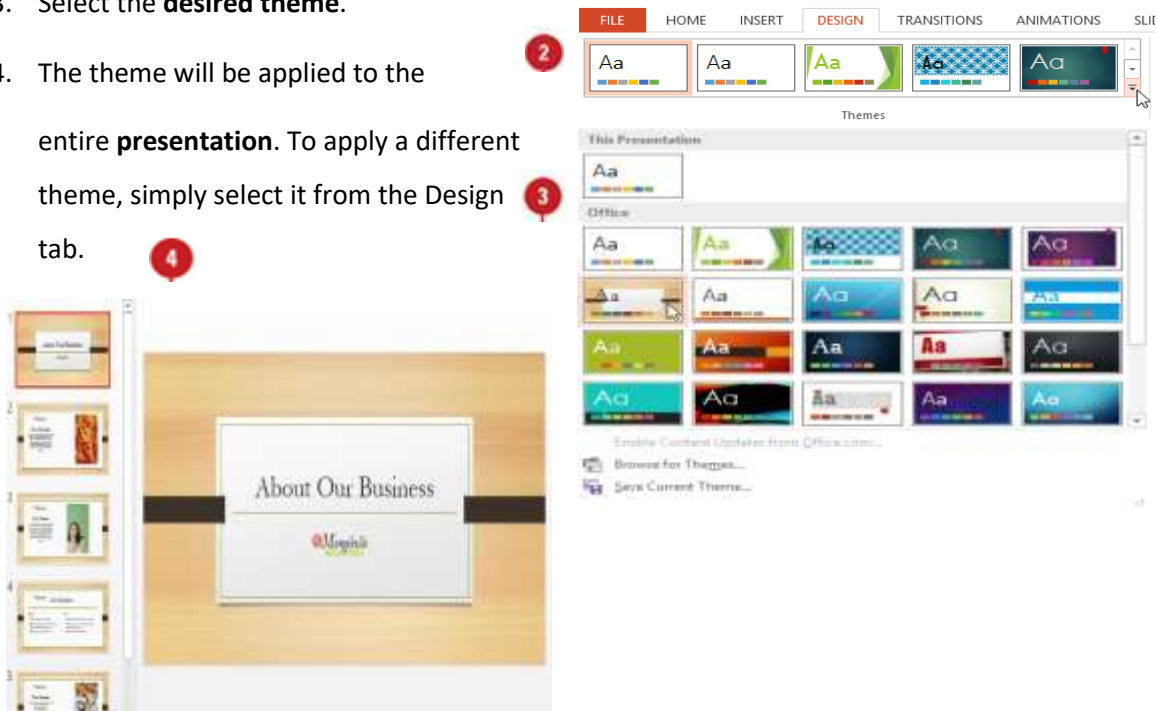


Apply a Theme on Slide/Presentation:

A **theme** is a predefined combination of colors, fonts, and effects. Different themes also use different slide layouts. You can choose from a variety of new themes at any time, giving your entire presentation a consistent, professional look. Themes can be applied or changed at any time.

Here is the procedure to apply a theme on slide/presentation:

1. Select the **Design** tab on the Ribbon, then locate the **Themes** group. Each image represents a theme.
2. Click the **More** drop-down arrow to see all available themes.
3. Select the **desired theme**.
4. The theme will be applied to the entire **presentation**. To apply a different theme, simply select it from the Design tab.



Moving and Resizing Pictures/Objects:

Once you have inserted a picture, you may want to move it to a **different location** on the slide or change its **size**. PowerPoint makes it easy to **arrange** pictures in your presentation.

Select a Picture:

Before you can modify a picture, you will need to **select** it.

1. Simply click to select a picture. A **solid line** will appear around a selected picture.



Resize a Picture/Video/Object:

1. Click and drag the **corner sizing handles** until the picture is the desired size.

The corner sizing handles will resize a picture while preserving its **original aspect ratio**. If you use the side sizing handles, the image will become **distorted**.

Rotate a Picture:

1. Click and drag the arrow above an image to **rotate** it right or left.

Note: Hold the **Shift** key on your keyboard when rotating an image to limit the rotation angle.



Move a Picture/Object/Video:

1. Click and drag to **move** a picture to a new location on a slide.



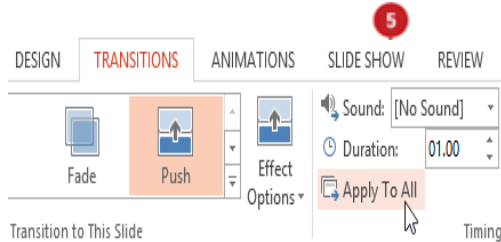
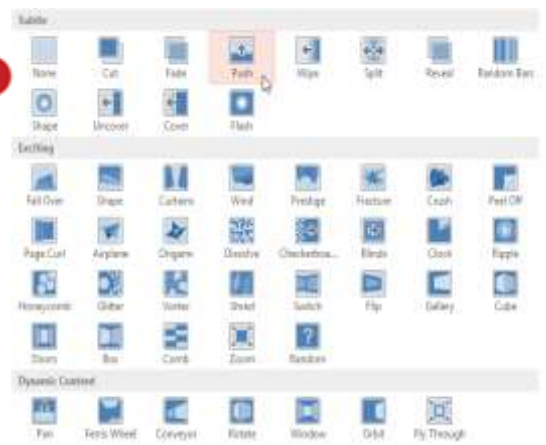
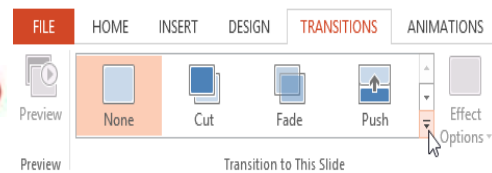
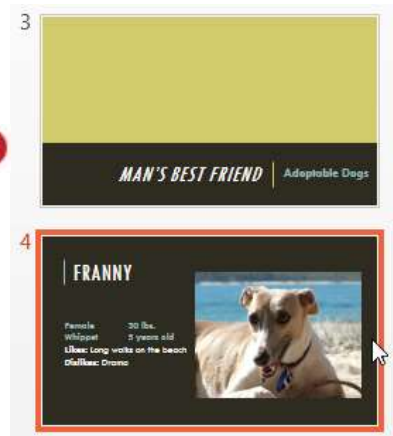
Slide Transitions:

A **transition** can be as simple as fading to the next slide or as flashy as an eye-catching effect. PowerPoint makes it easy to apply transitions to some or all of your slides, giving your presentation an exciting and attractive look.

Add Transitions between Slides:

Here is the procedure to add transitions between slides:

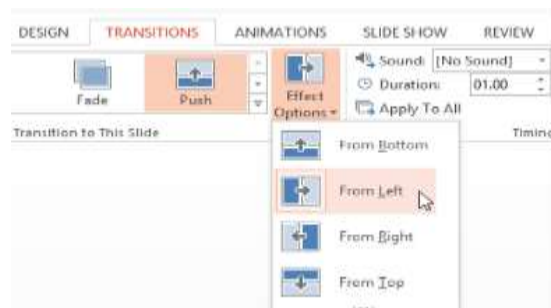
1. Select the **desired slide** from the **Slide Navigation** pane. This is the slide that will appear **after** the transition.
2. Click the **Transitions** tab, then locate the **Transition to This Slide** group. By default, **None** is applied to each slide.
3. Click the **More** drop-down arrow to display all transitions.
4. Click a **transition** to apply it to the selected slide. This will automatically preview the transition.
5. You can use the **Apply To All** command in the **Timing** group to apply the same transition to all slides in your presentation. Keep in mind that this will modify any other transitions you have applied.



Modifying Transitions:

You can quickly customize the look of a transition by changing its **direction**.

1. Select the **slide** with the transition you want to modify.

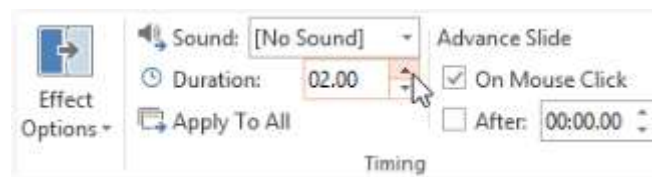


2. Click the **Effect Options** command, and choose the desired option. These options will vary depending on the selected transition.
3. The transition will be **modified**, and a **preview** of the transition will appear.

Note: Some transitions do not allow you to modify the direction.

Modify the Transition Duration:

1. Select the **slide** with the transition you want to modify.
2. In the **Duration** field in the **Timing** group, enter the **desired time** for the transition. In this example, we'll increase the time to two seconds—or 02.00—to make the transition **slower**.



Remove a Transition:

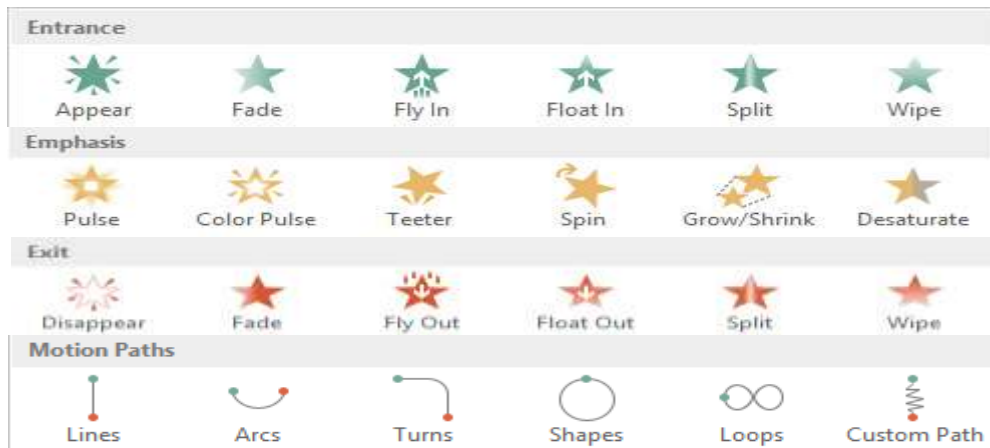
1. Select the **slide** with the transition you want to remove.
2. Choose **None** from the **Transition to This Slide** group. The transition will be removed.



Note: To remove transitions from **all slides**, apply the **None** transition to a slide, then click the **Apply to All** command.

Animations:

In PowerPoint, you can animate text and objects such as clip art, shapes, and pictures. There are four types of animations: Entrance, Emphasis, Exit and Motion Path.



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Apply an Animation on Object:

Here is the procedure to apply an animation on an object:

1. Select the object you want to animate.
2. On the **Animations** tab, click the More drop-down arrow in the **Animation** group.



3. A drop-down menu of animation effects will appear. Select the desired effect.



- The effect will apply to the object. The object will have a small **number** next to it to show that it has an animation. In the Slide pane, a **star** symbol also will appear next to the slide.

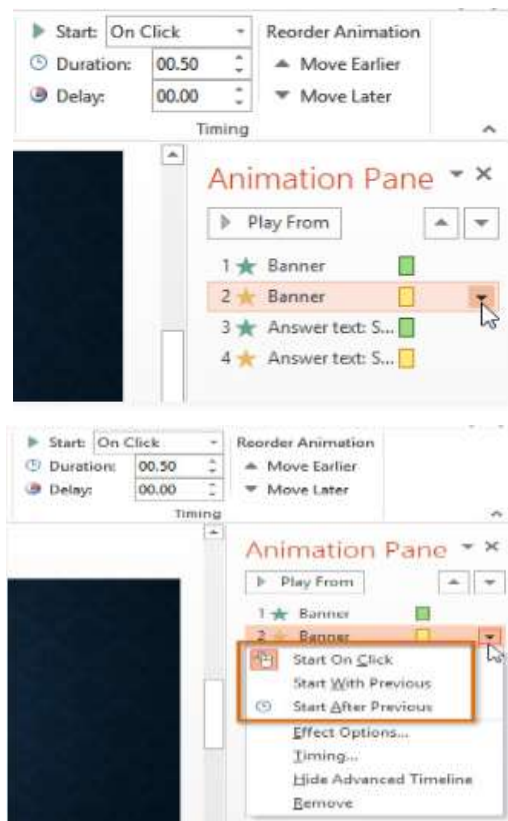


Change an Animation Effect’s Start Option:

By default, an effect starts playing when you click the mouse during a slide show. If you have multiple effects, you will need to click multiple times to start each effect individually. However, by changing the **start option** for each effect, you can have effects that automatically play **at the same time** or **one after the other**.

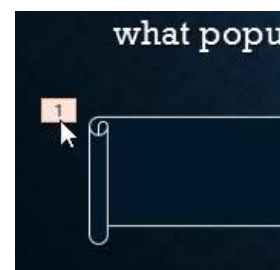
- From the **Animation Pane**, select an effect. A drop-down arrow will appear next to the effect.
- Click the drop-down arrow. You will see three **start options**:
 - Start on Click:** This will start the effect when the mouse is clicked.
 - Start With Previous:** This will start the effect at the same time as the previous effect.
 - Start After Previous:** This will start the effect when the previous effect ends.
- Select the desired start option.

Note: When you **preview** the animations, all of the effects will play through automatically. To test effects that are set to **Start on Click**, you will need to play the slide show.



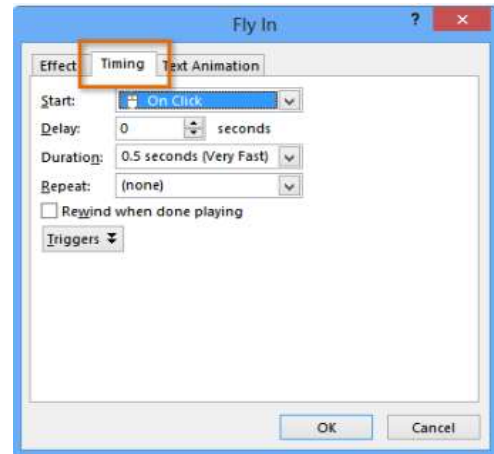
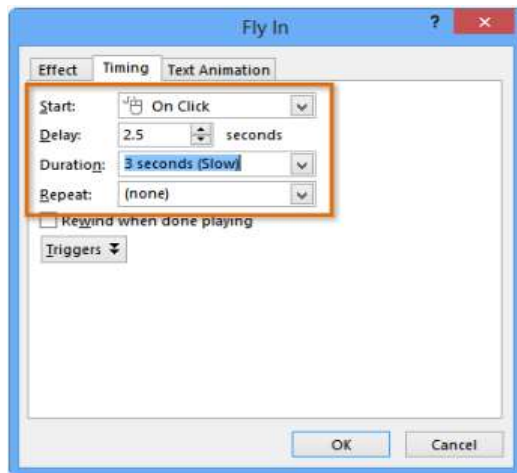
Remove an Animation:

- Select the small **number** located next to the animated object.
- Press the **Delete** key. The animation will be deleted.



Change Animation Effect’s Timing:

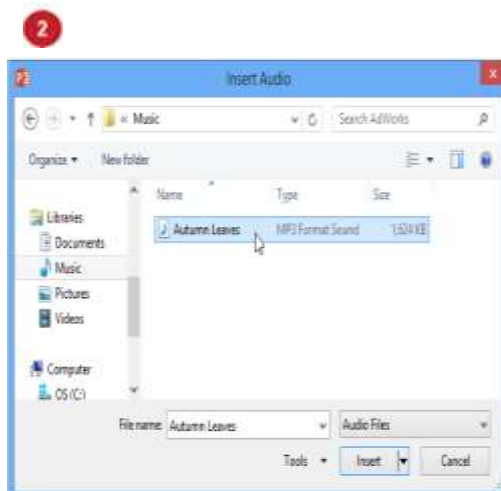
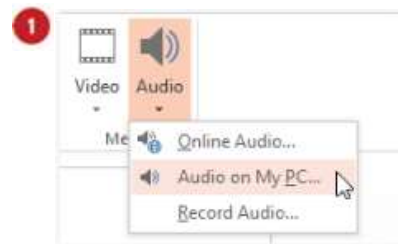
1. From the **Effect Options** dialog box, select the **Timing** tab.
2. From here, you can add a **delay** before the effect starts, change the **duration** of the effect, and control whether or not the effect **repeats**.



Insert Audio File in a Slide:

MS PowerPoint allows you to add **audio** to your presentation. For example, you could add background music to one slide, a sound effect to another, and even record your own narration or commentary. You can then edit the audio to customize it for your presentation.

1. From the **Insert** tab, click the **Audio** drop-down arrow, then select **Audio on My PC**.
2. Locate and select the desired audio file, then click **Insert**.
3. The audio file will be added to the slide.



Audio Editing:

You can modify your audio files using the commands on the Playback tab. You can also add a fade in and fade out, and add bookmarks that allow you to jump to specific points in the audio file.

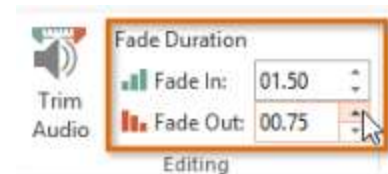
To Trim an Audio File:

1. Select the audio file, then click the **Playback** tab on the Ribbon.
2. Click the **Trim Audio** command.
3. A dialog box will appear. Use the **green handle** to set the **start time** and the **red handle** to set the **end time**.
4. To preview the audio file, click the **Play** button.
5. Adjust the handles again if necessary, then click **OK**.



Add a Fade-In and Fade-Out:

1. On the **Playback** tab, locate the **Fade In:** and **Fade Out:** fields.
2. Type the desired values, or use the **up** and **down** arrows to adjust the times.



Other Audio Options:

There are other options you can set to control how your audio file will play. These are found in the **Audio Options** group on the **Playback** tab.



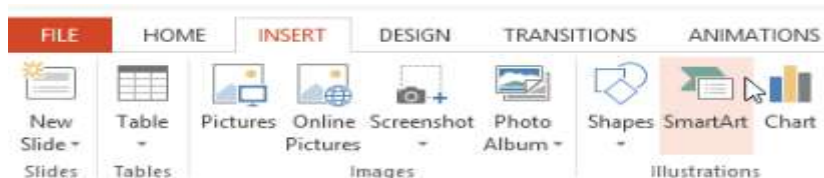
- **Volume:** Changes the audio volume.
- **Start:** Controls whether the audio file starts **automatically** or when the mouse is **clicked**.
- **Hide During Show:** Hides the audio icon while the slide show is playing.
- **Play Across Slides:** Continues playing the audio file across multiple slides instead of just the current slide.
- **Loop until Stopped:** Replays the audio file until stopped.
- **Rewind after Playing:** Returns the audio file to the beginning when it is finished playing.

SmartArt Tools:

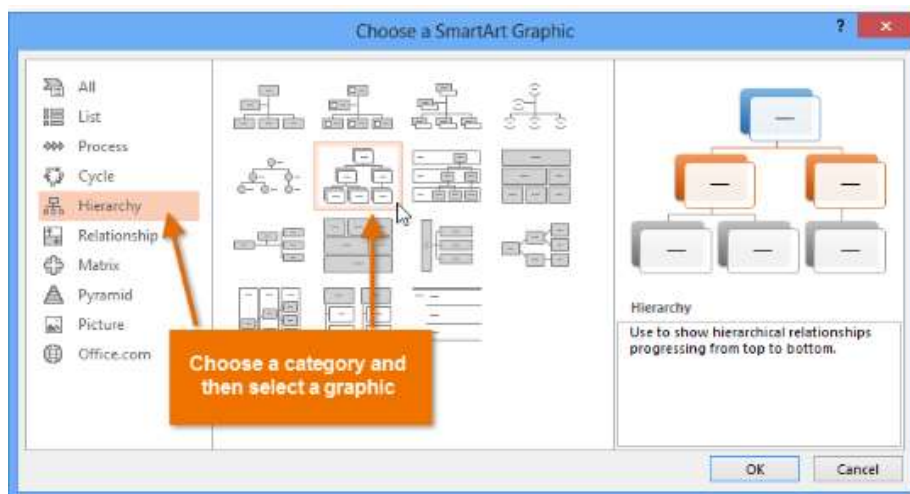
SmartArt allows you to communicate information with **graphics** instead of just using text. There are a variety of styles to choose from, which you can use to illustrate many different types of ideas

Insert a SmartArt Graphic:

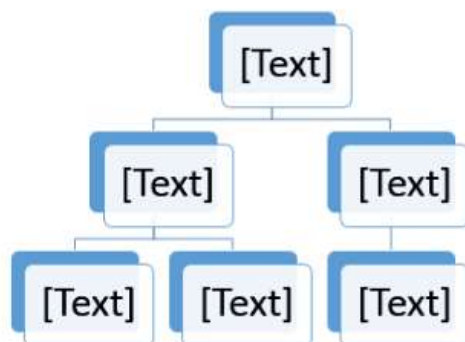
1. Select the slide where you want the SmartArt graphic to appear.
2. From the **Insert** tab, select the **SmartArt** command in the **Illustrations** group.



3. A dialog box will appear. Select a **category** on the left, choose the desired SmartArt graphic, and click **OK**.



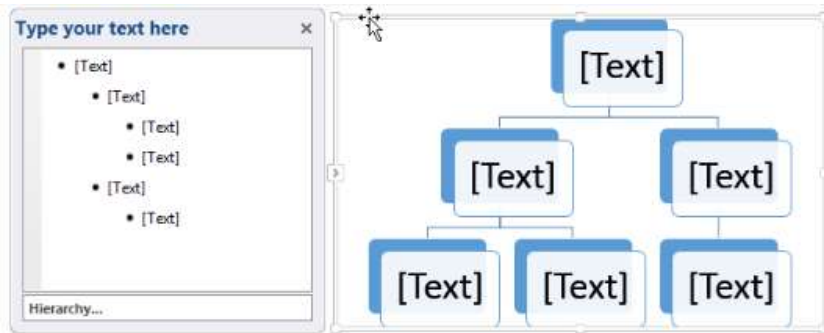
4. The SmartArt graphic will appear on the current slide.



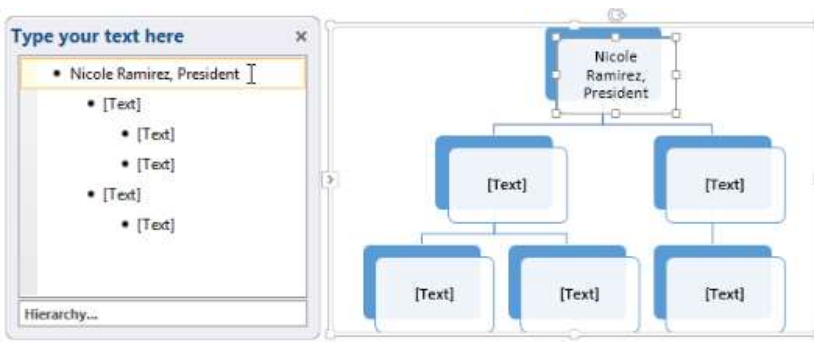
Note: You can also click the **Insert a SmartArt Graphic** command in a **placeholder** to add SmartArt.

Add Text to a SmartArt Graphic:

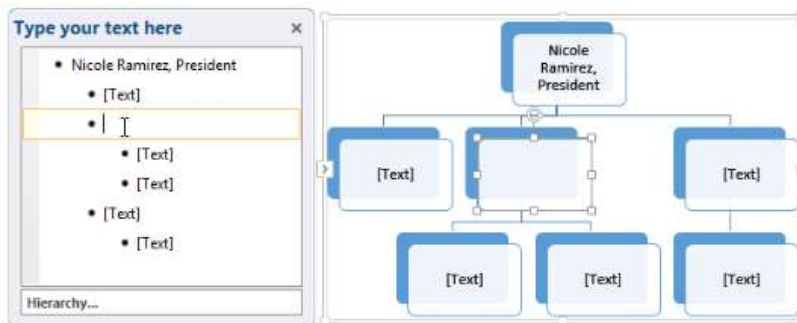
1. Select the SmartArt graphic. The **SmartArt task pane** will appear to the left.



2. Enter text next to each bullet in the task pane. The text will appear in the graphic and will resize to fit inside the shape.



3. To add a new shape, press **Enter**. A new bullet will appear in the task pane, and a new shape will appear in the graphic. You can delete any bullets you are not using to remove the shapes.



Note: You can also add text by clicking the desired shape and then typing. This works well if you only need to add text to a **few shapes**. However, for more complex SmartArt graphics working in the **task pane** is often faster.

Charts:

A **chart** is a tool you can use to **communicate data graphically**. Including a chart in a presentation allows your audience to see the **meaning behind the numbers**, which makes it easy to visualize **comparisons** and **trends**.

Chart Types:

PowerPoint has many different types of charts, allowing you to choose the one that best fits your data. In order to use charts effectively, you will need to understand how different charts are used.

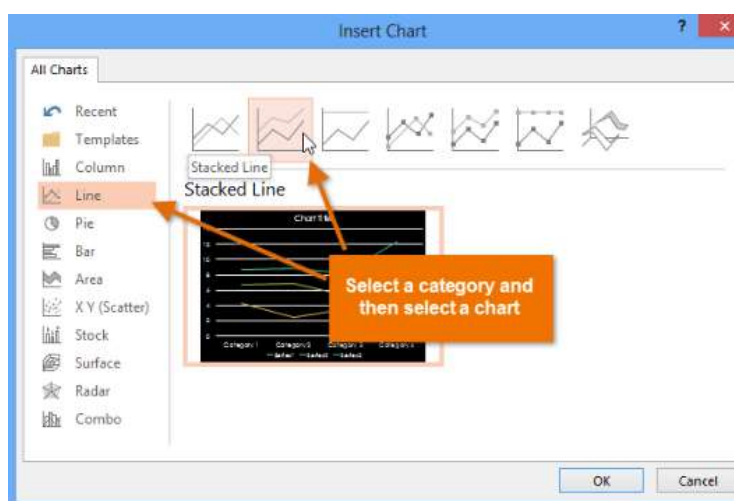
- **Column charts** use vertical bars to represent data. They can work with many different types of data, but they are most frequently used for comparing information.
- **Line charts** are ideal for showing trends. The data points are connected with lines, making it easy to see whether values are increasing or decreasing over time.
- **Pie charts** make it easy to compare proportions. Each value is shown as a slice of the pie, so it's easy to see which values make up the percentage of a whole.
- **Bar charts** work just like column charts, but they use horizontal bars instead of vertical bars.
- **Area charts** are similar to line charts, except that the areas under the lines are filled in.

Insert a Chart in Slide:

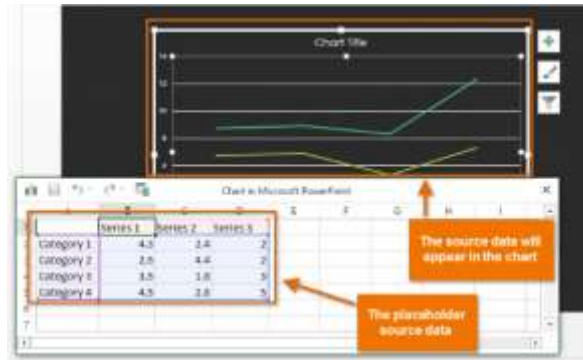
1. Select the **Insert** tab, then click the **Chart** command in the **Illustrations** group.



2. A dialog box will appear. Select a **category** from the left pane, and review the **charts** that appear in the right pane.
3. Select the desired **chart**, then click **OK**.

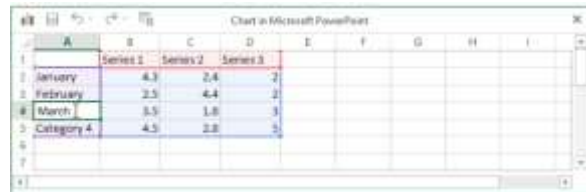


4. A chart and a spreadsheet will appear. The data that appears in the spreadsheet is **placeholder source data** you will replace with your own information. The source data is used to create the chart.



5. Enter **data** into the worksheet.

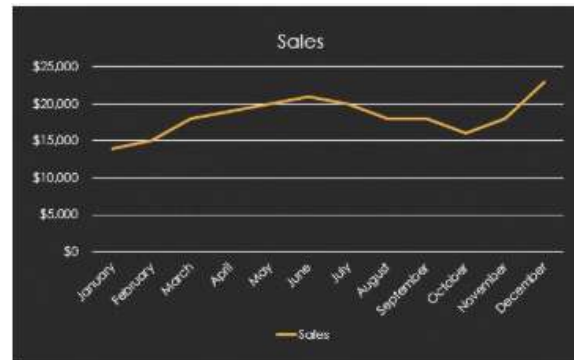
6. If necessary, click and drag the **lower-right corner** of the **blue line** to increase or decrease the **data range** for rows and columns. Only the data enclosed by the blue lines will appear in the chart.



7. When you're done, click the **X** to close the spreadsheet.



8. The chart will be completed.



You can edit the chart data at any time by selecting your chart and clicking the **Edit Data** command on the **Design** tab.



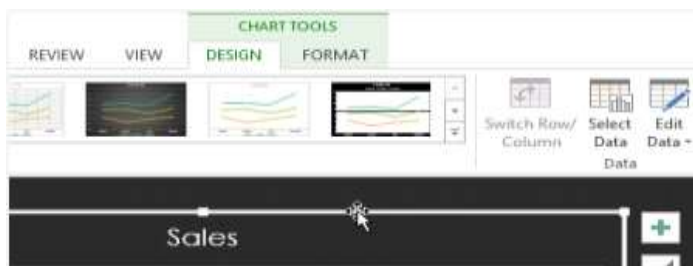
Note: You can also click the **Insert Chart** command in a placeholder to insert a new chart.



Change the Chart Type:

If you find that your data isn't well-suited to a certain chart, it's easy to switch to a new **chart type**. In our example, we will change our chart from a **line** chart to a **column** chart.

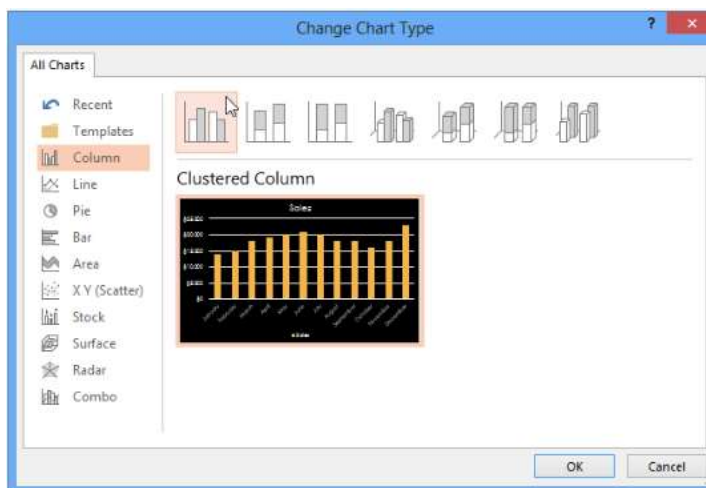
1. Select the chart you want to change. The **Design** tab will appear on the right side of the Ribbon.



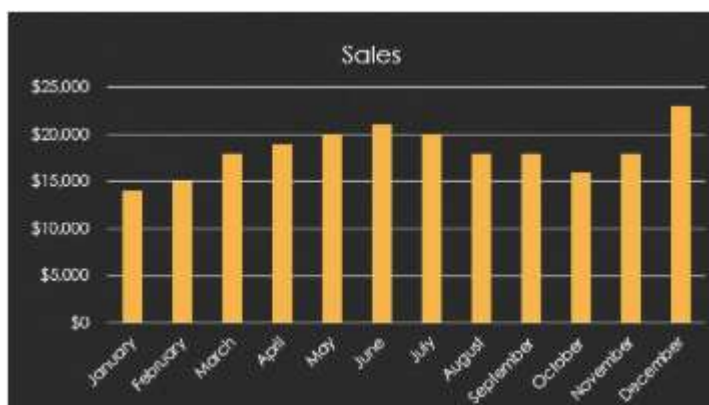
2. From the **Design** tab, click the **Change Chart Type** command.



3. A dialog box will appear. Select the desired chart **type**, then click **OK**.



4. The new chart type will appear.



Change the Chart Layout:

Predefined chart layouts allow you to modify chart elements—including **chart titles**, **legends**, and **data labels**—to make your chart easier to read.

1. Select the **chart** you want to modify. The **Design** tab will appear.
2. From the **Design** tab, click the **Quick Layout** command.



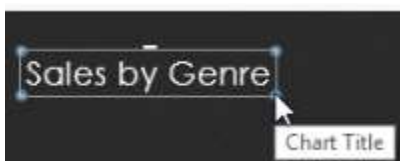
3. Select the desired predefined layout from the menu that appears.



4. The chart will update to reflect the new layout.



Note: To change a chart element (such as the chart title), click the element and begin typing.



Change the Chart Style:

Chart styles allow you to quickly modify the look and feel of your chart.

1. Select the **chart** you want to modify. The **Design** tab will appear.
2. From the **Design** tab, click the **More** drop-down arrow in the **Chart Styles** group.



3. Select the desired style from the menu that appears.



4. The chart will appear in the selected style.



Note: You can also use the chart formatting shortcut buttons to quickly **add chart elements**, change the **chart style**, and **filter** the chart data.

