UNIT 10: PRESENTATION PACKAGE

UNIT STRUCTURE

10.1 Learning Objectives

10.2 Introduction

10.3 Starting MS-PowerPoint

10.4 Components of PowerPoint Window

10.5 Creating a New Presentation

10.6 Inserting New Slides

10.7 Deleting Existing Slides

10.8 Applying Design Templates

10.9 Applying Custom Animations

10.10 Applying Slide Transitions

10.11 Saving a Presentation

10.12 Running a Presentation

10.13 Closing a Presentation

10.14 Opening an Existing Presentation

10.15 Let Us Sum Up

10.16 Answers To Check Your Progress

10.17 Further Reading

10.18 Model Questions

10.1 LEARNINGOBJECTIVES

After going through this unit, you will be able to:

- learn about the various component of PowerPoint windows
- create a new presentation in PowerPoint
- use various design templates in a presentation
- use animation and Slide transitions
- save, open, run and close a PowerPoint presentation.

10.2 INTRODUCTION

Microsoft Office PowerPoint is a presentation package developed

for the Microsoft Windows and Mac operating systems. In PowerPoint, as in most other presentation software, text, graphics, movies, and other objects can be inserted on individual pages or "slides".

In this unit we will provide a basic introduction to MS PowerPoint and learn some of its useful features.***Throughout this unit we will be using the Microsoft Office 2010 suite for all the diagrammatic illustrations, examples, and explaination.***

10.3 STARTING MS-POWERPOINT

Starting Microsoft PowerPoint involves the same steps followed to open any application belonging to the Microsoft Office suite.

T*o start MS PowerPoint we do the following:*

1. We first click on the Windows **Start** button.
2. Then from the **Programs** menu we select the **Microsoft Office** suite.
3. This opens the items included in the suite wherefrom we select **Microsoft PowerPoint** as shown in **Figure 10.1** below.



Fig 10.1: Starting MS PowerPoint

10.4 COMPONENTS OF POWERPOINT WINDOW

When we start PowerPoint, it opens the PowerPoint window as in **Figure 10.2** in the view called **Normal** view, where we create and work on slides.

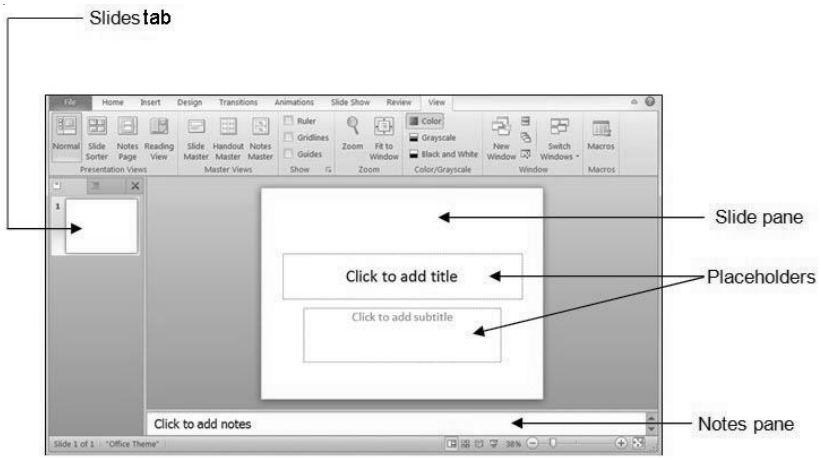


Fig 10.2: PowerPoint window components

Slide pane - In the Slide pane, we can work directly on individual slides.

Placeholders - Dotted borders identify placeholders, where we type text or insert pictures, charts, and other objects.

Slides tab - The Slides tab shows a thumbnail version of each full size slide shown in the Slide pane. After adding other slides, we can click a thumbnail on the Slides tab to make the slide appear in the Slide pane. Or we may drag thumbnails to rearrange the slides in our presentation. We can also add or delete slides on the Slides tab.

Notes pane - This is where we type notes to accompany a slide. We print these notes as notes pages or have them display when a presentation is saved as a Web page.

10.5 CREATING A NEW PRESENTATION

By default, PowerPoint 2010 applies the Blank Presentation template as in **Figure 10.2**, to new presentations.

To create a new presentation, we do the following:

1. We click the **File** tab.
2. Then we point to **New**, and under **Available Templates** and **Themes**

we select one of the following options -

- **Blank Presentation** to create a presentation as in **Figure 10.2** above.
- Recent Templates to create a presentation from a recently used template.
- **Sample Template** to create a presentation from one of available templates.
- **Themes** to create a presentation based on an available theme.
- **My Templates** to choose from the user's personal templates.
- **New from existing** to create a new presentation from an already existing presentation.

3. Then we click the **Create** button.

Besides following the above steps, to create a presentation from one of the several available options, the quickest way to start a blank presentation is by pressing **CTRL+N.**

10.6 INSERTING NEW SLIDES

When creating a presentation in PowerPoint we may need to include a number of slides in the presentation.

To insert a new slide into a presentation we do the following:

1. If we have an empty presentation with no slides present, we simply follow any of the four ways -
   - Right-click the empty area of the **Slides tab** and select **New Slide** from the drop-down menu.
   - Click the text **"Click to add first slide"** in the **Slide pane**.
   - Click the **New Slide** button or **CTRL+M**.
   - Click the **New Slide** drop-down menu as in **Figure 3.3**, and select from any available slide types.
2. If we already have one or more slides in our presentation,we follow any of the ways -
   - Click the **New Slide** button or **CTRL+M**.
   - Click the **New Slide** drop-down menu as in **Figure 10.3**, and select from any available slide types.

- Right-click on the slide after which to insert a new slide, and select **New Slide** from the pop-up menu.

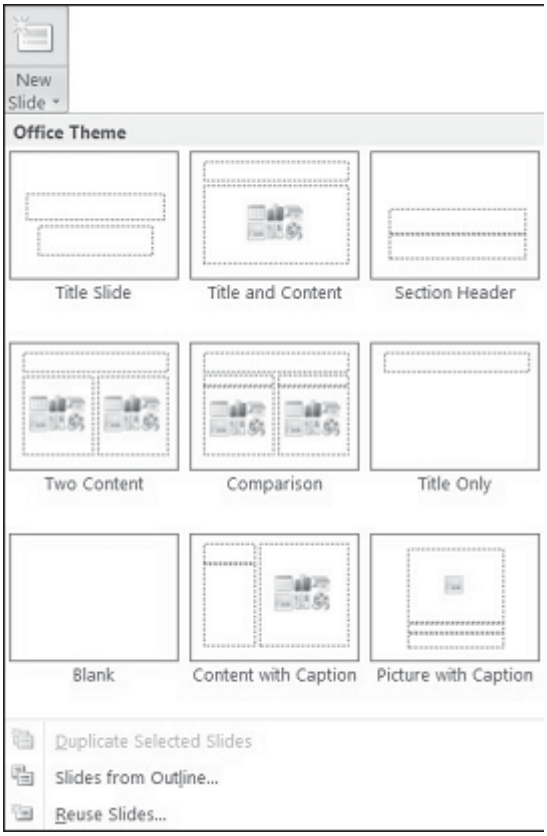


Fig 10.3: The New Slide drop-down menu

10.7 DELETING EXISTING SLIDES

When working with a PowerPoint presentation, we may need to delete a slide from a presentation.

To delete a slide from our presentation, we do the following:

1. On the **View** tab, in the **Presentation Views** group, we click **Normal**.
2. On the **Slides pane**, after clicking the **Slides** tab, we right-click the slide to be deleted, and then click **Delete Slide**.

In order to delete multiple slides at once, we do the following:

1. We click the first slide that we want to delete.
2. If the slides to be deleted are sequential, we press and hold **SHIFT** and click the last slide among all the slides. Else if the slides to be deleted are non-sequential, we click the first slide and by pressing **CTRL** we click on all the remaining slides.

3. We then right-click on any selected slide, and select **Delete Slide**.

We can also delete individual slides by clicking on a slide listed in the **Slides pane** and pressing the **DELETE** key.

10.8 APPLYING DESIGN TEMPLATES

A PowerPoint template is a pattern or blueprint of a slide or group of slides. Templates can contain layouts, theme colors, theme fonts, theme effects, background styles and even content. We can create our own custom templates and store them, reuse them, and share them with others.

To apply a template, we do the following:

1. Firstly on the **File tab**, we click **New**.
2. Then under **Available Templates** and **Themes**, we do any one of the following -
   - To reuse a template used recently,we click **Recent Templates**.
   - To use a template installed to a local drive previously, we click **My Templates** and click the template needed, and then click **OK**.
   - Under **Office.com Templates**, we click a template category, select a template, and then click **Download** to download the template from Office.com to the local drive.



CHECK YOUR PROGRESS

Q 1: Fill in the blanks:

(a) PowerPoint presentations consist of a number of individual pages or .....

(b) Starting PowerPoint for the first time shows us the ..... or .....

(c) The ..... shows a thumbnail version of each full size slide.

(d) The ..... is where we type notes that to accompany a slide.

(e) A ..... is the simplest and most generic of the

templates.

(f) We click on ..... in the Slide pane to insert new slides.

(g) If the slides to be deleted are sequential, we press and hold ..... and click the ..... among all the slides.

(h) We can also delete individual slides by clicking on a slide listed in the ..... pane and pressing the ..... key.

(i) ..... can contain layouts, theme colors, theme fonts, theme effects, background styles, and even content.

(j) We can apply ..... that are built-in to PowerPoint, created and saved to our computer.

10.9 APPLYING CUSTOM ANIMATION

Custom Animation is a set of effects which can be applied to objects in PowerPoint so that they will animate in the Slide Show. They can be added under the Custom Animation function.

To apply basic animation we do the following:

1. First we select the object in our slide that we want to animate.
2. From the **Animation group** under the **Animation tabs** as in **Figure 10.4**, we select from any of the animation effects available as under -
   - **Entrance -** Appear, Fade, Fly In, Float In, Split, Wipe, Shape, Wheel, Random Bars, Grow and Turn, Zoom, Swivel, Bounce etc.
   - **Emphasis -** Pulse, Color Pulse, Teeter, Spin, Grow/Shrink, Desaturate, Darken, Lighten, Transparency, Object Color, Complementary Color. Line Color, Fill Color, Brush Color, Font Color, Underline, Bold Flash, Bold Reveal,Wave etc.
   - **Exit -** Disappear, Fade, Flyout, Float Out, Split, Wipe, Shape, Wheel, Random Bars, Shrink and Turn, Zoom, Swivel, Bounce etc.
   - **Motion Paths -** Lines, Arcs, Turns, Shapes, Loops, Custom Path etc.



Fig 10.4: The Animation group

Clicking the Arrow on the **Animation Group** menu of **Figure 10.4** opens the **Effects Options** dialog box of the selected effect showing some additional effect options. The **Effect Options** dialog box for the **Fade effect** is shown in **Figure 10.5** below.

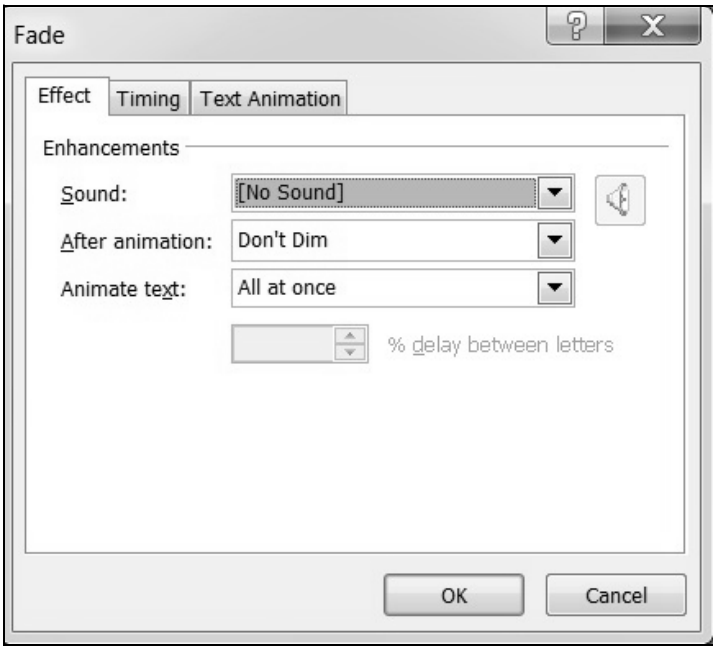


Fig 10.5: The Effect option dialog box

After applying any of the available animation effects, we can change some of the effect properties from the **Timing group** of **Figure 10.6** under the **Animations tab** like -

- **Start -** defines as to when the applied animation effect has to start, On Click starts it on mouse click, With Previous starts it along with the previous animated object, After Previous starts it after the previous animation has finished playing.
- **Duration -** specifies the animation length.
- **Delay -** specifies the number of seconds after which an animation has to be played.

- **Reorder Animation -** moves the current animation to play earlier/ later.

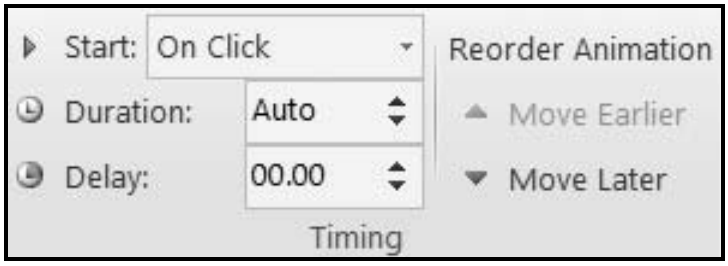


Fig 10.6: The Timing group

10.10 APPLYING SLIDE TRANSITION

Slide transitions are motion effects that occur in **Slide Show view** when moving between slides during a presentation.

To apply a slide transition we do the following:

1. In the **Slides pane**, we click the **Slides tab**.
2. Then from among the slides in our presentation, we select the slide thumbnail of the slide that we want to apply a transition to.
3. From the **Transition to This Slide** group under the **Transitions tabs** as in **Figure 10.7**, we select any of the available transition effects.

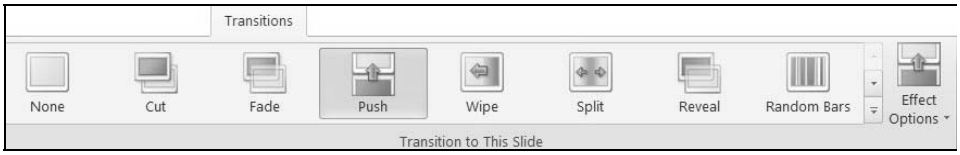


Fig 10.7: The Transition to This Slide group

We can change the options of an effect that we apply by clicking the **Effect Option** button of **Figure 10.7** to display the drop-down menu of **Figure 10.8** that allows us to choose one of the Effect options.



Fig 10.8 : The Effect Options menu

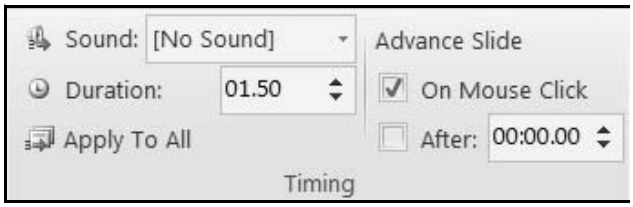


Fig 10.9: The Timing group

The **Timing** group under the **Transitions** tab, as in **Figure 10.9** allows us to select some other transition options in a presentation.

Sound - allows us to select a sound to be played during transition between the previous slide and the next slide.

Duration - specifies the length of a transition.

Apply to All - sets the transition between all slides in the presentation to be like the transition we have set up for the current slide.

10.11 SAVING A PRESENTATION

After we have finished creating our presentation in MS PowerPoint, we need to save it to a storage media. MS PowerPoint gives us several options to save our presentation.

To save a PowerPoint presentation we do the following:

1. We click the **File tab** and select **Save** or press **CTRL+S** or click the **Save** icon on the **Quick Access Toolbar.**
2. If the file is saved for the first time we see the **Save As** dialog box of **Figure 10.10** below.
3. We provide a name for the presentation, and selecting the location to save the file we click the **Save** button.

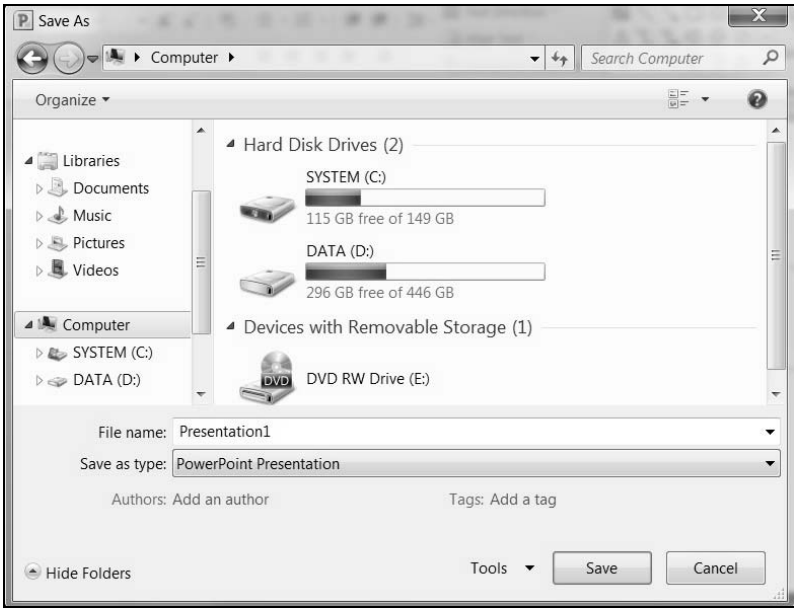


Fig 10.10: The Save As dialog box

To save a copy of a file we do the following:

1. We click the **File tab**, and click **Save As** or press **ALT+F+A** to open the **Save As** dialog box of **Figure 10.10** above.
2. In the **File name** box, we enter a new name for the file and select the location to save the file.
3. Finally we click **Save**.

10.12 RUNNING A PRESENTATION

A PowerPoint presentation needs to be run in order to see how the individual slides in the presentation appear when played. In case we have saved our presentation as a **PowerPoint Show** in the **Save as type** list of the **Save As** dialog box of **Figure 10.10,** we simply need to double-click the

icon of the particular presentation to run it.

The simplest way to run a presentation is as follows:

1. We click the **From Beginning** button in the **Start Slide Show** group under the **Slide Show** tab as in **Figure 10.11** below.
2. This starts the slide show progressing the slides on mouse-clicks.
3. When the last slide in the presentation is displayed, the message in **Figure 10.11** is displayed, and the show is exited on a mouse-click.



Fig 10.11: The Start Slide Show group

From Current Slide- begins the slide show from the slide that is currently selected as the first slide that appears in the show bypassing all the earlier slides.

10.13 CLOSING A PRESENTATION

Closing a presentation in MS PowerPoint means closing an open PowerPoint presentation without exiting the MS PowerPoint application.

To close a PowerPoint presentation we do the following:

1. We go to the **File** tab and select **Close** or the combination **ALT+F+C.**
2. If the presentation has been saved previously it is closed, and if the presentation has not been saved we are shown an alert box of **Figure 10.120** asking if we want to save the presentation.
3. If we select the option **Save**, we are presented with a **Save As** dialog box and asked to save it in the hard drive. If we click **Don't Save** the presentation gets closed without saving.



Fig 10.12: The Save Alert box

10.14 OPENING AN EXISTING PRESENTATION

To open an already existing PowerPoint presentation we do the following:

1. We click the **File** tab.
2. Then we click **Open**.
3. In the **Navigation pane**, we click the folder, drive, removable media that contains the file to be opened.
4. We select **All PowerPoint Presentations.**
5. Then we locate and click the file, and then click **Open.**
   By default, the files that we see in the Open dialog box are PowerPoint presentation files.



CHECK YOUR PROGRESS

Q 2: Fill in the blanks:

(a) Applying Animation effects in MS PowerPoint 2010 is done by using the ..... tab.

(b) ..... copies the animation from one object and applies it to another.

(c) ..... sets a special start condition for an animation.

(d) ..... can only be applied singularly to individual slides as they change from one slide to another.

(e) We click the File tab and select Save or press ..... or click the ..... icon on the ..... toolbar to save a presentation.



10.15 LET US SUM UP

- Microsoft Office PowerPoint is a ***presentation*** program.
- In the ***Slide pane***, we can work directly on individual slides.
- A PowerPoint ***template*** is a pattern or blueprint of a slide or group of slides.

- Custom Animation is a set of ***effects*** which can be applied to objects in PowerPoint so that they will animate in the Slide Show.
- Slide transitions are ***motion effects*** that occur in Slide Show view when moving between slides during a presentation.
- The Define Custom Show dialog box allows us to create our own ***personalized show*** using the slides present in our presentation,
- Animation Timings are used for ***playing back*** slide and animation timings during slide show.



10.16 ANSWERS TO CHECK YOUR PROGRESS

Ans to Q No 1: (a) Slides, (b) working space, Normal view, (c) Slides tab, (d) notes pane, (e) Blank Presentation, (f) Click to add first slide, (g) SHIFT, last slide, (h) Slides, DELETE, (i) Templates, (j) templates

Ans to Q No 2: (a) Animations, (b) Animation Painter, (c) Trigger, (d) Slide transitions, (e) CTRL+S, Save, Quick Access Toolbar



10.17 FURTHER READING

1. Weixel Suzanne, Wempen Faith, Skintik C, Learning Microsoft Office 2010, Standard Student Edition, Pearson
2. Davis G.H. Beginning Microsoft Office 2010, Apress publisher.
3. Rutkosky S., “Microsoft Office 2007”, BPB Publication.



10.18 MODEL QUESTIONS

Q 1: What is MS PowerPoint and why is it used?

Q 2: How do you start MS PowerPoint? Describe the steps involved.

Q 3: Describe the various components of a PowerPoint window.

Q 4: Describe the steps involved in creating a PowerPoint presentation?

Q 5: How can we insert new slides and delete existing slides in a presentation?

Q 6: What are design templates in MS PowerPoint, and how do you apply them?

Q 7: What is Custom animation and how do you apply them? Mention some Custom animation effects.

Q 8: What are the Animation timing options available in MS PowerPoint?

Q 9: What are slide transitions and how do you apply them?

Q 10: How do you save a presentation in PowerPoint?

Q 11: Explain the process of running a PowerPoint presentation.

Q 12: How do you open and close a PowerPoint presentation?

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