CSE111 Introduction to Computer Applications

Lecture 8

Introduction to MS PowerPoint 2010-Part 2

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Revised and presented by Asst. Prof. Dr. Samsun M. BAŞARICI

Summary of Last week

- Creating a Title Slide
- Inserting a New Slide
- Inserting a Slide with a Different Layout
- Changing the Layout of a Slide
- Inserting a Text Box to a Slide
- Inserting a Table to a Slide
- Inserting an Image to a Slide
- Inserting a Clip Art to a Slide
- Inserting a Screenshot to a Slide
- Inserting a Shape to a Slide
- Inserting a Smart Art to a Slide
- Inserting a Video to a Slide
- Inserting an Audio to a Slide
- Inserting a Symbol to a Slide
- Inserting an Hyperlink to a Slide

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Learning Objectives

- Distinguish between the different PowerPoint views.
- Understand and apply how to add slide transitions.
- Understand and apply how to add animation schemes.
- Understand and apply how to add a header/footer, date, or slide number
- Understand and apply how to modify the master slide.
- Understand and apply how to print slides, handouts, and notes.

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Outlines

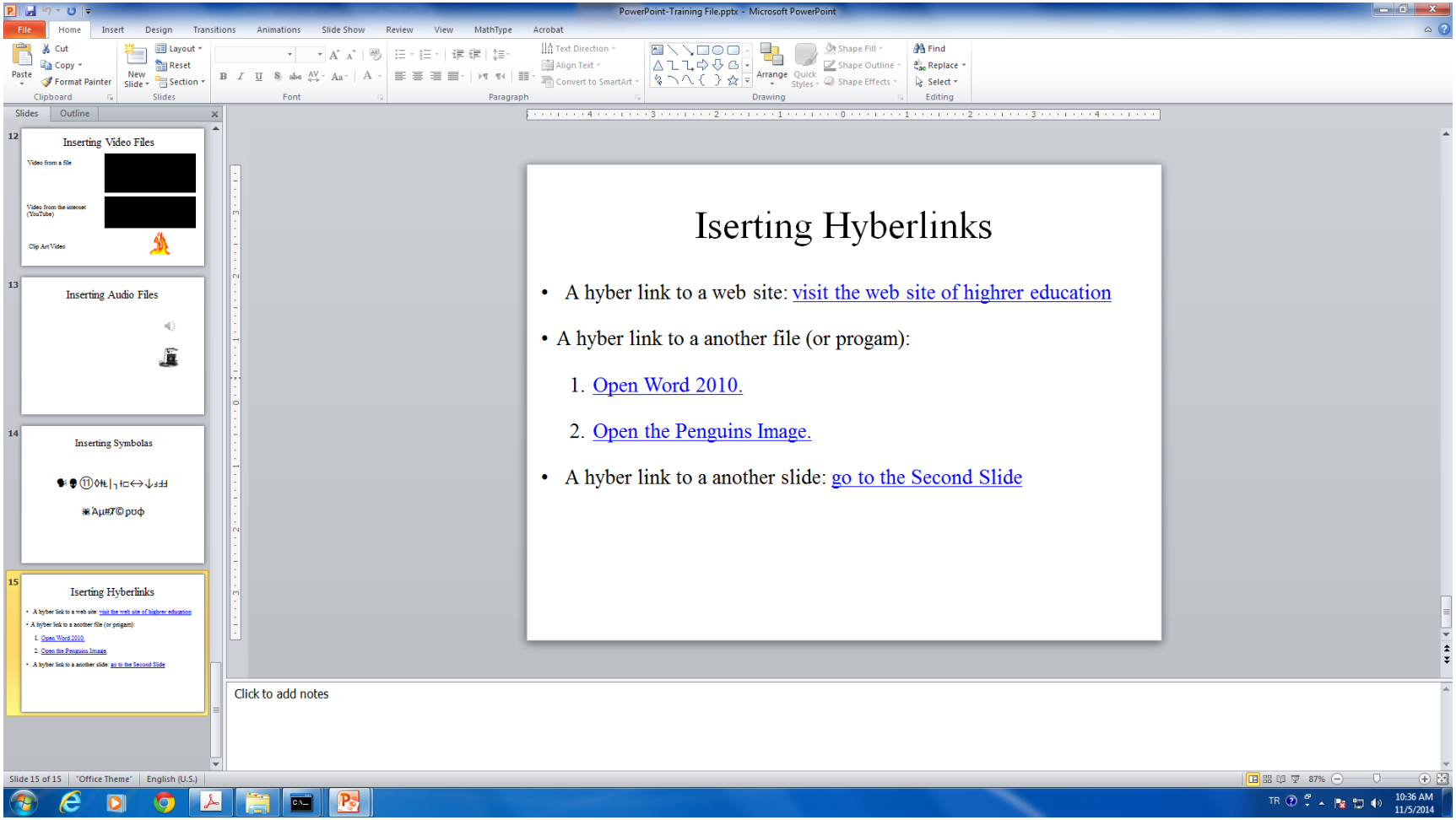
- PowerPoint Views
  - The Normal View
  - The Slide Sorter View
  - The Notes Page View
  - The Reading View
  - The Slide Show View
- Animating Your Presentation
  - Apply Slide Transitions.
  - Apply Animation Schemes.
- Adding a Header/Footer, Date, or Slide Number
- Modifing the Master Slide
- Printing Slides, Handouts, and Notes.

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Different PowerPoint Views

The Normal View

- It is the default view, it displays the Slide Layout Pane, the Notes Pane and the slide itself.
- Use this view for creating and editing slides, you can select any slide from the Slide Layout Pane in order to edit it in the Slide Area

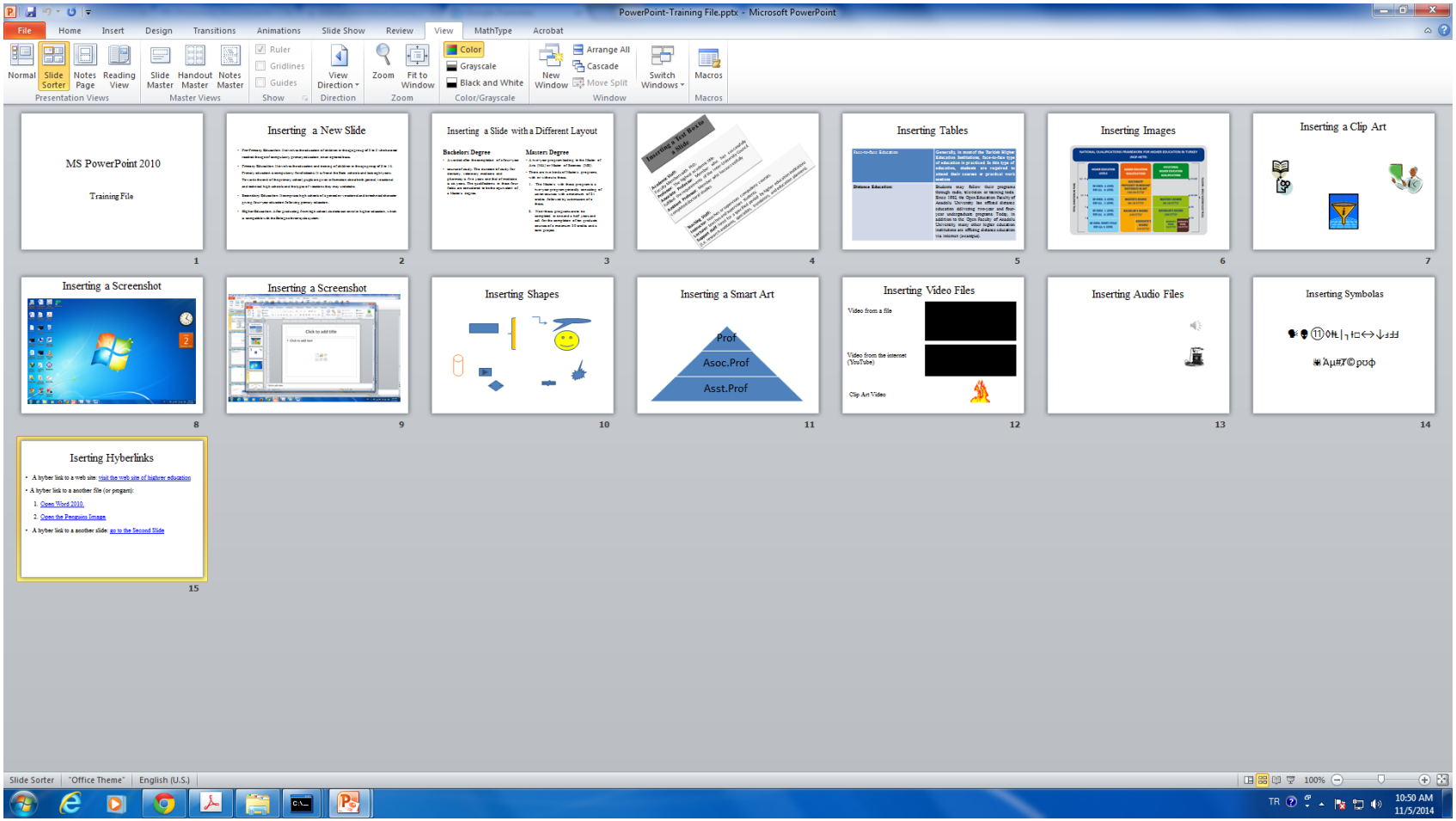


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Different PowerPoint Views

The Slide Sorter View

- To Change the view to the slide sorter view, go to the **View** tab and click on the **Slide Sorter** button.
- Use this view for moving and copying slides, within the same presentation or from one presentation to another, slide re-positioning is accomplished by selecting and dragging or copying and pasting.

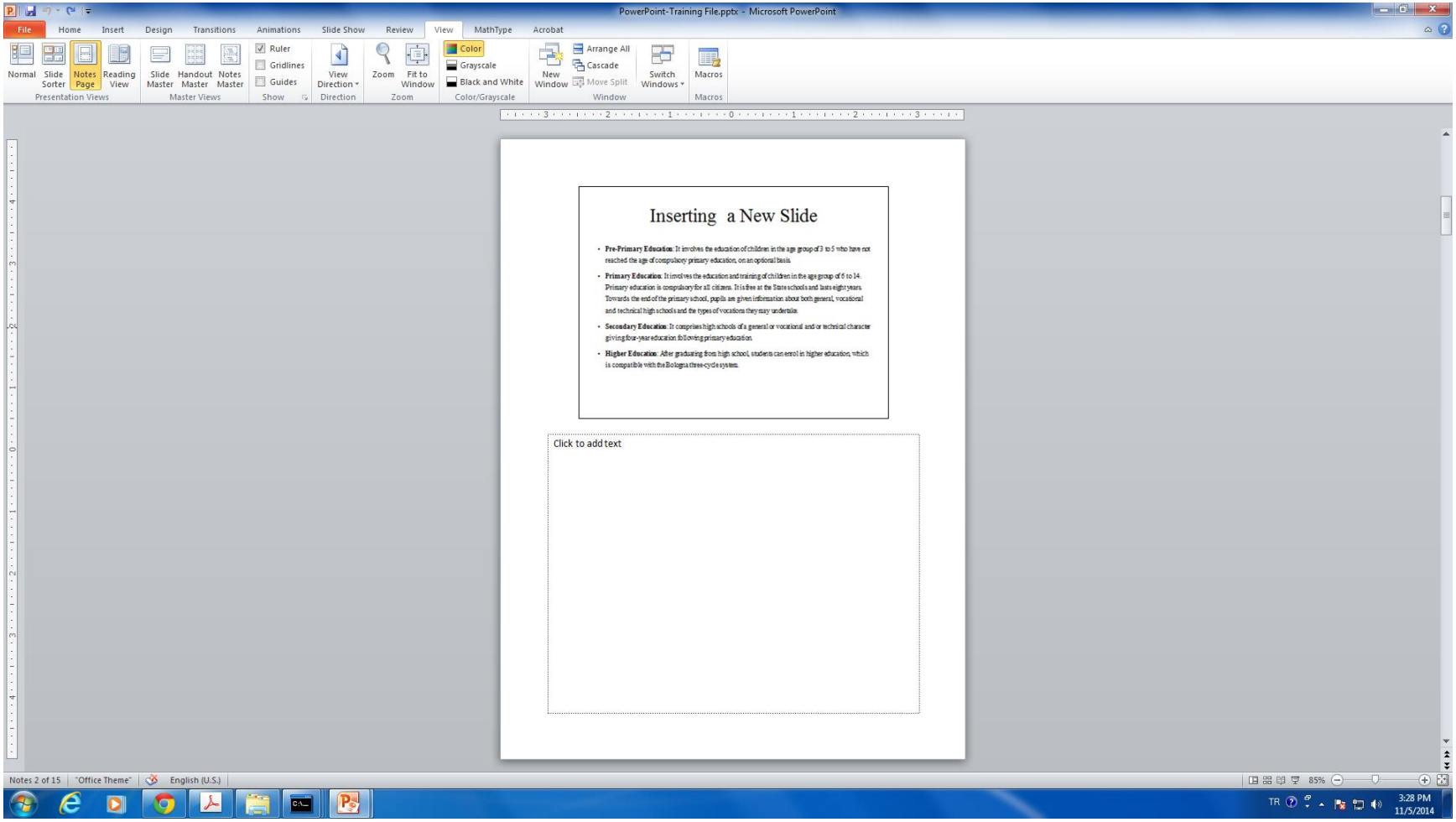


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Different PowerPoint Views

The Notes Page View

- To change the view to the notes sorter view, go to the **View** tab and click on the **Notes Page** button.
- This view opens the area where you can add text for notes. While your notes will not be visible on screen during your slide show, you can print them out for reference purposes.

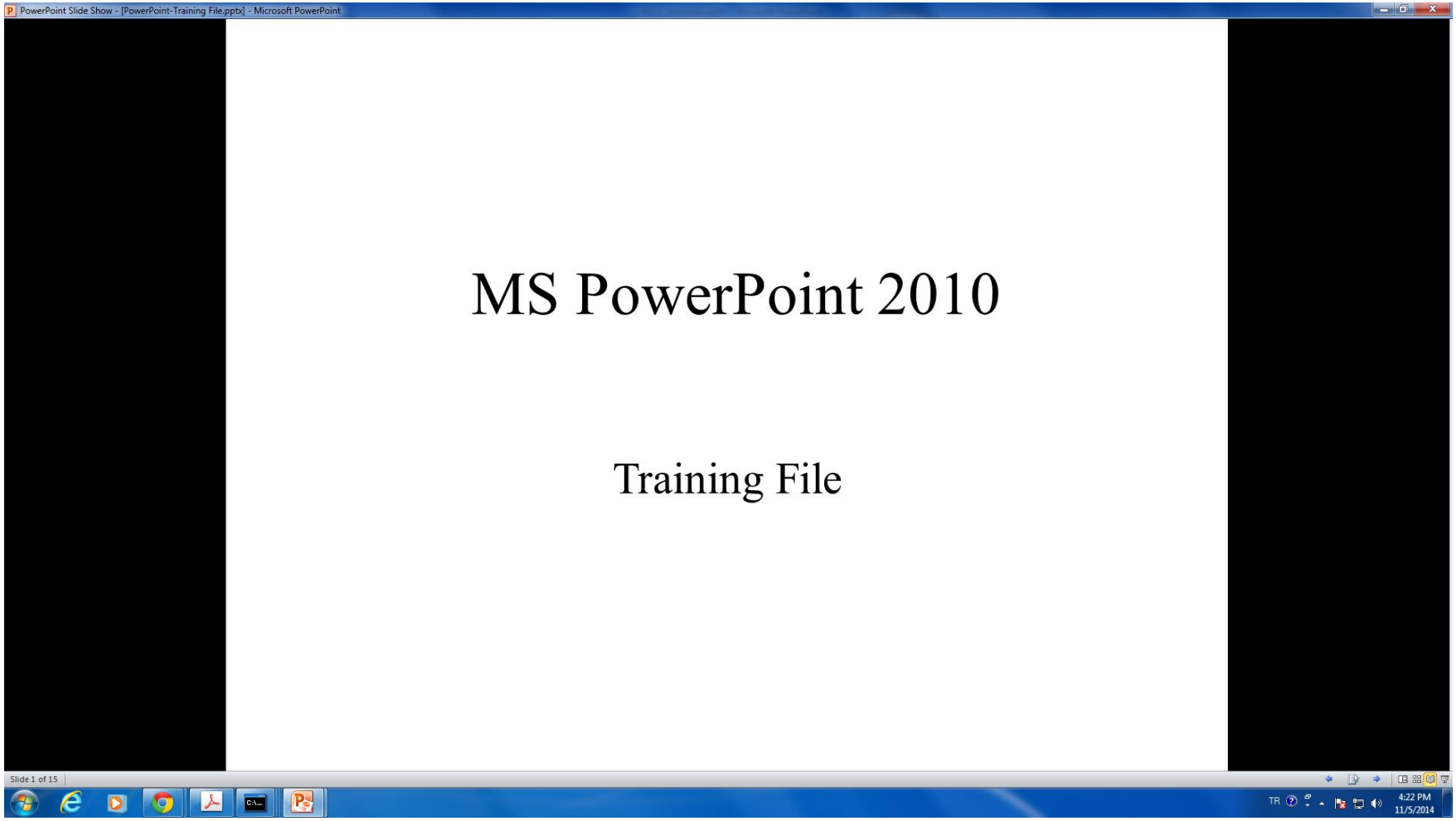


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Different PowerPoint Views

The Reading View

- To change the view to the reading view, go to the **View** tab and click on the **Reading View** button.
- Use the reading view when you want to view your presentation not as a show (full screen), but in a maximized window. Press the **Esc** key when you want to exit this view.

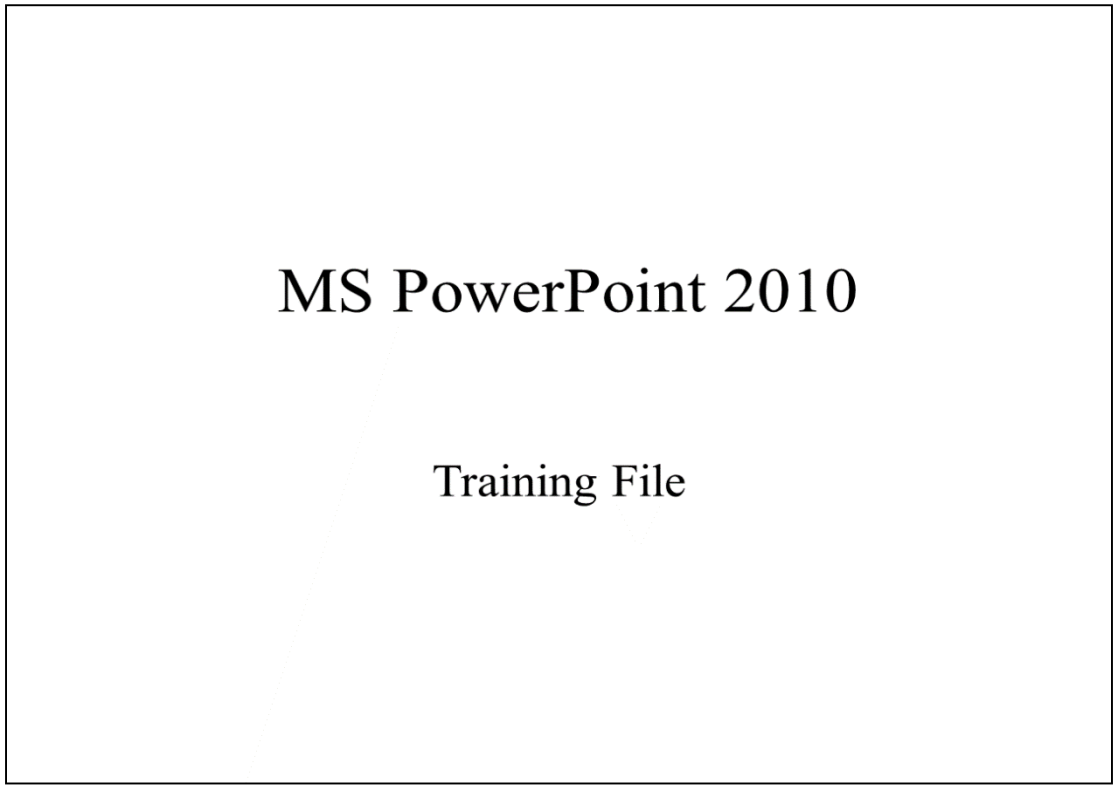


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Different PowerPoint Views

The Slide Show View

- To change the view to the slide show view, go to the **Slide Show** tab and click on the **From Beginning** or **Start From current Slide** button, or press the **F5** key on.
- This view shows you exactly how the presentation will be shown on a projector or big screen.
- Press the **Ctrl** key while clicking on the **From Beginning icon** to launch a mini-slide show in the upper left-hand corner of the screen, press the **Esc** key on when you want to exit this view.
- To move to the next/previous slide, press **Enter/Backspace** or the **Arrows** keys.



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Different PowerPoint Views

The Slide Show View

You can also click the right mouse button to display a pop up menu, that gives many useful controls:

- **Next** and **Previous** to move back/on one slide.
- **Last Viewed** - useful if you have jumped to another slide (out of sequence)
- **Go to Slide** - to jump to another slide in the presentation

  Note: you can also jump to a particular slide by typing in its number and pressing **<Enter>**
- **Screen** - gives you control over the display, **Black Screen** or **White Screen** temporarily suspends the presentation (press any key to show it)

  Note: you can also activate these by pressing **<b>** or **<w>** on the keyboard while running a show
- **Switch Programs** displays the Windows *Task Bar*

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Different PowerPoint Views

The Slide Show View

- **Pointer Options** - annotation pens for scribbling over your presentation, choose **Pen** to change the arrow pointer to a pen which can be used to draw on the slide, choose **Highlighter** to highlight text

  Note: to activate the pen press **<Ctrl p>** while running a show; **<Ctrl a>** redisplays the pointer

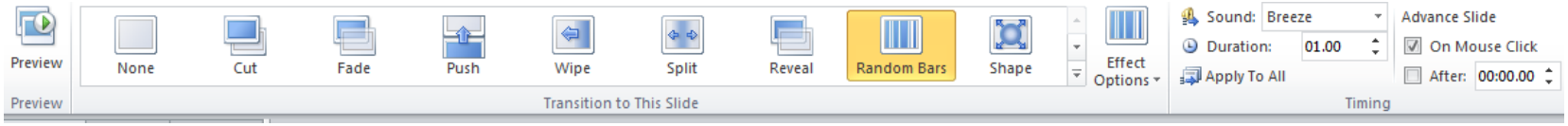
- Choose **Ink Color** to change the colour of the pen
- Use **Eraser** or **Erase All Ink on Slide** to remove any pen marks you may have drawn
- Use **Arrow Options** and **Automatic** to set your pen back to a pointer; **Hidden** hides the pointer

  Note: pressing **<Ctrl a>** while running a presentation hides/shows the pointer

- **Help** gives information about other key combinations you can use during the show
- **End Show** - use this if you need to finish early or it's been a disaster!

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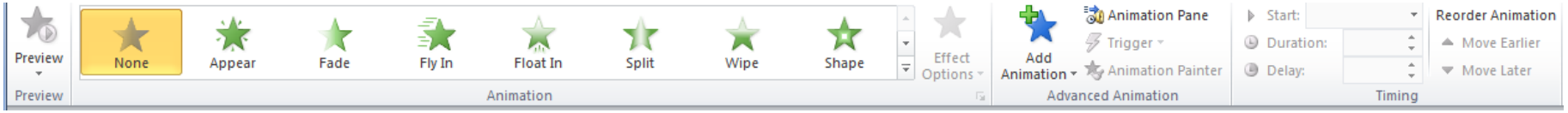
Animating your presentation
Slide Transition



- On the **Transition** Tab, in **Transitions to this Slide** section, check the gallery of transitions.
- As you click on a one, you'll see its effect on the slide (there is also a *More* arrow that will show you all the transition effects in one window).
- The **Effect Options** button lets you change the direction of the effect.
- **Timing** group commands let you:
  - Play a sound during the transition.
  - Change the duration of the transition effect.
  - Choose whether you would like to apply to all slides, or to the current slide.
  - Move to the next slide automatically, or wait for a mouse click, or after a specific period of time.
- To test your slide animations, click on the **Preview** button.
- Once you are satisfied, save your presentation, then run it.

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Animating your presentation
Animation Schemes

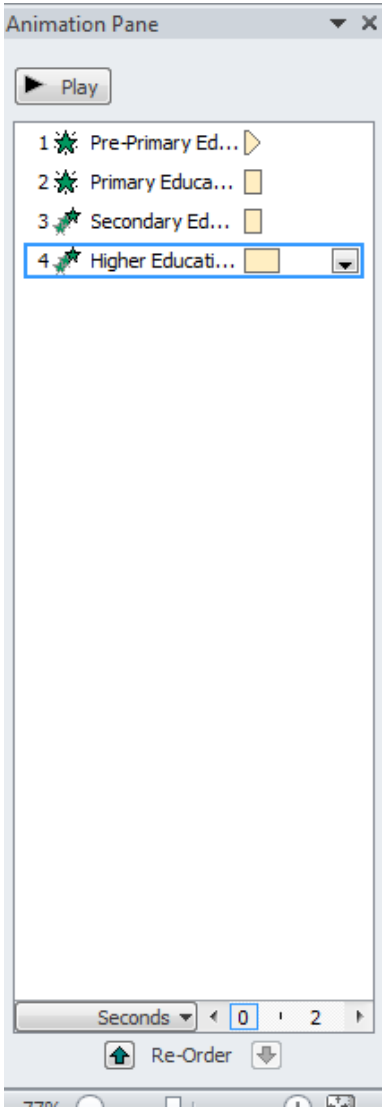


- To apply an animation:
  - Select the part of the slide you want to animate
  - Go to the **Animations** tab.
  - A gallery of Animations schemes will appear in the **Animation** section.
  - To view more animation effects, click on the More button.
  - Hold your cursor over an animation icon for a live preview.
  - Select the animation speed by using the Duration field (the fewer the seconds, the faster the animation).
  - To test your slide animations, click on the **Preview** button.
  - Once you are satisfied, save your presentation, then run it.
  - Note 1: to remove an animation, select the animated object within the slide, go the **Animations** tab, click on the **More** button, and choose the **None** icon.
  - Note 2: For more animation effects, click on the **Add Animation** button located on the **Animations** tab. Animations from previous versions of PowerPoint can be found at the bottom of the gallery, under the More…. options.

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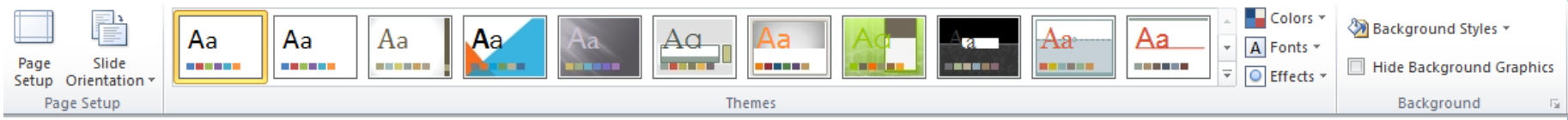
Animating your presentation
Animation Schemes

- To view, adjust, reorder your animations, go to **Advanced Animations** group, and click on **Animation Pane** button to view the Animation Pane
- Use the commands of **Timing** group to:
  - Change the duration of the animation effect.
  - Move to the next animation automatically, or wait for a mouse click, or after a specified period of time.



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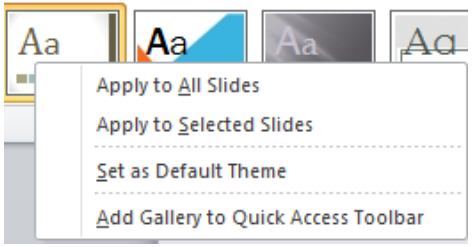
Applying a Theme to a Presentation



To Apply a theme:

- On the **Design** tab, go to the **Themes** section, you wil see a gallery of default themes, to view **All Themes** gallery, click on the **More** button.
- You can choose a default theme, browse for more themes online, or browse to a theme that you have created.
- Once you find the desired theme, click on it.
- The theme will be applied to all of the slides in your presentation.
- Check each slide to make sure that your text and images are still placed and sized correctly, adjust them as needed.
- Save your changes.

Note: To apply a theme to only one slide, right-click on the theme icon and choose the **Apply to Selected Slides** option.

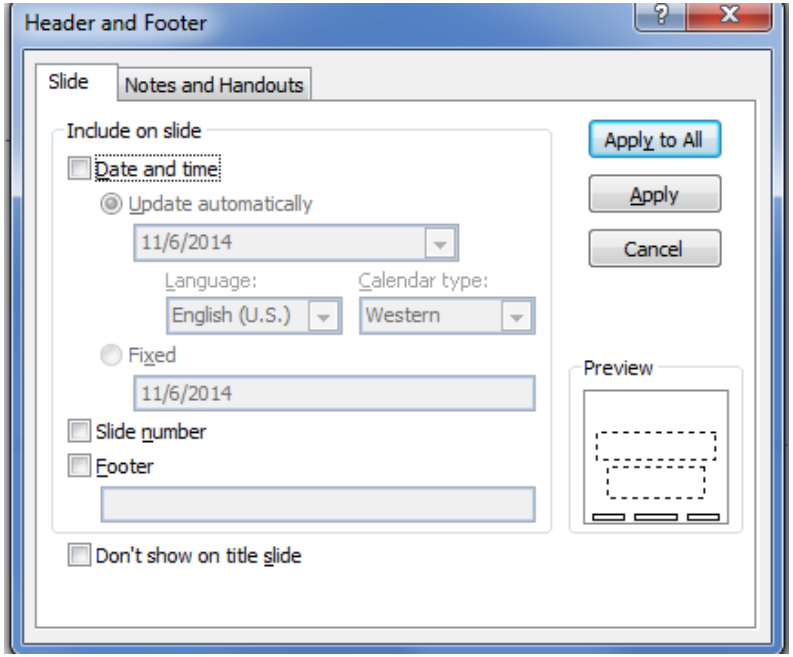


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Adding a Header/Footer, Date, or Slide Number

You can add a header/footer, date or slide number:

- On the **Insert** tab, in the **Text** goup, click on **Header&footer** button.
- Turn on the **Date and time** option - **Update automatically** will refresh the date to show today's date whenever you open the presentation and also allows you to choose from a range of display formats
- To add slide numbers, turn on **Slide number**.
- To add footer text, turn on **Footer** and type your text (e.g. **IT Services Computer Training**).
- You probably won't want any of this to appear on your Title Slide so turn on **Don't show on title slide**.
- To add this information to all of the slides, click on **Apply to All**.



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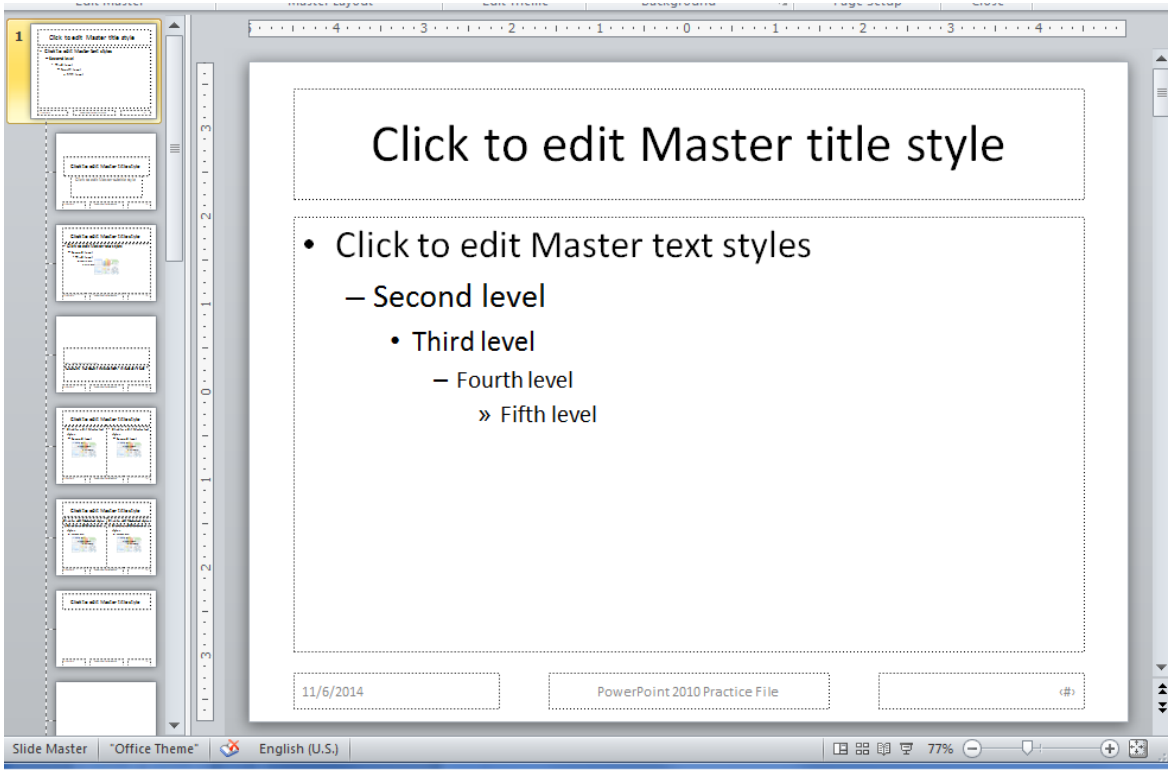
Modifing the Master Slide

- Master slides allow you to create your own slide template which is applied to every slide.

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Modifing the Master Slide

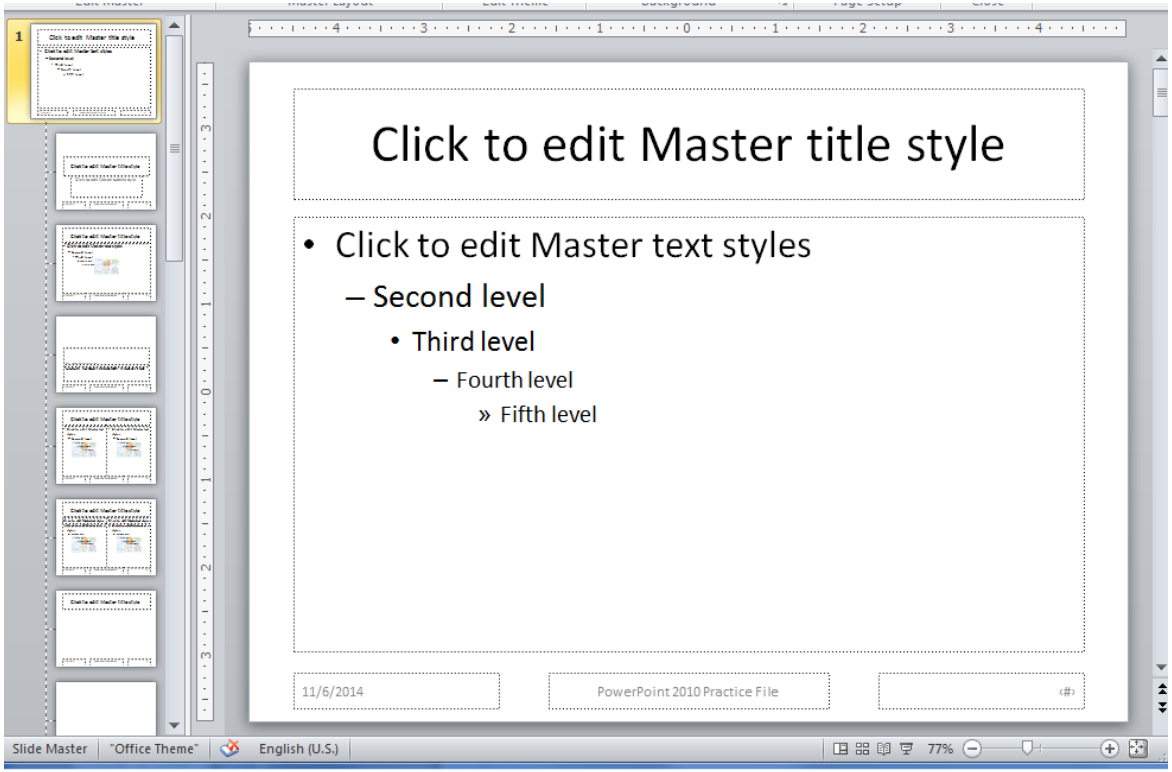
- Master slides allow you to create your own slide template which is applied to every slide.
- To modify the Master Slide:
  - **On View** tab, in the **Master View** group, click on the **Slide Master** button: a window similar to that below appears:



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Modifing the Master Slide

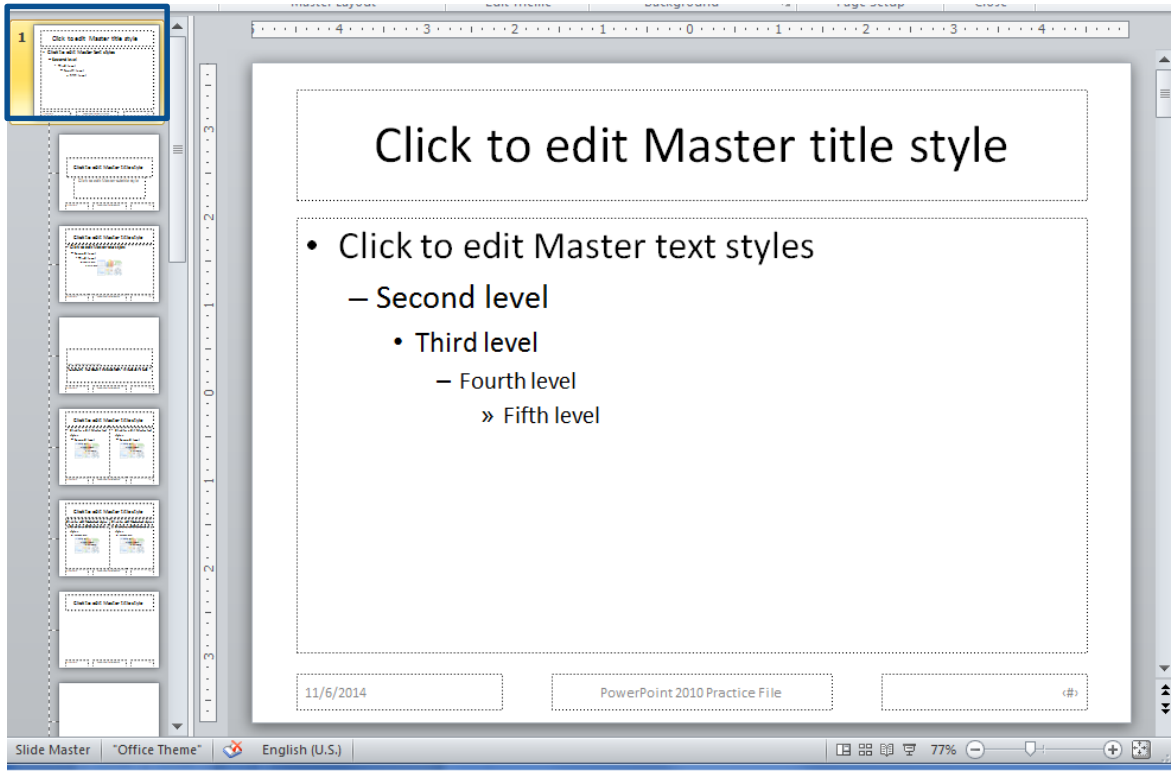
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Modifing the Master Slide

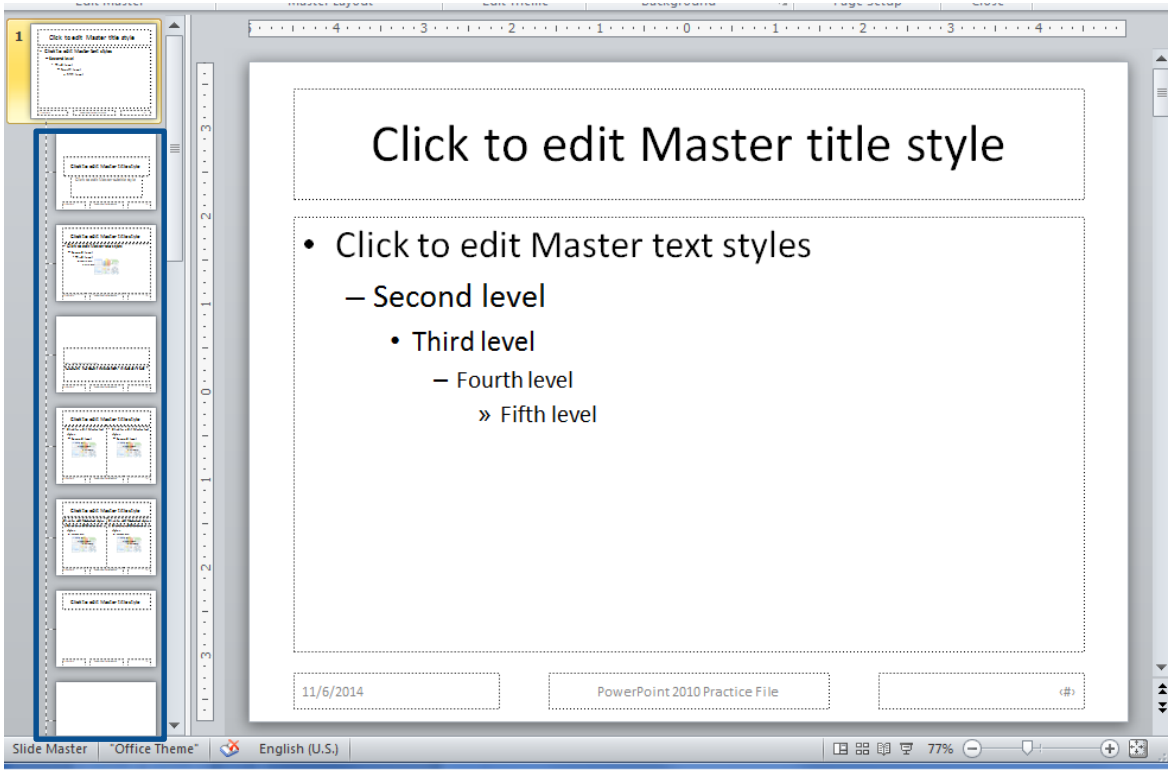
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  - Click on the first (top) slide miniature on the left, This is the **Slide Master** which is probably used by all the slides, any changes you make here are probably applied to the whole presentation.



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  - The slide miniatures below are all the usual slide layouts that are available, some of which are being used by certain slides. To make changes just to a specific layout, make them only on that specific layout.

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Modifing the Master Slide

- To change the look of all the information at the top/bottom of each slide:
  - Select the footer placeholders using the mouse to draw a selection rectangle over the placeholders, hold down the mouse button and drag over them (the rectangle must enclose the placeholders)
  - Move to the **Home** tab and use buttons in the **Font** group to change the format, eg font size.
  - To change any placeholder's position, click on the edge and move it to its new position.
  - To see the changes to all the slides, move to the **Slide Master** tab and click on **Close Master View**
  - **To apply the changes**, save your presentation.
- Other things which you may wish to set up on the master slide (or a custom layout) include:
  - Adding a picture or image to the background (or change the colour of it).
  - The default font and font sizes for the text and title styles.
  - The bullet point characters for the five bulleted list levels.

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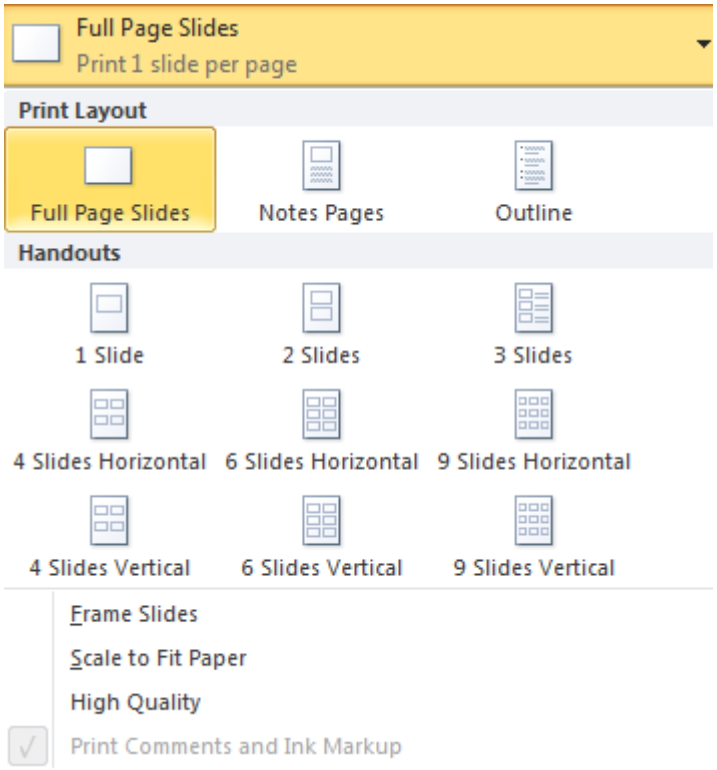
Printing Slides, Handouts, and Notes

- To specify what component of your presentation you want to print:
  - Go to the **File** tab and click on the **Print** option.
  - The **Print** window will appear.
  - The **Print** section lets you select the number of copies you want to print.
  - The **Printer** section lets you choose your printer.

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Printing Slides, Handouts, and Notes

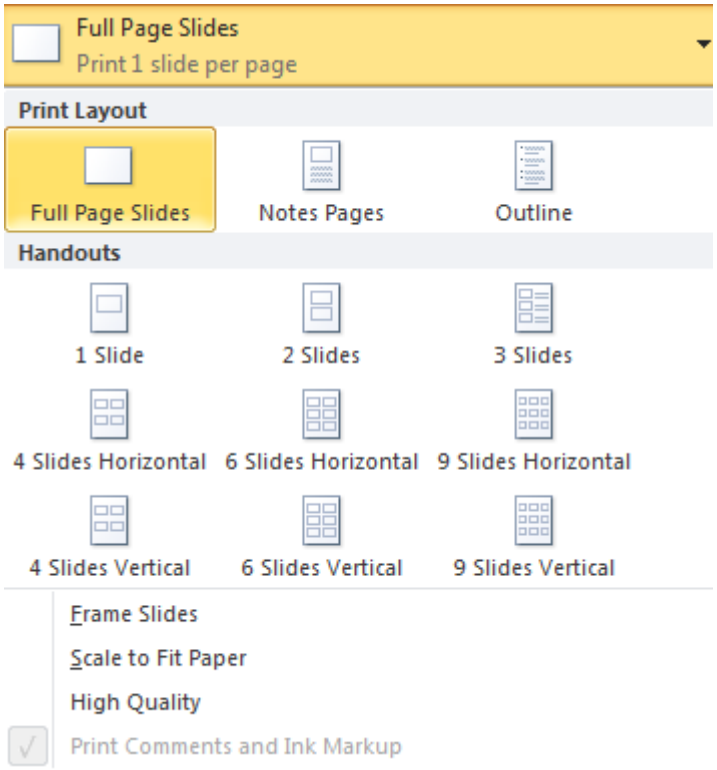
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- Note:
  - **Slides:** prints one slide per page.
  - **Handouts**: prints two, three, four, six, or nine slide images per page.
  - **Notes Pages**: prints your speaking notes and a slide image.
  - **Outline View**: prints the presentation in a bulleted, outlined form



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References

- California State University, Los Angelos, Information Tecnonlogy Services, Microsoft PoerPoint 2010 Part 1: Introduction to PowerPoint. https://www.calstatela.edu/its/training/pdf/powerpoint2010p1.pdf
- Georgetown University Law,Washington, Online Tutorials, Microsoft PowerPoint 2010.
- https://www.law.georgetown.edu/campus-services/ist/support-training/online-tutorials/microsoft-office/upload/PowerPoint2010.pdf
- University of Reading , IT Training, Microsoft PowerPoint 2013™ An Essential Guide (Level 1) www.reading.ac.uk/web/FILES/its/PPEssen2013.pd
- www.gcflearnfree.org
- Microsoft PowerPoint 2010 Help.