



Chapter Six



Power Point Presentation

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1. Introduction

PowerPoint 2010 is **presentation software** that allows you to create dynamic slide presentations that can include animation, narration, images, and videos.

2. Getting to know PowerPoint 2010

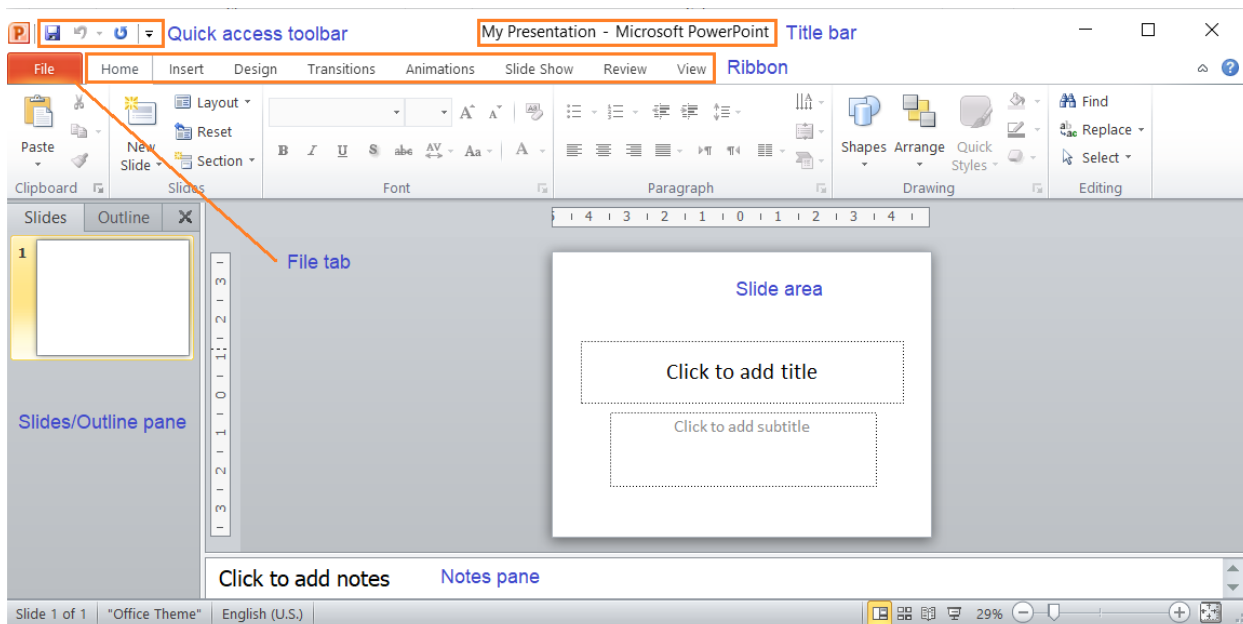
If you are familiar with PowerPoint 2007, you'll notice that there aren't too many changes to the 2010 interface other than **Backstage view**,

3. Navigating PowerPoint to create a slide presentation

PowerPoint uses slides to build a presentation. To create an engaging presentation, PowerPoint allows you to add text, bulleted lists, images, charts, and video to your slides. You can add as many slides as you want to a presentation, and at any time you can view or play back your presentation by selecting one of the slide show play options.

4. Working with your PowerPoint environment

The **Ribbon** and **Quick Access toolbar** are where you will find the commands you need to perform common tasks in PowerPoint. If you are familiar with PowerPoint 2007, you will find that the main difference in the PowerPoint 2010 Ribbon is that commands such as Open and Print are now housed in **Backstage view**.

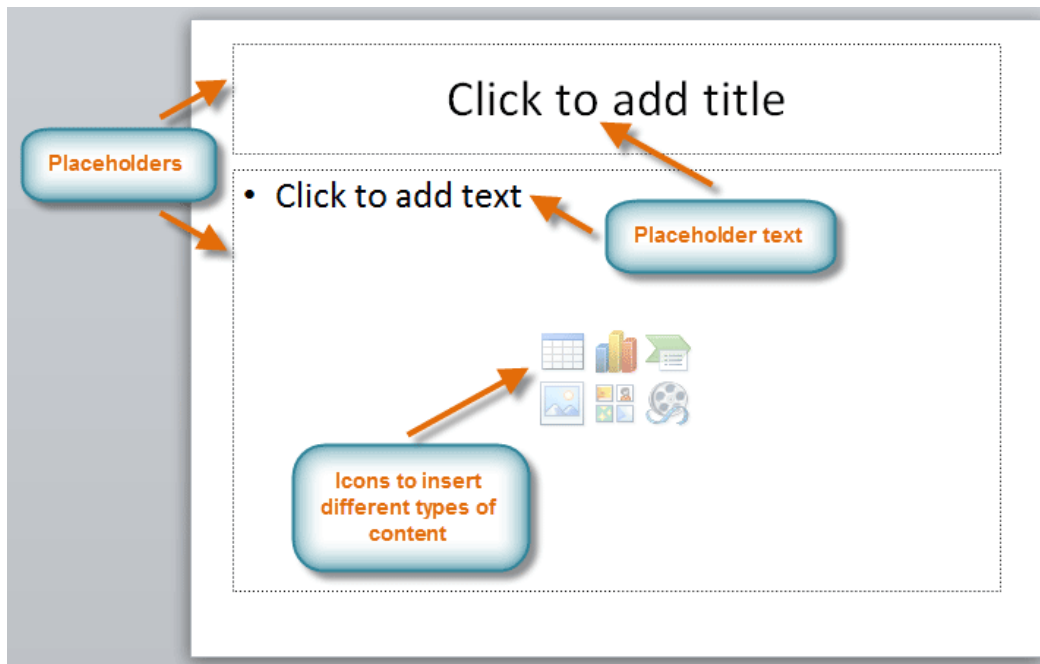


5. Slide basics

Every PowerPoint presentation is composed of a series of slides. To begin creating a slide show, you'll need to know the basics of working with slides. You'll need to feel comfortable with tasks such as **inserting** a new slide, changing the **layout** of a slide, **arranging existing slides**, **changing slide view**, and **adding notes** to a slide.

About slides

Slides contain placeholders, which are areas on the slide that are enclosed by dotted borders. Placeholders can contain many different items, including text, pictures, and charts. Some placeholders have placeholder text, or text you can replace. They also have thumbnail-sized icons that represent specific commands such as Insert Picture, Insert Chart, and Insert ClipArt. In PowerPoint, hover over each icon to see the type of content you can insert in a placeholder.



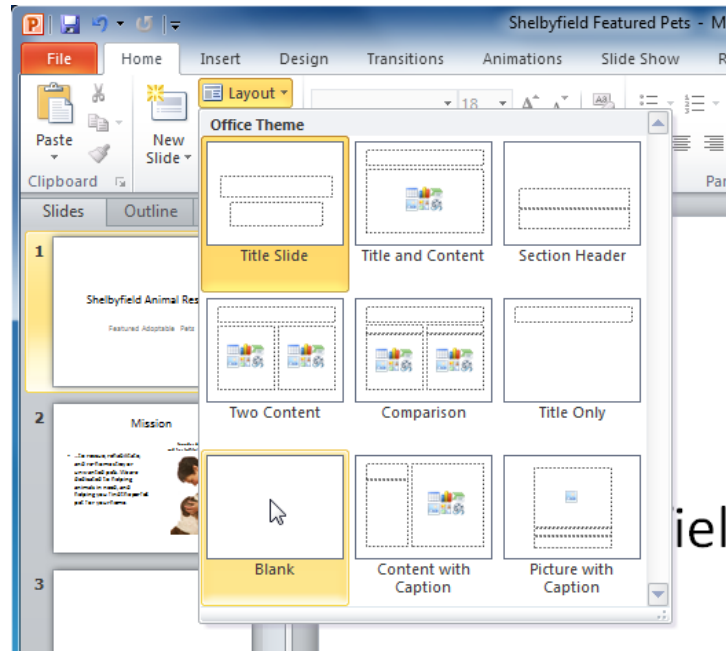
About slide layouts

Placeholders are arranged in different layouts that can be applied to existing slides or chosen when you insert a new slide. A slide layout arranges your content using different types of placeholders, depending on what information you might want to include in your presentation. In the figure above, the layout is called Title and Content and includes title and content placeholders. While each layout has a descriptive name, you can also tell from the image of the layout how the placeholders will be arranged.

To use a blank slide:

For more control over your content, you may prefer a blank slide—a slide without placeholders—over one of the existing layouts. Blank slides can be customized by adding your own text boxes, pictures, charts, and more.

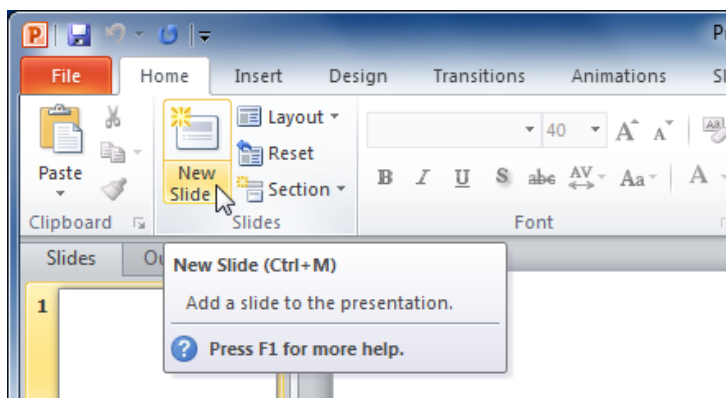
- Select Blank from the menu of **layout** options, from the **Home** tab, **Slides** group.



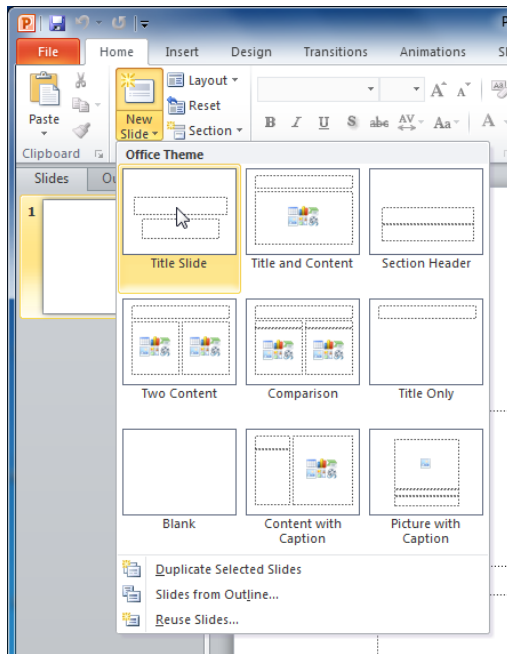
Working with slides

To insert a new slide:

1. From the **Home** tab, **Slides** group, click the bottom half of the **New Slide** command to open the menu of slide layout options.



2. Select the slide you want to insert.



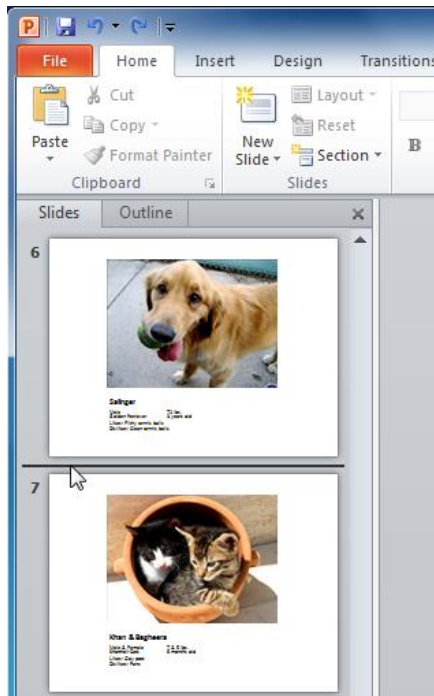
3. A new slide will be added your presentation.

To delete a slide:

1. Select the slide you want to delete.
2. Press the Delete or Backspace key on your keyboard.

To copy and paste a slide:

1. On the Slides tab in the left pane, select the slide you want to copy.
2. Click the Copy command on the Home tab. You can also right-click your selection and choose Copy.
3. In the left pane, click just below a slide—or between two slides—to choose the location where you want the copy to appear. A horizontal insertion point will mark the location.

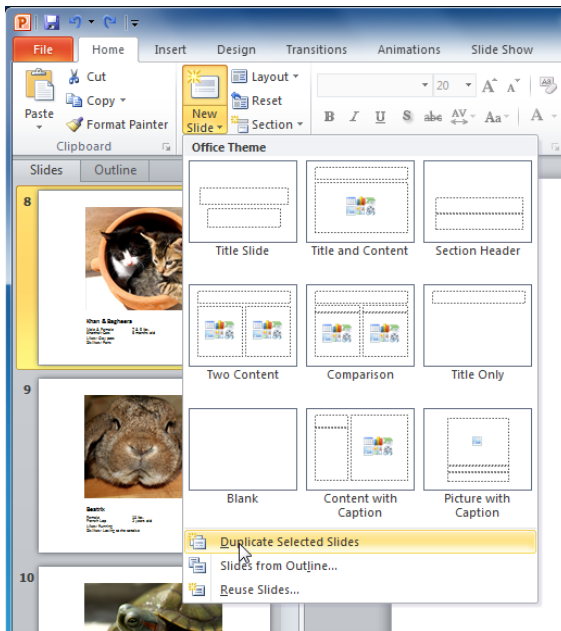


4. Click the Paste command on the Home tab. You can also right-click and choose Paste. The copied slide will appear.

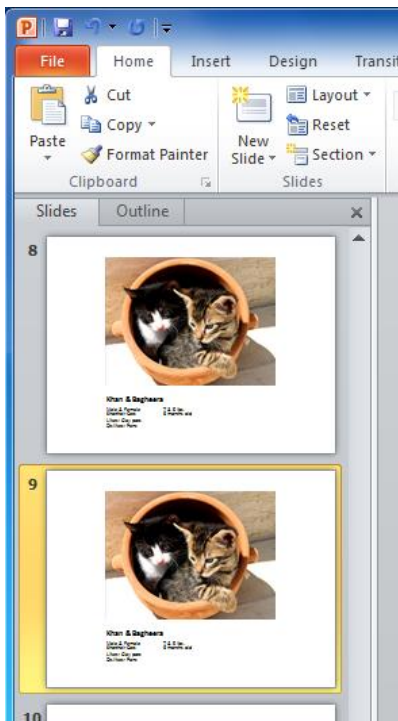
To duplicate a slide:

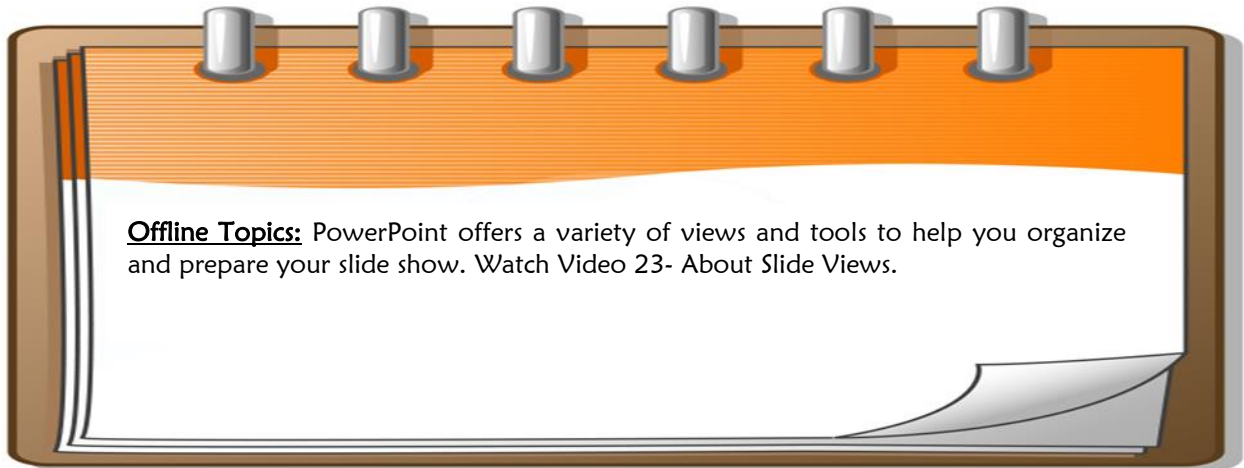
An alternative to copying and pasting, **duplicating slides** copies the selected slide and—in one step—pastes it directly underneath. This feature does not allow you to choose the location of the copied slide, nor does it offer Paste Options for advanced users, so it's more convenient for quickly inserting similar slides.

1. Select the slide you want to duplicate.
2. Click the **New Slide** command.
3. Choose **Duplicate Selected Slides** from the drop-down menu.



4. A copy of the selected slide appears underneath the original.





6. Themes

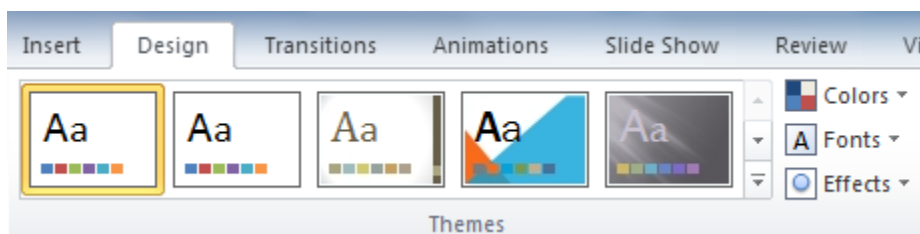
A theme is a set of **colors, fonts, effects**, and more that can be applied to your entire presentation to give it a consistent, professional look. You've already been using a theme, even if you didn't know it: the **default Office theme**, which consists of a **white background**, the **Calibri font**, and primarily **black text**. Themes can be applied or changed at any time.

Applying themes

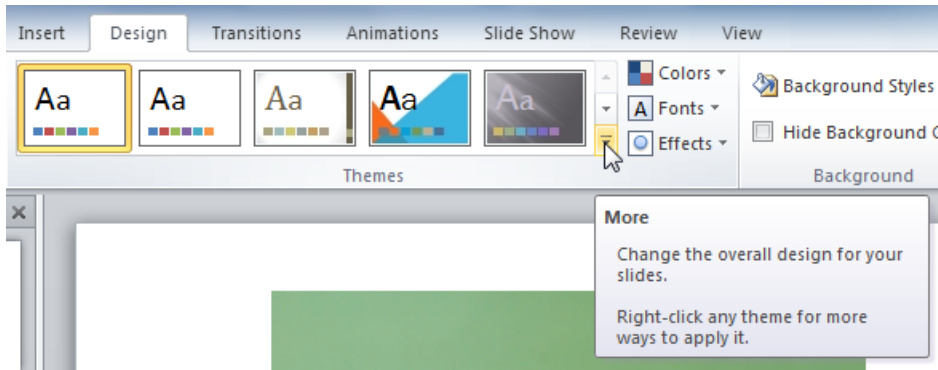
You will need to know how to apply a theme and how to switch to a different theme if you want to use this feature to create presentations. All of the themes included in PowerPoint are located in the Themes group on the Design tab. Themes can be applied or changed at any time.

To apply a theme:

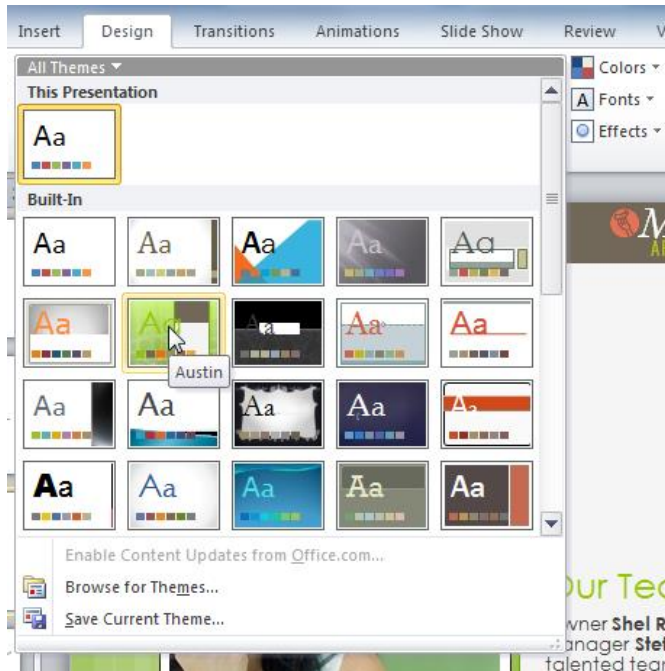
1. Go to the **Design** tab.
2. Locate the **Themes** group. Each image represents a theme.



3. Click the drop-down arrow to access more themes.



4. Hover over a theme to see a live preview of it in the presentation. The name of the theme will appear as you hover over it.



5. Click a theme to apply it to the slides.

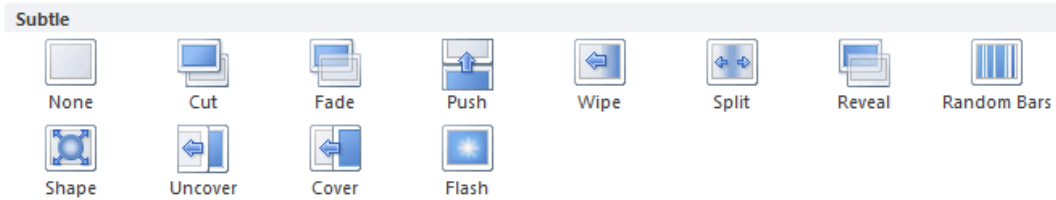
7. Applying transitions

Transitions are motion effects that when in Slide Show view add movement to your slides as you advance from one slide to another. There are many transitions to choose from, each one of which allows you to control the speed and even add sound. A transition can be as simple as fading to the next slide or as complex as a flashy, eye-catching effect. This means you can choose transitions to fit the style of any presentation.

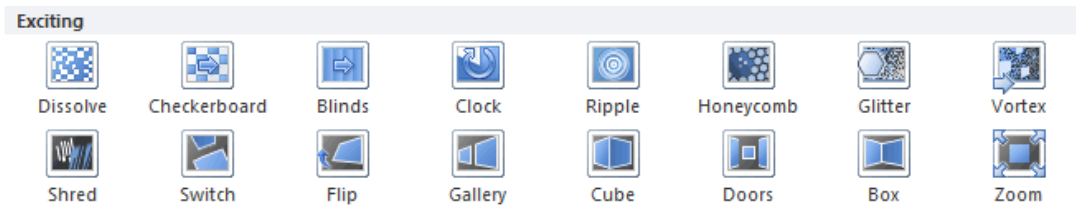
About transitions

There are **three categories** of unique transitions to choose from, all of which can be found on the **Transitions** tab:

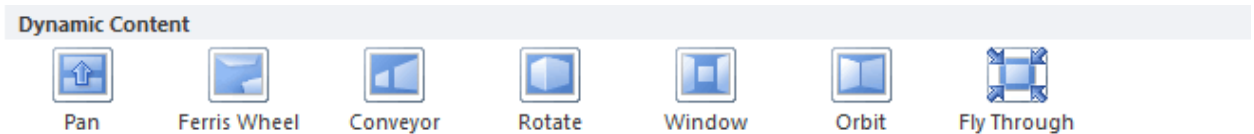
- **Subtle** (slight transitions)



- **Exciting** (strong transitions)

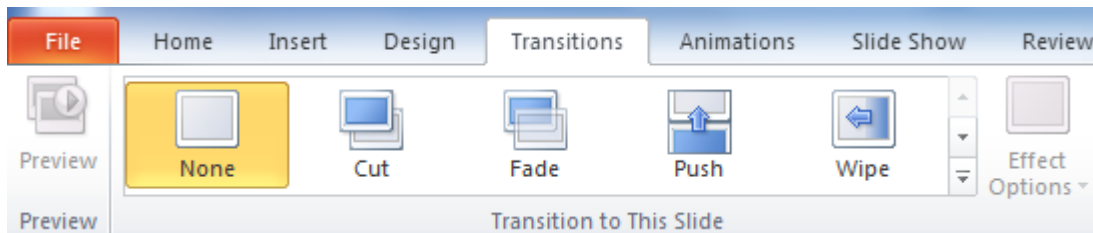


- **Dynamic Content** (strong transitions that affect only the content, such as text or images)



To apply a transition:

1. Select the **slide** you want to modify.
2. Click the **Transitions** tab.
3. Locate the **Transition to This Slide** group. By default, **None** is applied to each slide.

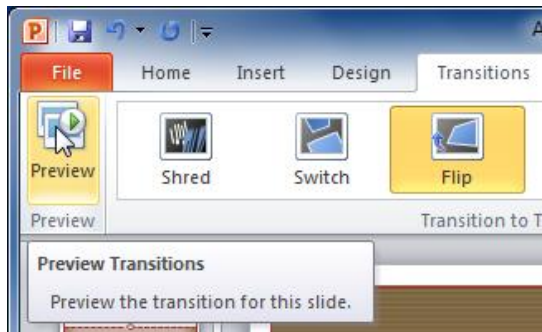


4. Click the **More** drop-down arrow to display all of the transitions.
5. Click a **transition** to apply it to the selected slide. This will automatically preview the transition as well.

To preview a transition:

You can **preview** the transition for a selected slide at any time, using either of these two methods:

- Click the **Preview** command on the **Transitions** tab.



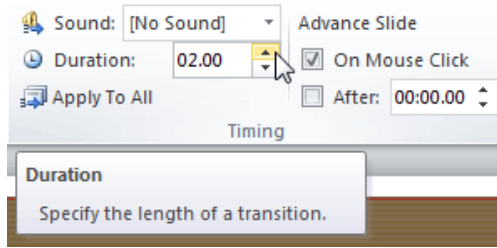
- Click the star **Play Animations** icon. The icon appears on the **Slides** tab in the **left pane** beside any slide that includes a transition.



Modifying transitions

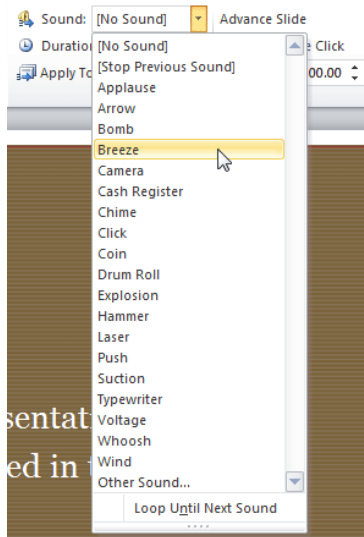
To modify the duration:

1. Select the slide that includes the **transition** you want to modify.
2. In the **Duration** field in the **Timing** group, enter the amount of time you want the transition to take. In this example, we will specify the length as 2 seconds, or 02.00.



To add sound:

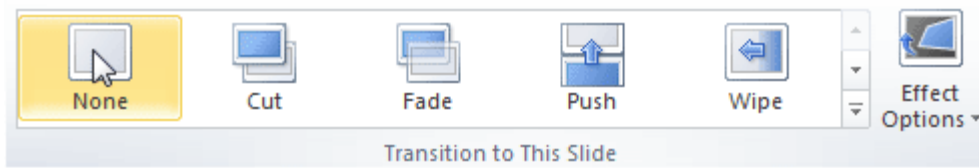
1. Select the slide that includes the **transition** you want to modify.
2. Click the **Sound** drop-down menu in the **Timing** group.
3. You will hear the sound and see a live preview of the transition as you hover over each sound.



4. Click a **sound** to apply it to the selected slide.

To remove a transition:

1. Select the **slide** you want to modify.
2. Choose **None** from the gallery in the **Transition to This Slide** group.



3. Repeat this process for each slide you want to modify.

8. Animating text and objects

PowerPoint offers a variety of animations you can use to enhance your presentation. Animations can be used to make text or objects appear on a slide, exit a slide, or emphasize the text or objects already on a slide. You can even use motion paths to create a customized animation.

The four types of animations

There are many different animation effects, you can choose from, and they are organized into four types:

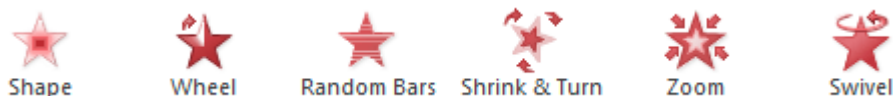
- **Entrance:** These control how the object enters the slide. For example, with the Bounce animation, the object will drop onto the slide and then bounce several times.



- **Emphasis:** These animations occur while the object is on the slide and are often triggered by a mouse click. For example, you can set an object to Spin when you click the mouse.



- **Exit:** These control how the object exits the slide. For example, with the Fade animation, the object will simply fade away.

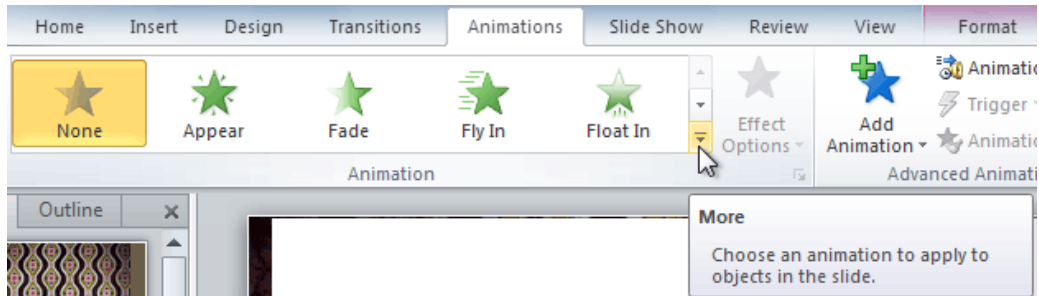


- **Motion Paths:** These are similar to Emphasis effects, except the object moves within the slide along a predetermined path, like a circle.

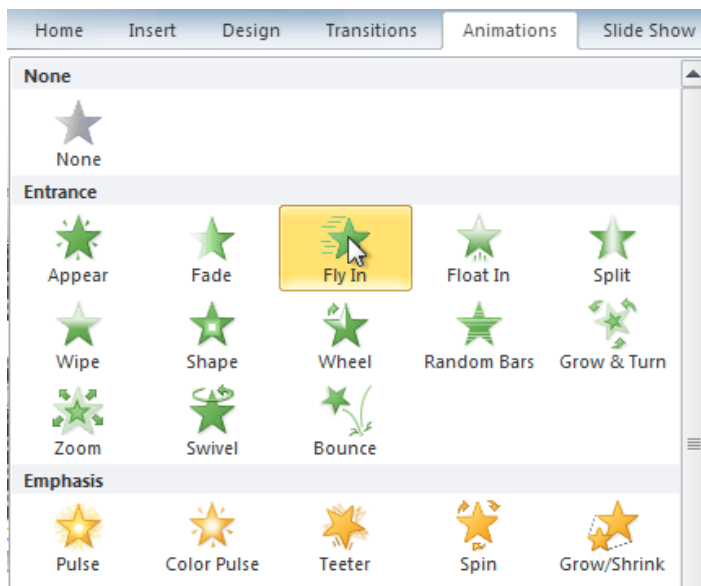


To apply an animation to an object:

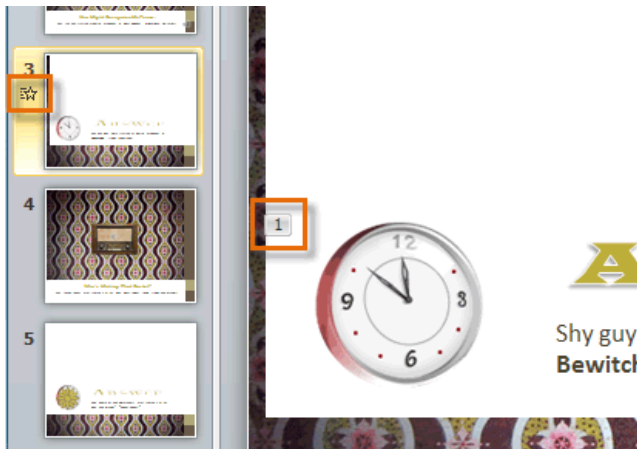
1. Select an object.
2. Click the Animations tab.
3. In the Animation group, click the More drop-down arrow to view the available animations.



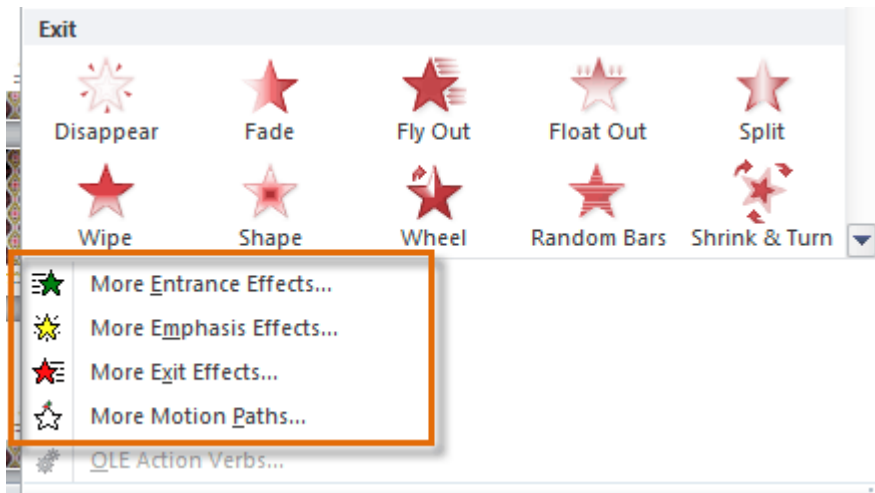
4. Select the desired animation effect.



5. The object will now have a small number next to it to show that it has an animation. Also, in the Slide pane, the slide will now have a star symbol next to it.



→At the bottom of the menu, you can access even more effects.

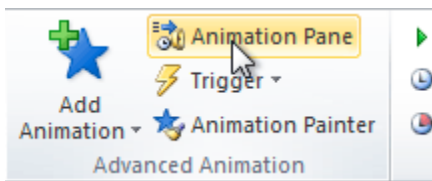


The Animation pane

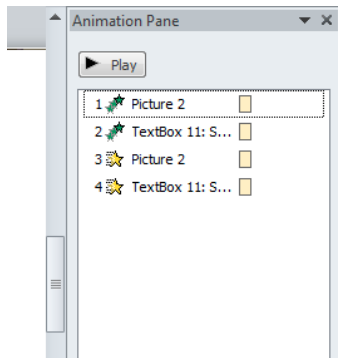
The Animation pane allows you to view and manage all of the effects that are on the current slide. You can modify and reorder effects directly from the Animation pane, which is especially useful when you have several effects.

To open the Animation pane:

1. From the Animations tab, click the Animation Pane command.

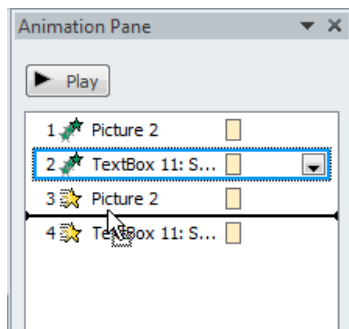


2. The Animation pane will open on the right side of the window. It will show all of the effects for the current slide in the order they will appear.



To reorder effects from the Animation pane:

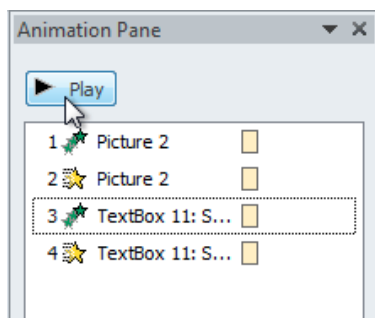
1. On the Animation pane, click and drag an effect up or down.



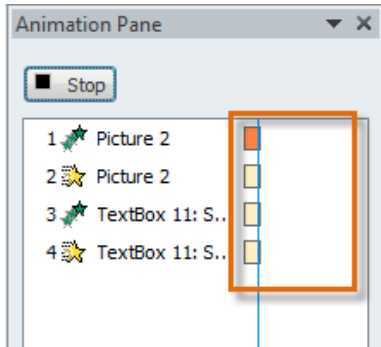
2. The effects will reorder.

To preview effects from the Animation pane:

1. From the Animation pane, click the Play button.



2. The effects for the current slide will play. On the right side of the Animation pane, you will be able to see a timeline that shows the progress through each effect.

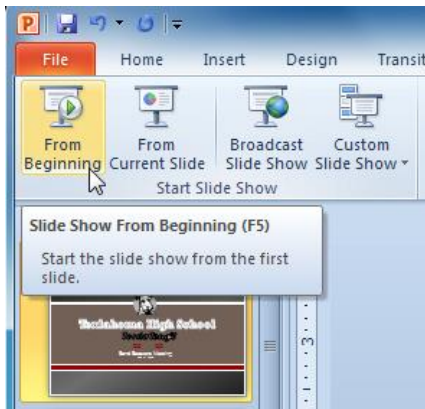


9. Presenting a slide show

To present your slide show, you'll need to know how to start it. PowerPoint allows you to start your slide show from the first slide or from any slide within the slide show. Once your slide show has started, you'll need to know how to advance through the slides.

To start a slide show:

1. Select the Slide Show tab.
2. Click the “From Beginning” command in the Start Slide Show group to start the slide show with the first slide.





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