

AL-MUSTAQBAL UNIVERSITY
COLLEGE OF PHARMACY



Computer Sciences III S1

Lecture 2

Presentation Basics

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Software Orientation:

- PowerPoint's New tab in the Backstage View allows you to create a new presentation from a template. You can choose templates from Office.com or browse templates stored on your own hard drive.

Creating a new blank presentation:

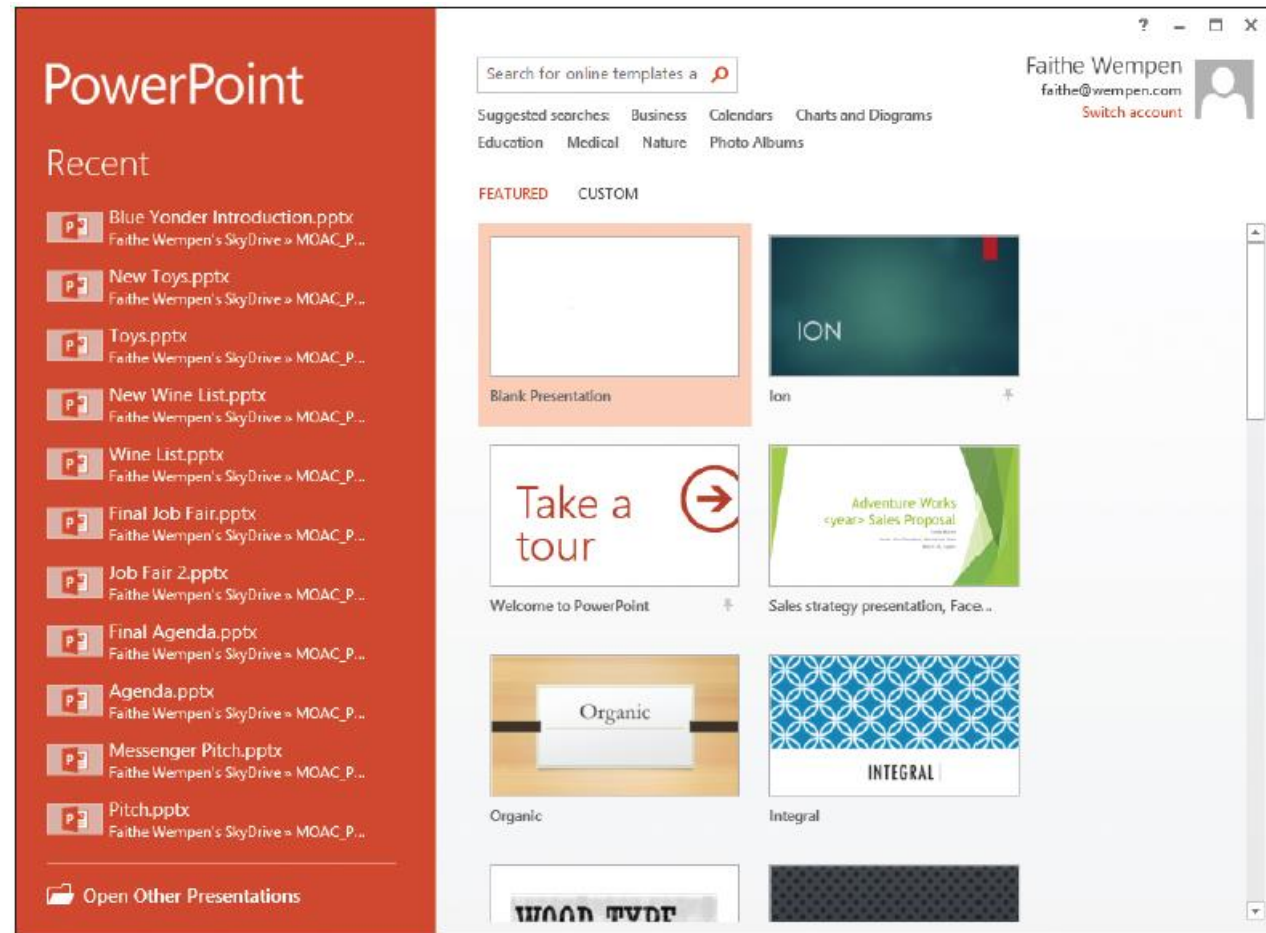
- When you start PowerPoint, its Start screen appears. If you click Blank Presentation at that point, or press the Escape key, a new blank presentation appears, containing a single slide.
- The fastest and most simple way to create a new presentation is to start with a blank presentation. You can add text to the presentation and then format the slides later.

Create a Blank Presentation at Startup

- **START** PowerPoint.
PowerPoint's Start screen appears

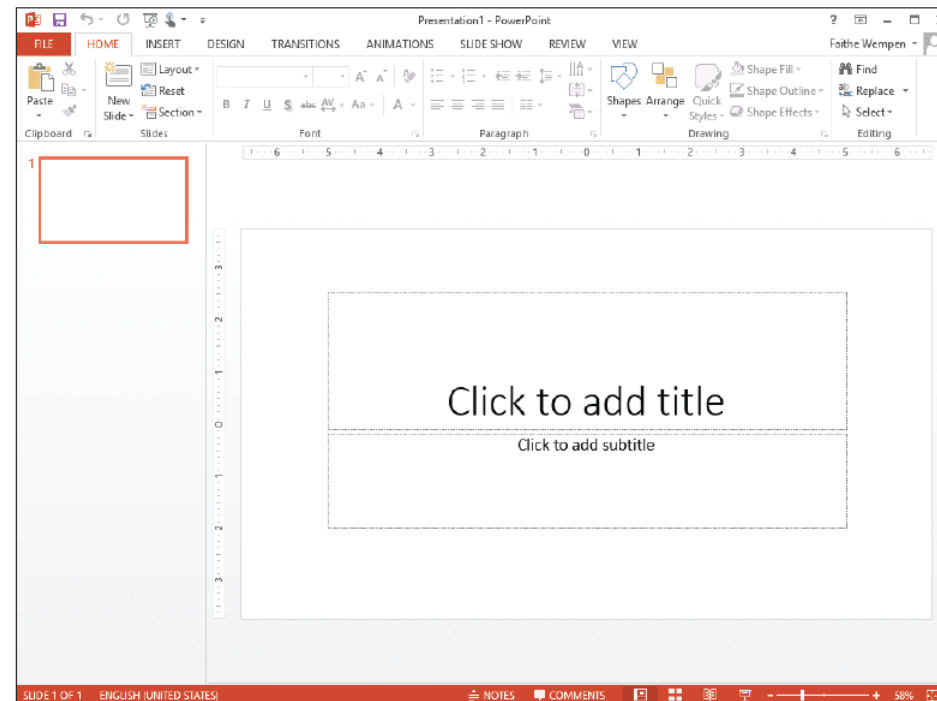
- Click **Blank Presentation**, or press **Esc**.

A new blank presentation appears in Normal View.



Create a Blank Presentation (PowerPoint Already Open)

- Click the **File** tab. Backstage view opens.
- Click **New**. The New tab of Backstage view opens.
- Click **Blank Presentation**. A new, blank presentation appears in Normal view (right).



Advantages to using a blank presentation to start a slide show:

1. PPT creates a blank presentation every time the program starts, so you always have immediate access to the first slide of a new presentation just by pressing ESC at startup.
2. Because the presentation is not formatted (no backgrounds, colors or pictures) you can focus on writing your text.

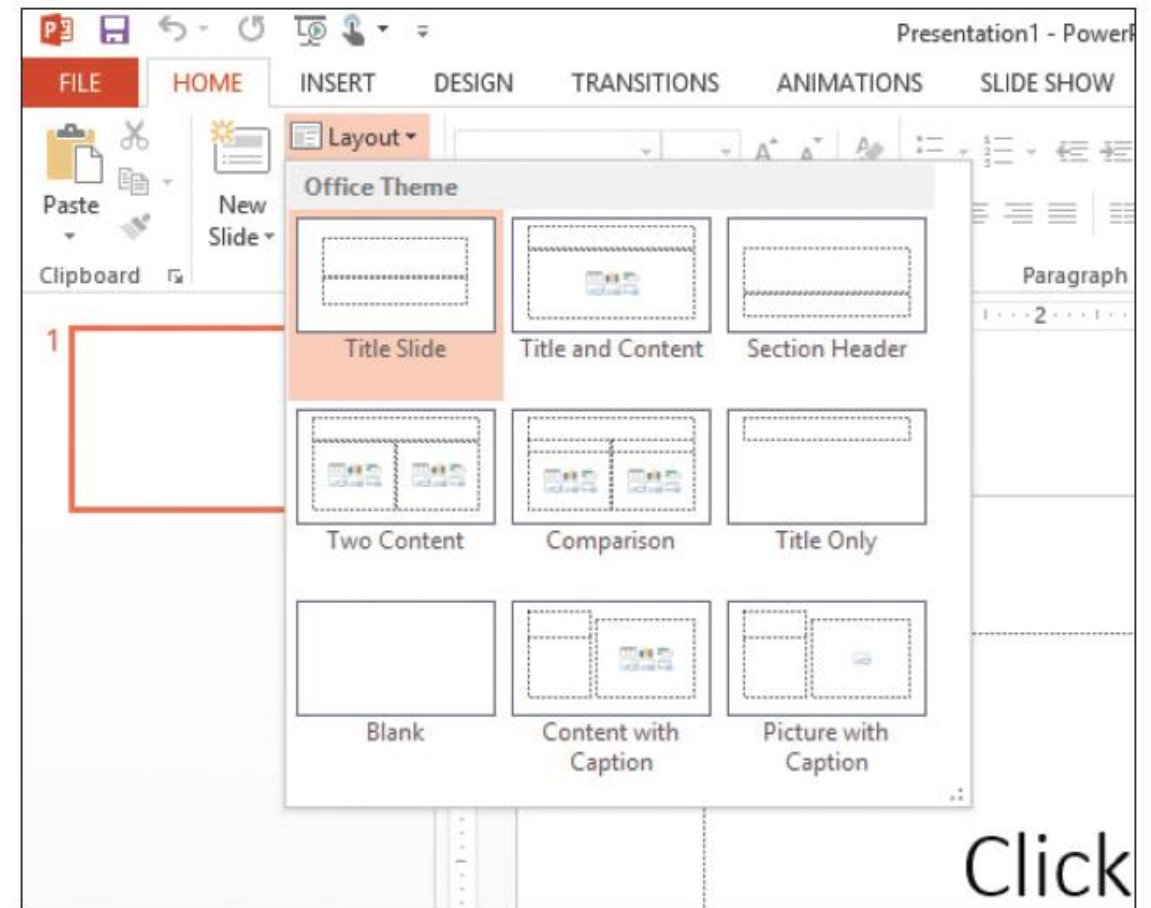
Changing a slide's layout

- Most slides have a layout.
- PowerPoint has a variety of built-in layouts that you can use at any time.
- Layouts are shown in the Layout gallery as thumbnails or small pictures showing each available layout.
- A gallery is a collection of thumbnail images
- You can change the layout at any time to arrange text or objects on the slide the way you want.

Choose a Different Layout

- Click the **Home** tab to make it active, if necessary, and then click **Layout**. A drop-down menu (called a *gallery*) appears, displaying PowerPoint's default layouts (right).

The title of the gallery is Office Theme, indicating that all these layouts come from the default theme (named Office).



Add Text to a Blank Slide

- If a blank slide has one or more text placeholders, you can easily add text to the slide just point, click and type.

Save a New Presentation

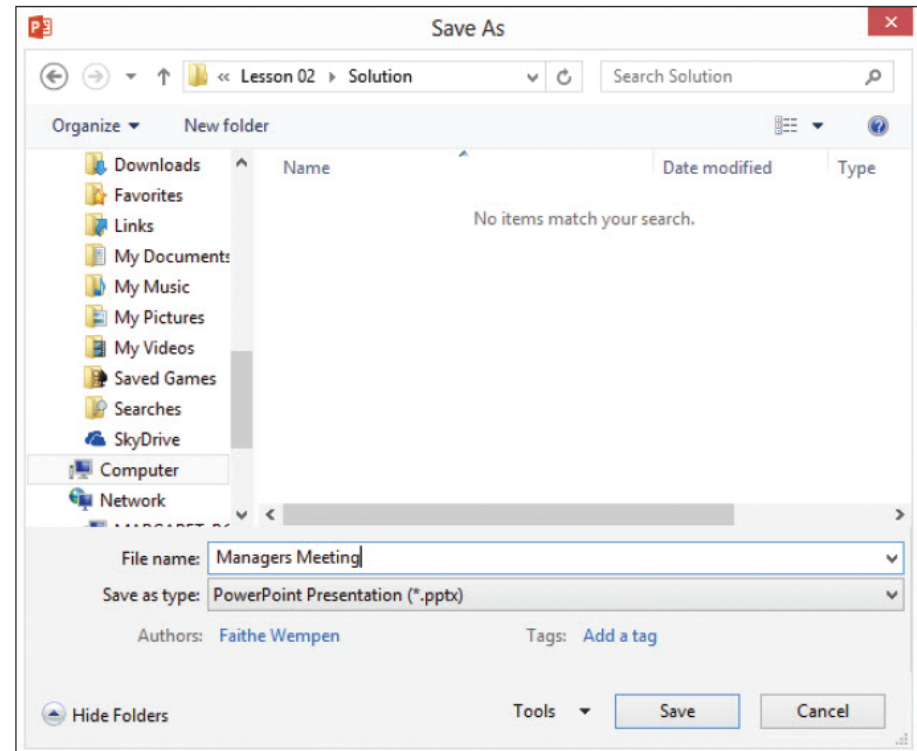
Saving a presentation for the first time:

When you save for the first time, PPT displays the Save As dialog box so you can give the presentation a name before saving it.

The Quick Access Toolbar, also provides an option to save your ppt.

Notice the file extension

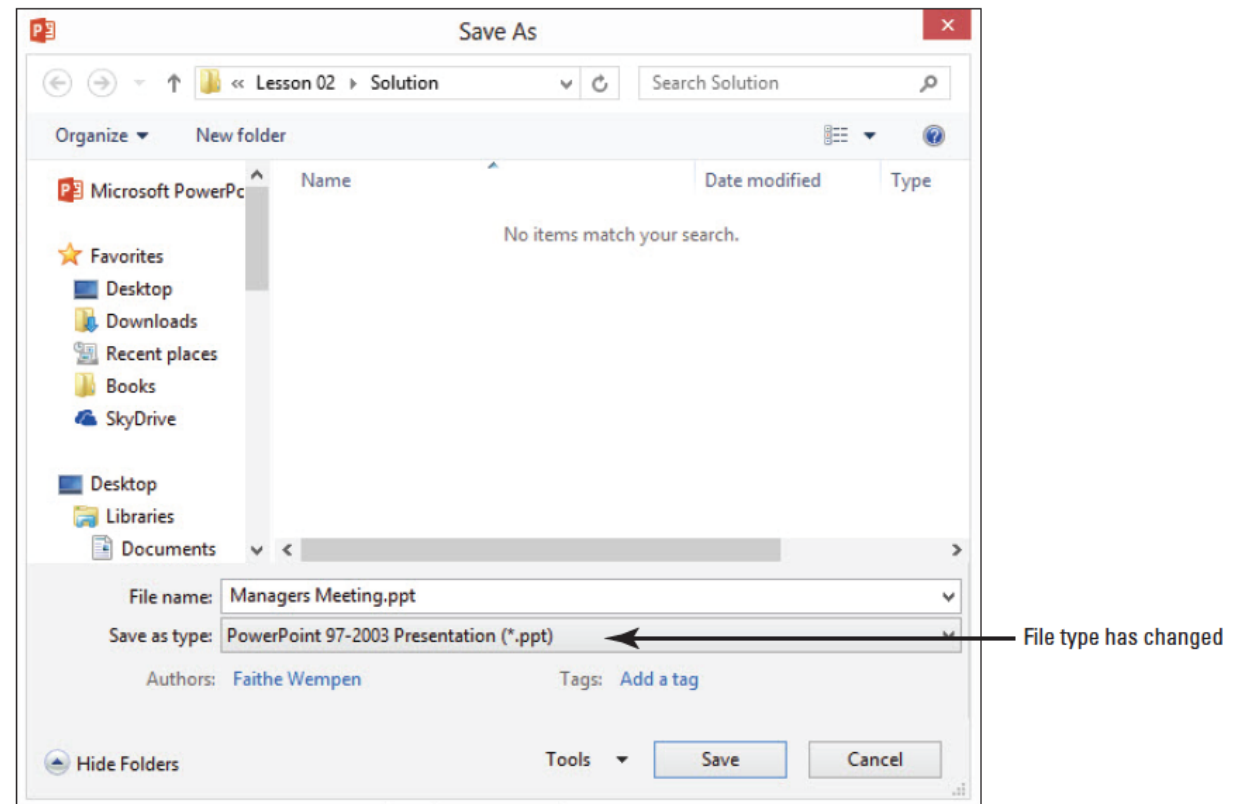
For PPT 2013 and more is .pptx



Choose a Different File Format

- PowerPoint can save a presentation in several different file formats.
- Use the pull down options under "Save as type" to locate how you want the ppt. to save.
- Saving as 97-2003 will "dummy
The ppt. down"

By default, PowerPoint 2013 saves presentations in a type of XML format, which is not compatible with versions of PowerPoint prior to 2007



Create a Presentation from a Template

- Templates give you a jump start in creating complete presentations.
- Each template has one or more themes.
- You can create your own templates or download new ones from Office.com
- You can change a presentation's theme from the Design Tab. You do not have to create a new presentation based on a template just to get a new look.
- Click the Custom (or Personal) heading beneath the Suggested Searches line on the New tab of Backstage view, and then browse to locate the template you want to use from your own template collection.

Create a Presentation from a Template

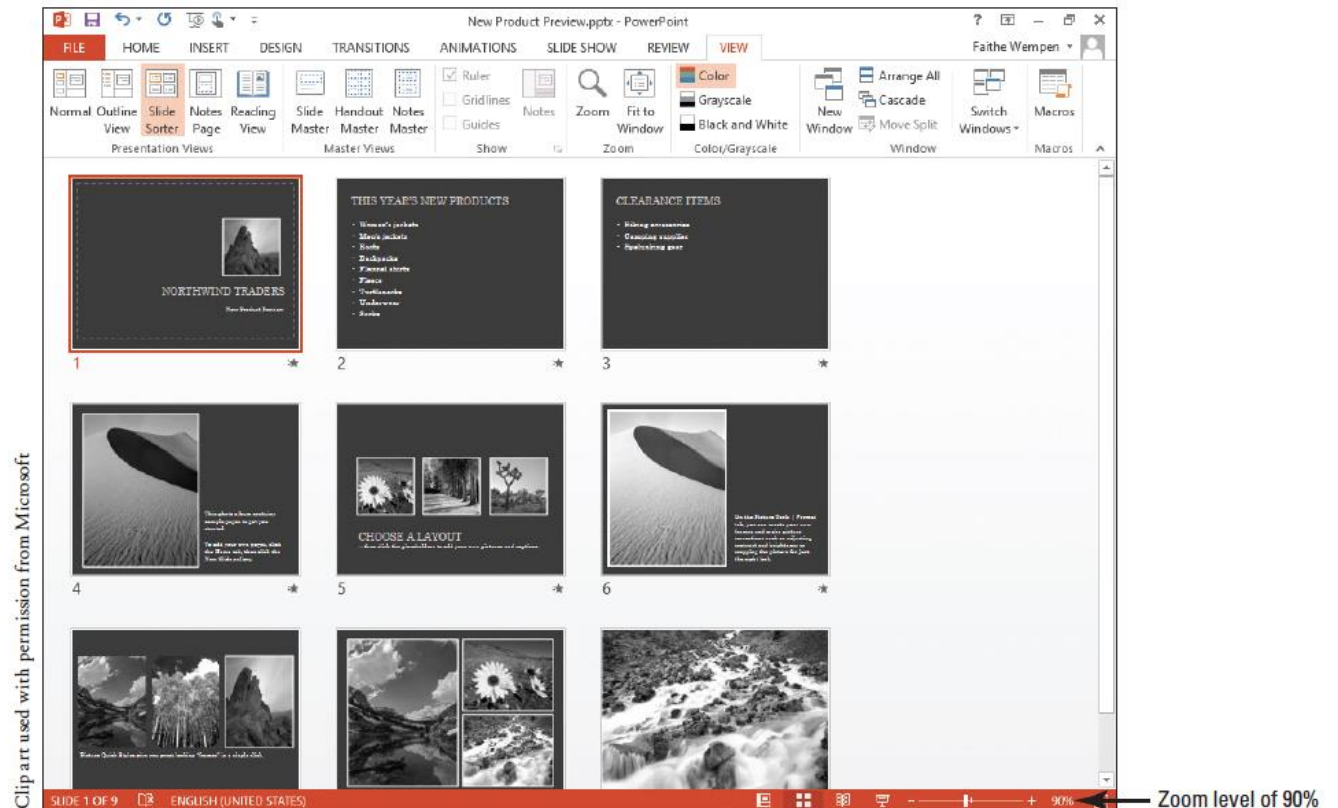
- It is important to choose a template that is appropriate for your audience and your message.
- Don't have elements that will distract the audience from getting your message

Adding, deleting and organizing slides

- It is easy to add, delete and reorder the slides in a presentation to suit your unique needs.
- You can add as many new slides as you want to a presentation.
- Control + M = allows you to add a new slide
- Home tab, slides group, new slide pull down options also allow you to add a new slide. On the **New Slide button drop-down arrow**, a gallery opens, showing thumbnail images of the slide layouts that are available for the template

Duplicate Non-Contiguous Slides

- If you want several similar slides in a presentation, you may be able to save some time by duplicating some of the slides and then modifying the copies.
- Click the **Slide Sorter** button on the View tab to switch to Slide Sorter view. The presentation's slides appear together in a single pane.
- Select the slide and then hold down the Control Button to select a nonadjacent slide.
- Click copy on the Home tab and the two slides are sent to the Clipboard. Right click and then select paste.



Duplicate Non-Contiguous Slides

- **Contiguous** means “together,” so **non-contiguous** slides are not adjacent to one another in the presentation.
- To select non-contiguous slides hold down Ctrl as you click each one you want. To select contiguous slides, you can use the Shift key.
- Click the first slide in the group, and then hold down the Shift key as you click the last slide in the group. All the intervening slides are selected also.
- You can also select slides from the Slides pane in Normal or Outline view.

Rearrange the Slides in a Presentation

- It is important to organize your slides so they best support your message.
- In ppt. it is a simple drag and drop procedure.
- In Slide Sorter view, the slides appear together in a single window. Click a slide and drag it to a new location.
- A line shows you where the slide will be placed when you drop it.
- You can also use the Outline pane to drag and drop a slide to a new location.

Rearrange the Slides in a Presentation using Normal and Outline View

The diagram illustrates two methods for rearranging slides in a presentation:

- Normal View:** On the left, a vertical list of slide thumbnails is shown. Slide 8, titled "We commit ourselves", is highlighted with a red border. An arrow points to it with the text: "Drag a thumbnail up or down to move the slide".
- Outline View:** On the right, the content of slide 8 is displayed in an outline format. An arrow points to the slide icon (a small red square) with the text: "Drag the slide icon up or down to move the slide".

Slide 8 Content (Outline View):

circumstances

7 ☐ **Our business partners**

- Will be treated with honesty and respect
- Will be given all the information they need
- Will be handled impartially
- Will have access to the resources they need to be effective

8 ☐ **We commit ourselves**

- To upholding our company's values at all times in the conduct of business
- To behave ethically at all times
- To strive to do the right thing
- To be mindful of our place in the community and or our responsibility to others
- To always hold our employees and customers as our first priority

9 ☐ **Our community**

- Will share in the benefits of our success
- Will have our assistance in times of crisis
- Will enjoy our support of educational, charitable, and environmental endeavors

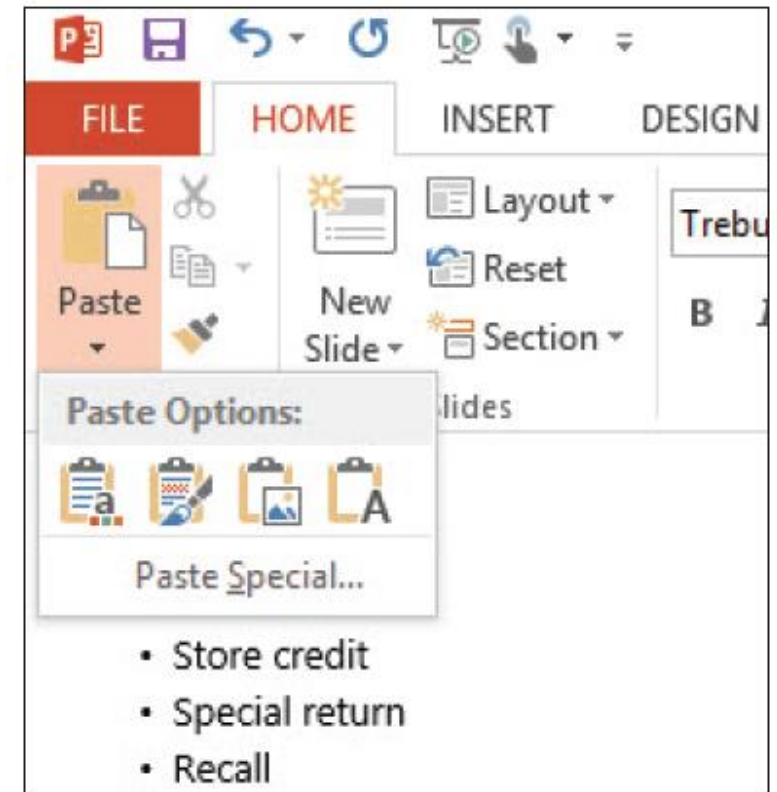
10 ☐

Delete a slide

- PPT makes deleting a slide very simple. You can right-click on the slide you want to delete and then select delete.
- Remember: the QAT provides you with the option to undo any of your changes or you can use Control + Z

Import Text into PowerPoint

- PowerPoint readily accepts text from almost any Window application.
- One way to import text is to use the clipboard.
- You can use the paste options icon after pasting text or use paste special.
- You will probably want to switch to **Outline view**, to see just the text that is available to copy and paste.
- Paste Special dialog box gives you more options.

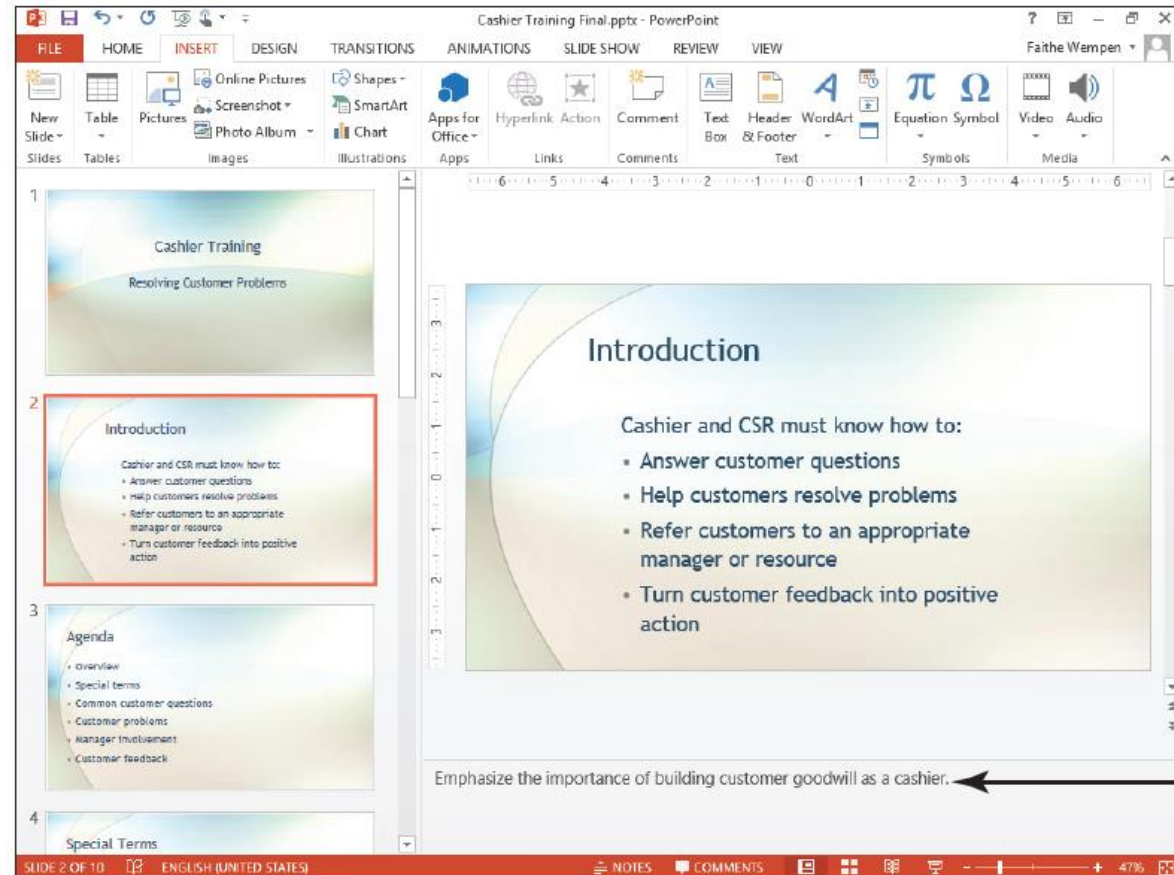


Presenting with a Purpose

- Don't suffer “death by ppt” by following these simple rules:
 - Be brief
 - Write concisely
 - Focus on content
 - Keep graphics relevant
 - Be consistent
 - Make sure slides are readable
 - Practice, practice, practice :)

Add Notes in the Notes Pane

- A note is info you want to associate with a slide.
- Notes do not appear on the screen when you show your presentation to an audience, but you can view notes.
 - Notes Pane
 - Notes Page
 - View



Printing a Presentation:

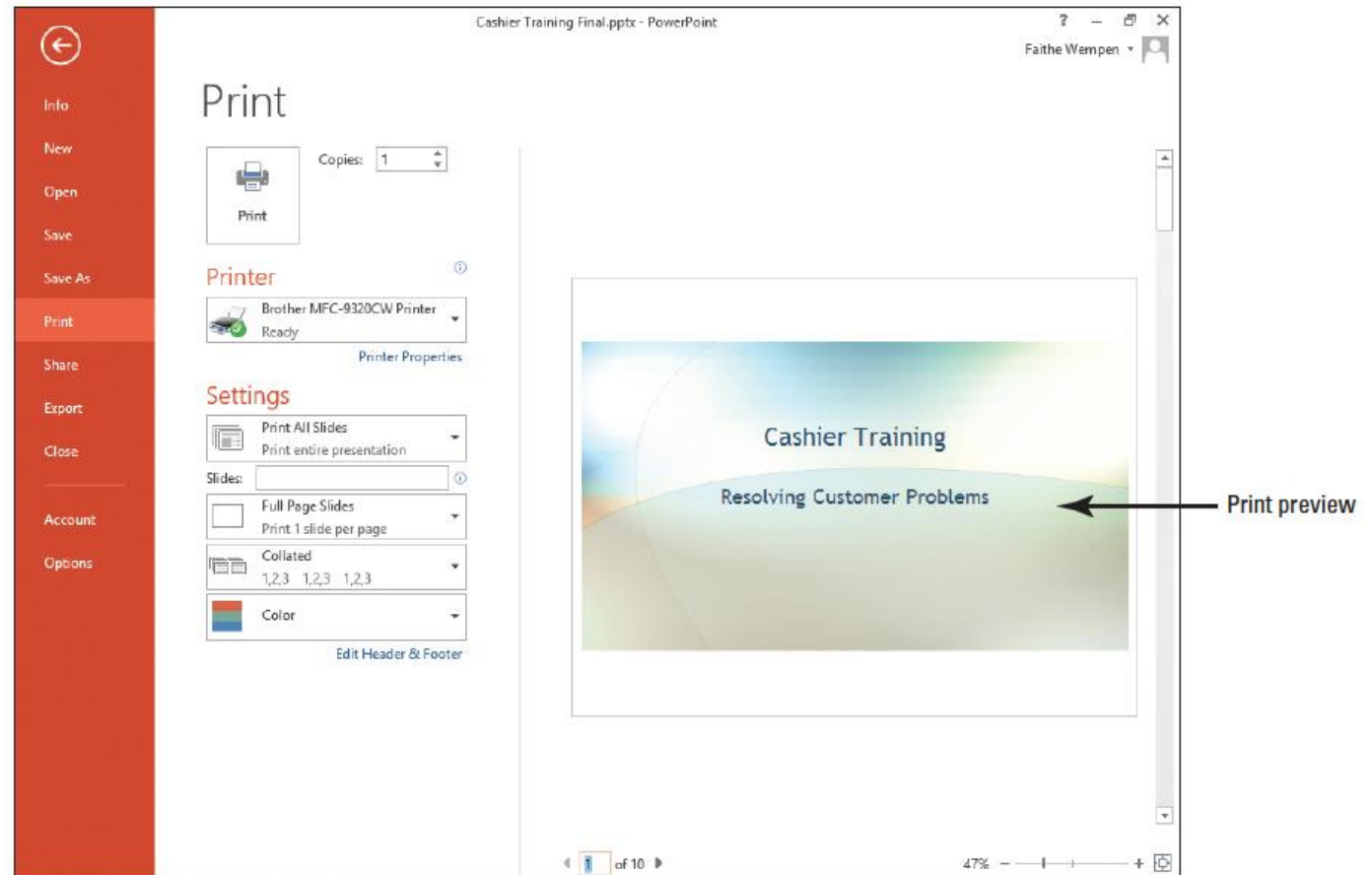
- PPT gives you many options for printing your slides.
- You can also preview the presentation before printing it to save you time, paper and toner.
- You can also set print options and print a presentation in both color and grayscale.

Use Print Preview and Change the Print Layout

- The print preview feature shows you how your slides will look before you print them.

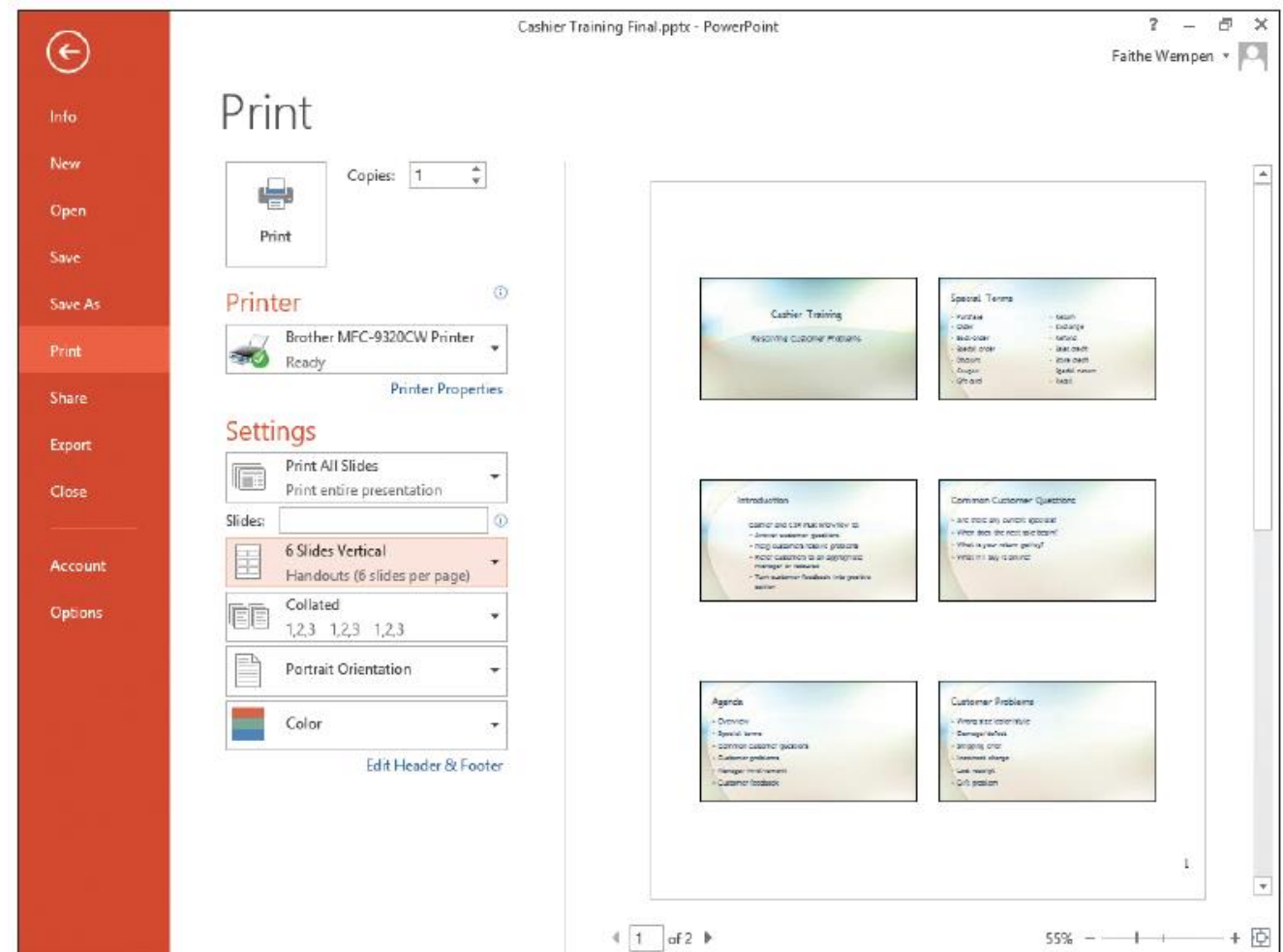
- Print commands are Located in the Backstage View.

The printer status area Will let you know which Printers are available And allow you to select a Printer.



Use Print Preview and Change the Print Layout

- Under settings, you can select which slides you would like to print.
- Under slides it allows you to change how many slides to print to a page



Set Print Options

- PPT allows you to set a number of other attributes before printing a presentation.
- The **Custom Range** drop down arrow, allows you to set a certain range of slides to print.
- Print Hidden Slides might be an option that is dimmed out if there are no hidden slides in the presentation.
- In some presentations there is a difference between Grayscale and Pure Black and White modes.

Preview a Presentation on the Screen

- Before you show your presentation to an audience, you should preview it in Slide Show view.
- There are several ways to move through a presentation:
 - Mouse click
 - Enter
 - Space bar