AL-MUSTAQBAL UNIVERSITY
COLLEGE OF PHARMACY

Computer Sciences III S1

Lecture 2

Presentation Basics

Asst. Lec. Sajjad Ibrahim Ismael

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.
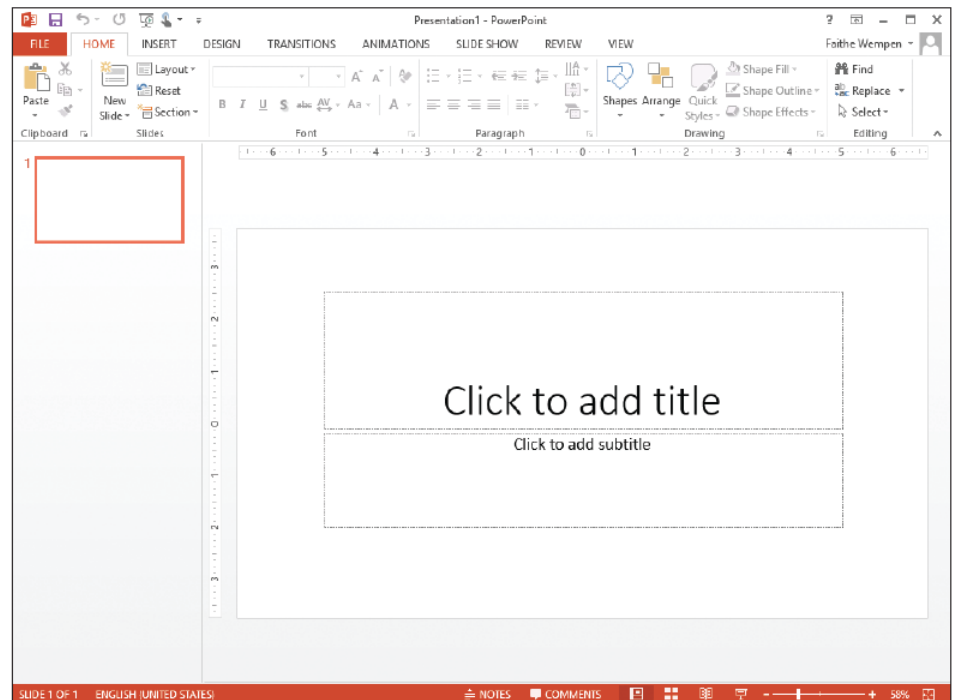
Create a Blank Presentation at Startup

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

- Click **Blank Presentation**, or press **Esc**. A new blank

    presentation appears
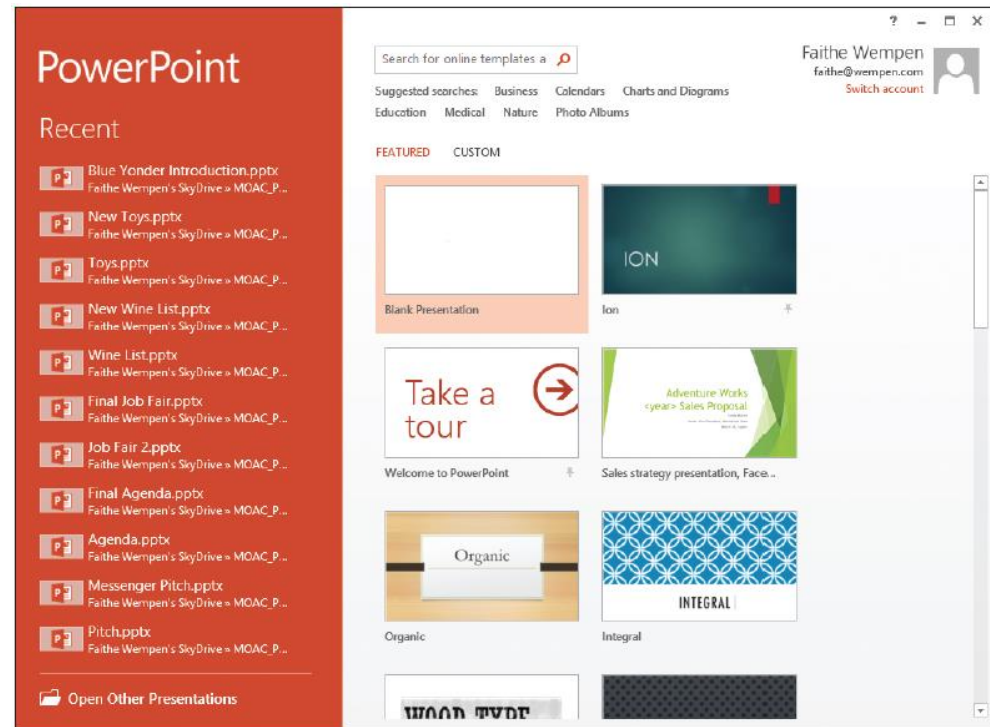
    in Normal View.

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).
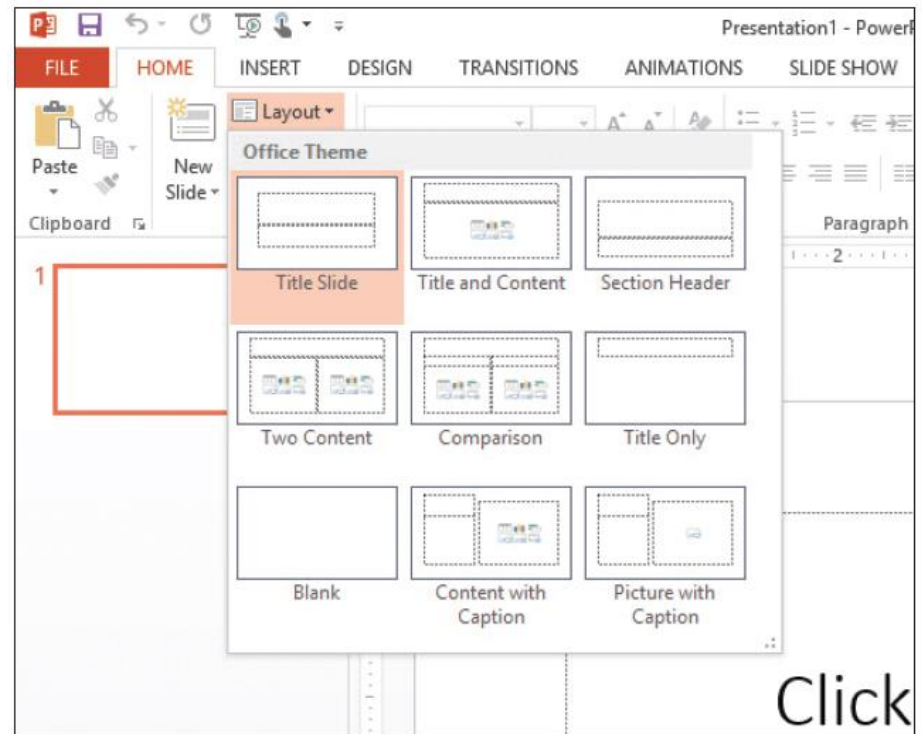
Add Text to a Blank Slide

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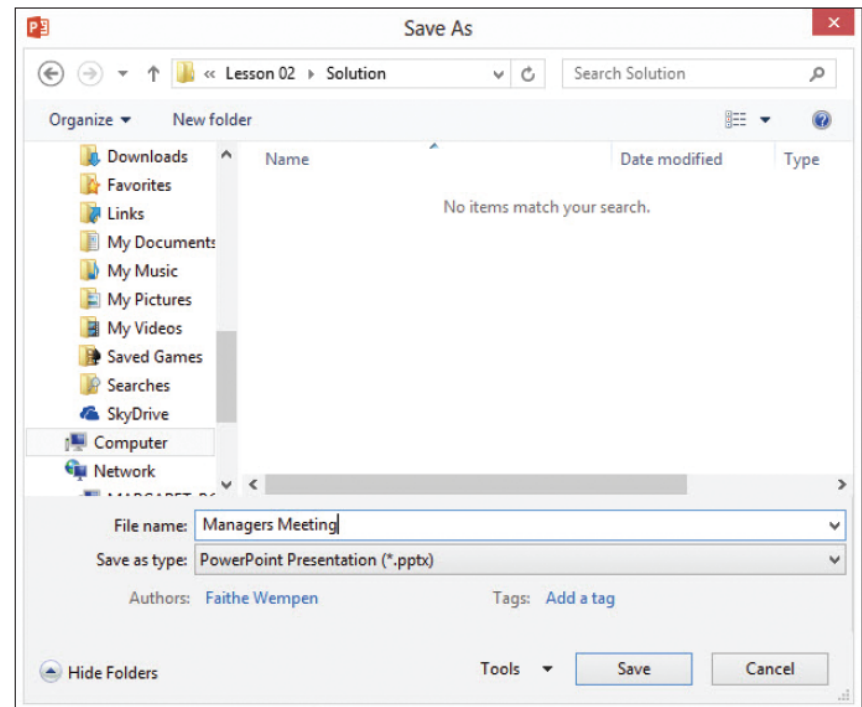
Save a New Presentation

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 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"

4. By default, PowerPoint 2013

saves presentations in a type of

XML format, which is not

compatible with versions of

PowerPoint prior to 2007
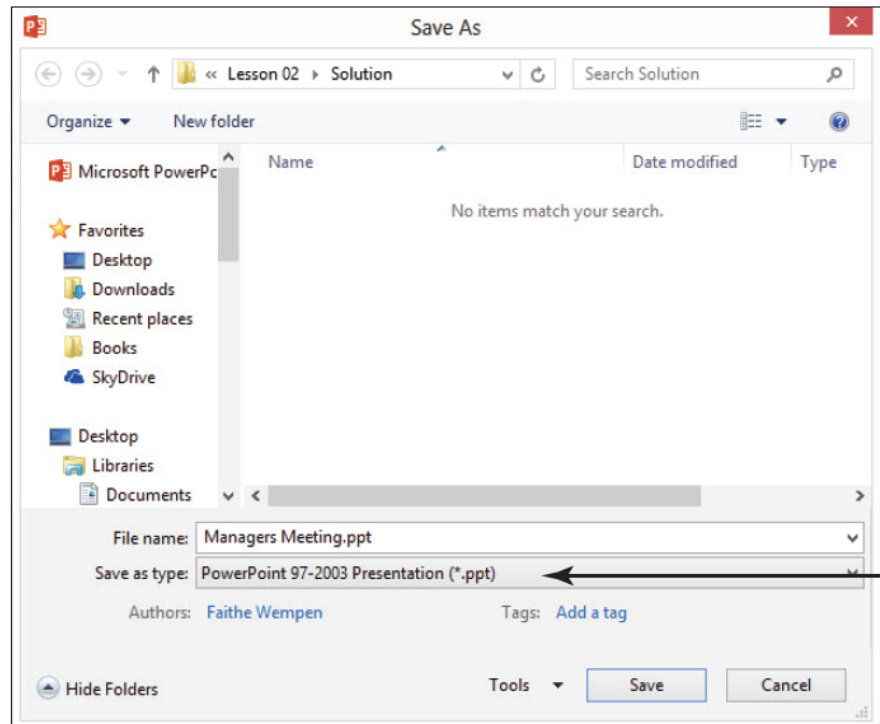
Set the Save Options

- PPT has settings that control the default file location and more. If you find yourself frequently changing the file location or type when you save, it might be worth your time to change the settings in PPT to specify the defaults.
- Click the **File tab** and then click **Options**. The PowerPoint Options dialog box opens. Click the **Save** category in the left panel of the dialog box. The Save Options appear in the right panel. Click on the **Save Files In This Format drop-down list** and examine the available file types (below). Do not change the current setting (PowerPoint Presentation).
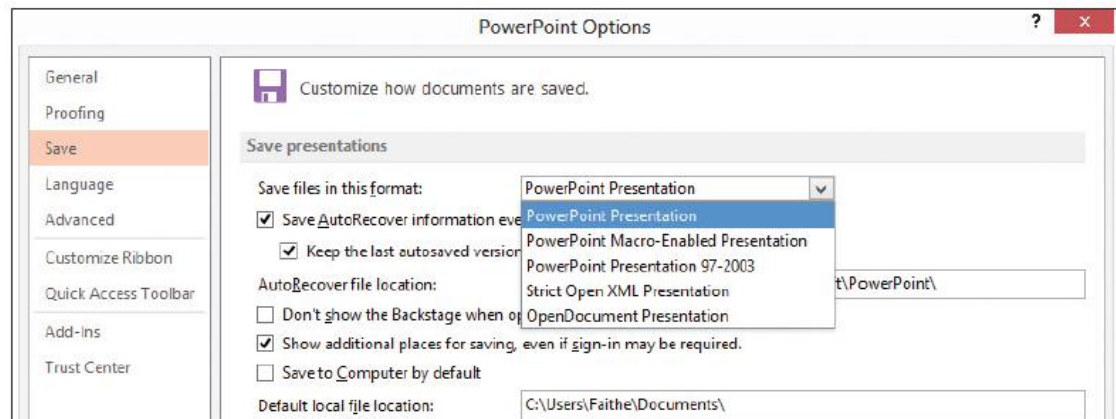
Save options

- You can set an interval at which PPT AutoSaves your work. AutoSaving helps PPT recover any work that would otherwise be lost if your PC shuts off or crashes while there are unsaved changes to a presentation.
- The default interval is 10 minutes but can be changed in the Backstage View.

Embed Fonts When Saving

- When you create a presentation, you can choose any of the fonts installed on that computer. When you present the presentation on another computer that does not have the same font installed that you used, ppt substitues a different font which may or may not be acceptable to you.
- To ensure the correct font is always available you can embed the fonts in the presentation file.
- The major disadvantage to this is that the file becomes larger.
  - **File tab,** and then click **Save As**.
  - In the Save As dialog box, click **Tools**. A menu opens.
  - Click **Save Options**. The PowerPoint Options dialog box opens. Mark the **Embed fonts in the file** check box. This check box is located under the Preserve fidelity when sharing this presentation heading.
  5. Click **OK.**
  6. Continue saving normally.

- When you mark the Embed fonts in the file check box, 2 options become available:
  - Embed only the characters used in the presentation – best for reducing file size
  - Embed all characters – best for editing by other people. Choose this option if the file size is not important.

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.

Clip art used with permission from Microsoft
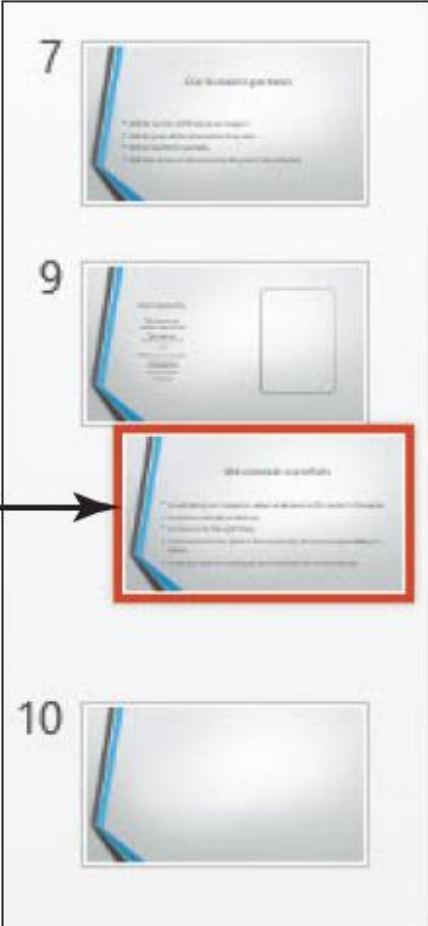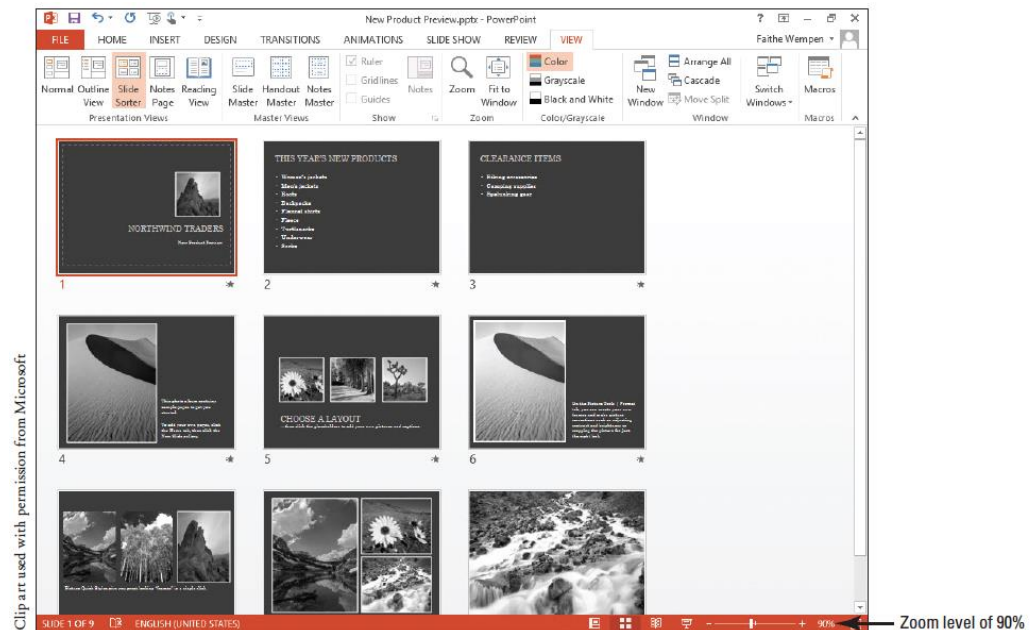
Duplicate Non-Contiguous Slides

- ***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
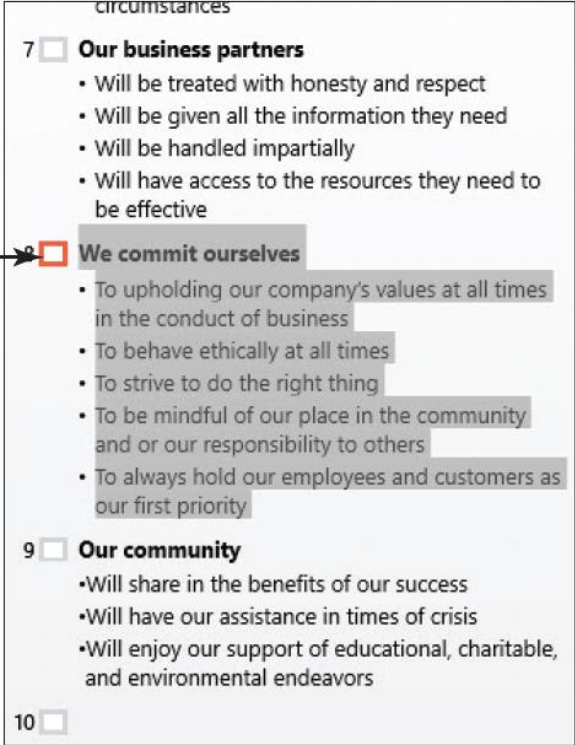

Drag a thumbnail up or down to move the slide

Drag the slide icon up or down to move the slide

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

Start a Presentation from a Word Outline

- The Outline View allows you to create a well-structured hierarchical outline consisting of multiple heading levels. You can open such outlines in PPT where each of the major headings becomes a slide title and each of the minor headings becomes a bullet of body text.

- In the File type list, click **All Outlines**. The file listing in the dialog box changes to show outlines (including Word documents). The file location is the same; the only thing that's changed is the filter that determines which file types are displayed.
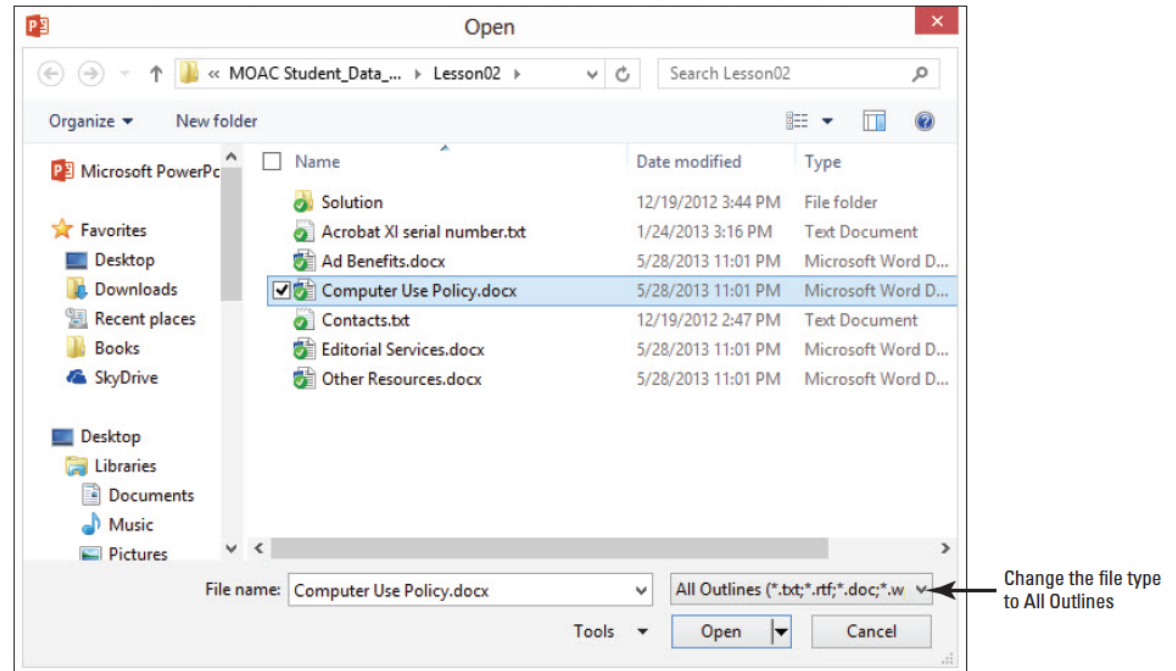
- If you create an Outline in Word, you can import it into PPT and generate slides from it.
- Before you can create slides from a Word outline, the outline must be formatted correctly.
- Paragraphs formatted with Word's Heading 1 style become slide titles.
- Paragraphs formatted with Word's subheading styles such as Heading 2 or Heading 3 are converted into bulleted lists.
- Any Word document may be opened in PowerPoint and converted to a presentation, but docs that are not structured as outlines may require a lot of cleanup in PPT after importing.

Promote and Demote Content

- **After importing data from a Word outline, you may find the outline levels are not set as you would like them for some text.**
- **You can promote a paragraph to make it a higher level in the outline or demote it to make it a lower level.**
- Select the bullet on the slide you want to demote and press **Tab**. It will be demoted to a lower outline level. You can also right-click the paragraph and select promote or demote.

Ownership

- Computers:
  - Desktops, laptops and handheld systems
  - Network servers and hardware
- Software:
  - Operating systems, network operating systems, applications and e-mail programs
 - Data, including e-mail messages

Reuse a Slide from a Presentation

- On the Home tab of the ribbon, click the **New Slide button drop-down arrow**. At the bottom of the gallery that appears, click **Re use Slides**. The Reuse Slides task pane opens on the right side of the PowerPoint window (above).
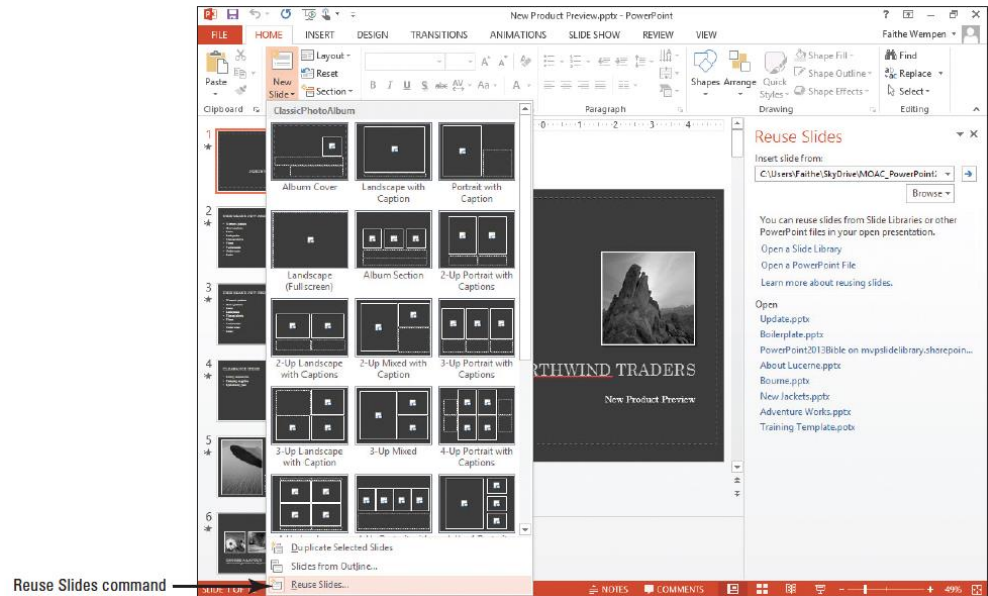
Import Text into PowerPoint

- 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.
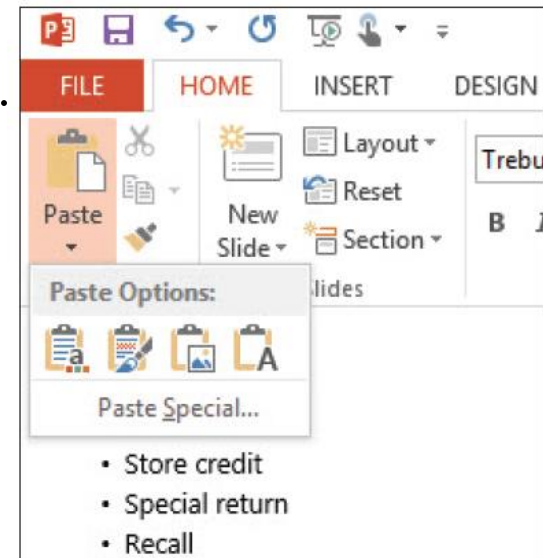
Import Text into PowerPoint

- You will need to verify that the Paste option button is selected.
- On the As list, click **Formatted Text (RTF)**
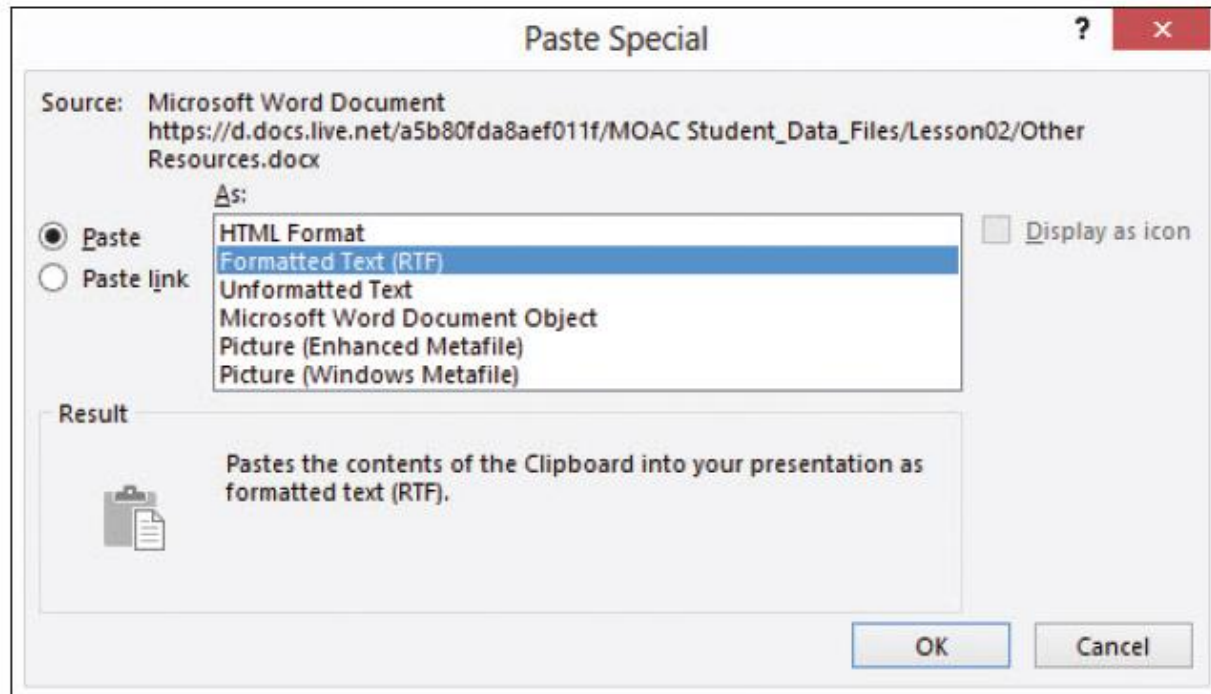
Presenting with a Purpose

- 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
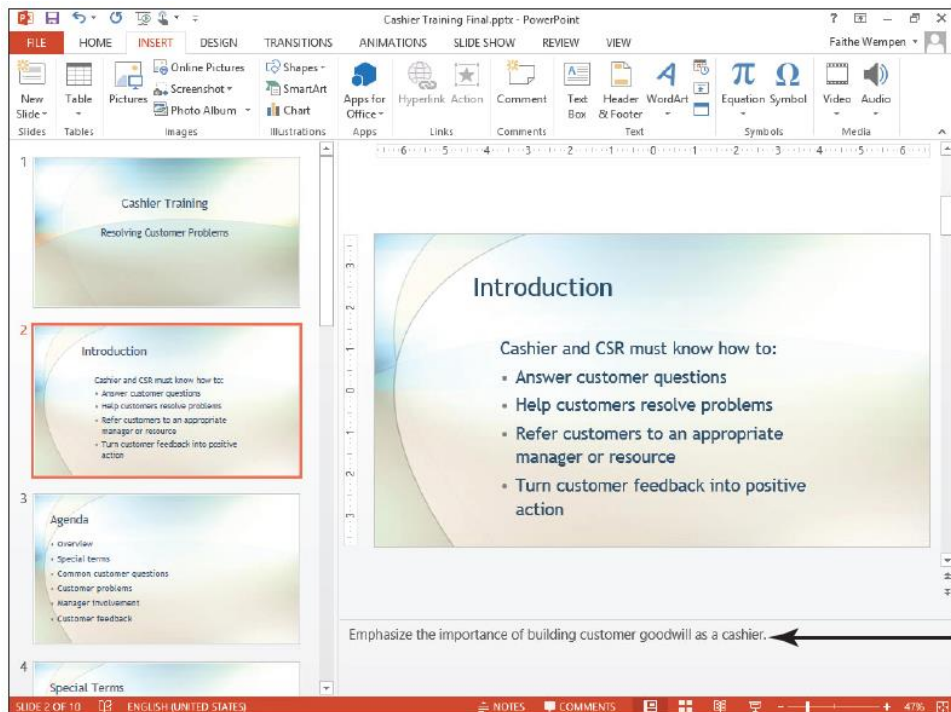
Printing a Presentation:

- 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.
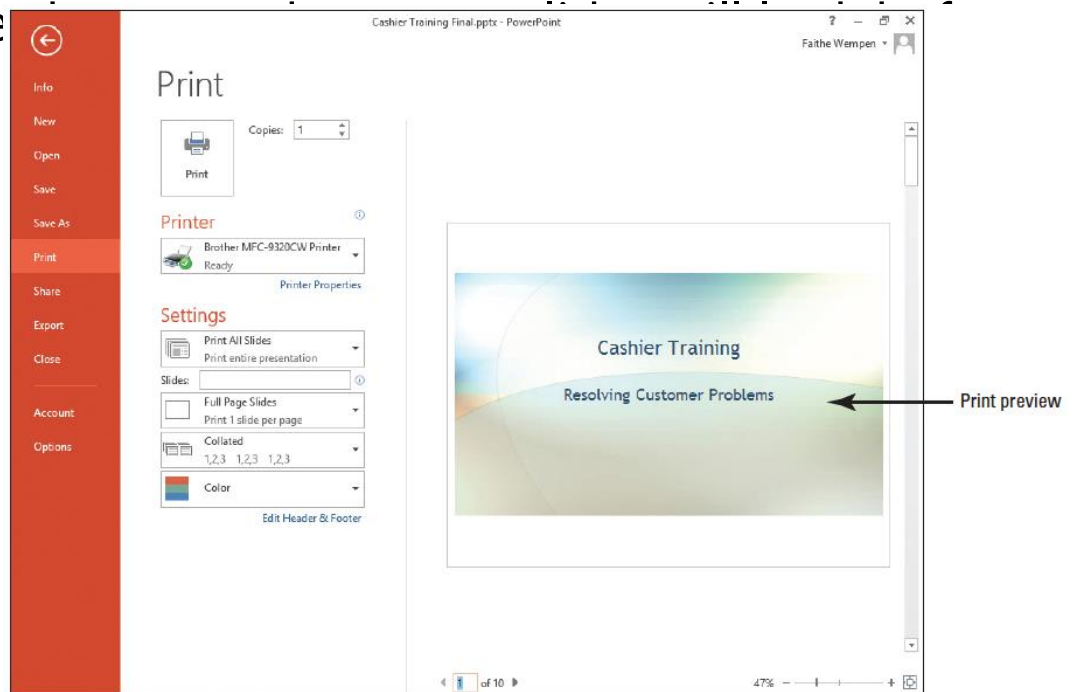
Print preview

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
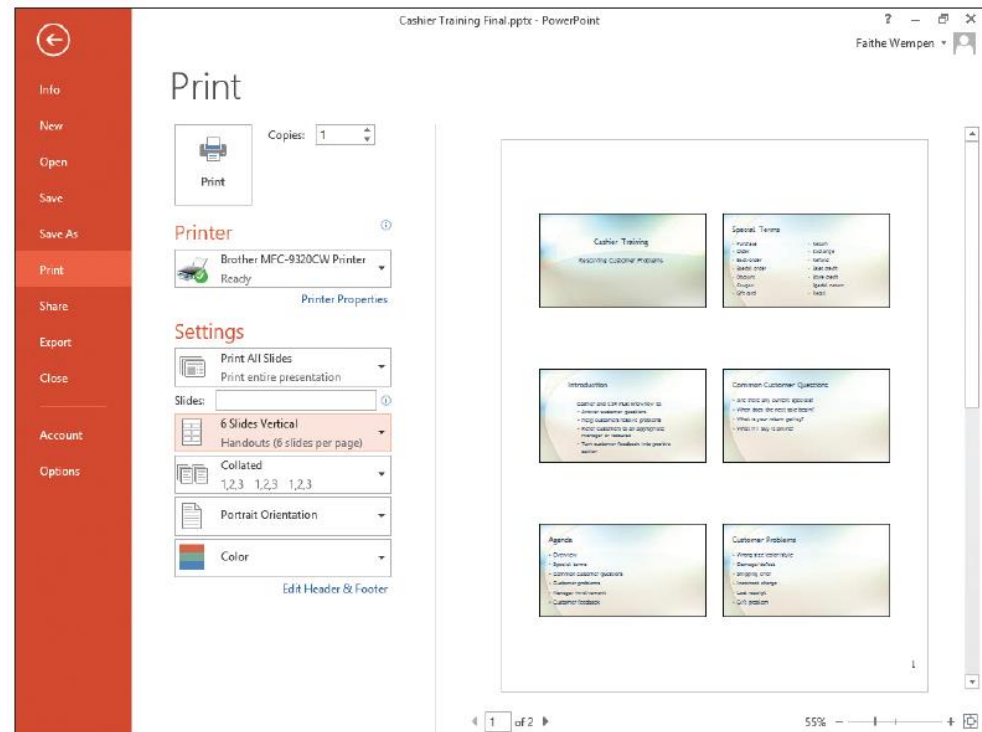
Set Print Options

- 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.

Set Print Options

- **Collated** drop down arrow to open a menu of collation options. When you are printing multiple copies, you can choose to have the copies collated or not.
- Click the **Color drop down arrow** to open a menu of color options.
- Frame slides prints a fine black border around each slide
- Scale to fit paper tells PPT to scale the slides to fit a certain size paper
- High quality prints high quality effects like shadows
- Print comments and Ink markups lets you print any comment and handwritten notes that you've added. *This option is not available if you don't have any comments or markups.

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