

# 16

## PREPARING SLIDES

### 16.1 INTRODUCTION

The Microsoft PowerPoint is a presentation graphics program. It helps you to present your ideas to other people, give speeches, give classroom lectures, organize computer conferences etc. Even if you are not a multimedia expert, PowerPoint helps you create and present exciting slide shows. It provides you helpful suggestions on the layout, design, and formats of your slides. It enhances your presentations with pictures, sound effects, tables, and charts.

### 16.2 OBJECTIVES

After going through this lesson you would be in a position to

- explain features of PowerPoint
- create presentations
- generate slides
- add text to slides
- save and printing presentations

### 16.3 STARTING A POWERPOINT PROGRAM

You can start your PowerPoint program different ways. One way is using Start button:

1. Click on the **Start** button.
2. In the menu that appears select **Programs→Microsoft PowerPoint**. In few seconds you will see PowerPoint screen on the monitor.

You can also start your MS PowerPoint program by simply clicking on **Microsoft PowerPoint** icon, which lies on the Microsoft Office Shortcut Bar (MOSB).

The main features of MS PowerPoint are:

- PowerPoint gives you several ways to create a presentation.
- Creating slides is the root of all your work with PowerPoint. You can get your ideas across with a series of slides.
- Adding text will help you put your ideas into words.
- The multimedia features make your slides sparkle. You can add clip art, sound effects, music, video clips etc.
- Preparing a presentation is easy in PowerPoint. Once you have created slides, you can put them in order, time your slide show, and present them to your audience.

#### 16.4 CREATING PRESENTATIONS

PowerPoint gives you several ways to create a presentation. When you start your PowerPoint Program, you see a dialog box that asks whether you want to open an existing presentation, or create a new presentation using AutoContent Wizard, or Design Template, or Blank presentation. If the PowerPoint dialog box does not appear, select **File→New** command on the menu bar.

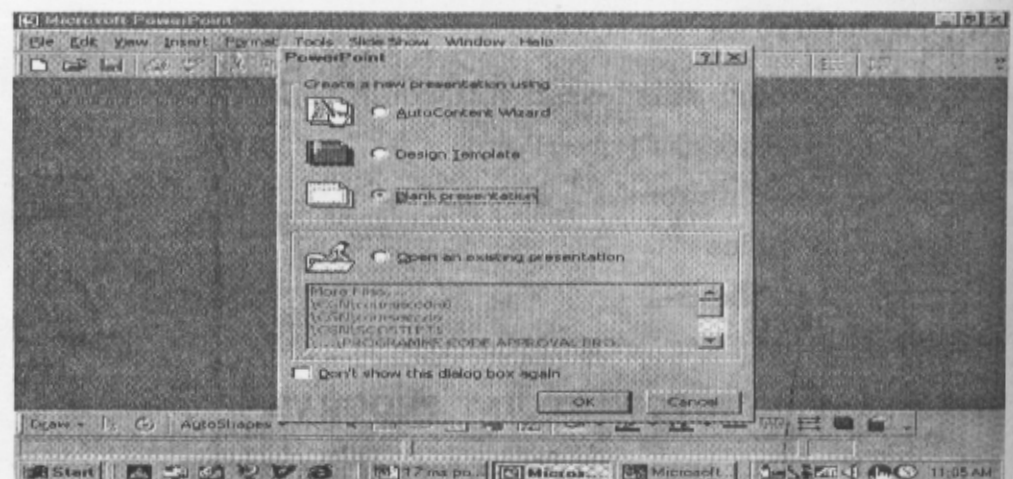
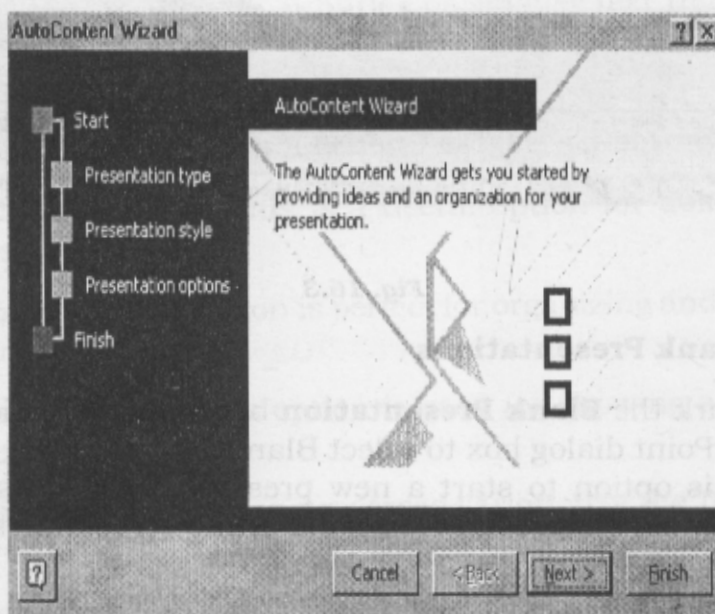


Fig. 16.1

### 16.4.1 AutoContent Wizard

Check-mark the **Auto Content Wizard** box, and then click **OK** in the PowerPoint dialog box to select Auto Content Wizard. The AutoContent Wizard provides templates and ideas for a variety of presentation types. Page through the wizard by clicking **Next** button on the bottom of each page after making necessary choices. Choose the type of presentation you would like to create, answer the questions posed by the Wizard, add your own content, and click **Finish** on the Wizard when finished.



*Fig. 16.2*

Your presentation is ready for show.

### 16.4.2 Design Template

Check mark the **Design Template** box, and then click **OK** in the PowerPoint dialog box to select Design Template. **New Presentation** dialog box appears. Click on Design Templates button in the New Presentation dialog box. A number of template names will appear in the white box. These **Design Templates** gives you different backgrounds and text formatting to begin your presentation. Preview each design by highlighting the template name on the list. Press **OK** after you have chosen the design.

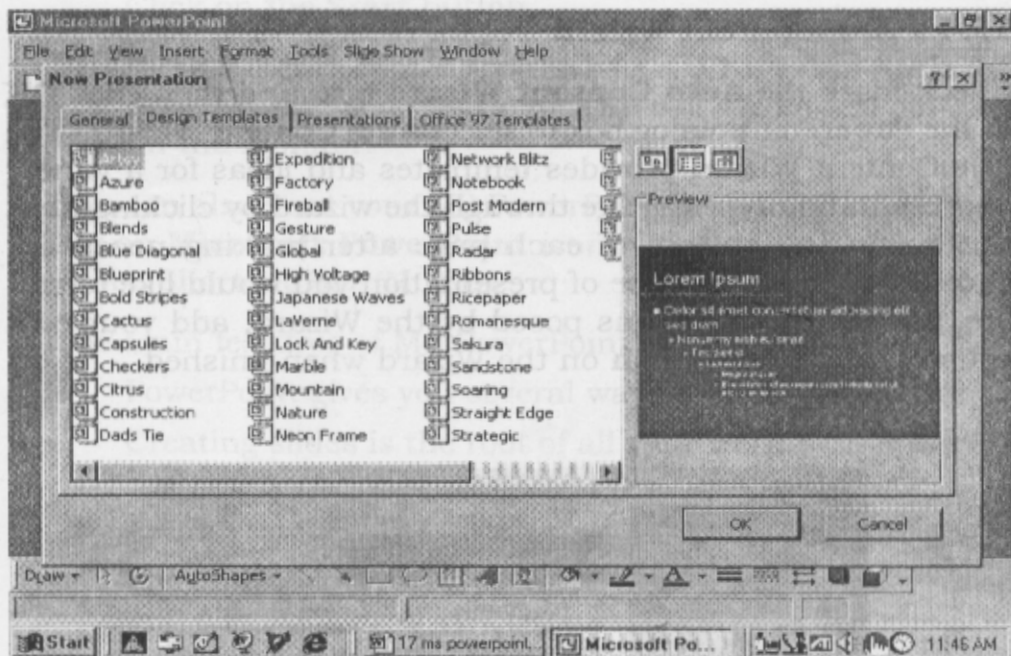


Fig. 16.3

### 16.4.3 Blank Presentations

Check-mark the **Blank Presentation** box, and then click **OK** in the PowerPoint dialog box to select Blank Presentation. You can choose this option to start a new presentation from scratch if you have a new approach or if none of the templates suit your needs.

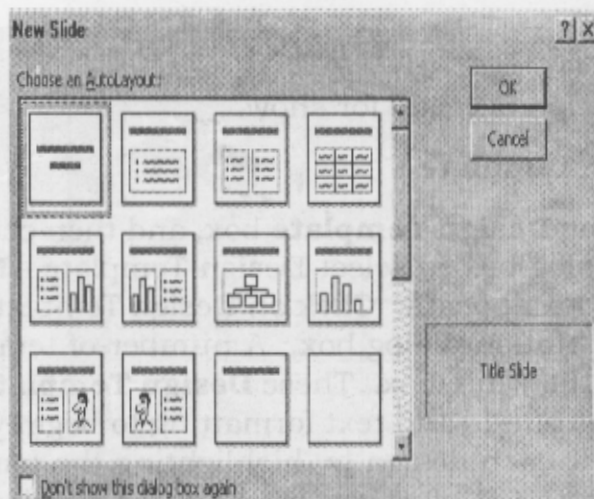


Fig. 16.4

### 16.4.4 AutoLayouts

Once you have chosen a blank form for your new presentation, the **New Slide** dialog box appears. Again, PowerPoint helps you to choose how you want the first slide of your presentation to appear. There are 24 different slide layouts from which to choose. These layouts are called **AutoLayouts**. Each Autolayout provides a unique way to arrange information such as text, graphs, and tables. You simply make your selection and click on **OK**. Each choice described below, dictates how your completed slides will appear.

1. **Title Slide:** This option is useful for beginning a presentation or a major section of a presentation; use this slide if you want to include subtitles or smaller text underneath a title.
2. **Bulleted List:** Anytime you need to make a list of things that fall underneath a general subject, choose this layout.
3. **2 Column Text:** This is a useful option for doing pro/con lists.
4. **Table:** This option is perfect for organizing and classifying things.
5. **Text & Chart:** This option is good for showing a chart with explanatory text.
6. **Chart & Text:** This is a reversed variation of the Text & Chart layout.
7. **Organization Chart:** This is a great option for corporate hierarchical structures or flows of command.
8. **Chart:** Use this layout if you want to include a graph or chart.
9. **Text & Clip Art:** Use this layout to show a graphic with text.
10. **Clip Art & Text:** This is a reversed variation of the Text & Clip Art layout.
11. **Title Only:** This option is great for the beginning of a presentation. No subtitles are included in this layout.
12. **Blank:** Use this layout if you want a blank slide formatted according to the master Slide.

13. **Text & Object:** If you want to include text with a linked object, such as a worksheet, graph, or database, choose this layout. It is the perfect choice to take advantage of Object Linking and Embedding (OLE).
14. **Object & Text:** This is a reversed variation of Text & Object layout.
15. **Large Object:** This layout allows a large object to be linked to the slide without any text. This format is ideal for worksheets from Excel.
16. **Object:** Use this option to place title over one linked object.
17. **Text & Media Clip:** This layout uses media clips embedded in a slide. Media clips can be animation, sound, or video files that you want to embed in a presentation.
18. **Media Clip & Text:** This is a reversed variation of the Text & Media Clip layout.
19. **Object over Text:** Use this option to place one linked object over text.
20. **2 Objects over Text:** This option is a combination of Object over Text and Text & 2 Object layouts.
21. **Text over Object:** This is a reversed variation of Object over Text layout.
22. **Text & 2 Objects:** This is a variation of Text & Object layout, but with two embedded objects.
23. **2 Objects & Text:** This is a reversed variation of Text & 2 Objects layout.
24. **4 Objects:** This is a very useful layout if you need to include multiple objects from one or more applications.

#### **16.4.5 Open an Existing Presentation**

Check-mark the **Open an Existing Presentation** box, and then click **OK** in the PowerPoint dialog box to select an existing presentation. You can choose this option to open a PowerPoint presentation that already exists. Select the folder the file is located in from the **Look in:** drop-down menu and highlight the file on the list. Click **Open** to open the presentation.

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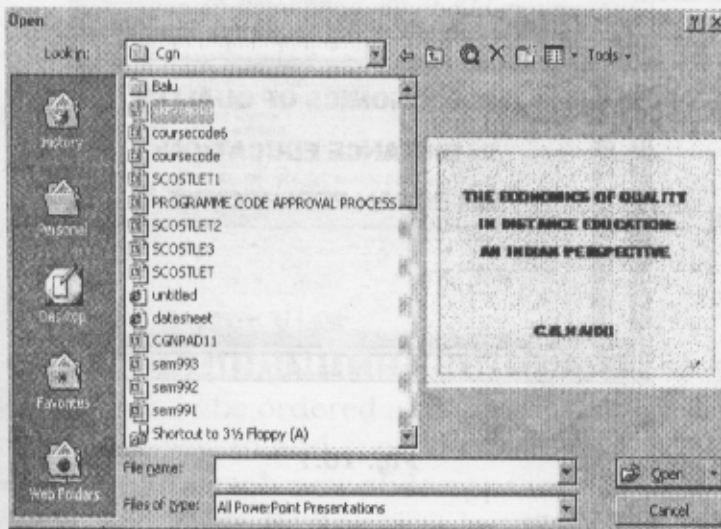


Fig. 16.5

## 16.5 VIEWING SLIDES

PowerPoint consists of multiple views to help you in the creation and presentation of your slides. These views are Normal, Outline, Slide, Slide Sorter, and Slide Show. The first four views are for creating your presentation and the last one is for presentation of slide show. You can access these views by clicking the respective view buttons at the bottom left of the PowerPoint window. Or select the View and then the respective command on the menu bar. For example, if you want to choose Normal view, select **View**→**Normal** command on the menu bar.

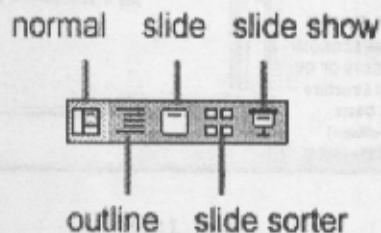


Fig. 16.6

### 16.5.1 Slide View

Slide View is the default view when you open PowerPoint. Only one slide is visible at a time in Slide View. This view is helpful for adding images, formatting text, and adding background styles. To access slide view, click on **Slide View** button at the bottom left of the window or select **View**→**Slide** command on the menu bar.

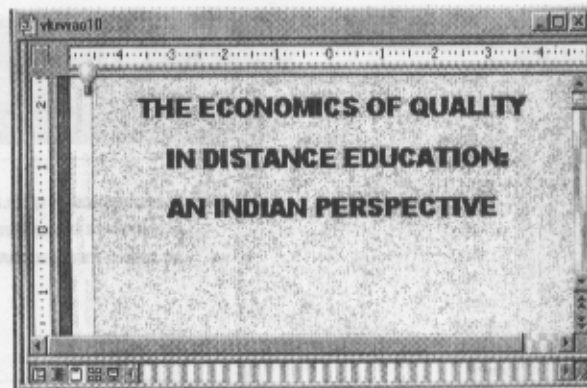


Fig. 16.7

### 16.5.2 Normal View

The Normal View divides the screen into three sections: the main window, where the current slide is displayed; the outline pane on the left; and the notes pane at the bottom. This is where you will do most of your work. You can resize each pane by clicking its border and dragging it to the size that you want it to be. To access Normal view, click on **Normal** view button at the bottom left of the window or select **View**→**Normal** command on the menu bar.

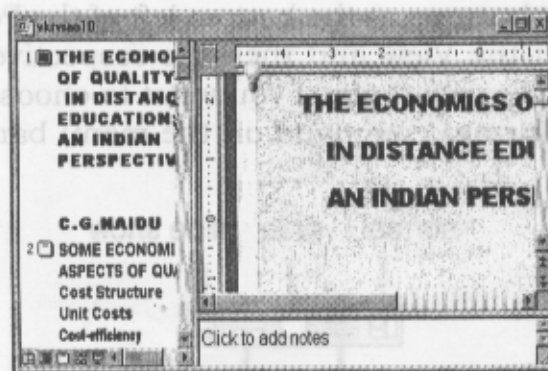


Fig. 16.8

### 16.5.3 Outline View

The Outline View divides the screen into three sections: the main window, where the outline is displayed; and two small windows for the current slide and notes. This view is recommended for editing text. Like Normal view, you can resize each window by clicking its border and dragging it to the size that you want it to be. To access Outline view, click on Outline View button at the bottom left of the window or select **View**→**Outline** command on the menu bar.



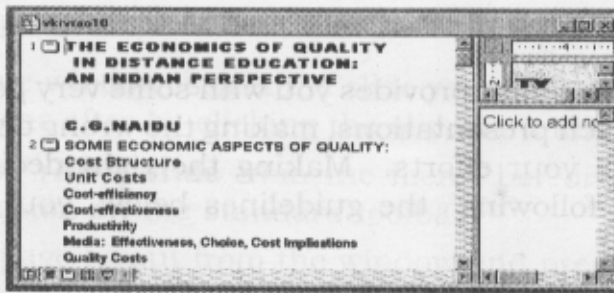


Fig. 16.9

### 16.5.4 Slide Sorter View

A small image of each slide is displayed on Slide Sorter View. Slides can easily be ordered and sorted using this view. You can also use this view to add special effect, such as the transactions that occur when each new slide appears. To access **Slide Sorter** view, click on **Slide Sorter** view button at the bottom left of the window or select **View**→**Slide Sorter** command on the menu bar.



Fig. 16.10

### 16.5.5 Slide Show View

The Slide Show View is the view to use when you preview your presentation to make sure every thing is in place, or when you deliver a presentation to an audience. Because all sounds, animations, hyperlinks, and action settings of your presentation will be working, you can see exactly how your show will turn out. To access Slide Show view, click on **Slide Show** button at the bottom left of the window or select **View**→**Slide Show** command on the menu bar.

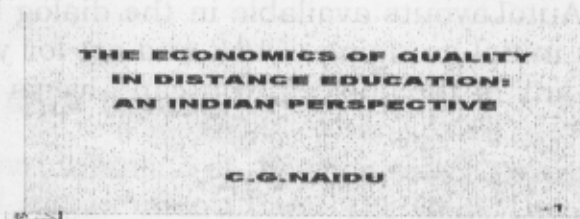


Fig. 16.10a

## 16.6 DESIGN TIPS

Although, PowerPoint provides you with some very powerful tools to give top-notch presentations, making the wrong design choices can defeat all your efforts. Making the right decisions is not difficult. By following the guidelines below, you can prepare best slides.

1. Use contrasting colors for the text and the background so the text will be easy to read.
2. Use font size large enough to be seen from the back of the room where the presentation will be held. A font size of 24-point or larger is recommended.
3. Use short phrases and sentences to convey your message.
4. Use simple slide transitions. Too many different transitions will distract your audience from the subject of the presentation.
5. Avoid cluttering the slides with too much text or graphics. Your audience should hear what you have to say and not be distracted by a busy screen.
6. Keep text simple and easy to read by not using many different text effects such as **bold**, *italics*, underlining, larger font size for emphasis within a sentence, or a different font all on the same slide.

## 16.7 WORKING WITH SLIDES

Slides are the building blocks of your presentation. You can also create or use layouts and designs, add notes and create handouts, and customize the look of your slides. You can create new slides by inserting them into your show. When you create a new slide, you can use any of the 24 AutoLayouts available in the **New Slide** dialog box or choose a blank slide. Once you have created a new slide, you can insert various elements such as text, pictures, graphs, tables etc.

### 16.7.1 Inserting a New Slide

The **New Slide** dialog box inserts a new slide into your presentation. The 24 AutoLayouts available in the dialog box will help you choose an initial grouping of text and art for your slide. If you don't like any of the choices, you can always begin with a blank slide.

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Follow these steps to insert a new slide into the presentation:

1. In the Outline window, select the slide you want as the new slide to appear after by clicking the slide's number.
2. Select **Insert**→**New Slide** from the menu bar or click the new slide button on the standard toolbar.
3. Choose the page layout from the window and press **OK**.

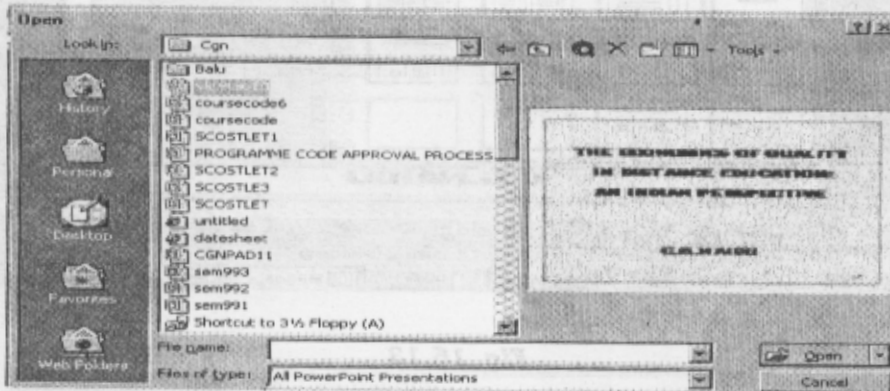


Fig. 16.11

### 16.7.2 Applying a Design Template

To add a design template or change the existing one, select **Format**→**Apply Design Template** command on the menu bar. Select the template and click **Apply**.

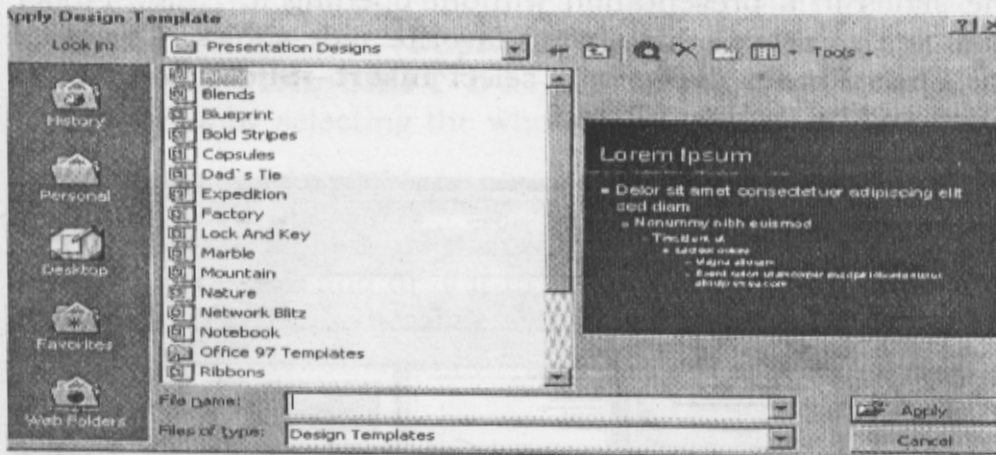


Fig. 16.12

### 16.7.3 Changing Slide Layouts

To change the layout template of the slide select **Format**→**Slide Layout** command on the menu bar. The Slide Layout dialog

box appears with 24 AutoLayouts. Select one of the layout thumbnail images and click **Apply**.



Fig. 16.13

#### 16.7.4 Inserting and Editing the Existing Slides as Your New Slides

You can insert slides and then edit them from other files; Outline files; Cut, Copy and Paste slides; and duplicate slides.

**Slides from files:** The **Slide Finder** lets you insert slides from another PowerPoint Presentation. It helps you to browse through the slides in a presentation without opening it. Slide Finder even lets you save a list of your favorite slide shows. To access the **Slide Finder** dialog box, select **Insert**→**Slides from Files** command on the menu bar.

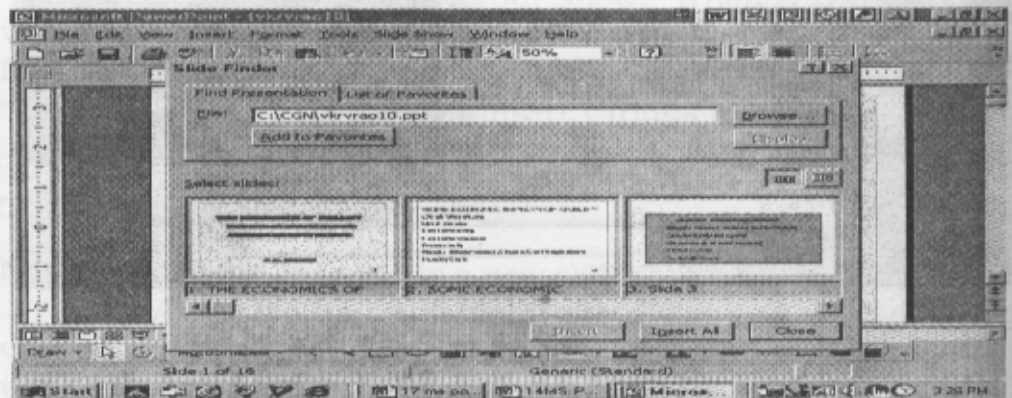


Fig. 16.14

**Insert from Outline** provides a way to create slides from text file outlines. You can use this feature to create a group of slides that contain a lot of text. You can also create new slides by typing text in the outline pane. To access the **Insert Outline** dialog box, select **Insert**→**Slides from Outline** command on the menu bar.

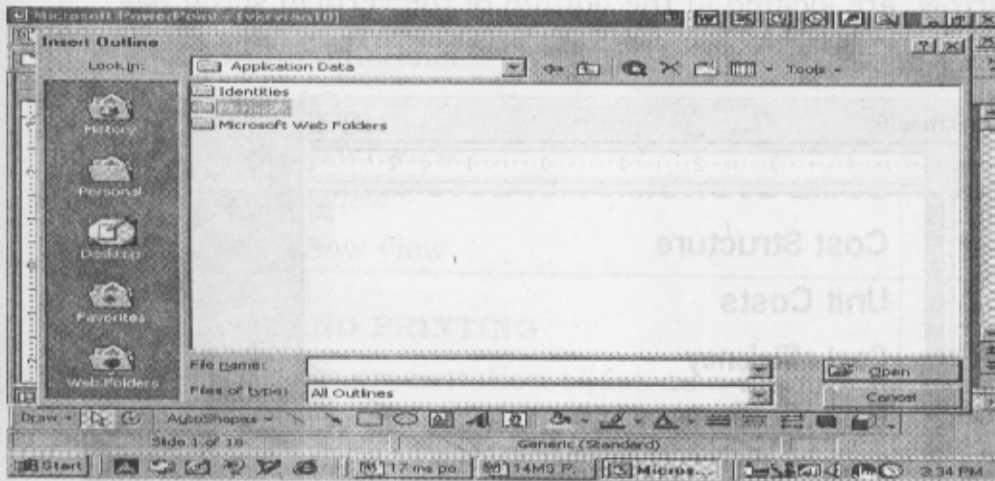



Fig. 16.15

**Duplicate Slide** gives you a duplicate of a slide when you need to create similar slides. To insert a copy of the current slide after the current slide, choose the slide you want to duplicate, and then select **Insert**→**Duplicate Slide** command on the menu bar or press **CTRL+SHIFT+D** keys. You can also cut, copy and paste slides by selecting the whole slide.

### 16.7.5 Reordering Slides

To reorder a slide in **Slide Sorter View**, simply click on the slide you wish to move and drag it to the new location. In **Normal** or **Outline View**, click the slide icon  beside the number of the slide you want to move and drag the icon to a new location.

### 16.7.6 Hide Slides

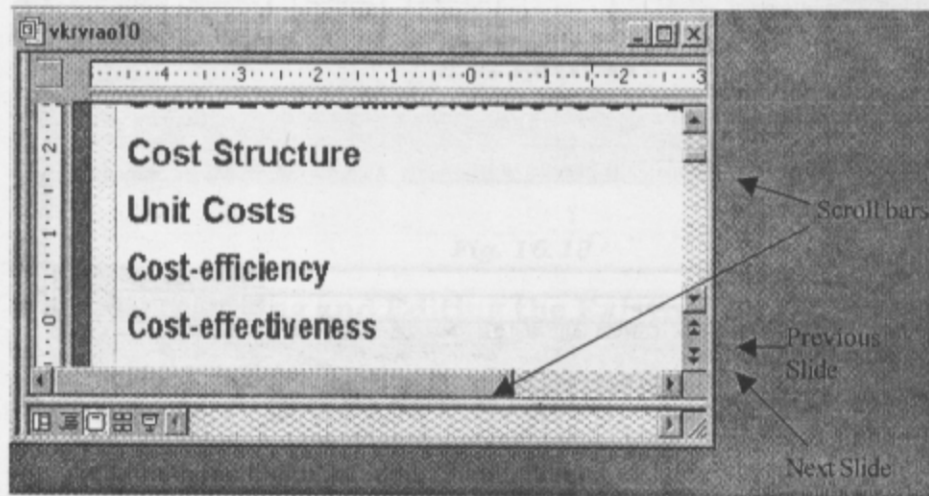
If you do not want a slide to appear during the slide show, but do not want to delete the slide as it may be used later, the slide can be hidden by selecting **Slide Show**→**Hide Slide** command on the menu bar. To add the slide back to the slide show, select **Slide Show**→**Hide Slide** again.

## 16.8 MOVING BETWEEN SLIDES

You can move from one slide to another slide by using the following tools:

**Scroll Bars:** Use the Scroll Bars to move from one slide to another slide or through the text that is displayed in the notes pane and the outline pane.

**Next Slide and Previous Slide Buttons:** The **Next Slide** and **Previous Slide** buttons move you to the next slide or previous slide in a slide show. These buttons, indicated by a double-arrow, are located at the bottom of the vertical scroll bar.



**Fig. 16.16**

**Using Outline Pane:** Change to Outline view and then click on the slide that you want to view. You can move around in the outline pane by using your mouse, or by using up and down arrow keys.

### INTEXT QUESTIONS

1. State True or False for the following statements.
  - (a) In both Normal view and Outline view you can see: current slide, slide outline, and notes.
  - (b) Using the contrasting colors for the text and background to slides is not a good practice.
  - (c) While preparing slides use long phrases sentences to convey your message.
2. How many slide layouts are available in New Slide dialog box?
  - (a) 14, (b), 26, (c) 24, (d) 17

3. The PowerPoint dialog box is useful to create a new presentation using:
  - (a) AutoContent Wizard
  - (b) AutoContent Wizard and Design Template
  - (c) Design Template and Blank Presentation
  - (d) both (a) and (c) above
4. Which of the following views is shown in the presentation of slides in a conference?
  - (a) Slide view
  - (b) Slide Sorter view
  - (c) Outline view
  - (d) Slide Show view

## 16.9 SAVING AND PRINTING

You can save your presentation slides as a file in a folder. You can also save the slides as Web page so that you can post them on Internet. Printing is similar to what you have done in Word and Excel. Remember to set up your page before saving or printing your presentation slides.

### 16.9.1 Page Setup

Select **File**→**Page Setup** from the menu bar to access options for printing the presentation slides. Select the format the printed slides will be used for from the **Slides sized for** drop-down menu or enter a specific print size using the **Width** and **Height** boxes. Select the page orientation for the slides and for other print material from the presentation in the **Orientation** section.

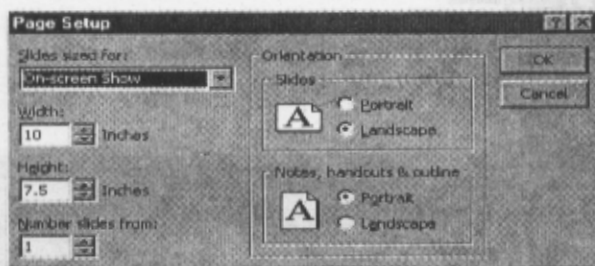


Fig. 16.17

### 16.9.2 Save as File

To save your presentation slides as a file, select **File**→**Save As** command on the menu bar or simply click on the **Save** button

on the Standard toolbar. The Save As dialog box appears. Choose the folder and drive that your file will be located, type the name of the file, and then click **OK** in the Save As dialog box.

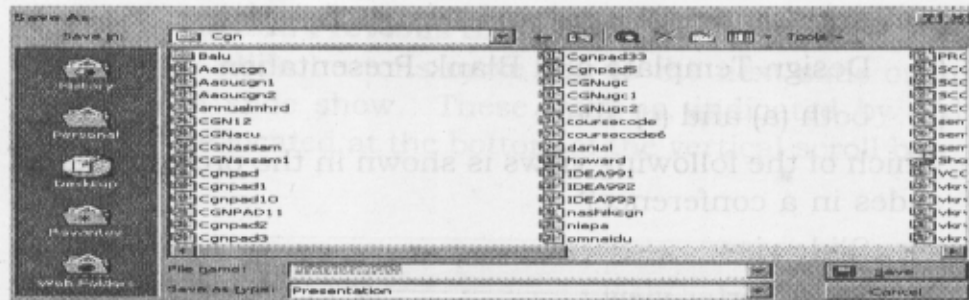


Fig. 16.18

### 16.9.3 Save as Web Page

Presentations can be saved by selecting **File**→**Save** command on the menu bar as explained earlier. However, if you want to post PowerPoint presentations on the Internet, you may want to save them as Web pages so that the visitors to your web site can view the presentation even if they do not have PowerPoint installed on their computers. Select **File**→**Save As Web Page** command on the menu bar. Choose your web page directory on the network from the **Look in:** drop-down menu and name the file in the **File name:** box. Click **Save** to save the presentation in web format.

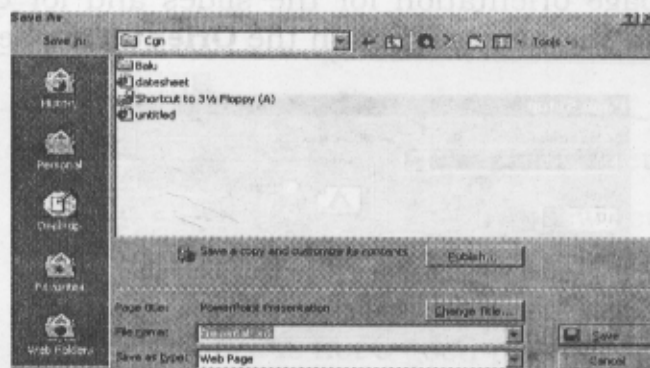


Fig. 16.19

### 16.9.4 Print

Select **File**→**Print** command on the menu bar to print the presentation. The Print dialog box appears. Choose the following



options in the Print dialog box.

**Print range** - Select **All** to print all the slides in the presentation, **Current slide** to print only the current slide, or enter slide numbers in the **Slides** field to print only certain slides.

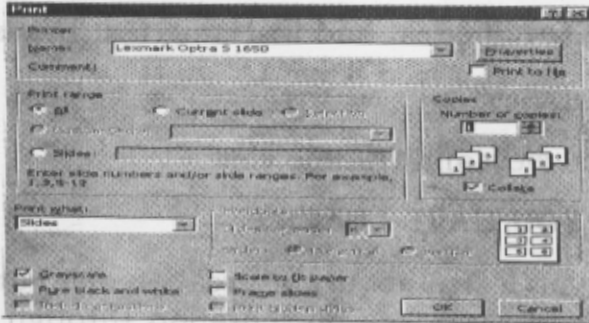


Fig. 16.20

**Copies** - Enter the number of copies of each slide specified in Print range and check the **Collate** box if necessary.

**Print What** -

- **Slides** - prints a full-page slide on each page.
- **Handouts** - prints as many slides as you designate on each page.
- **Notes Page** - prints one slide with that slide's notes on each page
- **Outline view** - prints the outline of the presentation

Click **OK** to print.

## 16.10 CLOSE A DOCUMENT

To close the current presentation slides file, select **File→Close** command on the menu bar. If the file contains any unsaved changes, you will be prompted to save the file before closing.

## 16.11 EXIT POWERPOINT PROGRAM

When finished your work in PowerPoint and closed all the files, you can quite the PowerPoint program by selecting **File→Exit** command on the menu bar.

## INTEXT QUESTIONS

1. (a) True, (b) False, (c) False

2. (c) 24
3. (d) AutoContent Wizard, Design Template, and Blank Presentation
4. (d) Slide Show View
5. (d) Using Outline text and inserting text boxes.
6. (b) Normal View.  
(d) Normal view and Outline view.

### **16.12 WHAT YOU HAVE LEARNT**

In this lesson you learnt about the creation of a PowerPoint presentation. You can create a presentation through Autocontent Wizard or Design Template or blank presentation. The first two types allow you to present text in a standard format. On the other hand Blank Presentation is more flexible and you can make your own design. After creation of the presentation slides, you can go for a slide show and take a print out also.

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### **16.13 TERMINAL QUESTIONS**

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1. Write three important features of PowerPoint.
2. Explain any one method of creating a presentation.
3. Write two methods of changing the view to slide show view.