

# 9

## **POWERPOINT PRESENTATIONS** Creating slide shows and related teaching materials

### **LEARNING OUTCOMES**

This lesson introduces you to the basic features of *PowerPoint* which are particularly valuable in the teaching and learning environment. You will learn how to use *PowerPoint* to capture your ideas in outline form and convert those ideas into multimedia presentations. You will also learn how to use the application to create your own presentations both from scratch and with the help of one of the *PowerPoint* Wizards.

Most people think of a slide show as a way of presenting a series of still images or photographs using a slide projector. If you think about it, however, a slide does not have to be a still image; using *PowerPoint* it can also be an audio or video clip. For that matter, a slide does not have to be even a picture; it can also be text, an outline of ideas, whatever you want.

*PowerPoint* provides an easy-to-use multimedia presentation production system, which you will no doubt enjoy learning and which you and your students will find useful for individual or group projects of all kinds.

In the various courses that you take as an Education major you learn how to design curricula, with lesson plans and unit plans. You also learn methodologies for effective teaching. The better the teacher you are, the more visual and audio aids such as *PowerPoint* will empower you in your work.

Here, then, are the topics that will be covered in this lesson:

- introductory thoughts about presentations;
- *PowerPoint* at work;
- building the presentation;
- adding bells and whistles to the presentation;
- printing presentation handouts.

**A caveat before you begin:** In the earlier tutorials for *Office 2016*, the steps to accomplish the tasks assigned have been rather detailed. This time, however, the directions will be less specific, especially in the latter half of the lesson, because *PowerPoint* is a program you can figure out by playing with it. You'll find that you'll soon become confident about how to design and develop high quality multimedia slide presentations. So relax, and have fun!

## 9.1 SOME INTRODUCTORY THOUGHTS ABOUT PRESENTATIONS

Making a successful—well-designed, content-rich, pedagogically-sound—*PowerPoint* presentation requires forethought and advance preparation. It’s rather like what good cooks or chefs do before starting to cook a delicious dish of food. They read the recipe, make sure they have all the ingredients they need, gather all the ingredients together—the raw food such as vegetables and eggs and milk and wine and spices and other flavoring—what they call the *mise en place*. They make sure they have all the tools they need to do the job.

Good cooks don’t start cooking till they’re good and ready.

In the same way, you have to get your thoughts together, know what you’re going to talk about, and have your audio-visual material gathered together in one place (*mise en place*) so that when you come to create the presentation, it’s a snap.

A good presentation, like a term paper, is usually based on an *outline*, such as is illustrated in Fig. 9.1 and in Fig. 9.13 later in the lesson.

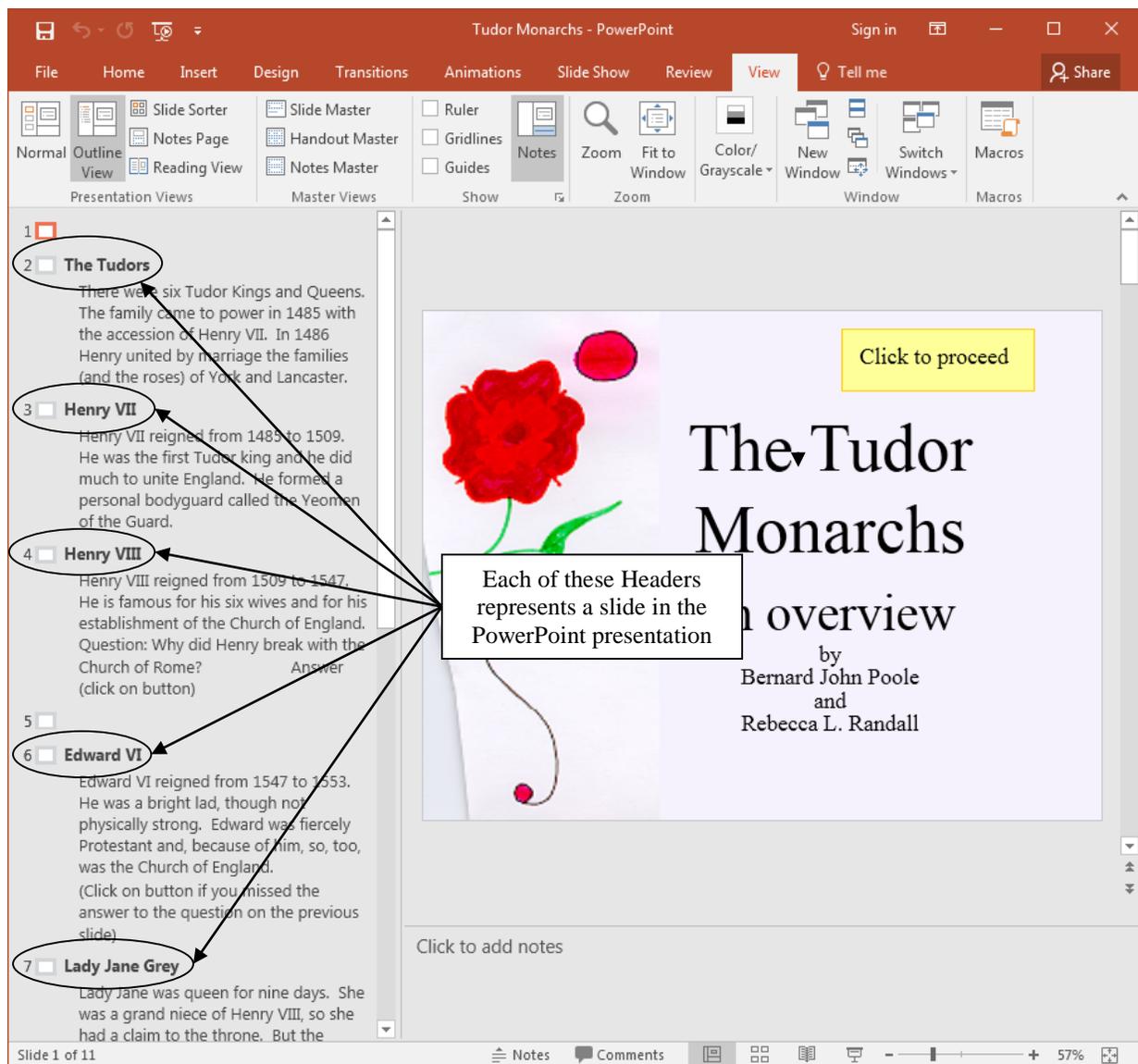


Fig. 9.1 Outline View for the Tudor Monarchs presentation

In Fig. 9.1 above, you see on the left an outline of the text for each slide in the Tudor Monarchs presentation. Think of the titles and text for each slide as an outline you would have made for a high school or college paper. Similar, right? This is why the outlining tool is built into *PowerPoint*—to help you plan.

Remember the golden rules of successful design: Rule 1—Plan; Rule 2—Plan; Rule 3—Plan! These golden rules apply whether you are designing a term paper, an audio-visual aid, a class outing, or a class syllabus and schedule.

You might begin with a brainstorming session with classmates or colleagues to help you put together an outline. During brainstorming, members of the group will come up with as many ideas as possible related to the topic of the project. Nobody's ideas are rejected in the early stages so as to encourage a fertile flow of useful suggestions.

The result of the brainstorming session might be a somewhat disorganized list of ideas. This list might have been entered directly into the computer during the brainstorming session, or it might have been collected on a blackboard or flip chart. Before changing the list into outline form, you would re-organize it so that the ideas flow naturally and logically from one to the other. Along the way you might toss out some of the ideas for one reason or another. Eventually you'll have a working list which would end up as an outline in a word processor document.

## 9.2 POWERPOINT AT WORK

Let's see these ideas and others at work by looking at an example of a *PowerPoint* presentation.

Open *PowerPoint* then, in the **Backstage View**, click on **Open Other Presentations**, and click **Browse** to bring up the **Open dialog box** (Fig. 9.2)

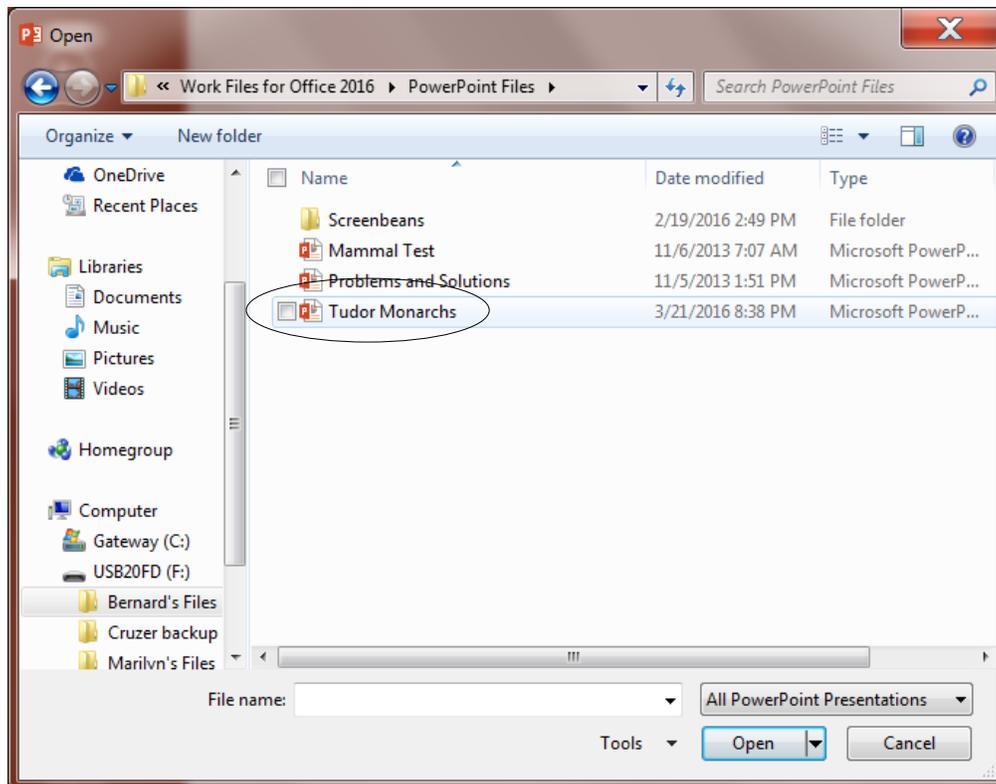


Fig. 9.2 The Open dialog box

In the **Open** dialog box, navigate to your **USB drive > Work Files for Office 2016 > PowerPoint Files folder**, then **open** the document **Tudor Monarchs**

Fig. 9.3 shows the Tudor Monarchs presentation in *Normal View*, as it appears on your screen after you open the document.

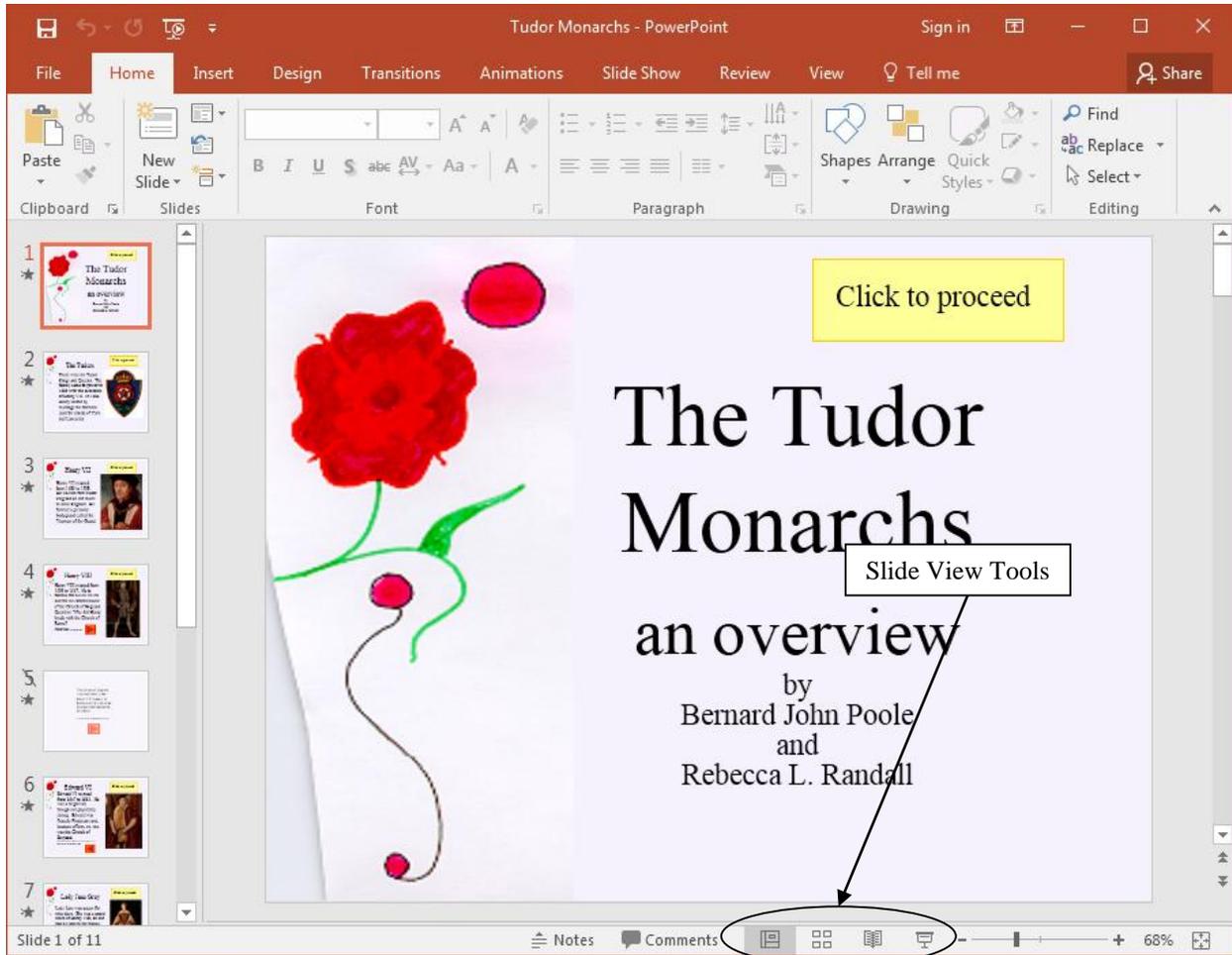


Fig. 9.3 The Tudor Monarchs presentation (Normal View)

Take a look at the *Slide View tools* in the lower left of the *PowerPoint* window (Fig. 9.3 above). Let's get a close up view of them right away and find out what each of them is about (Fig. 9.4).

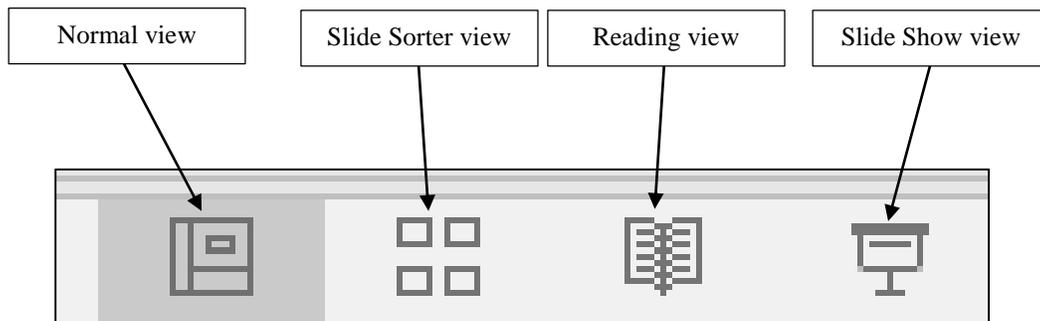


Fig. 9.4 The Slide View toolbar (annotated)

### Normal view

This is the view you see illustrated in Fig. 9.3 above. It is the one you'll use most of the time while you're actually putting information on each slide. In this view you have the left hand frame where you have the option to either see a thumbnail of all your slides or the outline for your presentation. In the center of the window you have the slide you are actually working on—the active slide. Then, over in the right hand frame you have the Task Pane where you'll find all the help you need to develop your presentation.

### Slide Sorter view

This is the view you see illustrated in Fig. 9.5 and it is the one you'll find most useful when you want to get an overview of your show since you'll be able to see most all your slides at once. You also can easily move your slides around, changing the order to suit your purposes. This is why it's called the Slide Sorter view.

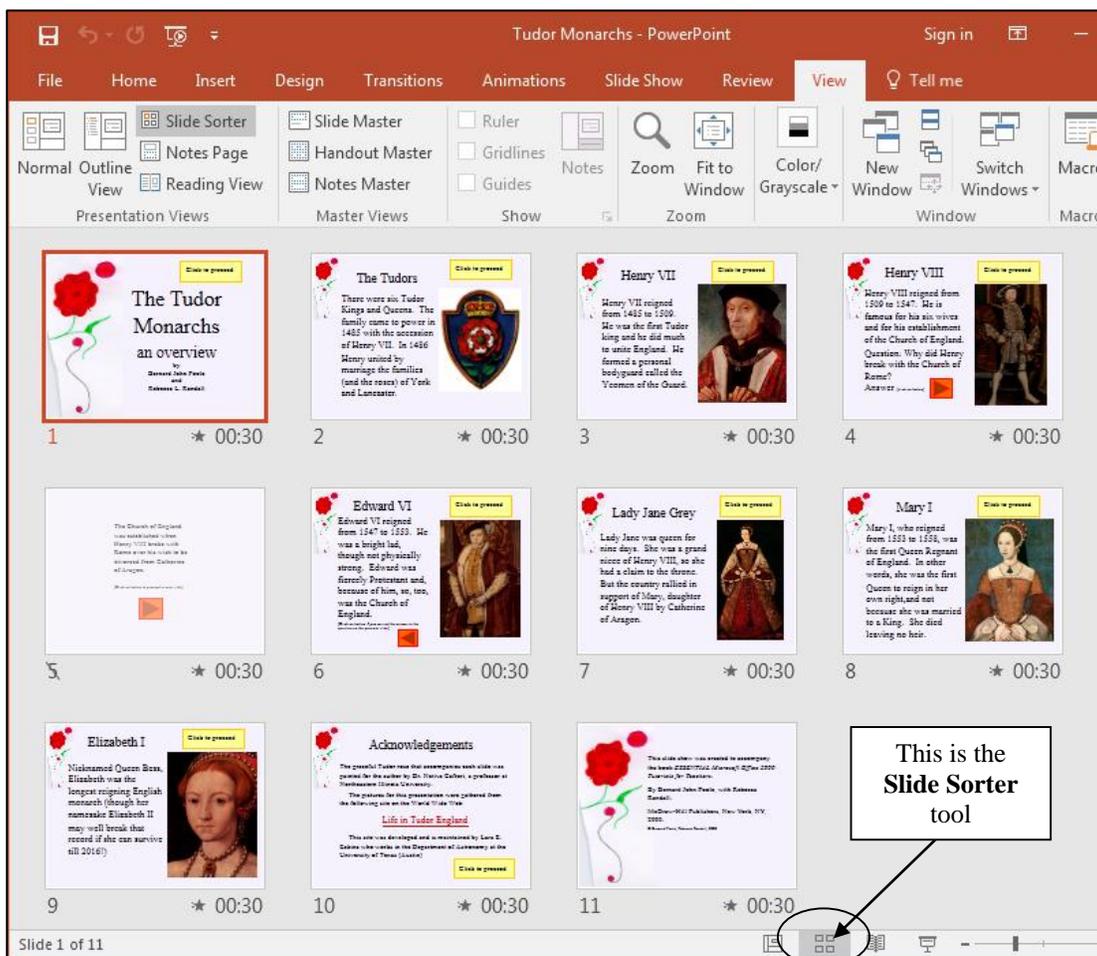


Fig. 9.5 The Slide Sorter View of the Presentation

### Reading View

Use reading view to deliver your presentation not to an audience (via a large screen, for example), but instead to someone viewing your presentation on their own computer. Or, use Reading view on your own computer when you want to view a presentation not in full-screen Slide Show view, but in a window with simple controls that make the presentation easy to

review. You can always switch from Reading view to one of the other views if you want to change the presentation.

### Slide Show view

When you click on the Slide Show button, you'll be able to see how the slide you're actually working on (the current or active slide) looks when you run the slide show. You'll use this button when you've been working on a slide for a while and you want to see how it will look to your audience during your presentation.

You'll find yourself using these tools frequently to switch from one view to another as you are developing your *PowerPoint* presentation. Let's check out the Slide Sorter view now.

Click on the **Slide Sorter tool** in the **Slide View toolbar** (you can also access these views in the **View Ribbon > Presentation Views Group**)

Take a look at the Slide Sorter View window that is presented to you now (more or less the same as Fig. 9.5 on the previous page, though your screen may be a different width, so the slides may be arranged differently across the page). The presentation you are looking at demonstrates some of the basic features of *PowerPoint*. By the end of this lesson you will be able to build your own presentations along the same lines.

It's time you learned about the Tudor Kings and Queens of England.

In the **Slide View toolbar**, click on the **Slide Show** button (or from the **View Ribbon** in the **Presentation Views Group**, select **Slide Show**)

### Features to look out for in the demonstration presentation

While you click your way through the presentation, look out for the following *PowerPoint* features that have been used in the creation of the Tudor Monarchs slide show.

#### *Transition effects and text preset animations*

The transition effects from one slide to another and the text preset animations (which determine how the text will arrive on each slide) have been set at *random* for the demonstration. This is to give you some idea of the variety of transitions and animations you can use in *PowerPoint*. But this is not necessarily a good thing to do.

Normally you would not want to use so many different transitions and animations since it might distract from the impact you are trying to make. A good designer homes in on a style that he or she likes best for a particular theme and tends to stay with it for all the slides in the show.

#### *Inserting clip art, pictures and other media*

Microsoft Corporation maintains a rich database of *clip art* on a wide range of topics. This online database is available to all the programs in the Microsoft *Office* suite. You just have to go to the web to access it if you are a registered user of *Office* or other Microsoft programs.

Fig. 9.6 illustrates the Insert Ribbon from which you can choose to include clip art and other media (such as *photos*, *movie clips*, *sound files*, and so forth).

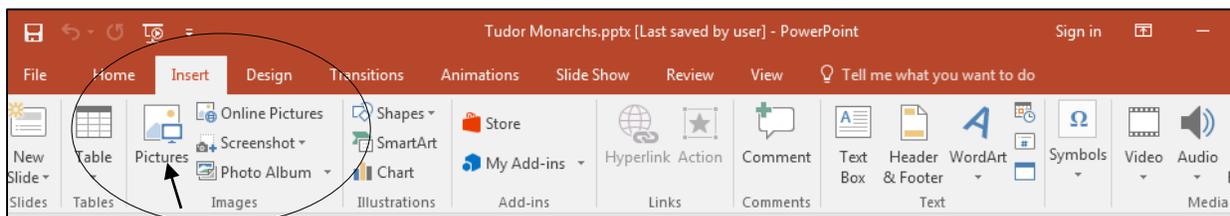


Fig. 9.6 Ribbon for inserting images, illustrations, and other media

Take a closer look at the **Images Group** by positioning the mouse pointer over **Pictures** and read the description of what the tool is used for—to Insert a Picture you have saved in a file on your disk (Fig. 9.7)

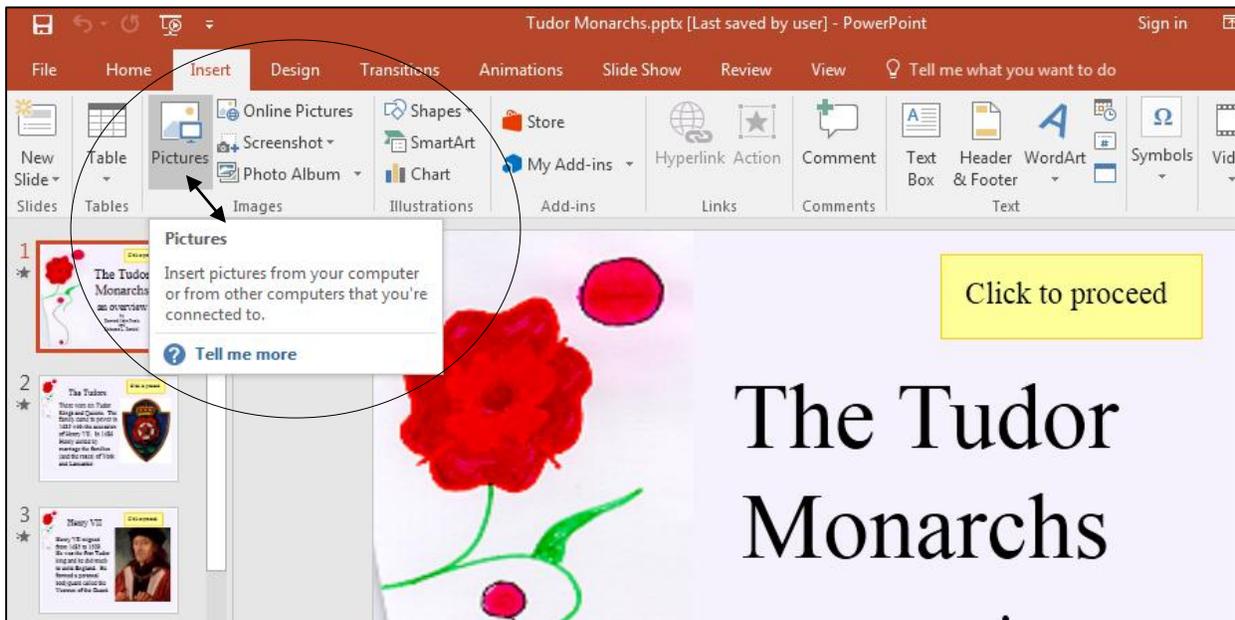


Fig. 9.7 One way of learning what each of the tools in the Ribbon are for

Now do the same for **Clip Art** and **Photo Album**, and, in the **Illustrations Group**, check out the **Shapes**, **Smart Art**, and **Chart** tools, noting what each tool can be used for to illustrate your presentations

Notice, too, the **Insert Ribbon > Media Group** at the far right of the Insert Ribbon (not shown in Fig. 9.7), with its tools for inserting **Video** (like movies and video clips) and **Audio** (sound)

You can download clip art, photographs, sound files, video clips and other media from a file you have saved on disk, or from Microsoft's collection on the Web, or you can bring onto a slide all kinds of charts and tables from other *Office* programs such as *Word* or *Excel*.

You can also scan pictures directly onto a slide, so if you have a scanner connected to your computer, you're in business. If you're looking for multimedia material to accompany your slides, the Web is the place to go. Companies, universities, schools, and individuals, especially teachers, are creating and making available magnificent multimedia materials. These materials are available, mostly free of charge, from websites such as *flickr.com*, *youtube.com*, and so forth.

*PowerPoint* makes it easy to incorporate such material into presentations, with or without accompanying text.

#### *Action Buttons and Hidden Slides*

In the Tudor Monarchs slide show, notice the use of *Action Buttons* to allow the user to control movement through the slides, thus making slideshows both interactive and non-linear—in other words, the user decides the sequencing of the slides.

There also is a *Hidden Slide* (slide #5) which is only seen if you click on an *Action Button* which takes you to the slide that has the answer to the question posed on slide #4.

If you are still viewing the slide show, you want to exit the slide show before the next exercise, where you will learn more about *Hidden Slides*.

Hit the **Esc**(ape) key on the keyboard to **exit** the slide show

Now, in the **Slides menu** on the **left** of the *PowerPoint* window, click on **Slide #4** to make it the **active slide**

In the **Slide View toolbar** at the **bottom** of the window, click on the **Slide Show** button (or from the **Slide Show Ribbon > Start Slide Show Group**, select **From Current Slide**)

Slide #4 is now showing on your full screen.

Now, do **NOT** click on the **orange Action Button** lower left of the picture of **Henry VIII** to find out the answer to the question as to why Henry VIII broke away from the Church of Rome—**click anywhere else on the screen**

*PowerPoint* skips the next slide (slide #5) and jumps directly to slide #6! This is because slide #5 is a *Hidden Slide* which can only be reached if you click on the orange *Action Button* on either slide #4 or, since you missed it, slide #6.

Hit the **Esc**(ape) key again on the keyboard to **exit** the slide show

Now in the **Slides menu** on the **left** of the *PowerPoint* window, look at the icon for **slide #5** and notice that the **slide number** has a **slash** running **diagonally** across the number (Fig. 9.8)

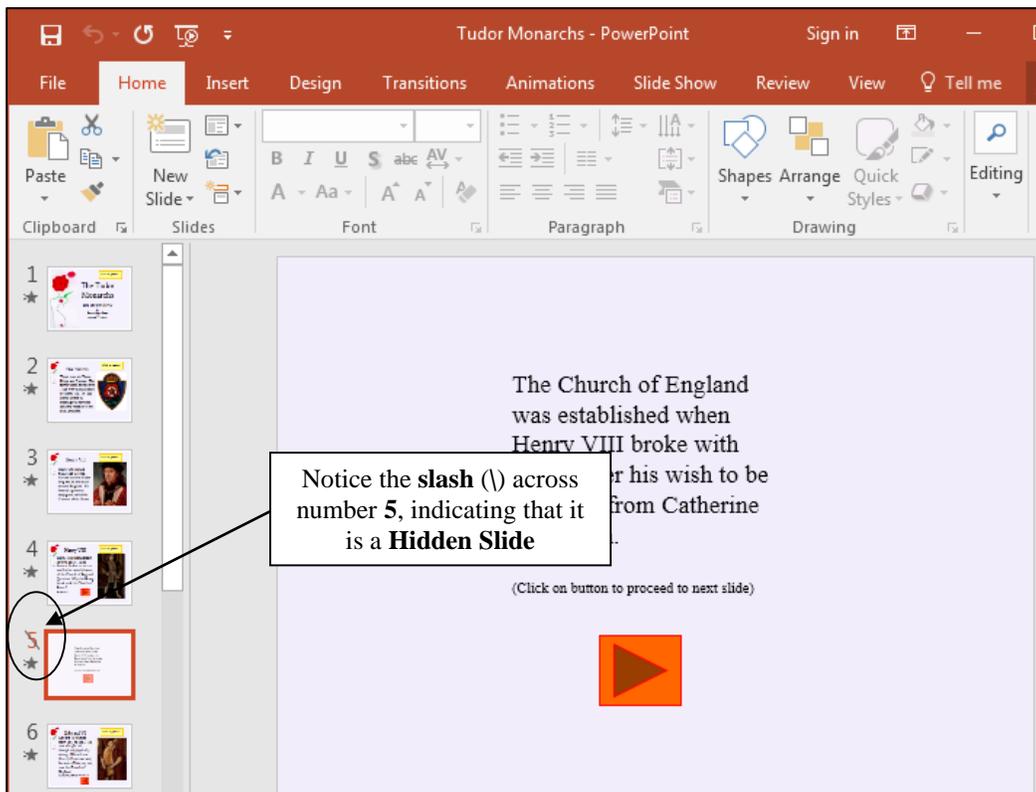


Fig. 9.8 A Hidden Slide is identified in the Slides menu by the box around its number

The orange buttons (orange only because that's the color the author chose for them) are called *Action Buttons*. Action buttons and Hidden Slides give you control over how you want the user to view the presentation.

Now click on the **orange Action Button** on slide #6 to go back to the **previous slide** so you can check out the answer to the question

This shows you that you can create interesting *interactive* learning materials using *PowerPoint*. Lesson 10 will help you learn more about interactive presentations such as this. Your students, too, will have a lot of fun using *PowerPoint* to develop projects of all kinds for every subject under the sun.

Let's check out some other features demonstrated in the Tudor Monarchs slide show.

### Timing considerations

Fig. 9.9 shows the *Slide Sorter View* of the presentation and highlights where *PowerPoint* indicates the timing for each slide.

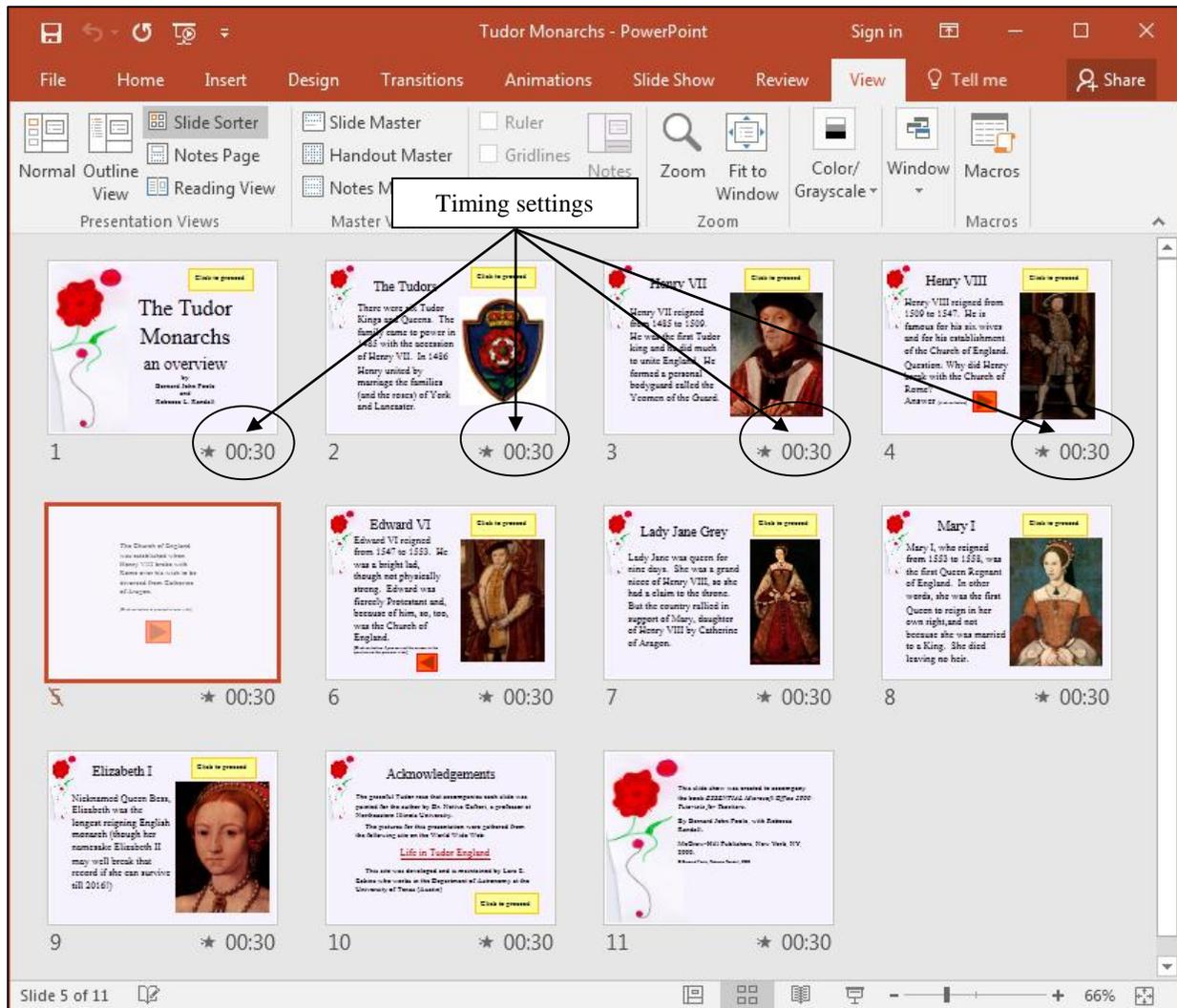


Fig. 9.9 The Slide Sorter View showing the time each slide will show on the screen before automatic transition to the next slide

You'll notice that under each slide is a number on the left, indicating which slide it is in the sequence of slides in the presentation, and a ":30" on the left, showing that the slide will transition to the next slide after 30 seconds.

Now, 30 seconds is more than enough time for anyone to read and absorb the data on slides such as those in the Tudor Monarchs presentation. So you might think 30 seconds is too long to hold the user's attention. Won't they get antsy waiting for the next slide?

Well, if you look at each of the slides, you will see that there is a button which the user can click on to control when to proceed to the next slide. Thus, by allowing a generous amount of time, along with user control, you're allowing each individual student the freedom to proceed at his or her own pace. The speed at which our minds absorb data varies enormously from person to person.

Your goal should always be to design teaching materials and lessons in such a way as to address *individual* student needs. The timing features of *PowerPoint* allow for this.

*Acknowledgements: Always give credit where credit is due*

The last slide in any presentation, just as the last item in a term paper, or the credits that run at the end of a movie, should usually be your list of sources cited or used—your Acknowledgements slide (Fig. 9.10).

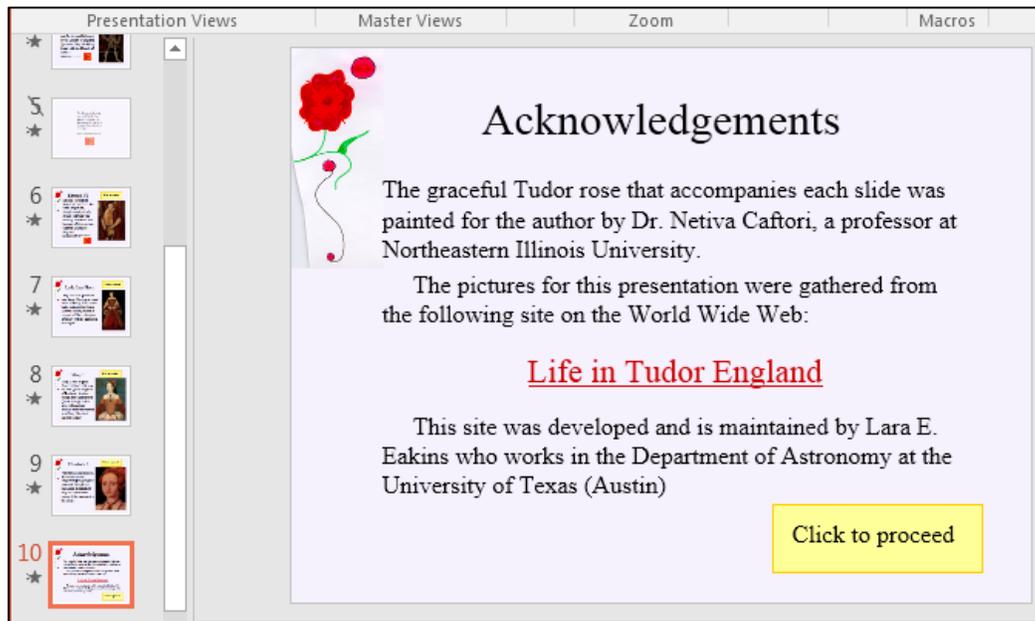


Fig. 9.10 The first Acknowledgements slide

So... If you haven't already done so, in the **Slides menu** at left click on the **first slide** and, in the **Slide View toolbar** towards the **bottom right** of the window, click on the **Slide Show** button—or from the **Slide Show Ribbon > Start Slide Show Group**, select **From Beginning**

Click your way through the presentation now; there are various ways to do this:

- You can click the left button on your **mouse**
- You can hit the **space bar**
- You can use the **arrow keys** to go back and forth through the show

- You can click on the **Action Buttons** on the slides themselves to proceed to the next or previous slide

The slides have been timed to allow the user to easily view and read what is on each slide without feeling rushed. If you want the slides to proceed at a faster pace, simply click on the left mouse button or hit the space bar.

When you have finished reviewing the **Tudor Monarchs** slide show, **exit** the show by **right clicking** the mouse, then select the **last item** in the menu to **End Show** or, slightly quicker, click on the **Esc**(ape) button in the **top left** corner of the keyboard

So much for an overview of *PowerPoint*. No doubt you are anxious to start creating your own presentation. The next section will help you do just that.

Close (**File > Close**) the **Tudor Monarchs** presentation when you are ready to continue with the tutorial

## 9.3 BUILDING THE PRESENTATION

### Preparation of the outline

You are going to prepare a simple outline which will give you the experience to prepare your own outlines when you're done with the tutorials.

It's tempting to just barrel along into a presentation, like someone tempting fate at Niagara Falls! But you should resist doing so at all costs because you'll save yourself no end of time in the long run if you carefully plan what you want to do. You really have to think ahead if you want to get where you want to go. Otherwise, there's no telling where you'll end up!

To create an outline, here are the steps to follow.

From the **File** menu select **New**, then **click** on the **Blank Presentation** icon (Fig. 9.11) to open a new *PowerPoint* presentation

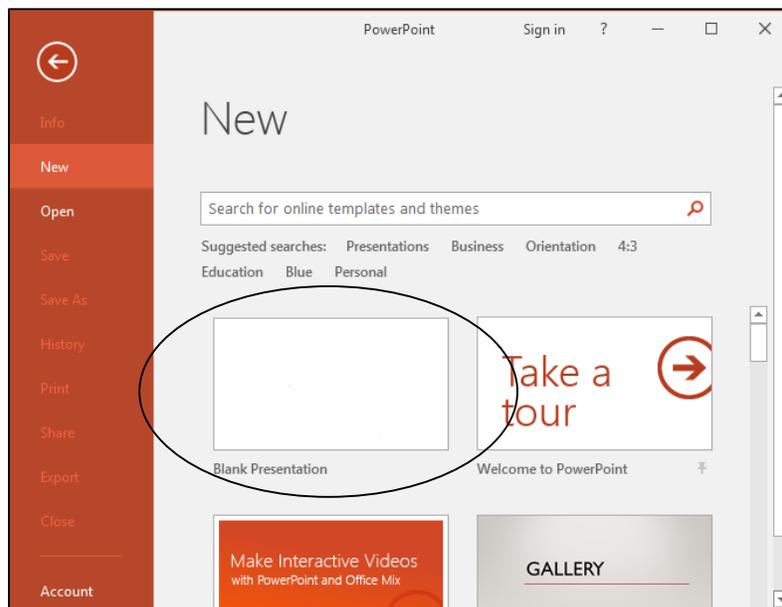


Fig. 9.11 New Presentation dialog window

## Lesson 9: PowerPoint presentations

When you first open a new, blank presentation in *PowerPoint 2016*, the default View is the *Normal View* (Fig. 9.12), with the first slide, usually a *Title Slide*, listed in the *Slide menu* on the left, and the same slide in *Design View* and filling the main section of the *PowerPoint* window.

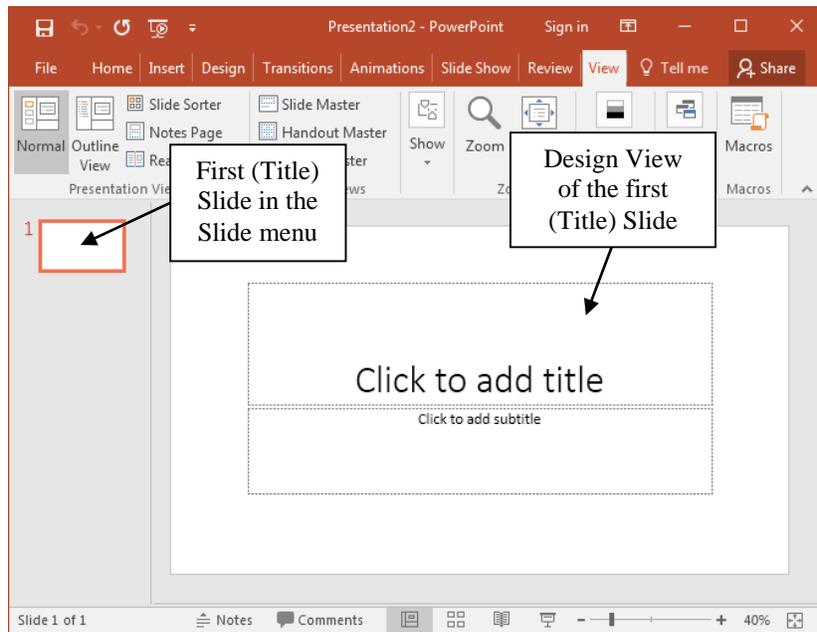


Fig. 9.12 The screen at the start of a new blank presentation

*PowerPoint* provides a lot of help while you're developing your presentation. The first slide layout, by default, is the Title slide layout. You would normally want to start out a presentation with a slide that displays the title of your show, along with sub titles such as your name and so forth. You don't *have* to use this slide layout, of course. *PowerPoint* provides a set of *slide layout templates* from which you can choose, including one layout which is blank. In other words, you can create slides from scratch, entirely of your own design, using the Blank Slide layout.

Let's take a look at these Slide Layout templates now.

In the **Home Ribbon > Slides Group** click on **Slide Layout** (Fig. 9.13)

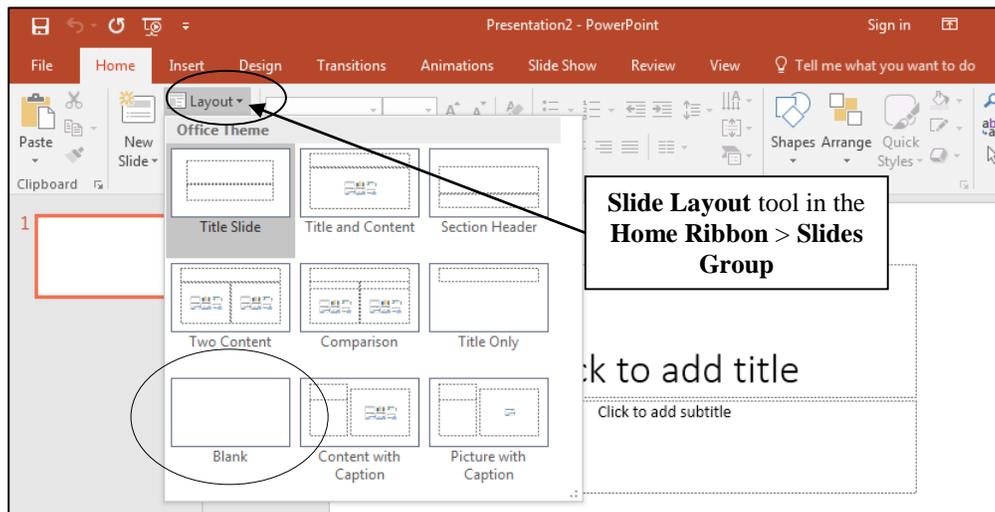


Fig. 9.13 Slide Layout templates

Check out each of the templates, including the Blank template.

### First things first: Save the new *PowerPoint* presentation

Before you begin work on the presentation, you should save it with an appropriate name so that you can then easily save your work as you go along. Remember, this is always a wise precaution. Giving a new document a name and saving it on your disk helps you to get into good habits about saving your work. You should teach your students to be equally careful when they are developing work on a computer.

Make sure you still have the USB drive with your **Work Files for Office 2016** in the USB port, then from the **File** menu select **Save As, Browse** to your **USB drive > Work Files for Office 2016 > Data Files** folder, then create a new folder called **PowerPoint Presentations** and click on **OK**

Name the new *PowerPoint* document **Screenbeans**, and click on **Save**

### Typing the outline entries

Right now you need the Outline view in the left hand pane, in order to start work on the outline. As you will see, the outline will be merged into the slide show with little effort on your part, thanks to *PowerPoint's* slide layout features.

In the **View Ribbon > Presentation Views**, click on **Outline View**

*PowerPoint* now presents the Outline View (Fig. 9.14), with a small slide icon in the top left corner of the left frame, waiting for you to begin entering the text for your first slide.

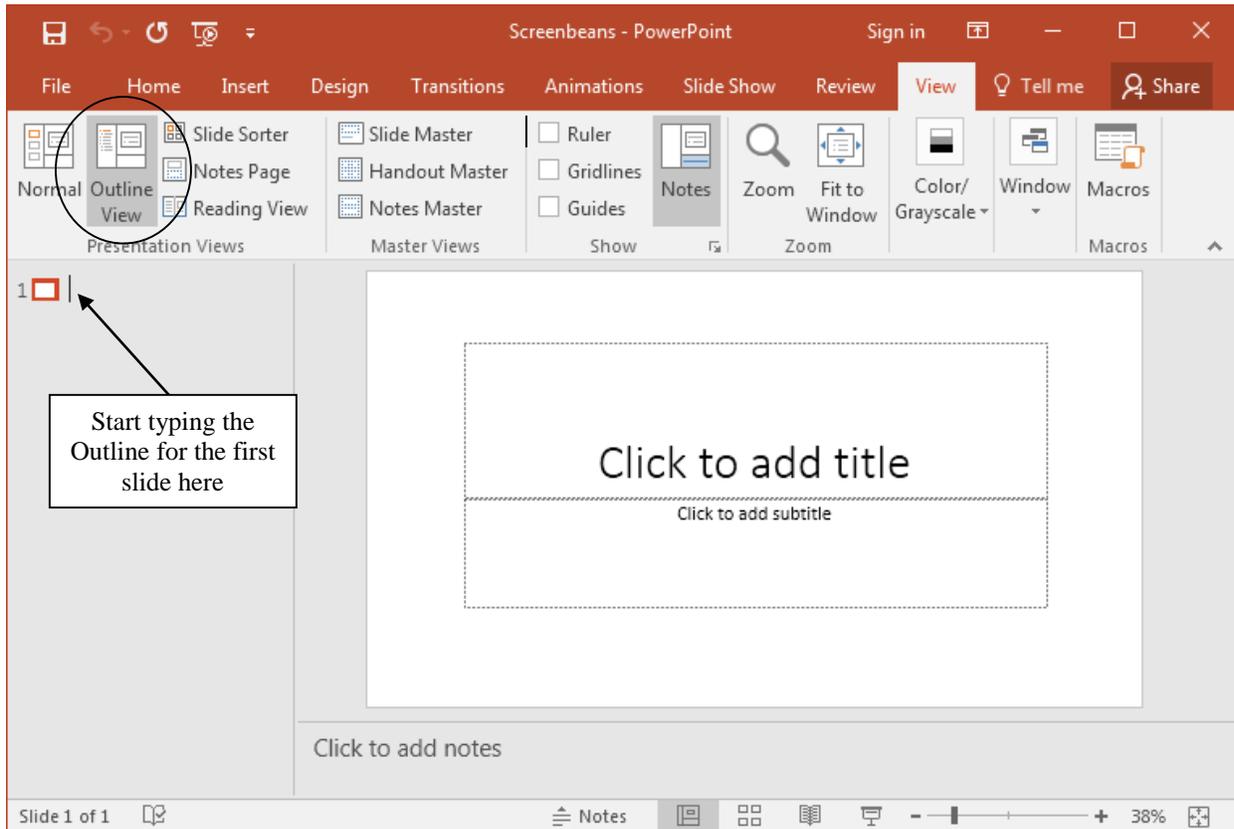


Fig. 9.14 The Outline view in the left hand pane

*Don't start typing text just yet!* Fig. 9.15 illustrates the outline you are going to create. Bookmark this page (page 321) and use it as a guide when you work your way through the directions that follow.

- 1  **No Problems, Only Solutions**  
By Bernie Poole
- 2  **Confusion**
  - 1 • A problem often presents itself as tougher than it really is.
- 3  **Contusion**
  - 1 • We're sometimes afraid to tackle a problem head-on in case it blows up in our face.
- 4  **Combination**
  - 1 • It seems like there are far too many things to deal with.
- 5  **Inspiration**
  - 1 • Until it occurs to us...
- 6  **Delegation**
  - 1 • ...that we're not alone; that we can call on others to help us out.
- 7  **Elation**
  - 1 • This makes us feel so much better!
- 8  **Admiration**
  - 1 • Especially when the problem is solved.
- 9  **Jubilation**
  - 1 • Then everyone thinks we're the greatest Screenbeans ever!

Fig. 9.15 The outline for the Screenbeans presentation

In the **left frame** of the *PowerPoint* window, next to the small icon for the first slide, type **No Problems, Only Solutions** for the **Screenbeans Presentation title** (see Fig. 9.15 above), then hit **Enter** on the keyboard

Notice that the Title you just typed appears in the Title box of the slide template on the right. When you hit Enter, *PowerPoint* goes to a new slide, thinking that you are finished adding text to the first slide. But you need to add a subtext on that first (Title) slide. To do this, you need to *Increase the Outline list level*.

### Increasing the Outline List Level

Fig. 9.16 illustrates the *Increase List Level* tool that you will use to do this.

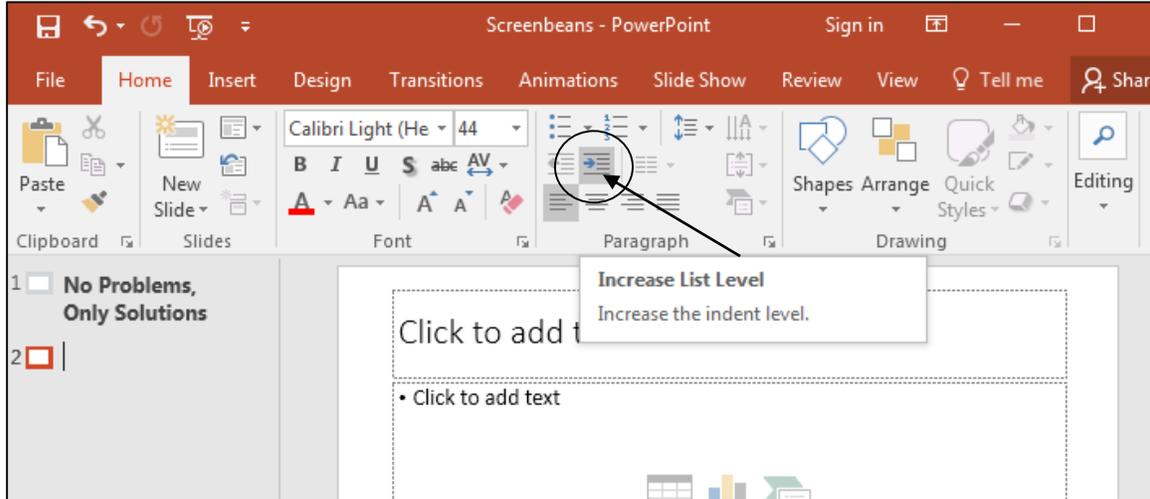


Fig. 9.16 Increase list level tool

In the **Home Ribbon > Paragraph Group**, click on the **Increase List Level** tool

The cursor jumps back up to the first slide, waiting for you to enter your name as the subtext (Fig. 9.17)

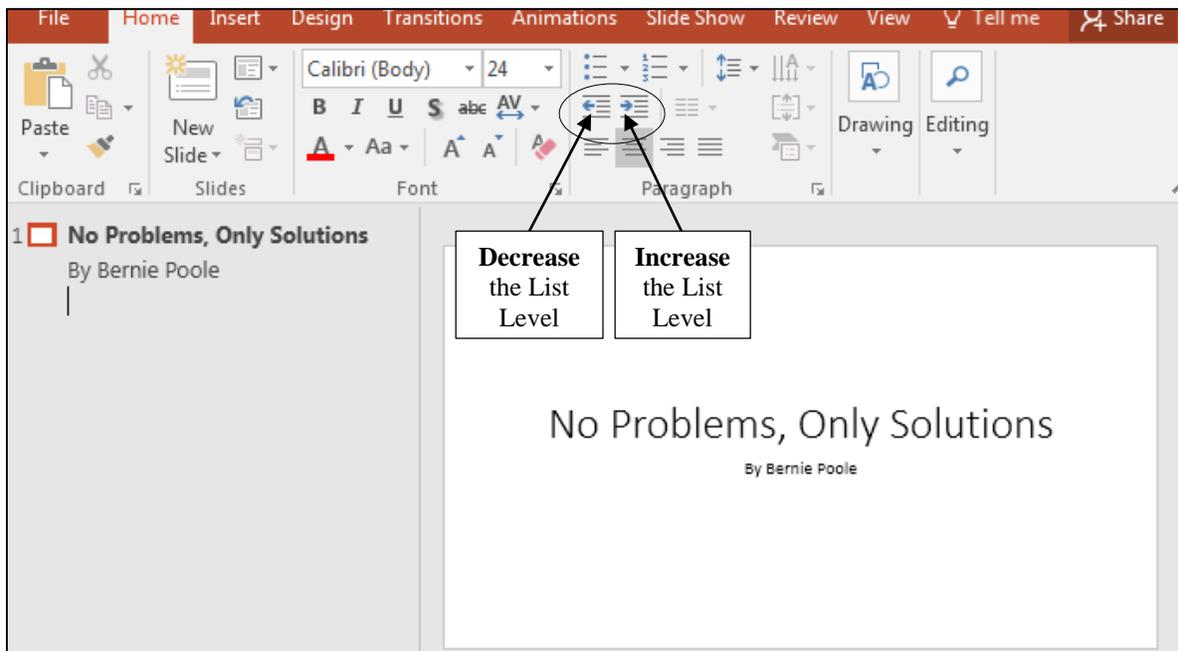


Fig. 9.17 The first slide in your presentation will look something like this

Type **By [your name]**—type your own name, of course!—and hit the **Enter key**

Your first slide should look something like Fig. 9.17 above.

That's all you need on the first slide. Now you need to go to a new slide. To do that in the outline, you must *Decrease the list level*. The tool to do this is right next to the tool for increasing the list level (Fig. 9.17 previous page).

In the **Home Ribbon > Paragraph Group**, click on the **Decrease List Level** tool now

Look in the **left-hand frame** of the *PowerPoint* window and notice that the **cursor** is now waiting at the start of a **new, second slide**

### Changing the Slide Layout

Before you type up the text for this second and remaining slides, you need to change the Slide Layout.

In **Home Ribbon > Slides Group**, click on the **Slide Layout tool**

In the selection of templates that pops up, locate and **double click** on the layout for a **Two Content** slide (Fig. 9.18)

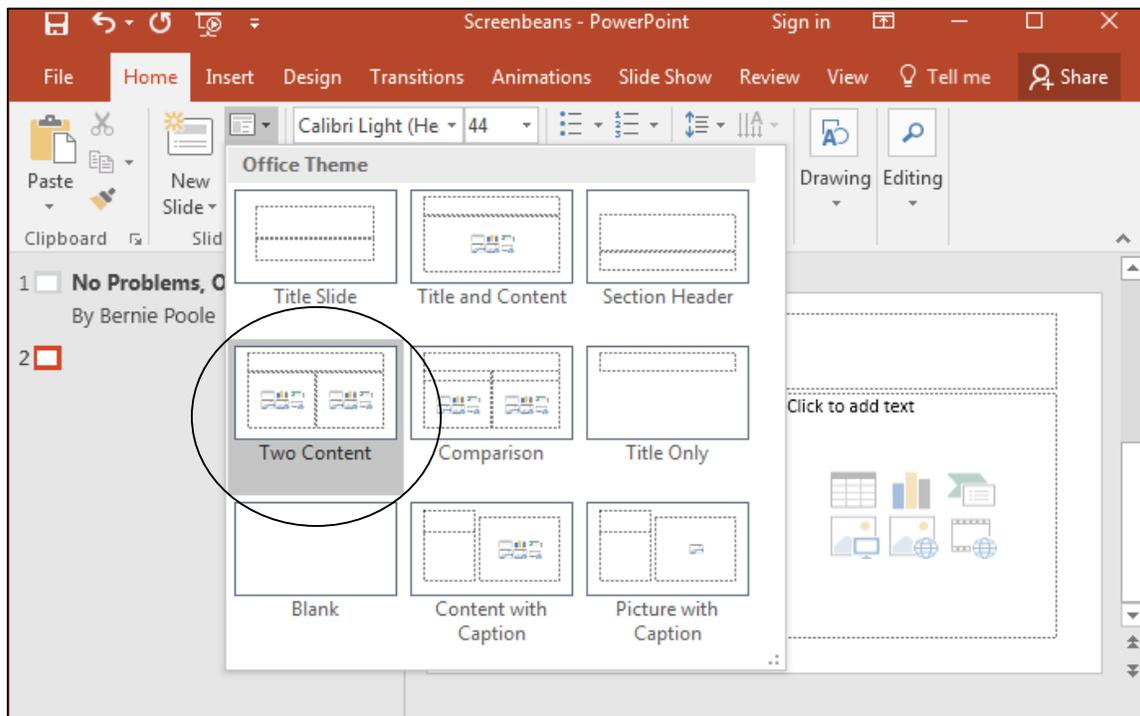


Fig. 9.18 The Two Content slide layout

This Two Content slide layout is what you want for the remaining slides in the *Screenbeans* presentation. Now you are ready to type in the entries for all the slides, except the final Acknowledgements slide, which will have a different Slide Layout (see Fig. 9.15 on page 321 for the content of each slide).

Turn your attention to the **left hand frame** of the *PowerPoint* window so that you can continue with **Slide 2** of the **Outline**

Type **Confusion** for the second slide **Title**, and hit **Enter**

### Switching levels

You already practiced doing this, but let's review the steps, because it can be confusing if you're not familiar with the process.

Switching levels means **increasing the level** or **decreasing the level**. What does that mean? A Table might make this clearer:

<b><i>Increasing the List Level</i></b>	<b><i>Decreasing the List Level</i></b>
increases the indent	decreases the indent
moves content <i>to the right</i>	moves content <i>to the left</i>
moves content <i>forwards</i>	moves content <i>backwards</i>
may move content <i>up to a Previous Slide</i>	may move content <i>down to a New Slide</i>

Turn back to Fig. 9.15 on page 321 and look at the content of the *second slide*. The word *Confusion* is at the top level; then what immediately follows on the same slide—on a separate line and indented to the right—is the lower level text: *A problem often presents itself...*, etc. When you switch to the next level *down*, the text is automatically indented *to the right* (moved to the right); that is to say, the level is *Increased*.

So, to summarize, moving the text to the *LEFT* *decreases* the list level in an outline (moves it back). Moving the text to the *RIGHT* *increases* the list level in an outline (moves it forward). For the remaining slides you have to enter text not only for the Title of each slide at the top level, but also for the sub-text. This sub-text will be at an *increased* list level than the title.

Still confused? Practice will hopefully make everything clear.

In the **Home Ribbon > Paragraph Group**, click on the **Increase List Level** tool to move the cursor **back up to Slide 2** for the text you are going to type next into the *PowerPoint* outline

Type the **lower level text** for the second slide (**A problem often presents itself...**) from the illustration in Fig. 9.15 on page 321, then hit **Enter**

### Decreasing the List Level

That is all you need by way of text for the second slide. As you can see, you must now decrease the list level for the new slide 3. To do this you use the Slide Level tools once more.

In the **Home Ribbon > Paragraph Group**, click on the **Decrease List Level** tool to start a new slide for the next text you are going to type into the outline

As you see, this begins a new slide (slide 3). You should be starting to get the hang of this by now.

So go ahead and complete the rest of the outline (using Fig. 9.15 above on page 321), increasing and decreasing the text levels as you go along

When you have typed the title and text entries for slide #9, be sure to **save** your work again with the document name **Screenbeans**<sup>1</sup>

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<sup>1</sup> Screenbeans are cartoon characters created by Microsoft, Inc.

Before you go on, in the **View Ribbon** >Presentation Views Group, click on **Normal** so you can **view** the **thumbnails** of all your slides (Fig. 9.19)

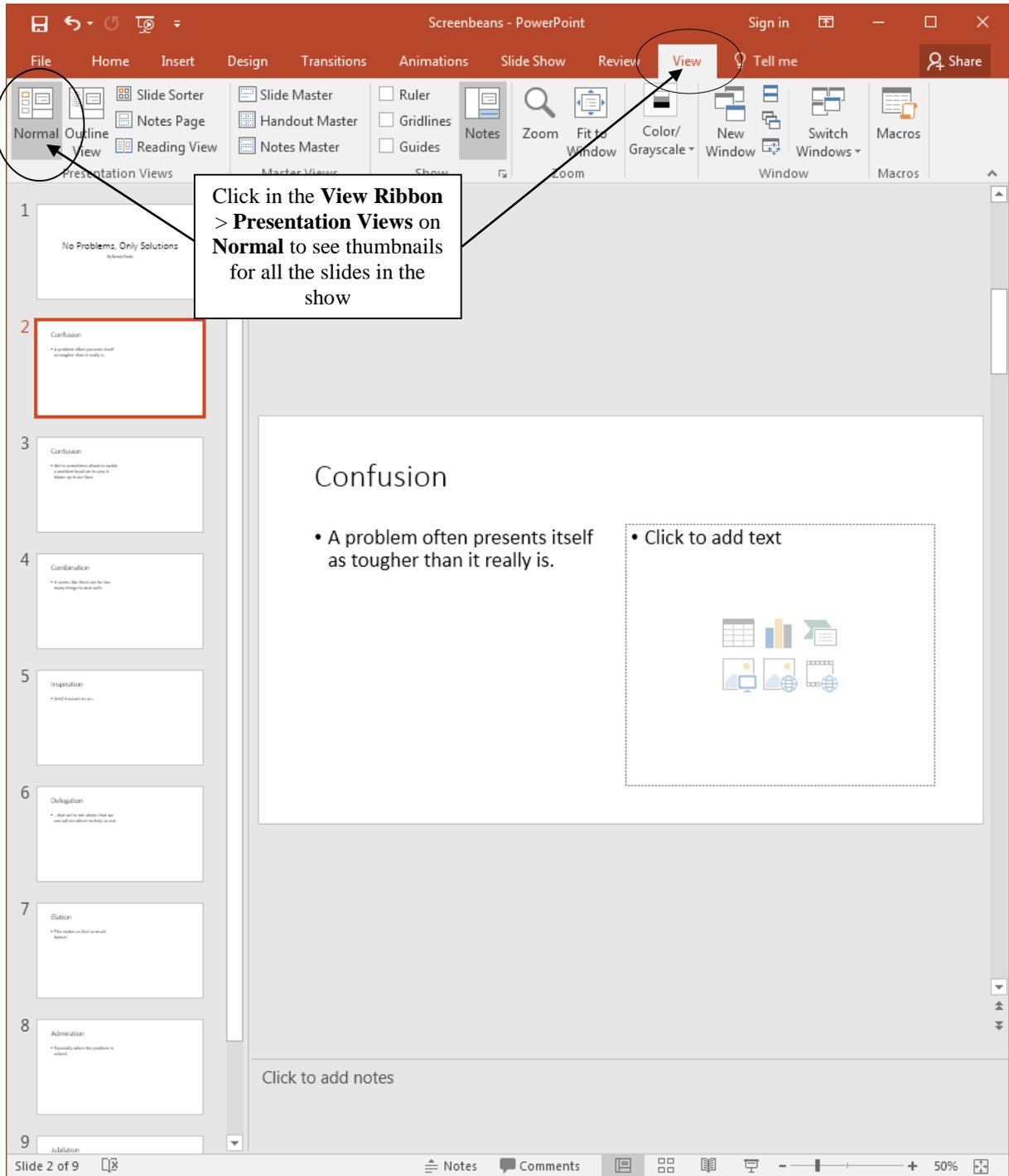


Fig. 9.19 The Slides View in the left-hand frame of the *PowerPoint* window

Such as they are, the slides look rather bland with a plain white background and some text. Fortunately, *PowerPoint* includes excellent tools to help you “jazz” things up. Let’s start with the slide design tools.

## Choosing Slide Designs

*PowerPoint* gives you all kinds of assistance in the design of your slides. So far we've used one or other of the Slide Layouts, which help with the general layout of each slide in the show. But the Design Ribbon lets you select from an extensive set of pre-formatted slide design themes that include graphics, colors, and animations. Let's check out some of these options now.

It's best to be in the Slide Sorter view for the next set of exercises.

Click on the **Slide Sorter tool** in the **Slide View toolbar** (you can also access these views in the **View Ribbon > Presentation Views Group**)

**Hit Ctrl-a** to select all the slides and, in the **Design Ribbon > Themes** menu, click on the **small arrow** to bring down the menu of **More Design Themes** (Fig. 9.20)

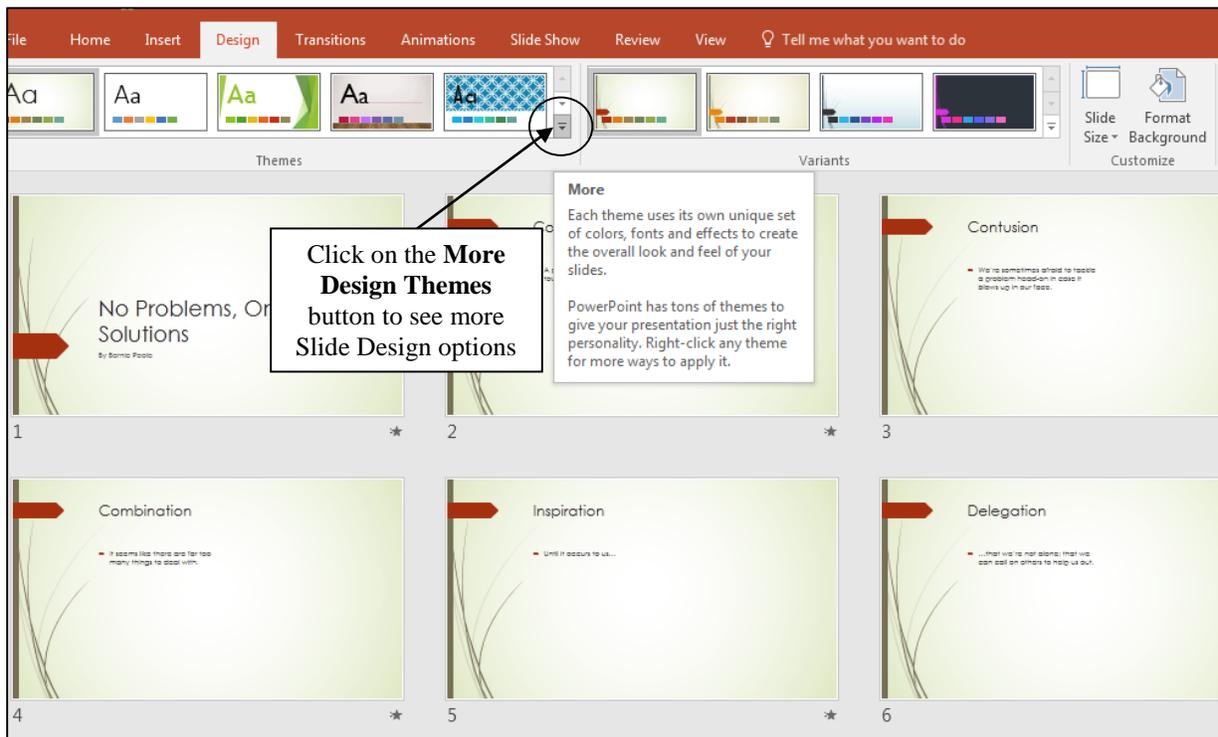


Fig. 9.20 More Design Themes in the Design Ribbon

## Design Themes

The easiest way to make your slides more interesting is to use one of the pre-set Design Themes that come with *PowerPoint* (Fig. 9.20 above). You can select from a large set of Design Themes, most of which are quite attractive. Let's try some of them now.

Use the mouse pointer to **select a Design Theme** by clicking on it—try out a few of them

For the sake of the exercises that follow, **choose a Design Theme** that has a **color background** that is **light-colored**, but **not white** (the one used for the design in Fig. 9.20 on the previous page is called "**Wisp**"), so that the pictures you are going to add next will stand out well against the background

PowerPoint applies the selected design template to all the slides in your show so you can check it out. If you wanted to apply the Design Template to just a few slides, you would first select the slides you want, then click on one of the other Design Templates. Let's try that.

Hold down the **ctrl** key while you click on any **three or four** of the slides in the show to **deselect** them (since all the slides were originally selected)

Now, in the **Design Ribbon > Themes Group**, click on a **Slide Design Template** different than the one you chose before

Voilà! The slides that were still selected now use a different Design Theme. You see how easy it is to create a mix of different and attractive slides.

Hit **Ctrl+z** to **undo** the Design Theme change you just made, then hit **Ctrl+a** again to **select all the slides** in the Slide Sorter View

PowerPoint is a beautiful program primarily because it is so easy to use once you know what's available to you. You can go to town when you're designing slides, as long as you know all the tips and tricks—the bells and whistles—offered by the software. Let's check out a couple of other features now.

### Adding pictures to the slides

For Slides #2 through #9 you are going to put a graphic of a Screenbean in the Content placeholder. This job has to be done directly on the slide in *Normal View*.

You should still be in **Slide Sorter** view, so **double click** on the **thumbnail** for **Slide 2** (the **Confusion** slide) to make **Slide 2** the **current slide** in **Normal View**

You can see the large version of the slide in the *PowerPoint* window (Fig. 9.21 above).

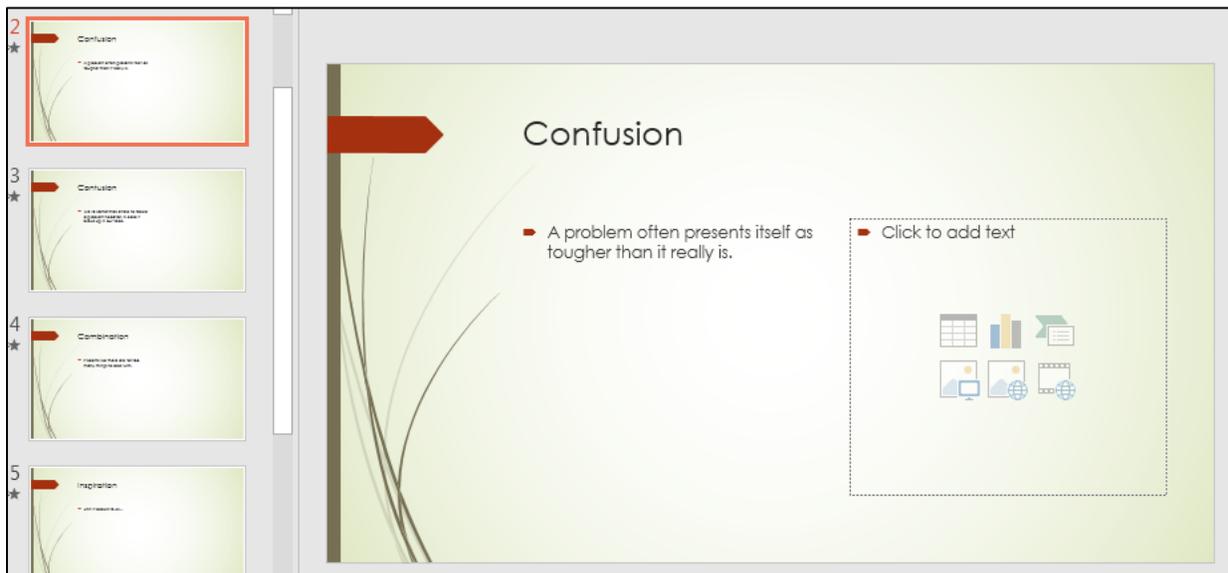


Fig. 9.21 Slide 2 in Normal View

The *Two Content layout* lets you put a title at the top of the slide, and either text or some other visual content in the lower left and/or lower right placeholders.

Let's take a closer look at the Content Selector tools for a typical Two Content slide (Fig. 9.22).

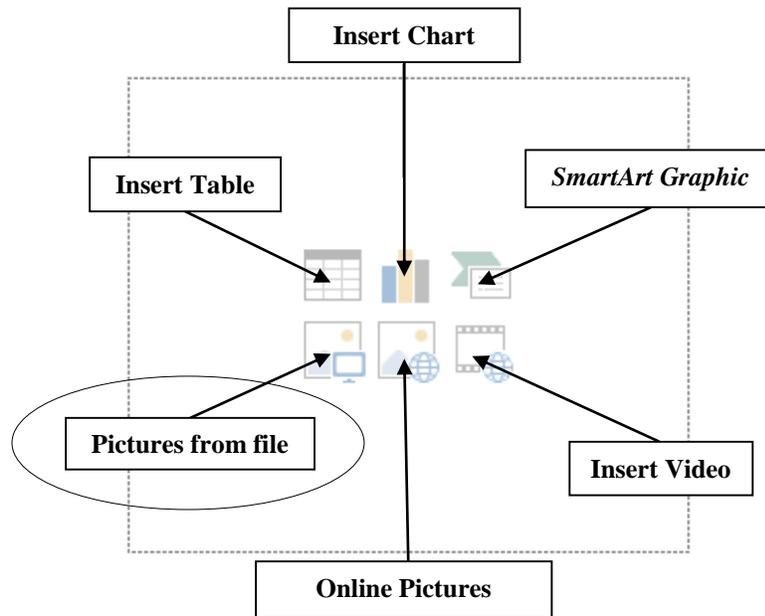


Fig. 9.22 The annotated Content Selector tools

As illustrated in Fig. 9.22, you can insert a table (from *Access*, say), or a chart from *Excel*, or clip art from Microsoft's gallery of clip art, or a movie clip that you made yourself or that you downloaded from a CD-ROM or from the web, or an organization chart, or any picture that you have saved on disk. Literally, the options are infinite; the sky's the limit.

For the sake of this exercise, a *PowerPoint Files* folder has been prepared inside the *Work Files for Office 2016* folder, in which are stored the eight Screenbean clip art items you will use for this presentation (Fig. 9.23).

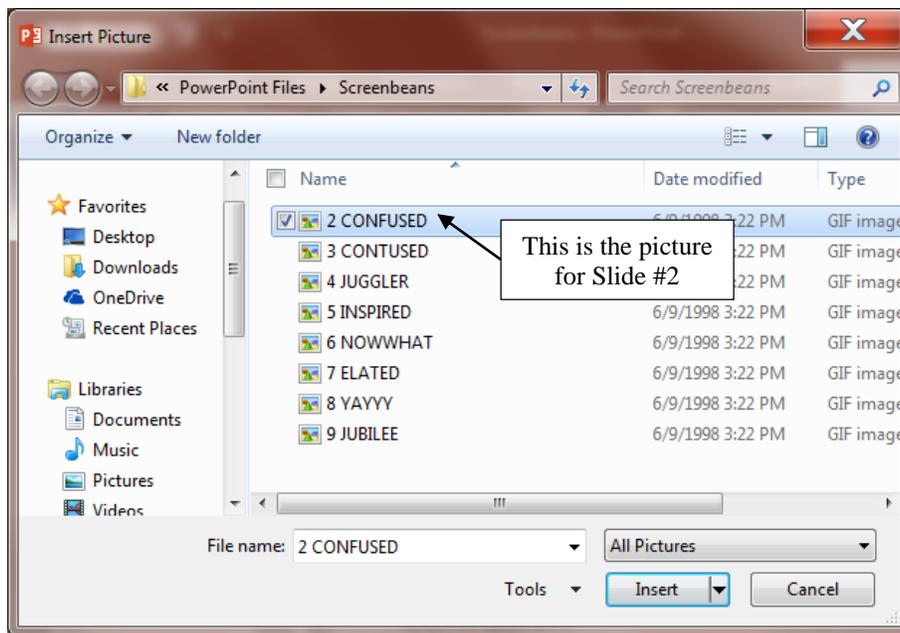


Fig. 9.23 Insert Picture dialog box

The Screenbean images are stored, not as clip art, but as *pictures*. To put a picture on a slide, you will use the *Pictures* tool in the set of Content Selector tools (Fig. 9.22 above) to insert *Pictures* from a file.

Let's insert a picture onto Slide 2.

Make sure you have the **USB drive** with your **Work Files for Office 2016** in the disk drive

Now, in the **Content Selector tools** (Fig. 9.22 previous page), click on the icon for **Pictures**

In the **Insert Picture** dialog box (Fig. 9.23 above), navigate to your **Work Files for Office 2016 > PowerPoint Files > Screenbeans** folder

In the **Screenbeans** folder, **double click** on the picture named **Confused** ("Confused" with an "f", not "Contused" with a "t!")

PowerPoint inserts the Screenbean figurine **Confused** inside the right side placeholder (Fig. 9.24)

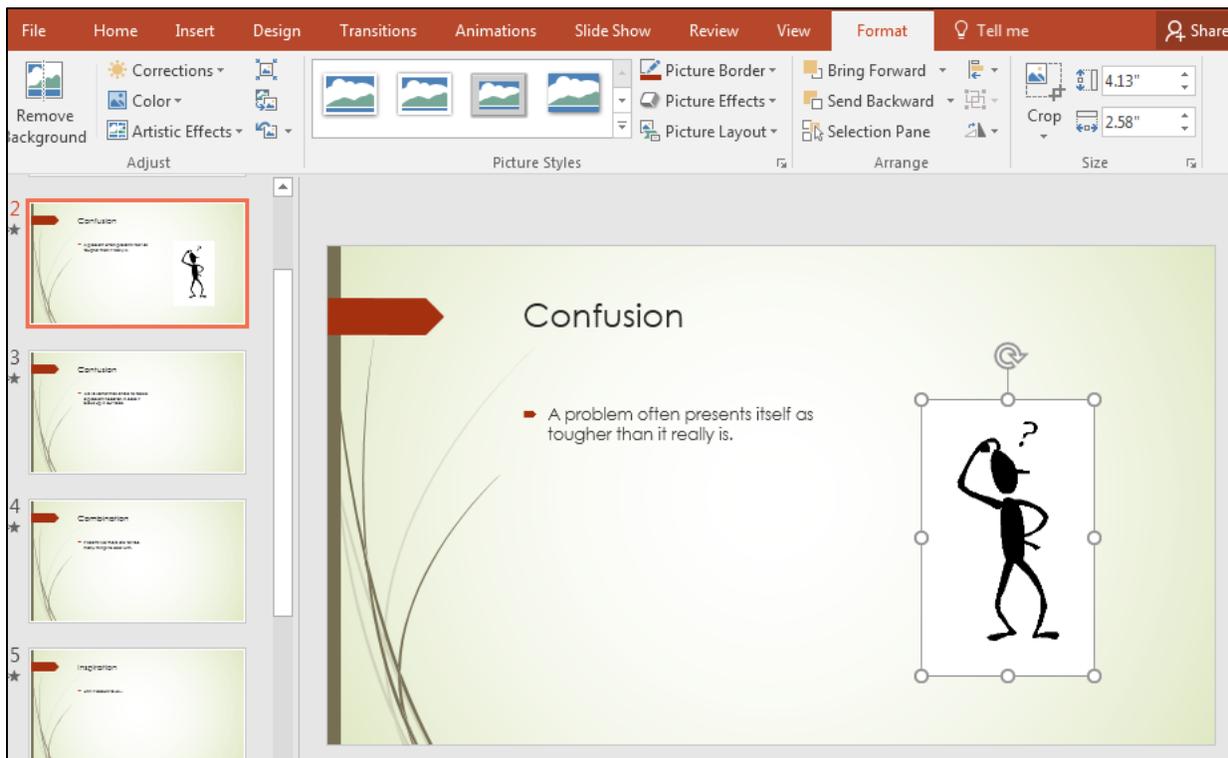


Fig. 9.24 Slide #2 is ready

There are a couple of problems you need to take care of at this stage.

1. The picture has unnecessary white space around it—we need to *crop* it;
2. The picture needs to be enlarged to fill the space available for it;
3. The white background of the picture conflicts with the pale green background of the slide design—we need to make the background *transparent*.

Let's take care of these problems one by one.

### *Cropping out unnecessary background*

To make sure the picture is **selected**, click anywhere on it (you'll see the **handles** all around it) then, in the **Format Ribbon > Size Group**, click on the **Crop** tool (Fig. 9.25)

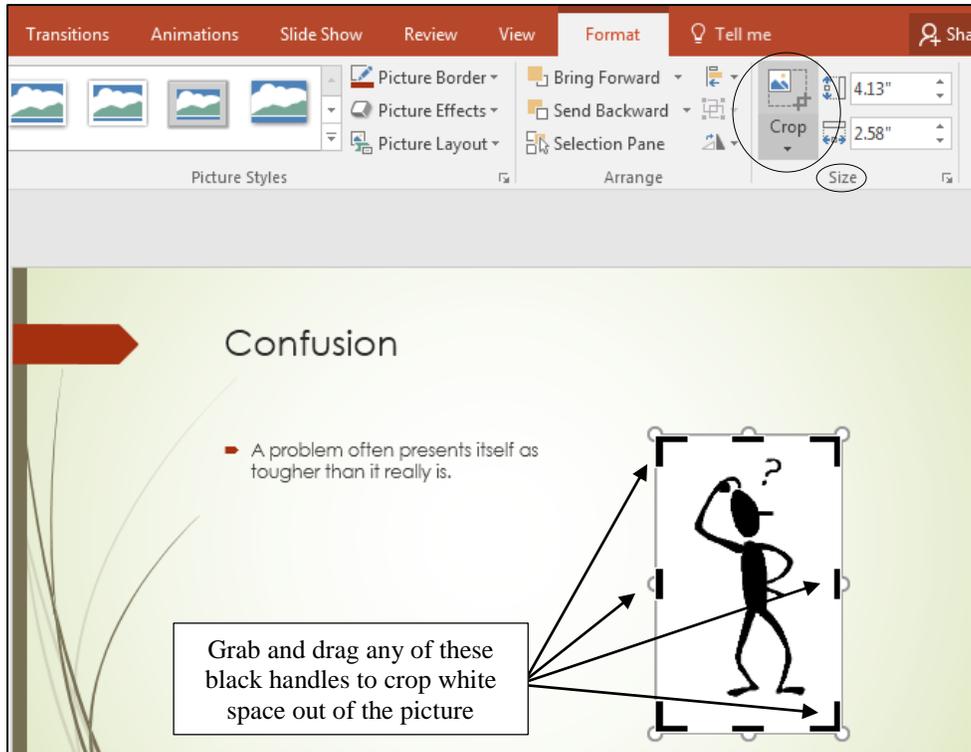


Fig. 9.25 The Crop tool in the Format Ribbon

Using the mouse, grab any of the **black handles** around the picture and **drag in** towards the image of the Screenbean, **cropping** as much of the **white space** around it, without actually cropping any of the Screenbean image

Fig. 9.26 shows you how it should look at this stage.

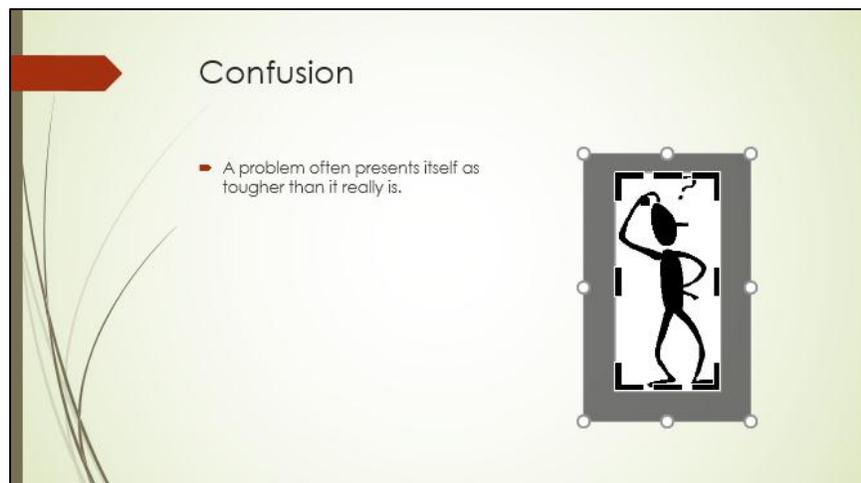


Fig. 9.26 Confused Figurine with white space reduced (cropped)

To complete the cropping exercise, click anywhere on the slide **outside** the space taken up by the picture

*Enlarging the picture*

Grab any of the various handles and **adjust the size** of the figurine to fill the space available for it (Fig. 9.27)—use the mouse to center the image after resizing it

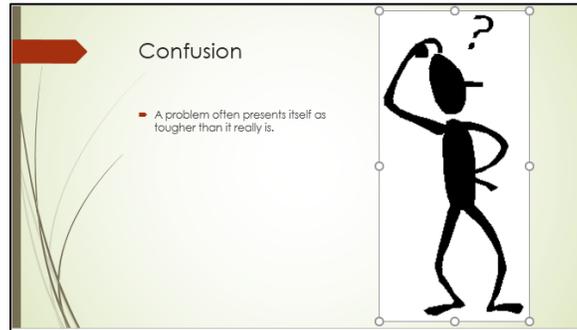


Fig. 9.27 Resized Screenbean Figurine

*Making the Screenbean images transparent*

One problem still remains to be fixed before we move on to work with the Screenbean images for the remaining slides. The images, with their white background, look odd against the slide's other-colored background (see Fig. 9.27 above). You can fix this by making the image background *transparent*.

Still in **Normal View**, click on the picture of the **Screenbean image** then, in the **Format Ribbon > Adjust Group**, click on the **Color tool** to bring down the menu of **Color options** (Fig. 9.28)

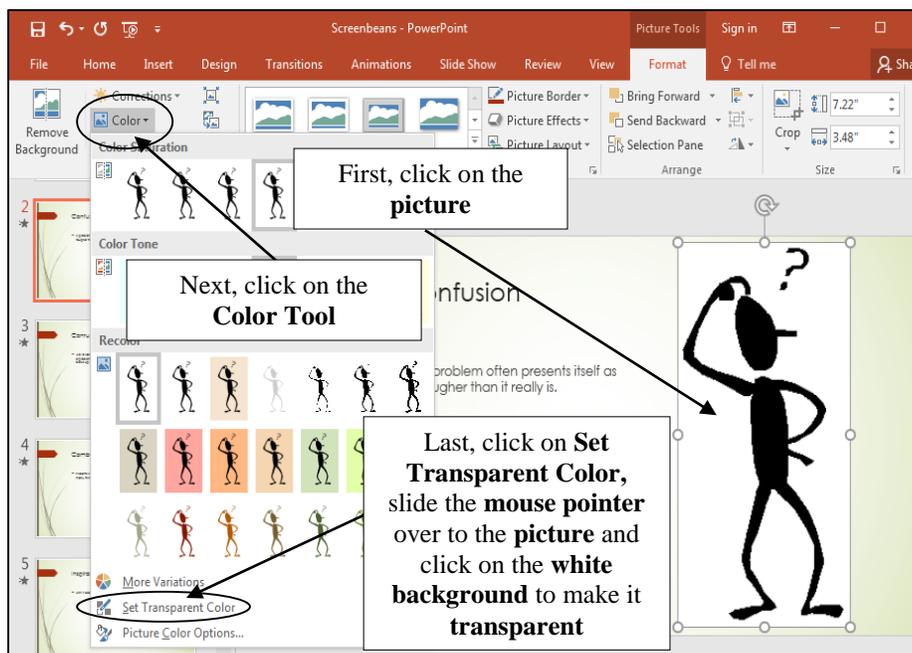


Fig. 9.28 The Picture Tools toolbar

Last, at the bottom of the Color Tool menu (Fig. 9.28 above), click on **Set Transparent Color**, then slide the **mouse** pointer (which has changed to the Color Picker tool) over to the **picture** and click on the **white background** to make it **transparent**

Hey presto! The Screenbean picture is now transparent and has the same background as the rest of the slide.

Click anywhere off the picture to remove the handles

Now do the same with **each of the Screenbean pictures** onto slides 3-9, loading the **Screenbean** images in the order they are listed in **Fig. 9.23** on **page 328** above

Follow the steps you just applied for Slide 2 (they started near the top of **page 329**)

**Save** the Screenbeans Slide Show when you're done

At this stage, your Screenbeans PowerPoint presentation should look something like the one illustrated in Fig. 9.29.

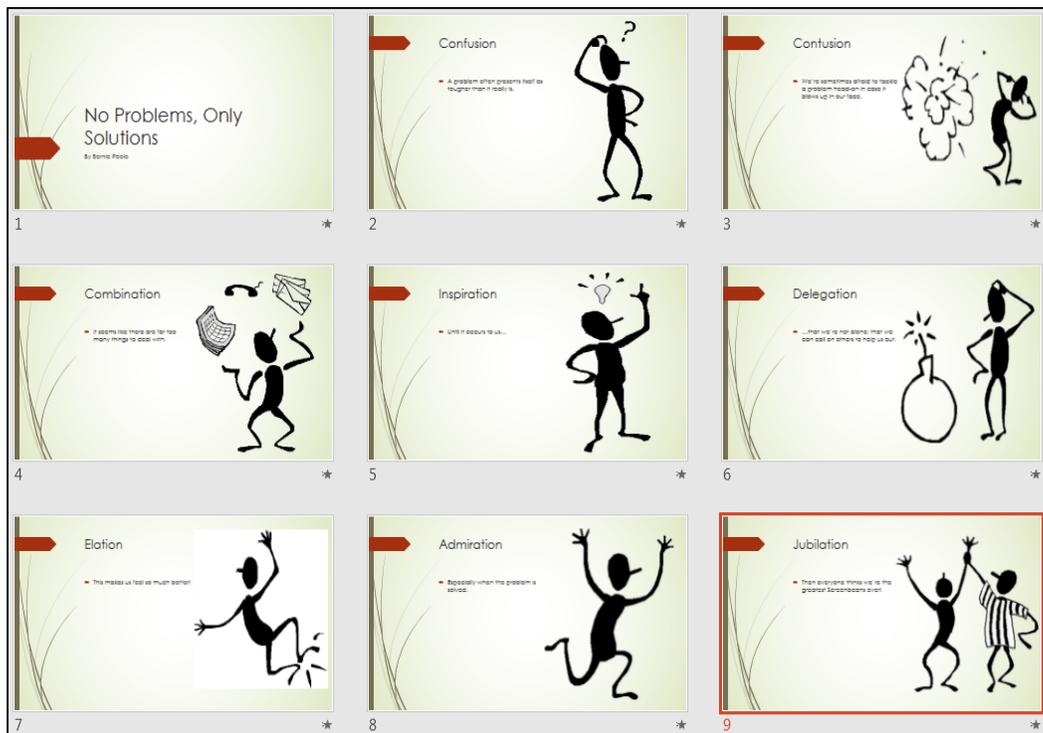


Fig. 9.29 Presentation after inserting and arranging the Screenbean pictures

## 9.4 ADDING MORE BELLS AND WHISTLES TO THE PRESENTATION

### Setting timings for the slides and adding transitions

This task should be done while you are in the Slide Sorter View.

In the **View Ribbon > Presentation Views Group** click on **Slide Sorter**

For this exercise, you are going to add the same timing and transitions to all the slides, though you could, if you wanted, use a different transition or timing for each individual slide.

Press **Ctrl+a** on the keyboard to select **all** the slides in Slide Sorter View

Now, in the **Transitions Ribbon > Transitions to This Slide Group**, click on the **More Slide Transitions** button (Fig. 9.30)

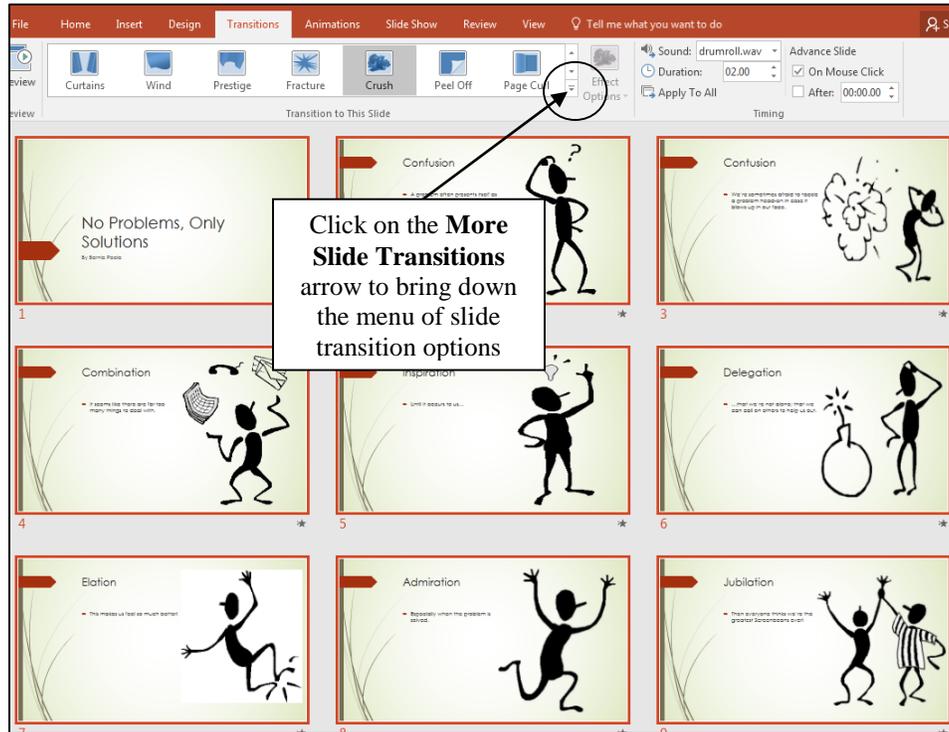


Fig. 9.30 The More Slide Transitions button

The *More Slide Transitions* button drops down a menu of the *complete selection of slide transitions* available in Microsoft's PowerPoint presentation software (Fig. 9.31).

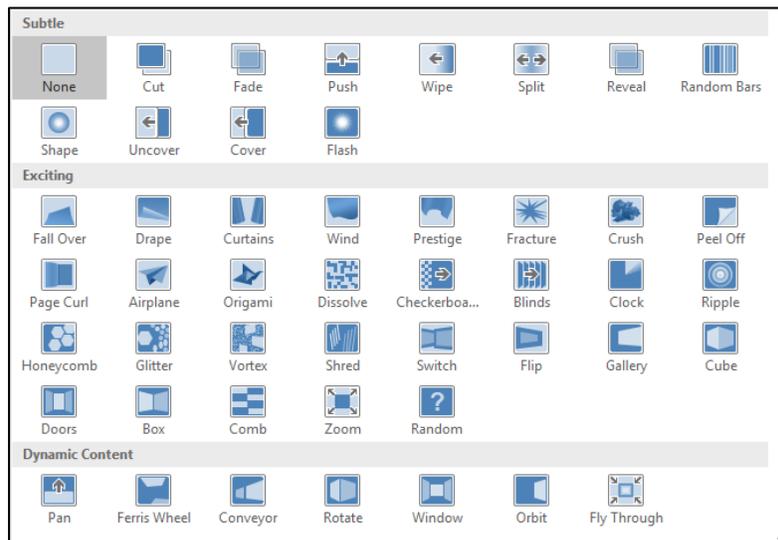


Fig. 9.31 Transition Slides menu

To get a **Live Preview** of any of the transitions, **click on a Transition** in the menu and watch the transition take effect in each slide in the **Slide Sorter view**

Try several of them to get a feel for how they work, then select the one you most like—they really are quite cool 😊

Next, in the **Transitions Ribbon > Timing Group** (Fig. 9.32), click in the **check box** next to **After:** and increase the **Advance Slide** time to **after 10 (ten) seconds**, but leave the **check mark** in the box next to **On Mouse Click**, so that the user has the option to advance without having to wait the full 10 seconds

The Advance Slide options will now look like those illustrated in Fig. 9.32

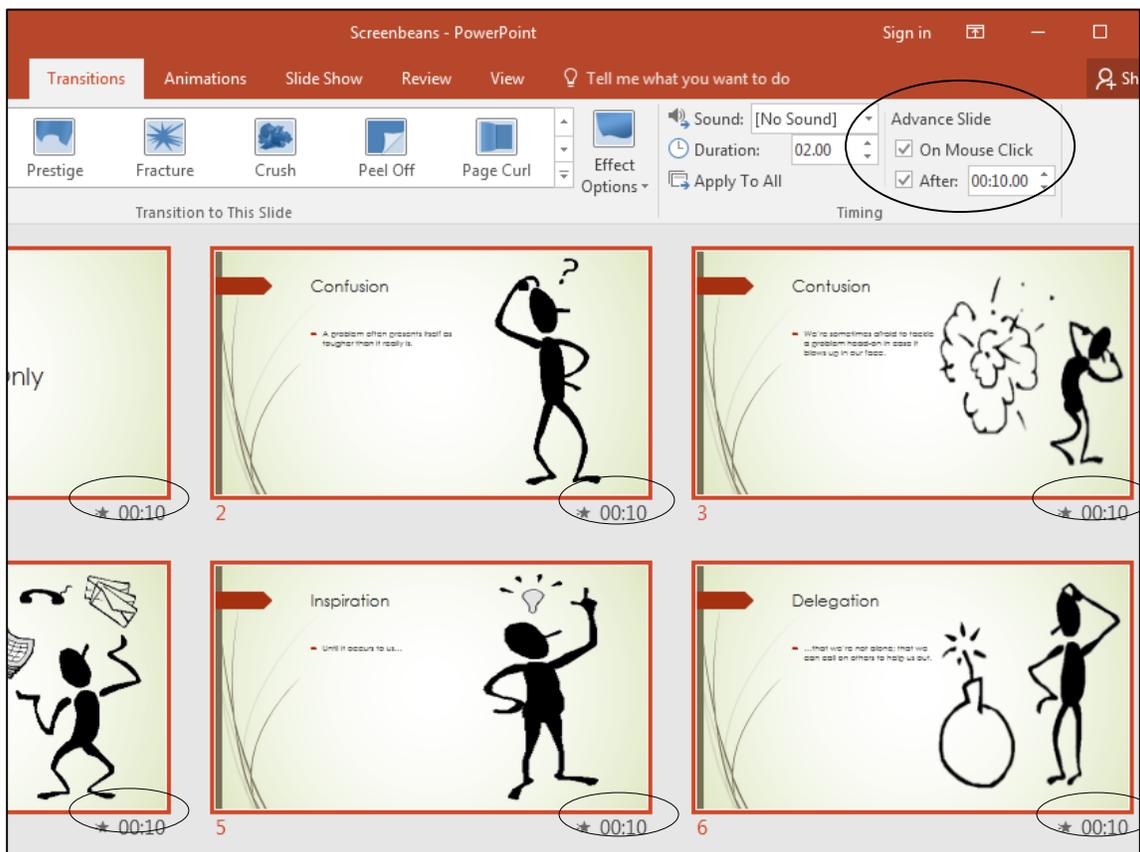


Fig. 9.32 Advance Slide Timing settings

This will allow the user to advance to the next slide either manually (by clicking the mouse) or automatically (after 10 seconds).

### Sound Effects

Sound effects (audio), like transitions and animations, should not be overdone. But they do add some extra interest to the visual impact of a presentation.

To select a **sound effect**, in the **Transitions Ribbon > Timing Group**, in the **Sound** entry box (Fig. 9.33), click on the **down arrow** to bring down the **Sound:** menu

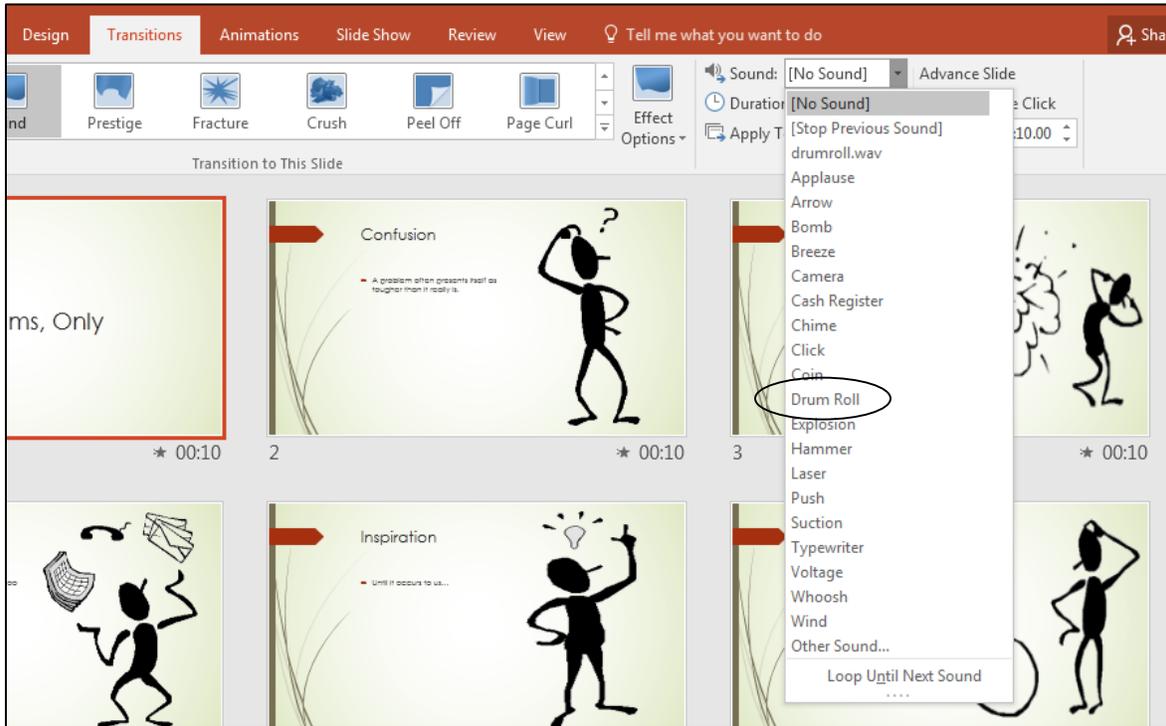


Fig. 9.33 The PowerPoint Sounds menu

Choose **Drum roll**<sup>2</sup> then, in the **Transitions Ribbon > Timing Group**, click on **Apply to All Slides** (Fig. 9.34)

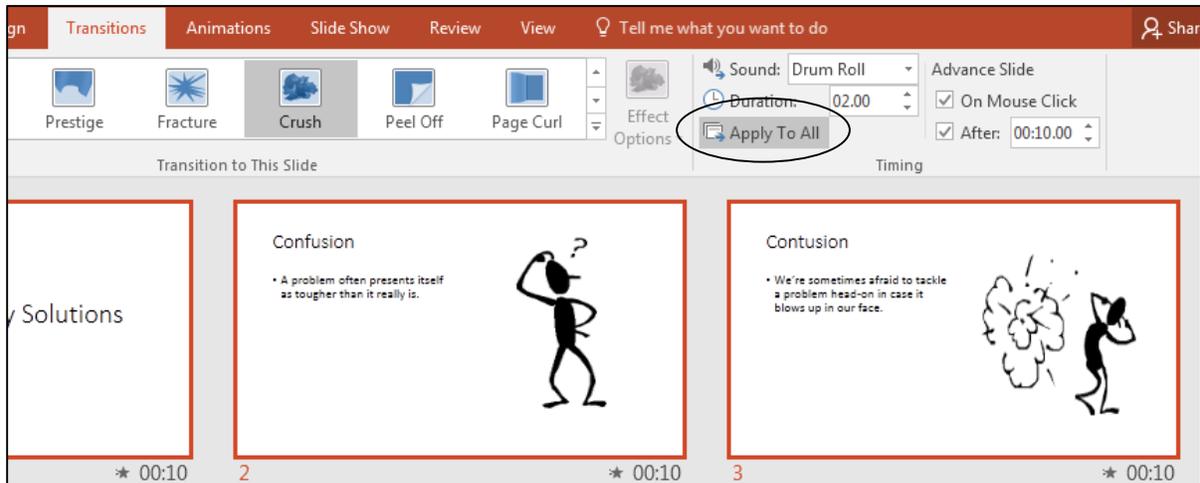


Fig. 9.34 The Apply to All option in the Timing Group

Notice that the timing value ":10" has appeared underneath each slide in the Slide Sorter view.

<sup>2</sup> If you don't hear a drum roll when you run the slide show, it may be because the speakers on your computer are turned off—muted—or maybe you don't have speakers on your computer at all.

## Color Schemes

### *Built-in Color Schemes*

Maybe you liked one of the Slide Design templates you were just checking out, but you decided that the Color Scheme wasn't what you were looking for. Well, you can do something about that by using the *built-in* Color Schemes. Or, if you want to choose your own colors, you can go with a *custom* Color Scheme. Let's try some of the standard Color Schemes first.

In the **Design Ribbon > Variants Group**, click on the **down arrow** to bring up the menu of **Variant options**, then click on the **Colors** option to bring down the **Color Schemes** menu (Fig. 9.35)

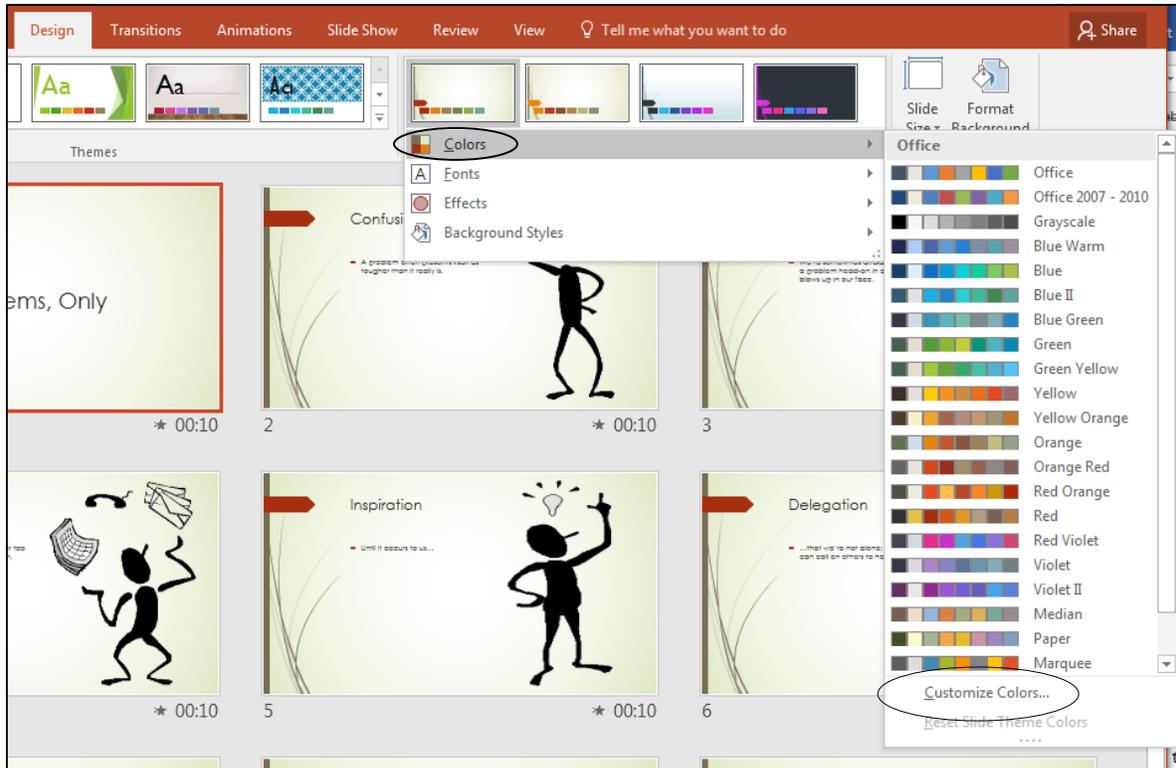


Fig. 9.35 Built-in Colors menu

Click on any one of the **Color Schemes**—try a few of them to see how they look

Just as for the Design Templates, you don't have to apply a Color Scheme to all slides. You can select one or more of the slides and apply the Color Scheme to those alone.

### *Custom Color Schemes*

Each new installation of *PowerPoint* starts out with a limited set of standard Color Schemes, and there may be none that you particularly like. Color is, after all, a very individual thing. Customizing a Color Scheme is easy enough, however, and if you put together a Color Scheme you really like, you can add it to the set of standard Color Schemes.

Bear in mind, though, that your *PowerPoint* presentation is going to be viewed by an audience of people whom you want to impress with the attractiveness of your slides—you want the slides to be eye-catching and engaging. So beware of choosing colors that may be jarring or

quite simply inappropriate. For this reason, unless you think you have a good sense of color and design, it's probably best to go with the sets of *built-in* design themes and color schemes.

In the **Design Ribbon > Themes Group**, at the **bottom of the menu of color themes** click on **Customize Colors...** (Fig. 9.35 above)

Fig. 9.36 shows the *Create New Theme Colors* dialog box, which allows you to customize the color of every feature of a Design Theme (Text Backgrounds, hyperlinks, etc.).



Fig. 9.36 The Create New Theme Colors dialog box

Click on any of the **small color boxes** to bring up a palette of **Theme Colors** for that feature of the slide's design theme (Fig. 9.37)

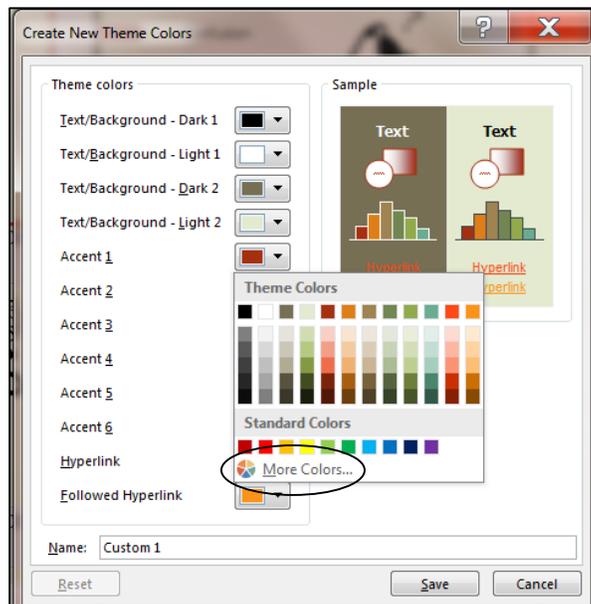


Fig. 9.37 Custom Theme Colors

Now click on **More Colors** (Fig. 9.37 above) to select from either a palette of 256 colors (the **standard** color palette) or over 16 million colors (the **Custom** color palette)—Fig. 9.38

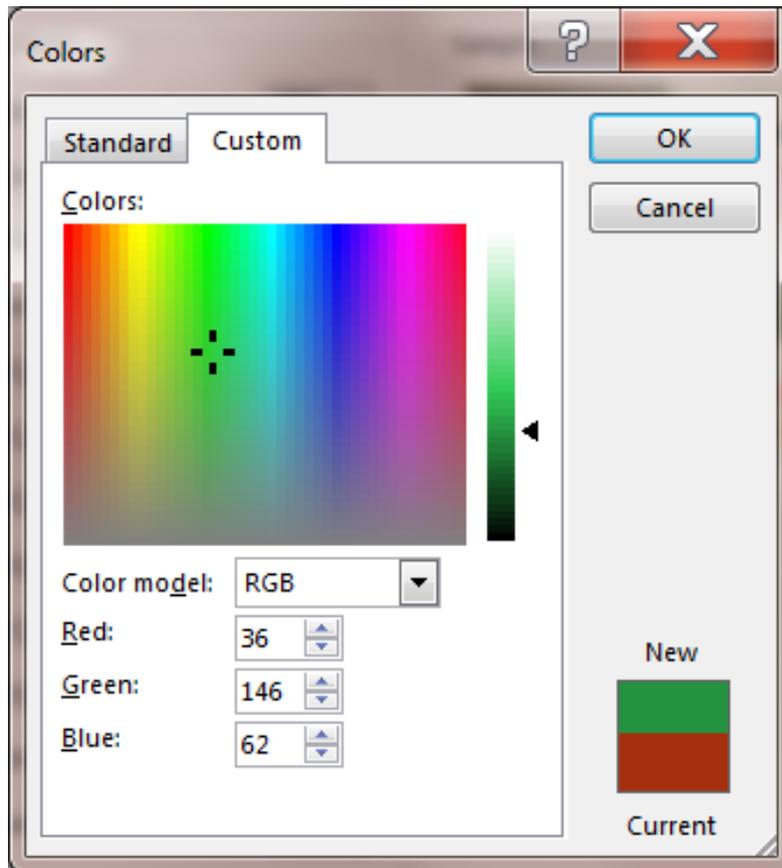


Fig. 9.38 The Custom Color Mixer

Take whatever time you need to familiarize yourself with these color selection tools.

After you have selected some new colors for **TextBackgrounds** and **Accents**, and so on, click on the **Save** button to save your Screenbeans presentation before proceeding with the tutorial

#### **Adding the Acknowledgements slide**

Most every slide show should have an acknowledgements to recognize one's sources for ideas or other assistance.

In the **View Ribbon > Presentation Views Group**, select **Normal** and, in the **left hand frame** of thumbnails, **scroll down** and click **immediately after Slide 9** to put a **bar marker** there

In the **Insert Ribbon > Slides Group**, click on **New Slide** (or hit **Ctrl+m**), then, in the **Home Ribbon > Slides Group**, click on **Layout** and, in the **Layout menu**, click on the layout for **Title and Content**

In the **Title box**, click to add the title: **Acknowledgements**

Now click in the **Content box** and type the following acknowledgements statement:

**The Screenbeans images are courtesy Microsoft Corporation's Clip Art Gallery.**

**The presentation design owes much to the Microsoft Office 2016 PowerPoint application.**

**The text is copyright © Bernard John Poole.**

### Checking out the presentation

It's time to try out your show.

In the **Slide Show Ribbon > Start Slide Show Group**, select **From Beginning**, and click your way through each slide at your own pace, or let the computer time it for you, 10 seconds per slide

## 9.6 PRINTING PRESENTATION HANDOUTS

A nice feature of *PowerPoint* is its ability to provide you with hard copy versions of the slides and/or of the outline text of a presentation. This is useful for the preparation of handouts for an audience or a class. Here are the steps to do this.

From the **File** menu choose **Print**

Now click on the **Full Page Slides** box to bring up the drop down menu of print layout options (Fig. 9.39)

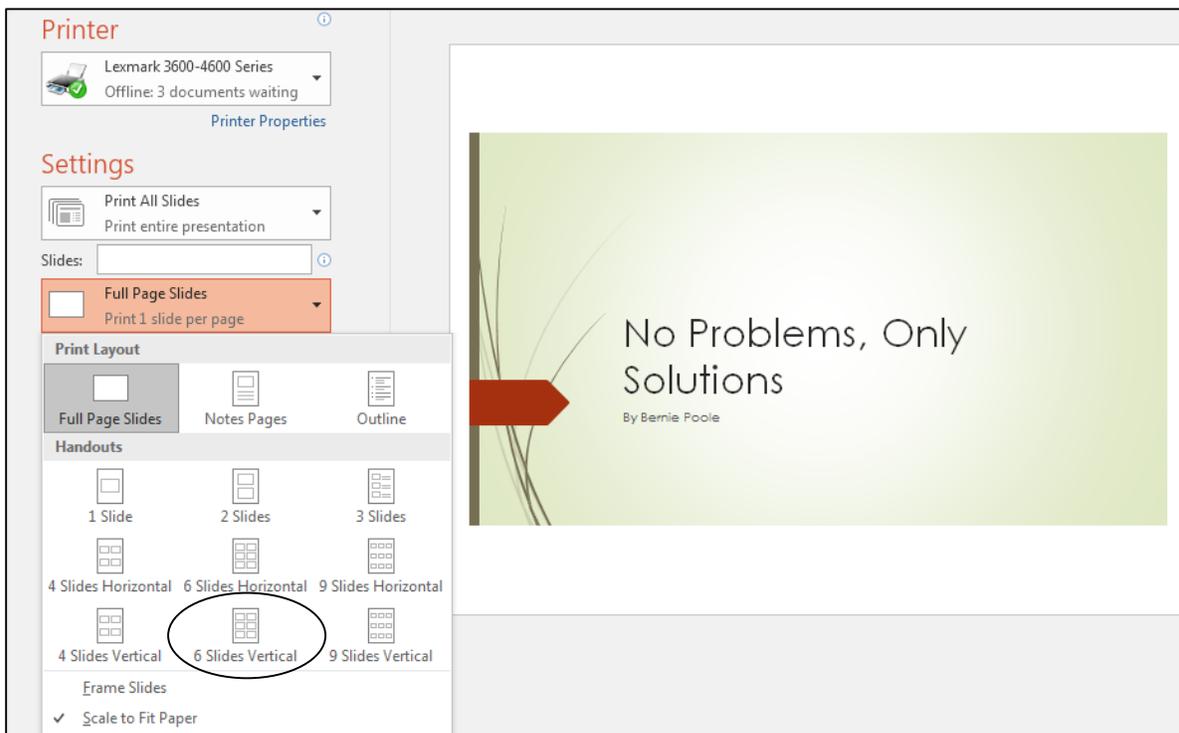


Fig. 9.39 Selecting handout options for printing

In the drop down menu, under **Handouts**, select **6 Slides Vertical** per page  
Next click in the **Color** box near the bottom of the Print dialog box (Fig. 9.40)

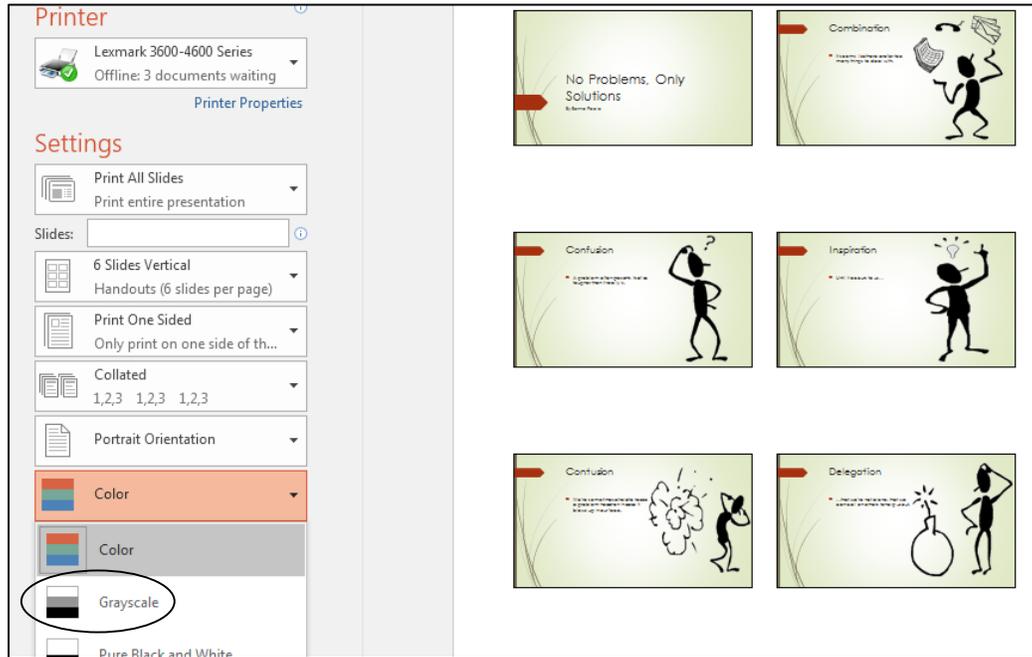


Fig. 9.40 Print Color Options menu

In the Color options for the slides, select **Grayscale**, then click on **OK** to print a copy of the presentation

In the handout options, you can choose two, four, six, or nine slides per page, and you can display the slides in order either horizontally or vertically. This handout can then be distributed to an audience or a class for note-taking, review or reinforcement.

**Save** this final version of the Screenbeans show then, before you finish, make a **backup copy** of your **Screenbeans** presentation in your **Data Files > PowerPoint Presentations folder**

## LOOKING BACK

Lesson 9 has been devoted to the *PowerPoint* program that is designed to help in the preparation of presentation materials of all kinds. It is not only a very useful tool, but also it is enjoyable to work with. Outlines and slide shows will add polish to the lessons or presentations you will prepare for your students and other groups during the course of your career. For example, a math or chemistry teacher might intersperse her lessons with professional-looking formula charts or chemical structures. Any teacher could make an impressive graphic introduction to a class. An administrator could do the same for her school, the presentation to be viewed in the office by visitors.

But *PowerPoint* is still more valuable as a tool for learning in the hands of your students. They will soon learn the necessary skills to use the program with flare and they'll creating presentations of their own. As their teacher, you'll guide them in the direction of learning projects of all kinds related to the curriculum K-12. In the context of *PowerPoint*, students will

discover knowledge and construct their own mental database of information that will stand them in good stead in their future lives.

## LOOKING FORWARD

*PowerPoint* is a useful teaching tool, providing added value for both the teacher and the students. A carefully prepared and well-designed presentation, appropriately used during the course of a class, helps the teacher stay focused and on track. A presentation that is rich in multimedia gives the teacher the opportunity to spice up presentations in various ways that promote added interest and engagement for students. *PowerPoint* also can be used to *create* as well as *enable* powerful learning environments.

Lesson 10 will show you how to create interactive presentations in which the user learns while responding to the material that is being presented, thus encouraging engagement, which promotes learning. More powerful yet, *PowerPoint* may be best used in the discovery mode of learning, where the students create presentations that involve research in the pursuit of knowledge, incorporating multimedia—still images, video, and sound, along with text—in the construction of a personal understanding of the subject matter being learned.

A thoughtful teacher will encourage her students to work together on such projects and present their work to the class, thus applying the adage that the best way to learn is to teach.

As the saying goes: "I hear and I forget, I see and I remember, I do and I understand."

## SKILL CONSOLIDATION

1. Prepare a presentation on the subject of the American colonies. Make sure you have at least eight first level topics (eight slides), as well as a title slide and an acknowledgements slide.
2. Prepare a presentation on the subject of US Presidents (or any subject of your choice that you might use with a K-12 age group appropriate to your major). Make sure you have at least eight first level topics (eight slides), as well as a title slide and an acknowledgements slide.
3. Prepare a presentation on the subject of the American movie scene. Make sure you have at least eight first level topics (eight slides), as well as a title slide and an acknowledgements slide.
4. Prepare a presentation in a style of your own choosing with at least three levels on the subject of contemporary music. Make sure you have at least eight first level topics (eight slides), as well as a title slide and an acknowledgements slide.
5. Create a slide show with yourself as the subject—you the person, you the teacher. Use graphics drawn from any source you like. Make sure you have at least eight first level topics (eight slides), as well as a title slide and an acknowledgements slide.
6. Create a slide show on the subject of pets. Use graphics from clip art or created in a Drawing or Painting environment. Make sure you have at least eight first level topics (eight slides), as well as a title slide and an acknowledgements slide.
7. Create a slide show on the subject of geometric shapes. Use graphics drawn from clip art or created in a Drawing or Painting environment. Make sure you have at least eight first level topics (eight slides), as well as a title slide and an acknowledgements slide.