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Internet and Information Technology ITC202

Lecture 9 – Microsoft office: Power Point

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Course Topics

- History of computing.
- Introduction to information technology.
- System and application software
- MS Word.
- MS Excel.
- **MS PowerPoint.**
- Common web services and tools.

Purpose of Presentations

- Support a verbal communication
 - Includes graphics, images, sounds, animations that enhance the presenter's message

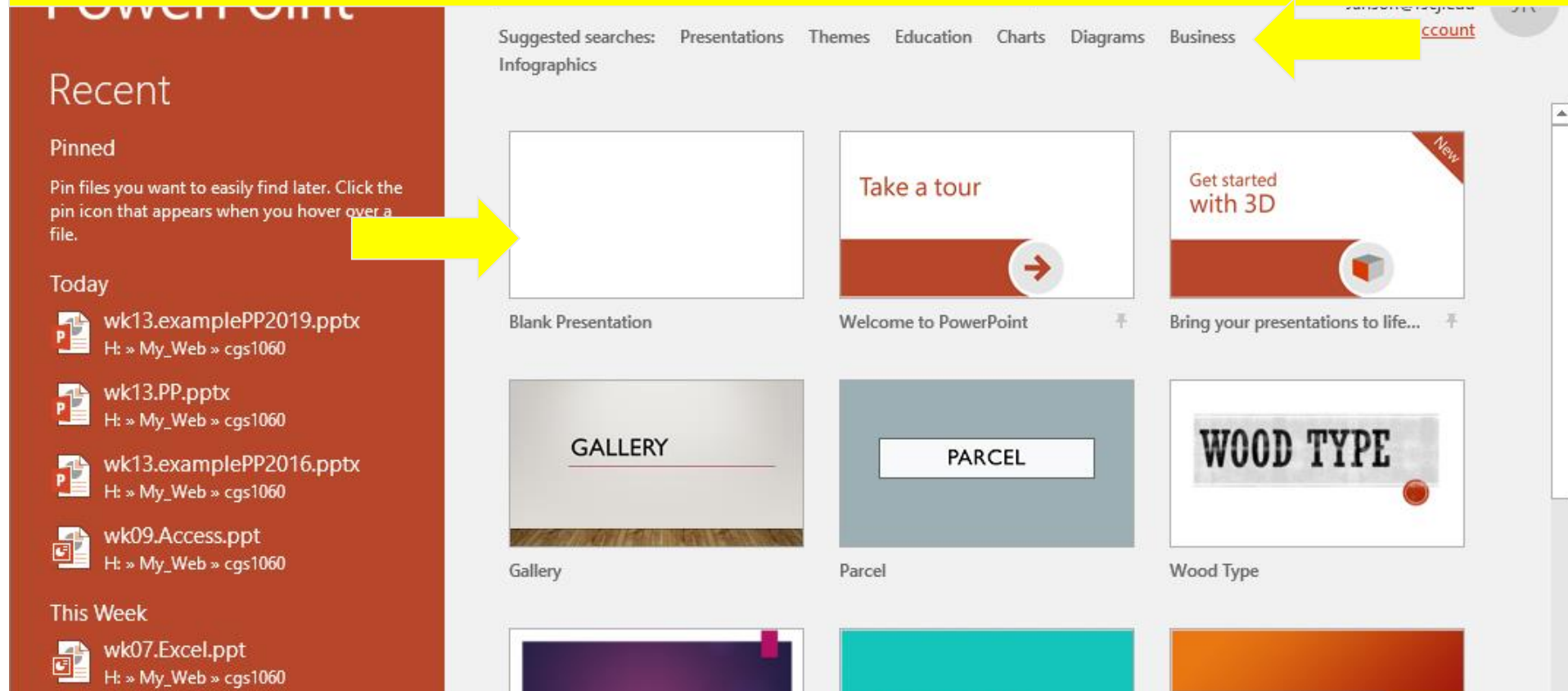
Creating a Presentation

- Must define the message you want to communicate
 - Is the purpose to inform, persuade, and/or prepare the audience?
- Understand your audience and what your objective is for the presentation
 - What's in it for the audience?

Creating a Presentation

- Use templates
 - Pre-formatted
 - Specific type of presentation
- Use themes
- From scratch

Blank is default

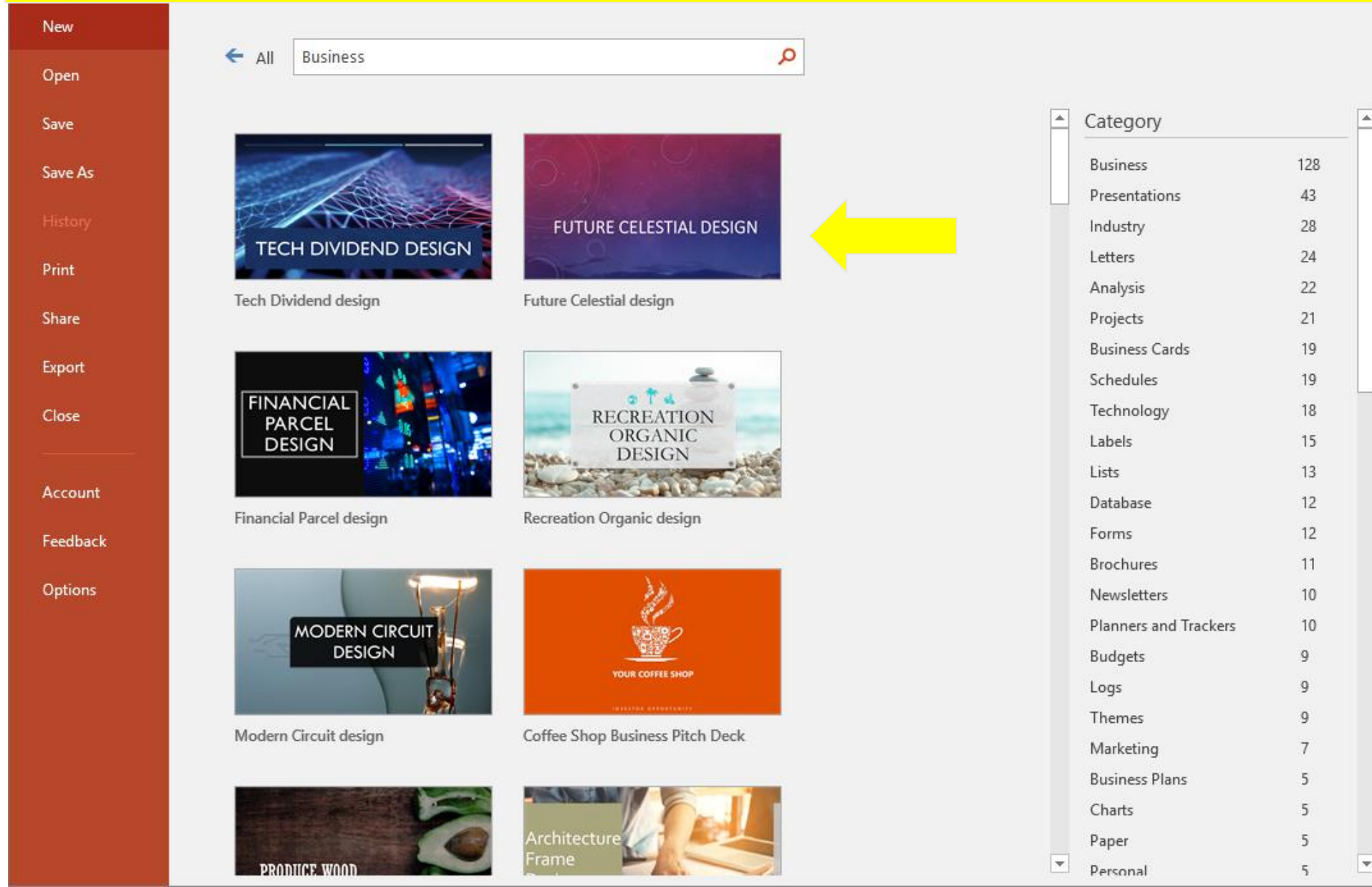


Start by selecting a category



Then select a presentation or...

← All Business



Category

Business	128
Presentations	43
Industry	28
Letters	24
Analysis	22
Projects	21
Business Cards	19
Schedules	19
Technology	18
Labels	15
Lists	13
Database	12
Forms	12
Brochures	11
Newsletters	10
Planners and Trackers	10
Budgets	9
Logs	9
Themes	9
Marketing	7
Business Plans	5
Charts	5
Paper	5
Personal	5

TECH DIVIDEND DESIGN
Tech Dividend design

FUTURE CELESTIAL DESIGN
Future Celestial design

FINANCIAL PARCEL DESIGN
Financial Parcel design

RECREATION ORGANIC DESIGN
Recreation Organic design

MODERN CIRCUIT DESIGN
Modern Circuit design

YOUR COFFEE SHOP
Coffee Shop Business Pitch Deck

PRODUCE WOOD
Architecture Frame

Creating a Presentation

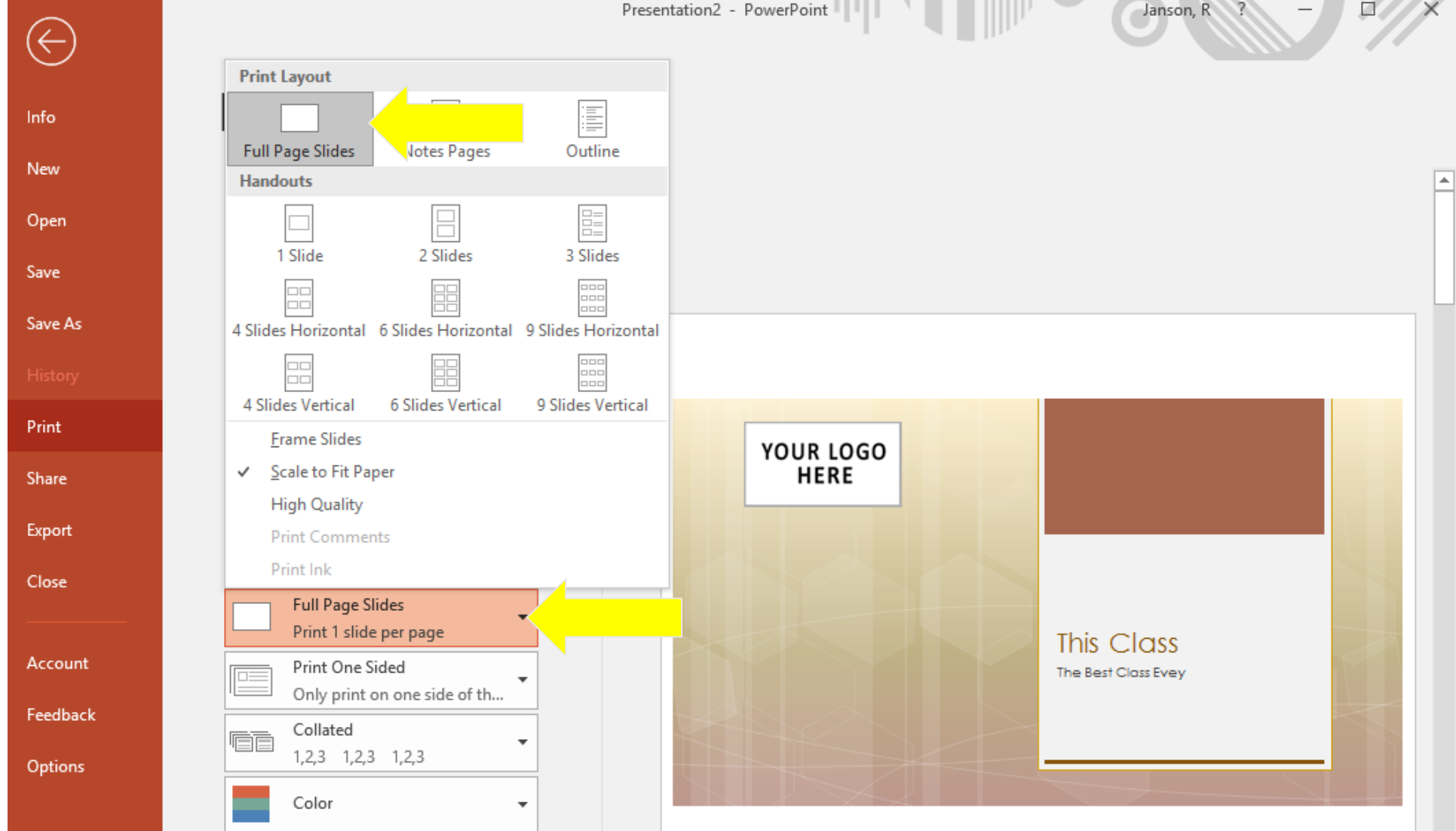
- Thumbnail of each slide shown on left
 - Change to Outline view (View, Outline) to see full text of each slide
- Move between slides by:
 - PageUp/PageDown keys
 - Click on slide in outline
 - Use scroll bar on right

Deleting Slides

- Select it in left pane
 - Press Delete key
- Right click in left pane
 - From short cut menu, select Delete Slide

Printing

- Just like all other apps but more control over what is printed
 - Slides or Notes or Handouts
- Handouts lets you print many thumbnail views to a page
- Can print in “grayscale” (i.e. shades of black and white)
 - Saves on colored ink



Default is one slide per page – that's a lot of paper!

The screenshot shows the PowerPoint interface with the 'Print' menu open. The 'Print Layout' section includes 'Full Page Slides', 'Notes Pages', and 'Outline'. The 'Handouts' section is expanded, showing various slide arrangements: '1 Slide', '2 Slides', '3 Slides' (highlighted with a yellow arrow), '4 Slides Horizontal', '6 Slides Horizontal', '9 Slides Horizontal', '4 Slides Vertical', '6 Slides Vertical', and '9 Slides Vertical'. Below these are options for 'Frame Slides', 'Scale to Fit Paper' (checked), 'High Quality', 'Print Comments', and 'Print Ink'. At the bottom, there are dropdown menus for 'Full Page Slides' (set to 'Print 1 slide per page'), 'Print One Sided' (set to 'Only print on one side of th...'), 'Collated' (set to '1,2,3'), and 'Color'.

Print Layout

Full Page Slides Notes Pages Outline

Handouts

1 Slide 2 Slides 3 Slides

4 Slides Horizontal 6 Slides Horizontal 9 Slides Horizontal

4 Slides Vertical 6 Slides Vertical 9 Slides Vertical

Frame Slides

✓ Scale to Fit Paper

High Quality

Print Comments

Print Ink

Full Page Slides
Print 1 slide per page

Print One Sided
Only print on one side of th...

Collated
1,2,3 1,2,3 1,2,3

Color

YOUR LOGO
HERE

This Class
The Best Class Every

Handouts is better for printing



Info

New

Open

Save

Save As

History

Print

Share

Export

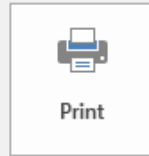
Close

Account

Feedback

Options

Print



Copies: 1

Printer



STH-F211C-PCL on PRINTE...

Ready

[Printer Properties](#)

Settings



Print All Slides

Print entire presentation

Slides:

3 Slides

Handouts (3 slides per page)



Print One Sided

Only print on one side of th...



Collated

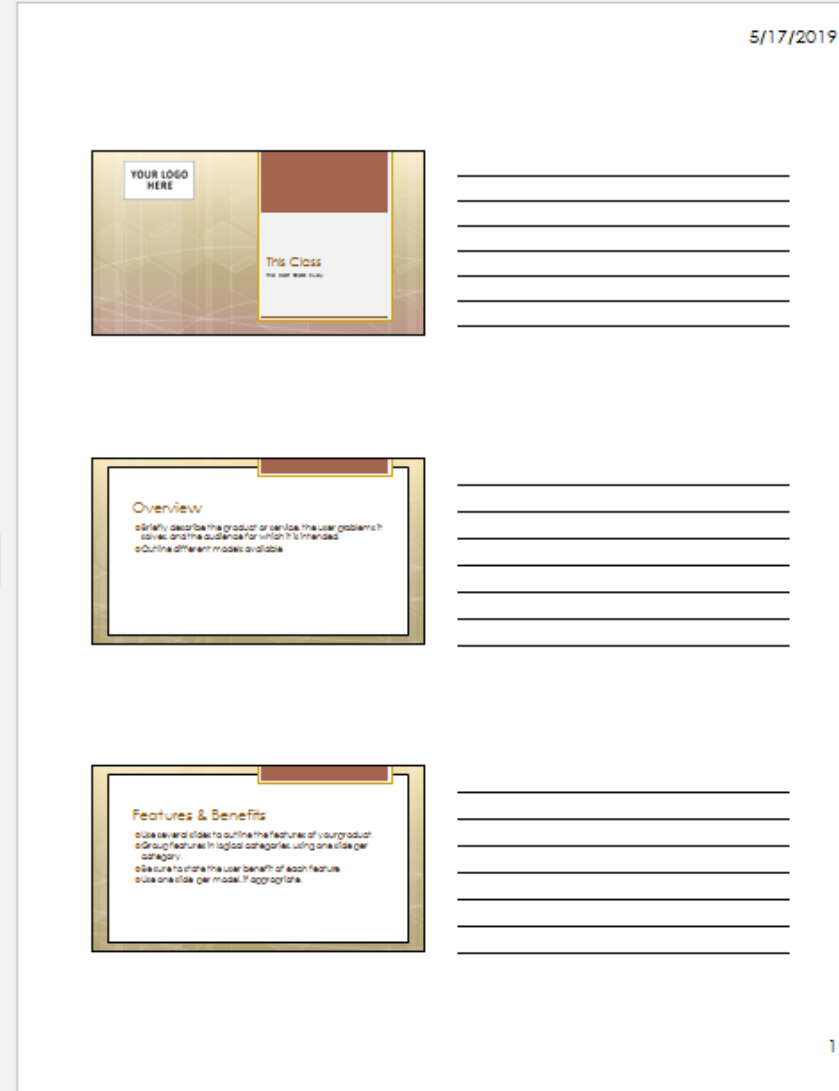
1,2,3 1,2,3 1,2,3



Portrait Orientation



Color

[Edit Header & Footer](#)



Info

New

Open

Save

Save As

History

Print

Share

Export

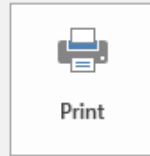
Close

Account

Feedback

Options

Print



Copies: 1

Printer



STH-F211C-PCL on PRINTE...

Ready

[Printer Properties](#)

Settings



Print All Slides

Print entire presentation

Slides:



Notes Pages

Print slides with notes



Print One Sided

Only print on one side of th...



Collated

1,2,3 1,2,3 1,2,3



Portrait Orientation



Grayscale

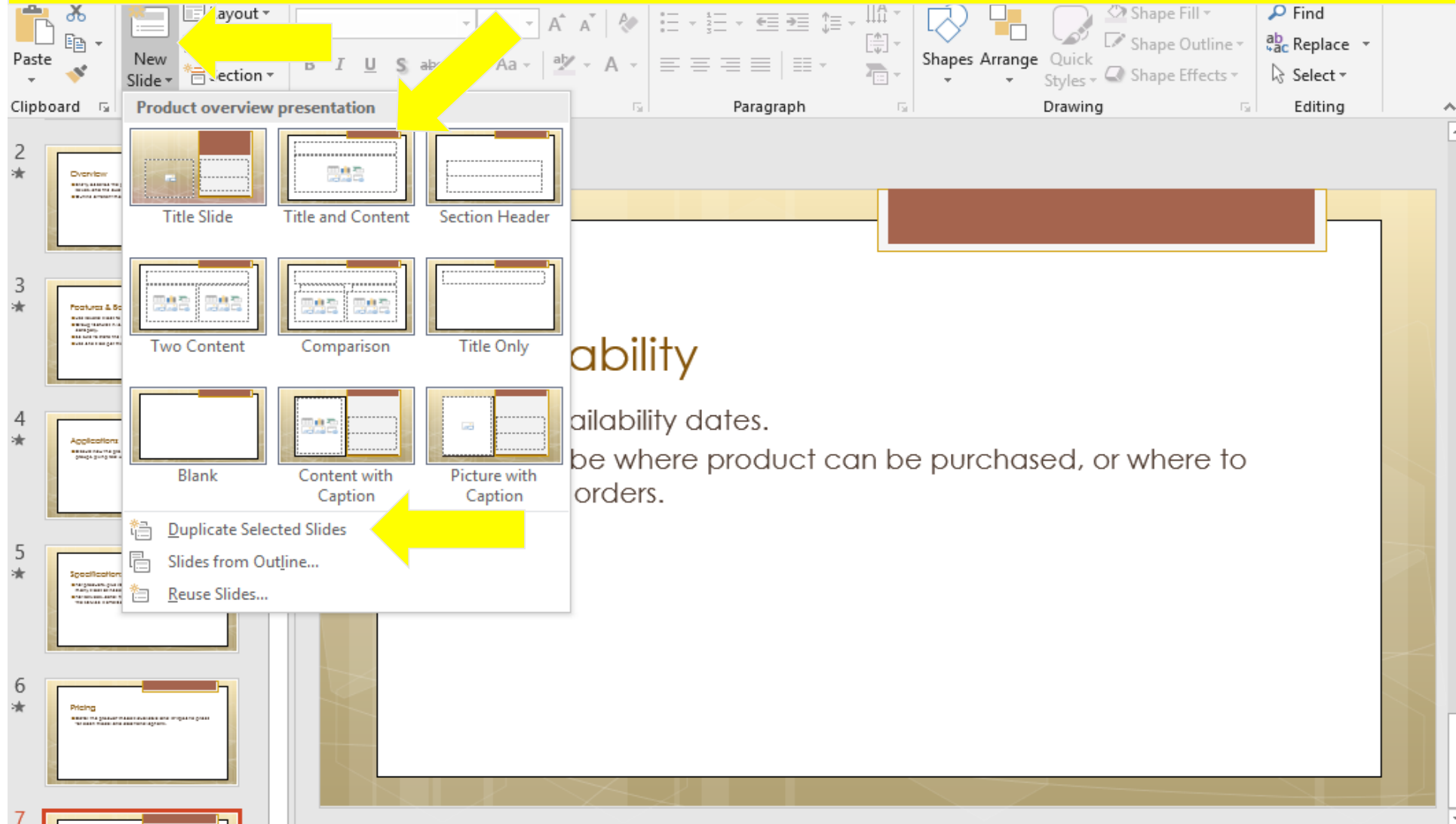
[Edit Header & Footer](#)

Open with the great job offer for ex-student

1

14

To add a slide: move to slide to add after



On Home ribbon, display new slide menu, pick Layout type or Duplicate selected slide

New slides contain "Placeholders"

Placeholders hold the slide's content and come with text that doesn't show up in the left pane

The screenshot displays a presentation software interface. On the left is a vertical pane showing thumbnails for slides 4 through 8. Slide 8 is highlighted with a red border and a yellow arrow pointing to it. The main area shows the content of slide 8, which includes a title placeholder with the text "Click to add title", a bulleted text placeholder with the text "Click to add text", and a set of icons representing various business functions. A yellow arrow points to the text placeholder. At the bottom of the slide, there is a text box with the text "Click to add notes". The status bar at the bottom indicates "Slide 8 of 8", "Notes", "Display Settings", "Comments", and a zoom level of 64%.

Slide 8 of 8

Click to add notes

16

File Home Insert Design Transitions Animations Slide Show Review View Help Storyboarding Format Tell me Share

Clipboard Paste New Slide

Layout Product overview presentation

Title Slide Title and Content Section Header

Two Content Two Content Title Only

Blank Content with Caption Picture with Caption

add title

New text box

- First bullet item
- Second bullet item
- Indented bullet item

You can change the layout of the slide

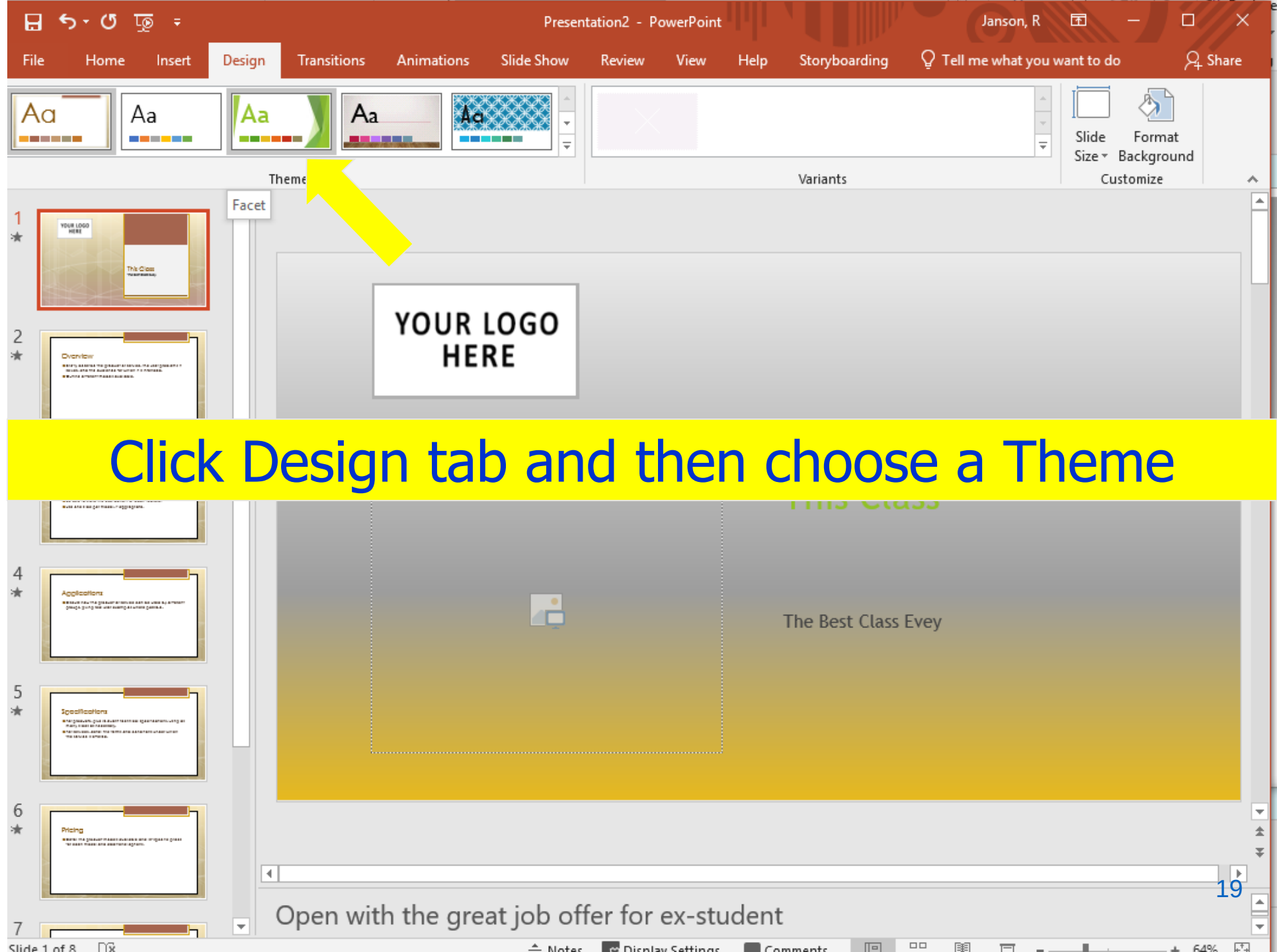
Click to add notes

Slide 8 of 8

Notes Display Settings Comments 64%

Themes

- Different from a Template
- Just defines fonts and colors
 - No content suggestions
- Can be used as the basis of a new presentation or applied to an existing one



Microsoft PowerPoint interface showing the Design tab. The ribbon includes options for File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, View, Help, Storyboarding, Tell me what you want to do, and Share.

The Design tab displays various themes and variants. Two yellow arrows point to the 'Variants' section, highlighting the 'Format Background' option.

The main slide area shows a presentation slide with the text "YOUR LOGO HERE" and "THIS CLASS". The slide is part of a presentation titled "Presentation2 - PowerPoint".

A yellow banner across the middle of the slide reads: "There are even variants on a theme".

The slide content includes:

- Slide 1: YOUR LOGO HERE, THIS CLASS
- Slide 2: OVERVIEW
- Slide 4: APPLICATIONS
- Slide 5: SPECIFICATIONS
- Slide 6: PRICING
- Slide 7: Open with the great job offer for ex-student

The status bar at the bottom indicates "Slide 1 of 8", "Notes", "Display Settings", "Comments", and a zoom level of 64%.

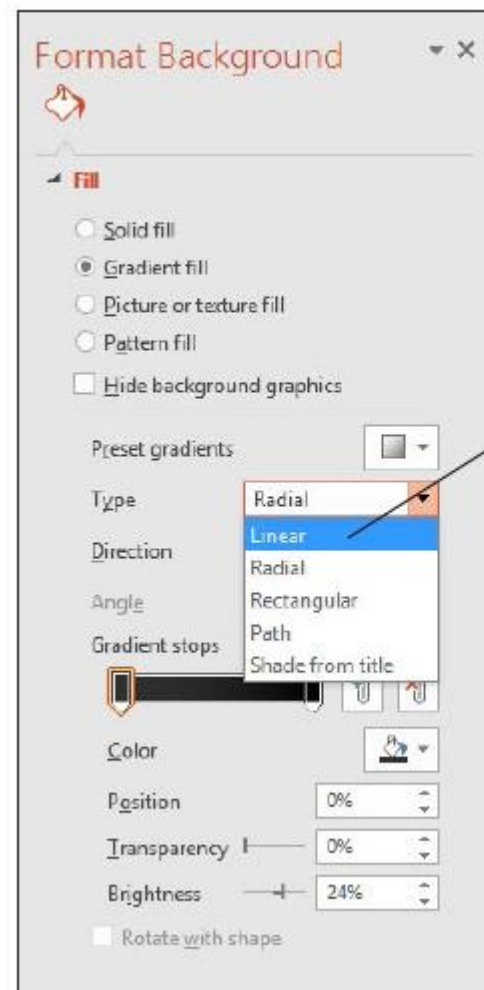
STEP BY STEP

Customize the Background

GET READY. USE the *Special Events Final* presentation that is still open from the previous exercise.

1. With slide 6 still active, click the **Format Background** button on the Design tab. The Format Background task pane opens. A gradient fill is selected because the style you selected in the previous exercise was a gradient.
2. Click the **Type** drop-down arrow and then in the drop-down list, select the **Linear** preset (see Figure 4-7). Click the linear option and the slide background changes to a different gradient type.

3. Click the **Solid Fill** option button. The controls change to those for solid colors.
4. Click the **Color** drop-down arrow and in the gallery that appears, click **Dark Purple, Background 2, Darker 50%** (the third color in the bottom row of the Theme Colors section).
5. Drag the Transparency slider to **20%** or type **20** in the Transparency text box. The fill lightens because it is now partly transparent.
6. Click **Picture or texture fill**. The controls change to those for pictures and textures.
7. Click the **Texture** drop-down arrow and then click the **Green Marble** texture.
8. Click **Pattern Fill**. The controls change to those for patterns.
9. Open the **Foreground Color** drop-down list and click **Dark Purple, Background 2** (the third color in the top row of the Theme Colors section).
10. Open the **Background Color** drop-down list and click **Teal, Accent 5** (next-to-last color in the top row of the Theme Colors section).
11. Click the **90%** pattern (the last pattern in the second row).
12. In the Format Background task pane, click **Reset Background**. The background returns to its original state specified by the theme and variant in use.
13. **CLOSE** the Format Background task pane.
14. **SAVE** the presentation.



Set the Type
to Linear

Transitions and Text Animation

- Control
 - How slides are shown
 - How text is displayed
- Click Transitions, then select one in Transition to This Slide
- To control text
 - Click Animations
 - Select text
 - Choose one

wk13.PP.2016.pptx - PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View Tell me... Janson, R Share

Preview Page Curl Airplane Origami Dissolve Checkerboard Effect Options

Sound: [No Sound] Duration: 01.00 Apply To All

Advanced Transition Options

☒ On Mouse Click

☐ After: 00:00.00

Transition Timing

108

109

Transitions and Text Animation

- Control
 - How slides are shown
 - How text is displayed
- To control text
 - Click Animations
 - Select text
 - Choose one

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109

Click to add notes

Slide 109 of 123

Notes Comments

60%

Can also control sound and speed of slide transition



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File Home Insert Design Transitions Animations Slide Show Review View Format Tell me... Janson, R Share

Preview Wipe Shape Wheel Effect Options Add Animation Animation Painter Start: With Previous Duration: 02.00 Delay: 00.00 Reorder Animation Move Earlier Move Later

108 109 110 111 112

Transitions and Text Animation

- Control
 - How slides are shown
 - How text is displayed
- Click Transitions, then select one in Transition to This Slide
- To control text
 - Click Animations
 - Select text
 - Choose one

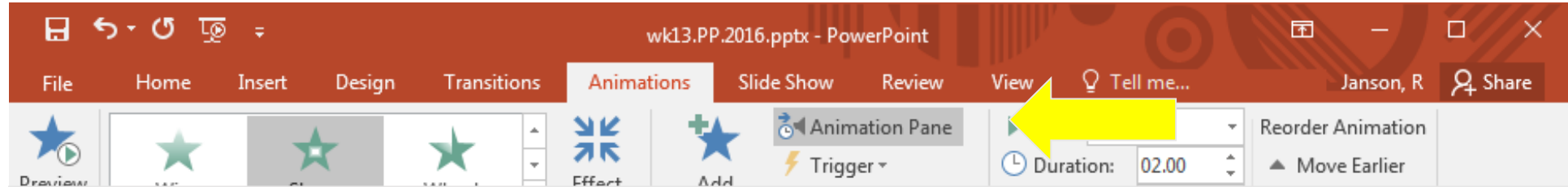
Copyright 2016 by Janson Industries

Click to add notes

Slide 109 of 123

Notes Comments

60%



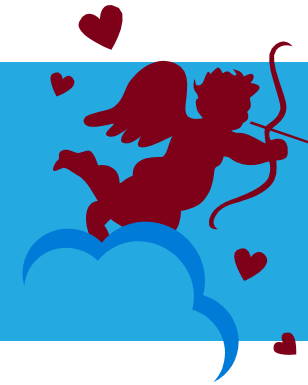
To modify, click an animation then Animation Pane

The screenshot shows a PowerPoint slide titled 'Transitions and Text Animation'. The slide content includes a list of items: 'Control' (How slides are shown, How text is displayed), 'Click Transitions, then select in Transition to This Slide', and 'To control text' (Click Animations, Select text, Choose one). A yellow arrow points to the 'Click Animations' item. On the right, the 'Animation Pane' is open, showing a list of animations. A yellow arrow points to the 'Click Animations' item in the list. The 'Click Animations' item is highlighted, and a context menu is open, showing options like 'Start On Click', 'Start With Previous', 'Start After Previous', 'Effect Options...', 'Timing...', 'Hide Advanced Timeline', and 'Remove'. The slide number '26' is visible in the bottom right corner.

Rules of Effects/Animations

- Use sparingly:
 - too many are distracting
- Should add to the content/ message of the presentation
- Can be used to spice up a dull or long presentation

Graphics



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- Use when better than words
- Or to make presentation more interesting
- Too many graphics can be distracting



Graphics

- Just like Word & Excel you can insert and manipulate images:
 - Pictures
 - Clip Art
 - Smart Art
 - Shapes
 - Symbols
- With PP you are more likely to insert Smart Art
 - Org charts
 - Diagrams

PowerPoint interface showing a slide with a red starburst shape containing the text "This class !Wow!". The slide is titled "Lots of other shapes available". The "Format Shape" task pane is open on the right, showing options for Fill (Solid fill, No fill, Gradient fill, Picture or texture fill, Pattern fill, Slide background fill) and Line (No line, Solid line, Gradient line). The slide is part of a presentation titled "wk13.examplePP2019.pptx - PowerPoint". The slide number is 10 of 10.

File Home Insert Design Transitions Animations Slide Show Review View Help Storyboarding Format Tell me Share

Layout Reset Century Gothic (Body) 40 A A

Lots of other shapes available

Format Shape

Shape Options Text Options

Fill

- ☐ No fill
- ☒ Solid fill
- ☐ Gradient fill
- ☐ Picture or texture fill
- ☐ Pattern fill
- ☐ Slide background fill

Color [Color Picker]

Transparency [Slider] 0%

Line

- ☐ No line
- ☒ Solid line
- ☐ Gradient line

Color [Color Picker]

Transparency [Slider] 0%

Width 1.5 pt

Compound type [Dropdown]

Dash type [Dropdown]

Click to add notes

Slide 10 of 10

Notes Display Settings Comments 64%

PowerPoint interface showing the 'Shape Effects' menu open. The menu includes options like 'Preset', 'Shadow', 'Reflection', 'Glow', 'Soft Edges', 'Bevel', and '3-D Rotation'. A red starburst graphic with the text 'The class !Wow!' is overlaid on the slide content. The slide title is 'Click to add notes'.

And shape effects

File Home Insert Design Transitions Animations Slide Show Review View Help Storyboarding Format Tell me Share

Clipboard Slides Font Paragraph Drawing Editing

Format Shape

Shape Options Text Options

Fill

- ☐ No fill
- ☒ Solid fill
- ☐ Gradient fill
- ☐ Picture or texture fill
- ☐ Pattern fill
- ☐ Slide background fill

Color Transparency 0%

Line

- ☒ No line
- ☐ Solid line
- ☐ Gradient line

Click to add notes

Slide 10 of 10

Notes Display Settings Comments 64%

Working With Shapes

- To get a shape, may merge or overlay other shapes
- When overlaying, can move objects
 - Forward or back
 - To the front or back
 - Do this by right clicking and specifying front/back options
- For example, want to create a donut shape

Inserted a circle with brown fill, then a smaller circle with white fill, then text box. Each added shape lays on top of the previous shapes

The screenshot shows a presentation slide titled "The donut hole of learning?". The slide features a large brown donut chart with a white center. The text "The donut hole of learning?" is centered within the white circle. The slide is part of a presentation with 11 slides, and the current slide is slide 11. The "Format Background" task pane is open on the right, showing the "Fill" section with "Gradient fill" selected. The gradient is linear, with a direction of 90 degrees. The gradient stops are shown as a horizontal bar with a color gradient from light yellow to dark brown. The "Color" is set to a light yellow, and the "Position" is 0%. The "Transparency" is 0%, and the "Brightness" is -4%. The "Rotate with shape" checkbox is unchecked. The "Apply to All" and "Reset Background" buttons are at the bottom of the task pane. The slide navigation pane on the left shows the current slide (11) highlighted. The status bar at the bottom indicates "Slide 11 of 11", "Notes", "Display Settings", "Comments", and a zoom level of 64%.

Format Background

Fill

- ☐ Solid fill
- ☒ Gradient fill
- ☐ Picture or texture fill
- ☐ Pattern fill
- ☐ Hide background graphics

Preset gradients

Type: Linear

Direction

Angle: 90°

Gradient stops

Color

Position: 0%

Transparency: 0%

Brightness: -4%

☐ Rotate with shape

Apply to All Reset Background

Click to add notes

Slide 11 of 11

Notes Display Settings Comments

64%

If circle brought to front all others hidden

Clipboard Slides Font Paragraph Drawing Editing

4 5 6 7 8 9 10 11

Click to add notes

Format Shape

Shape Options Text Options

Fill

- ☐ No fill
- ☒ Solid fill
- ☐ Gradient fill
- ☐ Picture or texture fill
- ☐ Pattern fill
- ☐ Slide background fill

Color

Transparency 0%

Line

- ☐ No line
- ☒ Solid line
- ☐ Gradient line

Color

Transparency 0%

Width 1.5 pt

Compound type

35

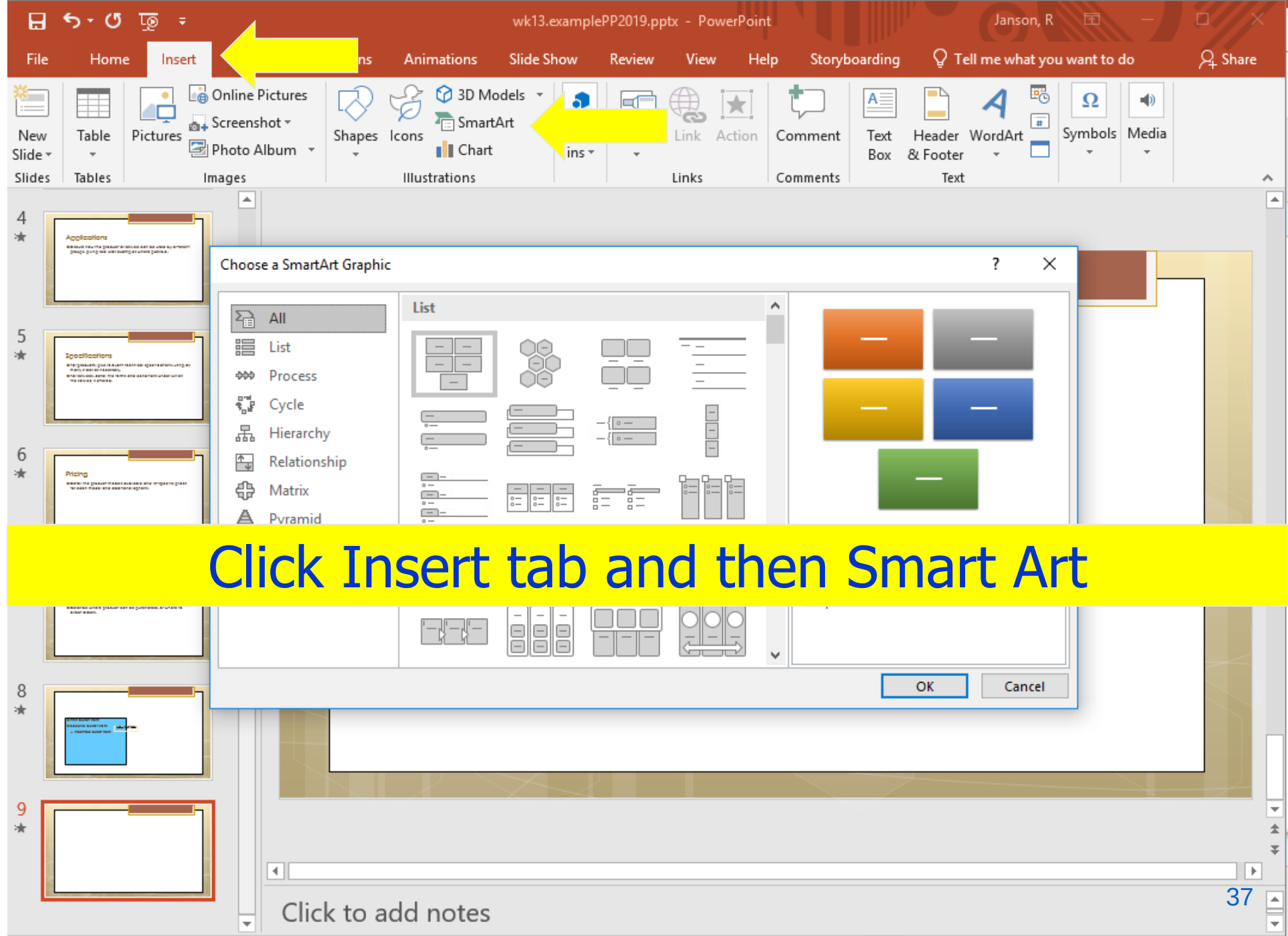
Slide 11 of 11

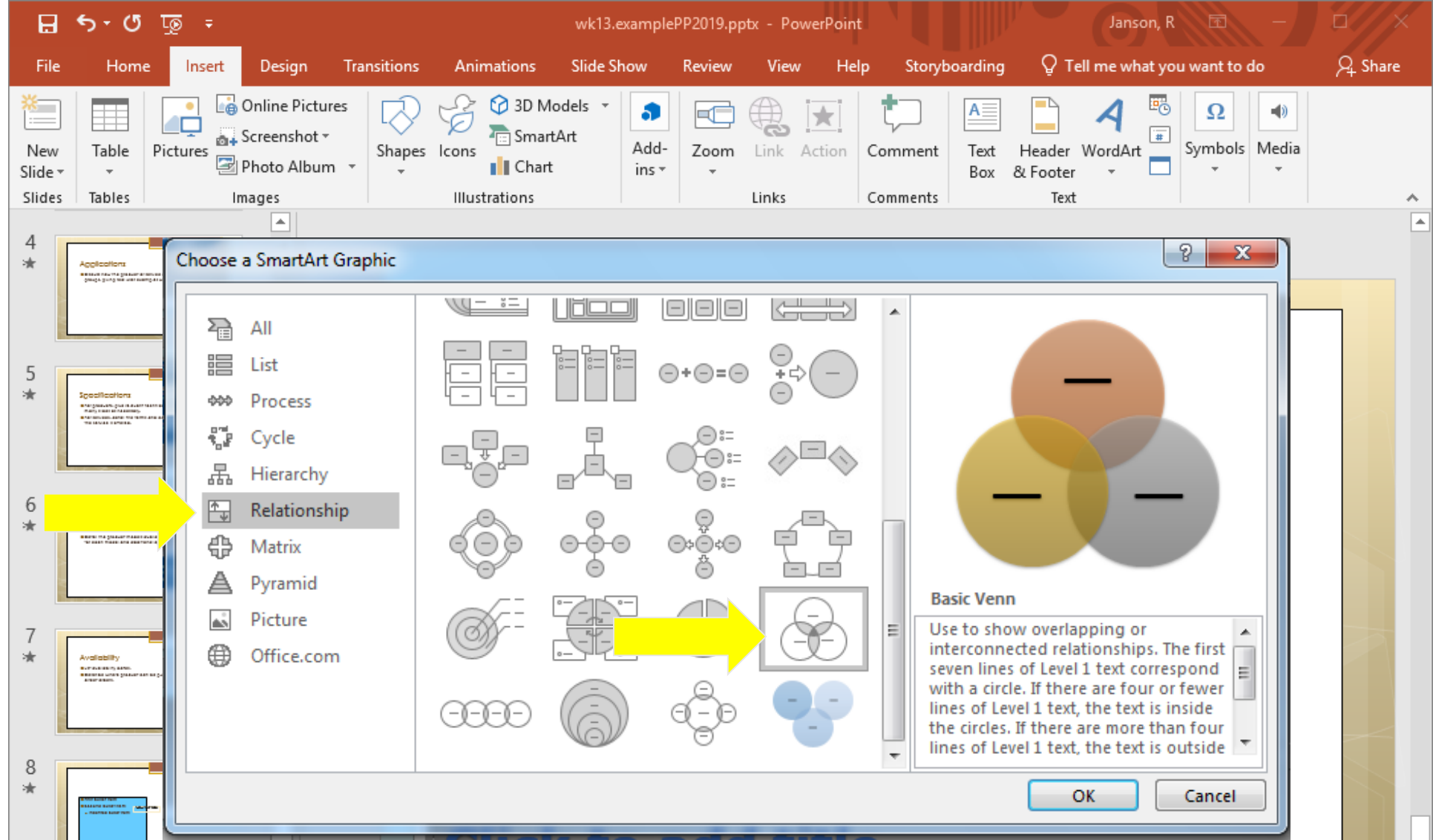
Notes Display Settings Comments

64%

Formatting Text

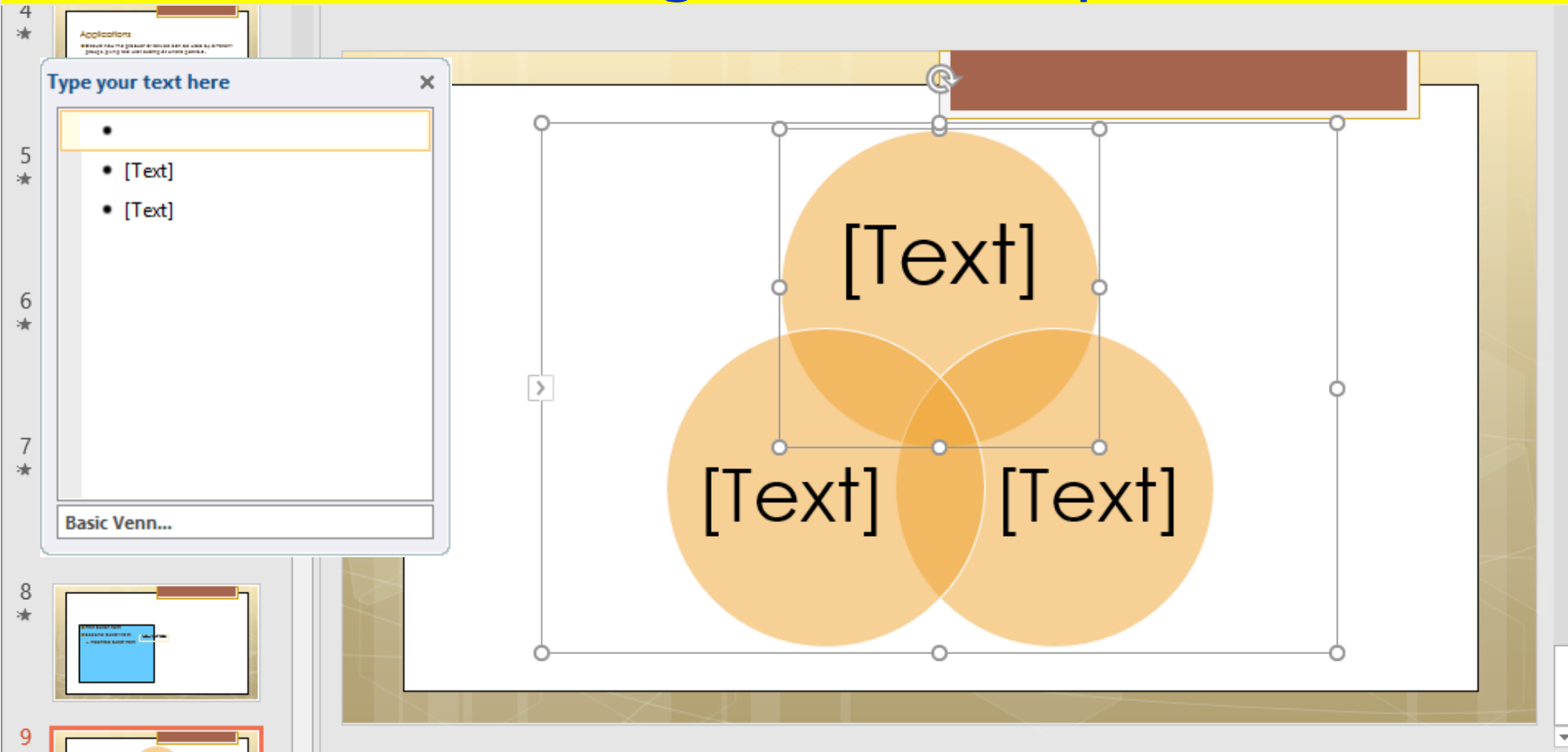
- Can be changed just like other apps
 - Select the text
 - Use Home ribbon to specify
 - Or use the appropriate dialog box





Choose a category or scroll through all and pick a graphic, then click OK

This diagram has 3 circles each with a text box
Circles can be manipulated by right clicking and
selecting Format Shape



Can make the entire diagram bigger, change
colors, insert text (but not move the text)

Enter text in window and PP will size to fit

The screenshot shows a PowerPoint slide with a Venn diagram. The diagram consists of three overlapping circles. The top circle is labeled 'Lecture', the bottom-left circle is labeled 'Reading', and the bottom-right circle is labeled 'Doing'. A text box on the left side of the slide contains a bulleted list: 'Lecture', 'Doing', and 'Reading'. The 'Reading' item is highlighted. The slide is titled 'Applications' and has a status bar at the bottom showing 'Slide 9 of 9'.

4 ★ Applications

5 ★

6 ★

7 ★

8 ★

Type your text here

- Lecture
- Doing
- Reading

Basic Venn...

Lecture

Reading

Doing

Click to add notes

Slide 9 of 9

Notes Display Settings Comments 64%

Also change text by double clicking and typing

A variety of formatting options

Slide 9 of 9

Click to add notes

Format Shape

Shape Options Text Options

Fill

- ☐ No fill
- ☒ Solid fill
- ☐ Gradient fill
- ☐ Picture or texture fill
- ☐ Pattern fill

Color 

Transparency  0%

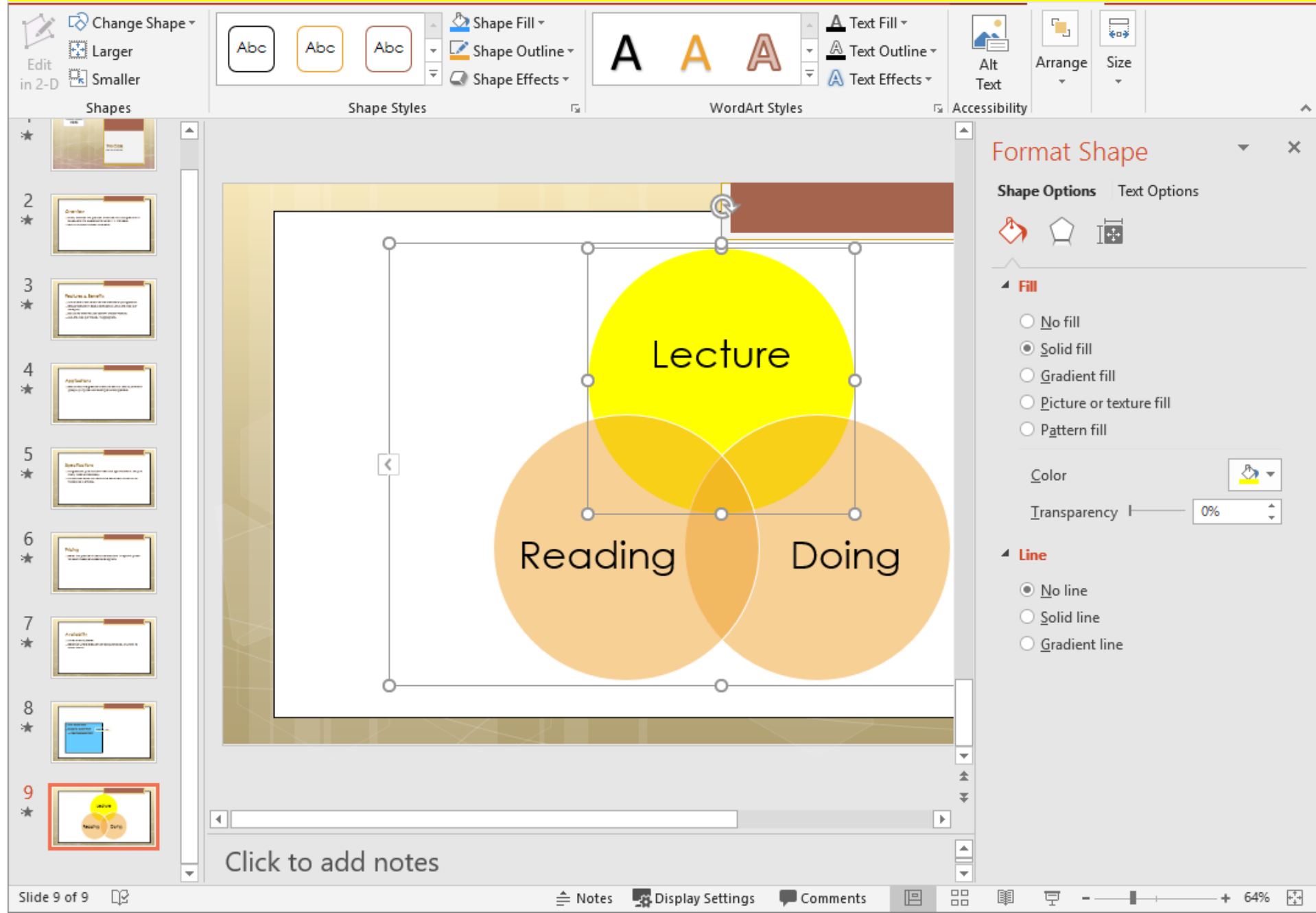
Line

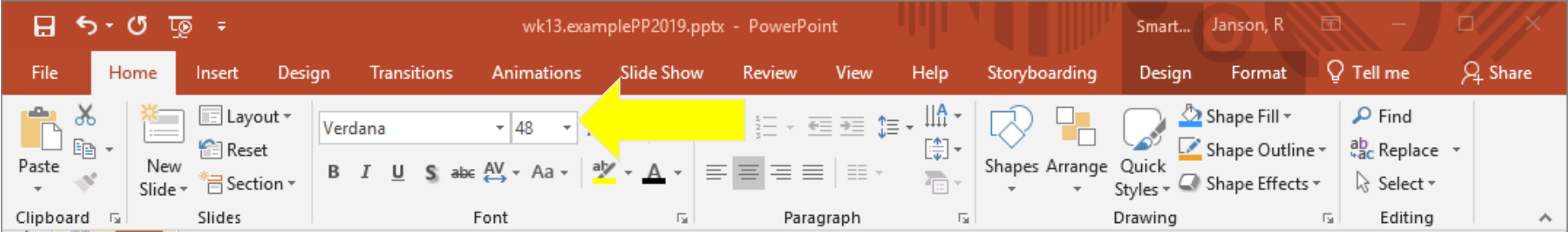
- ☒ No line
- ☐ Solid line
- ☐ Gradient line

Slide 9 of 9

Notes Display Settings Comments

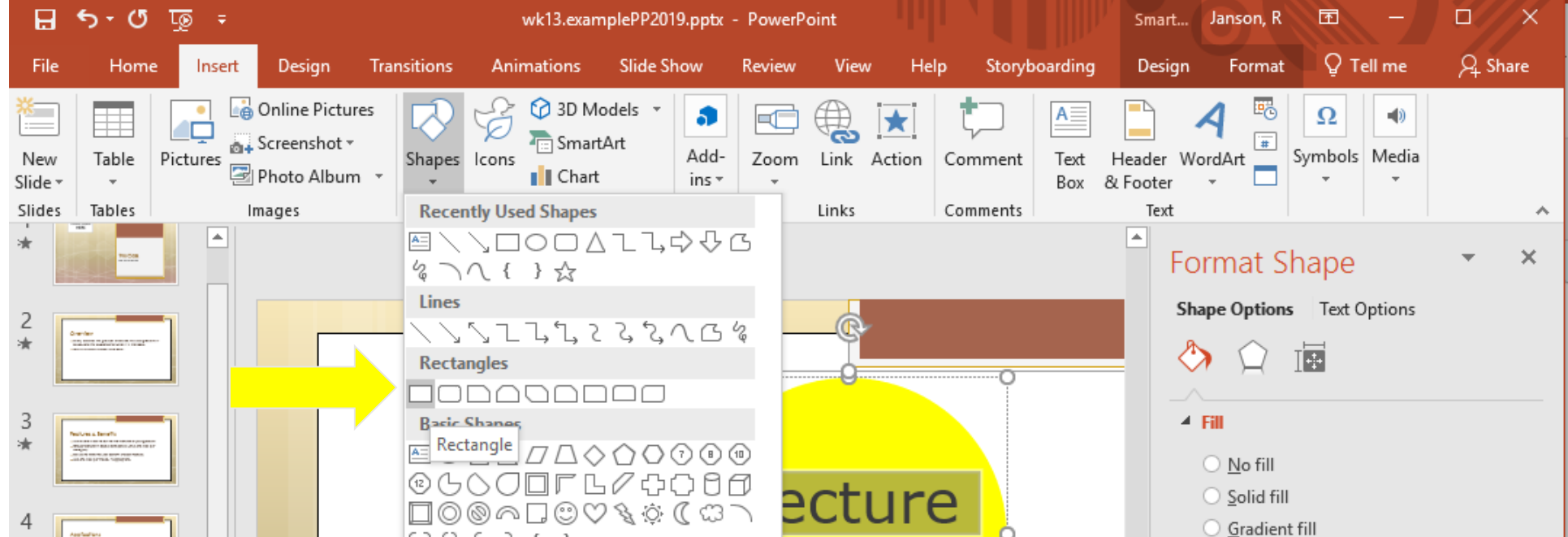
64%



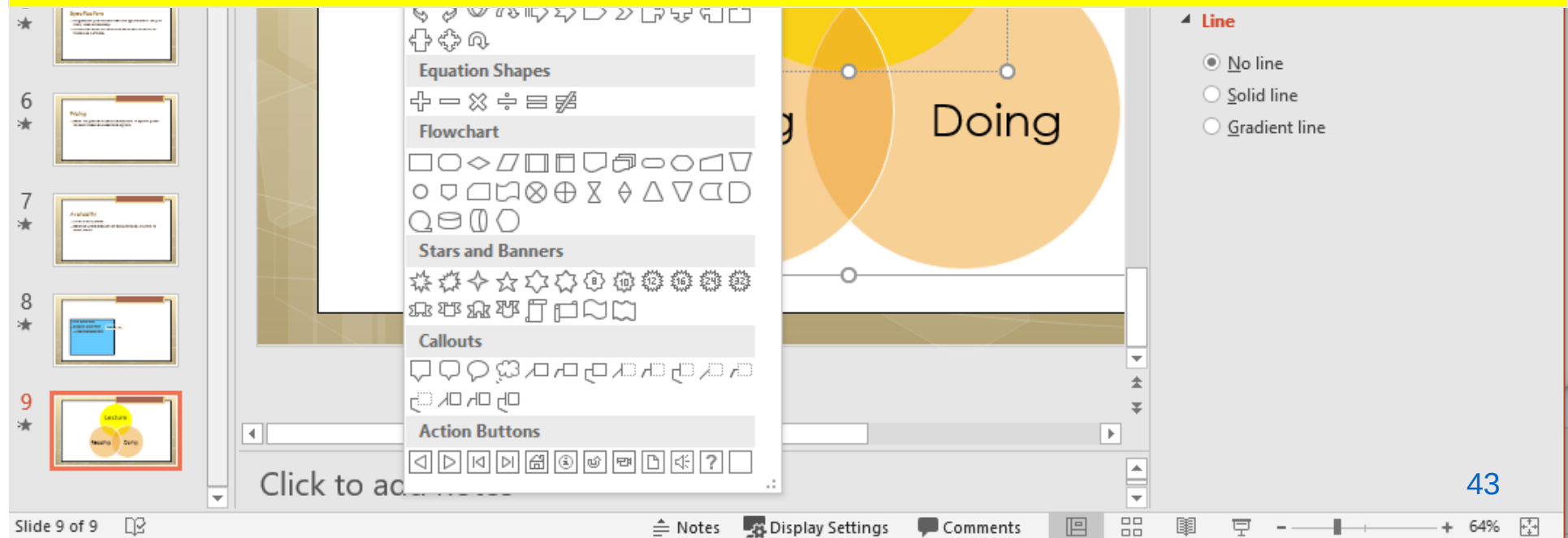


Can also make changes via the Home ribbon

A Venn diagram consisting of three overlapping circles. The top circle is yellow and labeled 'Lecture'. The bottom-left circle is orange and labeled 'Reading'. The bottom-right circle is orange and labeled 'Doing'. The circles overlap in the center, creating a central intersection area. The diagram is set against a white background with a light gray border. To the right of the diagram is a task pane with 'Fill' and 'Line' options. The 'Fill' section has options for No fill, Solid fill, Gradient fill, Picture or texture fill, and Pattern fill. The 'Line' section has options for No line, Solid line, and Gradient line. The 'No line' option is selected. The task pane also has icons for Fill, Line, and Shape. The diagram is part of a presentation slide, with a slide thumbnail visible on the left and a 'Click to add notes' area at the bottom.



Can add shapes



PowerPoint interface showing a slide with a Venn diagram and the Format Shape task pane.

Slide Content:

- A Venn diagram with three overlapping circles labeled "Reading", "Doing", and "Structure".
- A yellow arrow points to the "Structure" circle.
- A small brown square with a rotation handle is positioned on the "Structure" circle.

Format Shape Task Pane (Shape Options tab):

- Fill:**
 - ☐ No fill
 - ☒ Solid fill
 - ☐ Gradient fill
 - ☐ Picture or texture fill
 - ☐ Pattern fill
 - ☐ Slide background fill
- Color:** [Color selection box]
- Transparency:** [Slider] 0%
- Line:**
 - ☐ No line
 - ☒ Solid line
 - ☐ Gradient line
- Color:** [Color selection box]
- Transparency:** [Slider] 0%
- Width:** 1.5 pt
- Compound type:** [Dropdown]

Click to add notes

Manipulating Shapes

- Resize just like images
- Rotate with “white arrow circle handle” at top of selected shape
- Change color
- Can insert text, but limited control over where it appears
 - Often best to add a textbox

Does the graphic support the message?

Did the shape add to the message?

Slide 9 of 9

Click to add notes

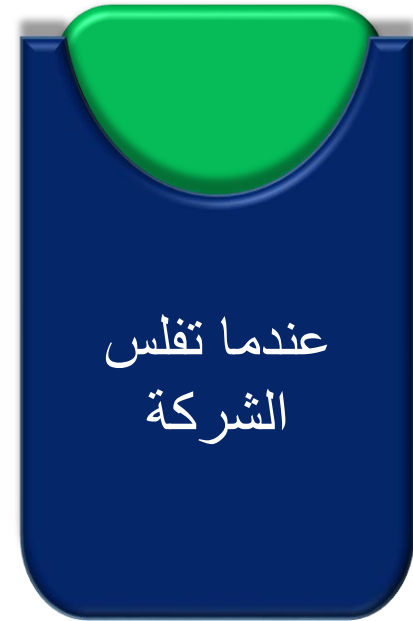
Slide 9 of 9

Notes Display Settings Comments

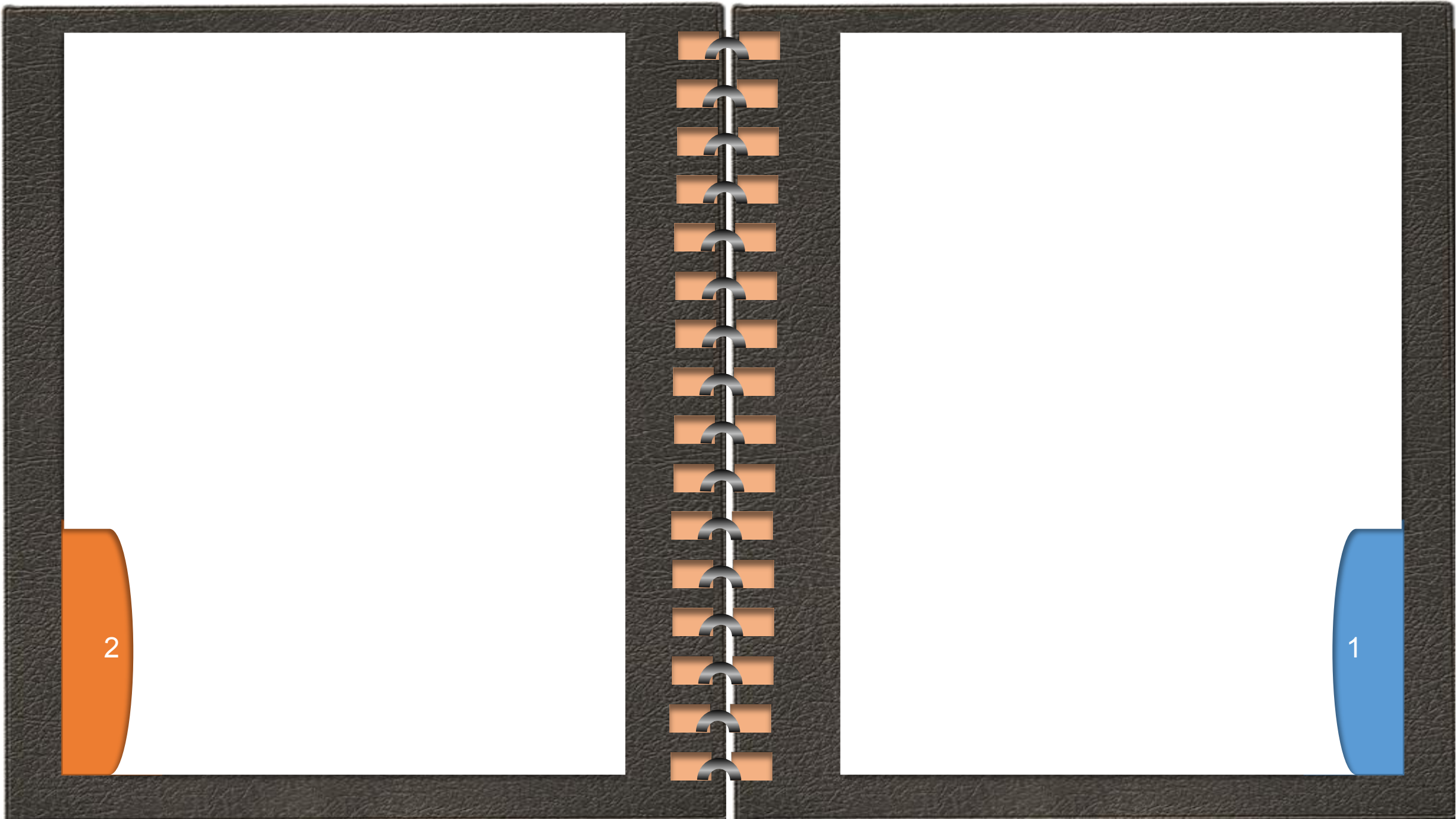
64%

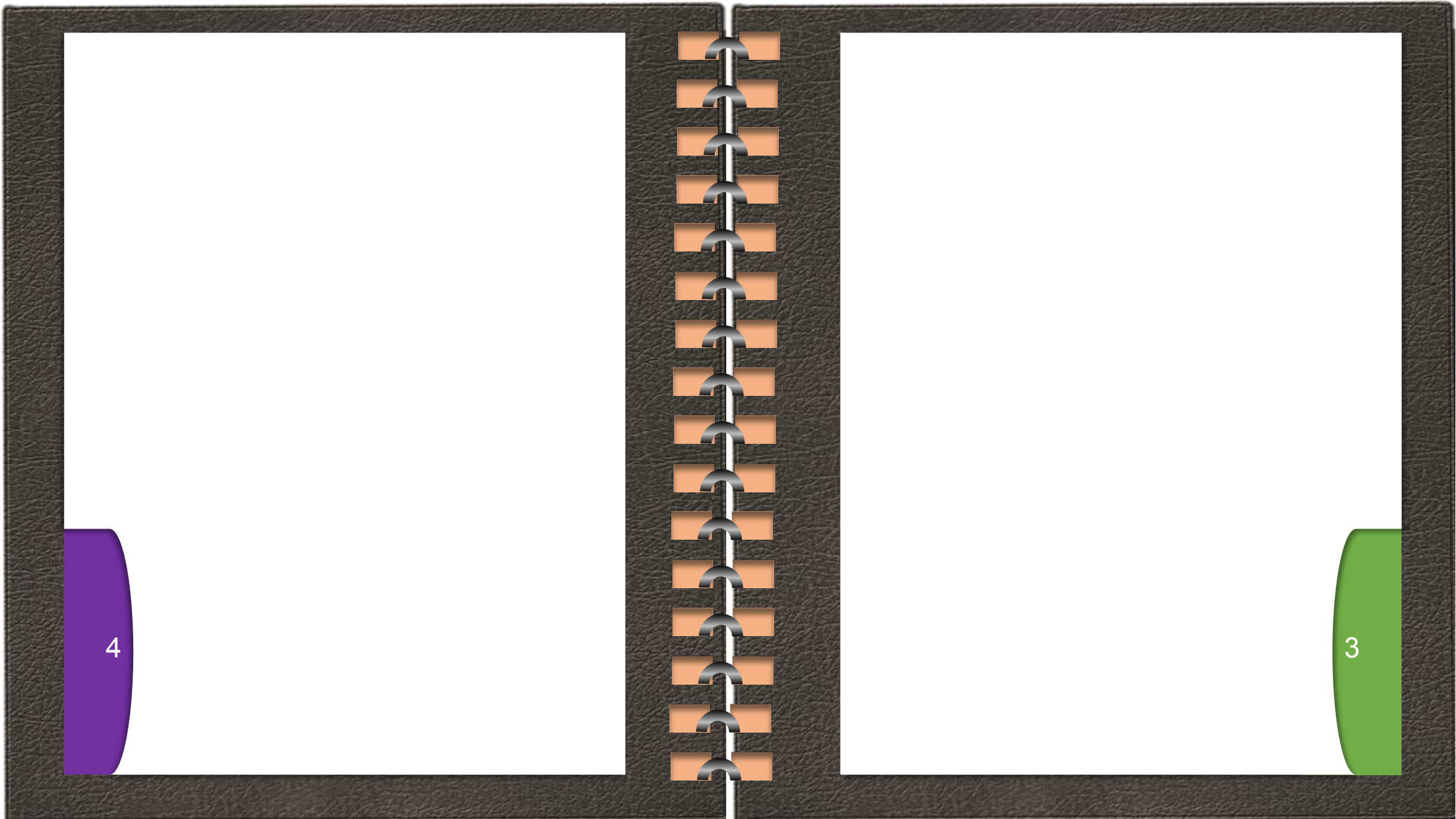
The diagram is a Venn diagram with three overlapping circles. The top circle is yellow and labeled 'Lecture'. The bottom-left circle is pink and labeled 'Reading'. The bottom-right circle is blue and labeled 'Doing'. The central intersection where all three circles overlap is highlighted with a small black box and labeled 'Sweet Spot'. The entire diagram is enclosed in a white rectangular frame with a brown border. The slide is part of a presentation with 9 slides, and this is slide 9. The status bar at the bottom shows 'Slide 9 of 9', 'Click to add notes', and various icons for notes, display settings, comments, and zoom (64%).

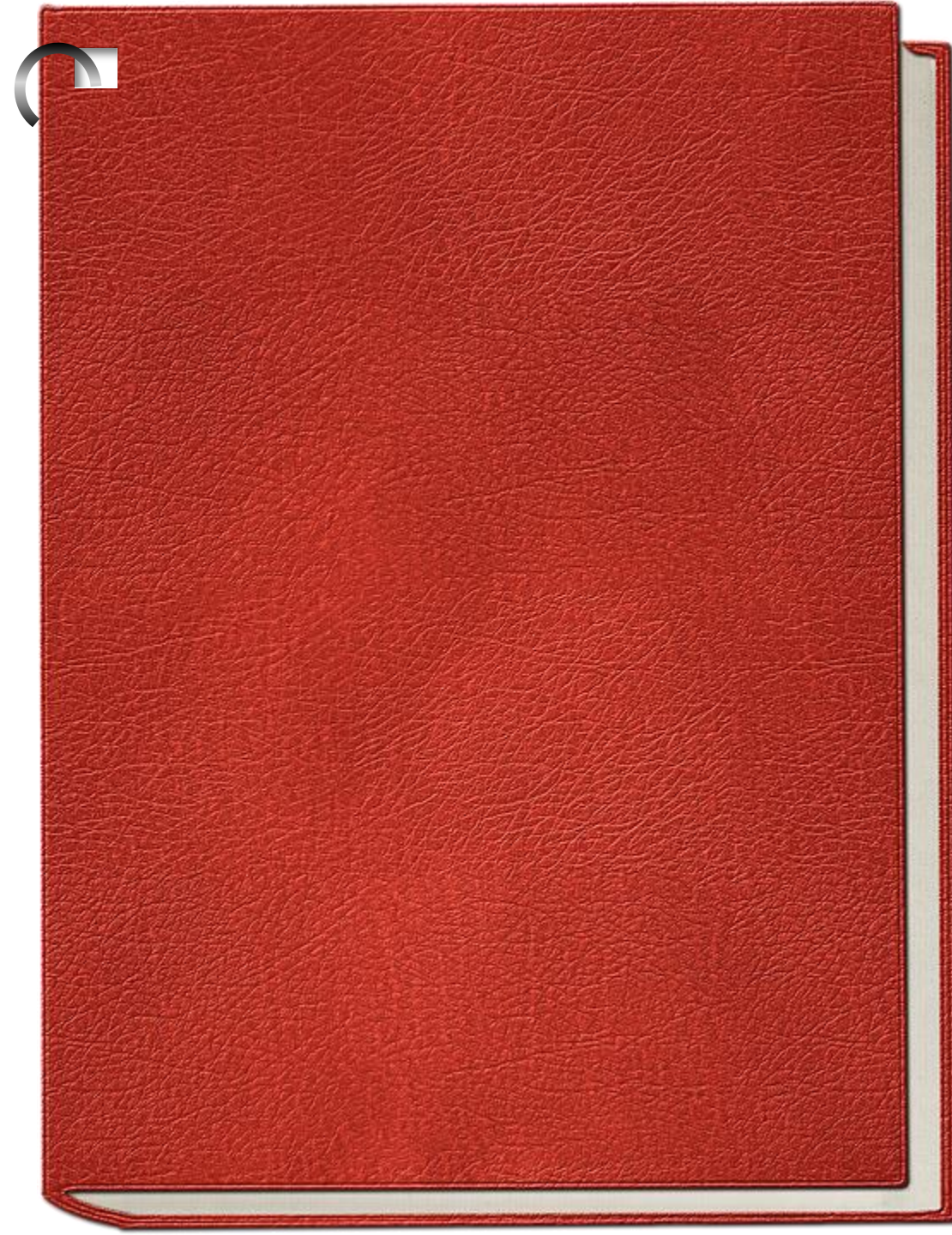


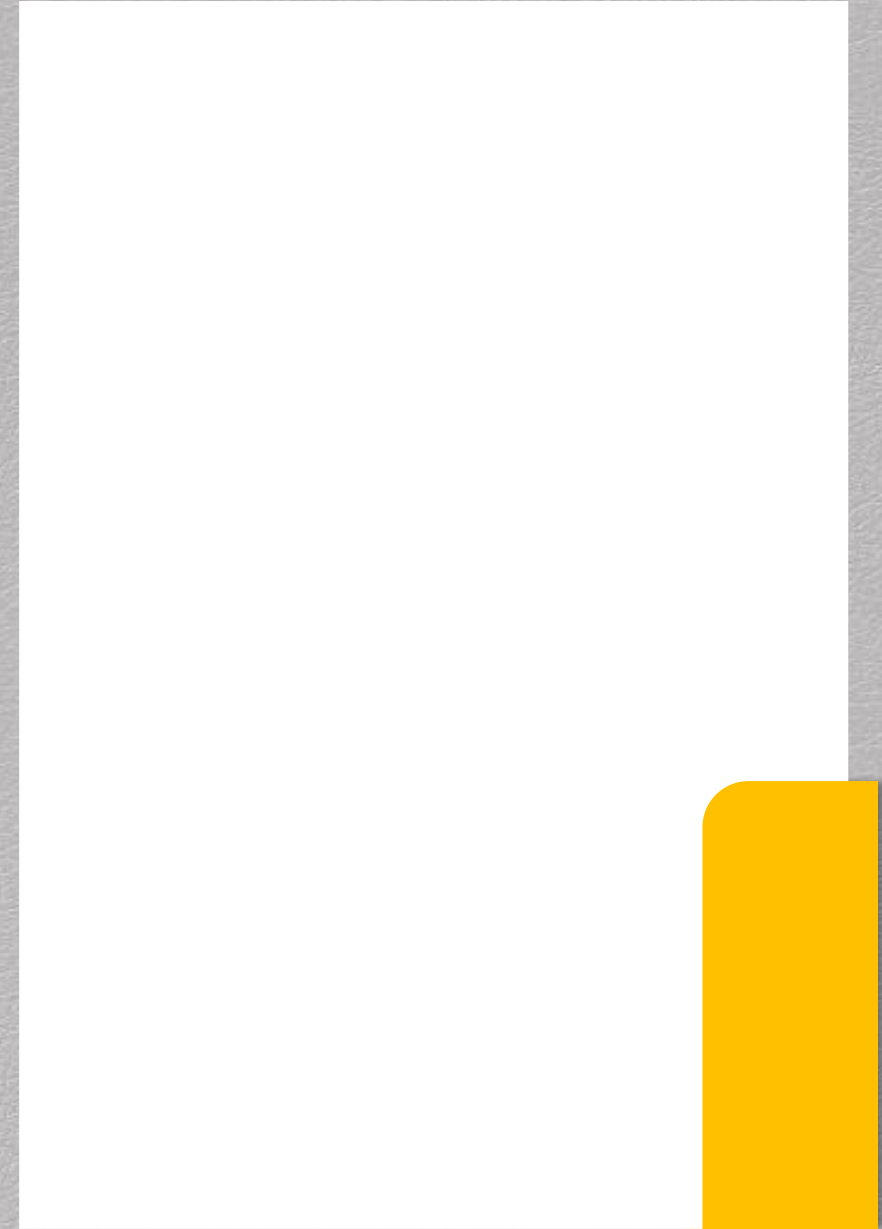


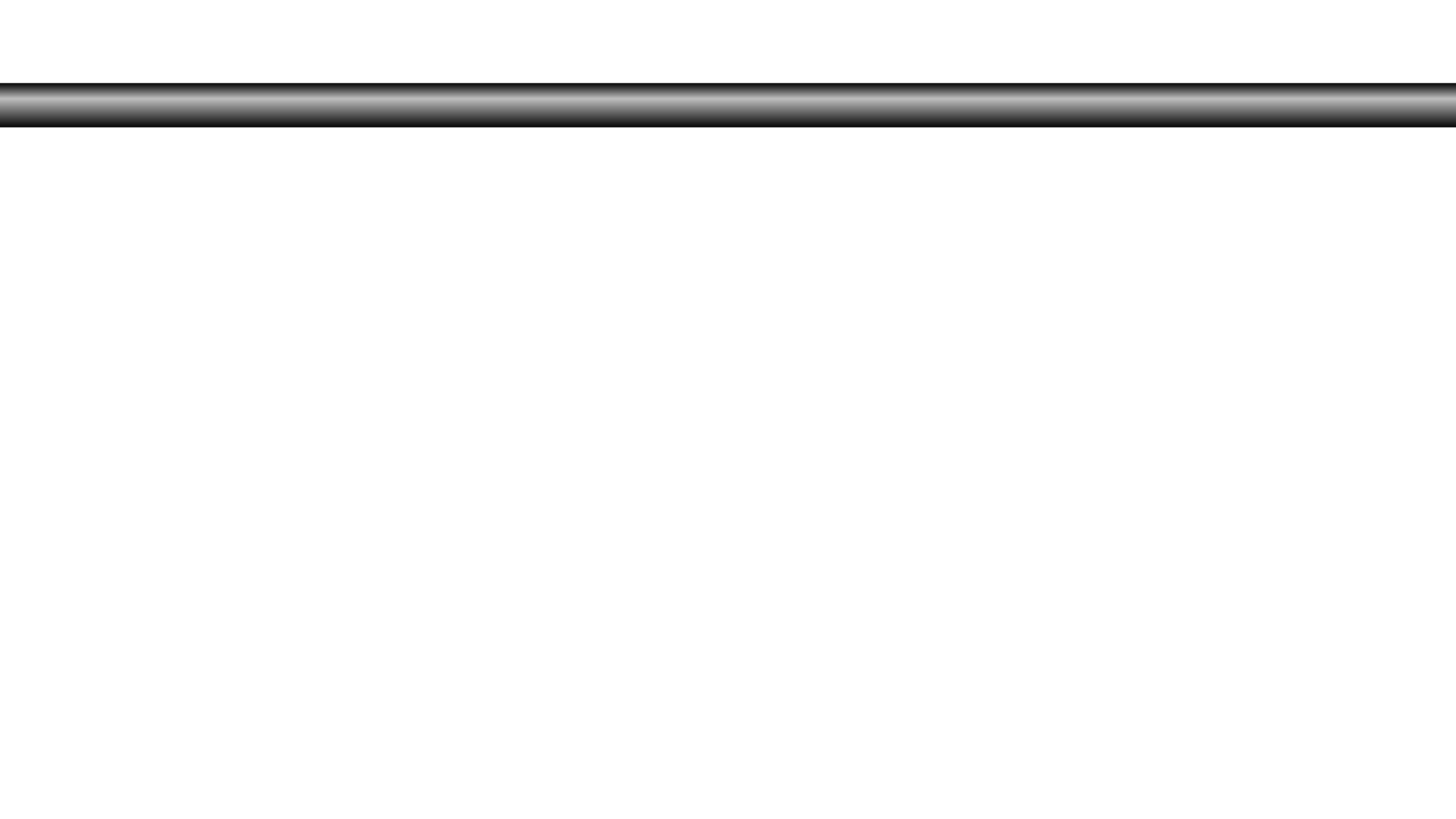
كتابي الأول

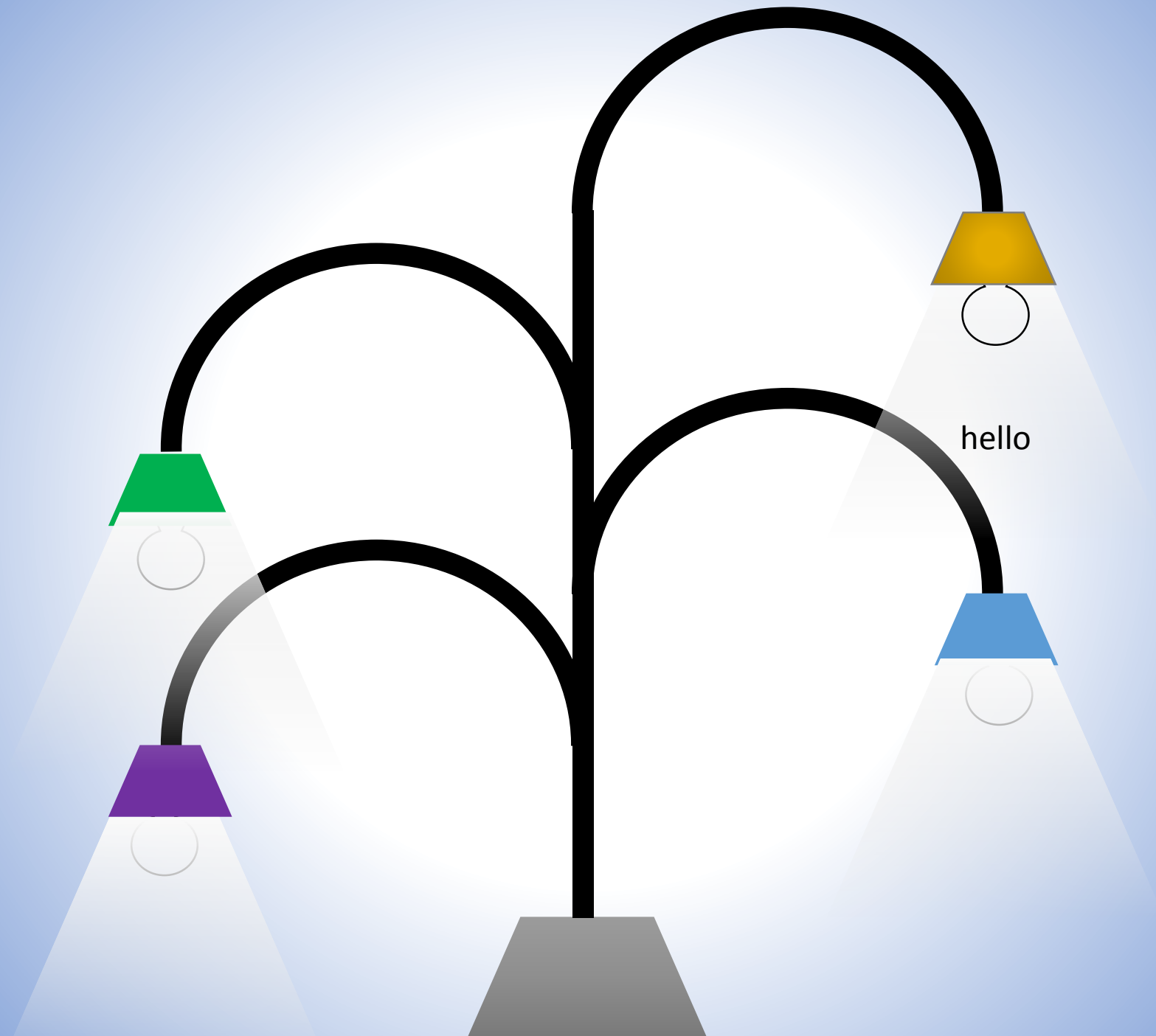


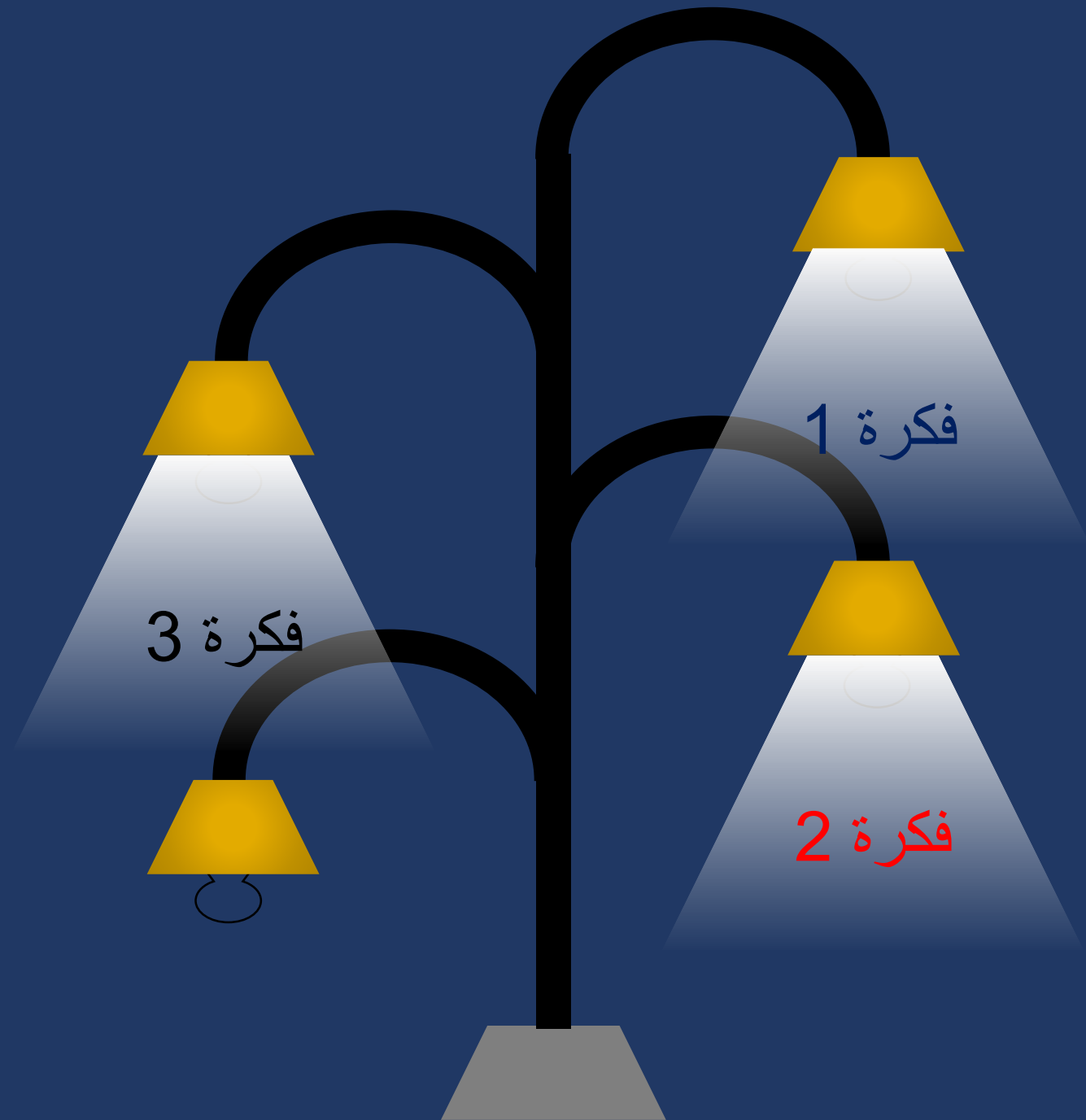












Reference



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