

Internet and Information Technology

Lecture 9

ITC202

Microsoft Office: Power Point

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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?

Blank is default

Recent

Pinned

Pin files you want to easily find later. Click the pin icon that appears when you hover over a file.

Today

 wk13.examplePP2019.pptx
H: » My_Web » cgs1060

 wk13.PP.pptx
H: » My_Web » cgs1060

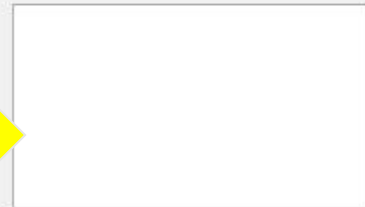
 wk13.examplePP2016.pptx
H: » My_Web » cgs1060

 wk09.Access.ppt
H: » My_Web » cgs1060

This Week

 wk07.Excel.ppt
H: » My_Web » cgs1060

Suggested searches: Presentations Themes Education Charts Diagrams Business
Infographics



Blank Presentation



Welcome to PowerPoint



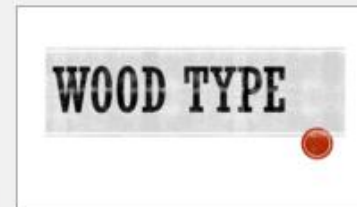
Bring your presentations to life...



Gallery



Parcel



Wood Type



Ion Boardroom



Quotable



Berlin



Start by selecting a category

 5.Unity.Graphs.ppt
F: » vr » RiftPresentations

 Open Other Presentations

Then select a presentation or...

New

Open

Save

Save As

History

Print

Share

Export

Close

Account

Feedback

Options

← All Business 🔍



Tech Dividend design



Future Celestial design



Financial Parcel design



Recreation Organic design



Modern Circuit design



Coffee Shop Business Pitch Deck



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

Creating a Presentation

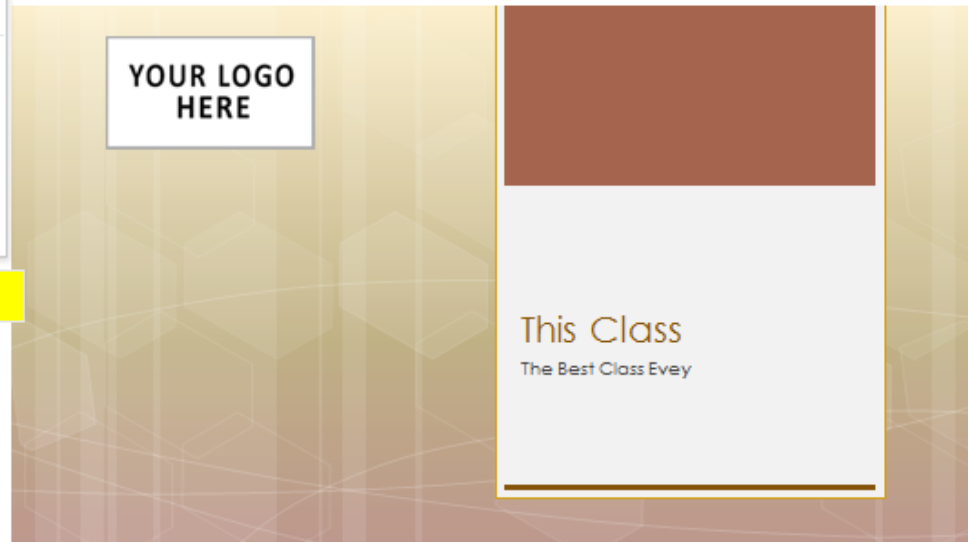
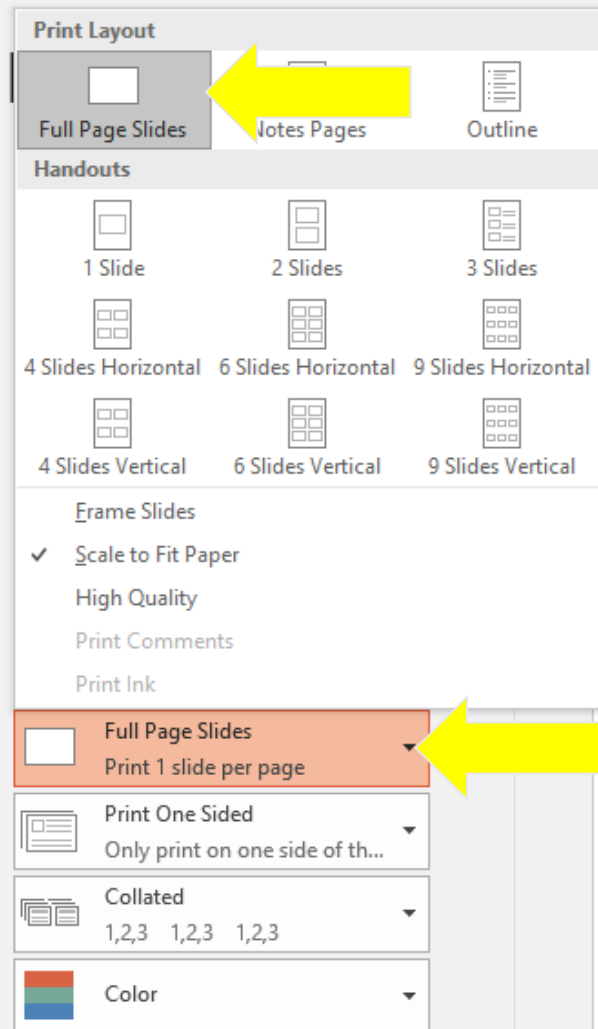
- Thumbnail of each slide shown on left
 - Change to Outline view (View, Outline) to see full text of each slide
- Move between slides by:
 - PageUp/PageDown keys
 - Click on slide in outline
 - Use scroll bar on right

Deleting Slides

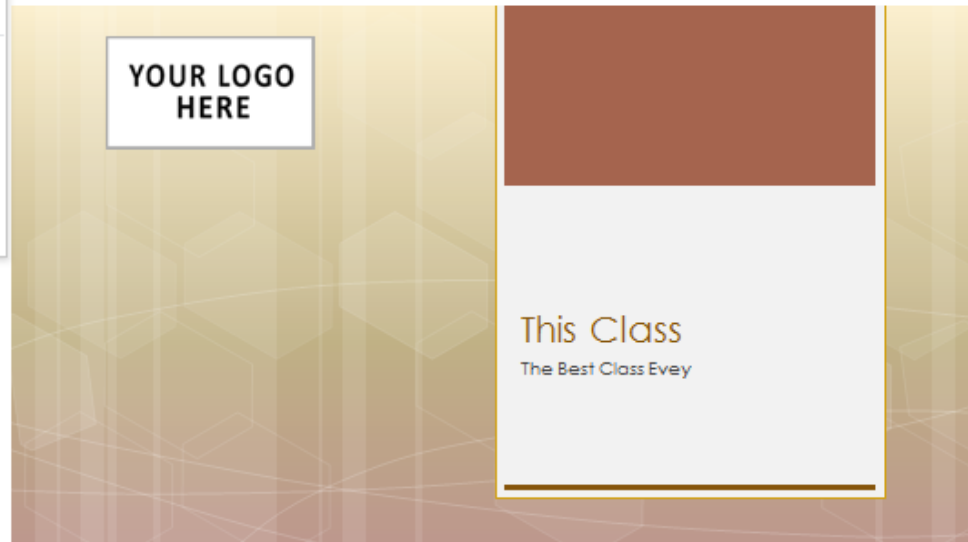
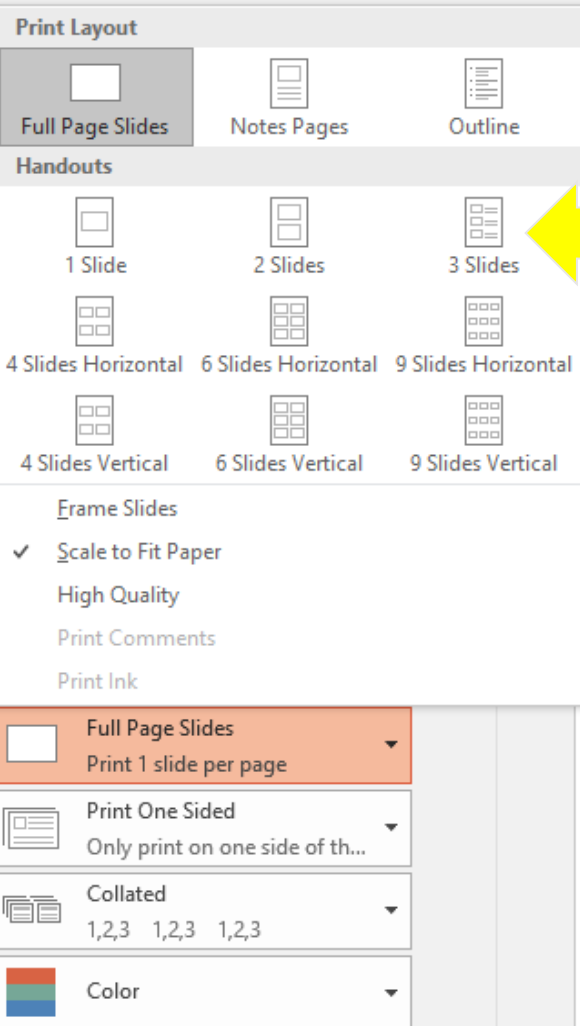
- Select it in left pane
 - Press Delete key
- Right click in left pane
 - From short cut menu, select Delete Slide

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!



Handouts is better for printing



Info

New

Open

Save

Save As

History

Print

Share

Export

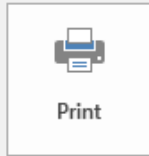
Close

Account

Feedback

Options

Print



Copies: 1

Printer

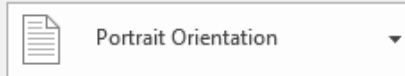
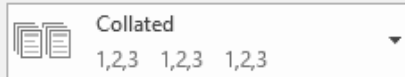
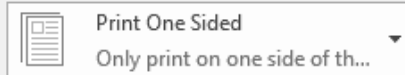
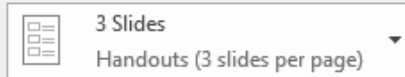


[Printer Properties](#)

Settings



Slides:



[Edit Header & Footer](#)



Print



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

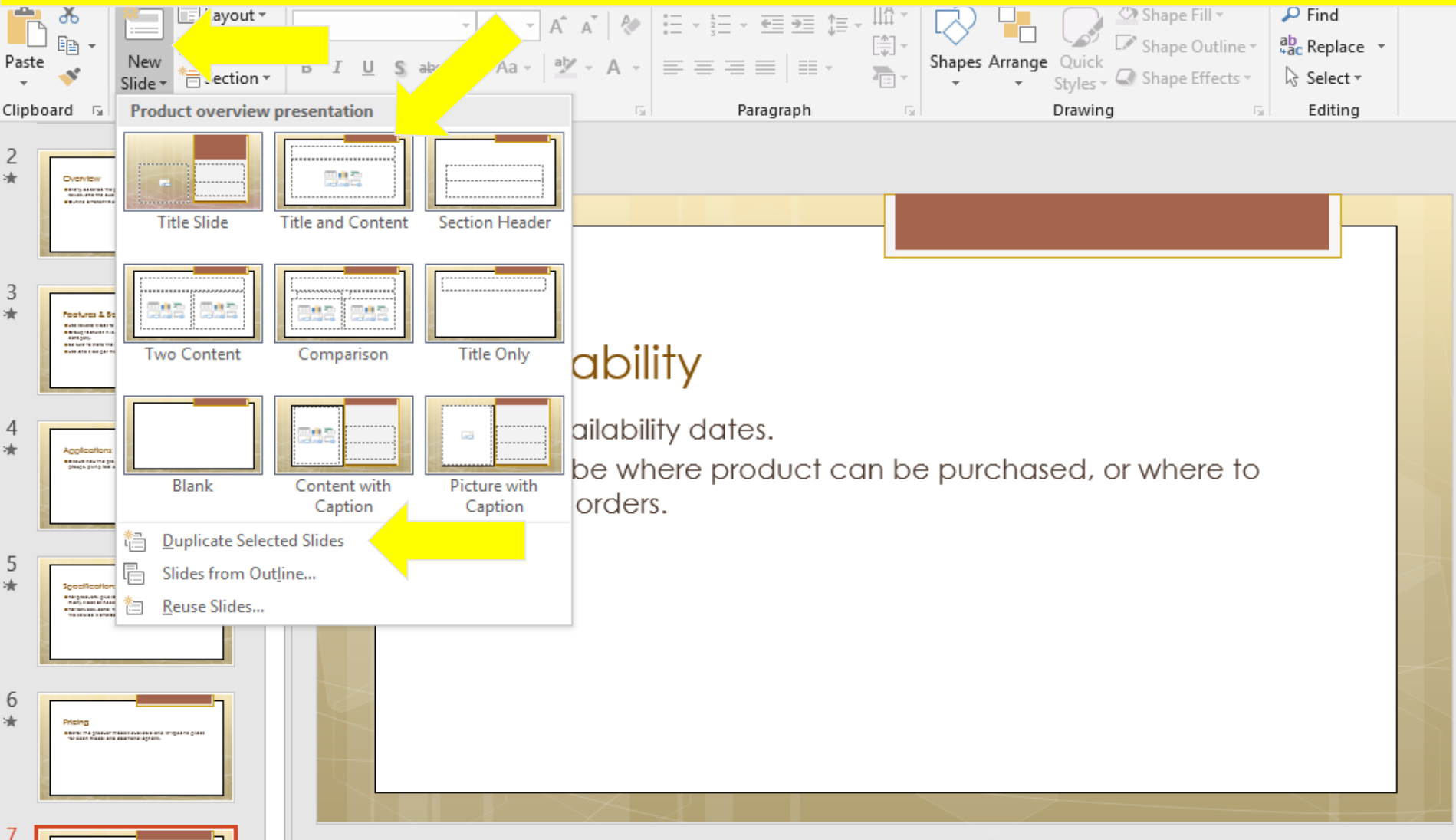


Grayscale

[Edit Header & Footer](#)

Open with the great job offer for ex-student

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, a vertical pane shows a list of slide thumbnails numbered 1 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 is a white slide with a brown header bar. The slide contains two dashed rectangular placeholders. The first placeholder has the text "Click to add title" and a yellow arrow pointing to it. The second placeholder has the text "Click to add text" and a yellow arrow pointing to it. Below the text placeholders is a set of icons representing various business and technology concepts. At the bottom of the slide, there is a text box with the text "Click to add notes". The bottom of the interface shows a status bar with the text "Slide 8 of 8" and a toolbar with icons for Notes, Display Settings, Comments, and other presentation controls.

Features & Benefits

Applications

Specifications

Pricing

Availability

Click to add title

Click to add text

Click to add notes

Slide 8 of 8

Notes Display Settings Comments

64%

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

Layout

Product overview presentation

Title Slide Title and Content Section Header

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

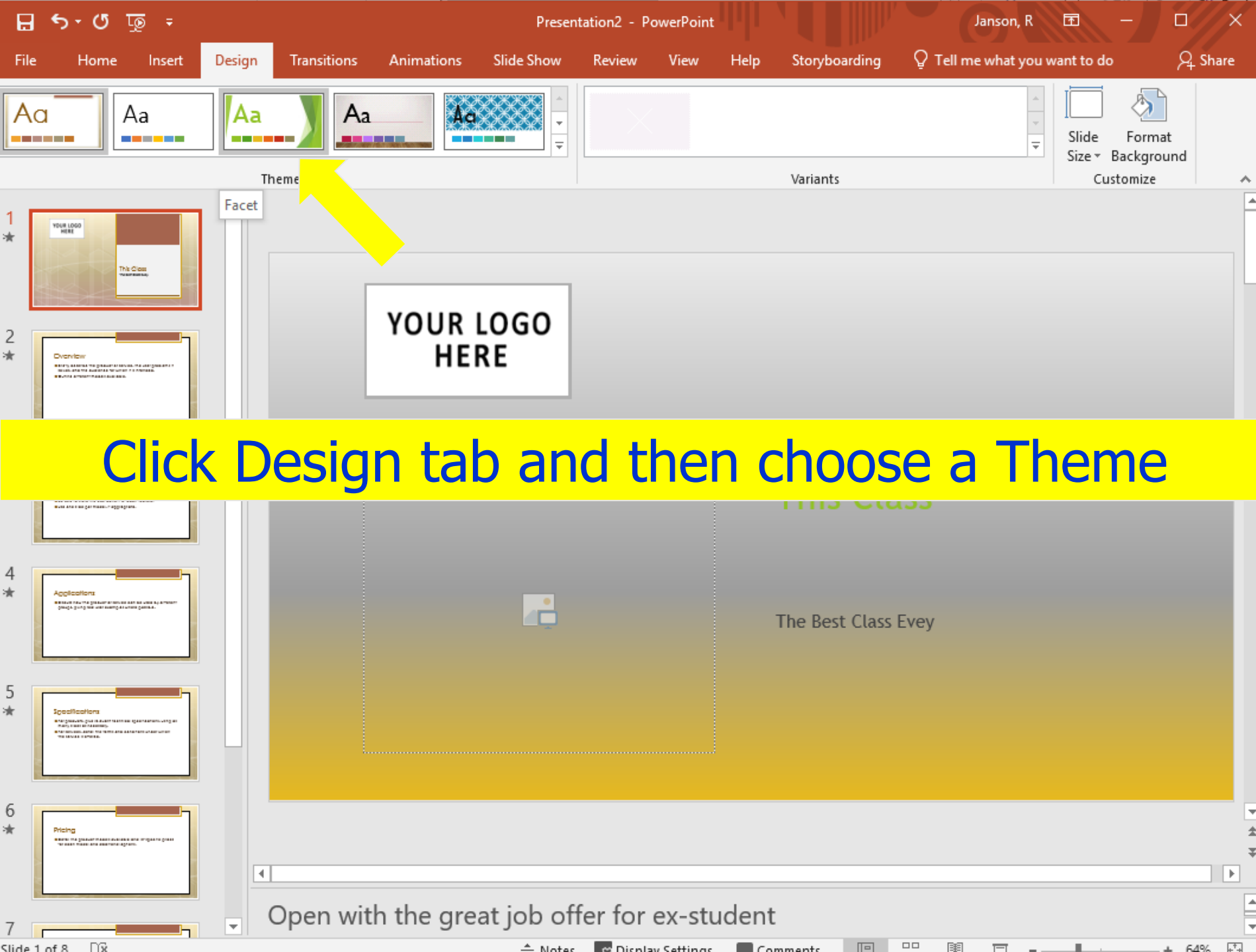
Slide 8 of 8

Notes Display Settings Comments

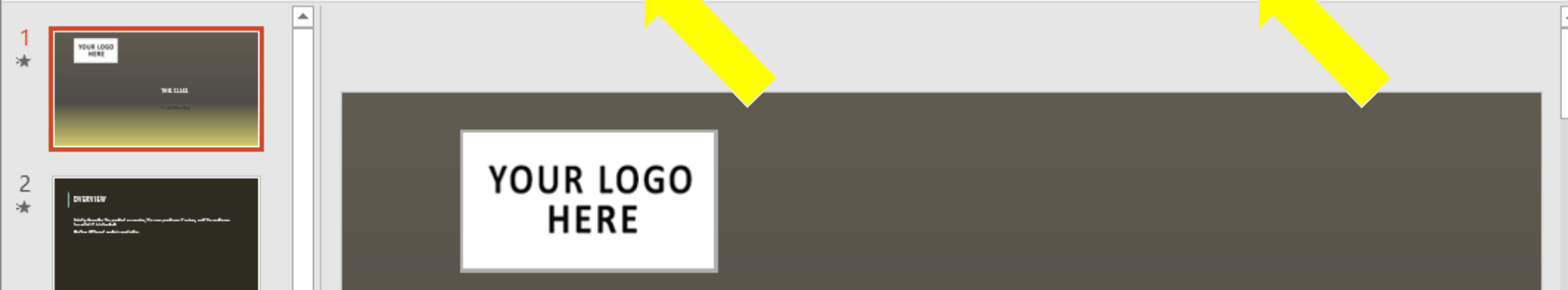
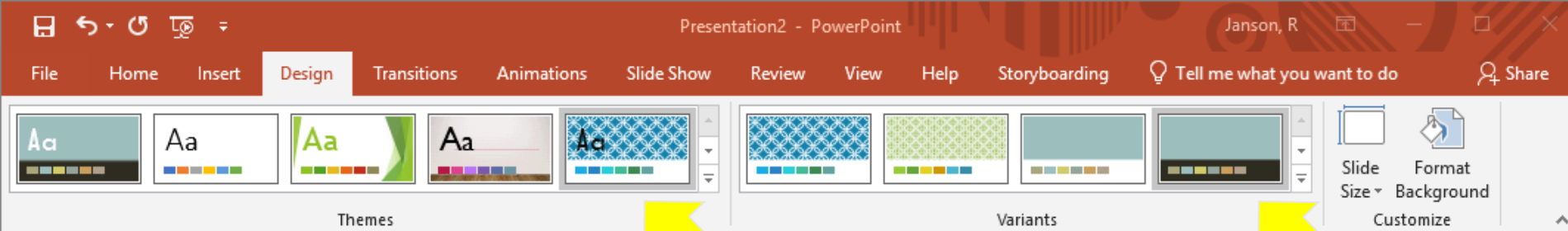
64%

Themes

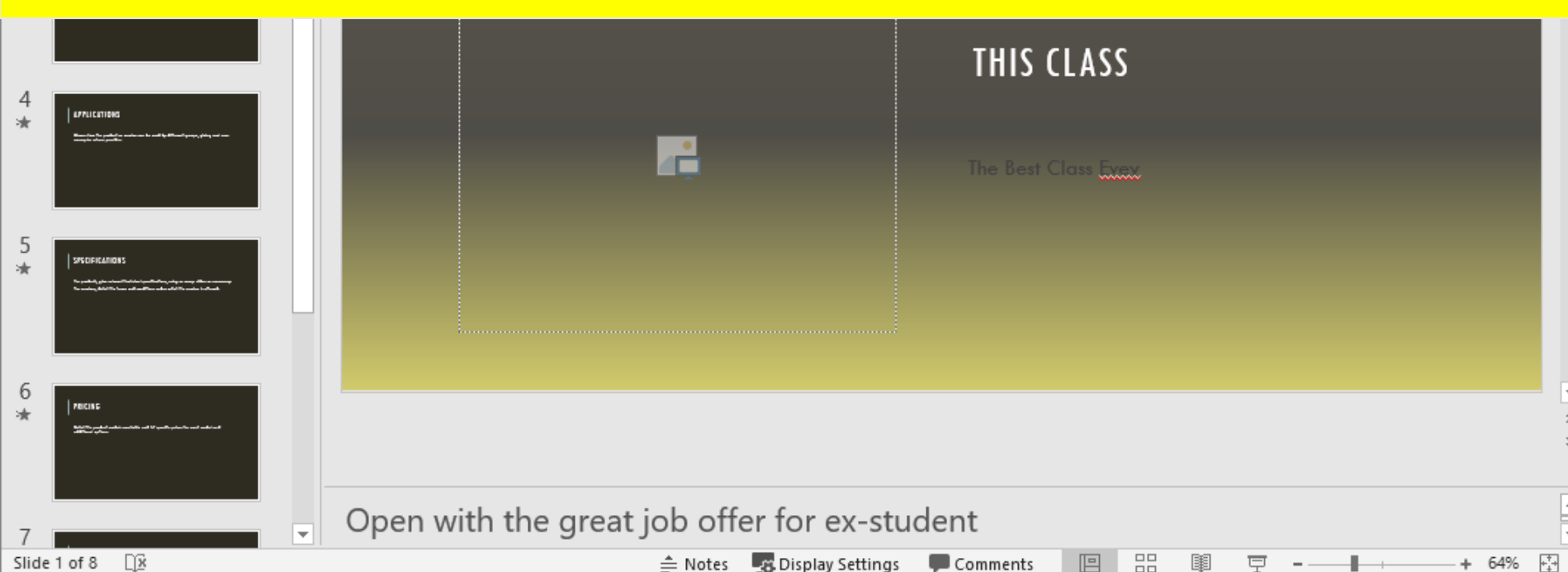
- Different from a Template
- Just defines fonts and colors
 - No content suggestions
- Can be used as the basis of a new presentation or applied to an existing one



Click Design tab and then choose a Theme



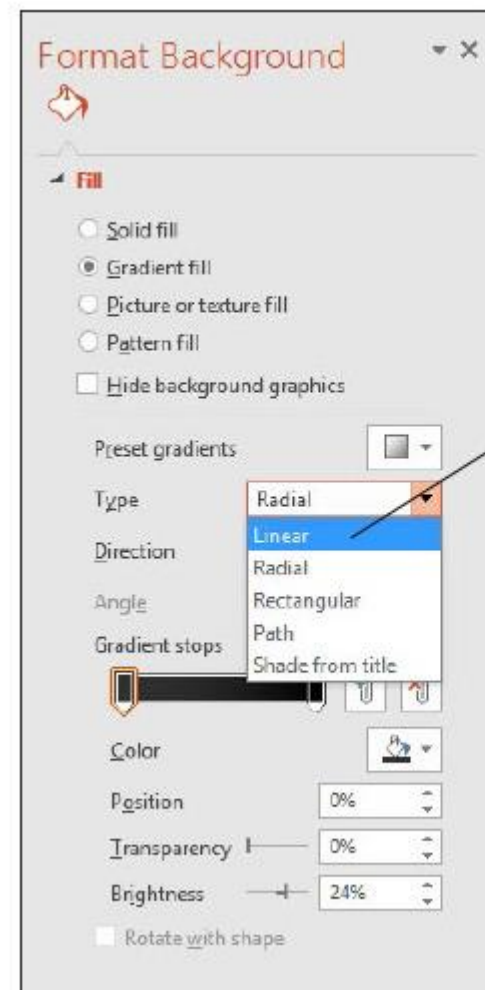
There are even variants on a theme



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.



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 Start On Mouse Click After: 00:00.00

Transitions in This Slide

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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Slide 109 of 123

Notes Comments

60%

Can also control sound and speed of slide transition

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

Animation Pane
Trigger
Animation Painter
Animation
Start: On Click
Duration: Auto
Delay: 00.00
Reorder Animation
Move Earlier
Move Later
Timing
1 2 3 4 5 6 7

None
Preview
108
Entrance
Wipe
Shape
Wheel
Random Bars
Grow & Turn
Zoom
Swivel
Bounce
Emphasis
Pulse
Color Pulse
Teeter
Spin
Grow/Shrink
Desaturate
Darken
Lighten
Transparency
Object Color
Complete...
Line Color
Fill Color
Brush Color
Font Color
Underline
Bold Flash
Bold Reveal
Wave

Highlight text, click Animations tab, pick an animation

109
★
110
★
111
★
112
★

Slide 109

IS and TEXT Animation

ontrol

How slides are shown

How text is displayed

lick Transitions, then select one
Transition to This Slide

o control text

Click Animations

Select text

Choose one

109

Preview

Wipe Shape Wheel

Effect Options

Add Animation

Animation Pane

Trigger

Animation Painter

Start: With Previous

Duration: 02.00

Delay: 00.00

Reorder Animation

Move Earlier

Move Later

Animation

Advanced Animation

Timing

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

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Click to add notes

Slide 109 of 123

Notes Comments

60%

To modify, click an animation then Animation Pane

Transitions and Text Animation

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

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Animation Pane

Play From

- How slides are shown
- How text is displayed
- Click Transitions
- Click Animations

Start On Click

Start With Previous

Start After Previous

Effect Options...

Timing...

Hide Advanced Timeline

Remove

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

- 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

Lots of other shapes available

The screenshot shows a PowerPoint presentation in edit mode. The slide is titled 'Slide 10 of 10' and has a 'Click to add notes' area at the bottom. A red starburst shape is centered on the slide, containing the text 'This class !Wow!' in yellow. The 'Format Shape' task pane is open on the right, showing options for Fill and Line. The 'Fill' section has 'Solid fill' selected, and the 'Line' section has 'Solid line' selected. The 'Color' and 'Transparency' settings are visible for both fill and line.

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 0%

Line

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

Color [Color Picker]

Transparency 0%

Width 1.5 pt

Compound type [Dropdown]

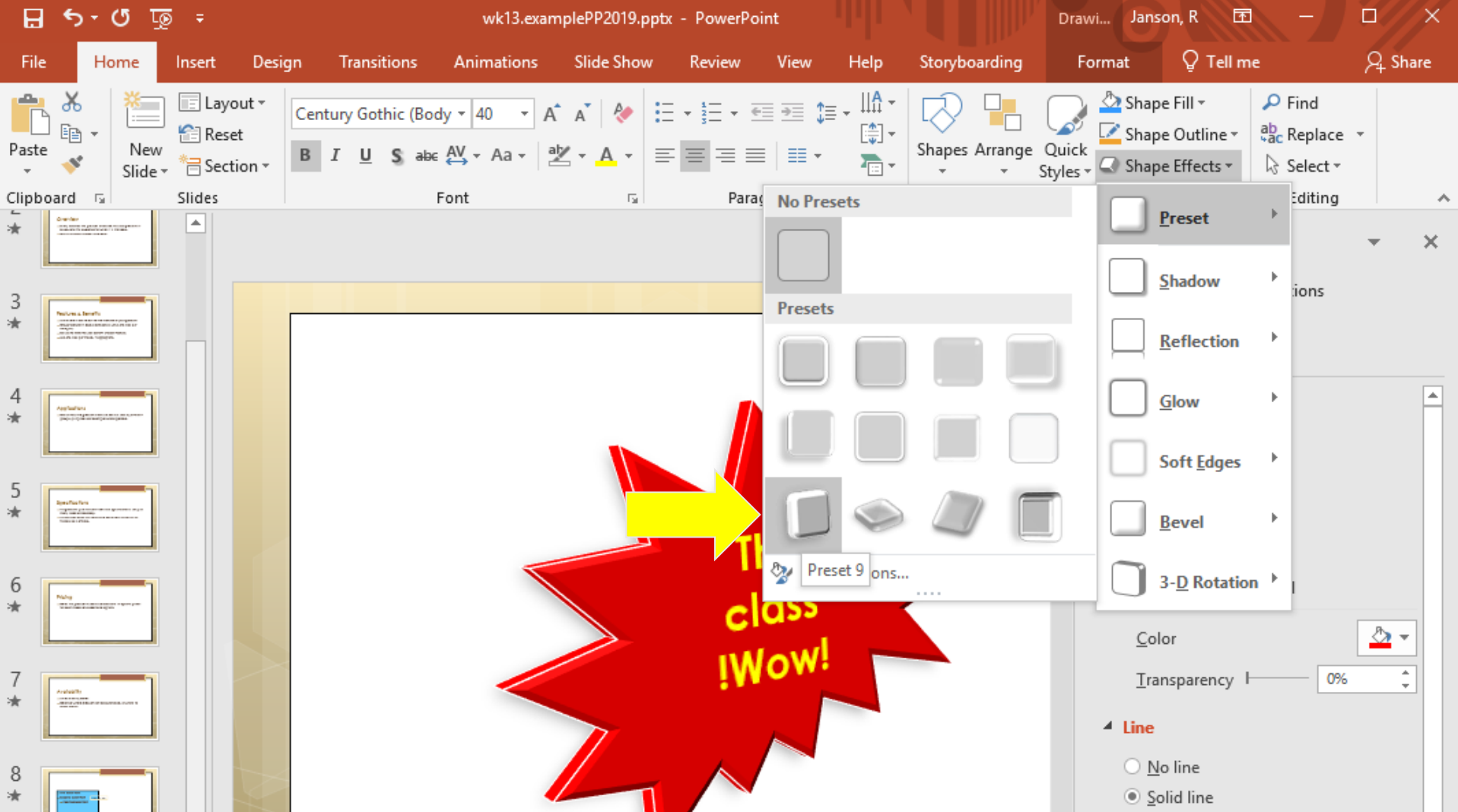
Stroke [Dropdown]

Slide 10 of 10

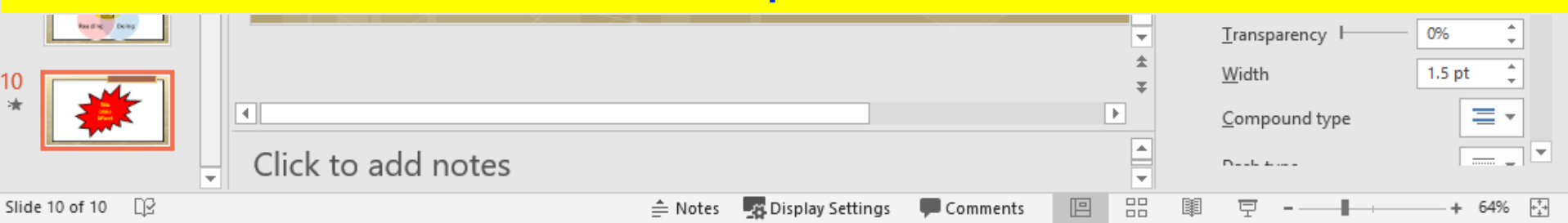
Click to add notes

Notes Display Settings Comments

64%



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

Century Gothic (Body) 40 A A B I U S abc AV Aa al A

Shapes Arrange Quick Styles Shape Fill Shape Outline Shape Effects Find Replace Select

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 side of the slide, showing the "Fill" section. The "Fill" section has the following options:

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

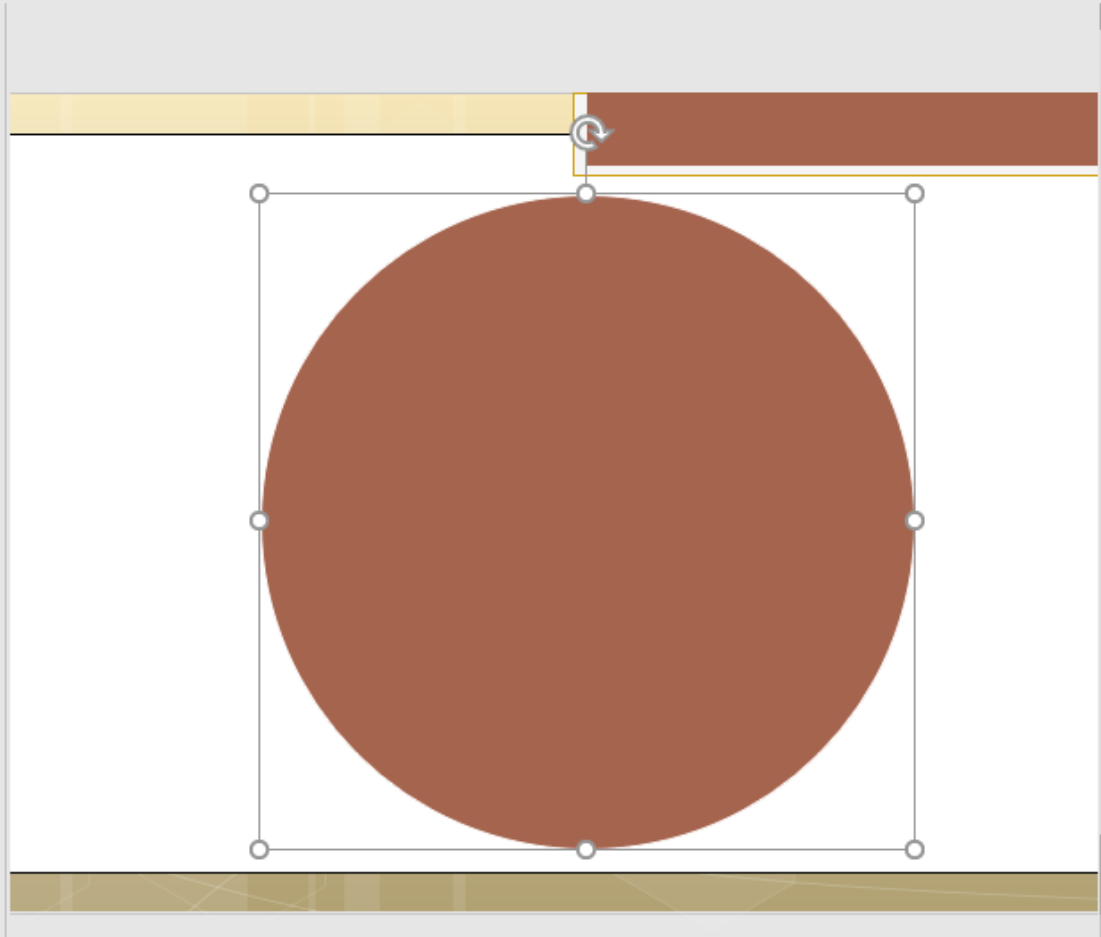
The "Gradient fill" section shows the following settings:

- Preset gradients: [Dropdown menu]
- Type: Linear
- Direction: [Dropdown menu]
- Angle: 90°
- Gradient stops: [Color bar with 3 stops]
- Color: [Color picker]
- Position: 0%
- Transparency: 0%
- Brightness: -4%
- ☐ Rotate with shape

The "Format Background" task pane also includes "Apply to All" and "Reset Background" buttons. The slide footer shows "Slide 11 of 11" and a navigation bar with icons for Notes, Display Settings, Comments, and a zoom level of 64%.

If circle brought to front all others hidden

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

Color

Transparency 0%

Width 1.5 pt

Compound type

Formatting Text

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

File Home **Insert** References Animations Slide Show Review View Help Storyboarding Tell me what you want to do Share

New Slide Slides Tables Images Illustrations Links Comments Text

Online Pictures Screenshot Photo Album Shapes Icons SmartArt Chart Link Action Comment Text Box Header & Footer WordArt Symbols Media

4 Applications

5 Specifications

6 Pricing

8

9

Click to add notes

Slide 9 of 9 Notes Display Settings Comments 64%

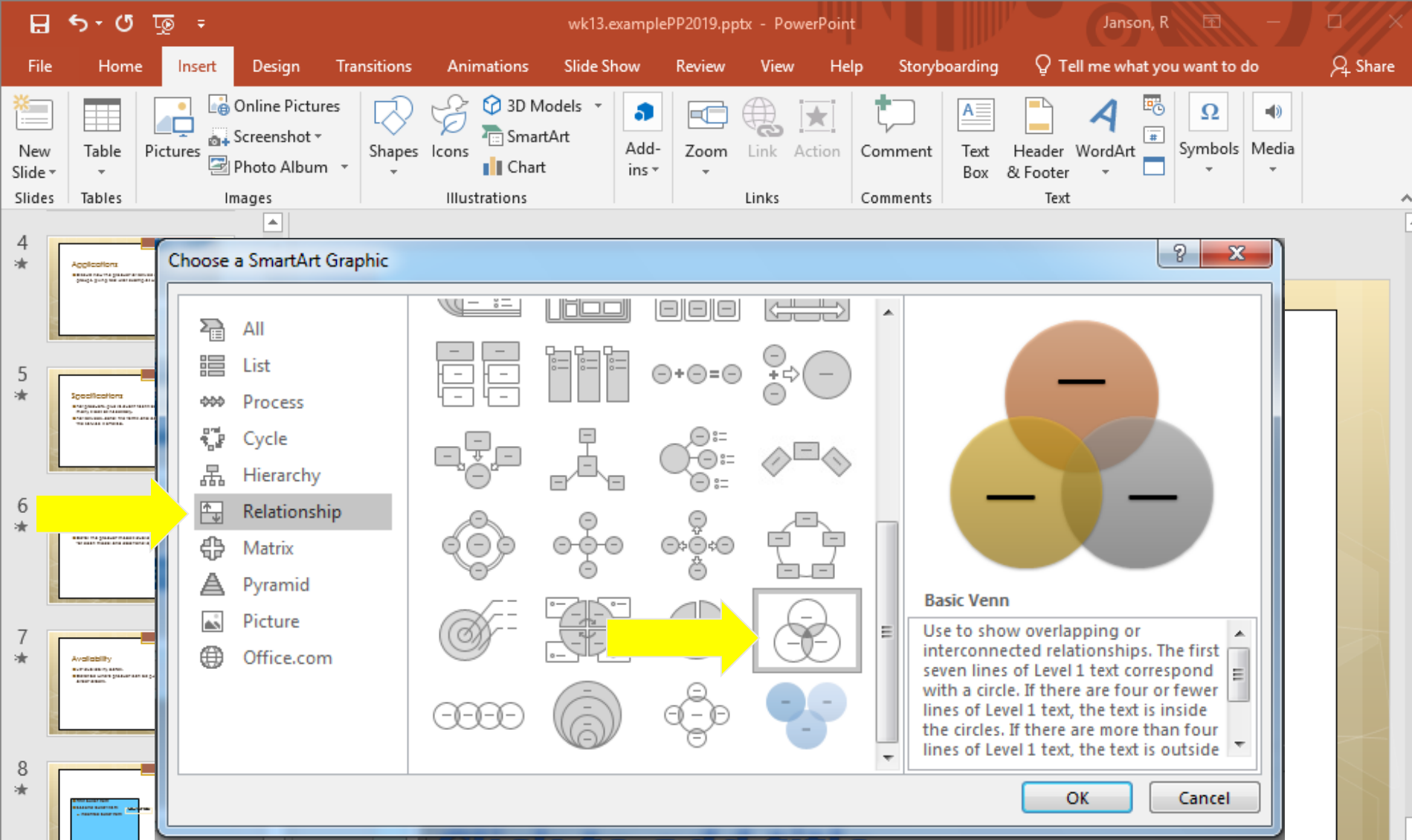
Choose a SmartArt Graphic

All List Process Cycle Hierarchy Relationship Matrix Pyramid

List

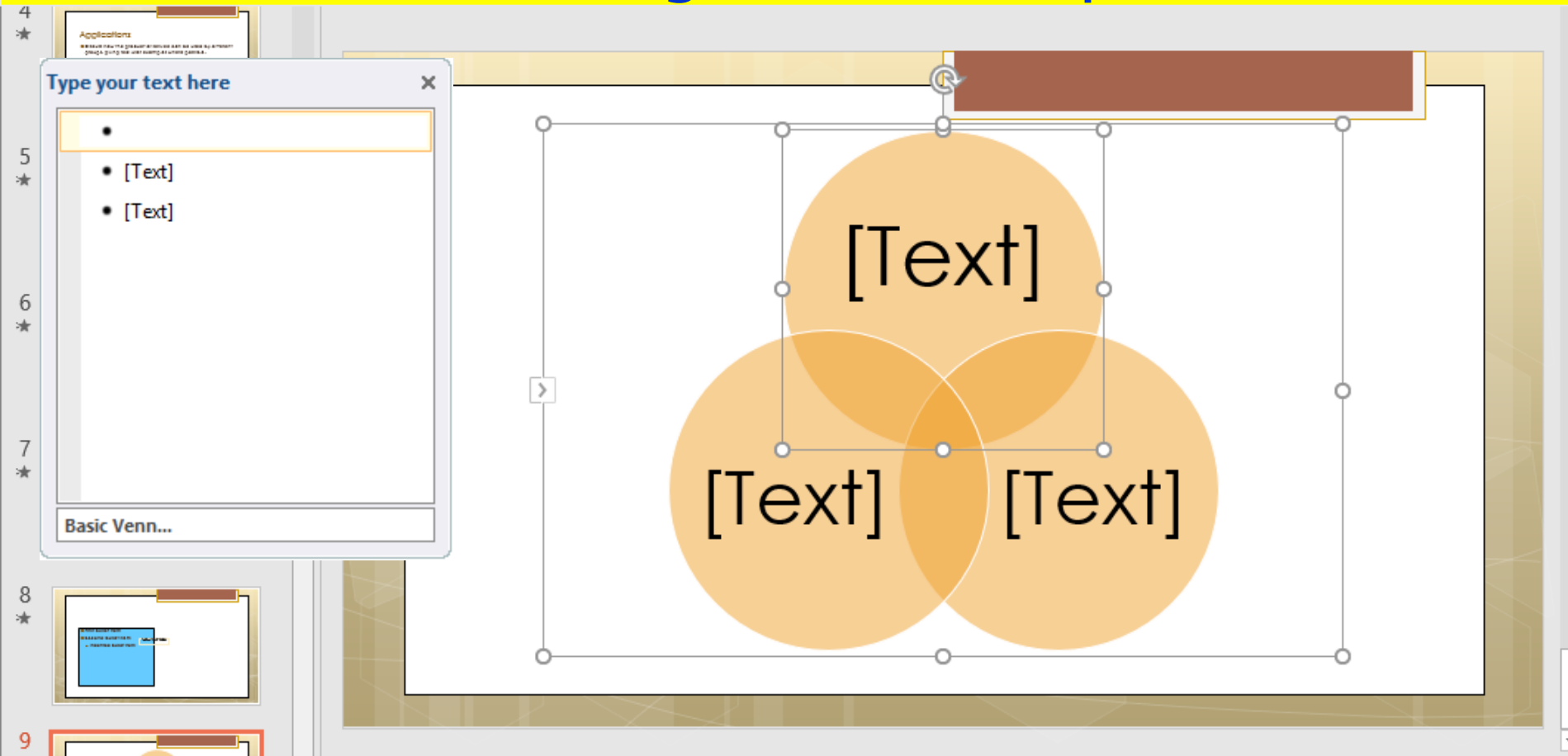
OK Cancel

Click Insert tab and then Smart Art



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 SmartArt diagram. The diagram consists of three overlapping circles labeled 'Lecture', 'Reading', and 'Doing'. A text pane on the left lists these items. The diagram is titled 'Basic Venn...'. The slide is titled 'Enter text in window and PP will size to fit'. The status bar at the bottom shows 'Slide 9 of 9' and 'Click to add notes'.

4 Applications

Type your text here

- Lecture
- Doing
- Reading

Basic Venn...

5

6

7

8

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

Format Shape

Shape Options | Text Options

Fill

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

Color 

Transparency  0%

Line

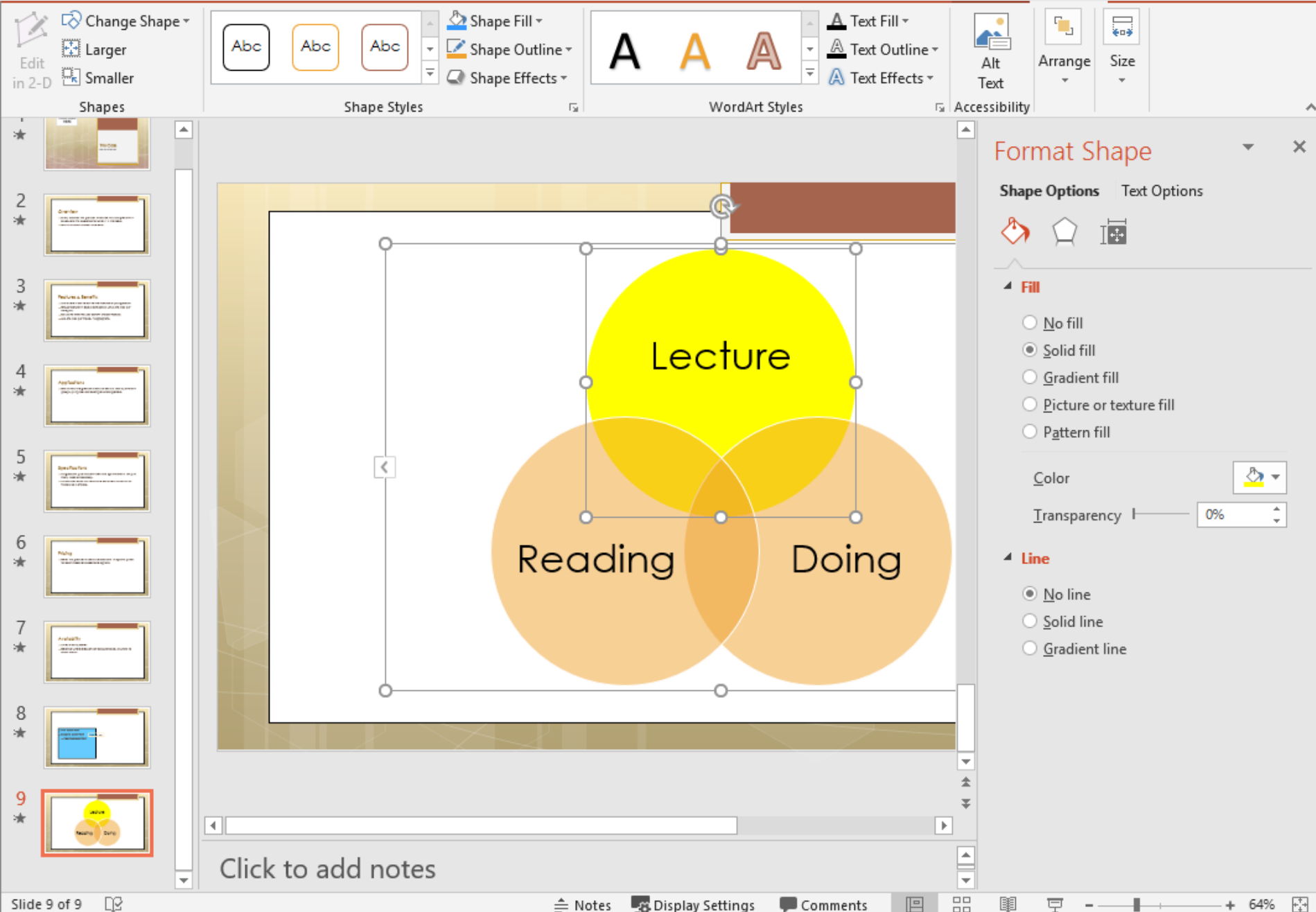
- ☒ No line
- ☐ Solid line
- ☐ Gradient line

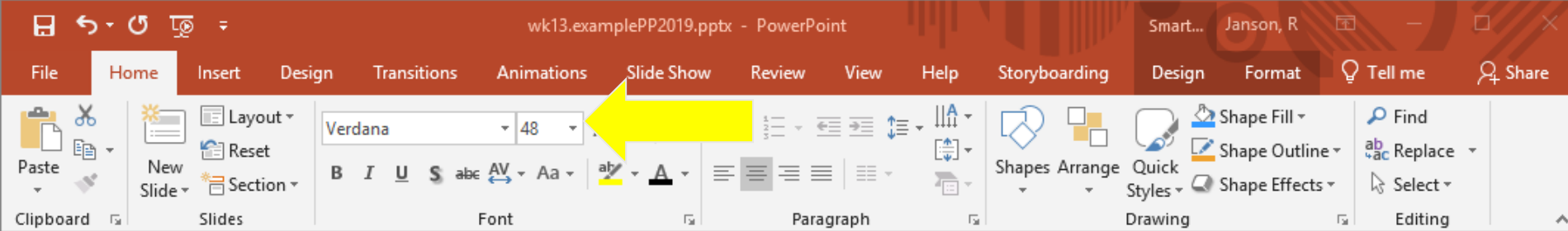
Click to add notes

Slide 9 of 9

Notes | Display Settings | Comments

64%





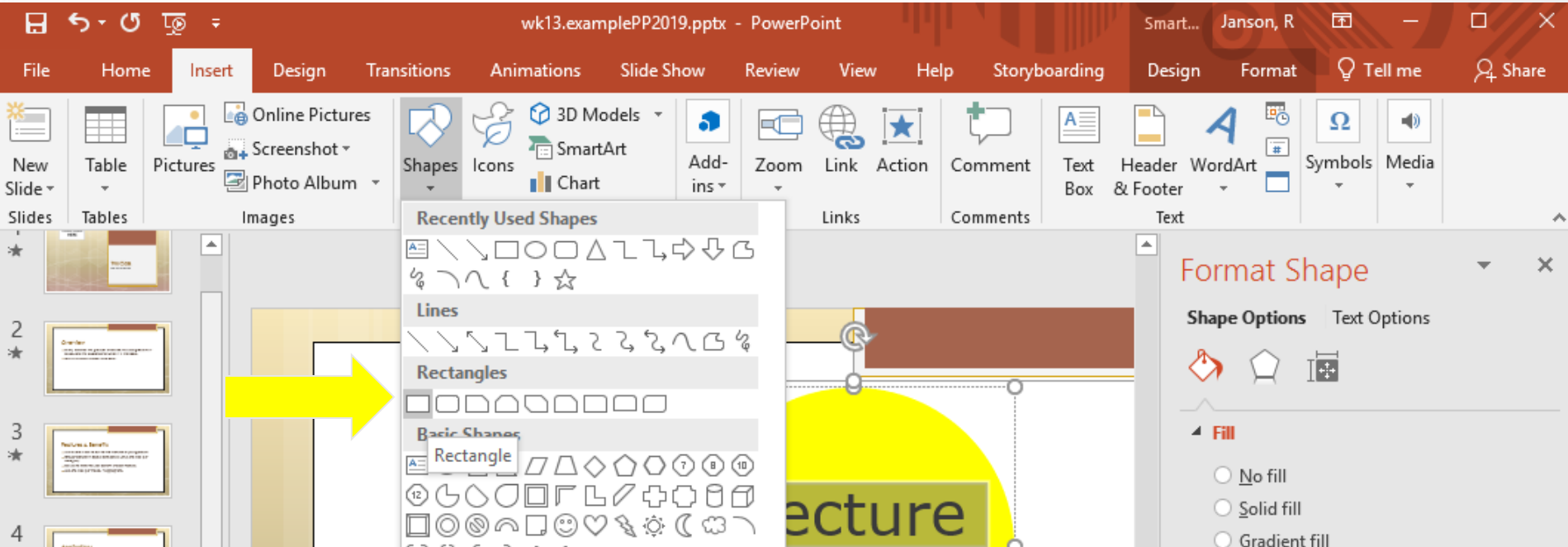
Can also make changes via the Home ribbon

Click to add notes

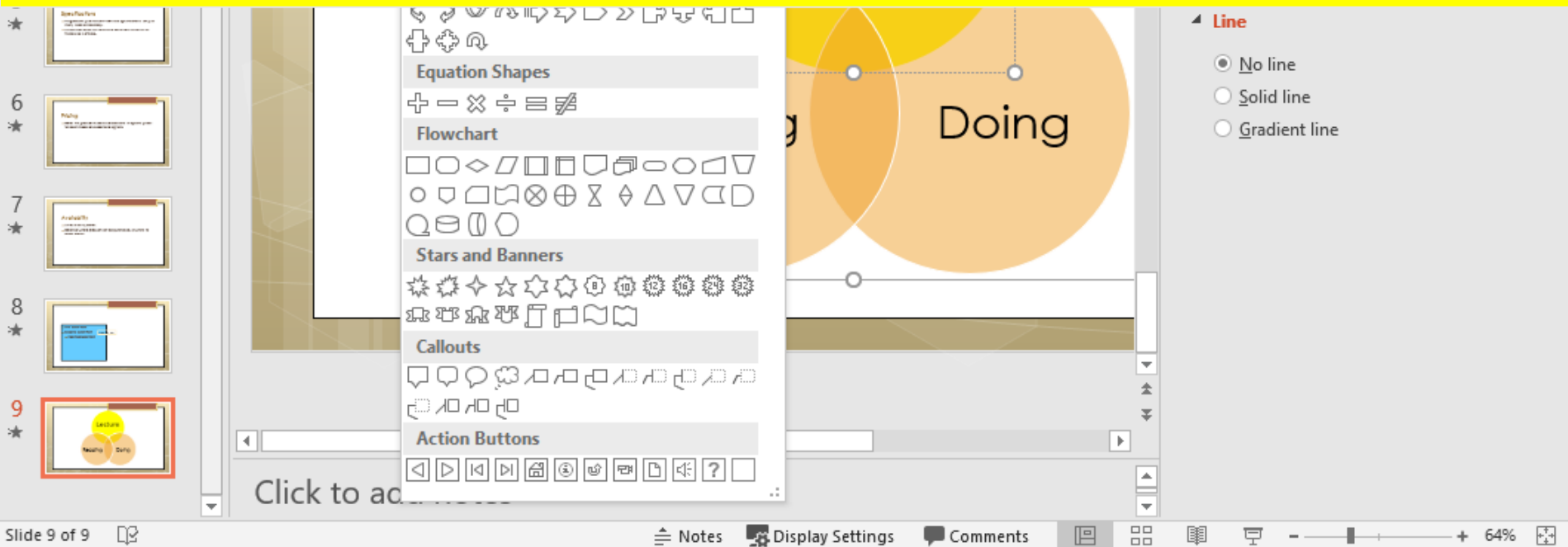
Slide 9 of 9

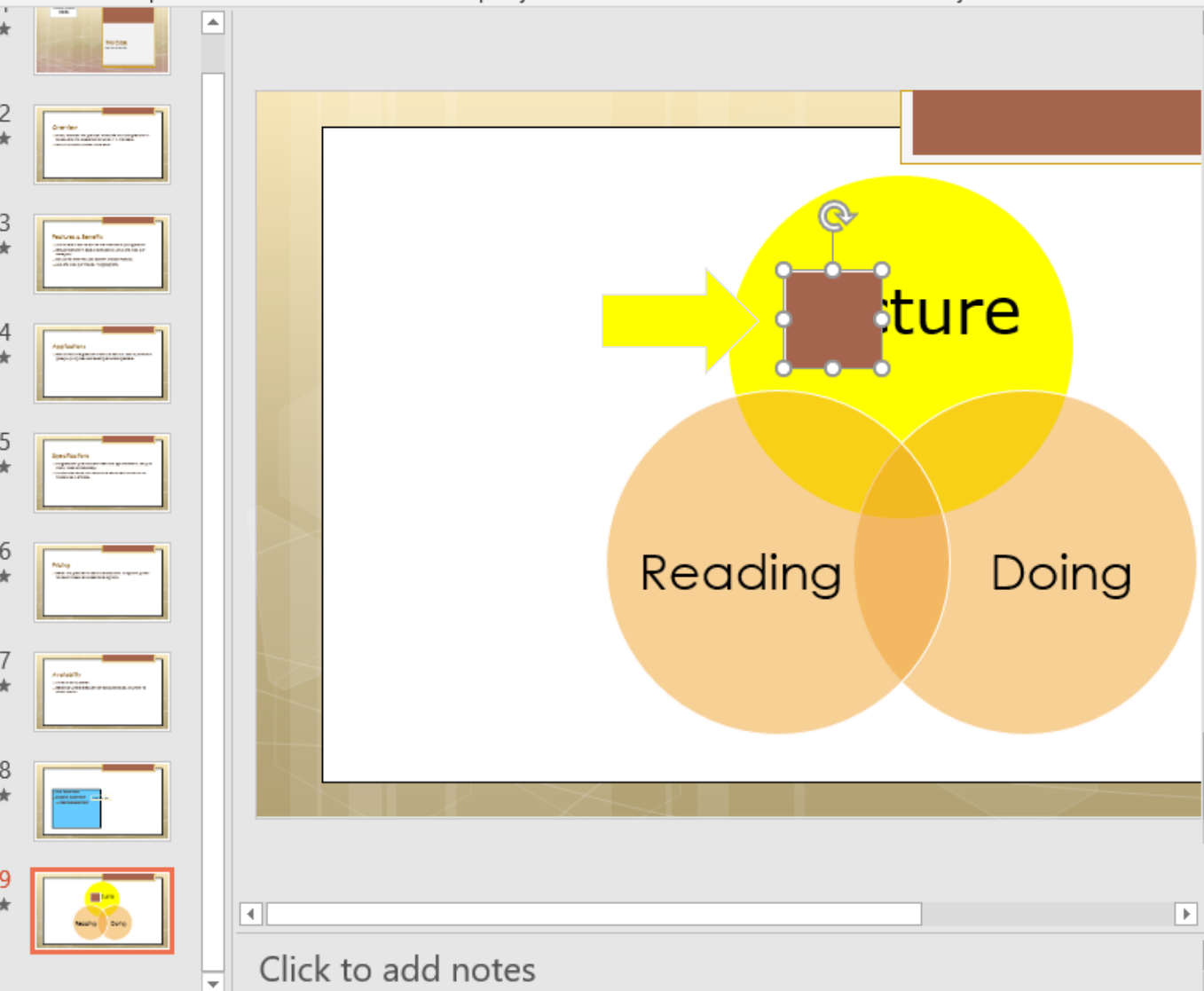
Notes Display Settings Comments

64%



Can add shapes





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 [Slider] 1.5 pt
Compound type [Dropdown]
Dash type [Dropdown]

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 of all three circles is labeled 'Sweet Spot' in a small black box. The diagram is set against a light gray background with a brown header bar at the top. The entire slide is framed by a light gray border with a blue outline on the right side.



عندما تخسر الشركة
رأس المال الاجنبي



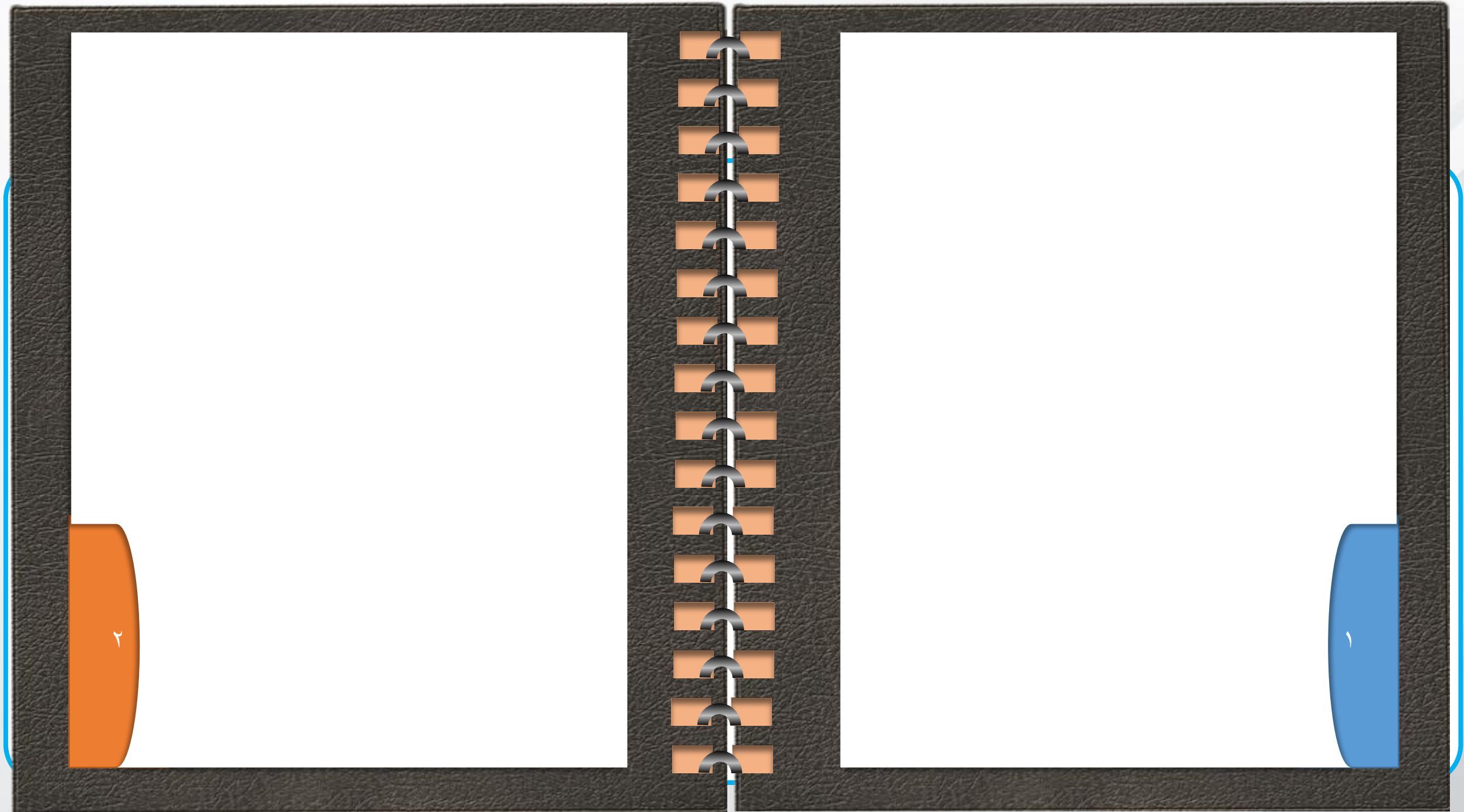
عند فشل الخطة
التسويقية

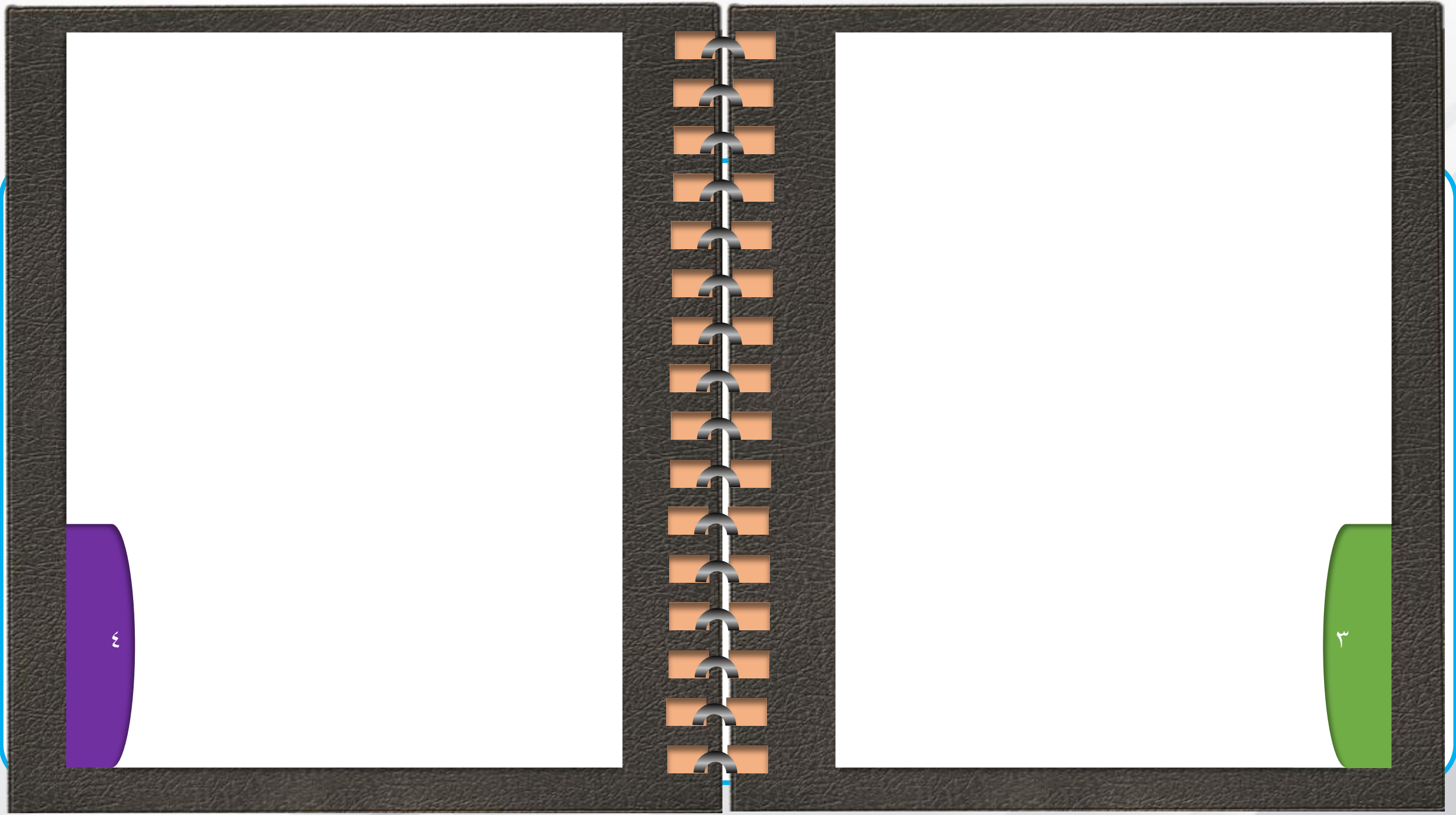


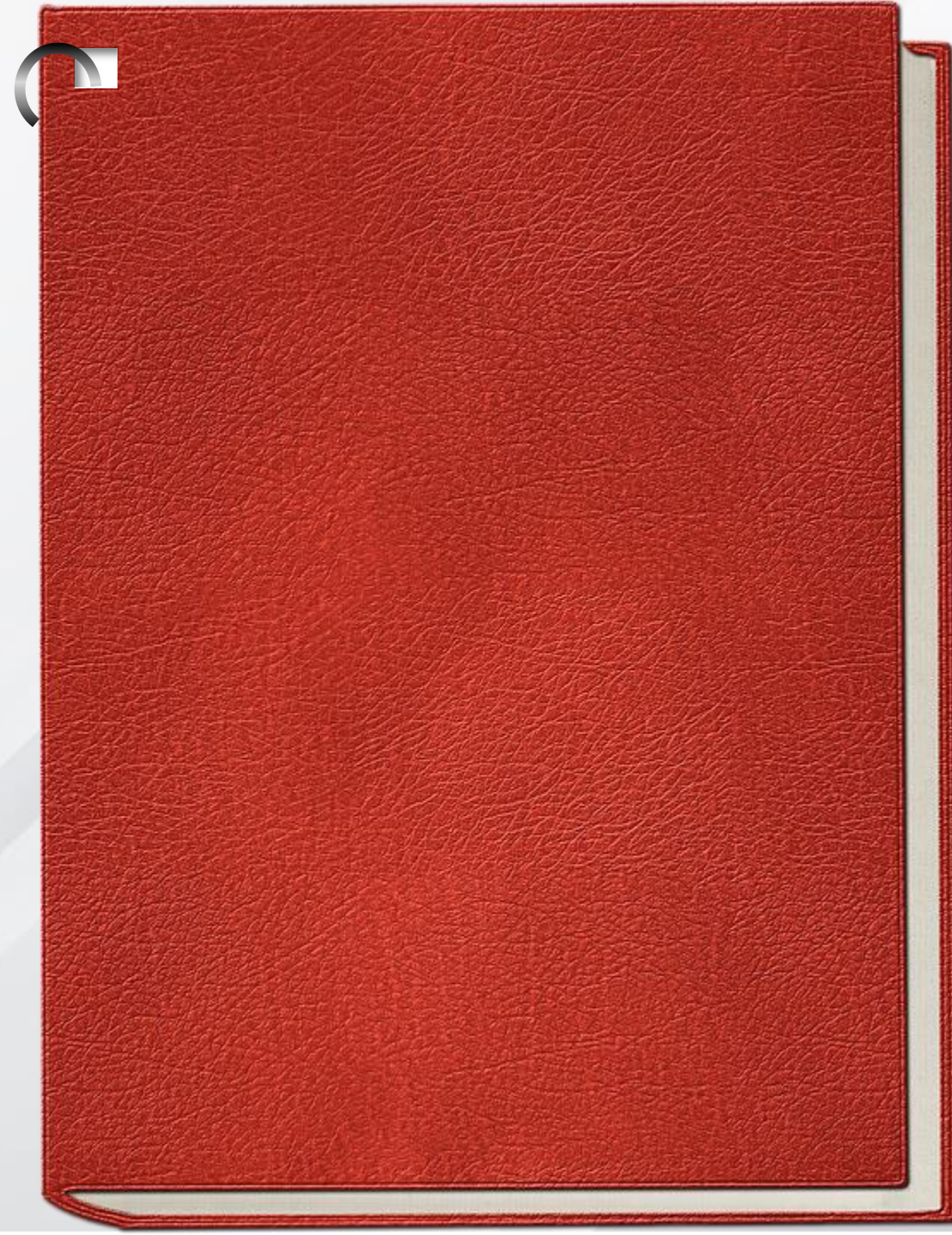
عند فشل الإدارة المالية

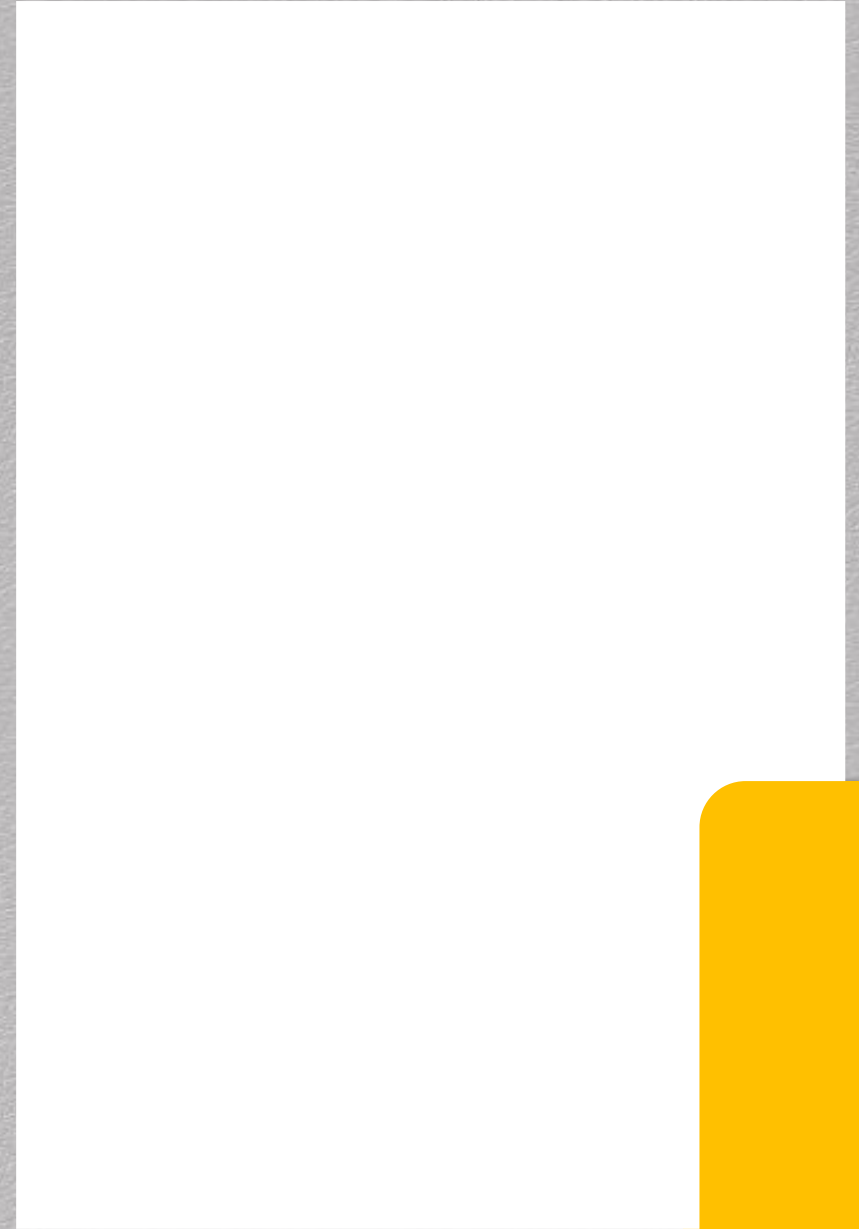


كتابي الأول

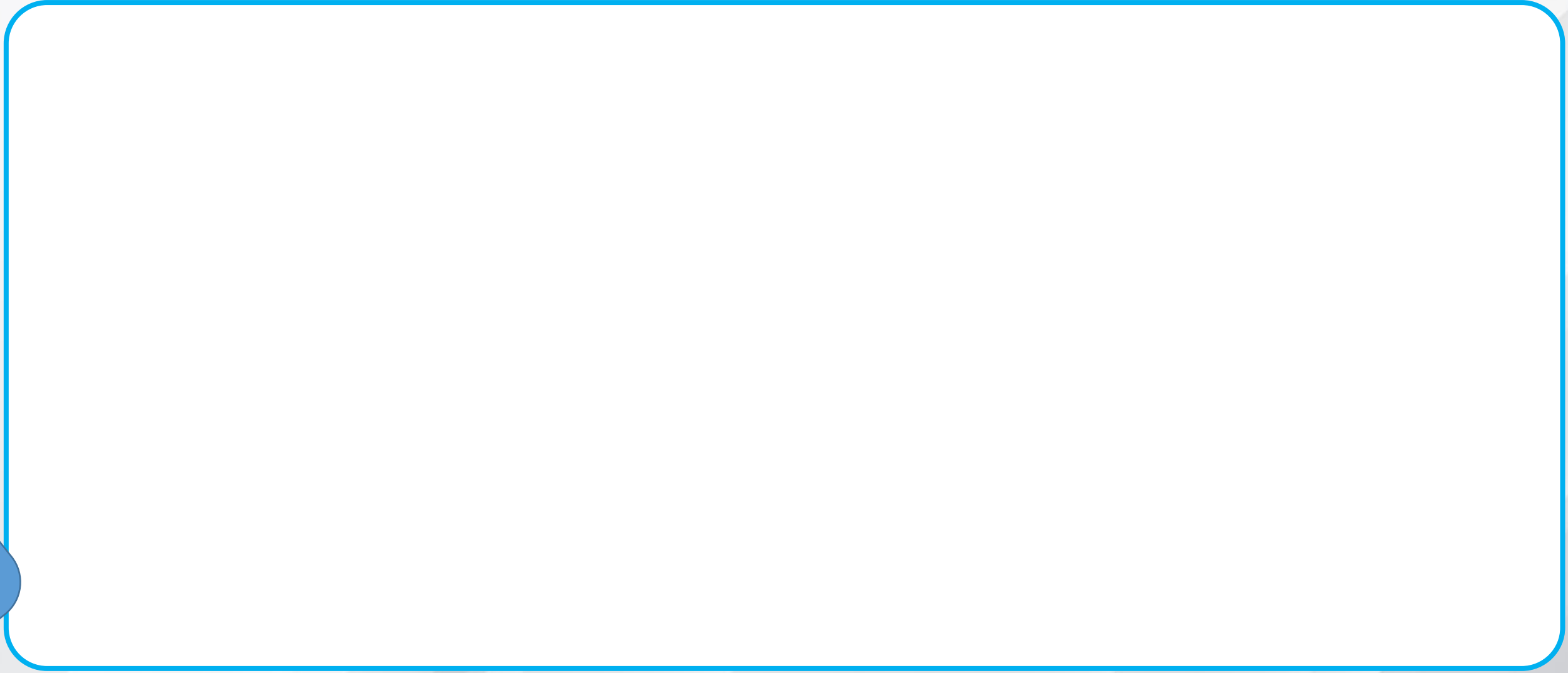


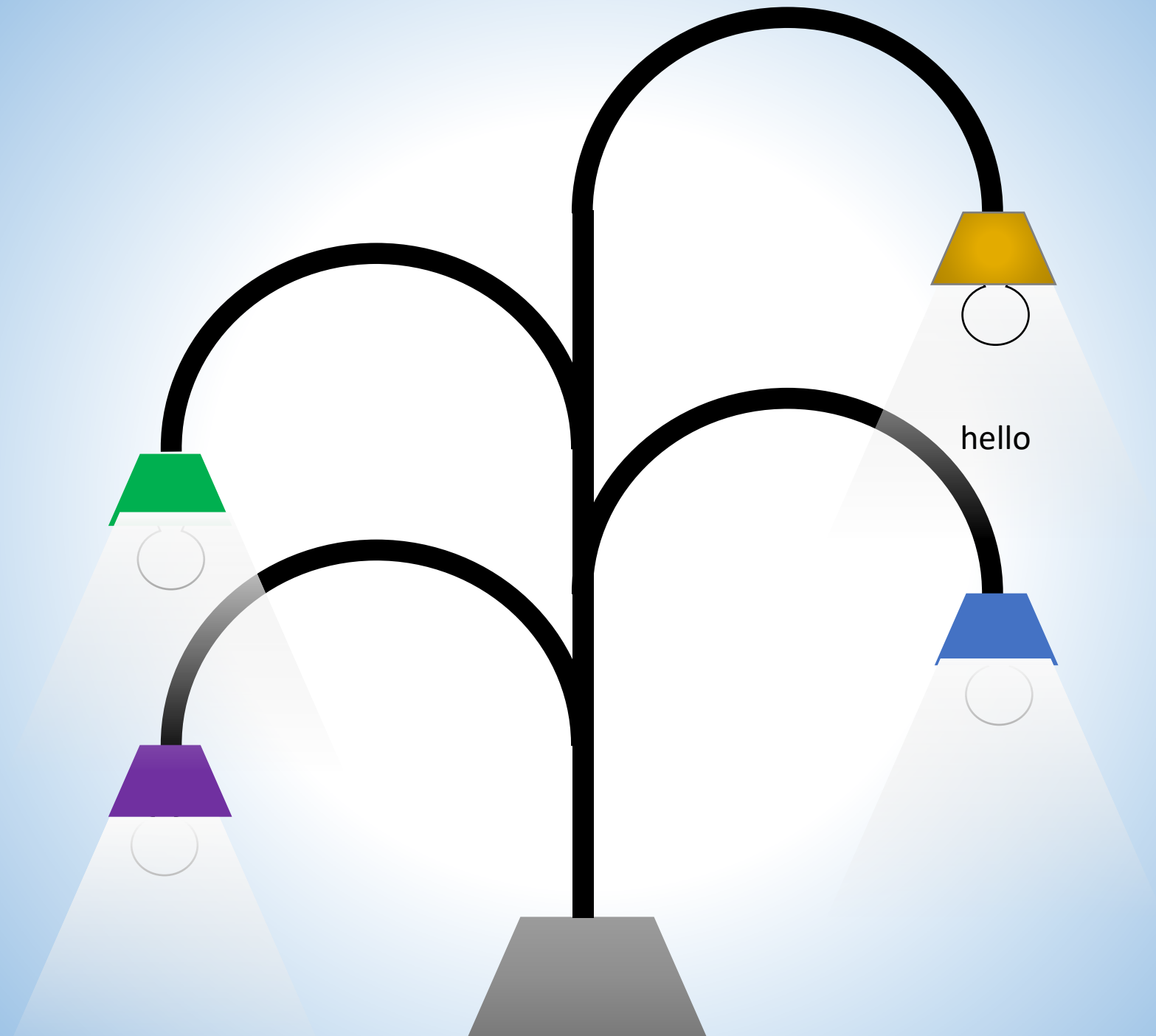


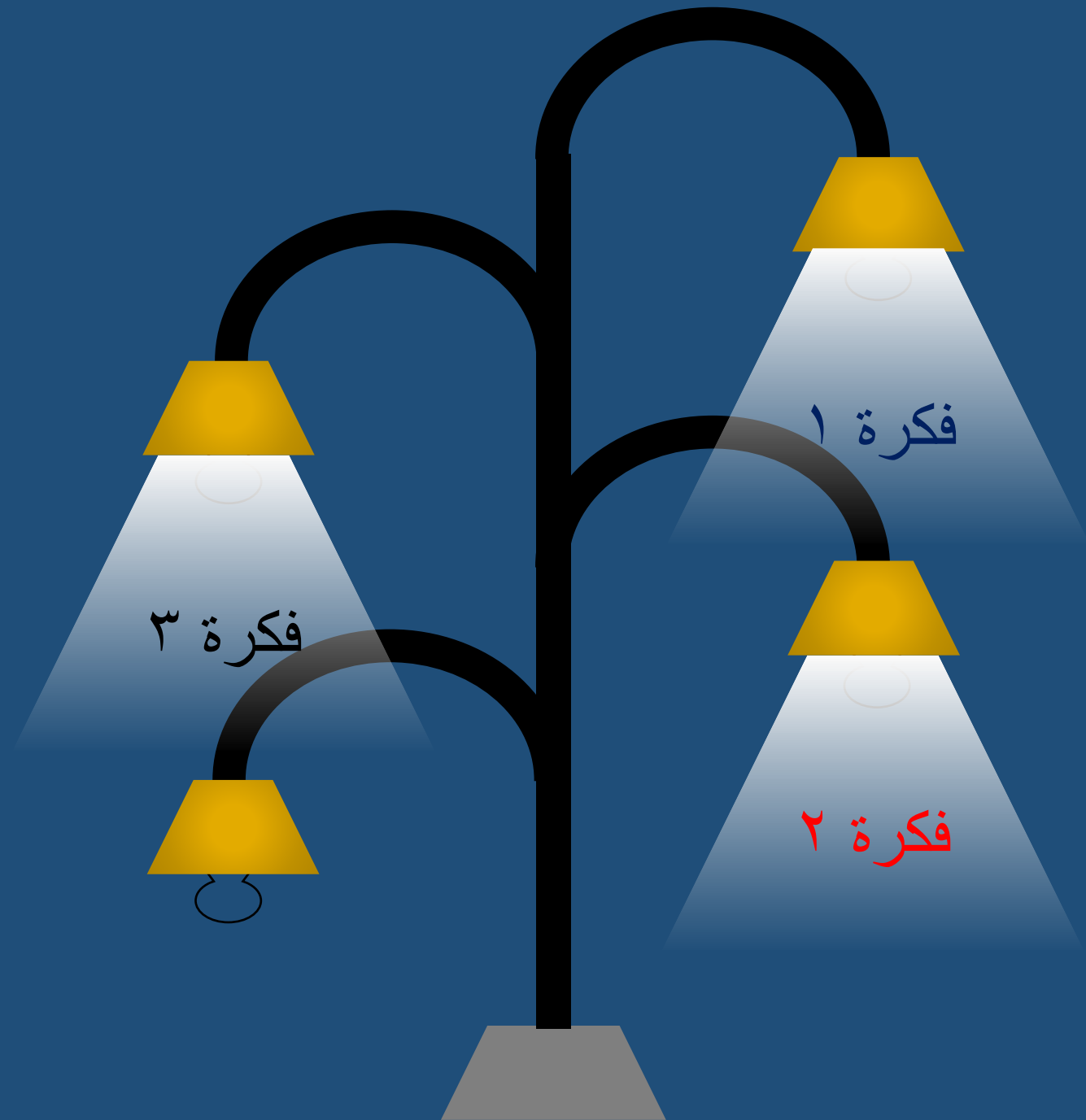












Reference

15th Edition

Understanding Computers

Today and Tomorrow

Comprehensive



Deborah Morley