

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.

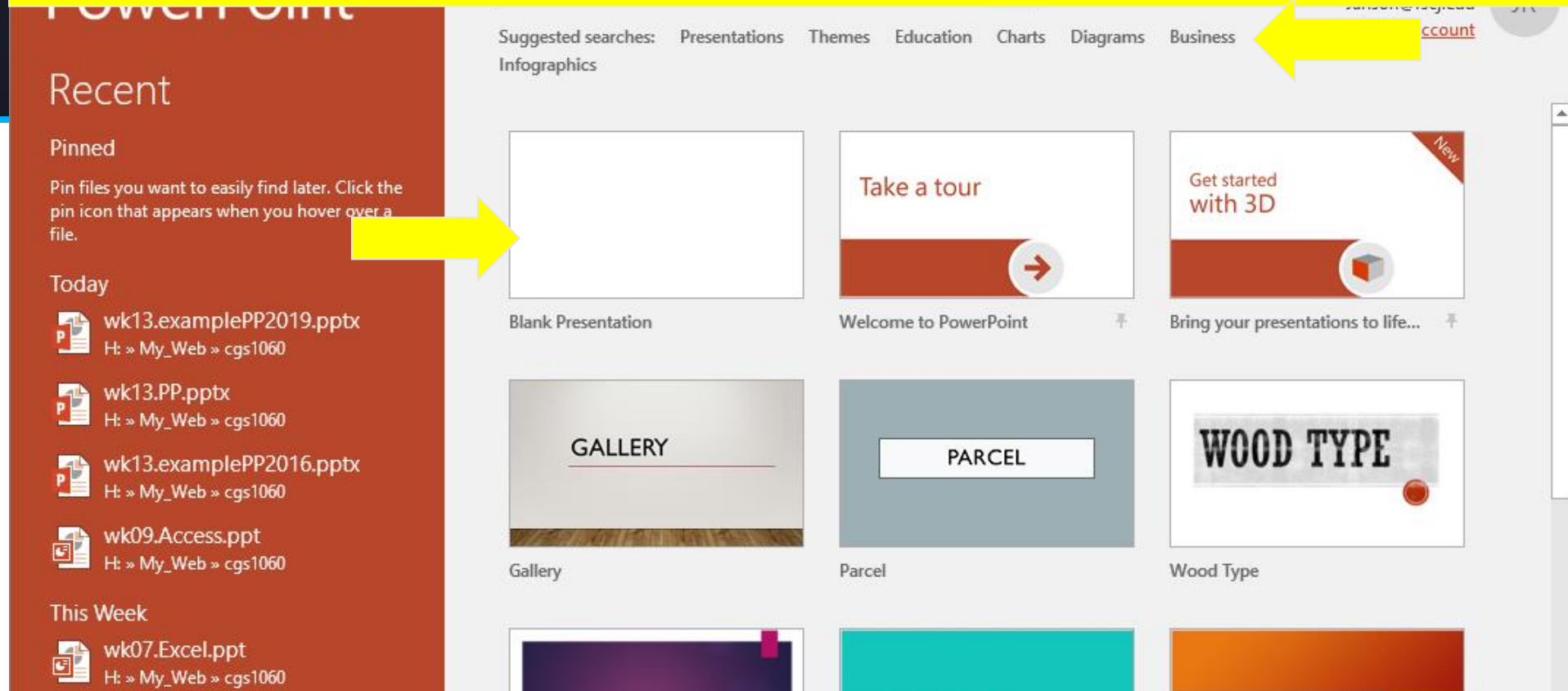
Purpose of Presentations

- 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?

Blank is default



Start by selecting a category



Then select a presentation or...

← All Business

Category	Count
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

Thumbnail titles and descriptions:

- 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)
- COFFEE SHOP BUSINESS PITCH DECK (Coffee Shop Business Pitch Deck)
- PRODUCE WOOD
- Architecture Frame

Creating a Presentation

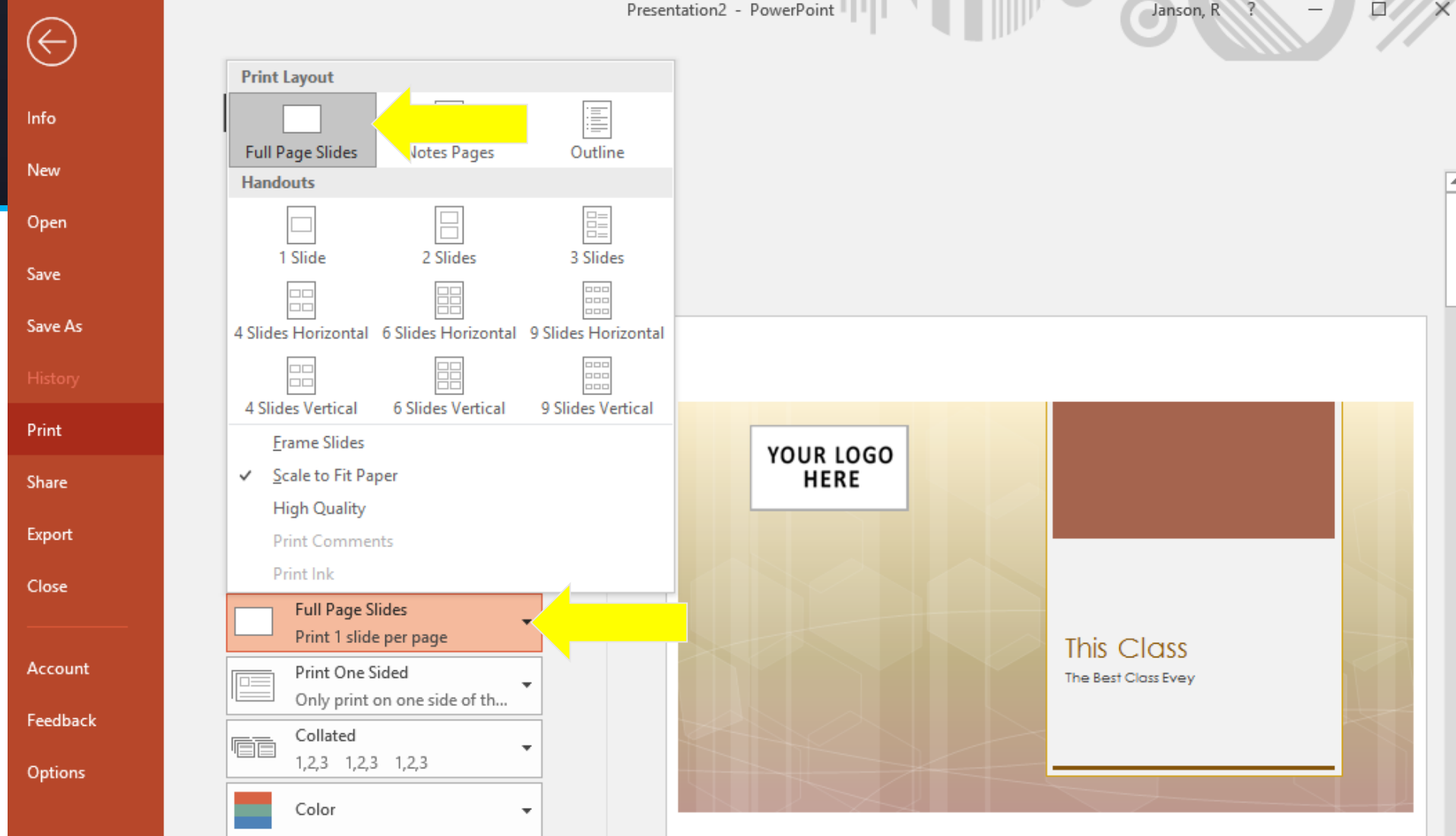
- Thumbnail of each slide shown on left
 - Change to Outline view (View, Outline) to see full text of each slide
- Move between slides by:
 - PageUp/PageDown keys
 - Click on slide in outline
 - Use scroll bar on right

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!



Info

New

Open

Save

Save As

History

Print

Share

Export

Close

Account

Feedback

Options

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
HEREThis Class
The Best Class Every

Handouts is better for printing



Info

New

Open

Save

Save As

History

Print

Share

Export

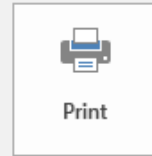
Close

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

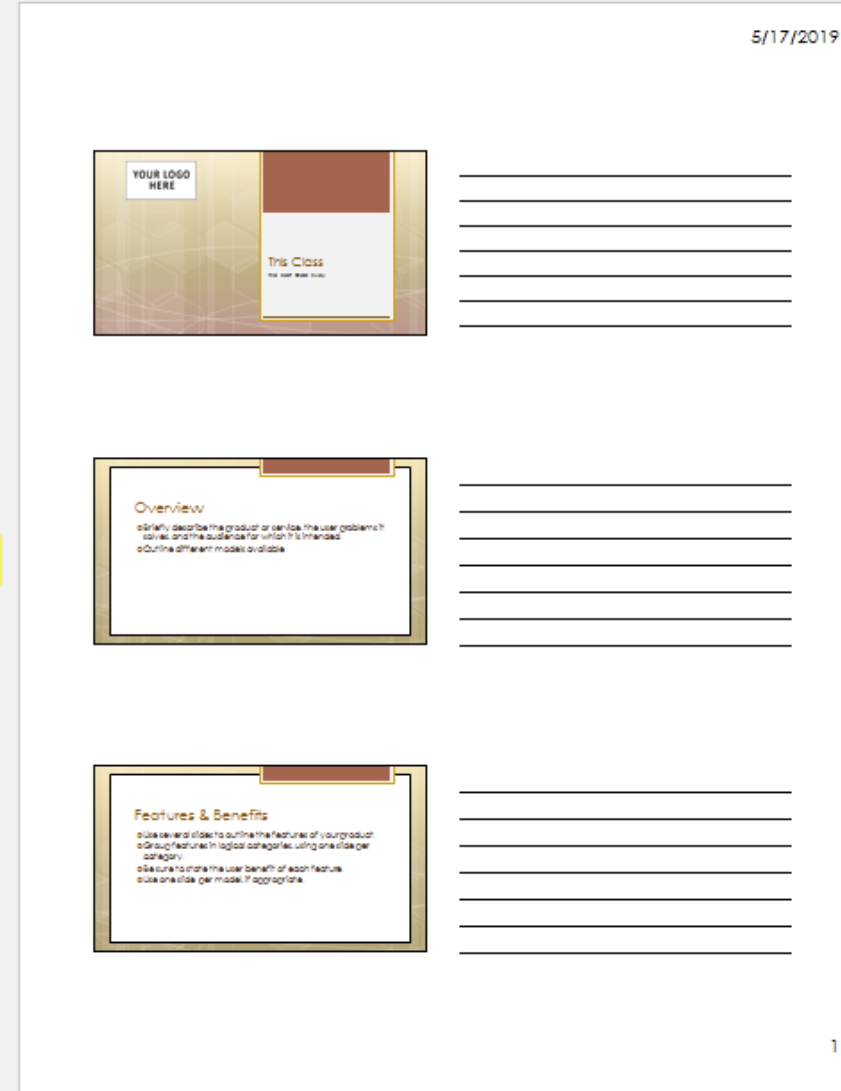
1,2,3 1,2,3 1,2,3



Portrait Orientation



Color

[Edit Header & Footer](#)



Info

New

Open

Save

Save As

History

Print

Share

Export

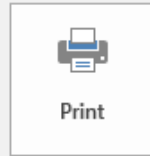
Close

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

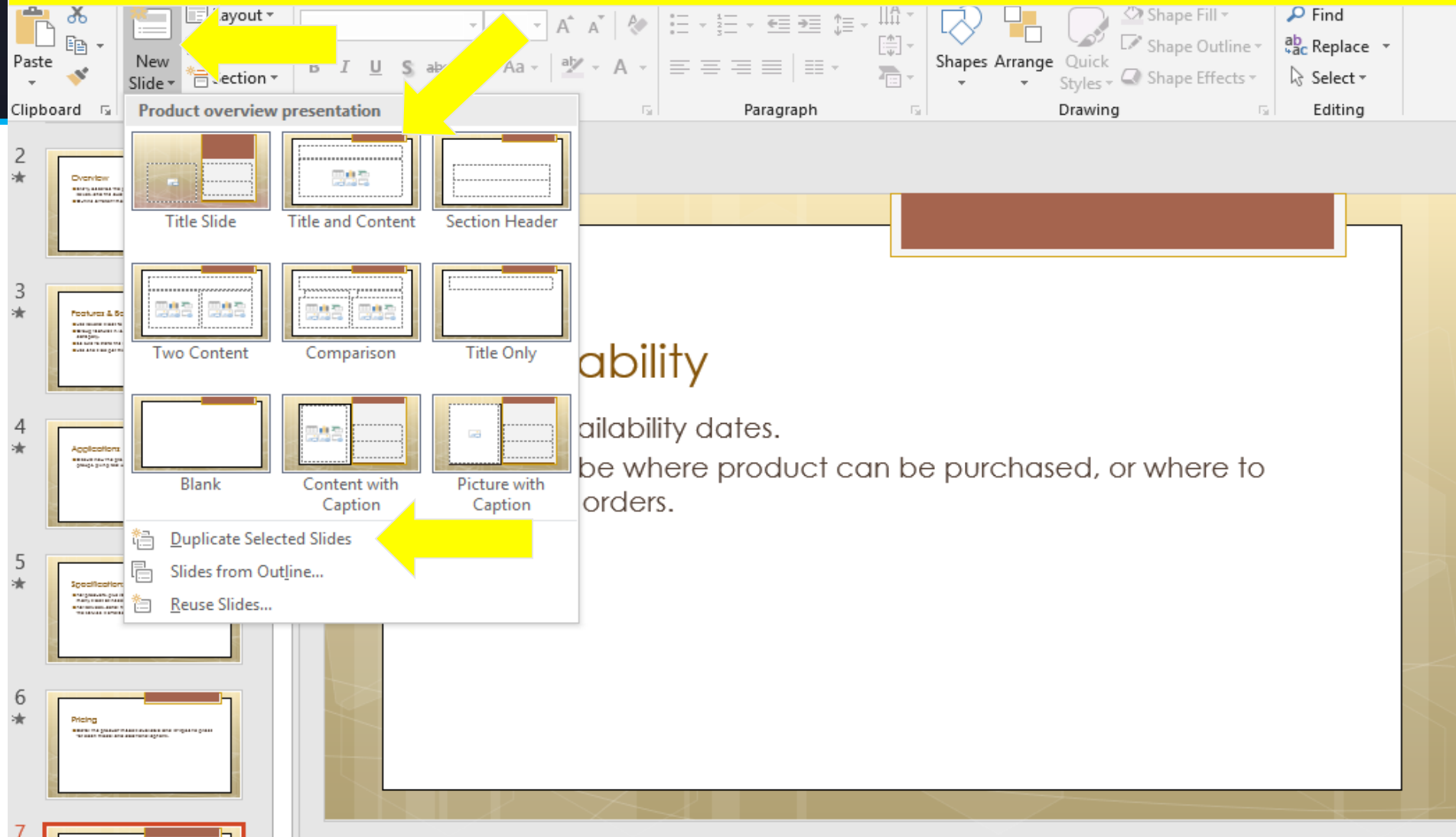
[Edit Header & Footer](#)

Open with the great job offer for ex-student

1

13

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 the Microsoft PowerPoint interface. On the left is the 'Slide Sorter' pane showing a list of slides. 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 new slide with a light blue background. It features a title placeholder with the text 'Click to add title' and a content placeholder with the text 'Click to add text'. A yellow arrow points to the content placeholder. Below the content placeholder is a set of icons representing various content types: a table, a bar chart, a line graph, a pie chart, a person, a globe, and a film strip. At the bottom of the slide, there is a 'Click to add notes' area. The status bar at the bottom indicates 'Slide 8 of 8' and '15'.

The screenshot shows the Microsoft PowerPoint interface. The 'Layout' menu is open, displaying various slide layouts. A yellow arrow points to the 'Layout' button in the ribbon, and another yellow arrow points to the 'Two Content' layout option. The main slide area shows a slide with a title 'add title', a text box labeled 'New text box', and a blue box containing three bullet points: 'First bullet item', 'Second bullet item', and 'Indented bullet item'. The status bar at the bottom indicates 'Slide 8 of 8' and '64%' zoom.

Layout Menu Options:

- Title Slide
- Title and Content
- Section Header
- Two Content
- Two Content (highlighted)
- Title Only
- Blank
- Content with Caption
- Picture with Caption

Slide Content:

add title

New text box

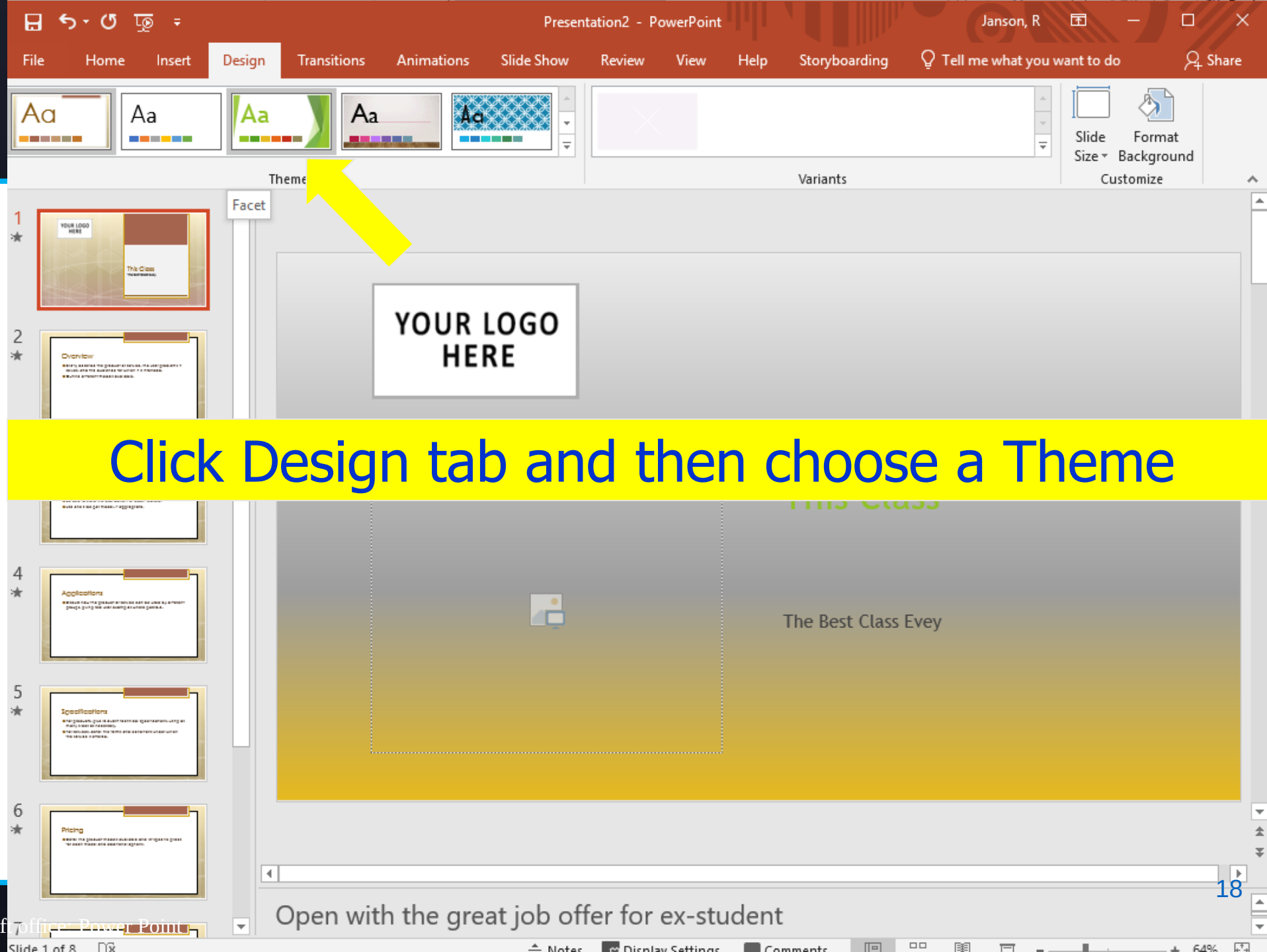
- First bullet item
- Second bullet item
- Indented bullet item

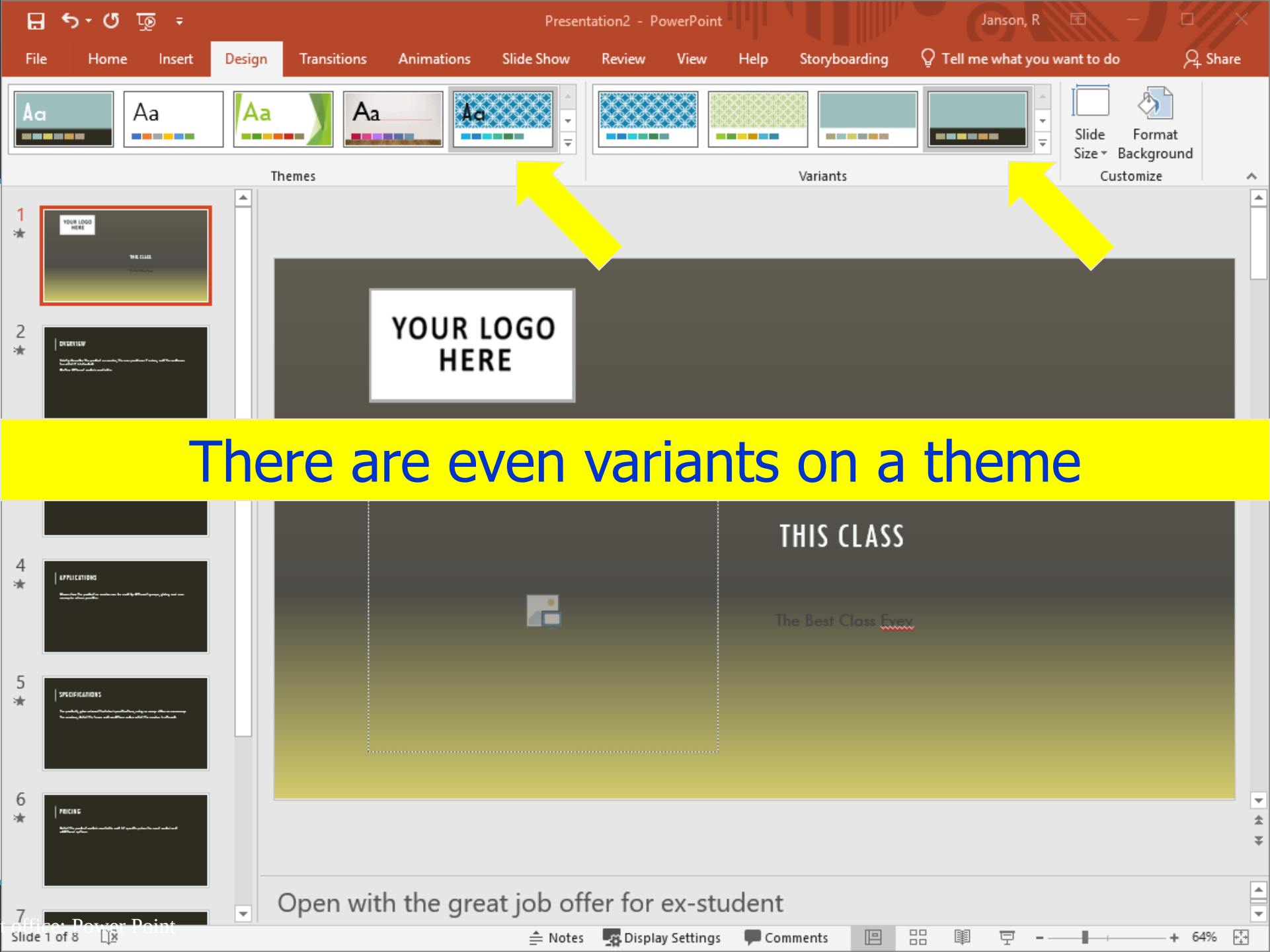
Click to add notes

You can change the layout of the slide

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

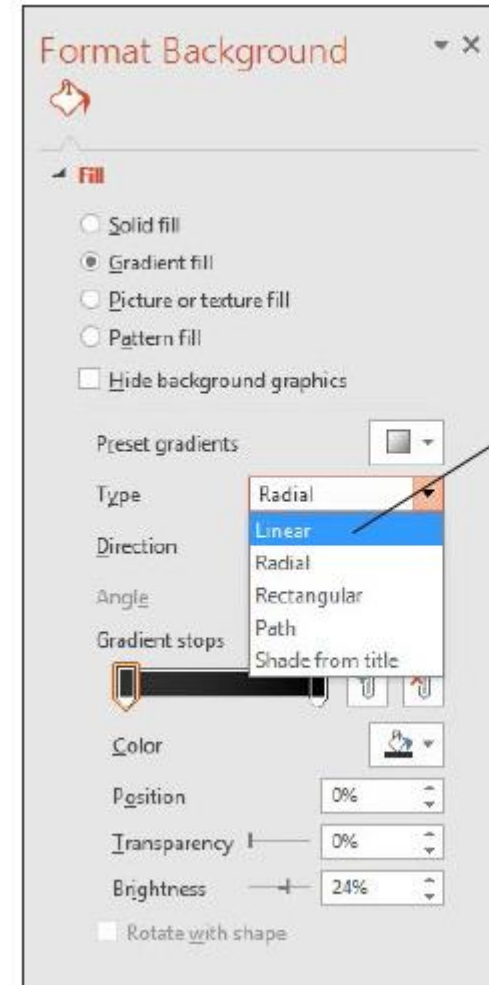




GET READY. USE the *Special Events Final* presentation that is still open from the previous exercise.

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

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 Settings: ☒ On Mouse Click ☐ After: 00:00.00

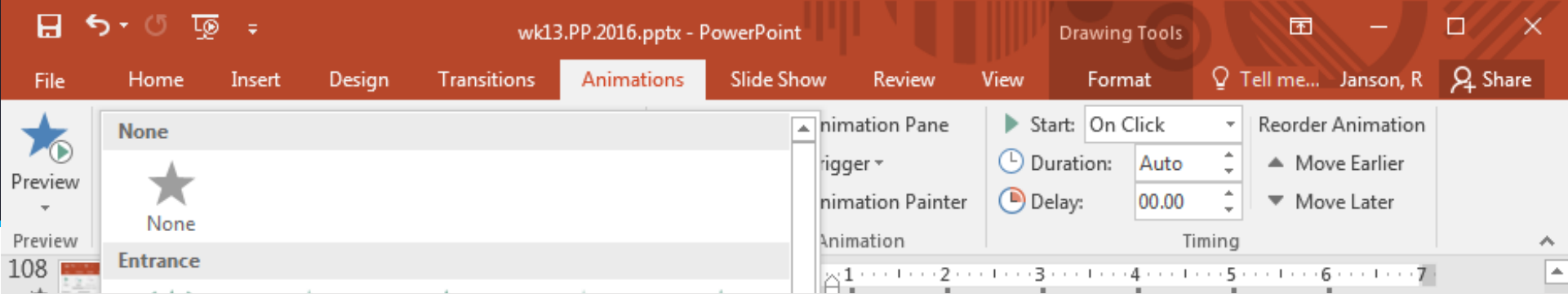
Preview 108 109 111 112

Transitions and Text Animation

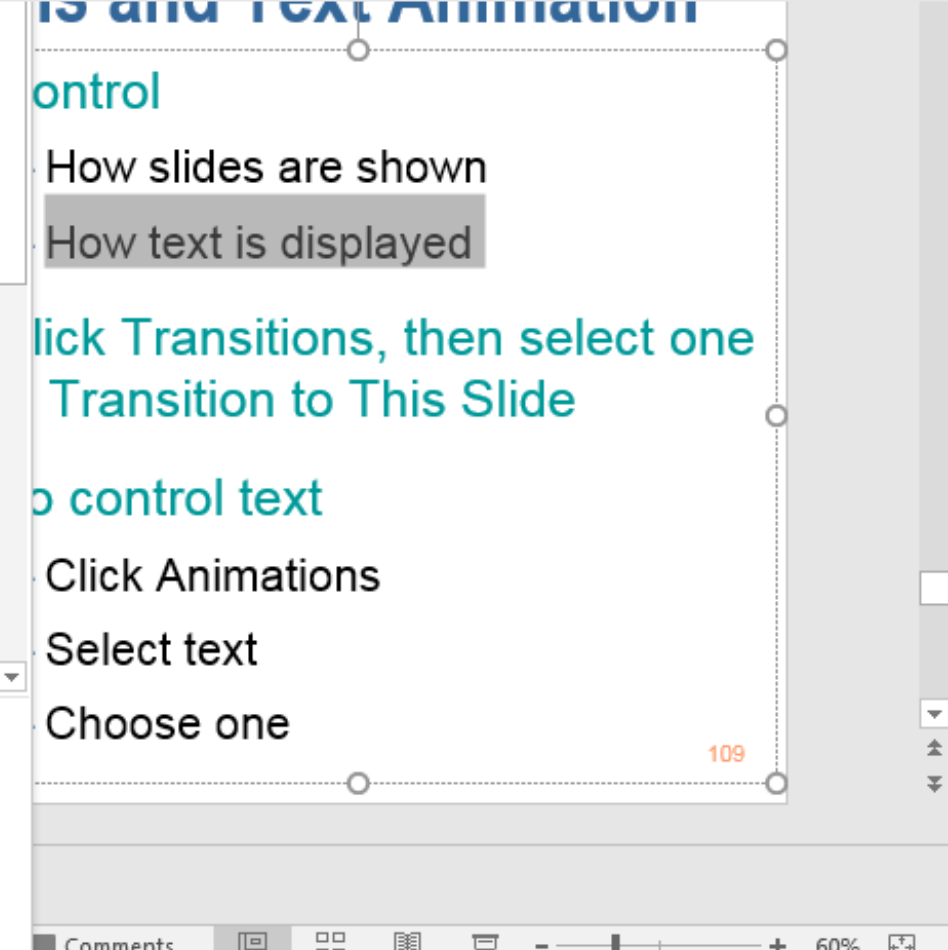
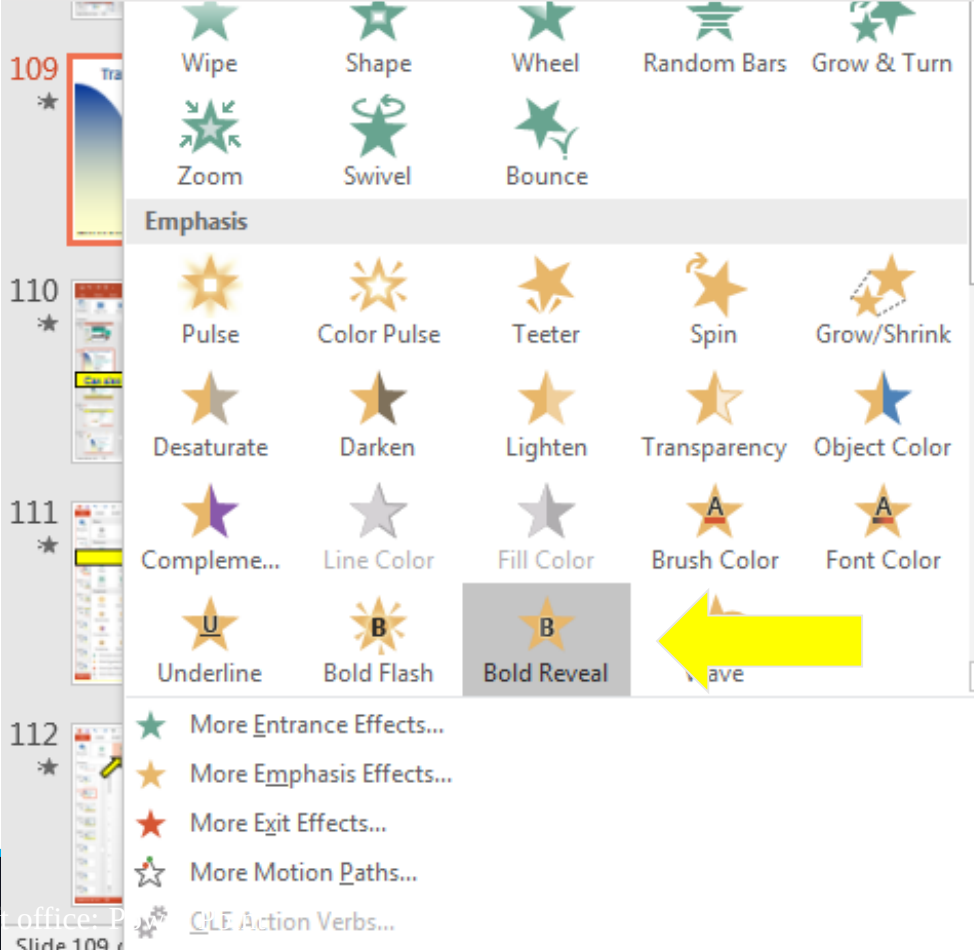
- Control
 - How slides are shown
 - How text is displayed
- To control text
 - Click Animations
 - Select text
 - Choose one

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Slide 109 of 123



Highlight text, click Animations tab, pick an animation



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

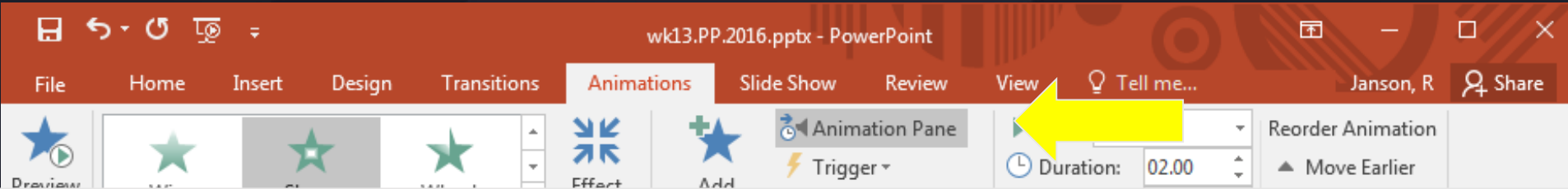
Transitions and Text Animation

- 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

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Click to add notes

Slide 109 of 123



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

Copyright 2016 by Janson Industries

Animation Pane

- Play From
- 1 B How slides ar...
- 2 B How text is di...
- 3 Click Transiti...
- 4 Click Animati...

Start On Click
Start With Previous
Start After Previous
Effect Options...
Timing...
Hide Advanced Timeline
Remove

Rules of Effects/Animations

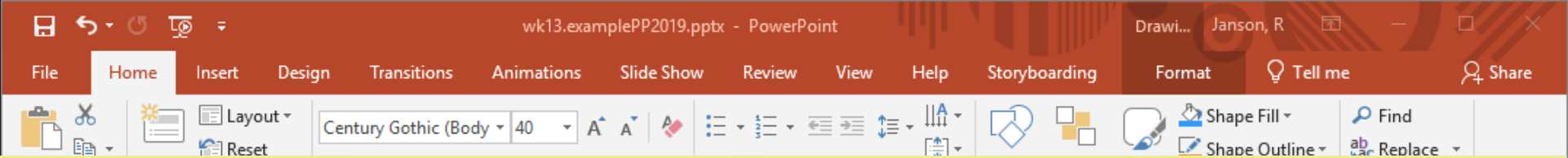
- Use sparingly:
 - too many are distracting
- Should add to the content/ message of the presentation
- Can be used to spice up a dull or long presentation

Graphics

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



- 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

3

4

5

6

7

8

9

10

Format Shape

Shape Options

Text Options

Fill

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

Color

Transparency

Line

☐ No line
 ☒ Solid line
 ☐ Gradient line

Color

Transparency

Width

Compound type

Lecture 9 - Microsoft Office PowerPoint

29

Microsoft PowerPoint interface showing the 'Shape Effects' menu. The menu is open, displaying various effects like Shadow, Reflection, Glow, Soft Edges, Bevel, and 3-D Rotation. A red starburst graphic with the text 'This class is a Wow!' is overlaid on the slide, with a yellow arrow pointing to the 'Shape Effects' menu. The slide content includes a list of items (1-8) and a 'Click to add notes' area at the bottom.

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

Clipboard Slides Font Paragraph

Layout Reset Section

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

Shapes Arrange Quick Styles

Shape Fill Shape Outline Shape Effects

Find Replace Select

Editing

No Presets

Presets

Preset 9 ons...

Shadow Reflection Glow Soft Edges Bevel 3-D Rotation

Color Transparency 0%

Line No line Solid line

Transparency 0% Width 1.5 pt Compound type

Click to add notes

Slide 10 of 10

Microsoft PowerPoint interface showing the 'Format Shape' task pane on the right. The main slide content features a large red starburst shape with the text 'This class !Wow!' inside. The 'Format Shape' pane is set to 'Shape Options' and shows the 'Fill' section with 'Solid fill' selected. The 'Line' section shows 'No line' selected. The status bar at the bottom indicates 'Slide 10 of 10' and '64%' zoom.

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

Paste New Slide Section 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 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

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

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

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

34

Click to add notes

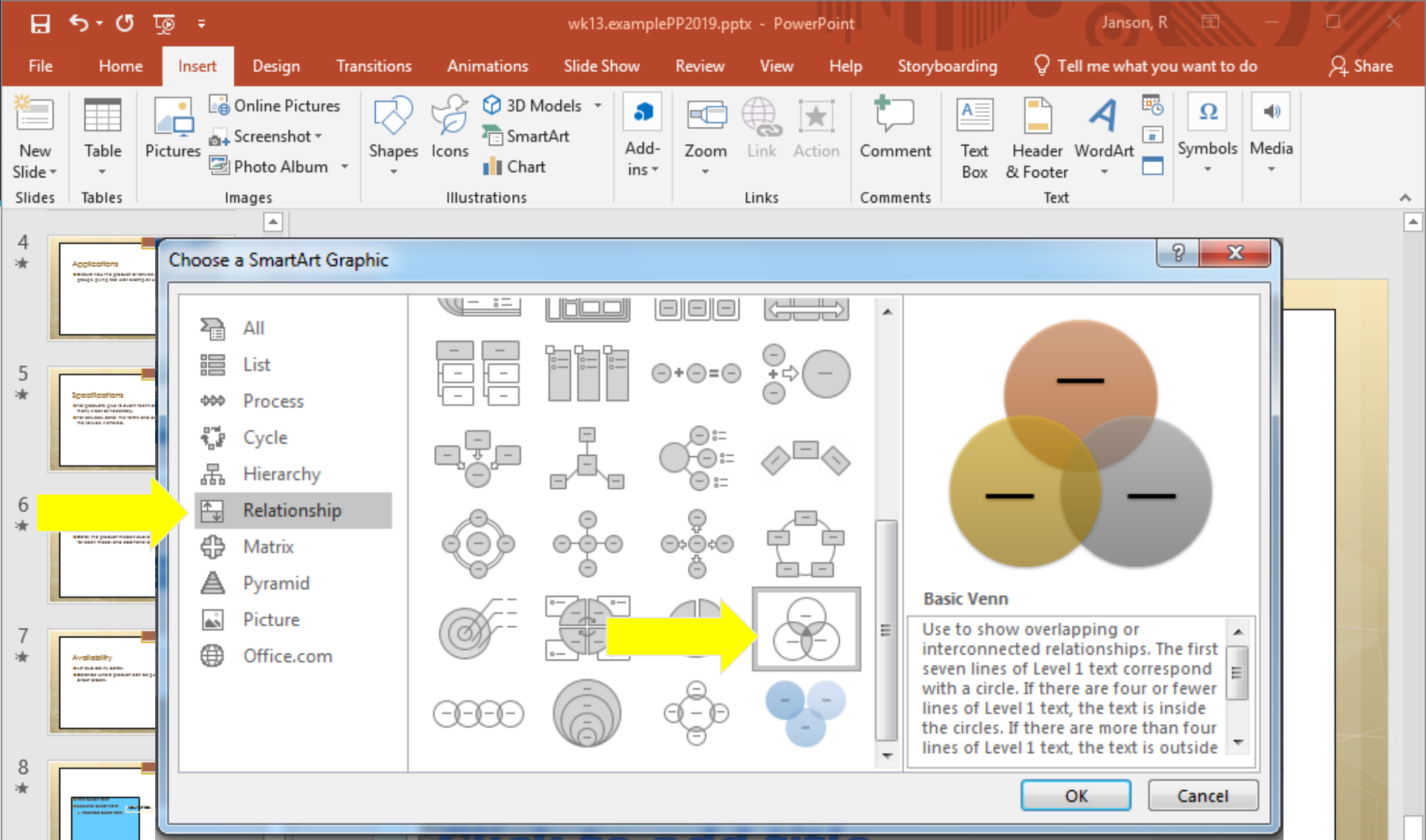
Slide 11 of 11

Notes Display Settings Comments

Formatting Text

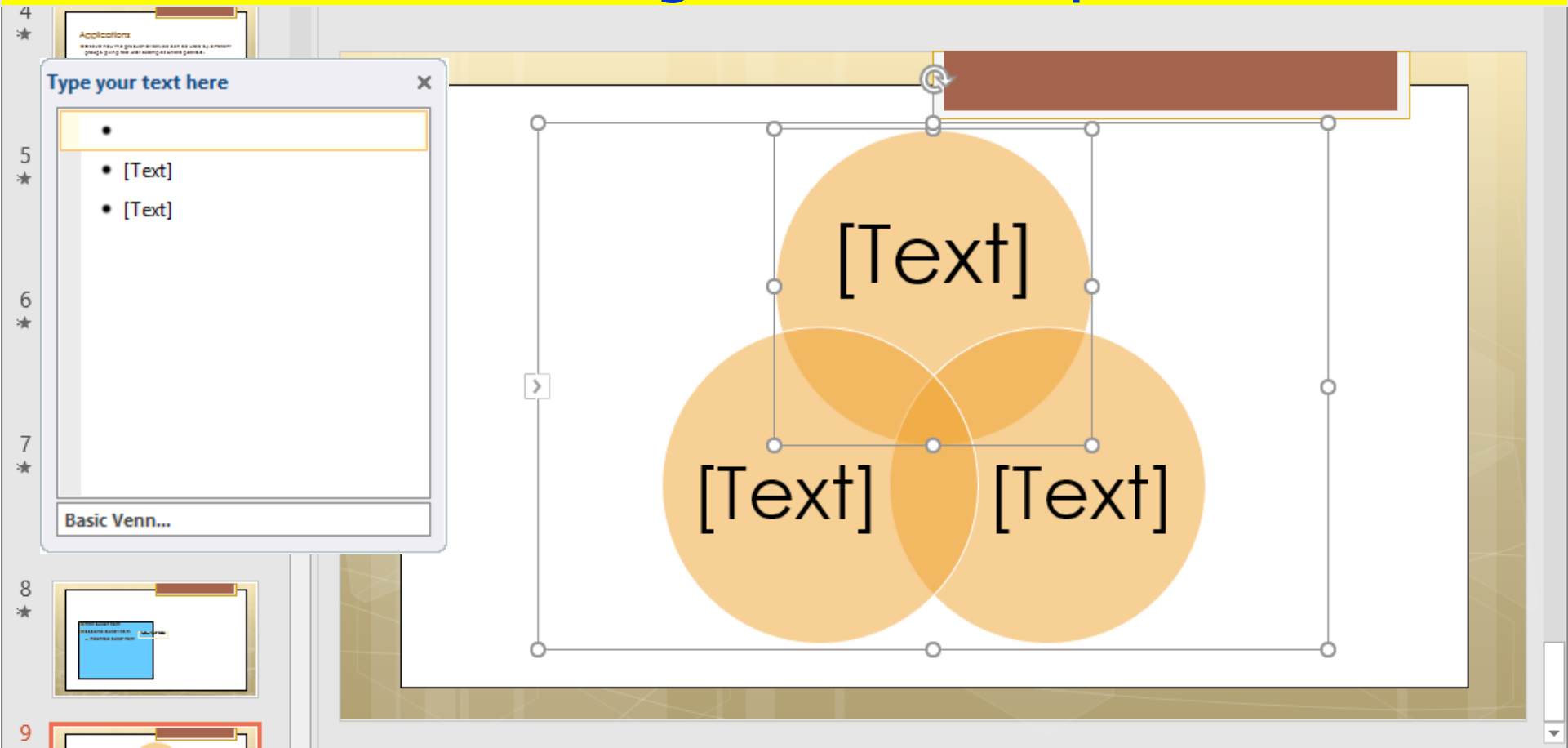
- Can be changed just like other apps
 - Select the text
 - Use Home ribbon to specify
 - Or use the appropriate dialog box

The screenshot shows the Microsoft PowerPoint interface. The top ribbon has tabs for File, Home, Insert, Layouts, Animations, Slide Show, Review, View, Help, Storyboarding, Tell me what you want to do, and Share. The Insert tab is selected, and a yellow arrow points to it. Below the ribbon, the SmartArt icon is highlighted with another yellow arrow. The SmartArt task pane is open, showing various categories like All, List, Process, Cycle, Hierarchy, Relationship, Matrix, and Pyramid. A yellow banner with blue text reads "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 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 is open over the 'Lecture' circle, and a 'Type your text here' dialog box is also open, showing a list of items: 'Lecture', 'Doing', and 'Reading'. The 'Lecture' item is selected. The dialog box is titled 'Basic Venn...'. The PowerPoint interface includes a ribbon with 'Add Shape', 'Promote', 'Move Up', 'Add Bullet', 'Demote', 'Move Down', 'Text Pane', 'Right to Left', and 'Layout'. The 'Create Graphic' button is also visible. The status bar at the bottom shows 'Click to add notes', 'Notes', 'Display Settings', 'Comments', and a zoom level of 64%.

Type your text here

- Lecture
- Doing
- Reading

Basic Venn...

Lecture

Reading

Doing

Click to add notes

Notes Display Settings Comments 64%

Also change text by double clicking and typing

A variety of formatting options

Change Shape ▾
Edit in 2-D
Larger
Smaller

Shape Styles
Shape Fill ▾
Shape Outline ▾
Shape Effects ▾

WordArt Styles
Text Fill ▾
Text Outline ▾
Text Effects ▾

Accessibility
Alt Text
Arrange
Size

Format Shape
Shape Options
Text Options

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

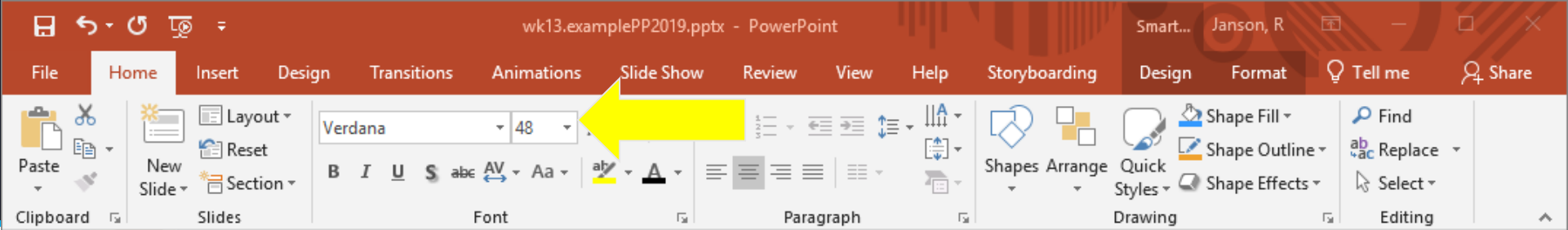
Color
Transparency 0%

Line
☒ No line
☐ Solid line
☐ Gradient line

Lecture
Reading
Doing

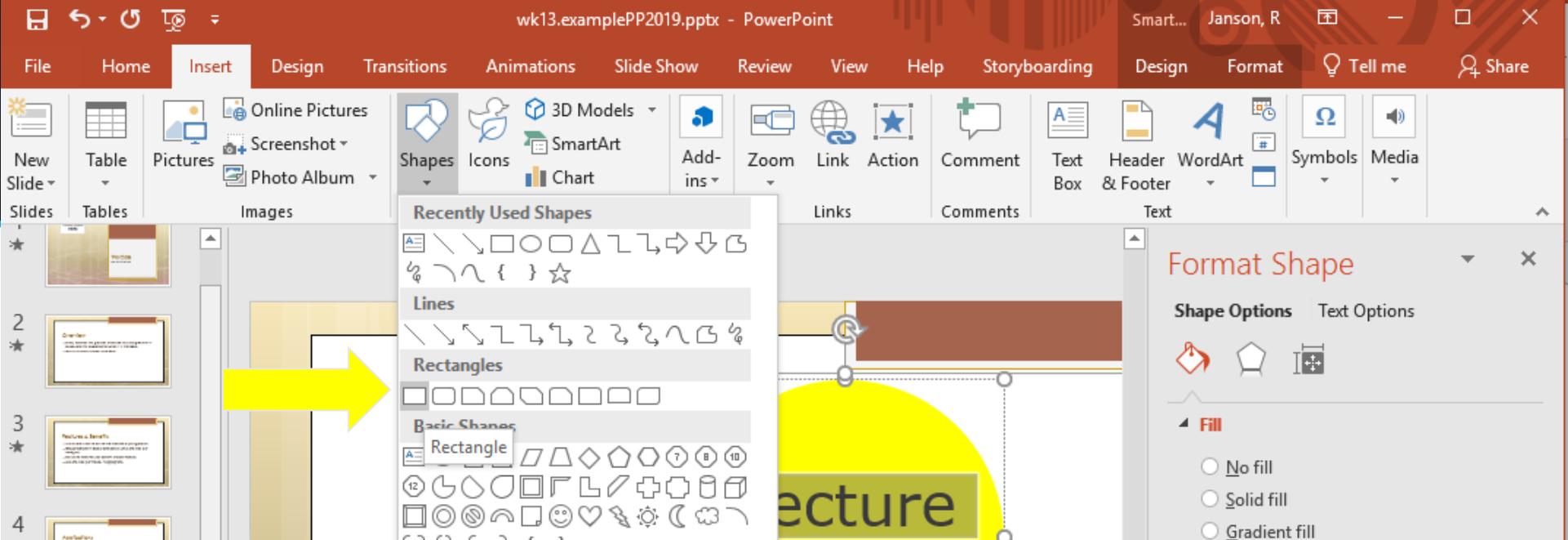
Click to add notes

Slide 9 of 9 64%

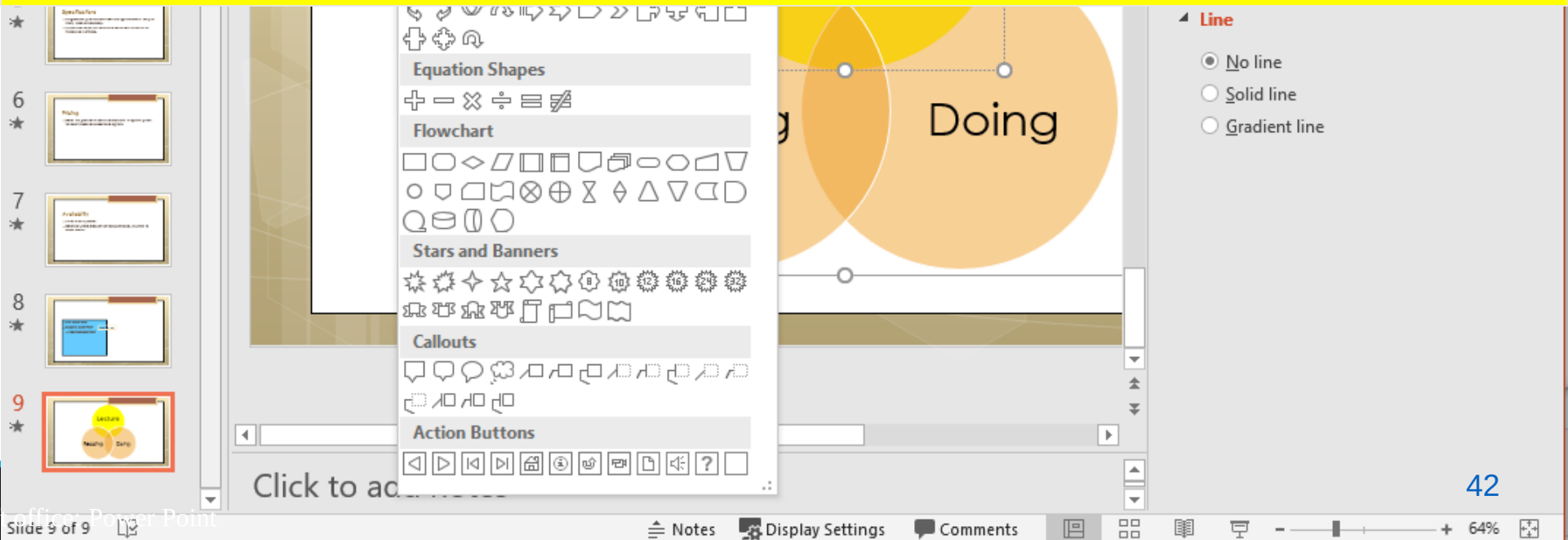


Can also make changes via the Home ribbon

The slide displays a Venn diagram with 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 slide is titled 'Lecture' and is part of a presentation titled 'Lecture 9 - Microsoft Office PowerPoint'. The slide number '41' is visible in the bottom right corner. The 'Click to add notes' area is at the bottom.



Can add shapes



Microsoft PowerPoint interface showing a slide titled "Structure" with a Venn diagram. The diagram consists of three overlapping circles: a yellow circle at the top labeled "Structure", and two orange circles at the bottom labeled "Reading" and "Doing". A yellow arrow points from the left towards the "Structure" circle. 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 status bar at the bottom indicates "Slide 9 of 9".

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?

Clipboard Slides Font Paragraph Styles Shape Effects Select

4 Applications

5 Specifications

6 Pricing

7 Availability

8

9

Lecture

Reading

Doing

Sweet Spot

Click to add notes

Notes Display Settings Comments 64%





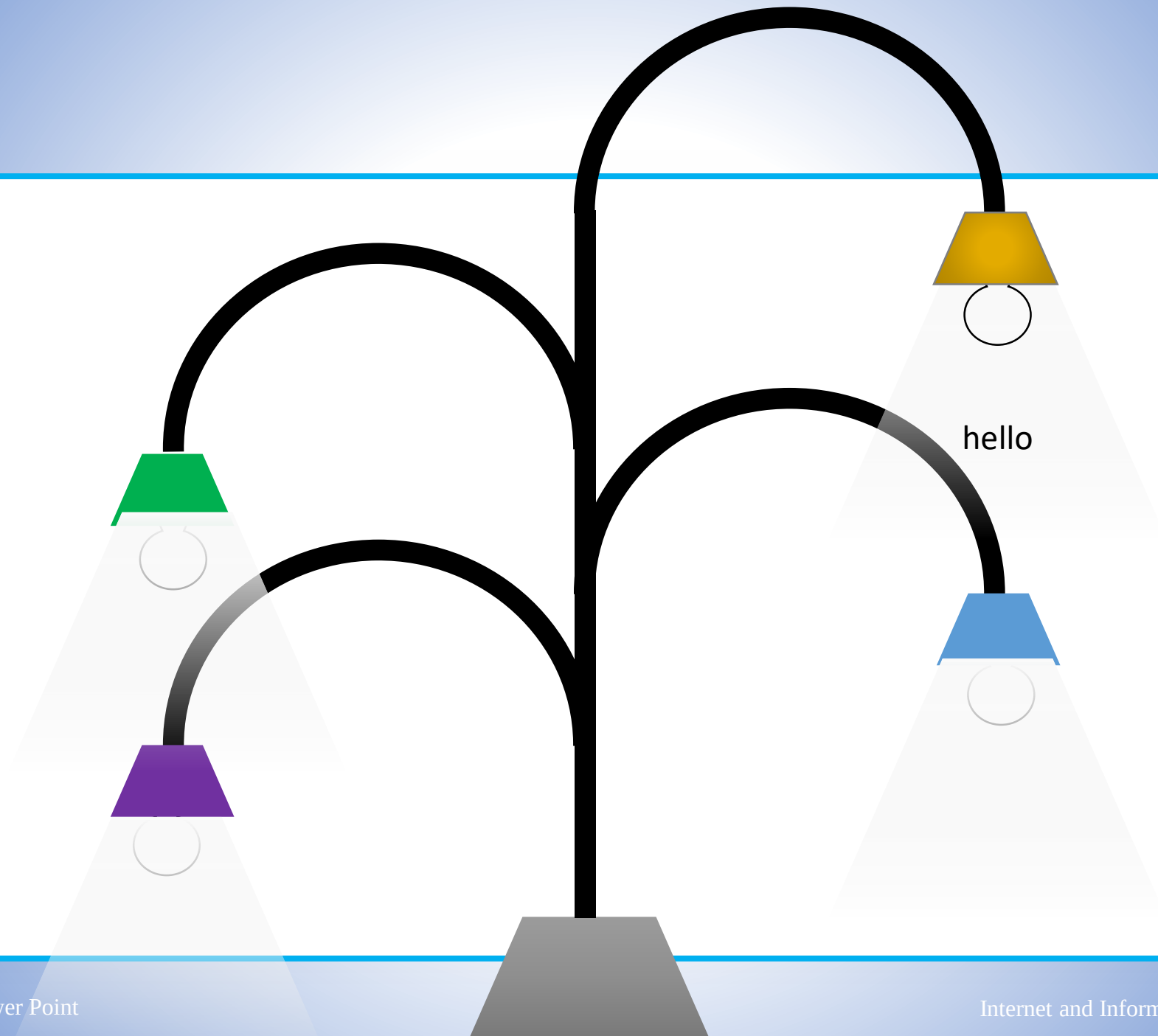
كتابي الأول

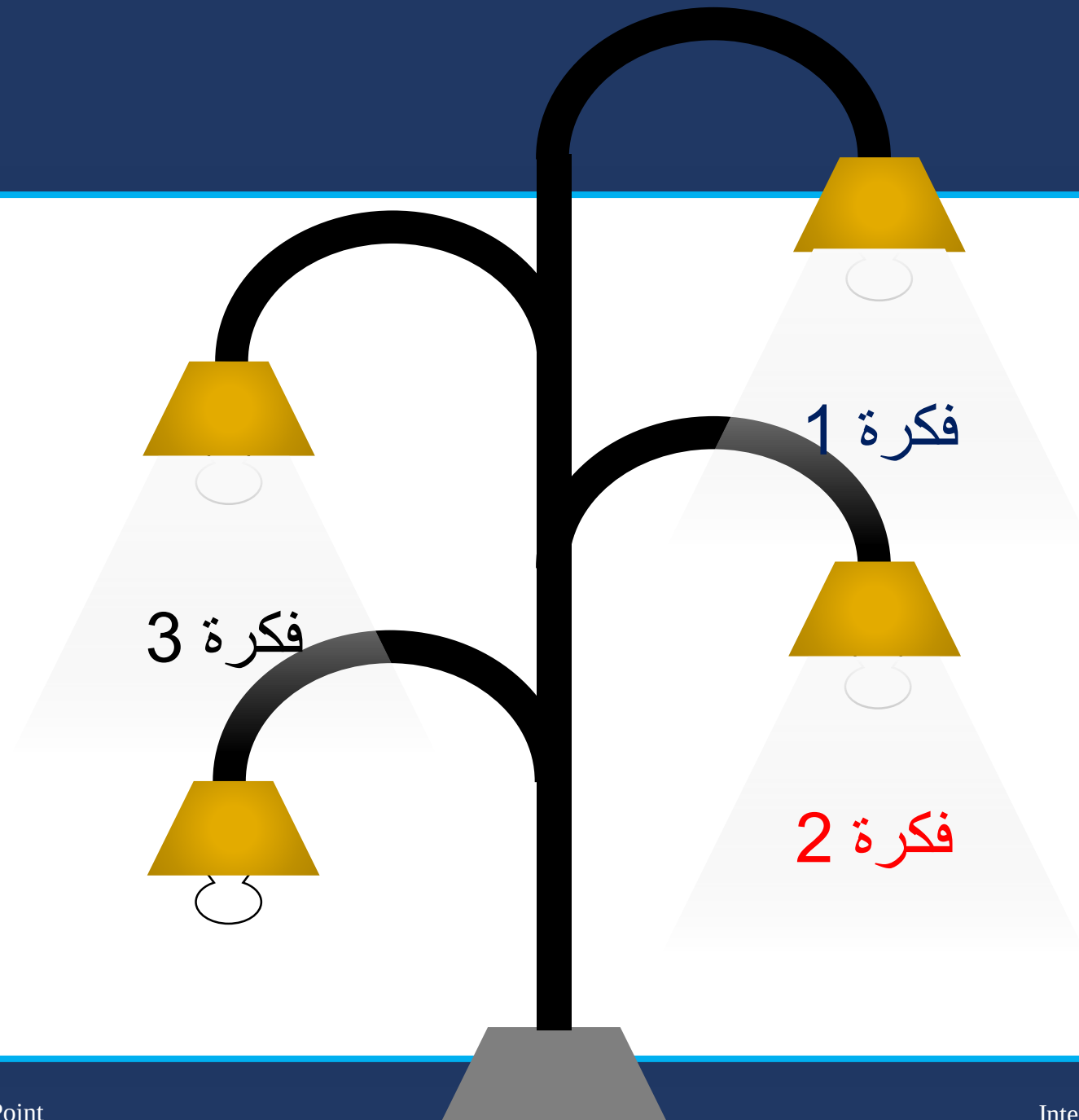
2

1

4

3





Reference

