

Introduction to presentations

This module introduces the student to the basic concepts of creating a presentation. Presentations convey a message or a story by breaking down the content into slides. Think of each slide as a blank canvas for the pictures, words, and shapes that will help you build your story.

The tutorials and instructions for the class are based on MS Office 2013 PowerPoint however you can also use free programs such as Libre Office or Google Presentation. After viewing the online tutorials, students will use the presentation software to create a presentation about themselves.

Objectives

After completion of this module students will become familiar with:

- Presentation basics
- Using the help section
- Opening/using a template document
- Using the text, picture, shapes, and color tools appropriately in a slide show
- Using sounds and transitions in a presentation

Presentation Assignment 1: Presentation about yourself

For this assignment students will produce a presentation about themselves or a topic on a current trend in their desired field of employment.

Readings and Resources

- Module 3 – Presentation Outline
- Presentations Tutorial

Assignments

Complete:

- Readings
- Presentation Assignment 1 - Presentation

Requirements: Create a presentation (You may choose a topic about yourself or a business you are familiar with)

The presentation must include:

- At least 6 slides
- Graphics from clip art
- 1 shape
- Photos on 4 slides
- A design theme,
- Transitions between slides
- Custom animation on at least 2 slides
- Sound attached to at least 2 slides
- Evaluations will also include: use of size, color and bold in text for emphasis.

1. Choose a theme

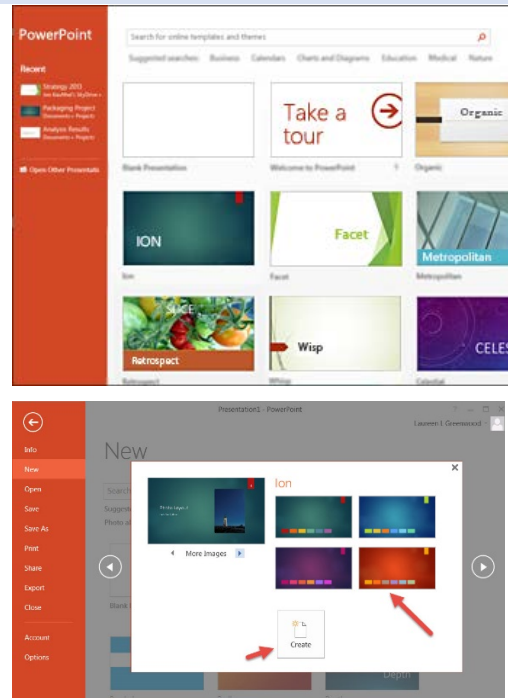
When you open PowerPoint, you'll see the built-in, colorful slide designs (known as 'themes').

A theme is a slide design that contains matching colors, fonts, and special effects like shadows, reflections, and more.

Choose a theme

1. **Open** presentation software
2. **Select** your desired theme by clicking on the image
3. **Pick** a color variation
4. **Click** *Create* to start presentation.

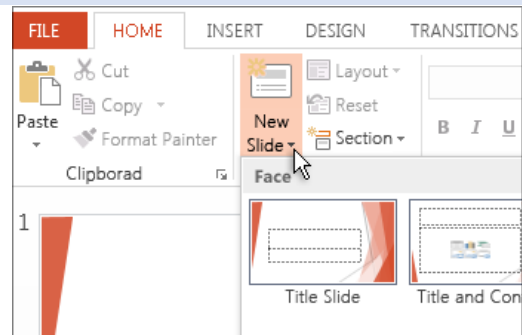
Review: [Apply color and design to my slides \(theme\)](#)



2. Insert new slides

Add new slides, move your slides around, and delete the slides you don't need.

1. On the **Home** tab, **select** *New Slide* then pick a slide layout for the second slide.
2. Add at least 5 more slides and choose their layout. (**Minimum 6 slides**).



Review: [Add, rearrange, and delete slides](#)

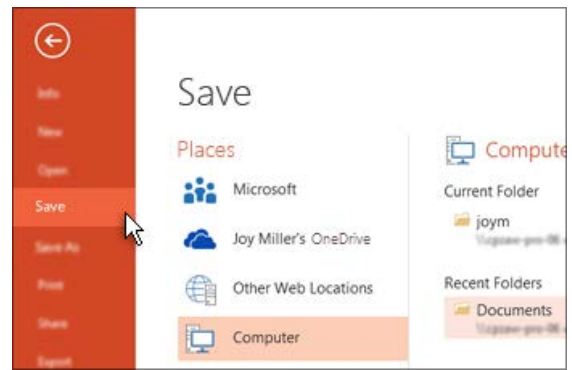
Review: [Apply color and design to my slides \(theme\)](#)

3. Save your presentation

Save the presentation to your local drive

1. **Click** on the *File* tab, **click** *Save as*.
2. Pick or browse to a folder.
3. In the **File name** box, type a name for your presentation: (lastname_presentation)
4. **Click** *Save*.

TIP: Save your work as you go. Hit **Ctrl+S** often.



Review: [Save your presentation](#)

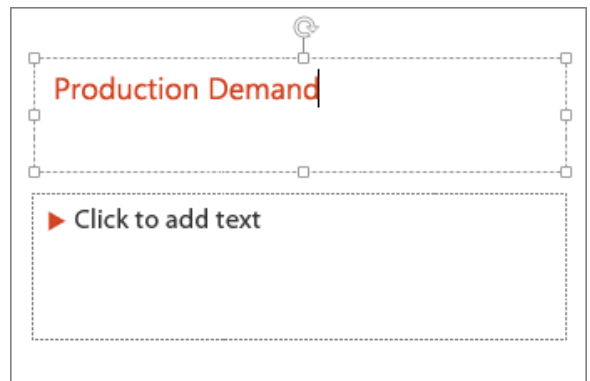
4. Add text

Add your information to the slides.

PowerPoint automatically sets up the first page as a title page with placeholders for the text.

1. **Click** inside the text placeholder to add the title of presentation and your name.
2. Continue adding the text to all the slides


TIP: The theme design has chosen what the text looks like in the placeholders. If you don't like the way the text looks but like the design you can change the font.



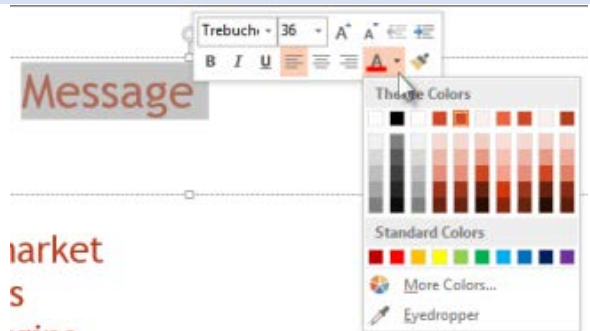
5. Format your text

Change the color of text for one or more slides.

Change the color of text on a slide:

1. **Select** the text that you want to change.
2. On the mini toolbar that appears, **click** *Font Color* , and then select the color that you want to change the color of the text to.

TIP: If you don't see the color that you want, **select** *More Colors*, and then click a color on the **Standard** tab, or mix your own color on the **Custom** tab.



Review:

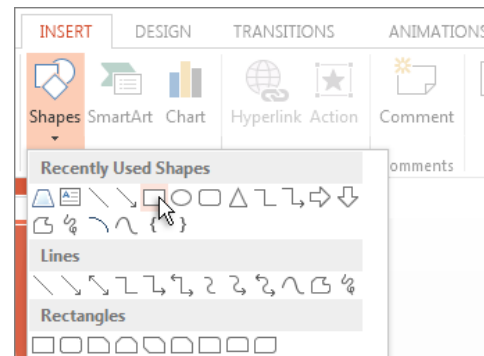
- [Change the fonts](#)
- [Change the text color](#)
- [Add bullets or numbers to text](#)

6. Add shapes

You can add shapes, such as boxes, circles, and arrows, to your documents, email messages, slide shows, and spreadsheets.

1. On the **Insert** tab, **click** *Shapes*.
2. Pick the shape that you want, click anywhere on the slide, and then drag to draw the shape.

TIP: To create a perfect square or circle (or constrain the dimensions of other shapes), press and hold Shift while you drag.



Review: [Add shapes](#)

7. Add pictures

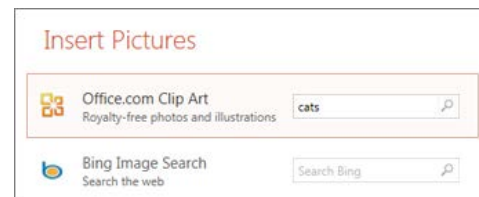
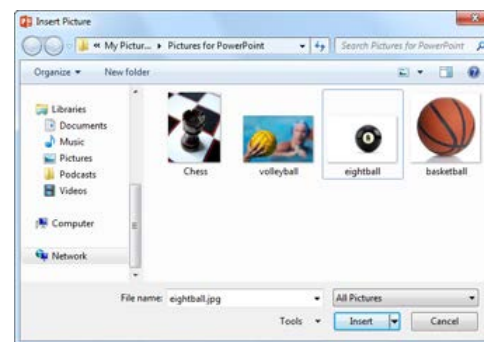
Insert pictures or graphics to your presentation.

On the **Insert** tab, do one of the following:

1. To insert a picture that is saved on your local drive or an internal server, **click** *Pictures on my PC*, browse for the picture, and then **click** *Insert*.
2. To insert a picture from Bing or the Office.com Clip Art gallery, **click** *Online Pictures*, and use the search box to find a picture.

For example, type '**Cats**' in the **Office.com Clip Art** search box.

3. Choose a picture, and then **click** *Insert*.



Review: [Insert a picture](#)

8. Adding transitions between slides

Slides that snap from one to the next can be jarring to an audience. If you want the pace of your presentation to feel more controlled and flowing, add transitions between slides.

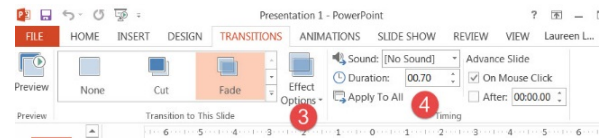
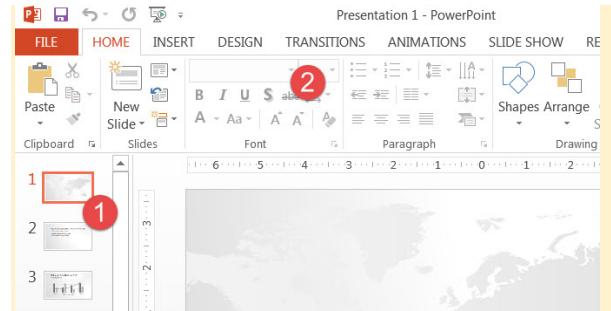
Add transition to at least 2 slides

1. In the Thumbnail Pane, **select** the slide that you want to apply a transition to. *The transition setting dictates how that slide enters and the preceding slide exits – in our example below, if you add a transition to slide 3, it dictates how slide 2 leaves and slide 3 enters.*
2. On the **Transitions** tab, find the effect that you want in the Transition gallery.
Click the *More* button to see the entire gallery. **Select** the effect that you want for that slide and to see a preview.
3. **Click** *Transitions > Effect Options* to change how the transition occurs – for example, what direction the slide enters from.
4. Enter a time at **Duration** to set how fast the transition goes. Set the number higher to make the transition go slower.
5. **Click** *Preview* to see what the transition looks like with all the settings.
6. If you want all slides in the presentation to transition the same way, **select** *Apply to All* in the *Timing* group.

Set the speed of a transition

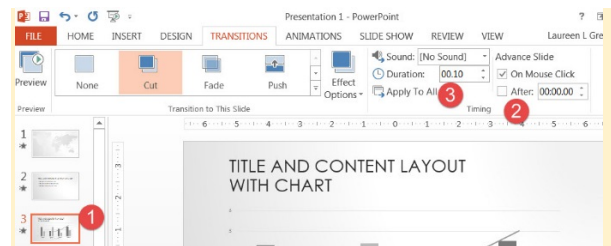
A shorter duration means a slide advances faster, and larger numbers make the effect go more slowly. Select the slide that has the transition that you want to change.

On the **Transitions** tab, in the **Timing** group, in the **Duration** box, type the number of seconds that you want it to run. If you want all the slide show's transition effects to use the same speed, **select** **Apply to All**.



Review: Add slide transitions to your presentation.

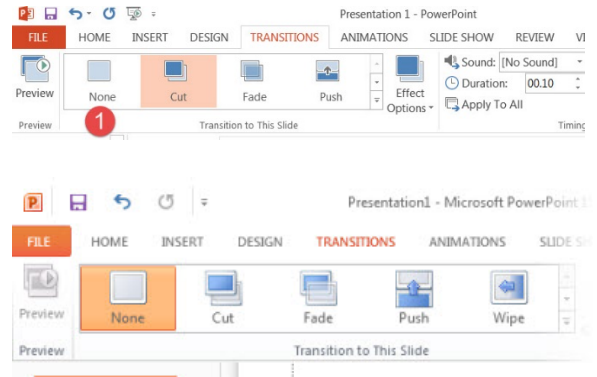
<https://support.office.com/en-us/article/Demo-Add-slide-transitions-to-your-presentation-4516b90d-0b85-4a37-a330-eec12018dcb1?ui=en-US&rs=en-US&ad=US>



Remove a transition

A transition applies to a slide’s entrance, not how it exits. So if you want to remove the exit effects for slide 2, remove the transition from slide 3.

Select the slide that you want to have no transition. Then on the **Transitions** tab, in the Transitions gallery, **click None**.



9. Adding custom animation on slides

Animating bullets or objects (such as pictures, shapes, SmartArt, and more) on your slide can be a great way to grab your audience’s attention, and in PowerPoint 2013 you can animate just about anything.

Select the object or text on the slide that you want to animate.

1. On the **Animations** tab, **click Add Animation**, and pick an animation effect.

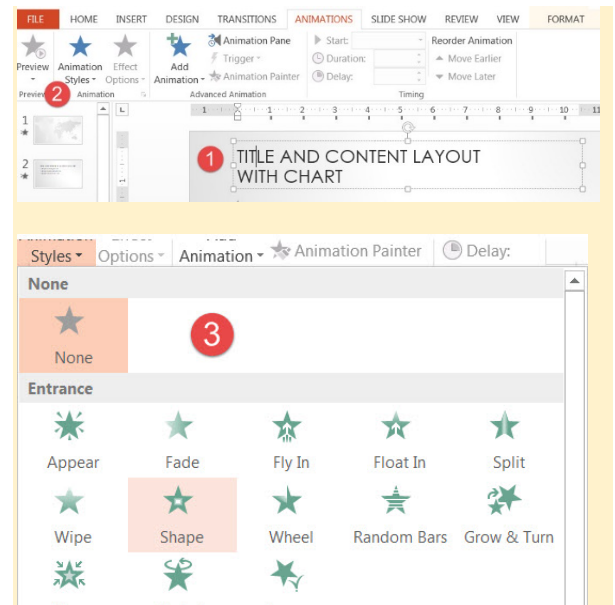
There are four different types of animation effects in PowerPoint 2013:

Entrance effects. For example, you can make an object fade gradually into focus, fly onto the slide from an edge, or bounce into view.

Exit effects. These effects include making an object fly off of the slide, disappear from view, or spiral off of the slide.

Emphasis effects. Examples include making an object shrink or grow in size, change color, or spin on its center.

Motion Paths. You can use these effects to make an object move up or down, left or right, or in a star or circular pattern (among other effects). You also can draw your own motion path.



10. Add audio to the slide show

Add music (or other sound bites) during your presentation to make it more inspiring.

In **Normal** view, **select** the slide that you want to add a sound to.

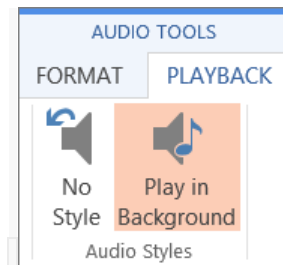
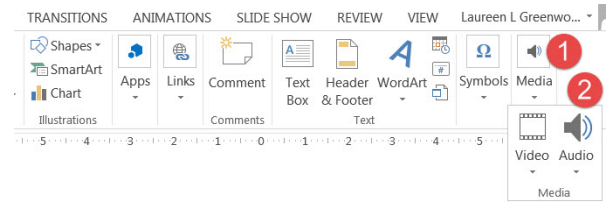
1. On the **Insert** tab, in the **Media** group, **click** the arrow under **Audio**.
2. To add a sound from your local drive or a network share, **select** *Audio on my PC*,
3. Locate the audio clip that you want, **click** the arrow beside the audio file, and then **click** *Insert*.
4. On the **Playback** tab, **click** *Play in Background*.

If you want to play music through the length of your presentation see [Play music for the duration of your slide show](#).

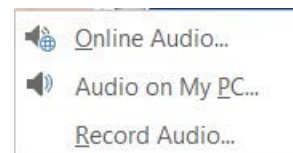
TIP: If you use music from an online web site, download it to your computer's hard drive first, and then insert it to PowerPoint from there.

Adding Royalty Free sound clips

- To add a royalty-free sound clip from Microsoft Office Clip Art, click **Online Audio**. In the **Insert Audio** dialog box,
- In the **Office.com Clip Art** search box, type a description of the audio clip that you are looking for, **select** the audio clip that you want to add, and then **click** *Insert*.
- When you add music or other sounds to a slide, the media controls appear on the slide.
- In **Normal** view or **Slide Show** view, in the media controls, just **click** *Play* to play the music or other sound.



NOTE: To hear music or sounds, your computer must be equipped with a sound card and speakers.



12. Add speaker notes

Slides are best when you don't cram in too much information. You can put helpful facts and notes in the speaker notes, and refer to them as you present.

1. To open the notes pane, at the bottom of the window, **click Notes**.
2. **Click** inside the Notes pane below the slide, and begin typing a short note.

Save your file.



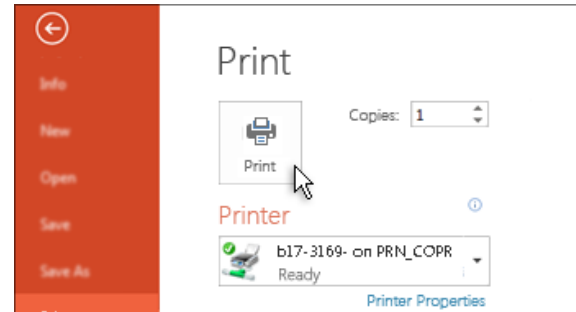
Read more: [Add speaker notes to each slide in a presentation](#)

13. How to print your speaker notes

For your information

It's actually simpler to print slides without speaker notes than with them – in fact, there is only one way to print speaker notes with slides.

1. On the **File** tab, click **Print**.
2. Under **Printer**, choose the printer that you want to print to.
4. Under **Settings**, next to **Full Page Slides**, click the down arrow and under **Print Layout**, click **Notes Pages**.
5. Click **Print**.



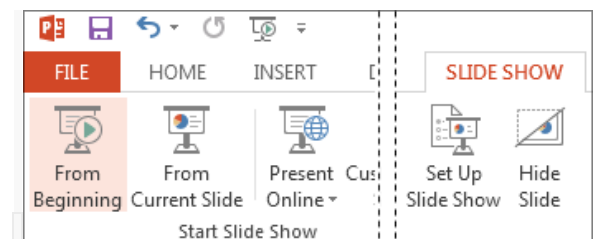
Review: [Print slides with or without speaker notes.](#)

14. Play your presentation

On the **Slide Show** tab, do one of the following:

To start the presentation at the first slide, in the **Start Slide Show** group, **click From Beginning**.

1. If you're not at the first slide and want to start from where you are, **click From Current Slide**.
2. If you need to present to people who are not where you are, **click Present Online** to set up a presentation on the web, and then choose one of the following options:



TIP For information about viewing your notes as you give your presentation without the audience seeing them, see [Use Presenter view to deliver your slide show.](#)

15. Save and upload the completed file to Presentation Assignment 1 – Presentation

After completion save your file one more time then upload the file to this assignment:

1. **Click on the title**
2. **Select *Add Submission***
3. **Drag and drop your file** into the box **or** select your file to upload
4. **Select** save changes.

