Introduction to PowerPoint – Part 2

Objectives

In this chapter you will:

1. Review PPT basics
2. Learn how to add animation to your text and pictures
3. Learn how to add transitions between your slides

PowerPoint Basics Review

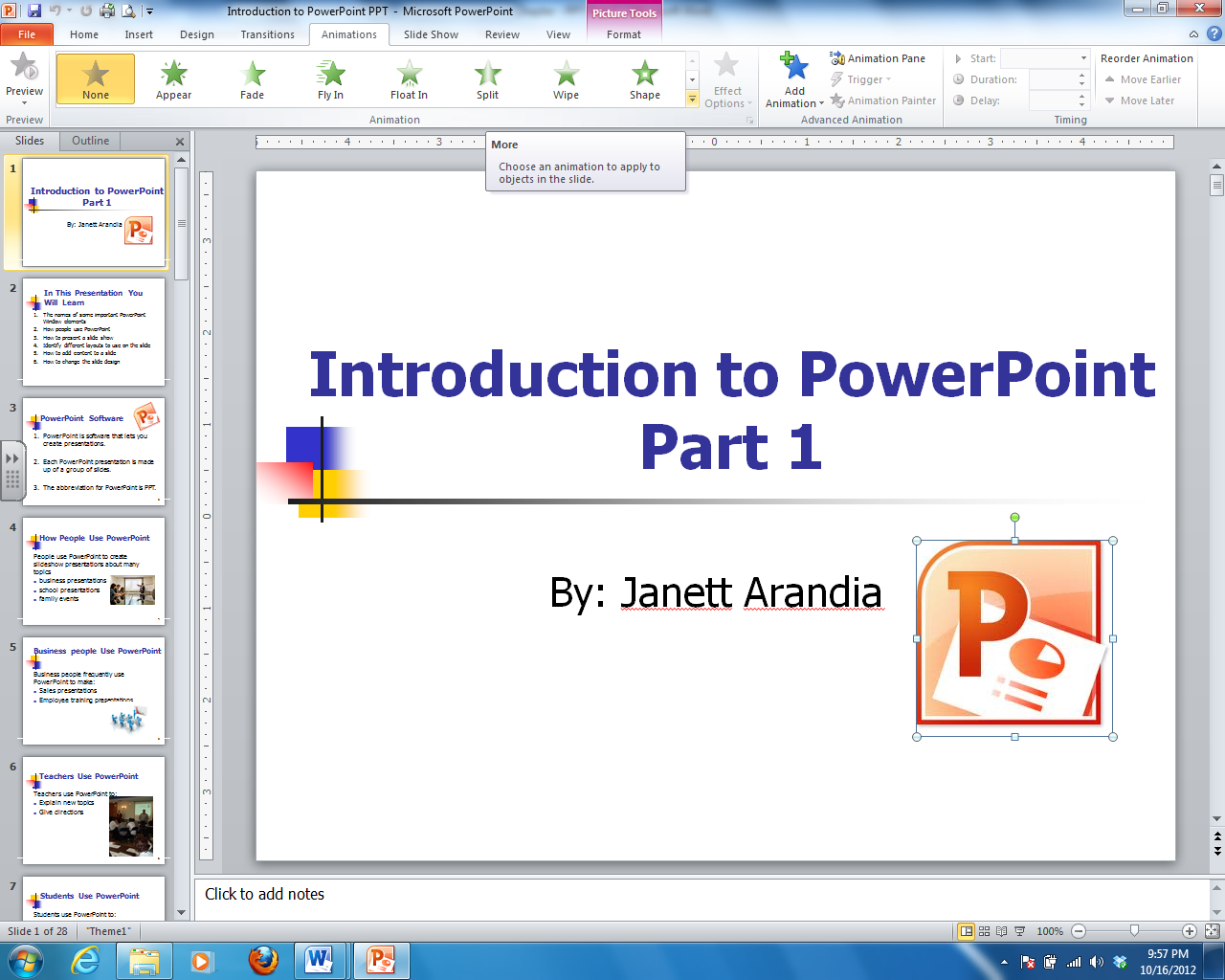
Discussion

Open MS PowerPoint.

1. What is slide layout?
2. How do you add a new slide?
3. Demonstrate how to use Normal View, Slide Sorter View, Reading View and Slideshow view.
4. What is the Title Slide and why is it important?
5. If you want to change the layout of your slide, what can you do?

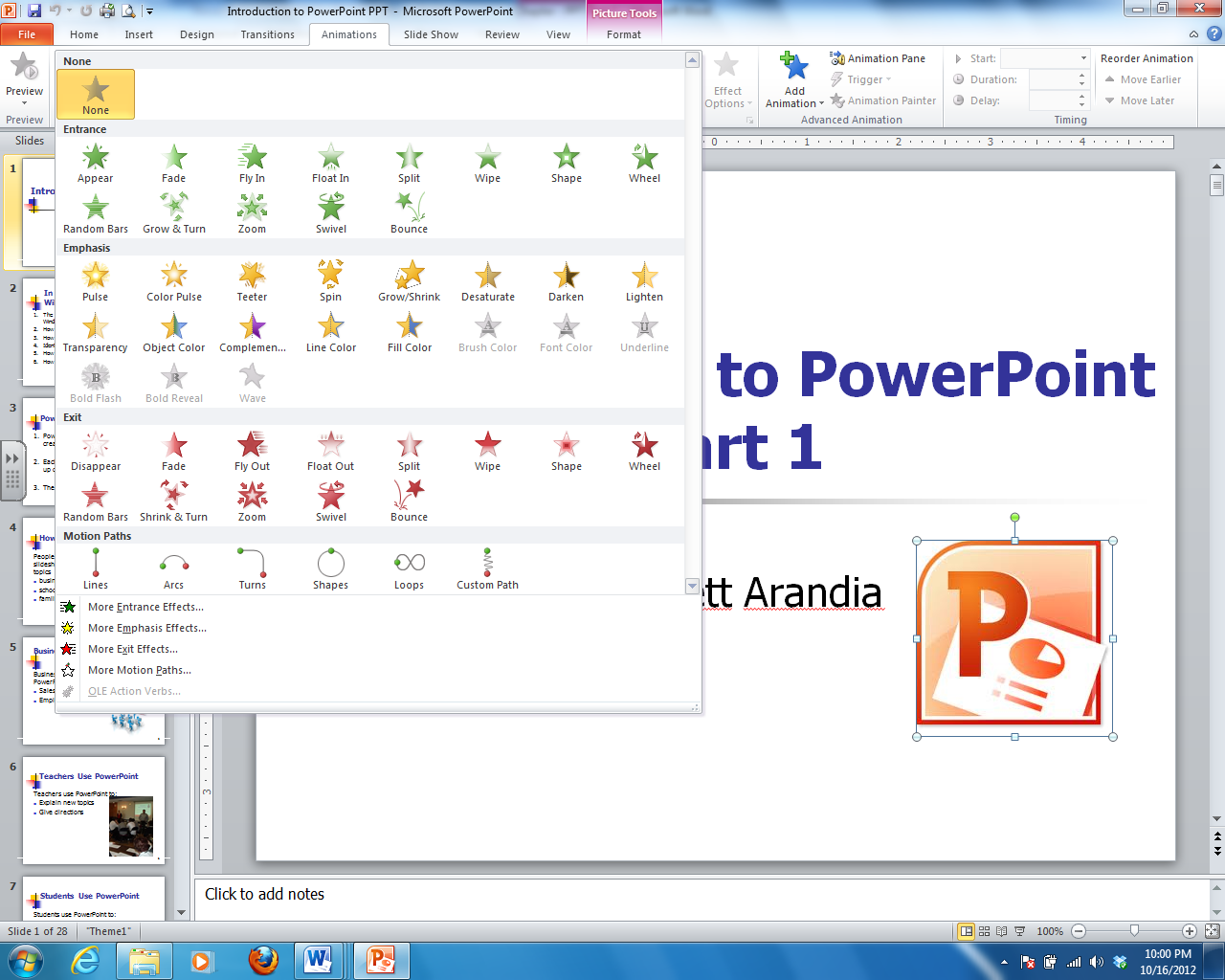
PowerPoint Animation

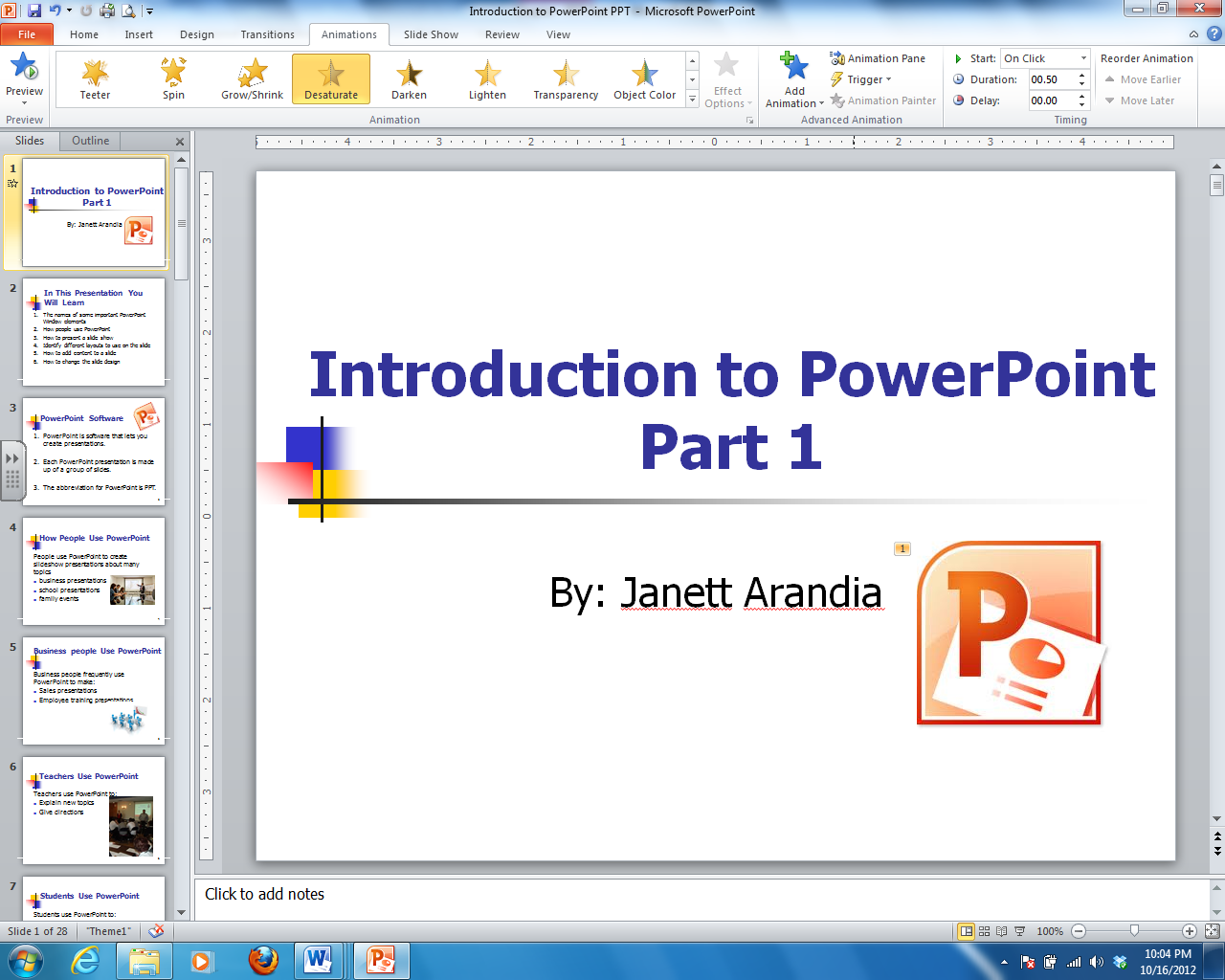
Animation is movement of text (words) or pictures **INSIDE** your slide. When you use animation, you can make the words and pictures move in different ways.

1. Click on the text or content that you want to animate
2. Click on the Animation Tab Animation Group click on the Drop down Menu Choose the one that you like the most.

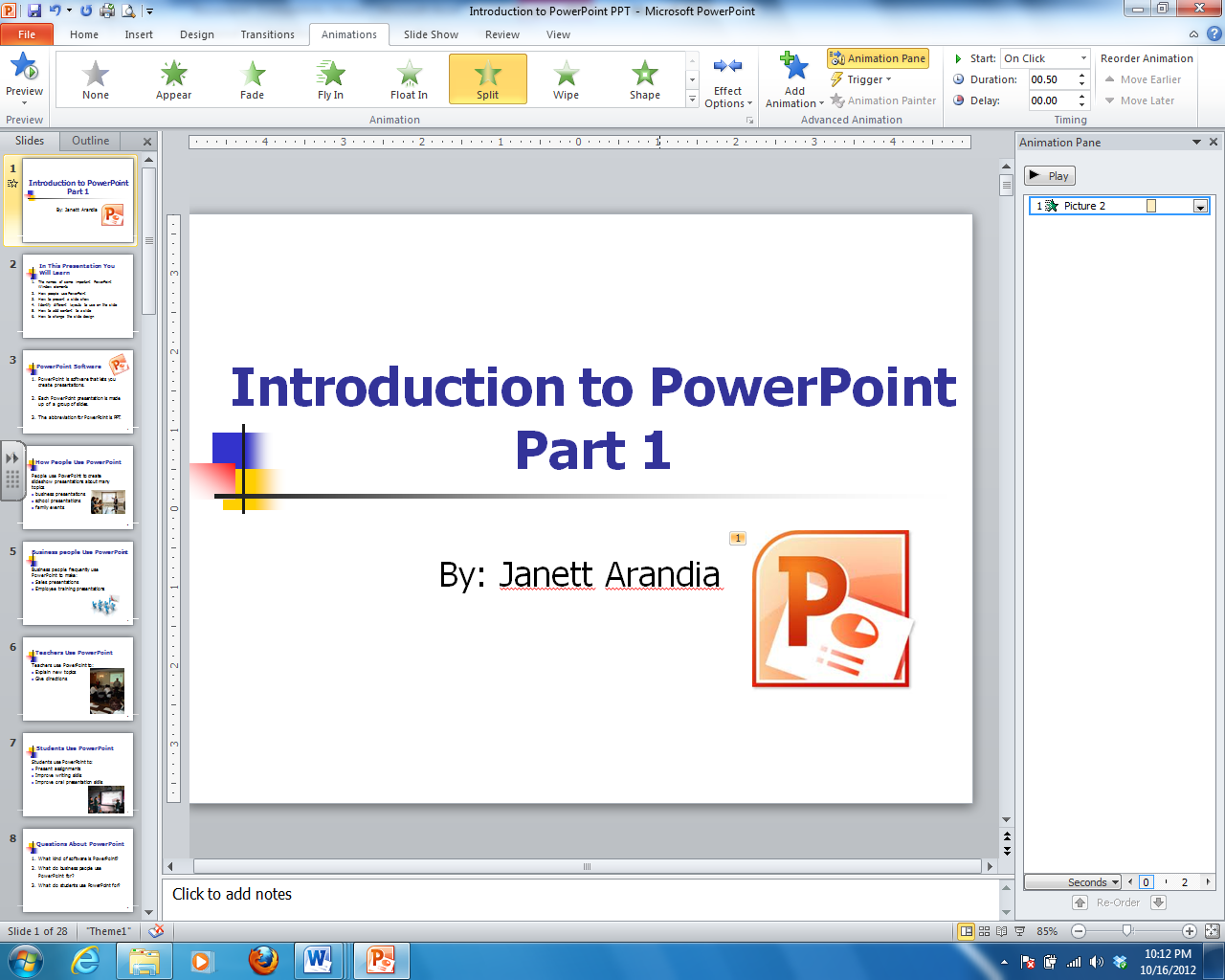
*There are FOUR types of animation:*

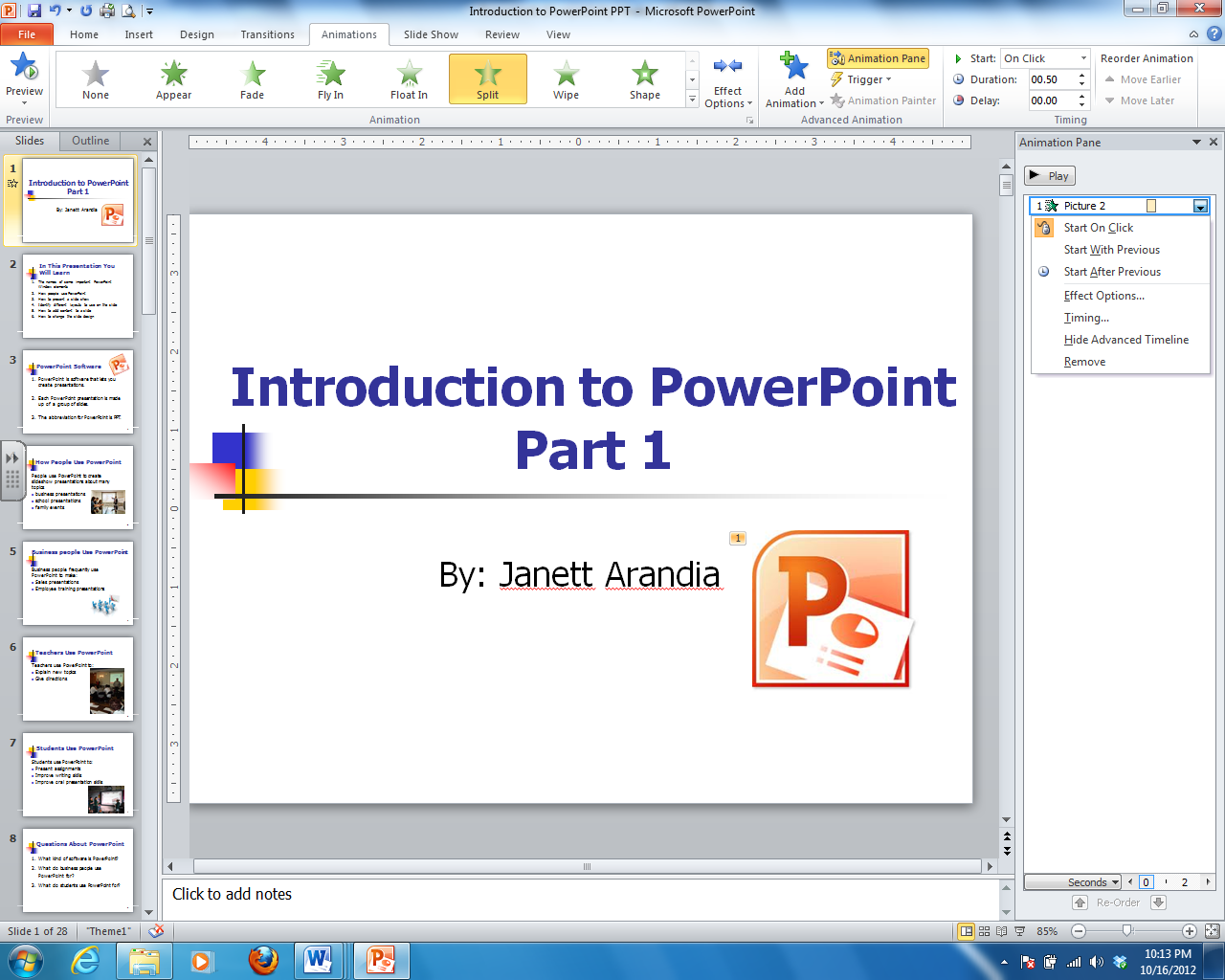
1. *Entrance*
2. *Emphasis*
3. *Exit*
4. *Motion Path*



1. Make sure that you clicked on the Animations Tab Timing Group and Choose the **Duration**.

**If you want to remove a Animation:**

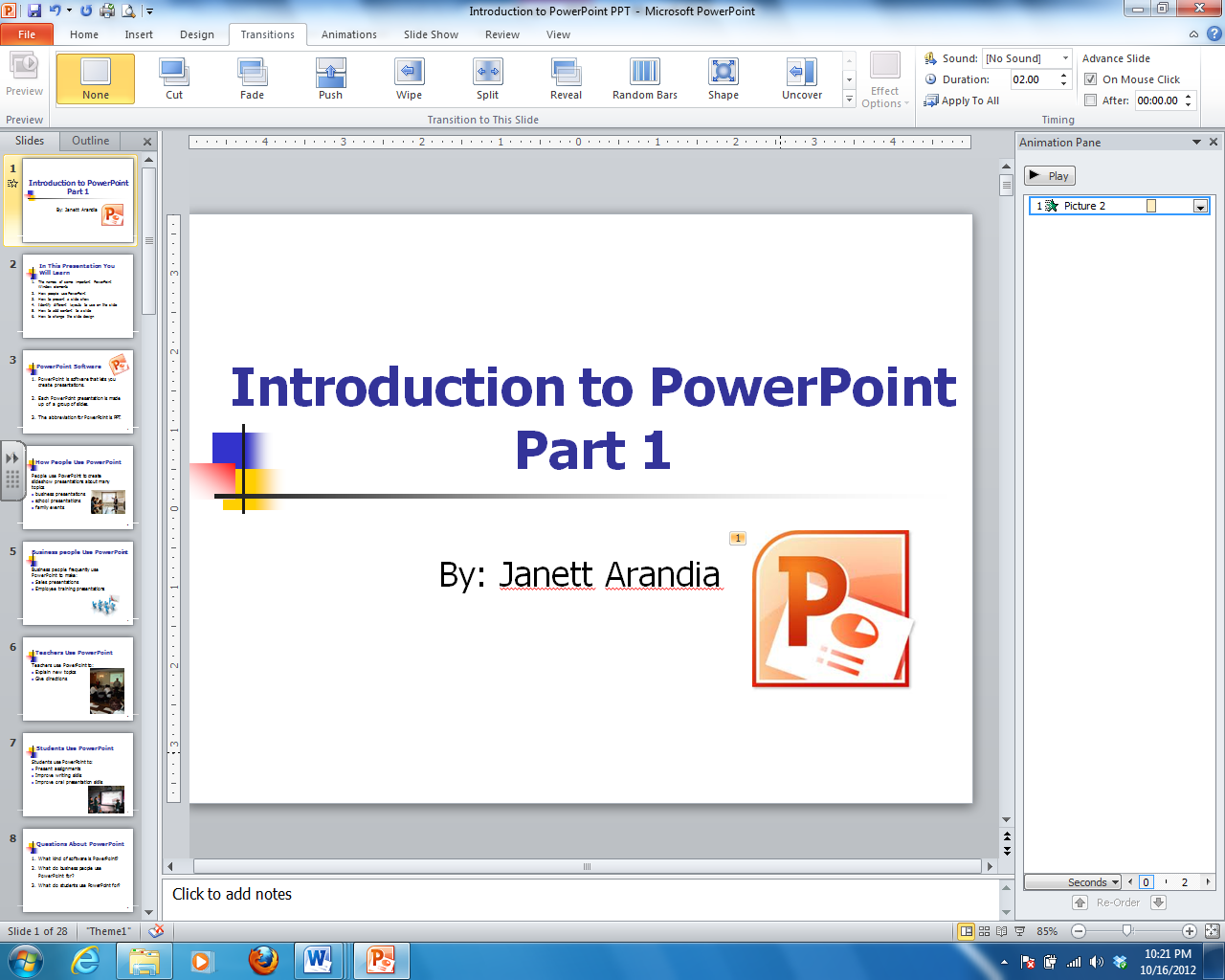
1. To remove an animation, select the text or content first
2. Click on Animations Tab Advanced Animation Group Click on Animation Pane Command
3. On the Animation Pane, Click on the Drop Down Menu

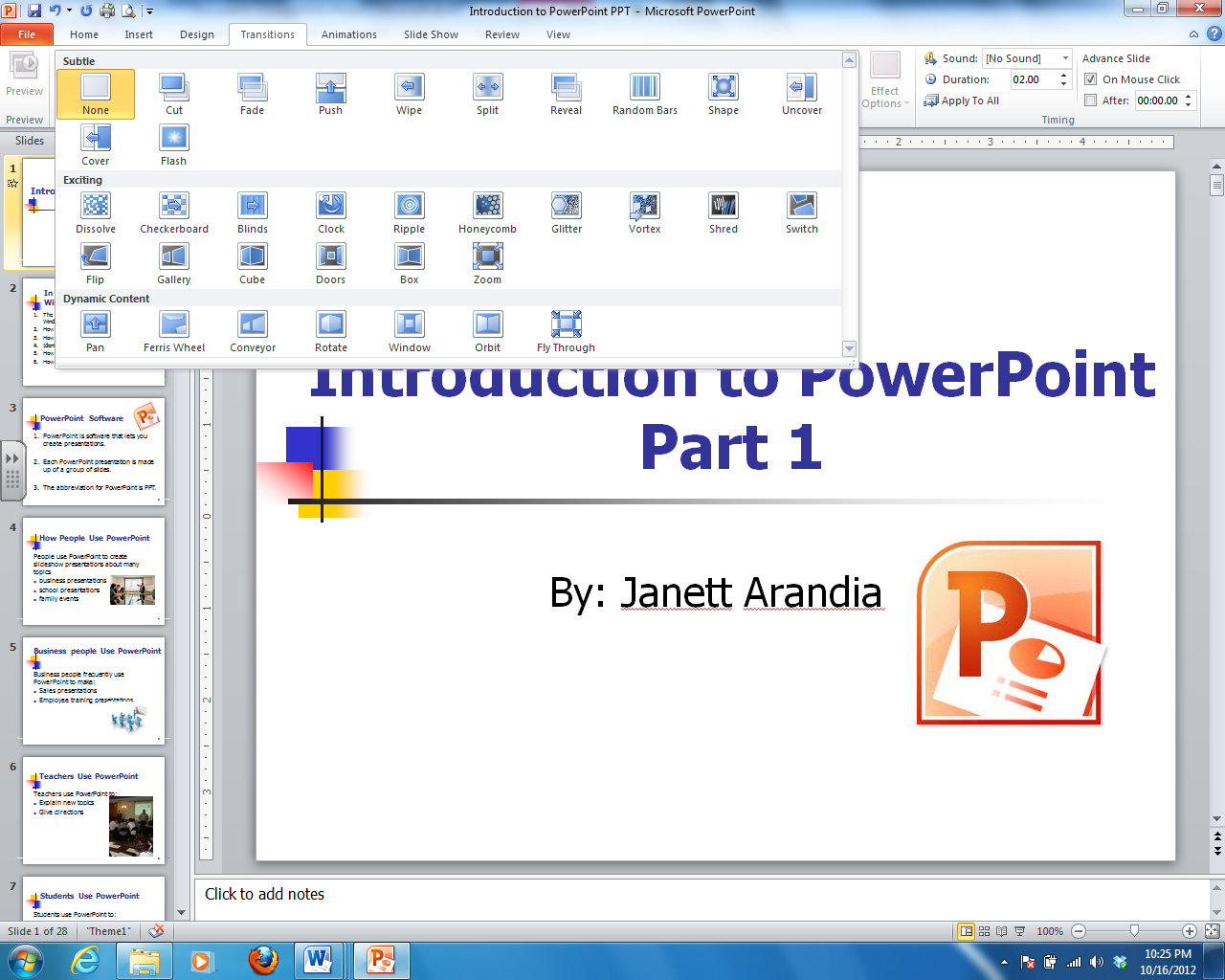


1. Choose Remove

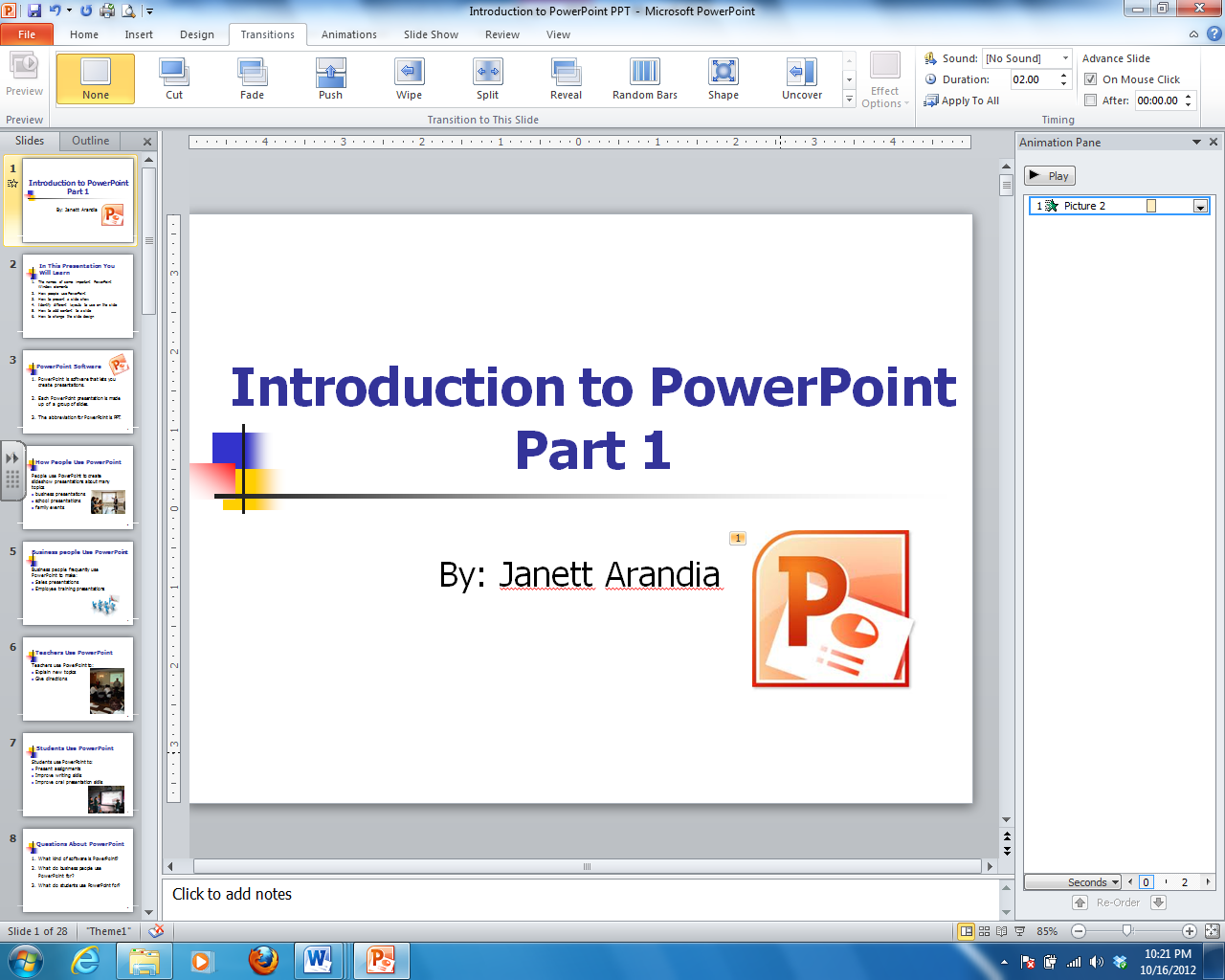
PowerPoint Slide Transitions

Slide transitions are movements that happen **BETWEEN** slides. There are many types of transitions!

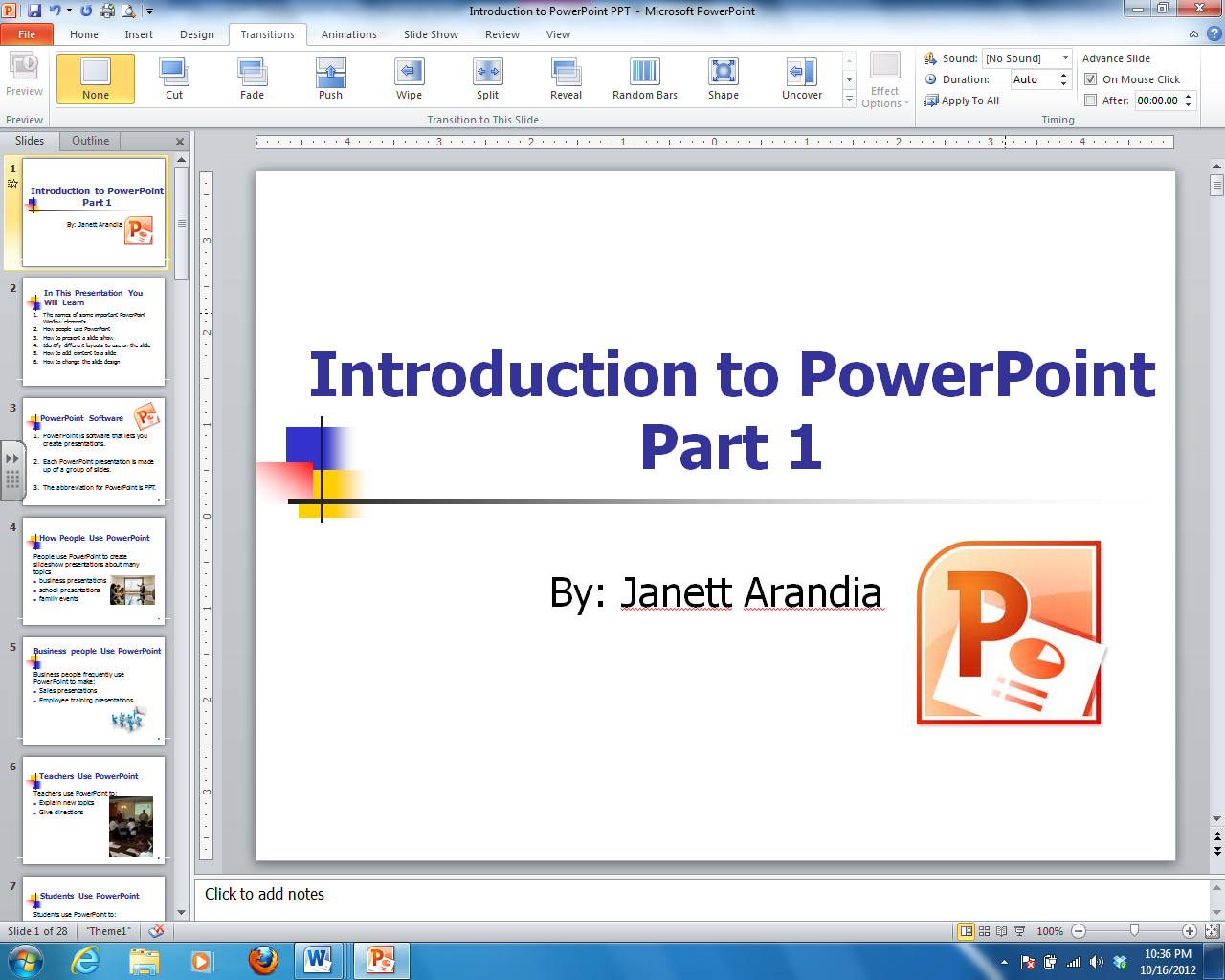
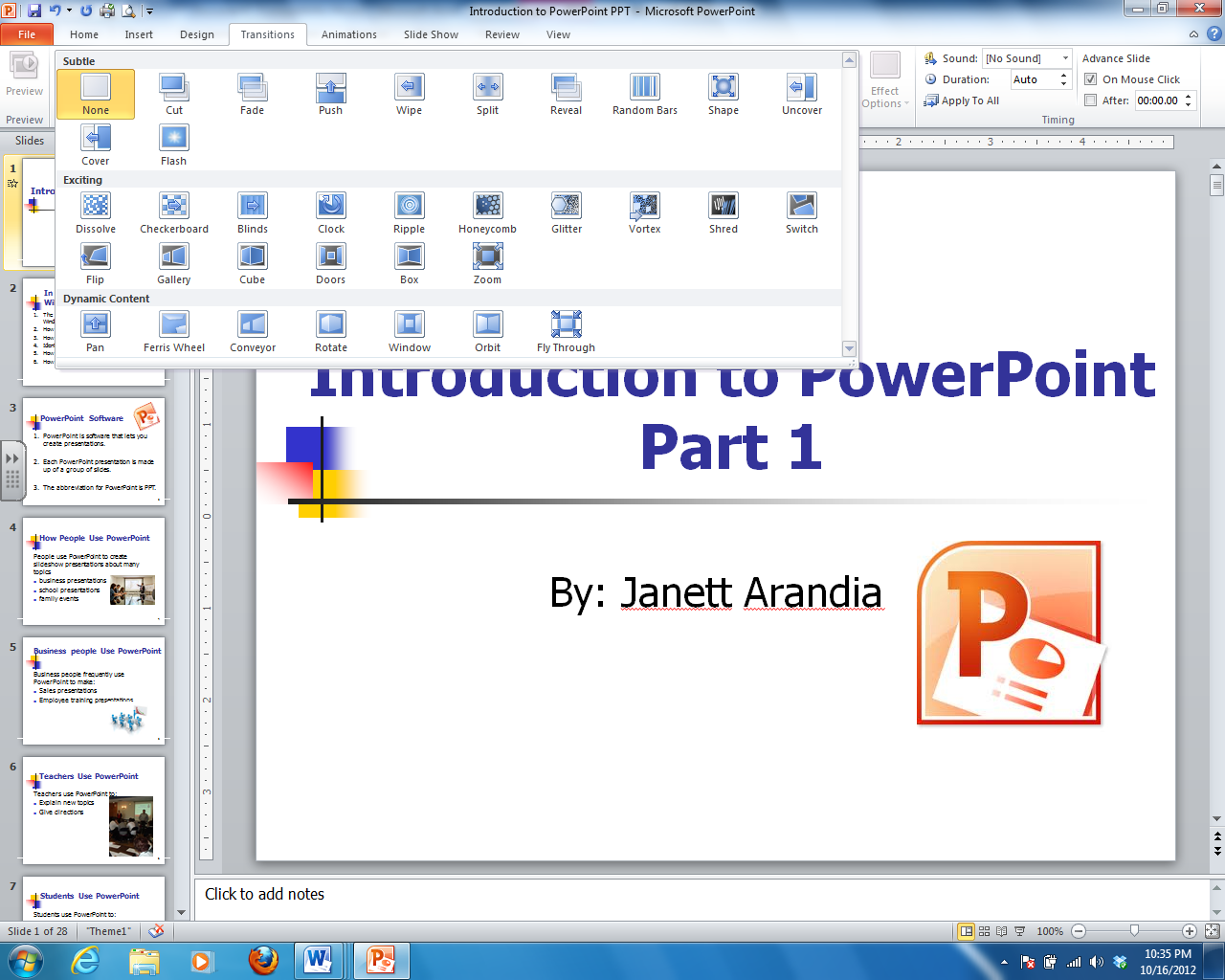
1. Click on Transitions Tab Transition to this Slide Group Click on the Drop down Menu
2. Choose the one that you like the most.



3. Choose a speed.

4. Choose a sound.

**If you want to remove a Transition:**

1. Click on Transitions Tab
2. Go to the Transition to This Slide Group
3. Click on the Drop down Menu
4. Click on None

Task 1 – Fill in the Blanks

Part 1:

Read the MS PPT vocabulary items in the section below. Then choose the best word for each sentence and write the answer in the blank.

Slide Show Title Content

Design Slides Presentation

Layout Title Slide

1. In order to show your presentation to an audience, you must use the \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ view
2. The way a slide appears visually with background colors, textures or pictures is the slide \_\_\_\_\_\_\_\_\_.
3. The way text, content, or other features are organized on a slide is the slide \_\_\_\_\_\_\_\_\_\_\_\_.
4. The first slide in any presentation is the \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ because it uses the \_\_\_\_\_\_\_\_\_\_\_ layout.
5. PPT presentations are organized by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
6. PPT is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ software.
7. Text, images and pictures are all examples of slide \_\_\_\_\_\_\_\_\_\_\_\_\_.

**Part 2:**

# Demonstrate how to do the following

1. Open MS PPT
2. Make sure that your first slide is the Title Slide layout
3. Add a new slide
4. Change the layout of your slide
5. Add a picture to your slide
6. Cut the picture from your slide and paste it onto a different slide.
7. Use Slide Sorter view button to reorganize your slides
8. Add a transition between two slides
9. Add an animation to a picture or text on one slide.
10. View your presentation on Slide Show view
11. Go back to Normal view by hitting the Escape Key.

Task 2 – Presentation 2 – Your Home Country

Directions:

In this assignment you will make a PPT slideshow about your home country. Your slideshow should have 5-6 slides. You can use Clip Art and images from the World Wide Web for your presentation.

**Part 1:**

Decide what information about your country that you want to present in each slide. For example:

* a map
* a flag
* the population
* the major languages
* the major religions
* the economy
* the exports
* the weather
* the food

**Part 2:**

Use the template from the next page to help you plan your slides (5-6 slides)

PPT Presentation Plan: My Home Country

|  |  |  |
| --- | --- | --- |
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**Part 3:**

Go to Google images to find pictures you can insert into your slides. Save these pictures in your H: drive.

**Part 4:**

Open PowerPoint and make your Slide Show.

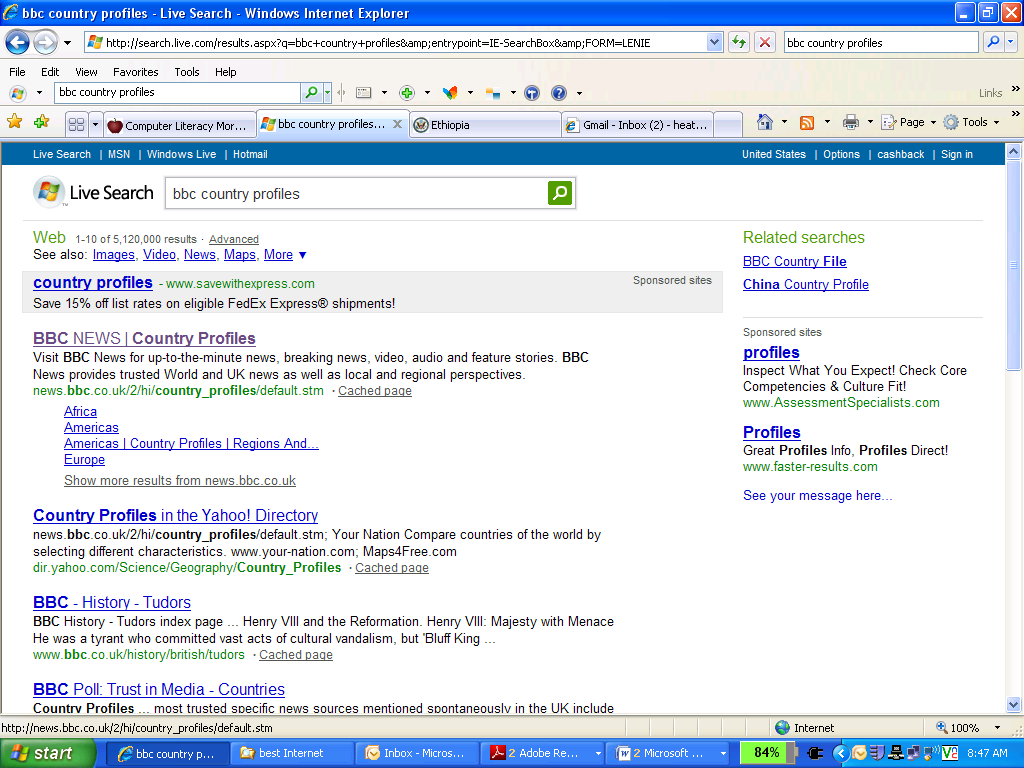
Each slide should have the following

* a title
* an image (picture or clip art)
* one or two sentences
* slide animation
* slide transition

Using BBC.com to Find Country Information

# Overview

The bbc.com website contains news and information about countries from around the world. In this assignment you will use the bbc.com website to find and record some information about your home country.

1. Open Internet Explorer.
2. In the search bar, type BBC Country Profiles.
3. Click on the hyperlink below
4. Make this website a Favorite in Internet Explorer!
5. On the Country profiles page find your Continent. In the drop down box find your country🡪Go.
6. Start with the map at the top of the page and scroll down to look through all the information about your country.
7. Find the FACTS section and record the information below.

Population\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Capital\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major languages\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major religions\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Main exports\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Return to the top of the page and click on the FLAG to see a Timeline of historical events.

Task 3 – Vocabulary Sentences

Directions:

Read the MS PowerPoint vocabulary items in the section below. Then choose the best word for each sentence and write the answer in the blank. When you are done check your answers with a classmate.

|  |  |  |  |
| --- | --- | --- | --- |
| PowerPoint  presentation  slide  design | escape key  F5 key  content  view | slide sorter view  normal view  Clip Art  PPT | Animation  Transitions  Title  layout |

1. You should type a \_\_\_\_\_\_\_\_\_\_\_\_at the top of each slide.
2. The abbreviation for PowerPoint is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. Use \_\_\_\_\_\_\_\_\_ to add simple pictures to your slides.
4. When you create slides you are in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
5. You can see all of your slides in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
6. To \_\_\_\_\_\_\_\_\_ your presentation press the F5 key on the keyboard.
7. PowerPoint \_\_\_\_\_\_\_\_\_\_\_ refers to pictures, images and text.
8. You can press the\_\_\_\_\_\_\_\_\_\_\_ to view your PPT presentation.
9. You can press the\_\_\_\_\_\_\_\_\_\_\_ to end a PPT presentation.
10. \_\_\_\_\_\_\_\_\_\_\_\_ is the way the text and content are organized on a slide.
11. The background color or scheme of a slide is called the slide \_\_\_\_\_\_\_\_\_\_\_\_\_\_.
12. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are movements between slides.
13. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is movement of text or images inside a slide.