

LESSON 86

DEVELOPING VISUAL AIDS

Data File

- DF 86 American

OBJECTIVES In Lesson 86, you will:

- Learn about using visual aids in a presentation.
- Learn to open and navigate through slides for a presentation.
- Create a title slide.

Visual Aids

After creating the content for a presentation, consider visual aids you can use to help achieve your goals. A **visual aid** is something you show the audience to help them understand your message. A visual aid can be a sign or poster, perhaps with a drawing or photo. It can be a slide, either film or electronic. It can even be an object, such as a tool you are describing in your presentation.

Developing Slides Using PowerPoint

Microsoft PowerPoint is one of several software programs designed for developing electronic slides. These slides can be used as visual aids to help presenters communicate more effectively. In this chapter, you will use *Microsoft PowerPoint* to view a presentation and create presentations. You will find that many of the ribbons, tabs, groups, and commands you learned to use in *Word* also can be used in *PowerPoint*. A *PowerPoint* screen is shown in Figure 14.2.

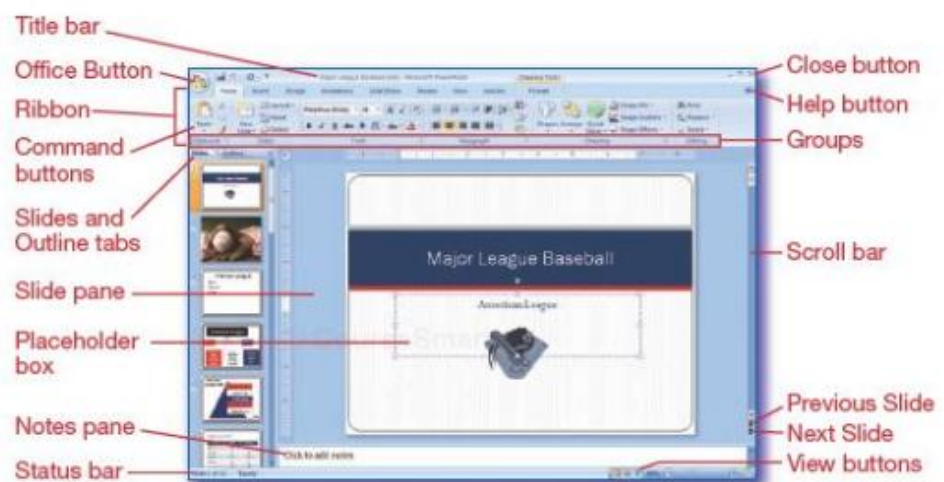


Figure 14.2 PowerPoint window in Normal view.

Refer to Figure 14.2 as you read about the parts of the *PowerPoint* window.

- The **Office Button** displays a drop-down menu for creating, opening, saving, and printing *PowerPoint* files.
- The **title bar** displays the filename and program.
- The **Ribbon** displays tabs that organize program commands by groups.
- The **command buttons** are displayed beneath the tabs. They are used to execute a command or to display a drop-down menu of command options.
- The commands are organized by **groups** (like tasks).
- The **Slides tab** displays small images of the slides that have been created.
- The **Outline tab** displays the number of each slide and the text that is included on each slide.
- The **Slide pane** displays the current slide or the slide that you click the Slides tab.
- **Placeholders** are boxes with dotted borders that are part of most slide layouts. These boxes hold title and body text or objects such as charts, tables, and pictures.
- The **Notes pane** allows you to key notes about the slide.
- The **View buttons** allow you to view the slides in several different ways depending on what you are doing.
- The **status bar** displays helpful information such as the slide number and the theme name.
- The **Close button** closes the *PowerPoint* program.
- The **Help button** provides quick access to program Help.
- The **scroll bar** allows you to move to slides by clicking and dragging the bar or clicking the arrow buttons.
- The **Previous Slide** and **Next Slide** buttons display the previous or next slide in the Presentation window.

PowerPoint Views

PowerPoint has different views that help you work in different ways. Normal view is shown in Figure 14.2. This view is used for creating and editing slides. Slide Sorter view, Figure 14.3, displays thumbnails of the slides. This view is used to view several slides at a time and to sort or rearrange slides.

PP

View About PowerPoint views



Figure 14.3 PowerPoint window in Slide Sorter view.

Slide Show view is used to play the slide show. It fills the screen and shows the features and sounds applied to slides. These views can be accessed by clicking the view icons (shown in Figure 14.4) at the bottom of the *PowerPoint* screen.

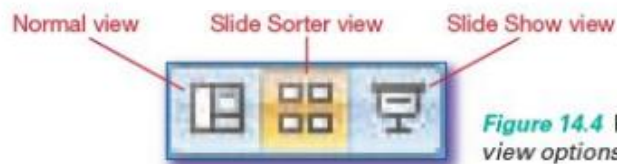


Figure 14.4 PowerPoint view options.

86A LEARN

View a PowerPoint Presentation

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Before learning how to create a presentation, become familiar with *PowerPoint* by looking at a presentation that has already been created.

1. To start *PowerPoint*, click **Start**, **All Programs**, **Microsoft Office**, and **Microsoft Office PowerPoint 2007**.
2. Click the **Office Button**. Choose **Open**. In the Look in box, select the folder where your data files are stored for this class. Select *DF 86 American* from the data files. Click **Open**.
3. Look at the parts of the *PowerPoint* screen labeled in Figure 14.2. Find each part on your computer screen. To see the placeholder box, click **American League**.
4. To play the slide show, click the **Slide Show** button in the lower-right corner of the *PowerPoint* window.
5. After viewing the title slide, advance to new slides by clicking the mouse or tapping the **ENTER**, **Space Bar**, or **Right** arrow keys to go to the next slide. (Tap the **Left** arrow key to go to a previous slide. To end a show before viewing all of the slides, tap the **esc** key.) Return to Normal view.
6. Click **Office Button** and choose **Close** to close this slide show. Exit *PowerPoint* (click the **Close** button in the upper-right corner) or continue with the next activity.

Software Tip
Click the **Slide Show** button to play the show.



Slide Show button

Create a Title Slide

Software Tip

If you are continuing from an earlier activity, close any open presentations, click the **Office Button** and then click the **New** button to open a new blank presentation.



New button

checkpoint

Working with two classmates, compare this title slide with the one from the DF 86 American presentation. Discuss which one looks better and why. Close the presentation.

The slide show you viewed in Activity 86A was for the American League. You will create a similar slide show for the National League. In this activity, you will create a title slide.

1. Start **PowerPoint**. A new blank presentation should appear. Click inside the placeholder box labeled **Click to add title**. Key **Major League Baseball** for the title of your presentation.
2. Click inside the subtitle placeholder. Key **National League** in this box.
3. You will add other slides later. Now you will save the presentation. Click **Office Button** and then click **Save As**. The **Save As** dialog box will appear as shown in Figure 14.5.



Figure 14.5 Save As dialog box.

4. In the **Save in** box, select the folder in which you save work for this class. In the **File name** box, key **86 National**. Click **Save**.
5. Click the **Slide Show** button to view the slide.

Select a Theme

1. Start **PowerPoint**. Open **86 National** that you created earlier.
2. Click the **Design** tab on the Ribbon. Various themes will appear in the **Themes** group, as shown in Figure 14.6. When you use the mouse to point to a sample design, the name of the theme will be displayed. The slide in the **Slide pane** will change to the theme to which you are pointing. Move the pointer to several themes to preview how they will look with your title slide. Move the pointer back to the **Slide pane**. Notice how the slide returns to its original format.

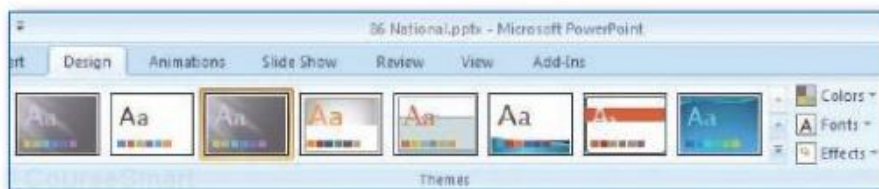


Figure 14.6 Slide designs in the Themes group.

3. To see additional themes, left-click the down arrow to the right of the last theme. Choose a theme that you find interesting. To apply the theme, left-click it. Notice that the title slide now has the theme that you clicked. Your title slide will keep that theme until you change it by clicking a different theme.

- Click two or three other themes to see how they look with your slide. Finally, click the **Foundry** theme. Your title slide should look like the one in Figure 14.7. This theme is simple and allows the reader to focus on the content rather than a busy background.



Figure 14.7 Title slide with Foundry theme.

- Save the presentation as *87 National* and close it. Close *PowerPoint* or continue with the next activity.

87C LEARN

Insert Clip Art

The title slide for your National League presentation looks more professional with the theme applied. In this activity, you will make it even more attractive by inserting clip art.

- Start *PowerPoint* if necessary. Open *87 National* that you created earlier.
- On the *Insert* tab click the **Clip Art** button. The *Clip Art* task pane will open as shown in Figure 14.9.



Figure 14.9 Clip Art task pane.

3. Key **baseball** in the Search for box. **All collections** should be selected in the Search in box. If this option is not selected, click the down arrow and select it.
4. Click the arrow for the Results should be box. Select only **Clip Art**. (You might need to clear the checkboxes for other media types.) Click the **Go** button. Thumbnails of the clip art meeting your search criteria will appear in the Clip Art task pane. Choose an image from the search results that you think will look good on the title slide. Click the image to insert it.

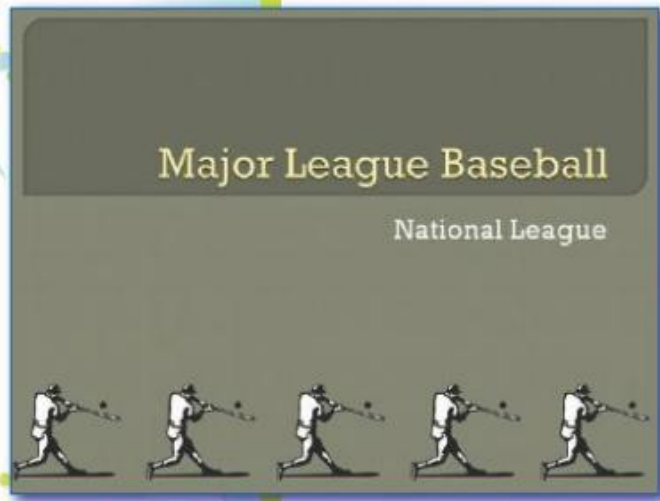


Figure 14.10 Title slide with clip art.

5. Click and drag the image to place it in the lower-right corner of the slide. Right-click the image and choose **Size and Position**. On the Size tab in the Size and Position dialog box, set the image height to 1.5 inches. Verify that the **Lock aspect ratio** option is selected so the width changes automatically to keep the picture in proportion when it is resized. Click **Close**.
6. Use the Copy and Paste commands to make four copies of the image. Place the five images along the bottom of the slide, similar to Figure 14.10.
7. Play the presentation to see how the slide looks. Click the **Save** button to save the presentation using the same name, *87 National*, and close it.

Slide Layouts

You can add slides to a presentation as you develop it. Slides are available in several different layouts. You can choose the layout that will work best for the content of the slide. For example, if you want to include a bulleted list, insert a slide using the Title and Content layout. Examples of slide layouts are shown in Figure 14.11.

PP Slide layout
Insert a new slide

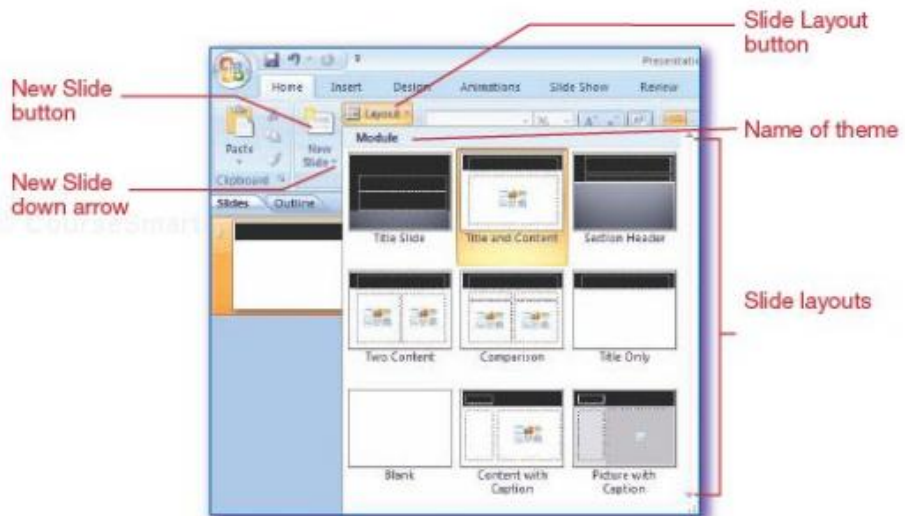


Figure 14.11 Slide layout options.

To insert a new slide, click the down arrow of the New Slide button. From the gallery of layouts, click the layout you want for the new slide.

You can change the layout of an existing slide. First, click the slide. Then, click the Layout button and select the layout.

Insert Slides and Choose Layouts

In this activity, you will work with two files. You will review the American League presentation to see the slide layouts used. You will update the National League presentation to add slides and choose layouts. Multiple files can be viewed on the screen at the same time, as shown in Figure 14.12. Use the Arrange All feature in the Window group on the View tab to view multiple files.

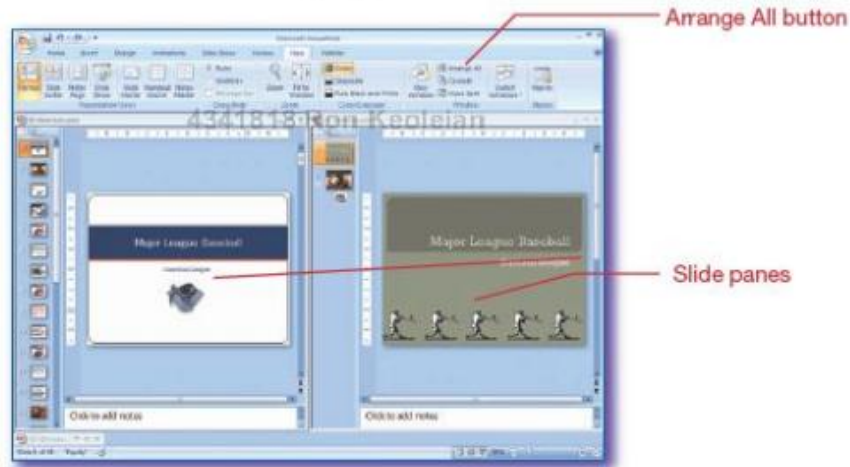


Figure 14.12 Arrange All feature.

Software Tip

To work on two files at the same time, use the Arrange All feature. Both files will appear on the screen at the same time. Click the Slide pane of the presentation you want to make active.

1. Start *PowerPoint*. Open *DF 86 American* from your data files.
2. Click **slide 2** on the Slides tab. The layout for this slide is Blank. This layout provides space for the clip art that fills the slide.
3. Click the **Next Slide** button to go to slide 3. The layout for this slide is Title and Content. The text is formatted as a bulleted list. The slide also has clip art.
4. Go to slide 4. This slide has the Title and Content layout with an organizational chart inserted from SmartArt.
5. Leave this file open and open *87 National* that you edited earlier. Use the Arrange All feature to display both files on the screen.
6. In *87 National*, click the **New Slide** button down arrow. The Slide Layout gallery will open. Click the **Blank** slide layout and a new slide will be inserted.
7. You will copy the clip art from slide 2 of *DF 86 American* and paste it on this slide. Go to slide 2 in *DF 86 American*. Right-click the image on the slide and choose **Copy**. Go to slide 2 in *87 National*. Click the **Paste** button. Resize the image to fill the entire slide if needed.
8. In *87 National*, go to slide 2 if necessary. Click the **New Slide** button arrow. Click **Title and Content** in the Slide Layout gallery. Slide 3 is added to the presentation.
9. In the title placeholder, key **National League**. In the bullet list placeholder, key **East** and tap **ENTER**. Key **Central** and tap **ENTER**. Key **West** and click outside the placeholder.
10. Click **Clip Art** on the Illustrations group on the Insert tab. Find and insert clip art related to baseball. Place the image in the lower-right corner of the screen. Resize the image if needed.
11. Save the National League presentation as *88 National* and close it. Close the *DF 86 American* file without saving changes.

Create a Slide with a Table

1. Start *PowerPoint*. Open *88 National* that you created earlier. You will create a slide to show the 2007 records for the Eastern Division teams.
2. Go to slide 3. Click the **New Slide** button arrow. Choose the **Title and Content** layout from the Slide Layout gallery.
3. In the title placeholder, key **Record for 2007**.
4. Click the **Insert Table** icon in the Slide pane. The Insert Table dialog box will appear as shown in Figure 14.14. Enter **3** in the Number of columns box. Enter **6** in the Number of rows box. Click **OK**.

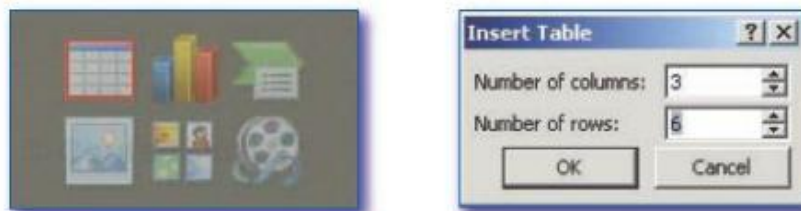


Figure 14.14 Insert Table icon and Insert Table dialog box.

5. Key the following data in the table. Apply bold and center alignment to the column heads. Apply center alignment to the numbers.

Team	Wins	Losses
Philadelphia	89	73
New York	88	74
Atlanta	84	78
Washington	73	89
Florida	71	91

6. You now know how to create slides with bulleted lists and tables. Save the presentation using the same name, *88 National*, and close it.

LESSON 89

ADDING GRAPHICS TO SLIDES

OBJECTIVES In Lesson 89, you will:

- Use PowerPoint features to create graphics.
- Change the background color for slides.
- Rearrange the order of slides.
- Add sound to slides.

Creating Graphics

Creating shapes and designs is easy. In Chapter 12, you learned to create WordArt and to insert text boxes and shapes. You can use the same procedures to create those graphics in *PowerPoint* slides.

In this activity, you will create a slide showing the results of baseball playoffs. The slide shown in Figure 14.16 was created using the Shapes feature of the Illustrations group on the Insert tab.

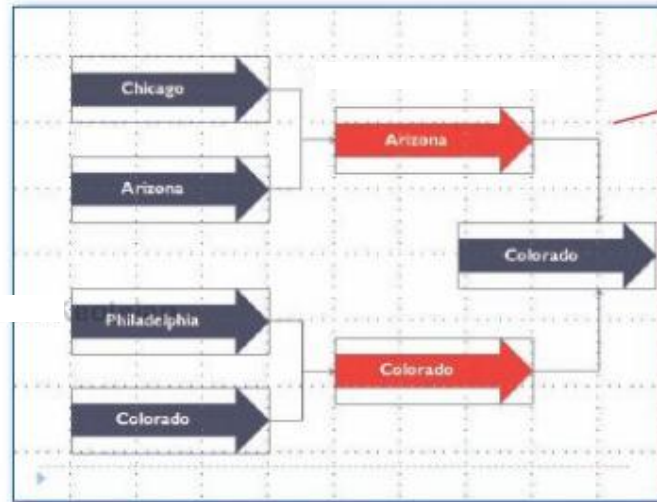


Figure 14.16 Slide with graphics.

1. Start *PowerPoint*. Open *88 National* that you created earlier. Go to slide 4. Insert a new slide at the end of the show. Use the Blank slide layout.
2. Change the theme to *Office* for only slide 5. Go to the themes and place the pointer on the **Office Theme** icon. Right-click and select **Apply to Selected Slides**. (See Figure 14.17.)

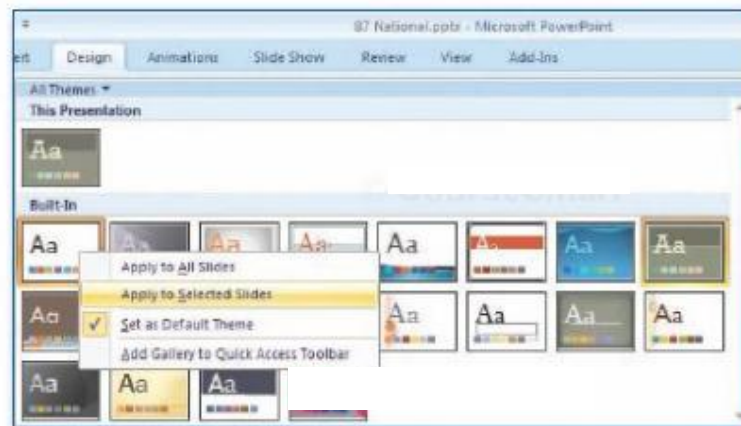


Figure 14.17 Change theme for selected slides.

3. Use the Shapes feature in the Illustrations group on the Insert tab to draw a rectangle with no fill on slide 5. Set the size of the box to 3 inches wide and 1 inch high. Use the Shapes feature again to draw a block arrow inside the rectangle as shown in Figure 14.16. Apply a blue fill to the arrow shape.

Software Tip

To select two objects, click the first object. Hold down the **SHIFT** key and click the second object. Release the **SHIFT** key.

Software Tip

Click the **Undo** button to reverse an action.



Undo button

4. Select the rectangle and the arrow. Right-click the arrow, point to **Group**, and click **Group**. Now you can copy and move these two objects as though they were one. Copy and paste the box so you have seven boxes as shown in Figure 14.16.
5. You can display a grid on the slide to help you position graphics. Click the **View** tab. In the Show/Hide group, click **Gridlines**. The grid will display as shown.
6. Position the rectangles on the screen approximately as shown. Use the grid lines to help you align objects and space them evenly.
7. Draw lines to connect the boxes as shown in Figure 14.16. Hold down the **CTRL** key while using the arrow keys to move the lines or other objects in small amounts. Increase the zoom for the Slide pane to help you see if the lines are joining exactly. Play the presentation to see if the lines look as though they are placed correctly. Remember that you can group and copy lines as well as other objects.
8. Change the fill color for two of the arrows to red as shown. If you select the wrong object, click the **Undo** button and try again.
9. Add text to each arrow object, keying the name of the team as shown in Figure 14.16. Apply bold to the text. Change the font color to white for the blue rectangles.
10. Now you will change the background color for slide 5. Click **Background Styles** on the Background group of the Design tab. Click **Format Background**. Click the down arrow to the right of **Color**. Select **More Colors**. (See Figure 14.18.)

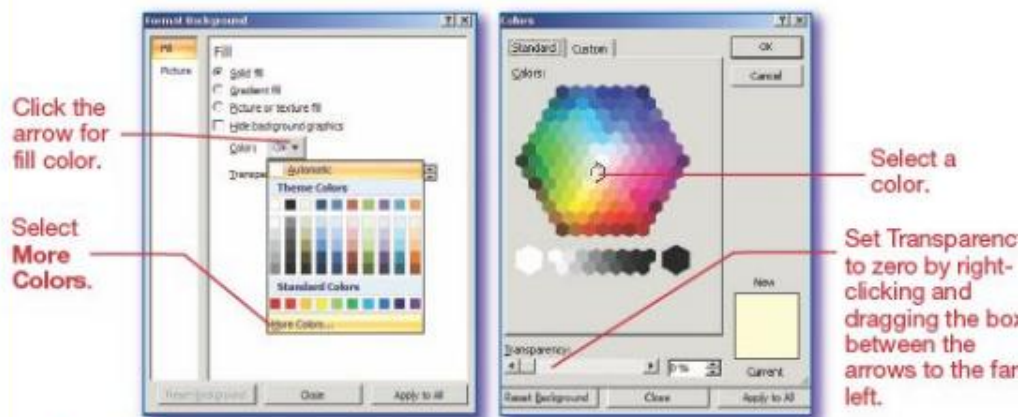


Figure 14.18 Use the **Format Background** and **Colors** dialog boxes to change the slide background.

11. Select a color on the Standard tab of the Colors dialog box. The new color and the current color are shown in the lower-right corner of the

dialog box. If you like the color applied to the sample, click **OK**. The background on slide 5 will change. If you do not like the color, choose another one; then click **OK**.

12. If the color you selected does not show up on the slide after you click **OK**, make sure **Transparency** is set at 0%. Click **OK** to apply the background to slide 5 only. Close the **Format Background** dialog box.
13. Save the presentation as *89 National*. Close it or continue with the next activity.

Software Tip

If the color for your slide is too dark, go to the **Colors** dialog box and click the **Custom** tab. Slide the arrow up to lighten the color.

89B APPLY**Create a Slide with Clip Art, Shapes, and Text Box**

1. Start *PowerPoint* if necessary. Open *89 National* that you created earlier if necessary. Go to slide 5. Insert a new slide at the end of the show. Use the Blank slide layout with the Foundry theme.
2. Create the slide shown in Figure 14.19. Select an appropriate image to represent baseball if the one shown is not available in your clip art. Use the Horizontal Scroll shape and add the text **National League**. In a text box, enter **Playoffs – 2007**. Format the text and images on the slide approximately as shown.
3. Save the presentation using the same name, *89 National*. Close it or continue with the next activity.



Figure 14.19 Slide with clip art, shapes, and a text box.

PP Slide order
Change slide order

Rearranging Slide Order

As you review your slides, you may find that you want them to be in a different order. Slides can be rearranged in the **Slide Sorter** view or on the Slides tab. To rearrange slides, click and drag a slide to a new location. Slide Sorter view is shown in Figure 14.20.

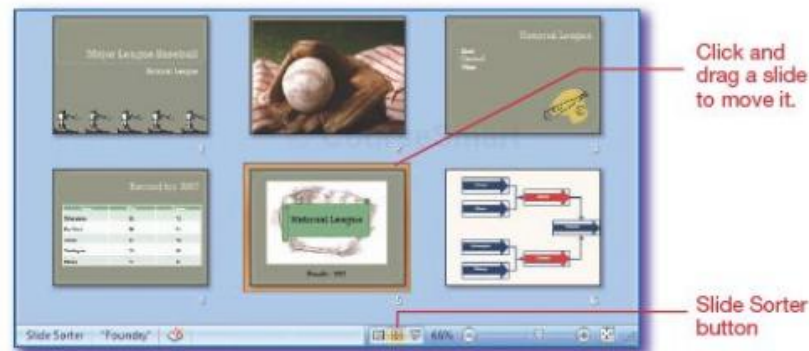


Figure 14.20 Slide Sorter view.

89C LEARN**Rearrange Slide Order**

1. Start *PowerPoint* if necessary. Open *89 National* that you created earlier if necessary.
2. Slide 6 with the National League banner should appear before the slide showing the results of the league playoffs. Click the **Slide Sorter** button.
3. Click and drag slide 6 one slide to the left, dropping it before the league playoff results slide. Now the slides should appear in the order shown in Figure 14.20. Save the presentation using the same name, *89 National*, and close it.

Adding Sound to Slides

Music and other sounds can enhance your presentation. You can add music and sounds from files to slides. You also can record sounds to use in a presentation. When you use sounds, make sure they are appropriate. The sound, also called an audio, should not be overbearing or distracting. Sound can be used to introduce a topic, build excitement, or provide a transition between topics. Make sure the sound is played at a time when you will not be talking.

A computer must have speakers and a sound card to play music and sounds. You must have a microphone to record sounds. When music or sounds are added to a slide, a sound icon appears on the slide. You can drag the sound icon off the slide if you do not want it to appear when the show is played. You can set sounds to start automatically when the slide displays or to start on a mouse-click.

Add Sound to Slides

1. Start *PowerPoint* if necessary. Open *89 National* that you edited earlier. Select **Normal** view and go to slide 2. You will find and add sound files to this slide.
2. Click the **Insert** tab on the Ribbon. Choose **Clip Art** on the Illustrations group. In the Clip Art task pane, key **baseball** in the Search for box. Select **Everywhere** in the Search in box. Select only **Sounds** in the Results should be box. Click **Go**. Look for a file that plays the sound of a baseball being hit. Click the sound file to add it to the slide.



Instant Message

If you cannot find any sound files related to baseball hits or a roaring crowd, click the **Clip art on Office Online** link. Find and download sound files from this site. Then repeat the file search.

3. Click **Automatically** in the box that asks how you want the sound to start. A sound icon will display on the slide. Click and drag the icon to the left, off the slide, as shown in Figure 14.21.

Sound icon

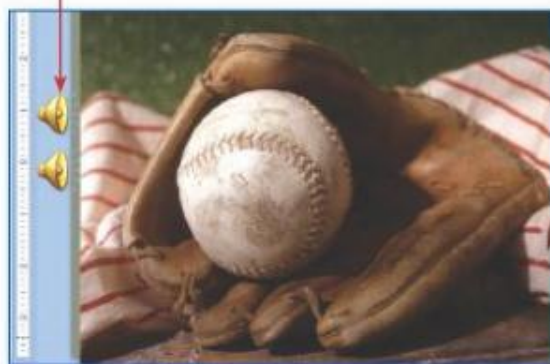


Figure 14.21 Slide with sound icons.

Software Tip
To remove a sound from a slide, select and delete the sound icon.

4. Repeat steps 2 and 3 to find and add a sound file that plays the roar of a crowd. Use search terms such as *crowd*, *cheer*, or *applause*. After inserting the sound, drag the sound icon and drop it below the existing sound icon. Play the show to see if the sound is appropriate.
5. Save the presentation using the same name, *89 National*, and close it.

LESSON 90

DELIVERING A PRESENTATION

Data Files

- DF 90 National League Script
- DF 90 Feedback

OBJECTIVES

In Lesson 90, you will:

- Add notes to a presentation.
- Print slide notes pages.
- Practice and deliver a presentation.

PP

Notes
About notes

Slide Notes

Notes can be added to slides using the Notes pane in Normal view. You also can key notes in the Notes Page view. Notes do not display when you play a slide show. However, you can print the notes on notes pages. A notes page shows the slide and the notes below the slide. Use the notes to help you remember details as you give the presentation. You also can use the printed notes pages as handouts for the audience. The top portion of a notes page is shown in Figure 14.22.

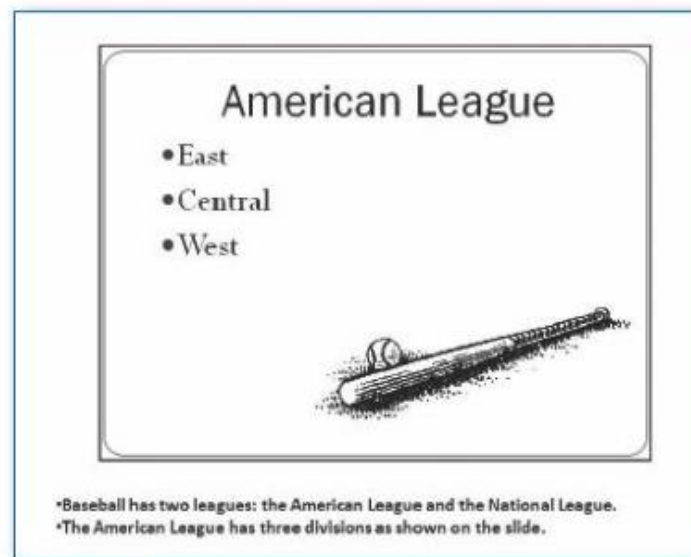


Figure 14.22 Sample notes page.

To key notes, click **Click to add notes in the Notes pane.** Key the note for the slide. Format the note text as needed. For example, you can apply bold, change the text alignment, or create a bulleted list. After keying the note for the first slide, click the Next Slide button and key the note for the second slide. You may want to click and drag the top border of the Notes pane to make the Notes pane larger. This makes entering notes easier and does not affect the slide.

Create Notes and Print Notes Pages

1. Start *Word*. Open *DF 90 National League Script* from the data files. This file contains a script that the presenter can use to practice delivering the presentation.
2. Start *PowerPoint*. Open *89 National*. You will create notes to be printed with the slides as handouts for the audience.
3. Select **Normal** view and go to slide 1. In the Notes pane, key **Contact Information** and apply bold to the text. Begin a new line. Key your name, your school name, and your school address on separate lines. An example is shown in Figure 14.23.

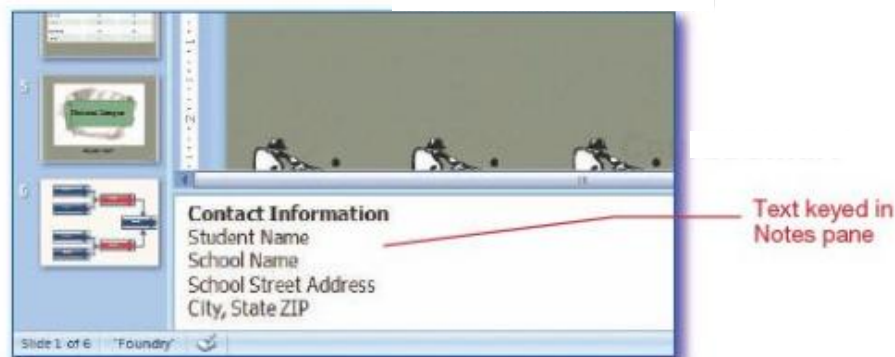


Figure 14.23 Notes pane.

4. Go to slide 2. In the Notes pane, key **Goals**. Apply bold to the text. On the two following lines, list two goals of the presentation. Find the goals by reading the script for slide 2. Copy key phrases from the script to the Notes pane. Edit as needed and format the two goals as a bulleted list.
5. On slides 3, 4, 5, and 6, create notes to emphasize information that will be presented with the slide. Copy key phrases from the script and edit as needed to create two or three key points that will help the audience remember the information. Format the information as a bulleted list. Save the presentation as *90 National*.
6. To see how the notes pages look, click the **View** tab on the Ribbon. Choose **Notes Page** on the Presentations Views group. Click the **Next Slide** or **Previous Slide** button several times to view all of the notes pages. Go to slide 1 and play the show. Notice that the notes do not display.
7. To print the notes pages, click the **Office Button**. Choose **Print**. Select a printer if necessary. Under Print range, select **All** if necessary.
8. Under Print what, select **Notes Pages** as shown in Figure 14.24.

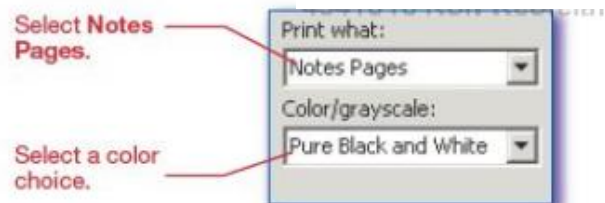


Figure 14.24 Select Notes Pages and a color option.

9. Slides or notes pages can be printed in color, grayscale, or pure black and white. Select **Pure Black and White** because it uses the least amount of ink. Click **OK** to print the pages. Close the presentation.

 Instant Message

You may want to print a sample slide or notes page in color to place in your portfolio.

Presentation Delivery

Planning and preparing a presentation is only half the task of giving a good presentation. The other half is the delivery. Positive thinking is a must for a good presenter. Prepare and practice before a presentation. This helps you be confident that you can do a good job. Do not worry that the presentation will not be perfect. Set a goal to be a better speaker each time you give a speech, not to be a perfect speaker. Practice the following presentation tips to improve your presentation skills.

- **Know your message.** Knowing the message well allows you to talk with the audience rather than read to them.
- **Look at the audience.** Make eye contact with one person briefly (for two or three seconds). Then move on to another person.
- **Know how to use the visuals.** Practice using the visual aids you have chosen for the presentation. Glance at each visual as you display it. Then focus on the audience.
- **Vary the volume and rate at which you speak.** Slow down to emphasize points. Speed up on points you know are familiar to your audience.
- **Look confident.** Stand erect and show that you want to communicate with the audience.
- **Let your personality come through.** Be natural; let the audience know who you are. Show your enthusiasm for the topic you are presenting.
- **Use gestures and facial expressions.** A smile, frown, or puzzled look, when appropriate, can help communicate your message. Make sure your gestures are natural.

ABOVE and BEYOND

Animations

Animations can create interest when a slide appears by using a transition. Also use animations to make text, graphics, and other objects appear on a slide one at a time. This allows you to control how the information is presented as well as add interest to the presentation. For example, display bullets of text as you discuss each topic rather than displaying all of the bullets when the slide appears. Animations can include a sound effect that plays when a bullet is added to a displayed slide. Also, you can create a motion path for an object, displaying the object in a sequence of locations on the slide. This makes the object appear to be moving on the slide.

To apply animation between slides (transitions):

- Click the **Animations** tab.
- Click the slide you want to apply transition to.
- From the Transition to This Slide group, click the transition you want.

To apply animation to objects on a slide:

- Click the **Animations** tab.
- Click the slide containing the object you want to animate.
- Click the object.
- From the Animations group click the down arrow next to Animate.
- Click the type of animation you want.

Open one of the *PowerPoint* presentations you created for this unit and apply transitions between the slides. Select one or two slides with an object and apply an animation.

REVIEWING What You Have Learned

Data Files

- *DF 90 Feedback*
- *DF C14 States*

Answer these questions to review what you have learned in Chapter 14.

1. Presentations are given for three general purposes. What are those purposes?
2. What is an audience profile? Why should you prepare an audience profile when planning a presentation?
3. What are the three parts of a good presentation? What does each part do?
4. Is reading from a script when you deliver a presentation a good idea? Explain.
5. What is a visual aid? Give two examples of visual aids.
6. What does the Slide pane display? What does it allow the user to do?
7. What are placeholders?
8. What does the Notes pane allow the user to do?
9. What is the purpose of the Slide Sorter view?
10. What is a theme?
11. Describe how to insert clip art in a slide.
12. Describe how to change the background color of slides.
13. Why would you drag a sound icon off a slide?
14. What color choices do you have when printing notes pages?
15. List five tips or guidelines you should follow when giving a presentation.