

Week 11 and 12: Microsoft PowerPoint



DBA 303

Business Information System

Learning Outcome

- At the end of the lecture, student should be able:
 - To acquire hands-on experience on basic Microsoft Office application – Microsoft PowerPoint

Introduction to Microsoft PowerPoint

- Microsoft PowerPoint is a powerful tool to create professional looking presentations and slide shows.

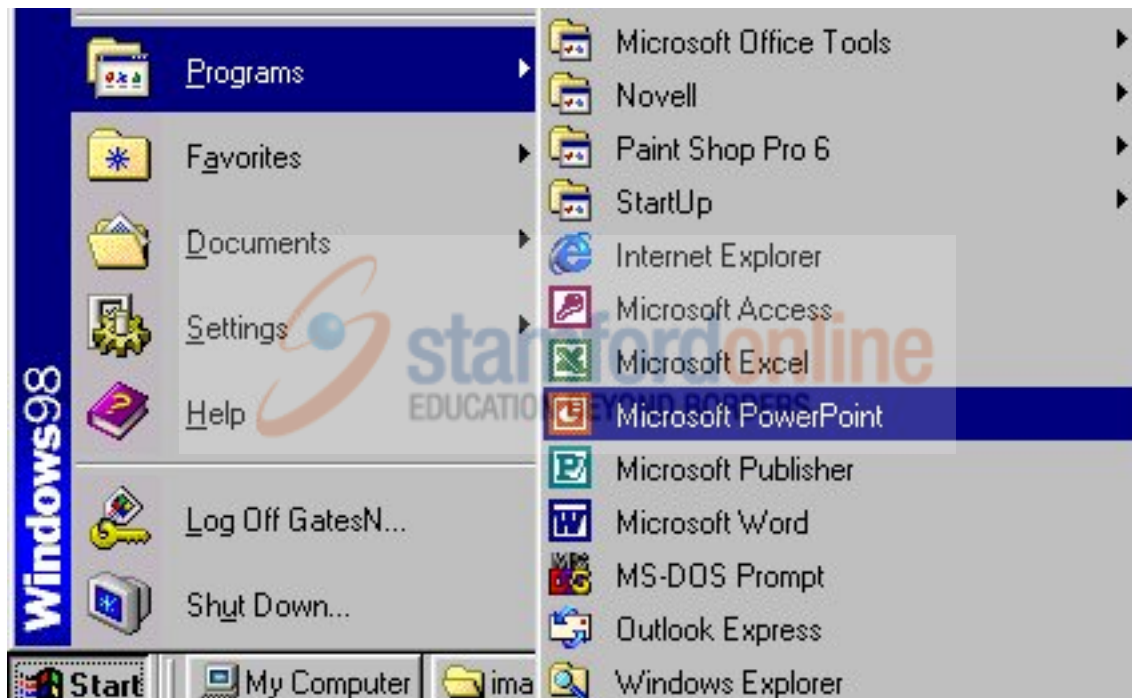


Starting Microsoft PowerPoint

- Two Ways to start using PowerPoint
 1. Double click on the Microsoft PowerPoint icon on the desktop.

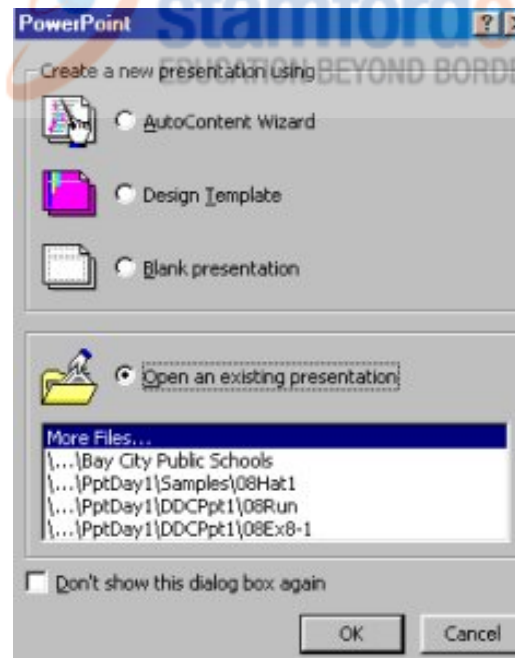


2. Click on Start --> Programs --> Microsoft PowerPoint



Creating & Opening a Presentation

- After you open up Microsoft PowerPoint, a screen pops up asking if you would like to Create a new presentation or Open an existing presentation.



- ***AutoContent Wizard***

- Creates a new presentation by prompting you for information about content, purpose, style, handouts, and output. The new presentation contains sample text that you can replace with your own information. Simply follow the directions and prompts that are given by Microsoft PowerPoint.

- ***Design Template***

- Creates a new presentation based on one of the PowerPoint design templates supplied by Microsoft. Use what is already supplied by Microsoft PowerPoint and change the information to your own.

- ***Blank Presentation***

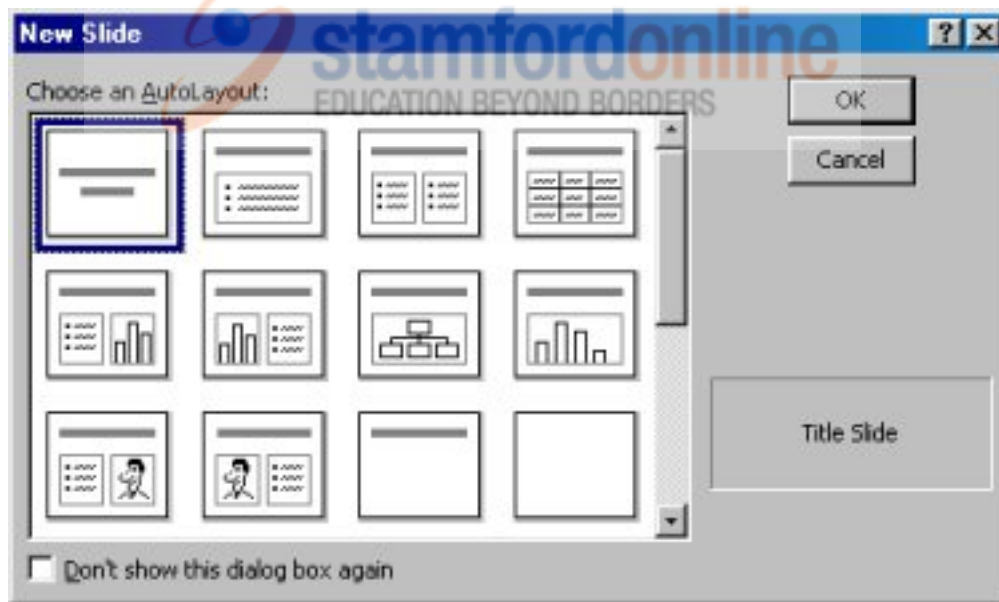
- Creates a new, blank presentation using the default settings for text and colours. Go to next step: Creating a blank presentation

Opening An Existing Presentation

1. Select **Open An Existing Presentation** from the picture above
2. Click on your presentation in the white box below step 1
 - If you do not see your presentation in the white box, select **More Files** and hit OK.
 - Locate your existing Presentation and hit the **Open** button

Create a Blank Presentation




- After you select Blank Presentation a window pops up asking you to select the layout of the first slide.





Pre-Designed Slide Layouts (Left to Right)

- Title Slide
- Bulleted List
- Two Column Text
- Table
- Text & Chart
- Chart & Text
- Organizational Chart
- Chart
- Text & Clip Art
- Clip Art & Text
- Title Only
- Blank Slide



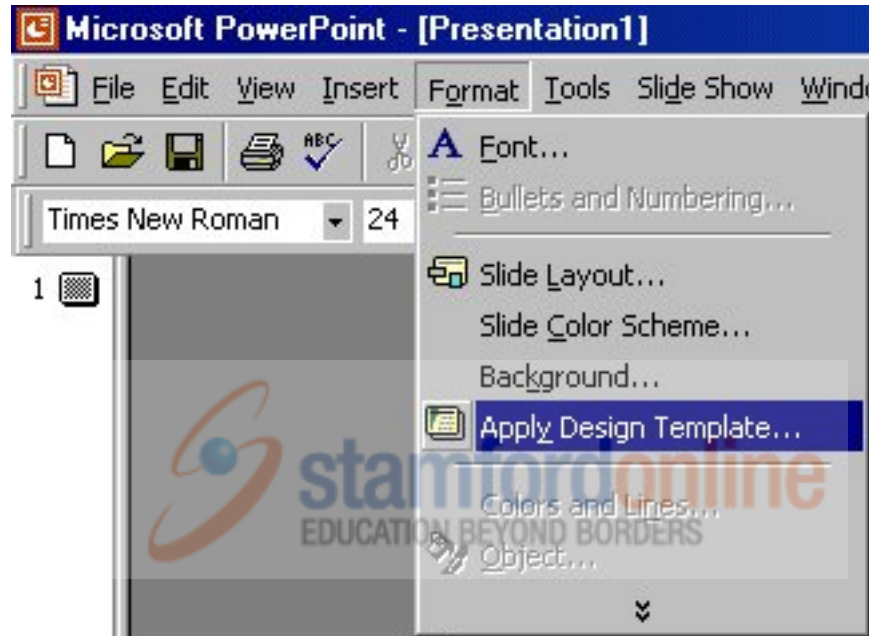
Icon	Description
	<p>Normal View :</p> <p>Switches to normal view, where you can work on one slide at a time or organize the structure of all the slides in your presentation.</p>
	<p>Outline View :</p> <p>Switches to outline view, where you can work with the structure of your file in outline form. Work in outline view when you need to organize the structure of your file.</p>
	<p>Slide View</p> <p>Switches to slide view, where you can work on one slide at a time.</p>

Icon	Description
	<p>Slide Sorter View:</p> <p>Displays miniature versions of all slides in a presentation, complete with text and graphics. In slide sorter view, you can reorder slides, add transitions, and animation effects. You can also set the timings for electronic slide shows.</p>
	<p>Slide Show View</p> <p>Runs your slide show in a full screen, beginning with the current slide if you are in slide view or the selected slide if you are in slide sorter view. If you simply want to view your show from the first slide:</p> <ol style="list-style-type: none">1. Click Slide Show at the top of the screen2. Select View Show

Slide Manipulation

- **Inserting A New Slide**
 1. Click **Insert** at top of screen
 2. Select New Slide

- **Formatting A Slide Background**
 - You can format your slide to make it look however you would like, whether it be a background colour, picture, or a design template built into Microsoft PowerPoint. The next step will show you how to apply a Design Template, but the other items mentioned above can be accomplished the same way.
 1. Click **Format** at the top of the screen
 2. Select Apply Design Template




3. Select Design you wish to apply
4. Click Apply Button

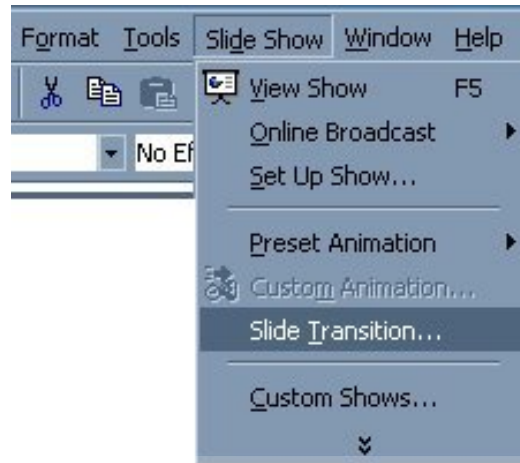
- Inserting Clipart & Pictures

1. Display the slide you want to add a picture to
2. Click **Insert** at the top of the screen
3. Select **Picture**
4. Select **Clip Art**
5. Click the category you want
6. Click the picture you want
7. Click Insert Clip on the shortcut menu
8. When you are finished using the Clip Gallery, click the Close button on the Clip Gallery title bar
9. ***Steps 1-4 are very similar when inserting other Pictures, Objects, Movies, Sounds, and Charts***



Adding Transitions to a Slide Show

- You can add customized transitions to your slide show that will make it come alive and become appealing to your audience. Follow these steps when adding Slide Transitions:
 1. In **slide or slide sorter view**, select the slide or slides you want to add a transition to.
 2. On the **Slide Show** menu at the top of the screen, click **Slide Transition**.



3. In the Effect box, click the transition you want, and then select any other options you want.
4. To apply the transition to the selected slide, click Apply.
5. To apply the transition to all the slides, click Apply to All.
6. Repeat the process for each slide you want to add a transition to.
7. To view the transitions, on the Slide Show menu, click Animation Preview.

Viewing The Slide Show

- You can view your slide show by any of the following ways:
 1. Click Slide Show at the lower left of the PowerPoint window.
 2. On the Slide Show menu, click View Show.
 3. On the View menu, click Slide Show.
 4. Press F5 on the keyboard.

Navigating While In Your Slide Show

- **Forward Navigation**
 - Simply click on the left Mouse Button or hit the Enter Button on your keyboard
- **Reverse Navigation**
 - Hit the Backspace on the keyboard
- **Exiting the show**
 - Hit the Esc Button on the keyboard

