Lesson 2: Creating Presentations

Objectives

The student will be able to:
  ➢ Create a new presentation
  ➢ Understand slide types
  ➢ Enter text into slides
  ➢ Change and format text on slides
  ➢ Add bullets
  ➢ Create numbered lists
  ➢ Save the presentation

Overview

New Terms

Slide Layouts	**Slide Layouts** with ready-made placeholders for titles, text, and objects such as clip art, graphs, and charts; there are 27 different layouts.
Auto Content Wizard	The **AutoContent Wizard** leads the designer through various formatting options which help develop a clear, professional style for the presentation.
Template	A template is a slide or presentation with a predefined format and color scheme which may be applied to another presentation.
Blank Presentation	The **Blank Presentation** option opens PowerPoint's default presentation. Any presentation can be designed or saved as the default; this presentation would open every time the **Blank Presentation** option was selected.
Placeholders	Placeholders are predefined areas on **Master Slides** and in **Side Layouts** designating where specific objects or text are placed. Placeholders consist of selection boxes.
Selection Box	A selection box appears around a text box when it is selected on a PowerPoint slide. It includes selection handles.
Title Placeholder	The Title Placeholder appears slightly above the center of a slide. It provides a text area into which to enter the title of a slide.
Subtitle Placeholder	The Subtitle Placeholder appears slightly below the Title placeholder. It provides a text area into which to enter the subtitle of a slide.
Bullets	Bullets are special characters or symbols used to set off information; usually each bulleted paragraph is an item in a list.
Bullets Button 〓	This toolbar icon may be used to apply bullets to selected paragraphs.
Numbered List Button 〓	This toolbar icon may be used to apply numbered lists to selected paragraphs.

Presentation and Visual Elements

Know the Presentation Space

If possible, learn about the space where the presentation will occur. When and where will the presentation be? Lighting issues may influence what is chosen for background colors or templates. If the room is already dark without lights, having a dark background in the presentation may make the space seem like a cave. In that situation no one can take notes; people will not be able to see to leave the room if necessary. The darkness may even induce sleep!

Learn where the light controls are located and if someone will assist with this item and how much control the speaker will have over lighting. Learn how large the room is, and how many seats there will be. Is the floor tiered or flat? The latter arrangement may cause some members to block the view of others. Where will the projection and screen be located? Can the screen be easily accessed by the presenter to point out items and not interfere with slide show advancement or will a laser point be needed by the presenter because he or she cannot easily move between the screen and the computer and the presentation's advancement controls?

Know the Presentation Audience

Is the presentation part of a class or a talk for a specialized group? Who might the members of the audience be in terms of age and gender? Consider that the most predominant form of color blindness is red-green in males; they most likely will see these colors in non-standard representations which, depending upon hue and tone, may blend together. (For more information see http://www.btplc.com/age_disability/ClearerInformation/Colours/index.htm). Also, keep in mind that as individuals age, their eyes lose the ability to distinguish light and dark as crisply; so, if dark backgrounds are used, light lettering might need to be thicker and larger to be seen, because the line of demarcation between the background and letters may be slightly blurred for the viewers.

Know Presentation Techniques

When doing a presentation, stand to the side of the slide so the audience is not reading the copy projected distortedly on the speaker. Use the hand closest to the slide to point out items of importance if a laser pointer is not available. Look at the audience; don't look at the slides and read the items verbatim to the audience.

When creating presentation slides, remember, these are to highlight the key elements of the presentation, not to reiterate information in detail. Remember the KISS rule: Keep It Simple, Student. Use no more than six items or bullets on any one page. If there are more key elements, continue the information on an appropriately labeled second slide. Hold back some information—the details—from the audience so they will focus on the presenter and the specifics of the presentation. If all the information is projected on the slide, why have the speaker?

Creating a Presentation

To start a new presentation, the right **Task Pane** should be opened, allowing access to the area entitled, **Create a new presentation**, or access the options from the **menu bar > File > New**.
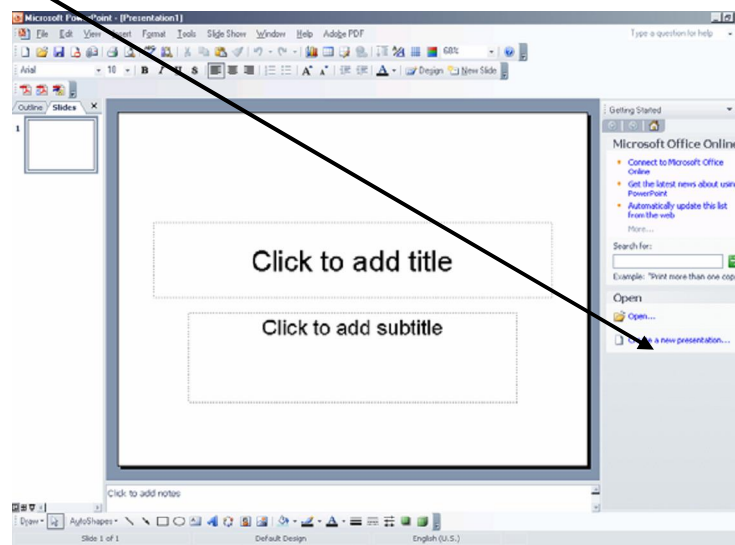

From the displaying right **Task Pane** there are four options
1. **Blank Presentation:** Presentation has neither suggested design nor content.
2. **Design Template:** Determines the presentation's design and provides visual continuity, but does not suggest or influence the content.
3. **AutoContent Wizard:** Provides step-by-step direction through content suggestions.
4. **Existing Presentation:** Using components from a previously created presentation.
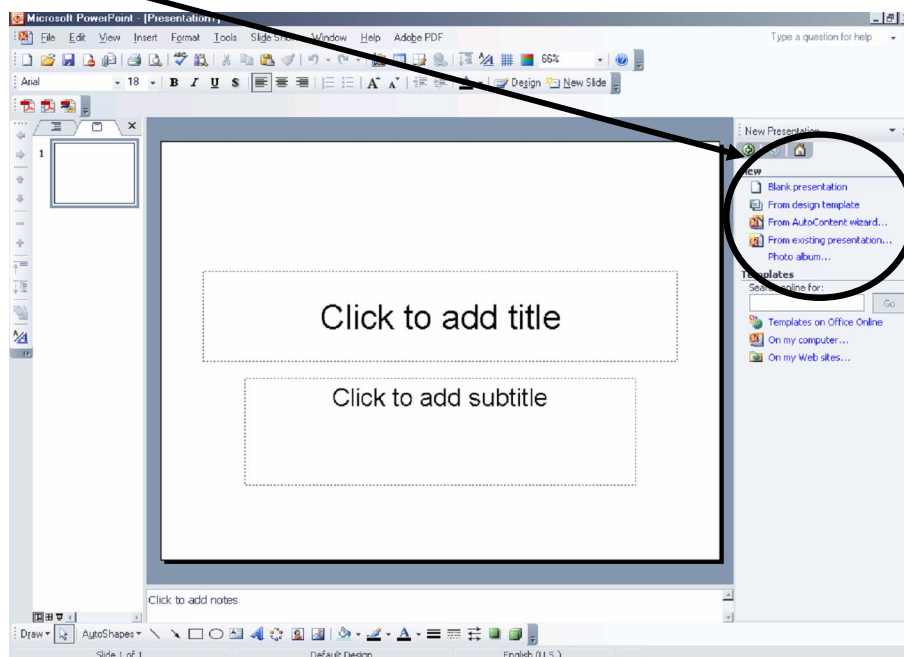
Slide Layouts

Slide types, or **Slide Layouts**, contain special placeholders to secure space on the slide for graphics, text, tables, charts, and more. Each slide layout in the **New Slide Task Pane** contains a visual representation of the slide. Hovering the mouse pointer over the visual reveals a description of the slide type in a pop-up window. There are 27 different **Slide Layouts**.
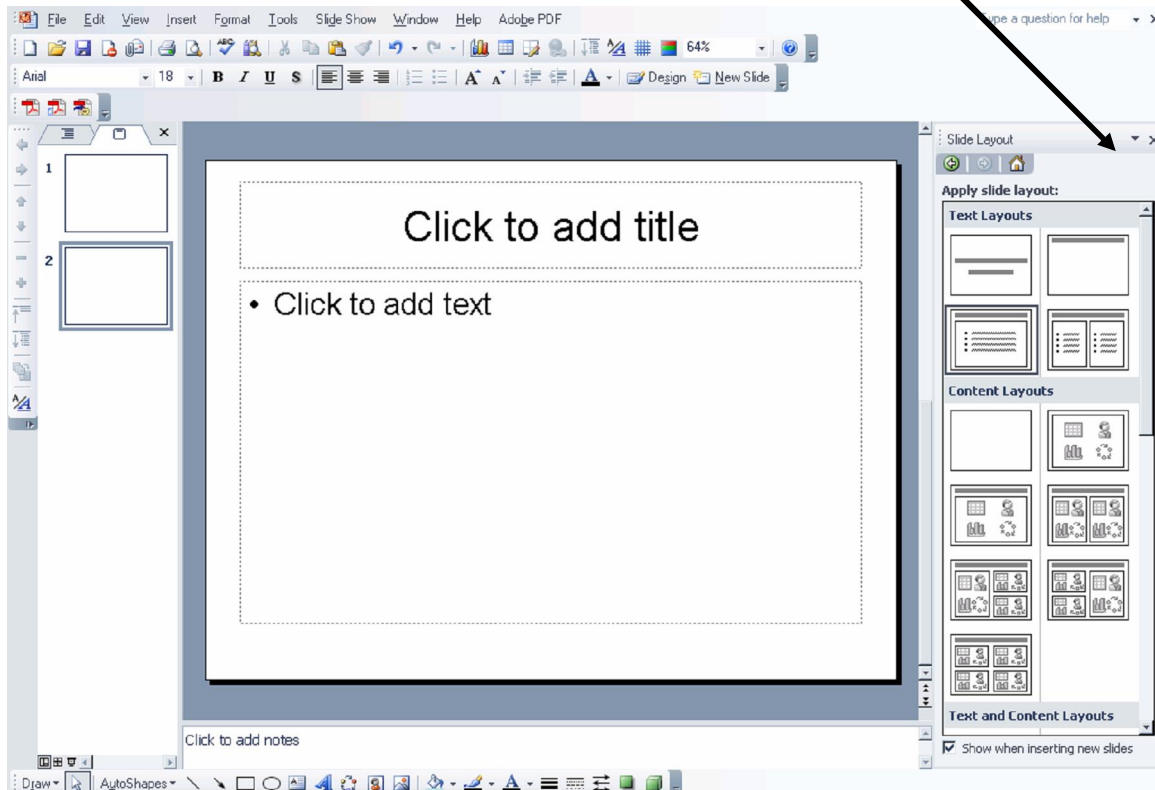
A **Slide Layout** may be chosen when a new slide is created. Placeholders for the text or objects appear automatically. The current placement of items on any slide may be changed at anytime by applying a new **Slide Layout**.

Slide Layout Placeholders	
Placeholder	**Description**
Bulleted List	Displays short list of related points
Clip Art	Inserts a picture
Chart	Inserts a chart
Organization Chart	Inserts an organization chart
Table	Inserts a table from Microsoft Word
Media Clip	Inserts a music, sound, or video clip
Object	Inserts an object created in another program such as an Excel spreadsheet or WordArt object

An example of a slide with three different placeholders—Title, Text, and Content—is shown below.

Click to add title

- Click to add text

Click icon to add content
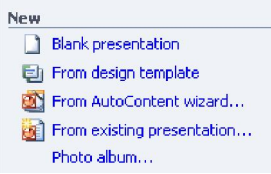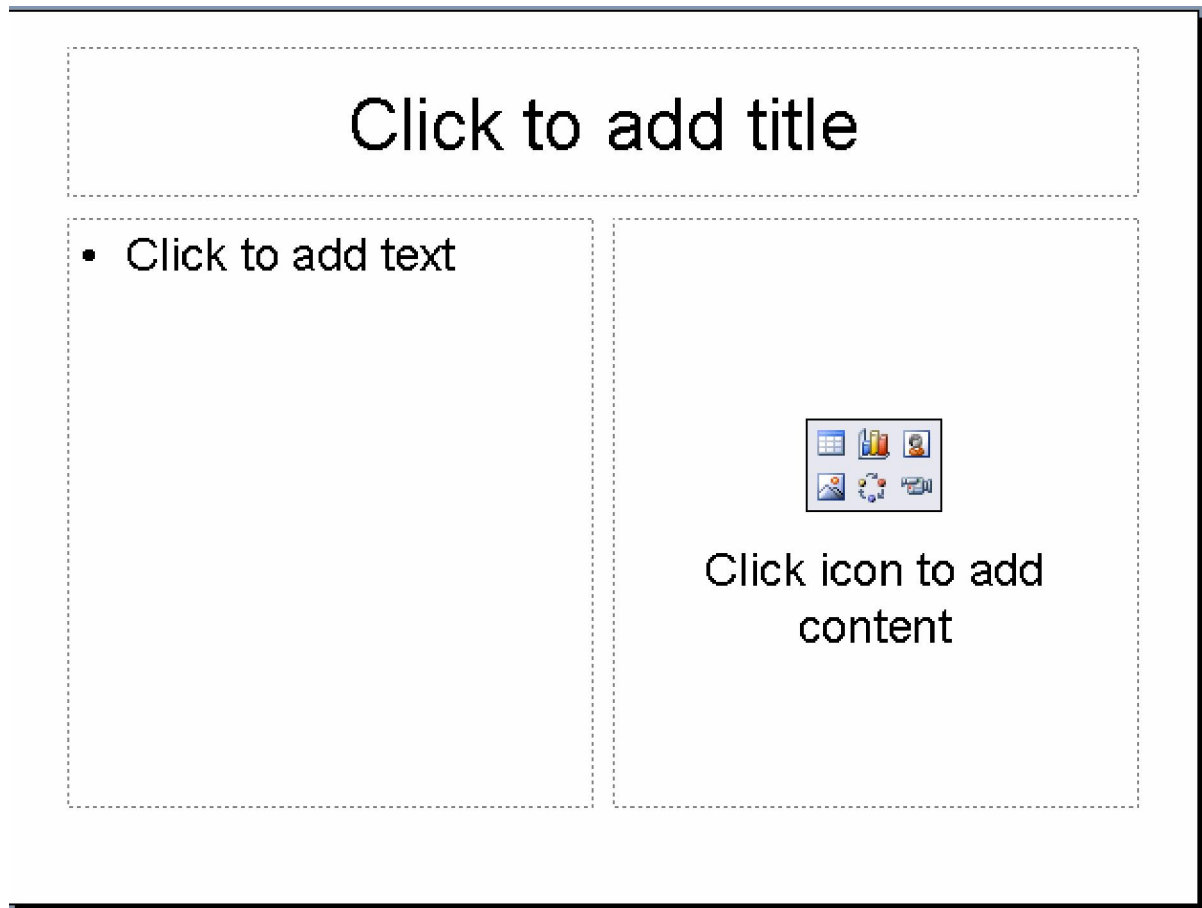
Adding a New Slide to a Presentation

Following are various ways a new slide may be added to a presentation:

- ➢ From the **Standard Toolbar**: New Slide
- ➢ From the **menu bar > Insert > New Slide**
- ➢ From the keyboard: **Ctrl + M**

Using the AutoContent Wizard

The **AutoContent Wizard** assists by providing a variety of business and personal topics to use as a presentation template. These pre-prepared presentations usually contain 5 to 10 slides. Once the foundation is set, one may edit the slides to suit an individual presentation.
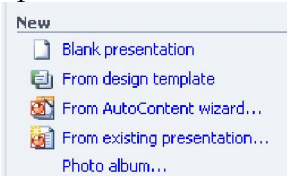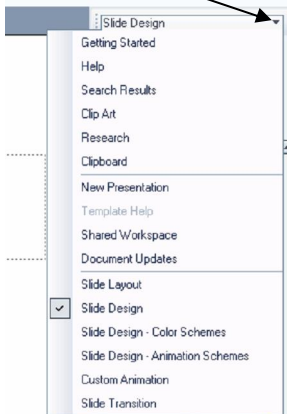
Action Step Practice—Using the AutoContent Wizard to Create a Presentation

	What to do	What happens
1.	From the **menu bar**, trace to **File > New**.	Changes the **Task Pane** to **New Presentation** options.
2.	In the **Task Pane**, click the **AutoContent Wizard** option.	The **AutoContent Wizard** begins.
3.	At the bottom of the first Wizard panel, click the **Next** button.	Returns a dialog box requiring selection of the type of presentation to be given.
4.	Select the type of presentation to be created. For the example, click the **All** button to view the entire list of available presentation types.	All of **AutoContent Wizard** presentations are listed.
5.	Once a particular presentation type has been selected click **Next**.	Returns a dialog box asking for the specific type of output for the presentation.
6.	The default selection is **On-screen presentation**. Almost all current presentations use the default selection, so leave it selected and click **Next**.	A dialog box asking for the **Presentation Title** and any **Footer** information is displayed.
7.	In the **Presentation title** field, enter **[presentation title]**. If a footer is necessary, enter the information in the appropriate area. If the following options are to be included, make certain the check boxes next them—**Date Last Updated** and **Slide Number**—are checked. Click **Next**.	A dialog box returns stating that all necessary information to generate the presentation has been completed.
8.	Click **Finish**.	The presentation has been created.
9.	Review the presentation's appearance. When finished, close the presentation without saving it.	

Using Design Templates

The **Design Template** provides the designer the opportunity to have a uniform appearance to presentation slides, but does not suggest organization or content of the presentation.

Action Step Practice—Creating a Presentation with the Design Template

What to do	What happens
1. From the **menu bar**, trace to **File > New**.	Changes the **Task Pane** to **New Presentation** options.
2. In the **Task Pane**, click the **Design Template** option. New Blank presentation From design template From AutoContent wizard… From existing presentation… Photo album…	The **Design Template** begins.
3. Review the presentation design options from the **Task Pane**. To select on a design, click to add it to the slide.	Sets the design for the presentation.
4. From the top of the **Task Pane** click the pull-down arrow next to **Slide Design.** Slide Design Getting Started Help Search Results Clip Art Research Clipboard New Presentation Template Help Shared Workspace Document Updates Slide Layout ✓ Slide Design Slide Design - Color Schemes Slide Design - Animation Schemes Custom Animation Slide Transition 5. From the displayed list, click **Slide Layout**. 6. At the top under **Text Layouts**, verify that the **Title Slide Slide Layout** (slide type) is selected by confirming the double frame around the layout. 7. Click on **Title Slide** if it is not selected.	Creates a title slide.
8. Click in the **Click to add title** placeholder and type: **[The Title of the Presentation]**	Enters the title of the presentation.
9. Now click in the **Click to add subtitle** placeholder and type: **[Usually the Author's name is placed in this subtitle]**	Enters the subtitle of the presentation.

What to do	What happens
10. Click in any portion of the gray area in the slide pane.	Deselects the placeholders and reveals the completed slide.
11. From the **Formatting toolbar**, click on **New Slide**. ![New Slide]	Adds a new slide.
12. Select the bulleted list layout, **Title and Text**.	Create a bulleted list slide.
13. Click on the **Title** placeholder and add the following text: **[The slide's title or major subject content]:**	Adds the title for the slide.
14. Place and click the cursor in the **Click to add text** placeholder and change the **Font** by using the **Font** drop-down box; change the **Font size** by using the drop-down box next to the type name. ![Arial 24]	Changes the font type and size.
15. Click in the sub-text placeholder and type: **[The first item in a bulleted list].**	Adds a bulleted list line item to the slide.
16. From the keyboard, press *Enter*	
17. Type the next lines in the bulleted list, pressing *Enter* after each line:	Adds two more bulleted list lines to the slide.
18. Add another **New Slide** with bulleted list (**Title and Text**) layout.	Adds a third slide to the presentation.
19. Enter a title for the third slide: **[Third slide title]**	Creates a title for the third slide.
20. Enter the bulleted list items for this slide:	Places items in the bulleted list.
21. Press **Enter**.	
22. If a line to be added needs to be under the last bulleted list item entered (a sub-set of the last item), make certain the cursor is positioned on a new line under the last item. From the far left of the screen, click the **Demote** icon.	Demotes the line and adds the demoted line item.
23. Type the sub-set text:	
24. Press **Enter**.	
25. Press the **Promote** icon to re-establish the hierarchy of the bulleted items. ![promote icon].	Adds the fourth item on this slide.
26. Type the next bulleted item:	
27. From the **menu bar** trace to **Insert > New Slide** and click.	Adds the fourth slide to the presentation. Notice that this slide automatically repeats the bulleted list item (**Title and Text**) layout.
28. Title the next slide. This slide will demonstrate a numbered list—something which might be used to convey a step-by-step process.	

What to do	What happens
29. Click inside the text portion of the slide. The items to be entered here should be numbered rather than bulleted. To do this, trace to the **Formatting toolbar** and click on the numbered list icon.	
30. Enter the steps, in order, in a process: For example, the steps in removing a CD drive from a laptop would be the following: **Click the unplug or eject hardware icon** **Select the CD from the list and click OK** **When prompted, slide the release latch to eject the CD** **Replace with the diskette drive**	Creates a numbered process. **Removing the CD Rom** 1. Click the unplug or eject hardware icon 2. Select the CD from the list and click OK 3. When prompted, slide the release latch to eject the CD 4. Replace with the diskette drive.
31. To spell check the presentation navigate to the **menu bar** and trace to **Tools > Spelling**. 32. This spell checker will work very similarly to the one in Microsoft Word. Make any changes as needed. 33. Navigate to **File > Save As** to save the presentation in **MyDocuments**.	

> To apply a template to an existing presentation, from the **menu bar**, trace to **Format > Slide Design** and select a template from those displayed in the **Task Pane**.