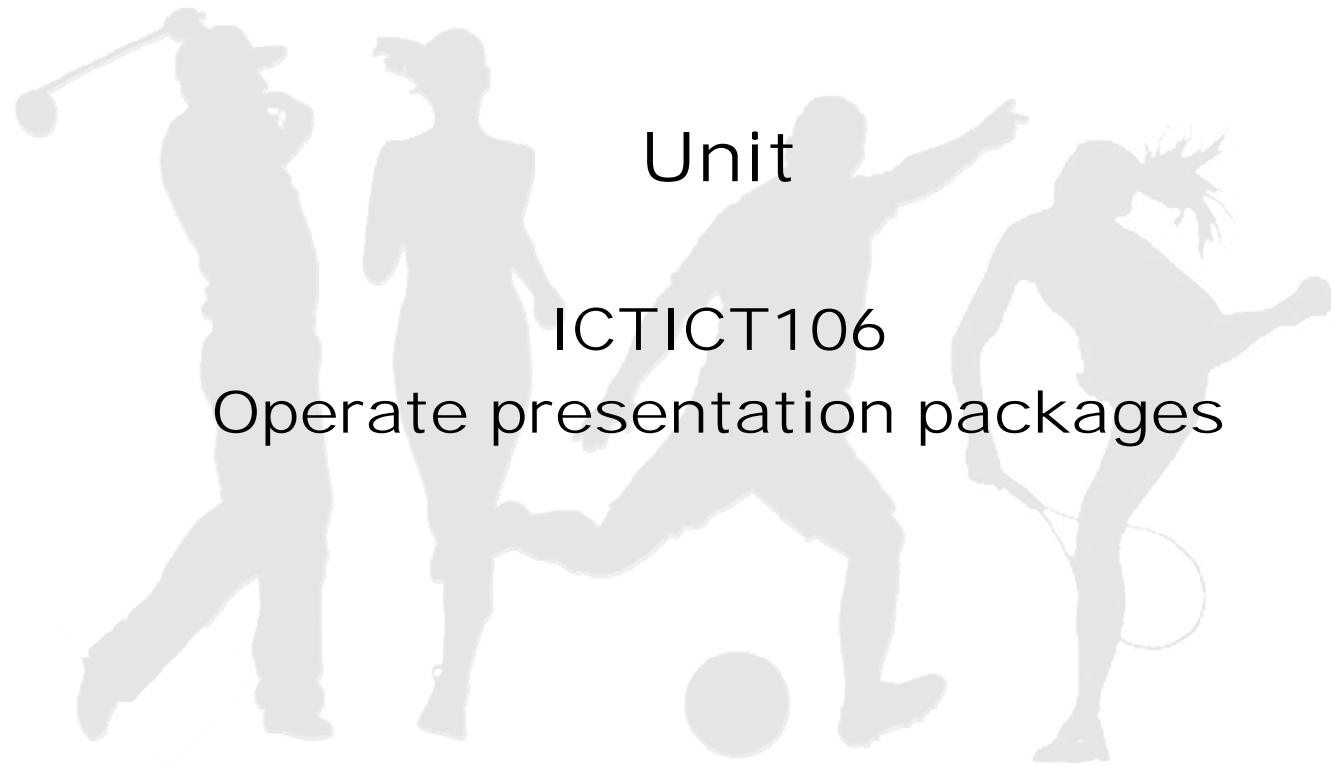


SIS - Sport, Fitness and Recreation Training Package

SIS20412 Cert. II and SIS30613 Cert. III

Sport Career Oriented Participation



Unit

ICTICT106

Operate presentation packages

Trainer/Teacher Manual



LANE

Passing Lane Pty Ltd
PO Box 975
COWES VICTORIA 3922

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STUDENT/TRAINEE DETAILS

Student/Trainee Name

Student/Trainee Email

Teacher / Trainer Name

School / Institution / Training Organisation / Employer

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INTRODUCTION

This manual is developed to provide training content that addresses the specific 'Unit of Competency' as outlined on the following pages.

It provides the teacher and/or trainer with a document that includes all that the student and/or trainee manual content plus guidance notes as well as answers to the learning activities in the student/trainee manual.

This manual can be packaged with various manuals addressing other 'Units of Competency' in order to meet the 'Packaging Rules' of a particular Australian Training Package Qualification.

This resource has been designed to be delivered in a form that is conducive to the learning environment including:

- ☆ Online delivery
- ☆ Classroom delivery
- ☆ On the job training

The documents are designed in a 'landscape' format in order to make reading on a computer screen easier as well as reduces the need to scroll down pages. Documents can be easily printed if the learning environment requires the student or trainee to have hard copies of the learning materials.

INTRODUCTION—CONT'D

LEARNING ACTIVITIES

The learning activities in the student and/or trainee manuals are 'Form Enabled' so that if the resources delivered online, the activities can be filled in using the computer keyboard.

Each learning activity is identified with the following icon.

A blue rounded rectangle containing the text "Learning Activity" in white.

Learning activities come in the following forms.

- ☆ Questions
- ☆ Research
- ☆ Tasks
- ☆ Interviews

Questions

Questions would relate to the information presented on previous pages.

Research

This type of learning activity would require the student or trainee to locate information by using research methods. The information they would be required to locate would be in line and/or support the information that the manual had outlined in previous pages.

INTRODUCTION—CONT'D

Tasks

This learning activity type would require the student/trainee to actually do or undertake something and would be reinforcing the knowledge they have gained from reading the manual's previous pages.

Interviews

This learning activity type would require the student/trainee to interview person(s) in an actual workplace environment or a person(s) who are experienced in the industry sector which the student/trainee is currently undergoing training.

The student/trainee is made aware of the type of learning activity by noting the learning activity type displayed under the learning activity icon.

**Learning
Activity**

Research

SELF ASSESSMENT

At the end of each manual is a series of questions that the student/trainee should review and answer.

This self assessment is to ensure in the student's or trainee's mind that they have reviewed and understood the information that was presented in their manual.

If they are unsure of their understanding in any of the topics reviewed, they are encouraged to go back and review the information again and/or seek the assistance of their teacher or trainer.

UNIT OF COMPETENCY OVERVIEW

The following pages are extracts from Training.gov.au website and outlines this specific 'Unit of Competency' including the 'Elements' and the 'Performance Criteria'. The content within this manual has been developed to address this unit.

ICTICT106 - OPERATE PRESENTATION PACKAGES

ELEMENT	PERFORMANCE CRITERIA
1. Create presentations	1.1 Open presentation package and create a simple design for a presentation according to organisational requirements 1.2 Open blank presentation and add text and graphics 1.3 Apply existing styles within a presentation 1.4 Use presentation template and slides to create a presentation 1.5 Use various tools to improve the look of the presentation 1.6 Save presentation to the appropriate storage device and folder
2. Customise basic settings	2.1 Adjust display to meet user requirements 2.2 Open and view different toolbars to view options 2.3 Ensure font settings are appropriate for the presentation purpose 2.4 View multiple slides at once
3. Format presentations	3.1 Use and incorporate organisational charts and bulleted lists, and modify as required 3.2 Add objects and manipulate to meet presentation purposes 3.3 Import objects and modify for presentation purposes 3.4 Modify slide layout, including text and colours, to meet presentation requirements 3.5 Use formatting tools as required within the presentation 3.6 Duplicate slides within and across a presentation 3.7 Reorder sequence of slides and delete slides for presentation purposes 3.8 Save presentation in another format 3.9 Save to storage device and close presentation

4. Add slide show effects	<ul style="list-style-type: none">4.1 Incorporate pre-set animation and multimedia effects into presentation as required to enhance the presentation4.2 Add slide transition effects to presentation to ensure smooth progression through the presentation4.3 Test presentation for overall effect4.4 Use onscreen navigation tools to start and stop slide show or move between different slides as required
5. Print presentation and notes	<ul style="list-style-type: none">5.1 Select appropriate print format for presentation5.2 Select preferred slide orientation5.3 Add notes and slide numbers5.4 Preview slides and run spell check before presentation5.5 Print selected slides and submit presentation to appropriate person for feedback

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Section One

Create Presentations

OPERATE PRESENTATION PACKAGES

SECTION ONE—CREATE PRESENTATIONS

INTRODUCTION

You may have attended a meeting and the presenter turns on a projector for a slide presentation and people say..."Not another boring PowerPoint". This is often the case because the presenter has not thought out the design and the content thoroughly.

In this section we look at how you can avoid this.

We also look into detail about how to create a presentation using Microsoft PowerPoint application software. To complete this unit you will need to have access to PowerPoint 2010 or 2013.

SECTION LEARNING OBJECTIVES

At the completion of this section you will learn information relating to:

- ☆ Opening presentation package and creating a simple design for a presentation according to organisational requirements
- ☆ Opening blank presentation and add text and graphics
- ☆ Applying existing styles within a presentation
- ☆ Using presentation template and slides to create a presentation
- ☆ Using various tools to improve the look of the presentation
- ☆ Saving presentation to the appropriate storage device and folder

OPEN PRESENTATION PACKAGE AND CREATE A SIMPLE DESIGN FOR A PRESENTATION ACCORDING TO ORGANISATIONAL REQUIREMENTS

What everyone wants to avoid is a PowerPoint slide presentation that is badly designed or is totally ineffective.

If you pay attention to these three concepts as you put the visuals together, the end product will become effective.

- ☆ Make it BIG
- ☆ Keep it Simple
- ☆ Make it Clear

Make it BIG

Naturally, you'd like everyone in the audience to be able to actually see the visual you plan to use. This is complicated by not always knowing the size of the audience you'll be presenting to, the size of the room you'll use or how the slides will be projected.

As a rule of thumb, if it looks okay to read on the computer screen, it's probably too small. If it looks big, it's likely still too small. Aim for overly large. Here are a few hints on estimating appropriate sizes during the design phase.

Here's a hint to use while still in the early stages. Storyboard your presentation by sketching each slide on A4 cards. Using the sketches you've made on the A4 cards, spread them across the floor. Walk around while trying to see and read each card as you stand above it.

If you can see all the information on the card, that visual is about the right size. If you can't, re-size the information or get rid of some of it altogether. If you can stand on your chair and still see it, that's even better.

When developing the slides in PowerPoint from your sketches, it is important to check sizing as well. Simply expand the slide until it takes up the full screen. Then move back until you are about 2 metres away from the screen. Anything you can see or read easily should be about the correct size.

8. Keep It Simple!

- Simplicity is the essence of an effective presentation.
- Flashy manipulation of type grabs attention, but should not be used when significant information needs to be conveyed.
- Do not expect your audience to read text when a playing.

KEEP IT SIMPLE

KEEP IT SIMPLE

The visuals you use should introduce only the essential elements of concepts you'll discuss. The audience should be able to get the point of the slide within the first 5 seconds after it appears. For this approach to be effective, you'll have to include only the most pertinent information in each visual.

Use text on slides sparingly. As a rule:

- ☆ Use no more than 6 lines of text per slide.
- ☆ Use no more than 7 words per line of text.
- ☆ Avoid using a number of text slides in a row during the presentation.

You should limit the text contained on each visual and restrict the contents of tables or graphs to include only the information most pertinent to your topic. A table or graph with too much data is hard to read and can be confusing.

A common pitfall, particularly for those new to the possibilities of PowerPoint, is creating overly artistic rather than useful slides. Images and graphics can be very powerful additions to a presentation if used sparingly.

Overly complex images or graphics can actually distract from the important message of the slide and presentation.

Hobo
Acme
Heroic
Spannoni
Eagle Book
Old English
Helvetica Bold
Comic Sans Bold
Gill Sans Extra Bold Condensed
Vagary Rounded Bold
New Century Bold

MAKE IT CLEAR

If the information in the slide isn't easy to see or read, the audience will be trying to figure it out instead of getting the message or listening to what you have to say. That's the first step towards losing the attention of an audience, or confusing them.

Here are a few hints to help make the information contained on a slide more accessible to the audience. When choosing a font for the text, you should also carefully consider the size of the font you'll use, as well as settle on a colour scheme.

The most common and easiest to read fonts are:

- ☆ Helvetica
- ☆ Arial
- ☆ Tahoma
- ☆ Calibri

Fonts in the style of 'script' should be avoided. It is the most difficult to read off a slide.



The decision about what size of font to use is tough. You'll find that the larger the text, the easier it is to see from the back of the room. On the other hand, you'll be able to fit less text on each slide.

There are two rules of thumb to keep in mind:

- ☆ Use one slide to illustrate each concept.
- ☆ We tend to see most fonts printed in a 10 - 12 point size, in textbooks and on computer screens. Larger text looks strange, and we tend to overestimate how big text sizes larger than 18 point will actually appear when projected onto a screen.

If the text looks big enough to be the right size (18-24 point), it's probably too small. Make the text so large that you feel it must be too big (36-48 point) - it will probably be just about right.

In general, you should use one visual to present one (and only one) concept. On the other hand, more complex concepts may be difficult for an audience to follow and for you to discuss. The entire concept may be introduced more effectively - and often more rapidly - by progressively disclosing successive elements of the concept. This stepwise approach is easier to explain, easier for your audience to grasp, and implies a logical sequence inherent in the concept you will present.

CREATE GRAPHICS

Colour dramatically increases visual impact and one of the most effective uses of colour is to emphasise selected text. Select contrasting colours to increase visibility and avoid colour clashes.

Many persons experience some degree of colour insensitivity (the most common form is a reduced sensitivity to reds and greens, in about 1 out of 10 males). If you use reds and greens, choose highly saturated colours instead of pastels and use thicker lines (for instance, when showing different sets of data on a graph).



OTHER DESIGN TIPS

Put dark text on a light background—Again, this is easiest to read. If you must use a dark background – for instance, if your company uses a standard template with a dark background – make sure your text is quite light (white, cream, light grey, or pastels) and perhaps bump the font size up two or three notches.

Align text left or right—Centred text is harder to read and looks amateurish. Line up all your text to a right-hand or left-hand margin– it will look better and be easier to follow.

Avoid clutter—A headline, a few bullet points, maybe an image – anything more than that and you risk losing your audience as they sort it all out.

Avoid the ‘click and read’ trap—Poorly designed presentations and inexperienced presenters often put a page of text on a slide and then stand in front of the audience and read the slide. The text on a slide is only to be an abridged version of a topic (such as bullet points) with enough words to prompt the presenter to verbally fill in the information gaps.

Avoid over use of animations—Poorly designed presentations and inexperienced presenters will often use all the animation options available to them and this is very distracting. Use one or two types and stick with those throughout the presentation.

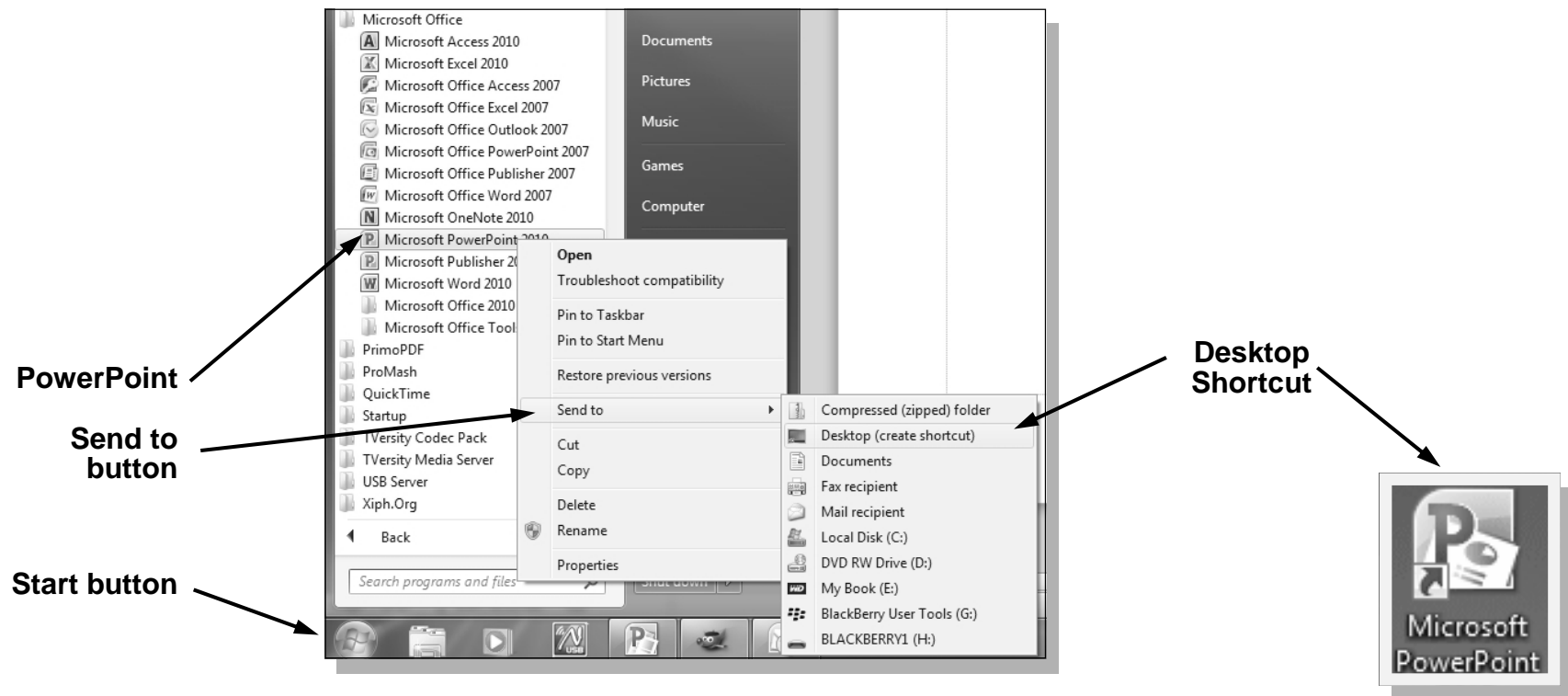
Avoid overuse of sound/music—Any sound or music used in the presentation should be only used as background and not loud and distracting.

OPENING THE POWERPOINT APPLICATION

We have learned how to design a PowerPoint presentation that will be effective and look professional. So the rest of these training materials are focused on creating a presentation.

It is suggested that a PowerPoint desktop shortcut be created. This will avoid the need to use the START (Windows 7) menu each time you wish to start PowerPoint.

To create a PowerPoint shortcut go to the START button, then 'All Programs' and then highlight PowerPoint.



Right-click with your mouse and choose 'Send to', then select 'Desktop (create shortcut)'.

A PowerPoint shortcut will be deposited onto desktop. To open PowerPoint at anytime you would just double click on this icon.



ORGANISATIONAL REQUIREMENT

There are numerous types of business documents. Layout and style of each type can be dictated by what information is being communicated by the document as well as what the organisational requirements are. These include electronic presentations.

When we speak of organisational requirements, these generally refer to the following:

- ☆ Policies and procedures of the company relating to the design and production of business documents, such as electronic presentations
- ☆ Allocated budgets associated with producing business documents, such as electronic presentations
- ☆ Accessing sensitive and/or confidential information
- ☆ Accessing secure files and folders on the company's computer system
- ☆ Following the style guides and image policies of the company

When we speak of layout and style of the publication, such as electronic presentations this generally refers to the conventions all businesses often follow when producing various types of business documents.

The term 'conventions' means the generally accepted standards that most businesses adopt.

So it is important that you learn and follow any organisational requirements, such as policies and procedures relating to the development of electronic presentations.

**Learning
Activity**

Question

LEARNING ACTIVITY ONE

What were those three main PowerPoint design concepts we reviewed in this Section?

1 _____

2 _____

3 _____

TEACHER / TRAINER GUIDANCE NOTES

Make it BIG
Keep in Simple
Make it Clear

**Learning
Activity**

Question

LEARNING ACTIVITY TWO

What were those six other tips about PowerPoint designs we reviewed in this Section?

1 _____	2 _____
3 _____	4 _____
5 _____	6 _____

TEACHER / TRAINER GUIDANCE NOTES

- 1) Put dark text on a light background
- 2) Align text left or right
- 3) Avoid clutter
- 4) Avoid the 'click and read' trap
- 5) Avoid over use of animations
- 6) Avoid overuse of sound/music

**Learning
Activity**

Question

LEARNING ACTIVITY THREE

We spoke of 'organisational' requirements in this Section. What five areas of an organisation would organisational requirements generally refer to?

TEACHER / TRAINER GUIDANCE NOTES

When we speak of organisational requirements these generally refer to the following:

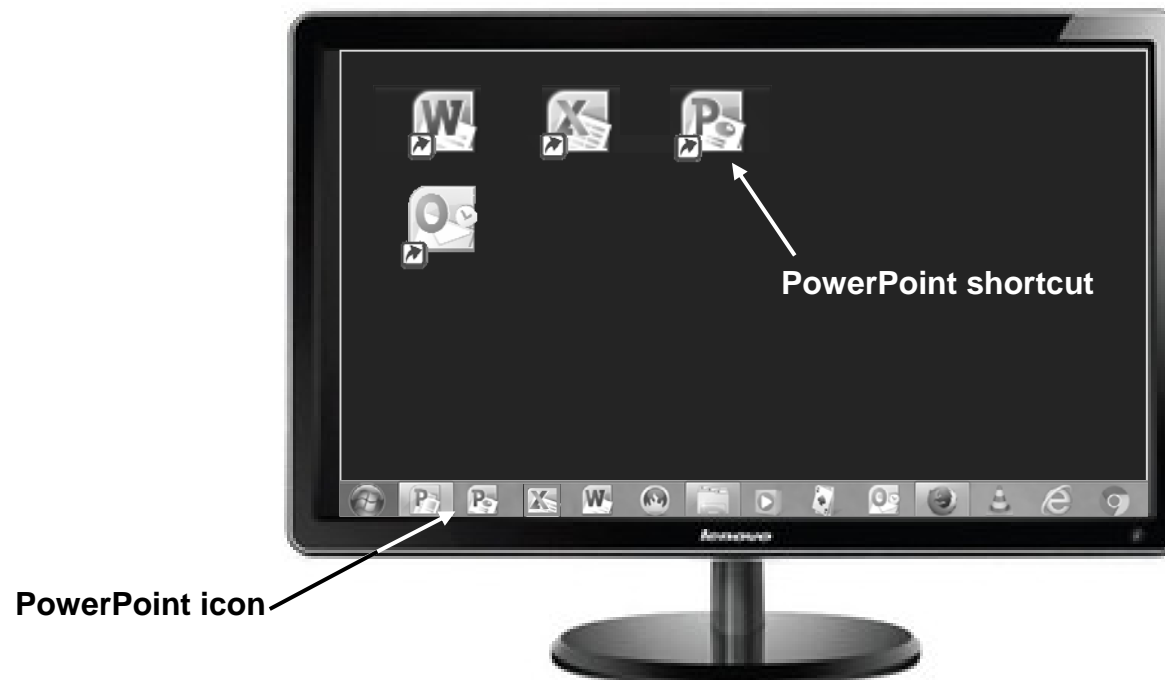
- 1) Policies and procedures of the company relating to the design and production of business documents including electronic presentations
- 2) Allocated budgets associated with producing business documents including electronic presentations
- 3) Accessing sensitive and/or confidential information
- 4) Accessing secure files and folders on the company's computer system
- 5) Following the style guides and image policies of the company

OPEN BLANK PRESENTATION AND ADD TEXT AND GRAPHICS AND APPLY EXISTING STYLES WITHIN A PRESENTATION

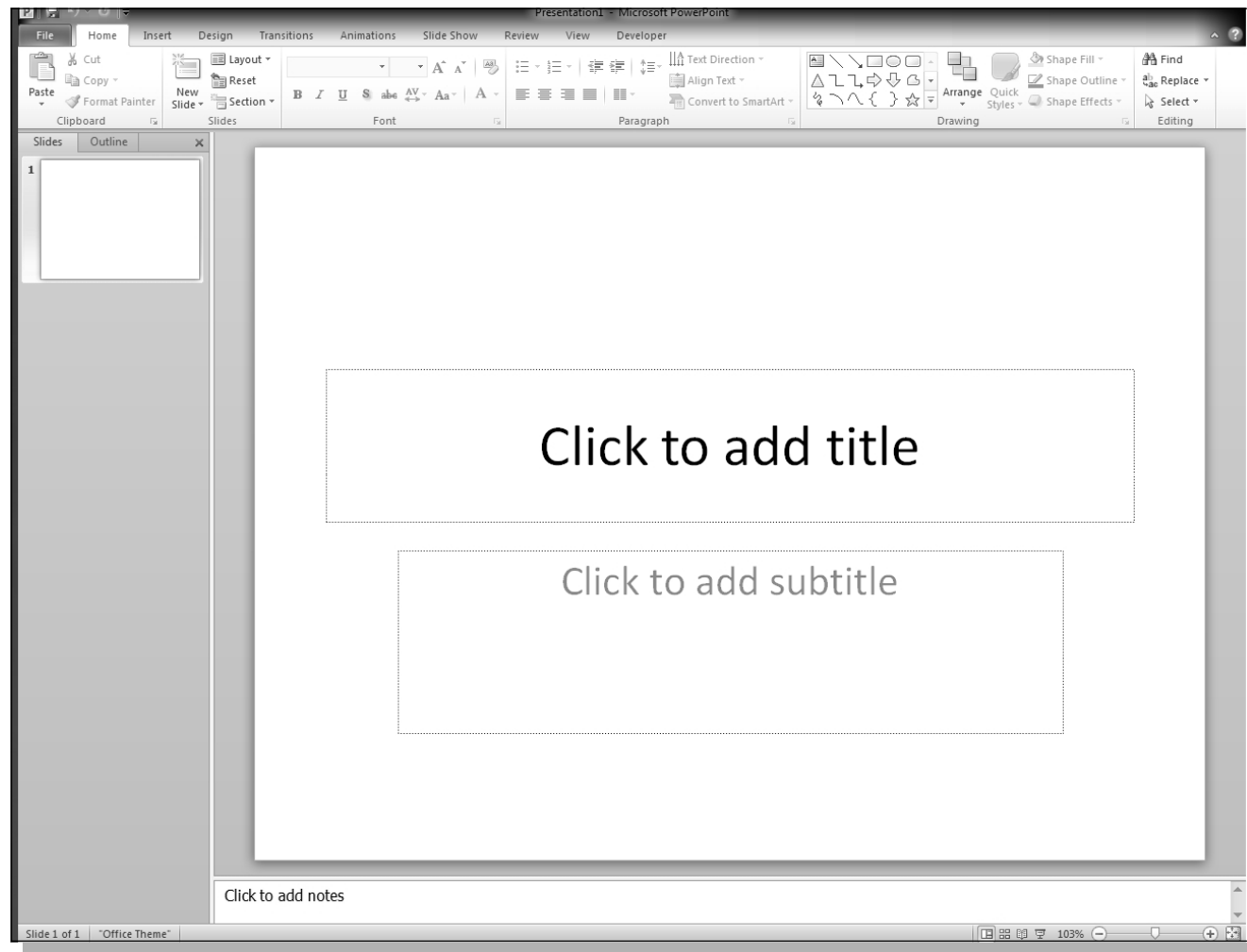
(Over the next few pages we cover two 'Performance Criteria' points at the same time to avoid repetition)

The most popular presentation application is Microsoft PowerPoint. In these training materials we will be referring to Microsoft PowerPoint 2010. There is a newer version called Microsoft PowerPoint 2013. Although there are some minor differences the basic and more common tools you will need to learn are the same.

When Microsoft PowerPoint (PowerPoint) was loaded onto the PC it would have likely created a shortcut on the bottom main Windows toolbar. We learned earlier how to create your own shortcut and place it on the desktop. Either way, it is these shortcuts that you would use to open PowerPoint.

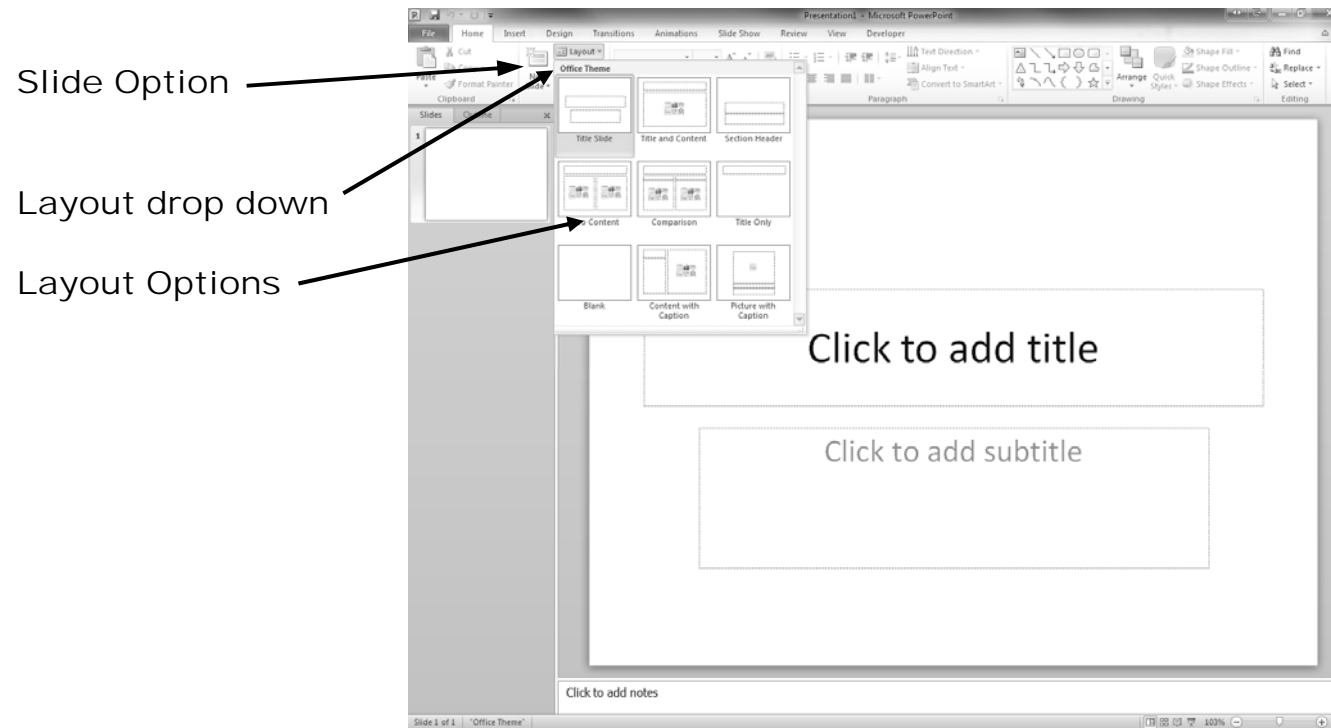


Double click on the icon and open PowerPoint. What will appear is a blank presentation.



STARTING A PRESENTATION

What should be on your screen is a 'New Slide'.



To change the look of this slide go to the 'Slides' option in the Home ribbon and drop down the layout button.

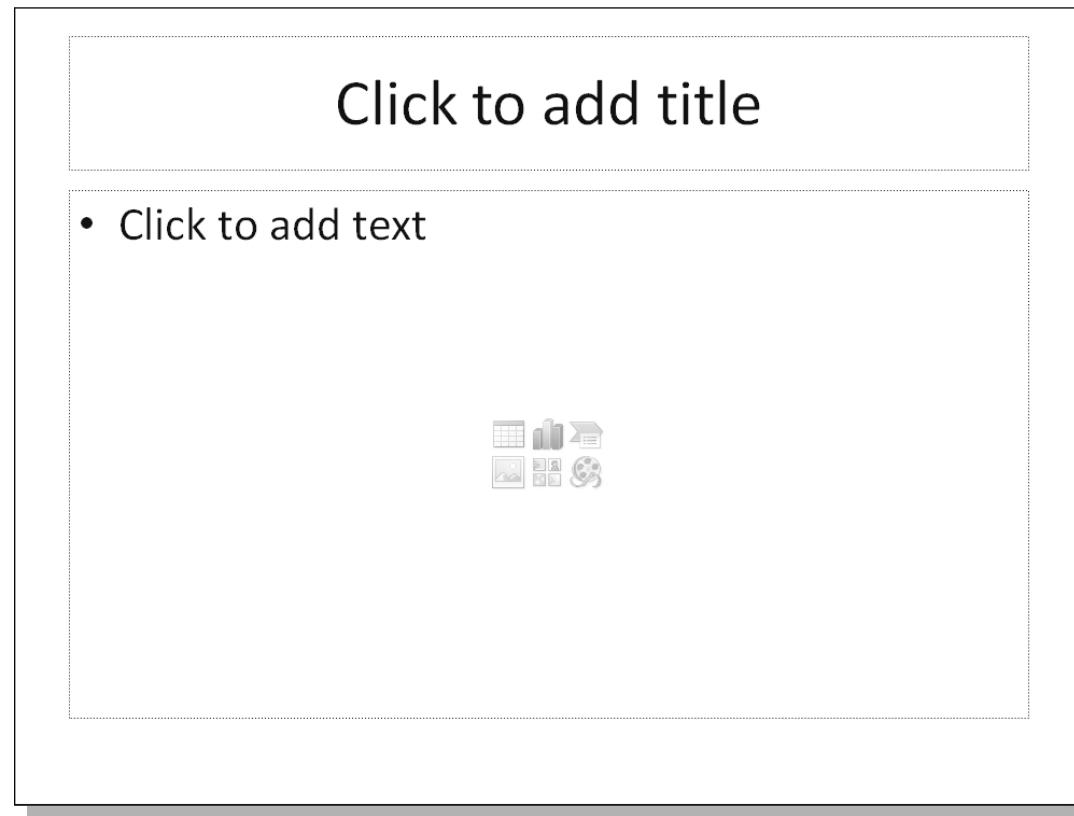
It gives you a series of options to choose your slide. The layout of each subsequent slide can change. Each time you click on 'New Slide' in the 'Slides' option, you can use this menu.

If you were not happy with any of the standard layouts, you would click on the 'Blank Slide'.

To start, let's pick the layout that is the second from the right on the top row.

TEXT PLACEHOLDERS

What you will see is a slide that appears to look like two frames. These are called 'text placeholders'.



If you click on any of the text placeholders you will notice that a heavy grey board appears. This signifies that the text placeholder is ready to be used, or worked with.

You will also notice that there are small boxes in the grey frame, these are sizing handles. If you place your cursor on the bottom or top box a vertical double-ended arrow will appear.



This is used to change the height of the text placeholder. To change the height hold down the left button of your mouse when the arrow appears and either drag up or down to change the height.

If you place the cursor on the handle on the end of the text placeholder, a horizontal double-ended arrow would appear.



This is to change the width of the text placeholder. To change the width hold down the left button of your mouse when the arrow appears and drag either left or right to change the width.

If you place the cursor on the corners of the text placeholder, a 45 degree double-ended arrow should appear.



This is to change the width and the height of the text placeholder at the same. To change the overall shape of the text placeholder, hold down the left button of your mouse and when the arrow appears either drag in or out to change the shape.

If you place the cursor anywhere on the grey border (except the handles) an arrow star will appear.



This is to move the text placeholder to a different location.

To move the text placeholder hold down the left button of your mouse when the arrow star appears and drag the entire textbox to where you want to place it.

**Learning
Activity**

Task

LEARNING ACTIVITY FOUR

To practice what we have just reviewed, try changing the sizing of the title text placeholder using all the handles.

We suggest that this activity is performed in front of your teacher or trainer so that they can observe you doing this task properly. If you are doing this at work then ask your employer or supervisor to watch you do this activity successfully and then provide evidence to your teacher or trainer that it was done correctly.

TEACHER / TRAINER GUIDANCE NOTES

This is a practice exercise and helps to reinforce the knowledge that the student has gained in this section. It is best if the student or trainee was able to do this while the teacher or trainer watches.

If the student or trainee is undertaking this course at a workplace, then the employer or the supervisor could provide evidence that they observed the student or trainee perform this activity successfully.

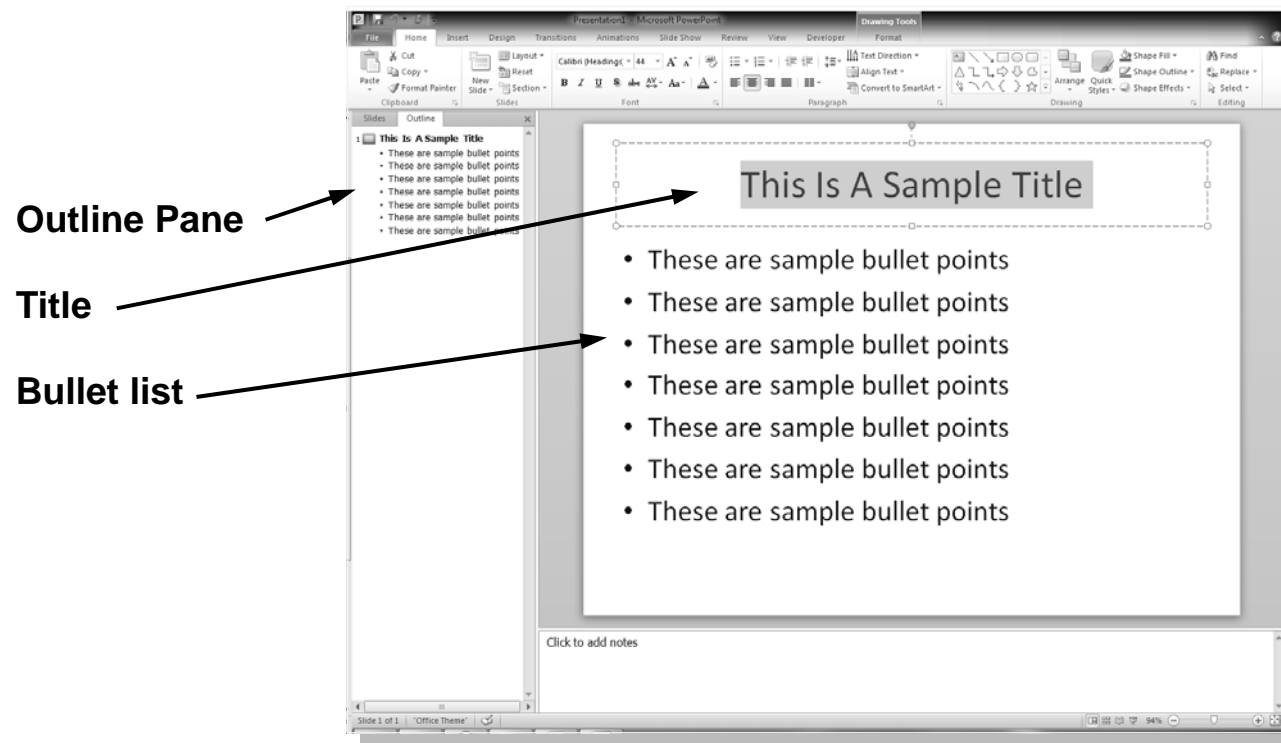
PLACING TEXT IN THE TEXT PLACEHOLDER

The placeholders will show 'Click to add title' or 'Click to add text'. These words as well as the borders never appear when a slide show is performed, even if you did not add any text.

When you click on the text placeholder, a flashing cursor line will appear showing where the text will be inserted.

It is then just a matter of typing in the text. PowerPoint automatically formats the text appropriately for the placeholder. This results in perfectly formatted text, including bullet points for professional results.

In the example below you see that the text that is inserted into the placeholders also appears in the 'Outline pane'. Other text such as in graphics, inserted text boxes or WordArt will not appear in the Outline pane.



**Learning
Activity**

Task

LEARNING ACTIVITY FIVE

Create a title in the title text placeholder and create four bullet points in the bullet text placeholder. It really does not matter what you type. Leave it there for the future activities. Save your file as 'PP Exercise' in a folder that you will remember later and in a place that is easy to retrieve.

We suggest that this activity is performed in front of your teacher or trainer so that they can observe you doing this task properly. If you are doing this at work then ask your employer or supervisor to watch you do this activity successfully and then provide evidence to your teacher or trainer that it was done correctly.

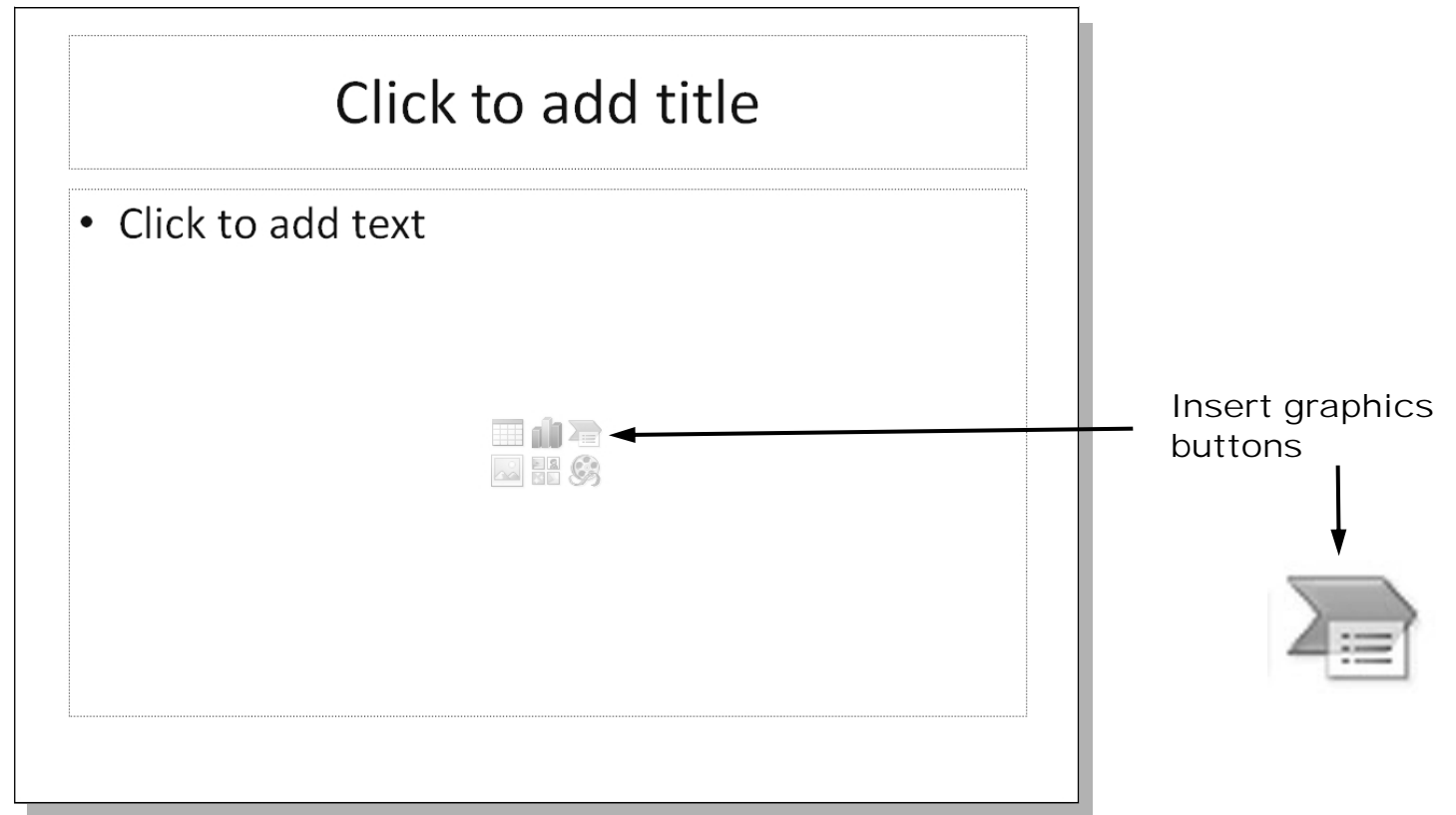
TEACHER / TRAINER GUIDANCE NOTES

This is a practice exercise and helps to reinforce the knowledge that the student has gained in this section. It is best if the student or trainee was able to do this while the teacher or trainer watches.

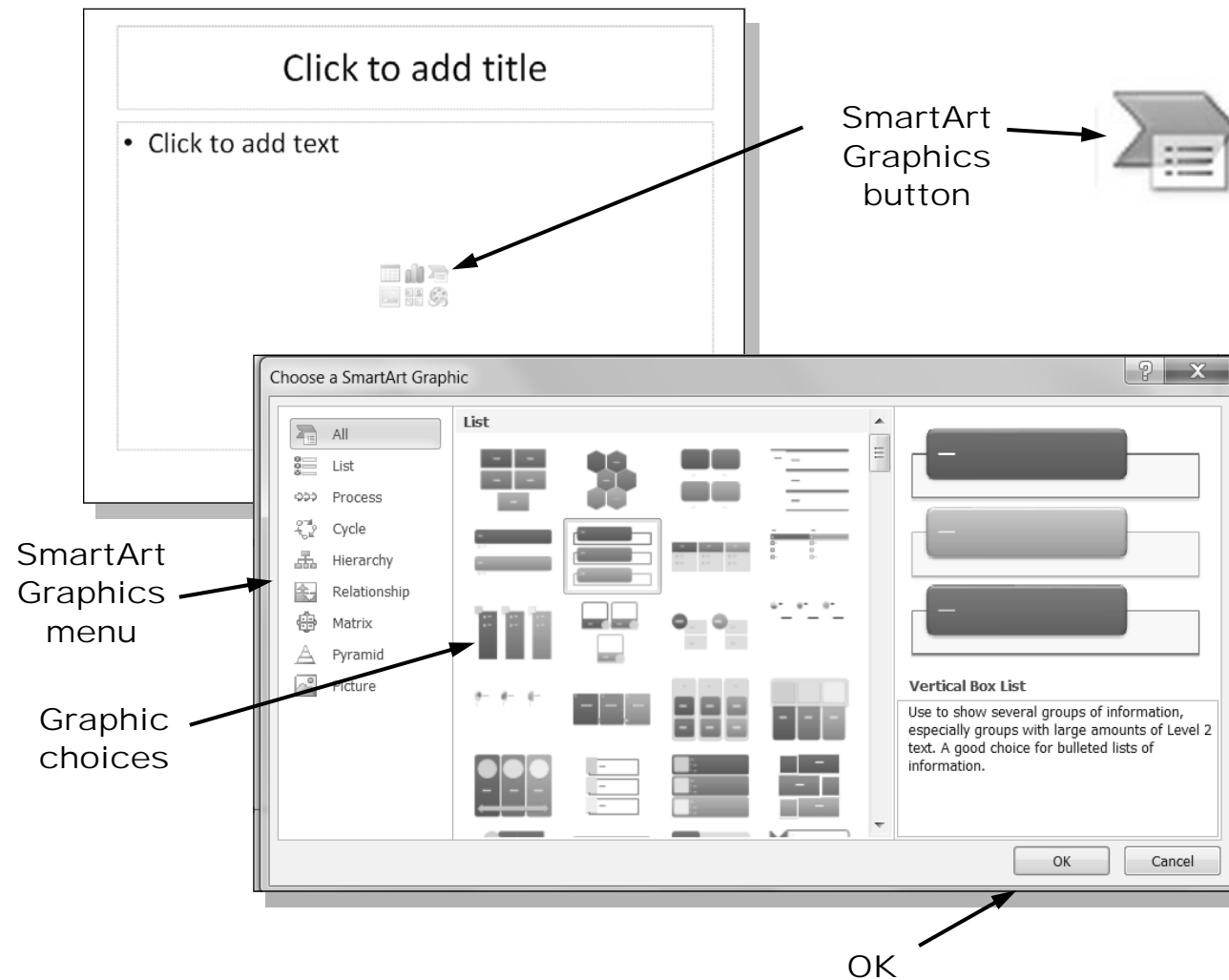
If the student or trainee is undertaking this course at a workplace, then the employer or the supervisor could provide evidence that they observed the student or trainee perform this activity successfully.

INSERTING SIMPLE GRAPHICS

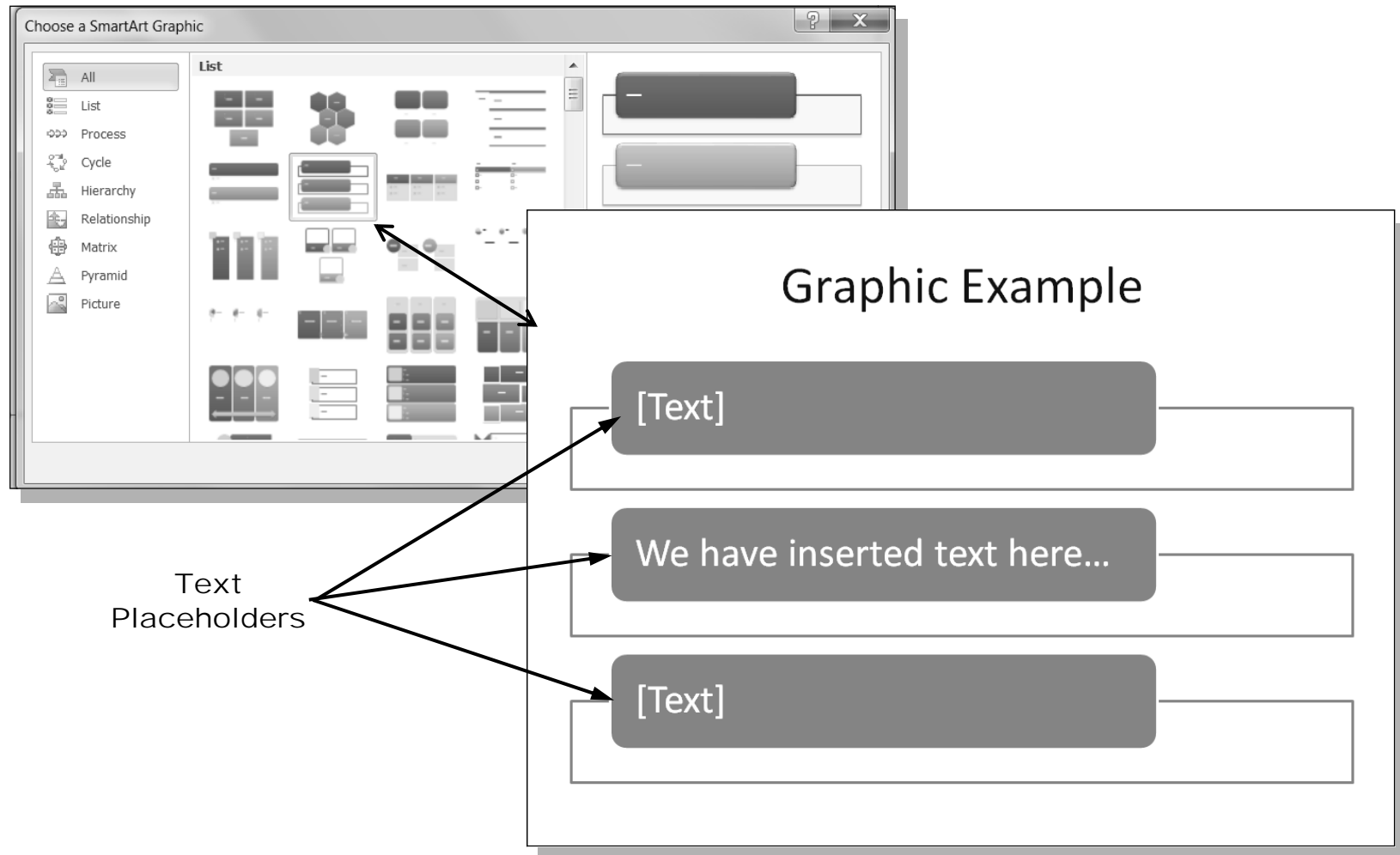
PowerPoint has tools in which you can insert simple graphics. These are called 'SmartArt Graphics' and can be accessed by clicking on the 'SmartArt Graphics' button.



When you click on the SmartArt Graphics button, a new window appears that is the library of all PowerPoints graphic choices. You simply select the graphic you are looking for, click on the graphic and then click 'OK'.



After clicking 'OK', the graphic you chose will appear on your slide. There are 'Text Placeholders' in the graphic where you can place text. We learn more about this tool and how to modify SmartArt graphics in Section Three.



**Learning
Activity**

Question

LEARNING ACTIVITY SIX

On the previous page we talked about the SmartArt Graphics library. Looking at the menu tell us what eight categories of SmartArt Graphics were available.

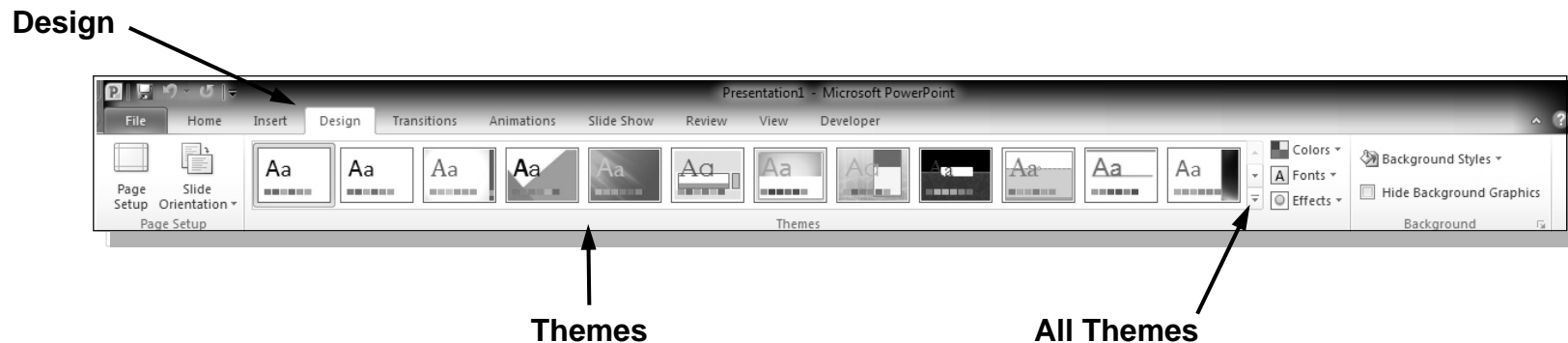
TEACHER / TRAINER GUIDANCE NOTES

- 1) List
- 2) Process
- 3) Cycle
- 4) Hierarchy
- 5) Relationship
- 6) Matrix
- 7) Pyramid
- 8) Picture

USE PRESENTATION TEMPLATE AND SLIDES TO CREATE A PRESENTATION

PowerPoint has an extensive selection of fully designed slide templates. They are a collection of backgrounds, colour schemes and graphics in a wide variety of themes. These are very useful when a simple and quick presentation needs to be assembled and the time and effort that goes into design colour schemes and backgrounds is not available.

To locate these templates you would click on 'Design' ribbon and then click on 'Themes'.



To view all the available themes select the drop down menu and a box will appear that has a selection of pre-designed templates of various themes. As you highlight each one, the slide displays the look and feel of the template. Once your selection has been made, then you simply click on the theme.

It should be noted that the template applies to each and every slide in the presentation. To change a single slide you would need to perform the steps as described in the previous pages relating to background, and apply any changes to the slide you are working with.

**Learning
Activity**

Question

LEARNING ACTIVITY SEVEN

In this activity you are to open PowerPoint and go through the various themed templates offered by PowerPoint. As you place your cursor on each theme the title of the theme will come up. To the right there is a dropdown menu that displays even more themes.

What we want you to do is choose six of your favourite themed templates. Tell us the name of each theme and why you like the theme.

Theme 1 Name _____

Why I like it...

--

Theme 2 Name _____

Why I like it...

--

Theme 3 Name _____

Why I like it...

--

Theme 4 Name _____
Why I like it...

Theme 5 Name _____
Why I like it...

Theme 6 Name _____
Why I like it...

TEACHER / TRAINER GUIDANCE NOTES

This activity is to get the student or trainee familiar with the Design ribbon and the many themed templates on offer by PowerPoint.

**Learning
Activity**

Task

LEARNING ACTIVITY EIGHT

Below are some tool icons you will be using when creating PowerPoint presentations. Tell us the name of each.



1



2



3



4



5



6

1 _____ 2 _____ 3 _____

4 _____ 5 _____ 6 _____

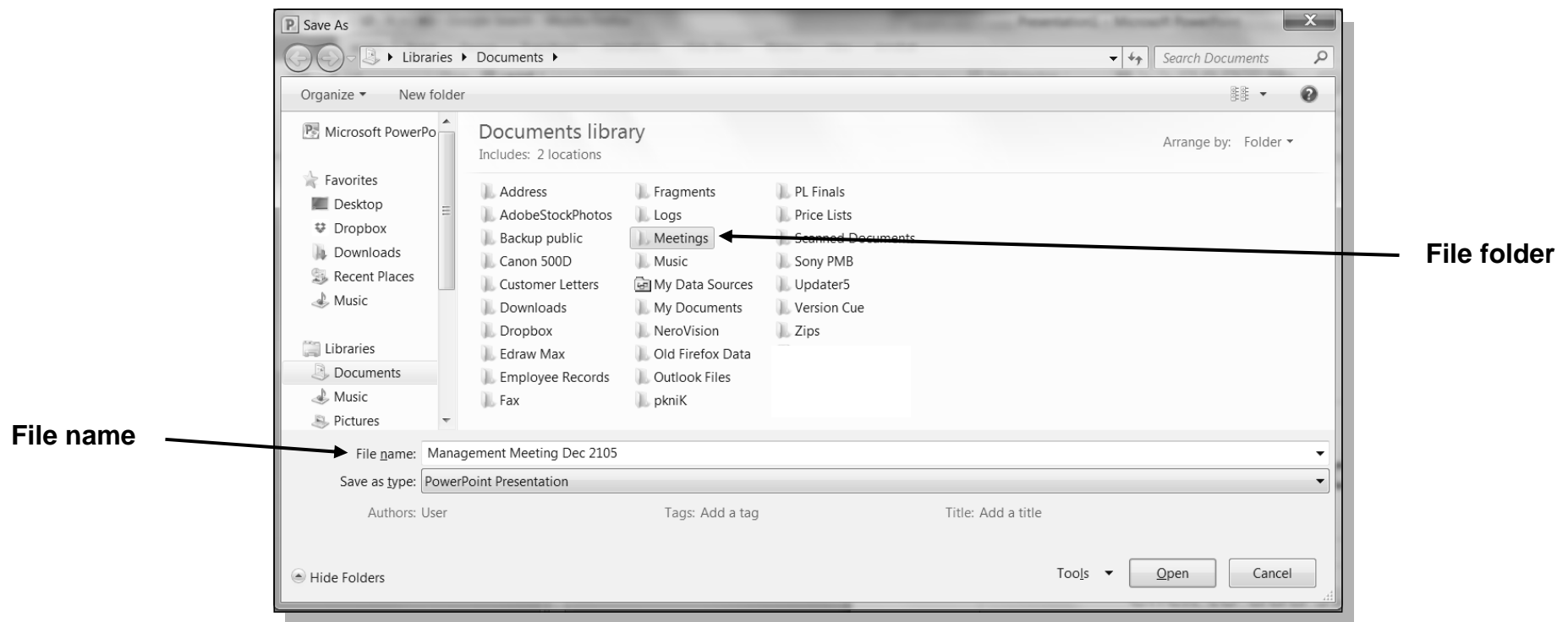
TEACHER / TRAINER GUIDANCE NOTES

1—Paste, 2—Save, 3—Copy, 4—Undo, 5—Cut, 6—Help

When you save the presentation for the first time, you will be asked to provide a file name and a file directory where the presentation will be saved. This directory can be on the local hard drive or an external drive such as a USB Flash drives or external hard drives.

The organisation would likely have policies and procedures when it comes to saving files including PowerPoint presentation files. So before saving the file, you should find out what the organisation requires as far as saving files.

In the example below the presentation is for a 'Management Meeting for the month of Dec in 2015'. It is likely then that you would be asked to save it to the 'Meetings' folder on the main computer's hard drive. The PC hard drive has many purposes and one is to be a storage device where files and folders you create are stored. In later sections we will learn how to save PowerPoint presentations to external storage devices.



Often businesses will have a set procedure when it comes to naming files. This is called internal naming conventions. They would have been developed so as to find files quickly within their computer filing system. Again, it would be important to learn if the office has such naming conventions in place.

**Learning
Activity**

Question

LEARNING ACTIVITY NINE

When naming files there are special characters that cannot be used in the filenames.

What are those characters?

TEACHER / TRAINER GUIDANCE NOTES

A filename cannot contain any of the following characters:

\ / : * ? " < > |

Section Two

Customise Basic Settings

OPERATE PRESENTATION PACKAGES

SECTION TWO—CUSTOMISE BASIC SETTINGS

INTRODUCTION

In this section we start getting a better understanding of the many tools that are available in PowerPoint. We look at the various tool ribbons, what tools are in each ribbon and start using some of the more basic tools.

SECTION LEARNING OBJECTIVES

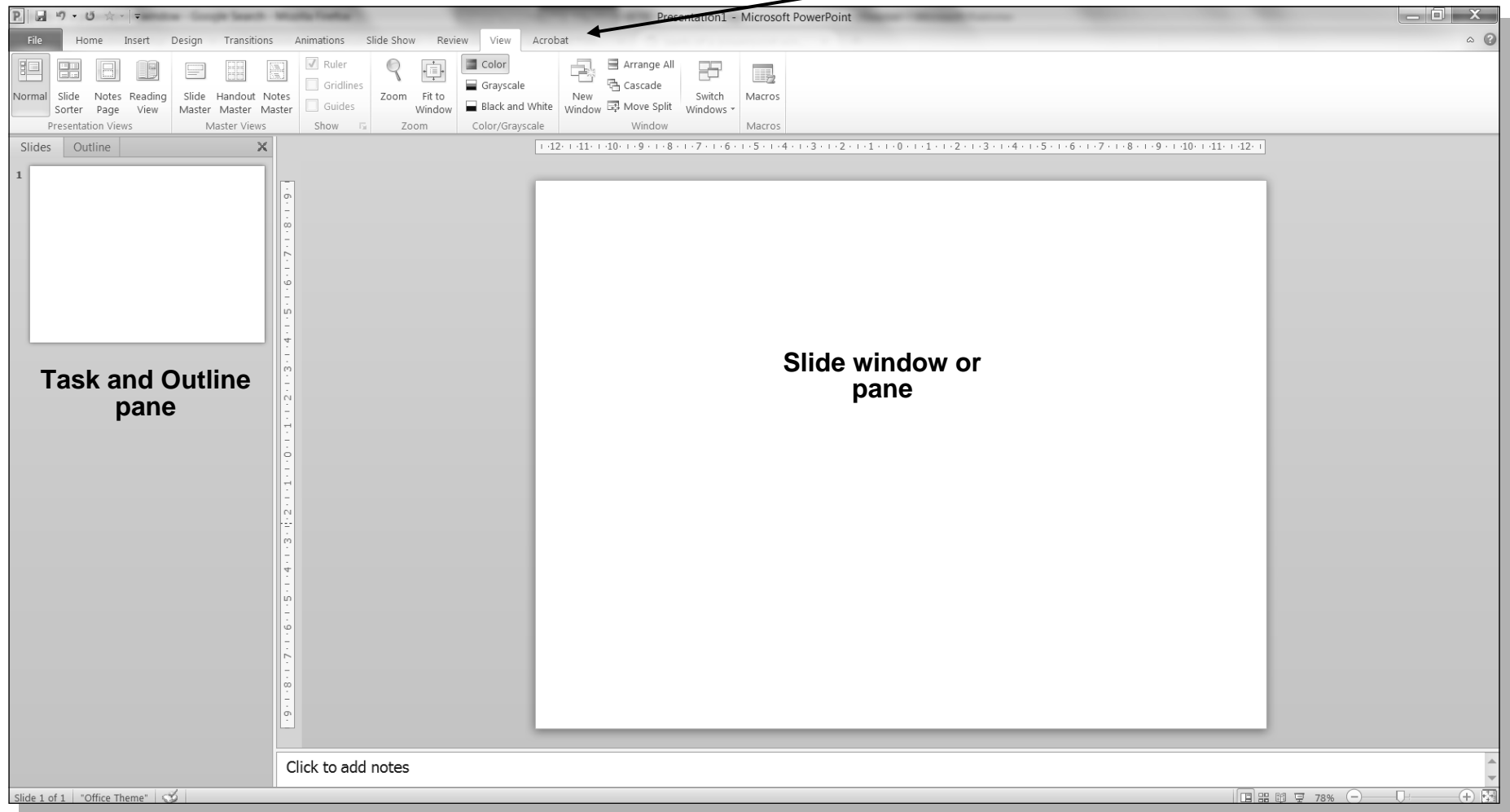
At the completion of this section you will learn information relating to:

- ☆ Adjusting display to meet user requirements
- ☆ Opening and viewing different toolbars to view options
- ☆ Ensuring font settings are appropriate for the presentation purpose
- ☆ Viewing multiple slides at once

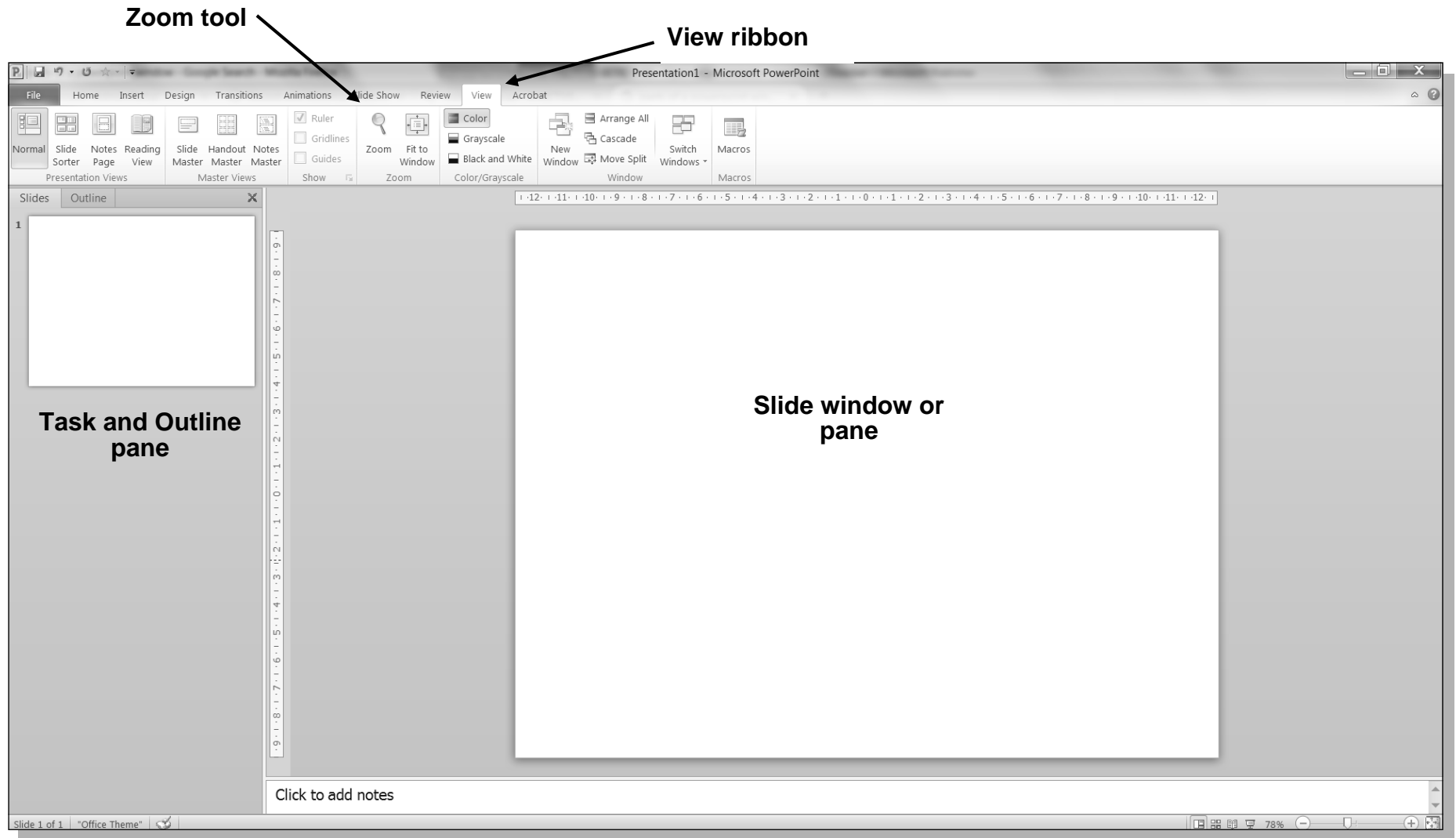
ADJUST DISPLAY TO MEET USER REQUIREMENTS

When working with PowerPoint, the way it is displayed on the screen can be adjusted depending on the user's need or special requirements. The three common elements to a PowerPoint window are the tools ribbons, the task/outline pane and the slide window or pane. Later we will add another pane for the animations.

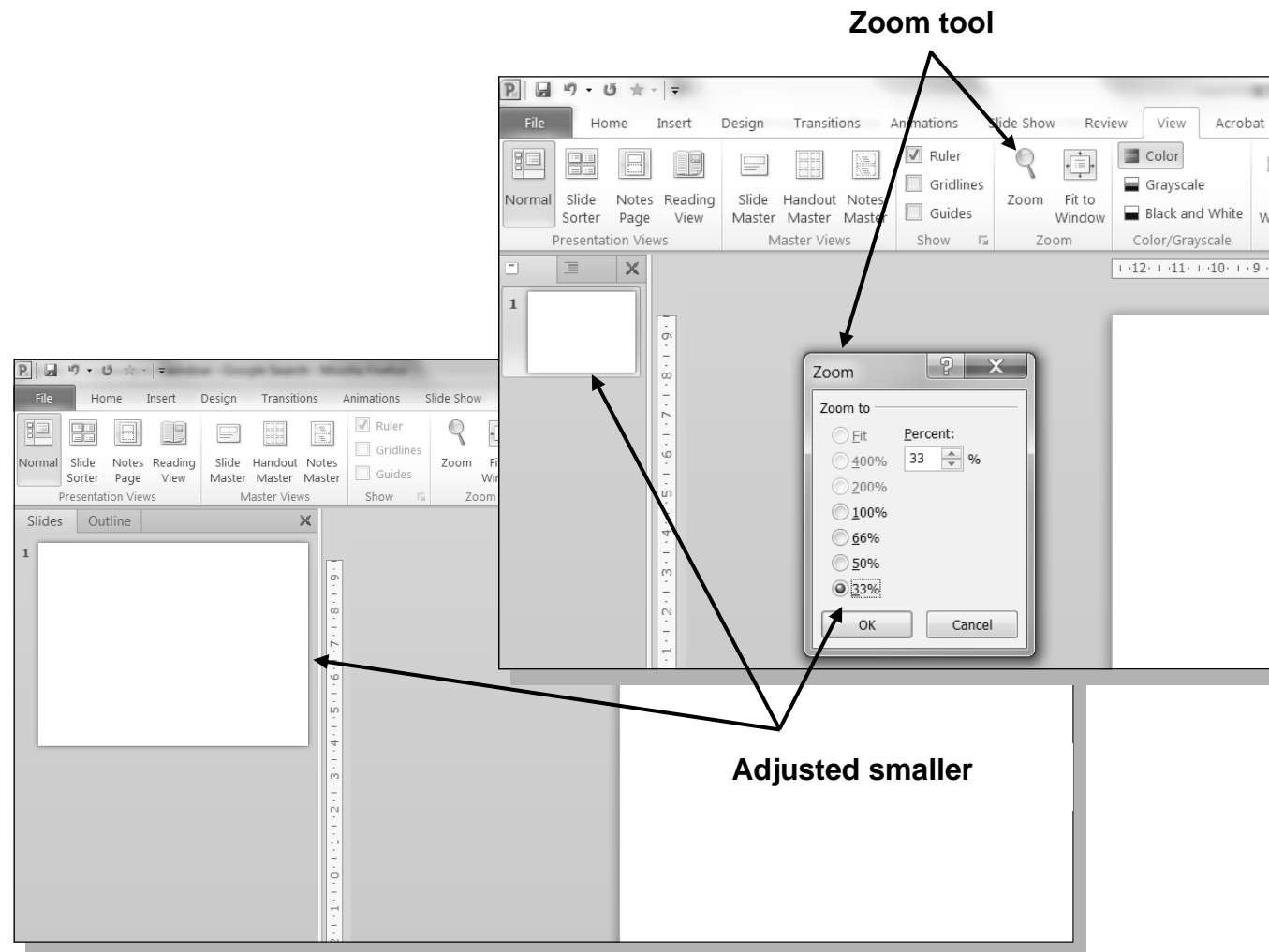
Tool ribbons



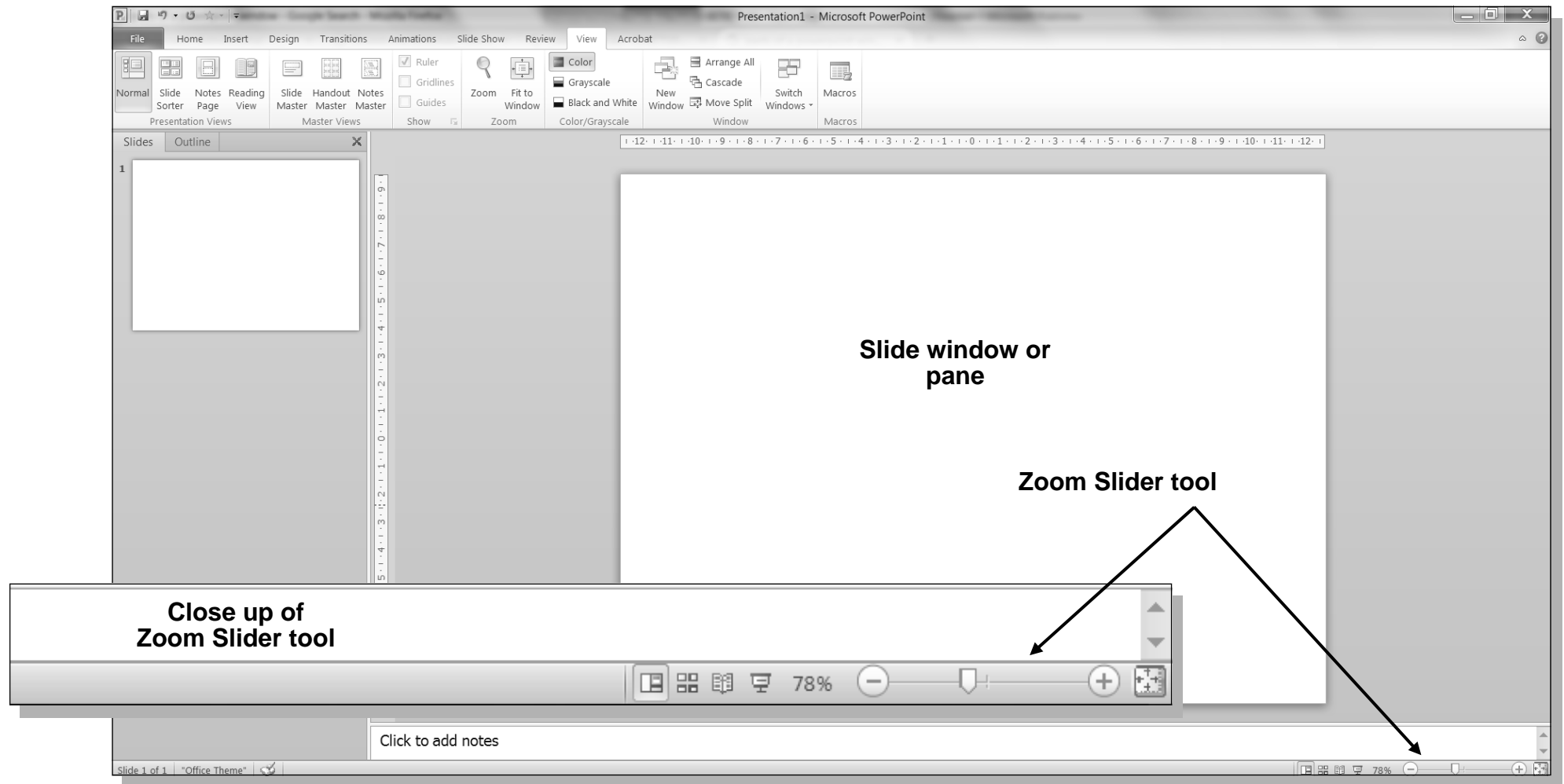
You can change the way these are displayed by making them bigger or smaller. On the 'View' ribbon there is a 'Zoom' tool that makes either the Task and Outline pane bigger or smaller as well as making the Slide window or pane bigger or smaller.



For example if you click inside the Task and Outline pane and then on the 'Zoom tool', you can make the Task and Outline pane smaller.



You can Also adjust the size of the size of the Slide window or pane bigger or smaller by using the 'Zoom' slider tool at the bottom right corner of the PowerPoint window.



**Learning
Activity**

Task

LEARNING ACTIVITY ONE

This is a practice activity. Open PowerPoint and play with the Zoom adjustments of both the Task and Outline pane as well as the Slide window/pane.

Make each bigger and smaller just so you can get a feel for the sizing that you may prefer when working with PowerPoint.

We suggest that this activity is performed in front of your teacher or trainer so that they can observe you doing this task properly. If you are doing this at work then ask your employer or supervisor to watch you do this activity successfully and then provide evidence to your teacher or trainer that it was done correctly.

TEACHER / TRAINER GUIDANCE NOTES

This is a practice exercise and helps to reinforce the knowledge that the student has gained in this section. It is best if the student or trainee was able to do this while the teacher or trainer watches.

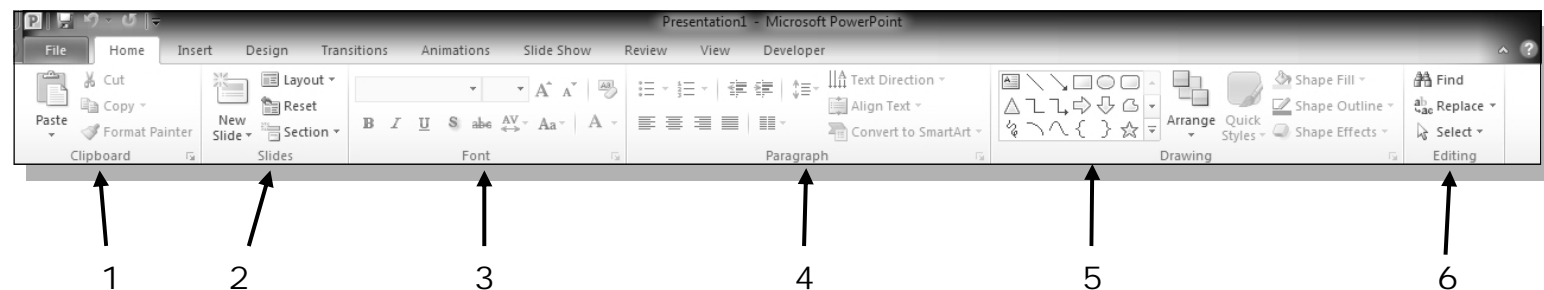
If the student or trainee is undertaking this course at a workplace, then the employer or the supervisor could provide evidence that they observed the student or trainee perform this activity successfully.

OPEN AND VIEW DIFFERENT TOOLBARS TO VIEW OPTIONS

We mentioned earlier about PowerPoint tool ribbons. These are located at the top of the PowerPoint window. Over the next several pages we will be looking at each one and which tools are inside each ribbon.

We start with the most common tool ribbon ... the Home ribbon.

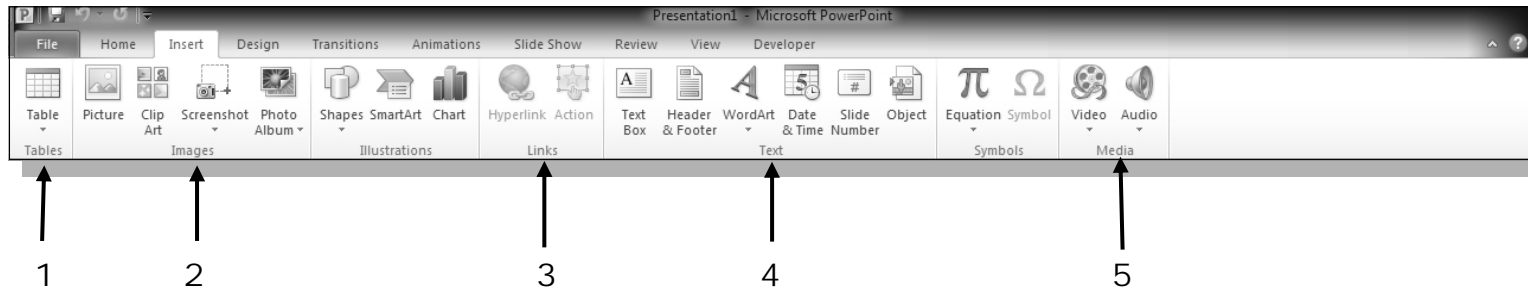
HOME RIBBON



From this menu you can perform most of the standard functions of PowerPoint. These functions include:

- 1) Cut, Copy and Paste
- 2) Insert, remove or reset slides
- 3) Change the format of text in your presentation
- 4) Alter paragraphs and text alignment
- 5) Insert, Arrange or edit Shapes
- 6) Find and/or replace text

INSERT RIBBON

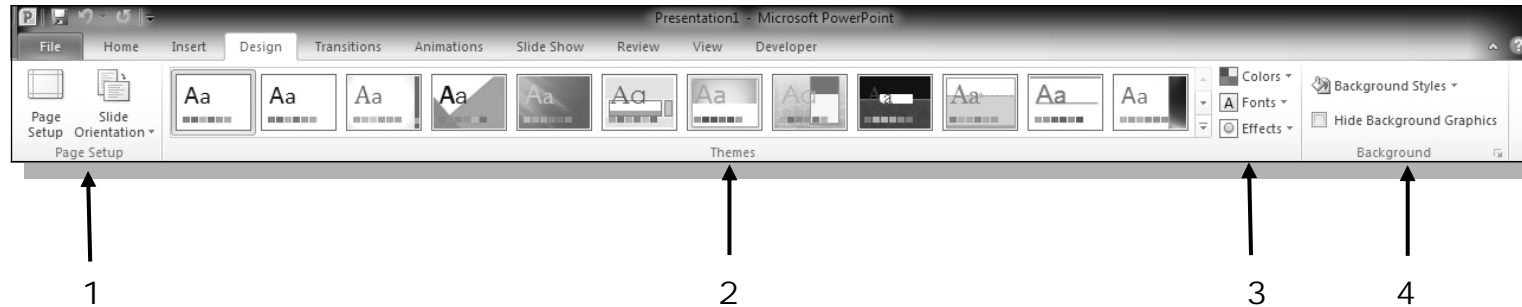


From this menu you can insert objects into your presentation using the various functions. These functions include:

- 1) Insert Tables from Microsoft Excel, or create your own
- 2) Insert Pictures, Clipart, Shapes, SmartArt or Charts
- 3) Embed links to Documents, URLs or actions
- 4) Insert text
- 5) Insert sounds or video files

DESIGN RIBBON

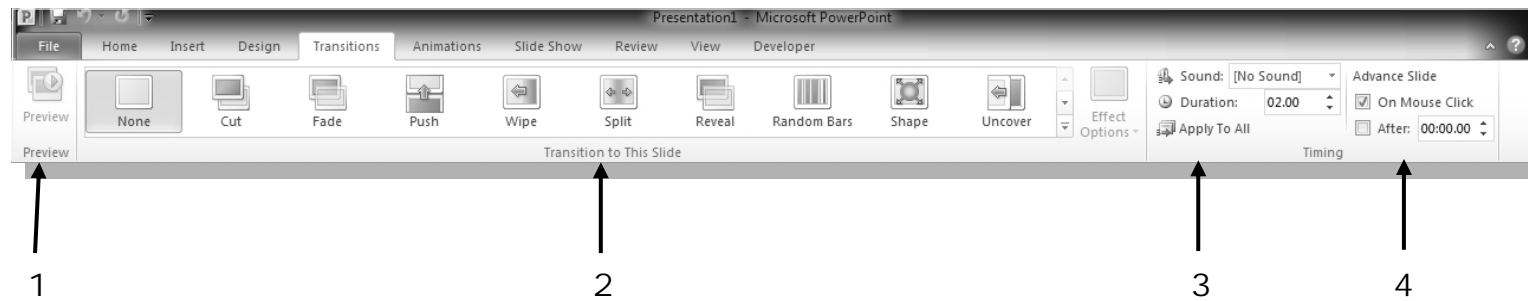
From this menu you can change the look of your presentation using the various functions.



These functions include:

- 1) Page setup and Orientation
- 2) Overall theme and look of your presentation
- 3) Change colours and fonts
- 4) Change background colours and images

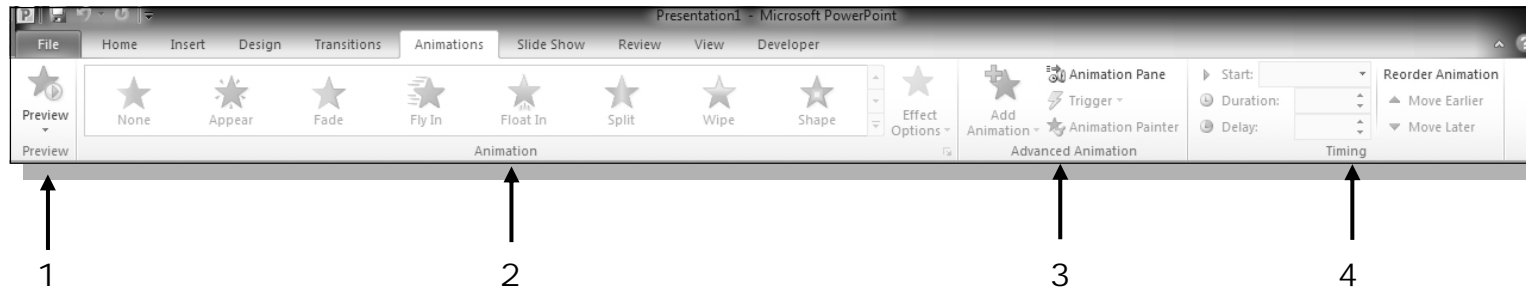
TRANSITIONS RIBBON



From this menu you can control how your presentation transitions from one slide to another using these functions:

- 1) Preview your presentation
- 2) Change transition effect
- 3) Add sounds to transitions
- 4) Change time between slides

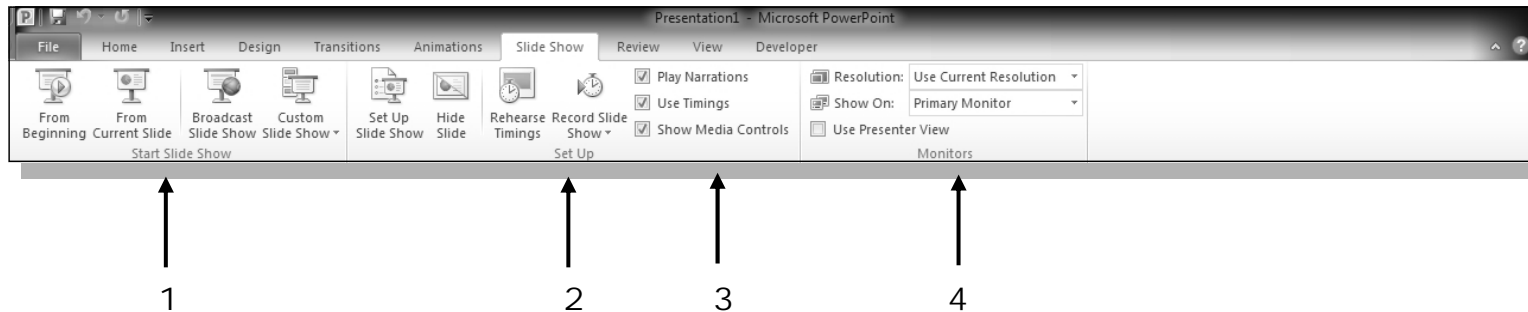
ANIMATIONS RIBBON



From this menu you can create animations using these functions:

- 1) Preview your presentation
- 2) Create Animations
- 3) Open the Advanced Animation pane
- 4) Edit timing of Animations

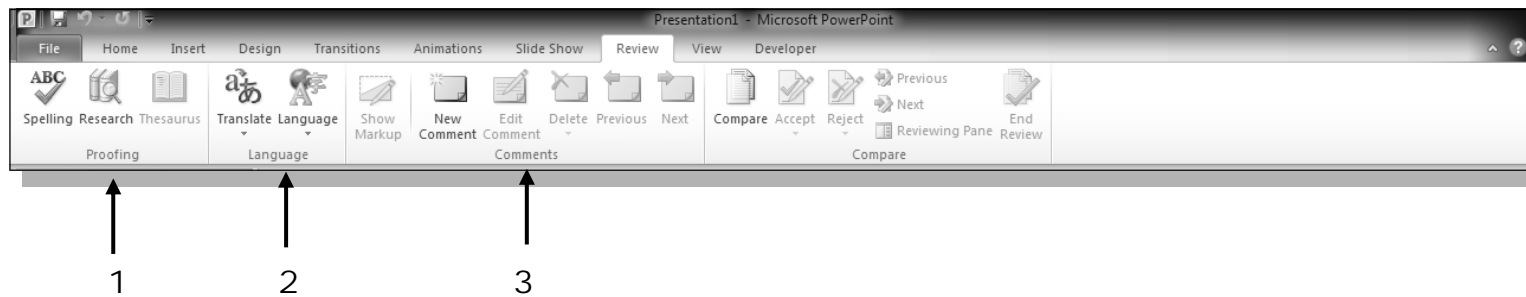
SLIDE SHOW RIBBON



From this menu you can put the finishing touches to your presentation and practice your delivery. These functions help you to achieve:

- 1) Running your presentation from either the current slide or the beginning
- 2) Set up how the presentation will run
- 3) Record narration or time each slide
- 4) Set up the slides to be able to run with the correct resolution for your target medium

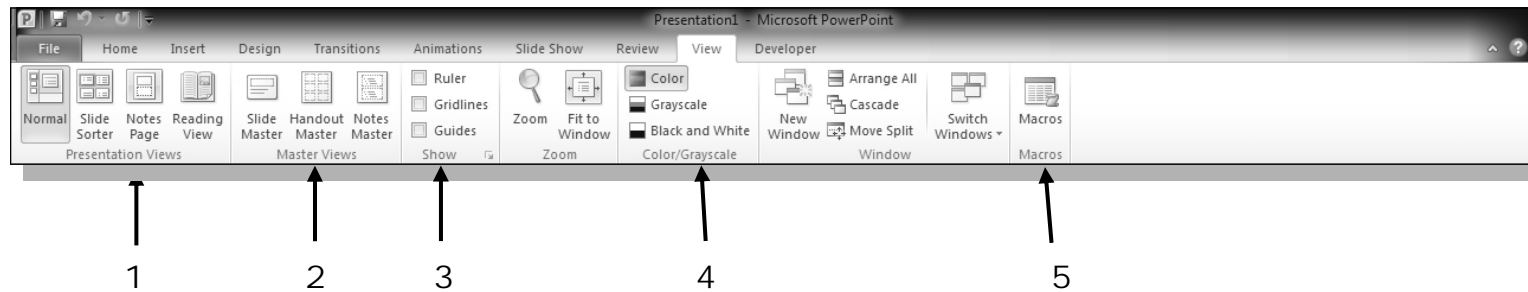
REVIEW RIBBON



From this menu you can ensure your presentation is professional using these functions:

- 1) Check and correct your spelling
- 2) Look up details in dictionaries, thesauruses or encyclopaedias
- 3) Add, edit or remove comments

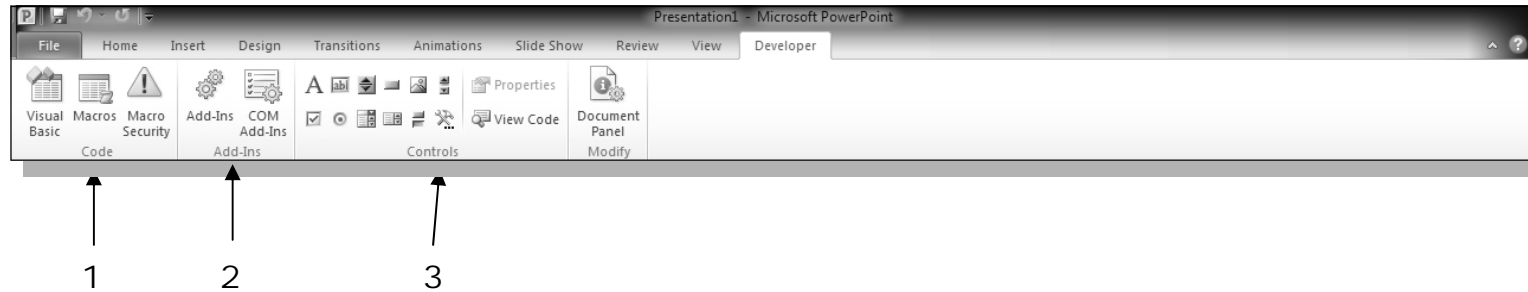
VIEW RIBBON



From this menu you can view different parts of your presentation using the following functions:

- 1) Change the presentation view
- 2) Show multiple slides in the one screen
- 3) Show or hide the gridlines in your presentation
- 4) Change the Slides from Colour to Greyscale or Black and White
- 5) Create or run Macros

DEVELOPER RIBBON



This menu contains advance functions normally used by advanced users of office products. These are:

- 1) Insert Visual Basic programming code
- 2) Insert Add-Ins
- 3) Insert forms controls

**Learning
Activity**

Task

LEARNING ACTIVITY TWO

So now you have a clearer understanding about the many tools and functions that are part of the PowerPoint application software.

Over the next couple of sections of these training materials we will be getting you to use some of these tools and create a simple PowerPoint presentation.

Later you will be requiring some images to insert into your presentation.

The theme will be Surfing.

We want an image of a big wave, a surfer as well as a cartoon of surfing or a surfer.

First create a folder on your desktop called 'PPT Images'

To find these images go to www.google.com.au.

Click on images and type in 'surfing' in the search box, then click 'Search'.

A series of images will appear. Find an image to match each of the ones mentioned above.

Click on the image and click copy.

Go to your new folder on the desktop called 'PPT Images' and right click on the folder icon. Then click 'Paste'. This will deposit these images to your folder, which we will be using in the next sections.

We suggest that this activity is performed in front of your teacher or trainer so that they can observe you doing this task properly. If you are doing this at work then ask your employer or supervisor to watch you do this activity successfully and then provide evidence to your teacher or trainer that it was done correctly.

TEACHER / TRAINER GUIDANCE NOTES

It will be up to you the teacher or trainer to ensure this activity is done. However, at some point they will need to have some pictures so this is a good time to source them and have them ready.

This is a practice exercise and helps to reinforce the knowledge that the student has gained in this section. It is best if the student or trainee was able to do this while the teacher or trainer watches.

If the student or trainee is undertaking this course at a workplace, then the employer or the supervisor could provide evidence that they observed the student or trainee perform this activity successfully.

ENSURE FONT SETTINGS ARE APPROPRIATE FOR THE PRESENTATION PURPOSE

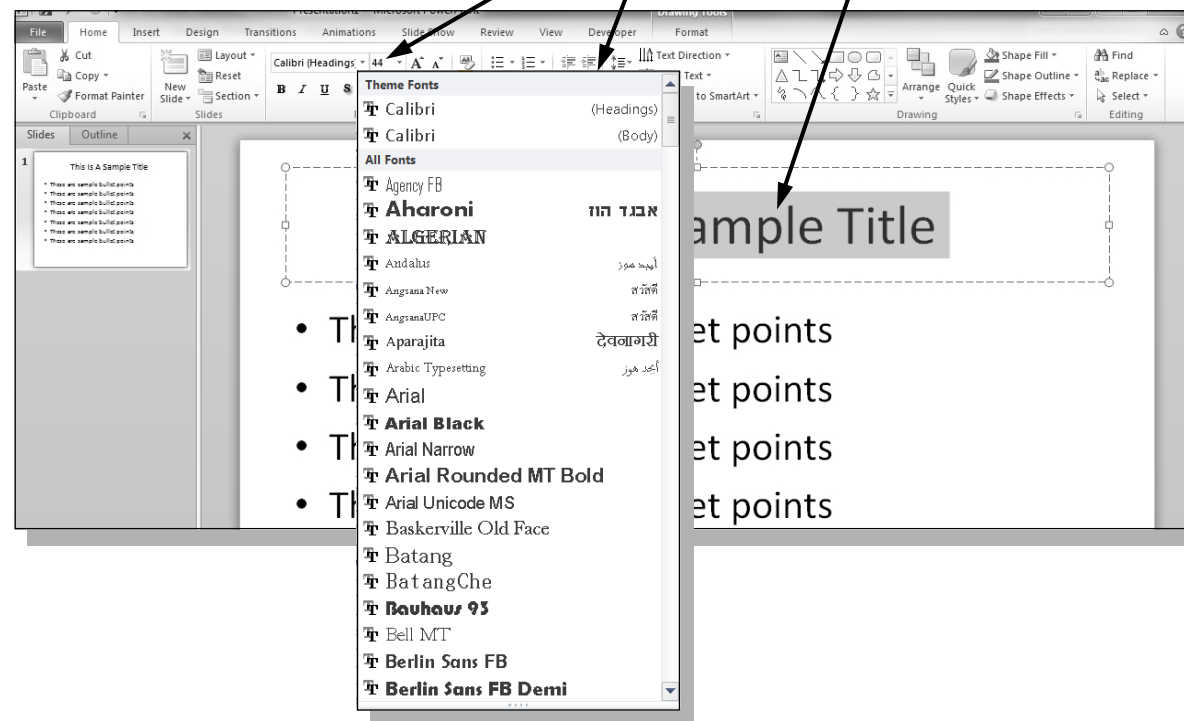
Earlier we learned about text placeholders in the PowerPoint presentation. This is where all text is inserted that will be used as part of the presentation.

The type, size and style of the text is based on what 'Font' you choose. PowerPoint has numerous 'Font' tools and these are found on the 'Home' ribbon. There are several ways to manipulate the font. Some of which we will review are:

- ☆ Font type
- ☆ Font size
- ☆ Font colour
- ☆ Font attributes
- ☆ Positioning of text

Font drop down menu

Highlighted text



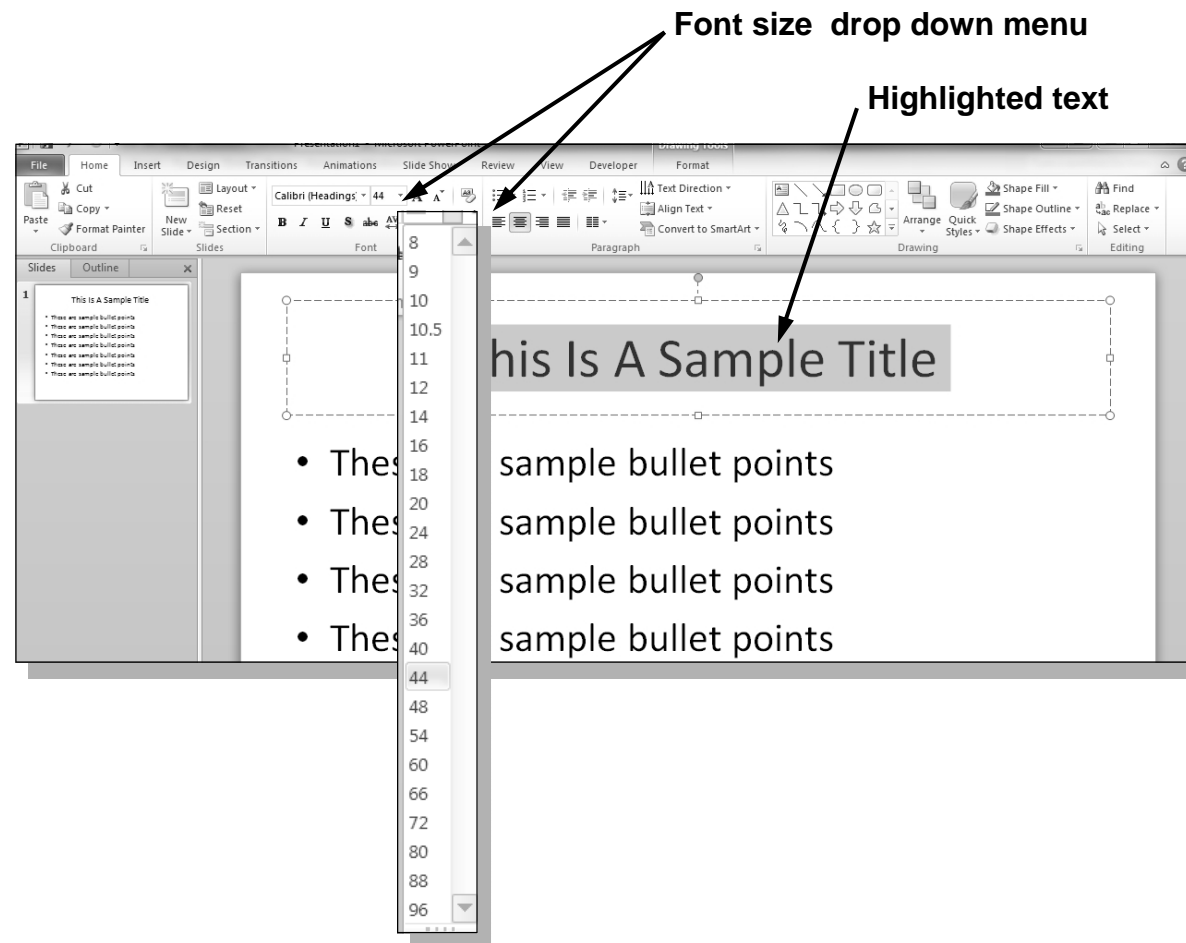
FONT TYPE

The font type is found on the 'Home' ribbon and the small area next to the font title box brings up the 'Font' dropdown menu from which you can choose. To change the font, you simply highlight the text you wish to change and then select the 'Font' styles from the dropdown menu.

FONT SIZE

Changing font size is basically the same as changing the style. It can be changed by using the "Font size" drop down menu in the toolbar next to the font style drop down menu. Again, you simply highlight the text and then select the size from the dropdown menu.

When it comes to font size, bigger is always better. You should always try to increase the size of fonts instead of decreasing.



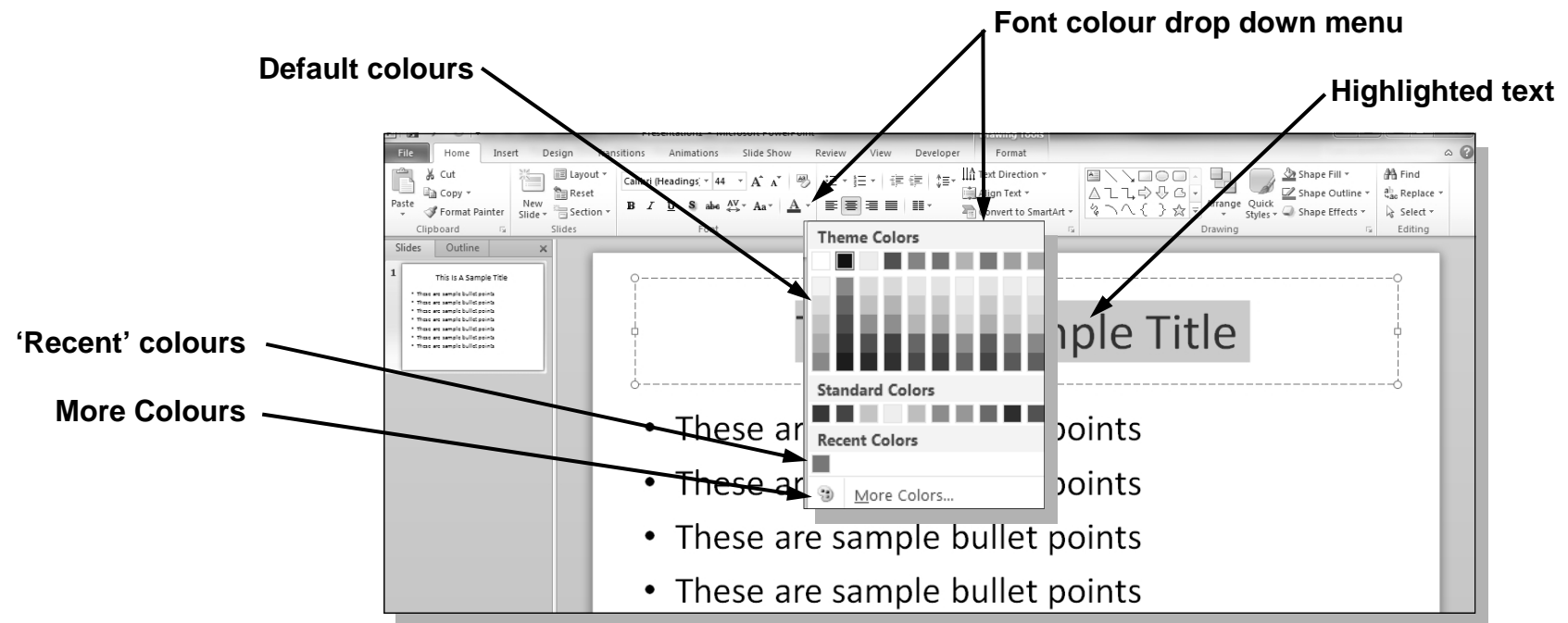
FONT COLOUR

As with font style and font sizing, font colours are changed the same way. Again, you would need to highlight the font you wish to change the colour of, then click on the 'Font colour' dropdown menu and select the colour.

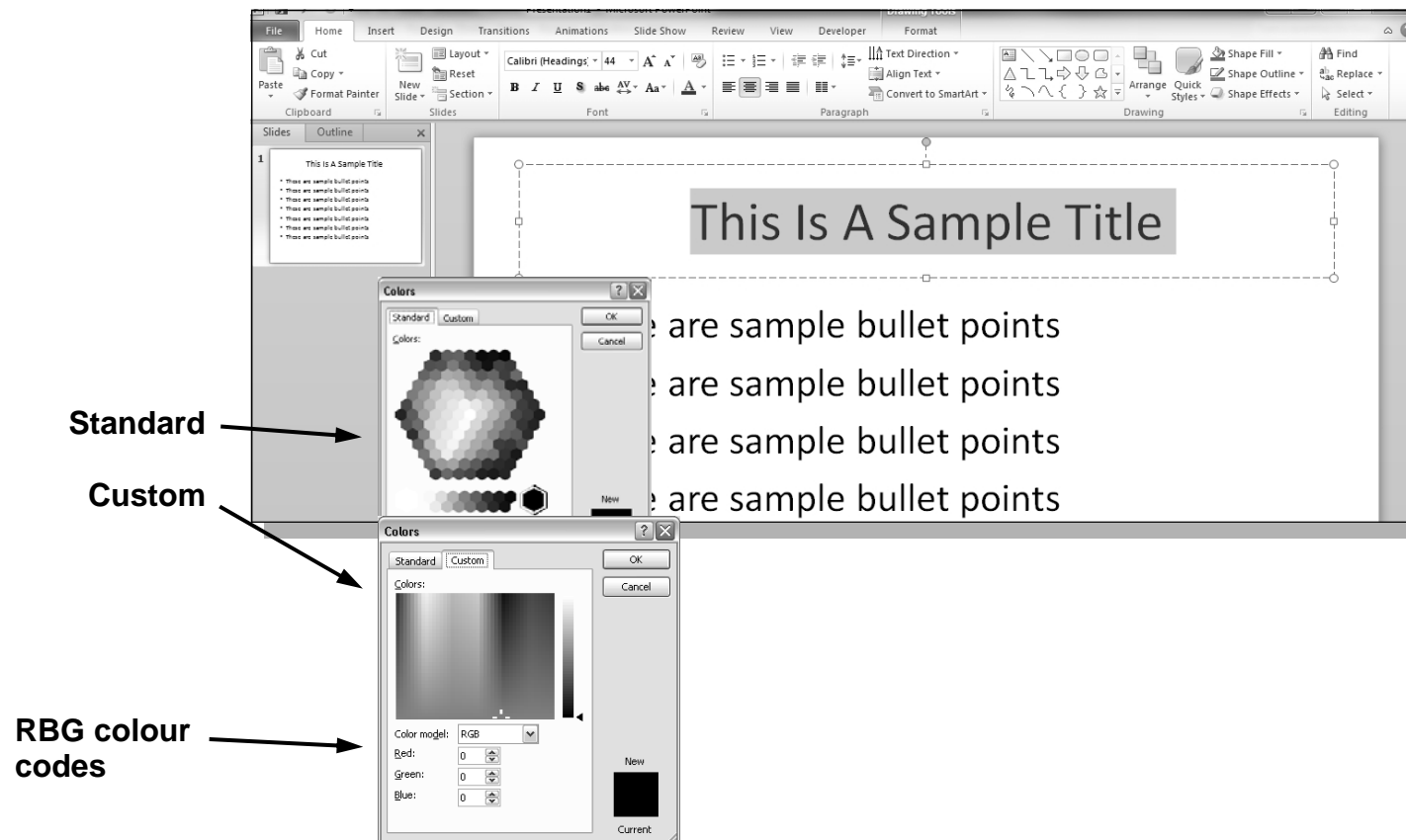
On the Font colour button you will see a small box that looks like a paint bucket and in this box is the current colour of the highlighted font. To change the colour you can select any of the PowerPoint suggested (default style) colours by clicking on the sample colour box.

The lower row is a selection of 'Recent Colours' used in the presentation. This is handy when you want to keep the same colour throughout the presentation and can avoid needing to locate the same colour in the colour palette box each time.

An extensive range of colours is available in the colour palette box. This is located by clicking on 'More Colours'.



After clicking on 'More Colours', a new window appears and there are two options relating to Font colours. The first one is 'Standard' colours and this is simply a larger colour pallet of the default colours on the dropdown menu. The second option is 'Custom'. This is where you can 'mix' your own colour or type in a 'RGB' colour. This is handy when you need to use a colour that is part of the business style guide.

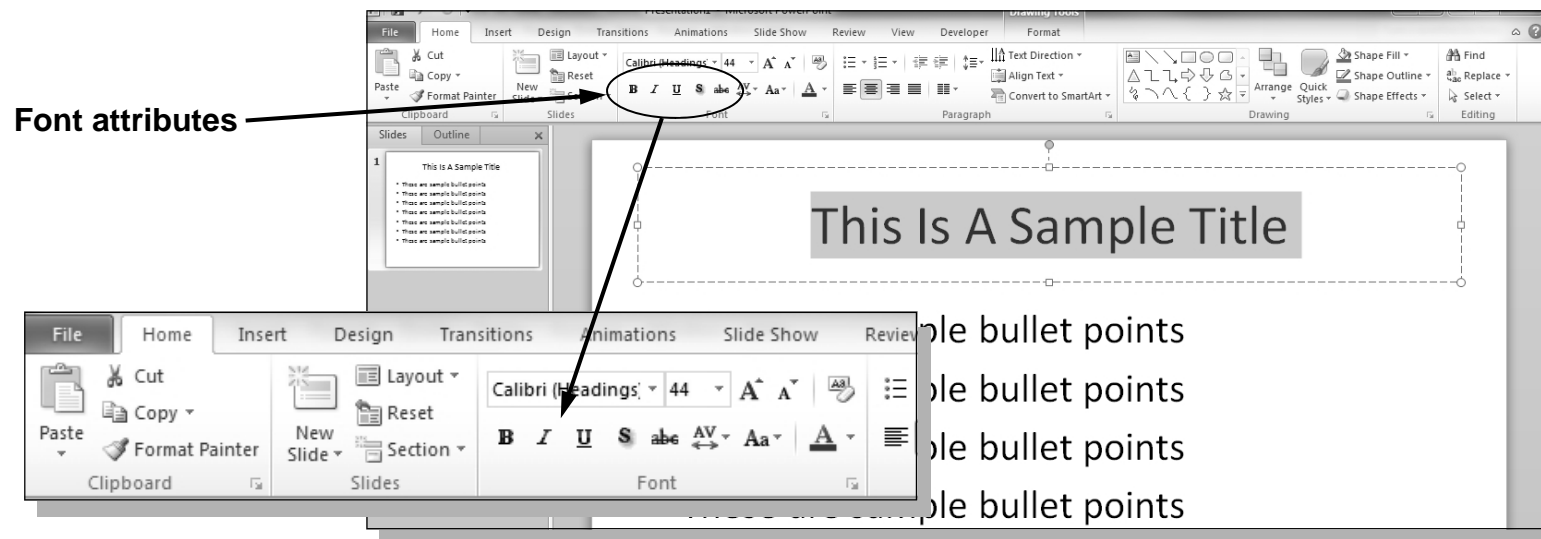


FONT ATTRIBUTES

Font attributes include characteristics such as:

- ☆ Bold
- ☆ Italics
- ☆ Bold and Italics
- ☆ Underlined
- ☆ Shaded

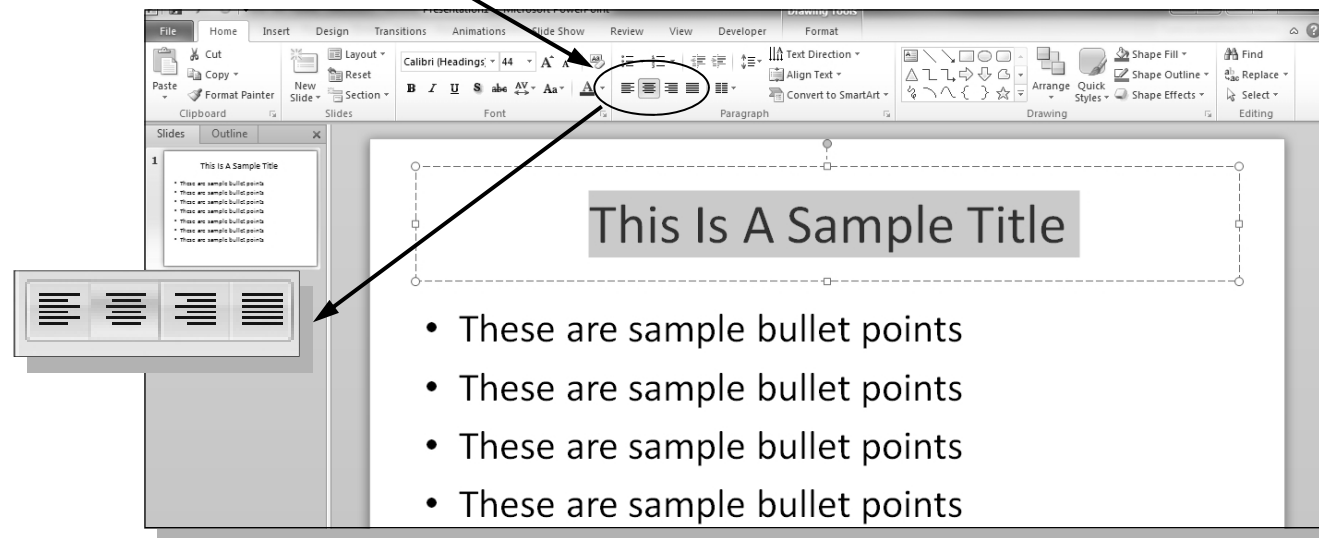
The other method is using the 'Font Attribute' icons which are on the Home' tool ribbon. Selected font is highlighted and the appropriate icon is clicked on.



Positioning of Text—The default layouts of the PowerPoint text placeholders position the text automatically. For example, the titles are always centred and the bullet points are left aligned.

You can change the positioning of the text by using the alignment buttons. You simply highlight the text to be re-positioned and click on the appropriate button.

Font alignment



**Learning
Activity**

Task

LEARNING ACTIVITY THREE

Earlier you saved a PowerPoint file called 'PP Exercise'. We want you to locate this file and open it up for this activity.

In this activity you are to practice changing:

- ☆ Font styles to each of the four suggested fonts we learned about in Section One
- ☆ Change the size both up and down, and compare readability of the smaller font versus the larger font
- ☆ Change the colour of the font, trying dark and light colours and comparing readability.
- ☆ Change the attributes of the fonts trying various combinations and comparing readability
- ☆ Change the positioning of text both in title and in bullets and compare the various looks in order to see what looks professional as well as what does not.

We suggest that this activity is performed in front of your teacher or trainer so that they can observe you doing this task properly. If you are doing this at work then ask your employer or supervisor to watch you do this activity successfully and then provide evidence to your teacher or trainer that it was done correctly.

TEACHER / TRAINER GUIDANCE NOTES

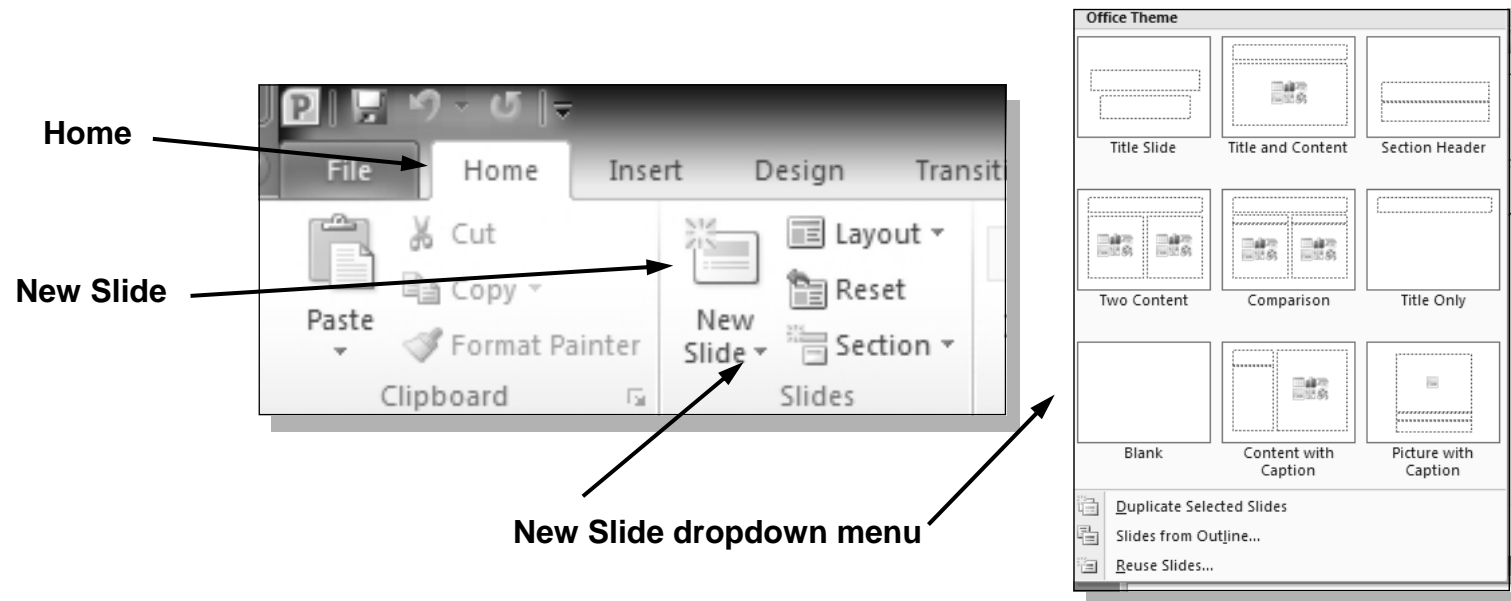
This is a practice exercise and helps to reinforce the knowledge that the student has gained in this section. It is best if the student or trainee was able to do this while the teacher or trainer watches.

If the student or trainee is undertaking this course at a workplace, then the employer or the supervisor could provide evidence that they observed the student or trainee perform this activity successfully.

VIEW MULTIPLE SLIDES AT ONCE

We will soon learn on how to view multiple slides at the same time. However, to do this you should first understand how to insert slides into your presentation.

It is very simple. Go to 'Home' and then click on 'New Slide'. This will add a new slide.



If you want to add a different type of slide, click the 'Select Slide' drop down. A box will appear and you must then choose your new slide format.

This is exactly the same procedure to follow for each and every slide you wish to add to a presentation.

**Learning
Activity**

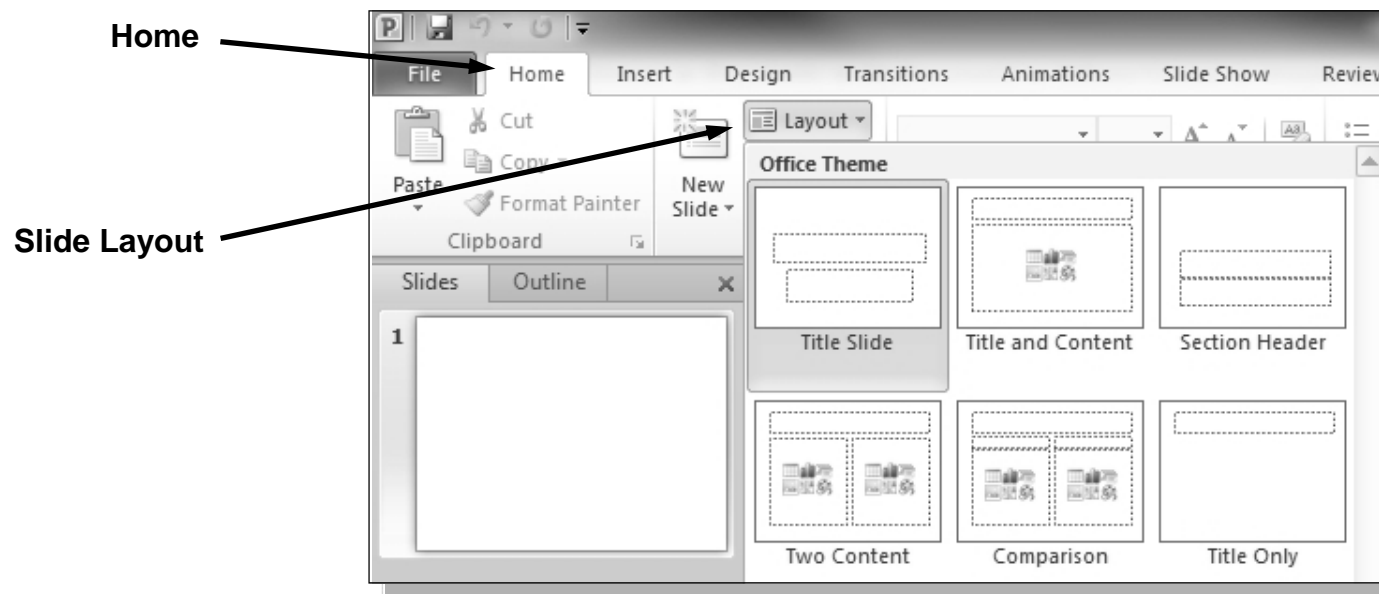
Task

LEARNING ACTIVITY FOUR

We are using the original PowerPoint file 'PP Exercise'.

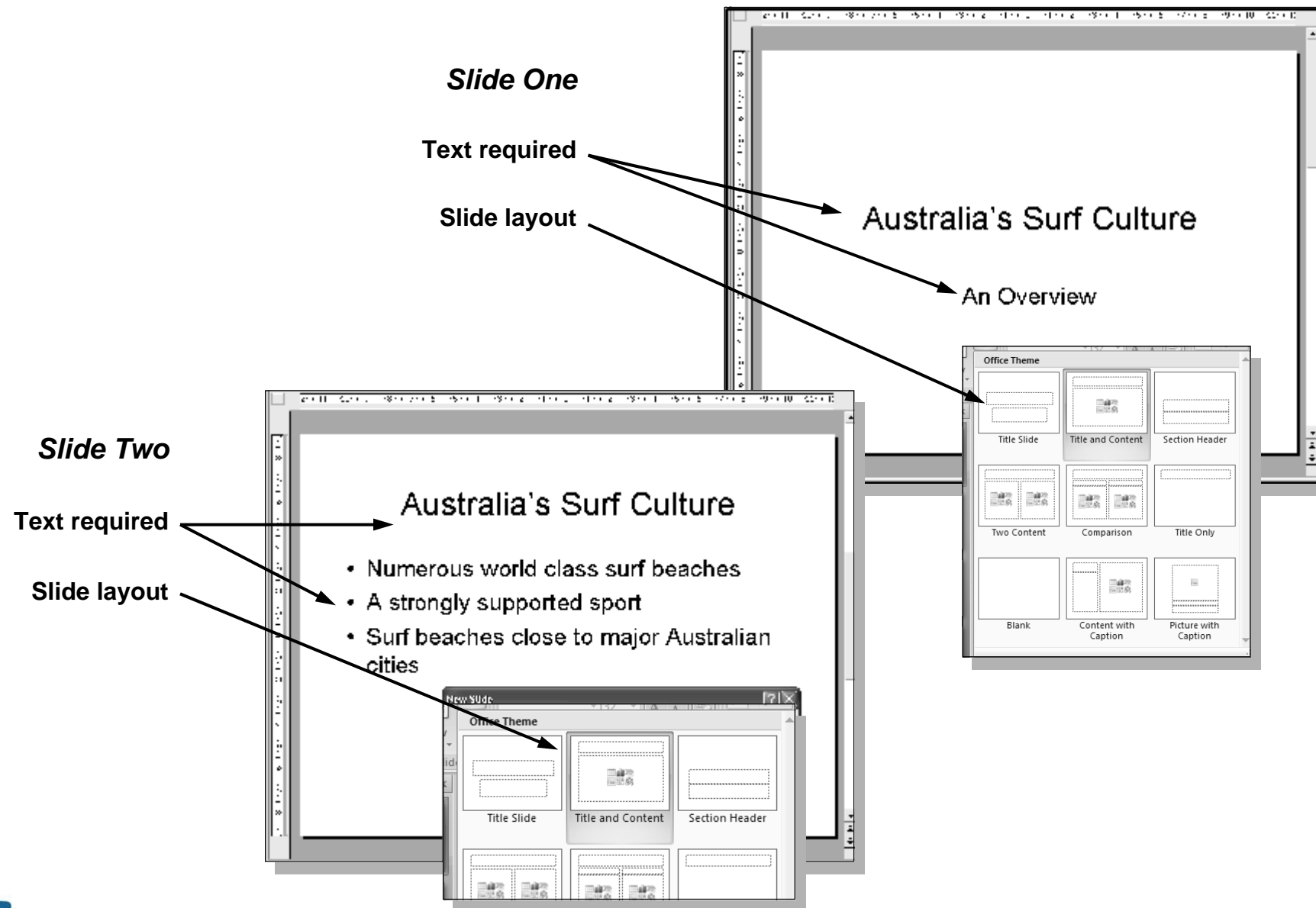
Before we start learning other PowerPoint tools, we need to set-up the basic slides. This requires you to create four new slides. You will need to change the first slide and insert the other three new ones.

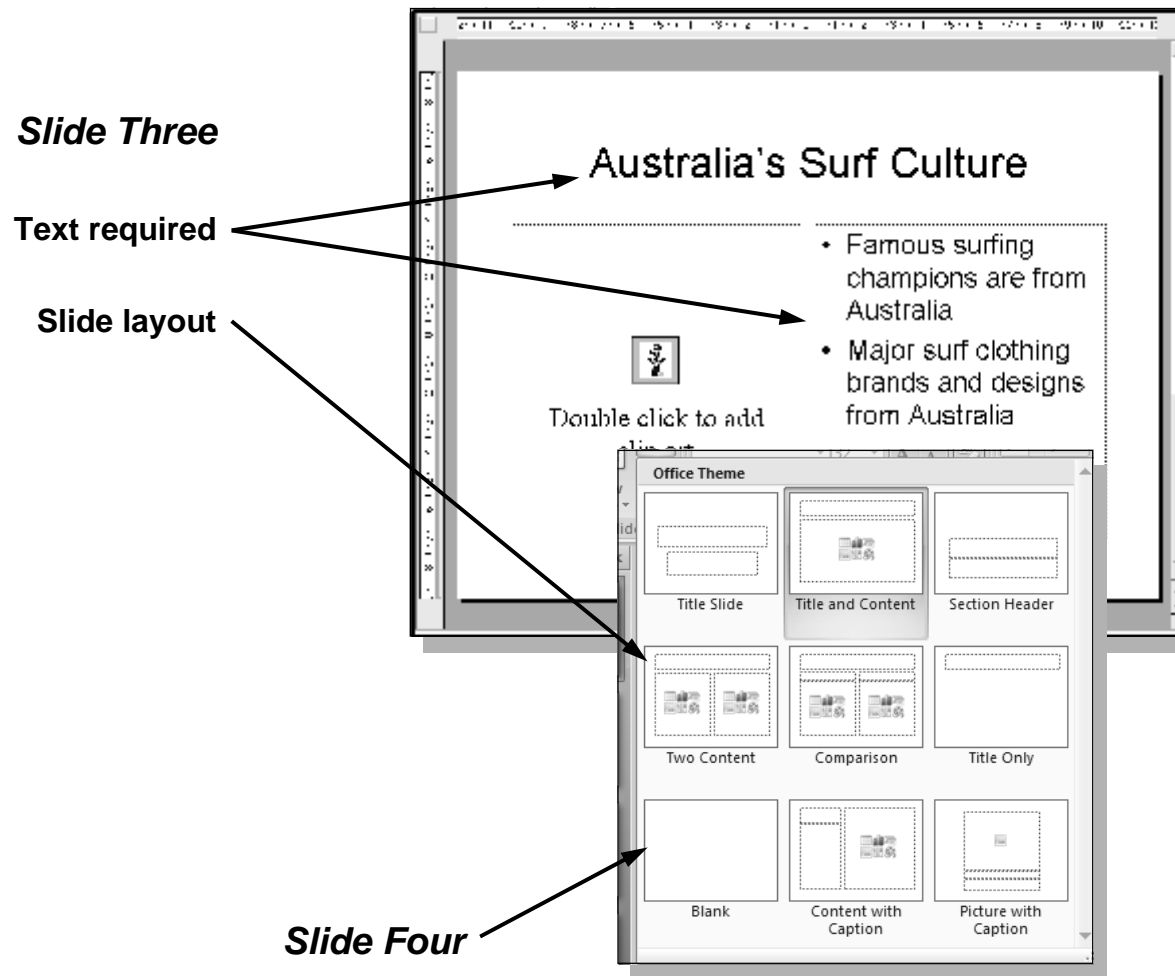
To change the layout of the first slide go to 'Home' and then click on 'Slide Layout'.



The following pages will tell you exactly which slide layouts to use and which text to insert in each. As you insert the text you will notice that the text appears in the Outline pane.

You will need to complete this activity before you proceed with the next part of this Section.





Slide Four will be the last slide and we want this slide to be blank.

We suggest that this activity is performed in front of your teacher or trainer so that they can observe you doing this task properly. If you are doing this at work then ask your employer or supervisor to watch you do this activity successfully and then provide evidence to your teacher or trainer that it was done correctly.

TEACHER / TRAINER GUIDANCE NOTES

This is a practice exercise and helps to reinforce the knowledge that the student has gained in this section. It is best if the student or trainee was able to do this while the teacher or trainer watches.

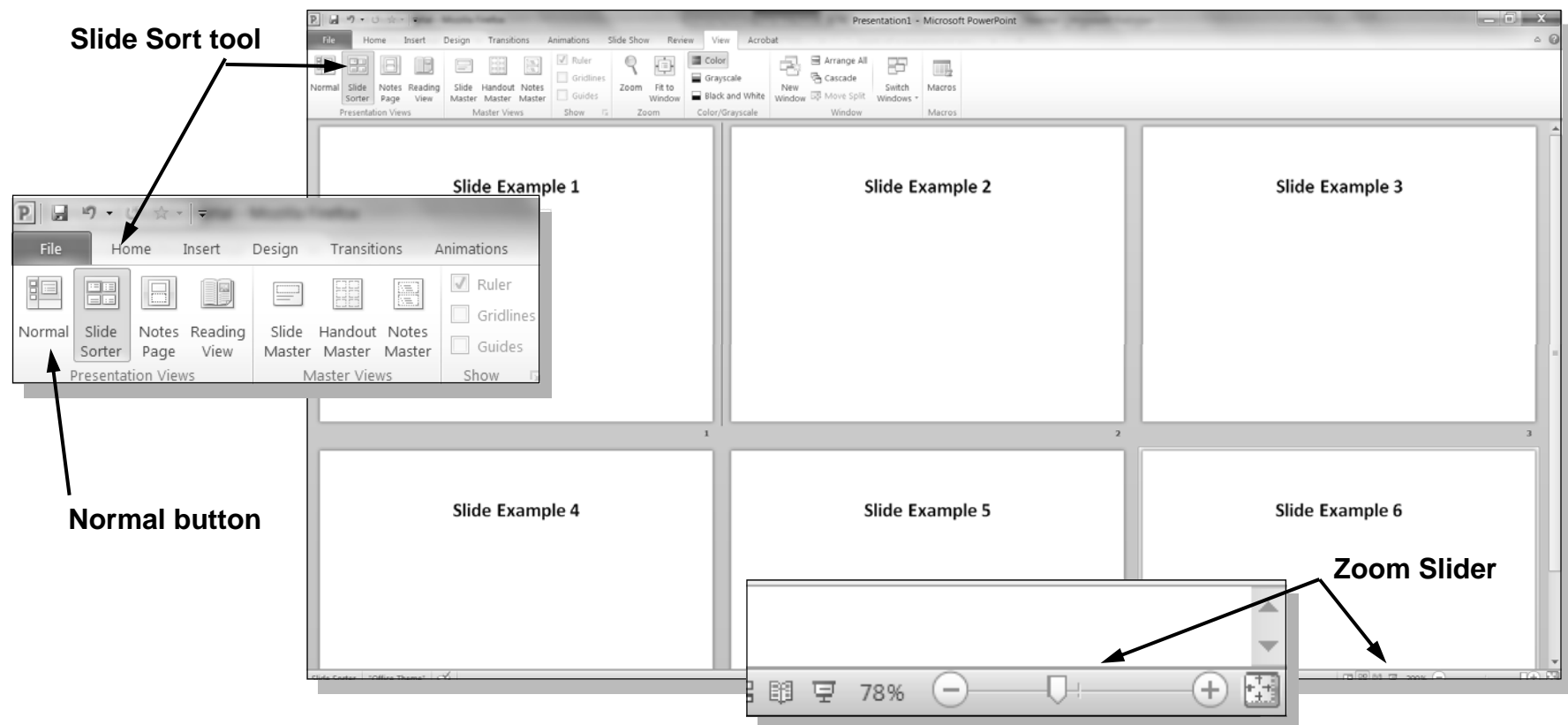
If the student or trainee is undertaking this course at a workplace, then the employer or the supervisor could provide evidence that they observed the student or trainee perform this activity successfully.

VIEW MULTIPLE SLIDES AT ONCE

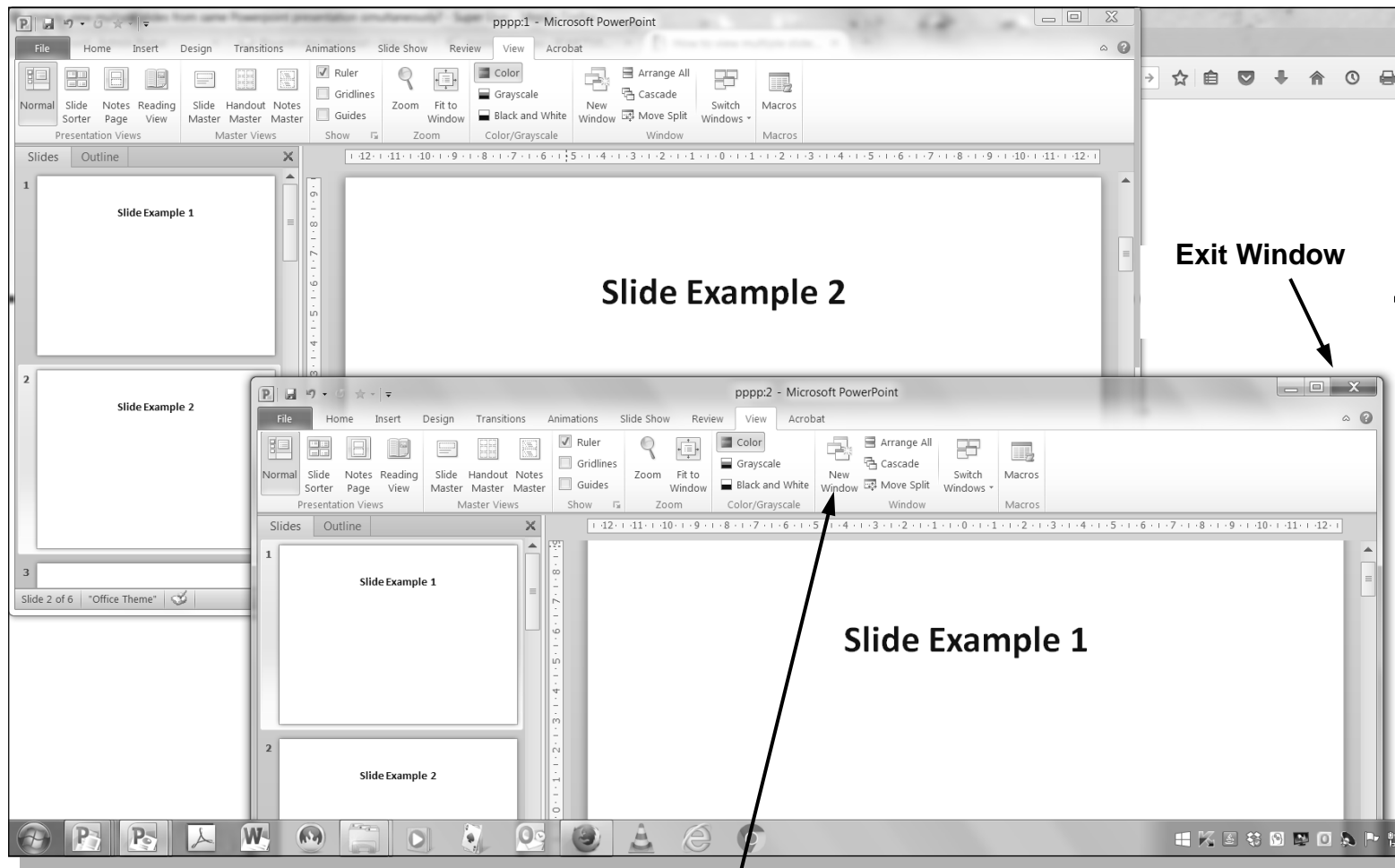
Before we go on to some of the other tools we should touch on how you can view a number of slides at the same time. In the 'View' ribbon there is a tool called 'Slide Sorter'.

This tool when used shows multiple slides in the PowerPoint show. It is handy to use when you want to make sure that the slides are all consistent in their look, as well as layout and the slides and their content are in the right location of the presentation. You can make the slides bigger or smaller by using the 'Zoom Slider' tool.

You can use this tool to move slides around the presentation. To do this you click on the slide you wish to move, hold down the mouse button and drag the slide to the location in the presentation you want it to be. To go back to the normal view you simply click on the 'Normal' button.



Another method of viewing two slides at the same time is using the 'New Window' tool. This opens the same presentation in another window and here you can make changes. When you make changes on one window you are also making changes to the other window. To go back to one window you simply exit out of one of the open windows using the small "X" in the right corner.



**Learning
Activity**

Task

LEARNING ACTIVITY FIVE

In the previous activity we asked you to change one slide and insert three new slides into your PowerPoint file called 'PP Exercise'.

First we should remind you that each time you make a change to your presentation you need to 'Save' the file.

In this activity we want you now to open 'PP Exercise' in the 'Slide Sorter' view.

This is just a practice activity so that 1) you can access and open a tool that shows you multiple slides and 2) for you to see what this tool does in real life.

After you are done, click on 'Normal View' and save the file.

In the next section we will be using PP Exercise to practice using other tools.

We suggest that this activity is performed in front of your teacher or trainer so that they can observe you doing this task properly. If you are doing this at work then ask your employer or supervisor to watch you do this activity successfully and then provide evidence to your teacher or trainer that it was done correctly.

TEACHER / TRAINER GUIDANCE NOTES

This is a practice exercise and helps to reinforce the knowledge that the student has gained in this section. It is best if the student or trainee was able to do this while the teacher or trainer watches.

If the student or trainee is undertaking this course at a workplace, then the employer or the supervisor could provide evidence that they observed the student or trainee perform this activity successfully.

Section Three

Format Presentations

TOPIC SUB-DIRECTORY

Over the next several pages there will be topics that address specific features, functions and tools available and used in PowerPoint.

To enable the student or trainee to locate these specific topics we have introduced this sub-directory.

<i>Inserting SmartArt Graphics</i>	Page 76	<u>(Student/Trainee Manual Page 76)</u>
<i>Formatting Backgrounds</i>	Page 87	<u>(Student/Trainee Manual Page 85)</u>
<i>Inserting Picture Backgrounds</i>	Page 91	<u>(Student/Trainee Manual Page 89)</u>
<i>Inserting Images/Pictures</i>	Page 95	<u>(Student/Trainee Manual Page 93)</u>
<i>Manipulating Images/Pictures</i>	Page 99	<u>(Student/Trainee Manual Page 96)</u>
<i>Picture Style/Format Options</i>	Page 100	<u>(Student/Trainee Manual Page 97)</u>
<i>Inserting Drawing Objects</i>	Page 104	<u>(Student/Trainee Manual Page 100)</u>
<i>Inserting Text in Drawing Objects/Images</i>	Page 111	<u>(Student/Trainee Manual Page 107)</u>
<i>Drawing Objects 3D Effects</i>	Page 115	<u>(Student/Trainee Manual Page 110)</u>
<i>Inserting Clip Art</i>	Page 117	<u>(Student/Trainee Manual Page 112)</u>
<i>Inserting Dates and Page Numbers</i>	Page 121	<u>(Student/Trainee Manual Page 116)</u>
<i>Overview of Tables in PowerPoint</i>	Page 124	<u>(Student/Trainee Manual Page 119)</u>
<i>Creating Tables in PowerPoint</i>	Page 125	<u>(Student/Trainee Manual Page 120)</u>
<i>Table Fills, Borders and Font Alignment</i>	Page 132	<u>(Student/Trainee Manual Page 126)</u>
<i>Inserting Tables from other Applications</i>	Page 137	<u>(Student/Trainee Manual Page 131)</u>
<i>Inserting Charts</i>	Page 140	<u>(Student/Trainee Manual Page 134)</u>
<i>Changing Chart Styles</i>	Page 144	<u>(Student/Trainee Manual Page 138)</u>
<i>Changing the Look of a Chart</i>	Page 146	<u>(Student/Trainee Manual Page 140)</u>
<i>Inserting a Chart from Excel</i>	Page 151	<u>(Student/Trainee Manual Page 144)</u>
<i>Duplicating Slides</i>	Page 153	<u>(Student/Trainee Manual Page 146)</u>
<i>Reordering Slides</i>	Page 156	<u>(Student/Trainee Manual Page 148)</u>
<i>Deleting Slides</i>	Page 158	<u>(Student/Trainee Manual Page 151)</u>
<i>Creating a PDF File</i>	Page 160	<u>(Student/Trainee Manual Page 153)</u>
<i>Saving Presentation File to an External Storage Device</i>	Page 162	<u>(Student/Trainee Manual Page 155)</u>

OPERATE PRESENTATION PACKAGES

SECTION THREE—FORMAT PRESENTATIONS

INTRODUCTION

As the Topic Sub-Directory outlines, we are going to be reviewing and practicing with many more PowerPoint tools and features.

With PowerPoint it is important that as you learn you keep practicing and you will find using the tools becomes very easy and you will also find many other tools to try and master.

SECTION LEARNING OBJECTIVES

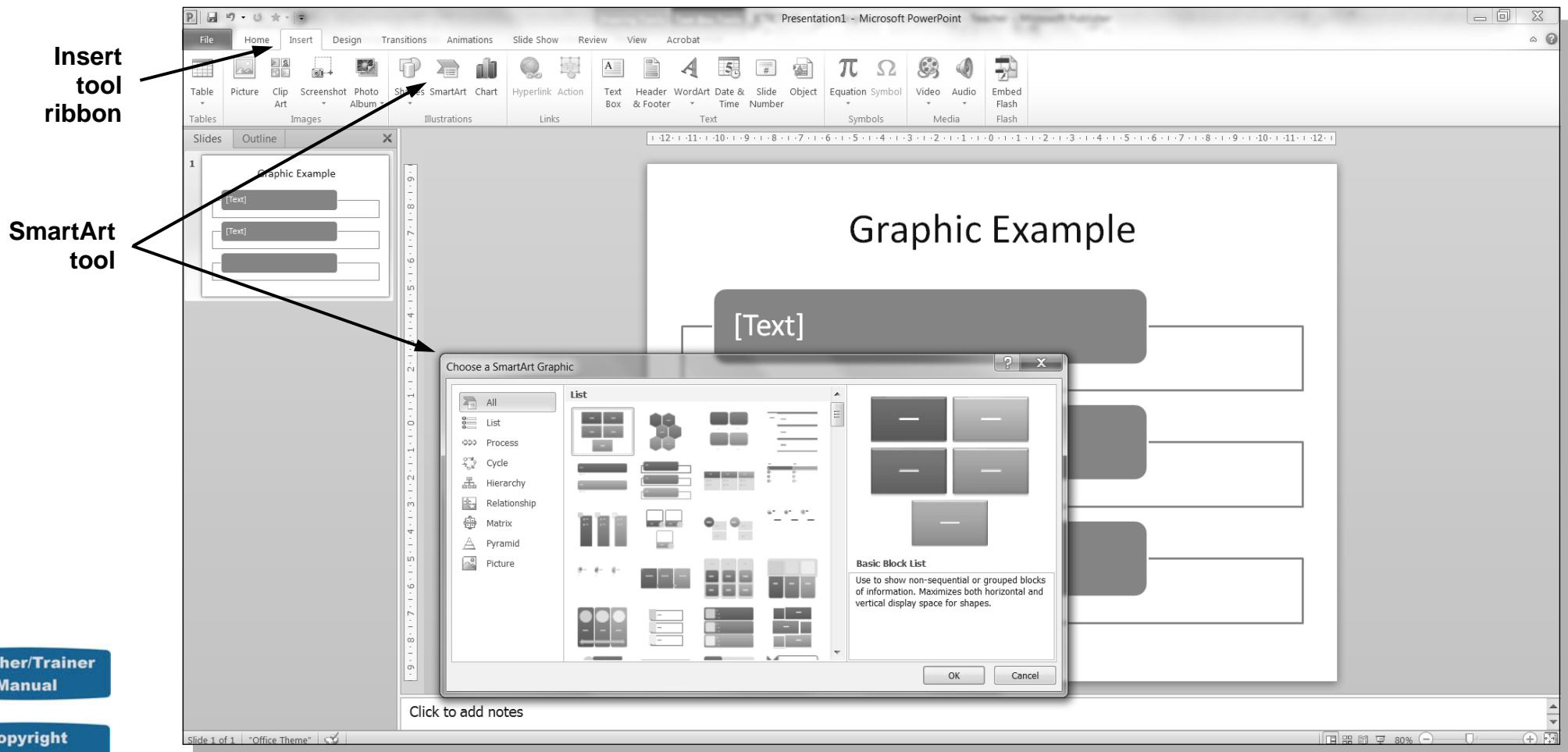
At the completion of this section you will learn information relating to:

- ☆ Using and incorporating organisational charts and bulleted lists, and modify as required
- ☆ Adding objects and manipulating to meet presentation purposes
- ☆ Importing objects and modifying for presentation purposes
- ☆ Modifying slide layout, including text and colours, to meet presentation requirements
- ☆ Using formatting tools as required within the presentation
- ☆ Duplicating slides within and across a presentation
- ☆ Reordering sequence of slides and deleting slides for presentation purposes
- ☆ Saving presentation in another format
- ☆ Saving to storage device and closing presentation

USE AND INCORPORATE ORGANISATIONAL CHARTS AND BULLETED LISTS, AND MODIFY AS REQUIRED

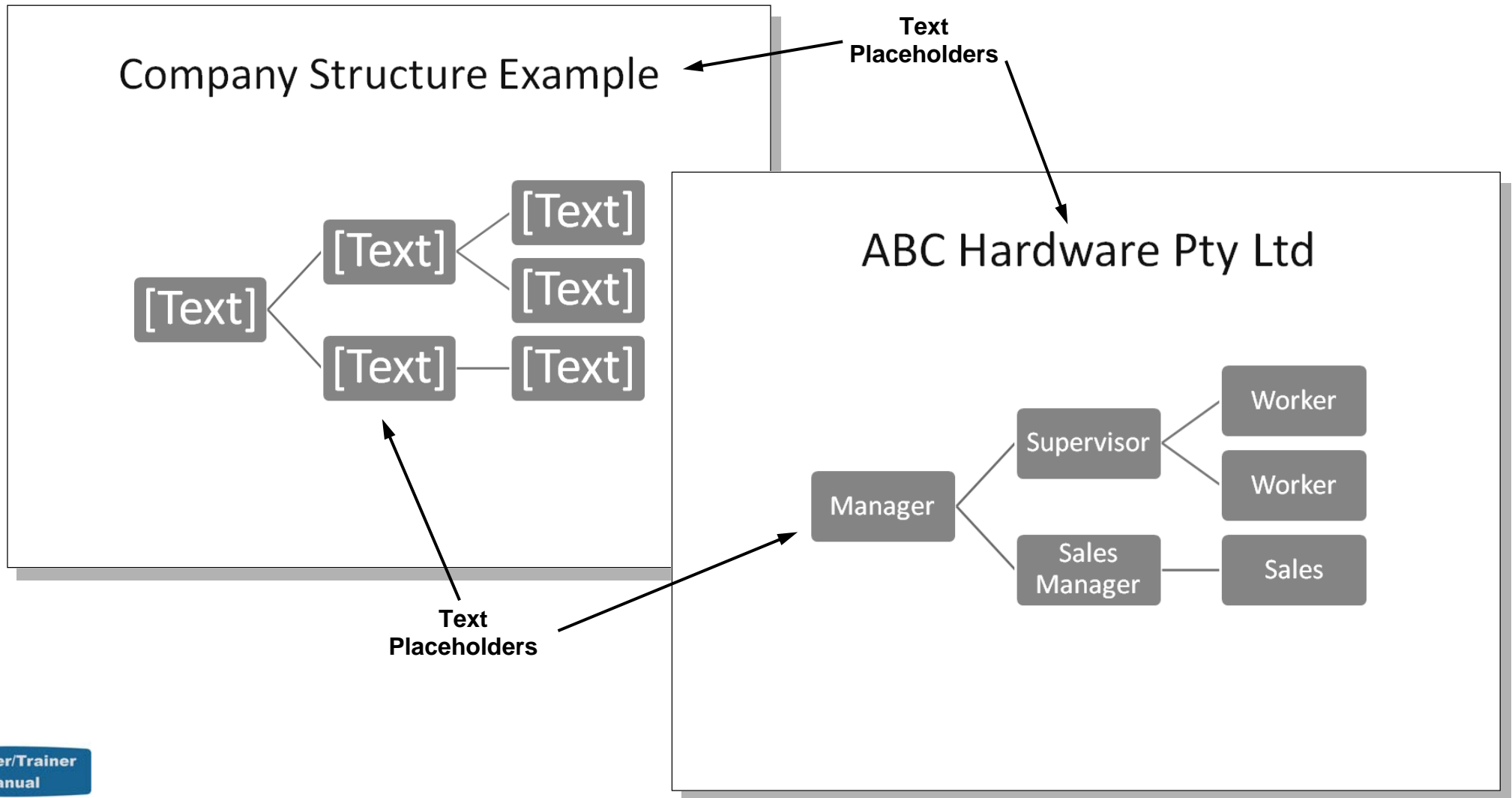
In Section One we learned about a basic tool in PowerPoint called the 'SmartArt Graphics' tool. We showed you how to access this tool through one of the slide formats that you are able to insert as a 'New Slide'.

You can also access this tool by going to the 'Insert' tool ribbon and clicking on the 'SmartArt' tool button.



SmartArt is the most used tool to show organisational charts such as company structures and is often used to create bulleted types graphics.

In the example below we have shown a basic company structure graphic and what it could look like after it has been completed.



These types of charts can be easily modified using the same tool. For example you can change the look of the chart. When you click on the chart, a new ribbon appears called 'SmartArt Tools' at the top.

You click on the 'Design' tab and you are provided with a collection of modified chart designs.

Design tab **SmartArt Tools** **Modified chart designs**

The screenshot displays the Microsoft PowerPoint interface. The 'SmartArt Tools' ribbon is active, showing the 'Design' tab. The 'Layouts' section contains several organizational chart templates. The '3-D' section shows a collection of modified chart designs. One design is selected, which is a 3-D organizational chart for 'ABC Hardware Pty Ltd'. The chart shows a hierarchy: Manager at the top, connected to Supervisor and Sales Manager. Supervisor is connected to two Worker boxes, and Sales Manager is connected to a Sales box. The chart is rendered in a 3-D perspective style.

ABC Hardware Pty Ltd

Manager

Supervisor

Sales Manager

Worker

Worker

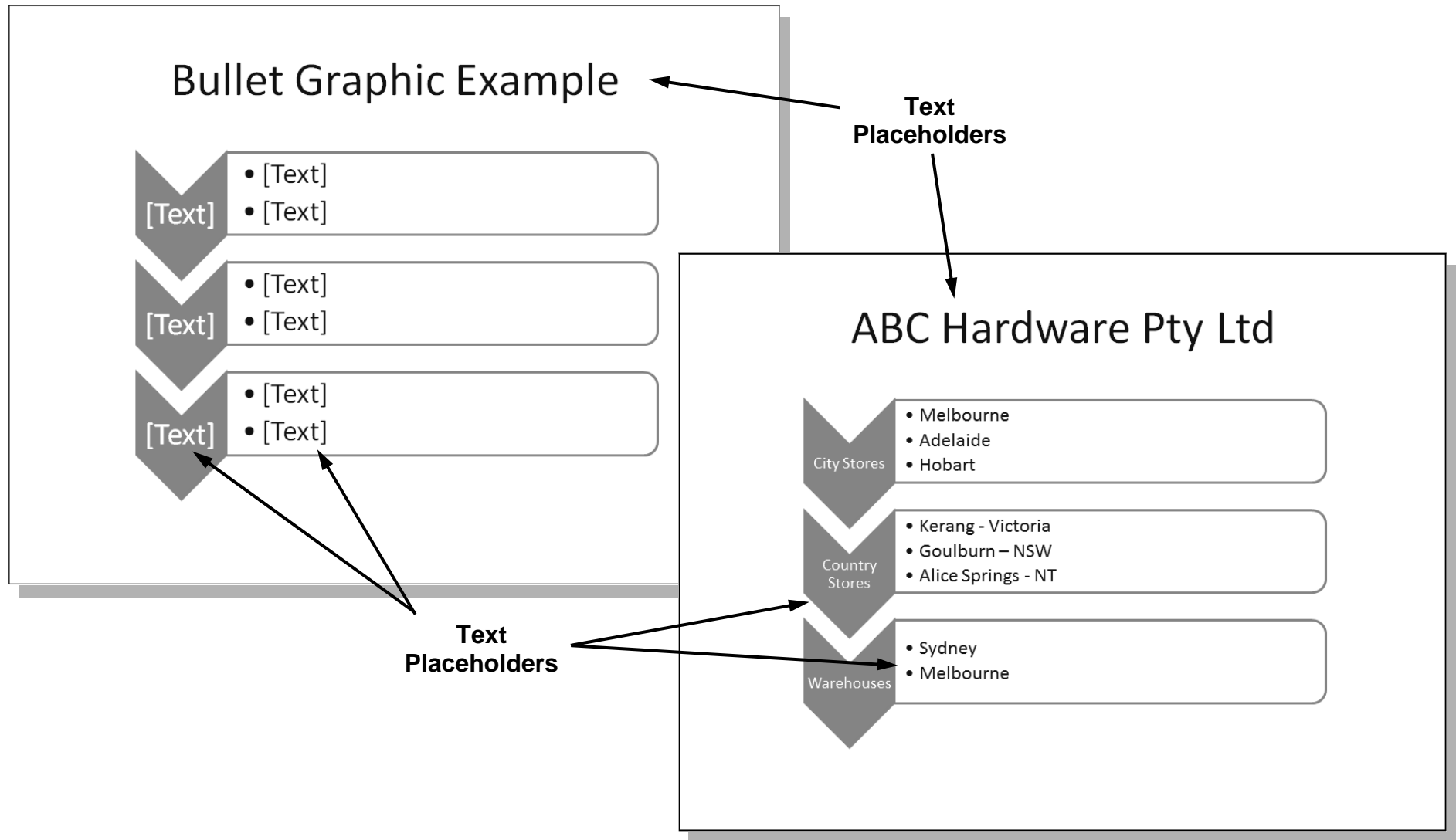
Sales

Click to add notes

Slide 1 of 1 "Office Theme" 80%

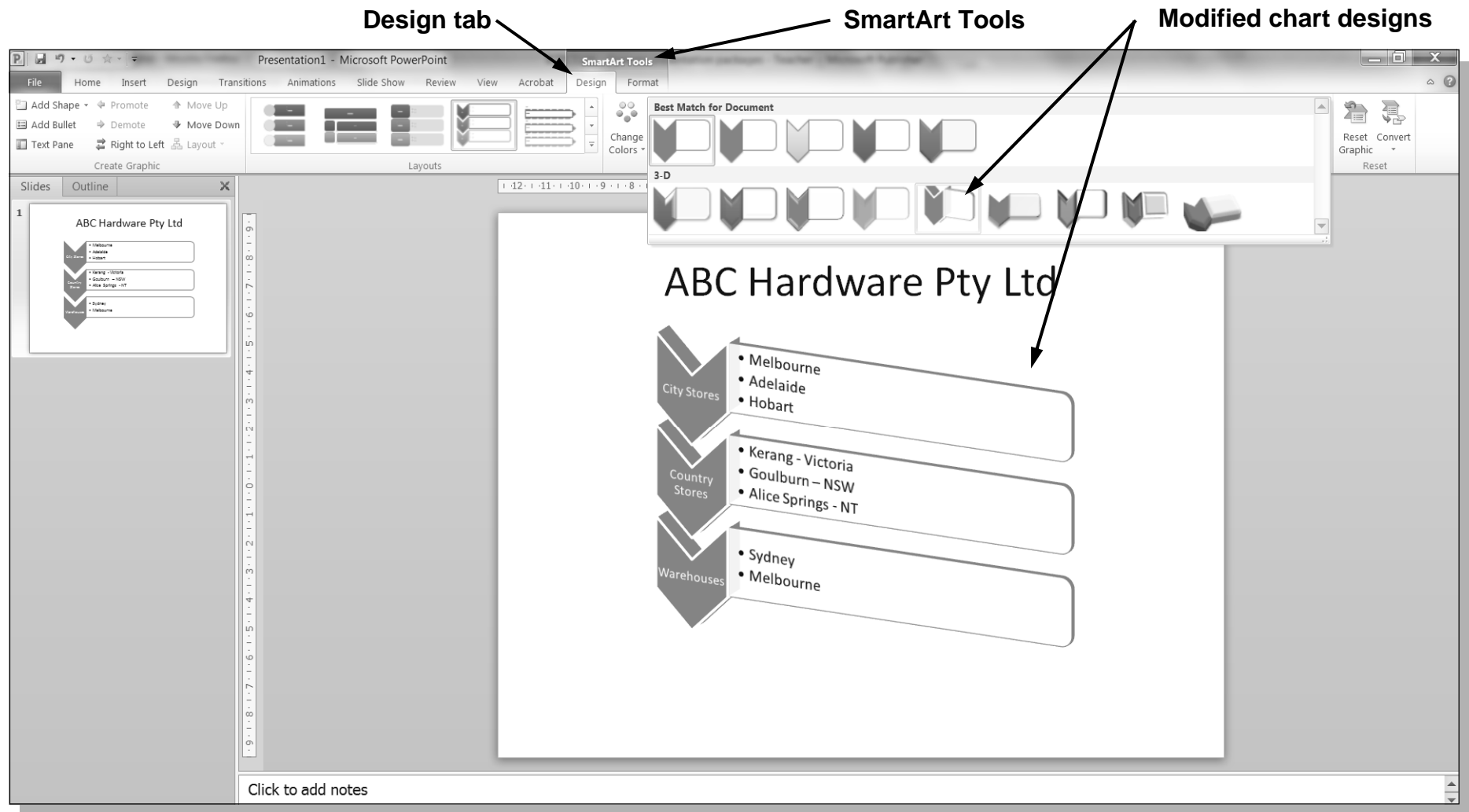
SmartArt is also often used to show bullet points in a graphical form.

In the example below we have shown a bulleted graphic.



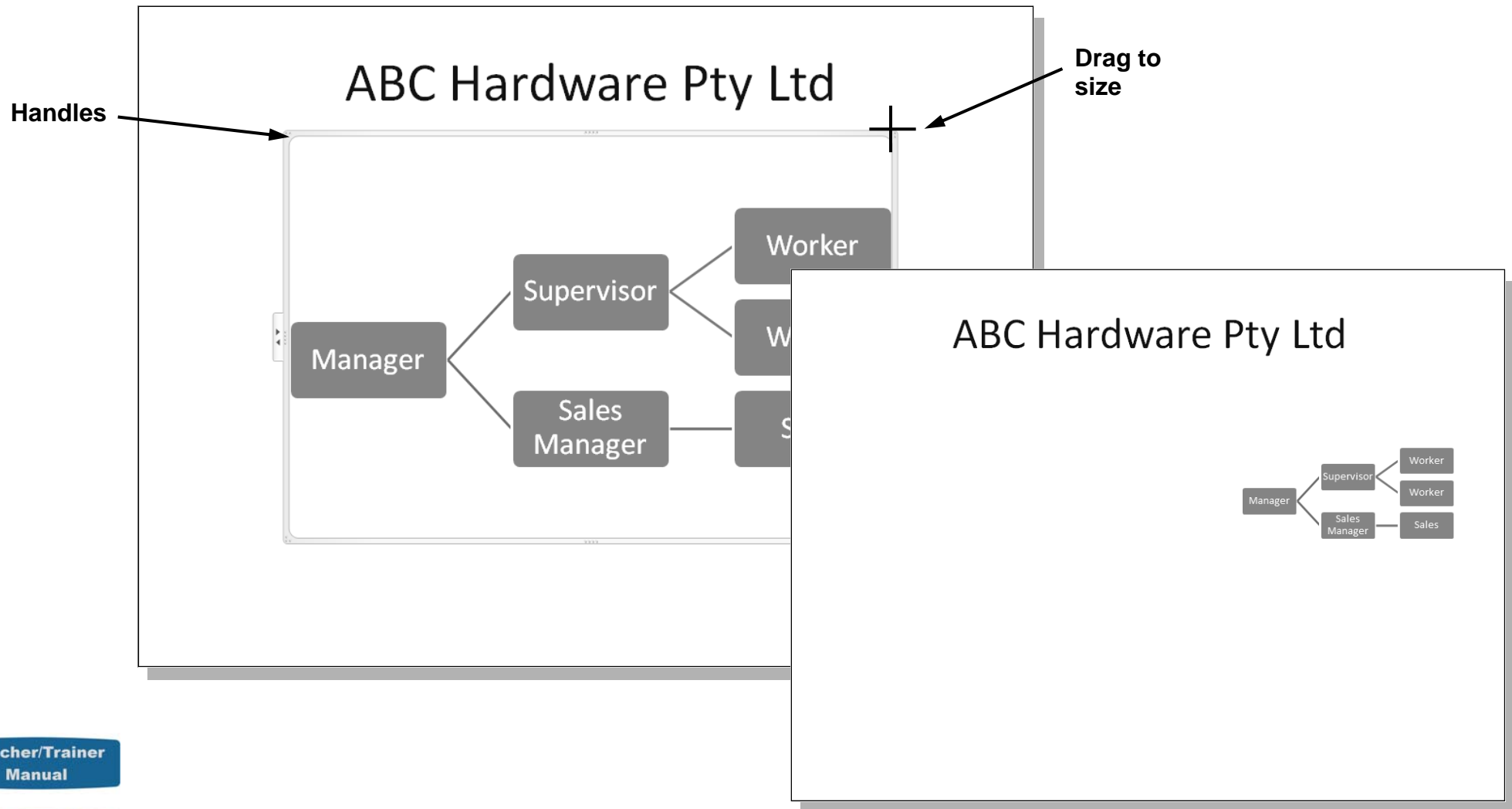
These types of charts can also be easily modified using the same tool. For example you can change the look of the chart. When you click on the chart, a new ribbon appears called 'SmartArt Tools' at the top.

You click on the 'Design' tab and you are provided with a collection of modified bulleted chart designs.

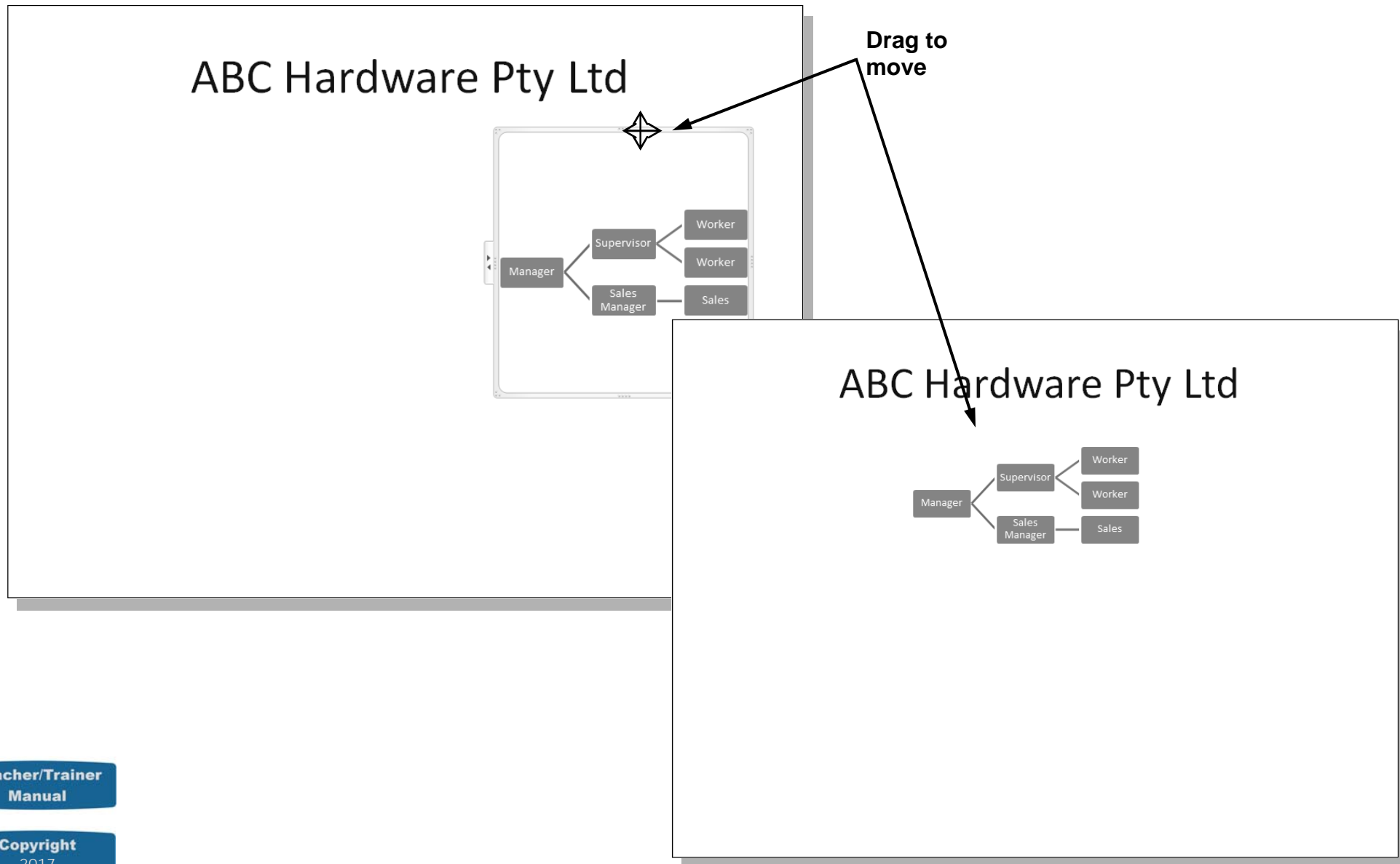


Other common modifications that can be made is to make the SmartArt Graphic bigger or smaller on the slide. When you click on the graphic a grey box appears around the graphic and in each corner are some dots called 'Handles'.

You click on one of these handles and a star appears. While holding down your mouse button you drag outward to make the graphic look bigger or inward to make the graphic smaller.



You can also move the graphic into a new position on the side. You again click on the graphic and the grey box appears around the graphic. You place your cursor on the top edge of the grey box and hold down your mouse button. A small star with arrows appears this time. As you hold down your mouse button, you can move the graphic anywhere on the slide.



**Learning
Activity**

Task

LEARNING ACTIVITY ONE

You should still have your 'PP Exercise' file open. If not, locate the file and open it.

In the last activity you inserted a blank page at the end of the slide presentation. On this page we want you to do the following.

Insert a SmartArt Graphic from the 'Hierarchy' selection and fill in the text placeholders. What you put into the placeholders does not matter, we just want you to get used to using these types of graphics. Then make the graphic smaller and place it in the middle of the slide.

Next we want you to insert a graphic from the 'List' selection and fill in the placeholders as well. Then make this graphic smaller and place it in the middle of the slide underneath the other graphic.

Then we want you to change the look of each graphic. It is your choice.

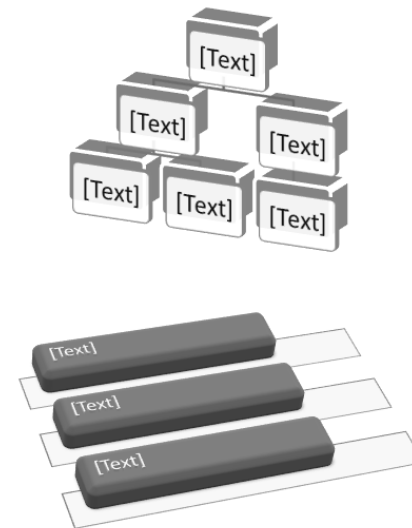
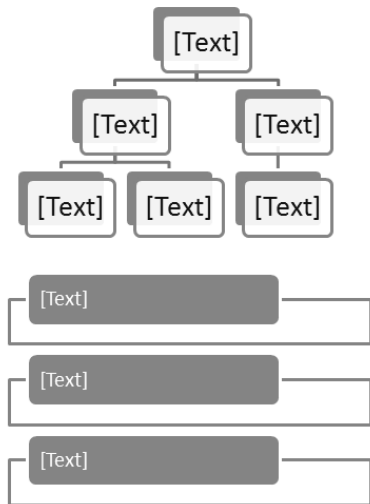
We have put examples of what your slides should have looked like.

We suggest that this activity is performed in front of your teacher or trainer so that they can observe you doing this task properly. If you are doing this at work then ask your employer or supervisor to watch you do this activity successfully and then provide evidence to your teacher or trainer that it was done correctly.

TEACHER / TRAINER GUIDANCE NOTES

This is a practice exercise and helps to reinforce the knowledge that the student has gained in this section. It is best if the student or trainee was able to do this while the teacher or trainer watches.

If the student or trainee is undertaking this course at a workplace, then the employer or the supervisor could provide evidence that they observed the student or trainee perform this activity successfully.



ADD OBJECTS AND MANIPULATE TO MEET PRESENTATION PURPOSES**AND****IMPORT OBJECTS AND MODIFY FOR PRESENTATION PURPOSES****AND****MODIFY SLIDE LAYOUT, INCLUDING TEXT AND COLOURS, TO MEET PRESENTATION REQUIREMENTS****AND****USE FORMATTING TOOLS AS REQUIRED WITHIN THE PRESENTATION**

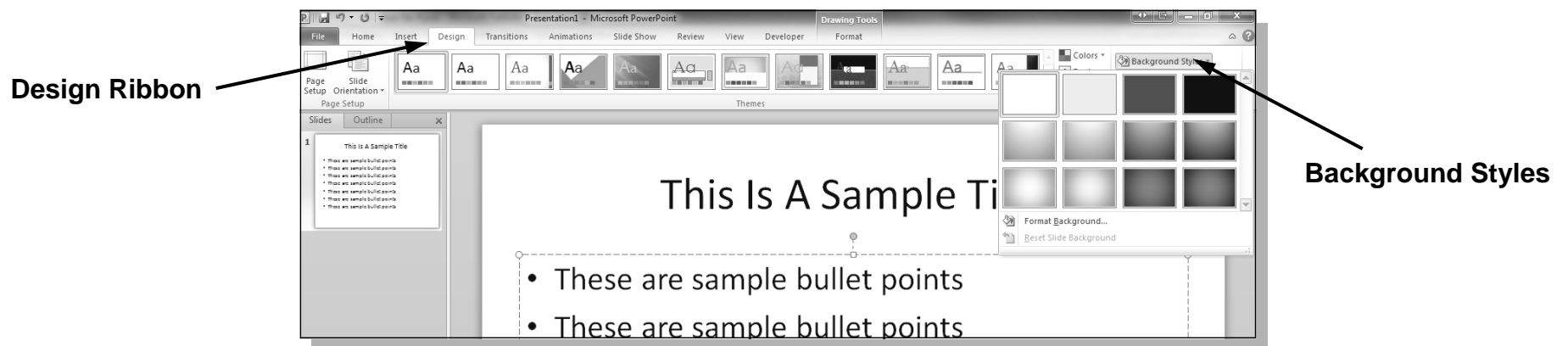
(Over the next few pages we cover four 'Performance Criteria' points at the same time to avoid repetition)

Over the next several pages we are going to go into some detail on using the Insert tools as well as using the many formatting tools. We will need you to have your 'PPT Exercise' file open and ready to try these tools as we learn about them.

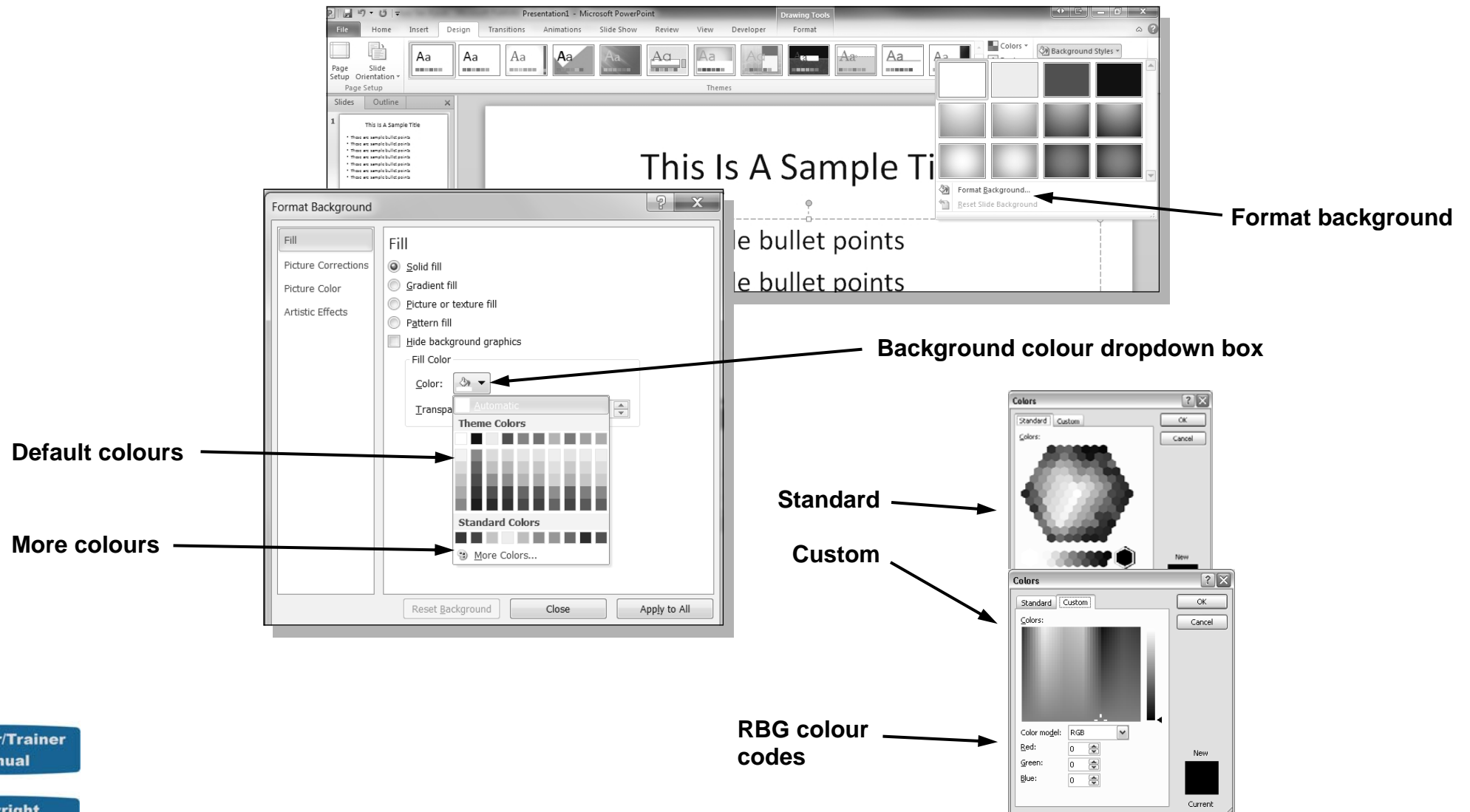
We are going start with 'Backgrounds'. Backgrounds are a very important part of a presentation. Backgrounds can add tremendously to the professionalism as well as attractiveness of the presentation. Backgrounds can also distract from the message if used improperly. So care must be taken when designing the background of a presentation.

The simplest method of changing the background is by changing the colour.

To change the background colour of a slide you go to the 'Design' ribbon and click on 'Background Styles'. Here you can select a style of background, such as gradient shading.



If you click on 'Format background' you can change the colours of the background. A new window will appear and the colour palettes for the background are exactly the same as they were for the Font colours. You have default colours, standard colours and custom colour palettes.



Background Fill Effects—PowerPoint has a wide range of fill effects that takes a plain and sometimes boring solid colour background and applies textures and other effects. To access these effects you would click on the 'Background' drop down arrow as you would when changing the colour.

A box will appear that offers four types of background fill effects:

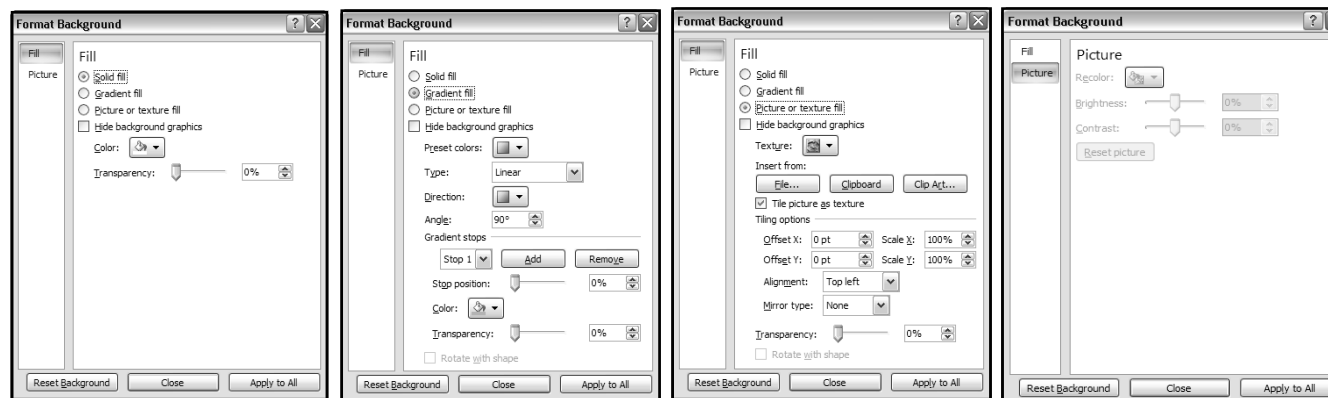
- ☆ Solid
- ☆ Gradient
- ☆ Texture
- ☆ Picture

The 'Solid' effect just fills the background with one single colour.

The 'Gradient' effect offers a variety of options. You can use one or two colours that will cause a gradient effect vertically, horizontally, diagonally and from a pre-set location. There is also a pre-set option that has a wide range of pre-set colour combinations you can choose from.

The 'Texture' effect also offers a variety of options. There is a pre-selection of 12 textured backgrounds, which are commonly used.

The 'Picture' effect inserts a picture as the background. PowerPoint offers a small selection of pictures. This effect is used mainly to import pictures from other files to be used as backgrounds. (We discuss inserting images in a later section)



Solid

Gradient

Texture

Picture

**Learning
Activity**

Task

LEARNING ACTIVITY TWO

This activity uses Slide 1 of your PP Exercise PowerPoint file. Only apply the changes to Slide 1.

In this activity you are to practice changing:

- ☆ Background and font colour and compare various samples for readability
- ☆ Background gradient styles, colours and font colour and compare various samples for readability
- ☆ Background texture and font colour, and compare various samples for readability
- ☆ Background patterns, colours and font colour and compare various samples for readability
- ☆ Background picture from PowerPoint selection and font colour and compare various samples for readability

After you have finished this activity we want you to go back to 'Background Styles' and click on 'Reset Background'. This will bring the slide back to its original background and ready for the next activity.

We suggest that this activity is performed in front of your teacher or trainer so that they can observe you doing this task properly. If you are doing this at work then ask your employer or supervisor to watch you do this activity successfully and then provide evidence to your teacher or trainer that it was done correctly.

TEACHER / TRAINER GUIDANCE NOTES

This is a practice exercise and helps to reinforce the knowledge that the student has gained in this section. It is best if the student or trainee was able to do this while the teacher or trainer watches.

If the student or trainee is undertaking this course at a workplace, then the employer or the supervisor could provide evidence that they observed the student or trainee perform this activity successfully.

INSERTING A PICTURE AS A BACKGROUND

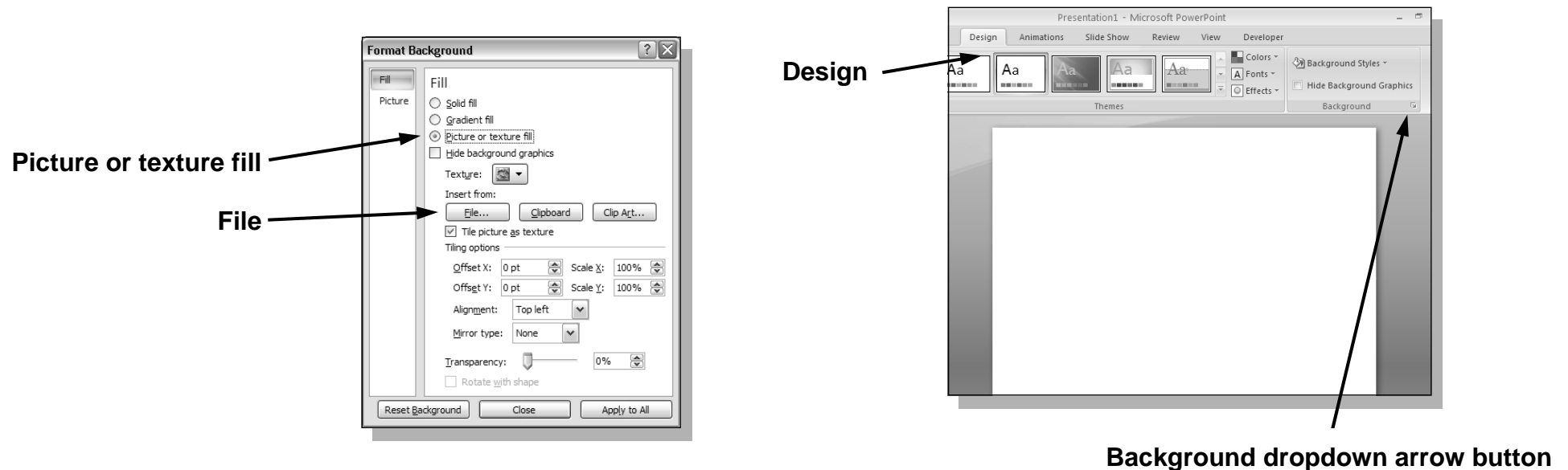
Earlier, we spoke about inserting a picture as a background to a presentation, whether it is one slide or the whole presentation. We showed you how to insert a picture from a selection of PowerPoint images.

In the next few pages we will show you how to insert a picture from another file.

In Learning Activity Three we asked you to collect some images related to the surfing theme. These files should have been saved in a special folder located on your desktop called 'PPT Images'.

Make sure your active slide (slide on the screen) is Slide 1.

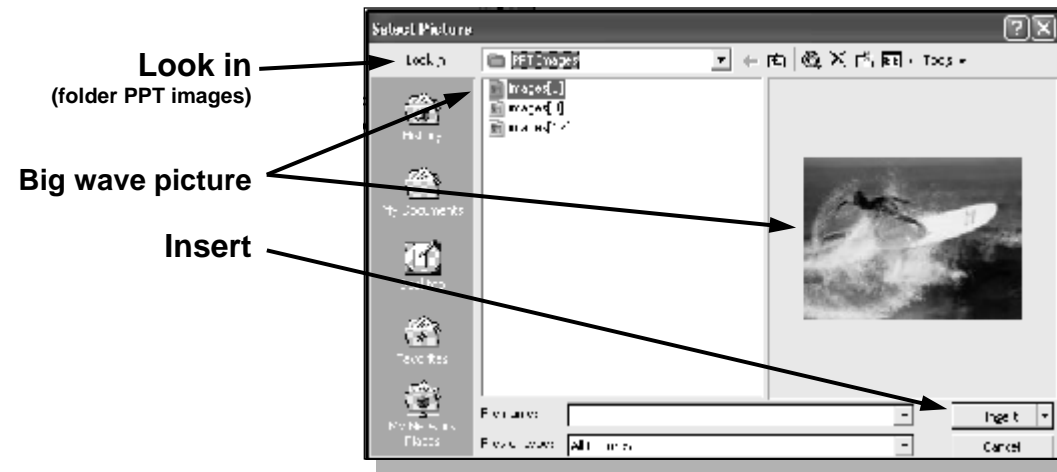
Go to 'Design', then click on the 'Background' dropdown menu arrow.



The Format Background window will appear and you would then click on the 'Picture or texture fill' option and then click on the 'File' button.

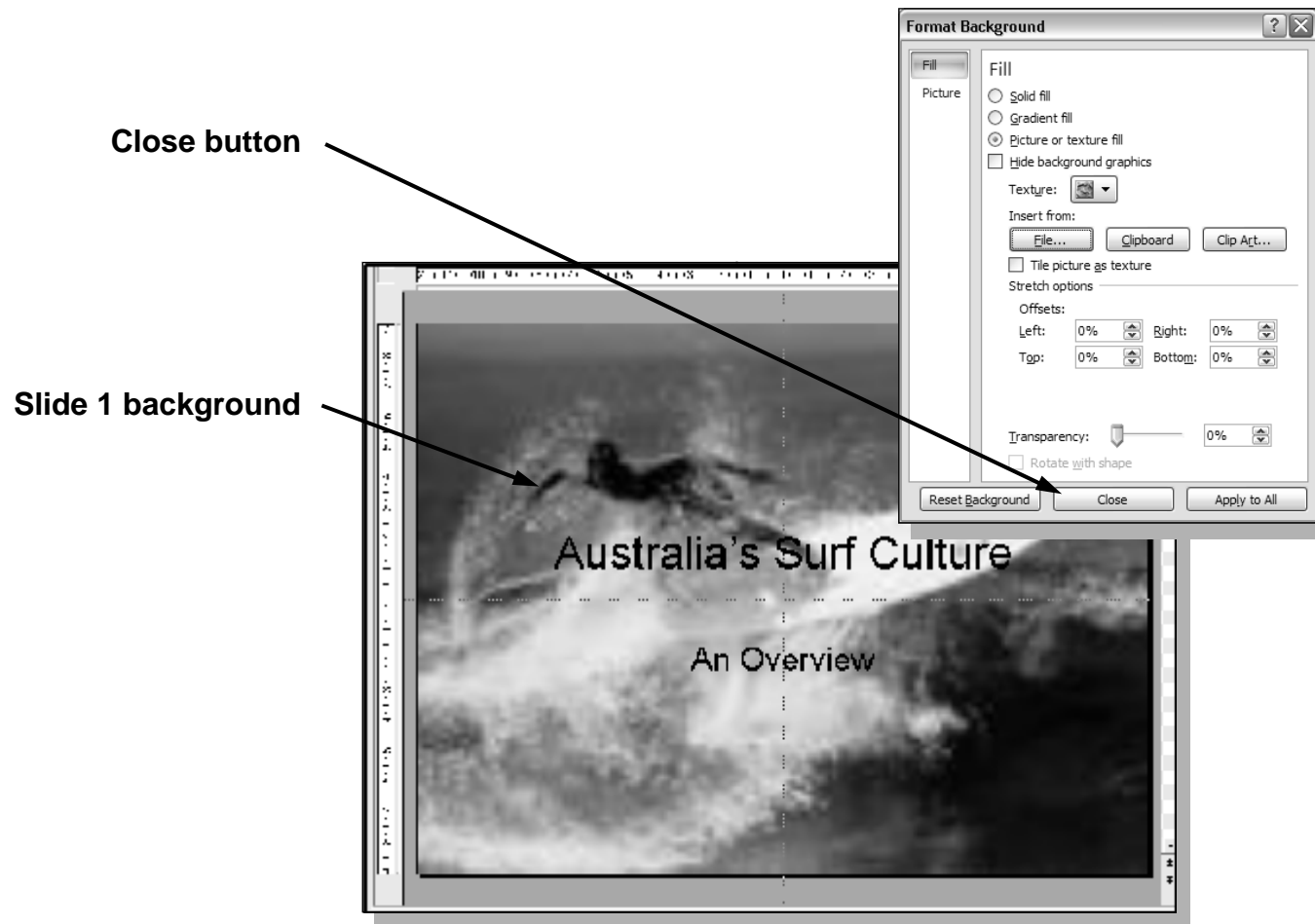
The 'Select Picture' box would appear. To locate a file containing the picture you want you would use the drop down menu and locate the folder that contained the picture file.

In this case we are looking for 'PPT Images' on your desktop and you will want to use the picture of the big wave.



Click on the image file and a preview thumbnail would appear on the right hand side of the box. If this is the correct picture, you would then click 'Insert'.

The 'Background' box reappears and you need to choose whether this picture is for all the slides in the presentation, or just the current slide (Slide 1). In this example it is only for Slide 1, so you click 'Close' and the picture is inserted as a background in Slide 1.



**Learning
Activity**

Task

LEARNING ACTIVITY THREE

If the background picture you have chosen makes the text hard to read, try either changing the size and colour of the font and/or change the background picture to a scene that has lighter colour shades.

Also, you need to remember that PowerPoint automatically formats the image so it fits into the slide frame. If the picture you had chosen was of a 'Portrait' layout, then the picture will look stretched and distorted when inserted into the slide .

It is better to pick an image that is of a 'Landscape' layout.

Show your teacher/trainer or your employer your choice of picture for the first slide background and ask for their comments.

We suggest that this activity is performed in front of your teacher or trainer so that they can observe you doing this task properly. If you are doing this at work then ask your employer or supervisor to watch you do this activity successfully and then provide evidence to your teacher or trainer that it was done correctly.

TEACHER / TRAINER GUIDANCE NOTES

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INSERTING IMAGES/PICTURES

Over the next few pages we will review the steps required to insert and position simple pictures. In the previous pages we reviewed how to use a picture as a background. There will be numerous occasions when you will want to use a picture to reinforce a message being presented in a slide. We will insert simple images into Slide 2 of our 'PP Exercise' slide presentation.

The inserting of images will be by way of Learning Activities.

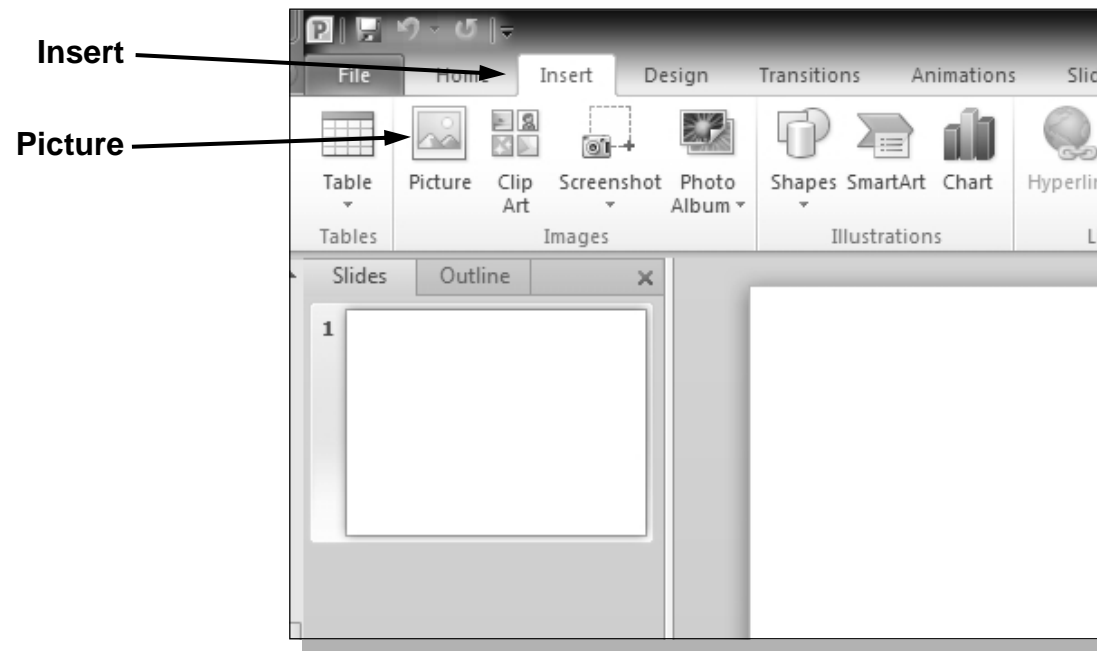
**Learning
Activity**

Task

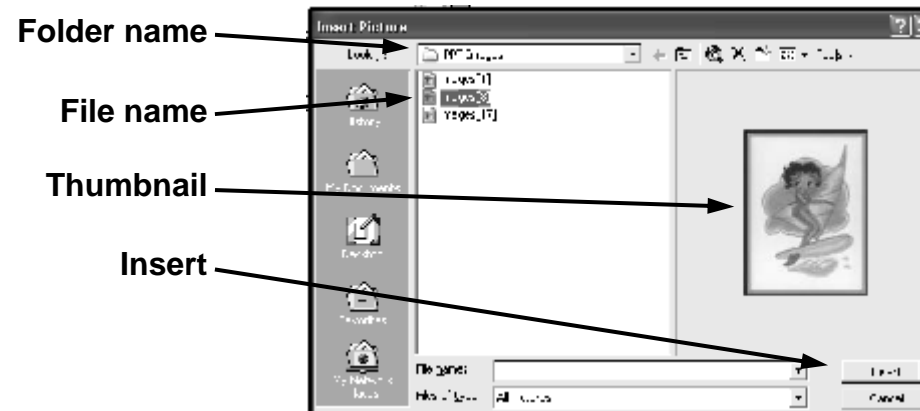
LEARNING ACTIVITY FOUR

Now, bring up Slide 2 so that it is the Slide on the screen. The images we will be inserting are the other two that we asked you to collect and store in 'PPT Images' folder.

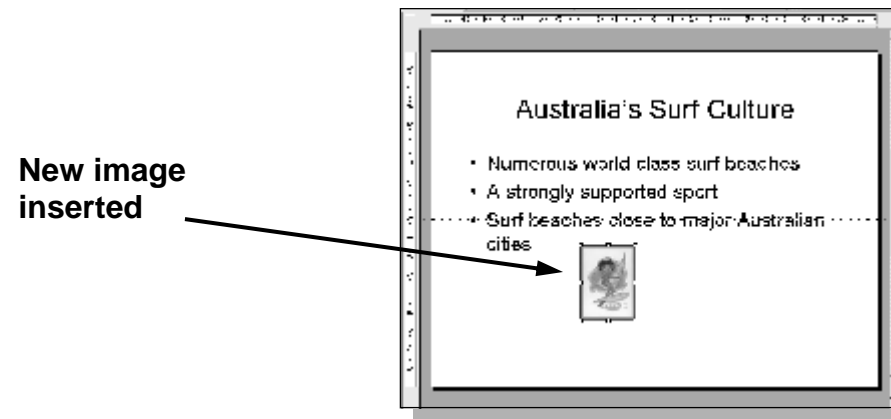
The first image will be the cartoon image. To locate this image you would go to 'Insert' on the ribbon, now click on 'Picture'.



The 'Insert Picture' box will appear. At the top you will locate the 'PPT Images' folder and this will list the images in this folder. You can highlight each file name to see a thumbnail of the image. When you have located the cartoon style image, click on 'Insert'.



The image will now appear on the slide.



We suggest that this activity is performed in front of your teacher or trainer so that they can observe you doing this task properly. If you are doing this at work then ask your employer or supervisor to watch you do this activity successfully and then provide evidence to your teacher or trainer that it was done correctly.

TEACHER / TRAINER GUIDANCE NOTES

This is a practice exercise and helps to reinforce the knowledge that the student has gained in this section. It is best if the student or trainee was able to do this while the teacher or trainer watches.

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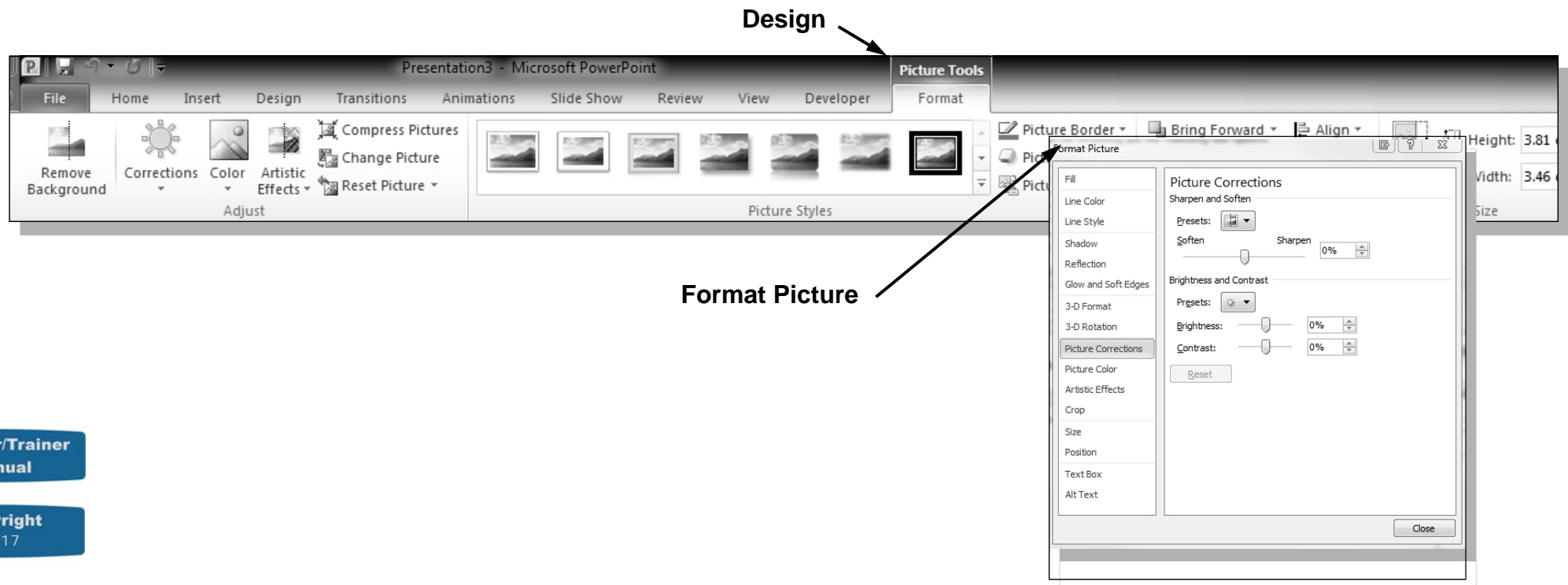
MANIPULATING THE IMAGE/PICTURE

PowerPoint offers a wide range of editing options that can be applied to pictures. What we will be reviewing are the following edit options:

- ☆ Sizing
- ☆ Positioning
- ☆ Colouring
- ☆ Contrast
- ☆ Brightness
- ☆ Cropping
- ☆ Inserting borders

PICTURE TOOLBAR

When you select the image the toolbar will appear on the screen. For more advanced options you can right click on the image and select 'Format Picture'.



PICTURE STYLE/FORMAT OPTIONS

- ☆ No Recolour– this shows the picture as normal, exactly the way it was taken from the source file.
- ☆ Greyscale – this converts a colour picture to a picture made up of grey shades
- ☆ Black and White – this converts a colour picture to a black and white picture with absolutely no grey shades

Contrast Control – this takes the picture and increases or decreases the contrast of the colours or shades of the picture.

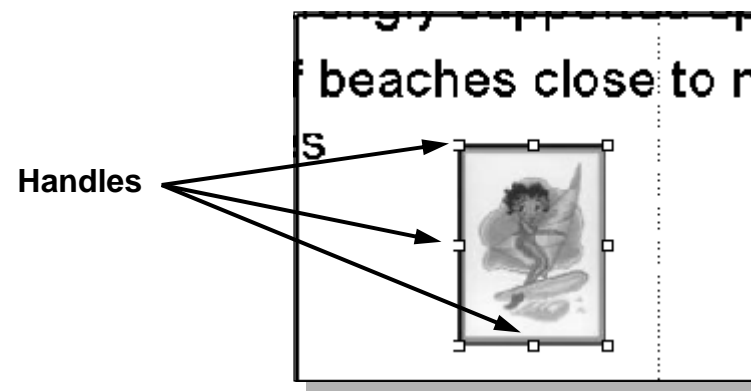
Brightness - this takes the picture and increases or decreases the brightness of the overall picture.

Picture Cropping – this allows you to crop the picture to the size and shape you want. This is different from sizing the picture. In cropping, you actually lose parts of the cropped picture.

Lines and Borders – in this toolbar option you can pick from a series of standard lines, including thickness and style. For special and pattern lines or borders you would go to the 'Draw' toolbar. The icon looks the same.

PICTURE HANDLES AND POSITIONING IMAGES

You will have noticed that when the image appeared or it is clicked on, a border appears with little white boxes on the edges and corners. These are called handles. They are used for increasing and decreasing the size of the image.



If you place your cursor on the bottom or top of the box a vertical double-ended arrow will appear.



This is used to change the height of the picture. To change the height hold down the left button of your mouse when the arrow appears and drag either up or down to change the height.

If you place the cursor on the handle on the end of the image a horizontal double-ended arrow would appear.



This is to change the width of the picture. To change the width hold down the left button of your mouse when the arrow appears and drag either left or right to change the width.

If you place the cursor on the corners of the picture, a 45 degree double-ended arrow would appear.



This is to change the width and the height of the picture at the same time. To change the overall shape of the picture, hold down the left button of your mouse when the arrow appears and drag either in or out to change the shape

If you place the cursor anywhere on the picture (except the handles) an arrow star will appear.



This is to move the picture to a different location.

To move the picture hold down the left button of your mouse when the arrow star appears and drag the entire picture to the spot where you want to place it.

**Learning
Activity****LEARNING ACTIVITY FIVE**

This is a practice activity. On the cartoon image you have inserted apply the following editing steps:

Task

- ☆ Decrease the image by half using the handles.
- ☆ Increase the image to take up one quarter of the slide
- ☆ Crop the image so that it is a square shape
- ☆ Place a 4.5 point black line around the image
- ☆ Increase and decrease the brightness
- ☆ Increase and decrease the contrast
- ☆ Turn the image into greyscale
- ☆ Turn the image back into a colour image and get the image as close to the original shape and size that it was before practicing the above steps.

Next align the title on Slide 2 to the far right and place your first image next to the title.

Finally insert the third image in the 'PPT Images' folder. Place this image in the far right-hand corner. Use the following graphic as an example.



We suggest that this activity is performed in front of your teacher or trainer so that they can observe you doing this task properly. If you are doing this at work then ask your employer or supervisor to watch you do this activity successfully and then provide evidence to your teacher or trainer that it was done correctly.

TEACHER / TRAINER GUIDANCE NOTES

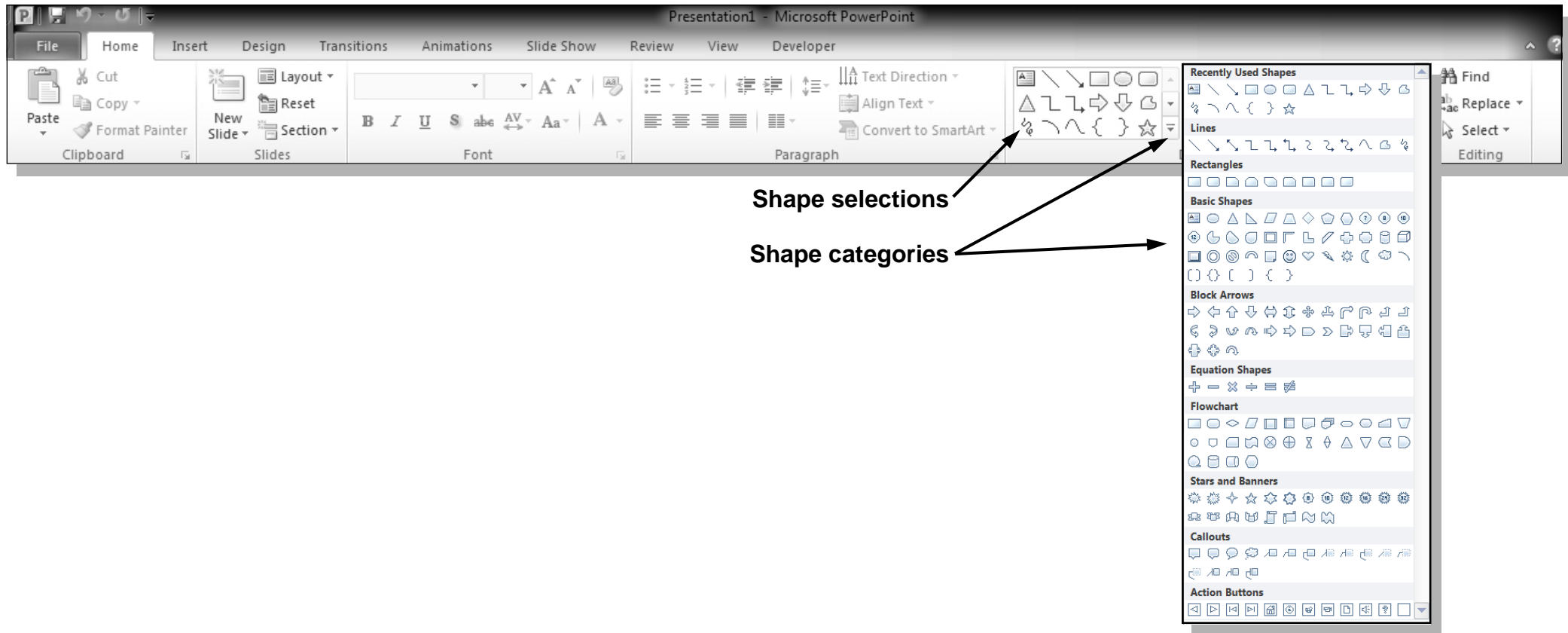
This is a practice exercise and helps to reinforce the knowledge that the student has gained in this section. It is best if the student or trainee was able to do this while the teacher or trainer watches.

If the student or trainee is undertaking this course at a workplace, then the employer or the supervisor could provide evidence that they observed the student or trainee perform this activity successfully.

INSERTING DRAWING OBJECTS

PowerPoint offers a generous array of drawing objects that can be inserted into slides if and when needed. These objects can be easily sized, coloured and positioned for the best effect.

The array of drawing objects are located in the 'Home' tab in the 'Drawing' section.

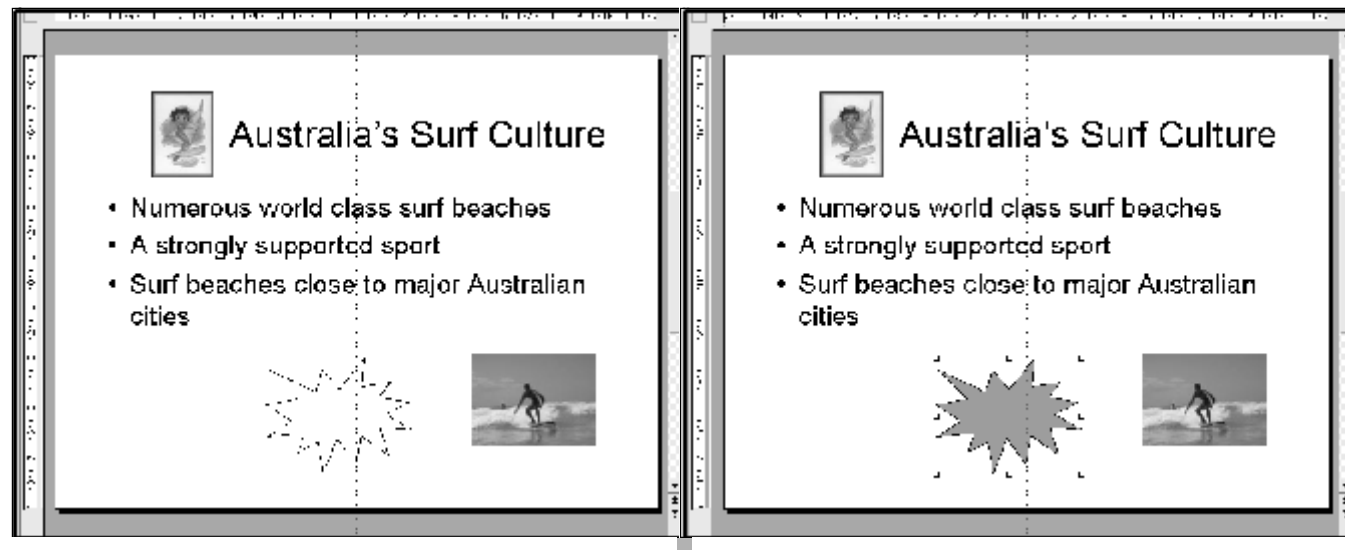


As you run down the list of categories and highlight each one, a display of specific shapes appears.

When your selection has been found, you click on the shape and move your cursor to the slide. The cursor will have turned into a fine cross shape signifying it is ready to draw your shape.



You then hold down the left mouse button and draw the basic shape onto the slide. When you let go of the mouse button, the shape will appear with 'Handles' and likely with a 'Fill' colour chosen from the default colour scheme.

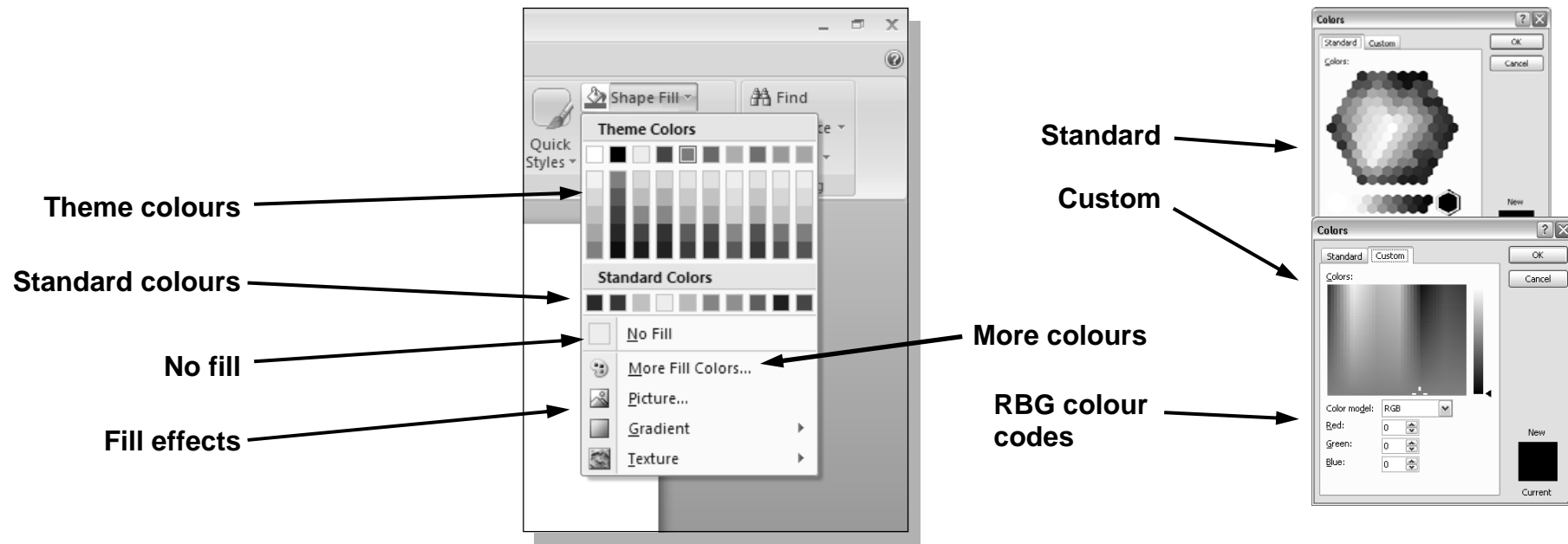


The look of the shape as you are drawing

The look of the shape with handles and fill

The handles work in the same way as the handles on a picture. You can adjust the size and shape of the drawing object by using the handles.

The fill colour in the same image can be changed and even removed. To do this you go back to the 'Home' tab and click the 'Shape Fill' button arrow. (Make sure the object is 'active'. You will know this if the object handles are visible.)

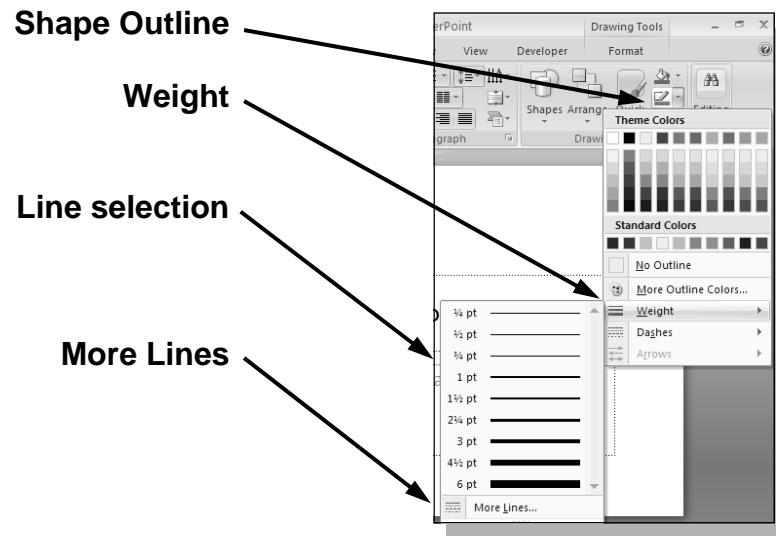


You now have the choice of removing the fill colour altogether, by clicking on 'No Fill'.

You can choose a colour from the default colour scheme, recently used colours or go to the 'Standard' or 'Custom' colour palette boxes by clicking on 'More Fill Colours'. (The 'Standard' and 'Custom' colour palette boxes are the same as those for colouring fonts and backgrounds accessed from 'More Fill Colours'.)

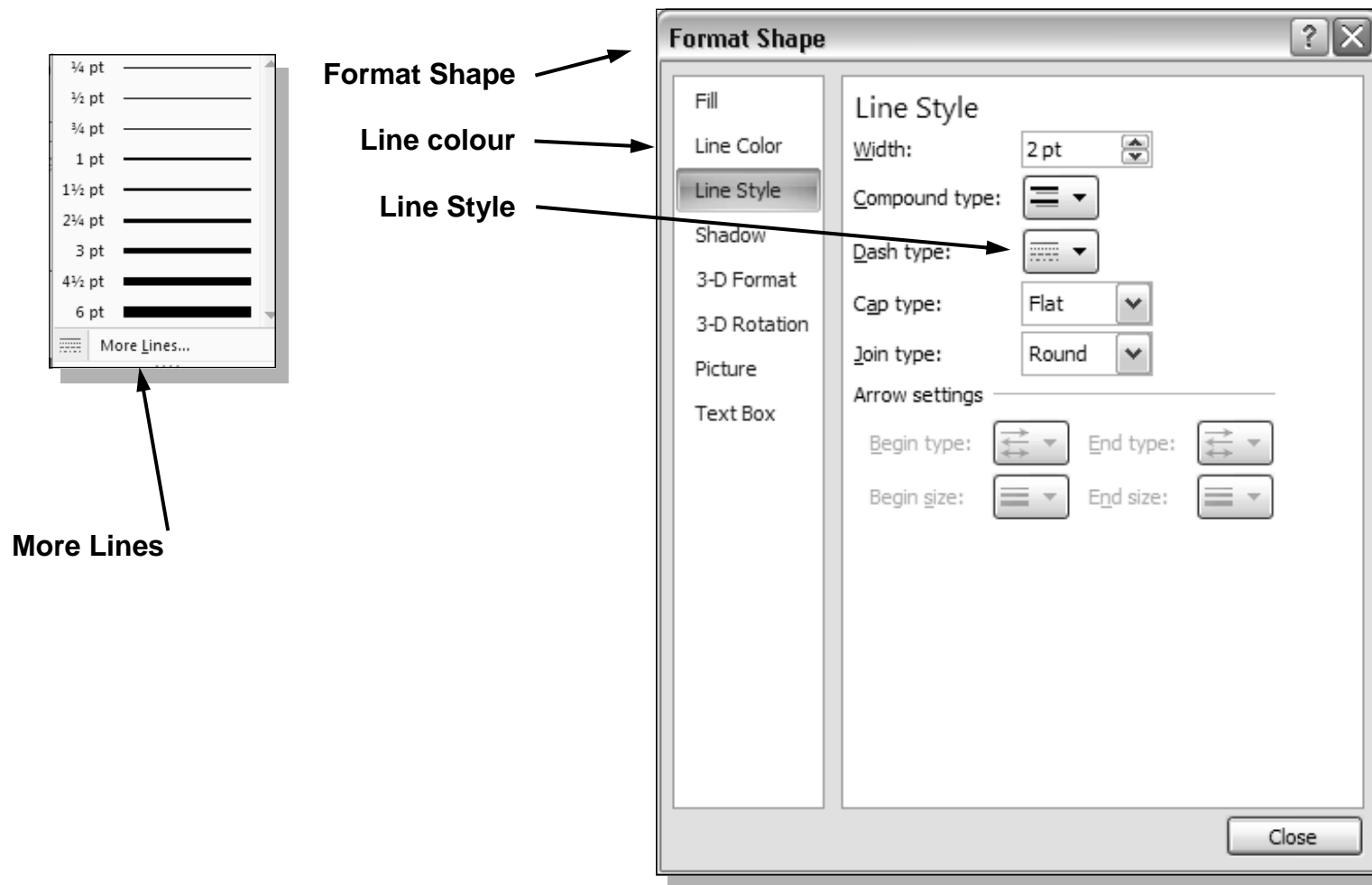
You can also apply 'Fill Effects'. These are the same effects as those used with 'Backgrounds'.

You can also change the borderlines to your shape. To do this you go to the 'Home' tab and click on the 'Shape Outline' button. This will bring up the array of line thicknesses to choose from in the weight section of the menu.



You can also fine tune your line choices and change the colour of the lines by clicking on 'More Lines'. This will bring up the 'Format Shape' dialog box. There you can do the following:

- ☆ Change colour of the line
- ☆ Remove the line
- ☆ Change style – dashed, dotted, double lines
- ☆ Change the weight of the line (Thickness)
- ☆ Use patterned lines (this is accessed through the colour drop down menu in Line Colour)



**Learning
Activity****Task****LEARNING ACTIVITY SIX**

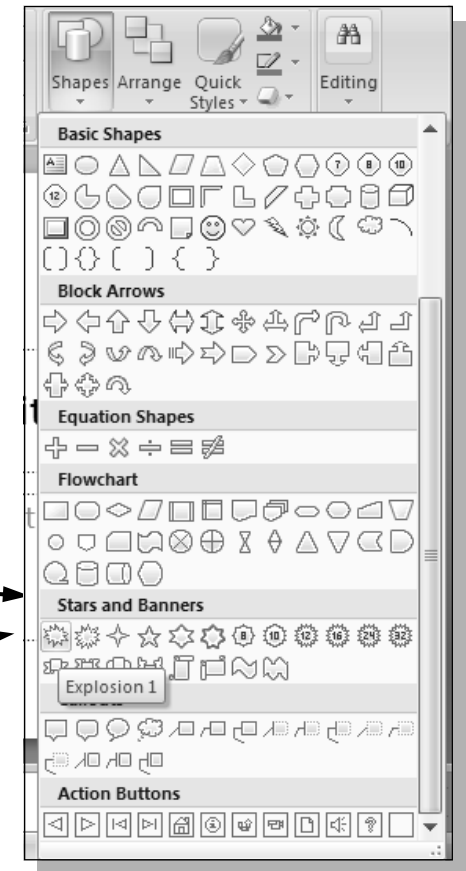
This is a practice activity. Select a shape of your choice and insert it on Slide 2. Then do the following edits to your shape:

- ☆ Change the colour to black fill colour
- ☆ Change the borderline to a 2 point yellow
- ☆ Change the size of the shape to take up a quarter of the slide area
- ☆ Then delete the shape (this done by making the object active and hitting the 'Delete' key)

Go to 'Shapes' and then click on 'Stars and Banners' and click on 'Explosion 1'.

Stars and Banners

Explosion 1



Draw an explosion cloud about the size as shown in the graphic below. Change the fill colour to a light blue and the borderline to a 2 point deep blue line.

Save the file.



We suggest that this activity is performed in front of your teacher or trainer so that they can observe you doing this task properly. If you are doing this at work then ask your employer or supervisor to watch you do this activity successfully and then provide evidence to your teacher or trainer that it was done correctly.

TEACHER / TRAINER GUIDANCE NOTES

This is a practice exercise and helps to reinforce the knowledge that the student has gained in this section. It is best if the student or trainee was able to do this while the teacher or trainer watches.

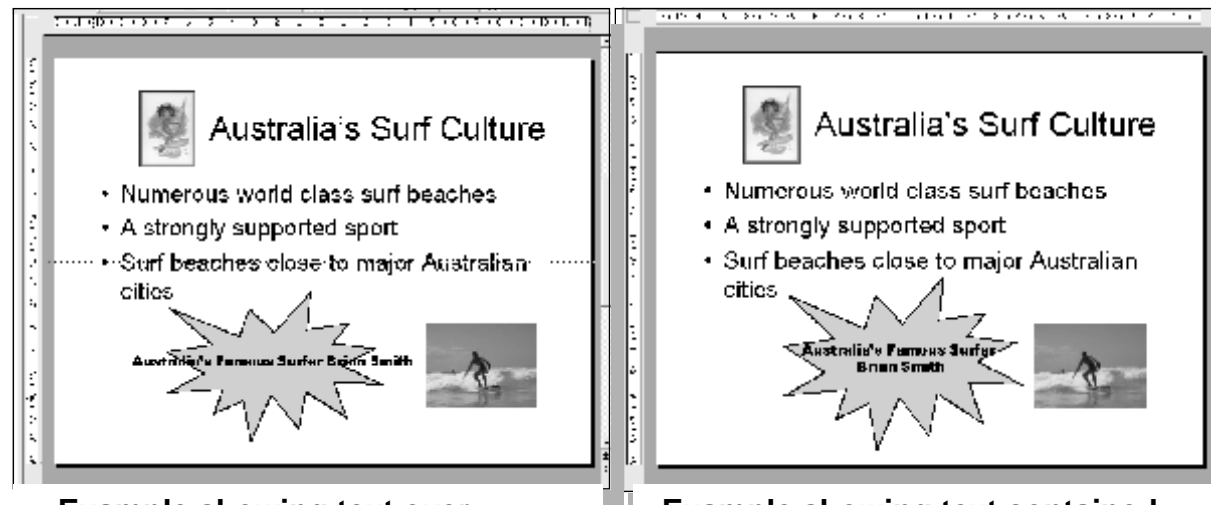
If the student or trainee is undertaking this course at a workplace, then the employer or the supervisor could provide evidence that they observed the student or trainee perform this activity successfully.

INSERTING TEXT INTO A DRAWING OBJECT OR A PICTURE

There may be times when you need to insert text into an object or a picture. It could be as a caption or a description, or the object/image is just a background for some narrative.

To directly type into the object you need to create a 'Textbox' inside the object. The textbox expands in width and depth as you enter text. It allows the text to go outside the perimeters of the object.

If you wanted to keep the text within the shape then you would try and keep the text down to a minimum, change the size of the text or change the size of the object.

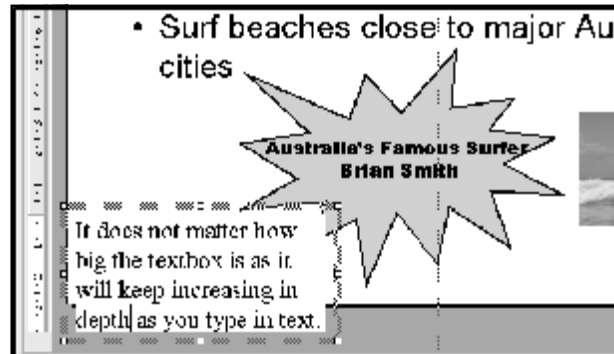


Example showing text over running perimeters of object.

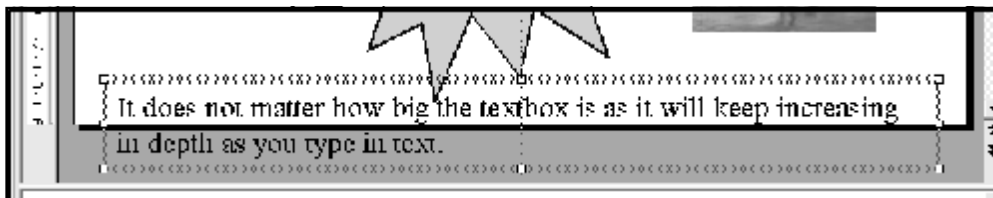
Example showing text contained within object by inserting a line and increasing size of object.



This example shows an empty textbox. Notice the 'Handles' used for resizing.



This example shows text being inserted and textbox keeps increasing in depth to accommodate text



This example shows textbox resized to accommodate text in a longer line.

Inserting text in a picture/image or beside a picture or image requires you to create a textbox. This is text that is not part of the text inserted into a text placeholder.

To do this you would again use the 'Insert' ribbon and click on the 'Textbox' button.

You would go to the slide and press down on the left button. You would notice that the cursor turns into a fine cross. This is to signify that the cursor is ready to create a textbox. While still holding down the left button of the mouse, drag the cursor to the left. After you release the mouse button you will notice the textbox frame with 'Handles'.

It does not matter what the size of the textbox is. You simply start typing in the text required and the textbox will increase in depth to accommodate the text. The textbox can be resized using the 'Handles', as you would with image handles and object handles.

Like text in a text placeholder, text in a textbox can be changed in size, font style, colour and attributes using the same methods.

Unlike a text placeholder, a textbox is considered an image, and therefore any text in textboxes will not appear in the Outline pane.

Once the textbox is ready, it can be moved to any position on the slide using the same methods used to move objects and images/pictures.

**Learning
Activity**

Task

LEARNING ACTIVITY SEVEN

In this activity you are to insert text in the object as we have shown in the example below.

Also, you are to create a textbox and place the textbox with the text, underneath the bottom right hand picture as we have shown below. The font is to be Arial Black and italicised. The text is not to be any wider than the picture, so it may require you to resize and re-position your picture.



We suggest that this activity is performed in front of your teacher or trainer so that they can observe you doing this task properly. If you are doing this at work then ask your employer or supervisor to watch you do this activity successfully and then provide evidence to your teacher or trainer that it was done correctly.

TEACHER / TRAINER GUIDANCE NOTES

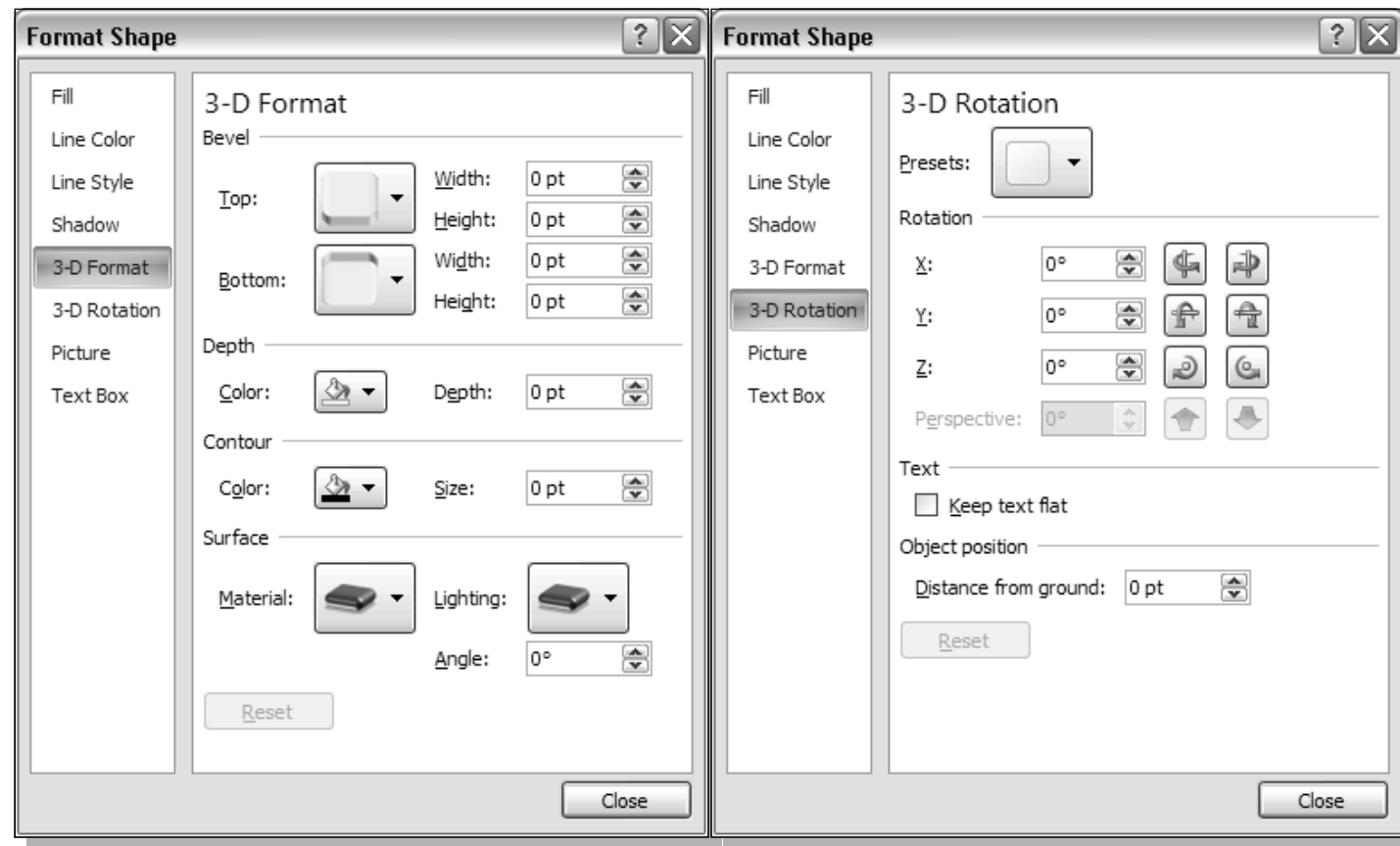
This is a practice exercise and helps to reinforce the knowledge that the student has gained in this section. It is best if the student or trainee was able to do this while the teacher or trainer watches.

If the student or trainee is undertaking this course at a workplace, then the employer or the supervisor could provide evidence that they observed the student or trainee perform this activity successfully.

DRAWING OBJECTS 3-D EFFECTS

PowerPoint offers a selection of pre-set 3-D effects that can be applied to 'Draw' objects and 'Shapes'.

To access these effects you select the shape and go to the 'Drawing Tools Format' ribbon and click on the 'Shape Style' button. This will give you a selection of 3-D effects. The object in which you are wishing to apply the effect is required to be active.



**Learning
Activity**

Task

LEARNING ACTIVITY EIGHT

This is a practice activity. On Slide 2 activate the explosion object. Then go to the 3-D selection and apply each one to see the effect it has on the object.

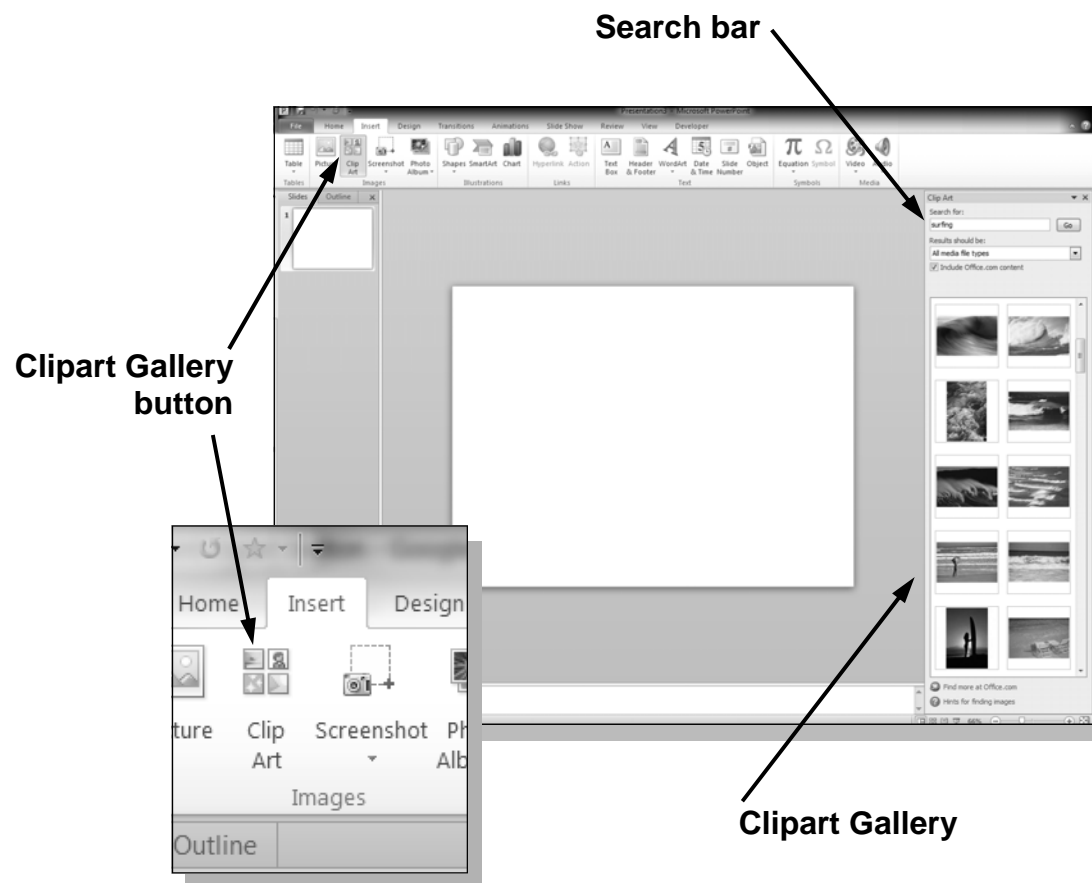
Once you have tried each one go back to the first one and apply this effect and save the file. You may have noticed that the lines disappear when a 3-D effect is applied.

We suggest that this activity is performed in front of your teacher or trainer so that they can observe you doing this task properly. If you are doing this at work then ask your employer or supervisor to watch you do this activity successfully and then provide evidence to your teacher or trainer that it was done correctly.

TEACHER / TRAINER GUIDANCE NOTES

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INSERTING CLIP ART

PowerPoint offers slide layouts, which have clipart insertion frames.

Clipart is ideal for presentations that need some life, however good photos are not available and drawing images would take too long or the required skills are not available.

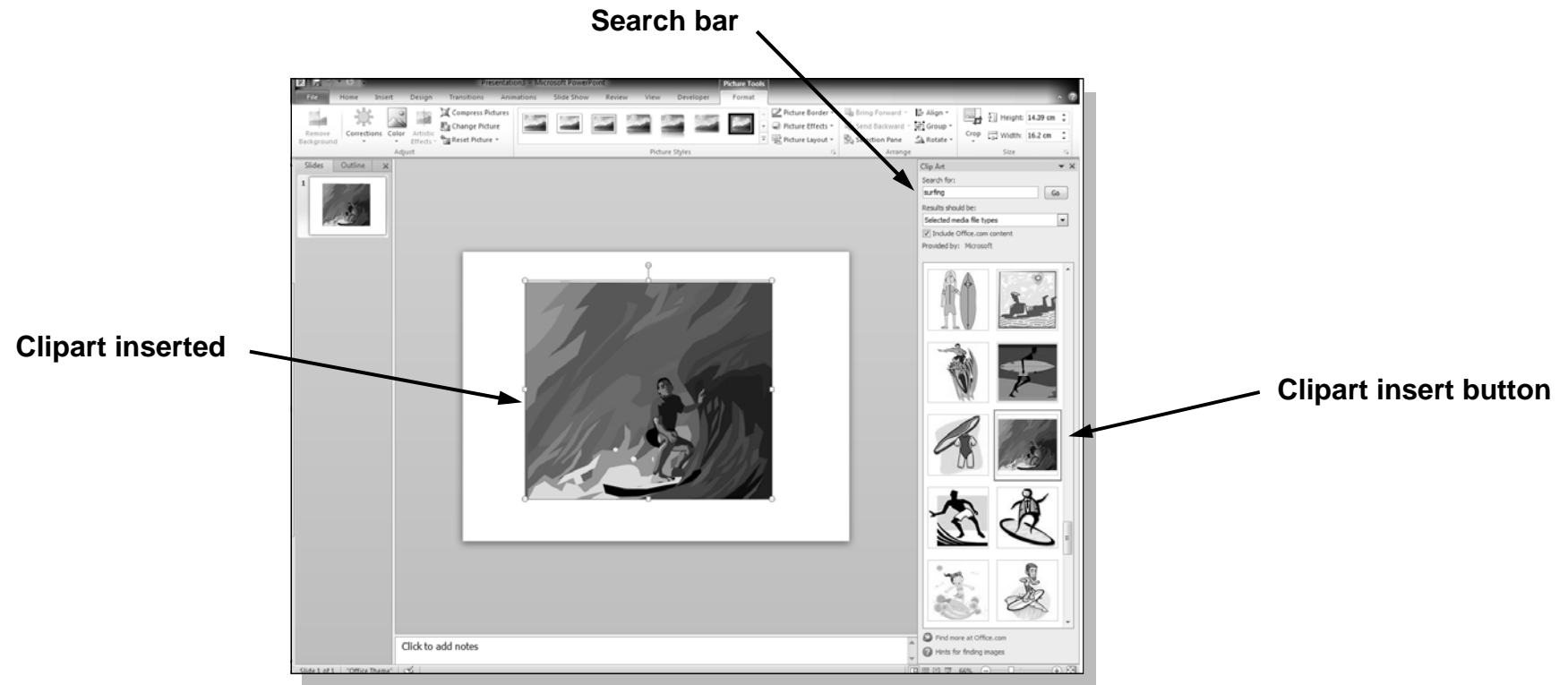
The slide layouts that offer clipart insertions have a link to the Microsoft Clipart Gallery. This gallery was either loaded onto your hard disk when Microsoft Office was loaded, can be accessed on the Microsoft Office CD, or accessed through the web.

To insert clipart into a pre-set slide frame you go to the 'Insert' ribbon and click on the clipart access button. This will open the Microsoft Clipart Gallery.

You then either browse through the various topics, or you can search for a particular clipart theme – in our case we have typed 'surfing' into the search bar and then hit 'Enter'.

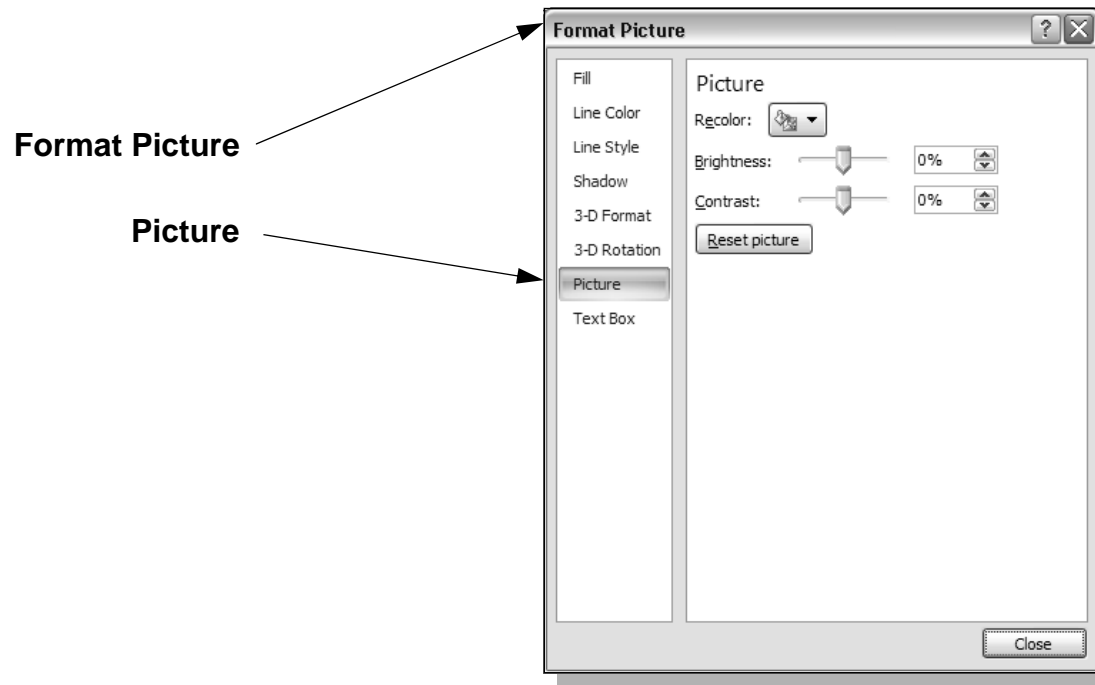
A series of choices will appear. When you find a clip you wish to use you click on it. The image clip art will insert itself into your presentation.

At this point the clipart would be found on your hard disk and inserted into the slide. If the clip was not on your hard disk, a message box would appear asking you to insert a CD or connect to the internet. Locate and load the CD or connect to the internet and click 'Insert' again.



You will notice that the inserted clipart takes up the entire frame. You will also notice that it comes with 'Handles' so it too can be resized and re-positioned. Clipart like other objects and images can be re-coloured, have borders added, etc.

To re-format clipart you go to 'Picture Tools Format' and then click on 'Picture Styles'. A 'Format Picture' box will appear. With this box you can change the colour, turn the image into a greyscale image, watermark, etc.



There are numerous sources of clipart. Software suppliers generally offer CDs that contain hundreds of thousands of images at very reasonable prices.

There are many websites providing free downloadable clipart. Use caution when downloading clipart from what appears to be a dubious site. Clipart files can carry computer viruses, if not careful.

**Learning
Activity**

Task

LEARNING ACTIVITY NINE

This activity requires you to insert a surfing related clipart image into the frame on Slide 3 using the method explained in the previous pages.

If for whatever reason, you cannot access the Microsoft Clipart Gallery, then source another surfing image to place in the frame on Slide 3.

We suggest that this activity is performed in front of your teacher or trainer so that they can observe you doing this task properly. If you are doing this at work then ask your employer or supervisor to watch you do this activity successfully and then provide evidence to your teacher or trainer that it was done correctly.

TEACHER / TRAINER GUIDANCE NOTES

This is a practice exercise and helps to reinforce the knowledge that the student has gained in this section. It is best if the student or trainee was able to do this while the teacher or trainer watches.

If the student or trainee is undertaking this course at a workplace, then the employer or the supervisor could provide evidence that they observed the student or trainee perform this activity successfully.

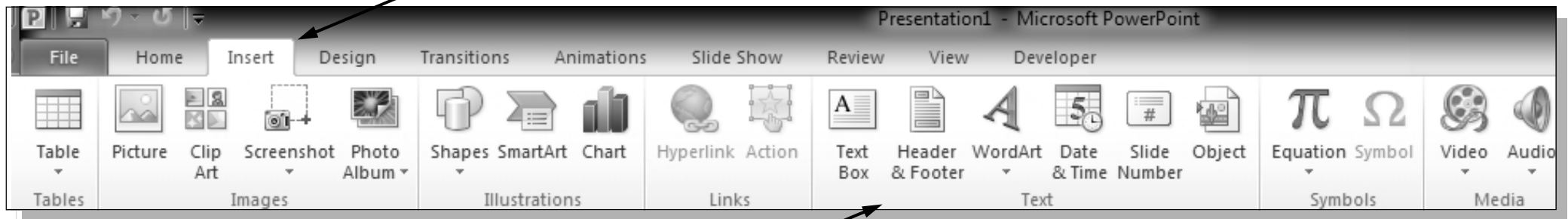
INSERTING DATE AND PAGE NUMBERS

It is a good idea to insert slide numbers to each slide for most presentations. When you are going through your presentation, the page number will keep you informed as to where you are in the presentation. It also comes in handy when making handouts.

In some cases it is also good to include the date on the presentation. This shows how current the presentation content is, if any changes were made, and the date can be easily updated.

To place a slide number and the date on each slide you go to 'Insert', then click on 'Header and Footer'.

Insert tool ribbon



Insert Header & Footer



The next steps include:

Tick 'Date and Time' box – This sets up the function of inserting the date and the time (if you choose the time)

Tick 'Update Automatically' – This has the date and time automatically updated to the current date each time you open the presentation. If you want to keep the date as the date the presentation was made, then you would not tick this box.

Choose date and time format – Use the drop down menu to choose the format of the date and time.

Choose language (English Australia) – Each language has a different way of presenting the day as well as the month.

Tick 'Slide Number' – This inserts the slide number according to the order it is within the presentation.

Click Apply to All – Tick this box and the date and the slide number is inserted on every slide.

**Learning
Activity**

Task

LEARNING ACTIVITY TEN

This activity requires you to insert the date and slide number into the slide presentation 'PP Exercise'.

Save the presentation.

We suggest that this activity is performed in front of your teacher or trainer so that they can observe you doing this task properly. If you are doing this at work then ask your employer or supervisor to watch you do this activity successfully and then provide evidence to your teacher or trainer that it was done correctly.

TEACHER / TRAINER GUIDANCE NOTES

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OVERVIEW OF TABLES IN POWERPOINT

Tables are a collection of rows and columns in which when intersecting, create cells. These cells contain data which are either text based or numerically based (or both) and when cross referenced with other cells, provide detailed information relating to the tables subject manner.

Diagram illustrating a table layout with labels:

Column

Row

	Cell		

A Table Layout

A table is considered an 'object' by PowerPoint, therefore can be manipulated in numerous ways including:

- ☆ Shape
- ☆ Size
- ☆ Colour
- ☆ Positioning
- ☆ Features – lines, backgrounds, fills, etc.

This means that a table can add much to a presentation if careful thought goes into its design. As with any other object, overdoing the artistic value of a table can be distracting and the message could be lost.

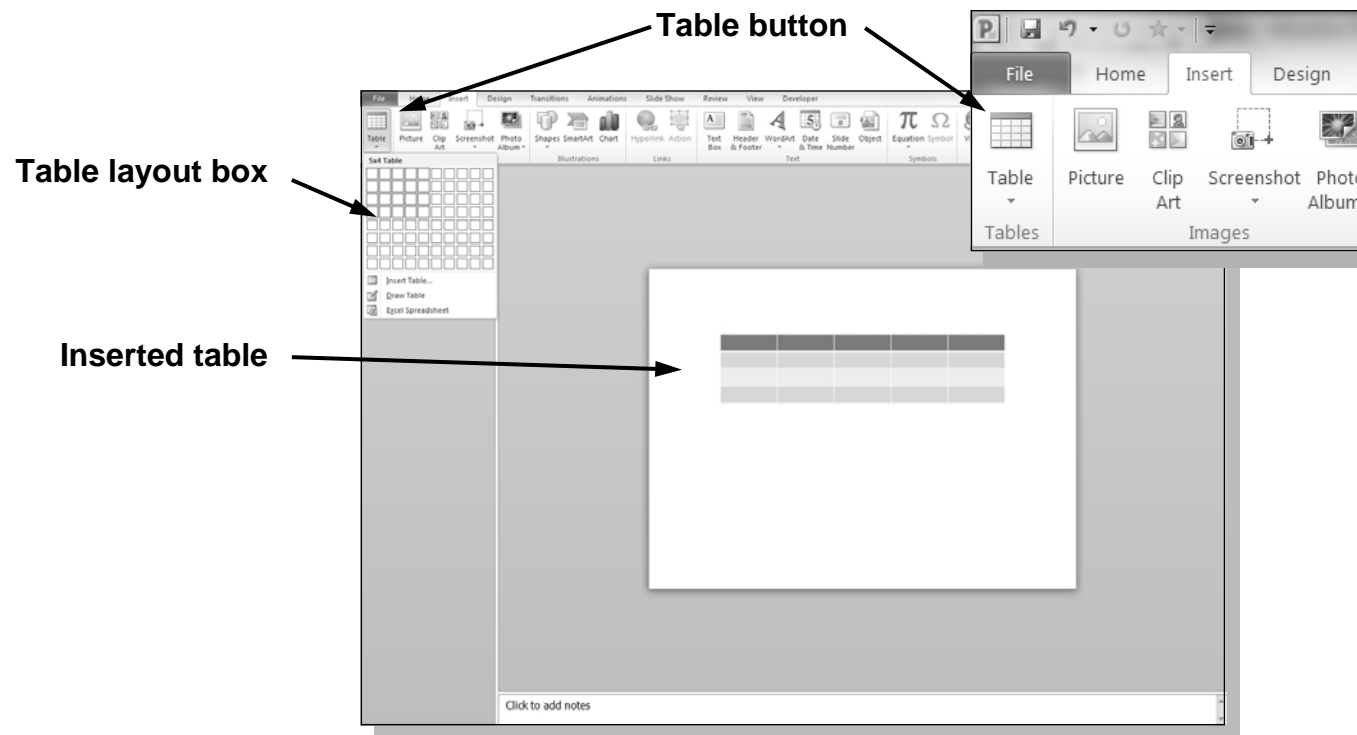
CREATING TABLES IN POWERPOINT

There are generally two ways of creating tables in PowerPoint. One is using the table functions built-in into PowerPoint and the other is to create the table in another application, and import the table into PowerPoint.

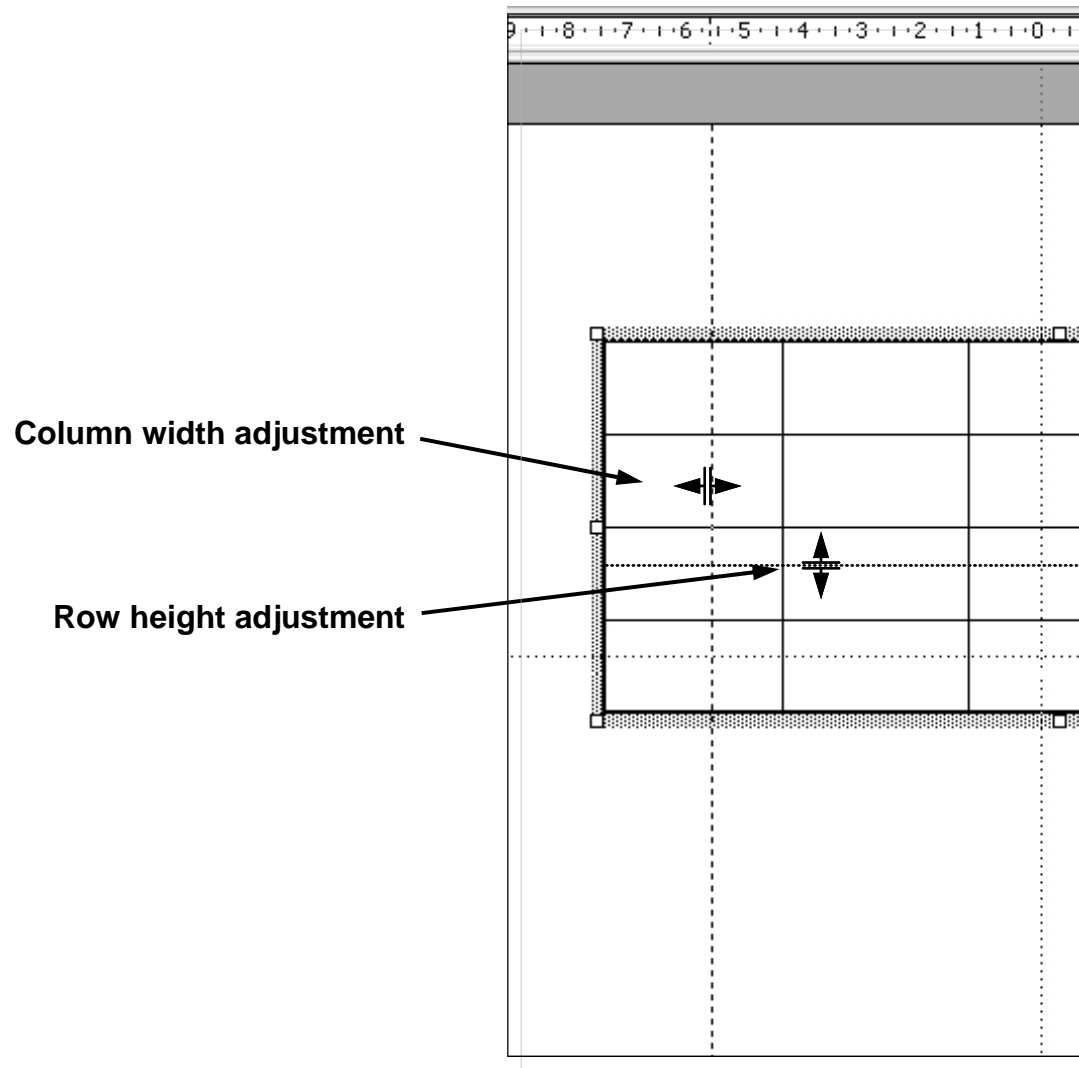
If creating tables in PowerPoint, there are three methods to choose from. The first method is for small sized tables – maximum 5 columns and 4 rows.

To create a small table you click on the 'Table' button on the 'Insert' ribbon. A table layout box will appear.

To choose the size of your table, you simply highlight the number of rows and the number of columns you want in the table and then click with your left mouse button and the table is inserted into the active slide.



Each cell becomes its own textbox and text can now be placed in each cell to begin filling out the table.



You may have noticed a couple of features of the new table. First it comes with 'Handles'. As with other objects such as pictures and images, the table can be adjusted in size both width and height.

The other feature you may have noticed is that the row width and column widths are the same. Each individual column can be adjusted in width by placing your cursor over the upright column line until a double line and arrow appear.



Then hold down the left button of your mouse and move left or right. A dotted line will appear showing where the new line will be placed. Release the mouse button and your column width will have changed.

Each individual row can be adjusted in height by placing your cursor over the horizontal row line until a double line and arrow appear.



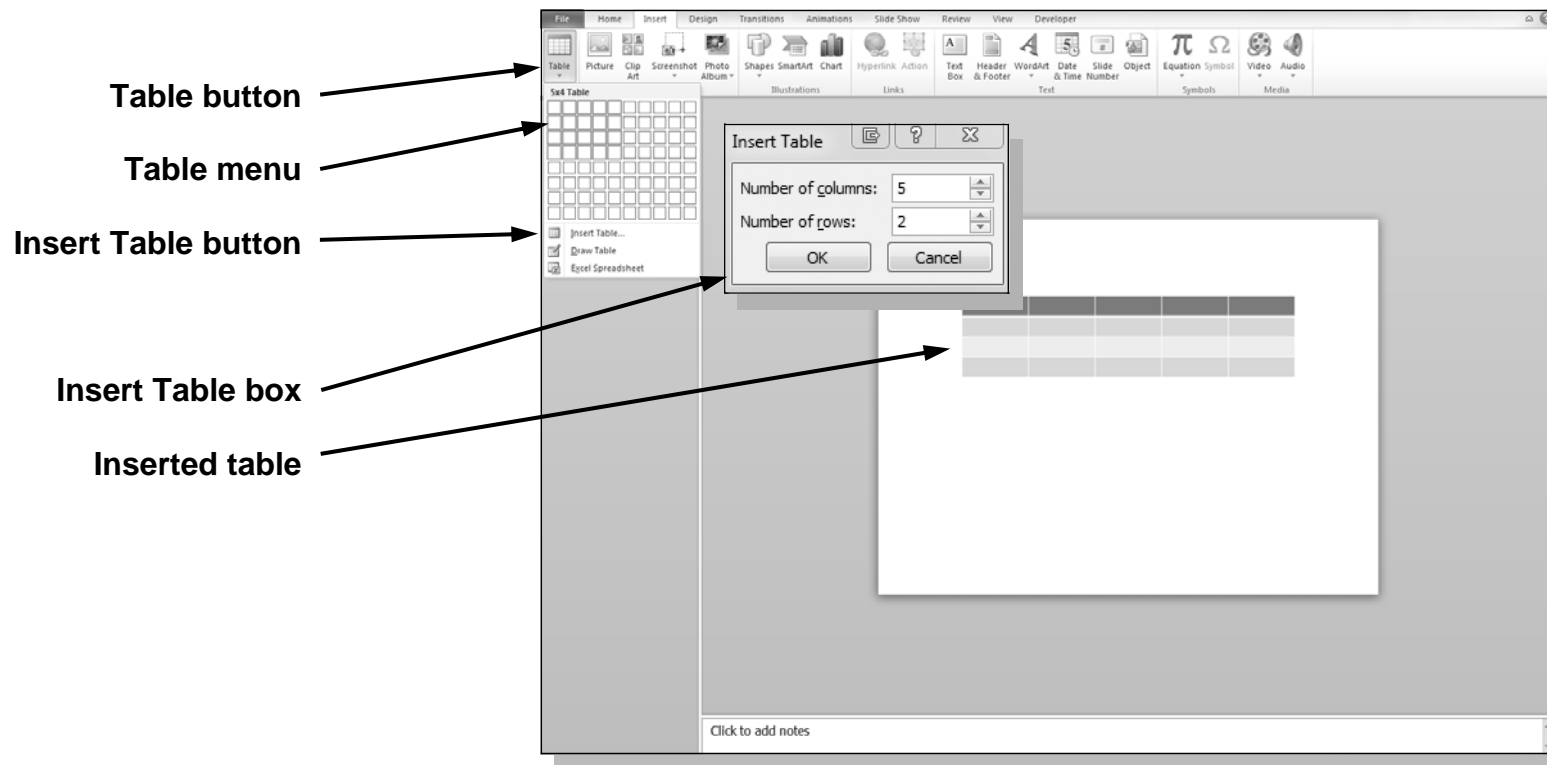
Then hold down the left button of your mouse and move up or down. A dotted line will appear showing where the new line will be placed. Release the mouse button and your row height will have changed.

The second method of creating tables in PowerPoint is by using the 'Insert Table' screen. This method is generally for creating larger tables.

To access the "Insert Table" screen you click on the drop down under the 'Table' button on the 'Insert' ribbon.

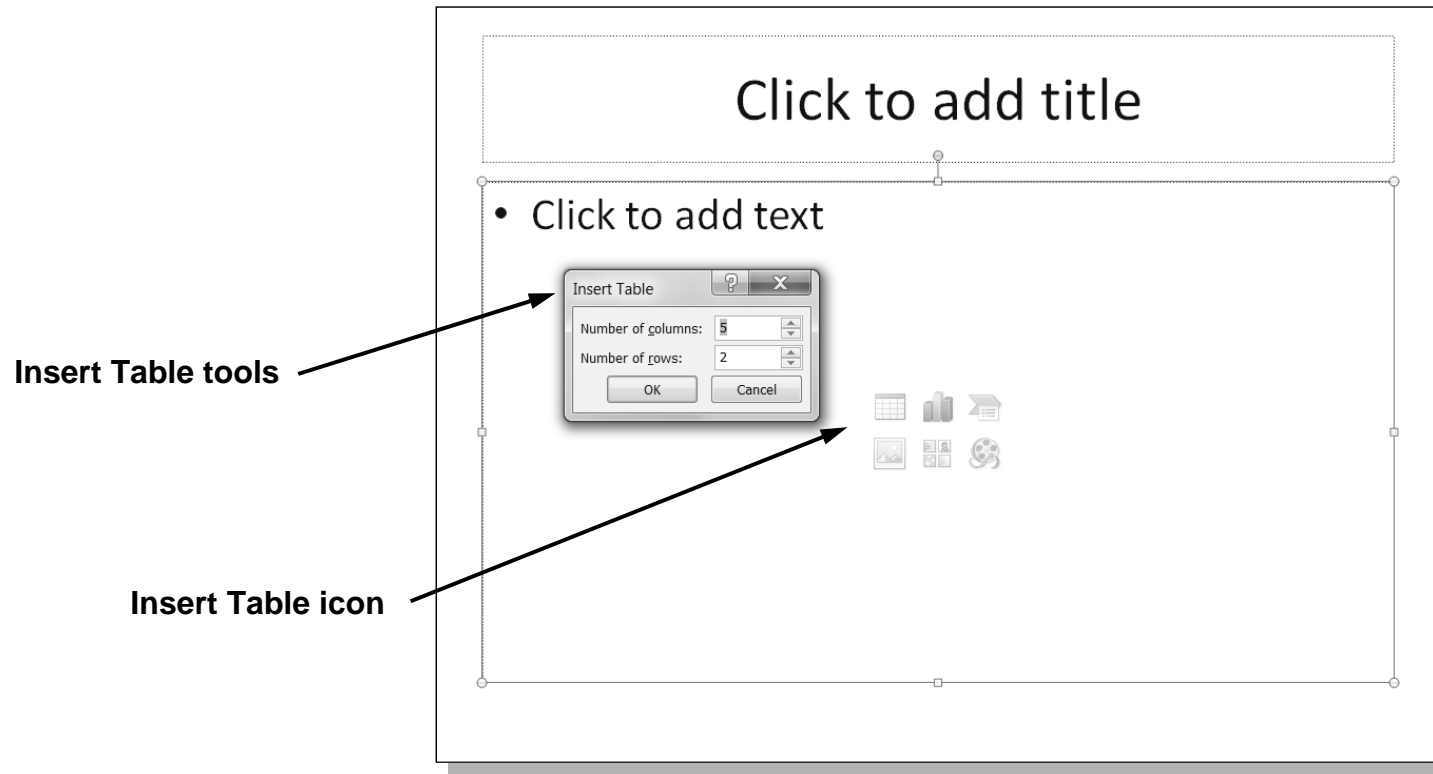
This will bring up the 'Insert Table' menu. To insert a table you click on 'Insert Table'.

A small 'Insert Table' box will appear. You type in the amount of rows and columns you require and then click 'Insert'. Your table will appear on the active slide.



This table has the same manipulation features as the other table we inserted. The entire table can be sized using the 'Handles', and the row heights and column widths can be changed using the same methods.

The third method and probably the easiest, is to choose the 'Title and Content' slide layout, this includes a few options to insert including a table. In the slide layout box there is a slide that has a title box and an area dedicated to a table.



When you pick this slide you will notice a small icon where the table is to be placed. If you click this icon, the 'Insert Table' box appears. You type in the amount of rows and columns you require and then click 'Insert'. Your table will appear on the active slide.

**Learning
Activity**

Task

LEARNING ACTIVITY ELEVEN

We are going to insert a table into our presentation which will include data.

Delete the SmartArt Graphics on the last slide of 'PP Exercise'. To delete the graphics you click on the grey box of the graphic and hit your keyboard delete key. You should now be left with a blank slide. Save your presentation..

Next go to the 'Home' ribbon and click on the 'Layout' tool and select the slide format called 'Title and Content'.

We are going to insert a table with the following data.

Column headings – State, Surf Beaches, Surf Clubs

Rows headings – VIC, NSW,QLD,SA,WA

The title of table will be – Australia's Surf Beaches and Clubs and the data to go into the tables is:

VIC Beaches

16 Clubs

9

NSW Beaches

23 Clubs

15

QLD Beaches

19 Clubs

7

SA Beaches

14 Clubs

5

WA Beaches

12 Clubs

6

Insert a table using the slides table tool described earlier.

Below is a graphic showing what the table should look like. Count the rows and columns you need.

Use 'Arial Black' font in the table and 'Arial' in the title.

You will likely need to adjust the column widths and heights using the method discussed in the previous pages.



State	Surf Beaches	Surf Clubs
VIC	16	9
NSW	23	15
QLD	19	7
SA	14	5
WA	12	6

We suggest that this activity is performed in front of your teacher or trainer so that they can observe you doing this task properly. If you are doing this at work then ask your employer or supervisor to watch you do this activity successfully and then provide evidence to your teacher or trainer that it was done correctly.

TEACHER / TRAINER GUIDANCE NOTES

This is a practice exercise and helps to reinforce the knowledge that the student has gained in this section. It is best if the student or trainee was able to do this while the teacher or trainer watches.

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TABLE FILLS, BORDERS AND FONT ALIGNMENT

PowerPoint allows you to add colour to your tables which are usually applied as fills to the cells.

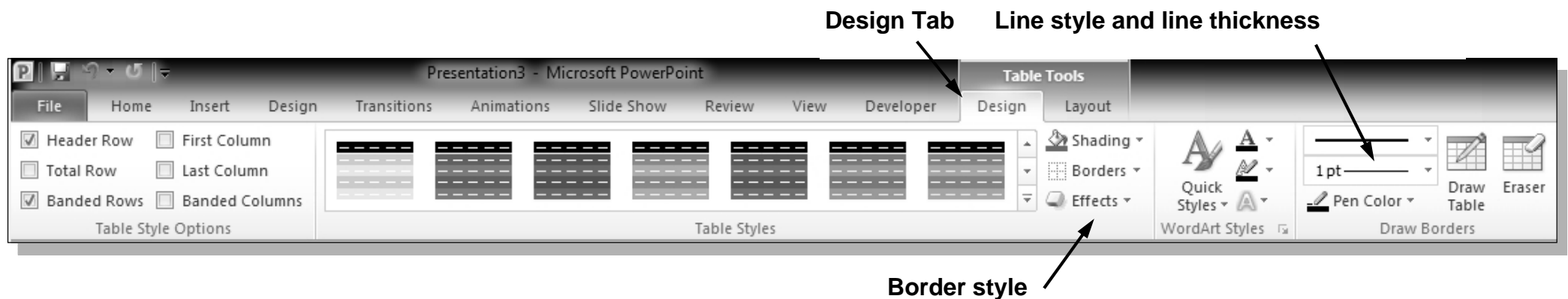
You can also adjust the size of the borderlines and even change the colour of the lines.

PowerPoint also has the feature of aligning the text in each cell by aligning right, left or centre, as well as placing the text in the middle of the cell or at the top or bottom of the cell.

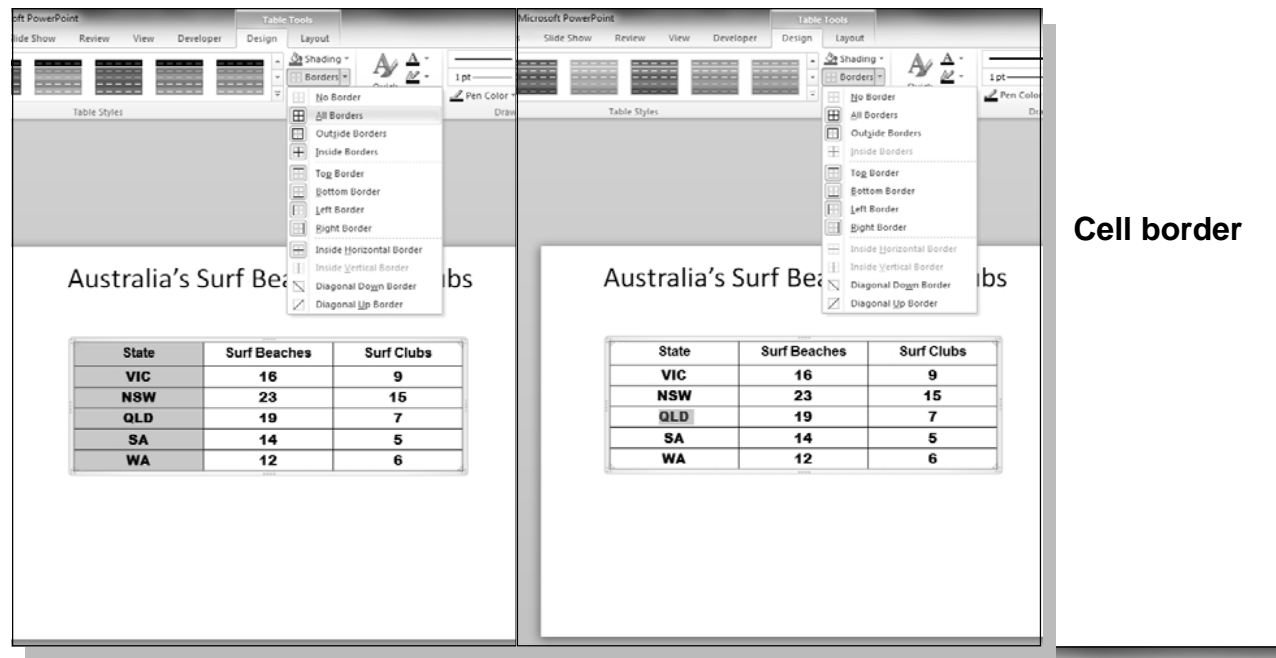
Borders—Borders are changed by using the 'Table Tools Design' tab in the Office ribbon.

The Table Tools Design' tab has a function that borders the whole table, all the cells, individual cells or columns.

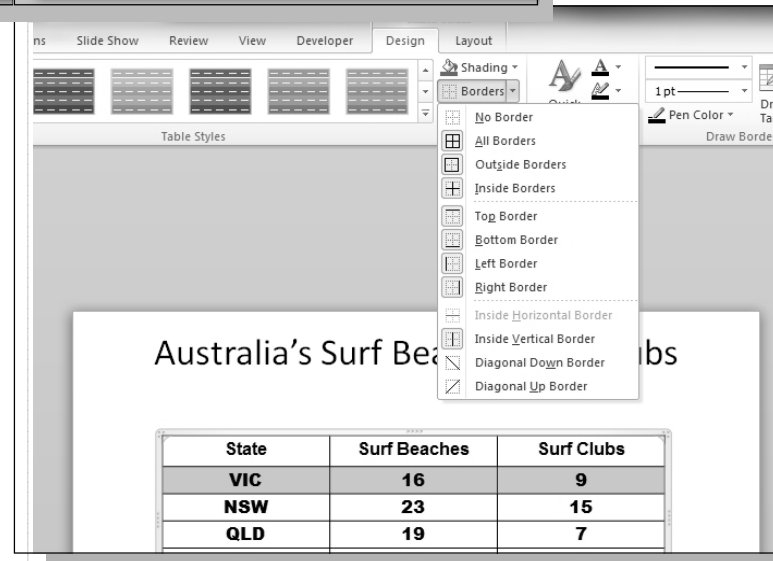
If you were to place a border around the complete table you need to highlight the total table area. This is done by placing your cursor in a cell and using **Ctrl+A** keys on your keyboard.



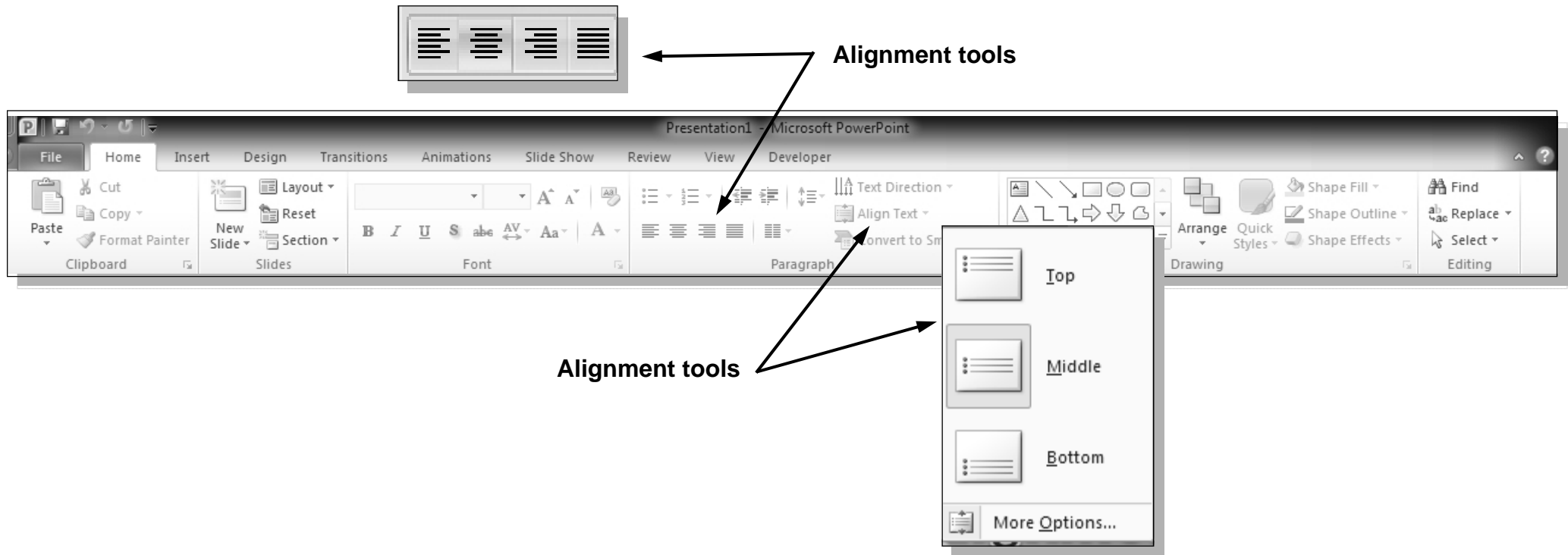
The next example shows how to change column, row and cell borders.



Column border



Font Alignment—The general alignment functions – align right, align left and centre can be done using the alignment buttons on the 'Home' ribbon. You simply highlight the text to be aligned and click on the appropriate alignment button.



PowerPoint allows you to align the text up and down as well. This is done using the 'Align Text' button on the 'Home' ribbon..

Fills—Fill colours and effects are applied the same way as they are in backgrounds, textboxes or objects. To apply fills, you must highlight the cells or table area that you wish to fill.

Click the 'Fill' button on the 'Home' ribbon and the colour box will appear. You will notice it is identical to the other colour boxes we have introduced for font and backgrounds.

Find your colour and/or effect, click on it and fill will be applied to the selected cells.

The screenshot shows the PowerPoint interface with a slide titled "Australia's Surf Beaches and Clubs" containing a table. The 'Shape Fill' dropdown menu is open, showing 'Theme Colors', 'Standard Colors', and 'More Fill Colors...'. Arrows point from the text labels to the corresponding elements in the interface:

- Theme colours** points to the 'Theme Colors' section of the 'Shape Fill' menu.
- More fill colours** points to the 'More Fill Colors...' option in the 'Shape Fill' menu.
- Standard** points to the 'Standard' tab in the 'Colors' dialog box.
- Custom** points to the 'Custom' tab in the 'Colors' dialog box.
- RBG colour codes** points to the 'Color model: RGB' and the 'Red', 'Green', 'Blue' input fields in the 'Custom' tab of the 'Colors' dialog box.

State	Surf Beaches	Surf Clubs
VIC	16	9
NSW	23	15
QLD	19	7
SA	14	5
WA	12	6

**Learning
Activity**

Task

LEARNING ACTIVITY TWELVE

In this activity you will centre all the text in the table, if it has not already been done.

Then, you will align the top row of text to the bottom of the cells.

You will change the fill colour of the top row to a dark blue and change the font to a bright yellow.

Save the presentation.

We suggest that this activity is performed in front of your teacher or trainer so that they can observe you doing this task properly. If you are doing this at work then ask your employer or supervisor to watch you do this activity successfully and then provide evidence to your teacher or trainer that it was done correctly.

TEACHER / TRAINER GUIDANCE NOTES

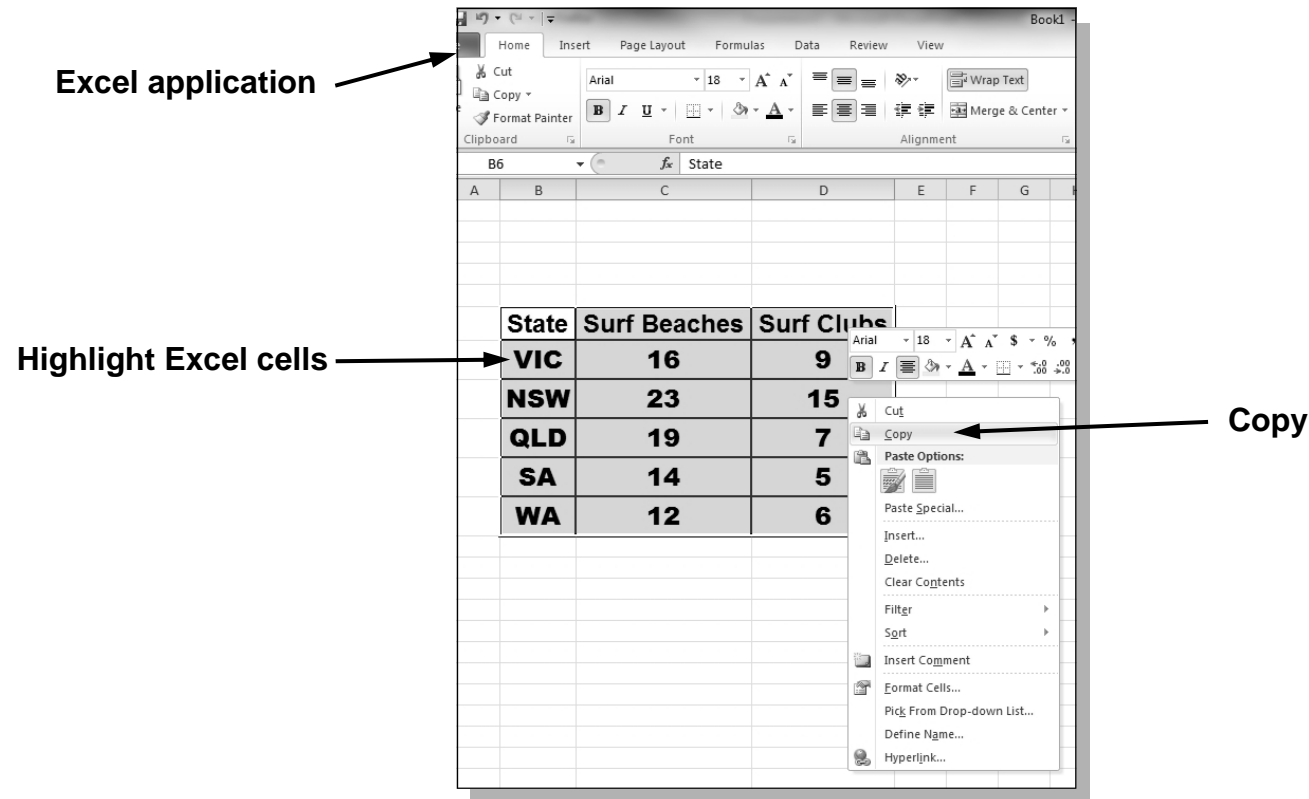
This is a practice exercise and helps to reinforce the knowledge that the student has gained in this section. It is best if the student or trainee was able to do this while the teacher or trainer watches.

If the student or trainee is undertaking this course at a workplace, then the employer or the supervisor could provide evidence that they observed the student or trainee perform this activity successfully.

INSERTING TABLES FROM OTHER APPLICATIONS

Tables created in other applications such as Word or Excel can be inserted into a PowerPoint presentation.

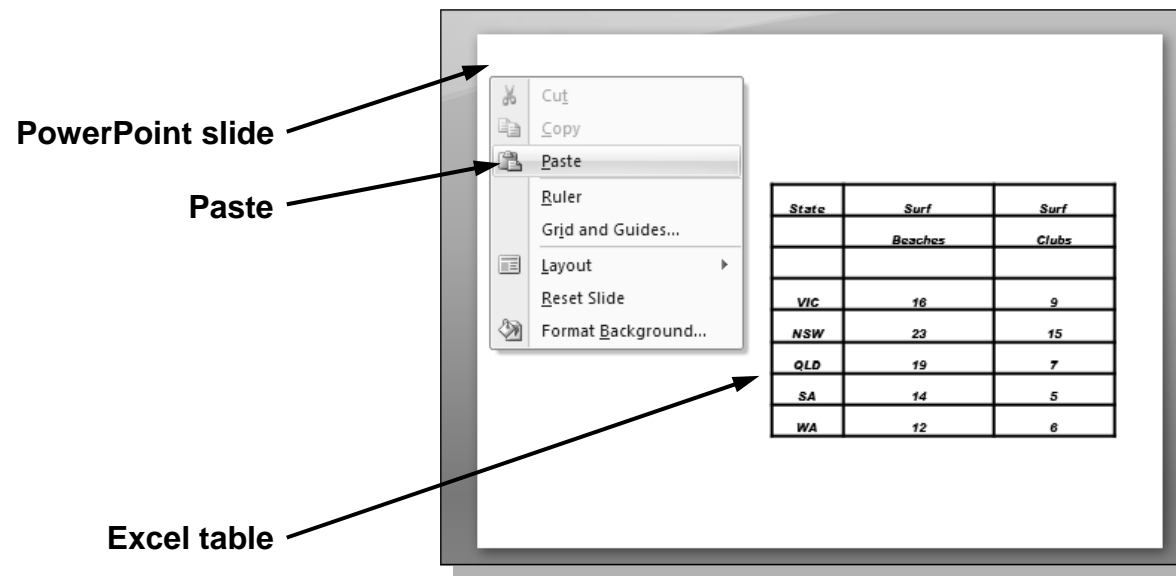
Excel—In the case of an Excel table you would create the table including colours and layout exactly as you wish to see it on the PowerPoint presentation. You would then highlight the area in which you wished to insert and click 'Copy'.



You would then activate the slide (the slide on the screen) in which you wanted to insert the Excel table and 'Paste' it.

The table you have just imported is not a table in the truest sense. The insert is actually an object. To make any changes in this type of object you must convert it back to a spreadsheet. This is done by double clicking on the table and you will see the frame of a spreadsheet appear around the table.

However because it is an object, it comes with 'Handles' so it can be sized and re-positioned, as well as have borders added and re-coloured.

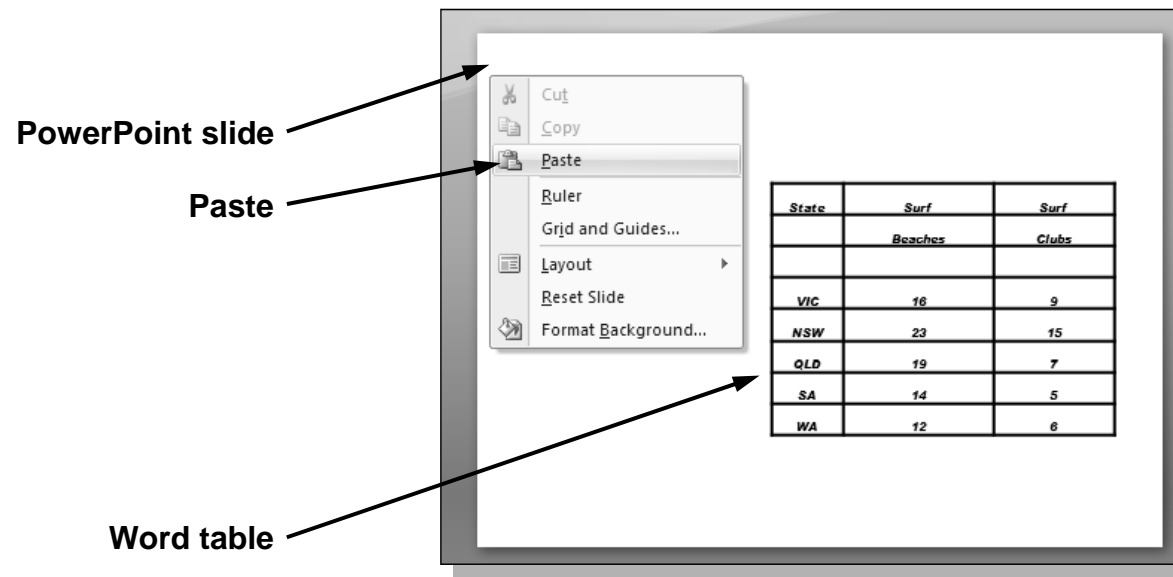


Word Tables—Word tables are created much the same as in PowerPoint so if you were to create a new table it is far more efficient to create it in PowerPoint.

However there may be an existing document in which there is a table that you may wish to use in a PowerPoint presentation.

To export the table you highlight the entire table using **Ctrl+A** keys in the Word document and then click 'Copy'.

Then activate the slide in which the table is to be inserted, and 'Paste'.



As with Excel, the Word table is not a true table. It comes as a collection of connected textboxes. The text in each box can be changed, sized and coloured individually. The table itself comes with 'handles' so the entire table can be re-sized and re-positioned. However, the Word table rows and columns cannot be re-sized individually.

So the only real reason you would import tables from Excel or Word, is if the table was part of an existing document and it made sense to copy it over to PowerPoint.

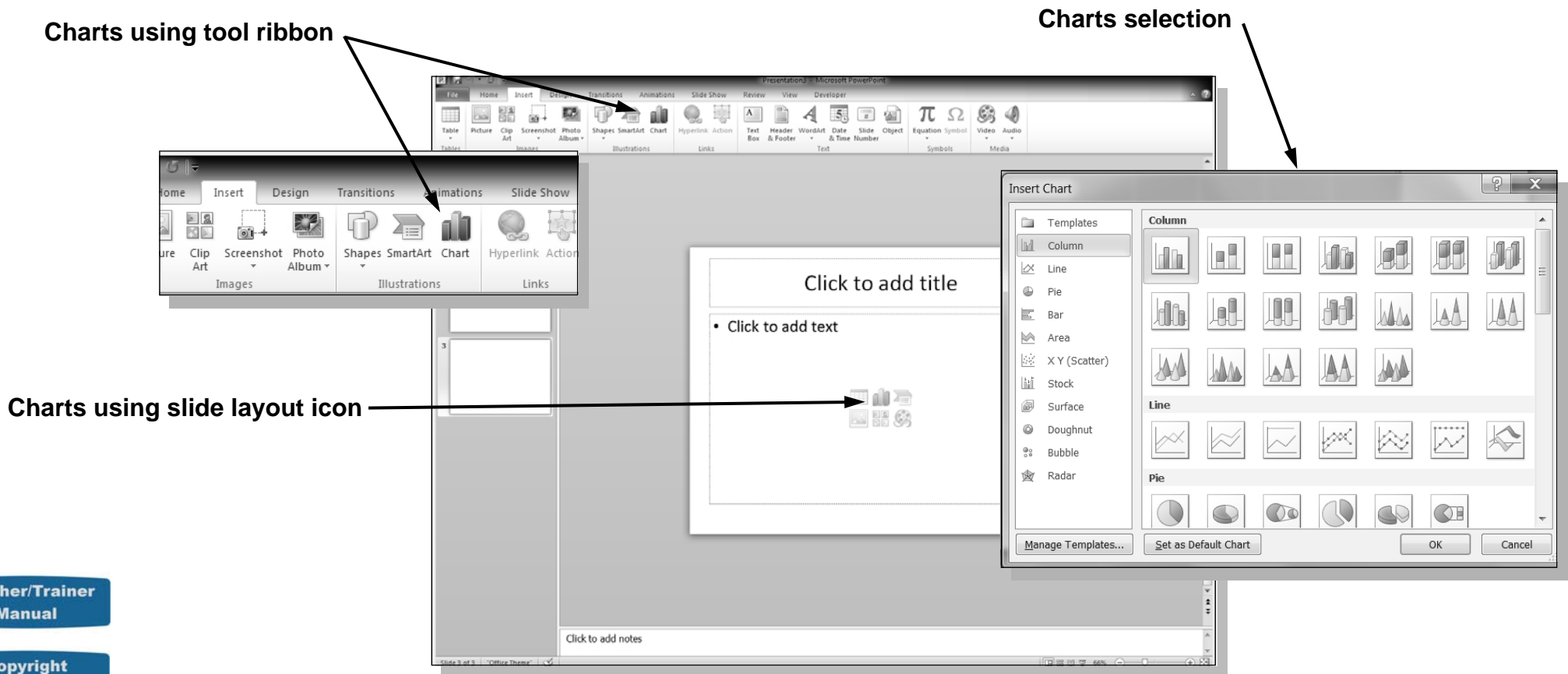
INSERTING CHARTS

There are two common ways of inserting charts into PowerPoint. The first method is to create the chart using the chart feature of PowerPoint.

This method requires you to fill in a data table that will be the basis of the chart. It is actually a mini Excel spreadsheet.

The second method is to create the chart in Excel and export the entire chart to PowerPoint.

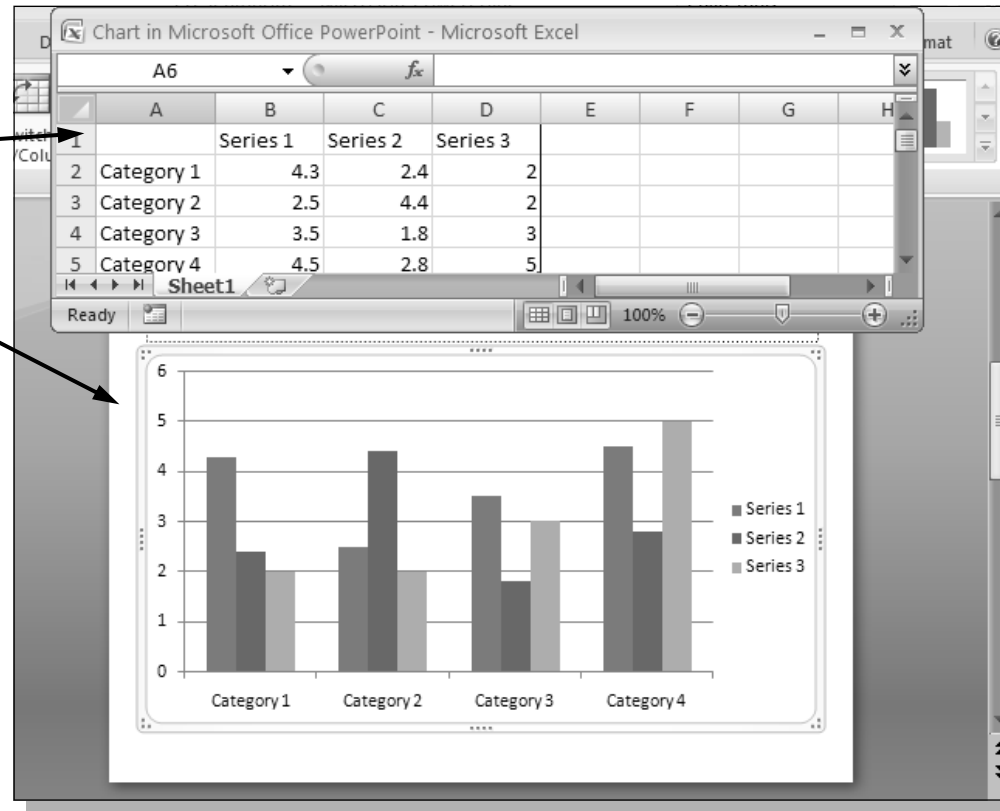
PowerPoint Method—The chart function can be accessed by way of a 'Chart' button on the Insert ribbon, or by using the layout slide containing a shortcut to the chart function. Clicking on anyone of these options brings up the Chart selection window.



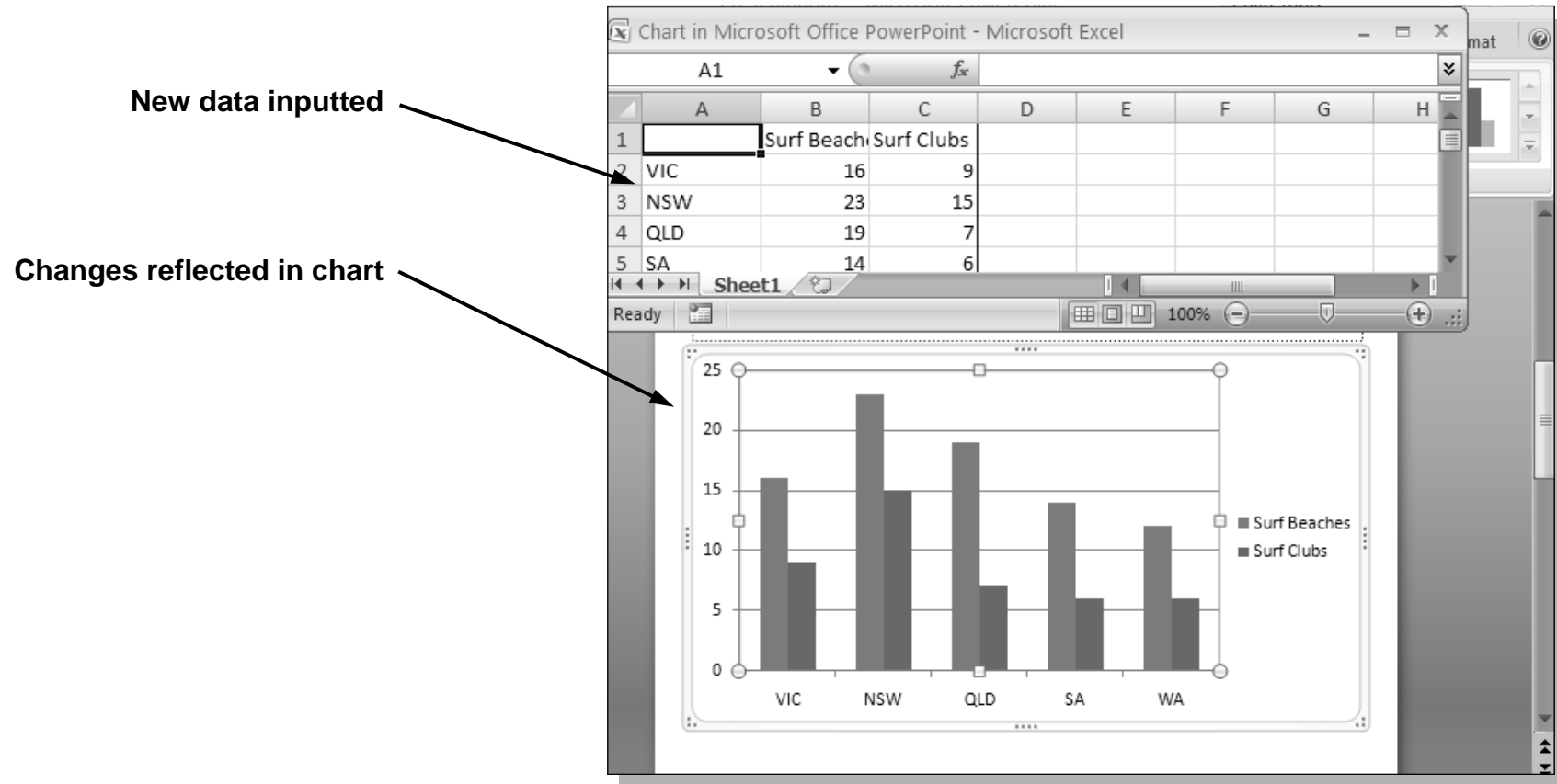
When you choose the type of Chart wanted, what appears next is a sample of the Chart you chose and mini spreadsheet called a 'Datasheet'. As mentioned before, this is where the data is inputted which becomes the basis of the chart.

Chart datasheet

Sample chart



The data already contained in this Datasheet is to guide you as to where to input data, such as chart headings and numerical data. As you insert data into the datasheet you will notice that the sample chart changes using your data.

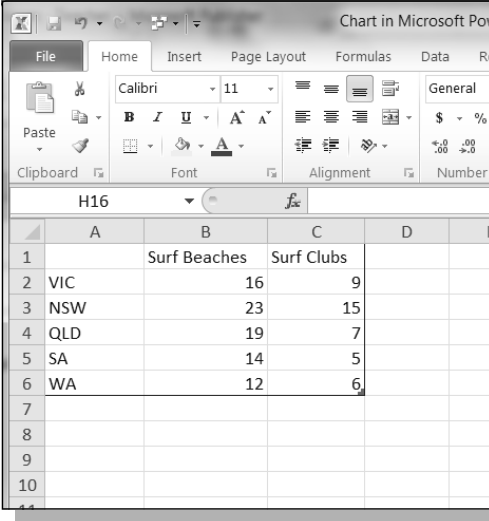


**Learning
Activity****Task****LEARNING ACTIVITY THIRTEEN**

This activity has you creating a chart, using the data from the previous table. Insert a new slide (this is Slide 5) and select the slide format called 'Title and Content'.

Click on the chart icon (shortcut) on this slide.

Fill in the datasheet as shown in the example below.



	A	B	C	D	E
1		Surf Beaches	Surf Clubs		
2	VIC	16	9		
3	NSW	23	15		
4	QLD	19	7		
5	SA	14	5		
6	WA	12	6		
7					
8					
9					
10					

Insert the title 'Surf Beaches and Clubs Chart' in Arial. Save your presentation.

We suggest that this activity is performed in front of your teacher or trainer so that they can observe you doing this task properly. If you are doing this at work then ask your employer or supervisor to watch you do this activity successfully and then provide evidence to your teacher or trainer that it was done correctly.

TEACHER / TRAINER GUIDANCE NOTES

This is a practice exercise and helps to reinforce the knowledge that the student has gained in this section. It is best if the student or trainee was able to do this while the teacher or trainer watches.

If the student or trainee is undertaking this course at a workplace, then the employer or the supervisor could provide evidence that they observed the student or trainee perform this activity successfully.

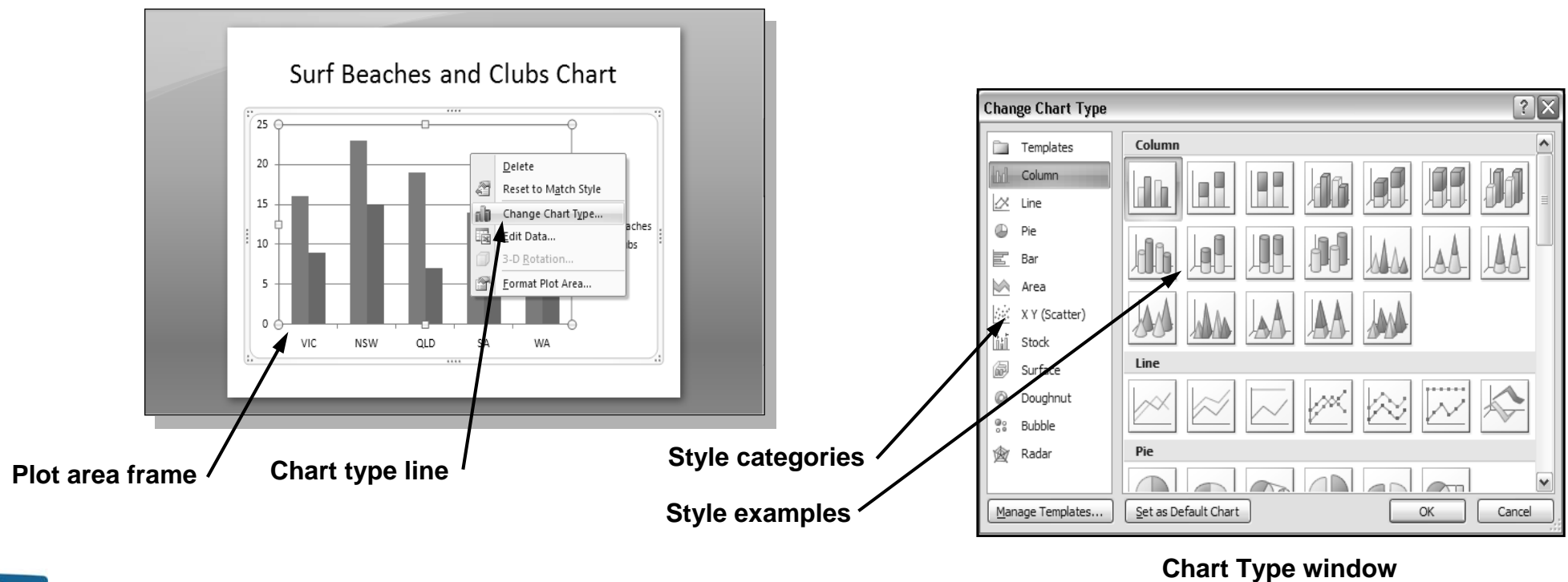
CHANGING CHART STYLES

PowerPoint's default chart is a 3-D vertical column chart. This can be changed to other styles if desired. A person must be careful to choose a chart style that is appropriate with the data being presented.

For some data a 'Pie' chart might work better and in others a 'Line Graph' could work.

To view the various types of charts available you place your cursor in the middle of the chart and click. An inner frame will appear and this is called the 'Plot Area'. Next place your cursor on this inner box and right click with your mouse button. A box will appear and you would then click on the line 'Change Chart Type'.

Another box will appear that contains the wide selection of chart types. Simply by clicking on the selected style the chart changes.



**Learning
Activity**

Task

LEARNING ACTIVITY FOURTEEN

This is a practice activity. With the current chart, change the styles to see the effect it has on the data presentation. After trying out a few styles return back to the original style.

We suggest that this activity is performed in front of your teacher or trainer so that they can observe you doing this task properly. If you are doing this at work then ask your employer or supervisor to watch you do this activity successfully and then provide evidence to your teacher or trainer that it was done correctly.

TEACHER / TRAINER GUIDANCE NOTES

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CHANGE THE LOOK OF A CHART

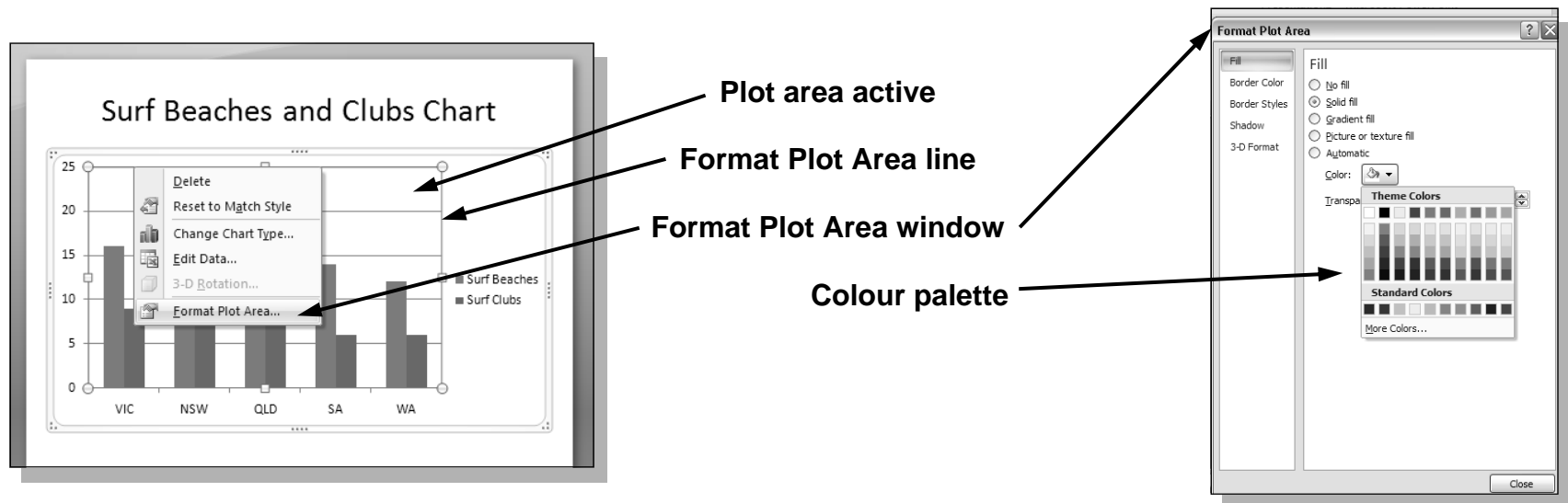
PowerPoint charts have many elements that can be manipulated. They include:

- ☆ Titles
- ☆ Axis
- ☆ Data labels
- ☆ Floor
- ☆ Walls
- ☆ Gridlines
- ☆ Chart area
- ☆ Background

Some are easily explained; others take some time. We will explain the easier ones in this section.

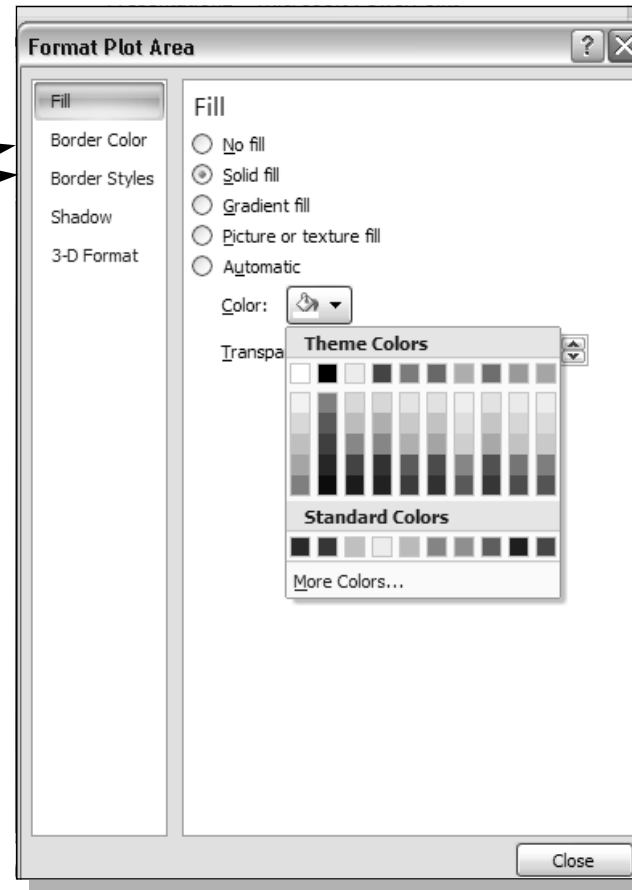
Background—The background is basically a 'Fill' function. To add a background to the chart you again click on the chart to bring up the 'Plot Area. Next right hand click to bring up the next box and click on 'Format Plot Area'.

The colour palette is somewhat limited for charts. To change the background you pick a colour then click on the colour box and click 'OK', the background becomes that colour.



Using the same Format windows you can change how the border looks and also apply fill effects, the same effects introduced in previous pages.

Border format options



**Learning
Activity**

Task

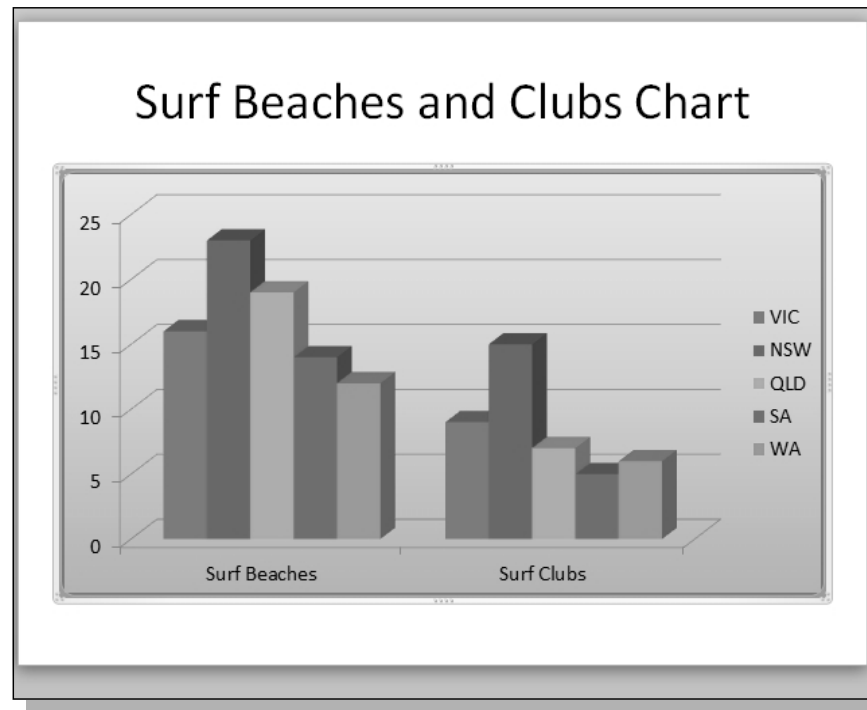
LEARNING ACTIVITY FIFTEEN

In this activity you are to add a light blue background and use a gradient effect from bottom to top in our current slide show.

Also you are to add a heavy dark blue line as a border.

Refer to the example below for reference.

Save your presentation.



We suggest that this activity is performed in front of your teacher or trainer so that they can observe you doing this task properly. If you are doing this at work then ask your employer or supervisor to watch you do this activity successfully and then provide evidence to your teacher or trainer that it was done correctly.

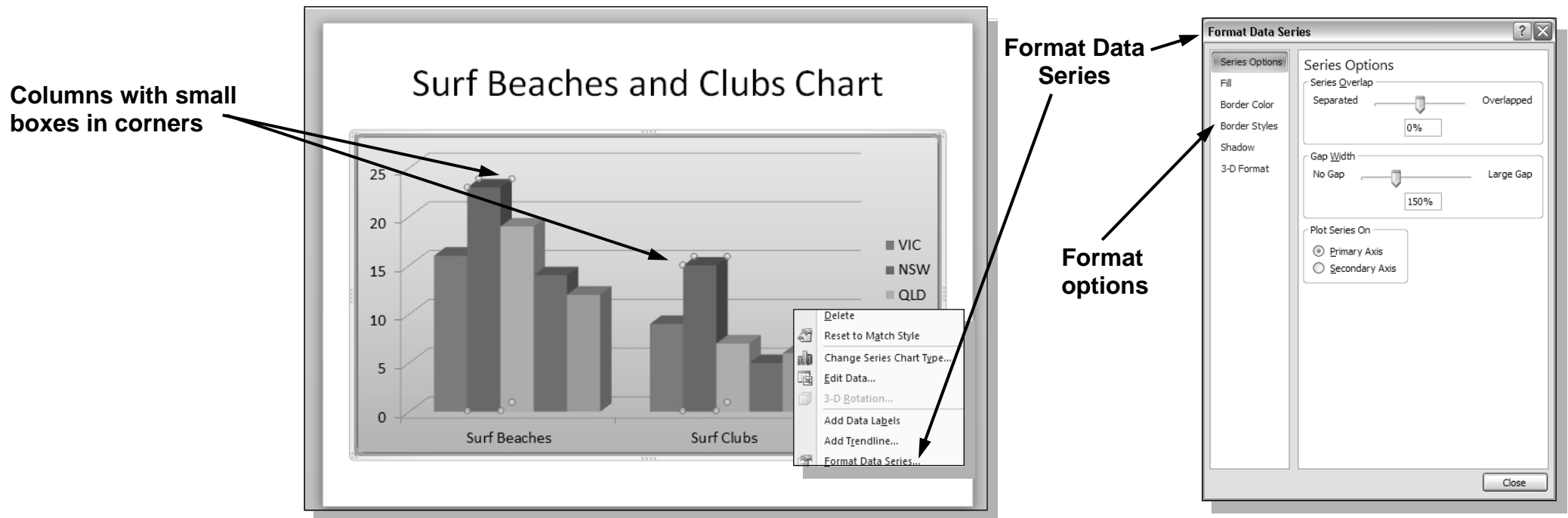
TEACHER / TRAINER GUIDANCE NOTES

This is a practice exercise and helps to reinforce the knowledge that the student has gained in this section. It is best if the student or trainee was able to do this while the teacher or trainer watches.

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Changing the Colour of Elements—You can also change the colour of the chart elements such as the columns, pie section, bars, etc.

To do this you again bring up the plot area box. Then you click on the element you wish to change the colour of. In the example below we are changing the colour of the columns. The chart function has assigned a specific colour to each State as specified in the right hand legend. So when we click on one column, two columns are highlighted (this is shown by small boxes appearing on each corner of the columns).



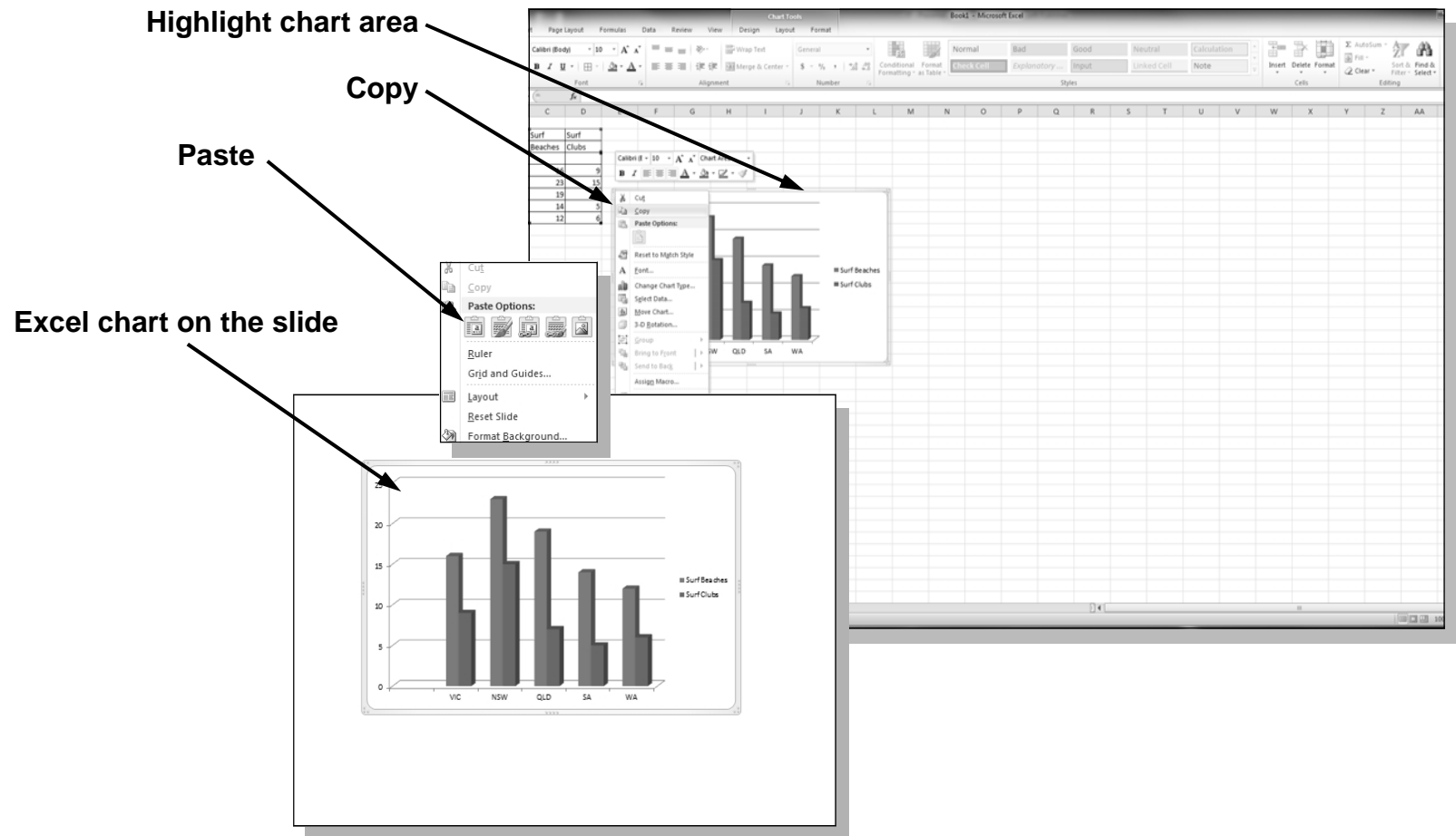
Now, you right click with your mouse to bring up the next window and you then click on 'Format Data Series'. This will bring up a window called 'Format Data Series' which is basically the same as the window used for formatting the plot area.

From this window you can change the colour of each column, as well as change the lines that border each column and apply fill effects, if you so desire.

INSERTING A CHART FROM EXCEL

To insert a chart from an Excel application, you first open the Excel file and locate the chart. A chart must be first created in Excel. You highlight the 'Chart Area' (this is signified by small black boxes outlining the chart) and then 'Copy'.

You then activate the slide in which the chart will be inserted and then 'Paste'.



You have actually transferred a chart with all the features of a chart as if it were created in PowerPoint. In other words you can make any changes to an Excel chart that you can with a PowerPoint chart.

As with tables, it is generally easier to create a chart in PowerPoint rather than creating one in Excel then having to import the chart. The only reason you would use an Excel chart is if it were a chart that was part of an existing Excel document.

**Learning
Activity**

Task

LEARNING ACTIVITY SIXTEEN

In this activity you are to change the colours of the columns in the chart in our current slide presentation.

- ☆ Victoria column will be changed to **'Orange'**
- ☆ NSW column will be change to **'Bright Pink'**
- ☆ Queensland column will be changed to **'Lime Green'**
- ☆ South Australia column will be changed to **'Bright Yellow'**
- ☆ Western Australia column will be changed to **'Burgundy'**

Save your presentation.

We suggest that this activity is performed in front of your teacher or trainer so that they can observe you doing this task properly. If you are doing this at work then ask your employer or supervisor to watch you do this activity successfully and then provide evidence to your teacher or trainer that it was done correctly.

TEACHER / TRAINER GUIDANCE NOTES

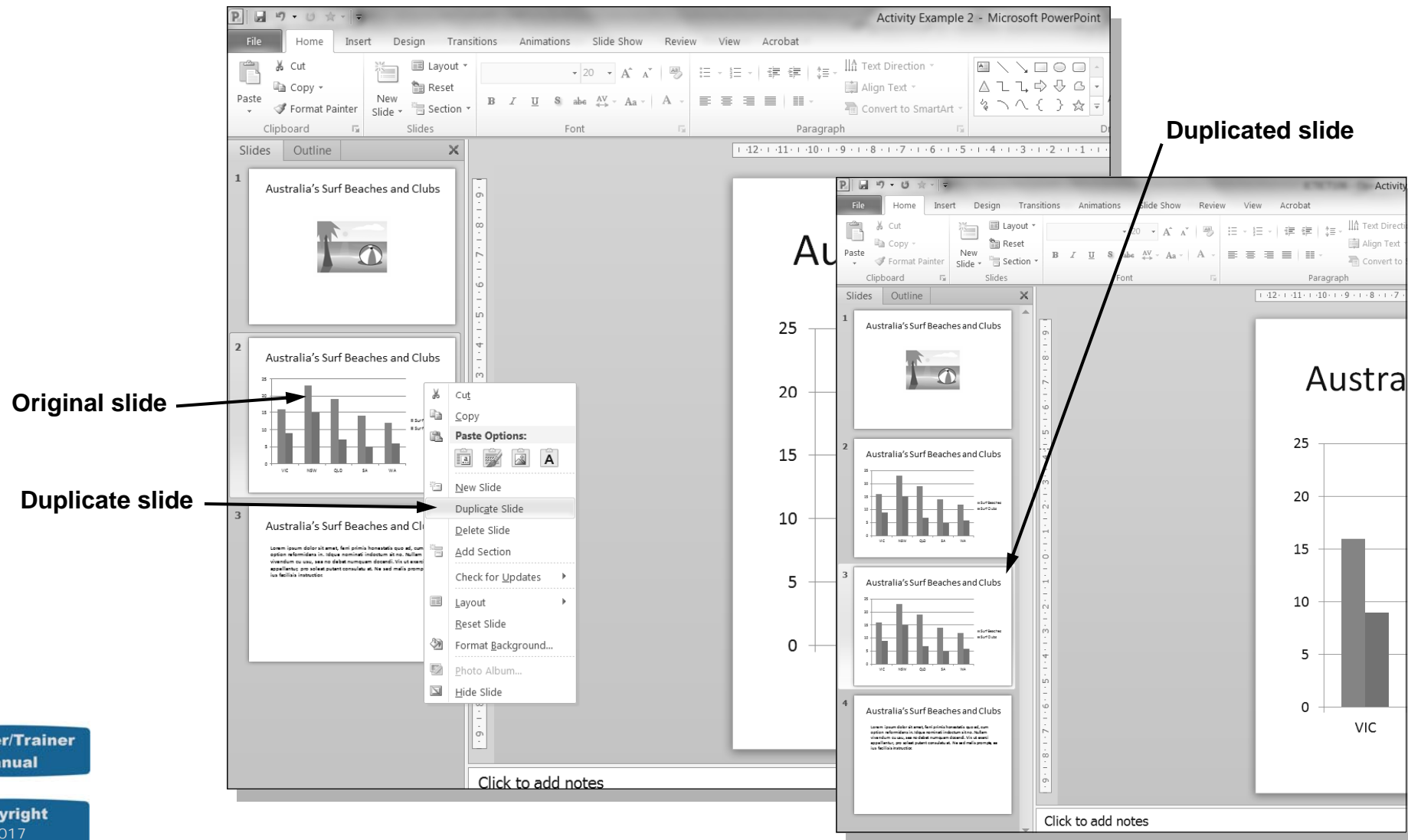
This is a practice exercise and helps to reinforce the knowledge that the student has gained in this section. It is best if the student or trainee was able to do this while the teacher or trainer watches.

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DUPLICATE SLIDES WITHIN AND ACROSS A PRESENTATION

There will be many times when you want to duplicate a slide and make some minor changes to it as part of your presentation.

To do this you click on the slide you want to duplicate on the Slide and Outline pane and click with your right button. A new dialog box appears and you click on 'Duplicate Slide' and PowerPoint inserts a duplicate slide below the original one.



**Learning
Activity**

Task

LEARNING ACTIVITY SEVENTEEN

In this activity you are to duplicate Slide 1 and Slide 3 in your 'PP Exercise' presentation.

Save your presentation.

We suggest that this activity is performed in front of your teacher or trainer so that they can observe you doing this task properly. If you are doing this at work then ask your employer or supervisor to watch you do this activity successfully and then provide evidence to your teacher or trainer that it was done correctly.

TEACHER / TRAINER GUIDANCE NOTES

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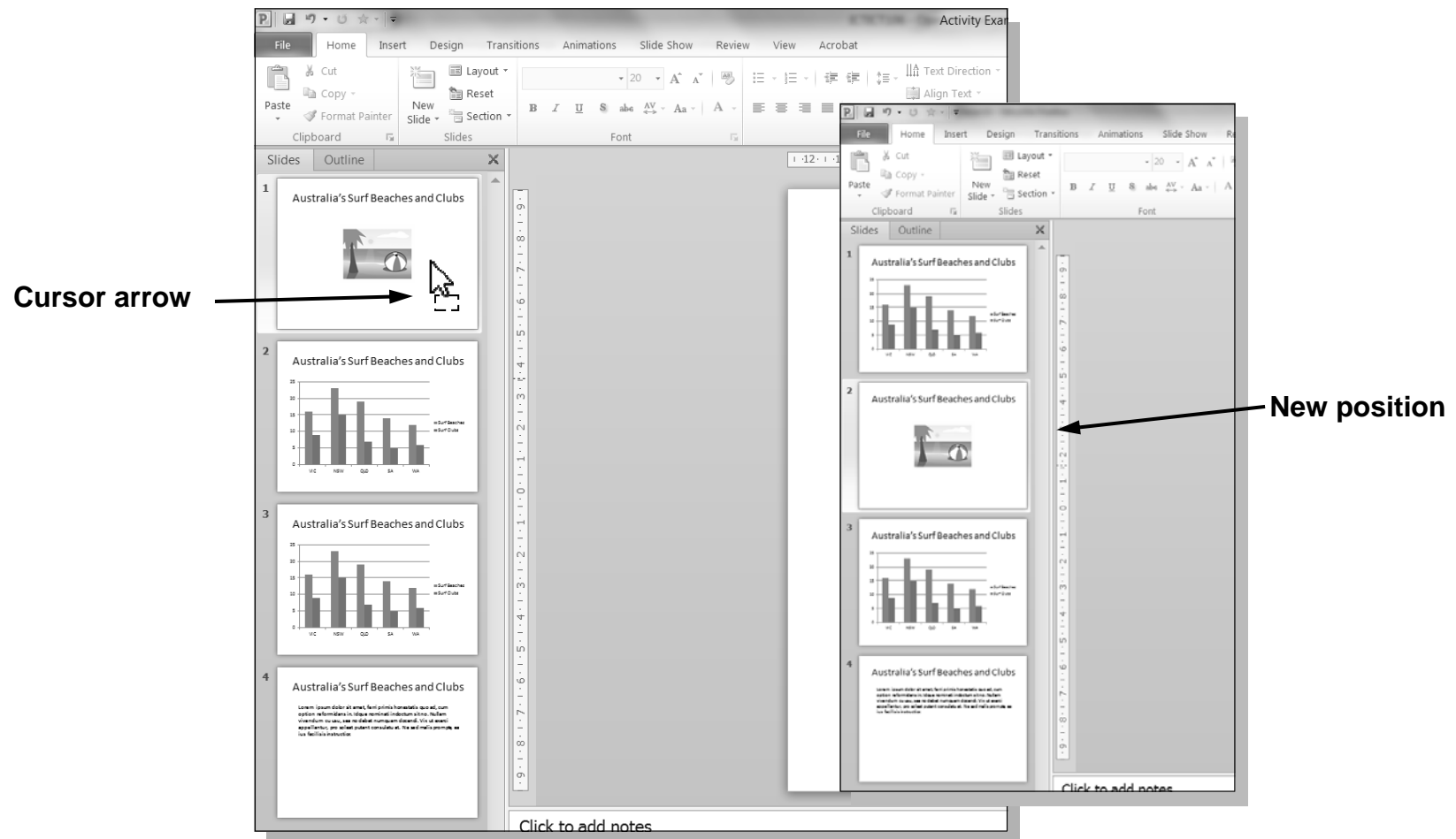
REORDER SEQUENCE OF SLIDES AND DELETE SLIDES FOR PRESENTATION PURPOSES

There may also be times where you want to put a slide in a different location within your presentation. This is called 're-ordering' or 're-sorting' your slides.

There are two ways of doing this. First method is to use the Slide and Task pane. You click on the slide you want to move and hold down your mouse button.

The cursor arrow will appear with a small dotted square attached to it. This is to tell you that the slide is ready to move.

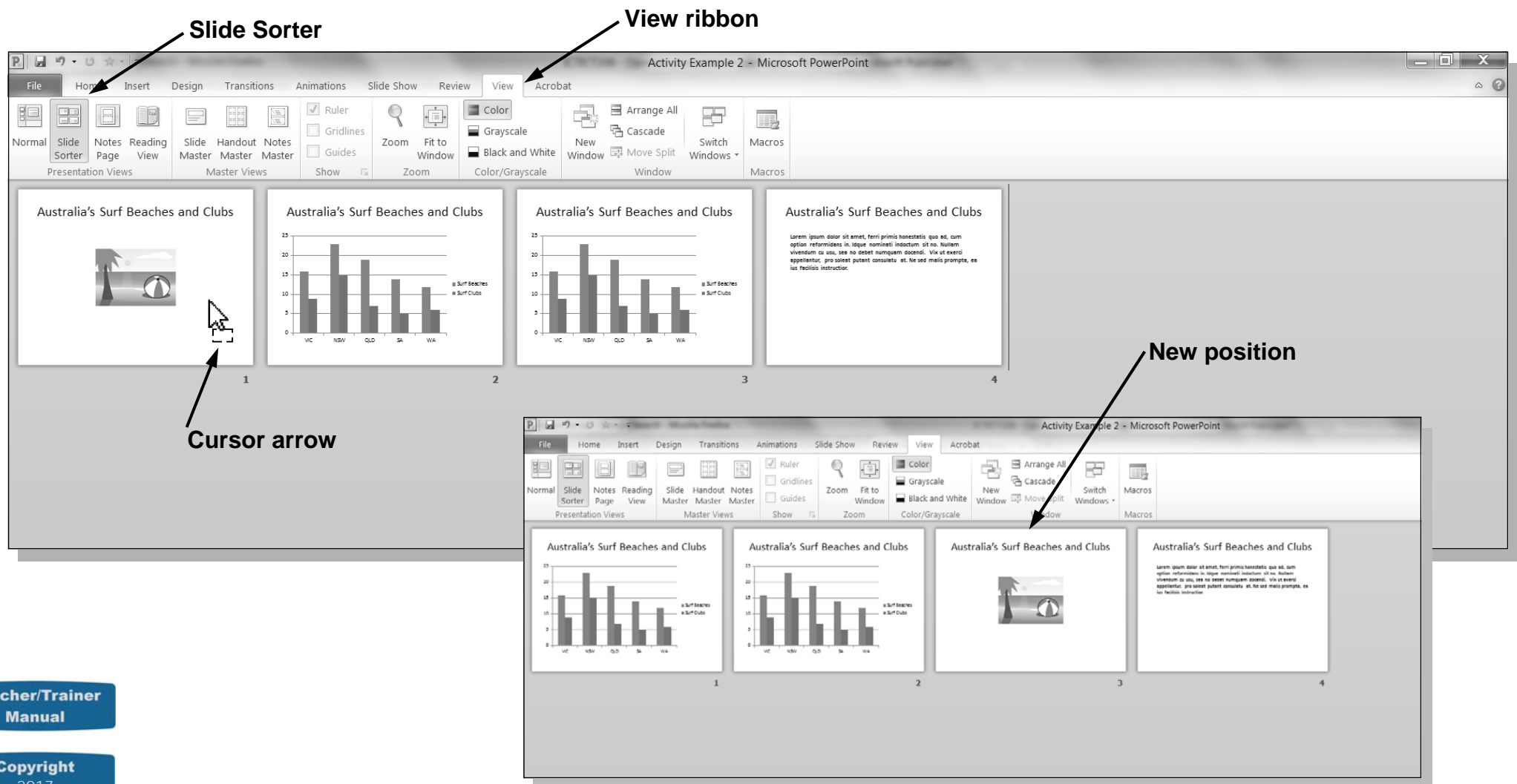
You then drag the slide up or down to the spot where you want it to be positioned and let go of the mouse button.



The other method is to use the slide sorter. This is found on the 'View' ribbon. Again, you simply click on the slide you want to move and hold down your mouse button.

The cursor arrow will appear with a small dotted square attached to it. This is to tell you that the slide is ready to move.

You then drag the slide to the spot where you want it to be positioned and let go of the mouse button.



**Learning
Activity**

Task

LEARNING ACTIVITY EIGHTEEN

This is a practice activity. In this Section we learned how to move slides around a presentation using two methods 1) using the Slide and Outline pane and 2) using the Slider Sorter tool.

We want you to practice moving all your slides around using both methods. Once you have mastered moving slides around, move them back to their original position and save the presentation.

We suggest that this activity is performed in front of your teacher or trainer so that they can observe you doing this task properly. If you are doing this at work then ask your employer or supervisor to watch you do this activity successfully and then provide evidence to your teacher or trainer that it was done correctly.

TEACHER / TRAINER GUIDANCE NOTES

This is a practice exercise and helps to reinforce the knowledge that the student has gained in this section. It is best if the student or trainee was able to do this while the teacher or trainer watches.

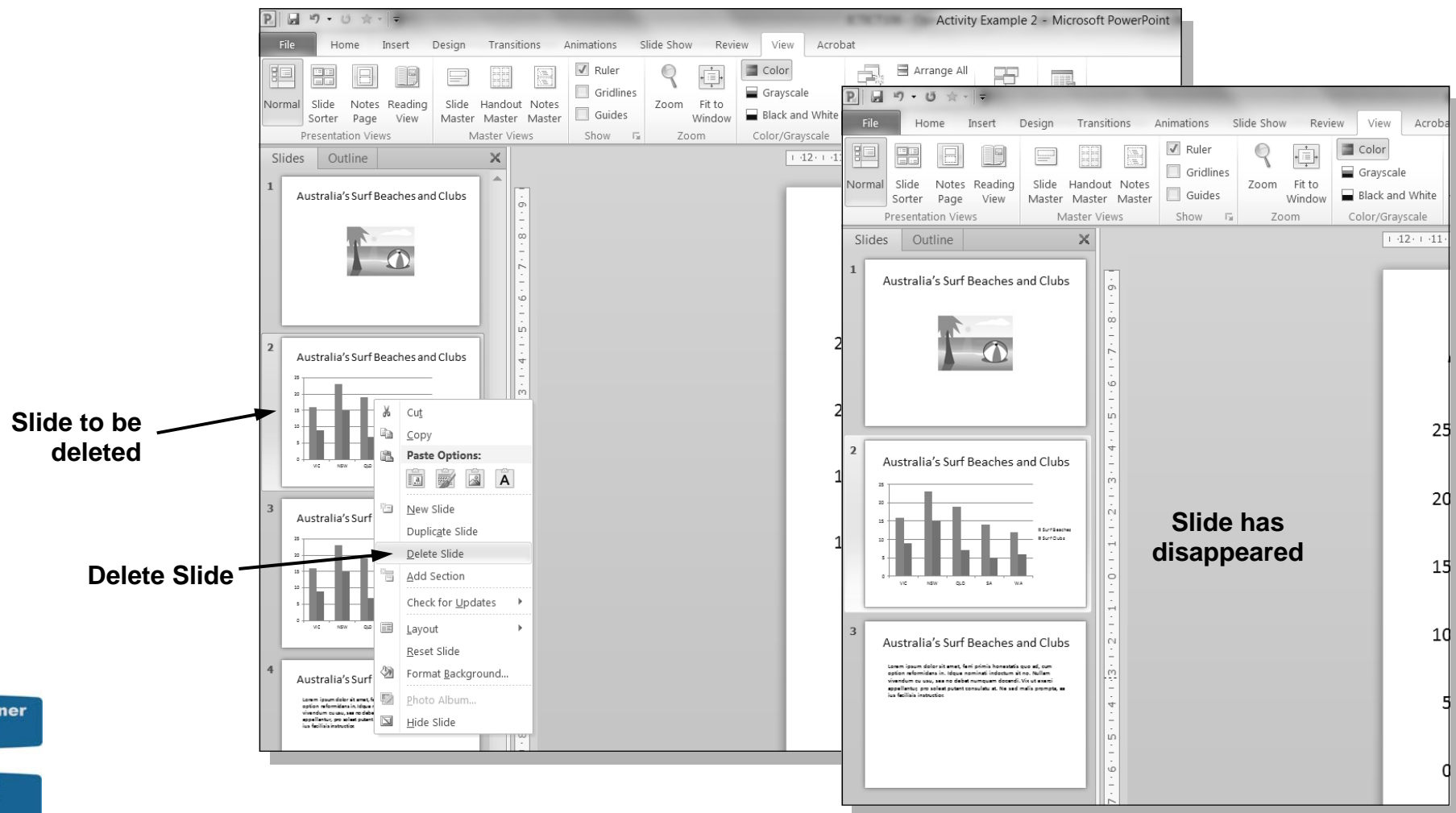
If the student or trainee is undertaking this course at a workplace, then the employer or the supervisor could provide evidence that they observed the student or trainee perform this activity successfully.

DELETING SLIDES FROM A PRESENTATION

You will likely find yourself with a slide or two that you do not want in your presentation. So you would need to delete these slides.

To do this the best method is by using the 'Slide and Outline' pane. Click on the slide you wish to delete and then right click with the mouse button.

Click on 'Delete Slide' and the slide will disappear.



**Learning
Activity**

Task

LEARNING ACTIVITY NINETEEN

Earlier we asked you to duplicate Slide 1 and Slide 3 in your 'PP Exercise' presentation. In this activity we want you to delete those duplicated slides.

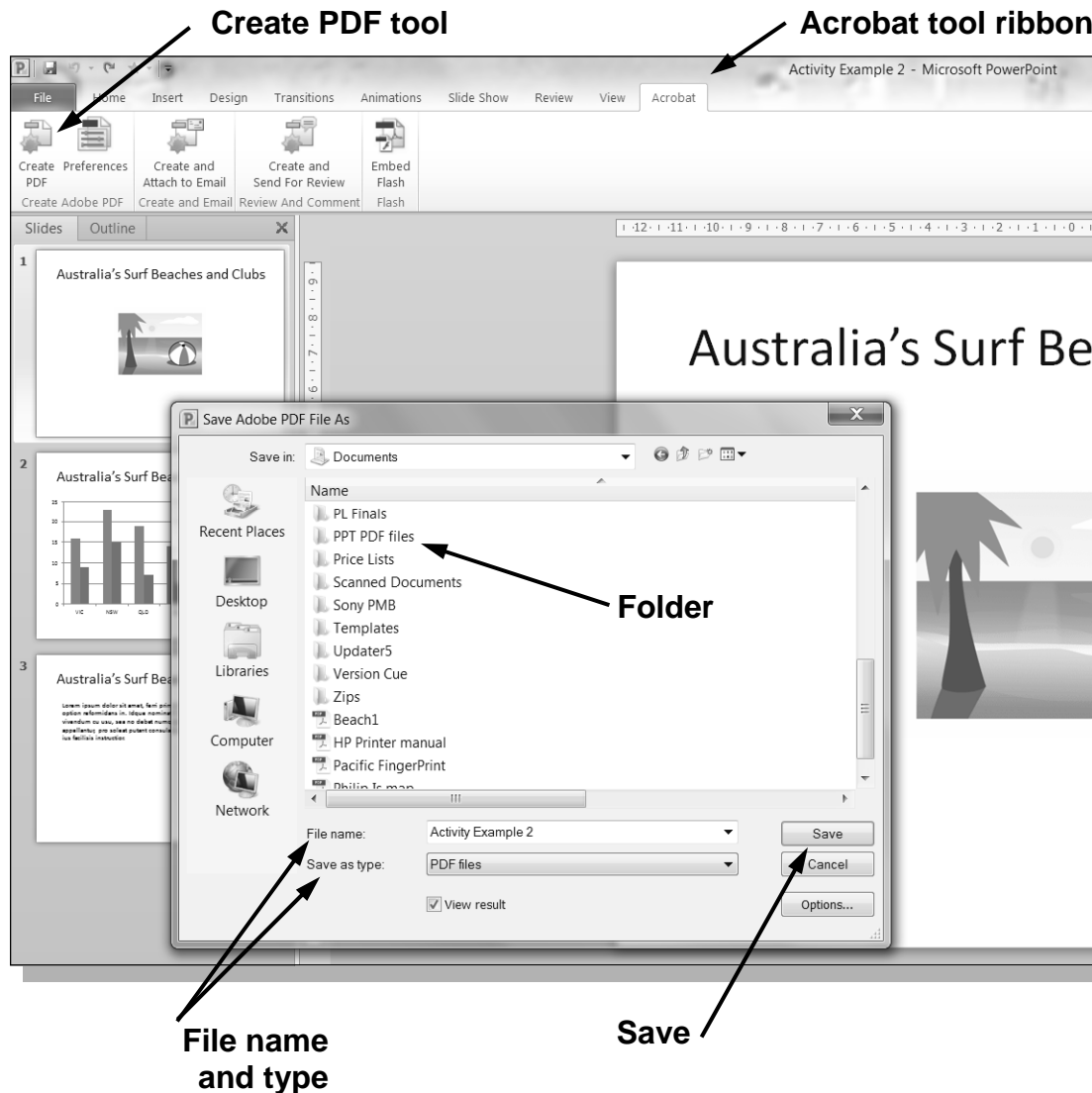
Save your presentation.

We suggest that this activity is performed in front of your teacher or trainer so that they can observe you doing this task properly. If you are doing this at work then ask your employer or supervisor to watch you do this activity successfully and then provide evidence to your teacher or trainer that it was done correctly.

TEACHER / TRAINER GUIDANCE NOTES

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SAVE PRESENTATION IN ANOTHER FORMAT

There are two main formats that a PowerPoint presentation file can be saved in.

The first is called a PowerPoint Show. This format is often used when sending someone a PowerPoint presentation by email, on a CD or DVD or a USB flash memory stick. We learn more about this in the next section.

The second popular format is the Portable Document File or better known as a PDF. PowerPoint has a PDF converter tool and this can be found on the 'Acrobat' tool ribbon.

You click on the 'Create PDF' tool and a window will appear asking you where you want to save the PDF. You locate a folder and then click 'Save'.

The PDF is created and saved to the folder of your choice.

**Learning
Activity**

Task

LEARNING ACTIVITY TWENTY

Again this is a practice activity. With your PPT Exercise presentations still open, we want you to create a PDF. Save this to the desktop of your PC. Have a look at what the PDF looks like.

We suggest that this activity is performed in front of your teacher or trainer so that they can observe you doing this task properly. If you are doing this at work then ask your employer or supervisor to watch you do this activity successfully and then provide evidence to your teacher or trainer that it was done correctly.

TEACHER / TRAINER GUIDANCE NOTES

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SAVE TO STORAGE DEVICE AND CLOSE PRESENTATION

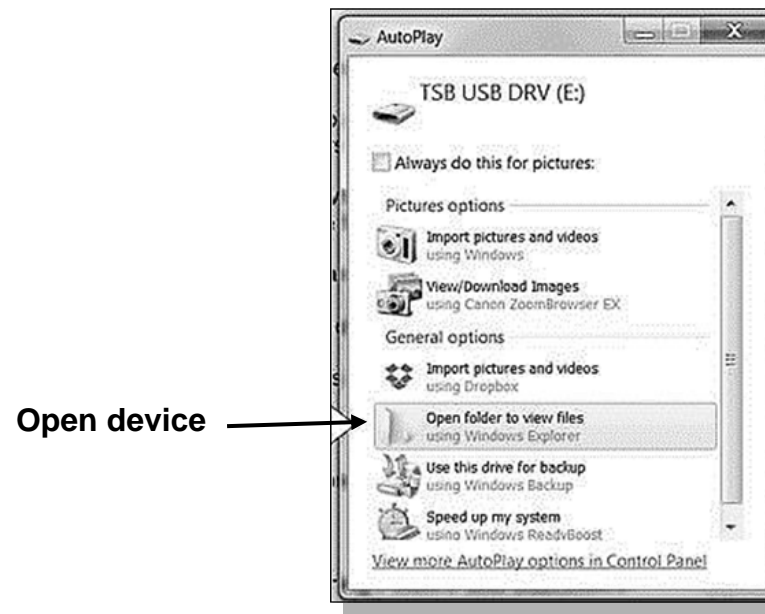
Earlier we learned that the PC hard drive is also known as a storage device, or better known as the PC's internal storage device.

We will now show you how to save a PowerPoint Presentation to an external storage device, more specifically a USB storage device.

Saving files and folders to external storage devices is done for several reasons. They include:

- ☆ Backups
- ☆ Moving files from one computer to another
- ☆ Providing others with files

In a Windows PC, a dialog window often appears when you connect an external storage device, whether it is a hard drive or a USB stick. To save any file on the device you must first open the device.

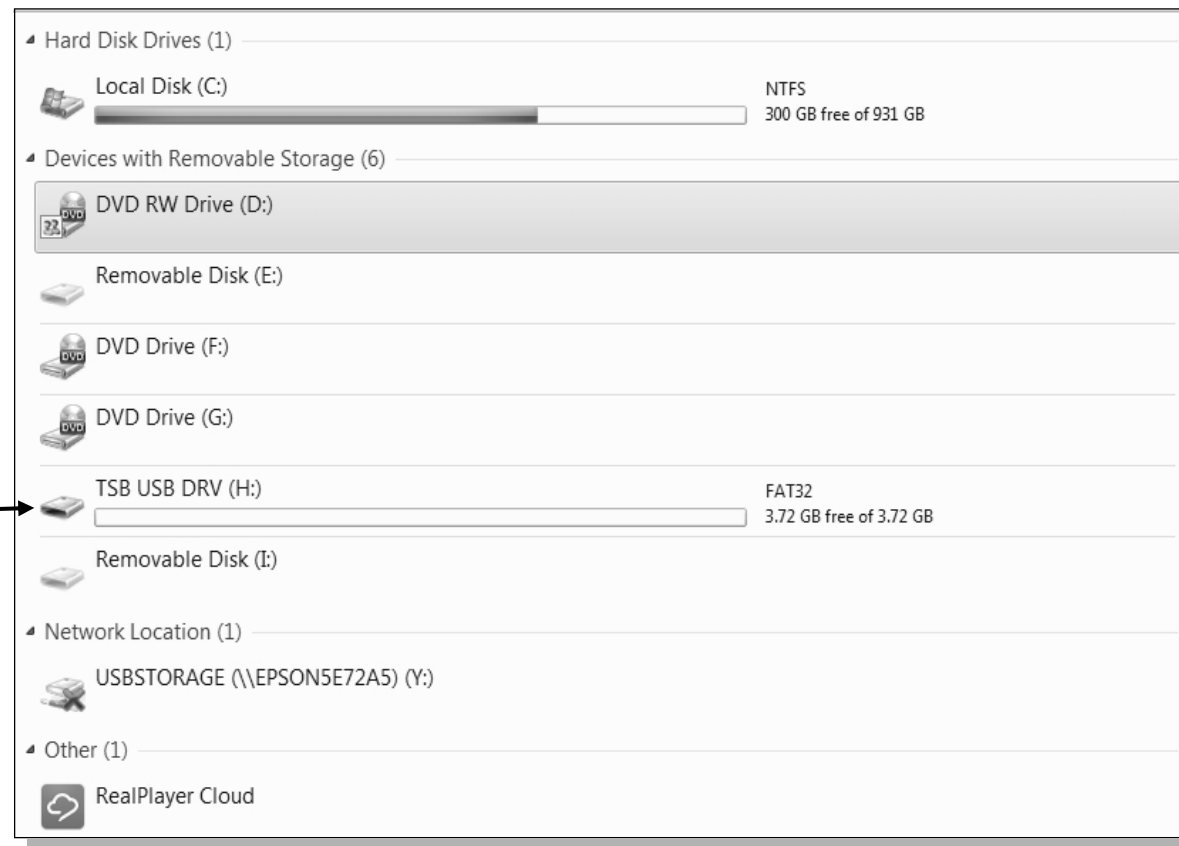


If this dialog box does not appear, the 'Computer' folder on a Windows PC displays all the resources available on the PC, such as various types of drives.

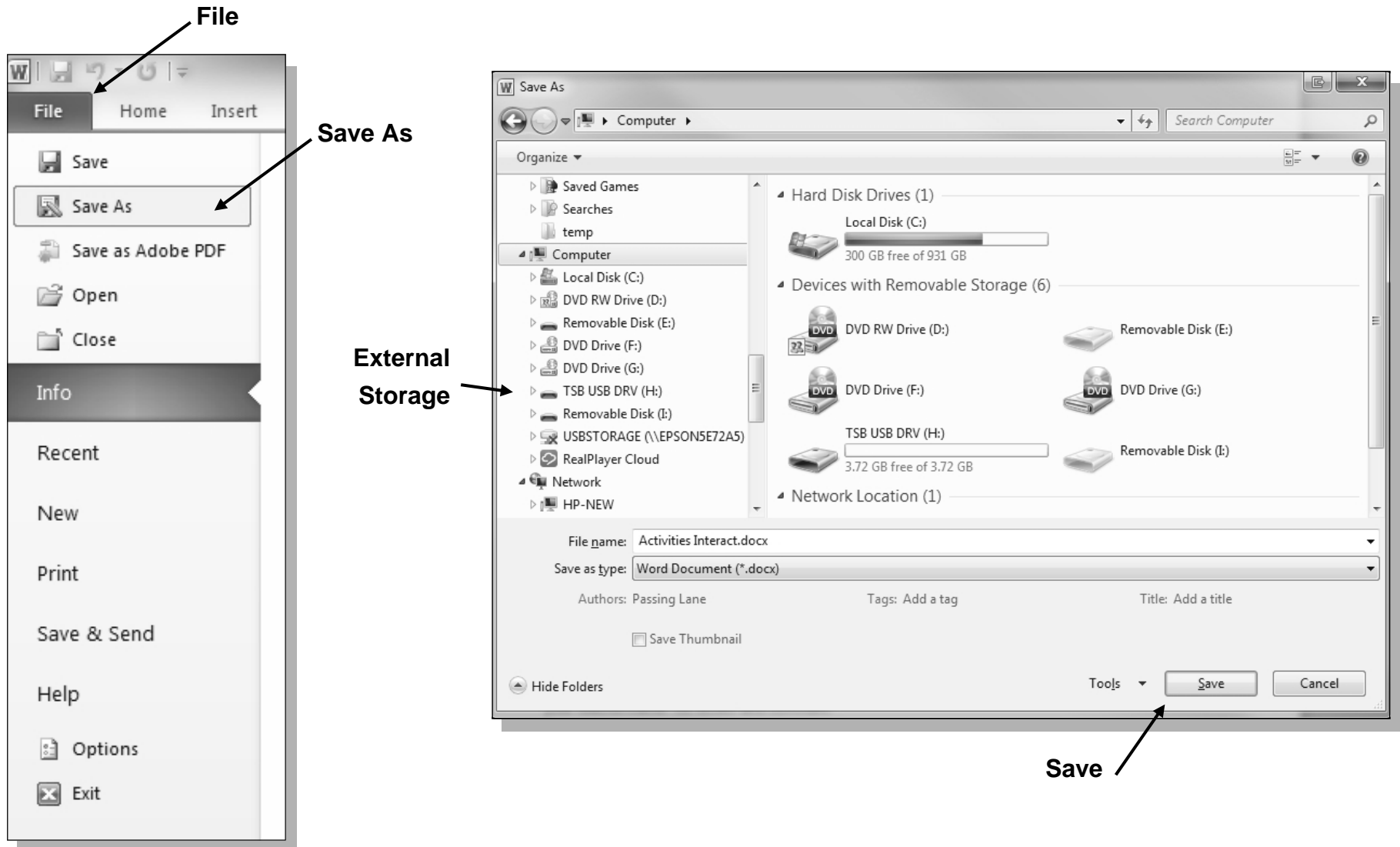
The 'Computer' folder is accessed on the Windows 'Start' menu.

When you open the 'Computer' folder, you will see a list of all the storage devices including those external to the PC that have been connected. From here you can open the device.

Open device

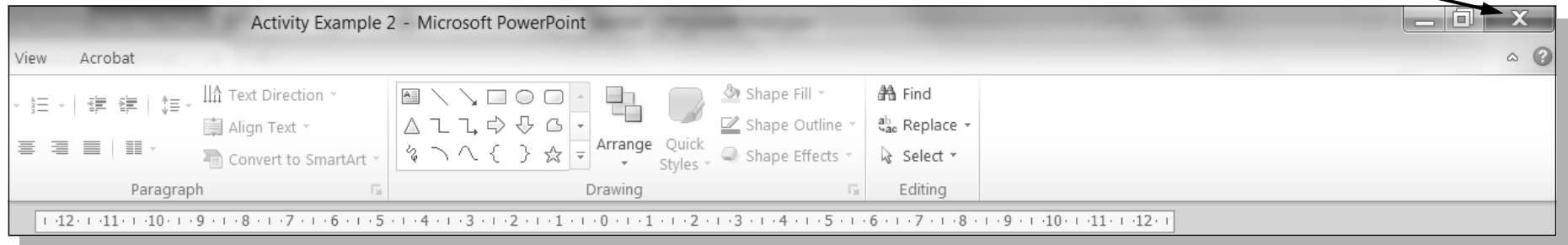


To save the presentation file into a new folder simply go to the 'File' menu and select 'Save As'. This will open the save as dialog box, from here you can select the external storage device you want to save the file to. Once you have selected the new location click 'Save'.



Once you have saved the presentation to the external storage device you can then exit the application. To do this you click on the small “X” at the top right corner of the PowerPoint window..

Exit application



**Learning
Activity**

Task

LEARNING ACTIVITY TWENTY ONE

In this activity we want you to practice using a USB flash drive. Insert a USB memory stick or flash drive into your PC. Then we want you to save your PPT Exercise presentation file to the flash drive.

You can now close this PowerPoint file.

We suggest that this activity is performed in front of your teacher or trainer so that they can observe you doing this task properly. If you are doing this at work then ask your employer or supervisor to watch you do this activity successfully and then provide evidence to your teacher or trainer that it was done correctly.

TEACHER / TRAINER GUIDANCE NOTES

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Section Four

Add Slide Show Effects

TOPIC SUB-DIRECTORY

Over the next several pages there will be topics that address specific features, functions and tools available and used in PowerPoint.

To enable the student or trainee to locate these specific topics we have introduced this sub-directory.

<i>Animations</i>	Page 170	<u><i>(Student/Trainee Manual Page 163)</i></u>
<i>Applying Animations to Text</i>	Page 171	<u><i>(Student/Trainee Manual Page 144)</i></u>
<i>Animating Images</i>	Page 176	<u><i>(Student/Trainee Manual Page 168)</i></u>
<i>Editing and /or Removing Animations</i>	Page 179	<u><i>(Student/Trainee Manual Page 170)</i></u>
<i>Animating Charts</i>	Page 180	<u><i>(Student/Trainee Manual Page 171)</i></u>
<i>Transition from Slide to Slide</i>	Page 182	<u><i>(Student/Trainee Manual Page 173)</i></u>
<i>Adding Sound Bites</i>	Page 183	<u><i>(Student/Trainee Manual Page 174)</i></u>
<i>Creating Hyperlinks</i>	Page 186	<u><i>(Student/Trainee Manual Page 177)</i></u>
<i>Slide Views and Control Functions</i>	Page 188	<u><i>(Student/Trainee Manual Page 179)</i></u>
<i>Previewing the Slide Show Presentation</i>	Page 190	<u><i>(Student/Trainee Manual Page 181)</i></u>

OPERATE PRESENTATION PACKAGES

SECTION FOUR—ADD SLIDE SHOW EFFECTS

INTRODUCTION

Next we look at the tools that make a PowerPoint presentation “sing”. These are the ‘Animation’ tools and if used effectively can make a PowerPoint presentation attract and hold the attention of the audience.

Then we will review how to test a presentation and how to show the presentation.

SECTION LEARNING OBJECTIVES

At the completion of this section you will learn information relating to:

- ☆ Incorporating pre-set animation and multimedia effects into presentation as required to enhance the presentation
- ☆ Adding slide transition effects to presentation to ensure smooth progression through the presentation
- ☆ Testing presentation for overall effect
- ☆ Using onscreen navigation tools to start and stop slide show or move between different slides as required



**INCORPORATE PRE-SET ANIMATION AND MULTIMEDIA EFFECTS INTO PRESENTATION AS REQUIRED TO ENHANCE THE PRESENTATION
AND
ADD SLIDE TRANSITION EFFECTS TO PRESENTATION TO ENSURE SMOOTH PROGRESSION THROUGH THE PRESENTATION**

(Over the next few pages we cover two 'Performance Criteria' points at the same time to avoid repetition)

The definition of animation is:

To liven up, to give life to.

PowerPoint has a selection of pre-set and custom animations to use within your slide show.

Animation can certainly add life to your presentation however like most things, too much of a good thing can be bad. You do not want your presentation to be a collection of cute and clever animations. The audience will be distracted and the message of the presentation can go completely unnoticed.

You will find that most professionally created slide shows use only one or two effects through the presentation. Animations are to be used to focus the audience's attention on what is being said.

There are two basic types of animations:

- 1) Objects and text on a slide
- 2) Slide to Slide

To animate objects or text on a slide is to 'build'. This means you use animation to place objects and text on a slide one at a time using pre-selected timing. You may have seen a presentation where the presenter inserts a line of text one at a time as he/she is speaking. This is called 'building' a slide. We will practice this concept shortly.

Animation from slide to slide is called slide 'transition'. The normal way of switching from slide to slide, is when one disappears and the other appears almost instantly. However there are numerous ways of switching slides by using 'transition' effects. The most common one is 'fade to black'.

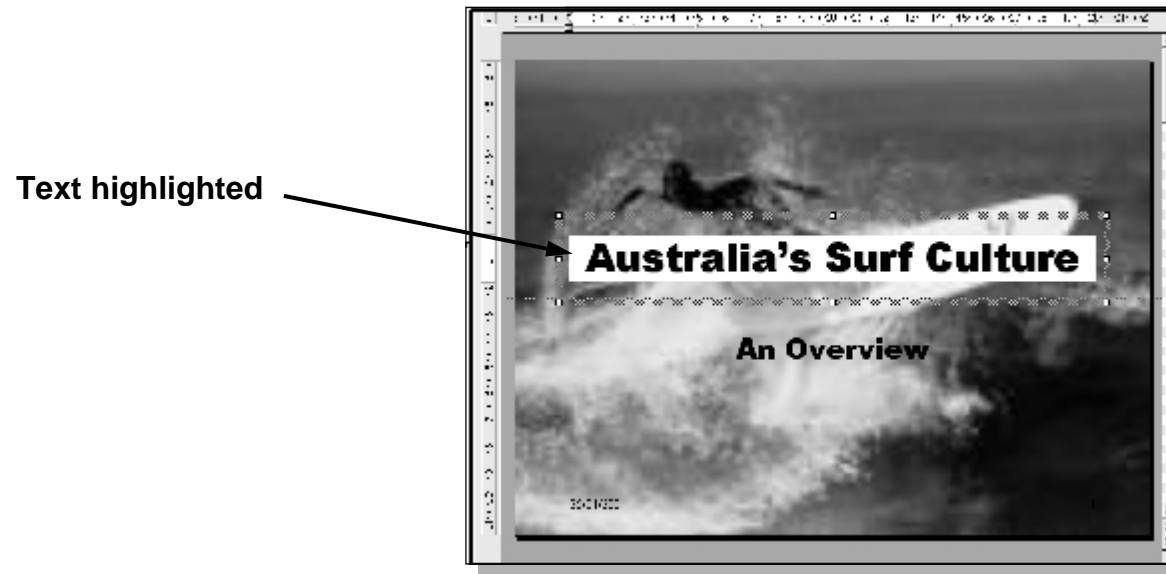
This transition has the slide fade out and the next slide fade in.

APPLYING ANIMATION TO TEXT

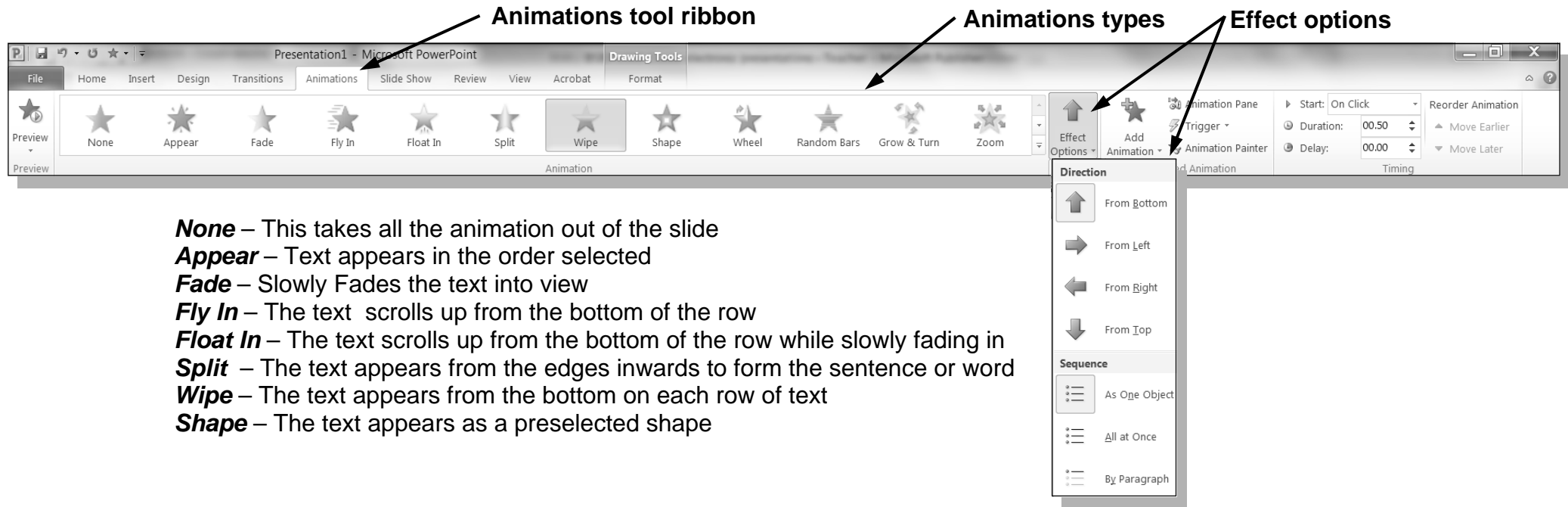
Animations can be applied to a single slide, multiple slides and/or all the slides in a presentation.

Animation can be applied to text only, objects only or a combination of both.

To apply animation to text on a specific slide you first highlight the text on the slide you wish to animate.



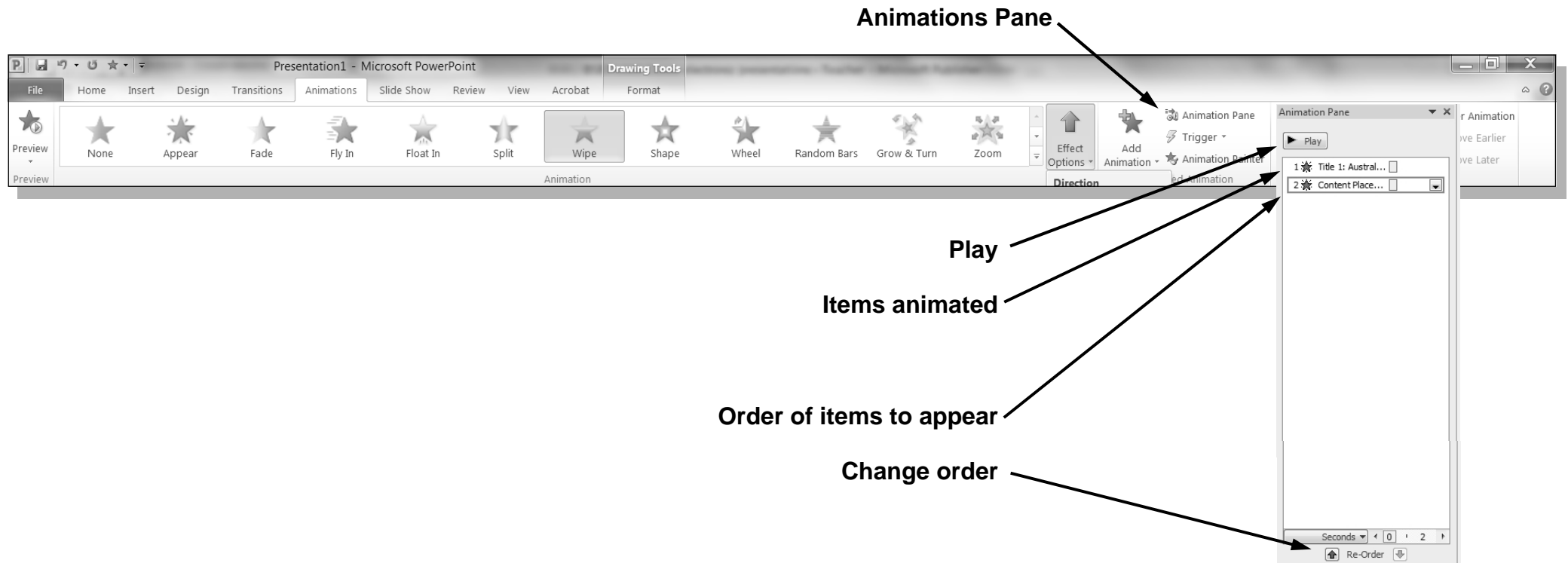
PowerPoint has eight standard text animations to choose from. They are located on the Animations ribbon.



To change the specific style of the animation, for example the direction in which the text appears, select the “Effect Options” dropdown menu after selecting the animation.

PowerPoint also has custom text animation effects. These can be accessed by way of the ‘Animation Pane’ on the Animations ribbon.

PowerPoint has also custom text animation effects. These can be accessed by way of the 'Animation Pane' on the Animations ribbon.



In this function you can choose the order in which they appear. To change the order you use the arrows to move an item that is highlighted into the position you wish it to appear.

Next you would choose to activate each animation sequence with the click of the mouse or automate the animation and choose the timing in which each animated text would appear.

The order and the style of animation can be previewed by pressing 'play'.

**Learning
Activity**

Task

LEARNING ACTIVITY ONE

In this activity we are going to have you practice the animation effects and steps we have just reviewed.

Use the first page of the slide presentation 'PP Exercise'.

Click on the 'Animation' tool ribbon tab.

Select the box referring to 'Australia's Surf Culture'. This should highlight the title. Pick an animation style and click on it. See what it looks like by clicking on the 'Preview' button on the far left corner of the ribbon.

Try as many combinations of effects as you want, then pick one that is your favourite.

Then tick the box relating to the rest of the text. This will have you animating the other line.

Again try as many combinations of effects as you want and then tell us which is your favourite, and why.

My Favourite

--

Remember you can animate each line differently. To do this you highlight the line and select the animation you want.

We suggest that this activity is performed in front of your teacher or trainer so that they can observe you doing this task properly. If you are doing this at work then ask your employer or supervisor to watch you do this activity successfully and then provide evidence to your teacher or trainer that it was done correctly.

TEACHER / TRAINER GUIDANCE NOTES

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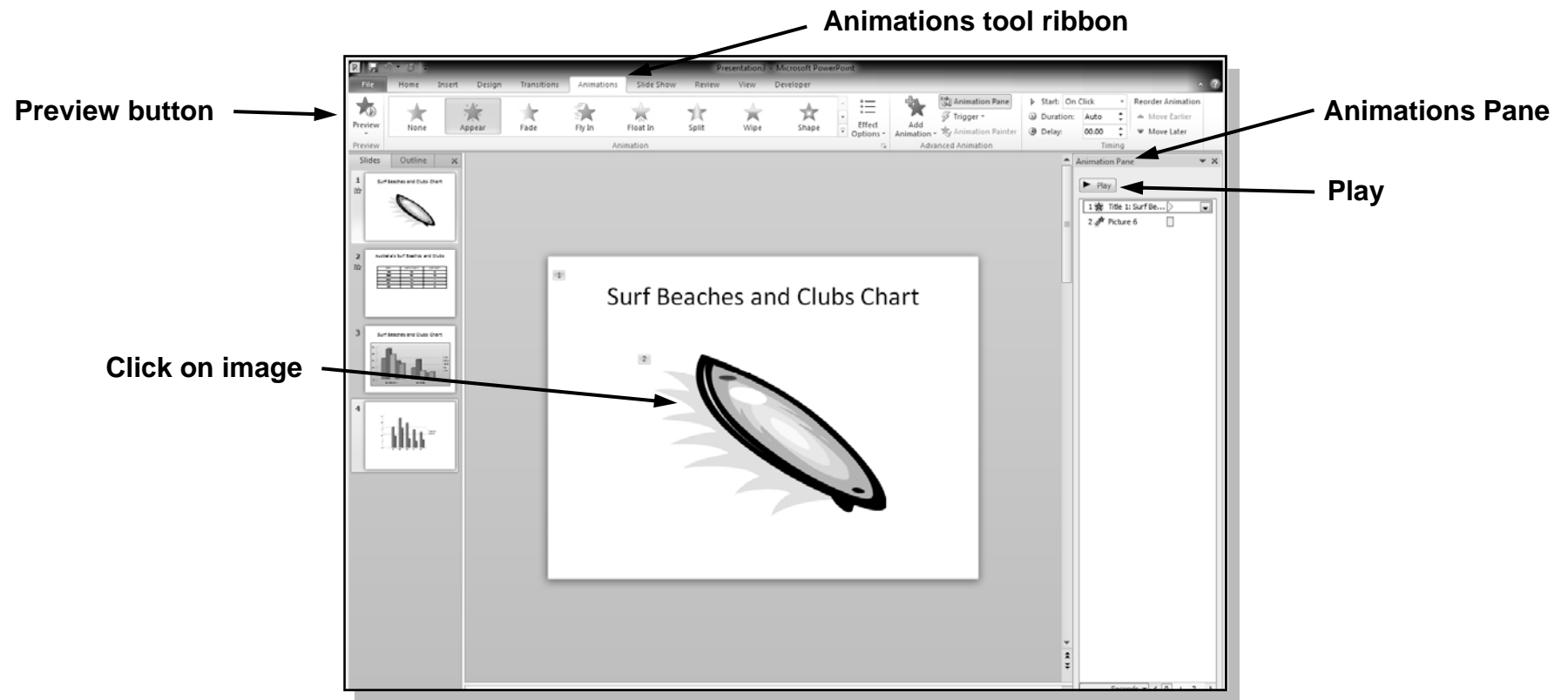
ANIMATING IMAGES

Animating images are essentially the same as animating text.

To animate images you simply go to the slide that has the images that you want to animate.

Click on the animation you want in the “Animations” ribbon and then click on the ‘Animations’ ribbon tabs. You then pick your animations.

Each time you add an effect, the results can be viewed by clicking ‘Preview’, or go to the Animation Pane and click on ‘Play’.



**Learning
Activity**

Task

LEARNING ACTIVITY TWO

In this activity we are going to have you practice the animation effects and steps we have just reviewed.

Use a slide that has an image in your presentation 'PP Exercise' and click on the image.

Click on the 'Animation' tool ribbon tab.

Pick an animation style and click on it. See what it looks like by clicking on the 'Preview' button on the far left corner of the ribbon.

Try using the 'Play' button as well on the 'Animation Pane'.

Try as many combinations of effects as you want, then pick one that is your favourite and tell us why.

My Favourite

--

Remember you can animate each line differently. To do this you highlight the line and select the animation you want.

We suggest that this activity is performed in front of your teacher or trainer so that they can observe you doing this task properly. If you are doing this at work then ask your employer or supervisor to watch you do this activity successfully and then provide evidence to your teacher or trainer that it was done correctly.

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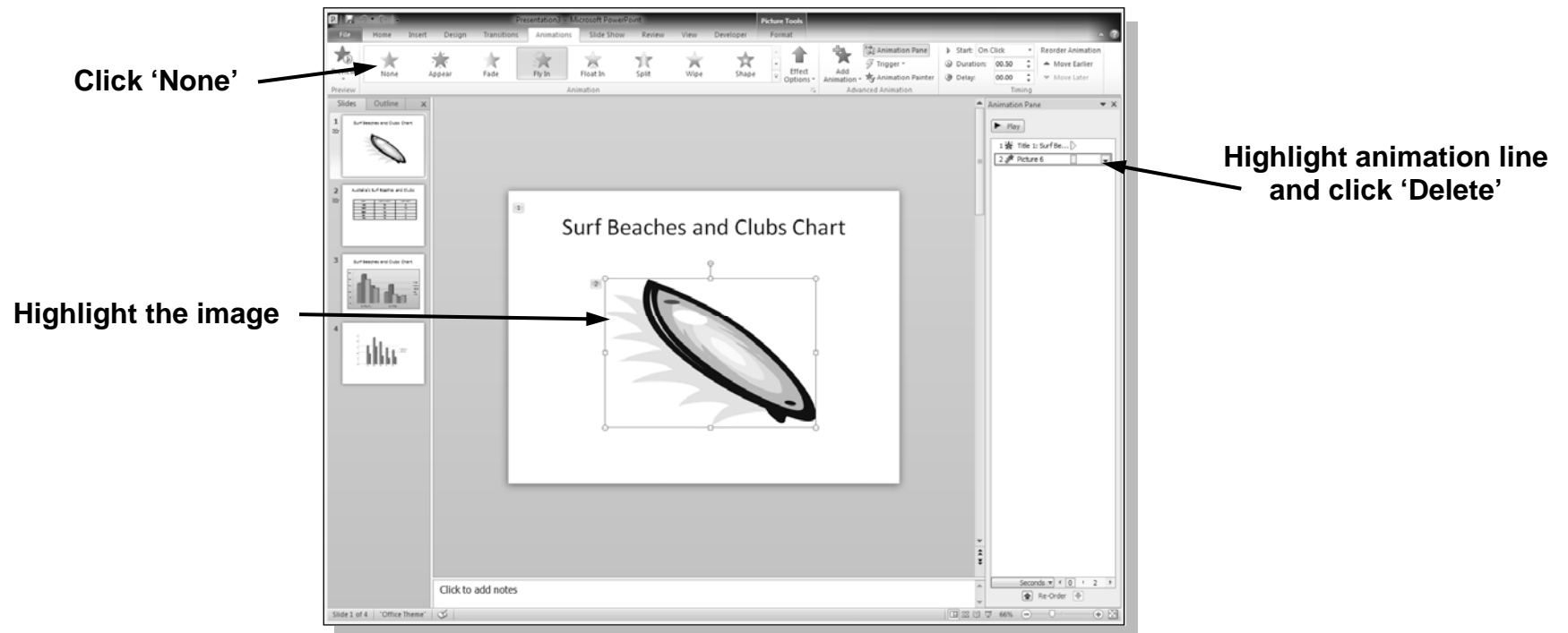
EDITING AND/OR REMOVING ANIMATION

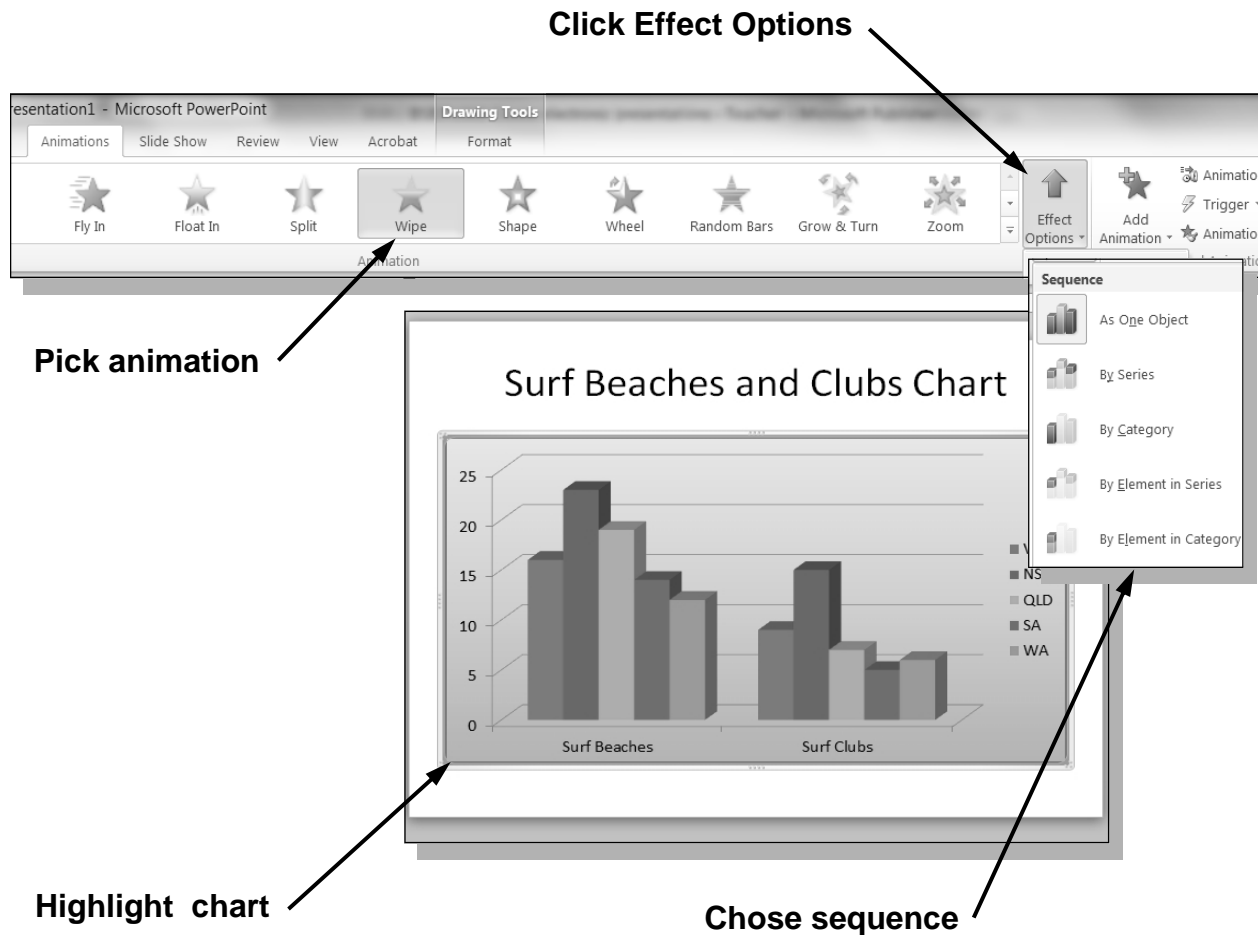
There may be times when you wish to change the animation effect or even remove it altogether. It is a simple process to edit or remove animation functions.

Activate the slide in which the effect is to be changed or removed. Click on the object which will be having its animation changed.

In the 'Animations' ribbon select the animation effect you want. It will change the animation automatically. You can see what it looks like by clicking on the 'Preview' button on the far left corner of the ribbon, or try using the 'Play' button as well on the 'Animation Pane'.

To remove an animation you click on the image and on 'Animations' ribbon select the items and click 'None' to remove all animation effects or in the Animation Pane pick the line with the animation you want to remove and then click 'Delete' on your keyboard.





ANIMATING CHARTS

Charts created in PowerPoint can be effectively animated. Charts are very effective if presented in a 'build' view. This means that sections of the chart are added piece by piece until the whole chart has appeared on the slide.

To animate a chart you activate the slide that has the chart. Then click on the 'Animation' ribbon and select the effect you want.

Select the chart in the 'Animation Pane' right click and select "Effect Options". This will take you to the 'Charts Animation' area of the 'Effect Options' box.

To add a Wipe effect, when PowerPoint displays the chart, click Wipe from the Animations ribbon. (If you don't see the Wipe animation, choose More Effects.)

By default, PowerPoint will add the animation to the chart as a whole. To animate elements, right-click the appropriate animation item in the Animation Pane and choose Effect Options.

Choose the appropriate sequence to animate the chart as a single object, by series, by category, or by the elements in the series or category.

**Learning
Activity**

Task

LEARNING ACTIVITY THREE

In this activity we are going to have you practice the animation effects and steps we have just reviewed.

Use the fifth page of the slide presentation 'PP Exercise'. Select the chart in the slide.

First select any animation effect you want relating to the chart elements.

Then select a sequence effect. Then preview the effects.

Try different combinations.

Remember you can animate each line differently. To do this you highlight the line and select the animation you want.

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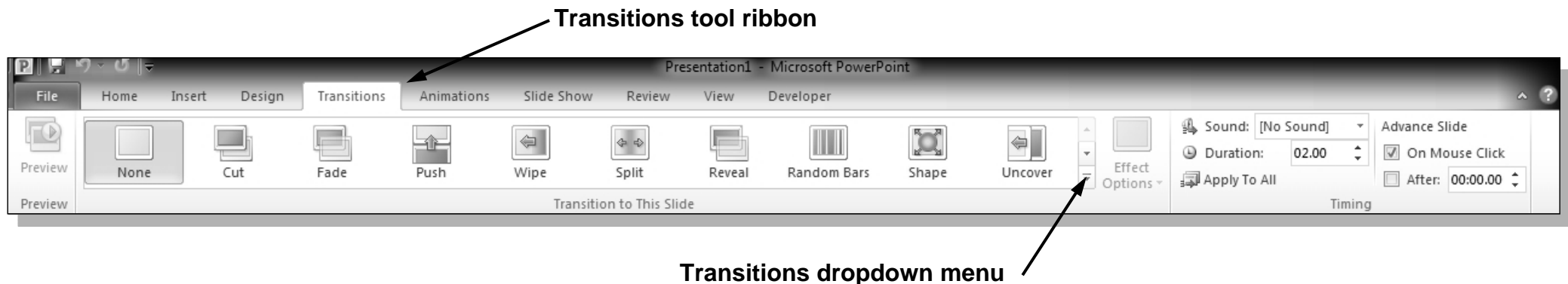
TRANSITION FROM SLIDE TO SLIDE

PowerPoint has an animation function that controls how each slide appears. This function also controls the transition from one slide to another so they call this animation effect – ‘Transitions’.

You will notice that some of the transition names are the same as the text and image animation effects names, however they look quite different when applied as a slide transition.

It is often suggested that although there are numerous transition effects to choose from, you select just one and use it throughout the entire presentation.

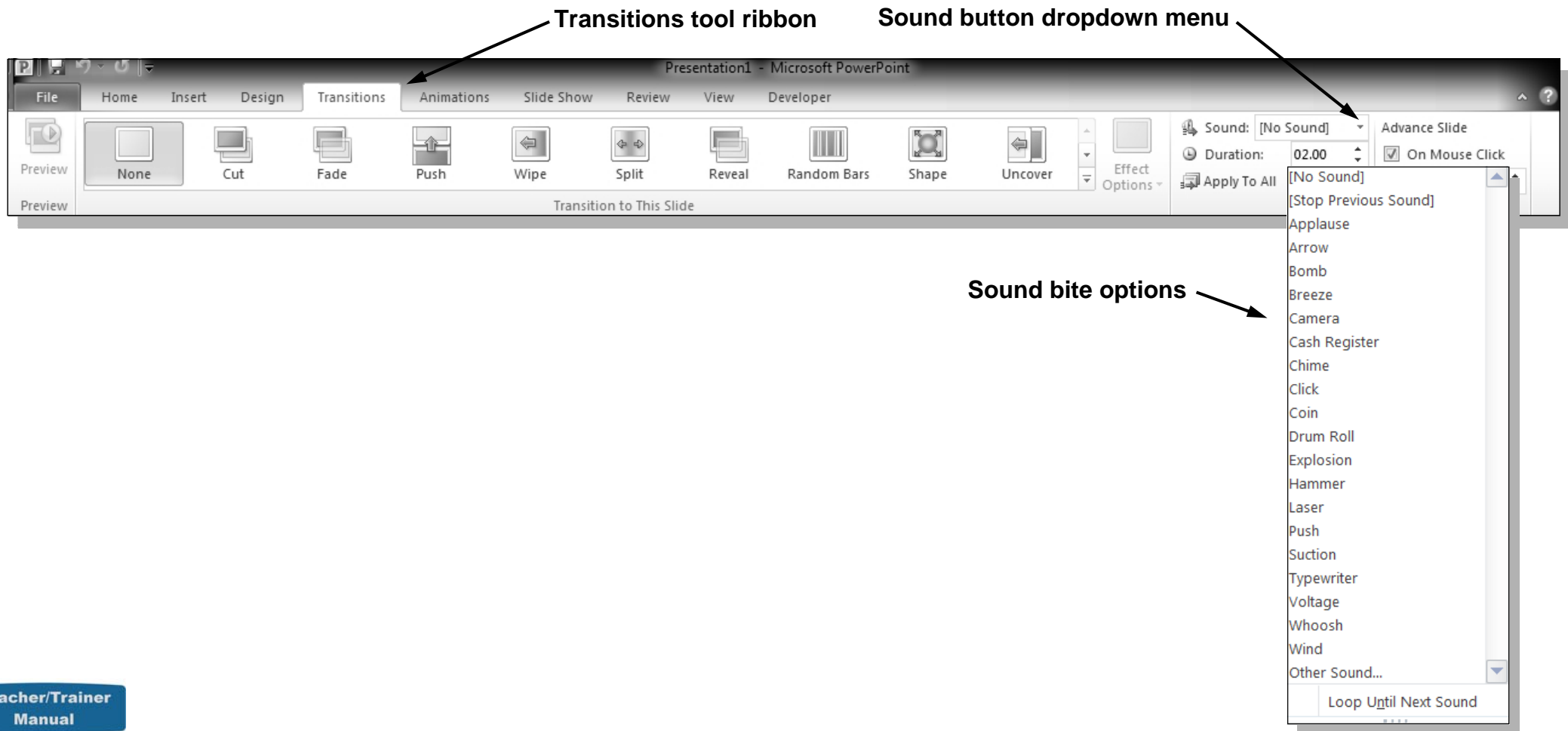
To apply slide transition effects, you go to the ‘Transitions’ ribbon on the File tab and click on ‘Transition To This Slide’ section. To view more you can use the scroll buttons or select the drop down box to see them all.



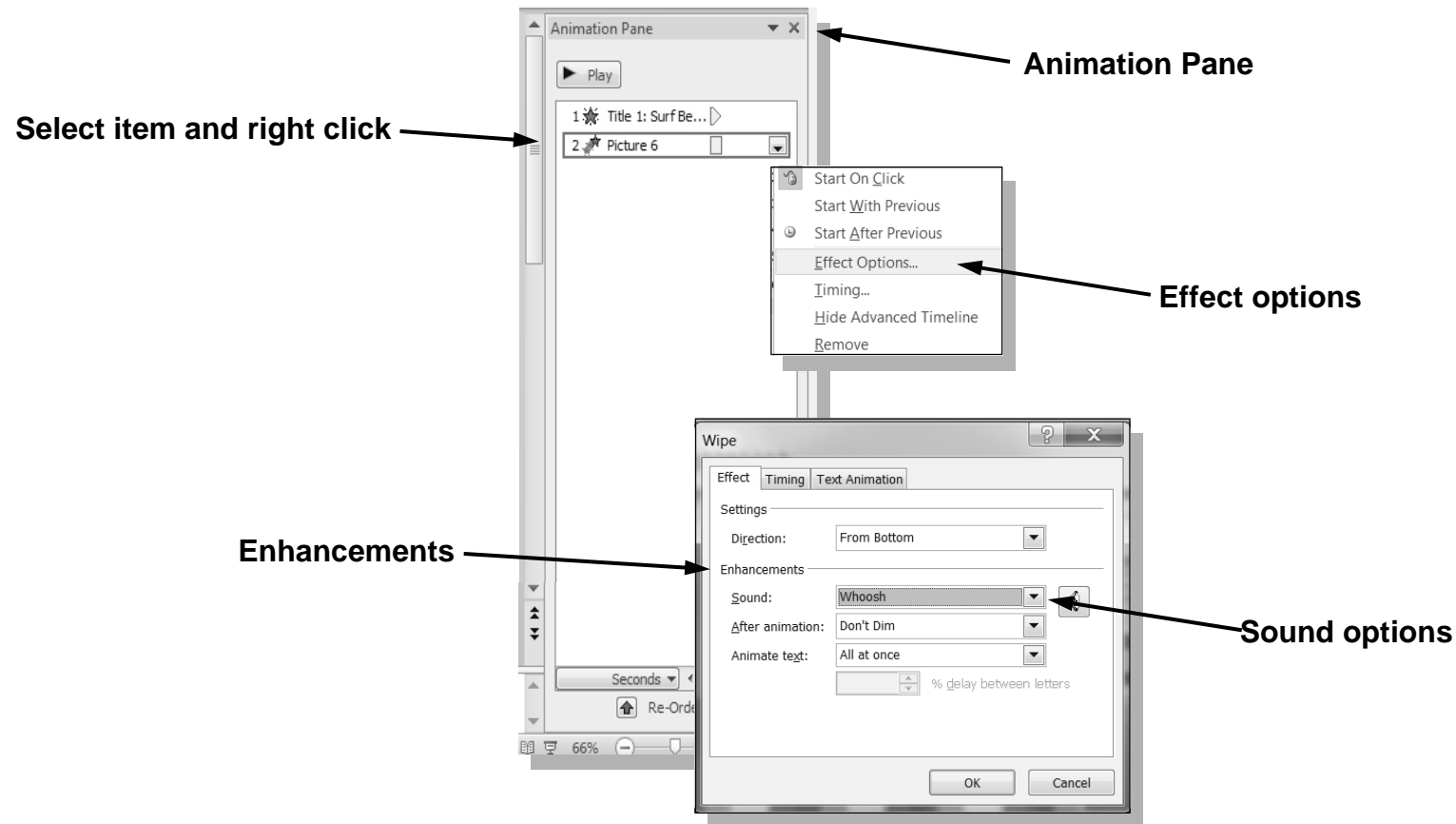
ADDING SOUND BITES

You would have noticed on the 'Transition' ribbon a 'Sound' option. These are used to emphasise a certain point or message within a slide.

This option allows sounds to be set for the opening of each individual slide.



Sounds can also be added to individual effects, for instance a 'whooshing' sound could accompany a picture being animated to draw extra attention to it. To add a sound to an individual effect, right click on the object from the animation pane. Select Effect Options then select the sound you want from the Enhancements section.



PowerPoint has a wide range of sound bites that can be used. Of course, the computer presenting the slide show would require speakers or a connection to a sound system in order for the sounds to be audible.

**Learning
Activity**

Task

LEARNING ACTIVITY FOUR

In this activity we are going to have you practice the slide transition effects and steps we have just reviewed.

Use the fifth page of the slide presentation 'PP Exercise'.

Click on the 'Animations' ribbon and then 'Transition to This Slide'.

Select the transition effect you like and test it with 'Preview'. Select the speed. This is done using the 'Duration' button just below the 'Sound' tools. If your computer has sound, select a sound and then click on 'Apply to All'.

We suggest that this activity is performed in front of your teacher or trainer so that they can observe you doing this task properly. If you are doing this at work then ask your employer or supervisor to watch you do this activity successfully and then provide evidence to your teacher or trainer that it was done correctly.

TEACHER / TRAINER GUIDANCE NOTES

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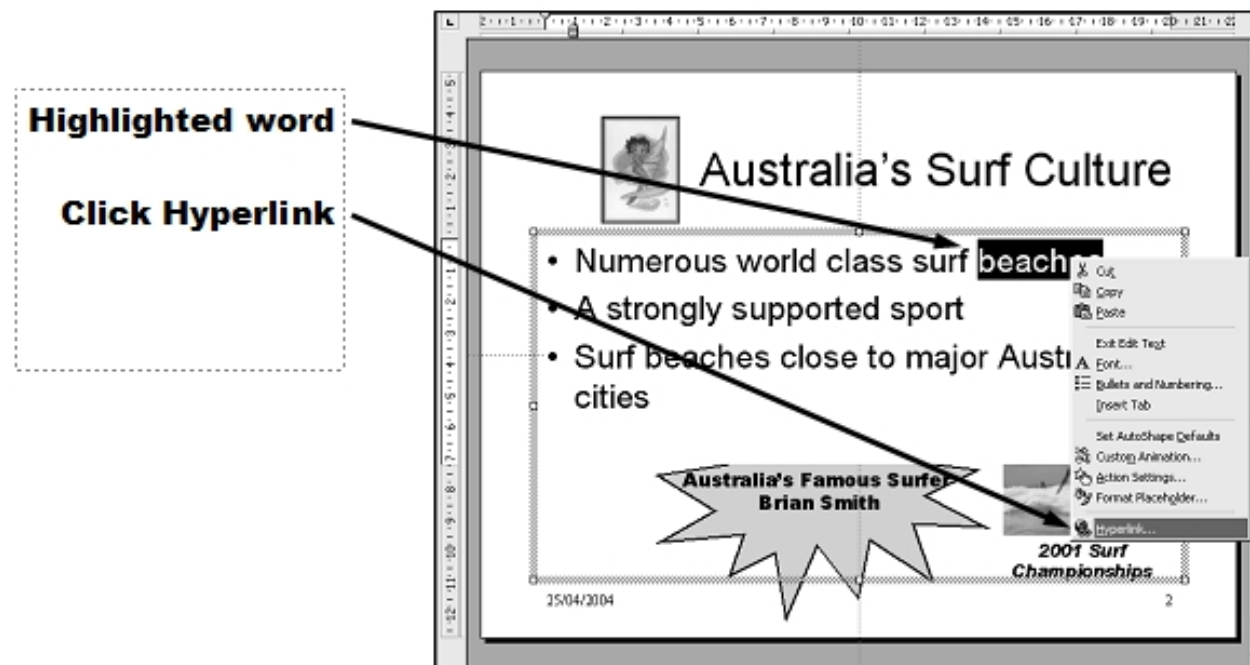
If the student or trainee is undertaking this course at a workplace, then the employer or the supervisor could provide evidence that they observed the student or trainee perform this activity successfully.

CREATING HYPERLINKS

A presenter can insert hyperlinks to websites in his/her presentation. They are easy to install and can be effective if the website is related to the presentation's topics.

Hyperlinks can be a word, a phrase, a sentence, an object, or even a picture. Tables as a whole cannot be a hyperlink, however a word or a phrase within a table can be a hyperlink.

To create a hyperlink with a word, you first highlight the word. Then right click on the highlighted word. A box will appear and you will click on the 'Hyperlink' line at the bottom of this box.



**Learning
Activity**

Task

LEARNING ACTIVITY FIVE

This activity requires you to insert a hyperlink to link to a website. Using the previous example, create a hyperlink with the same word on Slide 2 (beaches on the first line) and have this hyperlink to a website relating to beaches. The website is your choice.

Later we will show you how to test your hyperlink.

We suggest that this activity performed in front of your teacher or trainer so that they can observe you doing this task properly. If you are doing this at work then ask your employer or supervisor to watch you do this activity successfully and then provide evidence to your teacher or trainer that it was done correctly.

TEACHER / TRAINER GUIDANCE NOTES

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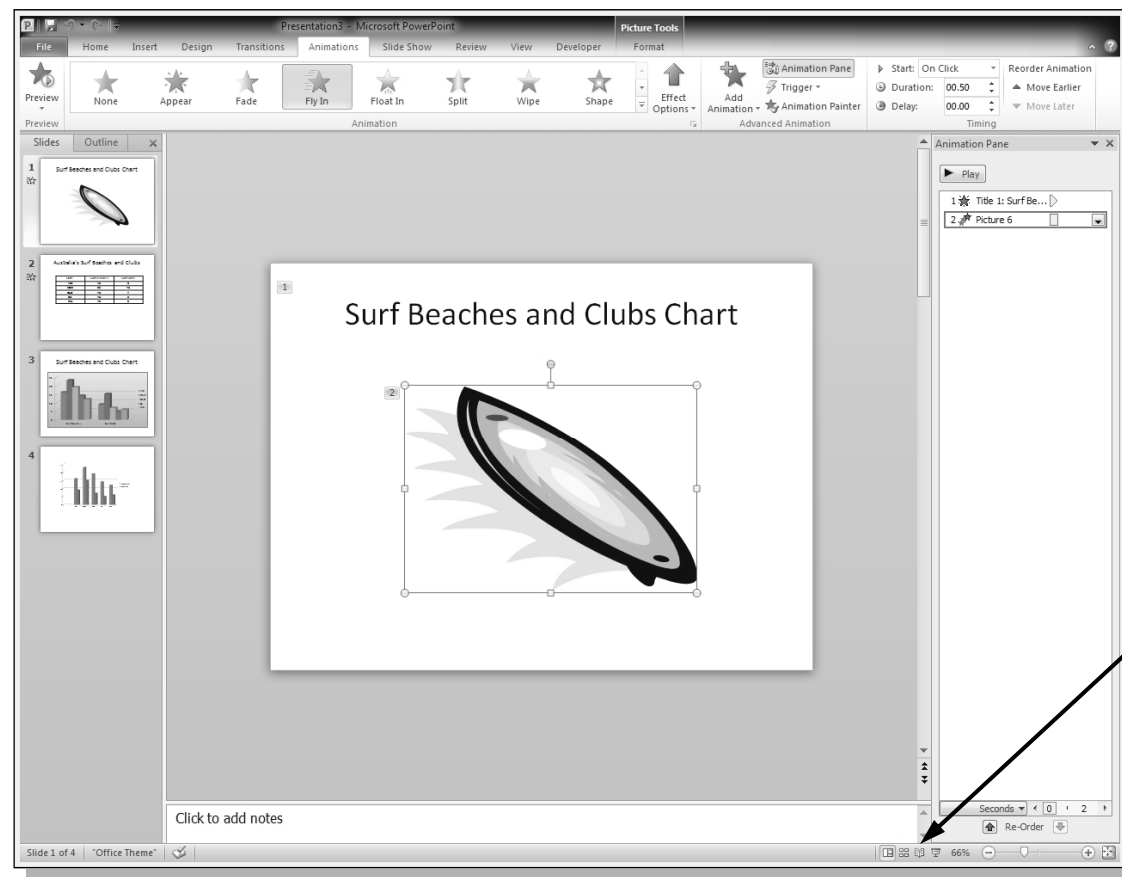
SLIDE VIEW AND CONTROL FUNCTIONS

Additional slide function buttons are located at the bottom-right of the screen. These include:

Normal View - Displays the selected slide in the PowerPoint editor.

Slide Sorter - Displays all slides and provides the opportunity to sort, re-arrange, copy, or delete slides.

The slider sorter is often used to further customise or streamline a presentation as it is being created and after it is completed and it is going through various reviews.

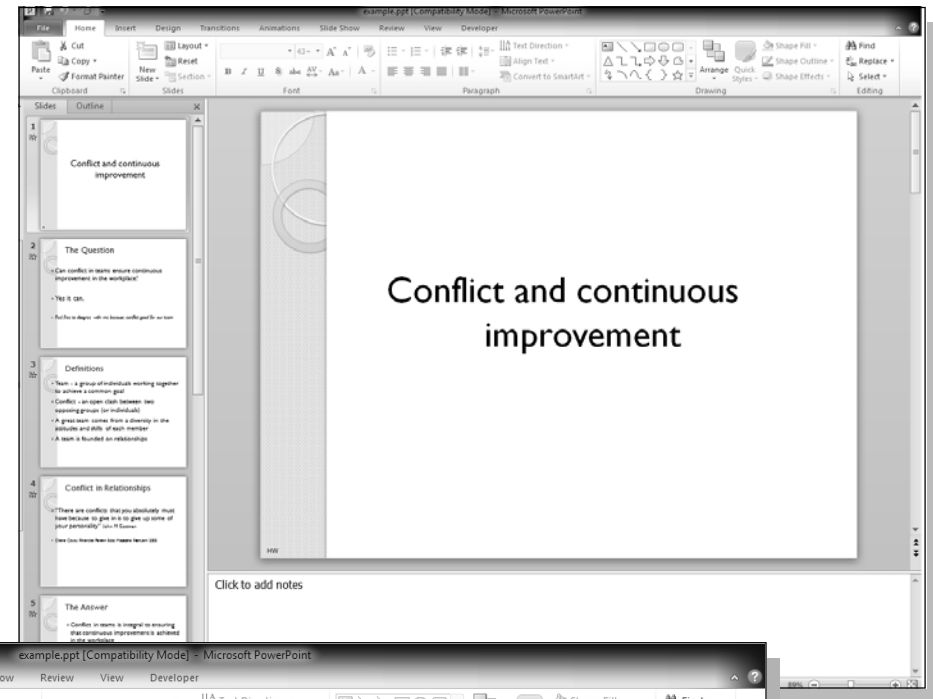


Slide View



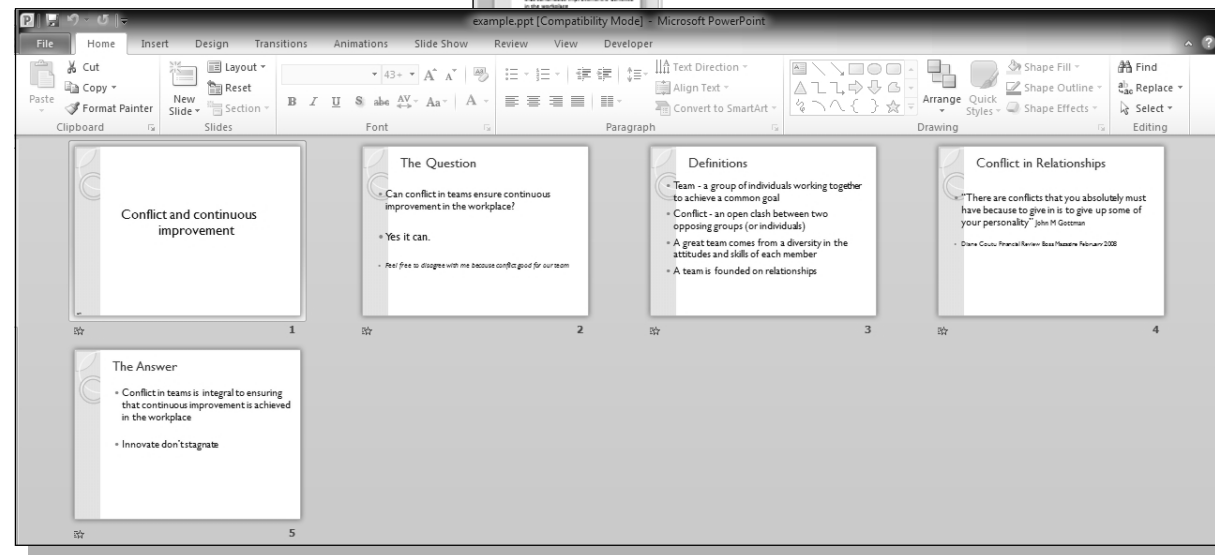
Normal View

Shows slide in editing area and on the left shows the slide text outline for each slide.



Slide Sorter

Shows all the slides in the presentation in a thumbnail size. You can re-arrange the slides in this window.



TEST PRESENTATION FOR OVERALL EFFECT

AND

USE ONSCREEN NAVIGATION TOOLS TO START AND STOP SLIDE SHOW OR MOVE BETWEEN DIFFERENT SLIDES AS REQUIRED

(Over the next few pages we cover two 'Performance Criteria' points at the same time to avoid repetition)

During the course of this module we have taught you how to insert and manipulate text, insert and manipulate images and objects, how to create tables and charts and finally how to use animation and slide transition effects.

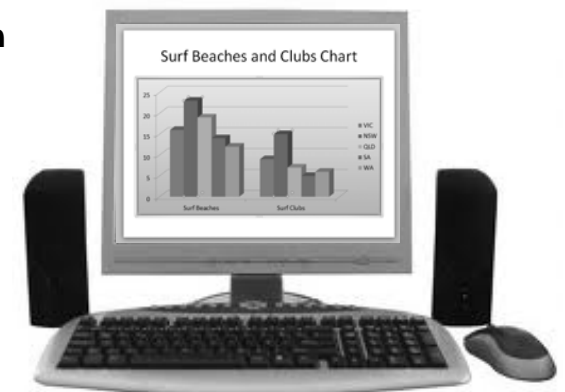
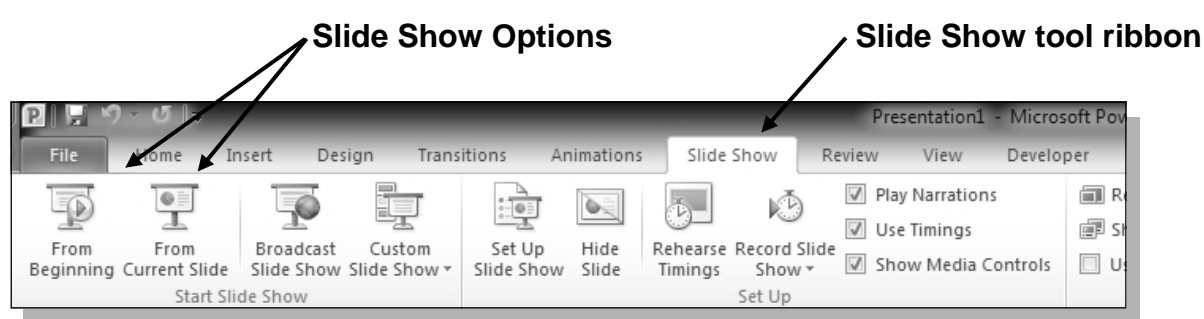
We have applied those to our simple and basic slide show called 'PPT Exercise'. Now its time to see how they work by doing an actual slide show.

To preview the slide presentation you go to the 'Slide Show' ribbon and click on 'From Beginning' to view all slides or "From Current Slide" to view from the slide you are working on. Each slide will be displayed 'full screen'. You would change each slide (and effects) with a click of your mouse or 'Page Down' button.

At anytime you can stop the presentation by pressing the 'Escape' key.

This is the ideal time to review the presentation with the content provider as well as the presenter, if this is a collaborative project.

These are the same navigation tools you will use when actually presenting the slide show in front of an audience.



**Learning
Activity**

Task

LEARNING ACTIVITY SIX

View the slide show 'PPT Exercise' on a full screen. If you see any mistakes or want to change something, then go back into the slide and make the changes.

Check the sound again and click on the hyperlinks. Remember your computer needs to be connected to the internet to ensure those hyperlinks work.

Once everything seems to be working then present the slide show to your teacher or trainer for review and discussion

TEACHER / TRAINER GUIDANCE NOTES

Although there has been numerous practice activities, each has contributed a small piece to a fully completed PowerPoint presentation (albeit for the purposes of using the basic tool, features and functions of PowerPoint) .

Their sample PowerPoint submission should be checked to see that all the elements are functioning properly.

You as the teacher or trainer may want to observe the student or trainee create another PowerPoint with your own storyboard.

Section Five

Print Presentation and Notes

OPERATE PRESENTATION PACKAGES

SECTION FIVE—PRINT PRESENTATION AND NOTES

INTRODUCTION

This is the final section and this is where we review the need to check the presentation for spelling errors and have the complete presentation reviewed usually by someone else for readability and consistency. Then we look at printing out support materials such as handouts and note pages.

SECTION LEARNING OBJECTIVES

At the completion of this section you will learn information relating to:

- ☆ Selecting appropriate print format for presentation
- ☆ Selecting preferred slide orientation
- ☆ Adding notes and slide numbers
- ☆ Previewing slides and running spell check before presentation
- ☆ Printing selected slides and submitting presentation to appropriate person for feedback

**SELECT APPROPRIATE PRINT FORMAT FOR PRESENTATION****AND****SELECT PREFERRED SLIDE ORIENTATION****AND****ADD NOTES AND SLIDE NUMBERS****AND****PREVIEW SLIDES AND RUN SPELL CHECK BEFORE PRESENTATION****AND****PRINT SELECTED SLIDES AND SUBMIT PRESENTATION TO APPROPRIATE PERSON FOR FEEDBACK**

(Over the next few pages we cover five 'Performance Criteria' points at the same time to avoid repetition)

There are two more Basic tools we should introduce to you before moving on.

They are the 'Slide Numbering' tool and the 'Spell Checker'.

A PowerPoint presentation is like any other business document. It needs to be proofread and checked for spelling errors.

Aside from using the spell checker, proofreading is best done by someone else who has had little or no involvement in the design and development of the presentation

The easiest way to proofread a PowerPoint presentation is to sit with someone and let them make the proofreading observations and you make notes as to what changes need to be made. After the first proofread go back and make the changes and then proofread the presentation again. Do this until there are no other changes.

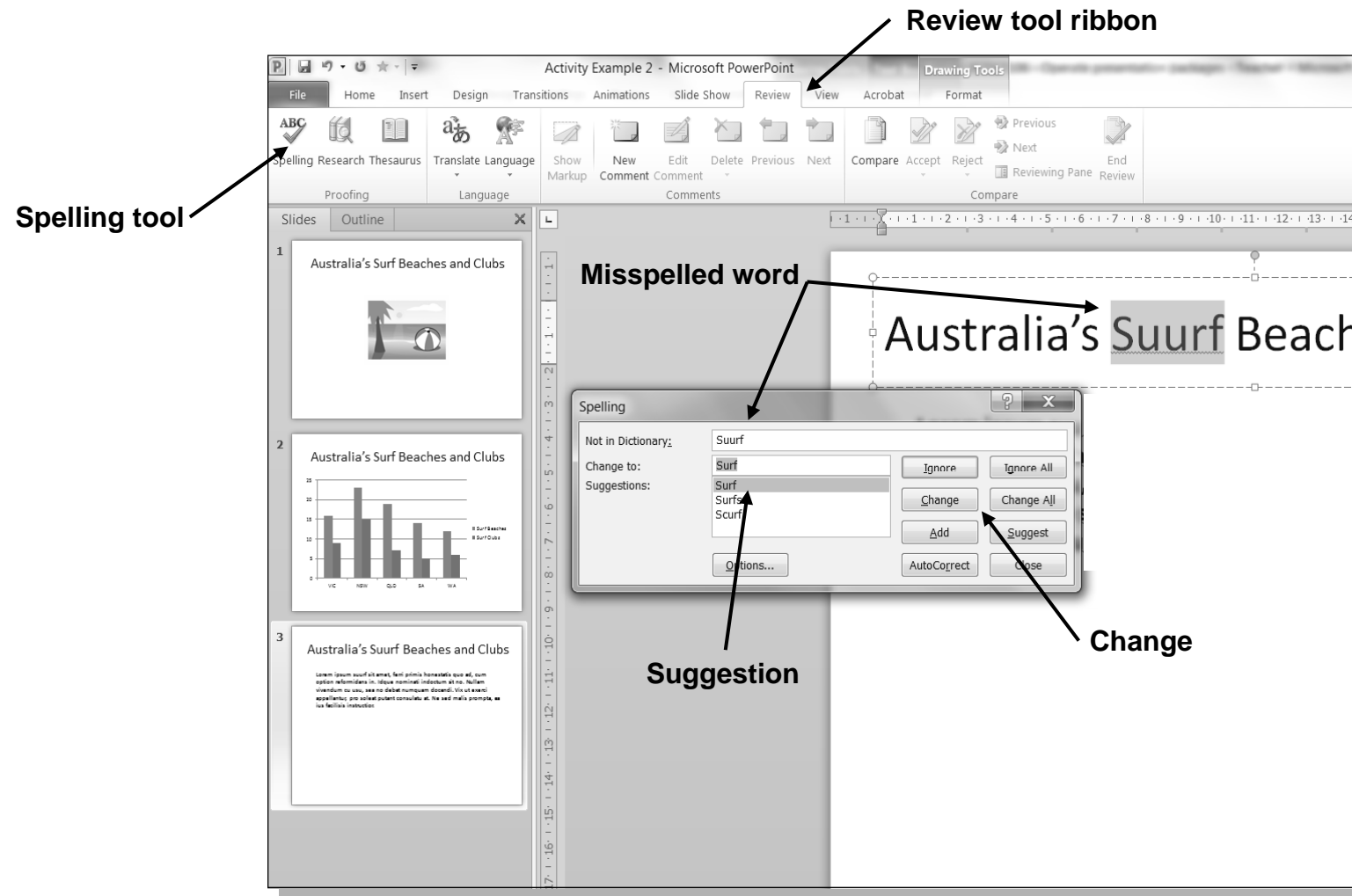
While proofreading, watch for consistency in formatting, colours, fonts and animations. Small and simple inconsistencies are very noticeable and a distraction to the audience.

As part of the final check of the presentation, those who have provided the content as well as the presenter should also have a run through and have input into any changes they may feel may be required.

SPELL CHECKER

The spell checking tool is located on the 'Review' tool ribbon. When you click on the tool it locates any misspelled words and makes suggestions as to the proper spelling. You then have the option to change.

If the presentation has names or terms that are not common English it will pick these up as well, even though they may not be misspelled. It will be your own judgement in these cases if the word is correctly spelled.



**Learning
Activity**

Task

LEARNING ACTIVITY ONE

Using your 'PPT Exercise' presentation, take a word in your presentation and purposely misspell it. Then use the spell checking tool and let it find the misspelled word and offer suggestions. Then use the tool to make the change.

We suggest that this activity is performed in front of your teacher or trainer so that they can observe you doing this task properly. If you are doing this at work then ask your employer or supervisor to watch you do this activity successfully and then provide evidence to your teacher or trainer that it was done correctly.

TEACHER / TRAINER GUIDANCE NOTES

This is a practice exercise. It helps reinforce the knowledge that the student has gained in this section. It is best if the student or trainee was able to do this while the teacher or trainer watches.

If the student or trainee is undertaking this course at a workplace, then the employer or the supervisor could provide evidence that they observed the student or trainee perform this activity successfully.

INSERTING SLIDE NUMBERS

Before printing the presentation materials you may want to insert slide numbers. The slide numbers can be inserted at any stage of developing your presentation, but should be inserted before printing if you want the slide numbers to appear on the printed materials.

The 'Slide Numbering' tool is located on the 'Insert' tool ribbon. When you click on the Numbering tool a new window appears and you click the 'Slide Number' box and then 'Apply to All'. Pages numbers will appear on the bottom right corner.

Insert tool ribbon

Slide Number tool

Apply to All

Page number tick

Inserted page number

Activity Example 2 - Microsoft PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View Acrobat

Table Picture Clip Art Screenshot Photo Album Shapes SmartArt Chart Hyperlink Action Text Box Header & Footer WordArt Date & Time Slide Number Object Equation Symbol Video Audio Embed Flash

Slides Outline

1 Australia's Surf Beaches and Clubs

2 Australia's Surf Beaches and Clubs

3 Australia's Surf Beaches and Clubs

Header and Footer

Slide Notes and Handouts

Include on slide

☐ Date and time

☒ Update automatically

24/11/2015

Language: English (Australia) Calendar type: Western

☐ Fixed

24/11/2015

☒ Slide number

☐ Footer

☐ Don't show on title slide

Apply to All

Apply

Cancel

Preview

1

**Learning
Activity**

Task

LEARNING ACTIVITY TWO

Using your 'PPT Exercise' presentation, we want you to now insert page numbers.

We suggest that this activity is performed in front of your teacher or trainer so that they can observe you doing this task properly. If you are doing this at work then ask your employer or supervisor to watch you do this activity successfully and then provide evidence to your teacher or trainer that it was done correctly.

TEACHER / TRAINER GUIDANCE NOTES

This is a practice exercise. It helps to reinforce the knowledge that the student has gained in this section. It is best if the student or trainee was able to do this while the teacher or trainer watches.

If the student or trainee is undertaking this course at a workplace, then the employer or the supervisor could provide evidence that they observed the student or trainee perform this activity successfully.



PRINT PRESENTATION MATERIALS

Many PowerPoint presentations are supported with other materials and these can include:

- ☆ Presenter's notes or script
- ☆ Master slide handouts for audience note taking
- ☆ Financial documents referred to in the presentation
- ☆ Brochures of products referred to in the presentation
- ☆ Information about the business
- ☆ Advertising materials

Some of these need to be also designed and printed out and others are part of the business's material collateral.

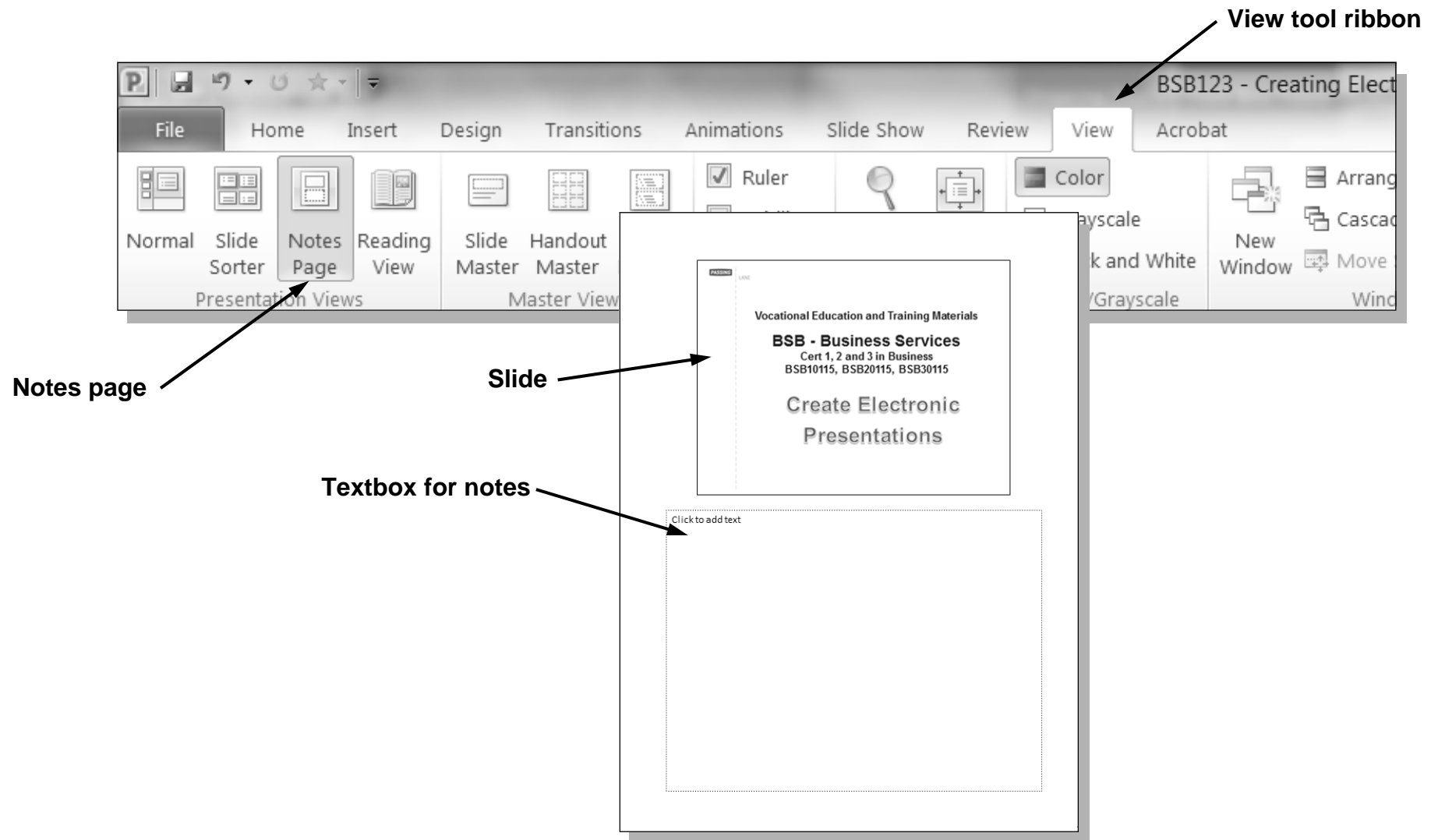
Relating directly to PowerPoint, there are two main documents that can be printed off the presentation. These are:

- ☆ Presentation notes
- ☆ Presentation slide handouts

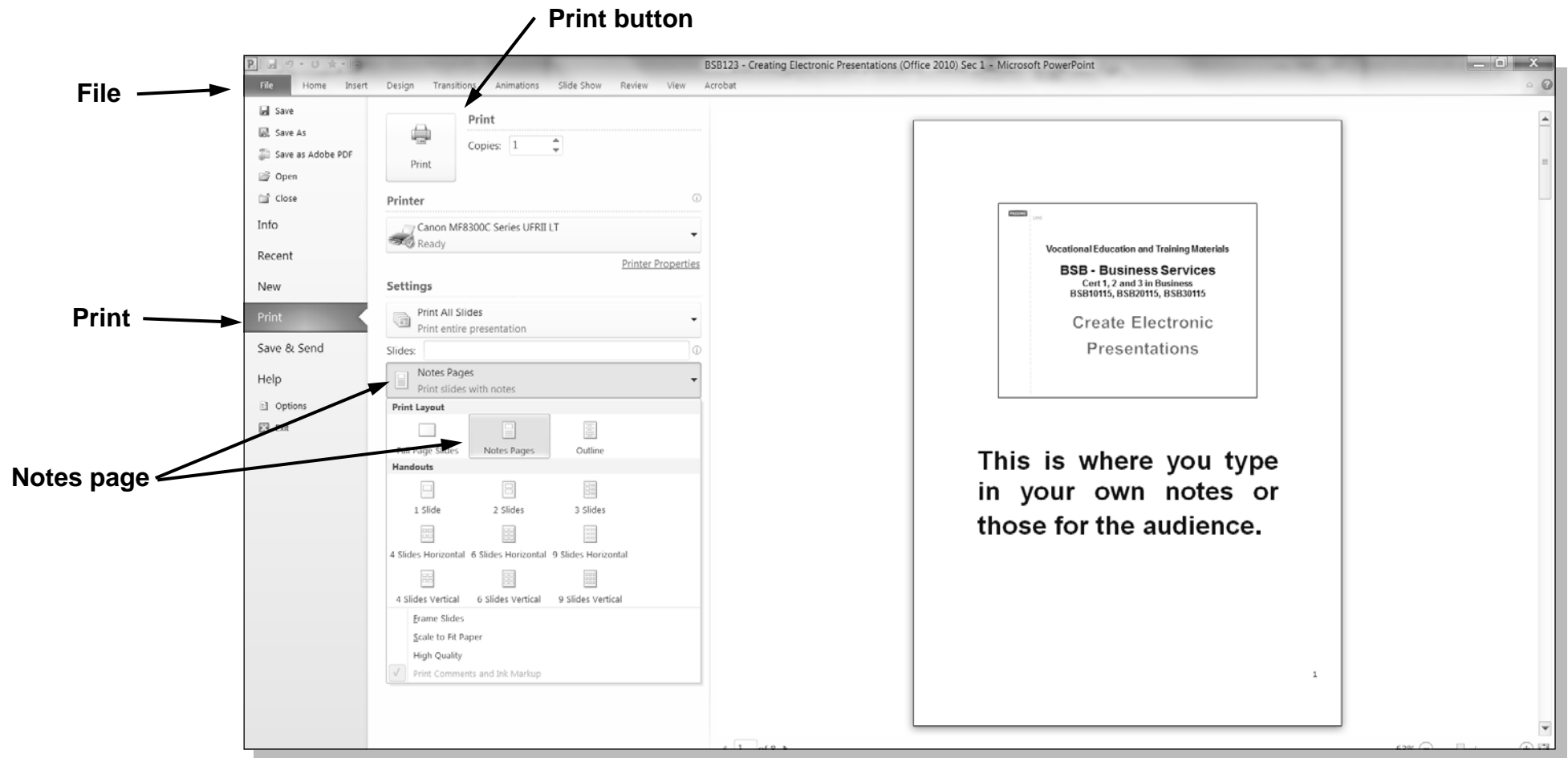
PRESENTATION NOTES

Presentation notes can be created by going to the 'View' tool ribbon and then clicking on 'Notes Page'. A page will appear that displays the slide and below it a textbox where the presenter can put their notes. This page can also be used as a handout and the notes below can be used to provide the audience with additional information about the topic being talked about on the slide.

Each slide has it's own 'Notes Page'.



To print out the 'Notes Pages' you click on 'File' and then 'Print'. Go to the 'Settings' dropdown menu arrow and the select 'Note Pages'. Then click on print.



**Learning
Activity**

Task

LEARNING ACTIVITY THREE

Using your 'PPT Exercise' presentation we want you to create a 'Notes Page' for each slide (develop a short description for each slide in the notes area) and then printout the notes pages.

Then for all slides, create handouts that have two slides on each page.

Once completed present your handouts to your teacher or trainer for review and discussion.

We suggest that this activity is performed in front of your teacher or trainer so that they can observe you doing this task properly. If you are doing this at work then ask your employer or supervisor to watch you do this activity successfully and then provide evidence to your teacher or trainer that it was done correctly.

TEACHER / TRAINER GUIDANCE NOTES

This is a practice exercise. It helps reinforce the knowledge that the student has gained in this section. It is best if the student or trainee was able to do this while the teacher or trainer watches.

If the student or trainee is undertaking this course at a workplace, then the employer or the supervisor could provide evidence that they observed the student or trainee perform this activity successfully.

SELF ASSESSMENT

Self assessment is where you ask yourself certain questions to ensure you have understood what you have learned while reading this manual and completing the learning activities.

This unit requires you the student or trainee at the completion of your training to have a certain level of 'Required Knowledge' in which you would be need to have acquired and in which you will be assessed on.

This self assessment section reviews this required knowledge by way of questions and if you are able to say YES to all of them you can be confident your assessment will be satisfactory.

- ☆ Do you remember what the three concepts are that should be carefully considered when creating an effective Power Point presentation?
- ☆ Can you recall the steps to take in order to open a blank presentation as well as adding text and graphics to the presentation slide?
- ☆ Are you able to explain how to access and select a fully designed slide template?
- ☆ Do you know what the nine tool ribbons are that are included in the Office Ribbon within PowerPoint?
- ☆ Can you describe how to save a presentation to a storage device and folder?
- ☆ Are you able to understand how to use the tool ribbons in order to adjust the size of the following:
 - A) Task and Outline Pane?
 - B) Slide Window or Pane?
- ☆ Do you remember the functions that are included in the following Tool Ribbons:
 - A) Home Ribbon?
 - B) Insert Ribbon?
 - C) Design Ribbon?
 - D) Transitions Ribbon?
 - E) Animations Ribbon?
 - F) Slide Show Ribbon?
 - G) Review Ribbon?
 - H) View Ribbon?
 - I) Developer Ribbon?

- ☆ Can you recall the ways a font can be manipulated in the following ways:
 - A) Font Type?
 - B) Font Size?
 - C) Font Colour?
 - D) Font Attributes?
 - E) Positioning of Text?
- ☆ Are you able to explain how to use the following tools in order to view a number of slides at the same time:
 - A) Slide Sorter Tool?
 - B) Zoom Sorter Tool?
- ☆ Do you know how to insert organisational charts into a Power Point slide as well as make modification to the chart?
- ☆ Can you describe how to do the following to a Power Point presentation:
 - A) Add and Manipulate Objects?
 - B) Import and Modify Objects?
 - C) Modify a Slide Layout?
 - D) Use Formatting Tools?
- ☆ Are you able to understand how to duplicate slides within and across a PowerPoint presentation?
- ☆ Do you remember the steps to follow in order to reorder the sequence of slides as well as delete slides in a PowerPoint presentation?
- ☆ Are you able to explain how a PowerPoint presentation is saved to a storage device?
- ☆ Do you know how to incorporate pre-set animation and multimedia effects into a PowerPoint presentation?
- ☆ Can you describe how a PowerPoint presentation can be reviewed before actual presentation?
- ☆ Are you able to understand the areas that need to be considered when reviewing and proofreading a PowerPoint presentation?

If there were any questions that you were unable to confidently say YES to, we encourage you to review the information again in this manual and if needed seek the assistance of your teacher or trainer.

NOTES