Lesson 10

Presentation Graphics: Language Arts

Activity 1: Biography
- Create a Presentation from a Blank Presentation
- Work with Placeholders
- Add Slides to a Presentation
- Change a Slide Layout
- Apply a Theme or Slide Design
- Adjust Line Spacing
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Biography

Practice Activity

Technology Overview   If you were picking out a book for a four-year-old child, what kind of book would you choose? To hold a child's interest, you'd probably need plenty of colorful pictures to go along with the words, right? Well, the same holds true for electronic media audiences of all ages. Colorful graphics and photographs help to capture the person's attention. In this activity, you will use presentation software to create a slide show and add several scanned images to enhance the appearance and interest of your presentation.

Content Overview   Have you ever read someone's biography? It's the story of a person's life. *Bio* means life, and *graph* means to write. It's a very popular literary genre, especially when the subject is someone famous. Most often, biographies include information about the person's background, interests and achievements. In this activity, you will create a multimedia biography of professional golfer Tiger Woods. You will include background information about him as well as photographs and other related images.

TERMS

Active slide The slide currently selected or displayed.

Clip art Files such as pictures, sounds, and videos that you can insert into an Office document.

Font A set of characters with a specific size and style.

Handouts Printed copies of the presentation for the audience to refer to during and after the slide show.

Normal view PowerPoint's default view that displays the Slide pane, the Notes pane, and the Slides/Outline pane.

Placeholders Designated areas in PowerPoint layouts that can be used to easily insert text, graphics, or multimedia objects.

Presentation A set of slides or handouts that contains information you want to convey to an audience.

Slide design A set of coordinated formatting settings that you can apply to one or more slides.

Slide layout Prearranged sets of placeholders for various types of slide content.

Slide timing A setting that controls the amount of time a slide displays on the screen.

Theme A set of coordinated formatting settings that you can apply to one or more slides.

Title slide A slide layout set up for entering a title and a subtitle.

Transitions The visual effects used when one slide moves off of the screen and another moves onto the screen.

KEY CONCEPTS

Create a Presentation from a Blank Presentation

- When PowerPoint starts, it displays a single blank **title slide** you can use to start a new **presentation**.
- You can add slides, content, and formatting to create a presentation.
- If you are already working in PowerPoint and need to create a new blank presentation, you can do so using the New Presentation dialog box.

Work with Placeholders

- PowerPoint displays **placeholders** to define the arrangement and location of text and other objects you can add to slides.
- Different types of slides in a presentation have different types of placeholders.
- For example, some placeholders are designed for inserting a bullet list, some for inserting title text, and some for inserting content such as a table, a chart, or a picture.
- To insert text in a placeholder, click inside the placeholder and begin typing.
- To create a bulleted list, press ⏎Enter at the end of the line; PowerPoint automatically formats each line with bullet list formatting.
- When you click the placeholder, PowerPoint selects the box with a dashed outline, displays sizing handles you can use to resize the placeholder, and displays a blinking insertion point that shows where text will appear when typed.

Type text in a placeholder
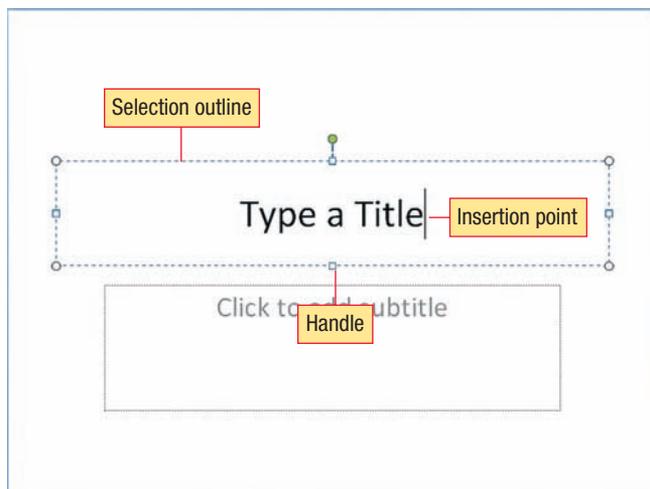
Add Slides to a Presentation

- Use the New Slide button to add a slide to a presentation.
- New slides are inserted after the **active slide**.
- When the title slide is active, PowerPoint inserts a slide with the Title and Content **slide layout**.
- Otherwise, PowerPoint inserts a slide that has the same layout as the active slide.

Change a Slide Layout

- To change the layout for a slide, click the down arrow on the New Slide button to display a gallery of slide layout choices.

Apply a Theme or Slide Design

- In PowerPoint 2007, you use **themes** to automatically apply a coordinated set of colors, **fonts**, background graphics, and effects to slides.
- In PowerPoint 2003, you use a **slide design** to automatically apply a coordinated set of colors, fonts, and background graphics.
- After you apply a theme or slide design, you can customize the formatting.
- For example, you can change the font or color scheme.

Adjust Line Spacing

- Adjust spacing between bulleted items in a list or lines in a paragraph to make text easier to read or to control space on a slide.
- The default line spacing is 1 line, but you can change it to 1.5, 2.0, 2.5, and so on.
- With the insertion point in a single paragraph in a placeholder, the new line spacing option applies only to that paragraph. To adjust line spacing for all items in a placeholder, select them or select the placeholder.

Add Slide Transitions

- PowerPoint provides a long list of **transitions** that you can use to control the way one slide moves off the screen and the next slide move on during a presentation.
- You can also add a sound effect to accompany the transition.
- There are three transition speeds: Slow, Medium, or Fast.
- In addition, you can set the **slide timing** to advance each slide on a mouse click—the default—or automatically based on a specific time lapse.
- Transitions can affect the active slide only, or all slides in the presentation.

Insert Clip Art

- You can insert **clip art** into your presentations.
- Clip art files include pictures, sounds, and videos created in different programs—but fully supported and editable in your Office programs.
- You can insert clip art into a placeholder or anywhere on a slide.
- You can insert clip art using the Clip Art task pane, or you can insert a picture from a file, which is useful when you know where a particular clip art file is stored.
- If you insert clip art into a placeholder, it is automatically sized and positioned.
- Otherwise, you can drag a picture to move it to a new location.
- You can also use the mouse to resize a graphic by dragging a handle.

PowerPoint Views

- In addition to **Normal view**, PowerPoint offers:
  - Slide Sorter view displays the entire presentation in large thumbnails so you can easily identify slides to add, delete, and rearrange. This view is also useful for adding transitions to a number of slides at once. You cannot edit content in this view.
  - Slide Show view displays one slide at a time using the full monitor size, displaying the slide as it would be displayed if projected in a slide show. This view is useful for checking slide elements and making sure animations work as desired.
- To switch to either of these views, use the View buttons toward the right side of the status bar.

View buttons let you quickly change views

Normal view | Slide Show view

Slide Sorter view

Preview and Print a Presentation

- You can print slides or **handouts** to have your presentation on paper.
- You can select printing options in the Print dialog box.
- For example, you can choose:
  - Which slides to print and number of copies to print.
  - What material (slides, notes pages, handouts, or outline) to print.
  - Whether to print in grayscale, color, or black and white.
  - If handouts are to be printed, how many slides per page and the order in which the slides display on the page.
- Use Print Preview to select printing options similar to those in the Print dialog box, and see them before printing.

PROCEDURES

Type in a Placeholder

1. Click the *Click to add text* prompt and begin typing.
2. Press ⏎Enter to move to the next line.

✓ *Use standard text entry, editing, and formatting techniques.*

Add a Slide *(Ctrl M)*

Add the Default Next Slide

PowerPoint 2007:

1. Click **Home** tab................ Alt + H

> **Slides Group**

2. Click **New Slide** button 🖼............... I , ⏎Enter

PowerPoint 2003:

1. Click **Insert**................ Alt + I
2. Click **New Slide**........................... N

   OR

▪ Click **New Slide** button 🖼.

PowerPoint 2007:

Add a Slide and Select a Slide Layout:

1. Click **Home** tab................ Alt + H

> **Slides Group**

2. Click **New Slide** button 🖼 down arrow........................... I
3. Click the desired slide layout from the gallery......... ↓/↑/←/→, ⏎Enter

PowerPoint 2003:

1. Click **Insert**................ Alt + I
2. Click **New Slide**........................... N

   OR

▪ Click **New Slide** button 🖼.
3. Select desired slide layout from the Slide Layout task pane.

Insert Clip Art from File

PowerPoint 2007:

1. Click **Insert** tab.............. Alt + N

> **Illustrations Group**

2. Click **Picture** button 🖼........... P

   ✓ *The Insert Picture dialog box displays*

3. Navigate to location where picture file is stored.
4. Click picture to insert.
5. Click **Insert**...................... S

PowerPoint 2003:

1. Click **Insert**...................... Alt + I
2. Select **Picture**...................... P
3. Click **From File**...................... F

   ✓ *The Insert Picture dialog box displays.*

4. Navigate to location where picture file is stored.
5. Click picture to insert.
6. Click **Insert**...................... S

Position an Object

1. Click object and hold down the mouse button.
2. Drag the image to the desired location.

Resize an Object

1. Click object to select it.
2. Drag a corner sizing handle to resize both height and width proportionally.

   OR

   Drag a side sizing handle to resize height or width only.

Adjust Line Spacing

PowerPoint 2007:

1. Select paragraph(s) you want to adjust.
2. Click **Home** tab................ Alt + H

> **Paragraph Group**

3. Click **Line Spacing** button ⬍☰▾...................... K
4. Select a spacing option from the drop-down list...... ↓, ⏎Enter

PowerPoint 2003:

1. Select paragraph(s) you want to adjust.
2. Click **Format**...................... Alt + O
3. Click **Line Spacing**...................... S
4. Enter value.
5. Click **OK**...................... ⏎Enter

Apply a Theme/Slide Design

PowerPoint 2007:

1. Click **Design** tab.............. Alt + G

> **Themes Group**

2. Click Themes Gallery **More** button ▾...................... H
3. Click theme to apply......... ↓/↑/←/→, ⏎Enter

PowerPoint 2003:

1. Click **Format**...................... Alt + O
2. Click **Slide Design**...................... D
3. Click design to apply in Slide Design task pane............. ↓/↑/←/→, ⏎Enter

Change Theme Fonts/Replace Fonts

PowerPoint 2007:

1. Click **Design** tab .... Alt +G

   Themes Group

2. Click **Theme Fonts** button A .... T , F

3. Click font combination to apply .... ↓ , ↵Enter

PowerPoint 2003:

1. Click **Format** .... Alt +O
2. Click **Replace Fonts** .... R
4. Click **Replace** drop-down arrow .... Alt +P , ↓
5. Click font to replace .... ↓ , ↵Enter
6. Click **With** drop-down arrow .... Alt +W , ↓
7. Click font to use .... ↓ , ↵Enter
8. Click **Replace** .... ↵Enter

Apply Slide Transitions

PowerPoint 2007:

1. Select the slide(s) to affect in Slide Sorter view or the Slides tab.
2. Click **Animations** tab .... Alt +A

   Transition to This Slide Group

3. Click transition effects gallery **More** button ▼ .... T
4. Select desired transition in the gallery .... ↓ / ↑ / ← / → , ↵Enter

Change the Transition Speed:

1. Click **Transition Speed** button .... Alt +A , E
2. Select the desired speed .... ↑ or ↓ , ↵Enter

Add a Sound Effect:

1. Click **Transition Sound** button .... Alt +A , U
2. Select the desired sound .... ↓ , ↵Enter

Set Slide Timing:

1. Click to select or deselect **On Mouse Click** .... Alt +A , M
2. Click **Automatically After** .... Alt +A , F
3. Click spin box .... Alt +A , I
4. Enter desired timing.

Apply Current Transition Settings to all Slides:

■ Click **Apply To All** button 🔲 L

Remove a Transition:

1. Select the slide(s) that contains the transition to remove.
2. Click **Animations** tab .... Alt +A

   Transition to This Slide Group

3. Click **No Transition** at the top left end of the Transition To This Slide gallery.

PowerPoint 2003:

1. Select slide or slides to affect.
2. Click **Slide Show** .... Alt +D
3. Click **Slide Transition** .... T
4. Under Apply to select slides in the Slide Transition task pane, click transition to apply .... ↓ / ↑ / ← / → , ↵Enter

Change the Transition Speed:

1. Under Modify transition in Slide Transition task pane, click the **Speed** drop-down arrow.
2. Click desired speed.

Add a Sound Effect:

1. Under Modify transition in Slide Transition task pane, click the **Sound** drop-down arrow.
2. Click desired sound effect.

Set Slide Timing:

1. Under Advance slide in Slide Transition task pane, click to select or deselect **On Mouse Click** check box.
2. Click to select or deselect **Automatically After** check box.
3. If necessary, click spin box and enter desired timing.

Apply Current Transition Settings to all Slides:

1. Select transition options in Slide Transition task pane.
2. Click **Apply To All Slides** button.

Remove a Transition:

1. Select the slide(s) that contains the transition to remove.
2. Click **Slide Show** .... Alt +D
3. Click **Slide Transition** .... T
4. Under Apply to select slides in the Slide Transition task pane, click **No Transition**.

Change Views

PowerPoint 2007:

■ Click the appropriate View icon on the status bar.
   OR
1. Click **View** tab .... Alt +W

   Presentation Views Group

2. Click one of the following:
   ■ **Normal** button 🔲 L
   ■ **Slide Sorter** button 🔲 I
   ■ **Slide Show** button 🔲 .... S
   OR
   ■ Press F5 to start the slide show from any slide.

PowerPoint 2003:

- Click the appropriate View icon on the horizontal scroll bar.

  OR

1. Click **V**iew .... Alt + V
2. Click one of the following:
   - **N**ormal .... N
   - **Sli**de Sorter .... D
   - **Sli**de Sho**w** .... W

   OR

- Press F5 to start the slide show from any slide.

Use Print Preview

PowerPoint 2007:

1. Click **Office Button** 🔘 ..... Alt + F
2. Click **Print** right-pointing arrow .... W
3. Click **Print Pre**v**iew** V

   Page Setup Group

4. Click **Print What** drop-down list .... Alt + P, Alt + W
5. Select a view .... ↓, ↵Enter

PowerPoint 2003:

1. Click **F**ile .... Alt + F
2. Click **Print Pre**v**iew** V
3. Click **Print What** list ... Alt + P, W
4. Select a view .... ↓, ↵Enter

Close Print Preview

PowerPoint 2007:

   Preview Group

- Click **Close Print Preview** button ❌ .... Alt + P, C

PowerPoint 2003:

- Click **C**lose .... Alt + C

Print Presentation Materials (Ctrl + P)

PowerPoint 2007:

1. Click **Office Button** 🔘 ..... Alt + F
2. Click **P**rint. .... P
3. Click **Print what** drop-down arrow .... Alt + W
4. Click materials to print .... ↓, ↵Enter
5. Choose other options as necessary.
6. Click **OK**. .... ↵Enter

PowerPoint 2003:

1. Click **F**ile .... Alt + F
2. Click **P**rint .... P
3. Click **Print what** drop-down arrow .... Alt + W
4. Click materials to print .... ↓, ↵Enter
5. Choose other options as necessary.
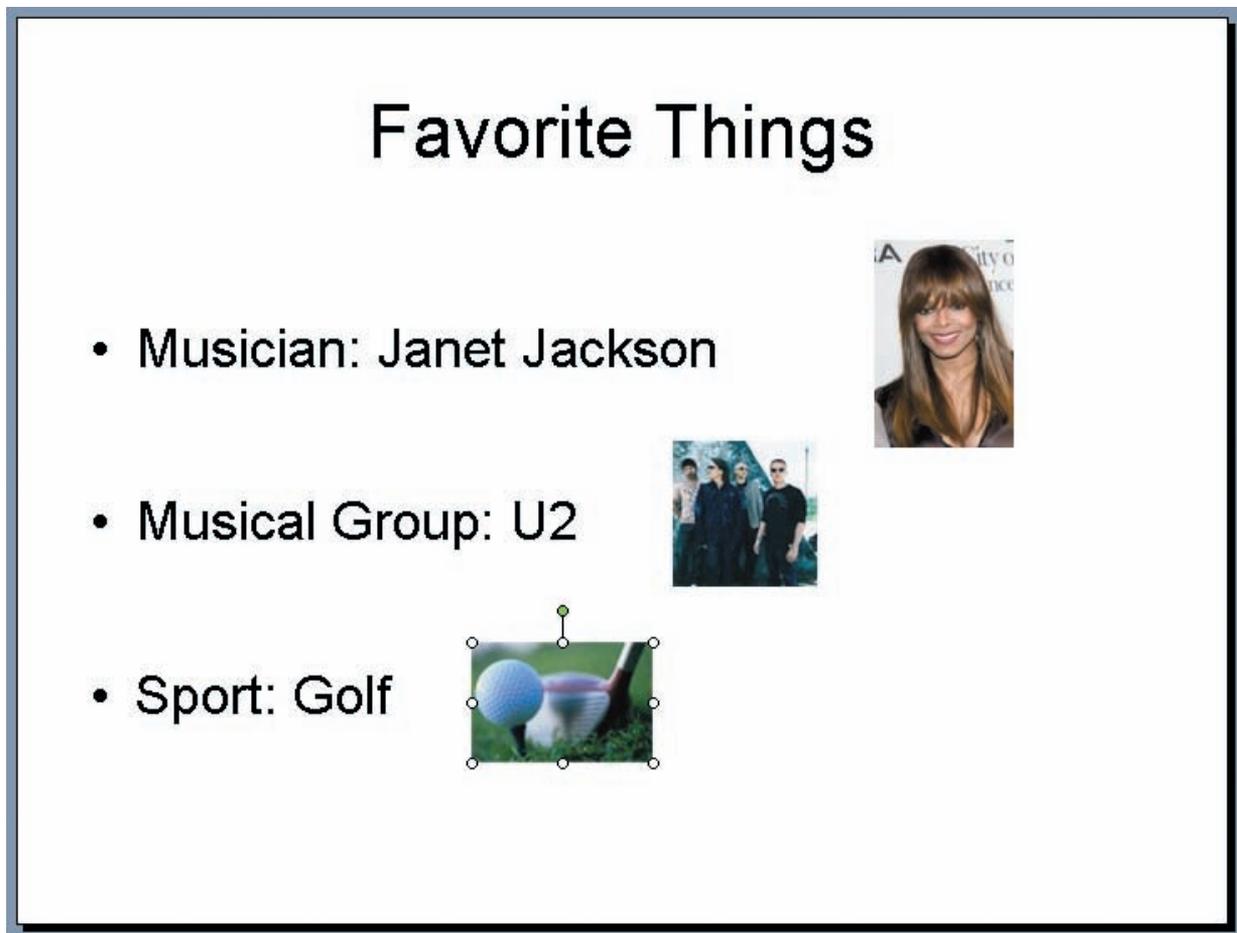6. Click **OK** .... ↵Enter

ACTIVITY DIRECTIONS

1. Start Word and open the file 💿**01INFO**. Print the file, and then close the document and exit Word. Read the information about Tiger Woods. If there are any unfamiliar words, look up their definitions in a dictionary. You will use this information as source material for your presentation.
2. Start PowerPoint and create a new, blank presentation. Save it as **01TIGER_xx**.
3. Click the title placeholder and type **A Look at Tiger Woods**.
4. Click the subtitle placeholder and type **Professional Golfer and Philanthropist**.
5. Insert a new slide using the Title & Bullet List layout.
6. Click the title placeholder on the new slide and type **Biographical Information**.
7. Click the text placeholder and type Name: **Eldrick (Tiger) Woods**. Press Enter.
8. Type **Born: December 30, 1975** and press Enter.
9. Type **Hometown: Cypress, California**.
10. Insert the jpeg graphics file 💿**01WOODS** on the slide.
11. Drag the picture into position below the bulleted list and center it horizontally.
12. Insert a new slide using the Title & Bullet List layout.
13. Click the title placeholder and type **Favorite Things**.
14. Click the text placeholder and type the following list:
    - **Musician: Janet Jackson**
    - **Musical Group: U2**
    - **Sport: Golf**
15. Select the three items in the list and change the line spacing to 2.5.
16. Insert the jpeg graphics files 💿**01JANET**, 💿**01U2**, and 💿**01GOLF** on the slide and arrange them as shown in Illustration A.
17. Insert a new slide using the Title & Bullet List layout.

18. Title the slide **Achievements**, and then type the following bulleted list:
    - **First to hold all four professional golf major championships at the same time**
    - **Youngest to complete the career golf Grand Slam**
    - **Holds or shares records for the low score at the four major golf championships**
19. Apply a design template or theme that has a light brown or brown-gray background.

    ✓ *For example Satellite Disk in PowerPoint 2003, or Foundry in PowerPoint 2007.*

20. Replace the default font on all slides with Verdana.

21. Apply a Box Out slide transition effect with a Camera sound to all slides. Set the speed to Medium and set slides to advance on a mouse click, or automatically after 5 seconds.
22. Check the spelling and grammar in the presentation and correct any errors that you find.
23. Check the presentation in Slide Show view, and then make adjustments as necessary
24. Use Print Preview to preview the presentation as handouts with four slides per page, and then print the handout page.
25. Close the presentation, saving all changes.
26. Exit PowerPoint.

Illustration A