

# Microsoft® Office 2013

First Course

Second Course

Third Course

PowerPoint 2013  
**UNIT A**

## Creating A Presentation in PowerPoint 2013





# Objectives

- Define presentation software
- Plan an effective presentation
- Examine the PowerPoint window
- Enter slide text



# Objectives

- Add a new slide
- Apply a design theme
- Compare presentation views
- Print a PowerPoint presentation



# Define Presentation Software

- **Presentation software** is a computer program used to organize and present information
- Presentation software allows you to communicate your ideas effectively
- You can use PowerPoint to present information in on-screen presentations, notes, audience handouts, slide show broadcasts, and outline pages



# Define Presentation Software

FIGURE A-1: PowerPoint handout

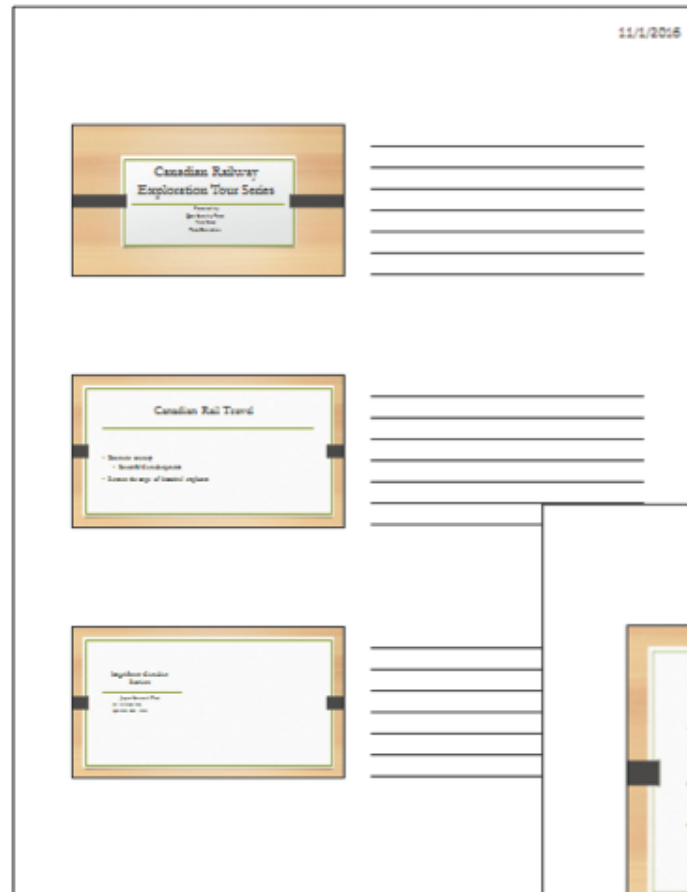


FIGURE A-2: PowerPoint notes page





# Define Presentation Software

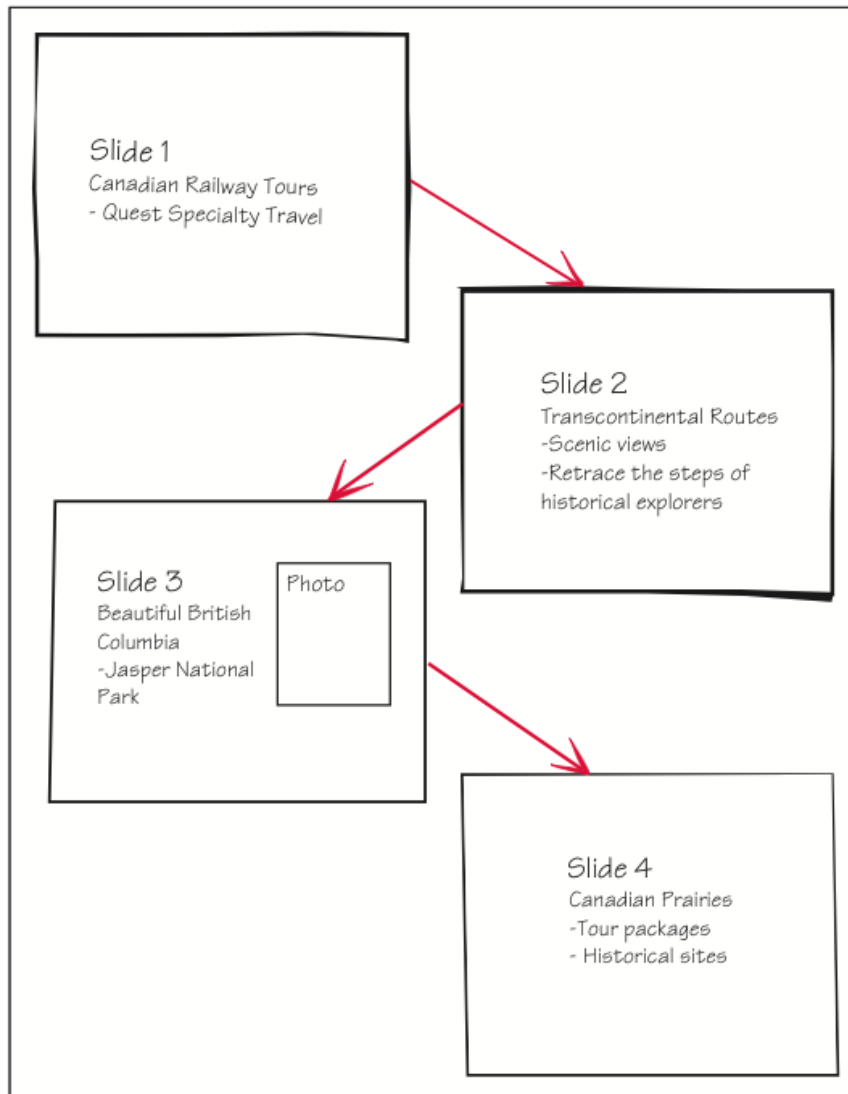
- With PowerPoint you can
  - Enter and edit text easily
  - Change the appearance of information
  - Organize and arrange information
  - Incorporate information from other sources
  - Present information in a variety of ways
  - Collaborate on a presentation with others



# Plan an Effective Presentation

- Planning includes:
  - Determining and outlining your message
  - Identifying the audience and the delivery location
  - Determining the type of output
  - Determining the design
  - Deciding on additional materials needed

# Plan an Effective Presentation



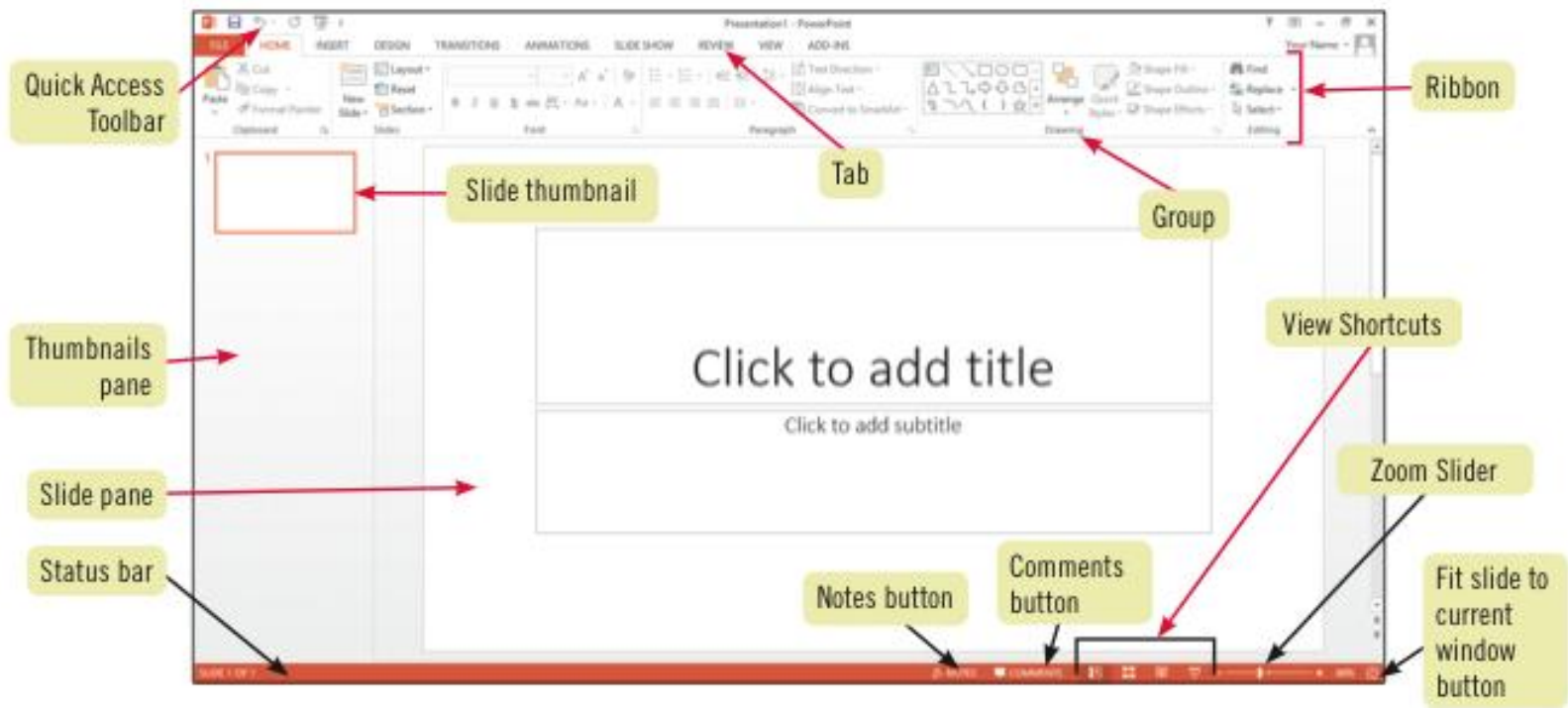
Storyboard of a presentation



# Examine the PowerPoint Window

- PowerPoint opens in **Normal view** (the default view)
- Normal view is the primary view for writing, editing and designing your presentation
- You move around in each pane using the scroll bars

# PowerPoint Window in Normal View







# Normal View

- The **Ribbon** organizes PowerPoint's primary commands
- Each set of primary commands is identified by a **tab**
- Commands are further arranged into **groups** based on their function
- You can quickly navigate through slides using the **Thumbnails pane**



# Normal View

- The **Slide pane** displays the current slide
- The **Quick Access toolbar** provides immediate access to common commands, such as Save and Undo
- The **status bar** shows messages about what you are doing and seeing in PowerPoint





# Enter Slide Text

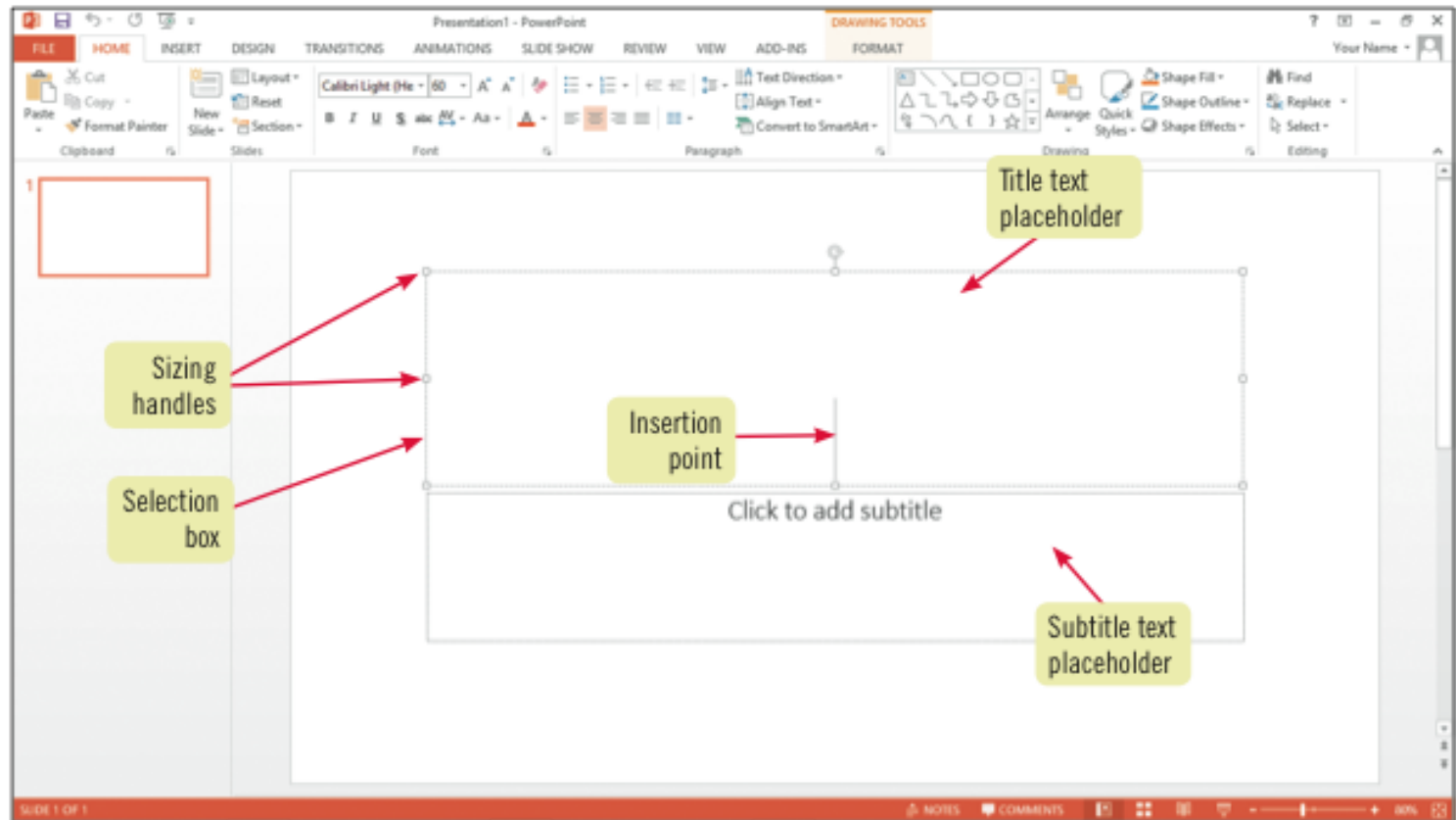
- PowerPoint opens in Normal view
- The title slide has two **text placeholders**:
  - the **title placeholder**
  - the **subtitle text placeholder**
- A placeholder with text is a text **object**. An **object** is any item on a slide that can be modified.



# Enter Slide Text

- When you click inside a placeholder, the **insertion point** appears
- A **selection box** with a dashed line border and **sizing handles** appears around the placeholder, indicating that it is selected and ready to accept text

# Enter Slide Text





# Add a New Slide

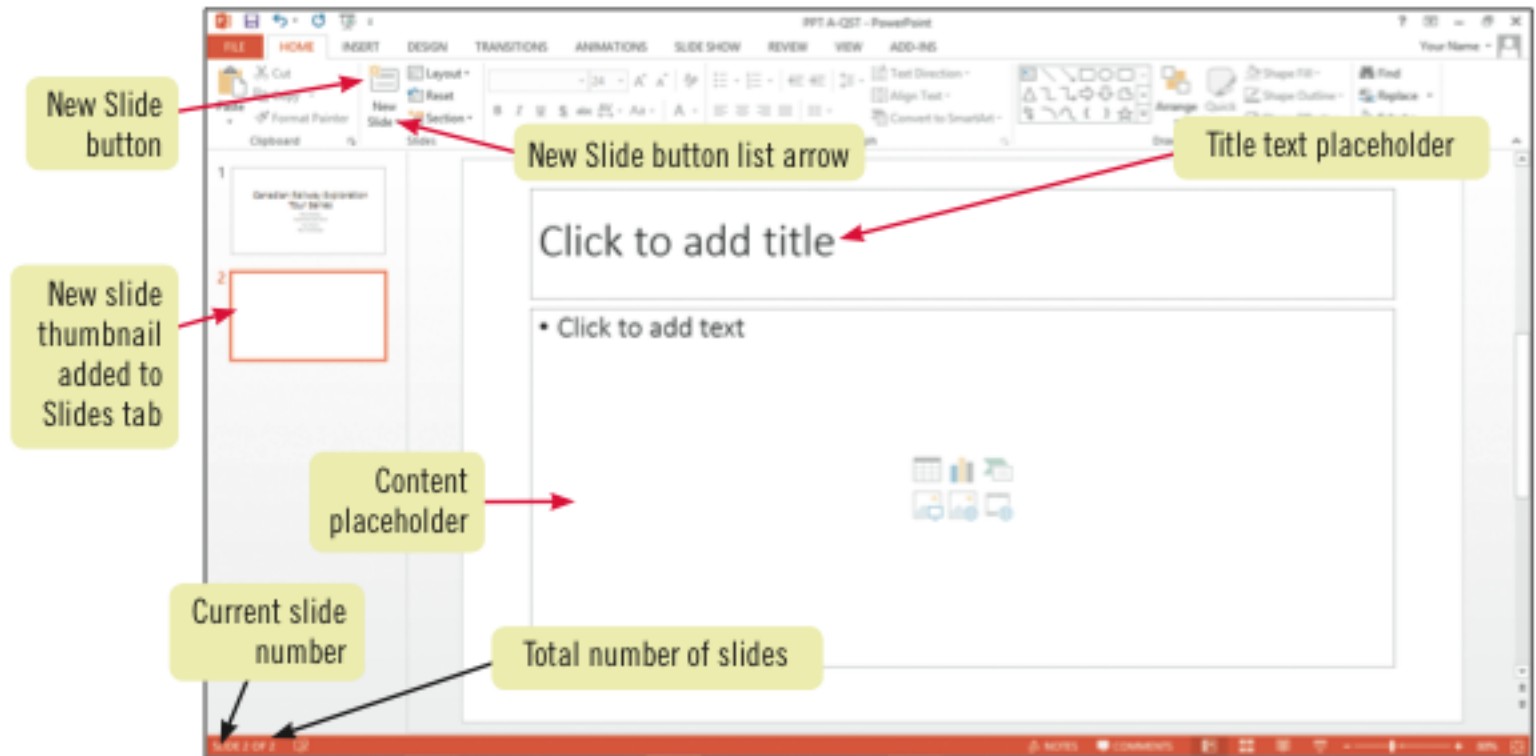
- A **slide layout** contains text and object placeholders that are arranged in a specific way on the slide
- Modify an existing slide layout or create a new, custom slide layout
- When you click the New Slide button on the Ribbon, a Title and Content placeholder slide appears



# Add a New Slide

- A **content placeholder** can be used to insert text or objects such as clip art, tables, or charts
- To change a slide layout, click the Layout button in the Slides group

# Add a New Slide







# Apply a Design Theme

- A design **theme** includes a set of 12 coordinated colors for fill, line, and shadow, called **theme colors**; fonts for titles and other text, called **theme fonts**; and effects for lines and fills, called **theme effects**
- Design themes give your presentation a cohesive look

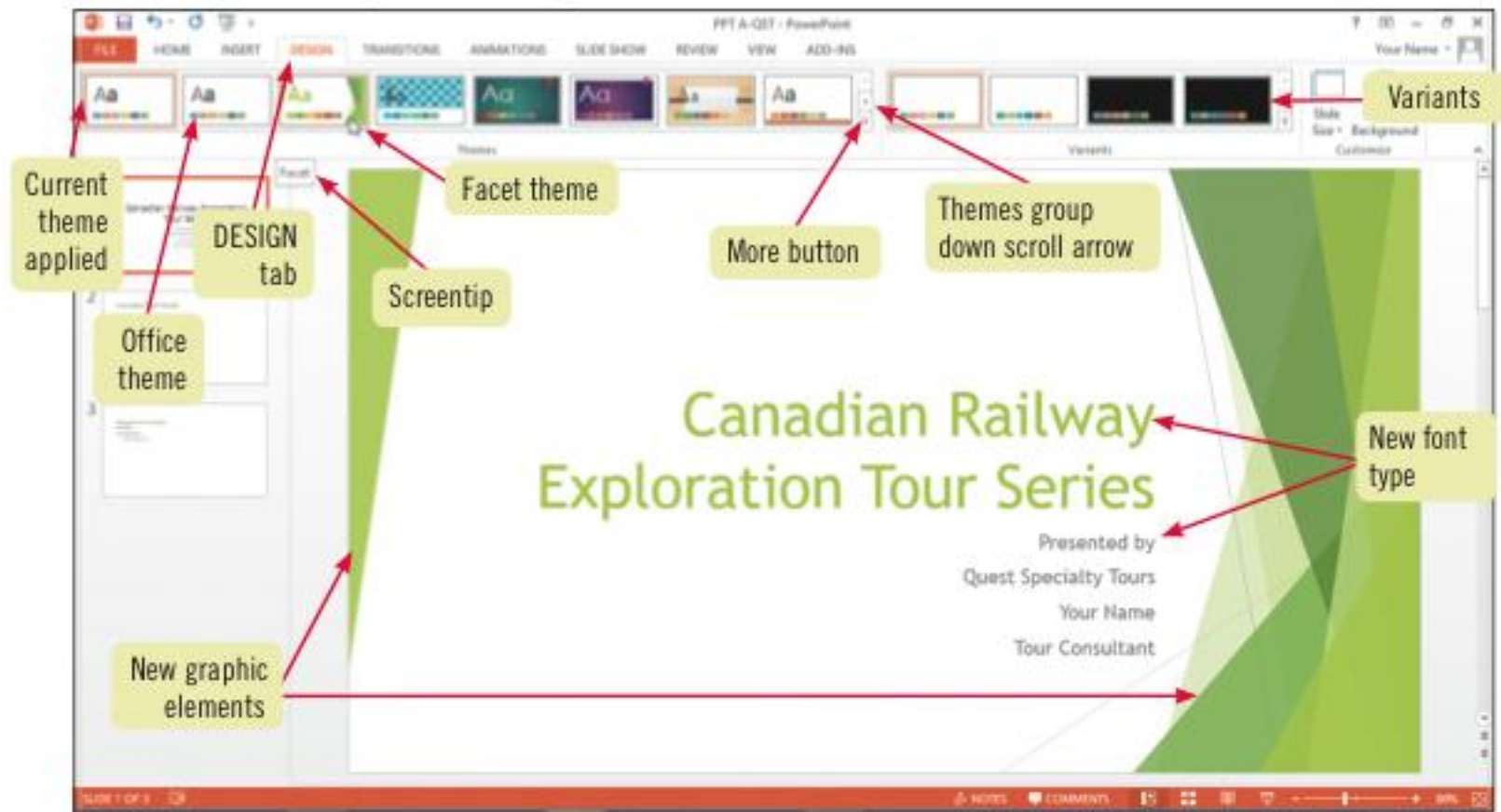


# Apply a Design Theme

- Design themes are found on the DESIGN tab on the Ribbon
- Point to a design theme on the Ribbon for a **Live Preview** of how your changes will affect the slides
- You can also create a custom theme



# Apply a Design Theme



Slide showing a different design theme



# Compare Presentation Views

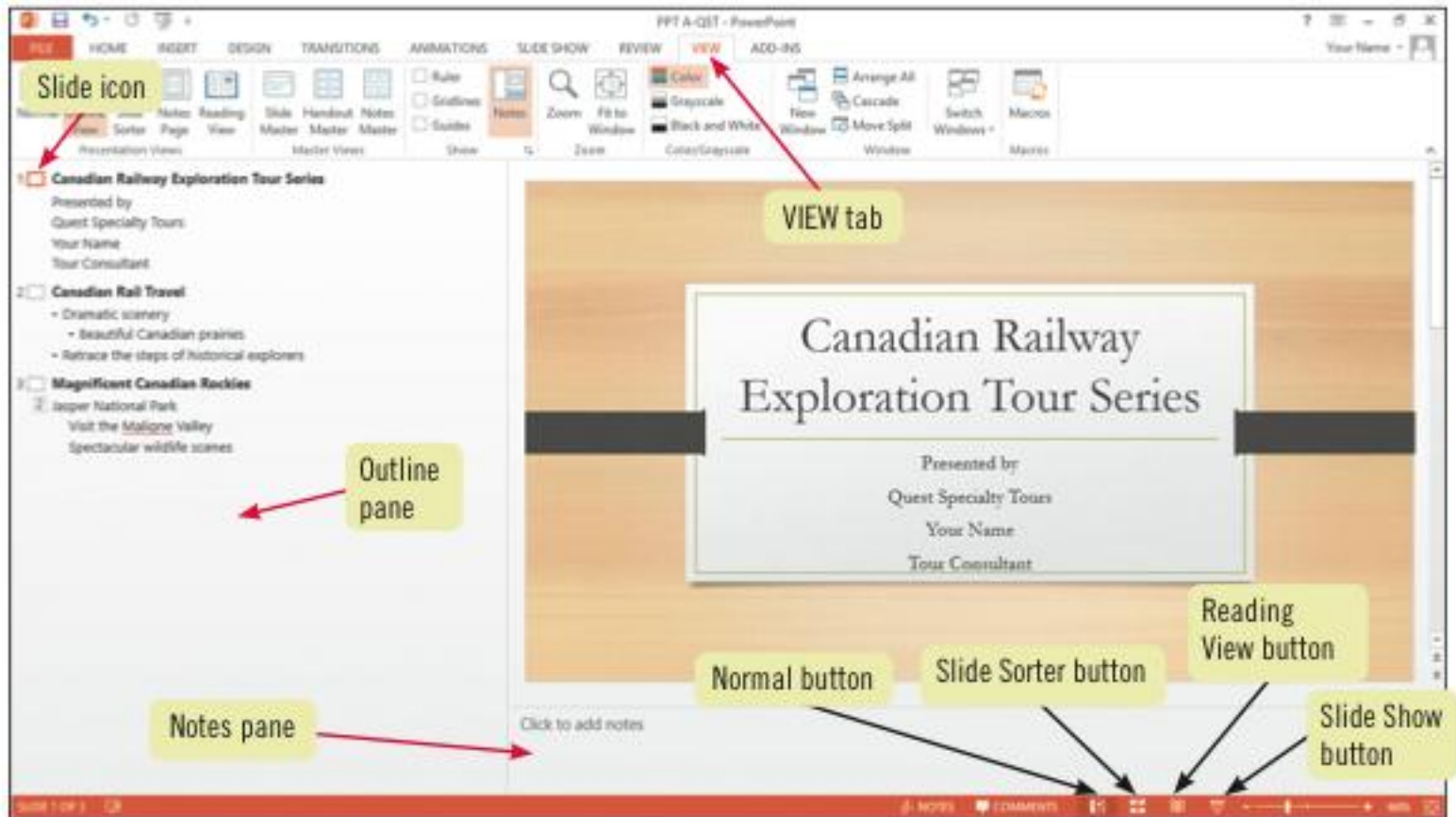
- PowerPoint has six primary views
  - Normal view
  - Outline view
  - Slide Sorter view
  - Notes Page view
  - Slide Show view
  - Reading view



# Compare Presentation Views





- Normal view: Edit slide content
- Outline: Focus on presentation's text
- Slide Sorter view: Rearrange and add slide effects
- Notes Page view: Type notes to self
- Slide show view: Present slides
- Reading view: View presentation on a computer screen

# Compare Presentation Views



Outline view

# Compare Presentation Views

view name	button	button name	displays
Normal		Normal	The Slide pane and the thumbnails pane at the same time
Outline View	(no View Shortcuts button)		An outline of the presentation and the Slide pane at the same time
Slide Sorter		Slide Sorter	Thumbnails of all slides
Slide Show		Slide Show	Your presentation on the whole computer screen
Reading View		Reading View	Your presentation in a large window on your computer screen
Notes Page	(no View Shortcuts button)		A reduced image of the current slide above a large text box

PowerPoint views





# Print a PowerPoint Presentation

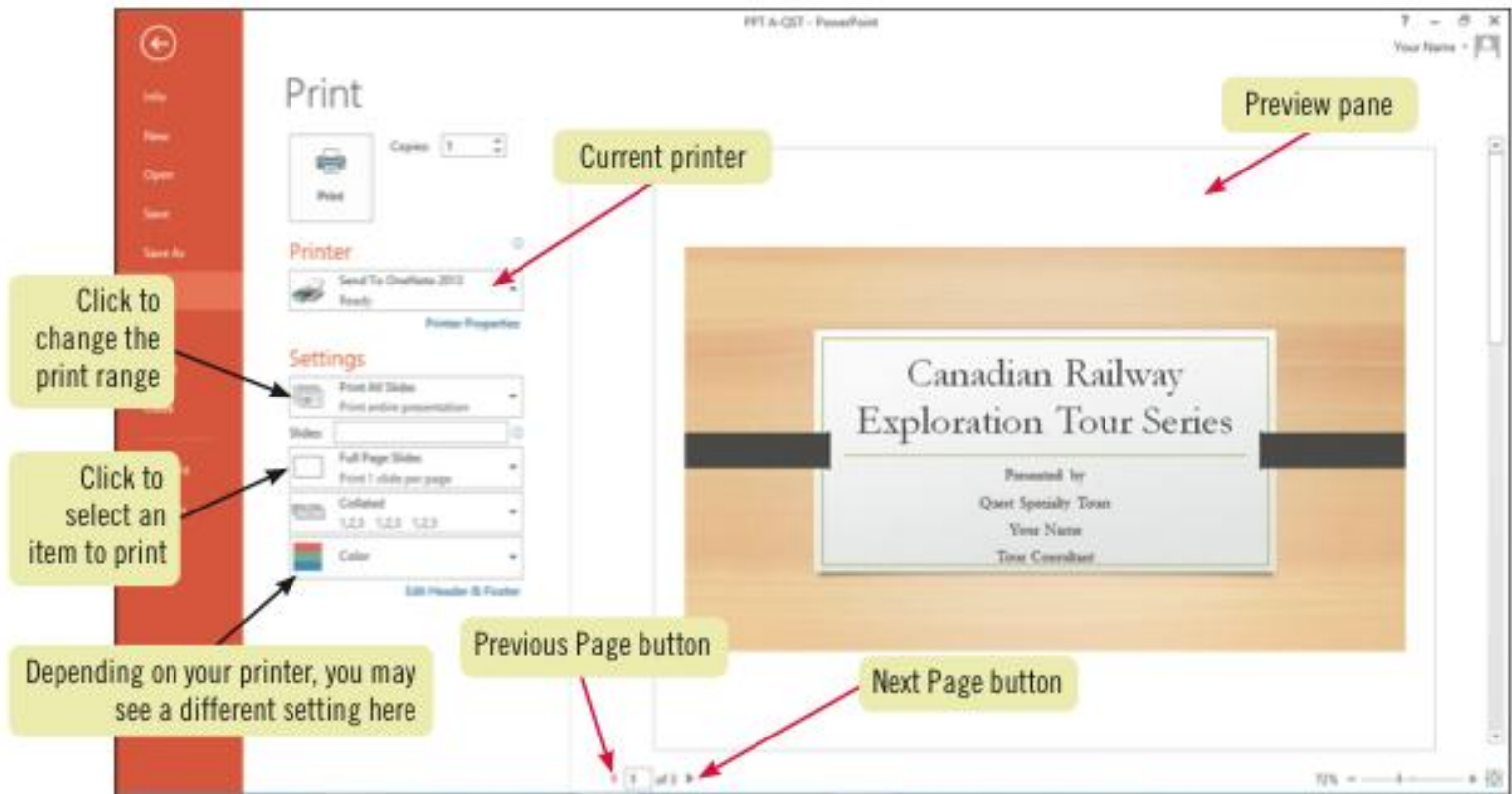
- You print your presentation when you want to review your work or when you have completed it and want a hard copy.
- You can also preview your presentation to see exactly how each slide looks before you print the presentation



# Print a PowerPoint Presentation

- Using the Print window, you can choose to print slides, handouts, notes or the Outline view
- Handouts can be printed with up to 9 slides per page
- You can print in Color, Grayscale or Pure Black and White, depending on your printer

# Print a PowerPoint Presentation



Print Window





# Summary

In this chapter you learned how to:

- Define presentation software
- Plan an effective presentation
- Examine the PowerPoint window
- Enter slide text
- Add a new slide



# Summary (continued)

In this chapter you learned how to:

- Apply a design theme
- Compare presentation views
- Print a PowerPoint presentation