Microsoft® Office 2013

First Course | Second Course | Third Course

Finishing a Presentation

Objectives

- Modify masters
- Customize the background and theme
- Use slide show commands
- Set slide transitions and timings

Objectives

- Animate objects
- Use proofing and language tools
- Inspect a presentation
- Evaluate a presentation

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Modify Masters

- Each presentation has a set of masters

- Masters store information on theme and slide layouts including:

  - Position and size of text and content placeholders

  - Fonts and slide background

  - Color and effects

Modify Masters

- There are three Master views:
  - Slide Master view
  - Notes Master view
  - Handout Master view
- Changes made to masters appear on slides, notes, and handouts respectively
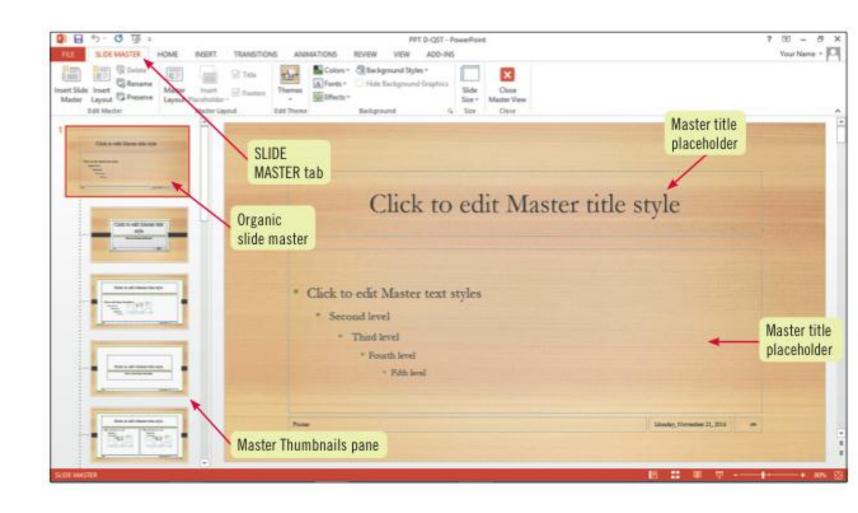
Modify Masters

- The primary benefit to modifying a master is that you can make universal changes to your whole presentation instead of making individual repetitive changes to each of your slides

Modify Masters

- To view a slide master click the View tab, then click the Slide Master button in the Master Views group

- The left pane displays thumbnails of each layout of the slide master
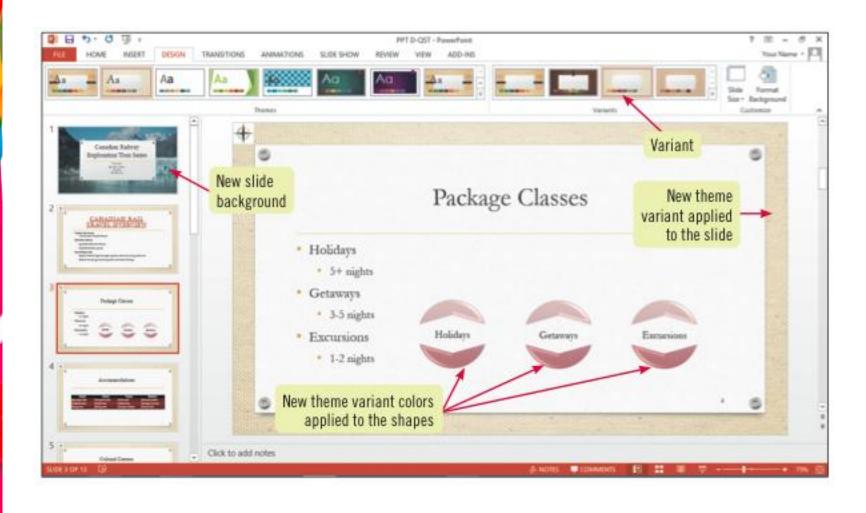
Modify Masters

Customize the Background and Theme

- The background, which is on every slide, is the area behind the text and graphics

- A background graphic is an object placed on the slide master

- You can modify the background with images and color to enhance slides

Customize the Background and Theme

- You can also apply a background style which is a set of color variations derived from the theme colors

- Theme colors are coordinated colors that determine the colors for all slide elements including:
  - Text, lines, hyperlinks,
  - Shadows, accents, and backgrounds

Customize the Background and Theme

Use Slide Show Commands

- You can show a PowerPoint presentation using Slide Show view – which fills the entire screen

- In Slide Show view, you can annotate slides (draw on them) or jump to specific slides

- To get started, click the Slide Show button on the status bar

Use Slide Show Commands

Use Slide Show Commands

keyboard commands	description
[Enter], [Spacebar], [PgDn], [N], [down arrow], or [right arrow]	Advances to the next slide
[E]	Erases the annotation drawing
[Home], [End]	Moves to the first or last slide in the slide show
[up arrow], [PgUp], or [left arrow]	Returns to the previous slide
[S]	Pauses the slide show when using automatic timings; press again to continue
[B]	Changes the screen to black; press again to return
[Esc]	Stops the slide show

Set Slide Transitions and Timings

- Slide transitions determine how a slide moves in and out of view during the slide show
  - Transitions are organized by type into three groups
  - To start, click the TRANSITIONS tab on the Ribbon

Set Slide Transitions and Timings

- Slide timing refers to the amount of time a slide is visible on the screen

- Each slide can have a different slide timing

- Use the Advance Slide settings on the Timing group

Animate Objects

- Animations let you control how objects and text appear on the screen and allow you to manage the flow of information and emphasize specific facts

- You can animate text, graphics, sounds, hyperlinks, SmartArt diagrams, charts and chart elements
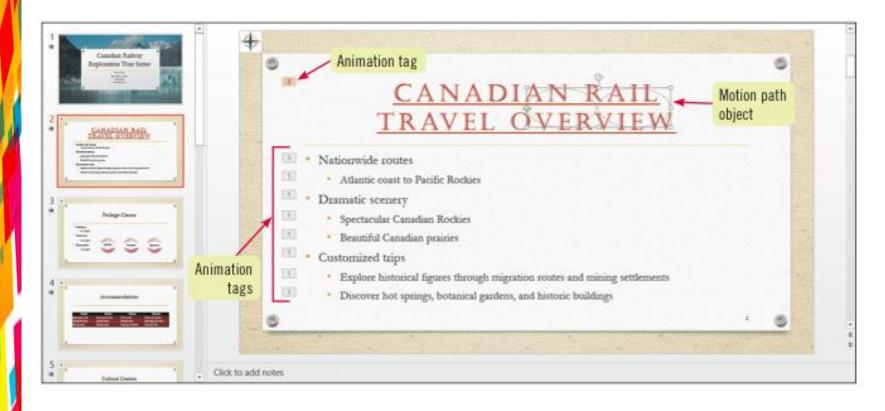
Animate Objects

- There are four categories of animations:
  - Entrance and Exit animations
  - Emphasis animations
    - causes an object visible on the slide to have an effect
  - Motion Path animations
    - causes an object to move on a specified path on the slide

Animate Objects

- A small numeral 1, called an animation tag, appears at the top corner of the picture.

- Animation tags identify the order in which objects are animated during slide show.

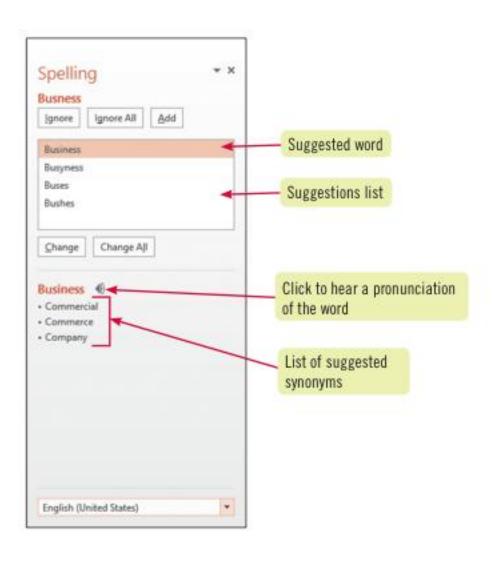# Animate Objects

Use Proofing and Language Tools

- As your work on the presentation file nears completion, you need to review and proofread your slides thoroughly for errors.

- Spell Checker feature checks for and corrects spelling errors.

- Still must proofread your presentation.

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Use Proofing and Language Tools
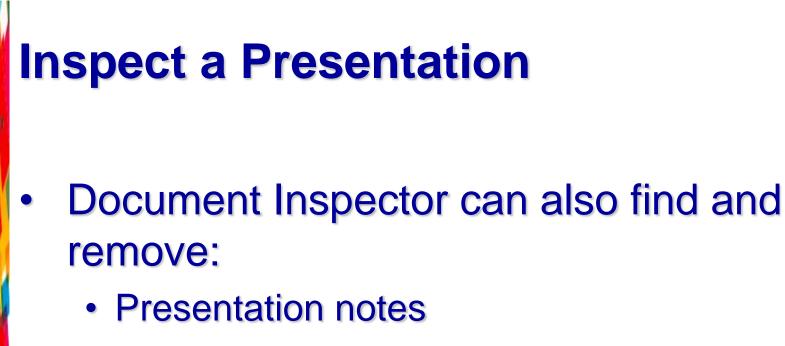
Use Proofing and Language Tools

- PowerPoint also includes language tools that translate words or phrases from your default language into another language using the Microsoft Translator.

Inspect a Presentation

- Before you post a presentation, you should inspect it using the Document Inspector

- The Document Inspector looks for hidden data and personal information stored in the file itself or in the document properties
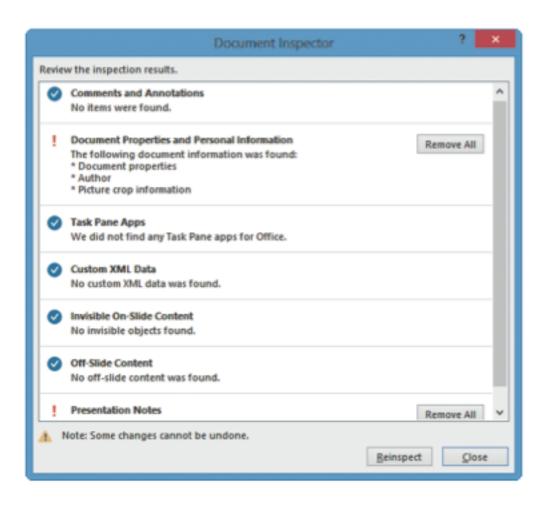
Inspect a Presentation

- Document properties are also known as metadata and includes specific data about the presentation

- Document properties include:
    - Author's name
    - Subject matter
    - Title
    - When file was created

Inspect a Presentation

- Document Inspector can also find and remove:
  - Presentation notes
  - Comments
  - Ink annotations
  - Invisible on-slide content
  - Off-slide content
  - Custom XML data

Inspect a Presentation

Inspect a Presentation

- You can use the Protect Presentation button, then choose Mark as Final, to make your presentation read only
- A read-only file cannot be edited or modified

Inspect a Presentation

- To evaluate a presentation means to look at its design as well as its content

- Evaluate your presentation to determine how well your audience will receive it

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Evaluate a Presentation

- Important points about evaluating your presentation
  - Keep your message focused
  - Keep your text concise
  - Keep the design simple
  - Choose attractive colors

Evaluate a Presentation

- Important points about evaluating your presentation
  - Choose fonts and styles that are easy to read
  - Emphasize important text
  - Use visuals to help communicate your message

Summary

In this chapter you learned how to:

- Modify masters
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- Animate objects
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