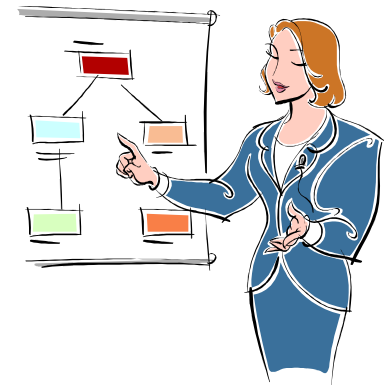# Century 21 Jr.

Input Technologies & Computer Applications

KEYBOARDING

Chapter 14– Presentations with Graphics & Multimedia

Presentations

- Talk or speech given to inform, persuade, and/or entertain

- When planning, consider
  – Purpose of the presentation
  – Audience for the presentation
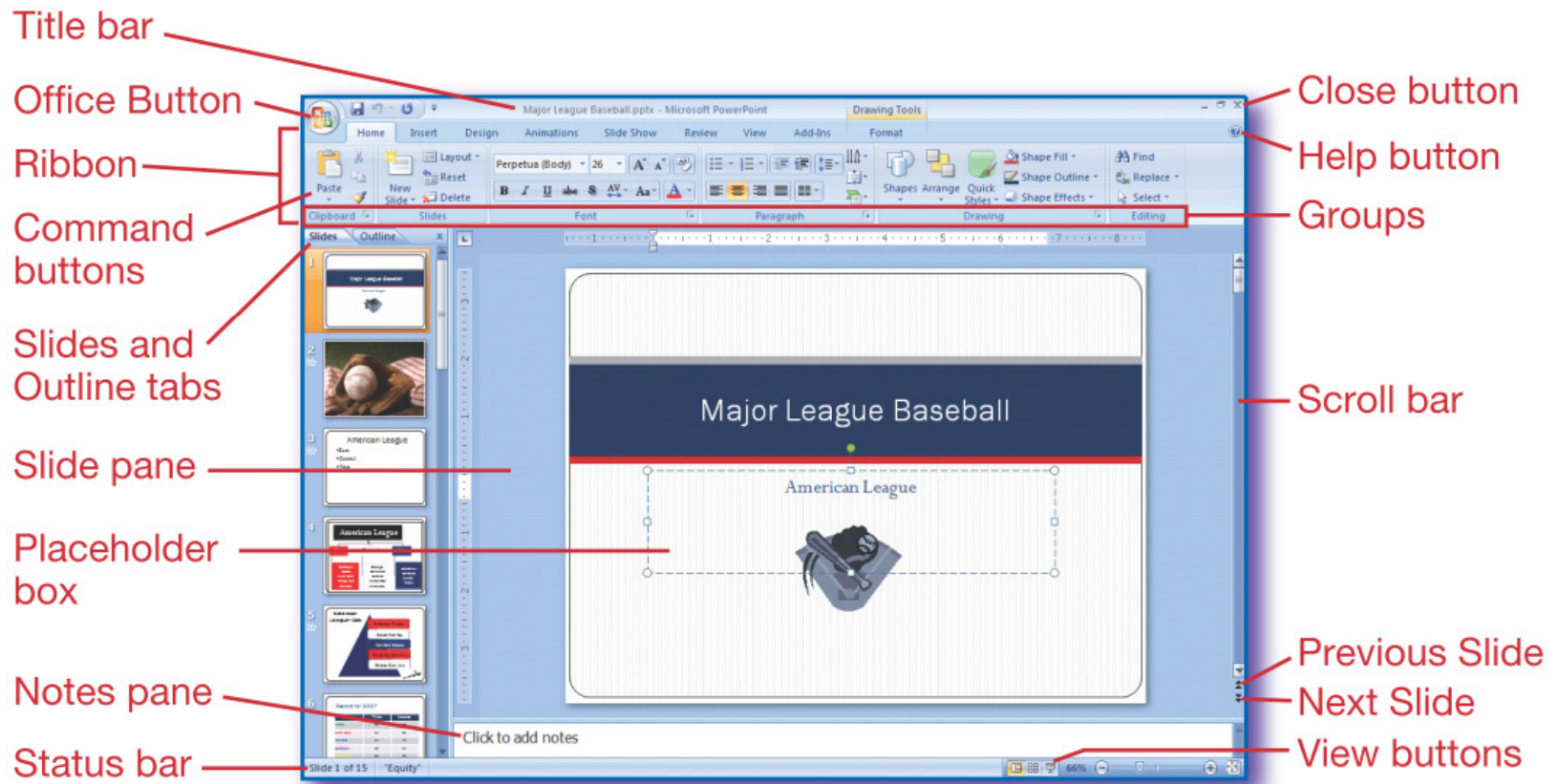 – Content to be presented
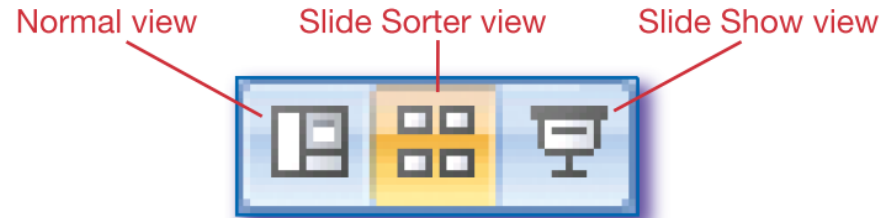
Parts of a Presentation

- Introduction
  - Describe your talk
- Body
  - Give main and supporting points
- Conclusion
  - Summarize points presented
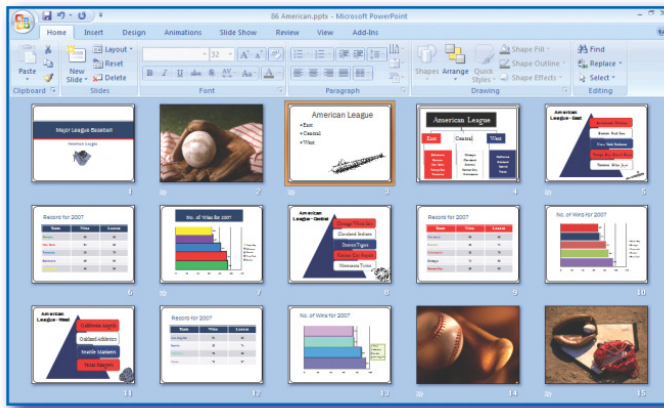 - Tell audience what action to take

Microsoft *Powerpoint*

Title bar

Office Button

Ribbon

Command buttons

Slides and Outline tabs

Slide pane

Placeholder box

Notes pane

Status bar

Close button

Help button

Groups

Scroll bar

Previous Slide

Next Slide

View buttons

Major League Baseball

American League

Slide 1 of 15   "Equity"

Click to add notes

Slide 4

Powerpoint View Options
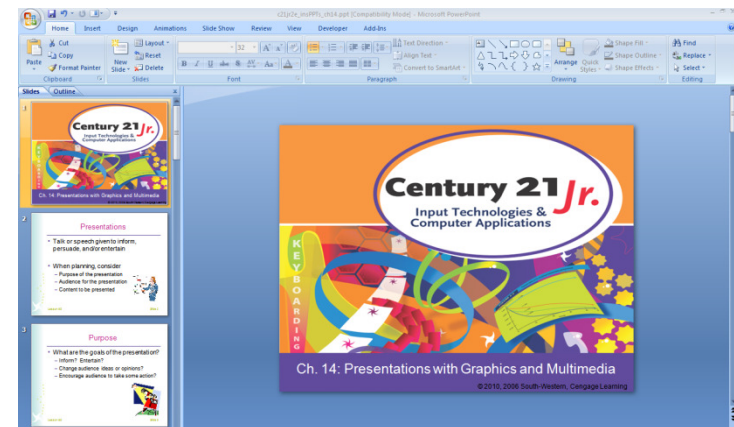

Normal view   Slide Sorter view   Slide Show view
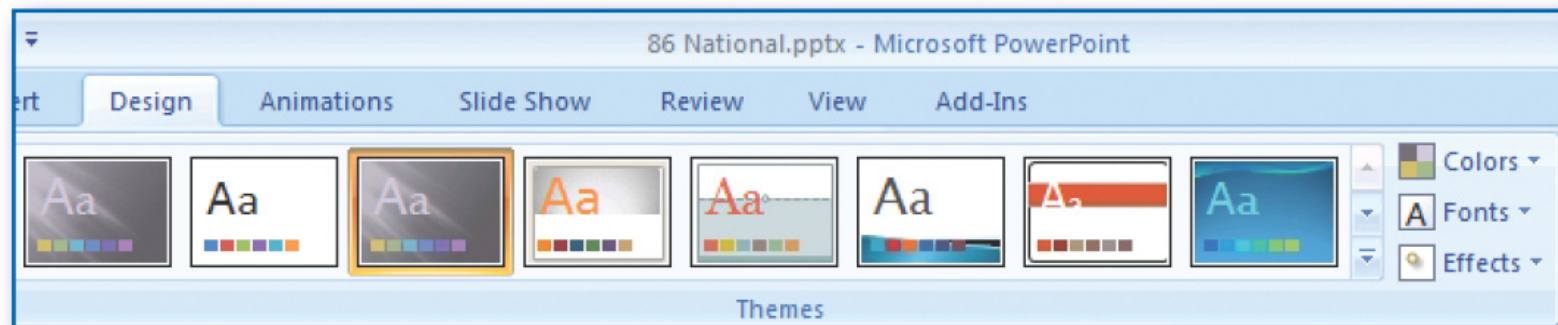
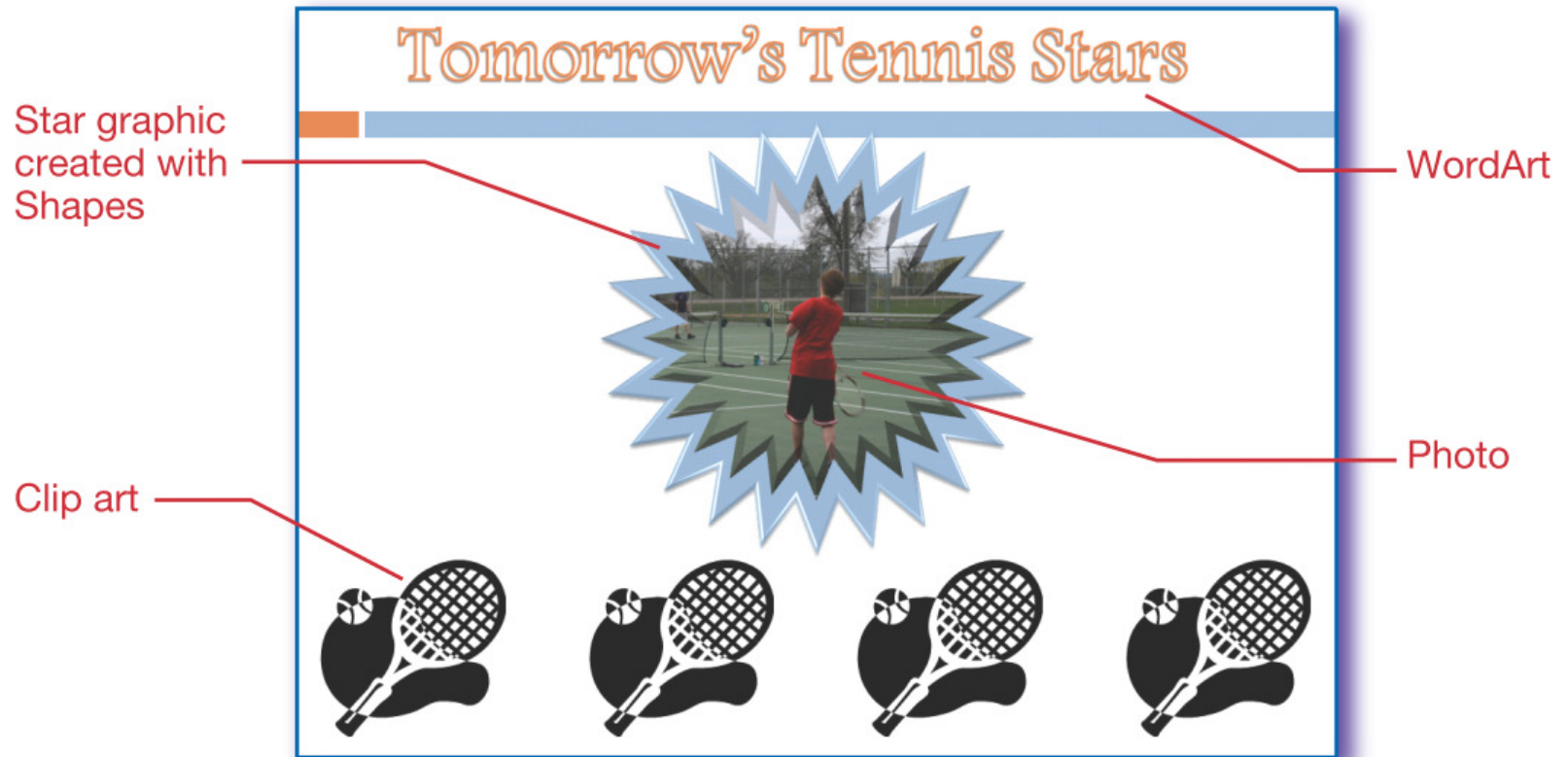## Slide sorter view

Normal view

Slide 5

Apply Themes

- Set of design elements
  - For example: background, font, font size, and color scheme
- Preview themes
  - Move mouse pointer to sample design on toolbar and hover

Add Graphics
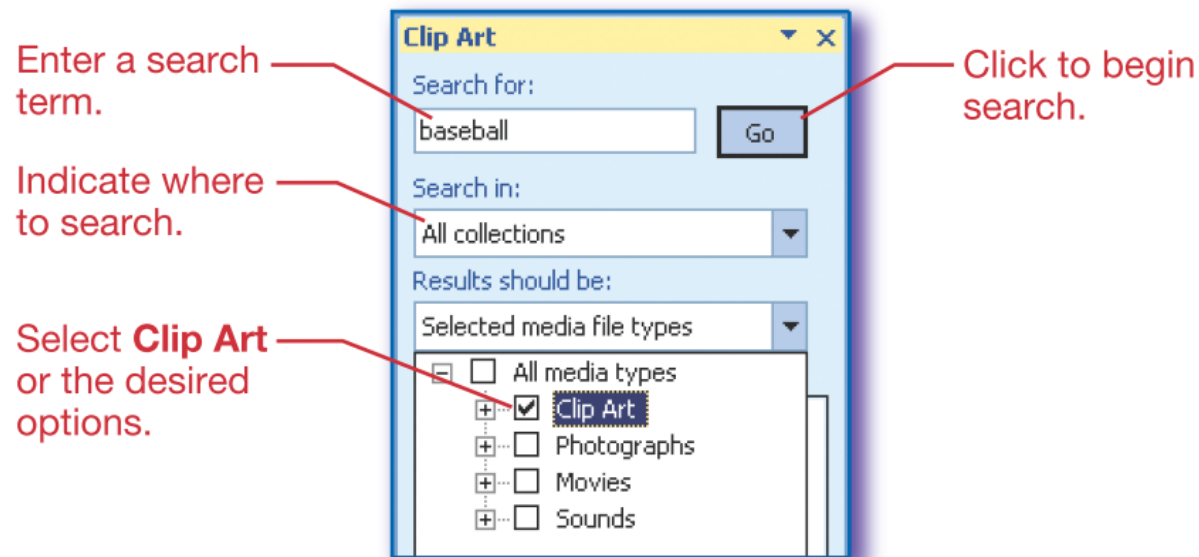
Insert Clip Art

- Click Clip Art button on Insert tab

Enter a search term.

Click to begin search.

Indicate where to search.

Select **Clip Art** or the desired options.

- Click an image from the search results to insert it on the slide

Slide Layout Options

Slide Layout button

New Slide button

New Slide down arrow

Name of theme

Slide layouts

Adding Content to Slides

Short title that relates to the topic

Bulleted list of main points and subpoints

Tap TAB to indent subpoints.

Events Leading to the War

- England and France were at war
- U.S. tried to remain neutral
- England committed hostile acts
  - Boarded U.S. ships
  - Kidnapped U.S. sailors
  - Sided with warring Native Americans against U.S.

Slide Tables

- Click Insert Table icon
- Enter rows and columns
- Key table data
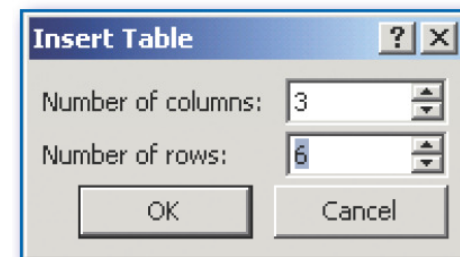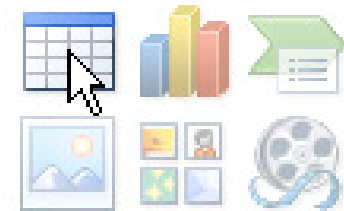
Term of Office

President	Years
George Washington	1789-1797
Thomas Jefferson	1801-1809
Abraham Lincoln	1861-1865
Theodore Roosevelt	1901-1909
Franklin D. Roosevelt	1933-1945

Insert Table

Number of columns: 3
Number of rows: 6
OK   Cancel
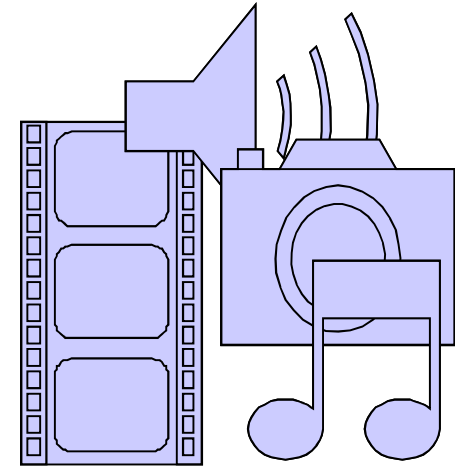
Sounds

- Use sound to
  - Introduce a topic
  - Build excitement
  - Provide a transition between topics
- Add music and sounds from files or recordings
- The computer must have speakers and a sound card to play sound

Add Sound to Slides

- Drag sound icon off slide so it is not displayed on the slide

- Set each sound to start automatically or on mouse click

- Select and delete the sound icon to remove a sound

Sound icon
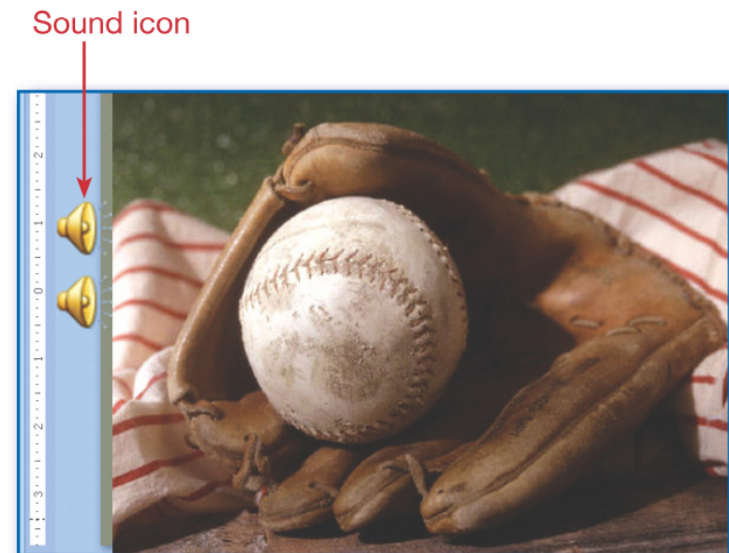
Slide Notes

- Notes do not display during slideshow.
- Print Notes pages for handouts
- Click to add notes in the Notes pane in Normal view
  - Can format note text
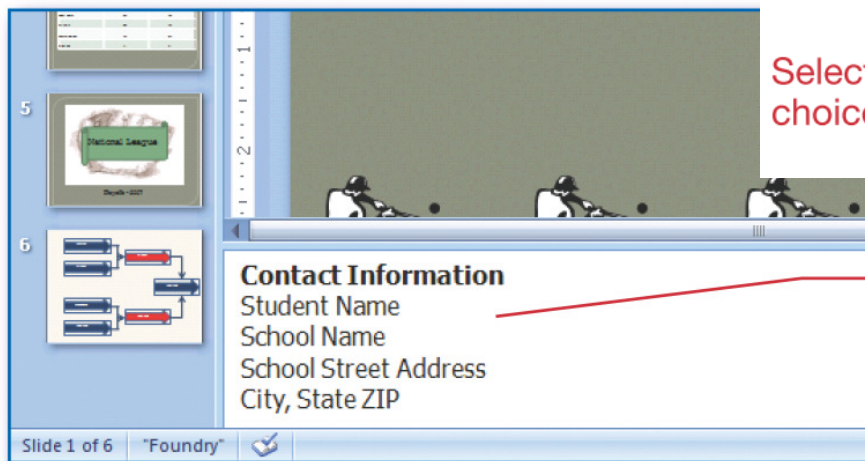
Select **Notes Pages**.

Select a color choice.

Text keyed in Notes pane

Print what:
Notes Pages

Color/grayscale:
Pure Black and White

Contact Information
Student Name
School Name
School Street Address
City, State ZIP

Slide 1 of 6   "Foundry"
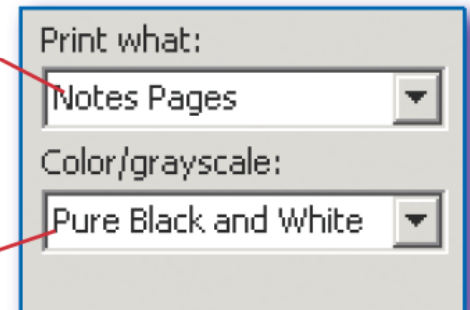
Presentation Tips

- Know your message
- Look at the audience
- Know how to use the visuals
- Vary the volume and rate at which you speak
- Look confident
- Let your personality come through
- Use gestures and facial expressions

Animation

- Control motion, sound, entrance, exit
- Animate transitions between slides
  - Go to slide
  - Select from Transition to This Slide group on Animations tab
- Animate objects on a slide
  - Select object
  - Choose animation from Animate list (Animations group on Animations tab)

Lesson 90

Review Question

1. Which of the following items is <u>not</u> as important to consider as the others in planning a presentation?

   a. Purpose

   b. Length

   c. Audience

   d. Content

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.

ANSWER

1. Which of the following items is <u>not</u> as important to consider as the others in planning a presentation?

   a. Purpose

   b. Length

   c. Audience

   d. Content

Review Question

2. Which of the following can <u>not</u> be included on Powerpoint slides?

   a. WordArt

   b. Photographs

   c. Custom graphics

   d. All of the above can be added

   e. None of the above can be added

> Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.

ANSWER

2. Which of the following can <u>not</u> be included on Powerpoint slides?

   a. WordArt

   b. Photographs

   c. Custom graphics

   d. All of the above can be added

   e. None of the above can be added

Review Question

3. Presentation sounds are used to

    a. Generate excitement

    b. Move between topics

    c. Start a topic

    d. All of the above

    e. None of the above

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.

ANSWER

3. Presentation sounds are best used to
   a. Generate excitement
   b. Move between topics
   c. Start a topic
   d. All of the above
   e. None of the above

Review Question

4. Which statement is false?

    a. The Outline tab does not show slide images.

    b. The Slides tab allows you to copy, delete and move slides.

    c. Placeholders are only included in slide themes.

    d. Use TAB to indent subpoints

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.

ANSWER

4. Which statement is false?

   a. The Outline tab does not show slide images.

   b. The Slides tab allows you to copy, delete and move slides.

   c. Placeholders are only included in slide themes.

   d. Use TAB to indent subpoints

Review Question

5. Which of the following is <u>not</u> a good presentation guideline?

   a. Speak slowly and consistently

   b. Look at the audience

   c. Practice giving your presentation

   d. Use gestures and facial expressions

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.

ANSWER

5. Which of the following is <u>not</u> a good presentation guideline?

a. Speak slowly and consistently

b. Look at the audience

c. Practice giving your presentation

d. Use gestures and facial expressions