

C O N N E C T A T
T R A D E T E C H



TITLE V INSTRUCTIONAL TECHNOLOGY

Instructional Technology Workshops:
PowerPoint Workshop #2

Agenda

- Overview
- Modifying Presentation Formats
- Printing Presentations
- Working with Data from Other Sources
- Managing and Delivering Presentations
- Questions/Discussion

Overview

- Last Workshop:
 - Creating presentations
 - Inserting and Modifying Text
 - Inserting and Modifying Visual Elements

Modifying Presentation Formats

- Format Slides differently in a Single Presentation:
 - Select the appropriate slide/slides
 - Click **Format**
 - Click **Slide Design**
 - Select desired template and click on list arrow for appropriate format
 - Click **Apply to Selected Slides**
- Modify Presentation Templates:
 - Click on **View**
 - Select **Master**
 - Select **Slide Master**
 - Make the appropriate changes
 - Click **Close Master View**

Modifying Presentation Formats

- Apply an Animation Scheme to a Single Slide:
 - Select the appropriate slide
 - Click **Slide Show**
 - Click **Animation Schemes**
 - Select the appropriate scheme
- Apply an Animation Scheme to a Group of Slides:
 - Select the appropriate slides
 - Click **Slide Show**
 - Click **Animation Schemes**
 - Select the appropriate scheme
- Apply an Animation Scheme to an Entire Presentation:
 - Click **Slide Show**
 - Click **Animation Schemes**
 - Select the appropriate scheme
 - Click **Apply to All Slides**

Modifying Presentation Formats

- Apply Transition Effect to a Single Slide:
 - Select the appropriate slide
 - Click **Slide Show**
 - Click **Slide Transition**
 - Select the appropriate transition options
- Apply Transition Effects to a Group of Slides in a Presentation:
 - Select the appropriate slides
 - Click **Slide Show**
 - Click **Slide Transition**
 - Select the appropriate transition options
- Apply Transition Effects to an Entire Presentation:
 - Click **Slide Show**
 - Click **Slide Transition**
 - Select the appropriate transition options
 - Click **Apply to All Slides**

Modifying Presentation Formats

- Customize Slide Templates
 - Click on **View**
 - Select **Master**
 - Select **Slide Master**
 - Make the appropriate changes
 - Click **File**
 - Select **Save As**
 - Click **Save as type list arrow**
 - Click **Design Template**
 - Type a filename and click **OK**
- Create and Manage a Slide Master
 - Click on **View**
 - Select **Master**
 - Select **Slide Master**
 - Click on **Insert New Slide Master** button
 - Make appropriate changes
 - Click **Rename Slide Master** button
 - Enter a name a click **Rename**
 - Click **Close Slide Master View**

Modifying Presentation Formats

- Rearrange Slides
 - In the outlines tab, select tab and using the Outline toolbar, move slide up or down
 - In the Slide Sorter View, click on the slide and drag to desired location
- Modify Slide Layout
 - Select the appropriate slide/slides
 - Click **Format**
 - Click **Slide Layout**
 - Click the appropriate Slide Layout task pane
- Add Hyperlinks to Slides
 - Select the appropriate slide
 - Select the desired object or text
 - Click on **Insert**
 - Click on **Hyperlink**
 - Make appropriate selections and click **OK**

Printing Presentations

- Preview Slides
 - Click **File**
 - Click **Print Preview**
- Print Slides
 - Click **File**
 - Click **Print**
 - Click **OK**
- Preview and Print Outlines
 - Click **File**
 - Click **Print**
 - Click **Print what list arrow**
 - Click **Outline View**
 - Click **Preview**
 - Click **Print Button**
 - Click **OK**

Printing Presentations

- Preview and Print Handouts
 - Click **File**
 - Click **Print**
 - Click **Print what list arrow**
 - Click **Handouts**
 - Click **Slides per page list arrow**
 - Select appropriate number of slides
 - Click **Preview**
 - Click **Print what list arrow**
 - Click **Print button**
 - Click **OK**
- Preview and Print Speaker Notes
 - Click **File**
 - Click **Print**
 - Click **Print what list arrow**
 - Click **Notes Pages**
 - **Click Preview**
 - Click **Print button** and click **OK**

Printing Presentations

- Preview Comments Page
 - Click **File**
 - Click **Print**
 - Click **Print what list arrow**
 - Click **Slides**
 - Click the **All option button** in the print range area
 - Click the **Include comment pages check box**
 - Click **OK**

Working with Outside Data

- Embed Excel Charts on Slides
 - Select appropriate slide
 - Click **Insert**
 - Click **Object**
 - Click **Create from file option button**
 - Click **Browse**
 - Navigate to appropriate drive/folder/file
 - Click **OK**
- Link Excel Charts to Slides
 - Open **Excel**
 - Click **File**
 - Click **Open**
 - Navigate to appropriate drive/folder/file
 - Click **Open**
 - **Select** the Chart in Excel
 - Select **Edit**
 - Select **Copy**

Working with Outside Data

- Click the **PowerPoint** button
- Select the appropriate slide
- Click **Edit**
 - Click on **Paste Special**
 - Click **MS Excel Chart Object**
 - Click **Paste Link** option
 - Click **OK**
- Add Sound Effects to Slides
 - Select appropriate slide
 - Click **Insert**
 - Point to **Movies and Sounds**
 - Click **Sound from file**
 - Navigate to appropriate drive/folder/file
 - Click **OK**
 - Click **Yes** or **No** to automatic play
 - Use cursor to place sound icon

Working with Outside Data

- Add Video Effects to Slides
 - Select appropriate slide
 - Click **Insert**
 - Point to **Movies and Sounds**
 - Click **Movie from file**
 - Navigate to appropriate drive/folder/file
 - Click **OK**
 - Click **Yes** or **No** to automatic play
 - Use cursor to place movie icon
- Embed Word Tables on Slides
 - Select appropriate slide
 - Click **Insert**
 - Click **Object**
 - Click **Create from file** option
 - Click Browse
 - Navigate to appropriate drive/folder/file
 - Click **OK**
 - Click **OK**

Working with Outside Data

- Link Word Tables on Slides
 - Select appropriate slide
 - Click **Insert**
 - Click **Object**
 - Click **Create from file** option
 - Click Browse
 - Navigate to appropriate drive/folder/file
 - Click **OK**
 - Click **Link check box**
 - Click **OK**
- Export a Presentation as an Outline
 - Click **File**
 - Click **Save As**
 - Click **Save as type list arrow**
 - Click **Outline/RTF**
 - Navigate to appropriate drive/folder/file
 - Click **Save**

Managing Presentations

- Set Up Slide Shows
 - Click **Slide Show**
 - Click **Set Up Show**
 - Select appropriate options
 - Click **OK**
- Run Slide Show
 - Click **Slide Show**
 - Click **View Show**
- Setup a Custom Show
 - Click **Slide Show**
 - Click **Custom Shows**
 - Click **New**
 - Click **Slide show name text box**
 - Type in name
 - Select each slide, click **Add** after each
 - Select slide order by using up and down buttons
 - Click **OK**
 - Click **Close**

Managing Presentations

- Use Onscreen Navigation Tools
 - Start the Presentation
 - Right-click the slide and select appropriate Option
- Manage Files and Folders for Presentation
 - Click **File**
 - Click **Save As**
 - Click **Create New Folder** button
 - Type Folder name and Click **OK**
 - Type File name and click **Save**
- Work with Embedded Fonts
 - Click **Tools**
 - Click **Options**
 - Click **Save Tab**
 - Click **Embedded TrueType fonts** check box
 - Click **OK**

Managing Presentations

- Publish Presentation to the Web
 - Click **File**
 - Click **Save as Web Page**
 - Navigate to appropriate drive/folder
 - Type filename and click **Save**
- Use Pack and Go
 - Insert a blank CD-ROM or floppy disk
 - Click **File**
 - Click **Pack and Go**
 - Navigate through the wizard and click **Finish**

Questions/Discussion

- Questions/Discussion
- Next Workshop
 - PowerPoint Producer