



PowerPoint Presentation to Accompany *GO! All In One*

Chapter 11

PowerPoint Presentation Creation; Enhancing Presentations with Pictures, Transitions, Objects, Backgrounds, and SmartArt

Objectives

- **Create a New Presentation**
- **Edit a Presentation in Normal View**
- **Add Pictures to a Presentation**
- **Print and View a Presentation**

Objectives

- **Edit an Existing Presentation**
- **Format a Presentation**
- **Use Slide Sorter View**
- **Apply Slide Transitions**

Objectives

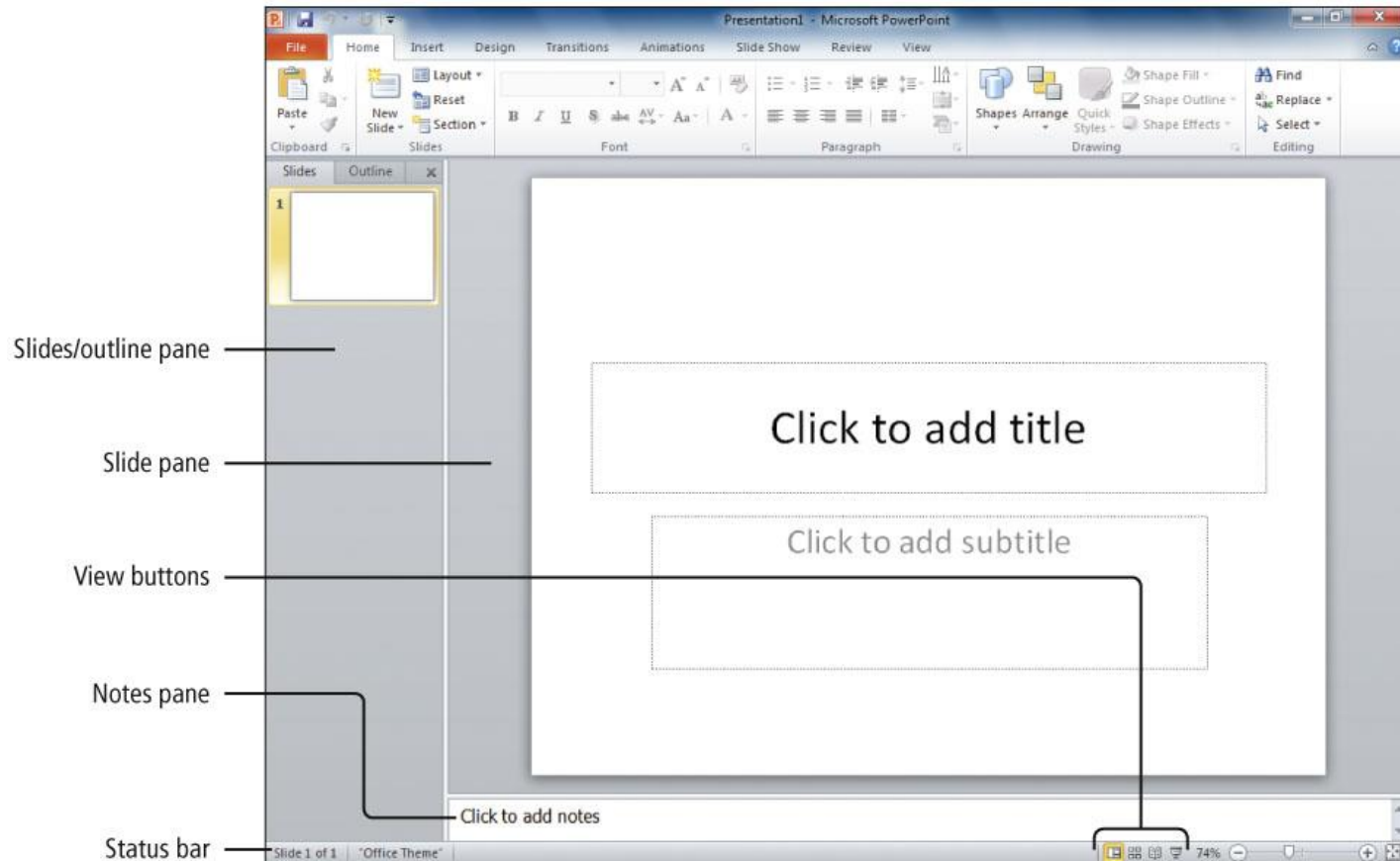
- **Format Numbered and Bulleted Lists**
- **Insert Clip Art**
- **Insert Text Boxes and Shapes**
- **Format Objects**

Objectives

- **Remove Picture Backgrounds and Insert WordArt**
- **Create and Format a SmartArt Graphic**

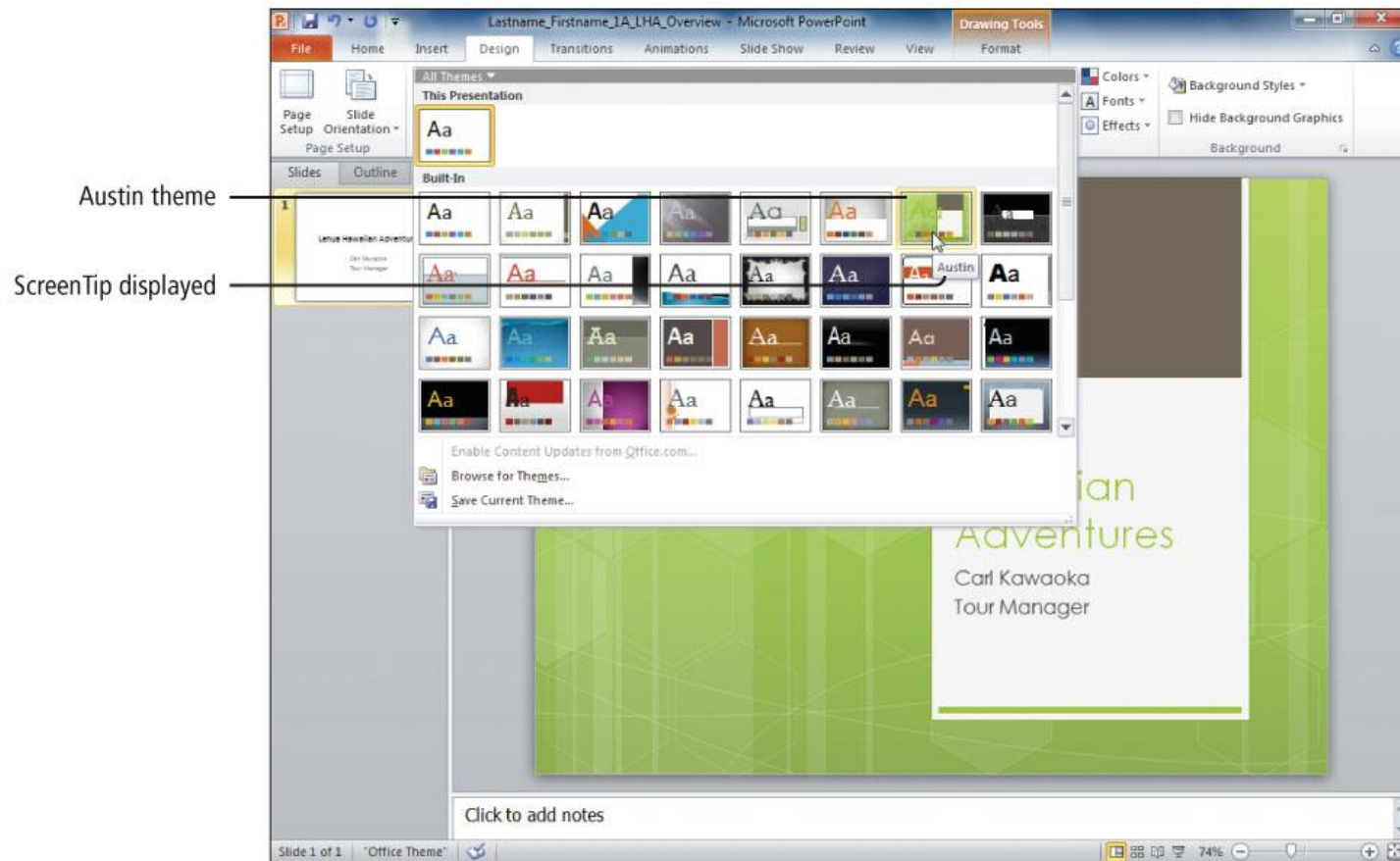
Create a New Presentation

- Normal View in PowerPoint



Create a New Presentation

- Theme

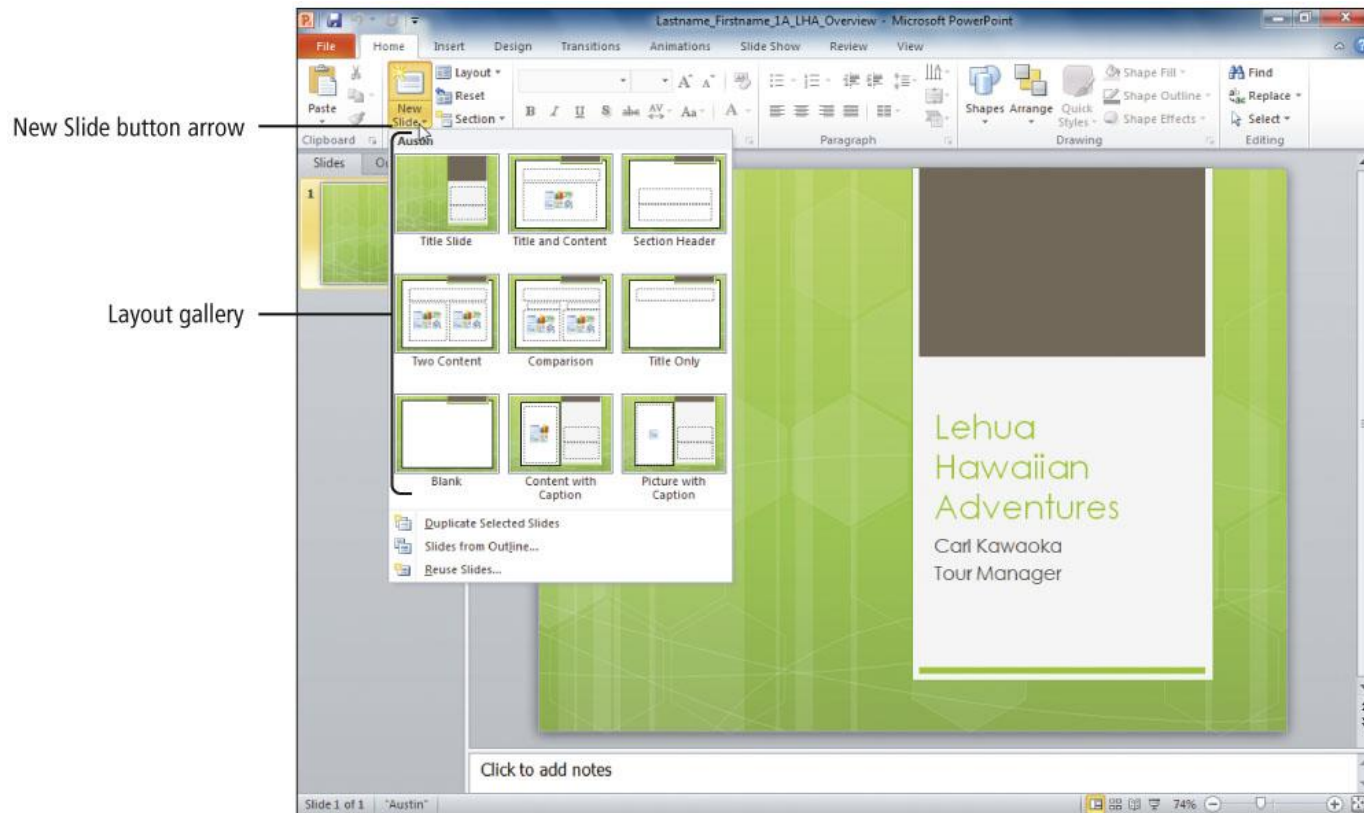


Edit a Presentation in Normal View

- **Editing**
 - Adding and deleting slides or changing the content of individual slides
- **List levels**
 - Similar to outline levels; represented by bullet symbols, indentation, and size of text
- **AutoFit**
 - Reduces size of text to fit placeholder

Edit a Presentation in Normal View

- Gallery Display



Edit a Presentation in Normal View

Decrease List Level button

List level of bullet point increased

List level of bullet point decreased

Do You Enjoy Adventure?

- Hiking and cycling
- Explore locations
- Boating excursions
- Exhilarate your senses while at sea
- Helicopter tours

Click to add text

Edit a Presentation in Normal View

The screenshot shows the Microsoft PowerPoint interface in Normal View. The title bar reads "Lastname_Firstname_IA_LHA_Overview - Microsoft PowerPoint". The ribbon includes File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, View, and Drawing Tools. The Drawing Tools ribbon is active, showing options for Shape Fill, Shape Outline, Shape Effects, Shapes Arrange, Quick Styles, and Shape Effects. The main slide area displays a slide titled "Do You Enjoy Adventure?" with a green border. The slide content includes a list of activities: "Hiking and cycling", "Boating excursions", and "Helicopter tours", each with a sub-bullet. A text box on the right contains "Click to add text" and a small graphic. A notes section at the bottom says "Click to add notes". The status bar at the bottom indicates "Slide 2 of 3", "Austin", and a zoom level of 74%. Two annotations are present: "Text added" points to the text box, and "AutoFit Options button" points to a small icon in the bottom-left corner of the text box.

Text added

AutoFit Options button

Add Pictures to a Presentation

- **Photographic images add impact**
- **Options on the Picture Tools Format tab on the Ribbon**
 - Picture Styles gallery provides formatting options
 - Artistic Effects make pictures resemble sketches or paintings

Add Pictures to a Presentation



Add Pictures to a Presentation

The screenshot displays the Microsoft PowerPoint interface with the 'Picture Tools' ribbon selected. The 'Picture Styles' gallery is open, showing various picture styles. The 'Picture Tools' ribbon includes options for 'Picture Border', 'Picture Effects', and 'Picture Layout'. The 'Format' tab is active, showing options for 'Bring Forward', 'Send Backward', 'Selection Pane', 'Arrange', and 'Size'. The 'Size' section shows dimensions of 2.81 inches by 3.74 inches. The main slide area shows a slide titled 'Adventure?' with a list of activities: 'Explore amazing locations', 'Boating', 'Exhilarate your senses while at sea', 'Helicopter tours', and 'View Hawaii from above'. A helicopter image is placed on the slide, and its rotation handle and sizing handles are visible. The 'Slides' pane on the left shows four slides, with slide 2 selected.

Picture Styles gallery

Rotation handle

Sizing handles

- Explore amazing locations
- Boating
- Exhilarate your senses while at sea
- Helicopter tours
- View Hawaii from above

Add Pictures to a Presentation



Print and View a Presentation

- **Headers**
 - Print at top of slide handouts or notes pages, not on the slide images
- **Footers**
 - Print at bottom of slides, slide handouts, or notes pages
- **Backstage view**
 - Select print settings and preview printing

Print and View a Presentation

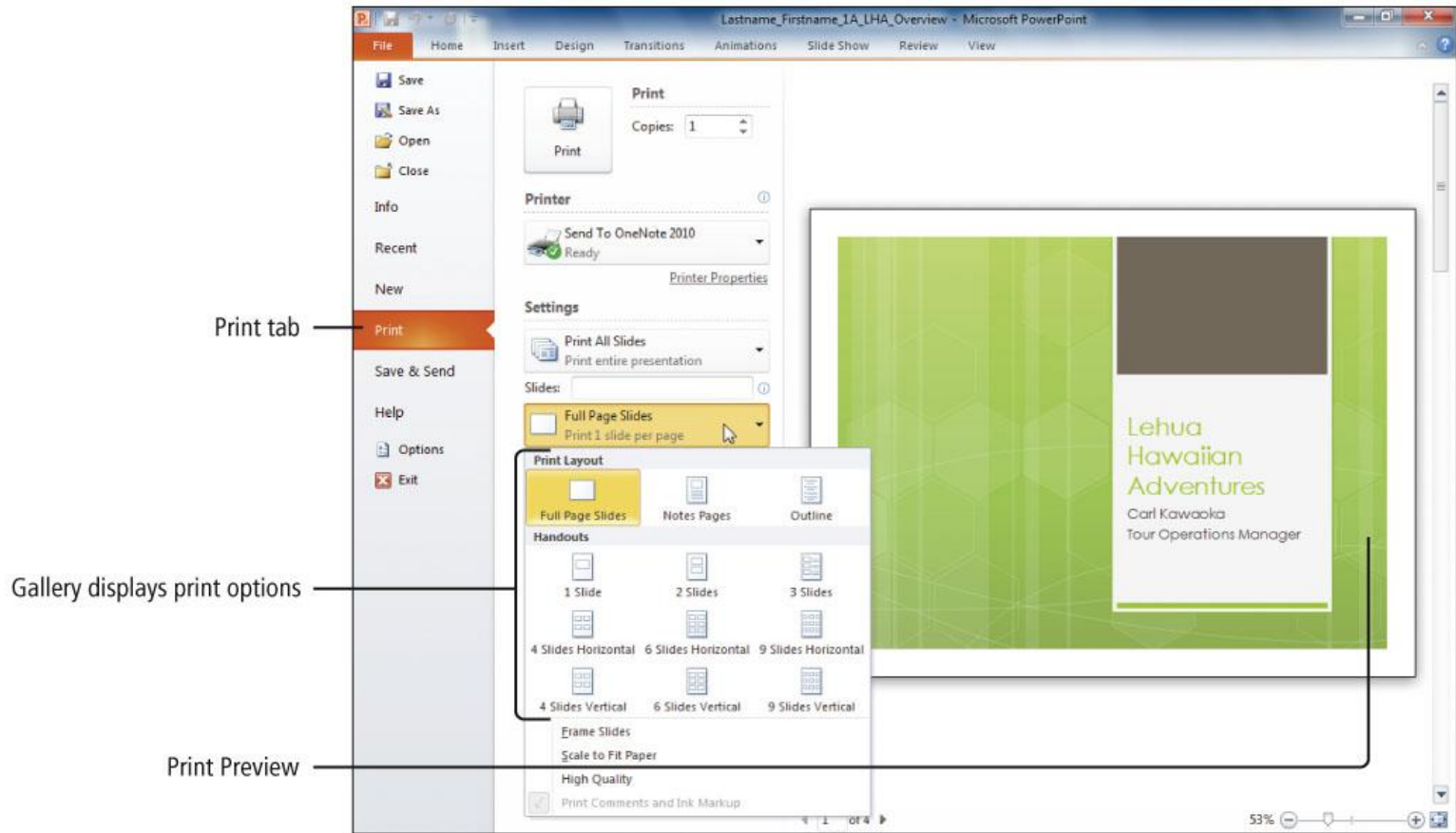
The image shows a screenshot of the Microsoft PowerPoint interface. The title bar reads "Lastname_Firstname_1A_LHA_Overview - Microsoft PowerPoint". The ribbon includes tabs for File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, and View. The ribbon icons are categorized into Tables, Images, Illustrations, Links, Text, Symbols, and Media. On the left, the Slides pane shows four slides, with slide 2 selected. A "Header and Footer" dialog box is open, showing the "Notes and Handouts" tab. The dialog has the following settings: "Include on page" is checked, "Date and time" is checked, "Update automatically" is selected with a date of 4/27/2010, "Language" is set to English (U.S.), and "Calendar type" is set to Western. The "Fixed" option is also selected with a date of 4/27/2010. The "Header" checkbox is unchecked, and the "Page number" and "Footer" checkboxes are checked. The footer text is "Lastname_Firstname_1A_LHA_Overview". A "Preview" window shows a dashed box for the footer. Three annotations with lines pointing to the dialog box are present: "Notes and Handouts tab" points to the "Notes and Handouts" tab; "Update automatically selected" points to the "Update automatically" radio button; and "File name typed in Footer box" points to the footer text field.

Notes and Handouts tab

Update automatically selected

File name typed in Footer box

Print and View a Presentation



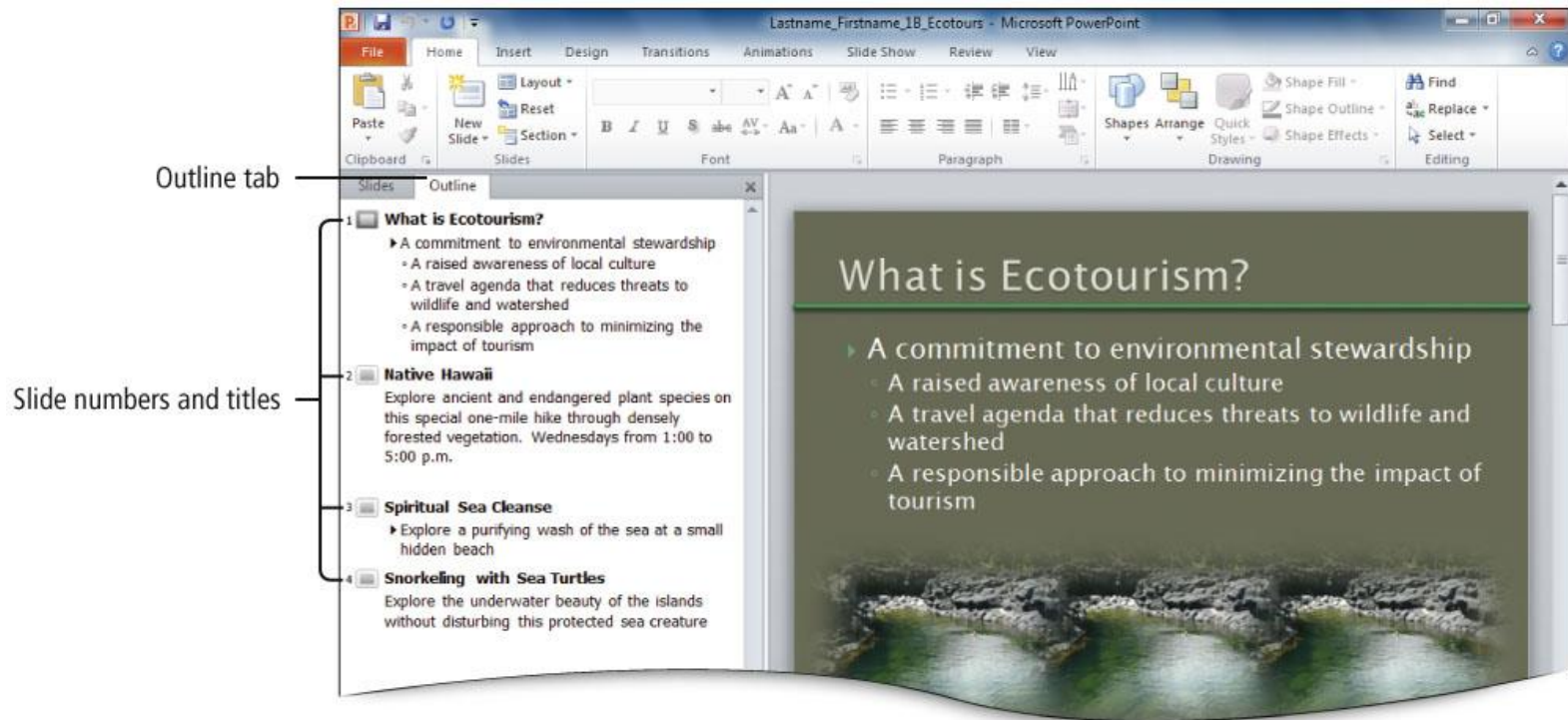
Edit an Existing Presentation

- **Edit the contents of a presentation**
 - Slide pane
 - Outline tab in the Slides/Outline pane

Edit an Existing Presentation

- **Edit the contents of a presentation**
 - Slide pane
 - Outline tab in the Slides/Outline pane
- **Insert slides**
 - New Slide button for new slides
 - Reuse Slides pane to insert existing slides

Edit an Existing Presentation



Edit an Existing Presentation

The screenshot displays the Microsoft PowerPoint interface with the following elements and annotations:

- Reuse Slides pane:** Located on the right side of the slide, it shows a list of slides from a source presentation. The first slide is selected and highlighted in yellow. The list includes:
 - Ecology Tours Div...
 - Sights of the Sac...
 - Lehua Ecology Day...
- Annotations:**
 - A line points from the text "Reuse Slides pane" to the Reuse Slides pane.
 - A line points from the text "Slides from p01B_Slides display in Reuse Slides pane" to the list of slides in the pane.
 - A line points from the text "Keep source formatting check box selected" to the "Keep source formatting" checkbox at the bottom of the pane, which is checked.
- Slide Content:** The main slide is titled "What is Ecotourism?" and contains a bulleted list:
 - ▶ A commitment to environmental stewardship
 - ▶ A raised awareness of local culture
 - ▶ A travel agenda that reduces threats to wildlife and watershed
 - ▶ A responsible approach to minimizing the impact of tourism

Format a Presentation

- **Formatting on the Slide pane**
 - Change fonts, font sizes, font styles, and font colors
 - Align text (left, centered, right, justified)
 - Change line spacing
- **Formatting with the Slide Layout gallery**
 - Home tab, Slides group, and then click Layout button
 - Choose from a selection of slide layouts including titles, subtitles, lists, and pictures

Format a Presentation

- Changing fonts and font sizes

The image shows a presentation software interface with a slide titled "Lehua Eco Tours". The slide content includes a main title "Lehua Eco Tours", a subtitle "A member of the National Ecotourism Society 2010 winner of the National Ecotourism Society Award", and a list of "Sights of the Sacred Valley". The interface includes a navigation pane on the left with slide thumbnails numbered 4, 5, 6, and 7. A formatting toolbar is visible over the slide, showing options for font face (Arial Black), font size (23), bold, italic, underline, text color, background color, and bullet points. A "Theme Colors" palette is also open, showing various color swatches. Annotations with arrows point to specific elements:

- Subtitle font changed to Arial Black
- Theme colors
- Theme color variations
- Font Color button arrow
- Font size changed to 23

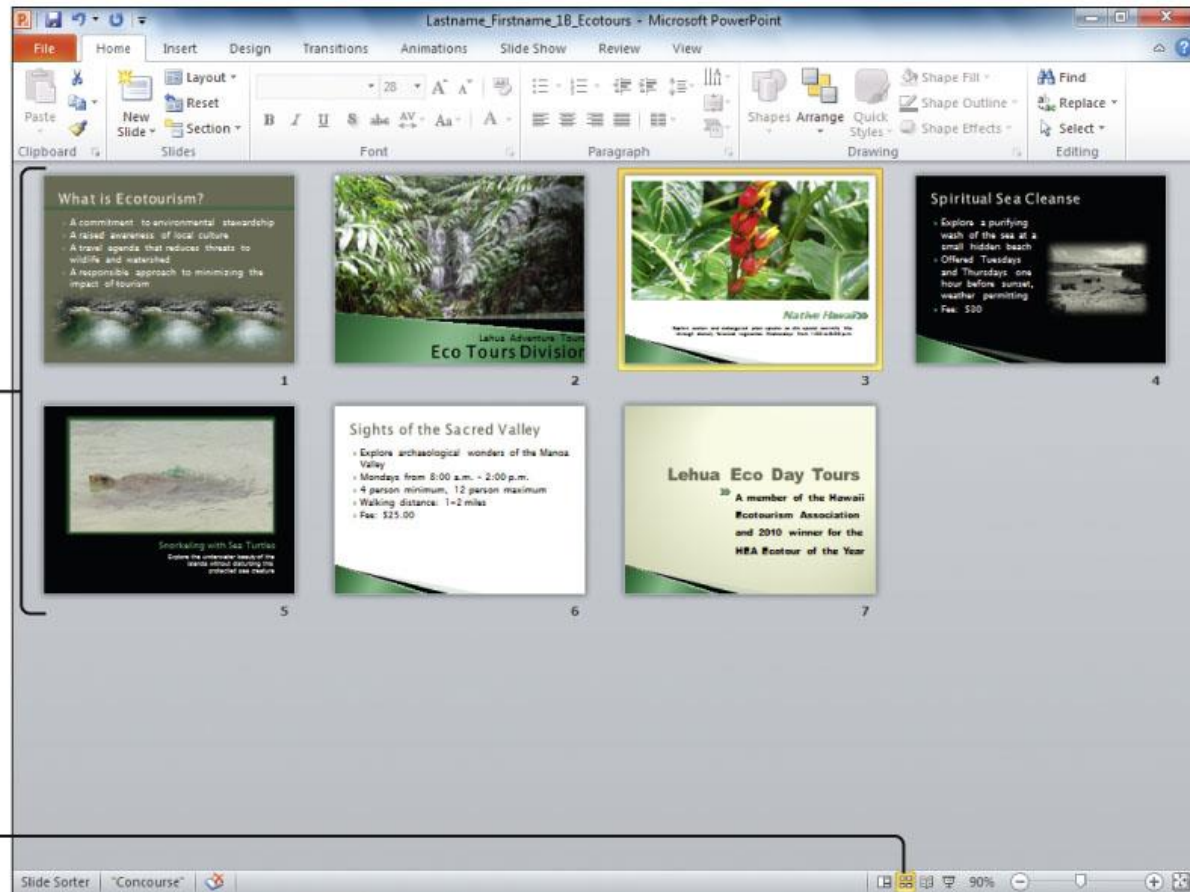
Use Slide Sorter View

- **Slide Sorter view**
 - Display thumbnails of the slides
 - Enables the user to
 - **Rearrange slides**
 - **Delete slides**
 - **Format multiple slides**
 - **Move slides**

Use Slide Sorter View

Slides display in Slide Sorter view

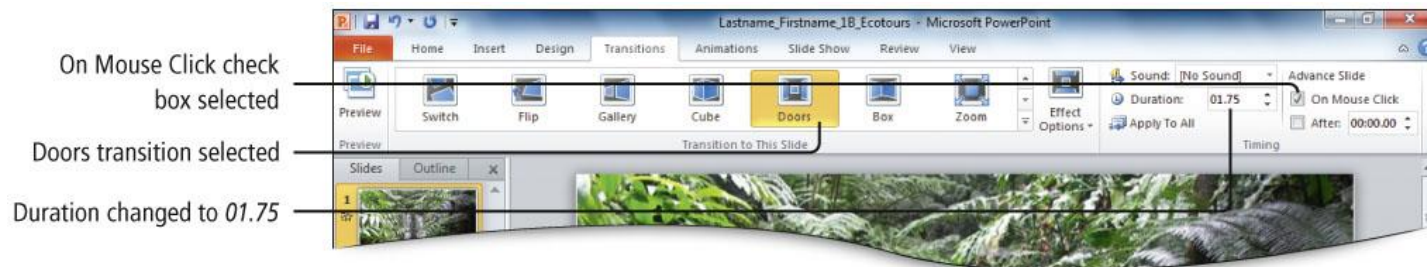
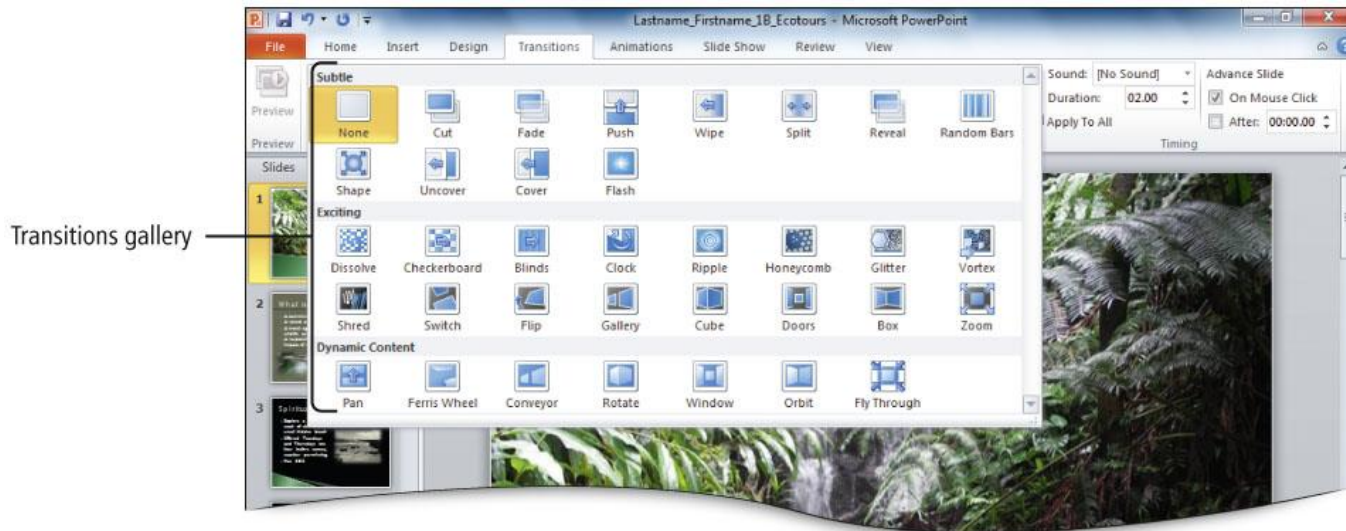
Slide Sorter button selected



Apply Slide Transitions

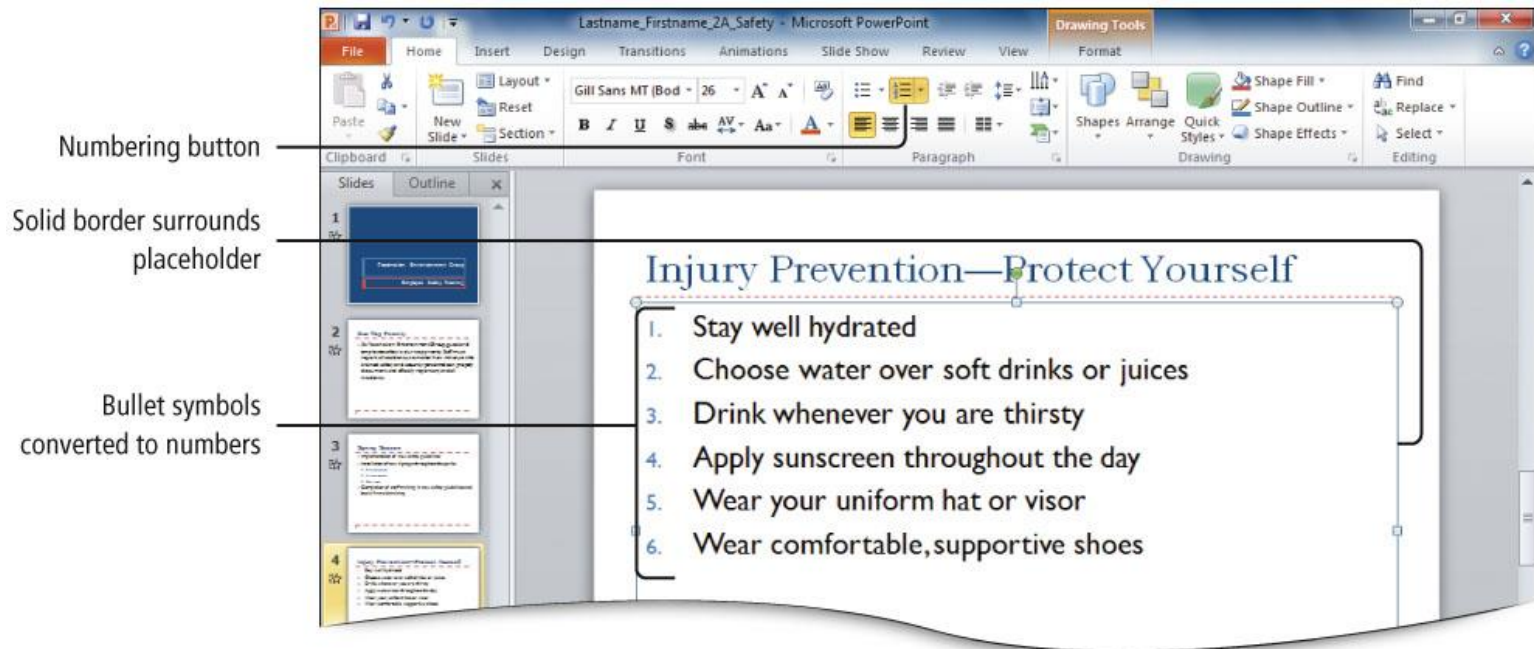
- **Slide transitions**
 - Motion effects when moving from one slide to the next during a presentation
 - Select transition styles from the Transition to This Slide gallery
 - Select Duration (speed) in the Timing group
- **Different transitions can be selected for each slide**
- **Select Apply To All to use the same transition for all slides**

Apply Slide Transitions



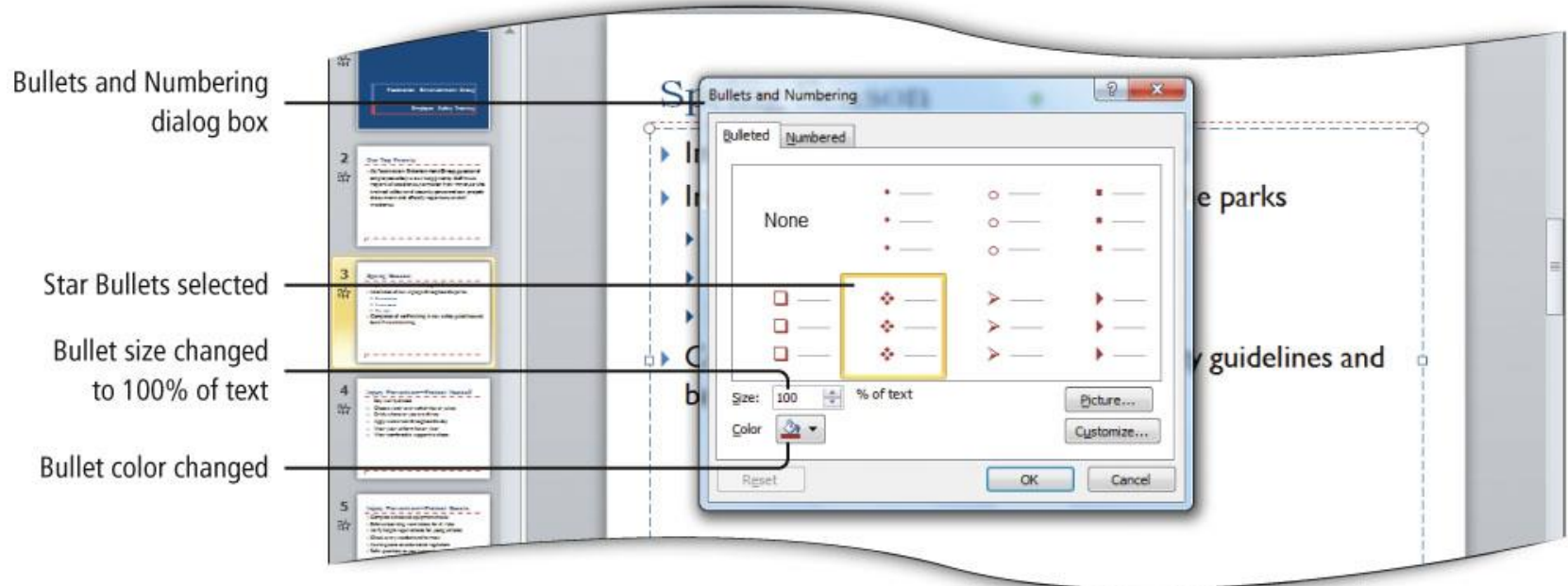
Format Numbered and Bulleted Lists

- Changing a Bulleted List to a Numbered List



Format Numbered and Bulleted Lists

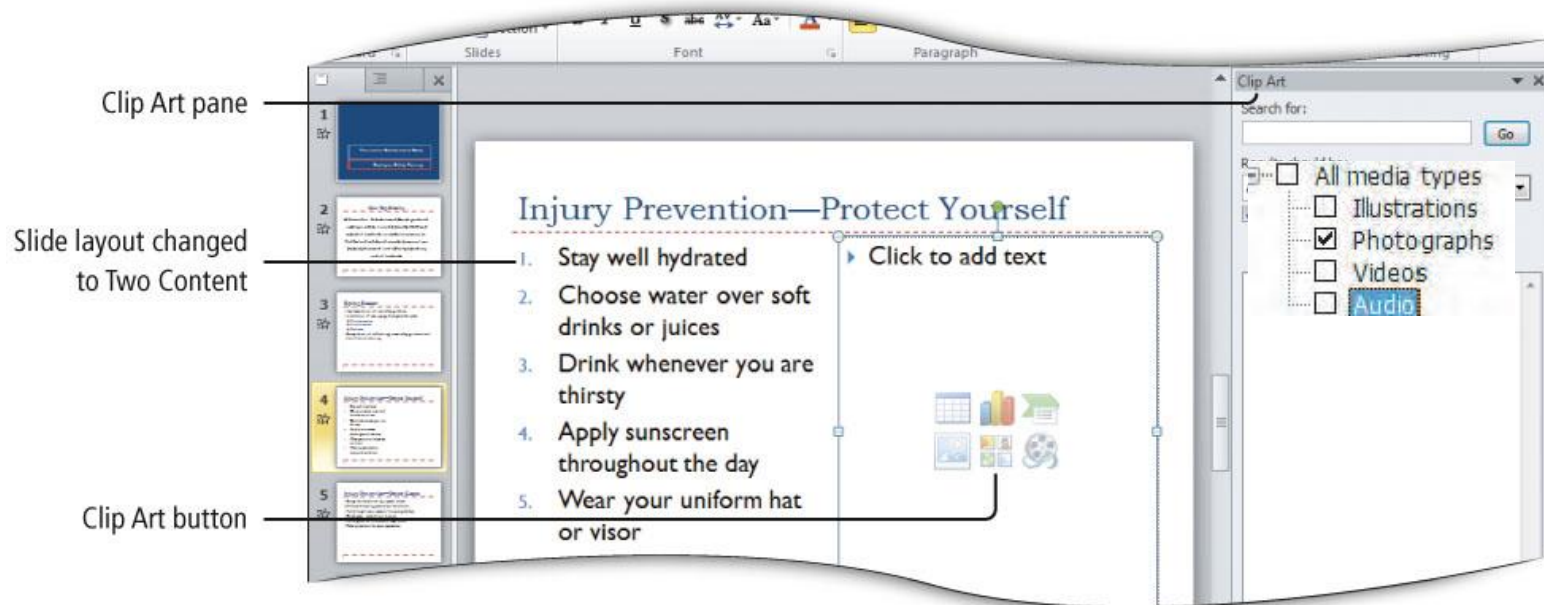
- Modifying a Bulleted List



Insert Clip Art

- **Use the Clip Art pane to specify keyword and type of media**
 - Move an image by dragging it to a new location
- **Resize image with the sizing handles or the Shape Height and Shape Width boxes**
- **Change the image shape by cropping**

Insert Clip Art



Insert Clip Art

The screenshot displays the Microsoft PowerPoint interface with the 'Picture Tools' ribbon active. The 'Crop' button is highlighted, and its dropdown menu is open, showing the 'Crop to Shape' option. A 'Shapes gallery' is also visible, showing various shapes like rectangles, basic shapes, and block arrows. A selected picture is shown on the slide, and the 'Crop to Shape' option is being applied to it. Labels on the left side of the image point to the 'Crop to Shape' option, the 'Crop' button arrow, the selected picture, and the 'Shapes gallery'.

Crop to Shape option

Crop button arrow

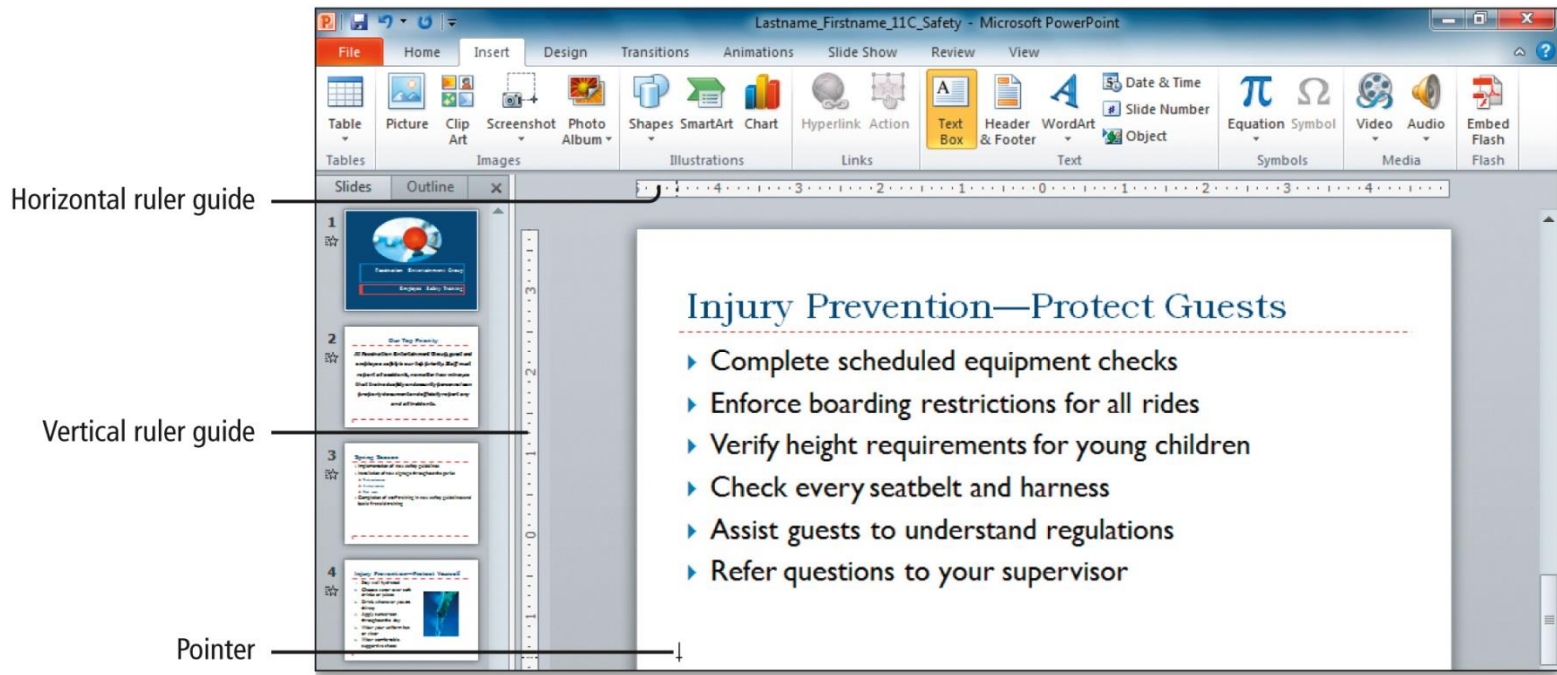
Selected picture

Shapes gallery

Insert Text Boxes and Shapes

- **Text box**
 - Used to position text anywhere on a slide
 - Expands to accommodate typed text
- **Shapes**
 - Lines, arrows, stars, banners, ovals, and other basic shapes
 - Used to illustrate an idea, process, or workflow
 - Can be sized and moved just like clip art images

Insert Text Boxes and Shapes



Insert Text Boxes and Shapes

- Inserting Shapes

The screenshot displays the Microsoft PowerPoint interface with the 'Drawing Tools' ribbon active. The 'Shape Styles' section shows three 'Abc' text boxes with different fill colors (white, black, blue). The 'Shape Fill' dropdown is set to blue. The 'Shape Outline' dropdown is set to black. The 'Shape Effects' dropdown is set to 'No Outline'. The 'WordArt Styles' section shows three 'A' text boxes with different fill colors (white, red, blue). The 'Arrange' section shows 'Bring Forward', 'Send Backward', 'Selection Pane', and 'Rotate' options. The 'Size' section shows 'Height' set to 0.5" and 'Width' set to 2".

Shape Height changed to 0.5"

Shape Width changed to 2"

Arrow resized

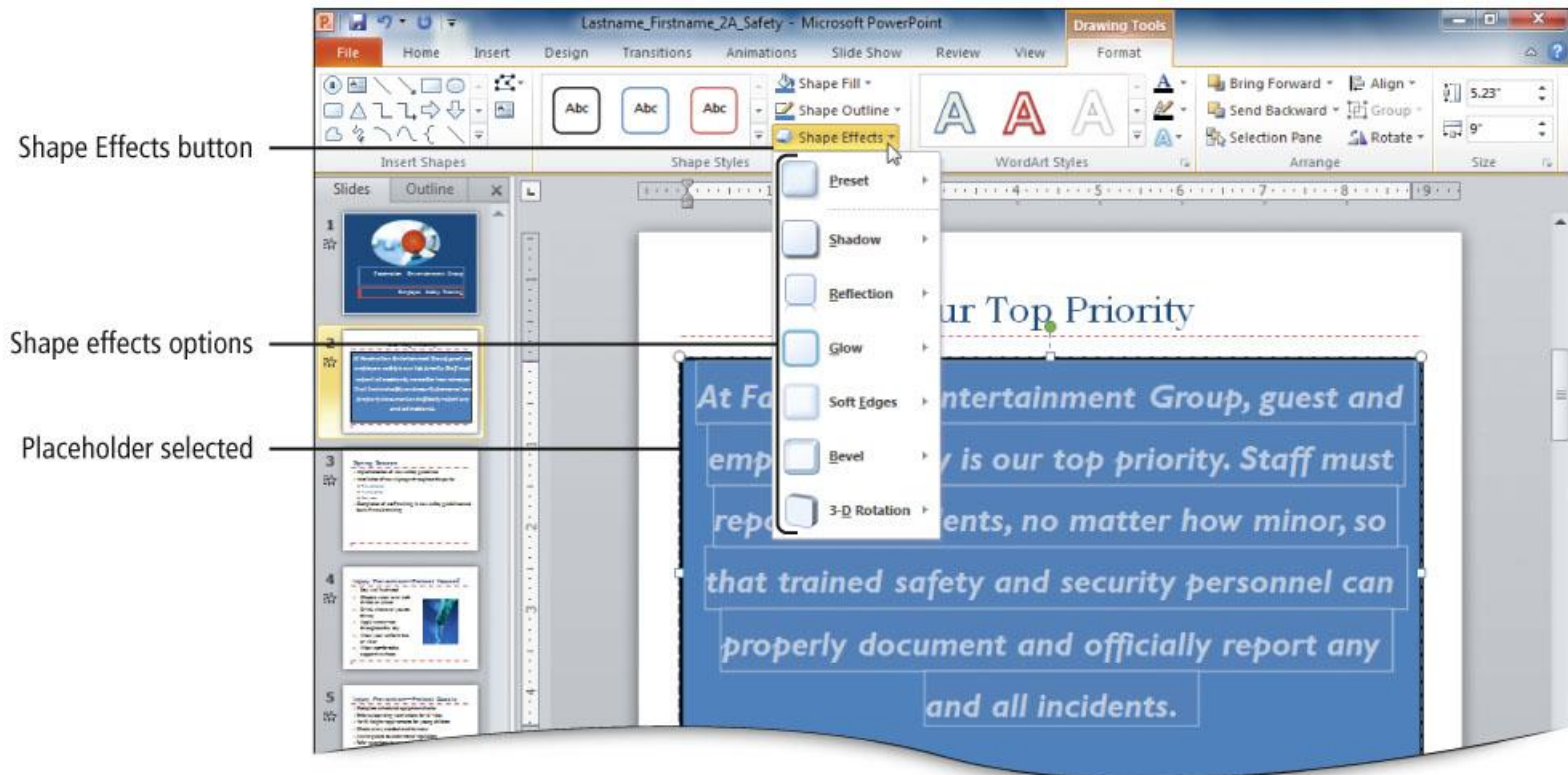
The slide content includes the title 'Injury Prevention—Protect Guests' and a list of five bullet points: 'Complete scheduled equipment checks', 'Enforce boarding restrictions for all rides', 'Verify height requirements for young children', 'Check every seatbelt and harness', 'Assist guests to understand regulations', and 'Refer questions to your supervisor'. A blue octagon shape is positioned to the right of the list. At the bottom of the slide, the text 'If Safety is Questionable' is followed by a blue arrow pointing to the right.

Format Objects

- **Shapes**
 - Apply shape fill color, shape outline color, and shape styles
- **Shapes and pictures**
 - Apply shape effects and picture effects
- **Objects**
 - Duplicate, align, and distribute selected objects

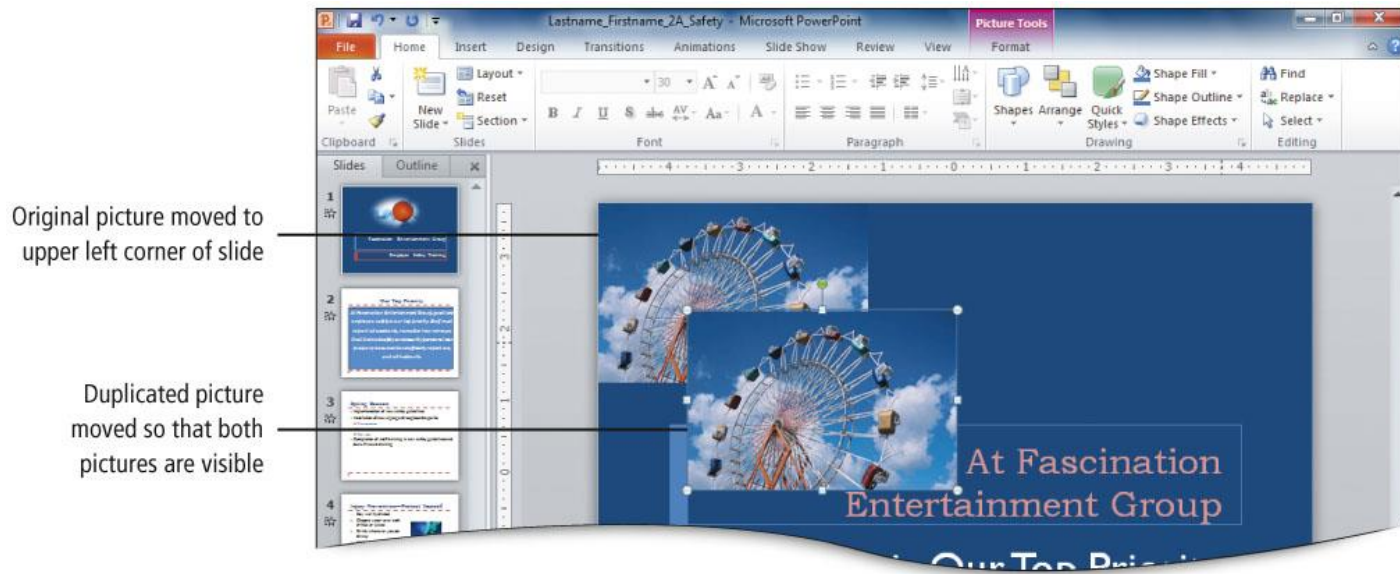
Format Objects

- Applying Shape Fills, Outlines, and Styles



Format Objects

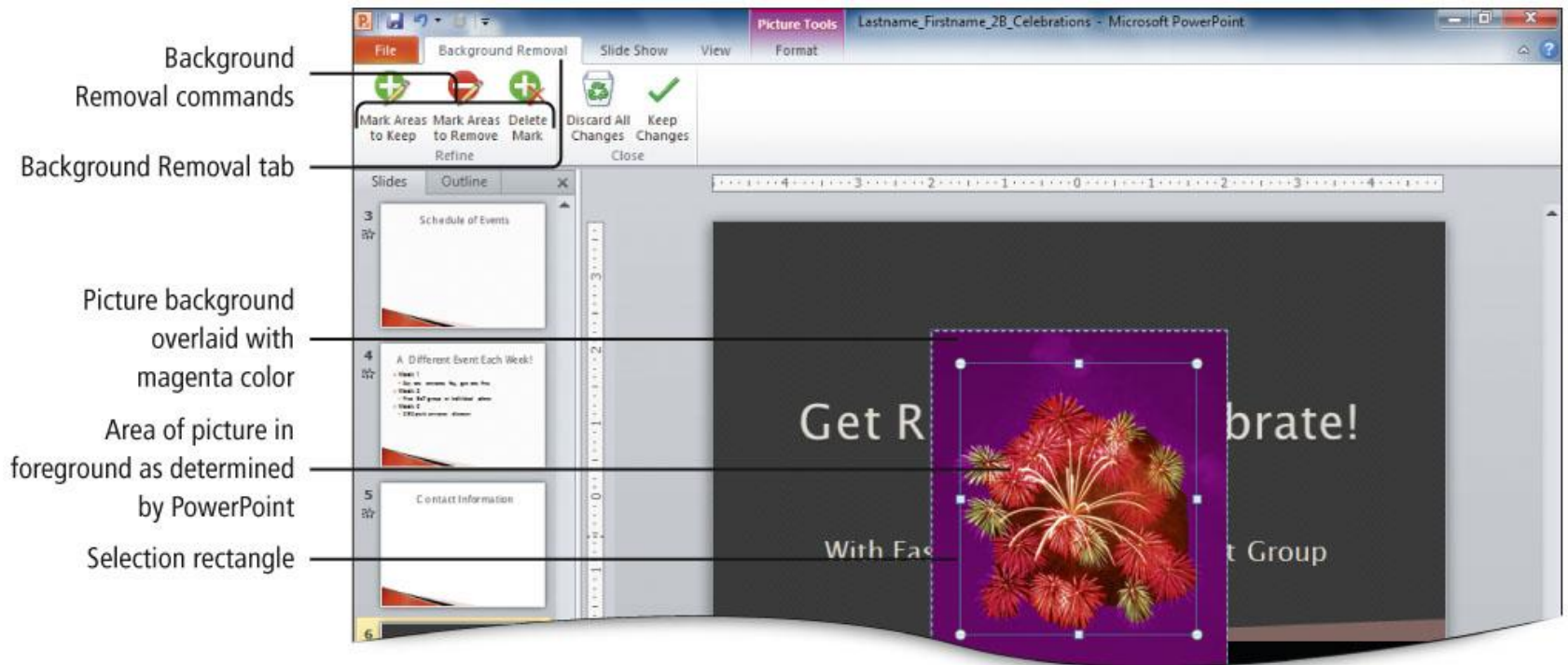
- **Duplicate an object**
 - Select the object
 - Press and hold Ctrl, and then press D



Remove Picture Backgrounds and Insert WordArt

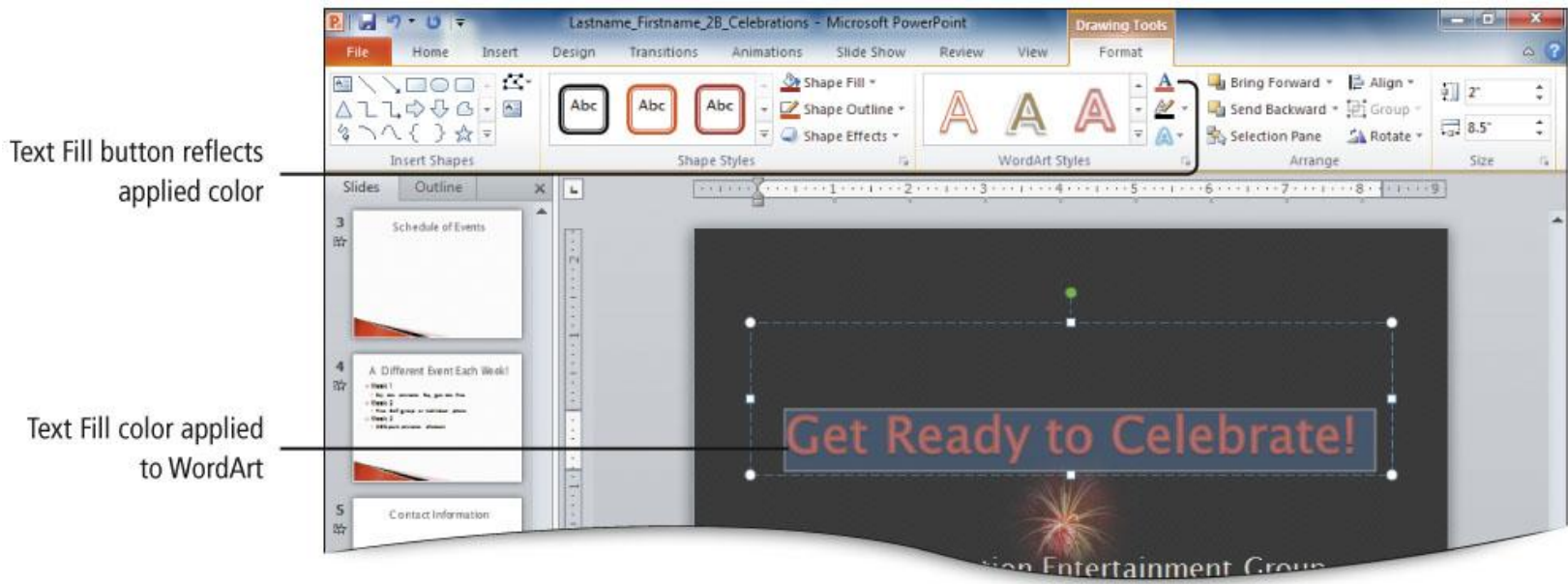
- **Background Removal**
 - Removes unwanted portions of a picture to flow the picture into the contents of the presentation
- **WordArt**
 - Gallery of text styles used to create decorative effects such as shadowed or mirrored text

Remove Picture Backgrounds and Insert WordArt



Remove Picture Backgrounds and Insert WordArt

- Formatting using WordArt Styles group



Create and Format a SmartArt Graphic

Microsoft PowerPoint SmartArt Graphic Types

Microsoft PowerPoint SmartArt Graphic Types

Graphic Type	Purpose of Graphic
List	Shows nonsequential information
Process	Shows steps in a process or timeline
Cycle	Shows a continual process
Hierarchy	Shows a decision tree or displays an organization chart
Relationship	Illustrates connections
Matrix	Shows how parts relate to a whole
Pyramid	Shows proportional relationships with the largest component on the top or bottom
Picture	Includes pictures in the layout to communicate messages and ideas

Create and Format a SmartArt Graphic

Shape added and text typed

Bullet added and text typed




A Different Event Each Week!

- Week 1**
 - Buy one entrance fee, get one free
- Week 2**
 - Free 5x7 group or individual photo
- Week 3**
 - 25% park entrance discount
- Week 4**
 - 25% discount on food and beverages

Create and Format a SmartArt Graphic

Annotations:

- Larger button
- Change Shape button
- Three shapes changed to rectangles and resized

	Rachel Lewis United States
	Javier Perez Mexico
	Annette Johnson Canada

Covered Objectives

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Covered Objectives

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Covered Objectives

- **Remove Picture Backgrounds and Insert WordArt**
- **Create and Format a SmartArt Graphic**



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