



UNIT
D

PowerPoint 2010

Microsoft PowerPoint 2010- Illustrated

Unit D: Finishing a Presentation



Objectives

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

Objectives

- Animate objects
- Inspect a presentation
- Evaluate a presentation
- Create a template

Modifying 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

Modifying Masters

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

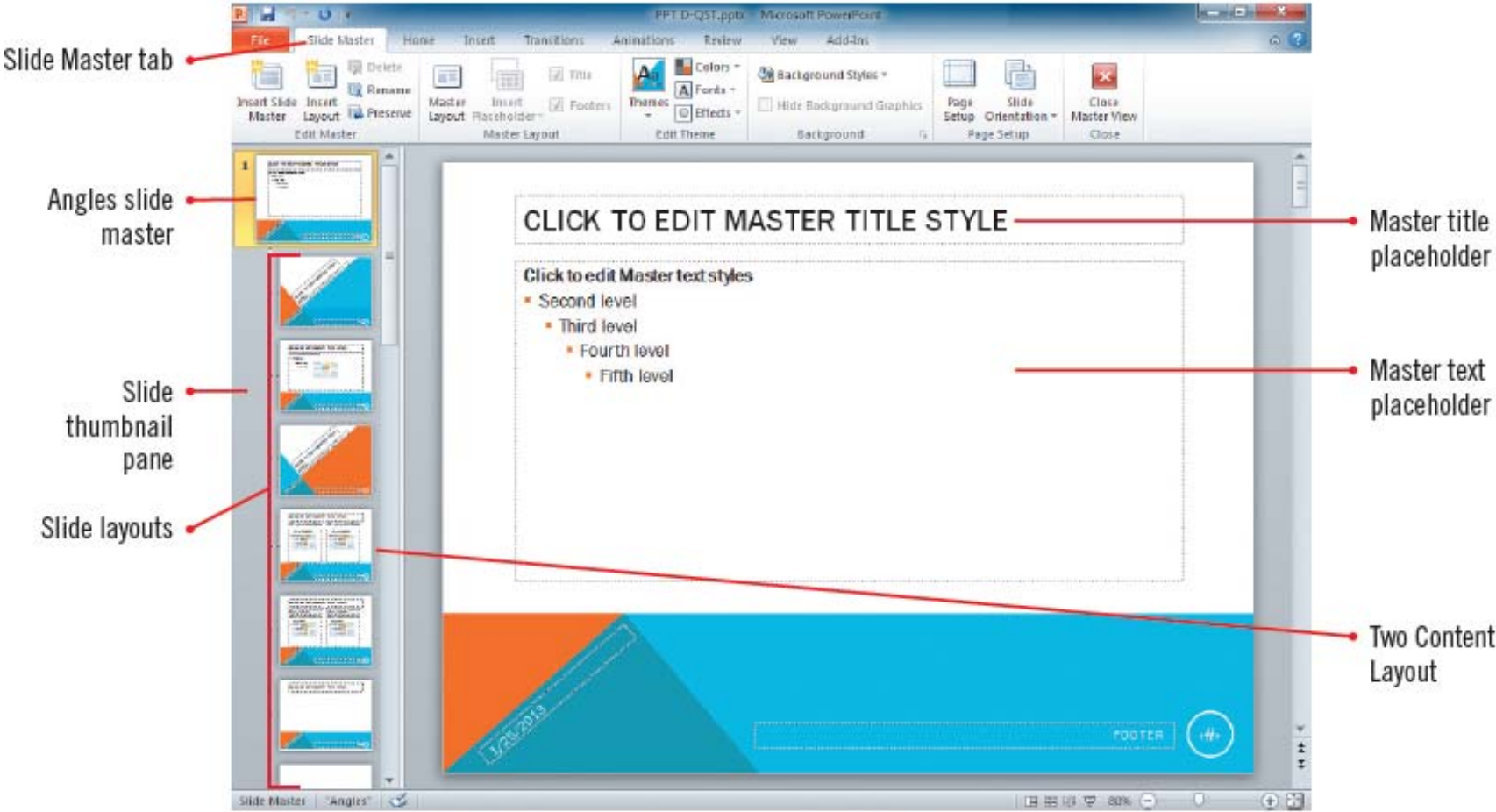
Modifying Masters

- 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

Modifying 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

Modifying Masters



Customizing 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

Customizing 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

Customizing the Background and Theme

- To apply a background style
 - Click the Design tab on the Ribbon, then click the Background Styles button in the Background group
- To apply a theme
 - Click the Colors button in the Themes group, move the pointer over each of the built-in themes, then click the theme you want

Customizing the Background and Theme

The screenshot displays a PowerPoint slide titled "EXPLORER'S TRAIL" with a compass icon. The slide content includes:

- Itinerary: Vancouver – Calgary**
- Route highlights**
 - Historical transcontinental railroad and the Last Spike monument
 - World famous Wolf Creek Bridge and Rich Bar Tunnels
 - Bucking Bull Pass in the Continental Divide
 - Follow the famous path of naturalist explorer John Henry Williamson

A photograph of a mountain valley with a river is on the right. The slide has a red and blue geometric footer. The slide number "5" is in a circle at the bottom right. A "Click to add notes" prompt is at the bottom. The left sidebar shows slide thumbnails 1-6. Annotations with red arrows point to the text (New theme fonts), the SmartArt graphic (New theme effects applied to SmartArt graphic), and the footer (New theme colors).

Using 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

Using Slide Show Commands

The screenshot shows a PowerPoint slide with the following content:

- WESTERN PASS** (with a compass rose icon)
- Itinerary: Vancouver – Kamloops – Jasper**
- Route highlights**
 - Splendid views of the raging waters of Anderson Gorge
 - Tranquil beauty of Mount Robson – highest peak in the Canadian Rockies
 - Whitewater rafting on the Fraser River to Black Gulch
 - Jasper National Park
- A photograph of a snowy mountain landscape with a river, featuring a red oval pen annotation around a building.
- A navigation bar at the bottom with a yellow speech bubble icon, a 'Slide Show' menu button, and navigation arrows.
- A slide number '7' in a circle in the bottom right corner.

Highlighted annotations

Pen annotation

Pen Options menu button



Slide Show menu button

Click to move to the next slide

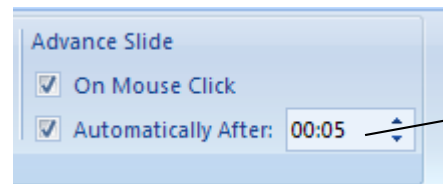


Setting Slide Transitions and Timings

- 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

Setting 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 Transition tab



Number of seconds
slide will appear

Animating 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

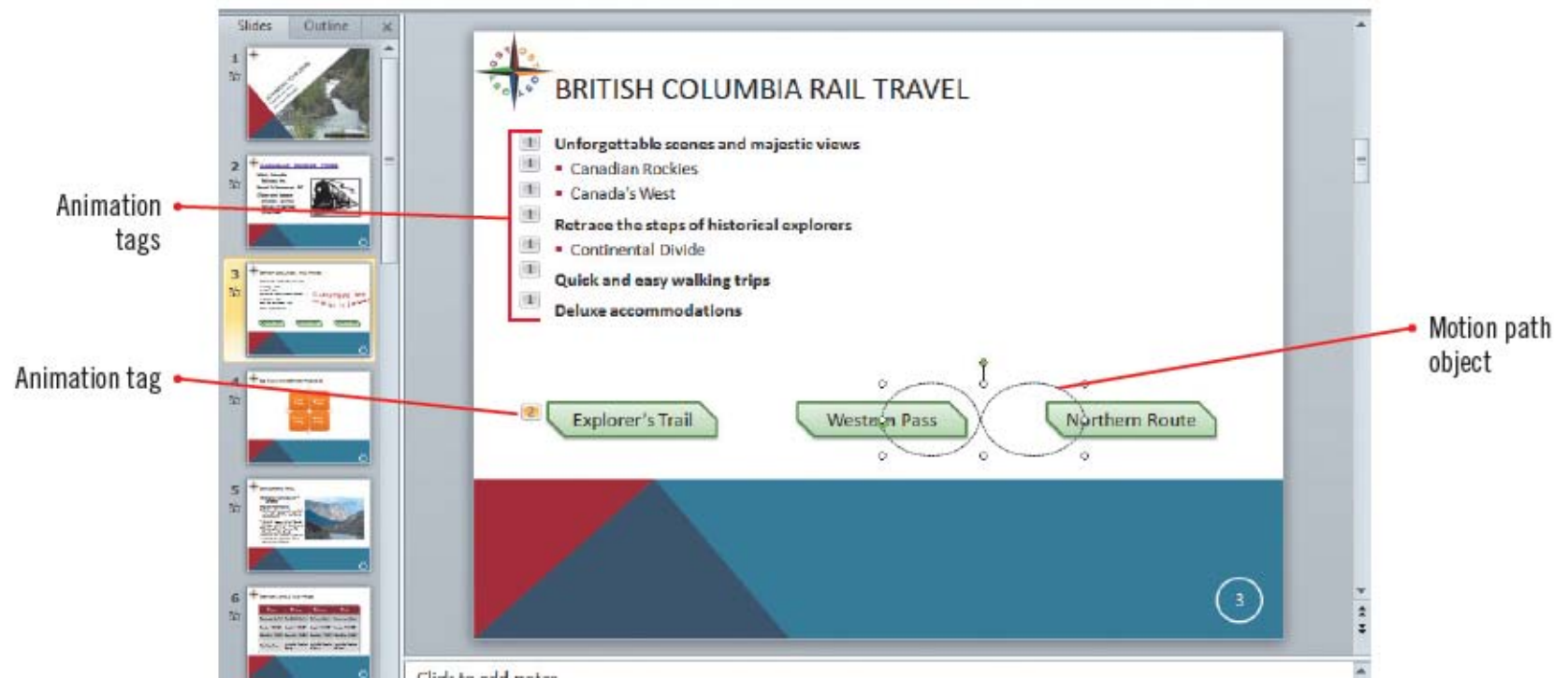
Animating Objects

- 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

Animating 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.

Animating Objects



Inspecting 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

Inspecting 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

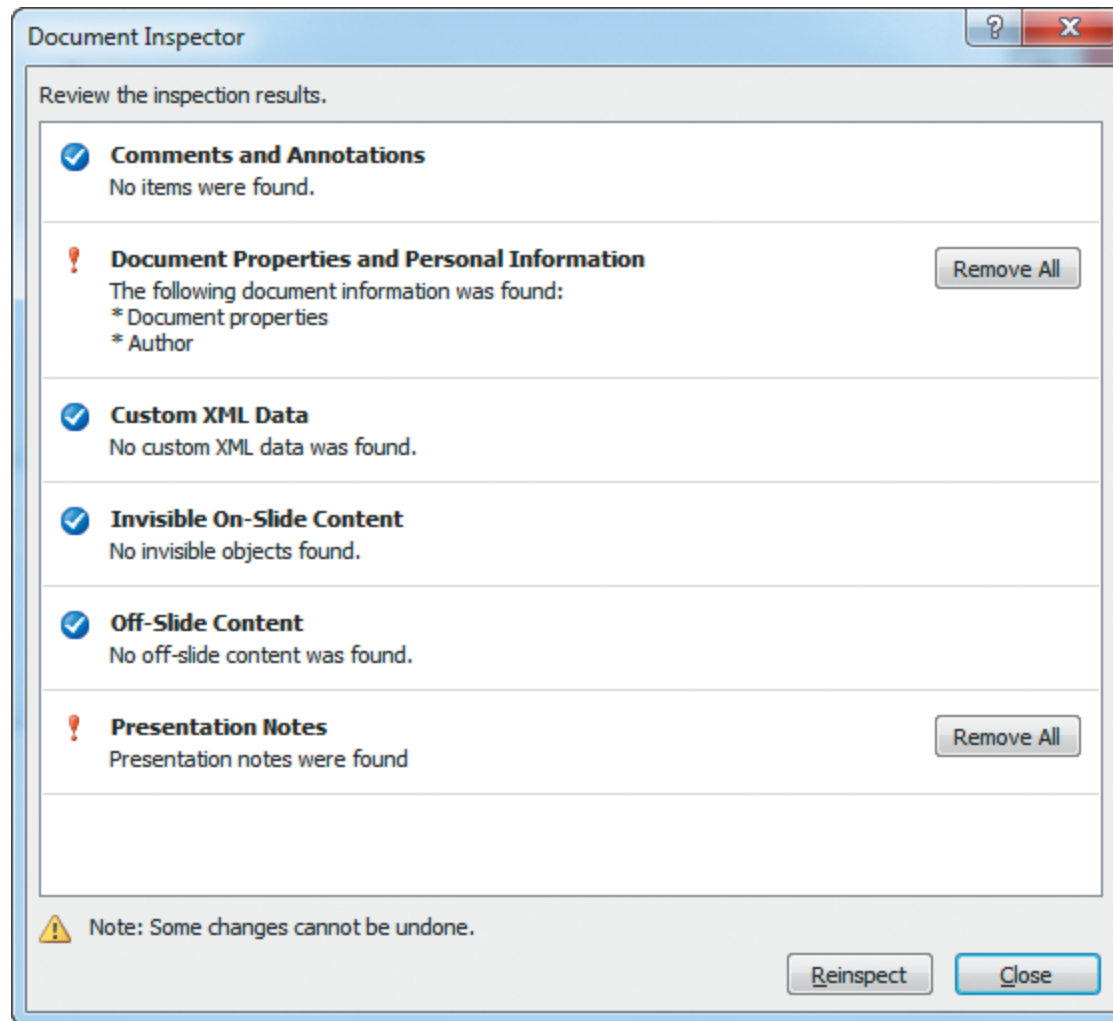
Inspecting a Presentation

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

Inspecting a Presentation

- Click the File tab on the Ribbon, with Info selected, click the Check for Issues button in the center pane, click Inspect Document, then click Yes to save the changes to the document
- The Document Inspector dialog box opens

Inspecting a Presentation



Inspecting 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

Evaluating 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

Evaluating a Presentation

impact	description
Visual reception	75% of all environmental stimuli is received through visual reception
Learning	55% of what an audience learns comes directly from visual messages
Retention	Combining visual messages with verbal messages can increase memory retention by as much as 50%
Presentation goals	You are twice as likely (67%) to achieve your communication objectives using a visual presentation
Meeting length	You are likely to decrease the average meeting length by 26.8% when you use a visual presentation

Evaluating a Presentation

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

Evaluating 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

Creating a Template

- You are not limited to using just the standard themes PowerPoint provides
- You can use a **template**, a type of presentation file that contains custom design information

Creating a Template

- You can create a template from a new blank presentation or modify an existing presentation, then save it as a template
- Templates have the .potx extension added to the filename

Summary

In this chapter you learned how to:

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

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- Animate objects
- Inspect a presentation
- Evaluate a presentation
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