

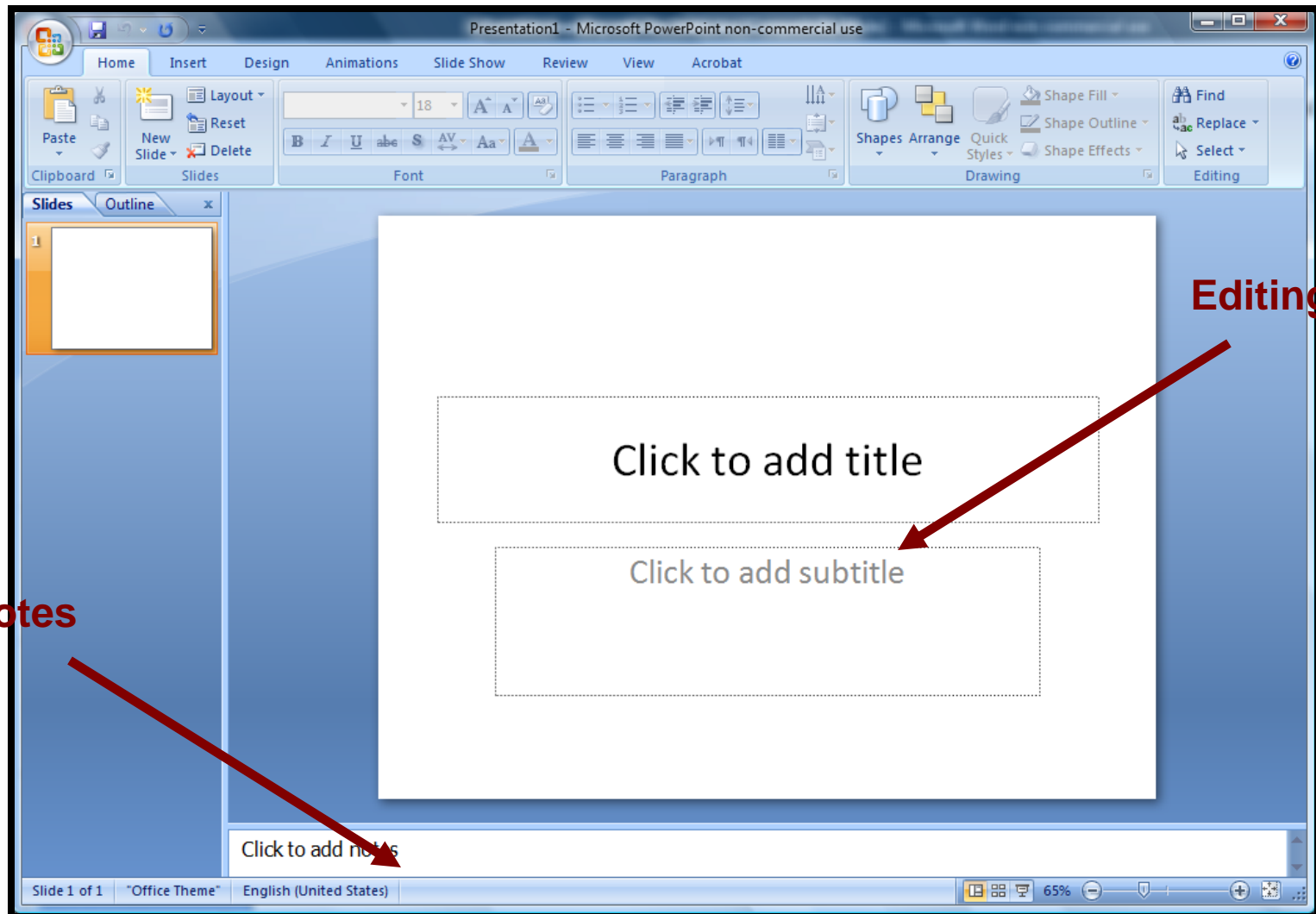
# Presentations

COE 201- Computer Proficiency  
Mr. Ahmad Al Kawam

# Outline

- Short Introduction
- View Modes:
  - Normal
  - Slide Sorter
  - Slide Show
  - Notes Page
- Slide Master and Title Master
- Inserting Objects:
  - Diagrams
  - Charts
  - Tables
- Format Options
  - Slide Design
  - Slide Layout
  - Background
- Slide Effects
  - Slide Animation
  - Slide Transitions
- Running your Slideshow:
  - Colors and Effects
  - Slide Hiding
- Preparing your slideshow for Packaging
- Saving as a Video

# View Mode: Normal

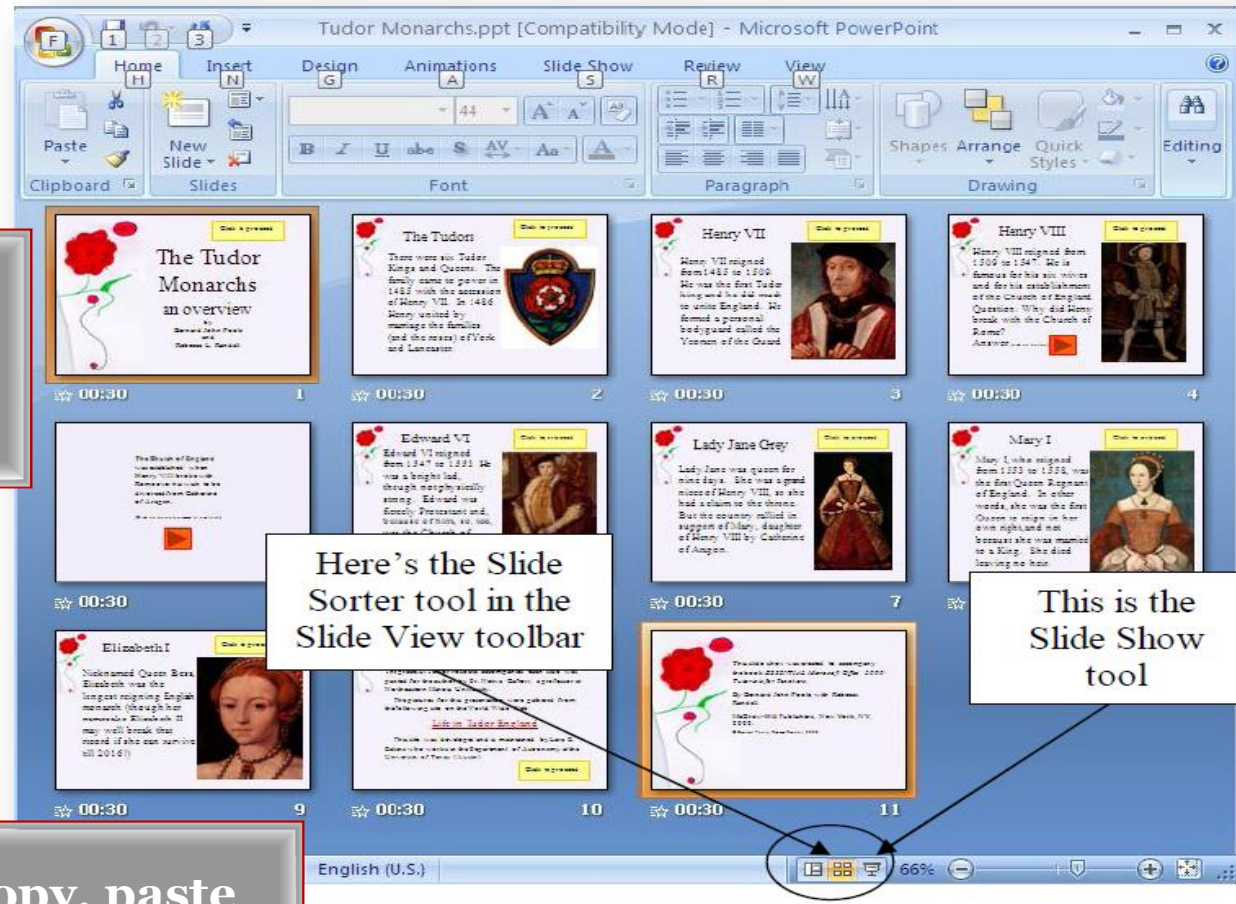


**Editing Area**

**Slide Notes**

# View Mode: Slide Sorter

Allows you to organize your slides easier.



Here's the Slide Sorter tool in the Slide View toolbar

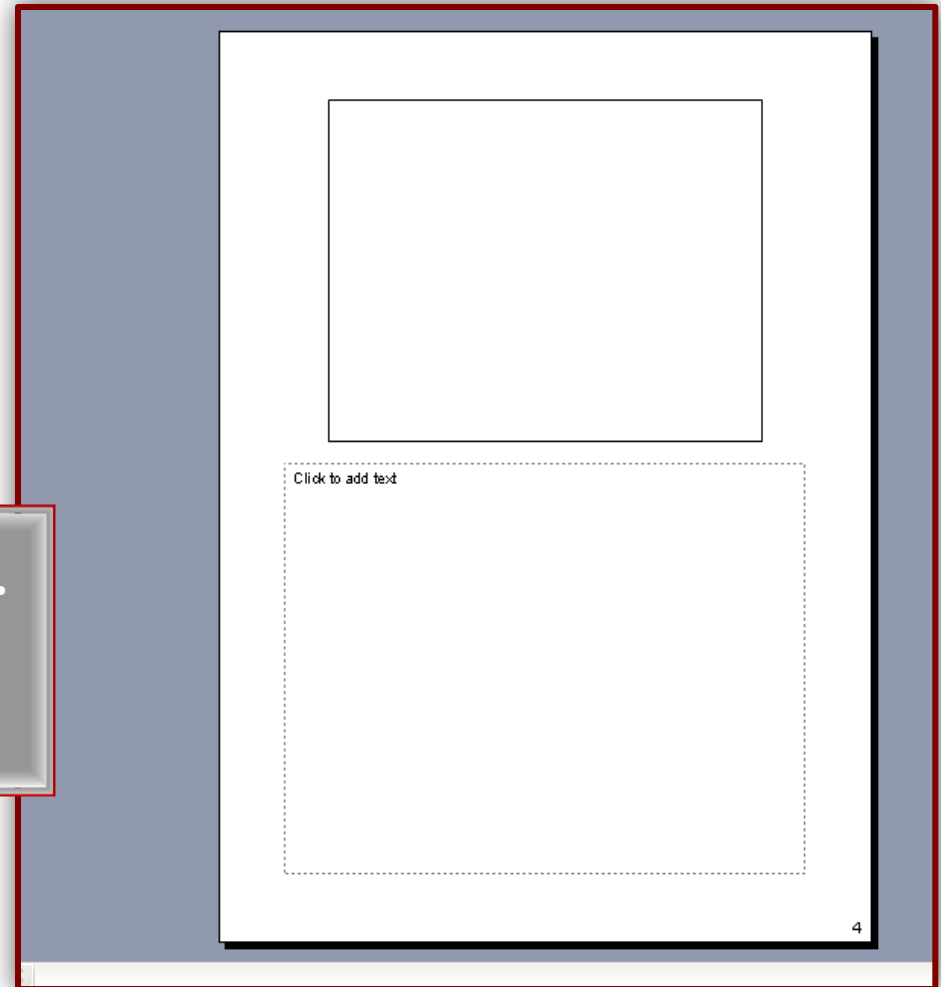
This is the Slide Show tool

You can move, copy, paste and delete one or more slides at the same time.

# View Mode: Notes Page

**Allows you to write important notes about every slide.**

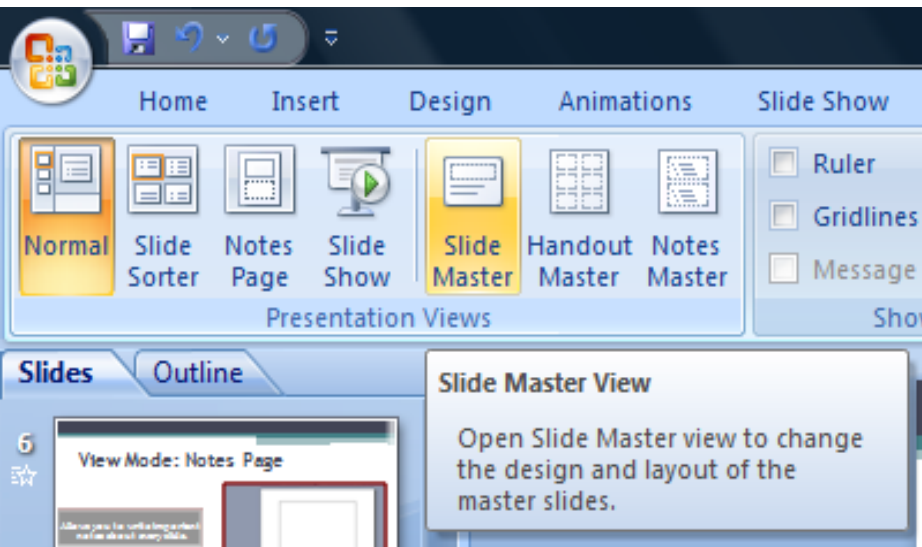
**These notes can be printed for rehearsal or distribution to the audience.**



# View Mode: Slideshow

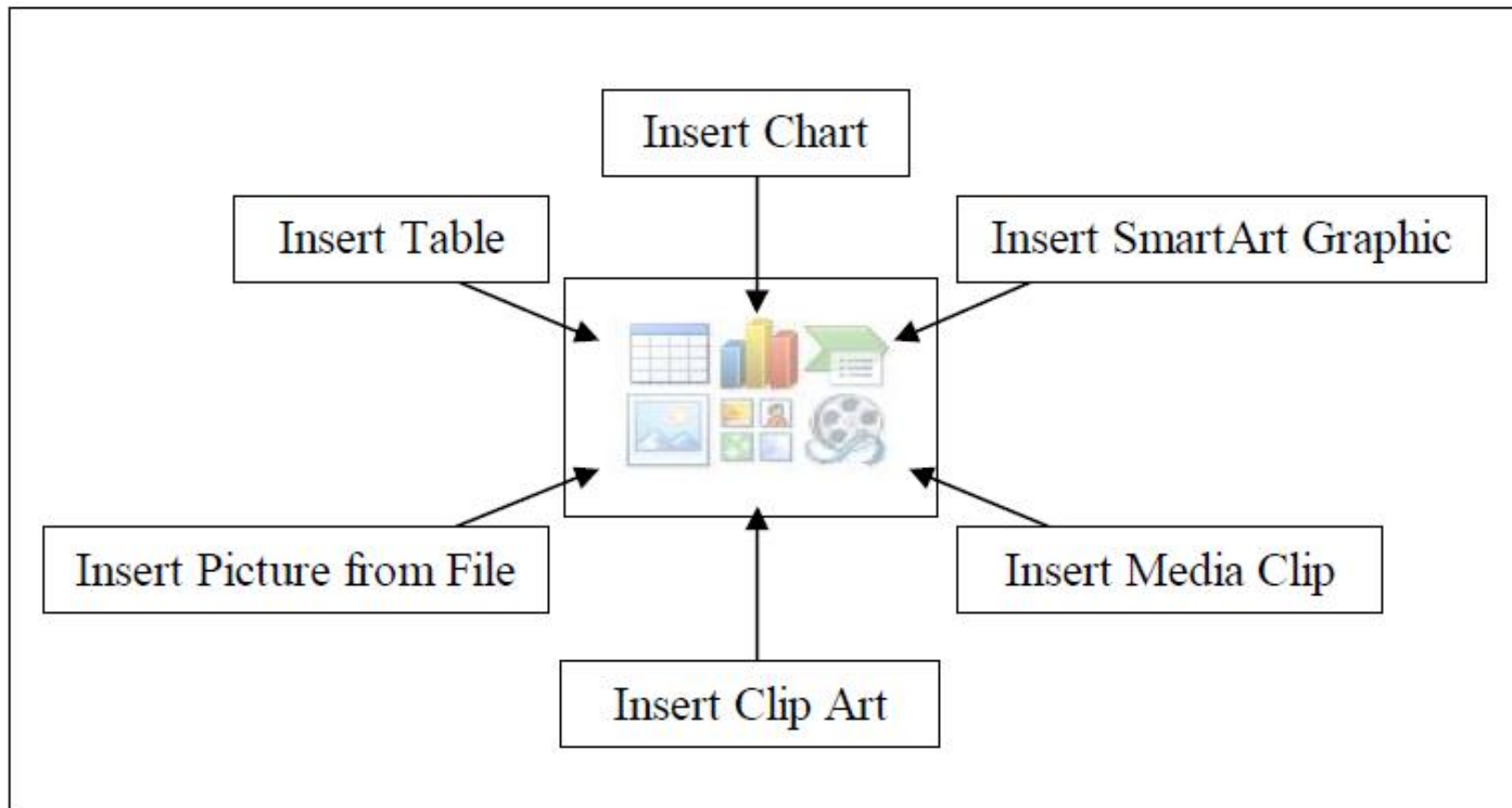
- Displays your presentation covering the whole computer screen
- Can be run from several places:
  - View → Slide Show
  - F5
  - Slide Show → View Show
  - By clicking on the Show Icon located in the bottom, leftmost area in PowerPoint

# The Slide Master



- Slide Master = Slide Template
- Two types can be defined:
  - Slide Master
  - Title Master
- Any change to the slide master will reflect on all the slides in your presentation

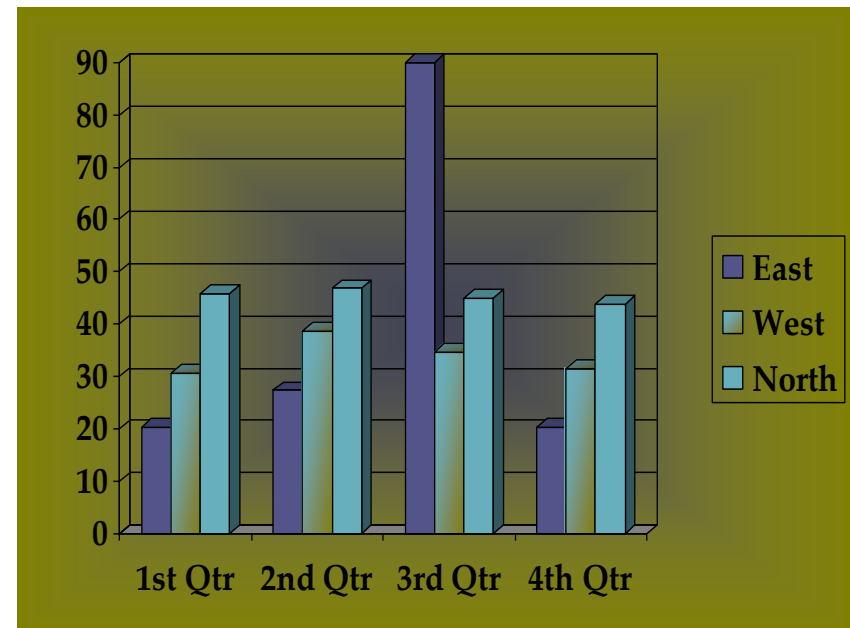
# Inserting Objects





# Insert Objects: Charts

- Found under Insert → Chart
- Easy alternative to Microsoft Excel
- Add more elements in the datasheet or modify existing elements.

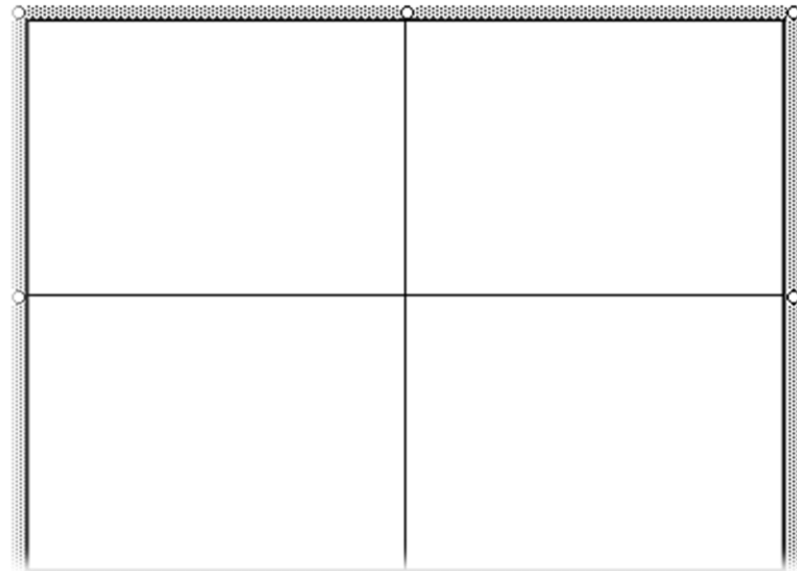
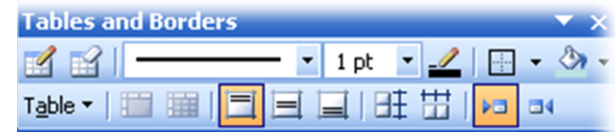
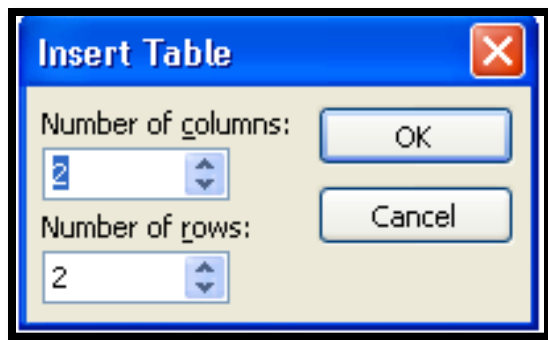


Lecture 4-Powerpoint - Datasheet

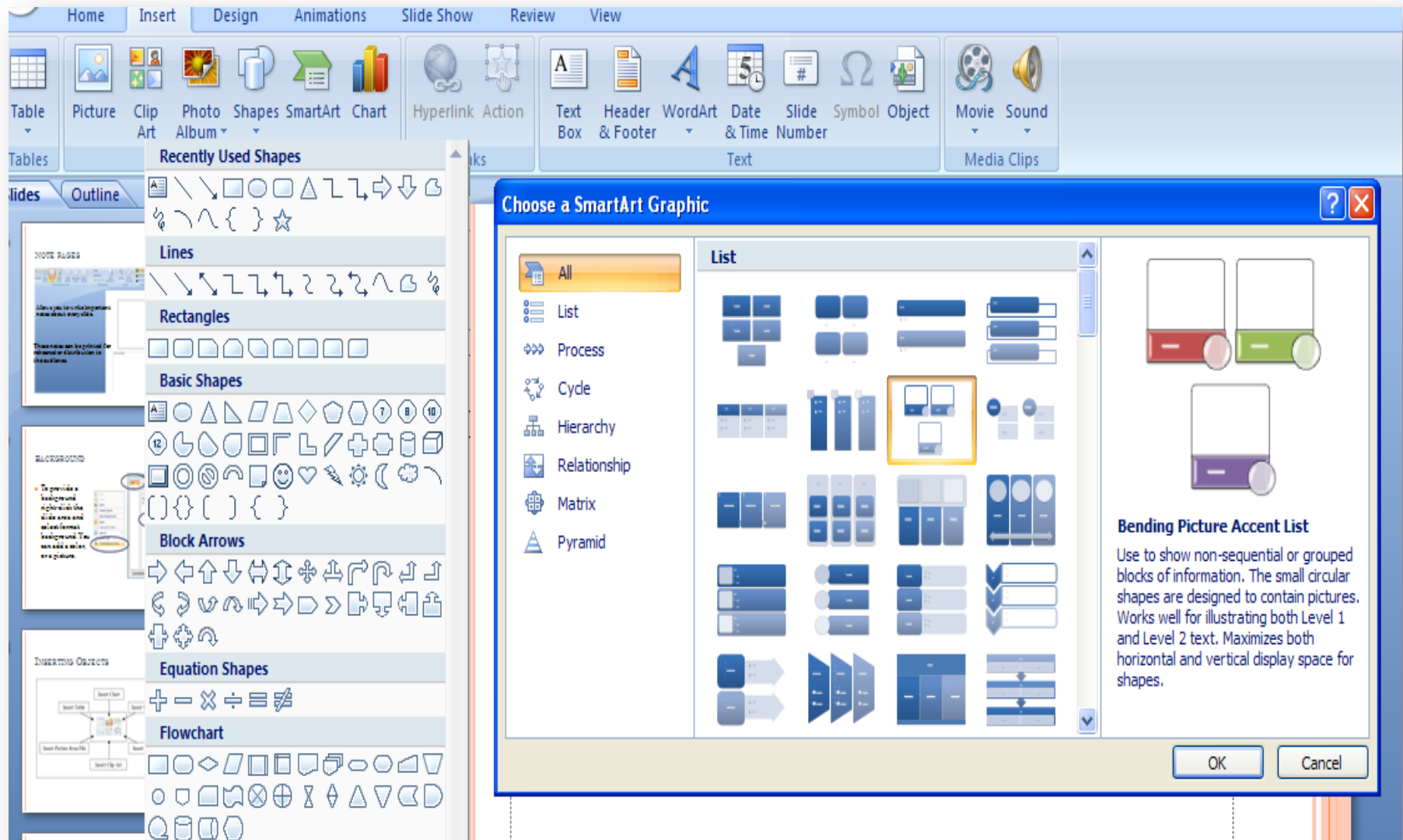
		A	B	C	D	E
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	East	20.4	27.4	90	20.4	
2	West	30.6	38.6	34.6	31.6	
3	North	45.9	46.9	45	43.9	
4						
5						

# Insert Objects: Tables

- Found under Insert → Table



# Shapes, Smart Art etc...



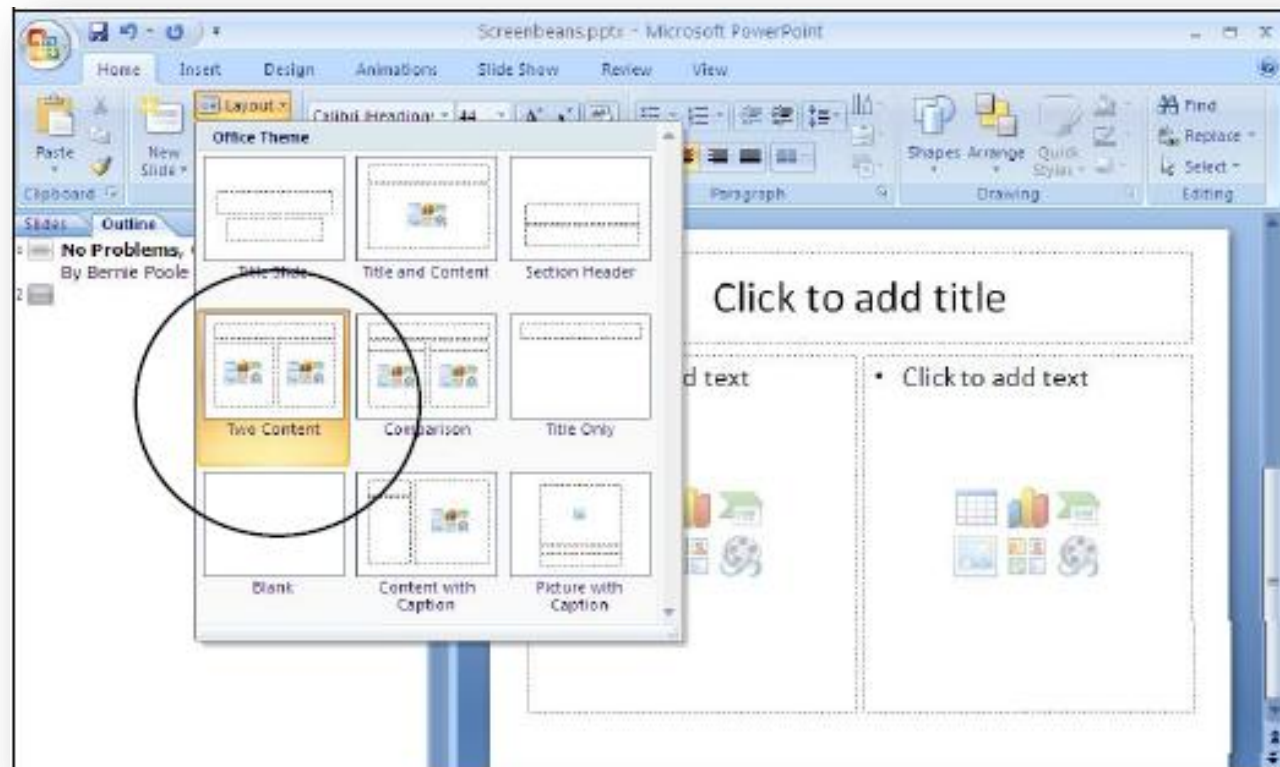
# Slide Design

- Found under: Design
- Under the design type you can edit the theme, colors, fonts, effects and other settings.
- The design can be modified in the Slide/Title Master



# Slide Layout

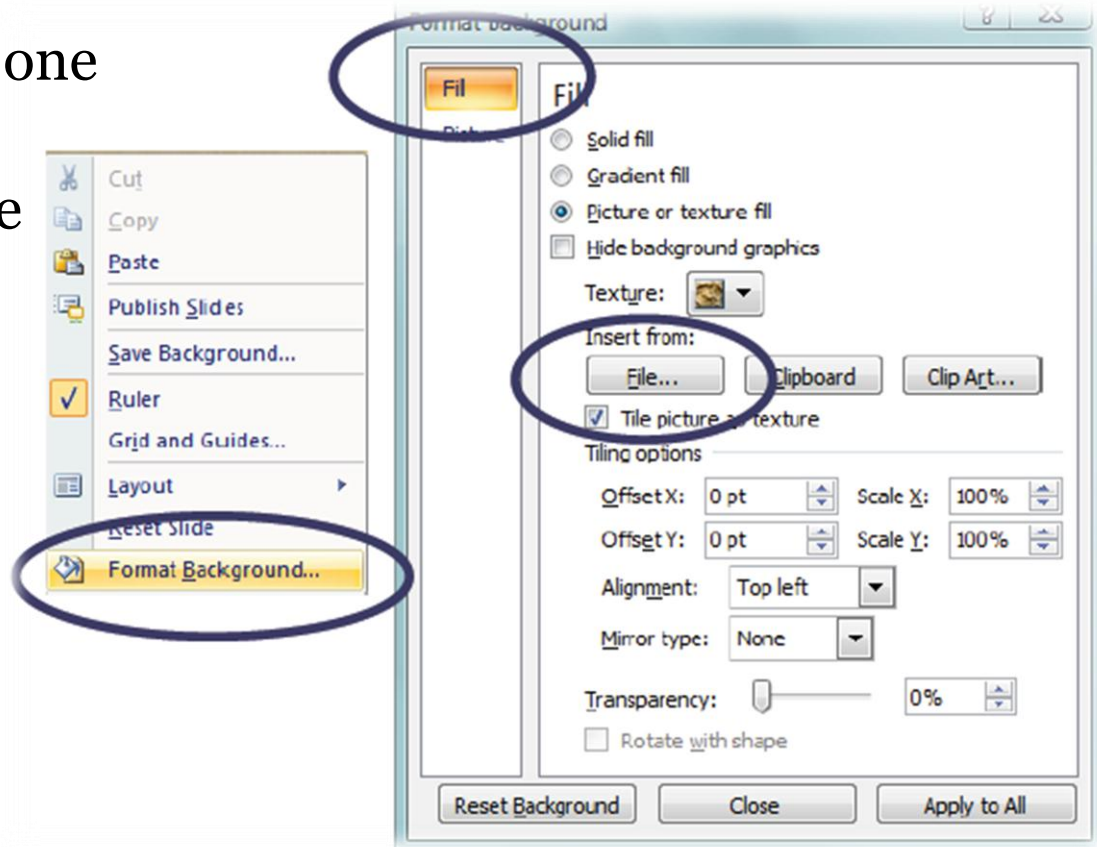
- Found under Home  
→ Layout
- Allows you to use a preset slide layout for easy ordering on-screen



# Background

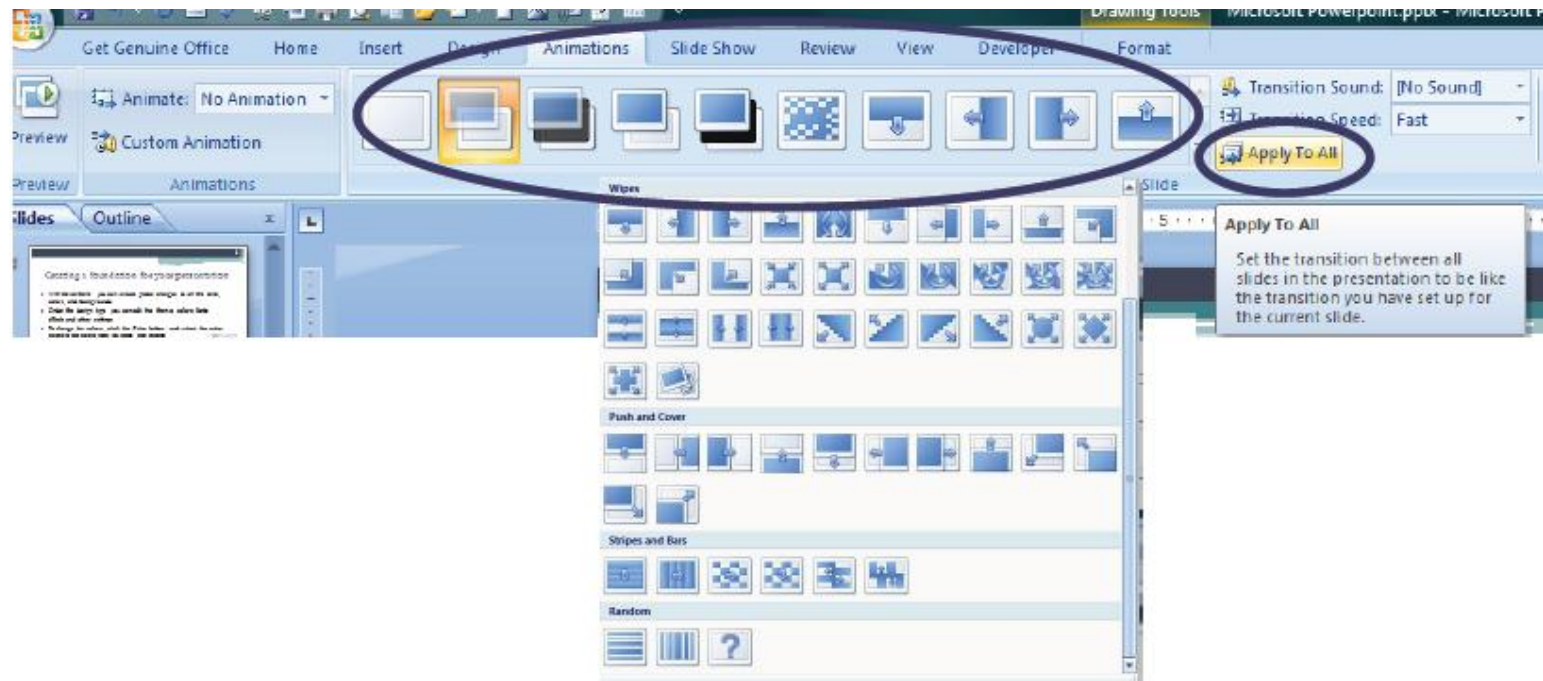
Select a background for one or more slides

- Right click on the slide editing area
- Select “Format Background”



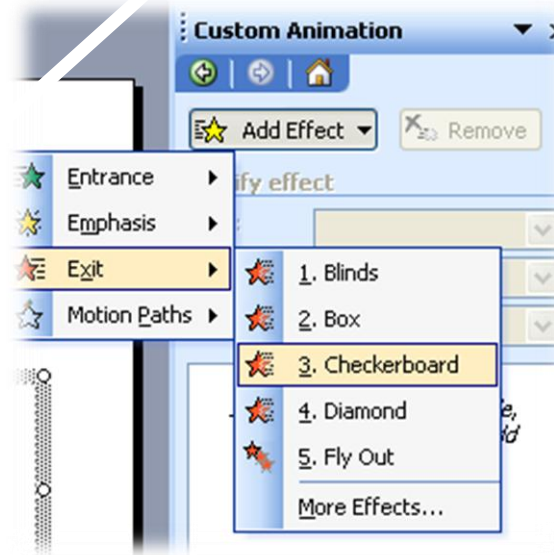
# Slide Transitions

- Found under Animations
  - ➔ Transition to This Slide
- Allows you to add transition effects between every two slides.
- Optionally, you can set the slide advancement to 'automatic' after a certain time.



# Slide Animation

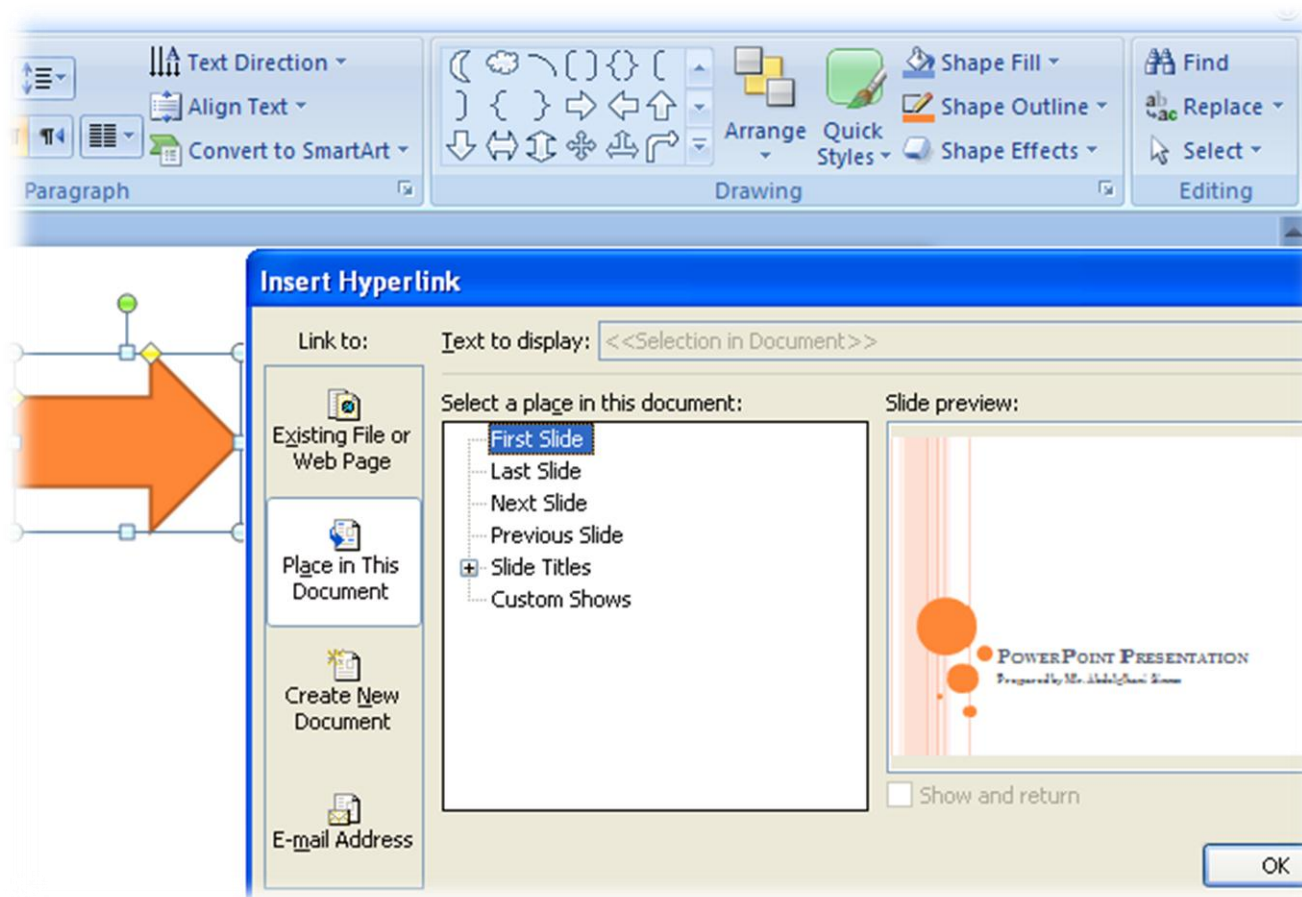
- Select any object
- Go to “Animations”
  - select ‘Custom Animation’
- You can:
  - Add an animation
  - Edit an animation
  - Time and/or reorganize animations





# Hyperlinks

- Right click on the object and select “Hyperlink”



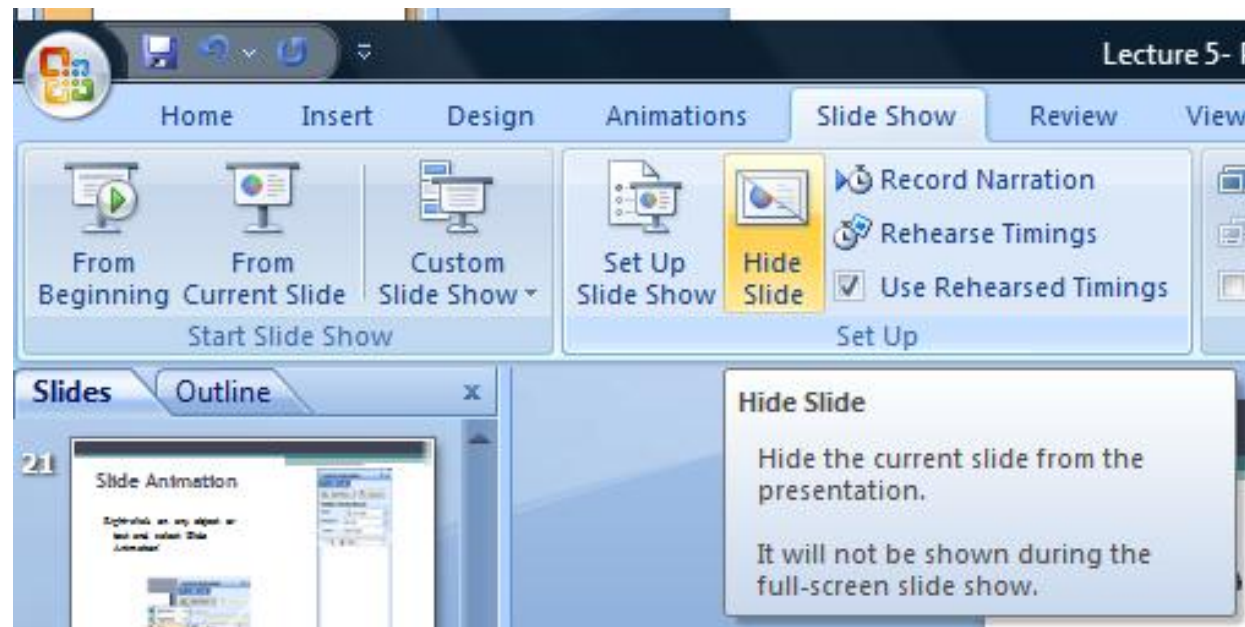
# The Slide Show

- Never put too much text on your slide!
- Careful with the used colors!!
- A picture is worth a thousand words!

- Remember when you were young, you shone like the sun.  
Shine on you crazy diamond.  
Now there's a look in your eyes, like black holes in the sky.  
Shine on you crazy diamond.  
You were caught on the crossfire of childhood and stardom,  
blown on the steel breeze.  
Come on you target for faraway laughter,  
come on you stranger, you legend, you martyr, and shine!  
You reached for the secret too soon, you cried for the moon.  
Shine on you crazy diamond.  
Threatened by shadows at night, and exposed in the light.  
Shine on you crazy diamond.  
Well you wore out your welcome with random precision,  
rode on the steel breeze.  
Come on you raver, you seer of visions,  
come on you painter, you piper, you prisoner, and shine!
- Nobody knows where you are, how near or how far.  
Shine on you crazy diamond.  
Pile on many more layers and I'll be joining you there.  
Shine on you crazy diamond.  
And we'll bask in the shadow of yesterday's triumph,  
sail on the steel breeze.  
Come on you boy child, you winner and loser,  
come on you miner for truth and delusion, and shine

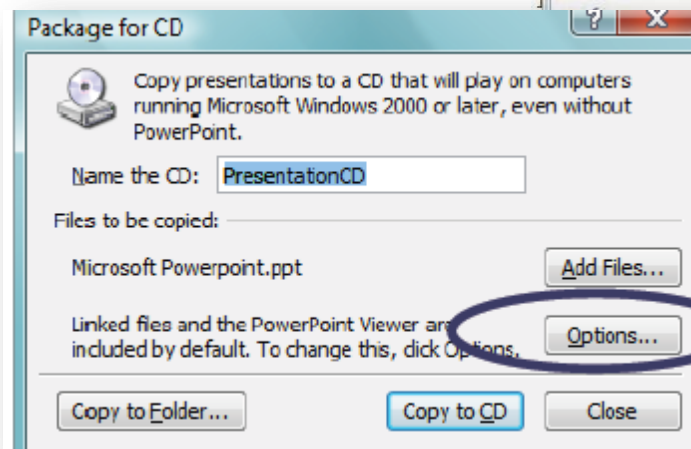
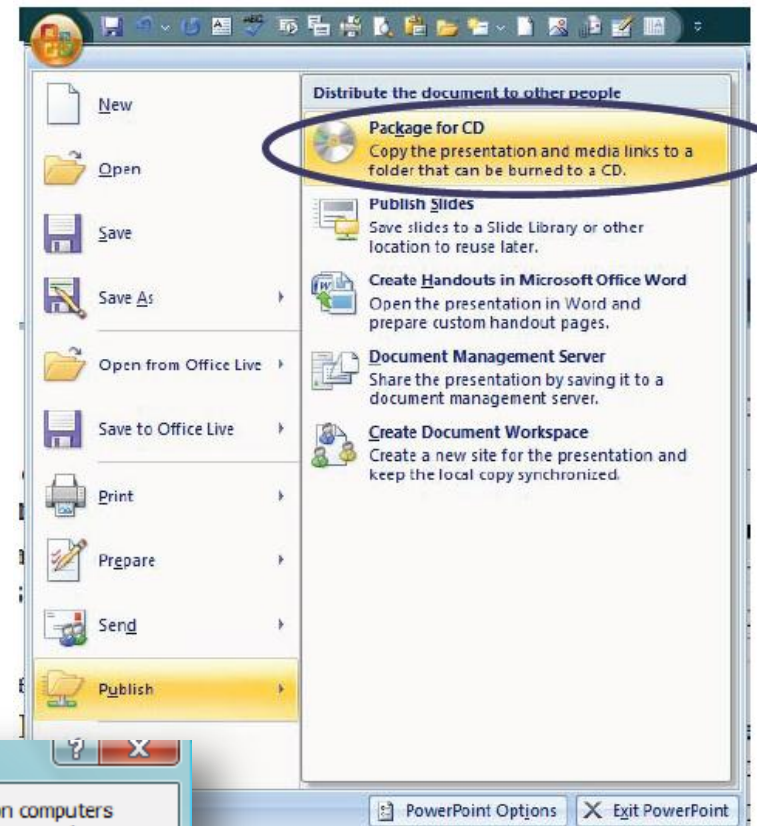
# The Slide Show

## Slide Hiding



# Packaging

- The Pack-and-go feature:
  - Compact format on USB or CD-ROM
  - Include Fonts and Objects
  - Include a standalone viewer



# Saving As A Video

- Save As...
- Select “.wmv” as the type

