

# Section 3

# Presentations

By the end of this Section you should be able to:

Create a Blank Presentation

Add New Slides

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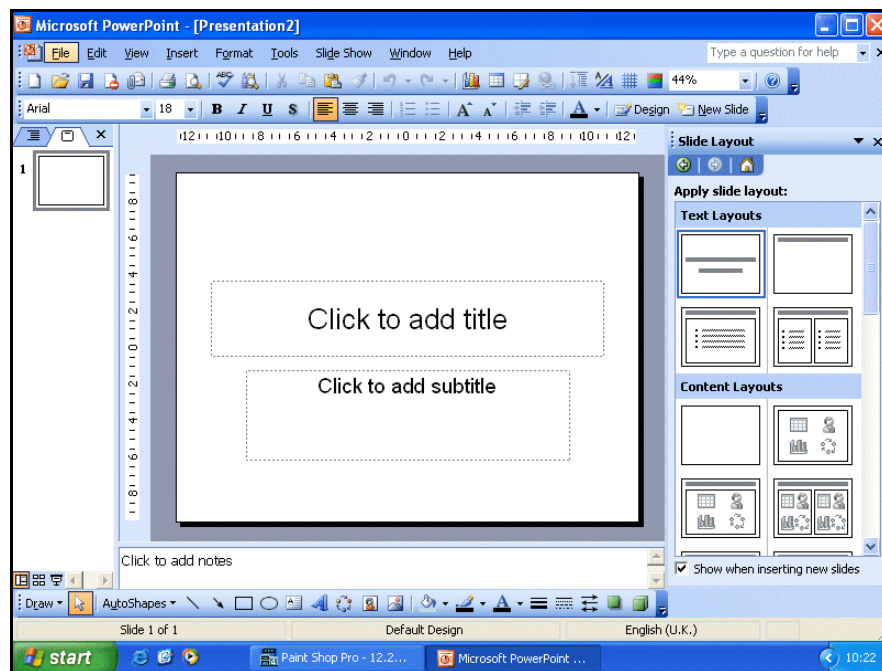
## Exercise 15 - Creating a Blank Presentation

### Guidelines:

When creating a new presentation with a **Blank Presentation**, all that has to be specified is the type of slide to be used, i.e. title slide, bulleted text, etc. A blank slide will be produced, without colours, background, graphics, etc. **New CLAIT** only requires the use of slides with **Title and Text Layout**, which by default contains a title and a bulleted list of text.

### Actions:

1. Select **File | New** to display the **New Presentation Task Pane**. Under **New**, click on **Blank Presentation**, to start a new blank presentation.



2. The **Slide Layout Task Pane** appears on the right of a **Normal View** screen. The first slide layout **Title Slide** should be selected by default. Click on a few other layouts and see how the view in the main **Slide** pane changes. Click on the first **Title and Text** layout.
3. A completely blank presentation slide has been created in the style of **Title and Text** slide. Text can be added to the boxes as indicated.
4. Switch to each of the different views in turn to see the effect. From the **Normal View**, any aspect of the presentation, such as background, text style, etc. can be defined.
5. Leave the blank presentation on screen for the next exercise.

*Note: More usually, presentations start with a **Title Slide** to introduce the presentation.*

## Exercise 16 - Using Slide Master

### Guidelines:

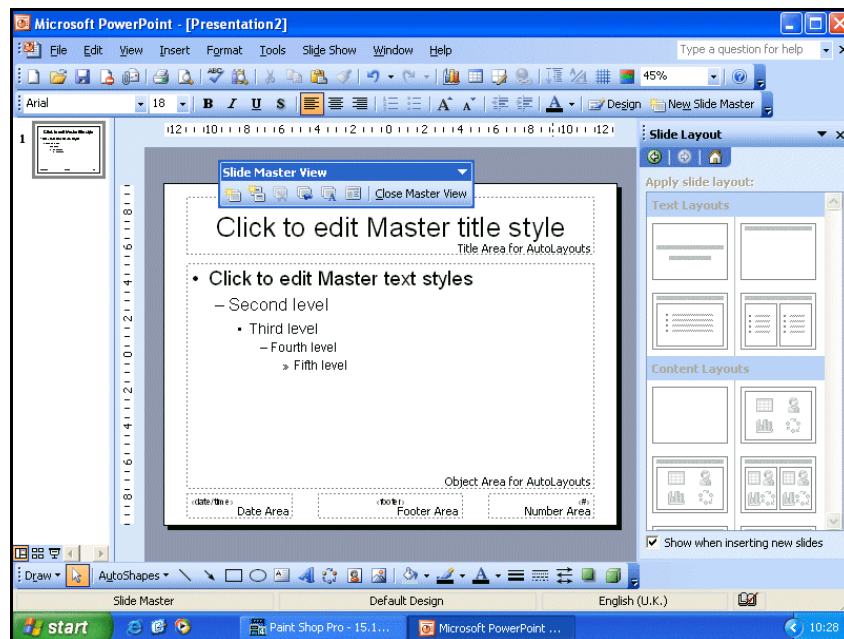
**Master pages** contain text or graphics that are to be used on every page of a presentation. There are three master pages: **Slide**, **Handout** and **Notes**.


The **Slide Master** allows text or graphics to be added to every slide. The **Title Master** allows the style of the **Title slide** to be formatted. The **Handout** and **Notes masters** allow text or graphics to be added to all the notes and handouts accompanying the presentation.

Some places may use a particular **Slide Master** for all of their presentations. You should find out if this happens where you work or study.

### Actions:

1. A blank presentation should still be on screen in **Slide View**. From the menu, select **View | Master | Slide Master**.
2. The **Slide Master** is now shown. Notice the different areas which make up the slide. Anything put on to this slide will appear on every slide except the title.



3. Click the **Text Box** tool, , on the **Drawing** toolbar at the bottom of the screen and drag the mouse to create a text box in the lower left corner of the **Master Slide**.
4. Type **Bacchus Tours**.

continued over

## Exercise 16 - Continued

5. Select **View | Normal**. The text entered on to the master slide will appear on every slide added to the presentation, except the title slide. Any changes made in **Slide Master View** will affect the whole presentation and anything put on to this slide will appear on every slide.

*Note: Eventually, when you have finished creating a presentation, content on the **Master Slide** may be obscured by other material on the individual slides - graphics, charts, etc. It is always best to create the **Master Slide** before adding material to the individual slides.*

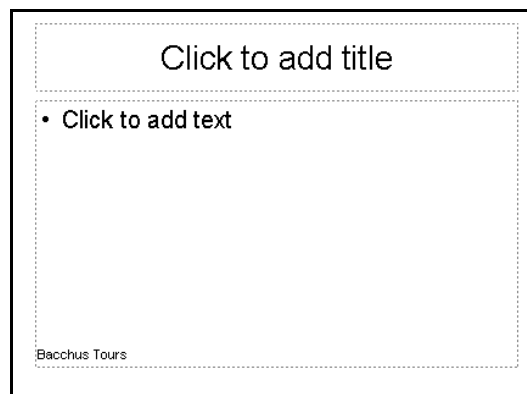
6. Return to **Master View** by selecting **View | Master | Slide Master**, then click on the text **Click to edit Master title style**. The box surrounding this text becomes shaded, showing that it is selected. This is another **text box**.



7. Click on the text **Click to edit Master text styles** to reveal another text box.
8. Click on the other smaller text areas at the bottom of the slide to reveal their text boxes.
9. Close the **Slide Master** by clicking **Close Master View** on the **Slide Master View** toolbar.



10. In **Normal View**, the same two text boxes are displayed, but with default text in them. Any text added to these text boxes will be displayed on this slide only.



11. Leave the presentation on screen for the next exercise.

## Exercise 17 - Bullet Levels

### Guidelines:

Bullets are used to emphasise points in a slide. They can have any number of symbols, but for now you will use only those suggested by *PowerPoint*.

When text is entered on a slide *PowerPoint* assumes that it will be first level. The process of changing to a second level bullet is called **Demotion**. Conversely, if text is at second level and you decide that is a main point, then it can be **Promoted**.

In **Slide Master** view there are several levels of bulleted text available. This allows minor details to be made about major points.

### Actions:

1. The blank presentation should still be on screen. Open **Slide Master** view again. The levels of bullets can now be seen. There are **5** levels available.

- Click to edit Master text styles
  - Second level
    - Third level
      - Fourth level
        - » Fifth level

2. The first bullet point is the most common, a round black circle. The second level bullet is actually a straight-line dash. These are the only two that will concern you, but notice the other bullets that are available.

4. Close the **Slide Master** and return to **Normal View**.

5. Click on the text 


• Click to add text

6. Make sure the **Outlining** toolbar is visible. Select **View | Toolbars**. A list of toolbars drops down.

7. Make sure there is a check mark against **Outlining**. If not click on it. The usual position for the toolbar is at the left of the screen.

8. Click on the **Demote** button on the **Outlining** toolbar, .

9. The bullet changes to a dash, i.e. second level.

10. Once the **Demote** button has been used, the **Promote** button becomes available. Decrease the indent of the bullet, .

11. Leave the presentation open for the next exercise.

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## Exercise 18 - Applying a Background

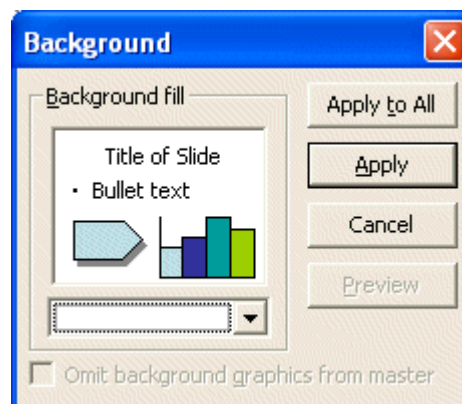
### Guidelines:

When showing a presentation, it is difficult for the viewer to concentrate on the content of the slides if the background takes their attention. For this reason, the usual convention is to have the same background on each slide. The viewer then has an idea what to expect, and so is able to concentrate on the content of the slide and not the slide itself.

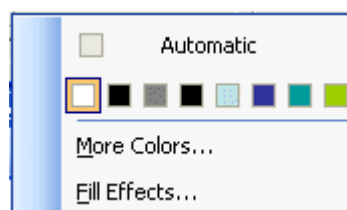
For consistency, a background is applied to the **Slide Master**. A background can be a plain colour, can have different shading styles or can use one of the preset templates. You will only be concerned with the first option.

### Actions:

1. A blank presentation is still on screen. You are to apply a single colour background to this presentation. Open **Slide Master View**.
2. Remember any changes made to this slide will affect all those in the presentation. From the menu select **Format | Background**. The **Background** dialog box is displayed.



3. Click the drop down list to view the colour options.



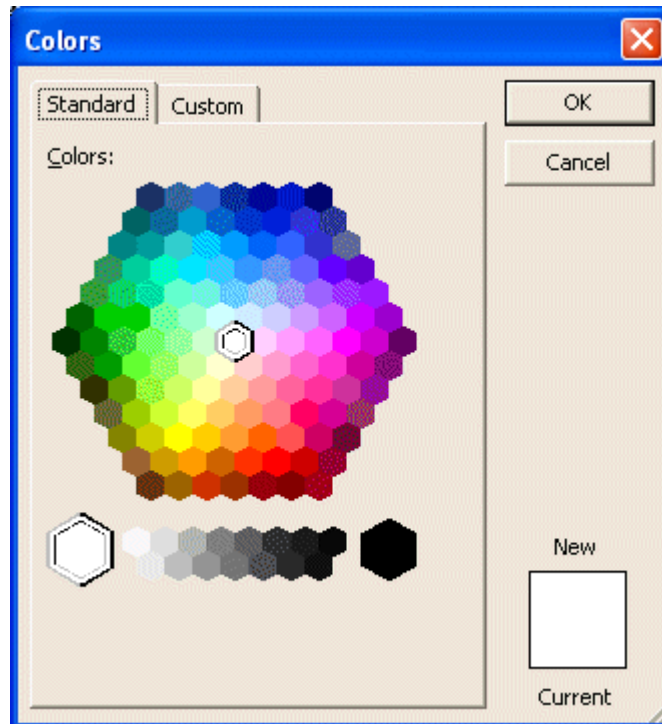
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## Exercise 18 - Continued

4. You can either make a choice from the coloured boxes or select a colour from **More Colors**. Select this option.



5. Any shades can be selected from here. The paler colours are near the centre, while the darker shades are nearer the outer edge. Select a pale colour by clicking on it. The chosen colour will appear as **New**.
6. Click **OK** and then **Apply**. The **Slide Master** is instantly coloured all over.
7. Change back to **Normal View**. The background remains the selected colour.
8. Leave this presentation on screen.

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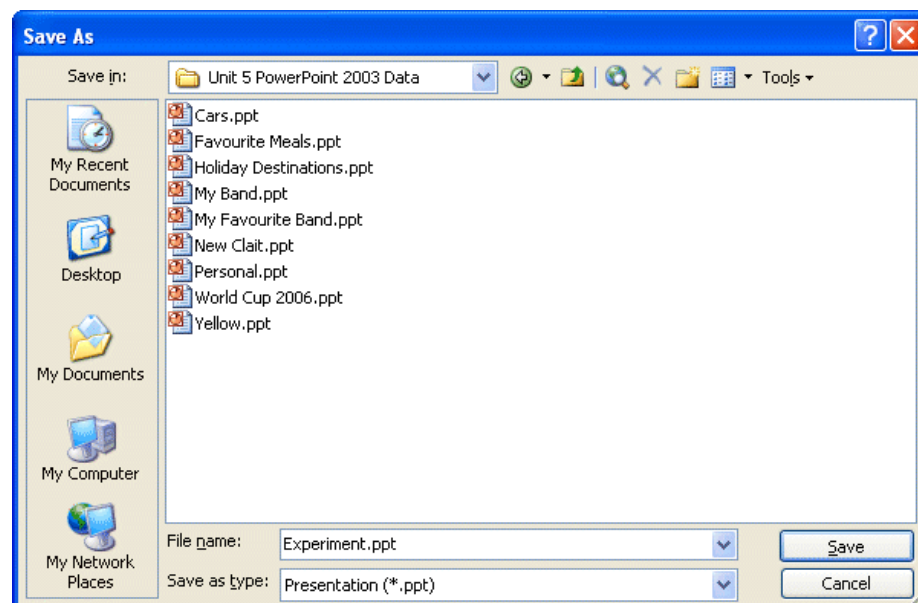
## Exercise 19 - Saving a Presentation

### Guidelines:

A presentation must be saved if it is to be used again. There are two main ways to save, depending on whether the presentation has been newly created, or whether it has previously been saved and given a name.


### Actions:

1. The new coloured presentation should still be on screen. Select **File | Save As**. The **Save As** dialog box will then appear.
2. The drive and folder where the presentation is to be saved must be shown in the **Save in** box. Click on the arrow at the right of **Save in** and choose the location where the data files are stored.
3. The presentation must be given a name. Enter **Experiment** in the **File name** box (the highlighted text will automatically be deleted).



*Note:* A filename can be of any length. Choose a meaningful name but do not use any of the following characters: ><"\*?:\;/.

4. Click the **Save** button, , at the bottom right of the dialog box.

*Note:* A previously named presentation can be saved to the same location under the same name by clicking the **Save** button, , on the **Standard Toolbar**. When a new presentation is to be saved, clicking **Save** displays the **Save As** dialog box.

5. Notice how the name on the **Title Bar** has changed to show the new name.
6. Leave the presentation on screen for the next exercise.

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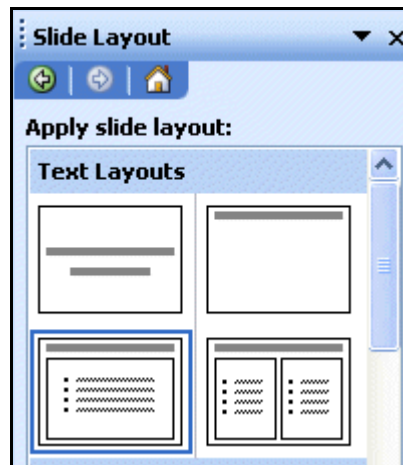
## Exercise 20 - Adding a New Slide


### Guidelines:

A new slide can be added to the presentation at any time and at any place.

### Actions:

1. Using the **Experiment** presentation, in **Normal View**, click the **New Slide** button, , on the **Standard Toolbar**.
2. The **Slide Layout Task Pane** will be displayed.



3. Click on the **Title and Text** layout.
4. The new slide, number **2**, has now been created with a title and the first bullet point. Notice that the **Status Bar** now shows **Slide 2 of 2**.
5. Notice that the background is the same as the previous slide. The colour and text box applied to the **Slide Master** are on the new slide.
6. Save the changes using the **Save** button, .
7. Close the presentation by selecting **File | Close**. As the presentation has just been saved it will close immediately.

## Exercise 21 - Revision

1. Open the presentation **My Favourite Band**.
2. Change to **Normal View**.
3. Select to view the **Master Slide** for this presentation.
4. Select **Format | Background**.
5. Drop down the colours list and select **More Colors....**
6. Change the background colour to a pale blue.
7. Select **OK** and then **Apply**.
8. Change to **Normal View** and check that the background has changed on all slides.
9. Add a new slide with a bulleted list (**Title and Text** layout).
10. Check in **Slide Sorter** view that the new slide is slide **4**. If not, move it to the end of the presentation.
11. Save the presentation as **Fans**.
12. Close the presentation.

## Exercise 22 - Revision

1. Start a new presentation with a **Title Slide**.
2. Add a new **Title and Text** slide.
3. Change the background colour of the new slide to pale pink.
4. Save the presentation as **Pink**.
5. Close the presentation.