ITEC102 – INFORMATION TECHNOLOGIES

LECTURE 8 – Presentation Programs

EASTERN MEDITERRANEAN UNIVERSITY
SCHOOL OF COMPUTING AND TECHNOLOGY

Aim of The Course

The aim of this course is to provide,

- o Presentation programs,
- o Main operation programs,
- o File operations in Microsoft Powerpoint 2013,
- o Creating slayt in Microsoft Powerpoint 2013,
- o Applying a theme in Microsoft Powerpoint 2013,
- o Implementing a transition effect in Microsoft Powerpoint 2013,
- o Making plug-ins in Microsoft Powerpoint 2013,
- o Using the master slide in Microsoft Powerpoint 2013,

Presentation Programs

➢ To give information about on various topics to a specific group of participants is called a presentation to the activity for teaching or teaching purposes.

➢ Today, the most common way to prepare presentations is to benefit from the presentation programs.

➢ **Presentation Programs** are programs that provide all the tools needed to prepare the presentation.

➢ The most important function is to make presentations more effective, efficient and attractive.

Main Presentation Programs

➢ Presentation programs are usually included in office suite software.

➢ The main Office packs are Microsoft Office, Apache OpenOffice and LibreOffice software

➢ **Microsoft Powerpoint**, is a commercial software which is the most commonly used presentation software.

➢ The free **Apache OpenOffice Impress** and **LibreOffice Impress** software are also the main presentation programs.

Main Presentation Programs

- There are different versions of the Microsoft Office suite and therefore of the Microsoft Powerpoint program
  - Ex: Microsoft Powerpoint 2003, Microsoft Powerpoint 2007, Microsoft Powerpoint 2010, Microsoft Powerpoint 2013, Microsoft Powerpoint 2016
- The most commonly used Powerpoint program is Microsoft Powerpoint 2013, which is included in the Microsoft Office 2013 package
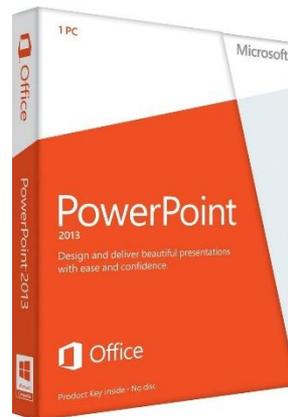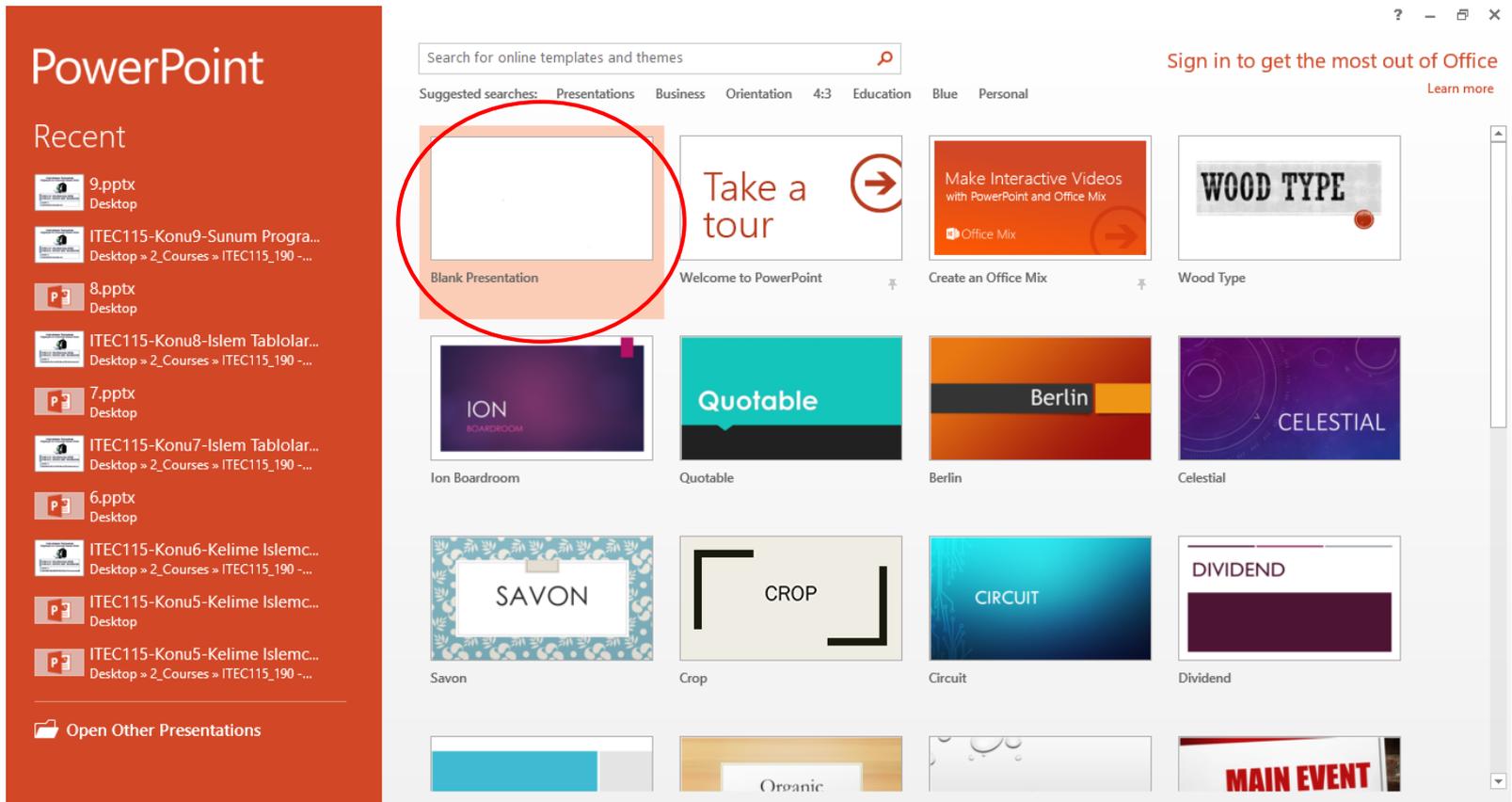
Microsoft Powerpoint 2013

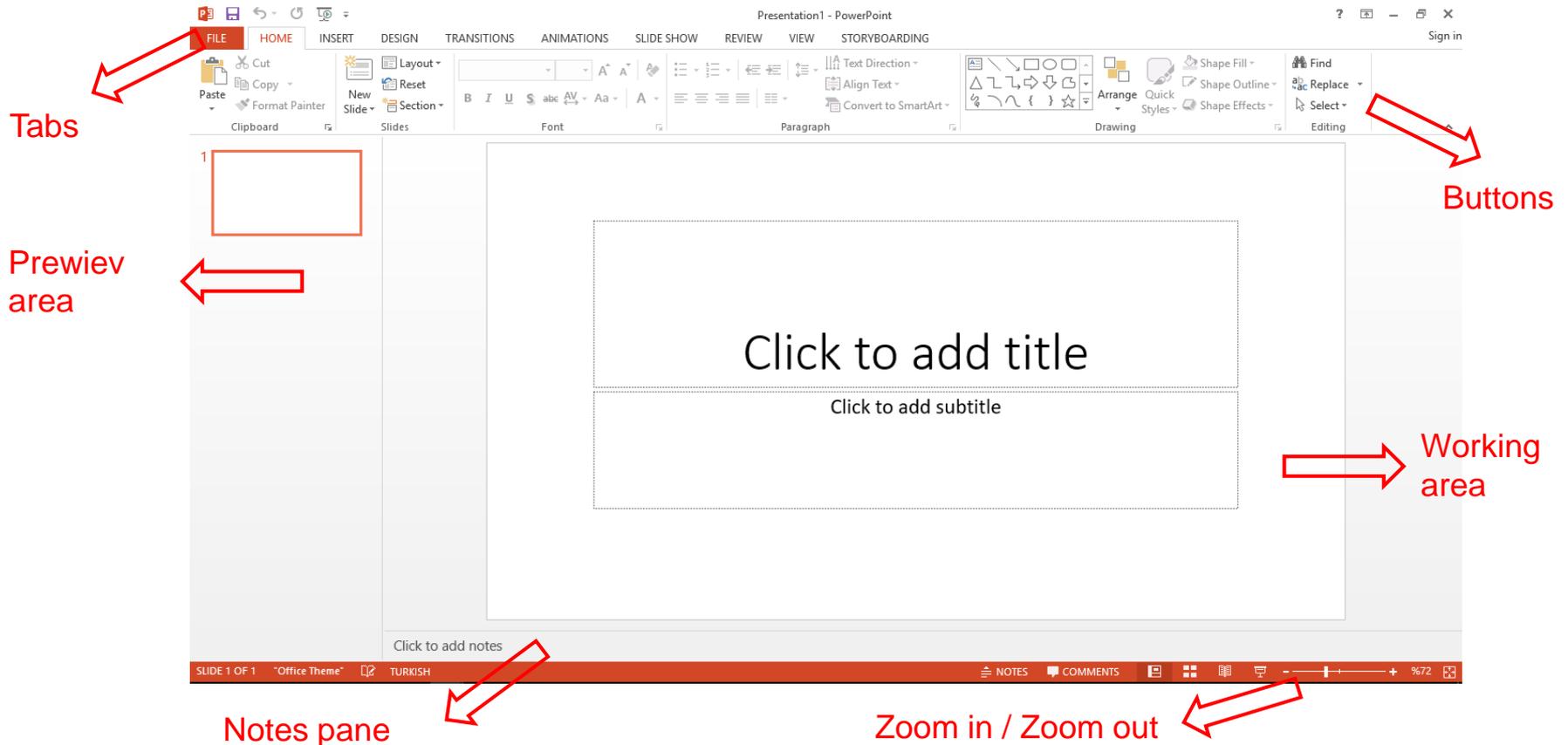➢ The easiest method to run Microsoft Powerpoint 2013 is to use the search box.
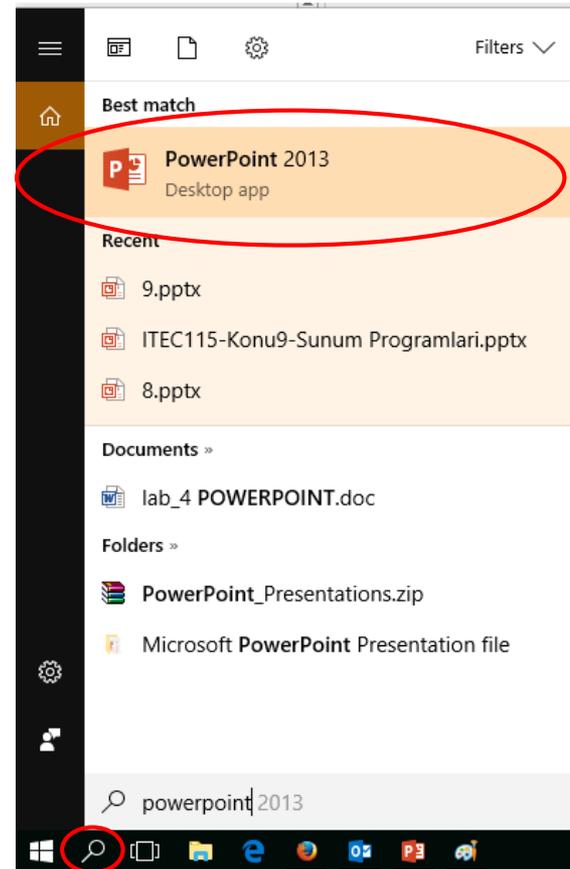
Microsoft Powerpoint 2013

➢ A draft must be selected from the screen that is opened after running Microsoft Powerpoint 2013.

Microsoft Powerpoint 2013

➢ After selecting the draft, the window that appears will be as follows.

Microsoft Powerpoint 2013

➤ All menu options, toolbars, buttons, and settings are grouped in tabs according to their functionality.

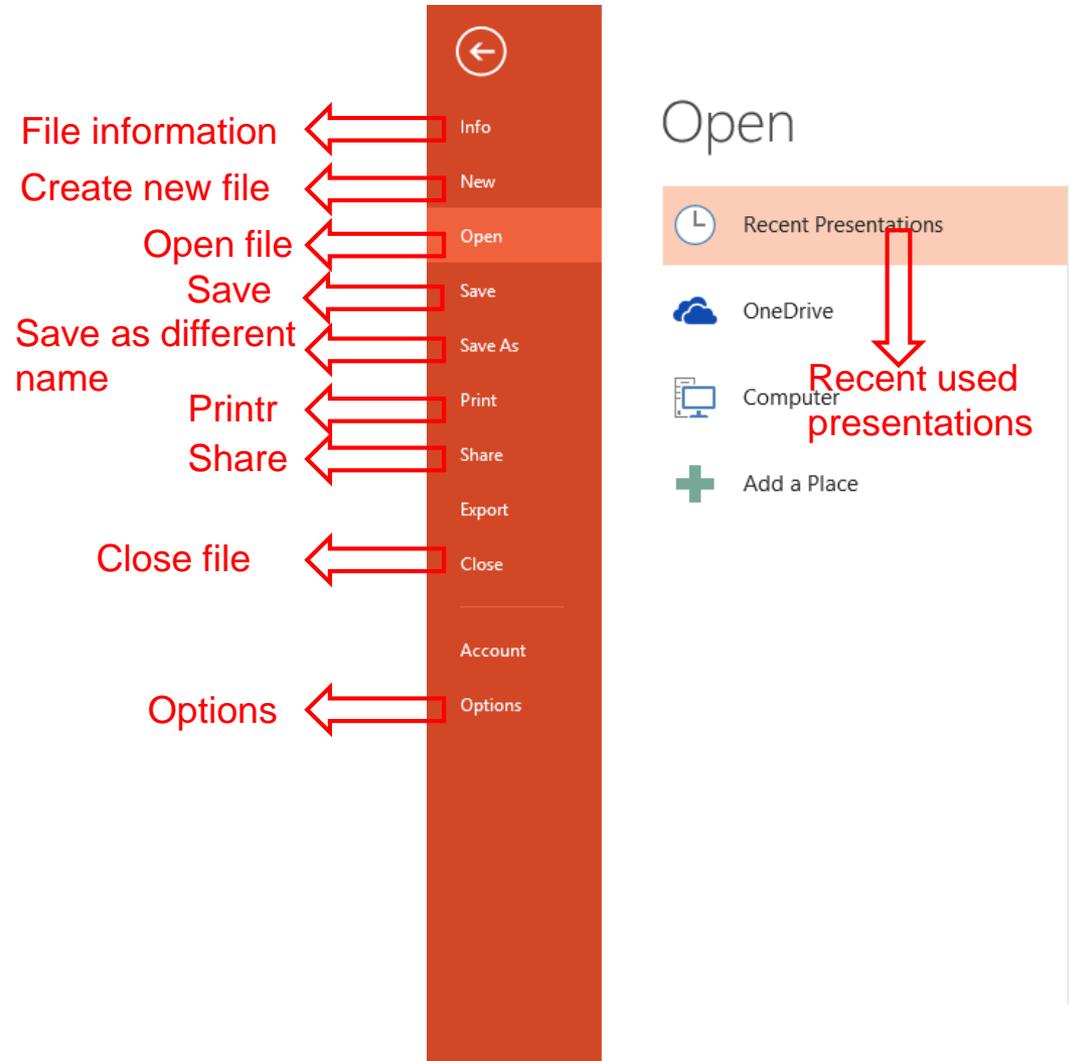➤ The related buttons are positioned within each tab.

Tabs
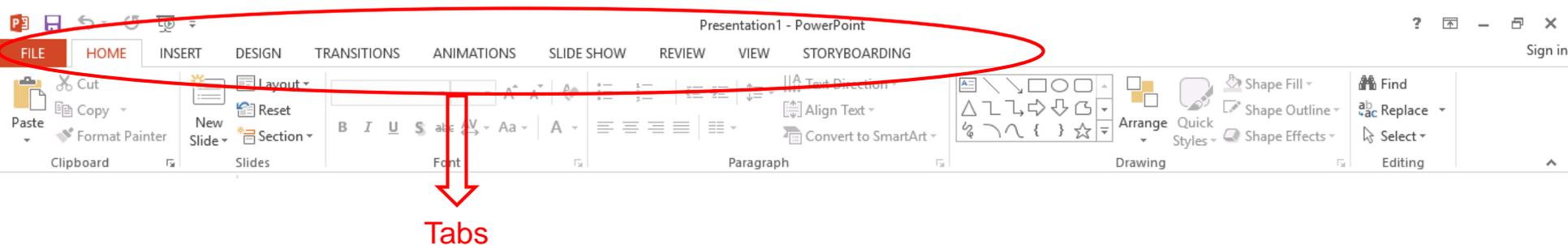
Microsoft Powerpoint 2013

➢ Each page in the presentation file is called a **slide**.

➢ After preparing the presentation file in Powerpoint, you can switch to full screen presentation mode by running **Slide Show**.

➢ The **F5** key on the keyboard can be used as a shortcut.
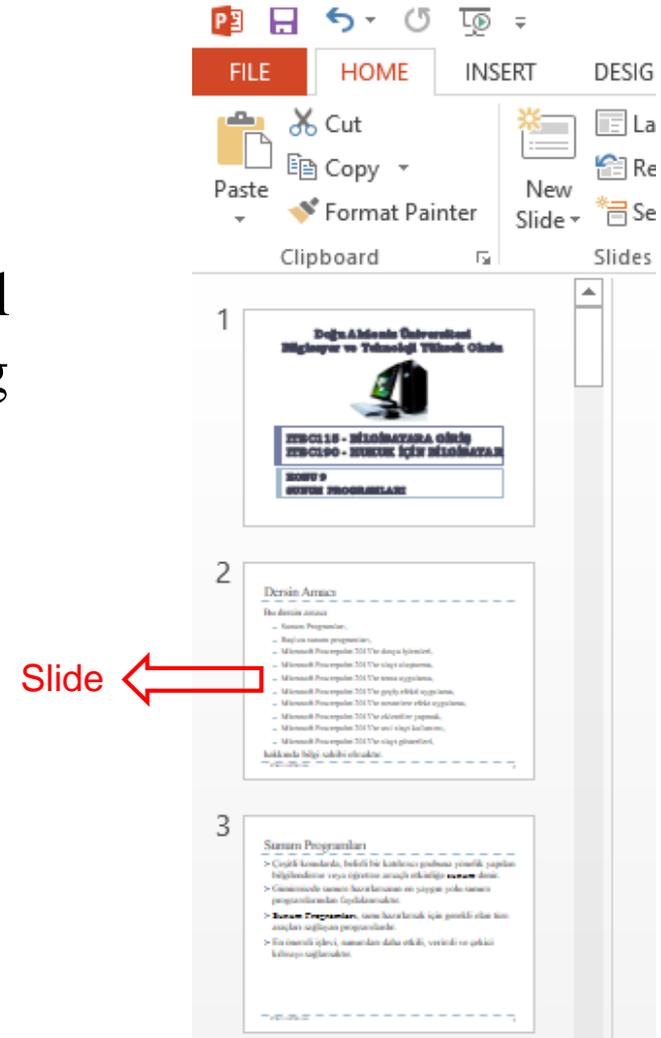
Slide

File Operations

➢ The first tab in the Powerpoint program is the **File** tab.

➢ File operations can be performed using the options on this tab.

File information

Create new file

Open file

Save

Save as different name

Printr

Share

Close file

Options

Info

New

Open

Save

Save As

Print

Share

Export

Close

Account

Options

Open

Recent Presentations

OneDrive

Recent used presentations

Computer

Add a Place

Creating Slide

➢ Use **text boxes** to add information to slides.

➢ It is possible to click on the boxes and write.

Click to add title

Click to add subtitle

Text boxes
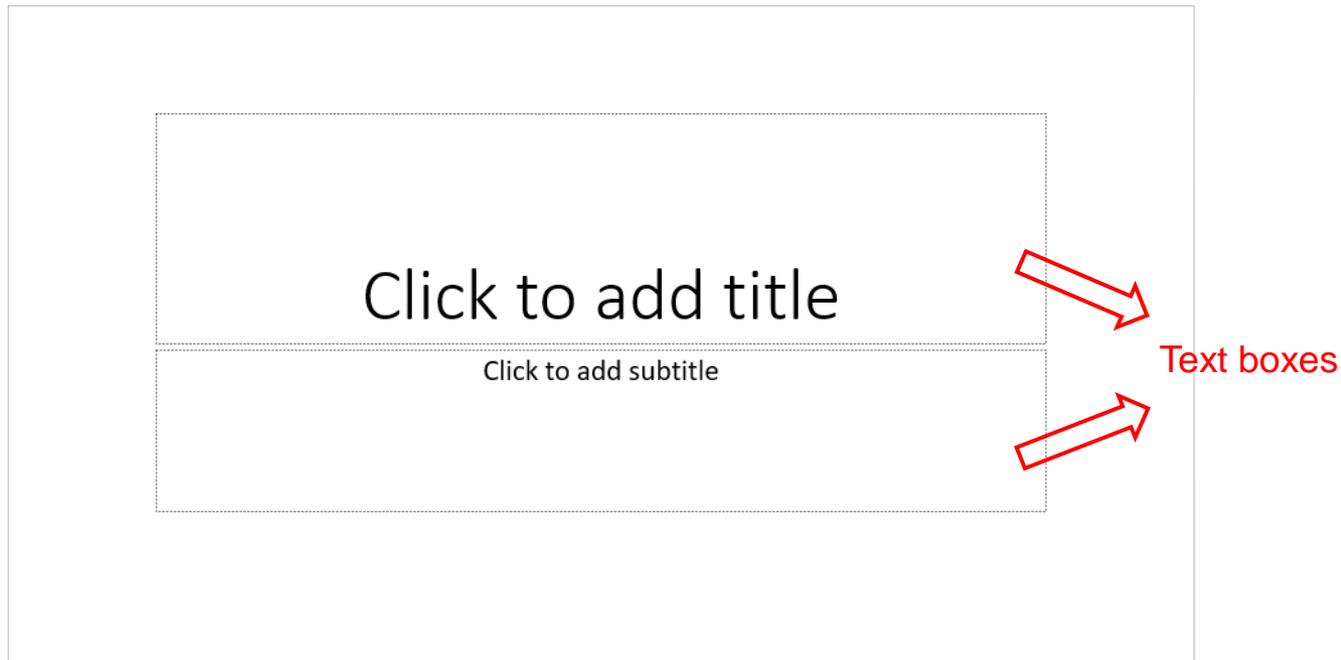
Creating Slide

➢ A newly opened Powerpoint file consists of a single slide.

▸ **There are different ways** to add a new slide:

  ○ Using the **New Slide** button on the Home tab.

  ○ On the left side of the program window, right-click with the mouse and use the **New Slide** option.

 ○ Using **CTRL + M** as shortcut to keyboard.

Creating Slide
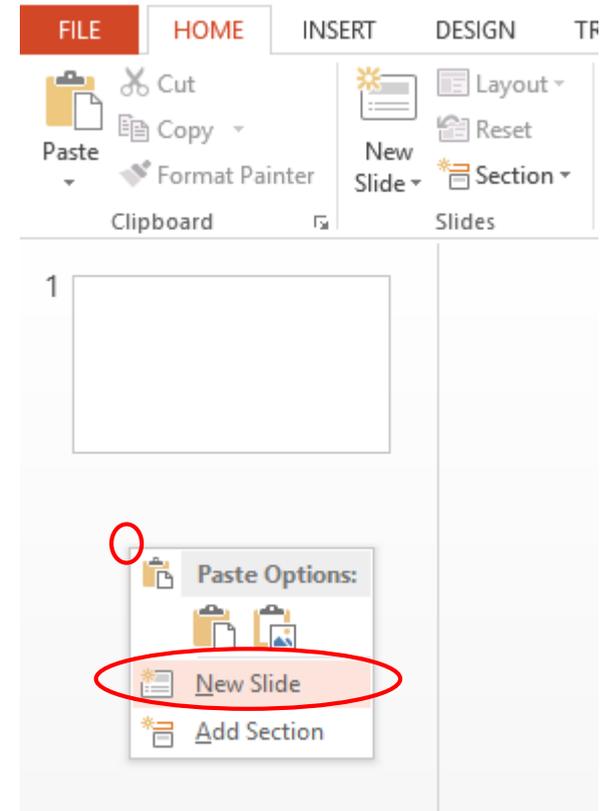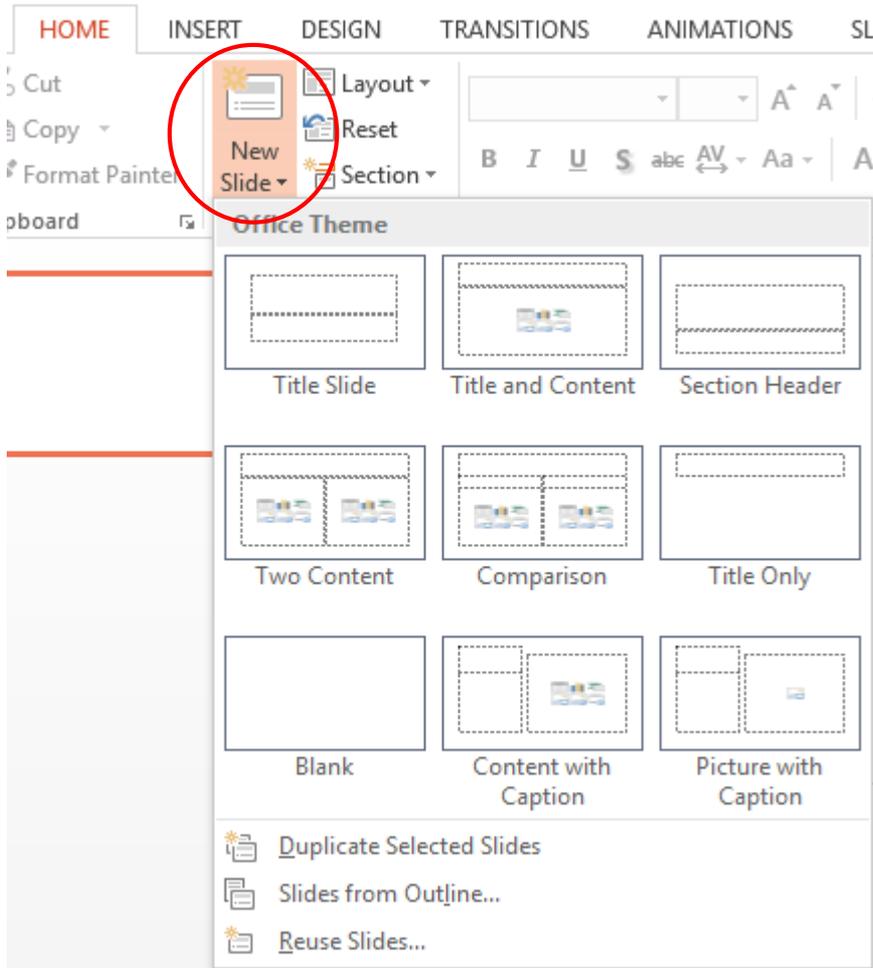
Creating Slide

➢ **The appearance** of the slides can be changed from the **Layout** button on the Home tab.

➢ This button must be used after selecting the desired slide to change the view.
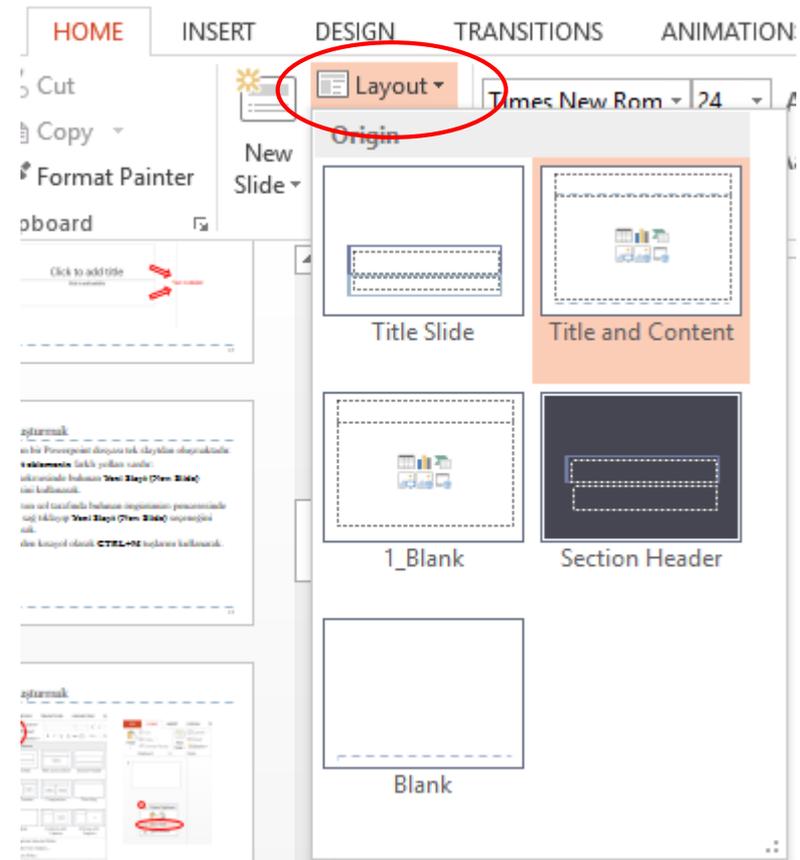
Creating Slide

▸ To **delete the added slides**, after selecting the slides from the forecast window on the left side of the page, right-click with the mouse and use the **Delete Slide option** or the **Delete key** from the keyboard.
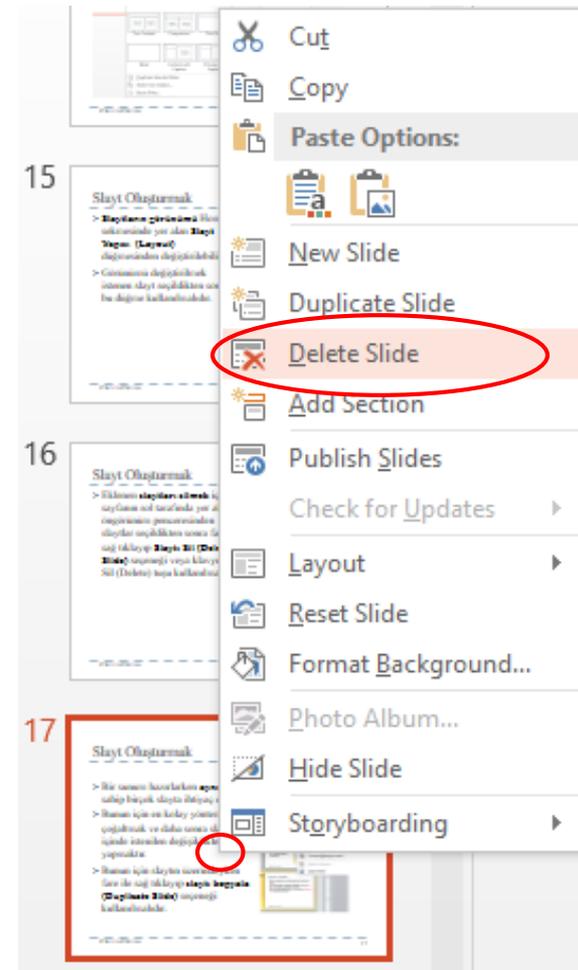
Creating Slide

➢ When preparing a presentation, many slides with the **same title** may be needed.

➢ The easiest way to do this is to duplicate the slide and then make the desired changes in the slide.

▸ To do so, right click on the slide and use the **Duplicate Slide** option.
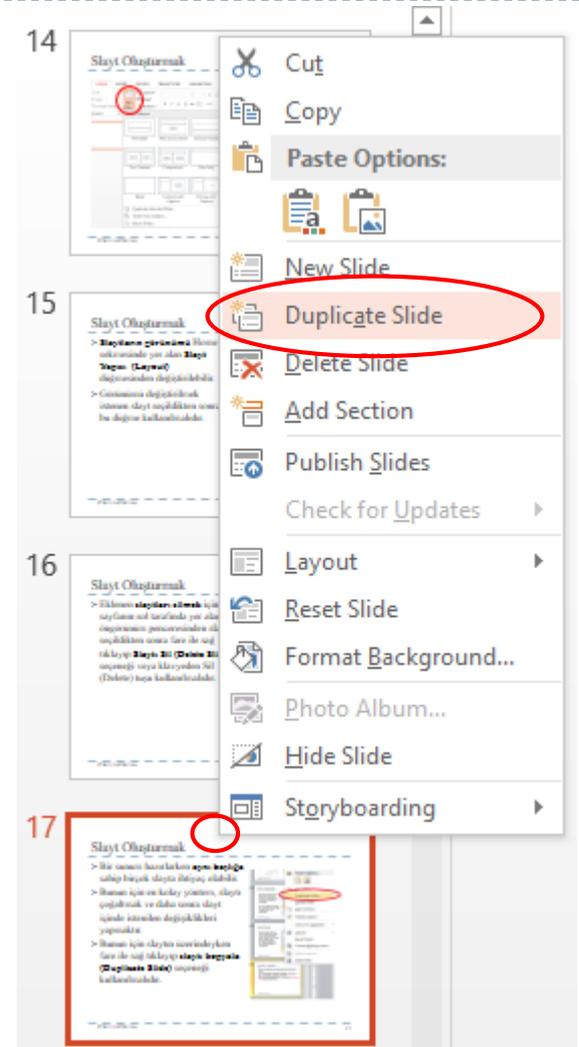
Creating Slide

➢ To change the order of the slides in the presentation, the slide must be held with the mouse and **dragged to the desired location.**

▶ If the **location of the slide will be changed too much**, it will be more convenient to switch from the View tab to the **Slide Sorter** view.

Creating Slide

➢ Many operations can be done with text in slides.

➢ The buttons here are as in Word.

Change font size

Change font

Clears all applied formatting

Times New Rom ▾ 26 ▾

Bold the text

Used to colorize text

B *I* U S abc AV Aa A

Writes text in italics

Underline the text

Applies shadow to the text

Draws the text

Used to open / collapse the range of letters in text

Converts selected text to uppercase / lowercase

Font
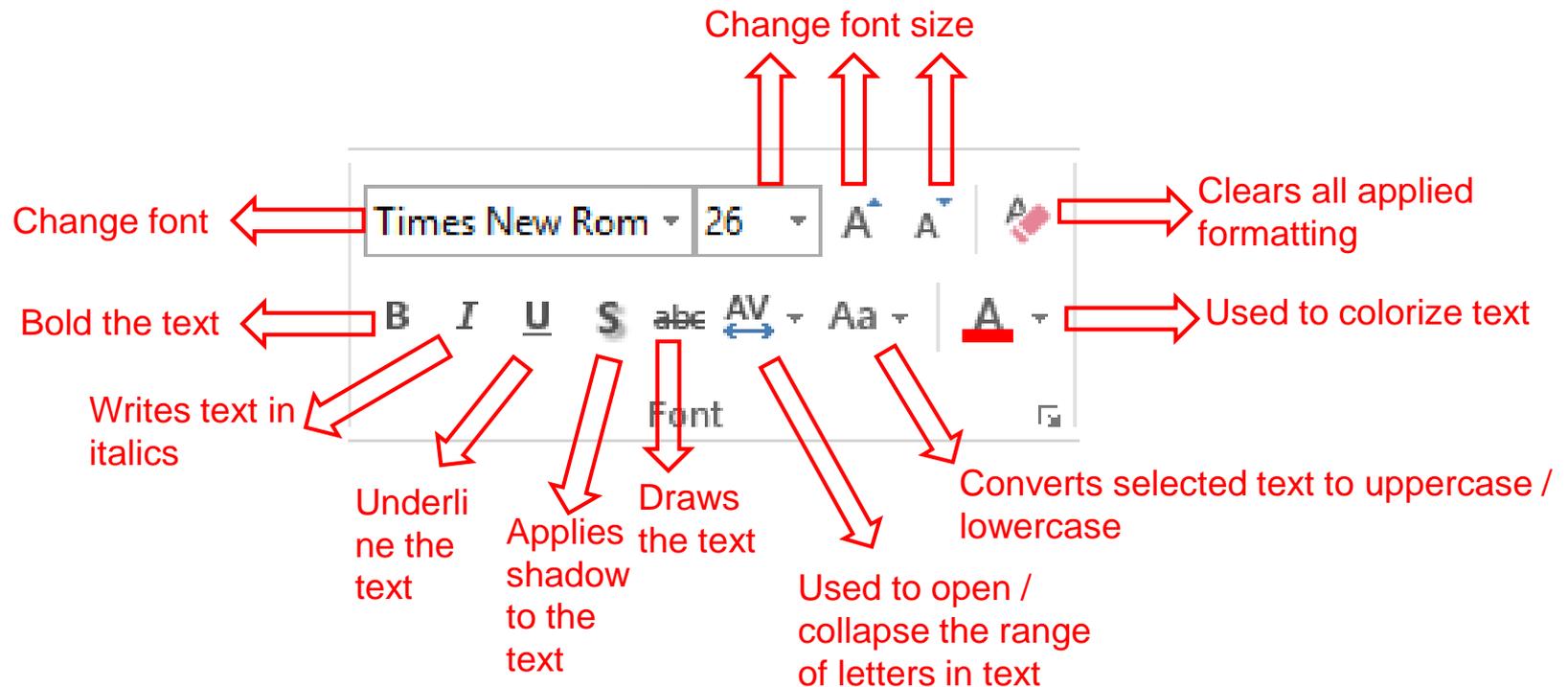
Creating Slide

➢ Many operations can be performed with paragraphs in slides.

➢ The buttons here are as in Word.

Adds bullets.

Increases / decreases indent

Sets the line spacing in the paragraph

Change the direction of the text

Determines vertical alignments of texts

Text aligns right, left, and sideways

Used to split text into columns

Converts text to graphic format
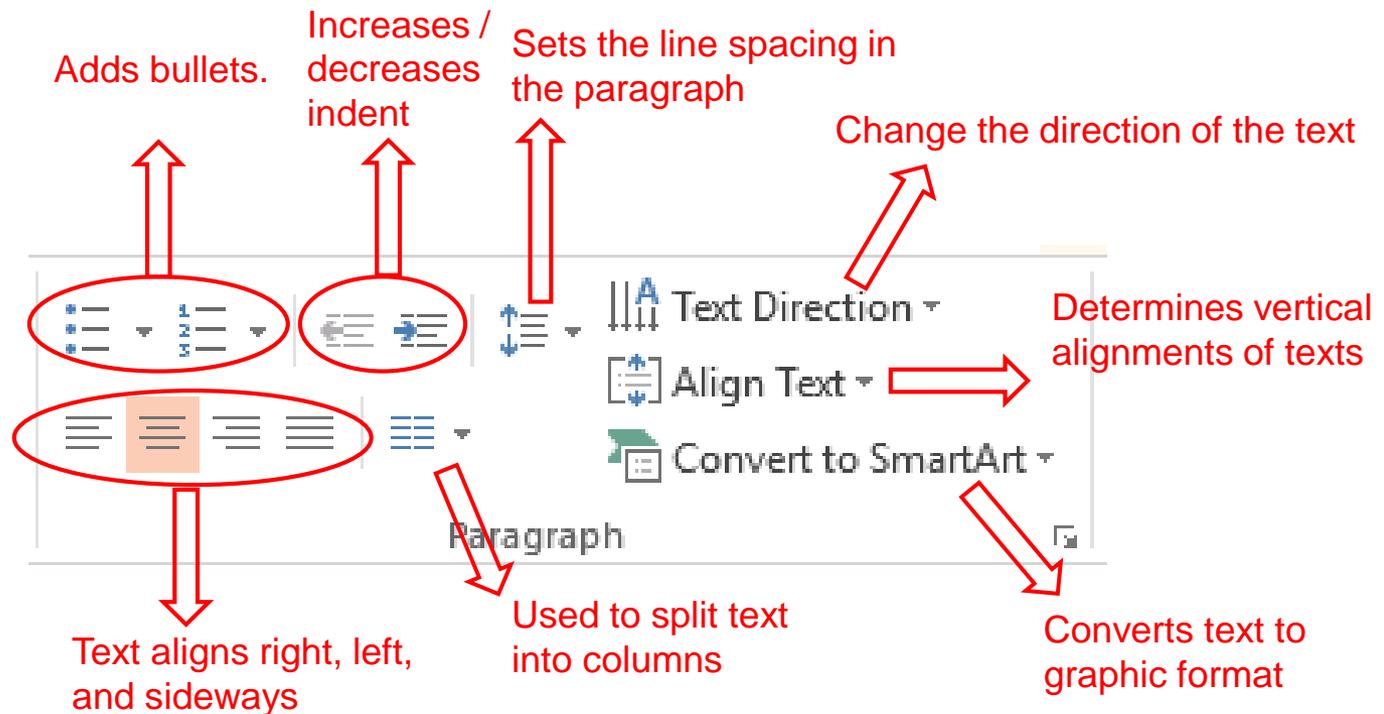
Apply Theme to Slides

▸ **Themes** should be used on the **Design tab** to apply the **theme** to the slides.

▸ When navigating to a theme with the mouse, it is possible to preview the slides.
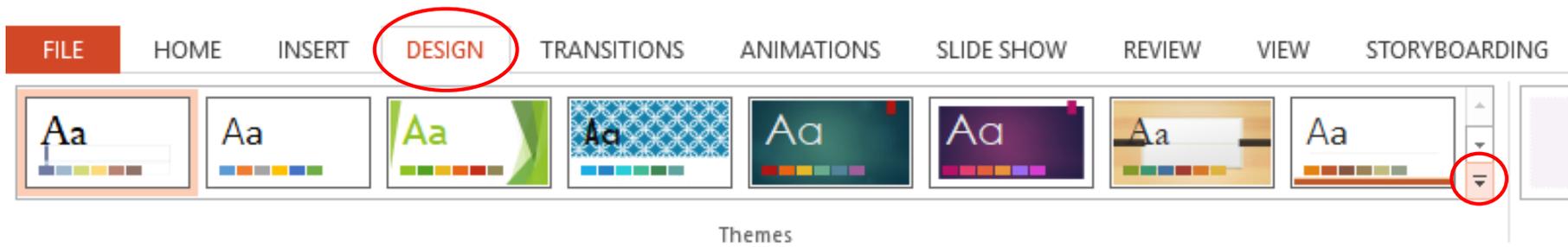
Apply Theme to Slides

‣ All slides will be organized according to the selected theme the theme.

‣ On the theme to be applied, the selected theme can be applied to all slides or only selected slides with the right mouse click.
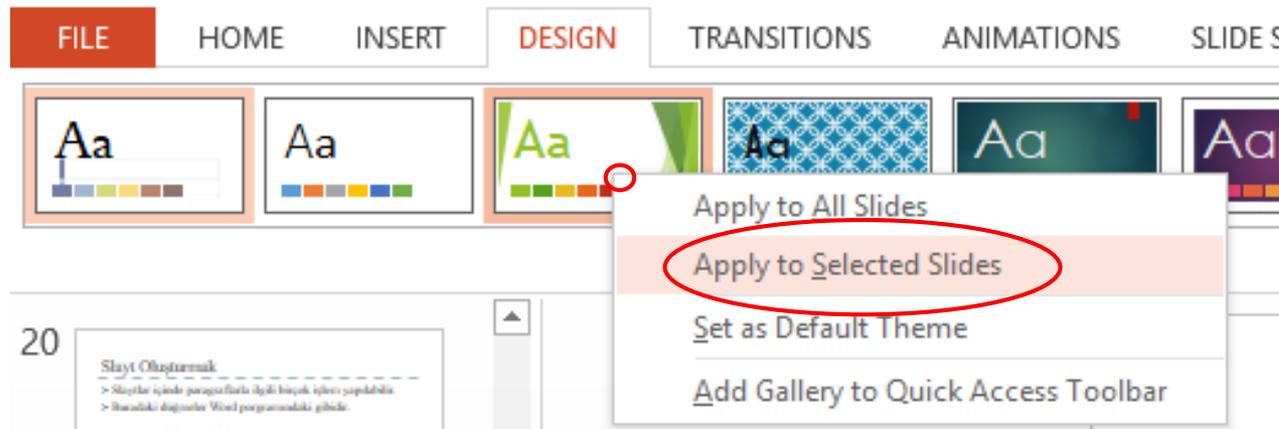
Apply Theme to Slides

➢ **Arrangements** can be made on the selected theme

➢ After selecting a theme, you need to use the **Colors, Fonts, Effects** and **Background Styles** buttons.
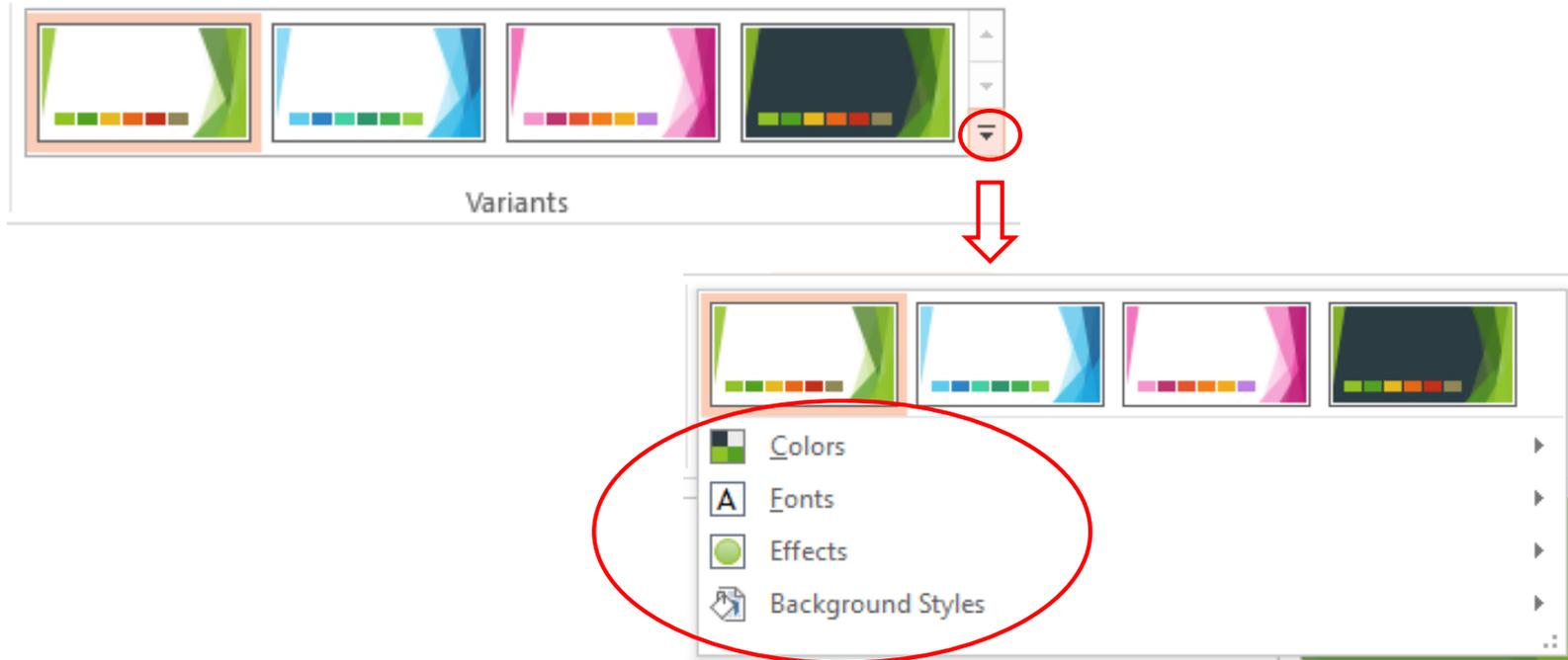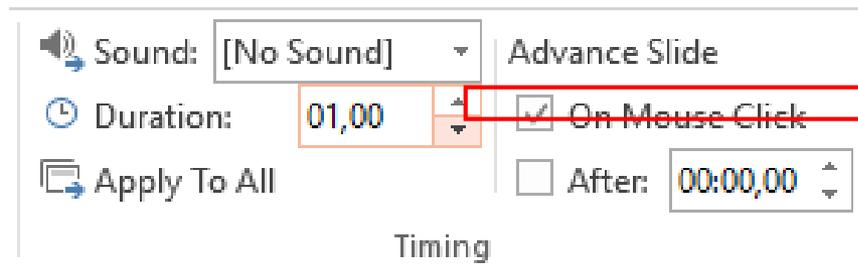
Implementing Transition Effect to Slides

➤ The **transition effect** can be applied to slides in the presentation file. This effect determines the animation to be applied when moving from one slide to another.

➤ The options on the **Transitions** tab must be used for this. The effect will be applied to the selected slides by clicking on them with the mouse.

➤ To apply the effect to all slides, you need to use the **Apply to All** button after selecting the effect.
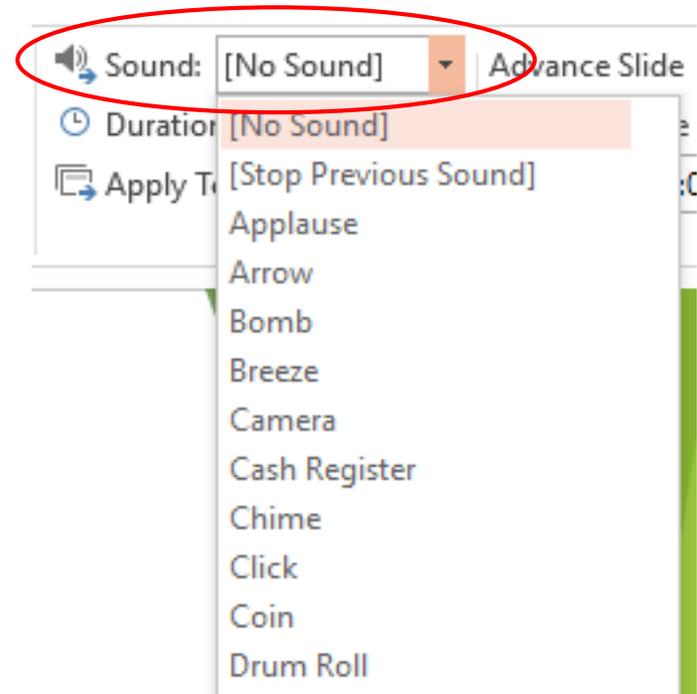
Implementing Transition Effect to Slides

➤ The speed of the effect applied to the slide transitions can be changed using the **Duration** option.

➤ As the time increases, the duration of the visual effect will increase.

➤ The duration application will only be applied to the selected slides. The **Apply to All** button must be used to apply to all.

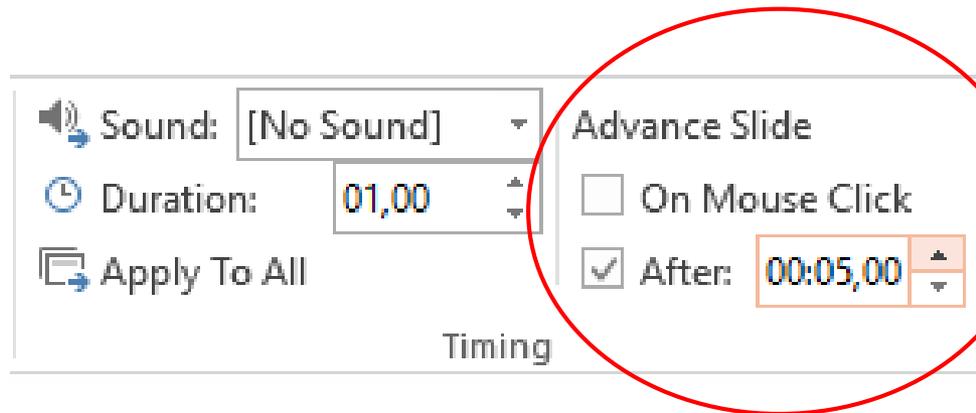In this example, the transition effect will be applied for one (1) second.

Implementing Transition Effect to Slides

➢ It is also possible to add **sound effects** to visual transition effects.

➢ After selecting the desired slides to add effects, the **Sounds option** in the **Transitions tab** should be used.

➢ To apply the effect to all slides, the **Apply to All** button should be used..
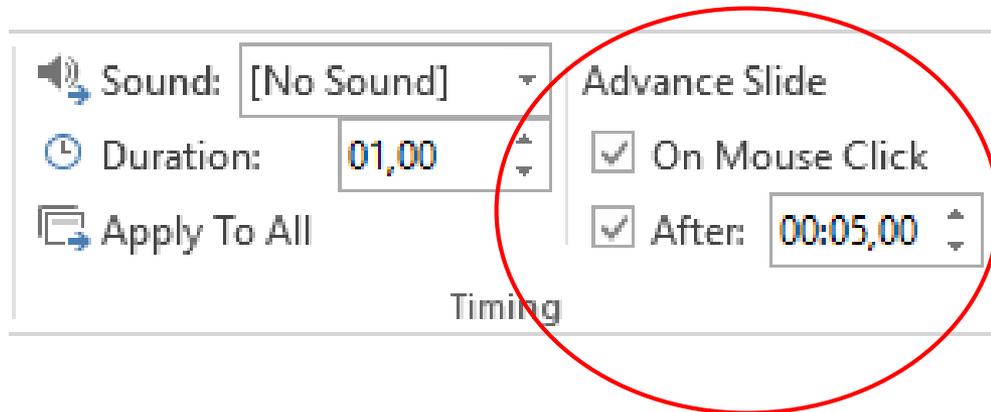
Implementing Transition Effect to Slides

➢ Slide transitions are made by mouse click or by touching the keys on the keyboard by default.

➢ **Advance slide section** should be used to make **slide transition automatically.**

➢ To do this, you need to deselect with the mouse (On Mouse Click) and set the time.

In this example, the slide will stand on the screen for five (5) seconds and will automatically switch to the other page.

Implementing Transition Effect to Slides

➤ In this example, the slide will stand on the screen for five (5) seconds and will automatically switch to the other page. If you click with the mouse before 5 seconds, you will switch to the other slide.

In this example, the slide will stand on the screen for five (5) seconds and will automatically switch to the other page. If you click with the mouse before 5 seconds, you will switch to the other slide.

Applying Effects to Objects

➢ **Animations** can also be applied to text, text boxes, and objects on slides.

➢ To do this, first select the desired text, text box, or object.

Implementing Transition Effect to Slides

➢ Slide transitions are made by mouse click or by touching the keys on the keyboard by default.

➢ **Advance slide section** should be used to make **slide transition automatically.**

➢ To do this, you need to deselect with the mouse (On Mouse Click) and set the time.

Applying Effects to Objects

➢ Then the options in the **Animation group** in the **Animations tab** should be used.

Applying Effects to Objects

➢ It is possible to make adjustments on added animations.

➢ To do this, the **Effect Options button** must be used after the animation is added.
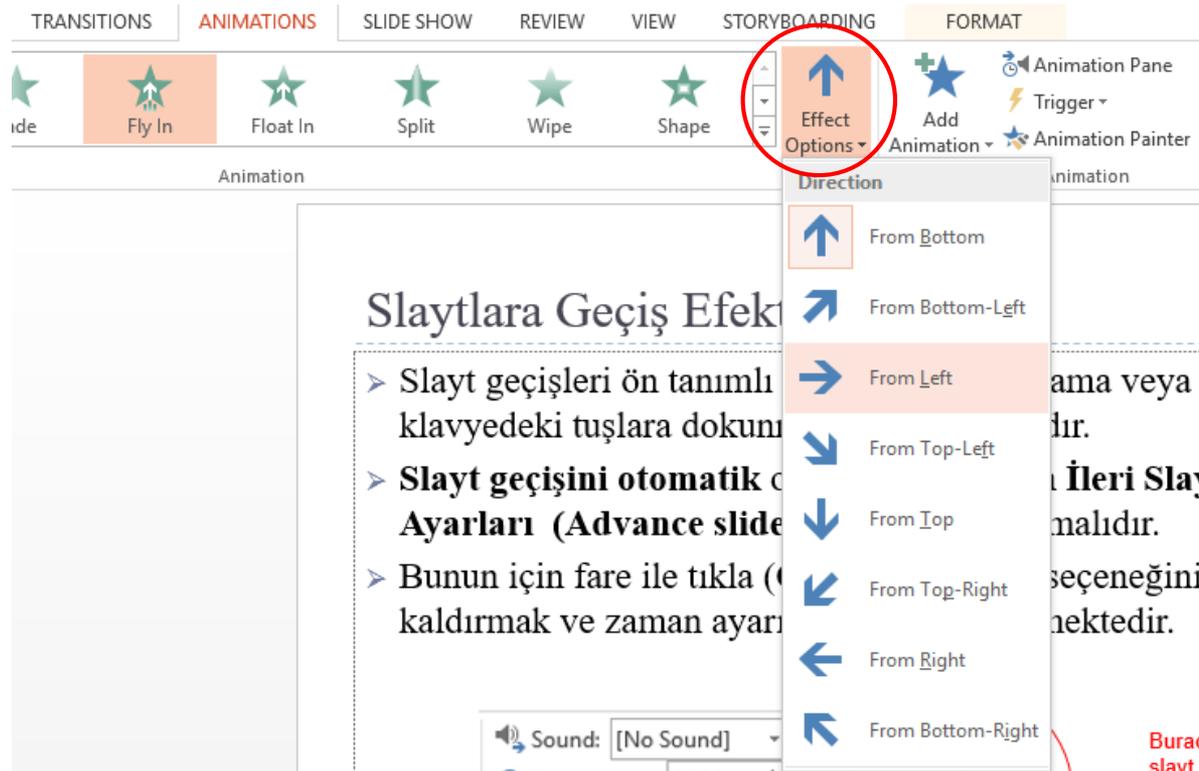
Applying Effects to Objects

➢ To see the details of the added animations and make changes on them, the **Animation Pane** must be opened.
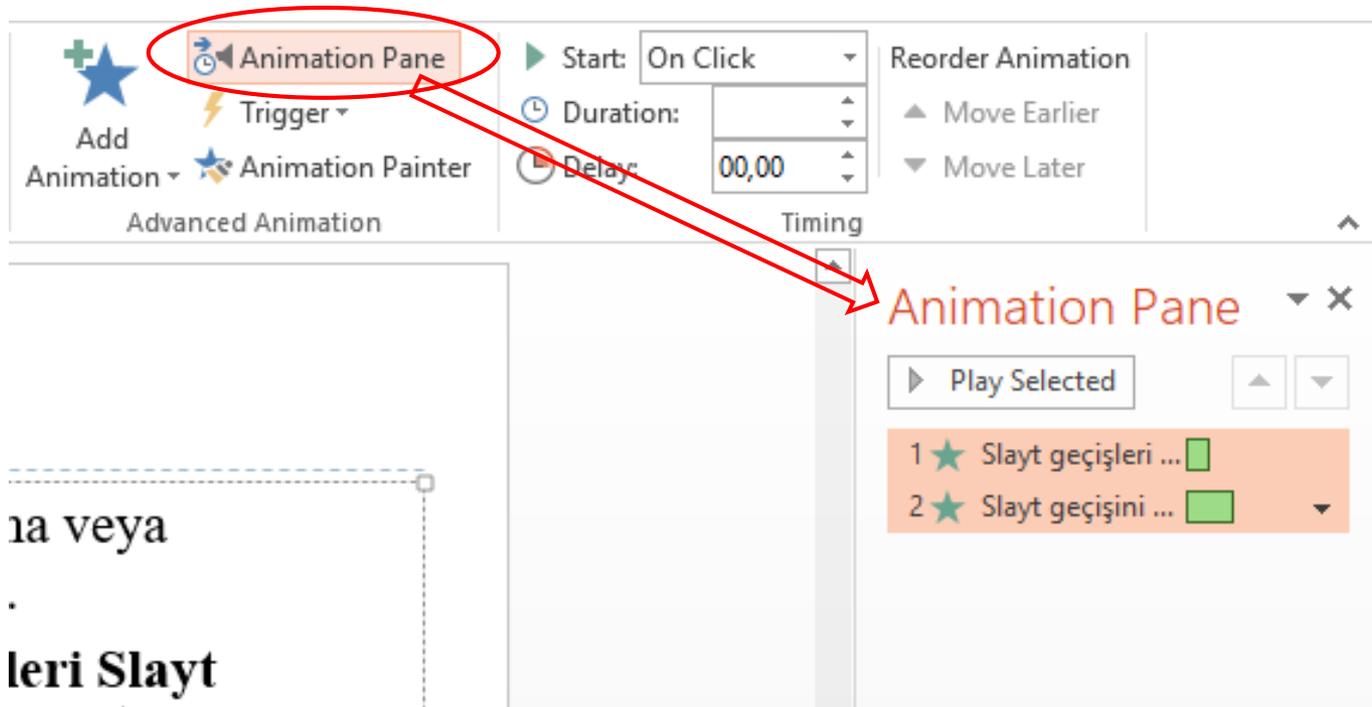
Applying Effects to Objects

➢ To **remove an added animation**, select from the animation window and use the **Delete key** from the keyboard or right-click with the mouse and use the **Remove** option....
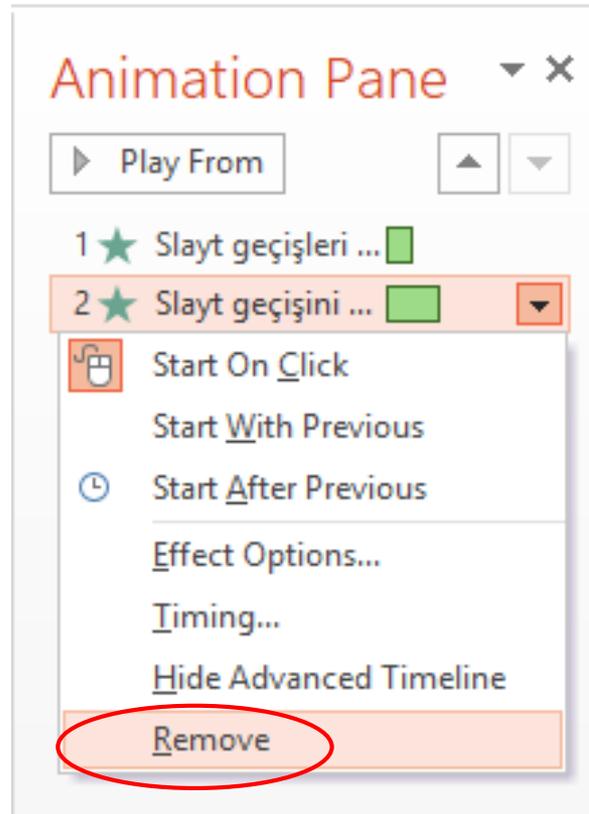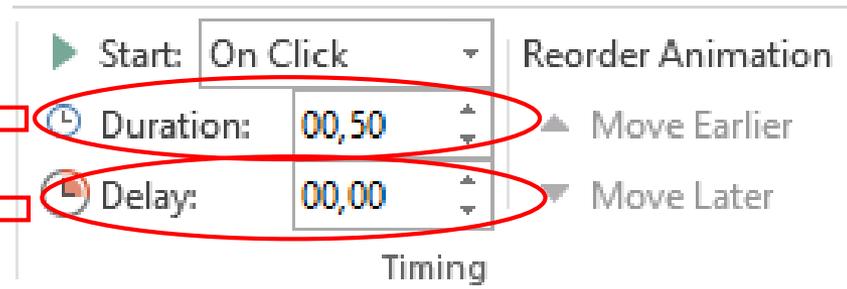
Applying Effects to Objects

➢ The effect **duration** and the **delay** time can be set for animations..

➢ The options in the **Timing group** on the **Animations ta**b are used to determine the animation speed.
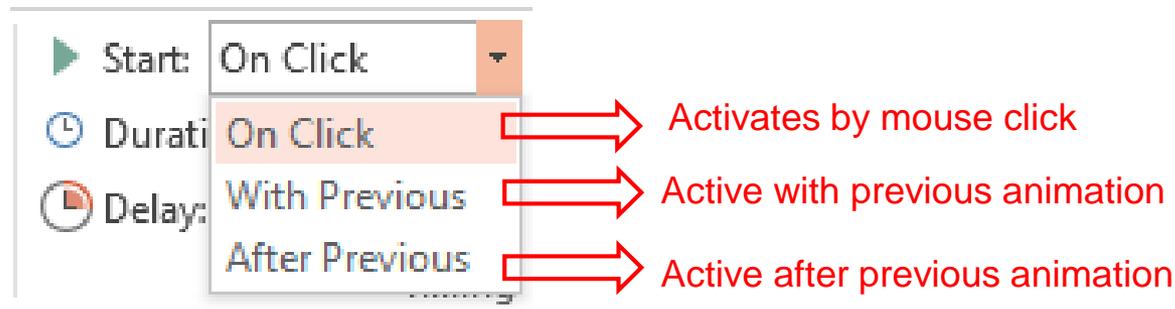
Determines the duration of entry and placement of the text in the slide.

Specifies the dwell time of the text before it enters the slide.

Start: On Click ▼   Reorder Animation

⏱ Duration: 00,50 ▲▼   ▲ Move Earlier

⏲ Delay: 00,00 ▲▼   ▼ Move Later

Timing

Applying Effects to Objects

➢ It is possible to determine when animations applied to objects will start.

➢ The animations on the slides will be triggered by clicking on the mouse (on click).

➢ The other options are the options with the previous animation and after the previous animation.

Start:	On Click	▾	⟹	Activates by mouse click
Durati	On Click		⟹	
Delay:	With Previous		⟹	Active with previous animation
	After Previous		⟹	Active after previous animation

Applying Effects to Objects

➢ To change the order in which the animations are displayed, the arrows in the top of the window must be used after the animation to be changed is selected in the **Animation Pane**.

➢ The sequence of animations can also be changed by drag and drop.
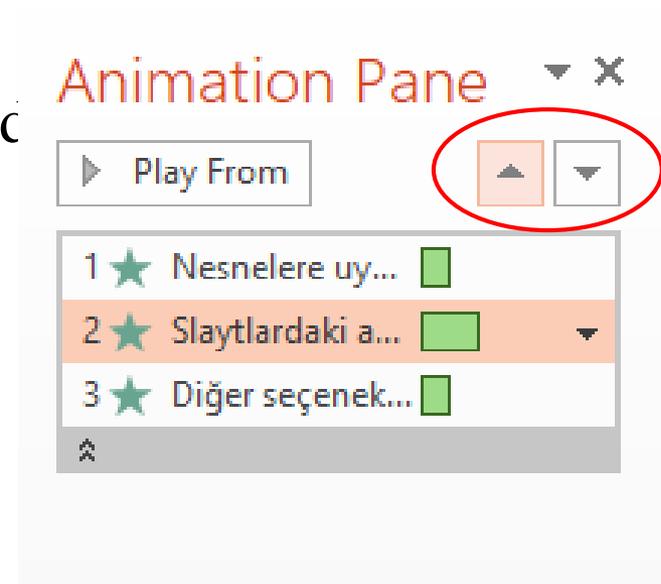
Making Ad Ons to Slides.

➢ The **Insert tab** should be used to add the slides.

➢ Table, Picture, Picture Online, Shape, and Font (WordArt) can be added to slides as in word processing (Word).
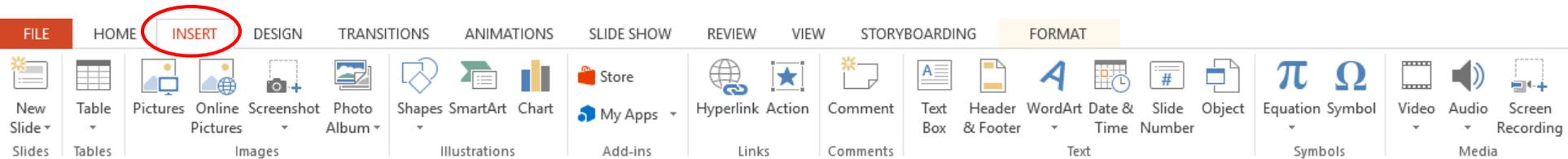
Making Ad Ons to Slides

➤ Use the **Table button** to add a **table** to the slides.

➤ Table adjustments can be made from the **Design** and **Layout** tabs that are opened after the table is added..
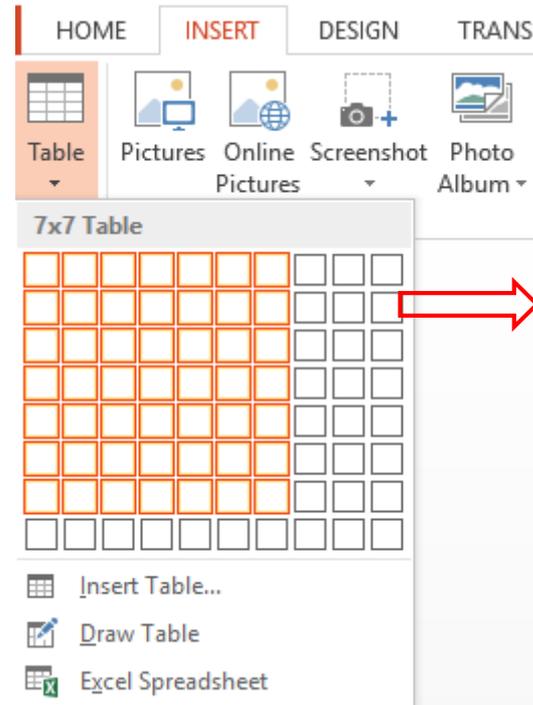
The table can be added by selecting the number of rows and columns..

Making Ad Ons to Slides

➢ The **Picture button** must be used to **add pictures** to the slides.

➢ After clicking the button, the image should be selected from the pop-up window
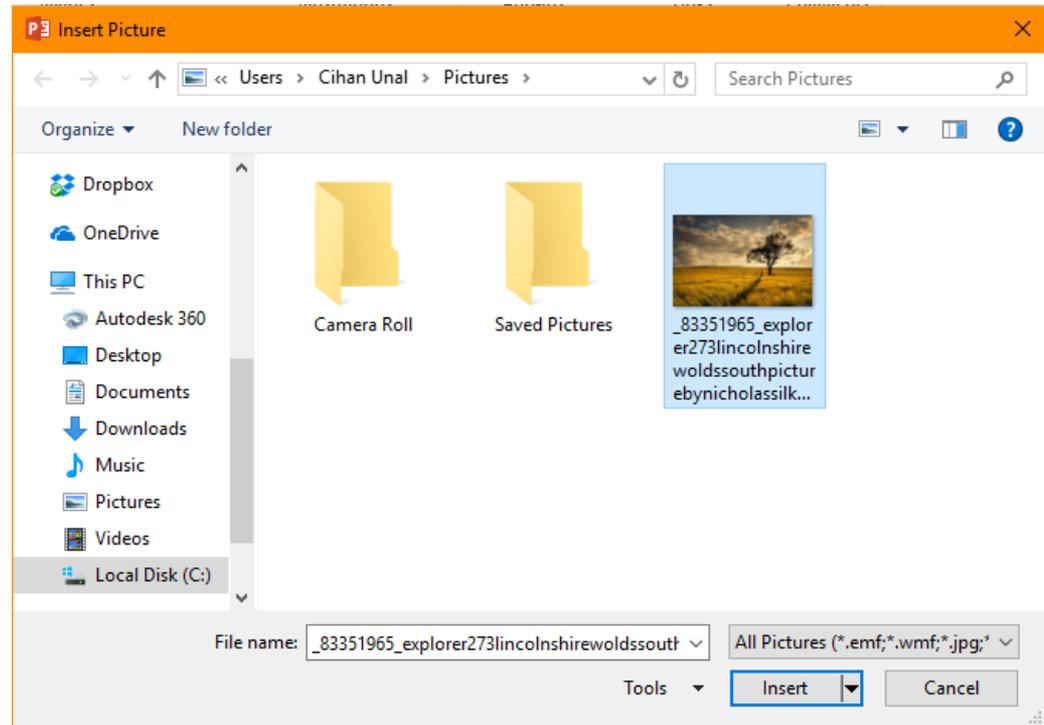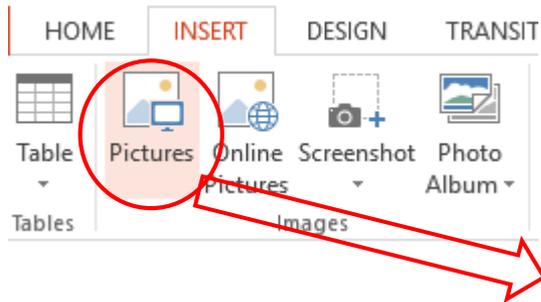
Making Ad Ons to Slides

➢ To **add a picture to the slides on the internet**, click on the **Online Pictures** button and a search should be made and a picture should be selected.
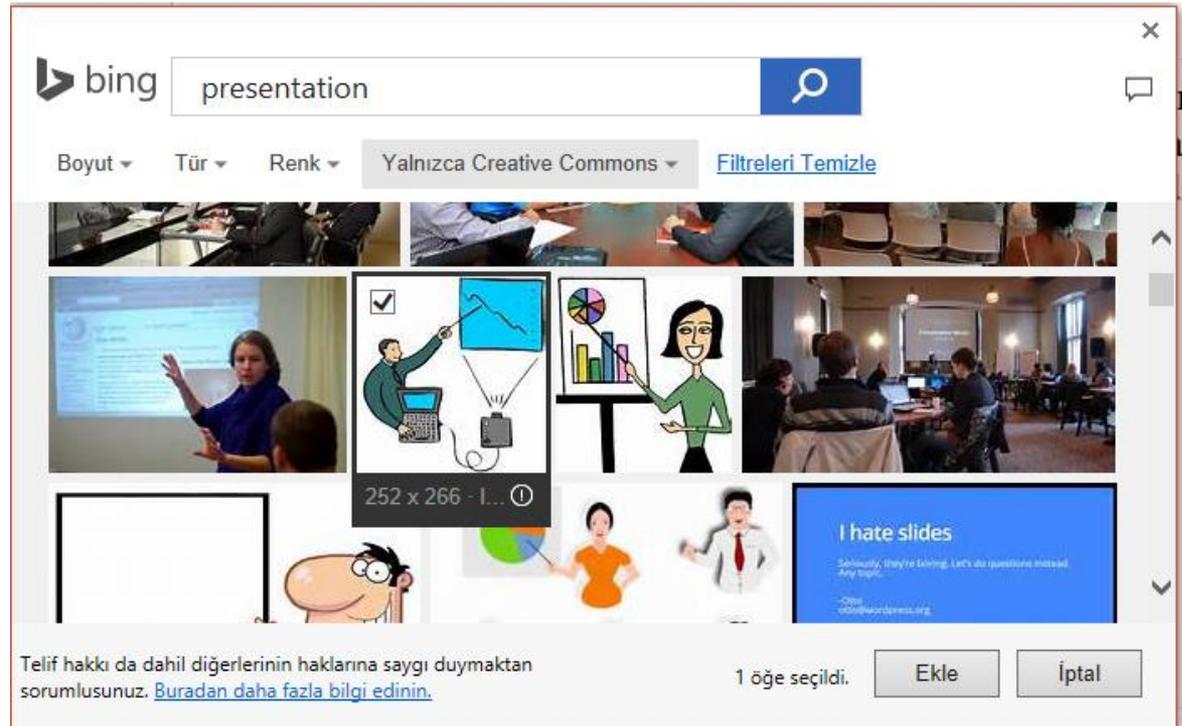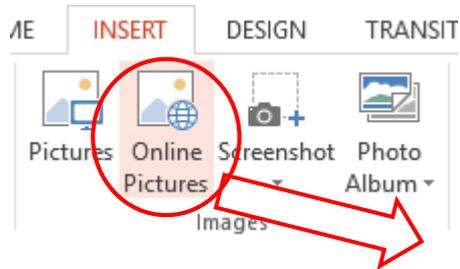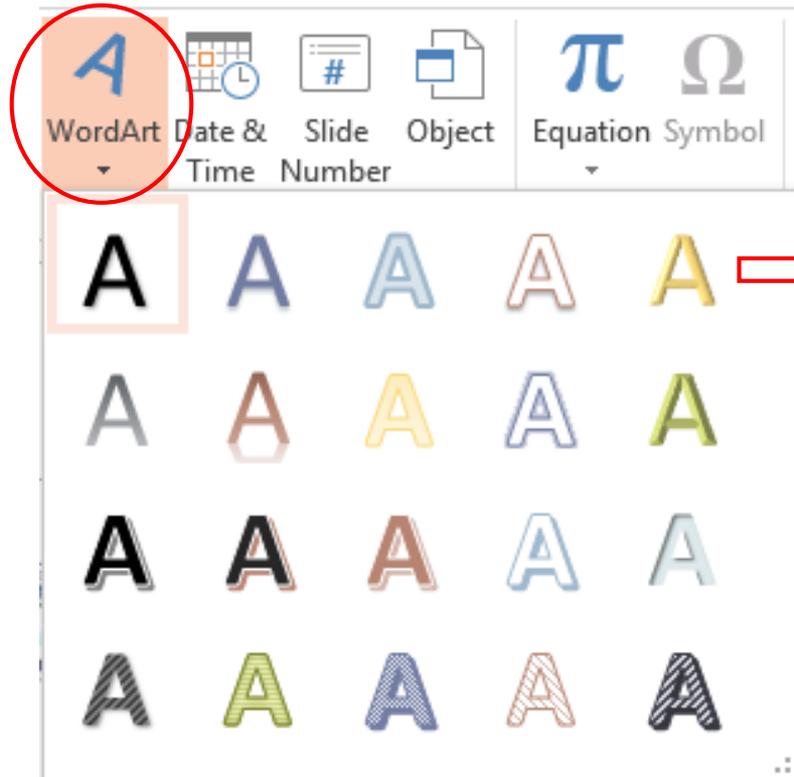
Making Ad Ons to Slides

➢ To **add a shape to the slides**, click the **Shapes button** and the desired shape should be selected from the pop-up window.

Once the shape is selected, it can be drawn into the slide.
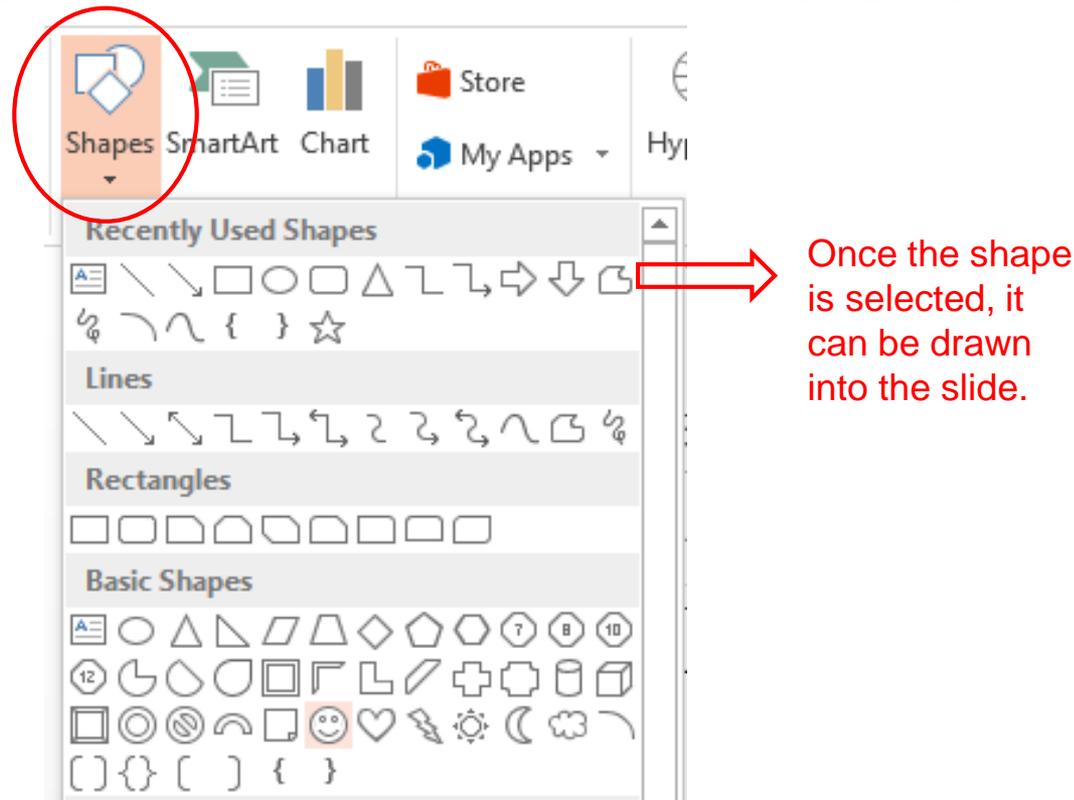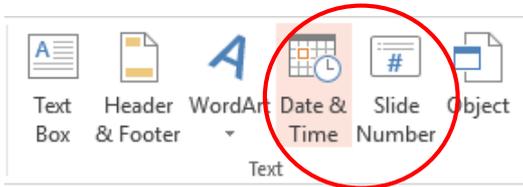
Making Ad Ons to Slides

➢ To add **fancy text** to the slides, click the WordArt button and select the desired font type.

➢ The settings for the inserted text can be made later from the **Format tab**.

After the writing style is selected, fancy writing will be added.

Making Ad Ons to Slides

➢ **The Slide Number** or **Date and Time buttons** on the **Insert tab** must be used to **add page number, date and time** information to slides.
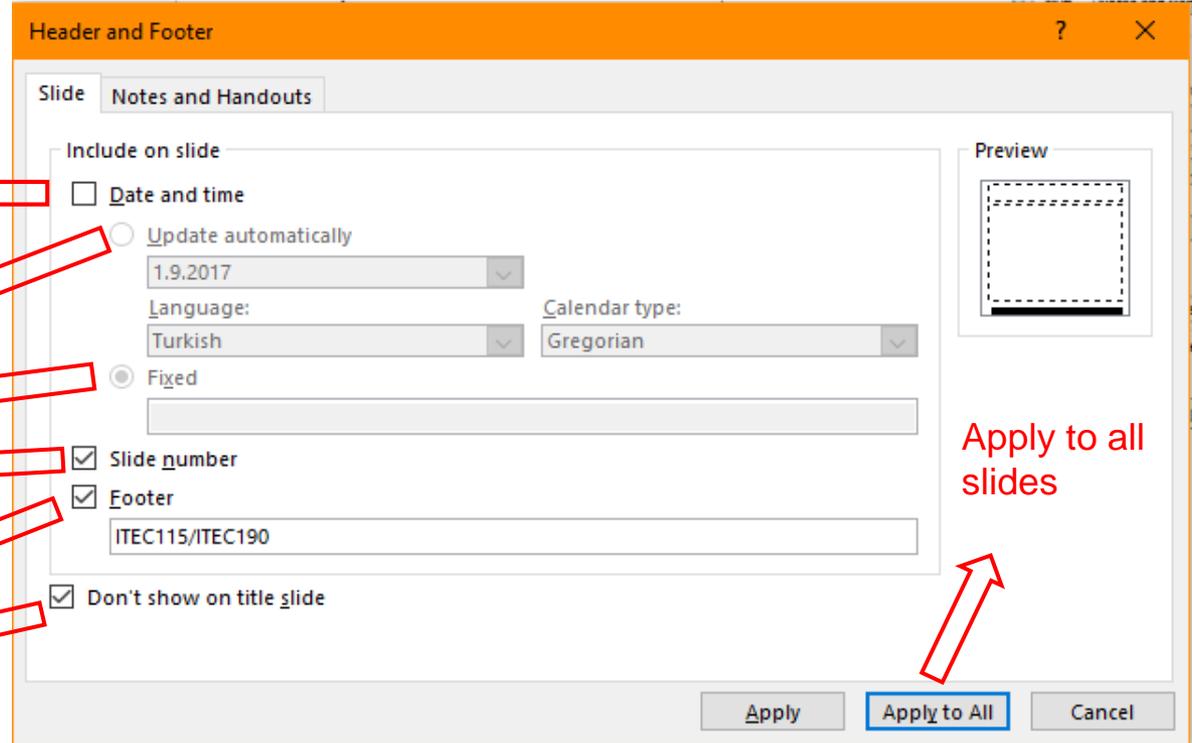
Add date and time as header

Update date and time automatically
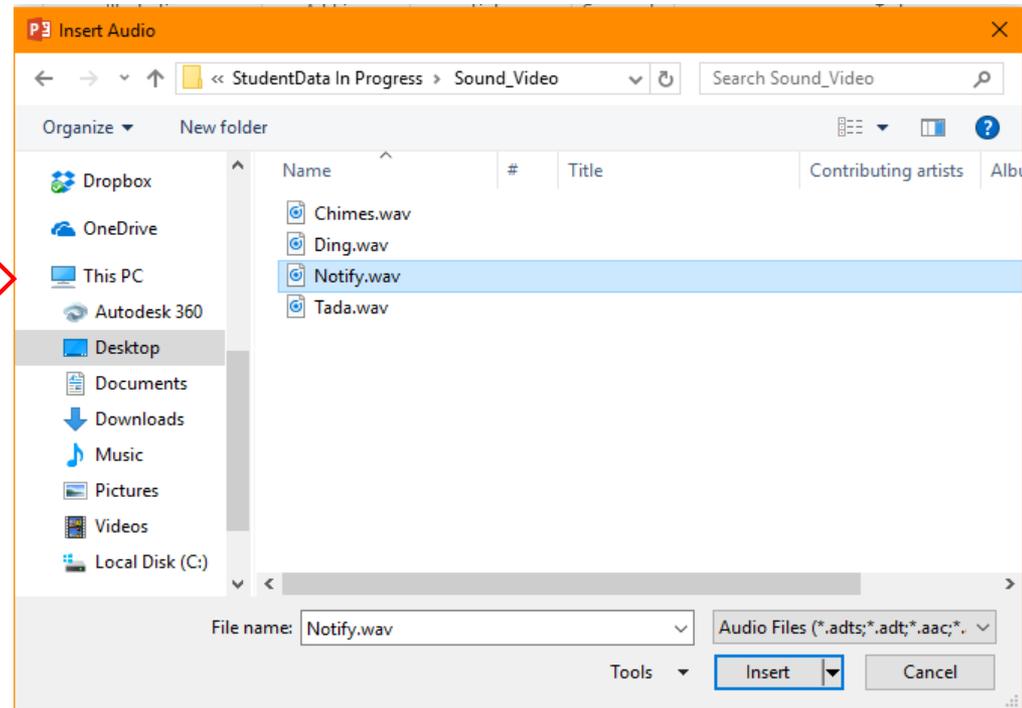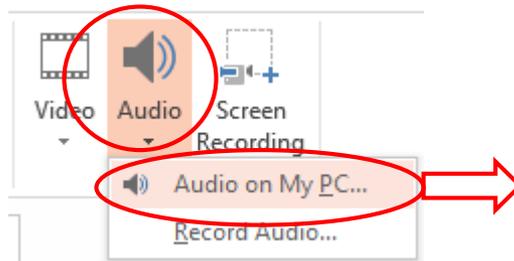
Add a constant header

Insert page number

Add footer

Viewing bottom and top information on the first slide

Apply to all slides

Making Ad Ons to Slides

➢ Use the **Audio button** on the **Insert tab** to add an audio file to the slides.

➢ To add an audio file from a folder, you need to select the file from the pop-up window using the **Audio File (My PC ...)** option.

Making Ad Ons to Slides

➢ Once completed, a clickable speaker image will appear inside the page.

➢ To play the audio file during the presentation, click this picture.
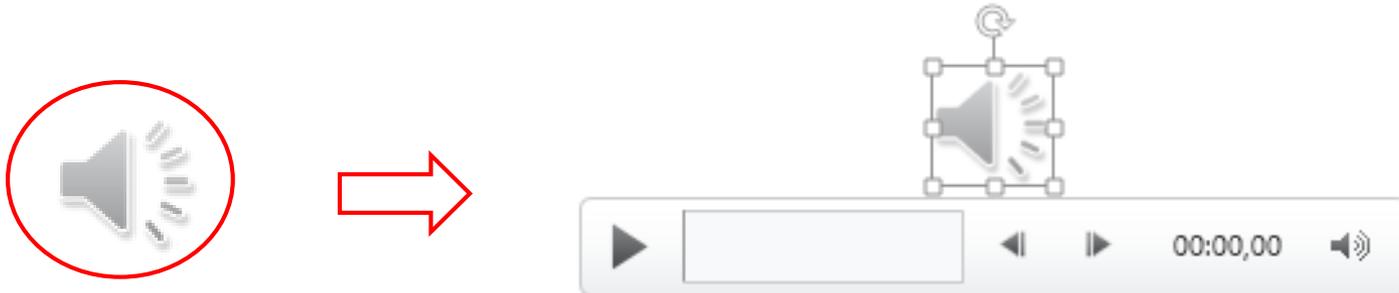
Making Ad Ons to Slides

➢ To make adjustments to the added sound effect, the **Playback tab** that opens after clicking the speaker image representing the audio file must be used..

Play

You can adjust the volume of the Audio / Video file at four (4) different levels..

You can adjust the volume of the Audio / Video file at four (4) different levels.

Specifies the playback mode within the presentation; Automatically, On Click (Play with Mouse Click) and Play Across Slides

Back to top after audio / video file is finished

Making Ad Ons to Slides

➢ Use the **Video button** to add a video file to the slides.

➢ As with the audio file, the details of the video file added to the slides can be accessed from the **Playback Options**.
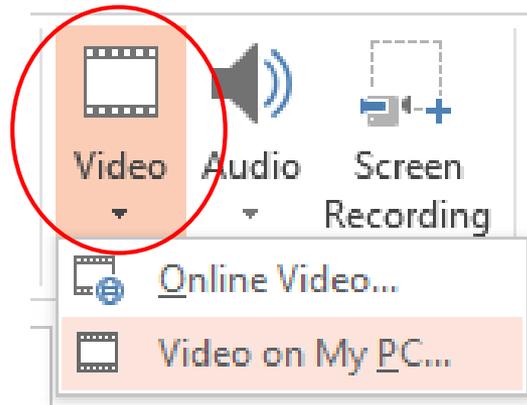
Using the Master Slide

➢ The slides in the presentation files take the design information from the master slide. Therefore, if the design of the slides in a presentation file is to be modified, it is better to make changes to the master slide.

➢ The **Master Slide** button on the **View tab** must be used to open the master slide view.
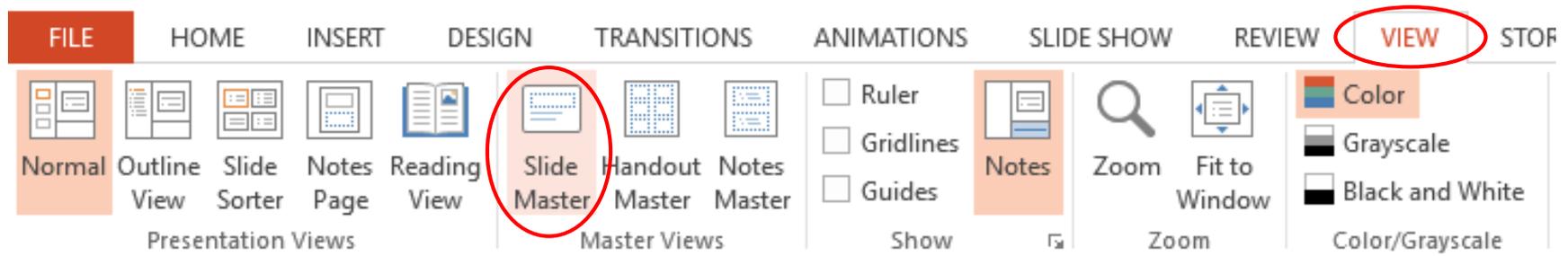
Using the Master Slide

➢ The opened view will display the text boxes and objects in the background of the slide designs.

➢ The formatting and changes made here will be effective on all slides that have this page design, and after the master slide view is closed, the appearance of the slides will be changed.

Using the Master Slide

Adjusting Slide Shows

➤ The display mode settings of the slides can be made using the **Slide Show** tab.

➤ The **F5** key on the keyboard can be used as a shortcut to start the slide show from the top slide..
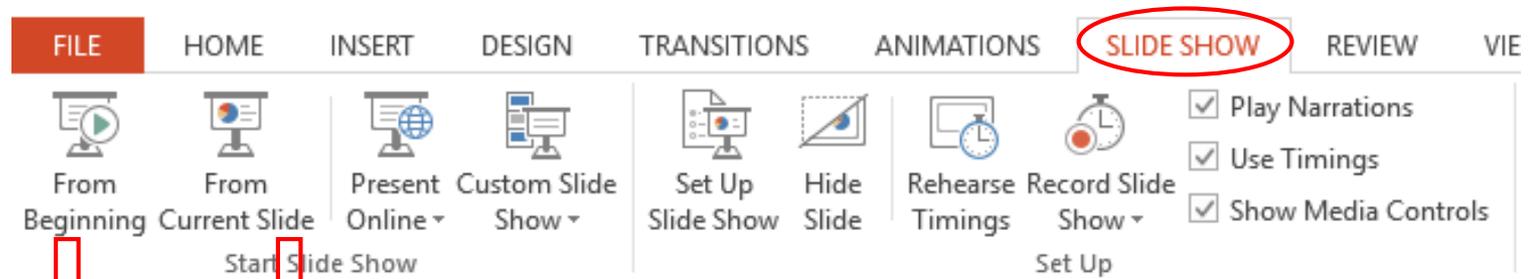

Start the slideshow from the beginning.

Start slideshow from current slide.

Adjusting Slide Shows

➢ Although it is included in the presentation, **slide button** should be used to **prevent a slide from being used** in a slide show.

➢ It is necessary to select the slides to be removed from the show and click this button.

➢ Next to these slides there will be a sign indicating that they were removed from the slide show.

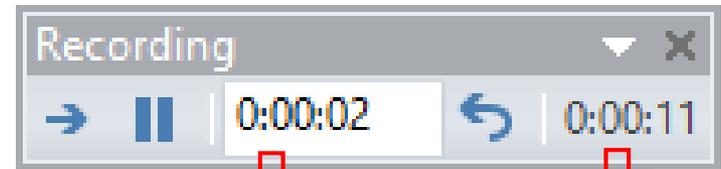➢ The same button must be used to include the slides in the show.
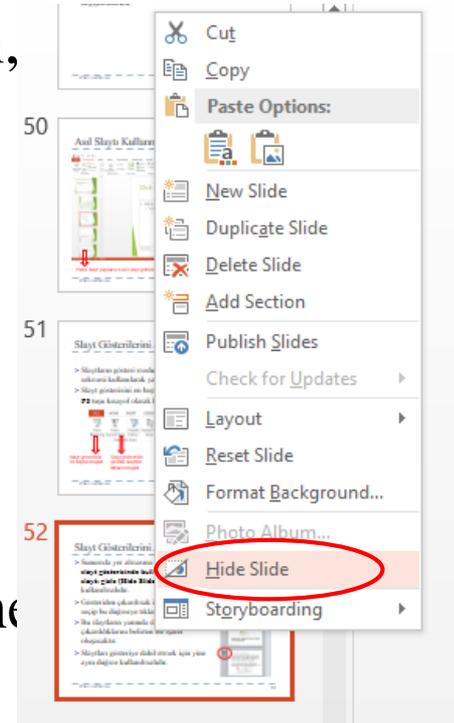
Adjusting Slide Shows

➢ The **Rehearsal Timings** button must be used to determine how **long the generated presentation** is going to be explained.

After clicking this button, a slide show with time information will be started.

Time elapsed on the slide on the screen

Time passed from the beginning of the slide show

LECTURE 8
PRESENTATION PROGRAMS
END OF SUBJECT