

DIGITAL PRODUCTIVITY: PRESENTATIONS



Message to Parents and Teacher

Parents: Before your child starts this unit, you should talk to your child about presentation software. Explain to your child what presentation software application is and show your child a presentation that you have created if you have done so. Teachers may also have a presentation to show.

If you have questions about presentation software, consult the teacher.

Unit Overview



PowerPoint is a very friendly software application to create simple and fun slideshows for personal use, classrooms, and business. These presentations are made up of slides that contain text (words), images (pictures and clip art), sounds, videos, or charts. You will be able to create your first PowerPoint presentation in no time after you have learned a few tricks.

When you have completed this unit, you will know how to:

- create a slideshow or PowerPoint presentation;
- use slide layouts and a slide design theme;
- work with words in a slide (add, delete, select, copy and paste, cut and paste);
- add slides;
- add, move, and resize a picture; and
- save and print your slideshow.

Activity: To understand the information in this unit, you should know the following words. Click on the play button to hear the word, and then hit the stop button. Give your definition and then listen to the definition. After listening to the definitions, talk to your parents or teacher about what each word means.

Words to Know	
Slideshow	A presentation made up of several slides
Slide	An individual screen in a slideshow
Ribbon	The strip of buttons across the top of the main window
Slide Layout	A choice of ways to arrange a slide

Slide Design Theme	Patterns that automatically set the background and colors for the slideshow
Normal View	PowerPoint View that is given as soon as it opens. You must be in this view to make any changes to a slide.
Bullet Points	Short phrases started with a shape – circular (•), square (■), or diamond (◆)
Textbox	A rectangular box that you can add words or pictures into the area
Clip Art	Simple ready-made pictures

PowerPoint has many features to make a great **slideshow**. When you create a PowerPoint presentation, it is made up of a group of **slides**. These slides can include words (text), images (pictures and **clip art**), sounds, tables, or videos. These slides should contain the information you want to tell your audience.

Before you make your first PowerPoint, you need to see how it works. The following video offers step-by-step instructions on how to create a PowerPoint presentation. This video shows you how to open a PowerPoint program, save a presentation, choose a background, and add text (words) and images (pictures and clip art).



During this unit you will learn how to create your own PowerPoint presentation.

Activity: Click on the following website and look at the PowerPoint presentations created by Glenmeade Elementary students: <http://www.chino.k12.ca.us/Page/6469>. After you have completed this unit, you will be able to make a PowerPoint presentation similar to those created by the Glenmeade Elementary students.

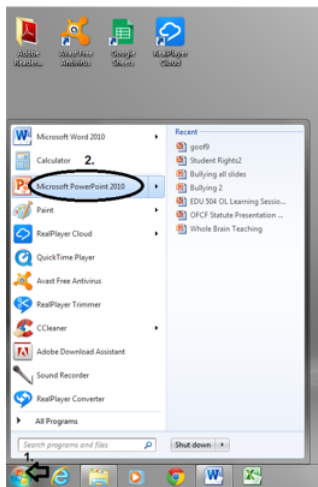
Creating a new Slideshow

To open a new blank presentation

First Method

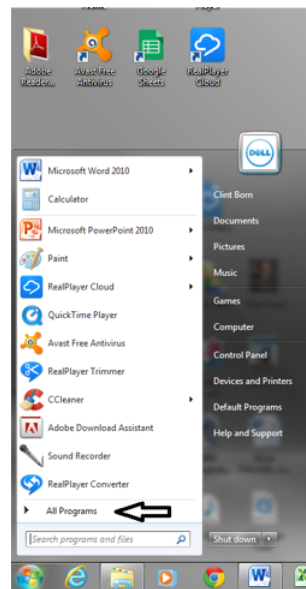
1. Click the **Start button** on the bottom left of the screen.
2. Move the cursor to **Microsoft PowerPoint 2010** and click.

Or

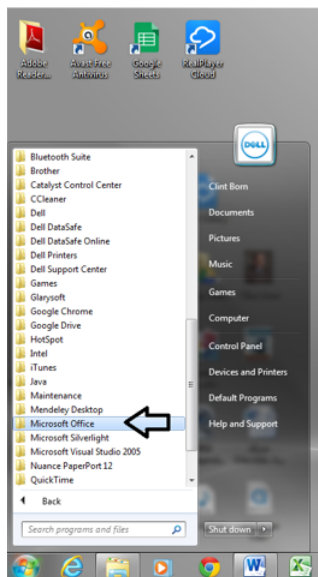


Second Method

1. Select **All Programs** located on the bottom of the Start menu.

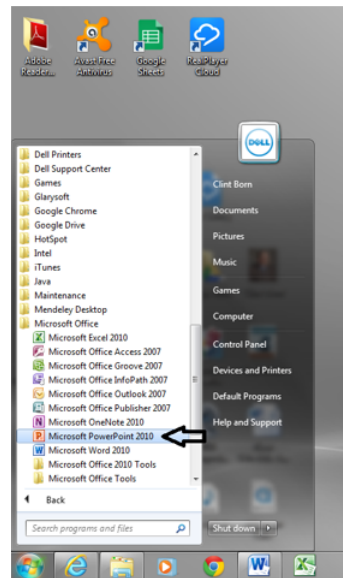


2. Then from **All Programs**, go to **Microsoft Office**.



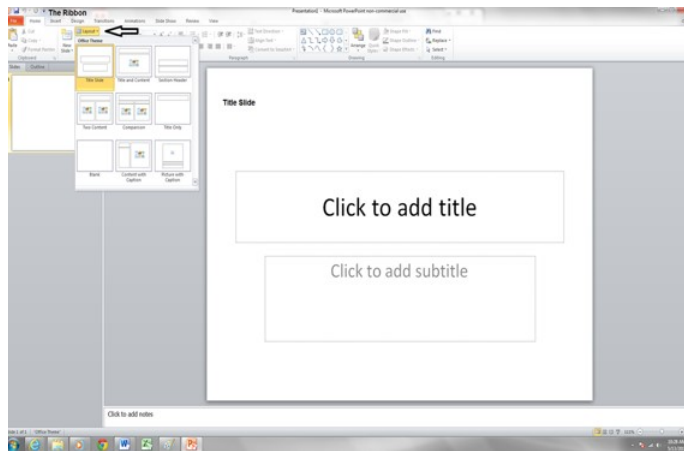
3. From **Microsoft Office**, go to **Microsoft PowerPoint 2010**

4. Click on **PowerPoint** and the software application will open.

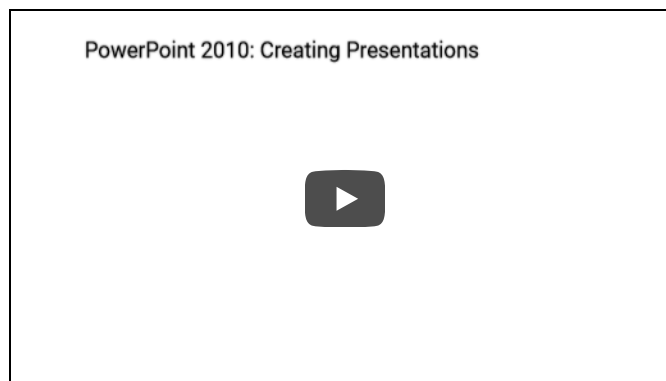


To start a new blank presentation

After you have opened the PowerPoint application, you will see the **ribbon**, the first type of **slide layout** (Title Slide) and other **slide layout** types.



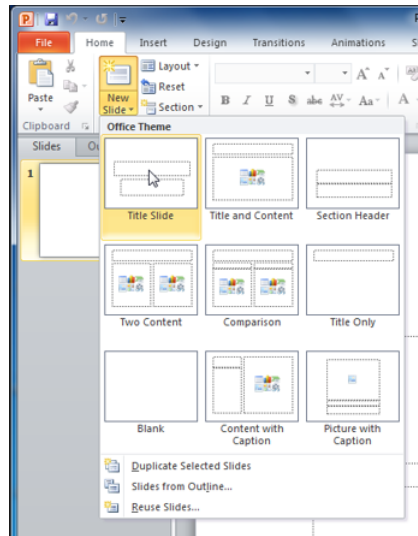
Click on the link to watch a video on "[Creating a Presentation in PowerPoint 2010](#)" or click on the video.



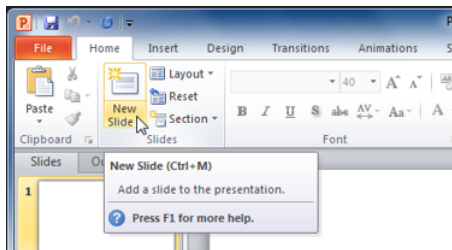
Slide Layout and a Slide Design Theme

To open a new blank presentation

The **slide layout** permits you to put words and images (picture and clip art) on a slide. Each **slide layout type** (Title Slide, Title and Content, and Picture with Caption) has the slide already arranged in a certain way

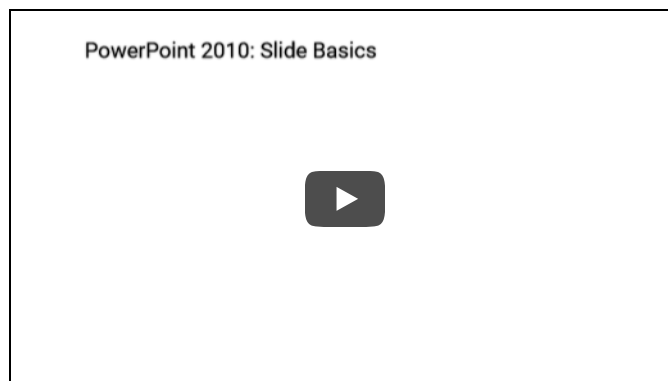


To add a new slide



1. From the **Home tab**, click the bottom half of the **New Slide command** to open the menu of slide layout options.
2. **Select the slide type** you want to add from the slide layout choices, and click on it.
3. A new slide is added to your presentation.

Click on the link to watch a video on "[Using Slides](#)" or click on the video.

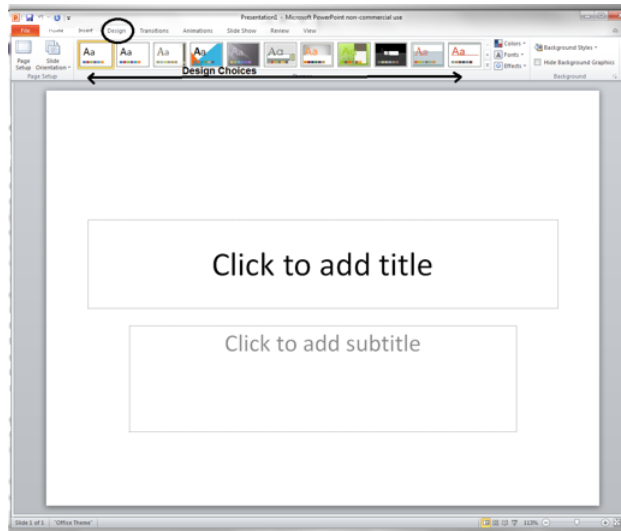


To add a slide design theme

Many PowerPoint **slideshows** use a **slide design theme**. A **slide design theme** coordinates your PowerPoint presentation with colors, graphics, and fonts that all work together to create a consistency for your presentation.

1. Click *slide design* on the ribbon.

2. Click the *design choice* you want, and all the slides will have the same colors, fonts, and backgrounds.

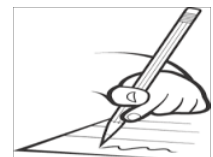


Click on the link to watch a video on "[Using a Slide Design Theme](#)" or click on the video.



Activity:

1. Click the picture on the right to open the PowerPoint presentation, "*A Slideshow about Me!*"
2. Add a new slide *inserting the slide type Picture with the Caption Slide*. To make changes, you must always be in **Normal View**.
3. Change the *Slide Design Theme*.
4. Save the presentation with these changes. You may need to talk to your parents or teacher about how to do this. Or, go to the Unit Wrap-up: Save and Print to learn how to save a presentation.

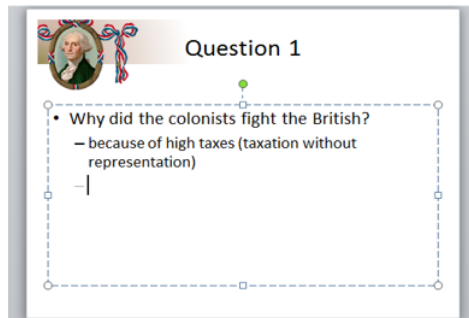
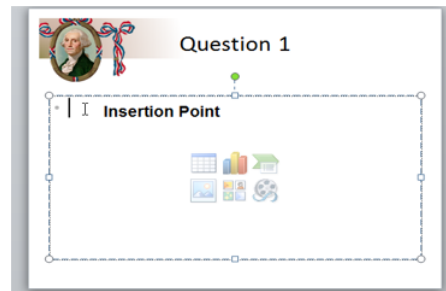


Words in Slides

To add, delete, select, copy and paste, cut and paste, or add **bullet points**, you need to know a few basics.

To add words

1. Click in the **textbox** where you want to add words.
2. The *insertion point* appears.



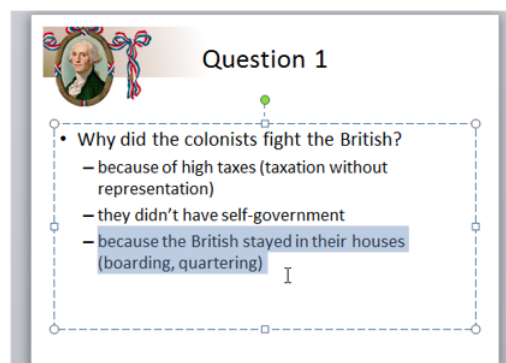
3. Type directly into the textbox.

To delete words

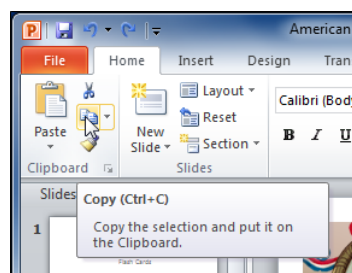
1. Place the *insertion point* next to the words you want to delete.
2. Press the *Backspace key* on your keyboard to delete text to the left of the insertion point.
3. Press the *Delete key* on your keyboard to delete words to the right of the insertion point.

To select words

1. Place the *insertion point* next to the words you want to select.
2. Left click the mouse button. While holding the button down, *drag the mouse* over the words.
3. Release the mouse. The words will be selected. A *highlighted box* will appear over the selected words.

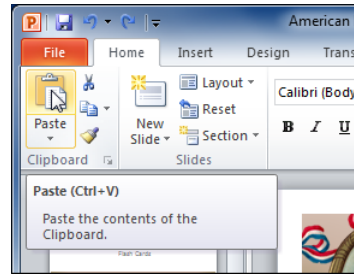


To copy and paste words

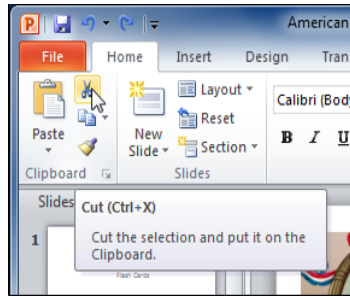


1. *Select the words* you want to copy.
2. Click the *Copy command* on the Home tab.

- Place your *insertion point* where you want the text to appear.
- Click the *Paste command* on the Home tab. The text will appear.



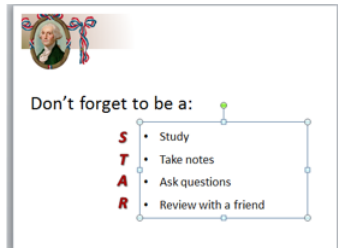
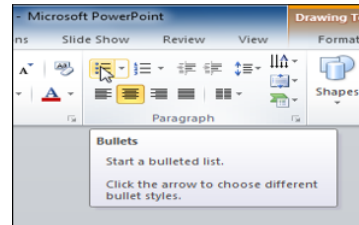
To cut and paste words



- Select the text you want to cut.
- Click the *Cut command* on the Home tab.
- Place your *insertion point* where you want the text to appear.
- Click the *Paste command* on the Home tab. The text will reappear.

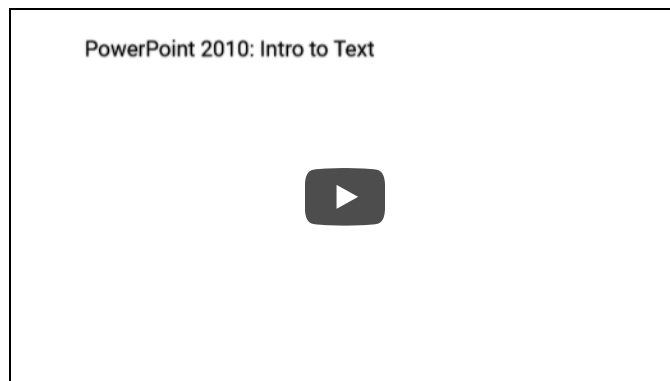
To add bullet points

- Select the *textbox or specific text* you want to format as a bulleted list.
- Click the *bullets command* in the Paragraph group on the Home tab.

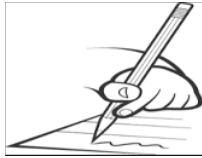


- A *bulleted list* will appear.

Click on the link to watch a video on "[Adding Text in PowerPoint 2010](#)" or click on the video.



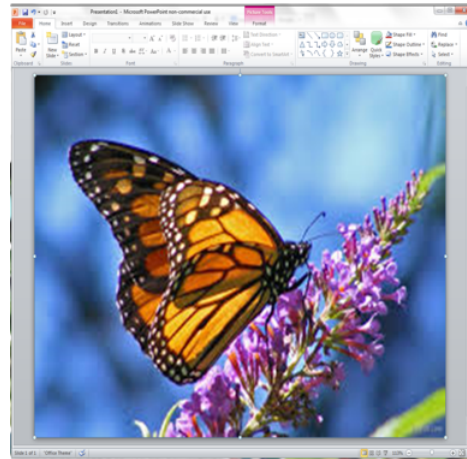
Activity:



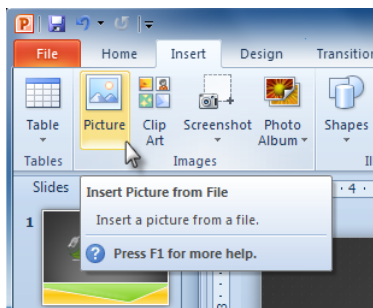
1. Click the picture to open the PowerPoint presentation, "*A Slideshow about Me!*"
2. Delete words "John Doe" on Slide 1.
3. Add your name to replace "John Doe" on Slide 1.
4. Now, copy your name from Slide 1 and paste your name in the "*Click to add title textbox*" on Slide 2.
5. Save the presentation with these changes. You may need to talk to your parents or teacher about how to do this. Or, go to Unit Wrap Up to learn how to save a presentation.

Pictures and Clip Art

Your presentation will be more interesting and exciting if you add pictures and **clip art** to them. Images also help you better communicate your ideas to your audience. Many of the ways to insert pictures and **clip art** are the same as you learned in Unit 13 on Images.

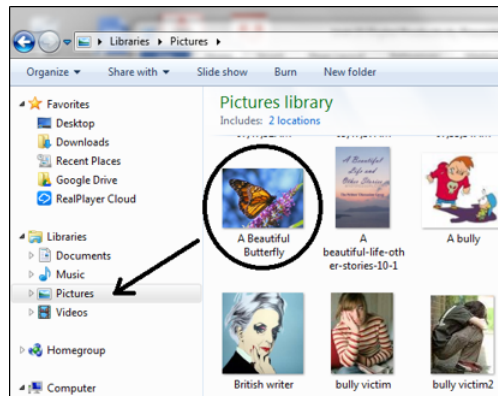


To insert a picture from a file

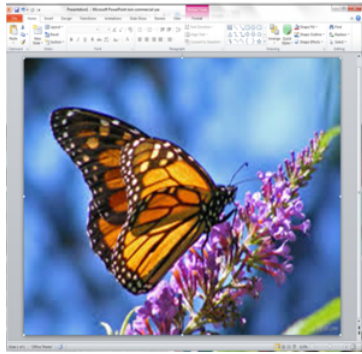


1. Select the **Insert** tab with the presentation open.
2. Click the **Picture** command and then the **Insert Picture from File** appears.

3. Your **Picture library** appears.
4. Select the picture you want and then **click Insert**.

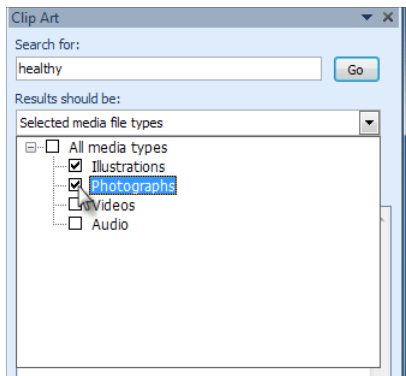
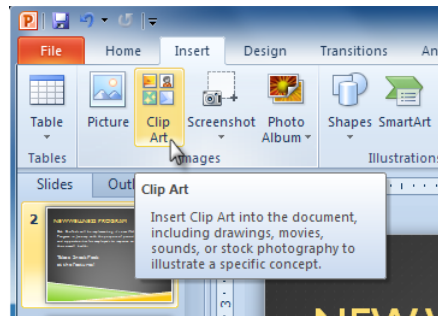


5. After clicking insert, **the picture** appears in your slide.



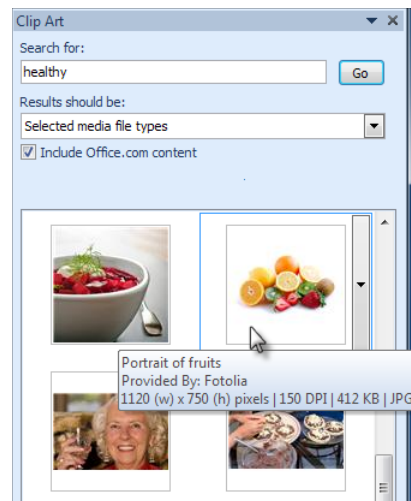
To locate and add clip art

1. Select the **Insert** tab with the presentation open.
2. Click the **Clip Art** command.



3. The **clip art options** appear in the window to the right of the PowerPoint.
4. Enter keywords in the **Search for:** box related to the picture you want to add like "healthy" in the illustration.
5. Click the drop-down arrow in the **Results should be:** box.
6. Deselect any **media types** you do not want to see.

7. Look at the **clip art from the search**.
8. Click on the clip art you want and then **click Insert**.



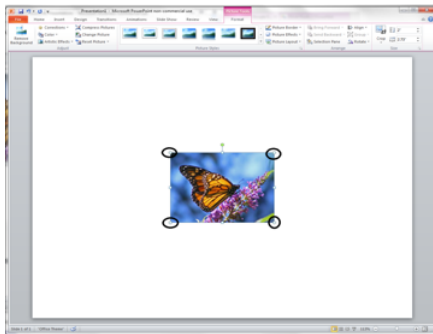
9. The **clip art appears** in your slide.



Click on the link to watch a video on "[Adding Pictures and Clip Art in PowerPoint 2010](#)" or click on the video.



To resize and move a picture or clip art



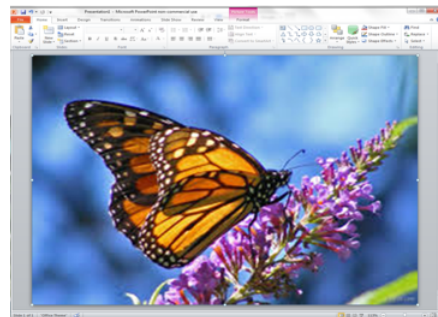
1. After the *picture appears*, you may want to make it bigger, small, or move it. Then, *click on the picture or clip art*.

2. *Position your mouse* over any one of the circles at the corners. The cursor will become a pair of directional arrows \leftrightarrow .

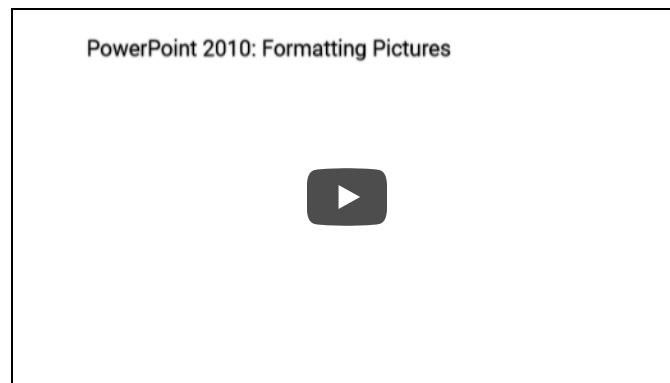
3. Click on a *circle and stretch* the picture to the size you want.

4. To move a picture, *place the cursor over the picture* and click on it.

5. Drag the picture to the new location.



Click on the link to watch a video on "[Formatting Pictures in PowerPoint 2010](#)" or click on the video.



Activity:

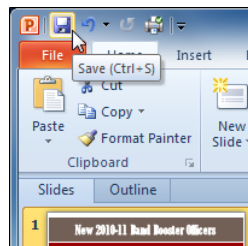
1. Click on the picture to **open the PowerPoint** presentation, "*A Slideshow about Me!*"
2. Insert in Slide 2 a **picture of yourself** from your files that you have in your Picture Gallery.
3. **Resize and move** your picture.
4. Insert a related **clip art image** in Slide 6 called "*Hobbies/Interests.*"
5. Save the presentation with these changes. Look at Unit Wrap-up to learn how to save a presentation before you close the presentation.



Wrap-up: Save and Print

When you make changes to a PowerPoint presentation or create a new one, you will need to know how to save it in order to make changes to it later. PowerPoint allows you to save your presentations in several ways.

To save



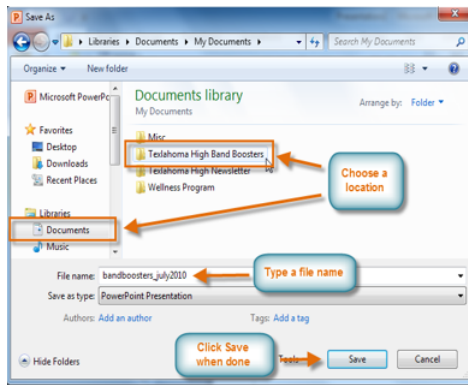
1. To save a presentation, click the **Save Command** on the Quick Access toolbar.

To use the Save As command

1. Click the **File tab**.
2. Select **Save As**.
3. The **My Documents** window opens.



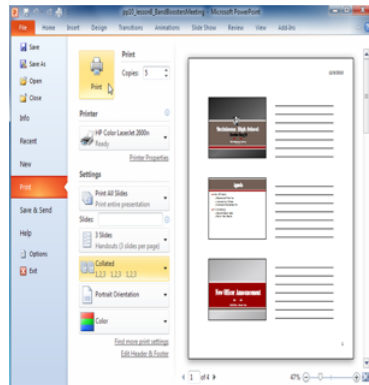
4. **Choose a location**.
5. Enter a **name for the presentation**.
6. Click **Save** when done.



Click on the link to watch a video on "[Saving a Presentation in PowerPoint 2010](#)" or click on the video.



To print

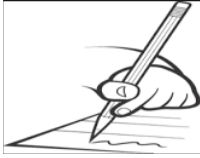


1. Click the **File tab** and select Print.
2. The Print window appears.
3. Determine and **choose how you want the slides** to appear on the page.
4. Select **Print All Slides**.
5. Select the **number of copies**.
6. **Select a printer** from the drop-down list.
7. Click the **Print button**.

Click on the link to watch a video on "[Printing a Presentation in PowerPoint 2010](#)" or click on the video.



Activity:



1. Click the picture to open the PowerPoint presentation, "*A Slideshow about Me!*"
2. On Slide 3 delete the age, hair and eye color. *Insert your own age, hair and eye color.* Add other bullet points to include more about you.
3. On Slide 4, "*My Family,*" delete the names on the slide. Add the names of your parents, brothers, or sisters. Insert a picture of your family if you have one on your computer.
4. On Slide 5, "*My Friends,*" delete the activities and names on the slide. Add the activities you like and names of your friends.
5. On Slide 6, "*Hobbies/Interests,*" delete the ones on the slide. Add your hobbies and interests. 6. Save the presentation with these changes. Show it to your parents.

Congratulations – you have just made your first PowerPoint presentation!



Go back to Unit 3: Keyboarding! You should practice your keyboarding skills on the next lesson after the one you stopped on the last time. Keep track of your work. Click [here](#) to download and fill out the chart. Show it to your parents and teacher, so they can see your keyboarding skill progress.



Below are additional educational resources and activities for this unit.

[Unit 15 Letters](#)

[Unit 15 Wordsearch](#)