

Easy Way



Teach yourself...
Microsoft PowerPoint 2013

- ☒ Easy to follow
- ☒ Step-by-step instructions
- ☒ Written in plain English

A Cheryl Price Publication

Easy Way - Microsoft PowerPoint 2013

This book is designed to teach Microsoft PowerPoint 2013. It contains simple step-by-step exercises to guide you through the learning process.

There are dozens of exercises including consolidation exercises, both theory and practical at the end of each section.

The process of consolidation and accumulation of learning is unique to the Cheryl Price books.

Retrievable exercise files are used with this book and listed on page xi. These are available as a free download from our web site at www.cherylprice.co.nz. Instructions for downloading the exercises are included on page xii.

This book has been written using Microsoft PowerPoint 2013 with Windows 8.1.

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Cheryl Price
T.Dip.WP, T.Dip.T

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PO Box 187
Matakana
Auckland 0948

Phone: (09) 422 7230
Mobile: 021 715566
Fax: (09) 422 7236

Web address:

www.cherylprice.co.nz

Published in New Zealand

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Introduction

Welcome to Easy Way PowerPoint 2013.

This book has been written using Microsoft PowerPoint 2013 with Windows 8.1. (The Windows 7 operating system can be used. However screen shots will differ slightly from those shown in this book.)

Retrievable Exercise Files

Some exercise files have been created for you to prevent time in keying in many exercises. You can then open these files and use the features of PowerPoint to manipulate and format presentations.

A list of these files is shown on page xi and instructions for downloading these files from our web site are included on page xii.

What you will learn

In this course you will learn how to produce a presentation using a desktop presentation program (Microsoft PowerPoint 2013) ie -

- plan and design a presentation according to the brief
- create a presentation using suitable text and graphics
- deliver a presentation which is readable and audible to the specified target audience

How you will learn

This book is divided into sections. Each section page lists the learning outcomes for that section. You will work through each section and do all exercises.

Revision theory is included at the end of all sections followed by a Consolidation Exercise. Our books include accumulation and consolidation of learning which carries across each section.

Word meaning boxes

Sometimes you will see a box at the left side of the page of a line that has dotted underlining. This box will contain information to help you understand the meaning of the underlined word (or how that word is formed). An example is shown below.

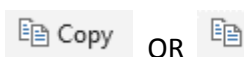
forecast
= to
calculate a
future
result

Data can therefore be altered to re-calculate budgets and to forecast results using different sales figures. Worksheets can be saved, opened and printed as required.

Different PowerPoint buttons

Depending on the size of your PowerPoint screen buttons on the ribbon may vary to those shown in this book. The icon with the word of that feature may show, or the icon only.

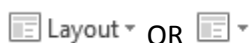
For example, the Copy button in the Clipboard group on the **HOME** tab may be displayed in either of the following ways.



OR



The Layout button in the Slides group of the **HOME** can show as either -





OR



Shortcut keys

Shortcut keys are indicated in the left margin, usually the first time they are used. An example follows.

- Ctrl S
- 1 Click on the Save button  on the Quick Access Toolbar .
 - 2 Type a file name for your document then click on Save.

Glossary

Generally when a word(s) is first used that is a technical term or a word that you may not know that relates to an exercise, or a particular PowerPoint 2013 feature, a description is given. You will also see that such words are in **bold**.

These terms are listed on each section page, an example is shown below. Explanations are also included in the Glossary at the end of the book.



In this section you will come across the following words highlighted in bold. This indicates that the word is included in the Glossary at the end of the book together with a description of that word.

AutoCorrect

Clipboard

Correction Signs

Cut

Drag and Drop

Find

Format

Microsoft Office Help

Move Text

Navigation Pane

Proof-reading

Redo

Replace

Selecting Text

Synonyms and Thesaurus

Typing Replaces Selection

Undo

Icons used in this book

This book contains icons to help guide you in your learning.

The following list shows the icon and its meaning.



Learning Outcomes

Learning Outcomes are displayed on the section page and describe what you will learn in that section.



EXERCISE 1

These are the exercises that you are required to do. Often there will be an introduction sentence to tell you what you will be doing in that exercise.



These are notes for your information.



Revision

This appears at the end of each section and contains theory revision questions relating to features learnt in that section.



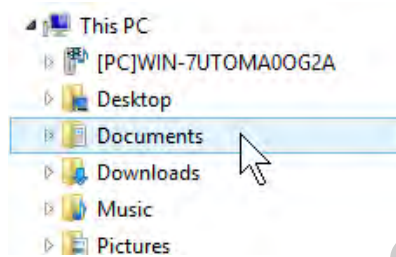
Consolidation Exercise

Each consolidation exercise covers a review of topics learnt in that section and provides additional practice.

Save Options

When a document is saved you will be requested to select the location, ie Computer then click on the Browse button and select the folder required. You can eliminate this procedure by selecting the location and saving directly to the Save dialog box and therefore bypass Backstage view.

For the purposes of this book we have used the Documents folder within This PC as the default folder. This folder is shown below which is the shortcut for the actual path name of C:\Users\User Name\Documents. This means that files you open and save will be on your hard drive.



Use the following instructions to specify the Documents folder as the default file location:

- 1 Click on the **FILE** tab then click on **Options**.
- 2 Click on **Save** at the left.
- 3 Ensure that the Documents folder is displayed as the Default local file location as shown below.

- ☒ Don't show the Backstage when opening or saving files
- ☐ Show additional places for saving, even if sign-in may be required.
- ☐ Save to Computer by default

Default local file location:

- 4 Also ensure that *Don't show the Backstage when opening or saving files* option displays a tick.
- 5 Remove the tick from the next option *Show additional places for saving, even if sign-in may be required*.
- 6 Click on OK.



If you wish to open and save files to OneDrive (ie the cloud) use instructions on the next page. If you have Windows 8, or have updated to Windows 8.1 from Windows 8, SkyDrive may be displayed instead of OneDrive but is essentially the same.

OneDrive

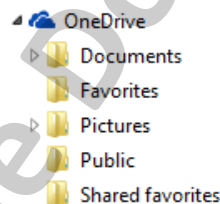
OneDrive is a cloud storage application from Microsoft. It is one of the major online file storage options competing with Dropbox and Google Drive.



Because files are stored “in the cloud” (in addition to your hard drive) it means that you can access those files from anywhere in the world because you will always have access to the OneDrive application and your files. You do however need an Internet connection for the files to be updated from your hard drive to OneDrive.



Saving to OneDrive

OneDrive is automatically set up when Microsoft Office 2013 (ie Office 365) is installed on your computer. A OneDrive folder will be displayed on the Navigation Pane in Windows Explorer as below.



Files can be saved manually by clicking on the Save button  on the Quick Access Toolbar, specifying a name for your file then clicking on the  OneDrive icon (you may wish to double click on Documents and save to that folder).

OneDrive as the Default File Location

Use the following instructions if you wish to specify OneDrive as your default file location.

- 1 Click on the **FILE** tab then click on **Options**.
- 2 Click on **Save** at the left.
- 3 Ensure that the C:\Users\User Name\OneDrive\Documents folder is displayed as the Default local file location as shown on the next page. (You may need to retype the location)
- 4 Also ensure that *Don't show the Backstage when opening or saving files* option displays a tick.

- 5 Remove the tick from the next option *Show additional places for saving, even if sign-in may be required.*

- ☒ Don't show the Backstage when opening or saving files
☐ Show additional places for saving, even if sign-in may be required.
☐ Save to Computer by default

Default local file location:

C:\Users\Cheryl\OneDrive\Documents

Browse...

- 6 Click on OK.

OneDrive Website

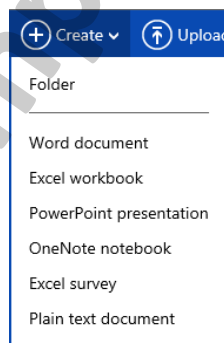
You can log in to the OneDrive website using your web browser with your login name and password.

The website is www.OneDrive.live.com.



You can upload photos and use files and share files.

New files can be created through OneDrive by clicking on **Create** and selecting the program you wish to use, eg PowerPoint (web applications in OneDrive are slightly cut-down versions of Office 2013 programs).



Sharing Files

From within PowerPoint 2013 you can save files to OneDrive (usually to the Documents folder) and then share those files. You can then click on the **FILE** tab, on **Share** and invite people to share files in OneDrive.

Alternatively, you can right click on a file in the OneDrive website (see above) and select Sharing.

Use Google in your web browser to search for additional information on OneDrive.

Exercise Files used in this book

(Instructions are included on the following page for downloading retrievable files from our web site at www.cherylprice.co.nz)



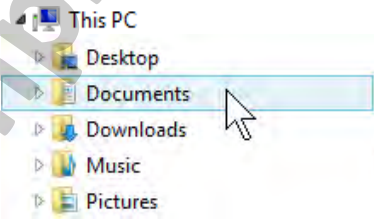

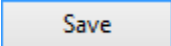
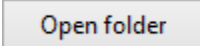
Names of files	
Auckland	HomeTrends
Community Events	Presentation Plan
Cruise Holidays	Product Launch
Design a Gift and Balloons	Scianz Group Ltd
Drape Makers	The Electric Company
Green Fingers Example	The Electric Company 2
Harrington Pools	VitaHealth Products
Home Decorating Workshop	

Downloading Exercise Files

The exercise files listed on the previous page can be downloaded from the Cheryl Price web site using the instructions below.



For the purposes of this book we have specified Exercise files to be downloaded to the Documents folder within This PC which is the shortcut for the actual pathname of C:\Users\User Name\Documents. This is where files will be opened from and saved to.

1	In the address bar of Internet Explorer, type: www.cherylprice.co.nz
2	Press Enter on the keyboard to display the Cheryl Price website.
3	Click in the Resources tab as shown at the right. 
4	Under the heading of Easy Way Books - Computing Click on Easy Way – Microsoft PowerPoint 2013
6	Under the Exercise Files heading click on the underlined blue hyperlink, ie PowerPoint 2013 Free Download The File Download dialog box will display.
7	<p>a Click on  Save as then</p> <p>b Change file name to <i>Easy Way PowerPoint 2013 Exercise Files</i>.</p> <p>c Click on the Documents folder shown below.</p>  <p> The Documents folder under This PC is the shortcut for C:\Users\User Name\Documents</p> <p>d Click on .</p>
8	<p>a Click on .</p> <p>b Right click on the zipped exercise file and select Extract All. Click on Extract. A folder will be created containing the exercise files.</p> <p>c Delete the Compressed (zipped) Folder.</p>



Learning Outcomes

At the end of this section you should have knowledge of -

- ☐ Opening and viewing a presentation
- ☐ The steps used to create a presentation
- ☐ Features that can be used in a presentation application
- ☐ Ethical issues relating to the use of content from various sources in a presentation
- ☐ Appropriate equipment needed to create and deliver a presentation
- ☐ How to plan a presentation



In this section you will come across the following words highlighted in bold. This indicates that the word is included in the Glossary at the end of the book together with a description of that word.

Backstage View
Clip Art
Close Button
Command Button
Copyright
Credits Slide
Dialog Box Launcher
Gallery
Graphics
Handouts
Introduction
Kiosk Presentation

Maximize Button
Mini Toolbar
Minimize Button
Normal View
Notes Pages
Notes Pane
Outline Pane
Quick Access Toolbar
Reading View
Ribbon
Sans Serif Font
Slide Pane

Slide Sorter View
Slides Thumbnail Pane
Status Bar
Summary Slide
Thumbnail Image
Title Bar
Title Slide
Zoom
Zoom Controls
Zoom Slider

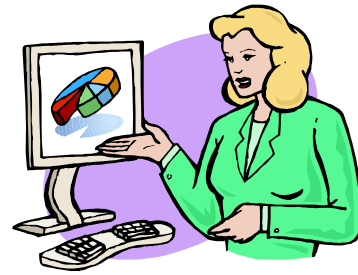
Presentations

A presentation can be in many forms, from a talk, to a product demonstration. The presentation can be used to convey information to a small group or to an auditorium of people.

auditorium
= hall or theatre

audience
= people who are to view something

PowerPoint 2013 is a software program designed to help you present your information to an audience. The information presented is usually in the form of a **slide show** that can be shown on a computer monitor or, for a larger audience, projected on a screen using a data projector.



PowerPoint 2013 can be used to create information in the form of **notes pages** (or speaker's notes) and audience **handouts**.

A presentation can also be run without a speaker. This type of presentation automatically advances between slides after a time interval set when the presentation is created. This is commonly called a **kiosk presentation** and could be used at a company's stand at an exhibition, for example.

Effects

The major advantage of running a presentation on the computer is that special effects can be included. For example, pieces of text can be made to appear one at a time as the speaker presents each new point. The pieces of text can be animated to fly in from the side, fade in slowly, and so on.

Sound effects can also be used, for example, each new slide appears to the sound of a chime or a drum roll. Effects can be very helpful to keep the audience's attention or reinforce important points. However, you should avoid overuse of effects, as this can distract attention from the message of the presentation.

An example of a presentation is shown below. You will open and run this presentation on screen in the following pages.



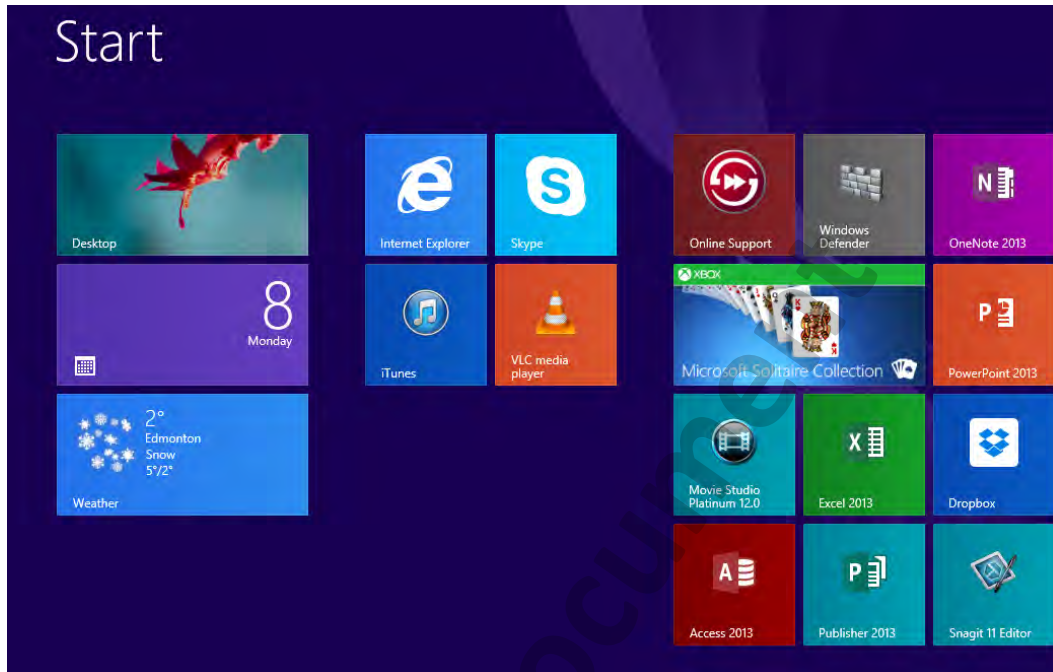
Starting PowerPoint 2013



EXERCISE 1



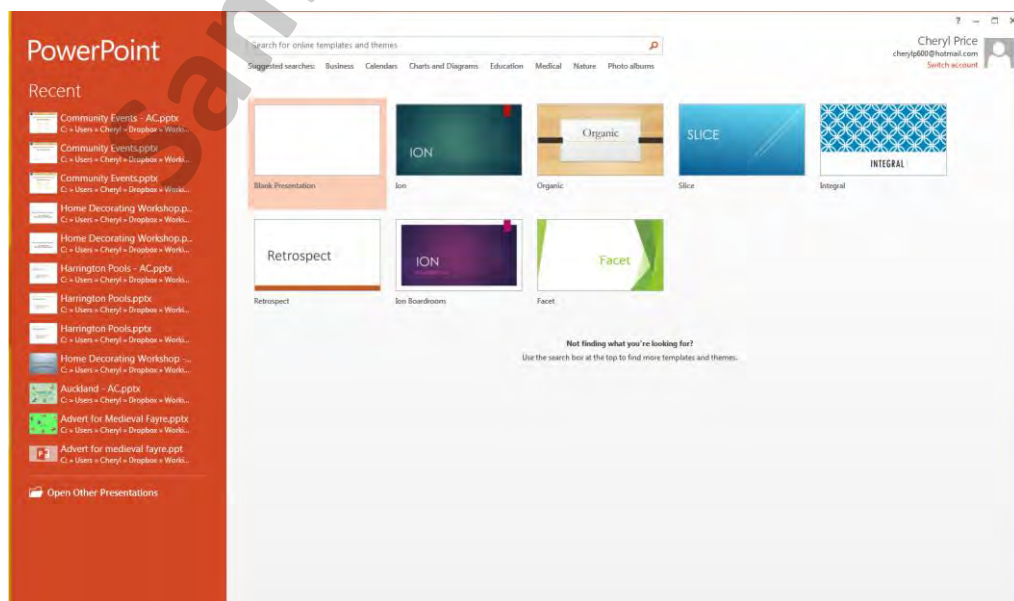
- 1 Click on the Start button. The Start screen is displayed.



- 2 If necessary, scroll to the right until you see the PowerPoint 2013 tile.



- 3 Click on it. PowerPoint 2013 opens in **Backstage View**.

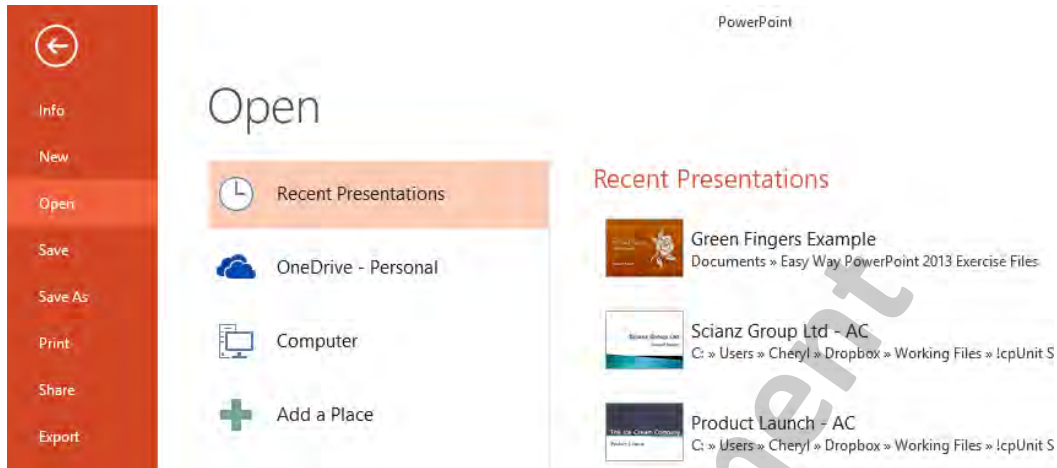


Opening an Existing Presentation



EXERCISE 2

- 1 Click on  **Open Other Presentations** at the left side of the screen.



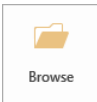
If you have already been working with other presentations, they will be listed under Recent Presentations, and you can open one by clicking on it.

- 2 Click on  **Computer**.

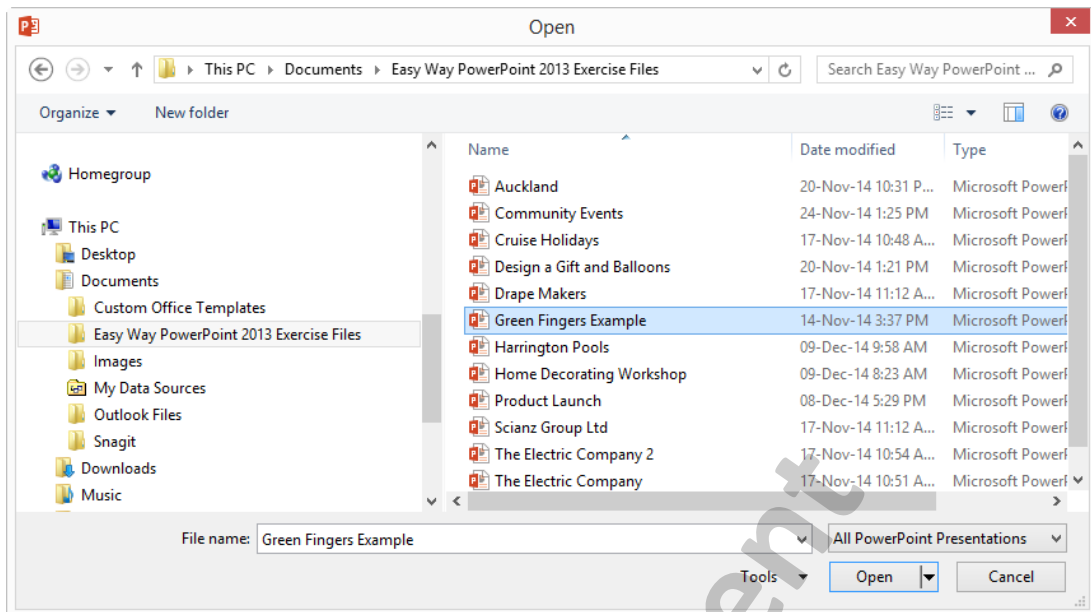
A list of recent folders you have been working in will display as shown below. (Your screen will reflect your own recently opened folders).



If the presentation you wish to open is in one of the Recent Folders, click on it.

- 3 Click on  and locate the Easy Way PowerPoint Exercise Files folder which is saved in the Documents subfolder of the This PC folder as instructed in the front of the book.

- 4 Click on **Green Fingers Example** as shown below.




Your Open dialog box may display differently, with a preview picture at the right, and/or names of files may show the .pptx file extension and/or file details.

- 5 Click on **Open**.



Slide Show button

- 6 Click on the Slide Show button  at the bottom right of the screen to run the file as an on-screen presentation.

The first slide will be displayed full screen. (Text and objects will be displayed progressively.)



4 Once all the elements of the slide have appeared, click the left mouse button or press the Spacebar. The next slide in the presentation will be displayed.

5 Keep pressing the Spacebar or clicking the mouse to move from slide to slide – remember to wait until the text or objects have appeared before moving to the next slide.

You will see a variety of transitions and slides, eg charts, tables, an organisation chart etc, that you will learn to create in this book.

6 When you reach the end of the slide show a black screen will appear with the text *End of slide show, click to exit* at the top. Click the mouse to exit the slide show.

This presentation will be used again later. The following pages describe the steps to follow when creating your own presentation.

Closing a Presentation




EXERCISE 3

- Ctrl W 1 Click on **FILE** then click on **Close**.
- 2 Select Yes if asked to save changes.

Exiting PowerPoint



EXERCISE 4

- Alt F4 ➤ Click on the Close button  at the top right of the screen.

Creating a Presentation

Creating a presentation on a computer can be broken down into four main steps – preparation, planning, setting it up on the computer, and testing.

Step 1 – Preparation

In this step you plan out what needs to be presented. This will include an analysis of why the presentation is being given, and who the intended audience will be. The key tasks to be performed in this step include:

- Defining the topic of the presentation, and why it is being given.
- Understanding the type of audience who will be attending your presentation, in terms of:
 - Knowledge
 - Interests
 - Male/female ratio
 - Age
 - Approximate number
- Selecting the presentation method to be used:
 - Will you be providing handouts?
 - Will a data projector be used for your presentation, or will it run on screen?
 - Will it be presented by a speaker or will it run by itself?
- Finding out how much time is being allowed for the presentation. This could affect the number of slides in the presentation, or the amount of information you can present.
- Deciding which software application you will use (eg PowerPoint) and the equipment you will need to deliver the presentation (eg PC, laptop computer, monitor, data projector).



Step 2 – Planning

In this step you identify the sources you will use to gather content for the presentation. You will also create a skeleton sketch of your presentation. The key tasks to be performed in this step include:

- Gathering the content for your presentation. This may be provided for you or you may have to research the information.
- Organising the content in a logical order. Presentations should start with a **title slide**, followed by an **introduction slide** containing the content of the presentation, ie the presentation “agenda”. You can also include a **summary slide** to conclude the presentation. If copyrighted material has been used, a **credits slide** should acknowledge the copyright owner (copyright is covered later in this section).
- Deciding which information will appear on slides, and if extra details/summaries can be used on handout pages. Will speaker’s notes be necessary?
- Creating a plan of the presentation on paper. Decide on and record details that may be common to all slides, such as background colour. Sketch out the content for each slide, to ensure that the layout is appropriate.

Step 3 – Setting up the presentation

In this step you create the presentation using an application, such as PowerPoint.

The key tasks to be performed in this step include:

- Setting up the content for each of the slides in the presentation – typing or inserting text, adding graphics, charts, diagrams, etc.
- For a computer based presentation, adding special effects such as animations or sounds.
- Saving the presentation on the computer's hard disk, to OneDrive, a USB drive, CD-ROM, etc.



Step 4 – Testing

In this step you test your presentation.

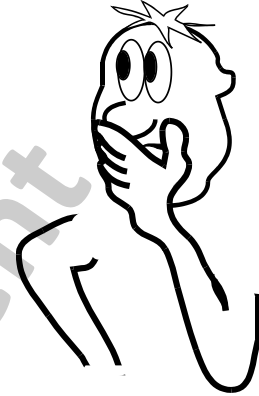
The key tasks to be performed in this step include:

- Testing the presentation on the equipment that you will use to deliver it. This will ensure that any fonts, colours, objects, pictures, etc, will display correctly on the equipment used.
- Ensuring that any special effects work properly and do not detract attention from the message of your presentation.
- Checking that your slides appear in a logical sequence.
- Ensuring that the presentation will fit the timeframe given to you; if not you may need to adjust the number of slides to remove or add more content.
- Making any necessary changes according to the results of your testing.



EXERCISE 5

- Frank needs to create a presentation for his sales people. He has made a list of things he needs to do for his presentation. Please arrange them into the appropriate sequence within each of the four steps. Each step will probably include more than one item from the list.
- Create the presentation using the software application.
 - Sort the presentation content into a logical order.
 - Decide on a topic.
 - Gather product information for the presentation.
 - Make any necessary changes to the presentation.
 - Decide which hardware and software will be needed.
 - Decide on the type of presentation.
 - Test the completed presentation.
 - Identify the target audience.
 - Create a plan for the presentation.
 - Save the presentation.



STEP 1 (Preparation)

STEP 2 (Planning)

STEP 3 (Set Up)

STEP 4 (Presentation)

Planning your Presentation

As you have just seen, advance planning of a presentation is essential. You should never try to create a presentation “on the fly” by sitting at the computer and creating slides as you think of them!

When planning a presentation, identify those elements which will be the same on all the slides, eg a company logo, the same background design, etc.

- ❖ A blank copy of a form for planning a presentation is included on pages 14-16. This can be photocopied and used as required. It has also been saved as a Word document called **Presentation Plan** with the exercise files for this book, so that it can be printed and used.

The page of blank slide designs can be copied or printed as many times as required for the number of slides in your presentation.

The following is an example of a plan for a presentation about a new robotic vacuum cleaner, sold by Arcturus Ltd.

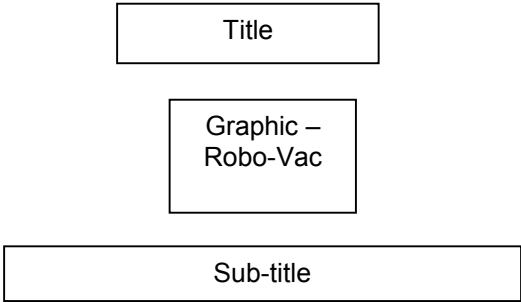
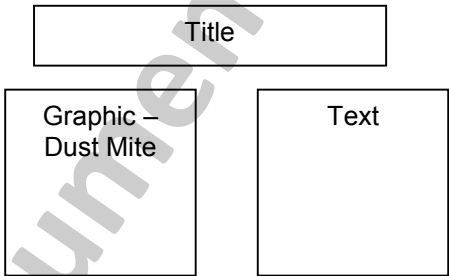
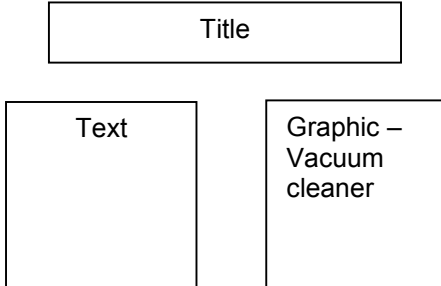
The presentation is to be delivered on a laptop by sales people.

Sample Presentation Plan

Topic of presentation	Robo-Vac, the new automated vacuum cleaner from Arcturus Ltd
Purpose	To inform potential buyers about the benefits of buying a Robo-Vac and support the salesperson's attempt to sell it
Target audience	Potential buyers – anyone with a carpet at home
Application program	Microsoft PowerPoint 2013
Equipment required	Laptop computer with speakers

Steps to create the presentation	
<p>Step 1 – Identify the topic, purpose, and target audience for the presentation. Select the presentation method, and identify the software and hardware needed.</p> <p>Step 2 – Gather and organise the content. Sort what content should go between slide show and hand-outs. Plan the presentation on paper.</p> <p>Step 3 – Create the presentation in PowerPoint and add special effects.</p> <p>Step 4 – Test the slide show on the equipment you will use to run the presentation; make any changes if necessary.</p>	
Features of the software used	
Background colour, text boxes, graphics, slide transitions, animation effects, and sound effects.	

Elements common to all slides	
Background colour or Design Template	Light green background – company colour
Font styles, sizes and colours	Titles: Arial, 44 pt, Dark blue Text: Arial, 30 pt, Black
Header/Footer	Arcturus Ltd logo in footer
Slide Transition effect	Fade Smoothly
Special effects (animation, sound, music)	See slide details

Slide 1	
Information	Layout
<p><i>Title:</i> ROBO-VAC</p> <p><i>Other Information:</i></p> <p>Sub-title: The Ultimate Automated Vacuum Cleaner [Arial, 32, Black]</p> <p>Animation: Title, Graphic and Sub-title – Faded Zoom, in that order; fanfare sound effect on graphic.</p>	
Slide 2	
Information	Layout
<p><i>Title:</i> Household Dust – The Facts</p> <p><i>Other Information:</i></p> <p>Animation: Graphic – Faded Zoom, Text – Fly In</p>	
Slide 3	
Information	Layout
<p><i>Title:</i> Vacuum Cleaning – The Old Way</p> <p><i>Other Information:</i></p> <p>Animation: Graphic – Faded Zoom, Text – Fly In, vacuum cleaner sound on graphic</p>	
Slide 4	
Information	Layout
<p><i>Title:</i> Robo-Vac: The New Way</p> <p><i>Other Information:</i></p> <p>Animation: Graphic – Faded Zoom, Text – Fly In, applause sound on graphic</p>	