

# Easy Way



***Teach yourself...***

**Microsoft PowerPoint 2010**

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

*A Cheryl Price Publication*

## **Teach Yourself PowerPoint 2010**

This book is designed to teach topics for learning Microsoft PowerPoint 2010. 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. These are available for free download from our web site at [www.cherylprice.co.nz](http://www.cherylprice.co.nz). Instructions for downloading are included on the next page.

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

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### **Cherylprice.co.nz Limited**

PO Box 187  
Matakana 0948  
Auckland


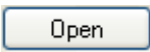




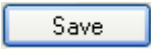
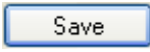
Phone: (09) 422 7230  
Mobile: 021 715566  
Fax: (09) 422 7236

### **Web address:**

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# Downloading Exercise Files

Exercise files can be downloaded from the Cheryl Price web site as follows:

1	In your web browser, type: <b>www.cherylprice.co.nz</b>
2	Press Enter on the keyboard to display the Cheryl Price website.
3	Click on the Resources tab as shown at the right. 
4	Click on <u>Easy Way – Microsoft PowerPoint 2010</u>
5	Click on the <u>Free download</u> hyperlink, ie <b>PowerPoint 2010, Level 1</b> <u>Free Download</u> The File Download dialog box will display.
6	If you have Winzip use the following instructions otherwise move to step 7.
	a Click on  .
	b Click on the  of the  button.
	c If My Documents folder is not displayed click on <b>Set default unzip folder</b> at the bottom of the list. Ensure My Documents is selected then click on Select Folder .
	d Click on the  of the  button and click on the My Documents folder. The files will be unzipped.
7	Click on  and ensure My Documents folder is displayed. Click on 
8	Click on Open Folder which will display My Documents folder. Right click on the zipped exercise file and select Extract All. Click on Extract. A folder will be created containing the exercise files. You will need to double click on this folder to use the exercise files in this book.

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## Files used in this book

(Instructions are at the front of this book for downloading retrievable files from our web site.)

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

Sample Document



## Learning Outcomes

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

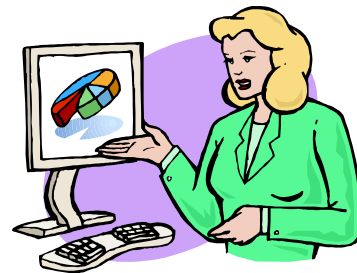
- ☐ Opening and viewing a presentation
- ☐ The steps used to create a presentation
- ☐ Features that can be used in a presentation application
- ☐ Ethical issues related to using content from various sources in a presentation
- ☐ Appropriate equipment needed to create and deliver a presentation
- ☐ How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

Sample Document

# 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.

PowerPoint 2010 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 2010 can be used to create information in the form of speaker's notes, audience handouts, overhead transparencies, or 35 mm slides.

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.



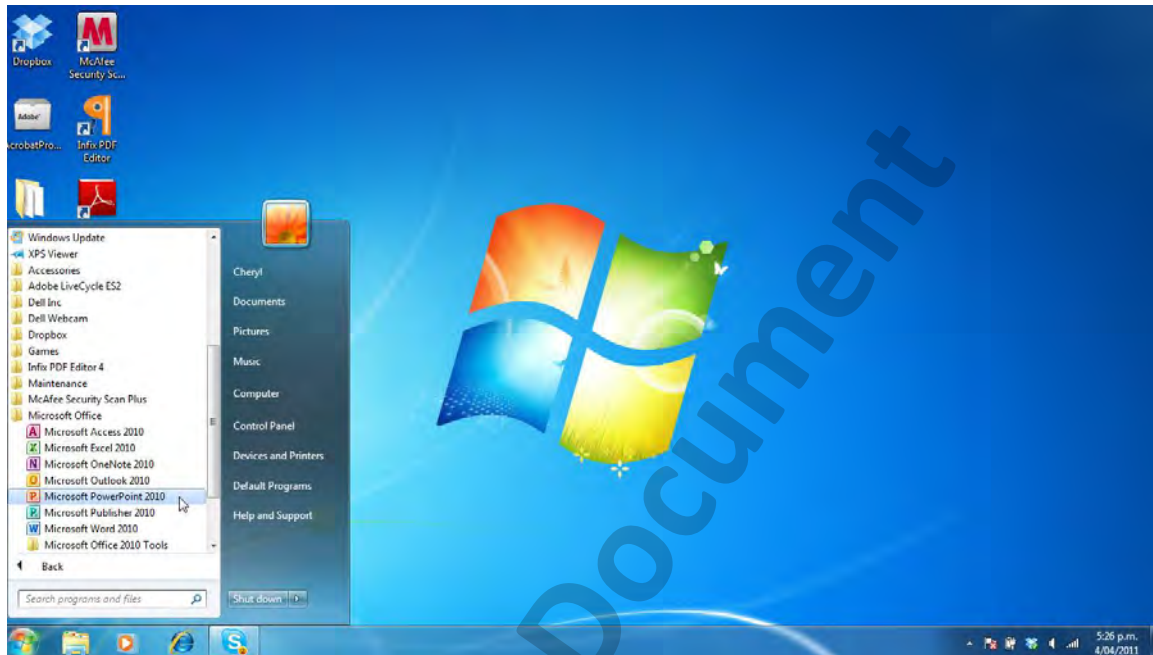
# Starting PowerPoint 2010

## Exercise 1

- 1 Click on the Start button  and move the mouse pointer up to All Programs.

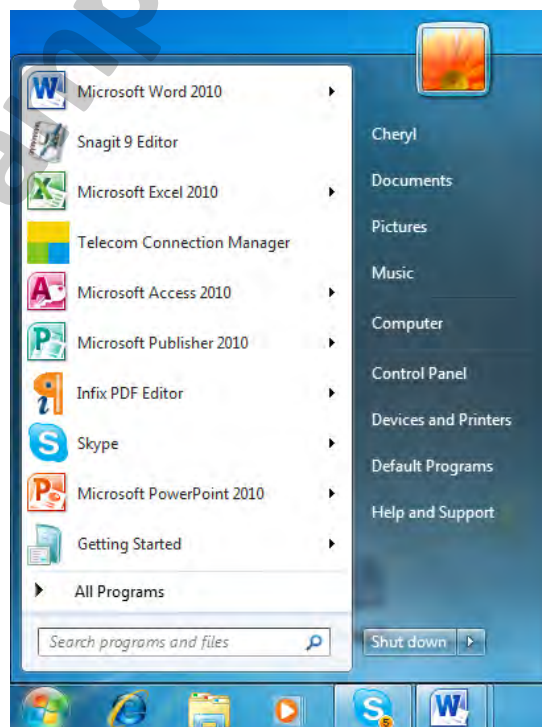
The initial Start Menu is replaced by a list of programs and folders.

- 2 If necessary, scroll the list until you see Microsoft Office – click on it. A list of Microsoft Office programs is displayed.



- 3 Click on Microsoft PowerPoint 2010.

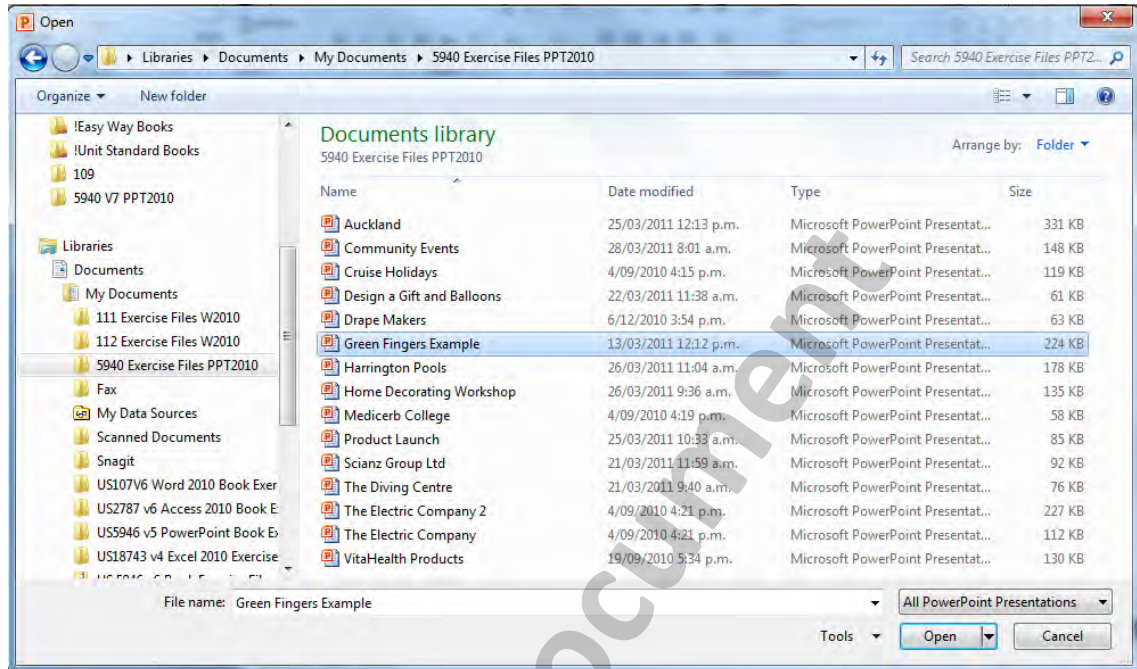
**Note** When you have used PowerPoint 2010 a few times it will appear on your Start menu as shown below. You can just click on it to start PowerPoint.



# Opening an Existing Presentation

## Exercise 2

- 1 Click on the File Tab  and then click on .
- 2 Click on **Green Fingers Example**.




**Note** 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.

- 3 Click on .



Slide Show button



- 4 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.



- 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. 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.

- 5 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 ➤ Click on  then click on  Close.

Alternatively, you can click on the Close button at the top right of the screen (and click on Yes if asked to save changes).

## Exiting PowerPoint

### Exercise 4

- Alt F4 ➤ Click on  then click on  Exit.

# 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 it be presented using overhead transparencies?
  - Will you be providing handouts?
  - Will a 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, 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 of the content, 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, 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 (overhead transparencies, slide projector or projector). 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 distract attention from the message of your presentation. Also 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.

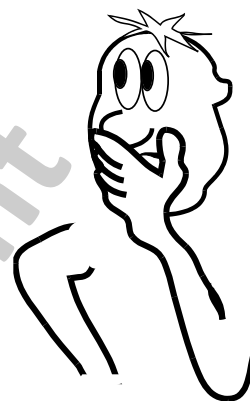
Decide on the type of presentation.

Test the completed presentation.

Identify the target audience.

Create a plan for the presentation.

Save the presentation.



#### STEP 1 (Preparation)

.....

.....

.....

#### STEP 2 (Planning)

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.....

.....

#### 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 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 2010
Equipment required	Laptop computer with speakers

### Steps to create the presentation

**Step 1** – Identify the topic, purpose, and target audience for the presentation. Select the presentation method, and identify the software and hardware needed

**Step 2** – Gather and organise the content. Sort what content should go between slide show and handouts. Plan the presentation on paper

**Step 3** – Create the presentation in PowerPoint and add special effects

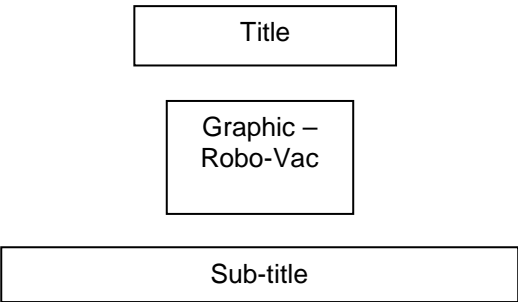
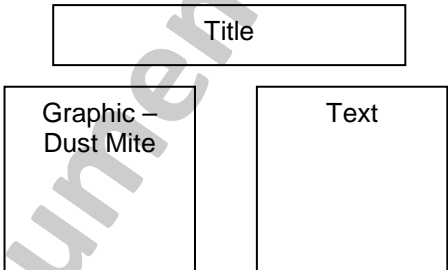
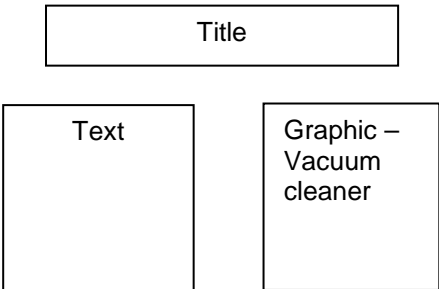
**Step 4** – Test the slide show on the equipment you will use to run the presentation; make any changes if necessary

### 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>Title: ROBO-VAC</p> <p>Other Information:</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>Title: Household Dust – The Facts</p> <p>Other Information:</p> <p>Animation: Graphic – Faded Zoom, Text – Fly In</p>	
Slide 3	
Information	Layout
<p>Title: Vacuum Cleaning – The Old Way</p> <p>Other Information:</p> <p>Animation: Graphic – Faded Zoom, Text – Fly In, vacuum cleaner sound on graphic</p>	
Slide 4	
Information	Layout
<p>Title: Robo-Vac: The New Way</p> <p>Other Information:</p> <p>Animation: Graphic – Faded Zoom, Text – Fly In, applause sound on graphic</p>	