Essential Skills for Slide Show Presentations

Created by the TR Leger School, STEP Program

Modified and Updated by CESBA, 2021

Microsoft PowerPoint

2016

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This manual was updated by CESBA using materials originally designed and created by the TR Leger School STEP Program.

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Essential Skills for Slide Show Presentations:

Microsoft PowerPoint 2016

- The manual is designed to assist learners with the skills needed to understand and use PowerPoint 2016.
- This manual is designed to be an independent, self-guided handbook but can also be instructed as a course in a group setting.
- Learners should follow the book in the order it is written and complete each activity before continuing to the next lesson.
- Learners should be provided with a USB (memory stick) for use while working on this course.
- Learners are expected to have a good working knowledge of the mouse and keyboard before beginning this course. Learners may refer to the Essential Skills for Word Processing: Microsoft Word 2016 manual if they need a refresher in the mouse and keyboard functions.
- Learners should complete the checklist at the end of this guide.
- Participants completing this course will have gained the knowledge to complete milestones for competencies A1.2, B1.2, B2.2, D3, E.2

Introduction to Microsoft PowerPoint 2016

PowerPoint is a wonderful computer program that helps to build presentations in the format of a slide show. These slide shows can be used for personal use, business presentations, create a work portfolio, sales presentations, and resumes. You can also use the program to build a digital scrapbook. The program offers many creative options. The user can build a presentation of any size.

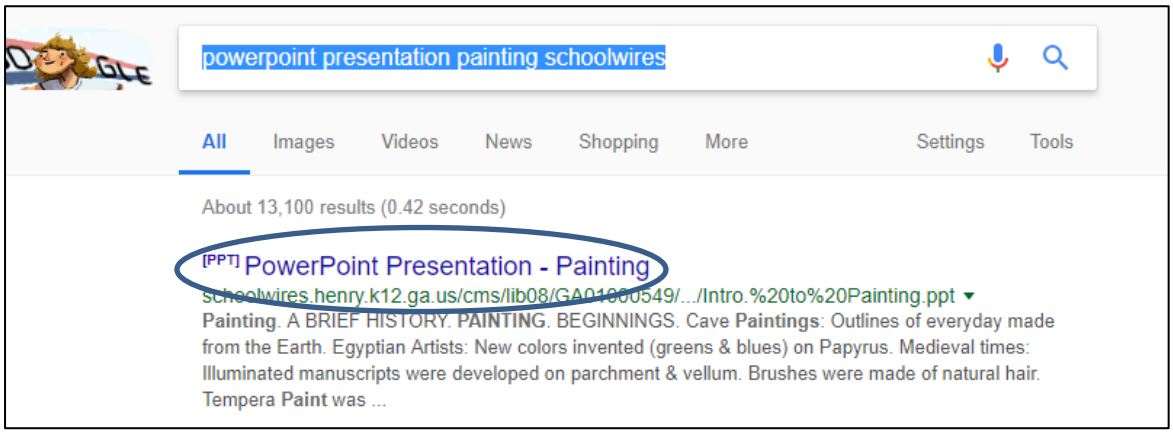
- Build a digital scrapbook
- Make a presentation
- Create a digital slide show
- Add pictures
- Add art
- Add fonts
- Add sounds
- Add colours
- Add online pictures
- Insert shapes
- Use Smart Art
- Create tables
- Create a portfolio for work

Give any presentation a personal touch!

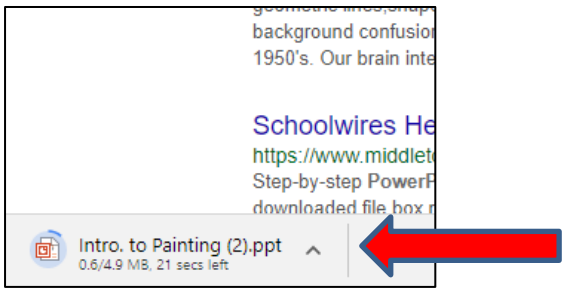
PowerPoint is a great tool to learn. The program can be used for employment or entertainment. We hope you enjoy the lessons and activities provided.

Viewing a PowerPoint 2016 Presentation

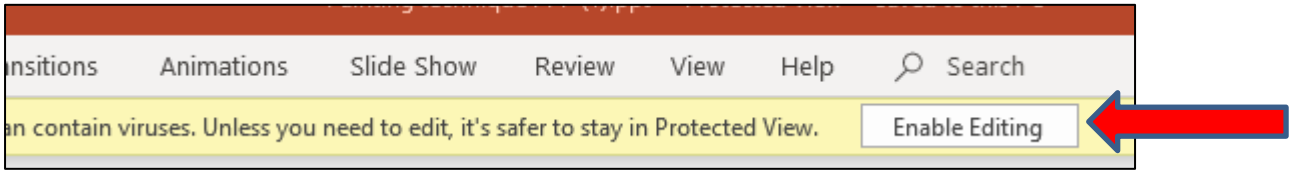
1. To view an example of a PowerPoint presentation, open your browser (Google Chrome or Internet Explorer) and search 'PowerPoint presentation painting schoolwires' using Google.ca



2. Click on the Blue link and look at an example of a pre-made PowerPoint presentation. Choose the search result with A BRIEF HISTORY PAINTING in the description.
3. If you have trouble opening this program, ask your instructor for help. Note: It may download the bottom left corner of your screen. Click there to make sure it opens when downloaded.



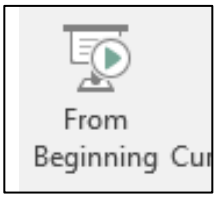
4. When the presentation opens, click through the tabs on the ribbon to see options. *You may have to click on Enable Editing to explore the presentation.



This presentation was made to inform people about art. The person who made it chose this to be her/his topic.

5. When you have looked through the presentation, click File Tab.

6. Click on the Slide Show Tab and select From Beginning. Click your mouse on the screen to look through the presentation. This is an example of a PowerPoint presentation. This may be viewed on a computer or on a screen or wall with the help of a projector that 'plugs in' to a laptop.



7. When you are done, click on File and click on Close.

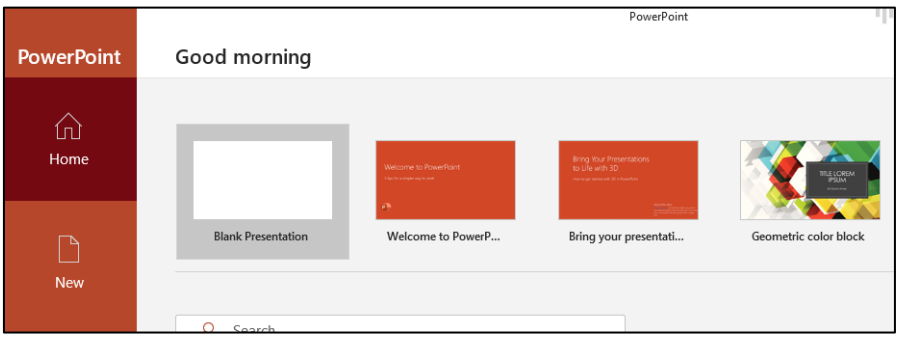
Opening PowerPoint 2016

1. Click the Window icon in the bottom left corner.

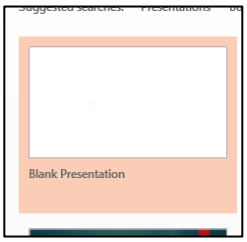
   Find the 'P' (MS PowerPoint) and click on it.

   The PowerPoint icon will open the program.

2. PowerPoint will open into this screen.

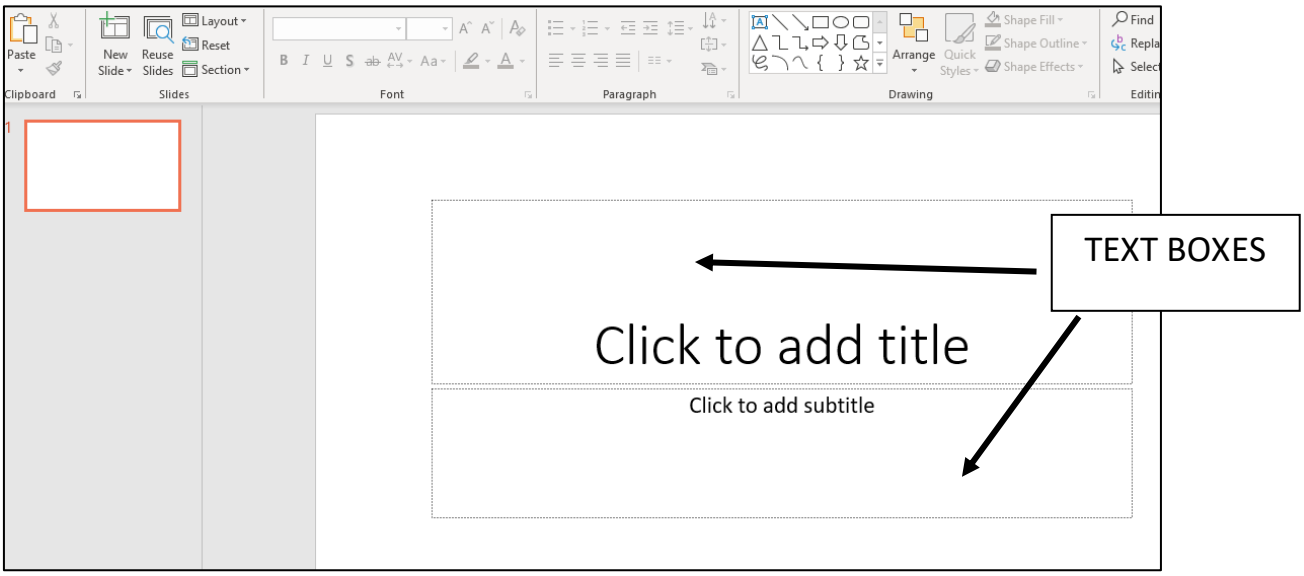


3. Click on Blank Presentation to open a presentation.

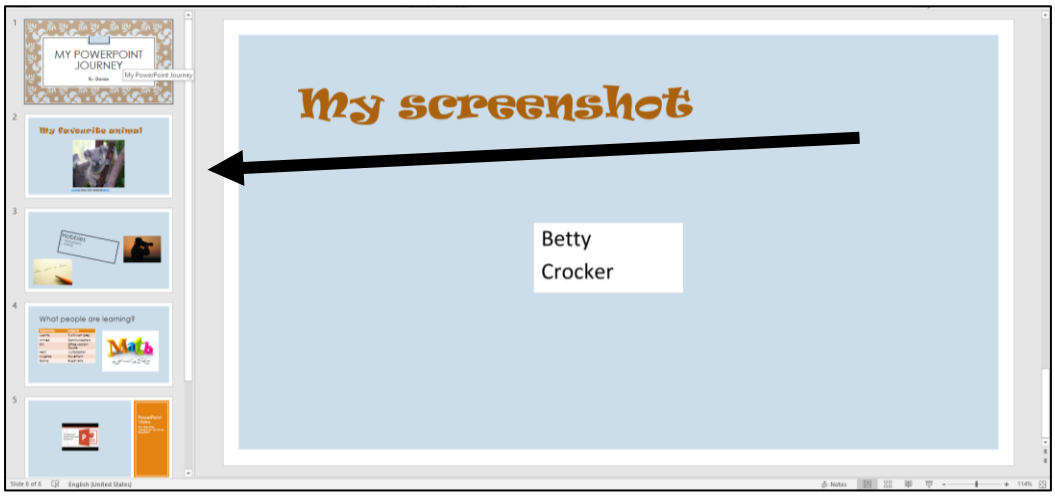


4. You will see this screen. Here, you can begin creating your presentation.

PowerPoint makes a presentation by adding slides.

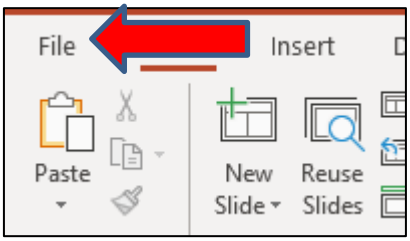


*Tip: To move between slides, click on the smaller view on the left-hand side. To move slides, click on the slide in the side view and drag the slide up or down. To delete a slide right click on the slide and choose Delete.

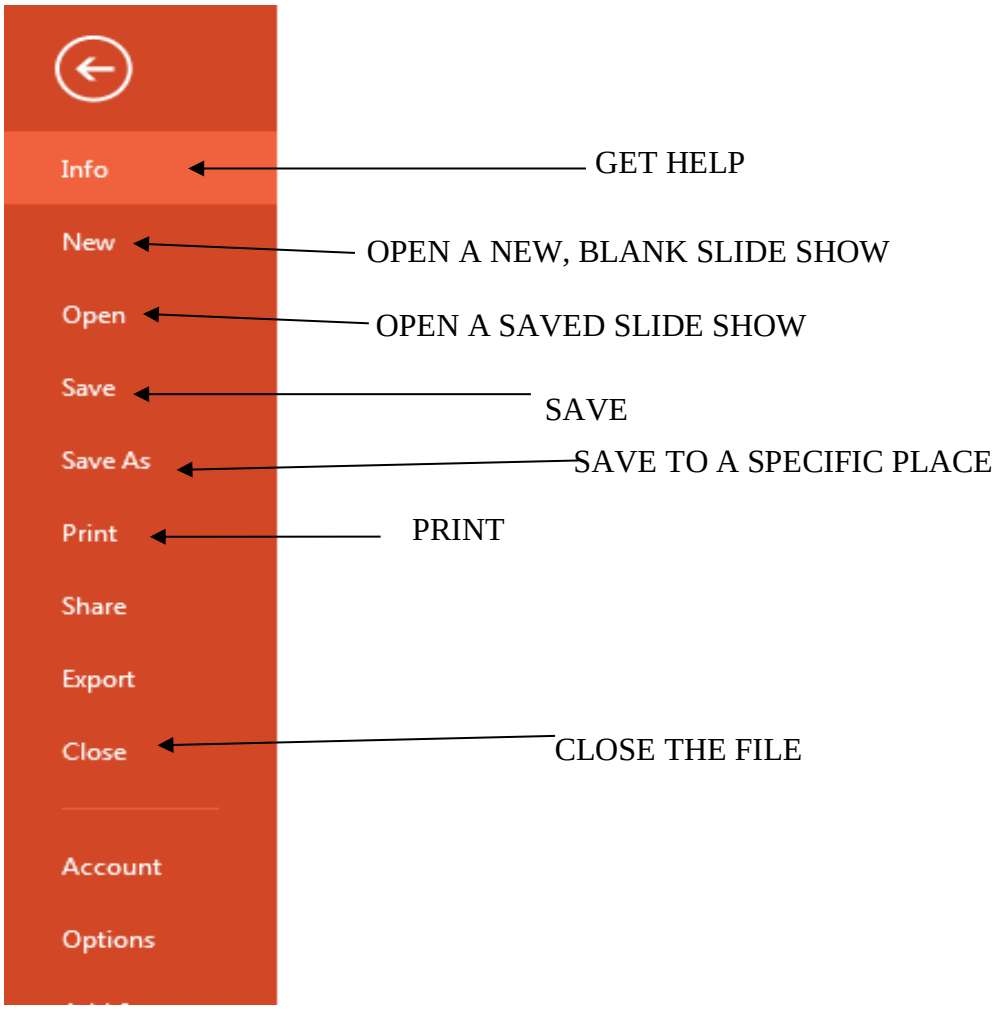


Basic Options in PowerPoint 2016

1. The PowerPoint Program has the same File Tab as Word.



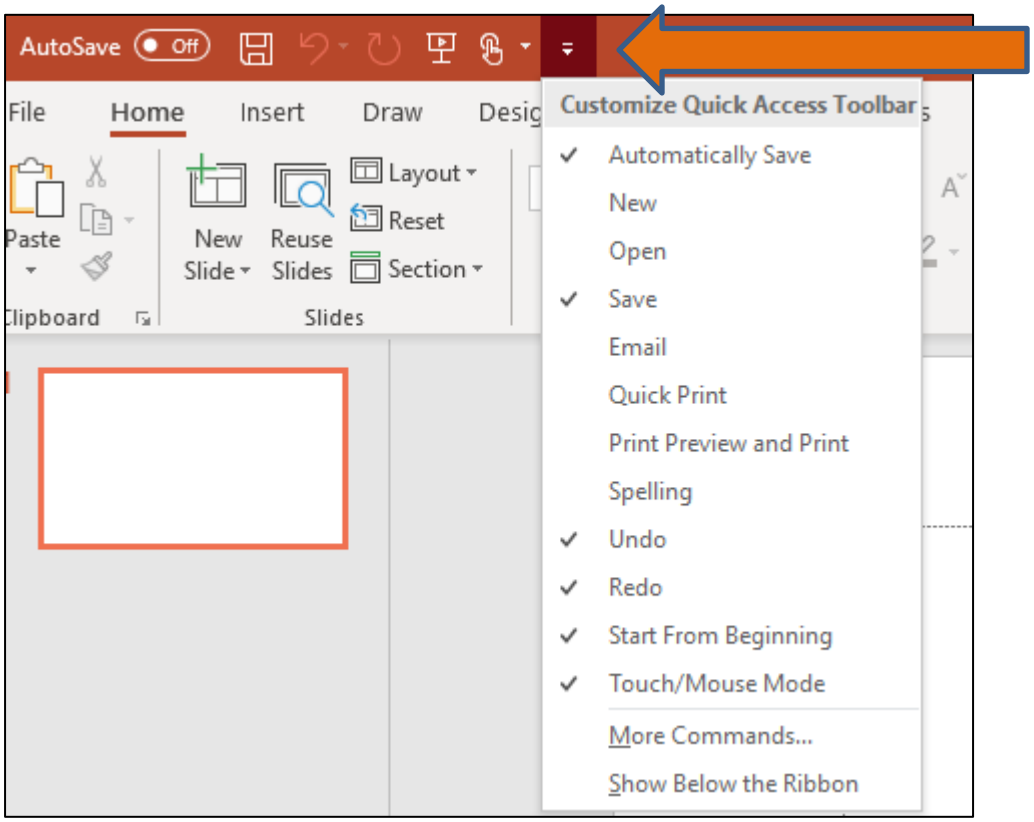
2. You can find the same basic options in PowerPoint as in Word.



Setting Up the Quick Access Toolbar

You can set up your Quick Access Toolbar in PowerPoint. This will create shortcuts for file menu options.

To set up the toolbar, click on the down arrow shown in the image below. It is located on the top left corner of your screen.

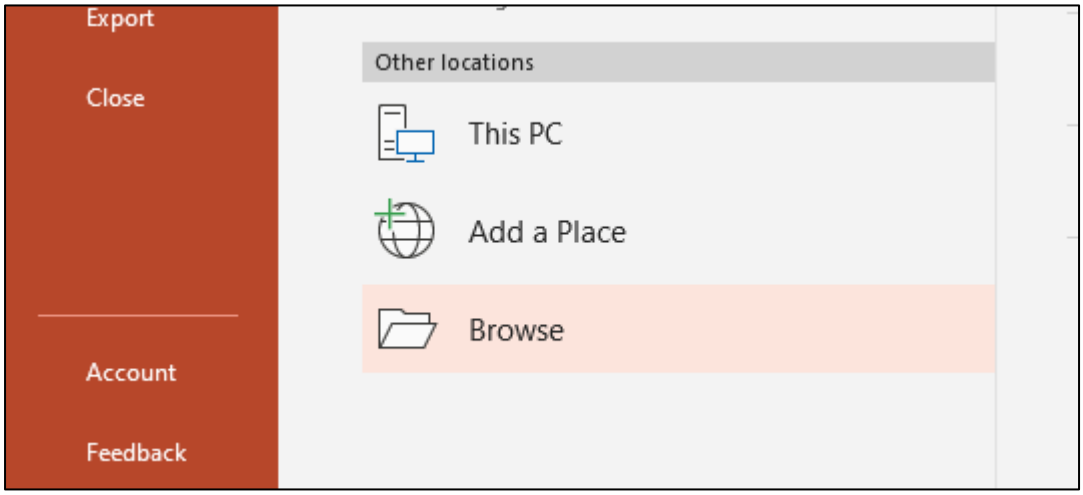


Check the options you wish to add by clicking on them, such as: Save, New, Open, Quick Print, Undo and Redo.

Saving to USB (Memory Stick/Removable Disk)

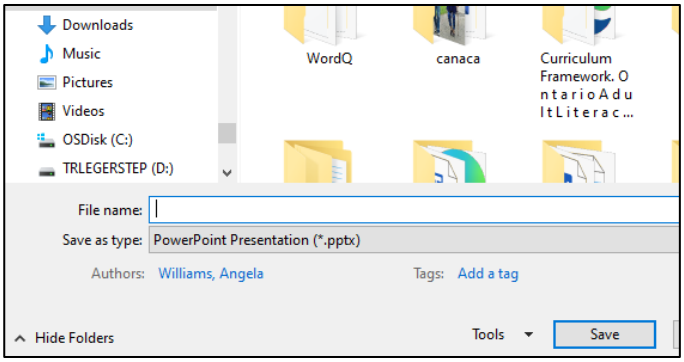
1. Put your memory stick into the USB port.

2. Click on above the File Tab (Quick Access Toolbar).



3. Click on Browse.

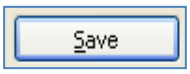
4. Click Removable disk on the left-hand side.



5. Click in the File name box.

6. Delete everything in the File name box.

7. Give the file a name.

8. Click 

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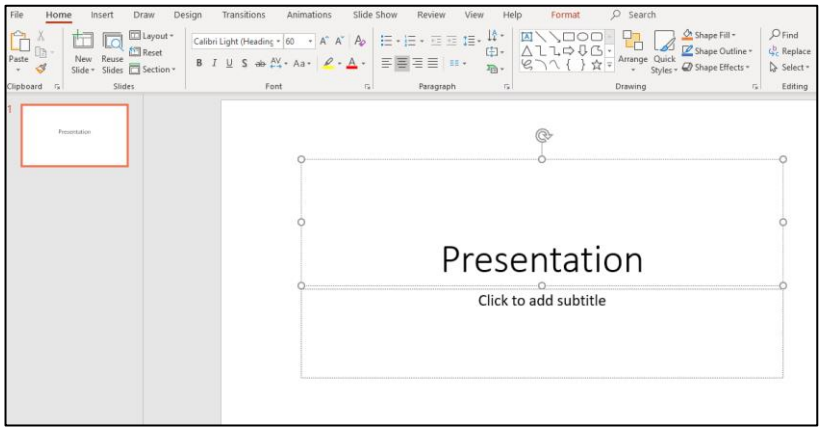
* You should save your slide show every few minutes.

Text Boxes in PowerPoint

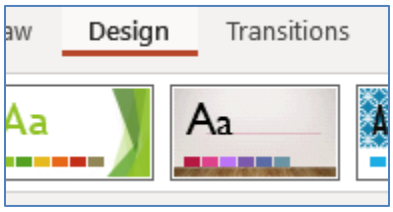
1. Click in the top text box and type the word Presentation.



2. Click in the bottom text box and type your name.

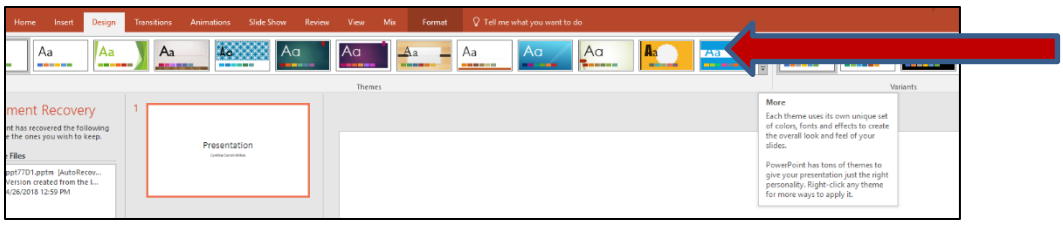
3. Click away from the text box after you have typed the information that you want.

4. You can change the look of your slide by clicking on the Design Tab.



5. On the left-hand side, are the themes for your presentations.

You will see this screen:



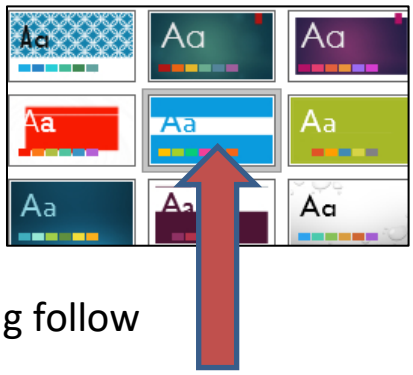
Click on the arrow to see more Theme options

6. If you hover the mouse over the design choices, you will see the name for each type of design.

7. Please **Close** PowerPoint before starting the practice activity below.

Activity 1: Creating the First Slide

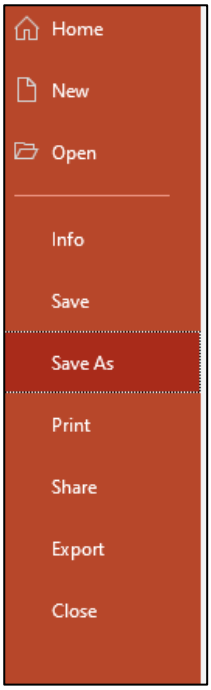
1. Open PowerPoint from your Desktop
2. Click into the top text box in your first slide and type *'My PowerPoint Journey*.' This is a title slide.
3. Type into the bottom box and type your name
4. Click on the Design Tab
5. Choose the Banded Theme in Designs. Click on the Banded Theme.



6. Save your work to your USB as 'My PowerPoint Journey' if you need help saving follow the instructions below.

Saving a Presentation

1. Click on the File Tab.



2 .Click on Save As

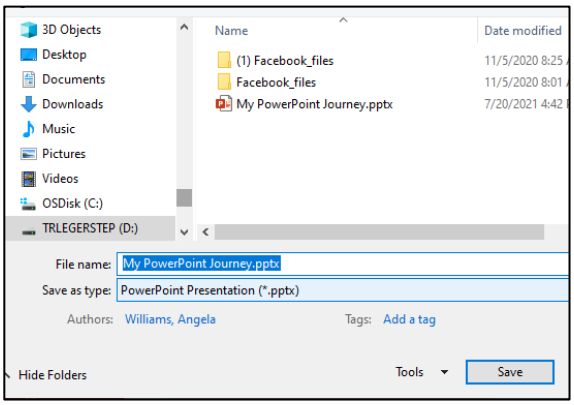
3. Click Browse.

4. Click on the USB (Removable Disk).

5. Click beside File name.

6. Type in the name of your presentation.

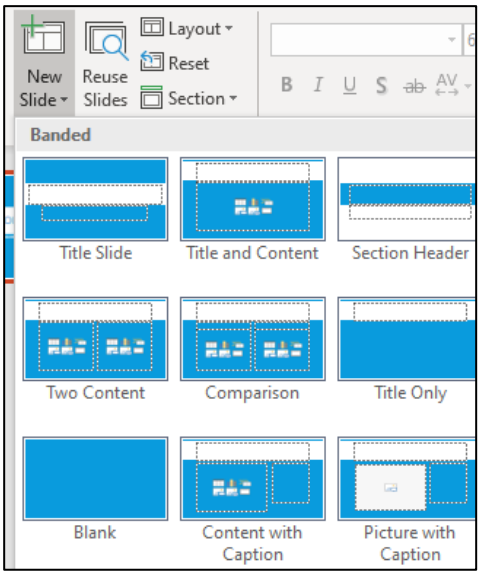
7. Click Save.



Adding a Slide

*Note: A new slide will always appear directly under the slide you were last on. Click on the slide you want the next slide to go under to make sure all the slides in this manual appear in the right order.

1. Open *'My PowerPoint Journey'* and click on the Home Tab.



2. Click on the Slides Tool.

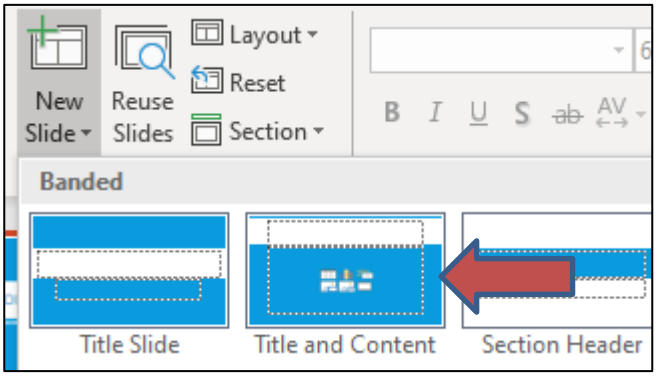
3. Click on New Slide (on the small, arrow facing down).

4. Once you choose New Slide a drop-down menu will open.

5. The new slide you choose will appear under the last clicked on (viewed) slide in your presentation.

Activity 2: Adding the Second Slide

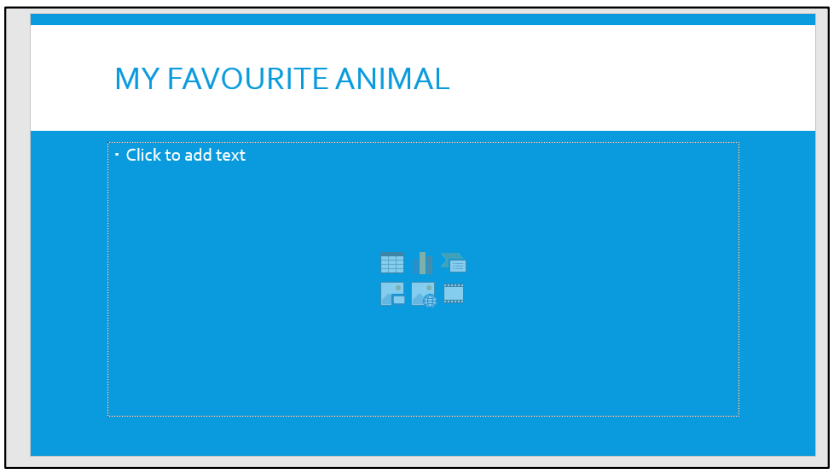
1. Open *'My PowerPoint Journey'* and click on the Home Tab.



Click on the slide called **Title and Content**. This will be your second slide.

2. Type 'My favorite animal' in the top text box.

Your slide should look like this:

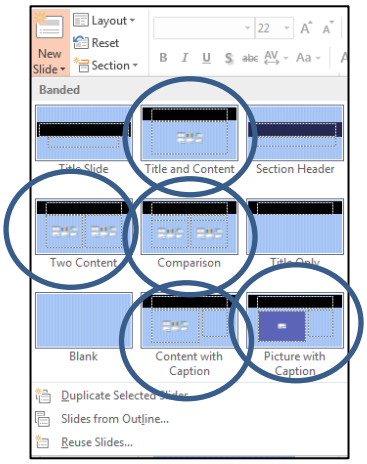


3. Save and Close.

Online Pictures

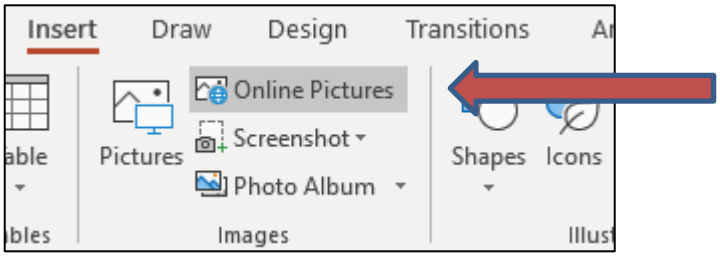
Some slides make it easier to include pictures in your presentation.

These slides are the Title and Content, Two Content, Comparison, Content with Caption, and Picture with Caption Slides.



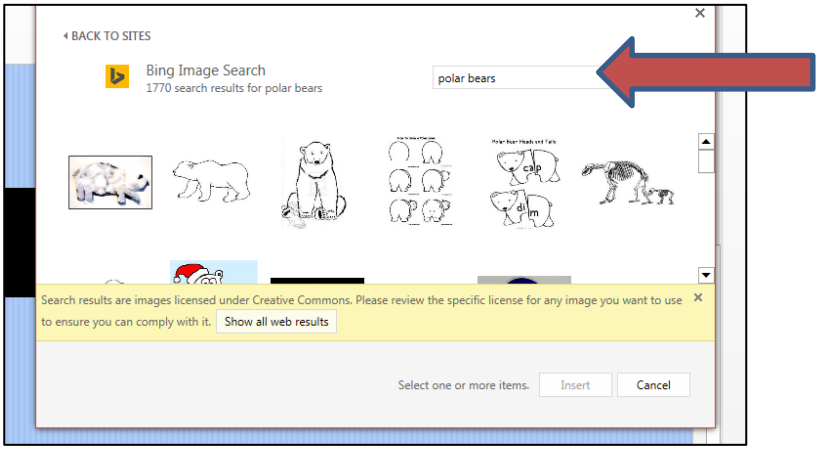
Online Pictures are a great tool to find pictures for a PowerPoint presentation.

1. Open the Insert Tab and click on the Images Tools.



2. Once the Images Tool is open click on the Online Pictures icon.

3. A Search menu will open on your screen.



4. Type in what picture you would like to search for and press your Enter key.

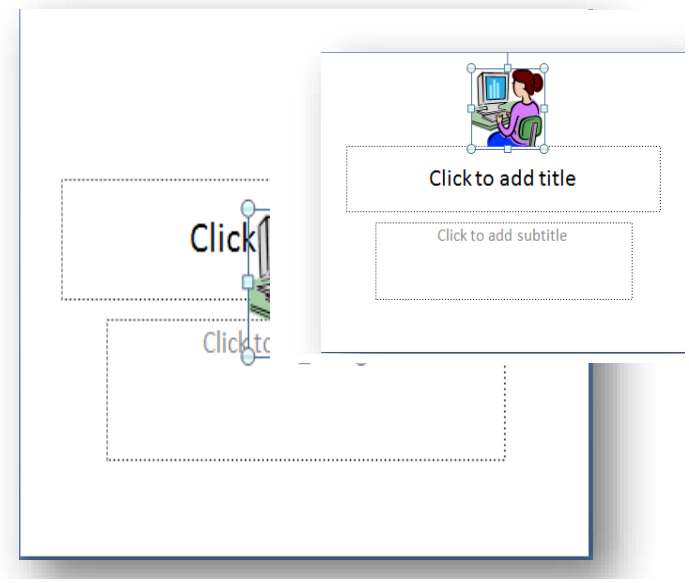
5. The search will show you online pictures.

6. Click on the pictures you like to insert in into your presentation.

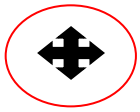
   Note: Sometimes, pictures that are put into title slides or blank slides will need to be adjusted or moved. When making your presentation, if you choose a slide that allows you to use pictures, like the content and comparison slides, inserting pictures will be easier.

Moving the Inserted Picture

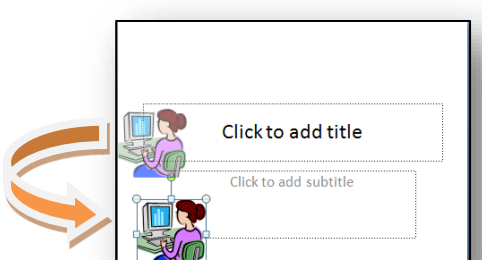
7. To move the picture on the slide you would place your cursor inside the picture.



8. An arrow with 4 black points will appear inside the picture.



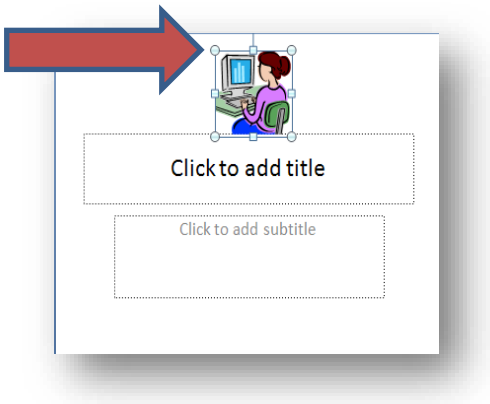
9. While holding either the left or right button on the mouse down, drag the picture to a new spot on the slide.



10. When you have found the spot for your picture just let go.

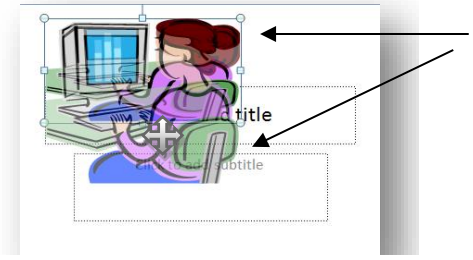
Resizing a Picture

1. To make a picture larger, click on one of the small circles or squares around the picture.



2. Click on the square or circle around the picture.

3. Hold down either button on the mouse and drag away from the center of the picture.



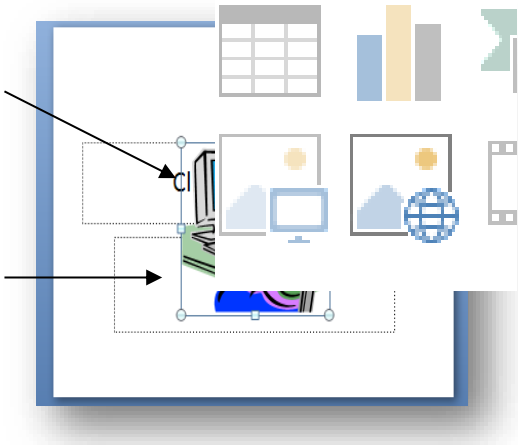
4. The picture will expand and become larger.

5. Once you are happy with the size, lift your finger from the mouse.

6. To make a picture smaller, simply click on the round buttons picture.

7. Pull the circles to the center of the picture.

8. Let go of the mouse when your picture is the right size.

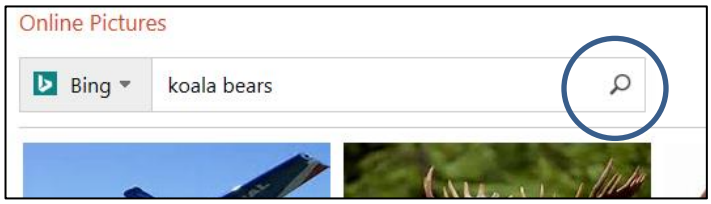


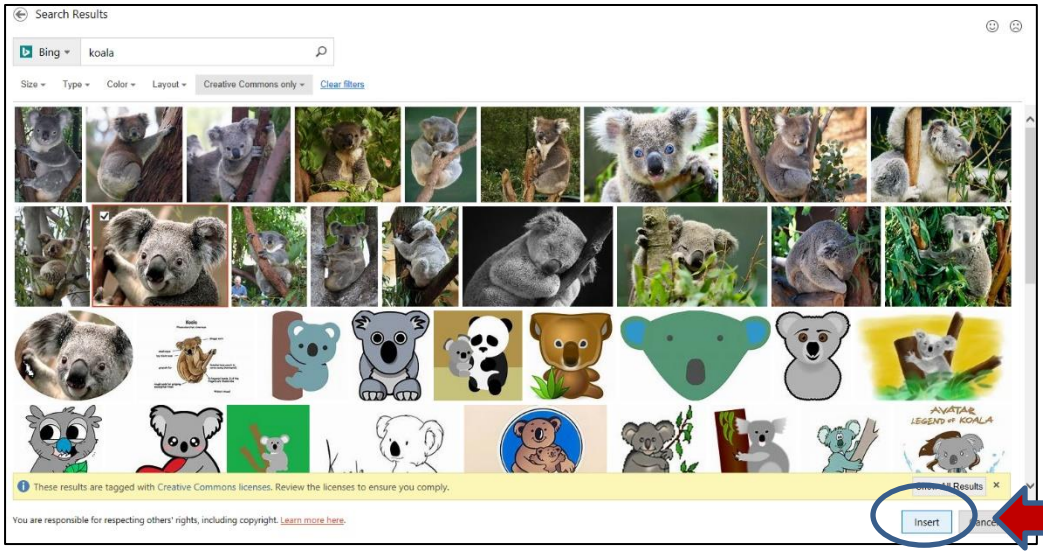
Activity 2a: Adding a Picture to the Second Slide

1. Open *'My PowerPoint Journey.'*

2. Click on the online picture icon in the lower text box on the **second slide**.

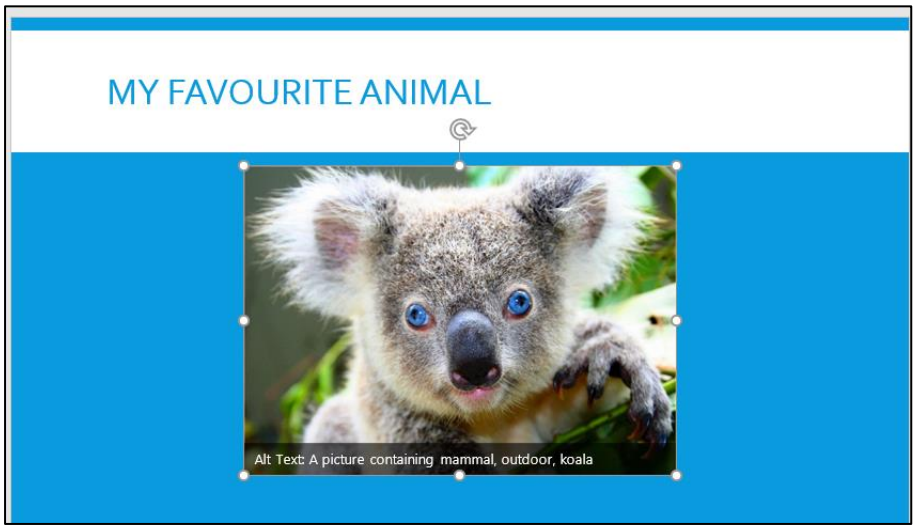
3. Search for your favorite animal and click the search icon (magnifying glass) to see options.





4. Click the picture you want and then click insert.

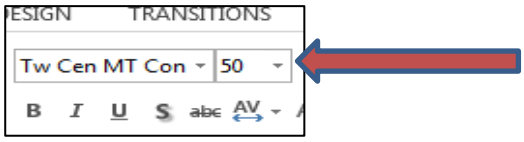
5. Your slide should look like this:



Fonts

1. Place your cursor in the Text box or highlight the text you wish to change.

2. Click on the Home Tab.

3. Click on the Font tool. 

4. Click on the arrow and choose a font by clicking on it.

5. Once the font is chosen the text will change.

6. To change the font colour, highlight the font. Click on the Font Colour icon on the Home Tab.

Click on the chevron (Downwards pointing arrow and choose a colour to change your font).

Activity 2b: Changing Font in the Second Slide

1. Highlight the text in the top text box second slide.

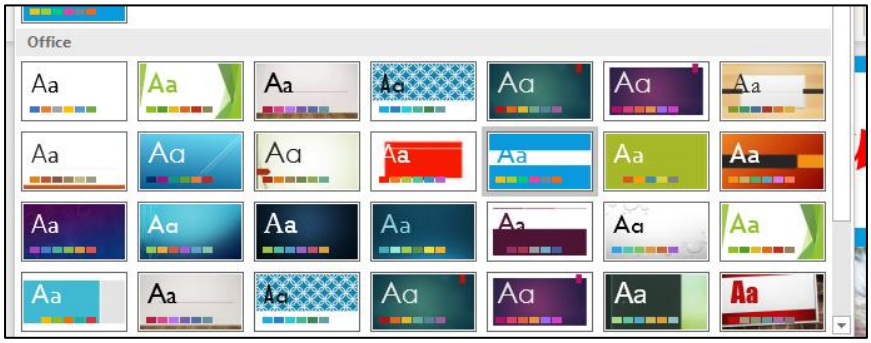
2. Turn the font to **Ravie**.

3. Change the font colour to red.

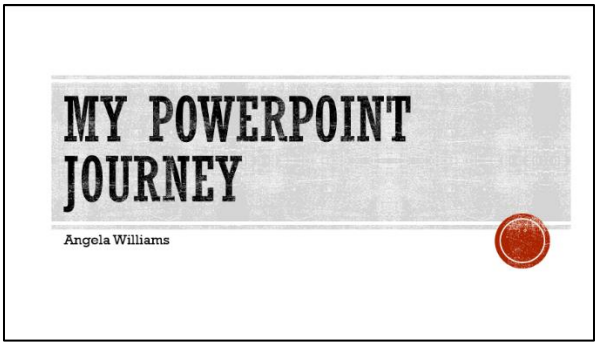
4. Save *'My PowerPoint Journey'* to your USB.

More About Built-In Themes

1. To explore themes, click on the small arrow on the right side of the Themes Tool.



2. A drop-down menu will open. Select a theme of your choice. For example, if you choose the Theme called Wood Type, then your slide will look like the slide below.



If you leave your cursor over a box in themes without clicking it (let it hover) a white box will appear telling you the design name.

3. Click on the Design Tab.

Activity 2c: Changing the Theme of Your Presentation

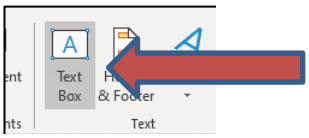
1. Click on the Design Tab.

2. Change the theme to Facet.

3. Click on the Home Tab.
4. Highlight the title in your second slide.
5. Change the font colour of your title in Slide to black.
6. Save your Presentation.

Adding a Text Box in PowerPoint

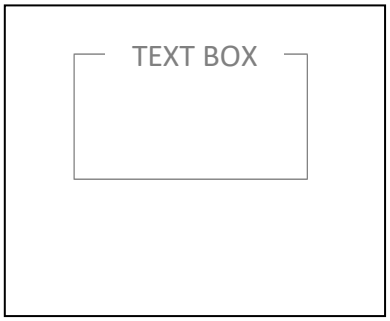
1. Click on the Insert Tab to add a text box.



2. Go to the tab tool labelled Text.
3. Click the Text Box icon.

4. With a Slide open click your cursor onto the slide.

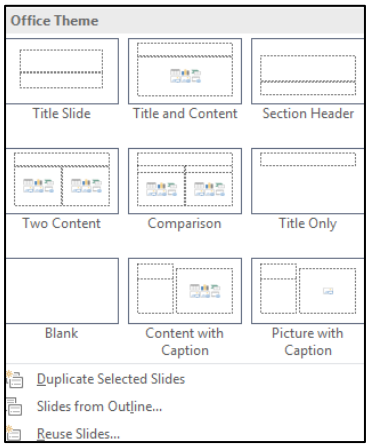
A small arrow will appear on the page.



5. Once the small arrow shows, you may begin to draw your box.

Activity 3: Adding a Third Slide

1. Click on the Home Tab and click on New Slide.



*Make sure you are on the second slide, so your third slide will go underneath in the third spot.

2. Click on Blank slide under your Home Tab.

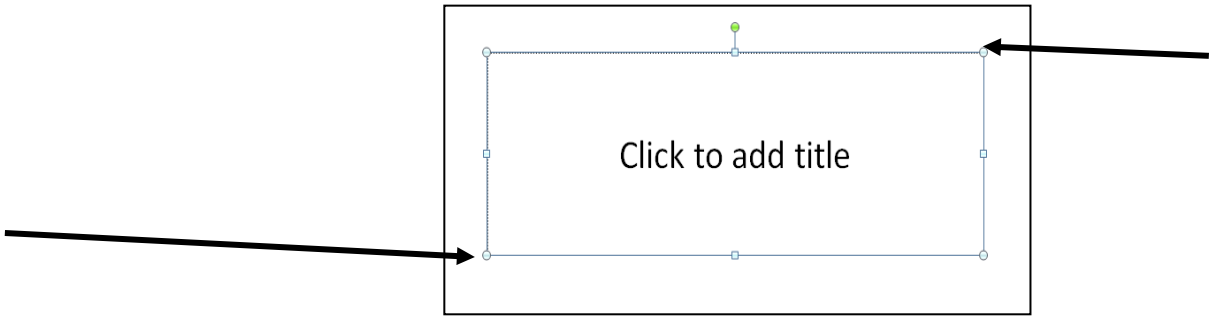
3. Click inside the third slide and select Text box (directions from the previous page).

4. Click in the slide to insert the text box.

5. Save your presentation.

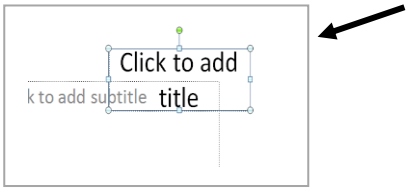
Resizing a Text Box in PowerPoint

1. To make the text box larger or smaller select the <u>small circles</u> at the corners of the box.

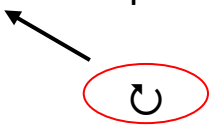


2. Pull (drag) the circle out to make it bigger.

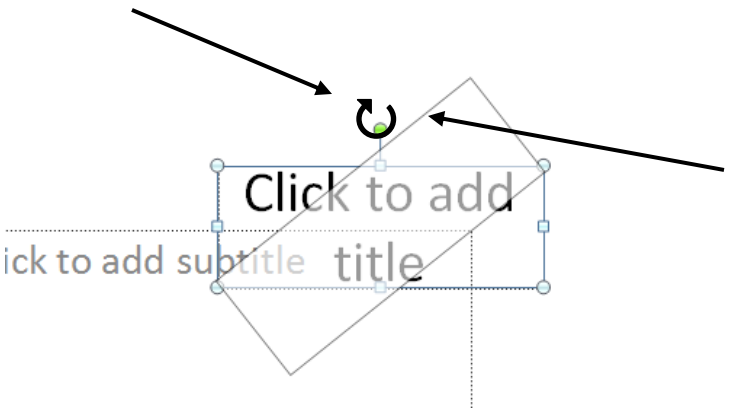
3. Pull (drag) the circle in to make it smaller.



4. The small <u>arrow</u> at the top of the Text Box rotates the text box.



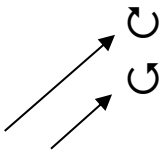
5. You will see this arrow, click and rotate the box using the mouse.



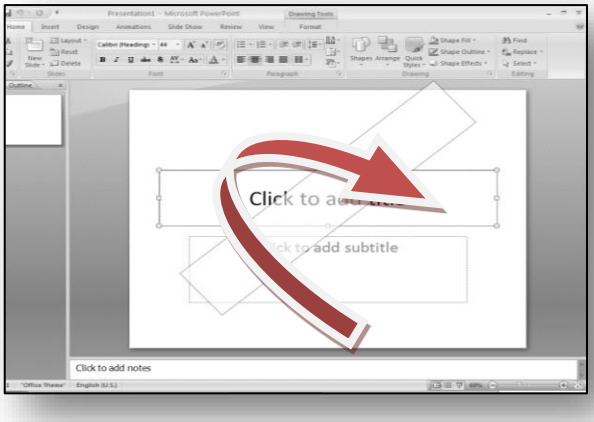
6. Hold down the left button and move your mouse around to rotate the box.

7. The Text Box can be turned either to the left or to the right by clicking on the arrow and moving the ball back and forth.

8. Once you decide on the direction, drag the Cursor one way and let go.

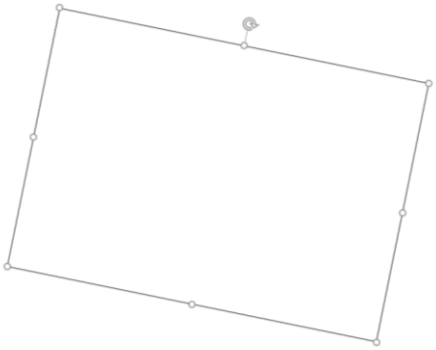


These arrows will show when the box turns.



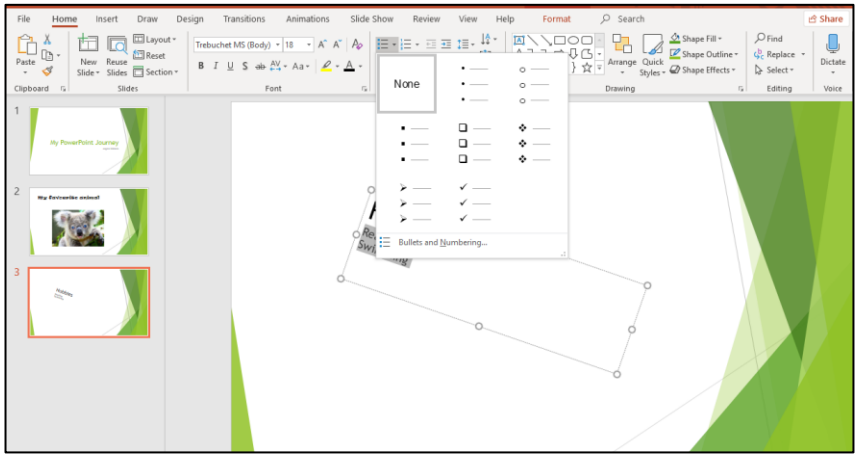
Activity 3a: Adjusting the text box in the Third Slide

1. Click on the text box that you have inserted into the third slide.
2. Adjust your text box using the instructions on the last two pages.
3. Make your text box larger and tilt it so it is on an angle.



4. When you have completed the box, click inside it.
5. Type the word Hobbies.
6. Under the word Hobbies, list two hobbies you enjoy.
7. Highlight the word Hobbies and change the font to Trebuchet size 40.

8. Highlight your two hobbies and add bullet points. The bullets are located on your home tab and look like this (diagram, next page):



9. Highlight the bullets points and choose a *green* font colour.

10. Save your presentation.

Selecting a Design Colour

Open your document *'My PowerPoint Journey'* and select a design.

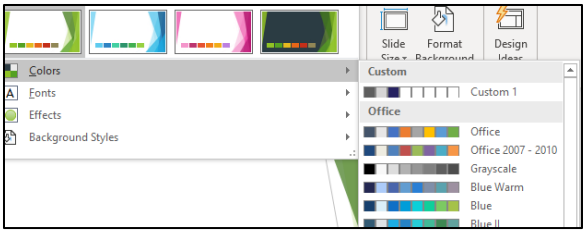
11. Click the Design Tab.

12. When the Design Tab opens, choose a colour shown in the Variants tools.

OR – click on the arrow to select theme colours.

Change to Slide 3

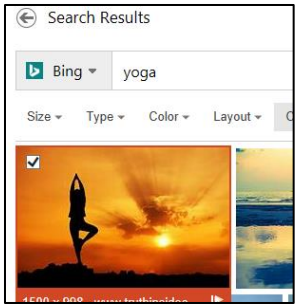
15. Click on the dropdown menu, select colours and then click on the Red Violet variant.

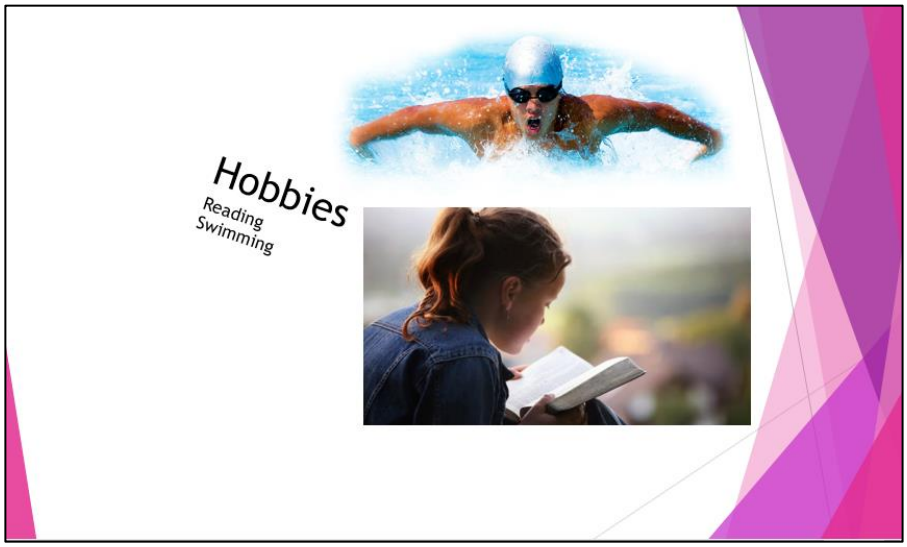


16. Save '*My PowerPoint Journey*' to your USB.

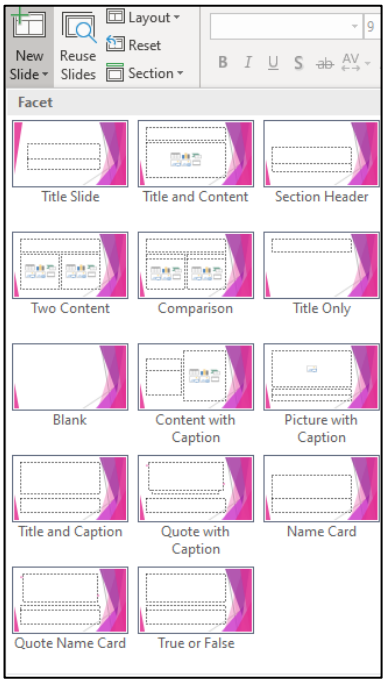
Activity 3b: Inserting Pictures in Your Third Slide

1. Click on your third slide.
2. Go to your Insert Tab and Insert 2 online pictures, one for each hobby you have listed. For example: if you listed yoga, then find a picture of a yoga class.
3. Insert and move the pictures around the text box. (see pages 20-21 if you need to review).
4. Save your Presentation '*My PowerPoint Journey*' onto your USB.



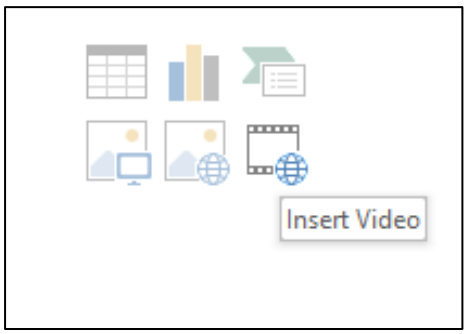


Some Information about Slide Types



In PowerPoint, you can choose from pre-made slides or make your own from blank slides. Some slides only have sections for headers, titles and short information. These are used to introduce parts of your presentation. Some slides can be used for comparisons or to show extra content; others can be used to show a picture with a caption.

You have many options in PowerPoint similar to the options in MS Word. You can add tables or pictures to your slides. You can also add charts, links, videos and graphics.



Hover the mouse over each icon for more information.

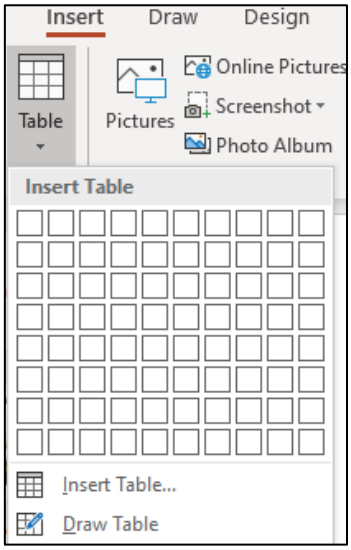
You can click the small icons on these slides to add these options or you can insert them yourself from the Insert Tab into a blank slide.

Adding a Table to a PowerPoint Presentation

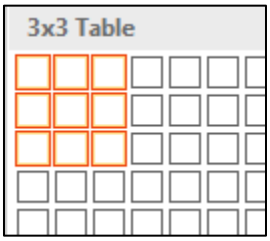
You can use Tables to organize points in PowerPoint.

1. Click Table under the Insert Tab.

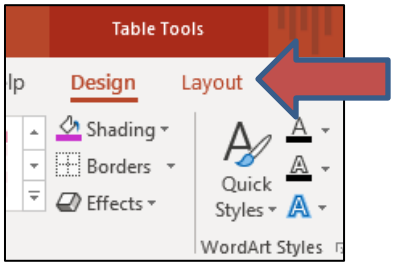
2. You will see this screen:



3. Highlight the boxes to choose the number of rows (across) and columns (up and down) you wish to have in your table.
   The selection will turn orange.



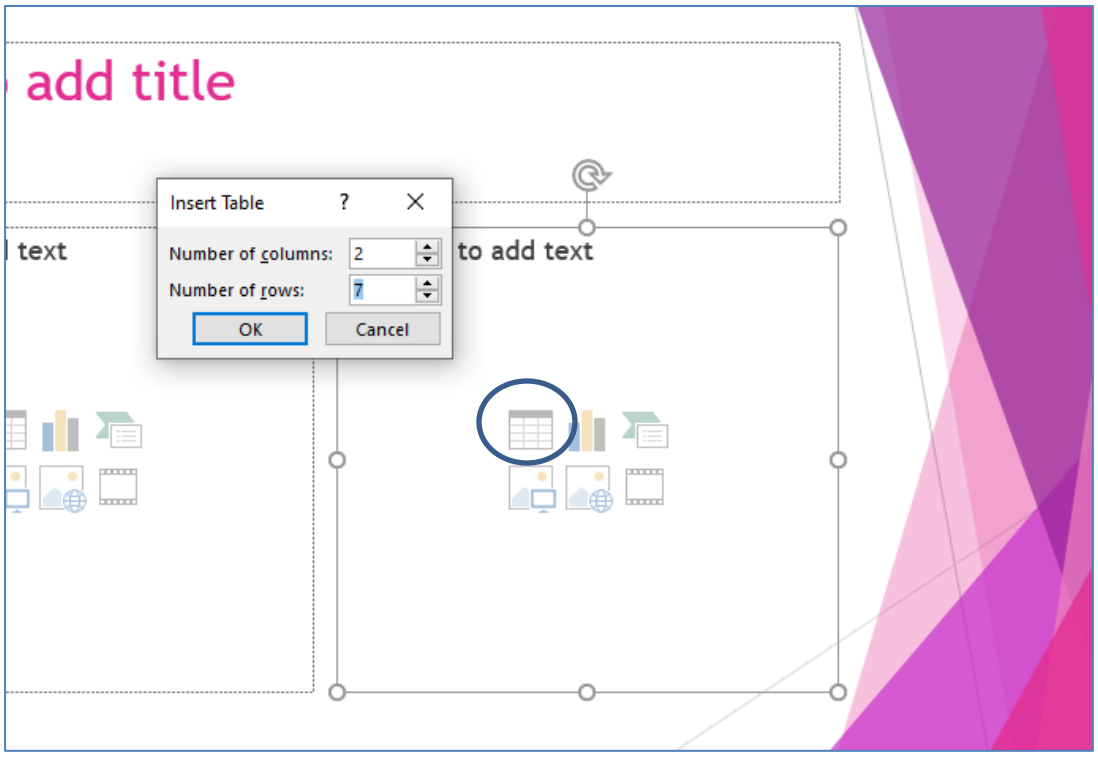
4. Click on Layout and Design under Table Tools to make changes to your table in PowerPoint. To change the colours of your table, **click in the table** and choose design.



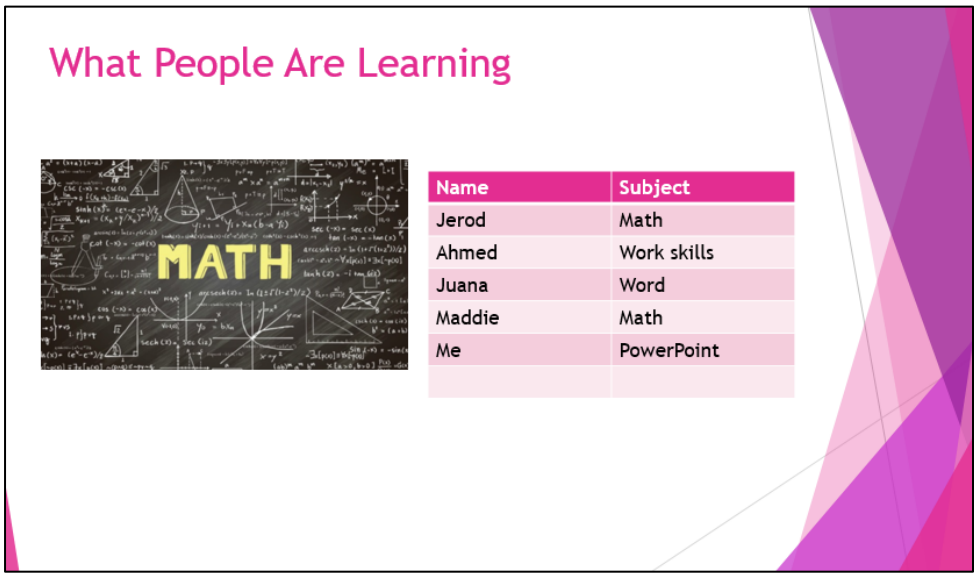
5. To add or remove columns and rows click on Layout in your table tools.

Activity 4: Slide Types
Adding the 4th slide

1. Add a Two Content Slide to '*My PowerPoint Journey*' (make sure that you are clicked on the third slide so it will insert under slide three).
2. Choose 4 to 5 people in your class and ask each person what they are learning in class right now.
   Note: If you do not have enough people in your class or are working on the course outside of a classroom, please discuss what kind of table to make with your instructor.
3. Make a list of each person and each subject.
4. Click on the left-hand text box and pick the table icon from the box.
5. Insert a table with 2 columns and 7 rows.



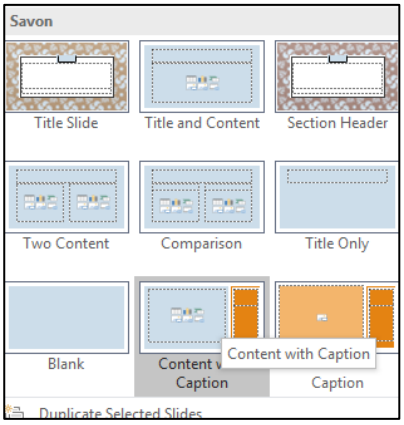
6. Click on the box on the right-hand side and add a picture of one of the subjects listed in your table.



7. Save your presentation.
8. Close your presentation.

Activity 5: Adding Videos to the Fifth Slide

1. Open *'My PowerPoint Journey'* from your USB.
2. Click on the Design Tab.
3. Change the Theme to Savon.
4. Change the Variant colour of the slides to Orange.
5. Click on the 4th slide.
6. Add a Content and Caption Slide.

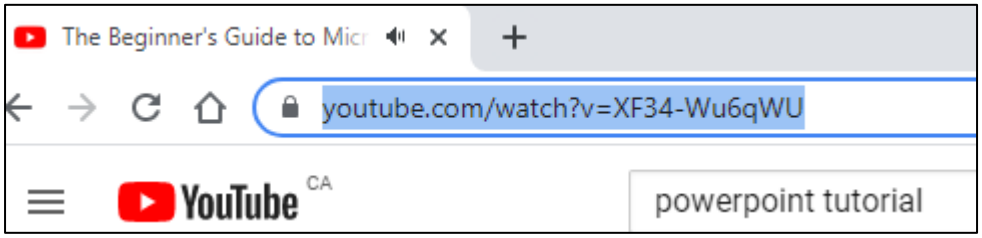


You can add a video to this slide in your presentation by copying and pasting the video link you want to use into PowerPoint.

1. Click on your web browser on your Task Bar at the bottom of your screen.

2. Open your web browser. Go to YouTube.com

3. In the search bar for YouTube type in 'PowerPoint tutorial'.

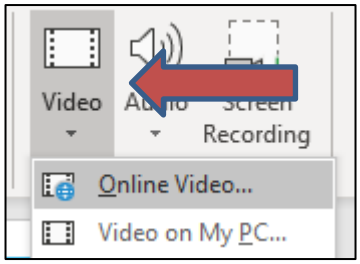


4. Choose a video and then copy the web address (link) for the video. *Highlight the address and right click and then choose copy.

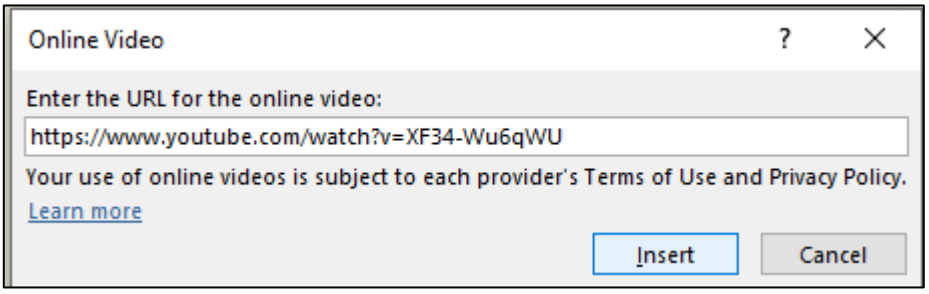
5. Click on the PowerPoint icon on your Task Bar to return to PowerPoint.

6. Click on the Insert Tab.

7. Click on the Video icon. You have a choice to use a link from an online video or add a video that you have saved to your PC.



8. Right click and paste the web address for your YouTube video. Click Insert.



9. Your video will be inserted into the presentation. Your 5th slide will now look like this:

10. Type PowerPoint as the slide title and type tutorial in the Add text area.
11. Save your presentation.

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Using Screenshots in PowerPoint

You can add a document from your computer to your PowerPoint presentations. A quick way to do this is by taking a screenshot of it. You can take a screenshot of anything that you are doing on your computer while you are working on your presentation.

1. Open Microsoft Word.

2. In a Word Document, type your name in large font (Calibri 72).

3. Return to your PowerPoint presentation. Note: You can move back and forth between programs by clicking the icon of the program you want to use at the bottom of your screen.

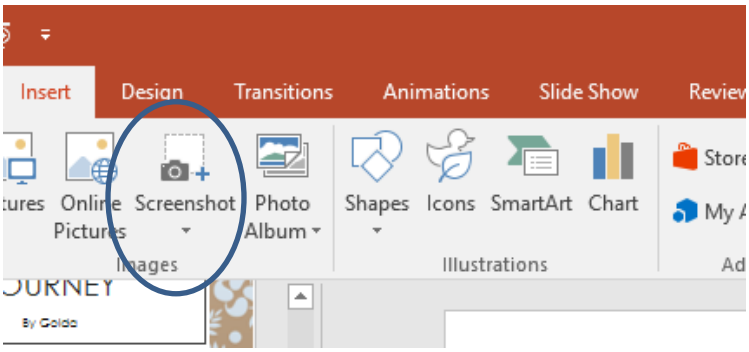
Activity 6: Adding Screenshots to the Sixth Slide

1. Add a Title and Content Slide to your presentation.

2. In the long title box at the top type in Word Screenshot.

3. Change the font to Ravie and the font colour to orange.

4. Click on the bottom box and go to the Insert Tab.



5. Click on Screenshot.

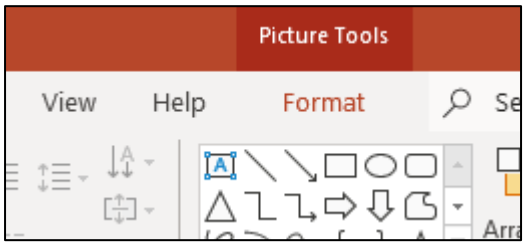
6. Choose the screenshot Word of your Word document from the drop-down menu.

7. Your name will appear in the bottom box.

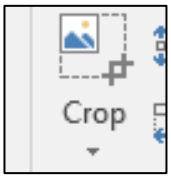
Cropping Images in PowerPoint

*You can crop this image to only show your name.

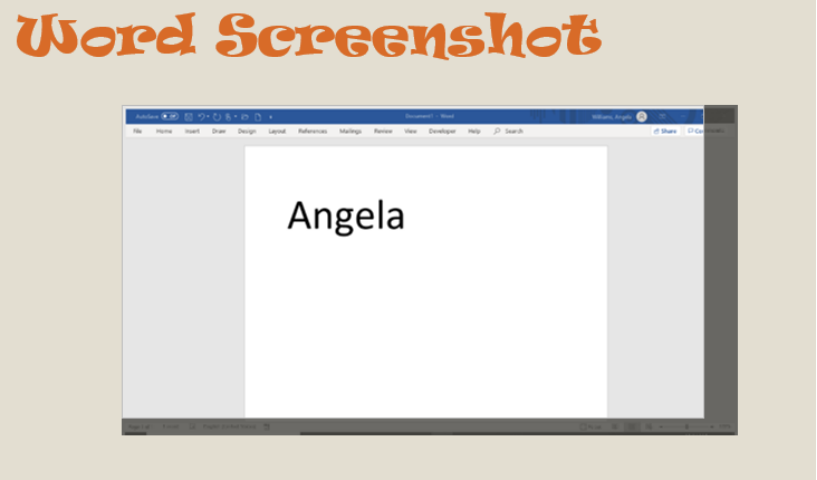
1. Click on the screenshot, or picture.



2. Your Picture Tools Format Tab will appear.



3. You will see this tool bar.
4. Click on Crop to change your image.



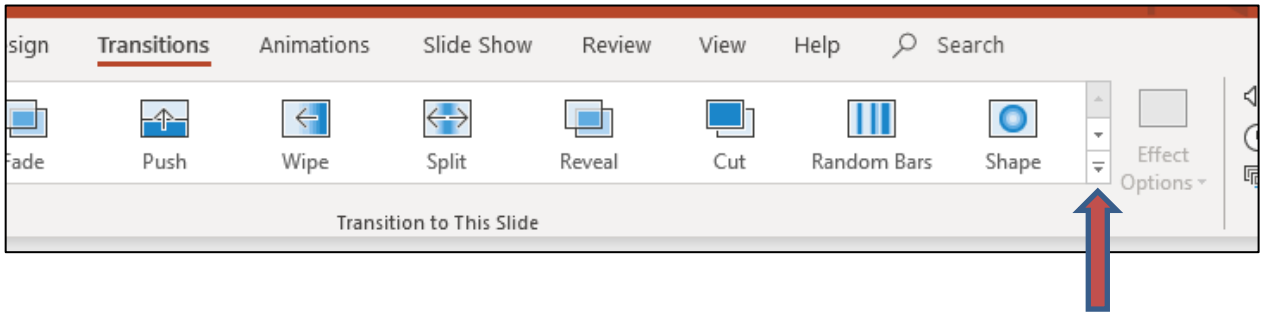
5. Click on the corners or sides and hold and drag in to crop the screenshot. When you are done click away from (off) the image to finish.

Practice Activity 6a: Cropping Screenshots in the Sixth Slide

1. Click on the screenshot of your name.
2. Click on the Picture Tool Tab.
3. Select Crop.
4. Crop the image so that you can only see your name and a bit of the white page.
5. Save to your USB.

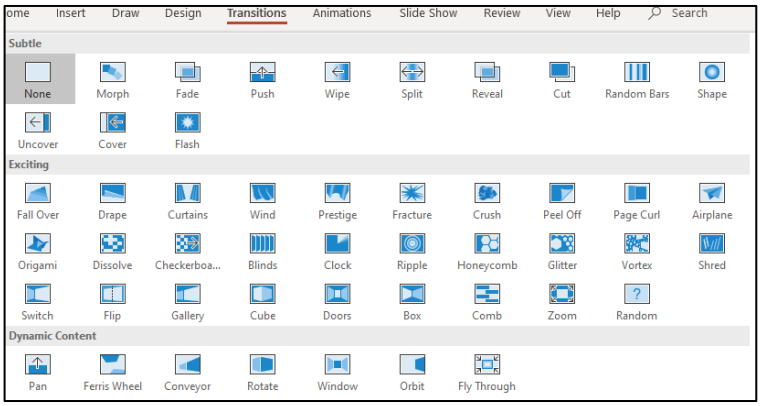
Transitions

1. To apply a transition, click on the Transitions Tab.

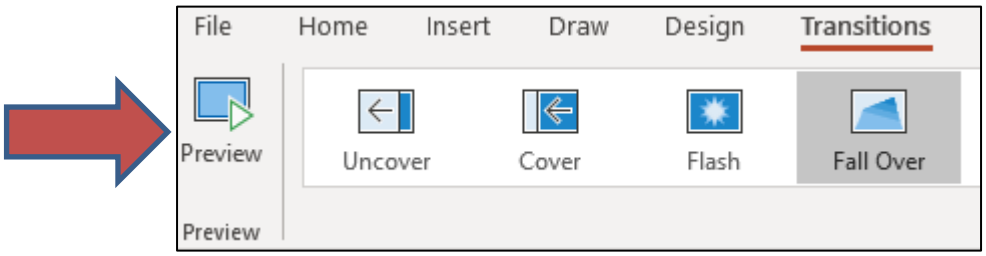


2. Select the Arrow pointing down.

3. A drop-down menu will open. This menu will let you choose which transitions you which to use.



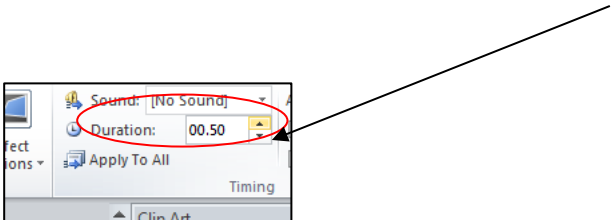
4. To see what the Transition looks like, click on the Preview Button.



Changing Transition Speed

1. Click on the Transitions Tab.

2. Find the Transition Timing Tool and click on the Transition Speed.

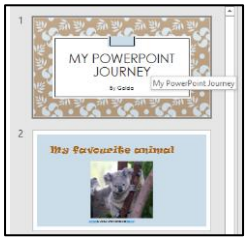


3. Select the arrow beside Duration.

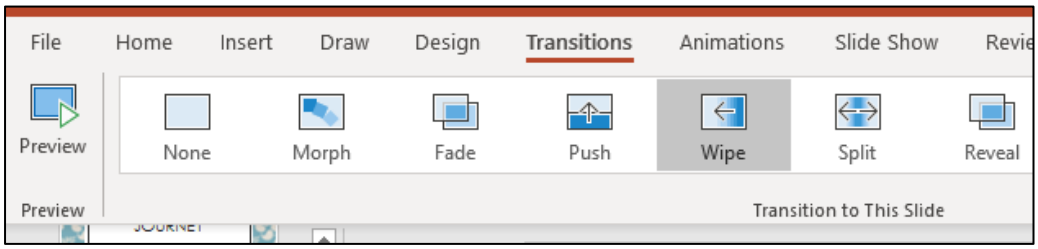
4. Each slide can be saved with a different speed time.

Activity 8: Adding Transitions to Your Presentation

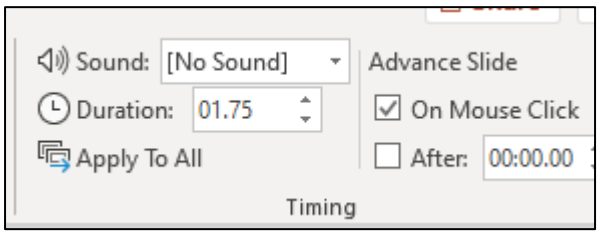
1. Click on the second slide in your presentation.



2. Click on Transitions.



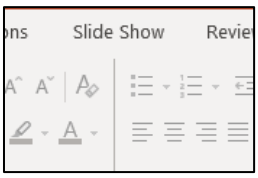
3. Choose the 'Wipe' transition, set the duration time for 1.75 and click Preview.



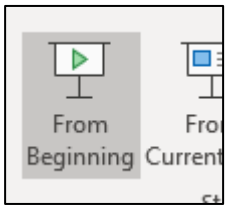
4. Click on Slides 3 to 6 and choose a transition for each slide.

5. Set a duration of your choice for each slide.

Playing the Slide Show

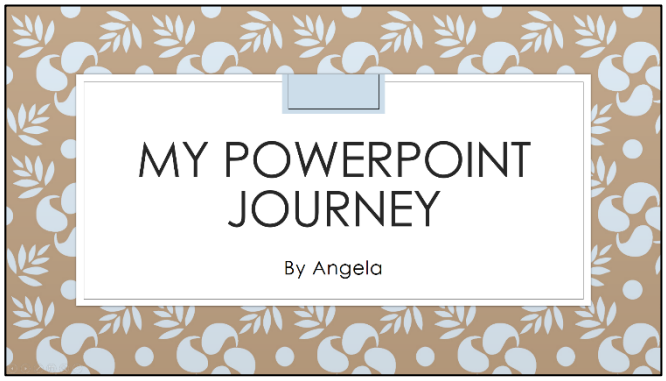


1. To play the slide show, click the Slide Show Tab.



2. Click on the Start Slide Show Tool.

3. Click on the From Beginning Tool.



4. Once the From Beginning Tool is chosen, a screen will open.

This will show your PowerPoint presentation slide by slide.

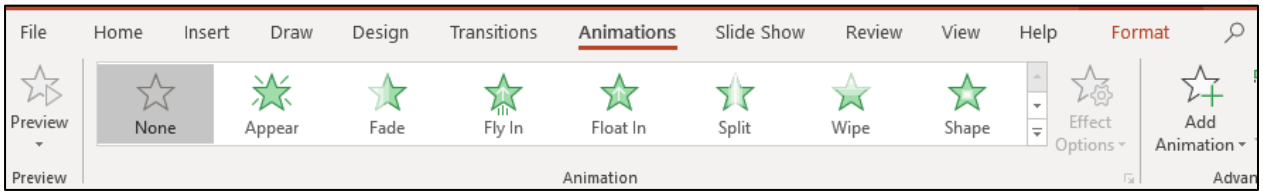
5. To move from one slide to another click anywhere with your mouse on the screen.

6. Click Space bar to move from one slide to the next. When you are done with the slide show press the ESC key/button to take you back to the PowerPoint screen.

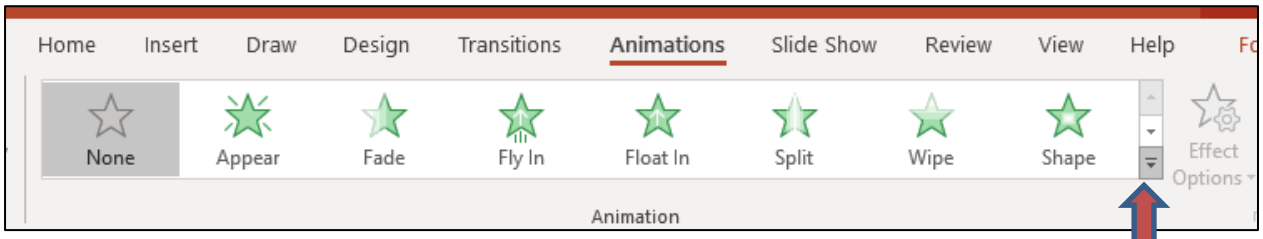
Animations

PowerPoint animations make your presentations more visually interesting for your audience. Basic animations make items in your slides move at different times.

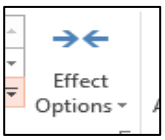
1. To apply an animation, click on the Animations Tab.



2. Click or highlight a picture or text. The animations will apply motion and speed effects to the item that you have clicked on.
3. After you have chosen which part of your slide you want to animate go to the Animation Tool Bar.

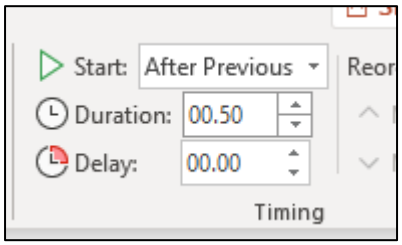


4. Click on the down arrow at the end to see animations.



5. Click on Effect Options to control the directions your animations will go in.

6. You can decide if your animations will work automatically or if the next one will load after a click.



7. Click beside start to decide if the animation will begin after a click or if it will load automatically after the previous animation (after previous).

Activity 7: Adding the Seventh Slide

1. Select a comparison slide from the Home Tab.

2. Type the Title 'What I have Learned so Far'.

3. At the top of the first box on the left, type 'PowerPoint' where it says click to add text.

4. In the box underneath, type four things that you have learned so far about PowerPoint.

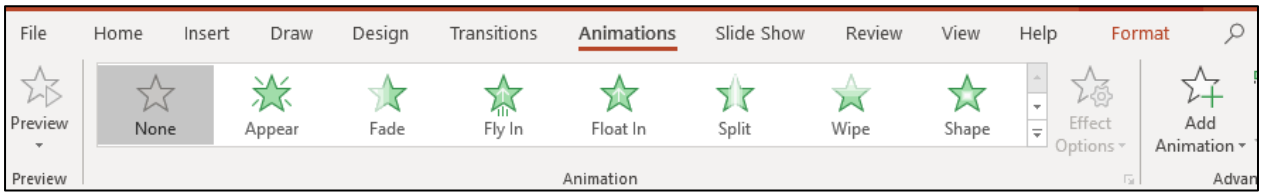
5. In the box on the right, type 'Computers are amazing!' Where it says click to add text.

6. Underneath click on the Online Pictures icon and add a picture of a computer. (Your picture can be different than the one shown in the example).

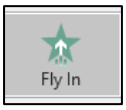
7. Save your presentation to your USB.

Practice Activity 7a: Adding Animations to the Seventh Slide

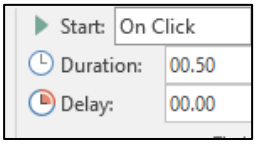
1. Click on the title in your seventh slide and click on the Animations Tab.



2. Choose the Fly in Animation.



3. Click on Duration and set your animation to 1.75.

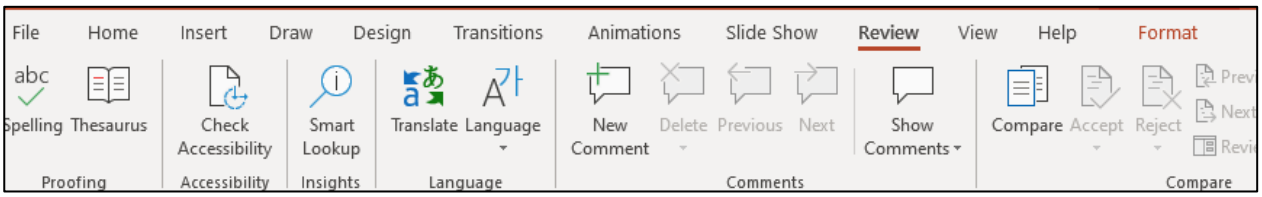


4. Click on the box on the left and select an animation type of your choice. Set a duration of your choice.

5. Click on the box on the right and choose an animation of your choice. Set a duration of your choice.

6. Click Preview to see your slide.

Spell Check and Thesaurus Review

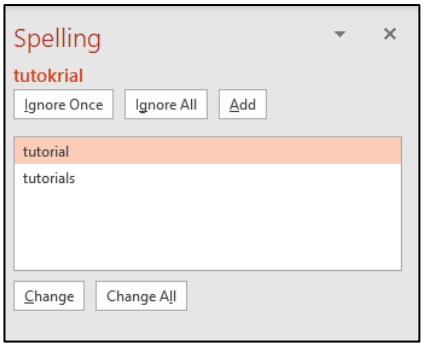


1. To use Spell Check or the Thesaurus click the Review Tab.

2. In the Proofing area you will find your tools.

3. To check spelling, click on Spelling.

4. If the computer finds an error in spelling, the menu below will open on the right. From this menu you are given help to correct the spelling.



5. To replace your word with a synonym (a word with a similar meaning), use the Thesaurus,

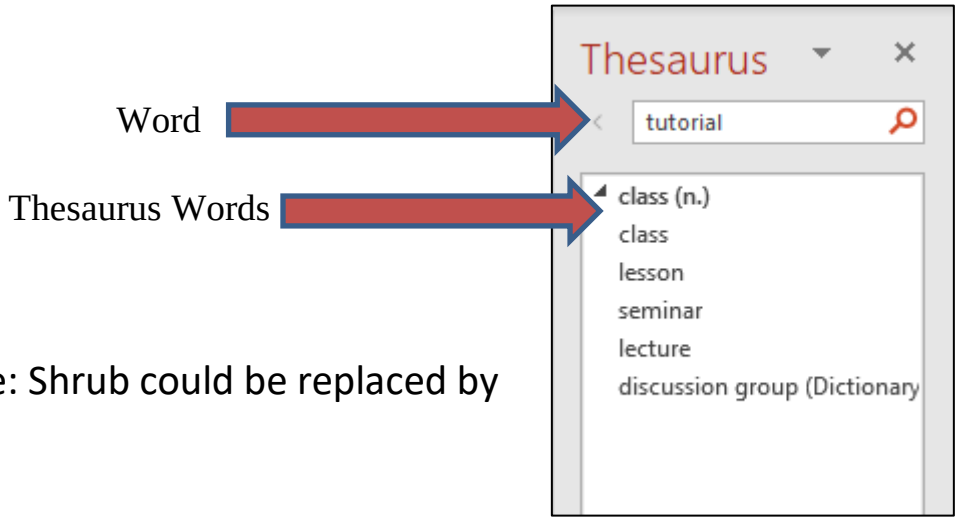
6. Highlight <u>any word</u> you want to look up.

7. Click on the Review Tab

8. Click on the Proofing Tool.

9. Click on the Thesaurus icon. Once the Thesaurus Tool is chosen a menu will open.

10. From this menu you can choose another word to replace your word.

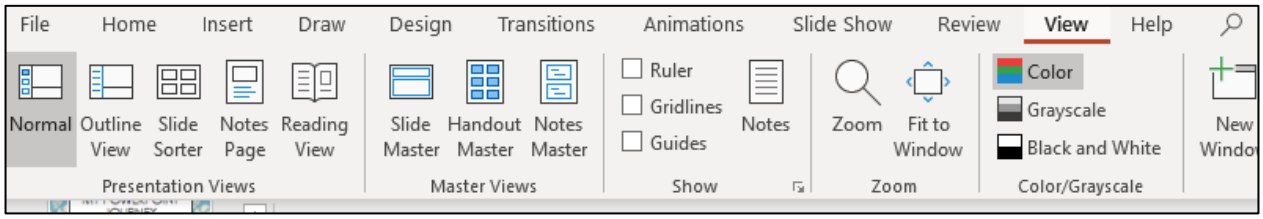


* For Example: Shrub could be replaced by Plant.

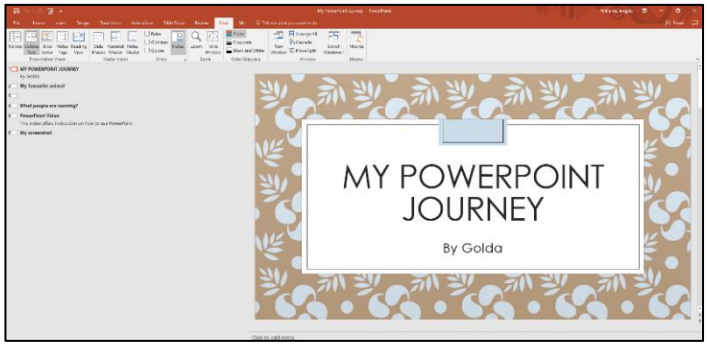
*Click on the first slide in *'My PowerPoint Journey'* and do a spell check on your Presentation.

Changing Your View

Click on the View Tab to change the way you see the PowerPoint screen. Try some of the different options to see how it changes your page. **Do not choose Reading View** as it can be difficult to get the Ribbon to change back to the Normal View.



Shown: Outline View



12. You can also click on Colour/Grayscale options to change your presentation from colour to grey or black.

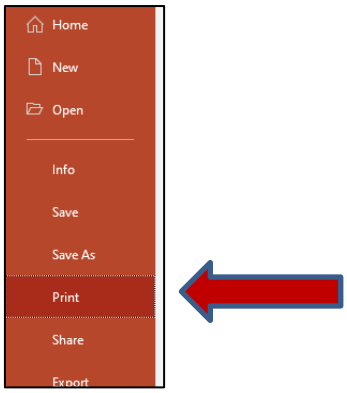
Printing Your Slideshow

There are several ways to print your PowerPoint slide show.

PowerPoint gives you these four options:

- You can print each page of your slideshow as a full page
- You can print an outline of your slideshow showing 4, 6 or 9 slides

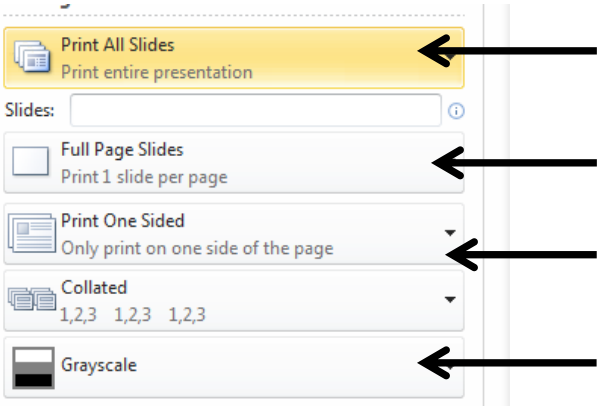
- You can print handouts for your slideshow
- You can print out pages with your slideshow that have a place for note taking



1. Click on the File Tab.

2. Select Print.

3. Choose how you wish your Slideshow to be printed. See image below for options.



Choose how many slides you wish to print.

Choose how many slides per page/ how you want your print outs to look.

If you want your slideshow to be double or single sided.

What colour you want your slides to be.

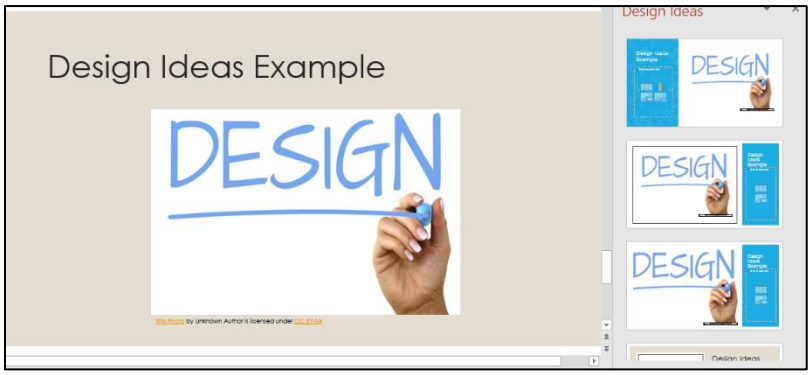
4. Choose number of copies.

5. Click Print.

Design Ideas

If you are online when using PowerPoint, the program might automatically offer suggestions on how your slides should be designed.

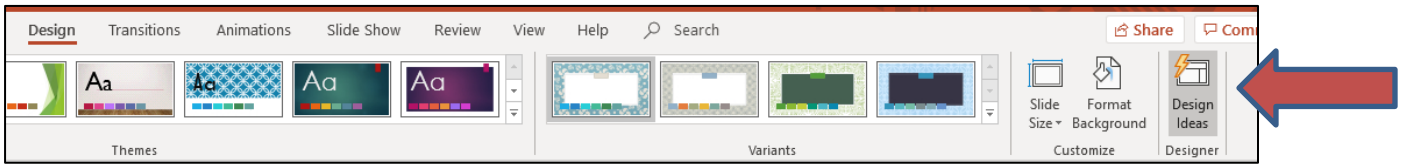
These suggestions will be located on the right side of your presentation when you first create a slide.



Just click on any design idea you like, and the slide will change to this suggestion.

Scroll down to view all ideas.

If Design Ideas does not show up to the right when you are on a slide, you can click on the Design Tab and choose Design Ideas to view it.



Practice Activity 3c: Design Ideas (Slide #3)

1. Click on Slide #3 (Hobbies).

2. Click on the Design Tab and then the Design Ideas icon.

3. Choose a Design Idea for Slide #3.

Final Review

1. Add a new Title and Content slide (Slide # 8). **8**

2. In the Title Text Box write “Review”.

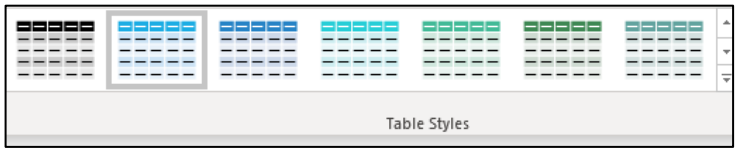
3. In the Sub-Title Text Box write a sentence on what you liked best about this course and a sentence on what you would like to learn next.

4. Highlight the paragraph and give it an animation.

5. Add another New Slide (Slide # 9) Two Content Slide. **9**

6. In the Title Text Box type: *My Favourite Foods.*

7. In the box on the right side, add a table with two columns and three rows. Write six foods that you like, one word for each box in the table. Click above Table Styles in the Design Tab and make the table green.



8. On the left side, insert a picture to go with one of the words in your table.

9. Save the presentation and Close.

Final Demonstration: Creating a Presentation with PowerPoint

1. Choose one subject that interests you from the list below:
   - ☐ A person who means a great deal to you.
   - ☐ A societal or climate issue you wish to discuss (education, gambling, animal welfare, the environment, etc.).
   - ☐ A hobby or event you enjoy.
   - ☐ An organization or business you wish to learn more about.
   - ☐ A country you would like to visit.
   - ☐ A story or poetry collection with photographs.
   - ☐ Use Design Ideas for at least one slide.

2. Make a slideshow of at least **eight slides** that informs the audience about the subject you have chosen.

3. You must:

- Include at least one title slide and one picture with caption slide.
- Include at least three paragraphs of text in the presentation.
- Include a design theme in your work.
- Use at least three different font types in your presentation.
- Include online images, animations, and transitions in your work.
- Share a video based on your subject and include a short summary of the video (both the video and the summary on the same slide).
- Include a table or bulleted list in your presentation.
- When you have completed your work, print the completed slideshow using the four-page horizontal slide format.

- Prepare an oral presentation based on your slideshow for your instructor and/or classmates or email the presentation to your instructor if you are working outside the classroom/online from home.

Checklist

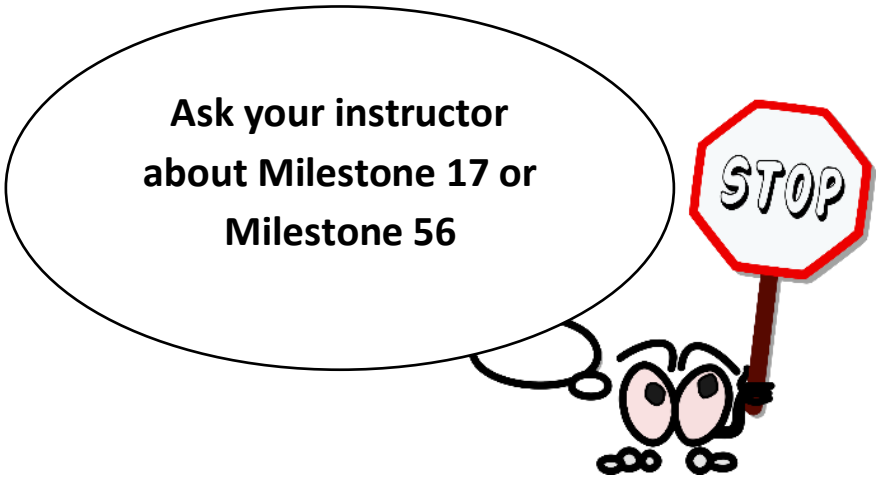
Please check all that apply

While completing this course, I…

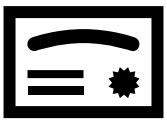
- ☐ Located the information I needed from different sections of the manual to complete tasks and demonstrations (A1.2)
- ☐ Scanned the information in each lesson to find information I needed to complete tasks and demonstrations (A1.2)
- ☐ Used the index to find information I needed (A1.2)
- ☐ Read the titles on each page to find the information I needed (A1.2)
- ☐ Understood the information from the reading (A1.2)
- ☐ Found ways to understand any words or terms that I did not know before taking this course (A1.2)
- ☐ Could follow the written instructions (E1, A1.2)
- ☐ Explained any issues I was having to my instructor and asked for assistance (B1.1, E2)
- ☐ Could describe the assistance I needed using the correct terminology (B1.1, E2)
- ☐ Operated a mouse (D.1)
- ☐ Opened and closed PowerPoint (D.2)
- ☐ Saved my presentation to a USB (D.2)
- ☐ Selected and deselected text (D.2)
- ☐ Found where everything I needed to use was on the Ribbon (D.2)
- ☐ Changed font colour and size (D.2)

- ☐ Created different types of slides (D.2)
- ☐ Changed theme and colour of slides (D.2)
- ☐ Used transitions and animations in my presentation (D.2)
- ☐ Printed my presentation (D.2)
- ☐ Used the Insert Tab to add WordArt, shapes, text boxes and pictures in my presentation (D.2)
- ☐ Used formatting tabs to change WordArt, shapes, text boxes and pictures in my presentation (D.2)
- ☐ Chose my own topic and did my own research for my final demonstration (A1.2, B4)
- ☐ Completed the final demonstration in this course (B2.2, B4, D.3)
- ☐ Made a final demonstration that contained a table or bulleted list (D.2, B3.1 or B3.2)
- ☐ Prepared an oral presentation from my work (B1.2)
- ☐ Included three proper paragraphs of text in my final demonstration (B2.2)
- ☐ Used proper grammar and spelling in my final demonstration (B2.2)
- ☐ Set goals for myself while participating in this task (E.2)
- ☐ Understood what skills and knowledge were important for completing this manual (E.2)
- ☐ Set a schedule for myself (E.2)
- ☐ Completed the course in the time frame that I set out for myself (E.2)
- ☐ Regularly worked on the course (E.2)

Milestone Stop



CONGRATULATIONS



You have completed this course!

Suggestion for further study

Type the following web address into your browser's address bar to learn some extra tips about using PowerPoint.

https://edu.gcfglobal.org/en/powerpoint-tips/simple-rules-for-better-powerpoint-presentations/1/