

Electronic Presentation



After studying this chapter and practising its activities, you will be able to:

Keywords

- Animations
- Hyperlinks
- Presentation
- Themes
- Transitions

- (a) use presentation application functions and tools to prepare interactive presentations.
- (b) deliver a presentation to an audience.

2.1

Introduction to Electronic Presentation

In the past, most school leaders and teachers used to give talks to students using printed or hand written material. However, the schools have recently adopted the use of presentation software like MS PowerPoint, OpenOffice Impress, Prezi and many others to make electronic presentations to learners. This is because this new method is lively and allows users to incorporate video, audio, graphics and different animations which create interest among the learners and in the process the chances of learning taking place are high. In this chapter, you are going to learn how to prepare, format and deliver an interactive presentation to a large audience using MS PowerPoint.



Figure 2.1: Using an electronic presentation file in a speech

An electronic presentation has a sequence of text, graphics, animations and sometimes audio and video and much more, to accompany a speech or public presentation.

Activity 2.1

Introduction to electronic presentation

Work in groups

1. Apart from the presentation software mentioned in the text above, identify any other two softwares designed for presentations.
2. With help from your teacher, watch a short presentation created by the teacher. Identify the following items: audio, text and pictures. Discuss their importance.
3. What did you like about the presentation?
4. Share your experience in class.

2.2 Opening MS PowerPoint 2016

PowerPoint is a graphics presentation program that you can use to organise and present information. There are several versions of MS PowerPoint (for example, 2007, 2010, 2013, 2016 and 2019). The illustrations in this book are based on MS PowerPoint 2016.

Presentation software has several features which include, among others, animation effects, slide master, transitions, and slide notes. All of these have been used in the chapter.

Activity 2.2 Opening MS PowerPoint

Work in pairs or individually

In this activity, you will learn how to launch MS PowerPoint using the Search button on the taskbar.

1. Type **PowerPoint** in the **Search** box on the Taskbar. An interface similar to Figure 2.2 appears.

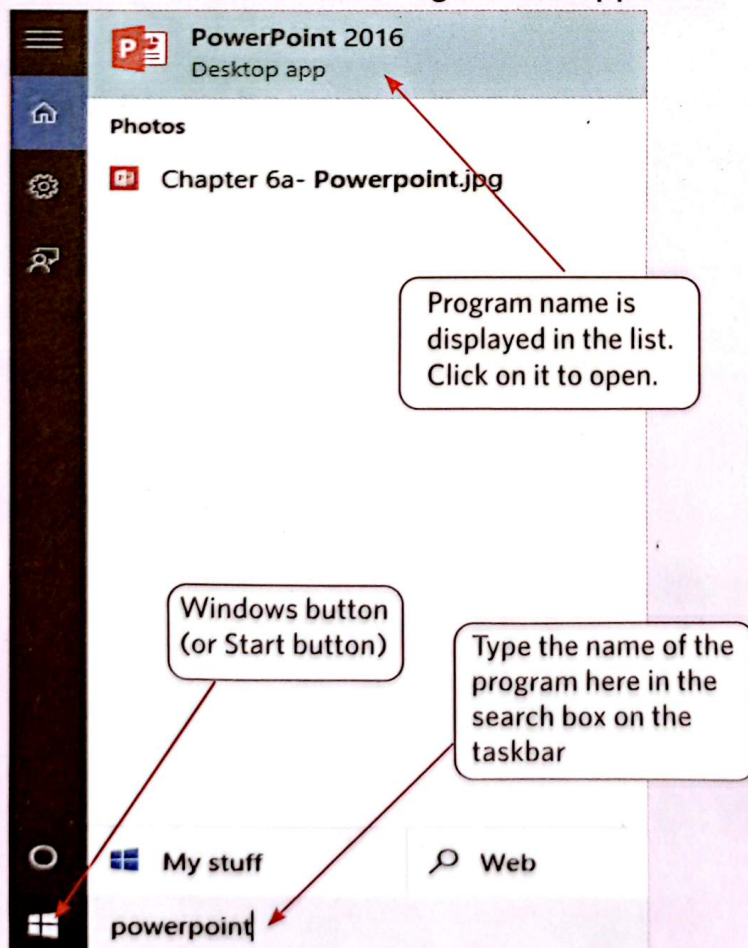


Figure 2.2: Searching for MS PowerPoint program

2. Then click on PowerPoint 2016. The presentation gallery displays, as shown in Figure 2.3.

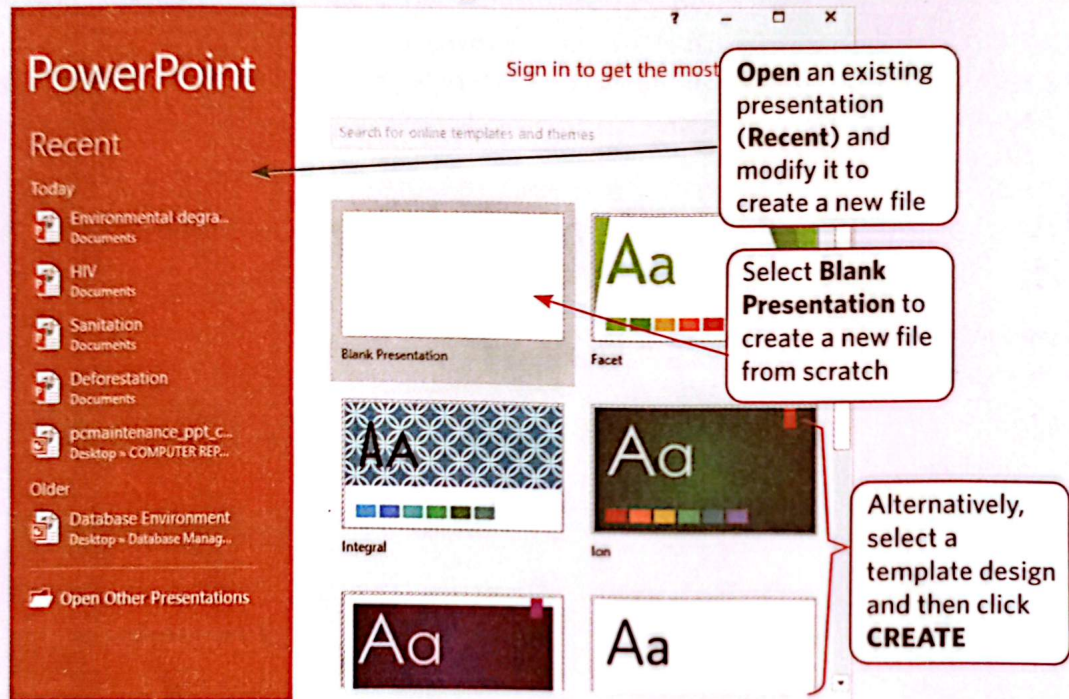


Figure 2.3: Presentation gallery

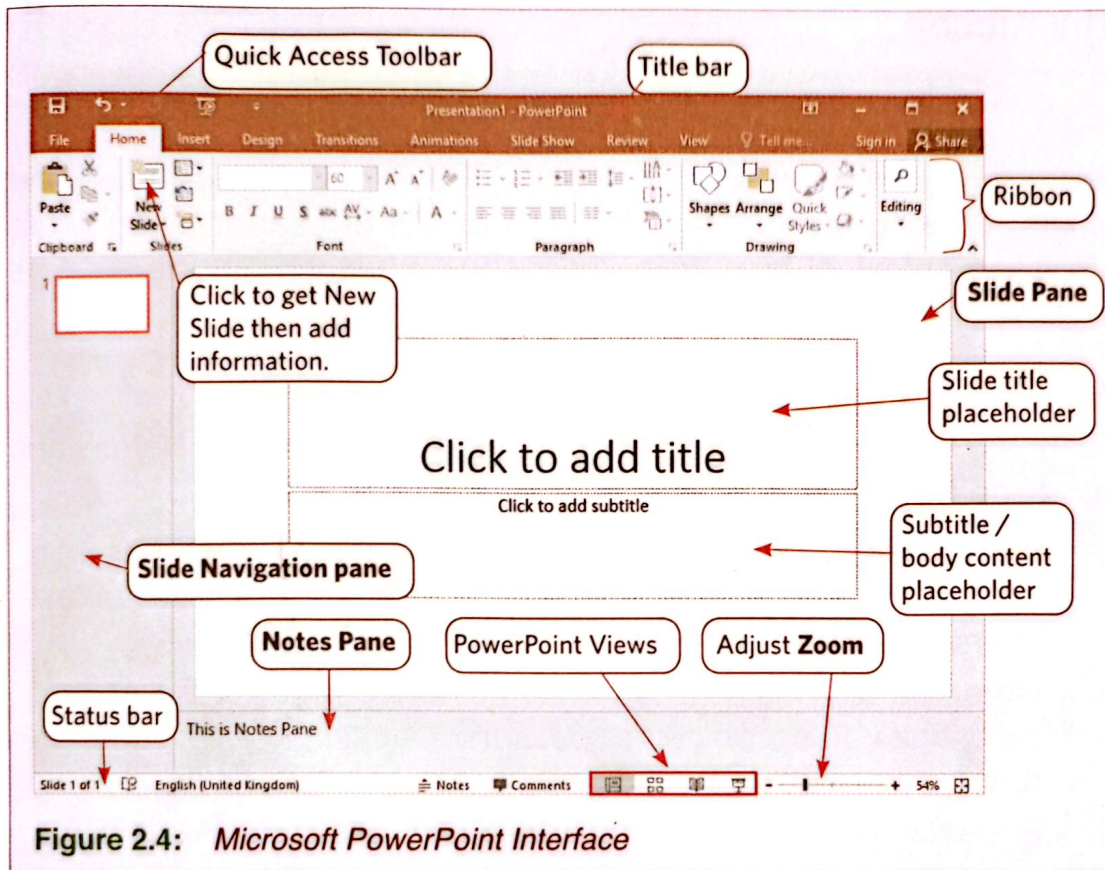
3. Select **Blank Presentation** to begin from scratch.
4. Share your experience with your colleague and other pairs.



Note: Just like in MS Word and Excel, there are various ways one can use to open MS PowerPoint. Explore them.

The MS PowerPoint Interface

The Interface (Figure 2.4) helps in creating and formatting a presentation.



Activity 2.3 Using the PowerPoint Interface

Work in pairs or individually

In this activity, you are going to learn about different features of the PowerPoint interface.

1. Open a blank presentation file as shown in Figure 2.4. and study it. Pay attention to the labelled parts.
2. Type any text of your choice on the slide.
3. Practise using any 5 features on the data typed in 2 above (under any tab of your choice).
4. Identify and interact with the 3 main working sections used in PowerPoint presentation (slide pane, notes pane and outline pane).
5. Share your experiences with the class.

The Ribbon

The MS PowerPoint ribbon is used in the same way as the one in MS Word.

There are several tabs on the ribbon, for example, Home, Insert and others. Clicking on each tab displays a different set of tools. There are also contextual tabs which only show up when objects such as pictures or drawings are selected.

Working with panes/sections

There are three panes as shown in Figure 2.4: Slide pane, Notes pane and Slide Navigation pane.

1. **Slide pane:** This is the largest and the main working section from where you can insert, select, edit, duplicate and delete text or images.
2. **Notes pane:** This is used to add speakers' notes to the current slide. The notes prompt the speaker for an item to point out when running a presentation show.
3. **Slide Navigation pane (Or Outline pane):** This contains numbered icons representing slides. Text contents are displayed in outline style. The current slide has a thick border around. In the Outline pane you can select, move, duplicate or delete slides.

Working with MS PowerPoint 2016

Inserting a new slide

After using the first slide, you will need more slides to complete your presentation.

Activity 2.4 Inserting a new slide

Work individually

In this activity, you are going to learn how to create a new slide for specific content in a presentation.

1. On the **Home** tab, in the Slides group, click on the New Slide button (Figure 2.5).

The New Slide button gives two options (inserting a new slide and changing layout).

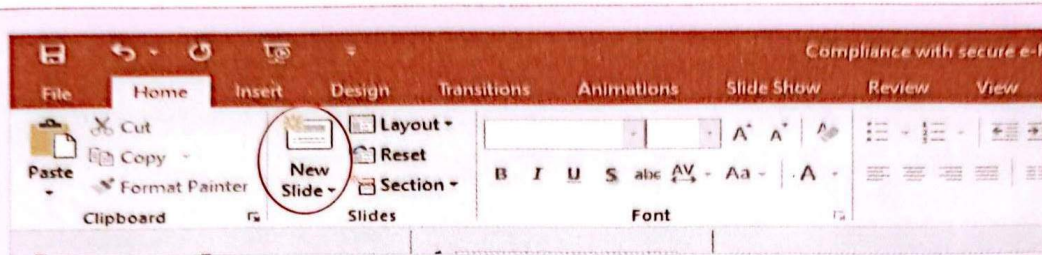


Figure 2.5: *New slide button, with a circular border*

The new slide button has two parts

- a) Clicking on the **New Slide** icon will automatically insert a new slide. If you have just created a **Title** slide, the automatic new slide will be the default **Title** and **Content** slide (for explanations, see the section on slide layouts below).
- b) Clicking on the **drop-down** arrow will give a choice of layouts, as shown in Figure 2.6.

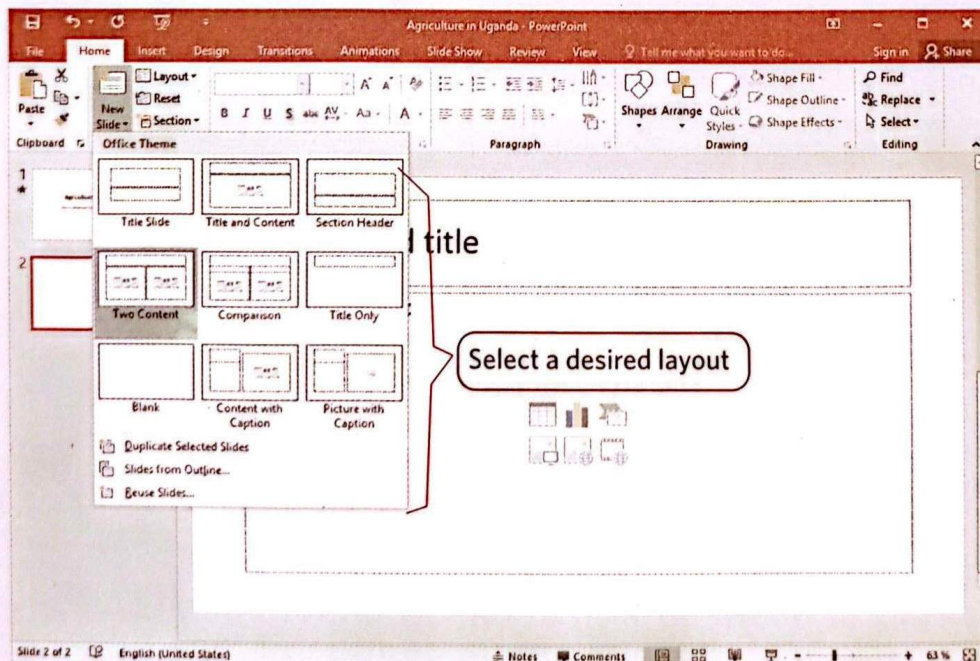
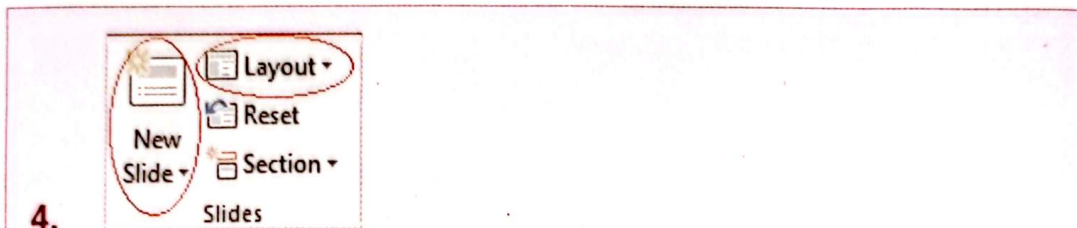


Figure 2.6: *Types of slide layouts*

2. Choose the appropriate layout for your next slide. Select a slide by clicking on it in the **Slide** pane.
3. Continue to add slides by clicking on the **New Slide** button click on the slide in the Slide Navigation bar and press **Enter**.
3. Explore another way of getting to the slide layouts through the **Layout** button, as shown in Figure 2.7.



4.

Figure 2.7: The slides group on the Home tab

5. Share your findings with others in class.



Note: You can add a slide by simply clicking on a slide in the Slide Navigation pane and pressing enter.

2.3 Adding Content to Slides

Slide content can be text, tables, charts, graphics, pictures, clip art and media clips. Text is the default content. Other content can be got from the Insert tab ribbon, as shown in Figure 2.8.

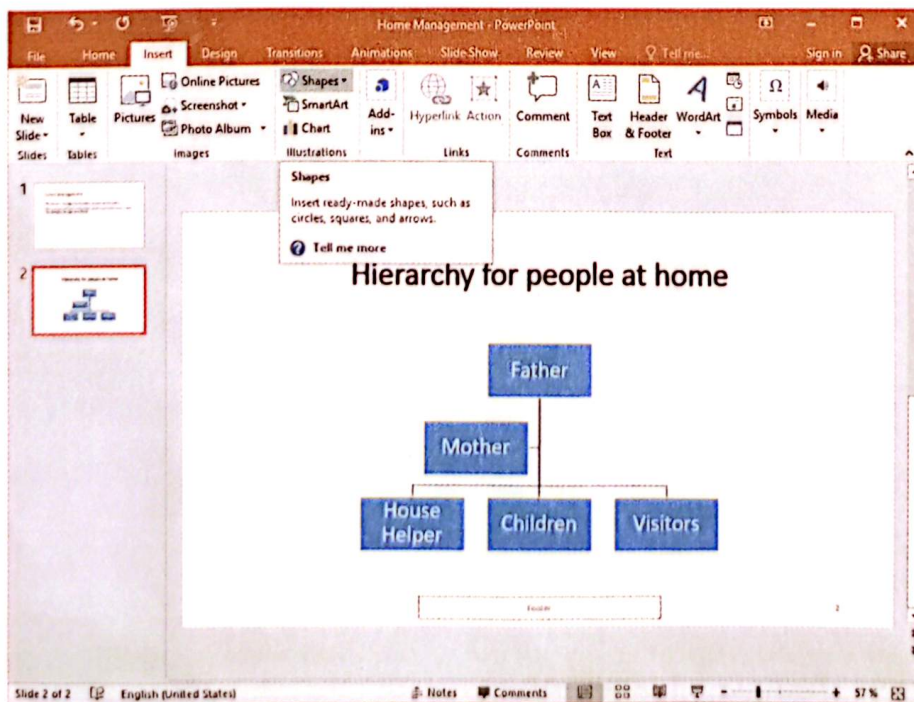


Figure 2.8: Insert tab ribbon with buttons for adding slide content

The format for the default text is a bulleted list. To add text, click the text placeholder and start typing. To add other content, just click on the icon within the ribbon on the Insert tab and follow instructions. Each icon will open the appropriate dialog box or task pane.

Basic guidelines for creating presentations

You need to think about the purpose of the presentation, the type of audience you want to communicate to and then organise your thoughts into a logical sequence. This will determine the language and tone of the presentation.

In order to have a well-constructed talk, your ideas should flow in an easy-to-follow order.

It is good practice to identify a topic to present and then prepare an outline of the presentation. Build around the outline as you develop your talk.

Activity 2.5

Adding content to slides in MS PowerPoint

Work in pairs or groups

In this activity, you are going to learn how to add different types of content on slides.

Prepare a presentation with information about your school, on slides containing the following text information:

1. Title of the presentation.
2. Name of your school, school motto, and distance from the nearby town.
3. Subjects taught (Science and Arts).
4. Any three male teachers and any three female teachers in your school.
5. Sports activities performed in your school and the people responsible.
6. Any relevant information which is not mentioned above.
7. Share with your class how you followed the basic guidelines for creating presentations.



Note: Please save your work frequently using the **Save** button to avoid loss due to an abrupt power outage.



2.4 Gathering Information

Using presentation software requires you to gather information that can be used to deliver a talk about specific topics such as academics, HIV/AIDS, environmental degradation, pollution, deforestation, sanitation, environmental issues, agricultural problems, traffic congestion, poverty and so on.

Activity 2.6 *Gathering information for a presentation*

Work in groups

Move around the school community and do research about desired topic (s). You can select from the topics listed above or others given to you by the teacher.

1. Use a notebook to write points related to the chosen topic(s).
2. Take necessary images or photos or recordings related to the selected topic (s).
3. Use the notes you made in your notebook to prepare a presentation. Appropriate use of relevant images or photos, recordings captured carry credit.
4. Share your findings with the rest of the class.



Note: Do prior research on a topic before you embark on creating its presentation.

2.5 Formatting Content in Slides

To change the appearance of content on slides, you must **select** the slide and, or its contents. Then, format your text using an appropriate command on the Home tab. You can also change the appearance of slides by using or applying slide design features.

Using slide design

MS PowerPoint has many pre-set designs and colour themes. All these are intended to change the appearance of content on slides. This can enhance the audience's attention in a presentation. You can now open an existing presentation and apply a design theme.

Activity 2.7 Applying slide design

Work individually or in pairs

In this activity you are going to apply suitable designs on slides in your presentation.

1. Open a presentation saved in Activity 2.5.
2. Click on the **Design** tab.
3. From the **Themes** group, select a design theme you want. (See selected theme in Figure 2.9.)

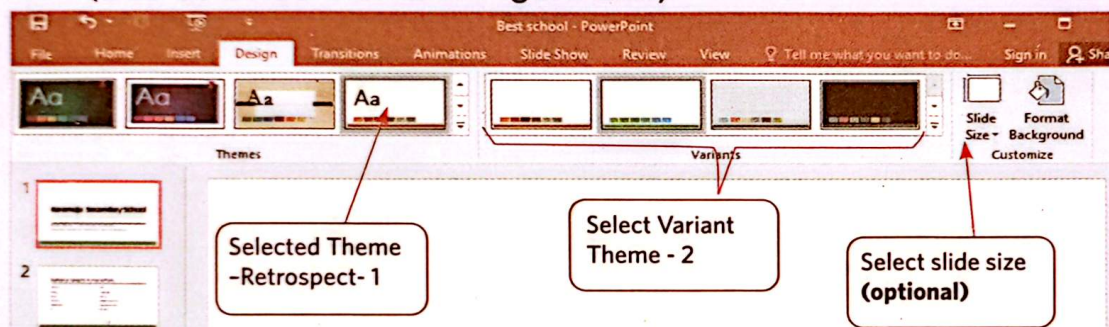


Figure 2.9: A design theme has been applied in a presentation

4. Select a theme **variant** you need.
5. Try out another theme and observe the changes.
6. Save the changes to your presentation.
7. Share your observations with the class.

Formatting a Background of a Presentation

The slide background can be changed to any colour of your choice depending on the nature of your audience. In choosing a background, a number of factors need to be considered.

Activity 2.8 Choosing and formatting presentation background

Work in pairs or groups

1. Imagine making a presentation to children in Primary Two. Do you think the colours and styles you use will be similar to the ones you would use in a presentation for S.2 learners?
2. Imagine making a presentation about agriculture or environment, do you think the green colour should miss in your slides?
3. What other factors do you think should be considered while choosing a slide background?

4. Open the file saved in Activity 2.6 and apply a special background to the presentation.
5. Applying or formatting slide background:
 - a) Click on the **Design** tab and select **Format Background** from the Customize group (on the right).
 - b) In the Format Background task pane, select the desired background style (for example, **Gradient fill**, pattern fill, and so on as shown in Figure 2.10).

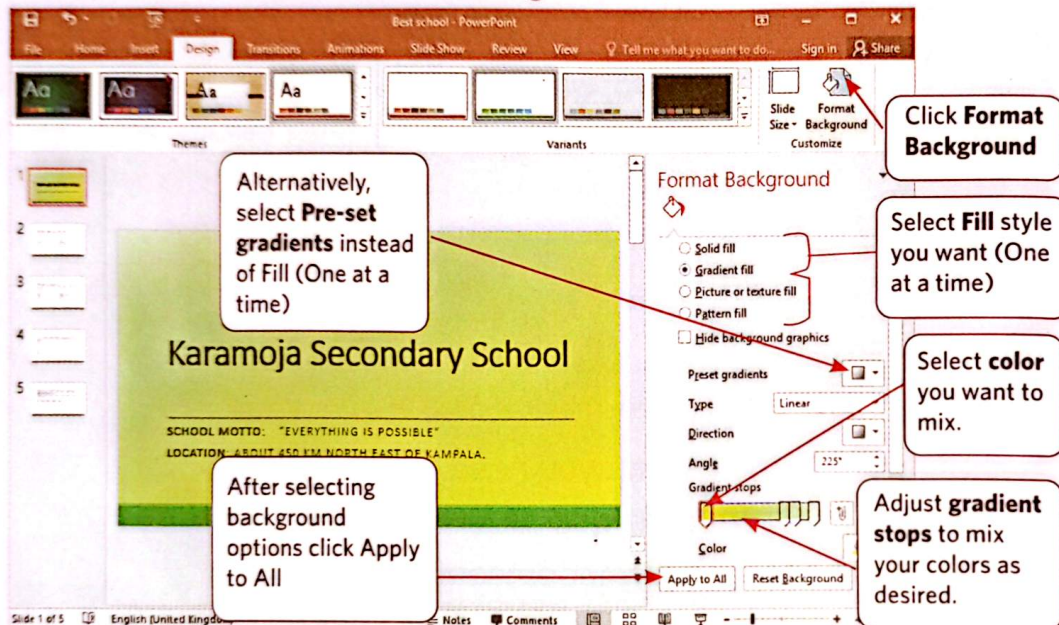


Figure 2.10: A presentation where background design has been applied

- c) Click **Apply to All** to make a uniform background for all the slides in the presentation.
 - d) Try out another background using a different **fill** style and observe the changes.
 - e) Explain why you chose the background colour you used.
6. Save changes to the file and share your findings with the class.

Animations in PowerPoint

Animation effects are features that are applied to text and objects to give them motion in a slide show presentation. You can apply animation effects to text and images appropriately to emphasise points, generate excitement and also to help the audience understand your message. However, too much animation can be distracting.



Do not let animation and sound take the focus away from what you are communicating. People will get bored!

Activity 2.9

Applying animation presentation

Work in pairs or groups

In this activity you are going to learn how to use animations in your presentation.

1. Open the presentation you saved in Activity 2.8.
2. Select the text (or object) you want to animate. You can also just single-click in the textbox.
3. On the **Animations** tab, in the **Animation** group, select the animation you want for example Fade, Appear, and so on.
4. Apply timing to your animation by increasing or reducing the duration or delay of the animation as desired.

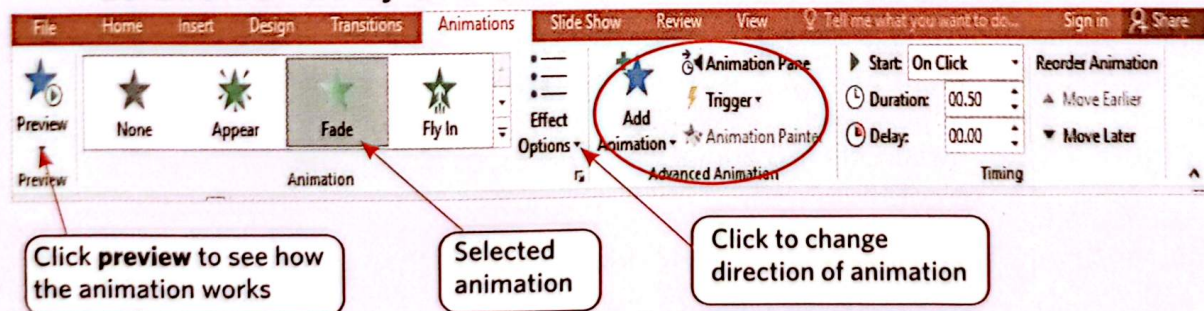


Figure 2.11: Animations tab in PowerPoint

5. Present your work to the class.



Note: Apply exciting animations to your presentation by clicking the **Add Animation** button (Custom Animations) from the Advanced Animation group (circled in Figure 2.11 above).

Transition effects

A transition effect is a feature used to control how slides move, one after the other, in a slide show presentation. When you add a transition effect to a slide, the effect takes place between the selected slide and the previous slide.

Activity 2.10 *Formatting a presentation with transitions*

Work in pairs

In this activity, use the file saved in Activity 2.9 and follow the steps below to apply a transition effect to the presentation.

1. Select a slide on which the transition is to be applied.
2. Click on the **Transitions** tab.
3. Select a transition effect you want from the **Transition to This Slide** tab, such as **Split**, as shown in Figure 2.12.

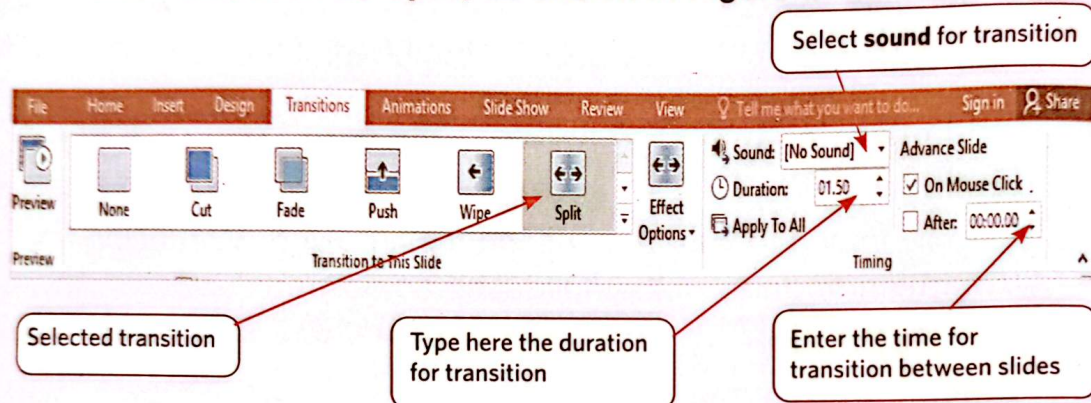


Figure 2.12: *Transitions tab active on the ribbon. Split transition effect is selected*

4. Apply transitions of your choice on all the slides.
5. Click **Preview** in the Preview group and see how the selected transition works.
6. Save the changes to your file.
7. Share your output with your classmates and justify why you used the selected transitions.



Note: You can select one desired transition effect and **Apply to All** slides in the presentation.

Using hyperlinks in presentations

A hyperlink is a connection from one slide to another slide in the same presentation or to a slide in another presentation, an e-mail address, a Web page, or a file. You can create a hyperlink from text or from an object, such as a figure, graph, shape or WordArt.

Imagine you are making a presentation to the teachers about a trip your class made to Mt. Rwenzori.



In your presentation, you may want the audience to watch a video you recorded while on your trip. In this case, you can link to the video through a hyperlink so that you simply use the hyperlink in PowerPoint to open the video without taking a lot of time to search for it. In the same way, you can make a link to an MS word file containing a report about the trip.

Activity 2.11 *Inserting hyperlinks in a presentation*

Work in pairs or groups

In this activity you are going to learn how to insert hyperlinks in your presentations.

1. Open the file you saved in Activity 2.10.
2. In the **Normal** view, select the text (or image) that you want to use as a hyperlink.
3. On the **Insert** tab, in the **Links** group, click **Hyperlink**. Or right-click in the selected text or image and then select **Hyperlink**.

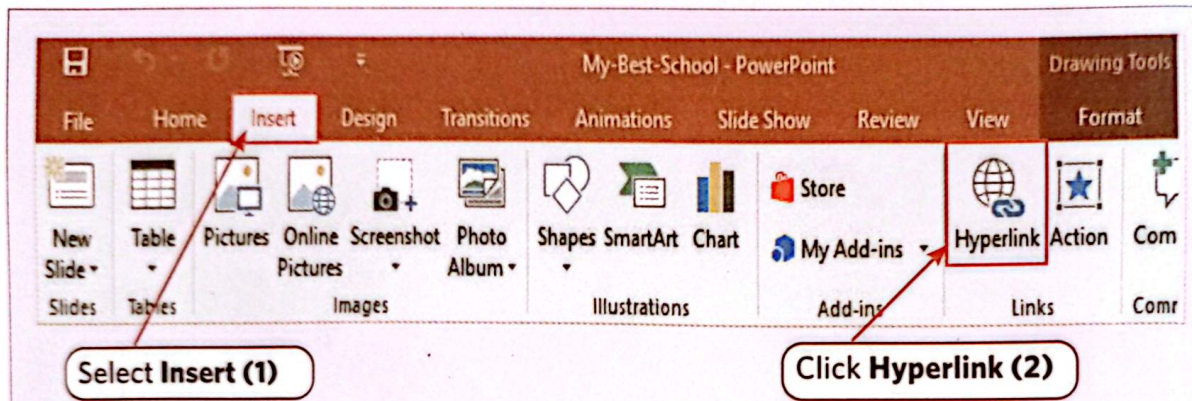


Figure 2.13: The Insert tab (on Ribbon) activated to display the Hyperlink button

4. In the Insert Hyperlink dialog box, under **Link to**, click **Place in this Document**.

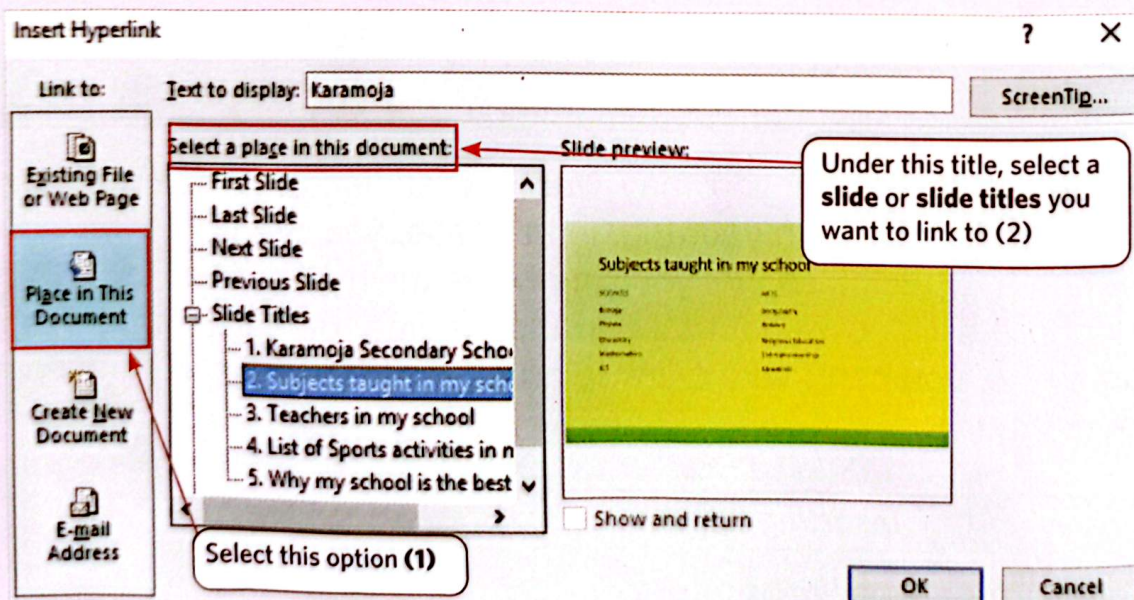


Figure 2.14: The Insert Hyperlink dialog box

5. Under **Select a place in this document**, click the slide that you want to use as the hyperlink destination.
6. Click **OK** when you are done, save changes.
7. Check whether the link is working in slide show view.
8. Share your work with your classmates.

Inserting hyperlinks to an extended source

Hyperlinks can be made to link sources other than the file being used. The source can be other presentations, files, photos or videos.

Activity 2.12**Creating a hyperlink to a slide in a different presentation****Work in pairs or groups**

In this activity, you are going to learn how to use your current presentation to create a link to another presentation.

Let us first create a different presentation and name it 5most. The presentation has the following slide titles on which you can add the desired text.

- **Slide1:** Five most performing schools I know in Uganda
- **Slide2:** Five most eaten foods in Northern Uganda
- **Slide3:** Five most grown foods in Eastern Uganda
- **Slide4:** Five most eaten fruits in Central Uganda
- **Slide5:** Five most known people in Uganda

On slide1, type **Karamoja Secondary School**, and use it to create a link to the presentation saved in Activity 2.11. Perform a similar action in the file as in Activity 2.11 to link to the '**5most**' file. Follow the steps below:

1. In the Normal view, select the text or image that you want to use as a hyperlink.
2. On the **Insert** tab, in the **Links** groups, click on **Hyperlink**.
3. Under **Link to**, click on **Existing File or Web Page**.

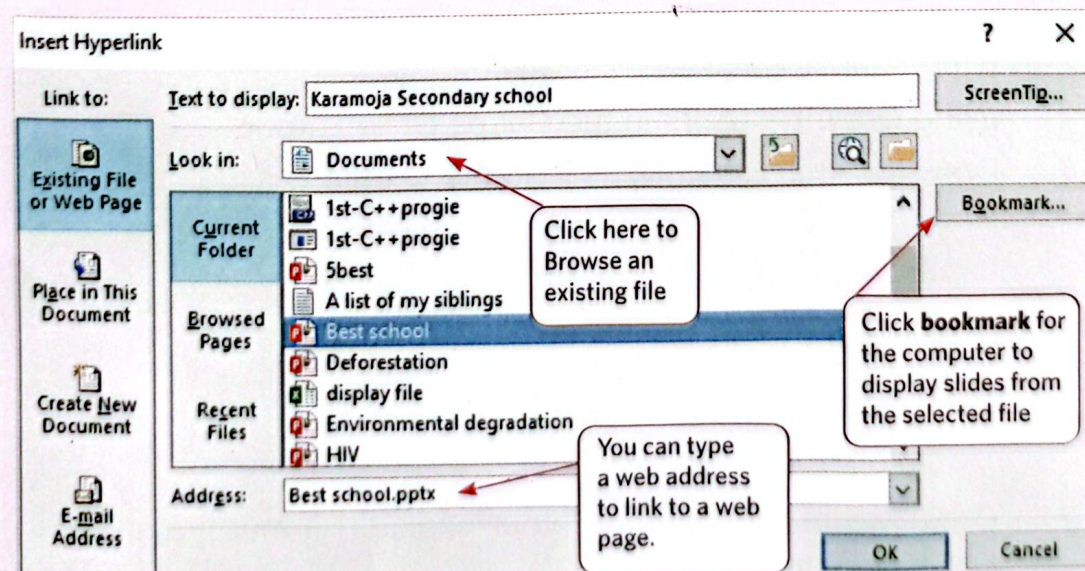


Figure 2.15: Insert Hyperlink dialog box where an existing file is selected for link

4. Locate and select the presentation that contains the slide you want to link to.
5. Click **Bookmark** and then on the title of the slide you want to link to, click OK and then **OK**.
6. Go to slide show and test your link.
7. Share your findings with your classmates.

Inserting shapes in a presentation

A shape is a sketch for an object. There are many shapes you can add in a presentation to enhance it.

Activity 2.13 Inserting Shapes in a presentation

Work in pairs or individually

In this activity you are going to learn how to create different shapes for different purposes in a presentation.

1. Open the presentation file saved in Activity 2.12.
2. On the **Insert** tab, in the Illustrations group, click on the **Shapes** button. Select and draw a desired shape in a suitable location.
3. Resize the shape to an appropriate size.
4. Reposition your shape in the right place, for example, on the lower left corner or centre. Use the drag and drop method.
5. Fill in a suitable colour and also apply a suitable line colour using **Drawing tools** in the Shape Styles group.
6. Draw the shape below, as it appears, on any slide.



7. Draw two more shapes of your choice. Format the shapes and save changes.
8. Share your experience with other groups or pairs.

Inserting images in a presentation

Adding images to your presentation makes it more interesting and attractive. You can insert an image from a file on your computer or scanner or camera to any slide in your presentation.

Activity 2.14 Inserting images in a presentation

Work in pairs or individually

In this activity you are going to insert suitable images from your computer into your presentation.

1. Open the file you saved in Activity 2.13.
2. Select a slide in your presentation where you need to insert an image.
3. Click the Insert tab, then click **Pictures** from the **Images** group, as shown in Figure 2.16.

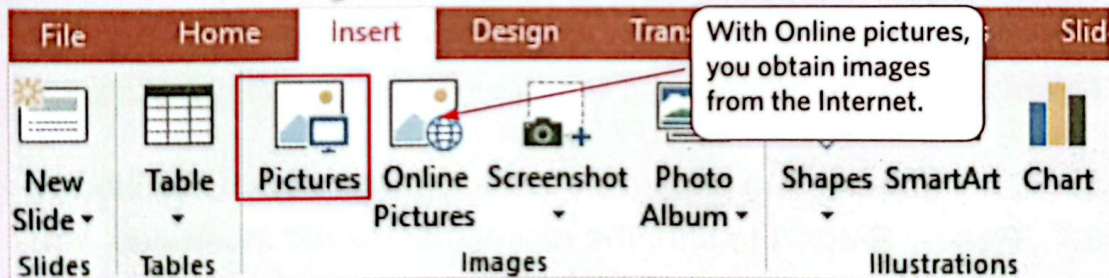


Figure 2.16: The Pictures button is selected on Insert tab

4. The Insert picture dialog box will display as shown on Figure 2.17 Locate and select the image you want to insert

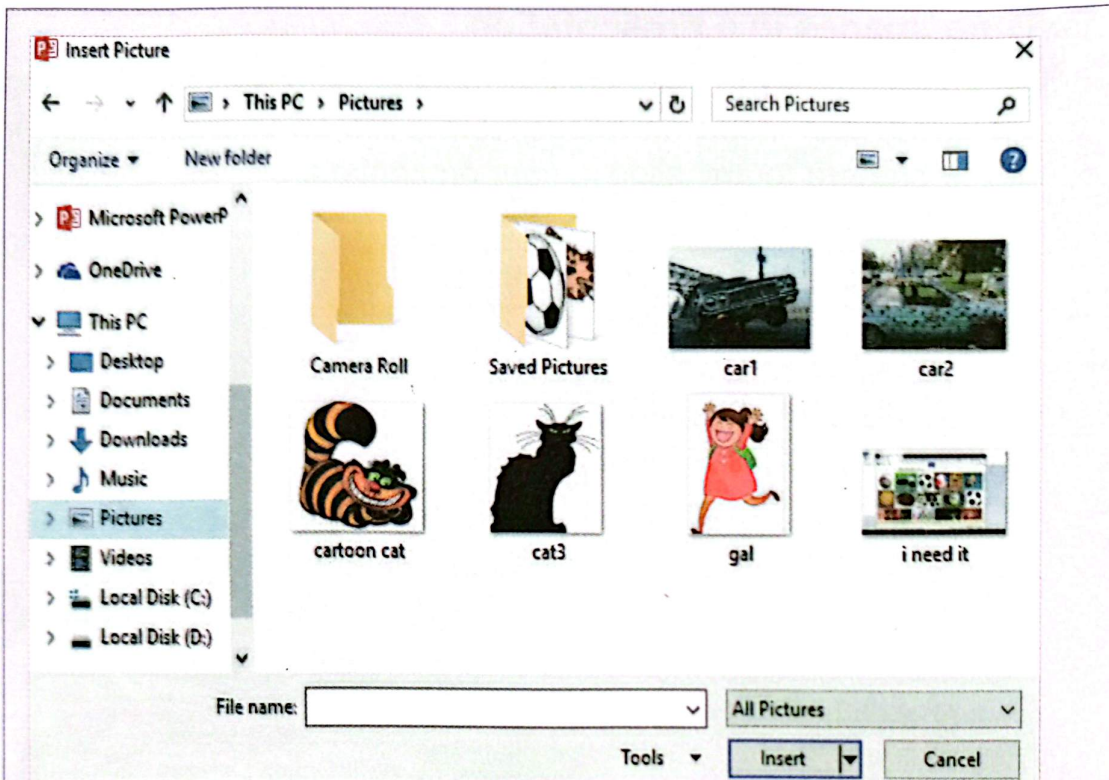


Figure 2.17: *Insert pictures dialog box showing pictures on the computer that can be inserted in the file*

5. Click **Insert**. The picture will display in the selected slide.
6. Repeat Steps 1 to 5 for the rest of the desired insertions. You can alternatively copy a picture using the right-click action on each and **paste** using the same action on the slide.
7. Afterwards save changes to your presentation.

- Click to add text

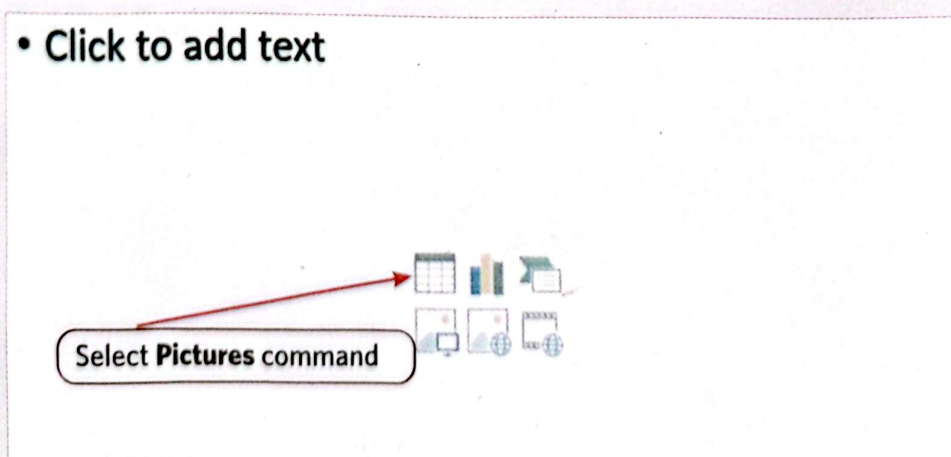


Figure 2.18: *Slide placeholder displaying commands for inserting objects on a slide*

8. Share your experience with class.



Note: Pictures can also be added on a new slide quickly by clicking the Pictures button in the slide placeholder. See Figure 2.18.

Inserting Online pictures (images)

Online images can be used especially when your computer does not contain suitable images for your presentation.

Activity 2.15 Inserting online images

Work in groups or pairs

If you have Internet access, in this activity you are going to add suitable image(s) to each slide of an existing presentation.

1. Open the presentation saved in Activity 2.14.
2. Click the position where you need to insert a picture.
3. On the **Insert** tab, in the Images group, click **Online Pictures**. You will see a message "Please wait while we load pictures." With an Internet connection you may see the screen below.

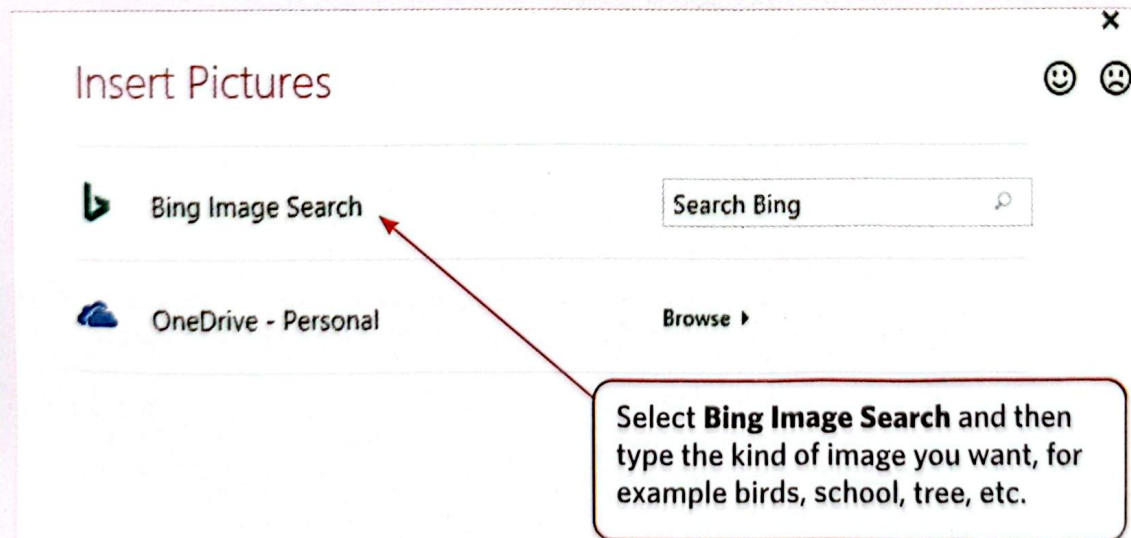


Figure 2.19: The Insert pictures dialog box for online pictures

4. Type the search item such as school or cartoons, as shown in Figure 2.20.

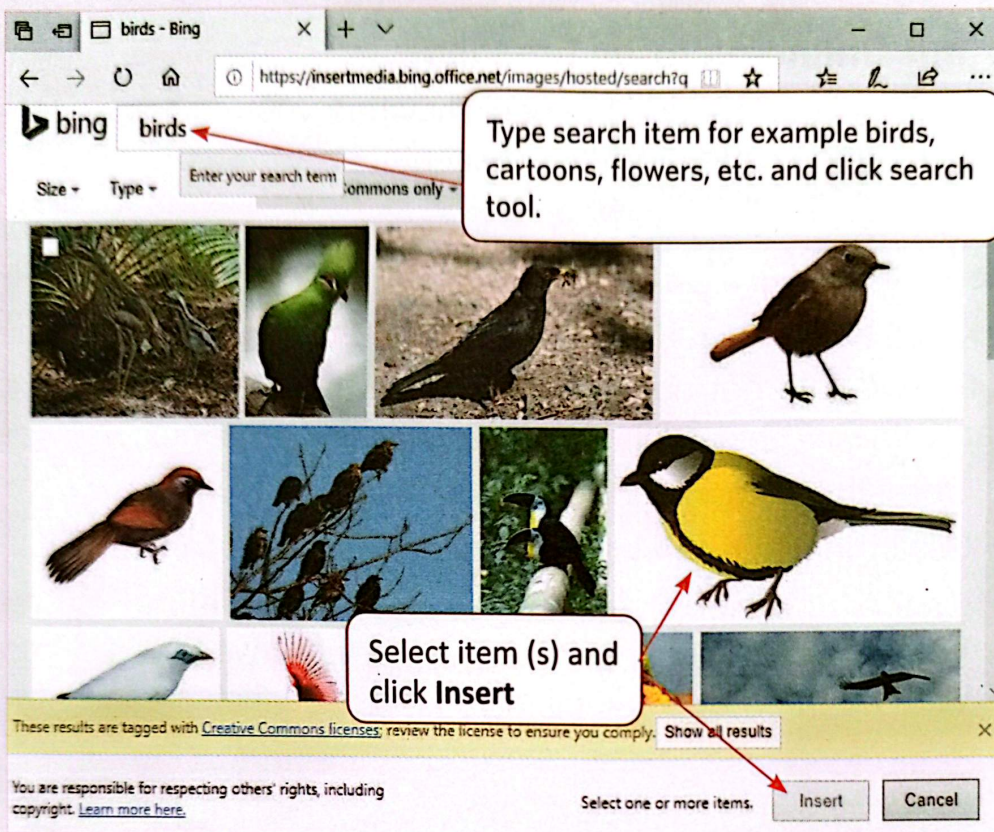


Figure 2.20: The actual search results for birds

5. Select the desired image then click on the **Insert** button. The image will be inserted in the selected slide.

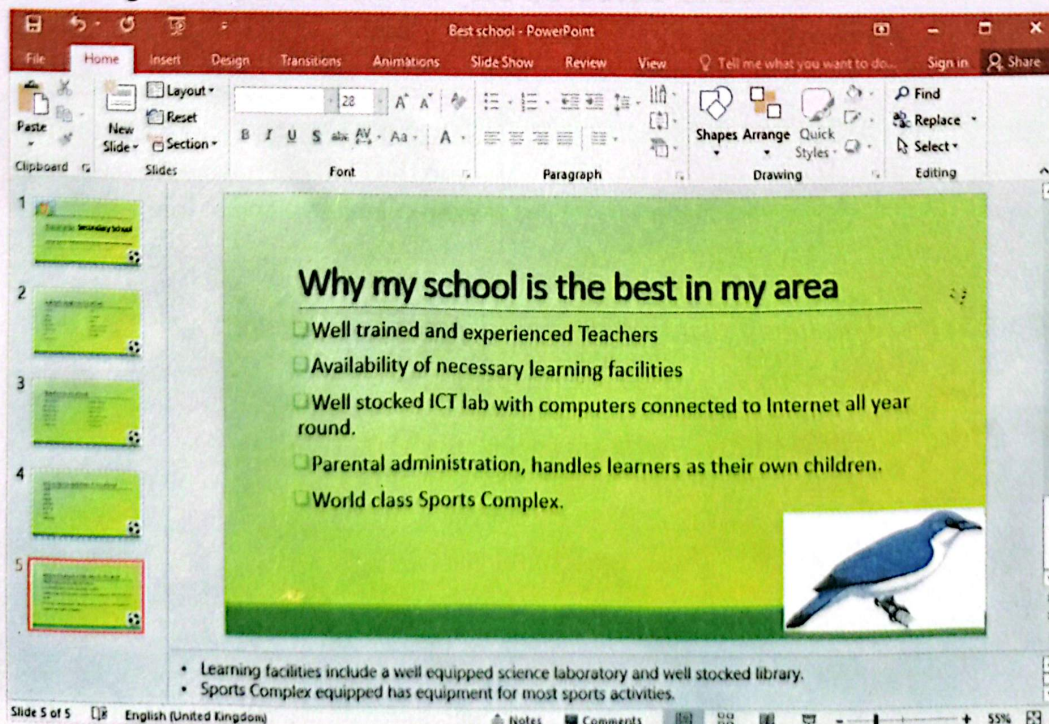


Figure 2.21: A presentation where an image has been inserted

6. Resize and position your image.
7. On the **View** tab, click the **Normal** view to see how the presentation appears.
8. Share your output in class.

Inserting tables

Tables can be used in a presentation to show numerical data such as price lists, budgets or performance of business. In PowerPoint, you can create a table or use a table from another application such as MS Word.

Activity 2.16 Inserting a table in a presentation

Work in pairs or individually

In this activity, you are going to learn how to create tables and insert content in an existing presentation. Use the steps given below:

1. Insert a new slide in the presentation saved in Activity 2.15.
2. In the New Slide, click the **Insert table** graphic as shown in Figure 2.22.

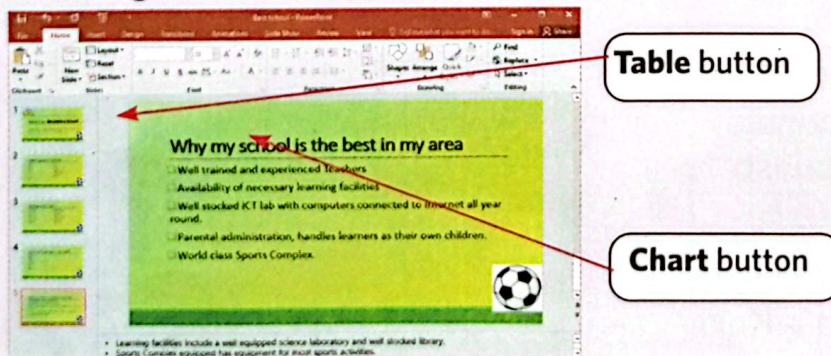


Figure 2.22: Part of the new slide showing graphic content holders

3. In the Insert table dialog box, type in the number of **rows** and **columns** you want.
4. Click **OK**.
5. Following the steps above, create the table below on the new slide:

Table 2.1: *Imaginary fees structure*

School fees structure			
Class	Term 1	Term 2	Term 3
S1	450,000	485,000	500,000
S2	470,000	500,000	430,000
S3	500,000	550,000	480,000
S4	600,000	620,000	650,000

- Click outside the table to move out of editing mode. The table is now like any other object, which can be moved or resized on the slide to save your work.
- When learners went for a trip, they were presented a menu in the form of a table as seen in Table 2.2. Create the table in your current presentation.

Table 2.2: *Food combinations for learners on trip*

Group	Food Combination	Optional side dish	Compulsory
Boarders	Posho+ Beans +Fish	Nakati +Water melon	1 Litre of mineral water
	Sweet potatoes+ Groundnuts +Peas Fish		
	Posho +Rice +Beans+ Beef		
Day	Posho + Kalo +Peas	Fried cabbages +Apple	
	Rice +Beans		
	Cassava +Posho +Beans + Beef		

- Present your output to the teacher.



Note: In PowerPoint tables are edited and formatted the same way as in MS word.

Inserting charts

Charts are useful in representing numerical data. An existing chart/graph can be copied from another application or you can create a new chart using PowerPoint.

Activity 2.17 Inserting and editing charts in a presentation

Work in pairs or groups

In this activity, you are going to learn how to create a chart in a presentation.

1. Using the presentation saved in Activity 2.16, insert a **New Slide** with a suitable layout for a chart.
2. Click the **Chart** button in the content holder (see Figure 2.22). Alternatively use the **Insert** tab and select the Chart button from the Illustrations group.

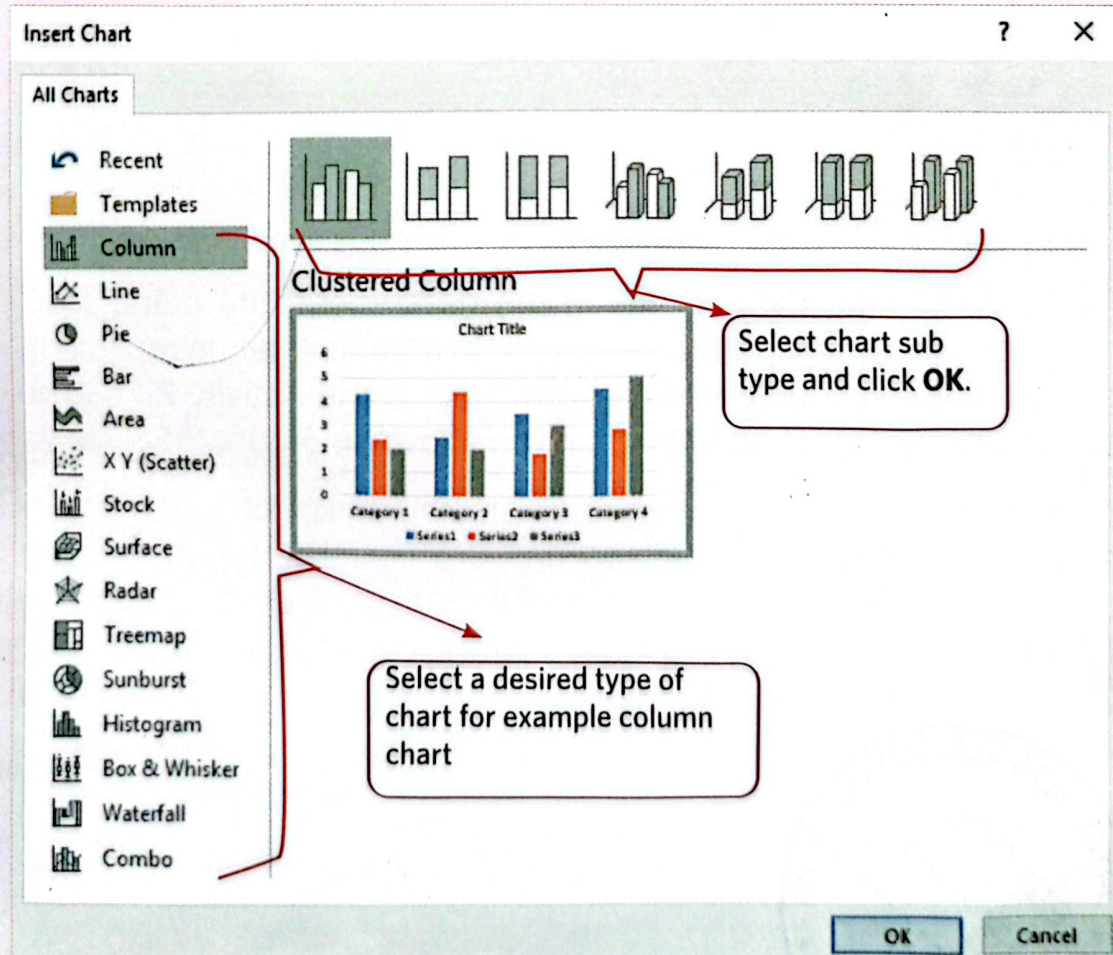


Figure 2.23: Insert chart dialog box

3. Insert chart dialog box that appears (Figure 2.23) and click on the desired type of chart. Click **OK** to generate the default column chart (see Figure 2.24).

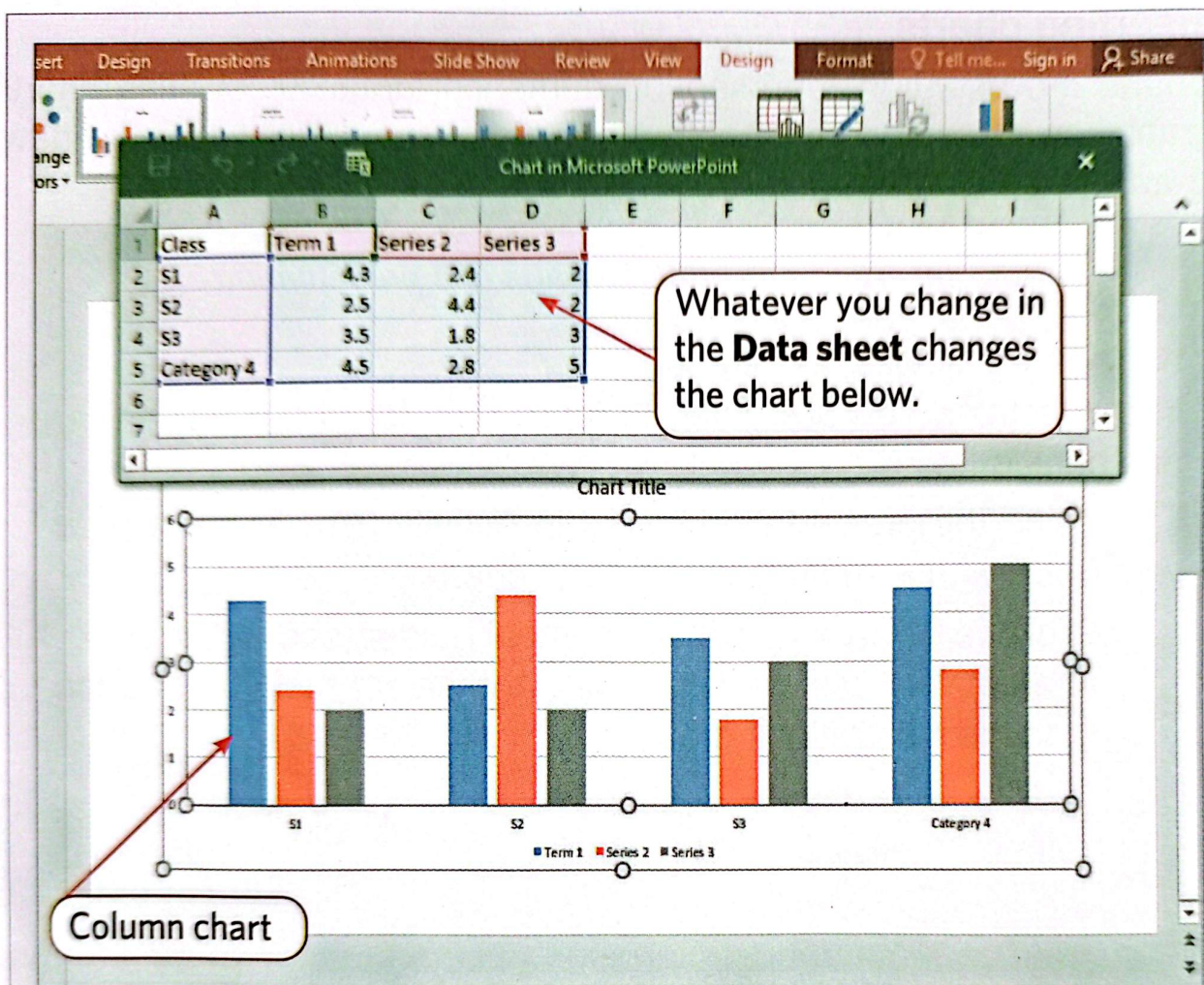


Figure 2.24: Column chart together with data sheet to be modified

4. Replace the default data in the data sheet, the same way you work with spreadsheet data. In our case, let us replace it with the school fees data from Table 2.1 in Activity 2.16 and generate a 2-D column chart, as shown in Figure 2.25.



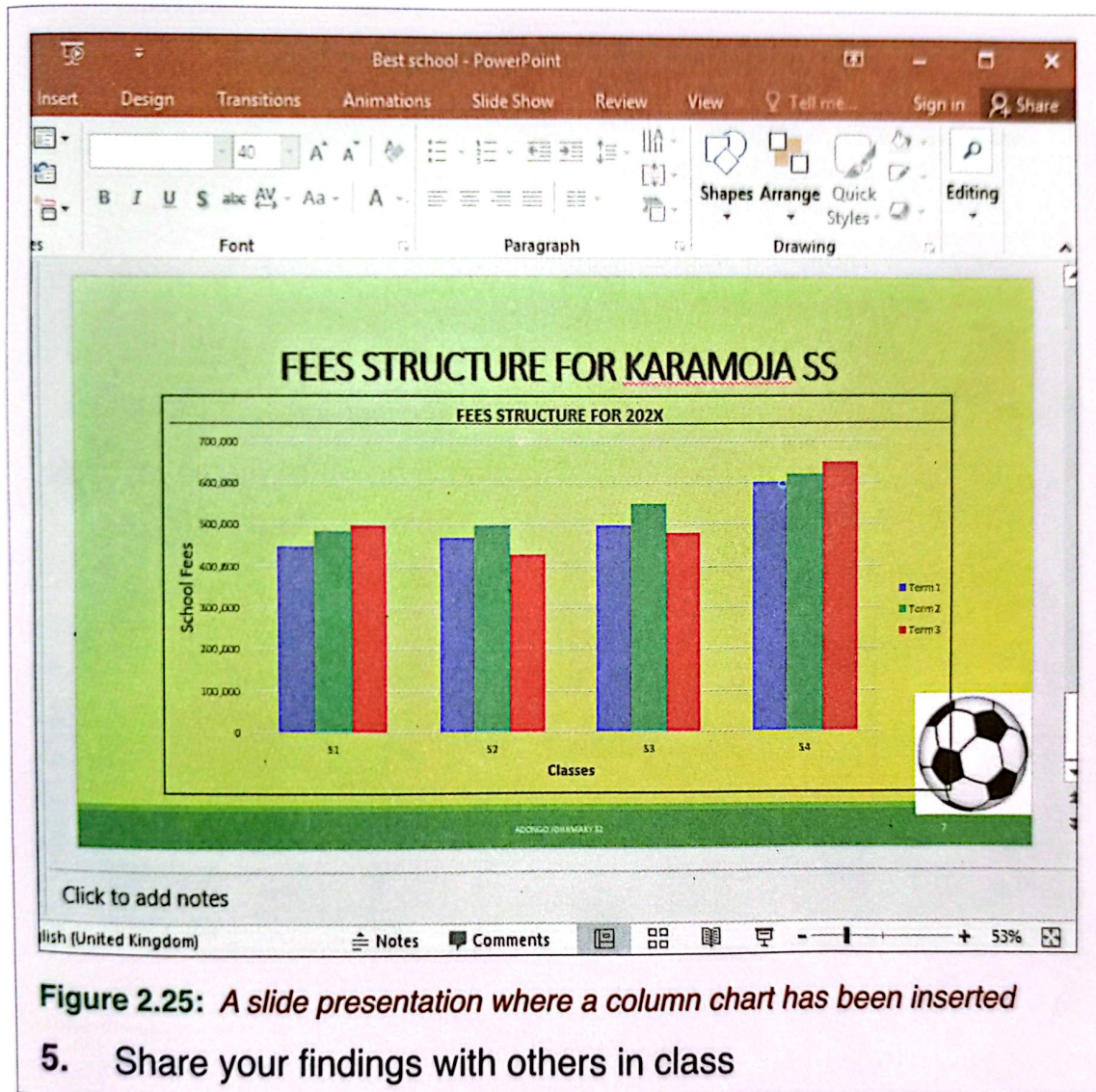


Figure 2.25: A slide presentation where a column chart has been inserted

5. Share your findings with others in class

Inserting SmartArt

Do you want to communicate information in a number of ways? SmartArt is your choice. You can easily develop different diagrams that display different messages for example, an organisation chart can be developed to illustrate the hierarchical structure in a company or organisation.

Activity 2.18 Inserting SmartArt

Work in pairs or groups

In this activity, you are going to learn how to generate SmartArt graphics to represent certain information in a presentation.

1. Open a presentation and then insert a new slide.
2. On the **Insert** tab, in the Illustrations group, click the **SmartArt** button, as shown in Figure 2.26. Alternatively, click the

3. SmartArt Graphic button in the content holder on the new slide.

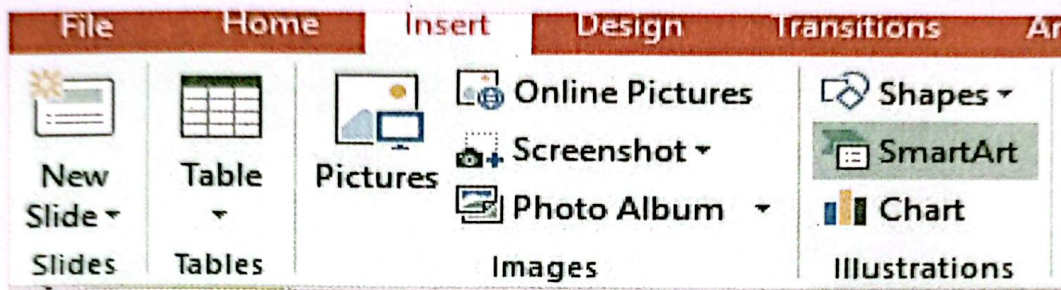


Figure 2.26: Insert tab ribbon with SmartArt button highlighted

4. In the Choose a Smart Graphic dialog box that displays, click the type and layout you want, as shown in Figure 2.27
5. Create a **hierarchy** of people in our school.

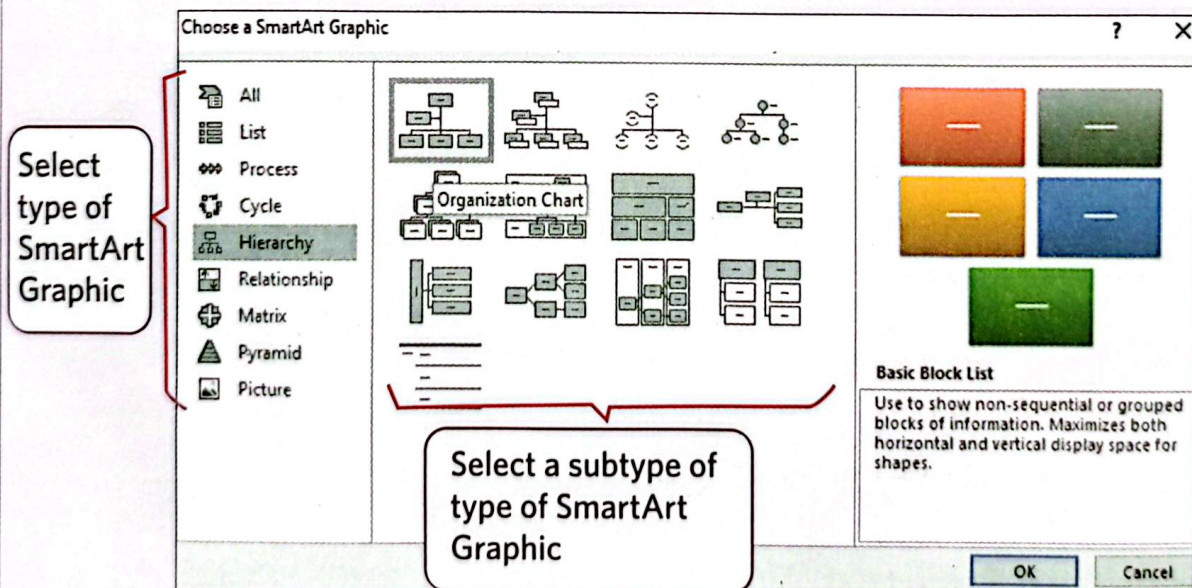


Figure 2.27: Choose a SmartArt Graphic dialog box

6. Enter the desired text depicting your school administration (see Figure 2.28):
 - Either, click in the **text pane** on the left and type text;
 - Or, click directly in the SmartArt Graphic box and type the text you want.
7. Save changes to your presentation.

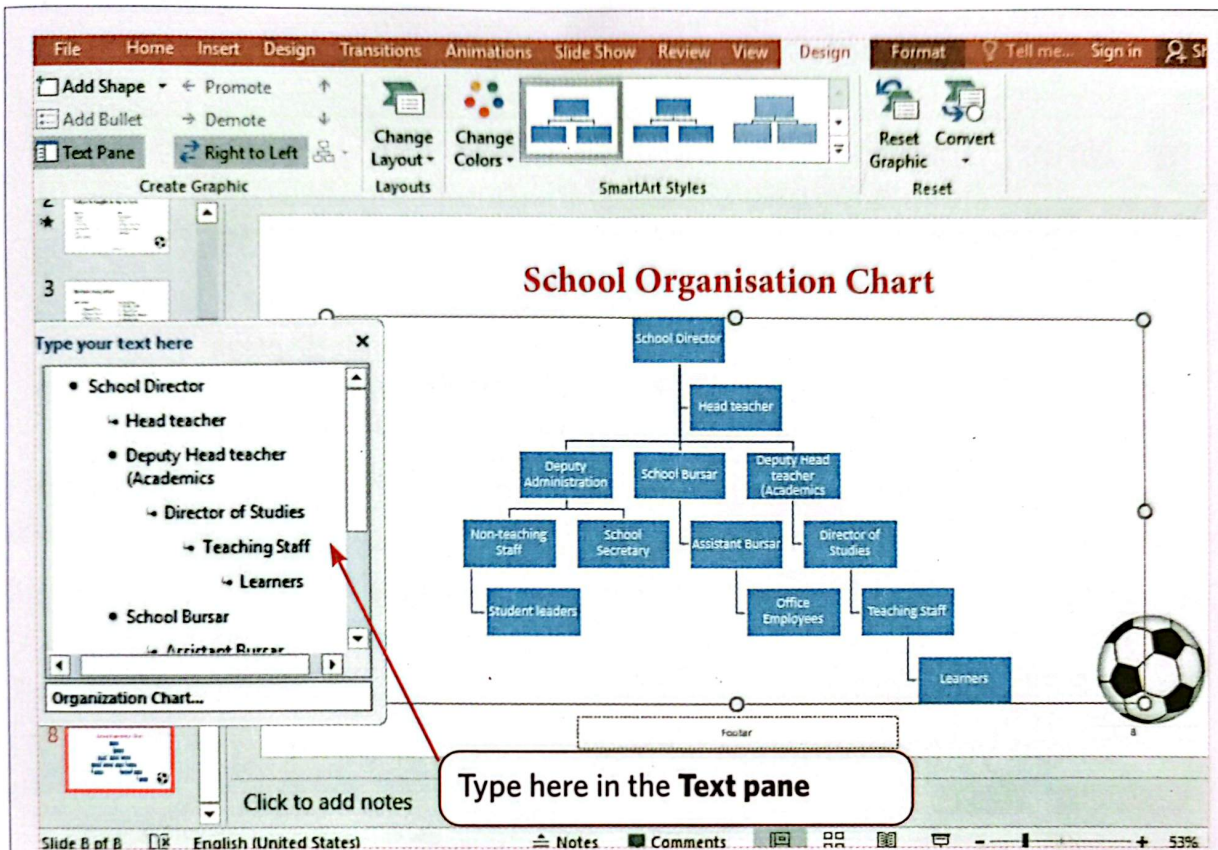


Figure 2.28: PowerPoint Window showing SmartArt –Organisation chart

8. Share your experience with class.

Inserting media clips

A media clip can be an audio or a video clip that is used to supplement information in a presentation.

When in a presentation, media clips can enhance the audience's ability to understand the message in the presentation.

Activity 2.19 Inserting an audio clip

Work in pairs or groups

In this activity, you are going to learn how to insert audio clips and play them during your presentation.

1. Open an existing presentation and insert a new slide.
2. On the **Insert** tab, in the Media group, click the arrow under the **Audio** button and then select **Audio on My PC**.
3. In the **Insert Audio** dialog box, select a folder containing the audio you want. Select the file.

- Click on the **Insert** button, to insert the audio.



Note: The slide where the audio clip/icon has been inserted will have a graphic similar to the one in Figure 2.29.

- Play using media buttons (see Figure 2.29)

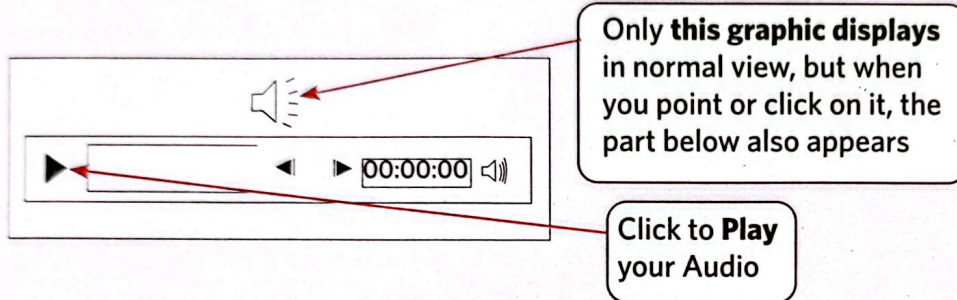


Figure 2.29: Audio graphic in PowerPoint

- Share your experience with other pairs or groups.

Activity 2.20 Inserting video clip

Work in pairs or groups

In this activity, you are going to learn how to insert video clips and play them from within the presentation.

- Open an existing presentation and insert a new slide.
- On the **Insert** tab, in the Media group, click on **Video** and then select **Video on My PC**.
- In the Insert Video dialog box, open the folder containing your video. Select the video.
- Click on the **Insert** button, to insert the video.



Note: The procedure used above to insert the audio and video clip/icon is called **Embedding a file**, which tends to increase the size of the presentation.

Ensure that you copy the video file to the same folder as your presentation files so that the link keeps working even if the folder is moved. Check the link audio/video file from the Insert Audio/Video dialog boxes by using the Insert button drop-down list as shown here below (see Figure 2.30).

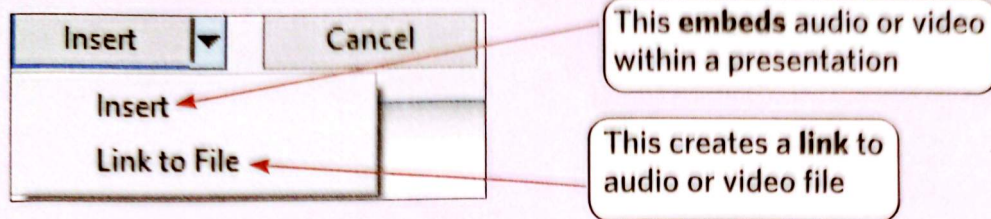


Figure 2.30: Options for linking and embedding a file

5. Share your findings with other pairs or groups.

Headers and Footers

Items that must appear on each and every slide as headers or footers have to be added to slides using the Header and Footer command on the **Insert** tab.



Note: The use of the header/footer in MS PowerPoint is similar to the ones in MS Word and Excel.

Activity 2.21 Inserting headers and footers

Work in pairs or individually

In this activity, you are going to learn how to create headers and footers in a presentation (on slides and on notes and handouts).

1. Open an existing presentation file. On the **Insert** tab, from the text group, click **Header and Footer**.
2. In the Header and Footer dialog box, as shown below, click the check box for **Footer** and type in text that will appear at the bottom of all slides.

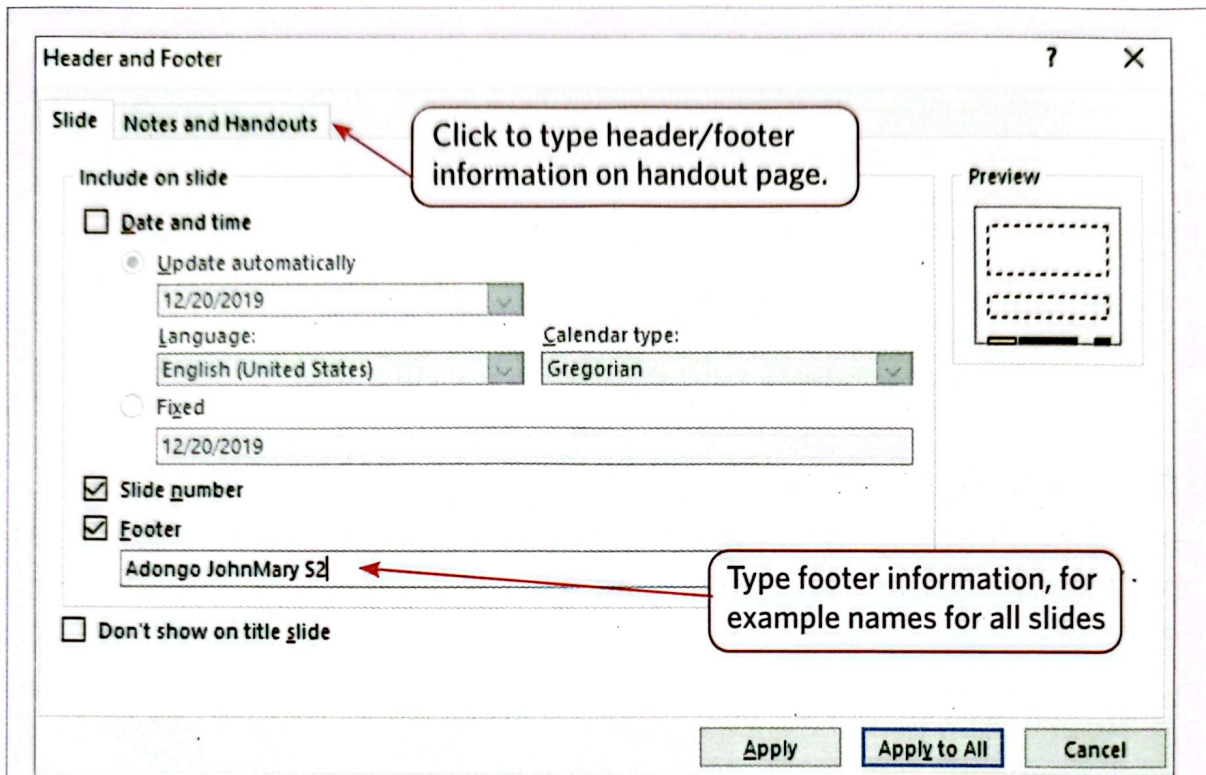


Figure 2.31: Header and Footer dialog box

3. Click in the check box for **slide number**, to add numbers on each slide (this is optional).
4. Activate the Notes and Handouts tab.
5. Type in the Header and /or Footer information for the Handout page.
6. Include Date and Time by checking the Date and Time box (this is optional).
7. Click **Apply to All** to place headers and footers on all slides in the presentation.



Note: You can also check 'Update automatically' to display the current date and time, each time the presentation is opened. If you check Fixed, enter the date that will not change.

8. Share your experience with the class.

PowerPoint presentation views

PowerPoint has a number of views (see Figure 2.32) which can be used to display a presentation.

By default, when you open PowerPoint it opens in **Normal view** that mainly displays the Slide pane and the Outline pane. You can add speakers' notes at the bottom. This view is used to create/edit slides.

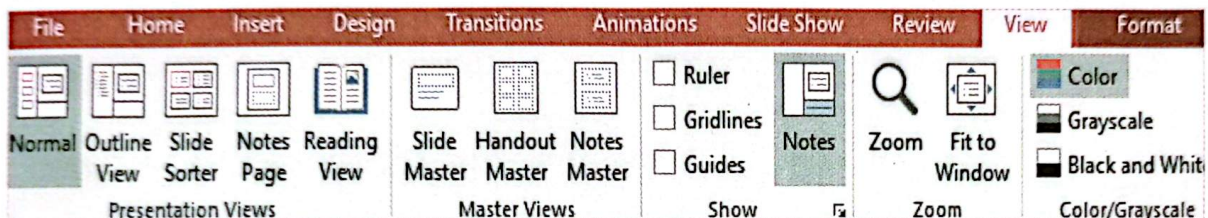


Figure 2.32: Ribbon displaying PowerPoint on view tab

Activity 2.22 Using PowerPoint views

Work in pairs or individually

In this activity, you are going to learn how to apply different PowerPoint views when necessary.

Displaying a presentation in Slide Sorter View

1. Open an existing presentation.
2. On the **View** tab, click the **Slide Sorter** button. Alternatively click the Slide Sorter button on the **status bar**.
3. Select a slide by clicking on it or use arrow keys. To **delete** a slide, press the Delete key.
4. **Reorganise** slides by 'click and drag' to move slides from one position to another.

Note: In the Slide Sorter, small versions of all the slides are displayed. You can duplicate, delete, hide or reorder slides. You can also add transitions and animation effects to text and graphics even faster.

Displaying a presentation in Outline View

5. On the **View** tab, in the Presentation views group, click the **Outline View** button.
6. Click and drag to move a slide to a different location in a presentation (optional).
7. Add or delete text as you like in the Outline pane (optional).



Note: All slide titles and texts are presented in outline form. The Outline pane displays only text. Each slide you select in the Outline pane is also shown in the slide pane.

Displaying a presentation in the Notes Page view

8. On the **View** tab, in the Presentation views group, click the **Notes Page** button.
9. Increase the Zoom percentage, if needed to closely look at the text.
10. Add/type notes you want on each slide. Go back to the Normal view.



Note: The notes page displays one slide at a time with its notes below it on a page. The presenter can use this view to create notes for use during the presentation. Speakers, notes can be printed and used to recall key points during a presentation.

11. Share your findings with other pairs.

Slide Master

If you want to apply something to all the slides in your presentation, PowerPoint offers slides which will apply constant elements to all the slides. The Slide Master will automatically apply certain design features to all slides in the presentation. Note that there is a main slide master for all the slides and also a slide master for each type of layout. Slide master items cannot be edited in the Normal view.

Activity 2.23 Using the Slide Master

Work in pairs or individually

In this activity, you are going to learn how to use a master slide to apply an item you want to all slides in your presentation.

1. Open an existing presentation. On the **View** tab, in the Master Views group, click **Slide Master** (see Figure 2.33)

2. Scroll up and select the first and biggest slide master which applies its content to all slides in the presentation. The remaining thumbnails designate different layouts for the slides. See Figure 2.34.

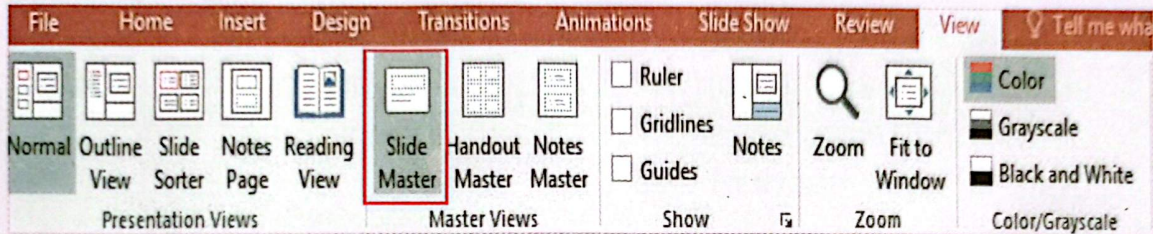


Figure 2.33: Figure 2. 33: The ribbon showing View tab buttons where Slide Master is selected

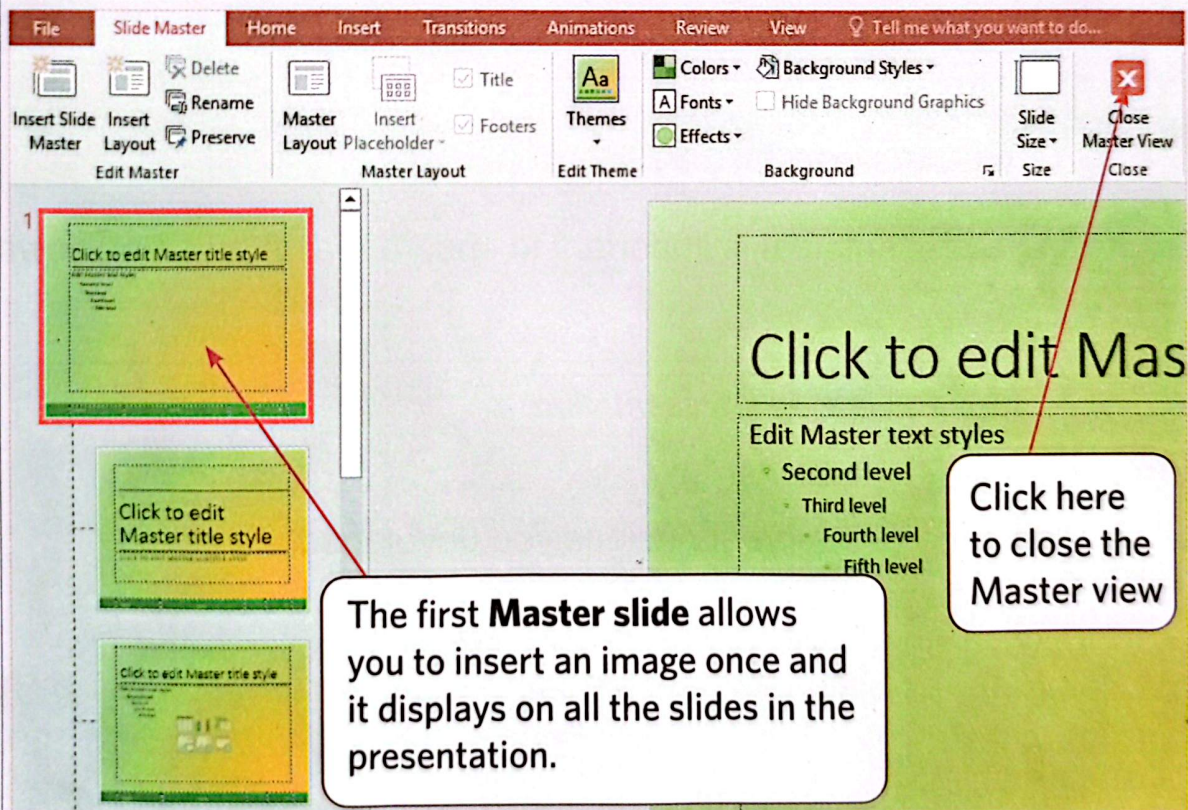


Figure 2.34: PowerPoint window in Master view

3. Insert the text or image you want to appear on all the slides in the presentation.
4. Close the Master view.
5. Repeat steps 1 - 4 and insert a computer clip on the lower right of every slide.
6. Share your output with the class.

Features that should not miss out on every slide in a presentation

- **Slide number:** It is important to number your slides for reference in case the audience has questions.
- **Header, Footer and Date.** It is useful to know the basic information such as author/creator/writer of the presentation, slide number, dates, and so on, usually placed in the header and footer section of the slide or handout page.
- **Design theme or background colour:** Colours can be used to co-ordinate your presentation's text, borders, fills and background. If cool colours are mixed well, this can help to hold the attention of the audience.

2.6 Reviewing the Presentation

Reviewing a presentation is important to ensure that information flows as planned.

Activity 2.24 *Reviewing a presentation*

Work in pairs or individually

1. Open one of the presentations you developed.
2. Go through the presentation and re-think the sequence, making sure the main concepts are emphasised and that you are providing smooth transitions which link one topic to the next.
3. Proofread your visual aids and make sure they are all relevant. Make sure you do this early on in case you need to redo any of them. Remove any unnecessary elements, including visual aids.
4. Practise delivering it aloud in order to memorise the information and to make it fit in the time allocated.
5. Get feedback from colleagues. Run through your presentation several times to ensure that you pace yourself appropriately.
6. As the presentation day approaches, Practise, Practise and Practise!!!
7. Share your findings with other pairs.

Displaying a Presentation in Slide Show

When it is time for presentation, remember to switch from Normal view to Slide Show view.

Activity 2.25 Using slide show

Work in pairs or individually

In this activity, you are going to learn how to run a slide show in a presentation starting from a particular slide.

1. On **Slide Show** tab, in the Start Slide show group, click '**From beginning**' (or press F5), to start with the first slide (see Figure 2.35). Or click '**Current Slide**' (to start with the currently displayed slide); alternatively, click the Slide Show button (🖥️) on the **status bar**.

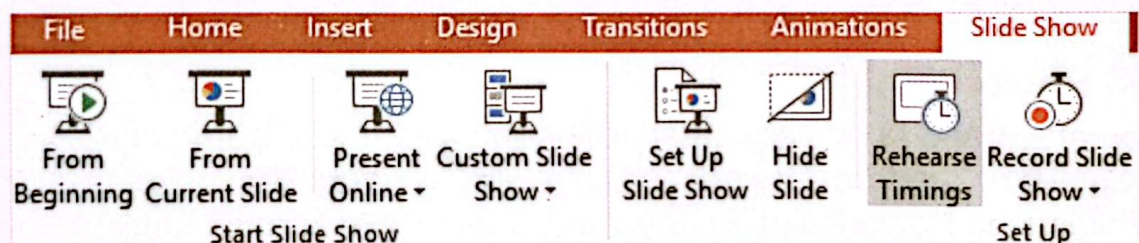


Figure 2.35: The Slide Show tab commands for preparing and running Slide Show.

Note: The **Slide Show** reveals all animations, transitions or multimedia features and sounds added to the presentation. When you want to end the slide show quickly, press the ESC key on the keyboard.

2. Share your findings in class.

2.7 Delivering the Presentation

Please take note of the following key points:

1. Be the first person at the venue and rehearse your presentation again. It is the presenter's responsibility to ensure the slides run smoothly, so you may want to do a test run before the actual presentation.



In case of a computer failure, make sure you have your presentation on a backup disk.

2. Do not read. Speak your ideas directly to your audience. This is why it is important to review your presentation before hand and practise, practise, practise.
3. Only use a pointer if you must emphasise something on the screen.
4. Be prepared for distractions. People may enter and leave at any time, causing distractions and a less-than-ideal listening/ learning situation.
5. Try to speak loudly enough, clearly enough, and with sufficient enthusiasm to hold the attention of your audience.
6. State your final conclusions and end on time.
7. Discuss your presentation with the audience, evaluating strengths and inviting suggestions for improvement.

MS PowerPoint help

You may need to be connected to the Internet to use some of the help features of modern PowerPoint versions such as PowerPoint 2016. While using PowerPoint, in any view, press F1 to access help.



Note: This also works for MS Word and MS Excel.

Activity 2.26 Using PowerPoint Help

Work in pairs or individually

In this activity, you are going to learn how to access help whenever you need it to complete tasks in the presentation.

1. Click the **Tell Me** button at the end of the menu bar, just after the 'View' tab.
2. Type in specific search words for help such as, change 'slide layout' or 'print slide'. You will receive immediate help lines to follow.

You may need an Internet connection to get certain types of information.

3. Share your findings in class.

2.8 Printing a Presentation

PowerPoint offers several print options that turn your soft copy presentation into hard copy. Using PowerPoint, you can print slides, handouts, and/or notes to support your lessons. Let us open an existing presentation and print it.

Activity 2.27 Printing slides

Work in pairs or individually

In this activity, you are going to print an existing presentation using PowerPoint settings.

1. On the **File** tab, choose **Print** or press Ctrl +P; the Print backstage view (dialog box) displays as below:

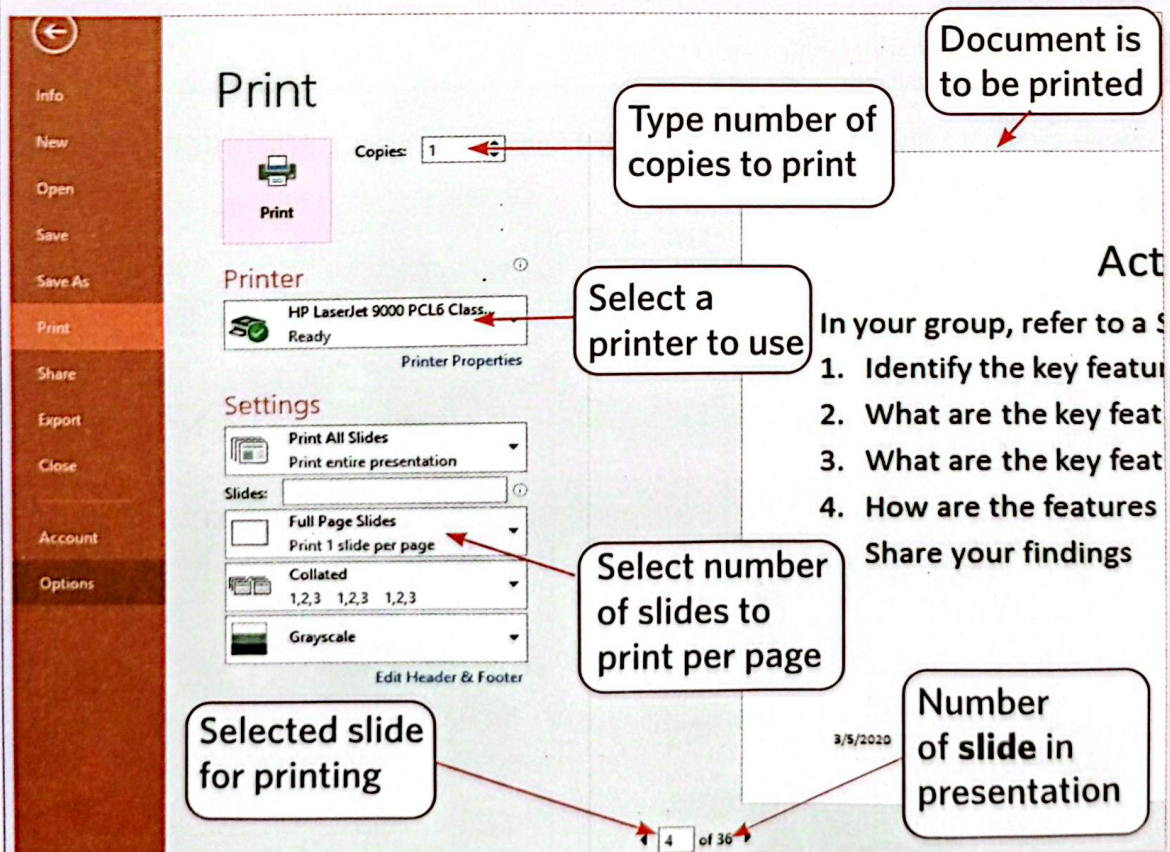


Figure 2.36: Print back stage view for PowerPoint

2. Type in the number of **copies** to print.
3. Select the **printer** to use, if it is not the default printer.
4. Select slides to print.

Print All Slides: (prints entire presentation)

Current Slide: (prints the selected slide)

Custom Range: (prints specific slides you type in the slides box).

5. Select what to print:

- i) **Full Page Slides:** This prints a full slide per page
- ii) **Notes pages:** This prints one slide with its presentation notes on each page.
- iii) **Outline:** This prints an outline of the presentation.
- iv) **Handouts:** This prints as many slides as you set on a page up to a maximum of 9 slides. Choose the number of thumbnails you would like to appear on the page.



Note: When you print handouts with three slides per page, PowerPoint adds the lines for note taking.

- 6. Select **Collated**. To print a full copy of the presentation before another copy is printed.
- 7. Finally, click on the **Print** button.
- 8. Share your experience in class.

2.9

Tips for Making a Good Presentation

- Do not write complete sentences. Only write key points.
- Put one concept only on each slide to avoid confusing your audience.
- Have between five and seven words per line.
- Use a constant colour scheme and layout throughout your presentation.
- Have five to seven bullets per slide.
- Do not use capital letters but use a large font size.
- Include visual aids (for example tables, images and charts). These objects can help the audience to understand your message faster than many slides with text.
- Consider the number of slides to use, so that your presentation is not too short and not too long for your audience.

- Use suitable animation effects that do not divert attention from the main message of the presentation.
- Have a title and a sub-title on the first slide the audience sees, in attractive language.



Note: To have a good presentation, keep it simple and straightforward.

Activity 2.28

Protecting the environment

Individual or group work

1. The Government of Uganda has made substantial improvement in protecting the environment. Create and save a suitable presentation about environmental protection in Uganda.

Use the following suggested titles for your slides:

Slide 1: Title: Environmental protection in Uganda

Sub title: Definition of 'environmental protection'

Slide 2: Title: National Environmental Management Authority (NEMA)

Text: Type any two roles of NEMA

Slide 3: Title: Environmental problems in Uganda

Text: At least 4 points about the title

Slide 4: Title: Causes of environmental problems in Uganda

Text: At least 3 points about the title

Slide 5: Title: How the environment is being protected in Uganda

Text: At least 4 points about the title

Slide 6: Title: Environmental features of Uganda

Text: At least 2 elaborated points

Additional information:

- Insert suitable objects in your presentation related to the environment.
- Make use of the Notes pane where possible

2. Select a new suitable topic from Section 2.4 (gathering information) and generate a presentation.
3. Share your results with the teacher.

Sample Activity of integration

Context

The headteacher is preparing to receive officials from the Ministry of Finance for a school visit on 25th next month. He plans to use this chance to solicit financial support to develop a school farm project for both agricultural studies and as an alternative source of income for the school.

Task

Prepare a clear presentation to convince the officials that the ground is ready for the project to start.

Chapter Summary

In this chapter, you have learnt about:

1. Opening, using and saving a PowerPoint presentation.
2. Entering information in a presentation.
3. Preparing a presentation formatted with themes, animations, backgrounds, images, transitions, hyperlinks, tables and charts.
4. Essential tips for making a good presentation.
5. Delivering a presentation.