

Presentation Software

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Workshop 2

Planning Utilization of the 2000

Round Census Results

What is Presentation Software?

- Derives from business presentations using medium of *slides*, usually 35 millimeter film
- Is computer software that facilitates creation of a series of slides, *i.e.*, a *presentation*,
- Medium of presentation may be transparencies, slides, or computer projection

Presentation Programs

- We will use **PowerPoint**
- Other presentation programs are **Harvard Graphics, Corel Presentations, and Lotus Freelance**
- Basic capabilities are similar across the major programs

Presentation Basics

- A *presentation* is a computer file containing a sequence of *slides*
- Slides may contain text, drawings, or images
- Text is generally keyed in, though it may be imported
- Drawings may be created, images imported

The Best Way to Learn

- Is to create a simple presentation; we will do this now
- Step 1: Start PowerPoint
- Step 2: Begin a new presentation
- Step 3: Create some slides
- Step 4: Save the presentation
- Step 5: View the presentation created

Step 1: Start PowerPoint

- Using the **Start** menu or
- Double clicking its icon on the desktop or
- Single clicking its icon on the desktop and hitting **Enter** or
- Double clicking its entry in Explorer
- You may want to create a ‘shortcut’ icon for PowerPoint on your desktop

About Tip of the Day

- You may see a **Tip of the Day** window come up when you open PowerPoint
- If so, you need to click **OK** before proceeding
- You can turn Tip of the Day off, but it is recommended you don't

Step 2: Begin New Presentation

- Click on **Blank Presentation** and then on **OK**
- Choose a layout from the options provided, *e.g.*, the title layout, with space for title and author
- Click and enter title and author as indicated

Step 3: Create Some Slides

- You've already created the first slide; to create another, click on **New Slide** at bottom right
- Select a layout as before; a good default is the heading followed by three bulleted points
- But try other layouts to see what happens

Step 4: Saving the Presentation

- Here as always, it is advisable to name and save the file **before** you do a lot of work that might be lost
- Before saving, decide what you want to name the file *and* where you want to save it (rule of thumb: never use the default)
- Do [File > Save As] and specify the name and directory location

Step 5: View the Presentation

- After saving the last slide, click the small *slide show* icon, the right most of the five small buttons at lower left (it looks like a slide screen)
- This will bring up your presentation slides one after the other full screen
- Down arrow key moves to next slide, up key to previous slide, ESC exits at any time

Try a Simple Drawing

- Click **New Slide** and choose the blank layout (lower right)
- Click on of the icons in the drawing toolbox at left
- Move the cursor over to the slide area, try clicking and moving around, see what happens

When Drawing

- Drawn objects may be selected by clicking them; you can then move or delete them
- Properties of drawn objects may be changed by double clicking them and choosing among the choices provided; *e.g.*, you can change the thickness of a line, or make it dashed

Try Importing an Image

- Click **New Slide** and choose the blank layout, as for drawing
- Do [Insert > Picture], do the **Census2k/Images/JPEGfiles** directory and double click one of the file names
- Don't expect perfection in this simple example



To See an Overview of Your Presentation

- Click the ‘four squares’ icon, middle in the group of five at lower left
- This will display six slides per page so you can see sequence
- This view is convenient for rearranging slides, inserting new slides, deleting slides, or copying or moving slides to another presentation

Making a Hard Copy of Your Presentation

- Decide how many slides you want printed on each page; one per page will be too many pages, but beyond six or so per page, you won't be able to read them
- Do [File > Print], click in the Print what box, and select Handouts (6 slides per page), then OK

The Importance of Presentation Software

- Continuing learning is important in every knowledge organization
- Staff in the knowledge organization will all be teachers as well as learners
- Digital presentations are an excellent medium for teaching activities, easy to create, use, copy store, and transport

Questions?
Comments?
Discussion?

The End

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