Using PowerPoint Basics to Prepare Presentations

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Overview

• **Unit:** Presentational tool
• **Standards:** Culture, Comparisons
• **Pedagogical Concepts:** Preparing authentic materials, comprehensible Input
• **Duration:** 2 hours for basic skills
Requirements

• **Website**: not required
• **Web Browser**: not required
• **Level**: Beginner/intermediate
• **Operating System**: PC, Windows 7, 8
## Session Goal and Evidence

<table>
<thead>
<tr>
<th>TELL Criteria</th>
<th>Evidence/Product</th>
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</thead>
<tbody>
<tr>
<td>LT1a: Provide students with authentic materials that supports the materials covered in class through the use of a variety of digital media.</td>
<td>Participants use PowerPoint to put all types of materials (text, audio, video, image) together.</td>
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</tbody>
</table>
PowerPoint
Creating a Presentation,
Understanding the Basics
Create a **New** PowerPoint Presentation.

- You can develop a custom design or use a template for the background.
- We will start with a new design and develop it.
Click on **File** at the top, and **New** from the drop-down menu. Then select **Blank Presentation**.
Or . . . Click on **File**, and **New** from the drop-down menu. Then select **Templates**.
Click on **Create**.
You should now be in **Normal View**. There are **four** main areas to the Normal view. They are numbered below.

Continue to learn about the purpose of each area.
The **slide pane (#1)** is the big area in the middle. You work directly on the slide in this space.
The placeholders (#2) on the slide are the boxes with the dotted borders.

Type text in them or use them for non-text items (images and charts).
On the left, there are **thumbnails (#3)** of the slides in your presentation; with the one you're working on being **highlighted**.

Your **Slides** will appear in this area, and you can click on any side to edit it.
The **notes pane (#4)** is where you type the notes that you'll refer to while you present.
The Ribbon consists of tabs with different menus.

- **Notes pane**, where you type the notes that you’ll refer to while you present.
When you select a tab, the options for editing change.

Here I have switched from home to Insert.
Insert a Title Slide

Click to add title

Click to add subtitle

Click and provide a Title.
To insert the next slide . . .

Go to the ribbon -> make sure you are in the home tab -> and select new Slide.
Select the slide theme.
Add a **Title** and **Content** slide.

Click to add title

- Click to add text

**Click** and **fill** in a title for the content to follow. **Add** some content in the text box.
Adding your text . . .

– PowerPoint formats the text as bullets.

Add your text or content.
Add **notes** to your slide, if you wish.
Notice

- PowerPoint will make the text fit in the boxes automatically.

- Avoid text overload on the slide.
STOP: It is your turn to apply your skills.

1. Open a New PowerPoint file.

2. Insert slides for a title and content.

3. Explore the different types of slides (for text, images, and the combination of text and images).
Saving your presentation . . .

Click the **Save** icon.
Or . . . **Click File** and then **Save As** to save the file.
Printing your presentation . . .

Click File, then Print.
You can print:
1. All slides
2. Current Slide, or
3. A Selection
You can print **Handouts** and select the number of slides on a page . . . for those listening to the presentation.
Inserting an **image** . . .
- From the **Insert tab** in the ribbon select picture.
Or . . . click on the icon inside the slide that represents the image.
The picture library with images available should pop up for you to use.

Select an image to insert.
You can **resize** the image, change its **position**. See next slide.
Resizing an image . . .

• To resize, **grab** the circle.
• **Drag** it diagonally toward the image.
No place to add text but you wish to do so. Yet, there is no text box available.

We can create a text box.
Adding a **text box** . . .

Click **insert**, then **text box**; then **draw** the box and **type** in it.
STOP: It is your turn to apply your skills.

1. Insert a new slide.
2. Place an image on the slide.
3. Resize the image.
4. Add a text box with text.
Inserting a **shape** . . .

Select **shapes** from the insert menu.
Select a shape from the drop down menu and draw it on the slide.
Inserting a **header or footer** . . .

You can insert a slide number, a time, a signature on one slide or all slides.
Inserting a **header** or **footer** . . .
STOP: It is your turn to apply your skills.

1. Insert a new slide.
2. Place a shape on the new slide.
3. Resize the shape.
4. Insert a header or footer (the time, date or slide number).
Inserting a **hyperlink** . . .

- **Type** some text about the link you wish to create.
- **Highlight** the text, or select it.
- Then click on **Hyperlink**.
• Enter the **URL or address**.
• Please note that if the text is not highlighted you cannot activate insert a hyperlink.
Inserting a video . . .

- It is similar to inserting an image, but you choose **Movie** from the insert menu.
- **Browse** for the video.
- Insert the video.

**Note:** Only videos with the correct format will be available.
Insert a video . . .
using the picture icon.

Select the **Movie icon**
and follow steps from previous slide.
STOP: It is your turn to apply your skills.

1. Insert a new slide.
2. Insert a movie on the slide.
3. Try both methods.
4. Insert a hyperlink with the location of the video in case you lose it in the future.
Inserting **sound** . . .

- Similar to inserting a movie, you can insert sound
Inserting a **sound** . . .

- You can record your own sound or voice.
- Click on **sound** and then **record sound**.
Inserting **sound** . . .

Provide a **name** and start **recording**.
STOP: It is your turn to apply your skills.

1. Insert a new slide.

2. Insert sound on the slide.

3. Try both methods, sound you record and a sound file already created like music.

4. If your computer has music on it, you can insert it in the same way you insert a movie or video.
Changing Text Size, Font, Color

With text being highlighted, and the tab home, go to the Font menu in the ribbon and select...
STOP: It is **your turn** to apply your skills.

1. Insert a new slide.
2. Add some text to it.
3. Change the font size, color and style.
Presenting . . . Now that your presentation is prepared.

In the bottom right corner of the screen, click on slide show.
Or . . . Select **slideshow** from the **view menu**.

For the **beginning** the **slide show** you have many options.
STOP: It is your turn to apply your skills.

1. Complete your PowerPoint presentation, and then place it in presentation mode.
2. Click through the slides to see how it looks prior to presenting.
3. Try it with at least two ways to start your presentation.
You have completed the Module.

Time for Reflection
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