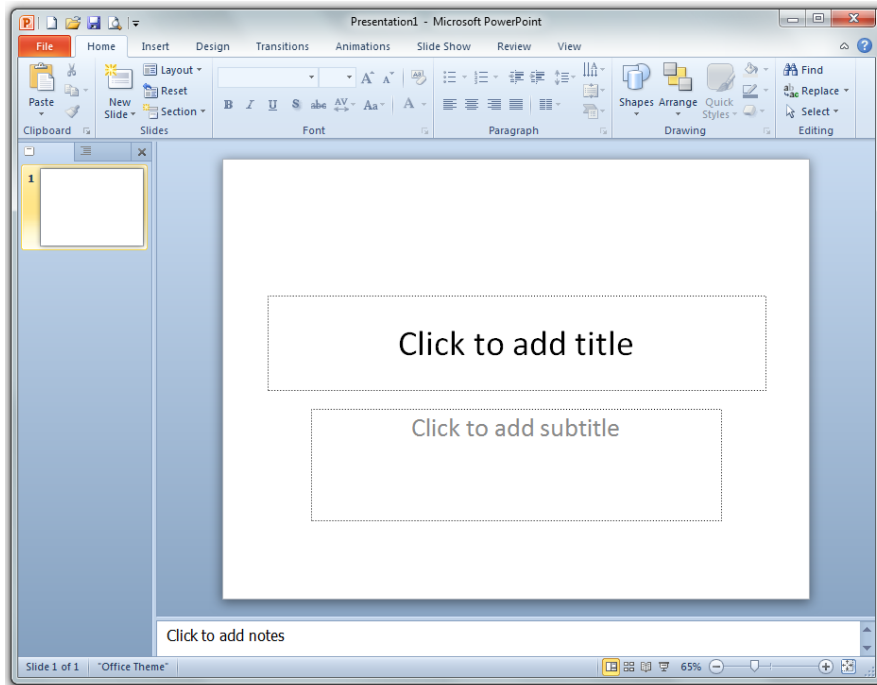


Activity 2 – Building a presentation from scratch

In this activity we will explore the features of PowerPoint by building our own presentation right from the beginning.

1. a Start PowerPoint.

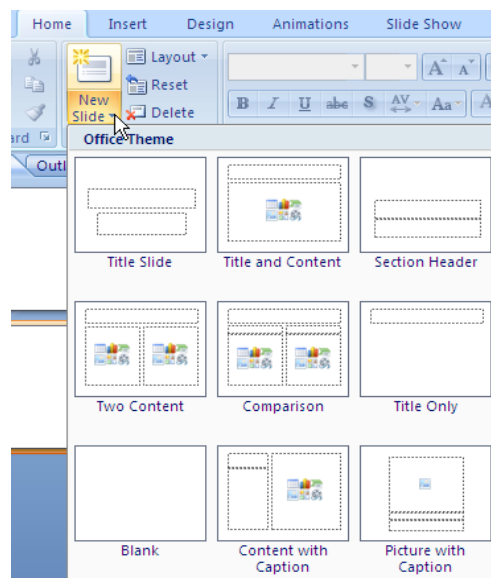
A screen similar to the following should appear (again depending on *Options* chosen).



By default PowerPoint offers a title slide layout as a first slide in *Normal* view. This slide has room for a title and subtitle.

- b In addition to the title slide there are many other layouts available.

From the ribbon click on the down arrow on *Home > Slides New Slide*.



By clicking on a given layout you can choose how text, pictures, graphs, etc., can be laid out on a slide that is to be added to a presentation.

Spend time investigating the different layouts.

The most common one used for presentations is *Title and Content*, but the others can be used for different purposes or variety.

2. For this activity we will create a mini-presentation of a title slide and two other slides.
To do this you can make up the content (e.g. about a sport you play, a hobby you have, your school, etc.). It is not important what is on each slide as we will only use them to demonstrate how to use PowerPoint. If you wish you can use the provided *My School* presentation (*File > Open*).

- a Use the title slide layout (the first slide) to make a title for your mini-presentation.

Do not worry about formatting the text at this time.

- b Click on the *Home > Slides > New Slide* button (or *Ctrl+M*) and choose a layout, e.g. the *Title and Content* layout.

- c Add some words to the slide.

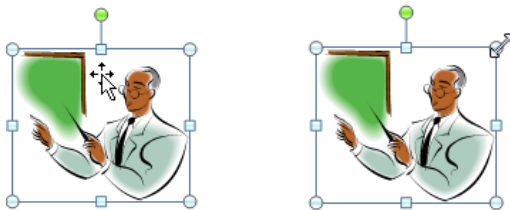
If you chose the *Title and Content* layout, text will be presented as bullet points each time you press *Enter*.

- d Add a clipart image.

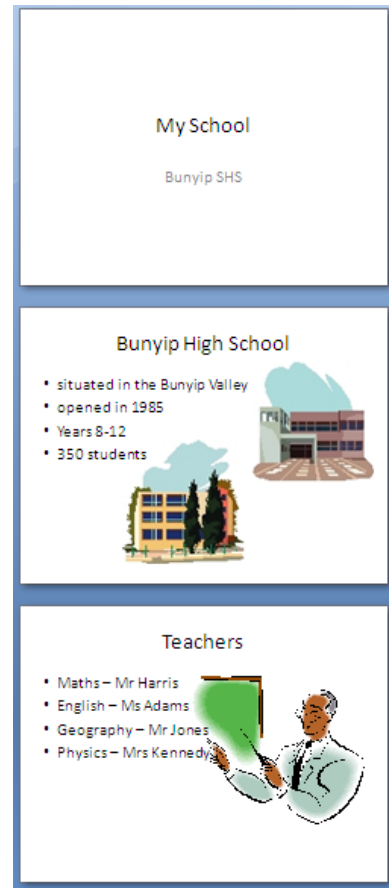
To do this, from the ribbon choose *Insert > Images > Clip Art*.



Graphics can be moved and resized as normal.

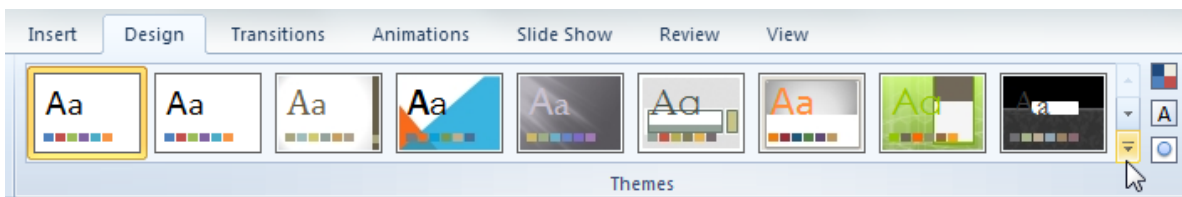


- e Add a third slide with some text and a graphic.
f Save your presentation to a suitable folder.



3. At the moment the slides look very dull. We will now explore some of the pre-set design layouts PowerPoint offers. These layouts are called *themes* and control the colours, background, and fonts used.

- a In *Normal* view click on the *Design* tab on the ribbon, and identify the *Themes* group.



- b Investigate the different themes available by moving your mouse across the ones available (do not click the mouse). The name of the theme will be displayed and the current slide will preview the theme.

There are more themes available in this gallery by clicking the *More* button at lower right of the *Themes* group.

Note how, in each theme, the title slide is displayed differently from the remainder of the slides.

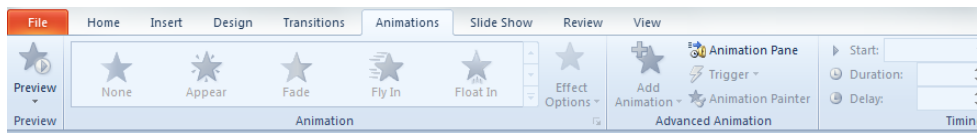
- c Decide on a design you like and with your mouse click on the theme to choose it. This will convert all of the slides to that appearance.

The theme can be changed to another at any time in the same way.

- d Save your presentation and run it (F5) as it is.

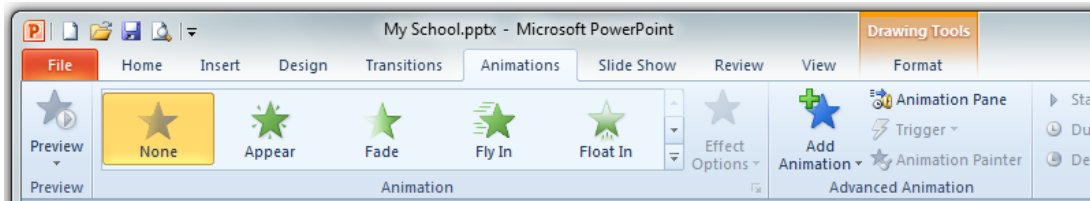
Note: the default theme is called *Office*.

4. Since this presentation is still not very impressive we will now add some animation to the text.
- a In *Normal* view switch to the *Animations* tab.



If nothing is selected most items will be greyed out.

- b In the main pane click once on the text in the second slide. (This will select the text.)



A *Drawing Tools, Format* tab is added to the ribbon.

- c Roll your mouse, without clicking, over the effects in the *Animation* group.

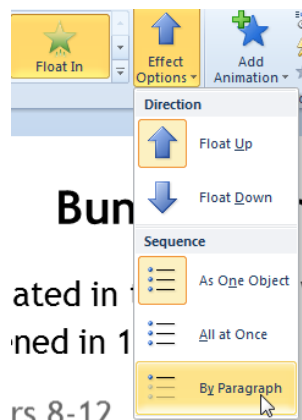
The animation effect will be previewed on the text on the slide.

To preview additional effects use the *More* button at lower right of the *Animation* group to see the full gallery of effects available.

Choose an animation you like and click on it with your mouse to apply it to the slide. (This can be changed at any time by choosing a different animation.)

- d Click on *Animations > Animate > Effect Options*.

Depending on the animation chosen the effect options will look similar to the one below:



Again depending on the effect chosen you can make changes to the effect.

Try the various animations to investigate the different effect options that apply for each.

- e With this button you can also vary the sequence in which the text appears.

Again choose *Animations > Animate > Effect Options* and try the sequence options.

For text the two options of *As One Object* and *All at Once* work the same, i.e. all of the text appears on a mouse click. If you choose *By Paragraph* however, each dot point will appear one by one as you click the mouse.

- f To remove animation from the text, click on it once to select it, and then choose *Animations > Animate > None*.

- g Chose an animation you like for this slide, with appropriate effects.

Save the presentation and then use the *Slide Show* button to see the animation on this slide as the presentation runs.

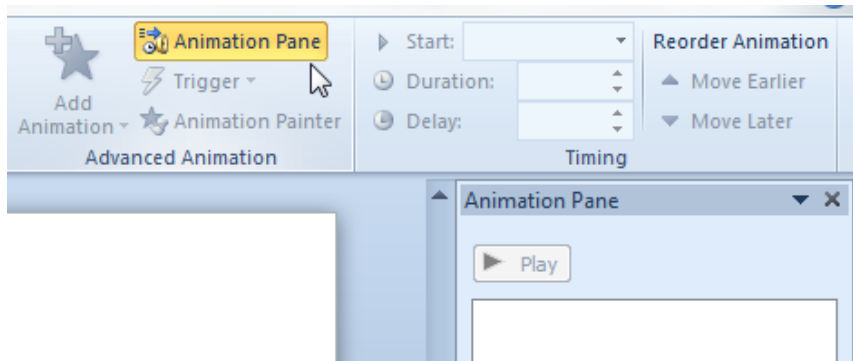
Note: the chosen animation will only apply to this one slide. We will see how to animate all of the slides at once when we look at the master slide in the next activity.

5. We will now look at how to take more control of animations by using the animation pane with the third slide. (This slide should have a title, some bullet points and a clipart image. If it does not add them now.)

We will start by animating the title.

- a In *Normal* view move to the third slide.

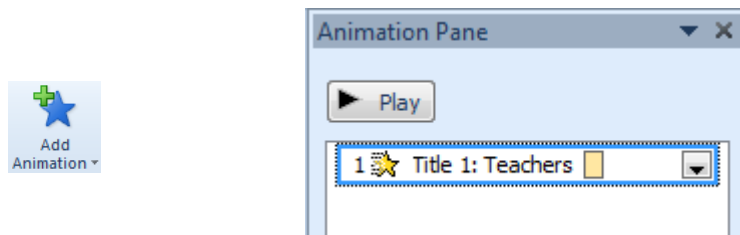
From the ribbon choose *Animations > Advanced Animation > Animation Pane*.



The *Animation Pane* will open at right. This will show detail of what is happening in each animation.

- b Click on the title of the third slide to select it, and then click on *Animations > Advanced Animation > Add Animation*.

Choose one of the options, and it will appear in the animation pane.



- c Click on the *Play* button in the animation pane to see the effect.

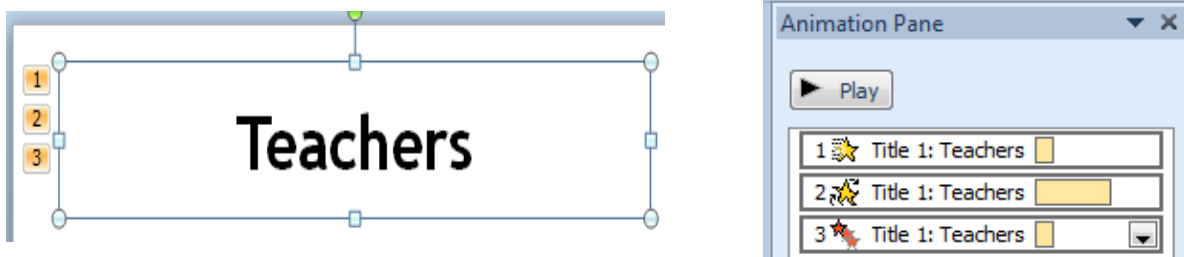
Experiment with the various effects available. Depending on the effect chosen you may also have control over things like direction and speed.

To remove an effect you do not want, click on the down arrow next to it in the animation pane, and choose the *Remove* option.

- d You can add multiple animations to any item.

Note: the *Entrance* effect will work when the title first appears; the *Emphasis* effect is for special animations, and the *Exit* effect is if you want the title to disappear after being displayed. *Motion Paths* is to specify if, and how, the title moves across the slide.

As you select each effect for the title, a number tag will appear next to it, and the effect will be listed in the animation pane.



(The number tag does not appear when the presentation is run.)

These effects can be re-ordered using the arrow buttons at the bottom of the animation pane, or in *Animations > Timing > Reorder Animation*.

