

It! Series

*Lessons authored to work with
any version, any application.*

Third Edition

Presentations

Hands-on Presentation Lessons for Workplace Readiness



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It! Series
3rd Edition

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Hands-on Presentation Lessons for Workplace Readiness

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Introduction

Welcome to It! Series, 3E: Presentations

The **It! Series, 3E** is a comprehensive, skills-based program designed to help you use your computer applications skills to produce professional documents. With an emphasis on real-world scenarios and workplace readiness, the **It! Series, 3E** showcases a variety of practical uses for five key business computer applications: word processing, spreadsheets, presentations, desktop publishing, and databases.

It! Series, 3E: Presentations will show you how to apply your presentations skills in your own lives. Across over 30 all-new lessons, you will explore the power of presentations as you learn effective presentation technique and develop slide shows covering relevant topics like personal budgeting and business meetings. From enhancing slide elements to applying transitions and animations, **It! Series, 3E: Presentations** will give you the tools you need to make presentations work for you.



New Skills

These hands-on lessons are organized into a hierarchical skill-level format. With few exceptions, most of the lessons in this book build upon skills practiced in previous lessons.

Prerequisite Skills

This book is recommended for students in grades 9–12. It is expected that students have a basic working knowledge of using any version of any presentation application.

Materials Required

To use this textbook, students will need the following:

- Internet access
- Desktop or laptop computer
- Presentation application
- Printer (optional)

Software Note

The instructions for all lessons are written in a generic format so they can be applied to any version of Microsoft PowerPoint, Google Slides, or equivalent presentation application.



Using the Companion Website

This textbook is designed to be used in conjunction with the Companion Website (www.MyCompanionSite.com). You may be required to download worksheets.

To download the necessary resources:

1. Go to www.MyCompanionSite.com.
2. Click on the **It! Series, 3E: Presentations** thumbnail.
3. Download and open the appropriate files.

Instructor Login & Resources

Instructors have access to a password-accessible instructor resource section via the Companion Website.

Resources include:

- Lesson Answer Keys
- Lesson Grading Rubrics
- Review Worksheets, Assessments, and Answer Keys

My
CompanionSite.com



File Management

Files can be stored within folders on hard drives, network drives, external drives (e.g. USB sticks), or in the cloud (e.g. Google Drive). Before you begin to create files for each lesson, establish and name an appropriate folder—such as “Presentation Lessons”—for saving and storing all your files.



Understanding the Format of This Textbook

The lessons in this textbook have been organized into an easy-to-read, self-guided, visual format where you practice new skills and learn by doing. This textbook is divided into an introductory section and six additional parts, each containing a set of individual lessons that focus on working with different aspects of presentations.

Lesson 27
Working with Presentation Views
Lesson 27

Grilled Pizza Recipe

Working with Presentation Views

Overview

Planning a presentation involves outlining your topic, determining the order in which key points will be delivered, and designing effective slides. But even a well-prepared presentation may need tweaking. Once your presentation is created, it is often necessary to rearrange the order of slides. Using the Slide Sorter View allows the user to easily drag and drop slides within the presentation.

New Skills

Using Slide Sorter View

Instructions


1. Create a new blank presentation.
2. Apply a theme of your choice that best fits the content of this presentation.
3. Save the presentation as **PIZZA**.
4. Read through the instructions prior to inserting your slides.
5. Insert seven new slides using a slide layout that is appropriate to the instructions and content provided in **Figure 27**.

SLIDE 1:

6. Change the view of your slides to Normal (if available).
NOTE: This will allow you to see the whole slide.
7. In separate text boxes, type the text as shown.
8. Change the font size in text box 1 to 60 point and center align.
9. Change the font size in text box 2 to 24 point and center align.
10. Apply an animation of your choice to both text boxes.

SLIDES 2-8:

11. In separate text boxes, type the text as shown using default formatting and standard bullets.
12. Insert an image of your choice that best illustrates the contents of the slide.
13. Apply an animation of your choice to all text and the image.
14. Use Slide Sorter View to switch the order of Slides 3 and 4.



In this lesson, you will create a presentation that teaches you how to make grilled pizza.

LESSON SYNOPSIS

ALL SLIDES:

15. Apply a transition of your choice to each slide.
16. Format the size, style, and placement of the text and elements (if applicable) so that this presentation projects a professional appearance.
17. Carefully proofread your work for accuracy.
18. Be sure that all changes have been saved.
19. View your presentation as a slide show.
20. Print a copy of the presentation if required by your instructor.
21. If required, present this presentation to your instructor and/or your class.

Figure 27

Slide 1

How to Make Grilled Pizza

Everything You Need to Know

Slide 2

Heat the Grill

Get the grill very hot 550 – 600 degrees Fahrenheit. Pizza will be over direct heat.

IMAGE PLACEHOLDER

Slide 3

Prep the Dough

Use homemade or store bought. Bring dough to room temperature. Stretch out or roll into thin circular shape. Brush one side with olive oil.

IMAGE PLACEHOLDER

Slide 4

Gather Tools & Ingredients

Set up table next to grill. Organize your toppings on table. Keep long tongs close by. Also may need spatula and oven mitt.

IMAGE PLACEHOLDER

80 Part 7: Delivering Effective Presentations
Part 7: Delivering Effective Presentations 81

NEW SKILLS
INSTRUCTIONS
FIGURE

Curriculum Guide

LESSON

NEW SKILLS

Presentations

Part 1: Introduction to Presentations

Part 2: Presentation Basics

1	Employee Welcome	<i>Creating Your First Presentation</i>	Creating a Blank Presentation • Saving a Presentation • Inserting New Slides • Changing Font and Font Size • Aligning Text • Using Bulleted Lists • Removing Bullets • Viewing a Slide Show • Printing a Presentation • Closing a Presentation
2	Employee Welcome 2	<i>Formatting Text Basics</i>	Opening an Existing Presentation • Using Save As • Revising an Existing Presentation • Applying Bold, Italic, Underline, and Text Shadow • Changing Font Color
3	Effective Oral Presentation Skills	<i>Arranging Slide Layout</i>	Changing Slide Layout
4	Choosing a College Major	<i>Formatting Paragraphs</i>	Using Numbered Lists • Increasing List Levels • Changing Line Spacing
5	Informative Speeches	<i>Formatting Text Boxes</i>	Inserting a Text Box • Resizing a Text Box • Deleting a Slide

Part 3: Customizing Presentations

6	Geometric Shapes	<i>Using Basic Shapes</i>	Inserting Basic Shapes • Resizing Shapes
7	Geometric Shapes 2	<i>Formatting Basic Shapes</i>	Changing Shape Fill • Adding Text to a Shape • Changing Shape Outline • Using Shape Effects • Using Quick Styles
8	Building a House	<i>Arranging and Enhancing Shapes and Objects</i>	Changing Shape Height • Changing Shape Width • Using Copy and Paste • Rotating Objects • Duplicating Slides • Arranging Objects • Aligning Objects • Grouping Objects
9	Persuasive Speeches	<i>Formatting Slide Backgrounds</i>	Applying Background Fill Color • Applying Background Gradients • Applying Background Textures
10	Malala's Biography	<i>Enhancing Slide Backgrounds</i>	Applying a Picture as a Slide Background

Part 4: Enhancing Slide Elements

11	Touring Washington, D.C.	<i>Working with and Enhancing Images</i>	Inserting Pictures • Cropping a Picture • Aligning Pictures • Applying Picture Effects • Applying Picture Borders • Applying Picture Styles
12	Networking	<i>Formatting Headers and Footers</i>	Using Headers and Footers • Editing a Slide Master
13	Personal Budget	<i>Using WordArt</i>	Inserting WordArt • Resizing WordArt
14	Interesting Careers	<i>Making Your Presentation Interactive</i>	Inserting a Hyperlink
15	The Impact of Scents	<i>Using Tables</i>	Inserting and Formatting a Table
16	How to Play Tic Tac Toe	<i>Adding a Screen Recording</i>	Inserting a Screen Recording
17	Seven Wonders of the World	<i>Using Slide Zooms</i>	Inserting Slide Zooms

Curriculum Guide

LESSON

NEW SKILLS

Part 5: Using Design Themes & Templates

18	Benefits of Meditation	<i>Using a Template</i>	Using Templates
19	Individual Sports	<i>Using Video</i>	Using Video in a Slide • Reordering Slides
20	Team Sports	<i>Using Slide Themes</i>	Applying a Slide Theme • Changing a Slide Theme

Part 6: Applying Transitions & Animations

21	Saving and Investing	<i>Applying Transitions</i>	Applying Slide Transitions to All Slides
22	Individual Sports 2	<i>Enhancing Transitions</i>	Applying Effect Options to Transitions
23	Team Sports 2	<i>Applying Special Effects to Transitions</i>	Using Sound • Timing Transitions • Previewing Transitions
24	School Year Goals	<i>Applying Animation to Text Boxes</i>	Applying Animation to Text • Applying Effect Options to Animations • Previewing Animations
25	Business Meeting Agenda	<i>Working with Animation Tools</i>	Reordering Animations
26	Real Fast Food	<i>Applying Animation to Objects</i>	Applying Animation to Shapes, Pictures, and WordArt

Part 7: Delivering Effective Presentations

27	Grilled Pizza Recipe	<i>Working with Presentation Views</i>	Using Slide Sorter View
28	Presentation Tips	<i>Using Tools to Help You Present</i>	Adding Notes to Slides • Using Notes Page View • Printing Slides with Notes
29	Kiosk Presentation	<i>Applying the Finishing Touches</i>	Setting Up a Slide Show • Rehearsing Timings for a Slide Show • Making Your Own Design Decisions
30	Preparing to Present	<i>Practicing a Speech</i>	Using Presenter View • Recording a Presentation
31	My Kind of Town!	<i>Creating, Editing, Collaborating, and Sharing</i>	Creating, Editing, and Sharing an Online Presentation • Collaborating Using Online Presentation Software

Presentations



Part 1 Introduction to Presentations

Hands-on Lessons:

Part 2 Presentation Basics

Lessons 1 – 5

Part 3 Customizing Presentations

Lessons 6 – 10

Part 4 Enhancing Slide Elements

Lessons 11 – 17

Part 5 Using Design Themes & Templates

Lessons 18 – 20

Part 6 Applying Transitions & Animations

Lessons 21 – 26

Part 7 Delivering Effective Presentations

Lessons 27 – 31



What is Presentation Software?

Presentation software is primarily used to help support a speech or present information to an audience in the form of a slide show. By using a combination of text, images, charts, transitions, animations, video, and sound, many businesses use presentation software to make a meeting, training session, or new product launch come to life. Presentation software essentially helps the speaker with visual access to their ideas, and helps the audience with visual illustrations and information which complements the speaker. This type of software is designed to be easy-to-use and learn, and can be used by individuals or businesses to create practically any type of presentation for many different audiences.

Why Learn Presentations?

Businesses, teachers, and students can use presentation software to display information in exciting and engaging ways. Presentations can be used as visual aids for a variety of personal and business uses. It was not too long ago that business meetings were made up of handouts, flip charts, posters, and hard-to-read overhead transparencies. Today, presentation software allows users to easily modify or reorder slides with the click of a button. Presenters have the advantage of maintaining eye contact with their audience by simply advancing their slides automatically, and can organize presentations in a way that allows handouts to be eliminated.

Using online presentation software, such as Google Slides, allows users to work with other people in a collaborative manner. This is especially useful in business settings where teamwork is an important factor. Team members or business associates can collaborate on and contribute to a presentation by sharing a presentation or by using the “Comment” feature. Additionally, presentations can be easily shared with people who missed a speaker’s original talk by uploading the presentation to a website or server.

Types of Presentation Software

Many types of presentation software have three major functions: a feature that allows text to be inserted, edited, and formatted, a way to insert and resize graphics and shapes, and a slide show arrangement to display the presentation. However, there are some considerations to make when choosing a type of presentation software. For example, if you need to create a complex slide show with several charts and graphs and want to make the presentation stand out with several backgrounds, animations, and transitions, a great software option would be Microsoft PowerPoint. However, if your presentation requires you to share it and collaborate with other presenters, Google Slides may be a better fit.

To determine which software would be better to use, begin by evaluating the context and purpose of your presentation, as well as the audience. What is the key idea you need to address in your presentation? How many people will be there? What does your audience know about the subject? Is there any background information you need to give them to help them understand your main point?

Once you have determined the appropriate software to use for your presentation, it is also important to consider what other technology is needed to deliver an effective presentation. If you have a large audience or need to provide additional information, it may be useful to provide handouts or use a laser pointer to highlight important parts of your presentation. You can also provide additional information in a follow up email, or upload your presentation to a server or website so people can view your presentation after your speech or lecture. It is important to remember that the main objective of your presentation is to communicate an idea or persuade the audience, and you need to know what delivery tools are needed to effectively reach that goal.

The Most Popular Presentation Software



Microsoft PowerPoint is a widely used slide show presentation program designed by Microsoft. PowerPoint is a component of the Microsoft Office Suite, but can be used as a stand-alone product. Microsoft PowerPoint was launched in 1990, and is available on both Windows and Macintosh operating systems. With newer versions of PowerPoint, users can also collaborate on the same presentation in real time.



Keynote is a presentation software that was developed by Apple, Inc. It is part of the iWork productivity suite, and runs on Apple's OS X and iOS operating systems. The first version of Keynote was released in 2003. Keynote supports QuickTime videos in slide shows, and is offered for free to anyone with an iOS device.



Google Slides is a free web-based presentation application in which slide shows can be created, edited, and stored online. Files can be accessed from any computer with an Internet connection and a web browser. Google Slides was released to the public in 2007, and is integrated with Google Drive.

Guidelines for Using Fonts, Graphics, and Special Effects

There are many decisions you must make when developing your presentation slides. For example, you must decide which fonts to use, what type of graphics to use, and which font effects will work best and why. Some guidelines to help you use fonts and graphics effectively in your presentations are below.

Font Categories

There are three basic categories of fonts: Serif, Sans-Serif, and Script, as described below.

Serif Fonts	Sans-Serif Fonts	Script Fonts
<p>A serif font is one that has serifs (or tails) at the end of each letter. The most common serif fonts are Times Roman, Bookman, Century, and Garamond. Serif fonts are harder to read when projected, so it is recommended to only use these fonts for a title where the text size will be larger.</p>	<p>A sans-serif font does not have the serifs (or tails) and is the easiest font category to read. Arial, Calibri, Helvetica, and Verdana are a few of the most popular sans-serif fonts. This type of font is best used for either title or body text because it allows the audience to focus their attention on the speaker rather than struggle to read the slide.</p>	<p>A script font is one that looks very similar to handwriting and is often very difficult to read. Some script fonts are Brush Script, Freestyle Script, and Papyrus. This font category should be avoided in presentations since the audience may be forced to spend too much time reading the words rather than focusing on the speaker's message.</p>
<p>Serif Examples</p> <p>Times Roman ABC abc</p> <p>Garamond ABC abc</p>	<p>Sans-Serif Examples</p> <p>Arial ABC abc</p> <p>Calibri ABC abc</p>	<p>Script Examples</p> <p><i>Brush Script</i> ABC abc</p> <p><i>Freestyle Script</i> ABC abc</p>

Font Sizes

Determining the appropriate font size to use truly depends on both the size of the screen and the room. As a general rule, the font size must be large enough so that the entire audience can read the text on the slide. Since you may not know the exact size of the room where you are presenting, a guideline to follow that will almost always work well is that the title font should be between 36 and 44 point, and the body font should be between 24 and 32 point.

Font Effects

To add extra emphasis to text and distinguish it from other text on the slide, you can use font effects, such as bold, underline, and shadow. Some general guidelines to follow when applying font effects to the text on your slides are below.

Applying **bold** to text makes the lines of the font thicker. Using bold doesn't always project well, so use sparingly and with caution.

The use of applying **underline** to text has changed because of the Internet age. Today, most people assume that an underlined word means that the word is hyperlinked to a website rather than the intended use of placing extra emphasis on the word.

Using **italic** should be avoided and used sparingly in presentations because this slanted effect is difficult to read.

Applying a **shadow** effect places a gray shadow of each letter behind and slightly below the letter. You should consider avoiding using the shadow effect because it can be difficult to actually see the shadow, therefore it loses its intended effect.

Today, using **all caps** is seen as shouting at a person and would not be viewed favorably. You should use all capital letters sparingly.

WordArt is an effect where text can be modified through shadows, outlines, gradients, and 3D effects. When used appropriately, WordArt can enhance the overall appearance of a slide; however, it should not be overused as it can be distracting and difficult to read.

Graphics

Besides text, the most common element on a slide is a graphic. It is important that the graphics that you select increase the impact of your message rather than detract from it. Some points to follow as you plan the selection of graphics to use in your presentation are below.

- Use graphics that support and reinforce the key point or message of the slide.
- Use graphics that are unique and add visual variety to the slide.
- Avoid using the images that you have seen a thousand times such as "the handshake," "the globe," and "the target."
- Pay attention to the colors of the photographs you select and make sure they contrast well with the background of the slide.
- Make sure the graphics on your slide are large enough to be viewed by your audience.
- When resizing a graphic, be sure not to distort it.
- Crop areas of your image that you don't want to appear on your slide.

Special Effects

After you have decided which fonts and graphics you will use in your presentation, you can determine what types of special effects to incorporate. Some special effects include transitions, sound effects, videos, and animations, to name a few. Used appropriately, these can enhance the message of your presentation for audiences. However, use caution when choosing special effects, as too many effects can distract your audiences from the most important part of your slide show: the main message. Some general strategies to follow when applying special effects to your presentation are below.

1. Limit the number of transitions used in a presentation to one to two.
2. The audience should listen to the presenter rather than read the slide. Therefore, it can be more effective to use animation and have bulleted points appear one at a time.
3. Avoid flashy images and noisy animation effects unless they relate directly to the slide.
4. Overuse of special effects, such as animation and sounds, may make your presentation look unprofessional and could negatively impact your credibility.
5. Avoid the use of flashy transitions, such as text fly-ins. These features may seem impressive at first, but can be distracting.
6. After adding special effects to your slides, be sure to preview your presentation prior to showing it to your audience.
7. Remember, the goal is to have your audience focus on your message, not on showy special effects.



Delivering Effective Presentations

Preparing for a presentation is just as important as the delivery itself. It is the prep work done ahead of time that will undoubtedly relieve you of stress when it's time to take the stage. Use the following guidelines when creating an effective presentation.

1. Create your presentation in a logical progression.
 - a. Introduction: Introduce yourself and tell your audience what you are going to present.
 - b. Body: Use clear, concise content about the topic you are presenting.
 - c. Summary: Summarize what you have presented to your audience.
2. Always consider your audience when creating a presentation; research the knowledge base of your audience and tailor your presentation to it.
3. Consider how the presentation will be delivered.
 - a. Will it be printed? If so, select a light colored background and dark text for readability.
 - b. Will it run automatically in a loop? If so, keep the content of the slides short to ensure the viewer has enough time to read each slide.
 - c. Will it be delivered via the Internet? If so, use high quality audio.
 - d. Will it be a standalone presentation? If so, include navigation tools for the viewer.
4. Apply a consistent theme to all slides. Use the same fonts and colors, and repeat elements such as bullets and backgrounds throughout the presentation.
5. Limit bullet points to no more than five points per slide.
6. Limit the number of fonts to two per slide.
7. Use contrasting colors for text emphasis.
8. Avoid the use of pastel colors, which can be hard to read.
9. Use charts, tables, and pictures to illustrate key points.
10. Use consistent sound, transitions, and animations so they do not distract the audience from the content.
11. Be clear about the message of the slides and know your time limit. If your presentation goes on for too long, you will lose the interest of your audience.
12. Avoid using slang, incorrect grammar, or abbreviations that your audience may not understand.
13. Dress appropriately, speak clearly, and make eye contact with your audience.



Hardware Requirements for Presentation Applications

In this textbook, you will create a series of presentations that require the use of presentation software. As with all software applications, there are certain hardware requirements necessary to complete this task.

Hardware refers to the physical elements of a computer, so in this case, in order for you to use presentation software, you will need some type of computer to run the software, such as a desktop computer, tablet, or mobile phone. Input devices that you will need include a mouse and a keyboard, or audio input and output if you are using sound in your presentation. If you are going to print any of your presentations, you will need a printer. If the presentation software requires access to the Internet, such as Google Slides, then a router and Internet connection are required.

SOFTWARE NOTES

If you encounter a skill or feature that is not available in the software you are using, use an equivalent feature or adjust your document accordingly.

Unless otherwise stated, use the default font, style, and slide size of the presentation software being used. For example, the default font in Microsoft PowerPoint is Calibri, while the default font in Google Slides is Arial.

It is important to note that all of the presentations lessons are written in a generic format and in most cases, the skills required can be achieved using any type of presentation software.

Depending on the software being used and your computer's screen resolution, the proportion or shape of your slides may vary.

Part 1 Review

1. Visit www.MyCompanionSite.com.
2. Download and complete the **Presentations Part 1 Review** worksheet.
3. Submit your completed worksheet to your instructor.

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CompanionSiteSM

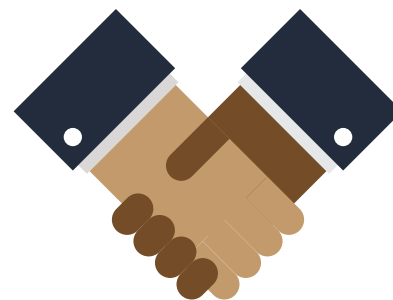


Employee Welcome

Creating Your First Presentation

Overview

Presentation software is used by millions of people worldwide. Obtaining skills in a presentations application will enable you to create attractive, professional-looking presentations that display content via computer monitors, tablets, projector screens, and even the web. From classrooms to conference rooms, slide shows have hundreds of uses. Whatever the purpose of your presentation, you can use a slide show to bring content to life by enhancing text with transitions, colors, sounds, graphics, and animations.



In this lesson, you will create and save a presentation that Knowledge College can show to new employees.

New Skills

Creating a Blank Presentation • Saving a Presentation • Inserting New Slides • Changing Font and Font Size • Aligning Text • Using Bulleted Lists • Removing Bullets • Viewing a Slide Show • Printing a Presentation • Closing a Presentation

Instructions

1. If you have not done so already, create a folder on your storage drive (hard drive, network drive, web drive, etc.) where you will save all of your presentations lessons.
2. Using presentation software, create a new presentation.
3. Save the presentation as **WELCOME**.
4. Read through the instructions prior to inserting your slides.
5. Insert five new slides using a slide layout that is appropriate to the instructions and content provided for each slide in **Figure 1**.

SLIDE 1:

6. In separate text boxes, type the text as shown.
7. Change the font in text box 1 to Cambria, the font size to 96 point, and center align.
8. Change the font size in text box 2 to 60 point and center align.

SLIDE 2:

9. In separate text boxes, type the text as shown.
10. Change the font in text box 1 to Cambria, the font size to 48 point, and center align.
11. Format the list in text box 2 using standard bullets and change the font size to 36 point.

SLIDE 3:

12. In separate text boxes, type the text as shown.
13. Change the font in text box 1 to Cambria, the font size to 60 point, and center align.
14. Change the font size in text box 2 to 36 point.

SLIDE 4:

15. In separate text boxes, type the text as shown.
16. Change the font in text box 1 to Cambria, the font size to 60 point, and center align.
17. Change the font size in text box 2 to 28 point. Format only the list of **documents** using standard bullets. Remove the bullet on the first line if necessary.

SLIDE 5:

18. In separate text boxes, type the text as shown.
19. Change the font in text box 1 to Cambria, the font size to 60 point, and center align.
20. Change the font size in text box 2 to 28 point. Format only the list of **topics covered** using standard bullets. Remove the bullet on the first line if necessary.

SLIDE 6:

21. Type the text as shown.
22. Change the font in text box 1 to Cambria, the font size to 72 point, and center align.

ALL SLIDES:

23. Format the size, style, and placement of the text and elements (if applicable) so that this presentation projects a professional appearance.
24. Carefully proofread your work for accuracy.
25. Be sure that all changes have been saved.
26. View your presentation as a slide show.
27. Print a copy of the presentation if required by your instructor.
28. Save and close your presentation.
29. If required, present this presentation to your instructor and/or your class.

Figure 1

1 Welcome

2 New Employees

Slide 1

1 Your First Day at Knowledge College

2 Welcome
Initial Paperwork
HR Orientation Meeting

Slide 2

1 We Are So Pleased You're Here

2 Welcome to Knowledge College, where we provide practical learning for serious students.
This brief presentation highlights some important information you will need during your first week on campus.

Slide 3

1 Initial Paperwork

2 These documents must be completed and returned to HR by the end of your first week:
Acceptable Use Policy
Emergency Contact Information
Initial Payroll Documents
Faculty/Staff Directory Information
The department secretary will have a packet waiting for you.

Slide 4

1 HR Orientation Meeting

2 When and Where: Friday at 11 a.m. in the HR Conference Room
Topics Covered:
Attendance
Safety and Security
Professionalism
Compensation and Benefits

Slide 5

1 Next Steps...

Slide 6

Employee Welcome 2

Formatting Text Basics

Overview

Existing presentations are often used as templates for future work. You can save lots of time on a new project by using an existing presentation with pre-formatted font styles, slide transitions, or object animations. Simply edit the data and save it as a new file. All of those formatting decisions help you communicate your ideas more clearly to an audience. For example, bolding, underlining, and italicizing text, as well as changing the font style and font size, all add to the appearance of your work. Applying common text formats can enhance your presentation, bring emphasis to certain sections, and add to the professionalism of your work.



In this lesson, you will revise an existing presentation by making basic formatting changes.

New Skills

Opening an Existing Presentation • Using Save As • Revising an Existing Presentation • Applying Bold, Italic, Underline, and Text Shadow • Changing Font Color

Instructions

1. Open the **WELCOME** presentation you previously created in **Lesson 2**.
2. Save the file as **WELCOME2**.
3. Make the following changes to the slides in the presentation.

SLIDE 1:

4. Change the font size in text box 1 to 138 point.
5. Change the text in text box 1 to bold and italics.
6. Apply text shadow of your choice in text box 1 (if available).
7. Change the font color in text box 1 to blue.

SLIDES 2–4:

8. Apply text shadow in text box 1 (if available) and change the font color to blue.

SLIDE 5:

9. Apply text shadow in text box 1 (if available) and change the font color to blue.
10. Apply bold and underline to **When and Where** in text box 2.
11. Apply bold and underline to **Topics Covered** in text box 2.

SLIDE 6:

12. Apply text shadow in text box 1 (if available) and change the font color to blue.

ALL SLIDES:

13. Format the size, style, and placement of the text and elements (if applicable) so that this presentation projects a professional appearance.
14. Carefully proofread your work for accuracy.
15. Be sure that all changes have been saved.
16. View your presentation as a slide show.
17. Print a copy of the presentation if required by your instructor.
18. If required, present this presentation to your instructor and/or your class.

Geometric Shapes

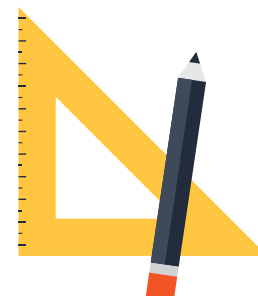
Using Basic Shapes

Overview

Creating interesting graphics for your slides is simple with shapes. Ready-made shapes, such as circles, squares, hearts, and arrows come built-in for your use in most presentation software. Shapes can be resized by formatting the height and width to a specific size or by dragging the handles with your mouse.

New Skills

Inserting Basic Shapes • Resizing Shapes



In this lesson, you will practice working with text and shapes to prepare a presentation.

Instructions

1. Create a new blank presentation.
2. Save the presentation as **SHAPES**.
3. Read through the instructions prior to inserting your slides.
4. Insert five new slides using a slide layout that is appropriate to the instructions and content provided for each slide in **Figure 6**.

SLIDE 1:

5. Insert a triangle, a square, and a circle across the top of the slide as shown in **Figure 6**.
6. Type the text as shown in text box 1.
7. Change the font size in text box 1 to 72 point, change the font color to red, and center align.
8. In a new text box, type "For Fourth Grade Students," change the font size to 60 point, and center align.
9. Resize each shape to make them larger.

SLIDE 2:

10. In separate text boxes, type the text as shown.
11. Change the font size in text box 1 to 66 point, change the font color to red, and center align.
12. Insert a rectangle and position as shown.
HINT: Use the resizing handles to make the square into a rectangle.
13. Insert a square and position as shown.
14. Resize the shapes to make them larger.

15. Change the font size in text boxes 2 and 3 to 40 point and center align. Center the text boxes below the corresponding shapes.

SLIDE 3:

16. In separate text boxes, type the text as shown.
17. Change the font size in text box 1 to 66 point, change the font color to red, and center align.
18. Insert a circle and position as shown.
19. Insert a trapezoid and position as shown.
20. Resize the shapes to make them larger.
21. Change the font size in text boxes 2 and 3 to 40 point and center align. Center the text boxes below the corresponding shapes.

SLIDE 4:

22. In separate text boxes, type the text as shown.
23. Change the font size in text box 1 to 66 point, change the font color to red, and center align.
24. Insert a triangle and position as shown.
25. Insert a hexagon and position as shown.
26. Resize the shapes to make them larger.
27. Change the font size in text boxes 2 and 3 to 40 point and center align. Center the text boxes below the corresponding shapes.

SLIDE 5:

28. In separate text boxes, type the text as shown.
29. Change the font size in text box 1 to 66 point, change the font color to red, and center align.
30. Insert a pentagon and position as shown.
31. Insert a parallelogram and position as shown.
32. Resize the shapes to make them larger.
33. Change the font size in text boxes 2 and 3 to 40 point and center align. Center the text boxes below the corresponding shapes.

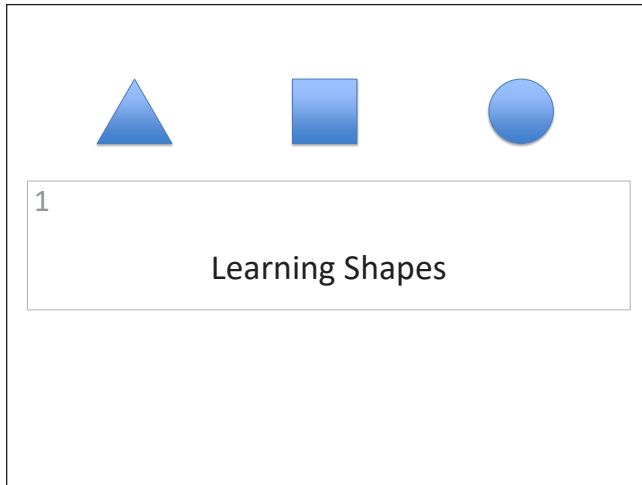
SLIDE 6:

34. Delete Slide 6.

ALL SLIDES:

35. Format the size, style, and placement of the text and elements (if applicable) so that this presentation projects a professional appearance.
36. Carefully proofread your work for accuracy.
37. Be sure that all changes have been saved.
38. View your presentation as a slide show.
39. Print a copy of the presentation if required by your instructor.
40. If required, present this presentation to your instructor and/or your class.

Figure 6

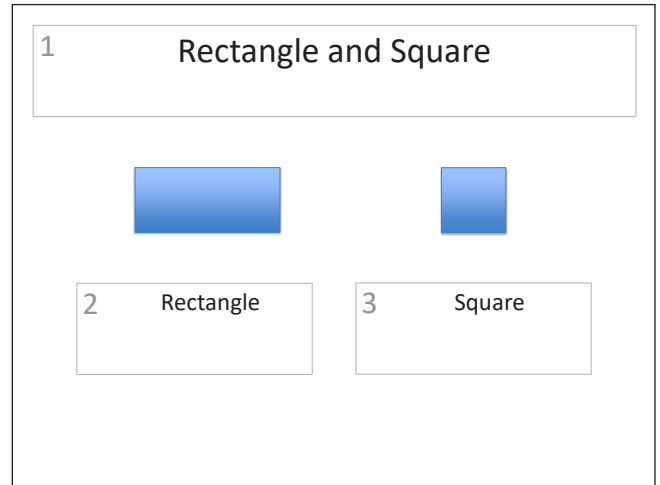


1

Learning Shapes


This slide features three blue shapes at the top: a triangle, a square, and a circle. Below them is a white box with the number '1' in the top-left corner and the text 'Learning Shapes' centered inside.

Slide 1



1

Rectangle and Square



2

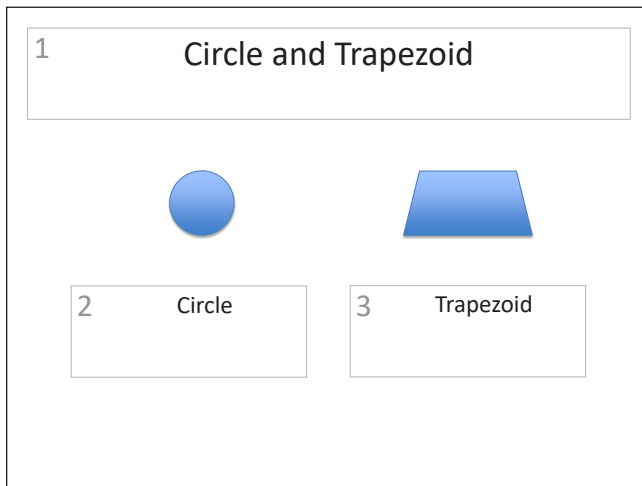
Rectangle

3

Square


This slide shows a blue rectangle and a blue square. Below the shapes are two white boxes. The first box contains the number '2' and the word 'Rectangle'. The second box contains the number '3' and the word 'Square'. At the top, a white box contains the number '1' and the text 'Rectangle and Square'.

Slide 2



1

Circle and Trapezoid



2

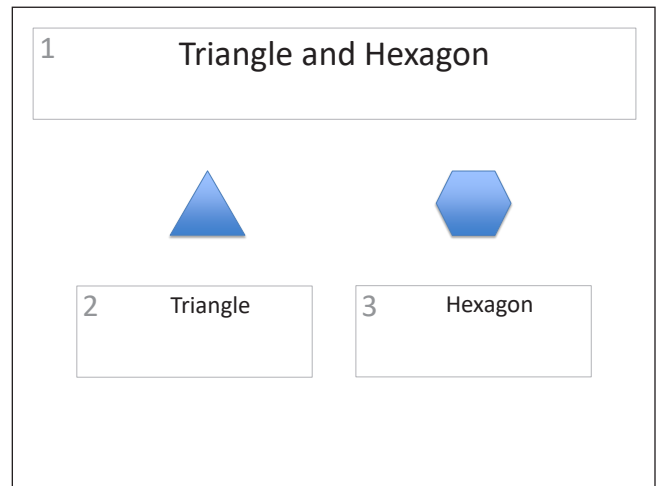
Circle

3

Trapezoid


This slide features a blue circle and a blue trapezoid. Below them are two white boxes. The first box contains the number '2' and the word 'Circle'. The second box contains the number '3' and the word 'Trapezoid'. At the top, a white box contains the number '1' and the text 'Circle and Trapezoid'.

Slide 3



1

Triangle and Hexagon



2

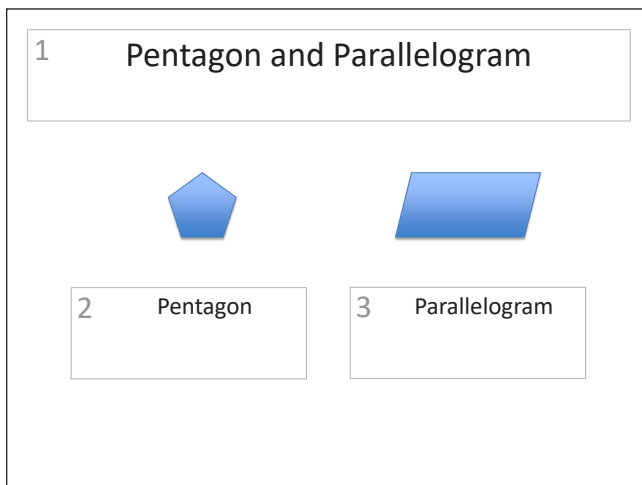
Triangle

3

Hexagon


This slide shows a blue triangle and a blue hexagon. Below them are two white boxes. The first box contains the number '2' and the word 'Triangle'. The second box contains the number '3' and the word 'Hexagon'. At the top, a white box contains the number '1' and the text 'Triangle and Hexagon'.

Slide 4



1

Pentagon and Parallelogram



2

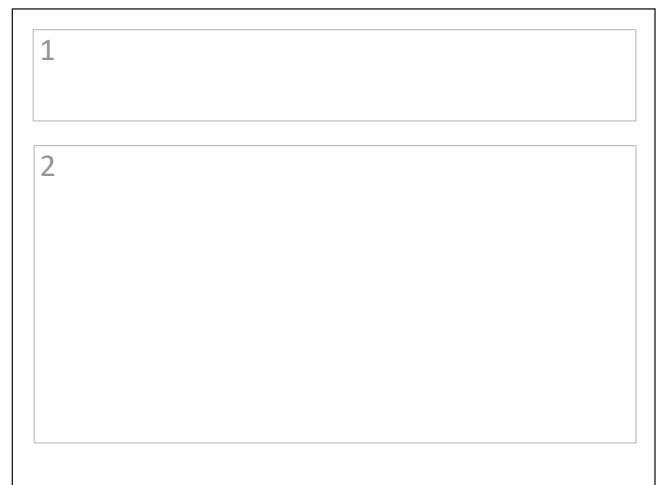
Pentagon

3

Parallelogram

This slide features a blue pentagon and a blue parallelogram. Below them are two white boxes. The first box contains the number '2' and the word 'Pentagon'. The second box contains the number '3' and the word 'Parallelogram'. At the top, a white box contains the number '1' and the text 'Pentagon and Parallelogram'.

Slide 5



1

2

This slide is mostly blank, with two white boxes at the top. The first box contains the number '1' and the second box contains the number '2'.

Slide 6

Geometric Shapes 2

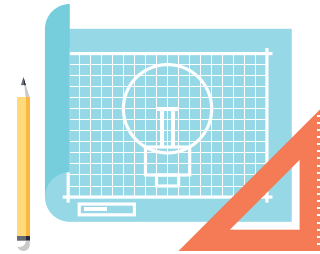
Formatting Basic Shapes

Overview

In Lesson 6, you worked with some basic shapes to create a Geometric Shapes presentation. Now you will add to that same presentation by using object enhancement tools, such as filling a shape with different colors, changing its outline, adding text, and applying special effects.

New Skills

Changing Shape Fill • Adding Text to a Shape • Changing Shape Outline • Using Shape Effects • Using Quick Styles



In this lesson, you will apply fill color, outline color, and Shape Effects to enhance an existing presentation.

Instructions

1. Open the **SHAPES** presentation you previously created in **Lesson 6**.
2. Save the file as **SHAPES2**.
3. Make the following changes to the slides in the presentation.

SLIDE 1:

4. Change the fill color of the triangle to yellow.
5. Type the text “Triangle” in the triangle shape and change the font size to 16 point and bold. Change the font color to black.

NOTE: If necessary, resize the shapes so that the text fits appropriately.
6. Change the fill color of the square to a texture of your choice (if available).
7. Type the text “Square” in the square shape and change the font size to 16 point and bold. Change the font color to black.
8. Change the fill color of the circle to a gradient of your choice (if available).
9. Type the text “Circle” in the circle shape and change the font size to 16 point and bold. Change the font color to black.

SLIDE 2:

10. Change the fill color of the rectangle to orange, and the outline color to purple with a 4½ point border.
11. Apply the same formatting changes that you made to the rectangle to the square.

SLIDE 3:

12. Change the fill color of the circle to a gradient of your choice (if available).
13. Change the outline color of the circle to red with a 6 point border.
14. Apply the same formatting changes that you made to the circle to the trapezoid.

SLIDE 4:

15. Change the fill color of the triangle to yellow.
16. Change the Shape Effects of the triangle to a shadow option of your choice (if available).
17. Apply the same formatting changes that you made to the triangle to the hexagon.

SLIDE 5:

18. Use Quick Styles (if available) to change the pentagon color to a fill color of your choice.
19. Use Quick Styles (if available) to change the parallelogram color to a fill color of your choice.

ALL SLIDES:

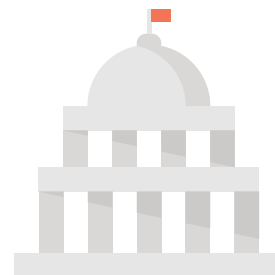
20. Format the size, style, and placement of the text and elements (if applicable) so that this presentation projects a professional appearance.
21. Carefully proofread your work for accuracy.
22. Be sure that all changes have been saved.
23. View your presentation as a slide show.
24. Print a copy of the presentation if required by your instructor.
25. If required, present this presentation to your instructor and/or your class.

Touring Washington, D.C.

Working with and Enhancing Images

Overview

Pictures enhance a slide's message by providing a visual example or reminder of your topic. Always remember to use relevant pictures that increase the impact of your message rather than distract from it and place your graphics in an interesting way to add to the overall design of the slide. For example, consider placing images symmetrically in relation to other objects such as text boxes. Resize pictures, without distorting them, so that they are large enough to be seen by the entire audience, and crop areas of your image that you do not want to appear on your slide.



In this lesson, you will practice using pictures to increase the effectiveness of a slide presentation.

New Skills

Inserting Pictures • Cropping a Picture • Aligning Pictures • Applying Picture Effects • Applying Picture Borders • Applying Picture Styles

Instructions

1. Create a new blank presentation.
2. Save the presentation as **TOURING**.
3. Read through the instructions prior to inserting your slides.
4. Insert five new slides using a slide layout that is appropriate to the instructions and content provided for each slide in **Figure 11**.

SLIDE 1:

5. In separate text boxes, type the text as shown.
6. Change the font size of the quote in text box 1 to 60 point, change the text "Danny Kaye" to 40 point, and center align.
7. Change the font size in text box 2 to 44 point and center align.

SLIDE 2:

8. In separate text boxes, type the text as shown.
9. Change the font size in text box 1 to 44 point, and the font size in text box 2 to 36 point.
10. Center align the text in both text boxes, then resize and position text box 2 as shown in **Figure 11**.
11. Insert three images of a zoo, farm, and park.

12. Crop and resize each image to a height of approximately 3".
13. Align the images in the middle of the slide and distribute horizontally (if available).

SLIDE 3:

14. In separate text boxes, type the text as shown.
15. Change the font size in text box 1 to 48 point, change the font color to red, bold, and center align.
16. Change the font size in text box 2 to 28 point and format only the list of **activities** using standard bullets.

HINT: Remove the bullet on the first line if necessary.

17. Insert an image that best illustrates the contents of the slide.

SLIDE 4:

18. In separate text boxes, type the text as shown.
19. Change the font size in text box 1 to 48 point, change the font color to red, bold, and center align.
20. Change the font size in text box 2 to 28 point and format only the list of **activities** using standard bullets.

HINT: Remove the bullet on the first line if necessary.

21. Insert an image that best illustrates the contents of the slide.

SLIDE 5:

22. In separate text boxes, type the text as shown.
23. Change the font size in text box 1 to 48 point, change the font color to red, bold, and center align.
24. Change the font size in text box 2 to 28 point and format only the list of **activities** using standard bullets.

HINT: Remove the bullet on the first line if necessary.

25. Insert an image that best illustrates the contents of the slide.

SLIDE 6:

26. In separate text boxes, type the text as shown.
27. Change the font size in text box 1 to 48 point, change the font color to red, bold, and center align.
28. Change the font size in text box 2 to 28 point and format only the list of **historic sites** using standard bullets.

HINT: Remove the bullet on the first line if necessary.

29. Insert an image that best illustrates the contents of the slide.
30. Review Slides 3 through 6 and resize the images (if necessary) to make them all approximately the same size and proportion.

ALL SLIDES:

31. Format the size, style, and placement of the text and elements (if applicable) so that this presentation projects a professional appearance.
32. Carefully proofread your work for accuracy.
33. Be sure that all changes have been saved.
34. View your presentation as a slide show.
35. Print a copy of the presentation if required by your instructor, then close the presentation.
36. Open the presentation **TOURING** previously created and save the file as **TOURING2**.
37. Make the following changes to the slides in the presentation.

SLIDE 1:

38. Insert an image as a background. Select an image that best depicts the theme of the presentation.
39. Adjust the placement of the text boxes, the colors of the font, and/or the fill color of the text boxes accordingly so that the slide is readable and projects a professional image.

SLIDE 2:

40. Group the images on the slide, and apply picture effects of your choice (if available).
41. Add a picture border of your choice and change the border weight to 1 point.

SLIDES 3–6:

42. Apply picture styles to each image (if available).

ALL SLIDES:

43. Format the size, style, and placement of the text and elements (if applicable) so that this presentation projects a professional appearance.
44. Carefully proofread your work for accuracy.
45. Be sure that all changes have been saved.
46. View your presentation as a slide show.
47. Print a copy of the presentation if required by your instructor.
48. If required, present this presentation to your instructor and/or your class.

Figure 11

1 “To travel is to take a journey into yourself.”
Danny Kaye

2 Our Trip to Washington, D.C.

Slide 1

1 We often think of field trips as day trips to zoos, farms, or parks.

2 But we are planning an intensive 5-day tour of our nation’s capital.

Slide 2

1 Legislative Branch

2 Monday’s Agenda:
Meet one of our state’s senators
Interview our U.S. representative
Tour the Capitol

Slide 3

1 Judicial Branch

2 Tuesday’s Agenda:
Meet with a Supreme Court Justice’s clerk
Talk with an attorney about the federal judicial system
Tour the Supreme Court Building

Slide 4

1 Executive Branch

2 Wednesday’s Agenda:
Meet with a Vice Presidential Aide
Interview a staff member about the work of the Cabinet
Tour the White House

Slide 5

1 Memorials/Historic Sites

2 Thursday’s Agenda:
Jefferson Memorial
Washington Monument
Lincoln Memorial
Vietnam Veterans Memorial
National World War II Memorial

Slide 6

Networking

Formatting Headers and Footers

Overview

Creating headers and footers allows you to repeat text on each slide without interfering with the layout of the slide. While some presentation software provides a menu for inserting footers directly, many require you to manually edit the slide master to insert a header. This will allow the same text to appear at the top and bottom of each slide and typically includes slide numbers, the date, or the presenter's name. Using a header and footer is helpful while presenting since it can serve as a reminder of where you are in the presentation. It is also helpful if you are making slide handouts and want to repeat information on each slide.



In this lesson, you will create a presentation about the importance of networking when starting your career.

New Skills

Using Headers and Footers • Editing a Slide Master

Instructions

1. Create a new blank presentation.
2. Save the presentation as **NETWORKING**.
3. Read through the instructions prior to inserting your slides.
4. Insert five new slides using a slide layout that is appropriate to the instructions and content provided for each slide in **Figure 12**.

SLIDE 1:

5. Open the slide master and add a new text box to the top left to serve as a header.
6. In the new text box, type the text "NETWORKING PRESENTATION" and apply to all slides as shown in **Figure 12**.
7. In the footer of the slide, insert the date (left aligned), type your name (center aligned), and insert the slide number (right aligned) and apply to all slides as shown.

NOTE: Some presentation software may require you to edit the slide master to create a footer.

8. In separate text boxes, type the text as shown.
9. Change the font size in text box 1 to 60 point and center align.
10. Change the font size in text box 2 to 24 point and center align.

SLIDES 2–6:

11. In separate text boxes, type the text as shown.
12. Change the font size in text box 1 to 44 point and center align.
13. Format the list in text box 2 using standard bullets and change the font size to 28 point.

ALL SLIDES:

14. Format the size, style, and placement of the text and elements (if applicable) so that this presentation projects a professional appearance.
15. Carefully proofread your work for accuracy.
16. Be sure that all changes have been saved.
17. View your presentation as a slide show.
18. Print a copy of the presentation if required by your instructor.
19. If required, present this presentation to your instructor and/or your class.

Figure 12

NETWORKING PRESENTATION

1

Networking

2 Connecting with People Who May Be Influential in Your Career

Date Student Name 1

Slide 1

NETWORKING PRESENTATION

1

Why Network

2 Important part of your career
Gives you insight into your potential career
Connects you with people who further your career

Date Student Name 2

Slide 2

NETWORKING PRESENTATION

1

Ways to Network

2 Find a mentor
Use LinkedIn
Get an internship
Conduct an informational interview

Date Student Name 3

Slide 3

NETWORKING PRESENTATION

1

Meeting Someone for the First Time

2 Prepare a self introduction
Also known as an elevator pitch
4-5 sentences
30 seconds

Date Student Name 4

Slide 4

NETWORKING PRESENTATION

1

What to Include in a Self Introduction

2 What are you studying?
What are your skills?
Where do you demonstrate your skills?
What clubs/activities do you participate that demonstrate your passions and values?
What sets you apart from other people who might be interested in the same things or have similar skills?
What are your career goals?

Date Student Name 5

Slide 5

NETWORKING PRESENTATION

1

The Informational Interview

2 Purpose is to learn about someone's career
Prepare 10-15 questions
Be polite and courteous
Thank the person for their time

Date Student Name 6

Slide 6

Benefits of Meditation

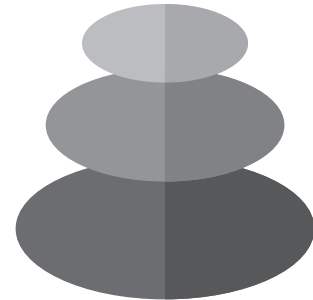
Using a Template

Overview

Presentation software typically comes equipped with a host of pre-designed themes and templates that help you deliver eye-catching presentations with little effort. Templates provide arrangements of appealing colors, fonts, backgrounds, and other elements to each slide. Each theme consists of various layouts that are coordinated with a consistent design.

New Skills

Using Templates



In this lesson, you will use a pre-designed template to create a simple, yet attractive presentation that showcases the benefits of meditation.

Instructions

1. Create a new presentation and select Contemporary Photo Album (if available) from the Templates options.
2. Save the presentation as **MEDITATION**.
3. Read through the instructions prior to inserting your slides.

SLIDE 1-2:

4. Replace the sample text with the text as shown in **Figure 18**.
5. Resize the text boxes if necessary to accommodate the text.
6. Replace the sample images with images of your choice. Select images that best illustrate the contents and theme of the slides.

SLIDE 3:

7. Replace the sample text with the text as shown in **Figure 18**.
8. Center align the text in both text boxes.
9. Resize both text boxes if necessary to accommodate the text.
10. Replace the three sample images with images of your choice. Select images that best illustrate the contents and theme of the slide.

SLIDE 4–5:

11. Replace the sample text with the text as shown in **Figure 18**.
12. Resize the text box if necessary to accommodate the text.
13. Replace the sample images with images of your choice. Select images that best illustrate the content and theme of the slide.

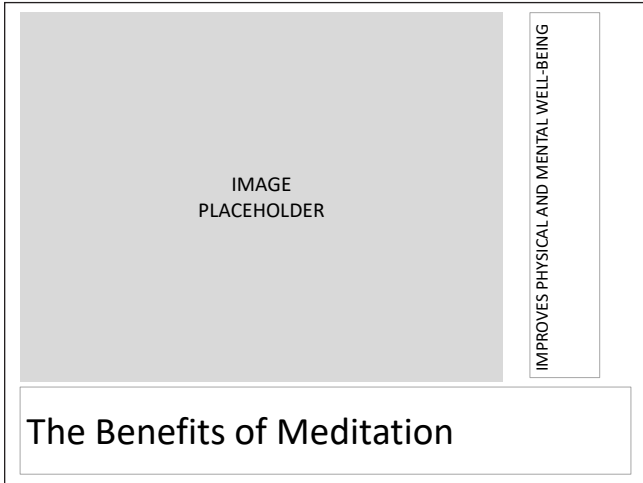
SLIDE 6:

14. Replace the five sample images with images of your choice. Select images that best illustrate the contents and theme of the presentation.

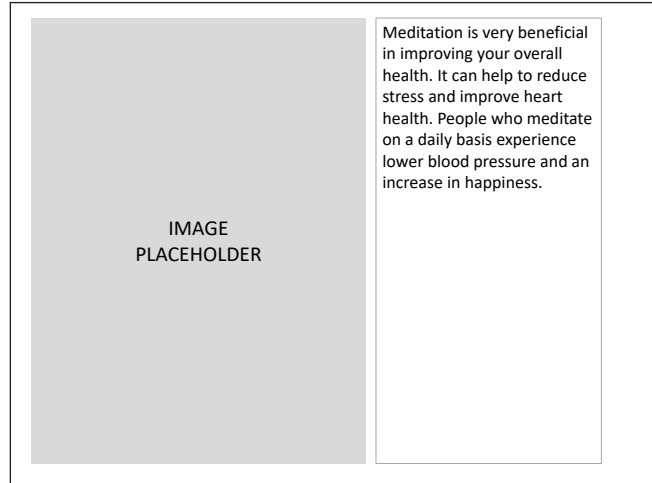
ALL SLIDES:

15. Format the size, style, and placement of the text and elements (if applicable) so that this presentation projects a professional appearance.
16. Carefully proofread your work for accuracy.
17. Be sure that all changes have been saved.
18. View your presentation as a slide show.
19. Print a copy of the presentation if required by your instructor.
20. If required, present this presentation to your instructor and/or your class.

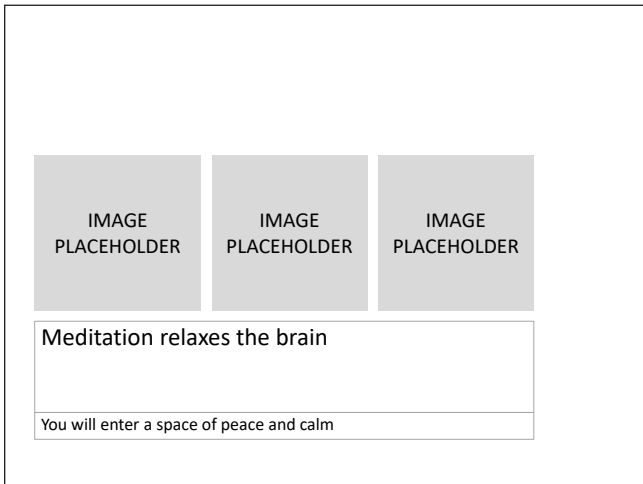
Figure 18



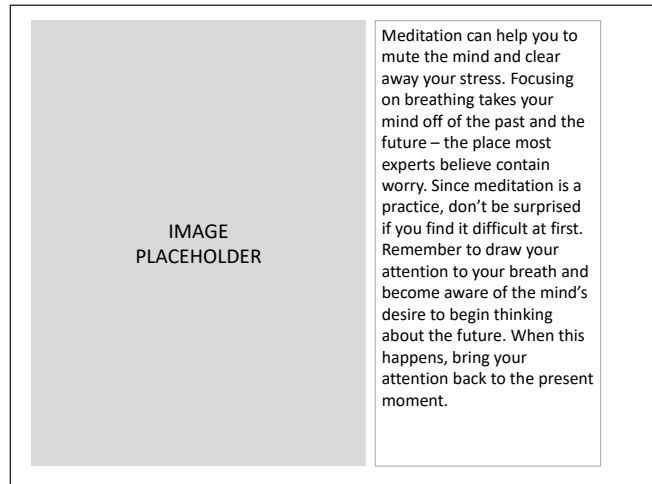
Slide 1



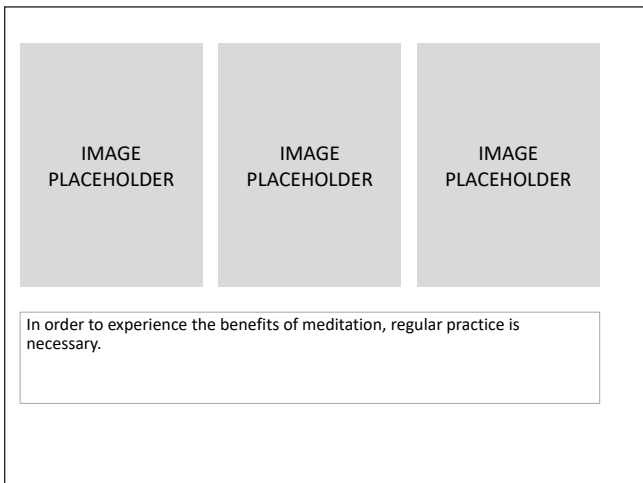
Slide 2



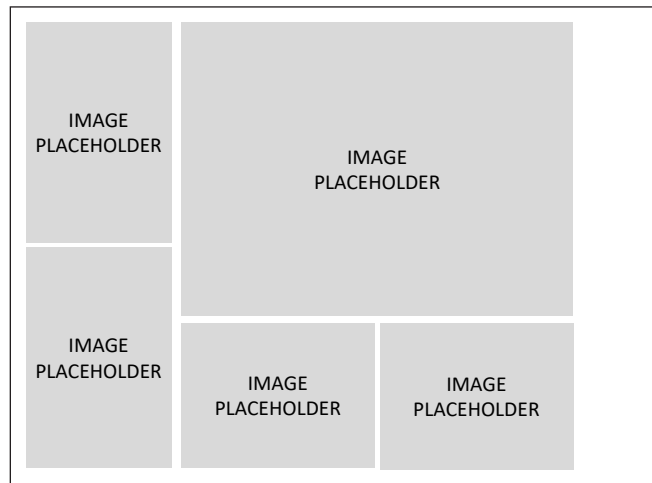
Slide 3



Slide 4



Slide 5



Slide 6

Saving and Investing

Applying Transitions

Overview

Advancing from slide to slide during your presentation can be enhanced with a number of engaging slide transition effects. Some common transitions include fade, push, wipe, and split. More exciting transitions are available and include transitions that dissolve the previous slide into random shaped pieces revealing the next slide. It is important to use transitions appropriately so that they enhance the presentation rather than distract from it.



In this lesson, you will create a presentation that includes tips on saving and investing.

New Skills

Applying Slide Transitions to All Slides

Instructions

1. Create a new blank presentation.
2. Save the presentation as **SAVING**.
3. Read through the instructions prior to inserting your slides.
4. Insert five new slides using a slide layout that is appropriate to the instructions and content provided in **Figure 21**.

ALL SLIDES:

5. In separate text boxes, type the text as shown using default formatting and standard bullets where appropriate.
6. Apply a gradient background fill with the color of your choice to all slides.
7. Apply a Push transition (if available) to all slides.
8. Format the size, style, and placement of the text and elements (if applicable) so that this presentation projects a professional appearance.
9. Carefully proofread your work for accuracy.
10. Be sure that all changes have been saved.
11. View your presentation as a slide show.
12. Print a copy of the presentation if required by your instructor.
13. If required, present this presentation to your instructor and/or your class.

Figure 21

1

Saving and Investing

2 Presented by STUDENT NAME

Slide 1

1

Pay Yourself First

2 Save part of income before spending
Use automatic payroll deductions
Put money into:
Savings account
Certificate of Deposit
401K
Roth IRA

Slide 2

1

What is Saving?

2 Money put aside for future use
Achieved when you:
Spend less than you earn
For short-term use
Readily accessible
No penalty for withdrawal
Lower rate of return on principal

Slide 3

1

What is an Emergency Fund?

2 Money saved for the unexpected need
Smart to save 6 months of required expenses
Used for things you have no control over
Major illness
Job loss

Slide 4

1

What is Investing?

2 Earns money with money
More permanent than savings
Money saved over a long term
Often used for retirement
Penalty for withdrawal
Higher rate of return on principal

Slide 5

1

Tips for Teens

2 Start saving early
Save on a regular basis
Educate yourself about saving and investing
Track your spending
Find ways to save more

Slide 6

Grilled Pizza Recipe

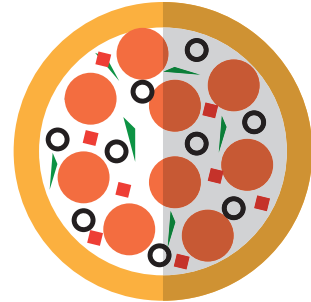
Working with Presentation Views

Overview

Planning a presentation involves outlining your topic, determining the order in which key points will be delivered, and designing effective slides. But even a well-prepared presentation may need tweaking. Once your presentation is created, it is often necessary to rearrange the order of slides. Using the Slide Sorter View allows the user to easily drag and drop slides within the presentation.

New Skills

Using Slide Sorter View



In this lesson, you will create a presentation that teaches you how to make grilled pizza.

Instructions

1. Create a new blank presentation.
2. Apply a theme of your choice that best fits the content of this presentation.
3. Save the presentation as **PIZZA**.
4. Read through the instructions prior to inserting your slides.
5. Insert seven new slides using a slide layout that is appropriate to the instructions and content provided in **Figure 27**.

SLIDE 1:

6. Change the view of your slides to Normal (if available).
NOTE: This will allow you to see the whole slide.
7. In separate text boxes, type the text as shown.
8. Change the font size in text box 1 to 60 point and center align.
9. Change the font size in text box 2 to 24 point and center align.
10. Apply an animation of your choice to both text boxes.

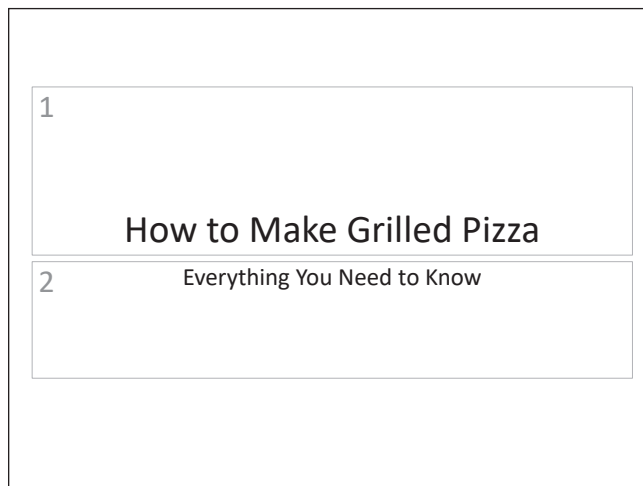
SLIDES 2–8:

11. In separate text boxes, type the text as shown using default formatting and standard bullets.
12. Insert an image of your choice that best illustrates the contents of the slide.
13. Apply an animation of your choice to all text and the image.
14. Use Slide Sorter View to switch the order of Slides 3 and 4.

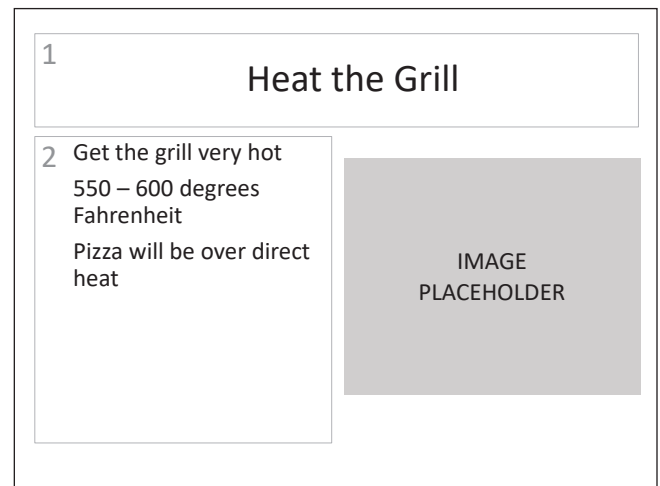
ALL SLIDES:

15. Apply a transition of your choice to each slide.
16. Format the size, style, and placement of the text and elements (if applicable) so that this presentation projects a professional appearance.
17. Carefully proofread your work for accuracy.
18. Be sure that all changes have been saved.
19. View your presentation as a slide show.
20. Print a copy of the presentation if required by your instructor.
21. If required, present this presentation to your instructor and/or your class.

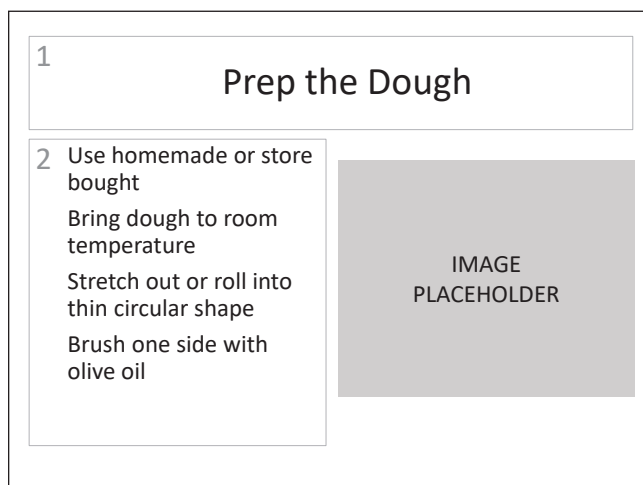
Figure 27



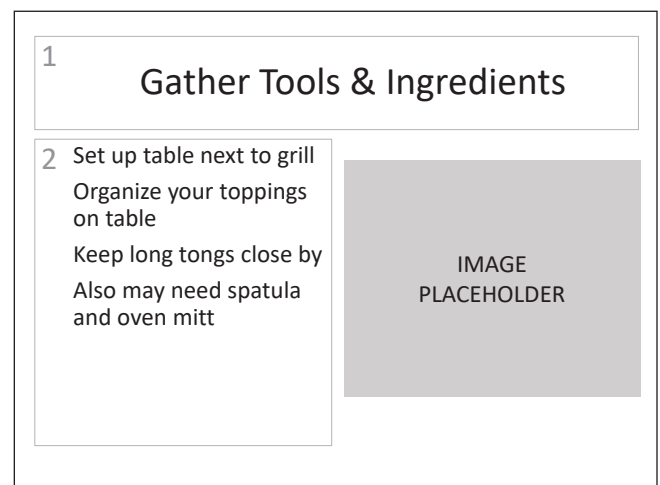
Slide 1



Slide 2



Slide 3



Slide 4

Figure 27 (Continued)

1 Grill One Side

2 Lay olive oil side down on grill grates
Brush top of dough with olive oil
Cook, covered, 1-3 minutes
Use tongs to lift dough
Check for light grill marks

IMAGE PLACEHOLDER

Slide 5

1 Flip and Top

2 Use tongs or spatula
Dough should come up easily from grill grate
Flip
Spread on thin layer of sauce
Lightly top the pizza with cheese and toppings

IMAGE PLACEHOLDER

Slide 6

1 Cook the Pizza

2 Cover grill
Cook for 3-5 minutes
Use your sense of smell to determine if it is burning
Move the pizza to cooler part of grill if needed
Cook until cheese melts
Cook until edges are crisp

IMAGE PLACEHOLDER

Slide 7

1 Enjoy!

2 Drag pizza off grill with tongs and spatula
Cut into pieces
Eat

IMAGE PLACEHOLDER

Slide 8