Unit 6
Working with Presentation Views

Unit 6: Working with Presentation Views

Spanish Numbers
Using Slide Sorter & Notes

Lesson Overview:

Assume the following scenario: You are enrolled in a Spanish 1 course at your school. Your teacher has assigned you the task of creating a presentation that demonstrates how the first five numbers in the English language are translated to Spanish. The presentation must be presented and narrated to your Spanish 1 classmates. Fortunately, PowerPoint comes equipped with a tool that can assist you in narrating presentations.

In this lesson, you will learn how to add notes to slides within a presentation. Adding notes to slides helps the presenter remember what to say when narrating a presentation.

New Skills:

- Working with Presentation Views
- Using Slide Sorter View
- Adding Notes to Slides
- Using Notes Page View
- Printing Slides with Notes
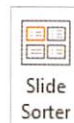
Tools & Terms You'll Use:

Review the following tools and terms that you will practice in this lesson. You may be required to take a written assessment test after completing this unit.

Normal View:
Use this icon to edit your presentation slide by slide and navigate with thumbnails.

Slide Sorter View:
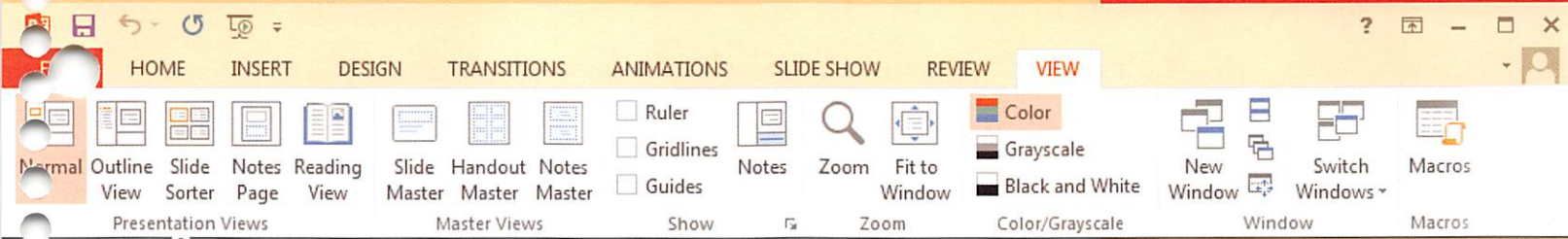Use this icon to see thumbnails of all the slides in your presentation so that you can easily rearrange them.

Notes Page View:
Use this icon to view how your presentation will look when printed out with notes. Each notes page contain one slide and its speaker notes, which you can edit in this view.

7.

Instructions

1. Launch PowerPoint 2013.

2. From the PowerPoint Start Screen, select Blank Presentation.

3. Save the file as *6.1 Spanish Numbers* in your **My PowerPoint Projects** folder.

4. Insert 10 new slides, applying the slide layouts as indicated in **Figure 1**.

Make the following changes to the slides as indicated below. Use the default font provided with each slide.

SLIDE 1:

5. Key the title and subtitle, and change the font size of the title to 60 and the subtitle to 36.

SLIDES 2-11:

6. Key the titles on each slide, change the font size to 140, and center align. Resize and position the titles on each slide as shown in **Figure 1**.

7. From the **VIEW** tab, **Presentation Views** group, do the following:

   a. Click the Slide Sorter icon

   ↪ *Note: You should now see all (or most) of the slides displayed on your screen (as shown below). Layout display will vary based on Zoom adjustment.*
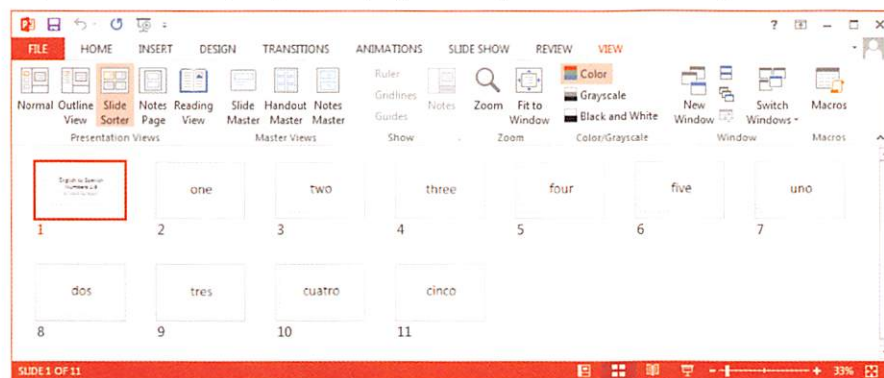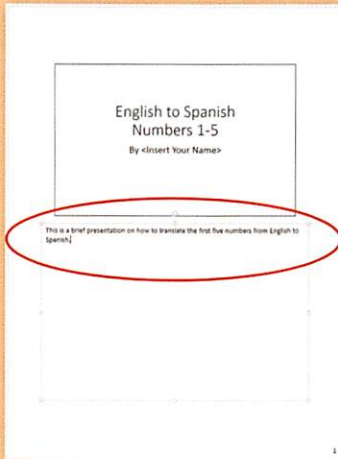

   b. Select the thumbnail for Slide 7

   c. Drag Slide 7 so that it is positioned after Slide 2

   d. Click and drag the thumbnail for Slide 8 so that it is positioned after Slide 4

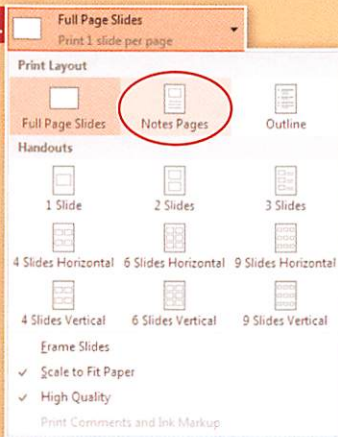   e. Continue dragging each slide so that they are sorted as shown in **Figure 2**
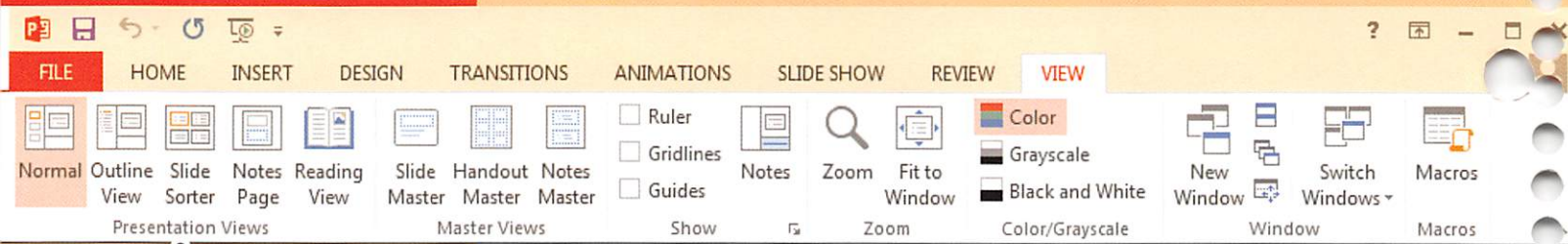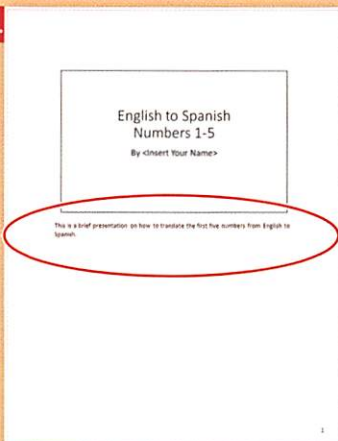
9.

9b.

18a.

18b.

Next, you will add notes to each slide that can be used to help with narration.

8. Click the Slide 1 thumbnail.

9. From the **VIEW** tab, **Presentation Views** group, do the following:

   a. Click the **Notes Page** icon

   b. Below the Slide 1 thumbnail that is displayed, key the following note:

   [This is a brief presentation on how to translate the first five numbers from English to Spanish.]

10. Use the scroll bar (or the down arrow key) to move to the next slide (Slide 2).

    a. Below the Slide 2 thumbnail that is displayed, key the following note:

    [The number one is translated as follows.]

11. Use the scroll bar (or the down arrow key) to move to the next slide (Slide 3).

    a. Below the Slide 3 thumbnail that is displayed, key the following note:

    [uno]

12. Use the scroll bar (or the down arrow key) to move to the next slide (Slide 4).

    a. Below the Slide 4 thumbnail that is displayed, key the following note:

    [The number two is translated as follows.]

13. Use the scroll bar (or the down arrow key) to move to the next slide (Slide 5).

    a. Below the Slide 5 thumbnail that is displayed, key the following note:

    [dos]

14. Continue this pattern to complete the notes for the remaining slides.

15. From the **VIEW** tab, **Presentation Views** group, click the **Normal** icon.

16. Proofread your presentation for accuracy and format, then resave the file.

17. Preview your presentation from the beginning. Your presentation should look similar to **Figure 2.**

18. From the **FILE** tab, select **PRINT** and do the following:

    a. Change the **Full Page Slides** default drop-down menu to the **Notes Pages** option

    b. Print a copy of the presentation. Your printed copy should contain the narrative notes that you entered for each slide

Figure 1

English to Spanish
Numbers 1-5
By <Insert Your Name>

Slide 1 | Layout: Title Slide

one

Slide 2 | Layout: Title Only

two
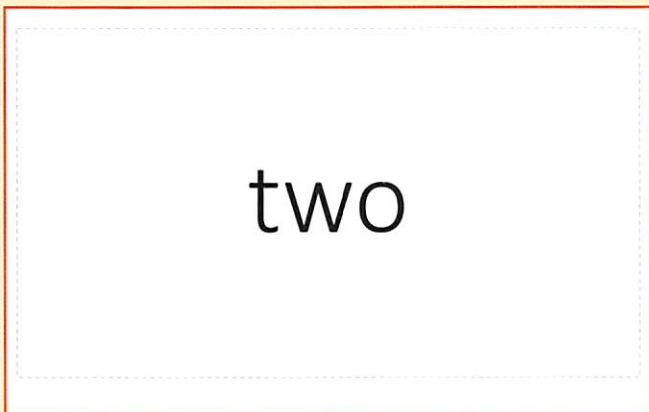
Slide 3 | Layout: Title Only

three
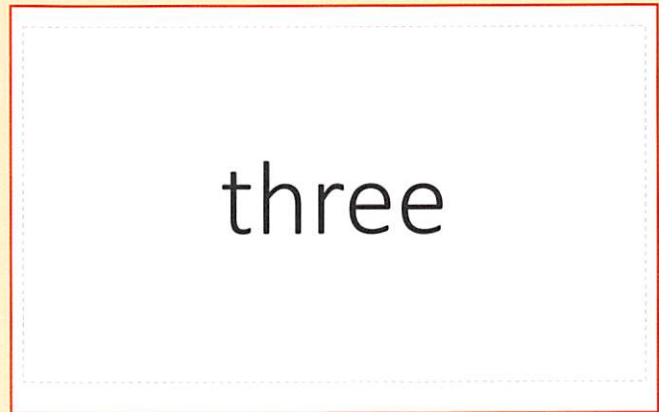
Slide 4 | Layout: Title Only

four
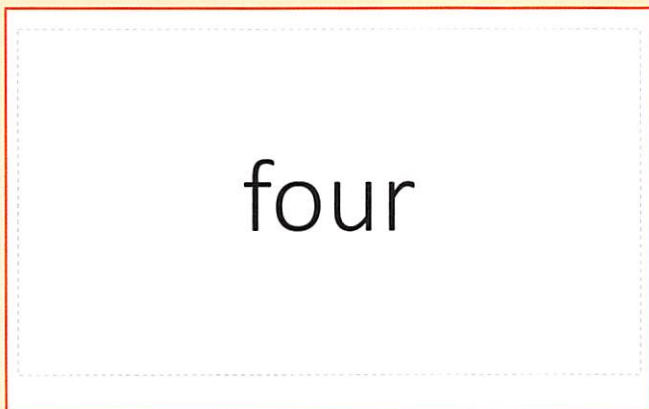
Slide 5 | Layout: Title Only

five

Slide 6 | Layout: Title Only

Figure 1

uno

Slide 7 | Layout: Title Only

dos

Slide 8 | Layout: Title Only

tres

Slide 9 | Layout: Title Only

cuatro

Slide 10 | Layout: Title Only

cinco

Slide 11 | Layout: Title Only

Figure 2

English to Spanish
Numbers 1-5
By <Insert Your Name>

Slide 1

one

uno

Slide 2 | **Slide** 3

two

dos

Slide 4 | **Slide** 5

three

tres

Slide 6 | **Slide** 7

four

cuatro

Slide 8 | **Slide** 9

five

cinco

Slide 10 | **Slide** 11

Unit 6: Working with Presentation Views

Parents Night

Using Rehearse Timings

Lesson Overview:

Assume that "Parents Night" is an upcoming event at your school. In preparation for the event, your principal has asked you to create a brief slide show that will be displayed on all of the monitors (kiosks) throughout the school at the start of the event. The purpose of the slide show is to inform parents where to report upon entering the school at the start of Parents Night.

In this lesson, you will create a presentation that will loop continuously. And, using your own creativity and the PowerPoint skills you have learned thus far, you will add your own design elements and special effects to the slides within this presentation.

Tools & Terms You'll Use:

Review the following tools and terms that you will practice in this lesson. You may be required to take a written assessment test after completing this unit.

Set Up Slide Show:
Use this icon to set up advanced slide show options, such as which slides to display, to manually or automatically advance slides, to show with or without narration, and to loop a presentation continuously.

Rehearse Timings:
Use this icon to record how much time you spend on each slide within your presentation. Once your timing pace is set, the timing can be used to run the presentation automatically.

Instructions

1. Launch PowerPoint 2013.

2. From the PowerPoint Start Screen, select Blank Presentation.

3. Save the file as *6.2 Parents Night* in your **My PowerPoint Projects** folder.

4. Insert 1 new slide.

5. Change the slide layouts as indicated in **Figure 1**.

SLIDES 1-2:

6. Using the skills that you learned in this book, key the text as shown and format the slides using the following requirements:

   a. Format the background of the slides with an appropriate color scheme

   b. Change the font, font size, and font color of the text so that it is readable and projects a professional appearance

   c. Apply a transition to each slide

   d. Add an image to both slides to enhance the content of the presentation

With your presentation design completed, you will now set up your slide show to loop continuously when played. To do this, you will use the Rehearse Timings feature.

The Rehearse Timings feature allows you to record how much time each slide is displayed before continuing to the next slide. For this presentation, you will display each slide for approximately 6 to 8 seconds.

7. From the **SLIDE SHOW** tab, **Set Up** group, do the following:
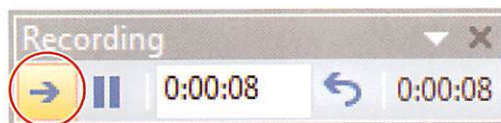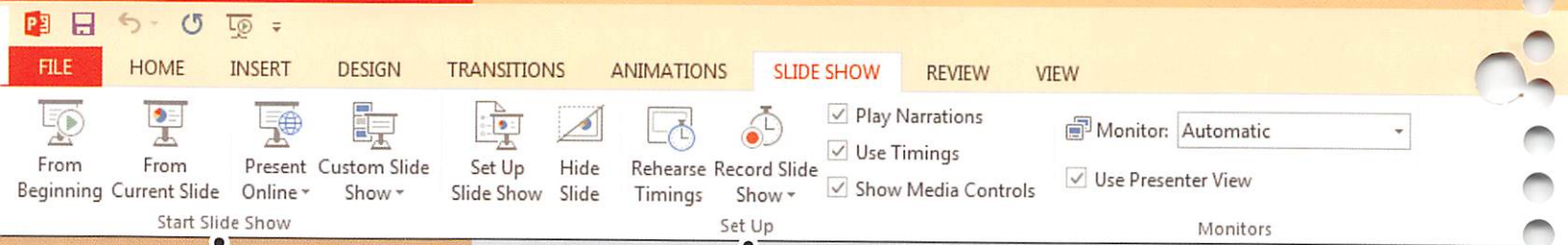
   a. Click the **Rehearse Timings** icon

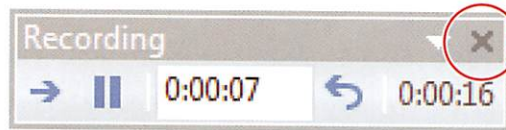   ⊙ Note: You will see the Recording Dialog Box appear on your screen *(as shown below).*

   b. When the **Recording Dialog Box** has reached approximately **6 to 8 seconds** for the first slide, click the **Next** arrow to move to the second slide *(as shown below)*

10.

8.

c. When the second slide has reached approximately 6 to 8 seconds, click the **X** to close the Recording Dialog Box (as shown below)
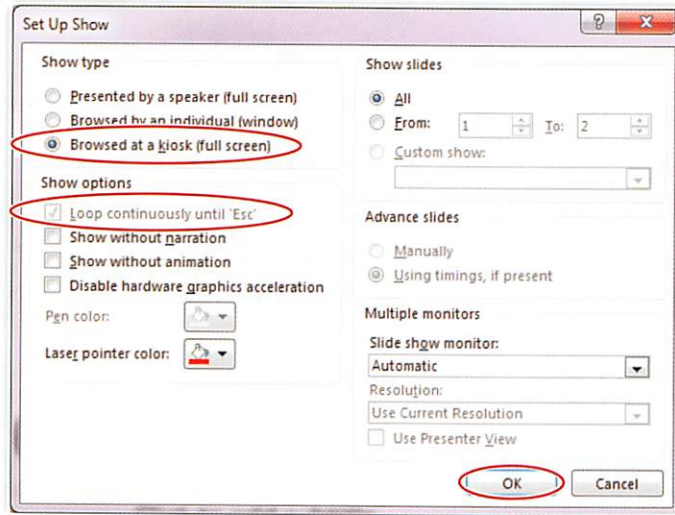

d. Choose **Yes** to save the Slide Timings

⊖ *Note: You can always go back and repeat the steps above to redo Rehearsed Timings.*

8. From the **SLIDE SHOW** tab, **Set Up** group, select the **Set Up Slide Show** icon, and do the following:

a. Select the **Browsed at a kiosk (full screen)** option, then click **OK** (as shown below)

⊖ *Note: Notice how the Loop continuously until 'Esc' is automatically checked.*

9. Proofread your presentation for accuracy and format, then resave the file.

10. From the **SLIDE SHOW**, **Start Slide Show** group, click the **From Beginning** icon.

⊖ *Note: Notice that your slide show loops continuously.*

Figure 1

Welcome to Parents Night

Please report directly to the auditorium at 7:00 p.m. for a brief welcome message from our principal.

Slide 1 | Layout: Title Only

Slide 2 | Layout: Title Only