

Section 5

Controlling a Presentation

By the end of this Section you should be able to:

- Change Slide Order
- Delete and Hide Slides
- Create Action Buttons
- Use Hyperlinks
- Use Preset and Custom Animation
- Animate Charts
- Set up a Slide Show
- Apply Slide Transitions and Timings

Emyr Brown Ysgol BrynTeg PowerPoint Help

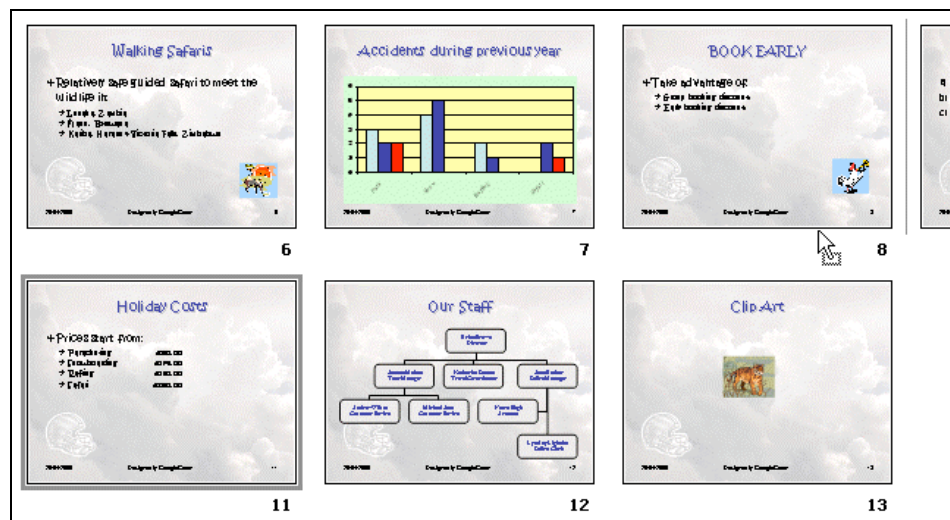
Exercise 36 - Changing Slide Order

Guidelines:

To make a presentation flow more smoothly you may want to change the order of some of the slides. **Slide Sorter View** allows you to do this.

Actions:

1. Open the **Adventure** presentation (or **Adventure Data3** from the data files), close the **Task Pane** and switch to **Slide Sorter View**.
2. Click the arrow to the right of the **Zoom** box, , on the **Standard Toolbar**, and select a zoom value of **75%**.
3. Scroll down so that slides **7 - 12** are visible on the screen.
4. Slide **11, Holiday Costs** should come after Slide **8, Book Early**. Click on Slide **11** and hold down the mouse button.
5. Drag the slide towards Slide **8** and a grey line appears as it is moved.



6. When the grey line is between Slide **8** and Slide **9**, release the mouse. The **Holiday Costs** slide is now Slide **9**.
7. Save the presentation and leave it open.

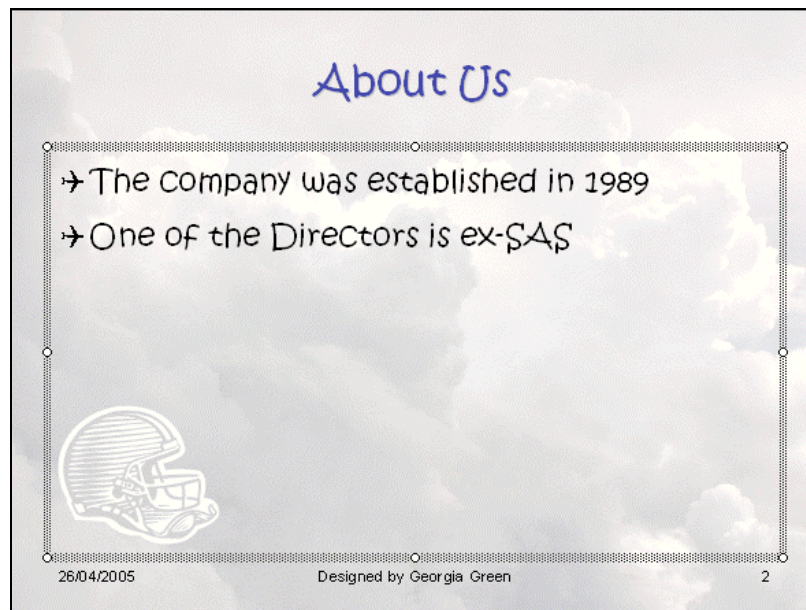
Exercise 37 - Deleting Slides

Guidelines:

Slides that are no longer required can be deleted. The easiest way to do this is to use **Slide Sorter View**.

Actions:

1. In **Slide Sorter View**, click between Slides 1 and 2 and select **Insert | New Slide**.
2. Use the **Title and Text** format.
3. Switch to **Normal View** and enter the title **About Us**.
4. Click to add the following text: **The company was established in 1989**.
5. On the next line enter **One of the Directors is ex- SAS**.




6. The Director in question has come in to see how the presentation is progressing. He is not happy about the new slide, as he thinks he may be traced and targeted by certain groups. You must delete the slide. Switch to **Slide Sorter View**.
7. Select the slide and then select **Edit | Delete Slide**.
8. The **Clip Art** slide (Slide 13) is not really part of the presentation. Select that slide in **Slide Sorter View** and press **<Delete>**.
9. Save the presentation and leave it open.

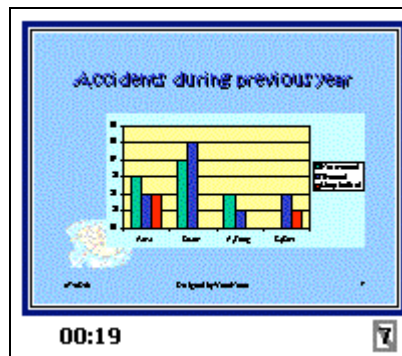
Exercise 38 - Hiding Slides

Guidelines:

Occasionally a presentation may have slides that contain sensitive information. If necessary these can be hidden.

Actions:

1. The Director is still not happy with the presentation. Make sure you are in **Slide Sorter View**.
2. He thinks the slide about accidents should be hidden. Select Slide 7.
3. From the **Slide Sorter** toolbar click **Hide Slide**, . A symbol appears beneath the slide to indicate that it will be hidden during the slide show.



4. Select Slide 1 and view the slide show, clicking on each slide to advance to the next.
5. Notice how Slide 7 does not appear.
6. Save the presentation and leave it open.

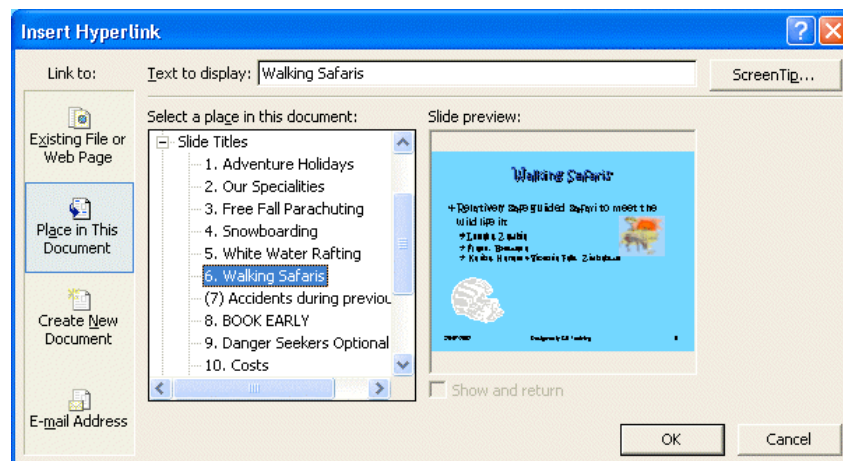
Exercise 39 - Hyperlinks and Action Buttons




Guidelines:

Regular users of the Internet will be familiar with **Hyperlinks** - text or images that move the user directly to another location when they are clicked on. Hyperlinks to other slides in a presentation, to locations on an Intranet or the Internet can all be created on slides. **Action buttons** are often used to create hyperlinks in a presentation. They allow rapid, easy navigation between slides.

Actions:

1. View Slide **2** of the **Adventure** presentation in **Normal View**.
2. Highlight the text **Walking Safaris** and select **Insert | Hyperlink**.
3. From the **Insert Hyperlink** dialog box click the **Place in This Document** button in the left panel then select **6. Walking Safaris** from the list of slide titles.



4. Click **OK** to create the hyperlink. The colour of the hyperlink text on the slide is different to other text. When the hyperlink destination has been visited, the text colour will change again.
5. To test the hyperlink click the **Slide Show** button, , at the lower left of the screen with slide **2** still selected.
6. Click on the hyperlink text, **Walking Safaris**. Instead of moving to slide **3**, the next slide to appear will be slide **6**.
7. Press **<Esc>** to end the slide show. Slide **6** should be shown in **Normal View**.
8. To add an **Action Button**, click the **AutoShapes** button, , then **Action Buttons** and finally select the **Forward or Next** action button, .

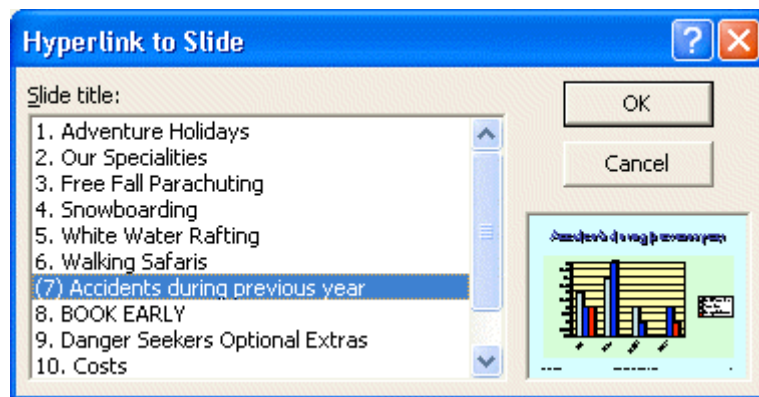
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Exercise 39 - Continued

- Click and drag the shape of the button at the bottom centre of the slide.

Note: If a message appears about saving the presentation, select Yes.

- The **Action Settings** dialog box then appears on the screen. Ensure that the **Mouse Click** tab is selected. Click the **Hyperlink to** option and from the drop down list, select **Slide**, then from the list of slides displayed, select slide **(7) Accidents...** (the hidden slide).



- Click **OK**, then **OK** again.
- When back in **Normal View**, click the **Slide Show** button to see the slide as it will appear in the presentation. An example is shown below.



- Click the action button.
- The presentation moves to slide **7**, the **Accidents** slide, even though it is hidden and would not be displayed as part of a normal slide show.
- Exit the slide show and move to the next exercise.

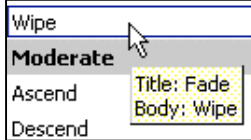
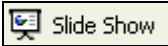
Exercise 40 - Using Animation Schemes

Guidelines:

Animation can be applied to text and objects on a slide so they are brought on to the slide in a variety of different ways, e.g. fly from top, dissolve, etc. Animation can be applied in 3 areas: **Slide Transition** (how does the slide come into the presentation), **Title Animation** (how does the title appear on the screen) and **Body Animation** (how does the rest of the slide appear). These effects are also known as **builds**.

Several preset schemes are available within *PowerPoint* that apply various effects within the 3 areas described above. These can be used without having to become involved in the more complex process of defining individual effects.

Actions:

1. Display slide **2** of the **Adventure** presentation in **Normal View**.
2. Select **Slide Show | Animation Schemes** to display the **Animation Schemes** view of the **Slide Design Task Pane**.
3. Make sure the **Autopreview**, at the bottom of the **Task Pane**, is selected so that any scheme is demonstrated immediately in the **Slide** pane.
4. In the **Task Pane** list of **Animation Schemes** find **Wipe** and leave the pointer over the entry. A tool tip appears indicating the effects included in this **Scheme**.
5. Click **Wipe** and the effects will be previewed. All effects are shown automatically, regardless of how they are to be triggered.
6. Click the **Slide Show** button, , in the **Task Pane** to see how the slide will actually appear. The slide appears full screen, the Title **Fades** in, but the text will not **Wipe** from the left until the mouse is clicked. Click with the mouse to bring in each line of text then press <Esc> to return to **Normal View**.
7. With Slide **2** displayed, select the **Unfold** scheme. This has a **Slide Transition (Push Right)**, a **Title effect (Fly In)** and a **Body effect (Unfold)**.
8. Click **Slide Show** to see how the presentation looks. Remember to click with the mouse where necessary to trigger the next animated text item.

*Note: Animation properties such as triggers, timings and sound are included in some schemes but can only be amended by using the **Custom Animation** feature.*

9. Press <Esc> to end the show.
10. Close the **Slide Design Task Pane**.
11. Save the presentation and leave it open for the next exercise.

Exercise 41 - Using Custom Animation

Guidelines:

Custom animation allows effects for individual items on a slide to be defined separately. Effects can be chosen from 4 areas. **Entrance effects** (how an item comes on to the screen), **Emphasis effects** (what it does on the screen), **Exit effects** (how an item disappears), and **Motion Paths** (to move an item around a slide).

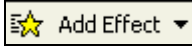
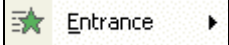
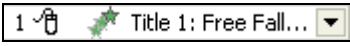
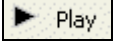
Customising also allows greater control over details within effects, such as the timing, speed and order of the animations, and any accompanying sound. For any selected effect, all the options can be set from a dialog box with 3 tabs.

The **Effects** tab controls the addition of sounds, what happens to the item after animation and whether to introduce text all at once, word by word or letter by letter.

The **Timing** tab controls when an effect is activated - on the click of the mouse or automatically, how fast the effect runs and whether it repeats.

The **Text Animation** tab controls how the effects are applied to a bulleted text list (either to the whole list or by heading/subheading).

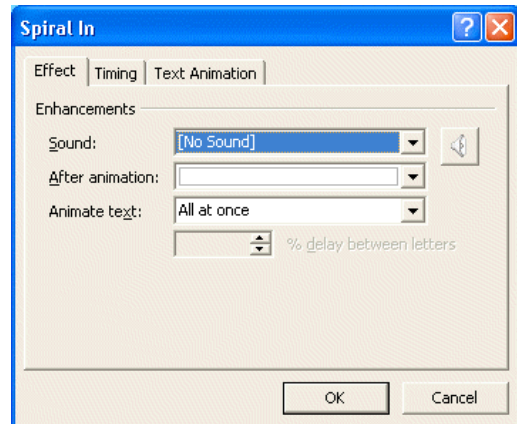
Actions:

1. Display slide **3, Free Fall Parachuting**, in **Normal View** and select **Slide Show | Custom Animation** to display the **Custom Animation Task Pane**.
2. Click on the slide **Title** area then click the  button in the **Task Pane**.
3. Select , then select the **Spiral In** effect. If this effect is not on the first list, click **More Effects**, select the effect from the larger list and click **OK**.
4. An entry is made, , in the **Animation** list for this slide. Click  to demonstrate the effect and note that it only applies to the title text.
5. Once entered, the effect can be edited. Select the effect in the **Animation** list then click the drop down arrow to the right and select **Effect Options**.
6. Select the **Effect** tab from the **Spiral In** dialog box.

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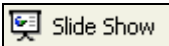
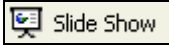
Exercise 41 - Continued

- Click in the **After animation** box and select **More Colors**. Choose a dark red colour and click **OK**.
- Click in the **Sound** box and select a suitable sound to accompany the effect.
- Click **OK** to apply the amended effect. Notice that the title text now changes colour after appearing
- Different effects can be applied to other parts of the slide. Select the main text area.



- Select **Add Effect**, then **Entrance** and apply the effect **Float**. A new item appears in the **Animation** list.



- Click the drop down arrow for the new effect and select **Effect Options**.
- Select the **Text Animation** tab from the **Float** dialog box.
- Change the **Group text** option to **As one object** and click **OK** to view the effect.
- Select **Effect Options** for this effect again.
- Select the **Text Animation** tab and change the **Group text** option back to **By 1st level paragraphs**.
- Select the **Timing** tab and change the **Speed** option to **2 seconds (Medium)**.
- Select the **Effect** tab and change the **Animate text** option to **By Word**. On the same screen, click in the **Sound** box and select a suitable sound.
- Click **OK** to apply all these options and view the results. Click **Play** to repeat the preview if required.
- Click  **Slide Show** to see how the effects will appear in an actual presentation. Remember, mouse clicks will probably be required to trigger most of the effects and **<Esc>** can be pressed to terminate the show.
- Experiment by trying out some of the different settings within **Effects Options**, and use  **Slide Show** to demonstrate the effects.
- Save the presentation and leave it open.



Exercise 42 - Animating Charts

Guidelines:


Preset Animation Schemes do not apply to inserted objects such as charts but custom animation can be applied. Animation can be applied to the chart as a whole or to individual elements separately. Available options include:

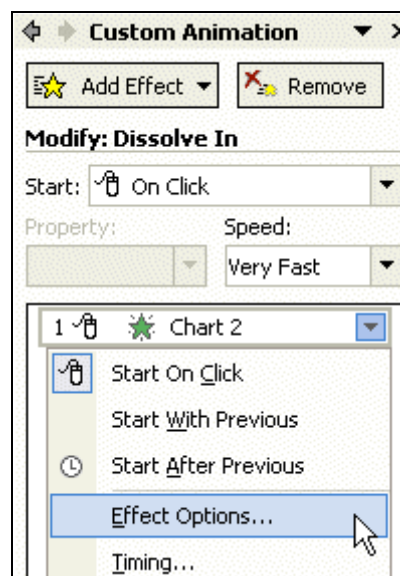
- How to introduce the chart elements
- Whether or not to animate the grid and legend
- Which animation effect and accompanying sound are applied
- What to do with the chart after it has been animated

Actions:

1. View slide 7, **Accidents**, in **Normal View**. Select the chart by clicking on it once.
2. Select **Slide Show | Custom Animation** to display the **Custom Animation Task Pane**.
3. Click , then  and finally select **Dissolve In**.

*Note: If **Dissolve In** is not on the list, click **More Effects**, select the effect and click **OK**.*

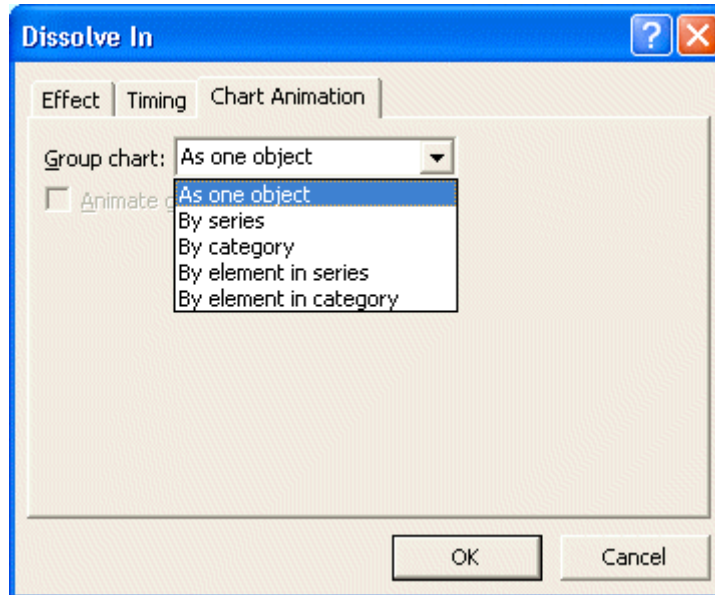
4. By default the animation is applied to the whole chart, as shown by the preview. Click  to demonstrate the effect again.
5. Click the arrow to the right of the **Chart** entry (this may be listed as **Chart 2**) in the **Animation** list and select **Effect Options**.

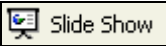


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Exercise 42 - Continued

6. Select the **Chart Animation** tab and display the **Group chart** drop down list.



7. Select **By category** and make sure **Animate Grid and Legend** is checked. Click **OK** to apply the animation.
8. Click  **Slide Show** to demonstrate the effect.
9. The slide title should appear. Click once to see the chart background and legend dissolve in. Click again to display the data for the first category, **Parachuting**. The next three clicks will display the data for the **Snowboarding**, **Rafting** and **Safari** categories.
10. Press **<Esc>** to end the slide show.
11. Close the **Custom Animation Task Pane**.
12. Save the presentation and leave it open.

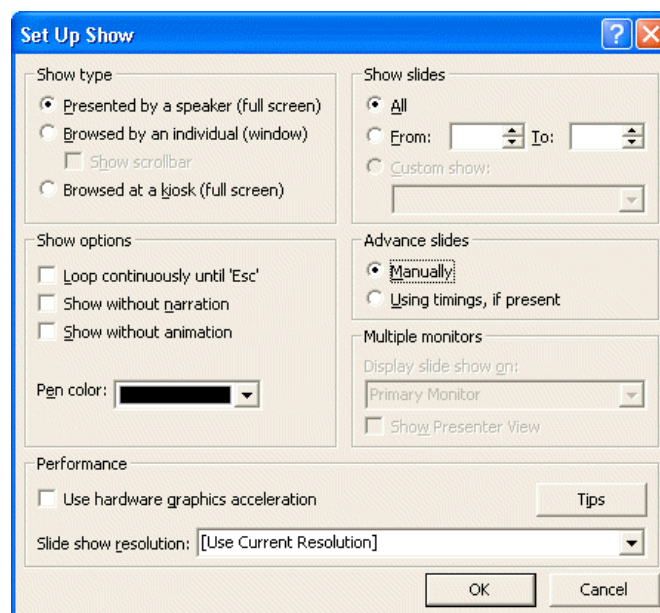
Exercise 43 - Setting Up a Slide Show

Guidelines:

The two most common reasons for creating a presentation are to create a slide show and to produce printed handouts. The slide show can be printed out as actual slides, projected from the computer on to a screen (with the appropriate equipment), shown on the Internet or as a show on the computer screen itself. The following exercises demonstrate how to set up the show, with transitions and timings, etc.

Actions:

1. Switch to **Slide Sorter View**.
2. Select **Slide Show | Set up Show**. The **Set Up Show** dialog box appears.
3. Make sure the dialog box shows **All Slides** and **Advance slides Manually**.



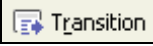
4. Click **OK**.
5. Select the first slide and then select **Slide Show | View Show**.
6. The first slide in the presentation appears. Notice the information at the bottom of the slide from the **Slide Master**.
7. Click the mouse to move to the second slide.
8. Move through the rest of the slide show, using the action button on Slide 6 to navigate to the hidden slide. Ignore the hyperlink on slide 2.
9. At the end of the show *PowerPoint* returns to **Slide Sorter View**. Leave the presentation open.

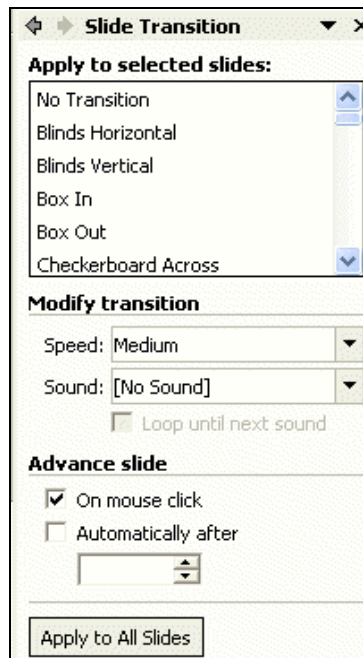
Exercise 44 - Applying Slide Transitions

Guidelines:

To add interest to a slide show, a transition can be applied to slides. This is a special effect, which controls how one slide changes to the next.

Actions:

1. In **Slide Sorter View**, select the **Title slide** (first slide) of the presentation.
2. Click the **Slide Transition** button, . The **Slide Transition Task Pane** appears.



3. Select some of the effects from the list and watch the previews.
4. Select the effect **Dissolve**, and a speed of **Medium**. Select a sound if required and set **Advance slide** to **On mouse click**, then click **Apply to All**. The **Dissolve** transition effect is now applied to each slide in the presentation.

*Note: If **Apply to All Slides** is not selected the transition effect will be applied to the selected slide only. Different effects could be applied to different slides.*

5. Save the presentation.
6. Select the first slide, then click the **Slide Show** button to run the slide show. Click the mouse button to move through. Notice the effects as the slides change.
7. Leave the presentation open for the next exercise.


Exercise 45 - Applying Timings

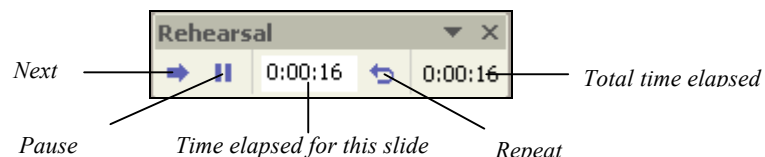
Guidelines:



Slide shows can have timings applied to them, so that slides advance automatically without the need to use the mouse. If a presentation is run automatically, it can be viewed without the need for a presenter.

Note: If a presentation contains hyperlinks and action buttons it should really be run manually, but for this presentation you will apply timings.

Actions:

1. With the **Adventure** presentation in **Slide Sorter View**, select the first slide and then the **Rehearse Timings** button, . The slide show begins, with the **Rehearsal** dialog box on the screen.



2. After a few seconds, click the **Next** button, . The next screen appears with the time for the current slide reset.
3. Pause the rehearsal using the **Pause** button, , then restart it using the same button.
4. Move to the next slide/effect.
5. View the entire presentation, clicking the **Next** button after a few seconds of each slide until finished.

*Note: Remember that the bulleted lists will require a click of the mouse for each line to appear and you will need to click the **Action Button** hyperlink on Slide 6 to view the hidden Slide 7 so it will be included in the timings.*

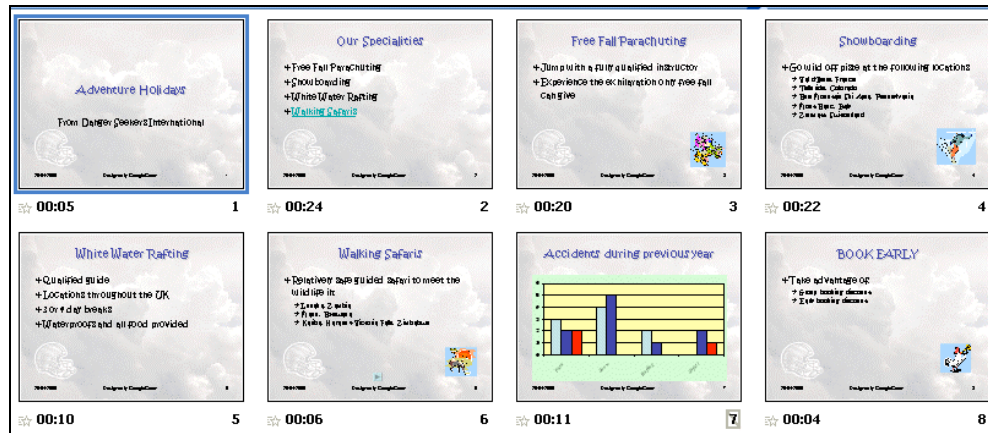
6. At the end of the rehearsal a dialog box appears showing the total time for the slide show and asking if the timings are to be saved for future use. Select **Yes**.

*Note: Timings can be changed from the **Slide Transition Task Pane**. For example, to change the time for all slides to 15 seconds, from **Advance slides**, select **Automatically after** and use the up/down spinner to display 00:15 in the box. Click the **Apply to All Slides** button.*

7. Notice how the times for each slide are now shown underneath the slides, as in the diagram on the next page. The symbols next to the timings indicate that there is some form of animation applied to that slide.

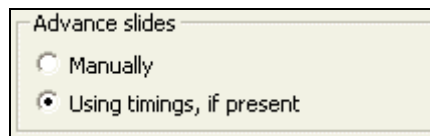
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Exercise 45 - Continued

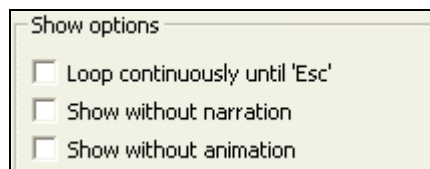


*Note: The total time for the slide show is made up of the times for each individual slide. The timing can be changed at any time by clicking the **Rehearse Timings** button again.*

8. Select **Slide Show | Set Up Show**. In the **Set Up Show** dialog box, make sure **Advance slides, Using timings, if present** is selected.



*Note: If required, there is an option available from **Slide Show | Set up Show**, which will allow the show to run continuously until **<Esc>** is pressed.*



9. Click **OK**, then save the presentation.
10. View the slide show. The slide show will now play, when activated, using the timings set in the rehearsal, without any manual intervention required.

Note: Normally there would be no need to press the mouse button at all. However, because Slide 7 is hidden, you will only be able to view it by clicking the action button hyperlink immediately after the text has appeared on Slide 6. This is why presentations including hyperlinks are best run manually.

11. Close the presentation.

Exercise 46 - Revision

1. Open the presentation **Induction**, saved in Exercise 35.
2. Move Slide **4 Bright Future** before Slide **3 Company Performance**.
3. Delete the new Slide **4 Company Performance**.
4. Create an action button hyperlink on Slide **2 Company Structure** to go to Slide **3 Bright Future**.
5. Hide Slide **3 Bright Future**.
6. Apply a single animation effect to all slides.
7. Apply a single transition effect to all slides.
8. Apply timings to the presentation.
9. Set the show up to advance using timings.
10. Save the presentation.
11. View the slide show.
12. Close the presentation.

Section 6

Finishing and Printing

By the end of this Section you should be able to:

Add Speaker's Notes

Create Start and End Slides

Print Slides and Presentations

Print in Portrait and Landscape

Produce Evidence of Timings and Effects

Print Handouts

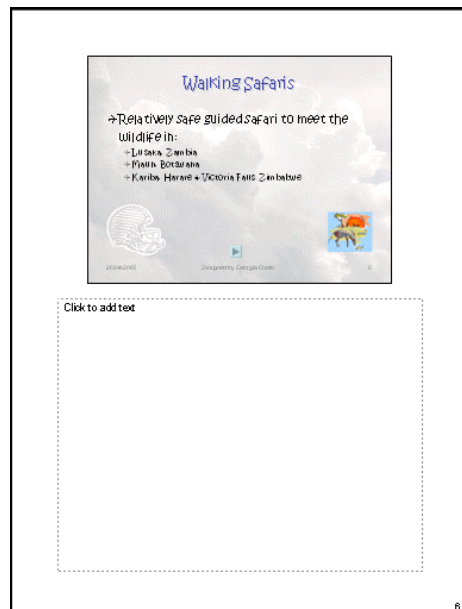
Exercise 47 - Adding Speaker's Notes


Guidelines:

Notes can be added to any or all slides in a presentation. The notes can be to prompt the speaker as he or she runs the slide show, or for the benefit of the audience. Notes can be printed separately, to be handed out to the audience if required.

Actions:

1. Open the **Adventure** presentation (or **Adventure Data4** from the data files).
2. Select Slide **6 Walking Safaris** and select **View | Notes Page**.



3. Click in the white area beneath the slide and zoom in to **100%**.
4. Type in the following note for the speaker:
The next slide is hidden as it contains information about accidents that occurred last year. Use discretion when showing this slide, depending upon your audience.
5. Click the **Next Slide** button, , at the far right of the slide to move to Slide 7.
6. Add the following note:
Stress the fact that most accidents were not serious, but we do have a duty to let customers know the risks involved before they book a holiday.
7. Save the presentation and switch to **Slide Sorter View**.

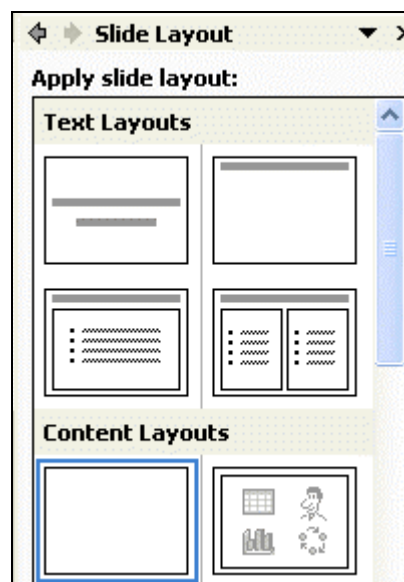
Exercise 48 - Start and End Slides

Guidelines:

It is good practice to make sure the audience can clearly see the start and end of a presentation. The start is usually defined by using a **Title Slide**, as you have done in the current presentation. Sometimes a blank slide is used to indicate the end of a presentation.

Actions:

1. The **Adventure** presentation should be open in **Slide Sorter View**. It already has a **Title Slide** as Slide 1. Select the last slide, Slide 12.
2. Insert a new slide, choosing the **Blank** layout from the **Content Layouts** in the **Slide Layout Task Pane**.



3. Notice that the graphic and footer information still appear on this slide, as they were added in **Slide Master View**.
4. Save the presentation.
5. Leave the presentation open.

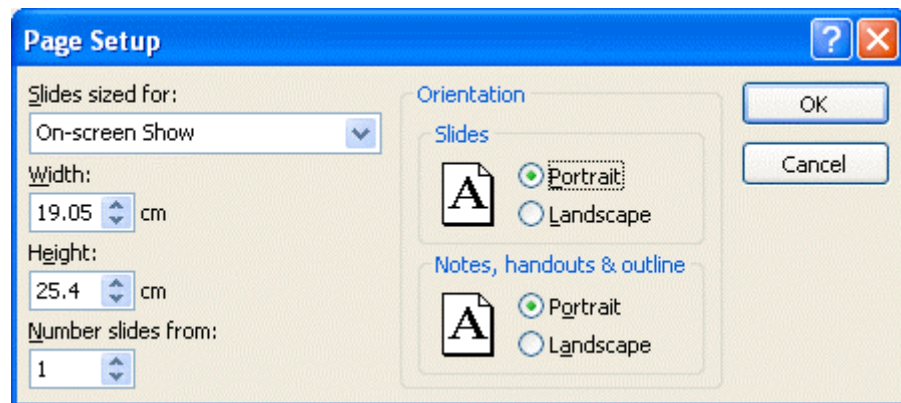
Exercise 49 - Page Setup

Guidelines:

Various elements of a presentation can be printed. Before printing you may need to change the orientation of the slides or the notes pages/handouts, i.e. from **Portrait** to **Landscape**.

Actions:

1. In **Slide Sorter View**, select **File | Page Setup**.
2. The **Orientation** area is at the right of the dialog box. Select **Portrait** from the **Slides** area.



3. Click **OK** and notice the change to the layout of the slides.
4. Change the slide orientation back to **Landscape**.

Note: Orientation can be changed for notes pages and handouts too.

5. Save the presentation.

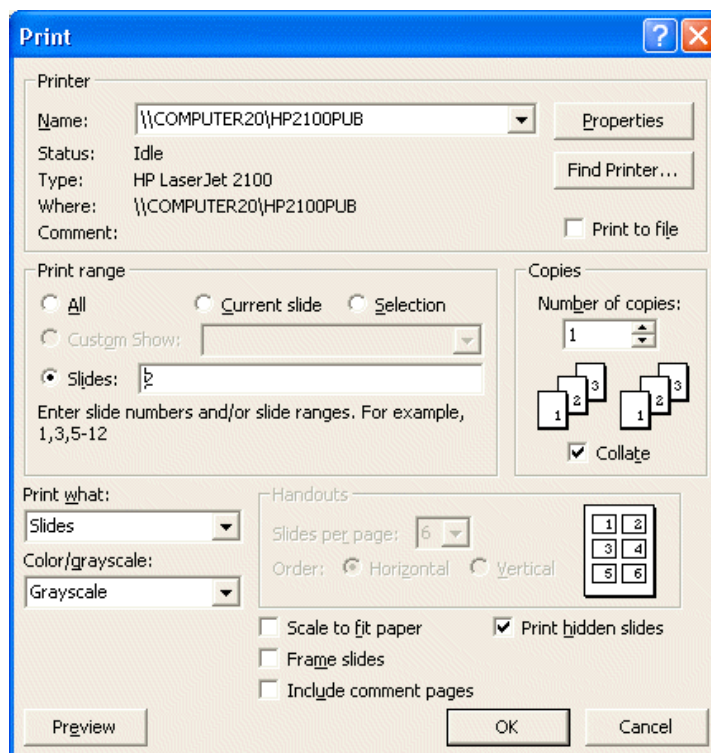
Exercise 50 - Printing Slides and Presentations

Guidelines:

Slides, notes pages, outlines and handouts can be printed in various formats.

Actions:

1. In **Slide Sorter View**, select the second slide and select **File | Print**. The **Print** dialog box appears.



2. Check that the printer is ready to print. If the printer name shown is incorrect, click on the **Printer Name** drop down arrow and select the correct one.
3. From **Print range**, choose **Current slide**. Make sure the **Copies** area shows 1, then click **OK** to print Slide 2 only.
4. Select **File | Print** again. To print a range of slides, select **Slides** from **Print range** and enter 3, 6-8 in the box provided.
5. Click **OK** to print slides 3, 6, 7 and 8.
6. To print the speaker's notes created earlier, select **File | Print**.
7. From **Print what** select **Notes Pages** and click **OK**.
8. Leave the presentation open for the next exercise.


Emyr Brown Ysgol BrynTeg PowerPoint Help

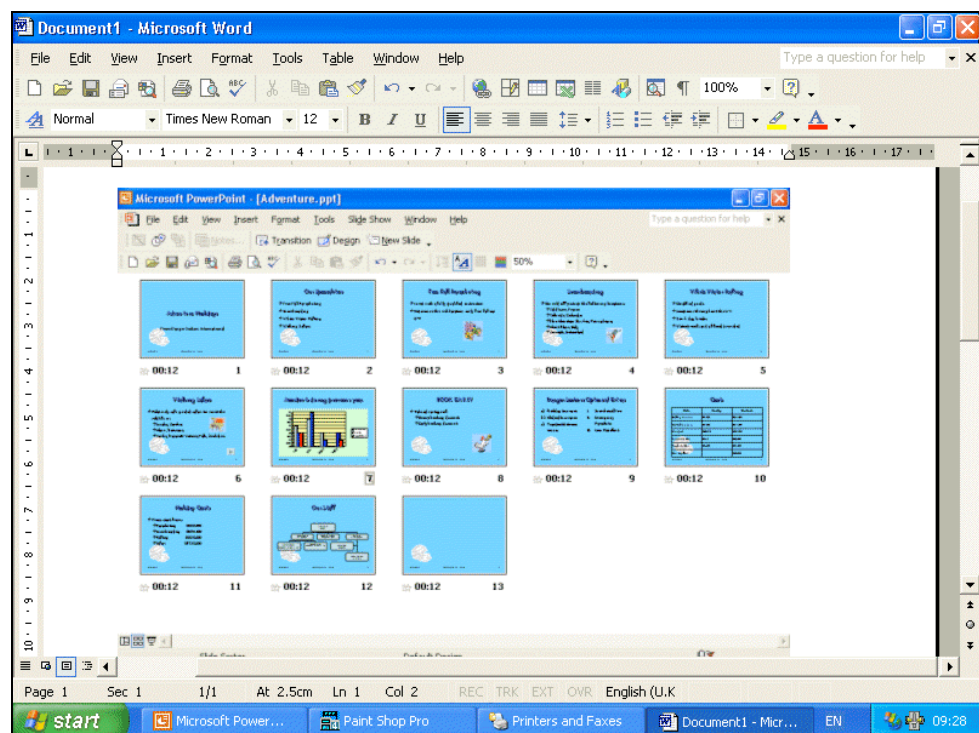
Exercise 51 - Show Timings and Effects


Guidelines:

A screen print of a presentation can be obtained to show that you have applied timings, animation effects and transitions to slides. This may be used to provide evidence to someone who may not be able to view the presentation and forms part of the assessment.

Actions:

1. Switch to **Slide Sorter View**, close any open **Task Pane** and change the zoom to **50%**.
2. Press the <**Print Screen**> key on your keyboard.
3. Start *Word XP* by selecting **Start | Programs | Microsoft Word**.
4. Click the **Paste** button, . An example of the screen is shown below.



5. Click **Print**, .
6. Select **File | Exit** to close *Word* and select **No** when prompted to save.
7. Leave the presentation open.

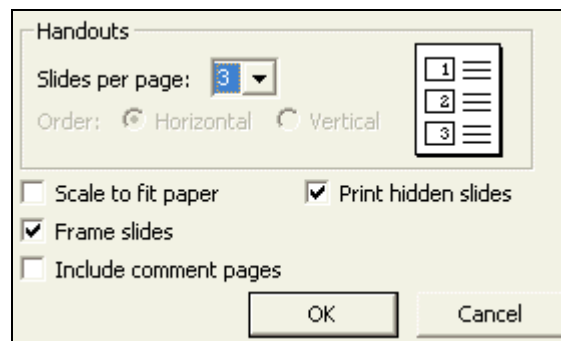
Exercise 52 - Printing Handouts or Thumbnails

Guidelines:

Handouts can be printed for an audience to follow as the presentation is running. Later they can use them for reference to remind them of the presentation. They have several slides on one printed sheet, in miniature.

Actions:

1. In **Slide Sorter View**, select **File | Print**.
2. From the **Print what** drop down list, select **Handouts**.
3. Drop down the list next to **Slides per page** and select **3**.



4. The small preview at the right of this section shows how the print out will appear. Click **OK** to print the handouts.
5. Select **File | Print** again. This time select to print **9** handouts per page.
6. Click **OK**.
7. Notice how small the slides appear in comparison with the previous handout. This is where the name **thumbnails** comes from.
8. Save the presentation and close it.

Exercise 53 - Revision

1. Open the presentation **Induction**, saved in Exercise 46.
2. Add the following speaker's note to Slide **3 Bright Future: Mention the preliminary figures for this year, showing Turnover and Profit growing faster than ever.**
3. Create a blank slide to end the presentation.
4. Print the speaker's notes in landscape orientation.
5. Print an outline showing only the titles of the slides.
6. Print handouts, **9** to a page.
7. Obtain a screen print to evidence the effects applied.
8. Close *Word*.
9. Save the presentation and close it.
10. Close *PowerPoint*.

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Exercise 34

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Exercise 35 - Revision

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Glossary

Alignment	The arrangement of text or objects in relation to the slide or text box, e.g. left, centre, right, top, bottom.
Animation	Special effects which make text and other objects appear to move on screen.
Animation Scheme	A collection of animation effects which can be applied to a slide with a single selection.
Background	The colour or graphic behind the contents of the slide.
Bullet Levels	Used to emphasise major and minor points.
Copy	Create a duplicate of an object or text. Used when the copied item is to be duplicated.
Custom Animation	Applying animation effects to individual objects on a slide and specifying their operation.
Cut	Remove an object or text. Used when the cut item is to be moved somewhere else.
Footer	Text or numbers appearing at the bottom of the slide, notes page or handout.
Formatting	Changing the appearance of text, graphics, etc.
Header	Text or numbers appearing at the top of the slide, notes page or handout.
Import	Bring a file into a presentation from another application.
Object	Item on a slide, e.g. drawn shape, image, chart, text box.
Orientation	Which way up the slide/handout is: Portrait or Landscape .
Paste	Used after Cut or Copy to position the item (move or duplicate).
Presentation	A collection of slides used by a speaker as a visual aid.
Slide Layout	The type of slide, e.g. Title and Text , Title Only , etc.
Slide Master	This view is for adding items that are to appear on all slides in a presentation.
Slides	Make up the presentation, each refers to a specific area.
Slide Show	A preview of the presentation, with all effects, sounds, etc.
Text Effects	Formatting such as bold, italic, shadow, superscript.
Timings	Govern how long an item or slide remains on screen during a show.
Transition	How one slide moves to the next.
Views	Different ways of looking at slides.