



Organising Slides in MS PowerPoint 2013

LESSON OUTCOMES

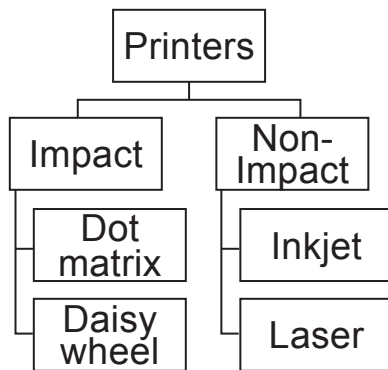
After this lesson, students will be able to:

- » Recall how to open, create and save a PowerPoint file.
- » Recall how to:
 - Create a slide.
 - Insert a new slide.
 - Apply slide design.
 - Apply slide layout.
 - Work with placeholders.
 - Add text and pictures to a slide.
- » List and describe the different views in PowerPoint.
- » Use different PowerPoint views:
 - Normal View
 - Slide Sorter View
 - Notes Page View
 - Outline View
 - Reading View
- » Insert a screenshot or screen clipping.
- » Create a photo album.
- » Create a SmartArt graphic.
- » Add/delete shapes in SmartArt graphics.
- » Insert tables in a slide.

WARM UP

- » Create a hierarchy chart to show the following data:
 - There are two types of printers – Impact and Non-Impact Printer
 - Types of impact printers – dot matrix printer and daisy wheel printer
 - Types of non-impact printers – inkjet printer and laser printer

Ans.



CHAPTER NOTES

- » PowerPoint presentations are an effective tool to deliver your presentation to the audience. You can view PowerPoint slides in a variety of ways depending on the task at hand.
- » You can find the different PowerPoint view options in the View tab.
- » The most frequently used views can be seen on the taskbar at the bottom right of the slide window.
- » Normal View is the editing mode where you will work most frequently to create your slides. Normal View displays slide thumbnails on the left, a large window showing the current slide, and a section below the current slide where you can type your speaker notes for that slide.

- » You can get to Slide Sorter View from the taskbar by clicking on the Slide Sorter View button present at the bottom of the slide window, or from the View tab on the Ribbon.
- » Slide Sorter View displays all the slides of your presentation in the form of thumbnails. Slide Sorter View is helpful if you need to reorganise your slides—you can just click and drag your slides to a new location, add a transition effect to multiple slides, delete one or more slides, duplicate slides, etc.
- » You can show or hide your speaker notes with the Notes button. The Notes button is present in PowerPoint at the bottom of the slide window, or you can get to Notes Page view from the View tab on the Ribbon.
- » The Notes pane is located beneath the slide window. You can print your notes or include the notes in a presentation that you present to the audience, or just use them as a cue for yourself while you are presenting.
- » Use the Outline View to create an outline or storyboard for your presentation. It displays only the text on your slides; no pictures or other graphical items are displayed.
- » You can get to Reading View from the taskbar by clicking on the Reading View button in PowerPoint present at the bottom of the slide window.
- » Most people reviewing a PowerPoint presentation without a presenter would want to use Reading view. It displays the presentation in full screen like the Slide Show View, and it includes a few simple controls to make it easy to flip through the slides.
- » Screenshots are useful for capturing snapshots of programs or windows that you have opened on your computer.
- » A PowerPoint photo album is a presentation that you can create to display your personal or business photographs. If you want to create your photo album from an existing template, you can

search for one in the search box labelled Search for online templates and themes and choose the one you like.

- » You can create a SmartArt graphic to quickly and easily make a visual representation of your information by choosing from among many different layouts, to effectively communicate your message or ideas.
- » You can add a table to a slide by creating it in PowerPoint. You can also copy and paste a table from Word or Excel.

DEMONSTRATION

- » Use different PowerPoint Views:
 - Normal View
 - Slide Sorter View
 - Notes Page View
 - Outline View
 - Reading View
- » Insert a screenshot or screen clipping.
- » Create a photo album.
- » Create a SmartArt graphic.
- » Add/delete shapes in a SmartArt graphic.
- » Insert tables in a slide.

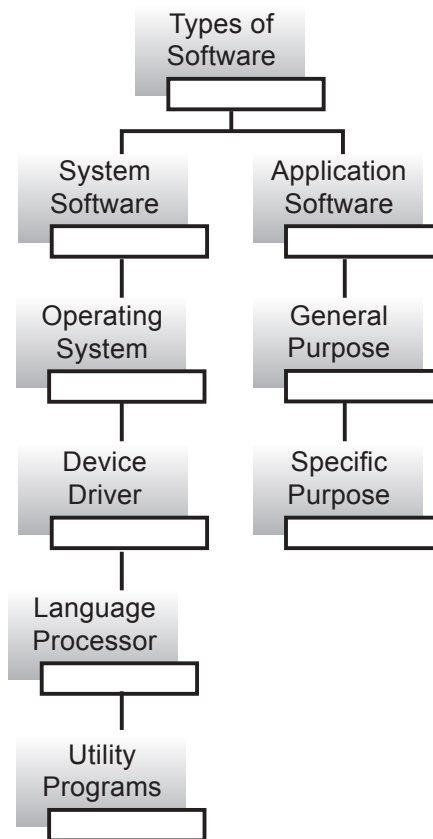
LAB ACTIVITIES

1. Create a folder on the desktop. Name it 'Animals'.

Now, follow this path to open Tux Paint animal stamps:

- (i) This PC → Local Disc → Program Files → Tux Paint → Data → Stamps → Animals.
- (ii) Select and copy a few animal photographs.

- (iii) Open the 'Animals' folder that you created on the Desktop.
 - (iv) Paste the photographs in your folder.
 - (v) Open PowerPoint.
 - (vi) Create a Photo Album titled 'Animals' based on your folder.
2. Open PowerPoint. Create a Smart Art that depicts the different types of software, as shown below:



3. In a PowerPoint slide, insert a table depicting the sales made by 5 salespersons in the month of January.

ASSESSMENT

- » Teacher can assess students by asking them to create SmartArt graphics for any given topic.