

Giving Life to Your Presentations



In this chapter, you will learn about :

- Applying pre-defined designs to your slides
- Applying and modifying a theme
- Animating objects on slides with Custom Animation
- Controlling the appearance of slides during a slide show
- Adding sound to your presentation
- Printing a slide show
- Using various features of a slide show

Isn't MS PowerPoint 2010 really cool for making presentations? You have already learnt about its basic concepts such as changing the theme, colour scheme and font of the presentation, or editing a slide, changing the order of slides and a lot more. Before moving on to other exciting features of MS PowerPoint 2010, let us see what you remember.

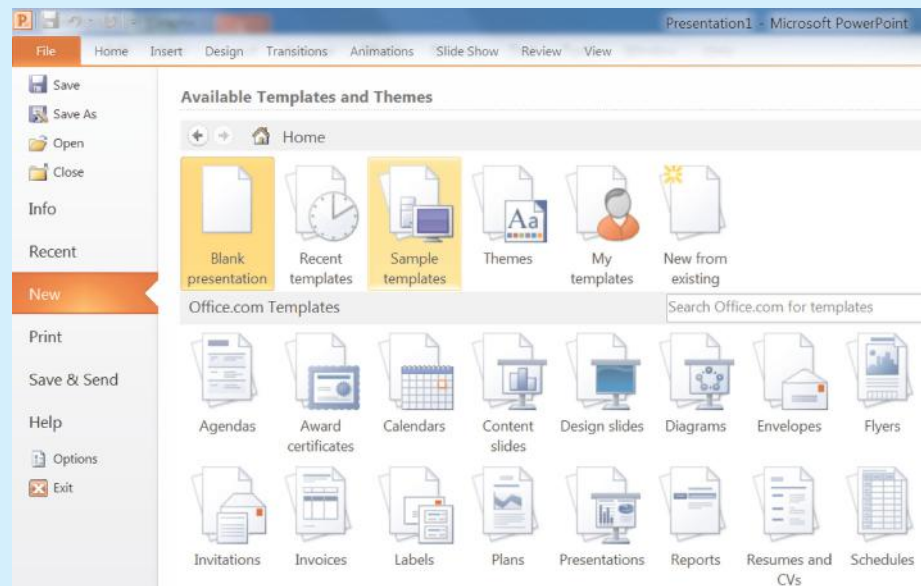
While designing your house, you decorate each room using colour and patterns that work together to give an overall pleasing effect to the house. In the same way, the effectiveness of a presentation can be enhanced with the help of various tools discussed in this chapter.

CREATING A PRESENTATION USING A DESIGN TEMPLATE

PowerPoint 2010 offers a variety of pre-set stylish templates to design slides in a presentation. As you know, when you open PowerPoint, you get a blank slide to work on. However, it is not necessary that you create your presentation from the default blank option. Instead, you can create the presentation using one of the PowerPoint's readymade design templates. This will save your time and effort.

For creating a presentation using a Design Template, follow these steps:

Step 1 : Click on File and then click on New. The backstage will display Available Templates and Themes. You will find many readymade design templates here. You can click on each category to see the templates available under that category.

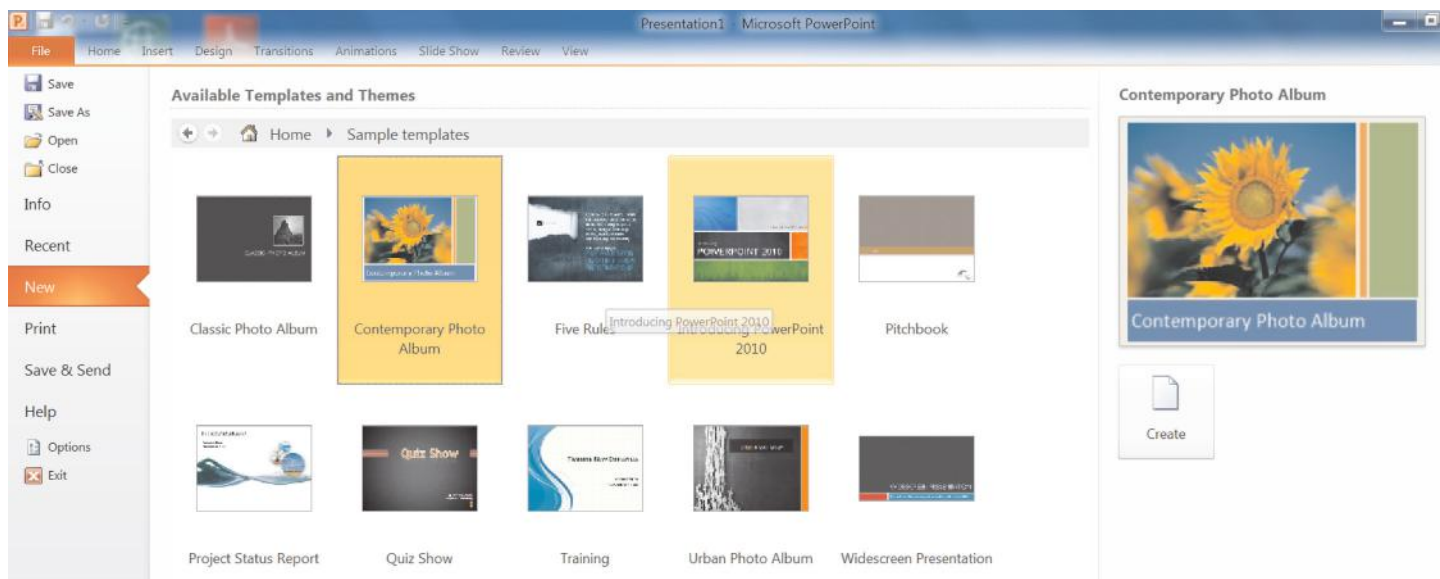


Some Design Template Categories

Step 2 : Click on say, Sample templates and then select a template. The preview of the selected template appears on the right pane.

Know More

Templates define the colour, background and font of the slides.



Step 3 : Click on Create. The selected design will be applied to your presentation.



Design template when applied to a blank presentation

CUSTOMIZING THE DESIGN TEMPLATE

In PowerPoint, you can change the appearance of the applied template.

For example, you can change the background colour or picture, improve the brightness or contrast, add artistic effects, etc.

To do this, the steps are as follows:

Step 1 : Click on an object (for example, a picture) on the slide in which you want to make the change. The formatting options appear on the ribbon.

Step 2 : From the Adjust group, choose the required option. You can change the colour of the picture or give it an artistic effect.



Customizing a Design Template

Know More

If you want to change the background, click on the Design tab and select an appropriate option from the Background group.

APPLYING A THEME TO THE PRESENTATION

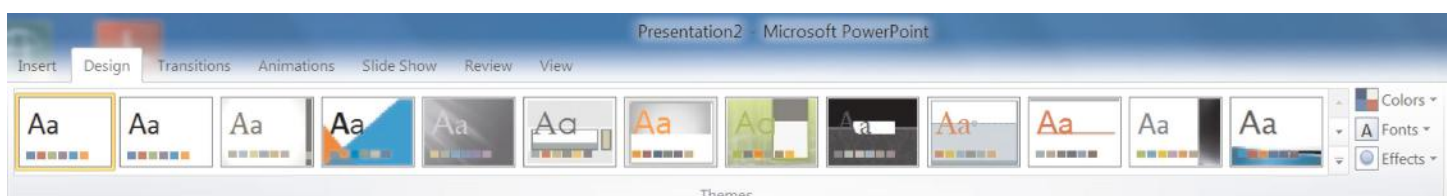
In addition to the ready-to-use templates, PowerPoint has many built-in themes you can choose from. A theme is a pre-defined layout of a slide with selected fonts, colours and styles. You can select the theme that suits your presentation. And if, by chance, you don't find an appropriate theme to suit your presentation, you can create your own theme. Isn't this exciting?

To apply a new theme to an existing presentation, follow these steps:

Step 1 : Open the presentation you created.

Step 2 : Click on the Design tab. Each image in the Themes group represents a theme.

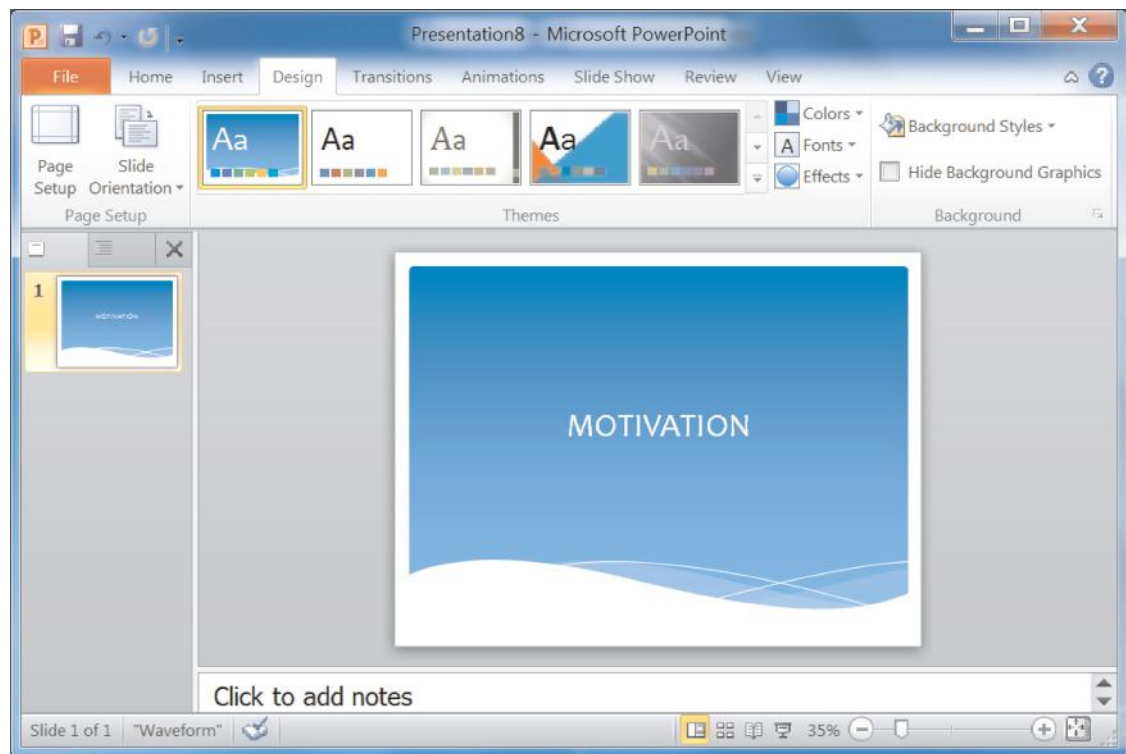
Step 3 : Click on the drop down arrow to access more themes.



The Themes group in the Design tab

Step 4 : Move the cursor over the icons in the Themes group. You will get an instant preview of the theme on your current slide.

Step 5 : Select the desired theme by clicking on it. The selected theme will be applied to all the slides present in the current presentation.



This is how your slide looks when a selected theme is applied →

Once you have applied a theme, you can modify it by changing its colours, fonts and effects. In the far right area of the Themes group, there are controls, namely, Colors, Fonts and Effects that quickly let you change the theme. Click on the arrow on the right of one of them and a drop down menu appears with all the options. Move the mouse pointer over each option and see the preview before selecting.

Know More

When you select a theme, it is applied to all the slides in your presentation by default. This helps in maintaining the symmetry. If you want, you can choose to apply a theme to only certain selected slides.

POWERPOINT ANIMATION

Animations are visual effects given to individual objects on a slide or to the slide as a whole. This tool of PowerPoint application is very powerful and effective for attracting the audience's attention.

There are two types of animation effects in PowerPoint:

- Custom Animation
- Slide Transition

Custom Animation

Custom Animation is a tool that is used to animate individual objects like text, pictures, graphics, videos, etc., that are present on a slide. Custom animation is divided into four categories as described in Table.

Table : Categories of Custom Animation

Custom Animation Category	Purpose	Examples
Entrance	To define how the object would appear on the slide	Appear, Fade, Fly In, Wheel, Zoom, etc.
Emphasis	To highlight an object in order to draw the attention of the audience	Pulse, Color Pulse, Teeter, Grow/Shrink, Bold Flash, etc.
Exit	To define how the object would leave the slide	Disappear, Fade, Float out, Wipe, Bounce, etc.
Motion Path	To allow the animated object to take a path that is defined by the user	Lines, Arcs, Turns, Loops, Custom Path, etc.

Know More

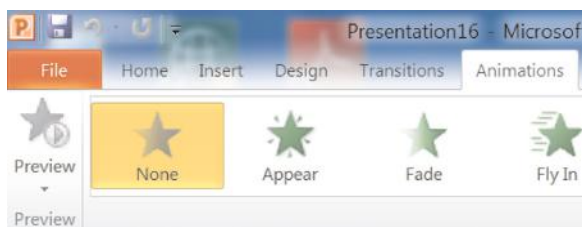
You can click on the Slide Number option on Text group in Insert tab to add Slide number, Date and time, and Footer to all the slides.

To apply custom animation to an object, follow these steps;

Step 1 : Select the object.

Step 2 : Click on the Animations tab.

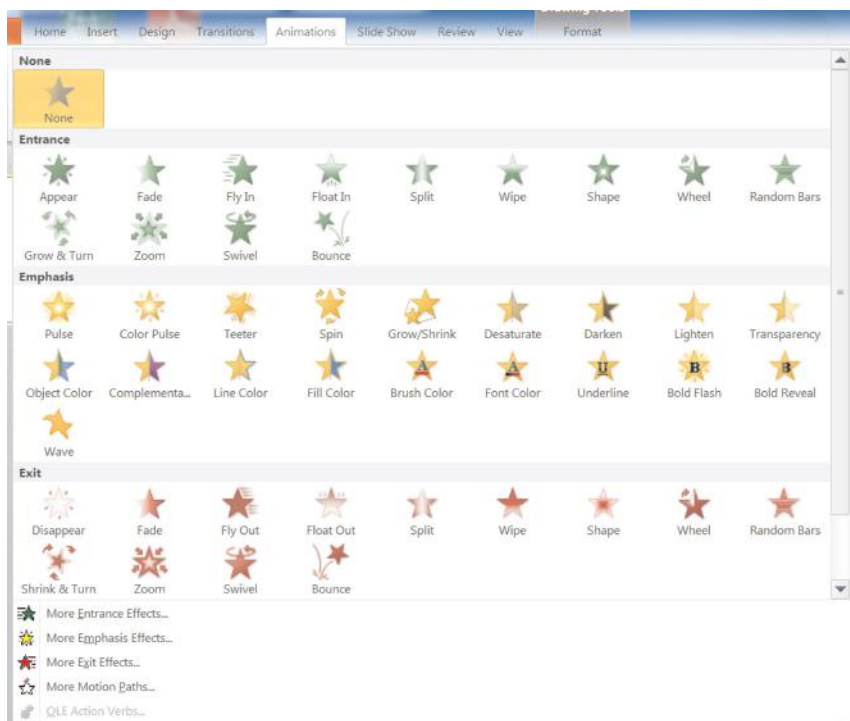
Step 3 : From the Animation group, select the desired animation.



(a) Animating an object

Step 4 : Click on the drop down arrow to see more options. You will see a large collection of animations on the screen. You can move the mouse over each animation style and check the preview.

Step 5 : Select the desired animation by clicking on it.



(b) The Animation style

Know More

Any slide that has animation added to it, shows a whooshing star ★ on the left side of the slide in the slides pane. Clicking once on it plays animation of the current slide.

If you want to remove the animation effect from an object, just select it and choose none option from the Animation Style window. You can also apply more than one animation effect to a single object.

Slide Transition

This is another way of applying animation effect to the whole slide which means that you can decide how your slide would appear on the screen while running the slide show.

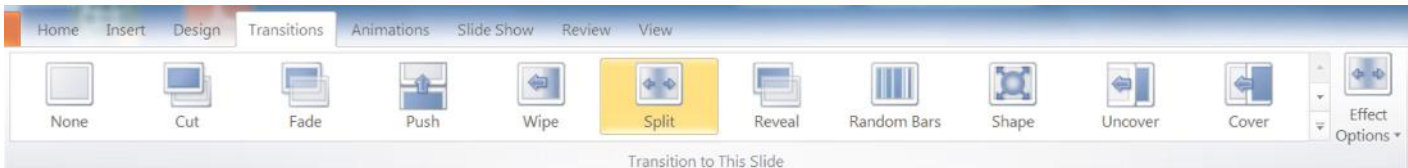
To apply slide transition, follow these steps;

Step 1 : Select the slide to which you want to give the transition effect.

Step 2 : Click on the Transitions tab.

Step 3 : From the Transition To This Slide group, choose the desired transition and click to select.

Step 4 : You can click on the drop down arrow to see more options.



Adding transition effects

Modifying a Transition Effect

The Transitions tab allows you to modify transition properties in many ways (Table). Don't forget to click Apply to All option if you want the transition effect to be applied to all the slides in your presentation.

TABLE : TRANSITION PROPERTIES

Transition Property	Effect	Tool Used
Effect Option	Shows the direction of the transition	Effect Options on the Transition to This Slide group
Sound	Adds a sound with the transition	Timing group of Transitions tab
Duration	Indicates the time taken by the transition to complete	Timing group of Transition tab
Apply To All	Applies the selected transition effect to all the slides	Timing group of Transition tab

Advance Slide

The action that lets the presentation move to the next slide

Choose from On mouse click or After (number of seconds) options on the Timing group of Transitions tab

ADDING SOUND TO YOUR PRESENTATION

Sound added to your presentation can leave a dramatic impact on the audience. You can add sound to your presentation in the following ways:

Inserting an Audio Files as an Object

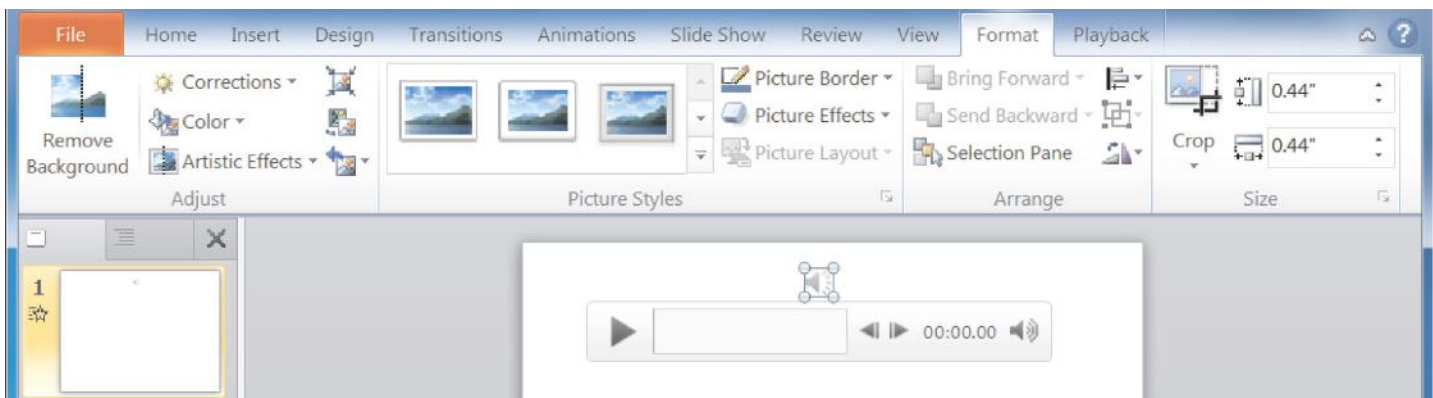
It will either play the sound when sound icon is clicked or play it with the appearance of the slide.

Inserting an audio file from a file

To insert an audio file as an object from a file, follow these steps:

Step 1 : Click on the Insert tab.

Step 2 : Click Audio from Media group. A list of three options appear.



The Media group in the Insert tab

Step 3 : Click on Audio from File ... and select the path where the audio file is present.

Step 4 : Click on the Audio file and then on Insert. A sound icon 🗣️ appears on the slide. Drag it to the place where you want.

For listening to sounds, make sure that you have a sound card installed in your computer.

Inserting an audio file from Clip Art.

To insert an audio file as an object from Clip Art, follow these steps :

Step 1 : Click on the Insert tab.

Step 2 : Click on Audio from Media group. A list of three options appear.

Step 3 : Click on Clip Art Audio... The Clip Art task pane appears with the audio files.

Step 4 : Click on the desired sound you want to add. A sound icon 🗣️ appears on the slide.

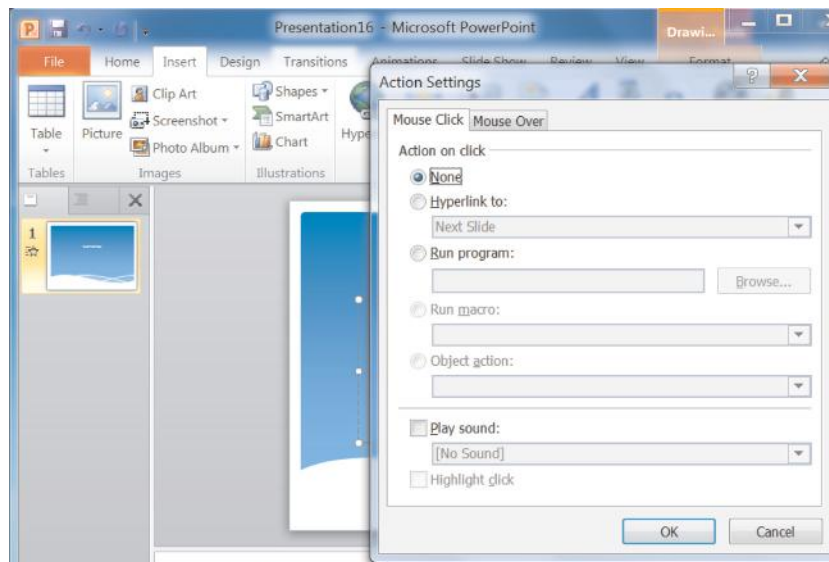


Adding Sound to an Object

Using this option, we can play the sound when the object on the slide is clicked.

To add sound to an object, follow these steps :

- Step 1 :** Select the object on the slide.
- Step 2 :** Click on the Insert tab.
- Step 3 :** Click Action in Links group. The Action Settings dialog box appears.
- Step 4 :** Click on the Play sound check box to select it and select the sound.
- Step 5 :** Click on OK.

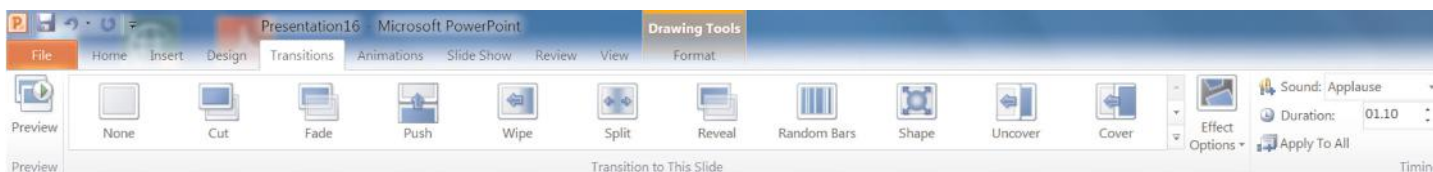


The Action Settings dialog box

Adding Sound with Slide Transition

With this option, we can let the sound play alongwith the slide transition effect during the slide show. To add sound with Slide Transition, follow these steps:

- Step 1 :** Select the slide from the slides pane or in the Slide Sorter View.
- Step 2 :** Click on the Transitions tab.
- Step 3 :** Click on the Sound option in the Timing group.



The Sound option in the Timing group

Notice the effect of sound in the slide show.

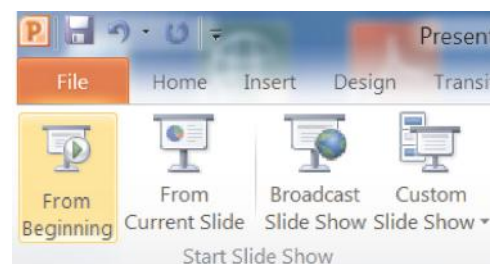
SLIDE SHOW OPTIONS

Once you have prepared the presentation, you need to learn how to present it effectively to the audience. PowerPoint offers many options to run the slide show in an effective way.

Here are the various options:


- Step 1 :** Click on the Slide Show tab.
 - Step 2 :** From the Start Slide Show group, select From Beginning. The show will start from the first slide.
- OR

You can also start the slide show from the selected or current slide. For this choose the option From Current Slide.



The Start Slide Show group


Know More

During a slide show, if you wish to emphasize a point or show connections between different points, you can use the PowerPoint pointer option by clicking on  button at the left bottom corner of the screen. You can also press Ctrl+P to activate the PowerPoint pen.

Keyboard Magic

Press the **F5** function key present at the top of the keyboard to start the slide show from the beginning. If you wish to start the slide show from the current slide, hold down the **Shift** key while pressing the **F5** function key.

Know More

You can click on the Slide Show icon  at the bottom right side of the window (just to the left of the zoom controls) to start the slide show from the current slide.

Rehearse Timings

Sometimes it is required to give more time to few slides (to stay on the screen) in the presentation. The best way to do this is to rehearse and set the timing for each slide during the slide show. For using this feature, follow these steps:

Step 1 : Click on the Slide Show tab.

Step 2 : From the Set Up group, select Rehearse Timings option.

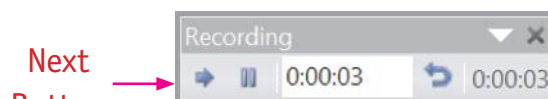
Your slide show will start on full screen with a Recording toolbar displayed on the top left corner of the screen.

Step 3 : When you are ready to move to the next object on the slide or to the next slide in the show, just click on the Next button on the Recording toolbar.

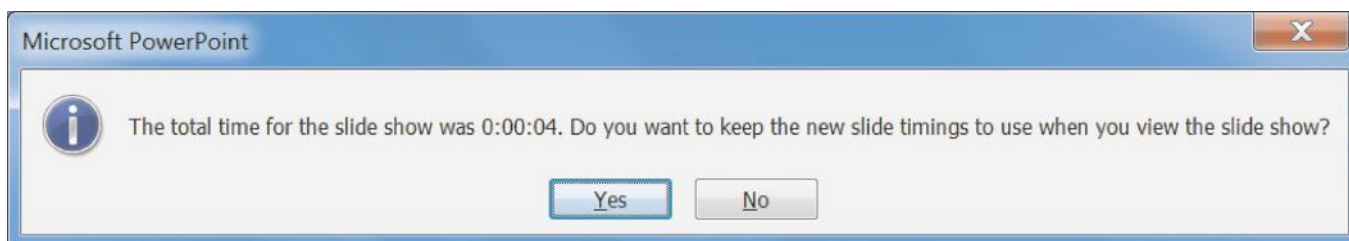
Step 4 : When you reach the end, press the Esc key to end the show. A dialog box will appear on the screen.



The Rehearse Timings option



The Recording toolbar



Rehearsing and setting up the timing on the slides

Step 5 : If you are satisfied with the timings, click Yes else click NO and rehearse the show again with new timings.

PRINTING THE PRESENTATION

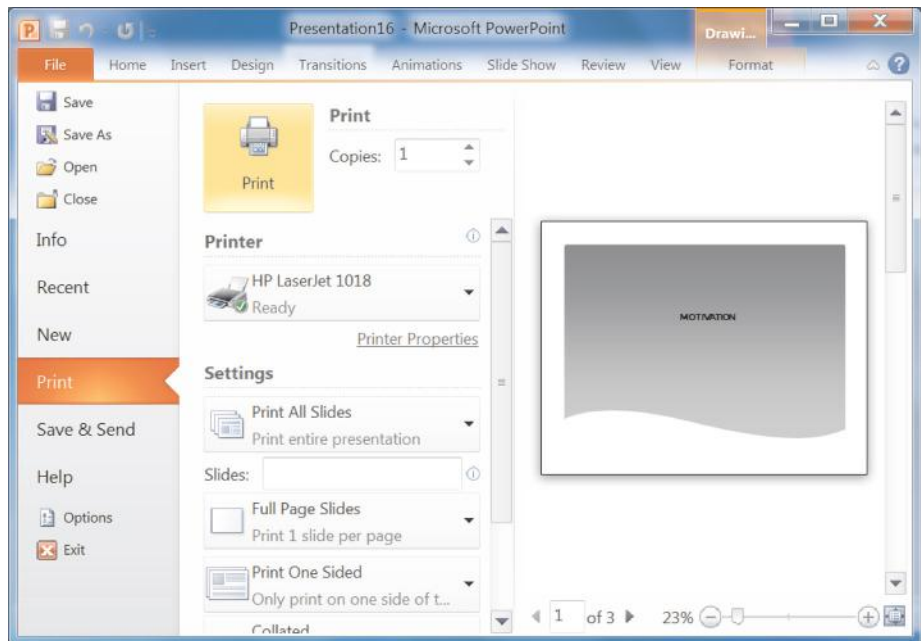
To print your presentation, follow these steps :

Step 1 : Click on the File tab.

Step 2 : On the left-hand side panel, click on the Print option. The print setting appears on the left and the preview on the right-hand side of the screen.

Here you can choose how you want the slides to appear on the page.

Step 3 : Select a Printer (that is connected to your computer) from the drop down list.



Step 4 : Select the number of copies.

Step 5 : If you only want to print certain slides, you can type a range of slides in the slides option under Settings. Otherwise, select Print All Slides.

Step 6 : Under Full Page Slides (drop down menu), you can select to print the Handouts in various forms. Handouts are slides of your presentation printed on a paper for reference or to give to the audience.

Step 7 : Under Print One sided (drop down menu), you can select Print on Both Sides also.

Step 8 : Check the Collated box if you are printing multiple copies.

Step 9 : If you are using a colour printer but you want to take a black-and-white printout, choose the Grayscale or Pure Black and White option.

Step 10 : Click on the Print button.

After learning about the tools given in this chapter, you should become capable of preparing an effective presentation that can impress the target audience. There still might be some tools that are not covered in this chapter but always remember: the best part of Windows applications is that they are very user-friendly. All the tools are available on the screen in front of you. You only have intelligently explore them and there is no end to the wonders you can do!

Table shows keyboard shortcuts that allow quick access to PowerPoint features during a slides show. Don't forget to try each one of them!

Table : Shortcut keys for managing a slides show

Action During the slide show	Keyboard Control
Go to a particular slide number	NUMBER+ ENTER
Advance to the next slide	SPACEBAR
Return to the previous slide	BACKSPACE
Black Screen On/Off (while talking to the audience in between)	B or b
White Screen On/Off	W or w
Stop/ Restart automatic slide show	S or s

Points to Remember

- You can make your presentations attractive by using ready-to-use slide designs, themes, colours, etc.
- After applying a pre-defined template or theme, you can customize it also.
- You can animate every object present on a slide in a different style by using the Custom Animation tool.
- You can control the way each slide would appear or disappear from the screen while showing the presentation with the help of the Slide Transition tool.
- To give life to a presentation, you can add sounds to the slides in different ways.
- You can rehearse the whole or part of your presentation, and this way you can control the exact time each object/slide/slide show will take to complete.
- The slides can be printed in various forms with the help of options available in the Print dialog box of the File tab.

EXERCISE



A. Tick (✓) the correct option :

1. It define the correct option:

(a) Templates <input type="checkbox"/>	(b) Slide Show <input type="checkbox"/>	(c) Animation <input type="checkbox"/>
--	---	--
2. Which of the following options is used to animate an object present on a slide?

(a) Slide Layout <input type="checkbox"/>	(b) Slide Transition <input type="checkbox"/>	(c) Custom Animation <input type="checkbox"/>
---	---	---
3. Which of the following terms represent a pre-defined layout of a slide with selected fonts, colours and style?

(a) Design Template <input type="checkbox"/>	(b) Theme <input type="checkbox"/>	(c) Transitions <input type="checkbox"/>
--	------------------------------------	--

4. If you add it to your presentation can leave a dramatic impact on the audience?

(a) Sound (b) Theme (c) Animation






5. If you want to return to the previous slide during the Slide Show. You can press :

(a) SPACEBAR (b) BACKSPACE (c) NUMBER+ENTER

B. Fill in the blanks :

1. If you want to change the background, click on the _____ tab.
2. A _____ is a predefined layout of a slide.
3. _____ option in PowerPoint can provide you with a hard copy of your presentation.
4. Click on _____ to start the slide show from the current slide.
5. _____ are visual effects given to individual object on a slide.

C. Match the columns given below :

- | | |
|--|---------------------------|
| 1.  | (a) Animation Effect |
| 2.  | (b) Slide Theme |
| 3.  | (c) Text Tool |
| 4.  | (d) WordArt Tool |
| 5.  | (e) Rehearse Timings Tool |

D. Answer the following Questions :

1. Differentiate between Custom Animation and Slide Transition.
2. Adding special effect to your presentation will definitely attract the audience's attention. Justify the statement.
3. What is the significance of adding Theme in a presentation? How do you apply themes in a presentation?
4. Give one way to customize a design template applied on a slide.
5. How can we run a slide show without using the mouse? What will you do to stop an automatic slide show in between?



ACTIVITY

- Amrit has made a presentation to be shown to be the board members in his company's Annual Meeting. The presentation runs on mouse click.

Amrit want that the presentation should run automatically giving a set gap of time between slides and various objects present on each slide. How can he accomplish this task?