Microsoft Office 2007- Illustrated Introductory,

Finishing a Presentation
Understand Masters

• Each presentation has a set of masters
• Masters store information
  • position & size of text
  • position & size of content placeholders
  • text styles
  • background colors
  • effects, animations and theme colors
Understand Masters

• There are three Master views:
  • Slide Master view
  • Handout Master view
  • Notes Master view

• Changes made to masters appear on slides, notes and handouts respectively
Understand Masters

• Design elements that you place on the Slide Master appear on every slide in the presentation

• Each master has its own associated layouts

• Changes made to layouts appear on slides that have those layouts
Understand Masters

• To view a slide master click the View tab, then click the Slide Master button in the Presentation Views group
• The left pane displays thumbnails of each layout of the slide master
Understand Masters

• Changes made to the Slide Master will appear on all the associated layouts
• Layouts can be individually modified as well
Customize the Background Style

• The **background**, which is on every slide, is the area behind the text and graphics

• A **background graphic** is an object placed on the slide master

• You can modify the background with images and color to enhance slides
Customize the Background Style

- You can also apply a background style which is a set of color variations derived from the theme colors.
- **Theme colors** are a set of twelve coordinated colors that determine the colors for all slide elements in your presentation.
Customize the Background Style

- Every theme has its own theme colors
- Theme colors are used for text, lines, hyperlinks, shadows, accents, and backgrounds
Customize the Background Style

- To view Background Styles, click the Design tab, choose a theme, then click the Background Styles button.

- Selected theme
- Backgrounds available for selected theme
- Background Styles button (in the Background group)
Customize the Background Style

- Click the Format Background button to modify the background
- The Format Background dialog box opens
Customize the Background Style

• In the Format Background dialog box, you can change
  • Fills
  • Textures
  • Tiling options
  • Transparency
Use Slide Show Commands

• With PowerPoint, you can show a presentation on any compatible computer using Slide Show view
• Slide Show view fills the entire screen
• In Slide Show view, you can **annotate** slides (draw on them) or jump to specific slides
Use Slide Show Commands

- To get started click the View tab, then click the Slide Show button in the Presentation Views group.
- The Slide Show toolbar buttons are semitransparent and blend in with the background color on the slide.
Use Slide Show Commands

- Previous slide button
- Slide Show toolbar
- Pen Options menu button
- Next slide button
- Annotation tools
- Navigation options
- Slide Show menu button
Use Slide Show Commands

- Other useful Slide Show commands include:
  - Esc key – to end slide show
  - Spacebar – to advance to next slide
  - Left and right arrow keys – to advance or go back one slide
Set Slide Show Transitions and Timings

- **Slide transitions** determine how a slide moves in and out of view during the slide show.
- Transitions are organized by type into five groups.
- Click the Animations tab on the Ribbon, then choose a transition.
Set Slide Show Transitions and Timings

Animations tab

Transition settings

Click More button to see more transition choices
Set Slide Show Transitions and Timings

<table>
<thead>
<tr>
<th>Transition Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fades and Dissolves</td>
</tr>
<tr>
<td>Wipes</td>
</tr>
<tr>
<td>Push and Cover</td>
</tr>
<tr>
<td>Stripes and Bars</td>
</tr>
<tr>
<td>Random</td>
</tr>
</tbody>
</table>

Transition categories are displayed in a table format with icons representing each category.
Set Slide Show Transitions and Timings

- **Slide timing** refers to the amount of time a slide is visible on the screen.
- Each slide can have a different slide timing.
- Use the Advance Slide settings in the Transition to This Slide group.

Number of seconds slide will appear.
Set Slide Animation Effects

• **Animation effects** define how the objects in your presentation appear on the screen during a slide show.

• For example, you can have each bullet in a list appear one at a time.

• You can animate text, graphics, sounds, hyperlinks, SmartArt diagrams, charts and chart elements.
Set Slide Animation Effects

• **Standard animation effects:**
  • Fade
  • Wipe
  • Fly In

• **Custom animation effects:**
  • Entrance
  • Emphasis
  • Exit
  • Motion Paths
Set Slide Animation Effects

- To set animation, select object, then click the Animation tab on the Ribbon
- Click the Animation list arrow, then click Fade, Wipe, Fly In, or Custom Animation

Animation tag—indicates order that objects will animate on slide
Set Slide Animation Effects

Animated objects appear in the Custom Animation list

Type of animation applied

This information refers to the sunshine clip art
Set Slide Animation Effects

• To choose a custom animation, choose one of the four types in the Custom Animation task pane.
Set Slide Animation Effects

- **Custom Animation**
  - Entrance—causes an object to enter the slide with an effect
  - Emphasis—already visible object has an effect
  - Exit—causes an object to exit slide with an effect
  - Motion Paths—causes object to move on specified path on slide
Inspect a Presentation

- Before you post a presentation, you should inspect it using the Document Inspector.
- The Document Inspector looks for hidden data and personal information stored in the file itself or in the document properties.
Inspect a Presentation

• **Document properties** are also known as **metadata** and includes specific data about the presentation

• **Document properties include:**
  • Author’s name
  • Subject matter
  • Title
  • When file was created
Inspect a Presentation

- Document Inspector can also find and remove:
  - Presentation notes
  - Comments
  - Ink annotations
  - Invisible on-slide content
  - Off-slide content
  - Custom XML data
Inspect a Presentation

• To use the Document Inspector, click the Office Button, point to Prepare, then click Inspect Document

• The Document Inspector dialog box opens

• Results will appear in a new window
Inspect a Presentation

Choose options, then click Inspect.

Inspect a Presentation

- To create a read-only file, click the Office Button, point to Prepare, then click Mark as Final
- A read-only file cannot be edited or modified
Evaluate a Presentation

- To evaluate a presentation means to look at its design as well as its content.
- Evaluate your presentation to determine how well your audience will receive it.
## Evaluate a Presentation

Audience impact from a visual presentation

<table>
<thead>
<tr>
<th>impact</th>
<th>description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visual reception</td>
<td>75% of all environmental stimuli is received through visual reception</td>
</tr>
<tr>
<td>Learning</td>
<td>55% of what an audience learns comes directly from visual messages</td>
</tr>
<tr>
<td>Retention</td>
<td>Combining visual messages with verbal messages can increase memory retention by as much as 30%</td>
</tr>
<tr>
<td>Presentation goals</td>
<td>You are twice as likely to achieve your communication objectives using a visual presentation</td>
</tr>
<tr>
<td>Meeting length</td>
<td>You are likely to decrease the average meeting length by 26% when you use a visual presentation</td>
</tr>
</tbody>
</table>
Evaluate a Presentation

- Important points about evaluating your presentation
  - Keep your message focused
  - Keep your text concise
  - Keep the design simple
  - Choose attractive colors
Evaluate a Presentation

• Important points about evaluating your presentation
  • Choose fonts and styles that are easy to read
  • Emphasize important text
  • Use visuals to help communicate your message
Create a Design Template

• You are not limited to using just the standard themes PowerPoint provides
• You can use a template, a type of presentation file that contains custom design information
Create a Design Template

• You can create a template from a new blank presentation or modify an existing presentation, then save it as a template
• Templates have the .potx extension added to the filename
Create a Design Template

• When you open a template, you save it with a new name as a new presentation

• Templates are automatically saved in the Templates folder