Lesson 5: Review and Deliver Presentations Microsoft PowerPoint 2013

IN THIS CHAPTER, YOU WILL LEARN HOW TO

- Set up presentations for delivery.
- Preview and print presentations.
- Prepare speaker notes and handouts.
- Finalize presentations.
- Deliver presentations.

**TASK 1 - 5 POINTS** You need the ServiceProjectsA presentation located on the Computer Concepts class web page to complete this exercise. Open the presentation, and then follow the steps.

1. Display slide 2. Then on the DESIGN tab, in the **Customize** group, click the Slide Size button and click **Widescreen**. Notice that the slide expands horizontally and the bullet point text no longer needs to wrap to fit the slide.

2. Click the Slide Size button again, and then click **Standard**.

3. Click the **Ensure Fit** image or button. Notice that PowerPoint restores the original slide size but reduces the text size so that the bullet point text continues to fit without wrapping.

4. On the **Quick Access Toolbar**, click the **Undo** button. Then on the DESIGN tab, click the Slide Size button, and click **Standard** again. This time, click **Maximize** in the instruction box to return the slide to its original size and content arrangement.

Let’s take a look at the other available sizes.

5. Click the Slide Size button, and click **Custom Slide Size** to open the Slide Size dialog box. Then display the Slides sized for list.

6. Click Banner, which changes the **Width** setting to 8 inches and the **Height** setting to 1 inch.

7. Click **Cancel** to close the Slide Size dialog box without changing the current settings.
Now let’s add information to the slide’s footer.

8. On the INSERT tab, in the Text group, click the Header & Footer button to open the Header and Footer dialog box with the Slide page displayed.

9. In the Include on slide area, select the Date and time check box. Then click Fixed. Although it is not very visible on the thumbnail in the Preview area, notice that the date will appear in the lower-left corner of the slide.

10. Select the Slide number check box, and notice on the thumbnail that the slide number will appear in the lower-right corner.

11. Select the Footer check box, and then enter your name in the text box below the check box.

12. Select the Don’t show on title slide check box, and click Apply to All.

Next we’ll set up the slide show so that it runs automatically.

13. On the SLIDE SHOW tab, in the Set Up group, click the Set Up Slide Show button to open the Set Up Show dialog box.
14. In the Show type area, click Browsed at a kiosk (full screen).
   Notice in the Show options area that the Loop continuously until ‘Esc’ check box is now selected and unavailable so that you cannot clear it. Then click OK.

15. Display slide 1, switch to Reading view, and watch as the presentation runs, using the transition effects and timings applied to its slides.

16. When the presentation starts again at slide 1, press ESC to stop the slide show and return to Normal view.

17. Save the presentation.

18. Close the presentation, saving your changes.

**TASK2 - 5 POINTS** You need the Harmony presentation and the YinYang graphic located on the Computer Concepts class web page to complete this exercise. Open the presentation, display the Notes pane, and then follow the steps.

19. With slide 1 displayed, drag the border between the Slide pane and the Notes pane upward to enlarge the Notes pane.

20. Click anywhere in the Notes pane, type: Welcome and introductions, and then press the ENTER key.

21. On separate lines, type: Logistics and Establish knowledge level.

22. Display slide 2, and in the Notes pane, type: Talk about the main concepts.

23. Display slide 3, and in the Notes pane, type: Complementary energies. Then press ENTER twice.

Now let’s add a picture to the note.

24. On the VIEW tab, in the Presentation Views group, click the Notes Page button to display slide 3 in Notes Page view, where the entire notes page fits in the window.

25. On the INSERT tab, in the Images group, click the Pictures button.

26. In the Insert Picture dialog box, navigate to the to where the Yin Yang graphic was saved, and then double-click the YinYang graphic.

27. Drag the image down below the note you entered in step 24, using the smart guide to align the image with the slide.

While we are in Notes Page view, let’s add a diagram to the note for the next slide, showing visually the concepts to be emphasized during the presentation.
28. At the bottom of the scroll bar, click the Next Slide button to display slide 4. Then click the border around the text placeholder to select it, and press DELETE.

29. On the INSERT tab, in the Illustrations group, click the SmartArt button. In the left pane of the Choose a SmartArt Graphic dialog box, click Hierarchy, and then in the middle pane, double-click the second thumbnail in the fourth row (Hierarchy List).

30. Open the Text pane, and with the cursor in the first placeholder in the hierarchy, enter the following, pressing the Down Arrow key or the ENTER key as indicated to create two sets of shapes, each with a primary shape and four subordinate shapes.
   
   - Focus (Down Arrow)
   - Health (Down Arrow)
   - Creativity (Enter)
   - Relationships (Enter)
   - Community (Down Arrow)
   - Follow (Down Arrow)
   - Knowledge (Down Arrow)
   - Career (Enter)
   - Fame (Enter)
   - Fortune

31. Close the Text pane, and then move and size the diagram to fit in the space below the slide.

32. Use the formatting options available in the SmartArt Styles group on the DESIGN TOOL tab to format the diagram any way you want. (We used the Moderate Effect style and the Colored Fill – Accent 3 colors.)

33. Switch to Normal view, and notice that the diagram on slide 4 is not visible in the Notes pane in this view.

34. Display slide 3, and notice that the YinYang graphic is not visible in this view either.

35. Switch to Notes Page view, and then on the INSERT tab, in the Text group, click the Header & Footer button to open the Header and Footer dialog box with the Notes and Handouts page displayed.

You can add images to your speaker notes to remind yourself of concepts you want to cover while the slide is displayed.
36. Select the **Date and time** check box, and then click **Fixed**.
37. Select the **Header** check box, and then in the text box, type: **Harmony in Your Home**.
38. Select the **Footer** check box, and then in the text box, type: **Wide World Importers**.
39. Click **Apply to All**.

Finally, let’s print speaker notes for our own use and handouts for the audience.

40. Switch to **Normal** view, and display the **Print** page of the **Backstage** view. Then in the **Settings** area, click **Full Page Slides**, and in the **Print Layout** area, click **Notes Pages**.
41. Change the Slides setting to **3-4**, and then click the **Print** button to print page three and four of handouts.
42. Staple the first page of notes to our **Lesson 5 organizer**.
43. Close the presentation, saving your changes.

**TASK3 - 5 POINTS** You need the **MeetingA** presentation located in the Computer Concepts class web page to complete this exercise. Open the presentation, and then follow the steps.

44. Display the **INFO** page of the **Backstage** view, and in the **Properties** area of the right pane, examine the standard properties associated with this presentation.
45. At the bottom of the **Properties** pane, click **Show All Properties** to expand the pane.

Let’s change some of these properties.

46. To the right of **Status**, click **Add text**, and type: **Done**.
47. At the top of the pane, click **Properties**, and in the list, click **Advanced Properties**. Then in the **MeetingA Properties** dialog box, click the **SUMMARY** tab.
The Summary page of the Properties dialog box includes in a convenient format some of the properties you might want to change.

48. Click in the **Subject** box, type: *Morale event*, and then click **OK**.
49. Save your changes to the presentation.

Now let’s check whether the presentation contains personal or confidential information.

50. Display the **INFO** page of the *Backstage* view, and to the left of *Inspect Presentation*, click *Check for Issues*. In the list of inspection tools, click *Inspect Document* to open the *Document Inspector*.

51. Clear the *Task Pane Apps* and *Custom XML Data* check boxes. Then with the *Comments and Annotations, Document Properties and Personal Information, Invisible On-Slide Content*, and *Presentation Notes* check boxes selected, click *Inspect*.

52. To the right of *Document Properties and Personal Information*, click *Remove All*.
53. Close the *Document Inspector*, and notice that all the properties have been cleared from the *Properties* pane.

Now let’s finalize the presentation.

54. On the **INFO** page, click *Protect Presentation*, and then click *Mark as Final*. 

*PowerPoint controls some of the properties, such as the size and dates; you can add and change others, such as the assigned categories and authors.*

*The Document Inspector reports that this presentation includes properties that you might not want others to be able to view.*
55. When a message tells you that the presentation will be marked as final and then saved, click OK in the message box. Then click OK in the confirmation box.

Notice that the title bar indicates that the presentation is read-only, that the ribbon is collapsed to hide its buttons, and that the Information bar below the ribbon indicates that the presentation is final.

56. Click the HOME tab to display its commands, most of which are inactive. Then click away from the ribbon to hide its buttons again.

57. With slide 1 displayed in Normal view, on the View Shortcuts toolbar, click the Slide Show button to switch to Slide Show view, where the title slide appears full-screen.

58. Click the mouse button to advance to slide 2, whose contents rotates onto the screen with a dynamic content transition.

59. Press the Left Arrow key to move back to the previous slide, and then press the Right Arrow key to display the next slide.

60. Move the mouse to display the pointer, and notice the shadow toolbar that is barely visible in the lower-left corner.

61. On the toolbar, click the second button from the left (Next) to display slide 3.

62. Right-click anywhere on the screen, and then click Previous to redisplay slide 2.

Now let’s display a slide out of sequence.

63. Display the toolbar, click the fourth button from the left (See All Slides), and then in the thumbnail display, click slide 6.

64. Display the toolbar, click the sixth button from the left (Slide Show Options) button, and then click Last Viewed to display slide 2.

65. Use various navigation methods to display various slides in the presentation until you are comfortable moving around.

66. Right-click anywhere on the screen, and then click End Show.

Let’s use a few techniques to draw attention to the content of the slides.

67. In Normal view, display slide 3, and then switch to Slide Show view.

68. Right-click anywhere on the screen, point to Pointer Options, and click Laser Pointer. Move the pointer over the text to test how you might use this tool, and then press the ESC key to stop using it.

69. Display the toolbar, and click the fifth button from the left (Zoom In). Move the spotlight over the bulleted list, and then press ESC to stop using this tool.
70. Right-click anywhere on the screen, point to **Pointer Options**, and click **Highlighter**. Then on the slide, highlight the words **unique** and **successful**.

71. Right-click anywhere on the screen, point to **Pointer Options**, and click **Pen**. Then on the slide, below the word **shared**, draw a line in the default color specified in the **Set Up Show** dialog box.

72. Right-click the screen, point to **Pointer Options**, and then click **Erase All Ink on Slide**.

73. Press the **Spacebar** to move to the next slide.

74. Display the toolbar, click the third button from the left (**Pointer Options**), and then in the palette, click the **Dark Red** swatch.

75. Draw a line below the word **overview**.

76. Press the **ESC** key to stop using the pen tool, and then click the mouse button to advance to the next slide.

77. Press **ESC** to stop the presentation.

78. When a message asks whether you want to keep your ink annotations, click **Keep**.

79. Click on **INSERT < Header & Footer**.

80. Click on the check box next to **Footer** and type in **STUDENT NAME**. Click on **Apply to All**

81. **Save and close the MeetingA presentation.**

You can emphasize a point with the highlighter or pen.