

# **Diploma in Hotel Management**

## **Business Computing**

### Chapter 6

Microsoft PowerPoint

# Topic

- Introduction
- Microsoft PowerPoint
- Getting Started
- Working With Content
- Slide Effects
- Slideshow
- Design Tips
- Presentation Tips

# Introduction

- A **slideshow** is a display of a series of chosen pictures, which is done for artistic or instructional purposes.
- Slideshows are conducted by a presenter using:
  - a carousel slide projector,
  - an overhead projector
  - a presentation software.
- A well organized slideshow allows a presenter to lend visual images to an oral presentation.

# Presentation Software

- A computer software package used to display information, normally in the form of a slide show.
- It typically includes three major functions:
  - an editor that allows text to be inserted and formatted
  - a method for inserting and manipulating graphic images
  - a slide-show system to display the content

# Presentation Software

## Examples of Presentation Software

- Microsoft PowerPoint
- OpenOffice.org Impress
- Apple's Keynote
- Google Presentation

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# Microsoft PowerPoint

- **Microsoft PowerPoint** is a presentation program developed by Microsoft.
- PowerPoint is widely used by business people, educators, students, and trainers.
- PowerPoint was initially developed in 1984 by Forethought, Inc., Sunnyvale, California, for the Macintosh computer.

# Getting Started

## The Ribbon

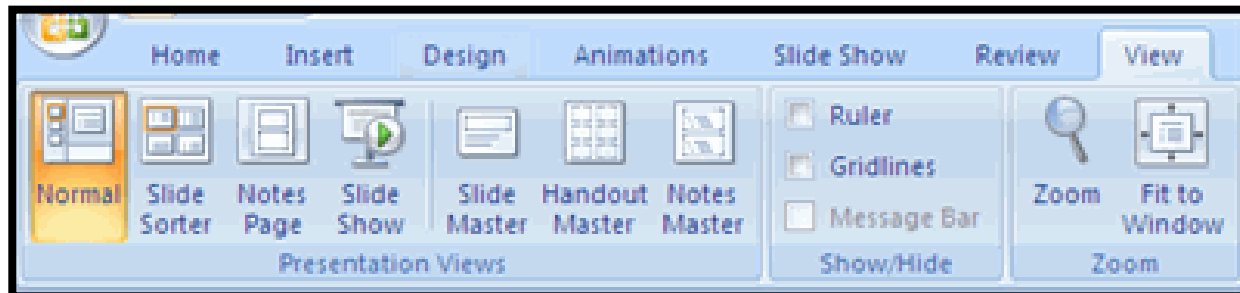
- **Home:** Clipboard, Slides, Font, Paragraph, Drawing, and Editing
- **Insert:** Tables, Illustrations, Links, Text, and Media Clips
- **Design:** Page Setup, Themes, Background
- **Animations:** Preview, Animations, Transition to this Slide
- **Slide Show:** Start Slide Show, Set Up, Monitors
- **Review:** Proofing, Comments, Protect
- **View:** Presentation Views, Show/Hide, Zoom, Window, Macros



# Getting Started

## Slide Views

- Presentations can be viewed in a variety of manners.
- On the View tab, the Presentation Views group allows you to view the slides as **Normal**, **Slide Sorter**, **Notes Page**, **Slide Show**, **Slide Master**, **Handout Master**, and **Notes Master**.



# Getting Started

## New Presentation

To create a new presentation from a blank slide:

- Click the Microsoft Office Button
- Click New
- Click Blank Presentation

# Getting Started

## Add Slides

To create a new slide from Office Themes:

- Select the slide immediately BEFORE where you want the new slide
- Click the New Slide button on the Home tab
- Click the slide choice that fits your material

# Getting Started

## Duplicate Slides

To create a slide as a duplicate of a slide in the presentation:

- Select the slide to duplicate
- Click the New Slide button on the Home tab
- Click Duplicate Selected Slides

# Getting Started

## Themes

Themes are design templates that can be applied to an entire presentation that allows for consistency throughout the presentation.

To add a theme to a presentation:

- Click the Design tab
- Choose one of the displayed Themes or click the Galleries button

# Getting Started

## Themes

To apply new colors to a theme:

- Click the Colors drop down arrow
- Choose a color set or click Create New Theme Colors

# Working With Content

## Enter Text

- Select the slide where you want the text
- Click in a Textbox to add text

# Working With Content

To add a text box:

- Select the slide where you want to place the text box
- On the Insert tab, click Text Box
- Click on the slide and drag the cursor to expand the text box
- Type in the text



# Working With Content

## Formatting Text

To change the font typeface:

- Click the arrow next to the font name and choose a font.
- Remember that you can preview how the new font will look by highlighting the text, and hovering over the new font typeface.

# Working With Content

## Formatting Text

To change the font size:

- Click the arrow next to the font size and choose the appropriate size, or
- Click the increase or decrease font size buttons.

# Working With Content

## Formatting Text

To add font styles and effects to text:

- Select the text and click the Font Styles included on the Font group of the Home tab or
- Select the text and right click to display the font tools

# Working With Content

## Formatting Text

To change the text color:

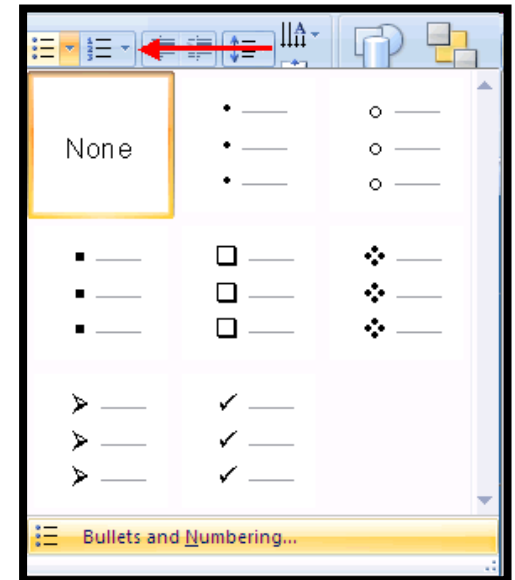
- Select the text and click the Colors button included on the Font Group of the Ribbon, or
- Highlight the text and right click and choose the colors tool.
- Select the color by clicking the down arrow next to the font color button.

# Working With Content

## Formatting Text

### Bulleted and Numbered Lists

- Bulleted lists have bullet points, numbered lists have numbers, and outline lists combine numbers and letters depending on the organization of the list.
- The bullet image and numbering format can be changed by using the **Bullets or Numbering** dialog box.



# Working With Content

## Formatting Text

To change the paragraph alignment:

- Click the Home Tab
- Choose the appropriate button for alignment on the Paragraph Group.
  - **Align Left:** the text is aligned with your left margin
  - **Center:** The text is centered within your margins
  - **Align Right:** Aligns text with the right margin
  - **Justify:** Aligns text to both the left and right margins.

# Working With Content

## Adding Picture

To add a picture:

- Click the **Insert** Tab
- Click the **Picture** Button
- Browse to the picture from your files
- Click the **name** of the picture
- Click **insert**
- To move the graphic, click it and drag it to where you want it

# Working With Content

## Adding Clipart

To add Clip Art:

- Click the **Insert** Tab
- Click the **Clip Art** Button
- Search for the clip art using the search Clip Art dialog box
- Click the **clip art**
- To move the graphic, click it and drag it to where you want it



# Working With Content

## Adding SmartArt

To add SmartArt:

- Click the **Insert** Tab
- Click the **SmartArt** Button
- Click the **SmartArt** you choose

# Working With Content

## WordArt

WordArt are styles that can be applied to text to create a visual effect.

To apply Word Art:

- Select the text
- Click the Insert tab
- Click the WordArt button
- Choose the WordArt

**WordArt**

WORDART

# Working With Content

## Adding Sound

To add an audio clip:

- Click the **Audio** button on the Insert tab
- Choose **Sound from File**, **Sound from Clip Organizer**, **Play CD Audio Track**, or **Record Sound**

# Working With Content

## Adding Video

To add a video clip:

- Click the **Movie** button on the Insert tab
- Choose **Movie from File** or **Movie from Clip Organizer**

# Working With Content

## Tables

Tables are used to display data in a table format.

To create a table:

- Place the cursor on the page where you want the new table
- Click the **Insert** Tab of the Ribbon
- Click the **Tables** Button on the Tables Group.

# Working With Content

## Tables

To modify the structure of a table:

- Click the table and notice that you have two new tabs on the Ribbon: **Design and Layout**. These pertain to the table design and layout.

# Working With Content

## Charts

- Charts allow you to present information contained in the worksheet in a graphic format.
- PowerPoint offers many types of charts including:
  - Column
  - Line
  - Pie
  - Bar
  - Area
  - Scatter and more.

# Working With Content

## Charts

- Charts allow you to present information contained in the worksheet in a graphic format.
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  - Pie
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  - Area
  - Scatter



# Working With Content

## Charts

To create a chart:

- Click the **Insert** tab on the ribbon
- Click the type of **Chart** you want to create
- Insert the **Data** and **Labels**

# Working With Content

## Charts

### Chart Tools

- The Chart Tools appear on the Ribbon when you click on the chart.
- The tools are located on three tabs:
  - Design
  - Layout
  - Format

# Slide Effects

## Slide Transitions

Transitions are effects that are in place when you switch from one slide to the next.

To add slide transitions:

- Select the slide that you want to transition
- Click the **Animations** tab
- Choose the appropriate animation or click the **Transition** dialog box

# Slide Effects

## Slide Transitions

To adjust slide transitions:

- Add sound by clicking the arrow next to **Transition Sound**
- Modify the transition speed by clicking the arrow next to **Transition Speed**

# Play The Slideshow

## SlideShow

To begin the SlideShow:

- Press F5 key.
- Press Esc key to exit from the slideshow.

# Design Tips

- Slides should be of a consistent design throughout the presentation
- Use graphics and pictures when possible
- Remove unnecessary information and graphics
- Use contrasting background and text colors
- Keep the number of fonts used in the presentation to 3
- Keep the fonts consistent throughout the presentation

# Presentation Tips

- Identify the critical information for your presentation
- Use no more than 6 bullets per page
- Bullets should be short ideas, not complete sentences (these should be your talking points)
- Be sure to preview the slide show using a projector if one will be used during the presentation. Words or graphics that are close to the edge of the screen may be cut off by the projector.