

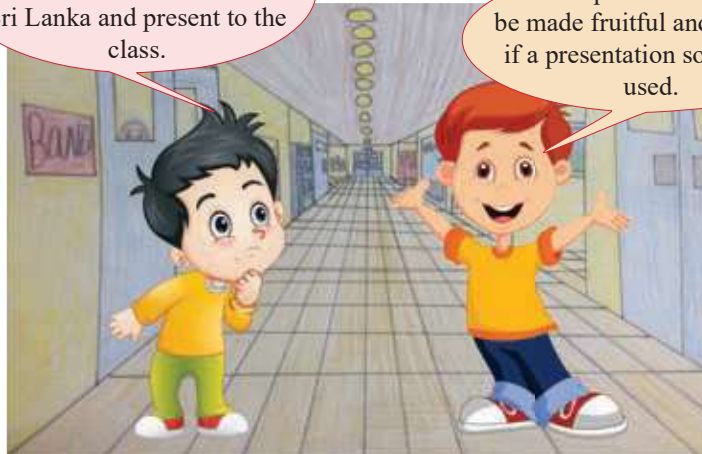
06

Presentation Software



Teacher asked me to find information on kingdoms of Sri Lanka and present to the class.

Your presentation can be made fruitful and attractive if a presentation software is used.



6.1

Let's learn about Presentation

Presentation is a method used to communicate information and ideas to a certain person or a group. There is more liveliness in this method than other methods because a quick interaction between the speaker and spectators takes place.

Electronic Presentation

Electronic presentation is a tool used to make a presentation attractive and fruitful.

Electronic Presentation like a book

An electronic presentation like a book. But it is not totally similar.

Why do you say so?





Activity 1 : See Workbook 6.1



- A book is composed of pages.
- Pages can be turned.
- Words, pictures are included in the book.
- Videos, songs, links cannot be included in books. Liveliness of them cannot be included in books.
- After a book is printed, changing the content is difficult.



- Presentation is composed of slides.
- Can move from slide to slide.
- Words, pictures, etc. are included in slides.
- Videos, songs, links can be included in a presentation. Liveliness of them can be included.
- Even after presenting several times, content of a presentation can be changed again and again.



Examples for Presentation Software



Microsoft
Powerpoint



Apple Keynote



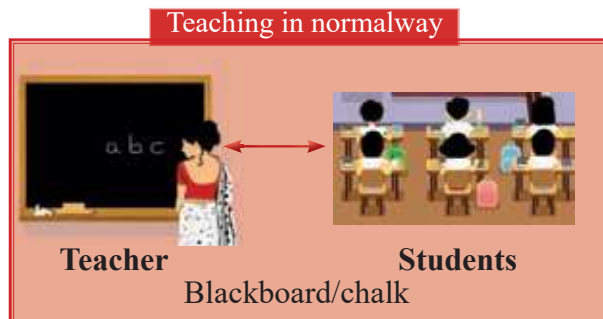
OpenOffice
Impress



Corel Presentations



There are many advantages in an electronic presentation



- Should use so many words.
- More effort is needed to explain facts.
- More chances to change concentration.
- More effort should be made to acquire information.



- No need of using so many words.
- Less effort to explain facts.
- Less chance to change the concentration.
- Less effort to acquire facts.

6.1.1 Let's design a Presentation

In order to design a new presentation, presentation software in the computer should be opened.

Design a presentation using a blank presentation

When you open the electronic presentation software in the school computer, you will get a blank presentation as shown in Figure 6.1.



Figure 6.1- A blank presentation

When you click on that blank presentation, you will get blank slides which you need to prepare the presentation.



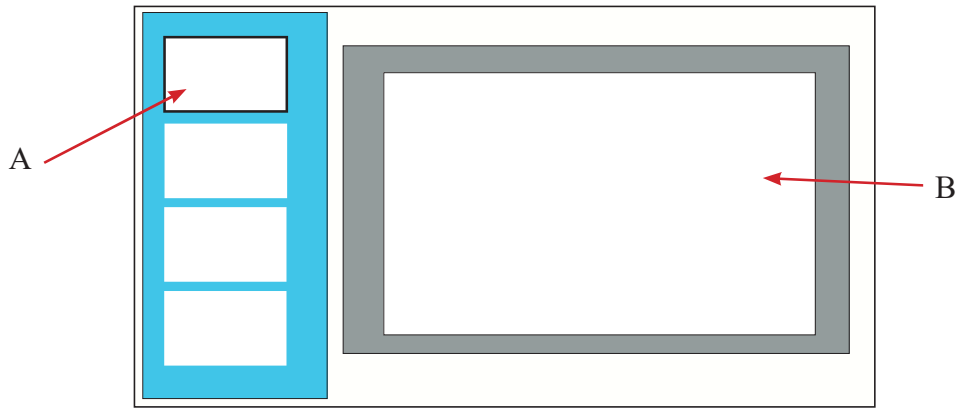


Figure 6.2 - A Presentation window

The Slide in Figure 6.2 A indicates a slide related to the content which is open on the slide pane (In Figure 6.2 B indicates a slide pane) is highlighted, Eg: The content of the slide indicated by A in Figure 6.2 is displayed on slide pane.

Start designing presentations using presentation models provided by Presentation Software

You will get blank slide when you open the presentation software, to be designed. Or if you wish, you can select from pre-designed slide templates which have being saved. They are designed with various shapes, colours, designs.



Figure 6.3 - Some presentation templates

If the slide matches your need, one of the slides can be selected.

After opening a presentation, it appears as shown in Figure 6.4.



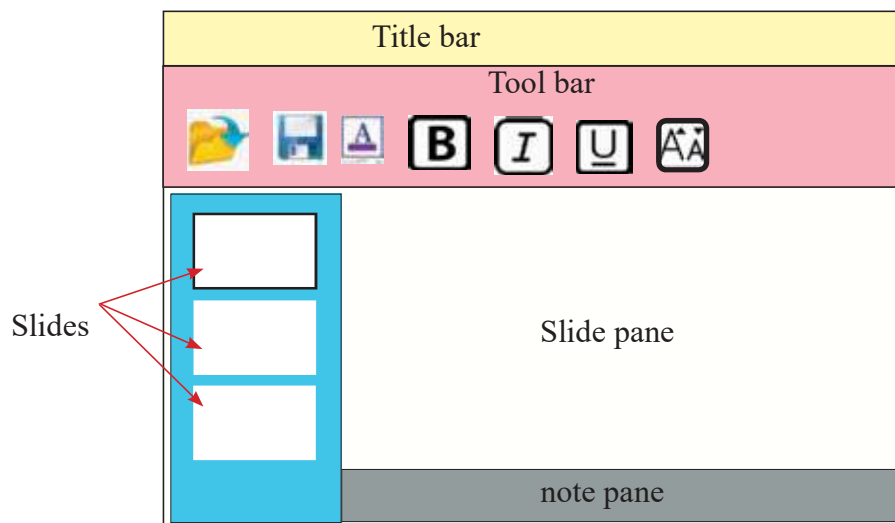


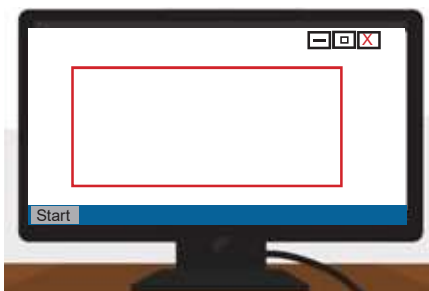
Figure 6.4 - Basic features of a Presentation window

Your presentaion can be prepared using tools in the tools bar. The prepared presentation can be saved in any place for reuse when needed.



Activity 2 : See Workbook 6.2

6.1.2 Closing Presentations



To close a presentation, the mark **X** which appears on the right hand side should be clicked.

If the pesentation was not saved, a dialog box relevant to save it will open.



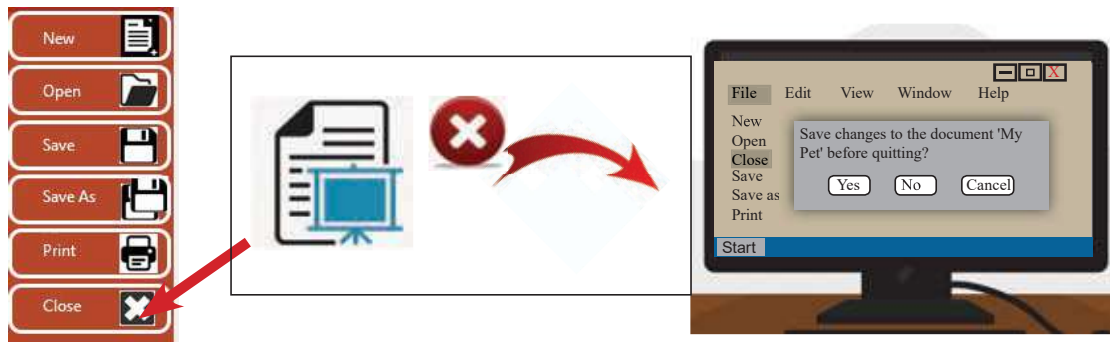


Figure 6.5 - Close a Presentaion

If you want to save the presentation select **Yes** command. If not, select **No** command.



Activity 3: See Workbook 6.3

6.1.3 Saving a Designed Presentation

After designing a presentation, it should be saved in the computer for late use.



Figure 6.6 - Save a Presentation

It is good to use a name of your own to save it rather than using a common name given by the presentation software. It helps to find it easily among the other files.





Activity 4: See 6.4 Workbook

6.1.4 Opening a Saved Presentation

There are several ways to follow in opening a presentation.

- Select the name of the presentation using presentation software.
- Click twice on the presentation file.

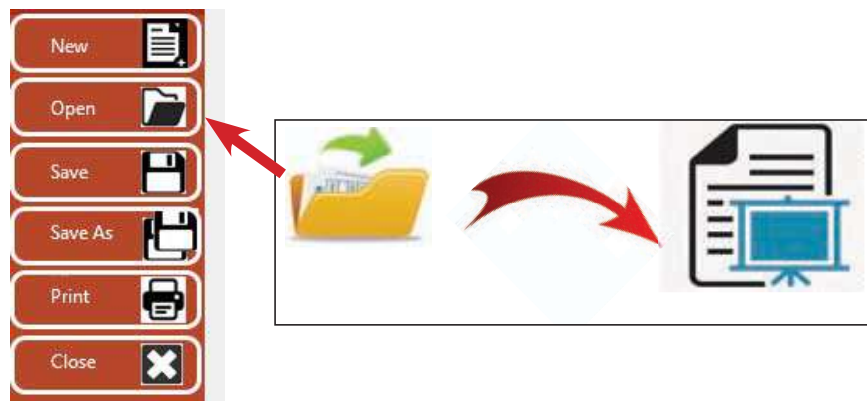


Figure 6.7 - Open an existing Presentation



Activity 5: See Workbook 6.5



6.2

Let's add New Slides to a Presentation

There are several slides which can be used in preparing a presentation.

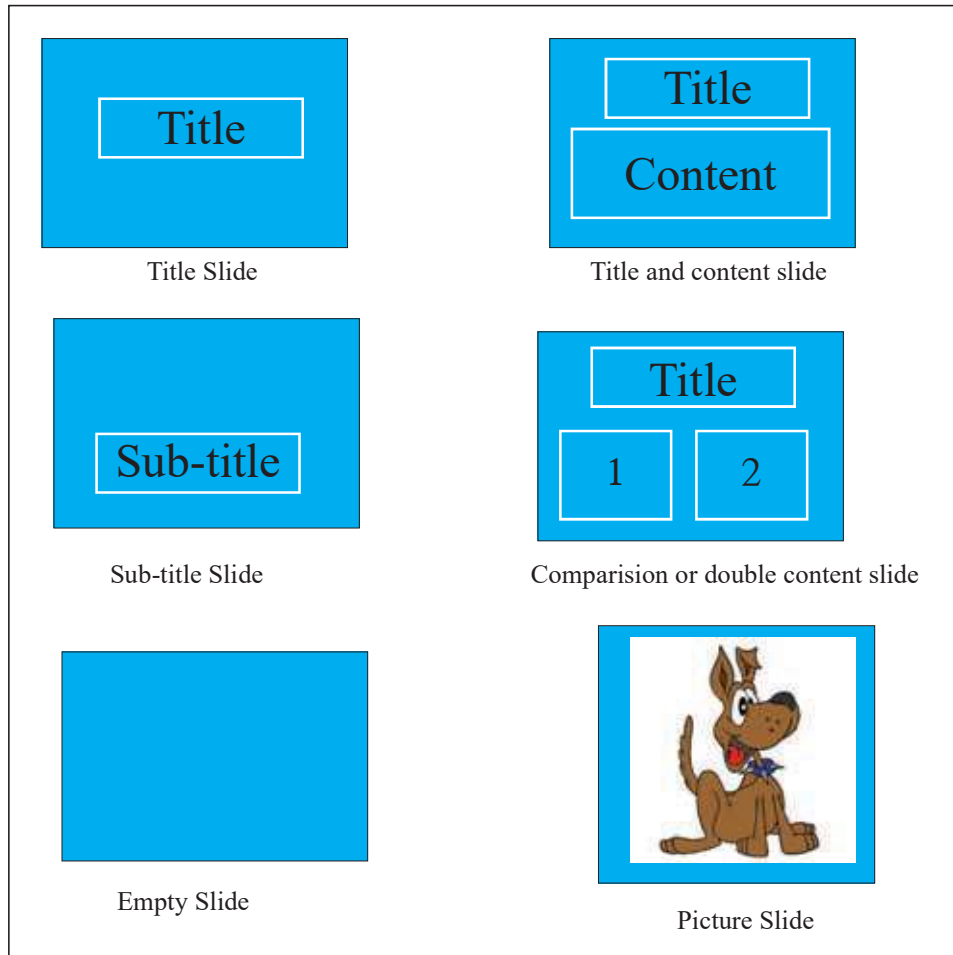


Figure 6.8 - Examples for types of slide

In addition to these, different slides can be used using a blank slide according to the need.



Activity 6 : See Workbook 6.6



6.3

Designing a Slide

Understanding about how to insert texts and pictures to a slide, how to draw sketches using shapes and add multimedia and tables to a slide is needed to design a slide.

6.3.1

Including Words and Word Art

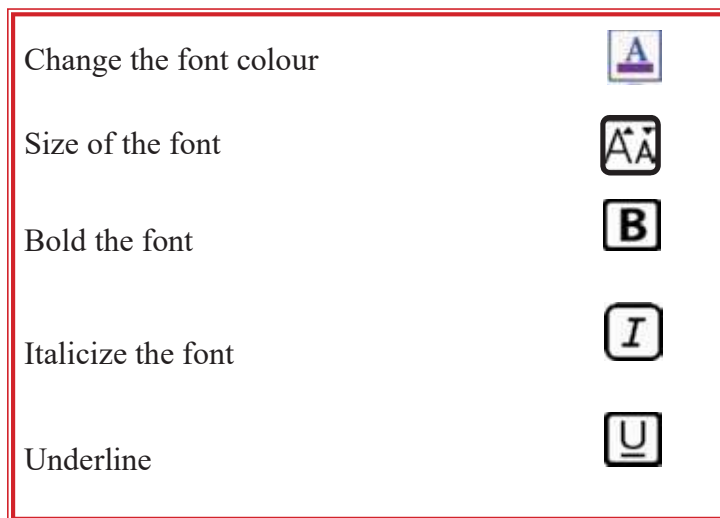
There is a sepecific place in a slide to include words in a slide. It is shown as dotted lined boxes on a slide.



Space provided to insert text

Figure 6.9 - Space Provided to insert text

Following tools should be used to prepare letters as needed.



Activity 7 : See Workbook 6.7



6.3.2 Inserting Pictures to a Slide

Presentation software facilitates inserting pictures to a slide.

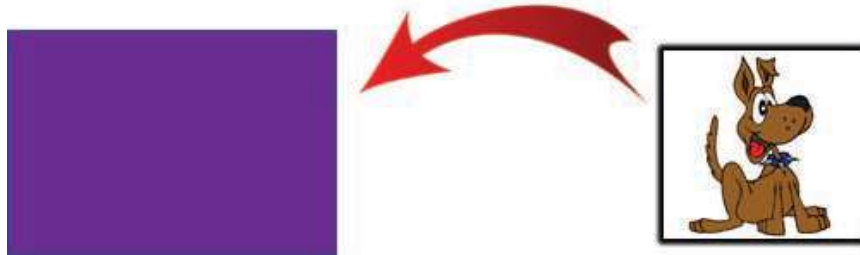


Figure 6.10 - Insert pictures to a slide

There are two ways to insert pictures.

One way is to copy a saved picture and paste it on the slide. The other way is using clip art provided by presentation software.

Clip Art is a type of pre-designed images



Activity 8 : See Workbook 6.8

6.3.3 Inserting Shapes

We can insert shapes like circles, squares, as well as triangles lines, arrows, shapes for flow charts and stars in to presentation slides.

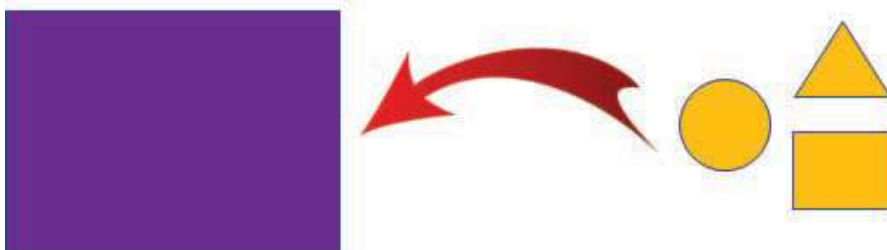


Figure 6.11 - Inserting shapes to a slide



Activity 9 : See 6.9 in Workbook



6.3.4 Inserting Multimedia to a Slide

Video and audios can be inserted to a slide. It makes the presentation more interesting rather than inserting pictures.

Inserting saved audios in the computer is allowed. Some presentation software allows to record audios at the time it is being designed. There are presentation software which provide library facilities with pre-recorded sounds.

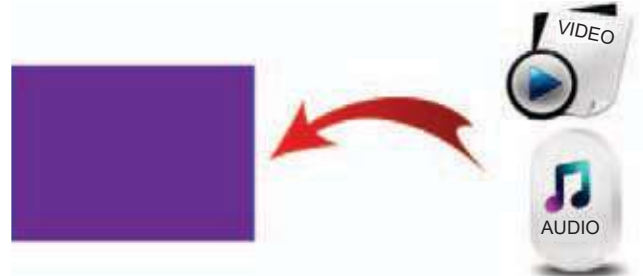


Figure 6.12 - Insert multimedia to a slide



Activity 10 : See Workbook 6.10

6.3.5 Inserting Tables in to a Slide

Table designing tools are provided in presentation software.

Tables drawn in Ms words or Ms excel can be inserted in presentation slides.



Figure 6.13 - Inserting tables in a slide

Table can be drawn giving the number of rows and columns needed. Even after designing changes can be done.

Insert table	
Number of columns	<input type="text" value="3"/>
Number of rows	<input type="text" value="5"/>
<input type="button" value="OK"/>	



For free distribution



Activity 11 : See Workbook 6.11

6.4

Using Slide Designs

Slide designs are given in order to design the background of slides colourful and attractive. When slide designs are used, it is possible to change the size of the slide to fit to the screen or to standard sizes to suit the screen size.

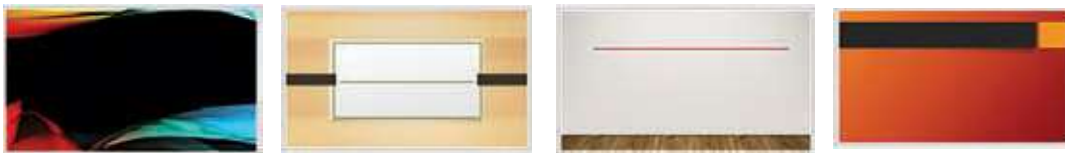


Figure 6.14 - Several Slide designs

Background and colour of letters should match. It is better if the font or the content can be highlighted with a background. In slide designs font colour and backgrounds are suitably designed. There fore, by using slide designs in a presentation no extra time is wasted to match font colour and background.



Activity 12 : See Workbook 6.12

6.5

Silde Transition

Slide transition can be used to move from slide to slide. The objective of this is to make it attractive. But if it is desigad in a way which takes more time, it would be tiresome for the audience.

There are methods to control speed, select slide transition type and making selected sounds in transition in presentation software.



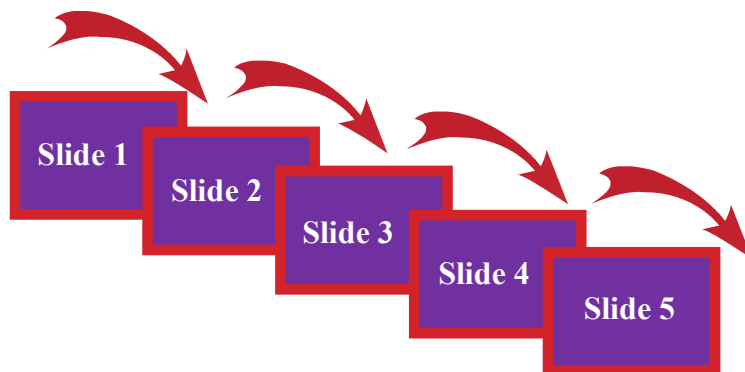


Figure 6.15 - Slide transition



Activity 13 : See Workbook 6.13

6.6

Deleting, Coping, Moving and Hiding of Slides

In order to delete, copy, move or hide, a slide the particular slide should be selected. Using a suitable Slide view provided by the presentation software to select slides is easy. The slide view presents slides in an organized way.



Figure 6.16 - A Normal slide view



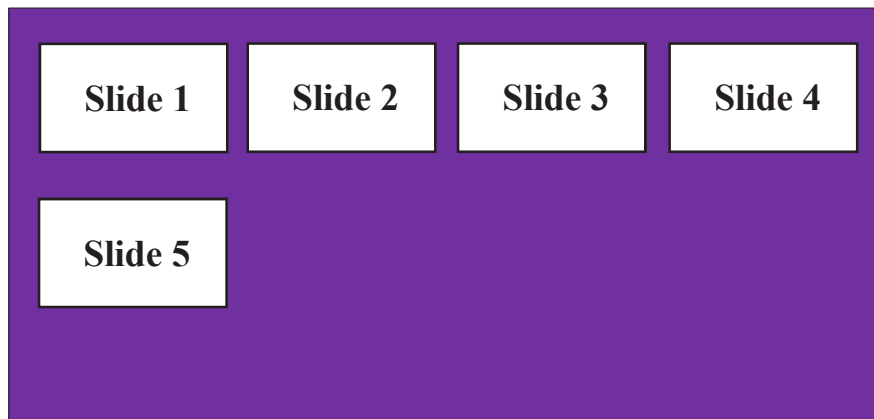


Figure 6.17 - Slide sorter view



Activity 14 : See Workbook 6.14

Deleting Slides

Deleting slides can be done using the following methods.

- Using the delete key on the keyboard
- Using the back space key on the keyboard

For this, relevant slide should be selected using the mouse head.

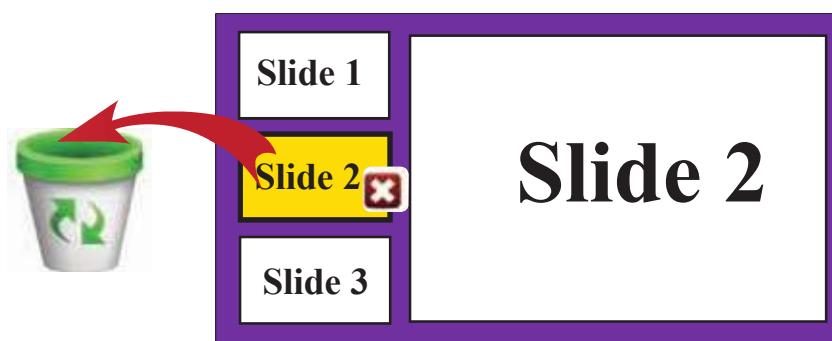


figure 6.18 - Deleting Slides



In addition to this, you can use other methods provided by the software to delete slides. (Your teacher will guide you).

You can delete multiple slides at once.



Activity 15 : See Workbook 6.15

Coping Slides

You may need to use a slide of a presentation more than once. Or else you may need to design another slide using none slide. You will have to change a copy of a slide in doing so.

If you want to copy the slide, you can copy and paste the slide by the facility provided by presentation software.

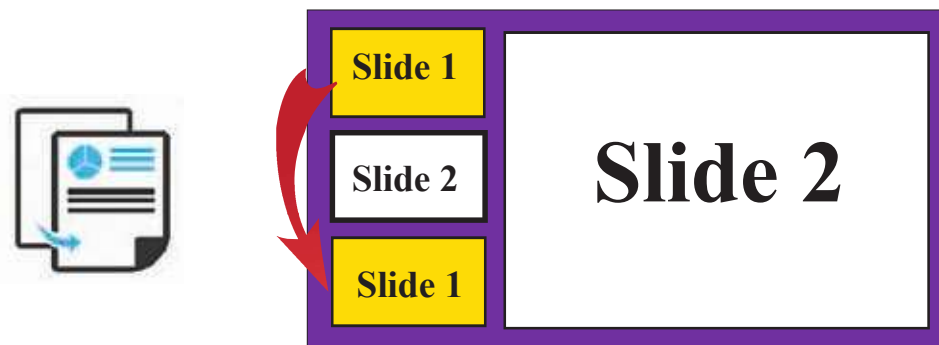


Figure 6.19 - Copying Slides

For this you have to take the mouse pointer to the relevant slides. There you have to click paste command from the tools bar or the menu you get when you right click the mouse.



Activity 16 : See Workbook 6.16



Moving Slides

It is not necessary to prepare slides in the same order you want to present. Presentation software allows to change the order after designing. For that, you have to move slides.

To move a slide, selected slide should be dragged and dropped in the relevant place. You can cut and paste the slide too. For this, you can use cut and paste command in tools bar or in the menu you get when you right click the mouse.

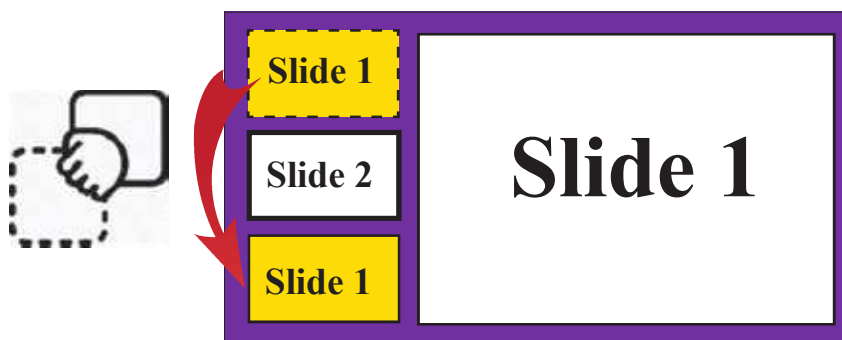


Figure 6.20 - Moving Slides



Activity 17 : See Workbook 6.17

Hiding Slides

You may not need to show all the prepared slides in a presentation. You can hide a slide without deleting in such a situation. When a slide is hidden, it does not appear but you when need you can prepare it in such way that it can be seen.

For this you have to select hide slide command in the menu bar of file menu or in the menu you get when the mouse is right clicked.



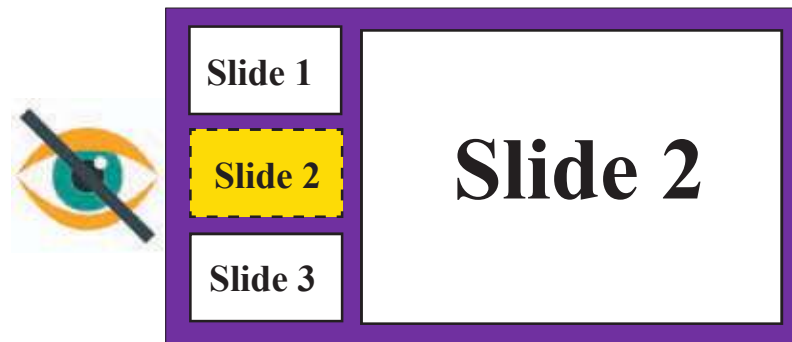


Figure 6.21 - Hiding Slides



Activity 18 : See Workbook 6.18



Summary

- ★ Presentation software is a software that can make presentations attractively by using words, images, pictures and sounds.
- ★ Presentations can be made using blank slides or pre-designed presentation slide templates. To open, save and close presentations, open save and close buttons are provided respectively in the software.
- ★ When inserting slides to the presentation, special types of slides are provided. Topic slide, topic and content, sub-heading slide, comparison or double content slide, empty slide, image slide are examples for different types of slides.
- ★ When inserting text into a presentation, different tools are provided to change the font colour, change the font size, to bold, to italic and to underline.
- ★ Images, shapes, video sound tracks and tables can be inserted to the slides. In a presentation, to change from slide to slide. attractive slide change methods are provided by many presentation software.
- ★ When using presentation software, deleting, copying, moving and hiding of slides can be done.

