Presentation Software

 Let's create a presentation

Let's learn how to use Microsoft Office PowerPoint software create a presentation. Now blank presentation can be opened using 'blank presentation'. The, below shown interface will appear

Step

Start → All Programs → Microsoft Office → Microsoft Office PowerPoint
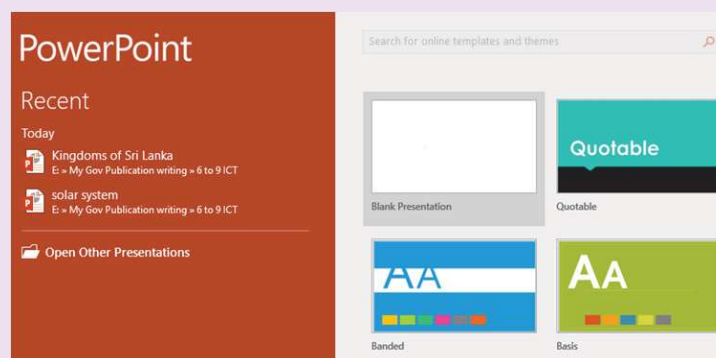

Figure 6.1 – Open power point

When a new presentation is opened, topic slide would appear as shown in figure 5.2. Here include a topic for the presentation you are going to prepare
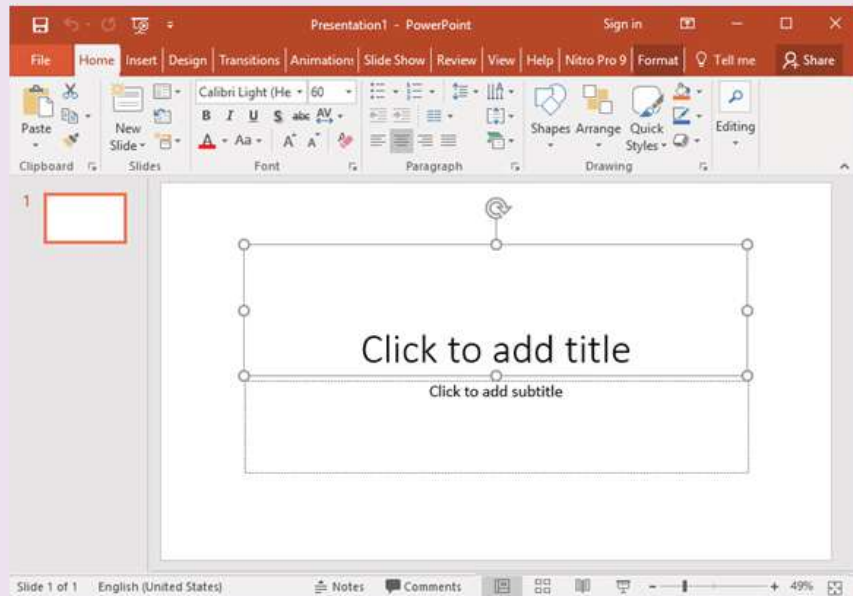

Figure 6.2 – New presentation slide

Adding a New Slides to a presentation

To add new slide to a presentation, following steps should be followed. Here several types of slides appear as shown below. By selecting the slide according to the need, you have to click on the selected slide.
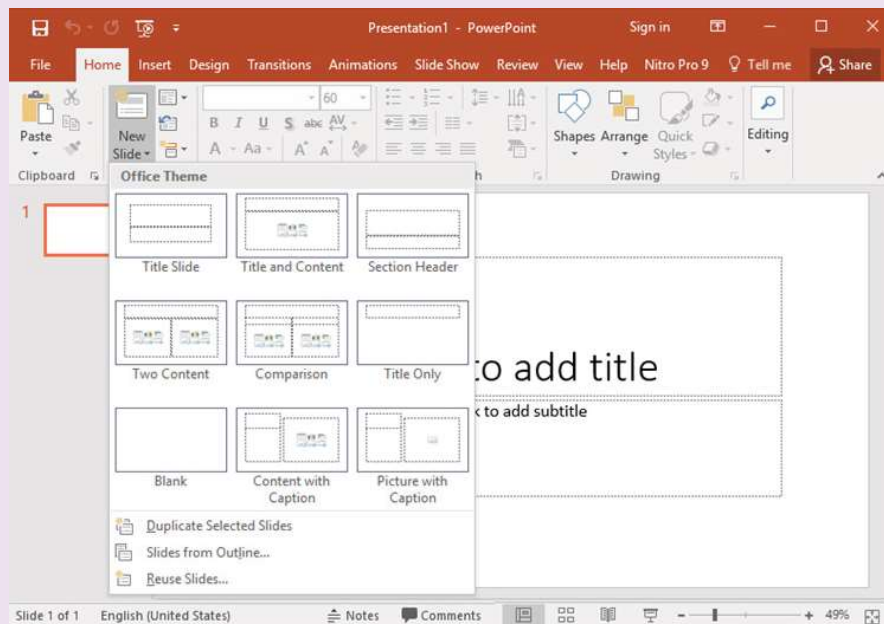
Steps to add New Slides

Home → New Slide

Figure 6.3 – New slide dialog box

Select the 'blank' if you can need a blank slide, 'title and content' if you can nee to present facts with a title or 'title slide', if you want a slide to include a title.

Inserting a Clip Art and Word Art to slides

To add title to a presentation click on the
Click to add title place holder box, then type the text

To add sub title to a presentation click on the
Click to add sub title place holder box then type the text

To add description in details click on the
Click to add text area and type the text

Click to add title

Click to add subtitle

Figure 6.4 – Add Title

Click to add title

• Click to add text

Figure 6.5 – Add Title and Sub Title

To insert shapes/ objects, clip art or pictures, you should use insert bar
The insert ribbon can be used to add shape/ object, Clip Art, Picture into presentation

Figure 6.6 – Insert bar

Insert bar will appear as in above figure. (Figure 6.6)

Through 'pictures' pictures can insert

Picture can insert by using 'picture' option

Shape can be inserted by using 'shapes' option

By using Word Art Text can be decorated

Also we can use to add multimedia

Video can insert by using 'video' option

Audio can insert by using 'Audio' option

Insert a Table

Follow the steps given below to insert a table

Select 'Insert' then select 'table' after than The insert table dialog box will appear on the screen. Now specify the required number of rows and columns and click ok
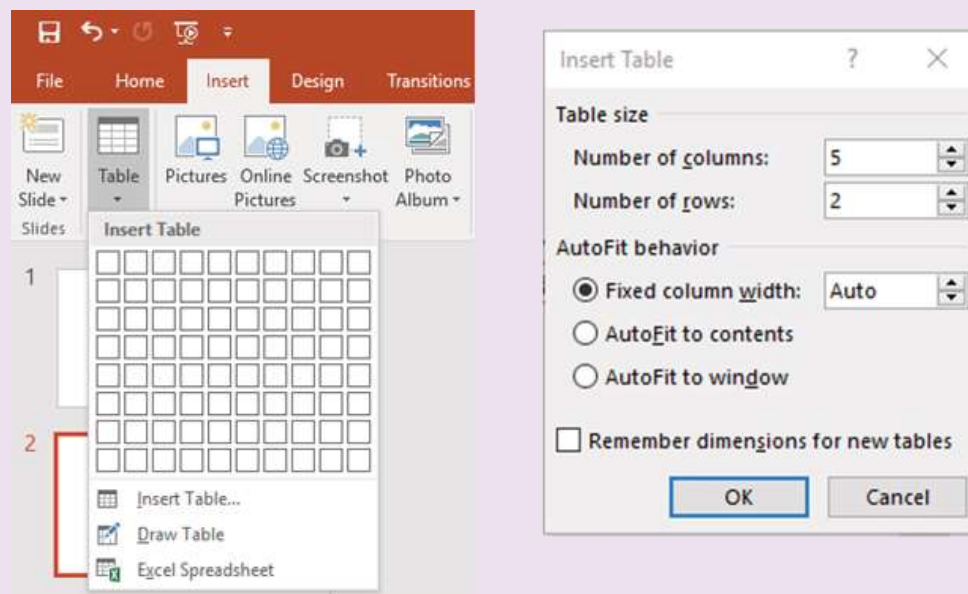

Figure 6.7 – Insert a   Table

Formatting Text on Slides

As shown in the figure 6.8, the text formatting tools are in 'home' menu

Figure 6.8 - Text Formatting tools

Steps for change the font type
>   1. Select text
>   2. Select 'font face' by clicking on the arrow below the font face

Steps for change the font size
>   1. Select text
>   2. Clicking on the arrow which is in near to font size change the font size

Steps for change the font color
>   1. Select text
>   2. Click on the arrow which is here to font color cage then select a color

Slide Transition

With choosing a suitable effect from 'transition to this side' of transition bar you can create an attractive slide.

Open, store, close a presentation

If you want to open a presentation which is already created If you want to open a presentation which is already created you have to go to the 'file' menu. Then you can see a window as shown in figure 6.9

To pen an existing presentation you can use 'browse' to go to the place where the presentation is saved.

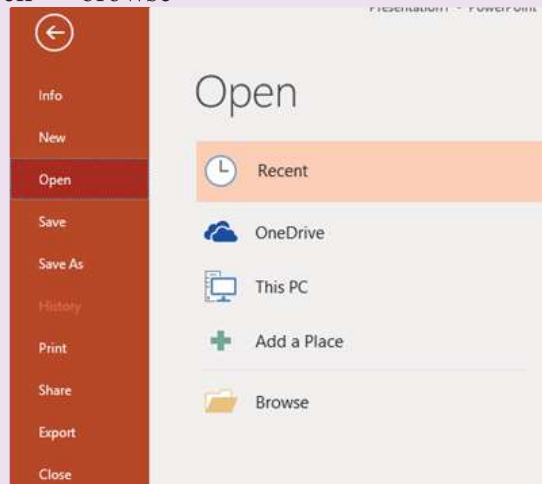**Steps to Open**
    file → open → browse

Figure 6.9 – File menu

For closer store current presentation, follow the below given instruction

Steps to store a presentation
file → save

Steps to store a presentation
file → close

Libre office Impress software

When open Libre office Impress software open a windows as shown above. With this software, we can create a presentation as above.

Activity 6.1

Complete the following activity

1st slide   -   Name the presentation as "Solar System"
2nd Slide   -   Insert picture of sun and write down two sentences about sun.
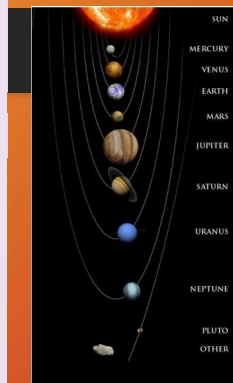3rd Slide   -   Insert a table and write down detail description of other planet is inside table

Solar System

Sun

- Situated in center of the solar system
- It is very hot

Other Planets

ග්‍රහ වස්තුව	එක් ග්‍රමණයකට ගතවන කාලය
බුධ	දින 88
සිකුරු	දින 225
පෘථිවිය	දින 365
අඟහරු	දින 687
බ්‍රහස්පති	අවුරුදු 12
සෙනසුරු	අවුරුදු 29
යුරේනස්	අවුරුදු 84
නෙප්ටුන්	අවුරුදු 165
ප්ලූටෝ	අවුරුදු 247

Use a design template

A design template help you to decide on a design for your presentation Ms power point given you the option to select a design templates that the presentation's design but doesn't include content the design template contains elements such as color schemes. Background and fours. The steps to creating a presentation are as follows
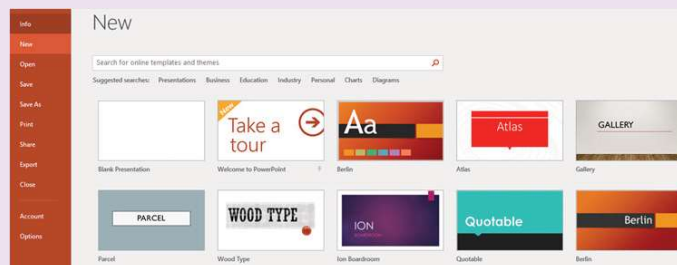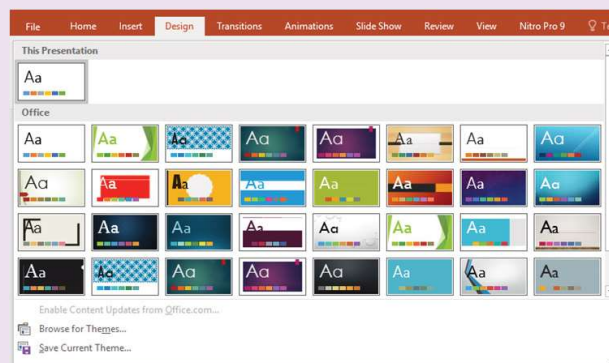
Design → select design

Figure 6.10

Figure 6.11

Formatting the slides

(a) Moving a Slide

Slide can be moved from one place to another place

(i) Select slide → drag and drop

(ii) Select slide → right mouse click → cut → select the new place → right mouse → click paste

(b) Copying a Slide

Select slide → right mouse click → copy → select the new place → right mouse → click paste

(c) Hiding a slide

Select slide → hide slide (with right click the mouse)

(d) Deleting a slide

Select slide using left mouse button → press delete button in the keyboard or select slide →right click the mouse select 'cut'

Activity 6.2

01. Create a presentation to display "Kingdom of Sri Lanka"

    1st slide – Name as "Kingdom of Sri Lanka" and insert your name
    2nd slide – Anuradhapura
    3rd slide – Dambadeniya
    4th slide – Polonnaruwa

1st Practical   – Move 4th slide after a 2nd slide position (Polonnaruwa slide
                      should come after Anuradhapura)

2nd Practical – Create 5th slide by taking a copy of 4th slide

3rd Practical – Rename the 5th slide name as "Yapahuwa"

4th Practical – Delete the picture of 5th slide insert picture of "Yapahuwa"

5th Practical – Create 6th slide and type the word "Thank you"

6th Practical – Hide the 6th slide

7th Practical – Display again 6th slide and delete it

Finally the slides should be appearing as below. Then do the presentation in the class
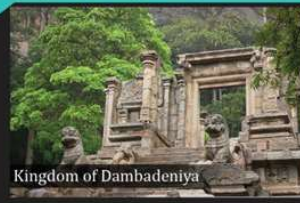

Kingdoms of Sri Lanka

Sinuri Sudamsa

Anuradhapuraya

Polonnaruwa

Dambadeniya

Kingdom of Dambadeniya

Yapahuwa