

AL-MUSTAQBAL UNIVERSITY
COLLEGE OF PHARMACY



Computer Sciences III S1

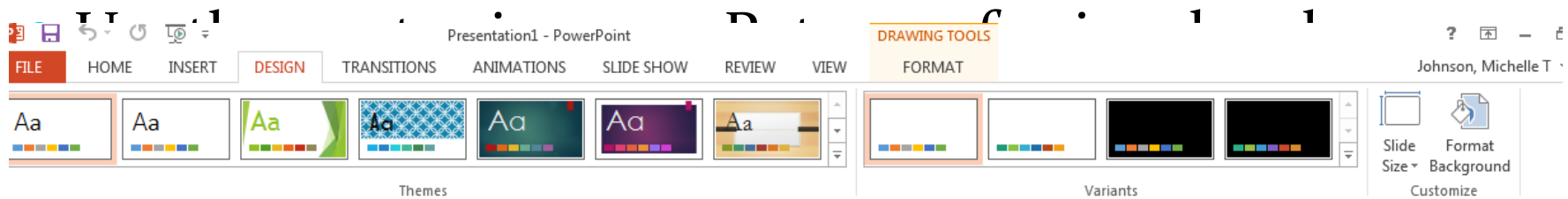
Lecture 3

Designing a Presentation

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Software Orientation:

- PowerPoint offers dozens of unique themes and variants you can apply to presentations to format the slides with colors, fonts, effects and backgrounds.
- The Design Tab is where the Variants gallery is located with access to selections.

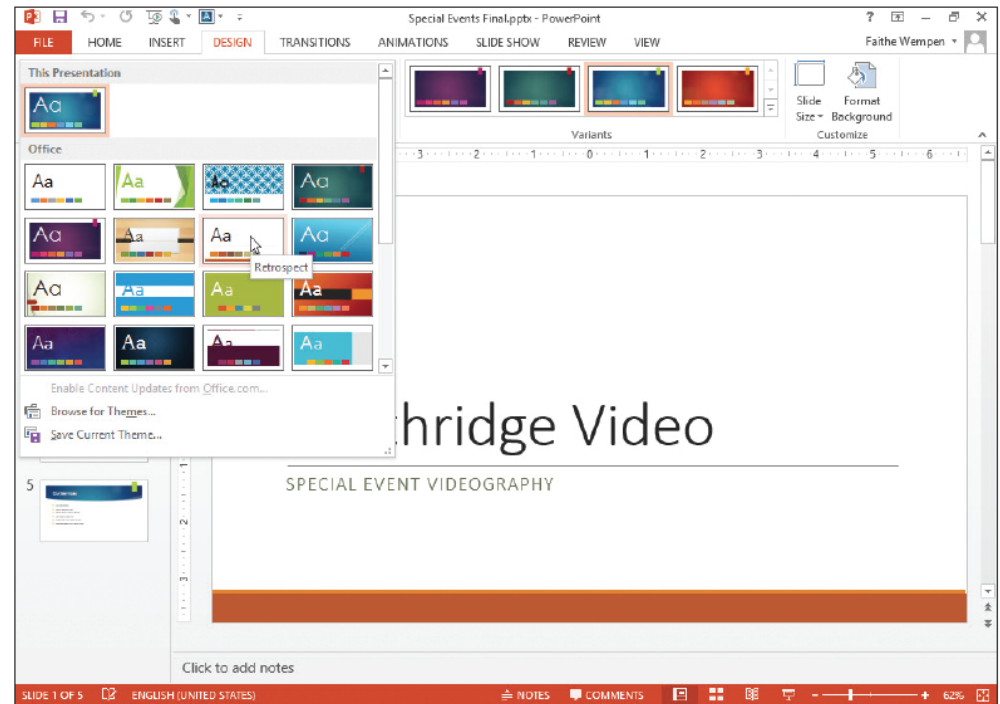


Formatting presentations with themes and layouts

- Themes include a set of colors designed to work well together.
- Themes control the layout of placeholders on each slide.
- You can also modify a theme and save your changes as a new custom theme.
- Slide layouts control the position of text and objects on individual slides. For each slide, you can select a layout according to the content you need to add to it.
- The live preview allows you to easily see how a theme will look if you decide to apply to your Ppt.
- Clicking a theme will apply it to all slides. You can also apply a theme to a single slide by right-clicking the theme and choosing Apply to Selected Slide.

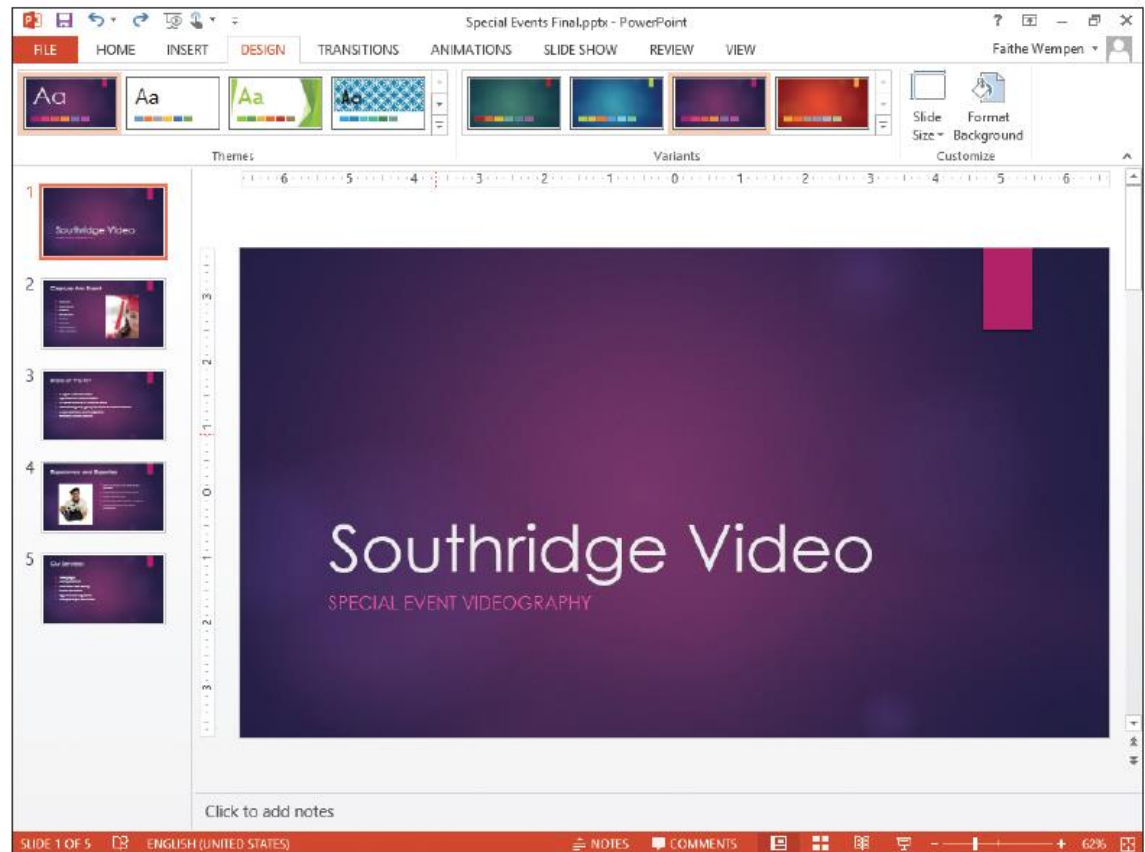
Apply a Theme and Variant to a Presentation

- Point to any of the **themes** in the gallery. Notice that a ScreenTip displays the theme's name (or in some cases file location), and the theme formats are instantly applied to the slide behind the gallery
- Click the **More** button again in the Themes group allows you to reopen the Themes gallery.
- Once the new theme has been applied notice how the theme has supplied new colors, fonts, bullet symbols, and layouts



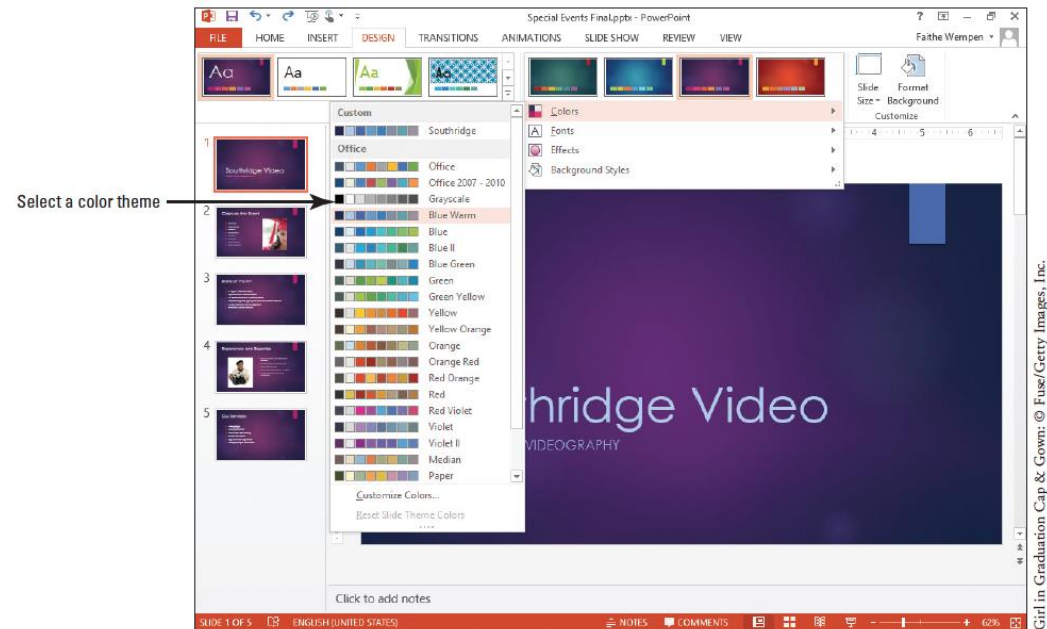
Apply Variant to a Presentation

- On the Design tab, is also where the Variants group is located.
- Different Themes have Different variants.



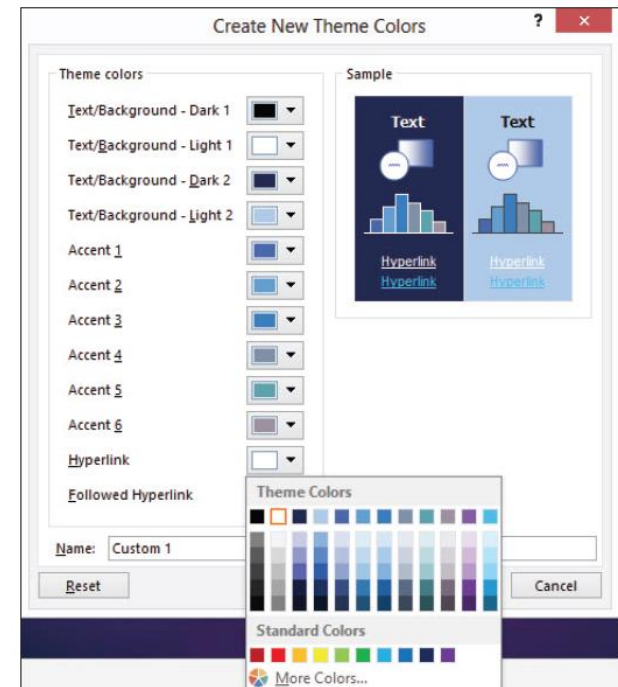
Change Theme Colors

- Click the **More** button in the Variants group, and then point to **Colors**. A menu appears containing the available color themes.
- Move the **pointer** over some of the color themes to see the live preview of those colors on the current slide.



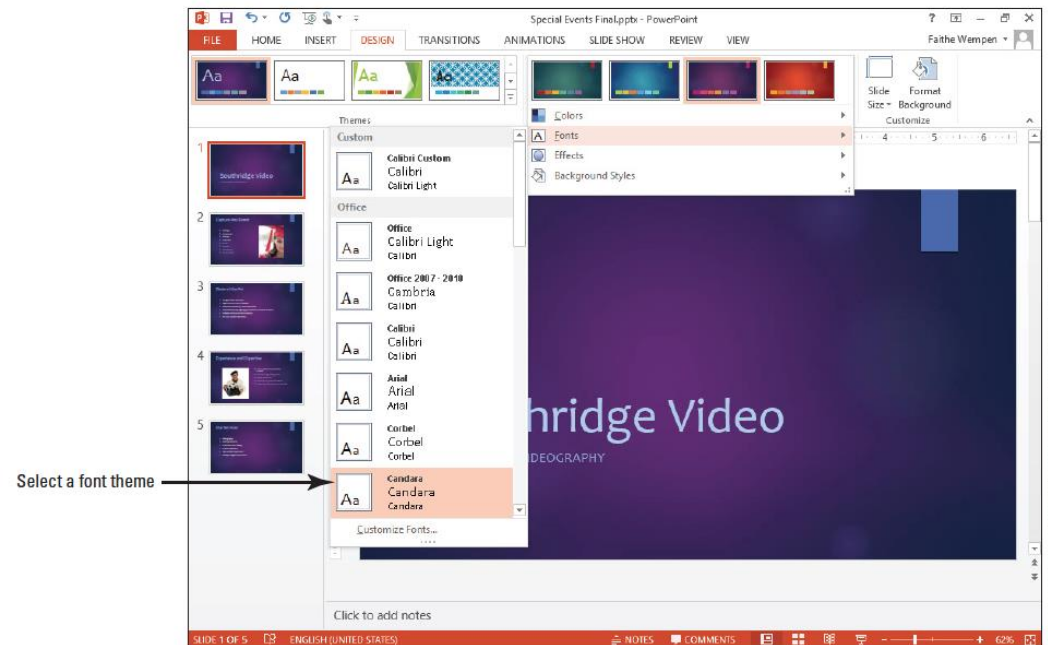
Change Theme Colors

- If you select customize color you will be given the Create New Theme Colors menu where you can set your own colors including the hyperlink color.
- Be sure to name the customized color.



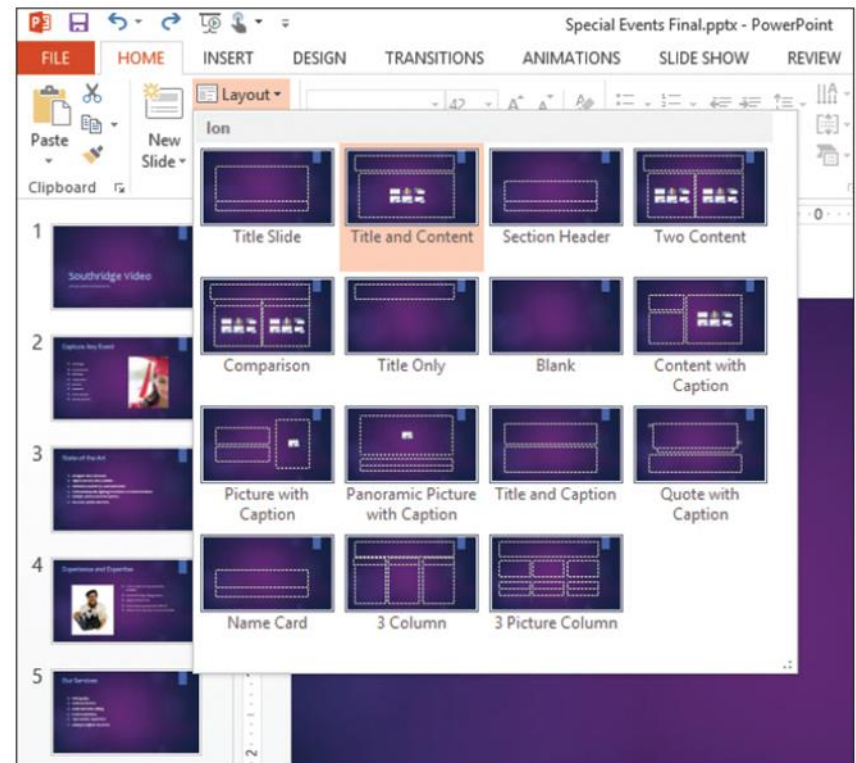
Change Theme Fonts

- Click the **More** button in the Variants group, and then point to **Fonts**. A gallery displays showing font combinations for all available themes.
- Move the **pointer** over some of the font combinations to see the live preview of those fonts on the current slide.
- Serif = fish tail on the edge of each letter
- Sans Serif = does not have the fish tail.
- As with theme colors you can select your own theme fonts and save them.



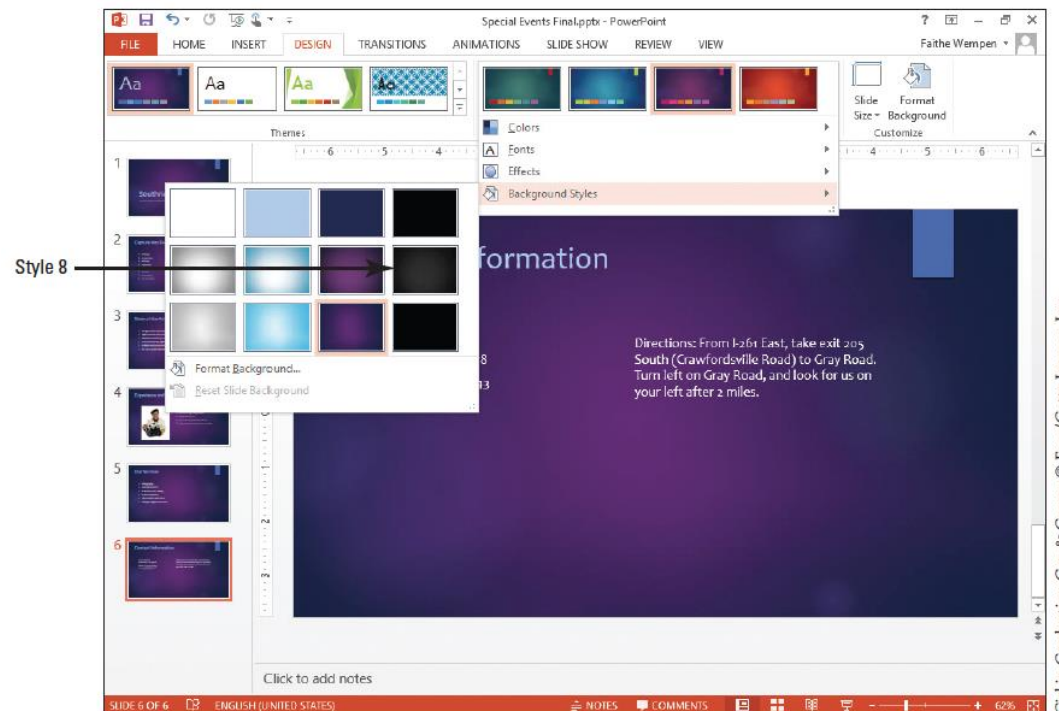
Applying a Different Slide Layout

- Located on the **Home** tab on the Ribbon.
- **New Slide** in the Slides group.
- Click the **Layout** button in the Slides group to display the slide layout gallery



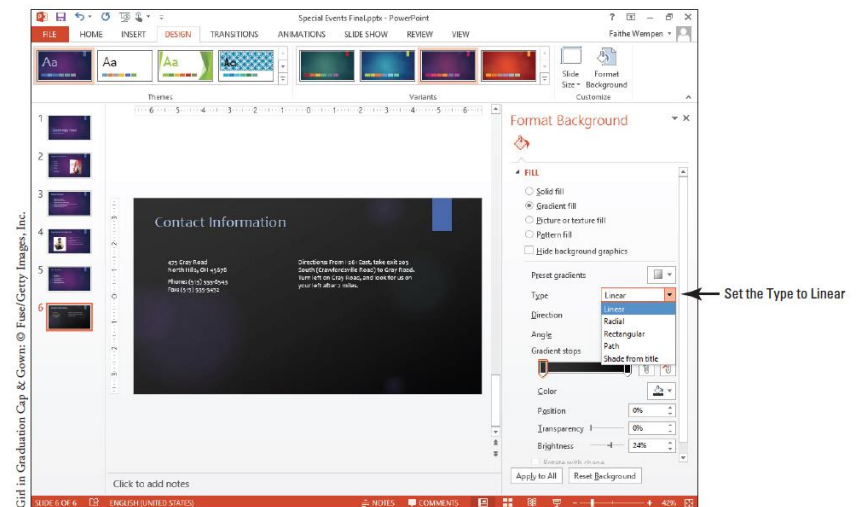
Select a Theme Background

- On the Design tab, click the **More** button in the Variants group and then point to **Background Styles**.
- A gallery displays some background styles created using the theme's designated background colors.
- Right-click a theme then click **Apply to Selected Slides**.
The background style is
Only applied to that slide.



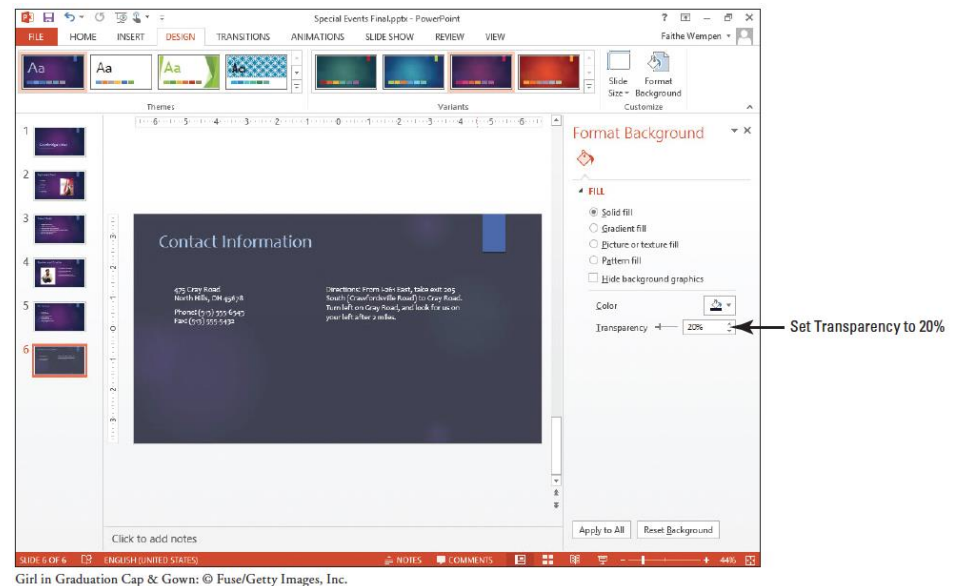
Customize the Background

- Themes provide a default background for all slides formatted with that theme. To customize a theme or draw attention to one or more slides you can apply
- Background colors are determined by the theme.
- You can apply a background to one or more selected slides or to all slides in a presentation.
- Located on the Design Tab of the Ribbon.
- Select the Format Background in The Customize group.
- You can apply a solid color or Gradient fill, or select a picture or Texture for the background. Notice this background has been changed



Customizing the background with a solid color

- If you select a solid color, you can also drag the Transparency slider in the Transparency text box.
- This can help you still have a background color but not be as dark so you can still focus on the text.

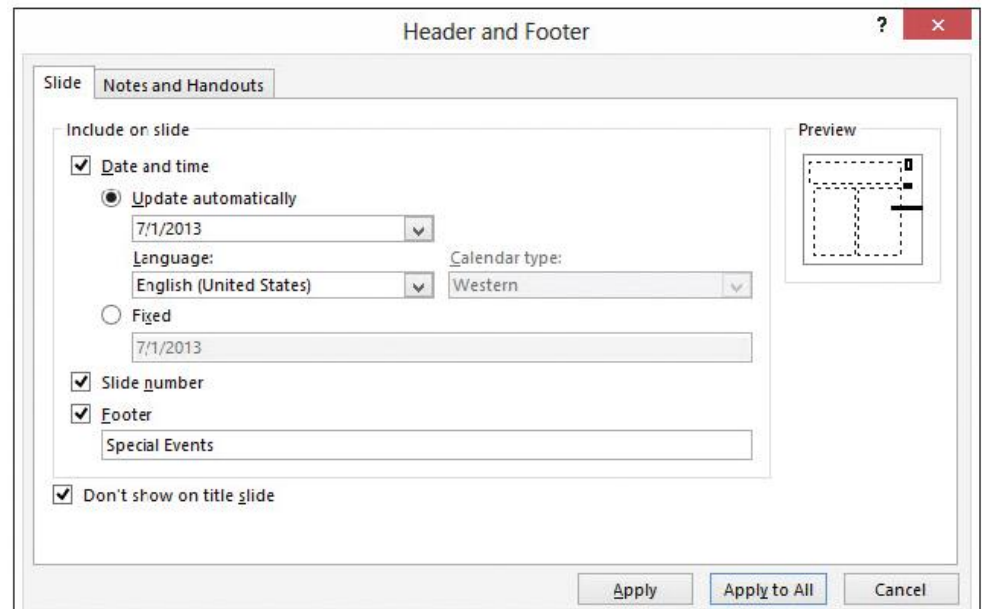


Customizing the background with a picture

- You can also use a picture as your background.
- Note that once you insert a picture as your background, you will also have the pictures tool format contextual tab to help you change the style of the picture.

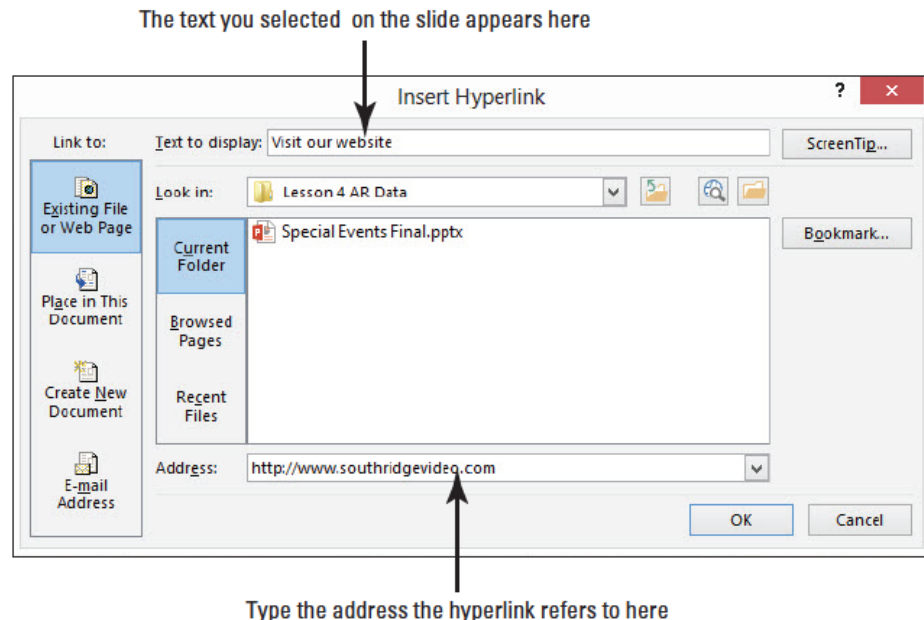
Insert a Date, Footer, and Slide Numbers

- Adding a date, footer and slide numbers to a presentation can help you identify and organize slides.
- Footer is text that repeats at the bottom of each slide or in whatever location on the slide the footer placeholder is located.
- Located on the Insert tab in the Text group.
- Update automatically will update the Ppt. each time you open the Ppt.
- Don't show on title slide gives you the option not to include the info on the first slide.
- Headers do not appear Onscreen but only in printouts.



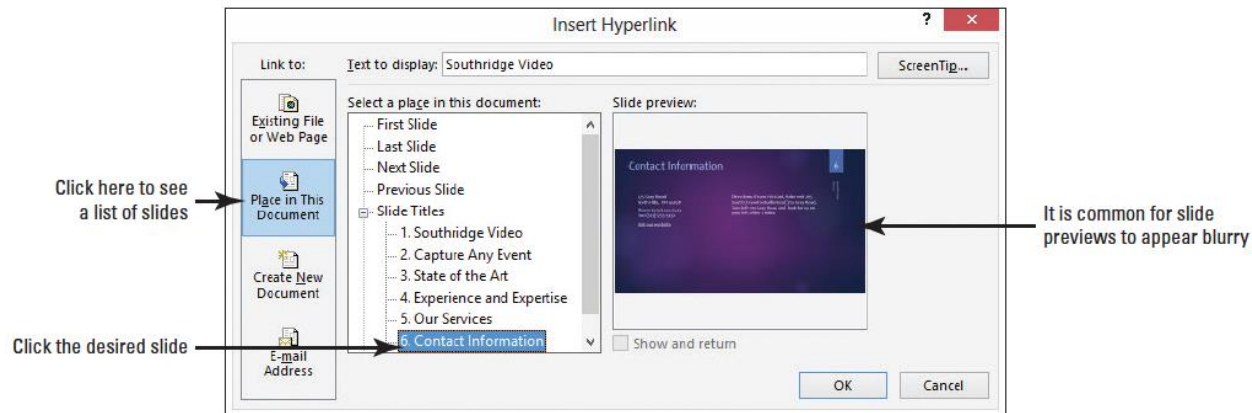
Text Hyperlink

- Text in your Ppt. can be linked to an external website.
- Select the text you want to link
- Use the Insert Tab on the Ribbon and select hyperlink on the Links Group.
- Select Web Page
- The text you highlighted should appear in the Text to display box
- Type in the address
- The target is where you land.
- Control + K opens the Insert Hyperlink dialog box.



Text Hyperlink

- This hyperlink will take you to a specific place in the Ppt.
- Steps work the same way as Web Page except you select the target as someplace inside the Ppt.



Graphical Hyperlink

- Hyperlinks can be attached to graphics so that when you click the graphic, the hyperlink executes.
- Select the graphic you want to be linked and open the Hyperlink dialog box

Editing a Hyperlink

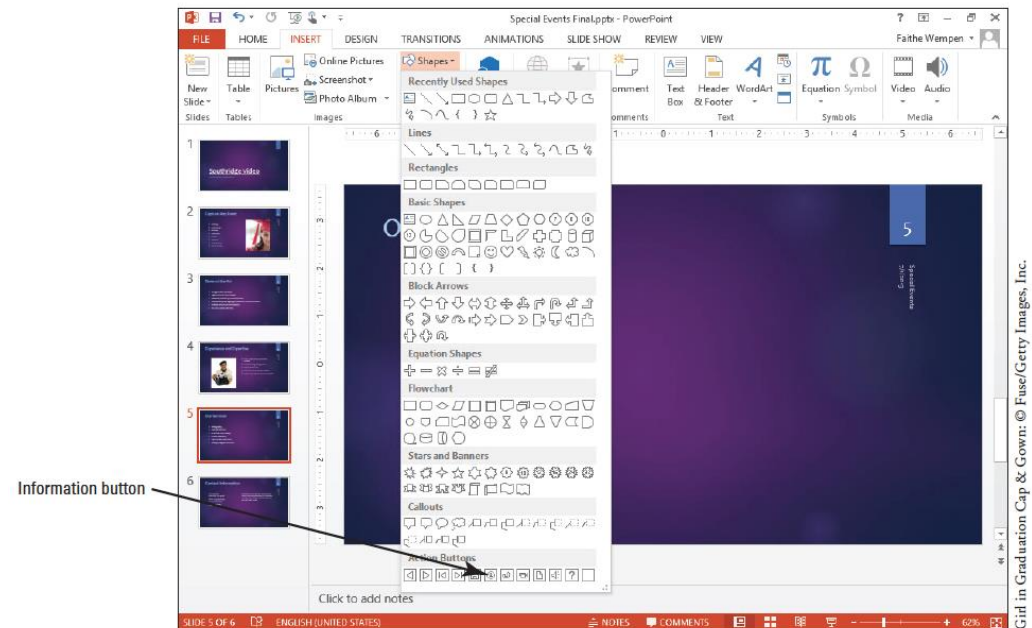
- If you need to change a link's target, click anywhere in the link and then click the Hyperlink button or right-click and then select Edit Hyperlink.
- The Edit Hyperlink dialog box opens offering the same options as the Insert Hyperlink Dialog box.
- You can also remove a link by right-clicking the link and selecting Remove Hyperlink from the shortcut menu.

Add an Action to a Slide

- Use actions to perform tasks such as jumping to a new slide or starting a different program.
- An action button is a shape

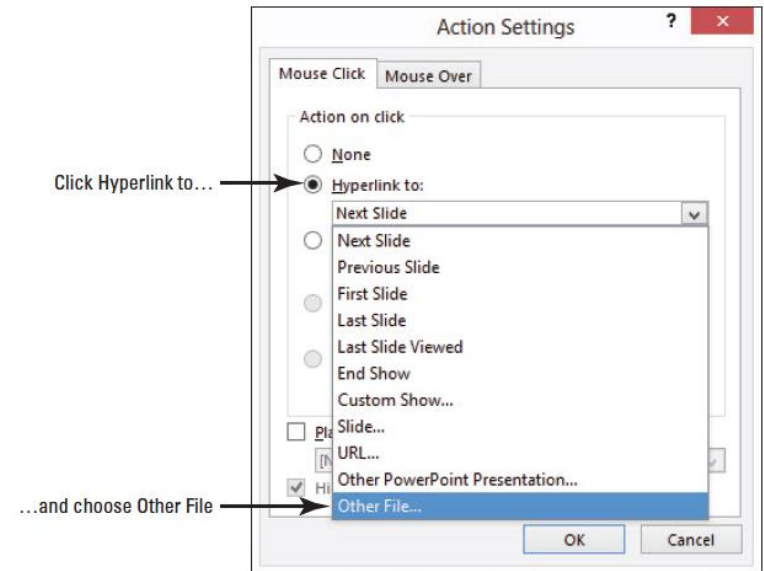
From the Shapes gallery that you can assign a hyperlink or some other action.

- Click the **Shapes** button on the Insert tab to display a gallery of drawing shapes.
- The **Action Buttons** are located On the last row of options.



Add an Action to a Slide

- The pointer changes to a crosshair.
- Once you draw the action, the Action Settings dialog box opens.
- Click **Hyperlink to**, and then click the **drop-down arrow** of the text box below it.
- Mouse click tab offers actions That will occur when you click the Mouse pointer on the action item.
- Mouse over tab offers actions That will occur when you move the Mouse pointer over the action item.

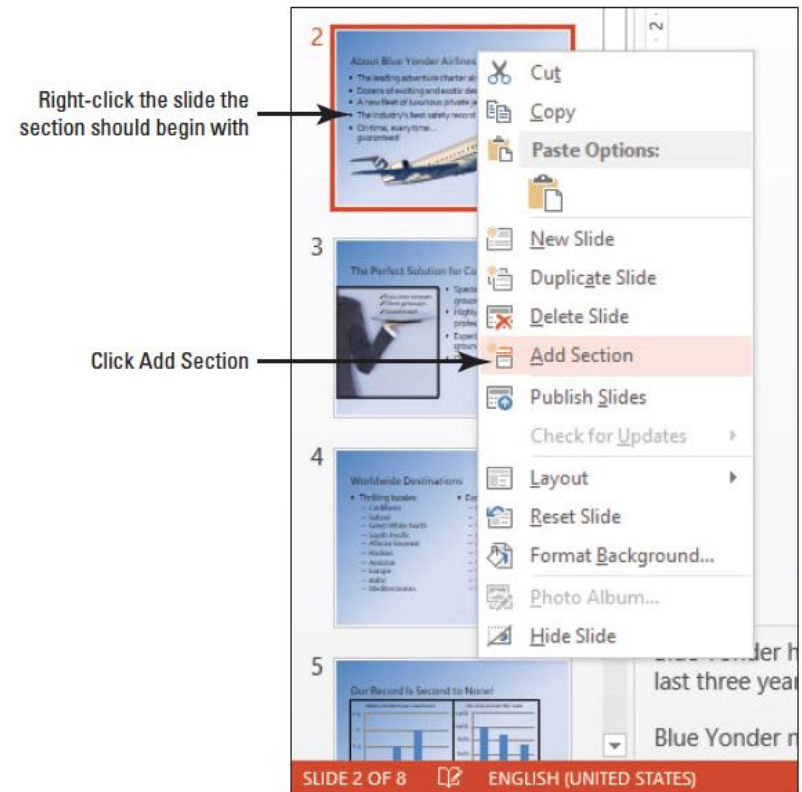


Test Links in a Slide Show

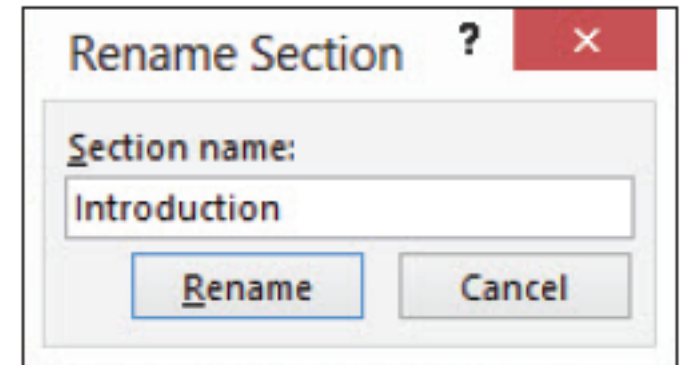
- Hyperlinks and action buttons work only in Slide Show view, so you must enter Slide Show view in order to test them.
- F5 is the shortcut to run the Slide Show or you can use the Slide Show tab on the Ribbon to run the show.

Create Sections

- To organize a long presentation
You can create sections which are Dividers that group slides into logical Clusters as folders organize a group Of papers. You can then work with Sections rather than individual slides.
- Select the slide you want to add a Section, right-click and select Add Section from the shortcut menu.



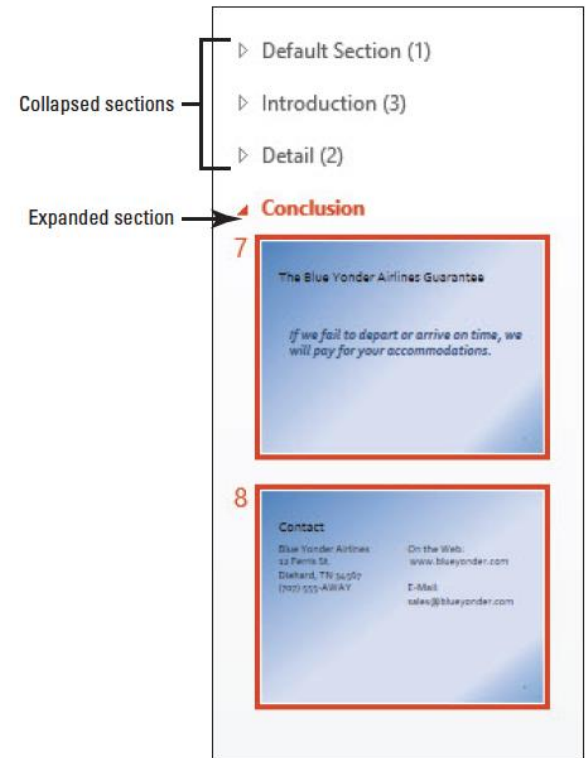
- A new section bar labeled Untitled Section appears in the Navigation pane above the slide You selected indicating you have Created a new section.



- Right-click on the new section bar and select Rename Selection. Type in what you want to want to call the new section.
- To remove a section, right-click the section bar and from the shortcut menu select remove section.

Create Sections

- **Once sections have been created, You can collapse or expand the Sections.**
- **Sections are invisible to the audience When you present a slide show.**



Apply a Theme to a Slide Master

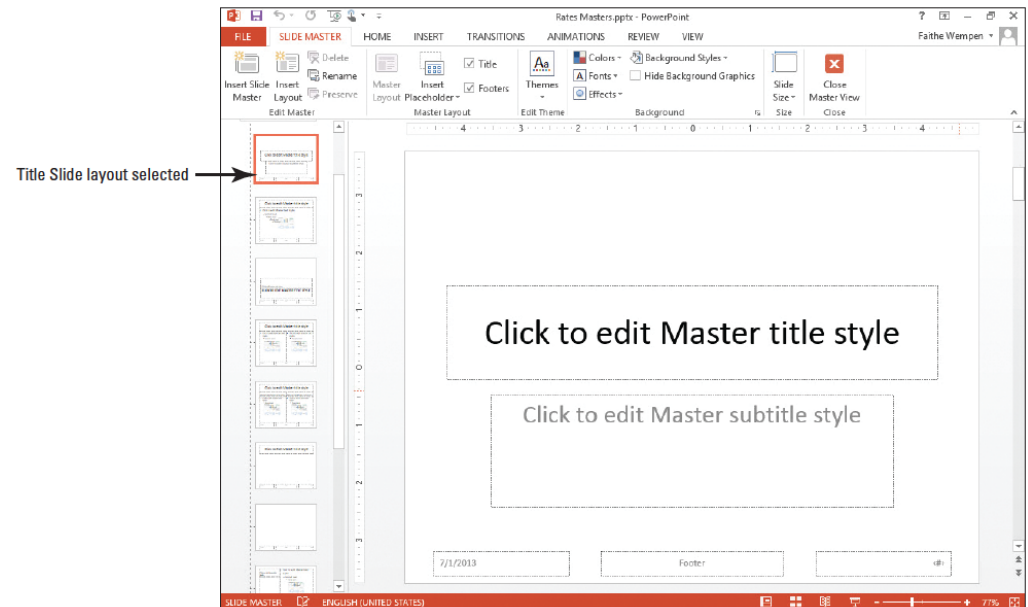
- Slide Master View provides tools for modifying the master slides on which all

Of the current

Presentation's layouts

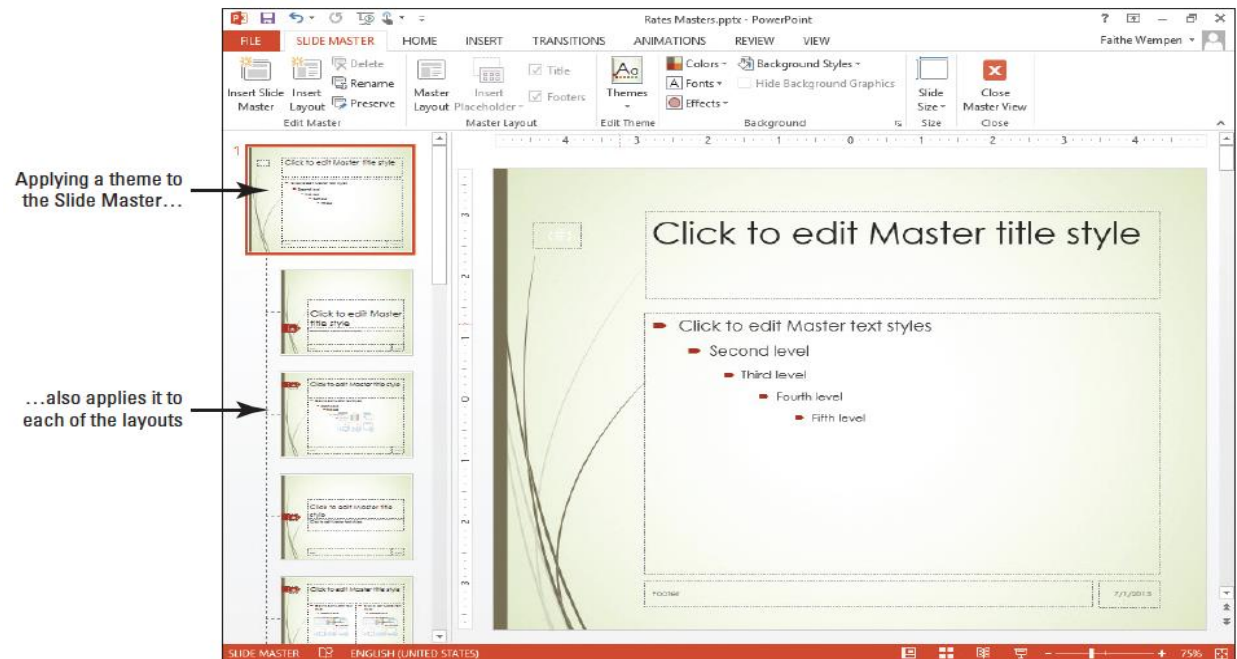
And formats are based.

- If you modify the Slide master (upper left, top) It changes all layouts.
- If you modify any of the Layout masters (below slide Master) then you are only Affecting the slides that use That layout.



Apply a Theme to a Slide Master

- To customize a slide master, you use Slide Master view.
- Slide Master view has its own tab on the Ribbon to provide tools you can use to change the masters.
- Click the Themes button in the Slide Master tab to open the Themes gallery and then select the theme you would like to apply to all slides.

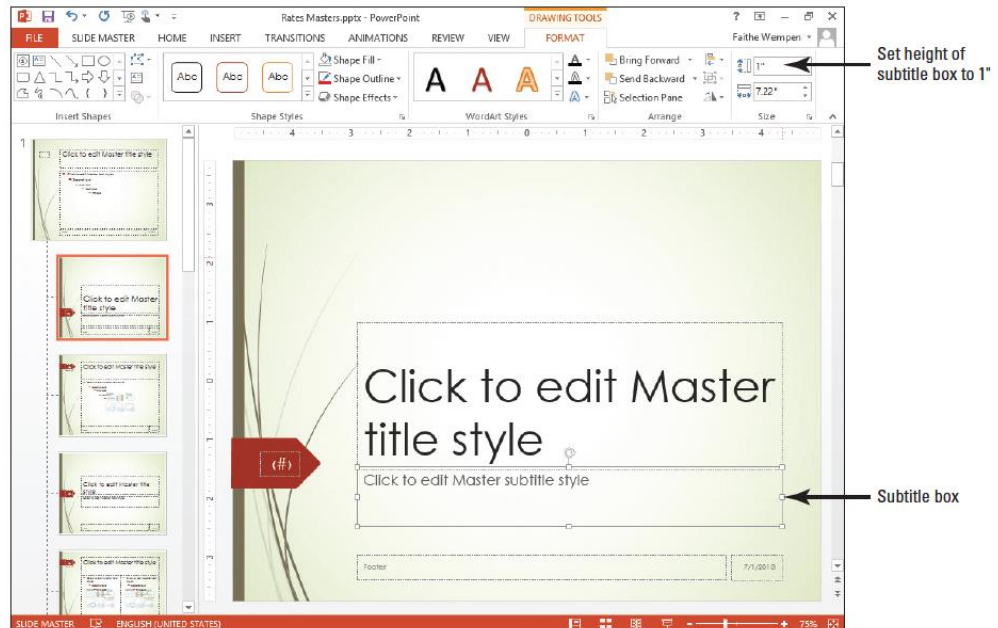


Move and Resize Placeholders on a Layout Master

- **You can move and resize the placeholders on the slide master to create different effects yourself.**
- **In Slide Master view, the layout masters are beneath the Slide Master and slightly indented in the left pane to show that they are subordinate to it.**
- **Any changes you make to the placeholders on the Slide Master itself flow down to the layout masters.**

Move and Resize Placeholders on a Layout Master

- On the Drawing Tools Format tab, in the Size group, you can set the Height and Width value.
- To move the placeholder, select the placeholder and click with the mouse which becomes a four-headed arrow. Click and drag the **box** to the new location.



Add a New Element to a Master

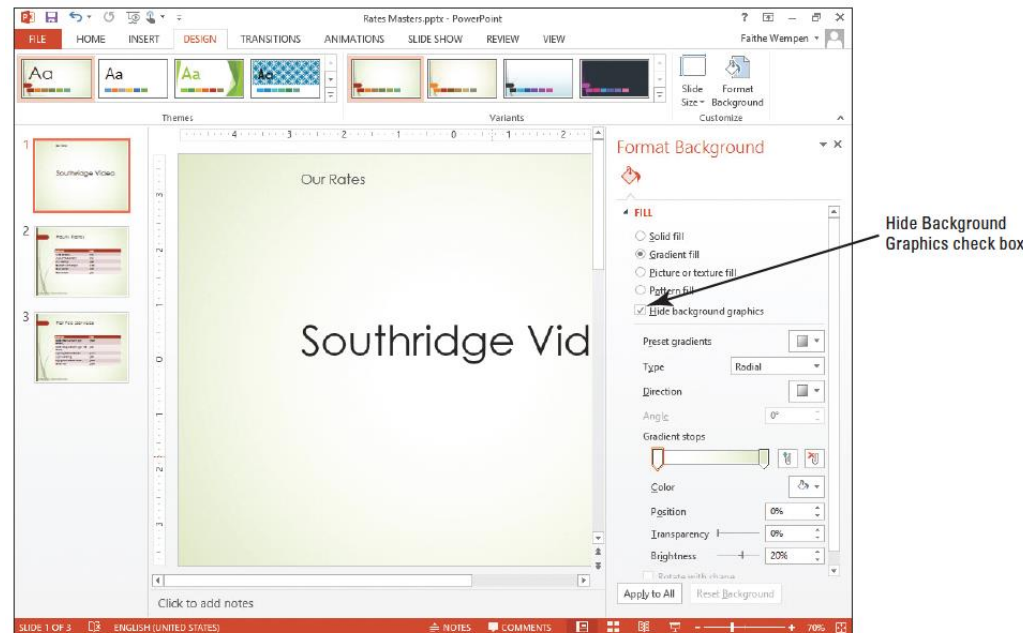
- **Adding a new element to a layout, such as a text box or a graphic, places it on all slides that use that layout.**
- **Example: you can add a new text box on each slide by going to the Slide Master, Insert tab, Text box, and then draw textbox.**

Work with Background Images

- Many of PowerPoint's themes include background images that enhance the look of the slides. You can hide these images or delete them entirely from the Slide Master.
- You can also add your own background images.
- Go to the Design Tab and use Format Background.
- Mark the Hide background graphics check box in the task pane.
- The background image

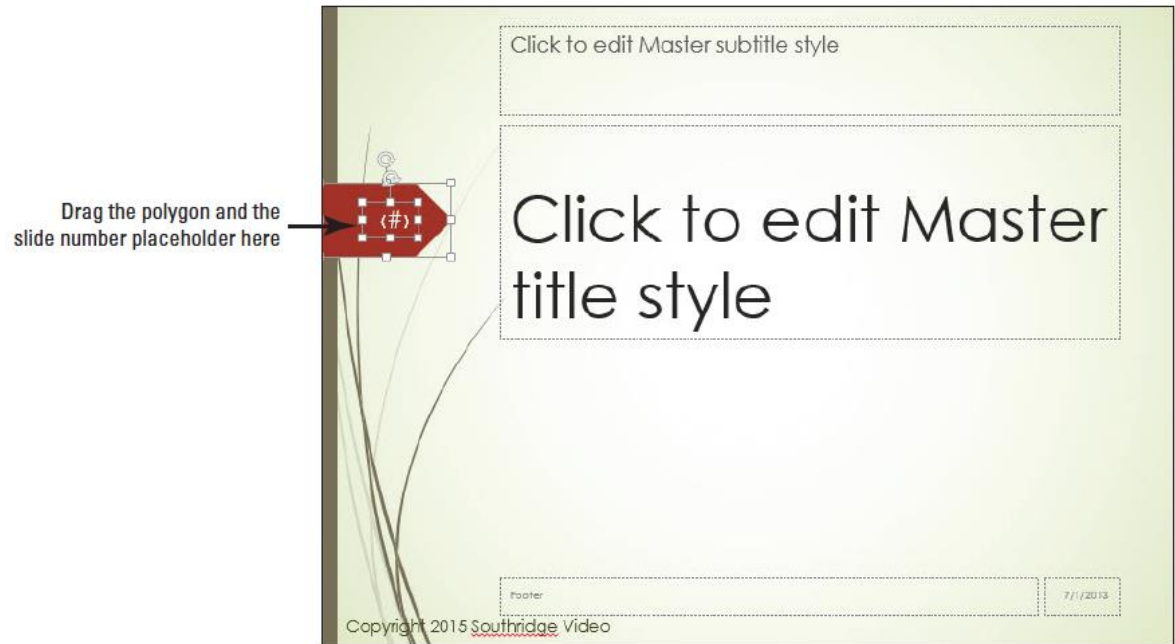
Will disappear from the first Slide but remains on other Slides.

- Putting a check back in the Box will make the images Reappear.



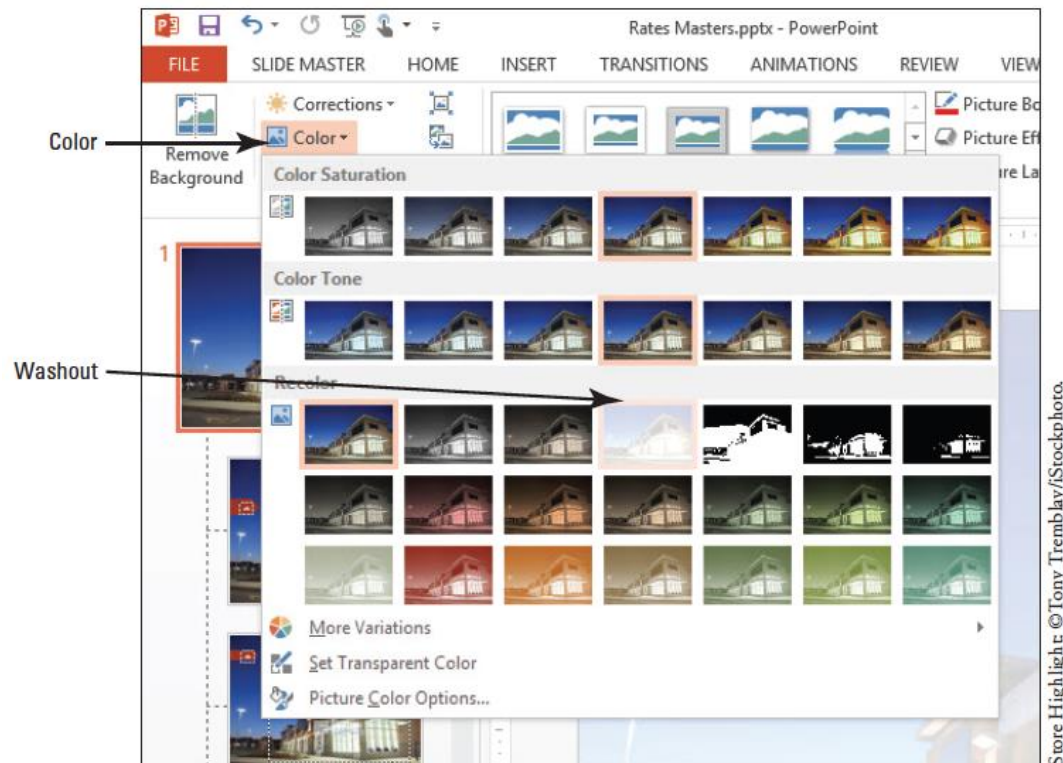
Work with Background Images

- Keep in mind that Some images are in Multiple parts so you May have to select Each part to remove Them.



Work with Background Images

- If you decide
To use a picture
As your background
Image, remember
You will have the
Picture Tools Format
Contextual tab to help
You properly format
The picture.



Create a New Layout

- If you need to create a number of slides with a layout different from any of the default layouts, you can create a new custom layout to your own

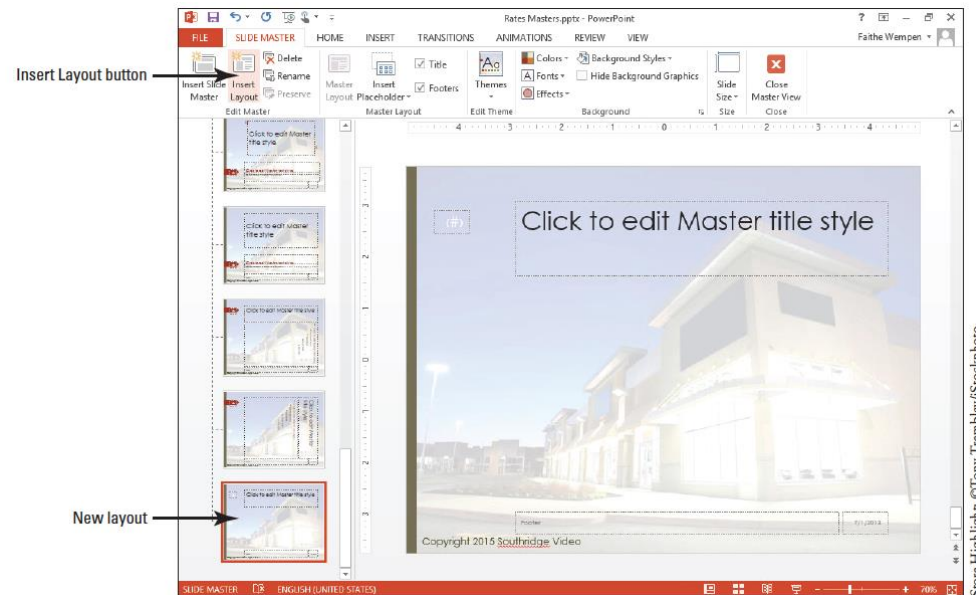
Specifications.

- Click Slide Master

At the top of the pane
When you are in Master View.

Click Insert Layout and a
New layout appears.

On the Slide Master tab,
Click the Insert Placeholder button's drop-down arrow.
You can select the type of Placeholder you want to use.
Mouse changes into a crosshair.



Create a New Layout

- **Right-click** the new layout master in the left pane and click **Rename Layout** in the menu that appears
- Assign the new layout a new Name
- Now when you go to the Home Tab on the Ribbon in the slides group, click the **New Slide button's drop-down arrow**.
On the gallery of layouts that appears, click your new layout To select it.

