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**CREATE ELECTRONIC
PRESENTATIONS
(POWERPOINT 2010)**

BSBITU302B



By

The Software Publications Writing Team



Software Publications

Create electronic presentations (PowerPoint 2010)

This book supports BSBITU302B Create electronic presentations in the Business Services Training Package BSB07.

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Software Publications Writing Team

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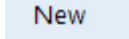
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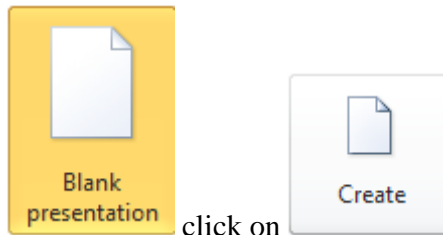
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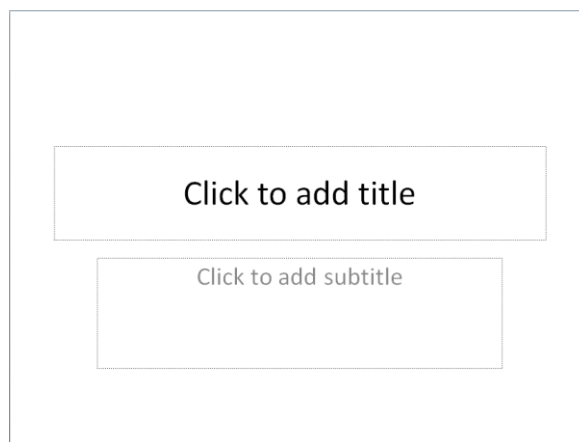
Creating a New Presentation

Exercise 13

- 1 With PowerPoint open, click on  and select .



- 2 With Blank Presentation selected click on .
- 3 When a new presentation is created, a blank Title Slide will appear. A layout has been applied to the slide, making it easy for you to add text.





Entering Data into a Presentation

Exercise 14

- 1 Click in the *Click to add title* box in the centre of the slide.
- 2 Type: **SKI DIRECT**
- 3 Click in the *Click to add subtitle* box in the centre of the slide.
- 4 Type: **Adventure Tours**

If you make an error, click in the text and use the Editing Summary below to correct it.

Editing Summary


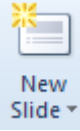
Delete to right of the cursor	Press the Delete key.
Delete to left of the cursor	Press the Backspace key.
Insert a blank line	Place cursor <u>below</u> where the line is to be inserted and press Enter.
Delete a blank line	Place cursor on blank line and press Delete or Backspace.
Ctrl Z Undo last action	Click on the Undo button  on the Quick Access toolbar.
Ctrl Y Redo – reverses the last Undo	Click on the Redo button  on the Quick Access toolbar.
Typing replaces selection	Select text and type new text.

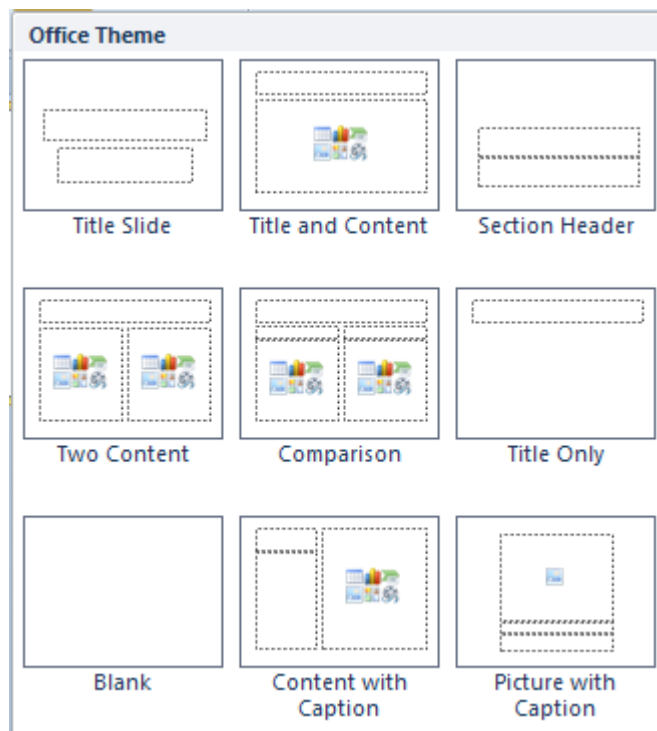
Inserting New Slides – Slide Layouts

When inserting a new slide, you need to choose an appropriate **slide layout**. A slide layout contains place holders for titles and content, making it easy to enter data and format your slide. It is possible to apply a blank format which contains no placeholders.

Exercise 15

- 1 Ensure the Home Ribbon is displayed.

- 2 Click on the bottom half  of the New Slide button . A list of slide layouts will display.



- 3 Click on Title and Content to display a slide with this layout.

Note: The Content area is used to insert a table, chart, picture, diagram or media clip.

Exercise 16

- 1 With slide 2 displayed, click in the *Click to add title* box and type: **Ski Queenstown**
- 2 Click in the *Click to add text* box and type the following, pressing Enter after each paragraph. (Do not press Enter after the last paragraph.)

Choose between two of the finest ski areas only minutes away from Queenstown.

Come and feel the buzz, the shopping, nightlife, fantastic restaurants, extreme activities and much more.

The challenge will be “What to do first?”



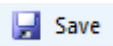
Note that the text in the content area formats to bullet points.

Ski Queenstown

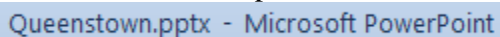
- Choose between two of the finest ski areas only minutes away from Queenstown
- Come and feel the buzz, the shopping, nightlife, fantastic restaurants, extreme activities and much more.
- The challenge will be “What to do first?”

Saving a Presentation

Exercise 17



- Ctrl S
- 1 Click on the Save button  on the Quick Access toolbar OR click on  and select . The Save As dialog box will display.
 - 2 If you are using **Windows XP**, use the Places Bar and the Look In: box to locate your Exercise folder. If you are using **Windows 7** use the Navigation Pane to locate your Exercise folder.
 - 3 Select the text in the File name: box and type: **Queenstown**
 - 4 Click on the Save button.

The title bar at the top of the screen will display the presentation name.

 Queenstown.pptx - Microsoft PowerPoint

Exercise 18



- 1 Click on . From the list of layouts select .
- 2 Enter the following text into the newly inserted slide.

Insert this as the Title


The Package

Insert this in the first column

- Return Airfares with Qantas to Queenstown from Sydney/Brisbane
- 6 nights accommodation
- Discount vouchers

- Transfers to and from the airport to your accommodation
- All day ski passes to Coronet Peak and The Remarkables
- Free shuttle buses to ski areas



Insert this in the second column

- 3 Click on the Save button . An example of this slide is shown on the next page.

The Package

- Return Airfares with Qantas to Queenstown from Sydney/Brisbane
- 6 nights accommodation
- Discount vouchers
- Transfers to and from the airport to your accommodation
- All day ski passes to Coronet Peak and The Remarkables
- Free shuttle buses to ski areas

Exercise 19

- 1 Add another Two Content slide.
- 2 Add the heading **Costs**
- 3 Enter the following text into the **left** column.
- 4 To indent the text underneath each subheading, press the Tab key to indent (or click on the Increase Indent button ), then type the text. To move back to the left press Shift Tab (or click on the Decrease Indent button ).

- Standard Hotel
 - \$850
 - 7 days
- Quality Hotel
 - \$995
 - 7 days
- Superior Hotel
 - \$1195
 - 7 days

- 5 Save the presentation.

Costs

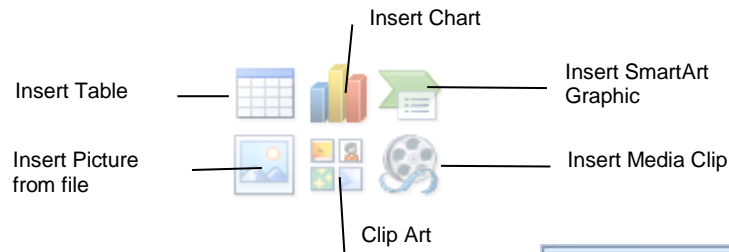
- Standard Hotel
 - \$850
 - 7 days
- Quality Hotel
 - \$995
 - 7 days
- Superior Hotel
 - \$1195
 - 7 days



- Click to add text



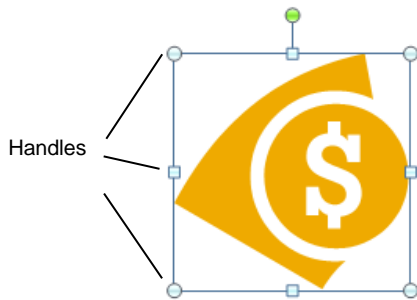
Exercise 20

There are six icons in the content area in the right column of the slide. Each icon represents a different object that can be inserted into the slide.

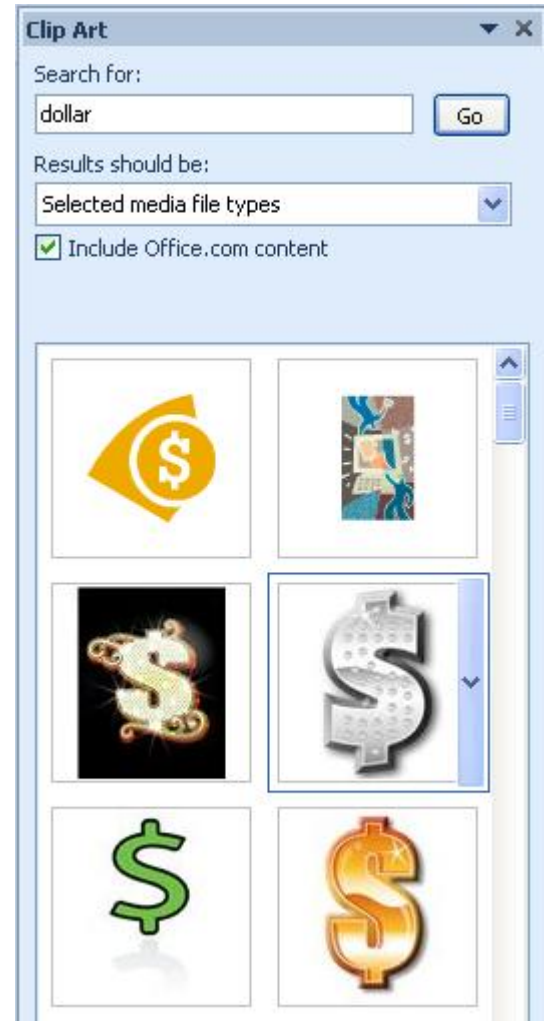


- 1 Click on the Clip Art icon .
- 2 The Clip Art Task Pane will display at the right of the screen. Type: **Dollar** in the Search text: box.
- 3 Click on .
- 4 Click on a picture of a dollar symbol to insert it into the slide.

You can use the handles around the picture to resize it. An example of a picture with handles is shown below.




- 5 Position the mouse pointer on the lower left corner handle until the pointer changes to a double-headed diagonal arrow. Click and drag outwards away from the picture to enlarge it. Click and drag the image to move it, until it is positioned as shown below.





Costs

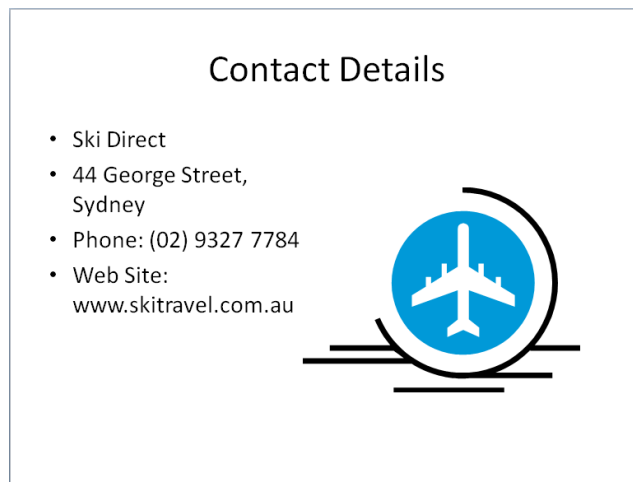
- Standard Hotel
 - \$850
 - 7 days
- Quality Hotel
 - \$995
 - 7 days
- Superior Hotel
 - \$1195
 - 7 days



- 6 Close the Clip Art Task Pane by clicking on the Close button .

Exercise 21

- 1 Move to slide 2 - Ski Queenstown. Click on  and Select Two Content from the layouts. This will add a new slide into the middle of the presentation.
- 2 Add the Title **Contact Details**.
- 3 Add the text shown below into the left column.
 - Ski Direct
 - 44 George Street, Sydney
 - Phone: (02) 9327 7784
 - Web Site: www.skitravel.com.au
- 4 Click on the Clip Art icon  in the right column.
- 5 Select a picture that could be used as a travel logo and click on OK. (Hint: Click in the Search text: box and type: **Travel** or type: **Ski**, then click on Go.)
- 6 Resize and move the picture as required to display it attractively. Close the Clip Art Task pane.



Moving Around in a Text Box

Exercise 22

- Practise moving around in a text box using the various methods shown below.

Mouse

Move the mouse pointer to the location required and click.

Keyboard

Text	Keyboard Action
A character at a time	← OR →
A line at a time	↓ OR ↑
Beginning of line	Home key
End of line	End key
Beginning of text	Ctrl Home
End of text	Ctrl End
Word at a time	Ctrl ← OR Ctrl →
Paragraph at a time	Ctrl ↑ OR Ctrl ↓

Selecting Text in a Text Box

Exercise 23

Practise selecting text in a text box using the various methods below.

Mouse

Text	Mouse Action
A word	Double click on a word.
A paragraph	Triple click in a paragraph.
Several words	Click and drag across text to select.

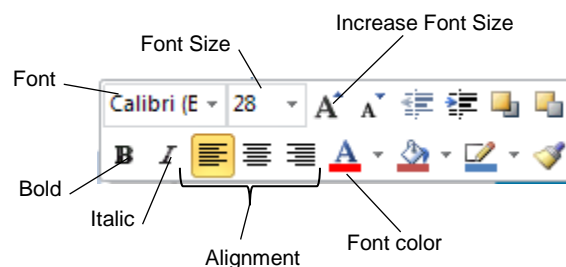
Keyboard

Text	Keyboard Action
A word	Shift Ctrl ← OR Shift Ctrl →
A paragraph	Shift Ctrl ↑ OR Shift Ctrl ↓
A line	Shift ↑ OR Shift ↓
All text within a text box	Ctrl A

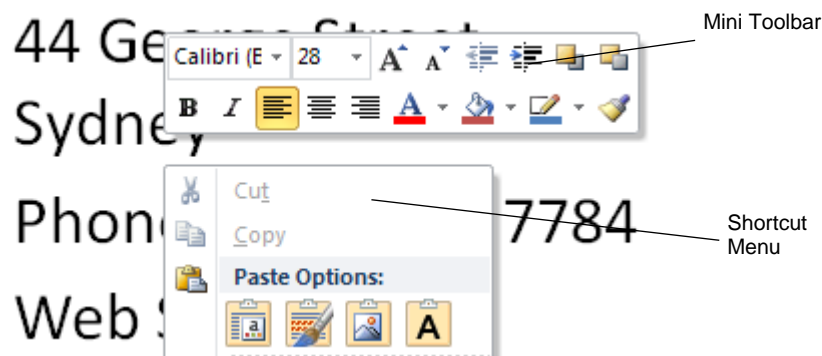
Formatting Text

The Mini Toolbar

A floating mini toolbar provides access to tools commonly used to format a presentation. It is activated using the right mouse button.



To display the mini toolbar, select the text to be formatted and click the right mouse button. The mini toolbar and the shortcut menu will display.



Exercise 24

- 1 Ensure slide 3 (Contact Details) is displayed.
- 2 Select the text *Contact Details* and right click to display the Mini toolbar.
- 3 Click on the Bold button **B** . Click on the Increase Font Size button **A+** .


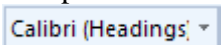

Formatting with the Ribbon

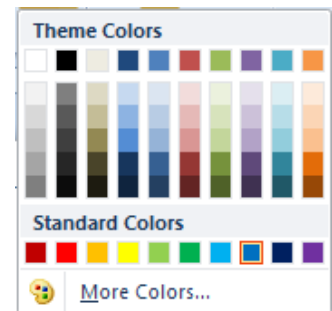
The Font Group on the Home Ribbon provides tools for formatting.





PowerPoint 2010 offers **Live Preview** which displays the formatting before it is applied. For example, as you select a font style from the drop-down list on the Ribbon, the font style is previewed on the selected text.

Exercise 25

- 1 Ensure the text *Contact Details* is still selected.
- 2 From the Font Group on the Home Ribbon, click on the  of the Font drop-down list .
- 3 Move your mouse pointer over some of the fonts listed. The selected text will change to preview the chosen font.
- 4 Select Arial Black.
- 5 Click on  of the Font Color button and select Blue from the list of standard colours.



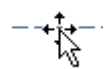
Exercise 26

- 1 Move to slide 1 (SKI DIRECT).
- 2 Format both the title and subtitle attractively using the Font Group from the Home Ribbon. Try selecting text and using the Increase Font Size  and Decrease Font Size  buttons.
- 3 Save the presentation.

Tip To apply bold using the keyboard select the text and press Ctrl B. To apply italics press Ctrl I; to increase font size press Ctrl] ; to decrease font size press Ctrl [.

Moving a Text Box

Exercise 27

- 1 With the first slide displayed, click anywhere in the text box containing the text *Ski Direct*.
- 2 Move the mouse pointer over the edge of the box until the pointer becomes a four-headed arrow .
- 3 Hold down the Shift key and click and drag the text box up towards the top of the slide. Release the Shift key and then the mouse button.

Tip Holding down the Shift key while dragging an object keeps it in line with its original position, e.g. directly up, left, right or down.

- 4 Use the same technique to move the *Adventure Tours* text box into the top half of the slide. This will make room for graphics that will be added in a later exercise.

