Back to Basic Computer Skills Training Plan

MS Powerpoint

Learning Objectives:

1. Knows how create a powerpoint presentation
2. Knows how to create a slide.
3. Knows how to edit a slide.
4. Knows how to arrange slides.
5. Knows how to delete a slide.
6. Knows how to add, edit and format text on a slide.
7. Knows how to add a picture to a slide.
8. Knows how to adding drawings to a slide.

Learning Tasks:

Connection:

Show video (Life_After_Death_by_Powerpoint_2012.mp4). Discuss the pitfalls to avoid in Powerpoint.

Show the powerpoint presentation the participants will create.

Data Files for session.

Content:

- Start Powerpoint. Have the participants watch.
- In the **Slide** pane, you can work directly on individual slides. Dotted borders identify placeholders (placeholders: Boxes with dotted or hatch-marked borders that are part of most slide layouts. These boxes hold title and body text or objects such as charts, tables, and pictures.), where you can type text or insert pictures, charts, and other objects (object: A table, chart, graphic, equation, or other form of information. Objects created in one application, for example spreadsheets, and linked or embedded in another application are OLE objects.).

  The Slides tab shows a thumbnail (thumbnail: A miniature representation of a picture.) version of each full size slide shown in the Slide pane. After you add other slides, you can click a thumbnail on the Slides tab to make the slide appear in the Slide pane. Or you can drag thumbnails to rearrange the slides in your presentation. You can also add or delete slides on the Slides tab.

  In the Notes pane (notes pane: The pane in normal view in which you type notes that you want to accompany a slide. You print these notes as notes pages or have them display when you save a presentation as a Web page.), you can type notes about the current slide. You can hand out your notes to your audience or refer to your notes in Presenter view when you give your presentation.

- To save you presentation, click the Office Button icon, click Save As. The Save As dialog box appears. In the File name box, enter adaptation.pptx. Click Save.
- Enter Adaptation Overview in title placeholder. Set font to Arial 48 bold. Enter Adaptation Process Using AdaptIt in subtitle placeholder. Set font to Arial 36. Move placeholders to top. In Insert tab, click Picture. Select Slide1Pic.jpg.
- To add a slide, on the Home tab, in the Slides group, click the arrow next to New Slide. A gallery appears, showing thumbnails of the various slide layouts that are available. Select Two Content layout. Enter Adaptation and the Translation Process in title placeholder. Set font to Arial 48 bold. Click the left text placeholder. In Insert tab, click Picture. Select Slide2Pic.jpg. Click the right text placeholder. Enter Adaptation is used to produce a “pre-draft” which is revised by the translation team to produce a “1st draft”. Set font to Arial 36. Remove bullet point and fix paragraph. Add a

note to the note pane.

- On the Home tab, in the Slides group, click the arrow next to New Slide. A gallery appears, showing thumbnails of the various slide layouts that are available. Select Title and Content layout. Click the title placeholder. Enter Requirements. Set font to Arial 48 bold. Copy text from Slide4Text.txt to the text placeholder. Set font to Arial 36. Set bullets to checkmarks. *Note:* If you want your new slide to have the same layout that the preceding slide has, you can just click New Slide instead of clicking the arrow next to it
- On the Home tab, in the Slides group. Click New Slide. Click the title placeholder. Enter Benefits. Set font to Arial 48 bold. Copy text from Slide4Text.txt to the text placeholder. Set font to Arial 36. Set bullets to numbers.
- On the Home tab, in the Slides group, click the arrow next to New Slide. Select Blank layout. On the Insert tab, select Text Box. Create textbox. Enter Adaptation as part of the translation process in the text box. Set font to Arial 36. On the Insert tab, select Text Box. Create textbox. Enter Adaptation is used to produce a "pre-draft" which is revised by the translation team to produce a "1st draft" in the text box. Set font to Arial 36.
- On the Home tab, in the Drawing group, click Rounded Rectangle icon. Enter Original Source Translation in shape. Set font to Comic Sans MS 20 black . Click Shape Fill to set color purple. Click Shape Outline to set color black
- On the Home tab, in the Drawing group, click Rounded Rectangle icon. Enter **Source to target in Adapt It** in shape. Set font to Comic Sans MS 20 black . Click Shape Fill to set color blue. Click Shape Outline to set color black. Make a copy of the previous shape. Change the text to Team revision of target in Paratext (naturalness).
- On the Home tab, in the Drawing group, click Rounded Rectangle icon. Enter **Community Testing** in shape. Set font to Comic Sans MS 20 black. Click Shape Fill to set color orange. Click Shape Outline to set color black. Make a copy of the previous shape. Change the text to Consultant Check. Make a copy of the previous shape. Change the text to Final Checks.
- On the Home tab, in the Drawing group, click Rounded Rectangle icon. Enter **Pre-Draft** in shape. Set font to Comic Sans MS 20 black. Click Shape Fill to set color red. Click Shape Outline to set color black. Make a copy of the previous shape. Change the text to 1st Draft.
- On the Home tab, in the Drawing group, click Right Arrow icon. Click Shape Fill to set color black. Have it point from Pre-Draft to Source to target in Adapt It. Make a copy of the previous shape. Have it point from 1st Draft to Team revision of target in Paratext.
- On the Home tab, in the Drawing group, click Rounded Rectangle icon. Enter **Adaptation** in shape. Set font to Arial 20 bold black . Click Shape Fill to set color white. Click Shape Outline to set color black. In the Paragraph group, click Align Text – More Options. Set Text direction to Rotate all text 90°. Set Horizontal alignment to Right. On the Home tab, in the Drawing group, click Arrange icon. Click Send to Back.
- To copy a slide, on the Slides tab, right-click the slide that you want to copy, and then click Copy on the shortcut menu (shortcut menu: A menu that shows a list of commands relevant to a particular item. Still on the Slides tab, right-click where you want to add the new copy of the slide, and then click Paste on the shortcut menu.
- To delete a slide, on the Slides tab, right-click the slide that you want to delete, and then click Delete Slide on the shortcut menu.
- To rearrange the order of the slides, on the Slides tab, click the slide that you want to move, and then drag it to the location that you want.
- On the Design tab, click Background Styles, select Style 6.
- To run the presentation, on Slide Show tab, click From Beginning.

Challenge

Have the participants do what you did in the Content section.

Changes:

Have the participants create their own 2- slide presentation.

The first slide should have your name as a title and a picture. The second slide should have the title, My Favorite Foods, and a bulleted list of your favorite foods.