DepED
DEPARTMENT OF EDUCATION

ALS
Alternative Learning System
LIFELONG LEARNING

LEARNING STRAND 6
DIGITAL CITIZENSHIP

MODULE 4: DIGITAL APPLICATIONS – PRESENTATION SOFTWARE

ALS Accreditation and Equivalency Program: Junior High School

UNESCO
United Nations
Educational, Scientific and
Cultural Organization

KOICA
Korea International
Cooperation Agency

DIGITAL APPLICATIONS
PRESENTATION SOFTWARE

DIGITAL CITIZENSHIP
MODULE 4

DEVELOPMENT TEAM

User's Guide

For the ALS Learner:

Welcome to this Module entitled Digital Applications – Presentation Software under Learning Strand 6 Digital Citizenship of the ALS K to 12 Basic Education (BEC).

This module was designed to provide you with fun and meaningful opportunities for guided and independent learning at your own pace and time. You will be enabled to process the contents of the learning resource while being an active learner.

This module has the following parts and corresponding icons:

	Let's Get to Know	This will give you an idea of the skills or competencies you are expected to learn in the module.
	Pre-assessment	This part includes an activity that aims to check what you already know about the lesson. If you get all the answers correct (100%), you may decide to skip this module.
	Setting the Path	This section provides a brief discussion of the lesson. This aims to help you discover and understand new concepts and skills.
	Trying This Out	This comprises activities for independent practice to solidify your understanding and skills of the topic. You may check the answers to the exercises using the Answer Key at the end of the module.
	Understanding What You Did	This includes questions that process what you learned from the lesson.
	Sharpening Your Skills	This section provides an activity that will help you transfer your new knowledge or skill in real-life situations or concerns.
	Treading the Road to Mastery	This is a task which aims to evaluate your level of mastery in achieving the given learning competency.
	Don't Forget	This part serves as a summary of the lessons in the module.
	Explore More	In this portion, another activity will be given to you to enrich your knowledge or skill of the lesson learned. This also tends retention of learned concepts.
	Reach the Top	This part will assess your level of mastery in achieving the learning competencies in each lesson in the module.
	Answer Key	This contains answers to all activities in the module.
	Glossary	This portion gives information about the meanings of the specialized words used in the module.

At the end of this module you will also find:

References   This is a list of all sources used in developing this module.

The following are some reminders in using this module:

1. Use the module with care. Do not put unnecessary mark/s on any part of the module. Use a separate sheet of paper in answering the exercises.
2. Don't forget to answer the Pre-assessment before moving on to the other activities included in the module.
3. Read the instruction carefully before doing each task.
4. Observe honesty and integrity in doing the tasks and checking your answers.
5. Finish the task at hand before proceeding to the next.
6. Return this module to your ALS Teacher/Instructional Manager/Learning Facilitator once you are through with it.

If you encounter any difficulty in answering the tasks in this module, do not hesitate to consult your ALS Teacher/Instructional Manager/Learning Facilitator. Always bear in mind that you are not alone.

We hope that through this material, you will experience meaningful learning and gain deep understanding of the relevant competencies. You can do it!

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LET'S GET TO KNOW

Using Presentation Software

Before, our teachers used blackboards, manila paper, overhead projectors, and slide projectors to teach their lessons properly. Now, the most common presentation tool today is the computer.

At present, we use presentation software that help make dynamic presentations—a quality absent in traditional presentation tools.

This module will give you basic the steps on using presentation software. The following are the three lessons in this module:

Lesson 1 – Understanding Presentation Software
Lesson 2 – Formatting a Presentation File
Lesson 3 – Inserting Graphics and Animations

PRE-ASSESSMENT

Directions: Read each question carefully. Write the letter of the correct answer on a separate sheet of paper.

1. Which tab do you click to add a picture or graphic to your presentation?

    A. Home   **B.** Insert   **C.** Design   **D.** Animations

2. Which tab do you click to change the font from bold to italics?

    A. Home   **B.** Insert   **C.** Design   **D.** Animations

3. I added a new slide, but I want to change the layout. Where do I go to change it?

    A. Home   **B.** Insert   **C.** Design   **D.** Animations

4. I would like the presentation to fade in and out of each slide. Which tab do I need to click to find the transition?

    A. Transitions   **B.** Slide Show   **C.** Design   **D.** Animations

5. If I want to add a chart or a table with data, which tab do I need to click?

    A. Home   **B.** Insert   **C.** Slide Show   **D.** View

6. I have created a slide with a bulleted list. I would like each item to show up one at a time. Where do I go to make this happen?

    A. Transitions   **B.** Slide Show   **C.** Design   **D.** Animations

7. Which tab do you need to click to save a presentation to a different file type?

    A. Home   **B.** Slide Show   **C.** File   **D.** Insert

8. When you create a new presentation, you can select a _____ to give all the text and slides a consistent appearance.

   A. Slide   **B.** Template   **C.** Layout   **D.** Design

9. The first slide in a presentation is called the _____.

   A. Content   **B.** Section Header   **C.** Comparison   **D.** Title Slide

10. Once you have made your selection, pick a _____ for each slide.

   A. Template   **B.** Layout   **C.** Background   **D.** Design

   Did you get all the answers correct? It is all right if you are not familiar with the concepts yet because this module will teach you how to use a presentation software program.

UNDERSTANDING PRESENTATION SOFTWARE

After this lesson, learners should be able to

use a presentation software to produce different documents to present information in everyday life;

create a new presentation based on the default templates;

demonstrate how to save a presentation under another name, as another file type, and to a location on the drive;

determine the use of the different toolbars;

demonstrate the creation of a new presentation;
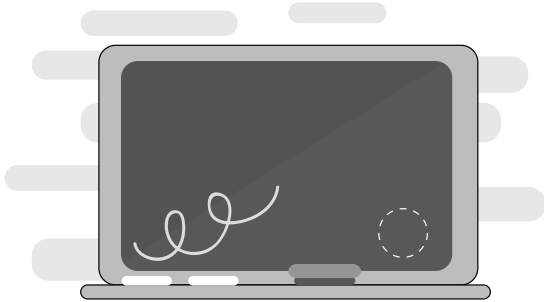
distinguish different view modes; and

manage a slide.

TRYING THIS OUT

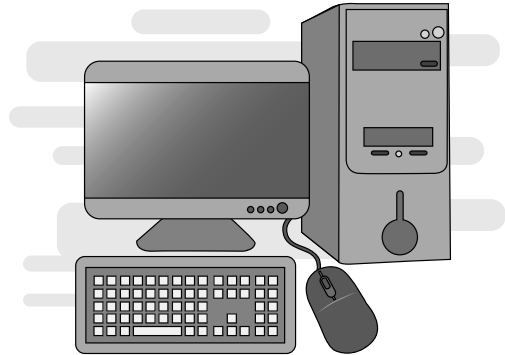**Directions:** Identify at least three capabilities of a blackboard and a computer. Write your answers on a separate sheet of paper.

BLACKBOARD   **COMPUTER**

What did you realize about the capabilities of each thing? Are they both useful to present information? They are equally useful to present information but do not have the same capability. Let us see how to use the computer to present information digitally.

UNDERSTANDING WHAT YOU DID
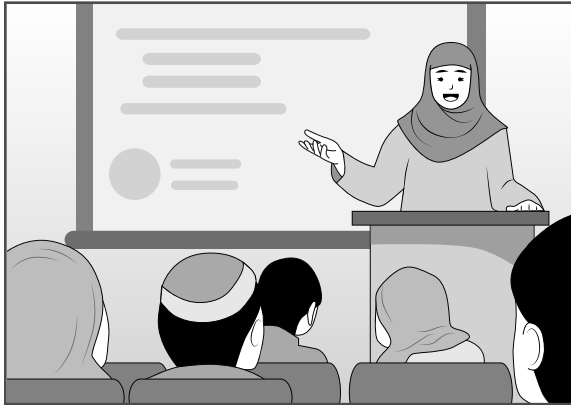
Presentation tools are helpful when you have a large audience, such as students in a classroom. Most of the time, teachers use the blackboard to help them clearly explain their lesson to the students, but this limits them from becoming more creative in presenting their lesson. This is now possible through technologies such as presentation software.

Today, people have become more dynamic in presenting information using different presentation software. Among these are **Microsoft PowerPoint** (MS PowerPoint), Prezi, Presentations, iWork Keynote, OpenOffice Impress, and Google Slides.

ICONS	PRESENTATION PROGRAM	OPERATING SYSTEM
	Microsoft PowerPoint	Windows
	Prezi	Any (Online)
	Presentations	Windows
	iWork Keynote	Apple MacOS

ICONS	PRESENTATION PROGRAM	OPERATING SYSTEM
	OpenOffice Impress	Any
	Google Slides	Any

USES OF PRESENTATION SOFTWARE

Presentation software are tools that can help you organize your ideas in an outline form and convert them into a multimedia presentation.

These software programs are used in many industries, such as in schools where teachers use presentation software as visual aid; in companies to present their plans or results during meetings, seminars, and trainings; and even in personal events.

GETTING FAMILIAR WITH PRESENTATION SOFTWARE

While there are many different presentation tools available, Microsoft PowerPoint is the most widely used; Prezi is also a popular online presentation tool. This module will use Microsoft PowerPoint 2019 to discuss the different features of presentation software.

Like any other application, Microsoft PowerPoint 2019 has its toolbars, ribbons, tabs, and groups with different functions that will help you create presentations easily and professionally.

MAJOR PARTS OF MICROSOFT POWERPOINT
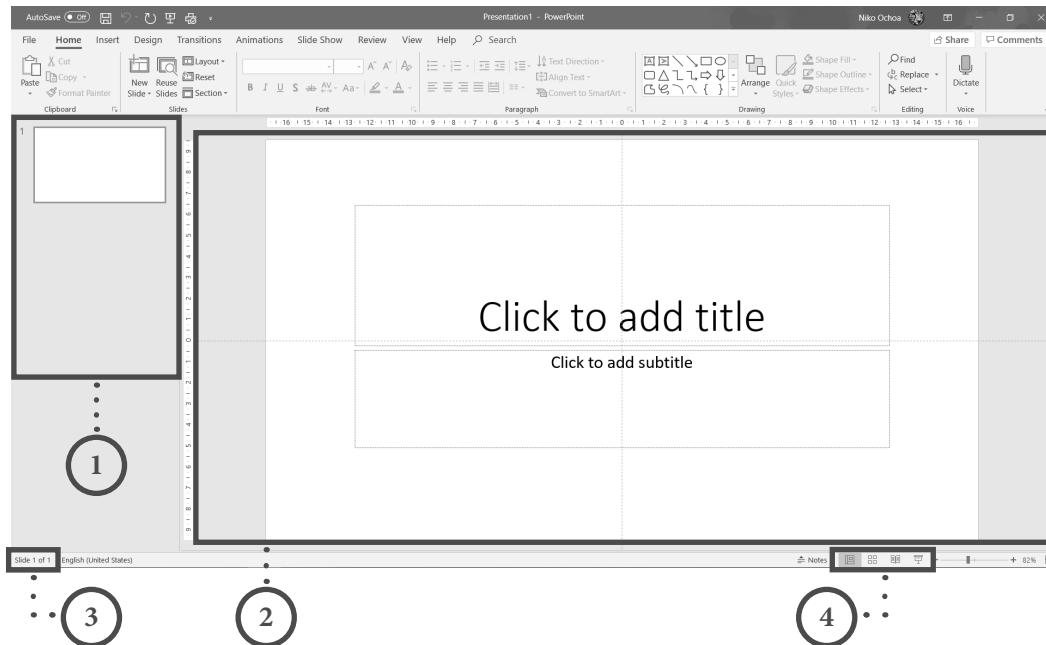
1. **Slide tab.** The tab that shows you a scheme with a title and work area. It allows you to visualize a thumbnail of the created slide.

2. **Slide area.** The area where most of your work—such as editing, adding, and deleting content—is done. It has a series of panels, such as notes and zoom, which simplifies the work.

3. **Slide number.** This shows the current number of slides you are working with.

4. **Slide view buttons.** The four buttons to the left of the Zoom control that allows you to switch between different displays: Normal, Slide Sorter, Reading View, and Slideshow.

CREATING A NEW PRESENTATION BASED ON THE DEFAULT TEMPLATES AND THEMES

The Home page is the first thing you will see when you open Microsoft PowerPoint. Here, you will find different themes to use for a new presentation, including Blank Presentation. Templates and themes have predesigned slides to help you start.
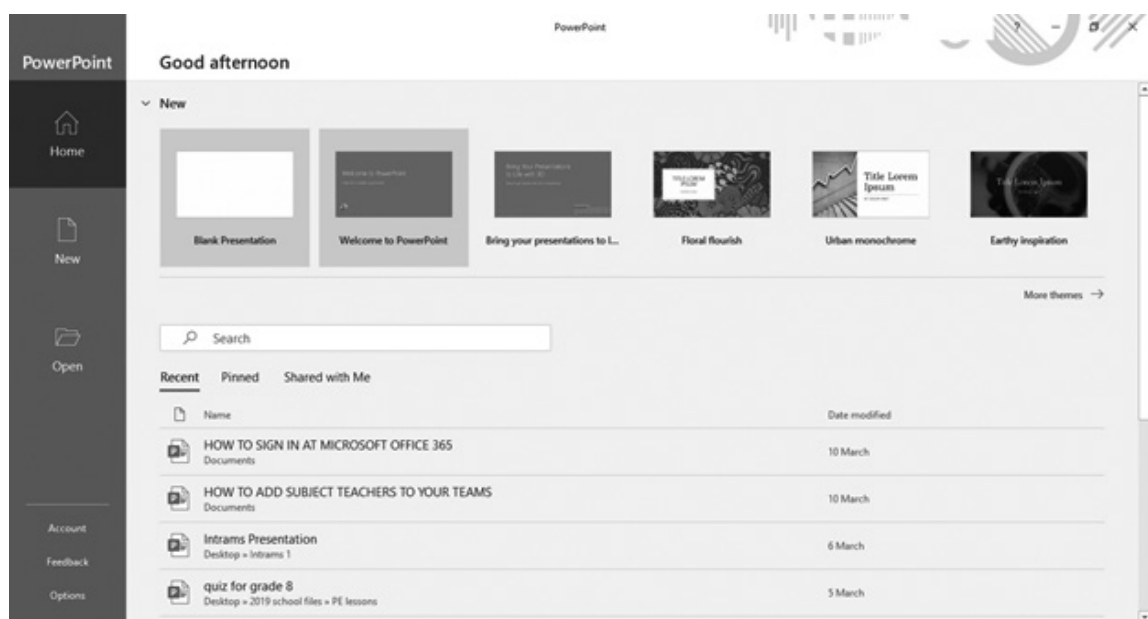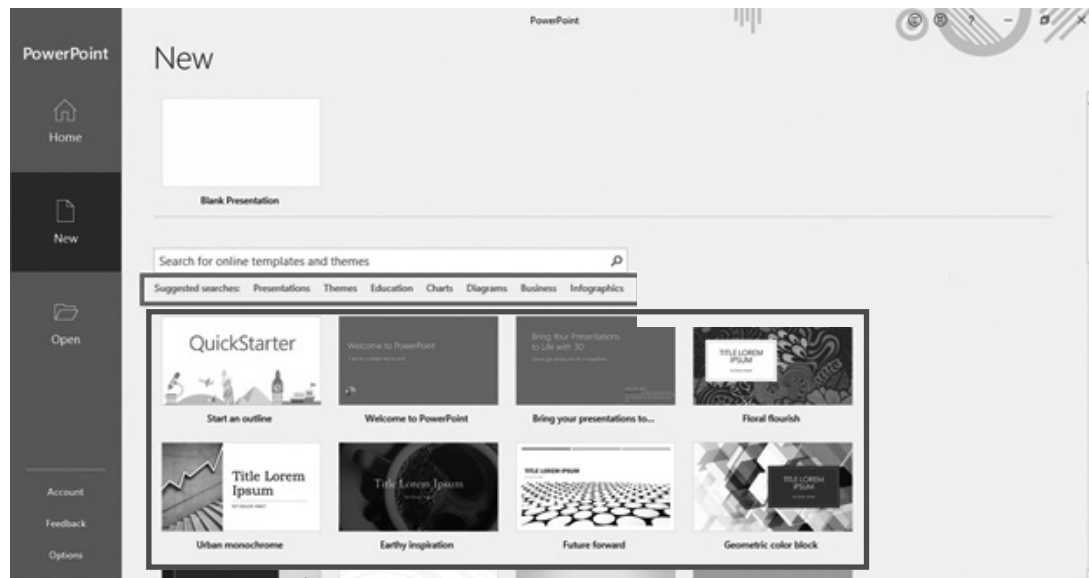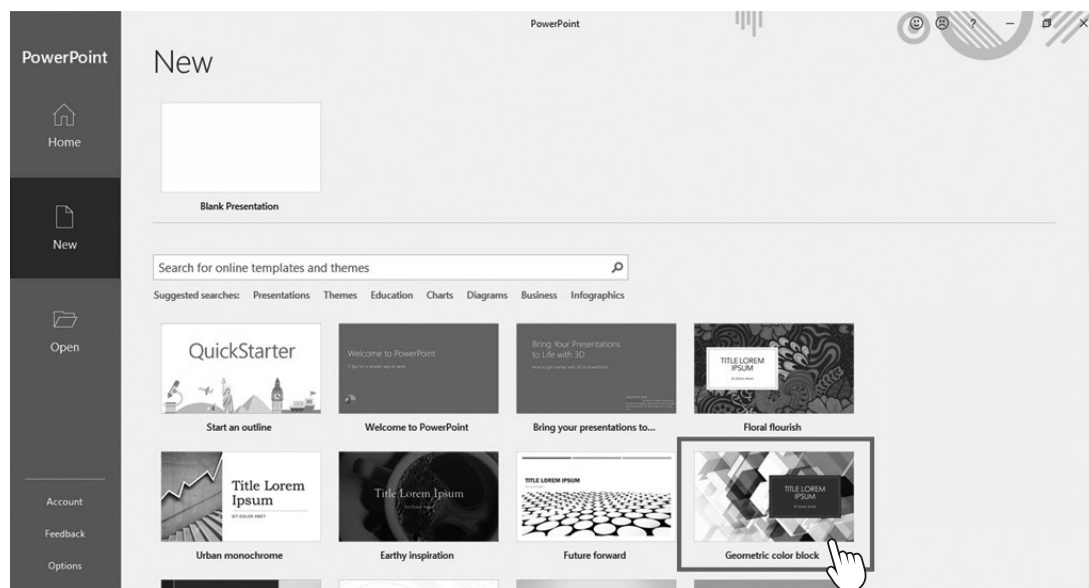

1. Click **More themes** to explore other templates and themes.
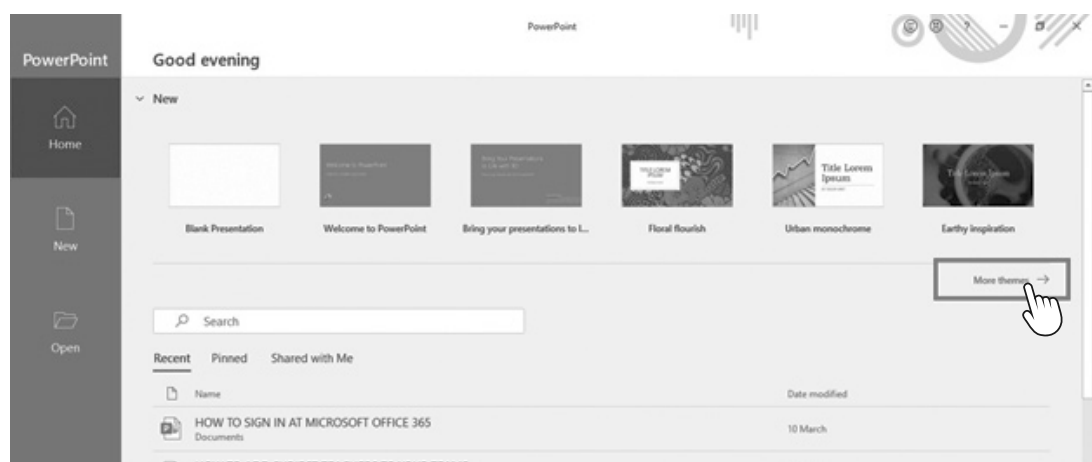
You can click on the suggested searches to display more templates and themes or search online templates if you are connected to the internet.
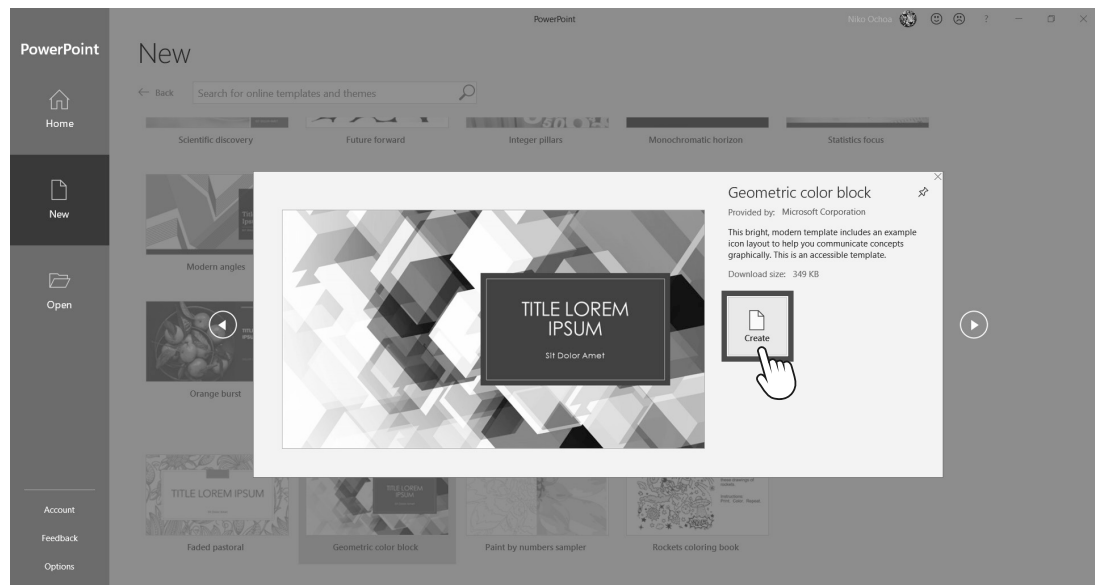

You may also use the predesigned templates.

2. For this lesson, let us select and click the Geometric Color Block template.

Once it is selected, a window will appear with some details about the template. Click **Create.**

3. You may now start creating your presentation. Simply edit the contents of the text in this template. First is the title of your presentation.
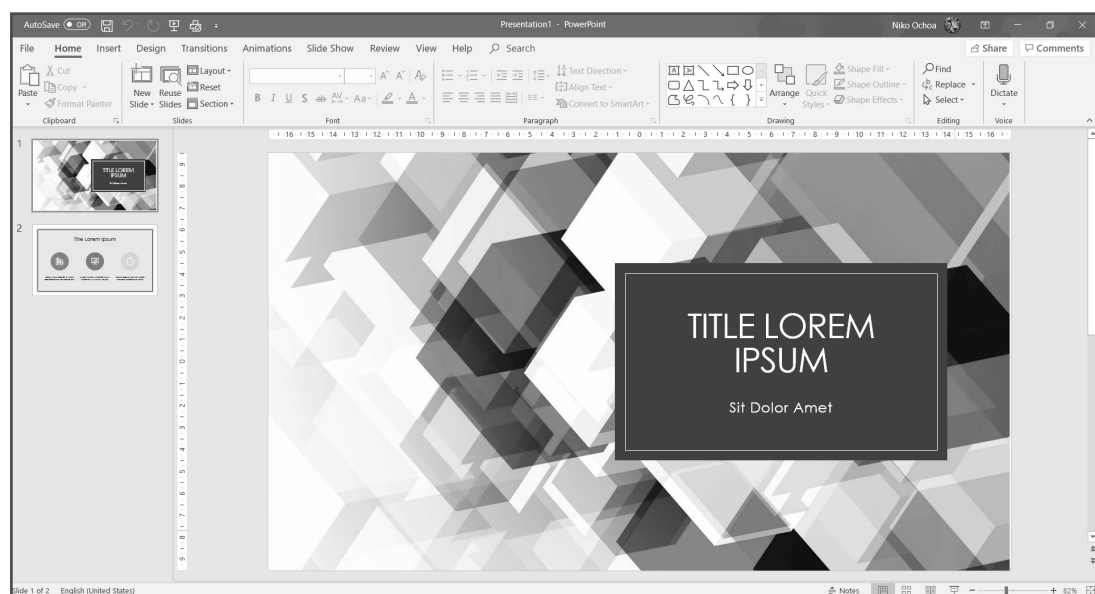
When editing the title, click on the text and change it to your own presentation title.
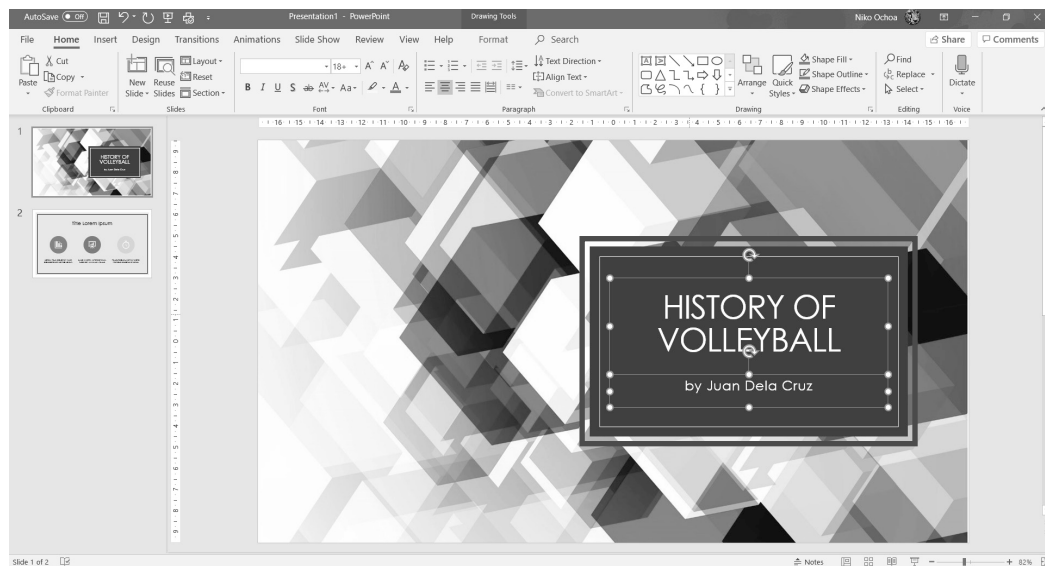
4. After editing the title, click on the second slide to proceed with your next slide presentation.

On Slide 2, you may also edit all the text and change it based on your own content.
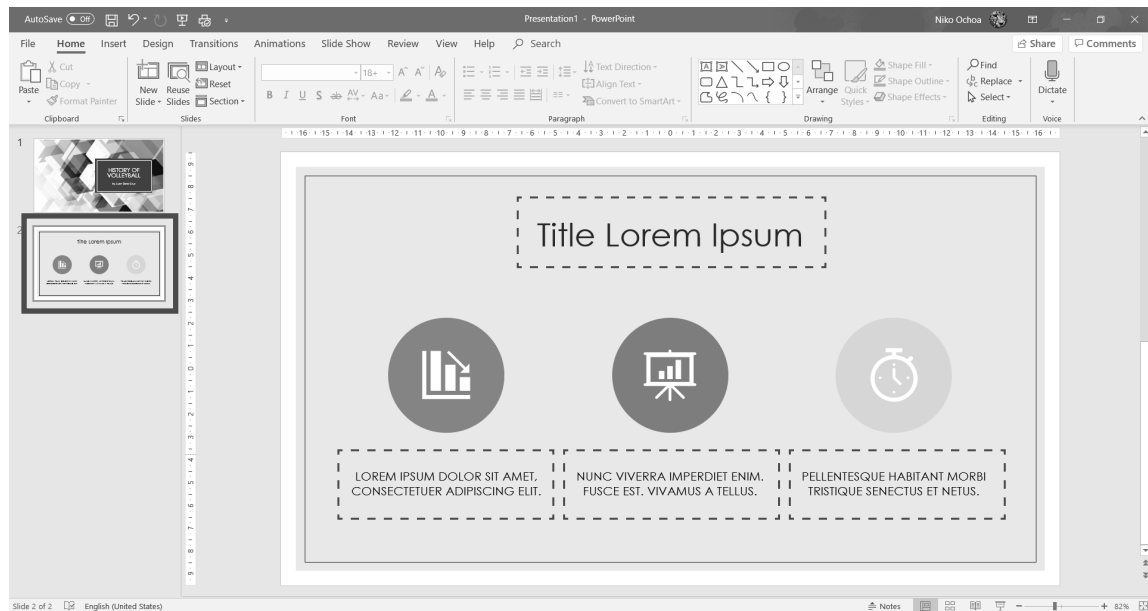
You may also change or customize the icons by clicking on them.
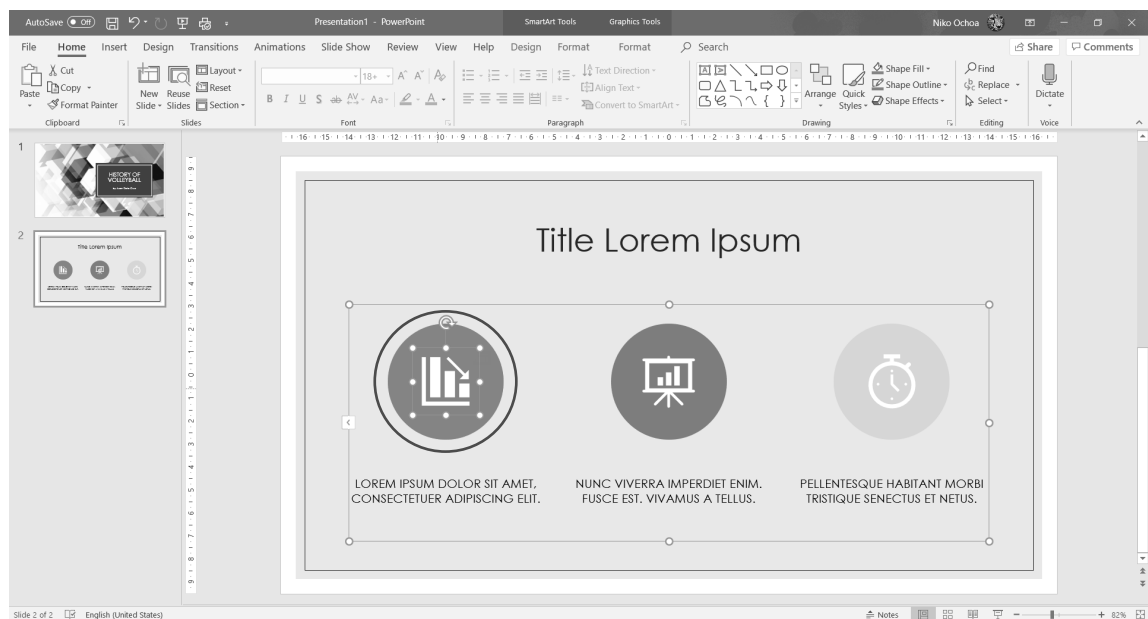
Go to the Graphics Format (or Graphic Tools > Format) tab, and then click **Change Graphic.** You will be presented with four methods: From a File, From Online Sources, From Icons, From Clipboard. For this activity, choose **From Icons.**
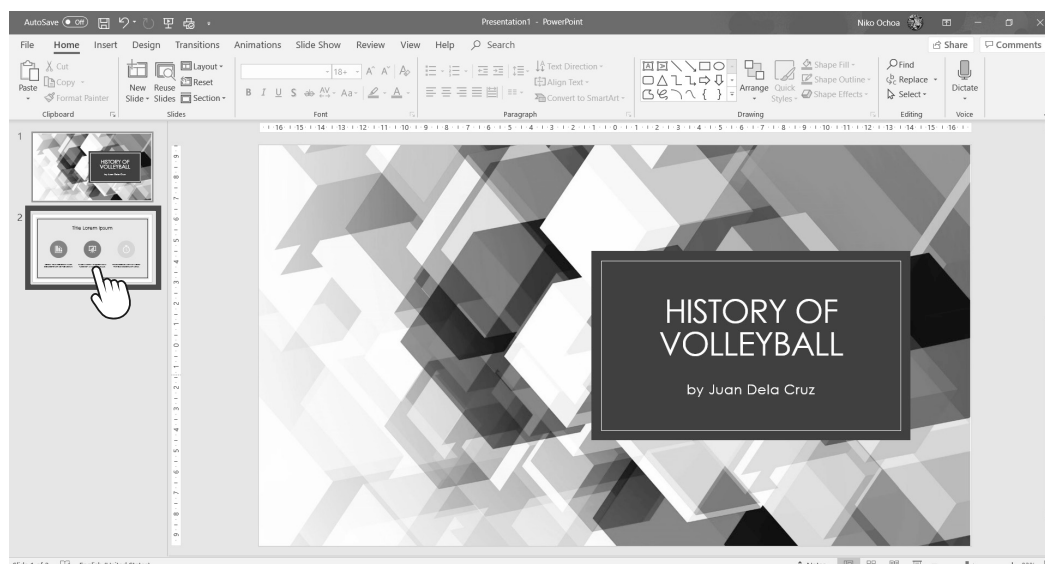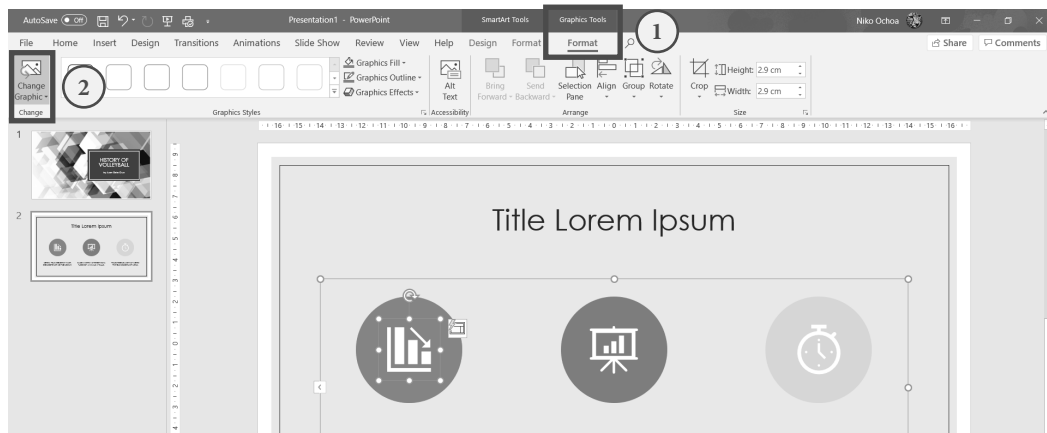

An Insert Icons window will appear, and you will see various icons grouped into several categories. Scroll down and find the Sports category. Select the volleyball icon then click **Insert.**
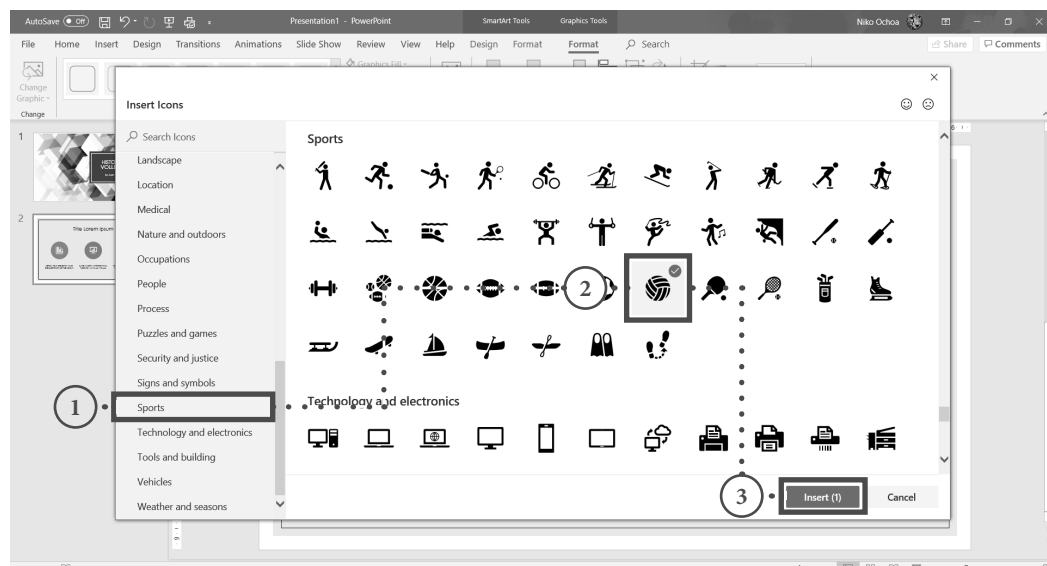
Try it with the second and third icon by applying the same steps.

ADDING A NEW SLIDE

If you need more slides for your presentation, click on **New Slide**. A drop-down menu with different types of layout will appear. You may choose any of them.
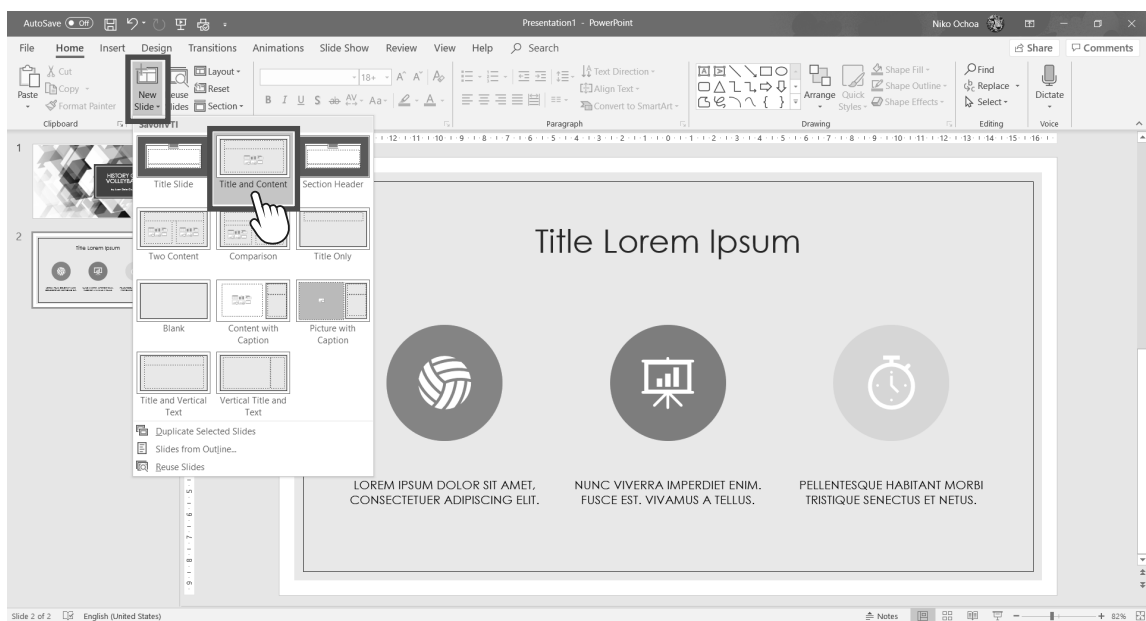
A third slide will be added on the presentation. Click the textboxes to edit the content.

SAVING A NEW PRESENTATION

Save a new presentation by doing any of the following:

1. Press **Ctrl+S** on the keyboard.
2. Click the Save button 🖫 on the upper left corner of the presentation.
3. Click **File** then **Save.**
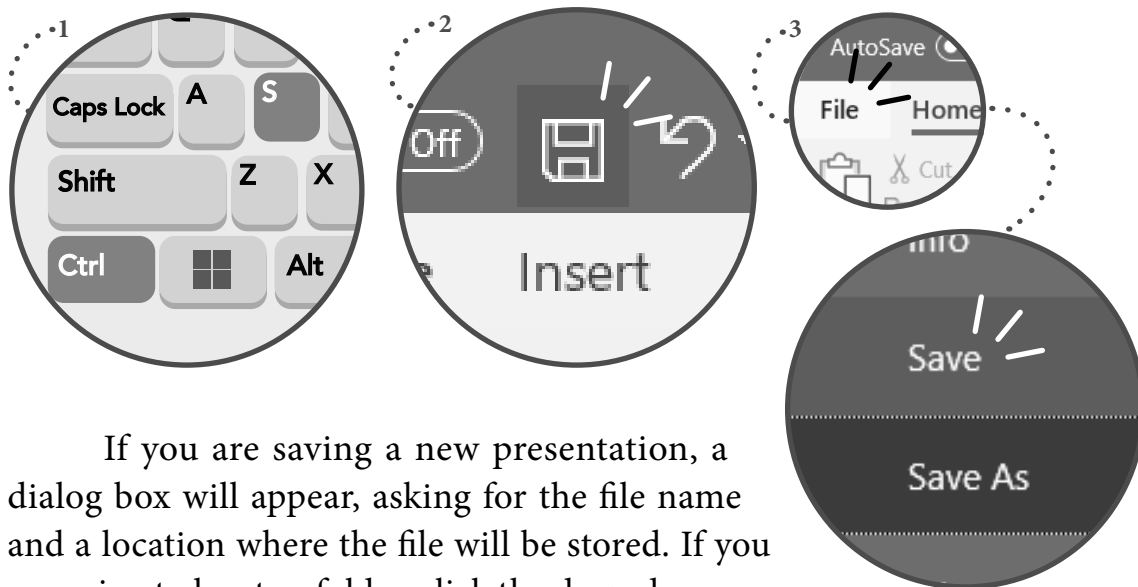
If you are saving a new presentation, a dialog box will appear, asking for the file name and a location where the file will be stored. If you are going to locate a folder, click the drop-down arrow on **Choose a Location** or click **More save options** to look for other locations. Once you are done, press **Save**.
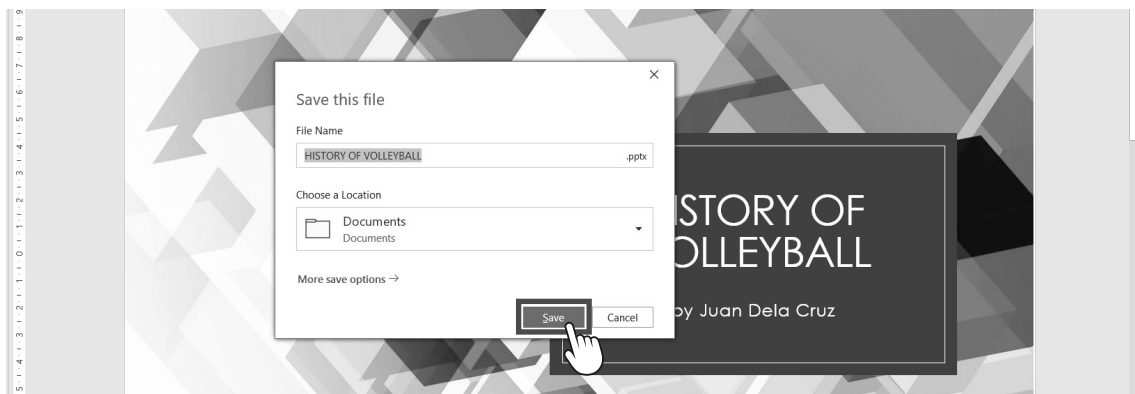
You can also save the files in a different location, file name, and file type.

Click **File,** and select **Save As** then **Browse.** You can select any location from your computer such as Desktop and Documents. Edit the file name of your presentation then click **Save.**
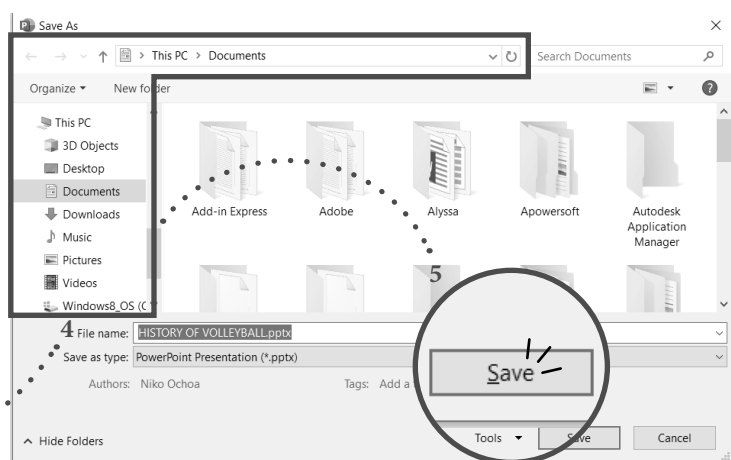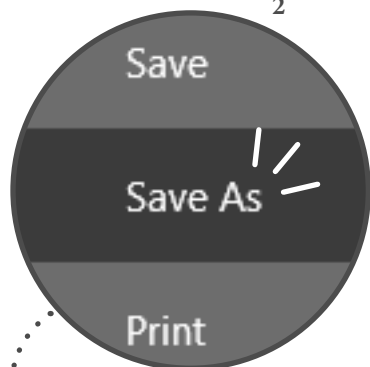
Presentations in Microsoft PowerPoint are usually saved in the Documents folder and with the file type **PPTX.**
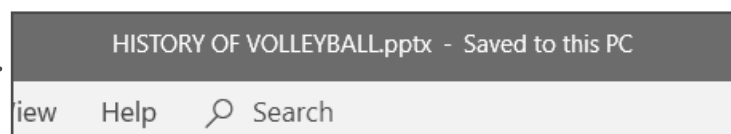
Notice that the file name on the title bar has changed from "Presentation1" to "HISTORY OF VOLLEYBALL."

SWITCHING BETWEEN OPEN PRESENTATIONS

There are several ways to move around and switch between files.

USING THE SWITCH WINDOWS BUTTON

1. One option to switch between the open presentation files is to use the View tab on the ribbon. Go to the View tab and click on **Switch Windows**.
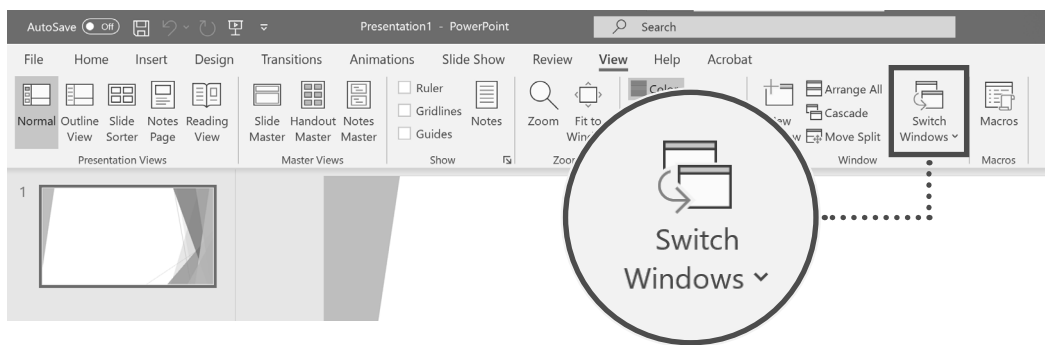
2. Pick the presentation you would like to move from the list of available open files. There will be a check mark next to the file that you are currently viewing.
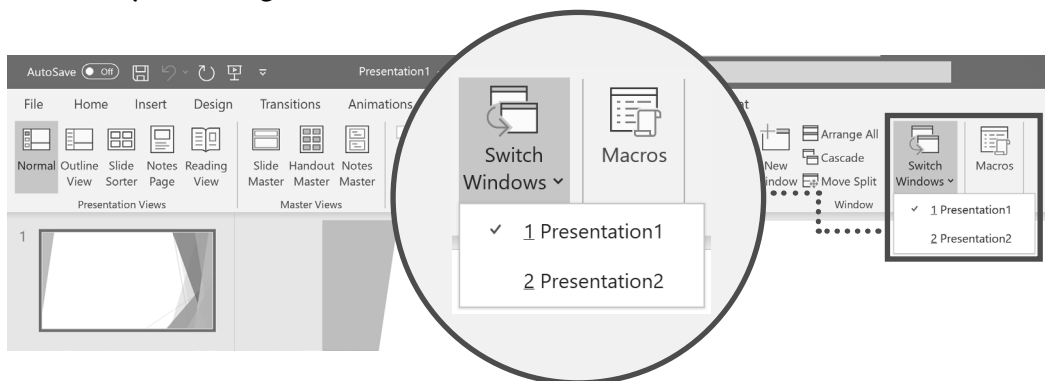
In the example above, there are two presentations: Presentation1 and Presentation2. Click the file you need.

USING KEYBOARD SHORTCUTS

To move back and forth between any open window (of all file types and browsers), you can use the Alt+Tab combination. Hold **Alt** and press **Tab** to browse through all the files until you get the one you need.

CLICKING THROUGH THE TASKBAR

Click the icon of the presentation application on the taskbar, and a small window will appear. Then, select the file you want to open.
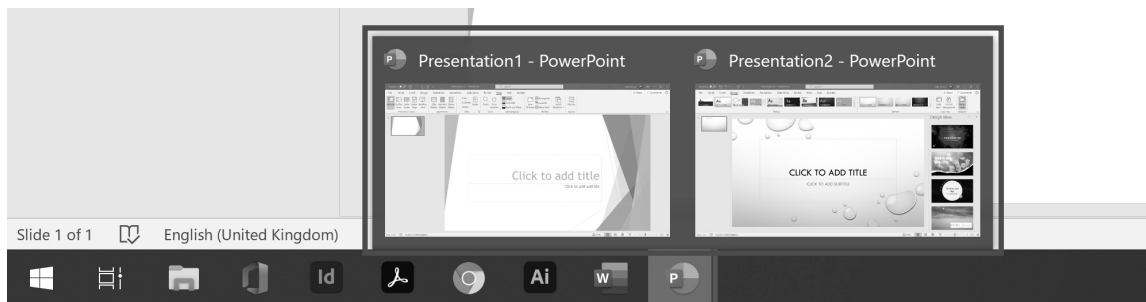
USING AVAILABLE HELP FUNCTIONS

The help feature in Microsoft Office applications is usually the fastest and easiest way to get help. In Windows, access it by pressing **F1** in the application or just click the Help tab.
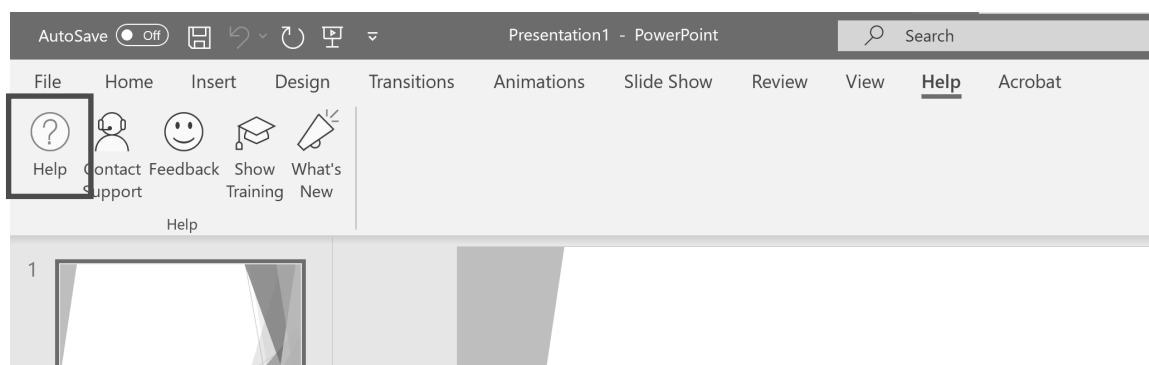
Once the help feature opens, use the search feature in the right-side task pane to find answers to your questions related to the use of the presentation applications.

To browse for topics, open **Recommended Topics.**
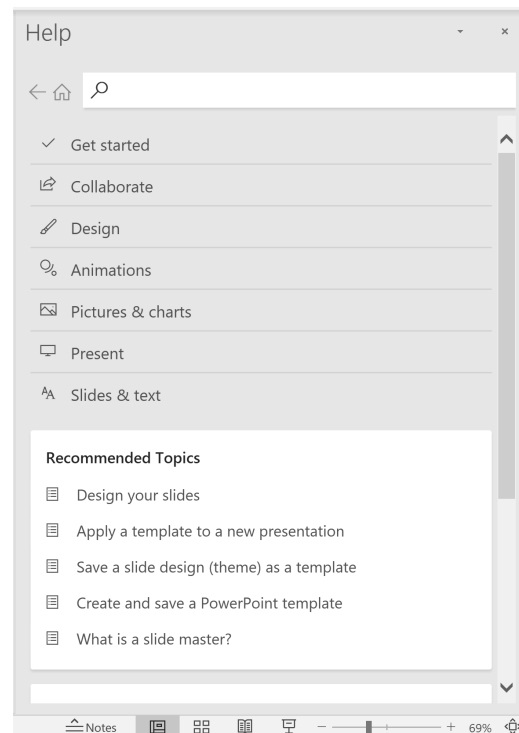
USING ZOOM TOOLS

1. Click on the View tab then select **Zoom** in the Zoom group.
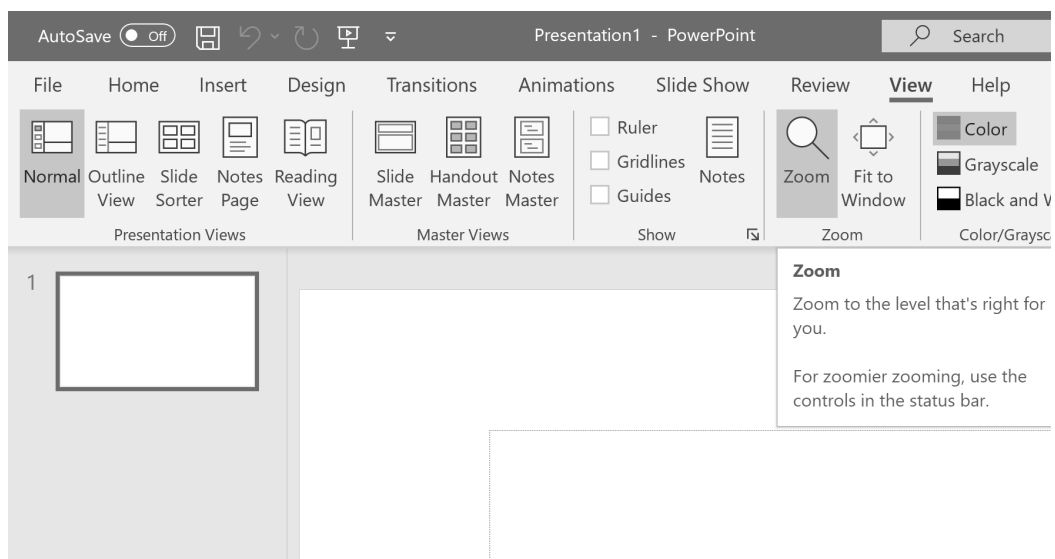
2. Once clicked, choose a percentage you want to zoom in or zoom out the slide area. The default zoom level depends on the size of the screen of the device you are using, but you may try different percentages to see the effects of each level. In our example, the default zoom is 81%.
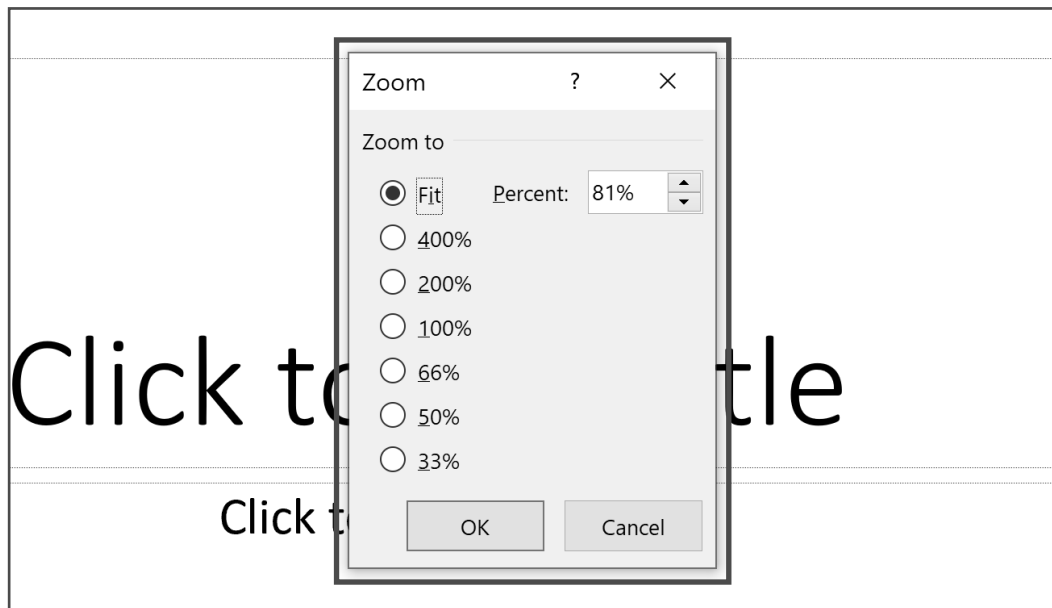
USING RIBBONS, TABS, AND THE QUICK ACCESS TOOLBAR

Ribbons are designed to help you quickly find the command that you want to execute in Microsoft Office. Ribbons are divided into logical groups called **Tabs,** and each tab has its own set of unique functions to perform. There are various tabs: **Home, Insert, Page Layout, Formulas, Data, Review,** and **View.**
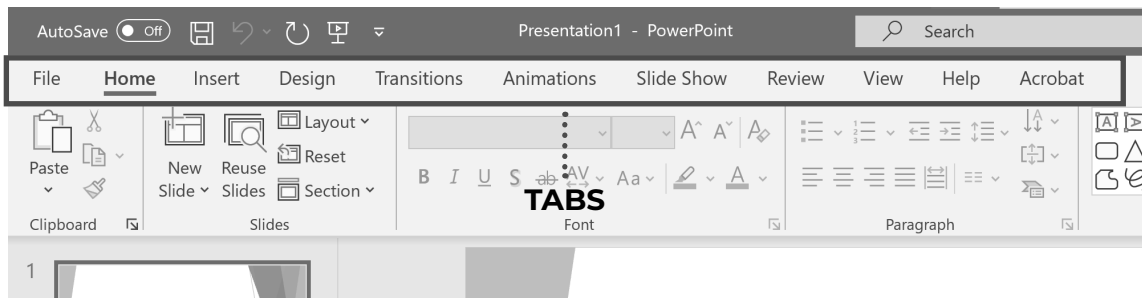
RIBBON

1. Ribbons can be hidden when you collapse or minimize ribbons. Right-click on the Ribbon area and choose **Collapse the Ribbon.**
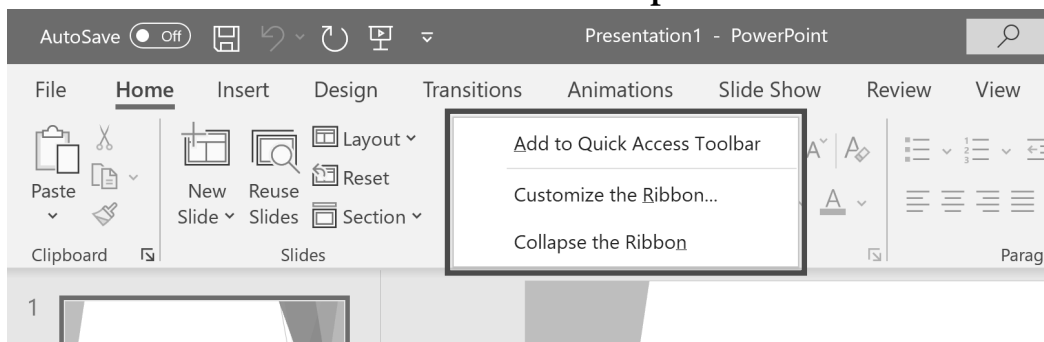
2. Only tabs will be displayed. Ribbons will only appear if you select a tab.
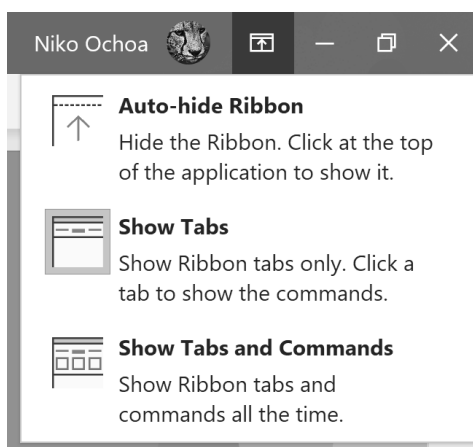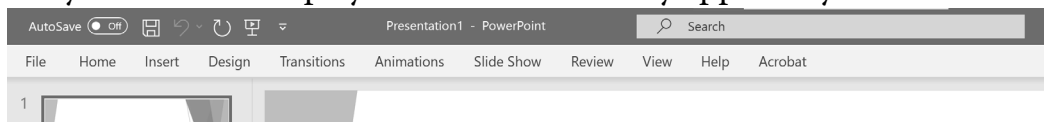
3. To restore the ribbons, click **Ribbon Display Options** at the upper right of the workbook then select **Show Tabs and**

Commands.

The Quick Access Toolbar is a universal toolbar that is always visible and is not dependent on the tab that you are working with. It lets you execute commands easily.
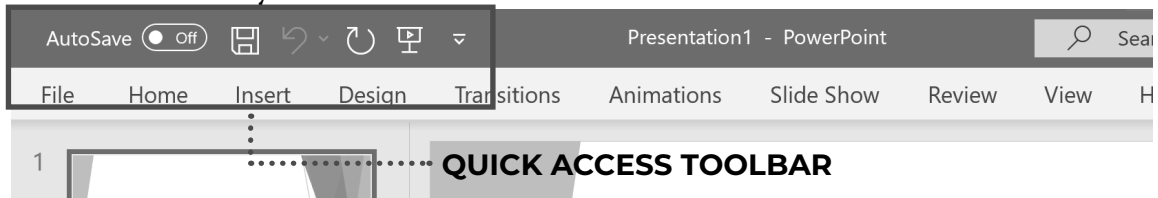
The default commands are the save, undo, and redo buttons. Customize the toolbar by clicking the Customize Quick Access Toolbar button and checking the commands you want to include.
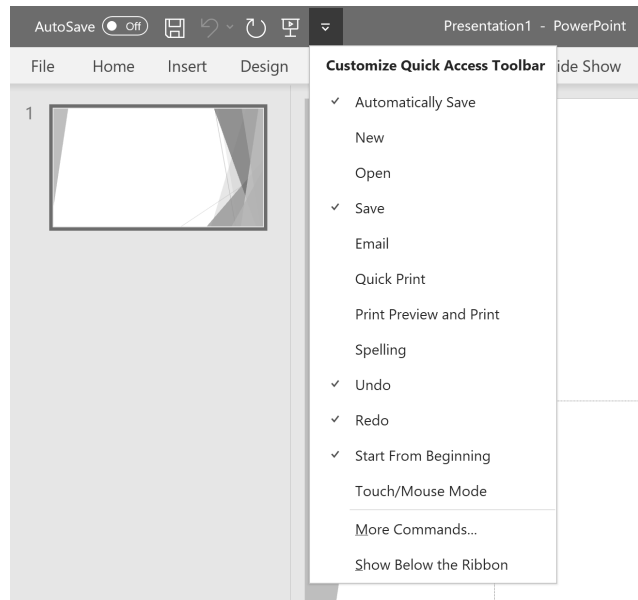
CREATING A NEW PRESENTATION

To create a new presentation, open Microsoft PowerPoint and choose **Blank Presentation.**
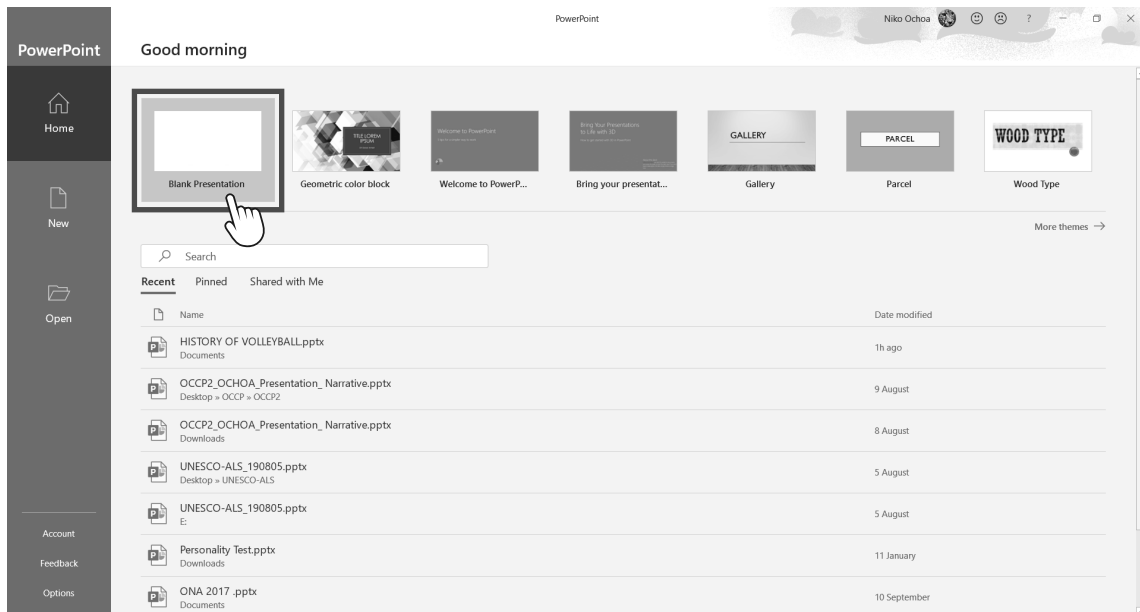
If you have an open presentation, click on the File tab and choose **New.** Then, click **Blank Presentation,** or press **Ctrl+N** on the keyboard.
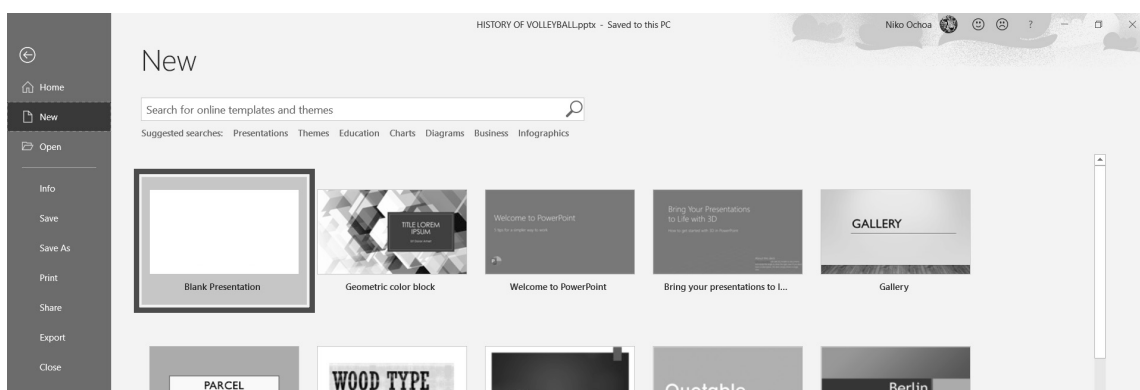
A blank presentation has a plain white background. Edit text, add other slides, and insert pictures based on what you need for your presentation.
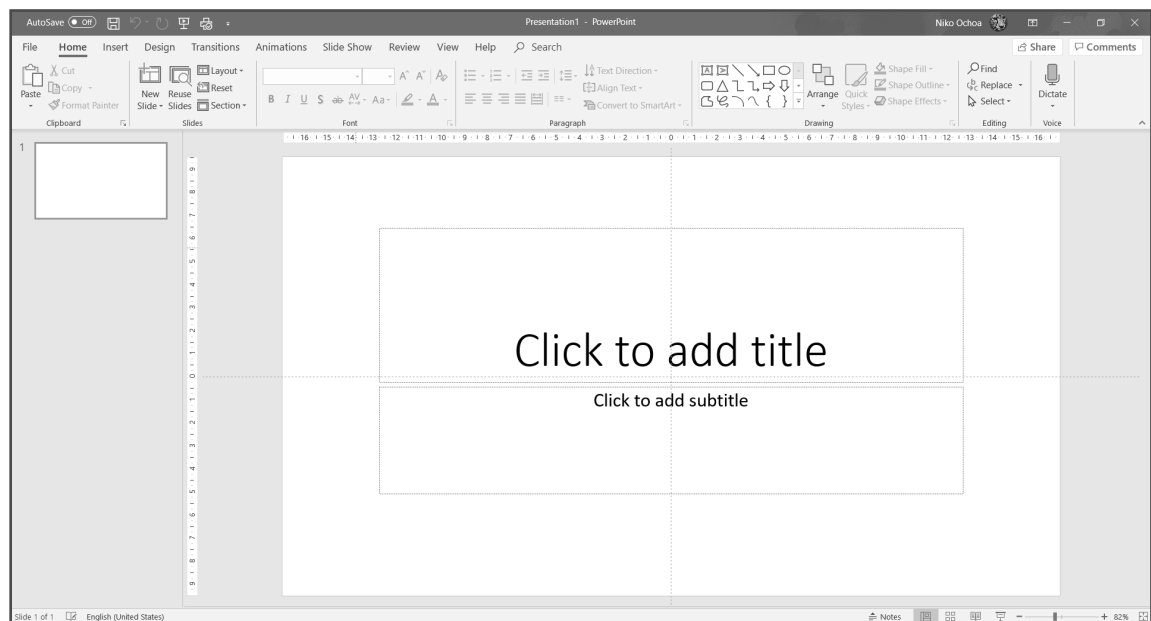
Blank Presentation

If you want a theme for your blank presentation, go to the Design tab and select your desired theme. To view more themes, click the More drop-down arrow button.
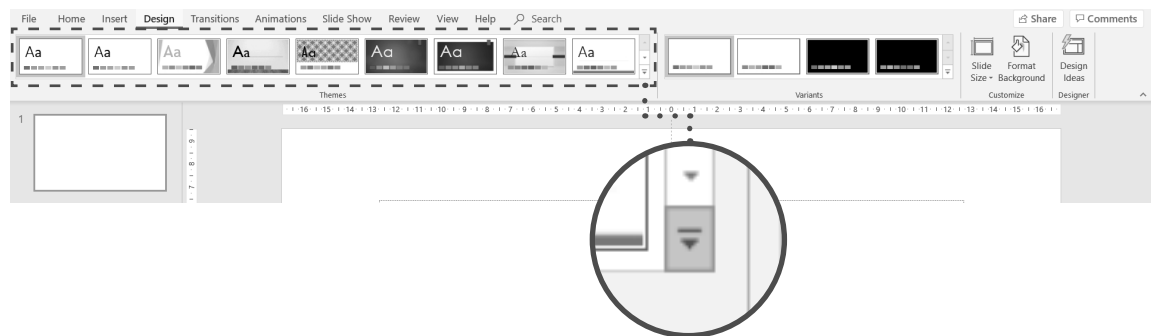
DISTINGUISHING DIFFERENT VIEW MODES

In Microsoft PowerPoint, there are different view modes located at the lower right corner of the screen. Let us see the difference in each view mode.
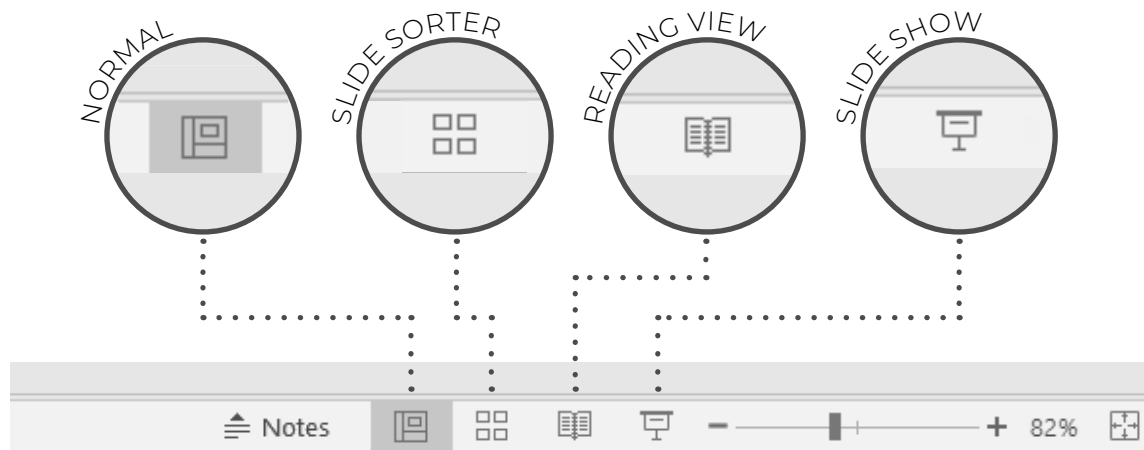
NORMAL VIEW

This is the default view of the presentation, with the slide sheet on the right and slide thumbnails to the left. This view allows you to work on the slides and rearrange them.
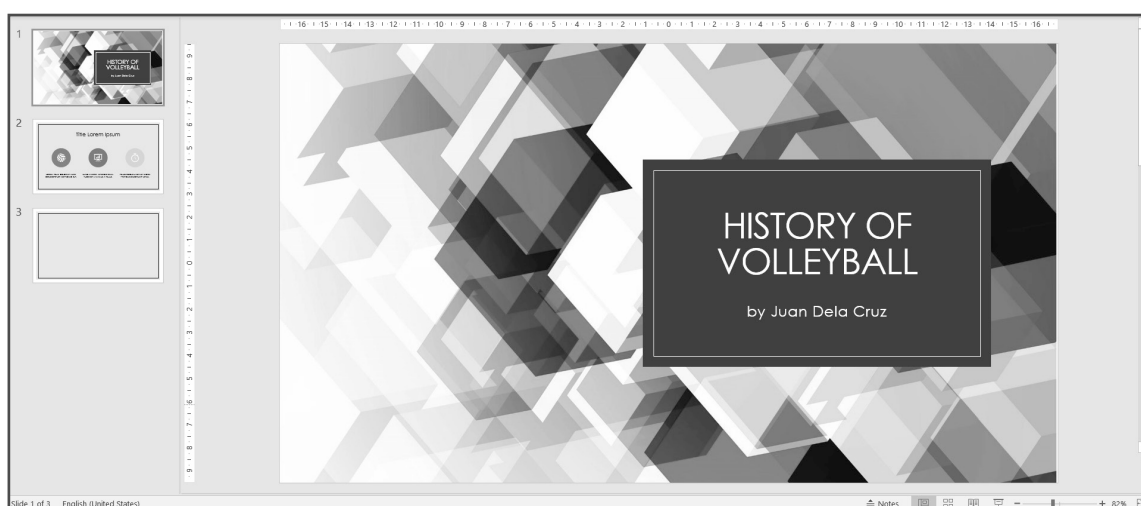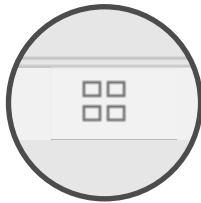
SLIDE SORTER

The slide sorter displays all the slides in a tabular form. This view only allows you to rearrange the slides and confirm that all the needed slides are still there.

READING VIEW

This view will allow you to read the slide carefully, but you cannot perform any editing. Unlike the Slide Show view, it includes easily accessible buttons for navigation, located at the bottom-right.

SLIDE SHOW

This displays all the slides along with the animations and sounds that you have included. The Slide Show view has an additional menu that appears when you hover your mouse, allowing you to navigate slides and access other features.
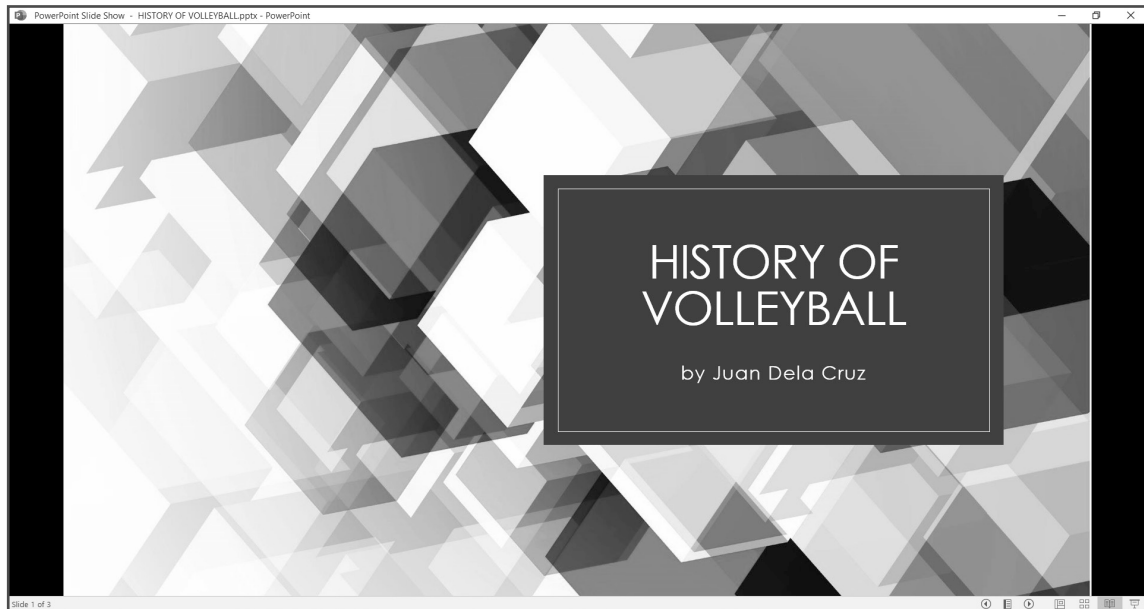
Reading View
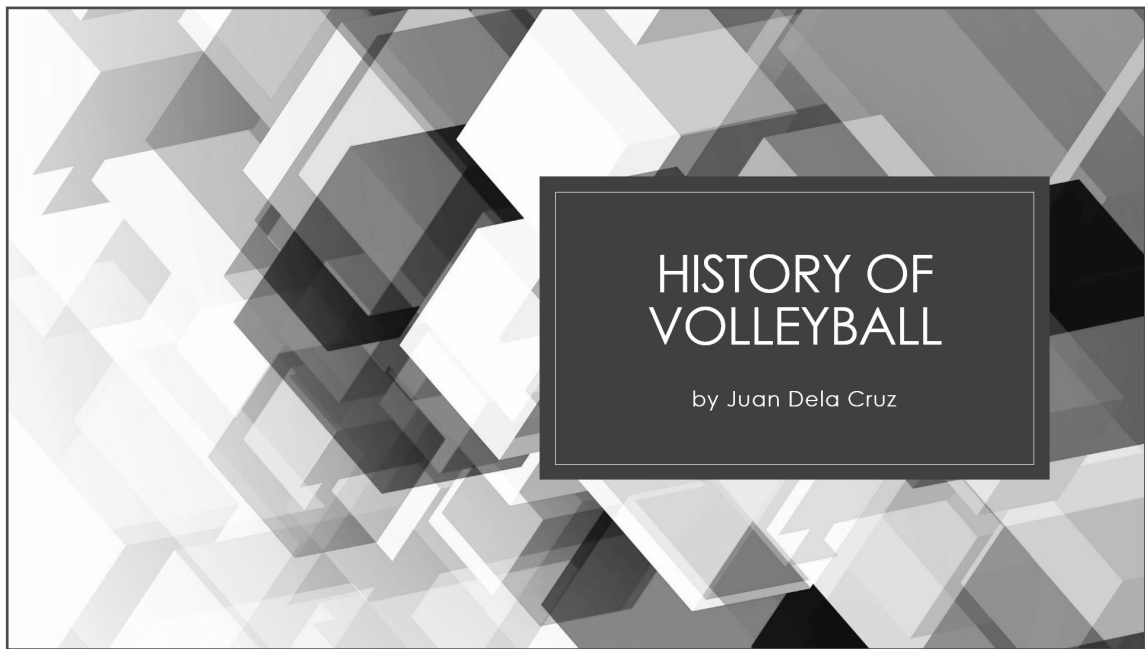
Slide Show View

You can find all modes in the View tab.
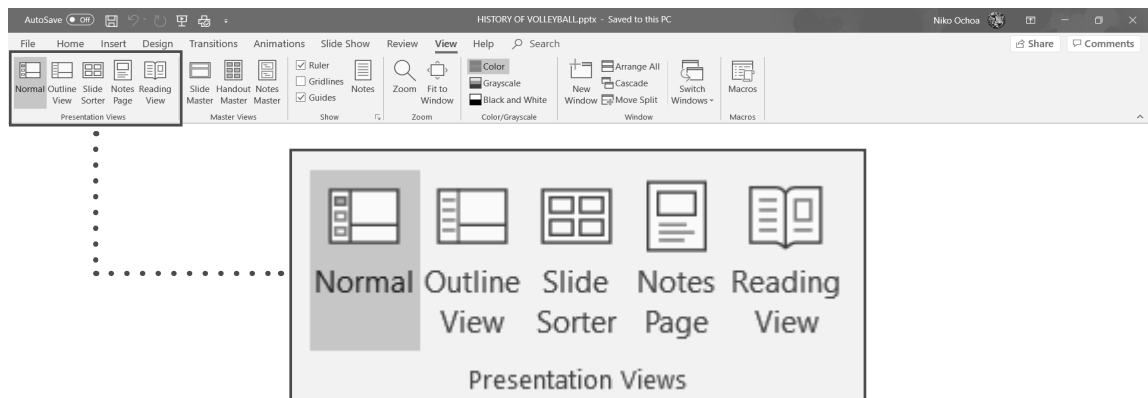
MANAGING SLIDES

There are a many ways to manage slides more easily, especially when you have a long presentation.

VIEWING AN OUTLINE

The outline view shows your slide text in outline form. This allows you to quickly edit your slide text and view the contents of multiple slides at once. Choose **Outline View** in the Presentation Views group in the View tab.
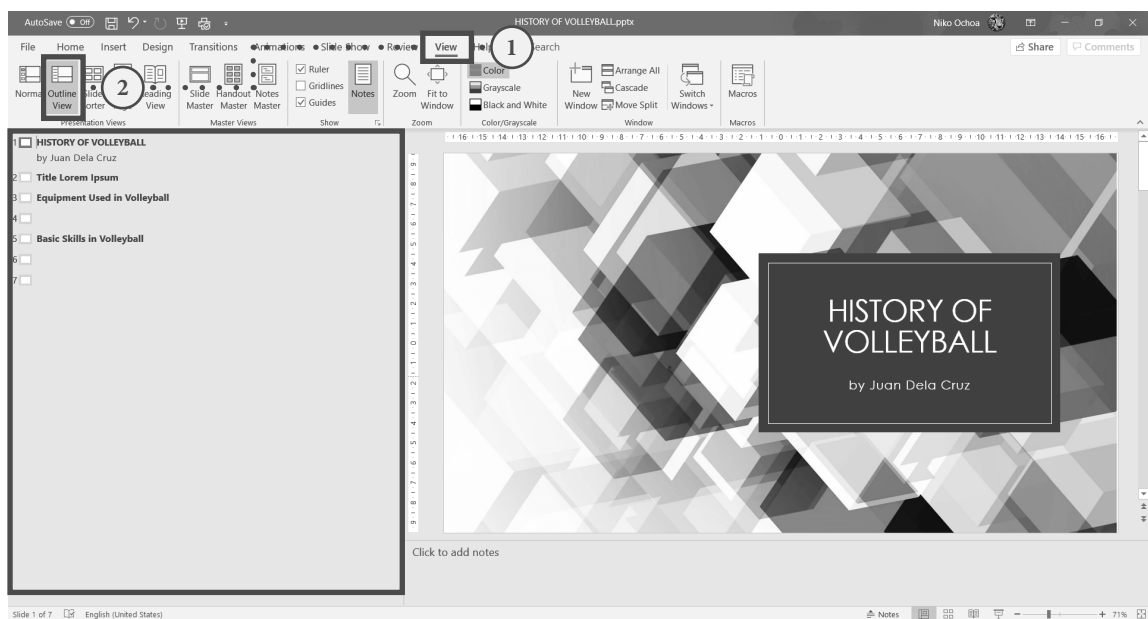
ORGANIZING SLIDES INTO SECTIONS

You can organize your slides into sections to navigate your presentation easily. Sections can be collapsed or expanded in the left pane and named for easy reference. In this example, we will add two sections: one for volleyball equipment and another for basic skills in volleyball.

1. Select the slide for your first section. In the Home tab, click **Section.** Choose **Add Section** from the drop-down menu.
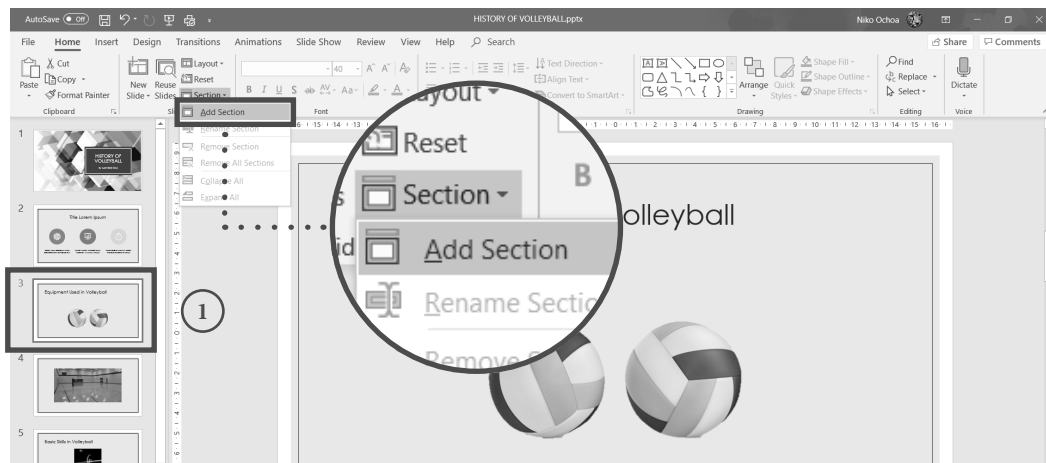
2. A dialog box that allows you to rename the first section will appear. Repeat the first step with the fifth slide to see the difference.
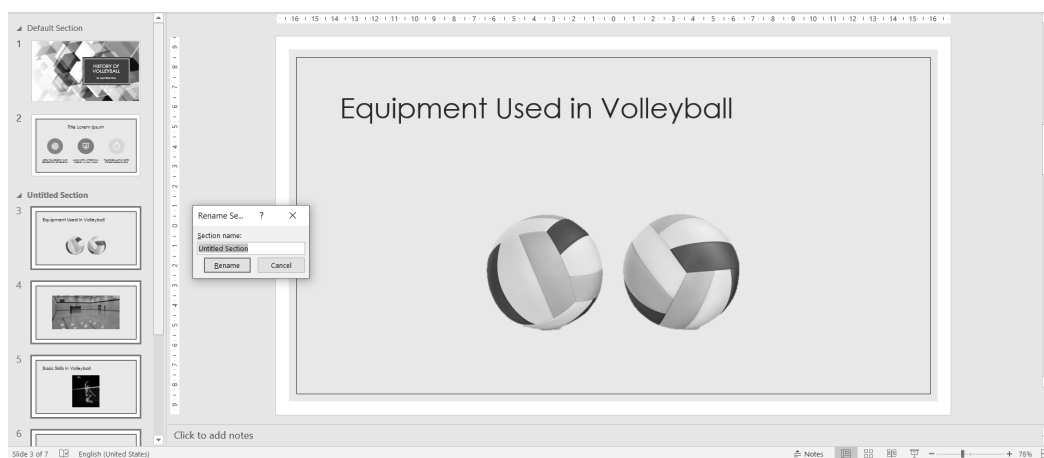
You will notice that your slides are now divided into sections. Slides 1 and 2 are in the default section, equipment for slide 3 and 4, and then Basic Skills for slides 5 to 7.
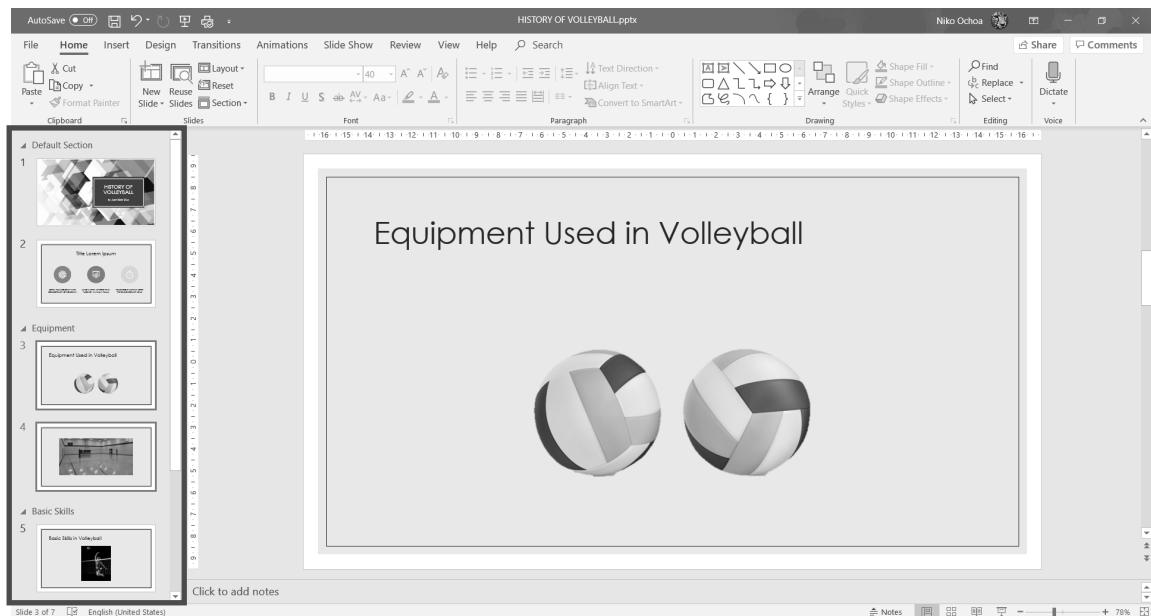
To see the changes, from the Home tab, click **Section.** Choose **Collapse All** from the drop-down menu. To return it, just select **Expand All.**
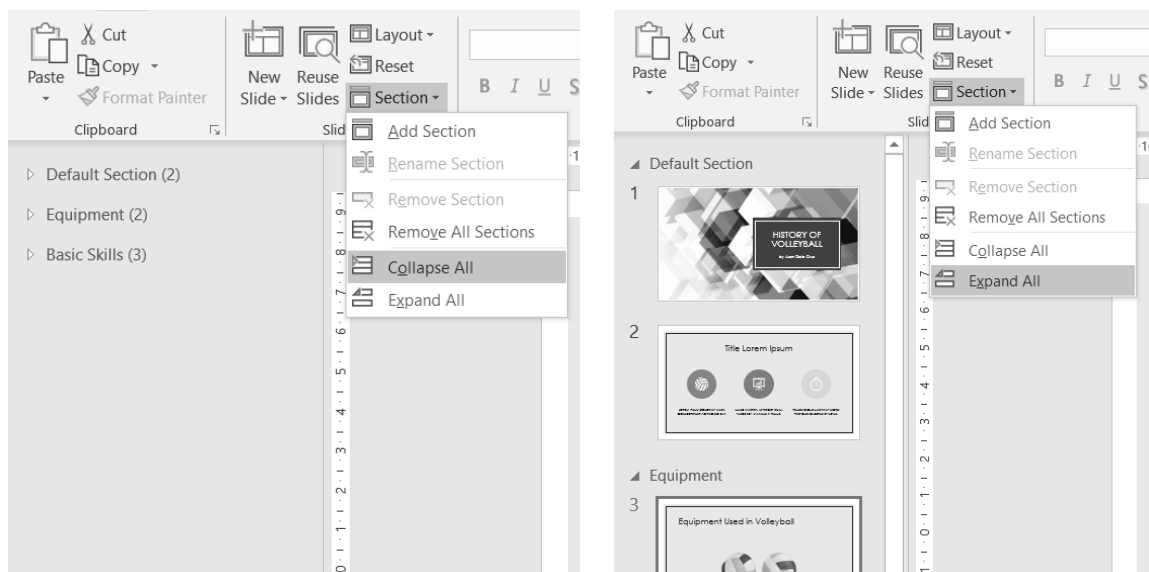
MANAGING SLIDE MASTERS

You can use slide masters to set the default layout and appearance. When you apply a layout, the slide is formatted according to the slide master's specifications.

Each slide master has several associated layouts. It is possible to also use more than one slide master in a presentation, if desired. You can create and customize your own layouts and slide masters in PowerPoint. You can then save these into a custom template for future use.

1. To create and modify slide masters and layouts in PowerPoint, click View tab in the ribbon. Then, click the Slide Master button in the Master Views button group. Doing this opens the presentation's slide masters and associated layouts.
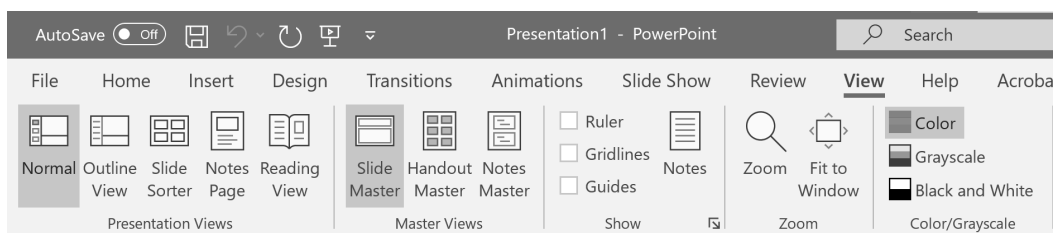
2. Each slide master in the presentation appears at the top of a hierarchy of connected slide layouts in this pane. Each layout appears as a branch of the slide master.

The current slide master and layout appear in the slide pane at the left side of the window. It is displayed for editing in the main window.

3. To customize a slide master, select it in the slides pane.

4. Then, select the default placeholders to apply by clicking the Master Layout button in the Master Layout group. This can be found in the Slide Master tab in the ribbon.
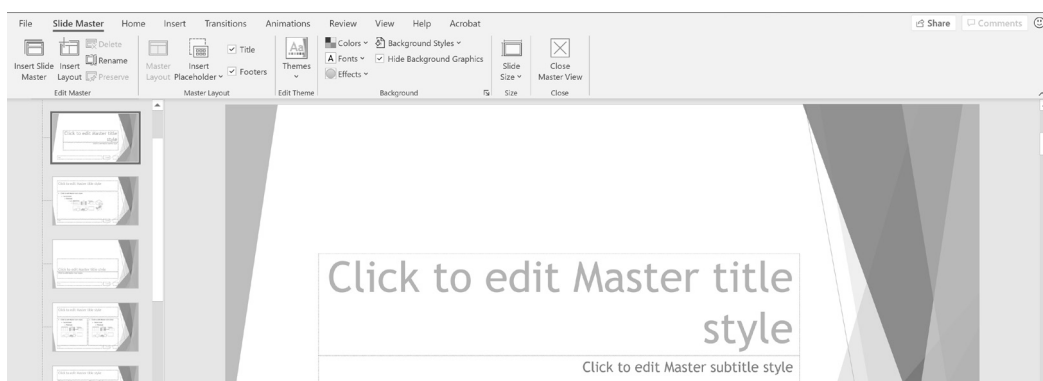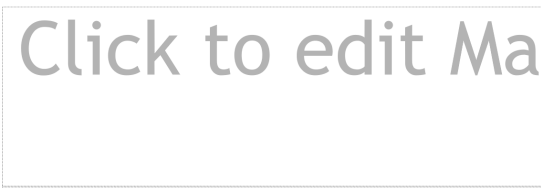
5. Check the default placeholders to appear in the slide master and then click **OK**. For example, if you choose **Text and Date** only, the rest of the placeholders will not be shown.
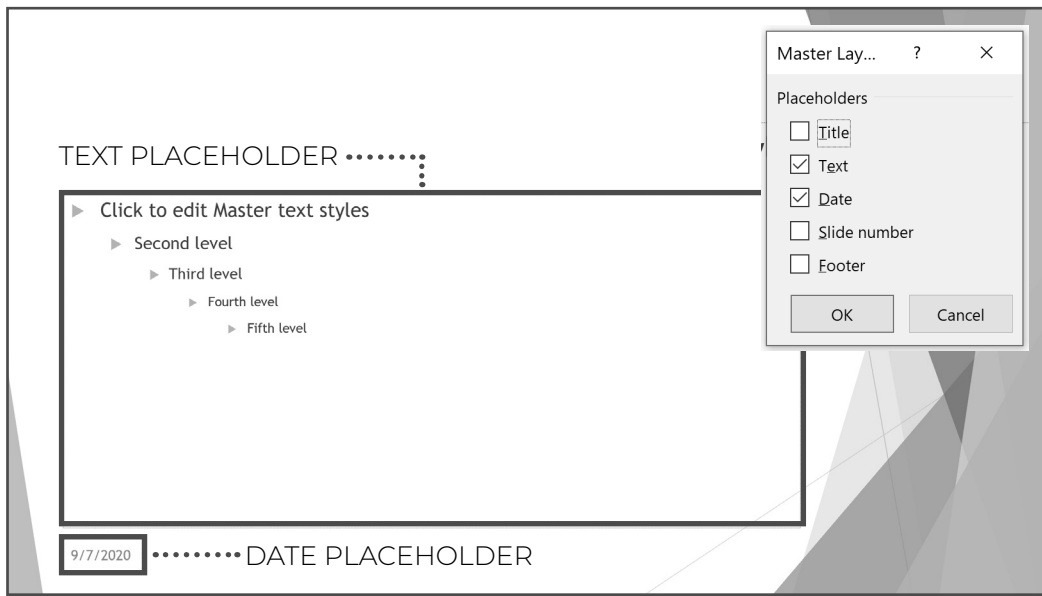
Example of Master Layout with Only Text and Date Placeholders Activated

6. If you want to save the selected slide master with the presentation, even if it is not actively used by any presentation slides, click the Preserve button in the Edit Master group.
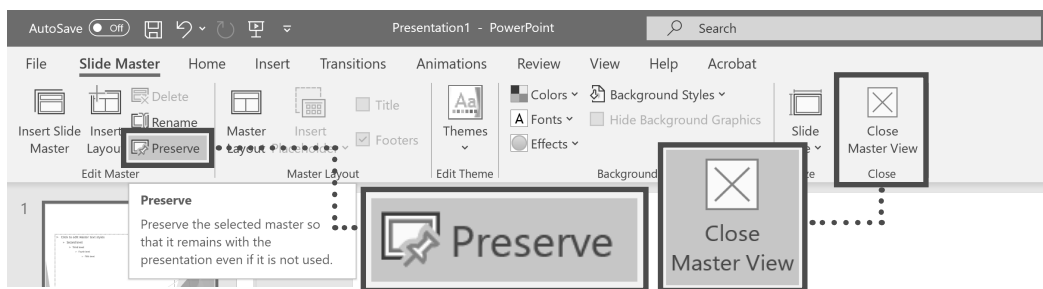
Preserve Button and Close Master View Button

7. To close the Master Slide mode, click **Close Master View.**

LESSON 1
SHARPENING YOUR SKILLS

Directions: Enumerate the following. Write your answers on a separate sheet of paper.

Major Parts of Microsoft PowerPoint	Different Views in Microsoft PowerPoint	Ways to Manage Slides

Microsoft PowerPoint is a presentation tool that aids in sharing ideas with an audience. With this, people can be dynamic in presenting information.

LESSON 1
TREADING THE ROAD TO MASTERY

Directions: Create a five-slide presentation about yourself by following the instructions below. If you do not have a computer, please ask for assistance from your mobile teacher.

☐ There should be **five slides** for the presentation.

☐ Choose a **theme.**

☐ The contents should be about

☐ your personal profile,

☐ your hobbies and interests,

☐ your family, and

☐ other things you find interesting about yourself.

☐ Save the file with the file name:
MyFirstPresentation_(lastname)
(e.g., MyFirstPresentation_Cruz.pptx).

CRITERIA	SCORE
Content	50%
Layout	30%
Format	20%
TOTAL	100%

Being familiar with a software's features allows you to use it with ease. To help you make your presentation look more professional, the next lesson will show you how to format your presentation.

FORMATTING A PRESENTATION FILE

After this lesson, learners should be able to

- demonstrate understanding of formatting in a presentation file;

- apply different practices in creating slide content;

- demonstrate good practices in lists and tables in a presentation;

- customize text in a presentation; and

- edit charts in a presentation.

LESSON 2
TRYING THIS OUT

Directions: Give at least five characteristics that an excellent presentation should have. Write your answers on a separate sheet of paper.

1

2

3

4

5

UNDERSTANDING WHAT YOU DID

FORMATTING A PRESENTATION

One of the primary difficulties encountered by people who use presentation tools is getting and keeping the attention of the audience. To avoid such difficulties, use Microsoft PowerPoint, which has many features that allow you to make your presentation more presentable and creative.

THEME

In PowerPoint, themes give you a quick and easy way to change the design of your presentation. They control your primary color palette, basic fonts, slide layout, and other important elements. All the elements of a theme will work well together, which means you will not have to spend as much time formatting your presentation.

A **theme** is a predefined combination of colors, fonts, and effects. Different themes also use different slide layouts. You are already using a theme, even if you are not aware of it: the default Office theme. You can choose from a variety of new themes at any time, giving your entire presentation a consistent, professional look.

THEME ELEMENTS
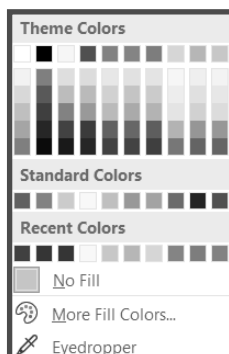
THEME COLORS
There are ten theme colors with light to dark variations, available from every Color menu.
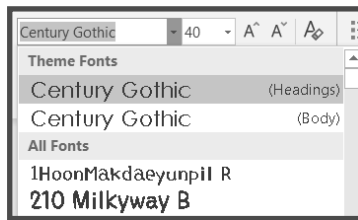
THEME FONT

There are two theme fonts available at the top of the Font menu under Theme Fonts.

THEME EFFECTS

These affect the preset shape styles. You can find shape styles on the Format tab whenever you select a shape or a SmartArt graphic.

APPLYING THEMES

All themes included in PowerPoint are in the Themes group in the Design tab. Themes can be applied or changed any time, depending on your own presentation.

To apply a theme, do the following steps:

1. On the Design tab, in the Themes group, click the drop-down arrow. The menu will expand to show a gallery of themes.
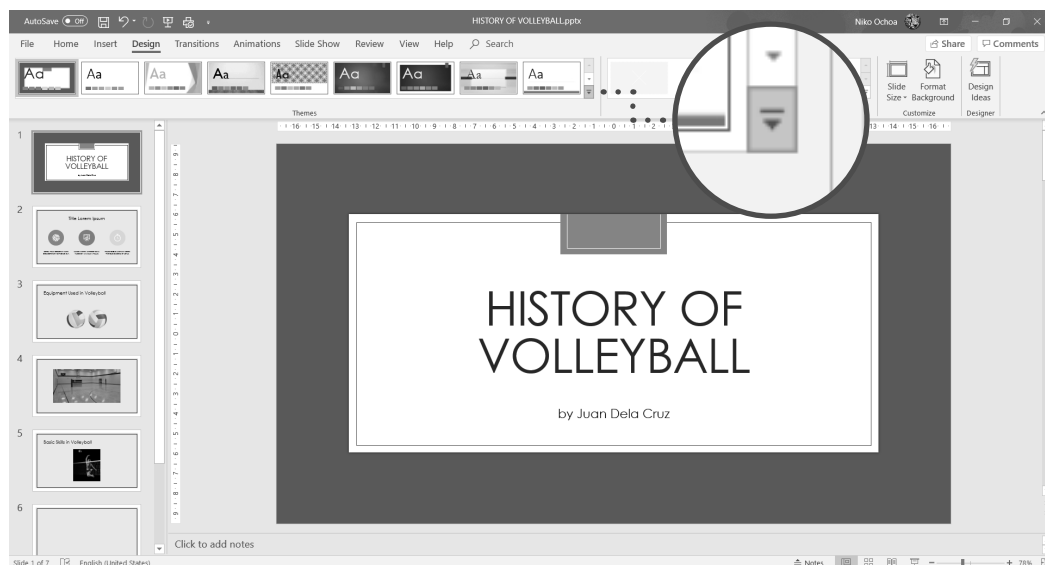
2. Select a theme by clicking it. After application, every slide will have a new look based on the selected theme.
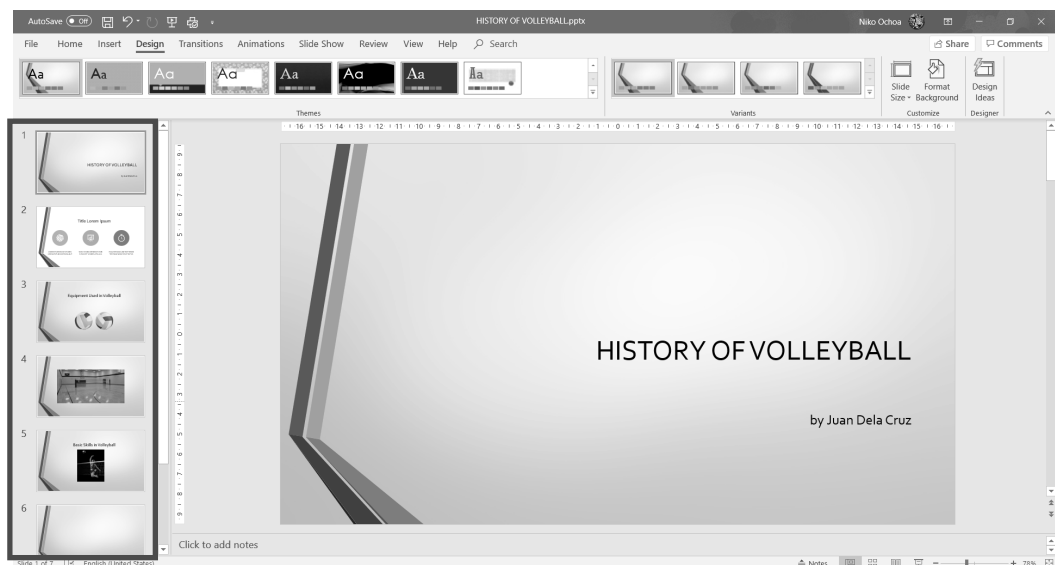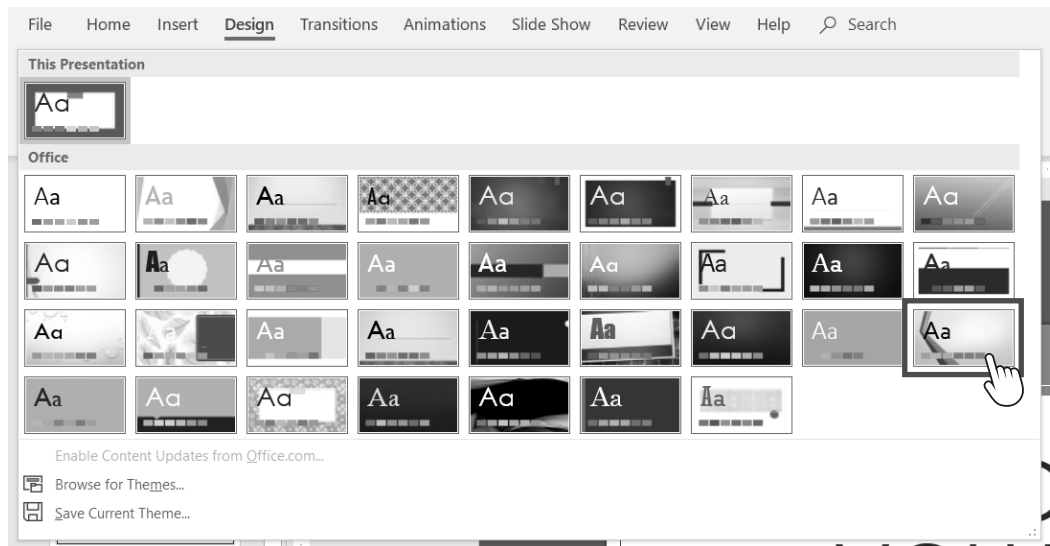
You can also change other aspects of the theme through the Variants group, where you will find options not just for colors but also for fonts, effects, and background styles.

Variants

Colors	▸
Fonts	▸
Effects	▸
Background Styles	▸
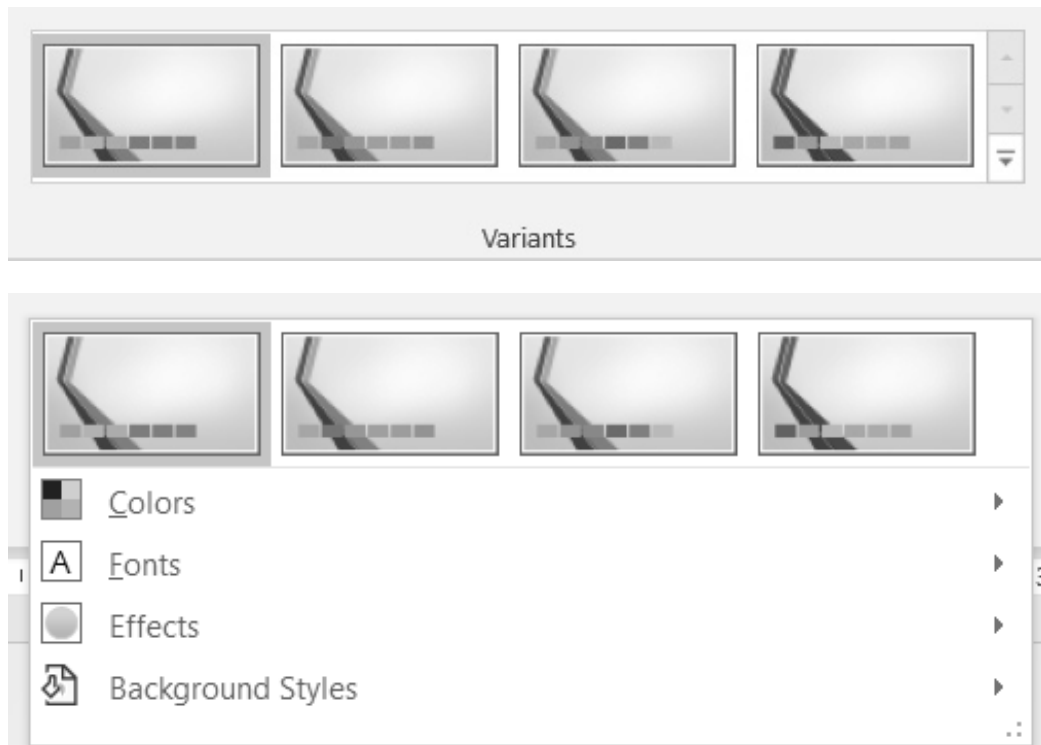
Different Practices in Creating Slide Content

- ✓ **Keep it simple.** Presentation software use slides with a horizontal or landscape orientation. They were designed to display graphical information that would support the speaker and supplement the presentation. The slides were never meant to be the "star of the show." Your slides should have plenty of "white space" or "negative space."

- ✓ **Avoid excessive words.** Excessive words and lengthy texts make it difficult to see and process information. People will either try to read everything or copy down everything and will lose interest.

- ✓ **Make bullet points easy to read.** There should be no more than six bullets per slide (some recommend four or five bullets), and each should not have more than six to seven words. Periods at the end of the bullets are not advisable.

- ✓ **Use a dark font on a light background and white or light font on a dark background.** Avoid using too many colors because it will be overwhelming on the audience's eyes.

ENTERING TEXT INTO A PLACEHOLDER IN STANDARD AND OUTLINE VIEW

1. To enter a text in a standard view or normal view, click the placeholder you want to enter a text with. There are two placeholders available on the example below, one for the title and another for the subtitle.
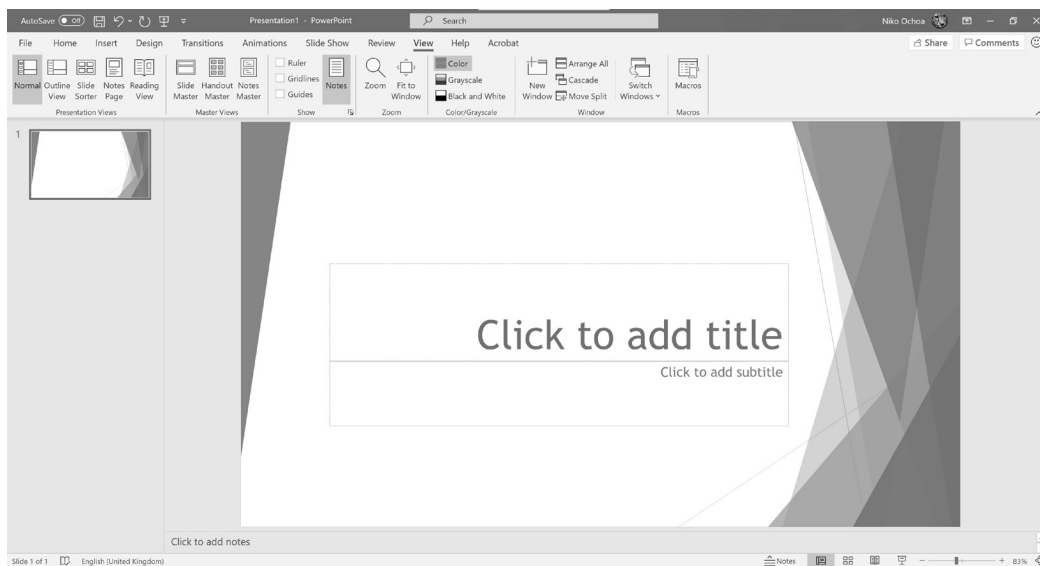
Placeholders have texts that tell you to add content.

2. Let us add a text for the title. Type in "Hello World." You can always click the placeholder if you want to edit the text.
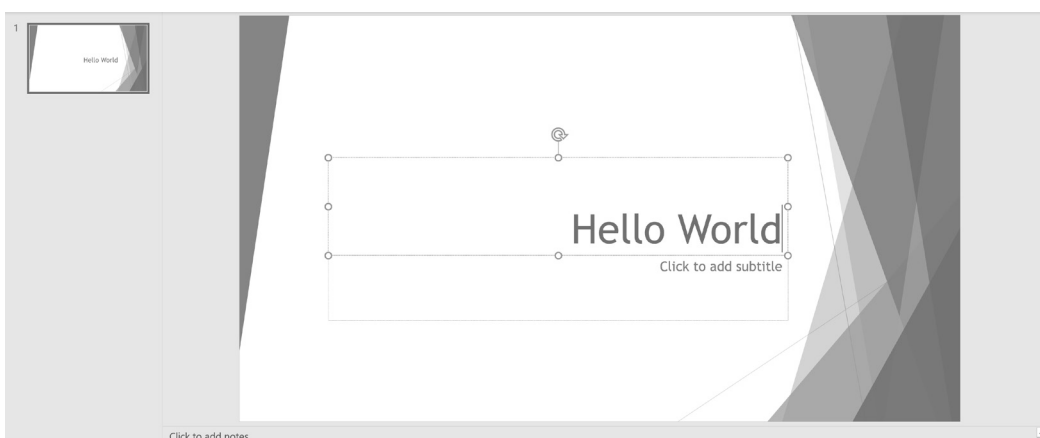
3. You may also use the outline view to enter text. First, click the View tab, and then select **Outline View** on the Presentation Views group.

4. Once you select **Outline View,** you will see the outline on the left panel and the content of the slide. Let us edit "Hello World" to "Hello Philippines." Just put your cursor on the text you want to edit.
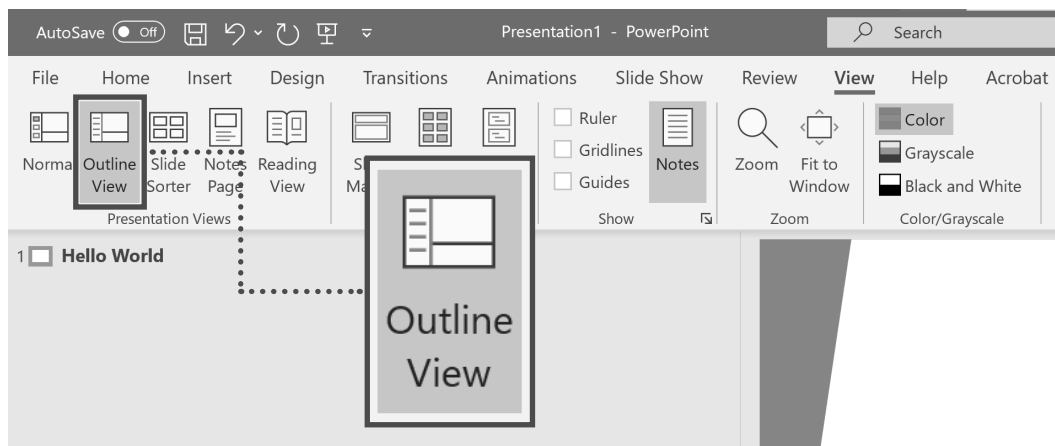
5. You will notice that the text in the slide area also changed.
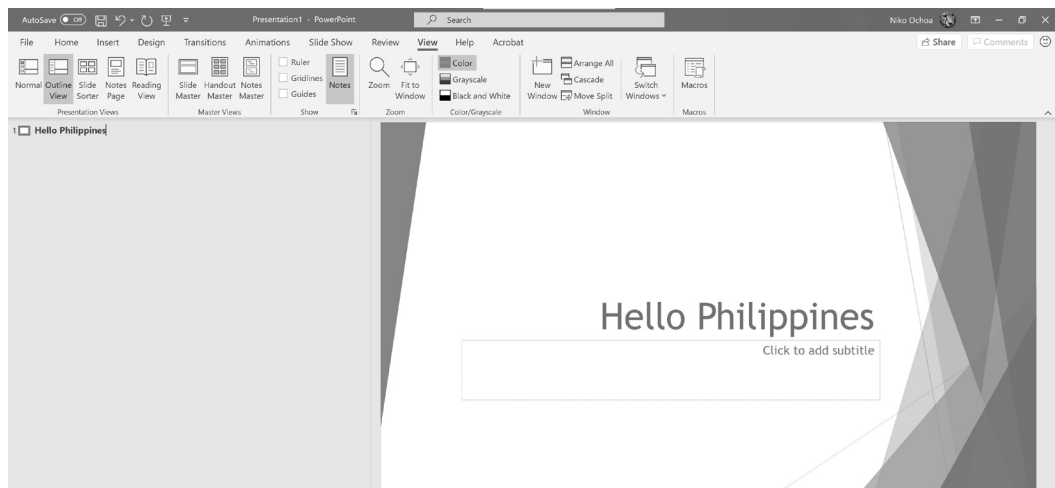
6. To add text on the next placeholder, the subtitle, using **Outline View,** position your cursor under the first letter of the title text. In this example, click your mouse under the letter H. If you wish to add a new slide, just press enter.
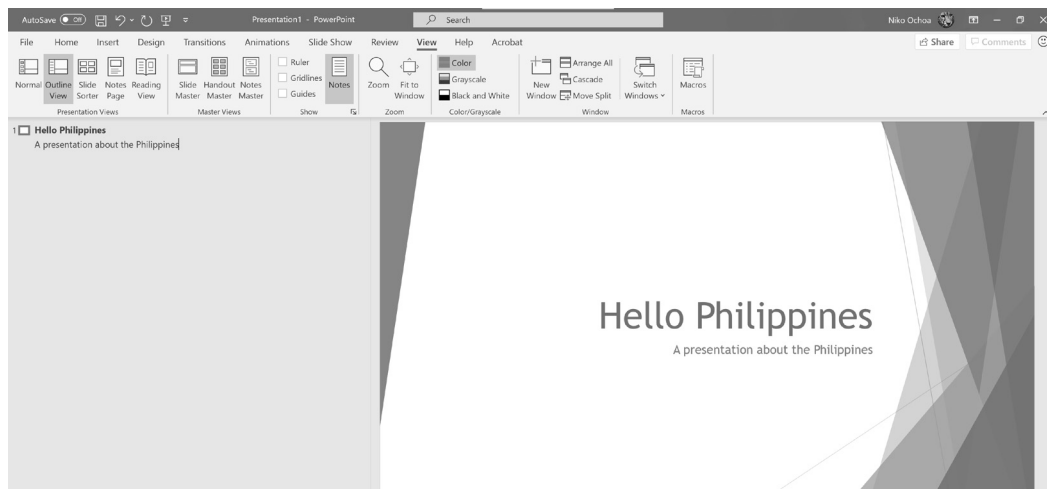
COPYING, CUTTING, AND PASTING IN PRESENTATIONS

To copy a text:

1. Highlight the text, right-click, and then choose **Copy;** or simply press the shortcut key, **Ctrl+C.**
2. Select the slide of the presentation where you want to paste the copied text.

To cut a text means the text will be moved to another slide or another presentation.

1. Highlight the text first, right-click, and then choose **Cut;** or simply press the shortcut key, **Ctrl+X.**
2. Select the slide of the presentation where you want to paste the text that has been cut.

To paste a text:

1. Click the area where you want to paste the text then right-click, and then select **Paste.** Or simply press the shortcut key, **Ctrl+V.**

USING THE UNDO AND REDO COMMAND

The Undo command reverses your last action, while the redo command can restore any action that was previously done using the Undo command.

To Undo:

1. Press the shortcut key **Ctrl+Z** or the Undo button at the Quick Access Bar and select which action you want to reverse.

   By default, you can only undo up to 20 times.

To Redo:

1. Press the shortcut key **Ctrl+Y** or the Redo button at the Quick Access Bar.

   The Redo command does not have a list of actions because it will only redo the latest action that has been undone.

FORMATTING TEXT

To change the font size:

1. Highlight the text then select the Font Size button in the Font group in the Home tab. Click the drop-down arrow to choose font sizes.
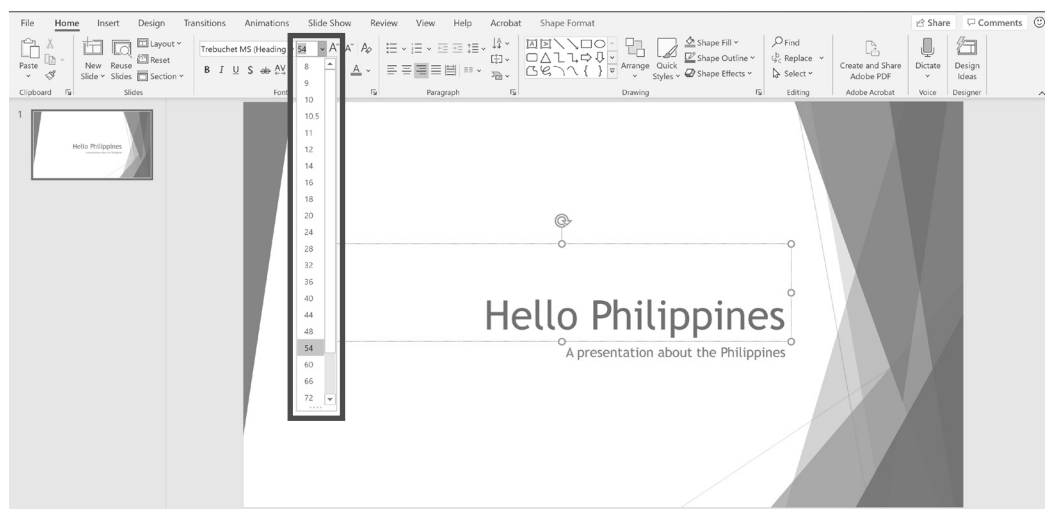
To change the font type:

1. Highlight the text then select the Font button in the Font group in the Home tab. Click the drop-down arrow to choose font types.

To apply font styles:

1. Highlight the text then choose among the five font styles in the Font group. In PowerPoint, there are five available font styles: **bold, italic, underline, text shadow,** and **strikethrough.** Font styles can be used all at the same time.
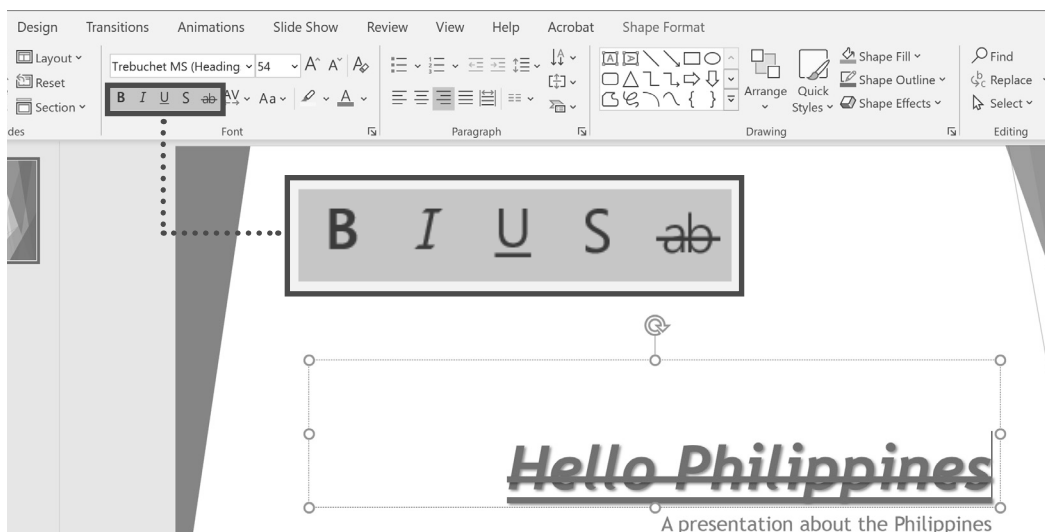
To change the font color:

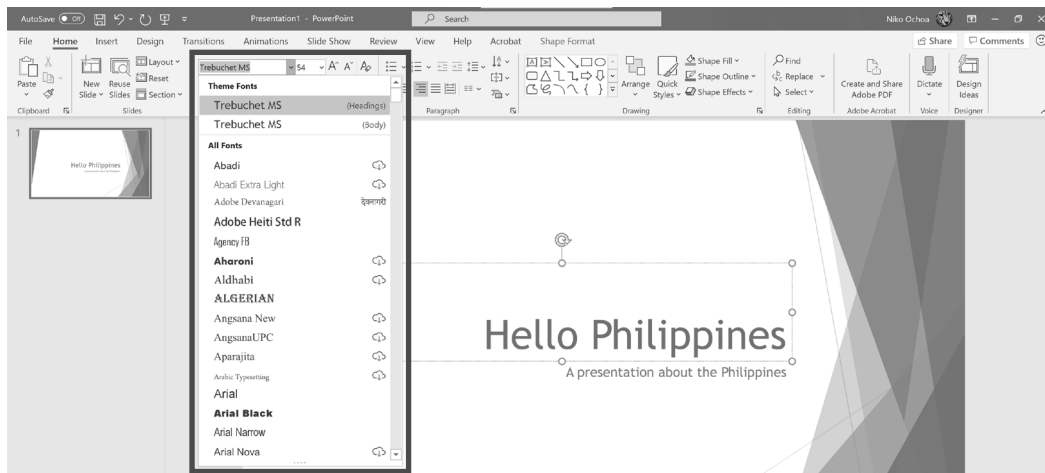7. Highlight the text then select the Font Color button in the Font group in the Home tab. Click the drop-down arrow to choose from a selection of font colors, or choose a custom color by clicking on **More Colors.** You may also use the eyedropper tool.
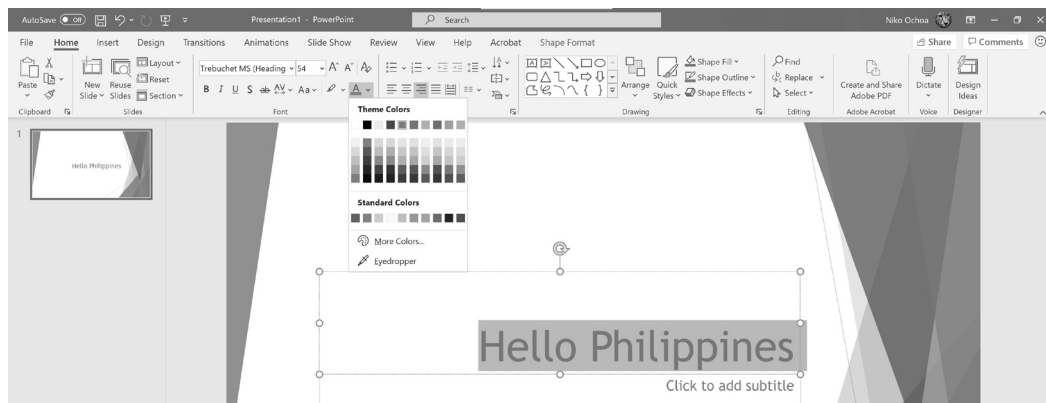
To apply case changes to text:

1. The Change Case command, which can be found in the Font group, allows you to select among **Sentence Case, Lowercase, Uppercase, Capitalize Each Word,** and **Toggle Case.**
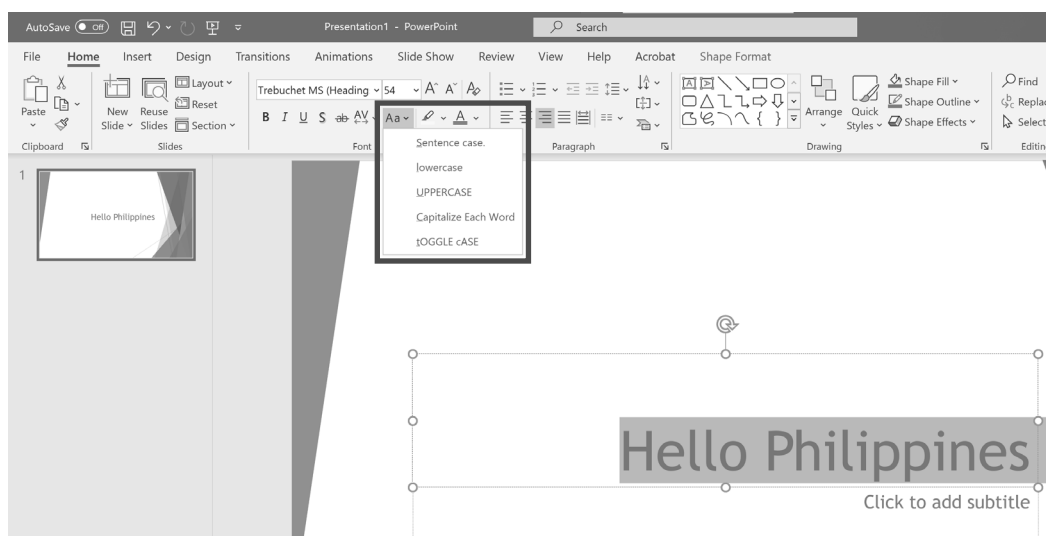
For example, if you choose **Uppercase**, the selected text will be in all capital letters.
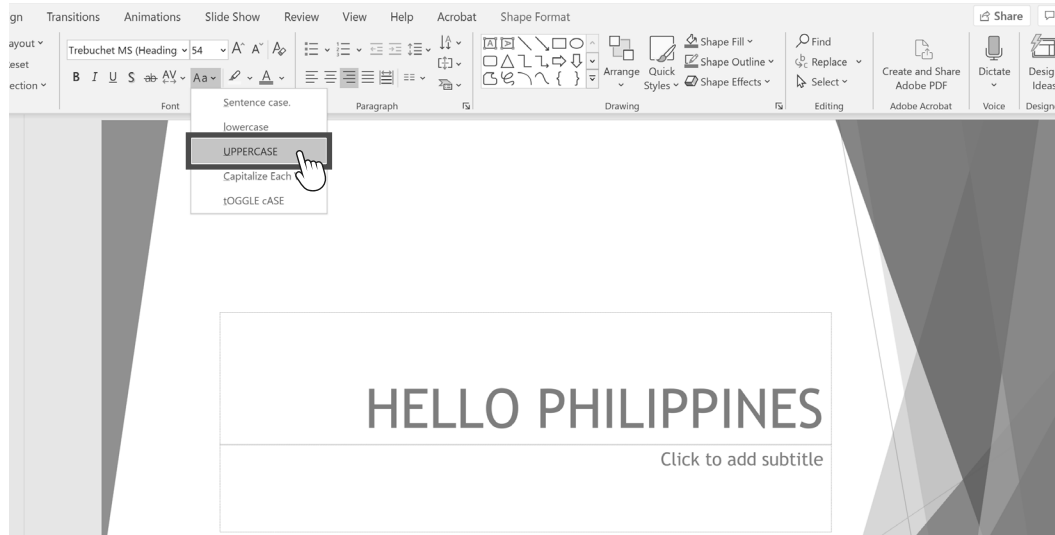
To align text:

1. Highlight the text you want to align, and then choose your preferred alignment: **Align Left, Center, Align Right, Justify,** or **Distributed** (only in newer versions) in the Paragraph group in the Home tab.

ADDING LISTS AND TABLES

Microsoft PowerPoint allows you to break down your text in multiple columns. This is especially helpful in organizing your list.

For example, you will list down all the places in the Philippines that will be joining a volleyball tournament. Numbers 1–30 representatives are now listed, but as you can see, the list automatically goes down and fits itself by adjusting the font size.
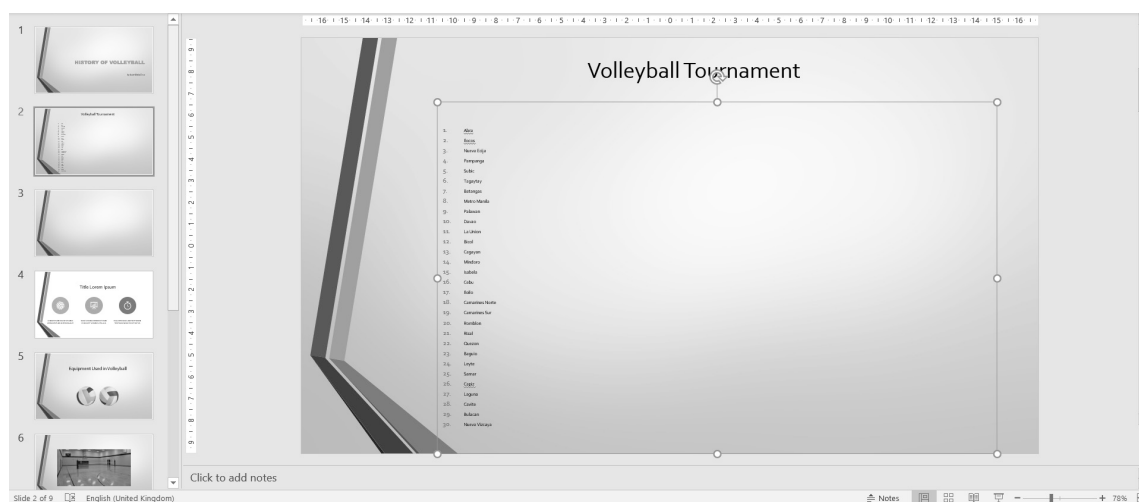
Let us break down the list into multiple columns so that it can fit in the slide and make it more presentable.

First, highlight all the text to break down. Then in the Paragraph group, click the Columns drop-down arrow and choose **Three Columns.**
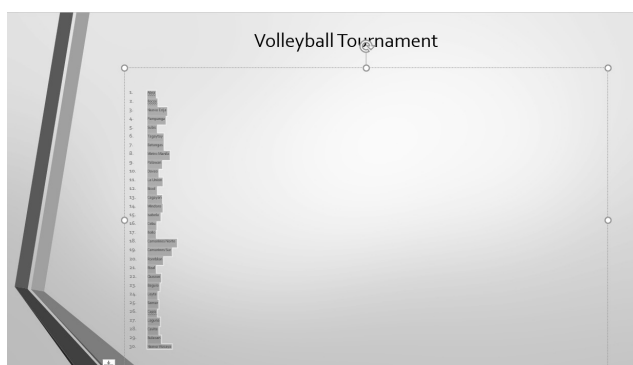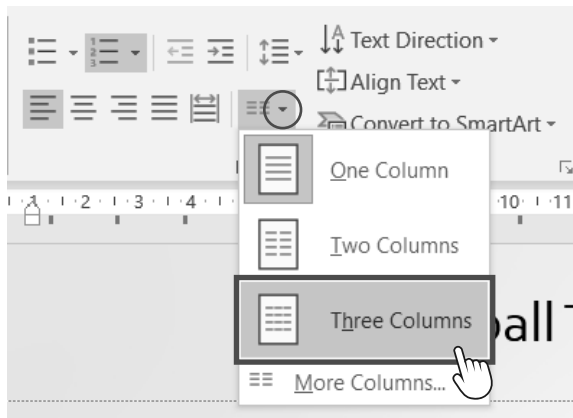
The long list is now broken down into three columns. The text and font are now readable.
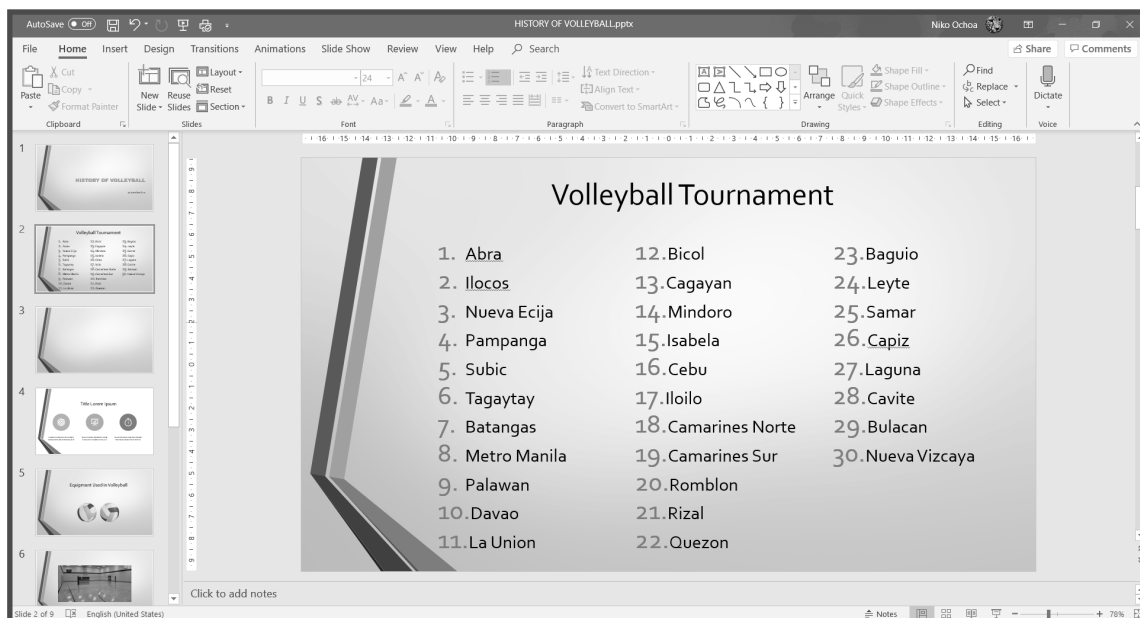
ADDING BULLETED TEXT

To indent bulleted text and remove indent from bulleted text:

1. Enter the list that you need for your presentation.

2. Highlight the list, and then select the Increase List Level button in the Paragraph group. This increases the indent level, which is often done when there is a sub list. You will notice that the more you indent, the smaller the texts and bullets become.
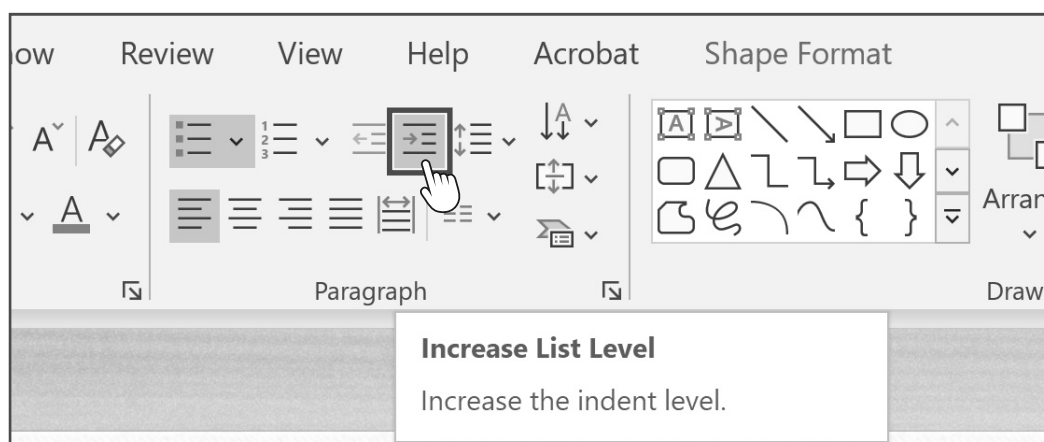
3. To remove the indentions, click the Decrease List Level button.
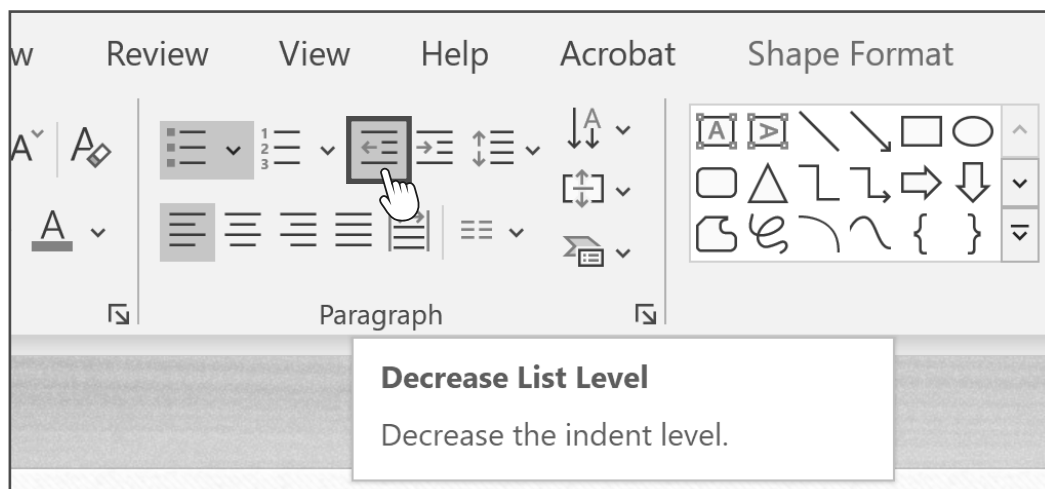
To switch to different bullet and number styles:

1. Highlight the list, and then select the Bullets drop-down button in the Paragraph group. You will see different styles of bullets.
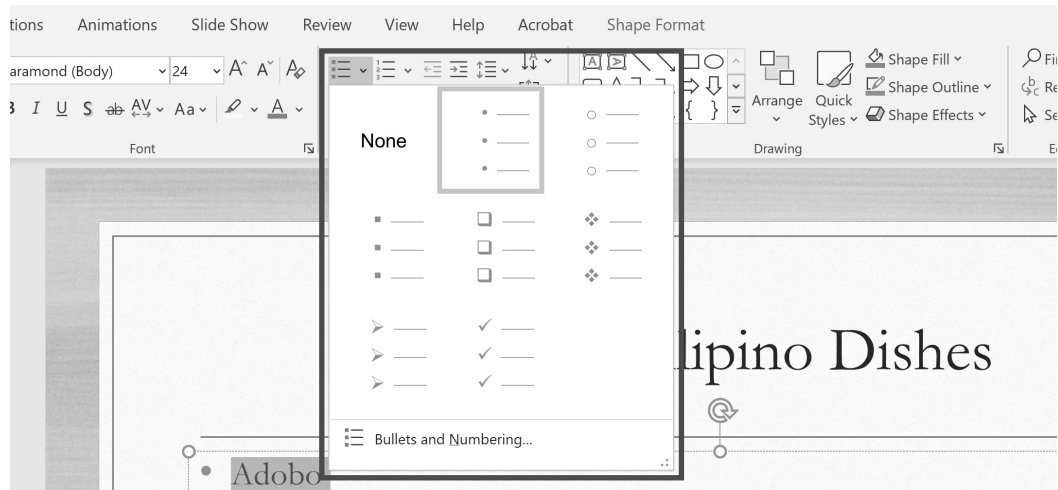
2. To change the bullets to numbers, highlight the list again, select the Numbering button, and then choose your desired style for numbering.
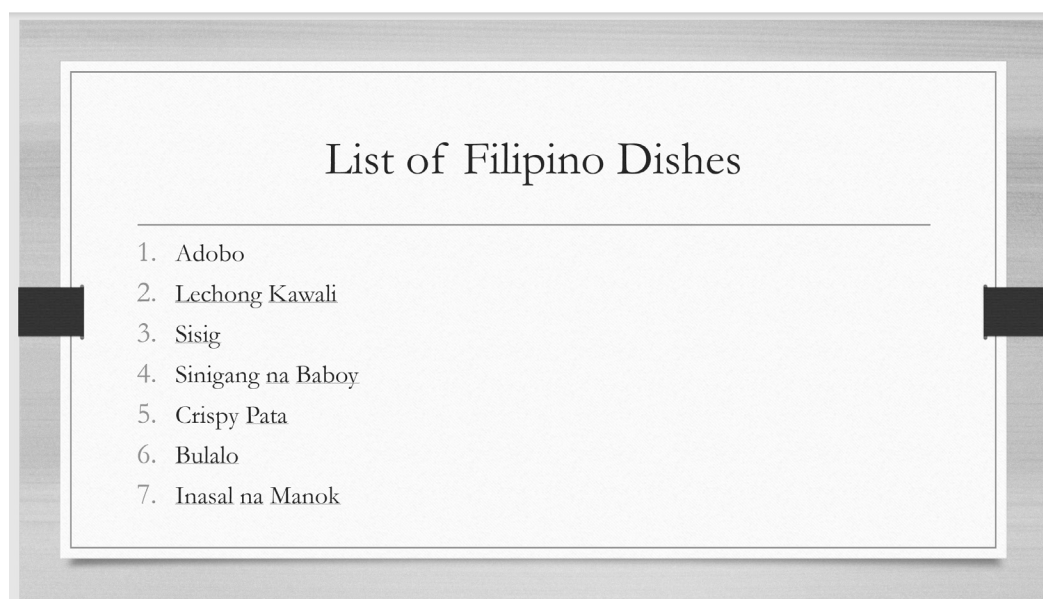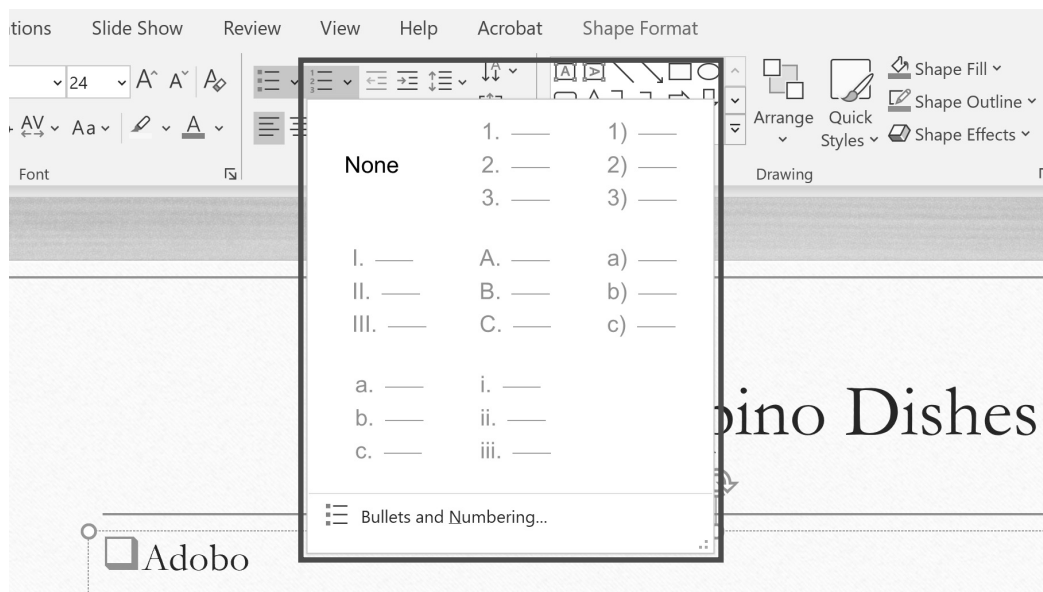
ADDING TABLES

For a more organized and clear presentation of information, you can use tables. These will let you insert your text in columns and rows instead of lines and paragraphs.

To create a table:

1. In the Insert tab, click **Table.** A drop-down menu will appear, allowing you to choose the number of cells you need.

For example, let us make a four-by-three table. It will automatically come out with equal sizes of cells.
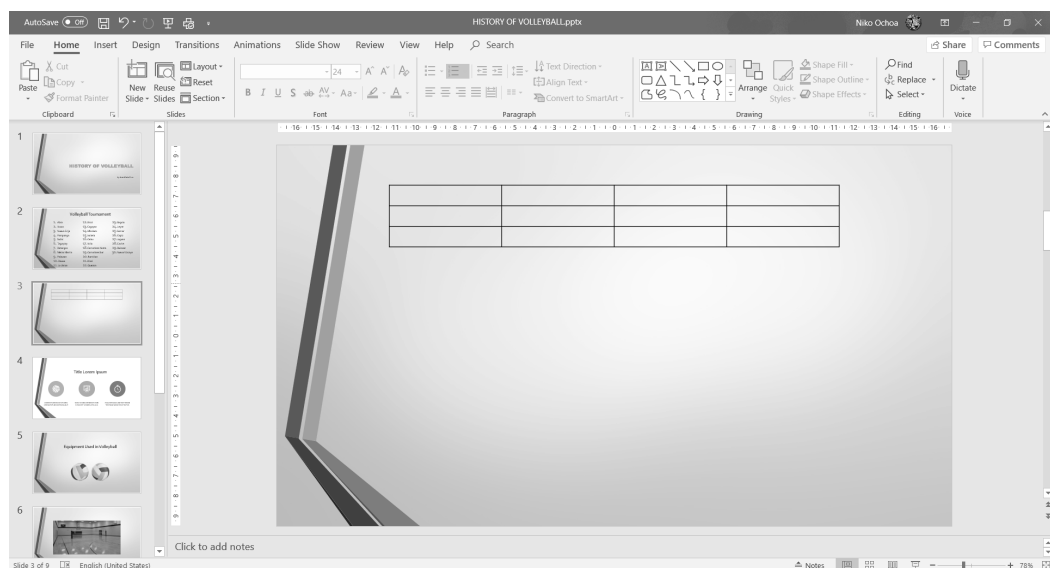
2. If you need to move the table, select it and place your cursor on one of the edges. Click and drag it to your desired location then let go.
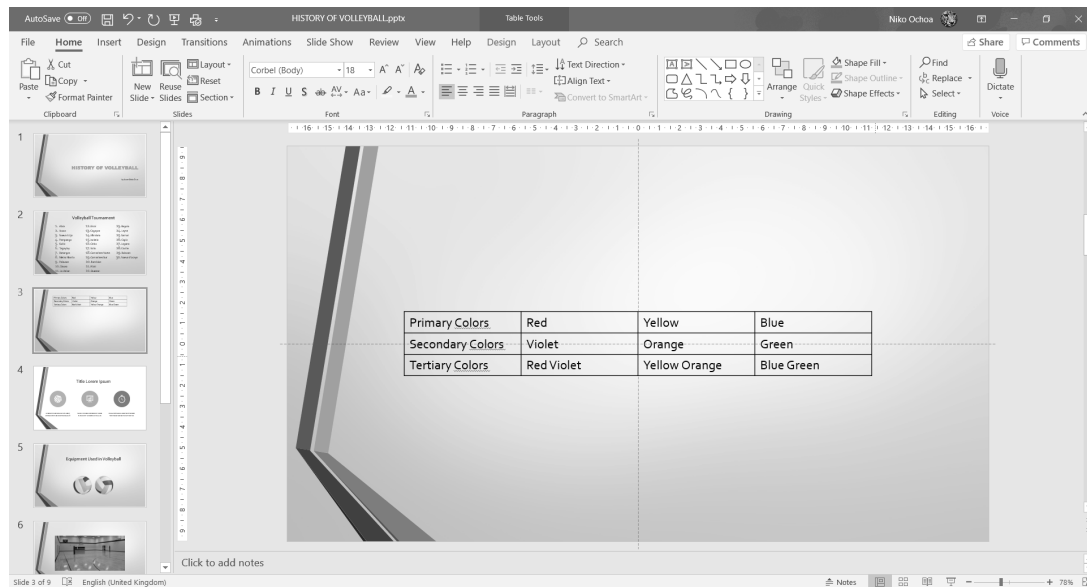
In this example, the table is now placed at the center of the slide.

3. You might also want to add columns and rows. For example, let us add a row above and column to the right of Violet. Select the table, and then go to the Layout tab then the Rows & Columns group.
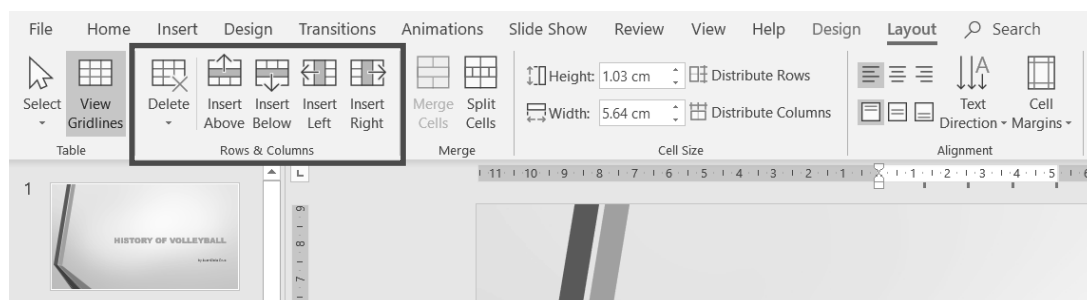
Select **Insert Above** and **Insert Right.**

Now you have added a row above and column to the right of Violet.
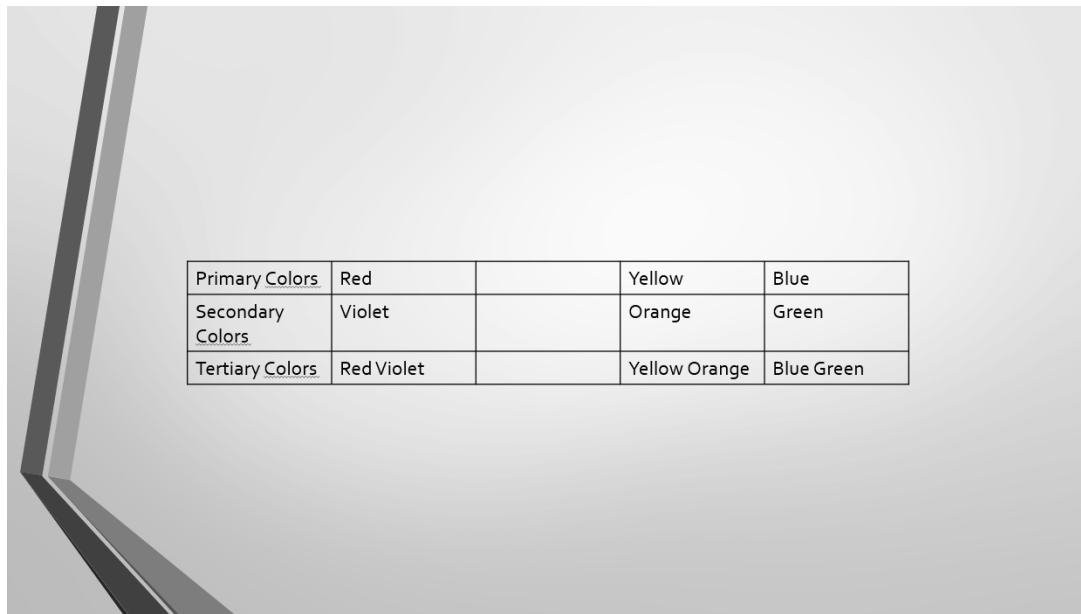
Primary Colors	Red		Yellow	Blue
Secondary Colors	Violet		Orange	Green
Tertiary Colors	Red Violet		Yellow Orange	Blue Green

4. If you want to delete rows and columns, go to the Layout tab then click **Delete** in the Rows & Columns group. A drop-down menu will appear; choose what you want to delete. In this example, let us delete the second row.
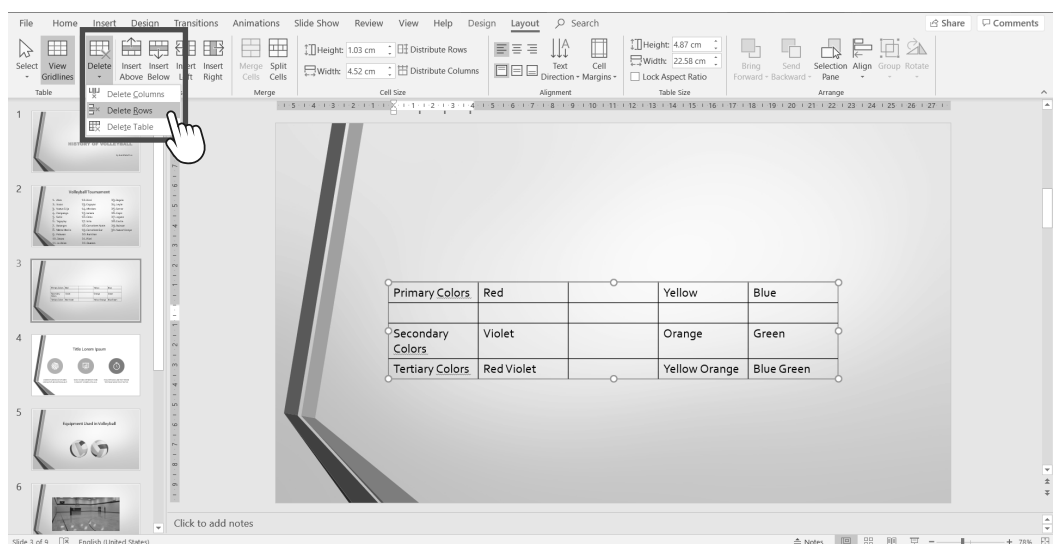
The second row is now deleted.

5. You can also merge cells with one another. Let us select the cell Violet and the cell beside it. Highlight the two cells. Then in the Layout tab, click **Merge Cells** in the Merge group.
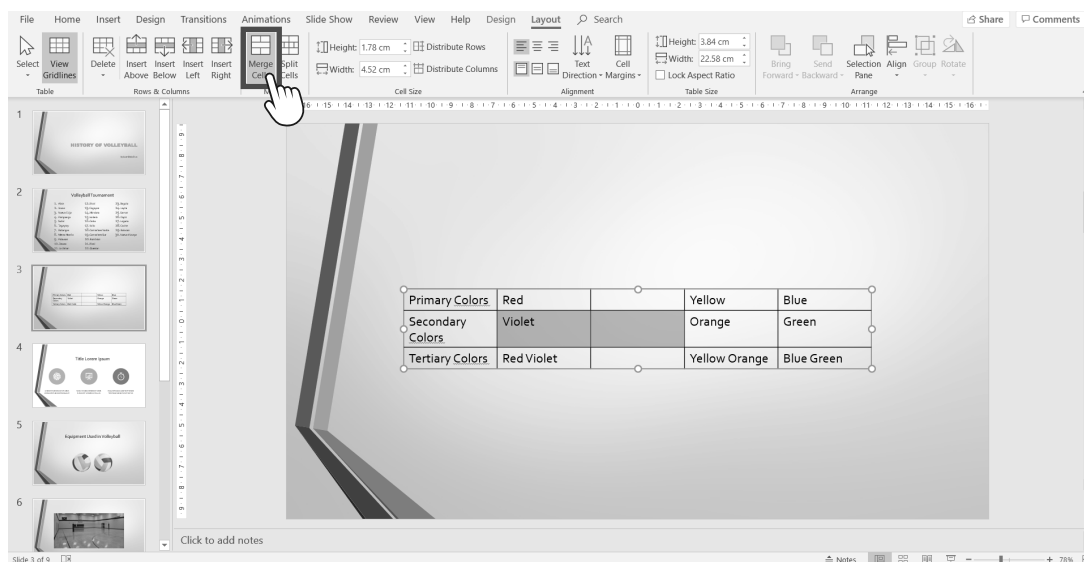
Now the cells are merged.

Primary Colors	Red		Yellow	Blue
Secondary Colors	Violet		Orange	Green
Tertiary Colors	Red Violet		Yellow Orange	Blue Green

6. You can also split cells. For example, select the cell Violet. Then in the Layout tab, choose **Split Cells** in the Merge group. A dialog box will appear, asking the number of columns and rows. If it is all set, click **OK.**

Primary Colors	Red			
Secondary Colors	Violet			
Tertiary Colors	Red Violet			Green

Split Cells ? ✕
Number of columns: 2
Number of rows: 1
OK   Cancel
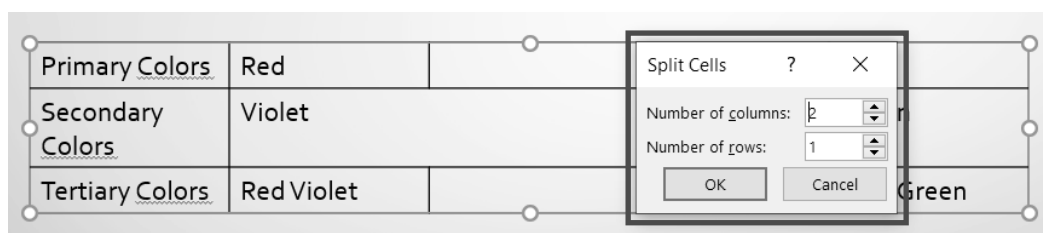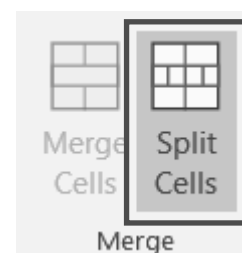
Now the cells are back to its original look.

Primary Colors	Red		Yellow	Blue
Secondary Colors	Violet		Orange	Green
Tertiary Colors	Red Violet		Yellow Orange	Blue Green
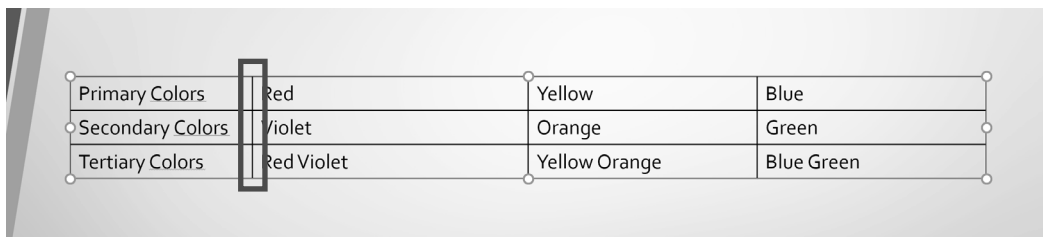
To modify column width and row height:

1. To modify the column width and row height of a table, select the area you want to adjust. A double arrow mouse pointer will appear.
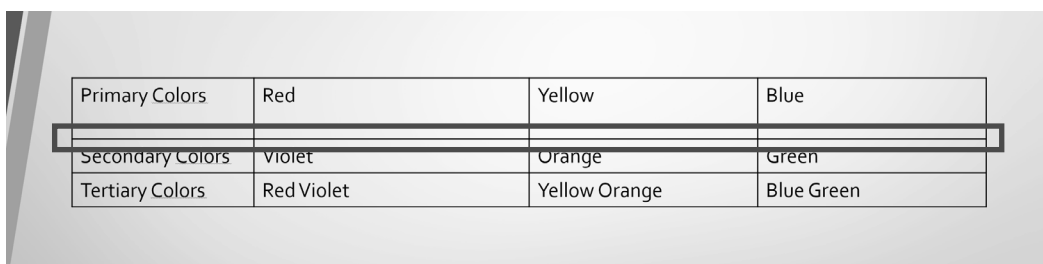
Primary Colors	Red	Yellow	Blue
Secondary Colors	Violet	Orange	Green
Tertiary Colors	Red Violet	Yellow Orange	Blue Green

2. For column width, drag your mouse to the left to decrease the width or to the right to increase it.

Primary Colors	Red	Yellow	Blue
Secondary Colors	Violet	Orange	Green
Tertiary Colors	Red Violet	Yellow Orange	Blue Green

3. For row height, drag your mouse up to decrease the height or down to increase it.

Primary Colors	Red	Yellow	Blue
Secondary Colors	Violet	Orange	Green
Tertiary Colors	Red Violet	Yellow Orange	Blue Green

EDITING CHARTS IN A PRESENTATION

1. Click the Insert tab then select **Chart.**
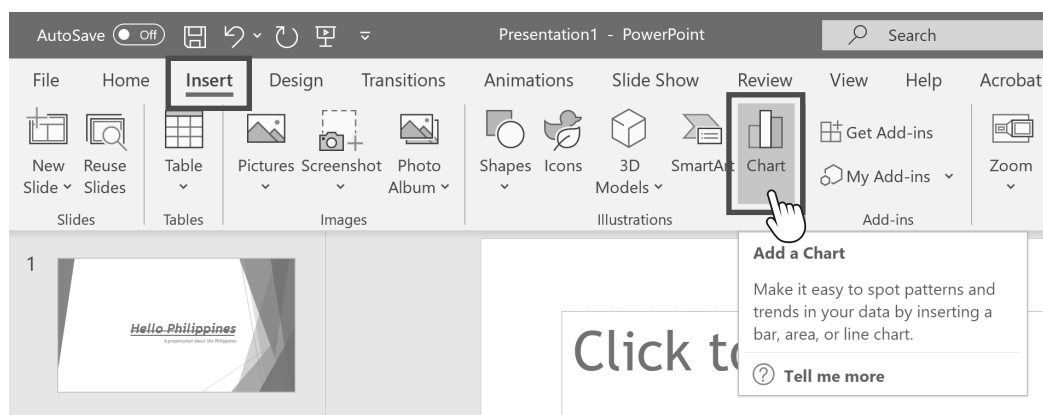
2. Click the type you need and then double-click your chart choice.
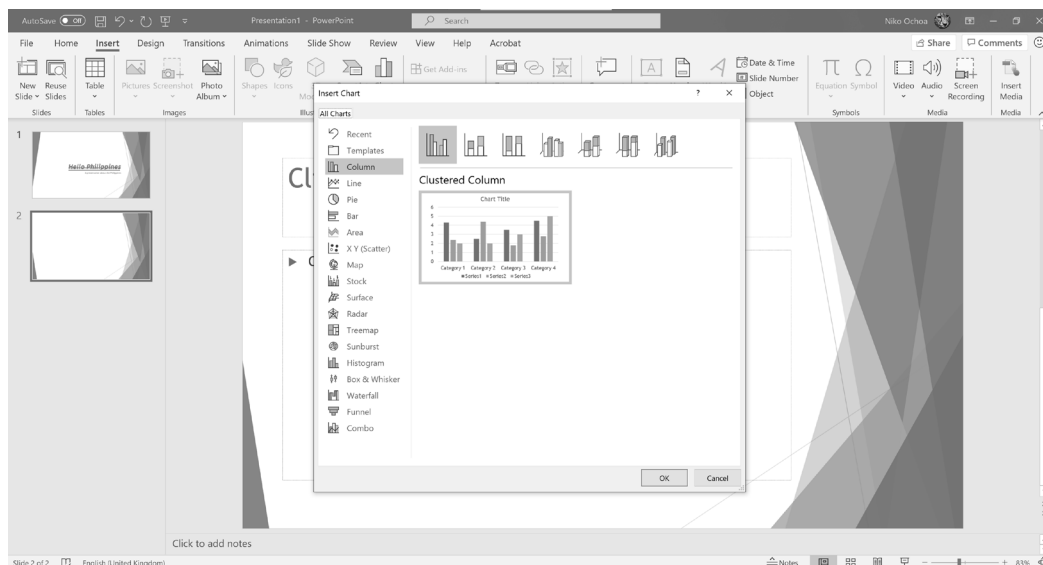
3. In the worksheet, replace the placeholder data with your own information.
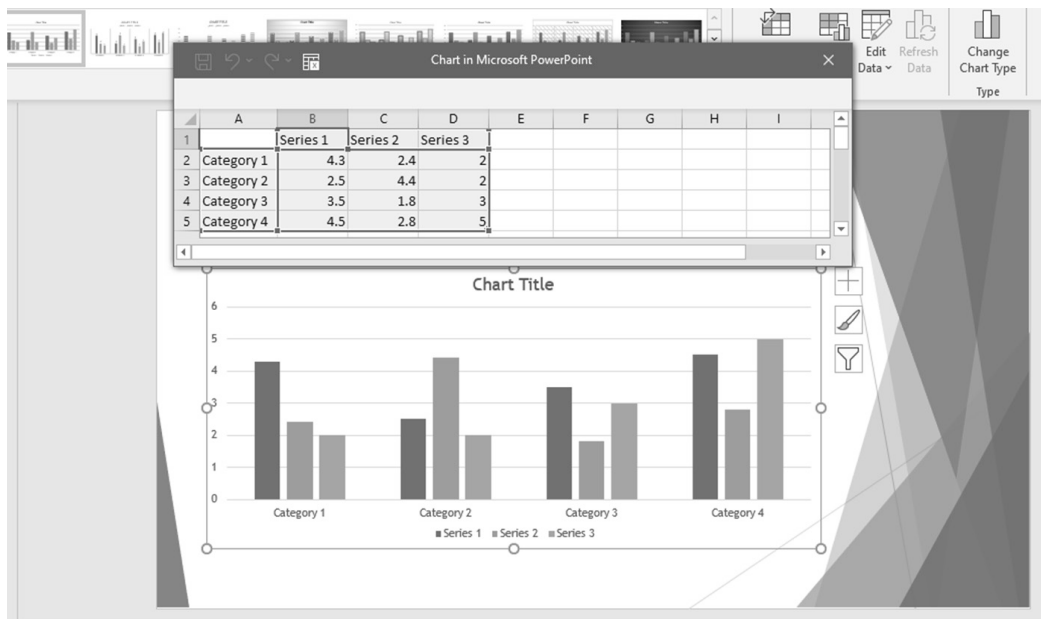
4. You may change the chart type in the Chart Design tab. Then in the Type group, select **Change Chart Type.**
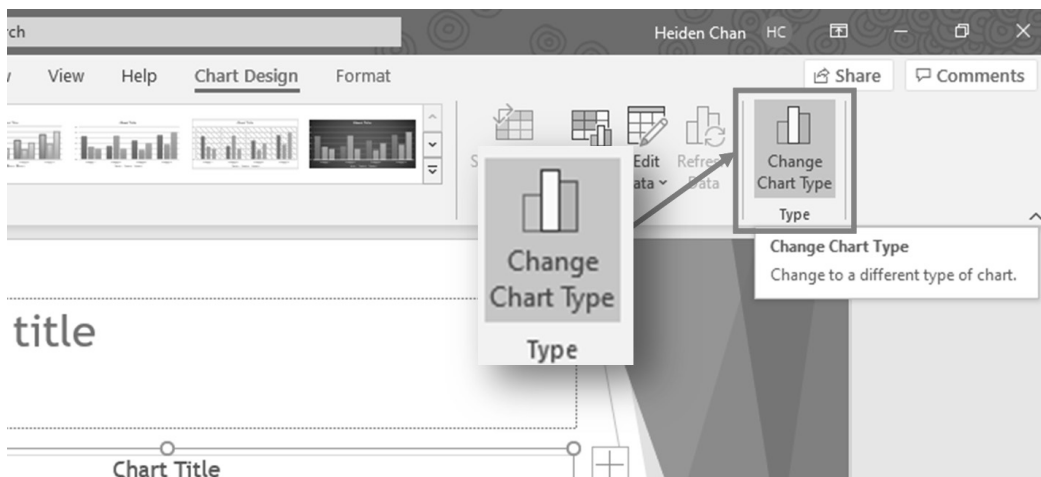
5. The Change Chart Type dialog box will appear. Select the new chart type you want.
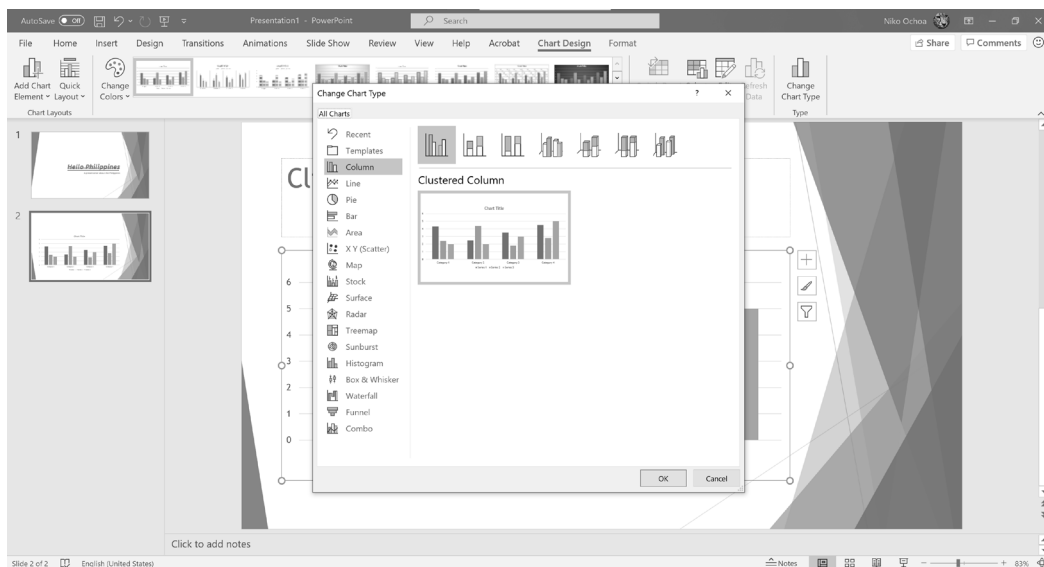
6. To edit areas of the chart, select the area then change it to your desired text or content. To add additional elements in the chart, choose **Add Chart Element** in the Chart Design tab then select the elements you want to add.
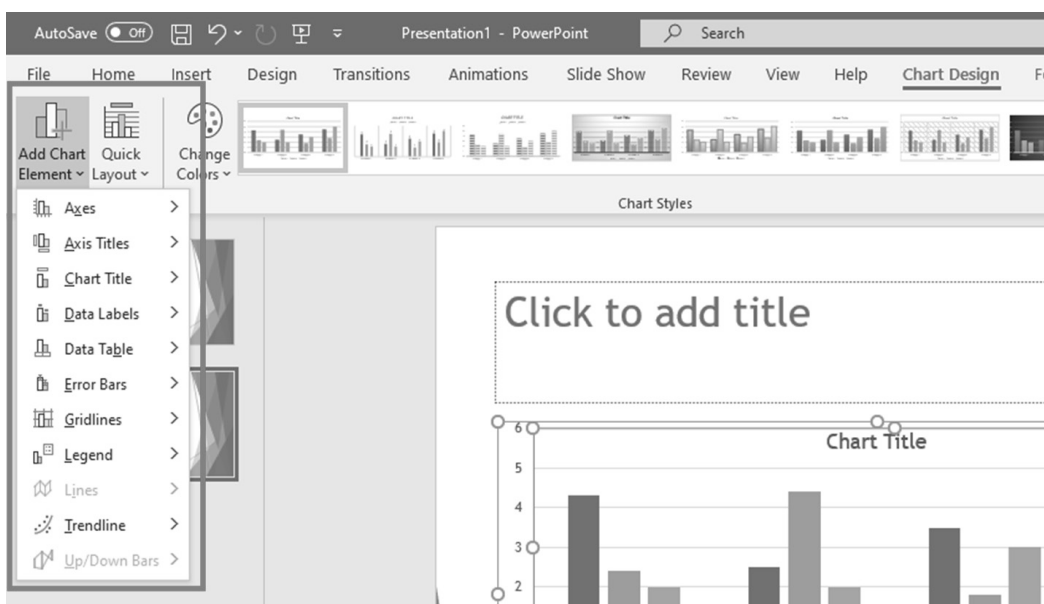
7. To change the background color of the chart, click **Change Colors** in the Chart Design tab; for the chart styles, select among the predesigned chart styles in the Chart Style group.
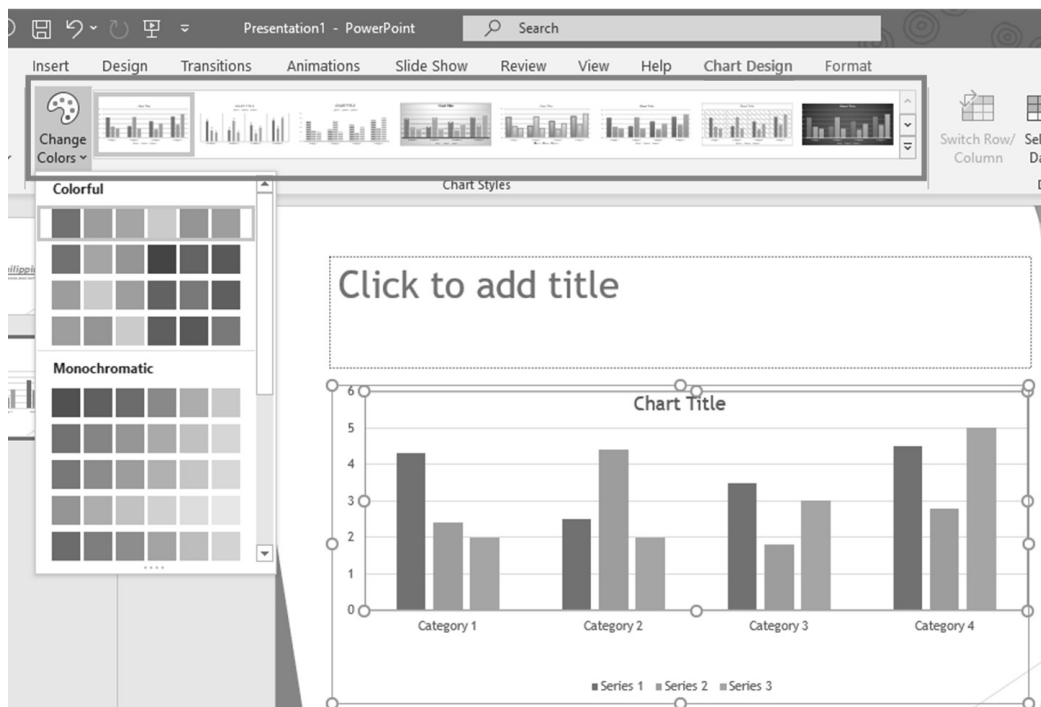
These are some ways to format your presentation. Be creative and explore your presentation program to achieve a professional presentation.
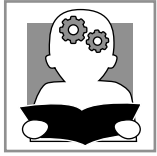
SHARPENING YOUR SKILLS

Directions: Identify the steps in formatting a presentation. Write your answers on a separate sheet of paper.

| Change font color | STEP 1: |
| | STEP 2: |

| Change font type | STEP 1: |
| | STEP 2: |

| Apply theme | STEP 1: |
| | STEP 2: |

LESSON 2
TREADING THE ROAD TO MASTERY

Open your activity from Lesson 1: Treading the Road to Mastery.

Format your five-slide presentation into your desired theme, font color, font size, etc.

Save your work with the existing file name.

CRITERIA	SCORE
Content	30%
Design	50%
Format	20%
TOTAL	100%

Applying themes and changing colors, fonts, and other elements will help you create a simple yet professional presentation.

SETTING THE PATH

INSERTING GRAPHICS AND ANIMATION

After this lesson, learners should be able to

- insert a graphical object;

- use tools to customize graphical objects in a presentation;

- demonstrate the finalization of outputs in presentation software in terms of preparation, checking, and presentation of slides;

- demonstrate how to save a presentation in various multimedia presentation formats; and

- apply animations on each slide.

TRYING THIS OUT

Directions: Complete the concept map below by giving your ideas about the word in the center. Do this activity on a separate sheet of paper.

CREATIVITY
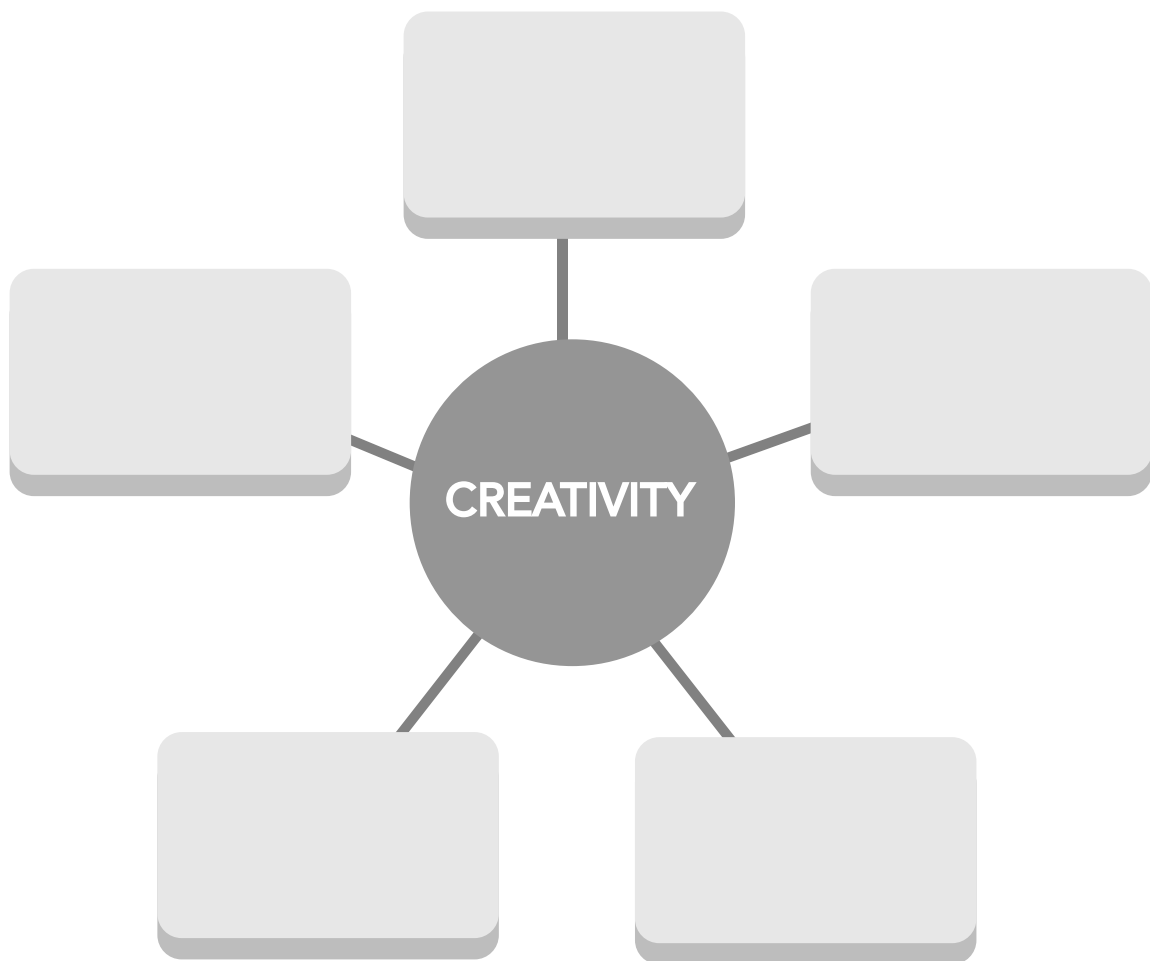
You should be creative and understand your audience's interest to make your presentation become visually appealing and effective. Using graphics and animation also matters in a presentation.

LESSON 3
UNDERSTANDING WHAT YOU DID

Most people think of a slideshow as a way of presenting a series of still pictures using a slide projector; however, it could also be like a comic storyboard.

Slides are considered frames with different scenes. There are pictures and texts that should be arranged in order. It is the same with creating presentations; you should carefully plan them.

Combining pictures and texts help make the slide become much more interesting and informational, but avoid putting everything in a presentation. Stress only the important points.

INSERTING GRAPHICS

Microsoft PowerPoint, just like other Microsoft Office tools, can insert pictures and other graphics such as shapes, charts, and SmartArt.

To insert a picture, select the slide where you want to place the picture. Then in the Insert tab, select one of the options in the Images group. For this example, let us choose **Pictures.** Choose the location of your picture to be inserted.
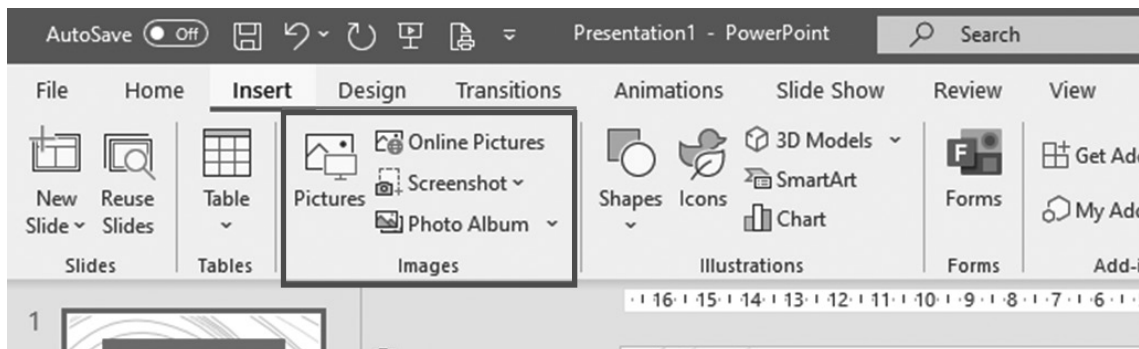
You may select more than one picture by simply pressing the Ctrl key on the keyboard then arrange them accordingly.
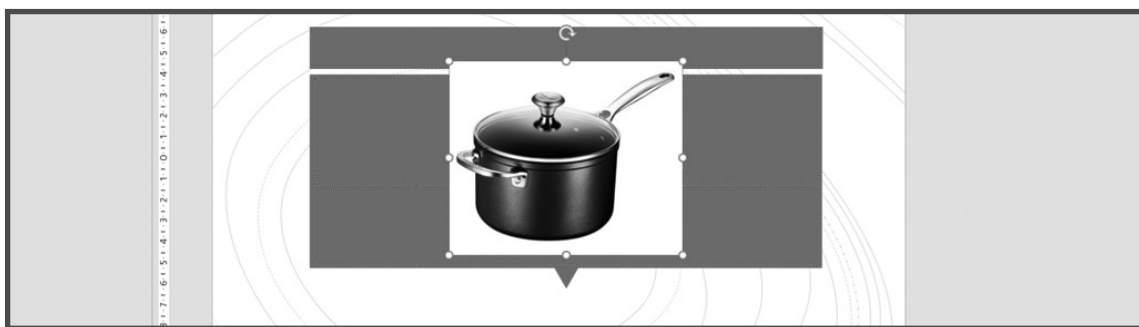
It is best if you have a picture that has a transparent background, or change your layout with white background. You may search pictures that have a PNG file type, even online.
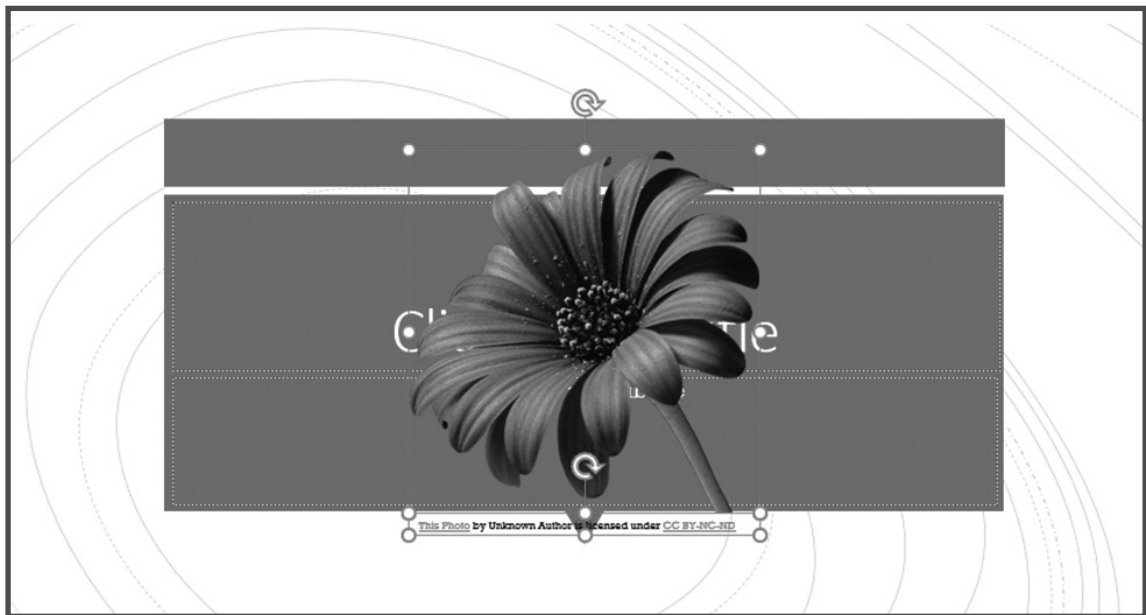
On the right side of the window, the Design Ideas panel will open with suggestions. These will help you have appealing slides, but they can only be seen if you are connected to the internet.
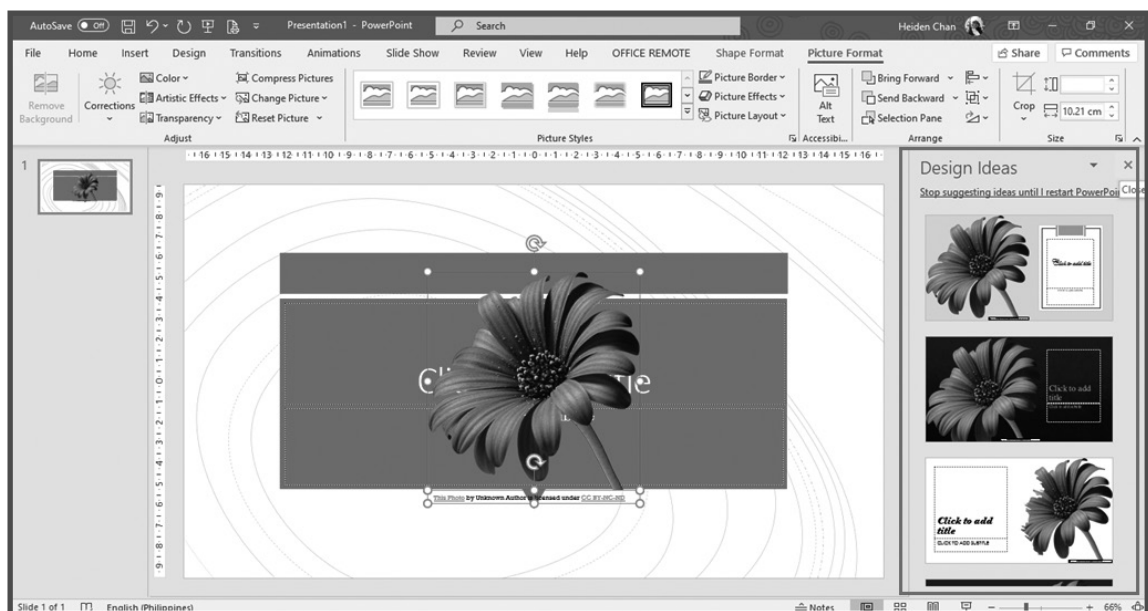
Another way to insert a picture is through the slide itself. For example, if you add a second slide with a Title and Content layout, you will see that there are icons in the slide area. Select the Picture icon.
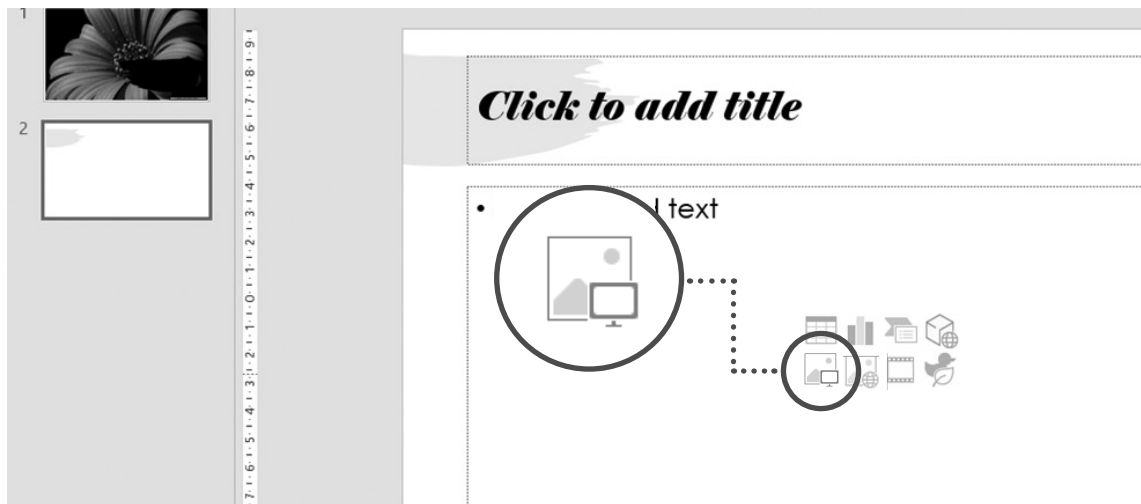
A dialog box will appear where you can locate your picture; it will automatically be inserted in the slide.
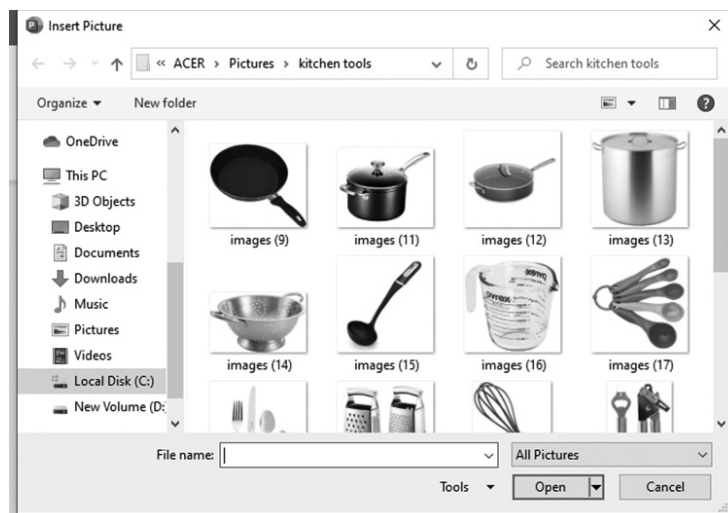
The same procedure can be applied if you are going to insert shapes and charts.

USING TOOLS TO CUSTOMIZE GRAPHICAL OBJECTS IN A PRESENTATION

Graphical objects can be pictures, shapes, and charts. These are useful in creating an effective presentation. They can all be found in the Insert tab in the Images group and Illustrations group.

IMAGES & ILLUSTRATIONS GROUP
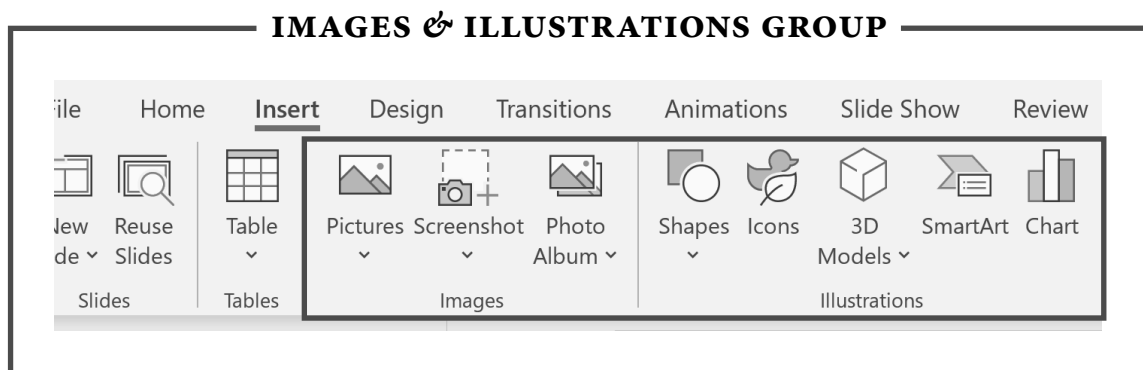
To copy and remove graphical objects:

1. Click the object then right-click and choose **Copy** or press the shortcut key **Ctrl+C**. It will be in the clipboard, waiting to be pasted.
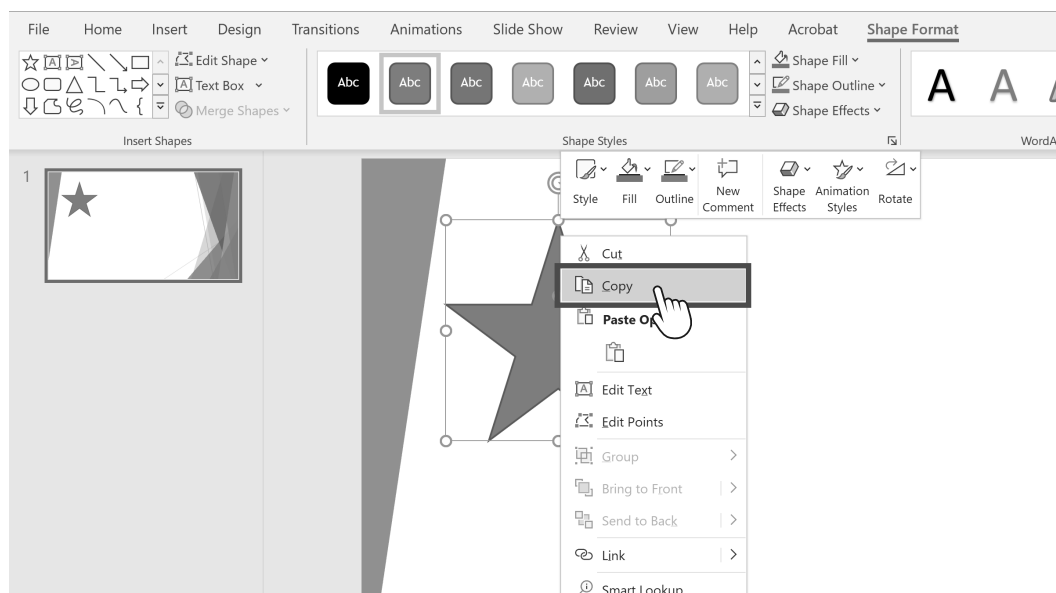
2. To remove a graphical object, click the object to be removed, and then press **Del** in the keyboard. To cut it, right-click then choose **Cut,** or press the shortcut key **Ctrl+X**. It will be in the clipboard, waiting to be pasted.

3. To copy and remove a slide, select the slide using the switching view command.

To resize, rotate, and delete graphical objects:

1. To resize the graphical objects, click the object then drag one of the size handles (encircled in the figure on the right).

2. You can manually enter the desired size to your images in the Shape Format tab in the Size group.
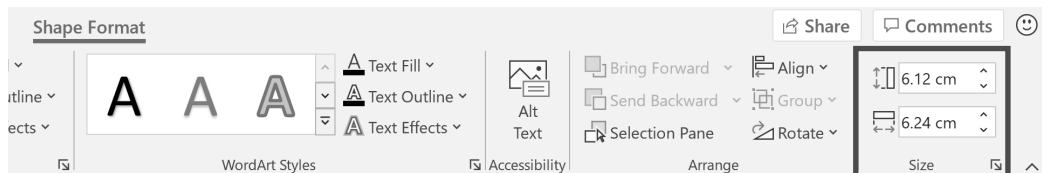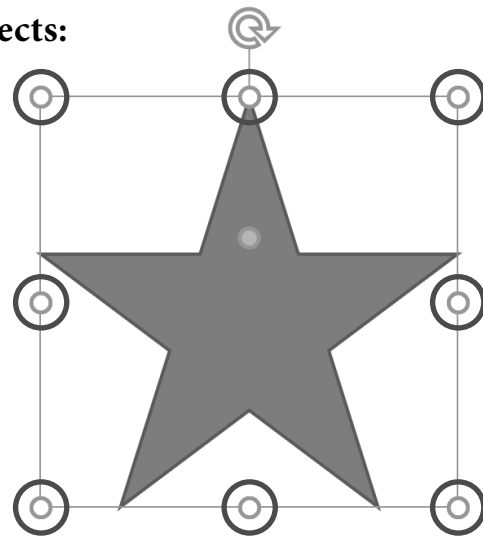
3. To rotate a graphical object, select the object then slowly drag clockwise or counterclockwise on the rotate handle (encircled in the figure below). You can also click on **Rotate** in the Arrange group.
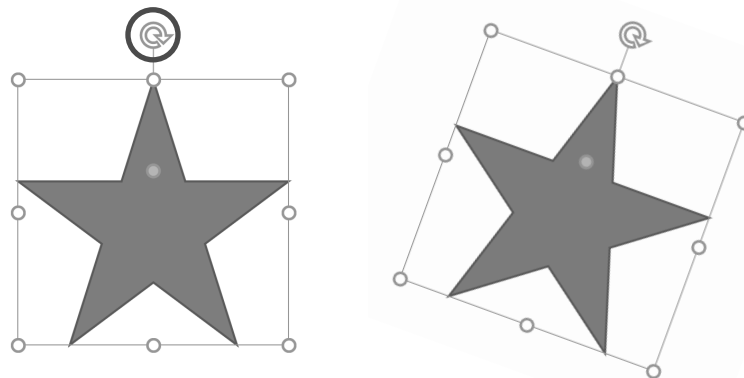
4. To delete a graphical object, select the object to be deleted then press **Del** on the keyboard.

5. To align the graphical objects, select the object then select **Align** in the Arrange group in the Shape Format tab. Then, select your desired alignment.
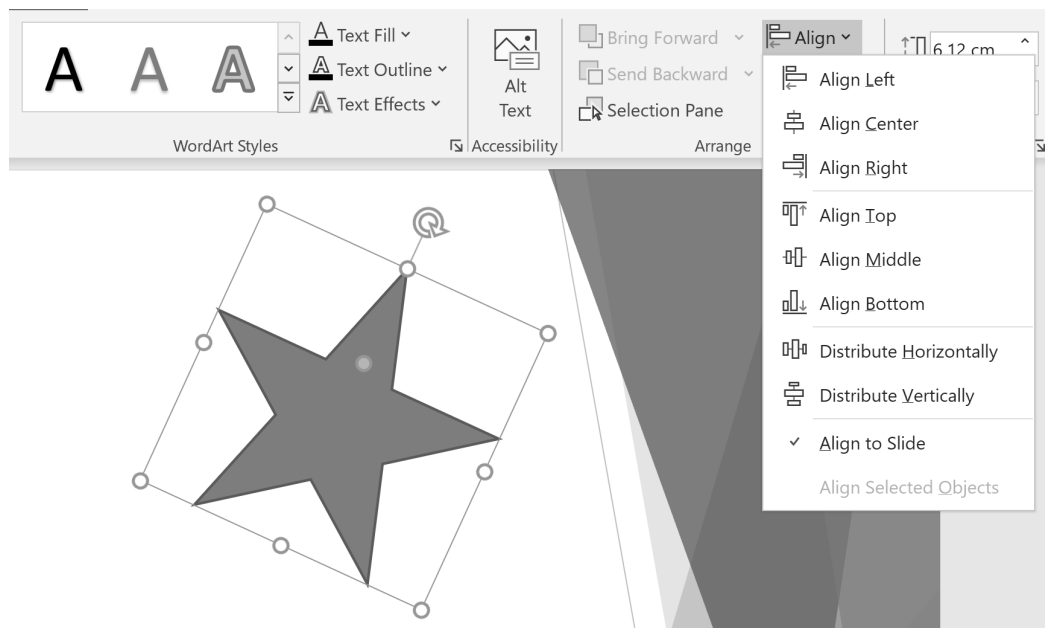
To add and change drawn object to a slide:

Drawn objects include different basic shapes such as line, arrow, block arrow, rectangle, square, oval, and circle.

1. To insert a drawn object, click **Shapes** in the Insert tab. Then, select the shapes you want to put in your slide. You can insert as many shapes as needed.

8. For example, let us insert a square and a circle. First, click the square then drag in the area where you want to draw, followed by the circle.
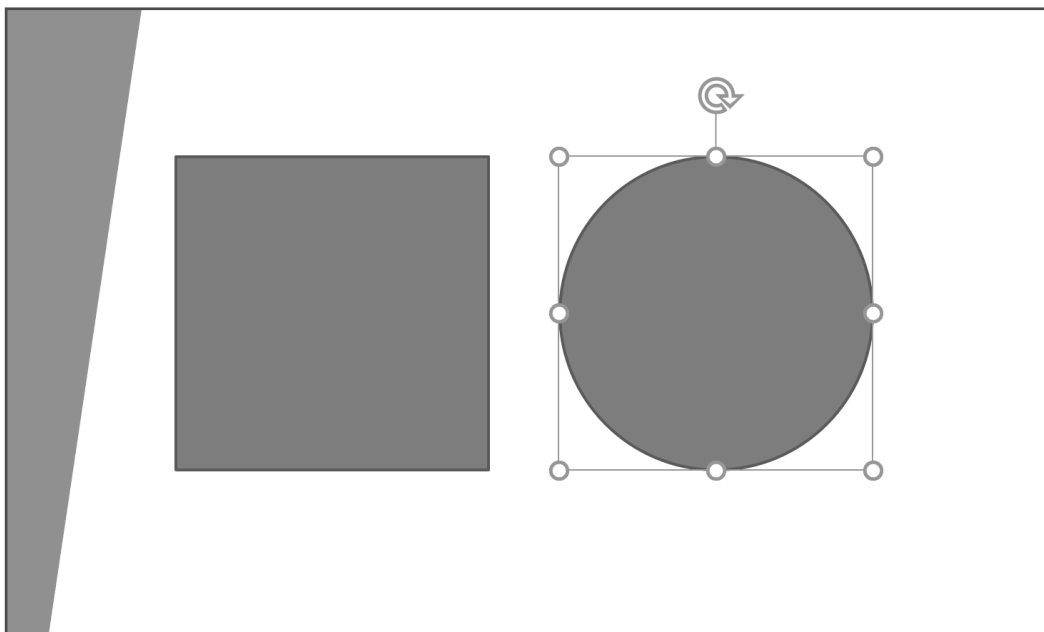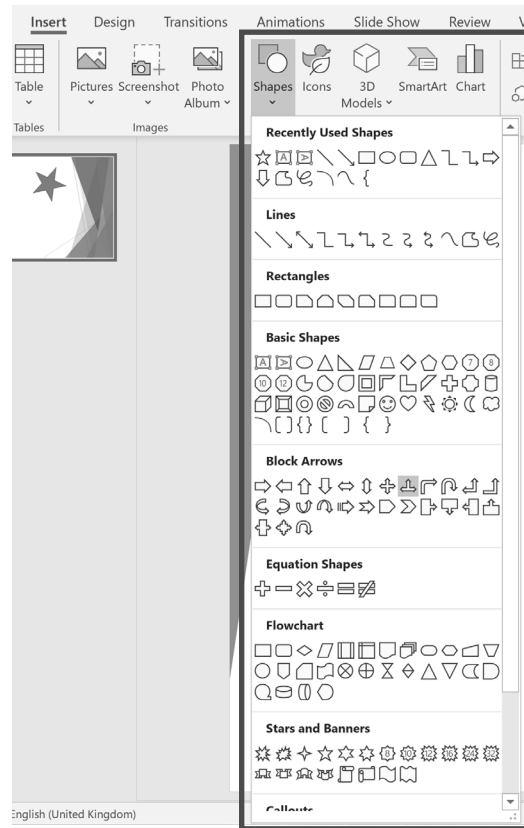
9. To change the fill color and line color, select the shape. In the Shape Format tab, select **Shape Fill** or **Shape Outline** in the Shape Styles group.
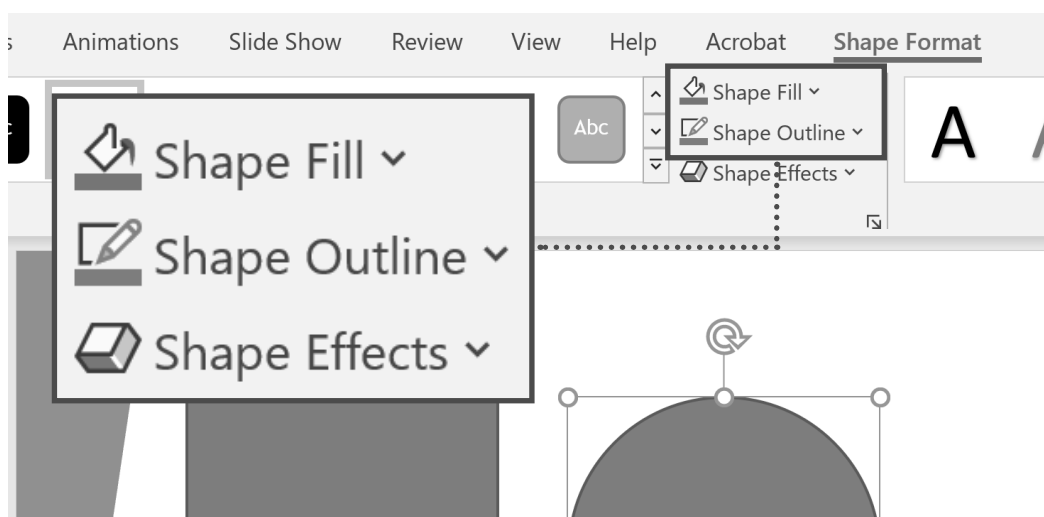
Shape Fill is the color of the shape, while **Shape Outline** is the color of its border.
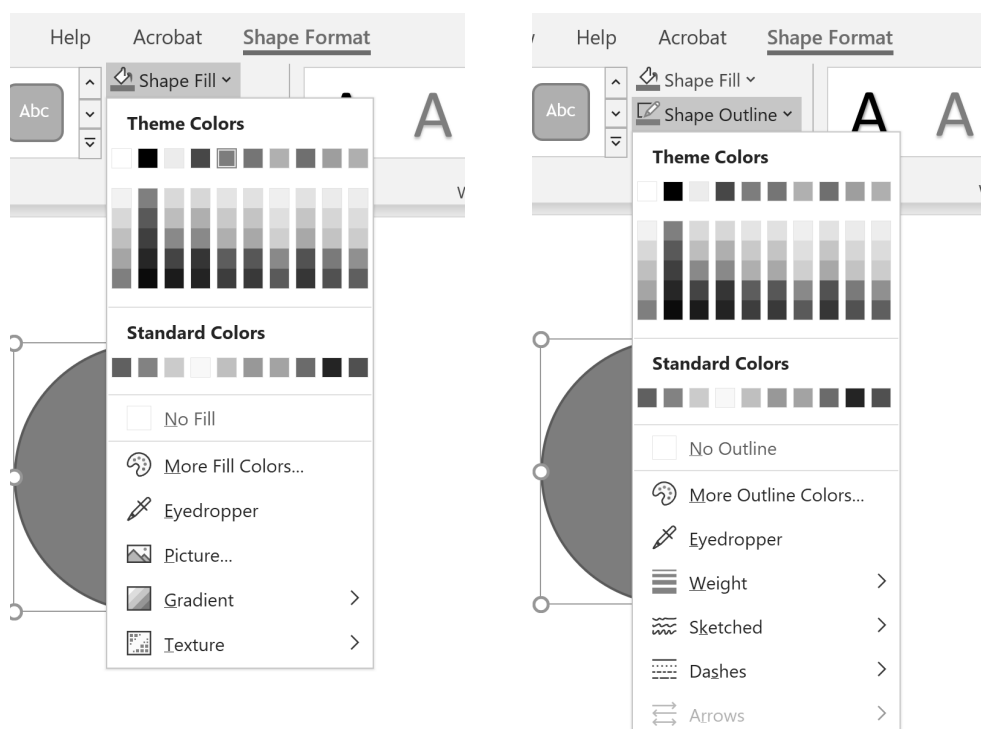
In **Shape Outline,** you can also change the line style: **Sketched** or **Dashes.** You can also change the line weight, which is the thickness of the border.
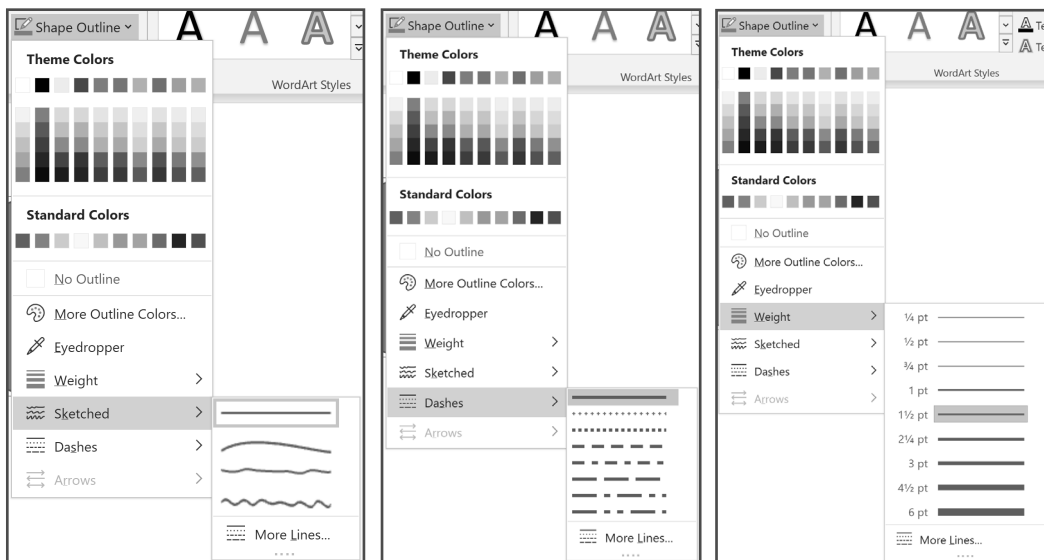
10. To group objects, select two or more objects by pressing the Ctrl key on the keyboard. Then, right-click and select the Group command.
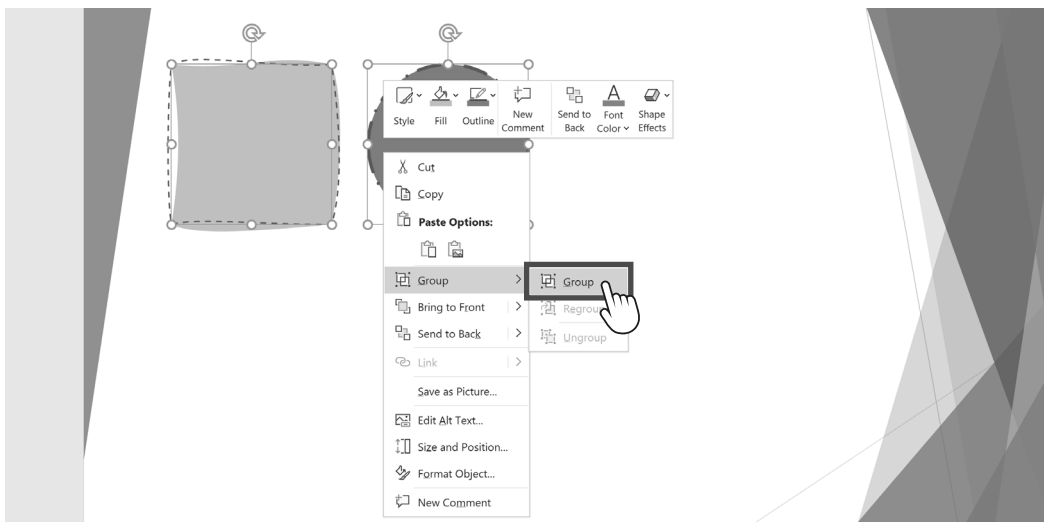
11. To ungroup objects, right-click on the grouped objects then select the Ungroup command.
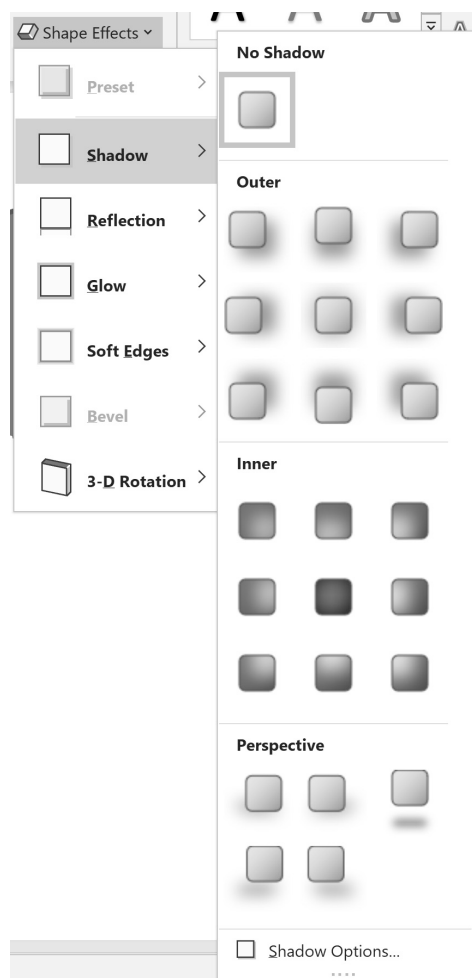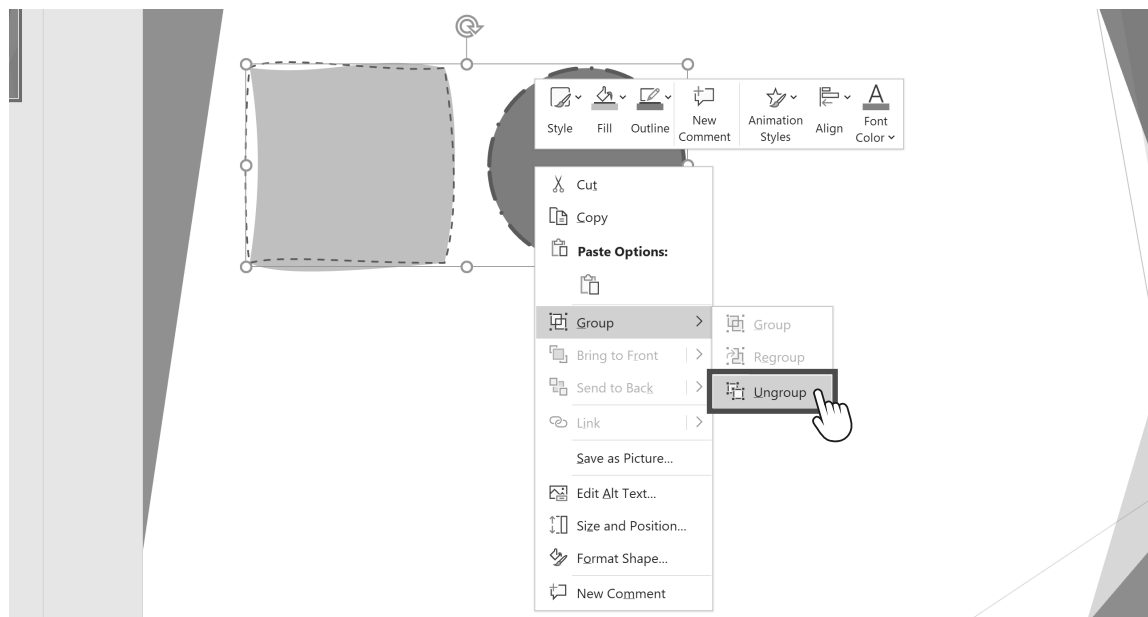
12. To apply shadow, select **Shape Effects** in the Shape Styles group in Shape Format tab. In **Shape Effects,** click **Shadow** then choose the desired shadow to be applied.

13. To move objects within objects, select **Arrange** in the Shape Format tab. You can choose between **Bring Forward** and **Send Backward.** For example, to move the circle to the back of the square, select the circle then click **Send Backward.**
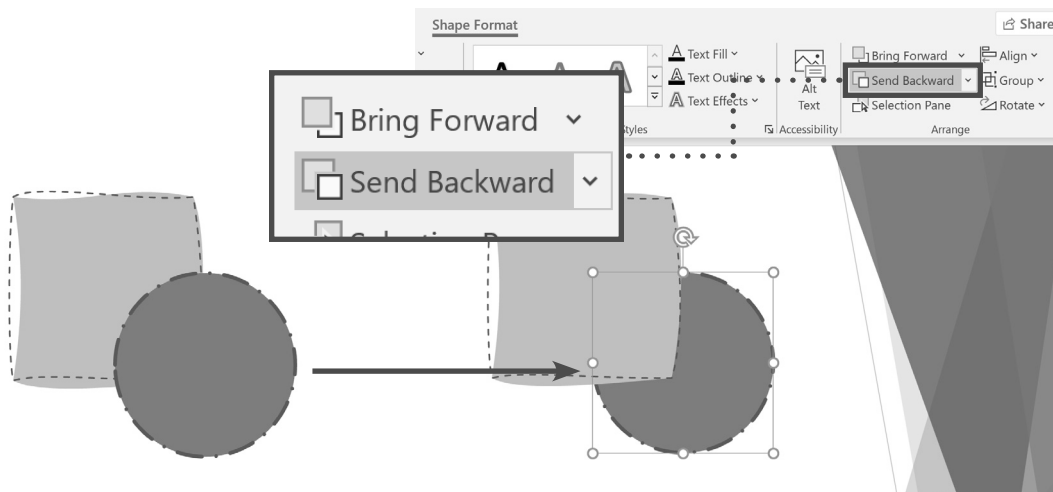
ADDING ANIMATION ON SLIDES

Animations are visual effects that make your texts, images, shapes, or charts come "alive." They can catch your audience's attention and helps them engage with you and your presentation.

There are two types of animations you can use to make your presentation come alive. These are the following:

TRANSITIONS

The first type of animation is called transition animation; these are animations added in between slides.

You can view the different transition options by going to the Transitions tab in the PowerPoint ribbon.
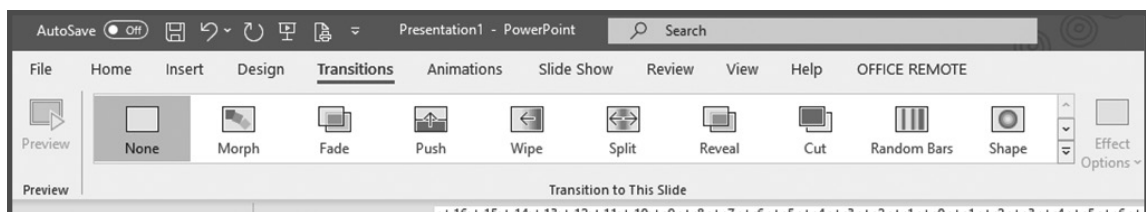
The default view shows ten transitions, but if you click on the drop-down arrow on the lower-right corner, it will expand and show more transitions.
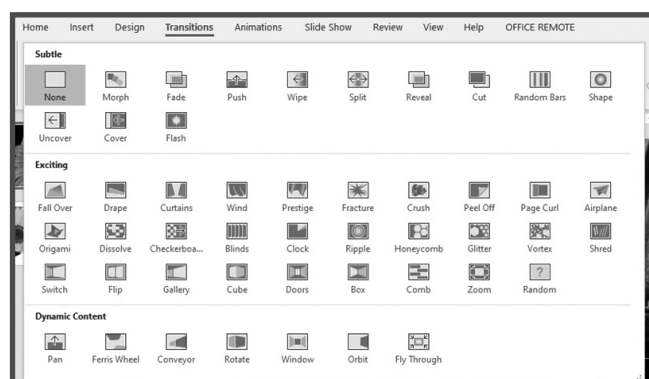
Transition animations have additional effect options. Clicking on the Effect Options button will allow you to add and change settings.
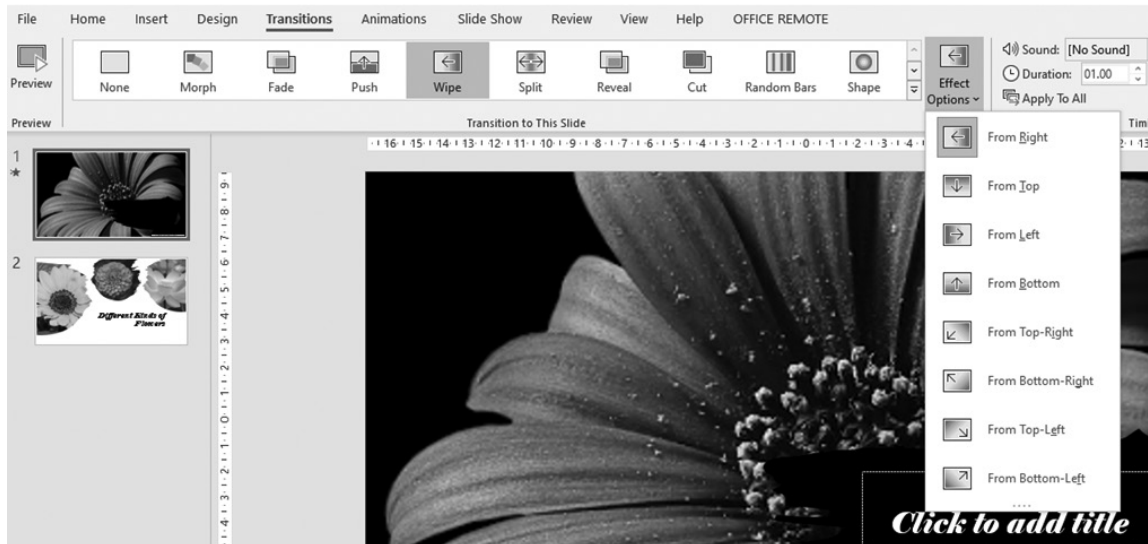
You can also adjust the timing and duration of each transition and set when you want the transition to take place.
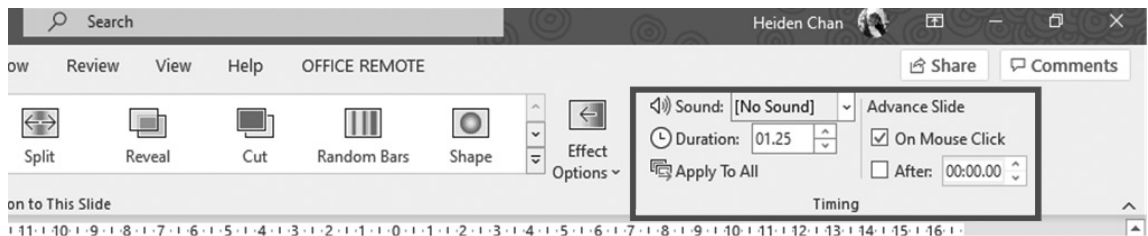
ANIMATIONS

Animation brings the objects or elements in your slide to life.

To add an animation, click on the object you want to animate, and then go to the Animations tab.
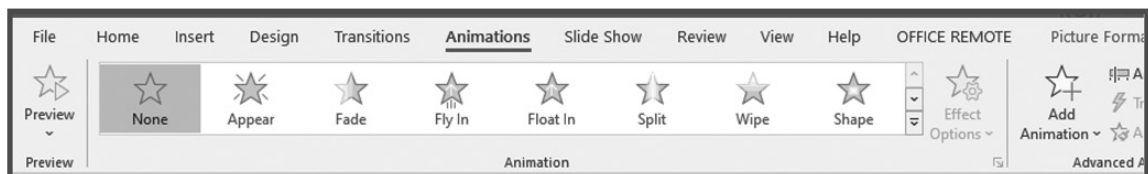
The default view shows eight animations, but if you click on the drop-down arrow, the menu will show more options.
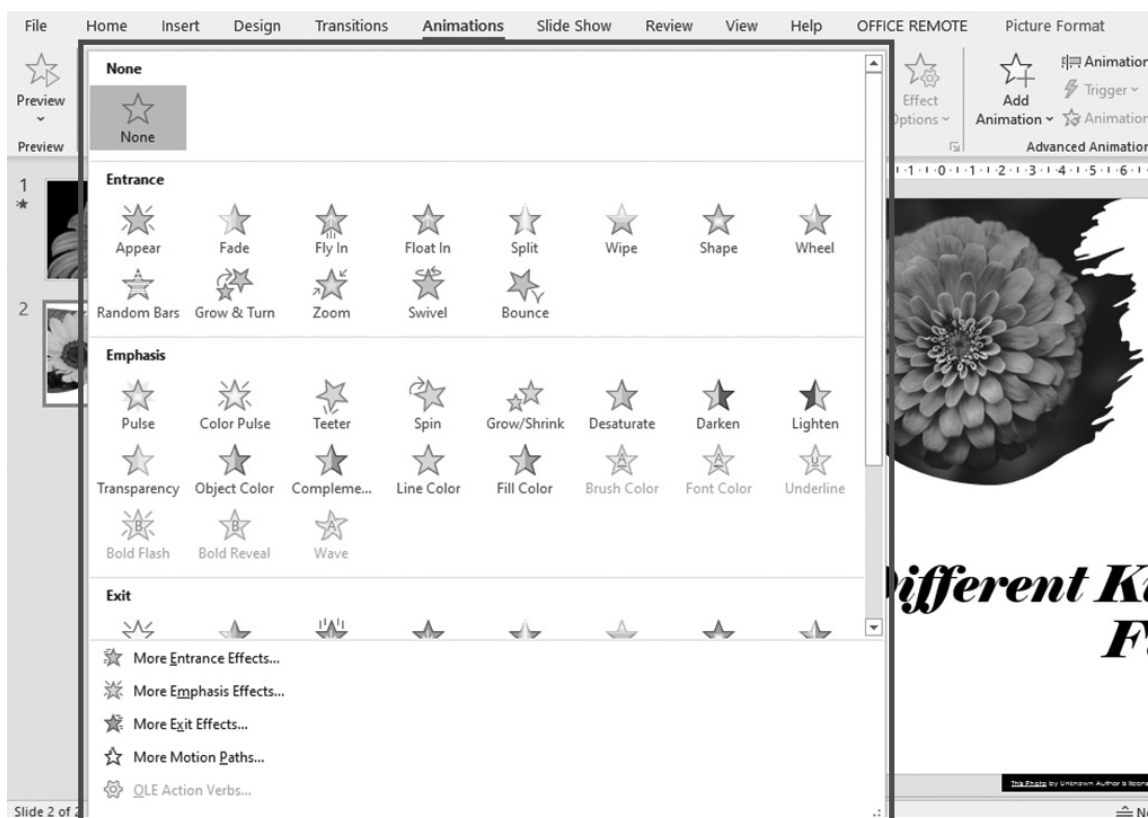
You can choose from the following types of animations:
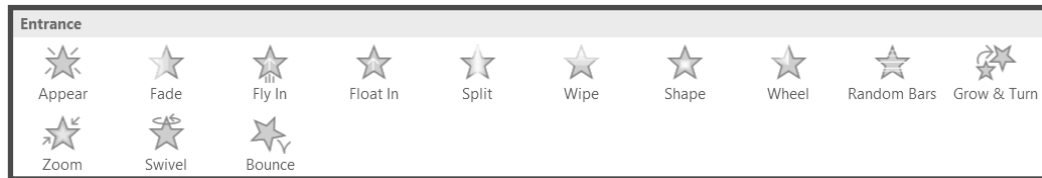
Entrance. The icons for this type of animation are colored green. This will animate the object as it enters the slide according to your timing preferences.
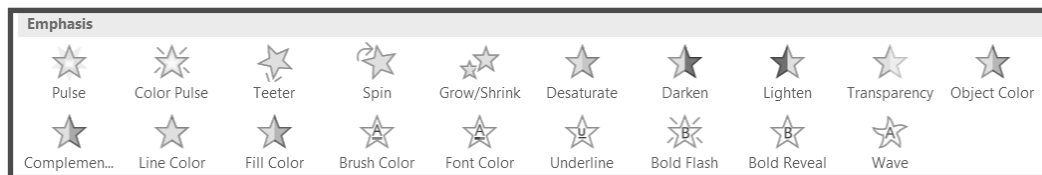
Emphasis. The icons for this type of animation are colored yellow. This animates the object to draw attention to it.
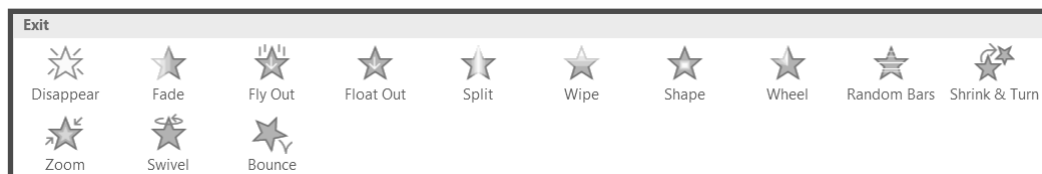
Exit. The icons for this type of animation are colored red. This will animate the object as it exits from the slide.
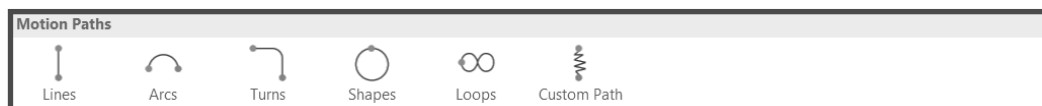
Motion path. This type of animation will allow an object to move from one spot to another. You can specify or draw the path you want the object to take.

To apply animation:

1. Click all the pictures and texts that you want to apply animation to.
2. Select your chosen animation. Notice that a number will appear on the upper left corner of the elements. This is to indicate the sequence of the animation.
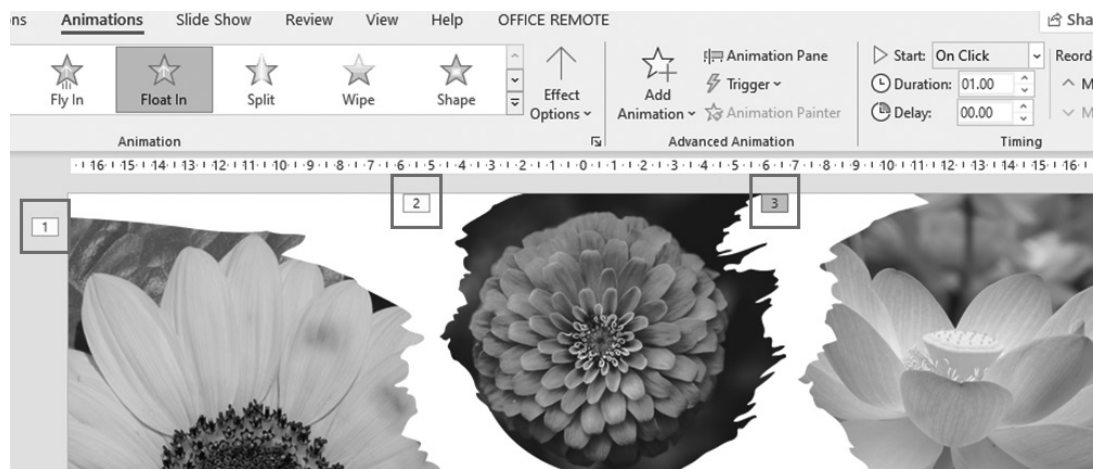
3. Control the timing of the animation through the commands in the Timing group.
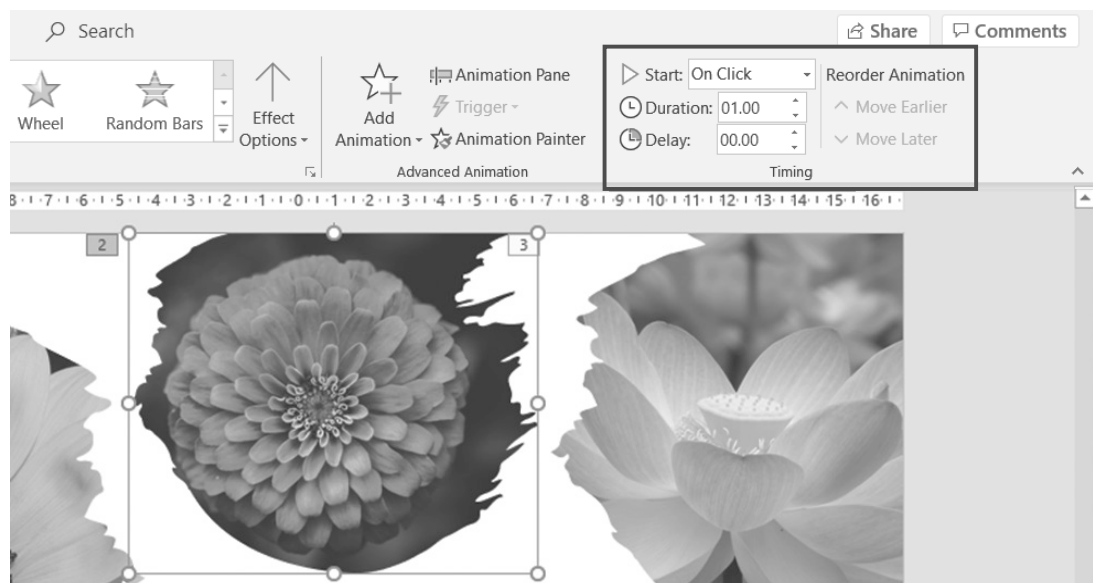
To see the results of the applied transitions and animations, click on the Slide Show view button or press **F5** on the keyboard.

IMPORTANT POINTS WHEN ADDING ANIMATIONS

Adding animations to presentation slides is relatively easy, but avoid overdoing it. You might find yourself animating all objects and adding transitions to every slide. It might look fun, but it can distract your audience's attention from the message you are trying to convey in your presentation.

So here are some guidelines you should follow when adding animations to PowerPoint:

POINTS TO REMEMBER

- **Simplicity is key.** Simple animations like fade and appear may not be as impressive as other animations available, but these add a touch of elegance to well-timed slides. It makes your slides look clean and simple.

- **Limit the number of animations on a slide.** One or two animations per slide should suffice. There is no need to animate every single object on each slide.

- **Time your presentation well.** Make sure your objects appear right after you introduce it. This keeps your audience's interest piqued.

- **Remember to practice.** Practicing your timings and your animations are key to a successful presentation.

ADDING PRESENTERS OR SPEAKER NOTES IN SLIDES

When you are creating a presentation, you can add speaker notes to refer to later while delivering the slide show in front of an audience.

1. The Notes pane is a box that appears below each slide. An empty Notes pane will prompt you with text that says, "Click to add notes." Type your speaker notes there. If you do not see the Notes pane or it is completely minimized, click **Notes** on the task bar across the bottom of the PowerPoint window.

2. When you connect your computer to a projector, the presenter view will appear on your computer screen while the slides appear on the projector screen. In presenter view, you can see your notes as you present, while the audience sees only your slides.
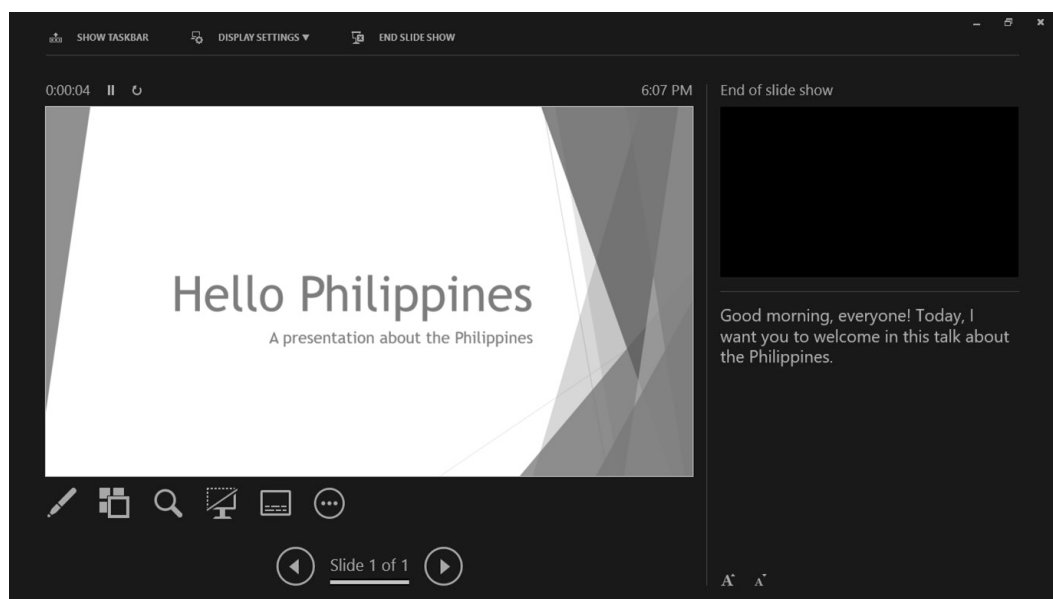
CHECKING THE PRESENTATION

To hide or show a slide:

If a slide should be included in the presentation file but you do not want it to appear in the slide show, you can hide the slide.

A hidden slide remains in the file; it is merely hidden when you run the Slide Show view. You can switch the Hide Slide option on and off individually for any slide in the presentation.

1. In the left navigation pane, select a slide. To hide a slide, right-click the slide that you want to hide and then click **Hide Slide.**

   You will notice that the slide number is slashed to indicate that the slide is hidden.

2. To show a slide that you previously hid, right-click the slide that you want to show and then click **Hide Slide.**
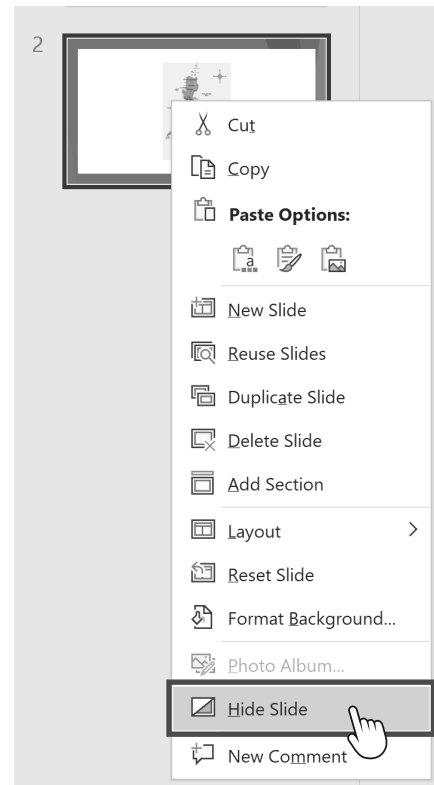
To spell-check a presentation:

You can spell-check your entire presentation by using the Spelling command in the Review tab. The Spelling command will do a complete change on the spelling errors.
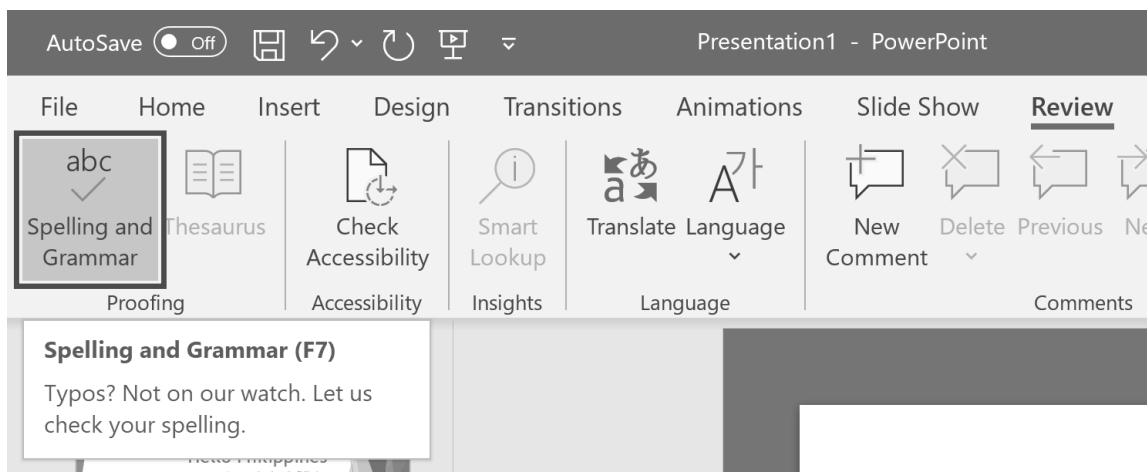
To change slide setup and slide orientation:

1. Select the Design tab.
2. Near the right end, select **Slide Size,** and then click **Custom Slide Size.**
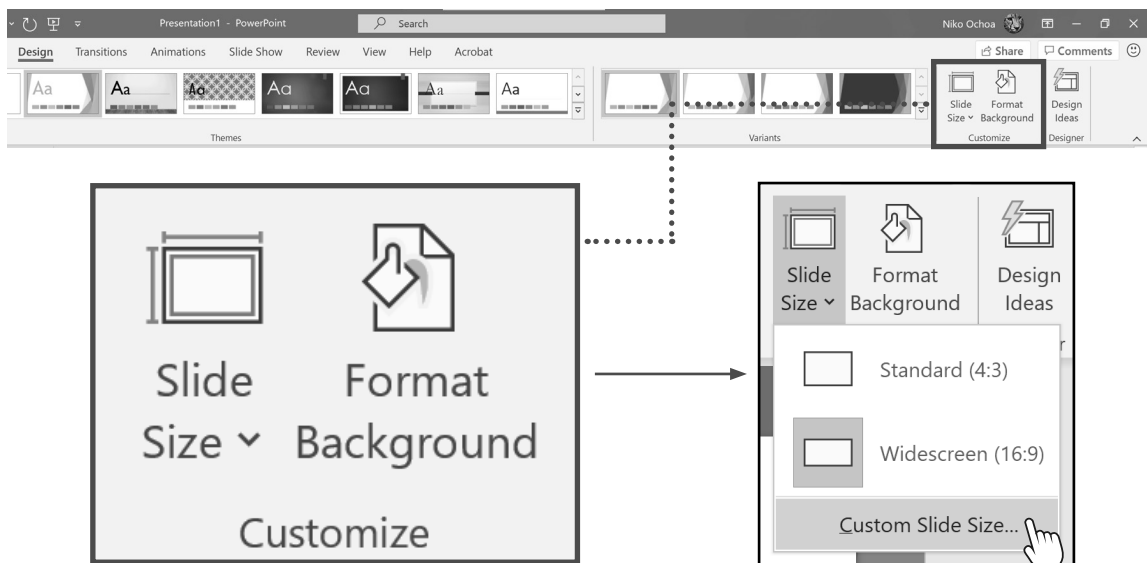
3. In the Slide Size dialog box, select **Portrait** then select **OK.**
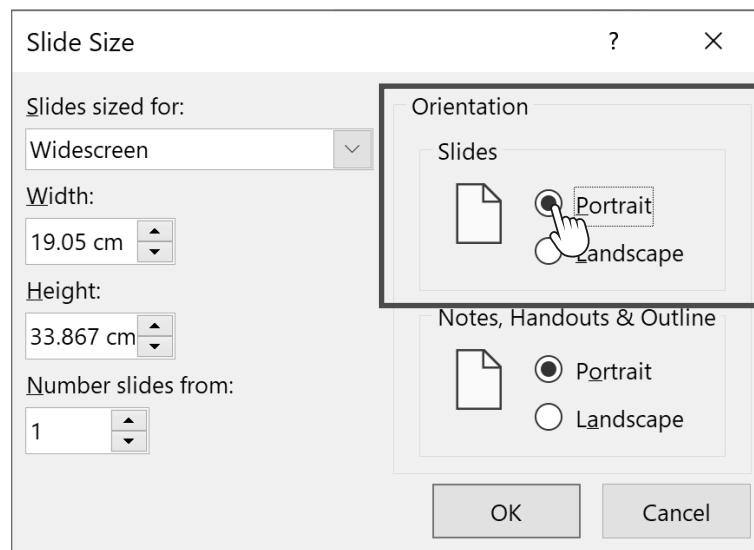
4. In the next dialog box, select **Maximize** to take advantage of the space available or **Ensure Fit** to make sure that your content fits on the vertical page.
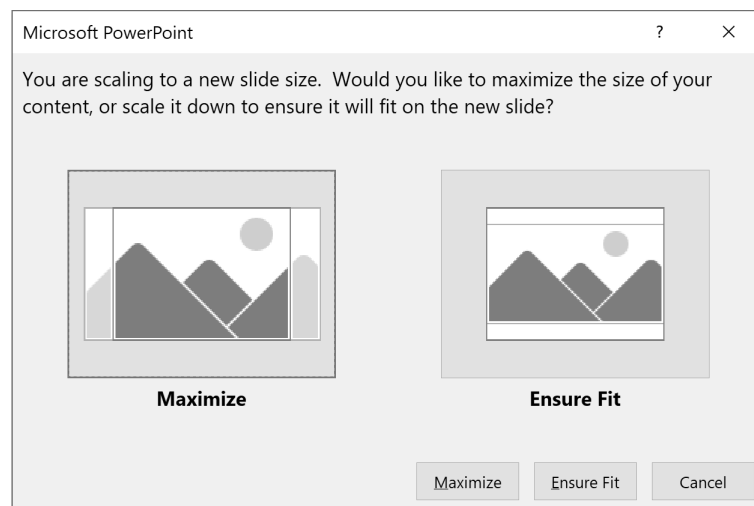
To change paper size:

1. Select the Design tab on the toolbar ribbon. Select the Slide Size icon near the far-right end of the toolbar.
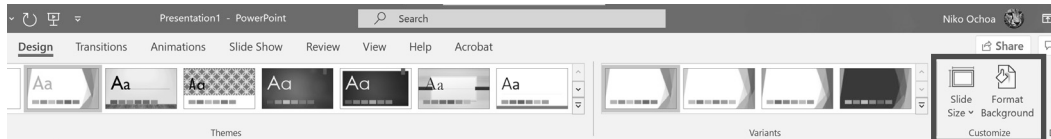
2. Select your desired slide size: **Standard** (4:3 aspect ratio), **Widescreen** (16:9), or **Custom Slide Size.**
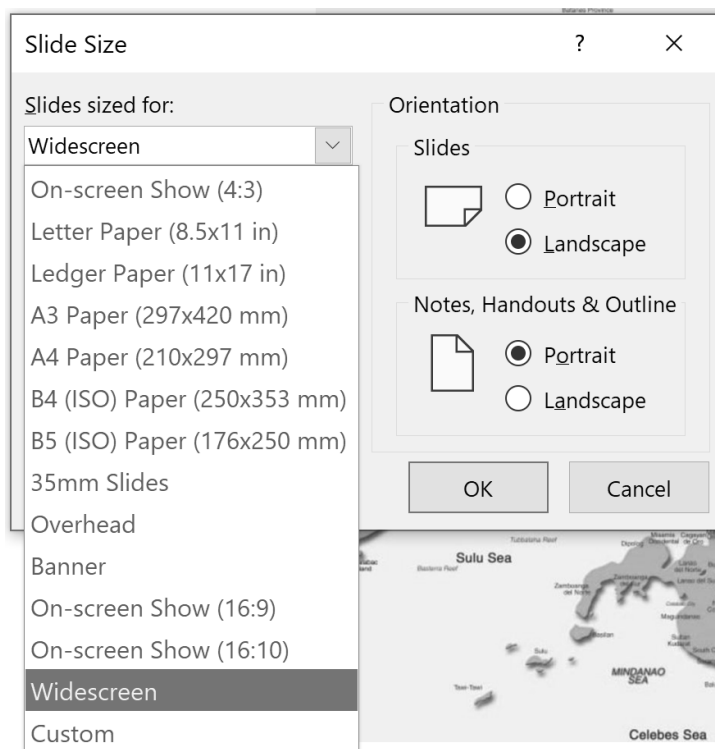
3. In the next dialog box, you can select **Maximize** to take advantage of the space available or **Ensure Fit** to make sure that your content fits on the vertical page.
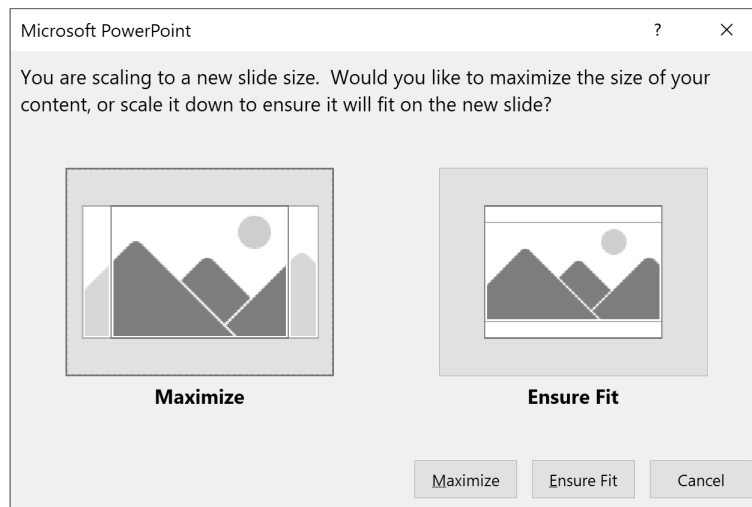
To print your PowerPoint slides, handouts, or notes:

1. Select **File** then **Print.**
2. Then, click on the Printer drop-down menu and select your printer.
3. In the Settings drop-down menu, you can customize which slides you want to print. You can also select how you would like them to be printed:

   - **Slides.** Click on the drop-down arrow. Here, you can choose to print all slides, selected slides, or the current slide. You may also type which slide numbers to print in the Slides box, separated by a comma.

   - **Print Layout.** You may choose to print just the slides, include the speaker notes, or lay it out as an outline or a handout.
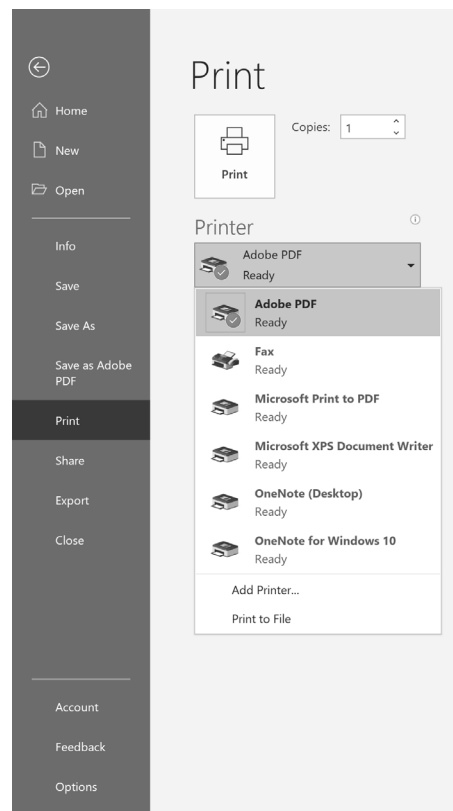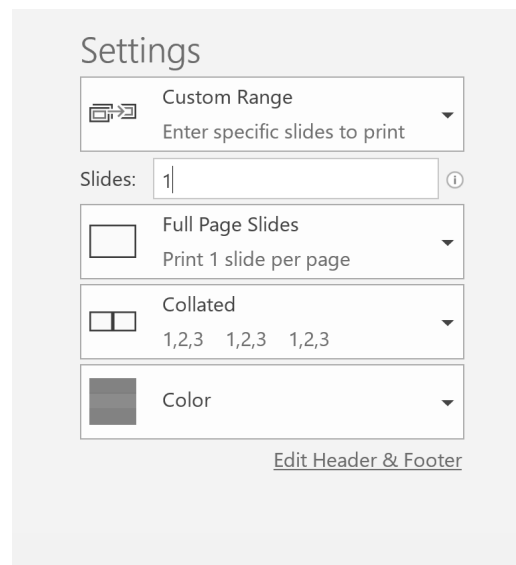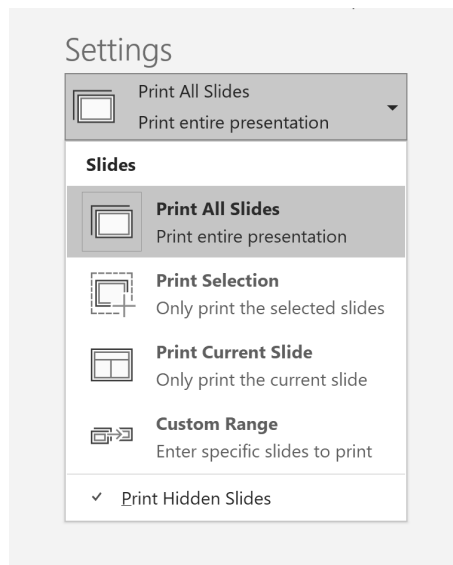
- The Outline layout prints only the text in the slides, without images.

- The Notes Pages layout shows the slide and the related speaker notes below it.

- The Handouts layout allows you to print several slides on one page and, depending on your option, can leave you space for note-taking.
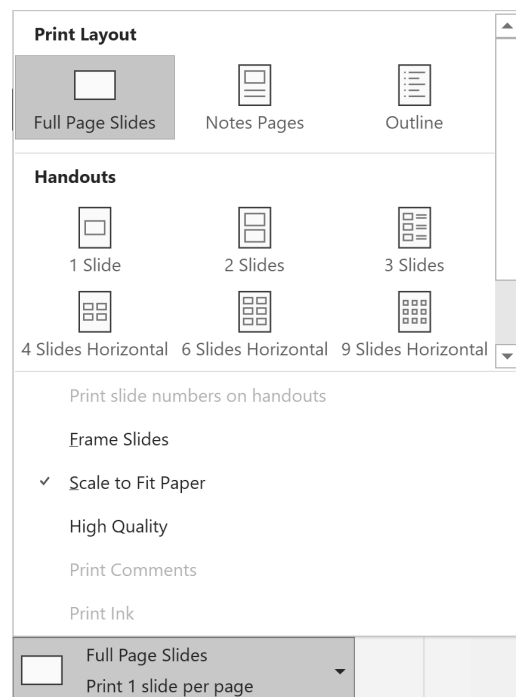
- For **Copies,** select how many copies you want to print.

4. Select **Print.**

PRESENTING YOUR SLIDE SHOW

Once your slide show is complete, you will need to learn how to present it to an audience. PowerPoint offers several tools and features to help make your presentation smooth, engaging, and professional.

1. There are several ways you can begin your presentation:

   • Click the Start From Beginning command on the Quick Access Toolbar, or press **F5** key on your keyboard. The presentation will appear in full-screen mode.

   • Select the Slide Show view command at the bottom of the PowerPoint window to begin a presentation from the current slide.

   • Go to the Slide Show tab on the ribbon to access more options. From here, you can start the presentation from the beginning of the slide.
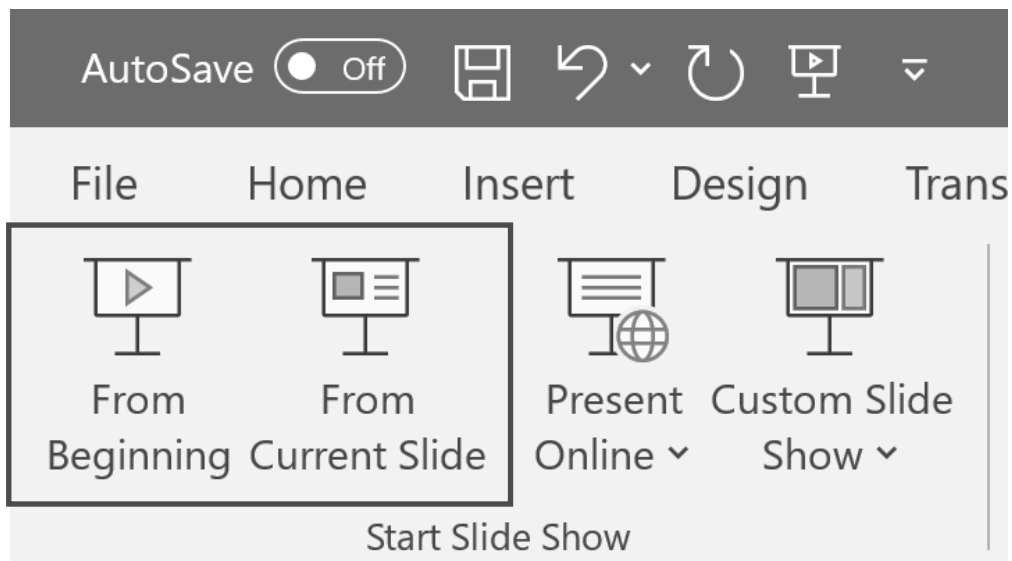
2. You can exit presentation mode by pressing **Esc** on your keyboard. Alternatively, you can right-click then select **End Show.**

SAVING A PRESENTATION IN VARIOUS MULTIMEDIA FORMATS

We learned from Lesson 1 that presentations can be saved in different file formats. There are many file formats available, but the file formats most commonly used for multimedia presentation are the following:

PPTX *presentation software*	The default format. You can still edit the presentation, even in other computers.
WMV *Windows media video*	A video file based on the Microsoft Advanced Systems Format (ASF) container format and compressed with Windows Media compression. The presentation will be played as a video.
MP4 *mpeg-4 video*	One of the most common video file formats used for downloading and streaming videos on the internet. The presentation can be played as a video.
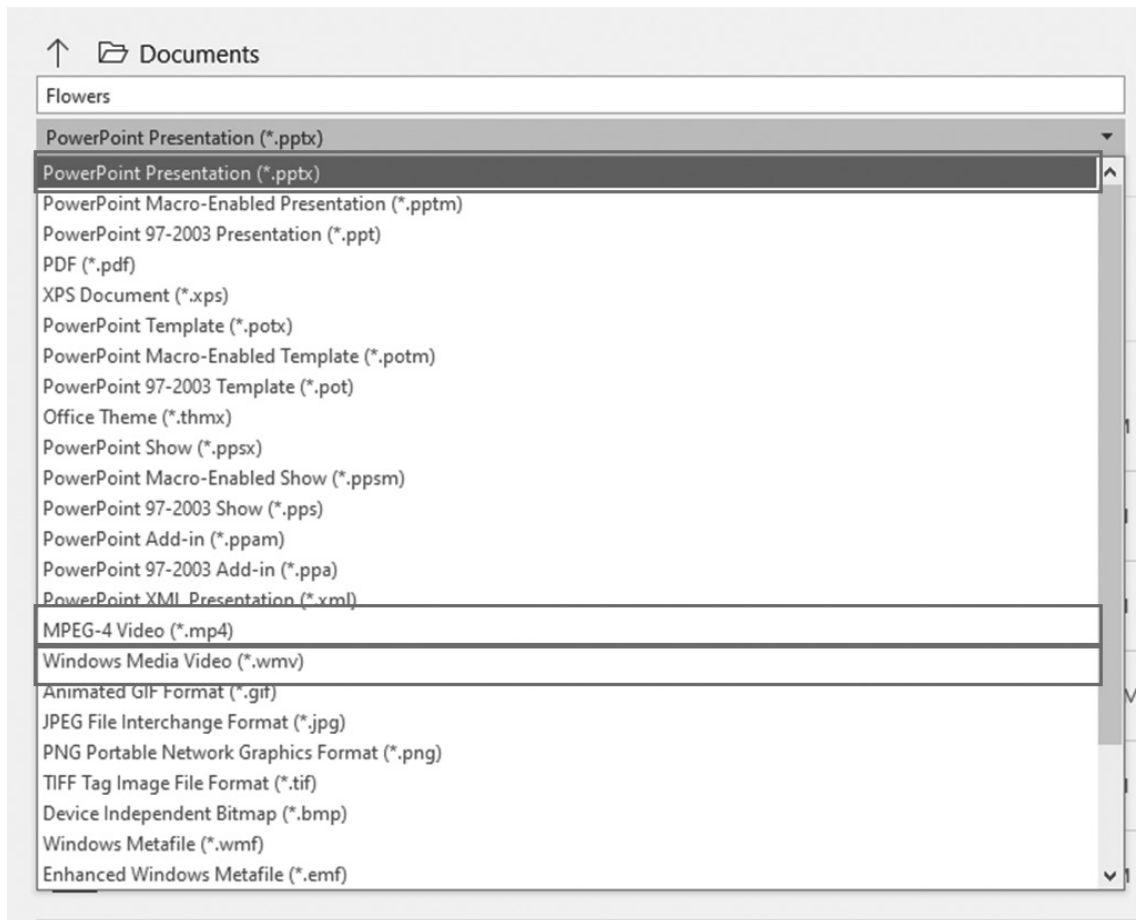
To save, follow the procedure in saving then select which among the three file formats you prefer.

You can identify the file format because of its icon. For PPTX, the Microsoft PowerPoint icon will be used, while for MP4 and WMV, a preview of the presentation will be displayed.
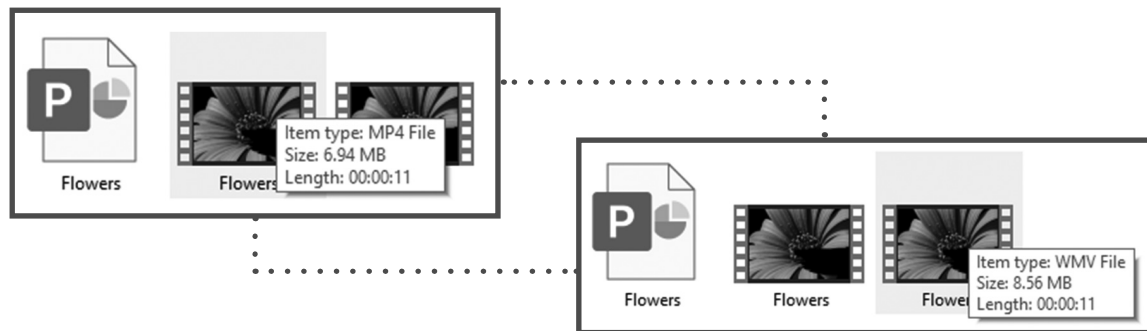
Remember, graphics, transitions, and animations are fun and great to use, but when overdone, you could lose your audience's attention. Saving in a different file format preserves the presentation you have created, and other people cannot simply edit your work without your permission.

SHARPENING YOUR SKILLS

Directions: Using a Venn diagram, compare and contrast the transitions and animations used in a presentation. Do this on a separate sheet of paper.

Transitions   **Animations**
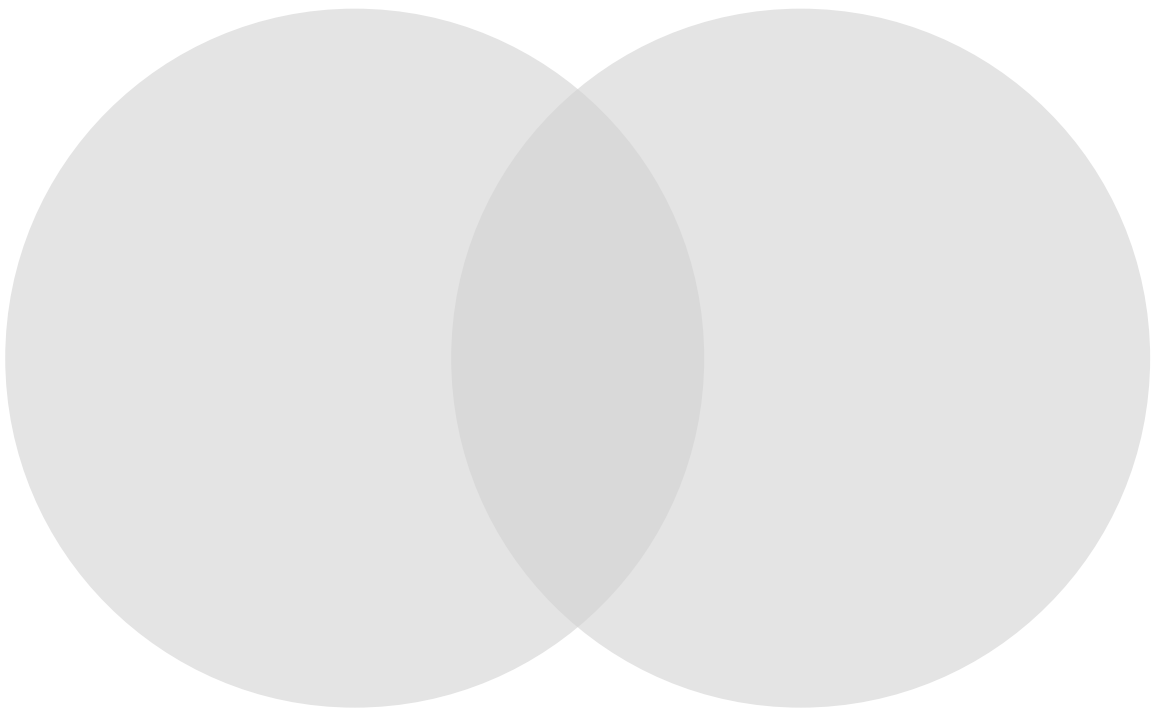
TREADING THE ROAD TO MASTERY

Open your activity from Lesson 2: Treading the Road to Mastery.

Update your presentation by inserting pictures and applying transitions and animations.

Save your file in three different file formats: PPTX, WMV, and MP4.

Presentations should be effective, interesting, and simple. Be creative and innovative, and explore other applications to widen your knowledge in creating presentations.

DON'T FORGET

"

- **Presentation software** are tools that can help you capture your ideas in an outline form and convert those ideas into a multimedia presentation.

- Presentations should be dynamic.

- The four major parts of Microsoft PowerPoint are the **slide area, slide number, slide tab,** and **slide view buttons.**

- Presentations can be saved in different locations and different file formats.

- Templates and themes are readily available upon opening the program.

- The four slide view buttons are **normal view, slide sorter, reading view,** and **slide show view.**

- Viewing an outline and organizing slides into sections are ways to manage slides.

- **Themes** are predefined combination of colors, fonts, and effects.

- To break down a list, just use the Columns command in the Paragraph group.

"

> "
>
> - Slides should be arranged in order like telling a story.
>
> - The two types of animation are the **transitions** between slides and the **animation** of each element.
>
> - Remember not to apply too much design and animation in your presentation. **Simplicity is the key.**
>
> "

MODULE 4
EXPLORE MORE

Learn more about how to create presentations on the following websites:

Creative Presentation Ideas
https://www.youtube.com/watch?v=BuB7IhWZnJs

PowerPoint: Inserting Video
https://www.youtube.com/watch?v=UJBCanWJD0k

PowerPoint: Inserting Audio
https://www.youtube.com/watch?v=pP3kTmsnbnY

Directions: Identify the word being described in each statement. Choose your answer from the choices in the box. Write the letter of your answer on a separate sheet of paper.

A. Slide Show	**B.** Slide Tab	**C.** Reading View	**D.** Transitions
E. Slide Number	**F.** Normal View	**G.** WMV	**H.** MP4
I. Presentation Tool	**J.** Slide Sorter	**K.** Presentation Software	**L.** Layout
M. Animation	**N.** Entrace Animations	**O.** Slide Area	**P.** PowerPoint
Q. WAV	**R.** Theme	**S.** Effects	**T.** PPTX

1. It is the area where most of your work—such as editing, adding, and deleting content—is done.

2. It allows you to visualize a thumbnail of the created slide.

3. These are visual effects which make your texts, images, shapes, or charts come "alive."

4. This is a command that has different options for a slide layout.

5. This is an aid for presenting information. Computers are an example of this.

6. You cannot perform any editing on this slide view.

7. These are tools that can help you capture ideas in an outline form and convert those ideas into a multimedia presentation.

8. It is the default format of PowerPoint. You can still edit the presentation, even in other computers.

9. These are animations added in between slides.

10. It is a video file based on the Microsoft Advanced Systems Format (ASF).

11. This slide view displays all the slides in a tabular form.

12. It is one of the most common video file formats used for downloading and streaming videos from the internet.

13. This give you a quick and easy way to change the design of your presentation.

14. The icons for this type of animation are colored green.

15. This displays all the slides, along with the animations and sounds, of your presentation.

ANSWER KEY

PRE-ASSESSMENT

1.	B	**6.**	D
2.	A	**7.**	C
3.	A	**8.**	B
4.	A	**9.**	D
5.	B	**10.**	B

LESSON 1: UNDERSTANDING PRESENTATION SOFTWARE

TRYING THIS OUT

Major Parts of Microsoft PowerPoint
Slide Tab
Slide Number
Slide Area
View Buttons

Different Views in Microsoft PowerPoint
Normal View
Slide Sorter View
Reading View
Slide Show View

Ways to Manage Slide
Viewing an Outline
Organizing Slides into Sections

ANSWER KEY

REACH THE TOP

1. O	6. C	11. J
2. B	7. K	12. H
3. M	8. T	13. R
4. L	9. G	14. N
5. I	10. D	15. A

GLOSSARY

Compressed Files	Any file that contains one or more files or directory that is smaller than their original file size.
Creative	Having good imagination or original ideas.
Dynamic	(Of a process or system) characterized by constant change, activity, or progress.
File Type	A name given to a specific kind of file.
Innovative	Featuring new methods; advanced and original.
Logical	Connecting ideas or reasons in a sensible way.
Multimedia	Using a combination of moving and still pictures, sound, music, and words, especially in computers.
Projector	An object that is used to project rays of light, especially an apparatus with a system of lenses for projecting slides or film onto a screen.
Scene	A sequence of continuous action in a play, movie, opera, or book.

GLOSSARY

Sequence

Arranged in a particular order.

Storyboard

A sequence of drawings, typically with some directions and dialogue, representing the shots planned for a movie or television production.

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