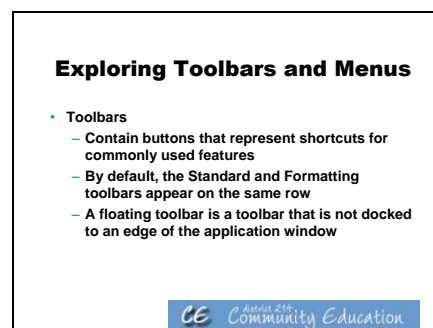
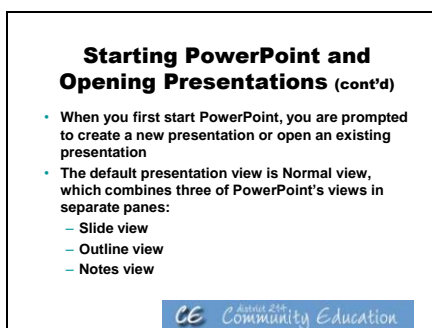
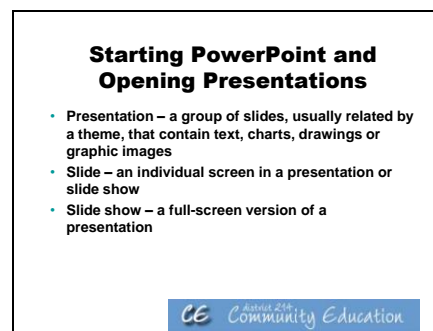
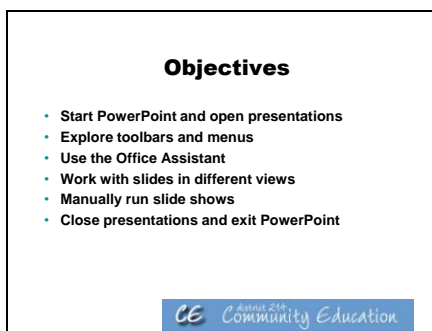
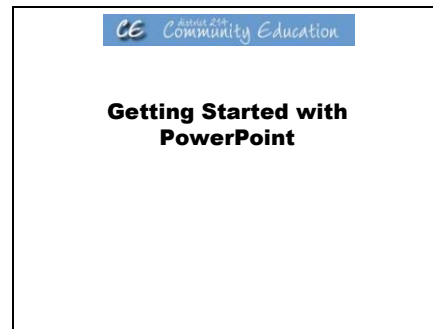
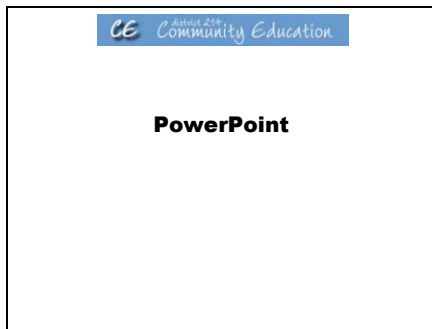


Activities/ Resources for Outcome #10

How to run a presentation

From Beginning button	Plays the slide show starting with the first slide, no matter what slide is selected.
From Current Slide button	Plays the slide show starting with the selected slide, not from the first slide.
Slide Show button (status bar)	Plays the slide show starting with the selected slide, not from the first slide.
Slide Show button (View tab)	Plays the slide show starting with the first slide, no matter what slide is selected.
Press F5	Plays the slide show starting with the first slide, no matter what slide is selected.

Build a PowerPoint



Manually Running a Slide Show

Action	Result
Press RIGHT, DOWN or ENTER, or click the left mouse button	Displays the next slide
Press LEFT or UP	Displays the previous slide
Click the right mouse button	Displays the shortcut menu, which you can use to advance to the next slide or return to the previous slide
Press HOME	Displays the first slide in the presentation
Press END	Displays the last slide in the presentation
Press RIGHT or DOWN, or click the left mouse button while displaying the last slide in the presentation	Stops the slide show and displays the first slide in the PowerPoint window
Press ESC	Stops the slide show and returns to the PowerPoint window

Working with Slides in Different Views

- The available views are:
 - Normal view – displays a slide pane, outline pane and notes pane
 - Outline view – displays the presentation titles and text in an outline format
 - Slide view – displays a slide pane and an outline pane
 - Slide Sorter view – displays all slides in miniature form in one window
 - Slide Show – displays the current presentation as a slide show

Exploring Toolbars and Menus (cont'd)

- Menus
 - Contain commands you execute to perform tasks
 - When you first display a menu, the default commands display
 - You can expand the menu to display additional commands

Closing Presentations and Exiting PowerPoint

- To close a presentation, click on the close button in the menu bar
- To exit PowerPoint, click on the close button in the application title bar

Creating Presentations

Objectives

- Create new presentations
- Add text to slides
- Add new slides and change slide layouts
- Select text
- Insert text boxes
- Save presentations

Adding New Slides and Changing Slide Layouts

- Slides you add will follow the currently selected slide
- To add new slides to a presentation:
 - Click on the New Slide button in the Standard toolbar
 - Select a slide layout
 - Click on the OK button

Adding New Slides and Changing Slide Layouts (cont'd)

- To change the layout of a slide:
 - Click on the Slide Layout button in the Standard toolbar (or click on Format, Slide Layout)
 - Select a slide layout
 - Click on the OK button

Creating New Presentations

- You can use the New Slide dialog box to select an AutoLayout or select a blank layout and create your own design
- AutoLayout – a pre-designed slide layout that can contain placeholders for text, charts, bullets and graphics
- Placeholders – dotted outlines on a new slide that reserve space for objects that can be placed on the slide

Adding Text to Slides

- Most AutoLayouts contain placeholders for entering text, such as:
 - Titles
 - Subtitles
 - Other objects
- You can:
 - Click in a placeholder to add text (or simply begin typing if it is the first placeholder on the slide)
 - Double-click in a placeholder to add an object

Selecting Text

- You must select text before you can modify it
- To select text, you can:
 - Click and drag over text to select it
 - Select a word by double-clicking on it
 - Select an entire paragraph by triple-clicking anywhere in the paragraph
 - Click on the slide icon in the Outline pane to select the entire slide

Inserting Text Boxes

- You can insert a text box to add text outside of an AutoLayout placeholder
- To insert a text box:
 - Click on the Text Box tool in the Drawing toolbar
 - In the Slide pane, click on the slide and start typing
 - or
 - Click and drag to draw the dimensions of the text box, then start typing

Inserting Text Boxes (cont'd)

- When you select a text box, sizing handles display around its border
 - Sizing handles – small squares that appear at the corners and along the sides of a selected object
- You can resize a text box by dragging one of its sizing handles
- You can move a text box by dragging its border to a new position on the slide

Saving Presentations

- Use the Save As dialog box to:
 - Specify where the presentation file will be saved
 - Give the presentation a name
 - Change the name of an existing presentation
- Use the Save button in the Standard toolbar to save an existing presentation

Editing Presentations

Objectives

- Modify slides
- Move and copy text
- Delete text
- Find and replace text
- Modify bullets
- Use numbering in slides

Modifying Slides

- You can modify existing presentations by:
 - Adding new slides
 - insert a new slide in the desired location
 - PowerPoint will automatically renumber all the slides following the new slide
 - Rearranging slides
 - Click and drag a slide (in Normal and Slide Sorter views) to move it to another location
 - Click and drag slide text (in Outline view) to move it to another location

Modifying Slides (cont'd)

- Copying slides
 - Press and hold CTRL
 - Click and drag a slide to create a copy in another location
 - Release CTRL
- Deleting slides
 - Select a slide
 - Press DEL

Moving and Copying Text

- To copy text:
 - Use the Clipboard – copy text to the Clipboard, then paste the text from the Clipboard at the location of the insertion point
 - The Clipboard can store a maximum of 12 items at one time
 - The Clipboard toolbar displays if two or more items reside in the Clipboard
 - If the Clipboard toolbar is full and you copy another item to it, the first text item you copied will be removed



Moving and Copying Text (cont'd)

- To copy text (cont'd):
 - Use drag and drop - press and hold CTRL, drag the selected text from one location and drop it into another
- To move text:
 - Use the Office Clipboard - cut text to the Office Clipboard, then paste it to a new location
 - Use Drag and Drop - drag the selected text from one location and drop it into another



Deleting Text

- Deleted text is not stored in the Clipboard; it is removed permanently
- To delete text:
 - Select the text you want to delete
 - Press DEL



Finding and Replacing Text

- To find and replace text:
 - Display the Replace dialog box
 - Specify the text you want to replace
 - Specify the replacement text
 - Specify whether to match case and/or to replace whole words only (both are optional)
 - Click on the Find Next button to proceed to the next occurrence of the search text
 - Click on the Replace button to replace the current occurrence of the search text
 - Click on the Replace All button to replace all occurrences of the search text



Modifying Bullets

- To change bullet characters:
 - Display the Bulleted card of the Bullets and Numbering dialog box
 - Select the desired default bullet style, or
 - Display the Bullet dialog box and assign a character as a bullet style
- To use graphic bullets:
 - Display the Picture Bullet dialog box
 - Select the desired graphic bullet



Using Numbers in Slides

- You can automatically number items on slides:
 - Arabic numerals
 - Roman numerals
 - Uppercase letters
 - Lowercase letters
- To apply numbers to slide text:
 - Display the Numbered card of the Bullets and Numbering dialog box
 - Select a built-in number style
- When you copy, move or delete numbered items, the numbers automatically recalculate



Formatting Text

Objectives

- Change text attributes
- Set indents and tabs
- Change text alignment

Changing Text Attributes

- Attributes – features of text that you can modify, such as font, font size, font style and color
 - Font – a family of characters with a distinctive and consistent design that gives the text in a presentation a unique look
 - Font Style – characteristic such as bold, italic and underline that can be applied to text
 - Font Size – the height of a character in a specific font, measured in points (an inch contains 72 points)

Changing Text Attributes (cont'd)

- To change attributes:
 - Display the Font dialog box and specify the desired attributes for the selected text
or
 - Use buttons in the Formatting and Drawing toolbars to apply the desired attributes to selected text

Changing Text Attributes (cont'd)

- To replace fonts throughout a presentation:
 - Display the Replace Font dialog box
 - Specify the name of the font you want to replace
 - Specify the name of the replacement font
 - Click on the Replace button
- Any other text attributes previously applied to text will not be affected

Setting Indents and Tabs

- Indents determine where paragraphs or bulleted lists begin in relation to the left border of a text box
- Setting indents
 - First line indent marker marks the position at which the first line of text will begin or the first bullet will appear
 - Left indent marker marks the position at which text following a bullet will appear or where text will wrap

Setting Indents and Tabs (cont'd)

- Tabs determine where the insertion point moves when you press TAB
- Setting tabs
 - Determines how far to the right text will move
 - Default tabs are set every inch
 - When a new tab is set, all default tabs to the left are cancelled
 - Four tab types: left, right, center and decimal

Changing Text Alignment

- To change text alignment:
 - Click anywhere within a text box
 - Click on the Align Left button to align the text to the left
 - Click on the Align Right button to align the text to the right
 - Click on the Center button to center the text
 - Click on Format, Alignment, Justify to justify the text

Printing Presentations

Objectives

- Preview slides
- Print slides and change slide orientation
- Print handouts

Previewing Slides

- You can preview slides to see how they look before you print in:
 - Grayscale
 - or
 - Black and White
 - Black and White view – shows what a color slide looks like when printed on a non-color printer

Printing Slides and Changing Slide Orientation

- You can print:
 - All slides in a presentation
 - Selected slides
 - A range of slides
 - The current slide
- You can specify:
 - Landscape orientation – the slide is wider than it is tall
 - Portrait orientation – the slide is taller than it is wide

Printing Handouts

- You can print handouts as sheets containing 2, 3, 4, 6 or 9 slides per page
- To print handouts:
 - Display the Print dialog box
 - Display the Print what drop-down list, then click Handouts
 - Specify the number of slides per page and a horizontal or vertical order
 - Click the OK button



**Activities/
Resources
for
Outcome #15**

Accessibility Options

Click on Start Button

Click on Control Panel

Click on Ease of Access Center



Ease of Access Center

[Let Windows suggest settings](#) | [Optimize visual display](#) | [Replace sounds with visual cues](#) | [Change how your mouse works](#) | [Change how your keyboard works](#)



Speech Recognition

[Start speech recognition](#) | [Set up a microphone](#)

Activities/ Resources for Unit II Outcomes

Sample online job applications:

<http://spreadsheets.google.com/viewform?formkey=cjZsZUJVS1RXWkRHVGptdFhSMzdmS2c6MA>

http://www.illinoisworknet.com/voc_portal/residents/en/Jobs/

<http://career-advice.monster.com/job-search/getting-started/healthcare-career-advice/article.aspx>

Student Project Planner Templates:

http://cn.pbl-online.org/ManagetheProject/ProjectPlanningTools/pdf_files/ProjectPlanningTools.pdf

http://www.us.iearn.org/professional_development/multimedia/envision/BIE_PBLi mpltools.pdf

Name.....

Computer Literacy Pre-test

Perform the following

1. Student boots computer and logs onto system
2. Student creates a folder using his or her name, e.g., johnsmith
3. Student starts the Word program and types the following sentence into a Word file (observe keyboarding speed and accuracy):

“Now is the time for all good men to come to the aid of their country”.

4. Student now adds bold formatting to the word “men” in the sentence.
5. Student saves file using any name and moves it into the directory previously created
6. Student deletes newly created file and folder
7. Ask if student has an email address and if he or she regularly checks and sends email
8. Ask student to start the internet browser and do an internet search for “Kane County Regional Office of Education”
9. Student starts the Excel program and types the following into an Excel spreadsheet (student does not need to save the spreadsheet, only needs to demonstrate that he/she can enter data):

Name	Birthday	Age
John Smith	December 12	17
Jane Doe	August 14	66
Robert Livingston	September 22	31

10. Student starts the PowerPoint program and creates one slide displaying his or her name and address.
11. Student displays the PowerPoint slide as if it were a presentation (student does not need to save the presentation).
12. Student properly shuts down the computer.

Computer Literacy Pre-Test

Directions: Using the list of words below, put the correct letter in the blank provided to complete the statement.

Hardware icon cursor paste boot left click CPU Excel Title bar
--

1. The parts of a computer that I can physically touch are known collectively as _____.
2. What is the name given to the pointer that is controlled by the mouse?

3. What is the name given to a graphic symbol for an application, file, or folder? _____
4. When you insert text or other material from the clipboard or copy buffer, this is called _____
5. When you click on the left mouse button, this is called _____.
6. To start up a computer is called _____.
7. The processing chip that is the brain of the computer is called _____.

Draw a line from the application on the left to the correct computer program on the right.

Application

Resume and Cover Letter

Spreadsheet

Presentations

Computer Program

Excel

PowerPoint

Word

Access

Additional Resources

Introduction to Technology Resources

Hemmert, Amy and Sander, Tina. ***Out & About in the World of Computers: An Introductory Computer Course for Beginning English Learners.*** Alta Book Center Publishers, 2008.

Joyce, Jerry and Moon, Marianne. ***Plain & Simple: 2007 Microsoft Office System.*** Microsoft Press, 2007.

O'Hara, Shelley. ***Microsoft Windows XP, Home Edition, Fourth Edition.*** Que Publishing, 2006.

VanHuss, Susie H. Ph.D., Forde, Connie M., PhD., and Woo, Donna L. ***Keyboarding.*** CourseSouth-Western Cengage Learning.