Activities/ Resources for Outcome #10

How to run a presentation

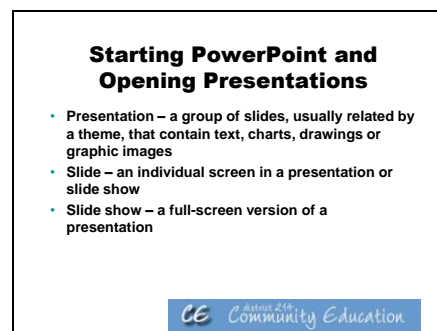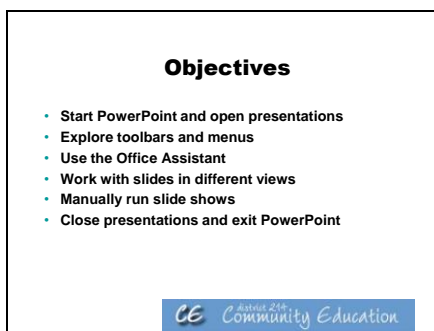|	
From Beginning button	Plays the slide show starting with the first slide, no matter what slide is selected.
From Current Slide button	Plays the slide show starting with the selected slide, not from the first slide.
Slide Show button (status bar)	Plays the slide show starting with the selected slide,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

PowerPoint

Getting Started with PowerPoint

Objectives

- Start PowerPoint and open presentations
- Explore toolbars and menus
- Use the Office Assistant
- Work with slides in different views
- Manually run slide shows
- Close presentations and exit PowerPoint

Starting PowerPoint and Opening Presentations

- Presentation – a group of slides, usually related by a theme, that contain text, charts, drawings or graphic images
- Slide – an individual screen in a presentation or slide show
- Slide show – a full-screen version of a presentation

Starting PowerPoint and Opening Presentations (cont'd)

- When you first start PowerPoint, you are prompted to create a new presentation or open an existing presentation
- The default presentation view is Normal view, which combines three of PowerPoint's views in separate panes:
  - Slide view
  - Outline view
  - Notes view

Exploring Toolbars and Menus

- Toolbars
  - Contain buttons that represent shortcuts for commonly used features
  - By default, the Standard and Formatting toolbars appear on the same row
  - A floating toolbar is a toolbar that is not docked to an edge of the application window

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

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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**

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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**

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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**

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Creating Presentations

Objectives

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

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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**

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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**

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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**

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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**

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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**

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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**

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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

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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

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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

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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

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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

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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

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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

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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

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Printing Presentations

Objectives

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

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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

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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

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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

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Activities/ Resources for Outcome #14

Computer Lab – Virtual Machine Shop: Measurement

- Go to the Virtual Machine Shop website at:
  http://www.kanabco.com/vms/index.html

- Click on 'Click here for a library of topics' at the top of the webpage

- Under the Measurement heading, click on 'Measurement Fundamentals'

- Use the information in this tutorial to answer the following questions

Measurement Fundamentals – 1: What is Measurement?

1. What is the most common type of measurement?

_____

2. What is stock?

_____

3. What is a route sheet?

_____

_____

4. Is a blueprint always blue?

_____

Measurement Fundamentals – 2: Systems of Measurement

5. What two systems of measurement are used in machine shops today?

_____

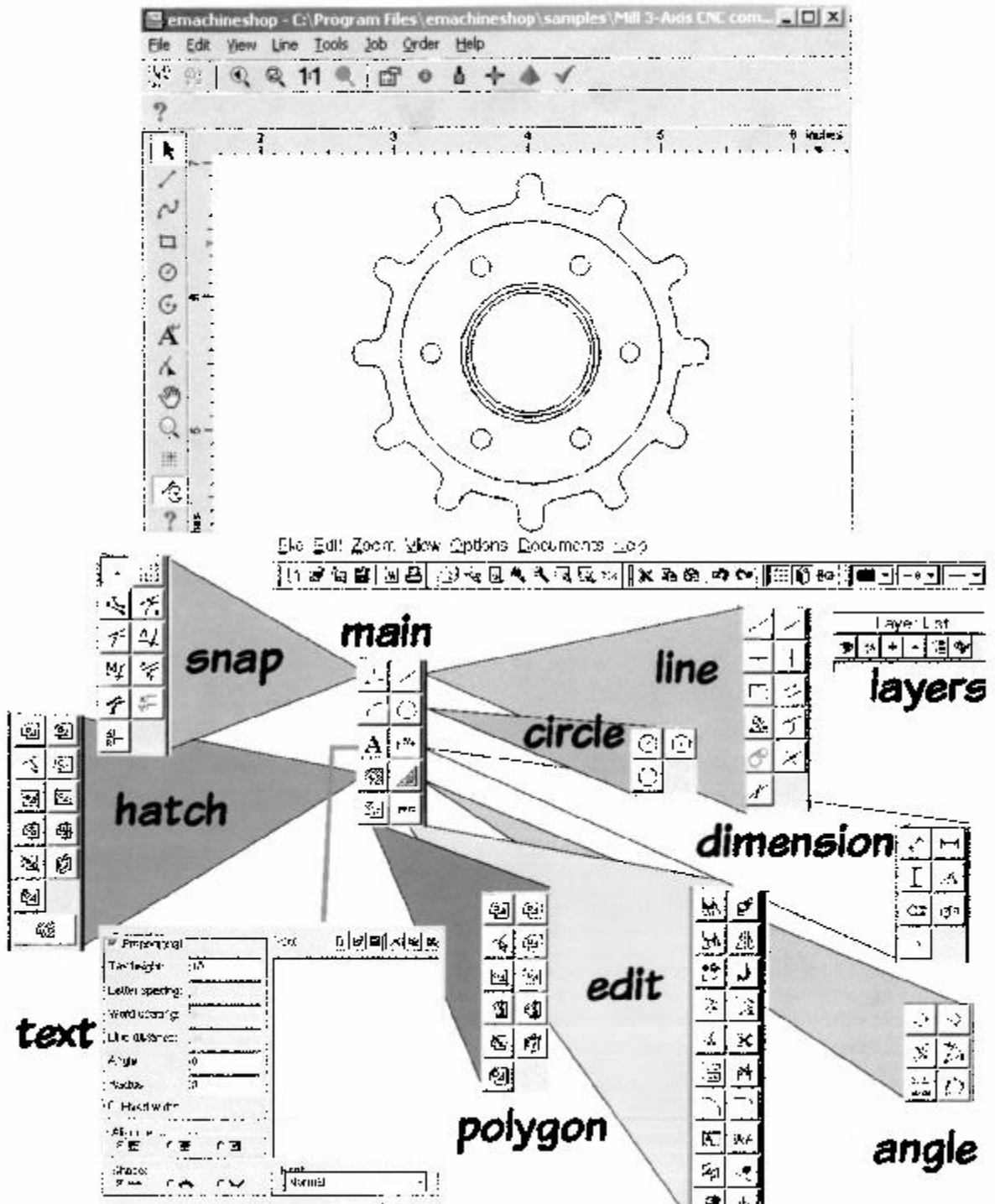6. What is the advantage of using the Metric system over the Inch system?

_____

Computer-Aided Manufacturing (CAM)

Revo 540b Milling System – wax models for casting

Computer-Aided Design (CAD)

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