



**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE**

**Kharkiv Petro Vasylenko National Technical University of  
Agriculture**

## **METHODOLOGICAL GUIDELINES**

### **« CREATING PRESENTATIONS IN MS POWER POINT»**

for foreign students and euro-groups studying “Informatics”, “Informatics and information technologies”, “Computers and Computer Technologies”, “Computer Technics and Programming”, “Applied Computer Technology“, “Information technology industry“ disciplines

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Training presentation by MS PowerPoint: Methodological guidelines for foreign students and euro-groups studying “Informatics”, “Informatics and information technologies”, “Computers and Computer Technologies”, “Computer Technics and Programming”, “Applied Computer Technology“, “Information technology industry“ disciplines

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MS PowerPoint – is a versatile program that allows you to create presentations, consisting of a set of slides, which combines text with graphics, sound, photographs, images, video, and animation effects. Guidance will help students learn the practical techniques for working with the program.

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## Laboratory work №1

### 1 Making presentations using MS PowerPoint

*MS PowerPoint* – is a versatile program that allows you to create presentations, consisting of a set of slides, which combines text with graphics, sound, photographs, images, video, and animation effects.

PowerPoint is composed of a large number of ready-made templates to create a presentation that will provide information to display text, charts, tables, figures, charts, etc..

Running the program is carried out through the menu *Start* → *Programs* → *Microsoft PowerPoint*. The structure of the PowerPoint window is shown in Fig. 1.

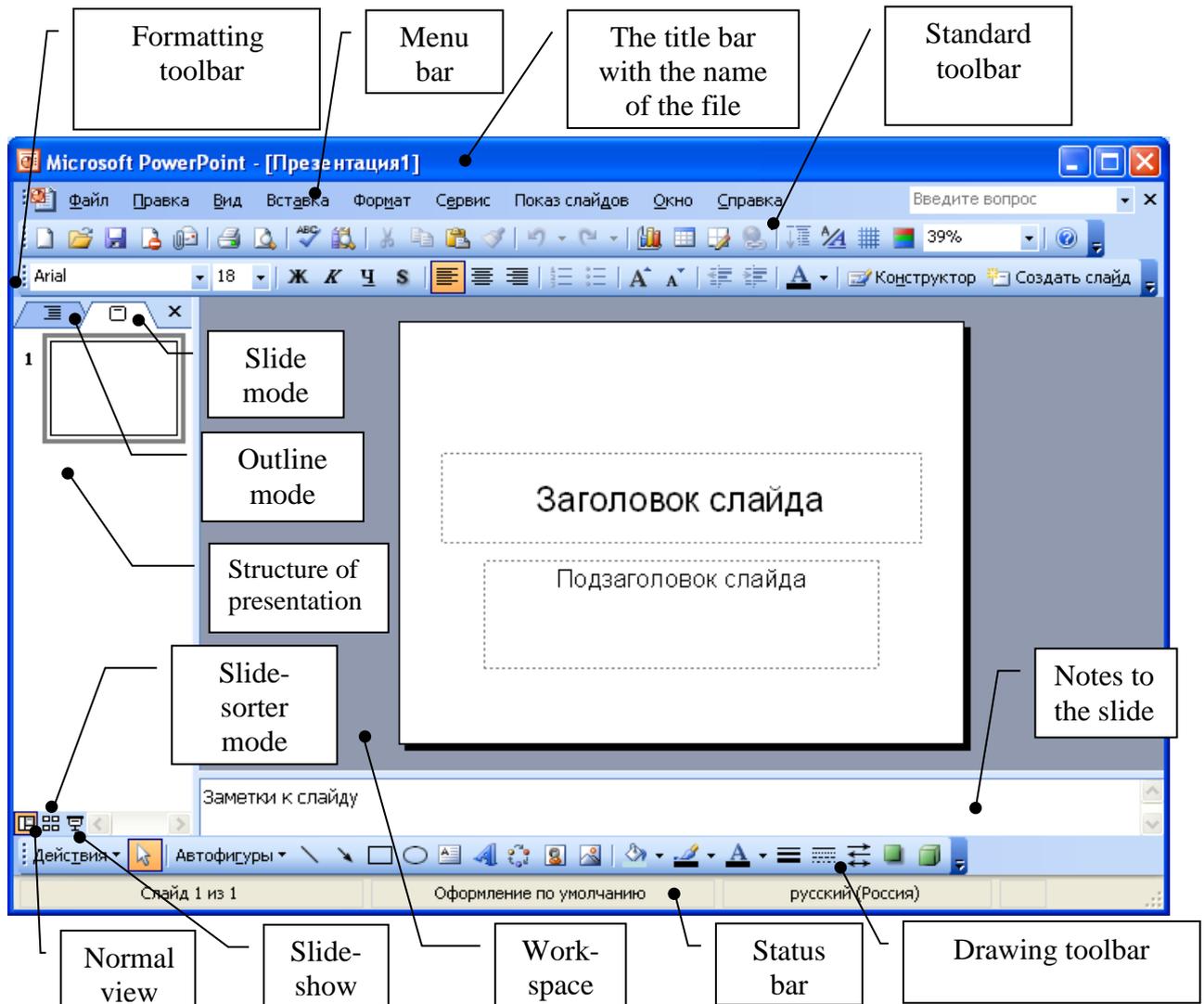


Figure 1 - The structure of the MS PowerPoint window

For convenience, there are different modes of presentation. To switch from one mode to another, you can use the *View* menu commands, as well as to quickly switch between the buttons on the left side of the window.

*Normal view* includes three areas: structures, slides and notes. Designed to work with separate slides. In Normal mode, the entire window is filled with ongoing slide that is currently created or edited.

*Outline view* represents the same three areas: structures, slides and notes, but in different proportions: the structure is given a large part of the window. Tab *Structure*

displays information about the slides of the presentation, their order, and text content. Working with the structure, you can edit as text headings, and body text slides, but not embedded objects. All the changes of text of presentation slides are recorded and in any of its representation.

Headings and text in slides are displayed in a hierarchical structure resembling a table of contents. This mode is useful for tidying up the whole presentation design. The slide area displays each slide considering formatting. Field of notes serves for the speaker's notes. If the notes should contain drawing, adding it should be done in a mode of pages of notes.

In the view of *Note pages* at the top of the window is displayed each slide of the presentation, and at the bottom - the area for entering comments to a slide. The text entered in the notes page, does not affect the contents of the slide. Note pages can be printed and used as handouts or to recall the contents of the presentation.

In *Slide Sorter view* on the screen at once in miniature are displayed all the slides of the presentation. This makes it easy to add, delete, and move slides, setting the slide show time and the choice of methods of slide change. In this mode, you can change the order of the slides follow, to create different effects during the transition from slide to slide or when filling slide with objects. This mode is also useful to analyze the placing on the slides of text and graphics. In this mode, each slide under the present schematic symbol applied to a slide effect, which makes it possible to present the general course of the presentation (Fig. 1). In addition, you can view the animation on a few slides, switching to the slide and then clicking *Preview the animation*.

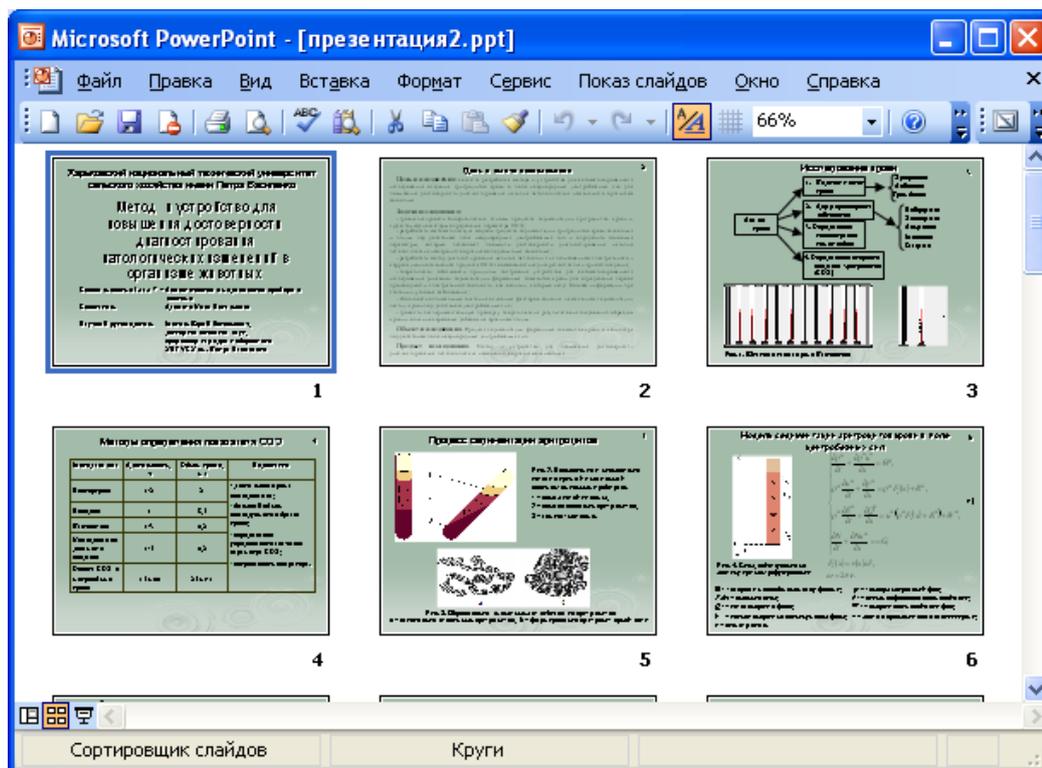


Figure 2 – Slides in the Slide Sorter view

*Slide Mode* lets you work with one taken separately slide.

*Slide Show Mode* is used for viewing the intermediate stages and the final presentation. In this mode, you can see and hear included in the presentation visual and sound effects.

In PowerPoint application window in order to facilitate the creation of the presentation is the task pane. If the task pane does not appear as in Fig. 1, then select the menu command *View* → *Task Pane* → *Creating presentation* (Fig. 3).

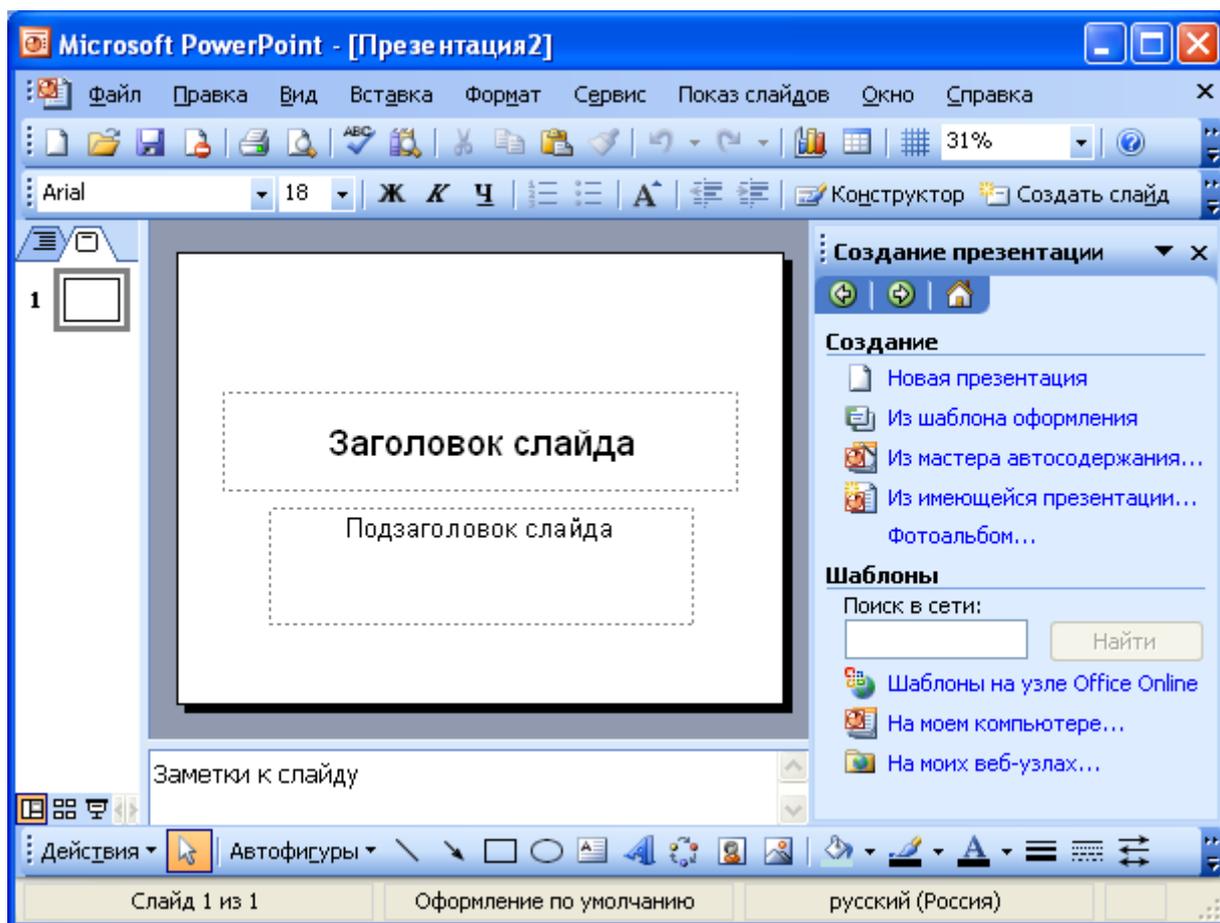


Figure 3 - Task Pane window of PowerPoint

In the *Create* tab, PowerPoint presentation offers four options for creating a new presentation:

1) *from design templates* that allow you to create a presentation based on the ready-made templates that you want to fill with text, graphics, diagrams, etc.;

There are two types of templates: templates of standard presentations and design templates. They can be combined, they are complementary. Selecting the template is provided by a command *File* → *Create* → *From design templates* (Fig. 4). Looking through the list of proposed designs, you can find a suitable option of template.

Use the scroll bar to view all the options for layouts. Many of them contain placeholders for titles, plain text and bulleted lists. The easiest way to insert text is its input into the empty frame on the slide – are placeholders. These are templates within templates, surrounded by a dashed outline. They use a specific format, and they contain the text is replaced by the text of user: to do this, select the text of placeholder, enter your text and click outside the contour. You can move, resize, and adjust the size of text of placeholder.

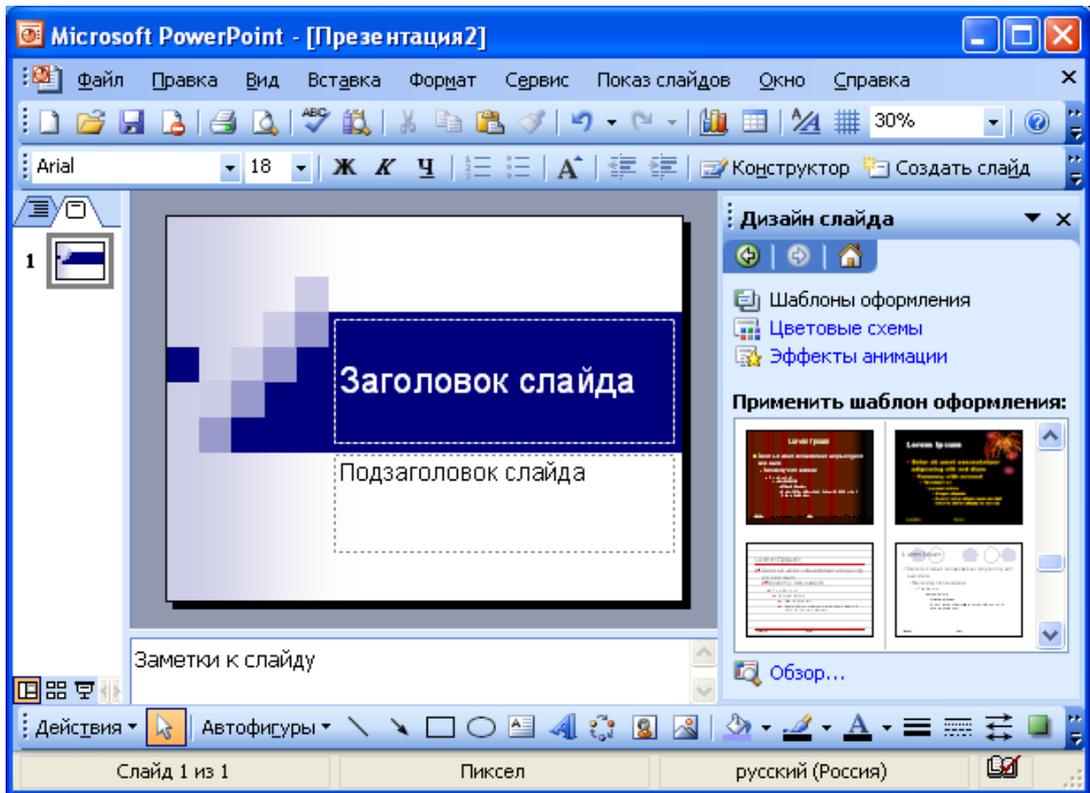


Figure 4 - Creating a presentation from a design template

2) *from AutoContent Wizard*, you can easily create presentations using as a template the options available presentations;

AutoContent Wizard getting the user's answers to the questions asked in sequence, creates the desired presentation content and design based on available samples in his memory. To start the wizard AutoContent you should run the command *File* → *Create* → *Creating of the AutoContent Wizard*. Following the instructions of the wizard will open the presentation of the sample, which you can add your own text and pictures.

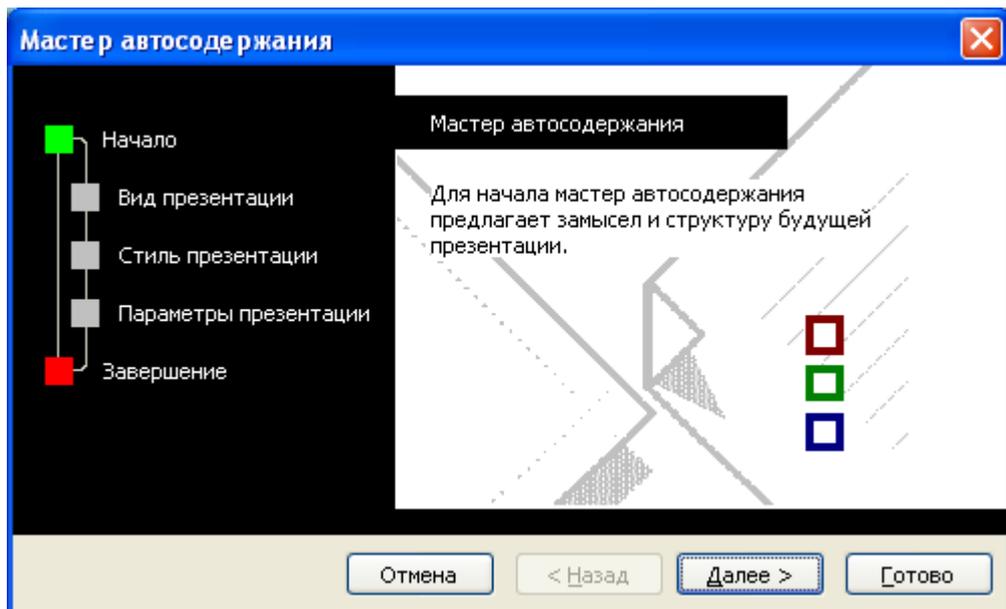


Figure 5 - Creating presentation using the AutoContent Wizard

3) *creation from an existing presentation*, you can quickly create a presentation using the options available presentations;

4) *new presentation*, which is installed by default.

Consider creating a presentation based on a use of case *New presentation*. For this in section, *Slide layout* you need to select the layout that corresponds to the subject of the slide (Fig. 6).

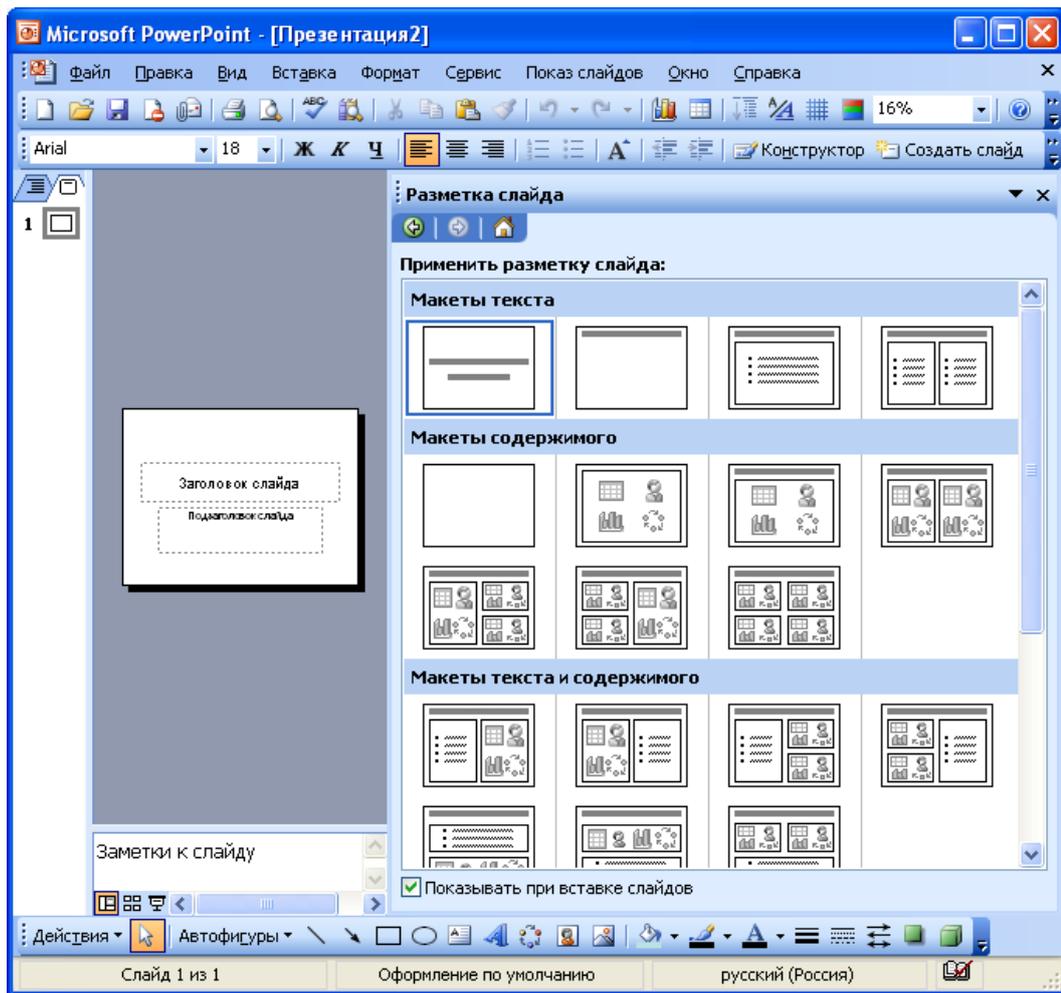


Figure 6 - Choosing a slide layout

In the Tasks tab, *Slide design* you can select the slide design from offering available, or the most recently used, and you must specify how to apply the template slides (to the entire presentation or to selected slides only) (Fig. 7).

For slides of one presentation various patterns can be applied. Templates include a sample, size, fonts, background and other parameters of presentation design. Through link *Overview* you can choose any other template (your own or with a disc of *ClipArt*), not included in the standard package.

Tab *Color schemes* of section *Slide design* allows you to change the color specified in the selected template (Fig. 8).

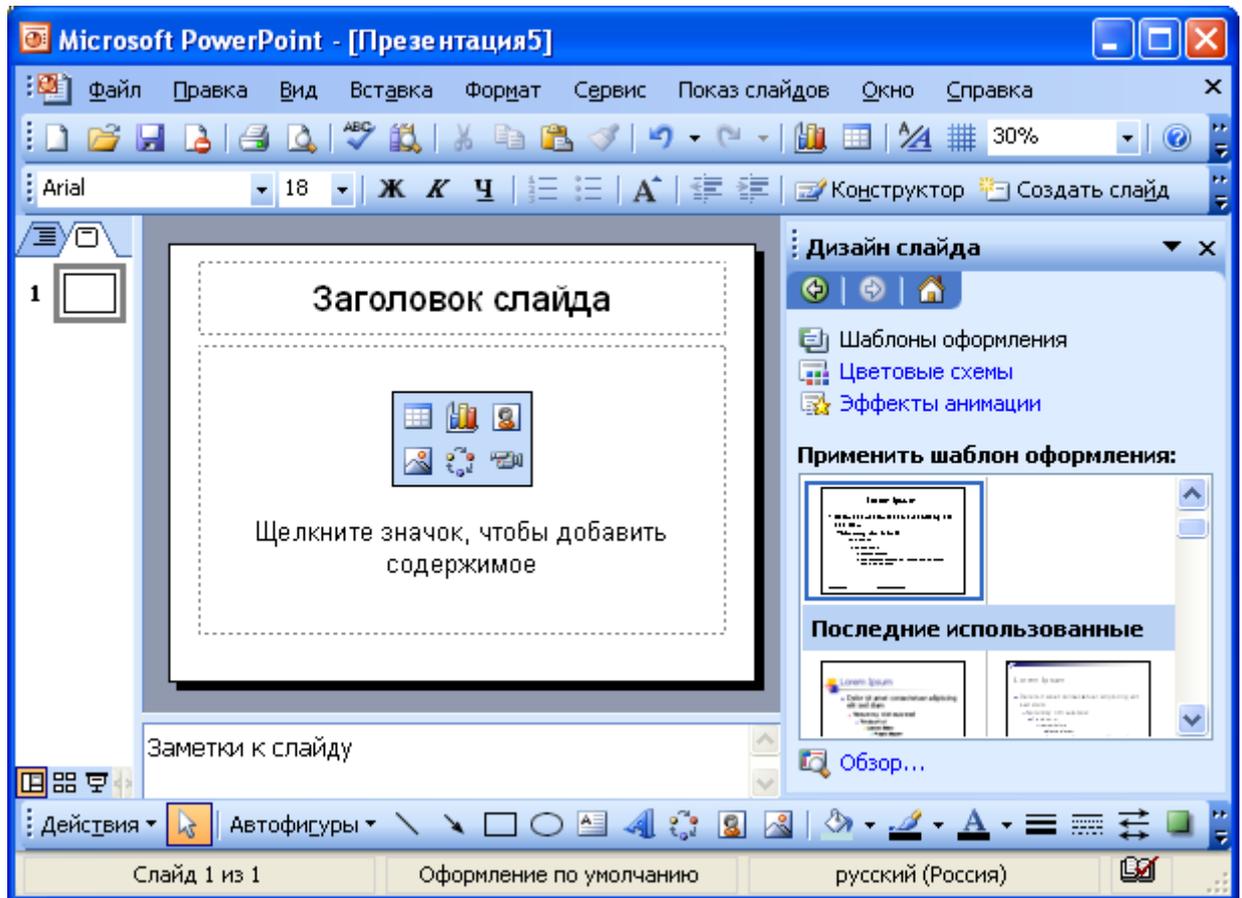


Figure 7 - Making a slide design

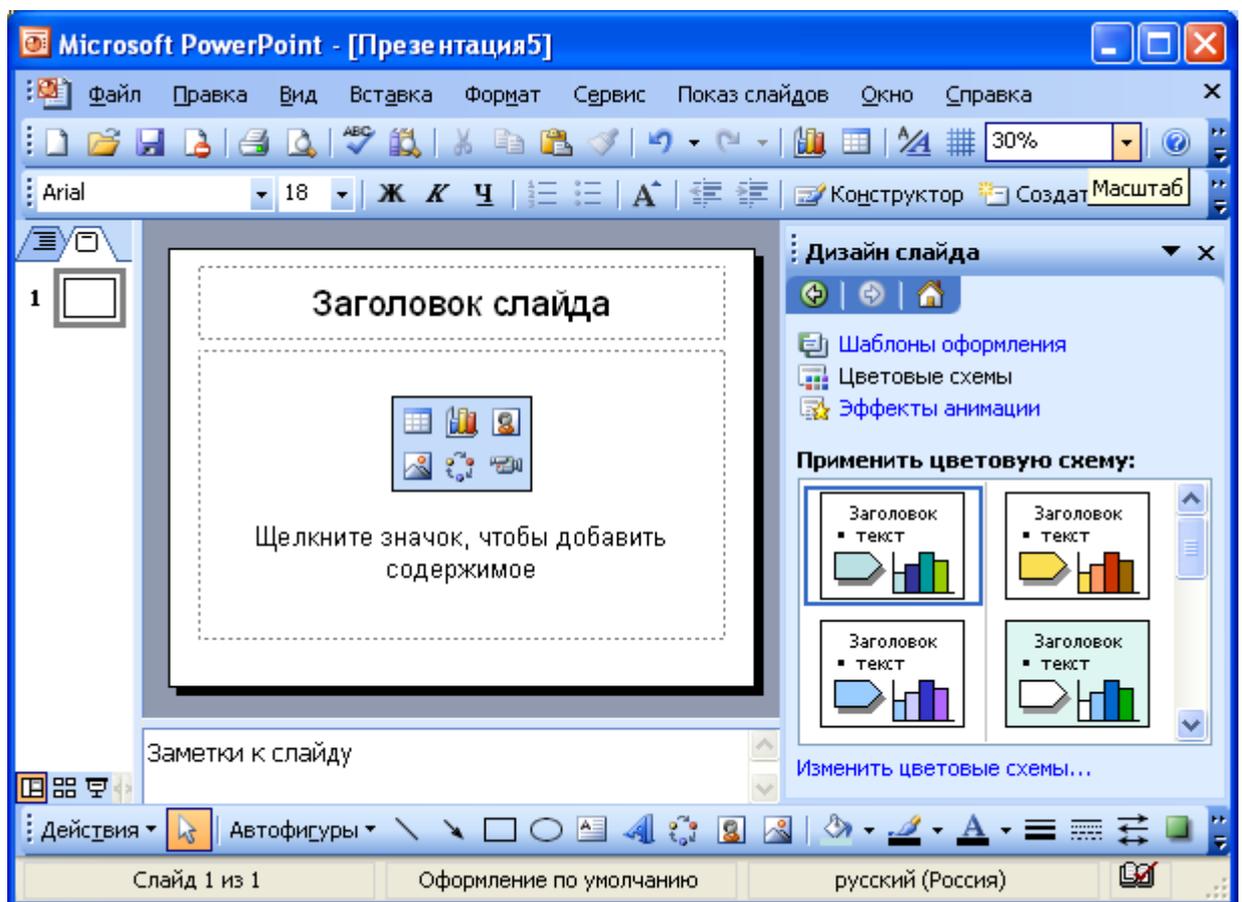


Figure 8 - Selecting the color scheme of the slide

When you create a slide, you can use objects from the slide layout, and add the necessary objects.

For the orderly placement of objects on a slide is convenient to use a ruler, grid, and guides, which are provided by commands *View* → *Grid and Guides* (Fig. 9).

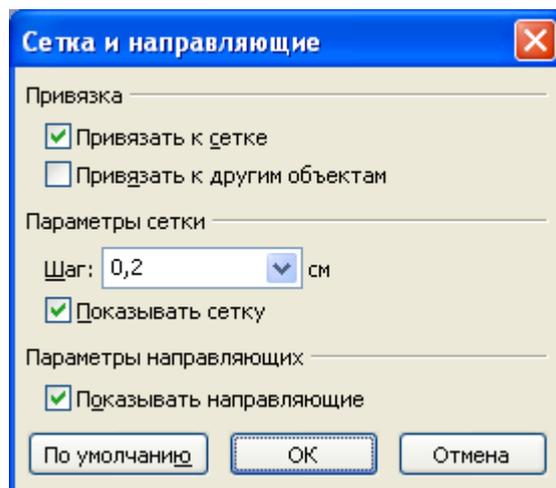


Figure 9 - Enabling Grids and Guides

After specifying the binding parameters of grid and guides on a slide will be displayed: rulers, guides, grid (Fig. 10).

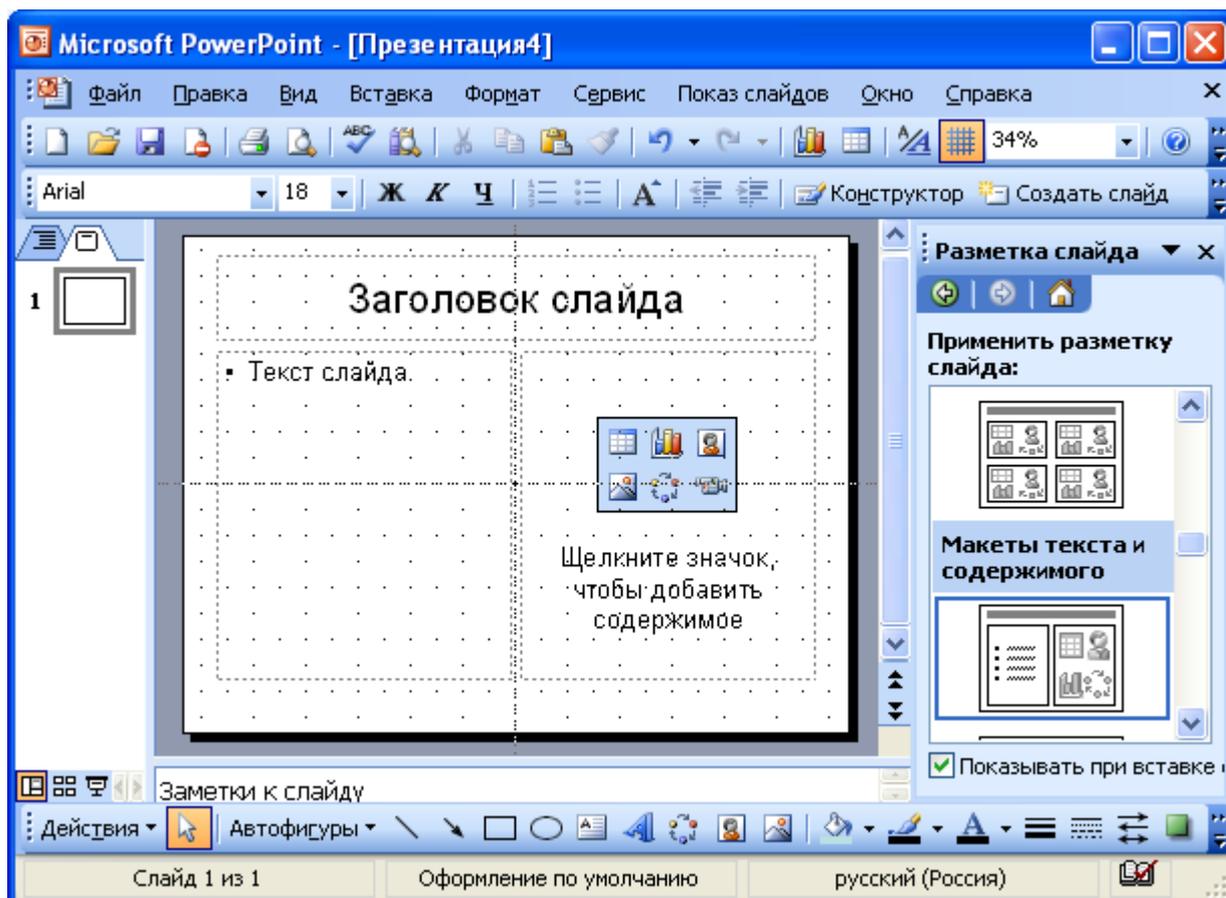


Figure 10 - Slide-enabled grids and guides

## 2 Working with slides

### 2.1 Inserting slides

Inserting a new slide is made with command *Insert* → *Create a slide* or by clicking  on the toolbar *Standard*. In the proposed window (Fig. 6), select the slide layout, and if you want to change the design template.

If you want to insert the slide, significantly different from the finished slide in the presentation, select it and use the command *Duplicate slide* of menu *Insert*. A new slide is added - a copy of the selected slide, then it is possible to make the necessary changes.

After you add a new slide in the outline pane slide icon appears, and in the edit panel - new site, designed according to the selected template and presentation markup.

### 2.2 Copying and moving slides

To copy a slide, it is necessary to allocate to the sorter mode or outline mode and run the command *Copy*.

Moving the slide within the presentation is carried out in the sorter mode by dragging the slide the mouse to the desired position.

### 2.3 Duplicating slides

Slide can be duplicated as following:

- select a slide in the outline view, and display it in slide mode;
- run the command *Insert* → *Duplicate slide* (a double appears immediately after the selected slide);
- in Sorter view move the slide to the right place.

### 2.4 Deleting slides

To delete a slide, it is necessary to allocate it in the sorter mode and press *Delete*. In addition, you can run the command *Correction* → *Remove slide*. To delete multiple slides at once you need in Slide Sorter view or structure, holding down *Shift* to isolate adjacent slides or *Ctrl* to select noncontiguous slides, alternately select all deleted slides and run the command *Remove slide*.

### 2.5 Changing the order of slides in the presentation

You can change the structure of the presentation in the following ways:

- move any slide to another location with the mouse in outline view or using tools *Up/Down* or *Raise Level / Lower Level* ;
- in outline view by dragging the icon for completely selected slide;
- in the mode of *Sorter*, drag it to the desired location.

### 2.6 Hiding slides

Some slides may contain information, you can include in the presentation like "just in case", if you need to discuss the issue. In addition, there are situations where similar presentations are intended for different audiences. Hiding slides allows to adapt the same presentation for different categories of people.

Hiding a slide can be carried out in sorter mode by highlighting it and using the button *Hide slide*  of toolbar of *Slide Sorter* (Fig. 11).

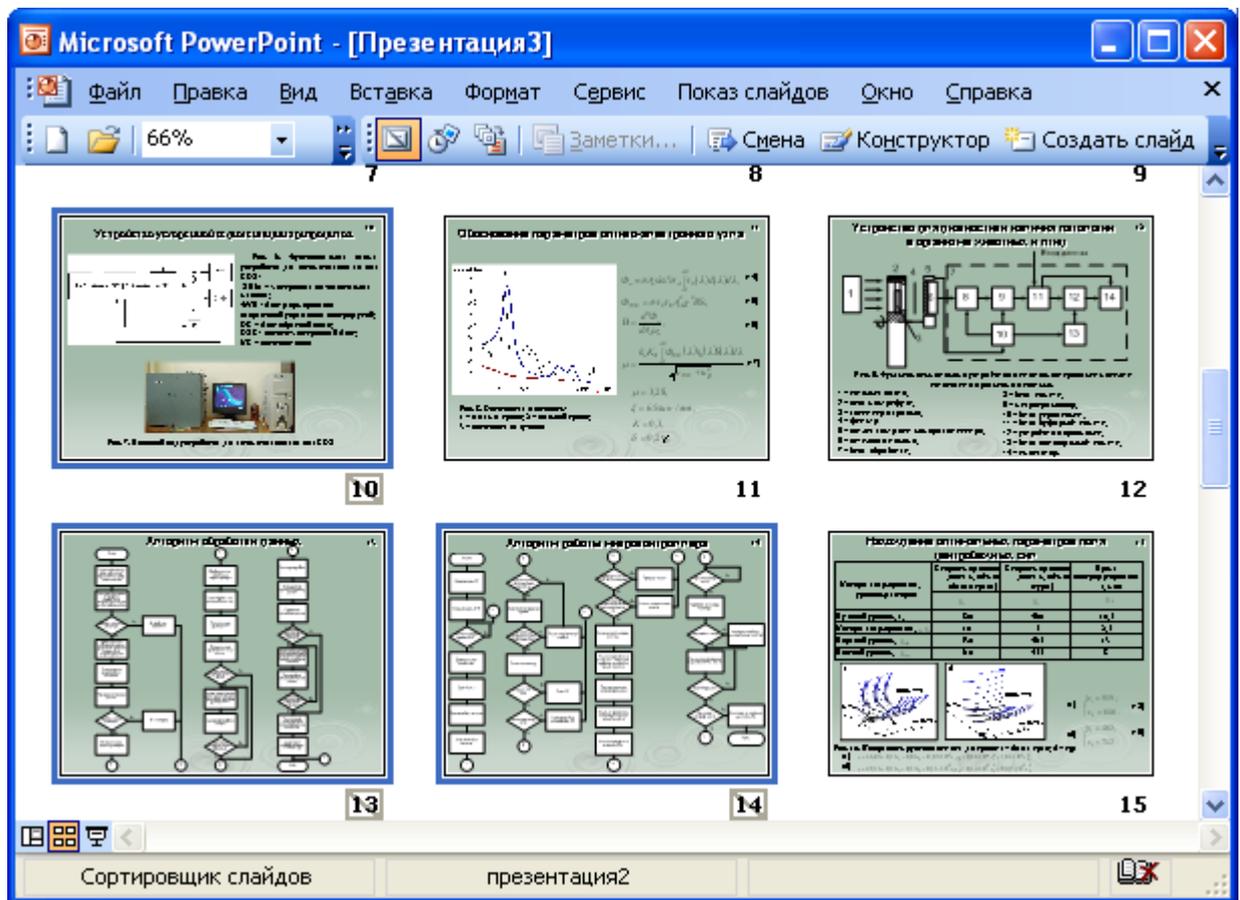


Figure 11 - Hiding slides

Hidden slide will be marked with the crossed out number in the sorter mode. Play this slide is only possible on the orders of speaker.

### 2.7 Duplicating objects

In slide mode, you can duplicate objects. Of the many duplicates you can do loops and arrays. To create multiple duplicates with equal intervals between them you need:

- ✓ to select an object to duplicate;
- ✓ run *Correction* → *Duplicate*, drag the duplicate into place and then select the command *Duplicate*;
- ✓ new duplicates will be placed at the same distance from the original object (Fig. 12);
- ✓ to achieve the effect of perspective, you can create duplicates with the imposition and resizing.

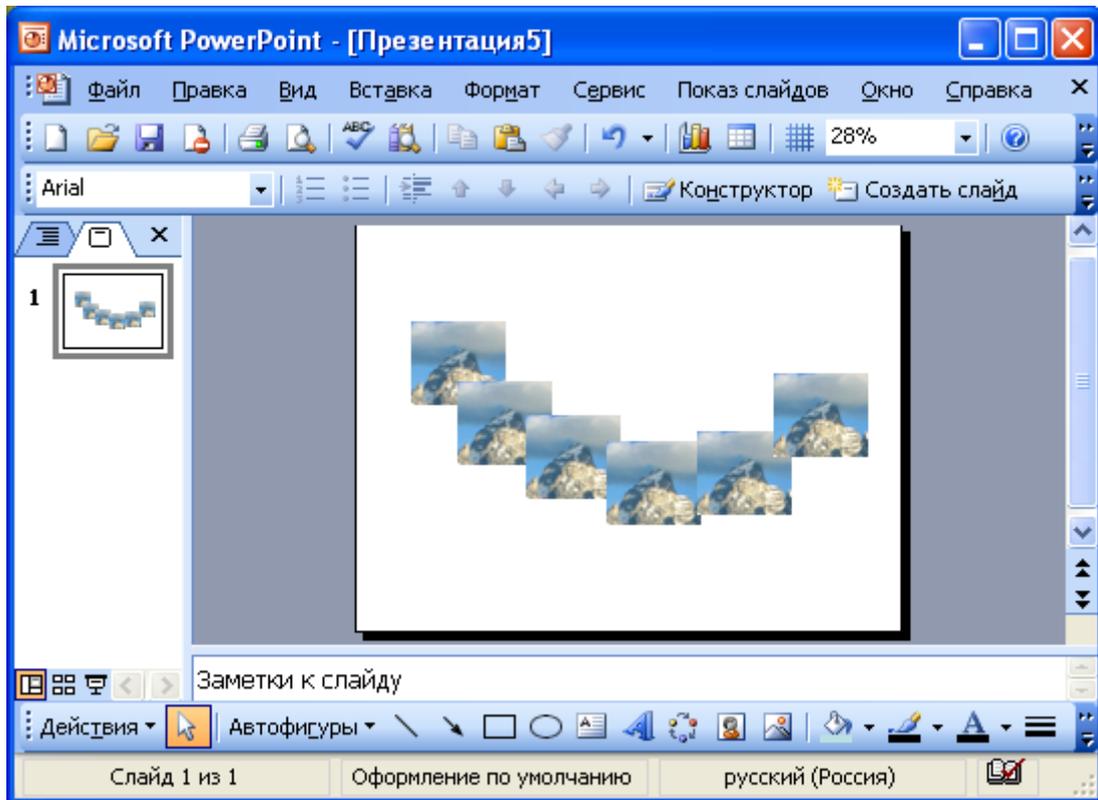


Figure 12 - Duplicating objects on slides

## 2.8 Insertion of various objects in a slide

### 2.8.1 Adding a picture

Pictures enliven the presentation, making it colorful. *PowerPoint* library contains more than 1,000 images on a wide range of topics. You can insert picture, if you choose when creating an appropriate slide auto partition (Fig. 13).



Figure 13 - Slide Layout

Double-click on the placeholder image launches *MS Clip Gallery* (Fig. 14). If you select a blank slide, it can be changed by running the command *Format* → *Slide layout*. To change the size and location of the pictures, you can use the mouse.

You can insert a picture with tool  *Add picture* on the drawing toolbar. To change the image is used the toolbar *Image adjustment* (Fig. 15).

In addition, on the slide can be placed other objects, provided by toolbar *Drawing*. To insert the text is used *Inscription*. Also tables, diagrams, pictures from the library, drawings and organizational charts can be placed on the slide.

To combine several objects into a group you need press *Shift* and, without releasing it, click on each of the objects, and then click *Group objects* on the toolbar *Drawing*. Grouped objects are treated as one unit.



Figure 14 - Adding an image to a slide



Figure 15 - Adjusting the picture

To move the object, you must indicate with mouse on the object and pressing the left mouse button, drag it to a new location. To move strictly vertically and horizontally you should hold key *Shift*, to change the size of the object - drag one of his markers in the desired direction. If the object has to keep its proportions, while dragging a corner handle hold *Shift*. To accurately scale the object in menu command *Format* → *Format* on the tab *Size* you can specify the scaling factor.

Formatting and changing the graphical objects can be carried out with *Actions* menu commands. With this menu, you can place the images in layers.

### 2.8.2 Adding artistic text

Inserting a artistic text is carried out in the slide mode using *WordArt* by pressing the button  *Add WordArt object* on the toolbar *Drawing*. If the panel is not visible, you should run the command *View* → *Toolbars* → *Drawing*.

To format a block of text as you wish, you can use the toolbar *WordArt* (Fig. 16).



Figure 16 - Toolbar *WordArt*

*WordArt* allows you to change text, style, color, line, size, position, shape, angle of rotation, the direction of the text horizontally or vertically, the font, background color, size.

### 2.8.3 Adding a table

Tables are useful for showing trends and relationships between data groups. Tables can be created in the following ways:

- command of menu *Insert* → *Table* and specify the number of rows and columns;
- command *Insert* → *Create a slide* → *AutoOutline with the image of the table* ;
- using the button  *Add table* on the *Standard* toolbar;
- using a tool for creating tables  *Draw table* on the *Standard* toolbar.

### 2.8.4 Adding a chart

Diagrams can be placed in the slide by double-clicking a blank chart frame in slide with the corresponding markings ,  or click  *Add a chart* on the *Standard* toolbar then on the screen appears diagram *MS Graph* and a table of related data (Fig. 17). In the presentation, you can insert a chart from Excel.

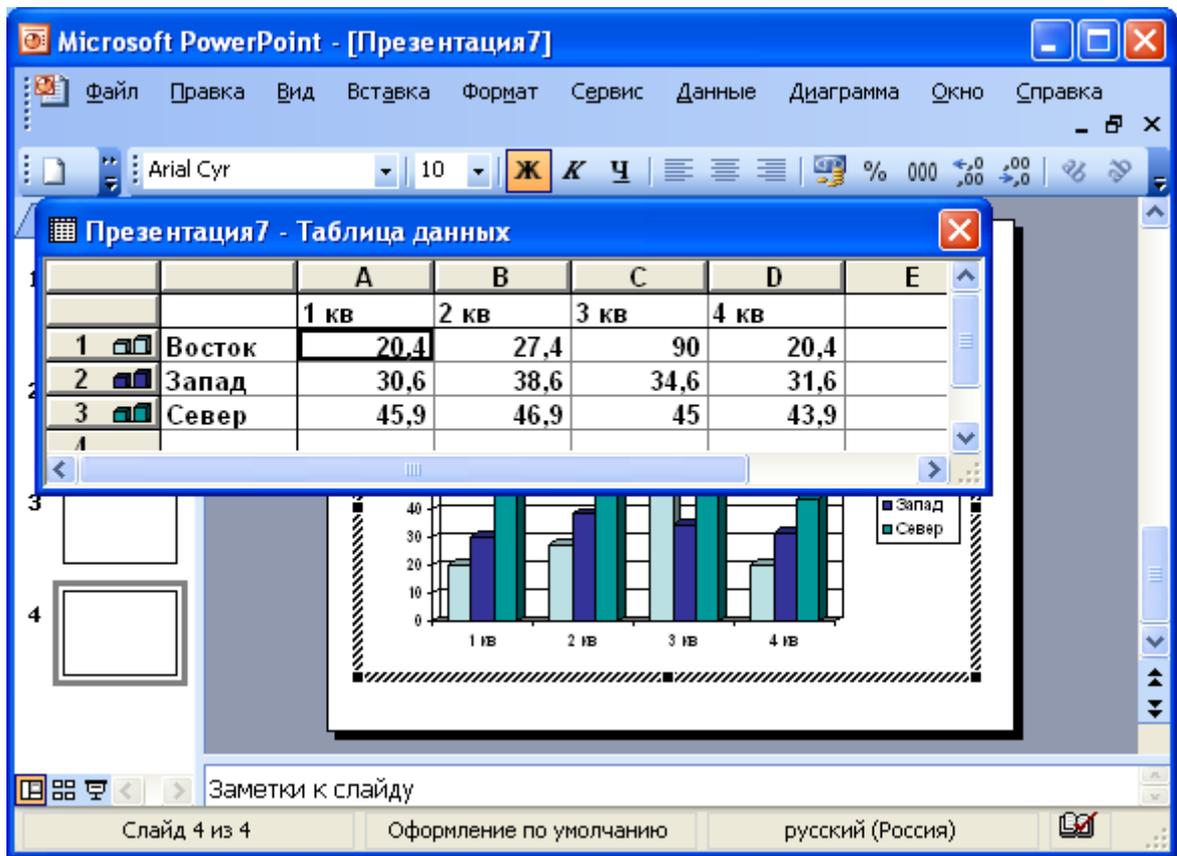


Figure 17 - Adding a chart to a slide of presentation

### 2.8.5 Organizational charts

Organizational charts are inserted with the help of the program *MS Organization Chart*. To add an organizational chart you should choose *Insert* → *Create a slide*. Next, select auto-tagging with the organizational chart . Double-click on chart icon brings up a window *Chart library* in which you select the type of chart (Fig. 18).

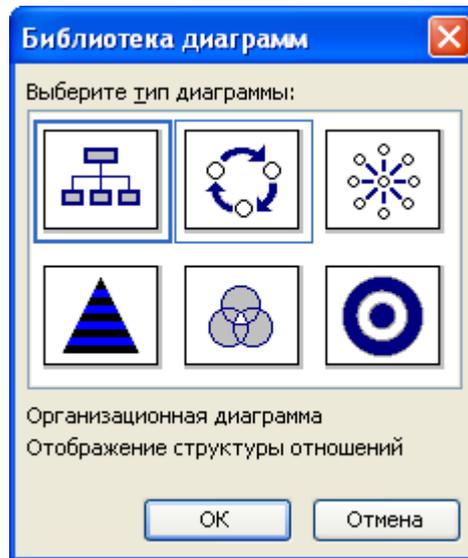


Figure 18 - Selection of the organizational chart

Through panel setting organization chart create the required diagram (Fig. 19).

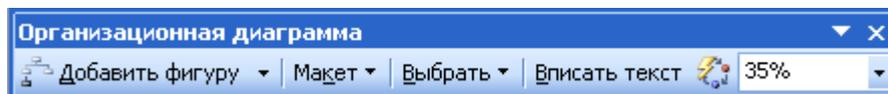


Figure 19 - Creating organizational chart

To adjust the structure and shape of chart, use the context menu commands.

### 2.8.6 Adding sound and video clips

Inserting video and audio is provided by a command *Insert* → *Movies and Sounds* → *Movie from collection* / *Movie from File* (Fig. 20).

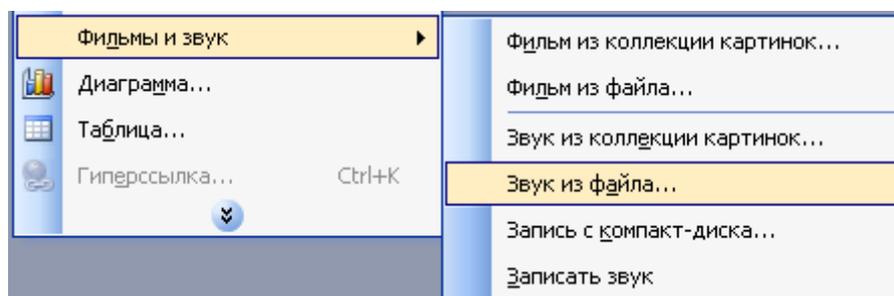


Figure 20 - Inserting audio and video into presentation

Or command *Insert* → *Create a slide* → *AutoOutline with the image of a video clip* . Having carried out a double-click on the window of the auto-tagging is called a library of clips (Fig. 21).

To set playback options you should choose clip in the main menu, select the button *Slideshow* → *Custom animation*.



Figure 21 - Adding a clip

To find clips best suited for presentation, there is a collection of clips search tool. To use it, you need to click in the box *Search for text* and enter one or more words that describe the desired clip.

The collection of clips also features own reference system that runs from the button *Reference*. If you cannot find the desired picture, music, sound, video or animation, you can connect to *Clip Gallery Live* → *Web-site*, where it is possible to view and download additional clips.

To insert an animated .gif image from a collection of clips, you need on the toolbar *Drawing* → *Add picture* → tab *Films* or *Insert* → *Drawing* → *From file*.

Viewing .gif animated figure can be performed with *Slideshow*.

You cannot edit .gif format in *PowerPoint*. It should be changed in a special editor, and then re-inserted into the slide.

Playing the clip can begin either automatically at the transition to the desired slide, or by clicking the corresponding clip icon. To change the start condition of the clip or add a hyperlink to it, use the command *Slideshow* → *Configuring actions*.

## 2.9 Viewing finished presentation

In order to see the finished presentation is necessary to select a command in the main menu *Slideshow* → *Start* or go to the slide show, using the menu command *View* → *Slideshow*, or press the appropriate button  at the bottom of MS PowerPoint window, or use the function key *F5*. All of these actions will expand a presentation in full screen of the monitor to view or making the report.

Controlling slides is conducted by using the mouse, the arrows left / right or keys *PageUp/PageDown*. Return to the previous slide by using the keys *Backspace* or *P*.

To exit the presentation viewer you should use button *Esc*.

To configure the automatic turning of slides, select the command *Slide transition* in the menu *Slideshow* and set the desired effect of the appearance of the slide, the slide show speed, add sound, adjust the transition to the next slide on click or automatically, by choosing change of the slide *automatically after*, specifying the time, and view the presentation settings entered (Fig. 22).

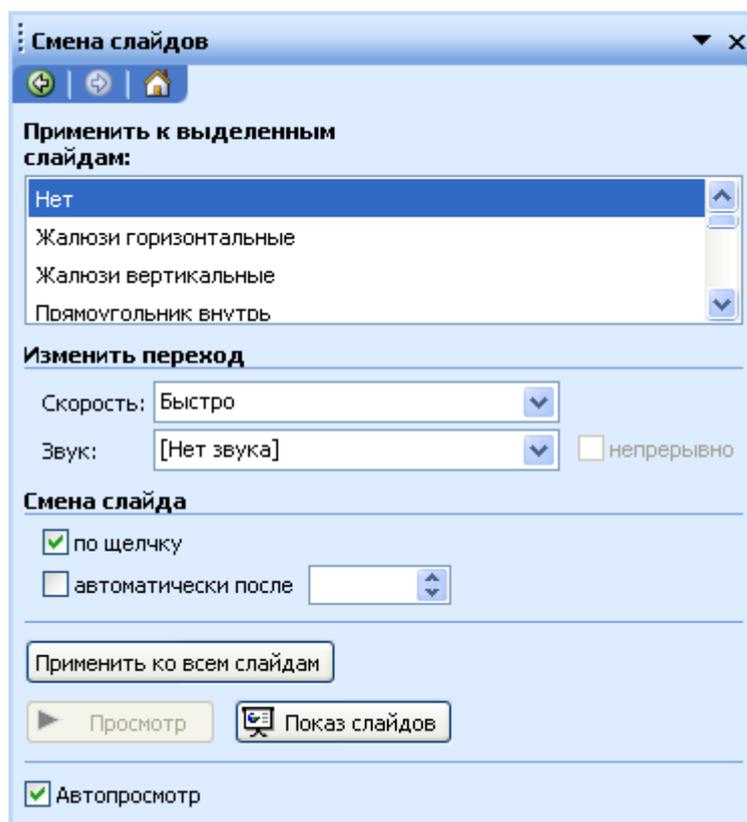


Figure 22 - Setting the slide show

If the presentation is followed by an oral report, it is convenient to carry out the time setting showcase for each slide individually in the menu *Slideshow* → *Setting the time*.

Additional settings of presentation demonstration can be done using the command *Slideshow* → *Setting the presentation* (Fig. 23).

Using the package wizard *File* → *Pack* it is possible to implement archiving presentations and add fonts if necessary, which were used in the design of the presentation in Power Point Viewer – program to view the presentation on another computer without MS PowerPoint installed.

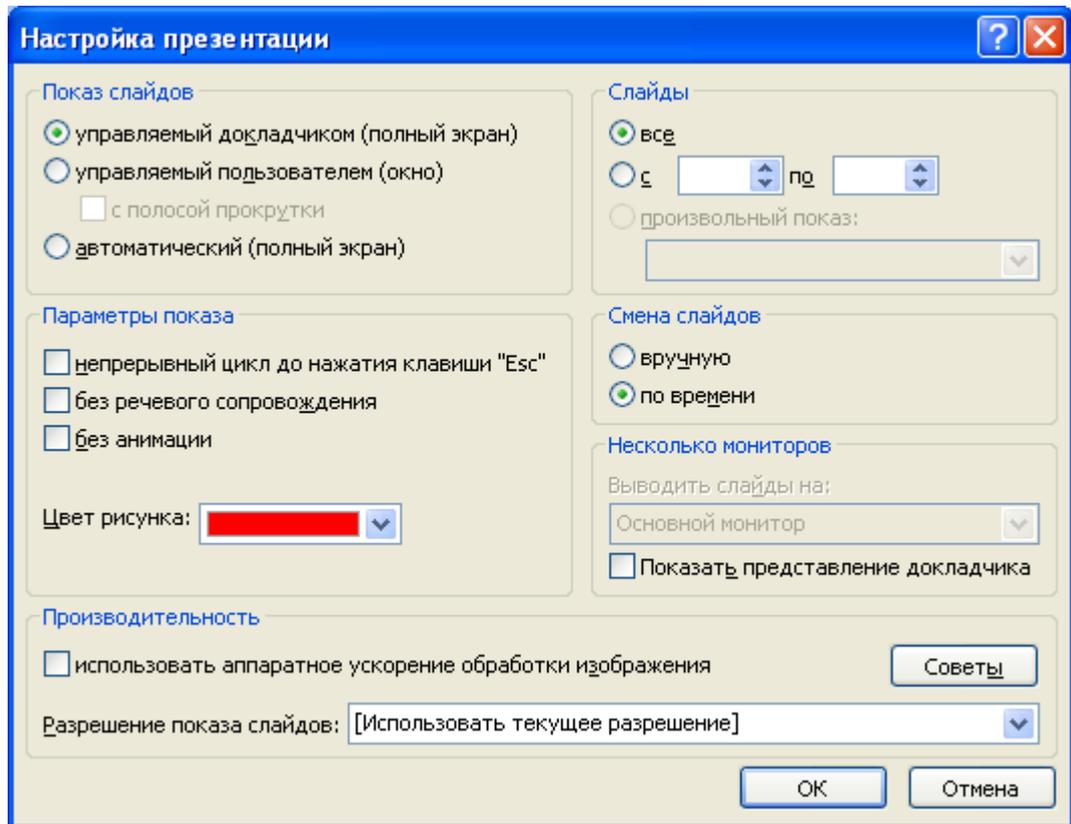


Figure 23 - Setting the presentation

### The order of performance of the laboratory work

1. Create 10 slides for a presentation of your company, or enterprise. Use templates and slide layouts.
2. Include in the presentation title slide with the name of the company/enterprise, information about the director, legal address and telephone number.
3. Create slides with product descriptions with images, data circuit, price tables, charts and figure inscriptions.
4. Provide slides with relevant comments.
5. Look at the presentation in all possible modes.
6. Display on one of the slides grids and guides.
7. Add, remove, duplicate the slide, change the order of slides following.
8. Hide several slides.
9. Duplicate several objects on the slide.
10. Add to the presentation sound and video clip from the library.
11. Set up a demonstration of view your finished presentation under keyboard control and automatically using the proposed effects of changing slides.

### Checklist

1. For what MS PowerPoint is designed?
2. How to launch MS PowerPoint program?
3. What is the use of normal slides display mode?
4. What is the use outline view?
5. What opportunities has view "Slide Sorter"?
6. What is the use of the slide mode?

7. What is the use of the slide show mode?
8. How to create a presentation from a design template?
9. How to create a presentation from AutoContent Wizard?
10. How to create a presentation from an existing presentation?
11. How to create a presentation using new presentation command?
12. How to add a slide to a presentation?
13. What objects can be placed on a slide?
14. How to add a grid and guides on a slide?
15. How to change the color scheme of the slide?
16. How can you use representation of "Notes Pages"?
17. How to copy and move the slides?
18. How to make a duplication of slides?
19. How to remove the slides from the presentation?
20. How to change the order of the slides in the presentation?
21. How to hide the slides in the presentation?
22. How to make a duplicating of objects on slides?
23. How to add a picture to a presentation?
24. How to add artistic text to a slide of presentation?
25. How to add a table to a slide of presentation?
26. To add a chart to a slide of presentation?
27. How to add an organization chart on a slide of presentation?
28. How to add sound and video to the presentation?
29. List the main ways to view finished presentation.
30. How to archive the presentation?
31. How can you show the presentation on a PC without MS PowerPoint installed?
32. How to set the automatic change of slides for report?

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