

# **ECDL<sup>®</sup>**

## **European Computer Driving Licence<sup>®</sup>**

### **Presentation Software**

### **BCS ITQ Level 1**

### **Using Microsoft<sup>®</sup> PowerPoint<sup>®</sup> 2013**

### **Syllabus Version 1.0**

*This training, which has been approved by BCS, includes exercise items intended to assist learners in their training for a BCS or ECDL Certification Programme. These exercises are not certification tests. For information about how to take a certification test and to find Approved Centres in the UK, please refer to the BCS website at [www.bcs.org/qualifications](http://www.bcs.org/qualifications).*

Release ITQ157v2

# Contents

<b>SKILL SET 1 FUNDAMENTALS</b> .....	<b>9</b>
1 - STARTING POWERPOINT.....	10
2 - THE POWERPOINT SCREEN AND RIBBON .....	11
3 - CLOSING A PRESENTATION.....	14
4 - OPENING A PRESENTATION .....	15
5 - SLIDE SHOW BASICS .....	16
6 - HELP .....	17
7 - EXITING POWERPOINT .....	19
8 - DEVELOP YOUR SKILLS.....	20
SUMMARY: FUNDAMENTALS .....	21
<b>SKILL SET 2 SLIDE VIEWS</b> .....	<b>22</b>
9 - VIEWS .....	23
10 - USING NORMAL VIEW .....	24
11 - USING SLIDE SORTER VIEW .....	25
12 - SAVING AN EDITED PRESENTATION.....	26
13 - CLOSING AN UNSAVED PRESENTATION .....	27
14 - DEVELOP YOUR SKILLS.....	28
SUMMARY: SLIDE VIEWS.....	29
<b>SKILL SET 3 NEW PRESENTATIONS</b> .....	<b>30</b>
15 - USING A TEMPLATE.....	31
16 - CREATING A BLANK PRESENTATION .....	33
17 - BULLET LEVELS .....	34
18 - APPLYING A THEME .....	35
19 - APPLYING A BACKGROUND.....	36
20 - SAVING A NEW PRESENTATION .....	38
21 - ADDING A NEW SLIDE .....	39
22 - DEVELOP YOUR SKILLS.....	41
SUMMARY: NEW PRESENTATIONS .....	42
<b>SKILL SET 4 FORMATTING TEXT</b> .....	<b>43</b>
23 - ADDING TEXT TO A SLIDE .....	44
24 - TEXT FORMATTING .....	46
25 - APPLYING TEXT EFFECTS.....	47
26 - FIND AND REPLACE TEXT .....	49
27 - ALIGNMENT .....	50
28 - USING CUT AND PASTE .....	51
29 - USING COPY AND PASTE.....	53
30 - DEVELOP YOUR SKILLS.....	54
SUMMARY: FORMATTING TEXT.....	56
<b>SKILL SET 5 INSERTING OBJECTS</b> .....	<b>57</b>
31 - INSERTING ONLINE PICTURES .....	58
32 - MOVING AND RESIZING AN OBJECT .....	59

33 - INSERTING A PICTURE FROM FILE..... 60

34 - USING PICTURE TOOLS..... 61

35 - USING DRAWING TOOLS ..... 63

36 - INSERTING A TABLE ..... 64

37 - INSERTING A CHART..... 65

38 - DEVELOP YOUR SKILLS..... 66

SUMMARY: INSERTING OBJECTS..... 68

**SKILL SET 6 SLIDE SHOWS ..... 69**

39 - ADDING TIMINGS ..... 70

40 - REHEARSING TIMINGS..... 71

41 - ADDING SOUND..... 72

42 - SPELL CHECKING ..... 73

43 - SLIDE ORIENTATION..... 74

44 - VIEWING A PRESENTATION..... 75

45 - PRINTING SLIDES..... 77

46 - PRINTING NOTES PAGES..... 78

47 - PRINTING HANDOUTS..... 79

48 - INPUT METHODS ..... 80

49 - DEVELOP YOUR SKILLS..... 81

SUMMARY: SLIDE SHOWS..... 82

**ANSWERS ..... 83**

**GLOSSARY ..... 86**

**INDEX ..... 88**

# Skill Set 1

## Fundamentals

By the end of this Skill Set you should be able to:

Understand *PowerPoint* Principles

Start *PowerPoint*

Recognise the Screen Layout

Open a Presentation

View a Presentation

Close a Presentation

Exit *PowerPoint*

# Exercise 1 - Starting PowerPoint

## Knowledge:

*PowerPoint* is a presentation application that displays information in the form of slides. Each slide can include text in any format – pictures, graphs, tables, organisation charts, sound, and even video. A finished slide show can incorporate animation and special effects. Presentation notes, handouts, slide printouts and text outlines can also be produced.

Although there are numerous ways to start the program, the following method is recommended for beginners.

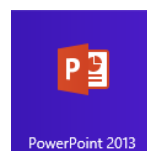
## Activity:

1. Display the *Windows Start Screen* if it is not already open.



**Note:** The **Start Screen** can be opened by clicking the **Start** button in the bottom left corner of the **Desktop**. If using an earlier version of Windows, click **All Programs** on the **Start Menu** to show a list of available apps.

2. Locate the presentation app **PowerPoint 2013**. You may need to scroll down or right to find it.



**Note:** You can also type **PowerPoint** on the **Start Screen** (or **Start Menu**) to search for the PowerPoint app. If a shortcut for PowerPoint appears on the **Desktop**, double-click it (or single-click if the shortcut appears on the **Taskbar**).

3. Click **PowerPoint 2013** once. The app starts.
4. Click **Blank Presentation** and leave *PowerPoint* open for the next exercise.

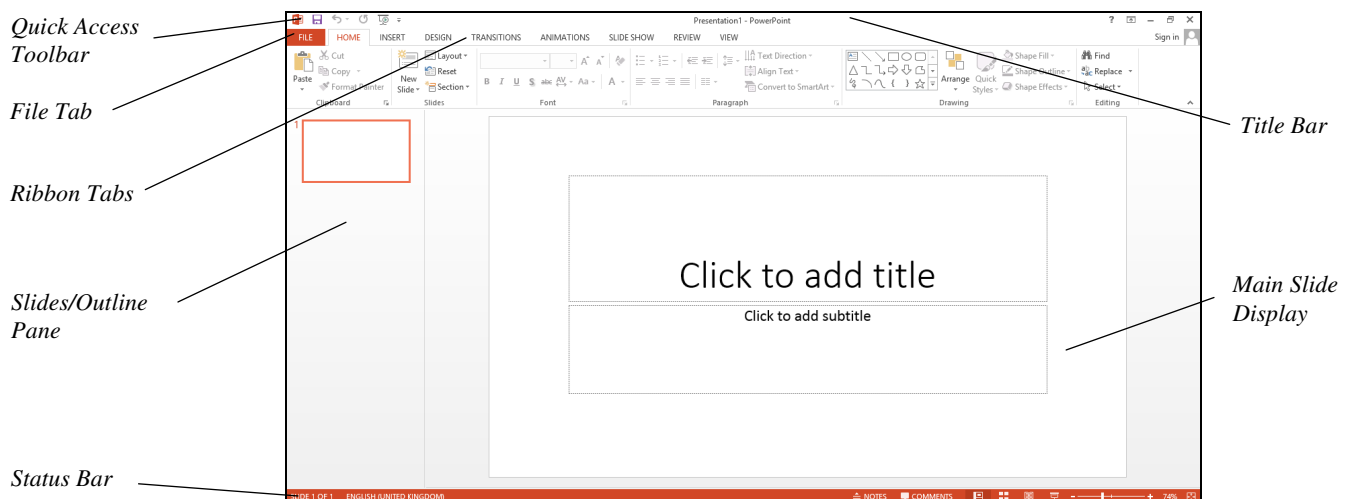
## Exercise 2 - The PowerPoint Screen and Ribbon

### Knowledge:


All commands in *PowerPoint 2013* are located on the **Ribbon** which is displayed at the top of the application window. The **Ribbon** contains buttons and drop-down lists to control the operation of *PowerPoint*. The **Ribbon** is divided into a series of **Tabs**, each one of which has a set of controls specific to a certain action or process. On each tab, the controls are further divided into separate **Groups** of connected actions.

Some tabs can be selected manually, but some only appear when certain operations are active. For example, when a **Chart** is active, the **CHART TOOLS** tab is displayed on the **Ribbon**.

Above the **Ribbon** is the **Quick Access Toolbar**. By default this toolbar has four buttons; **Save**, **Undo**, **Repeat** and **Start From Beginning**. This toolbar can be customised by adding further buttons.



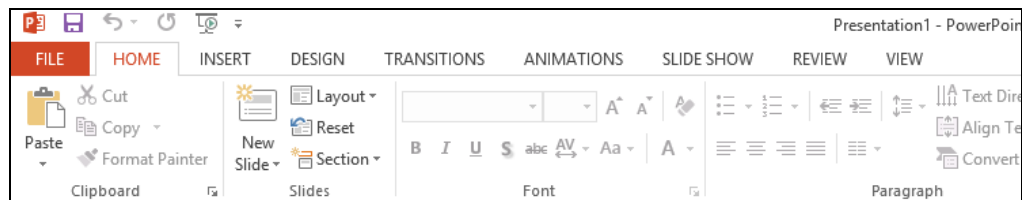
### Activity:

1. Look at the top line of the screen, known as the **Title Bar**. It displays the text **PowerPoint**. It also shows the title of the current presentation, **Presentation1**
2. On the left of the **Title Bar** is the **Quick Access Toolbar**. By default this toolbar has four buttons. Place the cursor on each button in turn and read the **ToolTips** that appear.
3. The third button has a dual function – it changes to a **Redo** button after the **Undo** button has been used, but at other times it is the **Repeat** button.
4. To the right of the **Start From Beginning** button is the **Customize Quick Access Toolbar** button, . This is used to add new commands to the toolbar.

**Note:** Adding buttons to the **Quick Access Toolbar** is not required at level 1.

## Exercise 2 - Continued

5. Below the **Title Bar** is the **Ribbon**, where commands are chosen using the mouse. It is made up of **Tabs** (the words at the top of the **Ribbon**, which illuminate when the mouse is rolled over them), **Groups** (the boxes which spread horizontally across the **Ribbon**, distinguishable by their names at the bottom of each) and **Commands** (the icons within groups which perform different actions).
6. Find the bar at the bottom of the screen. This is called the **Status Bar**, where the slide number and zoom controls are displayed.
7. The main part of the *PowerPoint* screen shows various views of the current presentation. The default view, shown here, is **Normal** view.
8. On the **Ribbon**, the **HOME** tab should be selected. Other tabs are available.



Part of the **Ribbon** displaying the **HOME** tab

**Note:** Any buttons displayed in pale grey are “ghosted” and are not available to be selected at present.

9. Notice how the buttons on the **Ribbon** are divided into **Groups** (**Clipboard**, **Slides**, **Font**, etc.).

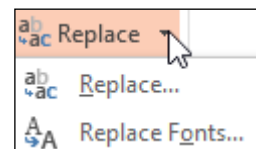
**Note:** The display of buttons on the **Ribbon** is dynamic. That is, it will change according to how much space there is available. If the window is not maximised or the screen resolution is anything other than 1024 x 768, the **Ribbon** may not always appear exactly as shown in this guide.

10. Leave the cursor over any of the buttons. A **ToolTip** appears which gives more information about the button.

Italic (Ctrl+I)  
Italicize your text.

11. Some buttons produce immediate effects, like the **Bold**, **Italic** and **Underline** buttons in the **Font** group.

12. Buttons with a drop-down arrow lead to further options. In the **Editing** group, click the **Replace** button drop-down arrow. A list of further options is displayed.





13. Click the first option, **Replace** – the **Replace** dialog box is displayed where information would need to be entered to use it.

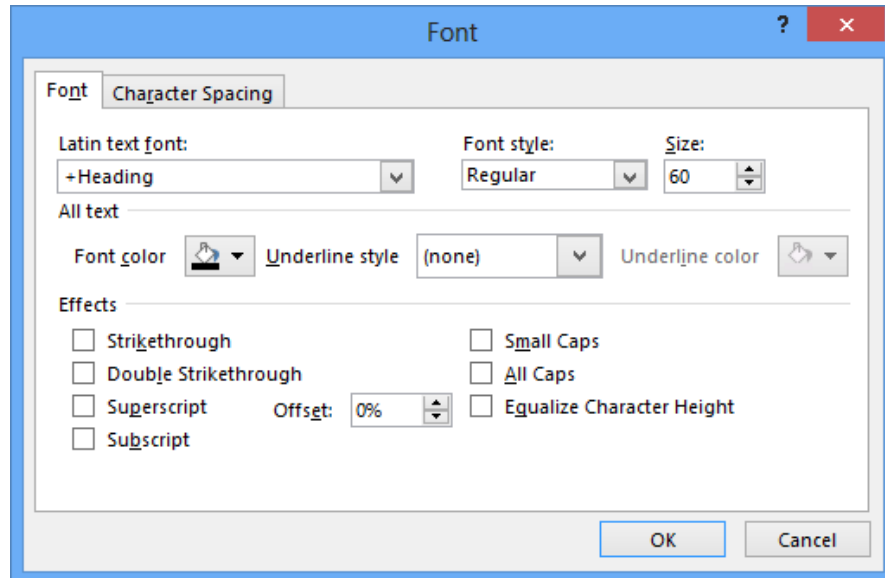
14. Click the **Close** button, , on the dialog box to close it.

## Exercise 2 - Continued

- Back on the main screen, on the active presentation slide shown in the centre of the screen, click in the **Click to add title** box and type **Introduction**.

**Note:** Notice that some groups have a dialog box launcher to the right of the group name, e.g. the **Font** group, 

- Click the **Font** dialog box launcher, , to the right of the **Font** group name, to display the **Font** dialog box.



- This is a tabbed dialog box. Selections could be made here instead of using the buttons on the **Ribbon**. Click **Cancel** to close the **Font** dialog box.
- Display the other **Ribbon** tabs, one at a time – **INSERT**, **DESIGN**, **TRANSITIONS**, **ANIMATIONS**, **SLIDE SHOW**, etc., to see which other commands are available.
- Click the **HOME** tab again.



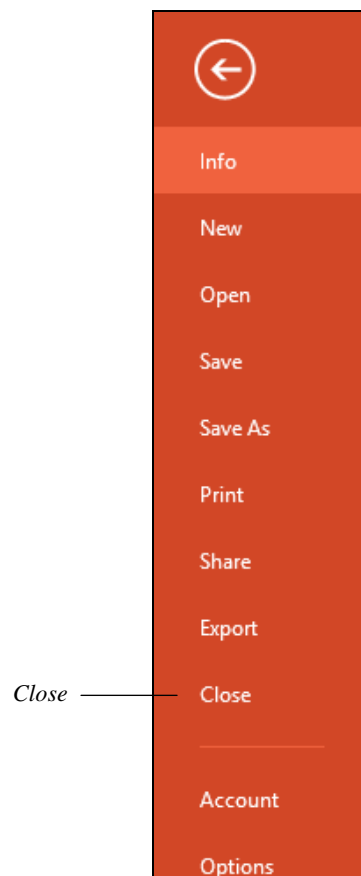
## Exercise 3 - Closing a Presentation

### Knowledge:

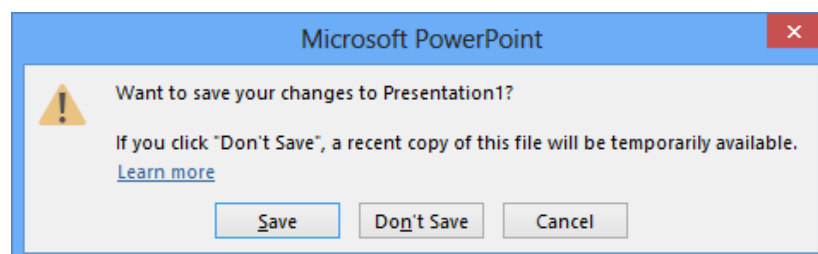
To stop editing or viewing a presentation, it can be closed. If the presentation has not been previously saved, or if it has been modified in any way, a prompt to save it will appear.

### Activity:

1. A presentation should still be on the screen from the previous exercise. Click the **FILE** tab.



2. Click **Close** as this presentation has not been saved. A prompt will appear.



3. At the message prompt, click **Don't Save** to close without saving.

**Note:** If you click **Save** to save the presentation, a dialog box will open allowing you to name the presentation. You can also click **Cancel** to return to the presentation without closing (the key press for closing is <Ctrl W>.)

## Exercise 4 - Opening a Presentation


### Knowledge:

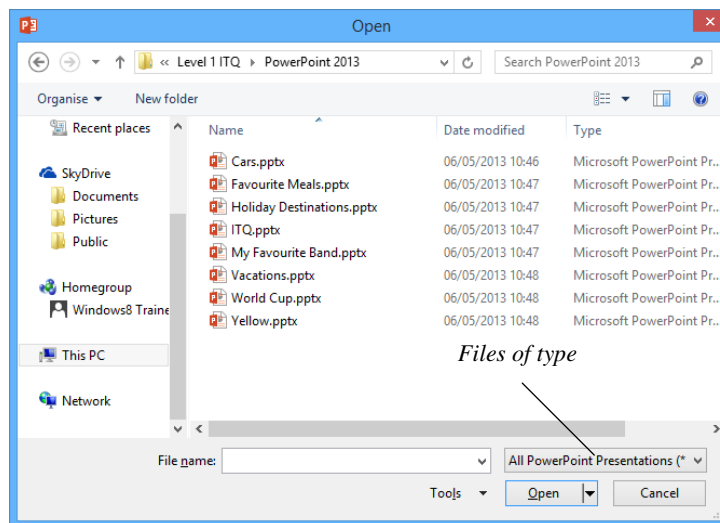
A presentation is made up of a series of **slides** that can be shown on screen or printed out. Once created and saved, a presentation can be opened at any time.

### Activity:

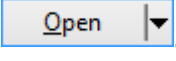
1. Click the **FILE** tab and then select **Open** (or press <Ctrl O>). The **Open** screen appears.

**Note:** When starting PowerPoint you can also display the **Open** screen by selecting **Open Other Presentations** from the **PowerPoint** screen.

2. Click  and then click the **Browse** button.
3. The **Open** dialog box appears. Make sure that the **Files of type** drop-down box at the bottom shows **All PowerPoint Presentations** (as indicated in the picture below).
4. Navigate to the location where the data files for this guide are stored (see page 4). Double click **DATA FILES**, then **Level 1 ITQ**, and then **PowerPoint 2013** to display the contents of the supplied data folder.



**Note:** The files may be displayed differently to the picture above, depending on the **Views** setting. The picture above is shown in **Details** view.

5. Select **ITQ** from the list of files and click . The presentation is opened and displayed on screen.

**Note:** You can also open a saved presentation by double-clicking its icon in **File Explorer**. If it is not already open, PowerPoint will be automatically started.

6. Leave the presentation open for the next exercise.

## Exercise 5 - Slide Show Basics

### Knowledge:

The best way to see what *PowerPoint* is capable of is to view a completed presentation.

The **Slide Show** feature is used to preview the presentation. The show will start from the slide currently being viewed.

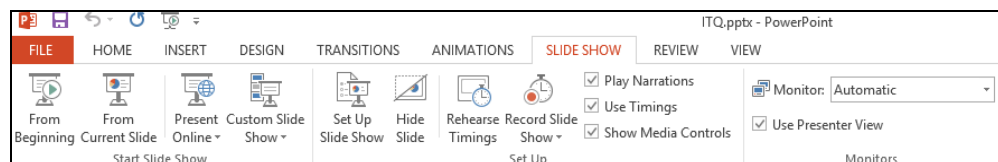
Presentations should follow certain guidelines, or **conventions**. As the show runs, notice how each slide has an identical background. The bullet points all have the same style and there are probably a similar number on each page. It is important to have consistency like this in a presentation; it gives the information more impact if the viewer is not bombarded with a different style and colour on each slide.

The number of words on a slide is affected by how the show will be viewed. If the show is to be run automatically, without a presenter, then more information may be needed on the slide than when a presenter is there to explain the bullet points.

### Activity:

**Note:** Before starting this exercise, you need to make sure the default settings have not been changed on your computer. Click the **FILE** tab and then click **Options**. Select **Advanced** from the left of the window. From the **Slide Show** area at the right, make sure  **End with black slide** is checked and click **OK**.

- Using the presentation opened in the previous exercise, click the **SLIDE SHOW** tab on the **Ribbon**.



- The presentation has been created in such a way that you need to do nothing during the show. Click the **From Beginning** button in the **Start Slide Show** group. The slide show starts, with the first slide filling the screen.

**Note:** The **Slide Show** button, , at the right of **Status Bar**, or the **Start From Beginning** button on the **Quick Access Toolbar** can also be used to start a slide show.

- When the end of the show is reached, a black screen appears with the words **End of slide show, click to exit**.
- Click once with the left mouse button and the screen returns to the previous view.
- Close the presentation by clicking the **FILE** tab and selecting **Close**.

## Exercise 6 - Help

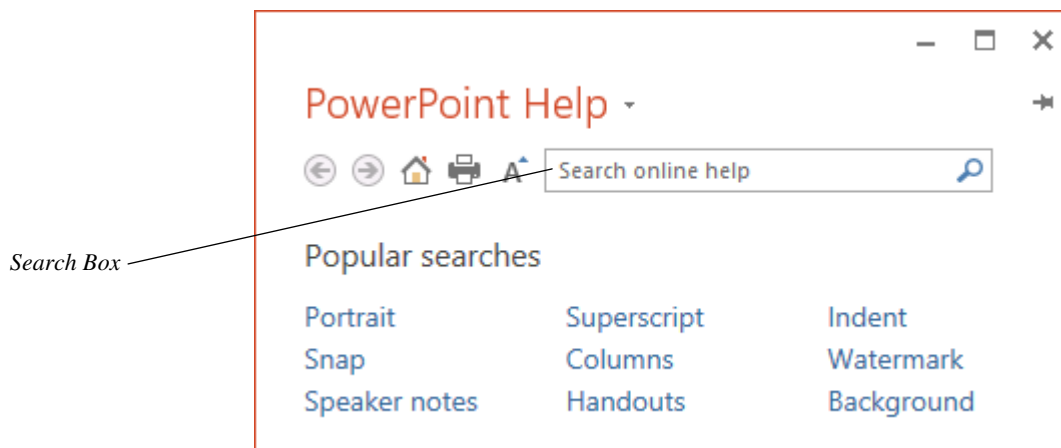
### Knowledge:

When using *PowerPoint*, there will be occasions when you require help or advice. Fortunately, *PowerPoint* has a comprehensive **Help** facility that can usually solve the majority of problems encountered.

### Activity:


1. Click the **Help** button, , in the upper right corner of the *PowerPoint* window, to display the **PowerPoint Help** window.

**Note:** Pressing the <F1> key will display the same **Help** window. The window can be moved, resized or maximised if required.




2. Click the down arrow to the right of the **PowerPoint Help** heading. This shows that, by default, the **Help** system will search online (the **Office.com** website) for information. A much more limited help database is available directly from your computer.
3. Make sure **PowerPoint Help from Office.com** is selected (if available).

**Note:** The content and appearance of the information provided by the online Help system will change over time and may not be exactly as described here.

4. **Help** can be used in two ways. You can either browse through the listed topics or type keywords into the **Search** box.
5. A list of categories is shown in the main display area of the opening screen. Click on any one to display a list of relevant hyperlinked topics.
6. Scan the topics shown and click any that are of interest.
7. To move back to a previous screen, click the **Back** button, , on the dialog box toolbar. You can then follow another link.

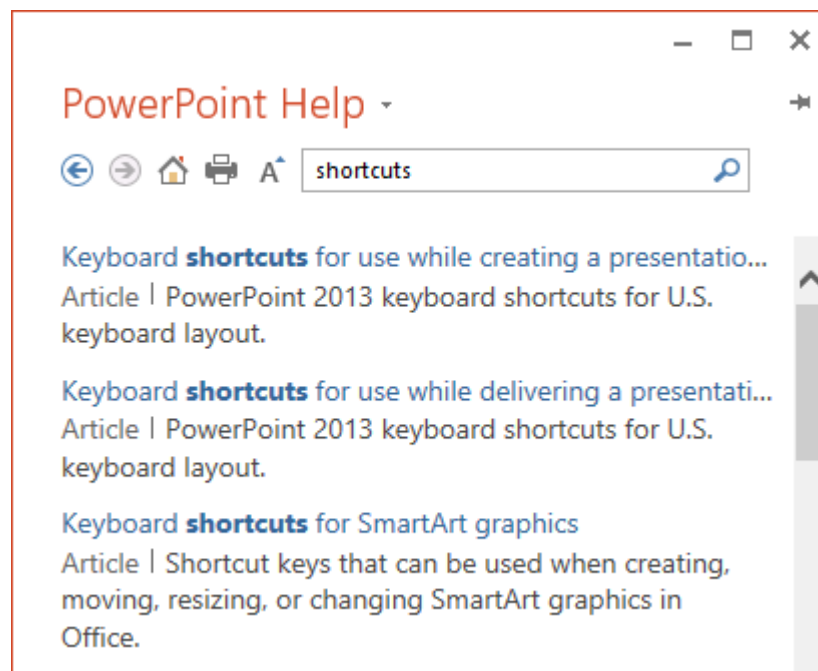
## Exercise 6 - Continued



**Note:** Help topics can be printed for reference by clicking the **Print** button, .

8. Click the **Home** button, , on the dialog box toolbar to return directly to the starting help screen.
9. Another way to find help is to search by keyword. Type **shortcuts** into the **Search** box and press <Enter> (or click the **Search** button).



**Note:** There may be many topics found for your search and it will be necessary for you to use your own judgment and select the most appropriate one.




10. Any topics may be selected to see the relevant content. Try selecting one that is of interest and then read the help information that appears.
11. Click the **Home** button, , to return to the starting screen.
12. Close the **Help** window by clicking its **Close** button, .


## Exercise 7 - Exiting PowerPoint

### Knowledge:

When *PowerPoint* is closed with a presentation still open (containing changes that have not been saved), a warning will be displayed with an option to save the file.

### Activity:

1. There should be no presentations open. The centre of the screen should be blank. If there are any presentations open, close them now.
2. *PowerPoint* can be closed by clicking the **Close** button, , at the top right corner of the screen. Locate and click the **Close** button now.

**Note:** Alternatively, click the PowerPoint icon, , at the top left of the window and select **Close**. You can also press <Alt F4>.

3. *PowerPoint* is closed.

## Exercise 8 - Develop Your Skills

You will find a *Develop Your Skills* exercise at the end of each Skill Set. Work through it to ensure you've understood the previous exercises.

1. Open *PowerPoint*.
2. Display the **Open** screen and locate the data files for this unit.
3. Select the presentation **My Favourite Band** and open it.
4. View the slide show.

**Note:** *Once again, this show has been created so that nothing needs to be done during the show – it will move between slides automatically.*

5. When the show has finished, close the presentation.
6. Exit *PowerPoint*.
7. Open *PowerPoint* again and create a new, blank presentation.
8. Close the blank presentation without saving any changes (if prompted to do so), but leave *PowerPoint* open for the next exercise.

## **Summary: Fundamentals**

In this Skill Set you have started the presentation program *PowerPoint*. You have opened and closed presentations, and learned how to run a basic slide show.

You have also learned how to close the *PowerPoint* application.

You should now be able to demonstrate your ability to:

- Open presentation files
- Close presentations
- Retrieve presentation files effectively, in line with local guidelines and conventions



# Skill Set 2

## Slide Views

By the end of this Skill Set you should be able to:

Understand and Use Different Views  
Save and Close Presentations

# Skill Set 3

## New Presentations

By the end of this Skill Set you should be able to:

- Use a Template
- Create a Blank Presentation
- Use Bullet Levels on Slides
- Apply a Theme
- Apply a Background
- Save a Presentation
- Add New Slides
- Change Layout

## Exercise 15 - Using a Template

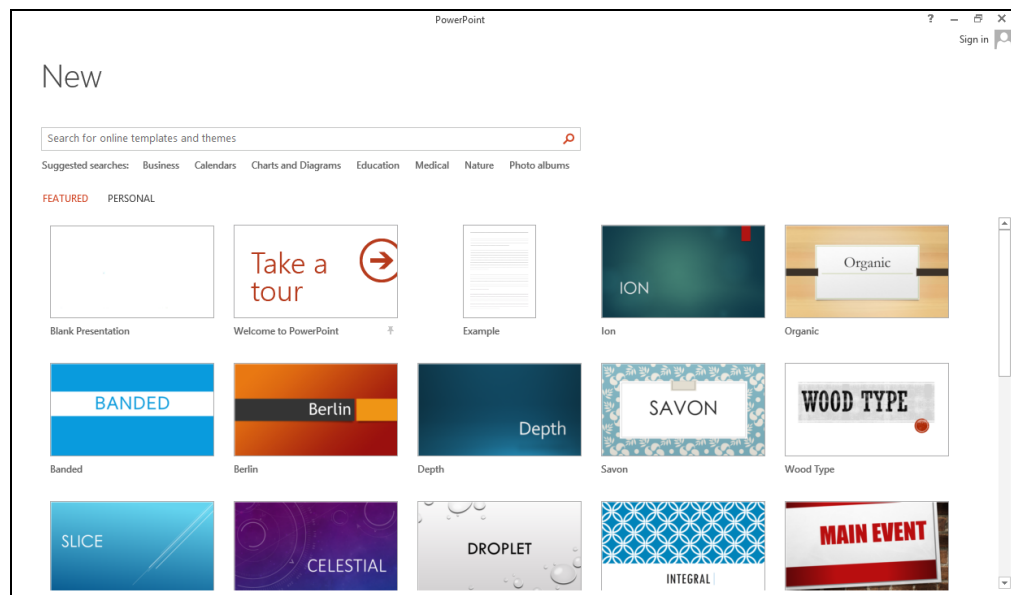
### Knowledge:

Templates are previously designed *PowerPoint* presentations which can be used as a basis for new presentations. *PowerPoint* has a number of installed templates, although new ones can be created easily. Companies may even have their own “in house” templates which contain corporate logos and fonts, and can be used as a starting point for business presentations. Check your company guidelines.


Whether a new presentation is to be created from a template or from scratch, you should ensure that it is suitable for the target audience (for example, ask yourself if the fonts are large enough to read, are the colours confusing, etc.)?

### Activity:

1. From the **FILE** tab, select **New**.



**Note:** All new presentations are created from here, including those started from a template.


2. From **Suggested searches** at the top, click on **Photo albums**.
3. Previews of each album are shown; scroll down to see them all.
4. Click **Home**,  Home, at the top of the screen to return to the main **New** screen. This shows all the available themed templates, which include backgrounds and fonts.
5. Click on **Welcome to PowerPoint**. To create a new presentation based on this template, click **Create**.
6. The presentation opens with the created slides shown on the left and the first slide displayed in the centre. Notice in the **Status Bar** that there are **5** slides.

## Exercise 15 - Continued

- In the **Slides** area, click on each slide miniature in turn to view the various types of text and graphics that have been included in this template.

**Note:** *There are more slides than can be displayed in the **Slides** area. Use the scrollbar to scroll down and view the remainder.*



- Select the **VIEW** tab and click **Outline View** to view the text included on each slide. Return to **Normal** view to show slide miniatures again.
- Select slide **1**. Use the **Slide Show** button, , found to the right of the **Status Bar**, to run the slide show. This show does not run automatically. Move from slide to slide by pressing the left mouse button. At the end, click to return to **Normal** view.
- Make sure slide **1** is selected again and, in the **Main Slide Display**, click the text **Welcome to PowerPoint**. You can now edit this text.
- Click at the end of **PowerPoint**, enter the current year (e.g. **2013**).
- To save your new presentation, click the **FILE** tab and select **Save As**. Make sure the file is being saved to the supplied data location.
- Change the name of the file to **powerpoint** and click **Save**.

**Note:** *You created a new presentation using a ready-made template as a starting point. Saving this new presentation will not change the original template.*

- Close the presentation without making any further changes.

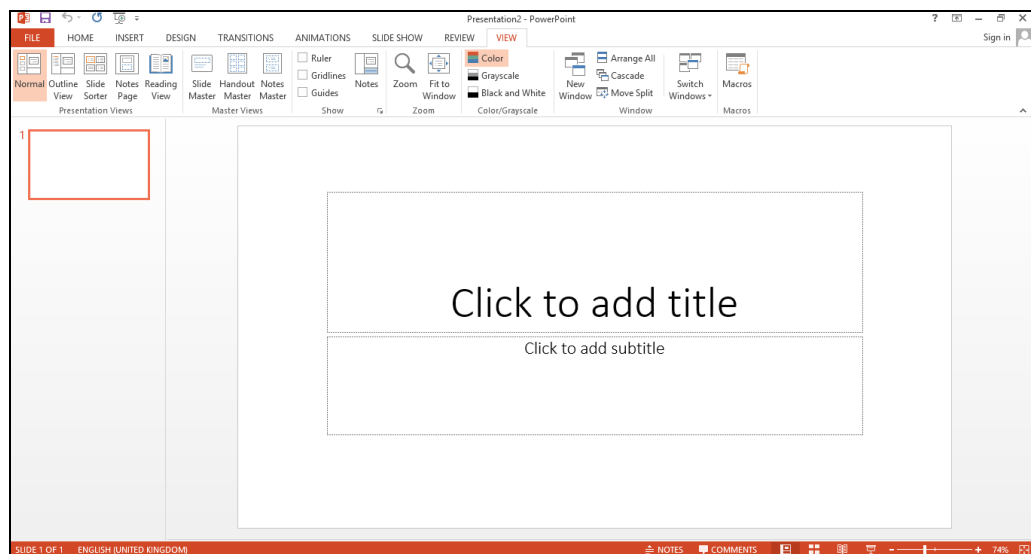
## Exercise 16 - Creating a Blank Presentation


### Knowledge:

When creating a new blank presentation, a single empty slide will be shown without formatting, background colours, graphics, etc. By default the first slide of a new presentation uses the **Title Slide** layout type, but this can be easily changed and amended.

### Activity:

1. Click the **FILE** tab and select **New**. Select **Blank Presentation**.



2. A single slide will be displayed. Notice that text boxes to enter a title and subtitle are provided – these are part of the default **Title Slide** layout.
3. Display the **HOME** tab and click the **Layout** button,  from the **Slides** group. A variety of different slide layouts are displayed.
4. Select each layout in turn to see how the view in the **Main Slide Display** area changes. Finally select the **Title and Content** layout.
5. The blank slide's default layout changes to **Title and Content**. Text can be added to the boxes as indicated.

**Note:** In **Normal** view, all aspects of the presentation such as background colour and text style can be changed.

6. Leave the blank presentation on screen for the next exercise.

**Note:** Usually, presentations start with a **Title Slide** to introduce the presentation.

## Exercise 17 - Bullet Levels

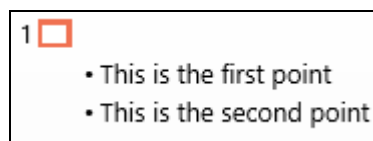
### Knowledge:



Bullets are used to emphasise points on a slide. They can also be indented to different levels so that they appear as sub-items under a parent bullet.

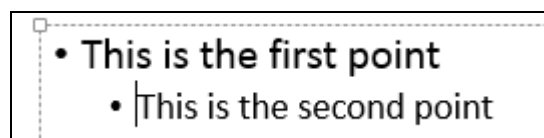
When text is entered on a slide, *PowerPoint* assumes that it will be at the *first* level. The process of changing to a second level bullet is called **demotion**. If text is at second level and you decide that is a main point, it can be **promoted**.

### Activity:

1. The blank presentation created in the previous exercise should still be on screen.
2. Click on the text • Click to add text. The bullet point is the round black circle found to the left of the text.
3. Type the following text: **This is the first point.**
4. Press <Enter> and type in **This is the second point.**
5. Select the **VIEW** tab and switch to **Outline View**.



6. Right click on the **second point** text in the **Outline** pane at the left to display a shortcut menu. Click **Demote**, , from the menu.
7. Notice the effect. Once **Demote** has been used, **Promote** becomes available. Right click on the text in the **Outline** pane again and select **Promote**, .
8. Go to **Normal** view. Place the insertion point in front of the **second point** line in the main slide display area.
9. Press the <Tab> key on your keyboard. This is an alternative way to demote a bullet.



**Note:** The **Increase List Level** and **Decrease List Level** buttons in the **Paragraph** group can also be used to promote and demote bullet points.

10. Leave the presentation open for the next exercise.

## Exercise 18 - Applying a Theme

### Knowledge:

It is important for a presentation to have a consistent design style across all of its slides. Although the same text formatting can be copied manually from slide to slide, *PowerPoint* offers several more effective methods to do this automatically. The quickest way is to apply a **theme** to the entire presentation.

**Note:** A theme is a colour-coordinated set of text styles, backgrounds and graphics.



### Activity:

1. The presentation created earlier is still on screen. You are going to apply a new theme.
2. At the moment, the presentation features simple dark text on a white background. Let's apply a theme to make it more interesting.
3. Display the **DESIGN** tab and then examine the theme previews that appear in the **Themes** group.

**Note:** Placing your mouse pointer over a thumbnail will display a **ToolTip** containing the theme's name. The effect of selecting that theme is previewed on the selected slide. Notice that the default **Office Theme** is currently selected.

4. Locate and click once to select the theme named **Facet**.



5. Notice how the background colours, graphics, bullet points and text formatting in the presentation change.
6. Select each of the themes currently shown to see their effect. You can click the **More** drop-down arrow, , to the right of the theme selection box to view more themes.
7. When you are finished, use the **More** drop-down arrow, , to locate and select the default **Office Theme**.
8. Leave the presentation open for the next exercise.