

ECDL[®]

European Computer Driving Licence[®]

Presentation Software

BCS ITQ Level 2

Using Microsoft[®] PowerPoint[®] 2013

Syllabus Version 5.0

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Section 1

Getting Started

By the end of this section you should be able to:

Understand *PowerPoint* Principles

Start PowerPoint

Use an Installed Template

Recognise the Screen Layout

Understand the Ribbon and Quick Access Toolbar

Use Help

Change Preferences

Exit *PowerPoint*

Work through the **Driving Lessons** in this section to gain an understanding of the above features.

For each **Driving Lesson**, read all of the **Park and Read** instructions and then perform the numbered steps of the **Manoeuvres**. Complete the **Revision** exercise(s) at the end of the section to test your knowledge.

Driving Lesson 1 - Starting PowerPoint

P Park and Read

PowerPoint is an app that allows complicated and impressive presentations to be produced with ease. The presentations can be used for on-screen shows, overhead projector shows, producing 35mm slides or for creating presentations and web pages for use on the Internet. They can include text in any format, pictures, organisation charts, graphs, sound and film clips, and information from the Internet. The slide show can incorporate impressive text animation and slide effects.

As well as slides, *PowerPoint* can produce presentation notes, handouts, printouts of slides and outlines of text. There are numerous ways to start the program. The following method is recommended for beginners.



Manoeuvres

1. Display the *Windows 8 Start Screen* if it is not already open.

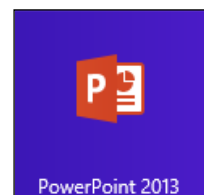


If you are using an earlier version of Windows, click once on the **Start** button (located towards the bottom left of the screen on the **Taskbar**). Click **All Programs** to show a list of available apps.

2. Locate the tile for the app **PowerPoint 2013**. You may need to scroll horizontally (left to right) to find it.



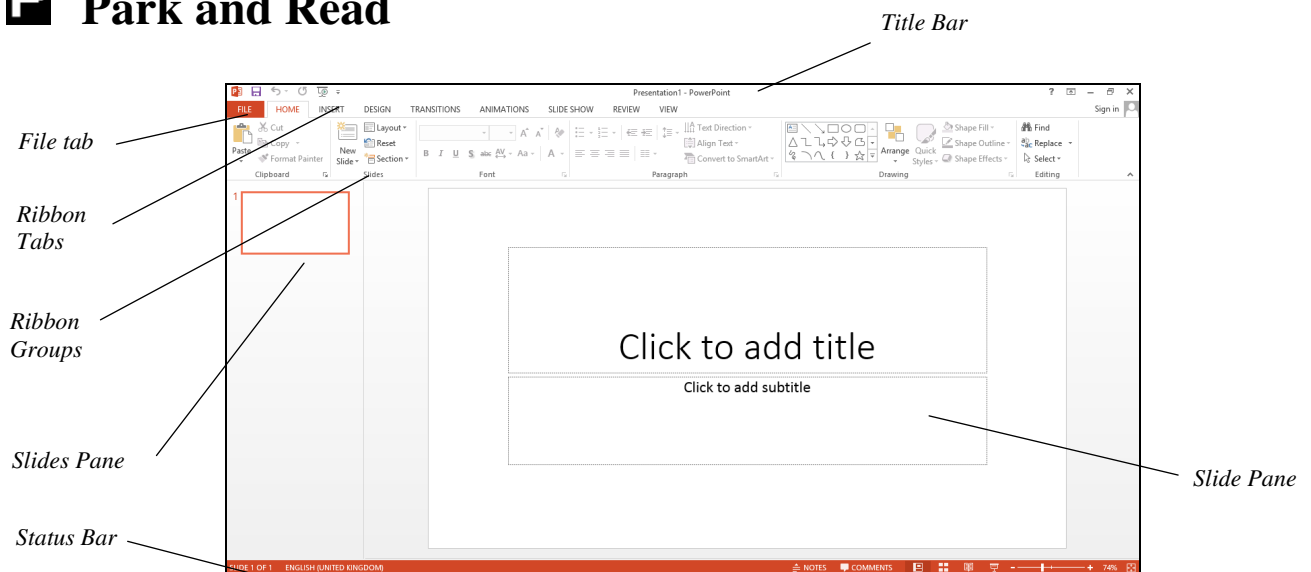
You can also type **PowerPoint** on the **Start Screen** to search for the app.



3. Click the tile once. The *Windows Desktop* is displayed and *PowerPoint* starts.
4. Click **Blank Presentation** to start a new presentation and leave *PowerPoint* open for the next lesson.



Driving Lesson 2 - The PowerPoint Screen

P Park and Read



The screen should be similar to the above picture. Work through the following manoeuvres to locate the features.

Manoeuvres

1. Look at the top line, the **Title Bar**, displaying **PowerPoint**. It also shows the title of the current presentation, **Presentation 1**.
2. Below that is the **Ribbon**, where commands are chosen using the mouse. It is made up of **Tabs** (the words at the top of the **Ribbon**), **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).
3. Find the bar at the bottom of the screen. This is called the **Status Bar** and shows the current slide number on the left.
4. The main part of the screen shows various views of the current presentation. The default view, as shown above, is **Normal** view.
5. In the top left corner of the screen, click the **FILE** tab, , and select **New**. This screen deals with opening and creating a new presentation.
6. Examine the options available. You will get the chance to use these later in this guide.
7. For now, click the **Back** button, , to return to the previous screen.
8. Leave *PowerPoint* open for the next lesson.

Driving Lesson 3 - Presentations

P Park and Read

The *PowerPoint New* screen offers various ways to start a new presentation.

A range of templates and themes is available to select a basic background design. Individual slides and content can then be created with this background already applied.

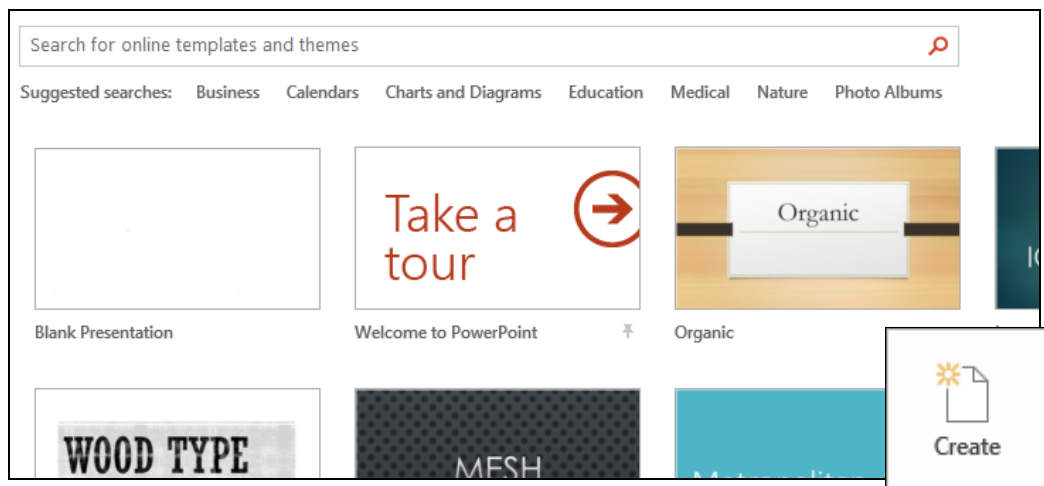
You can use the search box to search for hundreds of online templates and themes. An internet connection is required to access these files.

Blank Presentation provides no preset options. The user defines the layout, content and background for all slides. **Themes** can be applied later.



Manoeuvres

1. Click the **FILE** tab and select **New**.



2. From the gallery of templates click once on **Welcome to PowerPoint**.
3. Click the **Create** button that appears on the preview to create a new presentation based upon the selected template.
4. Notice the three distinct areas of the screen. At the left is a panel which, by default, displays miniatures of all the slides in the presentation.
5. This template consists of a number of slides designed to demonstrate the benefits of *Microsoft PowerPoint 2013*. However, you can now add and remove slides and modify the contents as required.
6. Keep this presentation open for the next lesson.

Driving Lesson 4 - The Ribbon

P Park and Read

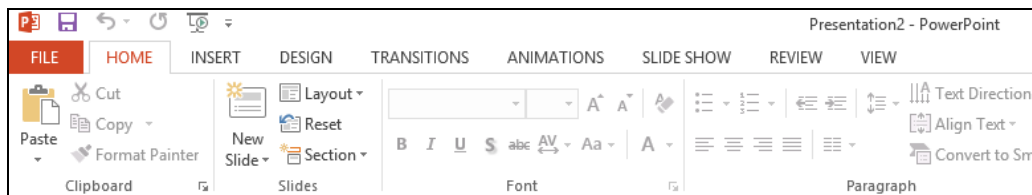
In *PowerPoint 2013* commands are controlled by a **Ribbon** which is displayed at the top of the application window. The **Ribbon** contains buttons and drop-down lists to control the operation of *PowerPoint*. The **Ribbon** is divided into a series of **Tabs**, each one of which has a set of controls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

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


Above the **Ribbon** is the **Quick Access Toolbar** which contains a few popular command buttons. By default this toolbar has four buttons: **Save**, **Undo**, **Repeat** and **Start From Beginning**. This toolbar can be customised by adding further buttons.

Manoeuvres


1. On the **Ribbon**, the **HOME** tab should be selected. Other basic tabs are available.



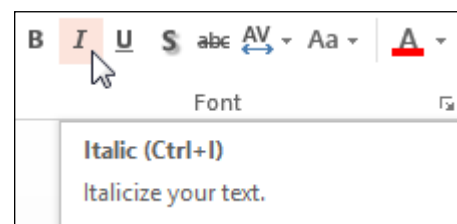
Part of the **Ribbon** displaying the **HOME** tab

 Any buttons or commands displayed in pale grey are **ghosted** and not available to be selected at present.

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


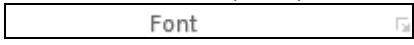
 The display of buttons on the **Ribbon** is dynamic; it will change according to how much space there is available. If the window is not maximised or the screen resolution is anything other than 1024x768, the **Ribbon** will not always appear exactly as shown in this guide.

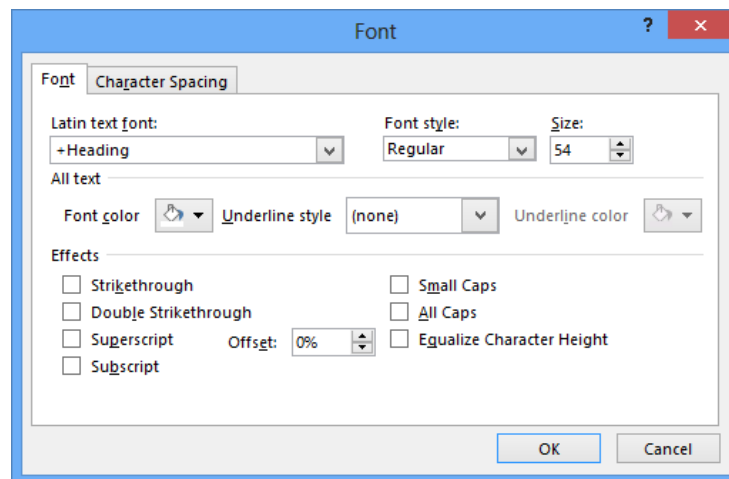
3. Leave the cursor over of any the buttons. A **Tooltip** appears which gives more information and an alternative key press for the function (if available).




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

Driving Lesson 4 - Continued


- Buttons with a drop-down arrow lead to further options. Click the **Layout** button which is found in the **Slides** group. A list of further options is displayed. Click the button again to remove the options.
- Some options will display a dialog box which needs data to be entered. Click the **Replace** button and the **Replace** dialog box is displayed where text can be found or replaced. Click the **Close** button in the dialog box to remove it.
- Some groups have a *dialog box launcher* button, , to the right of the group name, e.g. the **Font** group, .
- Click on the word **Welcome** on the main slide. Then, click the **Font** dialog box launcher to display the **Font** dialog box.



- This is a tabbed dialog box showing the current format of the selected word. Click **Cancel** to close the **Font** dialog box.
- Display the other basic tabs, one at a time (**INSERT**, **DESIGN**, **TRANSITIONS**, **ANIMATIONS**, **SLIDE SHOW**, **REVIEW** and **VIEW**) to see which other commands are available. The **DRAWING TOOLS**, **FORMAT** tab will also be displayed if the insertion point is still within the word **Welcome**.
- To hide the **Ribbon**, click the **Collapse the Ribbon** button located at the bottom right of the **Ribbon**, . More space is given to the presentation.
- Click any of the tab headers to display the **Ribbon** again.



The **Ribbon** will only appear temporarily and will collapse again once you interact with a slide.

- Click the **Pin the ribbon** button, , to restore the **Ribbon** permanently.
- Display the **HOME** tab, if not already on show.

Driving Lesson 5 - The Quick Access Toolbar


P Park and Read

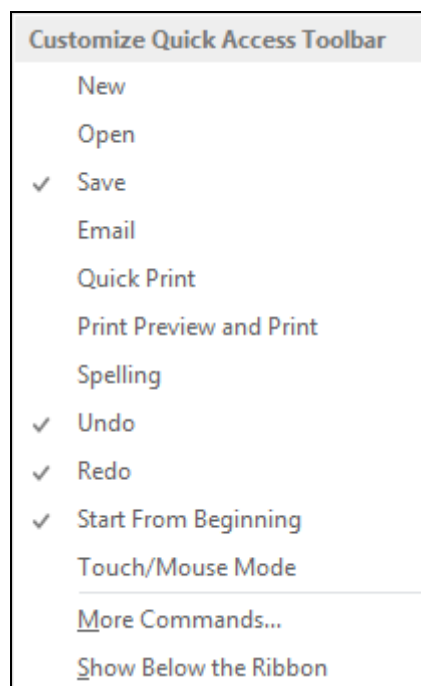
Above the **Ribbon** is the **Quick Access Toolbar** which contains a few popular command buttons. By default this toolbar has four buttons: **Save**, **Undo**, **Repeat** and **Start From Beginning**. It can also be customised by adding further buttons.

Manoeuvres

1. Locate the **Quick Access Toolbar**.



2. Point at each button on the **Quick Access Toolbar** and read its **ToolTip**.
3. The third button is the **Repeat** button. This button has a dual function; it changes to a **Redo** button after the **Undo** button has been used.
4. To the right of the **Start From Beginning** button is the **Customize Quick Access Toolbar** button, . Click the button to display a menu.



5. To add commands not shown, click **More Commands**. This displays the **PowerPoint Options** window with the **Quick Access Toolbar** option selected.
6. Click **Cancel** to close the window without making any changes.


Driving Lesson 6 - Help


P Park and Read

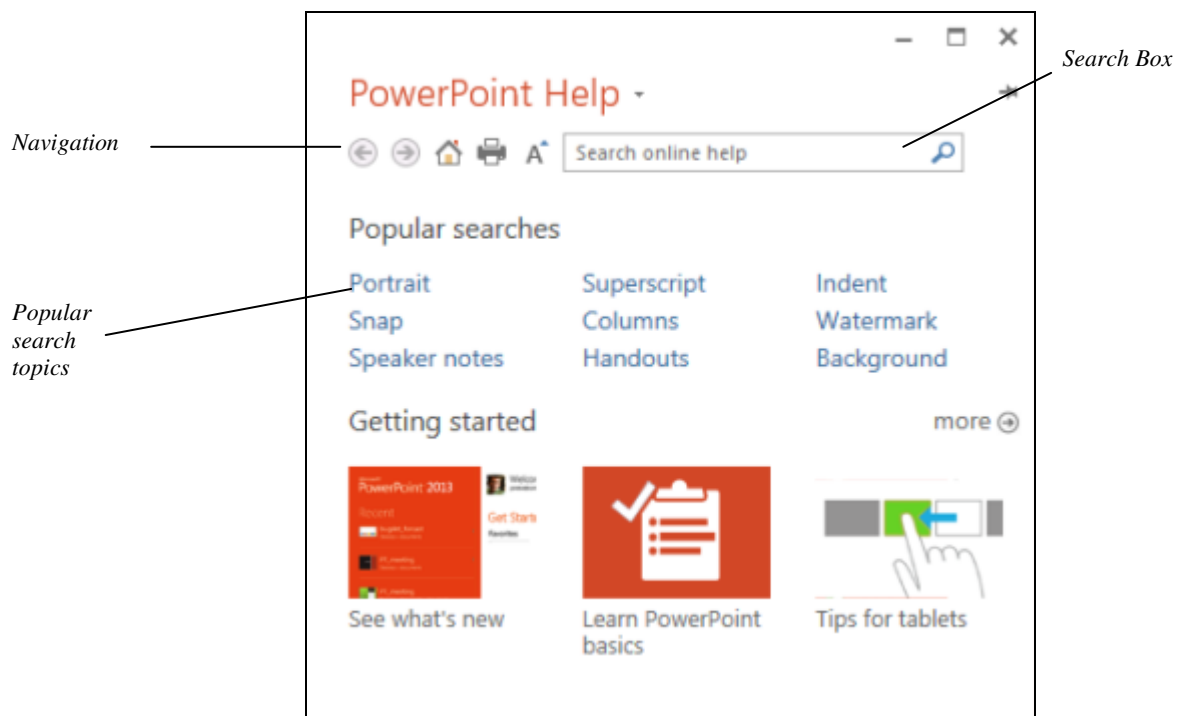
PowerPoint has a comprehensive **Help** facility. This means that full advantage can be taken of the features incorporated in the program. Using **Help** can usually solve the majority of problems encountered.


Help topics are available from **Office.com** (via the internet).

Manoeuvres

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

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



 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.

2. **Help** can be used in various ways. You can either browse through the **Popular search topics**, type keywords into the **Search** box, or you can use one of the **Getting started** options.

Section 2

Slides & Presentations

By the end of this section you should be able to:

Understand and Use Different Views

Understand Slide Show Basics

Save, Close and Open Presentations

Use Presentation / Design Templates

Create a Blank Presentation

Add New Slides / Insert Slides / Delete Slides

Change Slide Layout and Background






Work through the **Driving Lessons** in this section to gain an understanding of the above features.

For each **Driving Lesson**, read all of the **Park and Read** instructions and then perform the numbered steps of the **Manoeuvres**. Complete the **Revision** exercise(s) at the end of the section to test your knowledge.

Driving Lesson 11 - Views

P Park and Read

The *PowerPoint* **VIEW** tab lists four different ways to view a presentation. Each view shows a different aspect of the presentation. The views are:


Normal		Combines the main Slide view with an Outline view, a multiple Slides view and an area for Notes . Each area of the screen can be resized individually.
Outline View		Used to add or edit the presentation page titles and text. The information is shown as text only.
Slide Sorter		A miniature of each slide is shown. Used to order slides and add transition and animation effects.
Reading View		Used to view presentations as a slide that fits within the window
Notes Page		Used to create presenter's notes for the slides.

Quick access buttons for the first three of these views are found at the lower right of most *PowerPoint* screens. There is also a button to start the slide show here.





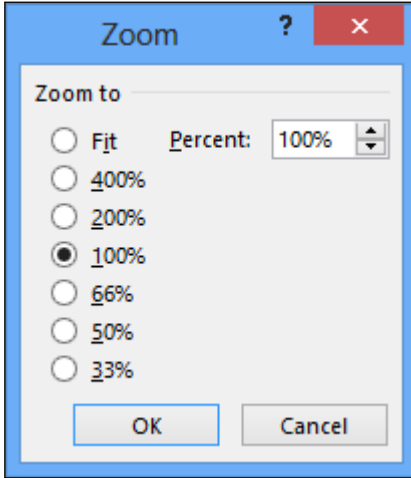



Views within the **Normal** view are:

Slide view	Shown in the main Slide pane on the right of the screen. Used to change the text, graphics and layout of a slide and to add graphics and artwork from other applications. One slide is viewed at a time.
Slides view	List of miniature slide images with the same functions as Slide Sorter view. Occupies the same pane as Outline view, tabs are used to toggle between them.
Notes view	Space for adding presenter's notes.

Manoeuvres

1. Start *PowerPoint*.
2. From the **Recent** window, select the **Welcome to PowerPoint** template and click **Create**.
3. Click on the **VIEW** tab. **Normal** view is displayed by default.
4. Click the **Slide Sorter View** button, . Several slides of the presentation are shown on the screen at once.

Driving Lesson 11 - Continued

5. Click on the **Notes Page** button, . The slide is shown in the top of the screen with an area for notes at the bottom.
6. Click the **Slide Show** button,  , at the bottom right of the screen. The presentation slide show starts beginning with the currently viewed slide.
7. Click the mouse button to go from one slide to the next. Each page is shown in turn on the screen. Continue to the end or press <Esc> to finish.
8. Make sure **Normal** view,  , is selected and look at the pane on the left of the screen.
9. A list of slide miniatures is displayed with the current slide (as shown in the main **Slide** pane) highlighted. Sections in the presentation are also indicated, .
10. Click slide **4** in the **Slides** list and slide **4** will be shown in the main **Slide** pane. Click in the main **Slide** pane.
11. Display the **VIEW** tab, click **Zoom** and choose **100%** from the **Zoom** dialog box. Click **OK**.
 
12. Use the scroll bar at the bottom of the **Slide** pane to see more of the slide.
13. Now click **Zoom** again and select **Fit** from the list. Click **OK**. The whole slide is displayed.
14. Click the **Outline View** button,  , to show the text contents of the slides. The **Slides** pane is replaced by the **Outline** pane. Each slide is represented by a small icon and the slide number, e.g. .
15. Use the scroll bar at the right of the **Outline** pane to display slide **5** (if not already displayed).
16. Move the mouse over the icon until it becomes  . Click once to display slide **5** in the main **Slide** pane. The associated text and icon are highlighted in the **Outline** pane.
17. View slide **4**, **Work Together**. Click in the **Notes** pane (Click to add notes) and type in **Mention conferencing**.
18. Switch back to **Normal** view and practise moving between slides. Leave the presentation on screen for the next lesson.

Driving Lesson 12 - Slide View

Park and Read



Slide View is shown in the main **Slide** pane at the right within **Normal** view – it shows the presentation slides, one at a time, with all text properly formatted and with a background template. This is the main area used to create, edit and format most slide content.

The scroll bar at the right of the screen can be used to move from one slide to another.

In all the views except **Slide Show**, pressing <Ctrl Home> or <Ctrl End> moves directly to the first or last slide in a presentation respectively.



Manoeuvres

1. The presentation created earlier should still be on screen.
2. Click on slide **3**.
3. Click on the **Next Slide** button, , on the vertical scrollbar to move to the next slide.
4. Click on the **Previous Slide** button, , to move back one slide.
5. Click and drag the vertical scroll button down. Release the mouse button when the marker for slide **5, PowerPoint 2013**, appears.

Slide: 5 of 5
 PowerPoint 2013



The marker appears in a **ToolTip** to the upper left of the scrollbar when scrolling.

6. Press <Ctrl Home> to move to the first slide in the presentation.
7. Press <Ctrl End> to move to the last slide in the presentation.
8. Practise moving through the slides in **Normal** view.
9. When you are finished, return to **Slide 1**.

Driving Lesson 13 - Slides and Outline View

P Park and Read

Slides and **Outline** views are both available to work with slides. Either can be used to move to different slides or rearrange slides in a presentation.

Slides view does this using thumbnail pictures while **Outline** uses only text. Text can be entered in **Outline** view and it will appear on the slide. Text can also be hidden in **Outline** view so that only the slide titles appear. This is useful if there are a number of slides which need to be reordered.




Manoeuvres

1. With the **Welcome to PowerPoint** presentation still on screen, click on slide **3, Impress**, in the **Slides** pane.



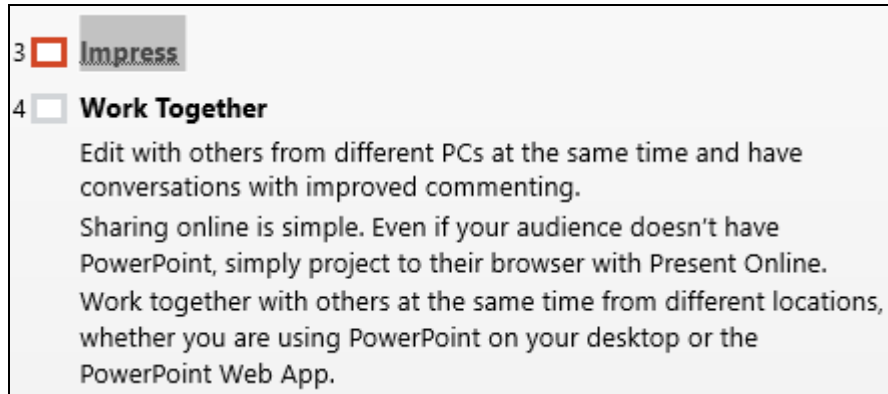
2. The slide is shown in the main **Slide** pane.
3. Move the scroll button in the **Slides** pane down so that slide **5, PowerPoint 2013** is in view (if it is not already).




4. Click on it. It is now on view in the main **Slide** pane.
5. Select **Outline** view. The pane expands to better accommodate the text.
6. Note that no graphics appear in outline view. The current slide is shown as **5** .
7. Click on slide **3**. The slide is displayed.
8. Text can be added or edited both in the **Outline** pane and on the **Slide**. In the **Outline** pane, click at the end of the text for slide **3**. The flashing insertion point cursor should be shown.
9. Press **<Enter>** and type the text: **Text can be added in Outline view**. The text appears on the slide.

Driving Lesson 13 - Continued

10. In the second bullet point highlight the phrase **visually browse** and type **search**. The text is replaced.
11. Double click on the slide icon for slide **3**. The slide text is hidden; only the title is shown, underlined, to denote the hidden words.



12. Right click anywhere in the **Outline** pane and select **Collapse | Collapse All**. All text apart from the slide headings is hidden.
13. Right click anywhere in the **Outline** pane and select **Expand | Expand All**. All text is now shown again.

14. Display the **VIEW** tab and then click the **Normal** view button, .
15. Display **Slide 1** and leave the presentation open for the next lesson.

Driving Lesson 14 - Slide Sorter View

P Park and Read

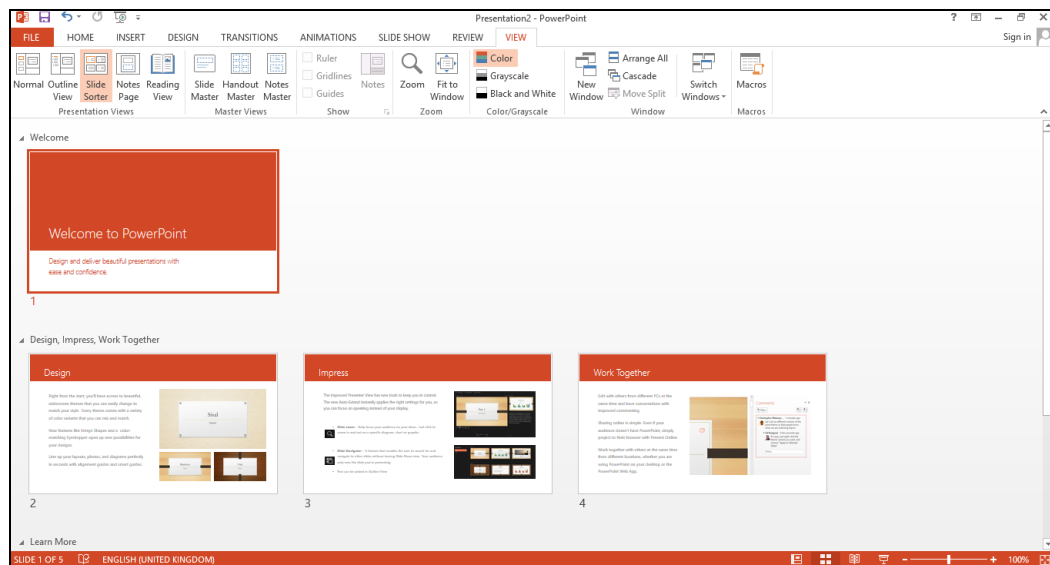
Slide Sorter View shows thumbnail previews of all slides in a presentation. This makes it easy to move, add or delete slides and to decide on animated transitions (special effects) for moving from slide to slide. Transitions and effects are covered in later lessons.

Manoeuvres

1. With the presentation still on screen, switch to **Slide Sorter** view. The screen will appear similar to that shown below.
2. Use the **Zoom Control** slider on the **Status Bar** to display more or fewer slides.



3. Try to replicate the view shown below.



4. Locate slide number **4, Work Together**.
5. Then, click and hold down the left mouse button and move the slide about the screen. Observe the effect.
6. Release the mouse button when the slide is to the right of slide **1**. The **Work Together** slide has now become slide **2**.
7. Leave the presentation open for the next lesson.

Driving Lesson 15 - Notes Page View

P Park and Read

Notes Page view allows presenter's notes to be added to slides. The top of the screen shows the slide and lower part is reserved for presenter's notes. The scroll bar and buttons at the right edge of the screen can be used to move from one page to another.



*It is not always necessary to use this view to add notes. There is a **Notes** pane in **Normal** view that can be resized by dragging the border between the panes. If graphics are required however, they must be inserted in **Notes Page** view.*



Manoeuvres

1. Using the current presentation, select slide **3, Design**.
2. Display the **VIEW** tab and select **Notes Page** in the **Presentation Views** group.
3. Click on the **Zoom** button on the **VIEW** tab and choose **100%** from the dialog box. Click **OK**.



***Zoom** percentage can also be controlled using a slider on the right of the **Status Bar**.*



4. The bottom half of the page should now be visible with the words **Click to add text**. If this notes area is not visible, try scrolling the page up and down using the scroll bar.
5. Click on the words **Click to add text**. The words disappear and the box is highlighted. Type the following note:

This is a notes page. Speaker's notes can be added here so that the presenter knows what to say when this slide is being shown.
6. Click on the white space outside the notes area to finish entering the text. Zoom to **50%** to see the whole page.
7. Switch to **Normal** view and move to slide **4**.
8. Click in the **Notes** pane and add the following note, zooming in if necessary:

This is the fourth slide.
9. Switch to **Notes Page** view to confirm that the note is there.
10. Return to **Normal** view.