

ECDL[®]

European Computer Driving Licence[®]

**ECDL Presentation
BCS ITQ L2 Presentation Software**

Using Microsoft[®] PowerPoint[®] 2016

Syllabus Version 5.0

This training, which has been approved by BCS, The Chartered Institute for IT, includes exercise items intended to assist learners in their training for an ECDL Certification Programme. These exercises are not ECDL certification tests. For information about Approved Centres in the UK please visit the BCS website at www.bcs.org/ecdl.

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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 extremely useful presentation program (application or “app”) that displays information in the form of slides. Each slide can include text and pictures, graphs, tables, organisation charts, sounds and even videos. A finished **slide show** – the name given to a stack of *PowerPoint* slides – can also incorporate animation and special effects.

Presentation notes, handouts, slide printouts and text outlines can also be produced.



The steps required to start PowerPoint vary slightly depending on the version of Windows installed on your computer.



Manoeuvres

1. Start your computer and log in to *Windows*.

2. Find and click the **Start** button,  or , found towards the bottom left corner of the **Desktop** on the **Taskbar**.

3. The **Start Menu** appears. Click **All Programs** or **All apps** at the bottom of the **Start Menu** to show a list of available programs.



*If you are using Windows 8, a full **Start Screen** may be shown instead. **All Programs** will appear as a downwards facing arrow.*



4. Find and click the entry for the presentation program **PowerPoint 2016**. You may need to scroll to find it.



*You can also type **PowerPoint** when the **Start Menu** is open to search for and start the program. You may also find a button for it on the **Taskbar**.*

5. *PowerPoint* starts and appears in its own window.



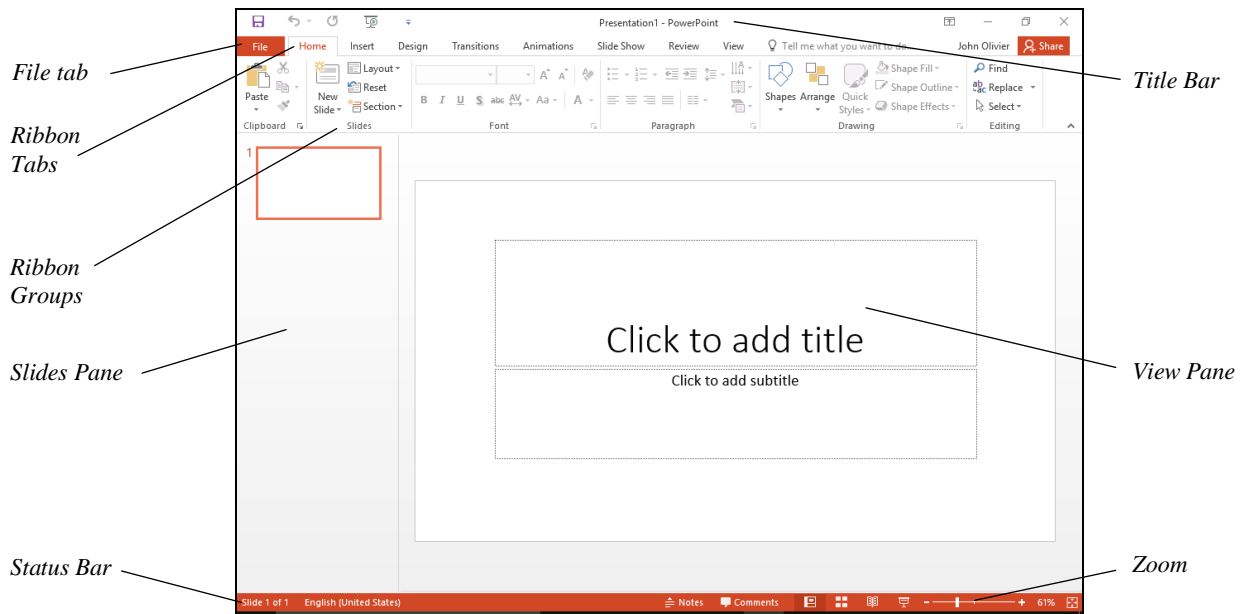
The opening screen shows a selection of templates on the right which can be used to create new presentations. Any recently opened files will be listed on the left.

6. Click **Blank Presentation** and leave *PowerPoint* open for the next lesson.


Driving Lesson 2 - The PowerPoint Screen

P Park and Read

The *PowerPoint* window should be similar to the screenshot below. Work through the steps in this lesson to locate the features highlighted.



M Manoeuvres

1. Look at the top line, the **Title Bar**, displaying the name of the current presentation, **Presentation1**. It also shows the name of the application.
2. Below that is the **Ribbon**. All commands are accessed using the **Ribbon**. The commands are grouped into a range of **Tabs**, and then into various **Groups** within each **Tab**.
3. At the top left of the screen is the **File** tab, . When clicked, this displays a list of basic program functions such as **Open**, **Save** and **Print**.
4. Locate the **Slides Pane** on the left of the window. This will display a small preview of all the slides in your presentation (known as thumbnail images). Notice that there is only 1 slide present here at the moment.
5. Locate the **View Pane** on the right. Clicking a thumbnail on the **Slides Pane** will open the full slide in the main **View Pane** where it can be formatted and edited.
6. Find the coloured bar at the bottom of the screen. This is called the **Status Bar** and shows the current slide number on the left.
7. The right of the **Status Bar** contains **Views** buttons and a **Zoom** slider.
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. **Blank Presentation** creates a basic slide show with no preset formatting. It is up to you to define the layout, content, colours, fonts and background designs.

A range of templates and themes is also available to download and use. Slide shows based on these come with professional backgrounds and font formatting already applied, ready for you to simply enter your own text.

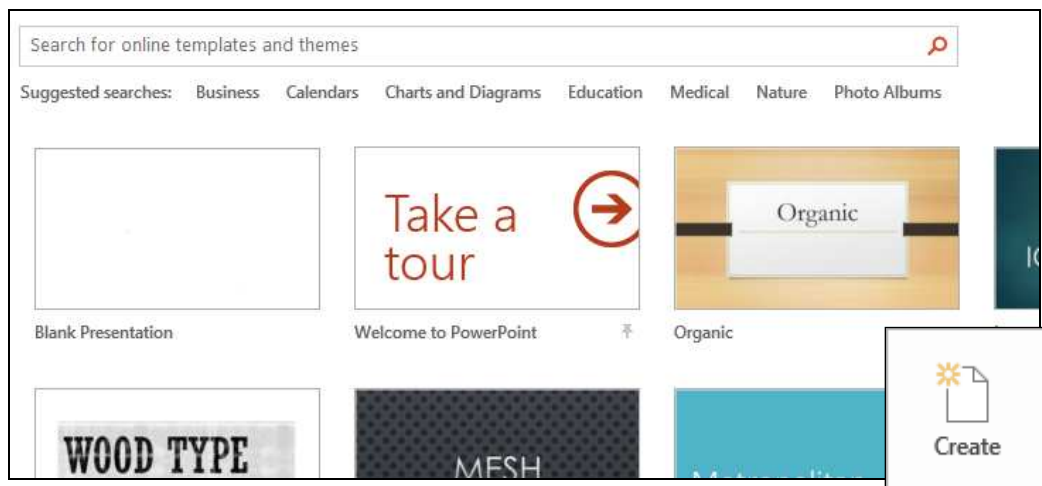


You can use the search box to search for hundreds of online templates and themes. However, an internet connection is required to access these files.



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 slide thumbnails that appear in the **Slides Pane**. As slide **1** is currently selected, it appears in the **View Pane** ready to be edited.



This template consists of a number of slides designed to demonstrate the benefits of Microsoft PowerPoint 2016. However, as with all templates, you can add and remove slides and modify the contents as you like.

5. Click each slide thumbnail in the **Slides Pane** and take a look at the content that appears in the **View Pane**.
6. Leave the presentation open for the next lesson.

Driving Lesson 4 - The Ribbon

P Park and Read

PowerPoint is controlled by a **Ribbon** which is displayed at the top of the application window. The **Ribbon** is divided into a series of **Tabs**, each 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 **Ribbon** tabs can be selected manually and some only appear when required. For example, when a **Chart** is selected, a **Chart Tools** tab is displayed.

Manoeuvres


1. The **Home** tab should currently be selected on the **Ribbon**. Notice the other tabs that are available.



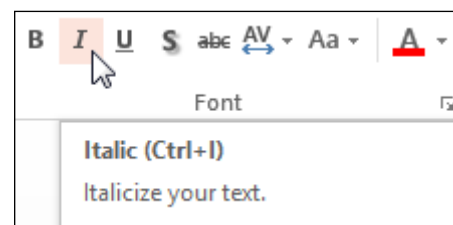
Part of the **Ribbon** displaying the **Home** tab


 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.

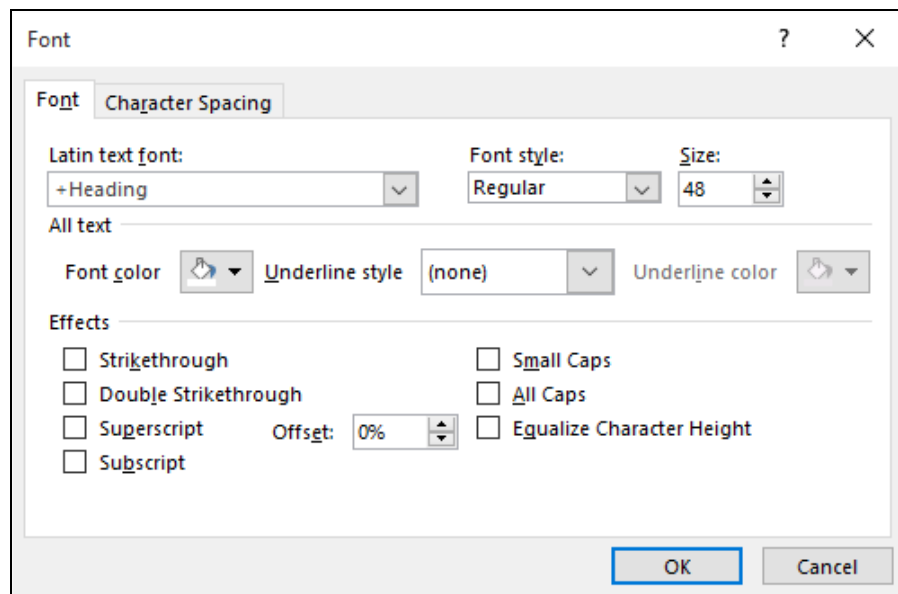
3. Without clicking, place the mouse pointer over any of the buttons on the **Ribbon**. A **ToolTip** appears which gives more information and an alternative key press for the function (if available).




 When clicked, some buttons produce immediate effects like **Bold**, **Italic** and **Underline**. Buttons with a drop-down arrow lead to further options.

Driving Lesson 4 - Continued

4. 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.
5. Some commands will display a dialog box which needs data to be entered. Click the **Replace** button in the **Editing** group and the **Replace** dialog box is displayed.
6. Click the **Close** button on the dialog box to remove it.
7. Select slide **1** in the **Slides Pane**. Then click in the word **Welcome** in the **View Pane** to place the cursor. You can now edit this text.
8. Some groups have a *dialog box launcher* button, , to the right of the group name, e.g. the **Font** group, . Click the **Font** dialog box launcher button now to display the **Font** dialog box.



9. This is a tabbed dialog box showing the formatting of text in the **View Pane**. Click **Cancel** to close the **Font** dialog box.
10. Display the other **Ribbon** tabs one at a time (**Insert**, **Design**, **Transitions**, **Animations**, **Slide Show**, **Review** and **View**) to see which other commands are available.
11. 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.
12. 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.

13. Click the **Pin the ribbon** button, , to restore the **Ribbon** permanently.

Driving Lesson 5 - The Quick Access Toolbar

P Park and Read


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

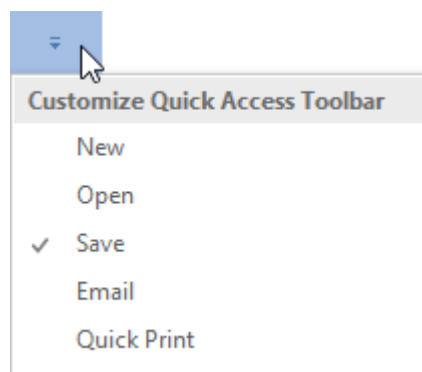


Manoeuvres

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



2. Without clicking, place the mouse pointer over each button on the **Quick Access Toolbar** and read its **ToolTip**. The two most useful buttons here are **Save** and **Undo**.
3. The third button is the **Repeat** button which repeats the last action performed. However, this button has a dual function; it changes to a **Redo** button after the **Undo** button has been used.
4. The **Start From Beginning** button can be used to start a presentation. You will see how to use this feature later.
5. To the right of the **Start From Beginning** button is the **Customize Quick Access Toolbar** button, . Click the button to display a menu.



6. To add commands not shown, click **More Commands**. This displays the **PowerPoint Options** window with the **Quick Access Toolbar** option selected.



*Ribbon commands that you find useful and use a lot can be added to the **Quick Access Toolbar** by selecting them on the left and clicking **Add >>**.*

7. For now, click **Cancel** to close the **PowerPoint Options** window. You will find out more about changing program settings later in this section.

Driving Lesson 6 - Help

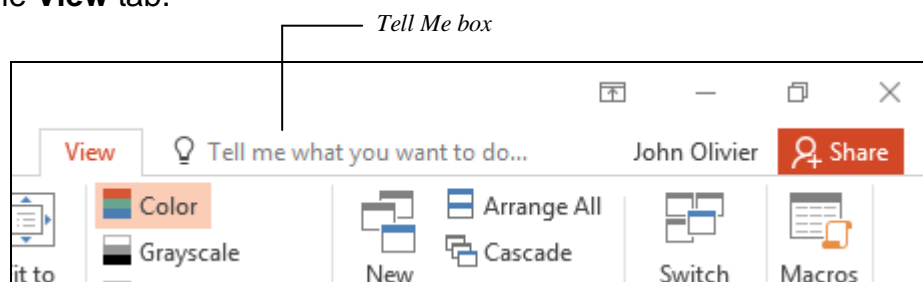
P Park and Read

PowerPoint 2016 features a new task-based **Help** facility. To use it you simply tell PowerPoint what it is you are trying to do – it will then find help online or even perform the task for you.

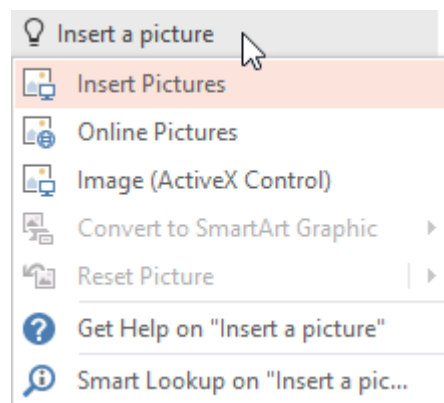


Manoeuvres

1. Locate the new **Tell Me** box on the **Ribbon**. You can find this to the right of the **View** tab.





2. You can use the **Tell Me** box to find help on a specific task. Let's try it...
3. Assume you would like to insert a picture on the current slide. Click once on the **Tell Me** box and type **Insert a picture** (don't press <Enter>).



4. A number of command suggestions appear (features that PowerPoint recommends using to achieve your task). For now, click **Get Help on "Insert a picture"** to search the web for help.
5. A **PowerPoint 2016 Help** window appears with a number of help topics listed. Scan the topics shown and click the one that looks most relevant.



You can use this technique to find help on any PowerPoint questions you have. Topics can also be printed for reference by clicking the **Print** button, .

6. Click the **Back** button, , to move back to the previous screen. You can now follow another link.

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 features five different ways to view a presentation. These views are:

- | | | |
|---------------------|---|---|
| Normal |  | Shows the Slides Pane and View Pane side-by-side. Optionally, an area for slide Notes can be shown. Each area of the screen can be resized individually. |
| Outline View |  | This view can be used to edit a presentation's page titles and text-based content. |
| Slide Sorter |  | Shows only slide thumbnails. This is best used to change the order of slides in a presentation and add transition and animation effects. |
| Notes Page |  | Used to create, read and edit presenter's notes for each slide in a presentation. |
| Reading View |  | Used to view each slide in a presentation full-screen so it can be easily read. |




Quick access buttons for **Normal**, **Slide Sorter** and **Reading View** can be found to the right of the **Status Bar**. There is also a button to start the **Slide Show** here.




As you have already seen, **Normal** is the most popular view used to create and edit slide content. In this view, all of the slides in a slide show appear on the left of the screen in the **Slides Pane**. Any slide selected in the **Slides Pane** is shown on the right of the screen in the **View Pane**, ready to be edited or formatted.








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, . A slide is shown in the top of the screen with an area for notes at the bottom.
6. Click the **Slide Show** button, , on the **Status Bar**. The presentation slide show starts beginning with the *currently selected slide*.
7. Click the mouse button to go from one slide to the next. Each slide 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. A list of slide miniatures is displayed with the current slide (as shown in the main **View Pane**) highlighted.
9. Click slide **4** in the **Slides Pane** and slide **4** will be shown in the main **View Pane**, ready to be edited and formatted.
10. Locate the **Zoom** controls on the right of the **Status Bar**. These can be used to increase or decrease the zoom level in the **View Pane**. To do this, drag the slider left to decrease the zoom or right to increase it. Try it!



11. The **Zoom In**, , and **Zoom Out**, , buttons at each end of the slider can also be used to make changes. Use these to change the zoom to **120%**.
12. Finally, click the **Fit slide to current window button**, , to change the zoom level in the **View Pane** so the slide fills all of the available space.
13. 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. .



The **Outline View** is useful for viewing slide text only so you can concentrate on your message rather than the slide show's appearance.

14. Click anywhere in the text for slide **2** on the **Outline Pane** and the slide is selected in the **View Pane**.



You will use each of the views described in this lesson later.

15. Switch back to **Normal** view and practise moving between slides.
16. When you are ready, leave the presentation on screen for the next lesson.

Driving Lesson 12 - Normal View

P Park and Read

Normal view is used to create slides one at a time. It is the view most commonly used to edit and format a presentation.





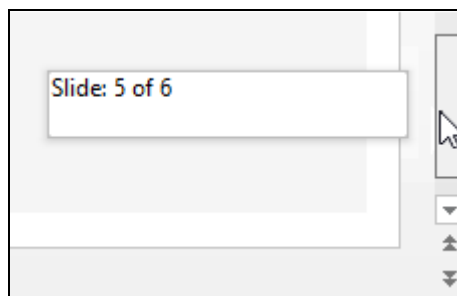
As well as the **Slides Pane**, the scroll bar on the right of the **View Pane** can be used to move from one slide to another.

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



Manoeuvres

1. Select slide **3** in the **Slides Pane**.
2. Click on the **Next Slide** button, , on the vertical scrollbar on the **View Pane** to move to the next slide.
3. Click on the **Previous Slide** button, , to move back one slide.
4. Click and drag the vertical scroll button down. Release the mouse button when the marker for slide **5 of 6** appears.



The marker appears in a **ToolTip** when scrolling.

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

Driving Lesson 13 - Slides and Outline Panes

P Park and Read

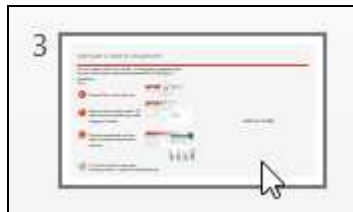
The **Slides Pane** and **Outline Pane** are both available to find and select slides in a presentation.

The **Slides Pane** does this using thumbnail pictures while the **Outline Pane** uses only text. Text entered or edited in the **Outline Pane** will also appear on the slide in the **View Pane** (and vice-versa).



Manoeuvres


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

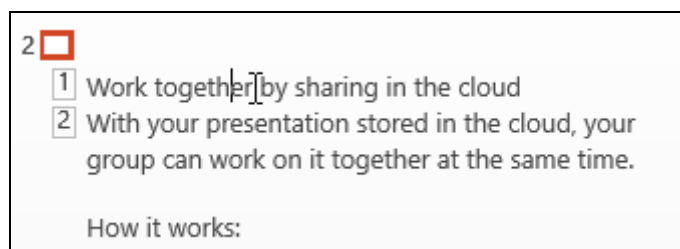


2. The slide is shown in the main **View Pane**, ready to be edited and formatted.
3. Select slide **5**. It is shown in the main **View Pane**.



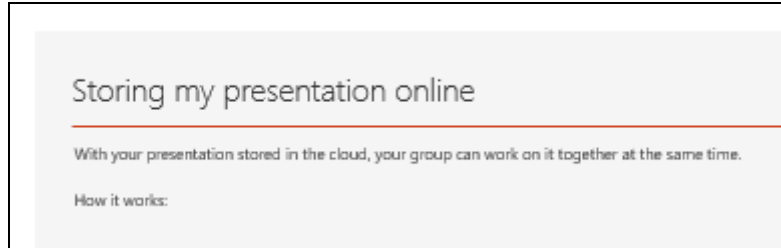
*If there is not enough space to show all slides in the **Slides Pane**, you can scroll it up and down.*

4. Select **Outline View**. The pane expands to better accommodate the text.
5. Note that no graphics appear in the **Outline Pane**. The current slide is shown as **5** .
6. Click anywhere in the text for slide **2** in the **Outline Pane** and the slide is selected in the **View Pane**.
7. Text can be added or edited in both the **Outline Pane** and the **View Pane**. In the **Outline Pane**, click in the title text for slide **2**. The flashing insertion point cursor should be shown.

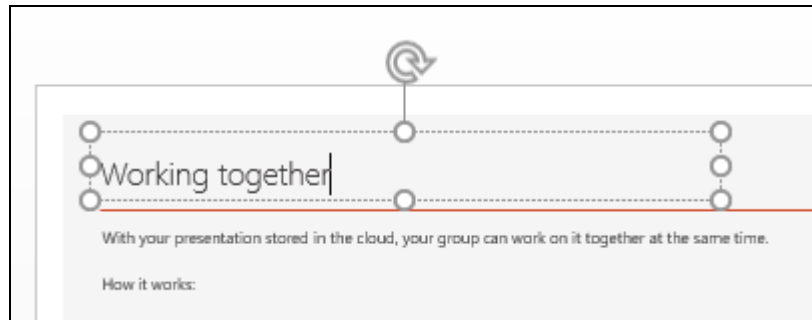



Driving Lesson 13 - Continued

- Use the <Backspace> and <Delete> keys to remove the current title text. Then replace it with **Storing my presentation online**. Notice that the text in the **View Pane** is updated.



- Next, click in the text **Storing my presentation online** in the **View Pane**. Change this to **Working together**. Notice the text in the **Outline Pane** changes.



- Display the **View** tab and then click the **Normal** view button, .
- Select slide **1** in the **Slides Pane** 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.



Slide Sorter view is also ideal for applying animated transitions (special effects) that appear when moving from slide to slide.

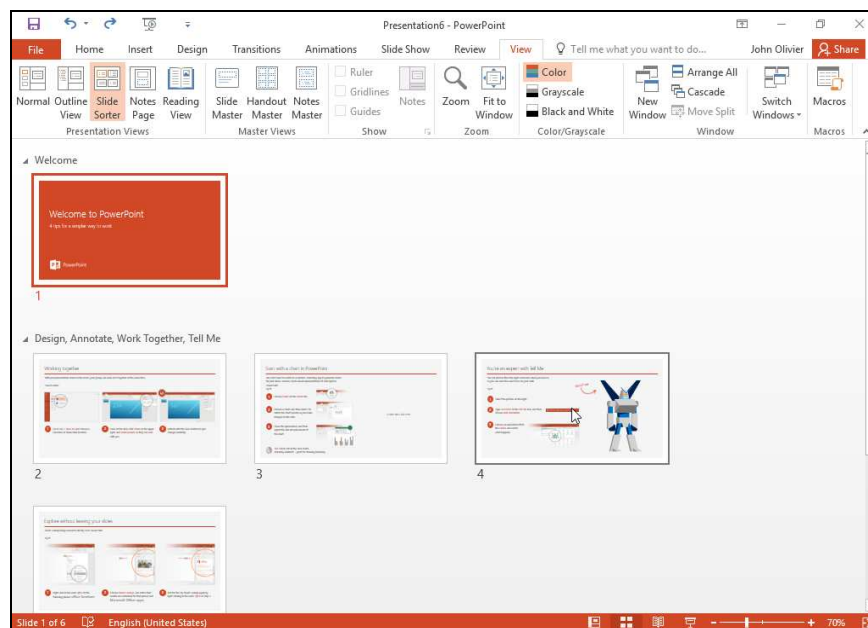


Manoeuvres

1. With the presentation still on screen, switch to **Slide Sorter** view. All slides are shown as thumbnails.
2. Use the **Zoom Control** slider on the **Status Bar** to display more or fewer slides.



3. Adjust zoom levels so approximately three slides appear on a line, as shown below.



4. Place the mouse pointer over slide **4**.
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 dropped slide now becomes slide **2**.
7. Spend some time practicing moving slides in the presentation.

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 a single slide and the lower part is reserved for notes. The scroll bar and buttons at the right edge of the screen can be used to move from one slide 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**.
2. Display the **View** tab and select **Notes Page** in the **Presentation Views** group.
3. Click the **Zoom** button on the **View** tab and choose **100%** from the dialog box. Click **OK**.



***Zoom** percentage can also be controlled using the 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 or 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 the **Fit to Window** button in the **Zoom** group on the **View** tab to see the whole page.
7. Switch to **Normal** view and move to slide **4**.
8. Click in the **Notes Pane** at the bottom of the **View Pane** (labelled **Click to add notes**) and add the following note: **This is the fourth slide**.



*Can't see the **Notes Pane**? Make sure **Notes** is selected in the **Show** group on the **View** tab.*

9. Switch to **Notes Page** view to confirm that the note is there, then return to **Normal** view.