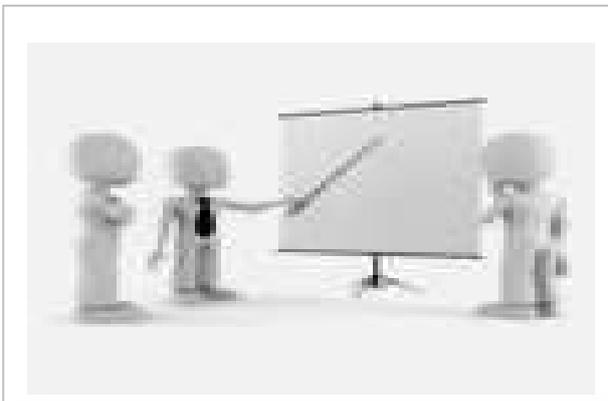


# Information Technology

## NVEQ Level 1 – Class IX

### IT106-NQ2012-Digital Presentation

### Student's Handbook



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**Batch Start Date:** \_\_\_\_\_

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## Preface

The National Curriculum Framework, 2005, recommends that children's life at school must be linked to their life outside the school. This principle makes a departure from the legacy of bookish learning which continues to shape our system and causes a gap between the school, home, community and the workplace.

The student workbook on “**Digital Presentation (Basic)**” is a part of the qualification package developed for the implementation of National Vocational Education Qualification Framework (NVEQF), an initiative of Ministry of Human Resource Development (MHRD), Government of India to set common principles and guidelines for a nationally recognized qualification system covering Schools, Vocational Education and Training Institutions, Technical Education Institutions, Colleges and Universities. It is envisaged that the NVEQF will promote transparency of qualifications, cross-sectoral learning, student-centred learning and facilitate learner's mobility between different qualifications, thus encouraging lifelong learning.

This student workbook, which forms a part of vocational qualification package for student's who have passed Class VIII or equivalent examination, was created by a group of experts. The IT-ITeS Skill Development Council approved by the National Skill Development Corporation (NSDC) for the IT/ITeS Industry developed the National Occupation Standards (NOS). The National Occupation Standards are a set of competency standards and guidelines endorsed by the representatives of IT Industry for recognizing and assessing skills and knowledge needed to perform effectively in the workplace.

The Pandit Sunderlal Sharma Central Institute of Vocational Education (PSSCIVE), a constituent of National Council of Educational Research and Training (NCERT) in association with Wadhvani Foundation has developed modular curricula and learning materials (Units) for the vocational qualification package in IT/ITes sector for NVEQ levels 1 to 4; level 1 is equivalent to Class IX. Based on NOS, occupation related core competencies (knowledge, skills, and abilities) were identified for development of curricula and learning modules (Units).

This student workbook attempts to discourage rote learning and to bring about necessary flexibility in offering of courses, necessary for breaking the sharp boundaries between different subject areas. The workbook attempts to enhance these endeavour by giving higher priority and space to opportunities for contemplation and wondering, discussion in small groups and activities requiring hands-on-experience. We hope these measures will take us

significantly further in the direction of a child-centred system of education outlined in the National Policy of Education (1986). The success of this effort depends on the steps that school Principals and Teachers will take to encourage children to reflect their own learning and to pursue imaginative and on-the-job activities and questions. Participation of learners in skill development exercises and inculcation of values and creativity is possible if we involve children as participants in learning, and not as receiver of information. These aims imply considerable change in school routines and mode of functioning. Flexibility in the daily time-table would be a necessity to maintain the rigour in implementing the activities and the required number of teaching days will have to be increased for teaching and training.

## About Your Workbook

This workbook is to assist you with completing the Unit of Competency **IT106-NQ2012: Digital Presentation (Basic)**. You should work through the workbook in the classroom, at the workplace or in your own time under the guidance and supervision of your teacher or trainer.

This workbook contains sessions which will help you to acquire relevant knowledge and skills (soft and hard) on various aspects of the unit of competency. Each session is small enough to be easily tackled and digested by you before you move on to the next session. Animated pictures and photographs have been included to bring about visual appeal and to make the text lively and interactive for you. You can also try to create your own illustrations using your imagination or taking the help of your teacher. Let us now see what the sections in the sessions have for you.

### **Section 1: Introduction**

This section introduces you to the topic of the Unit. It also tells you what you will learn through the various sessions covered in the Unit.

### **Section 2: Relevant Knowledge**

This section provides you with the relevant information on the topic (s) covered in the session. The knowledge developed through this section will enable you to perform certain activities. You should read through the information to develop an understanding on the various aspects of the topic before you complete the exercise (s).

### **Section 3: Exercise**

Each session has exercises, which you should complete on time. You will perform the activities in the classroom, at home or at the workplace. The activities included in this section will help you to develop necessary knowledge, skills and attitude that you need for becoming competent in performing the tasks at workplace. The activities should be done under the supervision of your teacher or trainer who will guide you in completing the tasks and also provide feedback to you for improving your performance. To achieve this, prepare a timetable in consultation with your teacher or trainer and strictly adhere to the stipulated norms or standards. Do not hesitate to ask your teacher or trainer to explain anything that you do not understand.

### **Section 4: Assessment**

The review questions included in this section will help you to check your progress. You must be able to answer all the questions before you proceed to the next session.

At the end of the Unit, there is a list of learning resources which include books, journals, newsletters, websites, etc. to support your further learning.

## SESSION 1: INTRODUCTION TO DIGITAL PRESENTATION

Imagine a scenario - you want to make a presentation on a particular topic to your class along with text, images, figures, drawings, etc., - how would you go about doing it? You could have a choice of using a blackboard, posters, whiteboard, pamphlets, chart-paper, hand-outs or overhead transparencies.

Presentations made using presentation software provides an alternative to the older kind of visual aids. Presentation software can be used to present a formal display of information organised onto slides.

By now you would have observed that word processor, spreadsheet and presentation software, have a simple interface using menus on the Ribbon. Most of the commonly used functions have a graphical symbol or icon in the Ribbon. This kind of user interface is called *Graphical User Interface*. This section will familiarize you with the elements of the user interface.

A digital presentation is a useful method to show or explain a concept to an audience. A presentation program (also called a presentation graphics program) is actually a computer software package used to display information; normally in the form of a slide show. It typically includes three major functions:

1. An editor that allows text to be inserted and formatted
2. A method for inserting and manipulating graphic images
3. A slide-show system to display the content.

Presentations can be used for a variety of tasks. For example:

- Creating slides to display information. Slides may contain text, pictures, shapes, sound and video. A collection of slides is called a presentation.
- Present the information in an attractive manner.
- Show the presentation using a computer, or display it using a data projector or take paper printouts.

Why would you create a presentation vs. using a word processed document? It depends, but typically you would use a presentation under the following circumstances:

- When you want a large group of people to view what you are talking about on a projected screen you would use presentation software. But when you want to share information with a couple of people, you might use a document. In other words, if the material is to be viewed by others in a meeting, you may use presentation software. If it is to be viewed by the other readers on a screen or through print, use documents.

- When you want to make the *material more interesting* with graphics, tables, pictures and other media, you may use presentation software. Word processors have limited multi-media capabilities.
- When you have a lot of information that needs to be written down, use word processor documents. When *shorter point-wise information* (like a summary) would be sufficient, you may use presentation software.

## RELEVANT KNOWLEDGE

After having learnt the basics of a word processor and spreadsheet software, you are now familiar with selecting the *tabs* on the Ribbon and also choosing different options by clicking on the appropriate *icon*. In this exercise, you will take a short tour of the different *tabs* and some of the *options* under the tabs, in presentation software.

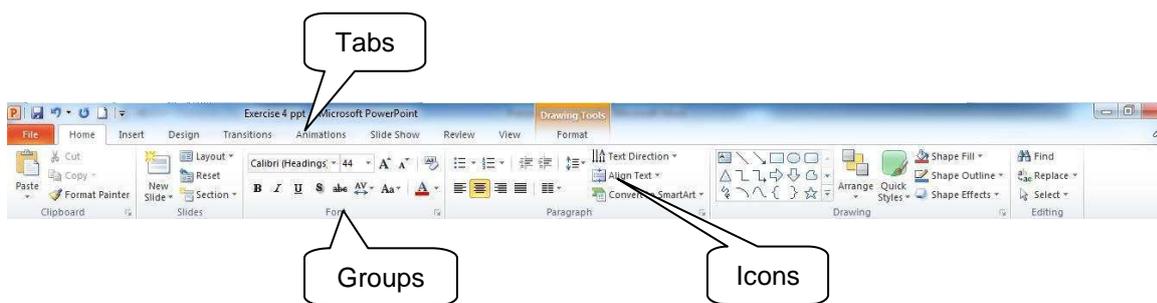


Figure 1: Graphical User Interface

- The *Tabs* (Home, Insert etc.) on the Ribbon contain the buttons needed to edit characters, text, and layout, as well as additional tools that you may need (Design, Animation etc).
- Each *Tab* consists of different groups, for example the Home tab has six groups namely, Clipboard, Slides, Font, Paragraph, Drawing and Editing.
- Each *group* has Icons for different functions. To know the function of an icon or button (or command), keep the pointer on it for a few seconds and, the function of that button will appear in a small box below the pointer. For example, leaving the icon on **B** displays “Bold (Ctrl+B). It makes the selected text bold.”.

### Home Tab:

Let’s understand the *Home* tab in more detail. The Home Tab has commands for formatting of text, selecting a new slide and for drawing of objects. The

Home Tab is also used for editing the content of a presentation with functions such as find and replace, cut, copy and paste etc.

The *Clipboard* group has options to cut, copy and paste text. The Format Painter is also present here.

- *Slides* group enables you to select a theme and layout for a slide, reset a slide or delete a slide.
- *Font* group has options that enable you to change of the Font - font face, style, size, effects (Strikethrough, Shadow etc.), color and character spacing. These options can be changed, before or after typing the text. In case of making changes after entering text, you need to select the text first.
- *Paragraph* group is used to change paragraph settings - alignment, indents, spacing, and pagination like Spacing 1.5, Double Spacing, Indentation, Spacing Before and After a Heading. Move the cursor to the line which needs to be changed.
- The *Drawing* group enables a quick selection from in-built shapes; arranging the order and grouping objects; filling, outlining and adding effects to a selected shape.
- Editing group has options to select, find and replace text.

A detailed description of the different options available under each of the *groups* is given in the table below.

Group	Description
Clipboard	<ul style="list-style-type: none"> <li>• <i>Paste</i> the cut or copied information in Clipboard at the location where cursor is positioned.               <ul style="list-style-type: none"> <li>○ Paste Special - To paste in a particular format.</li> <li>○ Paste as Hyperlink - Used with copy to paste the copied information as a hyperlink.</li> <li>○ Duplicate - To duplicate a slide).</li> </ul> </li> <li>• <i>Cut</i> removes the selected text from the presentation and puts into Clipboard for later retrieval.</li> <li>• <i>Copy</i> copies the selected item or text and puts it on the Clipboard.</li> <li>• <i>Format painter</i> copies formatting from a selected position and applies it to another (Note: To apply same formatting to many places, double-click the format painter button).</li> </ul>
Slides	<ul style="list-style-type: none"> <li>• Add a <i>new slide</i> to the Presentation.</li> <li>• Change the <i>layout</i> of the selected slide.</li> <li>• <i>Reset</i> the position, size and setting of the slide to default</li> </ul>

	<p>values.</p> <ul style="list-style-type: none"> <li>• <i>Delete</i> the selected slide from the presentation.</li> </ul>
Font	<ul style="list-style-type: none"> <li>• Change Font face, change font size.</li> <li>• Increase Font size, decrease Font size.</li> <li>• <i>Clear formatting</i> (Clear all formatting from selection, leave only plain text).</li> <li>• <i>Bold, Italics, Underline</i>.</li> <li>• <i>Strikethrough</i> (draw a line through middle of selected text).</li> <li>• <i>Shadow</i> adds a shadow behind the selected text.</li> <li>• Adjust the <i>spacing</i> between characters.</li> <li>• <i>Change case</i>. Changes the case - sentence, lower, upper, title, or toggle. Select the text and click on an option.</li> <li>• Change the <i>Font color</i>.</li> </ul>
Paragraph	<ul style="list-style-type: none"> <li>• Bullets (choose from different styles).</li> <li>• Numbered list (choose different formats).</li> <li>• Increase or decrease indent of the paragraph.</li> <li>• Change spacing between lines.</li> <li>• Change the <i>direction of the text</i> to vertical, stacked or rotate the text.</li> <li>• Align the text - change how the text is aligned within the text box.</li> <li>• Align text left, right, centre, margins.</li> <li>• Split text into two or more columns.</li> <li>• Convert text into Smart Art graphics.</li> </ul>
Drawing	<ul style="list-style-type: none"> <li>• Insert readymade shapes like circle, rectangles, arrow lines, flowchart etc.</li> <li>• Arrange objects on the slide by changing their order, position and rotation.</li> <li>• Quick styles enable selecting a visual style for the shape or line.</li> <li>• Fill the selected shape with a solid color, gradient, picture or texture.</li> <li>• Specify the color, width, and line style for the outline of the selected shape.</li> <li>• Apply a visual effect to the selected shape like glow, shadow, reflection and 3-D rotation.</li> </ul>

Some of the most popular presentation software are:

- MS-PowerPoint
- Open Office - Impress
- Google Documents

### Getting started with Presentation software:

To start you can choose any of the above software to start creating presentations. We would encourage you to start learning presentations by using either the OpenOffice - Impress or MS-PowerPoint. Make sure that this software is already installed in your computer.

You can start using MS-PowerPoint software, by performing any one of the following steps:

- a) Double Click on a shortcut key of the MS-PowerPoint icon, if available, on the desktop; or
- b) Click [1] Start → [2] All Programs → [3] Microsoft office→ [4] Microsoft Office PowerPoint

*If you are using any other presentation software, the steps to start it would be almost identical to what is given above.*

After you start the MS-PowerPoint, the following screen (Figure 2) would be displayed. Some of the components of the screen displayed are given below.

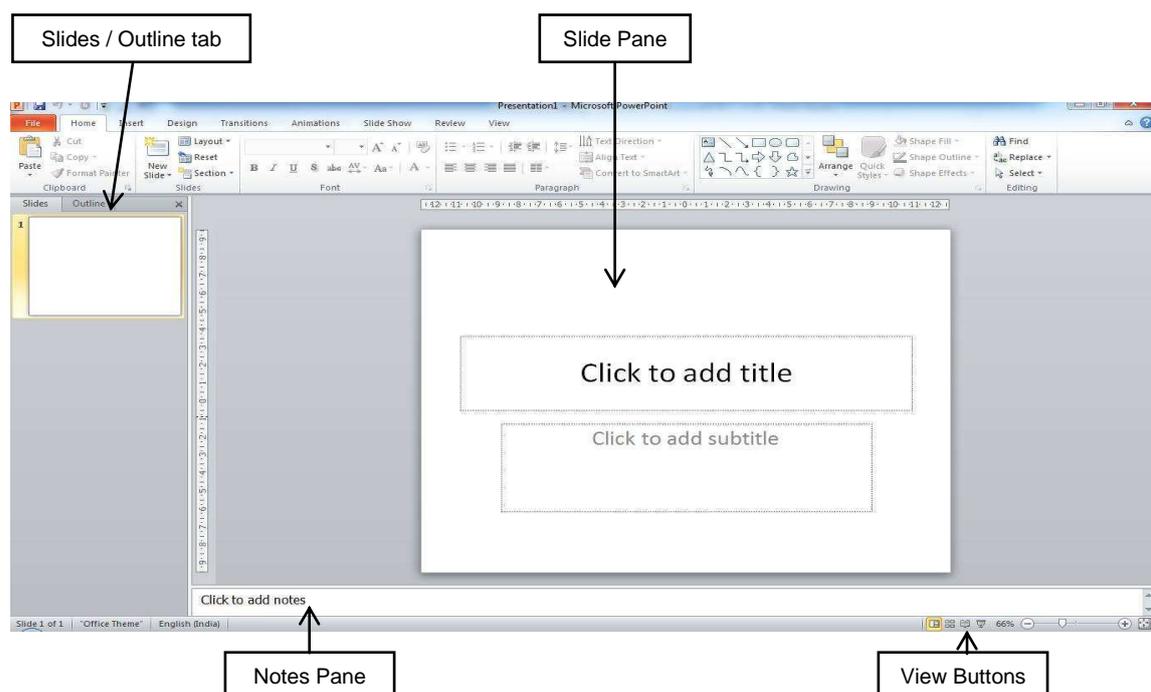


Figure 2: Components of MS-PowerPoint

If an OpenOffice-Impress spreadsheet is opened, it looks like the following figure 3. You would notice that the look and feel of the MS-PowerPoint and OpenOffice-Impress presentation software is quite alike. You would also observe the differences in the icons and layout. Most of the presentation software have similar functions and features, with minor differences in the way the tabs, icons, dialogue boxes and functions are arranged.

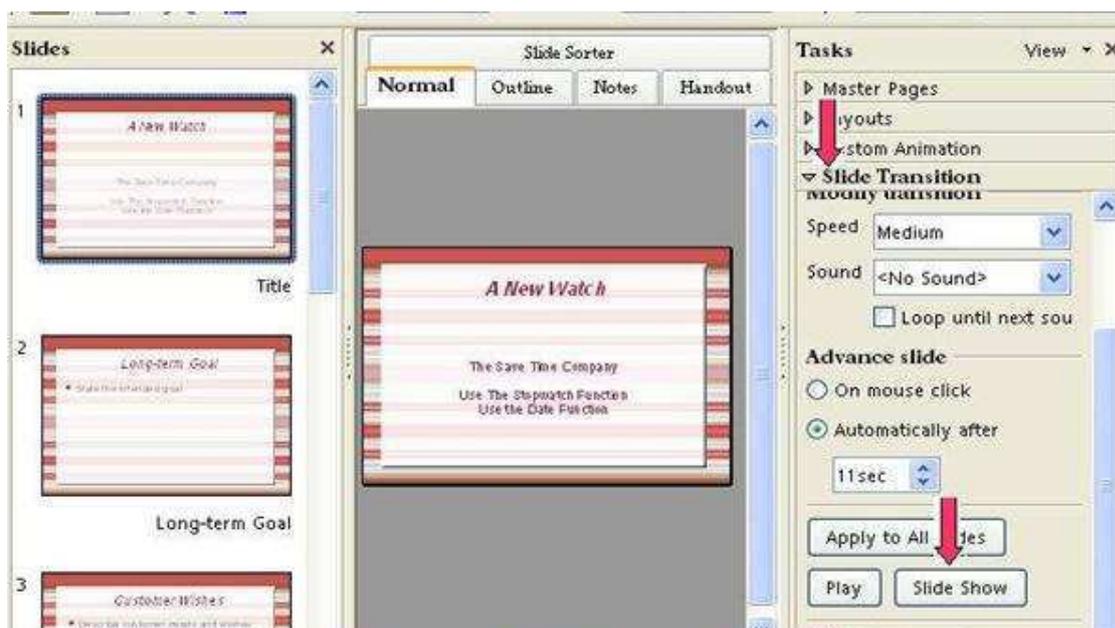


Figure 3: OpenOffice-Impress

## EXERCISE

Perform the following activities till you are confident:

S.No.	Activity
1	Identify the icons on the user interface and describe their uses
2	Start digital presentation application

## SESSION 2: CREATE, SAVE AND CLOSE PRESENTATION

This exercise begins with creating a new file in the presentation software and then saving it. To begin with, let us create a simple presentation. Before creating the presentation, create a folder “D:\IT Class IX\PPT\_Practice” where you shall store all the files that you create.

### RELEVANT KNOWLEDGE

- a) **Open:** Start the presentation. When you start a file with a default name is given by the presentation software. MS-PowerPoint names it *Presentation1*, whereas OpenOffice names it as *Untitled1*.
  - a. After starting PowerPoint, you will see a screen with two text boxes.
  - b. Enter the text in each of the text boxes, as shown in Figure1 & 2. This first slide of a presentation referred to as *Title Slide*.
  - c. Click on the *New Slide* icon under the *Home* tab, in the *Slides* group. A new slide is added. Enter the text.

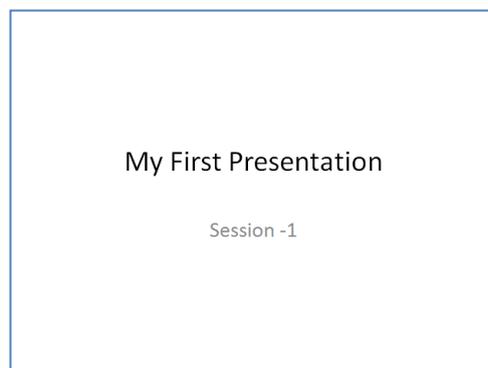


Figure 1: Title Slide

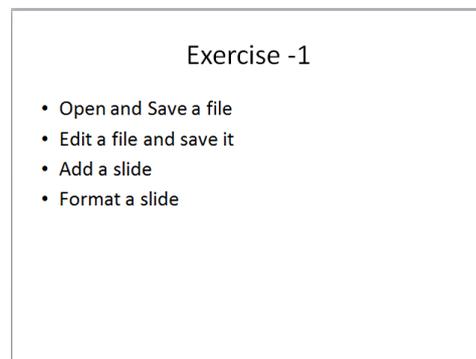


Figure 2: New Slide with Text Added

Hint: Bullets are available by default. You have learnt to use them while creating documents. Use your knowledge to work with them here. Observe the Ribbon in MS-PowerPoint. Do you see any similarities?

- b) Save this file and give it the name *First*. Follow the same steps as you used for saving a file in word processor or spreadsheet.
  - a. Now this file will be saved in MS-PowerPoint with the name *First.pptx*. The first part is the name of the file and *.pptx* is the extension name.
  - b. Similarly if you are using OpenOffice, the file is saved with the name *First.odp*. OpenOffice gives an extension name of *.odp* to a presentation file.
- c) **Close:** Now close this file by one of the following sets of commands:
  - a. Click on the cross symbol “X”, that you see on the top right hand corner of the screen.OR
  - b. Click [1] *F*ile → [2] *C*lose.
- d) **Open:** Now re-open the above file. Add one more slide to it and also add some text in the new slide. Save it with a different name - e.g. *Second*.

## EXERCISE

Perform the following activities till you are confident:

S.No.	Activity
1.	Open a template to create a new presentation
2.	Select the design layout and style
3.	Change the background of the slides
4.	Enter the text in the title slide
5.	Add a new slide
6.	Type the text in the new slide
7.	Save the presentation

## SESSION 3: CREATE A SIMPLE PRESENTATION

### RELEVANT KNOWLEDGE

In this exercise you will create a simple presentation, using the *default* slide design provided by the presentation software.

To make creating slides a simple task, each new slide comes with a pre-formatted template for you to enter your information. You can change this format to suit the type of information you want to display. In the earlier exercises, when you added a new slide in a presentation, it had two boxes, as shown in Figure 1. The box on the top is where you write the title of the slide. In the bigger box, you enter the main content. It is also possible to create a slide, as shown in Figure 2. This has two boxes for writing the content.

The steps to add one more *text box* in the slide are as follows:

- Click anywhere inside the text box. Eight small rectangles will appear along the edges of the box.

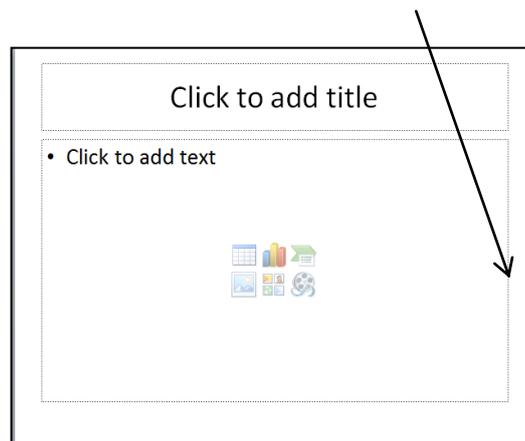


Figure 1: Default Text Boxes

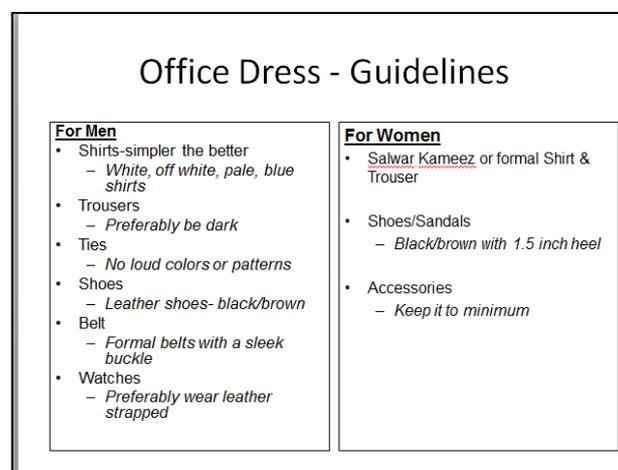


Figure 2: Two Text Boxes

- Click on the rectangular box, (refer place pointed by the arrow in Figure 3), and drag the side of the box to the left, to reduce the width of the box to approximately half. The slide will look like as shown in Figure 3.
- Enter one or two words in this *text box*.
- Select this box. Under the *Home* tab, in the *Clipboard* group, select *Copy* and then *Paste*. You will see that a duplicate copy of the *text box* has been created.
- Now select this second (copied) text box, drag it and position it at the appropriate place. Now you can text in each of these two boxes.
- In fact, you can create three or even four text boxes in a slide (Refer Figure 4).

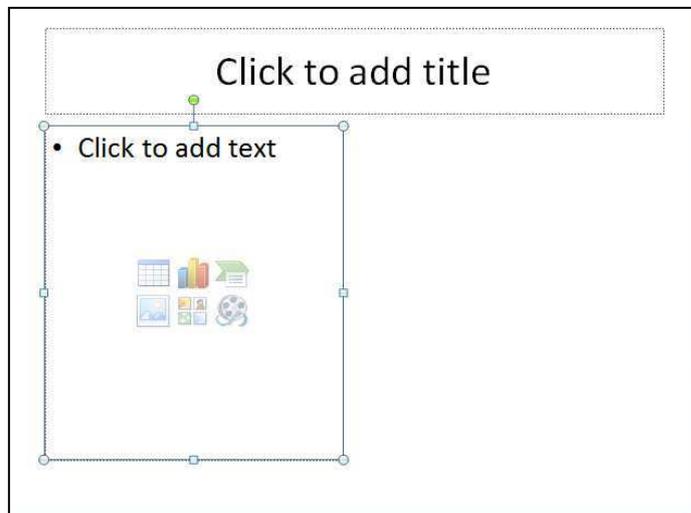


Figure 3: Text Box with reduced width

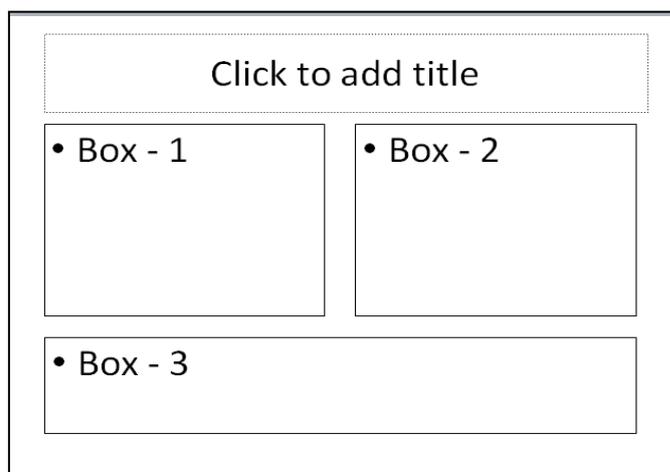


Figure 4: Slide with three Text Boxes

Open a new file using presentation software. Create the following presentation.

<p style="text-align: center;"><b>Manners &amp; Etiquette</b></p> <p style="text-align: center;">&lt;Write your name here&gt;</p>	<p style="text-align: center;"><b>Meaning of Manners &amp; Etiquette</b></p> <p>Rules of General Behaviour, Habits and Customs</p> <ul style="list-style-type: none"> <li>• That enhances your personality</li> <li>• That ensures smooth relationships</li> </ul>
<p style="text-align: center;"><b>Good Manners &amp; Etiquette: Traits</b></p> <ul style="list-style-type: none"> <li>• Disciplined &amp; Decent Outlook</li> <li>• Exhibits Humility</li> <li>• Shows concern for others</li> <li>• Healthy State of Mind &amp; Body</li> <li>• Good Grooming</li> <li>• Pleasant Personality</li> </ul>	<p style="text-align: center;"><b>Disciplined Outlook</b></p> <ul style="list-style-type: none"> <li>• Minding one's own business</li> <li>• Not to cause hardship to others</li> <li>• Maintaining order</li> <li>• Maintaining good relationships</li> </ul>
<p style="text-align: center;"><b>Humility</b></p> <ul style="list-style-type: none"> <li>• Enhances Personality</li> <li>• Display of Respect</li> <li>• Brings Goodwill</li> </ul>	<p style="text-align: center;"><b>Concern for Others</b></p> <ul style="list-style-type: none"> <li>• Respect Others</li> <li>• Don't hurt their feelings</li> <li>• Be grateful to parents, teachers, friends and elders</li> <li>• Show kindness</li> </ul>

- Save the presentation with the name *Manners*.
- Close the presentation software

## EXERCISE

Perform the following activities till you are confident:

S.No.	Activity
1	Create a simple presentation
2	Create a presentation with text box

## SESSION 4: VIEW A PRESENTATION - SLIDE SHOW VIEW

After you have created all the required slides in the presentation, you need to view the slides. You can project the presentation on the full screen of the computer. Your presentation can be also be viewed a projection device or an LCD screen if your computer is connected to it.

### RELEVANT KNOWLEDGE

There are there primary ways in which you can view the presentation on your computer. The selection of a particular view is based on the purpose for which you want to view the presentation. The three primary views are:

- a) Normal: You are already familiar with this view. You used this view while creating the slides in the previous exercises. In this view, you can see the Slide pane, notes pane and a left pane having slides / outline tab (refer Figure 1).
- b) Slide Sorter: This view enables you to easily arrange, move, delete, and reorder slides.
- c) Slide Show: This view is used to show the presentation to other people, either directly on your computer / computing device or by connecting it with a projector.

In addition to these views, there are some more views, such as *Notes Page*, *Slide Master*, *Handout Master*, *Notes Master*, *Print Preview* etc. You will learn about some of these in subsequent exercises.

### Slide Show view

Open the presentation which you had created in the previous exercise (*Manner.pptx*). When you open any presentation, the default view is the *Normal View*. On the right hand bottom of the screen, you will see the icon for slide show.

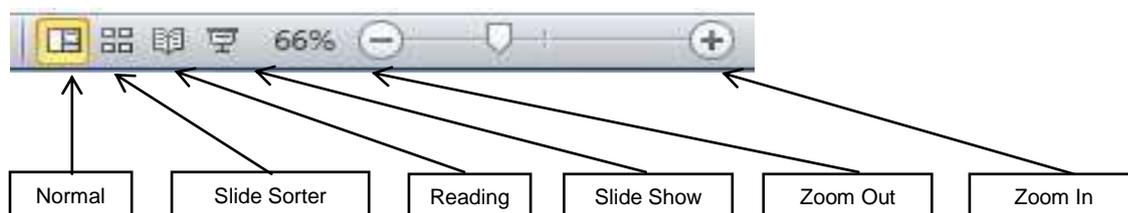


Figure 1

- To show the presentation in a slide show view, follow the steps given below:
  1. Open the presentation.
  2. Click on the *Slide Show* icon, positioned in the right hand bottom side of the screen.
  3. The current slide is shown the entire screen. You can move to the next slide by clicking your mouse *or* using the *Enter* key.
    - a. You can also move across slides by using the keys :
      1. *Pgup* and *Pgdn*.
      2. *Up Arrow* and *Down Arrow*.
      3. Right-click the mouse. A short-cut menu appears which provides further options. Use these options and see what happens.
  4. To exit the *Slide Show* view:
    - a. Use the *Esc* key.
    - b. Right-click the mouse. A short-cut menu and select the *End Show...* option.

The view automatically moves to *Normal* mode, once you click on the last slide.

## EXERCISE

Perform the following activities till you are confident:

S.No.	Activity
1	View a presentation using slide show view
2	Close the presentation

## SESSION 5: EDIT TEXT FONT SIZE, STYLE AND COLOUR

In this exercise you will learn to change and customise the font sizes, style and colour, to make the presentation clear, eye-catching and meaningful.

### RELEVANT KNOWLEDGE

Use the presentation you created in *Manners.pptx*. Change the font colour of the titles of each of the slide, to your favourite colour. To do this:

1. Select the text, whose colour has to be changed.
2. Use the *Font Colour* option to select the colour.
3. Change a) Colour b) Style and c) Size of the fonts.
4. Save your presentation.

Make this presentation as attractive as you can make by using your creativity.



Figure 1: Text Editing options

### EXERCISE

Perform the following activities till you are confident:

S.No.	Activity
1	Change the font size of the text
2	Change the font style of the text
3	Change the colour of the text

## SESSION 6: EDIT TEXT IN A PRESENTATION

### RELEVANT KNOWLEDGE

In this exercise you will apply some of the options available under the *Home* tab to edit the slides. You need to edit this presentation and make it look like as shown in Figure 1.

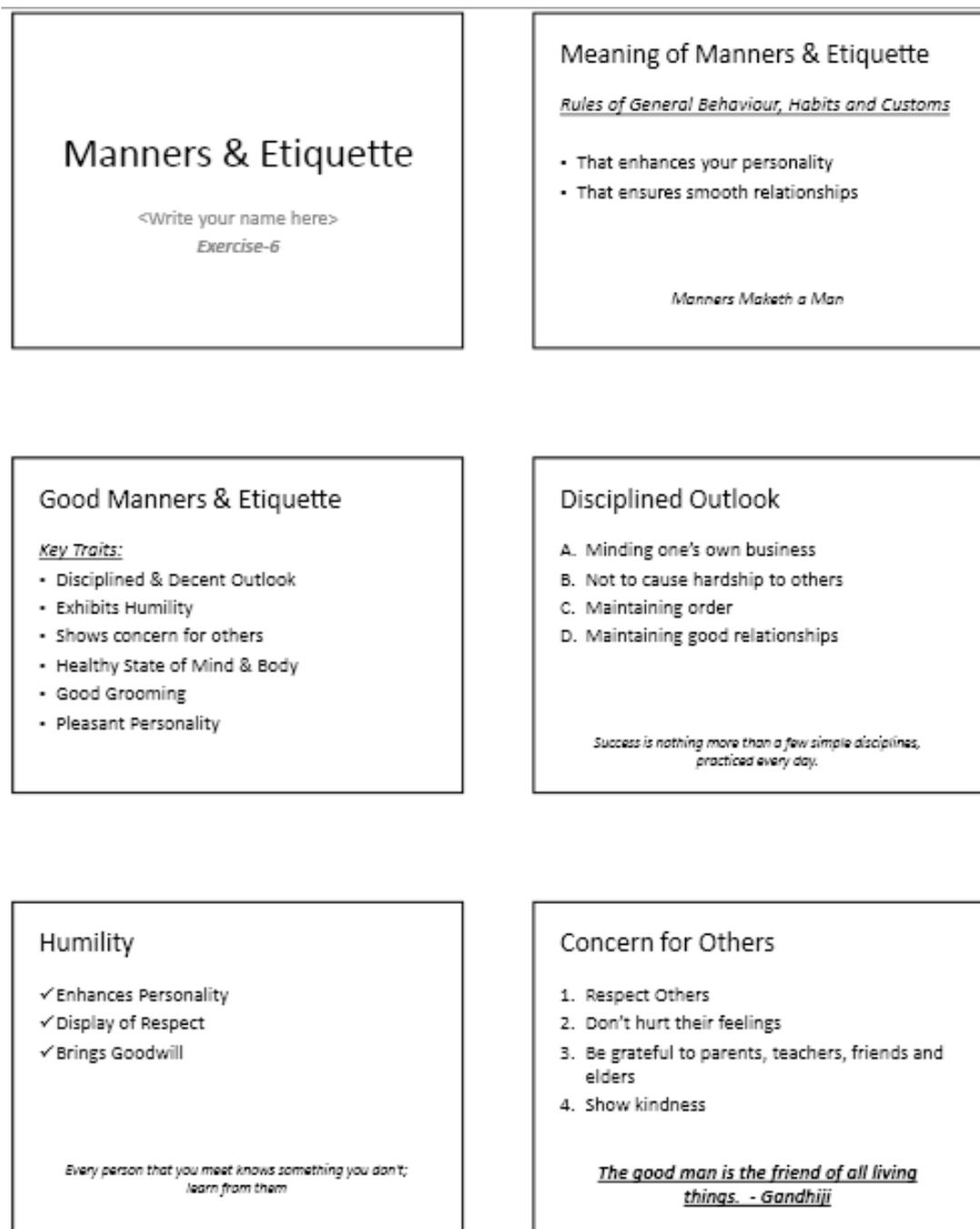


Figure 1

You would have used many options from the *Font* and the *Group* options under the *Home* tab.

Hint: You might have had difficulty adding quotations at the bottom of some of slides in the presentation. You can add a *Text Box* under the *Insert* tab, in the slide. You can then add the quotation in this text box which you have added.



Figure 2: Icon for inserting a Text Box

## EXERCISE

Perform the following activities till you are confident:

S.No.	Activity
1	Add a text box in a presentation
2	Enter text in the text box
3	Edit the text in the presentation
4.	Save and close the presentation

## SESSION 7: INSERT IMAGE IN A PRESENTATION

### RELEVANT KNOWLEDGE

It is said that “*A Picture speaks louder than a thousand words*”. Presentations can be enhanced substantially by adding images and pictures in it. In this exercise you will learn to add a picture in a slide. You will search for the picture from the internet and insert it in a slide.

- Open a new presentation file.
- Create the 2 slides as shown in Figure 11 & 2 and enter the text.
- Open any *Web Browser*. Search for an image of “Stephen Covey”. (*He is the author of the book “Seven habits of highly effective people”*)
- Copy any of the images of Stephen Covey. (Hint: This you can do by right clicking on the image and selecting the option *Copy Image* in the short-cut menu that appears.)
- Go to Slide-2 in the file where you had entered the text.
- In the *Home* tab, under the *Clipboard* group, select the option *Paste*.
- The picture will get pasted on to the slide.
- Re-size the picture. (Hint: Click on the picture. You will see small rectangular boxes on the edges of the picture. Click on any one of these boxes. Cursor shape changes to that of an arrow. Drag that box by left-clicking the mouse and keeping it pressed).
- Re-size and position the picture properly on the slide.

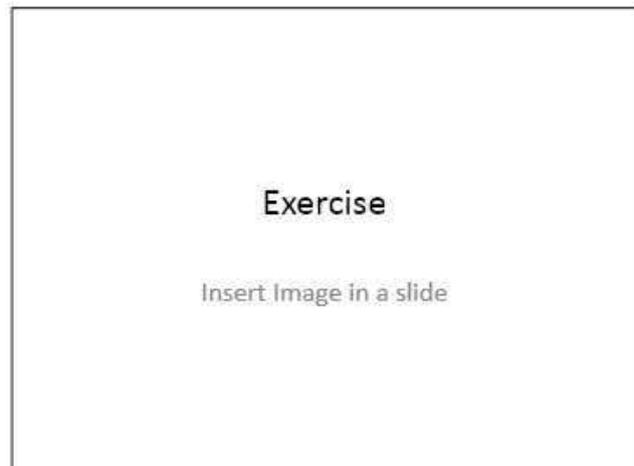


Figure 1

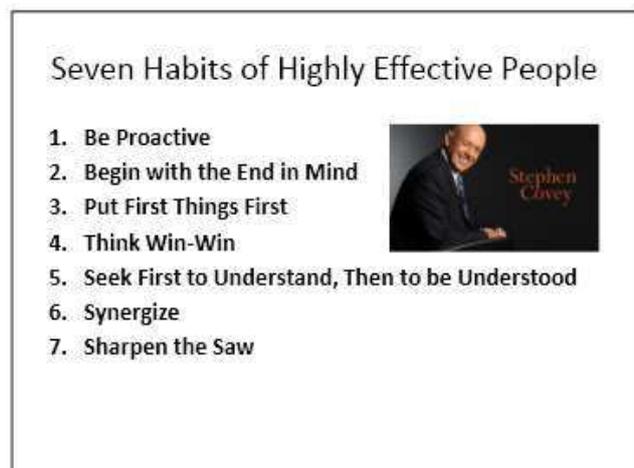
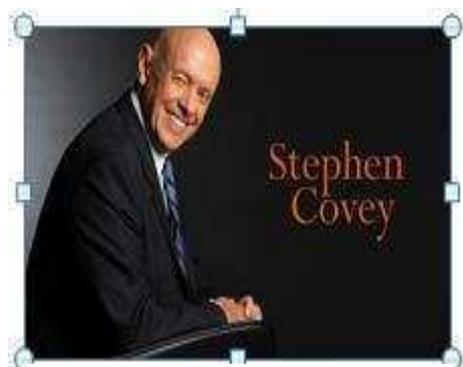


Figure 2



- For moving the image on your slide, keep the cursor in the middle of the image. The cursor shape turns into a plus symbol with four arrow head 
- Drag the image by keeping the left button of the mouse pressed.
- Save the presentation file.

Create the slides shown in Figure 3. Insert at least two relevant pictures in each of the above slides. Re-size and position them appropriately to get the best output.

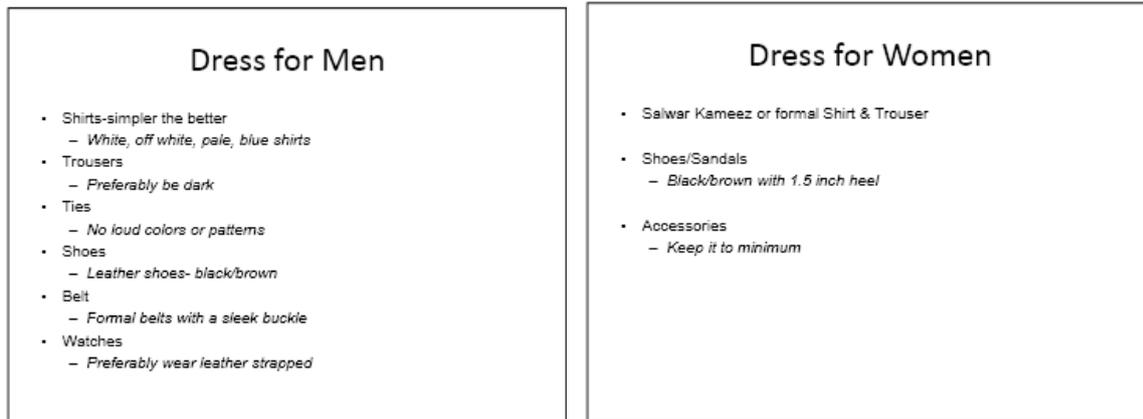


Figure 3

1. You may also like to use your creativity to make the slides look attractive, by changing the *font size*, *font colours*, or any other feature of the presentation software.
2. Save the file.

There is one more way to insert an image into a slide. Using this method you can insert an image or a photo stored in your computer. So go ahead, open a new file, locate some photos stored in your computer and insert it in a slide using the following steps:

- In the *Insert* tab, choose the option *Picture*.
- A dialogue box will appear. Select the folder in which this picture file is stored, select the file and click on it to insert it.
- Now you can re-size and position it appropriately.

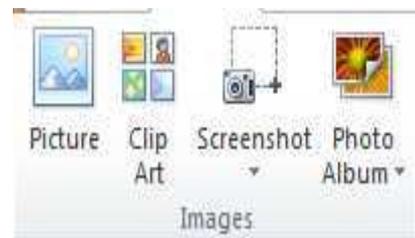


Figure 4

## EXERCISE

Perform the following activities till you are confident:

S.No.	Activity
1	Insert image in a presentation
2	Resize and rotate the image

## SESSION 8: ADD SHAPES IN A PRESENTATION

### RELEVANT KNOWLEDGE

Slides in a presentation can be enhanced by adding *Shapes*. There are many shapes available as a part of the presentation software. In this exercise, you will add a shape as shown in the slide in Figure 1.

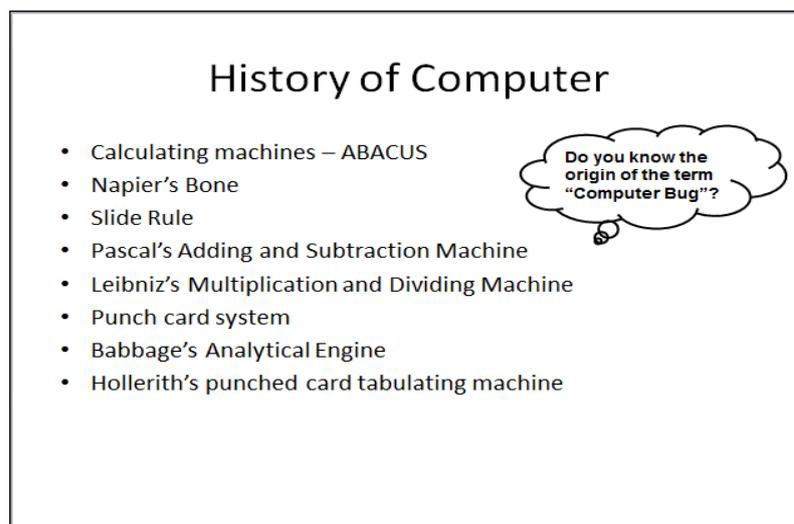
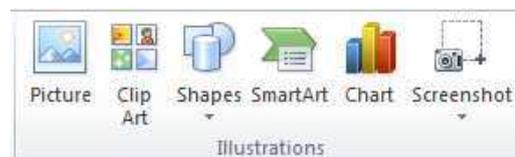
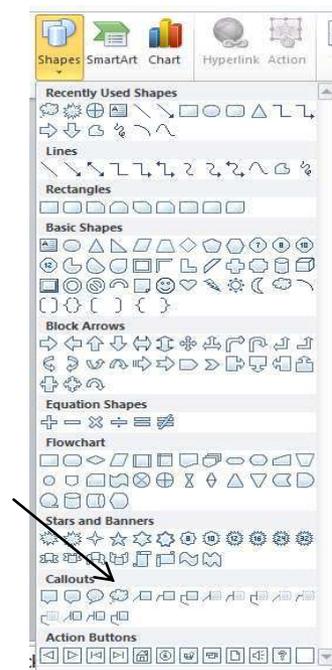


Figure 1

- Open a new presentation file. Add a slide. Enter the text shown in the slide above.
- Under the *Insert* tab, in the *Illustrations* group, select the option for *Shapes*. (Refer Figure 2).



- A drop down list appears, as shown in Figure 3. Choose the appropriate shape (a cloud callout was selected in the figure above). In case the shape shown the slide is not available in the software you are using, select any other similar shape.
- The cursor changes to a + symbol when you move it on the slide. Left-click and drag the cursor and then, when you have the desired size, release the mouse button. The shape selected shape is created.
- Adjust the size of the *shape* added.
- You can enter the text “Do you know the origin



of the term “Computer Bug”?” in this shape. To add the text:

- Keep the cursor on the created shape. The shape of the cursor changes to a four headed arrow.
  - Right-click and choose the option *Edit Text*.
  - You can now write the above text.
- To format this shape, i.e. changing its colour, outlines etc., do the following:
    - Select the shape.
    - A *Format* tab will appear in the Ribbon. Some of the options in the *format* tab are as shown in Figure4. Use these options to change the colour of the shape, its outline etc.
  - Shapes can be used to create diagrams in a presentation. In this exercise



Figure 4: Format Tab options

you will create a simple flow diagram using different kinds of shapes as shown in Figure 5 5.

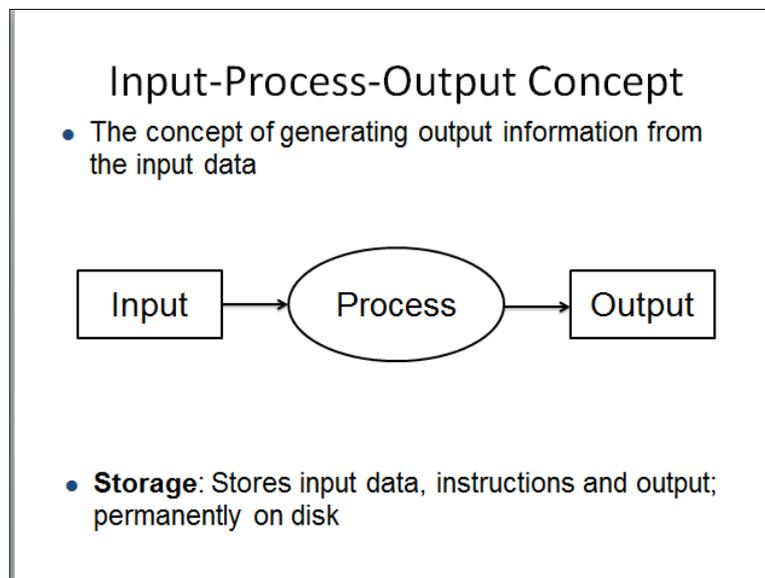


Figure 5 : Input Process Output

## EXERCISE

Perform the following activities till you are confident:

S.No.	Activity
1	<p>Create 6-7 slide presentation in any one of the following areas.</p> <ul style="list-style-type: none"><li>• A tourist place</li><li>• Your family</li><li>• Your favourite teacher</li><li>• Your favourite leader</li><li>• Your favourite actor / actress</li><li>• A country</li></ul> <p>While making this presentation use the following features.</p> <ul style="list-style-type: none"><li>• Text Font, Style (Bold, Italic), Size, Color</li><li>• Alignment of text - left, right, center, justify</li><li>• Bullets, Numbering</li><li>• Background effects - Fill gradient, texture, pattern, picture in the background of the slides, or color of the background</li><li>• Insert a Picture</li></ul>
3.	Create a presentation showing Input-Process-Output concept

## SESSION 9: PRESENTATION THEMES

Presentation software helps in preparing attractive colourful presentations. When you open a new file in presentation software, the *default* design is simple black and white. It is possible to have different designs in a presentation. Most of the presentation software offer, pre-defined designs called *Presentation Themes*. You can use these to enhance presentations. They have different backgrounds, colours, designs and font types. Using a different “theme” can significantly change the way the presentation looks. Some examples of such *Themes* available in presentation software are shown in Figure 1.

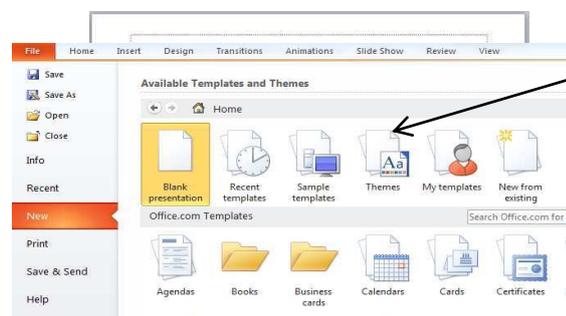
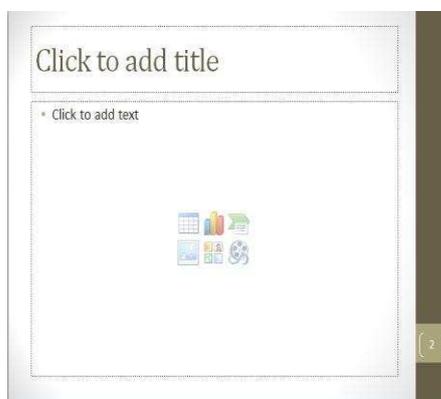


Figure 2



Figure 1: Different Themes

You can select an existing *theme*, by:

- The options: *File*, *New*. A box with various existing designs appears as shown in Figure 2.
- Select the option *Themes*. Another box opens, which has the existing themes. Select one of them.
- The blank file with the selected theme will open.
- You can use this file to create the presentation.

Use this file with the *Theme* selected by you and create a presentation with a title slide and four more slides, using the text given below.

**GREETINGS**

Every interaction starts with some form of greeting. Given below are some statements we generally make whenever we greet someone.

**Greeting a friend:**

- Hi! How are you doing?
- Hey! It has been a long time since we last met!
- Hi! What are you doing now?
- Hey! How's life?

**Greeting an acquaintance:**

- Hello! How are you?
- Hello! How have you been?
- Good morning/afternoon/evening! All's well?

**Greeting a stranger:**

- Hello!

Insert some appropriate pictures and / or shapes in the above presentation.

Open an existing presentation, which you made in one of the earlier exercises. Change the *Theme* of this presentation. You need to select the *Design* tab. You will see different *themes* available, as shown in Figure 3. You can select any one of them. Try applying different themes to the same presentation. Save the presentation.



Figure 3

## EXERCISE

Perform the following activities till you are confident:

S.No.	Activity
1	Select theme and prepare a presentation

## SESSION 10: CHANGE DESIGN OF A PRESENTATION

*Themes* are an inbuilt part of the presentation software. You can also make changes in the design of the presentation by using other features available in the presentation software. In this exercise, you will learn to make basic design and visual changes to the presentation that you made earlier. In fact you can pick up any of the presentations which you have in the earlier exercises for doing this exercise.

### RELEVANT KNOWLEDGE

The options for changing the design of a presentation are available in the *Design* tab. We will use the option *Themes* and *Background* groups.

- Format Background:
  - Select the option *Background Styles*.
  - A dialogue box appears.



Figure 1

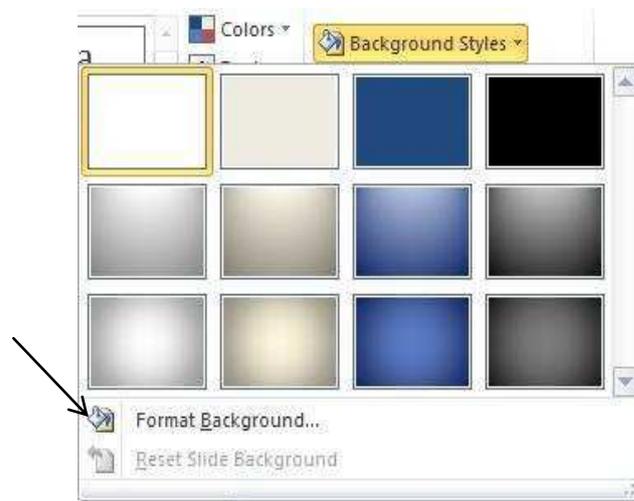


Figure 2: Background Styles

- Click the option *Format Background*. A dialogue box as appears.

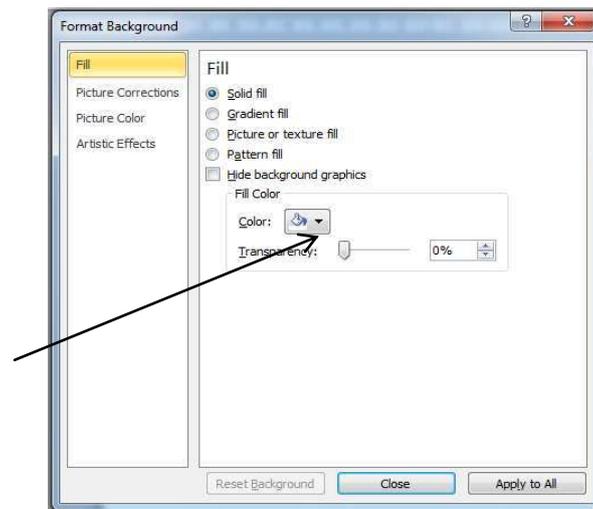


Figure 3: Dialogue Box

- Select the options *Fill* → Solid fill → Colour (Click the down arrow and a color box appears.).
- Select the *desired* colour and select the option *Apply All*.
- All the slides in this presentation will get the selected background colour.
- Try changing the colour of the background to another colour.
- Also try out the option Transparency and observe what happens.
- Now try out the other options of *Solid Fill*, *Gradient Fill*, *Picture Fill*, and *Pattern Fill*. Observe what changes occur in the presentation.
- Click on *Close* to close this dialog box, or click on the “X” symbol.

## EXERCISE

Perform the following activities till you are confident:

S.No.	Activity
1	Open a presentation and change the design of preseantation

## SESSION 11: ARRANGE, DELETE AND ADD SLIDES

### RELEVANT KNOWLEDGE

So far you have learnt to view a presentation using the *Slide Show* view. Another view that is frequently used in presentations is the *Slide Sorter* view. Slide sorter view in MS-PowerPoint or OpenOffice-Impress is a window that displays thumbnail versions (small size) of all your slides, arranged in horizontal rows. This view is helpful when you want to:

- Make global changes to several slides at one time.
- Rearranging or deleting slides.
- Move, copy, or delete a lot of slides

However, there is a limitation that you cannot edit the contents of a slide in this view. To edit the contents of a slide you can use the *Normal* view. In *Slide Sorter* view, a presentation looks like the one in Figure 1.

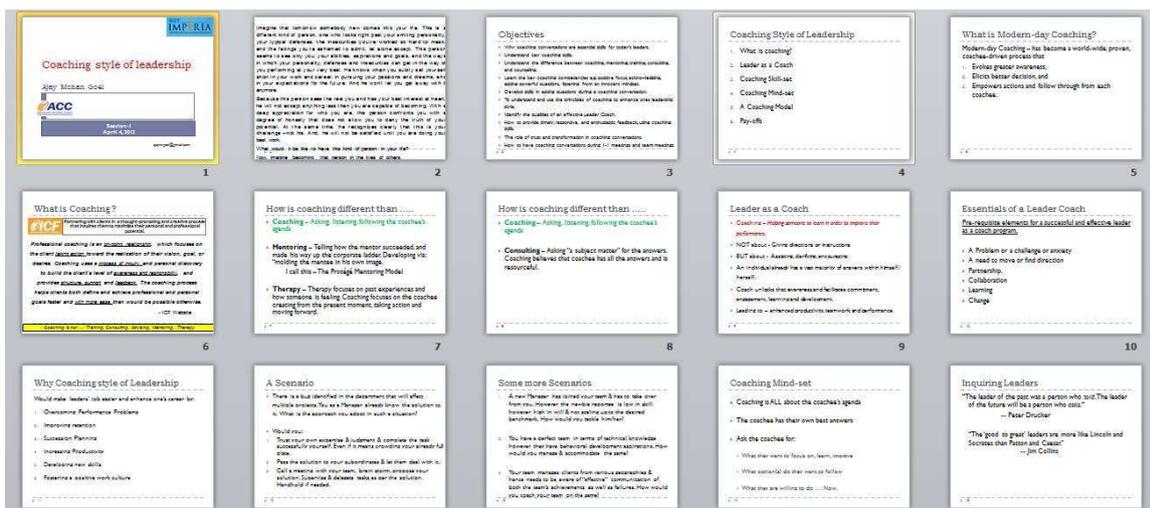


Figure 1: Slide Sorter View

- To see the slides in a Slide sorter view, under the *View* tab in the ribbon, select the option *Slide Sorter*.

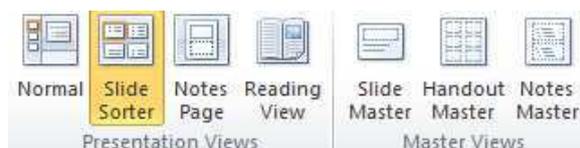


Figure 2: Slide Sorter Icon

- To add a slide in *Slide Sorter* view:
  - Position the cursor between the two slides, where you want to add the blank slide
  - Under *Home* tab, in the Slides group, select the *New Slide* option.  
Note: If you position the cursor between slide 3 and 4 in the above presentation, a blank slide will be inserted after slide 3.
- To delete a slide in *Slide Sorter* view:
  - Select the slide to be deleted.
  - Press the *Delete* key on your keyboard or select the  *Cut* option under the *Home* tab, *Clipboard* group.
  - The selected slide will be deleted.
- To move a slide in this view:
  - Select the slide to be moved, and drag it with the left button of the mouse pressed, to the place, where you want to move the slide.
- You can also select multiple slides by using the combination of *Shift* key (for slides adjacent to one another) or *Ctrl* key (for slides at different positions in the presentations) and the left button of mouse.
  - Try selecting multiple slides and deleting them together.
  - Try selecting three slides and then moving them together into another place.

## EXERCISE

Perform the following activities till you are confident:

S.No.	Activity
1	Rearrange the slides using slide sorter
2	Add slides in between the slides
3	Delete the unwanted slides
4.	Move a slide

## SESSION 12: PRINT A PRESENTATION

### RELEVANT KNOWLEDGE

Normally a presentation is made for showing it on a computer or data projector to a big audience. Many presenters also provide a print copy of the presentation. In this exercise you will learn to print a presentation. The basic steps to print a presentation are quite similar to what you followed for printing text documents and Spreadsheets. These are:

- Click [1] *File* → [2] *Print*. A *Print* dialog box appears as shown in Figure 1.
- In the *Copies* box, enter the number of copies you want to print.
- In the *Name* box, select the printer that you want to use.
- To print all slides, select *All* in the *Print Range*.
- To print one or more slides that you selected, select *Selection*
- To print only the slide that is currently displayed, select *Current Slide*.
- To print specific slides by number, click *Slides*, and then enter a list of individual slides, a range, or both. Use commas to separate the numbers and no spaces, for example, 1,3,5-12.
- If you select *Handouts* in the *Print what* box, you can choose, how many slides you want to print on a page and click *OK*.

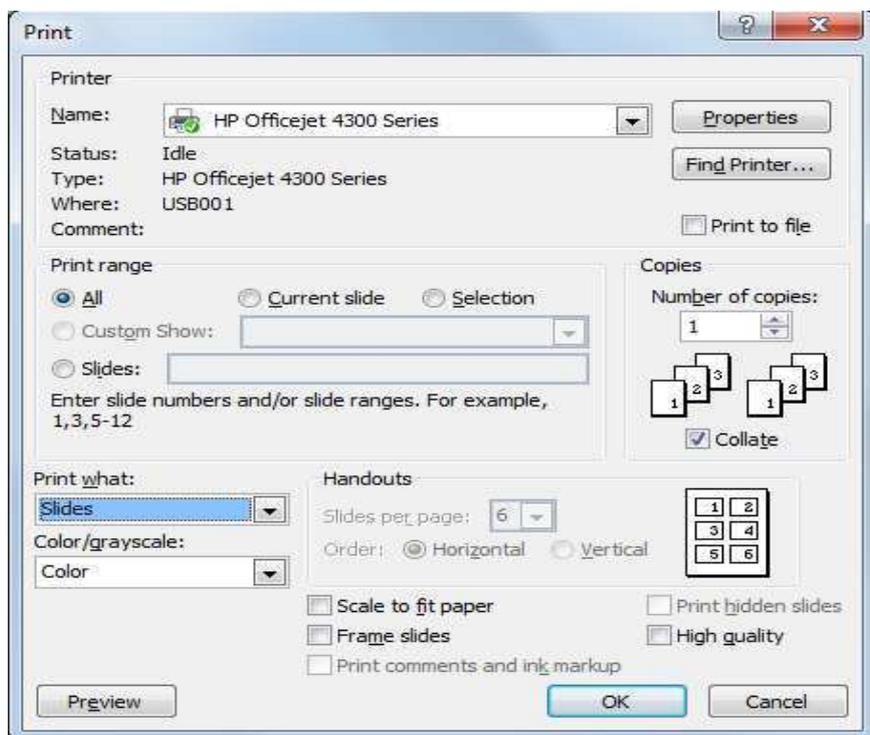


Figure 1: Print dialogue box

## EXERCISE

Perform the following activities till you are confident:

S.No.	Activity
1.	Create a “Birthday” card for your friend or brother or sister or teacher
2.	Design a poster on any one of the following topics: <ul style="list-style-type: none"><li>• Invite all students of your school to the Computer Festival.</li><li>• Invite all students of class 11-12 for a blood donation camp.</li><li>• Inviting all students of your class to a picnic.</li><li>• Inviting all students for the Annual Sports day of your school.</li></ul>
4.	Print a handout of the presentation with 2, 4, 6 slides on a page

