Activities/ Resources for Outcome #10
How to run a presentation

<table>
<thead>
<tr>
<th>Method</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Beginning button</td>
<td>Plays the slide show starting with the first slide, no matter what slide is selected.</td>
</tr>
<tr>
<td>From Current Slide button</td>
<td>Plays the slide show starting with the selected slide, not from the first slide.</td>
</tr>
<tr>
<td>Slide Show button (status bar)</td>
<td>Plays the slide show starting with the selected slide, not from the first slide.</td>
</tr>
<tr>
<td>Slide Show button (View tab)</td>
<td>Plays the slide show starting with the first slide, no matter what slide is selected.</td>
</tr>
<tr>
<td>Press F5</td>
<td>Plays the slide show starting with the first slide, no matter what slide is selected.</td>
</tr>
</tbody>
</table>
Objectives

- Start PowerPoint and open presentations
- Explore toolbars and menus
- Use the Office Assistant
- Work with slides in different views
- Manually run slide shows
- Close presentations and exit PowerPoint

Starting PowerPoint and Opening Presentations

- Presentation – a group of slides, usually related by a theme, that contain text, charts, drawings or graphic images
- Slide – an individual screen in a presentation or slide show
- Slide show – a full-screen version of a presentation

Starting PowerPoint and Opening Presentations (cont’d)

- When you first start PowerPoint, you are prompted to create a new presentation or open an existing presentation.
- The default presentation view is Normal view, which combines three of PowerPoint’s views in separate panes:
  - Slide view
  - Outline view
  - Notes view

Exploring Toolbars and Menus

- Toolbars
  - Contain buttons that represent shortcuts for commonly used features
  - By default, the Standard and Formatting toolbars appear on the same row
  - A floating toolbar is a toolbar that is not docked to an edge of the application window
Manually Running a Slide Show

<table>
<thead>
<tr>
<th>Action</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Press RIGHT, DOWN or ENTER, or click the left mouse button</td>
<td>Displays the next slide</td>
</tr>
<tr>
<td>Click the right mouse button</td>
<td>Displays the shortcut menu, which you can use to advance to the next slide or return to the previous slide</td>
</tr>
<tr>
<td>Press HOME</td>
<td>Displays the first slide in the presentation</td>
</tr>
<tr>
<td>Press END</td>
<td>Displays the last slide in the presentation</td>
</tr>
<tr>
<td>Press RIGHT or DOWN, or click the left mouse button while displaying the last slide in the presentation</td>
<td>Stops the slide show and displays the first slide in the PowerPoint window</td>
</tr>
<tr>
<td>Press ESC</td>
<td>Stops the slide show and returns to the PowerPoint window</td>
</tr>
</tbody>
</table>

Working with Slides in Different Views

- The available views are:
  - Normal view – displays a slide pane, outline pane and notes pane
  - Outline view – displays the presentation titles and text in an outline format
  - Slide view – displays a slide pane and an outline pane
  - Slide Sorter view – displays all slides in miniature form in one window
  - Slide Show – displays the current presentation as a slide show

Exploring Toolbars and Menus (cont’d)

- Menus
  - Contain commands you execute to perform tasks
  - When you first display a menu, the default commands display
  - You can expand the menu to display additional commands

Closing Presentations and Exiting PowerPoint

- To close a presentation, click on the close button in the menu bar
- To exit PowerPoint, click on the close button in the application title bar

Objectives

- Create new presentations
- Add text to slides
- Add new slides and change slide layouts
- Select text
- Insert text boxes
- Save presentations

Creating Presentations
Adding New Slides and Changing Slide Layouts

- Slides you add will follow the currently selected slide
- To add new slides to a presentation:
  - Click on the New Slide button in the Standard toolbar
  - Select a slide layout
  - Click on the OK button

Adding New Slides and Changing Slide Layouts (cont'd)

- To change the layout of a slide:
  - Click on the Slide Layout button in the Standard toolbar (or click on Format, Slide Layout)
  - Select a slide layout
  - Click on the OK button

Creating New Presentations

- You can use the New Slide dialog box to select an AutoLayout or select a blank layout and create your own design
- AutoLayout – a pre-designed slide layout that can contain placeholders for text, charts, bullets and graphics
- Placeholders – dotted outlines on a new slide that reserve space for objects that can be placed on the slide

Adding Text to Slides

- Most AutoLayouts contain placeholders for entering text, such as:
  - Titles
  - Subtitles
  - Other objects
- You can:
  - Click in a placeholder to add text (or simply begin typing if it is the first placeholder on the slide)
  - Double-click in a placeholder to add an object

Selecting Text

- You must select text before you can modify it
- To select text, you can:
  - Click and drag over text to select it
  - Select a word by double-clicking on it
  - Select an entire paragraph by triple-clicking anywhere in the paragraph
  - Click on the slide icon in the Outline pane to select the entire slide

Inserting Text Boxes

- You can insert a text box to add text outside of an AutoLayout placeholder
- To insert a text box:
  - Click on the Text Box tool in the Drawing toolbar
  - In the Slide pane, click on the slide and start typing
  - Click and drag to draw the dimensions of the text box, then start typing
**Inserting Text Boxes (cont'd)**
- When you select a text box, sizing handles display around its border
  - Sizing handles – small squares that appear at the corners and along the sides of a selected object
- You can resize a text box by dragging one of its sizing handles
- You can move a text box by dragging its border to a new position on the slide

**Saving Presentations**
- Use the Save As dialog box to:
  - Specify where the presentation file will be saved
  - Give the presentation a name
  - Change the name of an existing presentation
- Use the Save button in the Standard toolbar to save an existing presentation

**Editing Presentations**

**Objectives**
- Modify slides
- Move and copy text
- Delete text
- Find and replace text
- Modify bullets
- Use numbering in slides

**Modifying Slides**
- You can modify existing presentations by:
  - Adding new slides
  - Insert a new slide in the desired location
  - PowerPoint will automatically renumber all the slides following the new slide
  - Rearranging slides
  - Click and drag a slide (in Normal and Slide Sorter views) to move it to another location
  - Click and drag slide text (in Outline view) to move it to another location

**Modifying Slides (cont’d)**
- Copying slides
  - Press and hold CTRL
  - Click and drag a slide to create a copy in another location
  - Release CTRL
- Deleting slides
  - Select a slide
  - Press DEL
Moving and Copying Text

- To copy text:
  - Use the Clipboard – copy text to the Clipboard, then paste the text from the Clipboard at the location of the insertion point
  - The Clipboard can store a maximum of 12 items at one time
  - The Clipboard toolbar displays if two or more items reside in the Clipboard
  - If the Clipboard toolbar is full and you copy another item to it, the first text item you copied will be removed

Moving and Copying Text (cont'd)

- To copy text (cont'd):
  - Use drag and drop – press and hold CTRL, drag the selected text from one location and drop it into another

Deleting Text

- Deleted text is not stored in the Clipboard; it is removed permanently
- To delete text:
  - Select the text you want to delete
  - Press DEL

Finding and Replacing Text

- To find and replace text:
  - Display the Replace dialog box
  - Specify the text you want to replace
  - Specify the replacement text
  - Specify whether to match case and/or to replace whole words only (both are optional)
  - Click on the Find Next button to proceed to the next occurrence of the search text
  - Click on the Replace button to replace the current occurrence of the search text
  - Click on the Replace All button to replace all occurrences of the search text

Modifying Bullets

- To change bullet characters:
  - Display the Bulleted card of the Bullets and Numbering dialog box
  - Select the desired default bullet style, or
  - Display the Bullet dialog box and assign a character as a bullet style
- To use graphic bullets:
  - Display the Picture Bullet dialog box
  - Select the desired graphic bullet

Using Numbers in Slides

- You can automatically number items on slides:
  - Arabic numerals
  - Roman numerals
  - Uppercase letters
  - Lowercase letters
- To apply numbers to slide text:
  - Display the Numbered card of the Bullets and Numbering dialog box
  - Select a built-in number style
  - When you copy, move or delete numbered items, the numbers automatically recalculate
Objectives

- Change text attributes
- Set indents and tabs
- Change text alignment

Changing Text Attributes

- Attributes – features of text that you can modify, such as font, font size, font style and color
  - Font – a family of characters with a distinctive and consistent design that gives the text in a presentation a unique look
  - Font Style – characteristic such as bold, italic and underline that can be applied to text
  - Font Size – the height of a character in a specific font, measured in points (an inch contains 72 points)

Changing Text Attributes (cont’d)

- To change attributes:
  - Display the Font dialog box and specify the desired attributes for the selected text
  - Use buttons in the Formatting and Drawing toolbars to apply the desired attributes to selected text

Changing Text Attributes (cont’d)

- To replace fonts throughout a presentation:
  - Display the Replace Font dialog box
  - Specify the name of the font you want to replace
  - Specify the name of the replacement font
  - Click on the Replace button
  - Any other text attributes previously applied to text will not be affected

Setting Indents and Tabs

- Indents determine where paragraphs or bulleted lists begin in relation to the left border of a text box
- Setting Indents
  - First line indent marker marks the position at which the first line of text will begin or the first bullet will appear
  - Left indent marker marks the position at which text following a bullet will appear or where text will wrap
Setting Indents and Tabs (cont’d)
- Tabs determine where the insertion point moves when you press TAB
- Setting tabs
  - Determines how far to the right text will move
  - Default tabs are set every inch
  - When a new tab is set, all default tabs to the left are cancelled
- Four tab types: left, right, center and decimal

Changing Text Alignment
- To change text alignment:
  - Click anywhere within a text box
  - Click on the Align Left button to align the text to the left
  - Click on the Align Right button to align the text to the right
  - Click on the Center button to center the text
  - Click on Format, Alignment, Justify to justify the text

Printing Presentations

Objectives
- Preview slides
- Print slides and change slide orientation
- Print handouts

Previewing Slides
- You can preview slides to see how they look before you print:
  - Grayscale
  - Black and White
- Black and White view – shows what a color slide looks like when printed on a non-color printer

Printing Slides and Changing Slide Orientation
- You can print:
  - All slides in a presentation
  - Selected slides
  - A range of slides
  - The current slide
- You can specify:
  - Landscape orientation – the slide is wider than it is tall
  - Portrait orientation – the slide is taller than it is wide
Printing Handouts

- You can print handouts as sheets containing 2, 3, 4, 6 or 9 slides per page
- To print handouts:
  - Display the Print dialog box
  - Display the Print what drop-down list, then click Handouts
  - Specify the number of slides per page and a horizontal or vertical order
  - Click the OK button
Activities/Resources for Outcome #14
Computer Lab – Virtual Machine Shop: Measurement

- Click on ‘Click here for a library of topics’ at the top of the webpage
- Under the Measurement heading, click on ‘Measurement Fundamentals’
- Use the information in this tutorial to answer the following questions

Measurement Fundamentals – 1: What is Measurement?

1. What is the most common type of measurement?
______________________________________________________________

2. What is stock?
______________________________________________________________

3. What is a route sheet?
______________________________________________________________

4. Is a blueprint always blue?
______________________________________________________________

Measurement Fundamentals – 2: Systems of Measurement

5. What two systems of measurement are used in machine shops today?
______________________________________________________________

6. What is the advantage of using the Metric system over the Inch system?
______________________________________________________________

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Computer-Aided Manufacturing (CAM)

Revo 540b Milling System – wax models for casting
Computer-Aided Design (CAD)
Activities/Resources for Outcome #15
Accessibility Options

Click on Start Button
Click on Control Panel
Click on Ease of Access Center

Ease of Access Center
- Let Windows suggest settings
- Optimize visual display
- Replace sounds with visual cues
- Change how your mouse works
- Change how your keyboard works

Speech Recognition
- Start speech recognition
- Set up a microphone