



MS PowerPoint

Module 7

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Module Seven: Student Presentations

During this class meeting you will demonstrate the skills you have learned in the previous modules by presenting your completed PowerPoint presentation to the class. This format will give us the chance to learn from each of the presentations. Delivering your presentation to the class will help you understand how PowerPoint can be used to convey information to an audience.

Topics

- Viewing a PowerPoint presentation
- Review of course objectives
- End of course evaluation

Exercises

Exercise 7A – The Presentation

1. Each student will have the chance to present their PowerPoint presentation to the class.
2. If you desire, the class and instructors will provide feedback on their observations.

Objectives

At the end of this module participants will be able to:

1. Present a completed PowerPoint presentation
2. Use PowerPoint to convey information to an audience

Viewing the Presentation

Now that the presentation has been created it is ready for viewing. There are many ways to watch the presentation:

- Select **From Beginning** on the **Start Slide Show** group of the **Slide Show tab** to start from the first slide.
- Select **From Current Slide** on the **Start Slide Show** group of the **Slide Show tab** to start the slide show from the slide currently being displayed.

- Select **Broadcast Slide Show** which allows remote users to view the presentation from a web browser.
- Select **Custom Slide Show** which allows you to display only the slides you choose.



Figure 7.1 Viewing the Presentation

Once the show begins, the Enter Key, space key, or clicks of the left mouse button can be used to advance through the presentation. You can also use keyboard arrow keys (Right and Down = advance, Left and Up = go Backward) to move through the presentation

A right mouse click during the slide show brings up the menu show on the slide below.

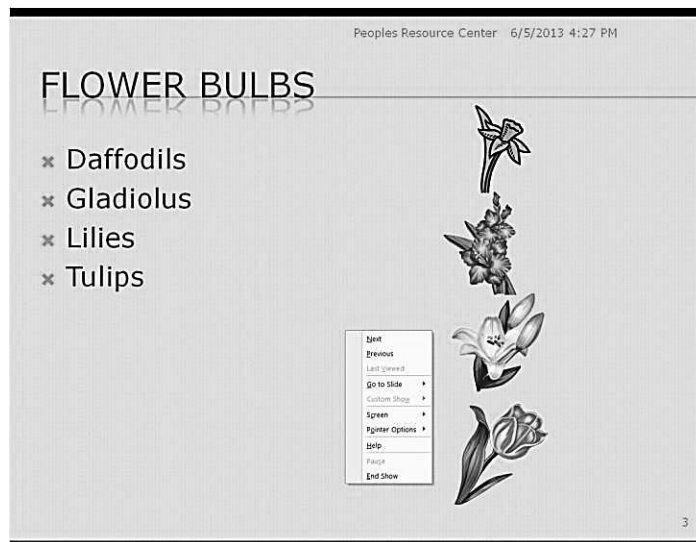


Figure 7.2 Right Click Options

The most common use of these menu options is to:

- Advance to the next slide
- Back up to the previous slide (Note: the Backspace key can also be used)
- Go to a particular slide
- Cause the screen to go to black or white
- Change pointer options
- End the show (Note: the Esc key can also be used)

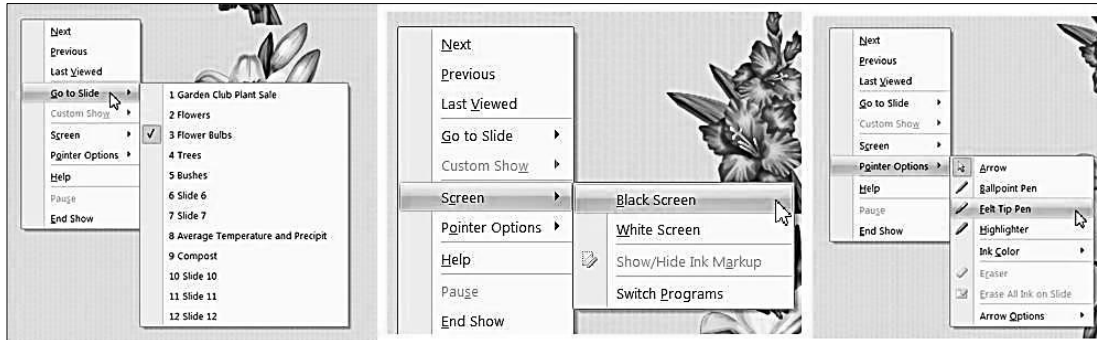


Figure 7.3 Right Click Options - Expanded

Course Objectives

Listed below are the objectives for this course.

At the end of this course participants will be able to:

1. Understand the value of PowerPoint as a presentation tool.
2. Identify the items on the PowerPoint Window.
3. Describe the function of the items on the tabs of the PowerPoint Ribbon.
4. Create a complete PowerPoint presentation which includes elements such as text, graphics, charts, tables and animation.
5. Use PowerPoint to convey information to an audience.
6. Deliver a PowerPoint slide show presentation to an audience.

End of Course Evaluation

Your evaluation of the course is very important to People's Resource Center and your instructors. Please follow the instructor's directions to access the evaluation tool.