



# Training Presentation on Oral Presentation Skills

You have been asked to teach your coworkers how to give an oral presentation. To help emphasize the points you make, you plan to accompany your lecture with an on-screen presentation that you create in PowerPoint. To complete the training presentation, you need to **Create the Presentation Outline**, **Customize a Theme**, **Modify Individual Slides**, and **Edit and Show the Presentation**.

## Activity:

### Create the Presentation Outline

You need to enter the information you plan to display on the slides in the Oral Presentation Skills presentation.

#### Steps:

1. Start PowerPoint, click the **Outline** tab, then click to the right of the **slide icon** on the Outline tab
2. Type **Oral Presentation Skills**, then press [Enter]
3. Press [Tab] to indicate you want to type subtext on Slide 1, type your name, then save the presentation as **Oral Presentation Skills** in the location where you store your Data Files  
*Slide 1 of the presentation appears as shown in Figure H-1. Notice how the text appears in the Outline tab and in the Slide pane.*
4. Press [Enter], press [Shift][Tab] to start a new slide, type **Overview**, press [Enter], press [Tab], then type **Choose Topic**  
*The text you just typed appears as the first bulleted item on the slide titled "Overview."*
5. Press [Enter], type **Create Outline**, press [Enter], type **Prepare Slides**, press [Enter], type **Deliver Presentation**, then press [Enter]  
*A bullet appears each time you press [Enter].*
6. Press [Shift][Tab] to create a new slide, type **Step 1: Choose Topic**, press [Enter], press [Tab], type **Persuade your audience to take a specific action or approve a specific request**, press [Enter], type **Sample Topics**, then press [Enter]
7. Press [Tab], enter the three items under Sample Topics as shown in Figure H-2, press [Enter], then press [Shift][Tab] to return to the left margin
8. Enter the information for Slides 4 through 7 as shown in Figure H-2  
*Remember to press [Tab] to move the insertion point to the right and [Shift][Tab] to move the insertion point to the left. You can also click the Increase Indent button or the Decrease Indent button to change the outline level for the selected line.*
9. Click the **Review** tab, click the **Spelling** button in the Proofing group, make any corrections required, press [Ctrl][Home] to move to the title slide, then save the presentation

#### Hint



You can modify the width of the Outline pane by using the pointer to drag the splitter bar to the left or right.

FIGURE H-1: Title slide

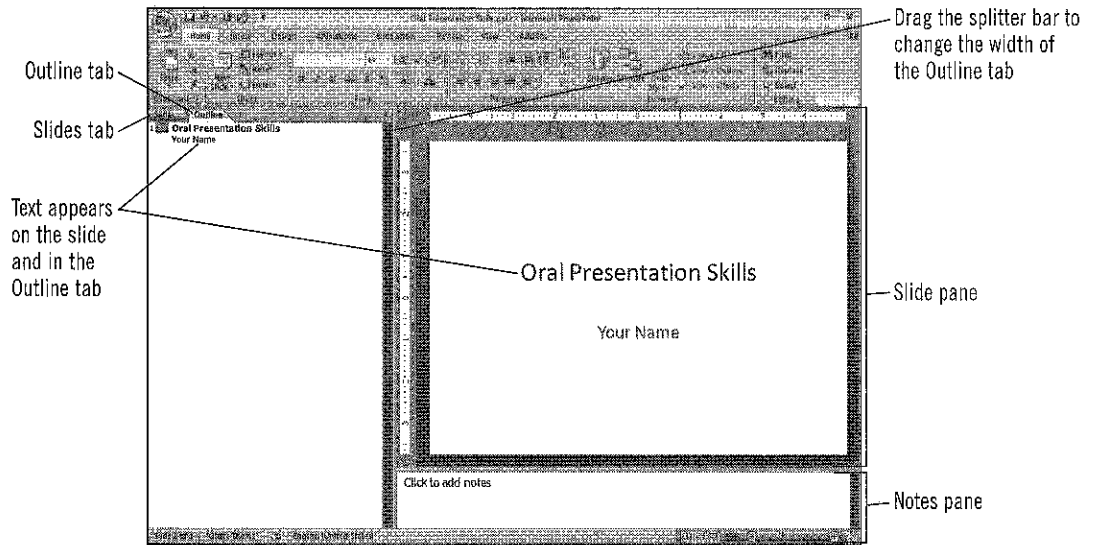
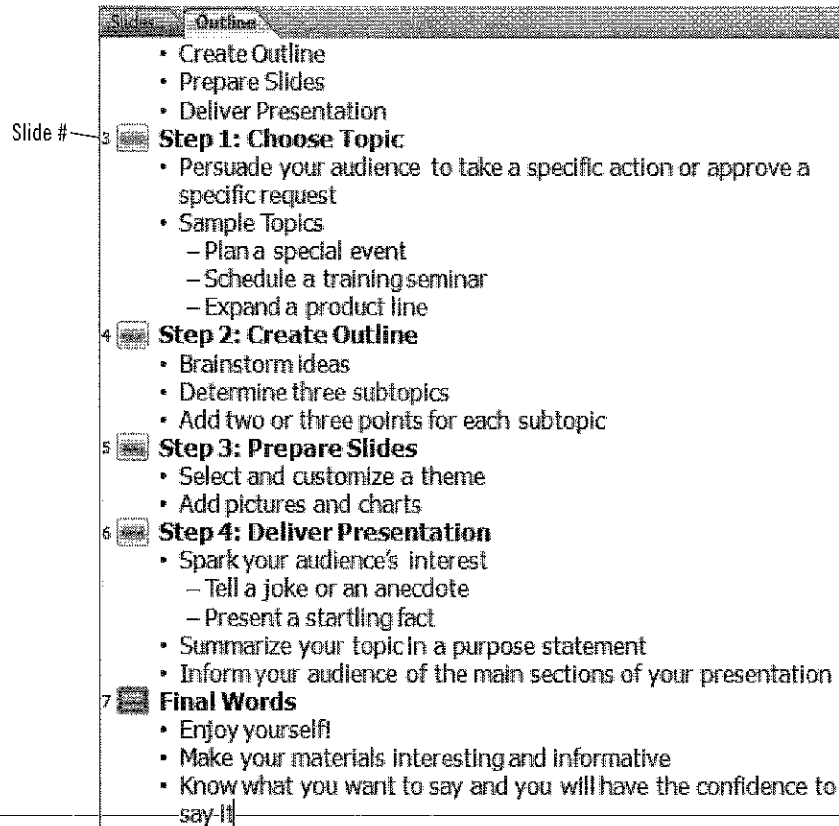


FIGURE H-2: Outline for Oral Presentation Skills




Activity:

## Customize a Theme

PowerPoint includes 20 built-in themes that you can use to format a presentation. You can give your presentation a unique look by changing the color and font schemes, applying a new background style, and then working in the slide master to apply new formats to specific parts of each slide. You apply the Urban theme to the presentation and then customize it.

Steps:

1. Click the **Slides** tab, click the **Design** tab, click the **More** button  in the Themes group to show the full selection of themes, move your mouse over each theme to see the live preview, then select the **Urban** theme as shown in Figure H-3
2. Click the **Colors** button in the Themes group, click the **Apex** color scheme, click the **Fonts** button in the Themes group, then click the **Module** font scheme
3. Click the **Background Styles** button in the Background group, click **Format Background**, then click the **Picture or texture fill** option button
4. Click the **Texture** button, select the **Canvas** texture as shown in Figure H-4, click **Apply to All**, then click **Close**

*You can create hundreds of interesting presentation designs just by mixing and matching the various themes with new color schemes, font schemes, and background effects. You can also work in the slide master to make changes to specific portions of the presentation design.*


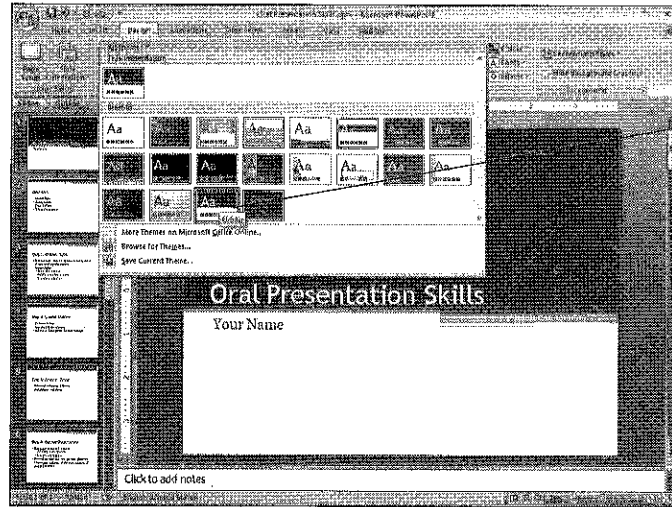
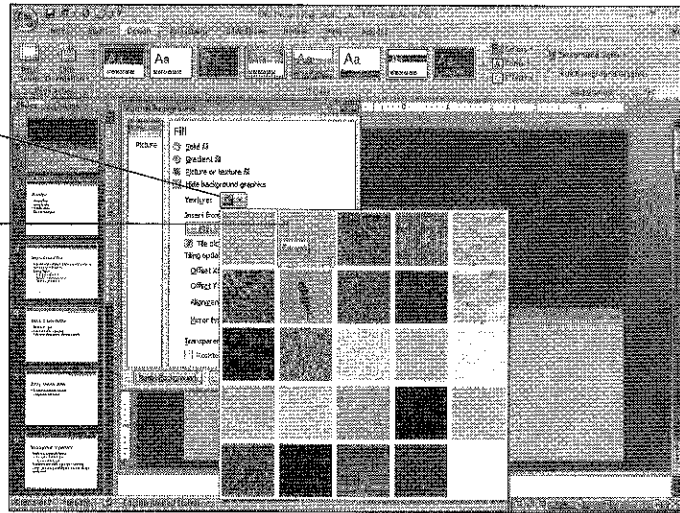
5. Click the **View** tab, click the **Slide Master** button in the Presentation Views group, click the top slide in the Slides pane, then click **Second level** on the slide master (very light green text)
6. Click the **Home** tab, click the **Font Color** list arrow  in the Font group, then click **Aqua, Accent 3, Darker 50%**  
*The text of all second level text is changed for the entire presentation.*
7. Click the **dark grey rectangle** at the top of the slide master, click the **Shape Fill** button in the Drawing group, then click **Aqua, Accent 3, Darker 50%** as shown in Figure H-5
8. Click the **Title Slide Layout** (second slide in the task pane), click the **dark grey rectangle**, then fill it with **Aqua, Accent 3, Darker 50%**
9. Click below the rectangle, click the **View** tab, click the **Normal** button in the Presentation Views group, then save the presentation

FIGURE H-3: Selecting the Urban theme



Urban theme selected

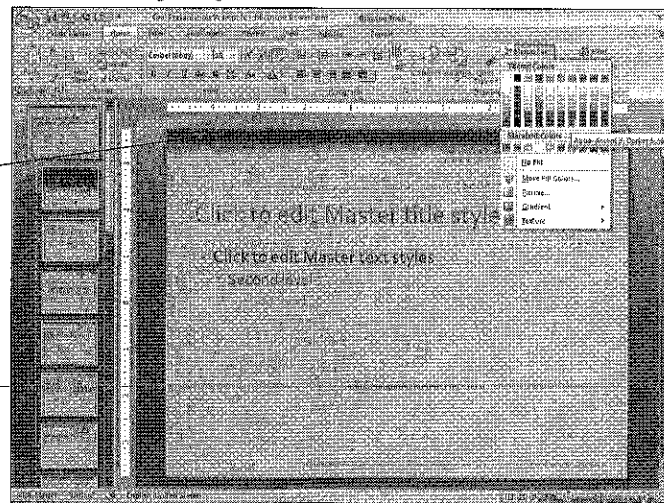
FIGURE H-4: Selecting the Canvas texture



Texture button

Canvas texture selected

FIGURE H-5: Filling an object on the slide master



Rectangle object selected and filled with a new color



Activity:

## Modify Individual Slides

You need to add a clip-art picture on Slide 2, and then insert a new slide and create a SmartArt graphic on it.





### Trouble

You need to be connected to the Internet to find the clip art of the checkmark. Also verify that All Collections is selected in the Clip Art task pane. If it is not, click the Search in list arrow and select the Everywhere check box.

### Trouble

Use [↓] to move to each level; if you press [Enter] and insert a new circle, click the Undo button.

Steps:

1. Click the **Next Slide** button  on the vertical scroll bar to display Slide 2, click the **Insert** tab, click the **Clip Art** button in the Illustrations group, select the contents of the **Search** for text box, type **checkmarks**, click **Go**, click the picture of the **check box** (see Figure H-6), then close the Clip Art task pane
2. Use the mouse to drag the corner handles to resize the clip-art picture, then position it as shown in Figure H-6
3. Click the **Next Slide** button  until Slide 6 appears (containing “Step 4: Deliver Presentation”), click the **Home** tab, click the **New Slide** button in the Slides group, click in the title placeholder, then type **Four-Step Process**
4. Click the **Insert SmartArt Graphic** button  in the body placeholder, click **Cycle**, select the **Basic Radial** diagram type (third row, second from left), then click **OK**
5. If necessary, click the **Text Pane** button in the Create Graphic group to show the text pane, type **Great Presenting**, press the [↓], type **Topic**, then enter the labels for the remaining three circles as shown in Figure H-7
6. Click the **More** button in the SmartArt Styles group, then select the **Polished design** (the upper-left design) in the 3-D section
7. Click the **Change Colors** button in the SmartArt Styles group, then click **Colorful – Accent Colors** (the far-left choice in the Colorful group)
8. Click the **border** surrounding the SmartArt graphic, click the **Home** tab, click the **Font Color** list arrow  in the Font group, then click a **Black** box
9. Click the **circle** containing the Great Presenting text, press and hold [Shift], drag the **upper-right** sizing handle up and to the right to increase the size of the circle as shown in Figure H-8, then save the presentation

*The completed SmartArt graphic appears as shown in Figure H-8.*

FIGURE H-6: Clip-art picture

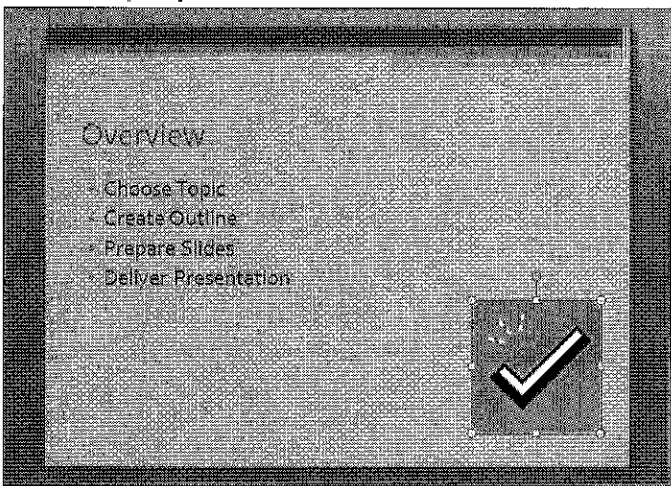


FIGURE H-7: Text for the SmartArt graphic

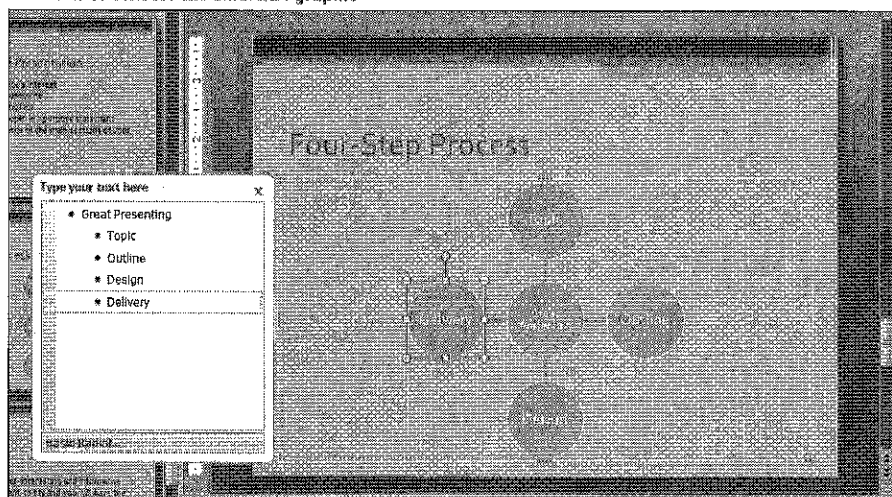
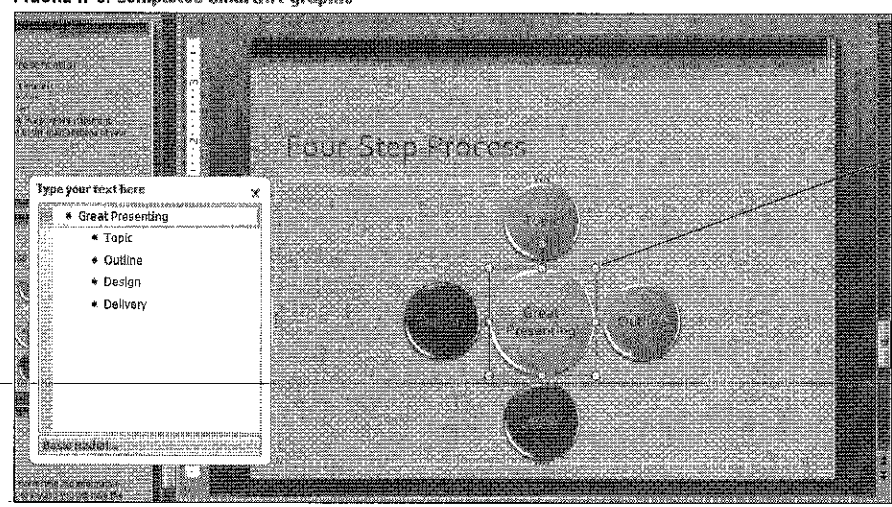


FIGURE H-8: Completed SmartArt graphic



Circle resized





## Activity:

## Edit and Show the Presentation

You need to select an animation scheme in Slide Sorter view, and then apply a custom animation scheme to the SmartArt graphic. Finally, you run the presentation in Slide Show view, and then print a copy of the presentation as a sheet of handouts with all nine slides on one page.

## Steps:

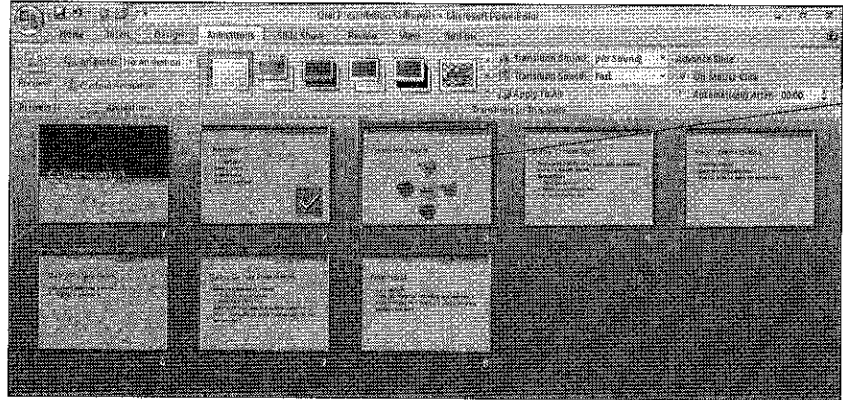
1. Click the **View** tab, click the **Slide Sorter** button in the Presentation Views group, verify that **Slide 7** is selected, then drag Slide 7 to the left of Slide 3 as shown in Figure H-9
2. Click the **Animations** tab, click the **More** button in the Transition to This Slide group, then select the **Shape Diamond Wipe** as shown in Figure H-10  
*A preview of the animation effect is shown on the selected slide.*
3. Click the **Apply to All** button in the Transition to This Slide group
4. Verify that **Slide 3** is still selected (it contains the SmartArt graphic), then click the **Normal** button  on the status bar at the bottom of the screen
5. Click the **SmartArt** graphic to select it (be careful not to select any one circle), click the **Custom Animation** button in the Animations group, click **Add Effect** in the Custom Animation task pane, point to **Entrance**, click **More Effects**, then click **Diamond** in the list of Basic effects in the Add Entrance Effect dialog box
6. Click **OK**, click the list arrow next to Content Placeholder in the Custom Animation task pane, click **Effect Options**, click the **SmartArt Animation** tab, click the **Group** graphic list arrow, click **One by one**, then click **OK**  
*A preview of the custom animation effect is shown on the slide. As you can see, each circle appears in turn, starting from the Great Presenting circle.*
7. Close the Custom Animation task pane, press **[Ctrl][Home]**, click the **View** tab, click the **Slide Show** button in the Presentation Views group, then press **[Spacebar]** or click the left mouse button to move through the presentation  
*The animation scheme works nicely, and the custom animation effect on the SmartArt graphic adds interest.*
8. Click the **Office Button** , click **Print**, click the **Print what** list arrow, click **Handouts**, click the **Slides per page** list arrow, click **9** as shown in Figure H-11, click **OK**, then save and close the presentation  
*Your presentation is printed on one page.*


**Additional Practice**

For additional practice with the skills presented in this project, complete Independent Challenge 1.



FIGURE H-9: Slide 7 moved in Slide Sorter view



Slide 7 is now Slide 3

FIGURE H-10: Shape Diamond animation scheme selected

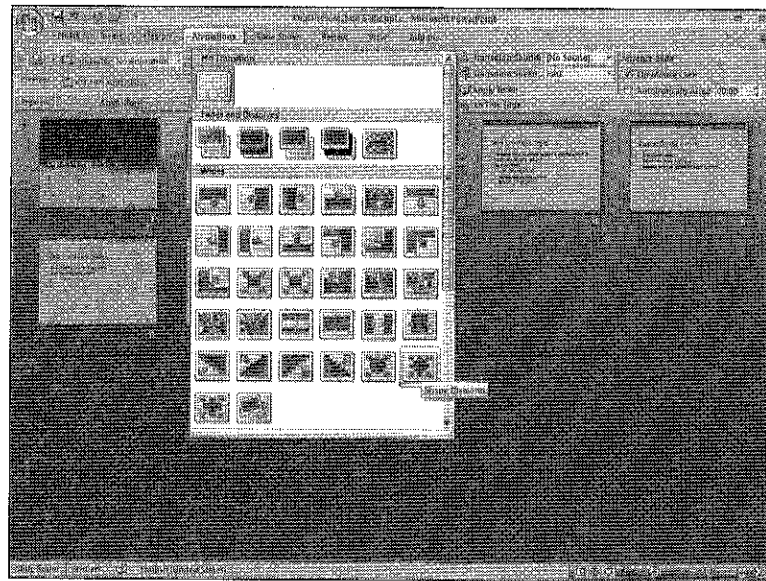
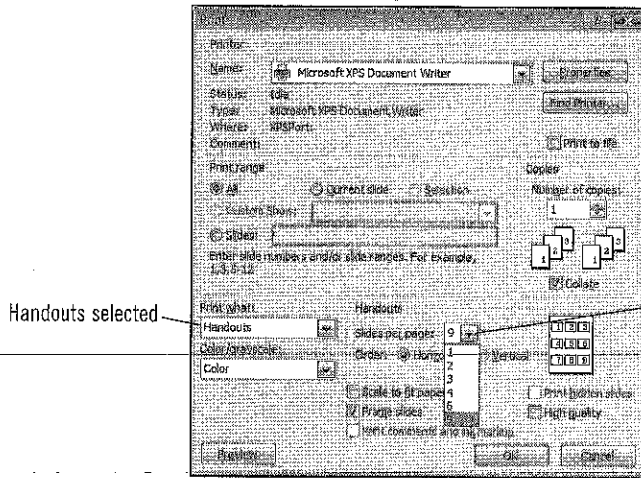


FIGURE H-11: Print dialog box



Handouts selected

Slides per page is 9