

Presentation Software

Clip Art and Graphics

- Complex clip art that was imported into the presentation would most likely take longer to save than geometric graphics drawn with the program's drawing tools, or headlines, or text blocks.
- Draw or Paint is software that allows the user to create a picture or illustration on the computer.
- **Cropping**: trimming graphics for a better fit in a presentation.
- **Resizing** is the act of making the entire graphic smaller or larger.
- To make an inserted graphic smaller, it must be **resized**.
- **Click and drag** one of the graphic's handles to resize a graphic.
- **Sizing** is the operation used to change the size of a graphic in a presentation.
- Use Clip art to place a commercially-prepared illustration on a slide.
- **Presentation graphics** are visual aids.
- Ready-made graphic images that can be imported into a slide are called **clip art**.
- Use **ungrouping** to separate clip art into component parts.
- **Word art** is a feature available in presentation graphics to add visual emphasis for titles or key words.
- An **organizational chart** shows the relationship between people or jobs in an organization.
- **Autoshape** is a tool that could be used to place an **arrow** on a slide for emphasis.

Slide Sorter, Outline, Slide Views

- **Slide sorter view:**
 - Displays the timings for each slide in a presentation.
 - Allows slides to be recorded in a presentation.
 - Allows the user to rehearse a presentation.
 - Allows double clicking on the miniature to enlarge that slide.
 - Used to reorder slides in a presentation.
- **Use slide show to preview all features of a show.**
- **Drag the vertical scroll bar to move from one slide to another in slide view.**
- **Outline view does not display graphic objects.**

Animation

- Animation is a graphic, text, or other element on a slide that changes to create special effects.
- Select animations to create movement of a clip art object.
- After animating an object, dim is the effect which makes it appear darker.
- Custom animation is used to change the sequence of objects on a slide.
- Fly-ins are when main points enter a slide from the top, bottom, left, right, or appear suddenly when the mouse is clicked.

Transitions:

- Special effects used to advance from one slide to the next slide.
- When one slide moves off the screen and is replaced by another slide.
- The number of different slide transitions in a presentation should be limited to two.
- Used to control the flow of information on a slide.
- To use the same transition for all slides select Apply to All.
- The transition effect that looks like closing drapes on a window is called “split vertical in.”

Continuous Loop:

- Use the feature continuous loop so that the presentation automatically runs and then repeats.
- To have presentations running automatically, over and over again, use continuous loop with timings.
- To advance to the next slide use a button, mouse click, or use timing.

Attributes

- Attributes are the characteristics of an object.
- All words should not be capitalized in an effective presentation.
- White text color would be the best choice for a dark background on a slide.
- Select font color to change the color of text.
- To make the text appear larger on a slide, increase the font/font size.

Bullets:

- **Symbols to the left of items in a list.**
- **Used to emphasize each item in a list.**
- **Select Demote for a new level of lesser importance in a bulleted list.**

Slide Layout and Design

- **An effective presentation should use multiple slides that include only main points per slide.**
- **Portrait orientation is used to print a presentation tall.**
- **Landscape orientation is used to print a presentation wide.**
- **The background is the color scheme that appears on each slide.**
- **White space is blank space on a slide used to emphasize content.**
- **Fill Color:**
 - Used to change the color of an individual part of an ungrouped graphic.
 - The color inside an object is its fill color.

Template:

- A designed background appearing the same on every slide in a presentation.
- Used a design template to provide consistency in a presentation's design and color.
- **Layout: arrangement of text and graphics on a slide.**
- **Empty objects on a slide are called placeholders.**
- **A title slide introduces the presentation to the audience.**

Editing a Presentation

- **Use the backspace key to remove characters to the left of the insertion point.**
- **Use the undo button to reverse a change to a slide.**
- **Increase the zoom in order to see more detail of small objects.**
- **Use “hide” to exclude a slide from the presentation without deleting it.**
- **A presentation can be edited an unlimited number of times.**

Miscellaneous

- The FIRST step when preparing to create a slide presentation is to plan the presentation.
- Multimedia is presenting information using text, audio, graphics, video and animation.
- Presentations are composed of basic units called slides.
- A slide show presentation does not allow the audience to quickly read a large number of sales figures.
- Speaker's notes can be an appropriate display used when writing remarks for a group presentation.
- Icon: a small graphic image that represents a function, object, or pointer tool.
- In presentation software, the mouse assumes the shape of an arrow, a hand, or an I-beam.
- Presentation graphics are not used with envelope address.
- Recipes would not be a use of a graphics program.
- An example of a good use of a graphic program is to use it to design a building.