

PRESENTATION PACKAGES

What is presentation package?

A presentation package is a software program that contains a text editor and the ability to add charts and graphic images, such as photographs, clip art, purpose of communicating visually to an audience.

Examples of presentation packages are; Microsoft power point, Open office.org impress, Windows movie maker

Features of presentation packages

1. **Creation of slides:** it should be able to create a collection of information that can be displayed sequentially
2. **Insertion of pictures:** it should have place holders that can hold pictures.
3. **Insertion of audio and video:** It should have the ability to accept sound and visual enhancement for the presentation.
4. **Animation:** Transition of slides should be able to move and change when the sequence is shown.
5. **Slide show:** it should be able to display your slides.
6. **Creation of graphics:** it comes with a store of graphics objects that can be used to aid illustration.
7. **Creation of organization and other charts:** A presentation package should be able to present data as graphical information.

Using Presentation package: MS Power point

In this section you are going to learn how to use the MS-Power Power point to perform tasks:

- Open MS-Power point:
To start the MS-Power point 2007 program, follow these steps :
- At the left corner of the task bar in the Windows desktop, click the Windows Start button.

Note that the illustration above was done in Windows7. The start button for other Windows operating system like Windows XP and Windows vista are located in the same place. So you can still follow the steps-they follow the steps-they they follow the same path.

2. In the start menu, as shown below, click the entry for all programs.
3. In the displayed list of all the programs in the computer, scroll down to Microsoft office folder. Click it , and it will show you the list of all Microsoft packages installed in your system.
4. Then click Microsoft office power point 2007; the program opens.

2. CREATE A PRESENTATION

To create a new document in MS-powerpoint 2007, follow these steps:

1. Click the office button.
2. In the left pane of the displayed menu, click open.
3. In the new presentation dialog box that shows up, ensure that blank presentation in the middle pane is selected.
4. Click create to open a new power point presentation.

3. INSERT SLIDE CONTENTS

You can insert text, or pictures into your slide presentation to enhance what you intend to communicate to your audience;

1. In your new power point document, make sure that the home tab is selected. Under the slides group, click the new slide menu launch button to display various forms of slide sets. Click on title and content slide.
2. In the click to add title place holder, type MICROSOFT power point 2007. Also, click to add text place holder, click the insert picture from file button.
3. The open dialog box opens. Locate the picture that you want to insert in the computer and click open.
4. To add graphics to the slides, click the clip art button in the click to add text place holder .
5. The clip art dialog box opens and is docked on the right pane of the MS-powerpoint window.
6. In the search for text box, type in the kind of graphics you will like to place in your presentation, such as flower, telephone, man, woman, table or chair .
7. From the graphics displayed in the result portion of the dialog box, scroll through and pick any one of the interest.

4. ANIMATE CONTENT

Your power point presentation should be made attractive in order to make the communication to your audience more appealing and memorable. Whenever you want to change from one slide to another in your presentation, you can give the transition some animation effect. Here's how:

- i. In the ribbon, click on the animations tab.
- ii. Move your mouse pointer over the animation options in the transition to this slide group.
- iii. Choose any of the animation style of interest.

5. ADD NEW SLIDES:

In your new power point document, make sure that the home tab is selected. Under the slides group click the new slide menu launch button to display various forms of slide place sets. Click on any type of slide you would like to use.

6. SAVE PRESENTATION:

To save your finished works in MS-powerpoint 2007 do the following:

- i. Click the office button
- ii. In the displayed menu click save.
- iii. In the displayed dialog box, choose where you want to save your file in your computer.
- iv. Click save.

7. RUN SLIDE SHOW:

After you have created series of slides for your intended presentation, how do you show the presentation to your audience? Just a few steps :

- i. Open the slide inside the power point 2007.
- ii. Click the View tab in the Ribbon. In the presentation views group click the slides show button as shown below:

8. PRINT A PRESENTATION:

To print your slides, follow these slides:

- i. Click the office button.
- ii. In the displayed menu, click print.
- iii. In the print dialog box that pops up, choose the available printer from the name text box as labelled below :
- iv. Then click OK to print.

9. CLOSE PRESENTATION:

In this case you may want to close the present document you are working with, but do not want to close MS-powerpoint 2007 program, take the following steps:

- i. Click the office button.
- ii. In the displayed menu, choose the last option in the left panel: -CLOSE.

10. CLOSE MS-POWERPOINT 2007 APPLICATION

- i. Click the office button.
- ii. In the displayed menu, at the bottom right choose Exit PowerPoint.