



**Subject Name: Presentation Skills**

**1<sup>st</sup> Class, First Semester**

**Subject Code: UOMU011017**

**Academic Year: 2024-2025**

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**Lecture No.: 7**

**Lecture Title: Editing Techniques in Microsoft PowerPoint**



<https://eng.uomus.edu.iq/DefaultDep.aspx?depid=13>



## View Modes for Editing

The Normal, Slide Sorter, Reading, and Slide Show Views allow you to type, edit, and view your presentation. To switch between views, click the View Options buttons at the lower right-hand side of the PowerPoint window.

**Normal View** is the main editing View, which you use to write and design your presentation. The View has three working areas: on the left, tabs that alternate between an outline of your slide text (Outline tab), and your slides displayed as thumbnails (Slides tab); on the right, the slide pane, which displays a large view of the current slide; and on the bottom, the notes pane.

## Normal View

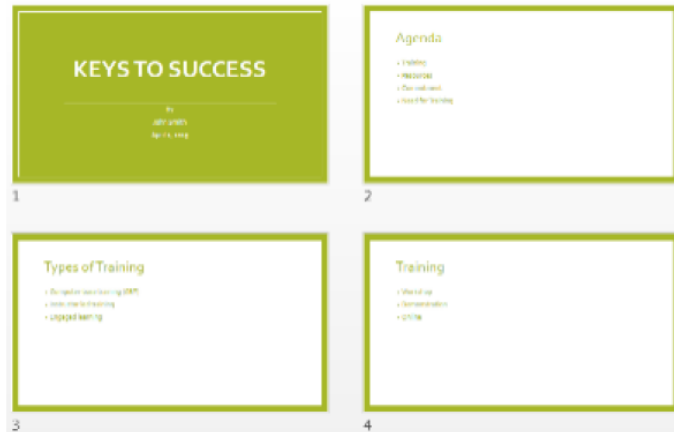


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**Slide Sorter** View is an exclusive view of your slides in thumbnail form. When you are finished creating and editing your presentation, Slide Sorter gives you an overall picture of it, making it easy to reorder, add, or delete slides and preview your transition and animation effects.

## Slide Sorter View



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**Reading View** is new in PowerPoint 2019. It is similar to Slide Show View. The difference between the two Views is that while Slide Show View takes over the whole screen, the slide in Reading View is shown on the full screen, but you will see the PowerPoint title band at the top of the screen. The PowerPoint status bar and the Windows taskbar are also displayed at the bottom of the screen.

## Reading View

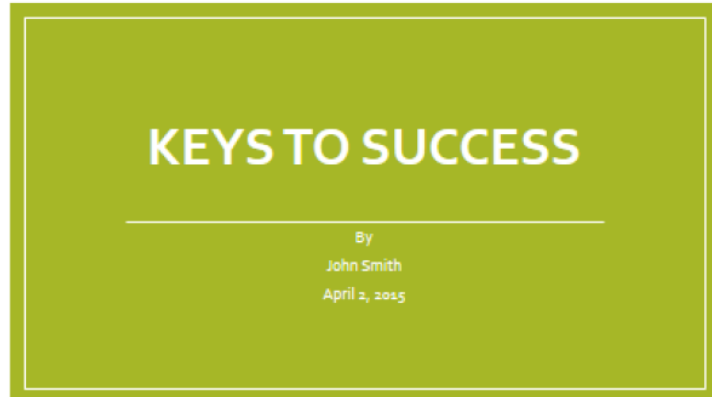


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**Slide Show** View takes up the full computer screen, like a slide show presentation. In this full-screen View, you see your presentation and how your audience will. You can see how your graphics, timings, movies, transition effects, and animation elements will look in the actual show.

## Slide Show View



## Edit Bulleted List

Typing text in PowerPoint is similar to typing in other applications. However, since PowerPoint deals with bulleted lists, a few keystrokes will be identified to help in typing multiple lines.

1. Confirm you are on **slide three**.

**Types of Training**

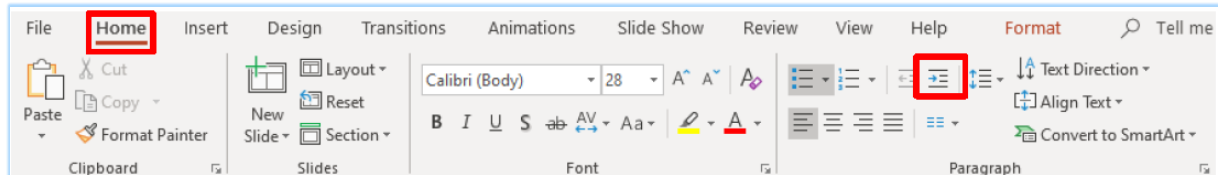
- **Computer-base training (CBT)**
  - User learn from the computer
  - Simple & fast
- **Instructor led training**
  - Instructor walk through
- **Engaged learning**
  - Blend of discussion and hands-on learning

• Click to add text

## Edit Bulleted List

Typing text in PowerPoint is similar to typing in other applications. However, since PowerPoint deals with bulleted lists, a few keystrokes will be identified to help in typing multiple lines.

2. In Normal View, edit the bulleted list to include the circled text above. Place the Insertion bar after each line of the bulleted text and then press the Enter key.
3. To add a sub-bullet, click on the **Increase Indent** button, located on the **Home** ribbon. The **Tab** key can also be used to indent text.
4. Type the text, and if additional sub-bullet lines are needed, press the Enter key after your line of text.

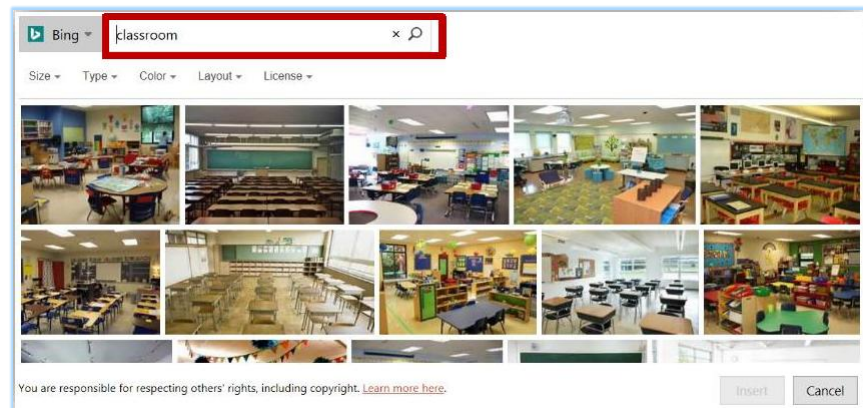
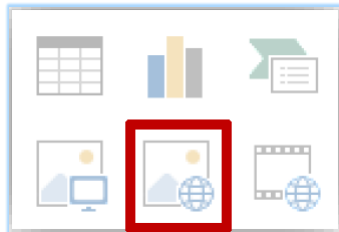


**Note:** Pressing Enter after any text returns the cursor to the same indent (paragraph) level for the next line. The Tab key is also used before typing to indent text to the next indent level (sub-bullet point) and pressing Shift+Tab before typing to return to the previous indent level.

## Add Pictures

Online Pictures are any type of computerized image, such as artwork and photos. You can make your presentation more eye-catching and entertaining by adding Pictures.

1. Confirm you are on **slide three**.
2. Click on the **Online Pictures** button in the **Illustration** box, located in the **Text** Placeholder.
3. The **Bing Image Search** window will appear.

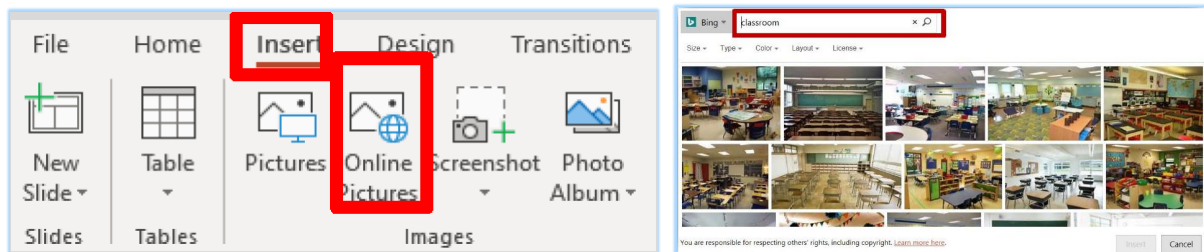


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4. In the **Search** box, type the word **Classroom**, and then press the **Search** icon. A variety of online images associated with your search will appear.
5. Scroll through the **Pictures** window to find your desired image.
6. To insert the image, place the mouse pointer on the image and then click on the left mouse button twice.

**Note:** When the Illustration box does not appear on a slide, images can still be inserted by selecting the Insert ribbon and then clicking on the Online Pictures button.



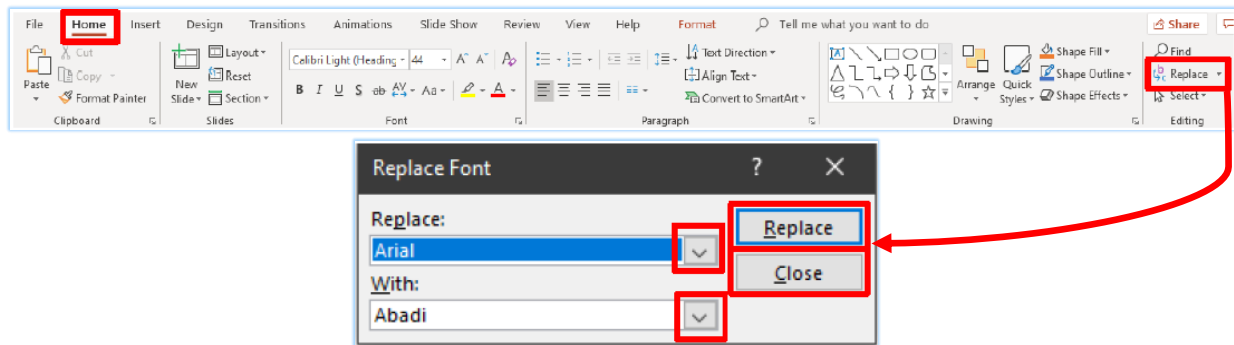
## Format Slide

You can change the format appearance of text and slides in the Slide View as well. Formatting can be applied to all slides at the same time as in the Master View or only on an individual slide.

### A. Replace Font

Use the **Replace** command to change the font throughout a presentation.

1. Go to **slide two**.
2. Click on the **Text Placeholder** (bulleted list) border.
3. On the **Home** ribbon, click on the drop-down arrow next to the **Replace** button, located in the **Editing** group, and then select the **Replace Font** option.
4. The **Replace Font** window will appear.



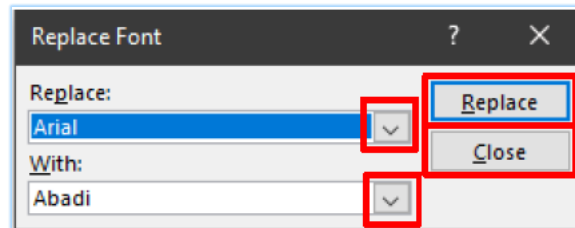
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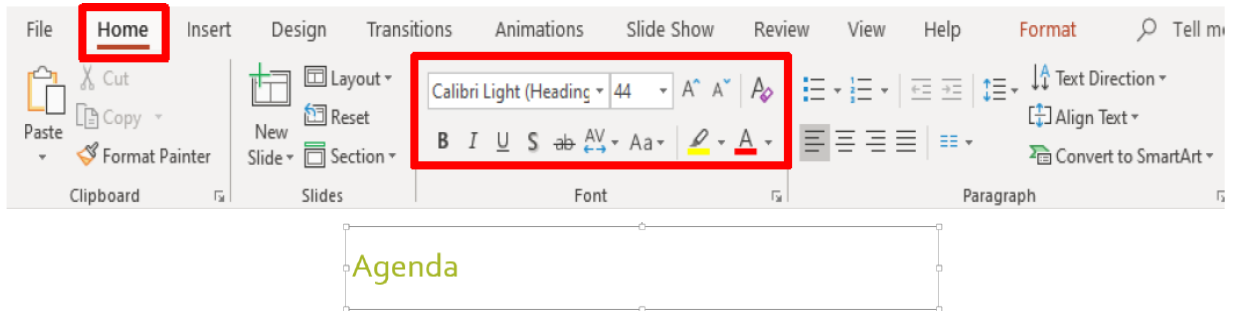
4. The **Replace Font** window will appear.
5. In the **Replace** box, click on the drop-down arrow and select the **Font** you want to replace.
6. In the **With** box, click on the drop-down arrow and select the desired **Font**.
7. Click on the **Replace** button to change all slides.
8. Click on the **Close** button.
9. View your change.



## Format Text

Text appears on each slide in a format consistent with the template. You can add or change any text attribute such as bold or italics on any given slide by making the change on the slide. The **Font** button commands are located on the **Home** ribbon in the **Font** group.

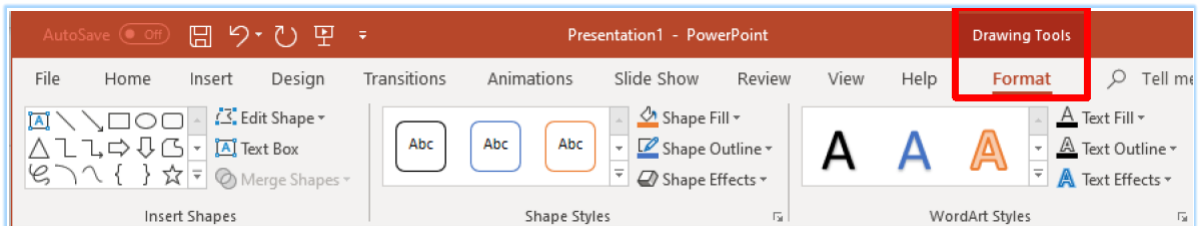
1. Go to **slide one**.
2. Select the **Title Placeholder**, and click on the **Italic**  button in the **Font** group.
3. Use the **Font Size**  button to change the point size to a higher number.
4. Go to the **next slide**. Notice that the title text on this slide has not been affected.



## Format Placeholder

You can resize or add color and lines to a placeholder, as well as change the text to a different style and color.

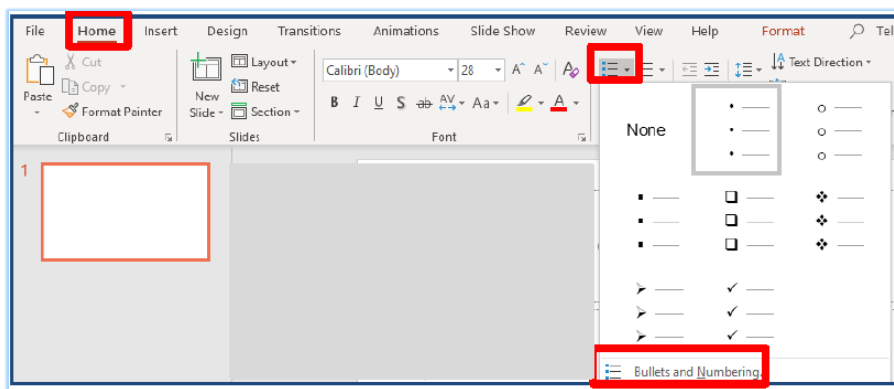
1. On slide two, select the Text Placeholder.
2. On the Drawing Tools ribbon, click on the Format tab. View the different formatting options within the groups.
3. In this exercise the instructor will guide you through several formatting options for your placeholder.



## Change Bullets

PowerPoint allows you to change bullets' style, color, and size. You can apply the new bullet style to a single bullet, a bulleted list, or an entire presentation. To change a single bullet, click the cursor anywhere in the line corresponding to the desired bullet. To change multiple bullets/lines, use the mouse to select the bulleted items you want to change, or select the Text Placeholder to change all bullets within the placeholder.

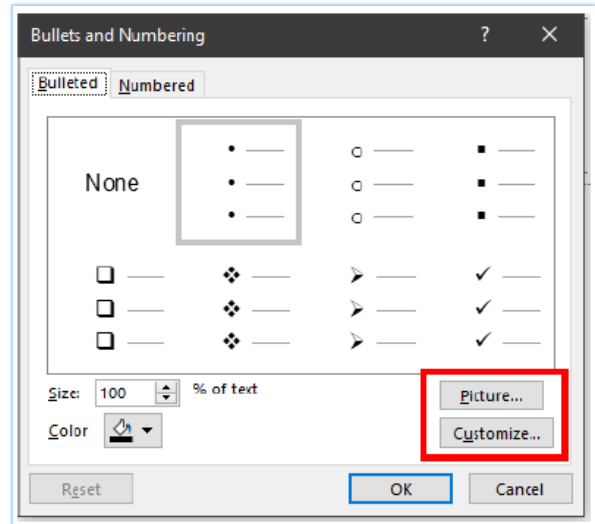
1. Go to **slide three**.
2. Click anywhere in the first line of **Computer-based training (CBT)**.
3. Select the **Home** tab and click on the drop-down arrow next to the **Bullets** button.
4. The **Bullets** panel will appear and then you can select one of the bullet styles that appear.



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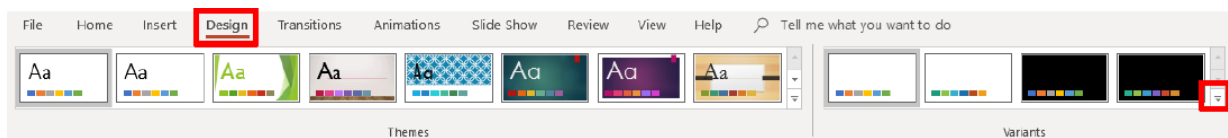
5. More bullet options are available by clicking on the **Bullets and Numbering** option, located at the bottom right-hand side of the window (On the **Bullets and Numbering** window, you have **Bulleted** and **Numbered** tab choices.).
6. The **Picture** and **Customize** buttons will appear on the bottom of the **Bullets and Numbering** window.
7. Clicking on the **Picture** button provides an array of picture bullets to select. Clicking on the **Customize** button will allow you to choose a variety of **Symbol** windows with each window having multiple symbols to select as bullet options.
8. In this exercise you will select a square-shaped bullet style and then click **OK**.



## Change Theme

You can change the slide Theme on one slide or an entire presentation. Hovering the mouse pointer over the Theme will allow you to **Apply to All Slides** or **Apply to Selected Slide**.

1. Change the slide **Theme** to your presentation. Select the Design ribbon and then click on the drop-down arrow on the right-hand side of the last Theme thumbprint row. More Themes will be previewed; select your desired Theme.







THANK YOU

