Delivering a Presentation

There are many ways to *deliver a presentation*, which refers to the location and manner in which the audience experiences the presentation:

- A live speaker lectures or narrates while the presentation is projected onto a large screen in the same room as the audience. The presentation is typically projected using a digital projector connected to a computer.

- A live speaker in one location presents to audience members in other locations using collaborative meeting software such as Microsoft Office Live Meeting, WebEx, Adobe Acrobat Connect, or GoToMeeting. Each audience member views the presentation on a computer at their location while listening to the speaker lecture or narrate. Everyone in the meeting sees the same presentation and can communicate with each other.

- The presentation is played in a continuous loop on an unattended computer, and viewed by anyone who chooses to watch it. For example, at a kiosk or in a museum exhibit.

- The presentation is distributed on CD or published to the Web, so that the presentation can be viewed at any time.

- The presentation is printed on paper in various layouts and given to the audience to read.

A PowerPoint presentation will need to be moved to the location where it will be delivered. You can package a presentation to a folder on your computer or to a CD. This process copies all of the linked and embedded files so that the presentation can be watched on most computers even if the computer does not have PowerPoint installed. As an alternative, a video can also be created using the timings, narrations, and animations in the slide show. Select ▨▨ → Save & Send to display options for sharing and packaging a presentation:
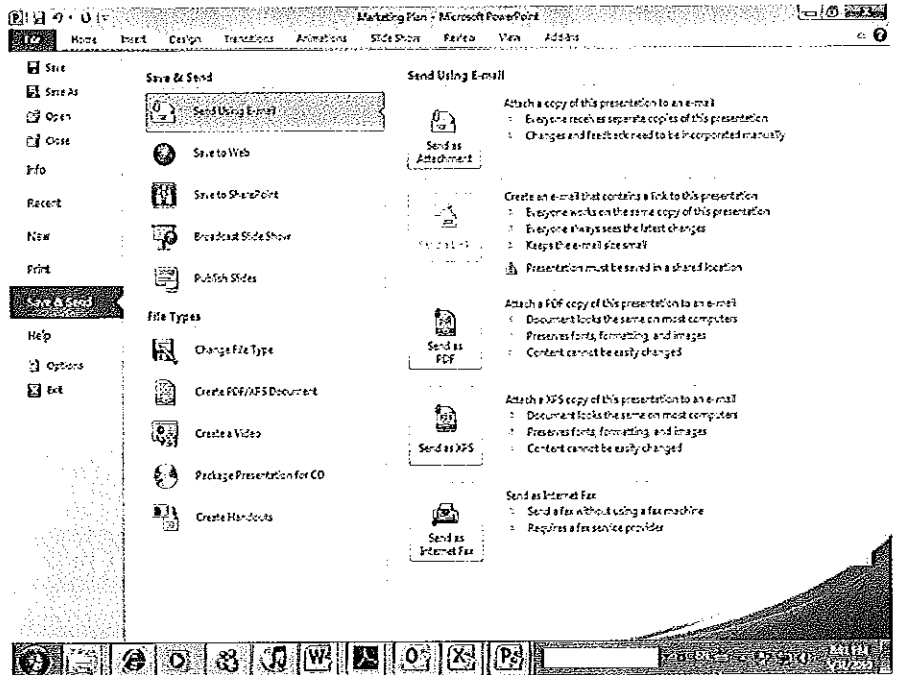

Types of Projectors

LCD (liquid crystal display) projectors display colors using glass panels. DLP (digital light processing) projectors use a chip with thousands of mirrors to project light. The DLP projectors are also called digital projectors and produce better-quality, brighter images than LCD.

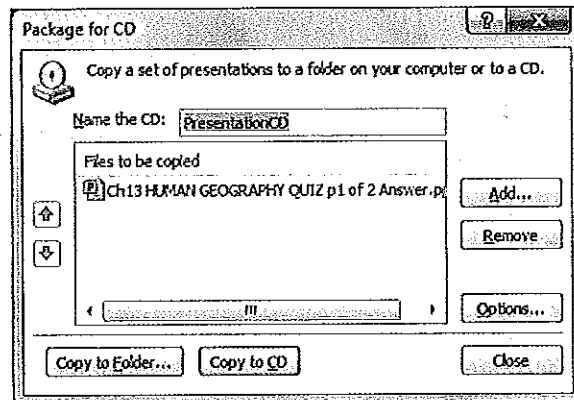*Chapter 13 Advanced PowerPoint Features*

Select Package Presentation for CD ⇒ Package for CD to display a dialog box:

Rehearse Timings

Use the Rehearse Timings feature in the Slide Show tab to run a presentation automatically and display each slide for a specific number of seconds.

- Type a name for the CD or the new folder in the Name the CD box.

- Select Add Files and select additional presentations and files to add to the package, such as any linked movie files.

- Select Options to display a dialog box with options for linked files, embedded fonts, and passwords that restrict opening or modifying the presentation.

Click Copy to Folder to package the presentation to a folder on a computer or network. Click Copy to CD to package the presentation to a blank, writable CD in a writable CD drive. Click Close to remove the dialog box without packaging the presentation.

Practice: Guest House Promo

PowerPoint should already be started with GUEST HOUSE open from the last practice.

① PACKAGE THE PRESENTATION TO A FOLDER

a. Click ▮▮▮ → Save & Send → Package Presentation for CD → Package for CD. A dialog box is displayed.

b. Select OK. A dialog box is displayed.

c. Select Options. A dialog box is displayed. Set the options as shown:
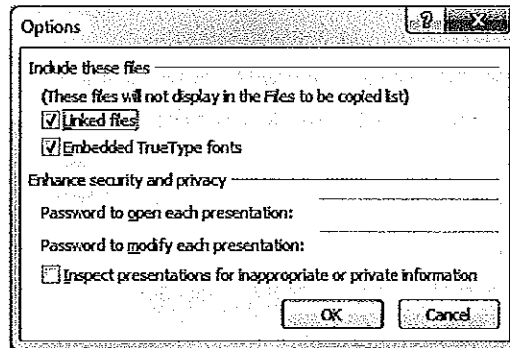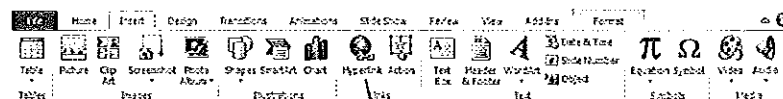

d. In the Password to modify each presentation box, type a password you can remember.

    1. Select OK. The Confirm Password dialog box is displayed.

    2. In the Reenter the password required to modify files box, type the same password and then select OK.

e. Select Copy to Folder. A dialog box is displayed.

f. In the Folder name box type: Guest House Promo

g. Select Browse to choose the location where you want the folder.

h. Select OK. A dialog box is displayed.

i. Select Yes to include linked files. A folder is created and the files are copied.

j. Select Close. The presentation, complete with viewer, fonts, and the linked movie, is in a folder and protected from modifications by a password.

② CLOSE GUEST HOUSE AND VIEW THE PACKAGED PRESENTATION

Hyperlinks on a Slide

Hyperlink

When a Web site address is typed in a slide, PowerPoint automatically turns it into a hyperlink. A reader viewing the presentation on screen can click the link, which displays the Web page in a browser window if there is an Internet connection.

Hyperlink to a Slide

To create a hyperlink from selected text to another slide, click Insert → Hyperlink. The Insert Hyperlink dialog box includes the Place in This Document options for inserting a hyperlink to another slide. Click a slide in the dialog box to select the destination for the hyperlink.

PowerPoint also recognizes an e-mail address and formats it as different colored, underlined characters. An e-mail address on a slide is clicked to display a new e-mail message window.

The Insert Hyperlink dialog box contains options for inserting a hyperlink into a document. To use this dialog box, click Insert → Hyperlink. Select a type of link from the Link to list and then type a label in the Text to display box. For Web page links, type a URL in the Address box. For an e-mail address link, type an address in the E-mail address box. The label is placed at the insertion point, but the URL will be followed when the reader clicks the label.

To change the hyperlink back to regular text, right-click the link and then select Remove Hyperlink from the menu. The text remains, but is no longer a hyperlink.
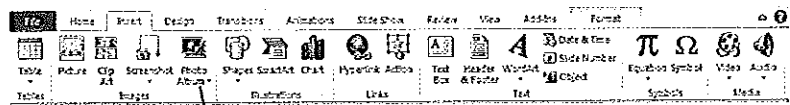
Creating a Photo Album

Photo Album

PowerPoint has a photo album feature that is used to create a slide show of pictures. To create a photo album presentation, click Insert → Photo Album → New Photo Album which displays a dialog box. Select File/Disk to locate and select a picture file. Add pictures one by one to the list in the dialog box. After selecting a layout in the Picture layout list, select Captions below ALL pictures to add captions to every slide. A theme can be applied in the Theme box and photos can be adjusted using buttons below the Preview. Click Create to create a new presentation with a title slide and pictures on additional slides. The presentation can be formatted like any other presentation. The photo album presentation can be packaged to a folder or CD to distribute, or published to the Web or another computer for viewing.

To edit a photo album presentation, click Insert → Photo Album → Edit Photo Album which displays a dialog box of options.

Practice: Alaska Photos

PowerPoint should already be started.

① CREATE A PHOTO ALBUM
   a. Select Insert → Photo Album → New Photo Album. A dialog box is displayed.
   b. Select File/Disk. A dialog box is displayed.
      1. Navigate to AK BEAR, which is a data file for this text, and select it.
      2. Select Insert. The picture is displayed in the preview and the file name is added to the Pictures in album list.
   c. Select File/Disk. A dialog box is displayed.
      1. Navigate to AK CARIBOU, which is a data file for this text, and select it.
      2. Select Insert. The picture is added.

d. Use File/Disk to add three more pictures to the album:

> AK OTTER
> AK SALMON
> AK SHEEP

e. In the Picture layout list, select 1 picture.

f. Click Create. After a few seconds a new presentation is created with a title slide and a slide for each picture. Slide 1 is displayed in Normal view.

② FORMAT THE PRESENTATION AND ADD A HYPERLINK

a. In the Slides tab, select slide 6 and press the Delete key. Slide 6 is deleted.

b. Display slide 1, and change the text Photo Album to: Alaska Wildlife

c. On slide 1, change the text below the title to the following, replacing Name with your name: Photography by Name

d. Place the insertion point at the end of the your name and press Enter.

e. Type: Alaska Tours www.lpdatafiles.com/tours.htm

f. Type a space.

g. Click Design → More Themes 🖼 → Foundry. The Foundry theme is applied.

③ ADD CAPTIONS TO THE ENTIRE PRESENTATION

a. Click Insert → Photo Album → Edit Photo Album. A dialog box is displayed.

1. In the Picture layout drop-down list, select 1 picture with title.

2. Select the Captions below ALL pictures check box.

3. Select Update.

b. Display slide 2. The file name of the picture is the default caption.

c. Change the text under the photo to: Grizzly Bear

d. Display slide 3 and change the text under the photo to: Male Caribou

e. Display slide 4 and change the text under the photo to: Sea Otter

f. Display slide 5 and change the text under the photo to: Pacific Salmon

④ SAVE THE PRESENTATION AND VIEW THE SLIDE SHOW, AND PRINT A COPY

a. Save the file naming it Alaska Photos.

b. Press F5. The presentation is started with slide 1.

c. This step requires a browser and Internet access. If either of these are not available, then skip this step.

1. Click www.lpdatafiles.com/tours.htm. A browser window is opened and the Web site displayed.

2. Close the browser window.

d. View the entire presentation and then return to the PowerPoint window.

⑤ SAVE, PRINT, AND CLOSE THE PRESENTATION

a. Save the modified Alaska Photos.

b. Print a copy of the presentation using the 6 Slides Horizontal handouts option.

c. Close Alaska Photos.

d. Quit PowerPoint.