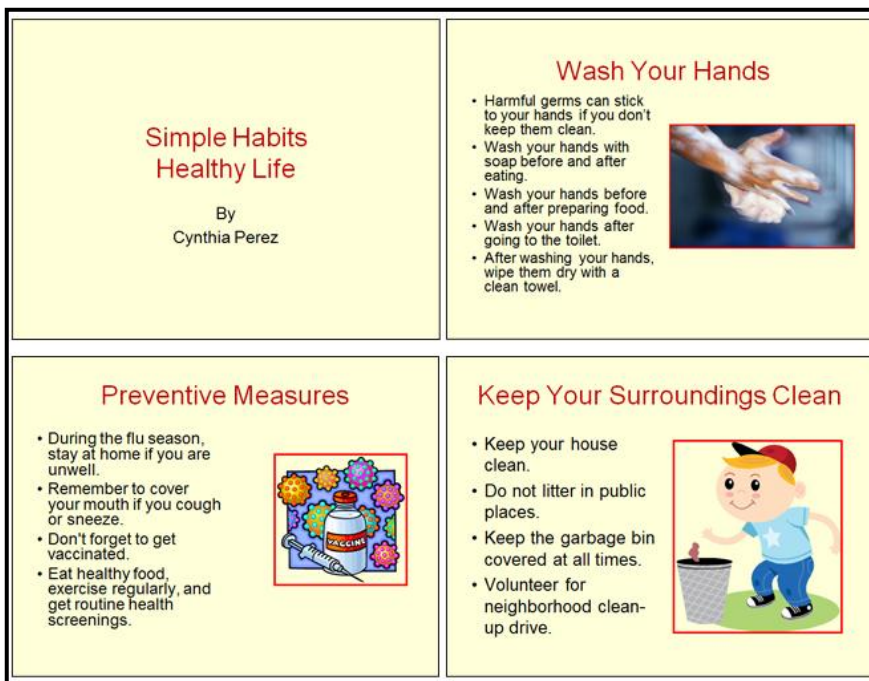# Create a Presentation

How do you let the public know about something important? Can you think of a way to persuade the public to adopt a favorable opinion towards a public message? One way is through a presentation. In a community, public service announcements can be shown through a presentation to raise awareness among the public about certain issues like health, hygiene and disaster management. Public service announcements are mostly for non-commercial purposes.

Look at the following example:

Public Service Announcement Presentation Example

As in the example above, a Presentation created on the computer typically has:

- A title slide that introduces the presentation and explains who created it

- Three more slides with information and pictures about the presentation

- Titles and sentences that look the same on all slides

- The same color scheme and transition effect on all slides

- Animation and sound effects that are set to play when and how you want them to

Before you begin using the computer to create your presentation, take a moment to get familiar with the **Intel® Education Help Guide**. The Help Guide provides handy step-by-step instructions for common applications right as you work.

Please refer the card - **How to Use the Help Guide**.

Create a Presentation

Steps on How to Create a Presentation

A. Type a Title

1. **Start the multimedia software, and open a new, blank presentation**.

   For help, see Multimedia Skill 1.1: To start multimedia software

2. **Insert a Title slide, and type a title for the presentation. Then in the box below, write who the presentation is by (for example, your name)**.

   For help, see:
   Multimedia Skill 3.1: To add or insert a new slide
   Multimedia Skill 5.2: To type titles and other words in a slide

3. **Save your work**. Make sure you save your work after every couple of steps you complete.

   For help, see Multimedia Skill 1.9: To save a presentation

B. Insert New Slide

1. **Add a new slide with space for a title and a bulleted list**.

   For help, see Multimedia Skill 3.1: To add or insert a new slide

2. **Type a slide title in the top text box**. **Then, type few sentences about the title in the bulleted box**.

   For help, see Multimedia Skill 5.2: To type titles and other words in a slide

3. **Save your work**.

C. Add a Picture to Your Slide

1. **Add a picture that shows what you wrote in your slide**. You can insert clip art or a picture from the gallery, or you can start the graphics program, create a picture you want, and save it to your computer before inserting it into the slide. You can even use the drawing tools to make a picture on the slide.

   For help, see:
   Multimedia Skill 6.1: To add premade computer pictures, or clip art, to a slide
   Multimedia Skill 6.2: To add a picture saved on your computer
   Graphics Group 5: Using the Drawing Tools

2. **Resize and move the text box and the picture.**

   For help, see:
   Word Processing Skill 6.10: To make a text box bigger or smaller
   Graphics Skill 6.3: To move a line, shape or other object in a drawing

3. **Add a border around the picture**.

   For help, see Multimedia Skill 6.3: To add borders to pictures, text boxes, and other objects

4. **Save your work**.

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     Version 1.5

D. Insert More Slides

1. **Insert two more slides, each with a box for a title and another box for a picture**.

   For help, see Multimedia Skill 3.1: To add or insert a new slide

2. **Type few sentences about the title in the bulleted box**.

   For help, see Multimedia Skill 5.2: To type titles and other words in a slide

3. **Add a picture that shows what you wrote about**.

   For help, see:
   Multimedia Skill 6.1: To add premade computer pictures, or clip art, to a slide
   Multimedia Skill 6.2: To add a picture saved on your computer
   Graphics Group 5: Using the Drawing Tools

4. **Resize and move the sentence box and picture, and delete any other boxes you are not using**.

   For help, see:
   Word Processing Skill 6.10: To make a text box bigger or smaller
   Graphics Skill 6.3: To move a line, shape or other object in a drawing
   Graphics Skill 6.2: To remove or delete a line, shape, or other object from a drawing

5. **Save your work**.

E. Use the Slide Master

1. **Go to the Slide Master**. **To make all of the words in your slides look the same, change the look of the title text style in the top box and the other text styles in the large box below**.

   For help, see Multimedia Skill 5.14: To use the Slide Master to change the look of words in all slides

2. **Save your work**.

F. Pick a Color Scheme

1. **Pick a color scheme to use for all the slides in your presentation**.

   For help, see Multimedia Skill 4.2: To pick and use a color scheme

2. **Save your work**.

G. Add Custom Animation Effects

1. **When you finish making changes to the Slide Master, return to Normal View. Then, go to the first slide**.

   For help, see Multimedia Skill 2.1: To switch to and work in Normal view

Create a Presentation

2. **Add a custom animation effect to the title**.

   For help, see:
   Multimedia Skill 8.3: To add animation or movement to an object
   Multimedia Skill 8.4: To add animation effects to words, or to add an animation scheme

3. **Pick a sound effect if you wish, and set the timing for when and how you want the animation to start**.

   For help, see:
   Multimedia Skill 8.10: To add an action button that plays sound or music when clicked
   Multimedia Skill 8.11: To make changes to an action button's setting
   Multimedia Skill 8.13: To set the order and timing on a slide with many special effects

4. **Repeat Step 2 and 3 to add custom animation effects to each of the other three slides**.

5. **Save your work**.

H. Add Transitions Between Slides

1. **To help the presentation flow smoothly from one slide to the next, add transitions between the slides.**

   For help, see Multimedia Skill 8.1: To add a special effect that plays between slides, or a slide transition

2. **Save your work**.

I. Presentation Challenge (Optional)

1. **Add a sound or music file to your presentation's title slide**. You can insert a video clip into one or two of your slides, or if you have a microphone and you are using Microsoft PowerPoint, record your voice as you read the information on the slides. Make sure you set the timing for any video and recorded voice effects.

   NOTE: If you are using OpenOffice.org Impress, skip this challenge.

   For help, see:
   Multimedia Skill 7.1: To add a sound or music file from the Clip Gallery
   Multimedia Skill 7.2: To add a sound or music file saved on your computer

2. **Save your work**.

J. Set Up Your Presentation

1. **Select how you want your presentation to play**.

   For help, see Multimedia Skill 9.2: To set up the way a presentation will play

2. **Set the timing of your presentation**.

   For help, see Multimedia Skill 9.3: To rehearse and set the timing of slides in a presentation

3. **Play your presentation**.

   For help, see Multimedia Skill 9.4: To play a presentation

Public Service Announcement Presentation Challenge Example

Review Your Work

Look over your presentation. Make sure it has the following elements:

- A title slide that introduces the presentation and explains who created it

- Three more slides with information and a picture about the presentation

- Titles and sentences that look the same on all slides

- The same color scheme and transition effect on all slides

- Animation and sound effects that are set to play when and how you want them to

If any elements are missing, add them to the presentation now. You should also make other desired changes. Remember to **save your work** when you are finished.

Optional: Print Your Presentation

1. **Select what you want to print from your presentation**.

   For help, see Multimedia Skill 9.1: To print your presentation

2. **To print your presentation, click File. Then, click Print**. A Print window pops up.

   Note: For Microsoft*Office 2010 users, when you click the File tab, you will notice a Backstage view.

3. **To select the printer you want to use, click the arrow in the Name or Printer list and select the printer**.

   Note: You will notice that the box has a drop-down menu or a list which allows you to select one option from several printer choices. If there is a drop-down menu, just click on the down arrow and move your cursor to the option you would like to choose. If a list is displayed, scroll to the printer that you want. Highlight your choice, and then click on it.

4. **To select which slides you want to print, place your cursor on that slide and click Current slide or Selection. Or, click Slides, and then type the slide number that you would like to print**.

   Note: By default, all slides will be automatically selected for printing. If you want to print all slides, you may skip this step and move to Step 5.

5. **To select more than one copy you want to print, click the up arrow in the Number of copies list**.

   Note: For Microsoft*Office 2010 users, click the up arrow in the **Copies** list.

   Note: By default, the number of copies to be printed is 1. Just click on the up arrow for more than one copy to print. Click on the down arrow for lesser number of copies to print.

6. **Click OK or click Print**.