

Skills
and **Pathways**

Presentations

with Microsoft® Powerpoint

Sampler



**Mc
Graw
Hill**



Skills and Pathways: Presentations with Microsoft® Powerpoint

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Key Features

- > An innovative approach to building digital competencies, developed by expert educators.
- > Curriculum aligns with the latest industry standards, preparing students for certifications and future careers.
- > Well-defined learning goals and hands-on, applicable digital skills.

Each unit offers straightforward explanations and contemporary examples, making technology concepts accessible and relevant.

Every unit includes a variety of tasks and activities designed to help students build essential digital competencies.

Apply filters
Apply different filters and effects to change the color, brightness, etc. of your photos. This way you can change the mood and improve the photo content.

To apply a filter:

- Click on the Filter tab.
- The Filter panel will come onto the screen.
- From the Filter list, choose the one you like.
- Also, you can move the intensity slider to change the effect of the selected filter.

With all these filters and effects, you can make almost anything look beautiful and colorful. For example, you can use a filter to make a photo look like a painting.

To use presentation effects, simply click on the effects panel to see the effects. You can also use a filter to make a photo look like a painting.

Hands on!
Take some photos of yourself or of your friends.

- Fix any imperfections on the faces or the background. You can remove pimples and moles from faces and dust spots from the background.
- Straighten and crop the photos to create portraits.
- Apply any artistic effects you like and present the masterpieces you create to your classmates!

Projects and exercises throughout the course reinforce students' understanding and practical application of digital skills in real-world scenarios.

Project
Space knowledge evolution presentation

You are going to make a presentation about the evolution of our understanding of space.

- Form teams! Search the Web for ancient civilizations that studied the stars and find out information about them. By "form teams" we mean form many centuries ago until now.
- Focus on the past. Instead of looking for more information about today, answer questions like when, how, and why. For example, when the evolution of space exploration started, how it began and why people are so interested in it.
- Keep in mind everything you've learned in this unit.
- Gather additional material: search for images, videos, and sounds. Space can be a fascinating topic for a presentation!

Hands on!
It's time that the final touches to your presentation and present it to the whole class. Keep in mind that this is a test and you are not going to be the only presenter; try to keep your presentation short, between 10 and 15 minutes.

Students learn about platform diversity expanding their digital toolkit and adaptability.

Each unit organizes key terms that are crucial for digital literacy, equipping students for today's technology-driven workplace.

Wrap up
Take a moment to reflect on your progress.

How confident are you in your ability to apply the following skill?

- Navigating GIMP's interface, adjusting image dimensions and resolution, and switching between RGB and CMYK color modes.
- Changing color depth and saving images in the correct format.
- Using selection tools to isolate and edit areas.
- Moving, copying, and pasting image parts.
- Painting with the Paintbrush and erasing precisely with adjustable brush settings.
- Establishing layers, managing their order, opacity, and blend modes, and adding images to them as layers in projects.
- Stylizing text layers with gradients, creating composite images using multiple layers, and adjusting opacity, brightness, and hue for better image quality.
- Correcting lens distortions, red-eye, perspective, applying artistic filters, and using tools like Heal and Clone for corrections.
- Enhancing images with Wrap, adjusting lighting with Shadows-Highlights and Curves, and sharpening images using selective techniques.
- Creating basic 2D animations, using Onion Skinning for smooth frames, and working with bitmap and vector layers.
- Exporting animations as sequences or GIFs for sharing.

Key Terms

2D animation	exposure	lens	style
brightness	filters	opacity	shadows
brush	gradient	perspective	selections
color depth	heal	diffusion	sketches
color mode	highlights	pixel	text layers
contrast	hue	resolution	text tool
effects	key frame	rotate	vector
eraser	layer	saturation	warp

Other platforms

Paint.Net
As you have already figured out, the Internet can provide you with various free programs to do almost anything. One of these is Paint.NET. Paint.NET is a simple GIMP-like program where you can edit your photos. Use the tools and the selection tools to make a collage with your own photos.

Adobe Photoshop
Another program is Adobe Photoshop for Windows or Linux computers. Use it to get your photos, research them, correct their colors, and much more. Keep in mind that all these programs may be a little bit different in their user interface, but the basic tools are the same. Learn one and you can use all of them.

Anime Studio
If you want to learn to work with 2D animation in depth, you can use Anime Studio. You can create your own animations by using the various features of the program. The only limit is your imagination.

1

UNIT 1

Presenting your ideas

Presenting ideas clearly is a valuable skill, whether sharing information with classmates, friends, or family. This unit covers how to use Microsoft PowerPoint to create engaging presentations by organizing slides, adding images and animations, and customizing design for maximum impact.

Learning Objectives

In this unit, you will:

- > create and organize slides by inserting and formatting text.
- > customize slides with design themes, colors, and layouts.
- > add images and apply alt text for accessibility.
- > enhance presentations with transitions, customize duration and effects, and apply animations.
- > use advanced animation techniques and manage audio and video clips.
- > insert and customize 3D models and SmartArt graphics.
- > create and format charts and adjust elements.
- > start a slide show from any slide and create custom shows.
- > configure slide show settings and manage linked files.
- > rehearse with Speaker Coach for real-time feedback and improvement.

Tools

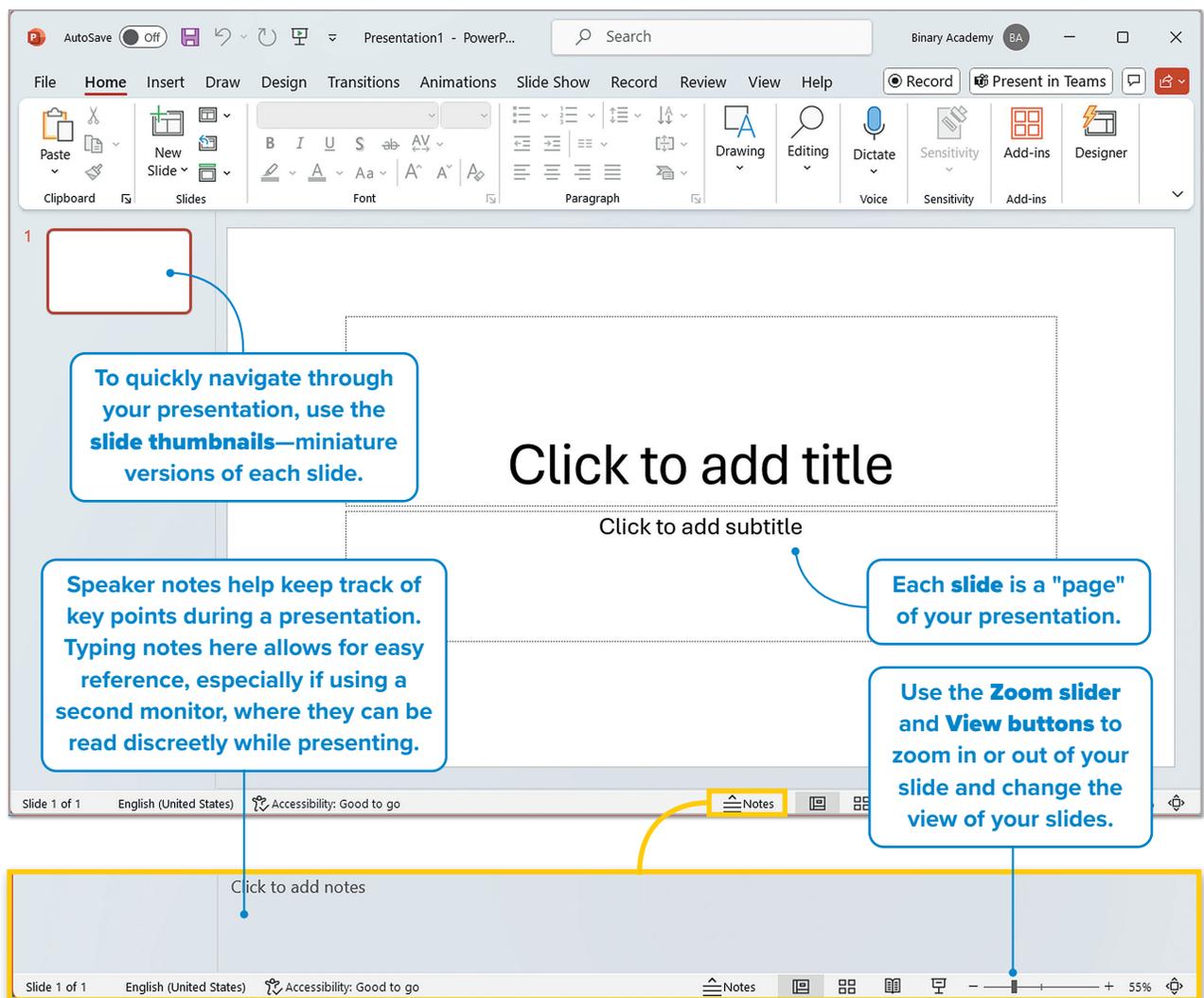
- > Microsoft PowerPoint

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LESSON 1

Slides, text, and images

Microsoft PowerPoint is a **presentation** program used to showcase a wide range of topics, from college projects to lighthearted subjects found online. In the future, as a professional, PowerPoint can be a tool for presenting various projects at work. When presenting information, it's effective to organize content into smaller sections using **slides**. Each slide serves as an individual page that focuses on a specific part of the presentation. Opening the program reveals a straightforward user interface that's designed for easy navigation.



Protect yourself and the environment. Learn the value of recycling. Did you know that you can recycle a lot of electronic devices as well as batteries?

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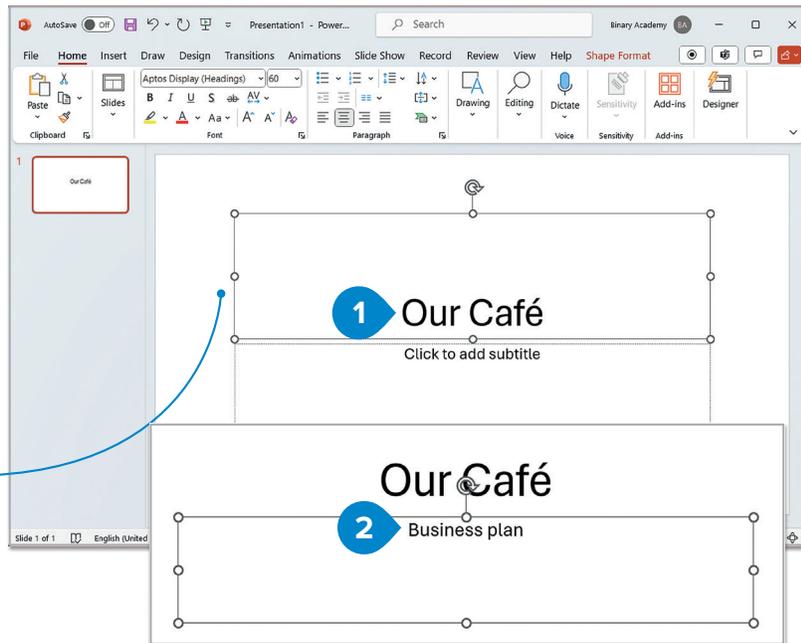
Start typing

Create a small presentation about a campus cafeteria. Follow the steps to type text onto a slide.

To add text:

- > Click the text box which says **Click to add title** and type your text, e.g., "Our café". **1**
- > Click the text box which says **Click to add subtitle** and type "Business plan". **2**

When you notice an object with this outline and dots, it means that you can **resize** or **rotate** the text or image box. You can do this in all **Microsoft** programs and most others.

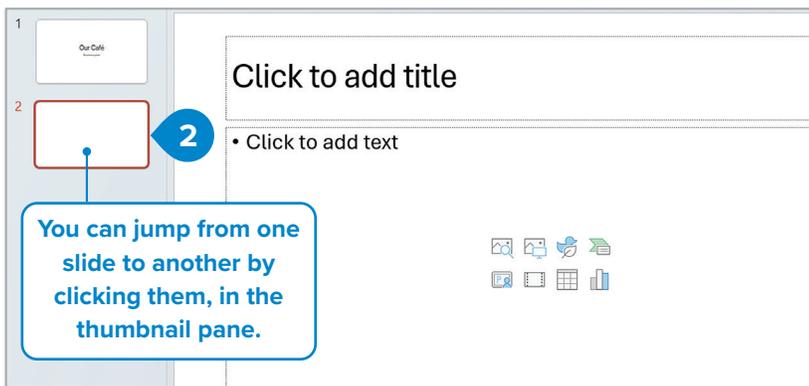
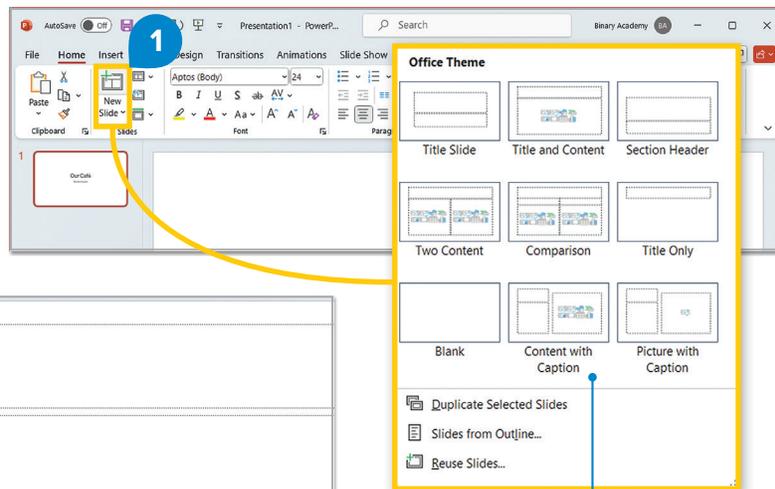


How to insert a slide

To have an informative presentation, add more slides.

To insert a slide:

- > On the **Home** tab, in the **Slides** group, click **New Slide**. **1**
- > A new slide will be added below the first one. **2**



If you click the **New Slide** arrow, a list with different styles of slides will open. Choose the one you like.



Smart Tip

Guy Kawasaki, who is considered to be a presentation guru, has suggested the Rule: a PowerPoint presentation should have ten slides, last no more than 20 minutes, and contain no font smaller than 30 points. He believes that this rule is applicable to presentations for raising funds, making a sale, creating a partnership, etc.

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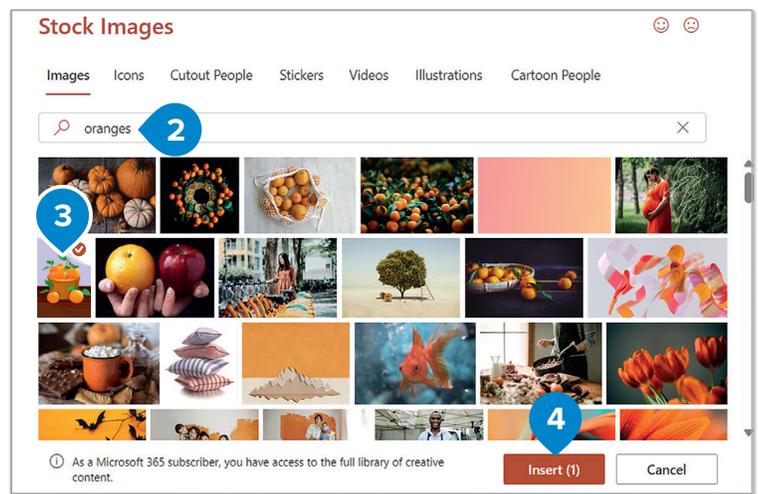
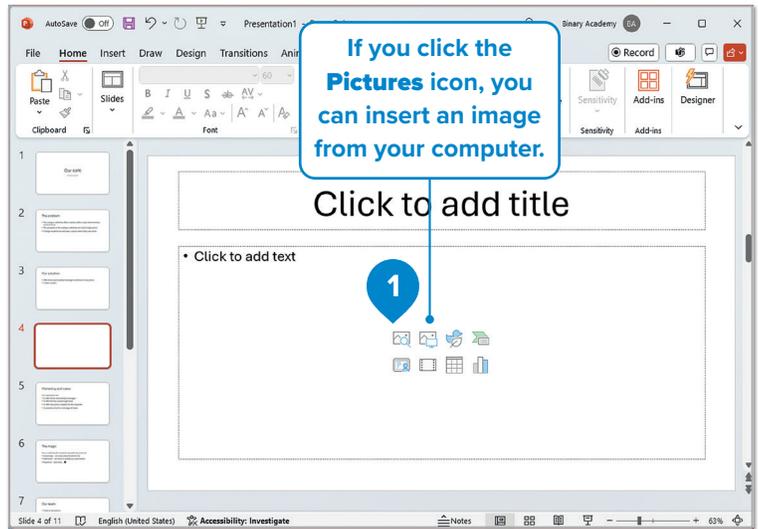
Insert images

Add an image to your presentation. First, type your slide title.

To add an image:

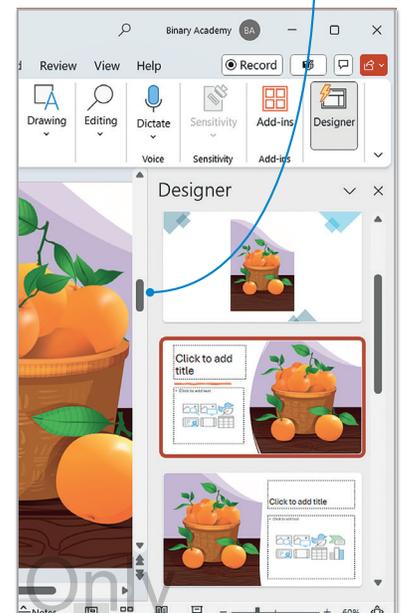
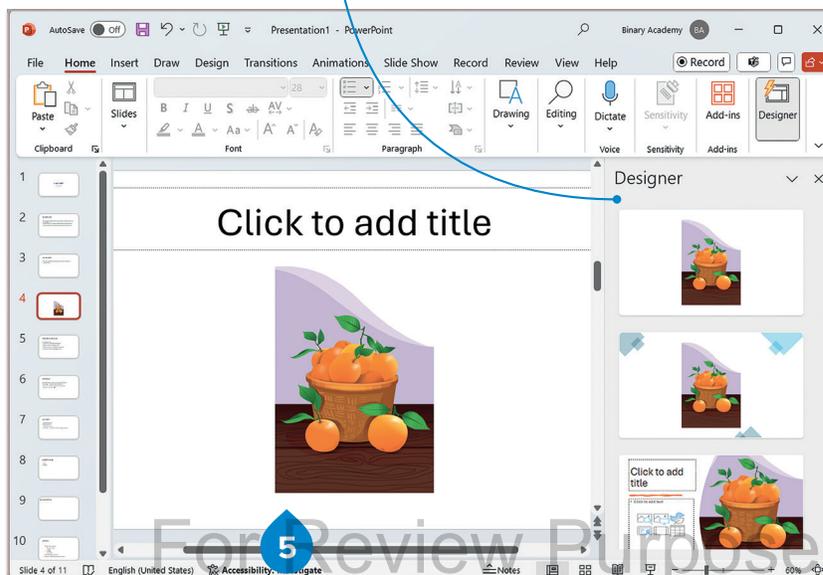
- > Click the **Stock Images** icon in the center of the slide. **1**
- > In the **Stock Images** window, type a keyword or phrase in the search box. **2**
- > Select one of the images **3** and click **Insert**. **4**
- > The image you chose will be automatically inserted in your slide. **5**

Remember that on the Home and Insert tabs, you can format and insert objects just like in Microsoft Word.



Microsoft PowerPoint will display some ideas on the right to design your presentation.

Scroll through the suggestions in the Design Ideas pane and select the design you want.

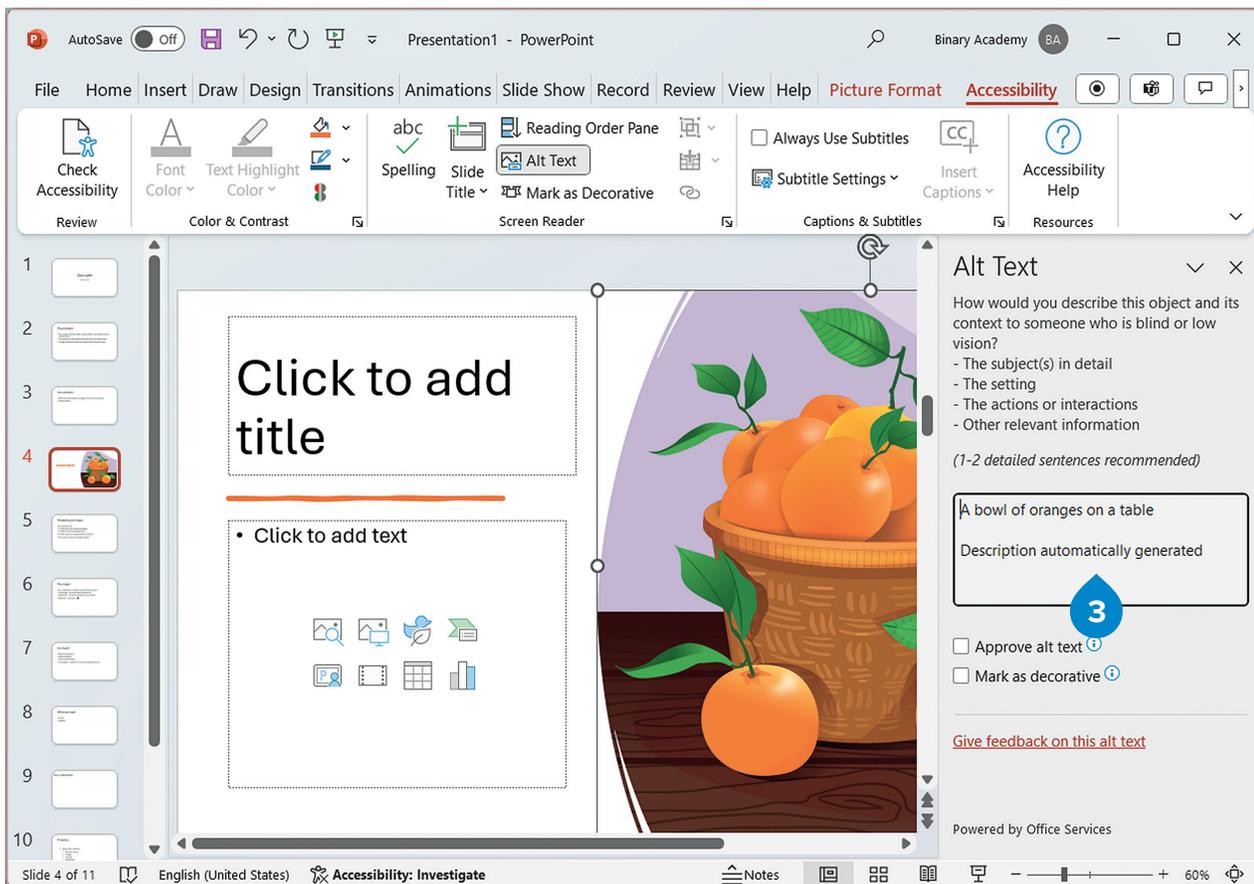
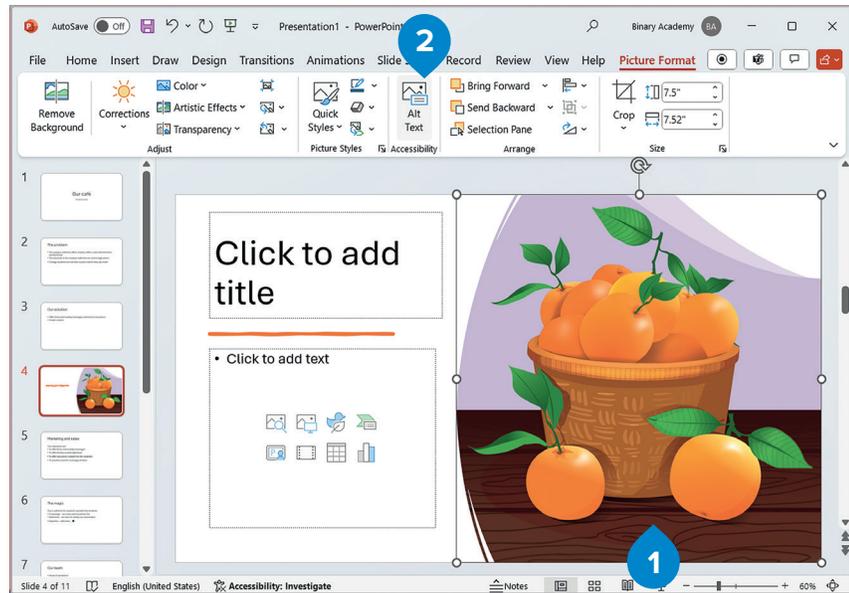


Alt text

Alt text, short for "alternative text", is a feature that provides a textual description of images or other graphic elements within a presentation. Alt text serves as a descriptive tool that aids individuals with visual disabilities. When a person using a screen reader encounters an image in a document, the screen reader will read the alt text aloud, providing an auditory description of the picture.

To add alt text:

- > Select the image you wish to add **Alt Text** to. **1**
- > On the **Picture Format** tab, in the **Accessibility** group, click **Alt Text**. **2**
- > In the **Alt Text** window, type the text you want in order to describe the object. **3**



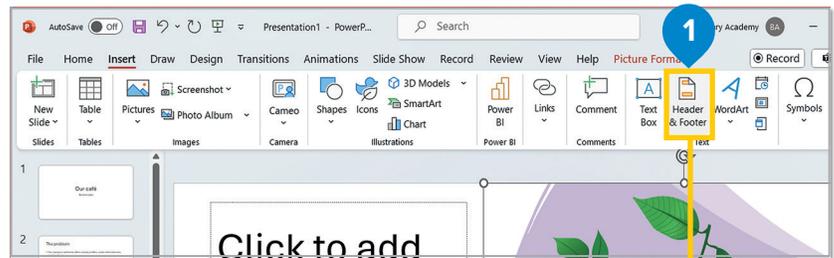
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Headers and footers

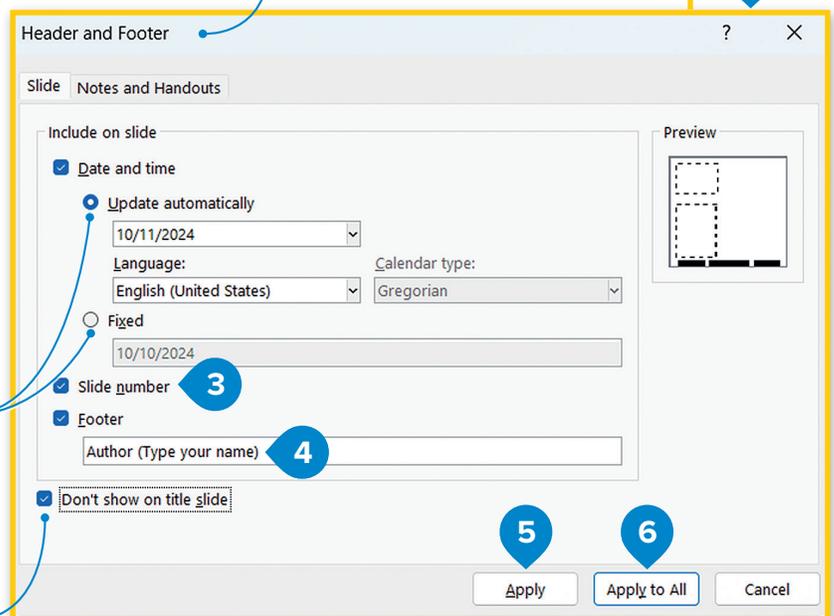
Headers and footers can be added to slides, appearing at the top and bottom, respectively, to include consistent information across the presentation. This content will appear on every slide.

To add a header or footer:

- > On the **Insert** tab, in the **Text** group, click **Header & Footer**. **1**
- > The **Header and Footer** window will open. **2**
- > Select **Slide number** to apply numbering to your slides **3** and **Footer** to write a small text, e.g., who the author is. **4**
- > Click **Apply** if you want to apply these changes to the specific slide **5** or **Apply to All** for the whole presentation. **6**
- > Check the information on your slide. **7**

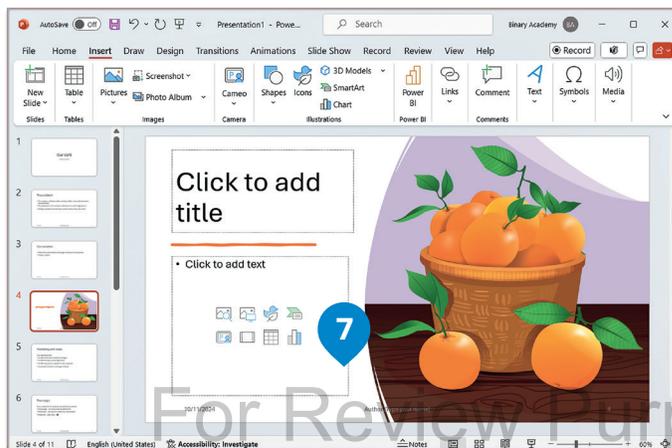


Put headers and footers on the **Notes and Handouts**. **Notes and Handouts** are pages that you can print and may contain either the notes that you wrote on each slide or the slides as thumbnails.



You can choose between the current date that will be updated automatically every time you open your presentation or a fixed date that you will type.

This removes all this information from the title slide, the first slide of the presentation.



Header and footer is something that you are going to meet in a lot of programs. They work in the same way.

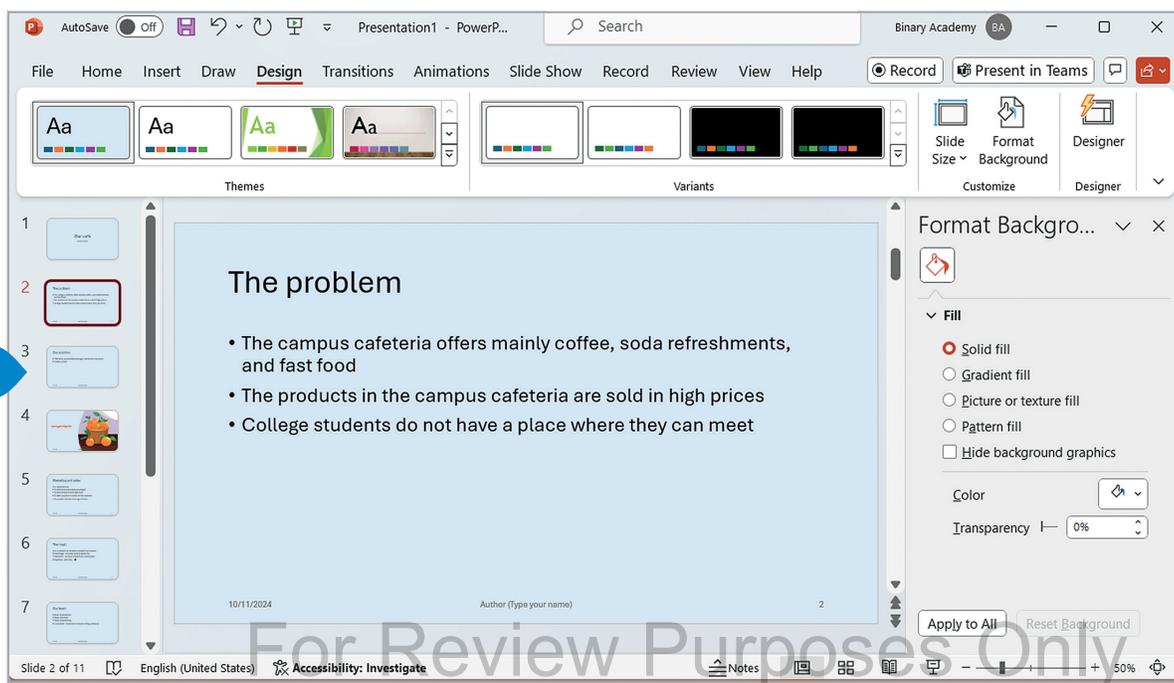
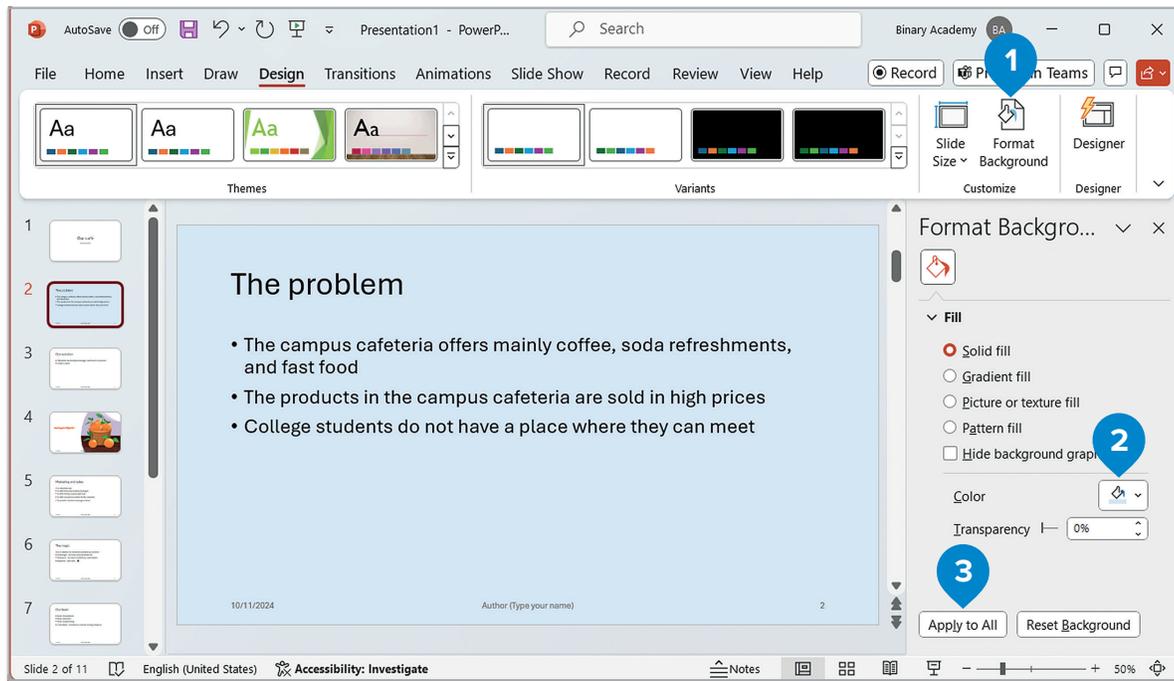
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Themes

Adding color or **themes** to slides can make a presentation more appealing. It's best to use these features sparingly for maximum effect.

To apply color:

- > On the **Design** tab, in the **Customize** group, click **Format Background**. **1**
- > Under **Fill**, in the **Color** list, click the one that you like. **2**
- > Click **Apply to All**. **3**
- > The background of your slides will change. **4**



To apply a theme:

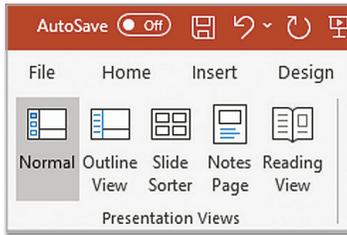
- > On the **Design** tab, in the **Themes** group, choose a theme of your liking. **1**
- > To apply a different color variation of a particular theme, in the **Variants** group, click a variant. **2**
- > All the slides will acquire the same theme. **3**

The screenshot shows the Microsoft PowerPoint interface with the **Design** tab selected. In the **Themes** group, a theme is highlighted with a blue circle and the number **1**. A yellow callout box titled "This Presentation" displays a grid of theme options, with the selected theme circled in blue and labeled **1**. Below the grid are options to "Browse for Themes..." and "Save Current Theme...". A blue callout box with a white background and blue border contains the text: "A theme is a collection of colors and font formatting that you can use as a template format." The main slide area shows a slide titled "Our café" with the subtitle "Business plan".

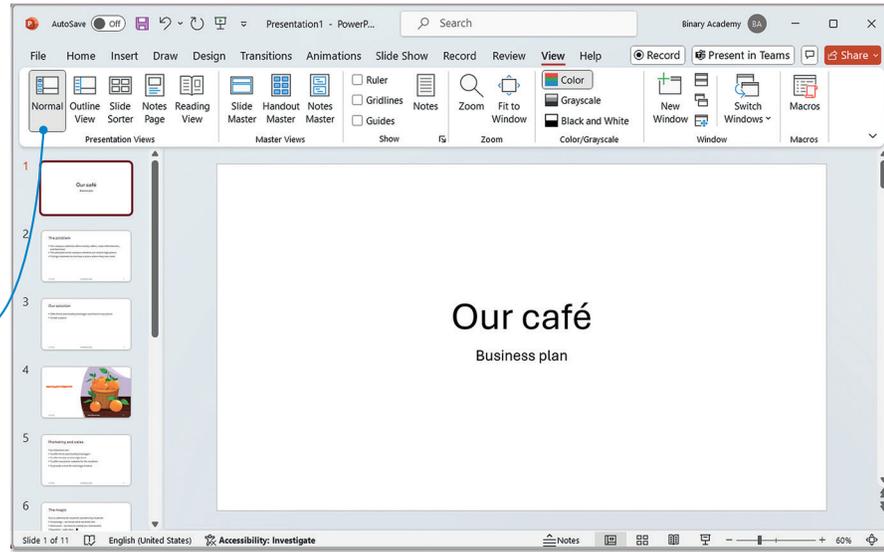
The screenshot shows the Microsoft PowerPoint interface with the **Design** tab selected. In the **Variants** group, a variant is highlighted with a blue circle and the number **2**. A blue callout box with a white background and blue border contains the text: "A variant is a different color variation of a particular theme." The main slide area shows the same slide titled "Our café" with the subtitle "Business plan", but now with a green geometric background. The **Designer** pane on the right shows three design ideas for the slide. A blue callout box with a white background and blue border contains the number **3**, indicating that all slides will acquire the same theme. The status bar at the bottom shows "Slide 1 of 11", "English (United States)", and "Accessibility: Investigate".

Views

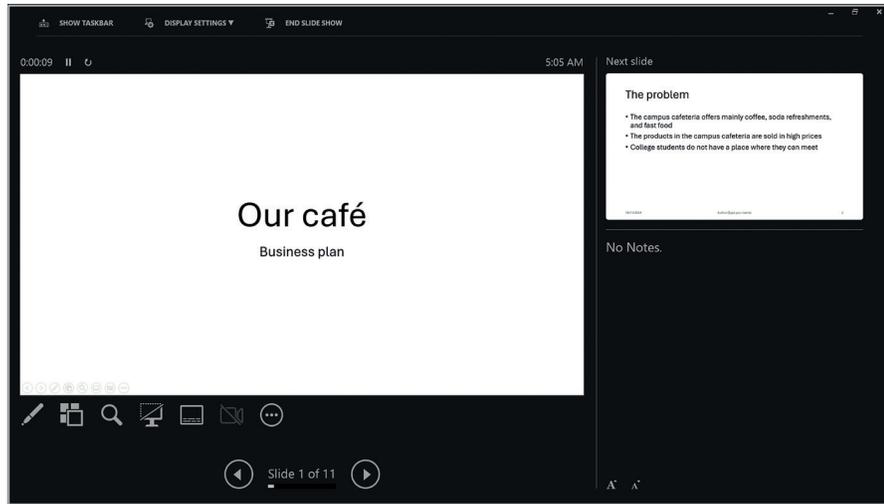
In **Microsoft Word**, you can apply different views to help you while working on your document. The same goes for **Microsoft PowerPoint**.



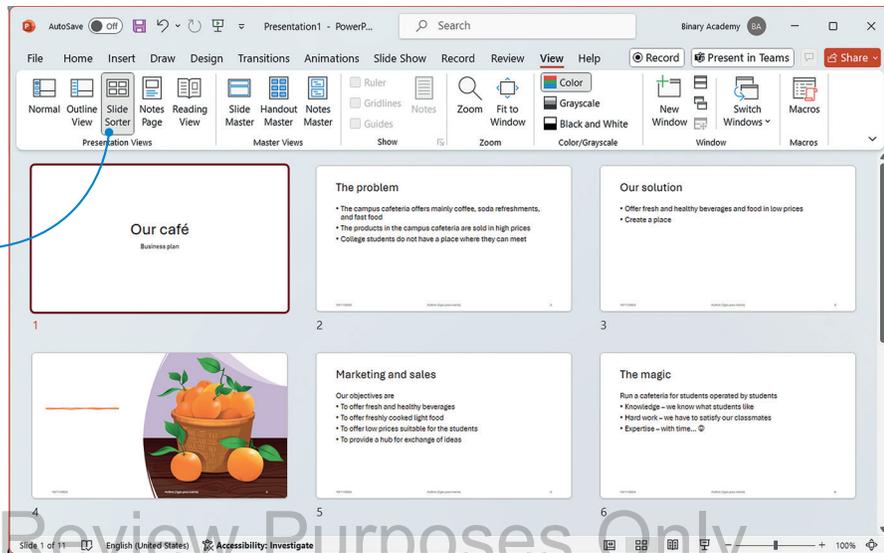
Normal view is the standard view of the program.



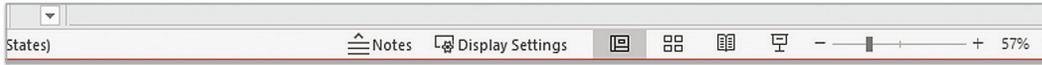
If you want the result of your presentation, press **F5. Use the mouse or the arrow keys to go from one slide to the other.**



The Slide Sorter view lets you see smaller slides, so you can check the layout and details of transitions and animations. You can also move slides around to change their order or delete them by selecting them and pressing **Delete. If you want to stop the presentation at any time, press **F4**.**

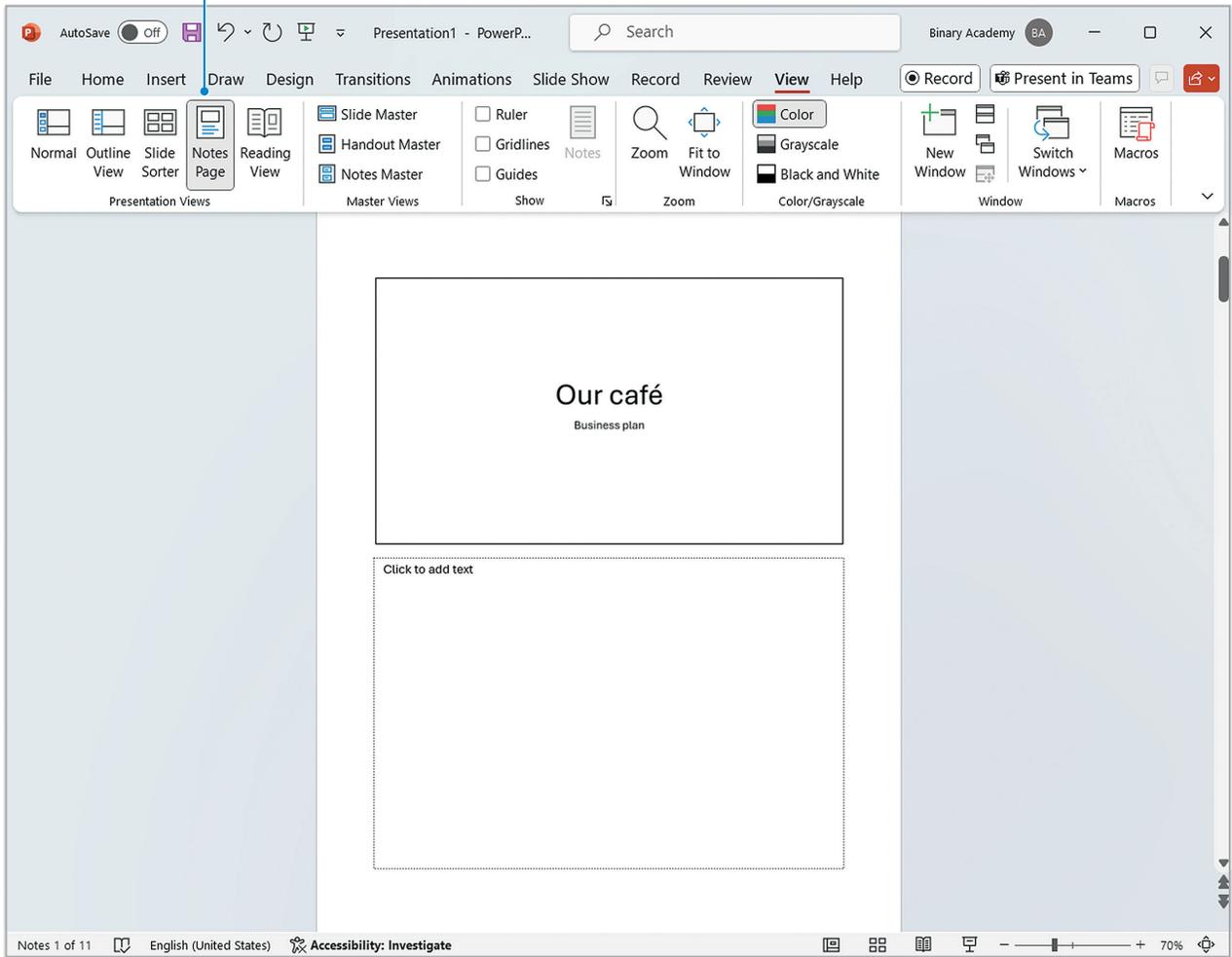


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The **Notes Page** view provides space to add the notes you want on a specific slide.

Don't forget that you can also use the view buttons and the zoom slider at the bottom right corner of the program.



Hands on!

Find photos and information about the greenhouse effect and create a presentation to inform your classmates about this topic.

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LESSON 2

Transitions and animations

To make a presentation more exciting, add cool effects. Microsoft PowerPoint offers many options.

Transitions

One option to add **transition** effects to the slides is to add motion effects that occur (in Slide Show view) when moving from one slide to the next during a presentation.

To apply slide transitions:

- > On the left-hand side of the screen in the **Thumbnail** pane, click the slide you want to apply a transition effect to. **1**
- > On the **Transitions** tab, in the **Transition to This Slide** group, click the one you like. **2**
- > The effect will be applied during the transition between the previous slide and the slide you have chosen. **3**

Every transition effect has a default duration, for example, for the Wipe transition, the default duration is set to 1 second and for the Split transition it's 1.5 seconds.

Click **Preview** to preview the slide transition effects.

Click on the **Sound** option to add a sound effect every time the slide changes.

You can change the duration by typing in the **Duration** box or by clicking the arrows next to it.

The screenshot shows the Microsoft PowerPoint interface with the **Transitions** tab selected. The ribbon includes options for **Preview**, **None**, **Morph**, **Fade**, **Push**, **Wipe**, **Split**, **Effect Options**, **Sound**, **Advance Slide**, **Duration** (set to 01.00), **On Mouse Click** (checked), **After** (set to 00:00.00), and **Apply To All**. The slide thumbnail pane on the left shows four slides, with slide 2 selected. The main slide area displays slide 2 with the title "The problem" and a bulleted list. Callouts with numbered circles (1, 2, 3) point to the thumbnail pane, the transition ribbon, and the slide content respectively. Additional callouts provide instructions on using the **Preview** button, the **Sound** option, the **Duration** box, the **On Mouse Click** checkbox, and the **Apply To All** button.

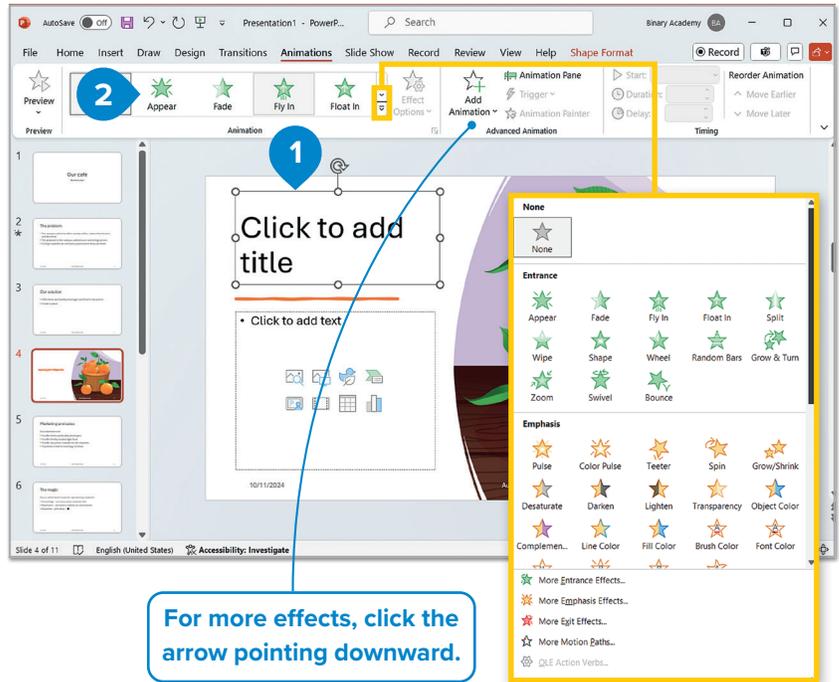
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Animations

Another way to make a presentation more appealing is to add **animation** effects to text or images. For example, an item can appear or disappear gradually, fly onto the slide from the side, change size, color, spin, move up or down, etc.

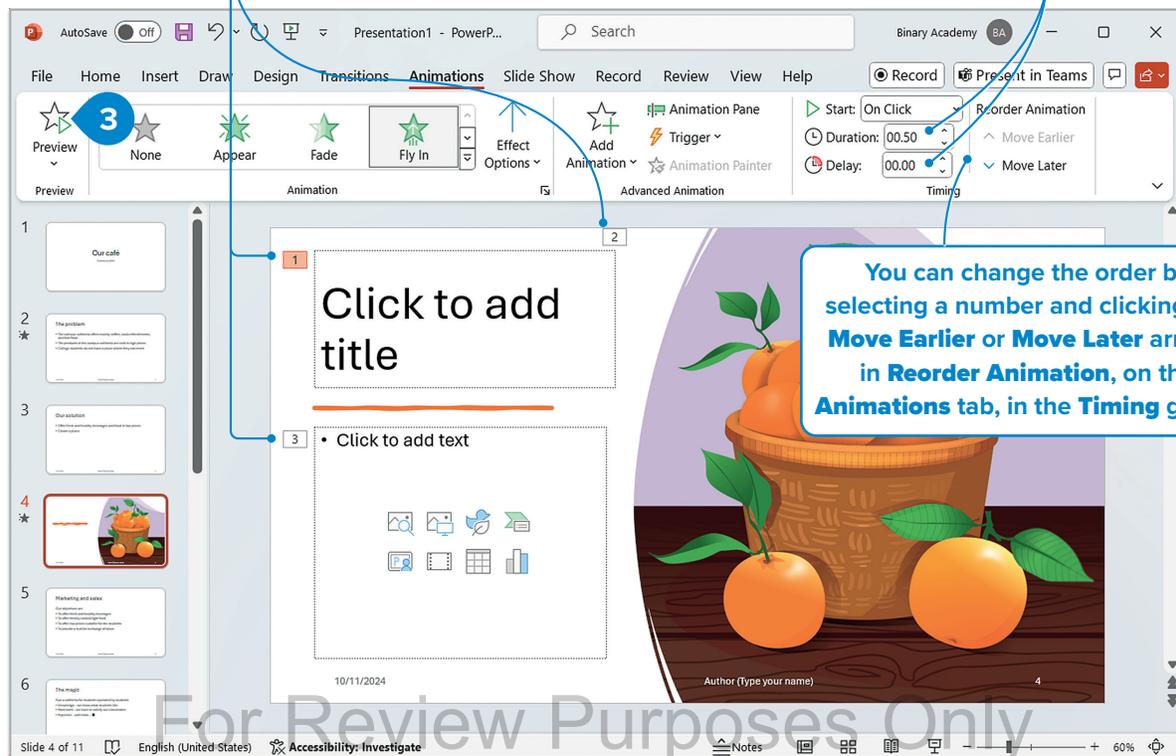
To add an animation effect:

- > Click a text box (or an image) on a slide. **1**
- > On the **Animations** tab, in the **Animation** group, you can notice all the animation effects you can apply. Click the effect you want. If you want, add more effects to the other text box(es) on the slide. **2**
- > Click **Preview** **3** to preview all the animation effects you have applied to the slide.



The small numbers on the left side of the text boxes on a slide indicate the order in which the animation effects will occur.

Duration is set by default to 0.5 seconds and Delay is set by default to 0. You can change these numbers by typing or by using the arrows.



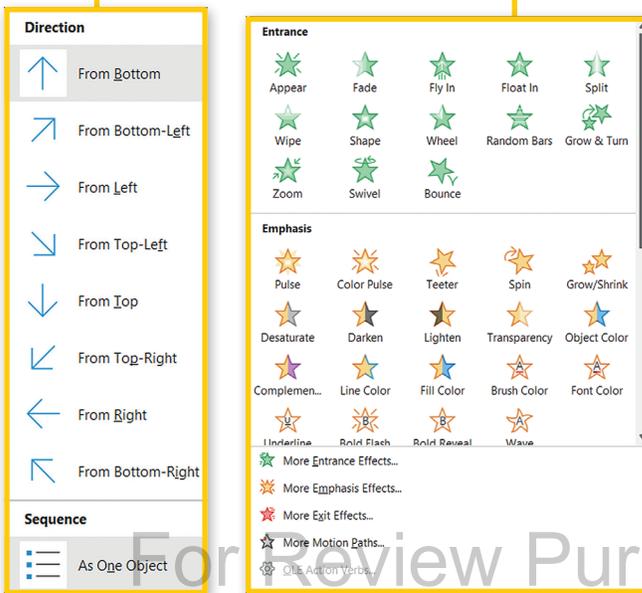
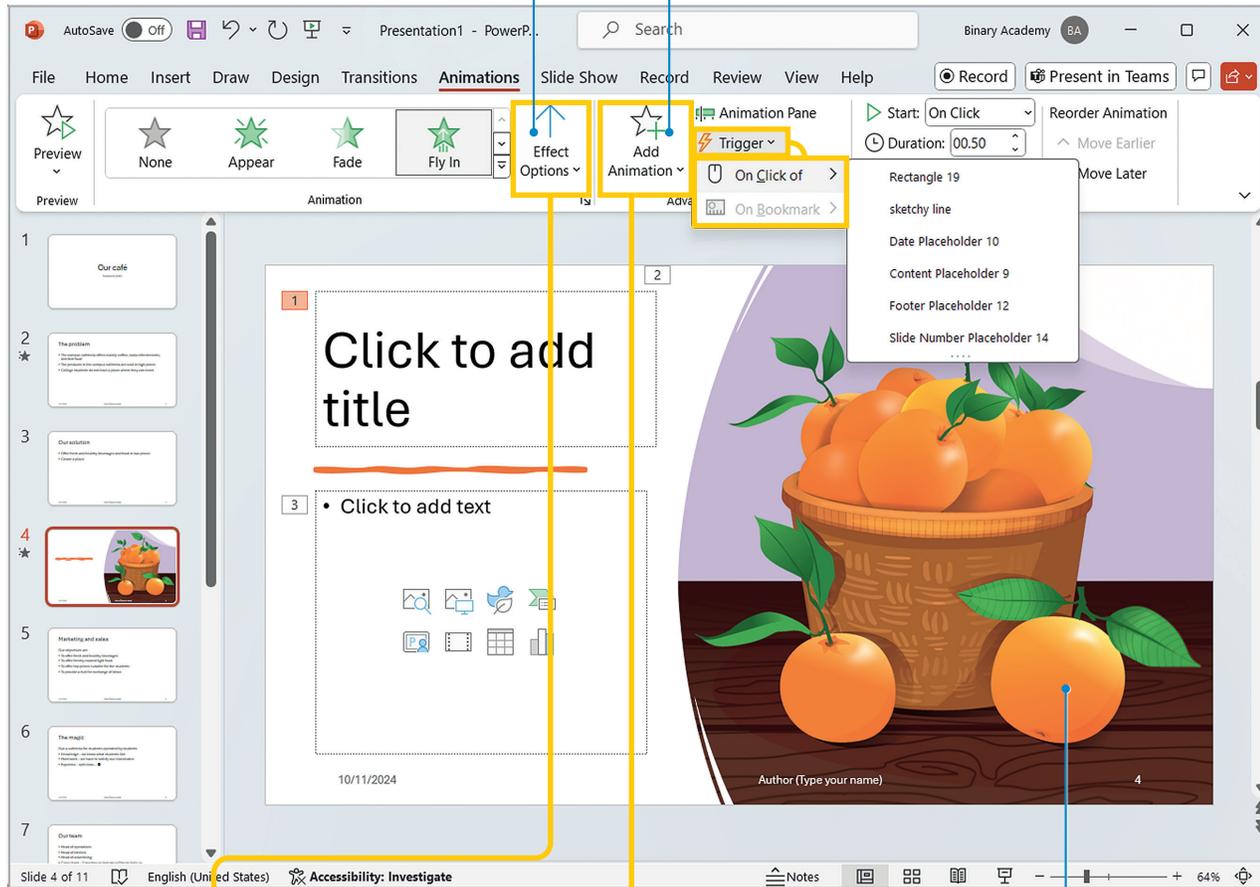
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Advanced animation

Animations can be customized in many ways. In the **Animations** tab, under the **Advanced Animation** group, there are many options to explore.

Click **Effect Options** to see more choices for specific effects. Each effect has different options, so it's best to experiment before making a final decision.

The **Add Animation** button offers more cool animations. You can even create your own.



To make the presentation more interactive, an animation can start after clicking a specific object on the slide.

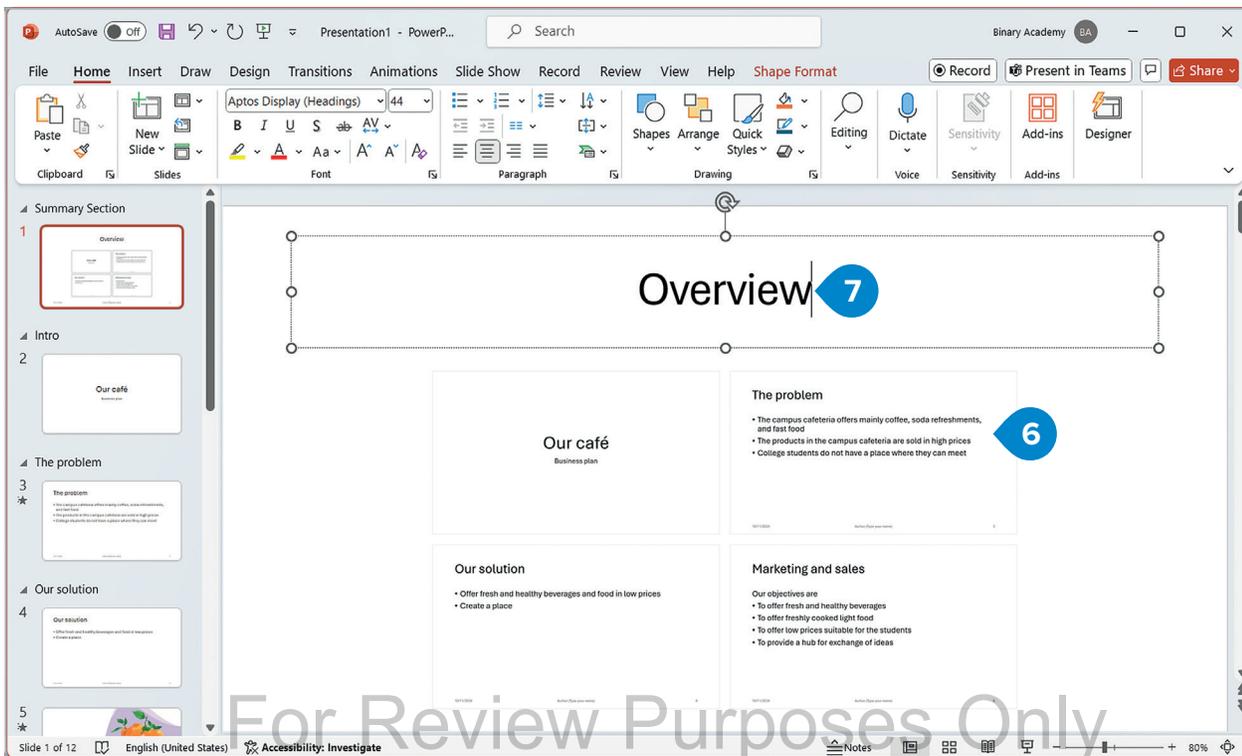
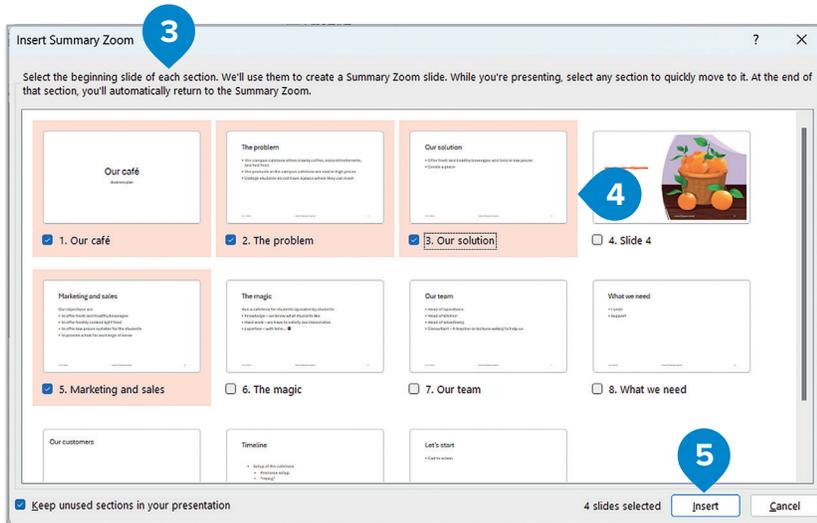
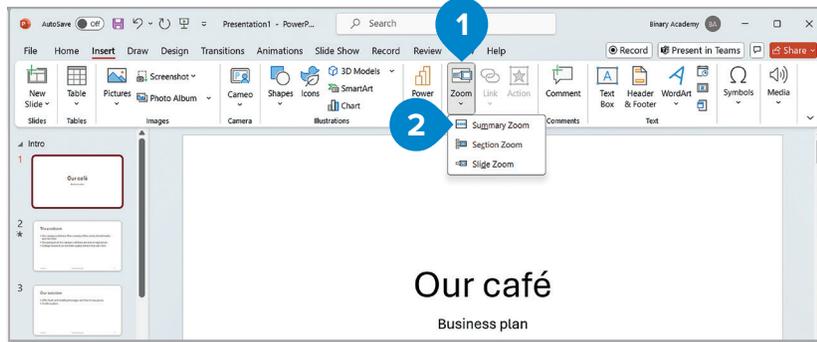
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Summary zoom

Microsoft PowerPoint allows the creation of a new slide as a landing page to access different parts of the presentation. Using **Summary Zoom**, an interactive way is provided for the **audience** to explore various sections or key points.

To create a summary zoom:

- > On the **Insert** tab, in the **Links** group, click **Zoom** **1** and then click **Summary Zoom**. **2**
- > From the **Insert Summary Zoom** window, **3** select the slides you want to include in your summary zoom. **4**
- > Click **Insert**. **5**
- > The **Summary Zoom** will show up as a new slide. **6**
- > Click on the slide title and give it an appropriate title. **7**



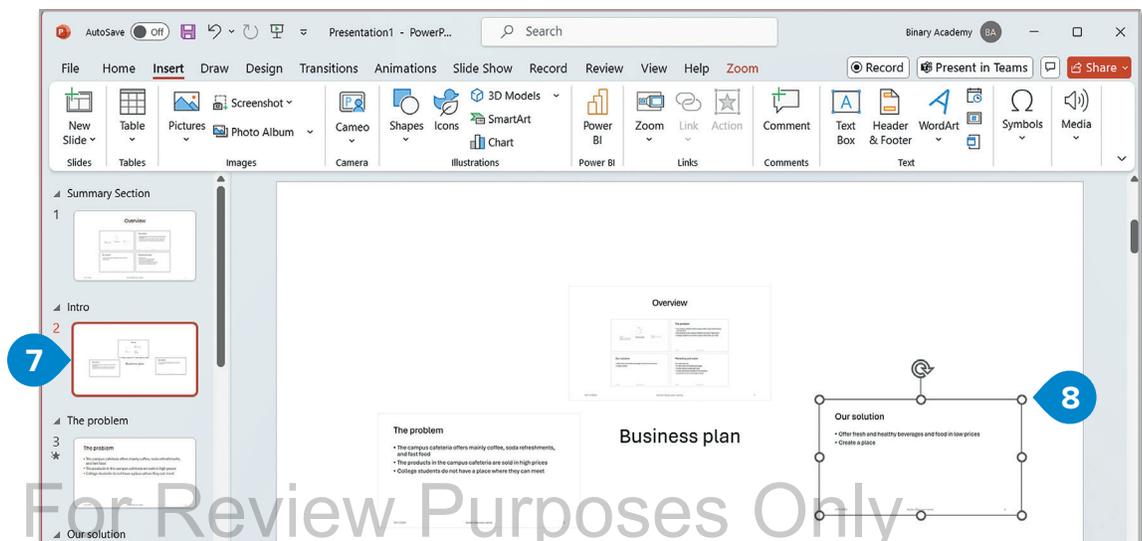
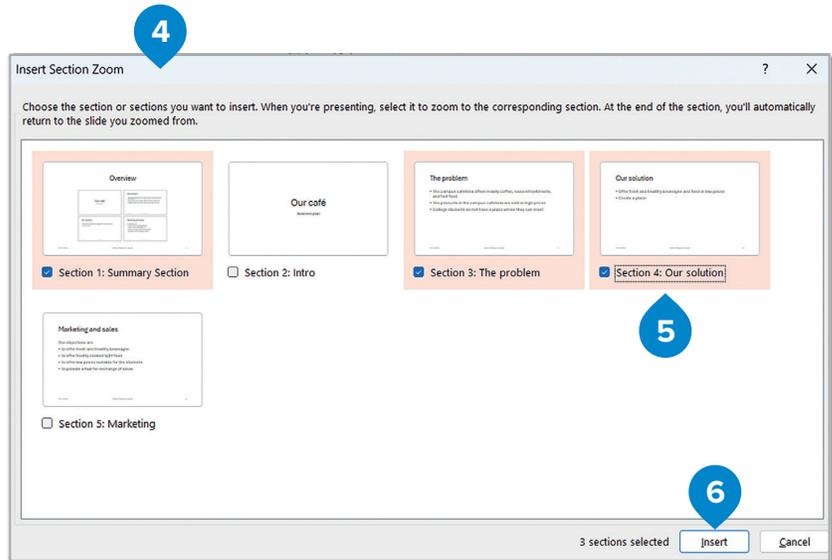
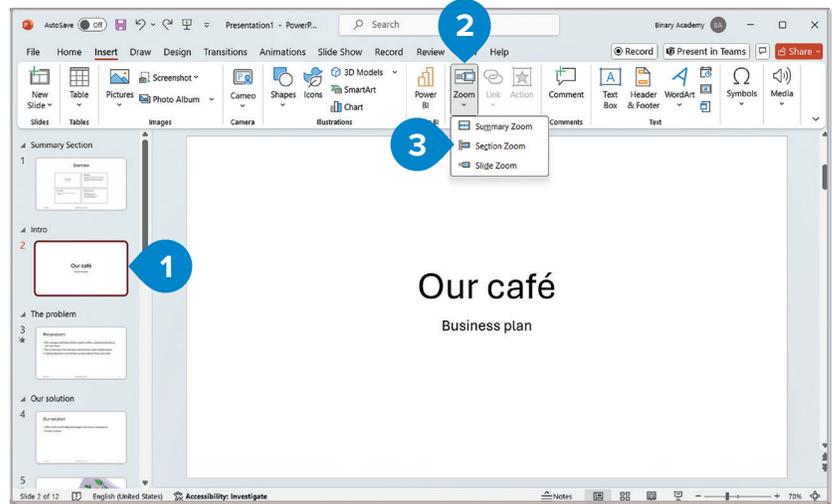
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Section zoom

A **Section Zoom** in PowerPoint is essentially a hyperlink to a section that already exists within your presentation. These section zooms can be used to navigate back to sections that you want to emphasize or to illustrate the connections between specific parts of your presentation.

To create a section zoom:

- > Click the slide of your presentation to which you want to add a section zoom link. **1**
- > On the **Insert** tab, in the **Links** group, click **Zoom** **2** and then click **Section Zoom**. **3**
- > From the **Insert Section Zoom** window, **4** check the sections you want to use as a section zoom **5** and then click **Insert**. **6**
- > Your section zoom will be created. **7**
- > Move each section to the place you want in the slide. **8**



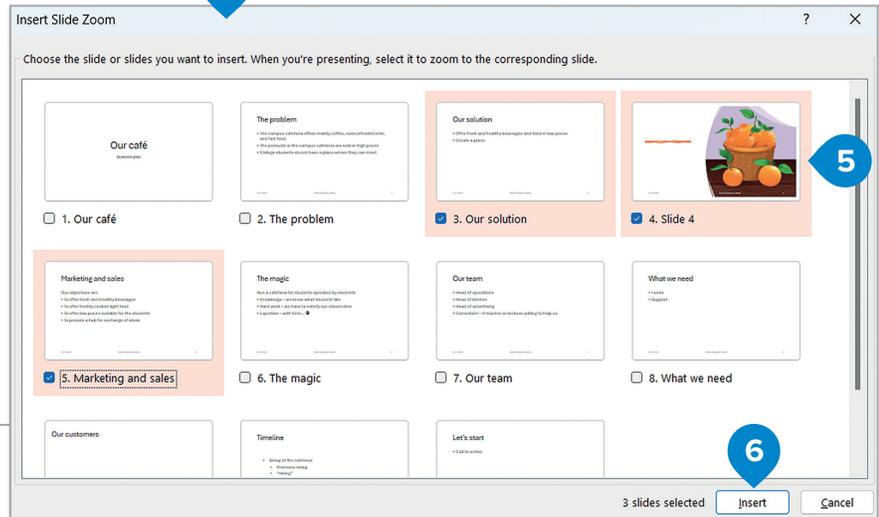
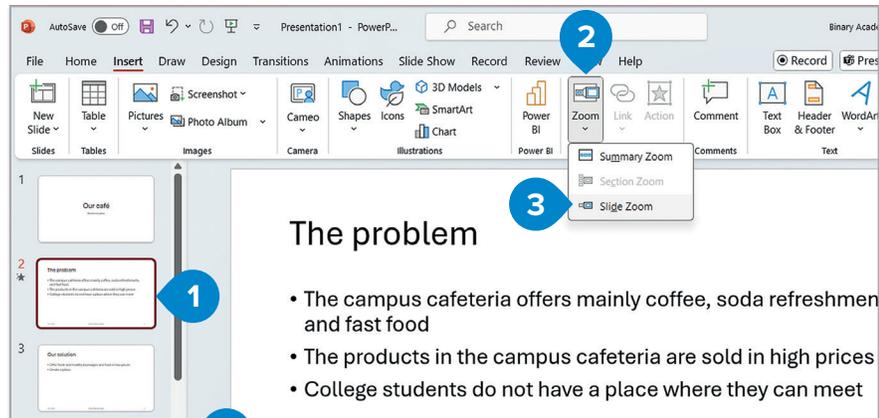
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Slide zoom

Slide Zoom is a feature that enables non-linear navigation within a presentation. It allows the presenter to move between slides in any order, without disrupting the overall flow. This flexibility helps create dynamic presentations, allowing for a more interactive and engaging experience, as content can be revisited or explored in different sequences based on audience needs or preferences.

To create a slide zoom:

- > Click the slide in the presentation where the **Slide zoom** will be created. **1**
- > On the **Insert** tab, in the **Links** group, click **Zoom** **2** and then click **Slide Zoom**. **3**
- > From the **Insert Slide Zoom** window, **4** select the slides you want to use in your slide zoom **5** and then click **Insert**. **6**
- > Your slide zoom will be created. **7**
- > Move each slide to the place you want. **8**



The problem

- The campus cafeteria offers mainly coffee, soda refreshments, and fast food
- The products in the campus cafeteria are sold in high prices
- College students do not have a place where they can meet



Hands on!

It's time to take your previous presentation to another level. Use animations and transitions to make it cooler. Also, use zoom for PowerPoint to make your presentation more dynamic and exciting.

Wrap up

Take a moment to reflect on your progress.

How confident are you in your ability to apply the following skills?

- > Creating slides, organizing content logically, and formatting text effectively.
- > Adding and adjusting images with alt text and customizing presentation themes.
- > Applying and customizing slide transitions, animations, and advanced settings like triggers and motion paths.
- > Inserting and managing audio and video clips for smooth playback.
- > Adding and customizing 3D models and SmartArt graphics to represent relationships and hierarchies.
- > Creating and formatting charts, adjusting data, axis scales, and colors for clarity.
- > Linking and embedding files to ensure a smooth presentation.
- > Rehearsing using Speaker Coach and applying feedback for better performance.
- > Managing the overall presentation flow, ensuring all elements contribute to an engaging delivery.

Key Terms

animation

audio clip

axis

chart

design

fade in

fade out

footer

header

layout

notes page

playback

presentation

section

shape

slide

SmartArt

theme

thumbnail

timing

transition

trim

zoom

For Review Purposes Only

Presentations

with Microsoft® Powerpoint

Be the dynamic presenter.

Have you ever been captivated by a presentation? Or maybe you've found yourself bored or cringing, wishing the speaker knew how to keep things interesting. Imagine if you could be the one everyone's excited to listen to, making your audience sit up and take notice. What if you had the skills to turn your ideas into something unforgettable?

Skills and Pathways: Presentations with Microsoft® Powerpoint shows you how to create slides that grab attention. Starting with layout basics, you'll add engaging transitions, animations, and multimedia elements. Learn techniques for including charts and graphs, and explore advanced skills in image editing and creating animated stories that keep audiences engaged.

By the end of this course, you won't just be good at presentations—you'll be ready to earn a credential that shows the world you're a presenter who can inspire any audience and share your ideas with confidence and style.