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## WORKBOOKS FOR CLAIT 2006 - LEVEL 1

- x Workbooks are supplied on CD-ROM for self-printing (unlimited copies)
- x Purchasers can print unlimited copies for their own use
- x You are allowed to print and photocopy the materials as much as you like for use at the same training centre. You can place the materials on an Intranet if required
- x They are available in PDF format and Word format
- x Purchasers can edit the Word format workbooks to produce customised versions for use at the same training centre
- x All practice data files are supplied

The following eight units are available on a unit by unit basis

**NEW! 2<sup>nd</sup> Editions** These have expanded content, and include the practice tasks from product codes PT1, PT2, PT3, PT4, PT5, PT6, PT7 and PT8 respectively. (Product codes PT1, PT2, PT3, PT4, PT5, PT6, PT7 and PT8 also include the task solutions).

### **UNIT 1 - FILE MANAGEMENT AND e-DOCUMENT PRODUCTION**

**(Using Windows XP and Word 2003)**

### **UNIT 2 - CREATING SPREADSHEETS AND GRAPHS**

**(Using Excel 2003)**

### **UNIT 3 - DATABASE MANIPULATION**

**(Using Access 2003)**

### **UNIT 4 - e-PUBLICATION CREATION**

**(Using Publisher 2003)**

### **UNIT 5 - CREATE AN e-PRESENTATION**

**(Using PowerPoint 2003)**

### **UNIT 6 - e-IMAGE CREATION**

**(Using Publisher 2003 and Paint Shop Pro)**

### **UNIT 7 - WEB PAGE CREATION**

**(Using FrontPage 2003)**

### **UNIT 8 - ONLINE COMMUNICATION**

**(Using Internet Explorer and Outlook 2003/7)**

**LEARN, PRACTISE**  
**AND PASS**  
**CLAIT 2006 - LEVEL 1**

***UNIT 5***  
***CREATE AN***  
***E-PRESENTATION***

**USING**  
**MICROSOFT POWERPOINT 2003**

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centre.**

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# **CLAIT 2006 – LEVEL 1 – UNIT 5**

## **CREATE AN E-PRESENTATION**

### **USING MICROSOFT POWERPOINT 2003**

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## INSERTING AND MANIPULATING IMAGES

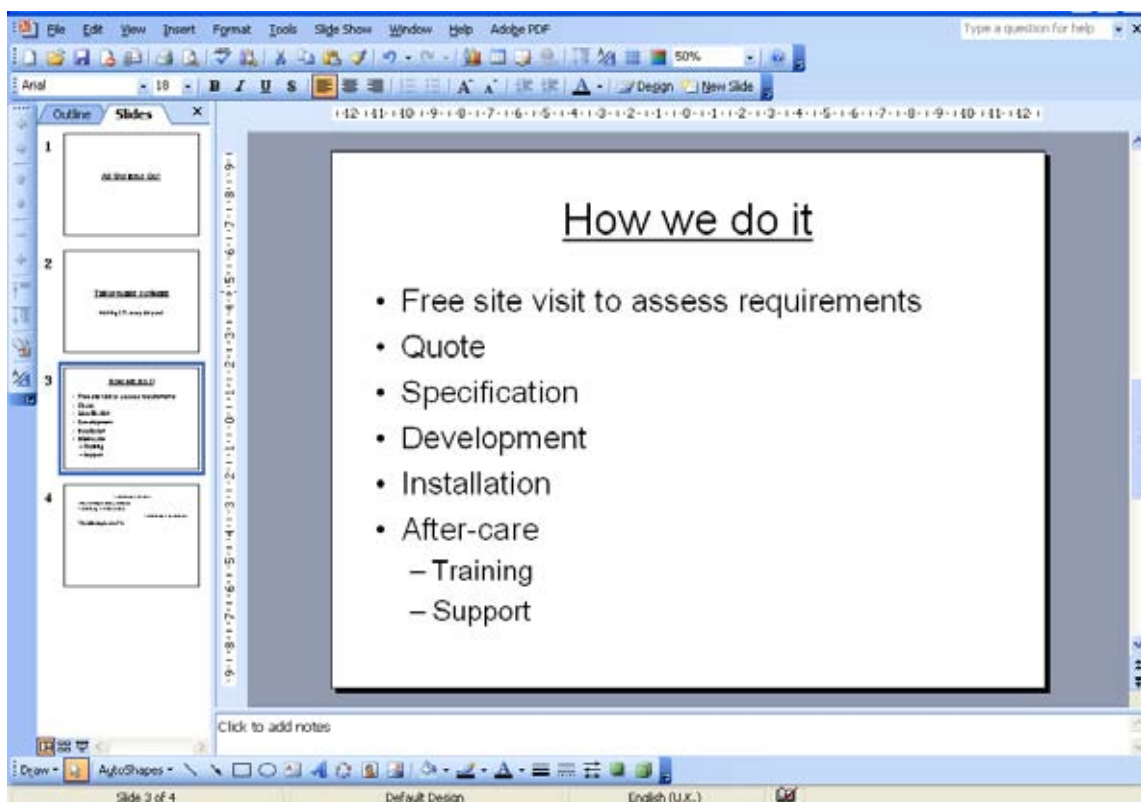
Presentations can be given more impact by including images. In this section you will add two pictures to a presentation.

One image will be placed on an individual slide. You will then place an image on the master slide, so that the image appears on every slide automatically.

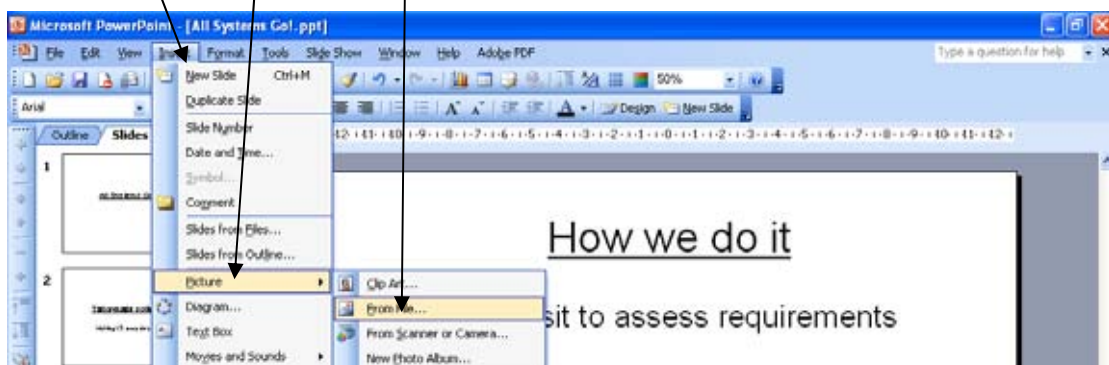
Proceed as follows:

**Action** Open the presentation named **Insert**.

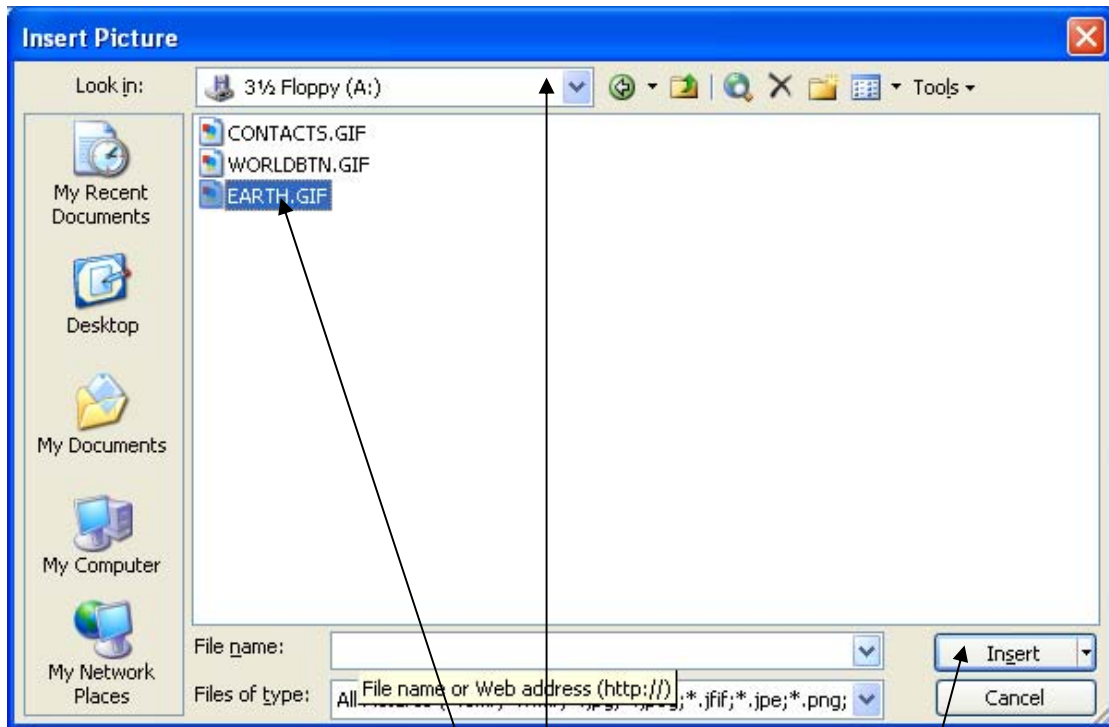
**Action** Make sure that slide 3 is displayed, as below:



**Action** Select **Insert, Picture, From File...** on the menu bar, as shown below:



The following dialogue box will appear:



**Action** The file you are going to insert is stored on your floppy disc, so select **3 1/2" Floppy (A:)** from the list of **Look in:** locations (or the location as directed by your tutor).

**Action** Point and click on the file name **Earth.gif**, and click on the **Insert** button.

A photograph of the Earth will be inserted on your slide, as below:



**Action** Now position the image in the top right hand corner of the slide. You can do this by clicking on the image and, keeping the mouse button held down, drag it into position, as shown overleaf:



Note that you can also move a selected object using the keyboard, using the direction arrow keys located to the left of the number block.

The image can be re-sized by clicking and dragging on one of the corners (re-sizing an image from the corner means the image retains its original proportions automatically).

**Action** Make the image smaller by dragging the bottom left hand corner inwards, towards the top right hand corner.

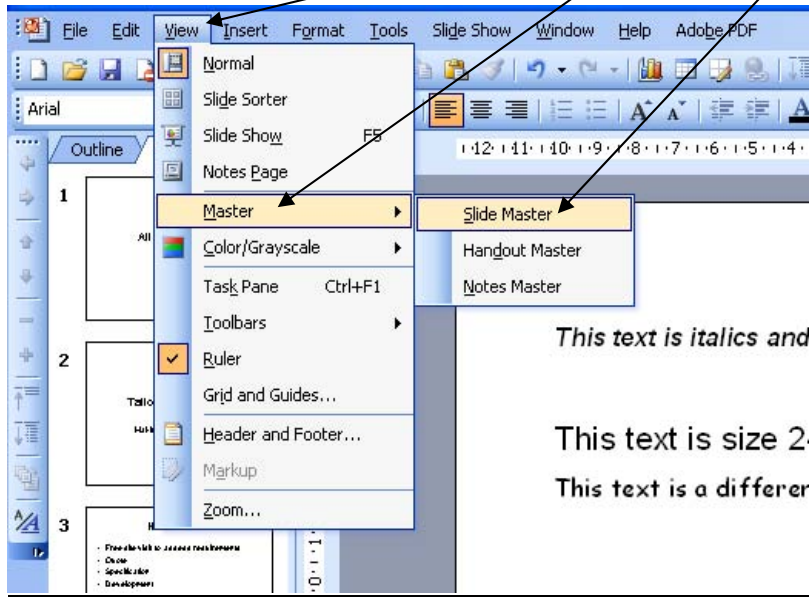


Note that if you wished to delete an image you can do so by clicking on the image to select it, then pressing **delete** on the keyboard.

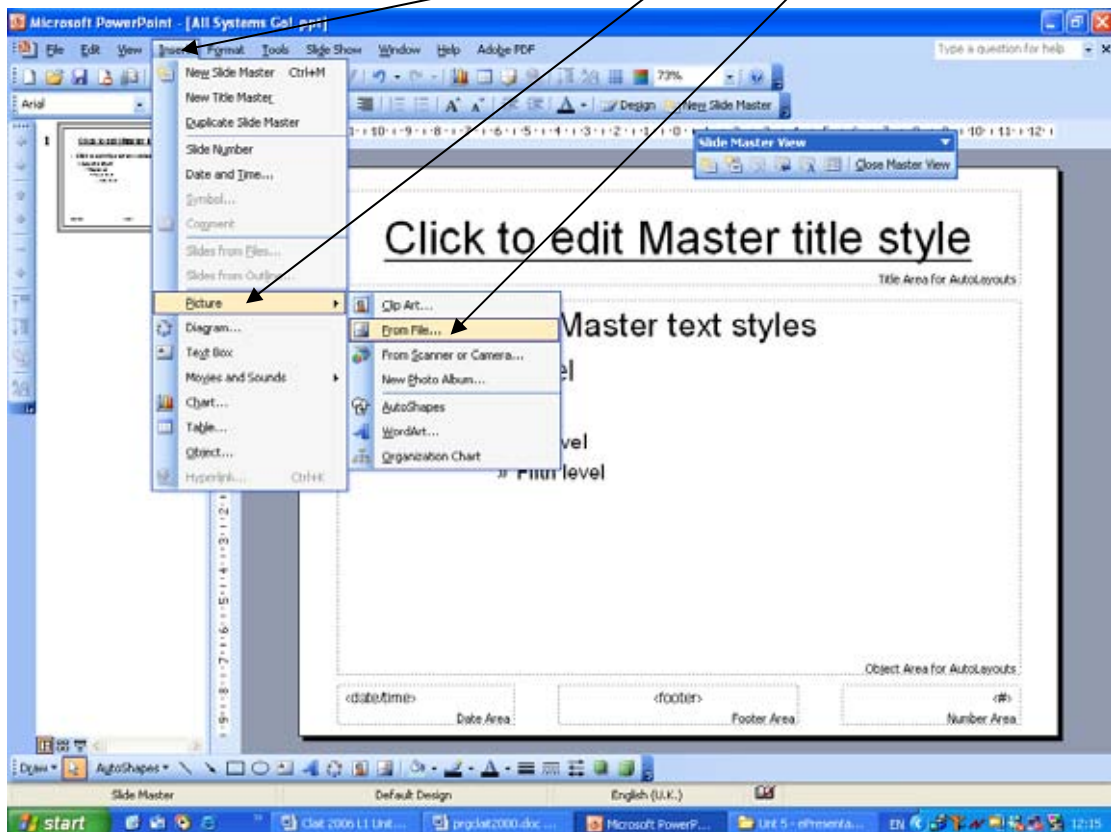
The image just inserted will appear only on the slide selected.

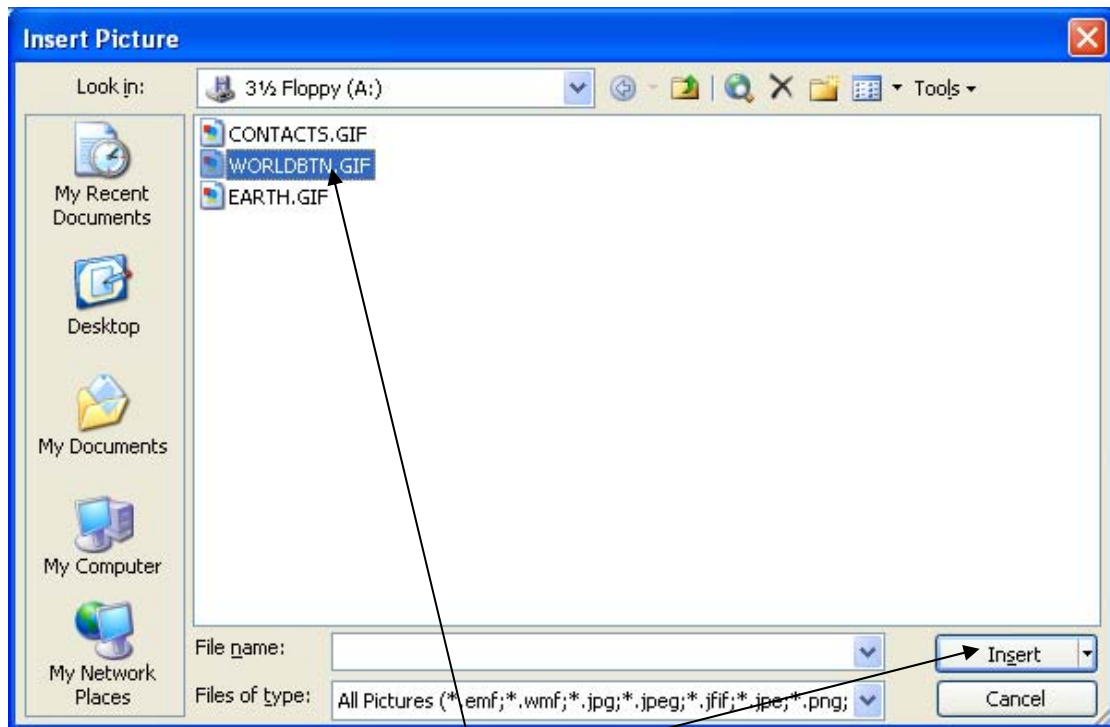
There will often be a need to place images on every slide in the presentation. Rather than do this slide by slide, the most effective way to achieve this is to place the image on the slide master, as follows:

**Action** Access the master slide by selecting **View, Master, Slide Master** on the menu bar, as below:

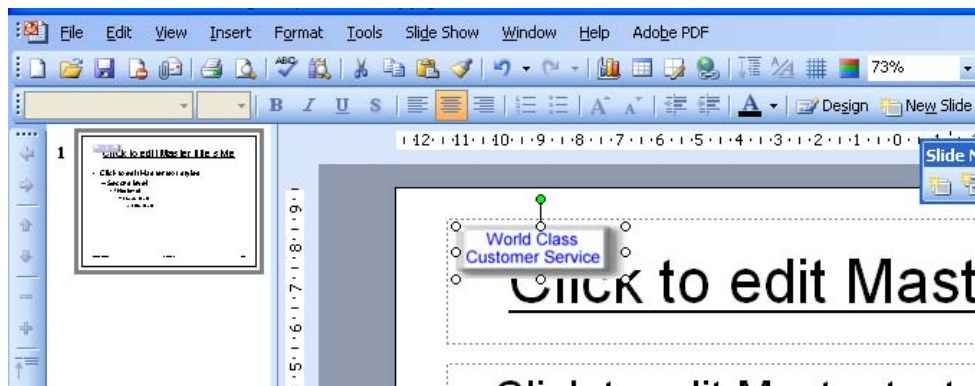


**Action** On the master slide screen, choose **Insert, Picture, From File...**





**Action** Choose and insert the file **WORLDBTN.GIF** from your floppy disk.



**Action** Position the image near the top left-hand corner of the master slide.

**Action** Close the slide master view – notice how the image now appears on every slide.

**Action** Save the changes to the presentation **Insert**.

**Action** Save and close the current presentation and tackle the following three tasks.

**Practice Task 28**

**OPENING A PRESENTATION  
INSERTING AN IMAGE  
SAVING A PRESENTATION**

---

The data files required for this exercise are: **Race** and **Dog**

---

1. Switch on the computer
2. Login using your username and password
3. Load a presentation application
4. Open the presentation named **Race** to display slide 1
5. Insert the image **Dog** on to slide 1
6. Place the image near the bottom right hand corner of the slide
7. Resize the image (in proportion) making it roughly twice the original size
8. Save the presentation using the filename **RacePic**
9. Close the presentation
10. Close the presentation application

**End of task**

**Practice Task 29**

**OPENING A PRESENTATION  
INSERTING AN IMAGE  
SAVING A PRESENTATION**

---

The data files required for this exercise are: **Candidates** and **member**

---

1. Switch on the computer
2. Login using your username and password
3. Load a presentation application
4. Open the presentation named **Candidates** to display slide 1
5. Insert the image **member** on to slide 1
6. Place the image near the top right hand corner of the slide
7. Resize the image (in proportion) making it roughly half the original size
8. Save the presentation using the filename **CandPic**
9. Close the presentation
10. Close the presentation application

**End of task**

**Practice Task 30**

**OPENING A PRESENTATION  
INSERTING AN IMAGE  
SAVING A PRESENTATION**

---

The data files required for this exercise are: **Cash and Money**

---

1. Switch on the computer
2. Login using your username and password
3. Load a presentation application
4. Open the presentation named **Cash**
5. Insert the image **Money** on the slide master so that it will appear on all 3 slides
6. Position the image near the bottom left hand corner of the slides
7. Resize the image (in proportion) making it roughly half the original size
8. Save the presentation using the filename **CashPic**
9. Close the presentation
10. Close the presentation application

**End of task**

