

## **USING POWERPOINT**

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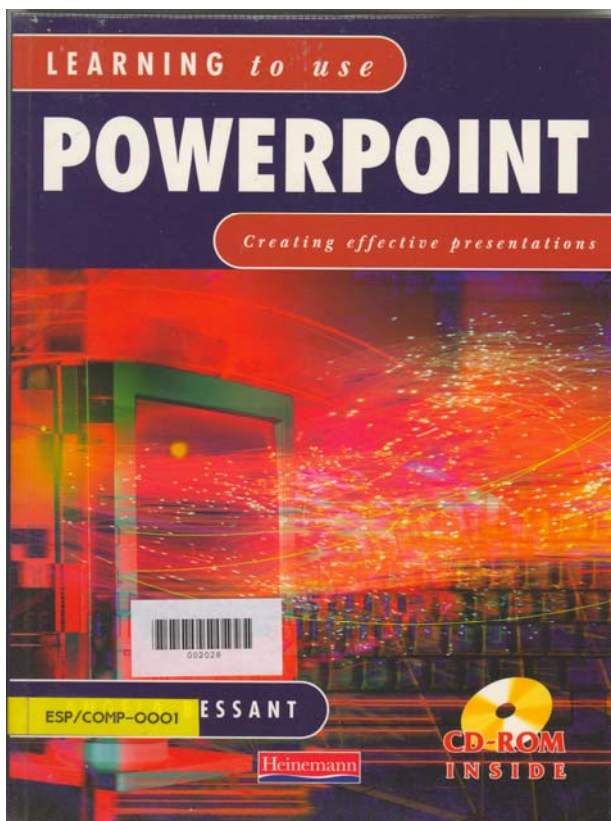
## **POUŽÍVÁNÍ POWERPOINTU**

Angela Bessant: Learning to use PowerPoint, Heinemann Educational Publishers, 2001, 186p. ISBN 0-435-45411-0.

PowerPoint is among one of the most frequently used computer programmes. It is used by people of different groups from students and teachers to business executives. Even though this program seems to be easy to understand, most of the users cannot use it effectively and face difficulties when they need something more complicated. Therefore this book is both for beginners who have step-by-step section in each chapter and also for advanced users who get useful tips in handy References and hints. The book is divided into 9 chapters and includes Glossary and Appendix too. This book is sold with CD-ROM for closer and detailed explanation of usage.

Chapter 1 (Planning a presentation) takes general approach and gives ideas to help you through the first stage. The CD-ROM contains reference examples, some interesting points are put into diagrams. This chapter begins with setting important questions like What do you want to say? And To whom will you be saying it?- that are necessary to ask before we start creating presentation. Then author pays attention to the stage of collecting information where are mentioned various sources. This chapter also tries to help you build a structure to your presentation where is a list of points we should keep in mind. It also offers several methods of delivery to reduce nervousness grab audience's attention. There are also given examples of good and bad slide design and appropriate colour combination. There is also a separate section called Practical example which shows how to promote information in attractive way.

Chapter 2 (Beginning PowerPoint) explains how to create text-only PowerPoint presentation. It offers two methods of achieving it. This section is aimed on beginners by giving instructions like how to start this program and work with toolbars and Menus. Then there is an explanation of making slides, various types of slides and how to add notes to slides. This chapter demonstrates making presentation in Outline View and



methods how to rearrange slides and text. The last section is devoted to printing presentation.

Chapter 3 (Working with text) gives tips how to make text look attractive. It also demonstrates formatting text like changing fonts, boldening, underlining and italicizing text etc. In this chapter you can find ideas how to amend and align text, then how to use placeholders, bullets and numbering which leads to make text be easy to read. The last part of this chapter is called Wordart which teaches you how to work with it. We cannot forget the section Practice in skills which is for working with CD-ROM.

Chapter 4(Master slides, templates, organizing slides)introduces working with Master slides and templates. It gives methods how to arrange the slide background and add effects. Again, it has section Practice your skills at the end.

Chapter 5(Graphics, sound and animation) teaches you how to use the Drawing toolbar and choose types of lines, shapes and free drawn objects to slides.

Chapter 6(Presenting charts and tables) provides information how to present charts nad tables in presentations. It also explains how to create organizational charts, data charts and formate them. There is a separate section devoted to tables where you can learn how to insert and adjust the tables. A section Practice your skills for the work with CD-ROM is there.

Chapter 7 (Creating a slide show) instructs you hoe to present slide show in your computer which is attached to a projection device. The CD-ROM contains file Effects that demonstrates slide-show effects.

Chapter 8 (Using a scanner, digital camera, video camera or sound to individualise your presentation) helps you improve and individualise your presentation by showing helpful devices like scanner, digital camera, video camera or adding sound.

Chapter 9 (Preparing to deliver your presentation) prepares you for delivering your presentation. It consists of two parts: preparing presentation for delivery and the second part concentrates on preparing yourself.

This book is well-organized, chapters have appropriate title which helps you to look up anything you need very quickly. Generally speaking, this book can help you get to know this programm very well. It has wide spectrum of potential readers who may improve their skills and results in any profession.

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