Englische PowerPoint-Kursunterlagen als Word-Dokument für IT Seminare und EDV Schulungen zum Ausdrucken und fürs Intranet

Aus technischen Gründen wurde in dieser Musterunterlage dieses Deckblatt zusätzlich eingefügt, und anders als im Original-Worddokument haben wir das Inhaltsverzeichnis am Ende platziert.
Darüber hinaus entsprechen hier auch die Kopf- und Fußzeilen nicht dem Original.

11 Background Removal

In this chapter, we want to remove distracting background from a picture. That way, you can use the subject without the background and edit it further to your liking.

11.1   Setting a transparent color

If the background to be removed is single-colored, you can often achieve good results by defining the background color as transparent. This method only works with bitmap files (file extension e.g. **.bmp**, **.png** or less common **.dib**). A typical example for bitmap files are clip arts.

Open the file **Background removal source file.pptx** and save it with the name **Background removal1**. Don't be surprised: In contrast to the other presentations in this training document, we used the 4:3 format here (page 32).
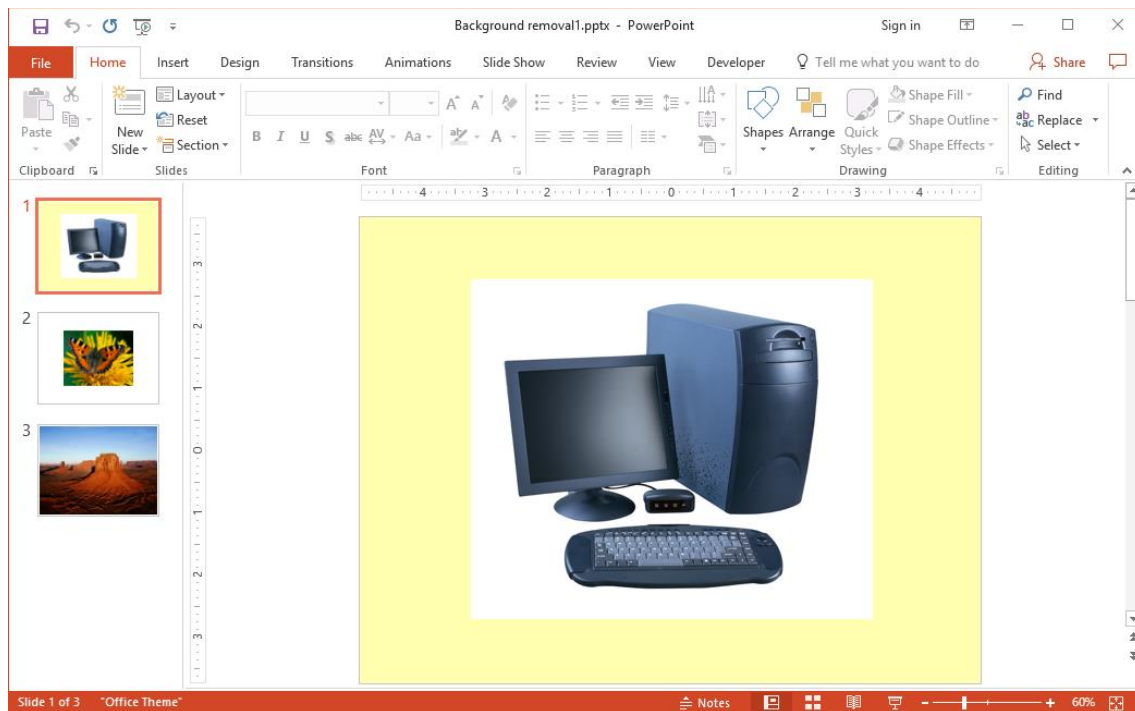
Slide 1 with clip art

On slide 1, you see a clip art on a light yellow slide background. The white background of the clip art is to be removed:

1. Select the clip art. It is now bordered by the selection handles and the rotation handle and on the ribbon, the **Picture Tools** context tool appears.

2. On the **Fomat** tab (**Picture Tools**), in the **Adjust** group, click the **Color** button and select **Set Transparent Color** from the submenu.
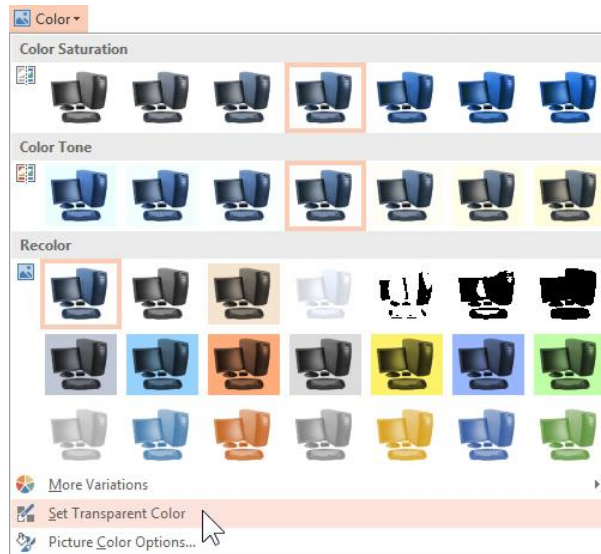
Making a color transparent

3. The mouse pointer changed its appearance: ✎. Use the mouse to click the color you want to make transparent, thus, in our example, the white background.

☞ Only *one* color can be made transparent and the definition applies to every occurance of the color in the picture. So, if you set the white background transparent, all the other white parts of the picture become transparent as well.

4. The background is now transparent and the object blends in with the slide without the distracting background. Save the presentation without changing the name.

The result without the white background

☞ You can also use this and the following methods for your own pictures and clip arts by inserting them into a presentation of your choice (page 106).

11.2 Removing the background

Often, the background to be removed isn't single-colored or the quality of the **Set Transparent Color** feature isn't sufficient, becaue the contours are ragged. To solve the problem, Microsoft integrated the **Remove Background** feature into Word, Excel, and PowerPoint in 2010 in order to remove multicolored backgrounds or distracting details as well.

Automatic background removal

In many cases, you will achieve very good results using the so-called automatic background removal without much additional effort. The program tries to find out which part of the picture is the foreground and therefore is to be kept, and which part is the background to be removed and will become transparent.

The current presentation has the file name **Background removal1**. Save it with the name **Background removal2** and switch to **slide 2**. In this picture, we want to remove the background so that only the butterfly is visible.


Original picture

Result

1. Select the picture so that it is bordered by the sizing and rotation handles and the **Picture Tools** appear with the **Format** tab.

2. On the **Format** tab (**Picture Tools**), in the **Adjust** group, click the **Remove Background** button. PowerPoint inserts the **Background Removal** tab to the right of the **File** tab and determines automatically which parts of the picture are foreground (normal coloring) and which are background (magenta):

Foreground (keep)

Background (remove)

Marquee lines (position and size adjustable)
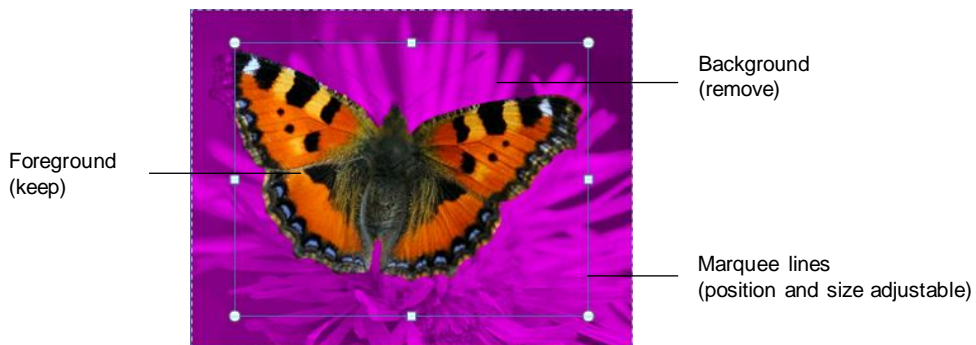
The automatically generated result

3. As you can see, the tip of the left wing isn't defined as foreground, so, it would be cut off. Therefore, experiment a bit with the size and position of the marquee lines until the entire butterfly is displayed in its original colors. As soon as you release the mouse button, you will see the result:

Changing the size of the marquee lines a bit

4. Once you're satisfied with the result, click the button shown on the right on the **Background Removal** tab in the **Close** group.

☞ You can interrupt the background removal any time by clicking the **Discard All Changes** button (**Background Removal** tab, **Close** group).


The final result

5. Save the file without changing the name.

☞ Now, the background of the picture is transparent, not white. On the **Design** tab, in the **Variants** group, open the gallery via the **More** ⩒ icon and simply select another background from the submenu of the **Background Styles** command to make this fact clear.

Marking the areas to keep or to remove

There will always be pictures in which simply dragging the marquee lines won't generate the desired result, because PowerPoint cannot precisely detect foreground and background automatically. For these cases, the **Background Removal** tab has a couple of features in store for further adjustment:
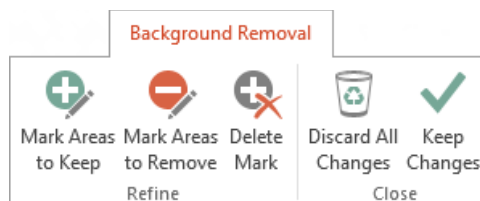
The Background Removal tab

Save the current presentation with the name **Background removal3** and switch to **slide 3**. From this picture (Monument Valley), the front butte is to be separated.

Original picture   Result

1. Select the picture so that is is brodered by the sizing and rotation handles and the **Picture Tools** appear on the ribbon.

2. On the **Format** tab (**Picture Tools**), in the **Adjust** group, click the **Remove Background** button.

3. Change the size or position of the marquee lines until the result comes as close as possible to the desired result.

4. On the **Background Removal** tab, in the **Refine** group, click the **Mark Areas to Remove** button to determine which parts of the picture are to be handled as background as well.

5. Now, the mouse pointer looks like a pencil: ✎. While holding down the left mouse button, draw a line ┄┄┄⊖┄┄┄ across the area you want to remove. PowerPoint interprets your line and adjusts the background accordingly. There are different possible solutions that lead to the desired result. Just try it.

6. Now, click the **Mark Areas to Keep** button on the **Background Removal** tab in the **Refine** group to determine the areas you also want to keep in addition. Proceed exactly as described in step 5.

☞   If the result suggested by PowerPoint doesn't suit you, you can undo the changes using the button on the Quick Access Toolbar shown on the right. Alternatively, you can also delete individual marks using the **Delete Mark** button (**Background Removal** tab, **Refine** group). To do so, simply click ⊖ or ⊕.

7. Your result could look like this:
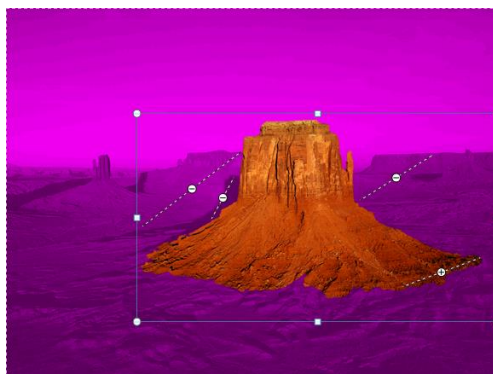
Picture with marks for areas to keep and to remove

8. Check from time to time what your work looks like by clicking somewhere outside the picture with the mouse or by pressing the ⌞Esc⌟ key. By clicking the **Remove Background** button, you get back to background removal mode.

9. Once you're satisfied with the result, click the **Keep Changes** button on the **Background Removal** tab in the **Close** group and save the file without changing the name.

Making the graphic smaller after the background removal

The overall size of the picture hasn't changed due to the background removal, the background is merely transparent. If you think the picture is too big, you can crop it using the mouse:

Select the picture by clicking it and on the **Format** tab (**Picture Tools**), in the **Size** group, click the upper part of the **Crop** button. The sizing handles become cropping handles and change their appearance. Point exactly to a corner sizing handle ⌐ with the mouse. While holding down the left mouse button, drag a rectangle that corresponds to the desired cut-out. Release the mouse button and click anywhere outside the picture. The picture is cropped according to the rectangle.
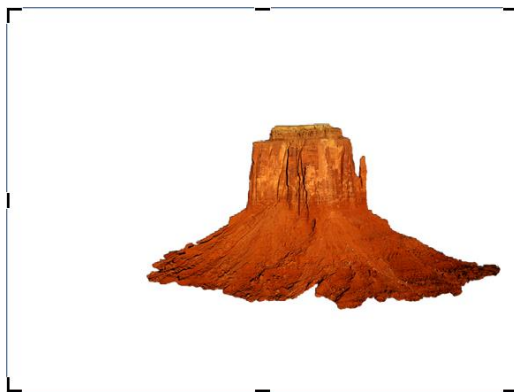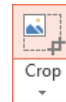
Cropping the picture by dragging the cropping handles
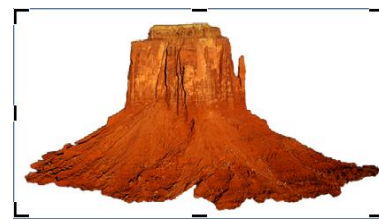
Cropped picture

Save the presentation with the name **Background removal4**.
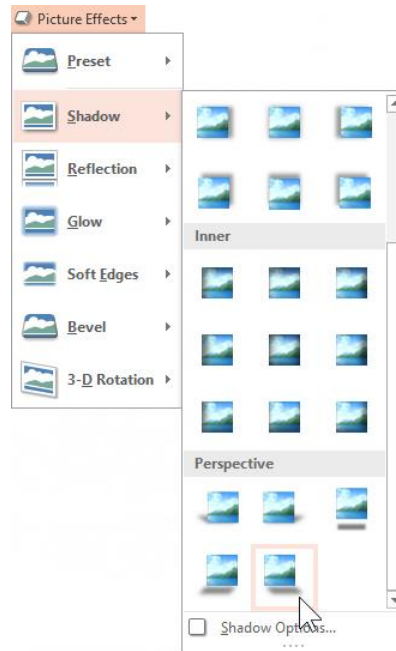
Applying picture effects

You can apply various effects to the remaining picture after the background has been removed, such as shadows, reflections or glows. These effects are only applied to the remaining object.

Save the presentation with the name **Background removal effects**. Select the remaining graphic on slide 3 and click the **Picture Effects** button on the **Format** tab (**Picture Tools**) in the **Picture Styles** group. Point to **Shadow** with the mouse to open the gallery with various shadow types. When you point to a shadow type, you'll already see the effect as a live preview. By clicking it you apply it. Just try a couple of different picture effects. In the end, we decided on the **Perspective Lower Right** shadow:

Remainig graphic with shadow (slide cut-out)

Don't forget to save your changes. To undo a shadow effect, click the **Picture Effects** button again, point to **Shadow**, and select **No Shadow** from the gallery. The proceedings are the same for the other effects of this button.

Selecting a shadow

☞ With the **Corrections**, **Color** and **Artistic Effects** buttons in the **Adjust** group, the **Format** tab (**Picture Tools**) provides you with a wide range of further options to apply effects to your remaining picture. Among others, you can change the sharpness, brightness and contrast, recolor the object or alter it by applying different artistic effects.

Saving the remaining picture

Up to now, we have always saved the graphics with the removed background in a presentation. There, you can copy them to the clipboard via the procedures you already know (e.g. **Home** tab, **Clipboard** group, **Copy** button) and paste them at another location (e.g. **Paste** button).

However, you can also save the remaining picture in a folder of your choice. To do so, select the picture in the presentation, right-click it to open the context menu, and select the **Save as Picture** command. In the **Save as Picture** window, select the appropriate location, type a name into the **File name** field, and click Save .

11.3 Exercise

Open the file **Background removal exercise.pptx** and remove the background. You should receive the following result:

Final result of the exercise

15   Presenting, Presentation Techniques

15.1   Starting a slide show

PowerPoints offers different ways to start a slide show:

- **Slide Show** tab, **Start Slide Show** group, **From Beginning** button

- Quick Access Toolbar, **Start From Beginning** 📷 icon

- F5 key.

In these cases, the slide show starts with slide number 1 or with the slide you have specified in the **Set Up Show** dialog box from page 169 (**Slide Show** tab, **Set Up** group, **Set Up Slide Show** button) in the **From** field below **Show slides** at the top on the right.

If you want the slide show to start with the current slide,

- click the 📷 **From Current Slide** button in the **Start Slide Show** group or

- **Slide Show** icon in the lower right corner of the window or
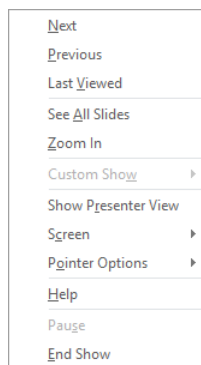
- Shift+F5 key combination.

The buttons to the right appear when you move the mouse.

Normal View   Slide Show
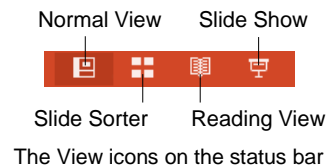
The View icons on the status bar

Slide Sorter   Reading View

Buttons in the slide show

15.2   Navigating through the slides

Use the ◄ ► icons or call up the context menu with a click of the right mouse button:

Next
Previous
Last Viewed

See All Slides
Zoom In

Custom Show

Show Presenter View
Screen
Pointer Options

Help
Pause
End Show

Context menu in the slide show

The **Next** and **Previous** commands in the menu correspond to the icons in the slide show. They are an alternative to pressing the PgUp PgDn keys and show the next or previous animation or slide.

The pen icon opens the pointer options.

The **See All Slides** icon displays all slides in thumbnail view, so that you can jump directly to any other slide.

The **Custom Show** command in the context menu lists the names of all custom slide shows if you have defined any and displays the associated slides (a custom slide show contains a certain selection of slides from the current slide show, see page 171).

Last Viewed jumps back to the previously displayd slide.
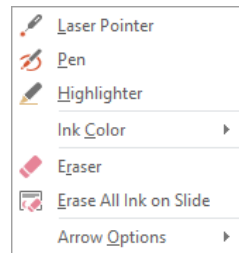
15.3 Drawing during the slide show

While the slide show is running, you can use the mouse to draw directly on the slide, highlight important things, or circle them:
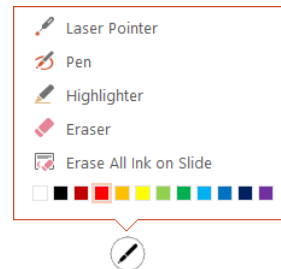
1. Start the slide show.

2. Right-click the slide and select **Pointer Options** or click the pen icon of the slide show buttons.
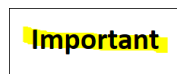
Icons in the slide show

3. A list is displayed.

Selection of tools for drawing

Context menu   Pen icon

4. Select e.g. **Highlighter** from the list.

5. If need be, you can change the color beforehand, either with **Ink Color** (context menu) or the color palette (submenu of the pen icon).

6. Now, draw on the slide and highlight important statements:

Text highlighting

7. Terminate using the highlighter by clicking the [Esc] key.

8. Also try the **Pen** command.

9. When you end the slide show, you are asked whether you want to [Keep] or [Discard] your ink annotations:
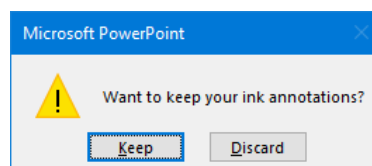
Question when ending the slide show

☞ The **Arrow Options** command in the context menu opens the menu on the right.
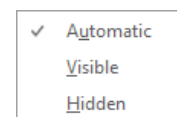
Arrow options

✓ **Automatic** and   The mouse pointer looks like an arrow and you can use it for
✓ **Visible**   pointing.

✓ **Hidden**   All icons in the slide show are hidden until you select **Automatic**
                           or **Visible** again (e.g. right-click, context menu).

When you restart the slide show, the icons are automatically displayed again.

15.4   Pausing or hiding the slide show

Right-clicking opens the context menu with the commands for pausing and resuming the slide show or hiding and showing it again.

The **Pause** command stops a self-running slide show at the current slide. To continue the slide show, use the **Resume** command.

The **Screen, Black Screen** command displays a black slide, **Unblack Screen** resumes the slide show.

Alternatively, the **White Screen** command displays a white slide instead of a black one. The **Unwhite Screen** resumes the slide show.
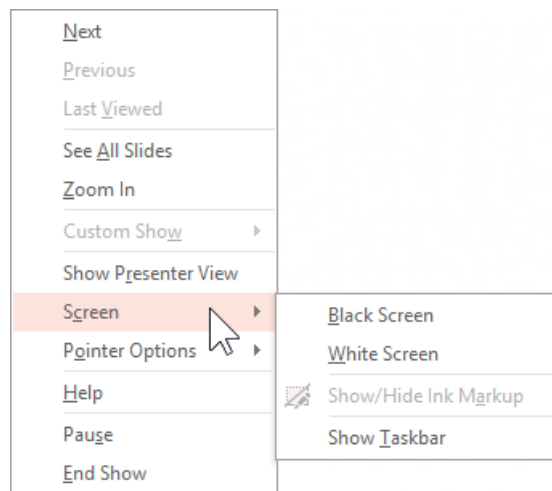
Commands in the slide show

15.5   Controlling the slide show with keys

During the presentation you can also control the progress of the slide show using keyboard shortcuts. In the context menu, click **Help** to display the list:
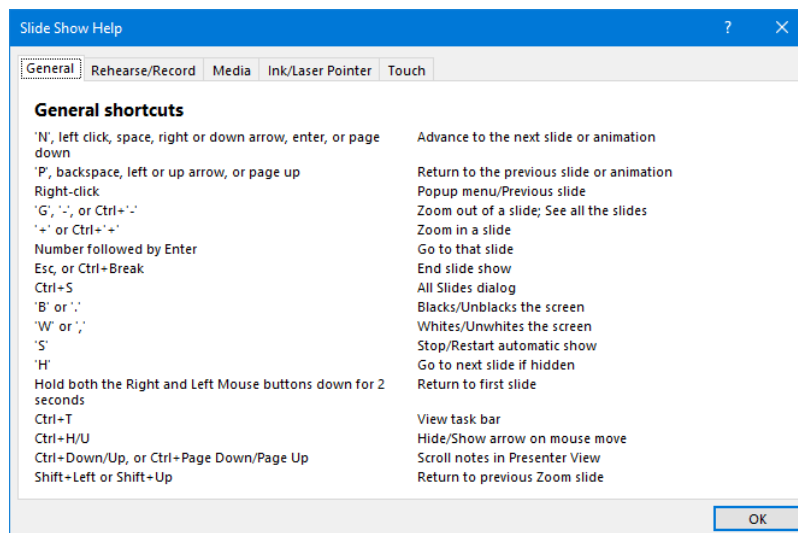
Keyboard shortcuts during the slide show

15.6   Presenter view

Presenter view supports you during your presentation in many ways. You can keep track of how much time has already elapsed, you see which slide appears next, and you can view your speaker notes privately, so that they aren't visible for the audience.
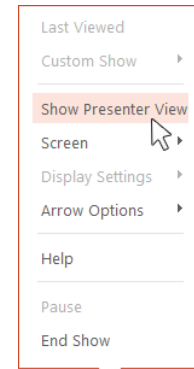
Presenter view activated?

First, make sure that Presenter view is activated ☑ on the **Slide Show** tab in the **Monitors** group. As soon as two monitors are connected to your computer, PowerPoint automatically starts Presenter view. The audience sees the show on the designated monitor, the other, e.g. your laptop, shows Presenter view.

However, you can also use Presenter view with only one monitor in order to rehearse your presentation:

Switch to **Slide Show** view using the 🖥 icon on the status bar, for instance. Move the mouse and in the control bar that appears at the bottom left, click the icon with the 3 dots: ⋯. In the menu shown on the right, select the **Show Presenter View** command.
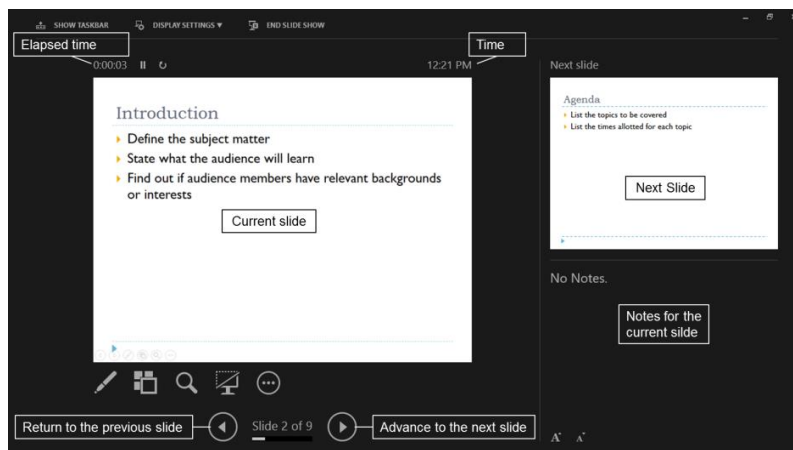
Control bar in Slide Show view

Show Presenter View

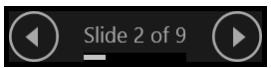👉 The control bar appears automatically when you move the cursor towards it.

Presenter view

The following table shows some of the icons in Presenter view:

| Icon	Explanation
	Pen and laser pointer tools Opens a menu with different tools for writing on the slide, highlighting something or using the virtual laser pointer to point something out during the slide show.
	See all slides Shows thumbnails of all slides so that you can directly jump to a certain slide.

Icon	Explanation
	Zoom into the slide Enlarge an area of the slide.
	Black or unblack slide show Pauses the slide show and displays a black screen instead or continues the show.
	More slide show options Opens a menu with further options (image on the previeous page), e.g. Hide Presenter View.
Slide 2 of 9	Advance to the next/return to the previous slide.
DISPLAY SETTINGS ▼	Swapping Presenter view and slide show on the monitors or duplicating the slide show.

15.7 Recording conversations during the slide show

Provided that a microphone is connected, you can record the discussions about the slides during the slide show.

To start the slide show, click the arrow ▼ of the **Record Slide Show** button on the **Slide Show** tab in the **Set Up** group and select one of the options from the submenu:

Record from …

- Record from Current Slide

- Record from Beginning.
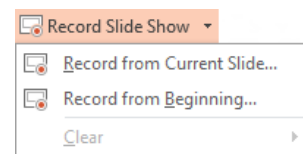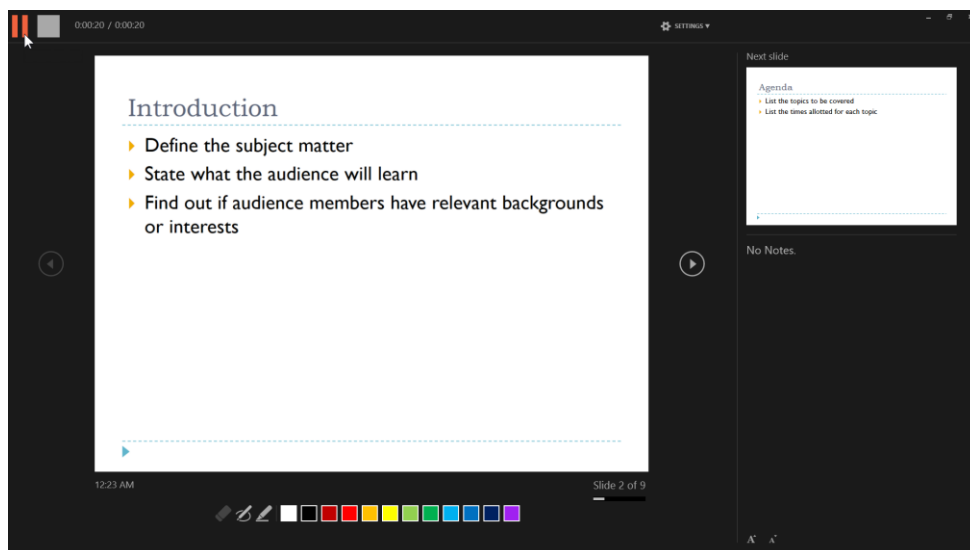

Starting the recording

Via the button in the upper left corner you start the slide show including the recording. Your screen shows Presenter view.

To interrupt the recording briefly, click the **Pause the recording** button in the upper left corner:

Pausing the recording

Resuming the recording

If you want to continue the recording, click the **Resume the recording** button in the upper left corner.

To stop the recording, click th **Stop the recording** button in the upper left corner.

Stopping the recording

You end the slide show by pressing the [Esc] key or clicking the **Close** icon ✕ in the upper right corner.

👉 A discussion about the slide show should be recorded. That way, you can refer to it later or provide other people with it.

15.8   Slide show types

Presentation by a speaker

Usually, the slide show is presented by a speaker who displays the slides successively with a click while talking about the slides. To make sure that this type of slide show starts after switching to Slide Show view by clicking the 🖥 icon on the status bar, the ⦿ **Presented by a speaker** option must be activated in the **Set Up Show** dialog box (**Slide Show** tab, **Set Up** group, **Set Up Slide Show** button).
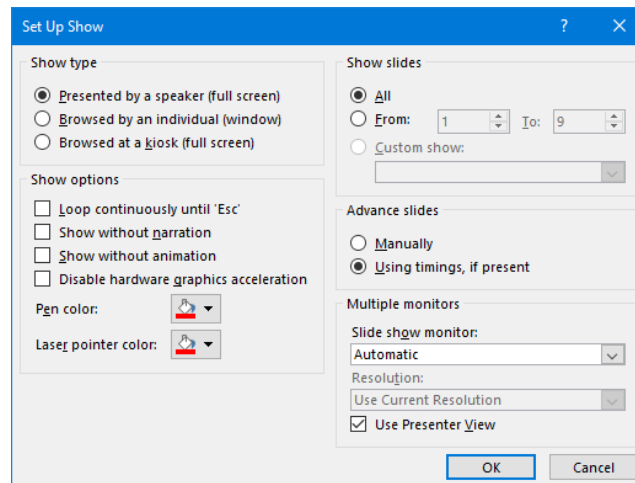

Selecting the Presented by a speaker option

Self-running presentation

A self-running presentation runs automatically and can be locked for manual manipulation. Such presentations can often be found at fairs.

To ensure that the slide show runs automatically, you have to set the display time for all the slides first: On the **Transitions** tab, in the **Timing** group, *deactivate* the ☐ **On Mouse Click** check box, *activate* the ☑ **After** check box, and select the time, e.g. 00:05. If you want to apply this display time to all slides, click the 🖳 **Apply To All** button (**Timing** group) afterward. However, you can also call up each slide and set individual display times. In doing so, don't forget to deactivate the ☐ **On Mouse Click** option for each slide.
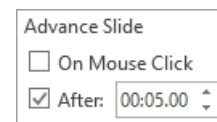
Transitions tab,
Timing group

Moreover, in the **Set Up Show** dialog box, in the **Advance slides** area, the ⦿ **Using timings, if present** option must be activated so that the slide show moves automatically to the next slide, when the display time of a slide has elapsed. Activating the ☑ **Loop continuously until 'Esc'** option in the **Show options** area makes the slide show start again after the last slide.

If you want to lock the presentation for manual manipulation, activate the ◉ **Browsed at a kiosk** option in the **Set Up Show** dialog box in the **Show type** area. Then, the ☑ **Loop continuously until 'Esc'** option is automatically activated.

Interactive slide show / kiosk mode

Also at fairs, you will often find slide shows that can be controlled interactively by the audience with the help of buttons regarding the progress and course of the show.

For this type of slide show it is advisable to activate the ◉ **Browsed at a kiosk** option in the **Set Up Show** dialog box, so that the show runs endlessly. The ☑ **Loop continuously until 'Esc'** option is automatically activated and cannot be deactivated. Mouse clicks and keyboard inputs have no effect at all, action buttons and the ⌐Esc⌐ key on the other hand work as usual. It is advisable to set the timings of the slide transitions.

Slide transitions are motion effects that occur during the slide show when moving from one slide to the next. On the **Transitions** tab, in the **Transition to This Slide** group, you can select or remove (by selecting **None**) an effect and set the time in the **Duration** field of the **Timing** group.
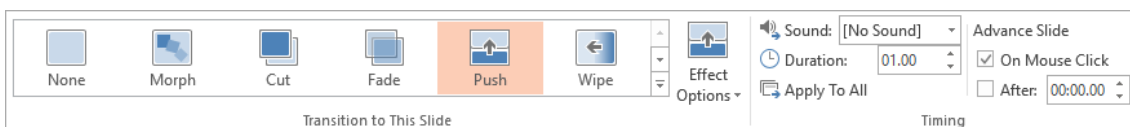
Selecting and adjusting the slide transition

Instead of displaying the slides for a certain period, activate the ◉ **Manually** option in the **Advance slides** area of the **Set Up Show** dialog box and insert interactive buttons on the slides for the visitors to control the slide show themselves. For instance, you could set up action buttons labeled **Next** and **Previous** which each display the next or previous slide (see chapter 4). Unless there is some interaction from the audience, the slide show starts again from the beginning. To make sure, that no viewer ends the show by pressing the ⌐Esc⌐ key, you should remove the keyboard. The mouse, on the other hand, is necessary.
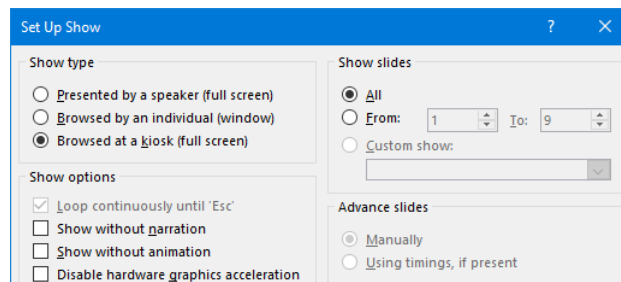
Kiosk mode (cut-out)

Showing the slide show in a window

When you activate ◉ **Browsed by an individual (window)** option in the **Set Up Show** dialog box, the slide show is presented in a window that can be restored down and allows switching to other programs temporarily.

Slide show with selective slides

If you don't want to show all slides of a presentation, you can hide the slides not to be shown: Select these slides and on the **Slide Show** tab, in the **Set Up** group, click the **Hide Slide** button. That way, you can also unhide them again.

Hidden slides are marked with ⬎ in the thumbnail pane on the left-hand side of Normal view and in Slide Sorter view.

thumbnail pane

Custom Slide Show
Another method to compile only some of the slides for certain slide shows is creating a so-called custom slide show. To do so, open the file **Staff training** and save it with the name **Custom staff training**.

Call up: **Slide Show** tab, **Start Slide Show** group, **Custom Slide Show** button, **Custom Shows** command.

In the **Custom Shows** dialog box, click the New button and in the following dialog box, enter a name, e.g. **Executive**.
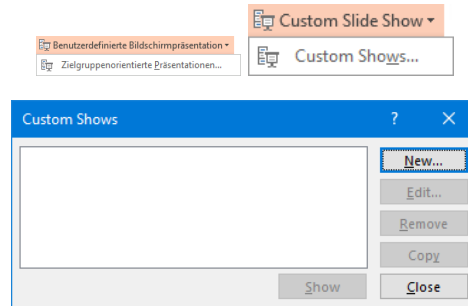
New custom show
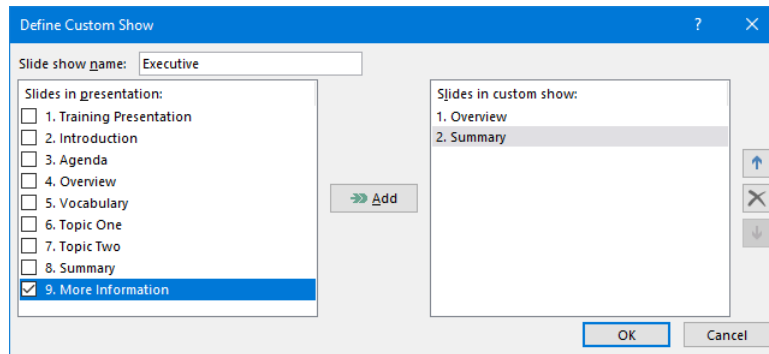
Defining a custom slide show

In the left pane, select ☑ the required slides and click the Add button to add them to the **Executive** custom show. When you are finished compiling slides, close the window with the OK button. Use the New button to create another custom show. It could get the name **Employee**.

To start a custom slide show, click the **Custom Slide Show** button on the **Slide Show** tab in the **Start Slide Show** group and select the name of the required slide show (in our example **Execuitve**).
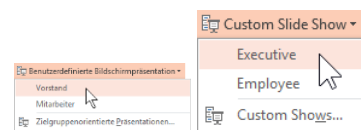
Starting a custom slide show

However, you can also select the **Custom Shows** command, select the slide show in the dialog box shown on the right, and click Show.

Via the Edit button you can compose the slide show anew.
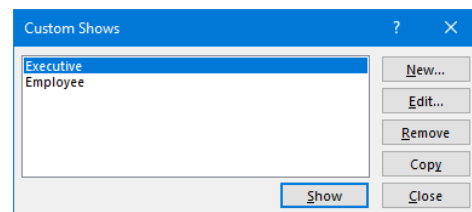
Custom slide show

If you want to create a custom slide show that mainly consists of the same slides as another already existing show, copy the existing one via the Copy button and modify it. The Remove button deletes a custom slide show.

Alternatively, you can also activate the ⦿ **Custom show** option in the **Set Up Show** dialog box (page 169), select the slide show you want in the associated list box ⌄, and start the show via the 🖥 icon on the status bar. The ⦿ **All** option displays all slides again. Another option is to specify the number of the first and last slide to be shown in the slide show in the ⦿ **From** and **To** fields.

Presenting a slide show without animation and narration

To present a slide show without animations or narration, activate the ☑ **Show without anima-tion** or ☑ **Show without narration** option in the **Set Up Show** dialog box (page 169).

15.9   Printing slides

If you use a laser printer to print your presentation for an overhead projection, you need special overhead sheets so that the colors are visible during the projection. The sheets have to be high-ly transparent and super clear. Laser printers apply the toner very densely and the toner parti-cles scatter the light more than ink. A sheet that isn't fully clear in collaboration with a not-so-bright overhead projector will simply produce a black and white projection.

Modern, bright projector lamps in combination with highly transparent sheets usually help to show the slide in colors as well.

Colored presentations can easily be printed in black and white. On the **Print** page of the **File** menu, in the **Settings** area, there is a selection button for:

- Color
- Grayscale or
- Pure Black and White.

Try out which setting generates the best result on your printer.

Alternatively, you can design your own slide color scheme for the printout. Display the color scheme (**Design** tab, **Variants** group, **More** ⩢ **icon**, **Colors**) and select a palette in gray shades. You can also select the **Customize Colors** command from the submenu of the **Colors** menu item and create your own color scheme with different shades of gray (see page 37). This method lets you control black and white printouts very precisely.

Printing handouts

Handouts are intended for your audience. You can print the slides full-size or as images reduzed in size. The option can be found on the **Print** page of the **File** menu, in the **Settings** area. There, handouts are pro-vided among other things in addition to the **Full Pages Slides** default option. Thereby, you can also select how many slides you want to appear on one page.

Handouts have a master (page 31) on which you can define what headers and footers shall look like. The arrangement or size of the slides cannot be changed.
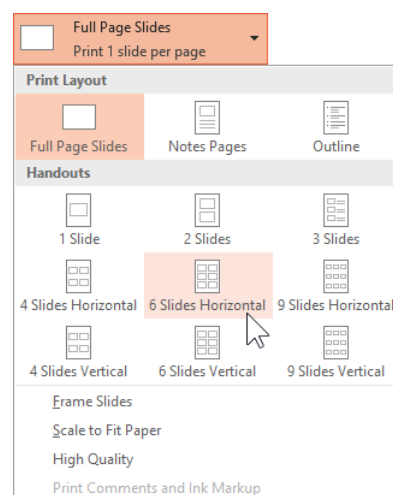
Printing handouts

15.10 General remarks on creating and presenting a slide show

Here are some tips for the common presentation situations:

- Define your topic precisely and write down what you want to achieve or what message the audience shall receive.

- What knowledge does the audience have regarding your topic? It determines how verbosely you have to speak and which language you use. Techical terms have to be explained more often to a lay audience whereas experts would be bored. If the audience is mixed, you have to find a balance: Explain the technical term briefly for the laypeople and continue in technical language.

- Collect every piece of information in advance and create a folder for the presentation in the file explorer just like you collect all information on paper in a folder.

- Decide on the presentation device, e.g. beamer, overhead sheet, handout. Color design and font size depend on the devise.

- Maybe take the trouble to write a script and hand it out.

- Organize the invitations, stick to the specified times and topics.

- Obtain information about your contact person on site who could provide pens, notepads, flipcharts or drinks, or to whom you can turn in the event of technical incidents.

- Prepare the journey and make sure to take the address, floor, and room number with you.

- Check the equipment of the room (technology, PC, laptop, beamer, overhead projector, outlets, cable reel, flipchart, etc.).

Testing
Once your presentation is complete, the testing and checking starts. The most important aspects are spelling, punctuation, and grammar.

- Run the spelling checker in your presentation.

- Check the grammar and punctuation.

- Control the fonts or logo font of the company and the linkings or embeddings of objects.

- Check if and in what version PowerPoint is installed on site or if you need the free **PowerPoint Viewer**. Save your presentation and viewer to a CD/USB flash drive – just in case.

- If you take your own laptop along, make sure that the necessary fonts are installed and all the linked objects stored.

- Don't forget the cables for power and beamer connection, the mouse and batteries for the remote control.

Printouts
Prepare all the documents you need as the speaker, e.g.:

- an overview with the slide numbers

- a printed outline

- notes pages

- maybe a printout of important text passages in a striking color

- memo for the times

- other information like addresses, phone numbers, invitations, list of participants, name tags.

Presentation/beginning of the presentation

- Above all, a good presentation thrives on the content. The more thorough you are prepared, the better your presentation will be received by the audience.

- Arrive on site sufficiently early. Depending on the kind of event it can be one or two hours prior to the start of your presentation. Make yourself familiar with the room (light, switches for blinds, cloakroom, drinks, restrooms, heating) and connect your devices.

- Go to the end of the room and check the visual conditions.

- Set up the room: flipchart, pens, name tags, documents for the participants.

- Start the presentation and switch on the beamer.

- Arrange your documents.

- Now you should be ready to welcome your audience. Approach the arriving participants and confirm that they are in the right room.

- Don't rummage through your documents anymore. Look up, smile at everyone, welcome them and help with the choice of seats and the clothes.

- When all the participants have arrived, welcome them again shortly and introduce yourself: State your name and the topic of the presentation.

- Ask whether everyone can hear and see you; ask if the lighting is pleasant.

- Announce break times and lenghts.

- Refer to the documents, handouts, etc.

- If necessary, introduce the participants.

- Present the topics, briefly summarize after each topic and move on to the next topic.

- Answer questions either during the presentation, the breaks or in the end; you may even provide a blog and/or e-mail address.

- Stick to the time allowance.

- Speak loudly, clearly, and slowly.

- Stand freely in front of or beside the table, stand up straight, stand beside the display area, not in front of it.

- Keep eye contact with the audience.

- Define binding breaks.

End of the presentation and farewell

- Summarize your presentation briefly and point out what was most important.

- Thank the audience for their attention and wish them a pleasant journey home.

- If you want to, display a final slide until the participants have left.

- Don't tidy up the room while the participants leave.

- Enable the standby mode of the beamer and let it cool off.

- Turn all other devices off, tidy up. Only then, turn the beamer off.

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