



Presentations Software

Presenting Information

Presentation Software

- Creates slideshows
- One of the easiest programs to use
 - Just click into placeholder & type
 - Click on **New Slide** to add new slides
- Allows for more sophisticated features
 - Design can be added for visual appeal
 - Transitions & animations make it interesting
 - Advanced capabilities such as branching



Slide Layouts

- How the information is arranged on the slide
- Some layouts are:
 - Title
 - Section Header
 - Bulleted
 - Content
 - Two Content
 - Comparison
 - Content with Caption
 - Others



Design

- Adds visual appeal through use of
 - Themes
 - background designs for the slides
 - Color
 - Color schemes
 - Fonts
 - Text style
 - Effects
 - Change look of shapes & smart art
 - Background styles
 - Adds additional background coloring



Transitions & Animations

- Transitions
 - Effect movement between slides
 - Alerts audience to new slide
 - Option: *Apply to all* effects complete slideshow
- Animations
 - Effect entrance & exit of words and objects onto the slide
 - Alerts audience to important information on slide
 - Use custom animation for more options
 - Movement can help emphasis points



Presentations to audiences

- Keep it short
 - Short phrases
 - No paragraphs
 - No long sentences
- Easier for audiences to follow along
- Keep the font larger enough for everyone to read.
- Avoid creating slides with too much data



Standalone Presentations

- Presentations where individuals will look at slideshow without author presenting information.
- Longer sentences & paragraphs may be needed to allow audience to understand the information.
 - Even if recorded voice is added, not everyone will have capacity to listen to the audio.





Integration of Information

Combining, linking, exporting,
importing

What is integrating info?

- ❖ Integrating information is incorporating information from more than one software application or several documents into one document.
- ❖ Examples:
 - Linking spreadsheet data within a word processing document
 - Integrating several word processing documents into one document
 - Importing or exporting database tables into a spreadsheet
 - Using a word processing outline to create a presentation



Types of Integration

- ❖ Hyperlinks
- ❖ Object Linking
- ❖ Copy and Paste
 - Unlinked
 - Linked
- ❖ Importing & Exporting Data



Hyperlinks

- ❖ Creates a hyperlink to open up another file
 - If transporting - be sure to include this file with the primary file
- ❖ In Any MS Office Product
 - Select text for link
 - *Insert - Hyperlink*
 - Click on *file* and select file name.
 - ▲ OR if document is on web, paste URL



Object Linking

- ❖ Insert-Object incorporates an entire file into the current file.
 - Link to file - checked
 - ▲ Allows object to be updated if original file is updated
 - Link to file - unchecked
 - ▲ Changes in original file are not reflected
 - ▲ Displays object (shows only beginning of long file) - click on object to be able to move through it and edit it
 - Display as icon
 - ▲ Similar to hyperlink, but shows an icon instead of underlined words.



Copy and Paste

- ❖ *Edit-Copy with Edit-Paste*
 - Copies information - no links to original document.
- ❖ *Edit-Copy with Edit-Paste Special then Paste Link*
 - Copies information as an object linked to original document
 - Differs from Object Link in that it will show only what was copied from the original document



Importing & Exporting

- ❖ Data can be saved (exporting) or opened (importing) from different file types
 - Programs or versions of the same type of software
 - ▲ Example: Saving a Google Doc Presentation or Keynote Presentation as a PowerPoint
 - Different programs of a different type
 - ▲ Example: Saving a Word document as a PDF
 - ▲ Example: Saving an Excel spreadsheet as an RTF (Rich Text Format)
- ❖ Formatting might be lost/misinterpreted
- ❖ Advanced features might not be available





Creating Web Pages

Using Web Markup Languages

What is a web markup language?

❖ A way of marking text and other elements to specify how a web page is displayed by a browser.

❖ Cross-platform

➤ Can be read on any type of computer:

- ^ Windows
- ^ Mac,
- ^ Linux
- ^ etc.

❖ Cross-browser

➤ Can be read by any browser:

- ^ Internet Explorer
- ^ Firefox
- ^ Safari
- ^ Opera
- ^ etc.



Hypertext for structure

❖ HTML is a markup language which was developed to simply add some formatting to web pages and add in simple graphics

➤ Not meant as a way to make the pages look great.

❖ As the web developed and transfer speeds increased, the need for professional- looking websites became apparent

➤ Cascading Style Sheets (CSS) were developed



CSS for Design

❖ Add visual and layout design to HTML structure

❖ Allow content and page design to be separated from structure as much as possible so that.

➤ content can be viewed in numerous ways

- ^ different applications – screens, printers, mobile devices, projection
- ^ accessibility devices – Braille and aural (voice).

❖ Web creators should think of structure & style as separate

❖ The reader of a web page does not see structure and styles as separate, but as one unit.



HTML SAMPLE

```
<html><head>
<title>Web Page Creation</title>
</head>
<body>
<h1>Web Page Creation</h1>
<p>Web pages are built with markup text. This turns text
into web pages and pulls in graphics and other media.</p>
<h2>Web Page Coding</h2>
<ul>
<li>Structural markup</li>
<li>Style coding</li> </ul>
</body>
</html>
```



Beginning HTML Codes

❖ Most codes (or tags) have a beginning and an ending code. These codes surround text and sometimes other codes.

❖ <html> </html>

➤ Delimitates entire page

❖ Two parts to a web page: Head & Body.

➤ <head></head>

- ^ Does not show in the document window
- ^ Used to define some parameters

➤ <body></body>

- ^ Content is placed between the body tags
- ^ Displayed on the web page.



HTML -Body Codes

- ❖ Structural Codes Heading (6 levels)
 - `<h1></h1>...<h6></h6>`
- ❖ Paragraph
 - `<p></p>`
- ❖ Lists:
 - Ordered ``
 - Unordered ``
 - Line items ``
- ❖ Blockquotes
 - `<blockquote></blockquote>`
- ❖ Structural Divisions
 - `<div></div>`



More Body Codes

- ❖ Linking
 - `<a ...>`
 - ▲ ` Here's another page`
- ❖ Graphics
 - ``
 - ▲ ``
- ❖ Line break
 - `
`
- ❖ Horizontal rule
 - `<hr />`



HTML Formatting

- ❖ Simple formatting
 - Bold / Strong
 - ▲ ``
 - Italic / Emphasis
 - ▲ ` `
- ❖ Other formatting such as fonts, colors, alignment use Cascading Style Sheets (CSS)



Style Tags

- ❖ color: (specify color)
- ❖ text-align: (left, right, center)
- ❖ font-family: (specify list of fonts)
- ❖ font-size: (specify percentage of normal)
- ❖ border: (specify size, color, type)
- ❖ Apply with Span style tag
 - This is `red`
- ❖ Can also be applied to specific codes



Color Parameters

- ❖ Colors can be specified for page background, font colors and other uses
- ❖ Recommended to use styles to incorporate color
- ❖ Colors can be specified by
 - Name (approved HTML color names)
 - Hexidecimal codes (base 16)
 - ▲ Represent Red Green Blue mixes
- ❖ Approved color names



Inserting Images in Webpages

- ❖ **#1 Rule - Always size an image BEFORE using in a web site.**
 - Use a separate graphics program to work with images
 - Larger files take longer to load into a webpage
- ❖ Images do not exist within the webpage. The HTML just links to the image. When posting to the web, upload the images as well as the webpage.



Coding for pulling in an image

❖ HTML to insert images

➤ ``

▲ *filename* is the name of the image file include location if the file is in a different folder from the web page. Be sure to include the file extension such as .jpg or .gif

▲ *alternative text* describes the image for persons who can not see the image

➤ Always specify alternative text for images

▲ Include words on the image

■ Particularly for text made into graphic

▲ For decorative images, use just a space " " for the alternate text





Computing Hardware

Computers Basics

- ❖ A computer is a digital tool
 - Can be used for many purposes
 - Helps to get the job done efficiently
- ❖ Consists of:
 - Hardware
 - Software
 - Data

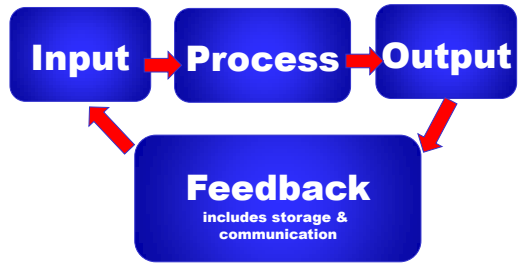


Hardware

- ❖ The physical components
 - Components that can be touched

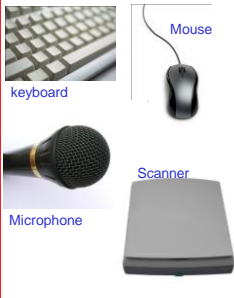


Working Together



Hardware Components

❖ Input Devices



❖ Output Devices



Hardware Components

❖ Processing

- Takes place on motherboard
 - ▲ CPU - Central Processing Unit
 - ▲ Internal Memory (temporary holding - volatile)

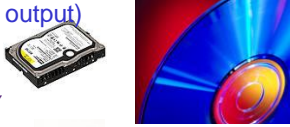


Hardware Components

❖ Feedback (input & output)

➤ Storage Devices

- ▲ Hard Disk
- ▲ CD/DVD/BLUE RAY
- ▲ Flash/Thumb Drives
- ▲ Tape Drives



➤ Communications:

- ▲ Network Card
- ▲ High Speed Connections
- ▲ Routers
- ▲ Modem (nearly obsolete)





Privacy & Security

In the Digital World

Security & Privacy Online

- ❖ Password security
- ❖ Shopping safely
- ❖ Avoiding scams, phishing and other such activities
- ❖ Being aware of online information about you
- ❖ Being aware information stored on your computer
- ❖ Participating safely in public discussion areas
- ❖ Participating safely in social media



Password security

- ❖ In the past, the main password concern was people that know you guessing your password
- ❖ In today's world, passwords are hacked by computer. The longer and more random the password, the harder it is to hack.
- ❖ Password should be at least 9 characters with a mix of numbers, letters, and special characters if allowed.



Avoid common passwords

- ❖ These are common password used:
 - password
 - password1
 - 123456
 - 123456789
 - qwerty
 - 11111111
 - iloveyou



Creating a good password 1

- ❖ Combine 2 or more random words then substitute numbers /special characters some of the letters.
 - *apple River* becomes *@ppleR1ver*
- ❖ Spell a word or phrase backward add in numbers and special characters or to substitute for letters
 - *ate pineapple* becomes *!elppaenip8*
- ❖ Use the first letter of each word in a phrase substitute letters for numbers/special characters
 - *To Be or Not to Be that is the question* becomes *2bon2bit?*
- ❖ *More-next slide*



Creating a good password 2

- ❖ Combine words from different languages and add in numbers and special characters or to substitute for letters
 - *Aloha Bonjour* becomes *A!0ha3on7our%*
- ❖ In general, the less the password looks like regular words or sequential numbers, the better it will be.



Shopping Safely Online

- ❖ Shop only at reputable merchants
- ❖ Don't answer SPAM email
- ❖ When checking out, check that the site is secure
 - Closed lock displays in web browser.
 - ▲ Or web address begins with https
 - No lock, no buy

Person-to-person shopping

- ❖ Be EXTREMELY cautious about shopping directly from other people such as Craig's List.
 - Pay upon delivery only
 - Inspect item before accepting delivery
 - Don't provide credit card or bank account information
 - Pay cash and ask for a receipt
 - Never go alone to meet seller
 - If possible meet in a public place.

Online Scams & Phishing

- ❖ If it sounds too good to be true, it probably is!
- ❖ Phishing is an attempt to get information (usually financial information) from you – to use for illegal means.
- ❖ Scams usually attempt to get money from you by posing as a charity, selling goods, rentals or services, etc.
- ❖ Spam is email or online discussion postings that are unsolicited and are usually advertising something.

Phishing

- ❖ Email sent looks like reputable bank, credit card company or other financial institution.
- ❖ A link looks legitimate, but won't lead you to the link it says. <http://www.bankofoahu.com>
 - Do not give out financial information so your "winnings" can be deposited
 - Financial Institutions do not request information via email
 - Do not provide information via email or via an email link
 - Do not verify your credit card information via email or an email link


Scams

- ❖ Give only to reputable charities.
- ❖ Be wary of buying and selling items or rentals online Especially through classified online ads (such as Craigslist)
- ❖ Never deal with people who won't talk to you over the phone
- ❖ Never agree to give cash in exchange for a check
- ❖ Don't believe every sad story you hear


Info on Your Computer

- ❖ Be cautious about setting sharing on your computer
 - Can others access your files?
 - Can others write files to your computer?
- ❖ Use passwords to protect your computer & files
 - Password protect your wireless home or business network.
 - Password protect your computer.
 - Password protect files with sensitive information
- ❖ Don't store sensitive information on a flash/thumb drive or portable hard disk that you will be carrying around!
 - It could be lost or stolen


Online Information about You

- ❖ Be aware of what information about you is online
 - Phone listings are online – some of these are tied to maps
 - Information about you on someone else's web page Google yourself to check what's online
 - Type in your first and last name in quotes & your state.
 - Social Networking Pages
 - ▲ Who has access to your pages
 - ▲ What do other people have to say about you on their pages
- 

Security & Privacy in Online Discussions

- ❖ Consider using a secondary email address such as Gmail, Yahoo, Hotmail, etc. Helps keep spam out of your primary address
 - ❖ If you have problems, you can just stop using the email address
 - ❖ Don't give personal information to strangers via email or post on public boards
 - ❖ Use common sense
- 

Security in Social Networking

- ❖ Avoid posting
 - Phone number & Address
 - Other info which would allow a stalker to locate you and cause problems
 - ❖ Weigh the positives against the potential problems of having public versus private listing
 - Public (anyone can see)
 - ▲ What information do you display?
 - Private (only those you allow can see)
 - ▲ And anyone who they allow to see
- 

Why Be Concerned about Social Network Privacy?

- ❖ Potential employers may look at this information.
 - ❖ Anyone you don't want to see the information could see it through 3rd party
 - ❖ If it's out there online, it may be archived somewhere and surface at some later time in your life.
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