

PowerPoint presentations

Study Guide

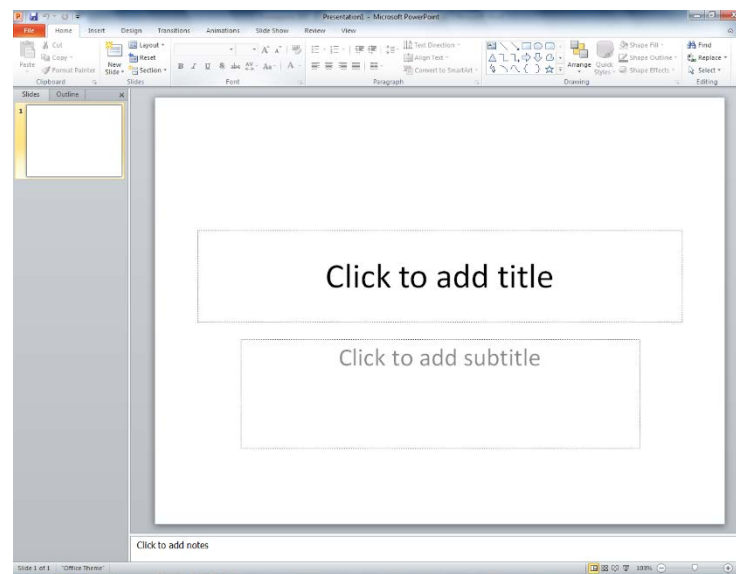
PowerPoint can be used to present a variety of information, which can be text, photos, charts, videos and sound. Content is added to slides, which are then played in sequence (the slide show). The slide show can be played

- manually, by clicking the mouse, or
- automatically, by adding timings

Content can be added from other programs, such as Word and Excel. Photo, video and sound files need to be created and edited in other programs, and then inserted into your PowerPoint slides.

In this guide we will look at the basic techniques for creating a PowerPoint presentation, for more detailed instructions use the **Help** or **Tell Me What You Want to Do** tools within PowerPoint itself.

START: Open PowerPoint from **Start** button, from a desktop icon or from within Office 365. PowerPoint usually opens with the **Home** tab selected, in **Normal** view with the **Slides** tab selected. **Outline** tab shows the text on all slides:



A blank title slide is ready for you.

TIP: Choose a background style from the **Design** tab. This same style will be applied to each slide you create.

To use a ready-made layout (or template), go to **Home > New** and choose from the folders here. Try **Layouts** first.

Advanced users: A Word document formatted using **Outline** opened in PowerPoint will create slides with your outline text.

SAVE your presentation immediately. Go to **File > Save As > Power Point Presentation** and follow the prompts.

You can also save files as .pptx or as other formats:

1. Older PowerPoint formats
2. PowerPoint Show (.pps) for people who don't have the PowerPoint program
3. picture files, e.g .jpg

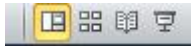
THE RIBBON

All tasks are done from the **Ribbon** at the top of the screen. The options (functions) change as each tab is selected. Functions are grouped in rectangles with a group heading.



VIEWS: Change views by going to the **Views** tab.

Normal view – Slide tab



Slides appear as thumbnails on the left hand side of the **Normal** view. As you add more slides these thumbnails can be dragged to change their order. They can also be cut, copied and pasted. Right click on a thumbnail to see options.

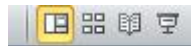
Notes

Below the main window is the **Notes** area. Type any notes, or reminders, to help you when you are presenting. Go to **View** tab, **Notes Page**. These can also be printed.

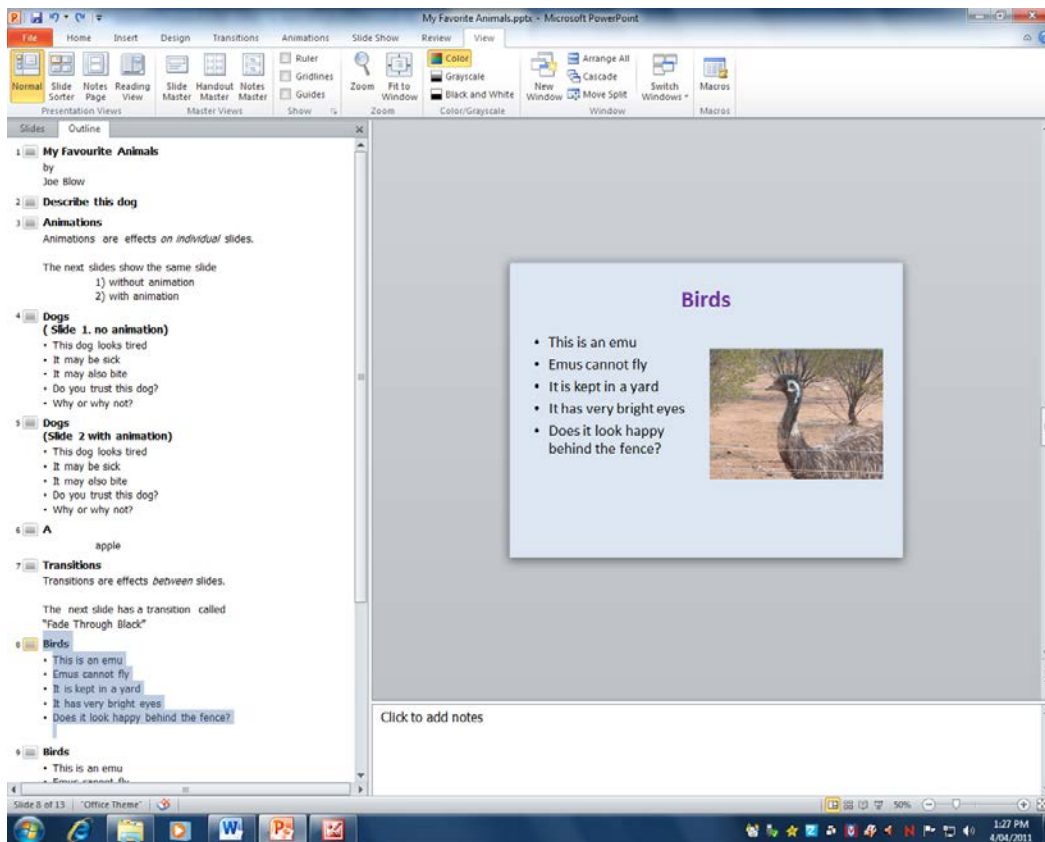
Appearance of screen

These areas can be resized by dragging the edges between the different areas.

Normal view - Outline tab:



The text content of each slide is shown. You can edit and add text here. Slides can be rearranged here as well:



Reading view - An individual slide takes up whole screen

Slide Sorter view:

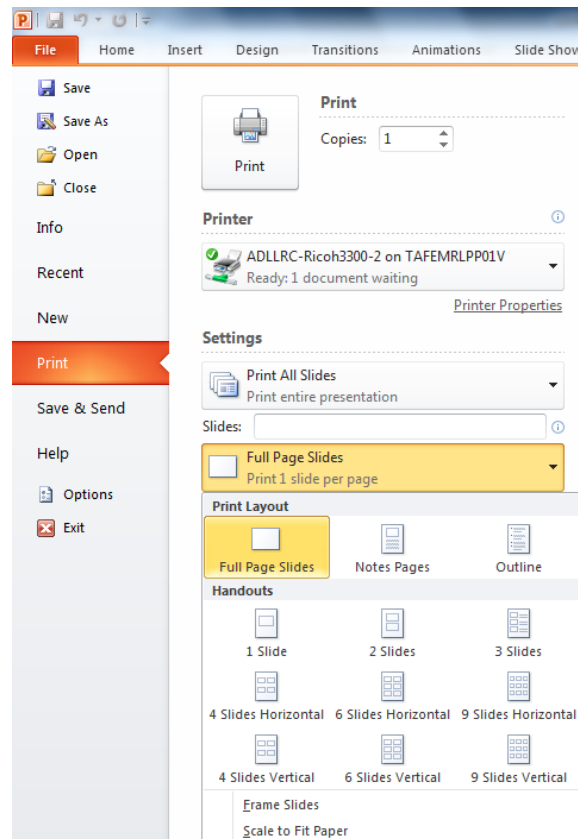


All slides appear in sequence. Transitions and timings also show. Click on a slide to move it. A horizontal line appears when you drag it to its new position. Release mouse.

Slide Show view - Go to **Slide Show** tab, **Start Slide Show** group and choose **From Beginning**. Click mouse to move through the slides. **Esc** on your keyboard will return you to **Normal** view. Alternatively click the **Slide Show** icon at the bottom of the screen.

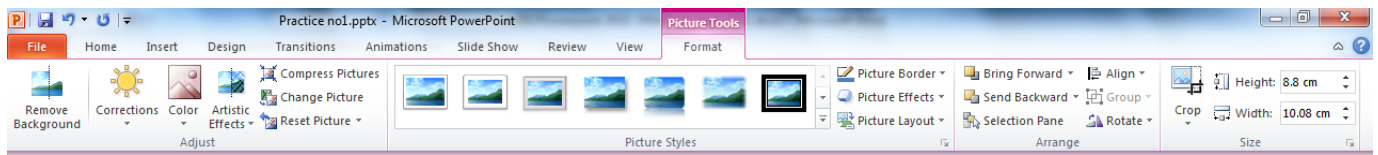
PRINTING

- Go to **File** view and click on **Print**.
- You can choose to print all slides, only one slide or a range of slides.
- To print handouts with more than one slide per page, click on the drop down box next to **Full Page Slides** and make selection.
- Click the **Print** button.
- **Notes** pages and the **Outline** can also be printed from here.



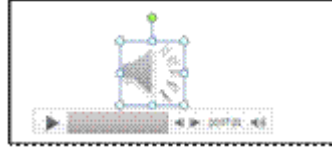
TECHNIQUES

1. **Add text.** Click into the **Click to add title** text box on your first slide, and type your title.
2. **Format text.** Highlight the text. Go to the **Home** tab. In the **Font** group, change the font, size and colour of the text by clicking on the drop down arrows next to these boxes. Add a subtitle in the second text box. Highlight and format this text to your choice.
3. **Move /resize text box.** Click on the edge of a text box to select it. Small squares appear around the edge. You can resize it by dragging the small squares. Hover the mouse over the box. When the cross symbol appears, you can move the text box by dragging it.
4. **Add new slides.** Go to **Home** tab, **Slides** group. Click the drop down arrow next to **New Slide**. There are several slide layouts to choose from.
5. **Add text to a content box.** Click in box and type to add text. The default format is a bulleted point list. To change the format, go to **Home** tab, **Paragraph** group, and click on the drop down arrow next to the bulleted list icon to select a different format.
6. **Add an image.** Click on the picture icon in a content box. The **Insert Picture** window appears. Locate a picture file, and click **Insert**.
7. **Resize image.** Select image. As you drag the handles, keep the **Shift** or **Ctrl** key down to keep the proportions of the image.
8. **Format image.** Select image. **Picture Tools** appears above the **Format** tab. Click on **Picture Tools**. Groups appear where you can change the appearance of your picture, i.e. add frames, borders, change brightness, crop etc.



9. **Add Video.** Same as adding an image, but click on movie icon.

10. **Add Sound to an individual slide.** Go to **Insert** tab, **Media** group, drop down arrow for **Audio**, and make your choice. An **Audio** icon appears on the slide:



Click on the icon to make the controls appear.

To refine the sound, select the icon. **Audio Tools** appears at the top of the ribbon. Select **Playback** tab. Options include making the sound start automatically, looping, fading in etc. You can also select **Play across all slides** to have music play continuously.

11. **Transitions.** A transition is the way one slide moves to the next slide, e.g. a fade or dissolve effect. Go to **Transitions** tab. The drop down arrow in the **Transition to This Slide** group gives more choices. A different transition can be applied to each slide to add interest or you can **Apply to All**. You can add times to each slide in the **Timing** group. This will make the slide show play automatically. Use **Preview** to view the effect.

15. **Animations.** Animations make different elements of one slide appear at different times and with different effects, i.e. text appearing one line at a time. Like transitions, animations can be controlled by mouse click or by timings set by you.

Go to **Normal** view, **Slide** tab. From the **Animations** tab, select an animation.

