

Introduction to Microsoft PowerPoint

What is MS PowerPoint:

It is powerful presentation software which allows the user to create transitional slides, each of which has its own content. The slides can then be presented in a cohesive show together. Each slide can be edited and formatted separately, or cohesively as a group. This software is generally used to provide visual cues and images that coincide with an oral presentation given by a speaker/presenter. However, it can also be used for traditional slideshow applications.

How to start MS PowerPoint

1. Find the PowerPoint icon your desktop
2. Double click on the icon

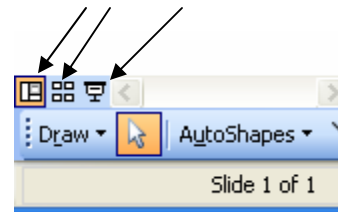


Note: For those who do not have this icon on their desktop

1. Click the START button in the lower right hand corner of your screen
2. Select PROGRAMS
3. Select MICROSOFT OFFICE
4. Select MICROSOFT POWERPOINT

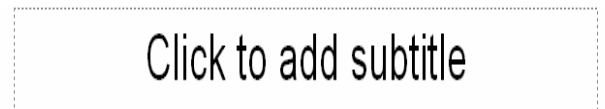
Changing the Slide View

1. Locate the Slide View icon bar on the bottom left hand side of the PowerPoint screen
2. Click on one of the three icons to change the Slide View (between default split-screen, slide only view, and play/presentation view)



Adding Text to a Slide

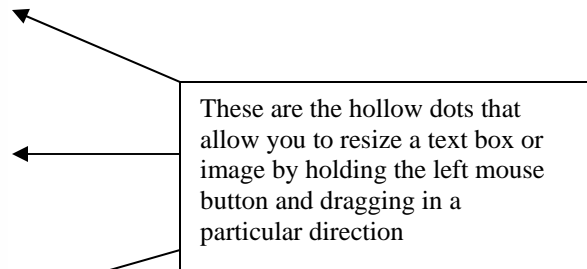
1. Click inside the provided text box (Notice it reads : Click to Title, Subtitle, Text, etc)
2. Once the cursor is blinking you can begin to type your text



Note: You have the same text editing features available to you that are used in Microsoft Word. They work the same way here

Moving and Resizing Images and Text Boxes

1. Click once on the image or text box to highlight the box (you will know this is done when the box has slanted lines for a border and small hollow dots around it)
2. To move a text box or image, place your cursor anywhere on the slanted border of the box until your cursor becomes a cross, click the left mouse button and while holding down the button, drag the object to the new location and release the left button
3. To resize a text box or image, places you cursor on top of one of the hollow dots until you cursor becomes an arrow (the direction of the arrow will indicate in what direction you can move the box from that dot), click the left mouse button and while holding down the button you can drag to expand or contract the box



Inserting a New Slide

1. Click INSERT
2. Select NEW SLIDE

Note: You can also use the keyboard shortcut CTRL+M; Or, you can click on an existing slide in the slides menu on the left and hit the ENTER key

Deleting Slides

1. Click on the slide you wish to delete in the Slide menu
2. Press the DELETE key on your keyboard

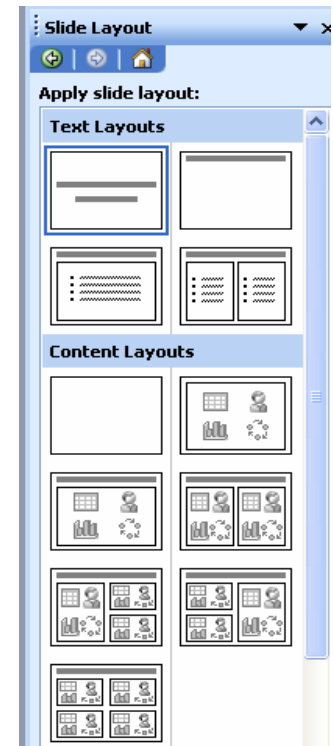
Applying Slide Layouts

Slide layouts are different from your slide designs or templates. Designs or templates add colors, objects and shapes to a presentation. Slide layouts allow you to pre-select how you would like text and images to be laid out on the page itself. While you can do this free hand and simply move and resize things to your liking, sometimes it is easier to select a layout and avoid some of the unneeded manual configuring

To apply a Slide Layout

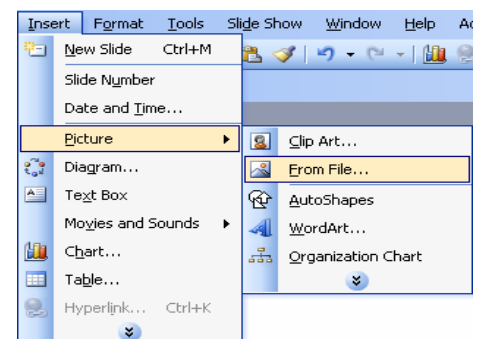
1. Choose the slide(s) you would like to apply the layout to from the Slide menu (you may want to apply a layout to more than one slide)
2. Make sure that the menu selected in right hand panel is on Slide Layout (this is usually the default when working with new slides)
3. If the Slide Layout menu is not the menu selected, click on the drop down arrow at the top of the menu (next to the 'x'); A list of options will appear where you can scroll and choose 'Slide Layout'
4. Once you have this menu available, hover you mouse over the slide layout you would like to apply
5. Click on the drop down arrow to the right of the design , and select APPLY TO SELECTED SLIDES

Note: You can also create a new slide with a specific layout (instead of having a blank slide and applying a layout to it). To do this skip step 1 above and follow steps 2-4. then, for step 5, instead of choosing APPLY TO SELECTED SLIDES, choose INSERT NEW SLIDE



Inserting Images Saved on Your Computer

1. Click INSERT
2. Scroll to PICTURES
3. Select FROM FILE
4. Navigate to the folder or storage area/medium where your picture is located
5. Click on the picture file name or thumbnail
6. Click INSERT



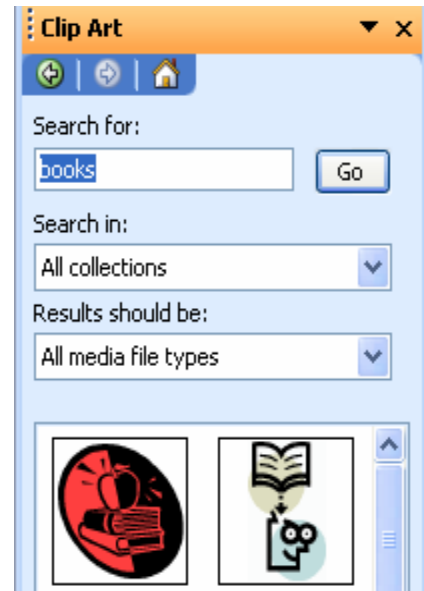
Inserting Clip Art

Clip art are images that you did not create yourself, but that has been made available for use. They work functionally the same as photos images. Word has a pre-installed gallery of these clips for your use (without worry of copyright infringement). There is also a free gallery maintained on Microsoft's website

1. Click INSERT
2. Scroll to PICTURES
3. Click CLIP ART

You have several options for choosing clip art:

- You can use keywords to search for appropriate clip art by typing them into the search box provided (this will search both on your computer and on the web) To insert clip art with this option:
- From the list of images retrieved, click on the one you would like to insert
- You can also click the link CLIP ART ON OFFICE ONLINE located at the bottom of the clip art menu box to browse and select clip art from Microsoft's website.
- From their website, navigate to a selection of clip art images using their provided categories
- Click on image to see a larger view
- If you would like to get the image, select the box for ADD TO SELECTION BASKET
- Continue to search for images and select them for download (you can download several images in one shot)
- Once you are finished selecting images, click the link DOWNLOAD located above the thumbnail images



Inserting Picture from the Internet

1. Find a picture on the web (using your web browser)
2. Right click on the picture
3. From the mini-menu select COPY IMAGE
4. Go back and select the PowerPoint slide for which you are going to use the image and use the PASTE shortcut (CTRL + V) or Click EDIT and select PASTE

Inserting a Diagram or Organization Chart

PowerPoint has a nice feature that allows you to insert blank diagrams into a slide and which you can then edit.

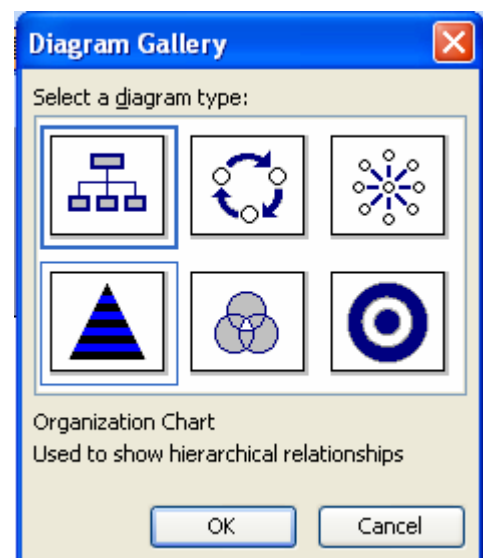
To insert a diagram/organizational chart

1. Click INSERT
2. Select DIAGRAM
3. From the popup box, select the diagram or chart you would like to insert
4. To add text labels to the areas of the diagram, click the areas that read 'CLICK TO ADD TEXT' once
5. Begin typing your text, then click the next editable area until your diagram is filled out

Note: The actual diagram is similar to a picture which means it can be moved and resized (smaller and larger) in the same way.

Changing the Order of Slides

1. Click on the slide you would like to move in the left hand side Slide menu



2. Holding down the left mouse button, drag the slide up or down to the place you would like the slide to be located
3. Release the mouse button

Inserting Data and Objects from Other Programs

You can copy and paste text, images, charts and data from various other Microsoft Office programs such as Word and Excel.

1. Click on the object, or highlight the text, you would like to copy onto your slide
2. Click EDIT, then select COPY (or use the keyboard shortcut CTRL+C)
3. On the bottom of your screen, click the small rectangle that represents PowerPoint to bring you back to that program
4. Select the slide you would like the copied information to appear in from the Slide menu
5. Click EDIT, then select PASTE (or use the keyboard shortcut CTRL+V)

Playing a Slideshow

1. Click SLIDESHOW
2. Select VIEW

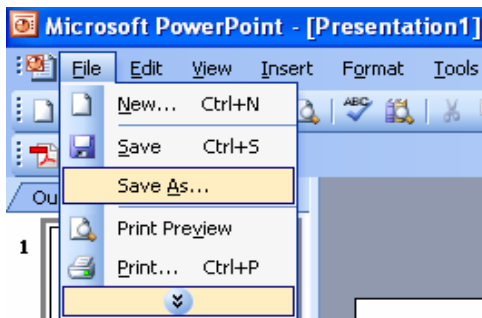
Note: You can also play your slideshow by hitting the F5 key

Navigating a Slideshow

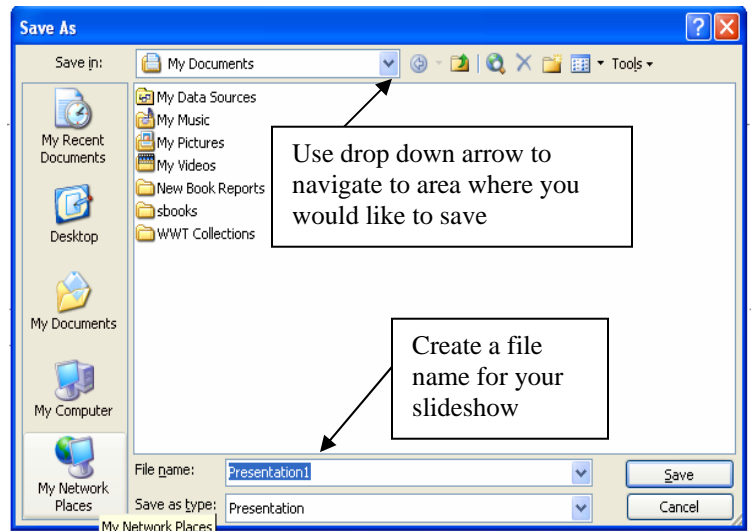
1. To move forward one slide, click the left mouse button or hit the 'n' key on your keyboard
2. To move back one slide, hit the 'p' key on your keyboard
3. To end the slideshow at any time, hit the ESCAPE key on your keyboard

Saving a PowerPoint presentation

1. Click FILE
2. Select SAVE AS



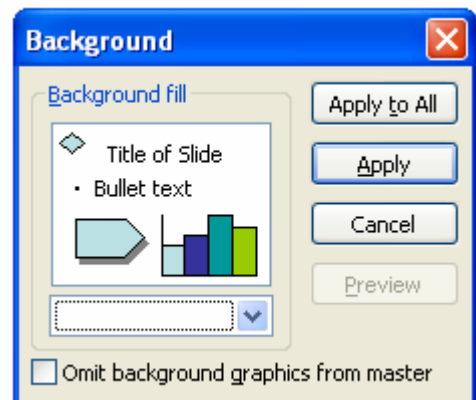
3. Using the drop down arrow located on the top of the popup box, locate the area on your computer where you would like to save your presentation
4. Type in the name you would like to give the file
5. Click SAVE



Inserting a Background

This is useful if you would like to create a background for your slides, without actually applying an entire design template (which includes a background)

1. Click FORMAT
2. Select BACKGROUND
3. From the popup box, click the drop down arrow and select FILL EFFECTS
4. Use the four tab to select the type of background you would like



Note: You can choose the PICTURE tab to insert a picture as your slide(s) background as well

5. Once you have made your selection, click OK
6. Now, you can choose to click APPLY (which will apply the background to the selected slide) or APPLY TO ALL (to apply the background to all the slides)

Printing a Slideshow

1. Click FILE
2. Select PRINT
3. Select the format in you would like to print your slides
4. Select OK

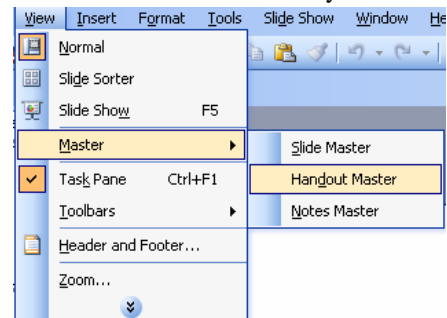
Note: You can also perform a print preview to see what the show will look like printed in several formats (handout, slides, etc). To do this:

1. Click FILE
2. Select PRINT PREVIEW
3. Use the drop down menu at the top to select a different preview style
4. (Optional) From here, you can also select the style you would like to print and click the print icon on the top right from this screen to print out the slideshow

Printing Using the Handout Master

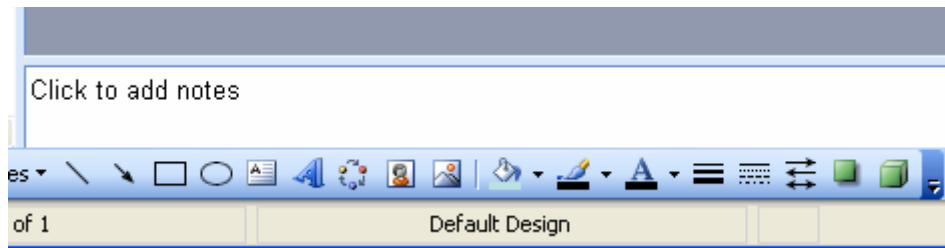
Printing using the Handout Master option allows you to have much more control over the look and layout of your handouts (if this is the type of printing you would like to do)

1. Click VIEW
2. Select MASTER
3. Select HANDOUT MASTER
4. Make any edits you would like to the handout template including adding such information as dates or titles
5. Once finished, click CLOSE HANDOUT MASTER
6. Now, when you go to print (or print preview) and select handouts, you will see the changes you made added



Using Notes

For every slide that you have in your presentation, there is a space provided at the bottom for speakers notes. Speakers notes are a way for you to add text to a presentation that will not appear when the slideshow is playing. This features is useful when using PowerPoint slide shows for presentations and you would like to have notes, reminders and text that you can use during the presentation, but do not wish your audience to see



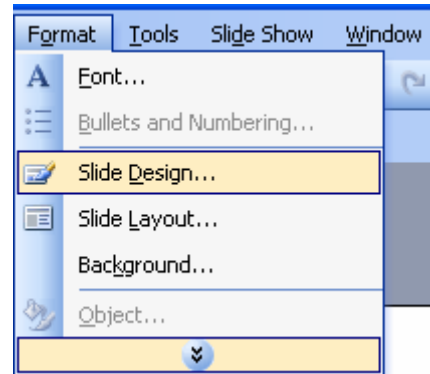
To add speakers notes

1. Click in the speakers notes box, which is located below your slide in the main slide view
2. Begin typing your notes

Applying Templates

Templates are slightly different than the Auto-Content Wizard in that they do not create an entire 'mock presentation'. Instead they are used to make color, background and style choices either for new or existing slides. They are a great way to add pizzazz and flare to plain slides by providing colors, objects and styles that can make a show stand out

1. Click FORMAT
2. Select SLIDE DESIGN
3. A new menu will appear on the left where you can choose slide designs to apply to your slides (this is the default)
4. Hover your mouse over the design you would like to apply and click on the gray arrow bar that appears on the left side of the design
5. From here, you can select whether you would like to apply the design to all the slides in your presentation, or the present slide that is selected



Using Slide Transitions

Slide transitions are a way for you to provide animation as one slide transitions to another. While not a necessary component for creating a slideshow, it is a nice feature to add and does exude a level of competence and professionalism to the show itself.

To apply slide transition(s)

1. Click SLIDESHOW
2. Select SLIDE TRANSITIONS
3. From the menu that appears on the right side of your PowerPoint work area, choose the transition type and speed
4. Also, under ADVANCE SLIDE, you can choose whether you would like to move to the next slide with a mouse click (or keyboard tap) or place your slides on a timer where they would appear for a certain number of seconds and then automatically transition (you also have the option of selecting different times for different slides by doing these steps separately for each individual slide)
5. To apply the transition only to the selected slide, click the 'X' located at the top of the Slide Transition Menu
6. To apply the transition to ALL the slides, click APPLY TO ALL SLIDES

Note 1: You may also instead choose to work with Animation Schemes which are similar to slide transitions, but which do more with animating the text on your screen. You can use the same steps as above except that for step 2, you would select ANIMATION SCHEMES

Note 2: Be wary of trying to do too much, when you selected a slide or transition scheme for all slides, it replaces whatever scheme you had previously. As well you probably do not want to have a different scheme or transition for each slide...to much variety in this case will "transition" into a less professional looking slideshow



Applying Color Schemes

Color schemes are similar to templates, however they fall slightly short. While templates provides predefined appearances for colors, objects and text, color schemes are simply a way to choose the different colors you would like to apply to your slide show. Consider it a 'lite' version of a template. Note: It is not wise to use them together!! It will cause you more headaches than it is worth The nice feature is that not only can you choose one of the PowerPoint's predefined colors schemes, but you can create your own schemes as well to get just the right colors for your presentation.

To apply a color scheme

1. Click FORMAT

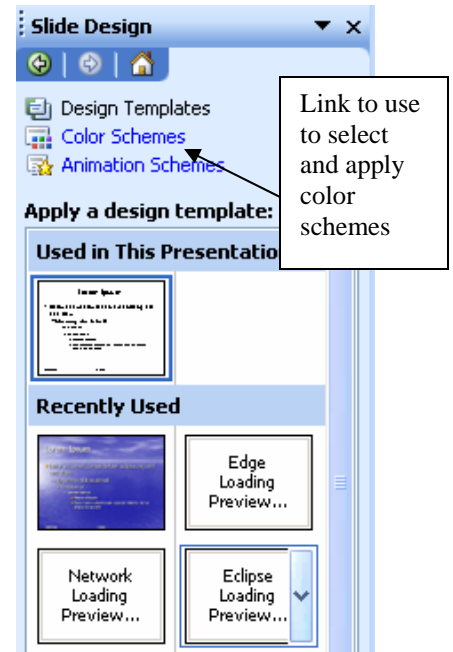
2. Select SLIDE DESIGN
3. In the right hand menu, select the link 'COLOR SCHEMES' located at the top (there are three links you can choose from)
4. Hover over the color scheme you would like to apply
5. Click on the drop down arrow that appears to right of the color scheme
6. Click APPLY TO ALL SLIDES (when using color schemes or slide designs it is usually a good idea to be consistent and apply the same look to all your slides)

Note: However, you can choose to apply color schemes only to selected slides. To do this, hold down the CTRL key on your keyboard and select each slide you would like to apply the scheme to. Follow steps 1-5 above. For step 6, select APPLY TO SELECTED SLIDES

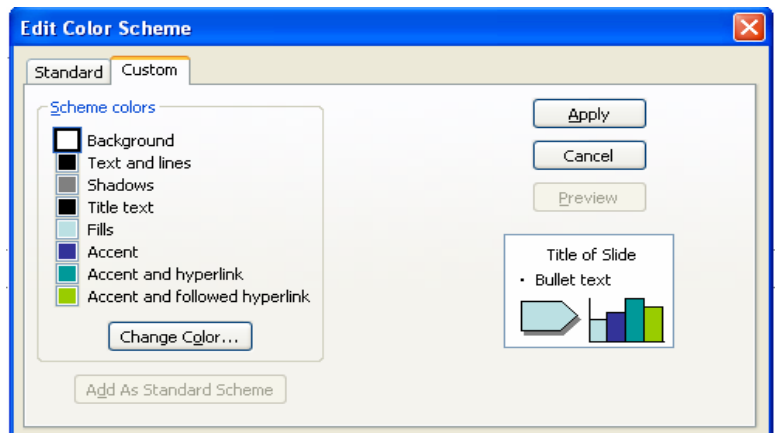
To create a color scheme

1. Click FORMAT
2. Select SLIDE DESIGN
3. In the right hand menu, select the link 'COLOR SCHEMES' located at the top (there are three links you can choose from)
4. At the bottom of the menu, click the link 'EDIT COLOR SCHEMES'
5. A popup box will appear with two tabs: Standard and Custom; Choose CUSTOM
6. On the left side will appear attributes for which you can select your colors
7. Select an attribute (ex. Background)
8. Select the CHANGE COLOR button below the attribute list
9. Choose a color (or create one using the CUSTOM feature here) and select OK
10. Once you are finished changing the colors for the attributes you would like to edit, click Preview to see what you new scheme will look like
11. To apply the new color scheme, click APPLY (the default is to apply the color scheme to all the slides)

Note: If you are working with creating your own and get frustrated or don't like it and wish to just start over, you always have the option of clicking CANCEL. Doing this type of work takes a little getting used to!



Hover over template and click this arrow to apply the template



Accessing the AutoContent Wizard

The Auto Content Wizard is a useful feature provided by PowerPoint to allow you to pre-select the type and style of presentation you would like and then creates a working template you can edit and use. It populates the template with 'dummy' information that you can remove and replace with your own content.

1. Click FILE
2. Select NEW
3. From the selection menu on the left hand side of the page, click the link for 'From Auto-Content Wizard'
- 4.

Adding Audio and Video (From Files on Your Computer)

1. Select the slide you want to insert the movie or sound file into
2. Click INSERT
3. Select either MOVIES FROM FILE, or SOUNDS FROM FILE
4. With the popup window navigate to location of the sound or movie file and click OPEN
5. Select whether you want to file to play automatically or when clicked on

Sharing Slideshows on Internet

The Internet is a very useful and easy way to share slideshows you have created with others. There are more several free options for publishing your slideshow to the web which allows you to share a link to the slideshow with others, as well as more advanced options such as embedding slideshows on you your own webpage. The two most used options for publishing slideshows to the web are:

1. Slideshare: <http://www.slideshare.com>
2. Google Docs: <http://docs.google.com>
3. Omnisio: <http://www.omnisio.com>

Note: This last one is VERY new but does something that no other one's currently do, which is to allow for video to play side by side with a slideshow.

All do require the creation of a FREE account which does require that at minimum you have an email address.

Creating Slideshows on the Internet

There are also free web presentation tools you can use to actually BOTH create and publish your slideshows on the web. One nice feature here is that you do not have to upload your slideshow once you create it, it's already on the web; you just need to choose to have it be public or private. Another nice feature is that it allows you to put audio and video files that are on the web directly into your presentation. Here are a few you can try out. Most work similar to PowerPoint and some you may even find easier to use

1. Google Docs: <http://docs.google.com>
2. Empressr: <http://www.empressr.com>
3. Spreset: <http://www.spresent.com/v2/> (I REALLY recommends this one; has some really nice animations and effects you can add)
4. Zoho: <http://www.zoho.com/> (Click ZOHO show for their presentation tool)
5. 280 Slides: <http://280slides.com/> (A newer application which can export as Powerpoint for download – like Google Docs – but you may find more user friendly)

Resources with tips for using PowerPoint

1. 12 Tips for Creating Better PowerPoint Presentations
<http://www.microsoft.com/atwork/getworkdone/presentations.msp>
2. How to Create a Powerful Sales Presentation
<http://sbinfocanada.about.com/od/salesselling/a/presentationkr.htm>
3. Creating with PowerPoint: 10 Do's and Don'ts
<http://tinyurl.com/5se42r>