# PowerPoint

Introduction

For more efficient use of the toolbars arrange the standard and formatting toolbar on two separate rows


Creating a presentation

The Getting Started task pane will provide a drop-down menu of choices in creating your presentation. Selecting "New Presentation" will allow you to select the format from which you will create your presentation.
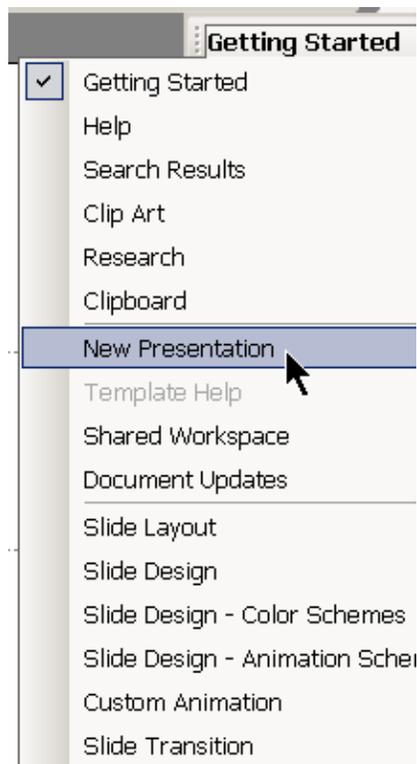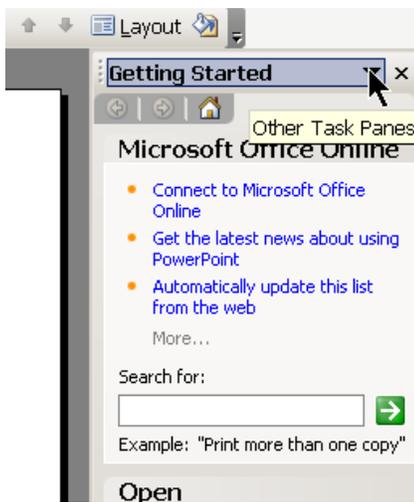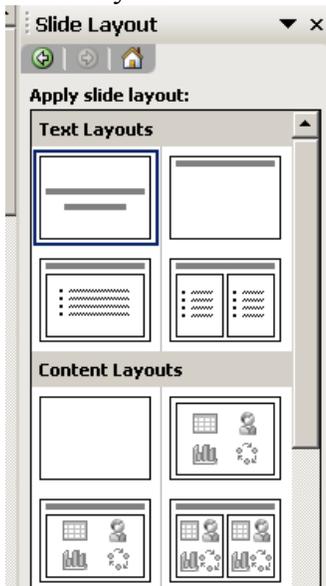
Getting Started

"New Presentation" gives options on how to begin. "From AutoContent wizard…" will get you started by providing ideas and an organization for your presentation. 'Blank presentation' will start you with a single slide and a white background allowing you to add your own effects later.
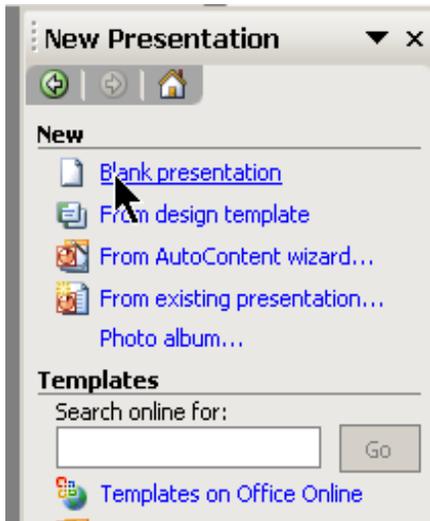
"Blank presentation" will allow you to select :
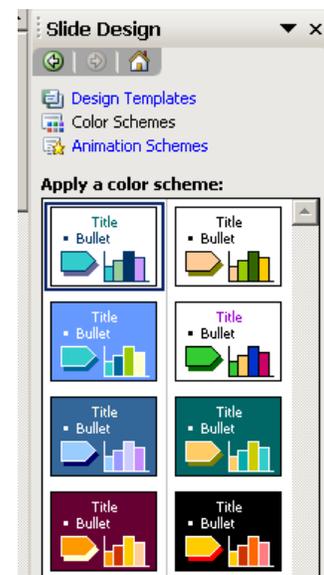
Slide Layout   Slide Design Templates   Slide Color Schemes
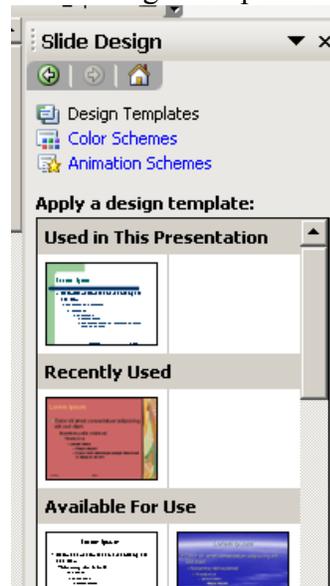
Slide Layout – Scroll through slide layout pane to view layouts and click to make selection.

Slide Design Templates– Scroll through slide layout pane to view designs and click to make selection.

Slide Design Color Schemes – Scroll though slide layout to view and select color scheme for selected slide design.

Placeholders and Text & Content Areas

Placeholders are boxes that display when a new
slide is created.

Text and content areas are boxes outlined by a dotted line.

Enter text/pictures/charts/tables/diagrams into a PowerPoint presentation.

Text can be entered on the outline tab or directly in the placeholder. Click new slide button on
formatting toolbar or "Insert" – "New Slide" and then click a layout for additional slides.

You can type text of the presentation in the Outline tab which allows you to focus on the main point and
subpoints you want to convey. Normal view is displayed with Outline. Or you can enter text, graphics,
animations, and hyperlinks directly on the slide.
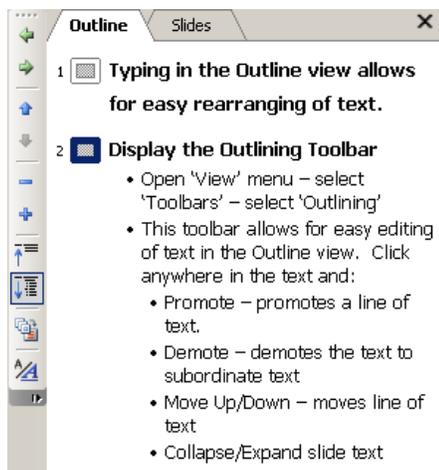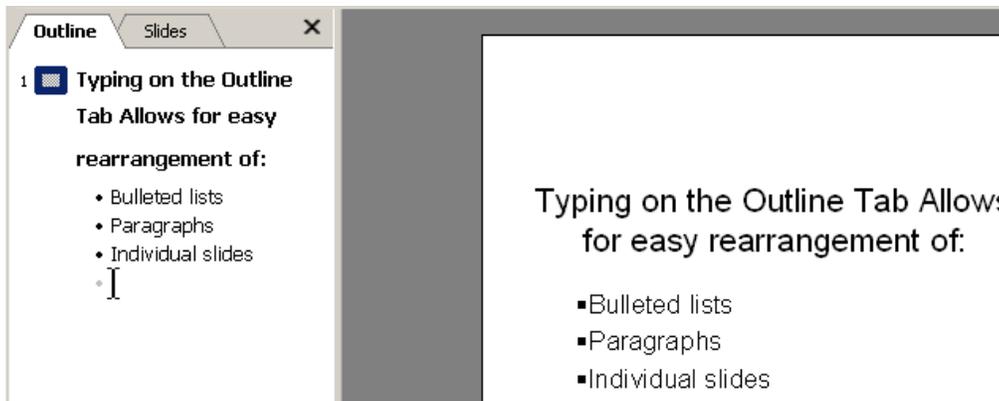
In the "Slides tab", click the slide you want to view.

This work area is called the "Slide pane"

- Click to add text

Double click to add clip art

This view is in the Slides tab
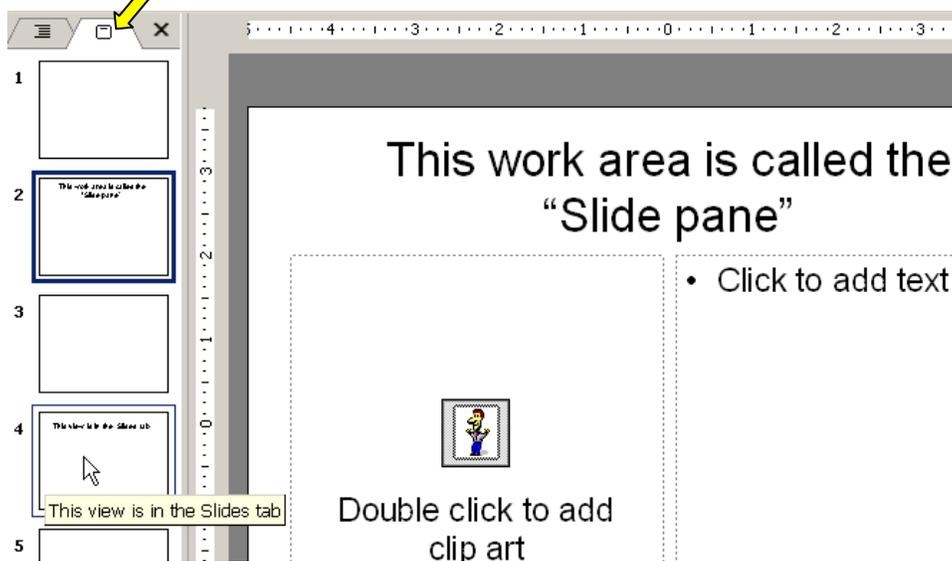
The notes pane on the bottom of the slides display is where your notes can be typed that will be used as part of the presentation (this will not be viewable as part of the presentation).

Click to add notes

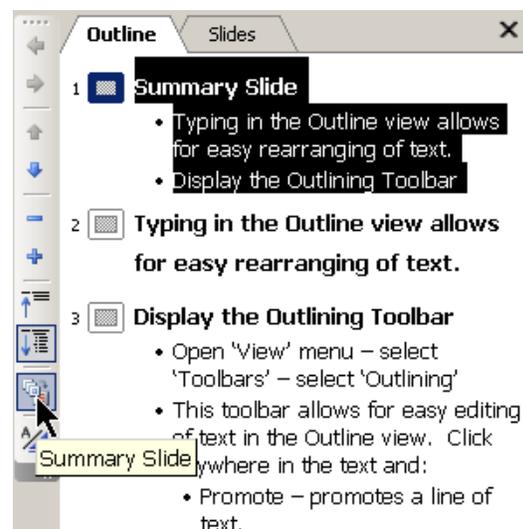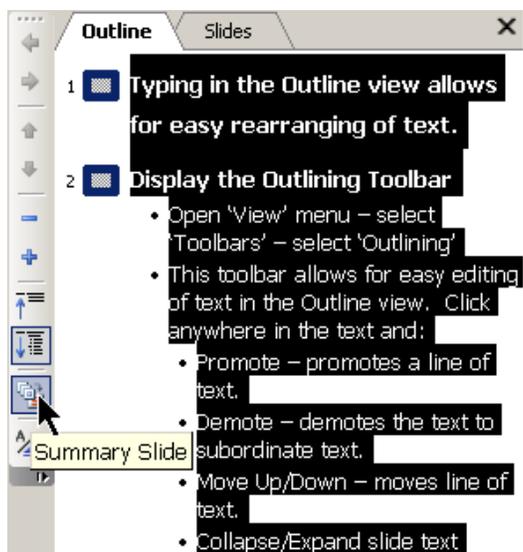Another option available on the Outlining Toolbar is the creation of a summary slide. The summary slide shows the title of all slides that will be used in the PowerPoint presentation. This slide is often used at the beginning of a presentation to inform the audience of what the presentation is about. To create this slide, all text in the Outline tab must be highlighted and then click the "Summary Slide".

Outline | Slides

1. Typing in the Outline view allows for easy rearranging of text.
2. Display the Outlining Toolbar
   - Open 'View' menu – select 'Toolbars' – select 'Outlining'
   - This toolbar allows for easy editing of text in the Outline view. Click anywhere in the text and:
     - Promote – promotes a line of text.
     - Demote – demotes the text to subordinate text.
     - Move Up/Down – moves line of text.
     - Collapse/Expand slide text

Summary Slide

Outline | Slides

1. Summary Slide
   - Typing in the Outline view allows for easy rearranging of text.
   - Display the Outlining Toolbar
2. Typing in the Outline view allows for easy rearranging of text.
3. Display the Outlining Toolbar
   - Open 'View' menu – select 'Toolbars' – select 'Outlining'
   - This toolbar allows for easy editing of text in the Outline view. Click anywhere in the text and:
     - Promote – promotes a line of text.

Summary Slide

Views

Slide sorter view
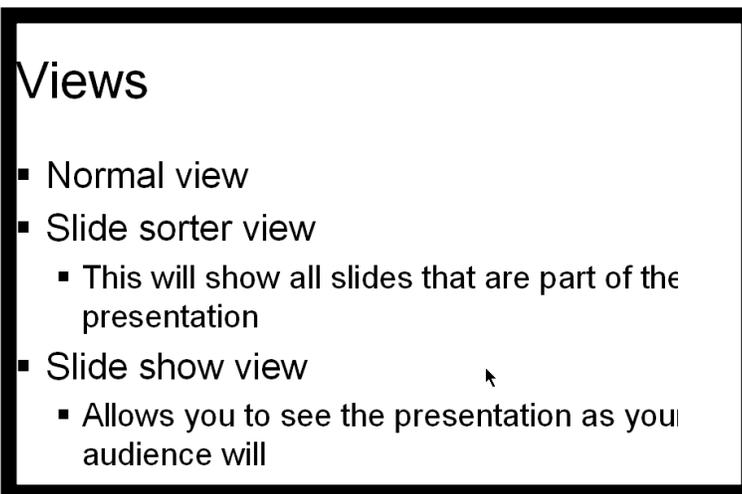
Allows viewing of all slides simultaneously and allows for easy rearrangement of slides.
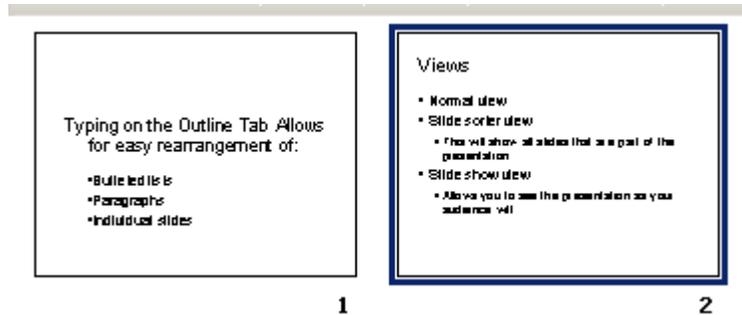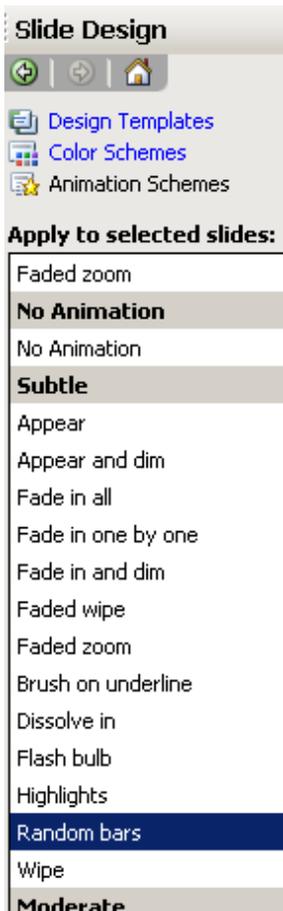

The slide sorter view allows the adjustment timings and transitions to switch from one slide to the next in a presentation. You can preview the timing and transitions of each slide in this view.
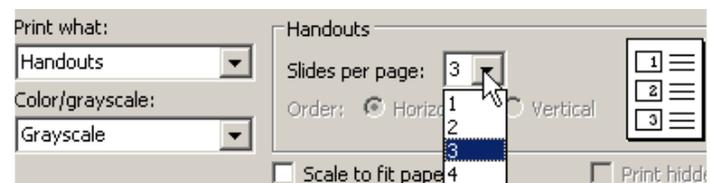
Slide show view

Fills the entire screen allowing the view to be that which your audience will view.

Slide Design

Design Templates
Color Schemes
Animation Schemes

Apply to selected slides:

Faded zoom
No Animation
No Animation
Subtle
Appear
Appear and dim
Fade in all
Fade in one by one
Fade in and dim
Faded wipe
Faded zoom
Brush on underline
Dissolve in
Flash bulb
Highlights
Random bars
Wipe
Moderate

Remember the purpose of the presentation is to present information and listed below are some helpful hints:

- Do not give PowerPoint center stage.
- Allow your PowerPoint presentation to flow and limit flashy transitions and animations.
- Ensure that the PowerPoint presentation can be read by people in the back of the room. A font size of 26 or larger is recommended.
- Prepare handouts to be distributed after the presentation and announce this at the beginning to allow audience to listen instead of take notes. To print handouts/notes pages/slides click "File" then "Print" and this will open up a box to allow you to select what to print as a handout. Open up the "Print what" drop-down menu and select your print preference. When selecting "handouts" note lines will be available when selecting "3" in the "Slides per page" drop-down menu.

Print what:
Handouts
Slides
Handouts
Notes Pages
Outline View

Handouts
Slides per page: 6
Order: ⦿ Horizontal ○ Vertical
☐ Scale to fit paper ☐ Print hidd
☑ Frame slides

Print what:
Handouts
Color/grayscale:
Grayscale

Handouts
Slides per page: 3
Order: ⦿ Horiz 1 ○ Vertical
2
3
☐ Scale to fit pape 4
☐ Print hidd

- Keep it simple! Limit the number of slides. Avoid paragraphs and limit the number of bullets to 6 on each slide. Bullets should have no more than 6 words. Some suggest only 6 words per slide.
- Have a Plan B in the case of technological disaster.