

COMPUTER TRAINING

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# Creating Powerful PowerPoint Presentations

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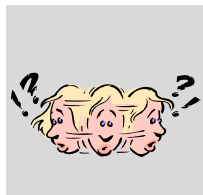
# What is Microsoft PowerPoint?

*A Tool for Powerful Presentations*

**M**icrosoft PowerPoint is a multimedia slide show presentation program. It is a very powerful program that can be used to create presentations for groups or individuals.

## How Can PowerPoint Help Me?

You can use Microsoft PowerPoint to do so many things... Depending upon your interest and your needs, you will have to determine how PowerPoint can work for you. Some of the creative things that people use PowerPoint for include:

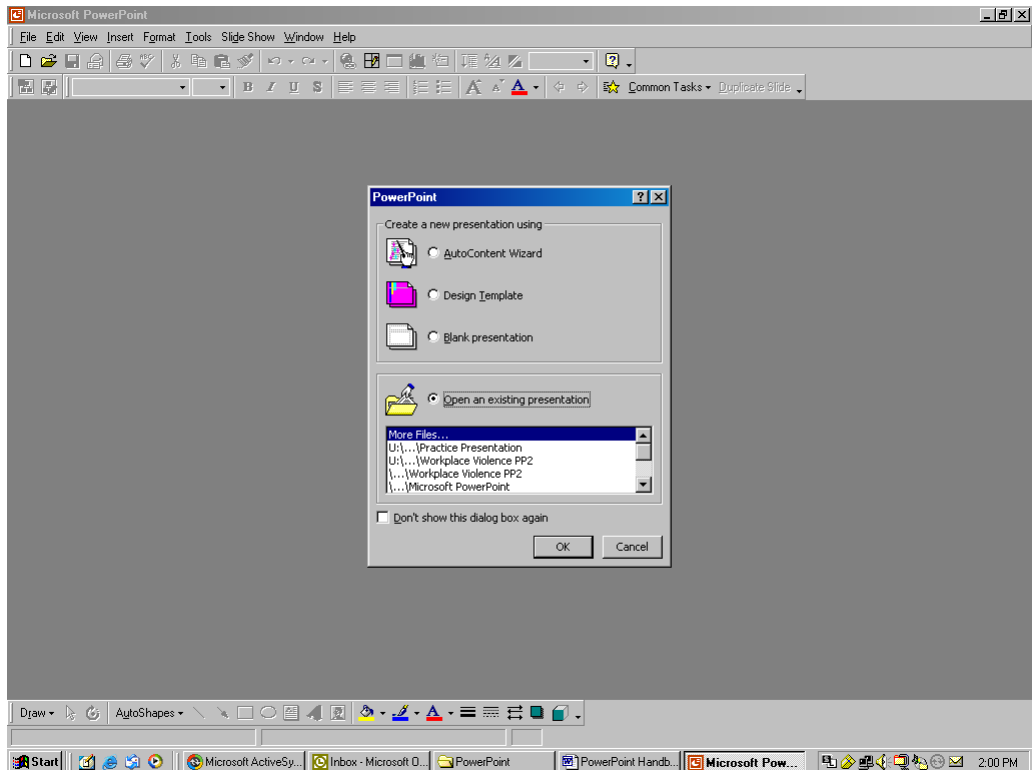


- Calendars
- Timelines
- Flowcharts
- Informational Displays
- Interactive Games
- Awards and Certificates
- Training Presentations
- Posters
- Handouts

## The PowerPoint Screen

To open PowerPoint, either click on the PowerPoint icon (if it is located on your desktop) or click Start, Programs, and Microsoft PowerPoint.

When you open Microsoft PowerPoint, you will have the option of creating a new presentation or opening an existing one. Depending upon your needs, you will need to select an option.



The **AutoContent Wizard** will guide you through choices and help you set up your presentation.

The **Design Template** feature allows you to select a pre-created template.

A **Blank Presentation** starts out as a blank white screen allowing you to create your presentation from scratch.

The final option is to select and **Open an Existing Presentation**.

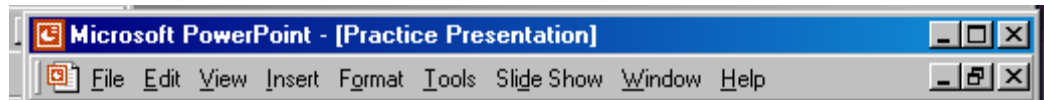
## Using the Lingo

Knowing certain terms will make your exploration with Microsoft PowerPoint even easier. Some basic terms and their meanings are listed below.

<b>Animation</b>	The action that pictures and text are assigned.
<b>Master</b>	The slide upon which all other slides are based. The Master sets the formatting for all slides in the slide show.
<b>Menu bar</b>	A group of commands, including file, edit, view, that allow the user to perform tasks.
<b>Normal View</b>	Displays a large view of the current slide along with the slide sorter view on the left side of the screen.
<b>Outline View</b>	Displays the title and major headings for slides in an outline format.
<b>Placeholder</b>	Box/s with dotted outlines designated for specific items in the slide (title, bulleted lists, charts, images, etc...)
<b>Slide</b>	Each individual screen/slide in the presentation; similar to a page in a Word document.
<b>Slide Show</b>	The entire presentation that is saved using one file name.
<b>Slide Show View</b>	Displays the actual show including all animations and timings.
<b>Slide Sorter View</b>	Displays smaller images of each slide in the slide show.
<b>Slide View</b>	Displays the current slide for editing.

## Using the Menu Bar

The menu bar is typically located along the top of the screen. In Microsoft PowerPoint, it includes commands grouped into categories. These categories include:



If you already use Microsoft products like Microsoft Word, you are probably already familiar with many of the commands available on the menu bar.

### File

The most common uses for the file set of commands are:

**New**—create a new slide.

**Open**—open an existing slide.

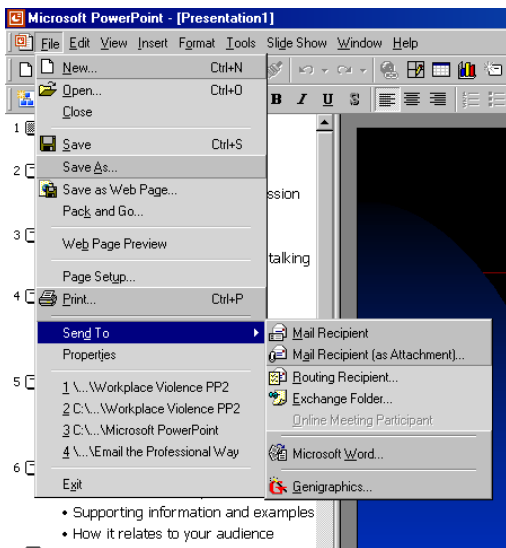
**Close**—close a slide show that you have already opened.

**Save**—save the slide show that you created or have worked on.

**Save as**—save the slide show using a new name or in a new location.

**Page setup**—adjust the margins, header/footer, or sheet settings.

**Print**—After clicking Print, you can select the format you want to

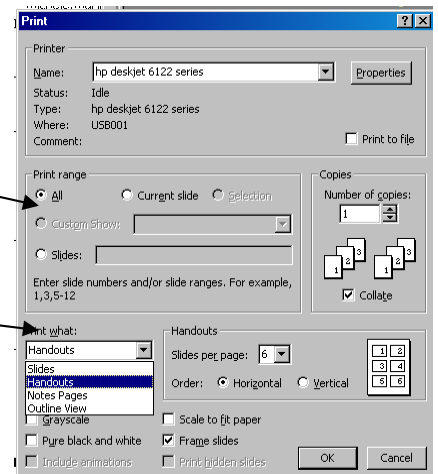


print. Choose from Slides, Outline, Handouts, or Notes Page.

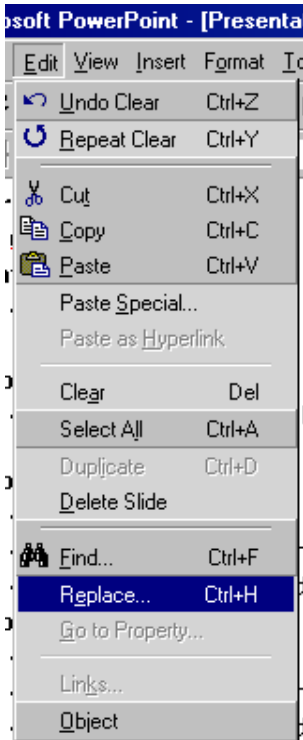
You can select the print range (one slide, a few slides, or all)

To select the style you want to print, click on the drop-down arrow. If you select Handouts, you can decide the number of slides per page.

You can also decide to print in grayscale, black and white, scale so the slides fit on the paper, or add a black frame (or border) around the slides.







## Edit

There are many important commands that fall under the edit heading.

**Undo**—allows you to undo what you just did. Usually you can undo repeatedly.

**Repeat**—the opposite of undo, repeat allows you to redo the same action over again.

**Cut**—takes out the selected item or text.

**Copy**—makes a copy of the selected item or text.

**Paste**—use this command if you cut out an item or text and want to put it in a new location. For example, if you want to move text from one location to another, highlight the text, click cut, click once in the new location, and click paste.

**Clear**—you can use this command to clear what you have typed; this works like the delete key on your keyboard.

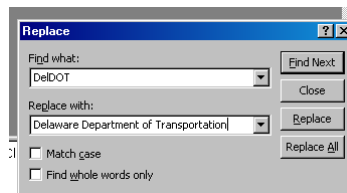
**Duplicate**—allows you to make an exact replica of the current slide.

**Delete slide**—allows you to remove an entire slide.

**Find**—a useful command for finding specific text.

**Replace**—allows you to replace specified text. For example, if I am working on a PowerPoint Presentation and call our Department by DelDOT but later realize that I want to be more formal and use Delaware Department of Transportation, I can use the replace feature to save time.

First, I click Replace. Then I type DelDOT in the Find What box. Next I type Delaware Department of Transportation in the Replace With box. If I want to only replace words that are exactly DelDOT (omitting places where I may have typed deldot, I can click the Match Case box. When I am ready, I either select Replace or Replace All.



## Working with the Edit Commands

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1. Enter information into the bulleted list.
2. Use the cut, copy, and paste features under the Edit command.
3. Use Find and Replace.

## View

**Normal View**—just that...the normal way the slide show opens and appears.

**Slide Sorter View**—allows you to see each of the slides in a smaller scale. You can easily drag and change slide order from this view.

**Notes Page**—displays the slide on the top half of the screen and an area for notes on the bottom half of the screen. Useful for printing the slides as they will display but with your notes included below each slide.

Note: With newer versions of PowerPoint the notes can also be viewed on the presenters monitor while only the slide displays for the audience.

**Slide Show**—opens the slide show complete with all animations and sound effects. Use the enter key to advance slides and ESC to end the show. The left and right arrow keys can also be used to move back and forth between slides.

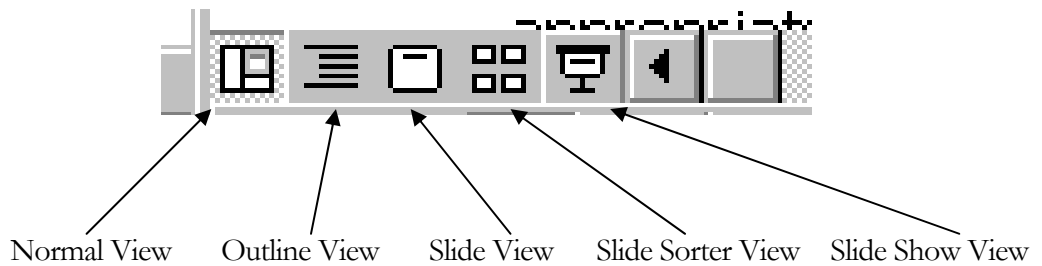
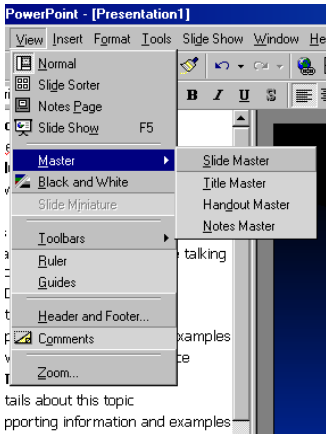
**Master**—provides options for editing the master version of the PowerPoint show. Changes to the master affect all slides in the show.

**Toolbars**—allows you to select the specific toolbars that you want displayed at the top of the screen. Depending upon the tasks you are performing, you can customize your toolbars. Standard and Formatting are the two frequently used toolbars.

**Header/Footer**—allows you to insert a custom or pre-designed header or footer to display in the slide show and print at the top (header) or bottom (footer) of each page. You can choose from automatic entries, such as the time or date, or customize so that the title of your report shows on each page.

**Comments**—Allows you to view a comment similar to a sticky note in a cell. To see the comment, just move your mouse over that cell. (To create a comment, click insert, comment.)

**Zoom**—Allows you to change the size of the display.



\*\*Toolbar found at the bottom left of the PowerPoint Screen.

## Using the Viewing Options

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1. View using the Slide Sorter View and rearrange some slides.
2. View the Notes Page and add a note.
3. Press F5 to view your show. (Use the ESC key to return to the editing view.)
4. View the Header/Footer and add the date and slide numbers.

## Insert

**New Slide**—inserts a new slide after the selected slide.

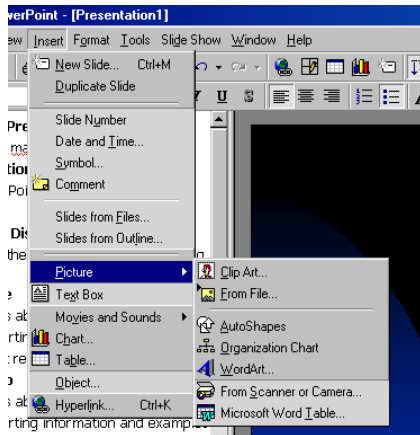
**Duplicate Slide**—inserts an identical slide after the selected slide.

**Slide Number**—inserts the slide number in the selected location on the current slide or into all slides using the header/footer feature.

**Date and Time**—inserts the date and/or time in the selected location on the current slide or into all slides using the header/footer feature.

**Symbol**—allows you to insert any symbol from the installed fonts into the selected location.

**Comment**—creates a comment similar to a sticky note. Useful for noting information that might otherwise be forgotten. The size and shape of comments can be changed using the drawing toolbar or by resizing by clicking and dragging to the desired size with the mouse.



**Slides from File**—opens a window allowing you to browse for selected file and then allows you to insert all slides or to insert some slides from the file. To insert some slides in sequential order, press SHIFT and use your mouse to click and highlight the slides you wish to insert. To insert random slides, press and hold the CTRL key while you click each slide you wish to insert.

**Picture**—provides you with the option of inserting a clipart picture, a picture from a file, or an organizational chart.

**Text Box**—creates a resizable box to enter text.

**Movies and Sounds**—opens a window allowing you to select from an assortment of pre-loaded movies and sounds.

**Chart**—opens an excel chart and spreadsheet. Enter the data into the attached spreadsheet and the chart displays the results. To use pre-existing data, click Edit, Import file.

**Table**—inserts a table into the slide. You select the number of rows and columns.

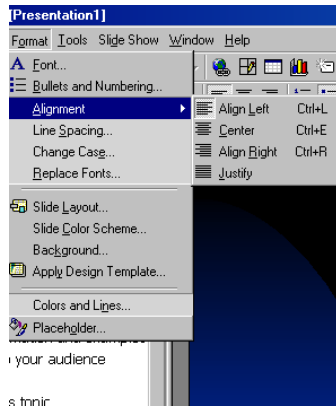
**Hyperlink**—creates a link to a target website or file.

## Using the Insert Commands

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1. Insert a new slide.
2. Insert a duplicate slide.
3. Insert a picture.
4. Insert a movie or sound file.
5. Insert a chart or table.
6. Insert a hyperlink.

## Format



**Font**—allows you to specify the font type, style, size, color, and effects.

**Bullets and Numbering**—allows you to use bulleted lists (select the picture, character, size, and color) or use numbering (select the style, color, and size).

**Alignment**—aligns the text left, center, right, or justified.

**Line Spacing**—changes the spacing before, within, and after a paragraph.

**Change Case**—easy way to change the text between Sentence case, lower case, UPPER CASE, Title Case, and toggle cASE.

**Replace Fonts**—easy way to change the font type from one type to another in all slides within the presentation.

**Slide Layout**—provides a choice of the different layout options for each slide (title slide, bulleted list, 2 column, table, text and chart, chart and text, organizational chart, chart, text and clip art, clip art and text, title only, or blank).

**Slide Color Scheme**—provides standard or custom options for the colors used in the show. Can be applied to one slide or to all slides in the presentation.

**Background**—allows you to change to a solid background color or apply fill effects (gradient, texture, pattern, or picture). **\*\*CAUTION:** Some background effects make viewing the slides very difficult.

**Apply Design Template**—choose from hundreds of pre-set slide designs.

**Placeholder**—allows you to change the features of the placeholder (colors, lines, size, position, picture, or text box).

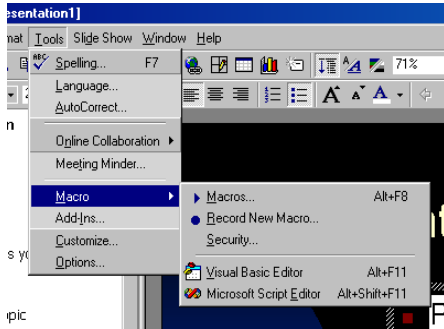
## Using the Format Commands

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1. Highlight the title and change the font size and style.
2. Click a bulleted list, then click **Format | Bullets and Numbering**.
3. Highlight the text, then click **Format | Replace Font**.
4. Click on a slide, then **Format | Apply Design Template** to change the look.

## Tools

**Spelling**—this is the same as Microsoft Word—just click and a spell check will be run on your entire slide show.



**Language**—opens the thesaurus.

**AutoCorrect**—allows you to set up the program so that your common errors are automatically corrected as you type.

**Meeting Minder**—allows the presenter to take notes during the show. To use this feature during a slide presentation, right click on the slide, select meeting minder, and select either minutes or action items. Clicking schedule opens the Outlook calendar and puts the item onto your calendar. Minutes or action items can then be emailed to meeting participants.

**Macro**—allows you to “record” a sequence of keyboard or mouse clicks. Once recorded, a macro can be “run” with a click of a button, saving time on tasks that are often repeated.

**Customize**—opens a menu allowing you to customize the toolbars, commands, or options.

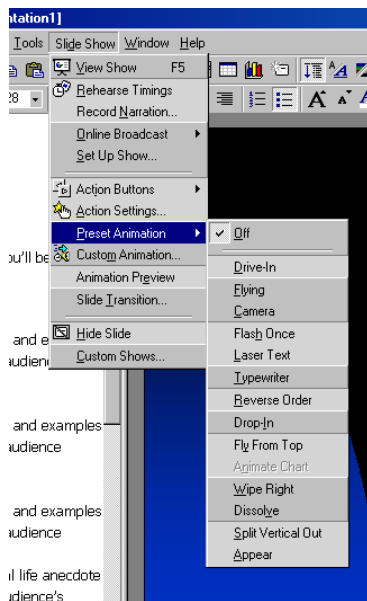
**Options**—allows you to customize the view, general, editing, printing, saving, spelling, and style options.

## Using the Tool Commands

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1. Use the Spell Check feature: **Tools | Spelling** (or F7)
  
2. Use the Thesaurus to find a different way to say it, **Tools | Thesaurus**.

## Slide Show



**View Show**—presents the current slide show starting with the selected slide.

**Rehearse Timings**—allows you to time your presentation. If you are preparing for a presentation and you use the rehearse timings feature, it will display the total running time for your presentation. The time that each slide is displayed is also recorded and can be saved so that the slide automatically advances after a set amount of time.

**Record Narration**—allows you to record speech; useful for recording the comments made during a presentation for sharing with others after the presentation.

**Set Up Show**—allows the presentation to be customized depending upon the type of show; presented by a speaker, in a window (allows you to show the PowerPoint on part of the screen and another application on the other part of the screen), or in full screen mode. Also allows the option of having the show loop, or continue running until the ESC button is pressed.

**Action Buttons**—easy way to add “buttons” to the show. Buttons include the Home button, slide forward and reverse buttons, and sound button.

**Action Settings**—allows you to set certain actions to occur (hyperlink, run a program, play a sound...) when the mouse is clicked or moved over a specific location.

**Preset Animation**—provides a list of pre-created animation options.

**Custom Animation**—allows you to customize the animation; select the object then click custom animation to change timing, effects, chart effects, and/or multimedia settings.

**Animation Preview**— the slide transition and animation effects display for the selected slide.



**Slide Transition**—allows you to apply a pre-set slide transition (blinds, spiral...) to the selected slide or to all slides.

**Hide Slide**—hides the selected slide so that it does not display during the presentation.

**Custom Show**—allows you to select certain slides to display; useful if using the same presentation for two or more audiences. Once you set up the custom show, right click during the PowerPoint presentation, click go to custom show, and click on the name of the custom show.

## Using the Slide Show Commands

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1. Add a Home button: **Slide Show | Action Buttons** |  | Link to: Slide 1
  
2. Make a sound play when you move your mouse over the . Click **Slide Show | Action Settings | Mouse Over | Play a Sound**.
  
3. Add animation to all your slides: **Slide Show | Slide Transition** | (select) | **Apply to All**.
  
4. Create special effects on one slide. Open your slide with the picture | click once on the picture | **Slide Show | Custom Animation** |  **Picture Frame** | **Effects Tab** | (select effect from drop down list) | **OK**

## Window

**New**—opens an identical slide —everything is the same except the name; usually the name has a number 2 at the end. This can be helpful when you are trying different formats and want to compare changes or want to view two different sheets within the same slide .

**Arrange All**—Allows you to view more than one PowerPoint document on the screen at the same time.

**Cascade**—displays all open PowerPoint shows in an overlapping view.

## Help

**PowerPoint Help** (F1)—opens up a window with a spot for typing your specific question and receiving a link (or many links) with specific responses and how to guides.

**Office Assistant**—an interactive help feature that provides a box for questions to be asked and responds accordingly.

**What's this?**—help feature that when turned on, will provide a short description when the cursor is moved over the item and a longer description when the item is clicked on. To turn this feature off, go to Help and then click the “What's this?” button again.

**Office on the Web**--An enormous resource for all Office products! This button brings you online to the Microsoft Office site. Here you will find numerous free templates, clip art, help items, and training features.

## Keyboard Shortcuts

Task	Keyboard Shortcut
Switch to the next window	ALT + TAB
Select All Objects (Slides Tab) Select All Slides (slide sorter view) Select All Text (Outline Tab)	CTRL+A
Go to the next slide during a presentation	SPACEBAR
Go to the previous slide	BACKSPACE
Go to the first slide	CTRL+HOME
Go to the last slide	CTRL+END
Display the help task pane	F1
Repeat the last command	F4
Delete one character to the right	DELETE
Apply italic formatting	CTRL + I
Apply an underline	CTRL + U
Apply bold formatting	CTRL+B
Copy	CTRL+C
Paste	CTRL+V
Save	CTRL+S
Print	CTRL+P

## Other Helpful Sites

Website Title	Website Address
Microsoft Office on the Web	<a href="http://office.microsoft.com">http://office.microsoft.com</a>
The PowerPoint Forum	<a href="http://www.PowerPointforum.com/">http://www.PowerPointforum.com/</a>
PowerPoint User Portal	<a href="http://www.PowerPointuser.com/help/index.htm">http://www.PowerPointuser.com/help/index.htm</a>
PowerPoint Maniacs	<a href="http://www.PowerPointmaniacs.com/">http://www.PowerPointmaniacs.com/</a>

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