

# PowerPoint Skills

Plan

Create a new presentation

Insert backgrounds (design template or background)

Use different views

Add a slide

Use titles and text

Toolbars and hyperlinks

Insert graphics (from clip art or other sources)

Use objects (i.e. sound, WordArt, Auto Shapes)

Use transitions

Working with sound

Use notes and handouts

Print

Extra skills: editing the show

Use features of presentations

Use presentation tips

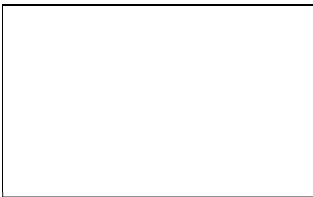
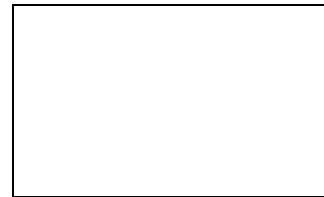
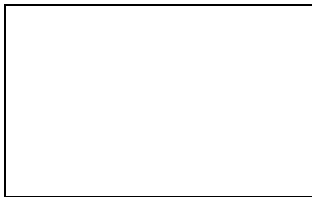
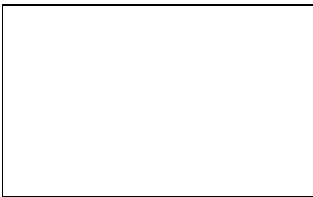
Use principles of design

# Plan

## **Planning :**

It is always best to make a plan before you begin your presentation. The content should be the main focus.

Make a quick sketch or notes of items you hope to include in your presentation. Note sound and graphics you may want to use.



## Create a new presentation

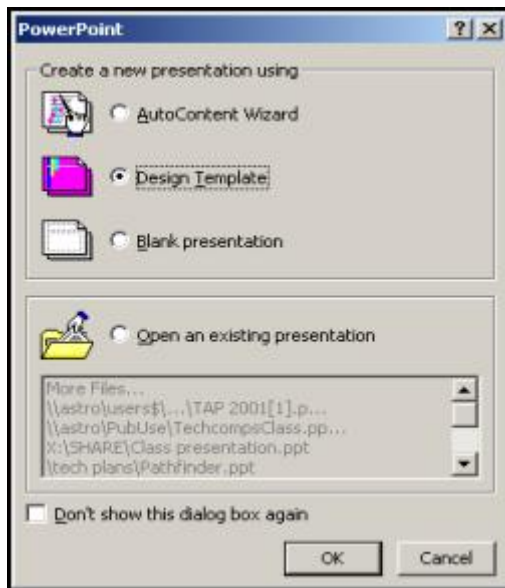
## Insert backgrounds (design template or background)

### Starting PowerPoint

Open PowerPoint using one of these ways:

- From the Start Menu, choose programs... Microsoft PowerPoint
- Double click on a PowerPoint shortcut on the desktop if you have one
- If you already have made a PowerPoint presentation and want to open it, just double click on the presentation from where you have saved it.

The following screen will appear:

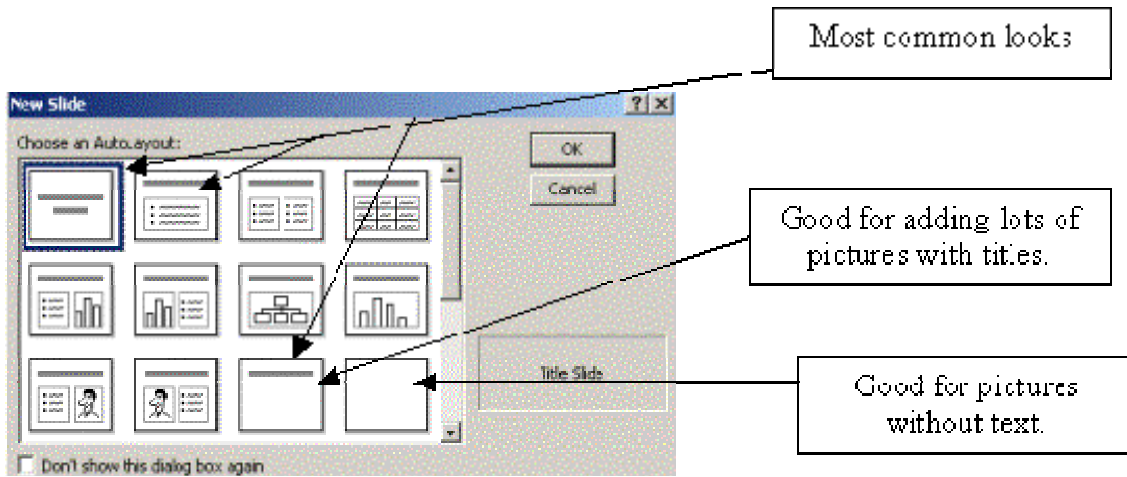


Tip: Use your arrow keys to quickly navigate through the design templates.

Choose **Design Template** to create a new presentation with a pretty background. A screen appears allowing you to choose and preview designs from a list. Find one you like and click **OK**.

Choose **Blank Presentation** if you do not want a special background.

To open an existing presentation, click on **Open an existing presentation** and navigate to where it is stored. (You can also just double click on an existing presentation to open it)



Choose your slide layout then click **OK**.

**Save** and name your presentation **now**. **Save** frequently throughout the creation process by clicking on the little disk icon on the tool bar or go to the **File Menu** and choose **Save**.

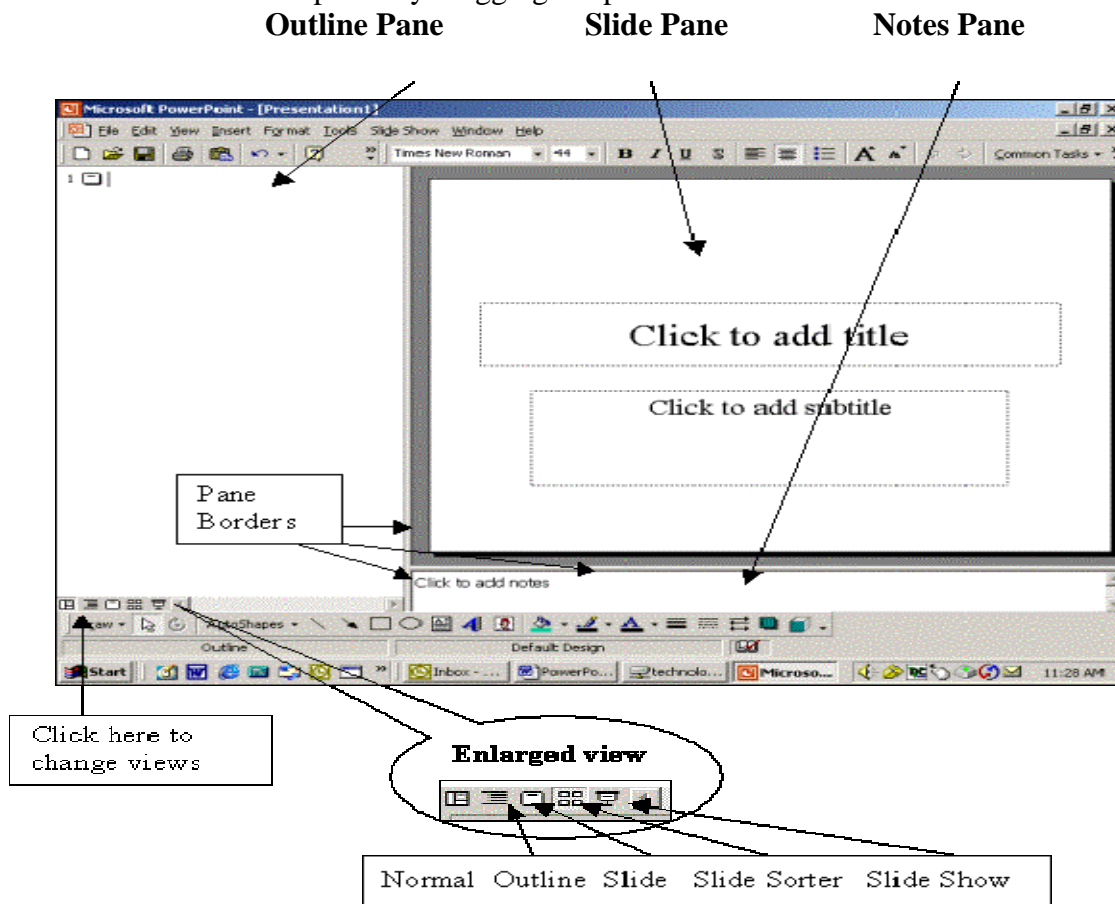
# Use different views

## PowerPoint views

Microsoft PowerPoint comes with different views to help you while you are creating a presentation. The two main views you use in PowerPoint are normal view and slide sorter view. To easily switch between views, you click the buttons at the lower left of the PowerPoint window.

## Normal view

Normal view contains three panes: the outline pane, the slide pane, and the notes pane. These panes let you work on all aspects of your presentation in one place. You can adjust the size of the different panes by dragging the pane borders.



**Outline pane** Use the outline pane to organize and develop the content of your presentation. You can type all of the text of your presentation and rearrange bullet points, paragraphs, and slides.

**Slide pane** In the slide pane, you can see how your text looks on each slide. You can add graphics, movies, and sounds, create hyperlinks, and add animations to individual slides.

**Notes pane** The notes pane lets you add your speaker notes or information you want to share with the audience. If you want to have graphics in your notes, you must add the notes in notes page view.

These three panes are also displayed when you save your presentation as a Web page. The only difference is that the outline pane displays a table of contents so that you can navigate through your presentation.

## Add a slide and Use titles and text

You can add text and new slides in the **Slide View** or the **Outline View**.

**Slide View: Adding Text:** Click on the text box on your slide to enter text. You may alter the font, font size, and style using the formatting toolbar as you would in Word.

**New Slide:** To make a new slide, choose **New Slide** from the Common Tasks tool or choose **New Slide** from the **Insert** menu.

**Edit Slide:** To edit slides you have already made, drag the scroll bar on the right side of the screen to the slide you wish to edit. Highlight the text you wish to edit.

### **Outline View:**

**Adding text:** Click next to the slide icon in the Outline Pane to enter text.

**New Slide:** Press Enter to create a new slide

- Press tab to add a bullet or indent.
- To indent further, click tab again.
- When making bullets, press Shift-Tab to add a new slide.
- Or.. use the arrow tool to “demote” (indents) or “promote” (new slide) the slide.

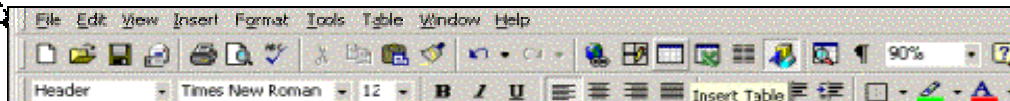
**Edit Slide:** To edit slides you have already made, click on the slide icon and highlight the text you wish to edit. You can also type text for your presentation and rearrange bullet points, paragraphs, and slides by clicking and dragging in the Outline View.

# Toolbars and hyperlinks

## Toolbars

Click on the **View** menu and choose **Toolbars** to select the **Standard, Formatting, and Drawing** toolbars. This will provide you with most of the tools you need for PowerPoint.

Toolbars can be customized by clicking and dragging the docking bar (the vertical 3D line at the beginning of a toolbar).



You can make your toolbars appear in one or two rows by dragging their docking bar.

You can also make a toolbar float (become unattached to the bar) by dragging it to another part of your document.

Remember, to edit your text, highlight the text you wish to edit.

To alter your bullets: Choose Format... Bullets and Numbering

To alter the text: Choose Format...Font or use the toolbar items for font style, alignment and color.

## Adding a HyperLink:

To add a hyperlink to a web site, type the text you wish to click that will result in launching the website you wish to link to.

For example, type **Staff Web Page**.

Highlight the text you wish to be to the link (i.e. **Staff Web Page**)

Rest your mouse in the **highlighted text** and **right click**. Choose **Hyperlink**

In the **type the file or web page name box** type the web address you hope to link to.

Note: Include the <http://www> part of the address.

**Click OK.**

The highlighted text should now be blue with an underline.

## Insert graphics (from clip art or other sources)

### Insert a Picture from the Clip Gallery

In the **Slide View**, select the slide and click the area where you want to insert clip art.

1. Click on the **Insert Clip Art** icon on the **Drawing** toolbar (if your Drawing toolbar is not showing, click on the VIEW MENU > Toolbars > Drawing), and then click the **Insert Clip Art** icon.

You can also click on the INSERT MENU > Picture > Clip Art. This will open the Clip Art Gallery.

Click on a clip art category **Tip:** *Type the name of what you want in the “Search for Clips” field and press enter to narrow your search.*

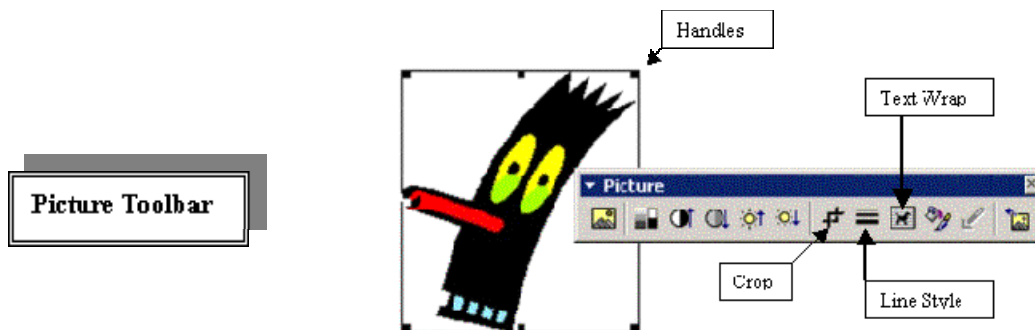


Click on the picture you want, a menu will appear, and then click the **Insert clip** button

When you are finished using the Clip Gallery, click the **Close** or **Minimize** button on the Clip Gallery title bar

### To Resize a Graphic

1. Select the graphic by clicking on it (you will see handles).
2. Click and drag the handles to resize the graphic. Use the corner handle to resize the height and width at the same time
3. The Picture toolbar will appear and you can then edit other clip art attributes

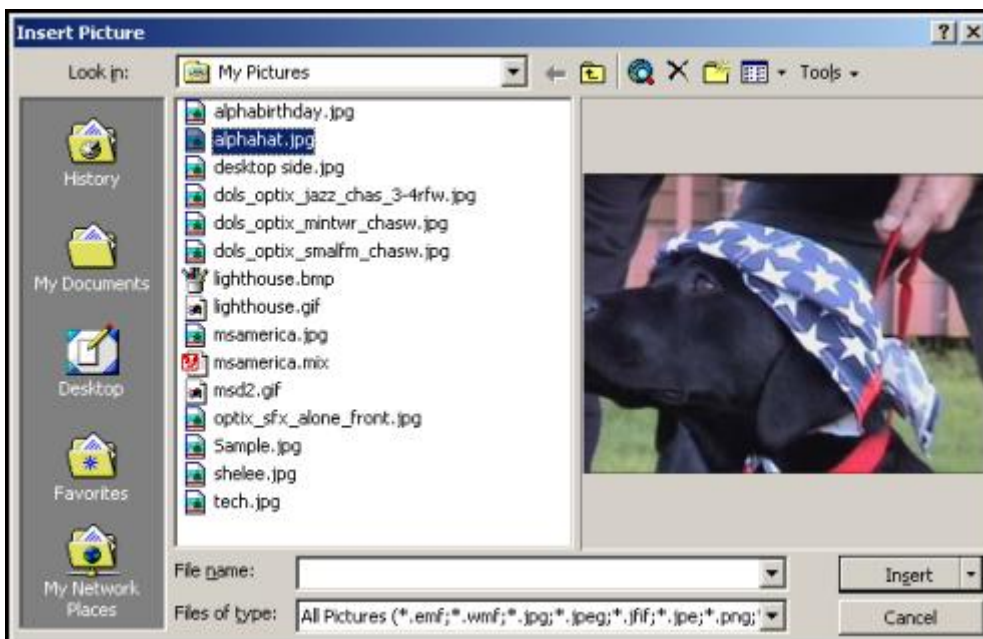


**Tip:** Use your Drawing Tools to add a border, fill etc.  
Delete a graphic by selecting and pressing the delete key.

## Insert a graphic from another source

In the **Slide View**, select the slide and click the area where you want to insert a graphic.

Click on the **Insert** menu. Choose **Picture > from File**. This will open a dialogue box asking you where your picture is located.



Select the picture and click on the **insert** button. **Note:** The picture may be rather large and may need to be resized.

## To Resize a Graphic

Select the graphic by clicking on it (you will see handles).

Click and drag the handles to resize the graphic. Use the corner handle to resize the height and width at the same time.

The Picture toolbar will appear and you can then edit other clip art attributes

## Use objects (i.e. sound, WordArt, Auto Shapes)

### **Adding Sound**

#### **To insert music or sound on a slide**

Display the slide you want to add music or sound to.

On the **Insert** menu, point to **Movies and Sounds**.

Do one of the following:

To insert a sound from the Clip Gallery, click **Sound from Gallery** and then locate and insert the sound you want.

To insert a sound from another location, click **Sound from File**, locate the folder that contains the sound, and then double-click the sound you want.

A sound icon  appears on the slide.

A message is displayed. If you want the sound to play automatically when you go to the slide, click **Yes**. If you want the sound to play only when you click the sound icon during a slide show, click **No**.


To preview the sound in Normal view, double-click the sound icon.

#### **To insert a CD audio track on a slide**

You don't need to insert the CD in the CD-ROM drive for this procedure.

Display the slide you want to add a CD audio track to.

On the **Insert** menu, point to **Movies and Sounds** and then click **Play CD Audio Track**.

Select the track and timing options you want, and then click **OK**. A CD icon  appears on the slide.

A message is displayed. If you want the CD to play automatically when you move to the slide, click **Yes**. If you want the CD to play only when you click the CD icon during a slide show, click **No**.

To preview the music in Normal view, double-click the CD icon.

## Using WordArt to add creative text

### To use WordArt

On the Insert menu, click **Picture** and then click **WordArt**.

Double-click the **WordArt** in the first column, third row.

Type the text you want in the **WordArt**.

In the **Font** box, click a font.

In the **Size** box, click 72.

Click **OK**. The WordArt appears on the slide. Drag the **WordArt** to a location on the slide that you prefer.

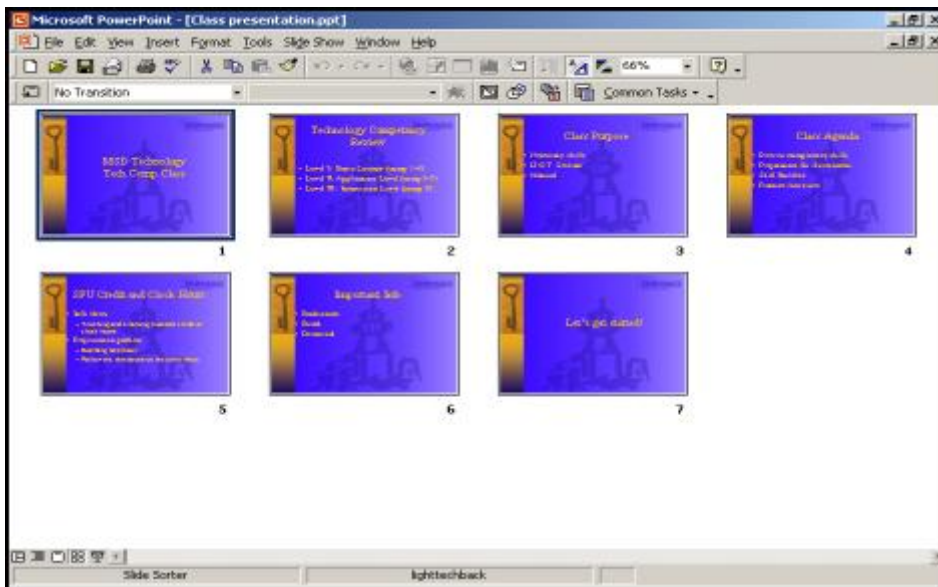
Close the **WordArt** toolbar by clicking the **X** in the upper-right corner of the toolbar.

# Use transitions

## **Slide Sorter View**

In slide sorter view, you see all the slides in your presentation on the screen at the same time, displayed in miniature. This makes it easy to add, delete, and move slides, add timings, and select animated transitions for moving from slide to slide. You can also preview animations on multiple slides by selecting the slides you want to preview and then clicking **Animation Preview** on the **Slide Show** menu.

To access the **Slide Sorter View**, click on the View menu and choose **Slide Sorter**, or click the **slide sorter icon** on the bottom left corner of the Normal view.



You can start your slide show and preview your presentation by clicking **Slide Show** at any time while you are creating your presentation.



**Deleting slides:** Click the slide you wish to delete and press the delete key.

**Moving slides:** Click the slide you wish to move and drag it to the new location.

**Adding transitions and Effects:** Transitions change how slides move from one slide to the next. First, you must click on the slide you wish to add a transition to.

There are two ways to add a transition.  
On the Slide Show menu, click Slide Transition.

In the Effect box, click the transition you want, and then select any other options you want.

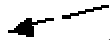
To apply the transition to the selected slide, click Apply.

Repeat the process for each slide you want to add a transition to.

To apply the transition to all the slides, click Apply to All.

You can quickly change the transitions and effects when in the Slide Sorter View by selecting another transition or effect from the drop down window. Remember, it will only apply to the slides you have selected.

### **Preview the Show:**

 At any time while you are creating your presentation, you can start your slide show and preview your presentation by clicking the **Slide Show** icon in the bottom left corner next to the Slide Sorter icon.

# Printing and using notes and handouts

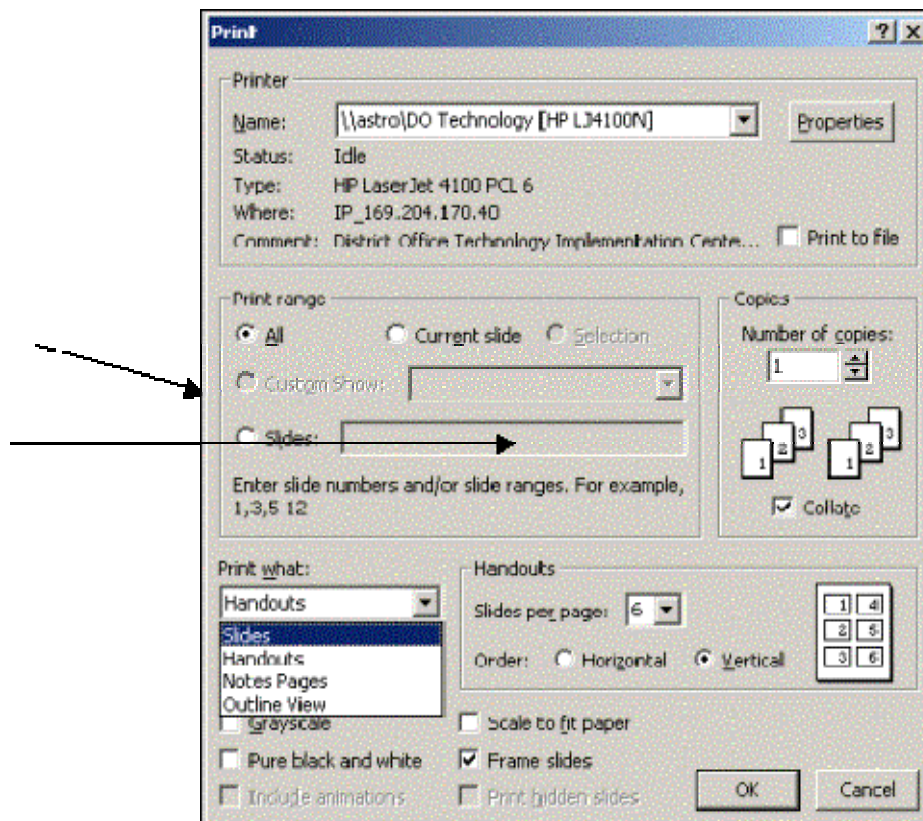
## Printing

When you are ready to print your presentation, use the menu item File and choose Print (or press Control P)

The Print window will appear.

Choose what you wish to print from the **Print What** drop down menu.

Choose your **handout layout** if printing handouts.



## Extra Skills: Editing the show

### **Extra Skills: Customizing a Presentation**

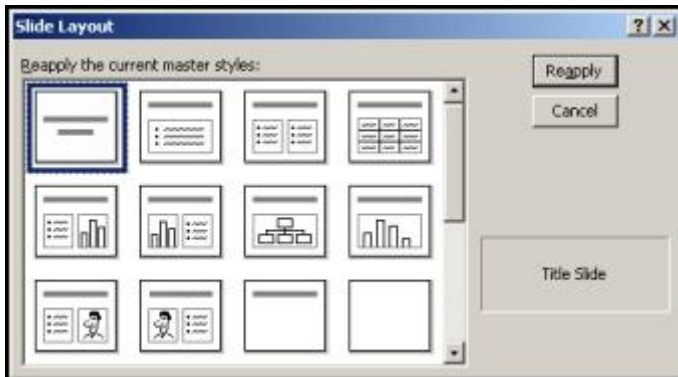
Because the purpose of a presentation determines its look, it is important to know how to customize PowerPoint presentations.

### **The Format Menu**

#### **To Edit a Slide Layout**

Sometimes you wish to alter the layout of a slide. When on the slide, go to the **Format** menu and choose **Slide Layout**. You will be prompted with the

Slide Layout Selection screen where you can select a new look.



#### **To change the design**

1. On the **Format** menu, click **Apply Design Template**.
2. Click any of the designs to see a preview of the design.
3. Double-click a design of your choice.
4. Save your presentation.

#### **Customizing Color Schemes**

1. On the Format menu, click Slide Color Scheme.
2. Click the Custom tab. The Background color scheme box is selected.
3. Click Change Color. The current color is selected on the hexagon.
4. Click a different blue spot at the top of the hexagon, and then click OK. You can see a comparison between the old color and the new color in the bottom-right corner of the window.
5. Change the rest of the options under Scheme colors as desired.
6. Click **Apply to All** to make the color changes to the entire document

## To change the color scheme for all slides

1. On the **Format** menu, click **Slide Color Scheme**.
2. Click the first color scheme in the second row.
3. Click **Apply to All** to make the change to the entire presentation. This darker color scheme is especially effective for use in a darkened room.

## Changing Backgrounds

### Customizing the background

Depending on how you use a presentation, a change in the background may make it easier to see and read the information. Customizing the background allows you to change the color behind every slide. As a rule, it is best to use a color that matches the lighting in the room in which you are presenting. Dark blue is excellent for showing a presentation in a darkened room, while a lighter background is better for a lighted room.

### To change the background color for each slide

On the **Format** menu, click **Background**.

In the **Background** dialog box, click the down arrow. You will see several color squares and **More Colors** and **Fill Effects**.

Click **Fill Effects** to browse through the available effects. (Click **Cancel** to return back to the background dialogue box.)

In the **Background** dialog box, click the down arrow again.

Click **More Colors** to see the variety of colors available.

Click the **Custom** tab to select any color in the color spectrum. (Click **Cancel** to return to the background dialogue box)

Click **Apply to all** to make any changes apply to the entire presentation.

## The View Menu: Adding Headers and Footers

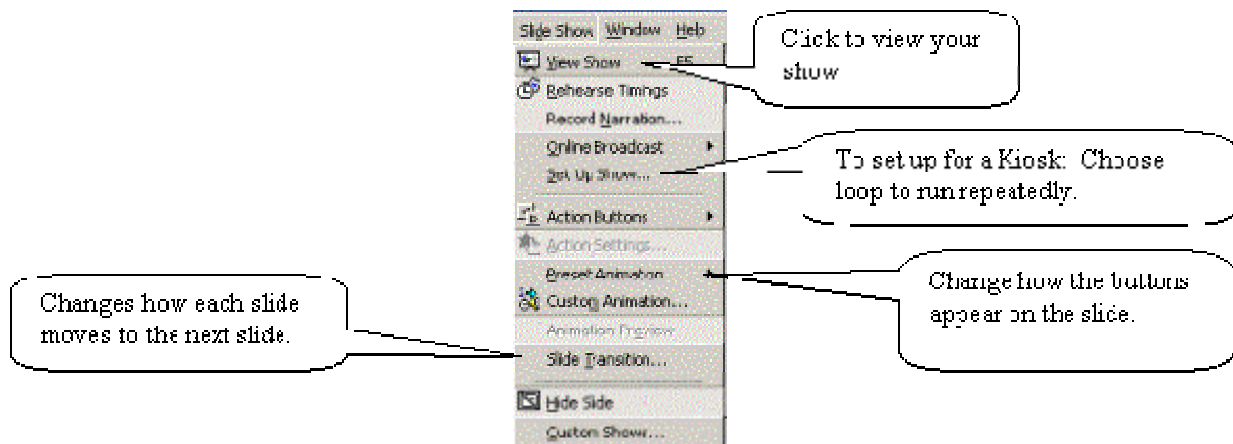
1. On the **View** menu, click **Header and Footer**.
2. On the **Slide** tab, under **Include on slide**, select **Date and time** and **Update automatically** if you want the date to reflect the last date the slides were modified. You can also do one of the following:

You can also select a date format from the date list. Select **Fixed** and type the date you will be giving the presentation, so that it reflects when the presentation is given instead of when it was updated.

3. Select **Slide number** to print a number on each slide.
4. Select **Footer**; Type the preferred text in the text box.
5. Select **Don't show on title slide**. This shows the footer you have created on all subsequent slides, but leave the footer off the title slide.
6. Click **Apply to All** to make these changes throughout the presentation.

## The Slide Show Menu:

The slide show menu allows you to alter how your slide show will present. You can add timing, effects, and animations.



## Action Buttons:

A good way to link different PowerPoint presentations together or to link to other slides out of order.

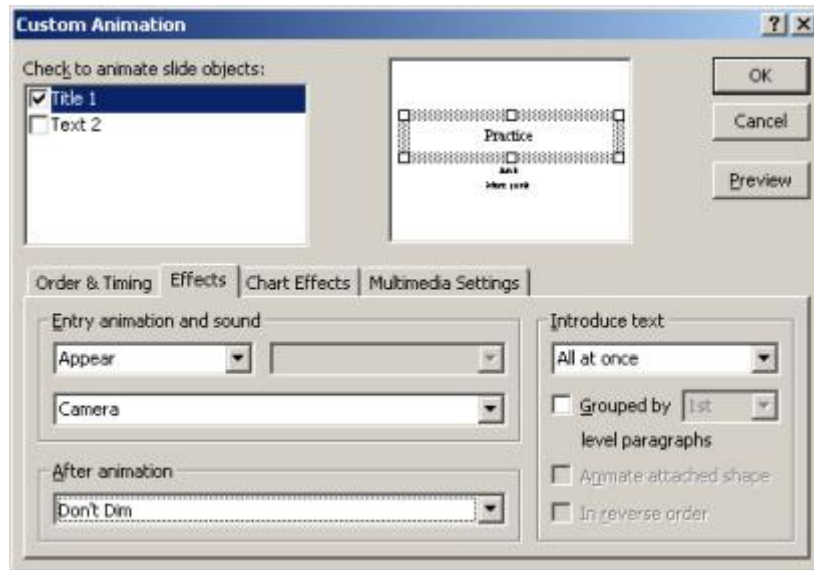
1. Select a button
2. Click on the slide where you want it to go
3. Drag the handles to resize it
4. Tell it what action you desire.
5. Choose Mouse Click or Mouse Over

## Custom Animation

Custom animation affects how the bullets, titles, images and sound appear on the slide. You can alter the order and timing of their appearance or you may choose to alter the effect in which they appear.

In normal view, display the slide that has the text or objects you want to animate.

On the **Slide Show** menu, click **Custom Animation**, and then click the **Effects** tab.



Under **Check to animate slide objects**, select the check box next to the text or object you want to animate.

Under **Entry animation and sound** and **Introduce text** (if you are animating text), select the options you want.

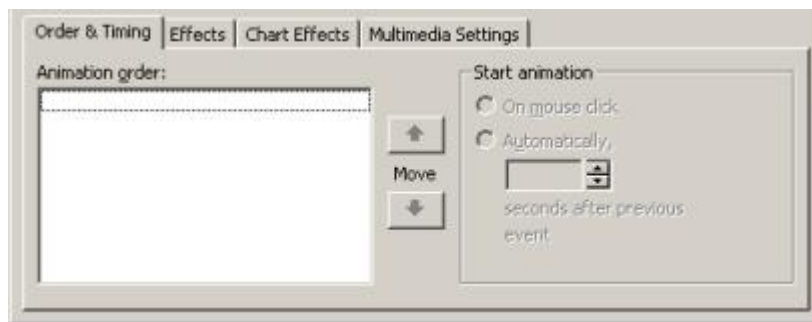
Repeat steps 3 and 4 for every object you want to animate.

Click the **Order and Timing** tab.

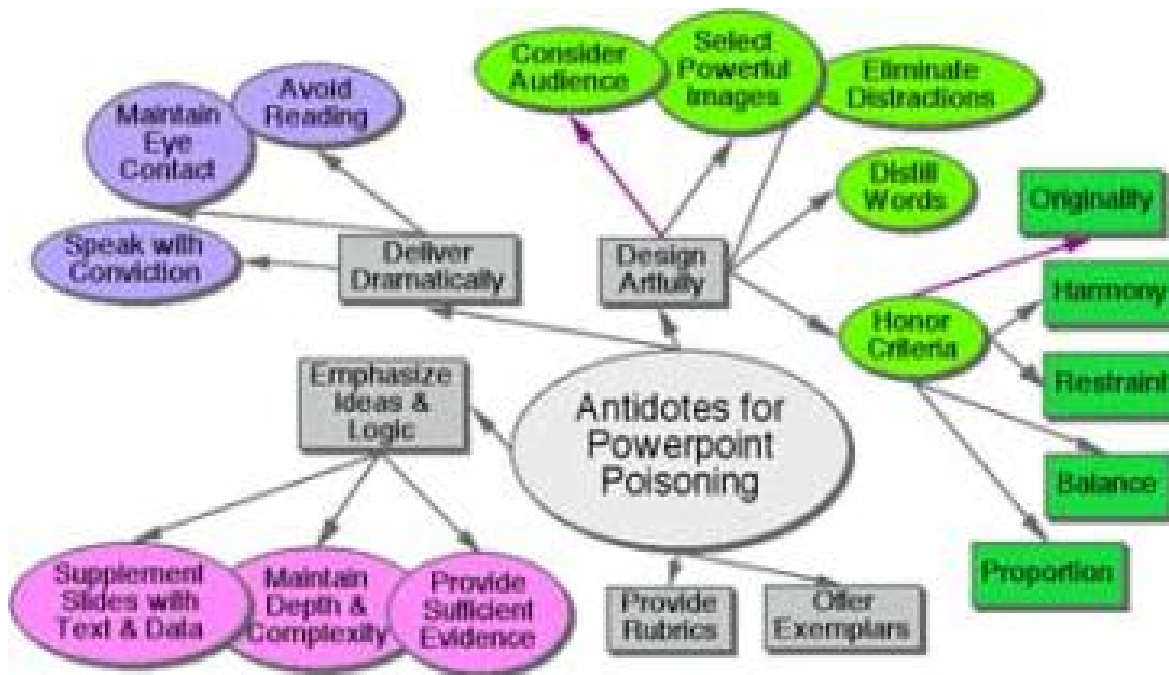
To change the order of animation, select the object you want to change under **Animation order**, and then click one of the arrows to move the object up or down in the list.

To set the timing to run automatically, select the object and then do one of the following:  
To start the animation by clicking the text or object, click **On mouse click**.

To start the animation automatically, click **Automatically**, and then enter the number of seconds you want to have elapse between the previous animation and the current one.



## Presentation Tips



Have a plan!

Research your info

Decide on your point

Find facts, data, and images to prove your point

Find powerful images

Consider your audience

### **Design Principles:**

Contrast

Limit the distraction

Harmony and balance

Less is better

**Presenting tips:**

Avoid reading the slides.

Maintain eye contact.

Speak like you mean it.

**When using in the classroom for student projects:**

Create a grading rubric ahead of time (see extensive sample for ideas)

Have a good example and a bad example to show your students.

And of course... use all of the above tips!