



PowerPoint



Step-by-step directions for making a PowerPoint presentation.

Microsoft PowerPoint is a program for making a slide show presentation on the computer. Use it to give a presentation in class or at a conference. Since the format is fairly portable, you can send it via E-mail attachment to colleagues or students. It consists of slides with some combination of text, pictures, background, animation, and sound.

These directions will help you make a simple presentation. There are many different ways to create a slide show and many other options available in this program. You can explore these on your own later after this introduction as you become more familiar with PowerPoint.

1. Gather your materials. Before authoring in PowerPoint, you must have your content. Write an outline for the slides first in Word or AppleWorks. Presentation text should be in bullet format, that is, not lengthy prose. Text on slides needs to be much larger than printed text (44 pt for headings, 20–28pt for bulleted lists. Collect the pictures, such as JPEGs or GIFs saved from the Web or pictures scanned. You can also use PowerPoint’s clip art gallery.

2. Launch PowerPoint.



3. There are three options for creating a new slide show.

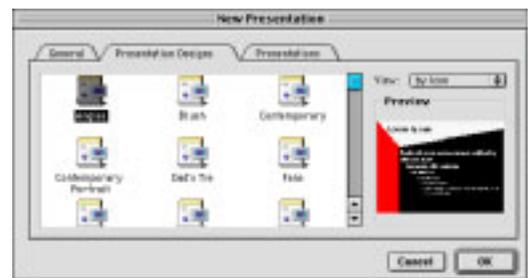
Blank Presentation—Blank slides ready for your text, background, and pictures (good for beginners)

Templates (“from Presentation Designs”)—Slides with background and text design (good for beginners)

Auto Content Wizard—Modify pre-designed slide shows for specific purposes (fairly useless)

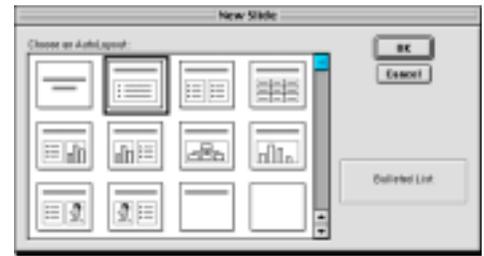


In the New Presentation dialog box, choose Template (or Presentation Designs).



4. From the Presentation Designs tab, choose any background design. Click OK.

5. New slide. **Choose an Autolayout.** Choose layout second from left, top row. This is how the text and picture objects are arranged on a new slide, though they can be moved or changed on any individual slide later.



Each new slide will show **text objects**. Simply select the place-holder text (e.g., “Click to add title”) and type your text over it. You can change the text font, size, attribute, or color, but remember that (1) the template design has set these for every slide and (2) PowerPoint is *dependent* on the computer playing the slide show, so if you use a funky font found on your computer but not the person’s playing the slide show, a font replacement will take place, possibly leading to undesirable layout

There are 2 text objects (or fields) on this slide.

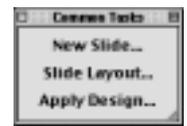


This is Slide #1.

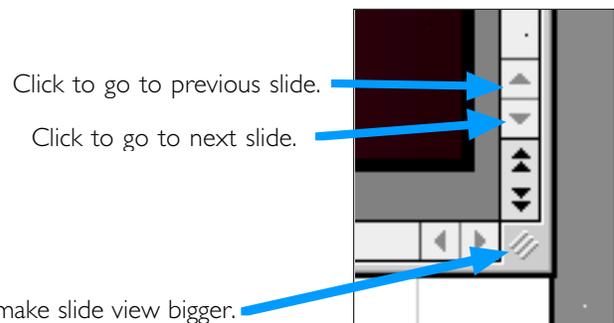
changes.

6. Click on the top text field and **type your presentation title**. On the bottom text field, **type your name**.

7. On the **Common Tasks** palette, click on **New Slide...** Choose same layout as before. **This is how you add new slides.** You can also do it from the **Insert** menu > **New slide**.



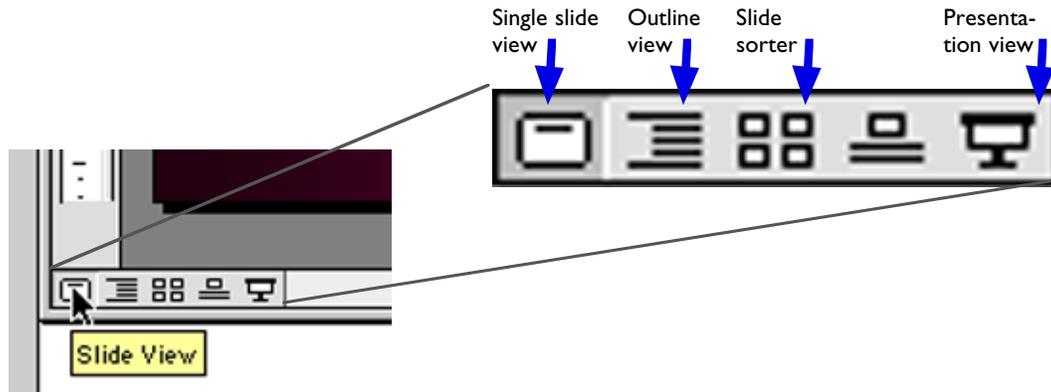
8. **Navigation.** Notice a few things about the lower right corner of the PowerPoint window.



Pull down and right to make slide view bigger.

Bottom right corner of your window. Scrolling buttons.

9. View modes. There are four view modes. Choose a view mode by clicking on one of the small icons on the bottom left corner of your window (below). You can edit your slide in all but **presentation** mode. Most beginners edit in the **single slide** mode. Change the order or copy slides in the **sorter** mode. Write or copy edit text in the **outline** mode.



10. Pictures. To add pictures to a slide, paste them in directly or insert a graphic file.

Copy and paste. To copy a picture from the Web, click and hold on the image and choose **Copy**. Then, in PowerPoint, simply paste the picture onto a slide (**Edit > Paste**).



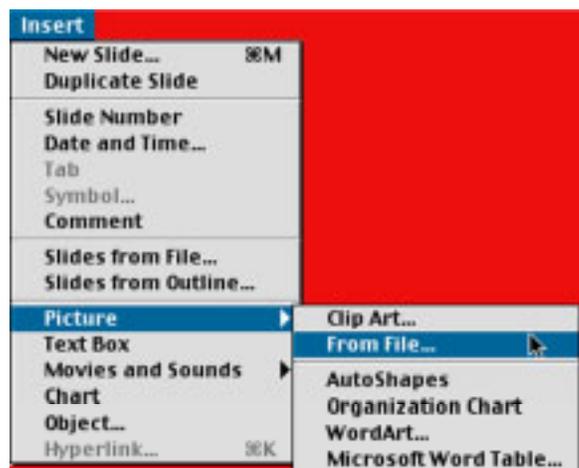
Copy and Paste on the Edit menu.



Click and hold on an image on the Web to get these options.

Use **Copy this Image** to paste picture immediately onto a slide. Choose **Save this Image as...** to save the file in its original graphics format, .jpg or .gif.

For image files, such as .jpg or .gif files saved from the Web, insert these images directly onto a slide (from the **Insert menu > Picture > From file...**).

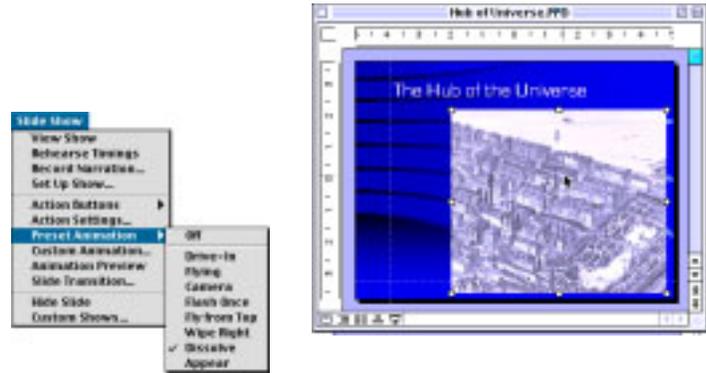


The Insert menu in PowerPoint.

11. Animations. An animation is a moving graphic or text. In PowerPoint, graphics on a slide can move in many ways. You can time them to move automatically or when you click the mouse. To see animations, you need to be in the Presentation View mode.

Try it.

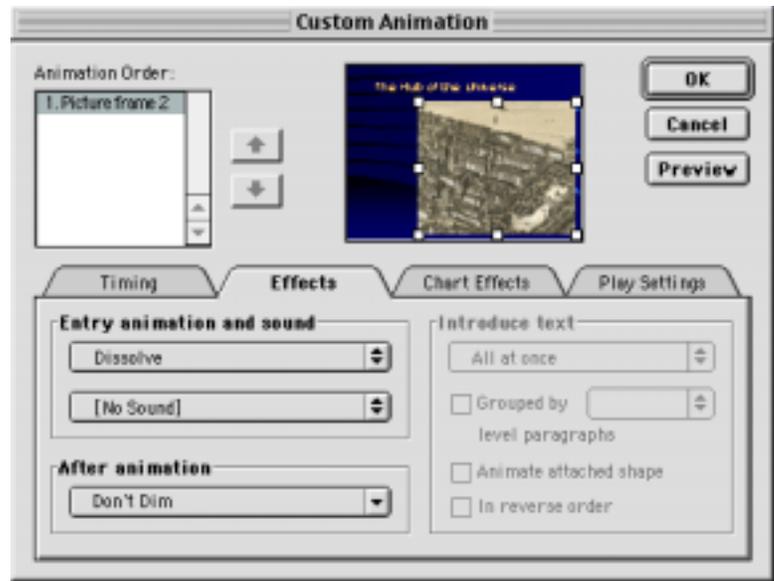
1. In slide view, select (click on) a graphic.
2. Choose **Preset Animation** and an animation type (right).
3. Click **Presentation View** to preview (you might have to hit a key to start animation).
4. More animation options can be found by choosing **Custom Animations...** instead of **Preset**.



Custom animations. To create an animation different from one of the **Preset Animations**, open **Custom Animation...** from the **Slide Show** menu.

Try it.

1. Click on an image or text box to animate.
2. Choose effect (animation motion) and sound.
3. Choose timing—when clicked or with timer.
4. If more than one object on slide is animated, establish order in top left box.



13. Save your presentation frequently. The default file type is Presentation. You can edit a file saved in this type. If you save as PowerPoint Show, it will open in a read-only presentation mode automatically. It does not matter whether a presentation is made on a Mac or PC; it's the exact same file type.

Remember, use the  **-S** keys to save.



14. Printing. You can print your slides out one per page or multiple slides on each page. In the **Print** dialog box, under the **Print What:** pop-up, make your selection.

