CREATING A *POWERPOINT* PRESENTATION BASIC INSTRUCTIONS

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This document is created with *PowerPoint 2013/15* which includes a number of differences from earlier versions of *PowerPoint*.

GETTING STARTED

By the time you are ready to start creating your *PowerPoint* file you should have created the outline of what you want to say, and expanded it for the handout you will be using. You should also have a title for the presentation. Place the PowerPoint file in the same folder with the other files for your presentation.

CREATING A *POWERPOINT* FILE – 2007 & LATER

For the most part *PowerPoint* is very similar to *MS Word*. Many of the options which are the same will not be covered in this document.

> For *PP* 2007-2010: Open *PowerPoint,* click on the FILE icon in the upper left of the top bar. Click on NEW. Click on the DESIGN tab and select a pre-designed template or a blank screen.

> For *PP* 2013/15: Open *PowerPoint* and there is a screen with two sections displayed. The left box shows the most recent *PowerPoint's* you have opened. The right side shows a selection of the available templates online.

DESIGN TAB

Click on the DESIGN tab and select a template for your presentation. If you don't find a template which suites your needs, under *Microsoft Office Online* select *PowerPoint presentations and slides* to view more options.

If you chose a pre-designed template, all slides will have the same or similar design, depending on the template selected.   OR

You may create your own template with a special background, color scheme, custom bullets and graphics.

If you can't find what you want, you can also search the Internet for *"PowerPoint* Templates free."

After you have selected a *PP* template, the system will take you to the HOME tab. The slide template you have selected will show in the work area, and in the slides on the left side of the screen.

SLIDE MASTER

There are times when you want to change the slide master to include a graphic, the slide number or change something in the master template with does not work for the presentation you are creating. To change the slide master click on VIEW and then in the MASTER VIEW box click on SLIDE MASTER. The slide master option bar is displayed.

Anything you change in this top master slide section will apply to other slide layouts. Adding a graphic is just like adding a graphic to *MSWord.* Click on the INSERT tab. In the IMAGES box click on PICTURE. Select the graphic you want to use in your master template and insert it. You can resize and move the graphic anywhere on the slide.

To add the slide number to the master click on the box in the lower right corner with the "#". I found I needed to create a new text box and place the # in that new box for it to display on the slides.

If you want to change the font style, size or color, do it on the master slides to which it apply's.

When you are finished changing the slide master, close the SLIDE MASTER view. If you want to save the template as an option you will use later, click on the DESIGN tab and in the THEMES box use the DOWN ARROW and select SAVE CURRENT THEME.

TITLE SLIDE

This is the first slide of your presentation and should reflect what your presentation is about. Insert the title of your presentation and if you choose, your name below it. If desired, add a picture of your choice. If you want to change the template, now is the time to do it.

In the VARIANTS box, click on the DOWN ARROW to COLORS, FONTS, EFFECTS and BACKGROUND STYLES.

COLORS
You can change the template COLORS by selecting one of the pre-designed color sets or create your own.

FONTS
This is where you set the FONT styles for each section of the slides.

EFFECTS
Changes the EFFECT of the slide background.

BACKGROUND
Used to change the BACKGROUND STYLE and HIDE THE BACKGROUND GRAPHICS.

In the CUSTOMIZE box, you can change the SLIDE SIZE and FORMAT the BACKGROUND. Complete the SLIDE MASTER design before you add more slides.

OTHER SLIDES

When you are ready to add more slides click on the HOME tab. In the SLIDES box click NEW SLIDE. When you click on the SLIDE icon, the preset format for the next slide is selected for you. You do not have to use the same layout for all slides. Click on the DOWN ARROW by NEW SLIDE or on LAYOUT to see a popdown window allowing you to select the layout you want to use for each slide in your presentation. The font color scheme & size can be changed to meet your needs.

SLIDE LAYOUT
Every slide does not have to have a title. There are times when you may be using only pictures on that slide. You can change the title font if you don't like the one provided. This is one place to use special font effects. If you want the style change to affect all slides, make the change in the SLIDE MASTER under VIEW.

HOME TAB

Some of the options in the HOME tab match those in *MSWord.* They include CLIPBOARD, FONT, PARAGRAPH, and EDIT. In *PowerPoint* the DRAWING tools are added to the HOME tab. Some of these options are discussed below to emphasize the differences of use from a document to a slide.

FONTS
Select a font which is easy to read from a distance. Do not use all caps because at a distance

the words run together. You can use two, even three fonts when used in the first and/or last slides, within your presentation. However, they should have the same SIZE, COLOR and STYLE when used in the same positions within the slides. The colors you chose for the text should be compatible with the background of the slides. The text should be dark enough to be seen from a distance. The options in the FONT box are the same as in *MSWord*.

FONT STYLE—SERIF VS SAN SERIF

Serif fonts are similar to **Time Roman. San Serif** fonts are similar to **Arial**. San Serif fonts are easier to read. Some decorative fonts are very hard to read.

PARAGRAPH

The options in the PARAGRAPH box are the same as in *MSWord*..

BULLETS

In the body of the slide you may want to use the bullets from your outline, or add other text to the slide. You may customize the bullet design in the SLIDE MASTER section.

DRAWING

The options in the DRAWING box are similar to the options in the INSERT - ILLUSTRATIONS box of *MSWord.* These tools are designed to work with graphics and text boxes which have been added to a slide.

INSERT TAB

The INSERT tab allows you to insert NEW SLIDES, TABLES, IMAGES, ILLUSTRATIONS, add-ins, LINKS, COMMENTS TEXT, SYMBOLS and MEDIA clips. When you are just starting, those you will be using are IMAGES, ILLUSTRATIONS, links and possibly TEXT BOXES.

USING PICTURES IN YOUR SLIDES

Throughout your presentation you will want to use some pictures or graphics. It really helps to add character to the presentation. Just words can get very boring for the audience. You can use photographs, copies of documents, or other pictures and graphics you find to liven up your presentation.

If you take a picture from the internet that maybe proprietary, cite the source at the bottom of the screen when inserted into *PowerPoint*. If you have a card creation program like *Print Artist*, those pictures can be used as they are considered open-source.

SNIPPING TOOL

If you have a document, photo, or other item and you only want to include a small portion of it, use the *Microsoft Snipping Tool*, located under ALL PROGRAMS – ACCESSORIES – SNIPPING TOOL in *Windows Vista, 7* and *8*. I use this tool so much, I added it to my START BAR. Right click on the tool icon and PEN TO TASK BAR.

Using the Snipping Tool—click on the *Snipping Tool* and your screen will lighten and the *Snipping Tool* popup box appears. Slide the box out of the way of the area where you want to snip by placing your cursor on the top bar of the tool and using the LEFT MOUSE BUTTON slide it out of your way.

In the top of the *Snipping Tool* click box on the DOWN ARROW next to NEW and then slide the cursor and select RECTANGULAR SNIP. A cross bar cursor will appear. Place your cursor in the

upper left of the area to be snipped so the lower right hand corner of the cross bar cursor in just above the item you wish to snip. Hold down the LEFT MOUSE BUTTON and drag the cursor until the entire selection you want to snip is open so you can see it in normal light. Once the area you want is open, let go of the cursor. A window will appear with the portion of the item you snipped displayed.

Click on the SAVE SNIP icon (the purple floppy disk) in the *Tool task bar* and locate the folder you created and save the item. Give the file a name you can easily recognize.

The item for your presentation is saved in .JPG format and can be easily inserted into your presentation.

Picture borders should be the same throughout the presentation except when using them as picture frames. However, when using a text box to off-set text, the border on the original may be thinner than the border on the displayed portion. When using multiple pictures on a page, use thin borders. Illustrations help liven up your presentation. Use them where you can.

INSERTING PICTURES INTO POWERPOINT
If you are familiar with inserting a picture into *MSWord*, it is the same process for *PowerPoint*. In the bar at the top of the PP screen, click on INSERT then in the IMAGES box click on the PICTURE icon. You will need to locate the picture you want to insert.

PICTURE TOOLS FORMAT TOOLBAR
Access the PICTURE TOOLS FORMAT toolbar by double clicking the picture you are working with. You will find many of the same options available on this tool bar as you would in most picture manipulating programs.

ADJUST BOX
On the left of the toolbar are the options to ADJUST various aspects of the picture such as BRIGHTNESS, CONTRAST, RECOLOR, COMPRESS PICTURES, CHANGE PICTURE and RESET PICTURE. If your picture is the way you want it, you will not need to use these options. If your picture needs some tweaking, then do it here. I will not go into all of the ways to modify the picture here, but do suggest you may want to modify the brightness or contrast of some photographs.

COLOR
Some pictures have a white background. When placed on a colored background they look really awkward. As can be seen in the example on the right. The same is true of pictures with colored backgrounds. When placed on a white background they look awkward. You can change the background for most pictures to transparent so the color of the slide will show around and through the item. As shown in the bottom sample.

Following are the instructions to do this in *PowerPoint*.

In the PICTURE TOOL FORMAT toolbar in the ADJUST (far left box in the ribbon) click on COLOR and the drop-down window appears. Click on SET TRANSPARENT COLOR in the very bottom of that box. The wand comes up, move the wand to the color you want to be transparent within the picture and click it. In this case, it was the white background. The wand was placed in the lower left corner of the white part of the picture and clicked. The background is gone.
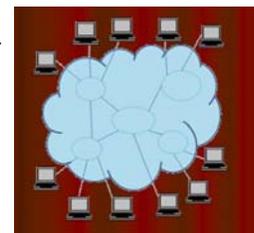
PICTURE STYLES BOX
Under the PICTURE STYLES box are a lot of options to change the way the picture looks. Be very careful what you change here, as you may lose some of the picture in the process. You can always reset the picture by clicking RESET PICTURE in the ADJUST box.

CHANGING A PICTURES SHAPE
The shape of the picture can be changed. Some of the options in the PICTURE STYLES / PICTURE SHAPE option will cut off portions of the picture. These can however make the presentation more enjoyable to the viewer. Just don't over do it in your presentation.

OUTLINING A PICTURE OR TEXT BOX
Click on the picture until the FORMAT ribbon for the picture comes up. In the PICTURE STYLES box select PICTURE BORDER and click the small DOWN ARROW beside it. Select the color you want the border to be. If the color you want is not displayed, click on MORE OUTLINE COLORS and find the color you want. You may need to repeat this process until you are satisfied.

Once the color is selected, then click on the line WEIGHT option to change the thickness of the outline. If you are using multiple pictures on one slide, then select a thinner outline. The thicker outline works better for single pictures on a slide. Remember there will be times when you will choose not to outline a picture or text box.

CHANGING PICTURE EFFECTS
The option to change the PICTURE EFFECTS is available right below the two options above on the picture FORMAT / PICTURE STYLES box. Be careful how you use this option as two options can be selected at once and cause strange things to happen.

ARRANGE BOX
The items in the ARRANGE box affect the way the picture is placed in relationship to other pictures on the slide.

BRING TO FRONT
You can bring the picture to the FRONT of all other pictures when they are stacked one on top of the other, or you can bring them FORWARD one level at a time when several levels of pictures are used.

SEND TO BACK
This works just the opposite of Bring to Front, in that you can send the picture to the BACK or BACK one level at a time when placed within a stack of pictures.

SELECTION PANE
This is shown when you have double clicked on a picture. Clicking on SELECTION PANE will open a picture SELECTIONS AND VISIBILITY side bar. You can select the picture you want to work on and see how that picture is numbered in the slide. If you click on a PICTURE # in this bar, you can quickly show and not show pictures without actually deleting them from the file. You can also reorder the pictures on the slide.

ALIGN
The ALIGN option allows you to select where you want to picture to be located on the slide in relationship to the slide sides. You can also show GRID LINES and SETTINGS.

GROUP
There will be times when you have multiple pictures on a slide and you want them to be connected together in a GROUP so you can move them together and not lose their relationship to one another. To use this option you need to place your cursor outside the group of pictures you want grouped together and drag the cursor until all of pictures handles are displayed. Then click on GROUP, and they will be locked together until you UNGROUP them. You can tell that the pictures are grouped when they show their border box around all of the pictures, not just one picture. When grouped they function as one picture.

ROTATE
This option allows you to ROTATE the picture LEFT or RIGHT, or flip the picture HORIZONTAL and VERTICAL.

SIZE BOX

The SIZE box contains the option to CROP a portion of the picture or to RESIZE the picture to specific dimensions.

TRANSITIONS TAB

One of the options which make your presentation standout is based on how your slides are displayed. TRANSITIONS allow the slide to be presented in multiple ways. Though using TRANSITIONS can add a lot to your slide show, too much will distract from your presentation.

PREVIEW

While you are working on the transition, you can preview how the screen will respond by clicking on PREVIEW.

TRANSITION TO THIS SLIDE

Determines the way the slide itself will appear. By clicking on the down arrow by the last slide you can access more options.

TRANSITIONS SOUNDS

If you wish a sound to be played while the slide is transitioning you can select a TRANSITION SOUND. This can get annoying if over used.

TRANSITIONS SPEED

You can change the speed at which a transition occurs to SLOW, MEDIUM and FAST.

APPLY TO ALL

This option sets the speed and sound to all transitions. I have found I rather work with CUSTOM ANIMATION above as it gives you much more flexibility.

ADVANCE SLIDE

You can advance the slides ON MOUSE CLICK or AUTOMATICALLY AFTER a given time.

ANIMATIONS TAB

THE ANIMATIONS tab is where you may select the animation of the text within a slide. You can use the ANIMATE option, or by clicking on CUSTOM ANIMATION you can see the individual areas of the slide and selectively rearrange the way the items appear. Using several different ANIMATIONS may detract from the presentation.

PREVIEW

While you are working on the animations, you can preview how the screen will respond by clicking on PREVIEW.

ANIMATION

Click on the Animation icon of your choice to see how the text will appear on the screen during your presentation.

ADVANCED ANIMATION

For advanced animation options click on ADD ANIMATION. Many more options are available to enhance the way the items on the slide appear. It is from this option that you can display or hide the ANIMATION PANE.

TIMING

The ANIMATIONS can be timed and reordered in the TIMING box.

SLIDE SHOW TAB

SLIDE SHOW is where you preview your presentation, SET UP your presentation to be shown, and set the presentation to loop through itself as well as other functions.

START SLIDE SHOW

This is where you start the presentation from the BEGINNING or for test purposes from the CURRENT SLIDE you are working on. When you start the slide show and interrupt it, you can start where you left off.

SET UP

SET UP is used to set up the Show to run automatically. There are options for SHOW TYPE and selected SHOW OPTIONS. The number of slides to be shown and how the slides will be advanced. There are also MULTIPLE MONITOR options from this SET UP.

HIDE SLIDE
You can select to hide one or more slides from the presentation.

RECORD NARRATION
You can add narrations to your slide show.

REHEARSE TIMINGS
If you have selecting timing for the slides (meaning you won't be advancing the slides on the click of the mouse), you can rehearse those timings here.

MONITORS
The MONITORS box is where you determine if you want the slide show to show on the projector only or on your computer and the projector. It can be set up in many ways. If you are using multiple monitors while creating the slide show you can have the work screen on one monitor and the show on the other. There are too many options to cover them as you will generally not be using them. You can set the values for the resolution of the show and the monitor it will be displayed on. This option also lets you USE PREVIEW VIEW.

REVIEW TAB

REVIEW has four boxes to help further prepare your presentation. They are; PROOFING, LANGUAGE, COMMENTS and COMPARE.

PROOFING
SPELLING, RESEARCH and THESAURUS work with the text in the presentation.

LANGUAGE
Provides the capability to TRANSLATE and select the LANGUAGE.

COMMENTS
Proofing COMMENTS may be added and deleted within the slides.

COMPARE
COMPARE provides the capability to merge another file.

VIEW TAB

VIEW allows you to decide how the presentation will be viewed. You can see all of the slides in the SLIDE SORTER. The NOTES PAGE and the SLIDE SHOW are more options. You can work with the SLIDE MASTER, HANDOUT MASTER and NOTES MASTER from this tab.

Under VIEW you can show multiple *PowerPoint* files at one time, use ZOOM to enlarge text on the screen, select COLOR or GRAYSCALE, arrange the WINDOW display, and SWITCH WINDOWS.

CONSISTENCY

Be consistent with the slide layout, title, text fonts and sizes, pictures and other elements of your presentation. Visual elements are important within your presentation. If you have done anything that doesn't look like it should, change it. Based on your decisions you may wish to make a style sheet in your word processor for your presentation. Record the font, style, and color for each section of your slides. Note how you want the paragraphs, text boxes, picture borders and other items to look. Make sure all slides conform to the style you have defined.

ALIGNMENT
Text and pictures should be logically placed, visually pleasing and appropriate. The text and picture should be aligned to allow equal binding offset on both sides and top and bottom. Don't breakup text with pictures unless it is absolutely necessary. Do not center bullets, or paragraphs. Use justification that is appealing to the eye and easy to read. Text is usually left justified,

however, if you place a picture on the right of the text which is as tall as the text you may wish to right align the text on that slide.

COLUMNS OF DATA
When using columns of words, alphabetize them. Where possible use indentation, and group related items.

SLIDE HEADINGS
Align words logically. If the heading is in two parts, put the first part on the top line, the second part on the second line, and center or left justify both lines.

PARAGRAPHS
If you chose to have a space between paragraphs, then justify the text left. Do not indent the first line. Paragraphs can have headings.

TEXT
The fewer words the better. Don't put long paragraphs on a slide unless it is a quote that you intend to read. Text can be dressed up by using non-standard bullets or drop caps at the beginning of the item.

TEXT BOXES
When text boxes are used to highlight part of text the full text should be shown in the slide before the one with the highlighted text. Place a text box around the text in the document and the enlarged text in the highlighting text box. Put borders around both boxes and connect them with lines.

UNDERLINE VS CHANGING TEXT STYLE
Rather than underlining text, change the font style to italics and/or bold. They are much easier to read from a distance.

WEBSITES & ADDRESSES
Decide on the style you will use for websites, and email or snail mail, addresses and use it throughout the presentation. Remove the hyperlink from all URLs and email addresses, and set them off with a different color than is used anywhere else in the presentation.

To remove the hyperlink click on the INSERT tab. Then click on HYPERLINK in the LINKS box. When the hyperlink appears, click on REMOVE LINK on the lower right side of the link box. Once the link has been removed, recolor the entire URL or email address.

SAVE YOUR PRESENTATION
Save your presentation to the folder you created earlier. It is best to save the presentation between every five slides or so. You don't want to lose what you have worked on.

REVIEW YOUR PRESENTATION
You will need to review your presentation several times to make sure the content flows well and that the slides are in the order you wanted. Review it for spelling errors. Many times you will change something which was right the last time you reviewed it, but mistakes can creep in without you realizing it. Have someone else look at it as well. They will see errors you missed.

MORE INFORMATION
For more information use an Internet search engine to find additional documents about how-to create a *PowerPoint* presentation. There are several books for sale that cover all aspects of *PowerPoint*.

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