Microsoft PowerPoint

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Microsoft PowerPoint 2019

Class Objectives

- Creating a presentation
- Applying design themes
- Adding new slides
- Adding text and content
- Creating a background image
- Creating a photo album
- Incorporating multimedia

- Inserting slides from an outline
- Animating text and graphics
- Rearranging slides
- Creating slide transitions
- Viewing and presenting a slide show
- Printing and saving a slide show

Introduction

PowerPoint is a piece of software that allows you to create an electronic slide show. This software is beneficial when presenting a message to a group audience. It can be used in a variety of formats: a visual aid accompanied by a live oral presentation, a self-running show that continuously loops, or a self-paced presentation uploaded to the Internet or saved to a disk. PowerPoint allows speakers to add notes to slides that can be printed as a hardcopy or viewed electronically.

When creating a PowerPoint presentation there are a few things to consider. First, the presentation should have a common theme or message across all slides in both design and content. Second, the purpose of the slides is to display key points. Third, the presentation can incorporate charts, tables, images, and multimedia in addition to text.

Microsoft offers some templates designed for specific types of presentations such as training, reports, evaluation, and proposals. These are located under the **File** Tab in the backstage view.

Creating a Presentation

Double-click the **Microsoft PowerPoint** icon to open the program. Towards the top of the window, you will see the "Ribbon". This is where you will locate the commands needed to create a presentation. A new document will open in the normal view. This will include an outline/slide pane on the left, the working slide area in the center, and a notes box for the presenter at the bottom.

Ribbon

Outline/Slide Pane

Working Slide Area
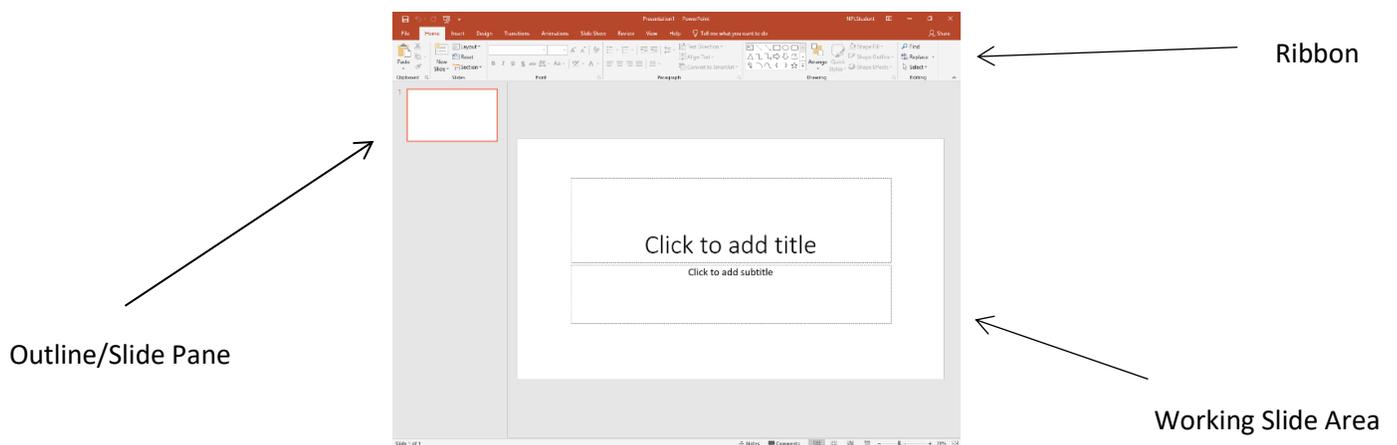
Design Themes
A new presentation will open with no design elements, a plain white background and black text. You can select a design **Theme** from a variety of styles that will add the same visual elements (such as background, font, and color settings) to each slide as you build your presentation. The **Theme** also controls the layout of the title and content areas on a slide. Using a **Theme** creates a consistent feel throughout the slide show.

Click the **Design** tab and you will see the available **Themes** from which you can choose. Click once on a thumbnail to preview and apply the design elements in your larger working slide area. To the right of the thumbnails you can further customize the theme by color, font, or effect. These changes will affect the entire presentation.

Adding Text to Slides
A new presentation will default to a title slide layout for its first slide. Slide layouts can include one or more text boxes. To enter text, click once inside a text box. A cursor will appear and you can begin typing. Font settings can be changed by selecting the **Home** tab.

Adding New Slides and Slide Layouts
Click the **Home** tab to add a new slide to your presentation. Look for the **New Slide** icon and click the little black triangle next to the words **New Slide** to preview possible slide layouts. To select a layout, click once on the highlighted thumbnail.

PowerPoint includes a standard set of 9 slide layouts. Slides can contain text only, content only, or text and content. Each layout has set placeholders for the text or content. Content can include tables, charts, photos, clip art, SmartArt, and multimedia. To change the layout of an existing slide click once on the slide in the Slides pane and select **Layout** in the **Home** tab. Click once on a layout thumbnail to apply it to the existing slide.

Adding Content
A presentation can be enhanced by adding Tables, Charts, SmartArt, Pictures, Clip Art, or Videos in addition to text. There are two ways to add content to a slide. First, you can select a slide layout that already has a placeholder for the content. When you select a content slide layout, small icons representing the different types of content will be displayed in a box. Hold the mouse arrow over an icon to get a text description of the content it represents. Click once on an icon to insert the corresponding content.

To add content to a slide without an existing placeholder click once on the appropriate content type (**Table**, **Image**, **Illustration**, **Text Block**, etc.) in the **Insert** tab. Content can also be copied from a separate document and pasted into a presentation.

Most content can be moved around the slide by clicking and dragging if you don't like its original location.

To edit content after it is inserted, click it once to select it. A new tab corresponding to the type of content selected will appear on the Ribbon. Click this tab to view the formatting options that are available.

Adding Background Images to Slides

A presentation can be customized by adding a specific image to the background of a slide, such as a company logo. This image can be applied to a single slide or the entire presentation. First select **Format Background** from the **Design** tab. A menu will appear along the right-hand side of the screen. Select the **Picture or texture fill** option. Click **File** to locate an image file on the computer or storage device. Once you have selected an image you can alter the transparency of the image to make it lighter. At the bottom of the dialog box, click and drag the arrow left to right to adjust the opaqueness of the image. Click **Close** to apply to the current slide, or **Apply to All** to apply to all slides in the presentation.

To use an image as a watermark, click the **Insert** tab and choose **Picture**. Locate the image file on the computer or storage device. After the image has been inserted on the slide you can adjust its settings by right clicking on the image and selecting **Size and Position**. Once the image is the desired size and in the correct location, the brightness and contrast can be adjusted to make the image more bold or subtle. Click once on the image so that the **Picture Tools** tab is made available. Select **Corrections** and then **Picture Corrections Options** at the bottom of the drop-down menu. Once all edits are complete, send the image to the back layer of the slide by choosing **Send Backward** in the **Arrange Grouping** on the **Picture Tools** tab.
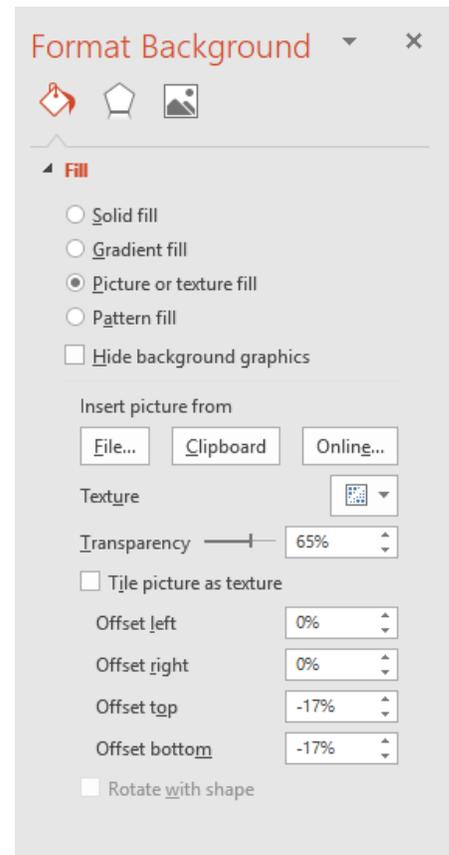
Creating a Photo Album

You can use the **Photo Album** command on the **Insert** tab to create a new presentation which places digital photos on each slide. You can click on **Insert Picture from: File/Disk** and navigate to pictures you have saved on your computer. Select the ones you'd like to use for the presentation and click on **Create**.

Different picture layouts are provided that enable you to specify the number of pictures placed on each slide of the album. Other settings to format the photo album can be found in the **Photo Album** dialog box.
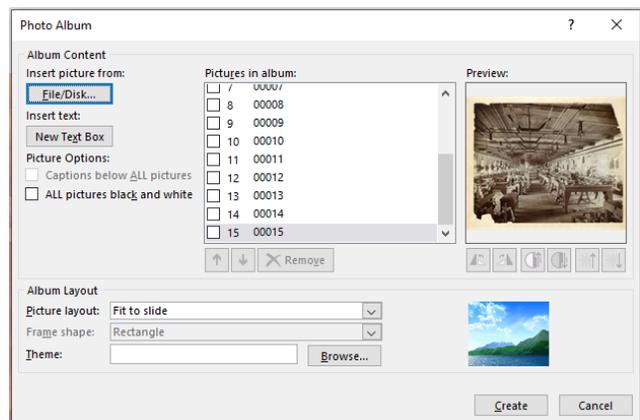
Inserting Slides from an Outline

Another option for creating a presentation is to create slides based on an outline created in another program such as Microsoft Word. To insert a Word outline into PowerPoint, select the **New Slide** icon on the **Home** ribbon and then select **Slides from Outline** (at the bottom of the menu). The Insert

Outline dialog box will open. You can navigate to the file you'd like to upload. Note: Outlines created in Word using the *Outline view* translate the best to slides in PowerPoint.

Animating Text and Images

Animation allows special effects to be applied to objects as they enter or exit a slide or as a way to give emphasis to an object. These effects can be applied to either text or graphics. While it is possible to apply multiple animation effects to one slide, it is not always a good idea. Too much animation can be distracting to the audience. It is good practice to apply animation consistently throughout a presentation. For example, if the "fly in" effect is applied to each bulleted line on a slide, all slides in the presentation should have the bulleted lines enter the presentation using the same method. If the goal is to provide emphasis on certain information, limit the special effects to select slides that require special attention from the audience.

To apply animation, select an object (text box or graphic) and select the **Animations** tab (to animate all text within a text box click in it once so that the blinking cursor is visible or highlight specific text to limit the effect). To preview different effects, mouse over the effect icon and the animation will show on the slide. To apply animation, click once on the effect icon.

To preview the animation after it is added to a slide, mouse over the effect icon or click **Preview** on the left of the ribbon or click the **Animation Pane**. In the animation pane, click **Play From** at the top of the pane to review the animation. In this pane you can also reorder the animation by clicking on the animation you want to move and dragging it to a new location above or below its current place.

In the slideshow view, animation will begin with the click of a mouse button by default. To change how the animation starts during a presentation click the little black arrow next to the **Start** box that displays "On Click" to view other options.
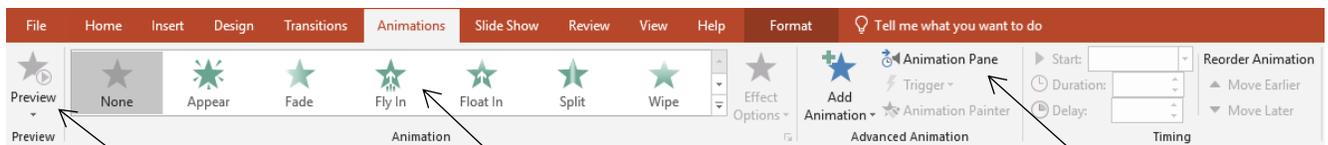
Preview Animation   Mouse over effect icon   Animation Pane

Slide Transitions

The method used to move from one slide to the next in a presentation is referred to as the slide **Transition**. PowerPoint has many different styles of transitions to further customize a presentation. Similar to animation, it is good practice to have a consistent feel to the transitions whether it is one transition applied to all slides or a pattern of transitions that gets repeated throughout the presentation.

To select a slide transition, click the **Transitions** tab. To view a transition, click on a **Transition** icon and then click **Preview** on the left side of the ribbon. The transition effect can be further customized by clicking the small black arrow at the bottom corner of the **Effect Options** icon.

To apply a selected transition to all slides in the presentation click **Apply to All**. To remove a transition, choose **None** as the transition effect.

By default, slides are set to transition after the presenter clicks the mouse. To set up an automatic transition remove the check mark in the **On Mouse Click** under **Advance Slide** on the right side of the ribbon. Add a check mark in the **After** box and select an amount of time a slide should be displayed until it moves to the next.

Viewing a Slideshow

A slide show can be viewed at any point in the creation process. It is a good idea to view the show in its entirety before presenting to an audience so you can rehearse speaking and transitioning. To view the slide show as the audience would see it click the **Slide Show** tab. To watch the presentation from the first slide to the last, click **From Beginning** on the ribbon. To navigate to the next slide click once on the left mouse button or use the down arrow on the keyboard. At the end of the show, click one more time to go back to the working or normal view. If needed, changes to the presentation can be made. To end the show early hit the **Esc** button on the keyboard.

Rearranging Slides

Using the **Outline/Slide Pane** on the left side of the window it is easy to reorder the sequence of slides in a presentation. Each thumbnail sketch has a number indicating its spot in the slideshow. To move a slide to a different spot, click on the thumbnail sketch of the slide you want to move and drag it to its new location. This can be done at any point during the creation of the presentation. Slides can also be rearranged by going to the **Slide Sorter** view in the **View** tab. Once in this view, the click and drag method can be used to change the order sequence.

Presenting a Slideshow

In general, the content on slides is an outline to the presentation or bulleted points. If an oral presentation is accompanying the slide show it is the presenter's responsibility to speak more in-depth about the contents of the slide. For this purpose, there is a notes area at the bottom of each slide window, separate from the slide, to add in-depth notes that only the presenter will view. These notes along with the corresponding slides can be printed and used by the presenter.

Printing a Presentation

In this program there are multiple print options available under the **File** tab **Print**.

Full Page Slides – one 8 ½ x11 image of each slide in the presentation.
Outline – a text outline of the presentation as viewed in the Outline Pane in the Normal View.
Handouts – commonly used for handouts for the audience, the presenter selects how many slides will be displayed per page, displays thumbnail sketches of all slides in the presentation.
Notes Page – displays an image of a slide on the top of the page and any notes the presenter added for this slide on the bottom half of the page.

Presentations can be printed in color, black and white, or grayscale.