

# HOW TO . . . Create Presentations with PowerPoint

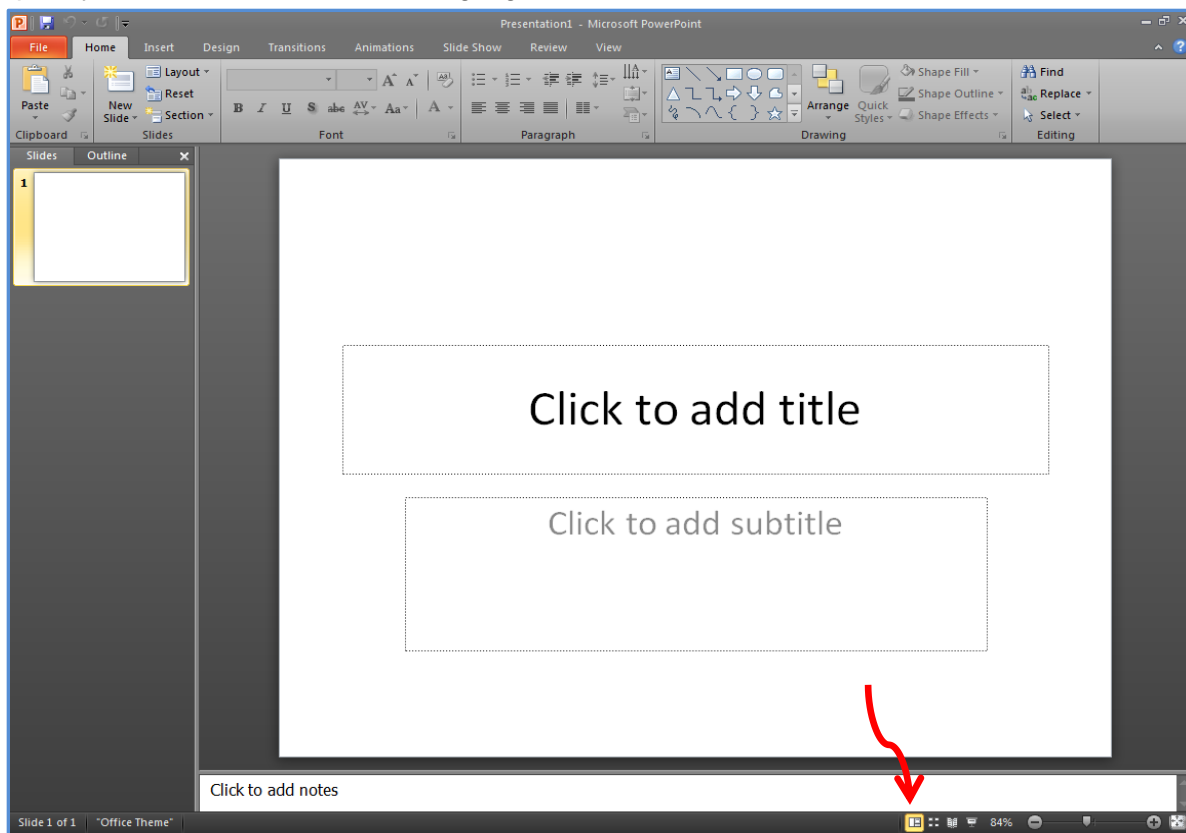
## Overview

PowerPoint is a presentation software program that is part of the Microsoft Office package. It is a powerful tool you use to create professional looking presentations and slides that can be used at meetings, conferences, and in your classes.

Never forget, however, *YOU* are the presentation and PowerPoint is a visual to help your audience understand what you are saying. Refer to the presentation tips at the end of this document.

## Views

At the bottom right of the screen in PowerPoint are a series of icons that will enable a change in view quickly. The current view will be highlighted.



Normal view – the main editing view where the presentation is written and designed.



Slide Sorter view – view all of your slides in thumbnails to make sorting and organization easier.



Reading view – view the presentation in full-screen view with simple controls for review.



Slide show – run the slide show beginning on the slide that is shown. To stop the slide show, click the **[Esc]** key on the keyboard.

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## Create and Insert Slides

Each page of a PowerPoint presentation is called a slide. The default orientation of the slide is in landscape layout. It is up to you to dress it up.

1. Open PowerPoint. A new blank presentation opens displaying a *Title Slide* in the *Normal View*.  
**NOTE:** A typical slide is composed of text boxes that can be deleted, added to, or manipulated to suit your needs.
2. Click into the placeholder *Click to add title* and type the title of your presentation. Next, click into the placeholder *Click to add subtitle* and type any additional information.

**NOTE:** Notice the *Notes Pane* at the bottom. This is a place to add your notes or script to help deliver the presentation. These can be printed out and the audience will not see them. The Notes Page area can be expanded if needed.


3. On the **Home** tab in the **Slides** group, click the  button. Click into any placeholder on the slide and type text.

**NOTE:** To edit text, go to a specific slide and click into the placeholder. The cursor will flash inside the placeholder. Edit as needed.

4. Choose a design for your slides. On the **Design** tab in the **Themes** group, point to one of the



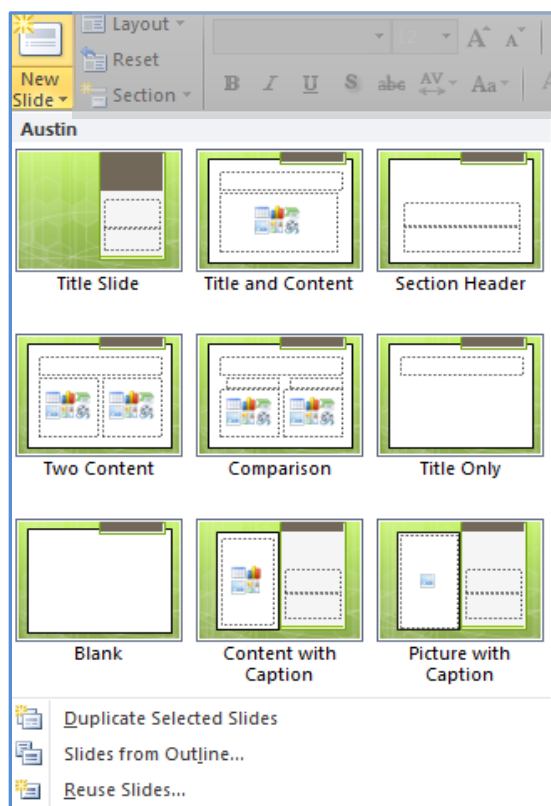
design buttons. Hover the mouse cursor over each to see a preview of what the design will look like. Click the  button next to the design buttons to display more themes. To make your selection click on a theme button.

There are several types of slides available for insertion. Click the  button to see the options along with a preview.

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**NOTE:** Insert icons are available to use as shortcuts on a new content slide. Hover the mouse cursor over each icon to see the tool tip which will label it.

### Insert Objects on Slides

Besides bulleted text, a slide can contain graphics, sounds, hyperlinks, header and footer and more to make an impact with your presentation. Click on a slide where you want a graphic, sound, or hyperlink to be inserted.

#### Graphics

1. **Insert a Picture** – On the **Insert** tab in the **Images** group, click the  button to locate and add your own file to a slide.

2. **Insert Clip Art** – On the **Insert** tab in the **Images** group, click the  button to locate and insert a graphic from the Microsoft Clipart Gallery.

3. **Insert Shapes** – On the **Insert** tab in the **Illustrations** group, click the  button to select a shape. Click and drag the mouse button on the slide to insert the shape to the desired size.

4. **Resize and/or move the graphic** – Place the cursor on any corner of the graphic (the cursor changes to a two-headed arrow), click and drag inward or outward. When the cursor is placed on the graphic (the cursor changes to a four-headed arrow) click and drag to another area.


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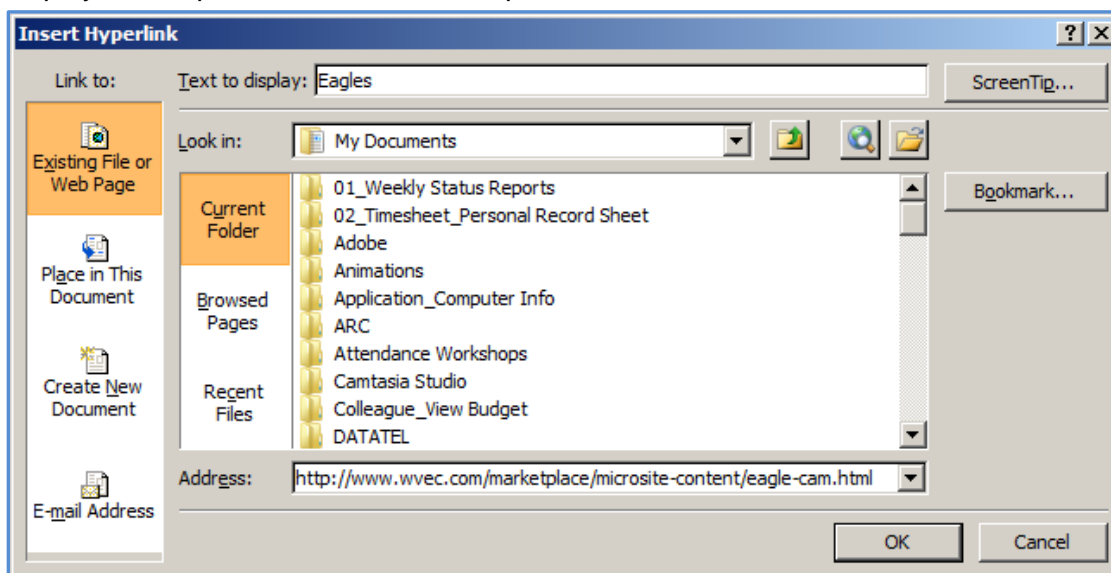
## Sounds

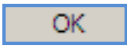


1. On the **Insert** tab in the **Media** group, click the arrow on the  button and make a selection.
  - a. **Audio from File** – find an audio file already saved to your computer.
  - b. **Clip Art Audio** – find an audio clip online.
  - c. **Record Audio** – record your own voice for each slide if you have a microphone.
2. A sound icon, with controls, will be inserted on the slide. You can move this icon just as you do any graphic.

## Hyperlinks

1. Highlight the text.
2. On the **Insert** tab in the **Links** group, click the  button. The *Insert Hyperlink* dialog box displays with options in the left *Link to* panel.




- a. **Existing File or Web Page** – (default) Type the URL in the *Address* text box.
  - b. **Place in This Document** – Select the slide to link to.
  - c. **Create a New Document** – Will link to a new presentation.
  - d. **E-mail Address** – Will link to the email address typed in the *Edit Hyperlink* box.
3. Click the  button.

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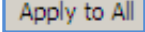


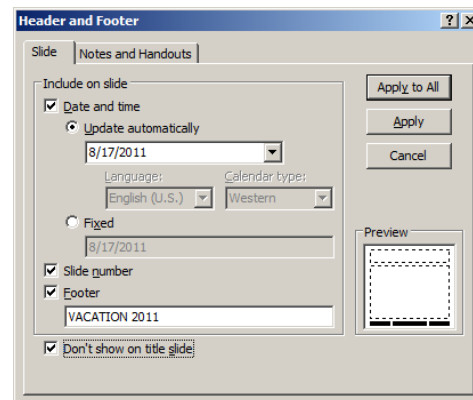
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### Header and Footer

1. On the **Insert** tab in the **Text** group, click on the  button. The *Header and Footer* dialog box displays.
2. On the *Slide* tab, make your selection.
  - a. **Date and Time** (automatic or fixed)
  - b. **Slide Number**
  - c. **Footer** – type your own text.

**NOTE:** Check the *Don't show on title slide* box if you do not want the header or footer on the title slide. Click the *Notes and Handouts* tab to add information. See the *Preview* box to see where the information will be displayed.


3. Click the  button.



### Embed a Video

PowerPoint 2010 makes it easy to embed a video from a file directly into your presentation. There are several types of video files that can be uploaded.

#### Video from File

1. In *Normal* view, select the slide in which you want to embed the video and click in a text box.
2. On the **Insert** tab in the **Media** group, click the arrow under the  button.
3. Click *Video from File*.
4. In the *Insert Video* dialog box, locate and insert the video.

#### Video from Web Site (such as YouTube)

1. In *Normal* view, select the slide in which you want to embed the video file and click in a text box.
2. In a browser window, go to the web site that has the video to link to.
3. Copy the embed code (locations may vary depending on each site, and some you need to check the Old Embed Code box).



4. In PowerPoint on the **Insert** tab, in the **Media** group, click the arrow under the  button.
5. Click *Video from Web Site*.

**NOTE:** Remember that you are actually creating a link to a web file. *This will not be enabled for 64-bit applications.*

6. Paste the embed code and then click the *Insert* button.


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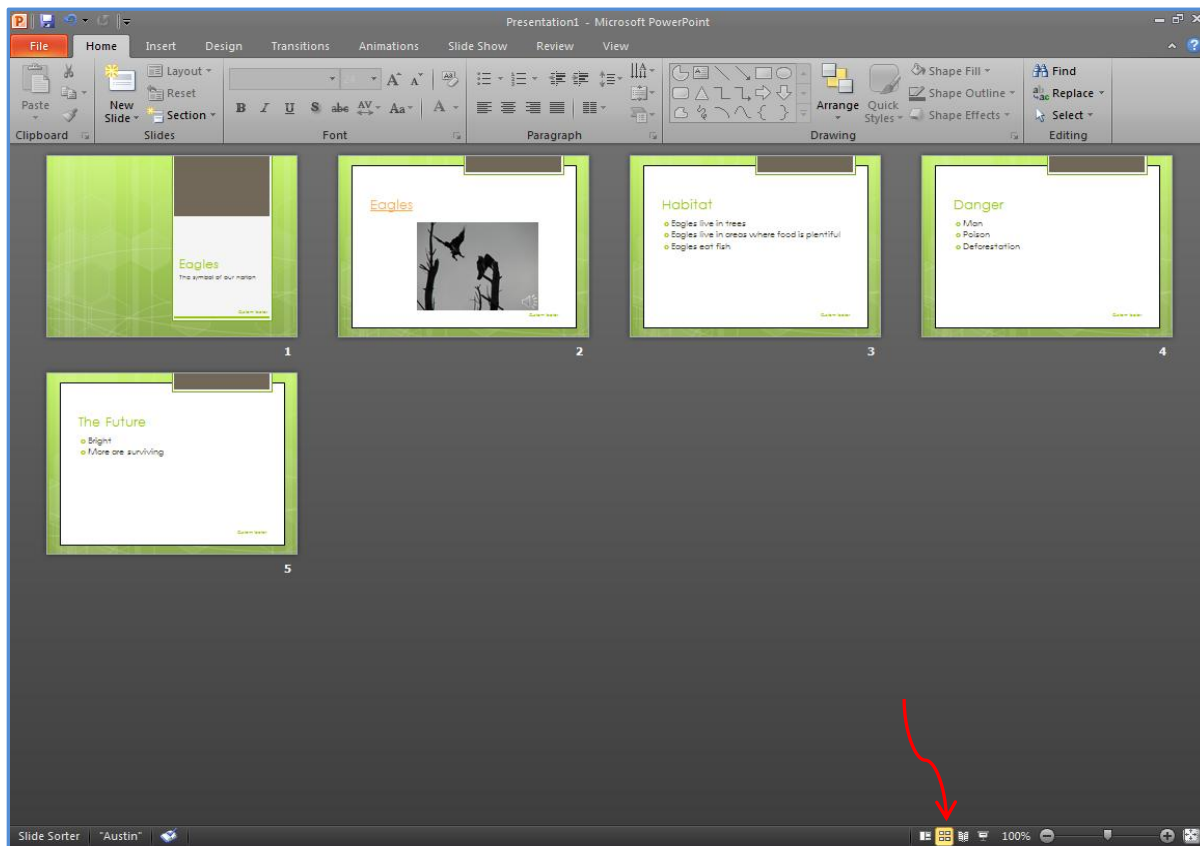
## Clip Art Video

1. In *Normal* view, select the slide in which you want to embed the animated file and click in a text box.
2. On the **Insert** tab in the **Media** group, click the arrow under the  button.
3. Click *Clip Art Video*.
4. In the *Clip Art* task pane, enter a keyword of what you want to search for.
5. Click the  button.
6. Double-click the selection. It will insert on the slide.

## Edit Slides

*Slide Sorter View* is particularly useful if you want to see all of your slides at once. This view makes it easier to insert, delete and edit slides.

To switch to *Slide Sorter View*, click the slide sorter icon  at the bottom of the screen.




1. Move a slide - Click and drag it to its new location.

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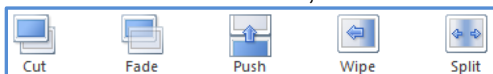
2. Delete a slide – Right-click the slide then select *Delete Slide* or simply click the slide and then tap the **[Delete]** key.
3. Insert a slide – Right-click a slide then select *New Slide*. A new slide will be inserted after the slide that was clicked on. To return to *Normal View*, double click a slide or click the  button at the bottom of the screen.


## Add Transitions and Animations

### Transitions

Transitions are motion effects that occur during a slide show when moving from one slide to another. A single transition for the entire presentation can be specified, or you can specify individual transitions for each slide. Speed, sound and customization of this feature can be controlled.

1. On the **Transitions** tab, in the **Transition to This Slide** group, click a



button. Click the  button to display even more transitions. To make your selection click on a transition button.

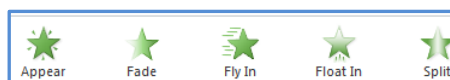
2. In the **Timing** group, click the  button or determine a duration to run automatically.


### Animations

Animations are movements that occur within a slide on bulleted text, pictures, shapes, tables or other objects.

1. Click on an object or bulleted text.

2. On the **Animations** tab, in the **Animations** group, click a



button. Click the  button to display even more animations.

3. Click the  button to adjust your animations (ex. Have bullets come in one at a time).


4. To preview the animation in the **Preview** group, click the  button.

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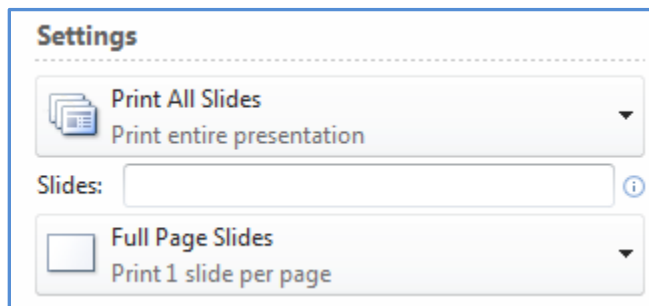
## Run a Presentation




1. Click the  icon at the bottom of the screen
2. Move through the presentation by doing one of the following:
  - a. Use the arrow keys on the keyboard
  - b. Click with the mouse
  - c. Tap the **[ENTER]** key
3. To stop the presentation at any time, tap the **[Esc]** key on the keyboard.

## Print

1. On the **File** tab, select *Print*.
2. Make your choices in the Settings section.



3. In the dropdown select Slides, Notes Pages, an Outline, or Handouts.
4. Click the  button.



## Avoiding the Pitfalls of a Bad Presentation

### Fonts

- Use vibrant colors (be aware that some may be color blind) and large font; best is Arial or Helvetica. Use no font smaller than 24 point.
- Use at most only 2 or 3 fonts.
- Italics can be hard to read – use sparingly.
- Do not put too much on one slide, bullet and keep words to a minimum; no more than 6-8 words per line.
- 6X6 rule: one thought per line with no more than 6 words per line and no more than 6 lines per slide.
- Do not use all caps except for titles.
- Clearly label each screen. Use a larger font (35-45 points) or different color for the title.

### Graphics and Designs

- Keep the slides consistent looking. Do not vary the color or theme.
- Keep it simple and uncluttered. Don't add tons of graphics, audio or animations. These will distract from the message.
- Remember one picture is worth a thousand words.
- Minimize numbers in slides. Your intent is not to overwhelm the audience with statistics.
- Limit the number of different transitions used.

### Color

- Limit the number of colors on a single screen.
- Bright colors make small objects and thin lines stand out.
- Use no more than 4 colors on one chart.
- Check the presentation using the type of technology you will use before you go live (ex. Projector) to make sure someone can see it from the back of the room.

### General Presentation

- Check the spelling and grammar.
- Give a brief overview before you start, then present the information and finally review the important points (tell them what you are going to say, say it, then tell them what you said).
- Do not read the slides word for word. The bullet points should be the cue as to what to say to fill in information.
- Bring up a new slide and give the audience a chance to read and digest it, then amplify what is on the screen.
- Do not turn your back on your audience. Make eye-contact.
- Distribute handouts at the end, not during the presentation. Keep the audience focused on what you are saying.
- Think about your last slide. Make it a “Thank you” or a summary or a “For more information...” or “FAQ”.
- Practice, practice, practice!