



PowerPoint – Learn It!

Getting Started
Organizing the Presentation
Enhancing the Slides



Preview
Enhancing the Slides

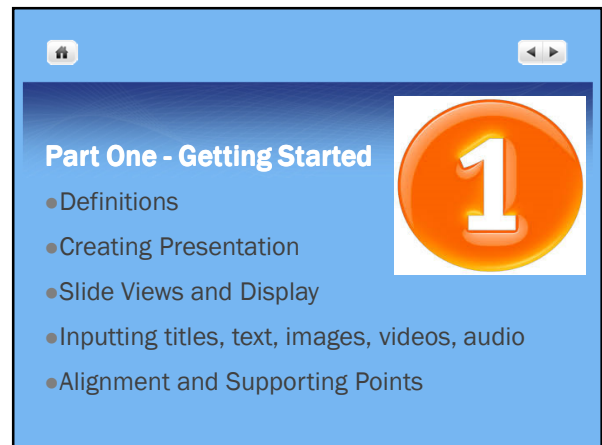
- Choosing a Theme
- Selecting a Slide Layout
- Modifying Text Box size and angle
- Enhancing textboxes, pictures, shapes, video
- Choosing slide transitions
- Animations / Drawing
- Adding Notes to Slides

Be Creative!!!



Preview
Getting Started

- Definitions
- Creating Presentation
- Slide Views and Display
- Inputting titles, text, images, videos, etc.
- Alignment and Supporting Points



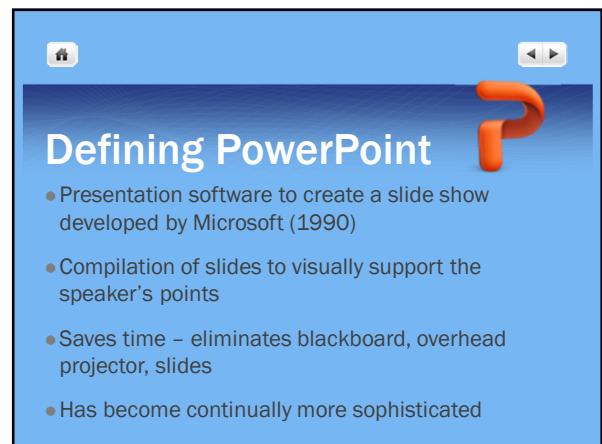
Part One - Getting Started

- Definitions
- Creating Presentation
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- Inputting titles, text, images, videos, audio
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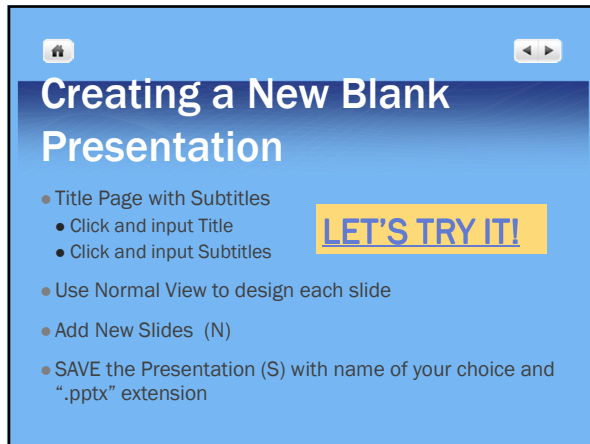
Preview
Organizing the Presentation

- Brainstorming to create an Outline
- Transferring a script to PowerPoint
- Using Slide Sorter View to shift Slides
- Rehearsing in Slide Show



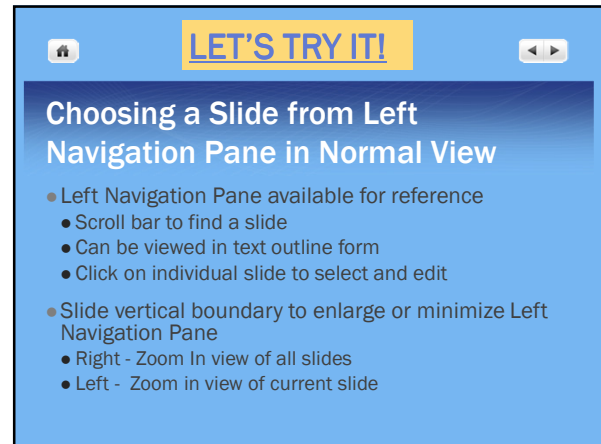
Defining PowerPoint

- Presentation software to create a slide show developed by Microsoft (1990)
- Compilation of slides to visually support the speaker's points
- Saves time – eliminates blackboard, overhead projector, slides
- Has become continually more sophisticated



Creating a New Blank Presentation

- Title Page with Subtitles
 - Click and input Title
 - Click and input Subtitles
- Use Normal View to design each slide
- Add New Slides (N)
- SAVE the Presentation (S) with name of your choice and “.pptx” extension



Choosing a Slide from Left Navigation Pane in Normal View

- Left Navigation Pane available for reference
 - Scroll bar to find a slide
 - Can be viewed in text outline form
 - Click on individual slide to select and edit
- Slide vertical boundary to enlarge or minimize Left Navigation Pane
 - Right - Zoom In view of all slides
 - Left - Zoom in view of current slide



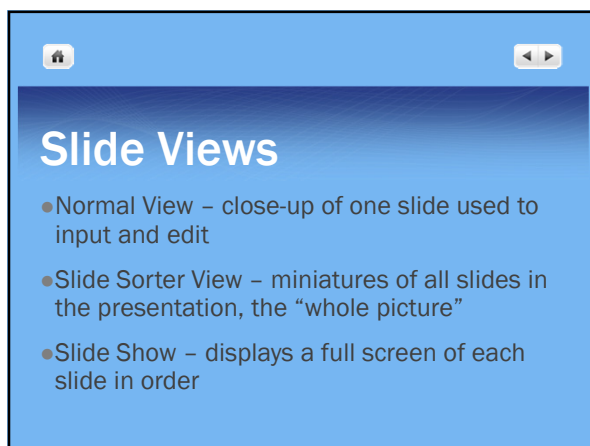
Creating New Slides

- Slides are composed of objects – Click New Slide or Insert from Menu Bar
- Add Text by clicking inside Place Holder
 - Use Home TAB to modify text
 - Title – largest print on slide
- Select text to edit
 - Change Bullets – many choices or “None”
 - Change Font: size, color, spacing, alignment
 - Moving text – up, down, in and out
- Can Insert Table, Graph, or Picture instead of Text



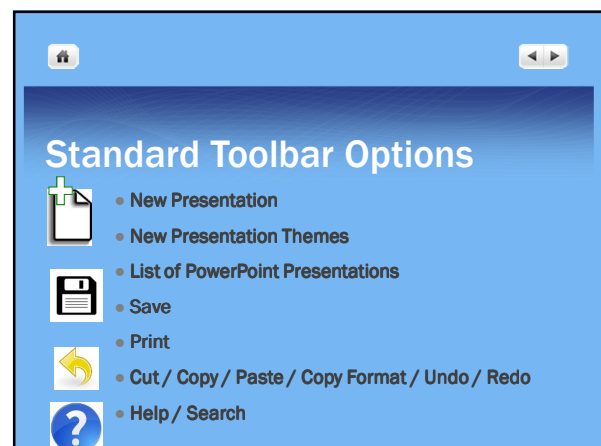
Adjusting Edit Display in Normal View

- Percent of Display Size
 - Pulldown menu at top of Standard Toolbar or bottom right Zoom Slider
 - 100% is very large – Zoom In
 - 50% is very small – Zoom Out



Slide Views

- Normal View – close-up of one slide used to input and edit
- Slide Sorter View – miniatures of all slides in the presentation, the “whole picture”
- Slide Show – displays a full screen of each slide in order



Standard Toolbar Options

- New Presentation
- New Presentation Themes
- List of PowerPoint Presentations
- Save
- Print
- Cut / Copy / Paste / Copy Format / Undo / Redo
- Help / Search

LET'S TRY IT!

Adding Text Boxes

- Use Home TAB – Insert Text Box
- Click on desired area of slide
- Type text – Calibri 18 Font
- Modify Font size, style, color, spacing, etc.
- Size text box by clicking inside with arrows ←→↑↓
- Move text box with + cursor then click and drag
- Right click on text box for pull down menu choices



Abraham Lincoln

LET'S TRY IT!

Editing Text Alignment

- Use Home TAB under Paragraph – Alignment buttons
- Click which horizontal alignment button you want:
 - Left
 - Center
 - Right
- Justified
- Click the Align Text button to get vertical alignment you want

LET'S TRY IT!

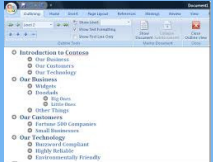
Adding and Modifying Picture

- Use Home TAB – Insert – Picture from File
 - Browse for Images from Internet
 - Click and Drag to desktop or
 - Save to Desktop or other File location
- Modify size of picture with diagonal arrows
- Move picture with keyboard arrows ←→↑↓
- Or Move picture with + and click and drag
- Insert additional pictures to create collage

LET'S TRY IT!

Editing Supporting Points on Slide


- Input Multiple Supporting Points under Main Point on Slide
 - List of possible choices
 - List of procedures
 - Chronological history
 - Names of participants
- Highlight Supporting text
- Move right with Tab key to indent



LET'S TRY IT!

Adding Video or Audio


- Use Home TAB – Insert - Movie / Audio from File
- Modify size of video with diagonal arrows
- Move video with key arrows ←→↑↓
- Or Move with + and click and drag
- Adjust sound level
- To Play: Use Play button and Scroll Bar



LET'S TRY IT!

Part Two - Organizing the Presentation



- Brainstorming to create an Outline
- Analyzing Audience
- Transferring a script to PowerPoint
- Using Slide Sorter View to shift Slides in a logical sequence
- Rehearsing Slide Show








Planning before PowerPoint

- Brainstorm presentation topic ideas
- Develop specific, realistic goals
- Decide how PowerPoint will support your goals
 - Five minute introduction to discussion
 - Thirty minute supplement to movie
 - Sixty minute lecture
 - Slide show of paintings, photographs or maps with music or recorded narration

Title Slide in PowerPoint

- Pick a Presentation Title that conveys your goal on first slide
- Subtitles on slide should reflect presentation's objectives and main ideas (Limit 4 or 5)
- Last slide of Presentation should remind the audience again of the Title and Main Ideas







Create a Script

Outline

- Introduction
- Background
- Current Research
 - Project 1
 - Project 2
 - Project 3
- Conclusion


- **SCRIPT:** Collect ideas in a WORD document from reading, documentaries, internet searches, YouTube, google books, iTunes University, etc.
- **OUTLINE:** Highlight in bold the **subtopics** that emerge in the script to begin outline process
- Plan which **subtopic** should come first, in the middle, last...
- Recognize which **subtopics** will need multiple slides

SAMPLE
TITLE
PAGE



The Louvre in the Twentieth Century

Second Empire
World War II
The Grand Louvre
Paris Museums Today

Analyze Audience

- How many people?
- Age group, educational level, reasons for attending, challenges?
- What are their goals and expectations?
- How much discussion?


The Script → The Slides

- Transfer all subtopics(BOLD) in Script as Titles onto multiple new Slides
- Identify key words under each subtopic in Script to create new bullets on Slides
 - Keep Slide text short, simple and clear
 - Eliminate articles, connecting verbs, long lists, adjectives
- **Caution: Limit bullets on each Slide to SEVEN**


Plan what elements will help get the topic across:

Find Useful Supporting Materials

- Examples
- Graphics
- Comparisons
- Quotes
- Statistics
- Media
- Research findings
- Historical background

Rehearse Slide Show

- Check for correct slide layout
 - Agreement with script/lecture notes
 - Spelling
 - Visual appeal
- Imagine audience response
 - Is it clear?
 - Is information missing?
 - Is it readable?
- Use stop watch to check timing




Plan to Use these Materials as Visual PowerPoint Elements:

Photos	Graphs	Drawings
Paintings	Music	Videos
Logos	Cartoons	Collage
Text Boxes	Shapes	Banners
Tables	Pie Charts	Lists

Reminders for Powerful PowerPoint Presenters

- Focus on Purpose of topic
- Stay focused on the audience, their knowledge of the subject, their limits
- Show enthusiasm for the topic
- Use body language – gestures, movement, eye contact
- Vary voice tone: pace, pitch, volume, and resonance. Pause.
- Be flexible. Bring in humor.

Slide Sorter View



- View of all slides in miniature to check sequence and get the whole picture
- Adjust size of slides with right lower scroll bar
- Use this view to find a missing slide, add or delete a slide
- Click and Drag to change slide sequence
 - Hold down Shift key for multiple slides
- Review slide order several times

Part Three – Enhancing the Slides



- Choosing a Theme
- Selecting a Slide Layout
- Modifying Text Box size and angle
- Enhancing textboxes, pictures, shapes, video, smartart
- Choosing slide transitions
- Animations and Drawing on a Slide
- Adding Notes to Slides

LET'S TRY IT!

Choosing Predesigned Themes

- Use Themes TAB or “New from Template” ICON on toolbar
- Templates affect font style, color, background designs, color schemes, and bullet points
- Options
 - Choose Theme Colors
 - Choose Default Font that will be Built In
 - Choose Background color and design
- Themes are applied to all slides
- A Template can be changed at any time

LET'S TRY IT!

Inserting Shapes

- Use Home TAB to Insert Shapes
- Position cursor on Slide and click
- Stretch, enlarge, or rotate Shape
- Fill Shape with color or gradient
- Fill Shape with picture or text

LET'S TRY IT!

Selecting a Slide Layout

- Use Home TAB – Slides - Change
- Sixteen choices
- Applies only to Edited Slide

LET'S TRY IT!

Selecting Slide Show Transitions

- Use Transitions TAB to choose
- Choose Effect Options
- Choose Duration and Sound Options
- Make Transition automatic
 - Default is On Mouse Click, keyboard arrow, or Slide arrow
 - Choose Duration in seconds
- Can apply to one slide or All Slides
- View transitions in Slide Sorter View

LET'S TRY IT!

Modifying Text Box / Picture

- Click on Text Box to get outline with squares and circles
- Green dot at top of Text Box rotates box
- Circles expand and contract box
- Squares modify shape of box
- Use Home TAB Quick Styles to enhance

LET'S TRY IT!

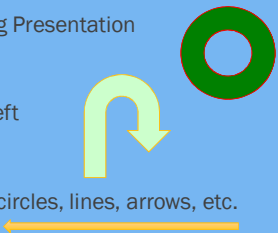
Text / Picture Animations

- Purpose: Emphasize one bullet, picture or text box
- Use Animations TAB to choose effect
- Highlight Text or Picture and click on effect
- Choose Animation Options
 - Start
 - Duration Time

LET'S TRY IT!

Drawing on a Slide During Slide Show

- Adds visual impact during Presentation
- Choose Slide Show View
- Choose Pen from lower left
- Choose color of line
- Click and Drag to create circles, lines, arrows, etc.



THANKS!!
Enjoy PowerPoint

LET'S TRY IT!

Adding Notes to Slides

- Type notes and use for reference
 - During design process to list action items
 - During actual presentation - lecture prompts
- Notes Pane appears below slide in Normal View
- Click and Drag horizontal boundary to enlarge Notes Pane
- In Slide Show View only presenter sees Notes Pane

Adding Working Comments

- Use Review TAB to add visual yellow "sticky note" comments
- Comment visible only in Normal View as numbered box
- Click box to reveal Comment
- Edit Comment, Delete Comment, or Hide it

Slide 39

2 Write a comment like:

Come up with a Final Slide that sums up learning in PowerPoint

Deanna Manchion, 3/9/2014