

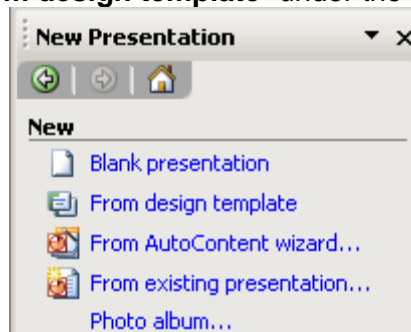
Creating a PowerPoint Presentation

Getting Started

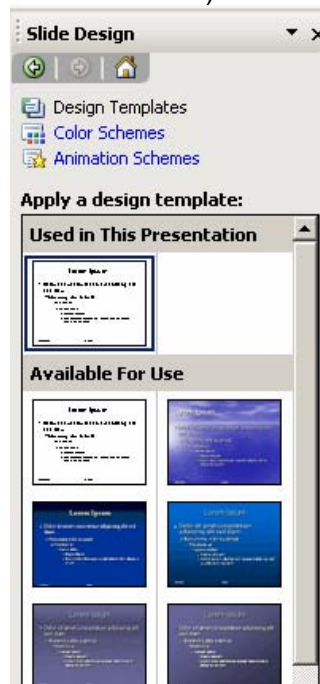
1. Open PowerPoint from the "Start" – "Programs" – "Microsoft Office" directory.
2. On the right side of the program click on the icon labeled "**Create a new presentation . . .**" under the "**Open**" heading.



3. Now, click on the icon labeled "**From design template**" under the "**New Presentation**" heading.

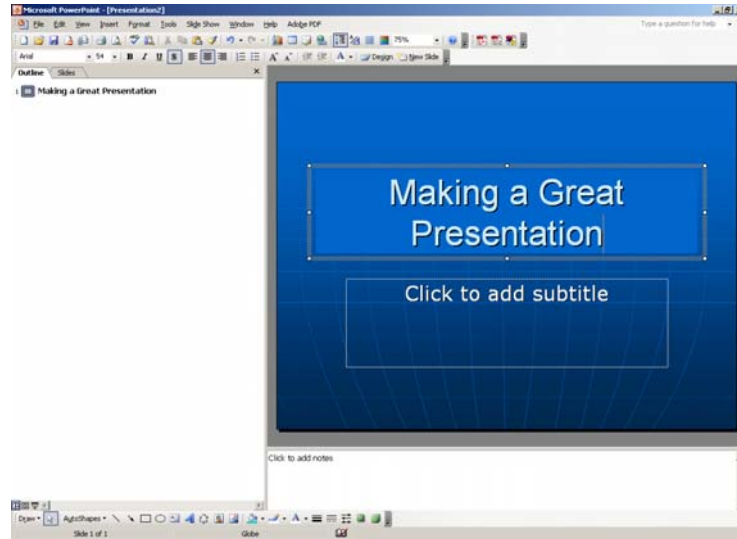


4. Choose the template you like and click on it.. (Note: You'll be able to change the design later by clicking on the "**Design**" button in the top menu bar:  Design)

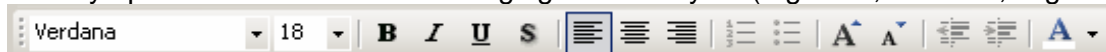


Adding Text

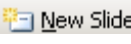
1. Notice that there are 2 main frames in this view. You may add text in the "Outline" frame on the left, or to the "slide view" frame on the right. (Just click inside the area to add or edit text.)

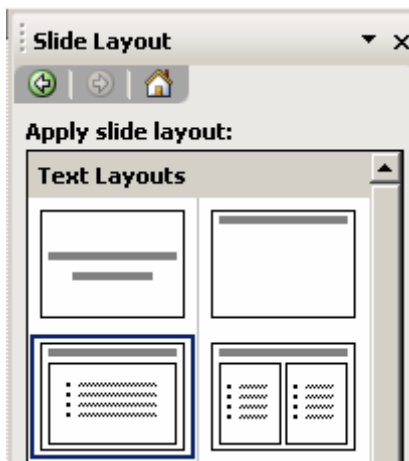


2. There are many options in the toolbar for changing the text style. (e.g. bold, font size, alignment, color...)



The Next Slide

1. Click on the "New Slide" button ( New Slide) in the top menu bar, or choose "New Slide" from the "Insert" menu.
2. Select the layout for the new slide.

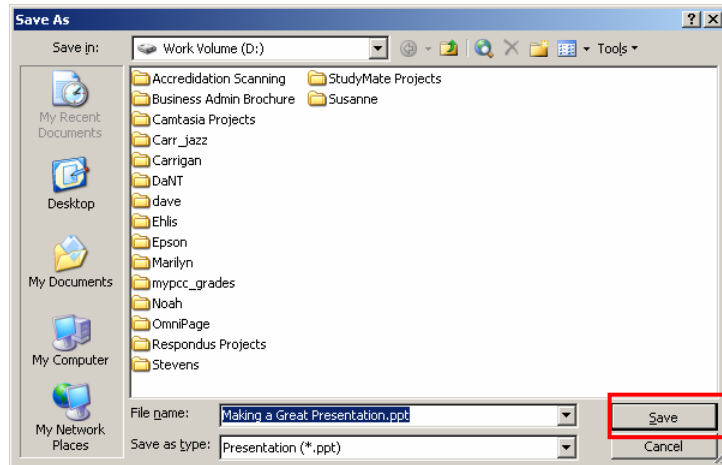


Note: You can always change the slide layout by clicking on the slide layout of your choice in the "Slide Layout" toolbar on the right, which can be accessed by selecting "Slide Layout" in the "Format" menu.

3. Add a slide title above and some bullet points in the section below. (Press "Enter" to go to the next line.)
4. Experiment with the text style features, e.g. bold, alignment, font size





Saving Your Presentation

1. Select "Save" from the **File** menu. Give your presentation a title and click the save button to "Save" the presentation. If you are working in the Faculty Production lab, be sure to save your work on the "Work Volume (D:)" drive.






PowerPoint Views




PowerPoint has three views, and you may be using all of them as you create your presentation. The view buttons are located to the left of the bottom scroll bar.

- Normal View:**  Displays a combination of the outline (left) & the slide (right). You may enter text into either area. You may also click on the **“Slide”** tab to see the order of your slides. 
- Slide Sorter View:**  This view displays miniature versions of all slides in the presentation. Slides can be dragged to new locations to arrange the order in this view.
- Slide Show:**  This view is used during a presentation. To start at the beginning, the first slide should be selected before starting the slide show.


Adding an Image from file

1. Add a new slide.  **New Slide**
2. Select a layout with a box for graphic object. (Note: You can add a picture to any layout, even a blank layout. Selecting the graphic layout provides a placeholder to help size your picture.) 
3. Click on the **Insert Picture** icon in the slide layout. 
4. Navigate your computer to find the image you would like to insert. Click the **Insert** button.
5. Your image will be inserted at a good size for your slide, but if you want to resize your picture, drag one corner of the image to the desired size.

Adding a Clip Art Image

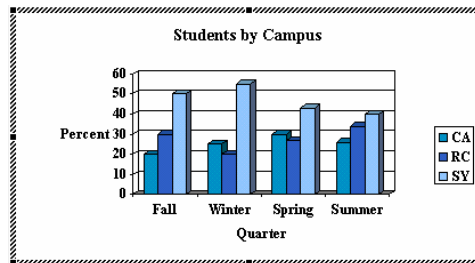
1. Add a new slide.  **New Slide**
2. Select a layout with a box for a graphic object. (Note: You can add clip art to any layout, even a blank layout. Selecting the graphic layout provides a placeholder to help size your clip-art.) 
3. Click on the **Insert Clip Art** icon in the slide layout. 
4. Type a term that describes what art you are looking for in the **Search text** box.
5. Select the Clip Art you like and click the **OK** button.
6. Your clip art will be inserted at a good size for your slide, but if you want to resize the clip art, drag one corner of the clipart to the desired size.

Adding a Chart

1. In a new slide, select a layout with a box for a graphic object. 
2. Click on the **Insert Chart** icon in the slide layout.
3. Edit the data.
4. To choose a different chart style, select “Chart Type” from the “Chart” menu.

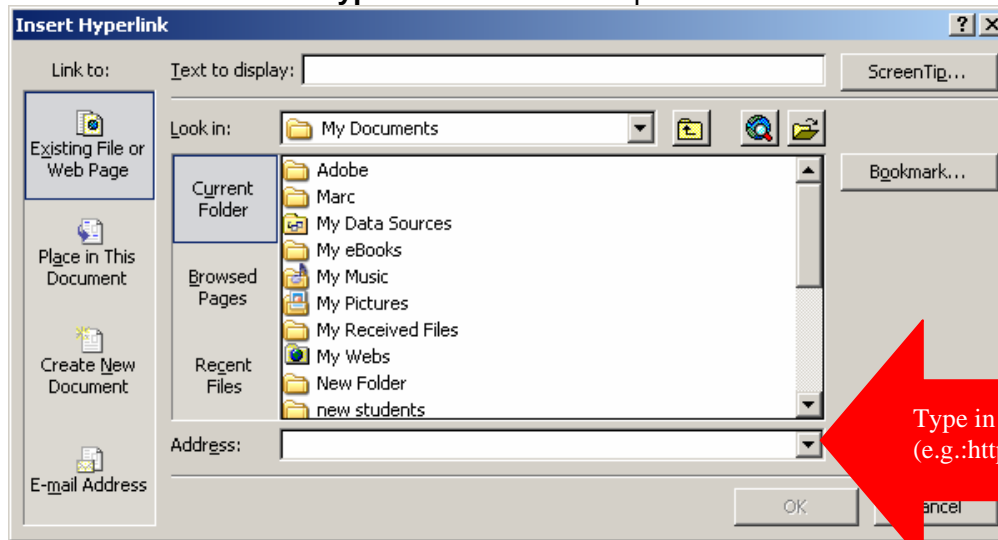
- To add a title or labels, select “Chart Options” from the “Chart” menu.

Presentation1 - Datasheet					
		A	B	C	D
		Fall	Winter	Spring	Summer
1	CA	20	25	30	26
2	RC	30	20	27	34
3	SY	50	55	43	40



Adding a Hyperlink to a Web resource

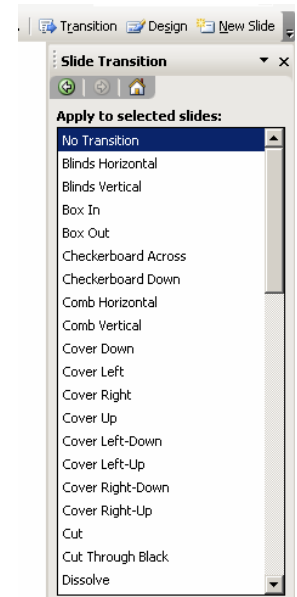
- Select the text or graphic you would like to link
- Click on the "Insert Hyperlink" icon in the top menu bar.



- Type in the **URL**, or browse to link to a file on your computer. Or, in the lower window you can browse to link to a different slide in your presentation.

Adding Special Effects: Transitions & Builds

- Select “**Slide Sorter**” View.
- Select multiple individual slides by Ctrl-clicking on them, or choose “**Select All**” in the “Edit” menu.
- Click on “**Transition**” from the toolbar above (right side).
- Select a transition effect from the same toolbar (right side).
- Click on the 1st slide, and select “**Slide Show**” view to see the difference.

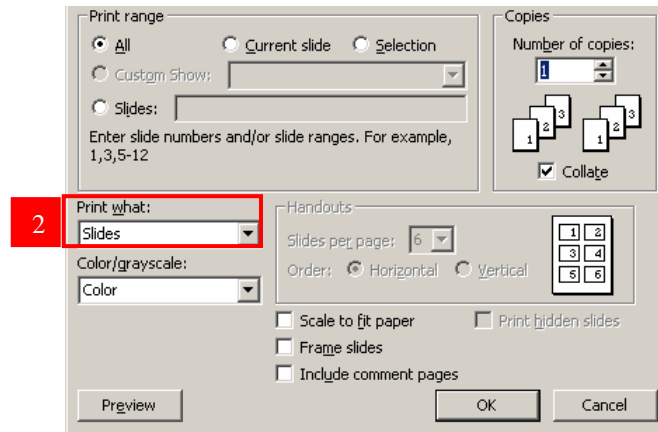


Making uniform changes on to all slides at once


- Select “**Master**” - “**Slide Master**” from the View menu.
- Any changes made will affect all slides.

Printing Handouts of Your Presentation

1. Select "**Print**" from the **File** menu.
2. In the "**Print What:**" drop down box, select what you would like to print, e.g. "**Handouts: 6 slides per page**". (Hint: For presentation notes, printing the "outline" works well. Don't print the slides unless you want to make a transparency.)
3. Notice that you can choose specific slides to print, and you can include slides you have "hidden".



Before the show, be sure to:

1. Check **spelling**. (Use the shortcut button.) 
2. Test the **slide show**, including transitions, builds, and all hyperlinks.

Keyboard Shortcuts & other tips to Save Time

- Ctrl+X cuts selected text or object (& copies to the clipboard)
- Ctrl+C copies selected text or object
- Ctrl+V pastes text or object (from the clipboard)
- Ctrl+Z undoes the last action
- Ctrl+A selects all
- Ctrl+S saves file
- Ctrl+G shows guidelines to help line up objects

- Also, you can "right-click" anywhere to get a quick menu of possible actions.
- While drawing an object, hold down the "Shift" key to constrain it, e.g. to a perfect circle.