
PowerPoint Basics

Smith College Technology Training

Presented by:

Caroline Moore
Educational Technology Services

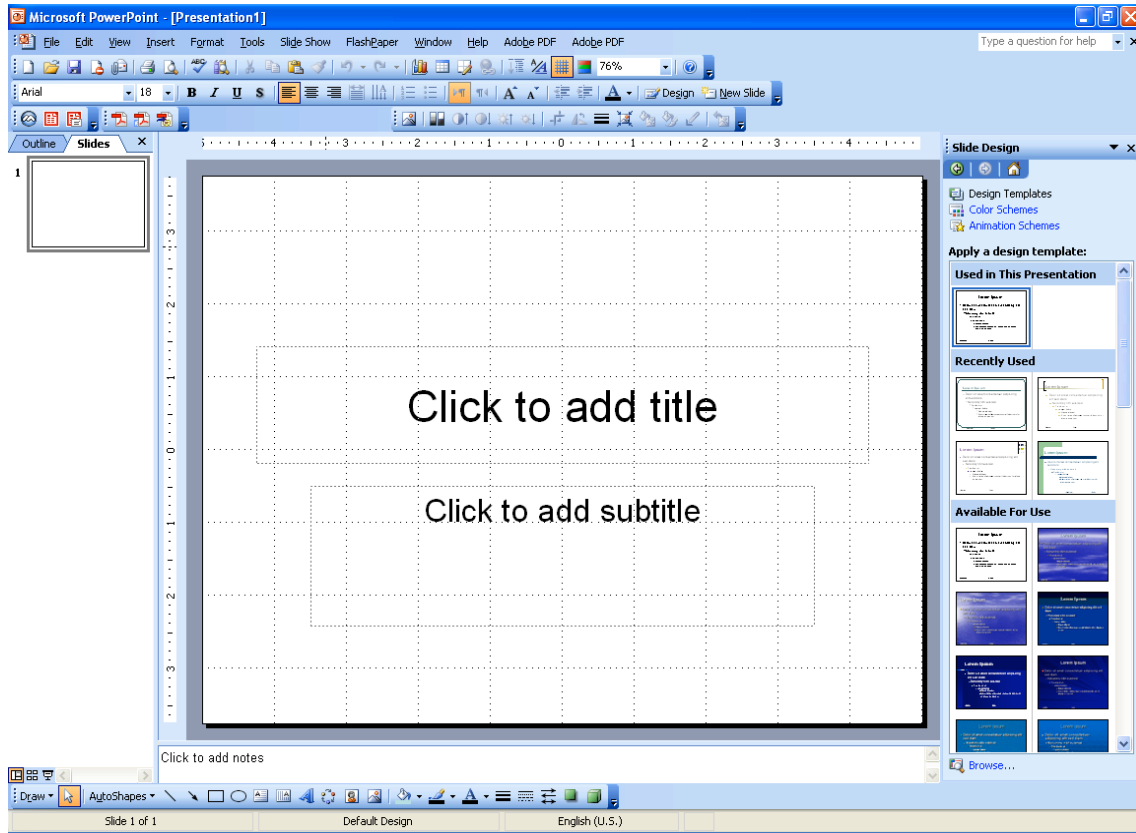
Fall 2006

PowerPoint Basics: Overview

1. What is PowerPoint?
 - Orientation to the screen
2. PowerPoint Dos and Don'ts
3. Slide Layout
 - Bringing up the Slide Layout pane
 - Different types of layouts
 - Modifying or creating custom Slide Layouts
4. Text
 - Editing text
 - Changing text attributes
 - Creating your own text boxes
 - Inserting and manipulating Word Art
5. Inserting Photos
 - What to check before you insert a picture
 - How to insert a picture into a content box
 - Inserting additional pictures onto a slide
 - Resizing and cropping pictures
8. Creating Graphics and Content
 - Types of content available
 - Overview of common content types
9. Lines and Shapes
 - When to use lines and shapes
 - Moving and resizing lines and shapes
 - Changing properties of lines and shapes
10. Choosing a Slide Design
 - Bringing up the Slide Design pane
 - Using the Slide Master to modify or create custom Slide Designs
11. Using Different Views
12. Saving Your Presentation
 - Standard format
 - Other available file types
13. Printing Options
 - What configurations are available?
 - One slide per page
 - Handouts: various numbers of slides per page
 - Notes pages: one slide per page, with notes in notes box
 - Outline: prints an outline of your presentation (no notes)

PowerPoint Basic Activities

Orientation to the Screen



1.	Menu toolbar	PowerPoint has the standard Microsoft Office menu toolbar across the top. It includes all the standard menus (File, Edit, etc) as well as some PowerPoint specific ones (SlideShow)
2.	Outline/Slide tabs pane	Located on the left of the screen. This pane lets you view either thumbnails or your slides or an outline of the text on your slides. This pane lets you quickly switch which slide you're editing or change your slide order (drag & drop).
3.	Slide Pane	This is the central portion of your window where you can view the slide you're currently working on.
4.	Task Pane	Located on the right side of the screen. This is where all the panes for different tasks will appear, such as Slide Layout.
5.	Notes Pane	Located at the bottom of the screen. This area is for writing notes to accompany your presentation.
6.	Drawing Toolbar	Located at the bottom of the screen. This lets you add lines, shapes, text boxes, and other elements to your slides.
7.	Views Buttons	Located at the bottom left of the screen. Use these three tiny buttons for switching among Normal, Slide Sorter, and Presentation views.

PowerPoint Dos and Don'ts

1.	Do use PowerPoint as a visual aid. Don't put your whole speech on the screen!	Reading from the screen is boring, and your audience is trying to read and listen at the same time
2.	Keep it simple! No more than 3 to 5 points per slide	
3.	Don't use more than three slides with just text in a row. Break it up a little!	
4.	Use different kinds of content.	PowerPoint has many different 'content' options. Don't just use pictures – use graphs, charts, etc to mix it up.
5.	Organize your thoughts before starting	

Slide Layout

1.	Bringing up the Slide Layout pane	The Slide Layout pane appears automatically when you create a new slide. You can also go to menu: Format → Slide Layout
2.	Different types of layouts	Text: Text boxes in various configurations; no content. Content: Content boxes; no text Text & content: Both, in various configurations
3.	Modifying or creating custom Slide Layouts	Start with an existing layout or a blank slide. Select unwanted boxes by clicking their borders, then delete them. To add boxes, click the buttons for text or content on the Draw toolbar at the bottom of the screen, or go to the Insert menu.
4.	Gridlines	To position items on slide, use Gridlines. To display Gridlines, go to menu: View → Grid and Guides

Working With Text

1.	Editing text	Edit text in the box as you would in Word or another text editor. Use the buttons at the top to bold, italicize, etc.
2.	Changing text attributes	Use the buttons on the Draw toolbar to change attributes like font color.
3.	Creating your own text boxes	To add a text box to a slide, use the text box button on the Draw toolbar, or go to menu: Insert → Text Box . Draw the text box on the slide, then type in your text. Note: If you click outside the text box before typing in it, it will disappear and you will need to recreate it.
4.	Inserting and manipulating Word Art	To add WordArt to a slide, click the "A" button on the Draw toolbar. Once created, you can move and resize Word Art like you would a text box.

Inserting Photos

1.	What to check before inserting a picture	<p>First, check your file size and resolution!</p> <p>For on-screen displays, resolution should be 76 pixels per inch.</p> <p>Browse to the folder and hover your mouse cursor over the file to display the file size. Big files will make your PowerPoint presentation file very large. If you are posting it online, this will make for a slow download.</p> <p>To decrease filesize, insert the picture and then use the Compress Picture button on the Picture toolbar.</p>
2.	How to insert a picture onto a slide	If you already have a content box on your screen, click the Mountain icon to browse for a picture.
3.	Inserting additional pictures onto a slide	If you do not have a content box on the screen, you can add one by clicking the Mountain button on the Draw toolbar. You can also go to menu: Insert → Picture, then browse.
4.	Resizing pictures	To resize, click and drag any of the circles (also called handles) around the edge of the photo.
5.	Cropping pictures	To crop, use the Crop tool on the picture toolbar (two overlapping right-angles). This will change the handles from circles to black bars. Click and drag any bar to crop.

Creating Graphics and Content

1.	Types of content available	Click the icon for the type of content you want: Table, Chart, Diagram, Clip Art, Photo, Diagram, Media Clip
2.	Tables	Tables in PowerPoint act like tables in Word. Type text into each cell. Click and drag any line to change row, column, or table size.
3.	Charts	Charts in PowerPoint act like charts in Excel. Use the spreadsheet that appears to input your data and see it reflected in the chart onscreen. Click outside the chart to return to slide editing mode.
4.	Clip Art	Clip Art functionality is the same in all Microsoft Office programs. Browse for Clip Art using search terms.
5.	Diagram or Organizational Chart	This button allows you to create many different types of diagrams. Explore the different options on your own.
6.	Media Clip	This allows you to insert an audio or video clip into your slide. This will not be covered in this workshop, but do experiment on your own!

Lines and Shapes

1.	When to use lines and shapes	To emphasize elements of your slide.
2.	How to create lines and shapes	Use the line, arrow, oval, and rectangle buttons on the Draw toolbar to create shapes on your slide.
3.	Moving and resizing	To move, click the shape to select it (you will see handles appear), then click and drag it into position. To resize, click the shape to select it, then grab the handles to change its shape.
4.	Changing attributes	Use the Fill Color (paint bucket), Line Color, and Line Style buttons on the Draw toolbar to change attributes of shapes.

Slide Design

1.	Bringing up the Slide Design task pane	Go to menu: Format → Slide Design A list of built-in design templates will be displayed on the right. Click one to apply it to your slideshow. To apply to only select slides, click the down-arrow that appears when you hover over a template thumbnail, and choose "Apply to selected slides."
2.	Slide Master	Go to menu: View → Masters → Slide Master This will display the master slide design template for the design you've chosen. Note that for most designs there is both a title slide design and a child slide design. Any edits made to the Slide Master will be applied throughout your slideshow. You can also use the Slide Master to save your own design templates for later use.

Using Different Views

1.	View buttons	The three view buttons are located in the bottom-left of the screen. To see which is which, hover your mouse over each until a text label appears.
2.	Normal View	Use this button to get back to your regular slide editing view.
3.	Slide Sorter View	This view displays all of your slides as small thumbnails in the Slide Pane. This allows you to easily change your slide order.
4.	Slide Show View	Pressing this button switches you to presentation view from the current slide. This is different from going to menu: View → Slide Show , which launches the show from the beginning. You can also use keyboard shortcuts for these: F5: Launches slide show from beginning Shift-F5: Launches slide show from current slide

Saving Your Presentation

1.	Standard Format	<p>Normally, PowerPoint presentations are saved in PowerPoint format (.PPT). This allows them to be opened in PowerPoint and edited or displayed as a slide show.</p> <p>Save in this format by going to menu: File → Save As and choosing Presentation (PPT) format.</p>
2.	Other Available Formats	<p>You can also save a PowerPoint slide show as a webpage or a graphic file. You might want to do this for easy viewing on the internet or for use on a computer that does not have PowerPoint installed.</p> <p>Save in this format by going to menu: File → Save As and choosing Web page (HTM or HTML) or, for a graphic, JPEG File Interchange Format (JPG).</p> <p>There are also many other formats that you can explore.</p>
3.	Please Note	<p>In general, all supporting files (except video clips) are saved with your presentation! You don't need to worry about the location of your photos, clip art, etc – PowerPoint saves a copy into the presentation. This makes your slide show easily transferable to a CD or USB drive, or via email.</p>

Printing Options

1.	Available configuration	<p>You can print your slide show in a variety of ways: One slide per page, handouts, notes pages, or outline.</p>
2.	Handouts	<p>Handouts allow you to print multiple slides on a single page. This saves paper and means less to carry around.</p>
3.	Notes pages	<p>This allows you to print one slide per page along with any notes you typed into the Notes Pane.</p>
4.	Outline	<p>This prints an outline view of your slide show. Outline view includes only text, no pictures, and does not include your notes. You can preview Outline view by clicking the Outline tab at the top of the Slides/Outline pane on the left side of the screen.</p>