

An Introduction to *Powerpoint* Presentations

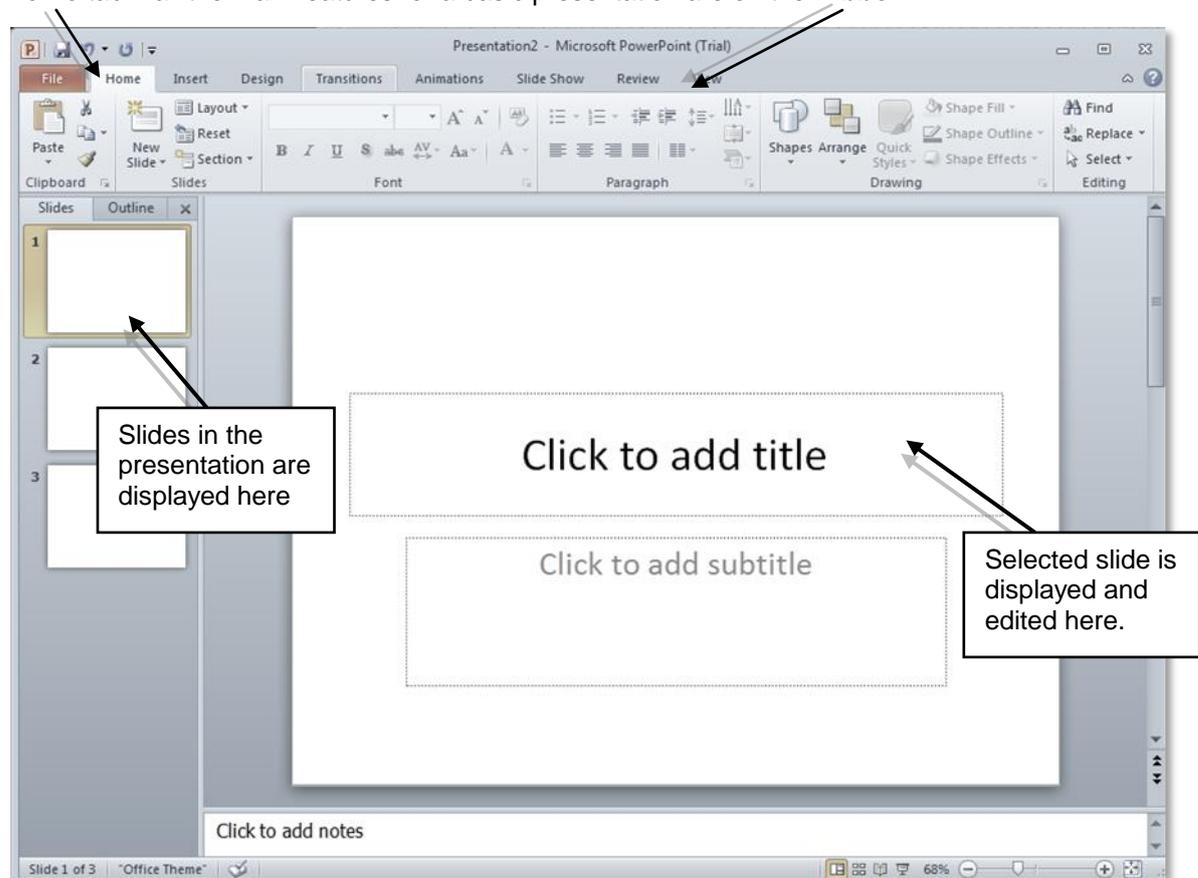
1. Introduction

A presentation can take the form of a PC-based slide show (typically using an overhead projector and a video projector), an automatic presentation on an unattended PC, overhead projector slides or simple printed handouts. Obviously, to print slides, presentation notes or handouts a printer is required. *PowerPoint* also provides the ability to incorporate pictures, diagrams or other graphics within a presentation to make it visually more interesting.

2. Starting *PowerPoint*

To start *PowerPoint*, choose **Start → Microsoft Office → Microsoft PowerPoint 2010**.

Home tab – all the main features for a basic presentation are on the **Ribbon**



The **Normal View** in *PowerPoint* is divided into 2 sections or “panes” – as well as the usual **Ribbon** options. On the left is the **Outline/Slides** pane, on the right the **Slide Task** pane, displaying the current slide for editing. When certain options are selected, for instance clip art, they will appear in a new pane to the right of the **Slide Task** pane.

At the very bottom of the full *PowerPoint* window, the left hand side of the **Status Bar** displays the current view or the slide number.



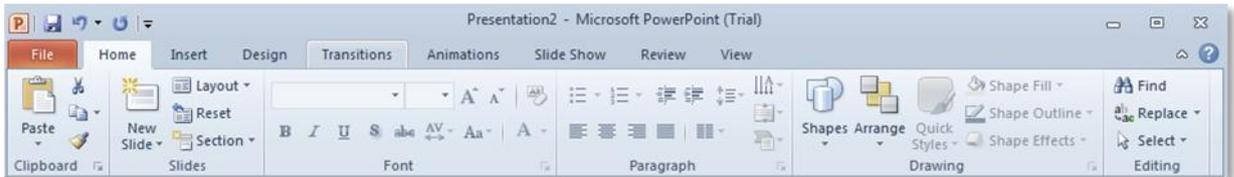
View buttons **Zoom Slider**

The right hand side of the **Status Bar** displays buttons that allow the **View** of the slides to be changed.

Views will be explained later. These can also be changed from the **View** menu. In order, the view buttons are **Normal**, **Slide Sorter** and **Slide Show**. The **Zoom Slider** is to the right of these buttons.

Starting a Presentation in PowerPoint

The **Ribbon** shows the **Home** tab by default. This displays the **Home** tab groups such as **Clipboard**, **Font**, **Paragraph** and **Editing** that allow you to add and format text in slides.



It also shows the groups **Slides** and **Drawing** which you'll use regularly in creating and editing presentations.

The **Slides** group contains the **New Slide** button. This allows you to add a new slide to a presentation whenever you wish.

You can add a slide at any point in a presentation – the new slide will be added immediately after the currently selected slide.



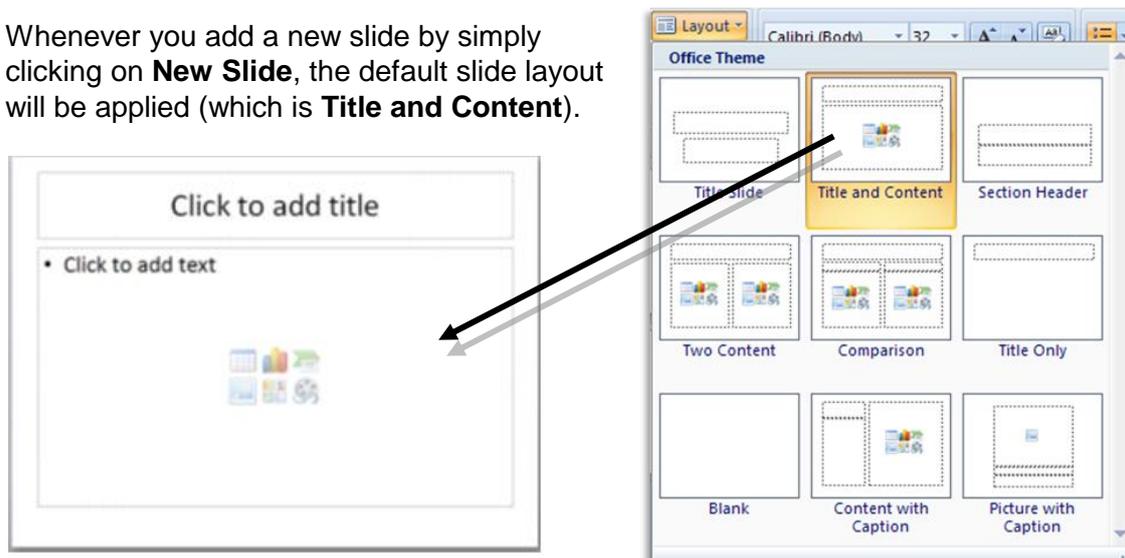
Other options here are **Layout** (changes the slide layout), **Reset** (resets to default format) and **Delete** (removes a slide).

3. Adding text to slides

Much of the information you will give will be in the form of text. This can be added in different ways but the most common is the use of bulleted lists. These are the default text option if you type into a **Content** box. **Title and Content** is the default layout when you first create a new slide although there are other layout options.

New slides' Layout

Whenever you add a new slide by simply clicking on **New Slide**, the default slide layout will be applied (which is **Title and Content**).

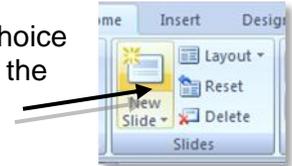


All **Content** slides give a choice of adding any of several types of object (e.g. table, clip art).



The **Content** box is also a **Text** box and once you start typing in it, the options to add an object disappear. They are still available by accessing the **Insert** tab on the **Ribbon**.

The **Layout** menu (see images above and on the right) offers you a choice of different types of slide layout. The same menu appears if you click the down-arrow on the **New Slide** button.



These include **Title Slide, Title and Content, Section Header, Two Content** or **Comparison** (where two objects are shown side by side), **Blank, Content with Caption** and **Picture with Caption**.

4. Using Views

Views are the method *PowerPoint* uses, as their name implies, to let you see a different view of your slide show, each applicable to particular tasks. A view can be selected by clicking the appropriate button on the status bar at the bottom of the screen, or by selecting the required option from the **Presentation Views** group on the **View** tab. The **Views** are:

- Normal:** This displays each slide separately in a large, central pane. Text can be added, as can graphics, pictures or Clip Art. You can move between slides using the **scrollbar** or the **Page Up** and **Page Down** keys. The side pane for **Outline/Slides** can be closed by clicking the **X** button and opened again from the **View** menu – click **Normal** again.
- Outline/Slides:** The **Outline** tab shows the text in outline, with no background or illustration. This is the quickest view for amending the text of your slides (if you are not bothered about layout or graphics). The **Slides** tab shows thumbnails of your slides and lets you quickly find a slide you want to edit, as well as adding additional slides.
- Slide Sorter:** This displays a full window view of thumbnails of each slide to show what the overall presentation is going to look like. It also allows slides to be re-ordered, deleted or new slides added.
- Notes Page:** This is normally used to add speaker's notes which can contain greater detail than shown by the main points on the individual slides. They can be printed out to be used for reference by the speaker they won't appear projected on screen) or as an alternative form of hand-out (see
- Slide Show:** This displays each slide one by one, filling the whole screen, to let you see how the presentation would look to your audience. This is also the option you would use to show your presentation when your computer is connected to a projector.

5. More on Bulleted Text

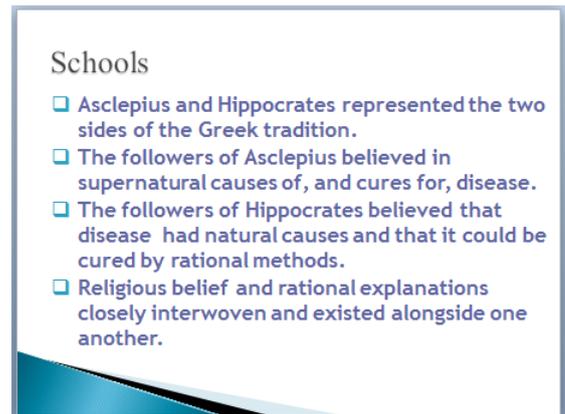
Adding text is usually done as a series of bullet points. In order to make the presentation as effective as possible:

- Use few words per point
- Use few points per slide
- Summarise key points

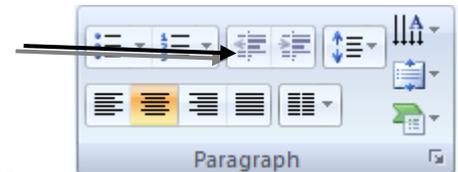
Adding Sub-Points

To add sub-points to a bulleted list

- ★ Press **Tab** to demote text (i.e. move it down a level of indent).
- ★ Press **Shift** and **Tab** to promote text (i.e. move it up a level of indent).



Alternatively, you can use the **Promote (Indent Less)** and **Demote (Indent More)** buttons in the **Paragraph** group.



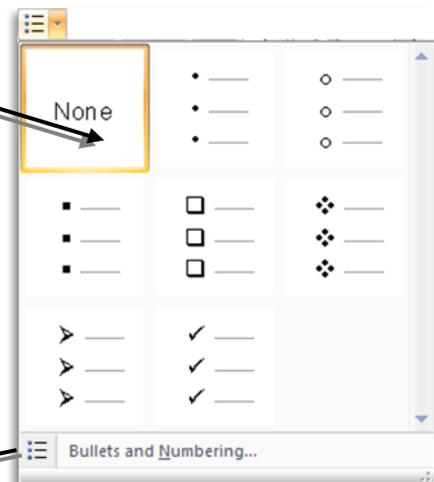
Remember: to keep within the limits of the amount of detail that can be put onto a single slide, while still remaining clear.

You must plan what you are going to say before hand and work out the main points to be considered at any point in the presentation

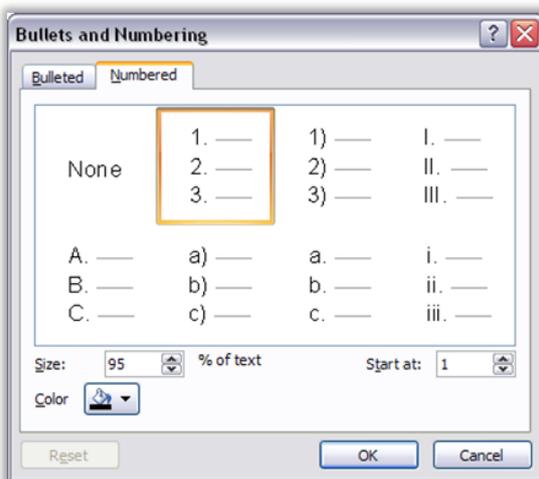
Changing bullets

You can change the bullet style by selecting a **Bullets** or **Numbering** option from the **Paragraph** group under the **Home** tab.

You can choose from a selection of different Bullet or Numbering styles. Beneath these is the **Bullets and Numbering** dialog box launcher.



Options at the bottom left of the **Bullets and Numbering** window, allow you to change the colour and size (as % of text) of the bullet.

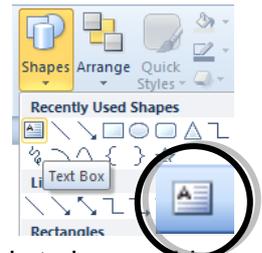


Any changes you make should bear in mind the need for clarity – changing the colour, or size, of a bullet is not appropriate if the bullets do not stand out when viewed by an audience.

And, don't keep changing bullet styles between slides, as this looks untidy and can be confusing. Changing like this should be for a purpose – perhaps to make one particular list stand out.

6. Adding other Text to a slide

You may have some text which you wish to add in a format without bulleted layout – i.e. as just plain text. For instance you might add a graphic and wish to add some explanatory text beside it. The **Text Box** tool in the **Drawing** group is useful for this.



- To add a text box, select the **Text Box** tool, drag with the mouse to form a box, and type the text into this box. Note that the box only needs to be as wide as you require - the depth of the box is irrelevant as it will expand as necessary as you type.
- Text can be moved in a text box by selecting it first, then dragging it to the new location.
- To move a text box, click on it so that a border surrounds the text, then drag to the new location.
- To re-size a text box, click on it so that a border surrounds it, then click on the border. Size handles will appear which can be dragged to re-size the box.

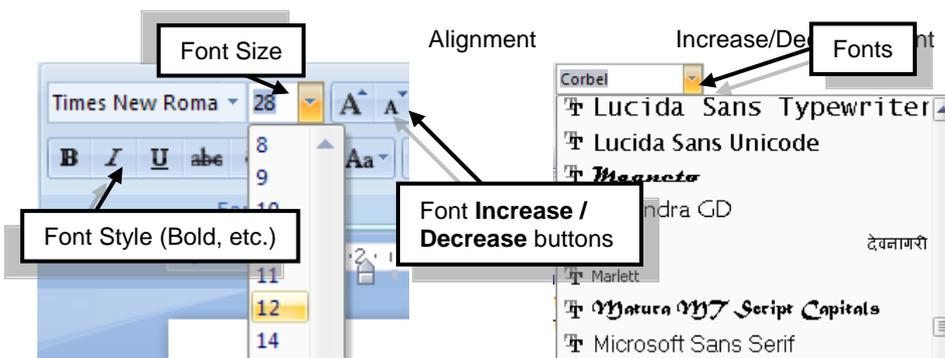
Note: text added to a drawn Text Box will not be re-formatted when you apply new formatting in a **Slide Master** (see below, section 11).

7. Formatting text

Before text can be formatted, it has to be selected. This is best carried out in the **Slide Editing** pane in **Normal** view.

To select *all* the text in a text box, click on the text and a border appears. Click on the border to display the re-size handles, and the text is now selected. To select *some* of the text, position the mouse pointer as an I-Beam at the start of the text and drag to the end of the required text.

The following buttons and drop-down lists (under the **Home** tab) can be used to format selected text, or text which is about to be typed.



The **Font** and **Font Size** drop-down lists can be used to change the font in use and the size of the font in use. An alternative to **Font Size** is to use the **Font Increase/Decrease** buttons.

Note: a font size smaller than 24 point may be difficult for an audience to read. Remember too that font size is relative – 20 point in one font may be slightly bigger or slightly smaller than 20 point in another font.

You can change the colour of text by selecting it and then choosing the **Font** menu and using the drop down **Color** menu from the **Font** group (click on **Font Color**).



A small palette will appear, from which you can choose a colour for your text. Clicking on the **More Colors** option opens a wider selection of colours, from which you can choose.

The **Font** and **Paragraph** dialog boxes can also be used to change the appearance of text. Click on the **Launch** buttons of the **Font** or **Paragraph** group to open the dialog box.

You should decide what formatting you are going to have before you start adding content on a presentation. Even so, you may require a variety of formatting on a slide. So that, for instance, a word, phrase or line may be emphasised in some way. In this case, you need to select the text (dragging over it with the mouse) and then you can change it using the options just described.

It may be better if your title is a different format to that of the rest of your text – this way it will stand out from the rest of the text on that slide.

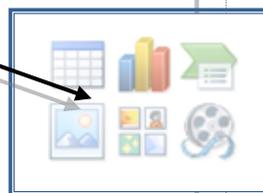


8. Using Clip Art and Inserting Images

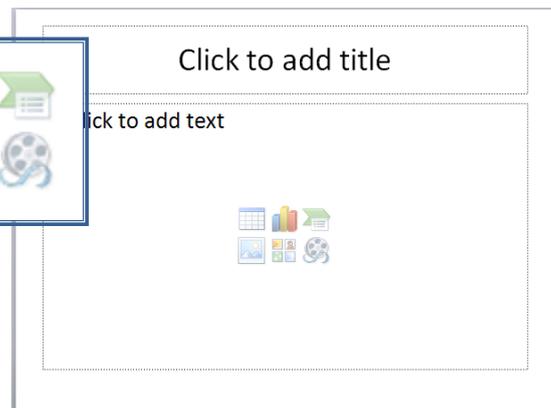
The use of illustration gives you the option of making your slides more interesting and attractive, and at the same time they can provide more information. Remember the old adage – “a picture is worth a thousand words”.

The simplest way to add an image is as follows. Insert your new slide (giving it a **Title and Content** layout) or choose an existing slide and apply one of the **Title and Content** options from the **Layout** menu.

To insert an image into the slide, click on the **Picture** icon.



The **Insert Picture** dialog box will open. Find and select your image and click the **Insert** button. The image will be added to the slide.



Note that **Picture with Caption** is a layout option; with this you have a space (with the **Picture** icon) to insert your image plus a text area below for a picture caption.

An alternative is to insert a slide with a **Blank** layout – or a **Title Only** layout – and then choose the **Insert** tab, using the options in the **Illustrations** group to add an image.



You may have to resize your image and move elements on the slide, to get a proper balance between image and text – or between two images. How you resize/reformat

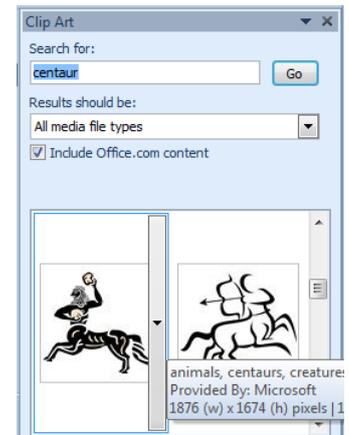
depends on what you want to emphasise on the slides.

Inserting Clip Art

Select the clipart option in a content layout slide, or choose the **Insert** tab then select **Clip Art** from the **Images** group.

The **Clip Art** panel will appear – use the **Search for** box to find clip art on the theme you require.

Thumbnails of clipart relating to the chosen theme will appear. Double-click on a thumbnail to add the clip art to your slide.



Inserting other graphic objects: tables

Select a slide layout for content and double click in the table option of the slide. The **Insert Table** window will appear: enter the number of rows and columns you require.

This is the **Table** option in the **Content** layout. When clicked, the **Insert Table** dialog box opens.

To the left, in the **Insert Table** dialog box, are two boxes into which you enter the **number of columns** and **rows** your Table will contain.

When you have done so, click the **OK** button and the Table will appear.

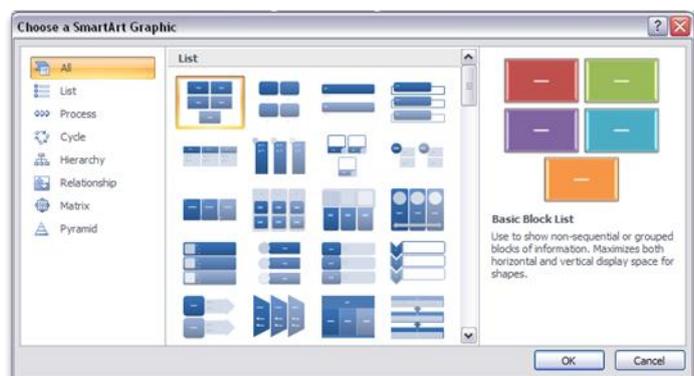
In the table, you can enter the data by typing or by copying and pasting from another document. If you copy and paste you must select the correct number of cells first. You may need to alter the formatting – especially after pasting data in. To do this you will have to select all the cells containing data and then use the normal format menus and buttons to re-format the data.

Inserting other graphic objects: SmartArt

To add SmartArt, choose the **Insert** tab then click the **SmartArt** button in the **Illustrations** group.

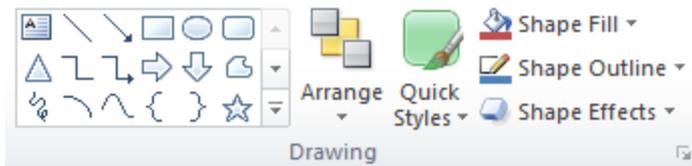


- Next choose your graphic type. You can find a graphic more quickly by clicking on a category in the left hand pane.
- Once you've selected your graphic, click **OK**.
- Once the graphic is on the slide you can add text to it.
- Using the **SmartArt Tools** option, you can edit it, change its layout or format it.



9. Drawing in PowerPoint

Drawing options appear on the **Home** tab (and also on the **Insert** tab, where you can find other graphic options) and looks as follows:



To draw, click on the type of object you wish to draw – line, rectangle, ellipse, etc. – then 'draw' with the mouse on a blank area of a slide.

Hints about Drawing

- Hold down the **Shift key** while dragging the mouse to create a square when using the rectangle tool, or to create a circle with the ellipse tool.
- Hold down the **Shift key** when drawing a line to create a straight horizontal or diagonal vertical line.
- Hold down the **Shift key** when drawing an arc to create a section of a circle.
- The **Freeform** tool allows you to draw freehand. Click where you started drawing to fill in the shape, double click where you ended drawing (or press **Return** or **Esc**) to maintain the shape without it being filled in.

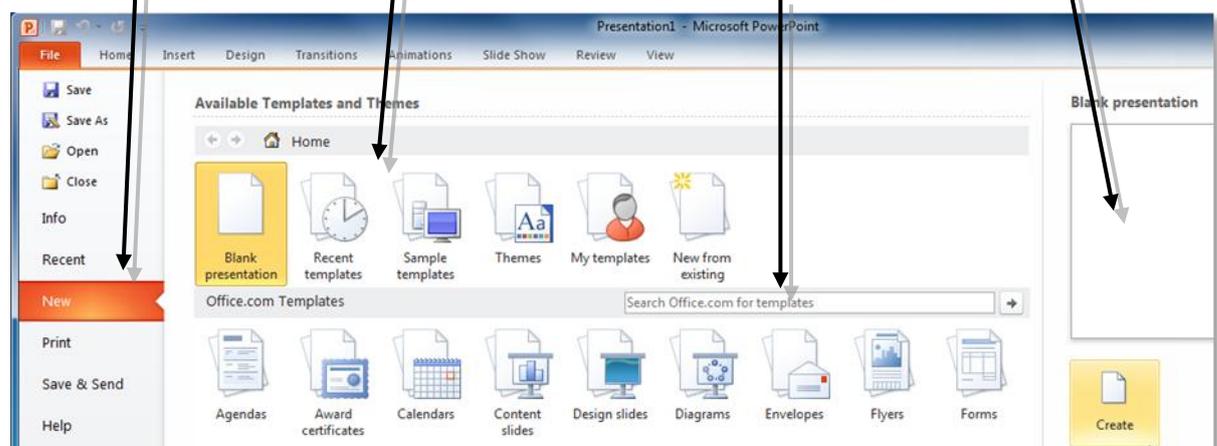
10. Using Templates

When you click **File** tab menu → **New** you will see the **Templates** window appear. This window is used to let you choose a file for the basis of your presentation, whether it is a blank presentation or a pre-made formatted template. There are two main categories: **Available Templates** and those that are available from **Office.com**.

A **Template** contains a **Title** slide plus at least one more slide – often several slides – with text formatting and slide design pre-applied giving a layout for a particular type of presentation. Formatting and layout for graphic objects is often also present.

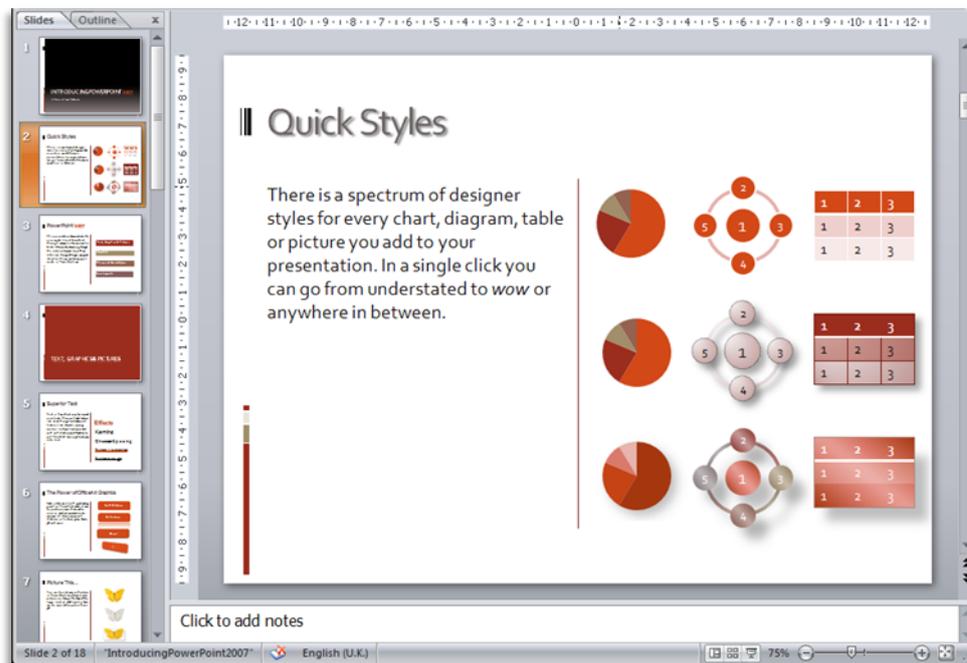
When you have selected a file to use, click the **Create** button (or in the case of *Office.com* templates, click the **Download** button).

Choose **New** Choose template here Search *Office.com* for templates Template preview

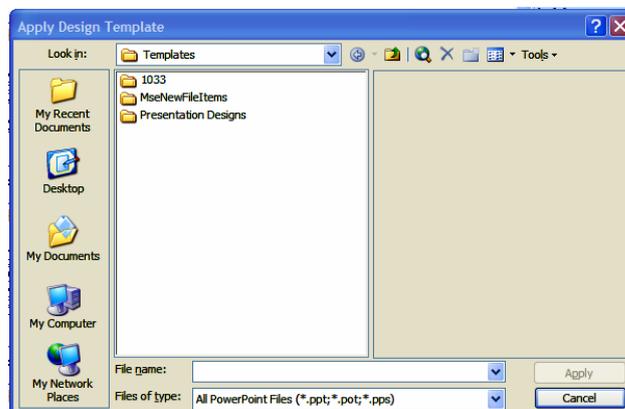


Create button

Templates can contain several slides with extra features such as **Tables**, **Charts**, **Shapes** and **SmartArt** which may be suitable for certain types of presentation. The illustration below shows a template with some **SmartArt** features.



Once a template is open in front of you, you can begin to use it as you would any file that was created from scratch: and you can amend it by applying text and paragraph formatting, a new background or even a **Theme** design to it.



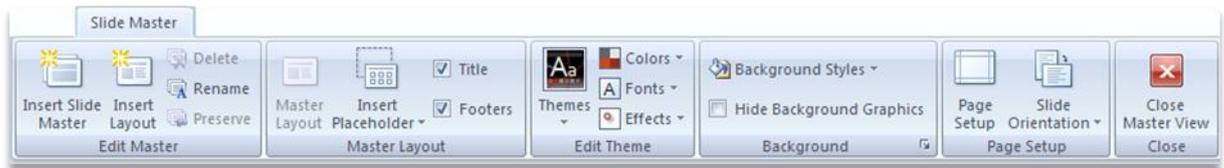
Finally, you can of course create your own design from scratch. If you happen to produce a design which you think is good, and which you think could well be applied to other presentations, you can save this as a design template.

Just select **Save As** from the **File** menu then, from the **Save as Type** menu select **Design Template**.

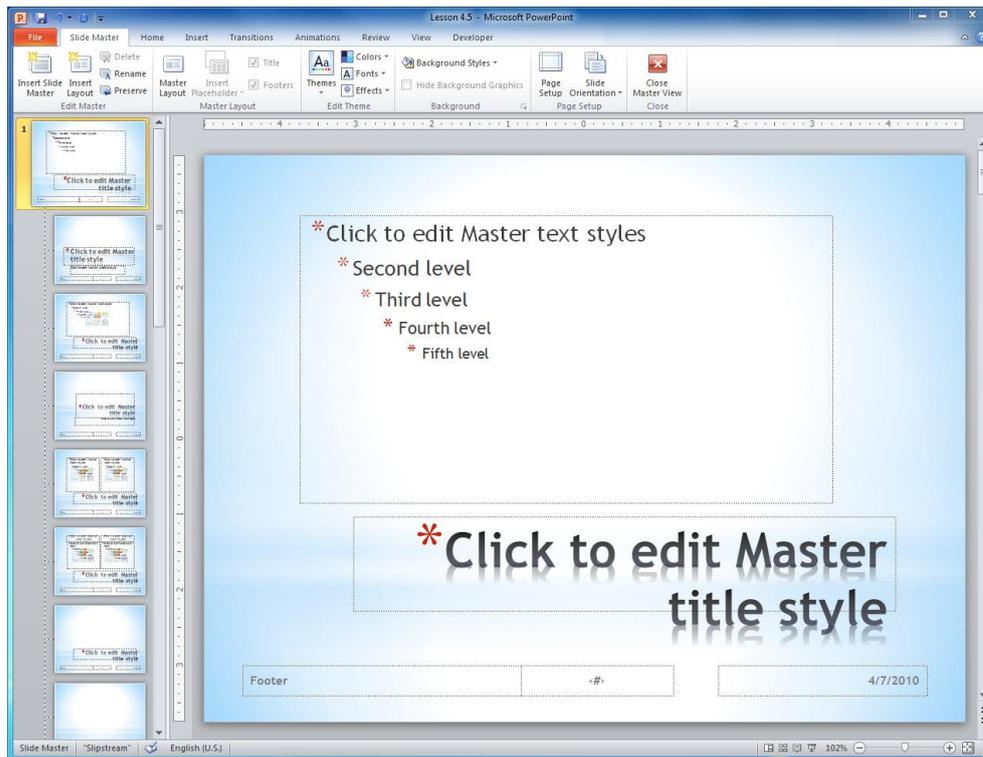
11. Using Slide Masters

If you had to set the format for every slide you created for a presentation, it would quickly become very tiresome. However, there is a simple way round this. You can change the default settings for the presentation by using the **Slide Master**.

To access the Slide Master, select the **View** tab on the Ribbon then choose **Slide Master** in the **Presentation Views** group. The **Slide Master** tab will now appear – click on this to access the Slide Master formatting options.



Pre-set design templates such as you just used offer attractive layouts but they will not always be *exactly* what you want. You can amend these or create new designs from the blank template by using the **Slide Master**.

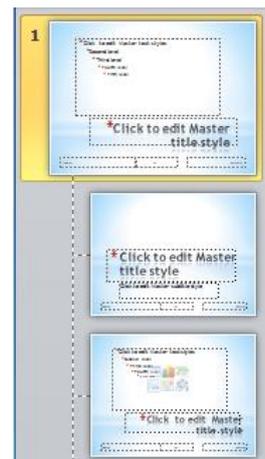


When you change to **Slide Master View**, select the **Master Slide** (this is the largest thumbnail image at the top of the slide list). Any changes you make to this master slide will apply to all your slides.

Select the slide layout master you wish to amend from the thumbnails in the left-hand pane. This will be the Title Master and at least one other type of slide (e.g. Title and Content) depending on how many layouts you wish to use in your presentation.

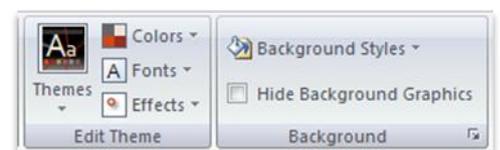


These changes will only apply to any styles that have that particular layout. **Don't make formatting too different between the slide layouts you use though**, as you must aim for a consistency of style.



Text is formatted using the options on the **Home** tab and objects such as Tables and Illustrations can be added using the options in the **Insert** group.

The **Design** tab disappears in this view but its main options (e.g. **Themes**, **Backgrounds**) are still available under the **Slide Master** tab (in the **Edit Theme** and **Background** groups).



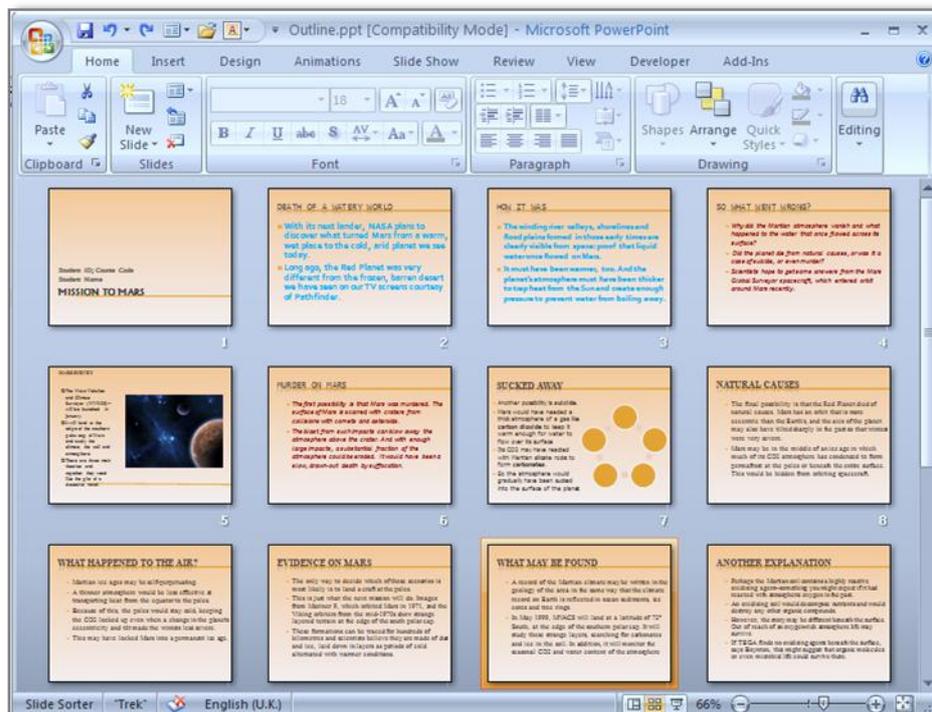
What happens if the master formatting fails?

If you apply formatting to a master for a file that already contains text, it may fail to be applied in some slides. If this happens, select the slides which failed to “take” the formatting and re-apply the **Layout** to them (under the **Home** tab) and then click the **Reset** button in the **Slides** group.

12. Using Slide Sorter View

When you have produced a good number of slides, it will be appropriate to use *PowerPoint's* **Slide Sorter** facility, which allows you to view your slides as a group and lets you move, delete or insert slides wherever you wish.

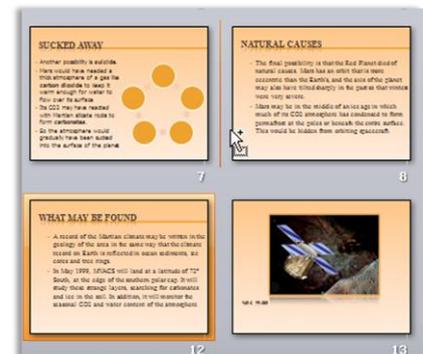
From the **View** tab, select **Slide Sorter View**. You will see your slides displayed as in the picture shown below (notice that each slide is numbered).



By seeing all your slides at once – or at least many of them of them – you will find it easier to judge where you need to add new slides, change their order or remove some. To edit a slide, double click on it and *PowerPoint* will return to **Normal View**, displaying that slide so you can make the required changes to it.

To move a slide, select it (a border will appear round it) then drag it to the position you wish to place it in. As you move the cursor (you will not see the slide move, only the cursor with a small square) a dark line will appear between the slides as it passes over them – this shows where the slide will go when you release the mouse. When you release the mouse, the slides will be re-ordered and the slide you dragged will appear in its new position.

You can select several slides by dragging over them with the mouse.



To delete a slide, select it then press the **Delete** key – or right-click and choose **Delete Slide** from the menu.

To insert a new slide, select its position by clicking at the beginning or end of a row, or by clicking between two slides, and then choose **New Slide** from the **Slides** group on the **Home** tab.

Another useful feature is that you can copy a slide from one presentation and paste it into another one in this view. You can even drag the cursor around several slides and copy and paste them between presentations. In this way you can use existing slides as the basis for new presentations.

13. Adding Visual Effects to Slides

Slide transitions can be applied (controlling the way one slide leads in to another) and **Transition** features are found on the **Transitions** tab.



Slide Transition options on the **Transitions** tab

A large menu of transition effects is found in the **Transition to This Slide** group; on the **Timing** group you also have the option to set the Duration of the transition and whether it occurs **On Mouse Click** or automatically **After** a set time.

If a single slide is selected and a transition effect applied to it, this will apply only to the movement from the previous slide to this slide.

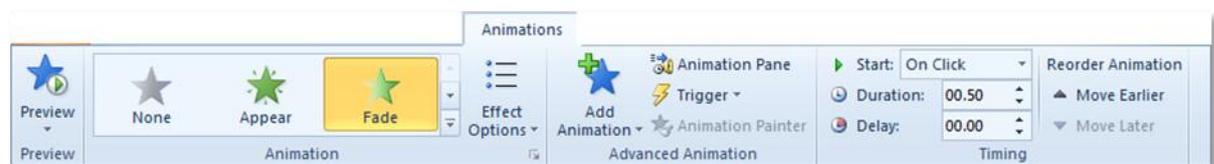
You can however apply a transition to all the slides in a presentation by clicking the **Apply to All** option in the **Timing** group.

You can apply transition effects in both **Normal View** and **Slide Sorter View**. The latter is useful if you intend to apply different transitions to different sets of slides.



Don't do this unless there is a reason to distinguish one set of slides from the others (you might also have slightly different formatting too).

Animation Effects are applied to elements within a slide and control how objects on a slide (e.g. bullet points, images, SmartArt elements, etc.) appear on a slide. **Animation** effects are added using the **Animations** tab. This displays the groups: **Preview**, **Animation** (gallery), **Advanced Animation** and **Timing**.



The **Timing** group is where the duration of the animation can be controlled. It also allows you to control the timing for a presentation (use **Duration** for how quickly the animation will last and **Delay** for how long *PowerPoint* will wait before playing the animation). You can get an idea of how the effect will appear by clicking on the **Preview** button, on the far left of the ribbon.

You can only apply animation effects to one slide at a time (in **Normal View**) and to one object in a slide at a time. Effects occur in the order they are applied, so apply them to the title first, then text in content boxes and finally to any graphic object you have on the slide.

You can however apply animation to items in **Slide Master View** and all the slides with the same particular layouts will have the same animation effect.

Don't however apply animation to a slide after you've added animation to its layout type in Slide Master – this will create problems.

14. Rehearsing your presentation

Preparation is a vital part of any presentation. You must know what you are going to say and you must also know how long it is going to take you to say it. You will have a limited amount of time available for your presentation so, being able to time it accurately will allow you to see if you need to amend it.

There is a useful option for this, called **Rehearse Timings**, in the **Set Up** group on the **Slide Show** tab.



If you do use this option, the view will change to **Slide Show View**, with a digital clock displayed showing hours, minutes and seconds. This feature lets you read over what you are going to say while each slide is on screen and thus rehearse your talk and the time it takes you to get through it.



Be warned about this: *if you save the timings of your rehearsal*, these will be built into the presentation and (by default) the slides will move forward automatically if you pass the timed setting – whether you have finished what you are saying or not.



To prevent this, un-tick the **Use Rehearsed Timings** box before you begin your presentation. You can still use the timings if you wish – e.g. for later rehearsal – by ticking the **Use Rehearsed Timings** box once again.

Rehearsed timings are ideal for creating a self-running presentation. (See also: www.techrepublic.com/blog/msoffice/create-a-self-running-powerpoint-presentation/979)

You can also add narration – use the **Record Narration** button – but you must have suitable equipment for this.

15. Running a Slide Show

To run a slide show, click the **Slide Show** button on the **Status Bar** (or choose an option in the **Start Slide Show** group on the **Slide Show** tab).



Using the button will start the show at the current slide. If you use the **Slide Show** tab, you will have several options including **From Beginning** and **From Current Slide**.

The screen will change to a full screen colour view of your presentation. To move to the next slide, press **Return**, the **spacebar** or *click the left mouse button*. To stop the presentation, press **Esc**.

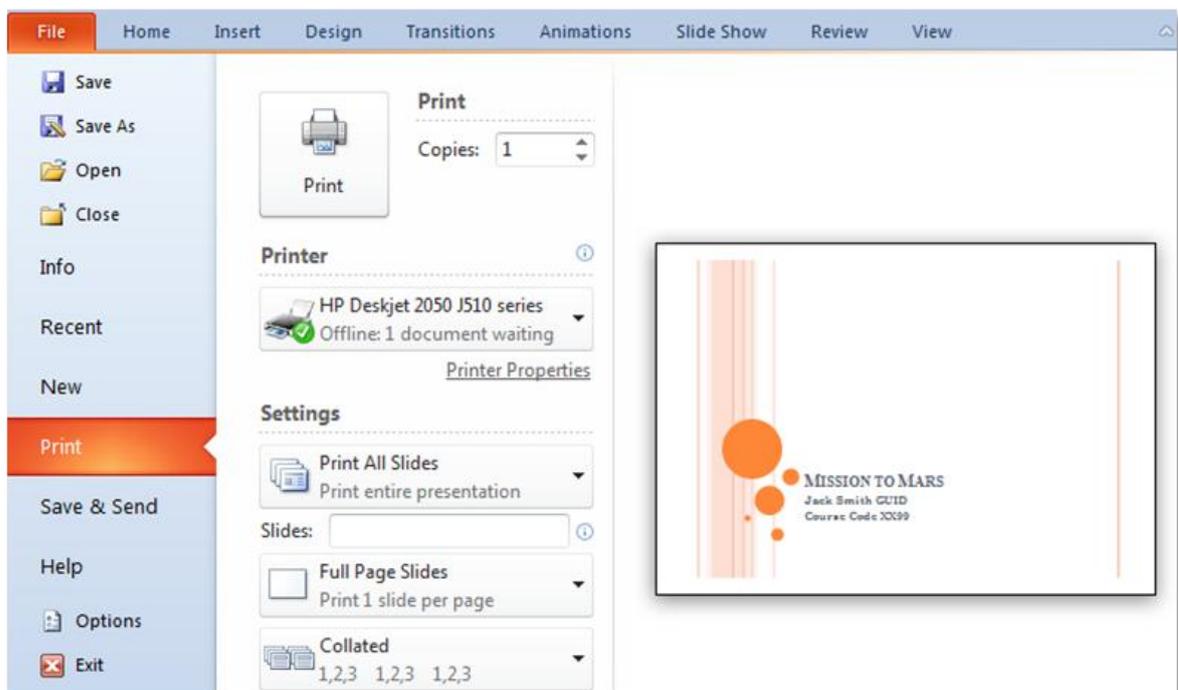
Slide shows can be run on a large monitor or projected onto a screen by a projector attached to a computer. Before giving a presentation you should, as well as rehearsing its content, make yourself familiar with the room in which it will take place and the equipment – PC, laptop, projector – that you will have to use.

16. Printing Notes and Handouts

Before you print (or display) your presentation you should proof the text. The **Proofing** option is under the **Review** tab where you'll find **Spelling** and other proofing tools.

Remember, you add notes to a presentation in **Notes Page** view or by typing in the space below the slide pane in **Normal** view.

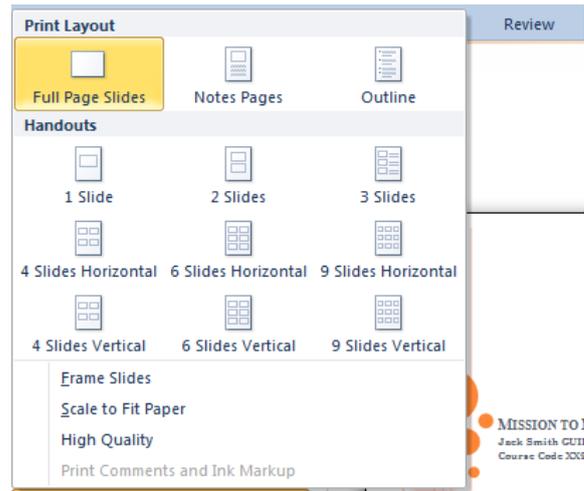
To print your presentation select the **File** tab menu then choose **Print**. When you print out, you can select from the print options displayed in the **Print** window.



The slide printing default is **Print All Slides** but you can print a single slide or a selection.

The Print Layout default is **Full Page Slides** but you can choose Notes pages or Outline – or choose **Handouts** and select the number of slides per page for them.

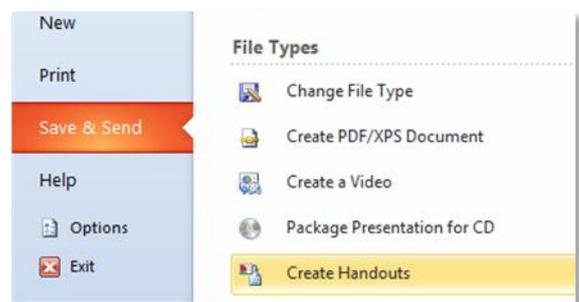
The pane on the right of the **Print** window displays a preview of your slides – use the scroll bar to go through and check your presentation before printing.



Sending Handouts to Word

You can export your handouts or notes to *Word*. In this format, you can add text or other data to accompany each slide – with whatever layout you choose.

Choose the **File** tab menu then choose **Save & Send** then **Create Handouts** then finally click the **Create Handouts** button that appears. The following dialog box will appear:



The options in this dialog box are:

- 1) With the notes next to your slides.
- 2) With slides with blank lines next to them.
- 3) With the notes below the slides.
- 4) With blank lines below the slides.
- 5) Showing the **Outline** text only.

Once you have the presentation in *Word*, you can edit and format it as you like.

Then you can send it as an attachment, put it on the web or print it out and distribute it.

Choose your option by clicking the appropriate radio button and then click **OK**. *Word* will open and your **Handouts** will be produced (it may take some moments, depending on how big your presentation is).

The following web sites may be of further help to you:

PowerPoint guides

<http://office.microsoft.com/en-us/powerpoint/FX100648971033.aspx>

<http://presentationsoft.about.com/od/powerpoint2010/tp/100420-learning-powerpoint-2010.htm>

<http://www.learningcomputer.com/microsoft-powerpoint-tutorial/powerpoint-2010.html>

http://www.simonsezit.com/courses/learn_powerpoint_2010_training_tutorials.html

<http://www.gcflearnfree.org/powerpoint2010>

<http://www.softwaretrainingtutorials.com/powerpoint-2010-ms.php>

<http://www.youtube.com/watch?v=3ZUwFwoMrY>

http://www.youtube.com/watch?v=QFmntlNu_cl

<http://presentationsoft.about.com/od/powerpoint2010/ss/100826-Print-Powerpoint-2010-Slides.htm>

Presentation skills

<http://slideprojector.kodak.com/consortium/easier.shtml>

<http://www.presentationhelper.co.uk/presentations.htm>

<http://lorien.ncl.ac.uk/ming/dept/Tips/present/present.htm>

<http://www.fresh-interactive.co.uk/powerpoint/powerpoint-tips.htm>

<http://www.iam.unibe.ch/~scg/Teaching/VariousMaterial/talkHowTo.html>

<http://www.studyskills.soton.ac.uk/studytips/presentations.htm>

<http://www.cs.duke.edu/brd/Teaching/Giving-a-talk/giving-a-talk.html>

<http://people.csail.mit.edu/mernst/advice/giving-talk.html>