

# Creating A Power Point Presentation

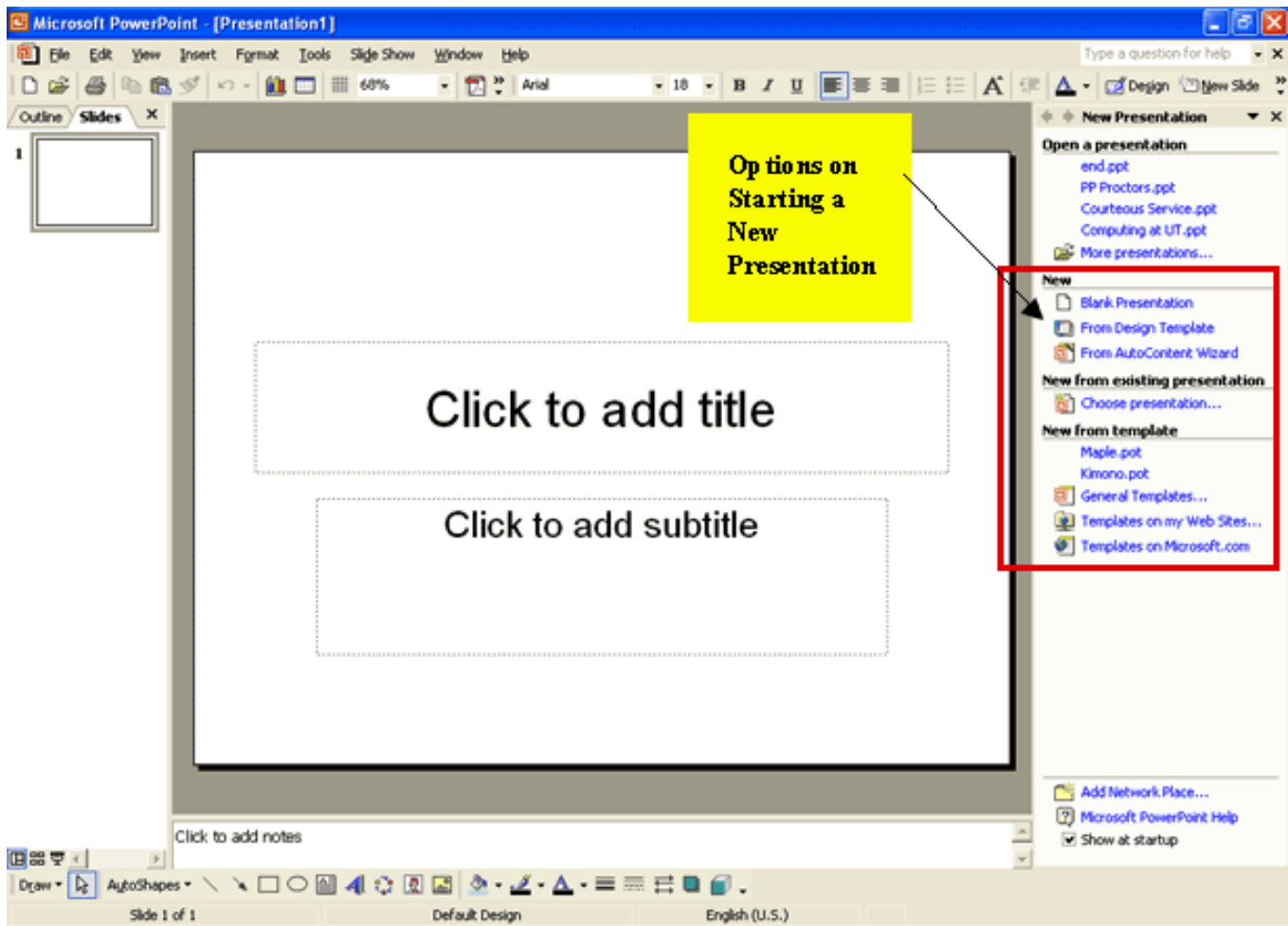
PowerPoint is a program to help create and present presentations. This handout introduces the basic features of Microsoft PowerPoint and covers the basics of creating simple presentations and editing and formatting the PowerPoint slides.

## Starting A Presentation

- Go to the **Start** menu. Choose **Programs**, click on Microsoft Office, and then select **Microsoft PowerPoint**.

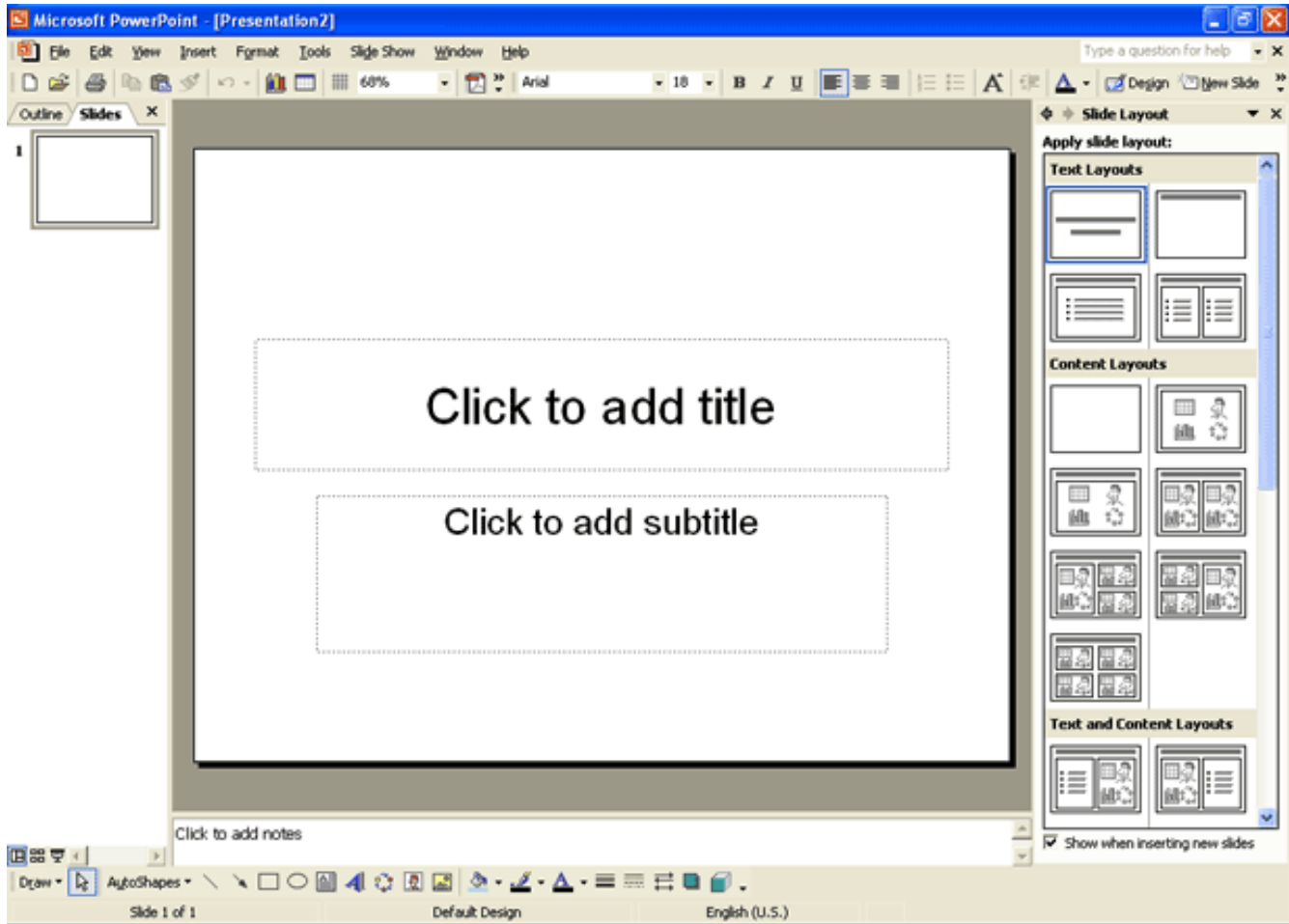
A PowerPoint presentation consists of slides that can contain text, graphics, charts, and other data types. When you start PowerPoint, you can start with a blank presentation, or you can begin from a template or use the **AutoContent Wizard**.

The **AutoContent Wizard** is series of step-by-step instructions designed to assist you. The **Template** button accesses slide templates to help create a consistent, professional look for your slide presentation.



Choose **Blank Presentation** if you want to start with a clean slate. This method is recommended because it provides the most flexibility and lets you focus on content first rather than appearance.

After you choose **Blank Presentation**, select the layout of your slides from the **New Slide** dialog box. Choose from slides with titles and bullets, titles only, titles and clip art, and other options. For example, choose the Title Slide and click OK.



## Save a PowerPoint Presentation

### Save

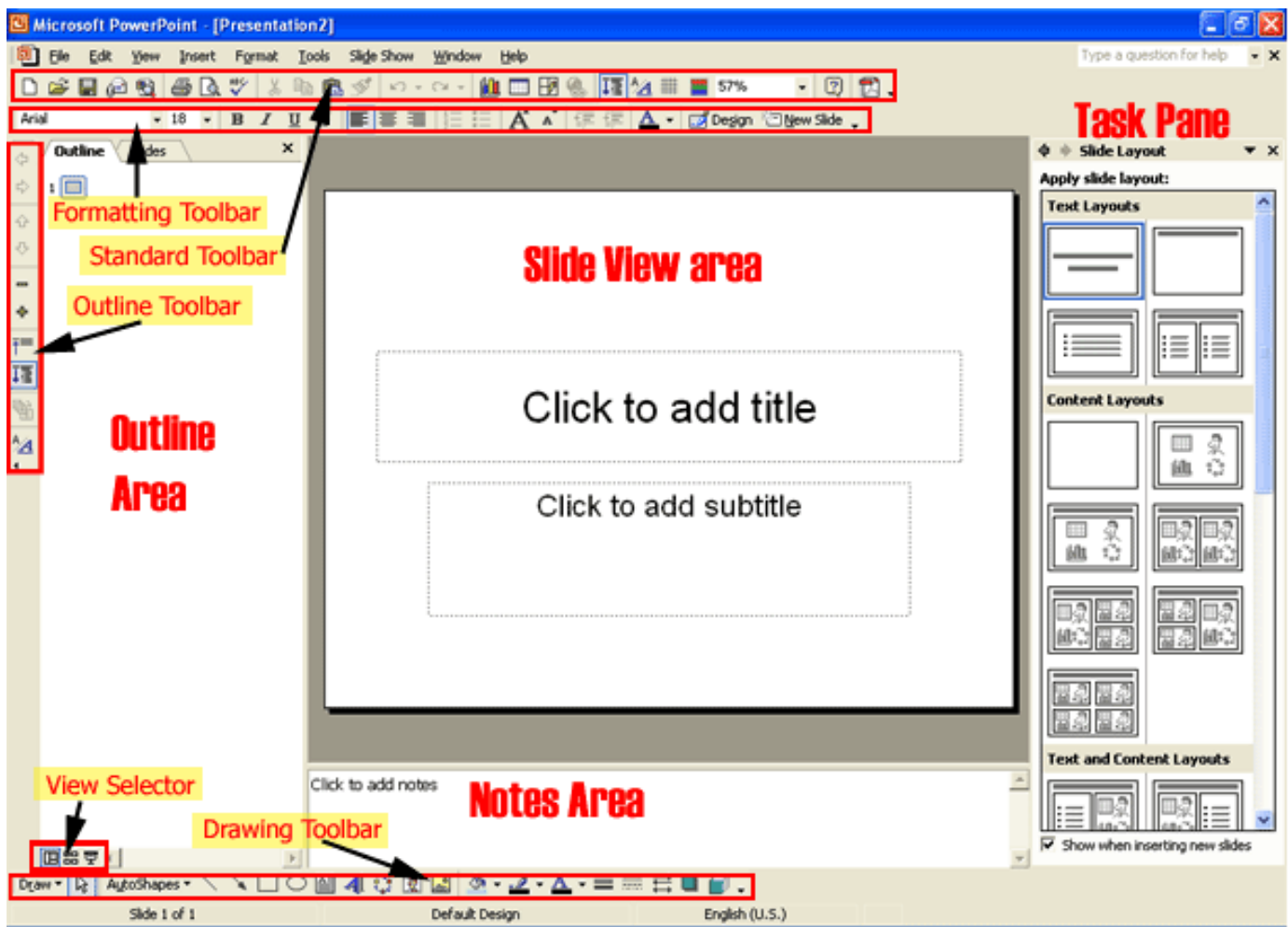
When you save a new presentation for the first time, PowerPoint displays a dialog box similar to the Open dialog box. Select the disk in which to save the presentation and specify a name for the file. When you save an existing document that you have been editing, the newly saved version replaces the older version.

### Save As

This command displays a dialog box where you can choose a document name and destination folder or disk. Use the Save As command whenever you want to save a copy of the current document with a different name or in a different folder or disk. The newly saved copy becomes the active document

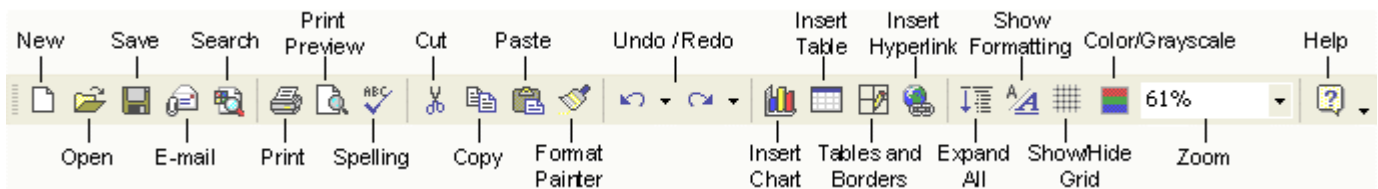
## Explore the PowerPoint Interface

Besides the usual window components, the PowerPoint window has several unique elements, identified in the figure below.



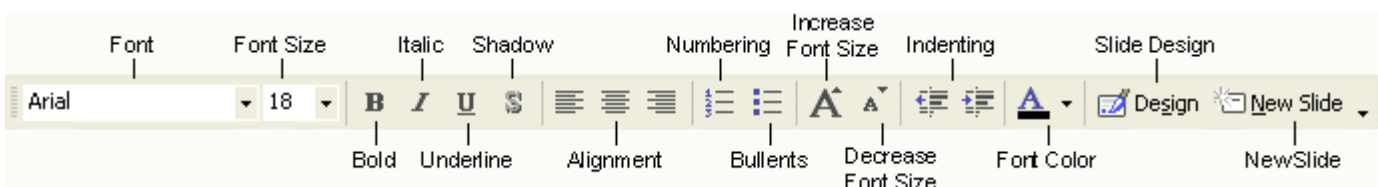
## Standard Toolbar

The Standard toolbar, located beneath the menu bar, has buttons for commonly performed tasks like printing, saving, inserting clip art, and other operations. You can customize the toolbar or even display multiple toolbars at the same time.



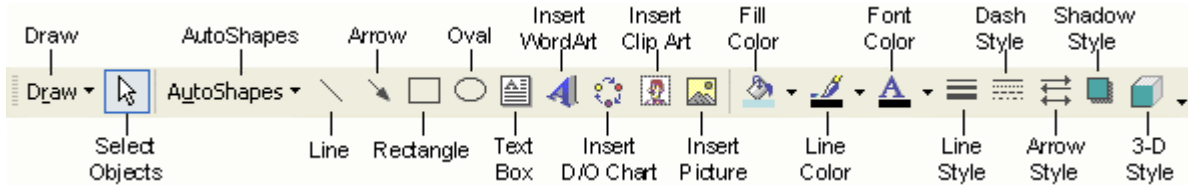
## Formatting toolbar

The Formatting toolbar, located beneath the Standard toolbar bar, or possible to the side of it, has buttons for various formatting operations like changing text size or style, changing alignment, formatting bullets, and animation.



## Drawing Toolbar

The Drawing toolbar on the bottom of the PowerPoint window contains drawing and text tools for creating graphics.



## PowerPoint Views

PowerPoint has three different views. **Normal View** provides a comprehensive view for each slide with notes and outline. **Slide Sorter View** displays multiple slides and lets you quickly change their order in the presentation. Finally, **the Slide Show view** is also called preview. It is used to run the whole presentation.

Use the three buttons at the bottom left of the window to change slide views. For example, you can switch from Normal view to Slide Sorter view by clicking one of these buttons.

## Apply a Template to a Presentation

A template is a PowerPoint presentation that defines how your text and slide background will look. A plain presentation is simply black text on a white background. A template might include a blue background with bold yellow letters and a particular graphic. To apply a template to your presentation, choose **Slide Design** from the Format menu. The available templates will appear in the **Task Pane**, and once you select one, PowerPoint will apply it to all the slides.

## Edit the Slide Master or Individual Slides

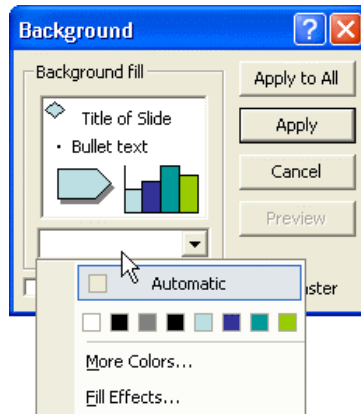
The **Slide Master** in a template is a slide that controls the formatting, text, and objects that appear on every slide in your presentation. For example, if you want a small picture of the world to appear on every slide, place that picture on the Slide Master. To display the **Slide Master**, choose **Master/Slide Master** from the View menu. You can then edit this slide. Changes you make to the Slide Master also appear on each slide in your presentation.

It is easiest to edit the text of a slide in the Outline Area. However, to modify a slide's appearance, switch to Slide View. If you want your changes to apply to every slide in the presentation, choose Master/Slide Master from the View menu.

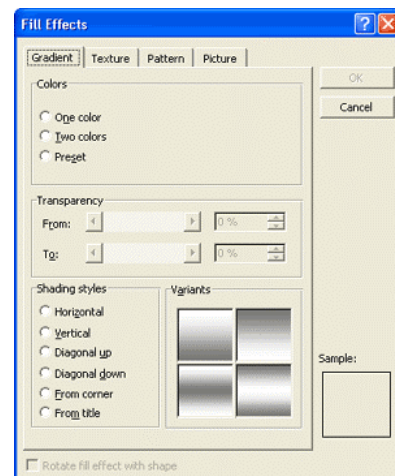
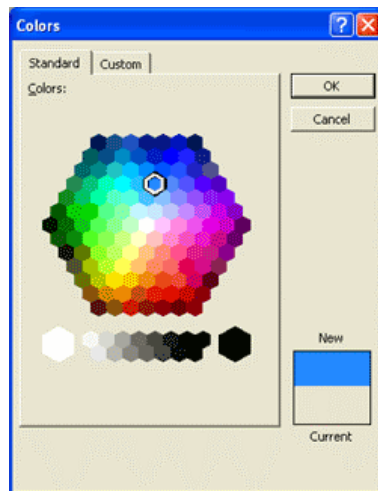
In Slide View just click on an object to select it. Then use the **Format** menu to apply the change you want. For example, to change the font or color of the slide title, select the slide title and choose Font from the Format menu. The Format menu also has commands for centering or left aligning text (Alignment), and changing colors (Colors and Lines). You can even change the format of slide bullets using the Bullets command on the Format menu. PowerPoint also has a Formatting toolbar to simplify basic formatting tasks.

## Slide Background

Choose **Background** from the **Format** menu to change a slide's background color or gradient. Click on the color rectangle near the bottom of the dialog box,




and select either **More Colors** or **Fill Effects**. As shown in the Colors and Fill Effects dialog boxes below, you can change the color, gradient, texture, or pattern, or you can use a picture file. Again, if you want this background to apply to all slides, make sure you select **Master/Slide Master** from the View menu before making the change. Click on the **Apply** button when you are done.



## Insert the Clip Arts and Objects

### Creating Charts

PowerPoint's Chart tool is located on the Standard toolbar.  Click the Chart tool to create a graph in your presentation. PowerPoint activates a data worksheet with labels and numbers. Change these labels and numbers to reflect your data. If you do not want to graph a certain row or column, double-click it and PowerPoint will remove that data from the art. When you are through entering data in the worksheet, close it.

Tip: It is efficient to choose a "Chart" layout for a new slide of chart. To do this:

- Click on the Insert menu and choose New Slide.
- In the layout dialogue box, choose the "Chart" layout. Click OK.
- In the PowerPoint working window, double click the chart place holder to activate the edit mode.
- Enter the data from the table below into the data sheet on the screen and watch the change of the chart.

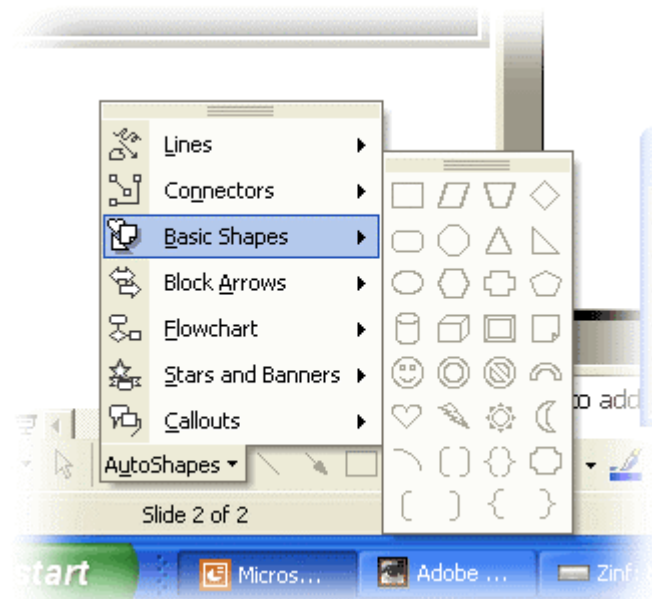
	January	February	March
Austin	700	500	600
Dallas	200	400	600
Houston	300	400	550

The chart border will change and the chart toolbar will appear at the top of the screen. The chart toolbar includes buttons for changing chart type., inserting gridlines and legends, and additional chart features. For example, if you want to change a column chart to a horizontal bar chart, choose that chart type from the Chart Type tool.

## Drawing Tools

PowerPoint has a set of drawing tools used to place lines, shapes, figures, WordArt, and text on a slide. PowerPoint's drawing tools are similar to drawing tools in other graphics programs. To use these tools, make sure you are in Slide View.

Use the Auto Shapes tool (shown below) to create regular shapes like stars, polygons, triangles, and other shapes.



If you draw something on a slide and want to delete it, click on the object and press the Delete key.

PowerPoint has a collection of clip art that you can use in your presentation. Select the slide you want the clip art on, and choose Picture/Clip Art from the Insert menu. Choose the category you want and select a clip art image. You can also use the Copy and Paste procedures described earlier to paste clip art into PowerPoint from other programs. For example, if you have created your own logo in Adobe Illustrator, you can copy the image and paste it into a PowerPoint presentation.

PowerPoint also lets you insert Microsoft Excel charts, Microsoft Word tables, pictures in separate files and other objects.

## Printing

Before you print your slide presentation, make sure the slide size and orientation is correct. Also, decide whether you want to print in color or black and white. Change these settings using the **Page Setup** and Print commands on the File menu.

To print your slide presentation, choose Print from the **File** menu, or click the **Print button** on the toolbar. In the Print dialog box you can choose how many copies you want to print. Use the **Print What:** drop-down list to select whether you want to print just the slides, notes, or handouts with multiple slides per page.

## Slide Transitions, Animation, Video And Other Special Effects

An important tip to remember is that the purpose of any presentation in Powerpoint is to do simply that- present. This is merely a way to present information you have already gathered, granted you are displaying this information in a more innovative manner.

In class, we'll learn more about how to add some very interesting *touches* to any presentation. Gradually, you will learn how to create a sophisticated project, and have a lot of fun doing so. These additions are to varied and numerous to go into detail here, but I'd like you to remember one last tip. All these special effects are not to replace, or distract from the information being presented.

Learning Power Point is fun, you can do a lot with it and, like everything else; the more you practice with it, the more proficient you'll become.