

Basics of Creating Presentations

Microsoft PowerPoint

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Workshop Outline for Basics of Creating Presentations Microsoft PowerPoint






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Microsoft PowerPoint is a presentation program that allows you to create overhead slides, speaker notes, audience handouts, and outlines; all in a single presentation file.

Basics of Creating Presentations

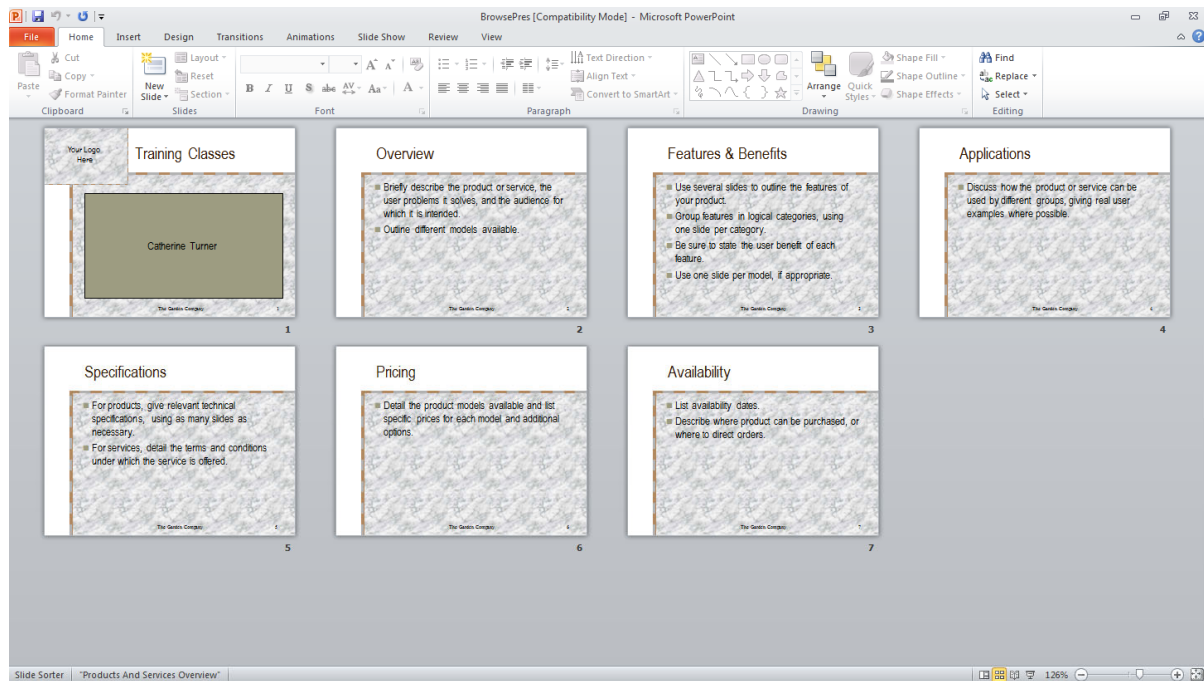
Learn the very basics of creating professional, powerful and effective computerized presentations. Learn how to organize and create your presentation and illustrate your points with charts, clip art, transition and sound. This is a hands-on workshop.

Objectives:

-  Navigate through PowerPoint
-  Choose the best method to start a presentation
-  Create a presentation
-  Edit text in a presentation
-  Tips to presenting using PowerPoint

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Every PowerPoint presentation consists of a series of *slides*: text or objects are displayed on a graphic background, as shown below.

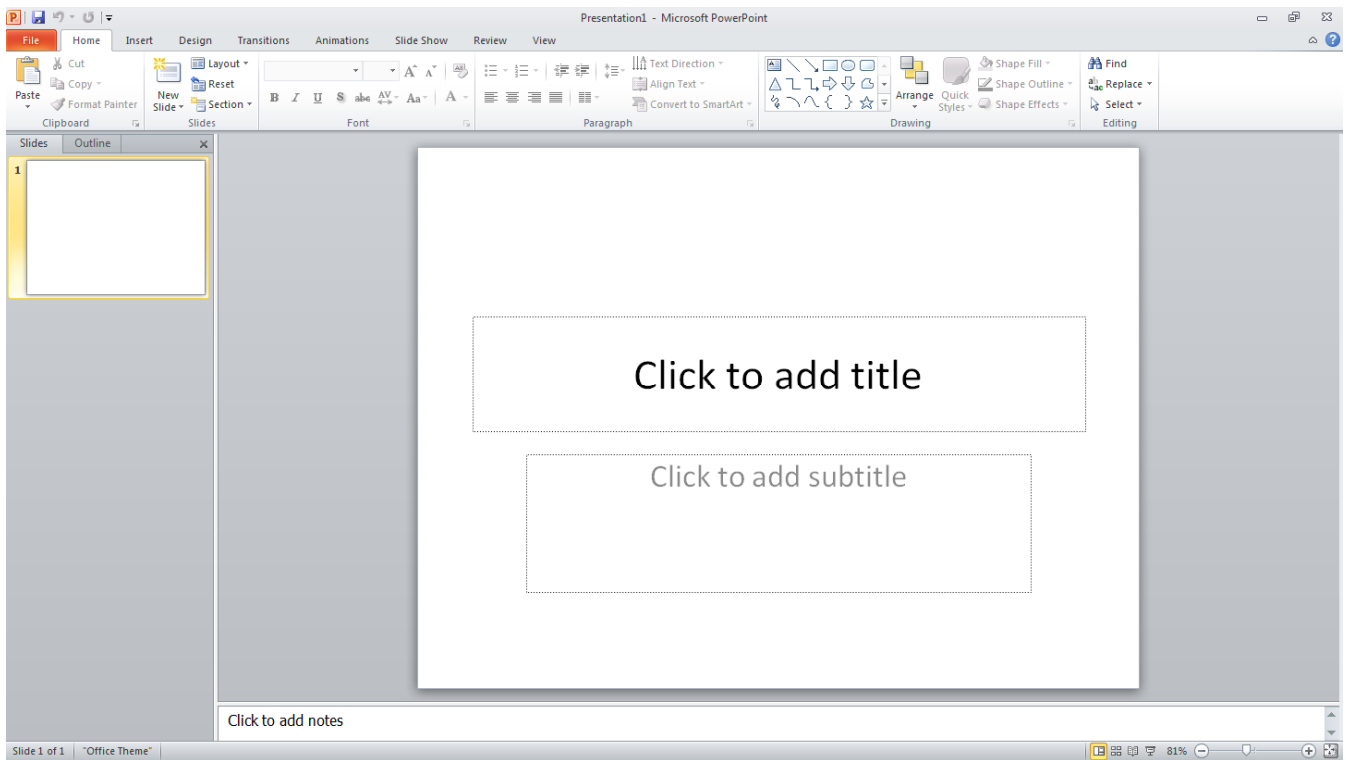


Steps to a Professional, Powerful and Effective Presentation

1. Create the presentation, entering and editing text, and possibly rearranging slides.
2. Apply a presentation design and modify if necessary.
3. Format individual slides.
4. Add objects to the presentation.
5. Apply and modify transitions, animation effects, and links for electronic presentation.
6. Create audience materials (handouts) and speaker notes.
7. Rehearse and add slide timings.
8. Present the presentation.

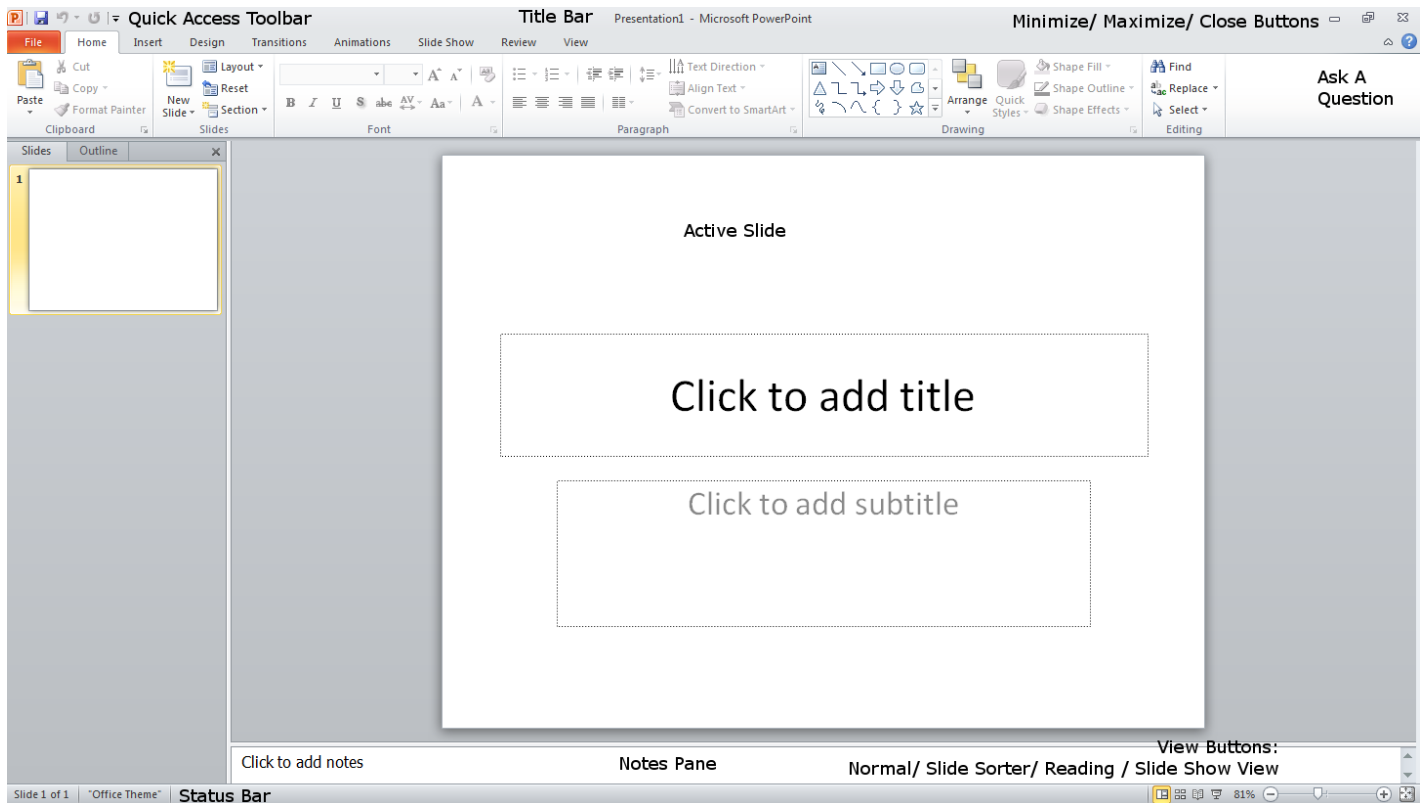
Getting Started - Launch Microsoft PowerPoint

To start the PowerPoint program, the most common way is to use the >START>button on the Windows taskbar. Locate PowerPoint in the menu and launch the application. You should see a screen similar to the one below.



- 🔗 Time saving tip:
 - 🔗 When you switch from one view to another, the current slide remains current.

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Things to remember:

- ✚ **Insertion Point** - The blinking, short, vertical line indicates where your next typing (or backspacing) will begin.
- ✚ **I-beam** - The cursor shape (I) that controls the movement or placement of the Insertion Point controlled by the mouse.
- ✚ **Point** - Move the pointer on a display screen to select an item.
- ✚ **Click** - To tap on a mouse button, pressing it down and then immediately releasing it (one press-and-release of the mouse). Note that *clicking* a mouse button is different from *pressing* (or dragging) a mouse button, which implies that you hold the button down without releasing it. The phrase to *click on*, means to select (a screen object) by moving the mouse pointer to the object's position and clicking a mouse button.
- ✚ **Double-click** - Tapping the mouse button twice in rapid succession. Note that the second click must immediately follow the first, without moving the mouse, otherwise the program will interpret them as two separate clicks rather than one Double-Click. (generally used to open an icon or select a single word)
- ✚ **Drag** - Refers to any operation in which the mouse button is held down while the mouse is moved.
- ✚ **Right click** - access different shortcut menus, menus vary depending on where you are clicking.
- ✚ **Left click** - select button.
- ✚ **Select / Deselect** - highlighted or non-highlighted text.

The parts of the new interface

Top 5 Most-Used Commands in Microsoft Word 2003

1. **Paste**
2. **Save**
3. **Copy**
4. **Undo**
5. **Bold**

Together, these five commands account for around 32% of the total command use in Word 2003. Paste itself accounts for more than 11% of all commands used, and has more than twice as much usage as the #2 entry on the list, Save.

With this information, the developers went out and created a new interface for Office 2007/2010. This is called fluent and this is what we will be talking about.

The parts of the new interface

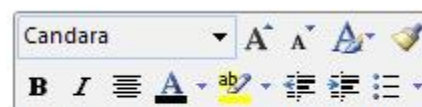
The new Microsoft Office 2010 Fluent user interface primarily consists of nine key components:

1. The Ribbon - consists of tabs displaying the commands that are most relevant for each of the task areas in each application. This is a combination of the menu and toolbars.



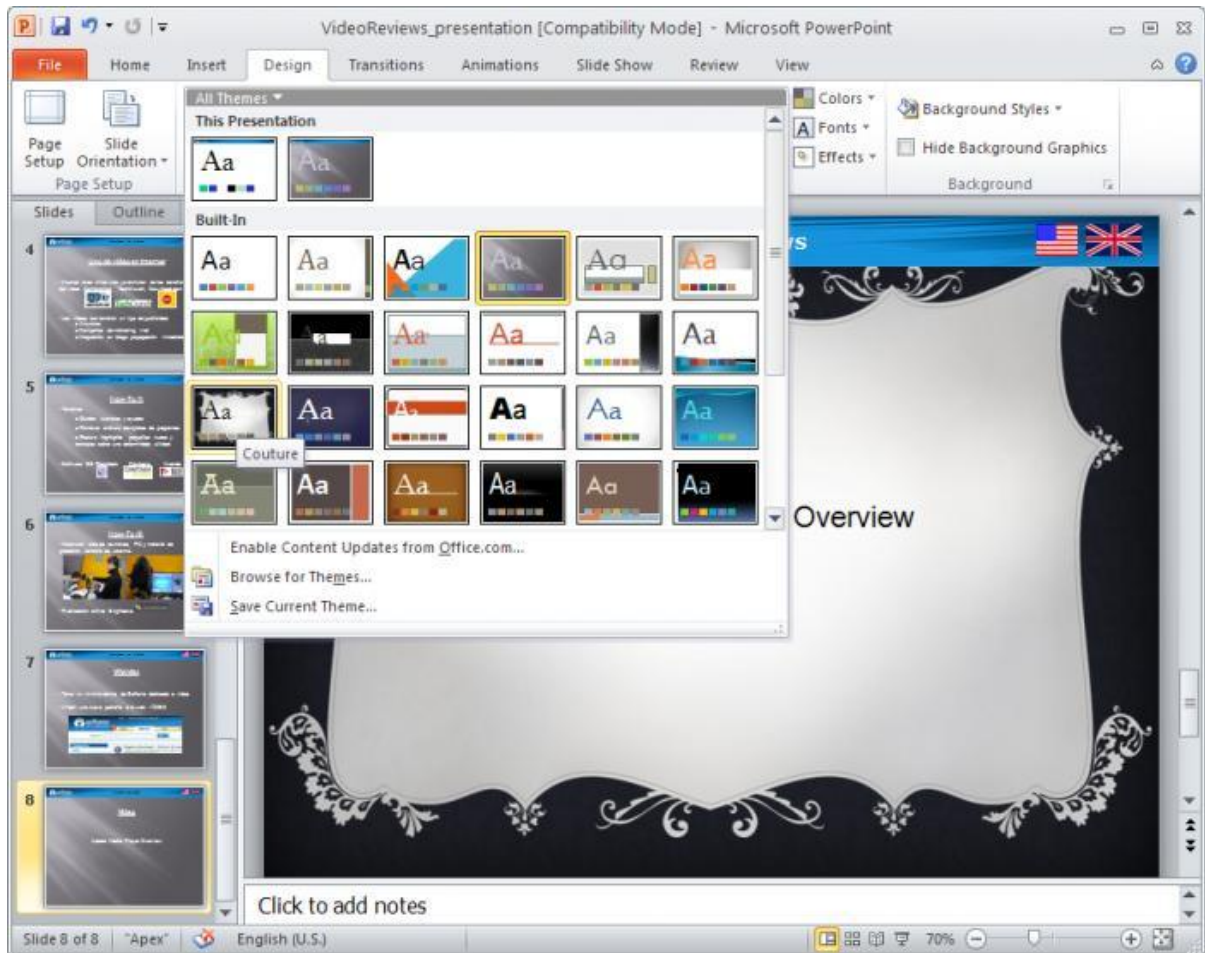
2. Contextual Tabs - whenever a user selects or inserts an object, the Contextual Tabs for modifying that object (such as pictures, tables, text boxes and charts) appear in the Ribbon.
3. The Office Button - replaces the File menu.
4. Galleries - provide users with a visual set of formatting options to choose from when working on a document, spreadsheet, presentation or Access database.
5. Live Preview - shows the potential results of a Gallery selection within the document before it is actually applied.
6. Mini Toolbar - provides easy and efficient access to the most frequently used text-formatting commands.

Mini Toolbar

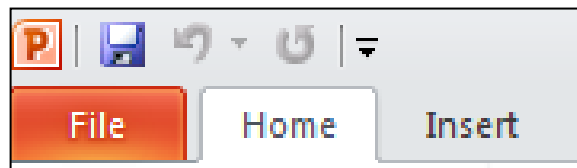


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your document. You can use these gall

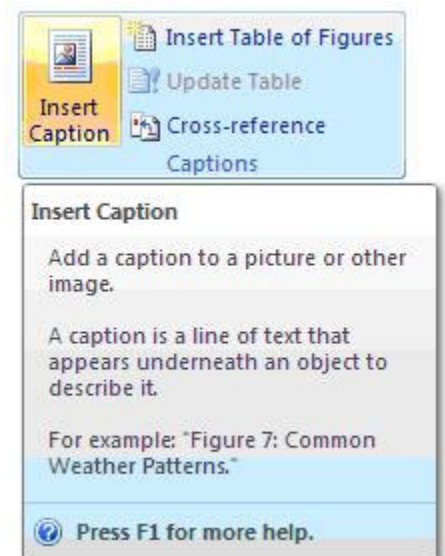
Gallery (Item #4)



7. Enhanced ScreenTips - appears as users move the mouse pointer over items in the Ribbon, showing the name of the feature, the keyboard shortcut and a brief description of what the feature is used for, and help links.
8. Quick Access Toolbar - provides a single location for people to place the commands and features they use most frequently.



9. KeyTips - appear in front of the Ribbon tabs with a single letter or combination of letters for users to type to activate the feature when users press the Alt key.

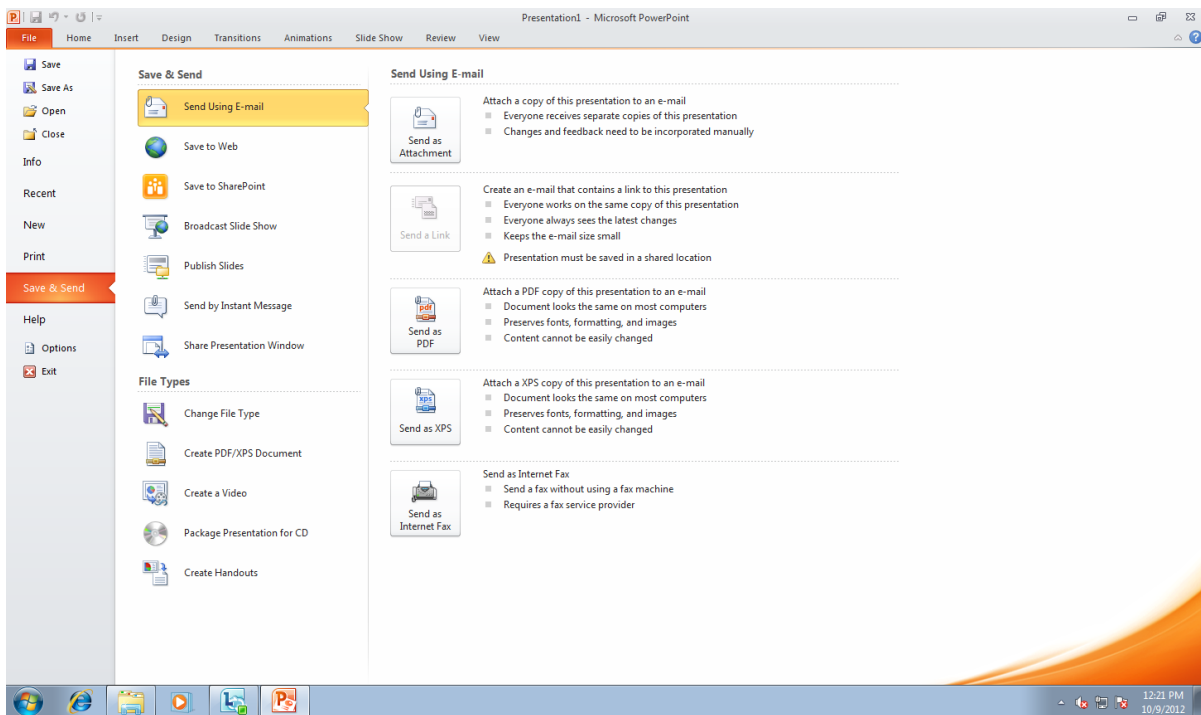


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- ✚ Time saving tip:
- ✚ Note difference between **Save** and **Save As**. File name defaults to the first words of the document. (My Documents is usually the default folder, file name defaults to title of presentation)
- ✚ **Save as type** drop down allows user to save in different formats as Presentation, Web Page, PowerPoint 95-97-2000, 2003 Design Template (it will now be saved as part of the program, not as a file), PowerPoint Show (once the file is double-clicked, it immediately launched the file as a PowerPoint Presentation) or other options.

Save and Send

One question you might ask is, "Where is **Package for CD** in Microsoft Office PowerPoint 2010?" This feature has been enhanced and renamed **Save and Send**.

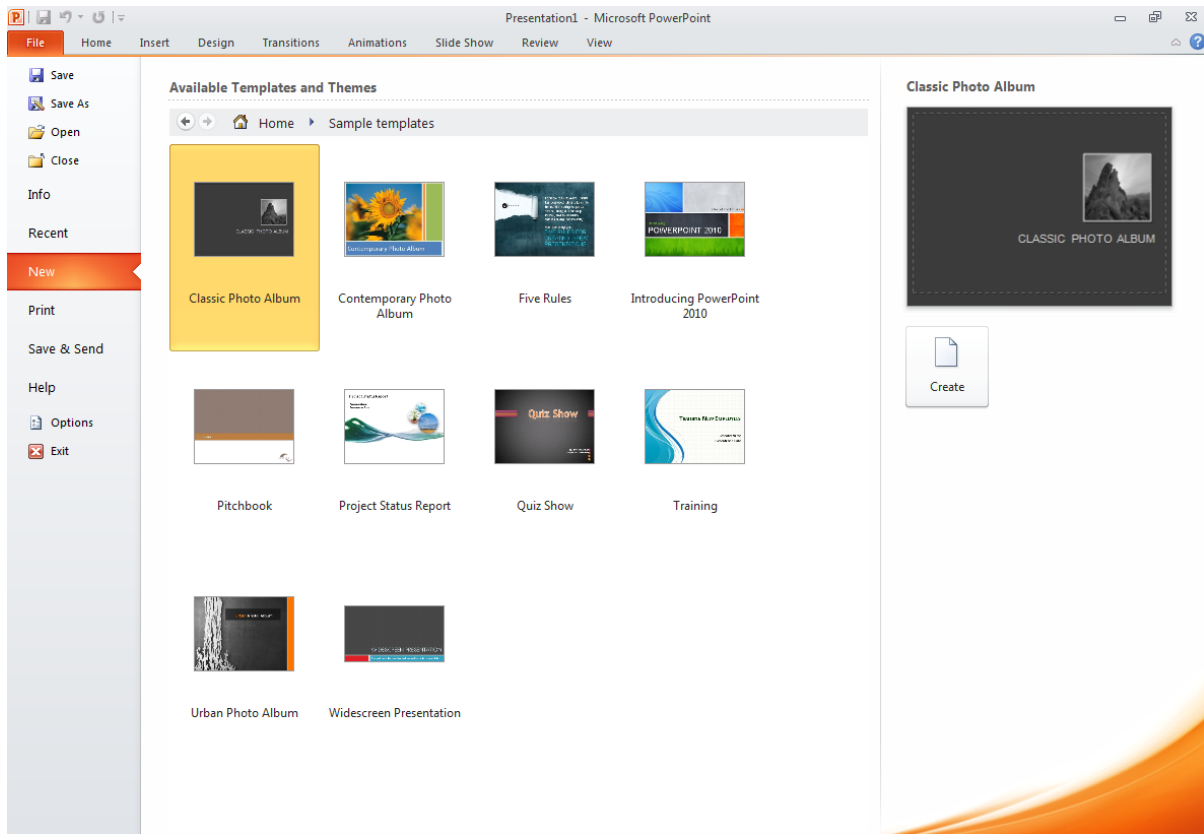


- ✚ Time saving tip:
- ✚ Use of the Right Mouse Button to access menu items easier and faster.
- ✚ Use of keyboard Shortcuts.

Creating and Opening a Presentation

You can create a new presentation using one of the four listed options;

1. Open a presentation previously created
2. New
 - a. Blank Presentation
 - b. Installed Templates
 - c. From Office Online
3. New from existing presentation
4. New from template.

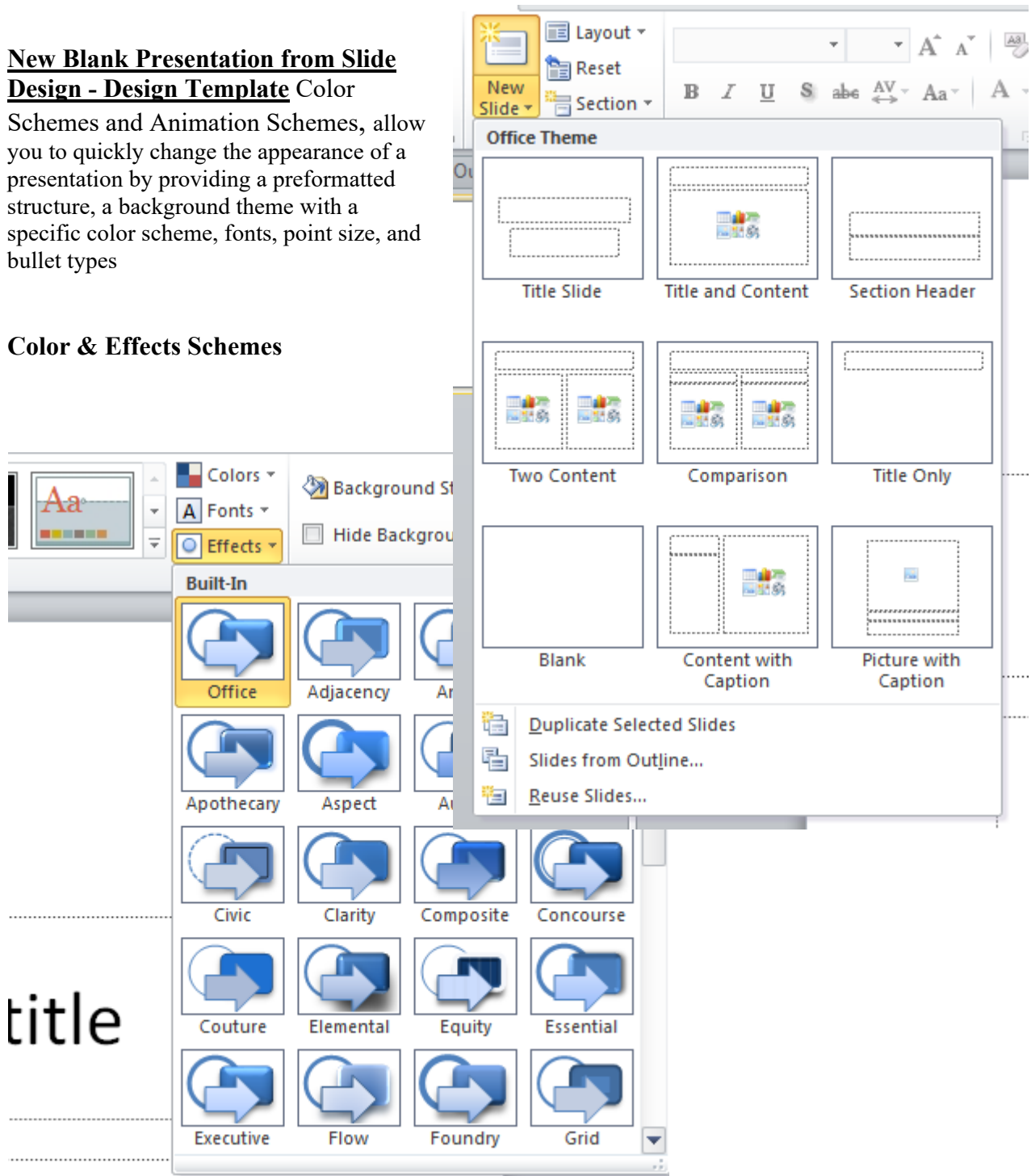


New Blank Presentation - apply Slide Layout- title and content slide layouts which can include text, clipart, charts, media clips, tables, and organizational charts.

New Blank Presentation from Slide Design - Design Template Color

Schemes and Animation Schemes, allow you to quickly change the appearance of a presentation by providing a preformatted structure, a background theme with a specific color scheme, fonts, point size, and bullet types

Color & Effects Schemes



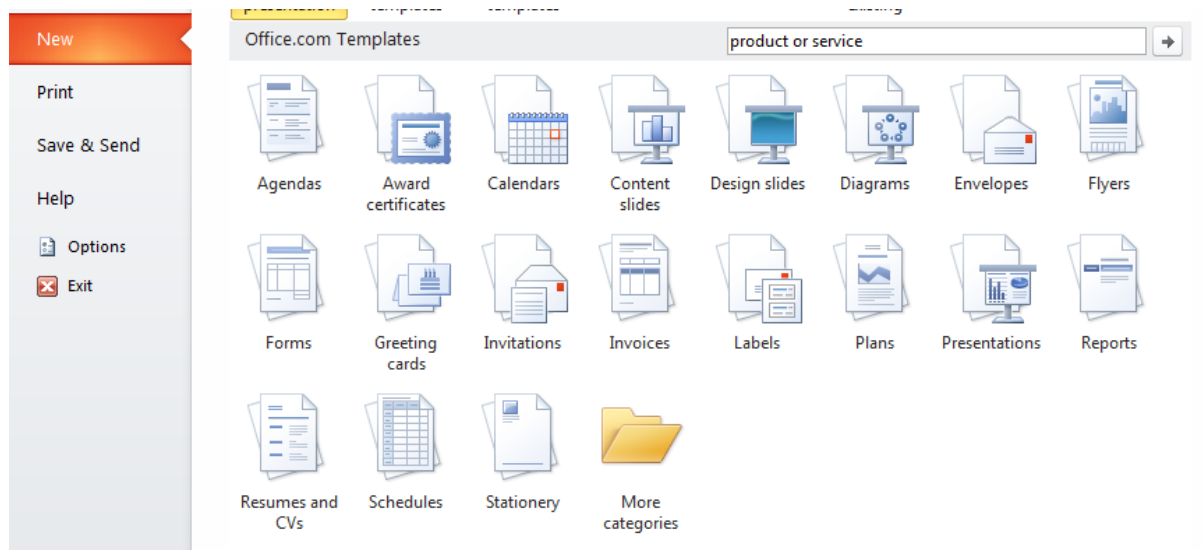
Using the AutoContent Wizard

EXAMPLE:

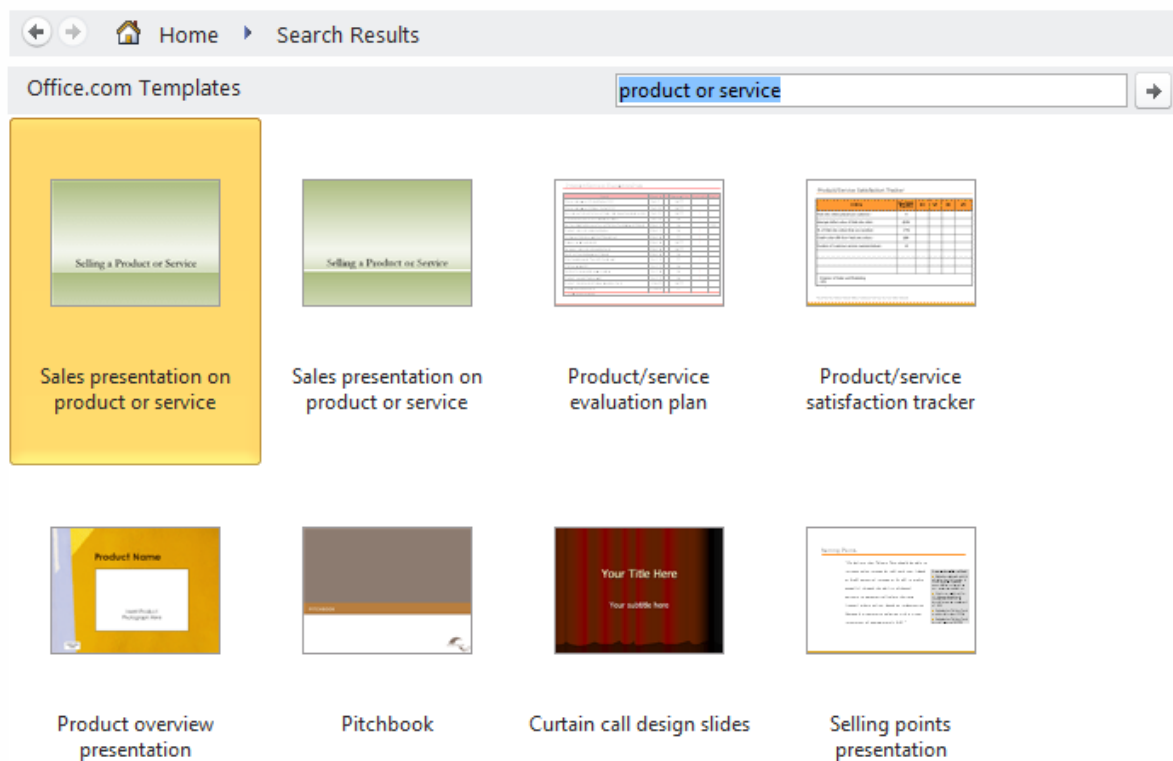
Welcome to Spacely Sprockets. We've just been asked to create a presentation for Mr. Spacely about our new product line of springy sprockets. How do we go about creating a presentation for our boss?

Go to the File Button -> New. Under **Microsoft Office Online**, select **Presentations**. In the selections, select **business**.

Since this is a new product, we should select **Presentation on product or service**.



Available Templates and Themes



Now we have a good place to start our presentation. This design has given us a place to start with all of the general pieces about giving a presentation on a new product and some charts and graphics to accompany the presentation.

But, the presentation doesn't have any of the material specific to our presentation. We can now read what each slide is to convey and change it to meet our needs.

The first slide says:

Selling a Product or Service

Let's select that and say, "**Introduction to the Springy Sprocket**".

The second slide says:

Introduction

- Briefly introduce yourself and your colleagues.
- Describe the products or services your company provides at a high level.
- Example:
Trey Research offers complete solutions for strategic market planning, from global business intelligence reports to targeted market analysis.

Let's put in -

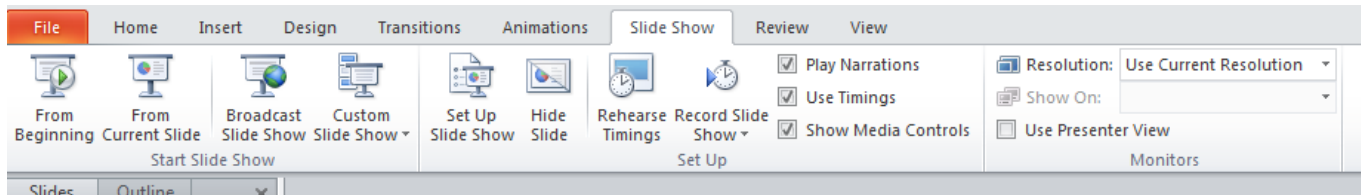
The Springy Sprocket

- I'm George Jetson – chief product developer
- This product will dominate the Cogs/Sprocket Market (**You must press enter to get a new line**)

- To give the customer what they want at a better price **(Press enter then tab)**
 - Web ordering and tracking **(Enter)**
 - Web design of new sprockets
- This will beat Cogswell Cogs **(Enter and Shift-Tab)**

Misspellings are underlined. Since Cogswell is not misspelled, we can ignore it for this presentation: Right-click on the underlined word and select Ignore All.

Viewing and Setup of PowerPoint Presentations



Select first slide (Slide Sorter View)

Change to Slide Show View

Use mouse to advance by clicking on left-mouse button

Use Right arrow key to advance or use left arrow key to go backwards

Use ESC key to exit slide show

- Time saving tip:
 - When you need to pause during a presentation, and want a blank screen to appear, press either the “B” key (a black screen comes up) or press the “W” key (a white screen comes up). To resume the slide show, press the same key again.

Presenting Using PowerPoint Arrive early and test everything!

What to Bring

- Surge Suppressor
- Extension cord (orange grounded type)
- Duct tape (yet another way to use duct tape)
- Backup of presentation

Using Handouts

- Always bring copies of handouts. Even if you don't plan on giving them out, just in case you are unable to give your presentation (system failures).

Setting up projector

- Do it ahead of time. Make sure you know how it goes together.

Things to Check

- Set the mood with the lighting and background color on slides. Check colors for accuracy. Keep the colors and special effects simple. No more than six colors per slide.
- Use transitions and builds to enhance, not distract.
- Test your slides for size and readability
- Turn off all screen savers

Navigating

- Know how to move forward and backward between slides. If using other programs, practice moving back and forth
- Stand on the left side as the audience sees you.
- People read from left to right.
- You are the show. Be heard and be seen.
- Murphy loves applying his law to technology! *If something can go wrong it will!*

PowerPoint Shortcuts

Apply subscript formatting	CTRL+EQUAL SIGN (=)
Apply superscript formatting	CTRL+PLUS SIGN (+)
Bold	CTRL+B
Capitalize	SHIFT+F3
Copy	CTRL+C
Delete a word	CTRL+BACKSPACE
Demote a paragraph	ALT+SHIFT+RIGHT ARROW
Find	CTRL+F
Insert a hyperlink	CTRL+K
Insert a new slide	CTRL+M
Italicize	CTRL+I
Make a duplicate of the current slide	CTRL+D
New presentation	CTRL+N
Open	CTRL+O
Open the Font dialog box	CTRL+T
Paste	CTRL+V
Print	CTRL+P
Promote a paragraph	ALT+SHIFT+LEFT ARROW
Repeat your last action	F4 or CTRL+Y
Save	CTRL+S
Select all	CTRL+A
Start a slide show	F5
Switch to the next pane (clockwise)	F6
Switch to the previous pane (counterclockwise)	SHIFT+F6
Undo	CTRL+Z
View guides	CTRL+G

Notes: