

Basic Process for Creating a PowerPoint Presentation

Basic Concepts:

Presentation consisting of several slides

Each slide has several basic components:

A “Slide Layout”—a set of “placeholders” for things such as a title, slide text, pictures, and/or charts

A background

Text boxes, pictures, and charts that are all called “objects”

Objects “float” on top of the background

Slide appearance can be controlled using:

Slide Masters

Color Schemes

Design Templates

For more info, see *Help menu: Contents: Creating the Look of Your Presentation: Ways to give my presentation a consistent look*

Basic Process:

1. Plan your presentation
2. In PowerPoint, create a new presentation
3. Create a blank slide (using the desired “Slide Layout”)
4. Switch to Outline view
5. Create the slide show as an outline
6. Test the slide show
7. Modify slides as needed or desired
8. Repeat steps 5 and 6 until you’re done

Plan Your Presentation (BEFORE you start up PowerPoint):

- Identify the objective of your presentation
- Research the information needed to support your objective
- Identify the main points you will be making in your presentation
- Collect any graphics, sounds, or other items needed to support your objective

Begin by Choosing a PowerPoint Presentation Design:

If PowerPoint is not running:

Start PowerPoint

Select “Create a new presentation using a Template”

Click **[OK]**

Click on the “Presentation Designs” tab

Select a Presentation Design

Click **[OK]**

OR if PowerPoint is already running:

Select *File menu: New...*

Click on the “Presentation Designs” tab

Select a Presentation Design

Click **[OK]**

Create the First Slide:

Select an AutoLayout (typically the “Title Slide” in the upper left corner)

Click **[OK]**

Create the Outline for Your Presentation:

Switch to the “Outline” view:

Either select *View menu: Outline*

OR Click the [**Outline View**] button

Create your outline:

Type a title for the current slide

To create an item at a lower level (i.e., an indented item):

After pressing <Enter> to create a new line, press <Tab>

OR after pressing <Enter> to create a new line, Click the [**Demote**] button

To create an additional item on the same level:

Press <Enter>

To create a new item at a higher level (i.e., an “outdented” item)

After pressing <Enter> to create a new line, press <Shift> <Tab>

OR after pressing <Enter> to create a new line, Click the [**Promote**] button

Be sure to Save your work periodically!

View Your Slide Show:

Click on the title of your first slide in the “Outline” view

OR <Ctrl> <Home>

Switch to the “Slide Show” view

Either select *View menu: Slide Show*

OR Click the [**Slide Show**] button

Click on the screen to advance through your slides

OR <SpaceBar>

OR <Arrow keys>

Modify One or More Slides:

To select the slide you want to modify:

Switch to the “Slide” view

Either select *View menu: Slide*

OR Click the [**Slide View**] button

Use the vertical scroll bar to select the slide you want to modify

OR <Page Up> **OR** <Page Down>

To change the “Layout” of a slide:

Either select *Format menu: Slide Layout...*

OR Right-Click the slide and select **Slide Layout...**

Select a different layout and Click the [**Apply**] button

Note: Some layouts are preset to include pictures or charts in specific locations

You can also add “floating” pictures or charts as described below

To add “floating” clip art to a slide:

Select *Insert menu: Picture: Clip Art...*

Select a picture

Click the [**Insert**] button

Click-and-Drag a corner to resize the picture (two-arrow pointer)

Click-and-Drag the middle of the picture to move it to a different location (four-arrow pointer)

To add a “floating” picture from the Internet, a digital camera, or a scanner to a slide:

Select ***Insert menu: Picture: From File...***

Note: This procedure assumes that you saved the picture on the hard disk or the server

Locate and select a picture

Click the [**Insert**] button

Click-and-Drag a corner to resize the picture, if necessary

Note: You may lose image quality if you resize the picture

Click-and-Drag the middle of the picture to move it to a different location

To add a “floating” chart to a slide:

Select ***Insert menu: Chart...***

Enter the data you want to graph in the “Datasheet”

To modify the chart, Right-Click the “Chart Area” and select an option

The “Chart Area” is the background of the chart, not including the chart itself, the legend, or axis labels

When done creating the chart, Click on the screen outside of the chart and the datasheet (e.g.,

Click on the gray area outside of the slide)

To resize or move the chart:

Click once on the center of the chart to select it

Click-and-Drag a corner, side, top, or bottom handle to resize the chart

Click-and-Drag the middle of the chart to move it to a different location

To delete objects from a slide:

Select the object by Clicking on it

Handles should appear to indicate that you have selected the object

If the cursor is anything other than the four-pointed arrow:

Click the border of the object

Press <**Delete**> or <**Back Space**>

To “undo” an action:

Click the [**Undo...**] button (or press <**Ctrl**> <**Z**>)

Note: You can undo several previous actions

To “redo” an “undo”:

Click the [**Redo...**] button (or press <**Ctrl**> <**Y**>)

Note: You can redo several previous undos

Note: You may also add pictures, charts, and other objects by Copying and Pasting

E.g., you could create a chart in Excel and Copy and Paste it onto a slide

Add Transitions Between Slides:

In the “Slide Sorter” view:

Select the slide you want to work with

Select a Transition from the left pop-up menu on the tool bar

This is the transition that will occur as the slide show displays the selected slide

OR in the “Slide” view:

Select the slide you want to work with

Select ***Slide Show menu: Slide Transition...***

Select a Transition from the pop-up menu (below the picture at the upper left)

Click on the picture to preview the transition

When you’ve selected a transition you like, either

Click the [**Apply**] button to set the transition for the current slide

OR Click the [**Apply to All**] button to set the transition for all the slides

Add Animation:

In the “Slide Sorter” view:

Select the slide you want to work with

Select a text animation from the right pop-up menu on the tool bar

OR in the “Slide” view:

Select the slide you want to work with

Select the text object or other object you want to animate

Either select *Slide Show menu: Preset Animation* and select the type of animation

OR select *Slide Show menu: Custom Animation* and select the desired effects

Outlining Shortcuts:

To **change the order** of items in an outline:

Click and Drag the “bullet” in front of the item up or down

To “**demote**” an item, Click on the item to select it and tap the <Tab> key

To “**promote**” an item, Click on the item to select it and tap <Shift> <Tab>

To **create a “bullet item”** for the current slide (when the cursor is on the “title” line):

Press <Ctrl> <Enter>

To **create the next slide** (when the cursor is on a “bullet item” line):

Press <Ctrl> <Enter>

<Ctrl> <Home> to move to the beginning of the outline (the first slide)

<Ctrl> <End> to move to the end of the outline (the last slide)

“Slide View” Shortcuts:

<Page Down> and <Page Up> to move through the slides

<Home> to move to the first slide

<End> to move to the last slide

<Tab> to cycle through the objects on a slide

Slide Show Shortcuts:

<Esc> to exit a slide show

<Space Bar>, <Enter>, or < → > to advance to the next slide

<Backspace> or < ← > to return to the previous slide

<Ctrl> <H> to temporarily hide the button and pointer (or to turn the “permanent hiding” off)

<Ctrl> <L> to “permanently” hide the button and pointer

<Ctrl> <P> to turn the Pointer into a Pen (to write on the slide)

<Ctrl> <A> to turn the Pen back into a Pointer

 to blacken the screen (or to “unblacken” if already black)

Right-Click on the slide to bring up a menu of choices

Trouble-Shooting:

If a button or menu is “missing,” select *View menu: Toolbars* to be sure the appropriate tool bars are checked