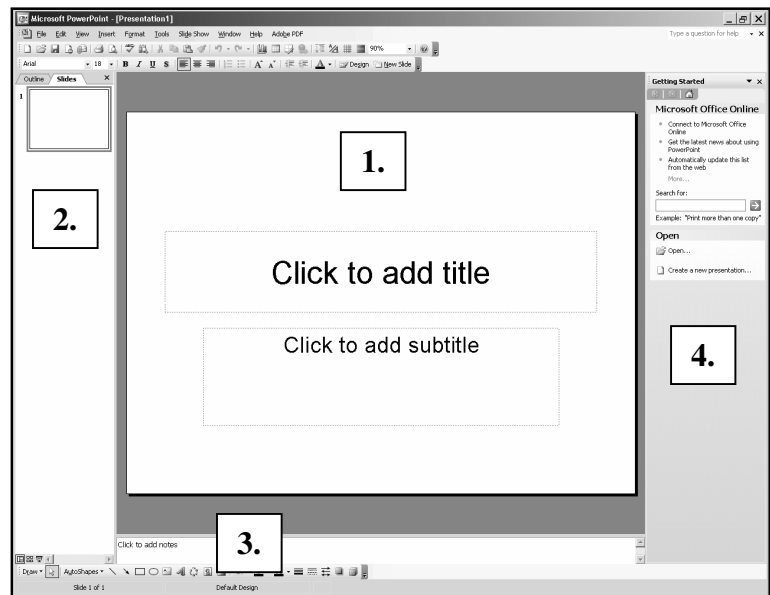


PowerPoint Guide

Microsoft PowerPoint is a powerful presentation software application. It is similar to a slideshow, but much more interactive. You could use PowerPoint to enhance a classroom or business training exercise, market a product or service, create a photo album for a wedding or a birthday party, or even display song lyrics.

SCREEN LAYOUT

1. **Slide Pane** – the middle area of the screen where you will insert text, graphics, photos, etc.
2. **Slides Tab** – the space on the left side of the screen shows a thumbnail of each slide you have created.
3. **Notes Tab** – add extra notes for each slide. These can be printed before your presentation.
4. **Task Pane** – contains easily accessible features of PowerPoint, such as slide layout, transition, animation, and color schemes.



PLACEHOLDERS

The most efficient way to insert content into PowerPoint is to utilize the pre-designated areas on the Slide Pane. Look for: *Click to add title... subtitle... content... text*, etc. These are called Placeholders.

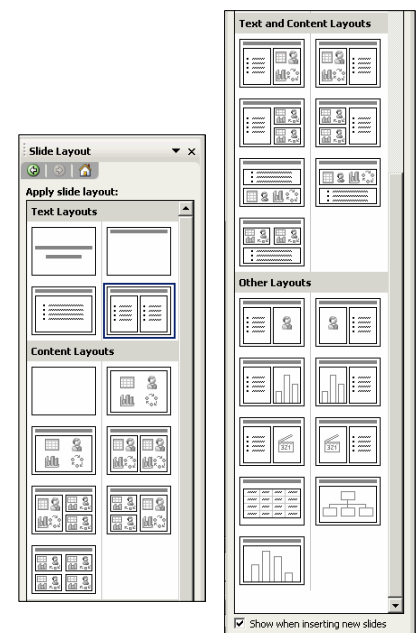
CREATING NEW SLIDES

- In the *Slides Tab*, click once on the current slide, and then press Enter. OR...
- In the Formatting toolbar, click the *New Slide* button. OR...
- Right-click on the current slide → New Slide

SLIDE LAYOUT

After you insert a New Slide, Slide Layout options should appear in the Task Pane automatically. Potential Slide Layouts are divided into 4 categories:

- **Text Layouts** – titles, subtitles, and text
- **Content Layouts** – photos, graphics, charts, tables, etc.

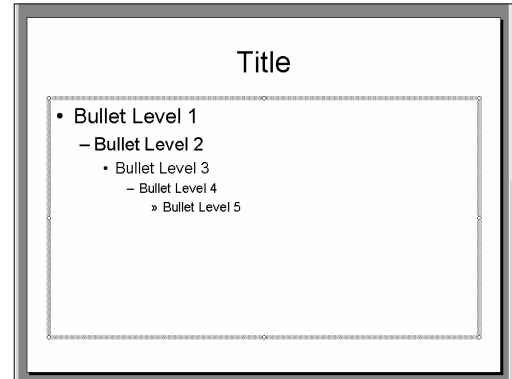


- **Text and Content Layouts** – A combination of basic text and photo content
- **Other Layouts** – insert text and a movie, or a chart plus text, etc.

INSERTING TEXT

- **Titles and Subtitles** – appear near the top of the screen. The size of the text will be large.
- **Text** – the main part of the slide is the text. PowerPoint usually uses bullets. There are 5 levels of bullets that you could use.

Design Tip – keep it brief! Too much text on the screen takes people’s attention away from your presentation. Try to summarize as much as possible in PowerPoint. Some extra “white space” on the screen is a good thing!



AUTO-FILL

PowerPoint automatically adjusts text size so that it fits within a slide. This is called *AutoFit Text to Placeholder*. You may also select from the following options:



- **Stop Fitting Text to this Placeholder.**
 - The text will move past the placeholder, and eventually off the slide itself.
- **Split Text Between Two Slides**
 - Adds a New Slide, and then divides the text evenly between the two.
- **Continue on a New Slide**
 - Adds a New Slide, and allows you to continue adding more text.
- **Change to Two-Column Layout**
 - Divides the existing text between two columns on the same slide.

TEXT FORMATTING

While PowerPoint does a good job of creating text that has the right “look”, there may be times when you need to adjust. Use the Formatting Toolbar for any changes you might need.



- **Font** – PowerPoint generally uses **Arial**, **Verdana**, **Tahoma**, or **Times New Roman**. However, you may select from any font available on your computer. To change the font for every slide, go to *Format* → *Replace Fonts*. Be cautious – cursive fonts or heavily stylized fonts, such as *French Script* or *Dragonwick*, are not necessarily readable fonts.
- **Size** – change the size of your text manually. You may also use the Increase and Decrease Font Size buttons .
- **Emphasis** – Make Your Text **Bold**, *Italicized*, Underlined, or Shadowed. Or any combination!
- **Alignment** – Left, Center, or Right Aligned.

- **Bullet or Number Style** -  You may want to have numbers instead of bullets or nothing at all.
- **Font Color** -  Use the font Color icon to select from within your Color Scheme. Or choose *More Colors* for something outside the scheme.

INSERTING CONTENT – content is broken up into 6 categories

- **Table** – great for displaying columns or rows of information, such as financial data or statistics.
- **Chart** – a simple pie chart can make a dramatic difference in a presentation. Choose from dozens of chart types including line, bar, column, and area.
- **ClipArt** – insert any of the thousands of ClipArt images available in MS Office. Search for the appropriate word or phrase.
- **Picture** – insert your own photo, graphic, or logo.
- **Diagram** – Select from an Organizational Chart, Cycle, Radial, Pyramid, Venn, or Target Diagrams. Diagrams can help illustrate relationships or clarify hierarchies.
- **Media Clip** – Select from one of the many animated graphics in MS Office, or import your own video. Usable file extensions include .avi, .mov, .qt, .mpg, and .mpeg.

SLIDE DESIGN – go to **Format** → **Slide Design**. Or, select **Slide Design** from the **Task Pane**.

Select from one of many Slide Designs. The design will be applied to all slides already created as well as any slides created in the future.

For more Slide Designs, scroll to the bottom of the templates, and click “Design Templates on Microsoft Office Online”.

Using a template from Slide Design takes away the guesswork of what is readable and what looks good. Nevertheless, you may create your own backgrounds, font styles, text color, etc. Be sure to test it for readability before your presentation!

COLOR SCHEMES – **Select Color Schemes from the Task Pane**

Like the look of the “Orbit” Slide Design, but hate the color? Change it with Color Schemes! PowerPoint has 9 Color Schemes built in. You may also create your own. Click “Edit Color Schemes” and start selecting complementary colors.

ANIMATION SCHEMES – **control the way text and content appear on each slide.**

Most animation schemes only affect the Level 1 bullets. Any text appearing in Levels 2 – 5 automatically appears with Level 1. The animation appears as soon as you click the mouse. Select from Subtle, Moderate, or Exciting schemes. You may select an effect for each individual slide, or select one effect for the entire presentation.

Design Tip – If you’re new to PowerPoint, or if you’re unsure of your audience, stick to *Subtle* effects. In addition, using one effect for an entire presentation can lend consistency.

SLIDE TRANSITION – affects the way one slide segues to the next.


You can select a different transition for each slide, or apply one transition to all.

- **Speed** – determines how quickly the slide moves to the next.
- **Sound** – the computer makes a sound between slides, such as applause, a chime, or a hammer sound.
- **Advance Slide** – The program defaults to “On Mouse Click”. However, you may choose to have the slides advance automatically after a certain number of seconds.



RUNNING A SLIDE SHOW

PowerPoint was designed to be run on a full screen, with the toolbars and taskpanes hidden from view.

- Go to the menus and click *Slide Show* → *View Show*, OR
- Click the Slide Show button , located in the bottom left corner of the screen. OR
- Press F5

PRINTING

There are many options for printing a PowerPoint presentation.

- **Slides** – prints one slide on each piece of paper.
- **Handouts** – select from a variety of slides per page (1, 2, 3, 4, 6, or 9)
 *Note – take a look at the Handouts section in the Print window. It will show you how the slides are arranged. Specifically, printing 3 slides provides room for note taking during a presentation.
- **Notes Pages** – prints any notes you may have added to the presentation
- **Outline View** – prints the slides as an outline.

