POWERPOINT 1

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Agenda

- What is PowerPoint.

- Where do I find help?

- Good vs. Bad Presentations

- Working through a basic PowerPoint Development.

- Questions (Any time)

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Reading Slides

What is PowerPoint?

- Getting Started

- Where do I get PowerPoint or equivalent

  - Already have Microsoft Office 97 -2003 or 2007

  - Buy Microsoft Office 2010 at CSUDH book store

  - Down load a free copy of Libre Office 4.4 at www.libreoffice.org

Some sites with helpful videos

- http://www.powerpointninja.com/
- http://office.microsoft.com/en-us/powerpoint-help/create-your-first-powerpoint-2010-presentation-RZ101848193.aspx
- How to do what ever in PowerPoint youtube

How to do a Presentation

- It is easy to do a bad presentation
  - Spent no time organizing your ideas.
  - Just grab pictures and bits of stuff from books or the internet.
  - Then read them
  - PowerPoint or no PowerPoint is not going to make it a good presentation.

To start developing a good presentation.

- **Think**
  - Spend a little time thinking on what interest you about the course. What would you like to learn.
- **Main theme/subject**.
  - Then develop themes/ideas that support the main subject.
  - Collect **all supporting** material in **one** folder. (Use title as name of folder)
    - This means **any** documents, pictures, music, videos.

The 10 – 30 – 20 Rule.

- Ten Slides
- Thirty point fonts
- Twenty minutes.

PowerPoint Presentations

- consist of a number of individual pages or "slides". The "slide" analogy is a reference to the [slide projector](), a device that has become obsolete with the use of PowerPoint and other presentation software. Slides may contain text, graphics, movies, and other objects, which may be arranged freely on the slide. PowerPoint, however, facilitates the use of a consistent style in a presentation using a template or "Slide Master".

- The presentation can be printed, displayed live on a computer, or navigated through at the command of the presenter. For larger audiences the computer display is often projected using a [video projector](). Slides can also form the basis of [webcasts]().

HOW TO CREATE POWERPOINT PRESENTATIONS

1. Purpose = to outline your presentation & organize it, inserting photos, graphics, music, etc. **TO BEGIN:**

- Open Powerpoint (part of Microsoft Office programs)

- Hit File > New> Design Template (on rt side tool option box, this is basic format).

- Click on an "Available for Use" slide format

- Click on View on menu bar > Master (in drop down menu) > Slide Master Slide master = how to manipulate slide formats

- Enter data on slide 1

- 4 to 6 items/points per slide = maximum fm viewer's perspective

- **To get new slide**, select "control & m"; repeat process for more slides

- **DON'T FORGET TO SAVE AS YOU GO — IN DOCUMENT LOCATION OF YOUR CHOICE**

PowerPoint Presentations (Continued)

- **To get bullets** — click on that option on menu bar (or in format drop down menu).
- **To get subheadings/subbullets** = tab over 1 & you'll get indented sub-heading in smaller type font size; with each tab over, you'll get further indent & increasingly smaller type font.
- Slides you've created are lined up vertically in window on left of monitor screen; other option there is outline of text of your slides (only) containing same info as you've put on slides. These do not show up when you're projecting the presentation.
- **To delete or change the order of your slides** = order of your hi-light slide by clicking on it in vertical window of slides then either hit delete if you want to delete, or drag & drop slide where you want it. To add new side in middle of the slide group = create new slide (by selecting "control & m"), then hi lite it by placing cursor on it IN VERTICAL Window, and move it to order you want it.

PowerPoint Presentations (Continued)

To get color choices for your slides = Click on View in menu bar > Master (in drop down menu) > slide master > slide design > color schemes, then click on colors of your choice. Click on slides on rt side of color box you've chosen and you'll get add'l choices; choose if you want that for all slides on only selected slides. Selected slides = only slides you click on get this color; all = makes color on all slides the same.

To get special effects/animation = click on animation (found in same way you find color choices — above) and select in drop down menu items you want. Works on selected slides or all, depending upon which you choose. E.g. = fade, unfold, zoom etc.

- **To get slide to show up on a screen =** Select "Slide Show" fm menu bar > View Show; page up & down to control slides. Hit escape to get out of slide show.

PowerPoint Presentations (Continued)

- **To make slide show portable =** Click on File in menu bar > click "package for CD" in drop down menu > get pop-up option box > name show > insert any music/voice to show at this point if you've not already done so > click on "copy to CD" > insert blank CD & burn it.

- **To add photos =** A) Click Design on menu bar; Pop up option box shows "Content Layouts";   Note: Move one picture at a time.

- B) Select any/most simple layout; C) click slider next to layout you've chosen; D) click insert new (or apply to selected slide, as you choose); E) in center of screen layout box, click icon for photo;

- F) "Insert Picture" option box pops up — choose your photo via items in that box; G) click insert. Crop/move photo on screen via dots on sides of photo. Add notes at bottom of screen then drag & drop to blank space next to photo on your slide.
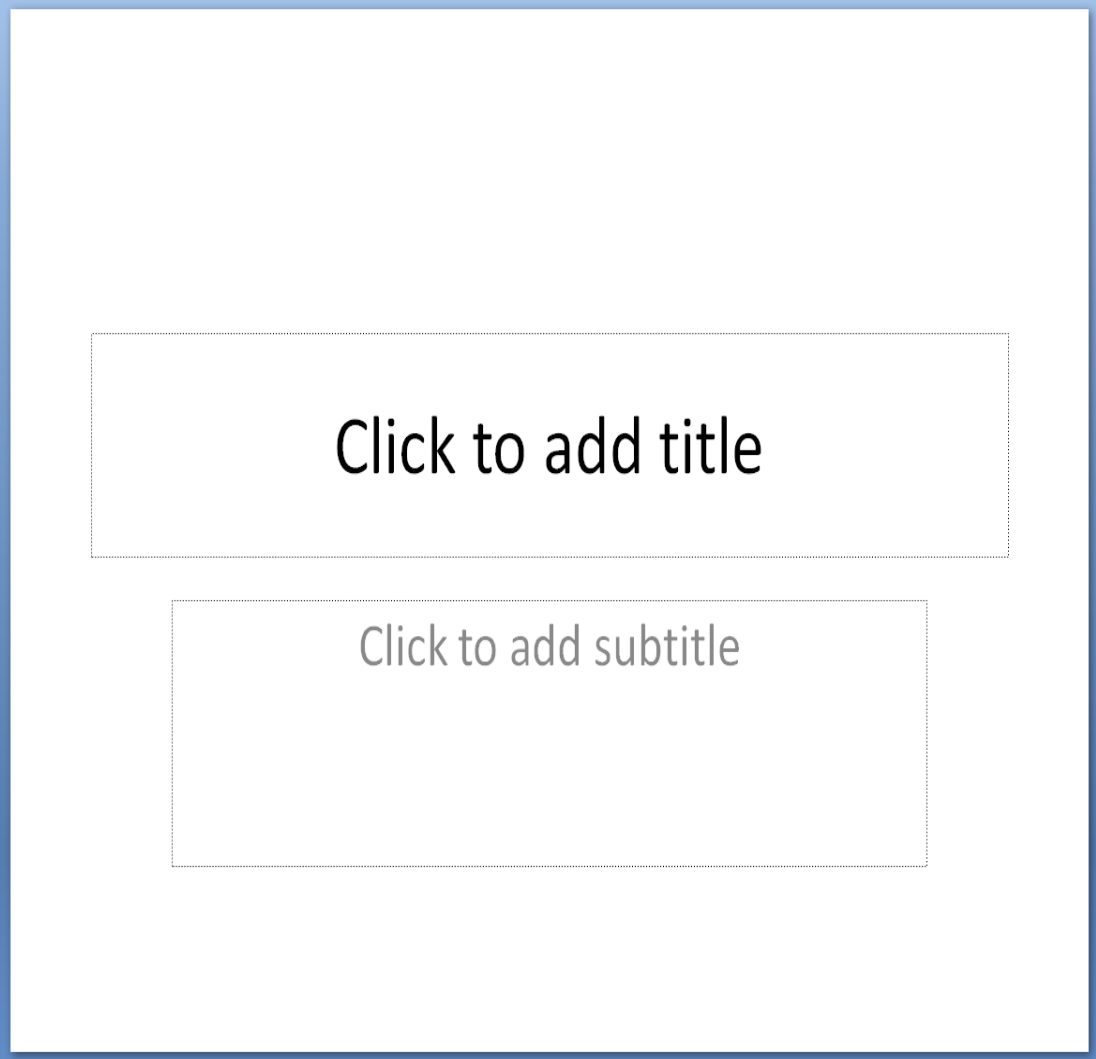
Master slide

- Master slide opens with title area and subtitle area.

- Click in title box and type title.
  - Click in subtitle box, etc.
  - *Insert – Header & Footer*
    - *Insert page number on each slide*

- Save your work

  - Office button, save as (select "PowerPoint 97-2003 Presentation) for Omnilore (name and location)

  - My Documents/*what ever you call folder*

Create a slide

- To create a slide
  - Click on "new slide" or hold down the ctrl and m keys at the same time.
  - There is a Title box and a text or picture box
  - Type slide title in box
  - In text box type your text.
  - Each return is a new bullet
  - Use the tab key to indent (shift and tab reverses the process)

New slide (ctrl –m)
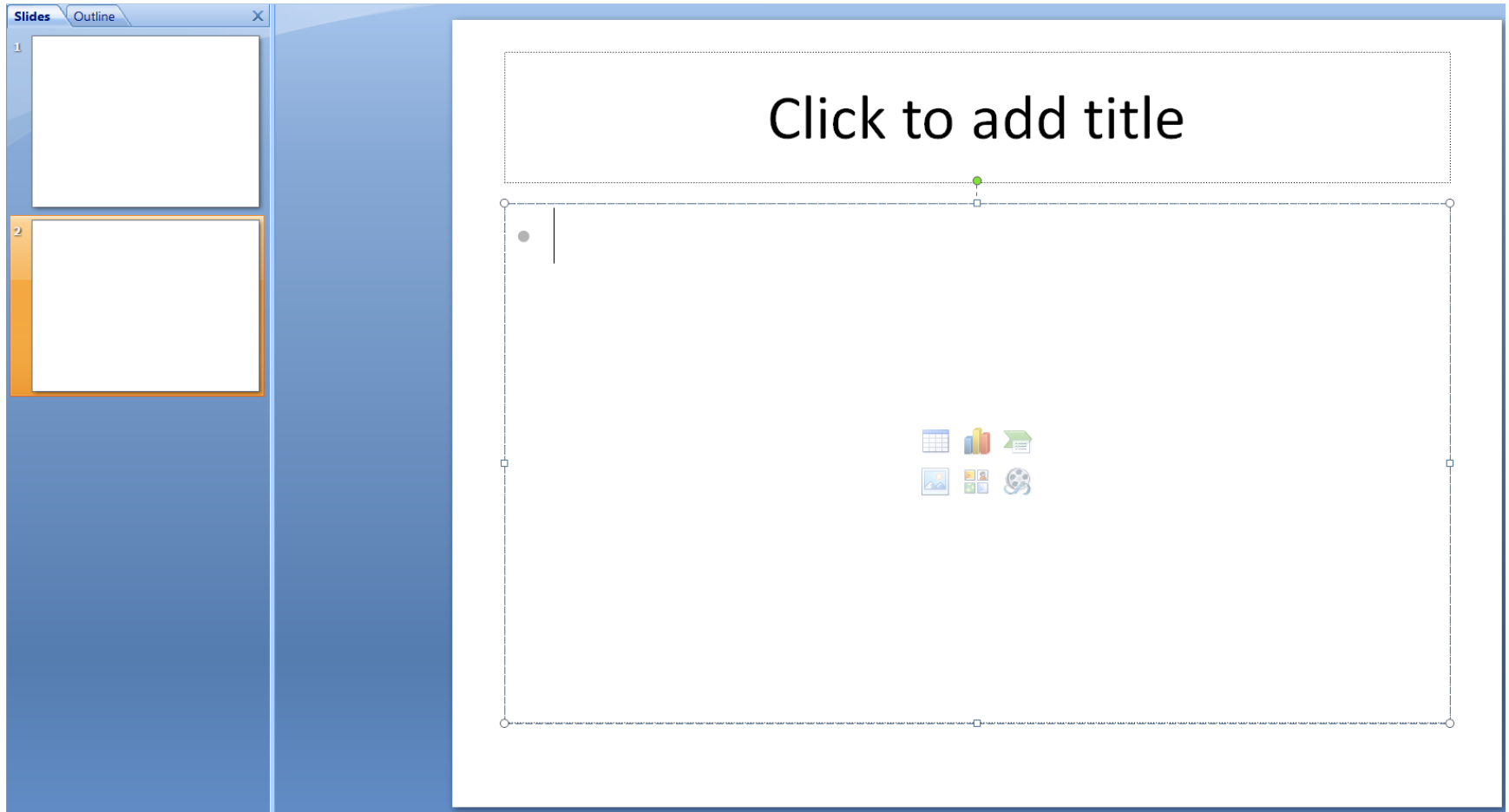
Important How to get PowerPoint help

- PowerPoint Help Window (far right second from the top the circle with a ? in it.
  - Help and How To do things
  - Search Box
- Context sensitive help (F1)

Help and How to screen

PowerPoint
Help and How-to

Browse PowerPoint Help	
What's new	Getting help
Activating PowerPoint	Customizing
File management	Creating a presentation
Format slides or presentations	Working with graphics and charts
Using templates and masters	Deliver, distribute, or publish a presentation
Creating support materials	Animation effects
Add sounds or movies	Import content from other applications
Import content from other PowerPoint versions	Work with photo albums
Review and add comments to a presentation	Saving and printing
Collaboration	Accessibility
Security and privacy	Working in a different language
Add-ins	Macros
Quizzes	PowerPoint Demos
Training	Professionally designed PowerPoint templates

Using templates and masters
Learn all you need to know about using templates and masters to create professional well designed presentations in PowerPoint 2007.

Change the order of your slides
Preview a page before printing
Enable or disable security alerts on the Message Bar

More on Office Online
Downloads | Training | Templates

Outlining

- Entering Text in an Outline.

- Inserting an Outline from Microsoft Word

- Modifying Slides, Paragraphs, & Text

Adding & Modifying Slide Text

- Adding & Moving Text
- Formatting Text & Symbols
- Changing Text Box Properties
- AutoCorrect & AutoFormat
- Outline vs. Slide

Design

- Changing Design & Layout
- Applying a Design Template
- Changing the Layout of a Slide

Working with Masters

- Working with Masters
- Modifying the Slide
- Master Formatting
- Bullets Handout & Notes Masters

Managing Presentations

- Inserting Slides from Other Presentations
- File & Folder Management
- Search Task Pane
- Find & Replace
- Keyboard Shortcuts

Navigating in a Presentation

- Editing Text
- Viewing a Presentation
- Creating a New Slide
- Getting Help

Preparing Presentations

- Checking Spelling
- Checking Presentation Styles
- Speaker Notes

Printing Presentations

- Page Setup & Preview
- Printing a Presentation

Starting PowerPoint – click on icon

- Creating a New Presentation
  - click on office button (top left)
- Select "new"
  - A list of templates (slide designs) opens
  - Select blank presentation (easiest for a beginner)
- We start with a Master slide
  - Sets font types and size
  - To change select View, then slide master (skip for now)

•PowerPoint provides three types of movements:

- Entrance, emphasis, and exit of elements on a slide itself are controlled by what PowerPoint calls [Custom Animations](#)

- Transitions, on the other hand are movements between slides. These can be animated in a variety of ways

- Custom animation can be used to create small story boards by animating pictures to enter, exit or move
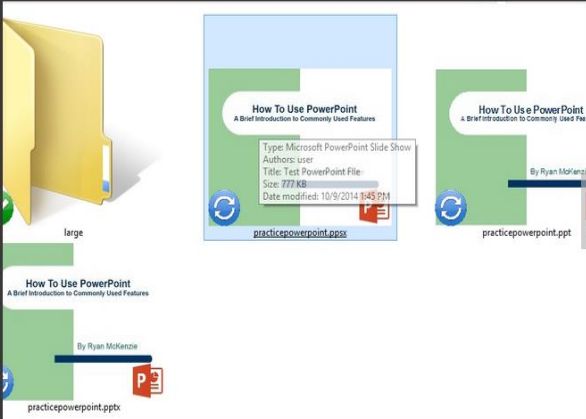
File Edit View History Bookmarks Tools Help

17 Tricks to Master Micros...

www.pcmag.com/slideshow/story/328357/17-tricks-to-master-microsoft-powerpoint/6

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Keep Selection Pane Handy

On the Home tab, go to the Editing section and choose Select >Selection Pane. It'll appear on the right side (you can drag it to the left). Keep it open while you're working—this the control panel that allows you to not only name every element on the screen, but re-arrange the order of the layers of items (for example, if a picture is behind the text, move it up). Click the little eye icon next to each element to hide it so you can concentrate on the other areas.

File Edit View History Bookmarks Tools Help

17 Tricks to Master Micros...

www.pcmag.com/slideshow/story/328357/17-tricks-to-master-microsoft-powerpoint/8

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Add Grids and Rulers

Lining things up in PowerPoint is a lot easier than it used to be, but if you want to do it visually, use gridlines and rulers. They're not on by default, but they're easy enough to turn on—right click a spot outside of the slide itself, but not in the sidebars. You'll get a drop down to turn on grids and rulers, as well as more distinct lines for the horizontal and vertical split of each slide; put a cursor over those lines and you can drag them around. Right click them, and change their color so they stand out.

Now, when you right click the gridlines (actually dots that are in close proximity), you get a drop down and can select Grid and Guides. That leads to a dialog box where you can tell PowerPoint to "snap" items to the lines, so they auto align. You can change the spacing between lines, so the grid isn't overwhelming.

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Animate Your Charts

Sticking an Excel-esque chart is about as simple as it gets in PowerPoint: Go to the Insert Tab, click Chart, and it'll stick one in with sample info you can easily replace. What's cool: animating the chart one element at a time. Once you've inserted a chart, click the Animations tab, then turn on the Animations Pane, and then click Add Animation. Pick an animated effect. Then, in the Animation Pane where you see the entry for the chart's animation, right click and select Effect Options. This lets you add sound and change the animation timing, but on the final tab—Chart Animation—change Group Chart from "As One Object" to "By Category." Then, when the chart is show on screen, it'll appear one element at a time as you click, with bars or pieces of pie arriving one after the other, as if each was its own slide.

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Animate Anything

You can grab just about any element of a PPT slide and make it move. Select the element, go to the Animations tab, and at the right end of the Animations Gallery, click the down arrow to get "More." There will be many, many motion options to pick from for how an element appears, gets emphasis, or disappears—but for animated motion, go to the fourth section. If you pick Custom Path, you can get the object to do just about any wild motions you want on the screen before it settles down.

Of course, one of the rules of good presentations tends to be don't animate anything if you can help it. So keep that in mind. No one wants an audience with motion sickness.