

# PowerPoint for OLLI Instructors

## Quick Tips

- Font size should be between **28** and **32** point.
- One idea per slide
- Four (4) to five (5) bullet points per slide
- About five (5) words per bullet
- Approximately one slide per minute
- USE NORMAL SENTENCE CASE FOR YOUR BULLET POINTS, NOT ALL CAPS
- USE PICTURES! Text is boring! No one came to read text off your sides, they came to listen to what you had to say and to see interesting pictures!
- **Use High contrast colors**
- Use plain and unpatterned backgrounds
- Make sure you use the correct white space!
- Although serif fonts (Times New Roman) are thought to be easier to read on paper, sans serif fonts (Arial) may be easier to read on a screen or for those with impaired vision.

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## A Not Bad Slide

# Remembering Passwords

- Physical Items
  - T-Rex Eats Shuttle!
  - TRex\_3ats\_Shuttle!
- Your Favorite Characters
  - Admiral Akbar
  - Barney Miller
- Combinations
  - Barney Miller & Admiral Akbar fight crime!



## A Not Good Slide

# Terms of Service

- **3.1.1 NameDrop Data** Any and all data generated and/or collected by NameDrop, by any means, may be shared with third parties. For example, NameDrop may be required to share data with government agencies, including the U.S. National Security Agency, and other security agencies in the United States and abroad. NameDrop may also choose to share data with third parties involved in the development of data products designed to assess eligibility. This could impact eligibility in the following areas: employment, financial service (bank loans, insurance, etc.), university entrance, international travel, the criminal justice system, etc. Under no circumstances will NameDrop be liable for any eventual decision made as a result of NameDrop data sharing.
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*The Biggest Lie on the Internet: Ignoring the Privacy Policies and Terms of Service Policies of Social Networking Services*

# Office Basics You Might Have Forgotten

## Changing the Visibility of the Ribbon

Double click on any tab of the ribbon.

**OR**

Click on the **Ribbon Display Options** icon.

**OR**

Use the keyboard command **Ctrl + F1**.

## Changing the Zoom from the Ribbon

1. Select the **View** tab.
2. In the Zoom section, select one of the zoom options, or click the **Zoom** button.
3. In the Zoom dialog box, select the desired option.
4. Click **OK**.

## Changing the Zoom with the Mouse

1. Press the **Ctrl** key on the keyboard.
2. Use the **scroll wheel** on your mouse to change the zoom of the document.

## Moving through a Document

- **Home** moves the cursor to the beginning of the current line
- **End** moves the cursor to the end of the current line
- **Ctrl + Home** moves the cursor to the beginning of the document
- **Ctrl + End** moves the cursor to the end of the document

## Selecting Text with the Keyboard

- **Ctrl + Shift + left/right arrow** selects whole words
- **Ctrl + Shift + up/down arrow** selects whole paragraphs

## Selecting Text with the Mouse

- **Double click** in a word to select the whole word
- **Triple click** in a paragraph to select the entire paragraph

## Copy and Paste Keyboard Commands

<b>Ctrl + X</b>	<b>Cut</b>
<b>Ctrl + C</b>	<b>Copy</b>
<b>Ctrl + V</b>	<b>Paste</b>

## Paste Special

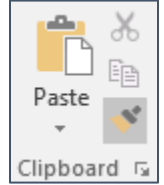
1. On the **Home** tab, click the down arrow under **Paste** then select **Paste Special**.
2. Select one of the options from the Paste Special drop-down menu.
3. Additional options are available if you choose **Paste Special** from the drop-down menu.

## Removing Text Formatting

1. Highlight the text the problematic formatting.
2. Select the **Home** tab, and in the Font section, click the **Clear Formatting** button.

## Format Painter

The format painter allows you to copy formatting from one section of text to another. The format painter is especially useful when applying extensive formatting from one paragraph to another.



1. Highlight the text from which the formatting should be copied.
2. Select the **Home** tab, then select the **Format Painter** icon.
3. Highlight the text to apply the new formatting.

## PowerPoint Basics

### Slide Layout

1. In the **Home** tab click the **Layout** button and choose a layout from the drop-down menu.  
**OR**  
**Right click** in a blank area of the selected slide and choose **Layout**.

### Inserting a Single Picture

1. In the Insert tab click the **Pictures** button.
2. Browse to where the file is saved.
3. Select the image and click **Insert**.  
**OR**
  1. Open a Windows folder that contains the picture.
  2. Drag an image from the folder into the slide.

### Resizing an Image

1. Select the image.
2. Place the cursor over the one of the sizing handles in the corner of the image. A double headed arrow appears.
3. Click and drag until the image is the desired size.  
**OR**
  1. Select the image.
  2. Select the Picture Tools Format tab.
  3. In the Size section, type or select a new number in the height or width spin box.



### Alignment

1. Select the image(s). To select multiple images, hold down the **Ctrl** key on your keyboard and click with your mouse on each image to be selected.
2. Select the **Picture Tools Format** tab of the ribbon.
3. Click the **Align** (also called Align Objects) button.
4. From the drop down menu select the desired alignment options.

If a single image is selected, the selected option will change how that image is aligned on the page. (Align Right moves the image flush with the right margin, such as the image displayed here.)

If multiple images are selected, the images are aligned with each other. For example, Align Top shifts the images so that the top of all selected images are at the same place in the document.

## Shapes

1. On the **Insert** tab click the **Shapes** button.
2. From the drop-down menu, select the shape you want to use.
3. In the area you want to add a shape, click and drag—the outline of what you want to draw will appear. It's okay if you don't get it right! You can fix the shape after you've created it!

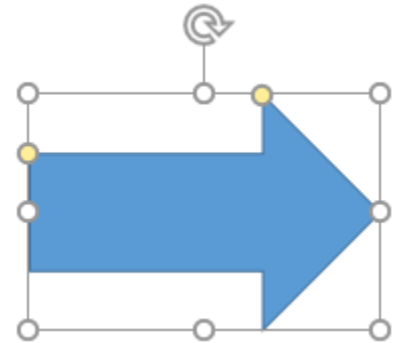
## Formatting Objects

Add a new shape	Insert Shapes
Change the inside color of an object	Shape Fill
Change the outside color of an object	Shape Outline
Change the thickness of the shape outline	Shape Outline
Rotate the selected object	Rotate
Make the object smaller	Size
Set the location of the object within the page	Align

## Resizing Objects

**Select** the shape you want to modify. A bounding box appears.

- **Click** on one of the **white** (circle) handles and **drag** to resize the object.
- **Click** on one of the **yellow** (circle) handles to change the object within the bounding box.
- In the Size section of the Format tab, enter new numbers.



## Recoloring Objects

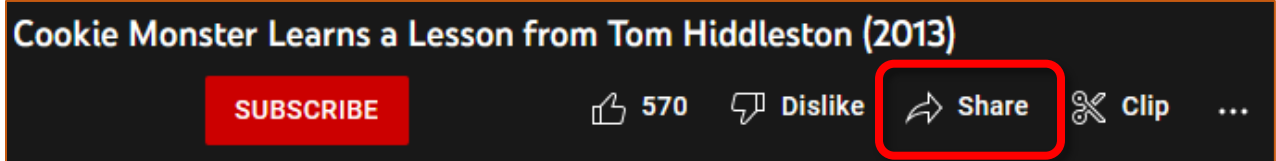
1. Select the object to be modified. The Drawing Tools: Format tab appears.
2. To change to outside of a shape, click the Shape Outline button and select from the desired options.
3. To change the inside of a shape, click the Shape Fill button and select from the desired options.

# Video

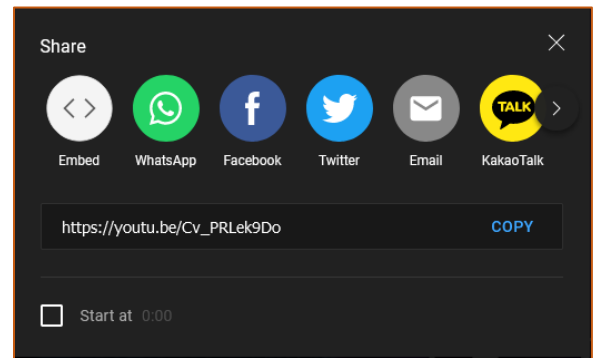
YouTube videos can easily be added to your presentation. It is highly recommended that you find the specific video you want before starting the insert process, so you can be certain you have selected the correct one. These steps are for newer versions of PPT. If you have an older version, you can still add a video but the process has more steps.

## Adding a YouTube Video

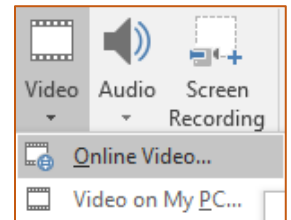
1. Go to YouTube and find the video you want to use.



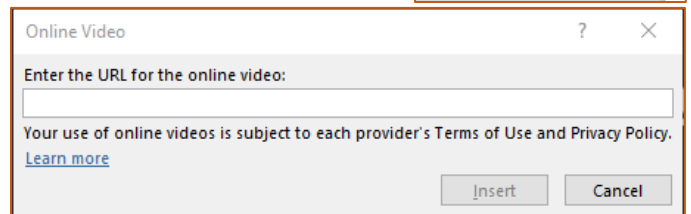
2. Underneath the video, click the **Share** button.
3. A dialog box opens. Copy the URL in the box. **NOTE:** you can start the video at a specific point, with the **Start At** check box.
4. Go back to PowerPoint.



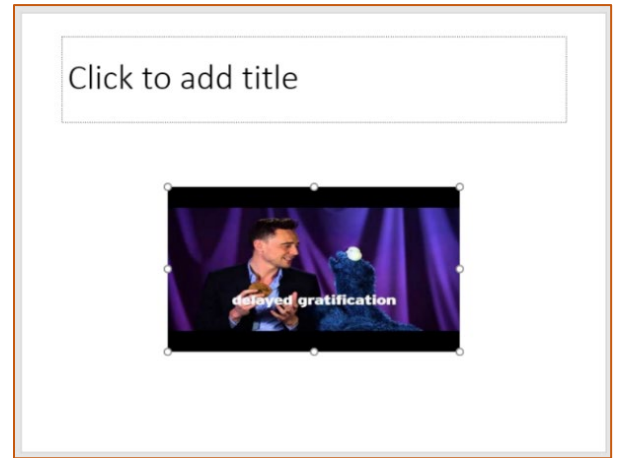
5. Select the Insert tab of the Ribbon.
6. Click the **Video** button, and from the drop-down menu select **Online Video**.



7. **Paste** the URL from YouTube into the text box.
8. Click **Insert**.



9. The selected video is inserted into your presentation.  
You can move and resize it as necessary.



## Photo Album

You may often want to insert a large number of pictures into a PowerPoint presentation. This is easily done by creating a Photo Album in PowerPoint. Depending upon the age of your computer and the size of your pictures, there may be a lag during steps of this process.

**DON'T PANIC.**

*Wait patiently* and the processor should catch up and continue creating your photo album.

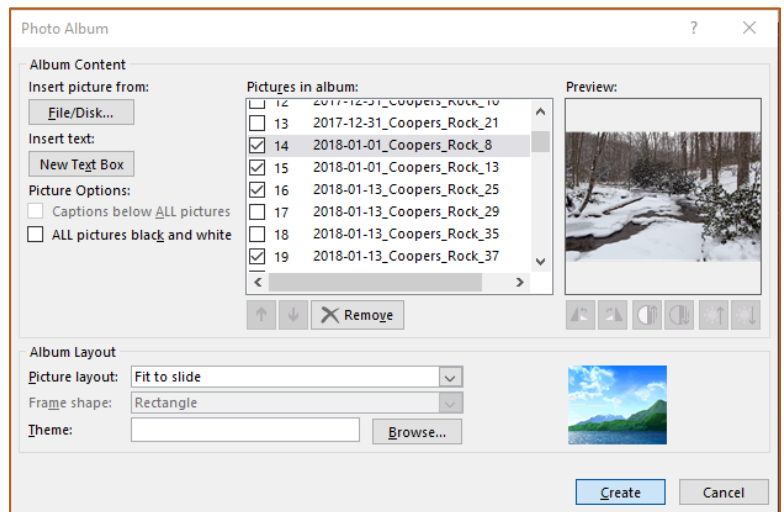
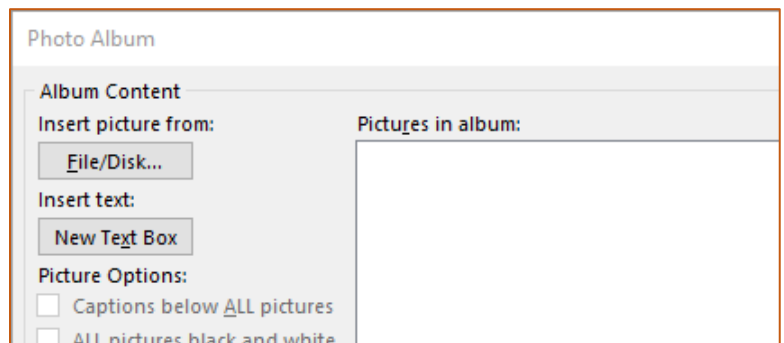
While you are reviewing the pictures and know the order in which you want to show them, you can add numbers at the beginning of the file names. This should place them in your desired order when you insert from PowerPoint.

### Creating a Photo Album

1. Select the **Insert** tab.
2. Click the **Photo Album** button.
3. The Photo Album dialog box opens. Click the **File/Disk** button.
4. The Insert New Picture dialog box opens. Use **Ctrl + click** to select individual pictures or use **Ctrl + A** to select all the picture in the folder.
5. Once the images have been selected, click the **Insert** button.

**Wait Patiently.**

6. If you have a lot of pictures, high resolution pictures, or an older computer, this process can take a while.
7. Beside Album Layout, choose how you would like the pictures to be displayed:
  - Fit to Slide
  - 1 Picture
  - 1 Picture with Title
8. Click the **Create** button.



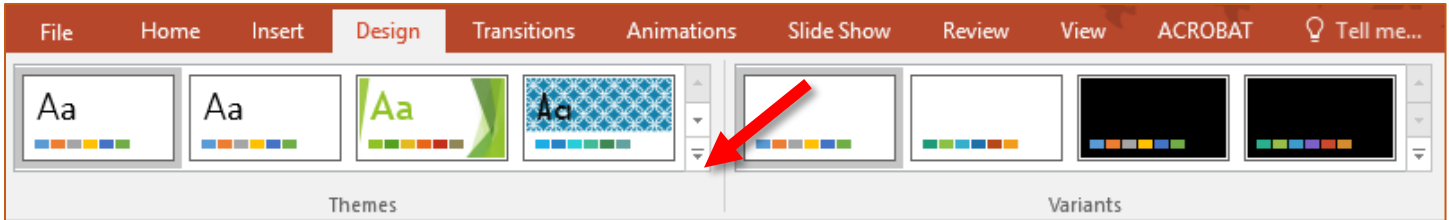
**WAIT PATIENTLY.**

9. If you have a lot of pictures, high resolution pictures, or an older computer, this process can take a while. Perhaps you can go get a cup of tea.
10. Check through individual slides and reformat any images as needed.



# Themes

Themes can allow you to add color and visual interest to your presentation. **HOWEVER**, Themes can also be distracting and make your presentation hard to read if you aren't careful. It is far better to have a boring looking presentation that can be read by everyone than to have one viewers can't read (or that gives them a migraine).



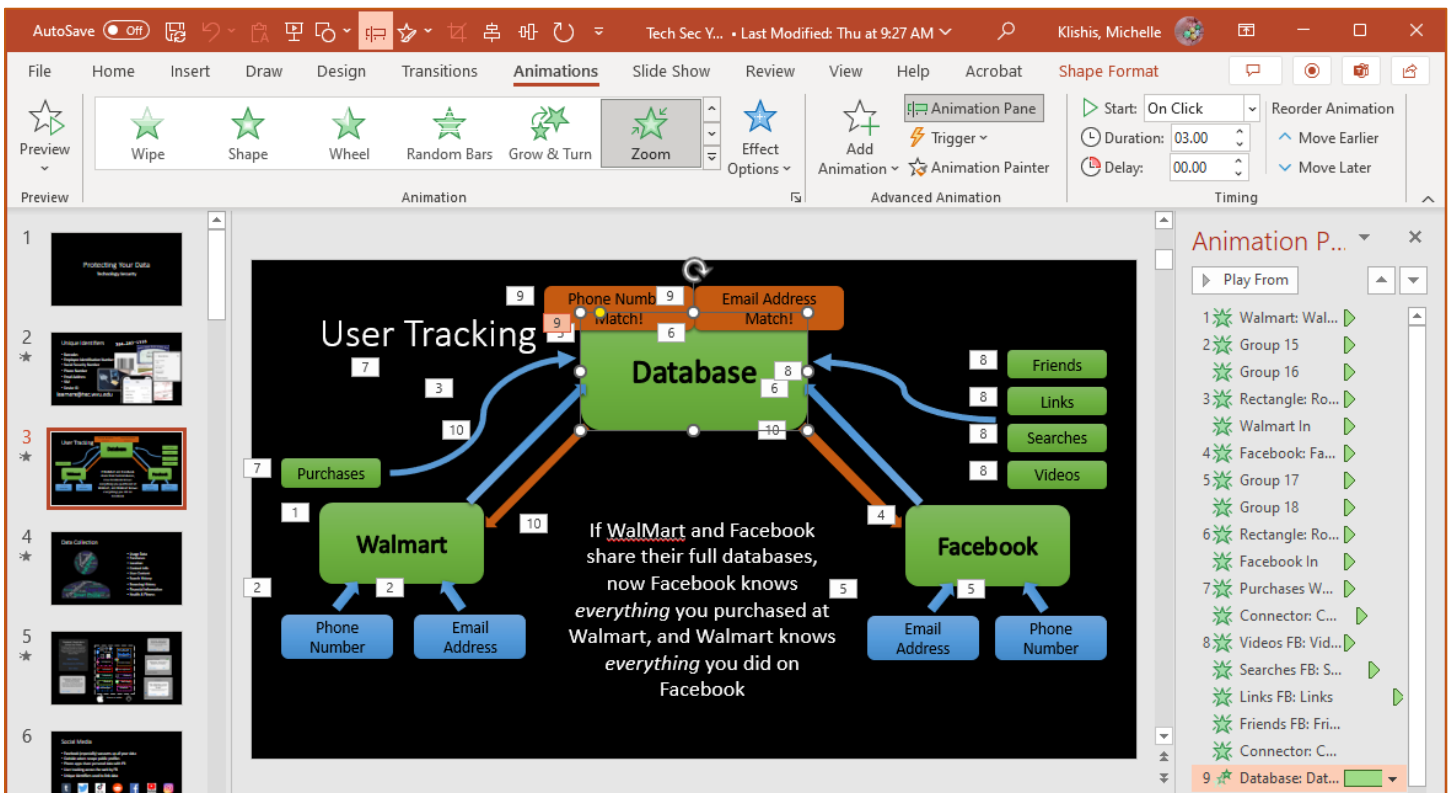
## Adding a Theme

1. Select the Design tab.
2. In the Themes section, click the more button to see more themes at one time.
3. Scroll through the list until you find theme you like. Holding your cursor over a theme will preview the select slide as that theme.
4. Once you have found one you like, click on that theme to apply it to your entire presentation.

## Animation

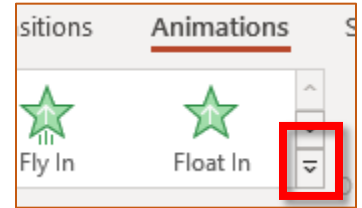
Animations allow you to present single lines of text or an image, one at a time, upon clicking (or after a set time period).

This is particularly helpful if you have complex or confusing material to present, such as explaining a complicated flow chart.

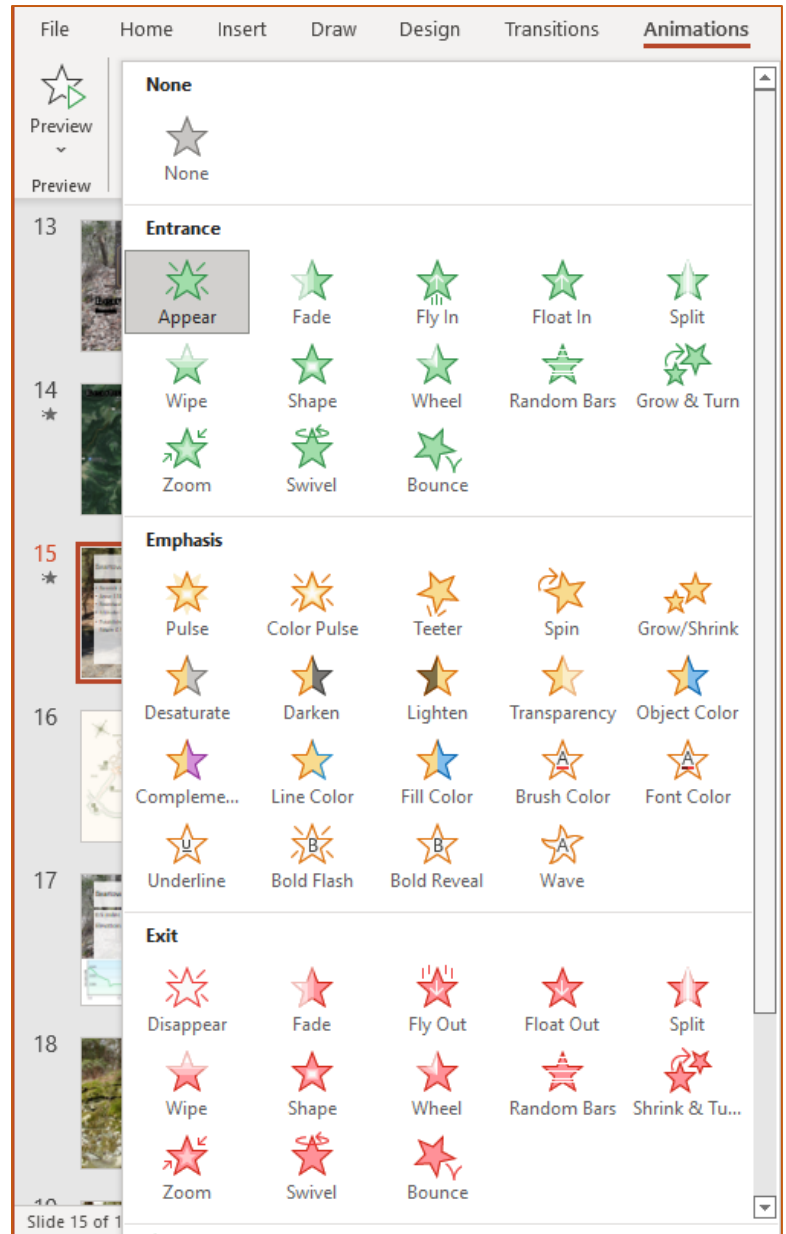


## Adding Animation

1. Select the text or image you want to animate.
2. Select the Animations tab of the Ribbon.



3. In the Animation section, click in the lower corner of the Animations box to view the different animation types. Click to select an animation (**Appear** may seem boring, but fancy animations can be distracting.)
4. The selected line of text or image is animated.



## The Animation Pane

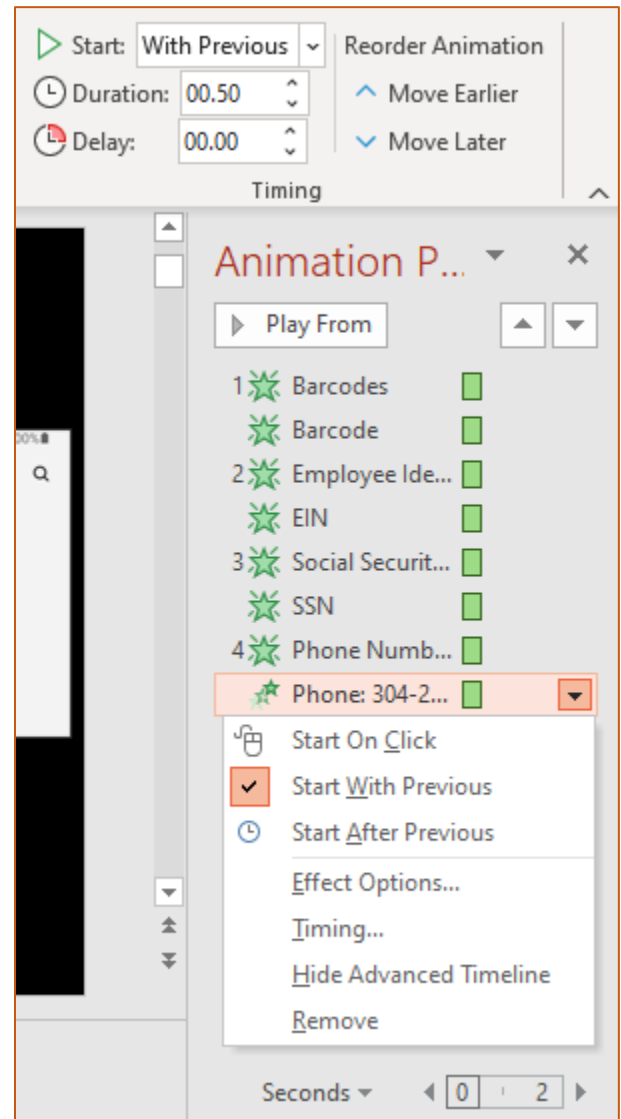
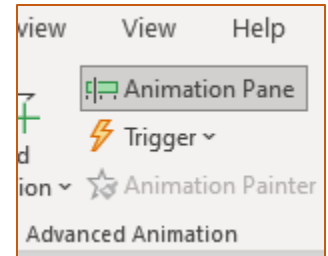
The Animation pane is where you arrange and modify your animations. To access it, in the Animations tab of the ruler, in the Advanced Animation section, click the Animation Pane icon.

The animation pane appears along the right side of the window in the Normal view.

Once you have added an animation to a section, you can change how it appears (or disappears).

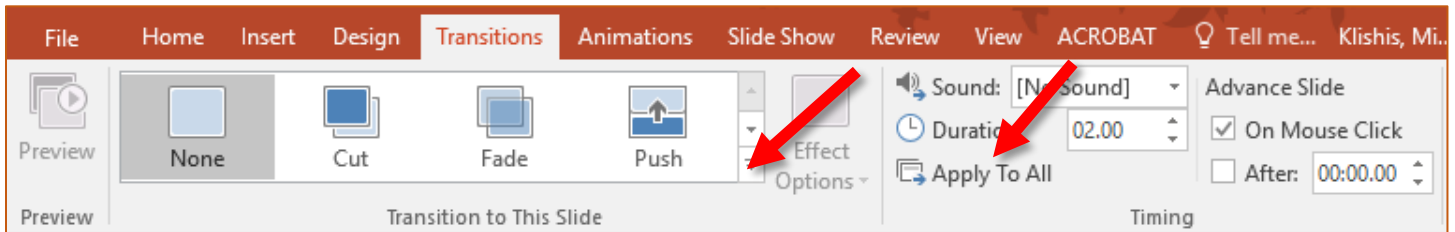
If you are viewing the Animation tab of the ribbon, you can modify any selected animation from there.

When you hover over an animation in the animation pane, a triangle appears, designating a drop-down menu which provides another way to modify and animation.



## Transitions

Transitions are a way to add visual interest to the change from one slide to the next. They can be useful in livening up a presentation, but they can also be extremely distracting. If you feel your presentation needs transitions, pick a single transition to use for your entire presentation.

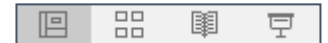


## Applying Transitions

1. Select the **Transitions** tab.
2. In the Transition to This Slide area, click more to see additional transitions.
3. Scroll through the list until you find a transition you like.
4. When you select a transition, you will see a brief preview on the selected slide.
5. Once you have found your transition, click the **Apply to All** button to apply the same transition to all the slides in your presentation.

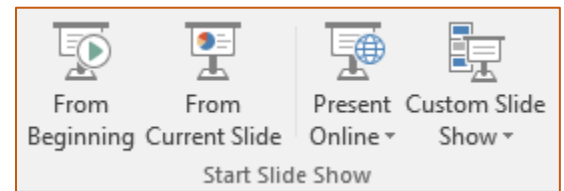
## Presentation View Buttons

PowerPoint allows you to work with your presentation in different views. The most frequently used views are Normal, Slide Sorter, and Slide Show. These are all available as icons on the status bar, and also from the View tab of the Ribbon.



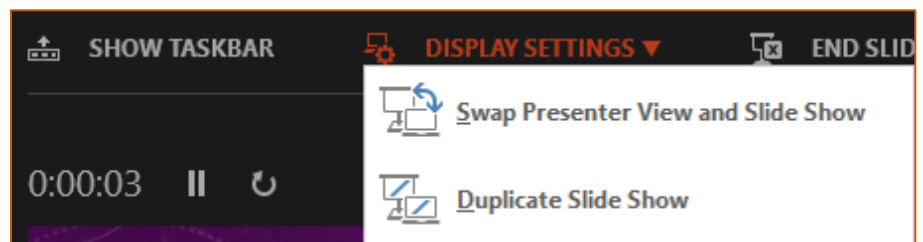
## Giving a Presentation

1. In the Document Views area, click on the **Slide Show** button,  
**OR**  
Press the **F5** key on the keyboard,  
**OR**  
In the View tab click the **From Beginning** or **From Current Slide** button.



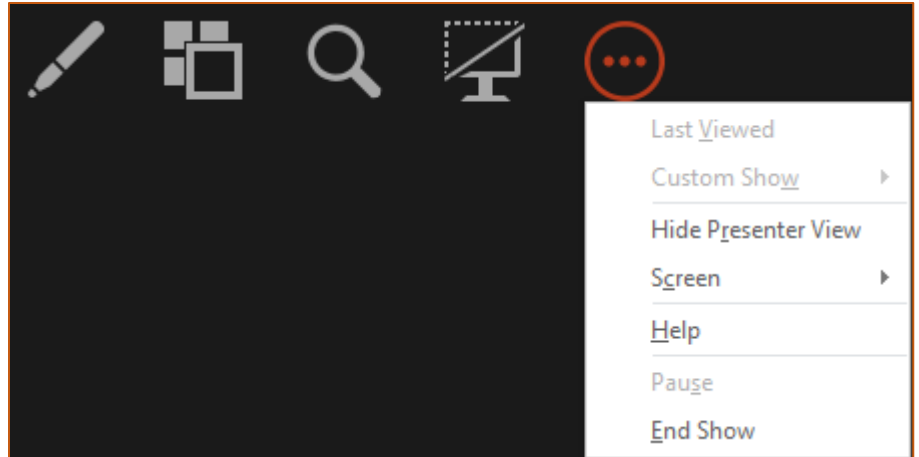
## Presenter View

1. At the top of the window, click **Display Settings**.
2. From the drop down menu, select **Duplicate Slide Show** to exit the presenter view.



## Hiding the Presenter View

1. To hide the presenter view completely giving your presentation, towards the center of the screen, click the circled ellipse button.
2. From the drop down menu, select **Hide Presenter View**.



## Moving through a Presentation

1. Press the **Space Bar**, **Left click**, press **Enter**, press the **Down** or **Right** arrow.
2. Press the **Left** or **Up** key, **Right click** in the presentation and choose **Previous**.

## Ending a Slide Show

1. Press the **Esc** key.

**OR**

**Right click** and choose **End Show**.

**OR**

In the Presenter View, towards the top of the window, click **End Slide Show**.

## Slide Show View

### Giving a Presentation

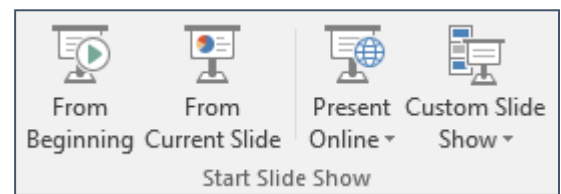
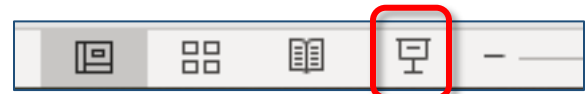
In the Document Views area, click on the **Slide Show** button.

**OR**

Press the **F5** key on the keyboard,

**OR**

In the View tab click the **From Beginning** or **From Current Slide** button



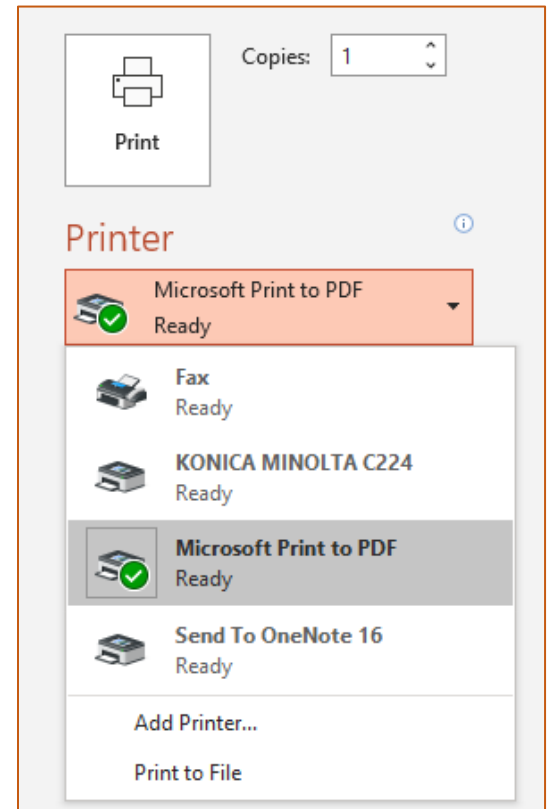
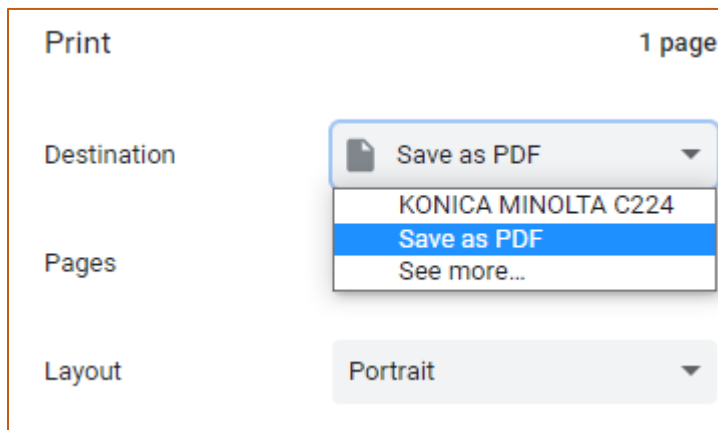
## Saving a Document as a PDF

In most cases you will not be able to send your PowerPoint slides because of size constraints.

Additionally, not all people have access to Microsoft Office. Because of this it is a good idea to make a pdf (portable document format) of your handout, as that format can be opened only all different kinds of systems as well as by web browsers.




















If you have a newer Windows system, it is easy to create a PDF from any document.

1. In your program, launch the Print Dialog Box (in most systems you can do this with the keyboard command **Ctrl + P**).
2. In the drop down menu to select the printer, choose **Microsoft Print to PDF** or it is sometimes just **Print to PDF**.
3. You will be prompted to select a location to save the pdf. If you select to save it on the Desktop, it will be easy to find later.
4. Give the document a name and click **Print**.







## Shortcuts and Commands

Command	Tab Location	Other	Keyboard	Reference
<b>Align Image</b>	Picture Format > Arrange			
<b>Align Text Center</b>	Home > Paragraph	Mini Toolbar	Ctrl + E	
<b>Align Text Left</b>	Home > Paragraph	Mini Toolbar	Ctrl + L	
<b>Align Text Right</b>	Home > Paragraph	Mini Toolbar	Ctrl + R	
<b>Animation</b>	Animations > Animations			
<b>Arrow</b>	Insert > Shapes > Block Arrows			<b>Block Arrows</b> 
<b>Backstage View</b>	File		Alt + F	
<b>Bold</b>	Home > Font	Mini Toolbar	Ctrl + B	<b>B</b>
<b>Borders</b>	Table Tools Design > Table Styles			
<b>Bullets</b>	Home > Paragraph			
<b>Change Case</b>	Home > Font		Shift + F3	Aa ▾
<b>Clear Formatting</b>	Home > Font		Ctrl + Spacebar	
<b>Close</b>	File > Close		Ctrl + W	
<b>Compress Pictures</b>	Picture Format > Size			
<b>Copy</b>	Home > Clipboard	Right click	Ctrl + C	
<b>Crop Image</b>	Picture Tools Format > Size			
<b>Custom Animation</b>	Animations > Animations			
<b>Cut</b>	Home > Clipboard	Right click	Ctrl + X	
<b>Design Templates</b>	Design > Themes			
<b>Find</b>	Home > Editing		Ctrl + F	
<b>Font</b>	Home > Font	Mini Toolbar		
<b>Format Object</b>	Shape Format	Right click		
<b>Format Painter</b>	Home > Clipboard	Mini Toolbar	Ctrl + Shift + C Ctrl + Shift + V	

Command	Tab Location	Other	Keyboard	Reference
<b>Handouts</b>	File > Print > Settings			
<b>Hide the Ribbon</b>	Double click on an open tab		Ctrl + F1	
<b>Hyperlink</b>	Insert > Links	Right click	Ctrl + K	
<b>Images</b>	Insert > Pictures			
<b>Import Slides</b>	Home > New Slide Button Arrow > Reuse Slides			 Reuse Slides
<b>Indent</b>	Home > Paragraph	Mini Toolbar		
<b>Insert Slide</b>	Home > Slides	Right click	Ctrl + M	
<b>Italic</b>	Home > Font	Mini Toolbar	Ctrl + I	<i>I</i>
<b>Layout</b>	Home > Slides	Right click		 Layout ▾
<b>Line Spacing</b>	Home > Paragraph			
<b>New Presentation</b>	File > New tab		Ctrl + N	
<b>New Slide</b>	Home > Slides	Right click	Ctrl + M	
<b>Non-Keyboard Characters</b>	Insert > Symbols			 Symbol
<b>Normal View</b>	View > Presentation Views	Presentation Views		
<b>Notes Page</b>	Views > Presentation Views			
<b>Numbering</b>	Home > Paragraph			
<b>Open</b>	File > Open		Ctrl + Open	
<b>Paste</b>	Home > Clipboard	Right click	Ctrl + V	
<b>Paste Special</b>	Home > Paste down arrow > Paste Special	Right click		 Paste ▾
<b>Photo Album</b>	Insert > Images			 Photo Album ▾
<b>Picture</b>	Insert > Images			
<b>Picture Border</b>	Picture Tools Format > Picture Styles	Home tab > Drawing		 Picture Border ▾
<b>Presentation View</b>	View > Presentation Views	Status Bar		   



Command	Tab Location	Other	Keyboard	Reference
<b>Print</b>	File > Print	Quick Access	Ctrl + P	
<b>Print Handouts</b>	File > Print > Settings > Handouts			
<b>Program Options</b>	File > Options			
<b>Recent Files</b>	File > Open			
<b>Redo</b>		Quick Access	Ctrl + Y	
<b>Replace</b>	Home > Editing		Ctrl + H	
<b>Reuse Slides</b>	Home > New Slide down arrow > Reuse slides			
<b>Save</b>	File > Save or Save As	Quick Access Toolbar	Ctrl + S	
<b>Save As</b>	File > Save As		F12	
<b>Save As Slide Show</b>	File > Save As button			
<b>Screenshots</b>	Insert > Images			
<b>Select All</b>	Home > Editing > Select button > Select All		Ctrl + A	
<b>Set Up Show</b>	Slide Show > Set Up			
<b>Shapes</b>	Insert > Illustrations <b>OR</b> Home tab > Drawing			
<b>Slide Layout</b>	Home > Slides	Right click		
<b>Slide Show from Beginning</b>	Slide Show > Start Slide Show		F5	
<b>Slide Show from Current Slide</b>	Slide Show > Start Slide Show	Presentation Views	Shift + F5	
<b>Slide Sorter View</b>	View > Presentation Views	Presentation Views		
<b>Slide Template</b>	Design > Themes			
<b>Slide Transition</b>	Transitions			
<b>Speakers Notes</b>	Views > Presentation Views > Notes Page			
<b>Spell Check</b>	Review > Proofing	Right click	F7	

Command	Tab Location	Other	Keyboard	Reference
<b>Start Slide Show from Beginning</b>	Slide Show > Start Slide Show	Presentation Views	F5	
<b>Start Slide Show from Current Slide</b>	Slide Show > Start Slide Show	Presentation Views	Shift + F5	
<b>Switch Windows</b>	View > Window	Windows taskbar	Alt + Tab	
<b>Symbols</b>	Insert > Symbols			
<b>Table</b>	Insert > Tables			
<b>Table: Add Row / Column</b>	Table Tools Layout > Rows & Column			
<b>Table: Delete</b>	Table Tools Layout > Rows & Columns			
<b>Templates</b>	Design > Themes			
<b>Text Box</b>	Insert > Text Box			
<b>Text Size</b>	Home > Font	Mini toolbar		
<b>Themes</b>	Design > Themes			
<b>Transitions</b>	Transitions			
<b>Undo</b>		Quick Access	Ctrl + Z	
<b>Video</b>	Insert > Media			
<b>View</b>	View > Presentation Views	Status Bar		
<b>Word Art</b>	Insert > Text			
<b>Zoom</b>	View > Zoom	Status Bar		