Using PowerPoint

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Main Screen

Quick Access Toolbar

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New Presentations

When you launch PowerPoint, you are given the option to create a new presentation. If you no longer have access to that screen, you can use the following steps.

Creating a New Presentation

1. Select the **File** tab.
2. In the left pane, select the **New** tab.
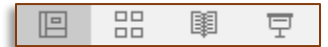3. Click on **Blank Presentation** to create a new blank document.

> **OR**

1. Use the keyboard command **Ctrl** + **N**.
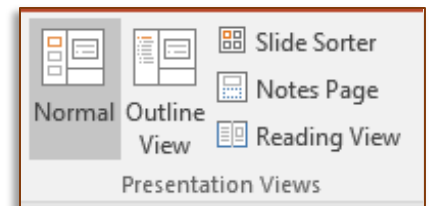
 + N

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.

Normal View see page 4.

Slide Sorter View see page 5.
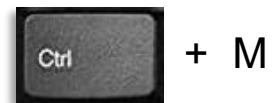
Slide Show View see page 13.

New Slides

New slides can be created from the Home tab or by using a keyboard command.

Adding a Slide

1. In the **Home** tab, click the **New Slide** button.

   OR

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

Slide Layout

Once a slide has been created, you will need to choose a layout for that slide. By default, the first slide is a Title Slide, and the next created slide is Title and Content. There are, however, a variety of layout options from which to choose.

Changing the Slide Layout

1. In the **Home** tab click the **Layout** button.
2. Choose a layout from the drop-down menu.

   OR

1. **Right click** in a blank area of the slide and select **Layout**.
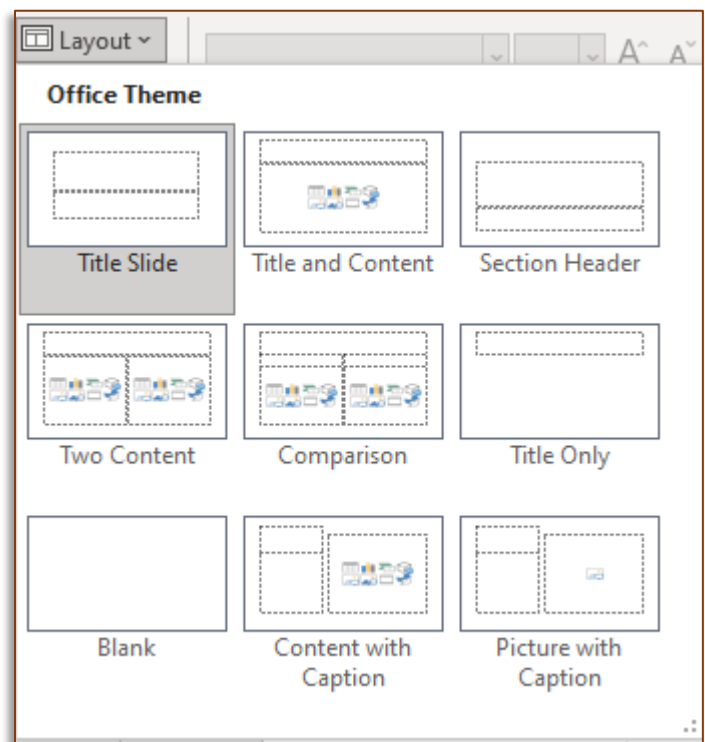
Normal View

Normal view is the most common way to work on a presentation. It allows you to see three different things at one time: The slide you are working on, the slides before / after the current slide, and the notes area.

Each pane can be resized by clicking and dragging on the border between the panes when the cursor changes to display a double-headed arrow.
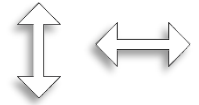
Slide / Outline Pane   Slide Pane
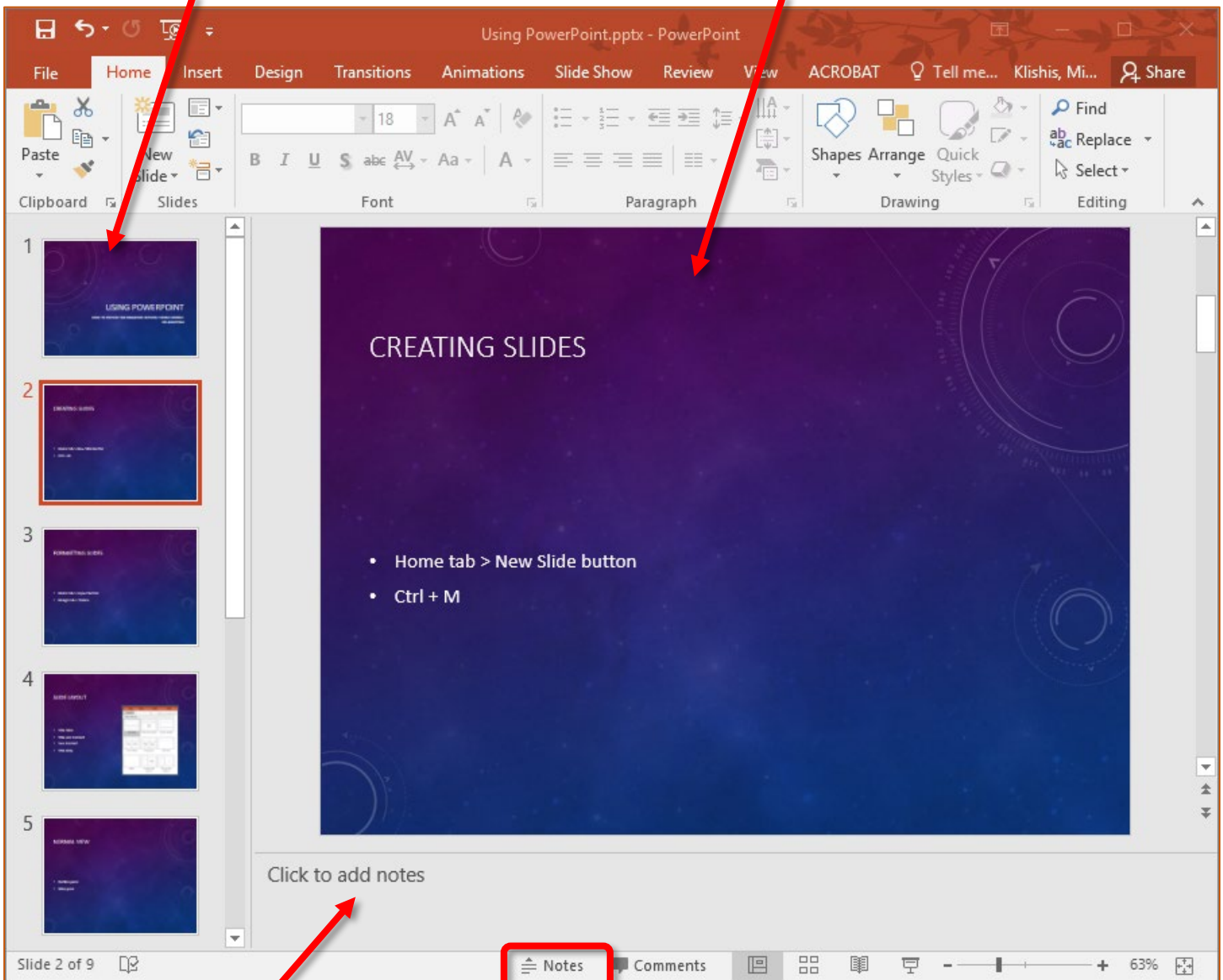

Notes Pane

Notes Area

The notes area is a space for you to enter text you want to give during your presentation. This text can be a brief outline of the points you want to hit for the given side, or the entire text you plan to memorize for the presentation. The notes area can be toggled by clicking the **Notes** button in the status bar.

Slide Sorter View

The slide sorter view allows you to see multiple slides at one time. It is used to easily apply formatting to all the slides in your presentation, but it is also the best place to rearrange the slides in your presentation.

As you work on your presentation, you'll discover that you'll need to move sections of it around to change the flow or logical order of what you are going. In slide sorter view, you can easily select the slides you want to move them to a new location.
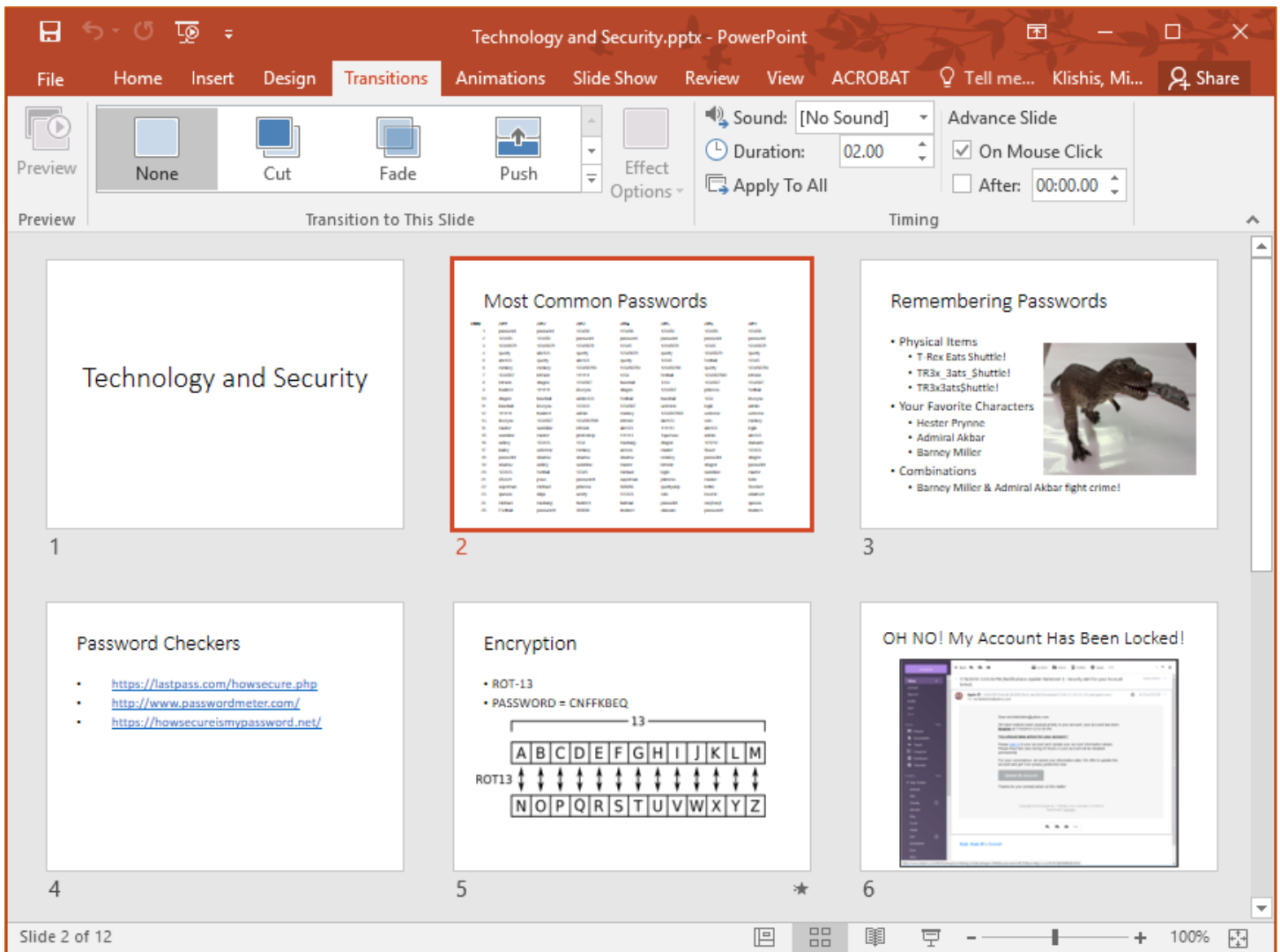
Moving Slides

1. Click to select the slide you want to move. Use **Ctrl + click** to select multiple slides.
2. Hold down the mouse over one of the selected slides and drag to the new location on the screen. A vertical bar appears showing where the slides will be dropped.

Adding Pictures to Your Presentation

The ability to add pictures to a lecture or presentation is at the very root of why PowerPoint exists. Although text is useful, pictures make a presentation.

Inserting a 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.
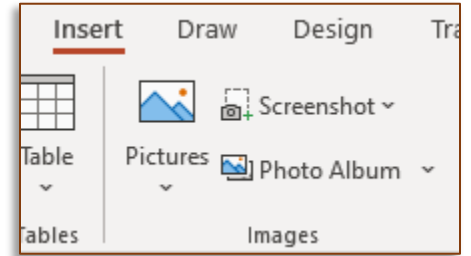
Shapes and Word Art

You may want to use shapes to highlight things on your slides. In fact, shapes are used throughout this document to draw your attention to small parts of bigger images. Text boxes can be used to help label items, or if you have text you want precisely placed on a slide.

Inserting a Shape

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.
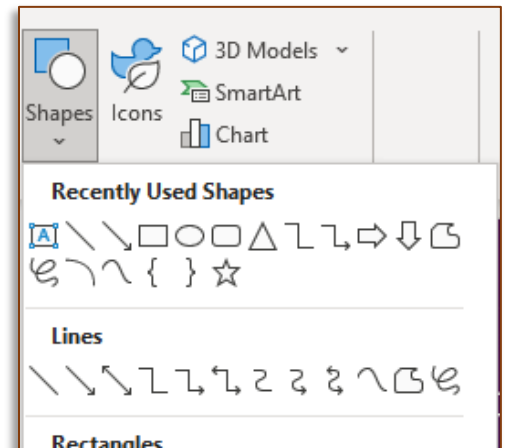
Formatting Objects

Once you have created a shape, you can modify that shape by resizing, rotating, and recoloring it.
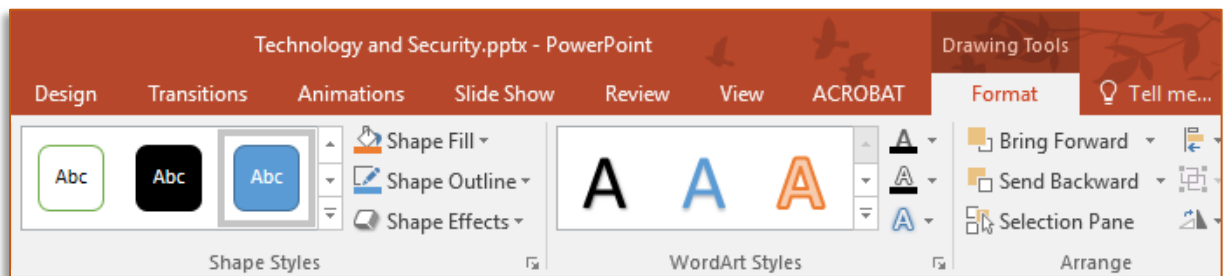
Add a new shape	Insert Shapes
Change the inside color of an object	Shape Fill
Change the outside color of an object	Shape Outline
Change the thickness of the shape outline	Shape Outline
Rotate the selected object	Rotate
Make the object smaller	Size
Set the location of the object within the page	Align

Resizing an Object

1. **Select** the shape you want to modify. A bounding box appears.
2. **Click** on one of the **white** (round) handles and **drag** to resize the object,

      OR

2. In the **Size** section of the **Format** tab, enter new numbers to change the size.
3. **Click** on one of the **yellow** (round) handles to change the object within the bounding box.
4. Click on the circular arrow to change the direction the arrow is pointing.
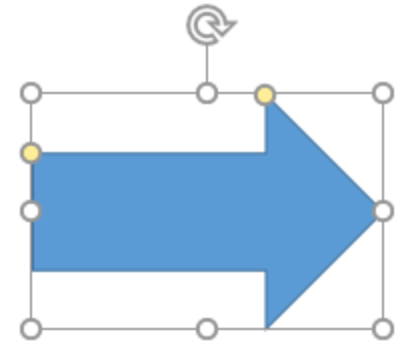
Recoloring an Object

1. Select the object to the 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 Full button and select from the desired options.
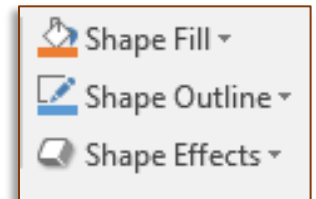
Animation

Animations allow you to present single lines of text or images, 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.

It also allows you to have text and images appear after a set number of seconds, such as in a trivia game.

Adding Animation

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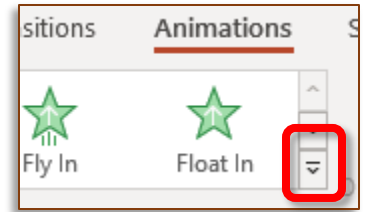
3. In the Animation section, click in the lower corner of the Animations box to view the different animation types. Click to select an animation (**Appear** may seem boring, but fancy animations can be distracting.)
4. The selected line of text or image is animated.
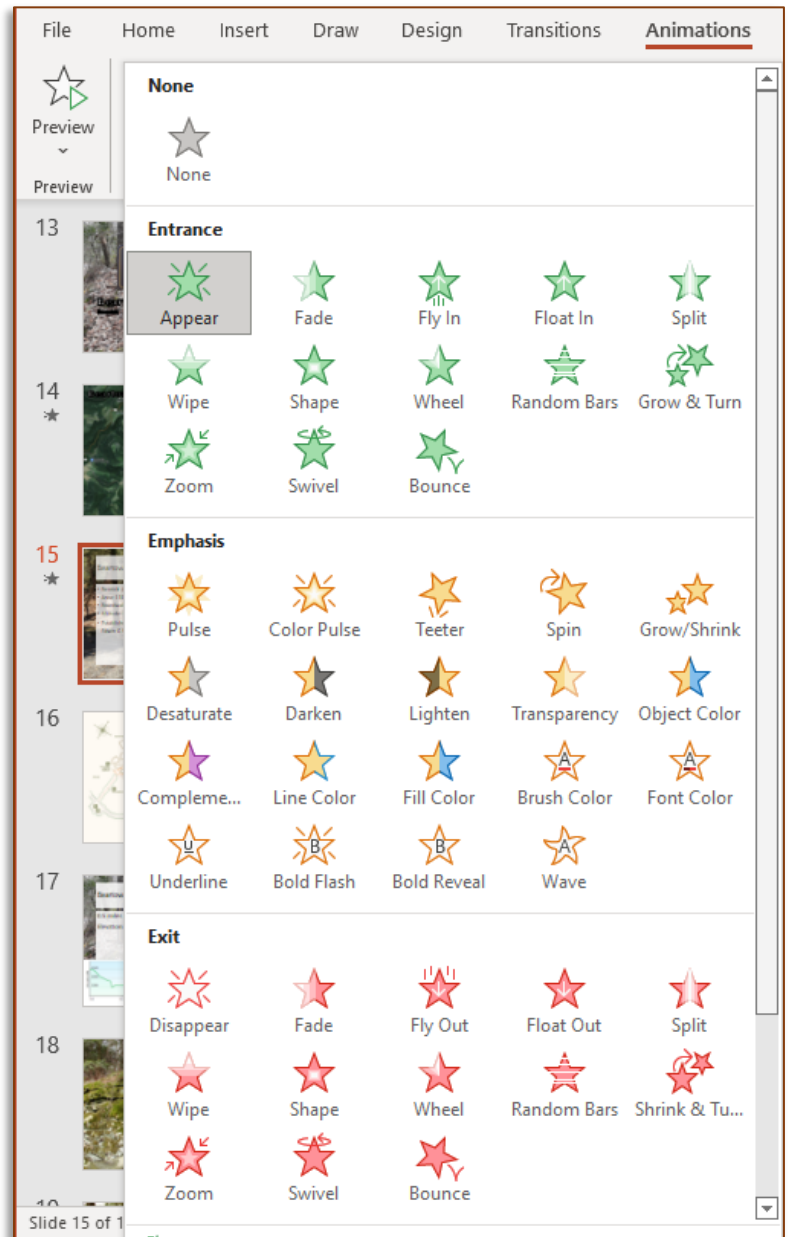
The Animation Pane

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.
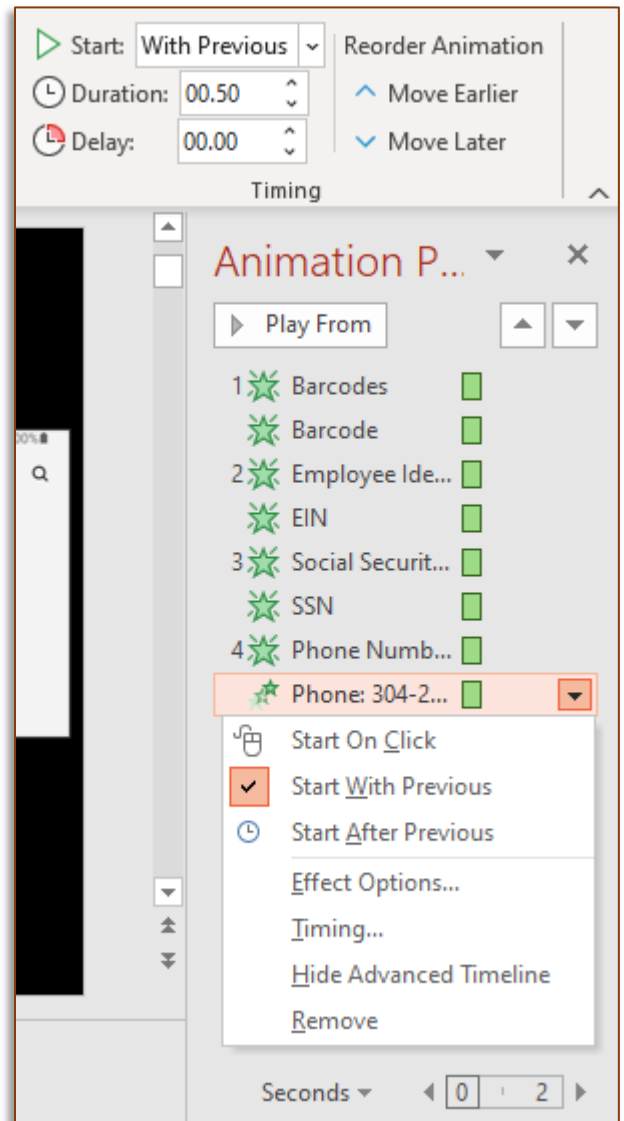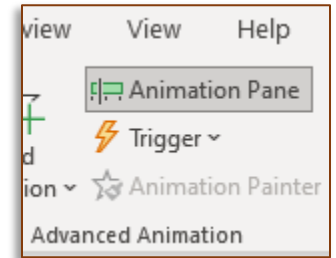
Video

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.
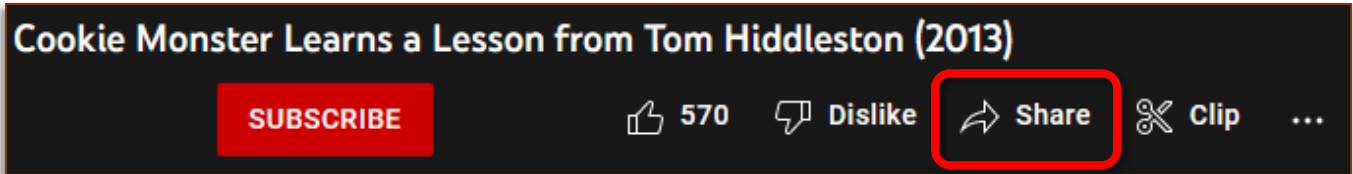
These steps are for newer versions of PPT. If you have an older version, you can still add a video but the process has more steps.

Adding a YouTube Video

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

2. Under the video, click **Share**.
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.
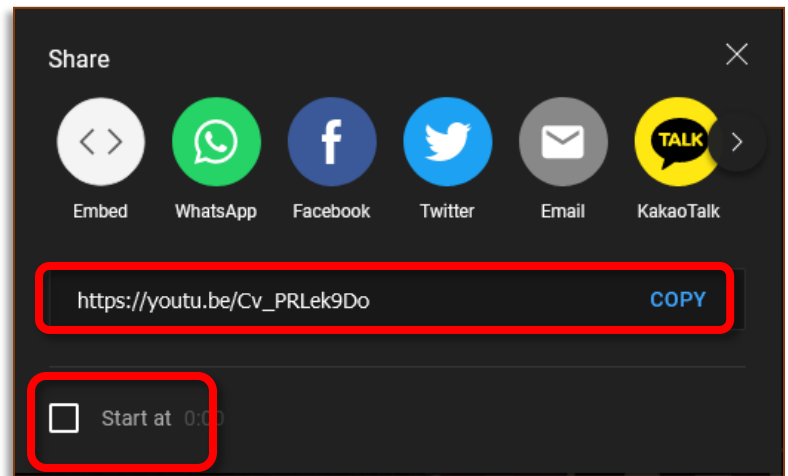
4. Go back to PowerPoint.
5. Open the **Insert** tab of the Ribbon.
6. Click the **Video** button.
7. From the drop down menu select **Online Video.**

8. **Paste** the URL from YouTube into the text box.

9. Click **Insert**.
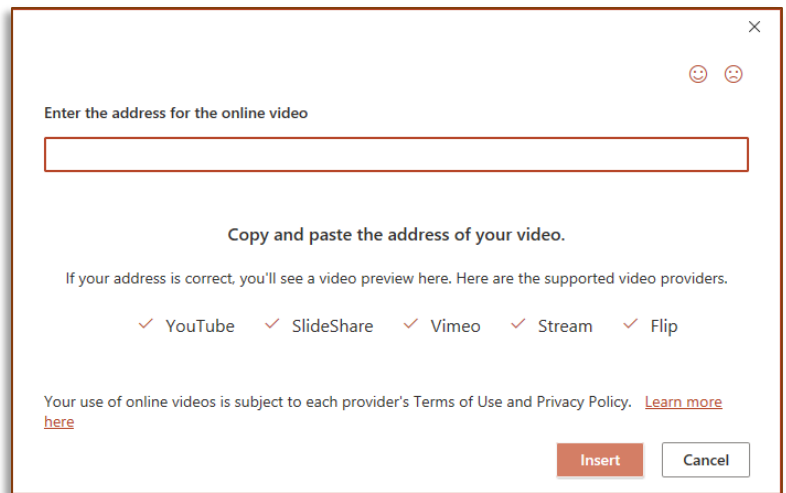
10. The selected video is inserted into your presentation. You can move and resize it as necessary.
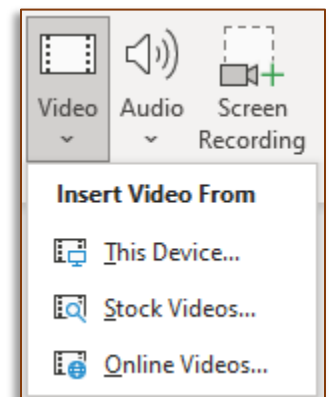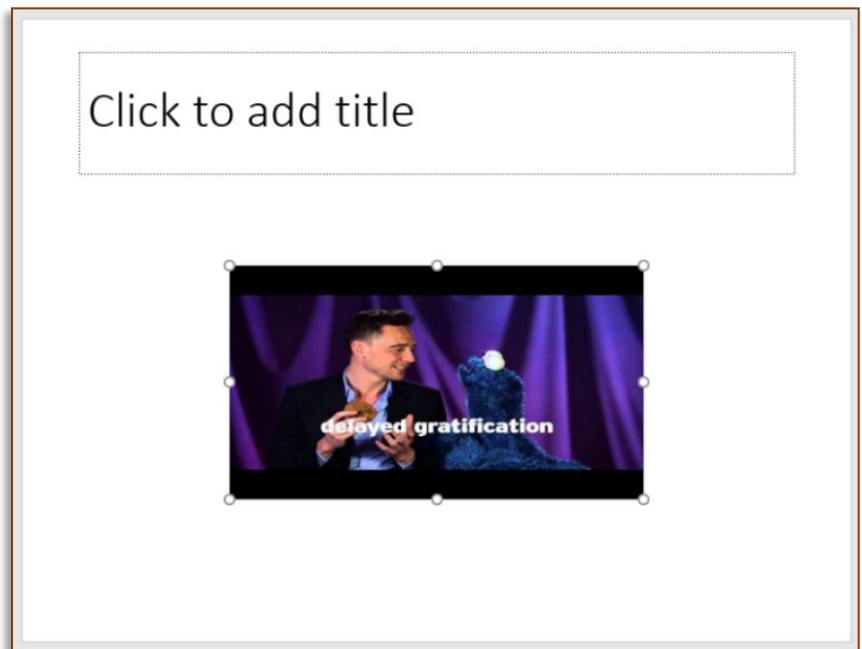
Hyperlinks

From your presentation, you may also want to go to a website.

Adding a Hyperlink

1. In your web browser, browse to the webpage you want to visit during your presentation.

2. In the location bar of your web browser, copy the URL of the web page. (**Ctrl + C**)

3. Select the **Insert** tab, click the **Hyperlink** button.

>   **OR**

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

4. In the Text to display box, enter the text you want to appear in your presentation.

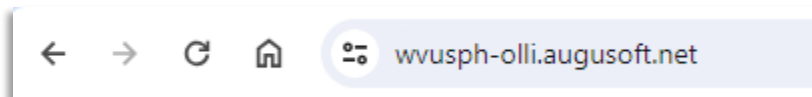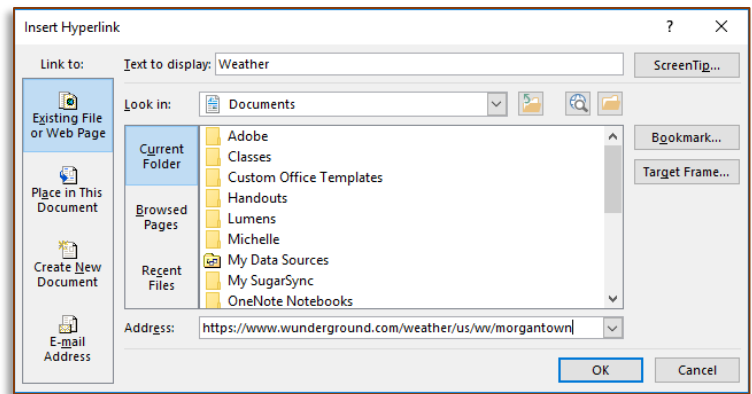5. In the Address text box, past the full URL of the web page you want to go to. (**Ctrl + V**).

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).
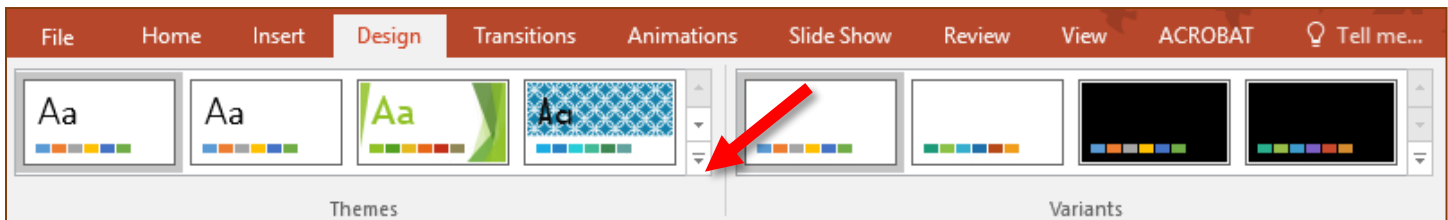
Adding a Theme

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.
5. In the **Variants** area, you can change the color scheme for your selected Theme.

Photo Album

The second most common use for PowerPoint is to give photo presentations that can run by themselves as a background at events such as birthday and anniversary parties. This is easily done by creating a Photo Album in PowerPoint.

While reviewing the pictures and deciding 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.

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.

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.
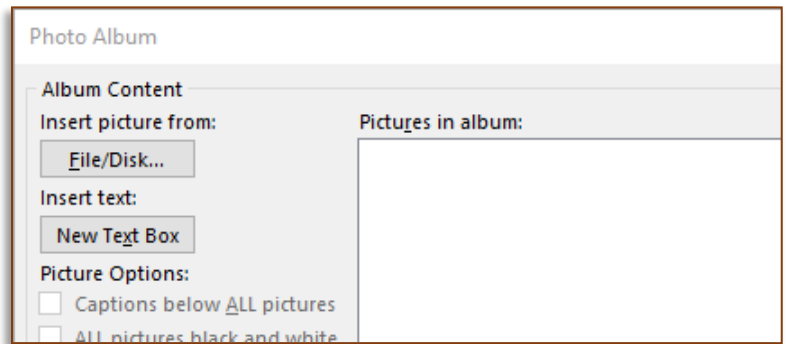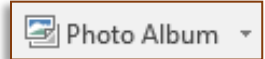
4. The Insert New Picture dialog box opens. Use **Ctrl + click** to select individual pictures or use **Ctrl + A** to select all the picture in the folder.
5. Once the images have been selected, click the **Insert** button.
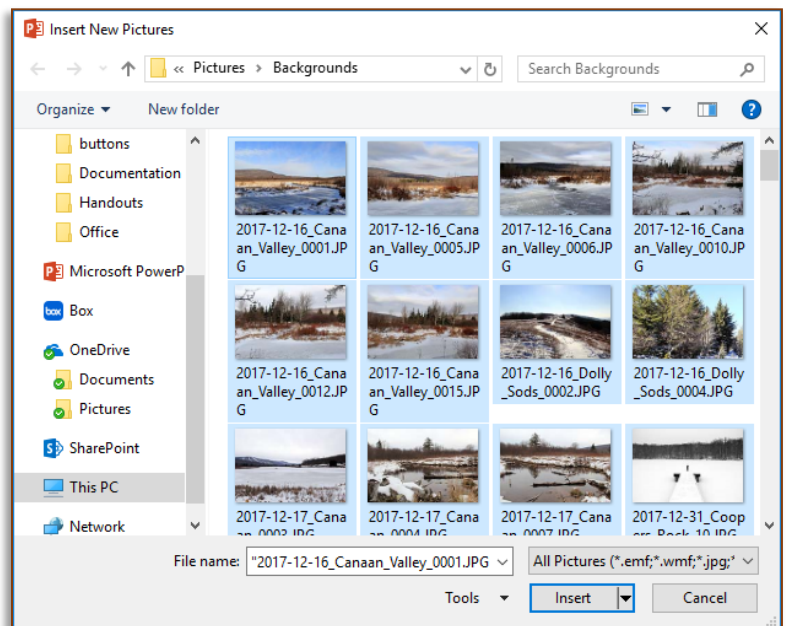
6. **Wait Patiently**.
   If you have a lot of pictures, high resolution pictures, or an older computer, this process can take a while.
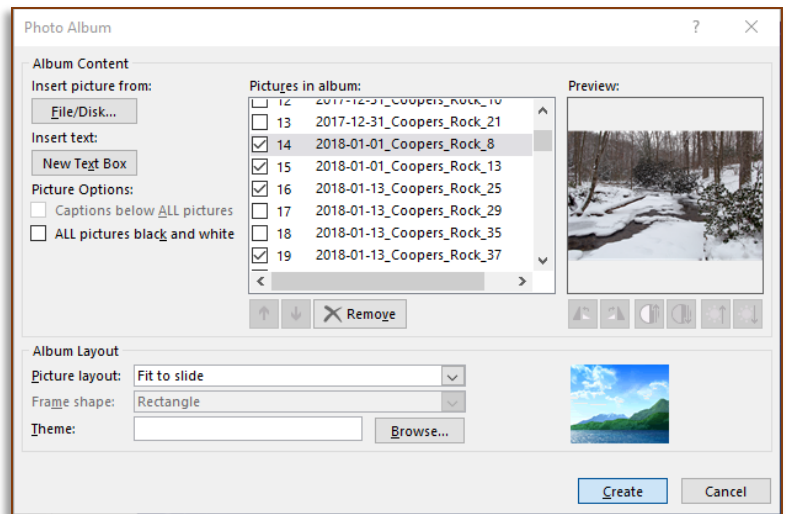
7. Beside Album Layout, choose how you would like the pictures to be displayed:

    Fit to Slide

    1 Picture
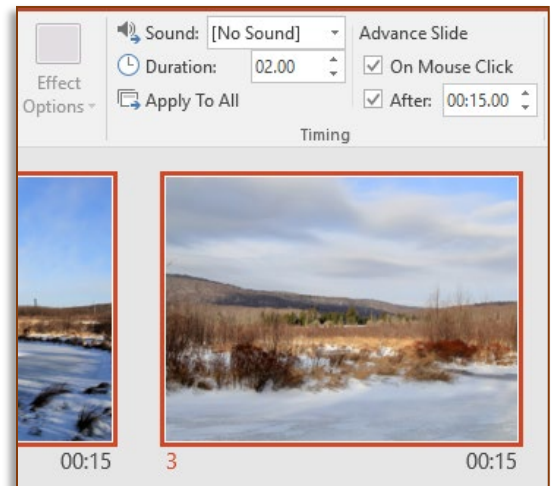
    1 Picture with Title
8. Click the **Create** button.


9. **WAIT PATIENTLY.**
    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.

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.
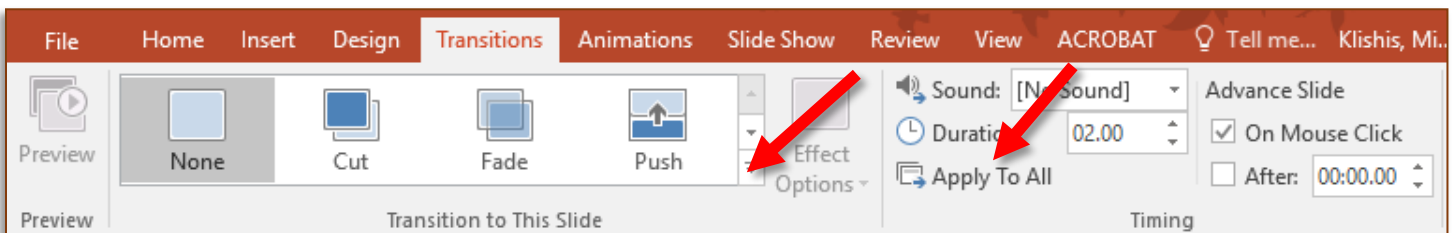

Applying Transitions
1. Select the **Transitions** tab.
2. In the Transition to This Slide area, click more to see additional transitions.
3. Scroll through the list until you find a transition you like.
4. When you select a transition, you will see a brief preview on the selected slide.
5. Once you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

Automatic Timings

If you are creating a slide show to run on its own, you need to set up automatic timings. This means each slide will display for a set number of seconds and then automatically switch to the next slide.

Setting Up Automatic Timings

1. Switch to the Slide Sorter view. (See page 5)
2. Select all the slides in the presentation (Ctrl + A).
3. Select the **Transitions** tab of the ribbon.
4. In the Advance Slide section, place a check beside **After**.
5. In the scroll box beside after, set the time each slide should display. 00:15.00 will display a slide for fifteen seconds.
6. When you are in Slide Sorter View, the timing for each slide will be displayed.
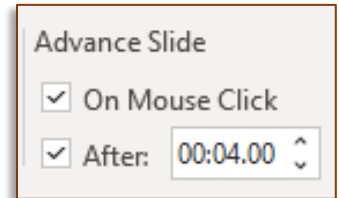
Loop Continuously

If you are creating a slide show to run on its own, you will probably want it to restart when it reaches the last slide. This is done with Loop Continuously.

Toggling on Loop Continuously

1. Select the **Slide Show** tab of the ribbon.
2. Click the **Set Up Slide Show** button.
3. In the Show options section of the dialog box, place a check beside **Loop continuously until 'Esc'**.
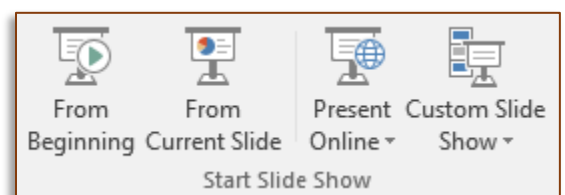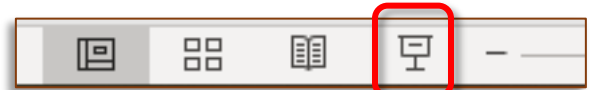4. Click **OK**.

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 file size limits. Additionally, not all people have access to Microsoft Office.

Because of these limitations 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.

In your program, launch the Print Dialog Box (**Ctrl + P**).

In the drop down menu to select the printer, choose **Microsoft Print to PDF** or it is sometimes just **Print to PDF**.

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.

Give the document a name and click **Print**.
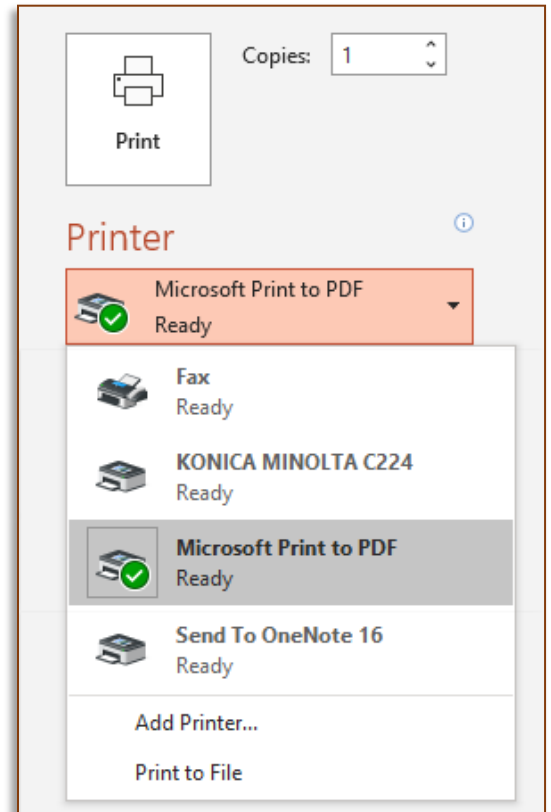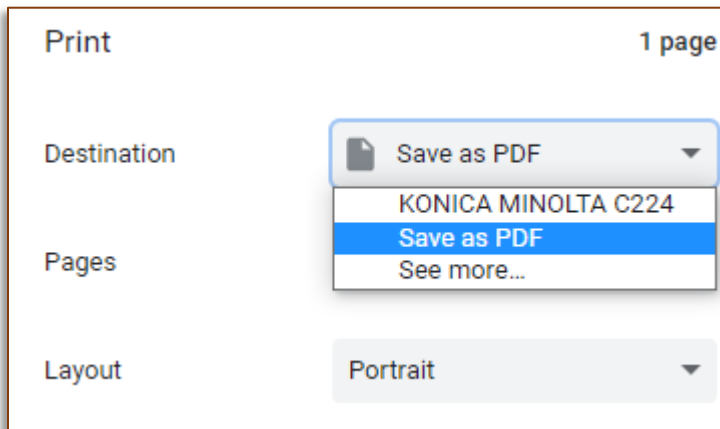
Presenter View

By default, when giving a presentation from a computer through a projector, PowerPoint uses the Presenter View. This displays your slide on the projector and a presenter view, with notes and upcoming slides, on the laptop or computer.
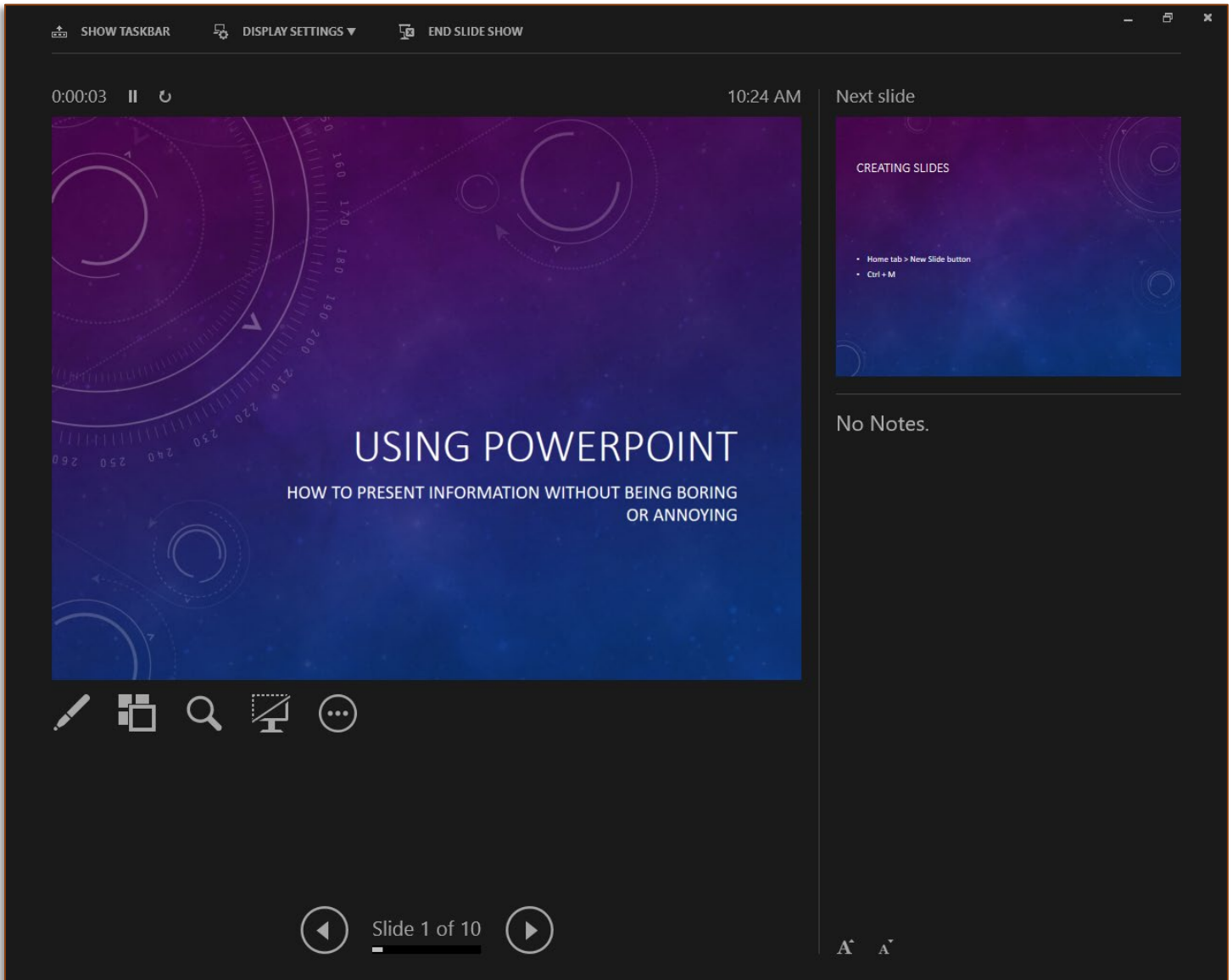

Switching Display Settings

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.
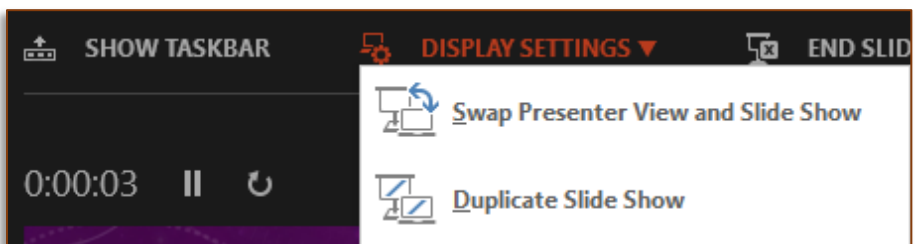
Hiding the Presenter View

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**.
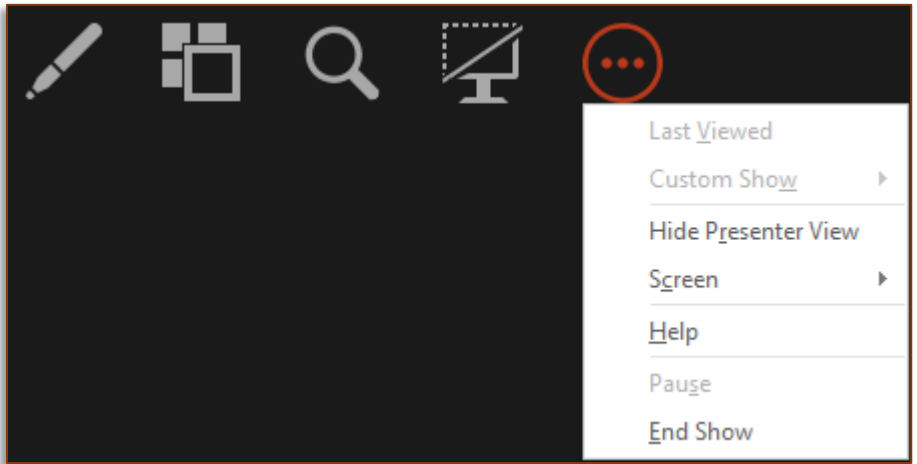
Moving through the Presentation

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.**
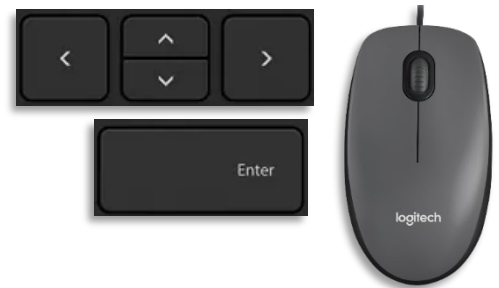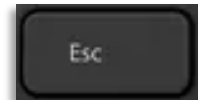

Ending the Slide Show

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**.

Guidelines for Good Presentations
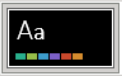
- Font size should be between 28 and 32 points (the heading above is 16 point, this text is 12 pt)

- 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.

PowerPoint Quick Reference

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

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

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

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

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