

# Creating a Presentation in PowerPoint

## Getting Started

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When you launch PowerPoint you'll see a dialog box with options. Use the AutoContent Wizard if you know your topic, but you're not sure how to structure what you want to say. Use the Template if you want to start with a design and enter text on formatted slides.

### ***Creating a Presentation Using the Auto Content Wizard***

Choose AutoContent Wizard from the PowerPoint dialog box. Follow the Wizard steps.

### ***Creating a Presentation Using a Template or Design***

1. Choose the Template option from the PowerPoint dialog box. If you've already closed the dialog box, Choose File > New.
2. From the New Presentation dialog box, select a Presentation, Presentation Design, or Office template. The AutoContent Wizard presentations are topical.
3. If you select one of the Presentation Designs, you must then select an AutoLayout from the New Slide dialog box.
4. Enter text by first clicking in the text box, then typing. You may prefer to switch to Outline view.
5. Click outside of the text box to place the text on the slide
6. Click the New Slide button to add more slides.

### ***Saving a Presentation for Use on Another Computer***

1. Choose File > Pack and Go from the menu bar. Click Next to advance to the second step.
2. Select the active presentation or another presentation you want to pack, and then click Next.
3. Choose a destination drive and/or folder. Click Next.
4. Turn the object-linking and file-embedding options on or off. Click Next.
5. If the destination computer does not have PowerPoint installed, include the PowerPoint Viewer. Click Next.
6. Click Finish to create the Pack and Go file and copy it to the selected destination drive. If the file will not fit on one disk, you will be prompted to insert additional disks.

### ***Unpacking a Presentation***

1. Insert the disk created by Pack and Go.
2. In Windows Explorer, select the drive where the disk is located, and double-click the *pngsetup.exe* file.

## Viewing Slides

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Understanding views is one of the keys to working comfortably and efficiently in PowerPoint. The term *view* refers to how you look at and work on your presentation. Open the View menu or click the View buttons located to the left of the horizontal scroll bar to see the presentation in different views.

## Editing Content in the Outline

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### ***Adding New Slides and Bulleted Points***

1. Place the insertion point at the end of the last bulleted point on the slide that precedes the location you wish to place your new slide.
2. Press Enter and you'll see a blank bulleted point.
3. Promote the blank bulleted point by pressing Shift +Tab. Press Tab to demote points.

## ***Selecting Text***

You can copy, move, or delete selected text. Here are some efficient text selection methods:

### **Amount of text to select**

One word

One bulleted point

Several bulleted points

An entire slide

### **Method**

Double click the word

Place your mouse on the bullet that precedes the point. When your pointer changes to the four-headed arrow, click.

Click at the beginning of the section you wish to select. Then scroll, if necessary, to the end of the section. Hold the Shift key and click at the end of the section. The Click, Shift+Click method selects everything between your clicks.

Place your mouse on the icon that precedes the slide title. Click when the pointer turns to a four-headed arrow.

## **Incorporating Content from Other Sources**

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### ***Using Slides from an Existing Presentation***

1. Position the insertion point or slide selector where you want to insert slides.
2. Chose Insert > Slides from Files to open the Slide Finder.
3. Select the presentation that includes the slides you want to insert.
4. Click the Display button to view the slides.
5. Select the slide(s) you want to insert, and then click Insert to insert the slides in the current presentation. If you want to insert all the slides, click the Insert All button.
6. The Slide Finder remains open, so you can move to a different location in the active presentation and insert other slides.
7. When you are finished inserting, close the Slide Finder.

### ***Using Word Outlines***

1. Position the insertion point (in Outline view) or slide selector (in Slide Sorter view) where you want to insert slides.
2. Choose Insert > Slides from Outline from the menu bar.
3. Select the Word document you want to insert.
4. Click Insert.

### ***Applying a Design from an Existing Presentation***

1. Click Format > Apply Design or click the Apply Design button on the Standard toolbar.
2. Select the presentation or design template you want to apply (you may need to change the Files of Type drop down).

## **Working with the Slide Master**

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When you want to change the appearance of text or bullet characters on *all* slides, make the formatting changes on the slide master. Click View > Master > Slide Master to work on the Slide Master. Anything you can do on the slide master can be done to individual slides as well. When you format text on individual slides, the formatting takes precedence over formatting from the Slide Master. Even if you apply a new design, formatting applied to individual slides won't change.

## PowerPoint Features

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### ***Applying a Design to a Presentation***

1. Choose Apply Design Template from the Common Tasks toolbar.
2. If the presentation you want to use is not a template, change the Look In control to the folder where the presentation is stored. Change the Files of Type drop-down control to All PowerPoint files.
3. Select the presentation or design template you want to apply.
4. Click Apply.

### ***Changing the Color Scheme***

1. Choose Format > Slide Color Scheme to open the Color Scheme dialog box.
2. Click the color scheme you want to apply. To create your own scheme, click the Custom tab.
3. Choose Preview to see the changes before applying them. Click Apply to or Apply to All to apply the scheme to the current slide or all slides in the presentation.

### ***Customizing the Background***

1. Choose Format > Background to open the Custom Background dialog box.
2. Click the Omit Background Graphics from Master check box to remove the background graphics from a particular slide or all the slides.
3. Click the drop-down arrow next to the blank text box to select the fill options that you want to change. Choose from shadowed, patterned, or textured fill, or choose a picture from the Clipart folder. To return to the original fill, choose Automatic from the drop-down list.

### ***Hiding Slides***

1. In Slide Sorter view, select the slide you want to hide
2. Click the Hide Slide button on the toolbar.

### ***Viewing Hidden Slides in Slide Show View***

1. On the Slide preceding the hidden slide, type H on the keyboard to show the hidden slide.
2. Click the left mouse button on the preceding slide to skip the hidden slide.

### ***Setting Slide Timings***

1. In Slide Sorter view, click the Rehearse Timings button or choose Slide Show > Rehearse Timings.
2. Click the Next button in the Rehearse Timings dialog box to advance each transition or animation. Click the Pause button to Pause rehearsal. Click the Repeat button to try new timings for the current slide.
3. At the end of the rehearsal, choose Yes to record the timings or No to discard them.
4. To modify the timing on one slide switch to Slide Sorter view and select the slide to be modified.
5. Click the first icon on the Slide Sorter toolbar to open the Slide Transition dialog box.
6. In the Automatic Advance field, change the number of seconds.
7. Click OK.

### ***Setting Up a Slide Show/Looping Continuously***

1. Hold Shift and click the Slide Show button or choose Slide Show > Set Up Show.
2. Select a presentation method.
3. Select an Advance method and Pen Color.
4. If you want the slide show to run continuously, turn on the Loop Continuously check box.
5. Click OK to save the settings.

## Transitions and Build Effects

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### ***Adding and Modifying Transitions***

1. In Slide Sorter view, select the slide(s) to transition.
2. Choose a transition from the Slide Transition Effects drop-down list.

### ***Setting Transition Speed and Sound***

1. In Slide Sorter view, select the slide(s) you want to change.
2. Click the Slide Transition button on the Slide Sorter toolbar to open the Slide Transition dialog box.
3. Choose settings for Effect and Speed (and Sound if you wish).
4. Click Apply or Apply to All.

### ***Adding Custom Animation Effects***

1. View the slide you want to animate in Slide view.
2. Choose Slide Show > Custom Animation or click the Animation Effects button on the Formatting toolbar to open the Animation Effects toolbar and click the Custom Animation button to open the Custom Animation dialog box.
3. Select any item in the Slide Objects Without Animation list, and click the Animate button to the right of the list.
4. Choose an effect for the item by clicking the Effects tab and choosing from the list. Repeat steps 5 and 6 until all slide elements are animated as desired.
5. In the Order & Timing tab, use the Move Up and Move Down buttons to change the Animation Order.
6. Set animation options for charts on the Chart Effects page.
7. Change media playback settings on the Multimedia Settings tab.
8. Click the Preview button to preview the animation order (but not the speed).
9. Click OK to apply the custom animation changes.

## Placing Objects on Slides

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If you want to insert an object, begin with a slide layout that includes the object. After you've selected the correct slide layout, just double-click the object and you'll be taken to the appropriate application to either insert or create the indicated object. You can, however, insert an object on any slide by following the steps below.

### ***Inserting ClipArt***

1. Choose Insert > Picture > Clip Art to open the Insert Clip Art dialog box.
2. Choose a category of pictures by clicking the icon for that category.
3. Select the picture you want to insert and click Insert.

### ***Inserting Other Types of Pictures***

1. In Slide view, navigate to the slide on which you want to insert a picture.
2. Click Insert > Picture > From File to open the Insert Picture dialog box.
3. Navigate to the drive and folder that contains the picture file.
4. Select the picture and click the Insert button in the dialog box.
5. Move and resize the picture as necessary.

### ***Inserting Sound and Motion Clips***

1. In Slide view, navigate to the slide you want to add an object to.
2. Choose Insert > Movies and Sounds then choose from Gallery (clip art) or from File.
3. To play the sound or motion clip, double-click on the icon or object.

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