

# Using PowerPoint – Short Course

PowerPoint is a software package that enables you to create presentation slides. Your presentation can include Text and Bulleted points, Tables, Graphs even Flow charts. To make your PowerPoint come alive you can add colour and/or patterned backgrounds and if you are not particularly graphically minded, you can use the templates that come with PowerPoint to create great looking slides. You can also add Clip Art images or you can insert your own pictures, Videos, Sound and Voice-overs.

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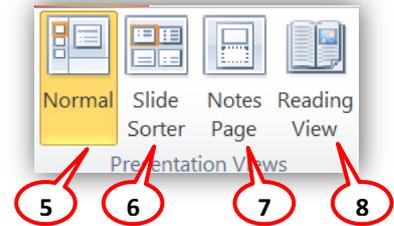
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## Views

Microsoft PowerPoint has three main views: normal view, slide sorter view, and slide show view.

### To change views

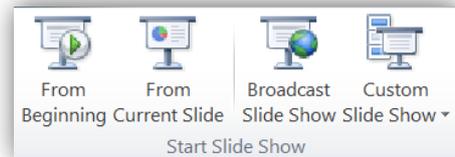
- Use the **view** buttons at the bottom right of the screen
  - ① Normal,
  - ② Slide Sorter,
  - ③ Reading View
  - ④ Slide Show (F5)
- From the **View** tab, in the **Presentation Views** group, choose either;
  - ⑤ Normal,
  - ⑥ Slide Sorter,
  - ⑦ Notes Page
  - ⑧ Reading View



### To run the Slide Show

To run the Slide Show do one of the following;

- From the **Slide Show** tab, in the Start **Slide Show** group, Choose a command (see diagram)
- Press the Keyboard Shortcut **F5** to see the presentation from the beginning.



## Normal view

This view has three working areas:

### Slide pane

Shows the exact version of your slide, one slide at a time.

In Normal view you can change slide layout, add graphics, format the text, choose a colour / scheme, add a graph etc

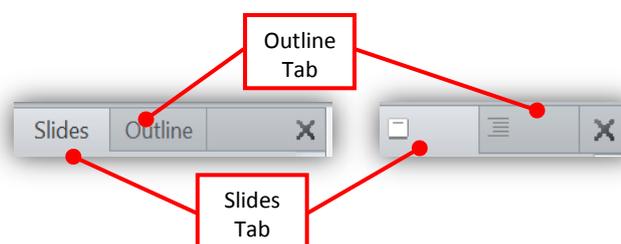
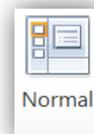
### Notes pane

A place to add speaker notes that relate to each slide's content, and use them in printed form to refer to as you give your presentation, or create notes that you want your audience to see either in printed form or on a Web page.

### Outline Pane

Tabs on left alternate between an outline of your slide text (**Outline** tab) and your slides displayed as thumbnails (**Slides** tab).

The tabs change to display an icon when the pane becomes narrow.



## Outline tab

The outline tab pane shows your slide text in outline form, you can use this area to start writing your content, to capture your ideas, plan how you want to present them, and move slides and text around.

Outline view does not display Colour, Pictures, Clip Art or text boxes.

## Slides Tab

When you switch to this tab you see the slides in your presentation as thumbnail-sized images while you edit. The thumbnails make it easy for you to navigate through your presentation and to see the effects of your design changes. You can also rearrange, add, or delete slides.

## About creating presentations

Creating fantastic looking presentations does not necessarily come naturally. There are a few points worth remembering when you start:

- When you begin creating a new presentation, it is more efficient to get all the text down first and then do the formatting and graphics later.
- Don't get too carried away with formatting. Lots of different formatting on one slide may make the slide difficult to read.
- Try to be consistent with each slide in your presentation and within the presentation as a whole.
- If you use colour, remember, dark text on light background and light text on dark background is the easiest to see.
- The **626** rule for slides.
  - No more than 6 lines
  - No more than 2 Fonts
  - No more than 6 words per line.

## Creating Slides

### New Slides

#### To add a new slide

There are 2 ways to add a new slide.

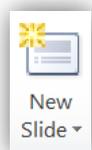
- From the **Home** tab, in the Slides group, choose the **New Slide** command.
- OR**
- Press **Ctrl + M** on the Keyboard. (Ctrl+ N gives you a new Presentation)

You can change the layout when a new slide is created or change the slide layout after you type your information on the slide. The layout you choose depends on what information you wish to place on your slide

#### To change a slide's layout.

There are 2 ways to change the layout of a slide;

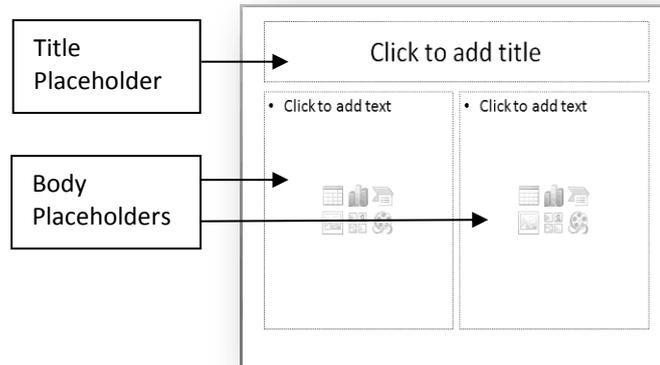
- From the **Home** tab, in the **Slides** group, choose the **Layout** command
- Right mouse click a blank area on the slide (not inside a placeholder), choose **Layout**.
- Select an option from the list displayed.



## Placeholders

The layouts have **Placeholders** (or boxes) for different types of information.

The Layout shown (Two Content) has a placeholder for the Slide Title, and two placeholders for Body text or graphics.



## Text and Bullets

You enter text in placeholders provided.

Depending on the placeholder you can just enter the text. If it is a Title box, it will be the default text based on the Master. If it is a Text placeholder it will automatically become bulleted points.

You can also create a Text Box, like you do in Word, and enter text there as well but this text will not show in the Outline View because it is not placeholder.

You can also use the Outline view to enter text. You will cover this in the next lesson.

## Text Levels (Bullets)

PowerPoint automatically allows you to type in up to 5 (bullet) levels of text.

Each level is given a different bullet.

### To change the text levels.

You can use either the;

- **Tab** key to decrease and the **Shift-tab** keys to increase levels.
- From the **Home** tab in the **Paragraph** group, use the **Decrease List Level** and **Increase List Level**



### Keyboard Shortcuts

During Design,

- |               |  |
|---------------|--|
| <b>Ctrl+N</b> | <b>New Presentation.</b>                             |
| <b>Ctrl+M</b> | <b>New Slide within the presentation.</b>            |
| <b>Ctrl+O</b> | Open an existing <b>Presentation</b> one click.      |
| <b>Ctrl+W</b> | Close your presentation but not the program          |
| <b>Ctrl+S</b> | Save your presentation.                              |
| <b>Alt+F4</b> | <b>Close</b> the program and the presentation.       |
| <b>F5</b>     | <b>Starts the</b> slide show from the present slide. |

During your slideshow,

- B** – blank screen
- W** – white screen
- #<Enter>** - to go to a particular slide, type in the slide number and press Enter. 12<Enter>

**To change slides;**

- |                |   |
|----------------|---|
| <b>Forward</b> | <b>Enter or Spacebar or Right Arrow</b> |
| <b>Back</b>    | <b>Backspace or Left Arrow</b>          |

**For all commands you could right mouse click and choose from the menu.**

## Graphics

There are basically two types of Graphics you can put into PowerPoint, Clip Art and Pictures. PowerPoint also allows you to import Sounds and Movies which we cover next lesson.

### Clip Art.

#### To add Clip Art

- Do one of the following
  - Click once on the Clip Art icon in the Body Placeholder
  - From the **Insert** tab, in the **Images** group, choose the **Clip Art** command.

### Pictures

You can use existing graphics files you have previously saved to insert pictures into your PowerPoint presentation.

#### To add pictures or other graphics

- From the **Insert** tab, in the **Images** group, choose the **Picture** command.



## Adding Effects

You can add more interest to your slides simply by adding Colour, Backgrounds, interesting Fonts and graphics such as Clip Art or pictures.

### Themes

Themes consist of pre-defined colour schemes, fonts and bullet points that can be quickly applied to your slides. You will cover these in more detail in the next lesson.

#### To choose a Theme

- From the **Design** tab, in the **Themes** group of commands, hover your mouse over a theme to see a preview of the colour scheme and fonts applied to your slide. Note, you can scroll down to view more Themes or use the **More** button to see them all..



- When you find a theme you like, click once to apply it to all of the slides in your presentation.

### Colour scheme

You can use the Colours command to apply pre-defined colour schemes to your slides and the objects on your slides. Colour schemes can be applied to slides that have already had a Theme applied to modify the theme or to slides that have not had a Theme applied.

#### To choose a Colour scheme

- From the **Design** tab, in the **Themes** group of commands, click on the **Colours** command. You will see a group of preset colour schemes



#### To Add Text colour

- From the **Home** ribbon, in the **Font** group, click the small arrow next to the **Font Colour**.

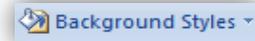


## Background Styles

You can use the Background Styles command to vary the pre-defined background colour schemes on your slides. Background Styles can be applied to slides that have already had a Theme or Colour scheme applied to modify the background colour.

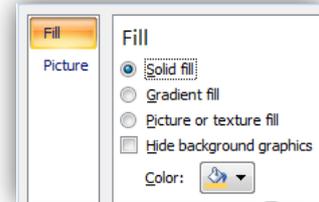
### To choose a Background Preset

- From the **Design** tab, in the **Background** group of commands, click on the **Background Styles** command.



### To choose another background

- From the **Design** tab, in the **Background** group of commands, click on the **Background Styles** command.
- Select **Format Background**.



### To apply a background colour;

- To the selected slide, click **Close**.
- To all the slides, select **Apply to All** and **Close**.

## Templates

### To use existing Templates

- From the **File** tab, click **New**
- Under the **Home** heading, click on a group (e.g. My Templates)
- Select a template that suits your requirements.
- Click **Create**.
- Add text, graphics and formatting as required & save your presentation as a **.pptx** file.

## Create a template

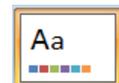
You can create a template, generally by using a Theme and modifying it to the style you want

### To create and save a template

- Create a new presentation and apply a Theme if required.
- Go to the **Slide Master** and apply your preferred design then close it.
- From the **File** tab, choose **Save As**.
- In Save as Type, choose **PowerPoint Template (\*.potx)**
- Save the template under a new name in the templates folder.

### To remove a template from an existing PowerPoint Presentation

- From the **Design** tab, in the **Themes** group,
- Select **Office Theme** from the pre-sets.  
The Office Theme design is like the standard default so all slides should return to a plain white background.  
It may be in a different position on your Design tab.



## Apply a Template to existing presentations.

If you have an existing presentation and want to apply a template to it (Such as the UWS Presentation), you can do it two ways.

- Save the Template as a Theme then apply this theme to your Presentation.
- Apply the Template directly.

### ***To apply a Templates to existing***

Theme method:

- Open the presentation with the Template you want to save as a Theme.
- From the **Design** tab, in the **Themes** group of commands,
- Click on the **More** button choose the **Save Current Theme** (bottom left).
- Open the presentation you want the Template applied to.
- Apply the Theme



Template method:

- Open the presentation you want the Template applied to.
- As before;
  - From the **Design** tab, in the **Themes** group of commands,
  - Click on the **More** button and click **Browse for Themes** (Yes Themes)
  - Locate your Template and click **Apply**. This applies the Template directly.



### **UWS Template**

UWS has 6 templates.

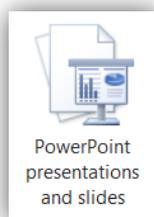
Visit the HR site; <http://staff.uws.edu.au/staff/visualidentity> .

### ***Download Templates.***

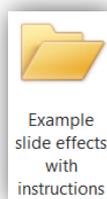
There are many PowerPoint Templates on-line that can be easily downloaded to your PowerPoint templates folder. In this exercise you will download an on-line template to use. There is an Optional exercise that shows you how to use its design features.

**Find & Download Template.** You can locate and download a template.

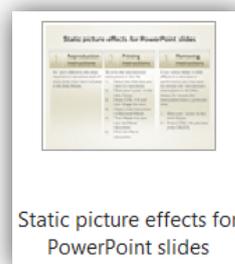
- From the **File** tab, choose **New**.
- Select **PowerPoint Presentations & Slides** ①.
- Open **Example slide effects with instructions** ② .
- **Locate & Select Static Picture Effects for PowerPoint Slides** ③.



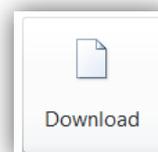
1



2

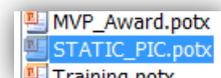


3



4

- Click **Download** ④.
  - The Sample will download and open in PowerPoint ⑤ a copy also appears in your “My Templates” probably named STATIC\_PIC.potx
  - This is a multi-slide presentation and may take time to download.
  - Each Slide has instructions in the Notes pane, on how the effect was achieved. See the following diagram ⑤.



## Save and Save As

Normally you would save your presentation using the **Save** or **Save As** function.

The **Save** function can be accessed either on:

- The **Quick Access Toolbar**
- The **File** tab.

The **Save As** function can be accessed through either;

- The **File** tab.
- **F12**

This would save your presentation as a MS PowerPoint Presentation file type with an extension of **.pptx**

There are more ways to save you presentation depending on what/how you want to use it.

## PowerPoint Show

You can save a presentation as a **PowerPoint Show** file, the extension is **.ppsx**. When you open this type of file from your desktop, it will automatically start as a slide show.

If you need to edit this file you can by opening PowerPoint first and then open the .pps file.

### To save a file as a Slide Show

- From the **File** tab, choose to **Save As**,
  - In the **Save As type** box, choose **PowerPoint Show (\*.ppsx)**.

## Save as jpg

You can save slides as an image such as a jpg that you can use later.

### To save slides as an Image

- From the **File** tab click **Save As** and the Save As dialog box opens.
  - In the **Save as Type** box choose **JPEG File Interchange Format**

## Print

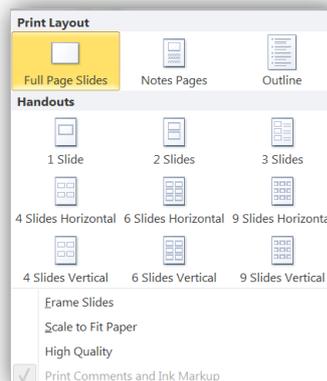
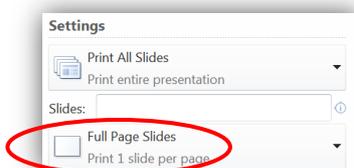
### What to print.

From the Print/Print Preview window you can choose options to print.

These include the normal slides, Notes, Outline or Handouts.

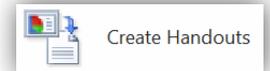
### To see Print options from the Print window

- From the **File** tab, click on **Print**.
- Under **Settings**, click the **Full Page slides** and select your Option.
- (See the following page)
- Click on the **Print** command.



## Printing through Word

Printing through Word gives you some more flexibility on the pages you want to print. For Example with Notes it can give you more slides and notes per A4 page. You can print Notes, Handouts and Outline View through Word.

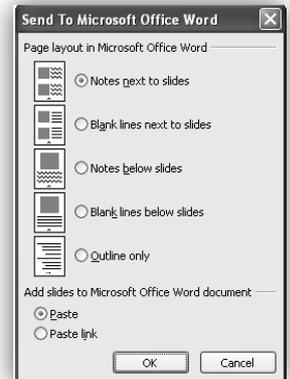


### To Print through Microsoft Word;

- From the File tab, choose Save and Send
- Select **Create Handouts** and a explanation pane opens
- Click the **Create Handouts** button.
- Choose your option and click **OK**

Your selection will open in **Word** as a Word document.

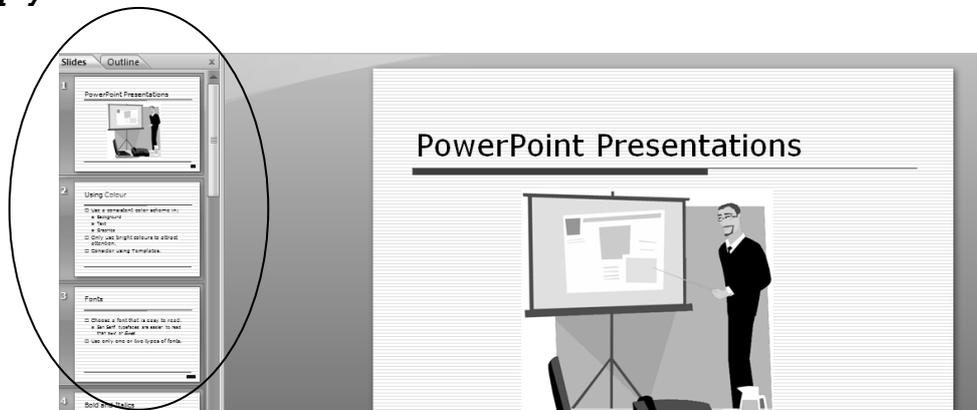
Note if you use the **Paste Link** button, the **Slide** will be updated every time you re-open the Word document but the **Notes** won't. You can however type text into the notes area.



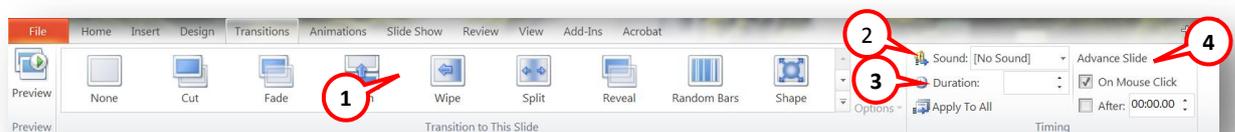
## Transition

Slide Transition refers to the way one slide is removed from the screen and the next slide displayed. For example, in a wipe, the first slide is wiped off the screen gradually exposing the next slide. You can view the transitional effects, in both the Normal view or the Slide Sorter view so that you can set each slide's transition at once.. You can set the effect by the Animations ribbon.

### To apply a slide transition effect



- In the **Slides** pane, click on the slide(s) you wish to apply the effect to. If you want to apply the same transition effect to a number of slides, select the required slides in the Slide pane by holding down the **Shift** key then clicking each slide you want. If you want to select all of the slides press **Ctrl A** on your keyboard
- From the **Transitions** tab.



- Choose the options you require, from;
  - ① **Transition Effect** (Click **More** to see them all),
  - ② **Sound**,
  - ③ **Duration** and
  - ④ **Advance Slide**.

Note, in the Slides pane when you add a transition you get a small “transition symbol” under the slide number.



- Click the **Preview** button to preview the transition OR
- Click the **Slide Show** button to test.