

Powerful Presentations Using PowerPoint

Introduction

PowerPoint provides the elements needed to produce professional-looking presentations. This includes word processing, outlining, drawing, graphing, and presentation management tools.

When you create a presentation using PowerPoint, the presentation is made up of a series of **slides**. The slides that you create using PowerPoint can also be presented as overhead transparencies or 35mm slides.

- ✓ You can print audience handouts, outlines, and speaker's notes.
- ✓ You can format all the slides in a presentation using the **Slide Master**.
- ✓ An entire presentation is a single file- including slides, speaker's notes, and audience handouts.
- ✓ Use material created in other software, such as **Word** and **Excel** into slides.

Style Considerations for Powerpoint Presentations

<http://oregonstate.edu/instruction/ed596/ppoint/sld1.htm>

Slide Masters and Templates

Slide Masters

A **Slide Master** contains objects that you want to appear on each slide in your presentation. When using a **Slide Master**, we create an item once to have **PowerPoint** automatically include it on each slide. PowerPoint sets up boxes for the slide title and text. These are referred to as the **Master Title** and the **Master Body** object. These objects determine the way your text will look on each slide. You can modify slides so they look different from the **Slide Master**, but the **Slide Master** provides a consistent starting point and quicker formatting for slides.


When creating a slide, we have the option of using elements from the **Slide Master**. To change the entire presentation, simply change the format of the **Slide Master**.

Templates

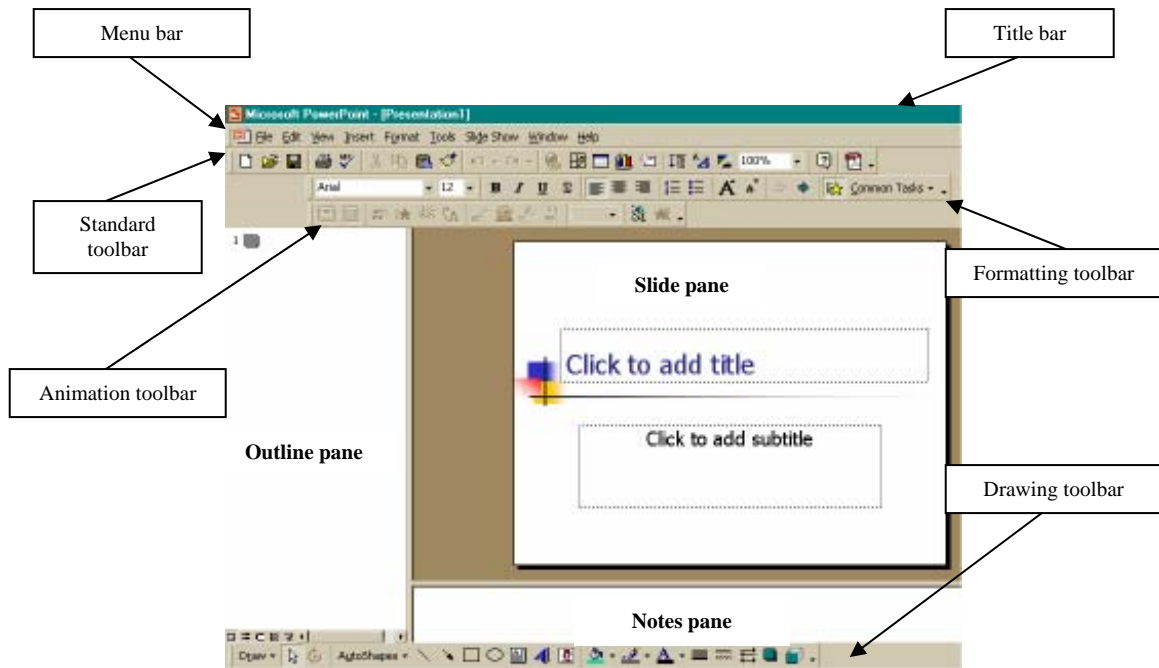
A template is a presentation containing PowerPoint masters and a color scheme.

You can apply a template when you are just starting a presentation, or you can create a presentation and apply the template later.

Working Environment

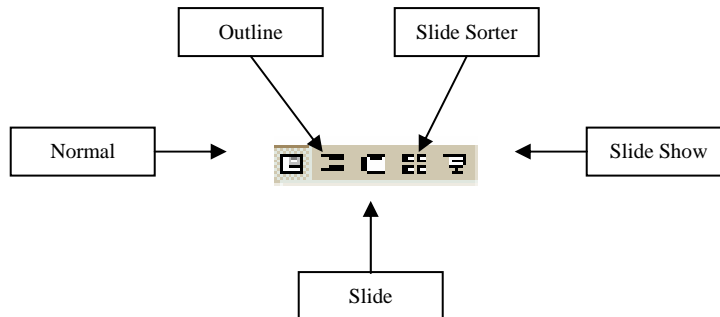
Toolbars: Toolbars are used to display and control much of the common formatting of a presentation. Less commonly used format commands are available from the **Format** menu on the menu bar. To increase your productivity, don't forget that format can be copied from one component and applied to another within a presentation. The format painter tool  can be used for this.

PowerPoint Window (Normal View)



PowerPoint Views

PowerPoint uses four views in which you create and organize your presentation. We can switch among the four views as we work by clicking one of the buttons at the bottom left of the screen (see image below) or via the **View** menu.



Normal View

Shows three panes: outline pane, slide pane, and notes pane. The emphasis is placed on viewing the "slide pane". In this view, you can work on all parts of your presentation from one place. Drag pane borders to change size of panes.

To choose **Normal view**, click on the button located in the bottom-left hand corner of any slide or choose **View > Normal**.

- Outline pane** Use to organize content. The emphasis is placed on viewing the contents of the presentation and enabling you to edit text and content easily. You can also move slides around.
- Slide pane** Previews how your text looks on each slide. Add multimedia content, and add animations to slides.
- Notes pane** Speaker notes.

Outline View

Shows three panes: outline pane, slide pane, and notes pane. The outline pane is largest. To choose **Outline view**, click on the button located in the bottom-left hand corner of any slide.

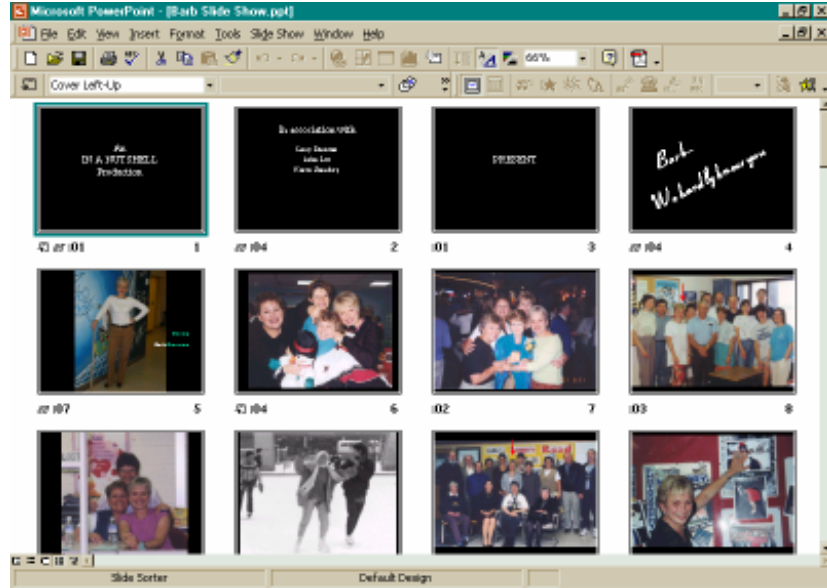
Slide View

Shows three panes: outline pane, slide pane, and notes pane. The slide pane is largest. To choose **Slide view**, click on the button located in the bottom-left hand corner of any slide.

Slide Sorter View

The Slide Sorter view shows you a miniature of each slide in your presentation. You can drag slides around on the screen to reposition them in this view. You can also add slide transitions and preview slide transitions, animations, and timings.

Double clicking a slide will open it for editing in Normal view.



To choose **Slide Sorter view**, click on the button located in the bottom-left hand corner of any slide or choose **View > Slide Sorter**.

Slide Show

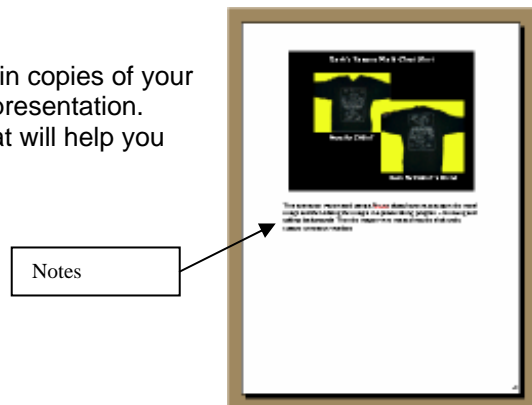
The Slide Show button runs a slide show starting from the currently selected slide.

To choose **Slide Show view**, click on the following button located in the bottom-left hand corner of any slide: or choose **View > Slide Show**.

Notes

Edit **speaker notes**. Speaker notes are pages that contain copies of your slides with all the ideas you want to discuss during your presentation. Speaker notes can also include additional information that will help you answer questions from the audience.

To choose **Notes view**, choose **View > Notes**.



What if a toolbar disappears?

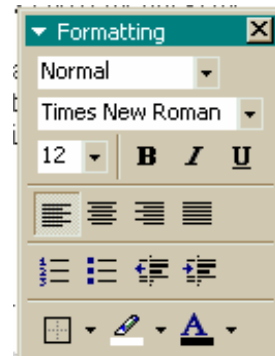
If a tool that you would like to use seems unavailable, it is likely that the toolbar that it belongs to has been closed. To recover the most commonly used toolbars – the **Standard** and the **Formatting** toolbars, select the **View** menu then **Toolbars** and ensure that both of these toolbars are checked as active.



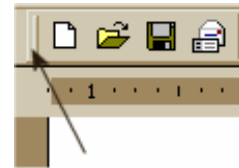
Above: the **Standard** and the **Formatting** toolbars correctly docked.

Right: a floating **Formatting** toolbar

If the toolbar appears floating in the document area, it can be "docked" or positioned at the top of the document window by dragging its title bar to move it just below the Menu bar. The toolbar window will become short and wide as it is docked correctly.



If a toolbar needs to be moved left or right or if 2 toolbars are sharing the same toolbar area, use the toolbar's "handle" to move it to another position. Look for a raised vertical ridge. The toolbar's "handle" will differ slightly in XP versions of Microsoft Office.



Above: Each arrow points to a toolbar "handle" that indicates the start of a toolbar. Drag the raised ridge like "handle" to move the toolbar to a new location – either above or below the toolbar that is crowding it.

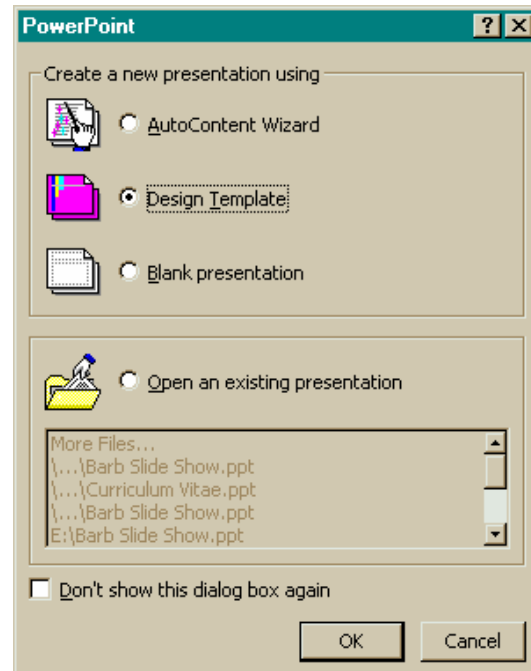
Creating a Presentation from a Template

After launching PowerPoint the window at right appears offering several options. The fastest way to start a new presentation is to choose to use a design template.

Blank Presentation

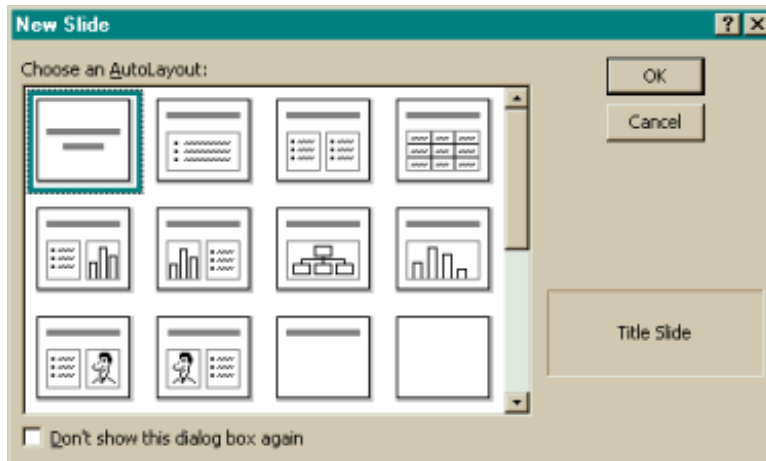
Selects the NEW SLIDE window with the AutoLayout options for individual slides. This option offers a blank slide template that has no style or design enhancements. You will have to select everything for this presentation type. This is for the maximum degree of flexibility and also for the more experienced user.

Click on the Design **Templates** tab to find a list of styles that can be applied to a new presentation. Clicking on a style causes a preview to be shown on the right side of the **New Presentation** window. Here we will choose **Blends** as our style.



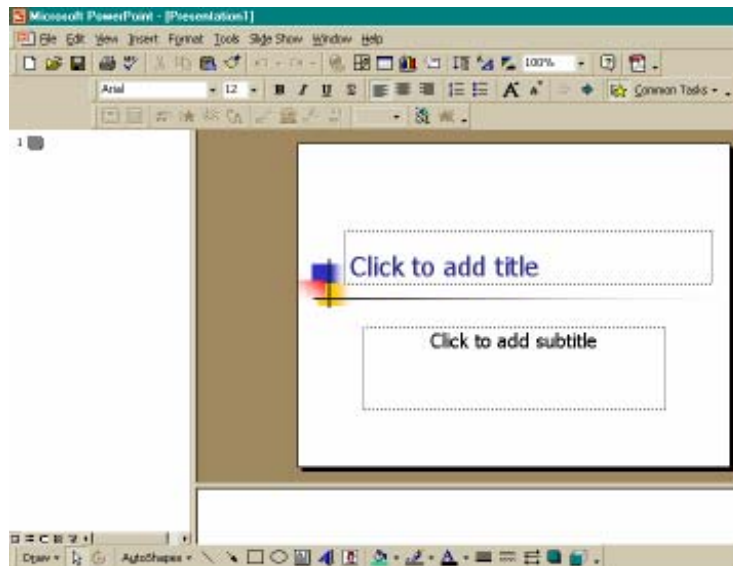
Click **OK button** to create a presentation based on this style.

The next window to appear presents us with a choice of slide layout templates such as title slides, bulleted list slides and media clip slides. Clicking on a slide icon will cause the name of that slide type to appear below the **OK** and **Cancel** buttons.



Creating a Title Slide

To create our title slide, click the title slide icon and then click the **OK** button.



Click and type in the title text. Enter **Hand Tools for the Home** as a title.

Click and type in the subtitle text. Enter **For the Do it Yourselfer** as a subtitle.


Your slide should now be similar to that at right.



1

Creating A Bulleted List Slide

Add a second slide

Click the **New Slide** tool on the standard toolbar  .

Choose a bulleted list and then click the **OK button**.



Click and type in the title text. Enter **Tool Groups** as a title.

Click and type in the text for the first bullet. Enter "**Screwdrivers**".

Press the **enter key** to continue entering text for the second bullet. Enter "**Saws**"

Press the **enter key** to continue entering text for the third bullet. Enter "**Chisels**"

Press the **enter key** to continue entering text for the fourth bullet. Enter "**Wrenches**"

Press the **enter key** to continue entering text for the fifth bullet. Enter "**Pliers**"


Press the **enter key** to continue entering text for the sixth bullet. Enter "**Hammers**"

Your slide should be similar to the image at right.



2

Add a third slide

Click the **New Slide** tool on the standard toolbar  .

Choose a bulleted list and then click the **OK** button.

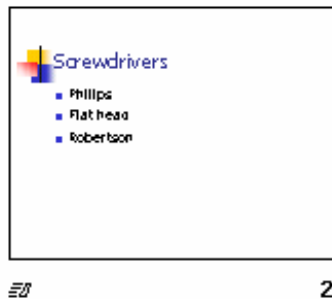


Click and type in the title text. Enter **Screwdrivers** as a title.

Click and type in the text for the first bullet. Enter "**Philips**".

Press the **enter key** to continue entering text for the second bullet. Enter "**Flat head**".

Press the **enter key** to continue entering text for the third bullet. Enter "**Robertson**".



Your slide should be similar to the image above.

Add 5 additional slides for:

Saws containing the bullets – Hacksaw; Wood saw; Backsaw

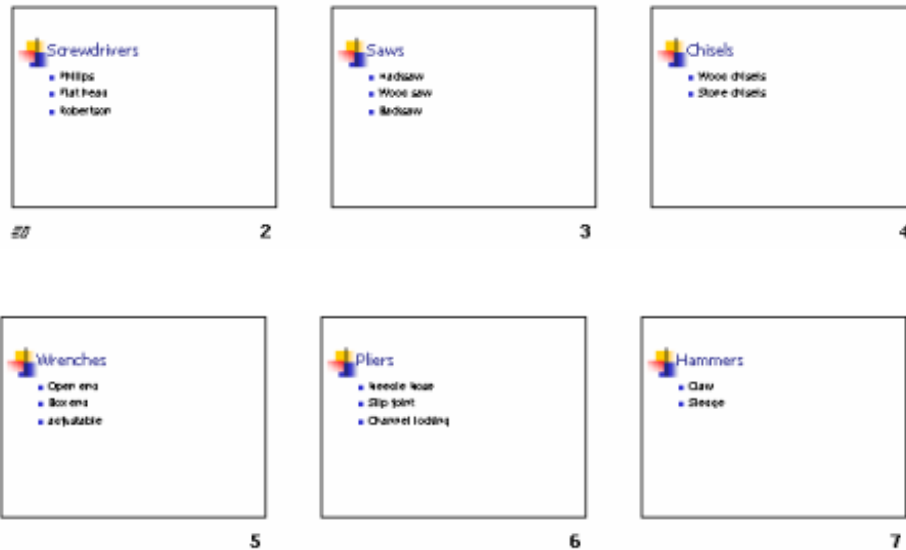
Chisels containing the bullets – Wood chisels; Stone chisels

Wrenches containing the bullets – Open end; Box end; adjustable

Pliers containing the bullets – Needle Nose; Slip joint; Channel locking

Hammers containing the bullets – Claw; Sledge

See the following page for the appearance of completed slides.



Preview the Presentation

Step 1: Switch to slide sorter view

Step 2: Select first slide

Step 3: Click on Slide Show or **Slide Show > View Show**


Step 4: Click to advance from slide to slide while in slide show. What? You don't like to click? An alternative to clicking is to press the space bar? Press **esc key** at any point **to exit the slide show**.

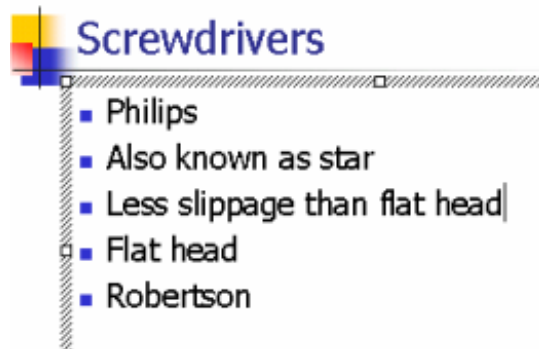
Promoting and Demoting Text (Editing a Slide to add sub bullets)

Step 1: Select **Screwdrivers** slide and open it in Normal view.

Step 2: Click at the end of the word "Philips" to place the Insertion point there. Then, press enter key to add a new bullet item. Enter the text "Also known as star".

Step 2: Press enter key to add a new bullet item. Enter the text "Less slippage than flat head".

Step 2: Since the last 2 items should be sub items of Philips, we will demote them. That is, we will indent them to show this. Click in the "**Also known as star**" line, then click the **demote** tool on the toolbar. 



Step 2: Repeat **Step 2:** for the "Less slippage than flat head" line.

Add the following bullets to the slide and demote the sub items with this method:

Flat head containing the bullets – Also known as slot; Prone to slippage

Robertson containing the bullets – Also known as square head; Least slippage; Comes in 4 sizes; Canadian only

At this point, you should notice that the Screwdrivers slide has changed.

Preview your presentation.

On the CD the presentation is stored with the file name Hand Tools for the Home v1.ppt

Screwdrivers

- **Philips**
 - Also known as star
 - Less slippage than flat head
- **Flat head**
 - Also known as slot
 - Prone to slippage
- **Robertson**
 - Also known as square head
 - Least slippage
 - Comes in 4 sizes
 - Canadian only

Adding Transitions between Slides

We will first set all the slide transitions then adjust the title slide.

Step 1: Select Slide Sorter view.

Step 2: Right click on the title slide and select **Slide Transition**. Select **Uncover Right** from the pull down list. Select **Slow**. Below **Advance** check **On mouse click**. Click **Apply** button.

Step 3: Preview your presentation.

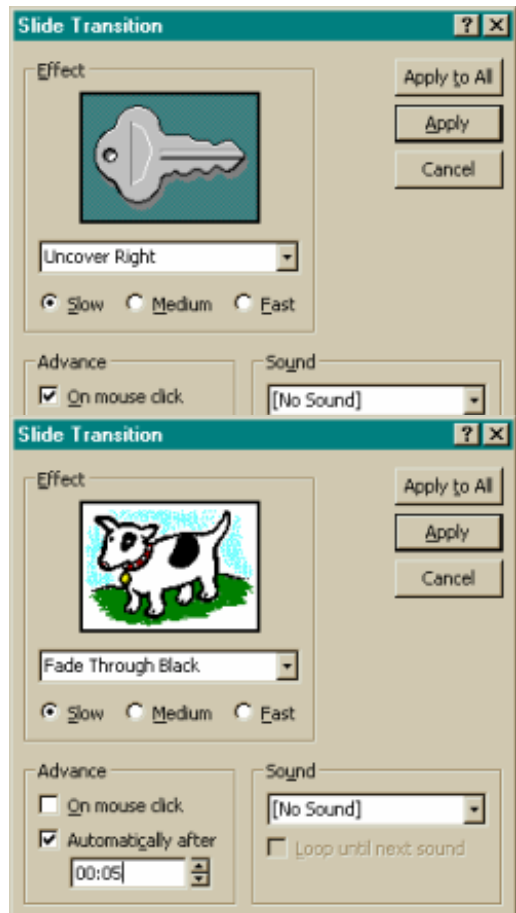
We will now set the slide transition for the title slide.

Step 1: Select Slide Sorter view.

Step 2: Right click on the title slide and select **Slide Transition**. Select **Fade Through Black** from the pull down list. Select **Slow**. Below **Advance** check **Automatically** and set the time delay to **5 seconds**. Click **Apply** button.

Step 3: Preview your presentation.

On the CD the presentation is stored with the file name Hand Tools for the Home v2.ppt

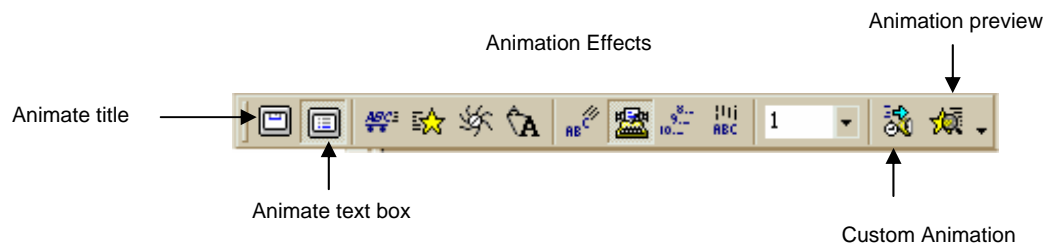


Adding Text Animation

Text and graphics can be animated with a variety of effects to add interest to your presentation. Text or an object can appear to fly in from the left, for example or text can appear by the letter, word, or paragraph.

The order and timing of animations can be customized, and can occur automatically without having to click the mouse.


The Animation Toolbar



Animating Text

Step 1: Select Normal view.

Step 2: Select the text box in the **Screwdrivers** slide.

Step 3: Select the **Drop In** text effect  from the **Animation toolbar**, then click on the **Animate text** tool. 

Practice animating the remaining slides with the same effect and others. Don't forget to preview the presentation to see your results.

On the CD the presentation is stored with the file name Hand Tools for the Home v3.ppt

Hint 1: Several slides can be selected at once by shift clicking them in the outline pane. Then, animation can be applied to all of them at one time, assuring efficiency and consistency.

Hint 2: When a slide is selected, you can see what animation it contains by looking at the animation toolbar to see what tools are depressed.

Creating and Using a Master Slide

Choose **Master** from the **View** menu, then select **Slide Master** from the Master submenu. Let's format the Master title style.

Click on **Title Area for AutoLayouts**.

Choose **Font** from the **Format** menu, and change the font style, color, and size of the text.

This formatting will change all existing slides as well as each new slide.

To observe this:

Step 1: View > Normal

Step 2: Notice that the title of each slide now has the same format in its title as the master slide we recently modified.

Step 3: Create a new slide. **View > Normal**. Click on new slide tool. Then, choose a slide that contains a title area.

Click in the title area of your new slide and type some text.
The text format should duplicate that of the **Master Slide**.

Formatting Bullets by formatting the Master Slide

Step 1: Choose **Slide Master** from the **View** menu.

Step 2: Highlight the first line of text in the **Object Area for Autolayouts**.

Step 3: Choose **Bullet** from the format menu and pick a different style bullet.

In addition to formatting text and bullets you can also format the following:

Slide Background
Slide ColorScheme

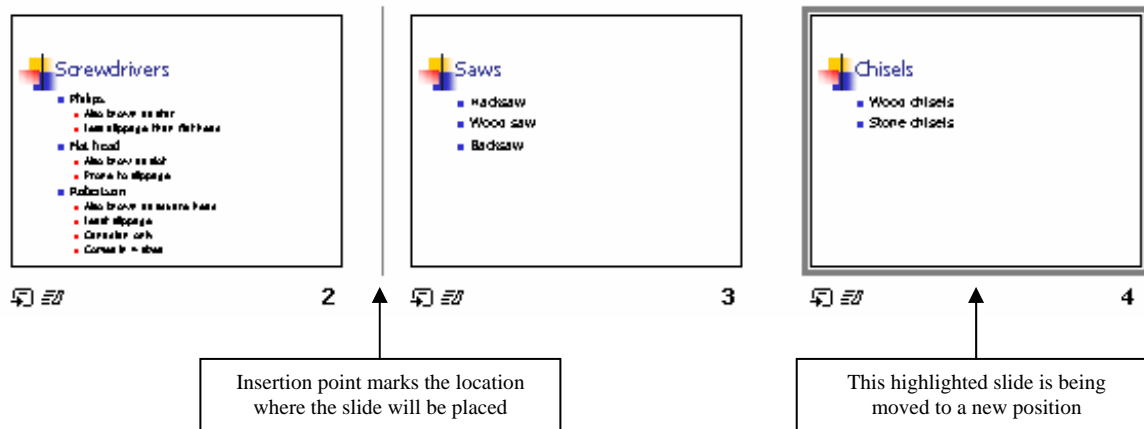
Using the Pointer During a Presentation

During a presentation, you can "mark" on a slide with the Pen Tool. **Right click** and choose option including pen, pen colour, hidden pointer, arrow pointer.

You can also add speaker notes at this time as you rehearse your presentation.

Changing the Slide Order

The easiest way is to choose **Slide Sorter view** and simply drag slides into a new position



Adding Graphics

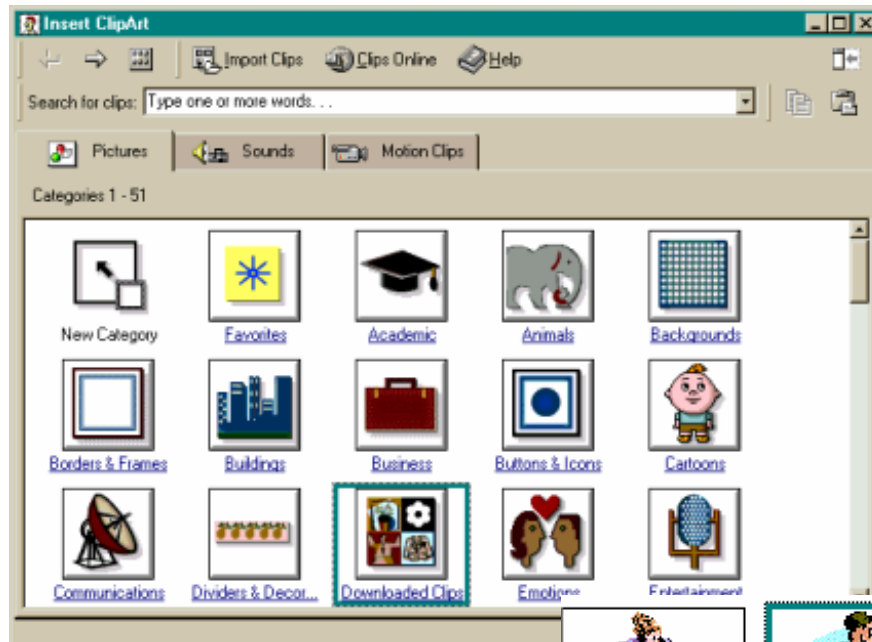
This can be done in many ways, since graphics can come from many sources such as digital cameras, scanners, clip art etc. In this next section of notes, we will cover:

1. **inserting graphics from clipart** as well as acquiring new clip art from Microsoft's clips online feature.
2. **inserting graphics from files stored on the hard disk.**

Inserting Clip Art

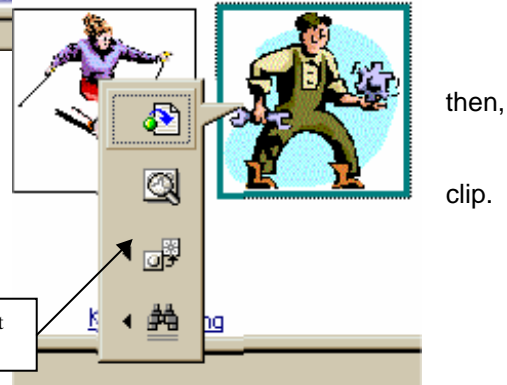
Step 1: Select the slide on which to place the graphic. Select "Hand Tools for the Home". **Insert > Picture, then choose Clip Art.**

Step 2: The **Insert ClipArt** window will appear. Then, choose a category of image that might contain a suitable image. Let's choose **people**.



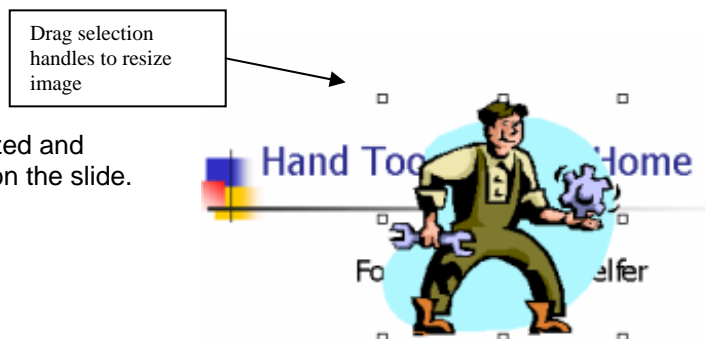
Step 3: At the bottom of the **People** clips is an image of a **mechanic**. Click on the image to pop up a menu, click on the first menu item to insert the clip.

Step 4: Close the **Insert ClipArt** window to see the inserted



Step 5: Close the **Insert ClipArt** window to see the inserted clip.

Step 6: The clip art image can be resized and moved to a suitable location on the slide.



Hand Tools for the Home



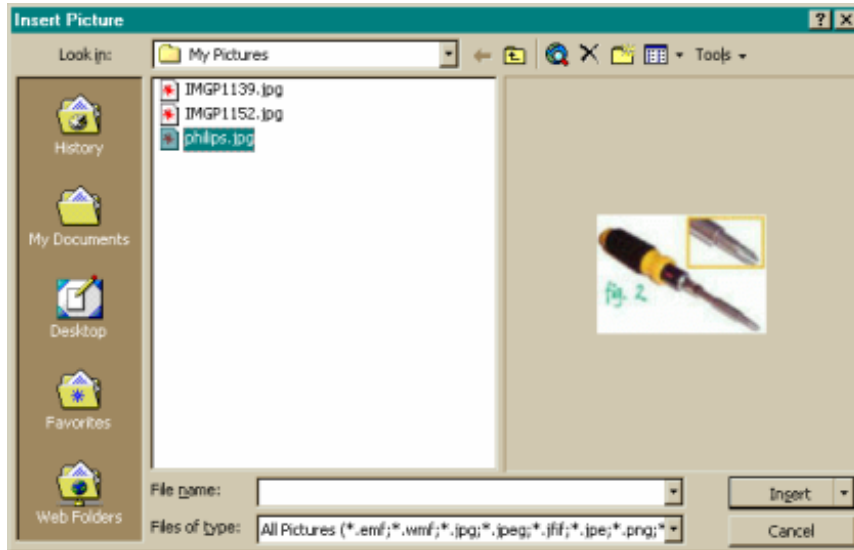
Inserting Images from Files

Image files are stored in several formats (or file types) such as bitmap (BMP), JPEG, GIF, TIFF or EPS. The most common are bitmap, JPEG and GIF. JPEG and GIF files are much smaller in size than BMP. If possible, choose these for inserting in your presentation so that you can keep the size of the presentation small. A small presentation can be easily emailed to someone else (emails larger than 5MB are rejected by most email programs). Another reason for aiming for a smaller file size is that smaller presentations load faster making your presentation smoother.

Tip: When locating pictures on the Web, go to **google.com** or google.ca. For example, type in "Philips screwdriver" in the search box. Click the **images** tab and then click the **Google Search** button. There is a wealth of images here and most are GIF or JPEG. When you locate an image that you want to have, right click on it to download, then select **Save target As** or **Save Picture As** or **Save Link As**. Then, save the image to a folder on your hard drive. In the next example the screwdriver image was first located in this way and saved to the My Pictures folder on the hard drive.

Step 1: Select the slide on which to place the graphic. Select "**Screwdrivers**". **Insert > Picture, then choose From File.**

Step 2: The **Insert Picture** window will appear. This is a window that allows you to navigate the file structure of the computer to locate a file much the same as you would when you open a file.



Locate to insert and click **Insert** button.

the image

The image may then be resized and moved as in the previous example.




Practice this yourself: Locate and insert images for the other screwdrivers on the **Screwdrivers** slide.

Animating Graphics

Let's animate the image of the screwdriver so that it slowly appears on the slide after the text.

Step 1: Select the screwdriver image on the **Screwdrivers** slide.

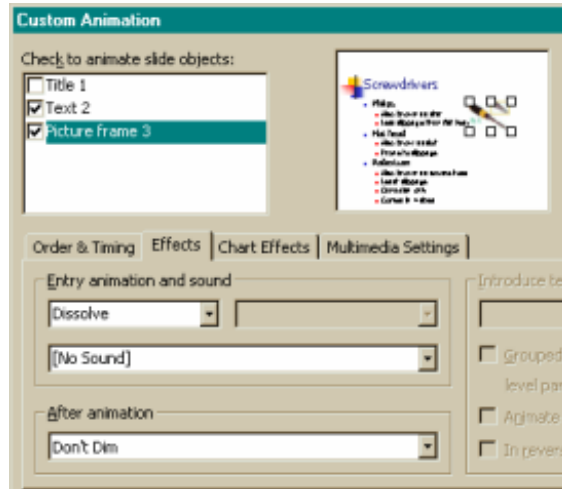
Step 2: Click on the **Custom Animation** button.

 Make sure that the **Effects** tab is selected.

Step 3: Check the check box below "check to animate slide objects" that represents the picture of the screwdriver.

Step 4: Click on the pull down below "Entry animation and sound" and select **Dissolve** from the list.


Step 5: Click on the **Preview** button to see if the animation is suitable. If not, make changes until you are satisfied.




Changing Animation Order

Normally, the object that is animated first appears first, but you can rearrange the order. Here's what you do:

Step 1: Select the screwdriver image on the **Screwdrivers** slide.

Step 2: Click on the **Custom Animation** button.  Make sure that the **Order and Timing** tab is selected.

Step 3: Click to select the **Picture frame**. Then click the **move up** button  to change the order of the animation.

Step 4: Click on the **Preview** button to see if the animation is suitable. If not, make changes until you are satisfied.

