

Edge Hill University

Getting Started with Microsoft PowerPoint

Contents

Creating and Presenting a Slide Show	1
Adding Slides and Selecting Slide Layout	3
Slide Show Design	6
Headers and Footers	7
Text Style	8
Bullet Points and Numbering	8
Insert a Shape	9
Insert an Image	10
Insert an online Video	11
Insert a Standard Chart	14
Insert an Organisational Chart	15
Object Animations	16
Slide Transitions	17
Add Notes to Slides	18
Starting a PowerPoint Presentation	19
Printing Options	20

Creating and Presenting a Slide Show

Microsoft PowerPoint is part of Microsoft Office and is used to create and then display a sequence of groups of related information. The content is created as individual pages of information called slides. During a PowerPoint presentation the slides are displayed one at a time and are shown full screen.

A PowerPoint presentation can be created by starting with a blank slide and adding content in the form of text, images, shapes, charts and videos - further blank slides can then be added to form a sequence of slides called a slide show; it is also possible to utilise a ready-made template included with PowerPoint or sourced elsewhere to create a slide show.

When presenting using PowerPoint the next slide in the sequence will be displayed when the right arrow on a keyboard or forward button on a wireless remote control is pressed - pressing the back arrow on a keyboard moves the slide show back to the previous slide, this can be especially useful if a question is asked during a slide show and the presenter wishes to refer to information contained within an earlier slide or the forward arrow is pressed more than once by accident.

PowerPoint is mostly used to support presentations given to groups and it is important to remember the information contained within the slides should reinforce the presenter's message throughout their presentation in the form of bullet points, it should not repeat verbatim what the presenter is saying.

It is good practice to reveal the bullet points of information using careful timing - this prevents the audience reading the information ahead of it being delivered verbally.

Try to

Make eye contact with the audience

Pause between slides

Practice in advance and ensure you know your topic

Use a clear font and consider accessibility requirements

Be consistent when using backgrounds, animations and transitions

Try not to

Overload slides with text

Read directly from the slides

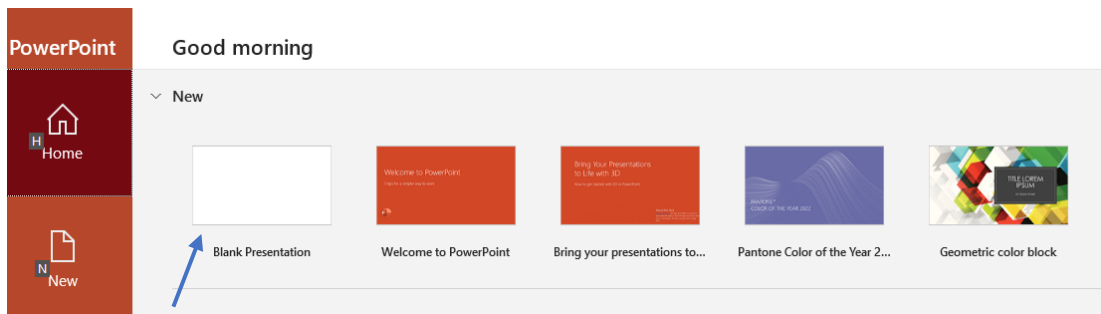
Speak too quickly

Turn away from the audience

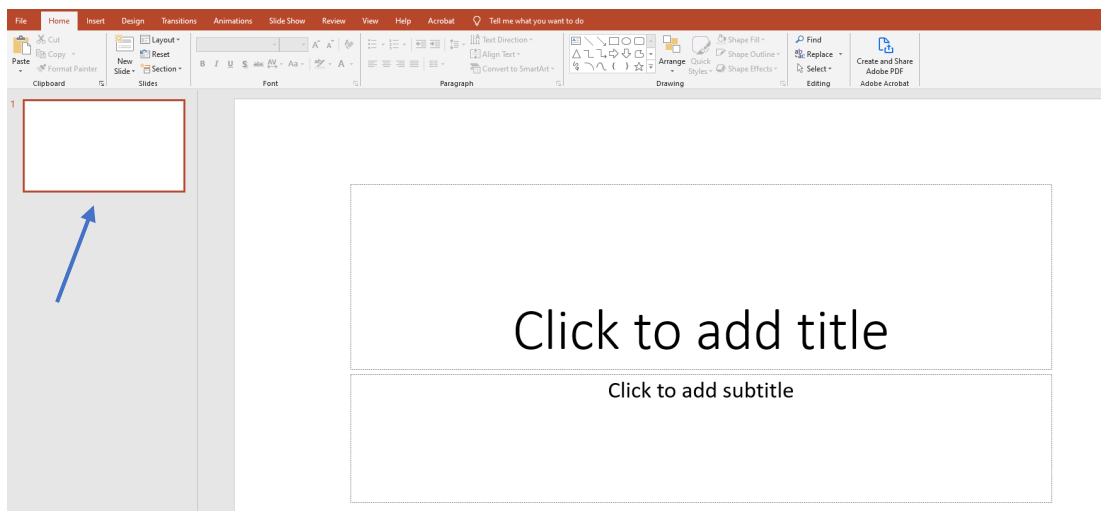
Adding Slides and Selecting Slide Layout

A PowerPoint slide show can contain a variety of slide types with various layouts of text and images.

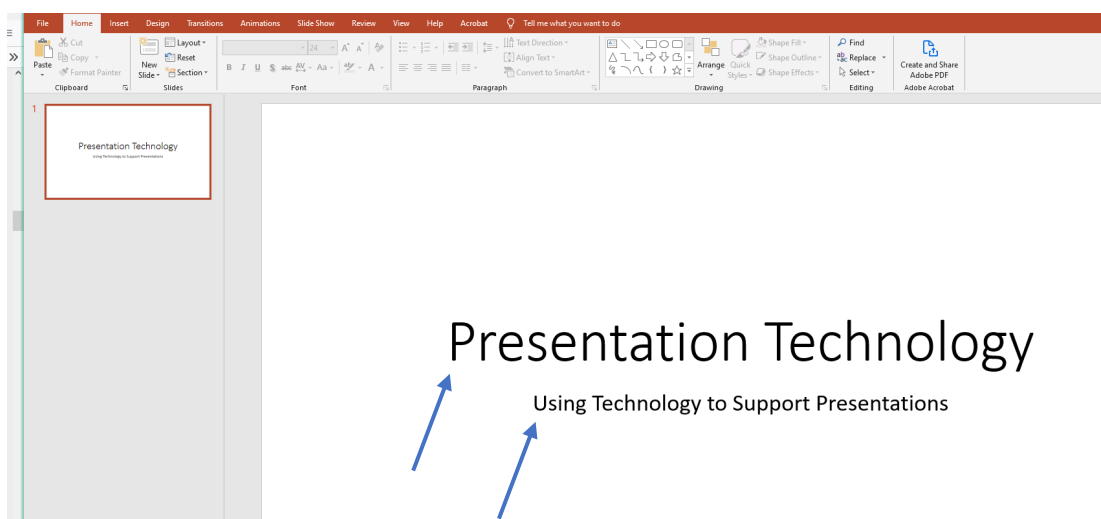
Open the PowerPoint application then click on the **Blank Presentation** icon.



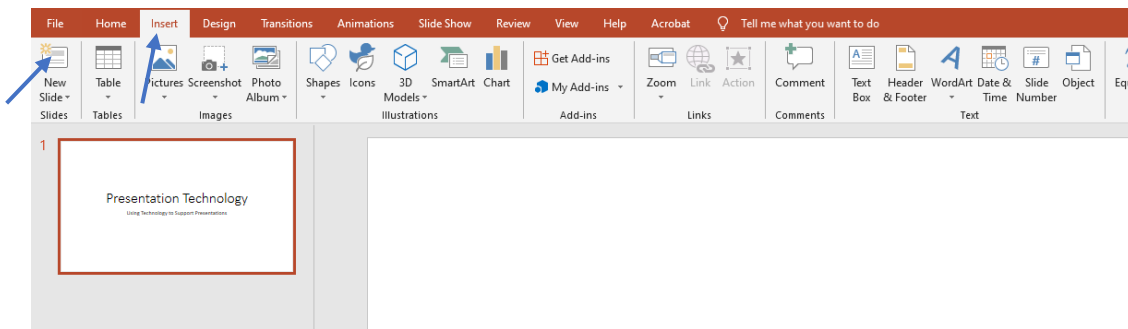
A standard blank Slide show Title Slide will be shown within the editing interface, this will be the first slide in the sequence and is automatically setup in the style and layout of a **Title Slide**.



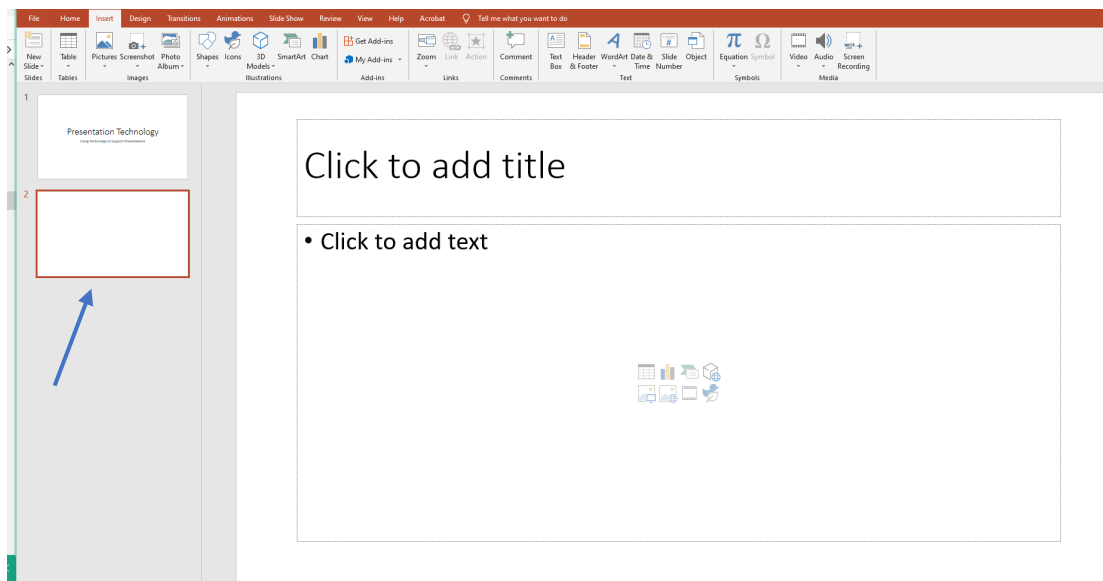
Click in the upper box to add the **Title** of the slide show then add a **Subtitle** in the lower text box.



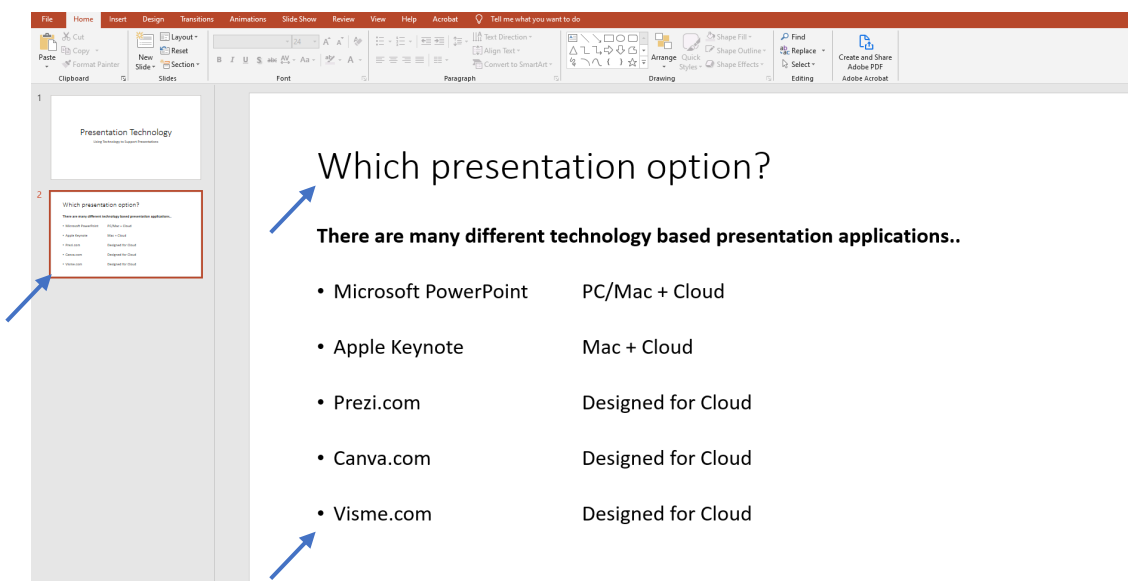
Click the **Insert** tab in the ribbon at the top of the editing interface then click on the **New Slide** icon.



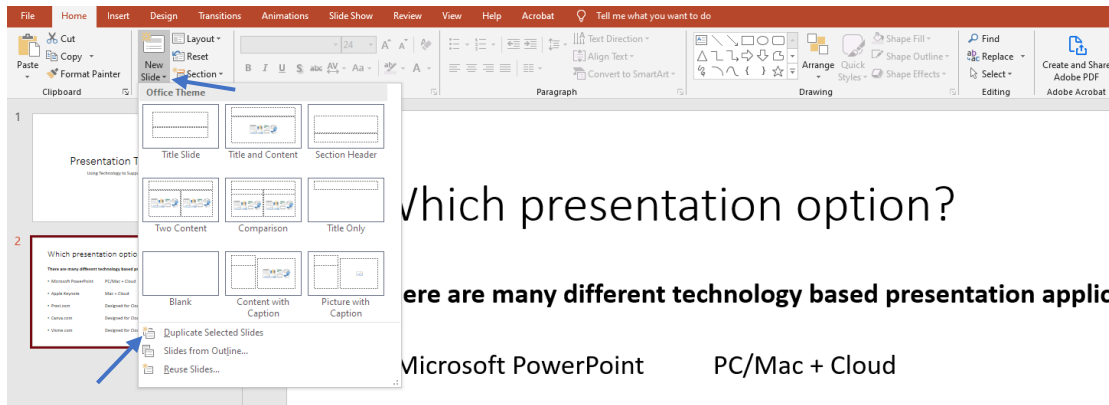
A new slide is added to the sequence, notice how this slide has a different layout to the Slide show Title slide. This slide and each subsequent slide added in the sequence will follow this new layout.



Insert the topic the presenter will be talking about while the slide is being displayed as the title then add bullet points to summarize the information provided to the audience. Notice how the slide style automatically adds bullet icons at the start of each new line and the text is replicated in the slide thumbnail in the left column. Slides can be sorted by dragging the thumbnails up or down.

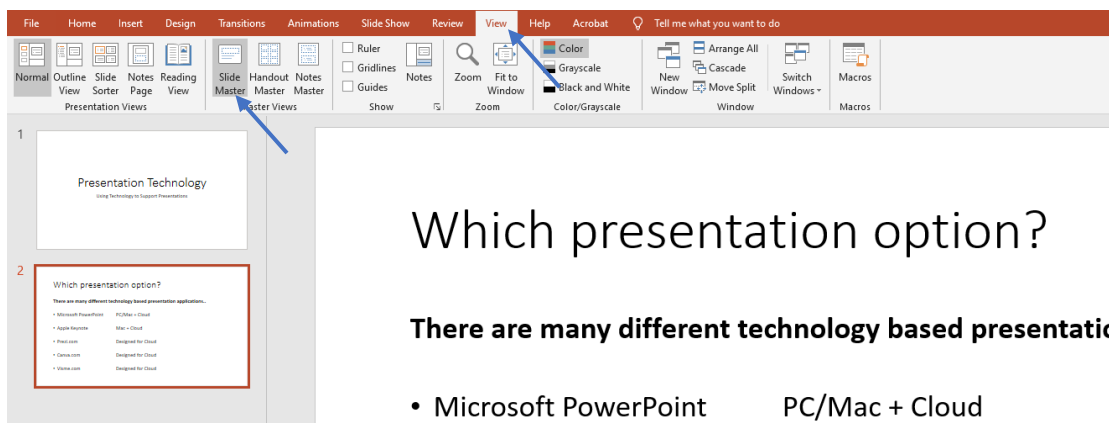


Slides can have different layouts - these may be selected when adding a new slide by clicking the drop-down arrow under the **New Slide** icon. An existing slide may also be duplicated if required.

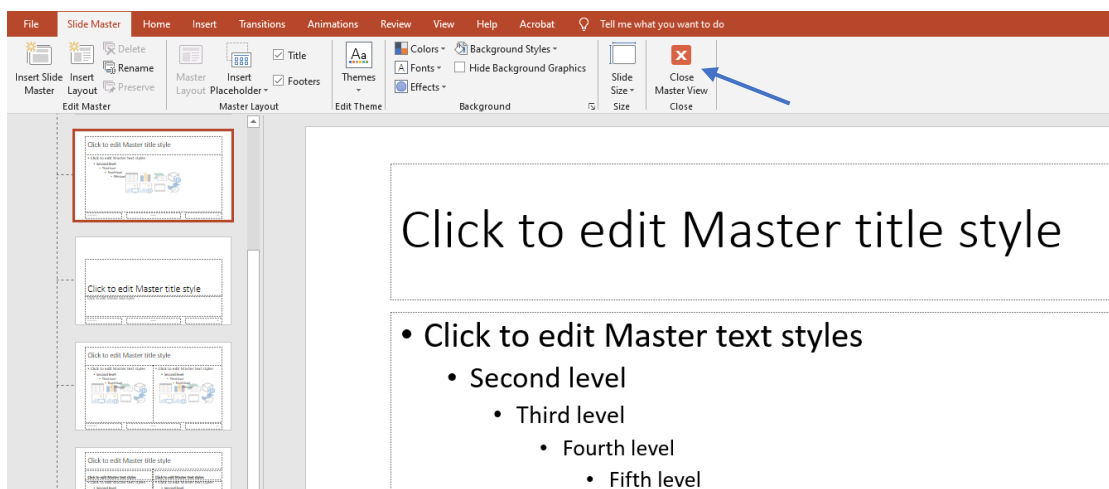


The **Slide Master** provides the facility to apply changes to every slide in the slide show at once - this could be used to insert a logo image to the Slide Master - the logo would then appear on every slide.

To access the Slide Master click **View > Slide Master**.

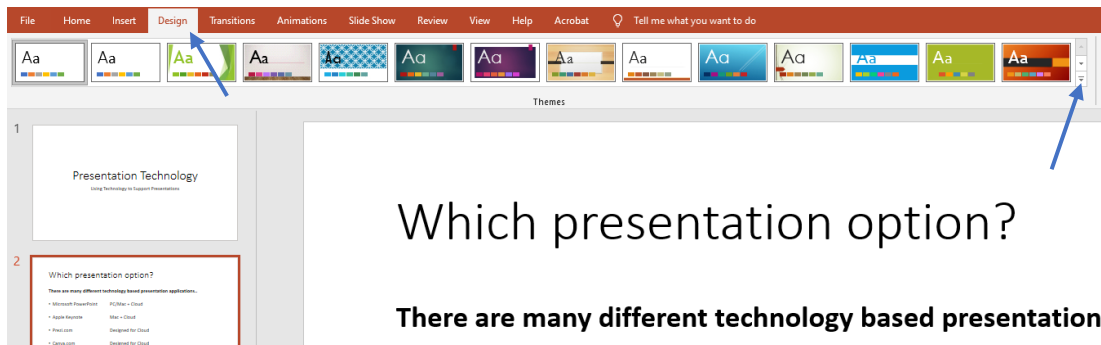


Click on the **Close Master View** icon to return to the standard editing interface.

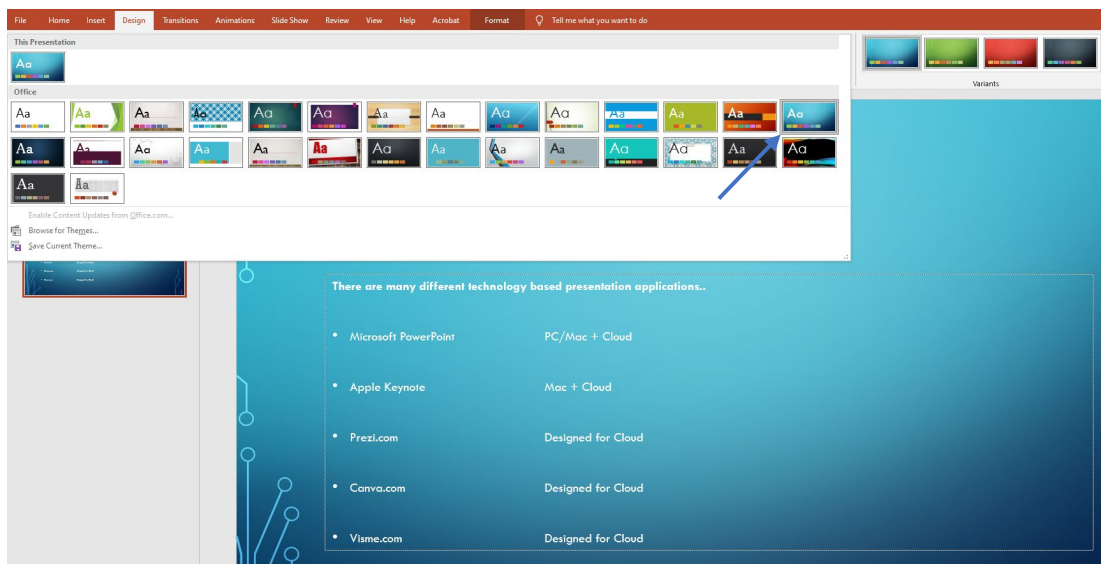


Slide Show Design

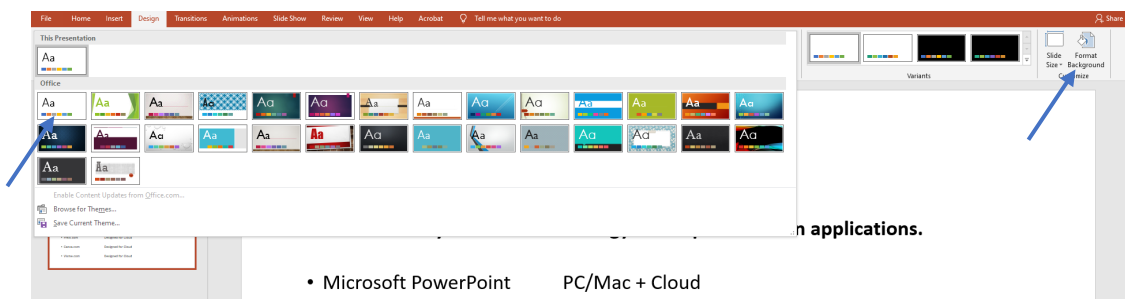
There are many different slide show themes built into PowerPoint and available from 3rd party sources. Click the **Design** tab then click on the **drop-down arrow** to view the themes.



Hover over each option to preview. **Select** a theme to apply it to the slide show if required.

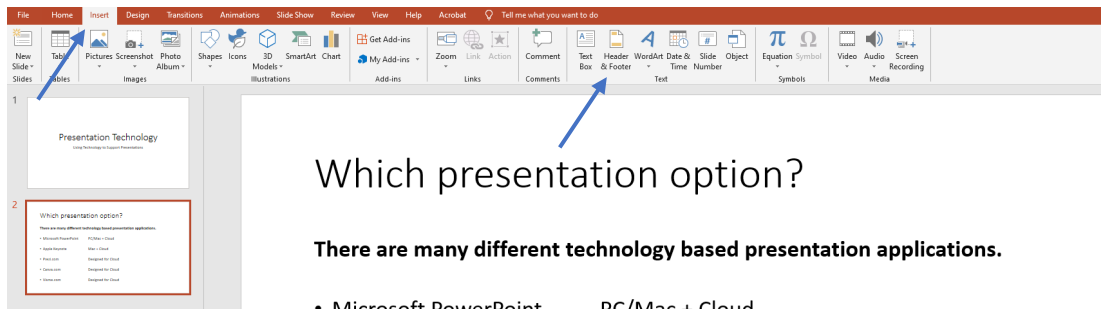


Click on the **Format Background** icon to change the background image or colour. Select and apply the first option to return to the original theme.



Headers and Footers

Headers and footers can be added to slides in PowerPoints in the same way as in Microsoft Word. Click the **Insert** tab then click on the **Header and Footer** icon to display the options dialog box.

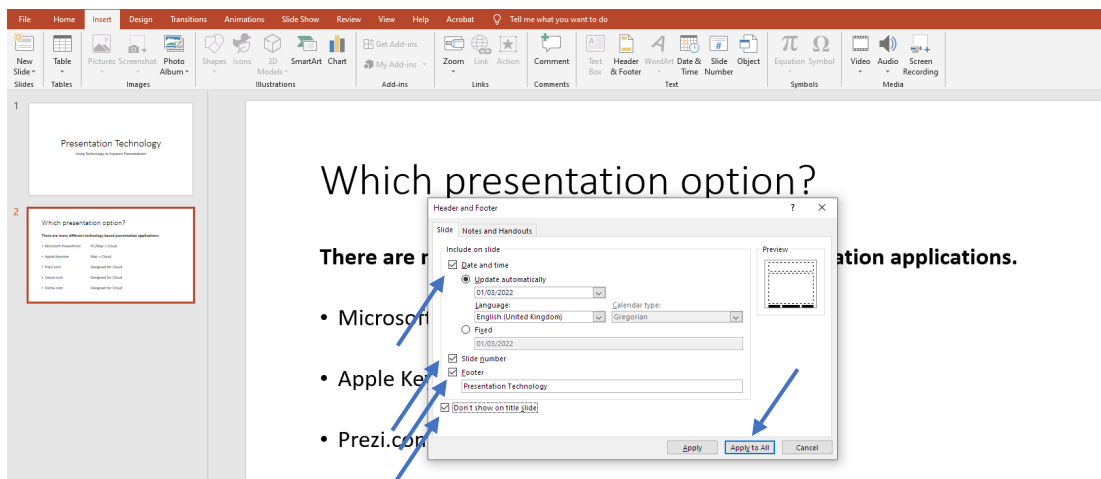


Which presentation option?

There are many different technology based presentation applications.

- Microsoft PowerPoint PC/Mac + Cloud

The dialog box is displayed and various options may be selected to be automatically added to the slides including Date and Time, Slide Number and Footer Text.

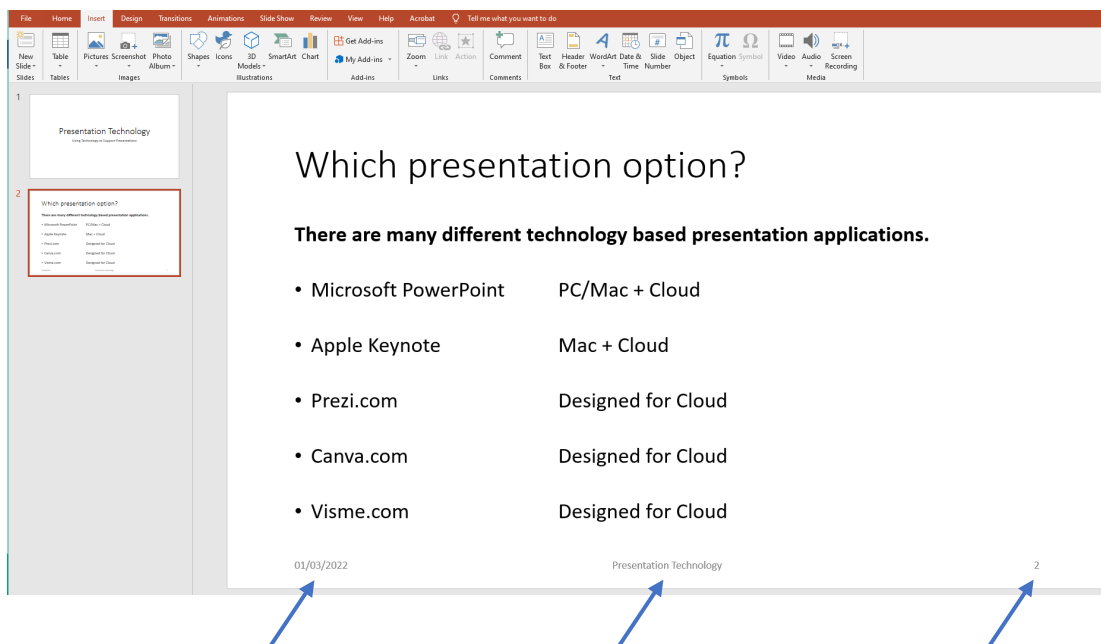


Which presentation option?

There are many different technology based presentation applications.

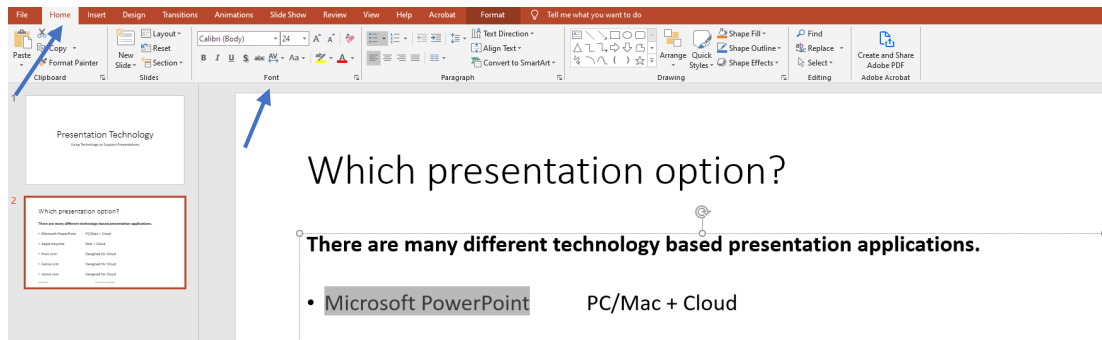
- Microsoft PowerPoint PC/Mac + Cloud
- Apple Keynote Mac + Cloud
- Prezi.com Designed for Cloud

Selecting the **Don't show on title slide** box then clicking on the **Apply to All** button will apply the Header and Footer information to every slide except the first one in the slide show sequence.



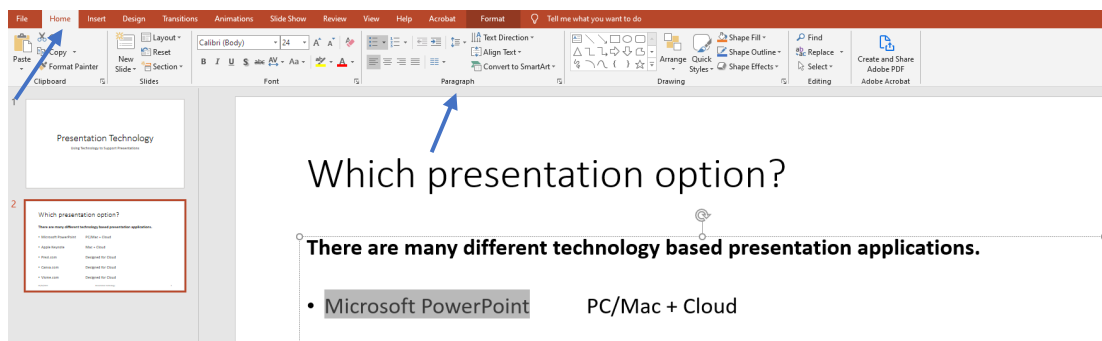
Text Style

Text can be styled by selecting it then clicking the **Home** tab. A selection may then be made from the options within the **Font** section of the ribbon.



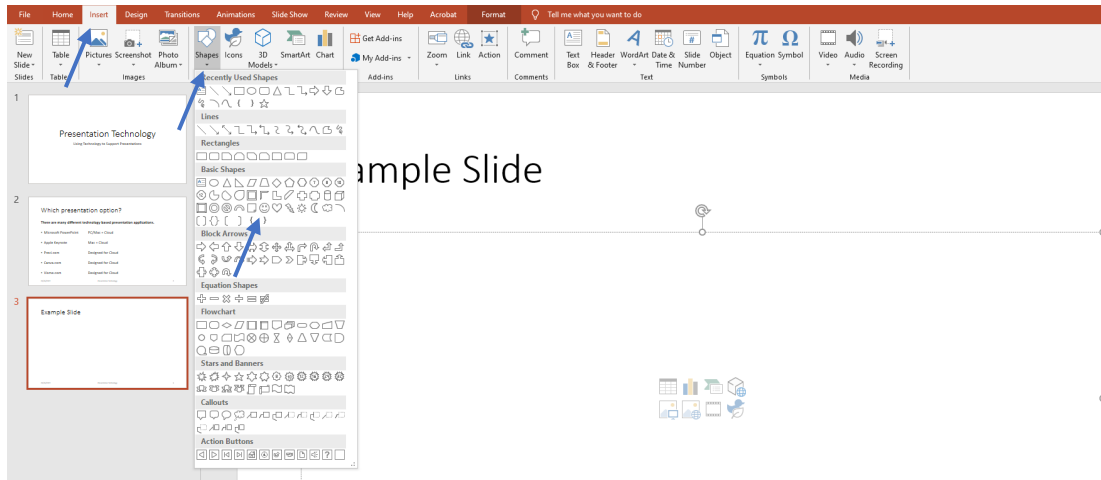
Bullet Points and Numbering

Bullet Points, Numbering and Text Alignment can be applied by selecting the text then clicking on the **Home** tab. A selection can then be made from the within the **Paragraph** section of the ribbon.

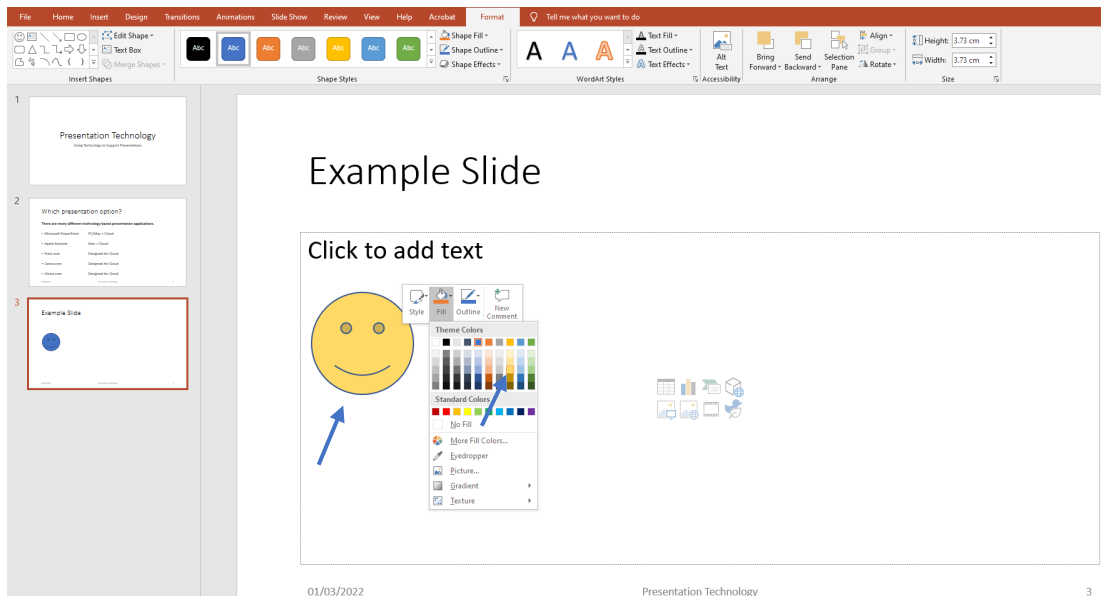


Insert a Shape

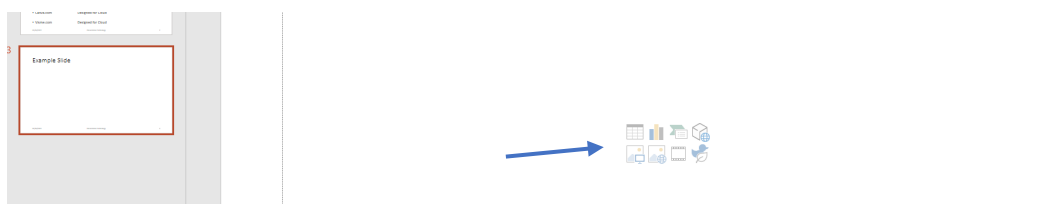
Shapes can be inserted into slides to add interest and illustrate points. Click the **Insert** tab then click on the **drop-down** arrow under the **Shapes** icon.



Select a shape then click on the area where the shape should be placed - **hold the left mouse button down** and drag the shape out to the desired size. Release the mouse button. **Right-click** on the shape to access various formatting options. Notice the other formatting options that are automatically displayed in the ribbon at the top of the editing interface.



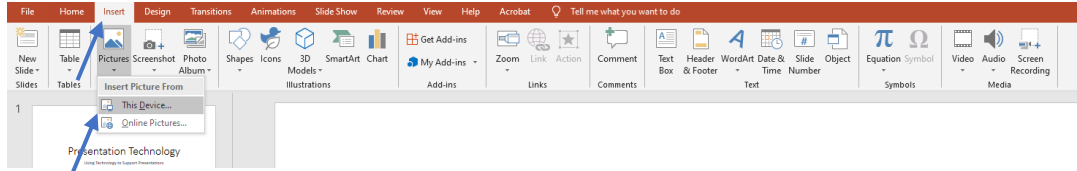
Hint: Objects such as tables, charts, images and videos can also be inserted via these icons.



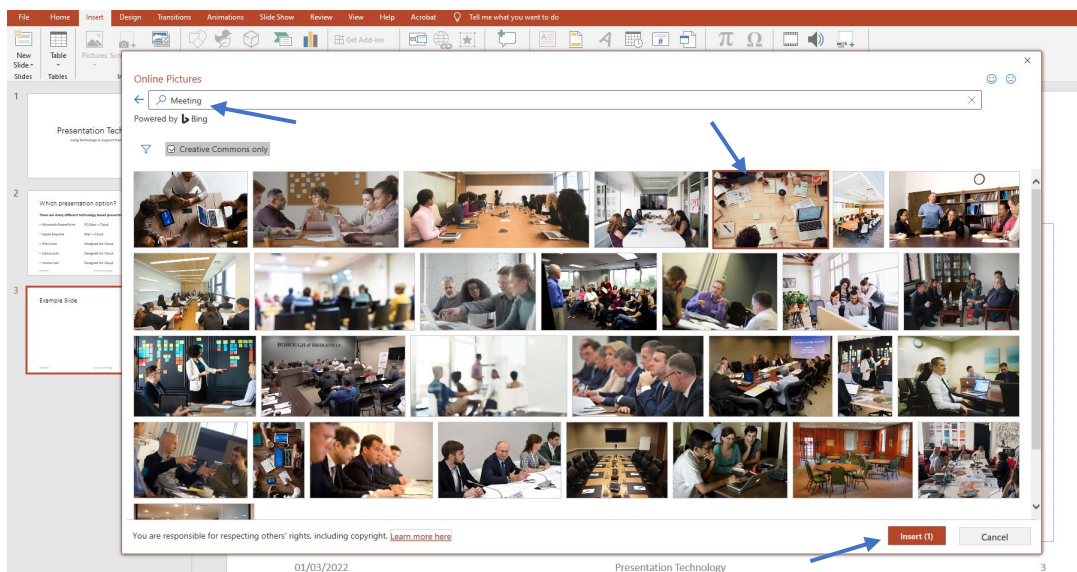
Insert an Image

To insert an image already saved on a computer into a slide click the **Insert** tab then click on the **Pictures** icon and select the **This device...** option.

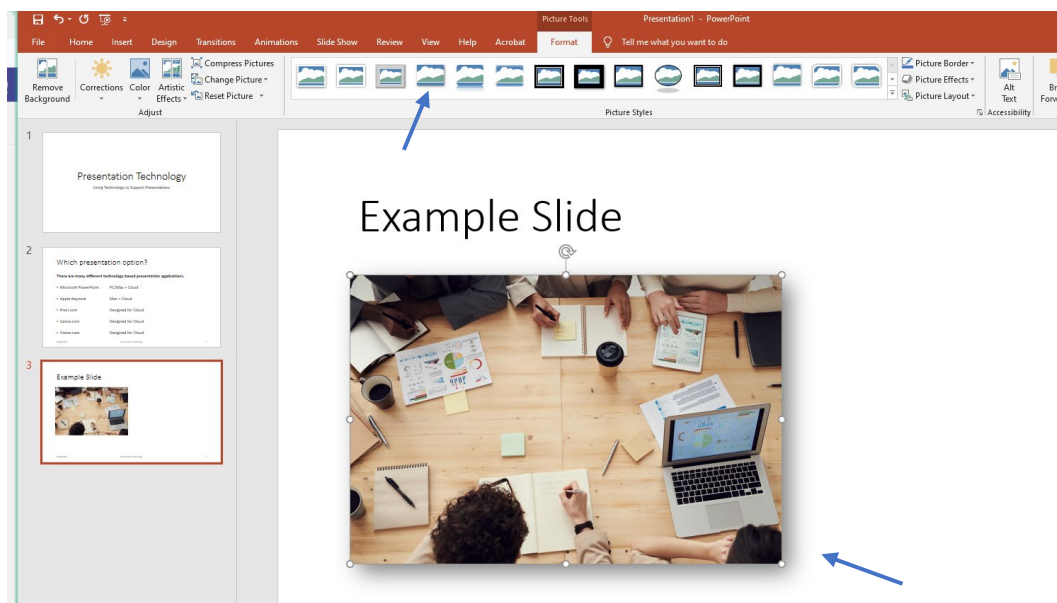
Navigate to where the image is saved on the computer then click on the **Open** button to insert.



To insert an image from the PowerPoint Online Pictures gallery click the **Insert** tab then click on the **Pictures** icon and select the **Online Pictures...** option - the searchable image gallery will be displayed.

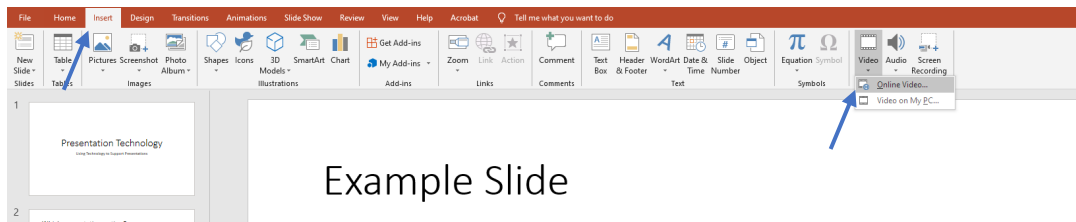


Select a suitable image then click the **Insert** button to add it to the slide. The image can be resized and dragged into position. Notice the drop shadow effect added from the options in the ribbon.



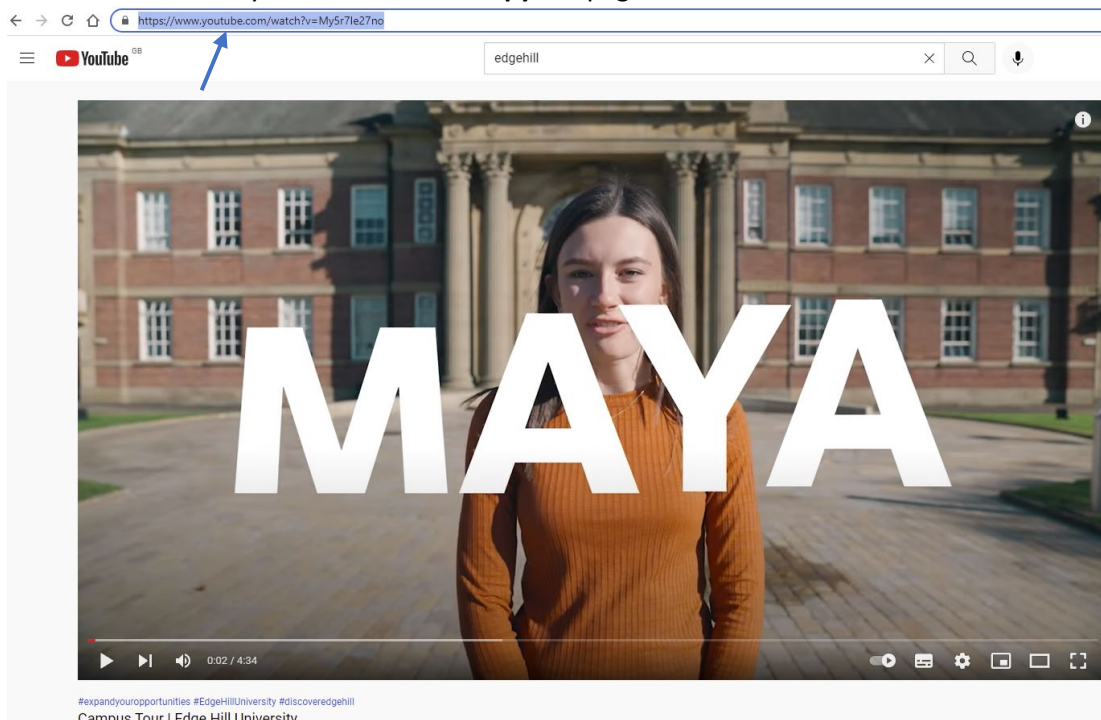
Insert an online Video

To insert a YouTube video into a slide click the **Insert** tab then click on the **Video** icon in the ribbon. Select the **Online Video** option.

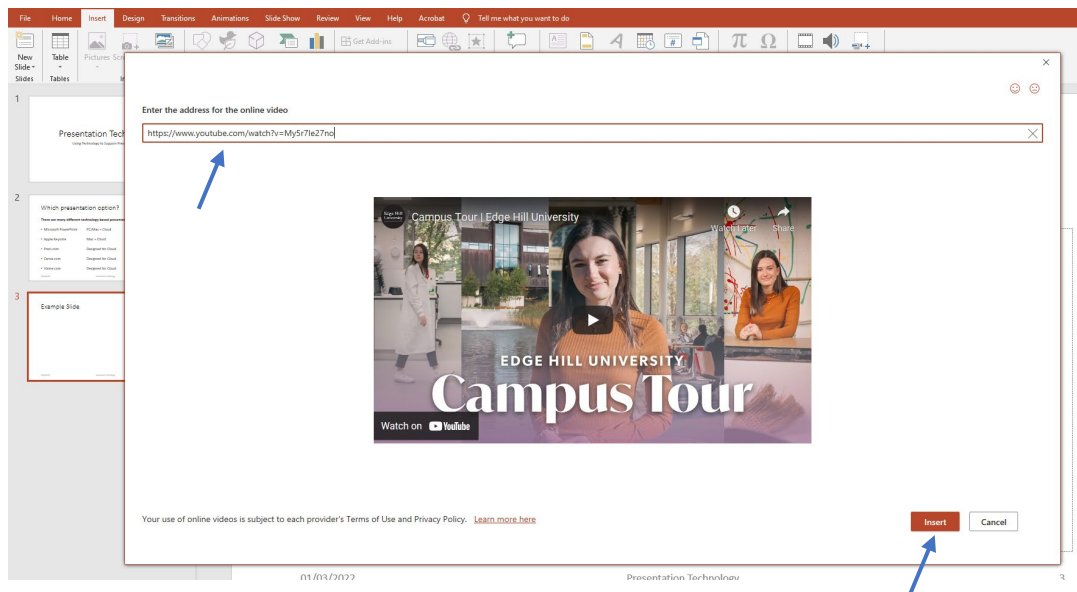


Example Slide

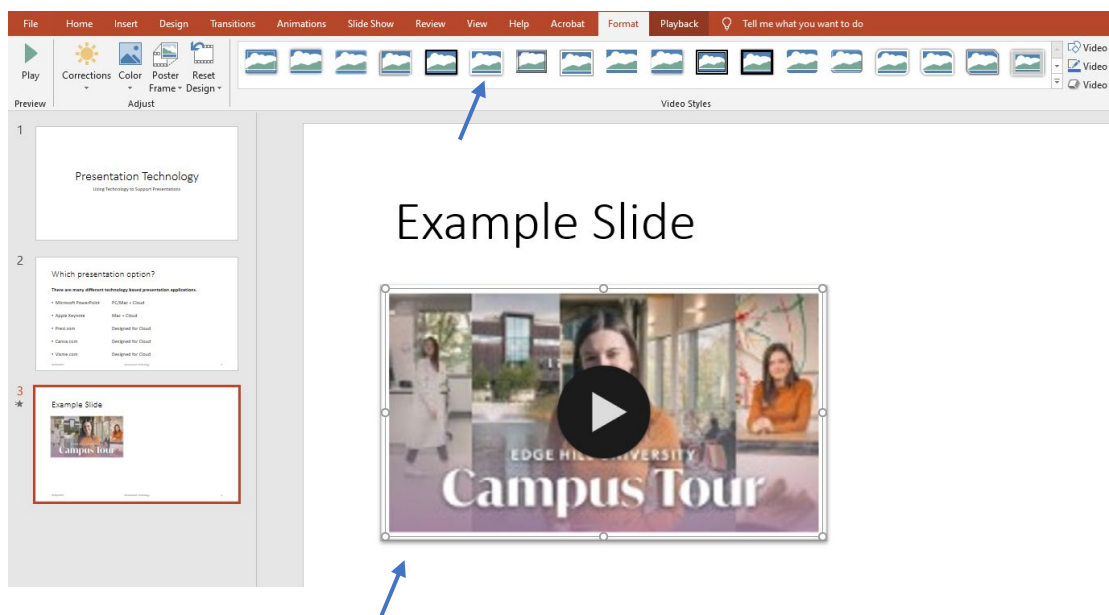
Access the video on youtube.com then **copy** the page address from the address bar.



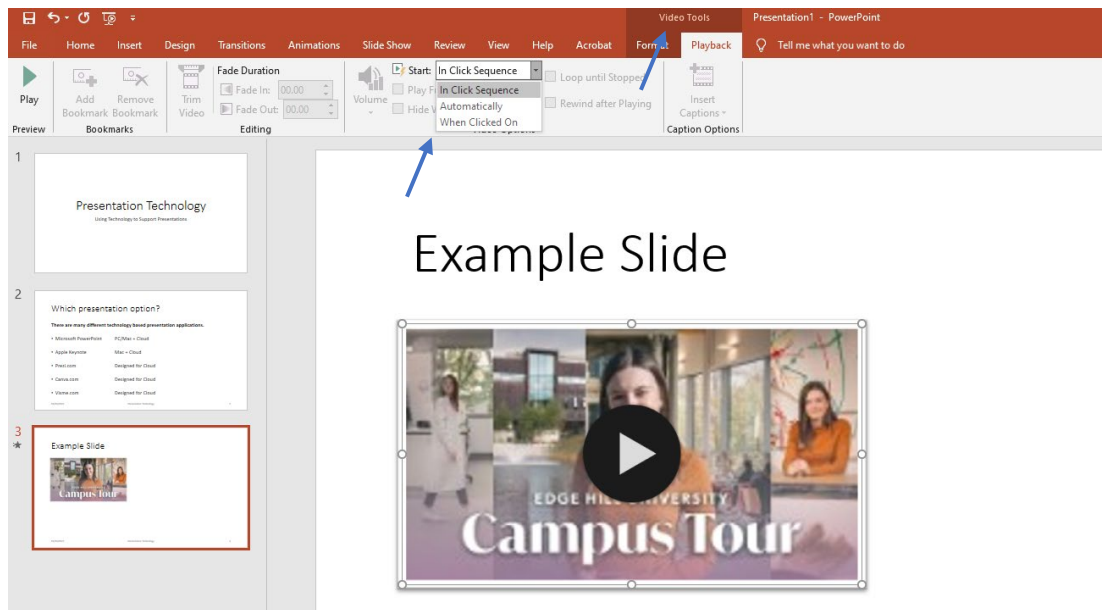
Paste the page address into the dialog box displayed in PowerPoint then click the **Insert** button.



The video player can be moved, resized and styled in the same way as an image. Notice the white frame and slight drop shadow that have been added from the options in the ribbon.

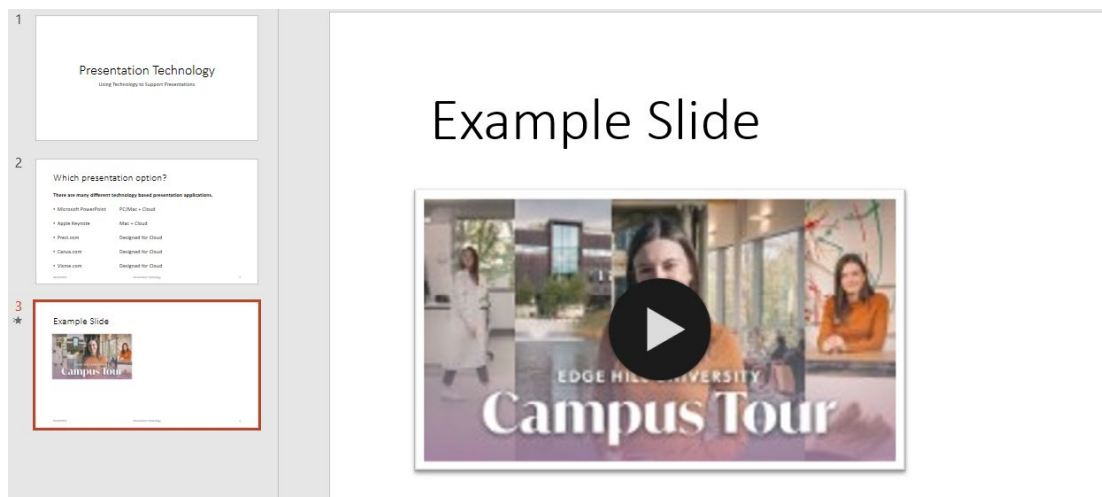


Various playback options are available from the **Video Tools Playback** tab.



Hint: More playback options may be available when adding videos downloaded to a computer however consideration should be given to the size of the video files as using more than one or two downloaded videos within a slide show can make the final size of the PowerPoint file unmanageable.

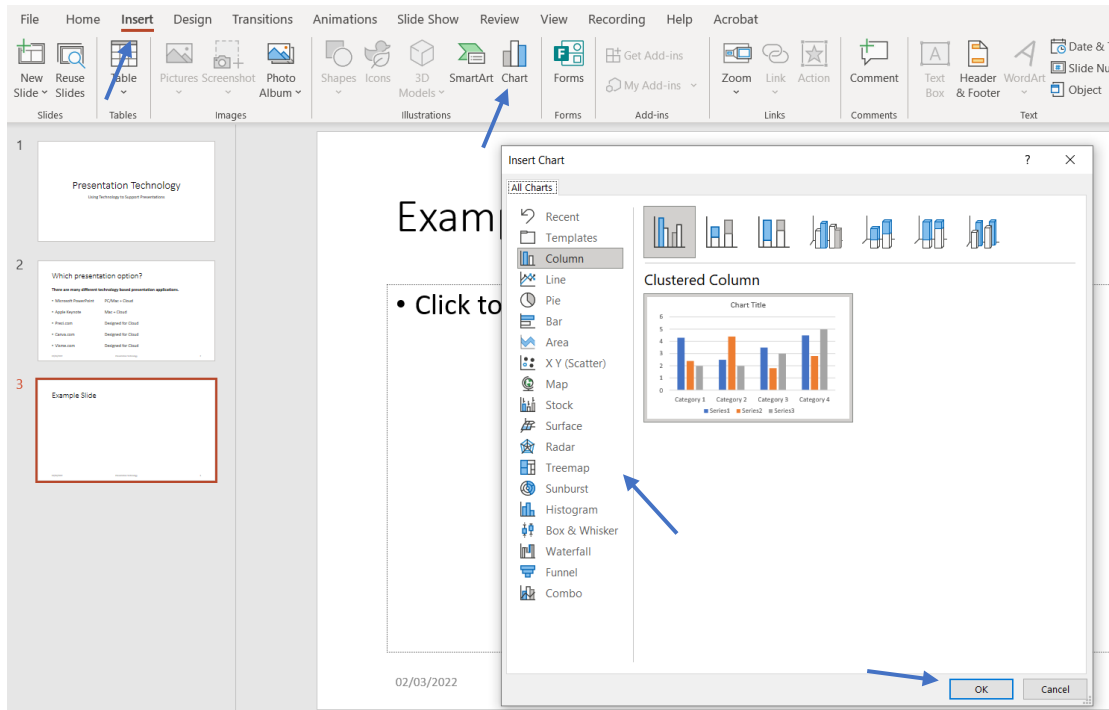
The video is now ready to be used a part of a PowerPoint presentation, remember if using Cloud based video content a stable internet connection is essential.



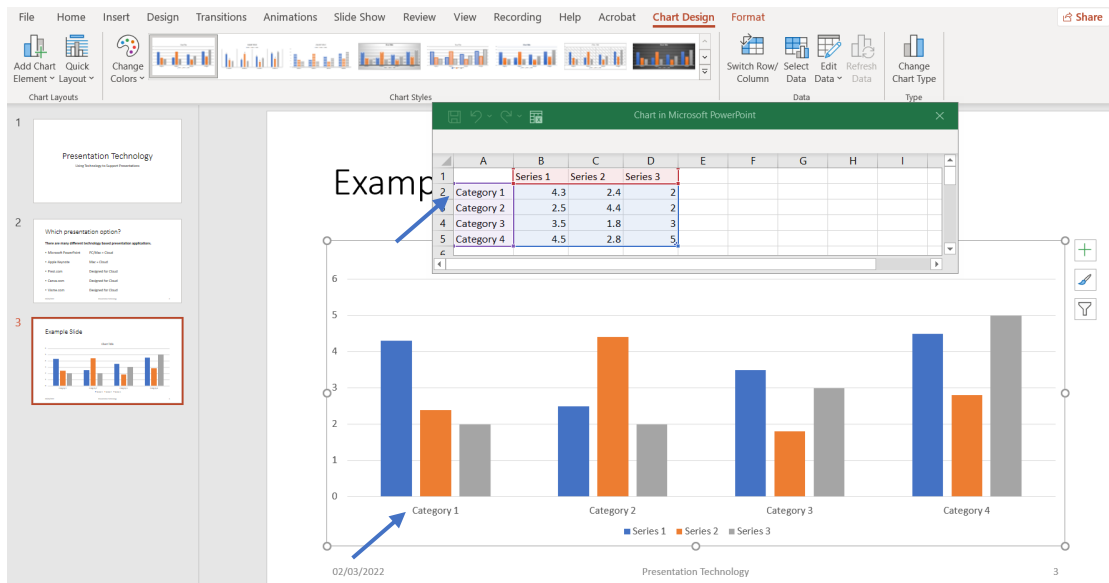
Insert a Standard Chart

Charts may be added to slides by clicking the **Insert** tab then clicking on the **Chart** icon.

Various styles of chart may be selected from the column on the left of the dialog box. Once an appropriate style of chart has been selected click the **OK** button.

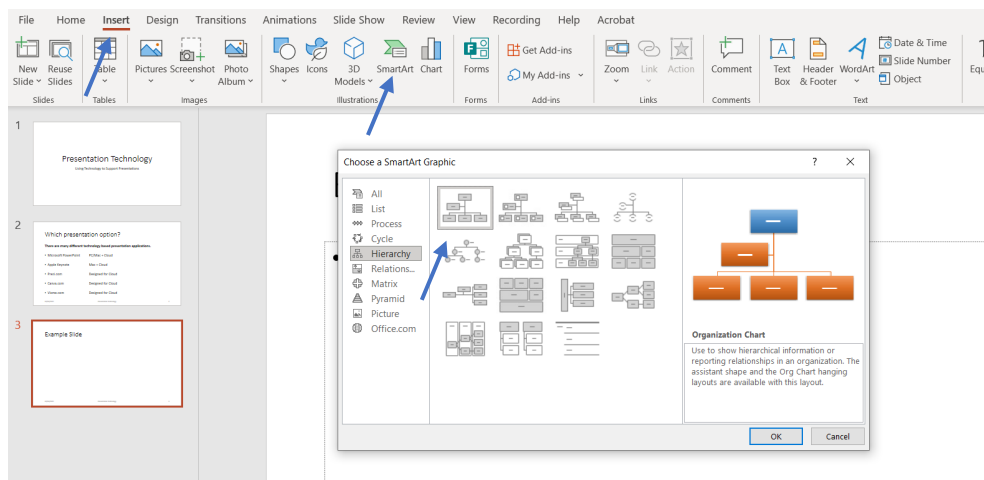


The chart will be inserted into the slide and can be resized and moved if required. A **Microsoft Excel** dialog box is displayed with the chart - changing data within the cells will change the corresponding data displayed by the chart.

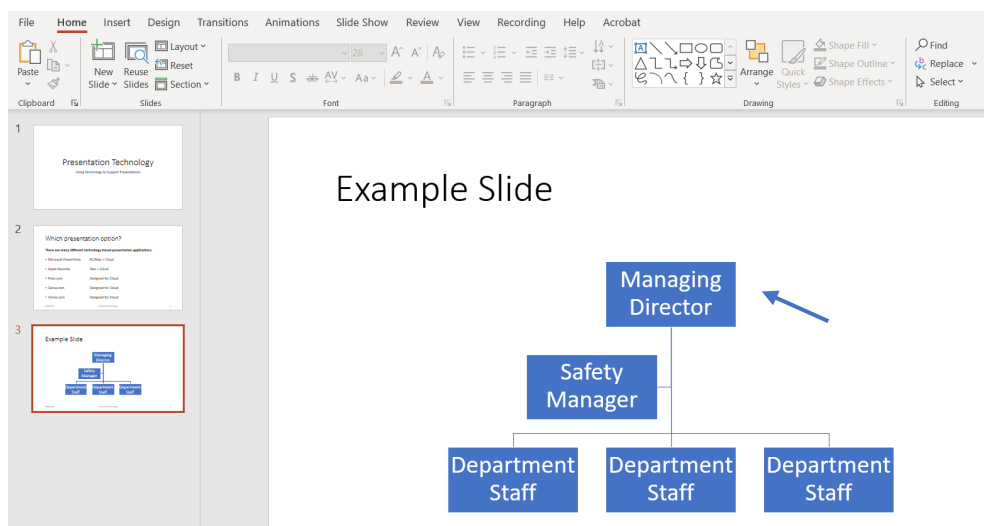


Insert an Organisational Chart

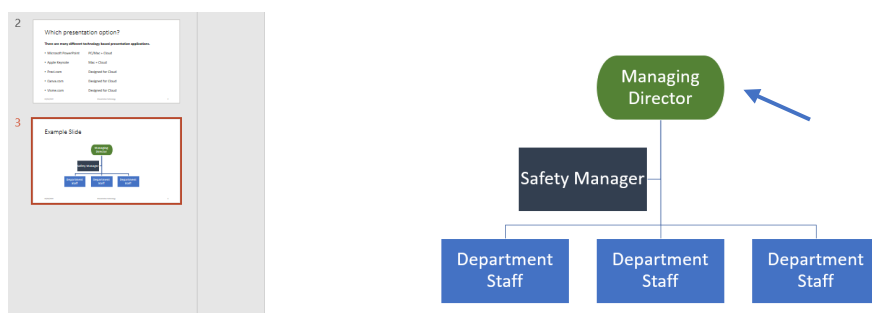
Organisational charts may be added to slides by clicking the **Insert** tab then clicking on the **SmartArt** icon. Select an appropriate graphic to represent the organisational order then click the **OK** button.



Type organisation details directly into the boxes to create the chart.



Right-click on the boxes to format the chart colours and shapes.

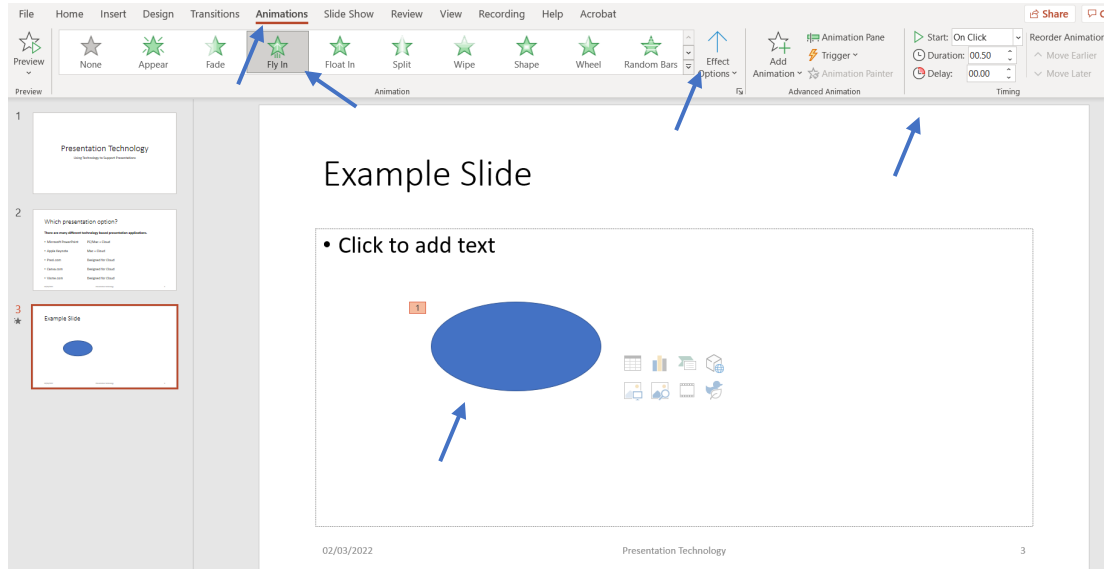


Object Animations

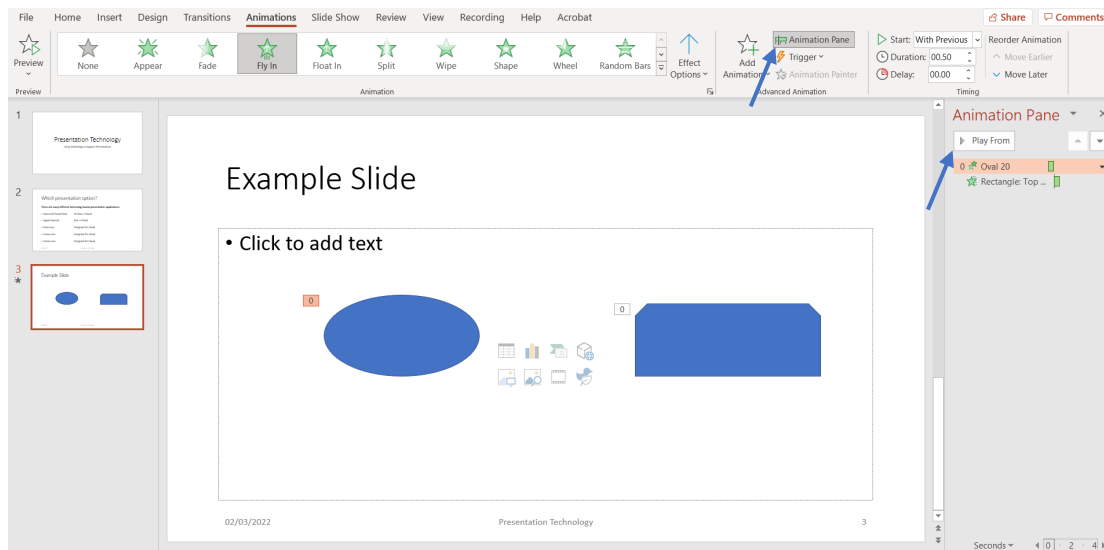
Animations control the ways in which objects appear and leave slides.

To animate an object select it then click the **Animation** tab. Choose the style of animation from the available options. A preview of each animation will be displayed as it is selected. Click the drop-down arrow in the animation section to view more options.

Select other options including **Advanced Animation** and **Timing** from the right of the ribbon.

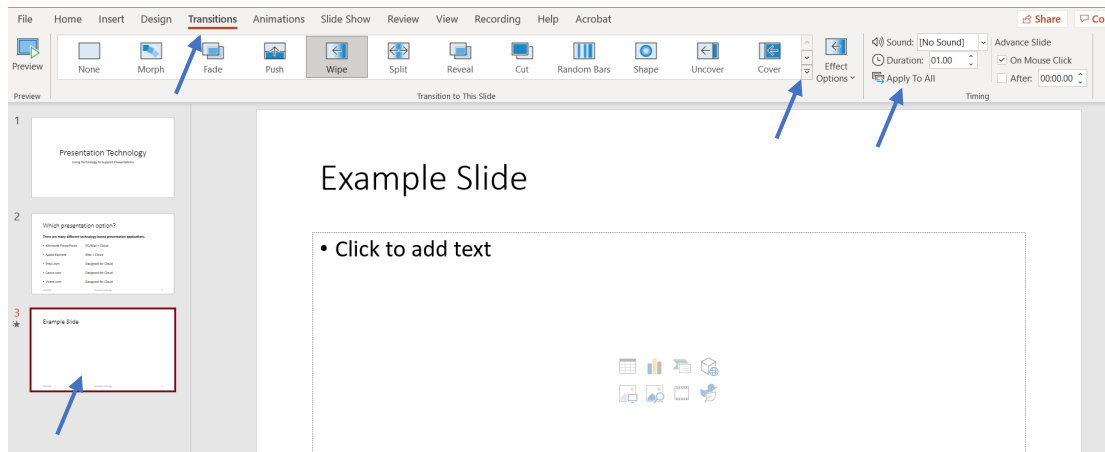


When using several animation effects on one slide open the **Animation Pane** to view more details. Drag the animations up or down to alter the order in which they display. Click the **Play From** button to preview how the animations will display during a slide show presentation.

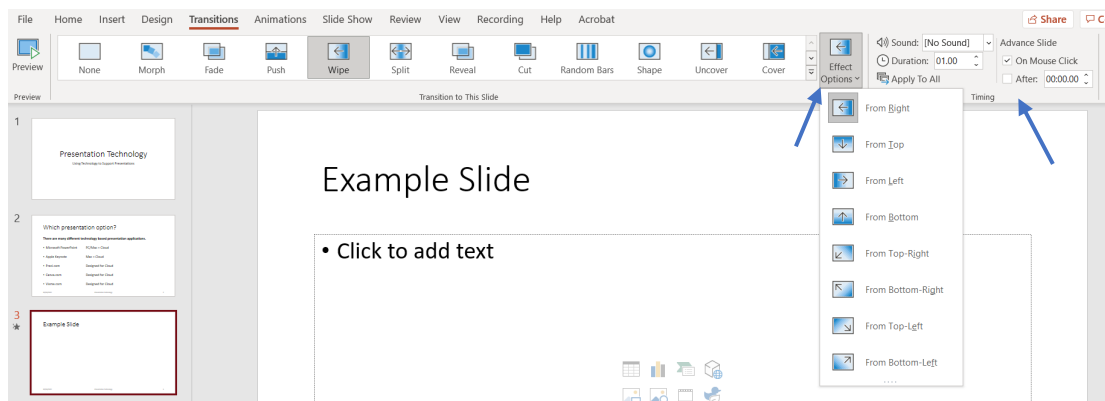


Slide Transitions

Transitions are animations which occur between slides. Add a transition by selecting a slide then clicking the transition tab. Choose the style of transition from the available options. A preview of each transition will be displayed as it is selected. Click the drop-down arrow in the transition section to view more options. Click the **Apply to All** button to add the same transition effect to all slides.

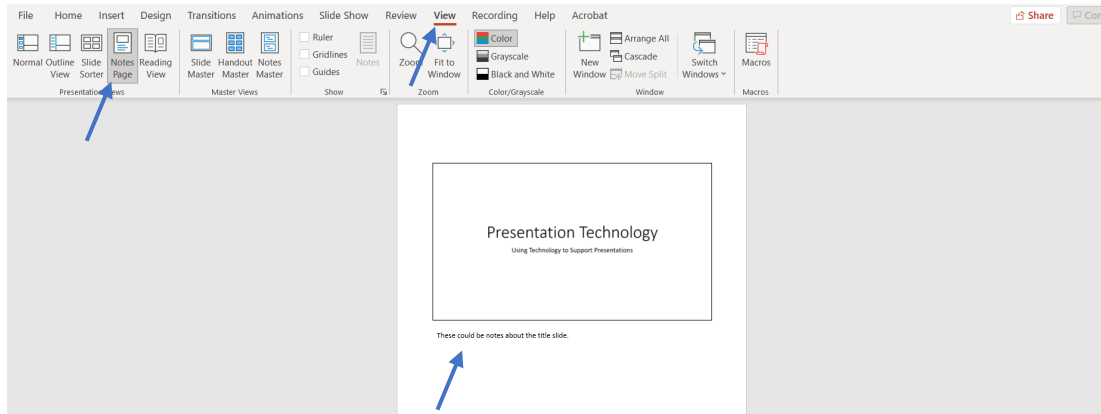


Select other options including **Effect Options** and **Timing** from the right side of the ribbon.



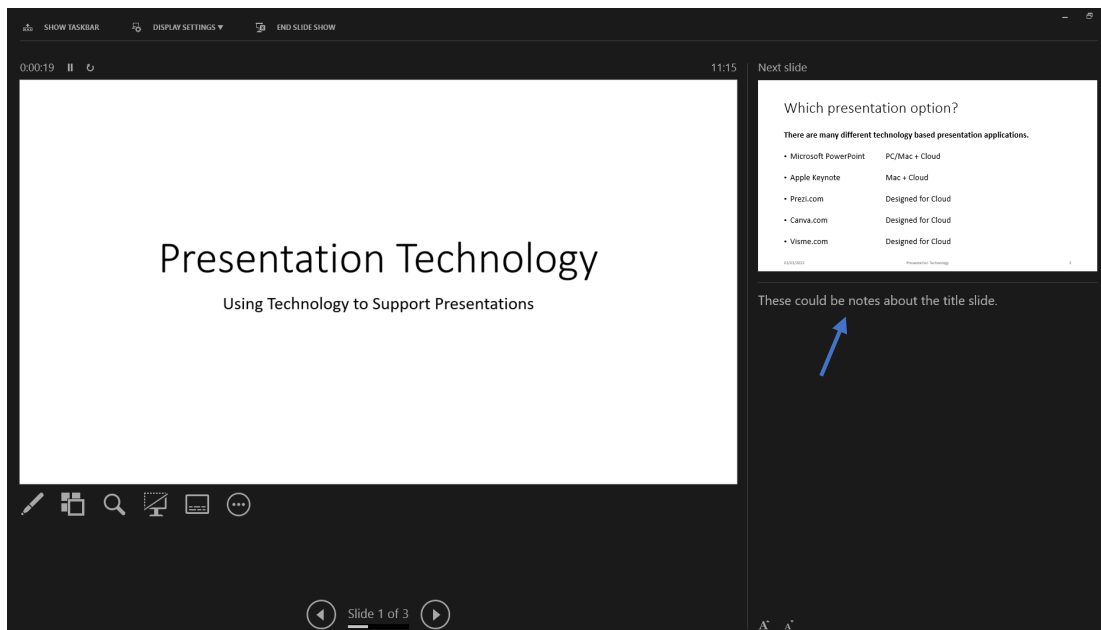
Add Notes to Slides

Notes can be written under slides and can be viewed under **certain conditions** during a slide show. To add notes click the **View** tab then click on the **Notes Page** icon. Type notes into the text box displayed beneath the slide.

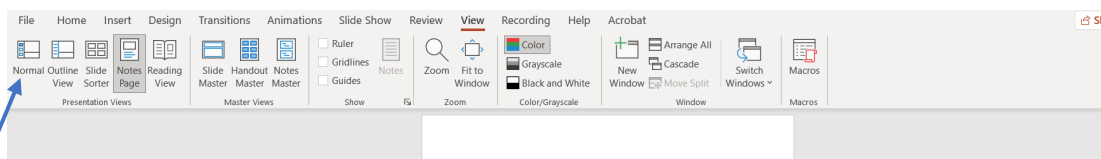


Important: Notes can only be viewed during a presentation if using a computer with two separate display outputs and the display output options are set to "**Extend these displays**" mode.

This is the view of the second output from a computer set to "Extend these displays" mode.

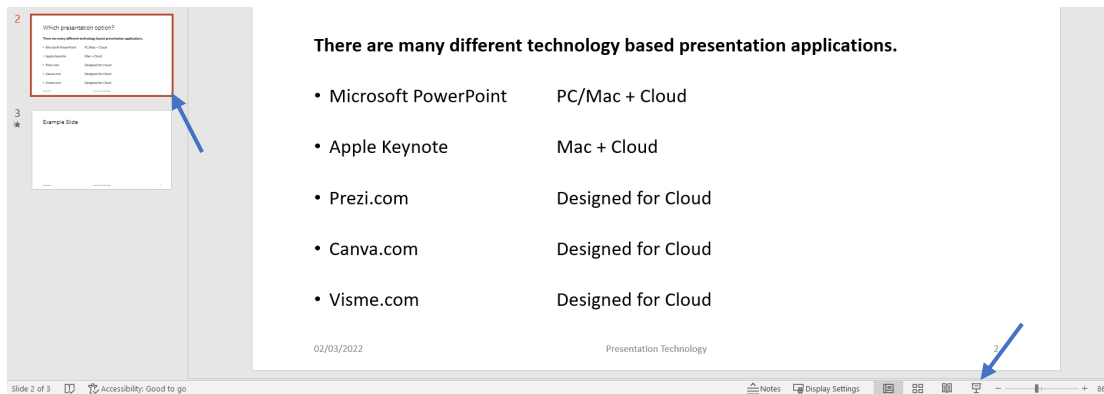


Hint: Click the **Normal** icon in the ribbon to return to the standard slide editing interface.

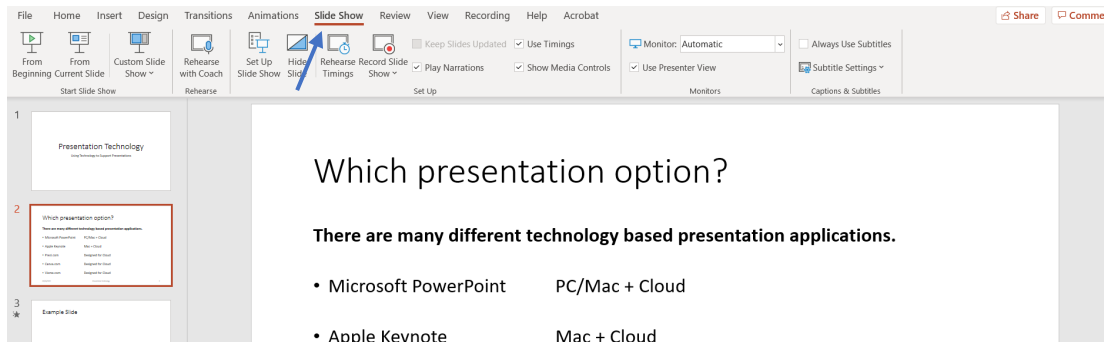


Starting a PowerPoint Presentation

To begin a PowerPoint presentation select which slide to start the presentation with then click on the **Slide Show** icon at the bottom of the interface.



Advanced options can be displayed by clicking the **Slide Show** tab in the ribbon.



The slide show will begin and slides will be displayed full screen one at a time. Use the **right** keyboard arrow key to display the next slide and the **left** keyboard key to display the previous slide. Press the **Esc** keyboard key to end the slide show early and return to the editing interface.

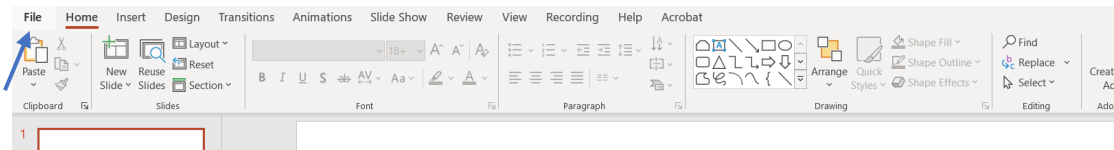
Which presentation option?

There are many different technology based presentation applications.

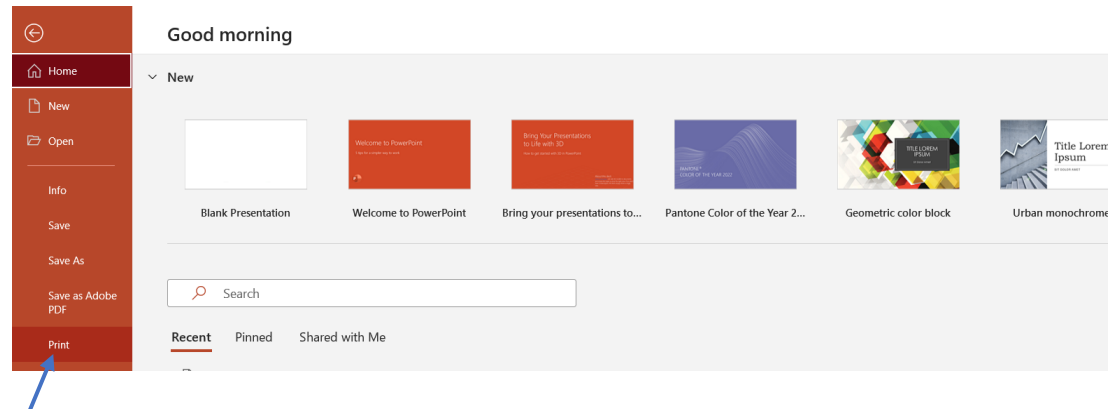
- Microsoft PowerPoint PC/Mac + Cloud
- Apple Keynote Mac + Cloud
- Prezi.com Designed for Cloud
- Canva.com Designed for Cloud
- Visme.com Designed for Cloud

Printing Options

There are several different printing options available within PowerPoint. Click the **File** tab.



Select the **Print** option.

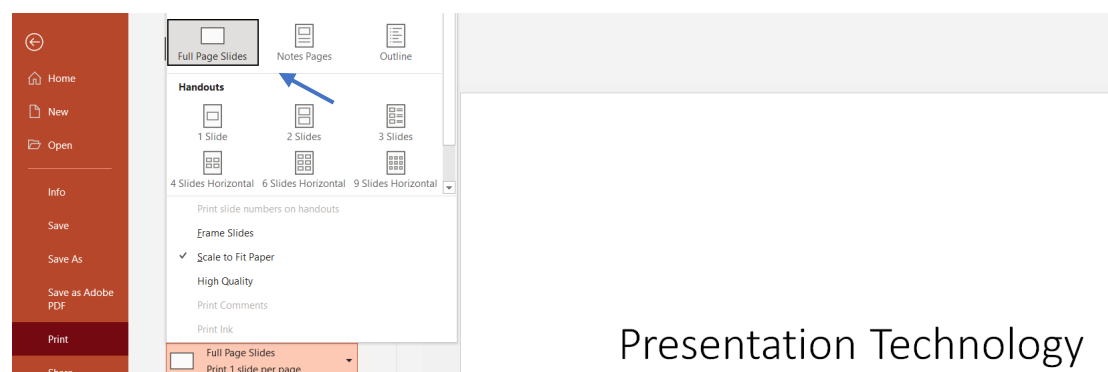


Click on the third button in the **Settings** section to view the available print options.



Presentation Technology

The print options dialog box is displayed - select a print style from the available options.



Presentation Technology