

Computer Access Lab - West Campus

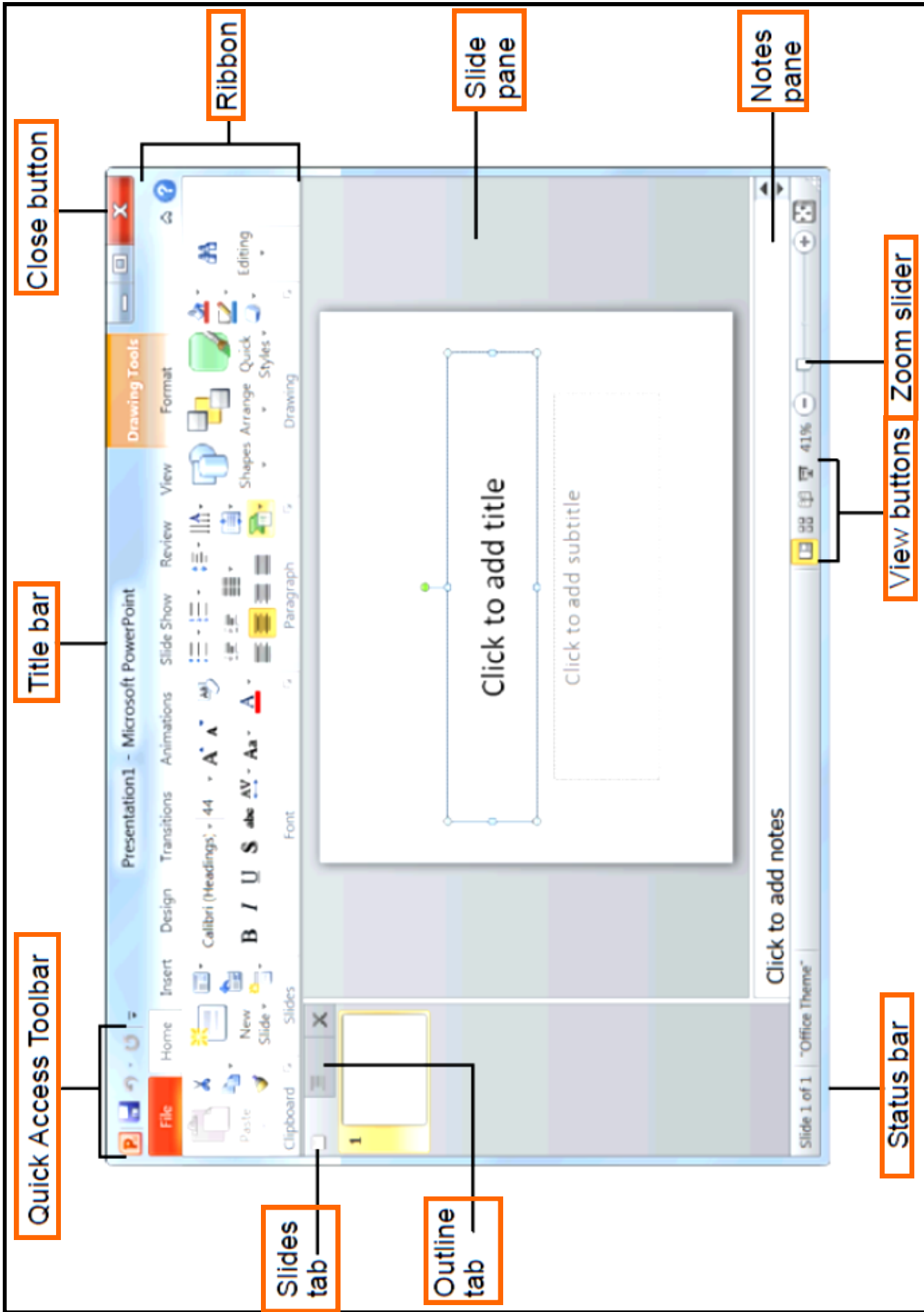
Microsoft PowerPoint

Quick Reference Guide

WORKSHOP GOALS

At the successful completion of this workshop, the participant will be able to:

- Create, edit, format and print a new presentation file
- Change the layout and design of one or more slides in the presentation file
- Insert elements (clipart, pictures, videos) into a slide in the presentation file
- Identify “best practices” for developing effective presentations
- Use online Help to learn additional features and functions



Print Screen of main PowerPoint view

CHANGING THE VIEW

Editing Views

1. Click on the **View** tab.
2. Click on either **Normal** or **Notes Page** buttons to view the presentation in an editing view.

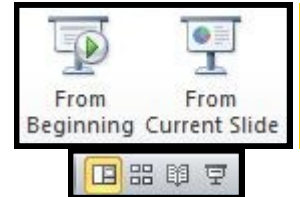



Slide Sorter View

1. Click on the **View** tab.
2. Click on **Slide Sorter**. In this view you may move, copy and delete slides.
3. Double-click a slide to return to **Normal** view to edit.

Slide Show View

1. Click on the **Slide Show** tab.
2. Click on either **From Beginning** or **From Current Slide** button.
3. Click on the slide to advance, or press **Page Up** or **Page Down** to navigate slides.
4. Press **Esc** key to return to **Normal** view.



 **Time Saving Tip:** Click one of the **View** buttons on the **Status Bar**.

SLIDES AND LAYOUTS

Inserting New Slide with Default Layout

1. Click on the **Home** tab, and then click on the **New Slide** button.

Inserting New Slide with Specific Layout

1. Click on the **Home** tab, and then click on the **New Slide** drop-down arrow.
2. Click on the desired slide layout.



INSERTING ELEMENTS

Image File

1. Click on the **Insert** tab, and then click on the **Picture** button.
2. Navigate to the picture, and then double-click.
3. Move and re-size the image as necessary.

Sound File

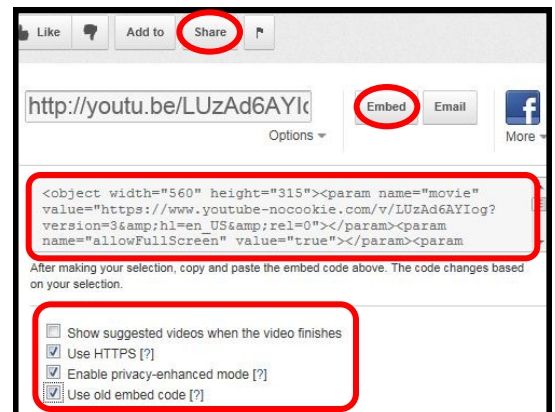
1. Click on the **Insert** tab, and then click on the **Audio** button.
2. Navigate to the sound file, and then double-click.

Hyperlink

1. Click on the **Insert** tab, and then click on the **Hyperlink** button.
2. Click on the **Existing File or Web Page** button on the left of the **Insert Hyperlink** dialog box.
3. Type the full URL in the **Address** field, and then click **OK**.

YouTube Video

1. Select and play the desired video in YouTube.com.
2. Click on the **Share** button, and then click on **Embed**.
3. In the four options at the bottom, clear the check from the first and place a check in front of the last three options.
4. Click in the code below the **Embed** button, and then copy.
5. Access PowerPoint and click into the slide to get the video.
6. Click on the **Insert** tab, and then click on the **Video** drop-down arrow.
7. Click **Video from Web Site**, and then **Paste** into the box.
8. Save the presentation, and then go to **Slide Show** view.
9. Click on the **Play** button when the slide appears.



YouTube Video Print Screen

APPLYING A DESIGN

1. Click on **Slide Sorter** view, and then click on the **Design** tab.
2. Click on the **More** drop-down arrow in the Themes group.
3. Preview the design themes by moving the pointer over each, and then click on the desired design theme to apply.
4. Double-click on any slide to return to **Normal View**.

TRANSITIONS AND ANIMATION EFFECTS

Applying a Transition

1. Click on **Slide Sorter** view, and then click on the **Transitions** tab.
2. Click on the **Transitions** tab, and then click on the **More** drop-down arrow in the **Transition to This Slide** group.
3. Test a transition by clicking on the desired transition, and then clicking on the **Preview** button.
4. To apply the previewed transition to all the slide click on **Apply To All**. Notice a star appears on the lower-left corner of the slide with a transition.
5. Double-click on any slide to return to **Normal View**.

Applying Animation Effects

1. While in **Normal View**, click on the element to apply animation to (i.e., text box, image, etc.).
2. Click on the **Animations** tab, and then click on the **Animation Pane** button in the ribbon.
3. Click on the **More** drop-down arrow in the **Animation** group.
4. Click on the desired effect, and then click **Preview** in the ribbon to test.
5. To customize the animation, click on the drop-down arrow in the **Animation Pane** (on the right) and change the options.

PRINTING

Accessing Print Menu

1. Click on the **File** tab, and then click on **Print**.

Selecting Certain Slides to Print

1. Click in the **Slides** field under the **Print All Slides** button.
2. Type the page or pages to print. For example type **1-5** to print pages one through five, or type **1,4,6** to print pages one and four and six.

Printing Multiple Slides on a Page

1. Click on the Full Page Slides button.
2. Click on the desired layout.

Changing the Printout Orientation

1. Click on the **Portrait Orientation** button.
2. Click on the desired orientation.

Sending the Presentation to the Printer

1. Click on the **Print** button.

PACKAGING AN PRESENTATION

1. Click on **File**, and then click on the **Save and Send**.
2. Click on the **Package Presentation for CD** option, and then click on the **Package for CD** button.
3. Type a name for the new CD.
4. Click the **Add** button, and then double-click on the file to be packaged with the presentation.
5. Repeat step 4 until all files have been included.
6. Insert an unused, blank CD in the drive, and then click on the **Copy to CD** button.
7. Respond to prompts to complete the process.



Time Saving Tip: PowerPoint many pre-made presentations templates which can save you time in designing and organizing. **File** tab → **New**: Then select the content template of your choice.