



Creating Slideshows with PowerPoint



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What Can a PowerPoint Slideshow Do?

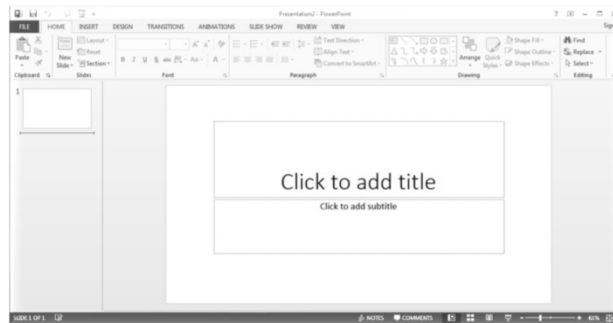
- Present a report or lesson with text and graphics
- Add special effects, such as transitions and sounds
- Give a professional and colorful look to your ideas



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Slideshow Editing Basics

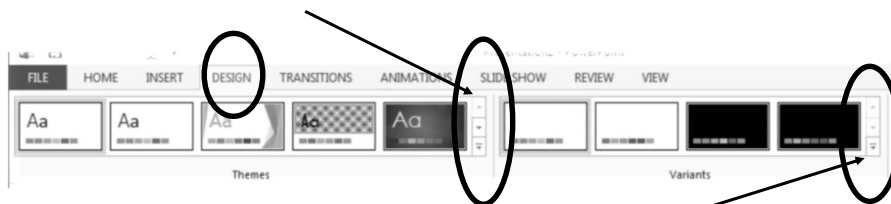
- The top has the File Menu and tabs with ribbons
- The little left pane shows thumbnails of your slides
- The large central pane shows the current slide
- The bottom status bar has view and zoom controls



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Starting a New Presentation

- When the program starts, choose “Blank Presentation”
- Before typing in any text box, click the **Design tab**.
- Scroll through and choose a theme (font and color scheme) you like.

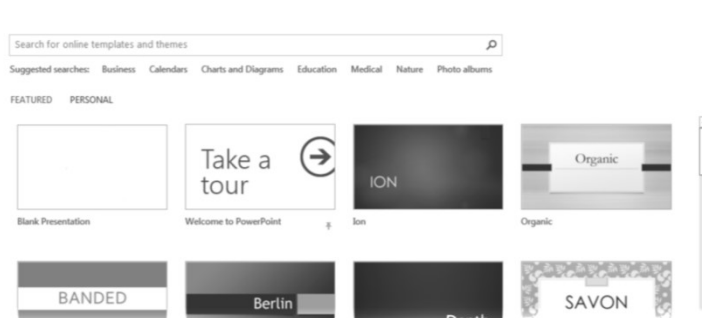


- Scroll through the Variants to customize your choice.
- Now when you type in the text boxes, the fonts are pre-sized and colors are pre-matched.

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Alternate: Start with a Template

- When you start PowerPoint, you can choose a template
- You can choose from the list or search with keywords or categories



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Typing in a Title & Subtitle

- No matter which design theme you choose, there will be a textbox to type in your presentation title on the first slide
- In another smaller textbox on Slide #1, you can type a subtitle or your name and credentials



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Adding a New Slide

- Back on the **Home tab**, the **New Slide** button has a top and a bottom.



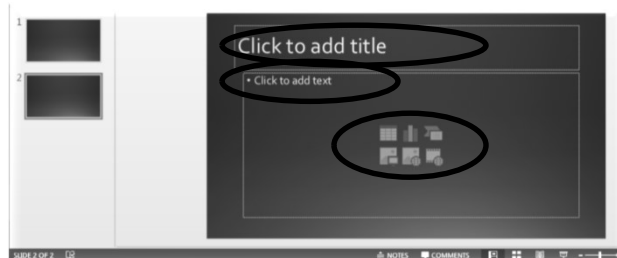
- If you click the top of the New Slide button, you get a new slide.
- If you click the bottom of the button, you can choose a special design layout for the new slide.



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ADDING TEXT

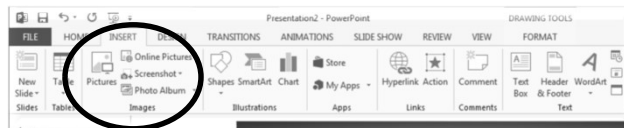
- Each new slide has a textbox to click and type a title
- If you click the big textbox, you get bullets for each item you type.
(You can turn off bullets with the button on the Home ribbon.)
- If you click one of the icons instead, you can insert a picture or graph or shape or other special feature.
(This is good if you don't plan to have any text or bullet points on the slide.)



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Adding Pictures

- Use the **Insert tab**, then look in the **Images** group if you want a picture along with the text you typed
- Choose **Pictures** to insert a picture from your computer
- Choose **Online Pictures** to search for photos and clipart from Microsoft



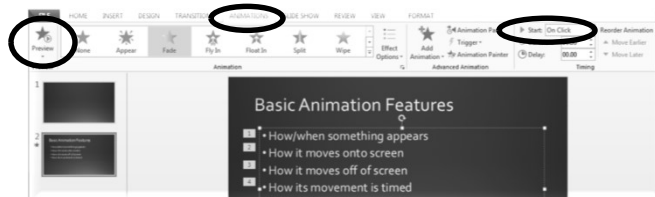
- Make adjustments
 - Click to resize or reshape your text box using its corner handles
 - Move a picture with the mouse; resize it using its corner handles
 - Double-click a picture to get options for borders, coloring, etc.



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Adding Special Effects: Animations (1)

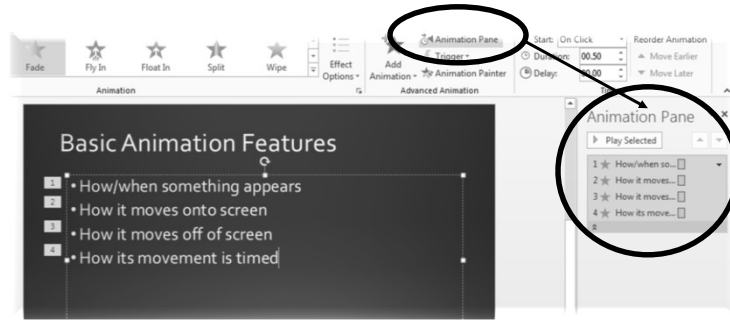
- Use the **Animations** tab to control how and when items enter and exit.
- Click a textbox, then choose an animation for it, and all the bullet points become ordered.
- Click on a picture and choose an animation for it.
- “On Click” means the object will appear with a mouse click (or Enter or spacebar) during presentation. Change this to make 2 or more objects appear at the same time.
- Click Preview to see how it all will animate.



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Adding Special Effects: Animations (2)

- Turn on the **Animation Pane** to get full control and to make changes
- You can alter one or all the items in your list
- You can re-order items by dragging with your mouse



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Adding Special Effects: Transitions

- The **Transitions** tab lets you set how the presentation will move into the current slide
- Scroll to choose a transition scheme



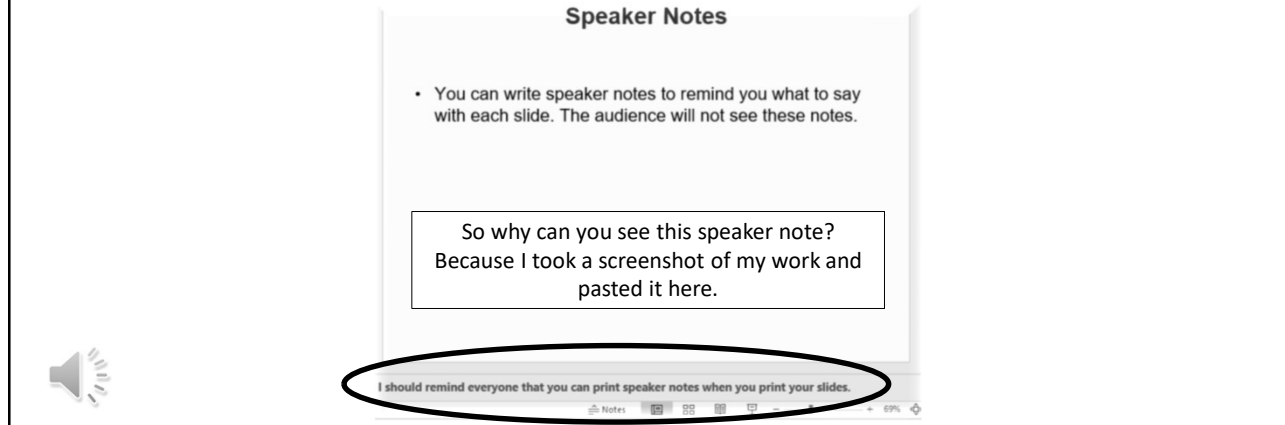
- add sound?
- set speed?
- apply to all?

This slideshow has been using fade-in animations with no transitions. Watch the transition to the next slide.

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Speaker Notes

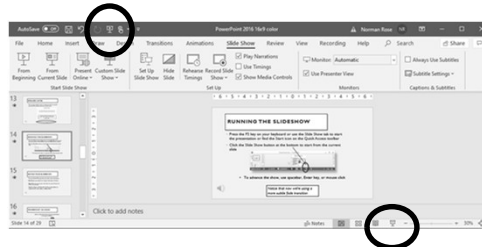
- You can write speaker notes to remind you what to say with each slide. The audience will not see these notes.



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Running the Slideshow

- Press the F5 key on your keyboard or use the Slide Show tab or find the Start icon on the Quick Access toolbar



- Click the Slide Show button at the bottom to start from current slide
- To advance the show, use spacebar, Enter key, or mouse click



Notice that now we're using a more subtle fade transition

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Saving Your Slideshow

- To save, click the **File** menu, then save with a name and location
- **Save As** gives you options for saving to other types of formats
- **Export** lets you convert your slide show into special formats for video or for printing.
- *Keep these things in mind if you plan to take your presentation to a computer that has older software or different fonts!*



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PowerPoint on Zoom

Here's a video about ways to get your presentation to look good on Zoom.



<https://youtu.be/wNOZRa089-U>



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What is “Death by Powerpoint”?

- When PowerPoint is used too often in the same context – such as at EVERY faculty meeting always using the SAME theme or background color
- When a PowerPoint presentation goes on FOREVER (“Let’s look at slide number 82 now.....”)
- When the presenter just reads each bullet point on each slide
- Not deathly, but disturbing and avoidable:
 - Distorted graphics due to resizing incorrectly
 - Distorted graphics due to over-sizing
 - Misspellings, bad grammar
 - Bullet points that are entire paragraphs of text
 - Too many graphics
 - Not enough graphics



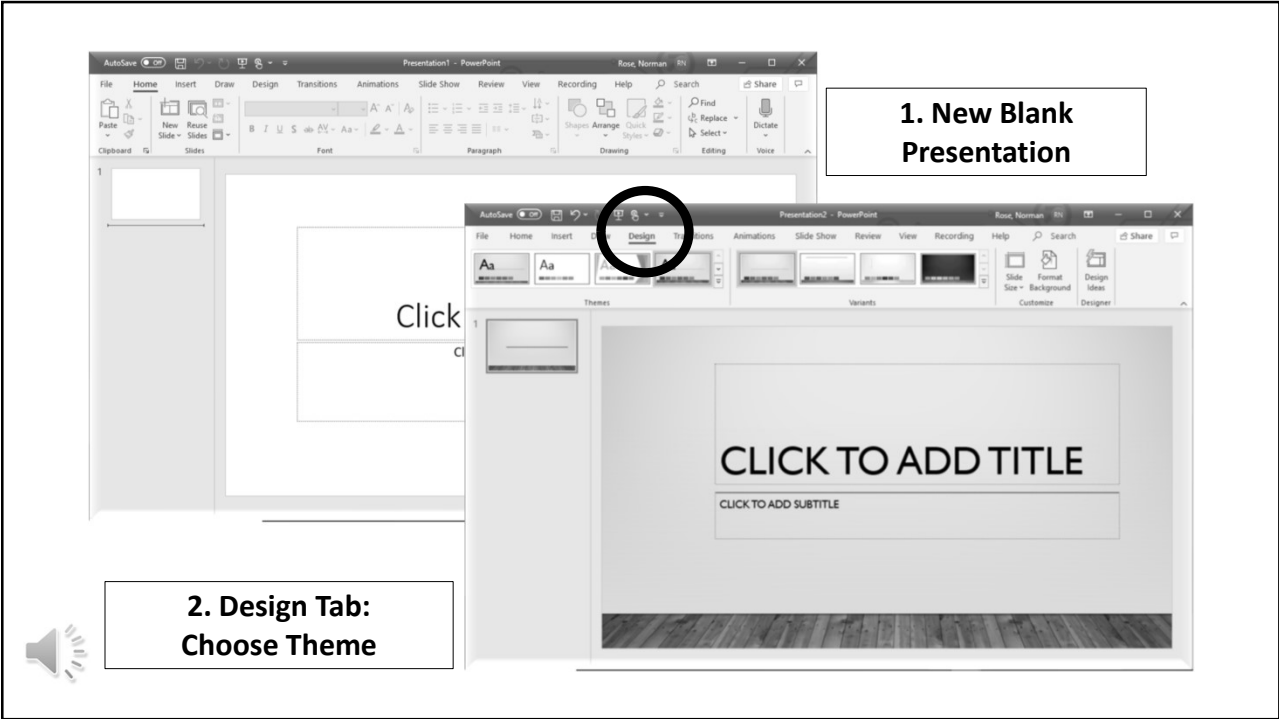
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Putting it all together

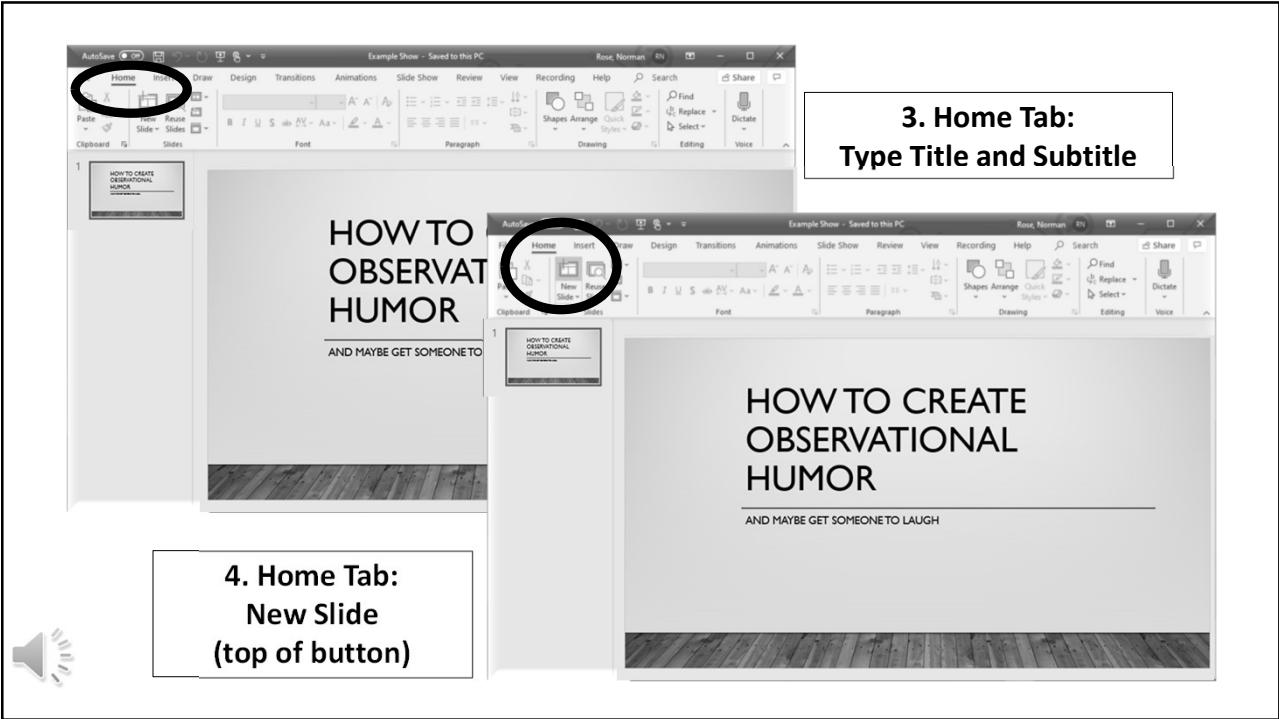
- In the next set of slides, you get to watch me build a short and simple slideshow presentation.
- But before building, it’s wise to prep a slideshow. For instance...
- Outline the presentation in word processing or with paper and pencil
 - Decide how to divide the main topic into subtopics and the best sequence for presenting subtopics
 - Decide the best way to sequence steps or ideas within each subtopic
 - Then it’s easy to put the outline into PowerPoint
 - Each subtopic gets one or more slides in a logical sequence
 - Each slide has bullet points in a logical sequence
- Let’s pretend I did all those things already...



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5. Home Tab: New Slide Ready

6. Home Tab: Type Title, then bullet points

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7. Home Tab: Click on bulleted text box

8. Animation Tab: Click the type of animation you want

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**9. Animation Tab:
See numbered bullets**

**10. Animation Tab:
Adjust settings if desired
*I should be saving at times!***

Slide 2 of 2

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**11. Insert Tab:
Choose Online Pictures and
type keyword**

**12. Insert Tab:
Insert, resize, place
Animate or not**

Slide 2 of 2

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**13. Transitions Tab:
Choose how this slide will appear from previous one**

**14. Transitions Tab:
Adjust if desired**

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**Press F5 or use Slide Show tab to run from the beginning and advance with mouse or keyboard – as on the following slide.
After viewing, you'll make adjustments or add new slide and continue.**

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HOW TO CREATE OBSERVATIONAL HUMOR

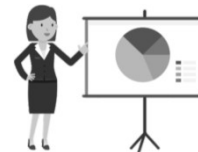
AND MAYBE GET SOMEONE TO LAUGH



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So those are the basics. What's next?

- Experiment! Play around with the software!
- Discover other features! Discover new ways to use features!
- Check out the File menu for Save, Print, and Export options!
- Share ideas with others!
- Incorporate PowerPoint into your classes and meetings!



Above all, use your new knowledge for good, not evil!

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