Follow-up notes for MS PowerPoint

Starting PowerPoint

When you start the PowerPoint software, you first see the *File* entry area, just as you do with Word and Excel. Again, you'll see many of PowerPoint's templates offered on the screen. If you wish to begin a new slide show totally of your own design, click the *Blank Presentation* template that is positioned at the top left corner. This will open a new presentation for you.

The PowerPoint Screen

The very top of the PowerPoint screen has the same layout as Word and Excel, with a *Title Bar* at the top. That has the same *Quick Access Tools* area that we've seen before over at the left side, a *Title* in the middle and *Resizing buttons* at the far right.

Under that is a ribbon as we have already learned in the other applications. Tabs like *Home* and *Insert* we've seen before. But there are new tabs that are specific to PowerPoint, like *Animations* and *Slide Show*. It's always a good idea to check out the various tabs to see what kind of commands they contain.

Initially you will be in *Normal View*. This is the only view where we can edit slide content. On the left side of the screen is a *Navigation Pane*. As you build slides, they will appear here, listed vertically. On the right side is the *Editing Screen*. These two areas can be made larger or smaller by dragging the vertical line that separates them to the left or the right. If you drag to the left the editing area gets bigger. If you drag it to the right, the navigation area becomes wider.

Notice that there are some other tools at the lower right corner of the screen. There is a *Slider* that allows you to make your view of the slide" zoom" in or out. We have seen this before in Word and also Excel. It looks like this:

To the left of this slider are four buttons that look like this:

These control which of four views you wish to be in.

- The one on the left, which is selected in the image above is for the *Normal* view. Again, that is the only view where you can edit content. You insert and control content using the area on the right. If you wish, you can drag slides vertically in the navigation pane to change their order.
- The next button over that shows the four small squares brings you to *Slide Sorter* view. Slide sorter view lets you see your slides as if they were laid out on a table. You can move them around in this view if you wish to change the order of their

presentation. When you see a slide that needs an edit, you can double-click it to return to *Normal* view.

- To the right of that is *Reading View*. This is a view that is almost identical to playing the slide show, except that the available buttons are a little different. When in this view the navigation is controlled at the lower right corner of the screen. In addition to the arrow buttons that move you forward or backward in the presentation there are also buttons that let you switch back to another view.
- The last button to the right is the *Slide Show* button. This is one way you can start your slide show without having to go through the ribbon.

You can navigate to the next slide by simply clicking your mouse anywhere on the slide. *(Unless you have customized your transition options.)*

Also, once begun, the slide show has button options that only become visible if you hover the mouse pointer at the lower left corner of the screen. They are available when the slide show is in "full screen" view. They look like this:

- The two on the left allow you to move back and forward through the slides.
- The one with the stylus offers you some tools you can use as you give your presentation, like a *Laser Pointer* or a *Highlighter*. You can use these to give emphasis to certain content elements as you talk.
- To the right of that is a button that would take you to *Slide Sorter* view, should that feel appropriate during the show. You might use this if you wanted to jump back or ahead to slides not immediately before or after the current slide. Otherwise, there will be a left-pointing arrow at the upper left corner of the screen that would return you to the *Slide Show* view.
- To the right of that is a button with the magnifying glass. This allows you to "zoom" into a portion of the screen that is about ¼ the size of the entire slide. To exit this zoomed view, tap the *Esc* key on your keyboard.
- The button with three dots offers more options.

If you don't find it easy to see these tools, you can also right-click anywhere on the slide to see a list of most of these same options.

Slide layouts

Slides are designed in *Layouts*. A slide layout is determined by how many and what type of content *Placeholders* are positioned on the slide. A placeholder is a rectangular shape that can be use to type text or to insert an object, like an image, video or graph, etc. As of the writing of these notes, there are 9 different layouts from which to select. *(After applying a **Theme**, the number of available layouts will probably*

increase.) You can insert content without using a suggested placeholder, but it's often handy to let PowerPoint position and size it for you.

You can check out the various layouts by clicking the ***Layout*** button located in the ***Slides*** group on the ***Home*** tab of the ribbon. When you click on that button all of the available pre-built layouts are displayed. They each have a name to give you an indication of what is offered. If you wish to change the layout of the slide that is currently selected, just click one of options and it will be applied for you.

One slide is offered to you automatically when you open a new PowerPoint document. PowerPoint assumes that your first slide should be a ***Title*** slide, appropriate for introducing yourself and your subject matter, so that is the layout that is automatically applied. But you can change that as described above, if you like.

CREATING A NEW SLIDE

Here is how to insert a new slide into your presentation.

- First it is best to click the slide in the navigation pane that is positioned just before where you'd like the new slide to be. *(But if you forget to do this don't worry. You can easily drag-and-drop the new slide up and down to wherever you'd like it to be.)*
- Click the ***New Slide*** button that is located in the ***Slides*** group on the ***Home*** tab of the ribbon. A list of options will appear that looks like this:
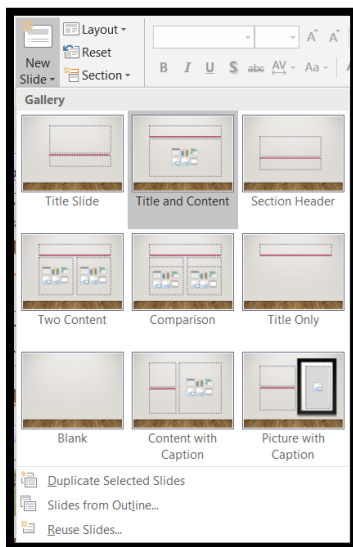
- Click on a layout. The new slide will be inserted into the navigation pane immediately after the slide you had clicked in the first step.
    OR
- Click ***Duplicate Selected Slides*** to make an exact duplicate of the currently selected slide.
    OR

- Click on **Slides from Outline** if you have a text document with an outline that you want to use to create your show.
    OR
- Click **Reuse Slides** if you wish to grab slides from another PowerPoint show you have already made.

Typing into a Text Placeholder

Text placeholders will have a prompt that says **Click to add title**, or **Click to add text**. When you click your mouse, a flashing cursor will appear allowing you to type whatever text content you wish to have.

Generally, the **Click to add text** prompt assumes that you want to create a bulleted list. When you click there, a bullet will appear next to the cursor. If you don't want a bulleted list, just turn it off by clicking the **Bullets** button in the **Paragraph** group on the **Home** tab. If you would like to have a multilevel bulleted or numbered list, use your **Tab** key to indent a line or **Shift Tab** to outdent or decrease an indent. Or, you can control these with the **Indenting** buttons in the **Paragraph** group on the **Home** tab.

Or, use the option arrow on that same button if you'd like to see different bullet styles.

As you type, PowerPoint will adjust the size of the font so that your text will fit into the placeholder.

Inserting an object into a placeholder

Many placeholders offer the option of inserting an object, like an image, instead of typing text. There will be small buttons located in the center of the placeholder for this purpose. You can point at those buttons to see fly-over help telling you what kind of object it will help you to create.

When you click on one of the object options, a dialog box will appear to help you step through the process of finding what you want. The window will differ depending which object type you clicked.

Even though you can insert any object onto any slide by finding the appropriate button on the **Insert** tab of the ribbon, the advantage of using a placeholder is that it will adjust the size of the object so that it doesn't conflict with space needed by other slide content. This can be especially an issue with images. Although you can resize any image as needed, it's nice that PowerPoint will control the size within the placeholder for you.

## Inserting objects without using a placeholder

The **Insert** tab on the ribbon has buttons that allow you to access all the different types of content that you can place onto a slide. Hover your mouse over any button to see fly-over help that will describe what the button will offer.

It is helpful to note the difference between the **Pictures** button and **Online Pictures**. For the **Pictures** button, you must already have the image residing on your computer,

flash drive or network as a file. When you click the **Online Pictures** button, a window will open that allows you to search for an image using **Bing** *(Microsoft's search engine)*, or, if you are a **One-Note** user, you can pull an image you've already saved there.

Similarly, if you wish to insert a **Video** file, you will be prompted to select from a video that resides on your computer, flash drive or network, or you can provide the **URL** to a video that is located on a website. *(URL is the web address.)* You have to know this address before you click the button, so that you're ready to type it in.

If you want to insert an audio file, you are given the option of navigating to a file you've got on your computer, flash drive or network. Or, you can record audio right from within PowerPoint. If you click that option, a small window will open that looks like this:
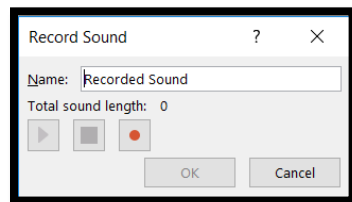
- o Your computer must have a built-in or externally plugged-in microphone.
- o First you must give the recording a name.
- o Then click the button with the red dot. That will start the recording.
- o Click the black square when you are done recording.
- o You can use the **Play** triangle to listen to the audio before saving it.
- o If you are happy click the **OK** button.
- o If not, click **Cancel** and start over.

If you think you'll use this feature, play around with it a lot to get the feel of it before you try to do something important.

Formatting Basics

Once you have begun to create content on a slide, you can make endless adjustments to how it looks. Select any object on any slide and a **Format** tab will appear on the ribbon. The options that are available will vary slightly depending on the type of object you have selected. But, in general you will be able to control how the border of the object appears as well as the content of the object.

If you would like to control how the **Background of a Slide** looks without applying a theme:

1. Point your mouse somewhere on a slide where it is empty.
2. Right-click the mouse and a list of options will appear.
3. Click on the **Format Background** option.

OR

4. Click the **Format Background** button in the **Customize** group on the **Design** tab of the ribbon.

In either case, a new work pane will open on the right side of your screen. In here you will find many different colors and textures that you can apply to the background of the current slide. These choices will appear behind all of the slide's objects.

If you find a combination of settings that you'd like to use on all of the slides, click the **Apply to All** button. This will give your show consistency between slides. Then if you want to offset one or two slides to make them stand out, you can make changes to them individually.

Themes

A **Theme** is a preset format of colors and styles that you can apply if desired. The pallet for themes is located on the **Design** tab of the ribbon. When you pick a theme, you have the option of refining its **Variant** which is like a sub-theme. These tools are right next to each other on the ribbon.

The advantage to themes is that they provide stylistic consistency between all of the slides in a show. When you pick a theme, all of your options like colors and fonts will be complementary to each other.

Some care must be taken when applying a theme. It is a good idea not to create all of your content and then apply a theme. Themes all have differences in layout, and if you have already typed a lot of text and placed a lot of other content, a theme might move things around in a way that doesn't work well at all. It's a good idea to pick a theme before you have created more than 10 or so slides so that if you need to redo content you won't be overwhelmed.

Slide Transitions

You can control how a slide appears on the screen with **Slide Transitions**. If no transitions are applied each slide will simply appear in a very standard, rather abrupt manner as you move through the presentation. To apply a transition, click the **Transitions** tab on the ribbon.

The first button on the left called **Preview** will show how the slide appears with whatever movement you already have set. If there are no transitions set yet, that button will not be active. You can use this to check your choices as you work.

The ribbon is dominated by a **Transition to this Slide** group. Here you'll find a pallet of movements. You can preview any transition by clicking on it. PowerPoint will immediately show you what it would do to the slide. Be aware that when you click on a transition, you've applied it. If you've tried a lot of them and decide you don't want any of them, click the **None** transition listed at the very beginning. Or click the **Undo** button's option arrow and click on where you began applying transitions.

When you find a transition that you like, you can then control **_Effect Options_** with the next button to the right. Each transition has its own set of effects. They are not all the same. Some have no effects at all.

You can apply a **_Sound_** effect to a transition. As fun as these are, be judicious. Too many sounds can annoy an audience.

You can also control a lot about timing in this last group to the right side of the ribbon.

- **_Duration_**. How long does the transition take to complete? Durations are measured in seconds. So, 1:50 would be one and a half seconds.
- **_Advance Slide area_**
  - **_On Mouse Click:_** PowerPoint will wait for you to click your mouse before the slide leaves the screen.
  - **_After:_** PowerPoint will advance to the next slide after XX amount of time has passed. This is measured in minutes, seconds and fractions of a second.

If you have both **_On Mouse Click_** and **_After_** set, whichever happens first will control the movement.

If you are pleased with your settings and wish to have all the slides behave in the same way, click the **_Apply to All_** button.

If you have some slides that may have extra transition features not shared by the other slides, first establish the settings that all of the slides will have in common and apply to all of them. Then selectively add or delete features to the individual slides as you wish.

Animating Slide Content

You can make slide content move around in many ways.

- Objects may have **_Entrance_** effects that control how they arrive onto the slide.
- **_Emphasis_** effects govern what an object does while it is seen on the slide.
- **_Exit_** effects determine how an object leaves a slide.

When you click the **_Animations_** tab of the ribbon, you must first be sure that the object that you want to animate is selected. A pallet of animations will become available on the ribbon. This pallet offers all three types of animations. However, using this tool, you can only apply one of the three effect types. But clicking through the different effect types in this pallet can be a fun way to get a feel for what is available. Be aware that as you click each one, it gets assigned to the object. So in playing around you might end up with a lot of effects assigned. In that case use the **_Animation Pane_** to delete the one(s) you don't want.

If you would like to apply two or more of the effects to any single object, you must use the **_Add Animation_** button. Then you can apply as many as you want of all three types to any object.

When you apply one or more animations to any object, numbers will appear to the left of it that correspond to how many you've applied to that object.

Once animations are set, you can apply effects to them using the **Affect Options** button. These are used in a similar fashion to the **Transition Effects.** Not all animations have effects. When no effects are available, the button will not be active.

The **Timing** group gives you a lot of control as to how long an animation lasts, if there is a delay or pause before it occurs, does it require the click of a mouse, etc. If you have multiple actions assigned to one object, you can click on the associated number and the move its position related to the other actions by clicking the **Move Earlier** and **Move Later** buttons.

All of this can be more easily perceived and controlled if you open the **Animation Pane** found at the top of the **Advanced Animation** group.

Text can have movement settings, too. If you click on the border of any text box to select it, the animations pallet will offer you **Entrance**, **Emphasis** and **Exit** choices just the way it does with images and shapes. If the text is a bulleted or numbered list, you can even control the behavior of each individual line.
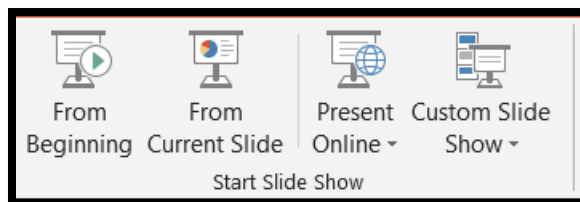
Showing your presentation

When your show is ready to deliver, you can set up your computer with a projector, or whatever delivery device you wish to use. Then you could:

- Click the **Slide Show** button at the lower right corner next to the "zoom" slider.

    OR

- Click one of these four buttons found on the left side of **Slide Show** tab of the ribbon.


- **From Beginning** will play the show starting at the first slide.
- **From Current Slide** will play the show starting at the slide you currently have selected in either **Normal** view or **Slide Sorter** view.
- **Present Online** lets you deliver your slideshow on the Internet. This requires a Microsoft account to set it up.
- **Custom Slide Show** lets you create a show out of a subset of all your slides. This might be for a special audience that does not need to see everything.

When showing your presentation, the slides will progress according to the settings you chose if you applied **Transitions** as explained earlier. Very often presenters rely on mouse clicks to move from one slide to the next.

Review the notes in the PowerPoint Screen section of these handouts for a reminder of how to deliver a show.

Printing Options

You may wish to print out your slide show to share as review notes for your audience, or just for yourself. Here are the options you'll see if you click on the **File** tab of the ribbon and then click the **Print** option:
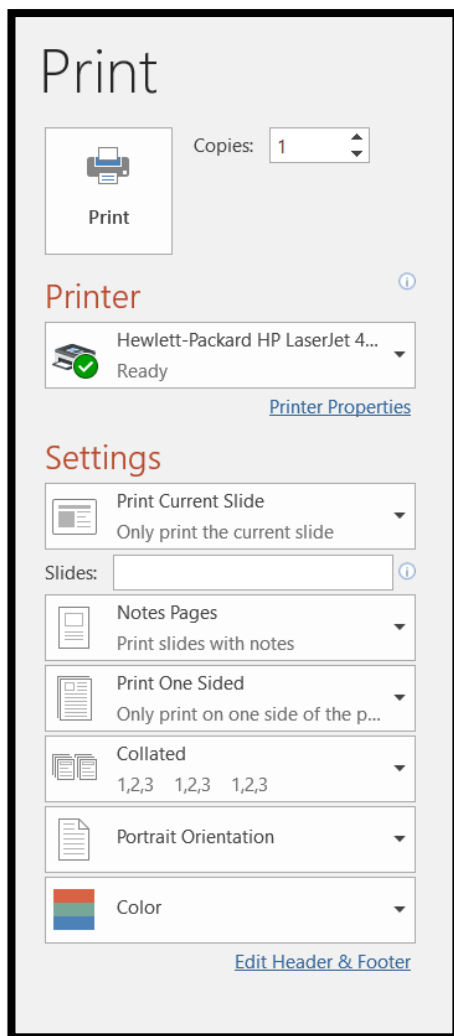
- The **Printer** button allows you to indicate which printer you want to send the print job. Interestingly, one of the options on this list is **Microsoft Print to PDF**, one way to create a PDF file of your show. *(Save As PDF is the other way.)*
- o **Settings** lets you choose **Print Current Slide**, **Print All Slides**, **Print Selection** or **Custom Range** where you can indicate specific slide numbers to print.
- o **Print Layout** lets you determine if you want to print one slide filling each page; pages with speaker notes; an outline of your show just as a text outline; or one, two, three, four, six or nine slides per page vertically or horizontally. To see which of these options leave room for taking notes, do a print preview of each one.
- o If you have a printer that can print both sides of the page, you can determine one-sided or double-sided with the next button.
- o Use the next button if you wish the pages to be printed in collated or non-collated order.
- o Portrait or Landscape **Orientation**.
- o Color, Greyscale or Black and White
- **Copies** at the top of this panel lets you indicate if you'd like more than one copy printed.
- o **Print** performs the print job.

Media Options

When you insert audio or video media objects, it's a good idea to review the *Playback* options. When the media is selected on your screen, two new tabs appear on the ribbon, one of which is called *Video/Audio Tools - Playback*.

The *Format* tab lets you adjust color, shading and borders.

On the *Playback* tab you have all the commands you need to control how the media appears, how long it lasts and the loudness of the volume, etc. But, if your media is a link to audio or video on the Internet, the only Playback option you can control is when the media begins. Those three options are:

- *In Click Sequence*: the media will begin any time you click anywhere on the slide.
- *Automatically*: the media will begin immediately as the slide appears.
- *When Clicked On*: the media will not play unless you click on it.

Add Bookmark: this allows you to pinpoint a moment while the media is playing when you'd like another action to be triggered.

Trimming: If you wish to cut down the length of time needed to play the media item, click the *Trim* button. A window will open that allows you to set a beginning and an ending point. You can do this by dragging the green and red start and end markers across the timeline. Or you can set specific times using *Start time* and *End time* numeric controls. Before you click *OK*, you have the option of playing it to be sure you are happy with the adjustment.

Also in that same *Editing* group you can opt to *Fade In* and/or *Fade Out* the media. This will give it a softer entrance or exit effect.

In the *Video/Audio Options* group you can determine quite a few things:

- *Volume:* Controls the loudness of the sound.
- *Loop until stopped:* The media will repeat until the slide changes.
- *Start: See above.*
- *Video only options*
  - *Play full screen:* Causes the video to fill the entire slide as it plays.
  - *Hide while not playing:* Makes the video tool disappear from view when not playing.
- *Audio options only:*
  - *Play across slides:* causes the audio to continue for the remainer of the slide show once it has started.
  - *Hide during show:* Causes the audio tool to disappear.

Making good choices

Here are a few ideas for you to think about as you design your slide show:

- ✓ Consider your audience. Who are they? Is this for friends and family? Is this for your boss? Is this for a prospective client? Make appropriate choices for the given scenario.
- ✓ If you will be present as the speaker, Do Not Make Your Audience Read. Do not fill the slides with text. Bullet points are great to indicate the core of the points you wish to make in just a few words. Then you talk to your audience, filling out the full ideas as you work your way through the points. If you have too much text on your slides the audience has to decide "Do we read?" or "Do we listen?"
- ✓ If your presentation is designed to be shown someplace that you are not present, like a booth at an industry fair, then you can expect the audience to read a bit more.
- ✓ Some textbook authors suggest a "7x7 rule". No slide should have more than 7 lines and no line should have more than 7 words. Not likely that you can hold to this 100%, but it's a great goal and will help to prevent from overdoing it with text on the slides.
- ✓ Select transitions that fit your goal. Some of them are very bouncy and active. That might be fun for one or two slides, but not for the entire presentation. Err on the side of caution.
- ✓ The same is true with animations. They can be really a lot of fun, but don't overdo it.
- ✓ Slam the doors and kick the tires a lot. Especially if you have a lot of animations and media. Be sure it all works!

Don't exhaust your audience by overdoing it with special effects. Select them carefully and your audience will appreciate you!

EXTRAS

Speaker Notes

As the speaker, you may wish to create notes to go with each slide that you can then print out. Then, as you give your presentation you can be reminded about important comments that you mustn't forget with each slide.

To create a *Speaker Note*:

1. Click on the particular slide.
2. Click the *Notes* button in the *Show* group on the *View* tab.
3. An area will open below the slide where you can type your notes for that slide. This then becomes available for you to print out.

    OR

4. Point at the bottom edge of the particular slide until you see a double-headed arrow. Drag the bottom edge of the slide upward. This will create the same space as using the button described above.

See the *Printing* section of these review notes to see how to print these notes.

Headers, Footers & Slide Numbering

You may wish to have **Headers** and/or **Footers**. To do this:

1. Click the **Header & Footer** button in the **Text** group on the **Insert** tab of the ribbon.
2. A dialog box will open up that offers two tabs titled **Slide** and **Notes and Handouts.**
3. The first one, called **Slide**, only lets you create footer details. Headers cannot be created for slides.
4. The second tab, called **Notes and Handouts** lets you create header and footer information that can be printed out, but not displayed on the slides.

<u>**HOWEVER**</u> – the placement of the footers shifts around depending on which **Theme** you have selected. So, don't take anything for granted. Don't be surprised if your footer appears at the top or side of a slide instead of the bottom!

Inserting a text box

You may wish to insert more text or labels someplace where there is no placeholder. For this just click the **Text Box** button in the **Text** group on the **Insert** tab. PowerPoint will show you a pallet of available text box styles. Click on any one you'd like to try, remembering that you can change how it displays if you don't like it by using the **Format** tab on the ribbon.

When you click this tool and then move your mouse pointer down into the slide, it will shift to look like this:

Use this pointer to define the approximate size and location for the box by dragging and dropping from one corner to the opposite corner. Then you can simply start to type and the text will go into the box. Don't worry too much about getting the size perfectly drawn. Once you begin to type, you can resize the box's size at any time by clicking on the border and then using one of the resizing handles in the corners or on the sides.

You can format the text as you wish using all the formatting tools on the **Home** tab. If you wish to apply a style like font, font size or bold, etc. to all of the text in a box, click on the box's border and then apply the change. All of the text will then be affected. If you only wish to make a formatting change to some of the text, you must highlight that with your mouse first.