

**Design**

**Delivery**

**Content**

Using PowerPoint to Maximize the Meaning of your Message

**STEPPING INTO POWERPOINT**

**× Multimedia**

- + Words
- + Art
- + Shapes
- + Color
- + Sound
- + Special effects

**THE PURPOSE OF A POWERPOINT IS TO COMMUNICATE**

**WHY USE MULTIMEDIA?**

- × Scientific Research shows...
  - + Visual aids increase understanding and retention
  - + Convince an audience to take action



**WHY USE POWERPOINT?**

- Easy to Use
- Fast
- Neat presentations
- Can be used over and over
- Can be used by the creator or another person

*Remember—you are the presentation!*

In order to communicate effectively, you need to manage three elements:

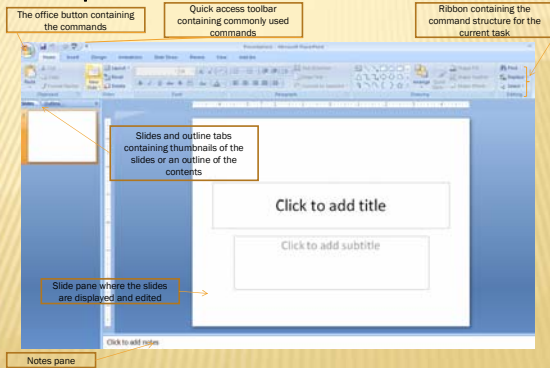
Content

Design

Delivery



**Explore the PowerPoint Window**

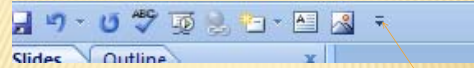


## "MENU" HAS GONE BYE-BYE

Here comes the ribbon



Tabs contain related commands



You can add a command to the Quick Access toolbar from the ribbon by right-clicking the command and choosing "Add to..."

## QUICK ACCESS TOOLBAR

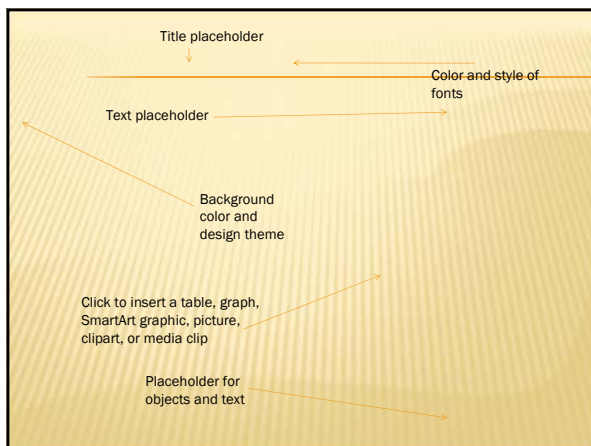
## WAYS TO CUSTOMIZE YOUR ACCESS ARE LIMITLESS!

- ✦ Show or hide screen tips
- ✦ Display the mini toolbar
- ✦ Add identifying information
- ✦ Get help online
- ✦ Save a presentation automatically
- ✦ Save presentation as a template

## CREATING THE PRESENTATION

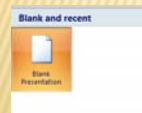
### Three ways to begin creating

1. Using a theme and standard layouts
2. Using another existing presentation
3. Starting from scratch



## CREATE A PRESENTATION USING A STANDARD THEME

1. Office button new
2. Blank presentation
3. Design tab, themes more
4. Create a template



## CREATING A TEMPLATE

1. Office button
  - new
  - Blank presentation
2. Design tab, themes more
  - Home
  - new slide
3. Office button, save as
4. File name
5. Save as type
  - PowerPoint Template (.potx)
6. Save



## WORKING WITH THEMES

Apply a theme to all slides in a presentation or set a theme as default for future presentations

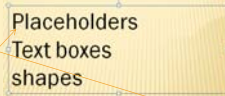


### Possibilities.....

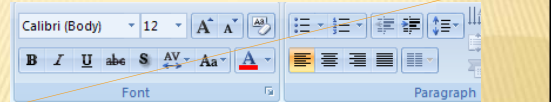
- Find other Microsoft themes and templates
- Apply a theme to all slides
- Apply a theme to selected slides
- Set a default theme for all future presentations

## ADDING CONTENT TO A SLIDE

Placeholders  
Text boxes  
shapes



## ADD OR CHANGE THE COLOR SCHEMES



Colors  
Theme colors  
Background styles

## OTHER CONTENT-ANIMATION, ART, GRAPHICS

Select an animation scheme



## INSERT ART AND GRAPHICS

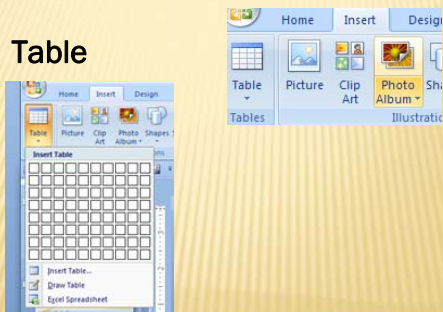


Insert tab  
Drag and resize  
Or  
Create and insert own drawing



## INSERT A TABLE

### Table

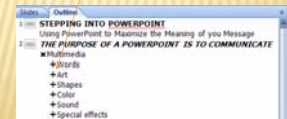


## UNDERSTANDING THE OUTLINE FEATURE

### Main points

increase list level

### Subsidiary points



Options are to...

### Set passwords



office button, save as, tools, general options pw to open or modify

### Remove password restrictions



### Strip file information

## PROTECTING YOUR PRESENTATION

## USING HEADERS AND FOOTERS ON NOTES AND HANDOUTS

- ✗ View, insert
- ✗ include date and time
  - + Click date and time (update auto or fixed?)
- ✗ Header, type header for notes and handouts
- ✗ Page number for notes and handouts
- ✗ Footer, type footer for notes and handouts
- ✗ Apply to all

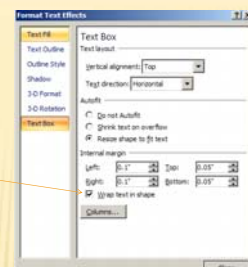
## WORKING WITH SLIDE MASTERS

- ✗ Duplicate masters
- ✗ Create title masters
- ✗ Protect masters
- ✗ Create multiple new title and slide masters

You can change the handout master!

Set margins in a text box  
left, right, top or bottom  
Enable or Disable word wrap for text

wrap text in shape-check or uncheck  
Rotate text within text box  
Anchor text in a text box



Making use of drawing tools format shape dialog box

## SETTING MARGINS, WORD WRAP, AUTOFIT, AND COLUMNS

**LISTS**

SmartArt Insert

**BULLETS**

**EDITING WITH THE KEYBOARD**

- ✗ LIKE WORKING WITH TEXT IN WORD
- ✗ QUICK KEYS
  - + BEGINNING OF THE LINE-HOME
  - + END OF THE LINE-END
  - + SKIP TO NEXT WORD-CTRL+RIGHT ARROW
  - + SKIP TO PREVIOUS WORD-CTRL+LEFT ARROW

**ALIGN TEXT**

- ✗ HORIZONTALLY ON A LINE
- ✗ VERTICALLY ON A PAGE
- ✗ DISTRIBUTED HORIZONTALLY OR VERTICALLY

**POWERPOINT OPTIONS**

- ✗ AUTO CORRECT OPTIONS
  - ✗ AUTO CORRECT SPELLING
  - + AUTO CORRECT EXCEPTIONS

UNDERSTANDING TABLE BASICS

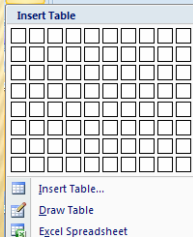
**CREATING TABLES IN SLIDES**

**UNDERSTANDING TABLE BASICS**

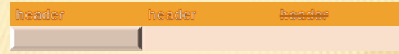
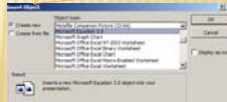
- ✗ PP TABLE IS A MATRIX (GRID)
- ✗ COLUMNS ARE FIELDS
- ✗ ROWS ARE RECORDS
- ✗ COLUMNS AND ROWS INTERSECT IS CELL
- ✗ CELL CONTAINS DATA

## INSERT A TABLE

- 1) FROM A LAYOUT
- 2) FROM SCRATCH
- 3) DRAW A TABLE



FOR EQUATIONS-USE  
*EQUATION EDITOR*  
"INSERT OBJECT"



Click on the table to  
get table tools

Ask Dave???

**BUILDING A TABLE IN PP IS EXACTLY THE  
SAME AS BUILDING A TABLE IN EXCEL**

## THINGS YOU CAN CUSTOMIZE IN A TABLE

- ✗ Text direction
- ✗ Style
- ✗ Special effects
  - + Gradient colors
  - + Textures
  - + Borders
  - + Shading
- ✗ Add pictures
- ✗ Gridlines
- ✗ Merge or split cells
- ✗ Insert an equation with Equation Editor
  - + Insert object
  - + Equation
  - + Then edit, drop, drag
  - + Nest a template (put one inside the other with double click)



## FIND AND INSERT CLIP ART

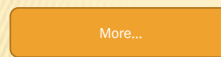
- ✗ Insert
- ✗ Clipart
- ✗ Search for
  - + keyword
- ✗ Search in
  - + Collection??
- ✗ Media file types
  - + Clip art
  - + Photographs
  - + Movies
  - + sounds



Slides/insert/media clips/sound/(from file or clip organizer)

## ABOUT SOUNDS

## MEDIA CLIP—ANIMATED OR MOVIE



[Add sound effects to an animation or hyperlink](#)  
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[Compatible multimedia file formats](#)  
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[Embedded and linked sound files in a presentation](#)  
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