

How to Make a PowerPoint Presentation (Using PowerPoint)

What is PowerPoint?

- A PowerPoint Presentation is a custom Slideshow used to share information, with text, pictures, and often sound, that can be played back on any computer using the free PowerPoint Viewer (typically with a projector or large TV)
- Can be used to share information on a screen-by-screen basis
- ~95% of the presentation software market share, installed on at least 1 billion computers
- Comes with most versions of Microsoft Office
- For office use, home productivity, or just fun!

Where to start?

Decide what information you want to share

- Information for potential investors
- Information supporting your cause
- Progress updates on a project
- School report on a subject
- Government mission briefings
- Teaching a class on something

Parts of PowerPoint GUI:

- Tabs
- Ribbon
- Slides

Entering and Editing Text

- Simply click anywhere it tells you to, and type the text you want shown.
- Once you have entered a title, you can format the text by highlighting it, and changing it using the tools in the Menu Bar.

Editing Text Boxes

- You can adjust the size of the text boxes by hovering over any of the “handles” on the corners or edges of the box, and left-clicking and dragging
- You can move the box by moving your cursor over the edge of the box in an area WITHOUT handles, and left-clicking and dragging

Adding More Slides

- Click the New Slide button on the Home tab to add another slide of information.
- You can also right-click an existing slide to add one immediately after it.
- If you want to copy an existing slide, right-click it and click “Duplicate Slide”.

Adding Pictures

Click the “Insert” tab at the top, and click any of the following:

- Picture (to add a picture from a file)
- Clip Art (to search the Microsoft database for pictures)
- Screenshot (to capture a picture of one of the open programs on your PC)

Editing Pictures

- Your picture might be too big for the slide.
- You can resize it the same way you resize Text Boxes: using the picture's "handles"
- You can move the picture by left-clicking and dragging it to where you want it
- There are additional picture tools in the top menu bar

Other Things You Can Insert

- Text box (to add more text)
- Table (for organized info)
- Shapes (draw an arrow or any number of other items)
- Chart (for showing off of statistics)
- Word Art (fancier text, useful for that Title Page)
- Equations or Symbols (when what you want is not on the keyboard)
- Video (adds a playable video)
- Audio (adds music to the slide)
- Header/Footer (Information at top/bottom of slide.
Won't show on slideshow, but WILL show on prints)

Changing Your Design

- Click the Design tab to change how your presentation looks, and give it some flair.
- Once you choose a theme, you can change its color scheme, the fonts it uses, and any effects used on the pages!
- You can also change slide orientation

Transitions

- Transitions are effects used to scroll out one slide, and usher in the next one
- Clicking on a Transition will select it, and show a preview of what it does
- You can also change the duration of the slide, and if the slide only advances when you left-click

Animations

- If you want one of your pictures to "fly on-screen", you can add an animation to it
- Click the picture you want to animate, and then click the Animation you want to use
- You can change the options for the animation and preview it on this page, too

Playing the Slide Show

- When you are ready to actually play the slideshow, or just preview it, click F5
- You can also click the "Slide Show" tab, for advanced options, such as choosing which slides to show, rehearsing timings, and whether or not to show media controls for video or audio

How To Share Your Presentation

- You can email your presentation by saving and uploading the PPT file as an attachment in your email client.
- If the other person does NOT have PowerPoint, they will need to download and install the PowerPoint Viewer (free):

<http://www.microsoft.com/en-us/download/details.aspx?id=13>