Powerpoint Basics at Deerfield Public Library
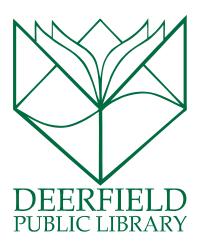
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Class Outline:

1) What is PowerPoint?

2) Tour the Ribbon

3) How do I create my presentation?

4) Showing your presentation

5) Questions, Answers and Review

Expected Outcomes:

1) Familiarity with creating a presentation

2) Better understanding of options for customization

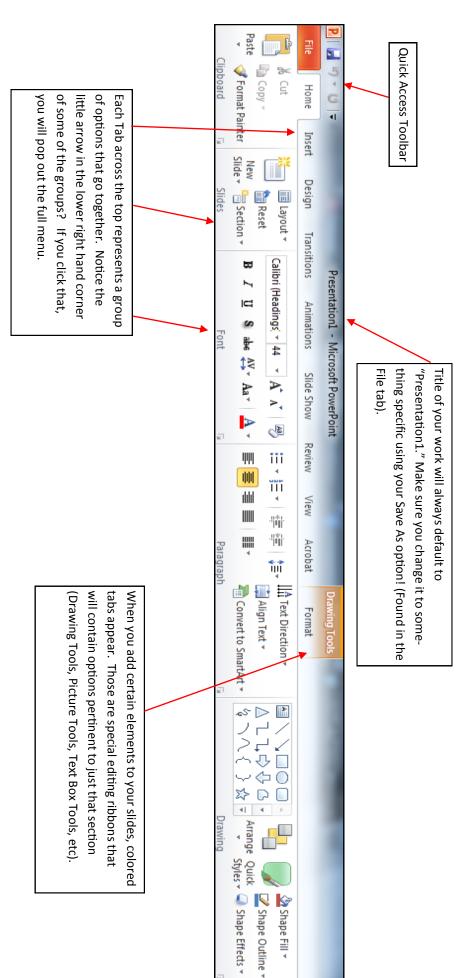3) Ability to successfully present your work

What is PowerPoint?

PowerPoint 2010 is a presentation software that allows you to create dynamic slide presentations that may include animation, narration, images, videos and more.

- Your presentation is made up of SLIDES. Each slide can have a similar, chosen theme that moves throughout the entire presentation, or each slide can be individually designed.

- Generally, the rule of thumb when making a visual presentation such as this, is that you want your slides to be attention-drawing without being distracting. Slides can become distracting when you put too much information on a single slide. You want your PowerPoint presentation to be savvy not snoozy.

TOUR THE RIBBON

The Ribbon for PowerPoint has many similarities to those of other Microsoft Office technologies!

Quick Access Toolbar

Title of your work will always default to "Presentation1." Make sure you change it to something specific using your Save As option! (Found in the File tab).

Each Tab across the top represents a group of options that go together. Notice the little arrow in the lower right hand corner of some of the groups? If you click that, you will pop out the full menu.

When you add certain elements to your slides, colored tabs appear. Those are special editing ribbons that will contain options pertinent to just that section (Drawing Tools, Picture Tools, Text Box Tools, etc).

Insert Tab: Items to add to presentation to customize the appearance including adding pictures and word art.

Design: This tab has the tools to personalize your presentation. You can choose premade designs, insert different effects to your slide and more.

Transitions: You can put different effects between slides that will add physical movement or sound to the presentation.

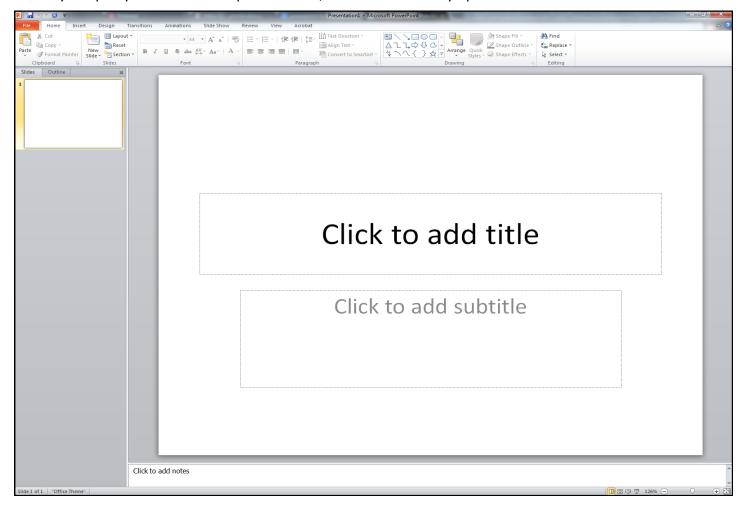**Animations:** Add physical movement or sound within your slide.

Slide Show: You will need to look at your presentation from an audience perspective. In order to do that, You can visit this tab.

Review Tab: Gives the opportunity to spell check, grammar check, etc.

View: Changes the physical layout for your computer screen. This does not change the overall appearance of the presentation.
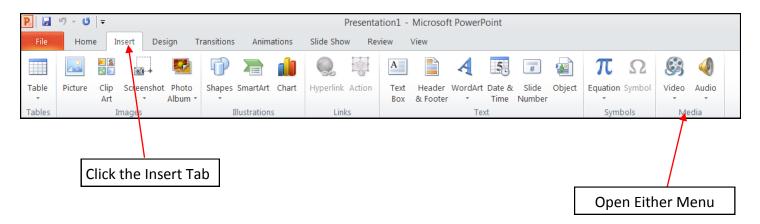
How Do I Create My Presentation?

When you open your PowerPoint presentation, it will automatically open to this screen:

- You are not obligated to use this design. You can change your design as you'd like up on the slides portion of the Home ribbon.

- These boxes are called placeholders. If you want to DELTE a placeholder, Position your mouse on the dotted border of the placeholder so it changes to a **cross with arrows** .

- You can add text boxes to your slide by clicking on Text Box and then drawing the box on the slide. You can then stretch or shrink it by using the dots on the outside of your placeholder.

- As you add new slides, they will appear in the column to the left. You can go back and edit a slide by clicking on it in this area.

- If you add a new slide to your presentation, it will always follow your current slide on the screen. If you want to add something to the END, you must be on the last slide.

- You can drag your slides to change their positions.

- You can add notes to your slide. PowerPoint gives you the ability to add notes to your slides, often called speaker notes, to help you deliver or prepare for your presentation. You can enter and view your speaker notes using the Notes pane or the Notes Page View.

How Do I Put Videos or Audio Clips into my Presentation?

You can insert a video that you have previously saved, or you can choose a video from a webpage to share.

Click the Insert Tab

Open Either Menu

There are two types of Video files that you can upload: One that you have already saved to your computer and one directly from a website (like YouTube). Here's what the menu looks like:

To Copy a Video from YouTube:

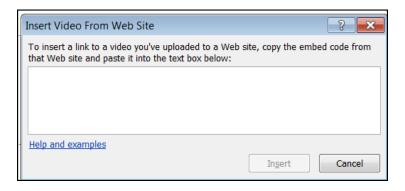1. Click the Share button under your video.

2. A code will appear.

3. Click the Embed button to copy the code.

4. Then, copy it into the box in your Power-Point presentation.

5. Click Insert.

6. To Play your video in your presentation, you will just click the play, volume or pause buttons that are on the video!

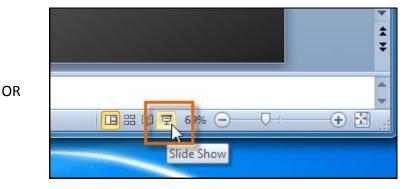If you choose to upload a web video, this box comes up:

How Do I Give My Presentation?

Once your slide show is completed, you will need to learn how to present it to an audience. PowerPoint offers tools and features that can assist you in making your presentation smooth, engaging and professional.
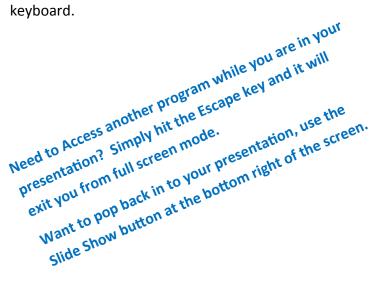
Start Your Slide Show:

OR

Move Slides Forward to Backward:

1. Hover your mouse over the bottom right of the screen. Click on the right arrow to advance slides or click on the left arrow to reverse slides.

OR

Simply click the forward and backward arrow buttons on the keyboard.

Need to Access another program while you are in your presentation? Simply hit the Escape key and it will exit you from full screen mode.

Want to pop back in to your presentation, use the Slide Show button at the bottom right of the screen.

Play Your Slideshow Continuously:

The Set Up Show dialog box will appear. Click the buttons in the interactive below to learn about the various options that are available for setting up and playing a slide show.