

Intro to Creating a Power Point Presentation

A Power Point presentation is an informal talk and usually contains engaging visuals. The slide shows created in power Point 2018 contain skills that are largely transferrable to other presentation software. The best power point presentations have the speaker as the main focus of the presentation and the slide show as a visual reference with clear points to back up what the speaker is saying. The term used by unhappy audience members after a bad Power Point presentation is referred to as “death by Power Point”. this term is often used when a presenter relies too heavily on reading the overload of information put into slides.

Presentation tools to augment your Power Point can also include:

- Sample items (physical items brought to help you describe your topic- see, touch and feel examples or specimens)
- Flip charts
- White boards
- Printed materials
- Physical posters or pictures

General “Rule of 7” to follow when crating your slide show are as follows:

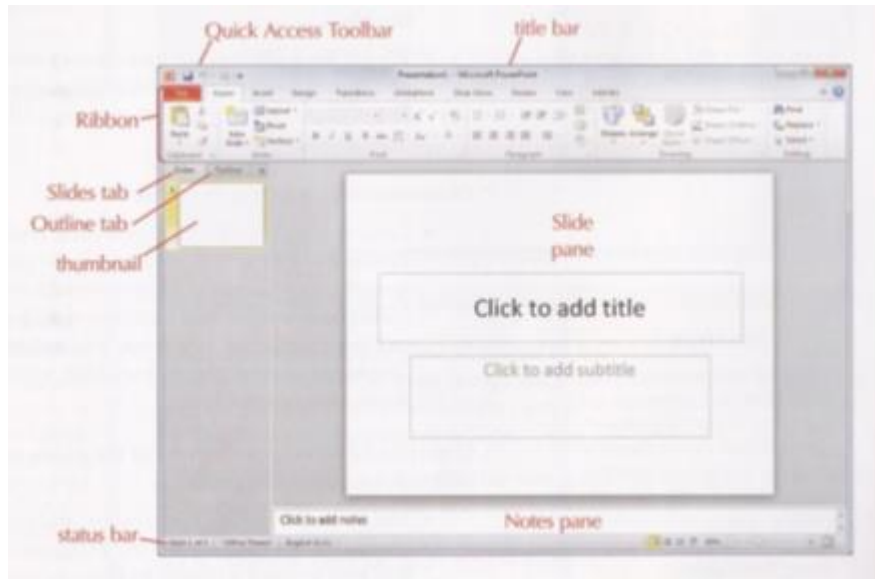
Maximum of 7 words on any one line

Maximum of 7 lines on any one slide

When the rule of 7 is exceeded, the speaker making the presentation starts to sound like Charlie Brown’s teacher and the audience tunes out the speaker, reads the slide show ahead of the speaker and losses interest completely.

Let's avoid those "death by Power Point" pit falls and create your first dynamic slide show!

In Power Point 2018, part of the Microsoft Office Suite or Office 365 program, open a new Power Point Document. This will allow us to identify each function



Title Bar

Displays the name of the current slide show

[File Tab]

Displays commands for opening, saving, and printing a presentation

Ribbon Bar

Displays commands based on the [tab] selected above it (except for the [file] tab)

Slides Tab

This is the "normal view" in which the window is divided into three panes. You will use this view almost exclusively.

Outline Tab

This changes the view to look more like Microsoft Word. Seldom used.

Thumbnail

This shows a miniature version of each slide in your slide show

Notes Pane

This location provides the opportunity for “speaker’s notes” – notes for the presenter to see on a specific slide but not seen by the audience when the slideshow is run. These are printed with the slide for the presenter’s personal copy of the handout.

Slide Pane

Used to edit the contents of the current slide

Status Bar

View information about the current slide show.

HANDS ON TIME: Practice Example

Open PowerPoint and you will see the “Title Slide Layout”.

- Placeholder for Main Title of your slide show
 - Placeholder for the secondary title (or information) about your slide show.
1. Click on [Click Here to Add Title] and keyboard
 2. Type in your incredible presentation title here
 3. Note that on the left side of the text box – an [autofit] icon appeared. [autofit] made our text fit the box by reducing the size of the font so the text would all fit on two lines.

4. Let us assume you do not want to shrink the font.
5. Turn off [autofit] by clicking on the [autofit] icon that appears on the left side of the text box and choose [Stop fitting ...]
6. Now, change the text you just keyboarded to: *something also incredibly interesting but not the first title.*
7. and format the text to be [bold]
8. Click in the [subtitle] box and keyboard your name – then – click anywhere outside of the box
9. You now want to add a slide – but – you want to change the template of the slide from “Title Slide Layout” to “Two Content Layout”.
10. [Home] [Arrow beside New Slide] [Two Content Layout] ***If you don't have your own topic to enter, you can simply keyboard the following:

Introduction

- Made of minerals
- One type of mineral can form several types of gemstones
- Some are rare, others common
- Found worldwide
- One type of gemstone can have several names

11. Add another slide, change the format to:
"Title and Content"
12. [Home] [Arrow beside New Slide] [Two Content Layout]
13. Add your own topic slide or continue to keyboard the following content:

Quartz

- Occurs in crystals
- Very common mineral
- Examples: amethyst, citrine

a. Add another slide with the same format as the last slide.
PowerPoint 2018 remembers the last format – so -
[Home] [New Slide]

b. Add your next topic slide, remembering the rule of seven
or simply, keyboard the following:

Beryl

- Very large crystals
- Found in Colombia, Australia, Russia
- Examples: emerald, aquamarine

c. Add another slide with the same format as the last slide.
PowerPoint remembers the last format – so -
[Home] [New Slide]

d. Enter your own topic information or continue to Keyboard
the following:

Corundum

- Aluminum oxide material
- Found in USA, India, South Aferica
- Examples: ruby, sapphire

Add another slide with the same format as the last slide. PowerPoint remembers the last format – so -

[Home] [New Slide]

Keyboard the following:

14. Now, edit the summary so lists the minerals in alphabetical order

Summary

- Quartz: amethyst, citrine
- Corundum: ruby, sapphire
- Beryl: emerald, aquamarine

- 15.

a. Now we want to edit the order of the slides so they match the alphabetical order shown in the summary. You need to switch to the “Slide Sorter View”. On the bottom right of the screen – you will see four “view” icons. Click on the second icon – [Slide Sorter]

16. Drag slide 4 to between slides 2 and 3
17. Drag slide 5 to between slides 3 and 4
18. The mineral slides are now in alphabetical order.



19. Now, save the slide show naming it: PP01_Gemstone
20. [File] [Save As]
21. Navigate to the correct location
22. Change name to PP01_Gemstone
23. [Save]
 - a. Now you wish to view your slide show. You must first click on the first slide in your show – in the left pane.
Switch to the “Slide Show View”. On the bottom right of the screen – you will see four “view” icons. Click on the fourth icon – [Slide Show]. The first slide will be displayed.
24. You can navigate thru your show with:
 - a. [Spacebar] next slide and [Backspace] previous slide
 - b. [Right arrow] next slide and [Left arrow] previous slide
 - c. [Enter] next slide
 - d. [Left mouse button] next slide
 - e. [Escape] ends show

Creating a Custom Box Layout

Sometimes the selection of box layouts under [New Slide] just does not provide exactly what you want. You may create a “custom layout”.

25. [Home] [Arrow beside New Slide] [Blank]
26. Now – create a [pane] with:
27. [Insert] [Text Box]
 - a. Drag with your [left mouse button] to create a pane – do not worry about the size
 - b. Using the handles on the box – resize – then move to the desired location.

Section #2- Themes

A theme is a named set of formats that changes the colors, fonts, backgrounds, and layouts. They are important to maintain a consistent look throughout a presentation and in multiple documents. Themes are accessible throughout the Microsoft Office Suite so that work created in any application will look like part of a professional document package.

The default theme is [Office]

To change the theme:

[Design] tab

[Theme] group

[Office] is the first “theme” icon. Note how your slide show changes as you move your mouse over the icons for the various themes.

You can customize the following settings within any theme:

1. Colors
2. Fonts
3. Effects

To customize a setting within a theme, click on the [down arrow] beside the name of the setting. Then – run your mouse down the options and watch the changes that take place on your displayed slide.

Normally you would apply a theme to a whole slide show. However – if you want a different theme on a few slides only – select them – then click the theme you wish. The same technique applies to customize part of a theme on specific slides within a slide show.

Practice Example:

Open your saved slideshow PP01_Gemstone , what you named your own topic and saved it as.

Change the **theme** of your whole show to [Apex].

Play your show to see the effects of the change.

Click on the [more] button (beside the last displayed theme icon) and change the **theme** of your whole show to [Paper].

Play your show to see the effects of the change.

Change the **theme** of your whole show to [Civic].
Play your show to see the effects of the change.
Change the **font** of your whole show to [Opulent].
Play your show to see the effects of the change.
Change the **color** of your whole show to [Trek].
Play your show to see the effects of the change.
Save your show as PP02:Gemstone 2 or as your topic name with the number 2 to show the second version changes in the theme.

Printing a Slide Show – Do we really need to kill the trees for this?

We will not be actually printing these today- this will be for learning purposes only. Please thin of the trees before you print! If you wish to give “hand-outs” of your slide show to your audience. Unless you specify otherwise – you can waste a tremendous amount of paper and toner by printing one slide per page. Usually you will print either 3 slides on a page (to allow for the participants to take notes) – or 6 slides on a page (no space for notes but saves cost).

[File] [Print] [All Slides]

[3 Slides] allows for space to write notes...

[Print]





File] [Print] [All Slides]
[6 Slides]
[Print]

Adding a Footer to the Handout [File] [Print]

At the bottom you will see [Edit Header and Footer]
[Notes and Hand-Outs]
Check [Date & Time]
Check [Update Automatically]
Check [Header] and keyboard Gemstone Report
Check Page Number
Check Footer and keyboard your own name
[Apply to All]

Practice Example

Print a “hand-out” for your slide show with 3 slides per page. Staple the two sheets together
Print a “hand-out” for your slide show with 6 slides per page.
Save your slide show as PP02:Gemstone 2, or your topic name version two that you last saved your slideshow under.

Now that you have the basic know how to set up, create, add slides, change themes, save and print; we will learn through play on the transitions, animations auto slide transitions and timing. Enjoy and have fun!

Congratulations on building your first Power Point Presentation!