

Intro to: **PowerPoint**



With funding from

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TECHMB 

what is PowerPoint?



PowerPoint is a Microsoft Office presentation tool that allows you to create unique slideshows.

Slideshows should be created to support the speaker and not be the focus of the presentation. Too much information on the slides is hard for the audience to digest so it is important to remember that the speaker should always be the main focus of attention.



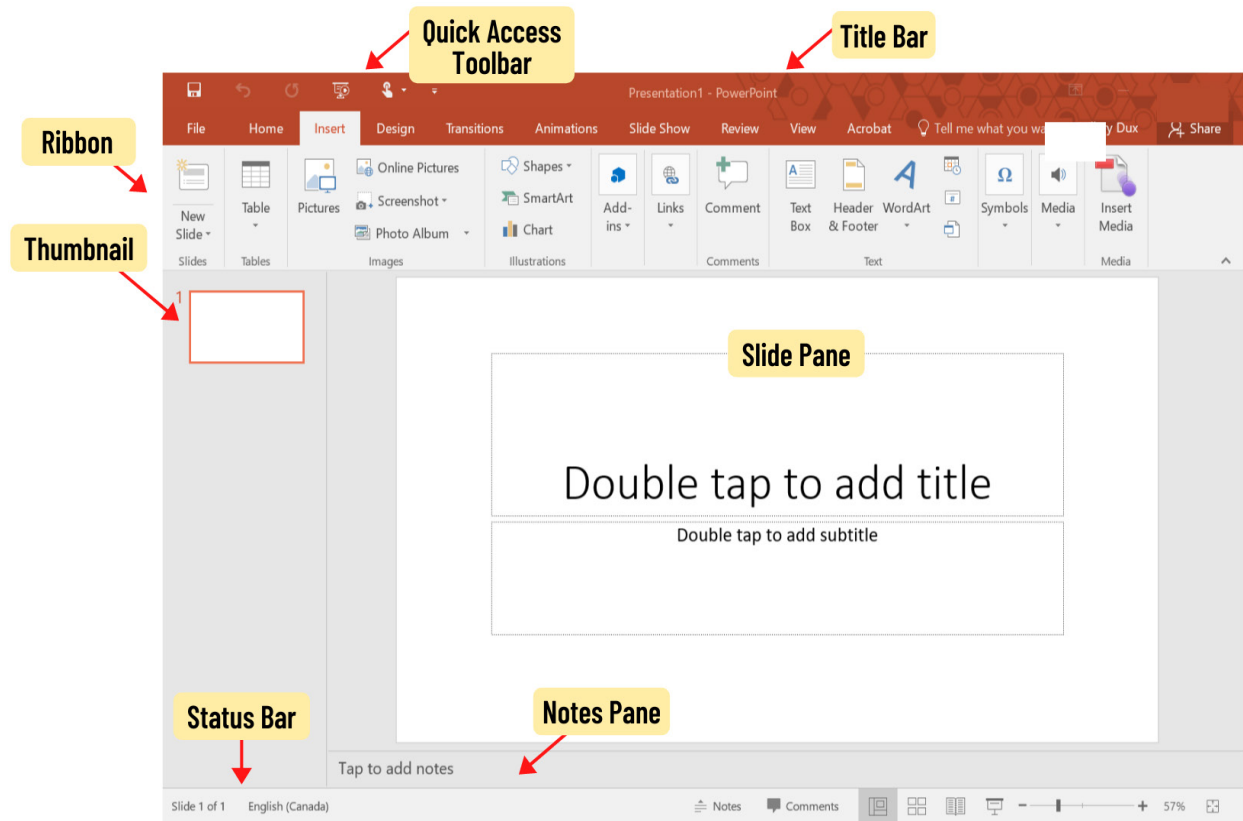
1. When presenting a slideshow, consider adding some other tools to enhance your presentation. What are some other tools you could use?



Once you have started your PowerPoint software and opened a blank slideshow, be sure to **Save As** right away. Do this by clicking the **File tab** in the top, left corner, choosing **Save As** from the menu, and locating where on your computer you would like to **save** your slideshow. Name the slideshow and click **Save**.

Saving your slideshow as soon as you create it allows you to easily click the Save button on your Quick Access Toolbar as you are working so your progress is always saved. This will prevent you from losing any of your work if your computer crashes suddenly.





Title Bar

Displays the name of the current slide show

Quick Access Toolbar

Shows most commonly used commands such as Save, Undo, Repeat, and Start Slideshow from Beginning

Ribbon

Displays commands that are organized by Tabs and Groups.

Thumbnail

Shows a miniature version of each slide

Slide Pane

Displays the slide you are currently creating or editing

Notes Pane

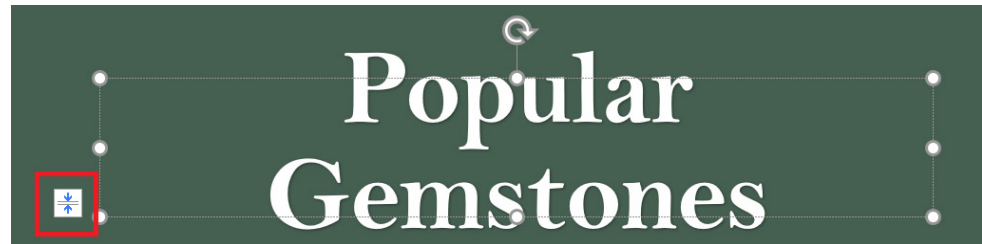
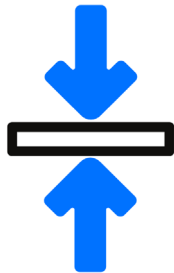
A location to include speaker's notes – Only the speaker sees these on their computer, they do not appear to the audience.

Status Bar

Information about the current slideshow as well as zoom adjustment

Autofit

As you start to type your Presentation title, you'll notice that as your title outgrows the text box, PowerPoint will decrease the text size using **Autofit**. Note the **Autofit icon** in the bottom, left corner. Right click for a menu to shut off Auto fit if you choose.

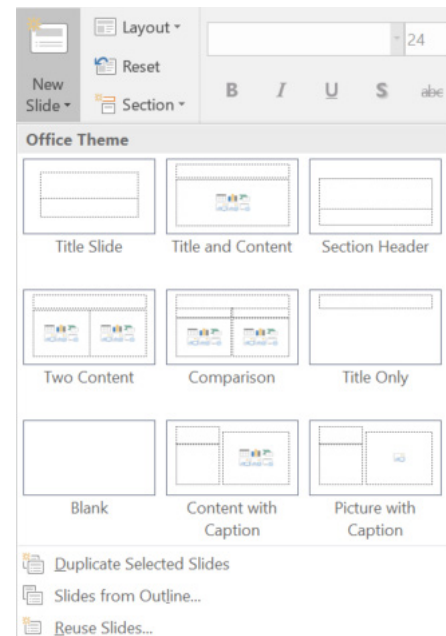


Adding a New Slide

Once your Title Slide is complete, try adding a new slide.

Click the **New Slide button** on the Home tab. Clicking the top of the button will add a blank slide in the same template as your last slide while clicking the bottom of the button will open up a menu to allow you to choose a new template.

As you are filling in your new slides, remember that you should only include key points to your presentation and not fill up the slides with too much information.



2. Do you remember the Rule of 7?

Maximum of 7 words per _____

Maximum of 7 lines per _____

Moving Slides

Once you have a few slides in place, you may realize your presentation makes more sense with the slides in a different order.

3. How do you move slides?

Give a Presentation

Practice giving a presentation. Look for the **presentation icon** on the bottom right corner on the status bar.



Navigating Slides During a Presentation

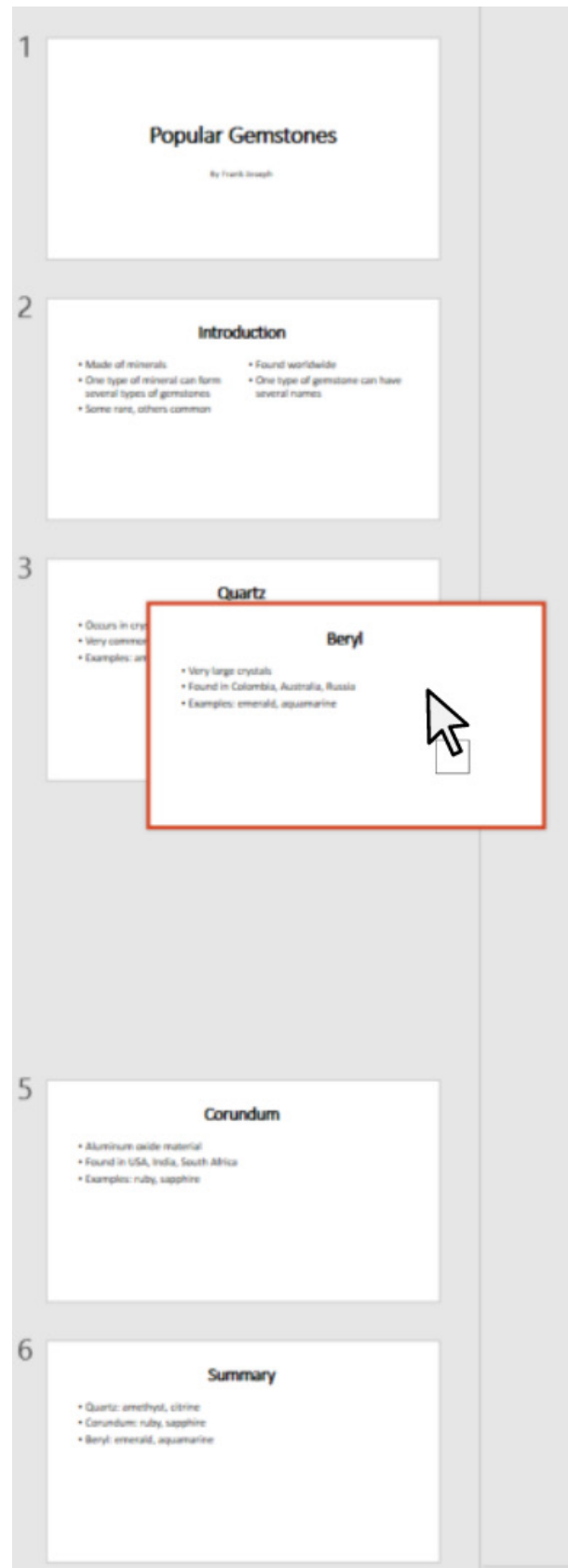
[Spacebar] next slide

[Enter] next slide

[Left mouse click] next slide

[Backspace] previous slide

[Escape] ends slideshow



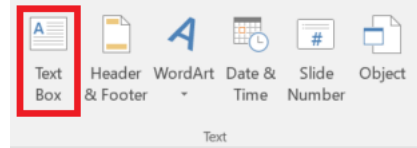
Creating a Custom Box Layout

If none of the slide templates work for your needs, you can create a new one from scratch.

From the **New Slide menu**, choose a blank slide.

Add a text box from the Insert tab.

Click on your slide where you would like the new text box and drag to the size you would like it.



4. Which tab do you visit to change the font, size, and style of your text? Circle one:

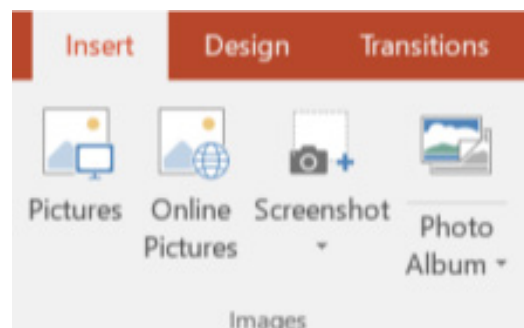
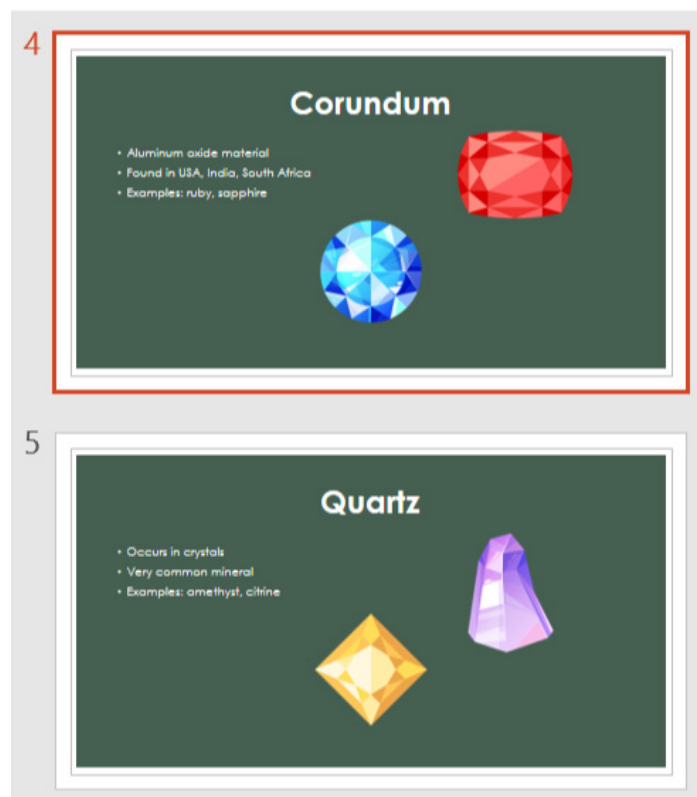
a. Design

b. Insert

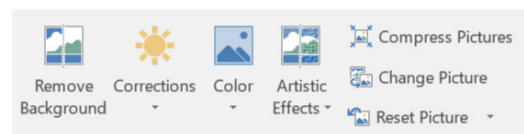
c. Home

Adding Images

To further customize your slides, add images. Choose **Pictures** on the Insert tab and browse images saved to your computer.



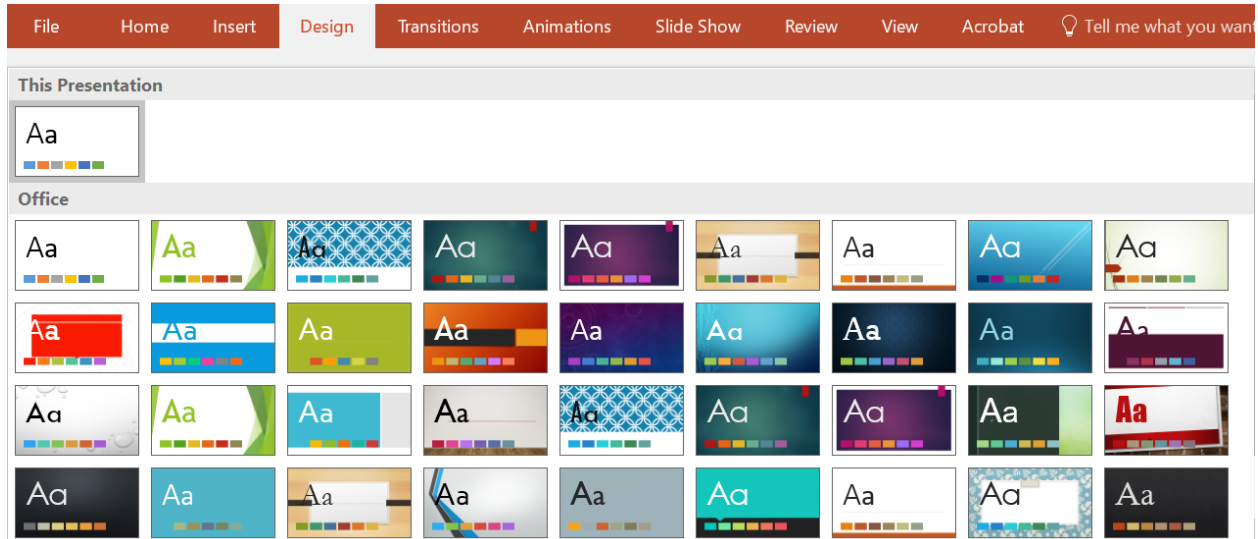
Once you've added an image, you can adjust the size, location, and even remove the image background.





Themes

PowerPoint provides some colourful themes to add some flair to your slideshow. Visit the Design tab to view theme options.

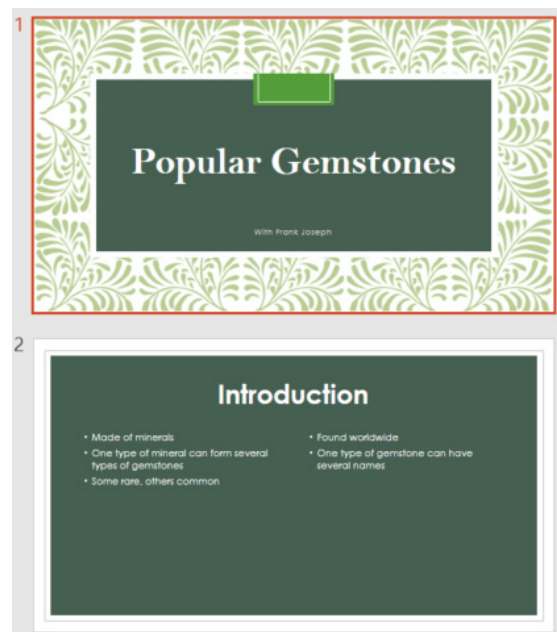
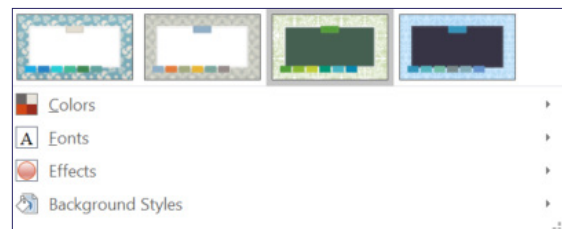


Within the theme you can customize fonts, colours, and effects.

Once you choose a theme, PowerPoint will apply it to all slides.

To apply the theme to only a few slides, select those slides first and then apply the theme.

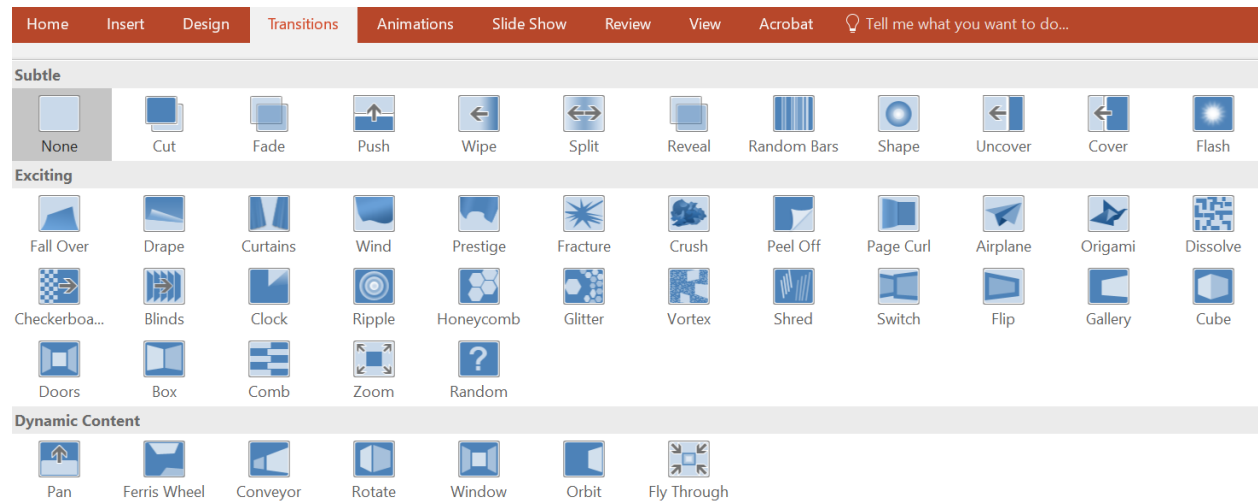
To select multiple slides, click on the first slide thumbnail and then **hold down [Ctrl]** on your keyboard while selecting the remaining slides you wish to change.



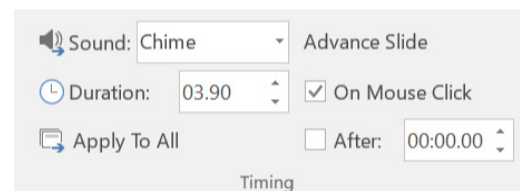
Slide Transitions

When flipping through slides during your presentation, the default is that you just click to the next slide and it replaces the previous slide.

Did you know that you can change the transition to do cool effects?

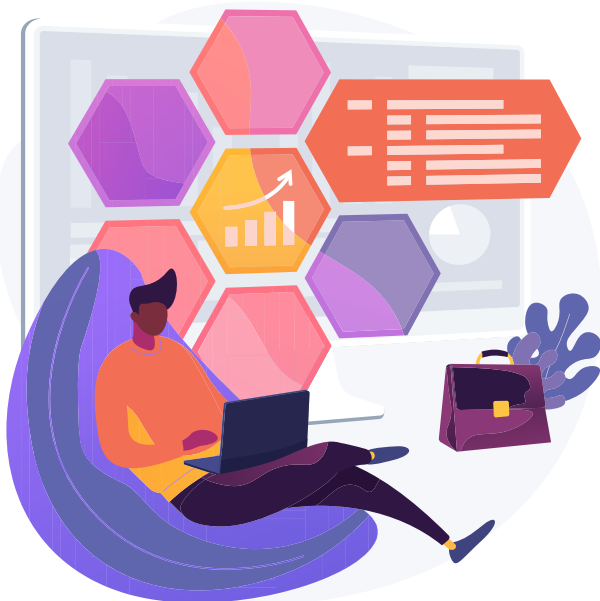


You can also choose to add sounds to your transitions. Scroll through the drop down menu next to **Sound**.



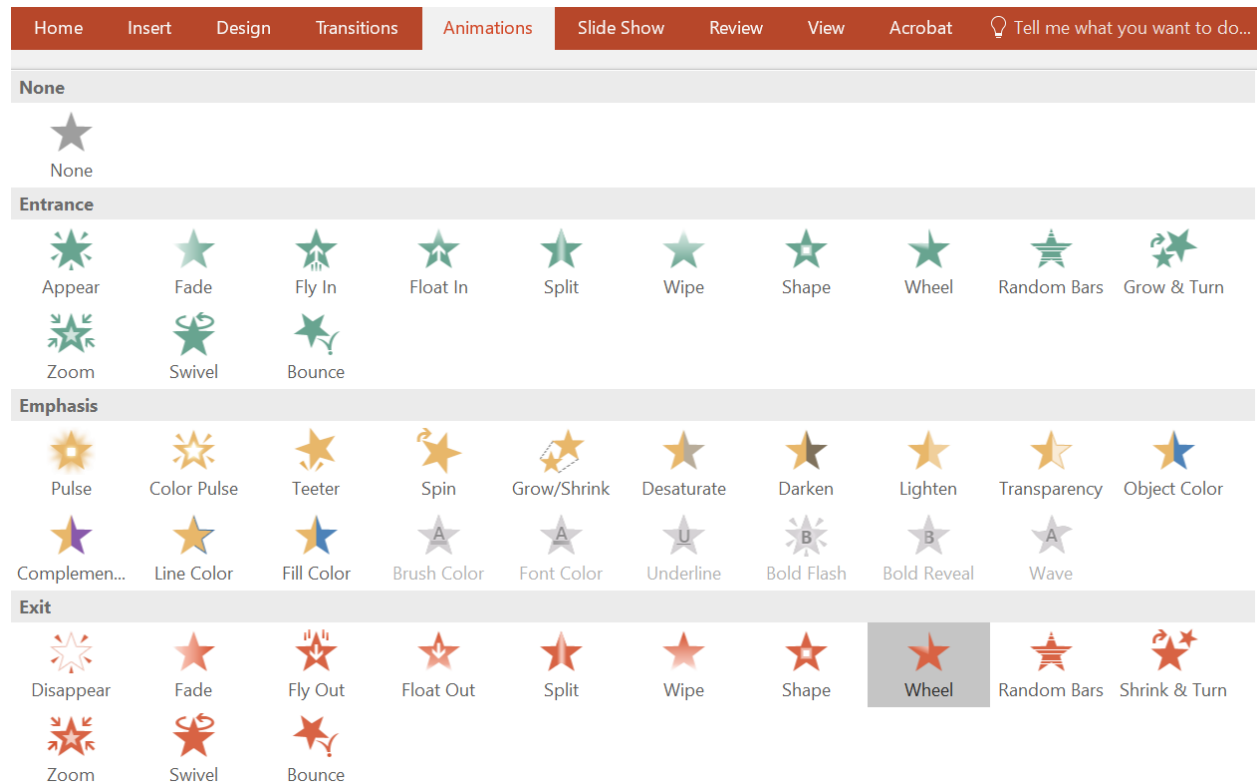
Tip: Professionalism

When using these, be mindful of your audience. You may not want to use a very dramatic transition for a professional presentation at work.

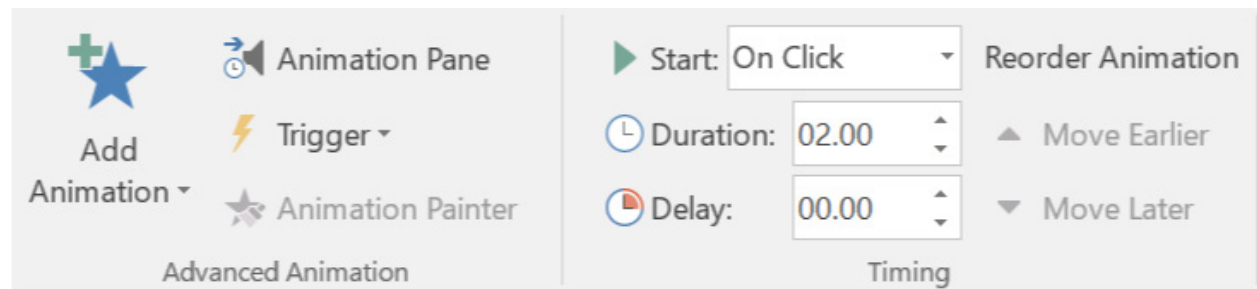


Graphic Animations

If you've decided to add graphics to your slides, you can choose to animate them. To add an animation click on the **Animation** tab, select the image you would like to animate, and then choose which animation you would like to see.



You can also adjust the timing and the triggers to set off your animations using the commands in the **Advanced Animation and Timing groups**.



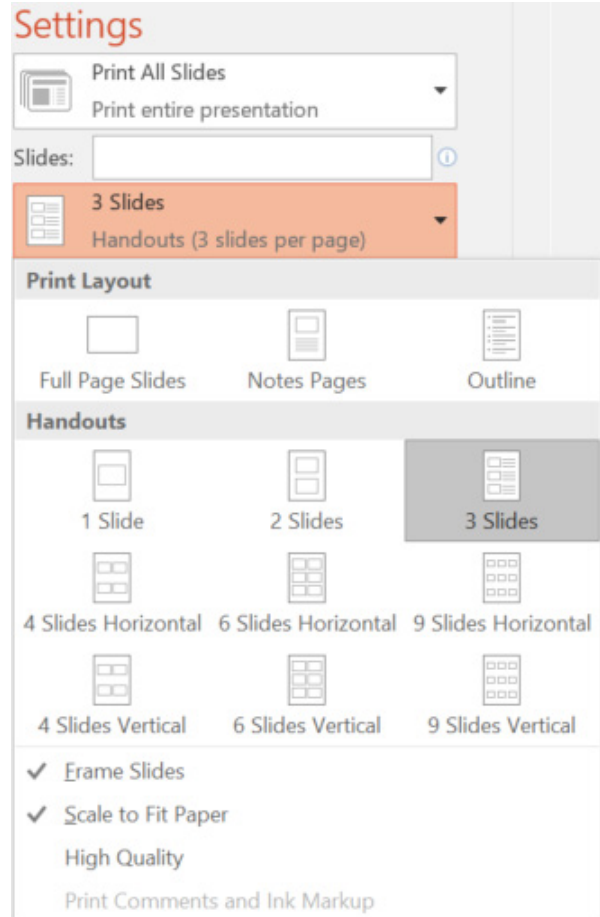
Adding these effects will keep your presentation light hearted and may also get you a couple of chuckles from your audience. Be sure not to over use them and again consider who your audience is.

Printing your Slideshow

Be conscious of the environment when you are considering printing your presentation. Printing one slide per page uses up a lot of ink and paper, generally you will want to condense to print several slides per page.

To print, click the **File tab** and choose **Print** from the menu. As you can see, you can choose how many slides to print under the Print Layout menu.

If you plan to distribute the printed slides to your presentation attendees, printing three slides per page allows room for participants to add their own notes.





Answer Key

1. **When presenting a slideshow, consider adding some other tools to enhance your presentation. What are some other tools you could use?**
Sample items, touch and feels examples, flips charts, white boards, printed materials, or physical posters or pictures.
2. **Do you remember the Rule of 7?**
Maximum of 7 words per line
Maximum of 7 lines per slide
3. **How do you move slides?**
Drag the slide to its new location.
4. **Which tab do you visit to change the font, size, and style of your text? Circle one:**
c. Home



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