

# PowerPoint

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PowerPoint is a complete presentation-graphic software package that lets you create professional and motivating presentations quickly and easily.

PowerPoint has many features that can help you make presentations. You can include text, graphics, charts, and QuickTime movies. With PowerPoint, you can create overheads or slides that can be used for lesson, school, or office presentations. Using PowerPoint, you can also create speaker notes, outline pages, and audience handouts. PowerPoint is available in both IBM and MAC formats. In this tutorial you'll learn about the following topics. To examine a topic, click on one of the links below. When finished with a section, return to the:

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# PowerPoint Basics

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PowerPoint has many attributes that you can use in the classroom. Here are some basic terms that you'll need to know:

- Slides are the individual pages of the presentation that can be created as black and white or color. You may also create 35 mm slides or transparencies.
- Audience handouts are slides that can be printed as 2, 3, or 6 slides on a page.
- Speaker's Notes may contain backup information for presenter along with a smaller picture of the slide.
- Outlines are textual representations of your slides. You can create and edit all of your text in the outline as well as on individual slides.
- PowerPoint provides on-line help, context-sensitive help, and cue cards. In addition, PowerPoint offers you a tip of the day every time you start the program. When you move the cursor over the status bar, a yellow box appears indicating the purpose of the tool.
- PowerPoint is an intuitive package in that it is logical and has similar menu functions to other software packages you might have used.

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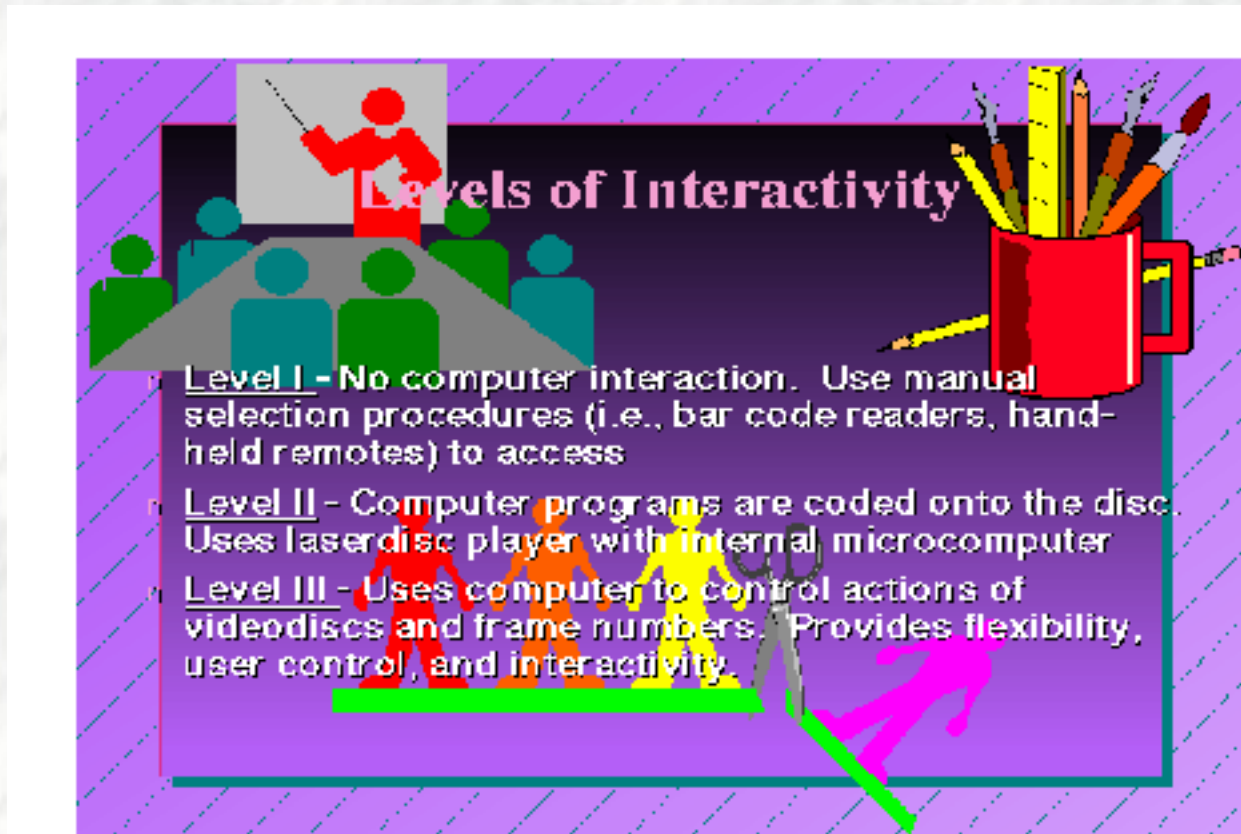
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## Elements of Screen Design

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Many times people get carried away with all of the "bells and whistles" that can be used in a presentation-graphics program such as PowerPoint. There are so

many features that it is the first inclination of most of us to cram every feature we can perform into a single presentation. In most cases, it is unnecessary to use every feature for every presentation! As a matter of fact, it is critical to be selective in your choices for instructional delivery. Every time a new slide is projected on the screen, a new point is emerging in your lecture or discussion. If the slide is so busy with clip art, video clips, charts, and graphics topped off with an outrageous color scheme the message will be lost.



## Tips

Although motivation is one key element for using PowerPoint, there are instructional issues that must be considered. It is best to keep in mind that the focus of your presentation is to deliver a message. Too many bells and whistles will cloud the message. Sometimes the message is lost completely in the midst of "gee-whiz" multimedia, movies, and the like. The following are some tips for designing effective screens that will portray the message in a motivating way. You may want to download the following tips for later reference. Tip 1: Always use the KISS principle. (Keep It Simple and Straightforward).

Tip 2: Be consistent. Don't change color on every screen because you can! There may be times when you are changing focus within a discussion. If so,



that may be a good time to change the template color. Remember, you want students to focus on the instruction, not the funny graphic.

Tip 3: Use balance. You may choose a formal and symmetric or an informal and asymmetric balance. Either way, be consistent (tip 2!)

Tip 4: Promote harmony. To do this, use similar graphic and font styles. For example, if discussing serious issues using real graphics, don't use a comical font.

Tip 5: Incorporate only one thought per slide. All text, graphics, videos, charts, etc. should reflect the 'theme' of the screen. If more than one thought is depicted, create a new slide for the other thought. If objects on a single screen are not complementary, cognitive dissonance may occur and the thought will not be delivered to the audience.

Tip 6: Include no more than two fonts on the same slide. If emphasis is required, use bold, shadow, and italic to further distinguish concepts.

Tip 7: Include no more than four bullet points of text on a single slide. With each bullet point, use the 'build' feature to insert one bullet point at a time. Additionally, you may want to use the 'dim body text' feature so that only the highlighted bullet point is predominant during your discussion.

Tip 8: Choose graphics carefully for presentation. When chosen properly, they can add significantly to learning (Schwier & Misanchuk, 1993); when improperly chosen, they can distract from the learning or result in unrelated processing (Hannafin & Hooper, 1989).

Tip 9: Select font size and templates that are appropriate to your delivery medium. For example, if your computer is connected to an LCD panel or a TV to computer connection device, the left third of the presentation will be lost. This is called the 3:4 ratio. If delivering via a distance using a document camera as your connection device, not only with the left-third be lost, the font size must be larger for the audience to view.

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# Creating a PowerPoint Presentation

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It's time to learn how to create your own presentation! Once mastering this section, you are on your way to building Presentations with Pizzazz! Be sure to save this presentation because you can add to it later. Review the lesson on creating a new presentation and then go to PowerPoint to practice

## Creating a New Presentation

The first thing you will see when you open PowerPoint is a dialog box. On this box, you have the option of using AutoContent Wizards, Pick a Look Wizards, Templates, Blank Presentation or Open an Existing Presentation from this screen.

- If you select an AutoContent Wizard, you will receive assistance throughout creating the presentation.
- If you select the Pick a Look Wizard, you will go ahead and set your design for the presentation.
- If you select Template, you will choose the template first.
- If you select Blank Presentation, the default presentation will be used.
- Open an Existing Presentation will allow you to select from an already created PowerPoint Presentation.

Select AutoContent Wizard for practice and click OK. Notice how this Wizard provides a set of Cue Cards. The Cue Cards are available for each function within PowerPoint. Use them as needed. Also, the AutoContent Wizard displays the presentation in what is called "Outline View." Many people design their entire presentation in Outline View then change view to Slide View to incorporate graphics, movies, etc. (If necessary close and don't save the autocontent wizard slide). \*Tip: If you have an outline that was created in a word processing program. Select outlines from the list files of type box in the Open Dialog box. Select the file that contains the outline. Major headings become new slides, subheadings are bullet pointed.

Click FILE in the Menu Bar and Select NEW. Select the Pick a Look Wizard also for practice and click OK. Choose from a wide variety of presentation templates and styles. (If necessary close and don't save the Pick a Look Wizard slide)

## PRACTICE ACTIVITY

Here is a sample presentation that you can create. If you prefer, you can make up your own presentation. (You may want to print this section for reference while creating your sample presentation) Ensure you've started PowerPoint: Click FILE in the Menu Bar and Select NEW.

Select BLANK PRESENTATION from the dialog box and click OK

On your first new slide, choose an AUTOLAYOUT. Select the title slide (which is also the default) and click OK.

Type in the following title by clicking in the area marked CLICK TO ADD TITLE:

**CD-ROM: The Magic of Multimedia**

Insert your name in the next text-defined area.

Select NEW SLIDE in one of two ways: (1) from the INSERT menu or (2) from the New Slide Button on the buttonbar.

Select the bulleted list from the Autolayouts function and click OK. Type the following by single-clicking on the defined area. For the title, single-click on title. For the text, single-click on the area defined for text. After each bullet point, use the return key. Notice how PowerPoint automatically inserts new bullets: Title:

CD-ROM can store:

Text:

- graphics
- sound effects
- music
- compressed video
- animation

Select NEW SLIDE.



Select an Autolayout of your choice and click OK.

Type the following information:

Title: CD-ROM Storage

Text:

- Information stored on CD-ROM cannot be modified or erased.\*
- Information is stored digitally.
- 650 mb or 250,000 pages of text can be stored on a single CD-ROM.  
\*Except new writable CD-ROMs

Select NEW SLIDE.

Select an autolayout that includes a graphic and click OK.

Type the following information:

Title: What about speed?

Text: Accessing information stored on a common hard disk drive is 5 - 10 times faster than accessing information stored on a CD-ROM drive, depending upon drives.

Graphic: The directions on the slide indicates that you double-click to add clip art from the PowerPoint clip art library. Double click on the graphic icon. Once in the clip art library, single-click on the picture of your choice, then select OK. The picture will be inserted onto the slide. Once inserted, you can enlarge or reduce the size of the image by clicking-and-dragging the handles (the squares at each corner of the picture) inward to reduce the size or outward to enlarge. If you want the picture to remain centered (and proportional), hold down the control key on the keyboard while you click-drag your picture.

So far we have incorporated five new slides and inserted a single picture from clip art. Now we are going to add some transitions and builds to the presentation.

## Transitions & Builds

A transition is the way one slide changes to the next. The easiest and most time efficient way to add transitions and builds to your presentation is to go to the SLIDE SORTER by clicking on the slide sorter on the bottom left buttonbar on the PowerPoint screen (box with four blocks inside).

To Add a Transition to all of your slides, select SELECT ALL from the EDIT

menu. This will select all of the slides that you have created so that the transition can be applied to all slides at once. You can add transitions to individual slides if you choose to incorporate specific transitions for individual slides. Usually, a single transition for all slides or a selection called "RANDOM" will suffice.

Find the long, narrow button titled NO TRANSITION just above your slides. Click on the arrow to reveal many different transition types. Select one.

A build refers to how bullet statements are added to a slide during a presentation. To Add a Build, follow the same procedure except use the toolbar to the right that says "NO BUILD-EFFECT." Builds will insert the body text one bullet-point at a time rather than disclosing everything at one time. We have all been in classes where as soon as the teacher places an overhead on the projector everyone begins furiously writing every word instead of listening to the key points stated about each bullet-point. For you as an instructor/presenter, this will put YOU in control of how much text at a time students are furiously writing! Choose one of the options for build effect to see what happens.

Now, let's run the presentation!

Single click on the first slide in your presentation. Select the slide show icon on the bottom button bar for viewing (Icon looks like a portable screen). To advance from slide to slide, single-click with the mouse or use the forward arrow on the keyboard. If you need to go back to the previous slide, use the back arrow key.

When the presentation is finished, the slide sorter will reappear. You can save your presentation so you can use it later.

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## **Adding A Graphic Object to your Presentation**

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## Using Graphics

PowerPoint has hundreds of clip art graphics that can be used in your presentation. In addition to the PowerPoint Clip Art Gallery, you have the option of adding graphics from MS Works, MS Publisher, and others (if available on your machine). You also have the option of adding clip art in over 20 different file formats to include:

<b>.bmp</b>	<b>.wmf</b>	<b>.hgl</b>	<b>.cgm</b>
<b>.eps</b>	<b>.gif</b>	<b>.tif</b>	<b>.drw</b>
<b>.pcx</b>	<b>.pic</b>	<b>.dxf</b>	<b>.adi</b>
<b>.cdr</b>	<b>.wpg</b>	<b>.plt</b>	<b>.pcd</b>
<b>.pct</b>	<b>.tga</b>	<b>.dib</b>	

Additionally, you can scan images into a bitmap (BTP) file and use it in your presentation. If a scanner is available to you, be sure to try this technique using the steps for importing clip art described below. Everything you do with graphics is managed through the Clip Art Gallery. In the activity below, you will learn to add a graphic from another application program.

### Adding a Graphic to the Clip Art Gallery

Go to the Clip Art Gallery by selecting CLIP ART from the Insert menu (or use the clip art button with the funny man located on the top button bar). Once in the Clip Art Gallery, select the OPTIONS button. Select ADD to add a thumbnail picture. Locate the picture you would like to add by locating the directory (double-click the file) and locate the picture name. You can go to other application program directories to locate clip art on your machine. You can preview individual pictures by selecting the PICTURE PREVIEW button. You can also choose to add ALL of the picture files by selecting the SELECT ALL button. To insert into your PowerPoint slide, select OKAY. A dialog box will appear. You can select a category (sometimes one is already listed). You can use it or type a new category name in the designated area. You may also choose to type a DESCRIPTION. Once satisfied, select the ADD button/ You will be returned to the Clip Art Gallery. You should have a new category with your picture visible. To return to the other pictures in the Clip Art Gallery,

select another category. To insert a file from a diskette, select the drives area by single clicking on the down arrow key and clicking the a: (or desktop and disk name on a MAC). This will allow you to read the clip art file on a: drive. Then follow the steps above for adding the graphic to the gallery.

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## **Applying Templates and Backgrounds to your Presentations**

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Templates can be used to make your presentation professional looking and very motivating to your audience. Using templates is one of the primary strengths of any presentation-graphics program. Artists have created over 100 professional-quality templates that not only are appealing to the eye, but also have incorporated a color scheme and a font scheme that are in unity. Templates can be applied regardless of how you "output" your presentation. For example, you may choose to use PowerPoint as a slide show using a computer and a projection device (such as an LCD panel). If so, you will select templates corresponding to the slide show making full use of the entire color scheme that your computer will allow. If, however, you are using PowerPoint to print overhead transparencies in either black and white or color on a laser printer, you also have the capability to select from the overhead templates. This, of course, will not allow you to make full use of the capabilities of PowerPoint, but eye-catching templates are still available for transparencies. There are several ways to apply a template to your presentation.

- apply the template through the same dialog box that you selected blank presentation (after the Tip of the Day box);
- apply the template by clicking on the button on the bottom right of the PowerPoint screen and selecting at any time during the development of your presentation; or



- select the Presentation Template from the Format menu at any time during the development of your presentation.

By the way, if you apply a template then decide that you do not like it, you can repeat the following steps to apply a new template. Another tidbit, PowerPoint templates serve as the background or the master to your presentation. The template you select will be visible on all slides within the presentation. Many people ask if a several templates can be applied within a single presentation. The answer is NO! However, through something called the Slide Master, you can modify the color scheme of the template within the presentation (this will be discussed later in the course).

## Practice Activity

If you'd like, retrieve your presentation and apply a template to it. One procedure for applying templates will be used in this activity. You are on your own to explore other approaches for applying templates. Again, you may wish to print this page for reference. From the FORMAT menu, select Presentation Template. (If the appropriate files are not listed, search your hard drive for the folders.) After selecting, you will see a dialog box containing all of the PowerPoint template files. Within the template folder, there are three more folders : (1) bwoverhd (for black and white overheads); (2) clloverhd (for color overheads); and (3) sldshow (for outputting to an LCD panel, a TV to computer converter, or an overhead projection system). Double-click on the SLDSHOW folder. A list of files within the SLDSHOW folder will appear below the file name box (the left side of the dialog box). Single click on several of the file names to see a preview of the template. The preview will be in the bottom left corner of the dialog box. Once you have found a template you like, select it by single-clicking the file name and selecting APPLY (button on the right side of the dialog box). You have now applied a template to your presentation. Run your lesson to see what it looks like! Remember, to run your lesson, scroll back to slide 1 and double-click on the slide show button on the bottom left buttonbar.

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# Speaker Notes and Handouts

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There are many other ways that you can use PowerPoint in lessons. These include the outline view, speaker notes, and handouts. **Outline View** When you view your presentation in outline form, you will see the titles and text from the presentation. Titles appear along with the slide number. The text is indented. Pictures, charts, art, and graphics are not displayed. **What You Can Do with the Outline View** The outline form lets you easily rearrange your text and slides. Because you can see all of your text at once, it's easier to modify the text than when you are in the slide view.

## Activity

Go to your presentation. Change to the Outline View. Move some information from one slide to another (click and hold the bullet and drag to a new location). Then view the slides to see how they have changed. **Speaker Notes** You may want to create additional text to go along with each slide you create. Using PowerPoint's Speaker Notes, you can add your own text that can be printed to help you keep track of what you want to say in your presentation.

In Speaker Notes, a smaller version of the slide is displayed on top of a page. At the bottom of the page, there is an area for your notes.

## Activity

Go to your presentation. On the first slide, change to the Notes Page View. Double-click in the body text under your slide. Type: CD-ROMs are often used in educational situations. In this presentation you will learn about CD-ROMs.

Go to the next slide. Add your own speaker notes that relate to the slide.

**Handouts** To guide your audience so that they may follow your presentation or have ready-made notes for after your presentation, you can produce handouts. Handouts may contain 2, 3, or 6 slides per page. To create a handout, you will use the print command. Through the Master Handout Screen, you can manipulate how the handouts will appear.

## Activity

Go to your presentation. From the View menu, select Master, then Handout Master. If you want text to appear on every page, type outside the outlined boxed. Return to your slide presentation.

**Printing Outlines, Speaker Notes, and Handouts** To print one of the options we've discussed in this lesson, you'll use the print command. Printing PowerPoint presentations is very similar to printing any other document and is accessed through the File command on the menubar.

## Activity

Go to your presentation. Highlight File, then Print. Under "Print What" choose handouts, 6 per page. Click OK and your handouts will be printed. Repeat for outline and speaker notes.

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## Integrating PowerPoint into Instruction

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By now you probably have been thinking of ways that you can use PowerPoint for delivering instruction. PowerPoint, or any presentation-graphics program can motivate your students by providing a professional presentation that highlights key points of discussion. It also helps to keep you as a presenter on track! Most people use PowerPoint for instructor-led presentations. In addition, you may consider using PowerPoint to develop simple computer-based tutorials for your students. Keep in mind that PowerPoint is linear and does not have the flexibility of an authoring program (such as HyperStudio, AuthorWare, etc.). However, people have created some outstanding individualized instruction using PowerPoint.

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# World Wide Web Sites

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- [PowerPoint Home Page](#)
- [PowerPoint on the Web](#)
- [Compadre for PowerPoint](#)

## Other Presentation Software Packages

- Astound
- Harvard Graphics
- Persuasion
- [mPower](#)

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