CENT 1310
Computer Systems and Software

Using Microsoft PowerPoint 2016 for Oral Presentations

1. Title Slide
   Include title of report
   - In subtitle section, include your name, date, course, etc

2. **Home | New Slid**e
   Click on the drop down arrow next to the **Layout** button for several different layouts to be listed. Pick the appropriate one.
   For example: Title & Text
                   Title & 2-Column Text
                   Title, Text, & Content

3. Once the new slide has been inserted, enter your text and any graphics (e.g. clipart, photos, diagrams, charts, etc.) by clicking inside the Text box.
   - Text can be formatted as in Word (bold, italics, center, etc)

4. Repeat steps 2 & 3 until all the information has been included. Remember not to include too much text on your slides.

5. To change the design, background, etc. click on the **Design** tab.
   - Themes
   - Background Styles
   - Effects

6. To add animation, click on the **Animations** tab.
   Be sure to click the **Apply To All** button.
   (Use animation sparingly because it can become distracting)
   - Transition Sound
   - Transition Speed

7. To run the Slide Show, click on the **Slide Show** tab.
   Click the **From Beginning** button.
   - Press Page Down, Enter, Spacebar, or left click with the mouse to advance to the next slide.
   - Press ESC at any time to exit the slide show and return to the PowerPoint screen.