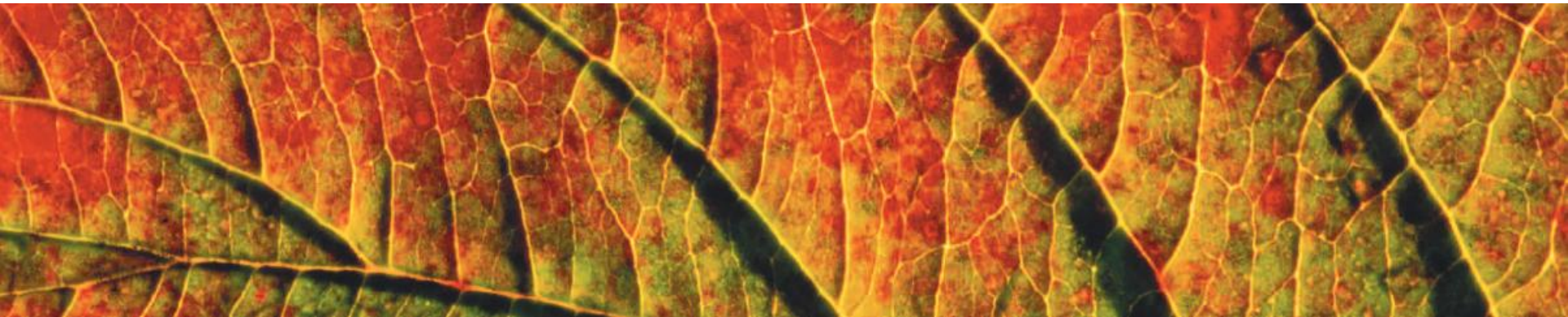


PowerPoint Tutorial 1:

Creating a Presentation

Microsoft[®] Office 2010



Objectives

- Plan and create a new presentation
- Create a title slide and slides with bulleted lists
- Change the theme
- Open an existing PowerPoint presentation
- Edit and format text in the Slide pane
- Use AutoCorrect

Objectives

- Rearrange text in the Outline tab
- Rearrange slides in Normal and Slide Sorter view
- Delete slides
- View a slide show
- Create a new presentation based on an existing one
- Animate slide titles and bulleted lists

Objectives

- Apply transitions
- Insert footer text, slide numbers, and the date on slides
- Create speaker notes
- Check the spelling in a presentation
- Preview and print slides, handouts, speaker notes, and the outline

The PowerPoint Window

The **Outline** tab shows an outline of the titles and text of each slide in the presentation.

The title bar contains the file name of the current presentation.

The **Slides** tab shows a column of numbered slide thumbnails so you can see a visual representation of several slides at once.

Thumbnails are miniature images of each slide.

The **Notes** pane contains notes (also called **speaker notes**) for the presenter to refer to when delivering the presentation.

The current theme is **Waveform**. A **theme** is a coordinated set of colors, fonts, and other design elements that are applied to components of a presentation.

This area of the status bar identifies the current slide number and the total number of slides.

The **Close** button closes the pane containing the Slides and Outline tab. To get it back, drag the bar that will be along the left edge of the window.

Drag the scroll box in the Slides or Outline tab to see different slides in the tab without changing the slide displayed in the Slide pane.

Drag the scroll box in the Slide pane vertical scroll bar to move to other slides.

The **Slide** pane shows the current slide as it will appear during your slide show.

The **Next Slide** button allows you to move to the next slide in the presentation.

The **Previous Slide** button allows you to move to the previous slide in the presentation.

The **Fit slide to current window** button resizes the slide in the Slide pane to fit in the window.

View buttons allow you to switch to different views of the presentation.

Click to add notes

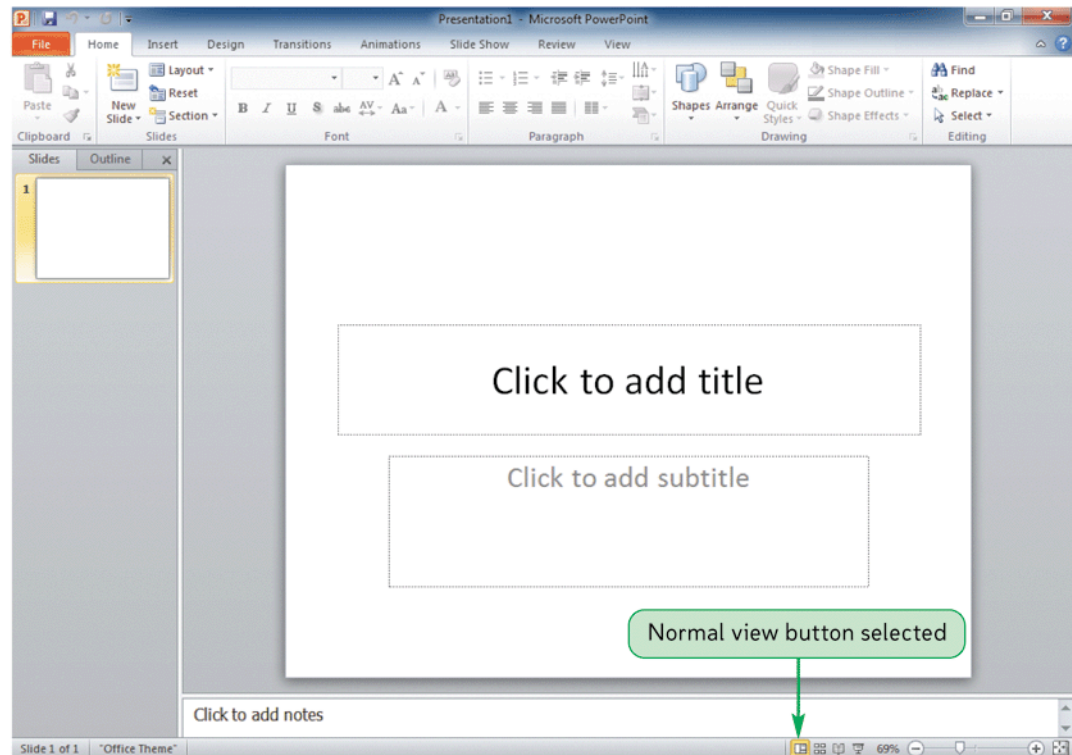
Creating a New Presentation

- **PowerPoint** is a powerful presentation graphics program that provides everything you need to produce an effective side show presentation that can be shown to an audience of provided to people to view on their own
- Click the **Start** button, point to **All programs**, click **Microsoft Office**, and then click **Microsoft PowerPoint 2010**

Creating a New Presentation

Figure 1-1

Blank presentation in the PowerPoint window



Creating a New Presentation

- Planning a presentations
 - What is the purpose of your presentation?
 - Who is your audience?
 - How much time do you have for the presentation?
 - Will your audience benefit from printed output?

Creating a New Presentation

Figure 1-3

Built-in layouts in PowerPoint

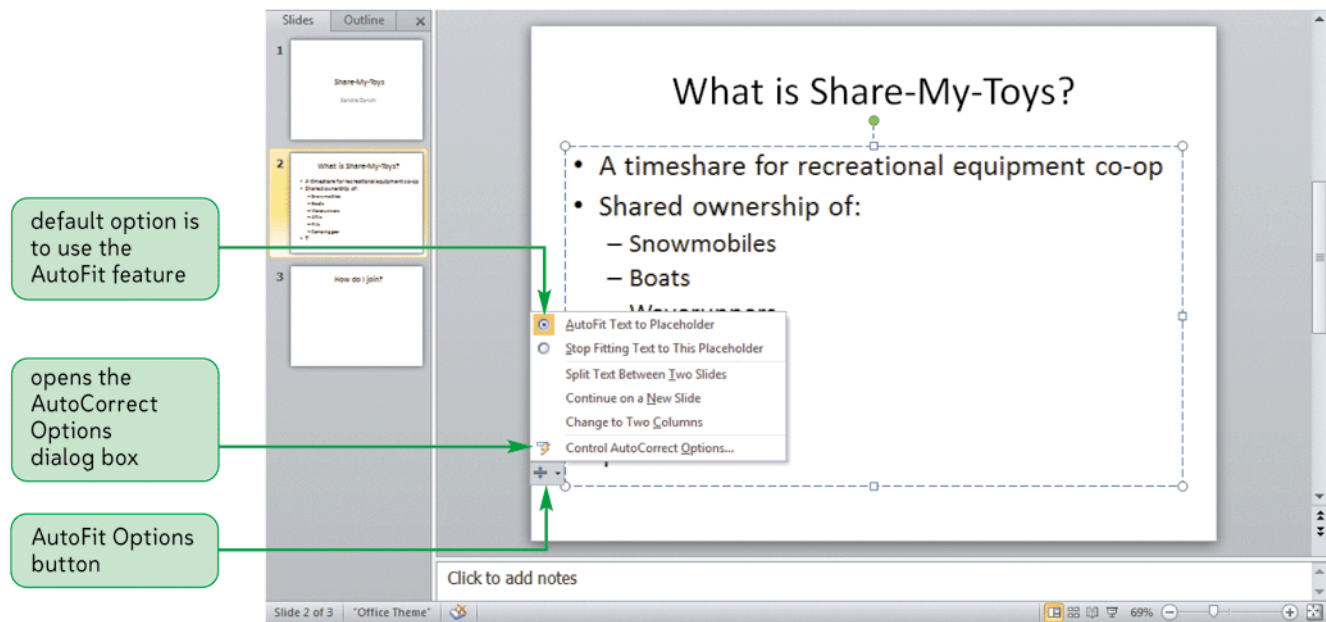
Layout	Description
Title Slide	Contains the presentation title and a subtitle; is usually used as the first slide in a presentation
Title and Content	The most commonly used layout; can contain either a bulleted list or a graphic in addition to the slide title
Section Header	Contains a section title and text that describes the presentation section
Two Content	The same as the Title and Content layout, but with two side-by-side content placeholders, each of which can contain a bulleted list or a graphic
Comparison	The same as the Two Content layout, but includes text placeholders above the content placeholders to label the content
Title Only	Includes only a title text placeholder for the slide title
Blank	Does not contain any placeholders
Content with Caption	Contains a content placeholder, a title text placeholder to identify the slide or the content, and a text placeholder to describe the content; suitable for photographs or other graphics that need an explanation
Picture with Caption	Similar to the Content with Caption layout, but with a picture placeholder instead of a content placeholder

Creating a New Presentation

- A **bulleted list** is a list of “paragraphs” with a special character to the left of each paragraph
 - **Bulleted item**
 - **First-level bullet**
 - **Second-level bullet**
 - **Subbullet**
- As you add text to a content placeholder, the **AutoFit** feature changes the line spacing and the font size of the text if you add more text than will fit in the placeholder

Creating a New Presentation

Figure 1-8 AutoFit Options button menu

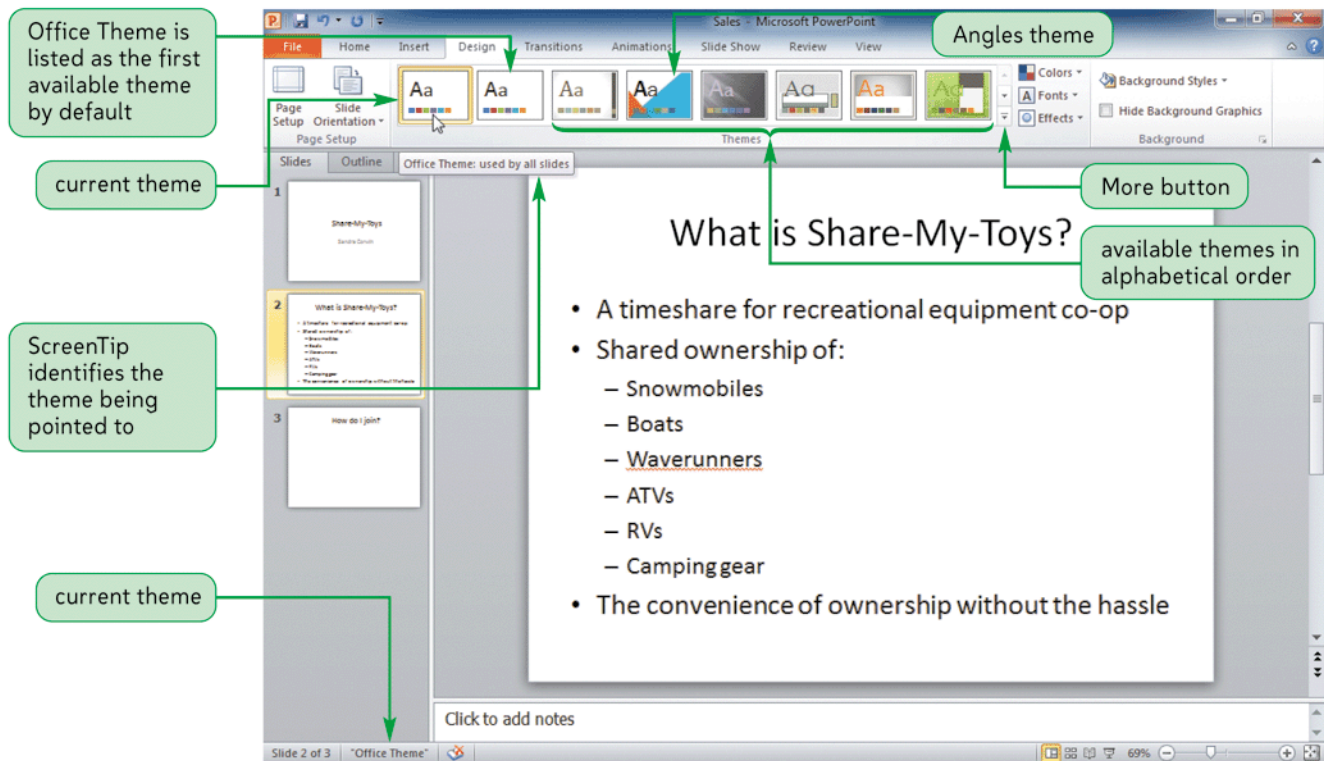


Using Themes

- **Theme colors** are the colors used for the background, title text, body text, accents, background colors and objects, and graphics in a presentation
- **Theme fonts** are two fonts or font styles, one for the titles (or headings) and one for text in content placeholders
- A **graphic** is a picture, shape, design, graph, chart, or diagram

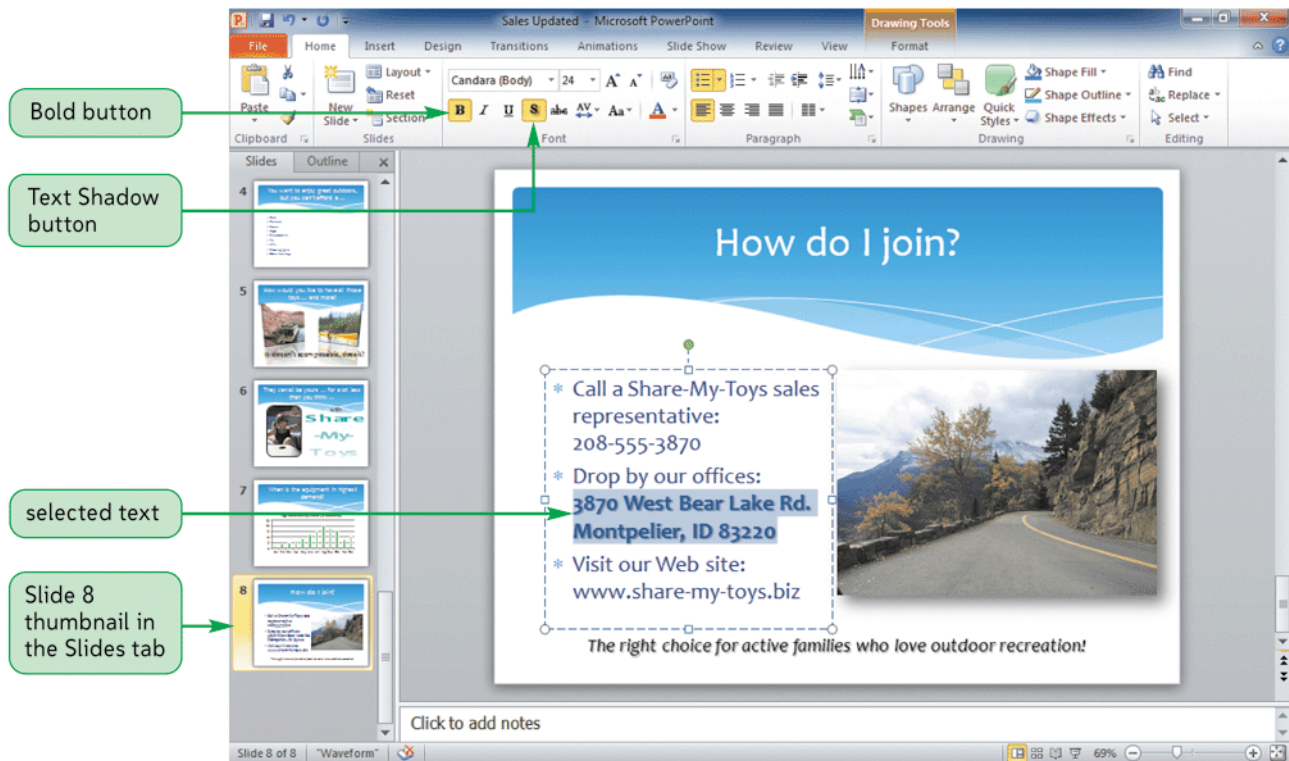
Using Themes

Figure 1-9 Design tab in the PowerPoint window



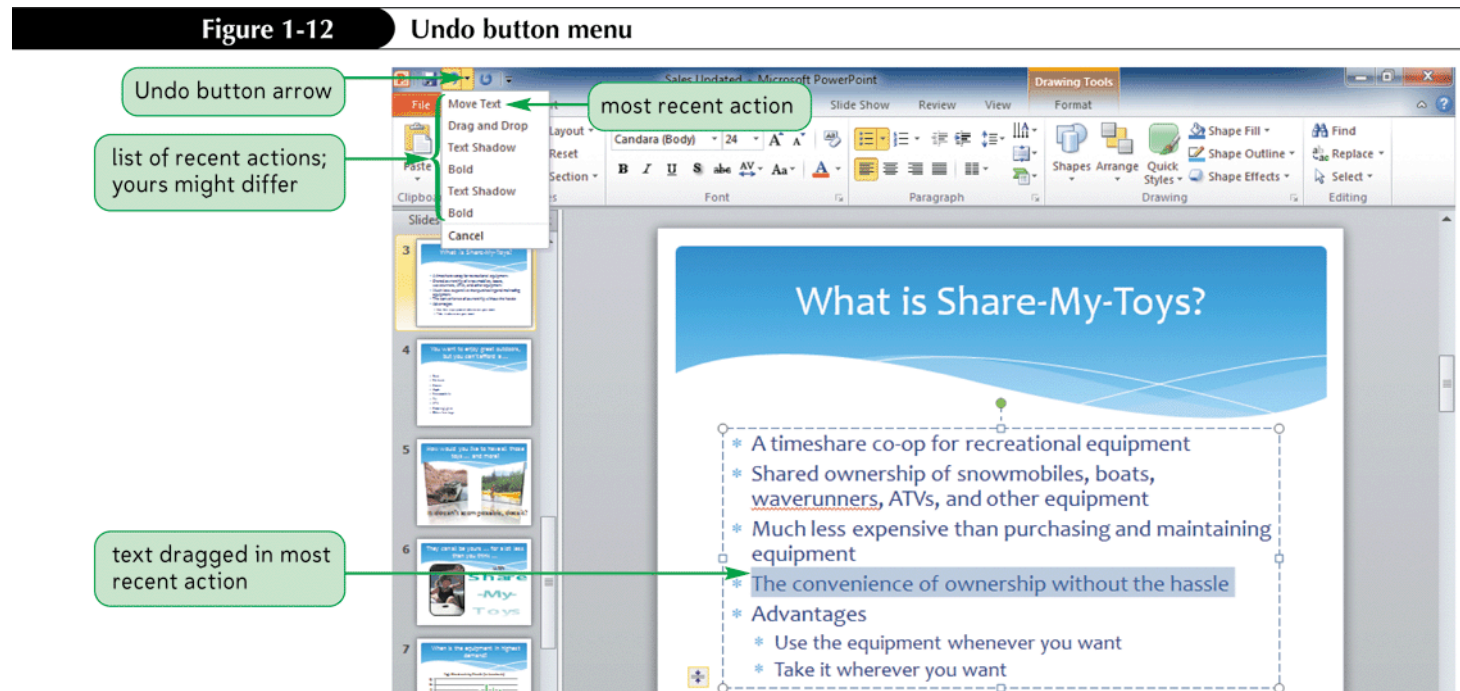
Editing Text

Figure 1-10 Selected text formatted with bold and a shadow effect



Undoing Actions

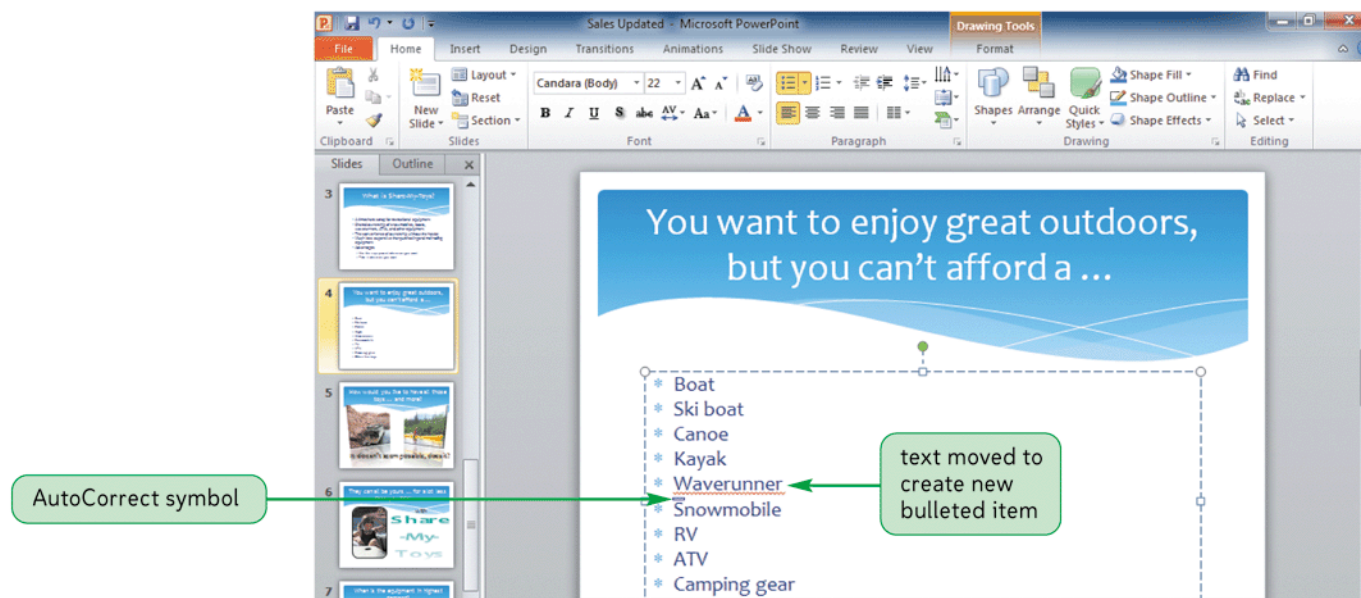
- If you make a mistake as you are working, you can undo your error by clicking the Undo button on the Quick Access Toolbar



Using AutoCorrect

- The AutoCorrect feature automatically corrects certain words and typing errors

Figure 1-15 AutoCorrect symbol on a slide

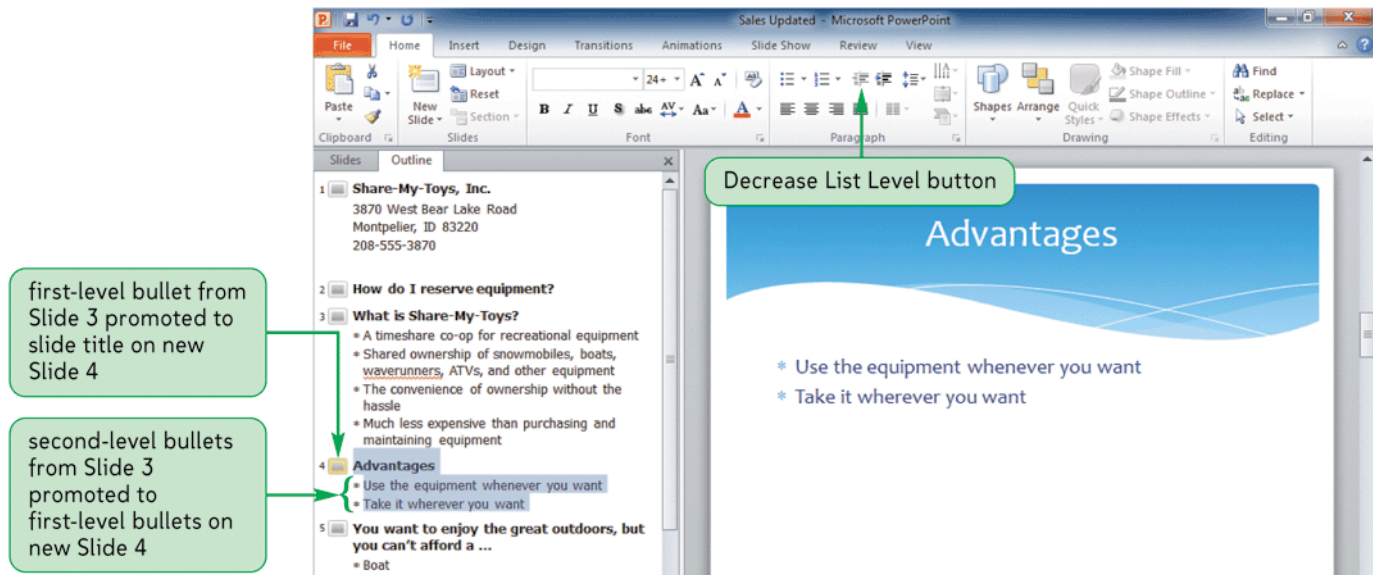


Editing Text in the Outline Tab

- Working in the Outline tab allows you to see the outline of the entire presentation
- **Promoting** an item means moving an item higher in the outline
- **Demoting** an item moves the item lower in the outline

Editing Text in the Outline Tab

Figure 1-18 New Slide 4 created by promoting text

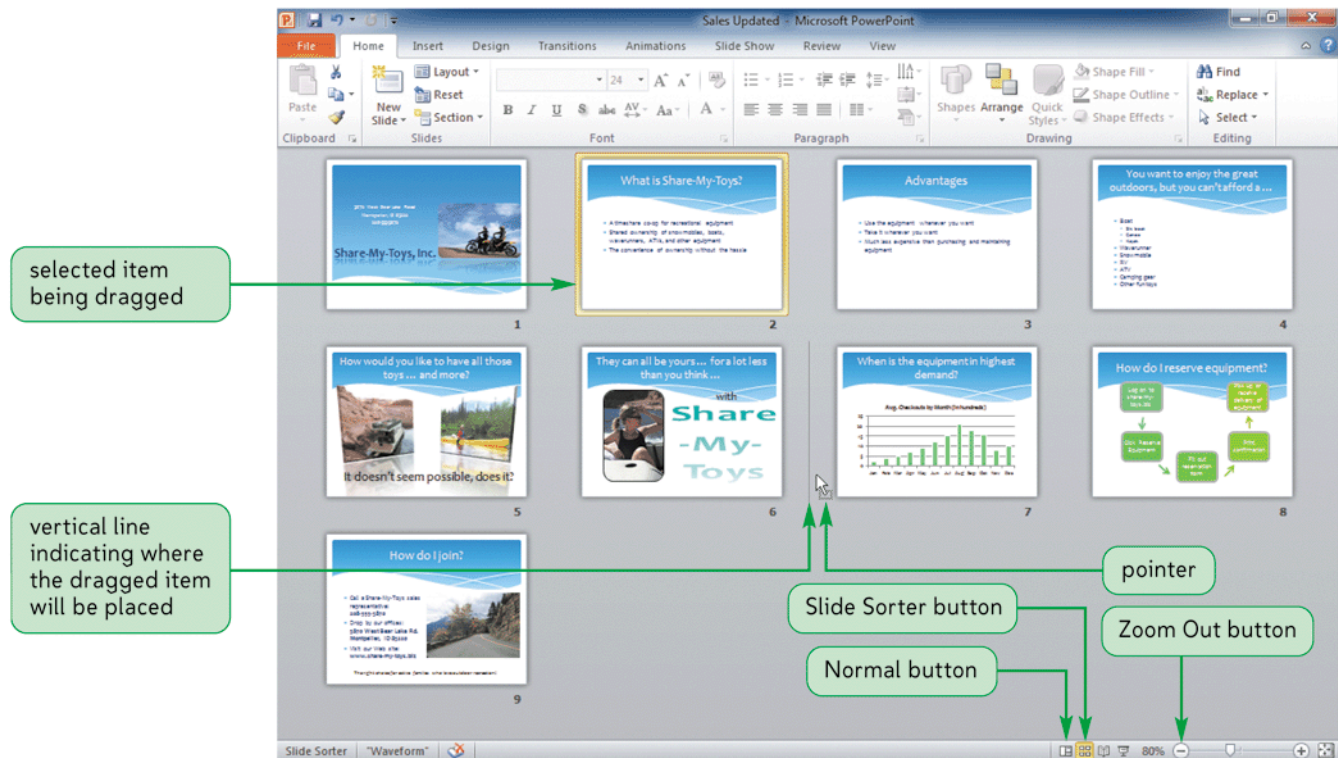


Rearranging Slides

- In Slide Sorter view, PowerPoint displays all the slides as thumbnails
- On the status bar, click the **Slide Sorter** button
- Dragging and dropping slides in Slide Sorter view will rearrange them in the presentation

Rearranging Slides

Figure 1-21 Moving a slide in Slide Sorter view



Deleting Slides

- In Slide Sorter view or in the Slides tab in Normal view, right-click the slide thumbnail of the slide you want to delete; or in the Outline tab in Normal view, right-click the slide title of the slide you want to delete
 - On the shortcut menu, click Delete Slide
- or*
- In Slide Sorter view or in the Slides tab in Normal view, click the slide thumbnail of the slide you want to delete; or in the Outline tab in Normal view, click the slide icon of the slide you want to delete
 - Press the Delete key

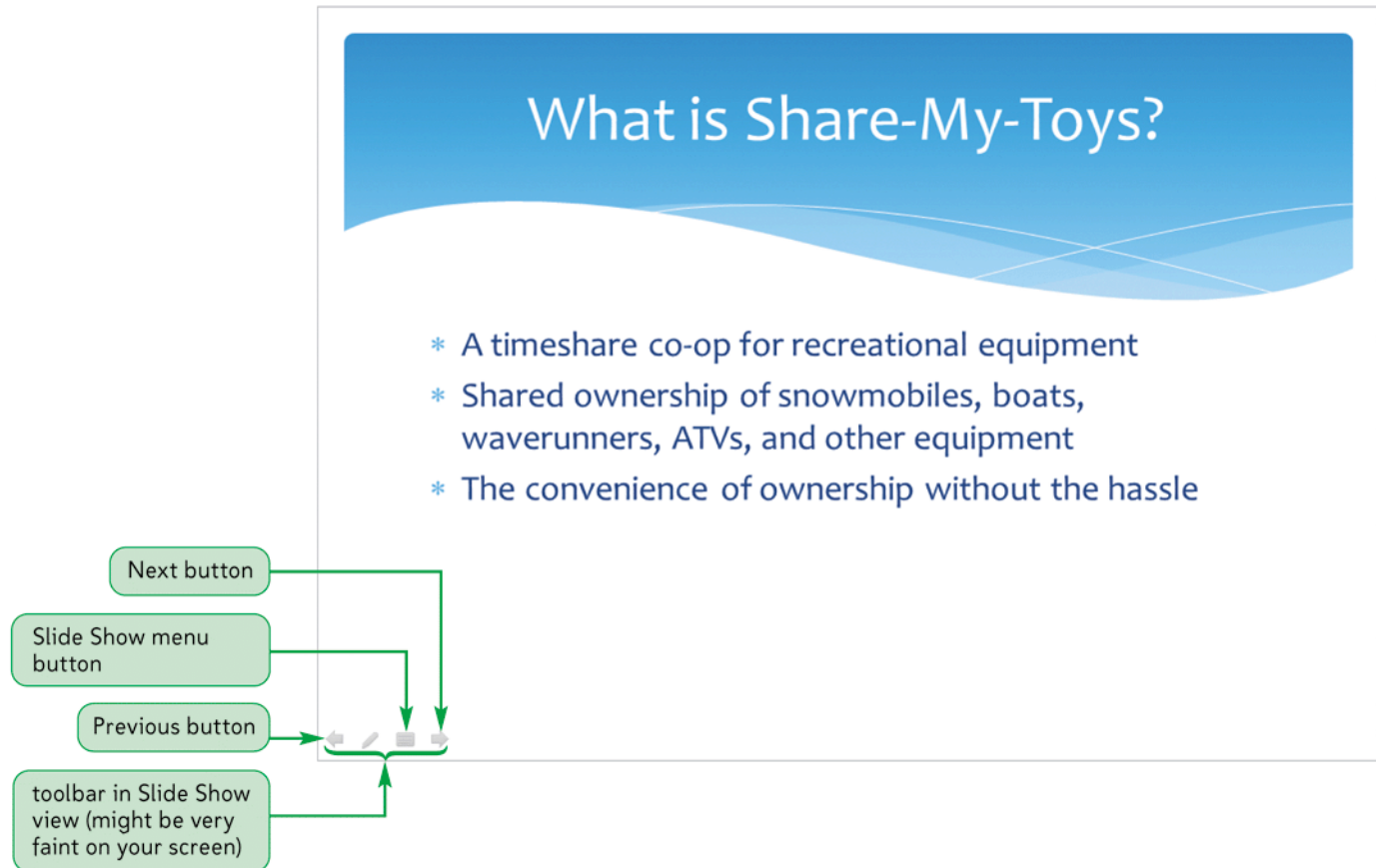
Running a Slide Show

- **Slide Show view** displays each slide so that it fills the entire screen with no toolbars or other Windows elements visible on the screen
- When you click the Slide Show button on the status bar, the slide show starts beginning with the current slide
- To start a slide show from the beginning, click the **Slide Show** tab on the Ribbon, and then in the Start then Slide Show group, click the **From Beginning** button
- In Slide Show view, you move from one slide to the next by pressing the Spacebar, the Enter key, the → key, or the Page Down key

Running a Slide Show

Figure 1-24

Toolbar in Slide Show view



Using Animations and Transitions

Click the **Preview** button on the Animations tab or the **Play Animations** icon in the Slides tab to preview animations.

The Animation gallery contains animations you can choose.

Use buttons on the Animations tab to apply **animations**, which are special effects applied to an object, such as a graphic or a bulleted list, that makes the object move.

Click the **Start arrow** to change when an animation starts when you advance the slide show (On Click), when the previous item animates (With Previous), or automatically after the previous item animates (After Previous).

Use buttons on the Transitions tab to apply **transitions**, special effects that change the way slides appear during a slide show.

The Transition gallery contains transitions that you can choose.

Click the **Preview** button on the Transitions tab or the **Play Animations** icon in the Slides tab to preview transitions.

Click the **More** button to open the gallery of transitions.

Click the **Apply To All** button to apply a selected transition to all the slides in the presentation.

Click the **More** button to open the gallery of animations.

These numbers indicate the order in which items animate during the slide show; so the slide title, marked with a "1" animates first, then the "Risks" bullet, then the first subbullet under "Risks," and so on.

This bulleted item is animating by flying in from the bottom of the slide.

The "Risks and Rewards" slide is transitioning onto the screen with the Cube transition.

Risks and Rewards

- Risks
 - o Potential members might prefer simple rental
 - o Equipment maintenance and replacement schedule might be too conservative
 - o Poor weather could slow membership sales
- Rewards
 - o Capital from memberships could provide significant, steady revenue stream
 - o Profits could amount to 16% of investment

Objectives

- Increase market share to 50%
- Increase annual marketing budget to \$250,000
- Hire full-time manager of marketing and advertising
- Hire three more outlet managers

Risks and Rewards

- Potential members might prefer simple rental
- Equipment maintenance and replacement schedule might be too conservative
- Poor weather could slow membership sales

Rewards

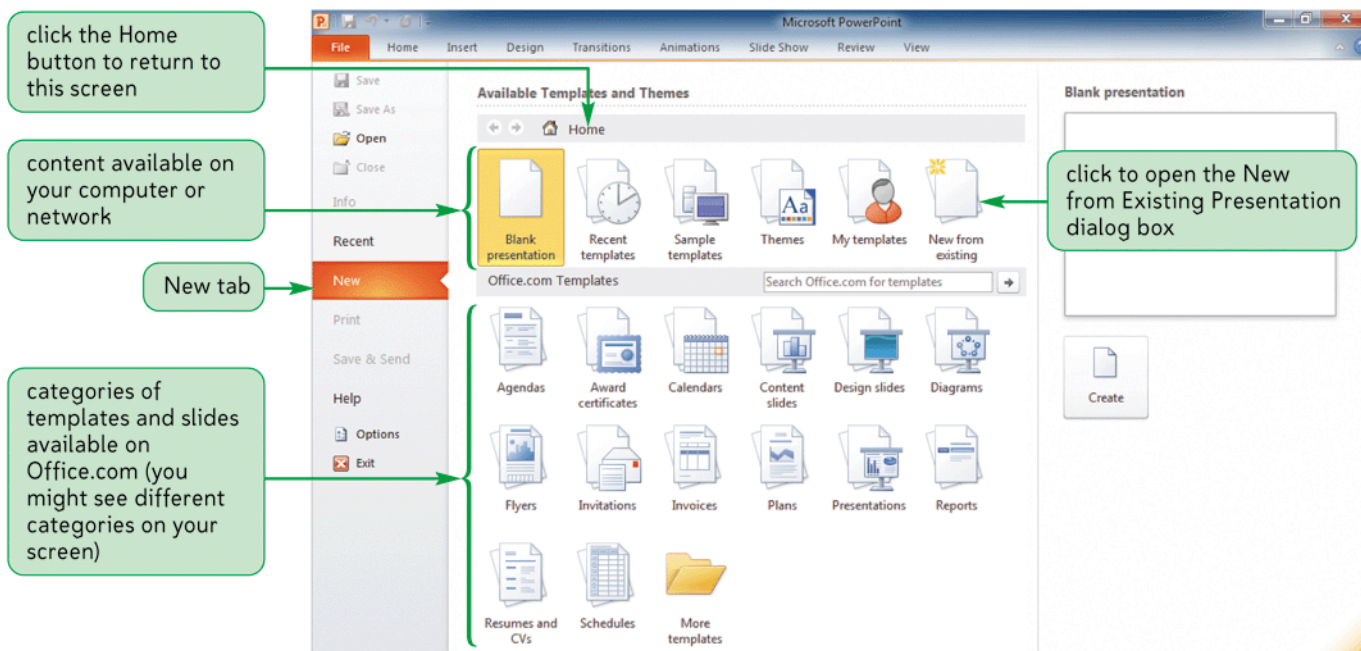
- Capital from memberships could provide significant, steady revenue stream
- Profits could amount to 16% of investment

Creating a Presentation Based on an Existing Presentation

- Click the File tab to open Backstage view, and then click the New tab in the navigation bar
- In the Home section, click New from Existing to open the New from Existing Presentation dialog box
- Navigate to the drive and folder containing the presentation on which to base the new presentation, click the presentation file, and then click the Create New button
- Save the new presentation

Creating a Presentation Based on an Existing Presentation

Figure 1-26 The New tab in Backstage view



Animating Text

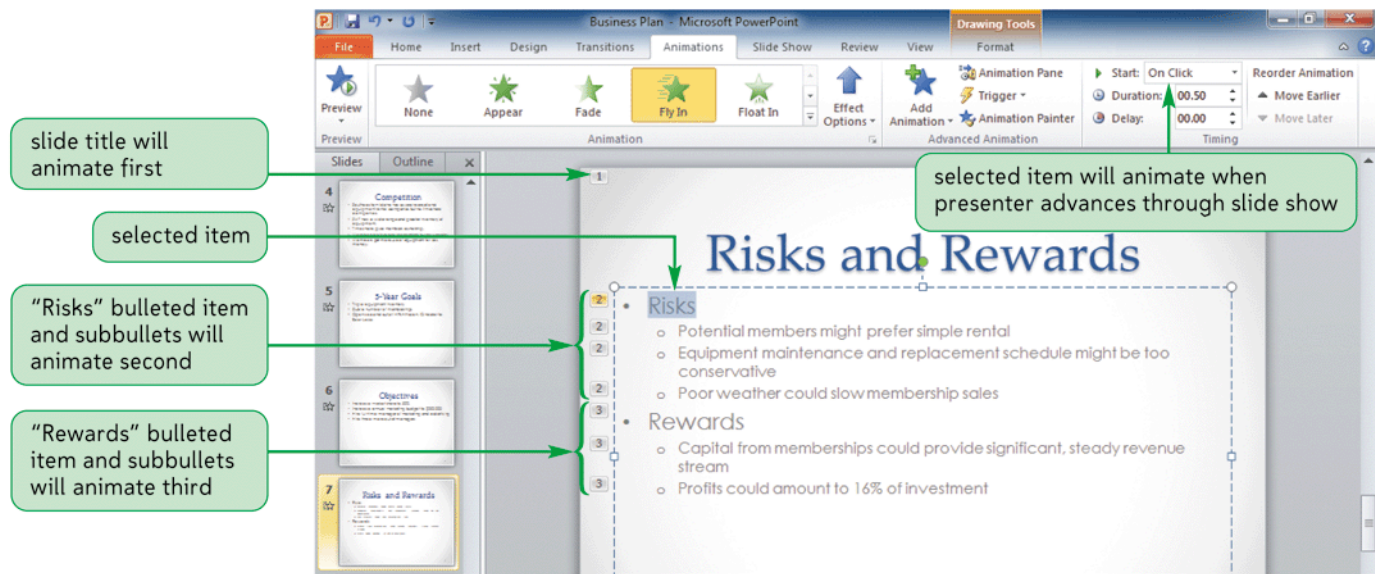
- Animations add interest to a slide show and draw attention to the text or object being animated
 - **Progressive disclosure**
- Animation effects are grouped into four types:
 - Entrance
 - Emphasis
 - Exit
 - Motion Paths

Animating Text

- Modifying the Start Timing of the Animation of Subbullets
 - In the Slide pane, click anywhere in the text box containing the subbullets to make it active
 - Click the Animations tab on the Ribbon, and then apply an animation to the active text box
 - In the Slide pane, select all the subbullets on the slide, or select all the bulleted items on the slide, or click the dashed line box surrounding the text box so it changes to a solid line
 - On the Animations tab, in the Timing group, click the Start button arrow, and then click On Click or After Previous

Animating Text

Figure 1-28 Start timing for the Risks bullet on Slide 7



Adding Transitions

- In the Slides tab or the Outline tab in Normal view or in Slide Sorter view, select the slide(s) to which you want to add a transition, or, if applying to all the slides, select any slide
- Click the Transitions tab on the Ribbon
- In the Transition to This Slide group, click the More button to display the gallery of transition effects
- Click the desired transition effect in the gallery

Adding Transitions

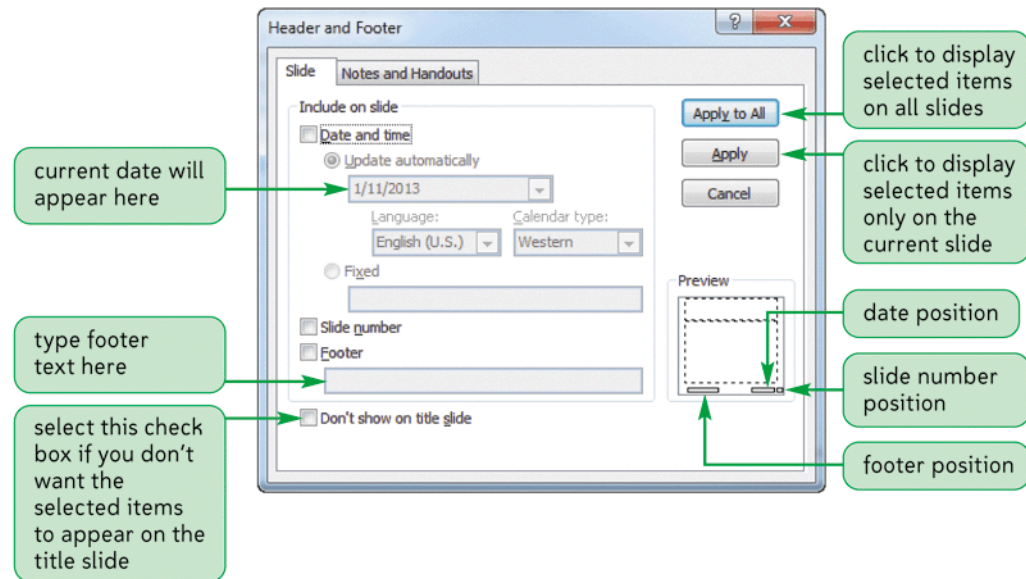
- If desired, in the Timing group, click the Transition Sound button arrow to insert a sound effect to accompany each transition
- If desired, in the Timing group, click the Transition Speed button arrow to modify the speed of the transition
- To apply the transition to all of the slides in the presentation, in the Timing group, click the Apply to All button

Inserting Footers, Slide Numbers, and the Date

- In PowerPoint, a **footer** is text that appears on every slide, but depending on the theme applied, it might not always appear at the bottom of a slide
- Click the **Insert** tab on the Ribbon
- In the Text group, click the **Header & Footer** button

Inserting Footers, Slide Numbers, and the Date

Figure 1-31 Slide tab in the Header and Footer dialog box



Using Speaker Notes

- **Notes** (also called **speaker notes**) help the speaker remember what to say when a particular slide appears during the presentation
- They appear in the Notes pane below the slide pane in Normal view
- You can also print notes pages with a picture of and notes about each slide

Using Speaker Notes

Figure 1-32 Speaker note on Slide 6

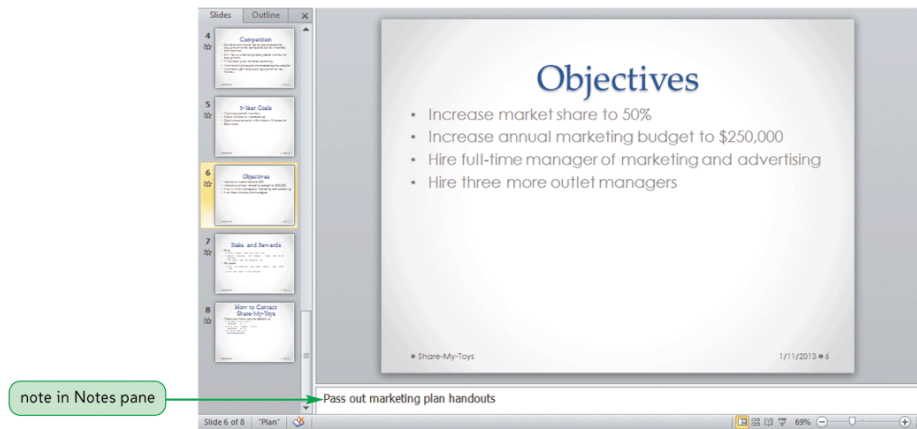
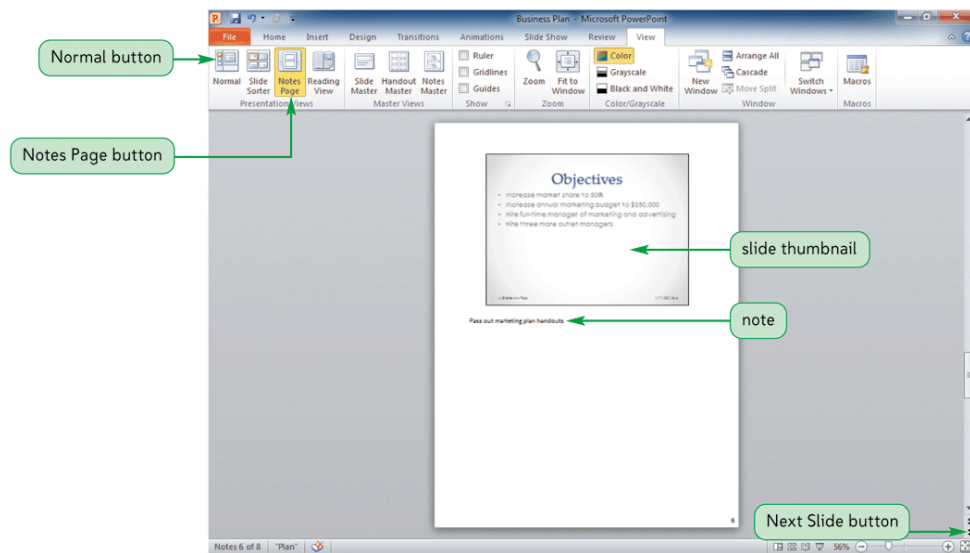


Figure 1-33 Slide 6 in Notes Page view

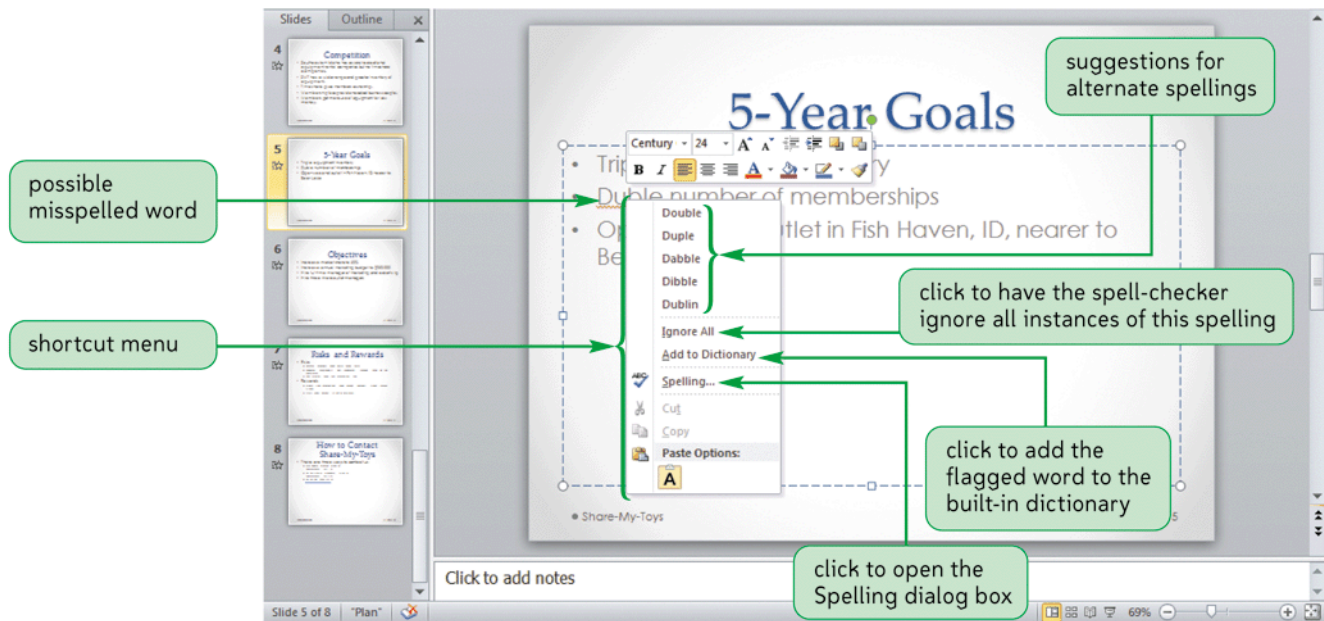


Checking the Spelling in a Presentation

- Before you print or present a slide show, you should always perform a final check of the spelling of all the slides in your presentation
- PowerPoint does two types of **spell-checking**:
 - The regular type is when PowerPoint finds a word that's not in its dictionary
 - The other type is called **contextual spell-checking**, which checks the context in which a word is used

Checking the Spelling in a Presentation

Figure 1-35 Shortcut menu for a misspelled word



Previewing and Printing a Presentation

- PowerPoint provides several printing options:
 - Color, grayscale, or pure black and white
 - Full page slides
 - Notes pages
 - Outline
 - Handouts

Previewing and Printing a Presentation

Figure 1-38 Print tab in Backstage view

