

# **How To Use PowerPoint**

## **A Brief Introduction to Commonly Used Features**



# Introduction

PowerPoint is a very commonly used, fairly powerful presentation software from Microsoft. In your academic career (undergrad, graduate, or professional) there is a good chance that you have been or will be exposed to this tool. Furthermore, most of you will need to use it. This slide show is intended not only to be presented as a user guide to PowerPoint, but to be distributed as a way to practice what you learn as you learn it.

# What Will be Demonstrated

- Adding Slides to a Presentation
- Using a Uniform Appearance/Motif
- How to Vary Slide Layout and Text (font, size, color)
- Using Graphics from ClipArt or a File
- Using Animated Text (Timed and Manual)
- Applying Slide Transitions
- Adding Sound (From a File or the Gallery)
- Using AutoShapes
- Adding Videos and Animation
- Placing Action Buttons for Nonlinear Slide Selection
- Linking to Web Content or Email Addresses

# Adding/Formatting Slides

- Right-Click the Timeline to the left ← and go to “New Slide”
- OR go to “Insert” and select “New Slide”
- Open the “Layout” tab to the right → to change the format of a slide

# Appearance/Motif

- You can Apply a Motif by Opening the “Design” tab on the right →
  - Then Click on the Desired Motif to apply it to all slides
  - Click on the small drop down if you wish to apply the motif to only the current slide

# Variation in Layout and Text

- To Select a New Slide Layout, Open the “Layout” Tab to the right →
- You can Use the Font **Color** drop down menu to change the text color
- Use the Drop Down Font and **Size** menus above to vary the text

# Clip Art Graphics

- To Insert ClipArt, go to “Insert” and put your mouse on “Picture”
- Another Menu will Open, select ClipArt
- Once you Select your Image, You must Position and Resize it with the Mouse



# File Graphics

- To Insert a File Image, go to “Insert” and put your mouse on “Picture”
- Another Menu will Open, select “From File”
- Once you Select your Image, You must Position and Resize it with the Mouse





# Animated Text (Manual)

- 1) Set Up your Slide the Way You Want
- 2) Go to “Slide Show”
  - and select “Custom Animation”

@4356278934875549184784923048749320489238743  
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# Using “Canned” Sounds

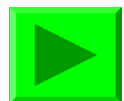
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- Place your Mouse over “Movies and Sounds”
- Select “Sound From Clip Organizer” to use the “canned sounds” provided by Office
- Select Your Sound to the Right → and then Choose Whether to Play it Automatically or on Click

# Using Sound Files

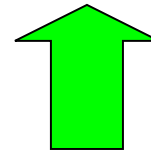
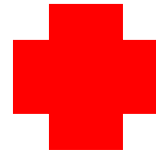
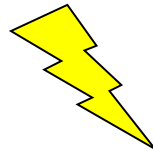


- To Use a Sound File of Your Own, Follow the Same Process Except this time Select “Sound From File”
- Choose the File from the File Browser
- Notice a Small Speaker Icon is Inserted with any Sound, This WILL BE VISIBLE during the Slide Show so Position it Accordingly

Jump Back To “Action Buttons”...



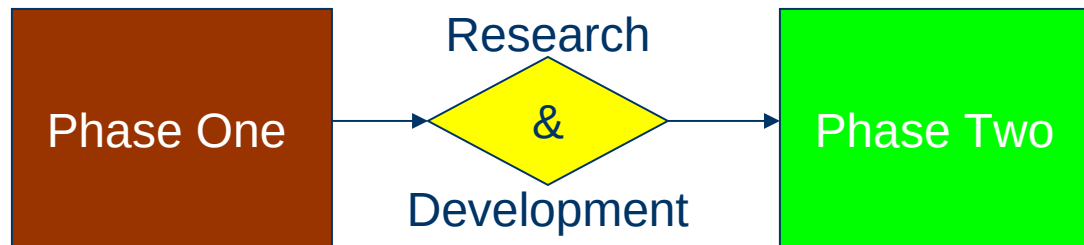
# AutoShapes



- AutoShapes are Convenient for Making Quick Illustrations or Diagrams such as Flow Charts
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- Click on a Category of AutoShapes to see what Shapes are Available
- Click the Desired Shape from the Drop-Down and Draw it on Your Screen
- After Drawing an AutoShape, you can Position and Resize it as you Please
- Double-Click on an AutoShape to Change its Color and Other Options

# Advanced AutoShapes

- By selecting several AutoShapes and right-clicking, you can group them together.
- Any of the Custom Animations we Used for Text Sections can be Applied to Groups or Single AutoShapes



# Embedding Video

- To Play a Video in Your Slide Show, go to “Insert” and Place your Mouse Over “Movies and Sounds” then Select “Movie From File”
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# Action Buttons

- You can Add Action Buttons to Move Around non-linearly in Your Presentation
- Go to “Slide Show” and Select “Action Buttons”
- Select Your Desired Button Type then Draw Your Button and a Window Will Appear
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Go See HAL Again...



# Linking to Web Content

- You Can Link to Web Content and Open it During Your Slide Show
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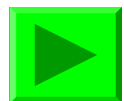
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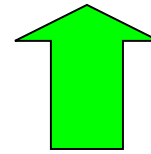
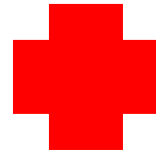
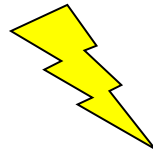


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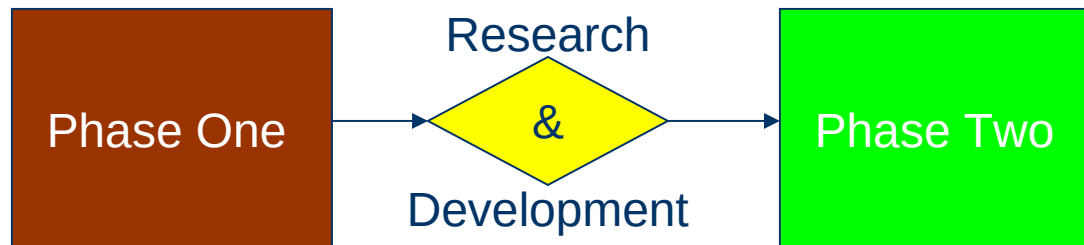
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hello



hola



bonjour



ppd



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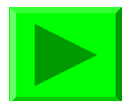
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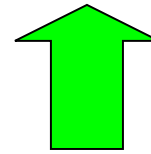
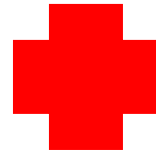
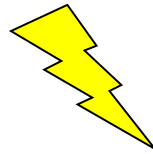


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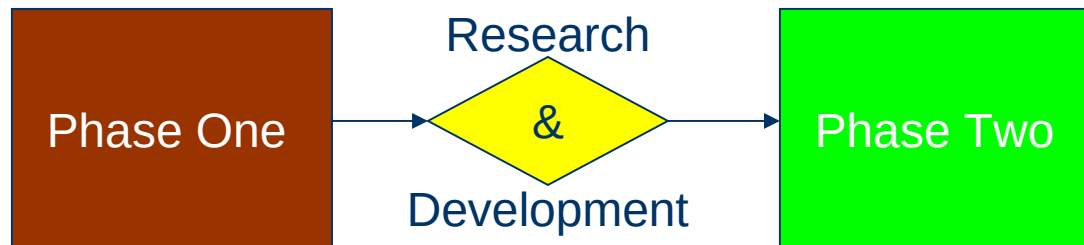
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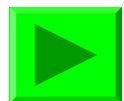


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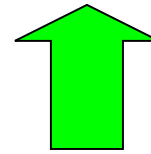
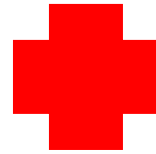
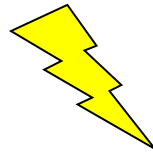


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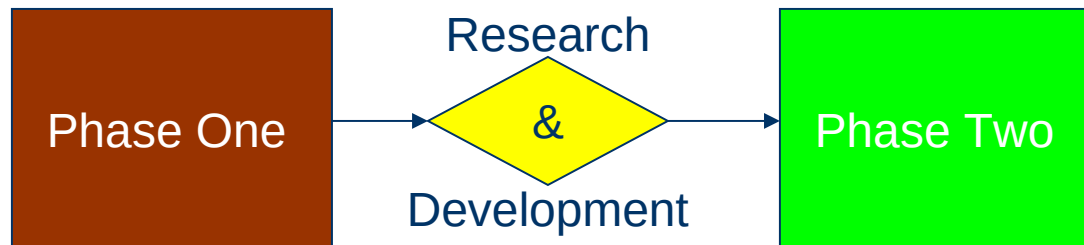
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