

Exercises in PowerPoint

ICT Skills for Scientists 2025

Step 1: Open PowerPoint

If you're using Microsoft Office, open PowerPoint by clicking on the PowerPoint icon in your Start menu or taskbar. Alternatively, you can search for "PowerPoint" in the Windows search bar.

If you're using a different platform like PowerPoint Online or PowerPoint for Mac, open the application or visit the corresponding website and sign in with your Microsoft account.

Step 2: Create a New Presentation

Once PowerPoint is open, you'll see a "New Presentation" option. Click on it to create a blank presentation.

Step 3: Choose a Slide Layout

PowerPoint offers various slide layouts like title slides, content slides, and more. Choose a layout that suits your content by clicking on the "Layout" option in the Home tab.

Step 4: Add Slides

To add a new slide, go to the "Home" tab and click on the "New Slide" button. You can also use the keyboard shortcut Ctrl + M (Windows) or Command + M (Mac).

Step 5: Add Content

Click on the text boxes on your slides to add titles and content. You can also insert images, charts, shapes, and other objects by clicking on the respective options in the "Insert" tab.

Step 6: Format Your Slides

Customize your presentation by formatting your slides. You can change fonts, colours, and backgrounds by going to the "Design" tab.

Step 7: Add Transitions

To make your presentation visually engaging, add slide transitions. Click on the "Transitions" tab and select a transition effect for your slides.

Step 8: Add Animations

Animate the elements on your slides to make your presentation more dynamic. Go to the "Animations" tab and choose an animation effect.

Step 9: Save Your Presentation

To save your work, click on "File" and then "Save" or "Save As." Give your presentation a name and choose the save location.

Step 10: Preview Your Presentation

Before presenting, it's a good idea to preview your slides. Click on the "Slide Show" tab and select "From Beginning" to view your presentation from the start.

Step 11: Present Your Slides

To present your slides, press F5 (Windows) or Control + Shift + Enter (Mac). Alternatively, click on the "Slide Show" tab and select "From Beginning."

Step 12: Navigate Your Presentation

During the presentation, use arrow keys or click the mouse to move between slides. To go back or exit the presentation, press the Escape key.

Step 13: Save Your Changes

If you made any changes during your presentation, PowerPoint will ask if you want to save them. Choose "Yes" to save your updated presentation.

Step 14: Close and Exit

When you're done, close PowerPoint by clicking the "X" in the top-right corner (Windows) or using the standard close window command (Mac).

Step 15: Footer and Slide Numbers

Adding footers and slide numbers to a PowerPoint presentation is a common practice and can help make your presentation more professional and organized. Here's how you can do it in Microsoft PowerPoint (the instructions may vary slightly depending on your PowerPoint version, but the general steps should be similar):

1. Open the PowerPoint presentation you wish to edit;
2. Insert a Footer:

To add a footer, follow these steps:

- Go to the "Insert" tab in the PowerPoint ribbon.
- Click on "Text" or "Header & Footer" (this option's name may vary depending on your PowerPoint version).
- In the "Header and Footer" dialog box that appears, make sure the "Slide" tab is selected.
- Check the box that says "Footer" to enable it.
- Type the text you want in the footer area. This could be information like the presentation title, your name, company name, date, or any other relevant information.
- You can also choose the format for the date and time if you want to include them.
- Click the "Apply" or "Apply to All" button. "Apply" will add the footer to the current slide, while "Apply to All" will add it to all slides in your presentation.
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3. Insert Slide Numbers:

To add slide numbers, follow these steps:

- In the same "Header and Footer" dialog box from the previous step, make sure the "Slide" tab is still selected.
- Check the box that says "Slide number" to enable it.
- You can customize the format of the slide number, such as the starting number and whether it should be shown on the first slide or not.
- Click the "Apply" or "Apply to All" button. "Apply" will add slide numbers to the current slide, while "Apply to All" will add them to all slides in your presentation.

4. Click "OK" to close the "Header and Footer" dialog box.

Your PowerPoint presentation should now have footers with the information you specified and slide numbers on each slide. Make sure to review your slides to ensure everything is correctly placed and formatted as you desire.

If you need further customization, such as changing the font, size, or position of the footer and slide numbers, you can do so by adjusting the slide master or individual slide layouts.

Step 16: Recording a presentation in PowerPoint

Recording a presentation in PowerPoint is a useful feature for creating video content or sharing your presentation with others who may not be able to attend in real-time. Here's a step-by-step guide on how to record a presentation in PowerPoint:

1. **Open PowerPoint:** Launch Microsoft PowerPoint on your computer.
2. **Create Your Presentation:** If you haven't already created your presentation, do so by adding slides, text, images, and any other content you want to include.
3. **Set Up Slide Timing (Optional):** If you want to narrate the presentation and have each slide automatically advance at a specific time, you can set up slide timings. To do this, follow these steps:
 - Click on the "Slide Show" tab in the ribbon.
 - In the "Set Up" group, click "Rehearse Timings."
 - Go through your presentation, and each time you want the slide to advance, click the spacebar or arrow key. PowerPoint will record the time you spend on each slide.
4. **Start Recording:**
 - Click on the "Slide Show" tab in the ribbon.
 - In the "Start Recording" group, click "Record Slide Show."
5. **Choose Recording Options:**
 - You'll see two options:
 - "Start Recording from Beginning": This will record your entire presentation from the first slide.
 - "Start Recording from Current Slide": This will start recording from the currently selected slide.
 - Choose the option that suits your needs.
6. **During the Presentation:**
 - As you present, PowerPoint will record your voice narration and any ink annotations you make on the slides.
 - You can use the navigation controls at the bottom of the screen to move between slides.
7. **End the Presentation:**
 - To end the presentation, press the "Esc" key on your keyboard, or simply finish your narration and slideshow.

8. Review and Save:

- After the presentation, PowerPoint will prompt you to review your recording. You can play it back and make any necessary edits.
- Once you're satisfied, click the "Save" button to save the recorded presentation.

9. Choose File Format:

- You'll be prompted to save the presentation as a video. Choose the desired video file format (e.g., MP4).

10. Specify Quality Options:

- PowerPoint may ask you to choose video quality settings. Higher quality may result in larger file sizes.

11. Save Location:

- Choose where you want to save the video file on your computer and click "Save."

12. Wait for Conversion:

- PowerPoint will convert your presentation into a video. The time this takes depends on the length of your presentation and your computer's processing power.

13. Open and Share:

- Once the conversion is complete, you can open the video file and share it with others.