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”

Using “Canned” Sounds

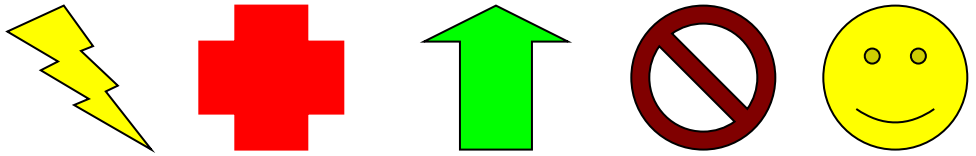
- To Add a Sound Clip to Your Slide, go to “Insert” and Extend the Menu if Necessary
- Place your Mouse over “Movies and Sounds”
- Select “Sound From Clip Organizer” to use the “canned sounds” provided by Office
- Select Your Sound to the Right → and then Choose Whether to Play it Automatically or on 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”…

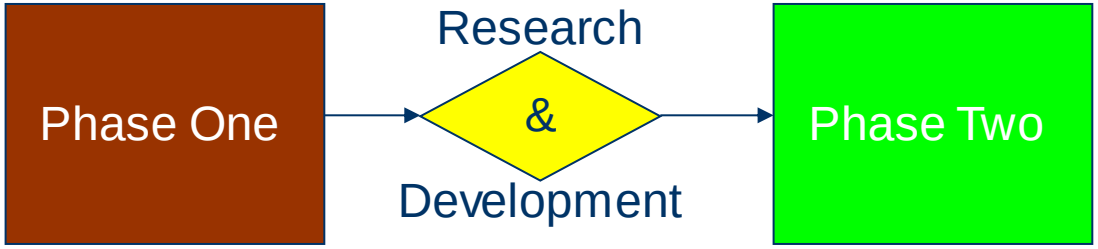
AutoShapes



- AutoShapes are Convenient for Making Quick Illustrations or Diagrams such as Flow Charts
- Go to “Insert” and place your Mouse Over “Picture”
- Select “AutoShapes” and a Small Floating Menu Will Appear in the Editing Area
- 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 and 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”
- Any Movie that is Supported Will Automatically be Shown When you Browse for the File
- Once the Video is Inserted, Select if You Want it to Play Automatically
- Then, you can Position and Size the Video how You Wish

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
- Set Up your Properties, then you can Double Click the Button to Change Color
- You Can Also Resize and Position the Button After it is Created

Go See HAL Again…

Linking to Web Content

- You Can Link to Web Content and Open it During Your Slide Show
- The Computer You Used During the Slide Show MUST Have Internet Access
- Highlight a Section of Text and Right-Click it
- Select “Hyperlink” (Any Spelling or Grammar Errors must be corrected or ignored to select “hyperlink”)
- Fill In the Address for Your Target Content
- Click HERE to Visit www.campcaleb.com

Adding Email Links

- A Good Idea is to Add Your Email Address or other Contact Information to Your Slide Show
- You Add an Email Address the Same Way you Link to Web Content, EXCEPT in the Address Field You Need to Type:
  - “mailto:youremail@yourdomain.com”