West Boynton Branch

# Basic PowerPoint

**(Version 2016)**

## What you will learn

- Presentation programs
- Basic parts of the PowerPoint interface
- Templates, Layout and Theme
- Adding and Manipulating Content
- Transitions and Animations
- View and Presenting Slide Shows
- Appendix – Common Keyboard Shortcuts

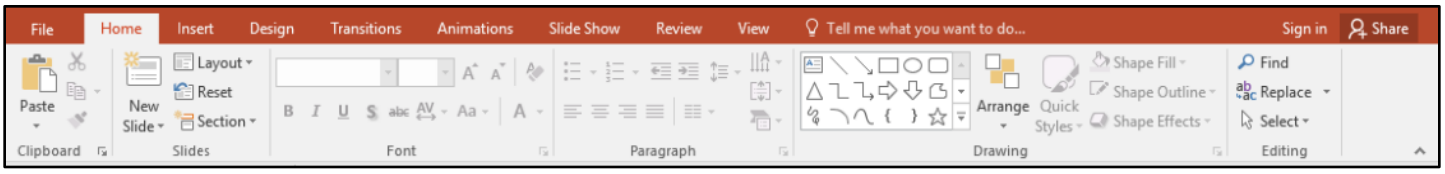
In accordance with the provisions of the ADA, this document may be requested in an alternate format.

# Presentation programs

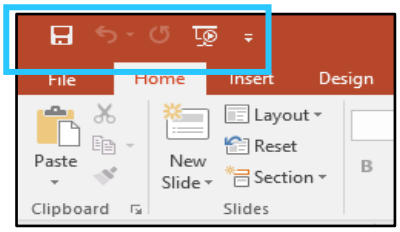
**Presentation programs** are software that display information in the form of a slide show, traditionally as a series of still images displayed in a prearranged sequence. These typically contain text, lists, charts, graphs and images. Microsoft **PowerPoint** is a popular presentation program used as a communication tool for organizations. It has dynamic capabilities that go beyond basic tools by incorporating video, sound clips, animation and narration!

Proficiency in PowerPoint is recommended to strengthen your resume. There are, however, numerous other presentation programs available. Google slides, slides.google.com, is a popular online tool that requires Internet access and a Google account. Libreoffice.org is a free office suite program that can be downloaded to your computer. Microsoft PowerPoint is also available as a free app through the iOS App Store and Android Google Play, however, it has limited capabilities unless you have an annual Office 365 subscription.

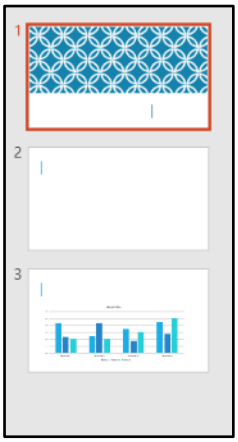
# Basic parts of the PowerPoint interface




The **Ribbon Bar** is a set of toolbars that run horizontally across the top of the window. It provides useful commands to complete tasks for your presentation such as text embolden, change font or add new slides. The toolbars are identified by a series of labels, or tabs, near its top. By default Home is selected but you should try Insert, Design, Transitions, Animations, etc. and explore some of the different commands. Leave the cursor over any button and a short description will appear.




Your **Quick Access Toolbar** is on the top-left corner of the ribbon bar. It contains a shorter list of commands. These are customizable shortcuts placed for immediate access. Only a few will be listed but you may add or remove options using the drop-down arrow on the right. Select from it to choose anything you prefer be readily available. The **Undo**, **Redo** and **Start From Beginning** commands are particularly useful.



**Slides** are the fundamental components of a presentation that convey the intended message or story. By default, new presentations begin on slide 1.

The **Slide Navigation Pane**, on the left, displays thumbnail versions of each slide and is used to view and organize your presentation. The highlighted slide will appear in the larger **Slide Pane** on the right. This is the main workspace to create, edit and view your presentation.

# Templates, Layout and Theme

Office products (*Excel, Word, PowerPoint*) provide templates, when first opened, created by Microsoft and third party sources. These have predetermined formatting, design and layouts that save time when constructing a presentation.

Select *Blank Presentation* from the list. It is important to learn the basics of choosing appropriate content layouts before relying on predesigned templates. Later on, you can revisit the templates at **File > New** on the ribbon bar.

## Layout

New slides consist of **placeholders**, the prearranged *Click to add…* dotted boxes suggesting where content should be added. A slide's **Layout** is its arrangement of placeholders. Available layouts will differ depending on the chosen template. Technically the *Blank Presentation* is a template and has a first slide layout with 2 placeholders. For our assignment, we will design a marketing presentation together for our new business "[insert first name]***'s Coffee Shop***". Add the company name at title and "***By:*** [your name]***"*** as the subtitle.

Next, select **Home > New Slide** to add the second slide. Ribbon bar commands with drop-down arrows indicate 2 distinct options: the default (button) and additional settings (the arrow). Navigate the various additional drop-down selections to see what's included. These are the potential layouts for the 'Blank Presentation' template. If you initially chose another template they would be different. Make sure you chose the default layout **Title and Content**.

The default New Slide command can also be accessed by **CTRL+M**. To change the placeholder layout for the current slide, rather than new slides, select **Home > Layout**.

## Theme

Templates have predefined elements such as color palettes, fonts, visual effects, layouts and images. These are its **theme**. The *Blank Presentation* template also has a theme. These various elements can be changed individually or collectively by accessing **Design > Themes** on the ribbon bar. Scroll through and choose a fun theme for the marketing presentation.

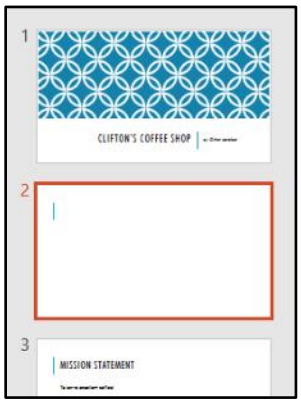
Design themes appear similar to new templates in terms of colors, fonts, layouts, etc. Templates, however, will incorporate additional design content around a specific purpose. For example, a professional marketing plan template might also have a dozen slides filled with stock photos, graphs and sample mission statements.

Try the **Design > Variants** drop-down menu to experiment with additional colors, fonts and effect variations.

# Adding and Manipulating Content

## Slide Navigation Pane

Make sure slide 2 is highlighted in the slide navigation pane. Select *Click to add title* and insert "**Mission Statement**". In the second layout box type a succinct mission statement that defines our company's purpose to the consumer. If you can't think of anything, try "**To serve excellent coffee!**" Add a new 3rd slide with the *Title and Content* layout.



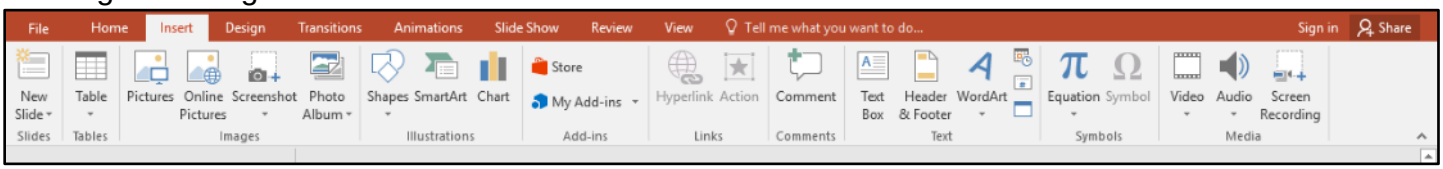

The slide navigation pane diagrams your slide show sequence. To change the active workspace in the main slide pane: click on individual thumbnails, use the up and down buttons or the right scroll bar.

The slide navigation pane can also be used to rearrange the presentation. We will add an image slide before the mission statement to make it more engaging. Rearrange slides 2 and 3 by drag and dropping one over the other.

A larger preview of the slide sequence can also be located at **View > Slide Sorter**. *Discussed in more detail on page 7.*

## Adding Objects

Objects are elements such as images, text boxes, tables, shapes, charts, music and video clips. These can either help a presentation be more dynamic or confusing depending on the intended message and target audience. Access the **Insert** tab on the ribbon bar.




***Commonly inserted objects:***

***Audio*** – insert audio files stored on your computer or record live through a microphone.

***Charts*** – display data as a chart (bar, pie, scatter plot, etc.) to show trends and patterns.

***Search the web*** – pictures found online through the Bing.com search engine. Displays Creative Commons Licensing content by default. You still may need to check the image's original website to identify if additional permissions apply.

***Pictures*** – images located on your computer.

***Screenshot*** – add a screenshot of any open program window.

***Shape*** – insert ready-made shapes such as arrows, stars, callouts, etc.

***SmartArt*** – generates SmartArt to communicate ideas with graphics rather than text. Helpful for organizational displays such as lists and process diagrams.

***Video*** – insert video files stored on your computer or available online.

***WordArt*** – create stylized text with features such as shadows, reflection, 3-d glow, etc.

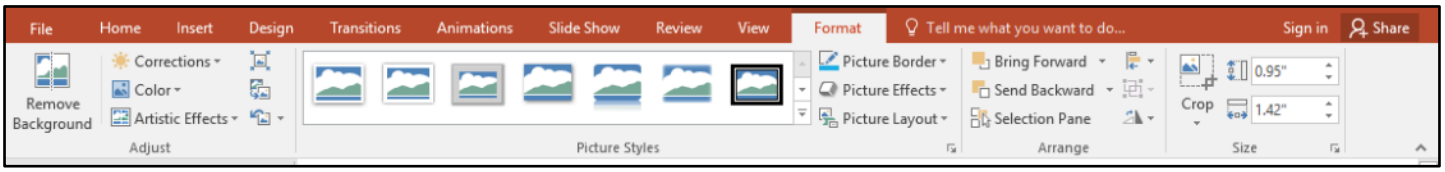
Only add content to your presentation that is relevant to the message or story. Too many objects and animations can cause the work to look less professional. For now, our message is coffee so select **Insert > Online Pictures** and the **Bing Image Search** text field to find a picture that best says it to you!

Placeholders may also be used in substitution for the ribbon bar to insert certain objects. Hover the cursor over each for a description. These are identical to the icons used in the insert tab.

## Manipulating Objects

Objects can be manipulated to more appropriately fit your ideal presentation workspace. It is important to identify how the cursor changes depending on its exact placement for each tool. This will reduce the likelihood of using the wrong manipulation to your object. Select the coffee picture to begin.

Notice the additional **Format** tab appear in the ribbon bar? There are certain commands that only apply when specific objects are active (images, video clips, etc.). Try **Picture Styles** to add cool effects to your image.




***Move*** – All objects (images, text boxes, etc.) can be relocated on a slide by dragging. Select your coffee picture, make sure the 4 arrowed cursor is active and relocate to the center.

***Resize*** – Objects can be resized with the side and corner handles. They are the 8 white circles surrounding your image and the cursor will appear as 2 opposing arrows. Drag the corners until the image is twice its original size.

Try to avoid using the side handles. They can cause images to lose original proportion ratios and look warped.

Certain image file types can also appear pixelated when enlarged. This means that the original size was too small. If your coffee image looks pixelated try to replace it with a different larger one.

***Rotate*** – Objects can be rotated by dragging the upper white arrow. Rotate your coffee image so it is slanted to the right. The cursor needs to be moved slowly to avoid spinning the image too much.

Hold down either **Shift** button while dragging to rotate your object in 15-degree increments. Select **Format > Rotate Objects** for more advanced rotation settings.

***Crop*** – Allows you to manually remove unwanted areas from images. Select **Format > Crop** and notice the black cropping handles directly over the size handles. Drag one to eliminate background content from the coffee image then deselect it.

While cropping it is easy to accidently select a size handle. Make sure the cursor icon is correct before dragging.

***Delete*** – Removing objects is easy. Simply select and press the **Delete** button. To delete a slide, right-click and choose delete. *Do not delete your coffee image for this presentation!*

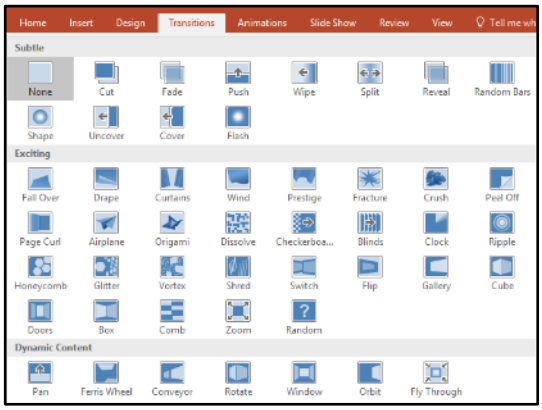
Object manipulation is specific to type. Videos, SmartArt, charts, etc. will generate additional tabs in the ribbon bar.

# Transitions and Animations

It is engaging to add special effects to your presentation. These can be used to draw the audience's attention to specific content such as an idea or to set a professional tone. Be careful, however, not to add so many special effects that it becomes distracting. When unsure, it is a good practice to have someone else look over your work.

There are two main categories of special effects, transitions and animations. Transitions refer to the special effects that occur when moving from one slide to another. Animations are those attached to certain text and objects within each slide.

## Transitions




Select **Transitions > Transition to This Slide** on the ribbon bar. Use the drop-down icon to view the full list of potential special effects. There are 3 categories of transitions: **Subtle**, **Exciting** and **Dynamic Content**. Subtle provide basic types of effects. Exciting are more complex transitions and should be used in moderation. Dynamic content provide even more lively transitions and may animate the slide placeholders.

Set up transitions for our marketing presentation. Highlight each slide individually to add a transition or all at once by selecting **Transitions > Apply To All**. Try to add transitions that seem engaging and professional.

## Animations

Next, make sure the coffee image is active (*format tab and side handles are visible*). Select the drop-down arrow at **Animations > Animation** on the ribbon bar. By default all text and objects are set as **None**. There are 4 categories of animations: **Entrance**, **Emphasis**, **Exit** and **Motion Paths**. Entrance controls how objects enter a slide, emphasis animations occur while one is on a slide, exit is how they leave a slide and motion paths move them along a predetermined path such as a loop.

Choose an entrance for the coffee picture. Next, go the mission statement slide and add emphasis animations to the title and content placeholders. A star will always appear in the navigation pane for any slides with animations. There will also be a number in the larger slide workspace used to identify the order of animated objects, in case multiple special effects need to be used in a specific sequence within a single slide.

It is possible for a single object to have multiple special effects with **Animations > Add Animation**. Be careful, however, as they are not always compatible and one may override the other.

Select **Animations > Preview** to test your work before continuing.

# View and Presenting Slide Show

For our last slide the marketing presentation will highlight the coffee shops positive attributes. Create slide 4 with the *Comparison* layout and fill it with the following data:

***Us vs Big Chain Coffee***

***What We Offer!***

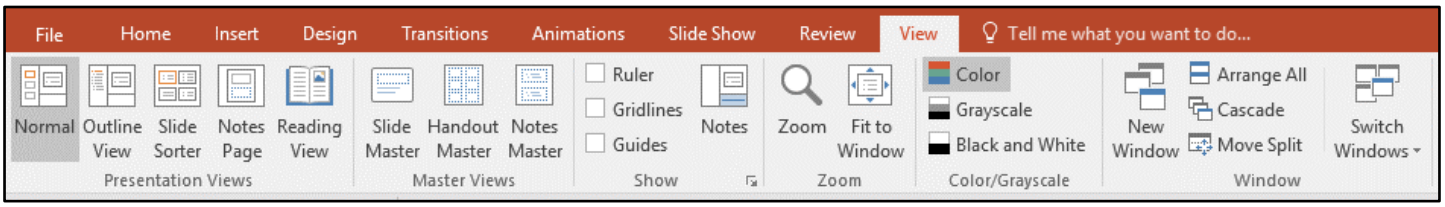
- ***Locally sourced coffee***
- ***Quality over quantity***
- ***Invested in community***

***Big Chain Coffee***

- ***Mass produced coffee***
- ***Quantity over quality***
- ***Impersonal customer service***

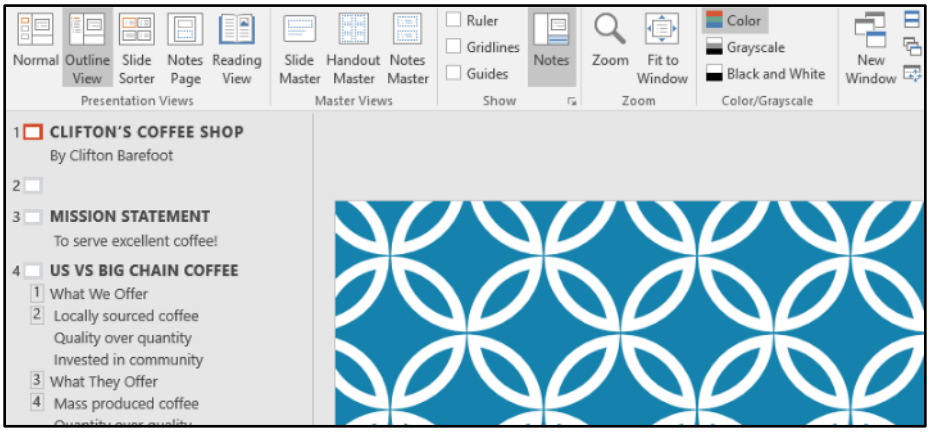
## View Slide Show

There are various tools to review a presentation. Use these to help ensure it conveys the intended message or story. Access **View > Presentation Views**.

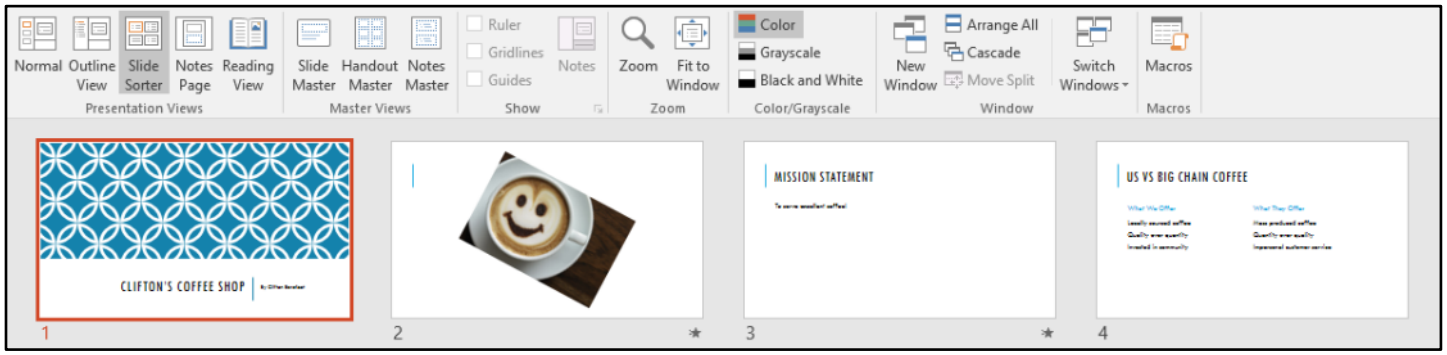



***Normal*** - The default PowerPoint view, includes the navigation and slide pane.

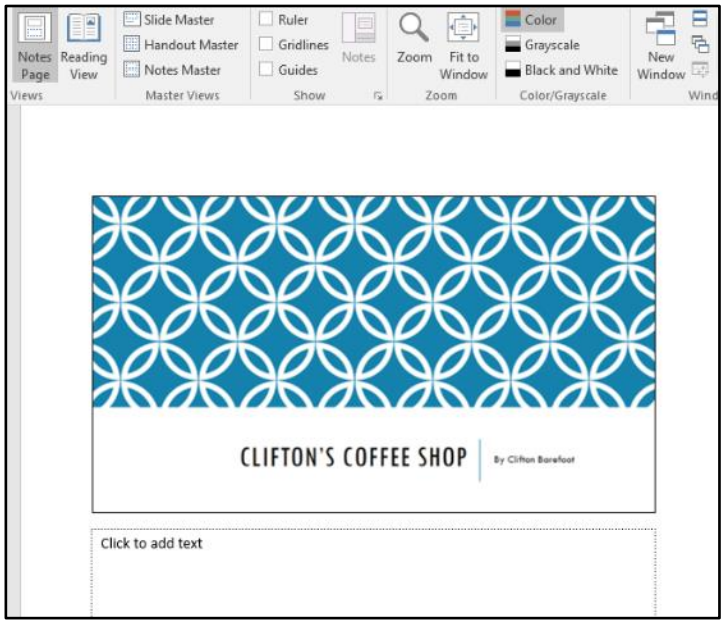
***Outline View*** - Shows the outline of your slide text. You can make changes by typing directly into the outline.



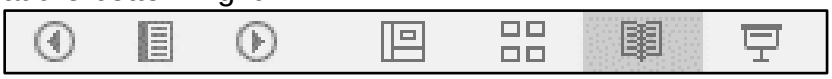

***Slide Sorter*** – A larger thumbnail version than the normal slide navigation pane. These can be reorganized with drag and drop.



***Notes Page*** – Slides can be have notes to help the speaker or audience in a presentation. Select **Comments** or **Click to add notes** at the bottom of the normal or outline views. The notes page will help you review your notes that accompany each slide. You can make changes by typing directly into the text field.




***Reading View*** – A nearly full screen preview of the slide show. Includes menu and navigation buttons at the bottom-right.



## Presenting Slide Show

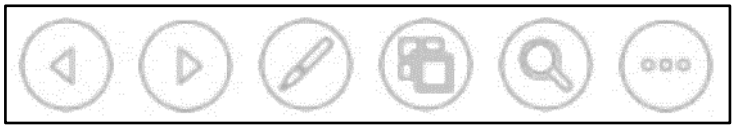
Now that the slide show is complete we need to practice presenting it to an audience! Start your presentation from the beginning, advance through the slides and go to the end.

***Begin presentation***, select either:

- **Start From Beginning** in the quick access toolbar.
- **Slide Show > From Beginning** or **Slide Show > From Current Slide** in the ribbon bar.
- **Slide Show** in the slide view options (bottom-right corner).

***Change slides***

- Up and down / left and right / PgUp and PgDn buttons.
- Left click the mouse.
- Press the space button.
- The task bar left and right buttons (bottom-left).



### *End presentation*

- Press the Esc button.
- On the final slide press space or left click the mouse.
- The task bar **…** button and **End Show**.

## Slide Show Setup

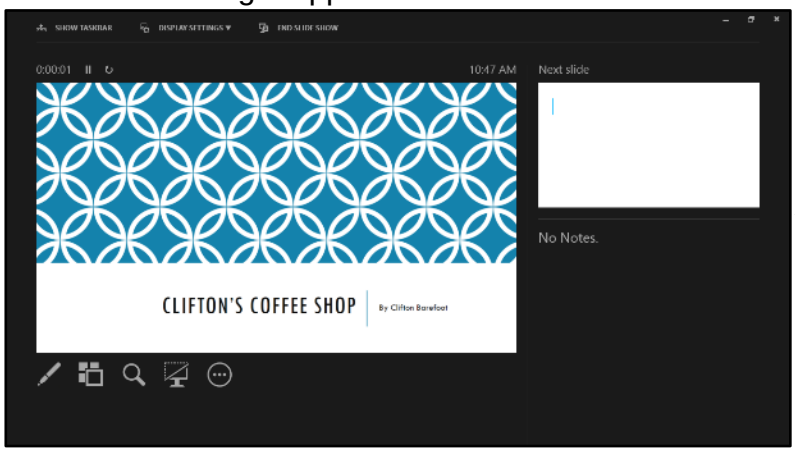
You need to be aware ahead of time what type of equipment will be available for the presentation. Many organizations use projectors that connect to a secondary computer display. This allows you to control various factors such as the progression of the slide show.

### *Slide Size*

Projection screens typically have a standard (4:3) or widescreen (16:9) ratio size. If your dimensions are incorrect, select **Design > Slide Size** in the ribbon bar to update.

### *Presenter View*

Presentations might appear as a **Presenter View** on the secondary computer monitor.




The audience will still see a full screen slide show while you will have advanced options such as reading notes, preview the upcoming slide and live drawing tools!

Access the presenter view manually with **Alt+F5** or with the task bar **…** button.

Check **Slide Show > Use Presenter View** to automatically turn on when connected to a projector.

### *Slide Timings*

Slide changes are set up as manual by default. They advance by mouse click, keyboard buttons, the task bar or a connected Bluetooth device. This can changed to automatic with **Transitions > Timing** in the ribbon bar. **After:** set the overall period before a slide changes and **Duration:** is the length of a special effect transition.

If you choose to set automatic make sure to practice your slide timings out loud!

### *Loop*

The presentation can be set up to **Loop** endlessly. It will keep repeating until you press the Esc button. This feature is also helpful for unattended presentations at an event kiosk.

Select **Slide Show > Set Up Slide Show > Loop continuously until 'Esc' > OK**.

Visit the Slide Show tab for more advanced settings.

## Appendix – Common Keyboard Shortcuts

**Alt+F5** - Presenter view

**Ctrl+A** - Select all

**Ctrl+B** - Bold

**Ctrl+C** - Copy

**Ctrl+E** - Align center

**Ctrl+I** - Italic

**Cltr+L** - Align left

**Ctrl+M** - New slide

**Ctrl+N** - New template

**Ctrl+O** - Open

**Ctrl+S** - Save

**Ctrl+R** - Align right

**Ctrl+U** - Underline

**Ctrl+V** - Paste

**Ctrl+X** - Cut

**Ctrl+Y** - Redo/Repeat

**Ctrl+Z** - Undo

**F5** - Begin slide show from first slide

**F7** - Spell check

**Shift+F5** - Begin slide show from current slide