Lecture Notes on MS PowerPoint
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Microsoft Office PowerPoint

"PowerPoint" refers to Microsoft PowerPoint, a program that allows the user to design a presentation that consists of multiple slides. These slides may contain images, text, video clips, and related types of information. PowerPoint is useful for delivering a speech, because the user can utilize text on the screen to remind him or herself of the information to be conveyed to the audience or to summarize his/her dialogue into more manageable and "friendly" sizes, as well as to entertain or explain graphs, charts, and related data.

The PowerPoint Window

1. Title Bar - Displays the name of the application followed by the title of the presentation
2. Formatting Toolbar - Provides quick access to commands you need for formatting
3. Outline and Slides Tab - The slides tab gives you a thumbnail view of all the slides in the presentation and allows to rearrange their order; the outline tab adds textual content to the slides in an outline format
4. Slide Pane - Area where you build the slides for your presentation
5. View Buttons - Change the way you view the presentation; the Normal view (left button) is the default, the Slide Sorter view (center button) shows you only the thumbnails and is used to sort and rearrange the presentation, and the Run view (right button) runs the presentation from the current slide
6. Drawing Toolbar - Provides all the tools you need to draw and format objects
7. Notes Pane - Adds notes for yourself for each slide in your presentation
8. Task Pane (Windows version) - Varies based on what you are currently working on; when you first start PowerPoint, you see the New Presentation task pane; other possible tasks include Slide Layout, Slide Design, and Effects
9. Menu Bar - Includes all of the PowerPoint menu choices
10. Placeholders - Designate the space that will be filled with titles, text, or other objects such as graphics or charts
11. Application Close Button (Windows Version) - Exits PowerPoint
12. Presentation Close Button (Windows version) - Closes the current presentation

Create a New Presentation

- Using the AutoContent Wizard
1. If necessary, chose File > New to display the New Presentation pane
2. On the New Presentation pane, click on the AutoContent Wizard link

You will be walked through a series of questions about the presentation you are making, including a category for the type of information being presented and the method of delivery. The Wizard then applies a background and text as well as an outline of text you may use as a guide. This is the preferred method for creating a presentation in the least of amount of time.

- Using a Design Template
1. If necessary, choose File > New to display the New Presentation pane
2. On the New Presentation pane, click on the From Design Template link
3. The Slide Design pane will display on the right side of the screen with a variety of different templates to choose from
4. Select the design of your choice from the Slide Design pane
5. Click OK to begin working with the first slide in the Normal View
- Using a Blank Presentation
1. If necessary, chose File > New to display the New Presentation pane
2. On the New Presentation pane, click on the Blank Presentation link

This will open a new presentation with no template. You will provide the content, background, color scheme, text format, etc. This method gives you the most freedom, but also requires the most amount of time to complete.

Slide Show View

Use the Slide Show view to see the slide show on your computer screen one slide at a time, using the full screen, as you will when actually presenting the show. You can move the subsequent slides by either clicking your mouse button, clicking the [Page Up] and [Page Down] buttons, or by using the left and right arrow keys on your keyboard.

To view the Slide Show:

1. When you use the Slide Show view button, PowerPoint starts the show at the currently selected slide. So, go to the first slide in your presentation.
2. Click the Slide Show view button.
3. To move to the next slide, click the mouse button or push the right arrow key. At the end of the show, PowerPoint will display, "End of slide show, click to exit".
4. You can exit a slide show at any point by pressing the [Esc] key.
5. When you exit a slide show, PowerPoint returns to Normal view.

Slide Sorter View

In Slide Sorter view, you see the thumbnail representations of the slides comprising your slide show. This is a great way to see the whole presentation at once, in the order in which they will appear in the slide show. After you are finished creating and editing your presentation, you can come to Slide Sorter view to shuffle slides around, and copy, delete, or hide slides, until you've got it right. Slide Sorter view also allows you to set up special effects to the slides in the presentation.

Adding Transitions to a Slide Show

One way to add a nice touch of professionalism to a slide show is to add transitions to the slides. Transitions affect the way one slide goes to the next slide. Transitions add interest to your slide show, but care should be taken to be sure they do not become a distraction from the show itself. It is often best to choose one transition you like and use it for the entire slide show

Animating Text

Normally, when you have a slide with multiple bullets, PowerPoint will display all the text bullets at once when you go to that slide during a slide show. One nice effect, however, is having the different bullets appear as you speak about them, one at a time. This can be accomplished by using PowerPoint's animate text feature. Animation of text in PowerPoint refers to the manner in which individual text or other objects appear as they enter or exit a slide. Normally, all objects on a slide appear at the same time when you display the slide. However, you can have different objects appear and exit at different times under your control as the show proceeds. To add animation to text in a presentation:

1. In Normal view, select a line of bulleted text.
2. Choose Slide Show/Custom Animation to open the Custom Animation task pane.
3. Click the Add Effect button to display the drop-down list.
4. From the Entrance sub-menu, choose the animation effect of your choice. You can choose More Effects if the effect you want isn't listed. PowerPoint displays the animation effect in the list box on the Custom Animation task pane.
5. In the Modify section, set the direction and speed.
6. Close the Custom Animation task pane.

Kinds of animation effects

There are four different kinds of animation effects in PowerPoint 2010:

- Entrance effects. For example, you can make an object fade gradually into focus, fly onto the slide from an edge, or bounce into view.
- Exit effects. These effects include making an object fly off of the slide, disappear from view, or spiral off of the slide.
- Emphasis effects. Examples of these effects include making an object shrink or grow in size, change color, or spin on its center.
- Motion Paths (motion path: The path that a specified object or text will follow as part of an animation sequence for a slide.). You can use these effects to make an object move up or down, left or right, or in a star or circular pattern (among other effects).

Printing Slides, Speaker Notes, and Handouts

PowerPoint enables you to easily print handouts, slides, and your own speaker notes that you can reference while giving a presentation.

Handouts

You can use PowerPoint to create handouts of the slides in your presentation. You can decide how many slides you wish to appear on a page. Usually, it is best to have no more than 4 in order that they remain readable. You can choose layouts from the Print dialog box right before you print. PowerPoint automatically formats everything for you.

Master Slides

A master slide is one that is a part of every presentation that controls certain text characteristics such as font type, size, and color, as well as background color and style. Masters can affect all the slides in a presentation. There are masters that control the title slide, notes pages, and handout pages. When you apply a template to a presentation, you apply a new set of masters that control the presentation's look and format. There are four types of masters used in PowerPoint, as described below.

- Slide Master - The Slide Master is an element of the design template thatstores information about the template, such as font styles, placeholder sizes and locations, background design, and color schemes.
- Title Master - The Title Master is used to make changes to slides in your presentation that use a Title Slide layout. This enables you to give a title slide a different look from the rest of your presentation.
- Notes Master - The Notes Master is used to set the formatting for your notes pages. You can set headers, footers, and the Notes Body area.
- Handout Master - The Handout Master is used to set the formatting of your handouts pages. You can set headers, footers, and the size and positioning of the number of handouts per page.

Slide layouts

Slide layouts contain formatting, positioning, and placeholders for all of the content that appears on a slide. Placeholders are the containers in layouts that hold such content as text (including body text, bulleted lists, and titles), tables, charts, SmartArt graphics, movies, sounds, pictures, and clip art (clip art: A single piece of ready-made art, often appearing as a bitmap or a combination of drawn shapes.). And a layout contains the theme (colors (theme colors: A set of colors that is used in a file. Theme colors, theme fonts, and theme effects compose a theme.), fonts (theme fonts: A set of major and minor fonts that is applied to a file. Theme fonts, theme colors, and theme effects compose a theme.), effects (theme effects: A set of visual attributes that is applied to elements in a file. Theme effects, theme colors, and theme fonts compose a theme.), and the background) of a slide as well.

Tips for Effective Slide Shows

Here are a few tips that will help your PowerPoint slide shows look professional and promote effective visual clues to help you get your points across:

1. Limit animation.

2. Stay with one slide transition.
3. Use sans-serif fonts.
4. No tiny font sizes; remember the folks in the back row.
5. Keep your slides simple and uncluttered
6. If you are presenting in a light room, use a light slide background.
7. If you are presenting in a dark room, use a dark slide background.
8. Make sure to use high-contrast text and slide backgrounds.

Explanations

- AutoContent Wizard - A wizard that produces a presentation with a general structure and suggested topics based on options you choose regarding the presentation output.
- AutoCorrect - Corrects capitalization, grammar, and spelling errors automatically as you type.
- AutoShapes - Ready-made shapes you can draw on the slides in your presentation by choosing a shape from the AutoShapes drop-down menu.
- Clip Art - Professionally designed images that you can add to documents. You can change the size, appearance, and location of clip art after it has been inserted into a document.
- Design Template - The background, fonts, bullets, formatting, and color scheme that you can apply to define the look of your presentation.
- Normal View - The view you use to create and edit your presentation. It consists of three working areas: the Outline and Slides tabs, the Slide pane, and the Notes pane
- Notes Pane - In Normal view, the Notes Pane is used to create notes for each slide in your presentation.
- Outline and Slides Tabs - One of the panes in Normal view, you use the Outline and Slides tabs to toggle between an outline of the text in your presentation and a thumbnail view of each slide.
- Presentation - An interaction between a speaker and an audience. A presentation usually includes one or more visual aids: in the case of PowerPoint, these are slides.
- Sizing Handles - Small circles or squares that appear along the border of a selected slide or object.
- Slide Pane - In Normal view, the area in the center of the application window where you create and format your slide content. It displays the current slide.
- Slide Sorter View - All slides in the presentation are displayed at once on the screen. In this view, you can rearrange, copy, and delete slides.
- Task Pane - Provides quick access to commands related to your current task.
- Transition Effects - In a slide show, a transition determines how the display changes as you move from one slide to the next.
- WordArt - A tool you can use to create unique text effects. Text objects you create with read-made effects to which you can apply additional formatting options.