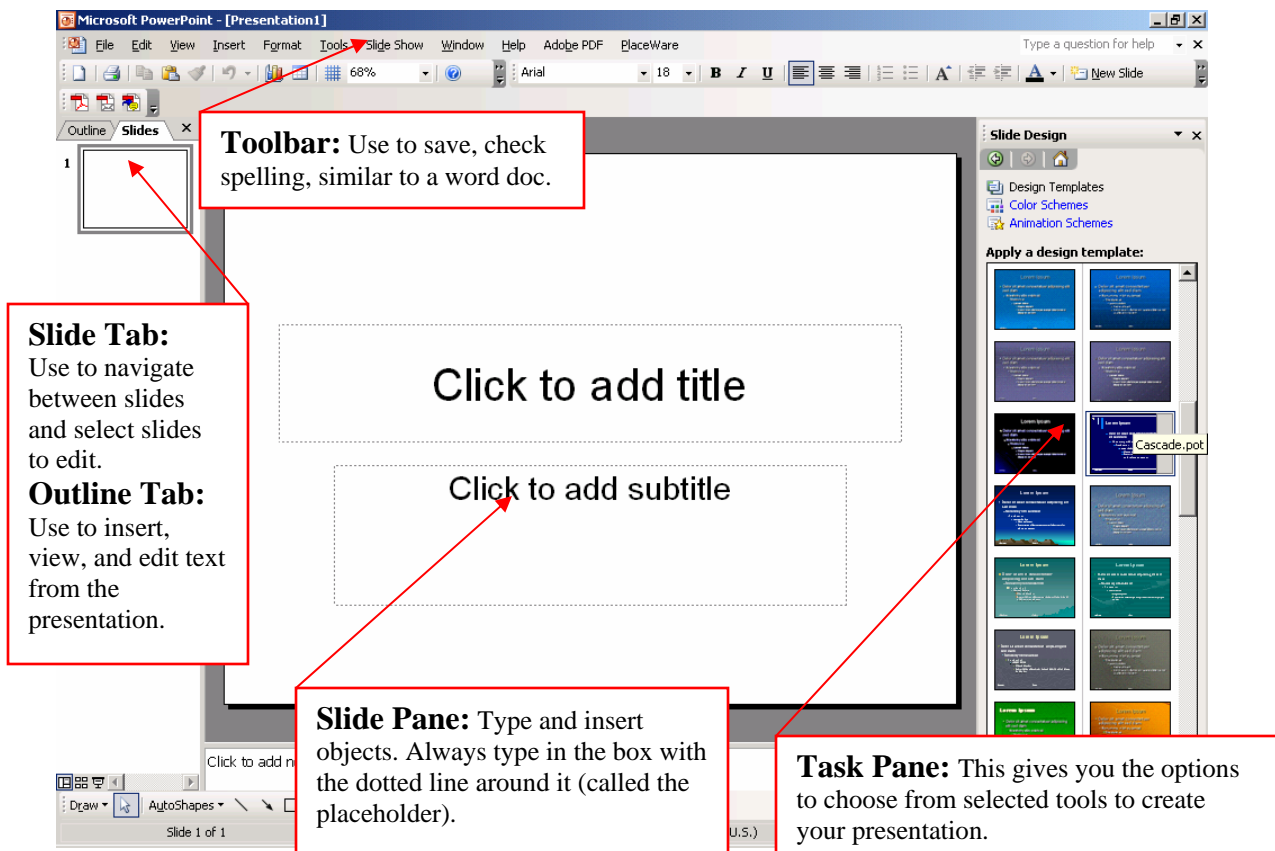


PowerPoint™ Tutorial

PowerPoint™ is an exciting tool that assists in effectively presenting a summation of important ideas to an audience. PowerPoint™ can often be intimidating to one who has never used the program. In reality, PowerPoint™ can be as simple or involved as the creator's imagination, but at its foundation PowerPoint™ is nothing more than giving life to an outline. In academic and professional levels a simple and clear PowerPoint™ presentation is most effective.

This tutorial will walk through the basic steps of creating a simple PowerPoint™ presentation. Then, it will show you where to find information on advanced PowerPoint™ tools. Finally, at the end of the tutorial, there will be a list of important keys to remember to make your PowerPoint™ effective.

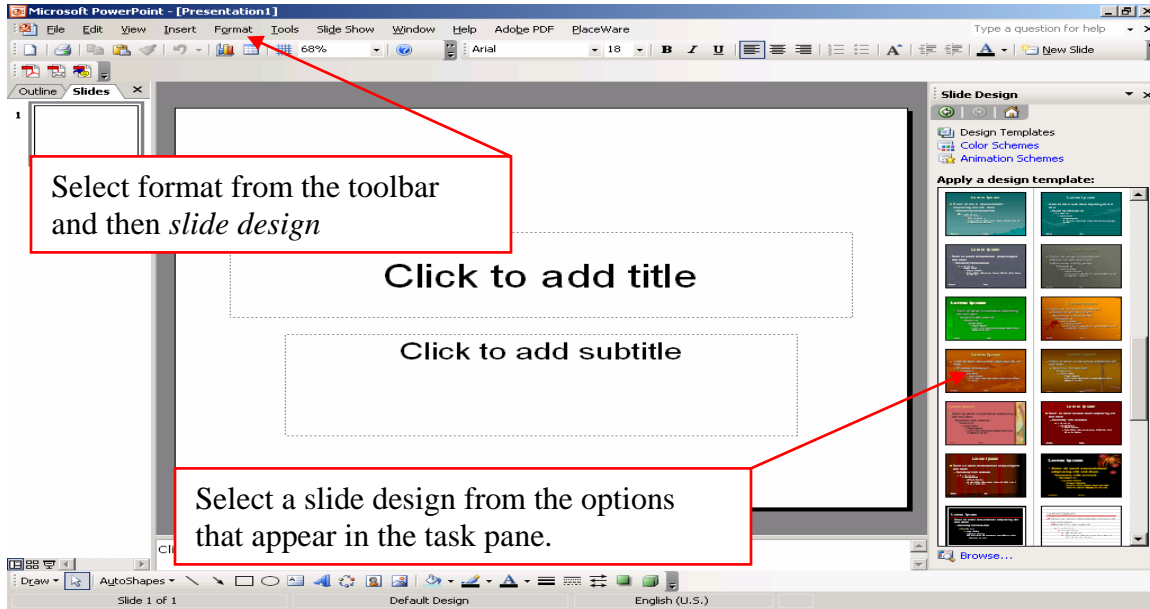
Before you start, here are some terms to familiarize yourself with the tools used in PowerPoint™.



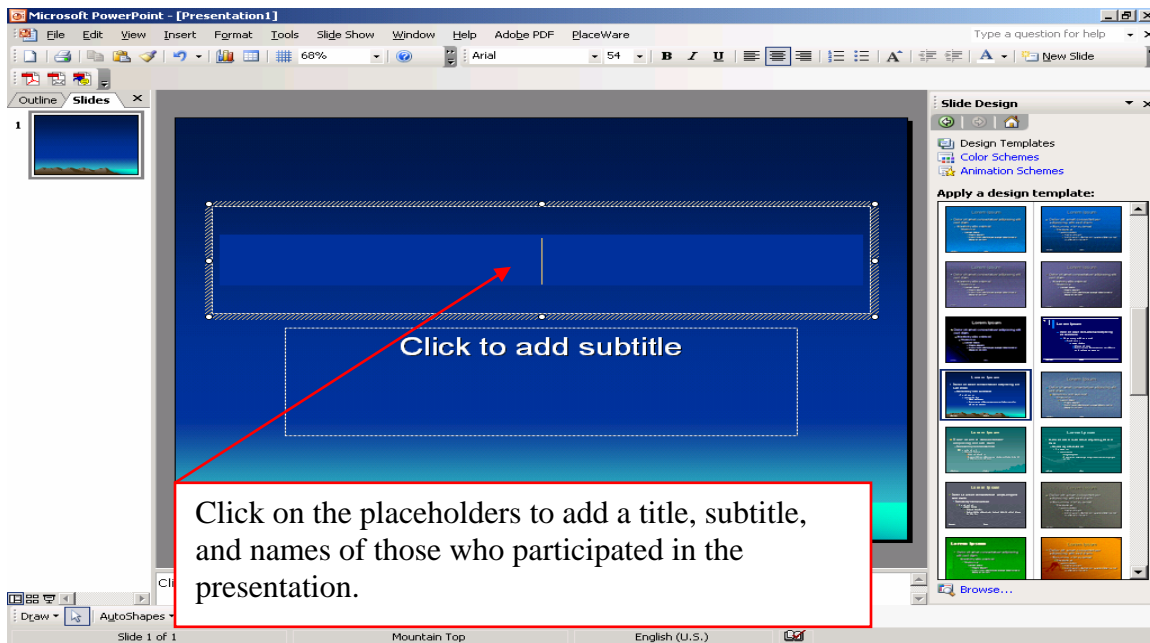
Now that you have reviewed the terms, you are ready to use the tools to create a PowerPoint™ presentation!

Basic Effective PowerPoint™ Tools

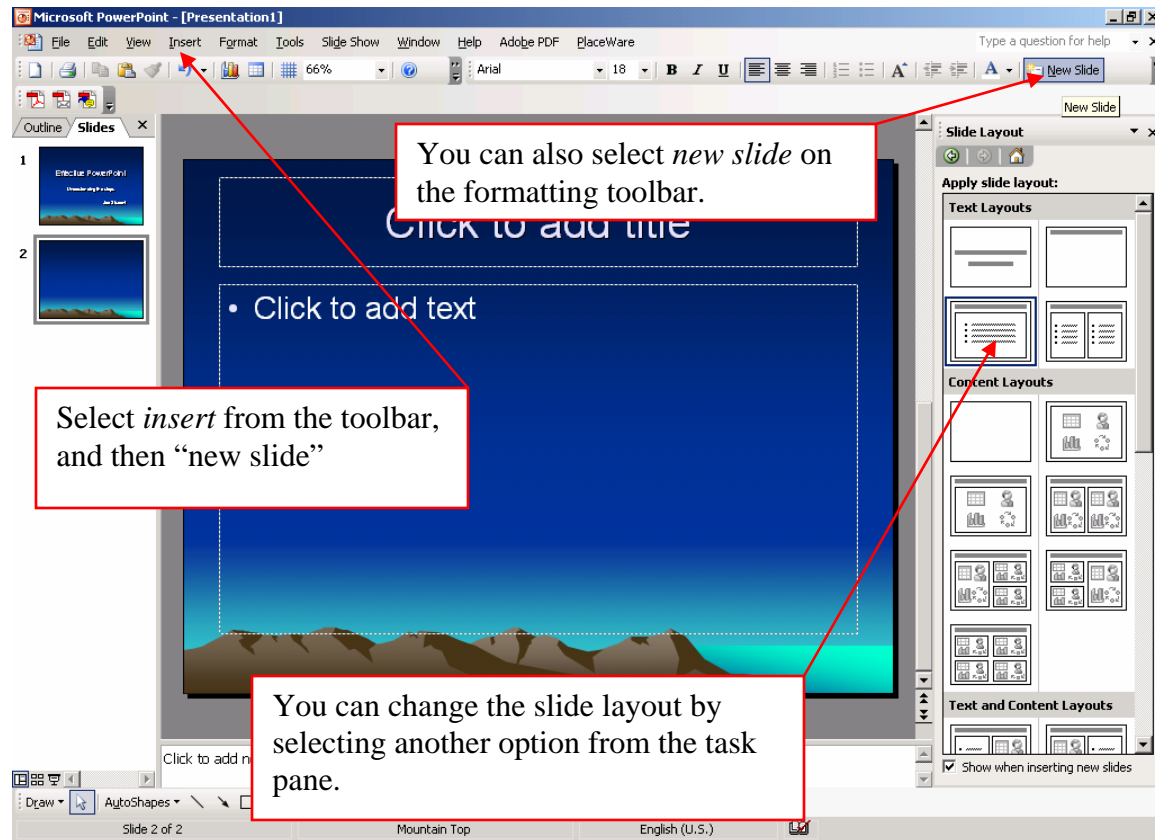
1. When you first open PowerPoint™, a new presentation will open. The default slide design is a white background with black lettering.
2. To choose a new design background click on *format* from the toolbar, and then select *slide design*. Then simply click on the desired design.



3. Once you have selected the slide design, click in the placeholders to add the title and subtitle of the presentation. If the PowerPoint™ is used to supplement a paper, then use the title of the paper. If your paper does not have a subtitle, then you can include the names of those who participated in the presentation.



4. Now that the title slide is complete you are ready to create the next slide. To create a new slide, click on the *insert* tab from the toolbar and then select *new slide*. You can also click on the *new slide* tab located on the right side of the formatting toolbar.



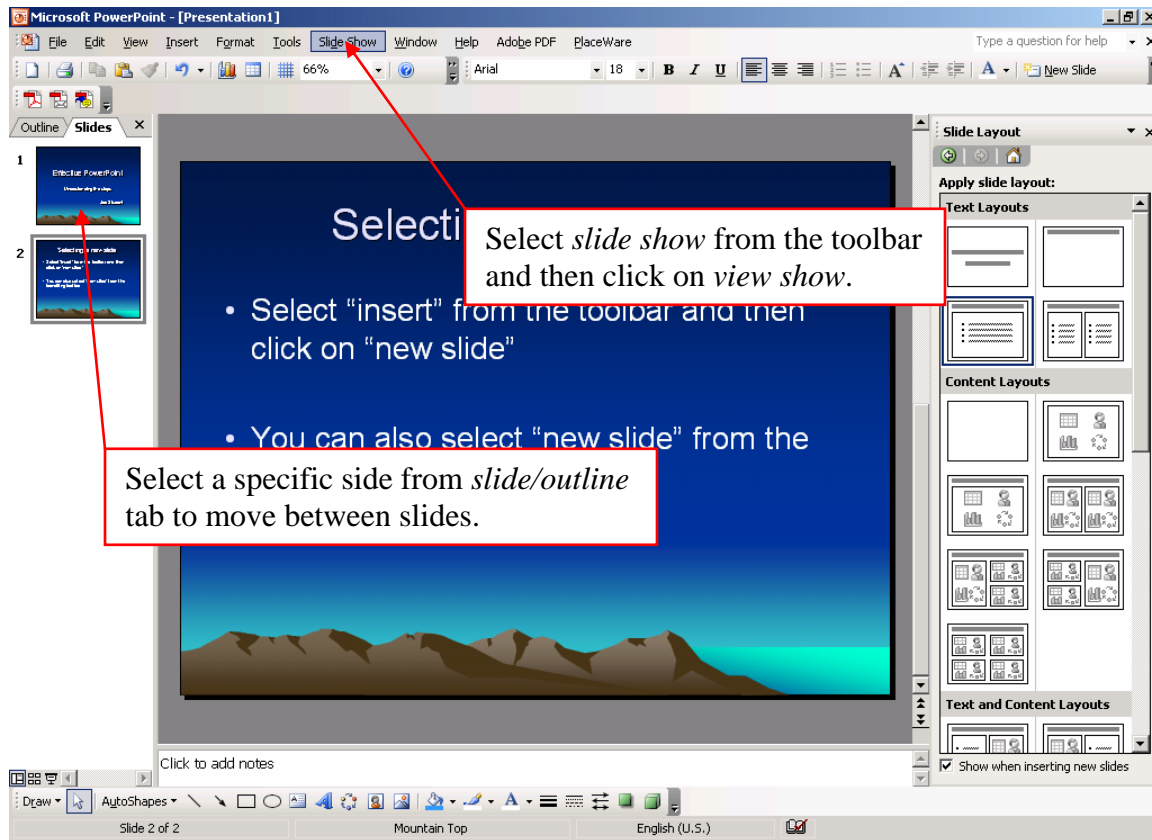
5. The new slide that appears is the default layout. This has a title placeholder and a text placeholder. Notice that different slide layout options automatically appear in the task pane. To choose a different layout, simply click on one of the choices.

6. Continue this process until you have completed your presentation.

7. If you need to delete a slide select *edit* from the toolbar and then select *delete slide*. You can also move the mouse cursor over the slide you want to delete in the *slide/outline* tab. Then right click on the slide, and select *delete slide*.

8. During the creation of the presentation, you can go back and forth between slides by clicking on the slide you want to view in the *slide/outline* tab.

9. To view a slide show of your presentation, select *slide show* from the toolbar, and then select *view show*. To move between sides, click the mouse anywhere on the screen.



These are the basic steps to completing an effective PowerPoint™ presentation. There are other tools that can be used such as, inserting pictures (pictures from the internet often have copy right restrictions), transitions between slides, and music. However, music and sound effects are not generally acceptable for academic PowerPoint™ presentations.

Advanced PowerPoint™ Tools

To learn more about these individual PowerPoint™ tools logon to the student webpage and then select the *help* icon from upper right hand corner of the screen.

This takes you to the customer support online knowledgebase. Once you are there, select the folder on the left side of the navigation window titled *Software use and troubleshooting*.

Then click on the *Microsoft Office* subfolder, and finally *PowerPoint™*. You can then select the appropriate article.

University of Phoenix Student Portal - Microsoft Internet Explorer provided by Apollo Group, Inc.

Customer Support Online Knowledgebase

Category : PowerPoint

#	Article	Modified
4457	Decreasing the Size of Pictures in Microsoft PowerPoint Presentations (2.3 kb) Knowledge Base : Software Use & Troubleshooting	12/5/2005
1526	Adding a Bulleted List to a Slide in Microsoft PowerPoint (2.4 kb) Knowledge Base : Software Use & Troubleshooting	10/12/2005
1452	Adding a Slide from PowerPoint (2.2 kb) Knowledge Base : Software Use & Troubleshooting	10/12/2005
1736	Adding New Slides to a PowerPoint Presentation (2.1 kb) Knowledge Base : Software Use & Troubleshooting	10/12/2005
1240	Apply a Slide Layout to a PowerPoint Slide (2.1 kb) Knowledge Base : Software Use & Troubleshooting	10/12/2005
1454	Applying a Design Template to a PowerPoint Presentation (2.1 kb) Knowledge Base : Software Use & Troubleshooting	10/12/2005
1530	Applying a Slide Layout to a PowerPoint Slide (2.1 kb) Knowledge Base : Software Use & Troubleshooting	10/12/2005
1252	Change the State of Automatic Layout in Microsoft PowerPoint (2.1 kb) Knowledge Base : Software Use & Troubleshooting	10/12/2005
1248	Convert a Microsoft PowerPoint Presentation to Rich Text (2 kb) Knowledge Base : Software Use & Troubleshooting	10/12/2005
1251	Convert an Older Presentation to Microsoft PowerPoint 2003 (2.4 kb) Knowledge Base : Software Use & Troubleshooting	10/12/2005
1243	Create a Presentation in Microsoft PowerPoint (3.1 kb) Knowledge Base : Software Use & Troubleshooting	10/12/2005

Select *software use and troubleshooting*

Select *Microsoft Office*

Select *PowerPoint™* to view the instructional articles on using more PowerPoint tools

Keys to effective PowerPoint™ Presentations

- ✓ Use no more than six words per line
- ✓ Use no more than six lines per slide
- ✓ Use no more than one topic per slide
- ✓ Use clear simple fonts, such as Arial, as they are easier to read
- ✓ Use light colored font on dark backgrounds, or dark colored fonts on light backgrounds
- ✓ Insert a slide with a chart or graph to break up reading slides
- ✓ When considering Clipart, use quality images or none at all
- ✓ Remember copyright laws when taking an image from the internet

Good luck and have fun creating your next PowerPoint™ presentation!