

Microsoft PowerPoint is a fantastic tool for creating electronic presentations, slides, handouts, and more. PowerPoint presentations are portable, can be easily edited even moments before use, and can include many “multimedia” options such as images, charts, video, and sound.



Creating from the “Wizard”

To get an easy introduction to PowerPoint let the AutoContent Wizard create a quick presentation document. For future use, you can use the AutoContent Wizard to create a general feel and outline for a presentation.

- Start PowerPoint.
- In the window that appears select the AutoContent Wizard and click on OK.
- When the wizard window appears click on Next.
- From the list of preset presentations select Facilitate a Meeting and click on Next.
- Click on Next two more times.
- Enter “My First Presentation” for title.
- Enter your name.
- Enter “George Fox University” in Additional Information. Click on Next.
- Click on Finish.

You now have a very basic (though professional looking) presentation document.



Viewing a PowerPoint document

Views. PowerPoint has five viewing modes. The buttons to select these modes are at the bottom left of the screen. The modes are:



- One slide: Use this view to work on one slide at a time. The slide can be viewed at full size while you are editing. This is the best view for adding multimedia material to a slide.
- Outline: This is a text-only view of the headings and subheadings on your slides. This is the best view for entering text on multiple slides, and for outlining a presentation from scratch.
- Multiple slides: Use this view to work on multiple slides at once, though in “thumbnail” size. This is the best view for quickly previewing the presentation, and for applying effects to multiple slides.
- One slide with speaker’s notes: You can enter notes on each slide that will not be displayed, but which you can print and use to help you when you are giving the presentation.
- Presentation: This is the view used when actually giving or practicing the presentation.

When presenting. Select the first slide and start the presentation mode on the current document. The first slide should appear and be taking up the entire screen.

- There are four ways to advance to the next slide: click the mouse, press the right arrow key, press the down arrow key, or press Page Down.
- There are three ways to back up one slide: press the left arrow key, press the up arrow key, or press Page Up.
- To end the presentation at any point hit escape.



Editing a presentation

Text. In either outline or single slide view you can add, edit, move, or delete text as needed. Hitting return will move to the next point or subpoint. You can press Tab to indent one (i.e. start a sub-point list). Pressing Shift-Tab at a bullet will move the point up one level (i.e. a sub-point becomes a main point, and a main point becomes a new slide).

Adding a new slide. In outline mode a new slide can be inserted by pressing return above the point where wanted, and perhaps pressing shift-tab until a new slide number appears.

For a slightly more powerful option from either outline or single slide view go to the Insert menu and select New Slide. You will be given a menu of slide formats, from plain text to slides with charts, images, or graphs.

Multimedia. Some preset slides have a space reserved for multimedia objects (images, charts, etc.). Double-click as indicated to begin filling the space. From single slide view you can also use the Insert menu to add pictures, charts, movies, etc. to any slide.

Once a multimedia object has been added you can drag it to almost any place on the slide. You can also use the “handles” to resize the object if needed.

Rearranging the order of slides. From outline or multiple slide view you can select whole slides and either drag or cut-and-paste them to a new location.

Transitions. PowerPoint offers a number of ways to transition from one slide to the next. You can apply a transition to an entire document, or to one or more slides within a document. Select the slide(s) and go to the Slide Show menu and select Slide Transition. The window will guide you through the options available as well as give a quick demo of the transition.



Slide Master

From the View menu chose Master, then Slide Master. This is the template used for all slides in the current document. You can control the background, color scheme, font, and so on. Also available are a footer area, slide numbering, and date/time options.