



THE BASICS OF CREATING A POWERPOINT PRESENTATION



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Hooray for PowerPoint!

- Microsoft PowerPoint software is used to present information to groups of people. Think of it as modern version of the slide show, except you can do the following:
 - Visually share text, charts, graphs
 - Display photos with captions
 - Play digital video
 - Link to websites
 - Incorporate audio such as music
 - Transport it easily
 - Quickly make changes to content and slide order

The Office Ribbon & Its Tabs

- Home Tab for new slides, fonts, etc
- Insert Tab for clip art, photos, charts, sound, movies
- Design Tab for changes to appearance
- Animations Tab for transitions and timer
- Slide Show to review your presentation
- Review Tab for spelling, grammar, thesaurus
- View Tab for viewing and printing options
- Acrobat Tab to save as PDF (may not come standard)
- Format Tab for more design functions

Getting Started – The Slide Master

- For your own sanity, create a Slide Master in the View Ribbon
 - Apply a template to all slides
 - Saves time and reduces clicking within the ribbon
 - Easily and instantly make changes to all slides
 - Example: change all fonts to purple Arial
 - Changes to individual slides still allowed



Showing Off Your Photos

Simply create a digital Photo Album of your loved ones or your travels. Include captions to help tell your story.

Adding digital videos & hyperlinks

- Insert a Movie saved on your computer
 - ▣ Most new camcorders record digitally on memory cards
- Hyperlink to videos on YouTube and other websites
 - ▣ Hyperlink to any website with or without video
 - Insert a Hyperlink, click the link to open a second window

Playing Your Slide Show

- Change slide show view on the bottom bar
- Hidden buttons assist you in slide show mode:
 - ▣ An arrow to go back
 - ▣ An arrow to go ahead (or just click on the screen)
 - ▣ A highlighter to “write” on slides
 - ▣ Notes
 - ▣ Buttons found in lower left corner

Saving & Transporting Your Presentation

- Where to Save Your Presentation
 - ▣ Save it on a flash drive/memory stick
 - ▣ Burn it to a CD or DVD
 - ▣ Memory Card (like those found in digital cameras)

- Advice
 - ▣ Bring a back-up copy
 - ▣ When in doubt - call first

- Other Back-up Solutions
 - ▣ Email it to yourself or the facility in advance
 - ▣ Bring a printed copy



Flash Drive

Printing Your Presentation

- Print in color or grayscale
- Print one or multiple slides per page for handouts
- Print an outline to refer to during the presentation



Another Resource

- ed2go online classes
 - Choose Power Point 2010 or 2007
 - Hands-on practical experience
 - Self-paced, 6-week courses starting monthly
 - \$99
 - www.ed2go.com/stevenspt