

# **Introduction to Microsoft PowerPoint**



Create, view, and present slideshows

Illustrate information using:



**PICTURES**



**VIDEO**



**TEXT**



**SHAPES**



**GRAPHS**



**CHARTS**



**ANIMATION**



## **WHAT IS POWERPOINT?**

PowerPoint is primarily a presentation tool, used to add a visual aid to spoken lectures. There are many features of PowerPoint that make it an incredibly versatile tool, so people have started using it for other applications: e.g. storyboarding, writing children's books, making family trees, creating flyers.

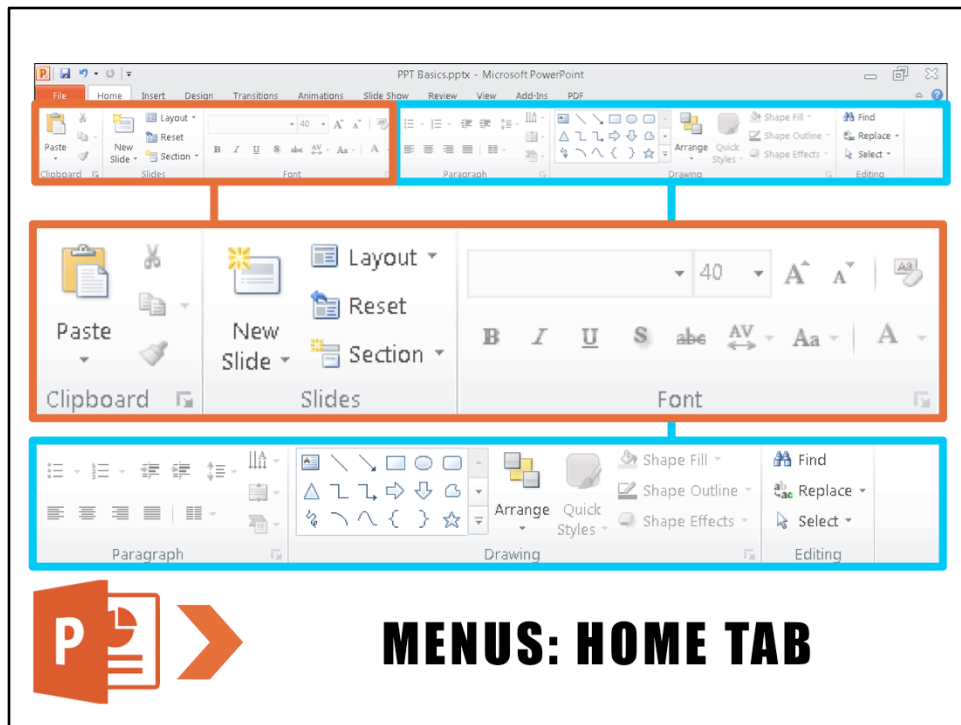
# **TEMPLATES**

# **THEMES**

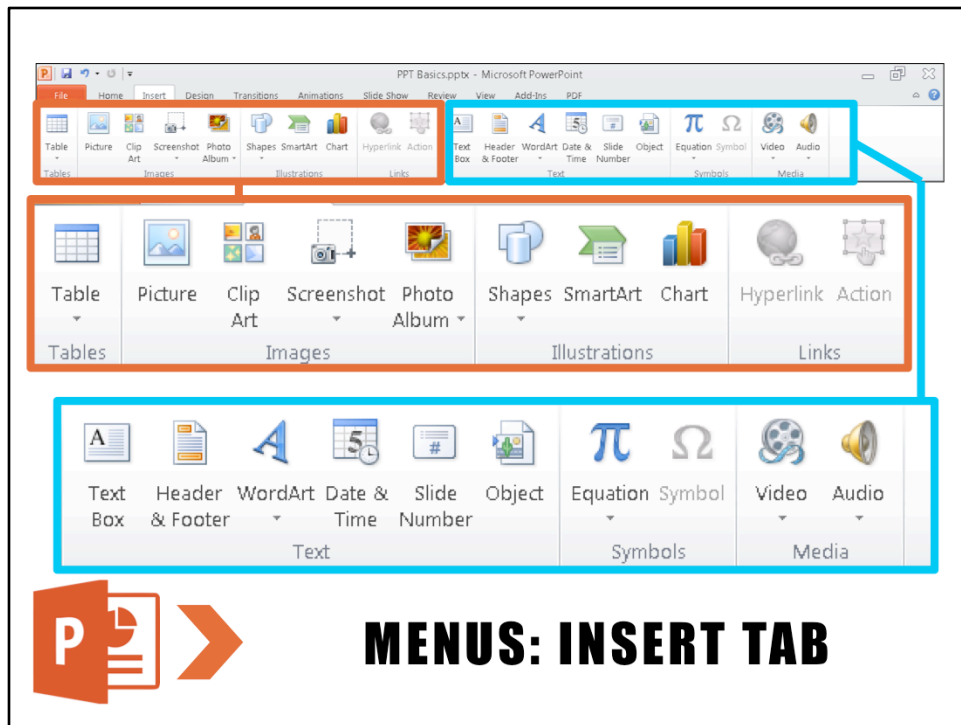


## **FEATURES**

The most popular design feature in PowerPoint are the pre-made template that help keep your PowerPoint presentation looking professional. While you can use any of these themes right “out of the box”, is possible to customize these themes to your own taste, or make up your own theme from scratch.



The home tab has the items that you will use most often when creating a PowerPoint presentation. You will come here to adjust your font, make new slides, adjust the layout of your slides and quickly insert shapes.



The “Insert” tab contains the fun, visual options that PowerPoint has to offer:

Picture = insert a picture from your computer

Clip Art = choose a picture from Microsoft.com

Screenshot = take a picture of whatever is on your screen

Photo Album = create a slideshow from pictures on your computer

Shapes = Insert a variety of shapes (which may also serve as text boxes)

Smart Art = Pre-made clusters of shapes that contain information useful for making things like flow charts, hierarchies; charts that do not use number data

Chart = insert charts and graphs that express numerical information/number data

Hyperlink = link to a website on the internet

Action = attach an animation to an object (see “Animation tab” for more)

Text Box = holds words on the PowerPoint slide

Header & Footer = add text at the top and/or bottom of every slide

Word Art = insert some fancy text

Date & Time = insert the current date and time

Slide Number = add page numbers to your slide

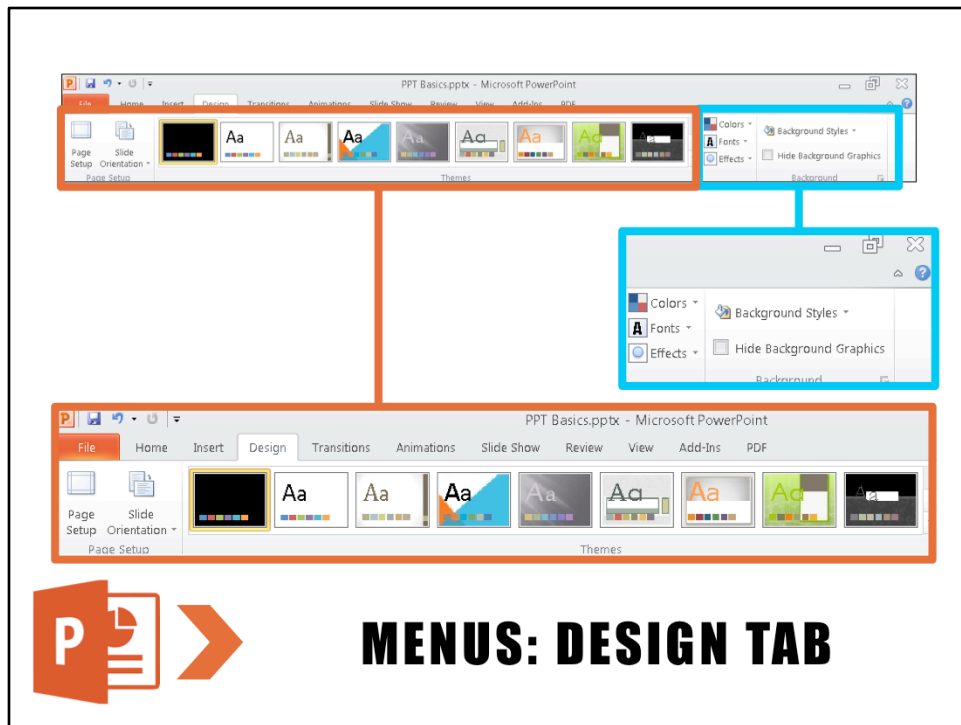
Object = include an object such as a different file in your presentation

Equation = insert a mathematical equation into your slide

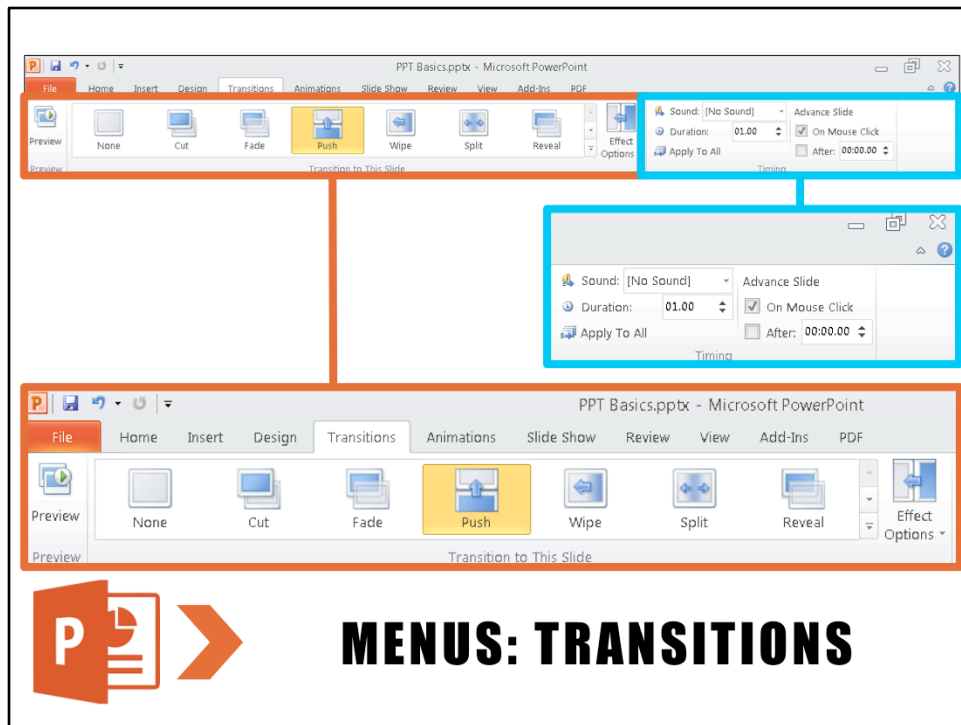
Symbol = insert a non-standard character into your slide

Video = Embed video footage into your presentation

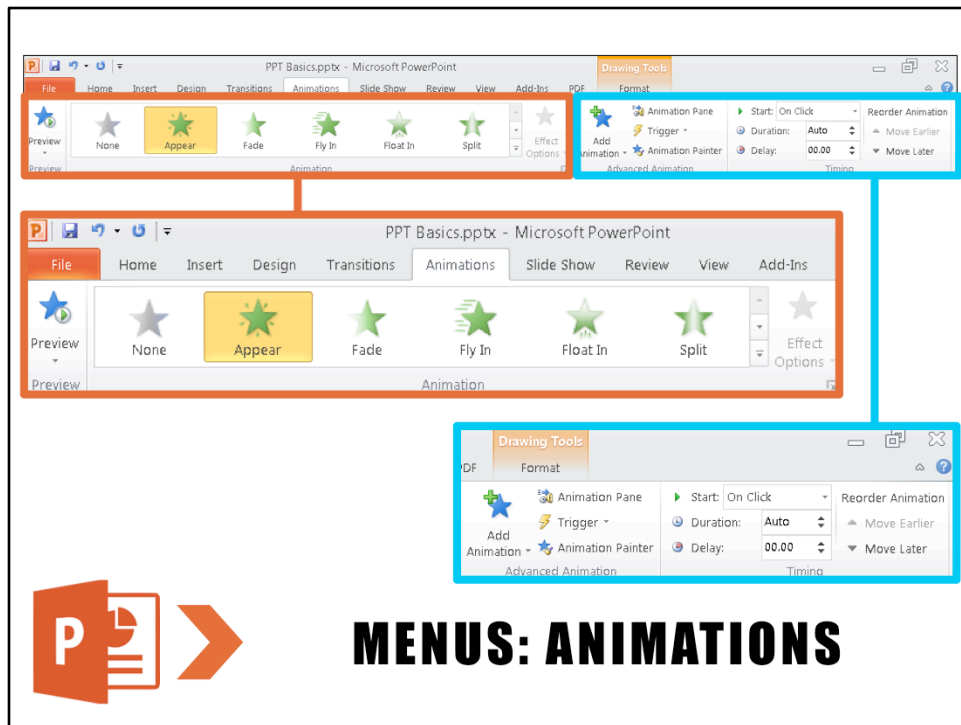
Audio = Embed audio into your presentation



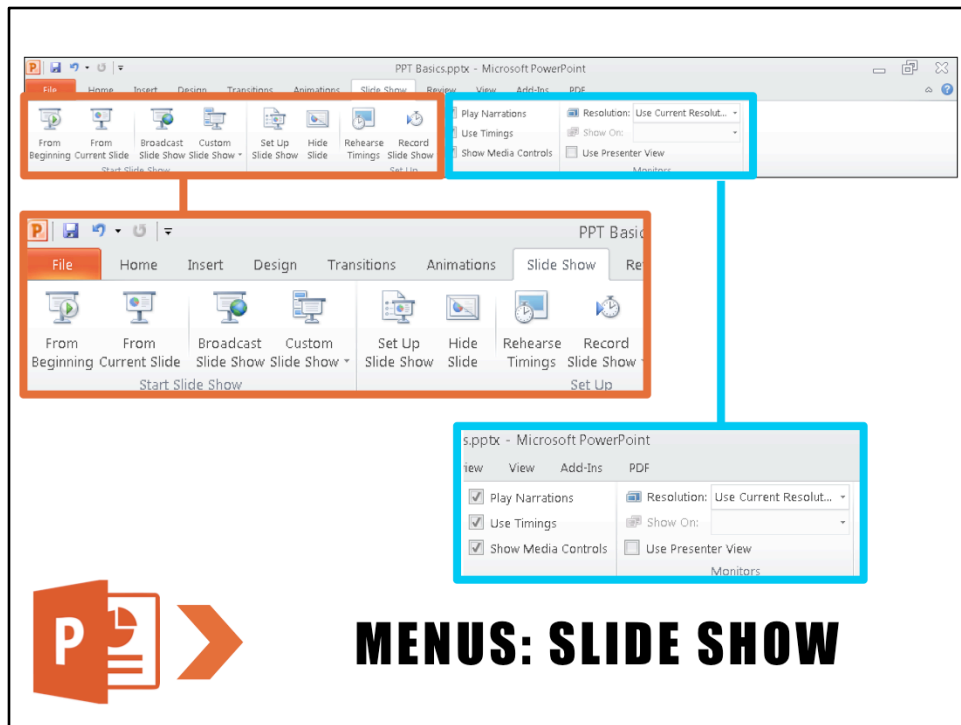
This tab contains all of the pre-designed themes that help structure your PowerPoint presentation. You can customize the font and colors as well as change the background of the slide.



This menu helps you edit the animations that you see when you shift from slide to slide in a presentation. Sounds are also an option here.

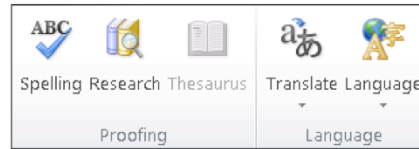


Add movement to objects within each slide. Highly customizable with a variety of different movements. Helps to give emphasis to different elements on the page.

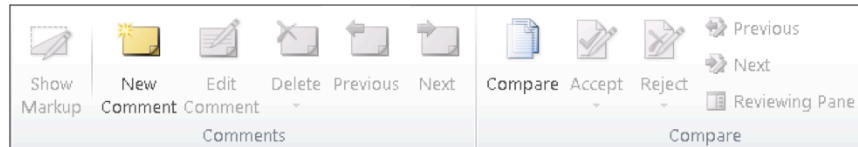


Slide Show is where you go when your presentation is ready to show to other people. You can rehearse your presentation and set various timing settings here. E.g. you can make the presentation run in a certain amount of time without stopping.

## Spell Check

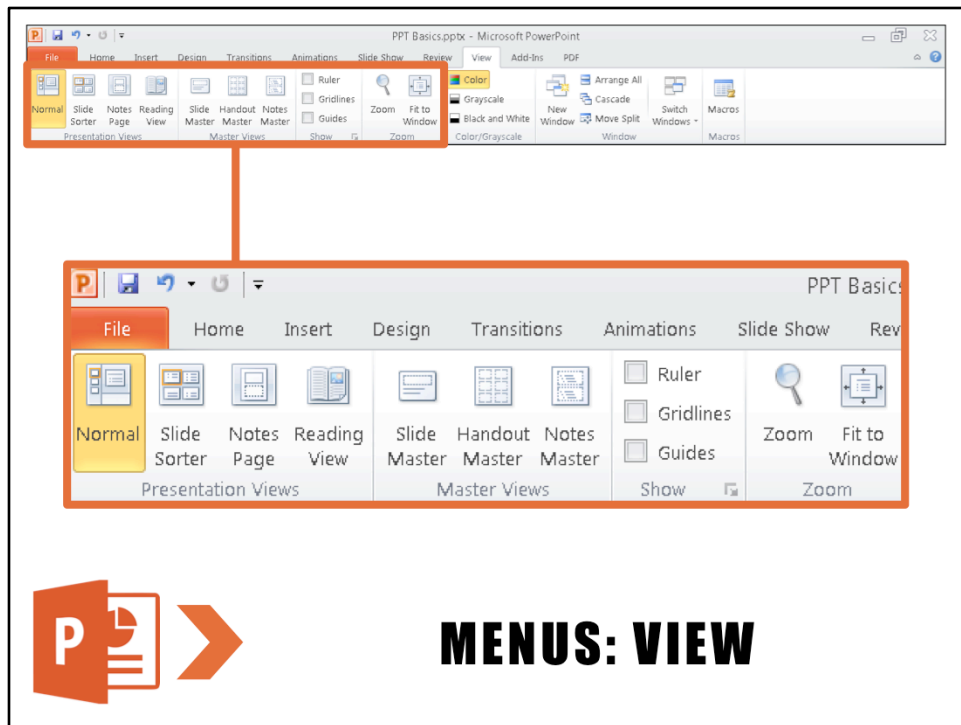


## Commenting & Collaboration



## MENUS: REVIEW

These are editing and collaboration tools you can use if you're developing a presentation along with someone else. Also, never forget to check your spelling in your presentation!



Use this tab to create a “handout” version of your finished presentation. You can include notes like these!

- > Consistency
- > Bigger & Lighter = More Important
- > Less is More
- > Complement instead of mirror
- > Think visual & high contrast



## **ELEMENTS OF DESIGN**

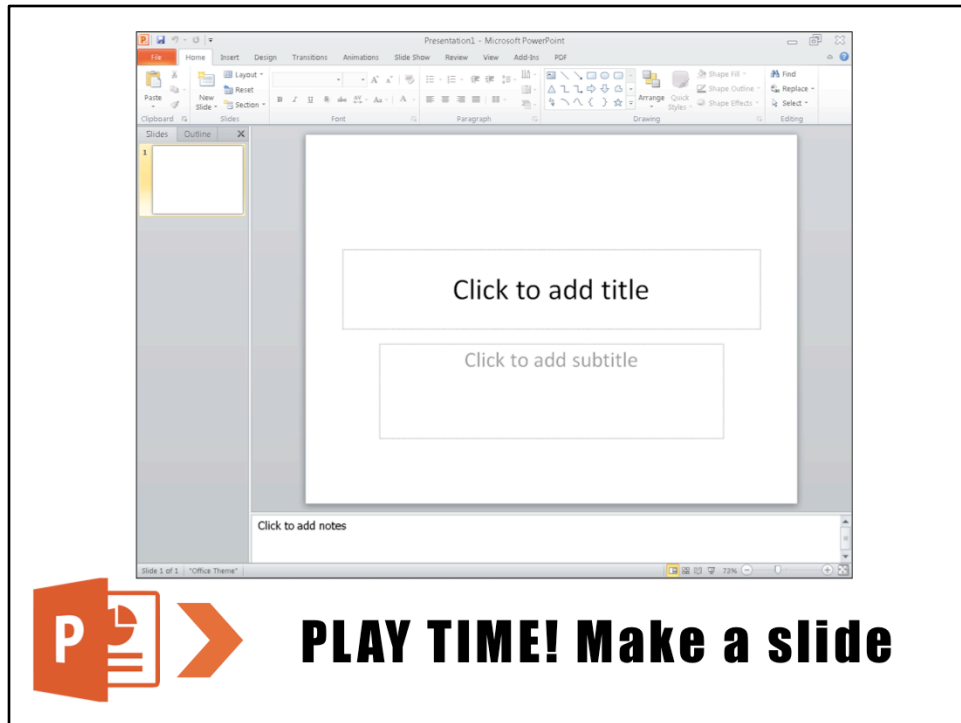
A great PowerPoint enhances a lecture or other oral presentation VISUALLY. Visual communication can complement spoken word to deliver your message two different ways, thereby reinforcing it. Always remember that bigger things on your page will attract the most attention, so make those things the most important part of your slide. The less that is on each PowerPoint slide, the more of it people will remember

Can you remember one thing about this page?  
Consistency; Bigger & Lighter = More Important;  
Less is More Complement instead of mirror; Think  
visual & high contrast. This is an example of too  
much text on a PowerPoint slide. No one will  
remember the content on this slide, even if the  
content is as good as Shakespeare. I have actually  
had lecture slides that look like this. I never  
remembered anything my professor wanted me to  
learn from this kind of PowerPoint



**BAD DESIGN**

An example of what you don't want to see in a PowerPoint presentation. A slide that is an exact duplicate of your oral presentation can actually be distracting to the listener as they try to make sure that you say everything on the slide. Also a slide with too much crowded onto it will leave as much of an impression as a slide with no information. Complement your message; do not mirror; do not overload.



Practice making your own presentation!