HOW TO CREATE A POWERPOINT PRESENTATION
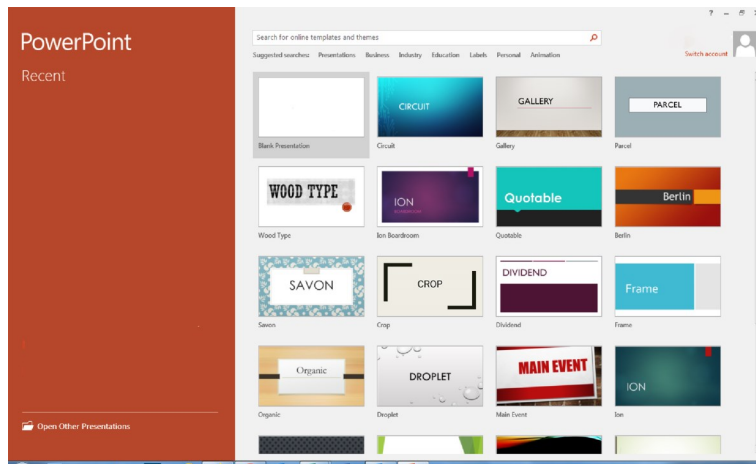
CONTENTS

Nov. 3, 2017

HOW TO CREATE A POWERPOINT PRESENTATION

Open Microsoft PowerPoint program (click start menu, all programs, then PowerPoint).

This is the screen that appears when you first open up PowerPoint:

You can start with a blank presentation or choose one of the templates from the samples provided.

If you use a template, click on the template name and a window will pop up with different color choices.

Click on one of the designs to see a larger preview. Once you decide on your design and color, click on the CREATE button.
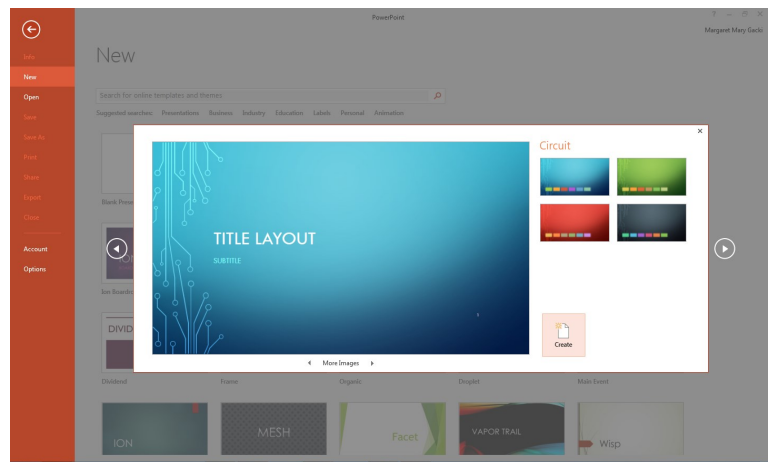

After the above steps, if you click on "Click to add title" and "Click to add subtitle" boxes, you can add the title and subtitle if desired.

After completing the title slide, click on the "New Slide" button in the "Home" tab up top. If you click the little arrow in the lower right of the New Slide button, you can see various layout options for the new slide(s). Continue adding as many slides as you need.

You can choose a layout from the new slide option or create a blank slide and add your own text and/or photos.
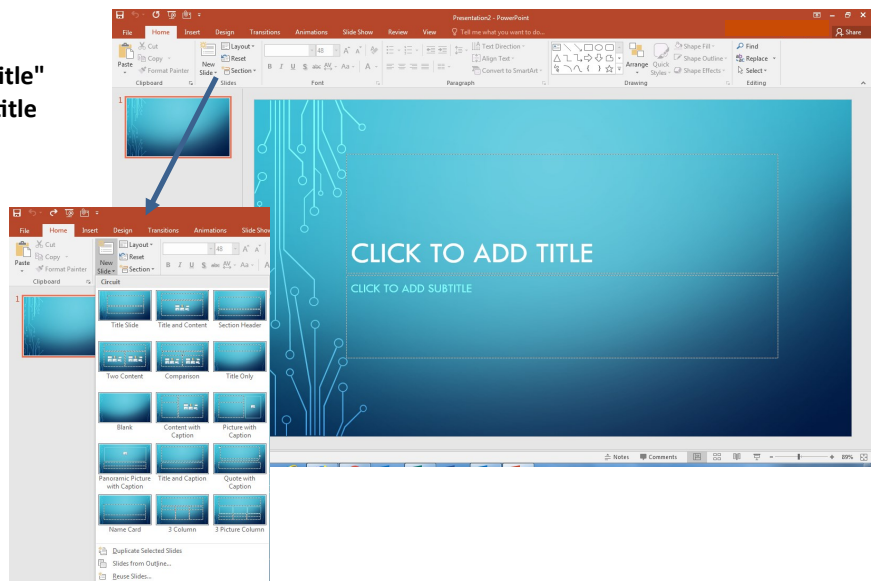
If you choose blank slides and want to add text or clipart/photos, click on the "Insert" tab at the top and select the option that you want. Besides text and clipart, you can add charts, graphs, audio and more. The options are across the top.
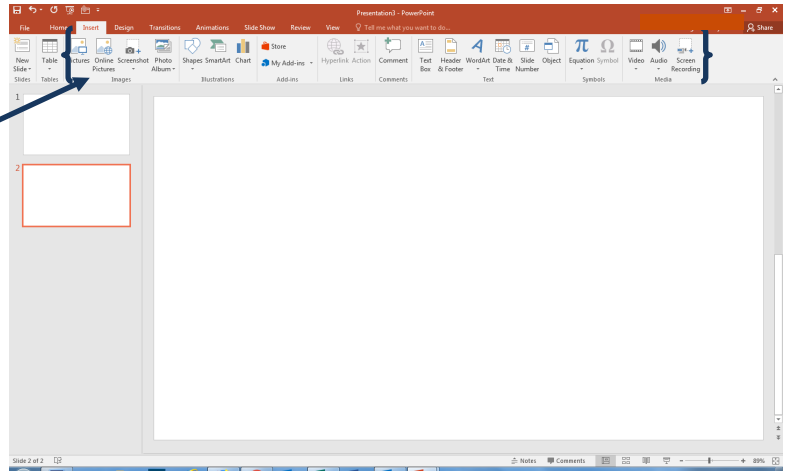

If you need to add a video, click on the "Insert" tab up top and then click the "video" button. Choose either "Online Video" or "Video on My PC."
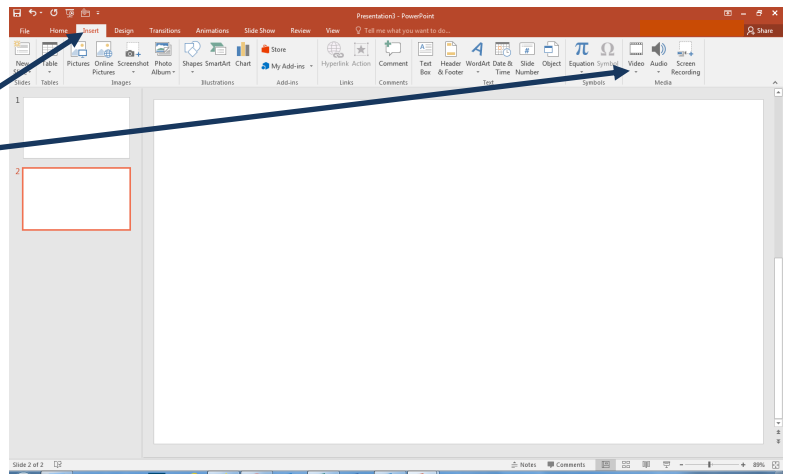

If you select "Online Video" an "Insert Video" dialog box will open. To insert a YouTube video, click on the "Share" button under the video on the YouTube page. A URL will appear. Click on the "Copy" button to copy the URL and paste it in the Insert Video dialog box next to YouTube. (Right click, then Paste.) Click the search icon on right of URL and a thumbnail image of the video appears. Click on the thumbnail you want and click the insert button.


Click to search

Select thumbnail   then click
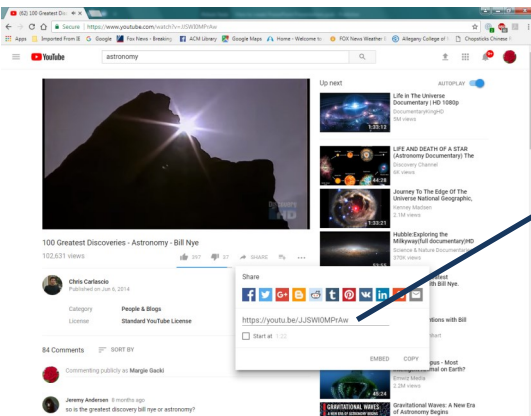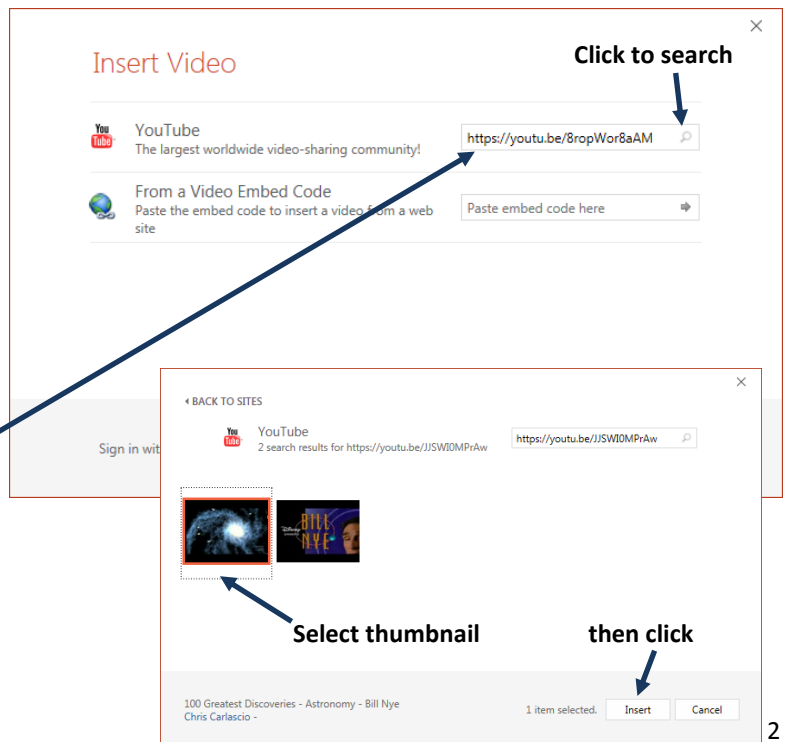
If you want to add a video from your computer or thumb drive, go to the "Insert" tab, then click on "Video" and choose "Video on My PC" to open up the "Insert Video" dialog box. Locate the video on your computer or thumb drive, click on the file name, then click the "Insert" button to insert the video into your presentation.
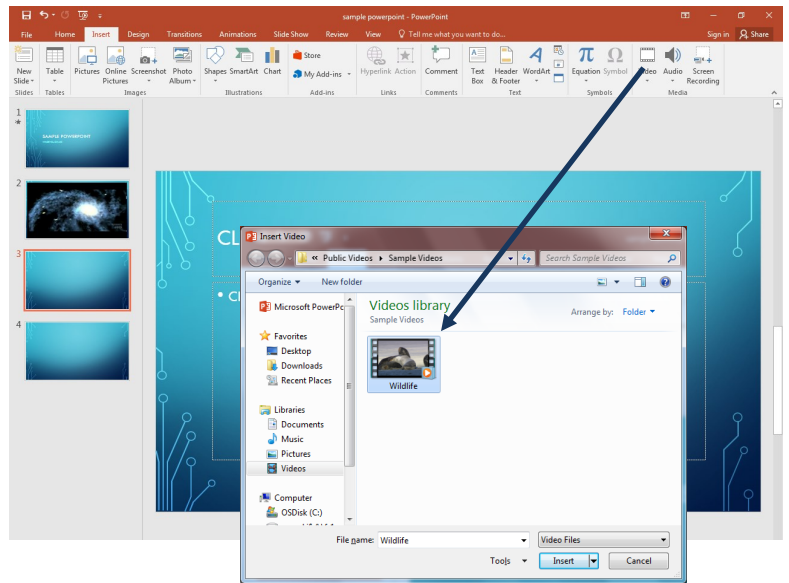
For some videos, you can automatically set them to play full screen. Double-click the video to open up the "Video Tools" toolbar. Select the "Playback" tab and then click on the box next to "Play Full Screen". You can also experiment with the other settings on the toolbar.
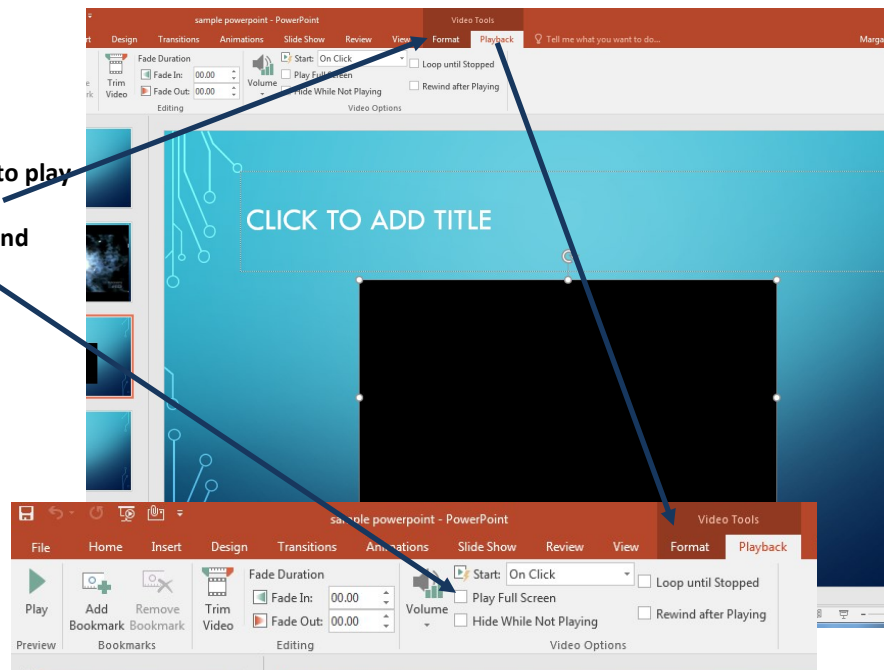
If at any time as you're working on your presentation, you decide you don't like the template or theme, you can change it any time by clicking on the "design" tab at the top and choosing another theme.
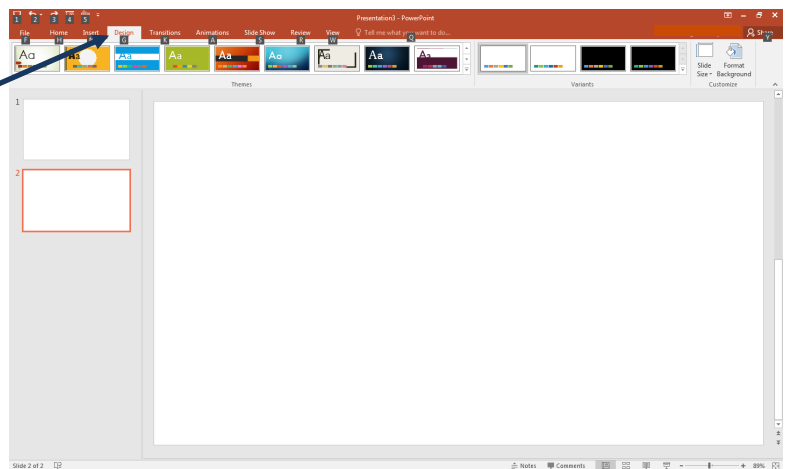
Other things you can do:

To add special slide transition effects, click on the "Transitions" tab at the top. You can select any of the different types of transitions, as well as duration and auto advance or advance on mouse click. When you click on one of the options it will give you a preview of that transition. You can also click on the preview button on the left if you want to preview it more than once.
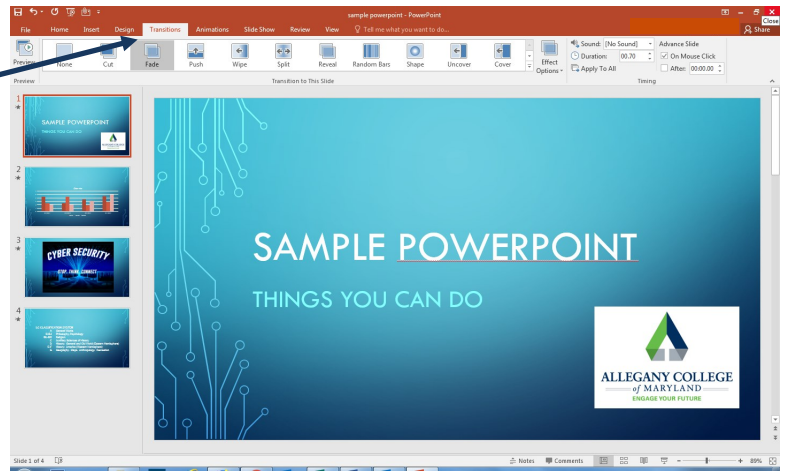

**Once you decide on your transition effect, even if it's "none", you need to set up the timing.**
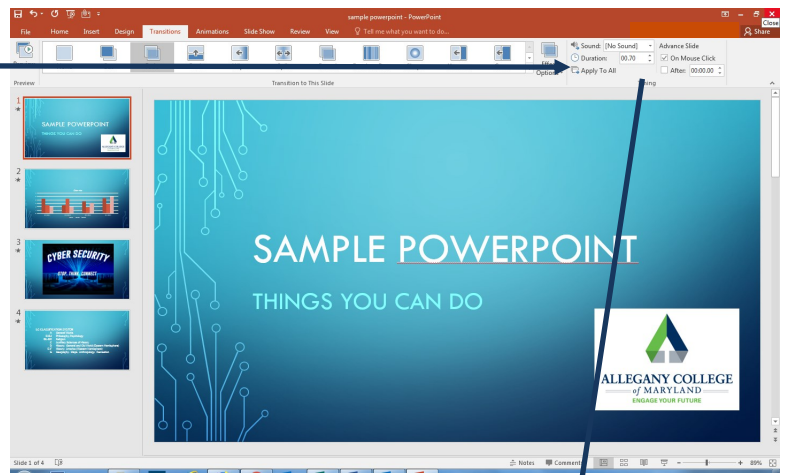
If you are planning on advancing the slides manually as you present, all you need to do is click the box next to "On Mouse Click" under the Advance Slide heading.

If you want the presentation to play automatically, click on the box next to "After:" and use the up arrow to set the duration. Click on "Apply To All" if you want all the slides to advance at the same rate. If you want different timing for slides, you must set the time for each individual slide.
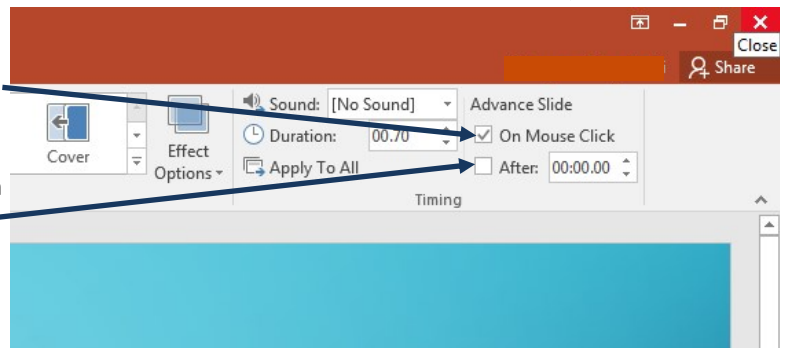
To add animation, click on the "Animation" tab at the top. When you click on one of the options it will give you a preview of that animation (how the material on the slide appears when you advance to that slide). You can also click on the preview button on the left to see the animation more than once. If you have a slide with several lines and you want each line to appear separately, in the Timing section, choose the "On Click" option in the "Start" section and select the duration. The default is 0.5 seconds but you can experiment to see how fast or slow you want the material to appear. When you preview, it will show the lines coming in automatically. If you chose "On Click", when you are actually presenting, each line will appear as you click.
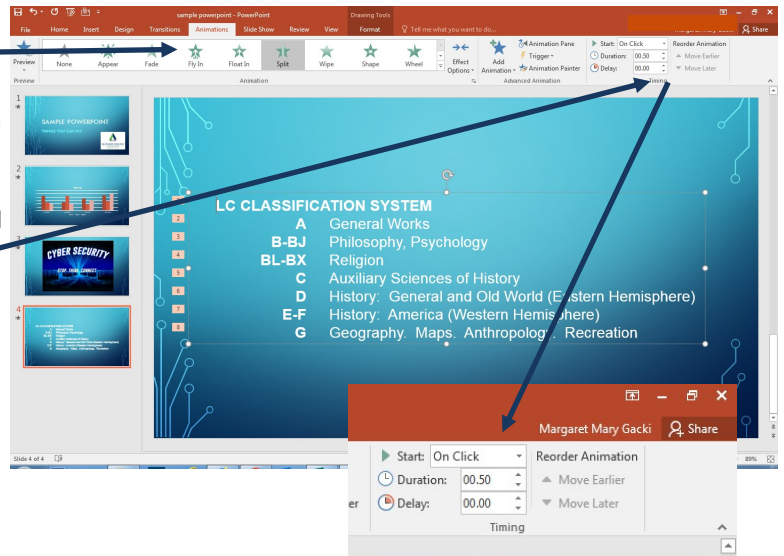
To preview presentation, you can click on the "Slide Show" tab at the top. You can click "From beginning" or experiment with the other options or you can just click on the "Slide Show" button on the right side of the bottom status bar to view your slide show.
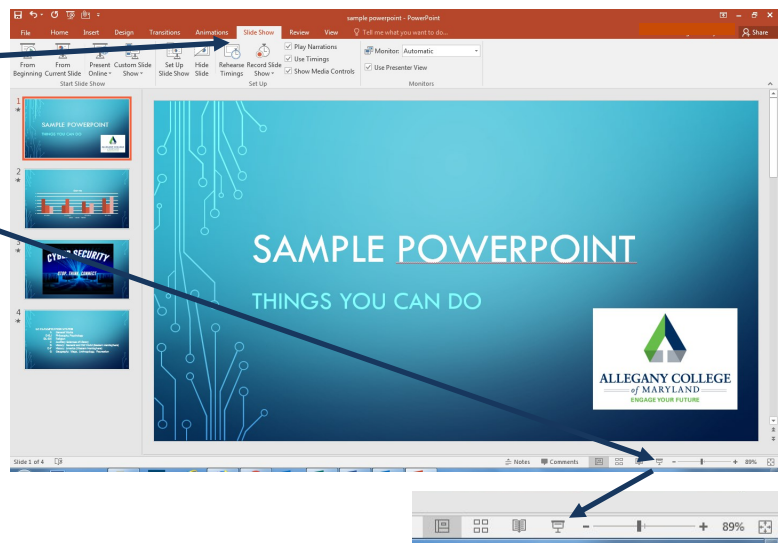
To save presentation, click on the "File" tab at the top and then the "save as" tab on the left.