

Class Description

Learn the basics of the presentation software PowerPoint in Microsoft Office 2010, including creating slides, transitions and animations.

Open Microsoft PowerPoint

- Open Microsoft PowerPoint 2010 by double clicking the icon on the desktop, or through the start menu. PowerPoint will automatically open a new presentation.
- To open an existing presentation, click on **File** and then **Open**. Choose the PowerPoint from the location it is saved in.

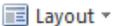


Beginning, Adding and Changing Slides

PowerPoint presentations are built out of 'slides.' Essentially slides are the pages you will click through to show your presentation. Notice at the bottom of the slide there is a space to 'Click to add notes.' Here you can add notes that your audience won't see when you are giving your slideshow. As slides are added you will see them in the left-hand column.

- Begin by adding information into the title slide. Click on the large box and type in your title. Click on the second, smaller box and type a subtitle. Subtitles usually include the presenter's name and professional affiliation.

- Add a New Slide – To add a new slide, click **New Slide**  while in the **home** tab. You can also click in the grey area below your current slide and hit **Enter**.

- Change Slide Layout – You can change the slide layout by clicking the arrow by **New Slide** or by clicking **Layout** .

Slide 2 – Insert Text and Picture

While in the **Home** tab, click **New Slide** to insert a second slide. Change the layout to “Two Content.”

- Insert text – Click the box on the left side of the slide to add text. Try adding bullet points to create a list. Remember to keep text brief and easy to read. 
- Insert a picture – Click on the picture icon  inside the box on the right to insert a picture. (You can also choose to add a picture under the **Insert** tab near the top of the screen.) Open the **Sample Pictures** folder by double clicking on the folder. Choose a photo and double click to select it. The picture will be added in the slide.

Slide 3 – Insert a Chart and Clip Art

While in the **Home** tab, click **New Slide** to insert a new slide with the layout “Comparison.” A chart is used to visually compare data, and can be in a bar, pie, line, or other format. Clip Art contains visuals you can add to illustrate an idea and includes drawings, movies, sounds, and photography. Don’t forget to add a title above each graphic.

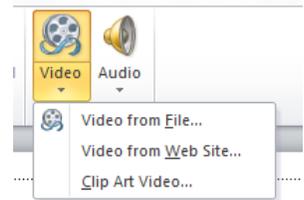
- Insert a chart – In the left box, click the chart icon.  Choose a type of chart. Scroll down the list and choose a pie graph. This will open Excel where you can change the title, category names, and numbers to express your own data. When you’re finished, close Excel. Your chart will appear on the slide.
- Insert clip art – In the right box, click the clip art icon.  Enter your search terms in the search box  and click **Go**. Click on the desired clip art.

Slide 4 – Insert a Video

While in the **Home** tab, click **New Slide** to insert a new with the layout “Title and Content.”

- Insert a video from a file – Click the video icon  in the box. Find the video on your computer and click **Insert**.

- Insert a video from clip art – Under the **Insert** tab, click the small arrow under **Video** and click on **Clip Art Video**. This will open a Clip Art Search. Put your desired topic in the Search box and click **Go**. Double click on the video of your choice from the options below.



- Insert a video from the web –
 - Open an internet browser and go to the GPL’s YouTube channel - <http://www.youtube.com/user/GreenwoodLibrary>
 - Click on the video of your choice from the list.
 - Click **Share** under the video, and then click **Embed**. Also select the checkbox next to “Use old embed code.” Click in the box with the code, which should be highlighted, and **copy** (CTRL C) the embed code.
 - In PowerPoint - Under the **Insert** tab, click the small arrow under **Video** and select **Video from Web Site**.
 - **Paste** (CTRL V) the embed code in the box provided. Click **Insert**. Be patient, the video may take time to load.
 - To play the video in slide mode – Double-click on the video, then click the Play button .
 - To play the video in presentation mode – Make sure to add an animation to the video to play on click. Click on the video during preview to play it.

Slide 5 – Insert a Smart Art Graphic

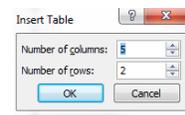
While in the **Home** tab, click **New Slide** to insert a new slide and choose the layout “Content with Caption.” A Smart Art Graphic can be a diagraph or an organizational chart used to visually convey information.

- Insert a smart art graphic by clicking the Smart Art graphic icon  in the box. Scroll through the list to choose. Look for **Hierarchy** and click on **Organization Chart** (the first option).
- To edit, click on each box and type your content. Click outside the graphic to go back to the slide. To edit a second time, click on the desired box and click a second time to get the text cursor.

Slide 6 – Insert a Table

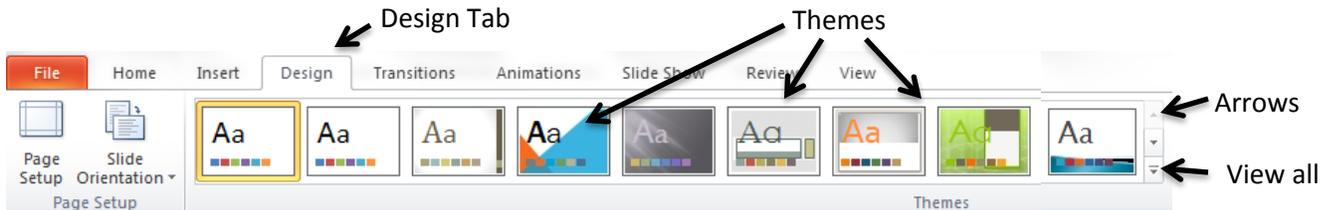
While in the **Home** tab, click **New Slide** to insert a new slide and choose layout “Title and Content.” A table includes columns and rows you can use to organize lists of information.

- Click the table icon  in the box to insert a table. Insert the number of columns and rows in the box (see right), and then click **OK**. Type your desired content in the table.
- To add a new row or column, right click on the table and choose **Insert** then **Insert Rows Below**.



Design

- To change the look of your PowerPoint, click on the **Design tab** at the top of the screen.
- Slide Orientation will change the slide from Landscape to Portrait, but if you're showing the slide on a computer monitor, keeping it in Landscape is suggested.



- In the middle you will see the available design Themes. Move your mouse over the different these to preview what they will look like. Click on the down or up arrow at the end of the different slide designs to scroll through all possible designs. To see all designs at once, click the bottom arrow with a line over the top. When you find a design you like, click on it. It will change all slides. Try to choose a design that is easy to read and appropriate for your audience and presentation topic.

- Color - To change the colors of the theme, click on  Colors ▾ to the right of the theme options. Move your mouse over the different color options to see how your slides will look, then click on the one you like best.
- Fonts – To change the fonts used in the presentation, click on  Fonts ▾ below Colors. Move your mouse over the different font options to see how the fonts will look. Click on the one you like best.
- Background Styles – You can also change the style of the background, or what color of the theme is used in the background, by clicking on  Background Styles ▾. Move the mouse over the different options and select the one you want.

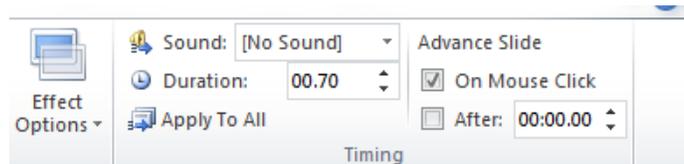
Slide Transitions

- Go to the **Transitions tab**. Click on any of the transitions displayed to see what it will look like. If nothing happens, click on Preview to the left. To see more transition options, click the up or down arrow. To see all options, click the arrow with a line on it.
- If you choose a transition that you want to use with all slides, click Apply to All. If you want a different transition for each slide, click on the slide and then choose the transition. Then click on the next slide and choose a transition. When a slide has a transition added, a star  will show up below the number of the slide.
- Think about your audience and what will be visually appealing when you choosing slide transitions.

Changing Your Transitions

Use the options to the right of the transitions to make changes to your transitions.

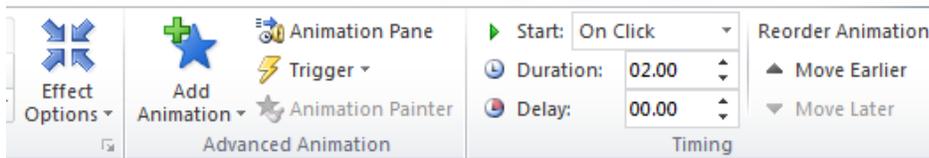
- Effect – changes how the transition happens. Click on it to see your options.
- Sound – sound effects can be added.
- Duration – changes how long a transition lasts.
- Advance Slide – choose how you want the slides to change, by mouse click or timed. Check the box next to the option you prefer. I suggest using On Mouse Click so you don't feel rushed when presenting. For a picture slideshow, after a designated time may be better.



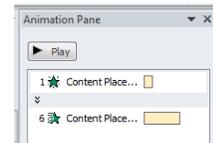
Animations

Animations are how specific objects, such as picture, text box, or title, enter the slide during your slideshow. If you do not add animations, all objects on a slide will appear at once.

- To add an animation, click on an object on your slide. Once the object is selected, different options for animations will appear. Click on an animation to view it. You can also click **preview** to see the animation. Use the options pictured below to change your animation.



- Effect Options – This will change how your animation happens. Click on it to see different options.
- Add Animation – This is another place to choose animations to add to your objects.
- Animation Pane – If you click on this, it will open the Animation Pane. This lists all animations on the page and their order number. It also gives you the option to play the animations.
- Timing of Animations – Click on an object to change the animation timing. Next to **Start** you can choose for the animation to start on click, which means you have to click the mouse to start an animation. You can also choose with previous, so the animation happens at the same time as the animation before it, or after previous, after the animation before. Change the Duration to set how long you want the animation to run before the next animation. Change Delay to add a delay before your animation starts.
- Reorder Animations – Select an animation and click Move Earlier or Move Later to change the order of the different animations.
- A note about animations – they can be overused. Try to choose animations that enhance your presentation. Do not choose animations that will cause someone to sit and wait a long time for the information to appear or animations that will make someone dizzy. If you're not sure about your animations, have a friend view your show.



Slideshow View

Click on the Slide Show tab. The most frequently used buttons here are **From Beginning** or **From Current Slide**. **From Beginning** will start the slideshow from the beginning, regardless of what slide you are viewing. **From Current Slide** will start the slideshow from the slide you are currently viewing.



Other Slideshow Options

- Broadcast Slide Show – Use this to broadcast the slide show on the web.
- Custom Slide Show – From this option you can set up different slide shows by choosing specific slides. You could create a 30 minute and a 60 minute show.
- Set Up Slide Show – Set up advanced options for the slide show here.
- Hide Slide – This hides a slide during your presentation.
- Rehearse Timings – It records the time it takes you on each slide while you are practicing and saves the timing so you can automatically play the slideshow in the future.
- Record Slide Show – You can record your slide show with this option.
- Use Presenter View – This view works if you are presenting from a different computer than your presentation is being shown. In this view, you can see your notes with the slide while the audience only sees the slides.

Saving & Printing PowerPoint Presentations



- To save a PowerPoint, click on the save icon in the top left corner. You can also click **File** and **Save**. Choose a name and location to save your PowerPoint.
- To print your PowerPoint click on the **File** tab, then **Print**.
- Note there are several ways to print your PowerPoint:
 - It will usually be defaulted to Full Page Slides.
 - Notes Pages makes a presenter tool with the slides and your notes.
 - Handouts will print multiple slides per page. These are great if you'd like to give your audience copies of you slides.

Sample PowerPoint's Online

- Animated PowerPoint Presentation for Business – Sample
<http://www.youtube.com/watch?v=Z5Dbps8Qcyk>
- Powerpoint Presentation - Corporate Theme Sample
<http://www.youtube.com/watch?v=rfXfePIQENo>
- Example Presentation
<http://www.youtube.com/watch?v=vSuQQgiimy8>

Other software for Creating a Presentation

- Prezi - <http://prezi.com/explore/> (all examples)
 - specific examples:
http://prezi.com/uh_7jvp0ykpfgreat-jazz-bassists-and-their-influence-through-the-ages/
<http://prezi.com/ucbqnfjsurg9/what-is-prezi-press-the-play-button/>
- Google Presentation -good and bad example-
<http://sites.google.com/site/edtech620/google-presentation-example>

Thank you for coming to PowerPoint! Please fill out our survey before you leave.

You'll find the survey at: <http://www.greenwoodlibrary.us/computersurvey.asp>
There's also a handy link to the survey on your computer's desktop.

Greenwood Public Library

310 S Meridian St

Greenwood, IN 46143

(317) 885-5036

www.greenwoodlibrary.us | questions@greenwoodlibrary.us