FastCourse Series

PowerPoint Chapter 1: Creating and Delivering a Presentation

LABYRINTH LEARNING™

Learning Objectives

- After studying this chapter, you will be able to:
  - Create a new presentation
  - Add text to slides
  - Apply themes and templates
  - Add slides
  - Control the indent of bulleted text
  - Navigate a slide show
  - Hide and unhide slides

LABYRINTH
LEARNING™

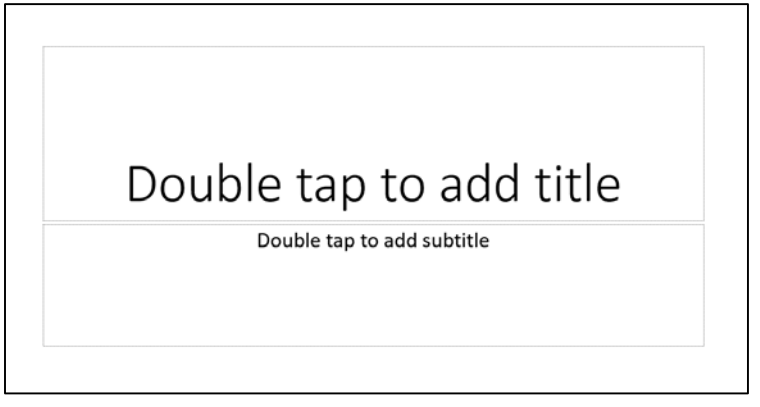
Getting Started with PowerPoint

- Navigating the PowerPoint Window
  - Shares common Microsoft Office elements
    - Quick Access toolbar
    - Ribbon and tabs
  - Specific to PowerPoint
    - Icons at the bottom of the window for slide organization and layout, zooming, speaker notes, and commenting

LABYRINTH
LEARNING™

Getting Started with PowerPoint (cont.)

- Inserting Text
  - You can type into the placeholders for title, subtitle, etc.
  - Don’t press [Enter] when typing in placeholders.
  - The placeholders are formatted for you to ensure a cohesive presentation.



Both of these are title slides with the same placeholders. Note how the placeholders are formatted differently, though, based on the theme you select.

LABYRINTH LEARNING™

Using Document Themes

- Themes are ready-made backdrops that format all slides in a presentation.
- Themes provide:
  - A unique design and style
  - A color scheme
  - Consistent font style, font size, and bulleted lists
  - Placeholder positioning
- They are accessed from the Design tab.

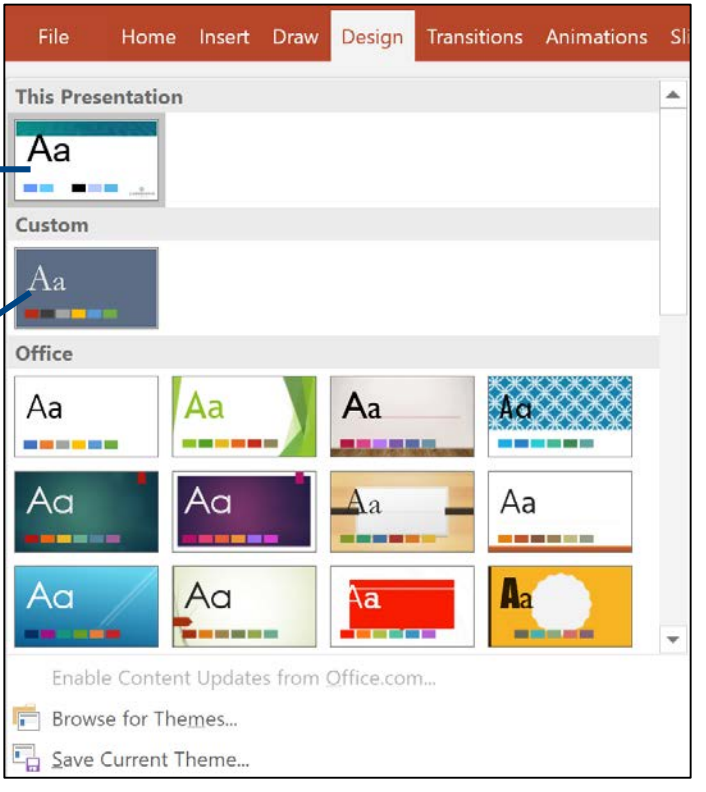
LABYRINTH
LEARNING™

Choosing a Theme

- Over 30 themes with four variations each come standard with PowerPoint.
- Match the theme to the presentation content and audience.

This is the theme for your current presentation.

You can even create and save your own themes!

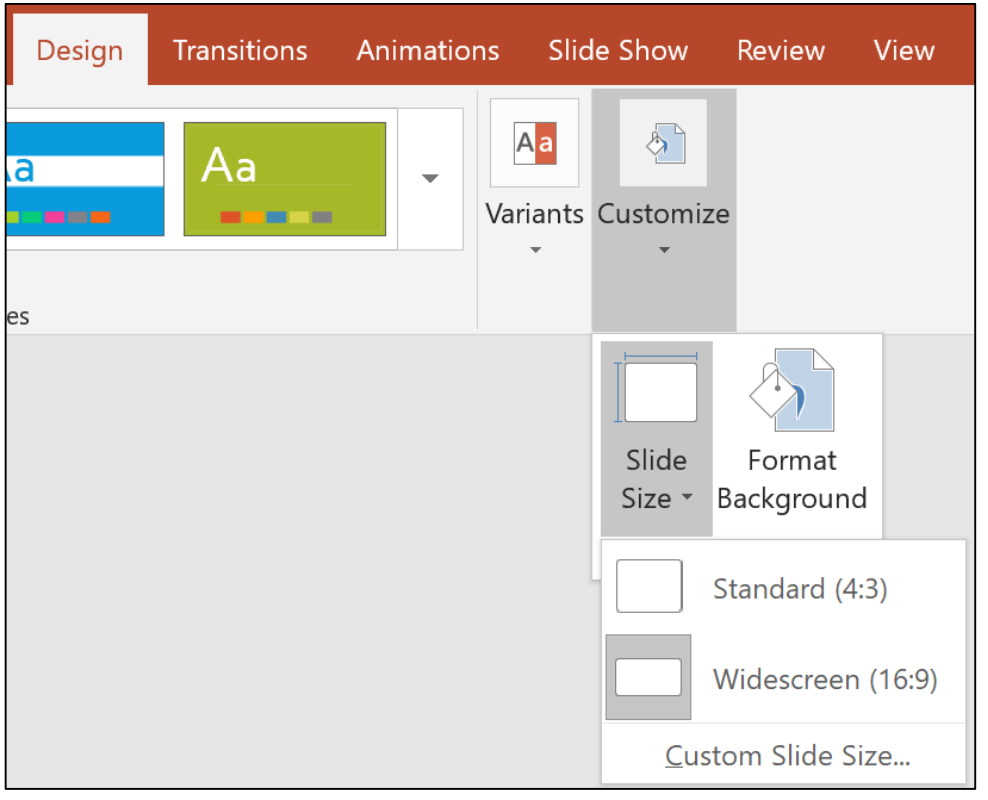


Microsoft PowerPoint has many different themes from which to choose.

LABYRINTH LEARNING™

Choosing Slide Sizes

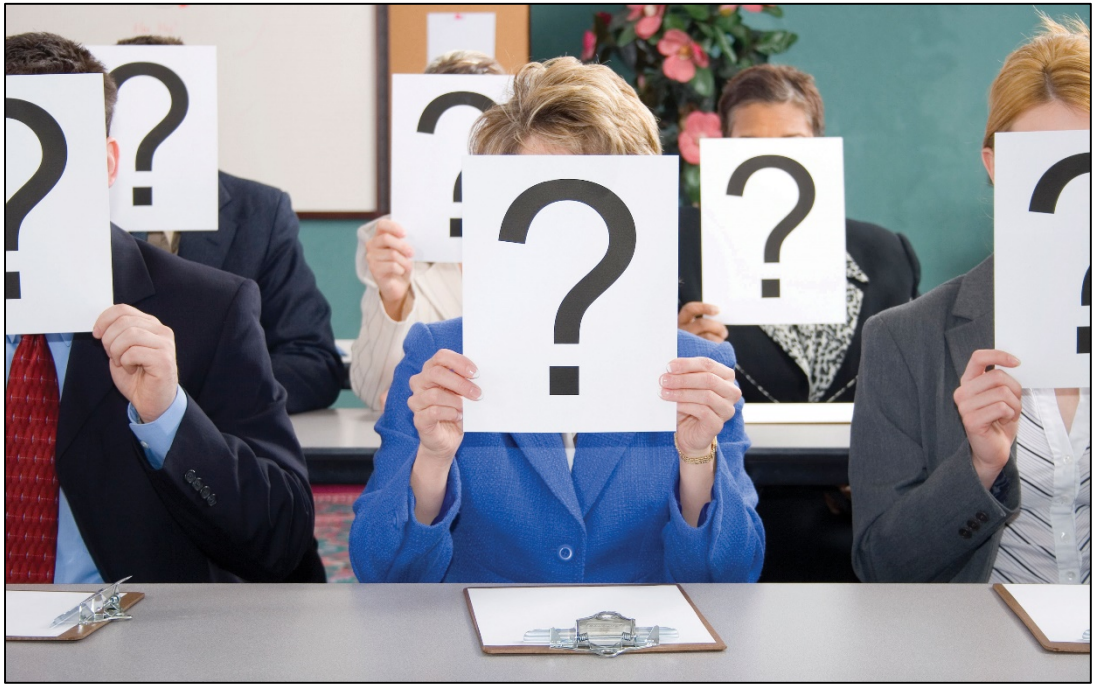
- The default slide size is widescreen format: 16:9 ratio.
- You can switch to standard format (4:3) from the Design tab of the Ribbon.



LABYRINTH LEARNING™

Creating a Basic Presentation

- Use the following guidelines:
  - Know your audience.
  - Know your purpose.
  - Know your expectations.



Whom are you creating the presentation for?

This Photo by Unknown Author is licensed under CC BY-SA-NC

LABYRINTH LEARNING™

Creating a Basic Presentation

- Create slides by adding or duplicating them.
- Use bulleted lists to outline your presentation.
  - Demote or Promote bullets as needed.

TIP! You can also use the* [Tab] *button to demote a bullet or* [Shift]+[Tab] *to promote one!

← Promoting a bullet moves it to the left and increases the size.

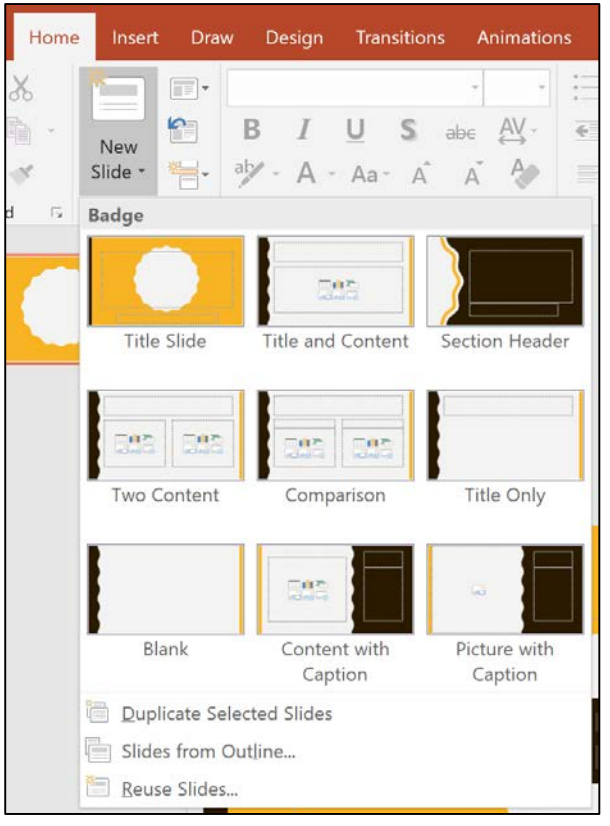
- CD labeling
  - Full color
  - Laser etching
- Jewel case
  - Back and spine of case
  - Insert
    - Single sheet
    - Up to 10-page booklet

→ Demoting a bullet moves it to the right and decreases the size.

LABYRINTH LEARNING™

Choosing the Slide Layout

Choose the slide layout based on the content that will be entered into slide.



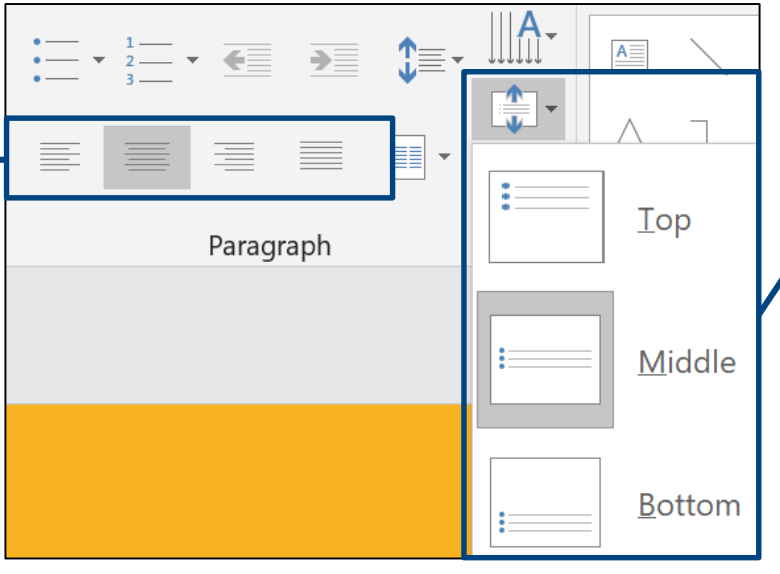
You can access the different slide layouts in the Slide group on the Home tab of the Ribbon.

LABYRINTH LEARNING™

Aligning Text

- Default alignment is based on the theme you have chosen.
- However, you can override the default at any time using commands in the Paragraph group on the Home tab of the Ribbon.

You can change the horizontal alignment with these buttons.



The align text button allows you to change the vertical alignment within a text box.

LABYRINTH LEARNING™

Delivering the Slide Show

Make sure to familiarize yourself with the controls in PowerPoint that aid you in the delivery of your presentation.

- Start slide show: Slide Show→Start Slide Show→From Beginning *or* From Current Slide
- End slide show: Tap Esc *or* click the window until the slide show ends

LABYRINTH LEARNING™

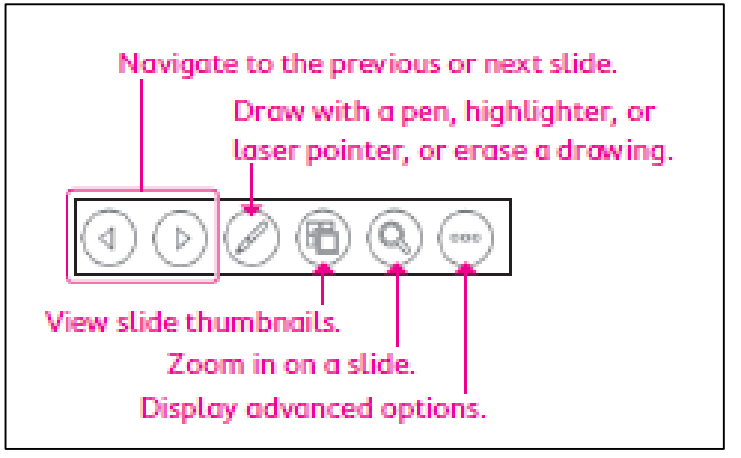
Delivery Tips

- Maintain a moderate **pace**.
- Pause for **emphasis**.
- Address your audience and make **eye contact**.
- **Relax** and have fun with your audience!

LABYRINTH LEARNING™

Delivering the Slide Show

- There are three ways to navigate through a slide show:
  - Mouse
  - Keyboard commands
  - Slide Show toolbar



Slide Show toolbar

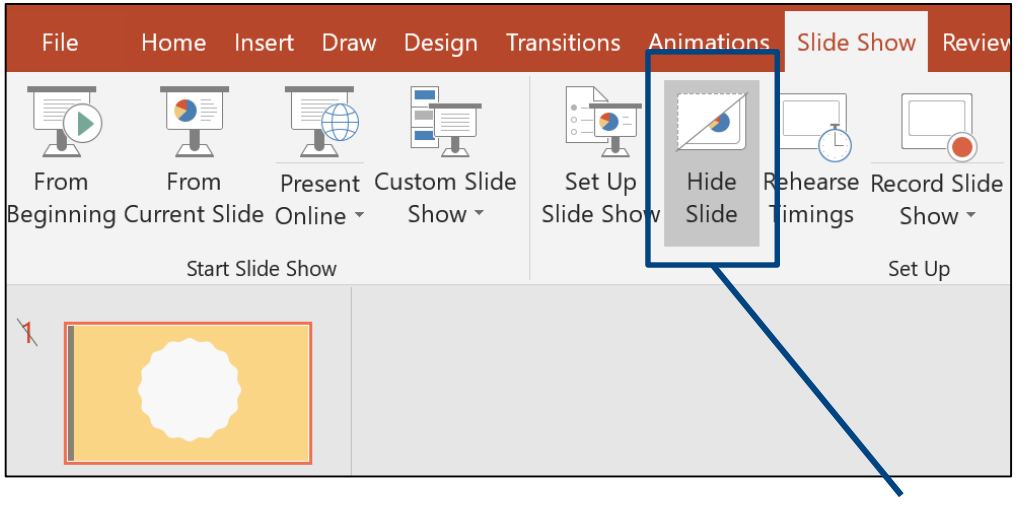
- Advance one slide: Spacebar, →, Page Down, *or* Enter
- Back up one slide: Backspace, ←, *or* Page Up

Keyboard commands

LABYRINTH LEARNING™

Hide and Unhide Slides

- You may find that you have slides that you don't wish to present, and PowerPoint allows you to hide them.



A hidden slide will be dimmed, and the slide number will have a slash through it.

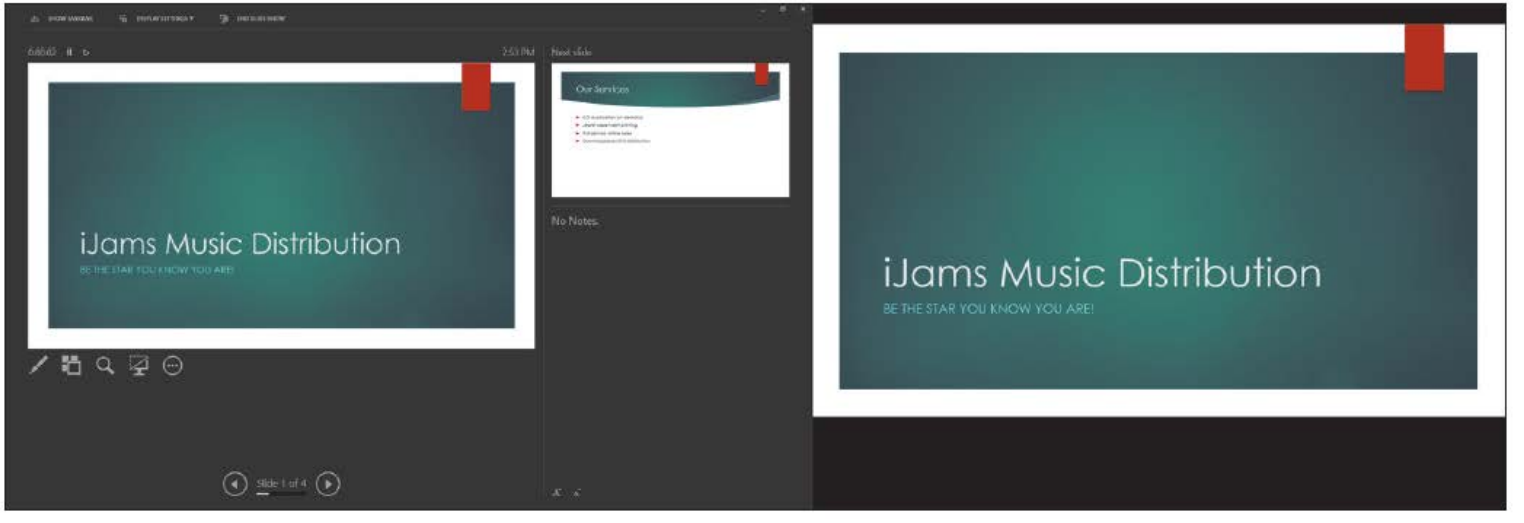
The Hide Slide command is in the Set Up group on the Slide Show tab of the Ribbon.

- Click the Hide Slide button again to unhide.

LABYRINTH LEARNING™

Presenter View

- When using multiple monitors, you can use Presenter View.
- It shows what the audience sees on one screen and has a special presenter display on the other.

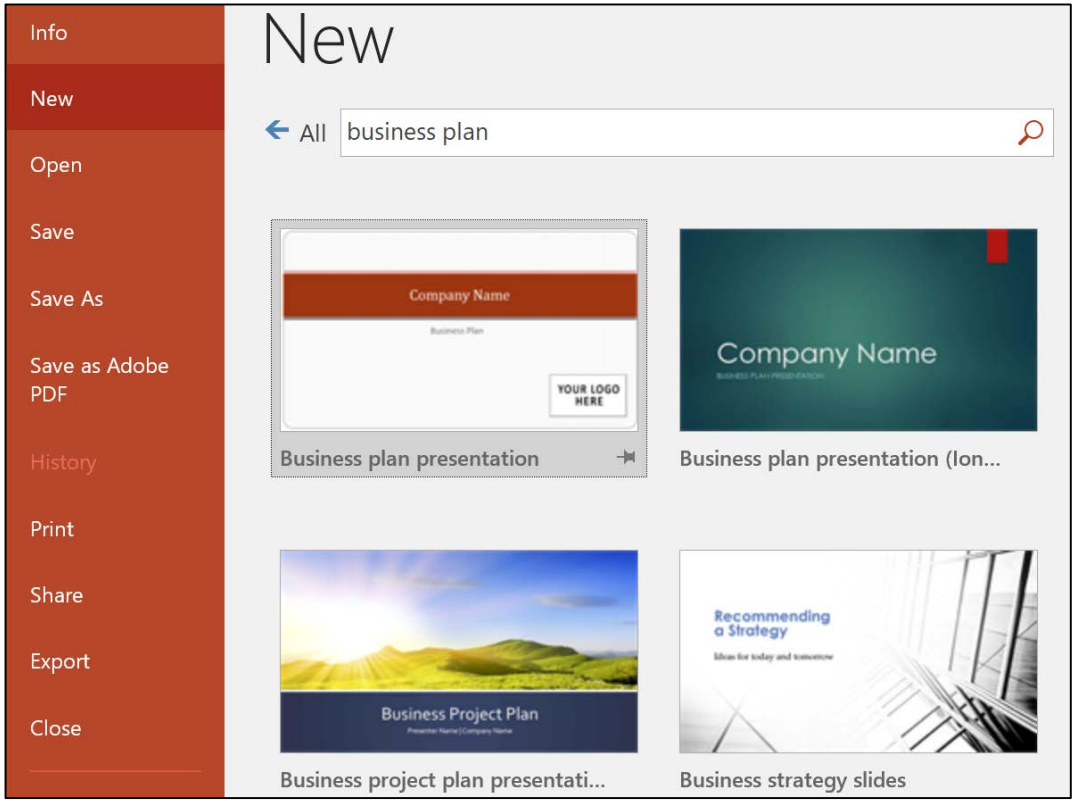


Presenter view is on the left and audience view is on the right.

LABYRINTH LEARNING™

Creating a Presentation from a Template

- One step further than a theme
- Includes starter slides and content as well as a design
- Can download right from PowerPoint



When searching for *business plan*, PowerPoint returns a number of templates from which you can choose.

LABYRINTH LEARNING™