

How to make a PowerPoint Presentation

PowerPoint Lecture and Demo HAL-PC 11/17/07

Mel Babb © 11/17/07

Choose an Auto Content or blank presentation

Open PowerPoint

In right task pane, Click “Create New Presentation”

Pick what to open

(For now we’ll choose “From AutoContent wizard)

Click All to look at the list of types, and pick one

(For now “Selling a Product or Service”)

Select On-Screen presentation

Complete the Title and footer and OK

To add a design to a presentation

A design is a coordinated background with font colors and sizes

For on screen use dark background, light type color

Click slides tab or outline tab in left pane for ease of review

If left task pane disappears, Click View, Task Pane (Ctrl+F1)

Click Design on the toolbar (near right end of toolbar)

Or in the right task pane, Click the down arrow and choose “Slide Design”

Scroll to design you want and click it

Only the title slide shows on the task pane

Pick and change Design

Click Design tab

Click the more down arrow to see all designs

Point and pause at each design

The screen changes to that design for a preview

When you find one you want to use, point until a tool tip appears with the name of the design, Click the design

Try several until you find the one you like

To change colors on the design

Click Colors, click on design name

Click create new theme colors on the bottom

Pick a new color for background, and text, etc.

To change color of a design once it is selected

At the bottom of the task pane, click “Edit Color Schemes”

Click one of the colors for an element (like Accent)

Click Change color

Click custom tab and note the original color numbers so you can set it back if you want

Click Standard tab

Select a color, which shows compared to current on in lower right Click OK

To change background on a slide to just white

Choose Format, Background (or right-click, Background)

Click drop down arrow next to color block

Choose white

(If no white there, choose more colors and select the middle dot, which is white)

Check “Omit background graphics from master”

Experiment with fill effects for background

Choose Format, Background (or right-click, Background)

Click drop down arrow next to color block

Click Fill Effects. Try something under each tab
Lots of possibilities

To Undo

Click the undo icon or **Press Ctrl+Z**

To undo several steps click down arrow next to undo icon

To move info or slides around

Turn on left Task pane, Click Normal

Click on icon or bullet you want to move

Drag info or slide to new location

A black horizontal line shows where it will go.

Creating Text

Click on a placeholder

(The dotted line shows borders of box you type in. You don’t type directly on slide you put box called an object on it first.)

Type text,

Click on next placeholder or press Ctrl+Enter

To indent on a slide, Press Tab

To come back to the margin, or Outdent, Press Shift Tab

Add a Slide

Click New Slide on toolbar or Press Ctrl+M

A title with bulleted list slide is inserted by default.

Select a different layout if you want from task pane

Insert clip art

Click the Insert clip art icon (the head on the bottom toolbar)

Or click one of the layouts that has the clip art icon and text on it

Pick a category, find the clip you want and insert it

Insert a picture

Click Insert on the menu, Picture, From file

Find the picture you want, insert it

Adjust a picture or clip art

Click on picture or object to select it

To move see a 4 headed arrow and drag

To resize, see a 2 headed arrow in a corner and drag.

If you drag from a side, you will distort the picture

To make all 4 sides out or in, hold Ctrl while dragging


Use undo and try again

To manipulate a picture

To move picture in all 4 directions, Hold Ctrl and drag a corner

To rotate the picture, Drag the green dot.



To crop click the crop tool  and drag out the part you don't want

Click off the picture to exit the crop tool

When you click off the picture the toolbar disappears

When you click back on the picture the toolbar reappears

Change color of object

Right-Click the object, *A menu appears*

Click Format object (at bottom of menu)

Click the drop-down arrow next to color

Choose "No fill" at the top to have the object clear

Or Pick a color you want

Click ok

Notice other things you can change about the object Like line width and style.

To make items on screen bigger Zoom size of screen

Click the drop down arrow next to the Zoom button

Click the size you want or type in a size (for instance 137)

Save often

Click the Save icon

Drawing Tools

On drawing toolbar on bottom click shape you want

Drag the shape on the screen

To change the shape, click draw, change auto shape

To make multiples of same shape

Draw a shape

Press Ctrl+D to duplicate

Position the second shape where you want it in relation to the first

Press Ctrl+D multiple times to create more shapes

Group the shapes

Lasso the shapes to select them

Click Draw, Group

To Draw objects (like triangle and circle, etc.) on slide

At bottom of screen, click AutoShapes, Basic Shapes

Click the triangle. *The cursor turns into a crosshair*

Starting at the upper left on the slide,

Click and drag diagonally to the lower right and release

A triangle appears as you drag.

To keep a circle perfectly round or draw an equilateral triangle, hold Sft while you drag

To change properties (like color) of the object

Right click when you see a 4-headed arrow and choose Format AutoShape (near bottom of menu)

Use Format Alignment to line up objects

Put same info or logo on every slide

For text info on every slide use **View, Header and Footer**

For logo and other design elements, use **View, Master**

To set up slide show transition

Click down arrow in task pane
Click slides you want to affect
Ctrl+A selects all
Choose Slide transition
Pick a transition
Set speed, sound, auto timings, if want
Apply and Slide show

Run the PowerPoint show

Press F5 or Shift F5
OR
Click Slide Show tab
Click From beginning or Click From current slide
To see how to control the show while the show is running, Press F1
A box appears with commands for going to previous slide, blanking the slides, etc.

To stop the show Press Esc**Print a show for handouts**

Click File, Print,
Change "Print what" to Handouts
Change "How many per page" from 6 to 3
Check Grayscale or pure black and white

GO FORTH AND MAKE PROFESSIONAL
SLIDE SHOWS!

Mel Babb now operates her own company **PC Tutoring Services** where she comes to you, leads you through what you want to do on your computer, and makes notes for you of the session. See www.melpchelp.com A member of HAL-PC since 1985, she is still an active volunteer giving computer help, offering talks, and publishing articles for HAL-PC, while doing training for IBM, Exxon, BP, Shell, among others. In addition to a Master's degree in Public Administration from Syracuse University, she holds various specialty certificates.