Creating PowerPoint Presentations

I. **Creating a New Presentation (Create Your Own or Use a Template)**
Click on: "Blank Presentation" or "Design Template"

Click on a "slide layout." Choose the blank slide in the bottom right area of the screen to create your own layout or choose one of the existing layouts. The existing layouts are only suggestions for where to put what on your slide. The long grey rectangle represents your slide heading and the box with the checks represents the main points of your slide. You may choose to insert pictures, graphs, tables, lists, and charts into your slide. After you click on a slide layout, you will begin to create your first slide. Note the tiny slide number "1" on the left hand side of the screen. Each slide you create will be displayed in this screen and you can click on the individual slide to edit or delete the slide at anytime. You may add further notes by clicking in the blank area at the very bottom of the screen.

II. **Setting the Background Color or Design**
Click on "format" and then click on "background."

Click on the arrow to choose your background color or "fill effects" to choose a gradient, texture, pattern, or use your own picture as the background. If you wish to use your own picture as the background, click on "picture," and then "select picture" which enables you to select your picture from the file you have saved it in. After you have chosen your background, click on "apply" to use that background just for that particular slide or "apply to all" to set the background for all slides.

III. **Inserting Page Numbers**
Click on "View" and then click on "header and footer."

Click on slide "number" to add page numbers and then "apply to all." You can also choose to add the title of your presentation as a "footer" to each slide from this screen.

IV. **Inserting a Text Box**
Click on "insert" and then "text box."

You may begin typing straight into your slide. You may type everything in one text box or choose to type the title in one text box and add several more boxes of text. The text boxes may be picked up and dragged around the slide freely so that you can arrange them any way you like. Click on "format" to choose your font, size, and color. For a fancier look, highlight your text and click on the Word Art icon at the bottom of the screen (the titled "A").

If you want to change the color of the whole text box, click on "format" and then "text box."

Most presentations consist of a title and author page, key points on each of the slide, accompanied by, photographs, charts, tables and other graphics as

well as links to web pages or other files. A "works cited" page is appropriate as that last slide if you have cited other works.

V.   Inserting a New Slide
After you have created your first slide, click on "insert" and then "new slide."

VI.   Inserting a Picture
Click on "insert" and then "picture." A huge word of caution: make sure that you save your pictures to the same place you save your presentation. If you are unsure of how to do this, find someone to help you. Nothing will kill a good presentation more than huge X marks where your pictures were supposed to be. There is a lot of free clipart for educators on the Internet that you can save and use in your presentations. Make sure that the picture you use is not copyrighted.

VII.   Making Lists
To present your key points as a list with bullets, highlight your text and click on "bullets and numbering."

VIII.   Slide Transition
For fancy transitions between one slide to the other, click on "slide show" and then "slide transition." Click on the arrow to choose a transition effect. Click on "slow," "medium," or "fast." Click on "apply" to set the transition just to that particular slide or "apply to all" to set the transition to all the slides throughout the presentation. You may also make your text boxes (such as your key points) and pictures slide, hump, or appear onto the screen with different effects by highlighting your text box or picture and then clicking on "slide show" and then "custom animation."

A note of caution: people tend to get annoyed at animation if it is overdone. Use it only for extra emphasis and sparingly.

IX.   Viewing the Presentation
To view your slide show while you are creating it and after you have created it, click on "slide show" and then "view show." Either click on the arrow at the bottom left hand of the screen or click anywhere on the screen to go to the next slide.

X.   Creating a Link to a Web Page or Other Files
Highlight text or a picture to link to a Web site. Click on "insert" and then click on "hyperlink." Write or "copy and paste" the Web address into the file or Web address bar. You may also link to other files in your computer (Word documents, Excel graphs, etc.) from this screen.

XI.   Saving the Presentation
PowerPoint presentations use up a LOT of space and many times a floppy disk will not be able to save the whole presentation. Save the presentation to the hard drive first of all so that you will not lose it. You may use a Zip disk if the computer you will be doing your presentation on has a Zip drive. Another option is to email the presentation to yourself as an attachment if you have a Web-based email (such as your JSU account). If the computer you will be

showing the presentation from has access to the Internet you can access your email and open up the presentation from there. To see if you email has adequate attachment space, you should check that this works by sending it to yourself. Talk to a computer technician about how you need to save the presentation before you start. The presentation can also be saved as a Web page, which makes it very easy to access as long as the presentation computer has Internet access.

XII.   **Printing Out the PowerPoint Handouts**
Click on "file" and "print" to print out copies of the slides, handouts, notes, or outline views. Printing the slides will print out full-page copies of each individual slide. Printing the handouts will print out minimized images of each slide compacted together on a page (this is what most people do). Outline view only prints out what you see on the left hand side of the screen.

XIII.   **A Smooth Presentation**
Make sure the computer you will be showing your presentation on has access to the Internet so that any links to the Internet work. If possible, try out the presentation **on the computer you will be showing your presentation on** BEFORE the presentation to make sure that everything is in working order. Have a back-up plan in case of a computer disaster, such as printing out handouts so that the presentation can still be viewed on paper.