

MICROSOFT POWERPOINT: THE BASICS & BEYOND: A Step by Step Guide for Creating a PowerPoint Slideshow (Mac-oriented)

FIRST THINGS FIRST

What PowerPoint is...

- Microsoft's PowerPoint simply is a software tool to help you present your ideas/thoughts about a given topic to your audience in a visual way.
- It's been around since 1987 and remains the dominant presentation application.

What PowerPoint is not...

- It is *not* your presentation. You are.
- It cannot replace you as a presenter, nor will it "save" you if you've not thought through what you want to communicate.

So, what makes for a good presentation?

- You have carefully **researched** your topic.
- You have identified **what you want the class to learn** and to remember about your topic—and outlined how you will take them from Point A to Point B and beyond in a way that will sustain their interest.
- You have found **visual aids** (photos/videos) that will illustrate or complement your main points. These will become the basis of your PowerPoint slides—or what speech coaches refer to as "speaker support."
- You have **rehearsed** your presentation. Multiple times. You know not to read your slides; they will speak for themselves and complement the points you make to the class.
- You will try to **limit your prepared remarks** to 20 min. and develop provocative questions to engage the class in a rousing **discussion** for the balance of your time.

Finally, what are the qualities of a good slide?

- Some experts advocate using the 5/5/5 rule: No more than...
 - 5 words per line of text
 - 5 lines of text per slide, or
 - 5 text-heavy slides in a row
- Keep graphics (particularly charts) simple and straightforward.
- Use a photograph or illustration instead of text whenever possible.
- Avoid flashy animation (for its own sake) within a slide.
- Keep transitions from one slide to the next consistent and simple.
- Choose readable colors and fonts; type size should be 20 pt. or larger.



Which slide would you rather read?

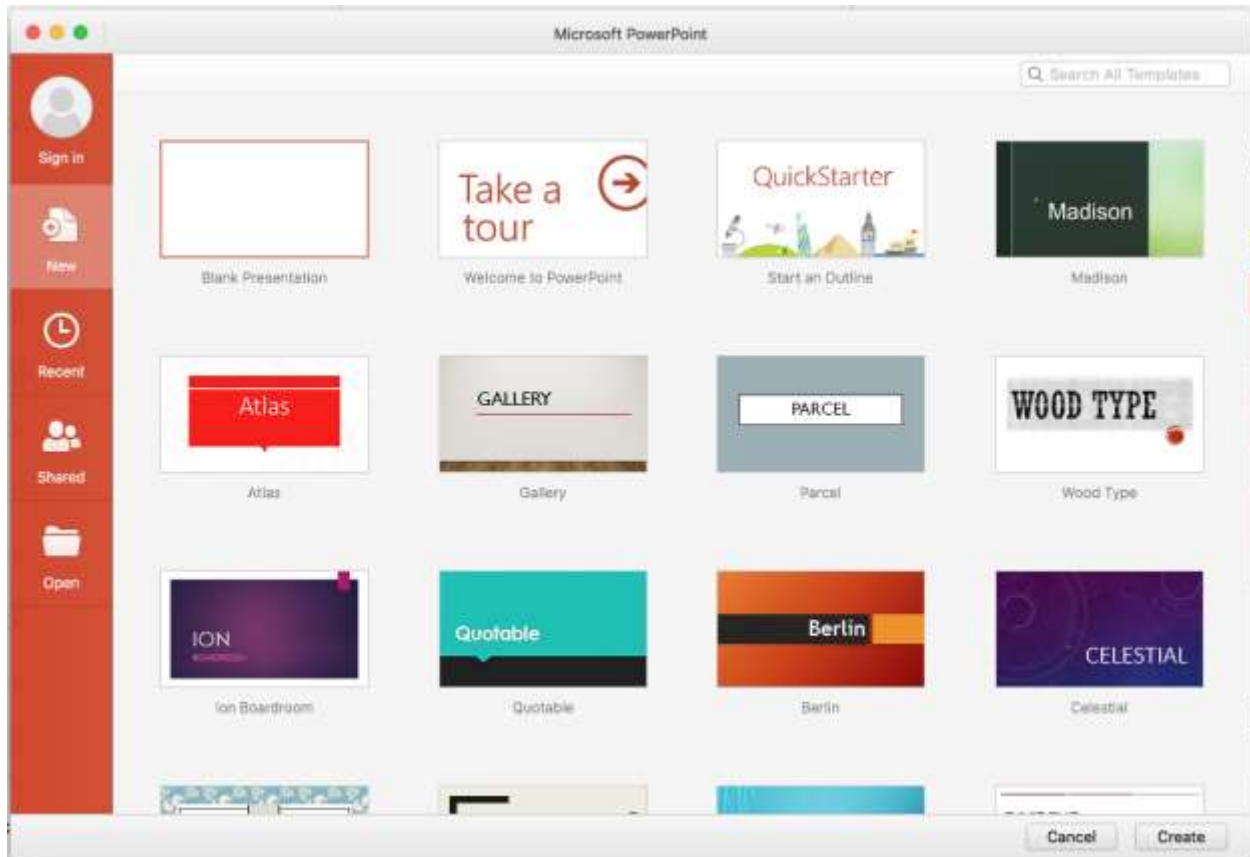
IF YOU DON'T ALREADY OWN POWERPOINT...

- PowerPoint is one of at least three main software programs that are bundled with Microsoft Office. All versions of Office include Microsoft Word (for word processing), Excel (for number crunching/spreadsheets) and PowerPoint. Some versions also include other Microsoft applications like Outlook. The version Microsoft is pushing most these days is Office 365, a one-year subscription for five users. The initial cost is ~\$90 and each year's subscription is ~\$99. With this subscription approach, Microsoft will frequently "push" updates and enhancements to you online. That way you're always sure of having the latest version available.
- You can order Office directly from Microsoft or from vendors like Amazon. Pricing at warehouse clubs like BJ's and Costco can be slightly less.
- A no- or low-cost option that has earned favorable reviews on the Internet is Apache OpenOffice, an "open source" suite of programs that is fully compatible with Office. I've not tried it out myself, but if you balk at the cost of MS Office 365, this may be an option worth exploring. It's available from Amazon at no cost. You should read the reviews before you decide.
- Another option would be to see if a friend and family member already has Office 365 and can include you as one of the five subscription users.

NOTE: Microsoft offers PowerPoint both for the PC and the Macintosh. This guide is based on using PowerPoint on a Macintosh. Whether you create it on a Mac or PC, however, your PowerPoint file will work on LLC's Mac-based AV system. Simply download your file to a thumb drive (also known as a flash or USB drive or memory stick) and bring it to class.

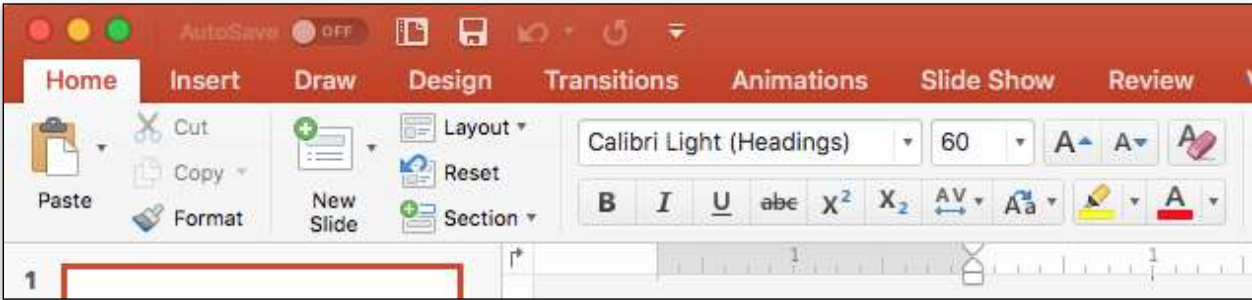
NOW, LET'S CHECK OUT THE POWERPOINT PROGRAM FIRST, THE BASICS...

1. From your desktop, double click on the PowerPoint icon, or open a previous presentation if you have one.
2. PowerPoint will ask you to select a design “theme” with a color scheme and type design that appeals to you.

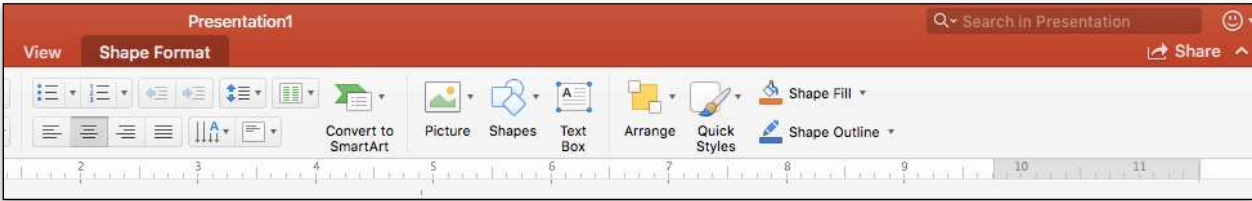


PowerPoint offers 25 standard theme choices within the app and many more are available online.

3. NAME & **SAVE** YOUR FILE!! (Remember to save your work often [Command+S].)
4. Check out PowerPoint’s user interface of workspace, toolbars and “ribbons” at the top of your window.

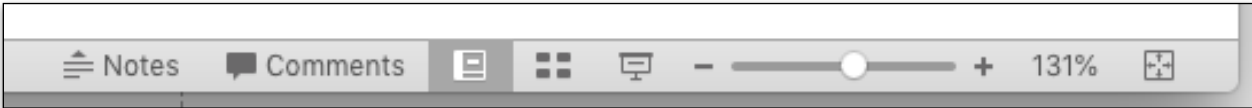


The left half of the Home tool bar/ribbon



The right half of the Home tool bar/ribbon

- The **Home ribbon** offers access to the most used tools, from font style/color/alignment, graphic tools (shapes, positioning, text boxes) to adding a new slide.
 - Other ribbons include: **Insert, Draw, Design, Transitions, Animations, Slide Show, Review, View**. Note that these ribbons may change, depending on the tools you’re using.
 - The main menu bar at the top of your screen includes some of the same functions.
5. Then check out the **slide “view” options** at the bottom right of your workspace (hover with your mouse over each to reveal the function of each icon):



- “**Notes**” allows you to add speaker notes below a slide.
- “**Comments**” encourages team collaboration in the development of a presentation.
- “**Normal**” is the default/standard view.
- “**Slide Sorter**” provides thumbnail views of slides that makes for easy shifting of a slide from one place to another in the deck.
- “**Slide Show**” shows your slides in actual presentation mode, complete with transitions from one slide to the next.
- “**Zoom**” enables you to enlarge parts of your slide for fine adjustments or to better fit your computer screen.

NOTE: All these menu choices can be overwhelming at first. You do not need to understand them all in order to create your first presentation. Relax. Keep it simple and let PowerPoint help you.

6. Based on the **presentation outline you've developed**, start assembling your slides.

- Start with your **title slide**. Click on the text placeholder within the slide and type your title. The theme already features a font and size. If you want to change that, you can in the Home ribbon.
- Next, under the Home ribbon, click on “**New Slide**” and choose which format you want.
- If you're creating a **text slide**, either type your text straight onto the slide or copy it from a Word document. PowerPoint will handle the formatting for you.
- If you're creating a **graphic slide** (photo or video), find what you need in your computer file or online through YouTube or Google Images.
 - If a **video**, try capturing a “**screen shot**” of the video. On a Mac, press Command+Control+Shift+4 and use your mouse to move/expand the new “crosshairs” to capture as much of the image as you want. The computer will save this image to the Clipboard and you can simply paste it on your slide.

To create a live **hyperlink** to this screen shot, go back to the video location on your browser and highlight/copy the URL address of the video in the browser. Return to PowerPoint and your pasted image. Right click with a mouse or click with two fingers on a track pad (Mac version) to see the pop-up menu. Scroll to “Hyperlink,” select it, and paste the URL in the window.
 - If a **photo** from Google Images, click on it to expand the size. Then, with a right click of a mouse or two fingers on a trackpad, select “Copy Image” from the pop-up menu. Return to your slide, and “paste” in place. Move/enlarge/reduce the image to meet your needs with your cursor and the square corners of the image.
- Each time you want to **add a new slide**, click the New Slide button on the Home ribbon. As an alternative, go to the Slide Sorter in the bottom menu bar, select a slide type you want to copy, copy it (Command + C), place your cursor where you want the new slide to go and click paste (Command + V). You can move slides around simply by click & drag.
- When you're finished, **SAVE** your work, then click on the Slide Show icon in the bottom menu bar. Use your mouse or the directional keys on the keyboard to advance from one slide to the next to see how your presentation will look on the big screen.
- If you wish to make changes, return to the Normal view and go to the slide that you wish to adjust. When you're done, **SAVE** your work. You should review your final file again in Slide Show mode just to double check your work.

Congratulations! You've done it!! You have mastered the basics of PowerPoint and now have slides that to support your class presentation. Just remember: Your fellow students will thank you for not reading your slides aloud. Let your slides speak for themselves.

POWERPOINT: GOING BEYOND THE BASICS

Once you've built your comfort level with PowerPoint, you may want to add some "bells & whistles" to a presentation. These can actually improve how your slides help you communicate to your class—but they carry some risk.

Some presenters understandably get caught up in their own technological prowess. They focus more on style than substance—and forget that their ultimate aim is to convey information to their classmates in the simplest and easiest way possible.

Still, there are things you can do to make your presentation more your own than having to rely on a templated design offered by Microsoft.

Modifying an existing theme

While PowerPoint offers a number of preset "themes" you can use for a presentation, you can tweak the graphic look (colors, fonts, etc.) easily by adjusting the "**master slides**." In effect, each master slide is a template. Here's how:

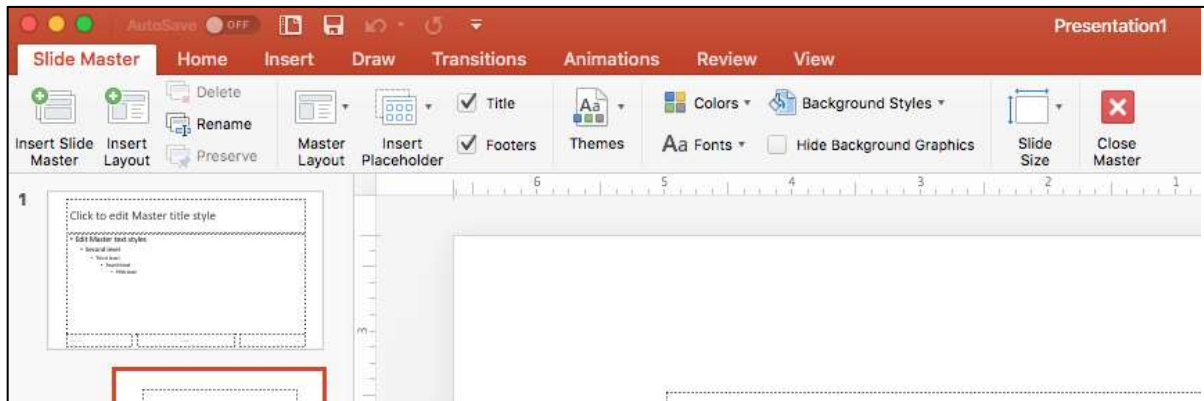
1. Click on "View" in the top menu bar. Under "Master," select "Slide Master." This will open a whole new "ribbon" for master slides.
2. Depending on the number of different slide designs within your theme, select the thumbnail slide (on the left) you'd like to change. It will appear in the main window.
3. Make your change to this master slide. For example, you might want to change particular colors, the size or style of the font, or the position of your headline. Any change you make to this master slide will affect all slides based on this master.
4. Feel free to create additional master slides of your own in the same manner as you would create a new slide (see "Insert Slide Master") in the left side of the ribbon.
5. Typically, you'll find a master for title slides, various text slides, etc. Some themes offer more masters than others. If you want your change to affect all slides, you will need to change each of the masters. That may take some time, but you'll save a lot of time later.

Creating your own theme

If you'd like to start from scratch and create your own custom theme, do the following:

1. Under the "File" menu, click on New Presentation (Command+N). This will open a completely blank theme.
2. Using tools available to you within PowerPoint and the Slide Master ribbon, create a color or textured background that you like and choose your typeface.
3. Note that the Slide Master ribbon includes a number of options to help you, including paired colors, fonts, background styles, even layout options—although the blank theme already offers a number of blank design formats.

4. When you're done, you can save this presentation format (i.e., your very own "theme") as a PowerPoint template (see File > Save as Template). Whenever you want to create a new presentation based on this template, simply go to File > Open from Template.



This is the Master Slide ribbon. Note the number of design options you have on this ribbon alone. Play with it. Try different colors, fonts, background styles to see what appeals to you.

Creating flashier transitions

PowerPoint's default transition from one slide to the next is a simply "cut" that happens when you hit the space bar or right arrow key on the keyboard. It's not exciting, but it gets the job done. Adding an unusual transition (say, a "morph," "ripple" or "cube") often elicits an "Ohh, ahh" from a class. Is a flashy transition necessary for an effective presentation? No. But it often gains attention. Here's how to check out your options:

1. PowerPoint offers **49 different transitions**—grouped from "subtle" to "exciting" to "dynamic content." You'll find a pull-down menu of transition options in the **Transition ribbon**.



2. You can specify a transition from a single slide to the next, or have a transition apply to your whole presentation.
3. You can specify parameters to how long these transitions take and even whether you'd like to add a sound to accompany them.
4. A word to the wise: Use transitions sparingly. They're most effective when going between one particular slide and another, particularly if the transition relates the content or a particular effect you want to create. But using the same flashy transition for all slides can quickly bore your audience.

Playing with text and graphic “animations” within your slides

PowerPoint offers a broad array of special effects within a slide. You can easily reveal a sequence of bullet points by merely pressing your keyboard’s space bar. Those bullets can zip into your slide through a variety of effects. You also can move graphic elements from one side of the slide to the other and sublimate or enlarge those graphic elements. In fact, the number of options available to you goes far beyond the scope of this tutorial.



This is the Animation ribbon, showing the alternatives for introducing text or graphics to a given slide as well as ways of removing (i.e., “exiting”) elements. You can even control the duration of an effect and map a pathway for moving an element within the slide.

Let’s focus on a couple of easy animations that you’d be most likely to use:

- 1. To reveal a series of bullet points** in a text slide one bullet at a time:
 - a. First, be sure the “Animation Pane” is active. It will show each animation you want to make on the slide in the sequence you specify.
 - b. Highlight your first bullet point.
 - c. From the first pull-down menu of effects, select one for introducing that bullet. You might want it simply to “Appear” or “Dissolve In” of the 35 available choices to consider. Note that once you’ve selected the effect, the bullet is numbered and appears on the Animation Pane to the right of your slide. Yet more choices in the second pull-down menu will enable you to vary colors, among other effects.
 - d. Do this for each of your bullets. If you want all your bullets to appear at once, merely highlight them all and select your effect for the group. Note that the group will now share the same animation number.
 - e. To activate your animation, simply hit your space bar. If you’ve animated your bullets sequentially, you’ll need to hit the space bar to reveal each one.
- 2. To animate other items** on your slide:
 - a. If you have a graphic item like a photo that you’d like to reveal before, during or after your bullet points, select it and how you want to animate its appearance. Note that it will now appear in the Animation Pane in a numbered position. You can adjust the order of any item in the Animation Pane by selecting the item and simply moving it up or down with the arrows.
 - b. Animation options also enable you to select items that you can remove (or “exit”) from a slide after they first appear. See “Exit Effects.”

- c. If you'd like to move a graphic item within a slide while a slide is showing, check out your options under "Path Animation" in the Animation ribbon. This can be particularly effective for charts.

3. PLEASE NOTE:

- a. Every item you'd like to animate on the slide will receive its own sequence number.
- b. Once you've animated any one thing on a slide, anything that has not been animated will appear on the slide when the slide itself first appears. For example, you may want your headline to appear as soon as you've transitioned to the slide. If so, make sure that you've not selected that headline for animation. If you have text and graphics both on a slide, you'll need to decide whether any or all need to be animated. Anything *not* animated will appear on the slide from the start.
- c. Each animation can be handled differently, if you wish, including each bullet. Mixing animation styles, however, can be confusing or distracting to your audience. And some animation options for text, such as those labeled in the menu as "exciting" can actually come across as ridiculous.
- d. You have so many options with PowerPoint's Animation function that you ought to spend time exploring what's available to you. You can't break PowerPoint and you can easily cancel any animation you've put in place and try another. Bear in mind, though, that Animations can consume a lot of your time. Ask yourself: Does the effect created warrant the amount of time you've spent developing it?
- e. It is critically important if you animate any slide that you PREVIEW your presentation in Presentation Mode several times to ensure that the order of items appears as you intend. It's not at all unusual to have to fine tune your animations several times before you're happy with them.
- f. As preached throughout this document, simple, clean presentation slides tend to be the most effective. The fancier you get, the more your audience may pay attention to the effect itself than what you're trying to communicate!

FINALLY...

There are all sorts of help sites on the Internet to assist you in navigating through PowerPoint.

- First, check out the LLC website (<https://www.lifelonglearningcollaborative.org/MAC/>) for a host of tips on using a computer, including a video on creating a PowerPoint presentation on a Mac.
- Additional training materials are available at **microsoft.com** or a plethora of videos on **YouTube**.
- Finally, seek out your local **RI library**; most have staff ready to help you.