

Create a presentation with PowerPoint

Skills for Learning

Skills for Learning IT booklet

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Introduction

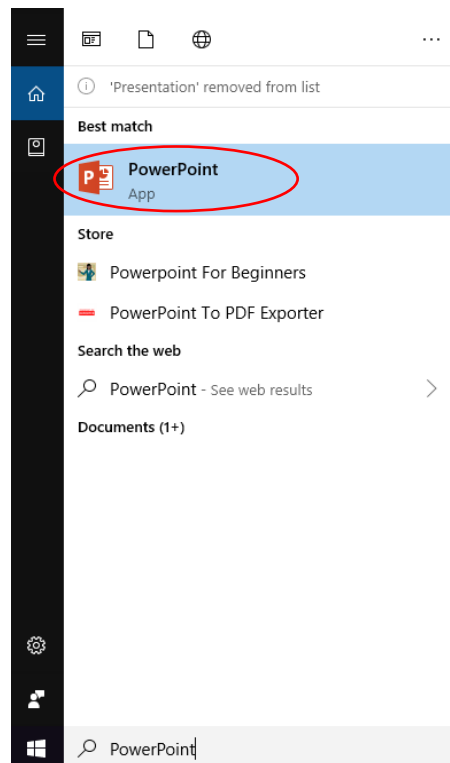
After working through the manual, you will be able to create effective and professional PowerPoint presentations for your academic assignments.

Aims

- Create, delete and re-order slides
- Use Slide Show to view your presentation
- Apply transition effects to slides
- Use different layouts for slides
- Add images to your slides
- Apply animation effects to slides
- Print presentation handouts
- Find additional information about PowerPoint and IT

To open PowerPoint

- Click on the Start button.
- Type PowerPoint.
- Click on PowerPoint.



Working with slides

When you work on slides you use the Slides tab on the left hand side of the screen, shown in Fig 1. This includes creating and deleting slides, changing the slide order or activating the slide you want to edit.

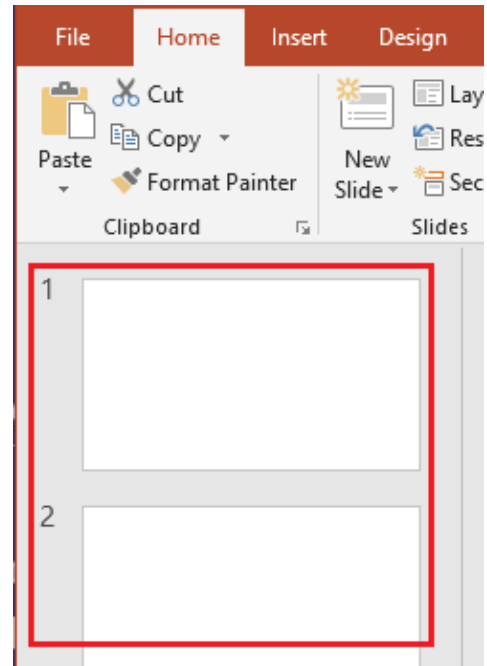


Fig 1

1. Create new slides

1. Right click in the space under the first slide in the Slides tab.
2. A drop-down menu will appear, shown in Fig 2.
3. Click on New Slide.

Note – If you need to create a slide between two existing slides, right click in the space between them and then click on New Slide.

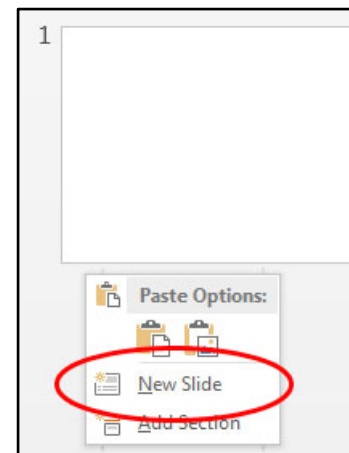


Fig 2

2. Delete a slide

1. Right click directly on the slide you want to delete in the Slides tab.
2. A drop-down menu will appear, shown in Fig 3.
3. Click on Delete Slide.

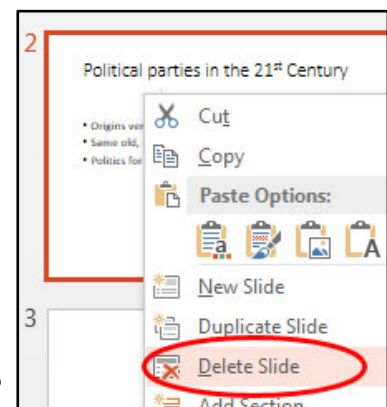


Fig 3

3. Change the order of your slides

1. Click on the slide you want to move, in the Slides tab. Keep your mouse pressed.
2. Drag the slide up or down the Slides tab until it appears in the order you want.
In Fig 4, the slide with the chart is being moved up in the Slides tab.
In Fig 5, it is now before the slide with the text.

Note: PowerPoint automatically rennumbers the slides for you.

Fig 4

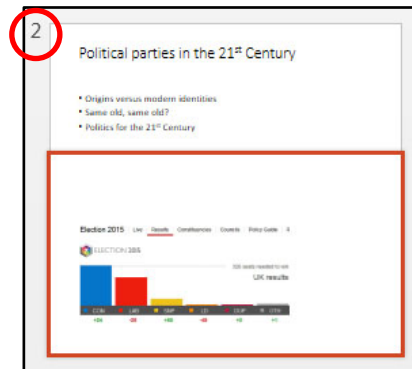


Fig 5



Keyboard shortcuts for creating and deleting slides

When you open PowerPoint it gives you a single title slide to start with. A really quick way of creating several slides is to click under that first slide. Hit the enter key on the keyboard, shown in Fig 6. Each time you hit the key, a new slide is created.

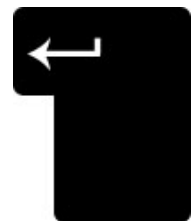


Fig 6

You can use to backspace key to delete a slide. Click on the slide you wish to delete and hit the backspace key, shown in Fig 7.



Fig 7

4. Save your presentation

It is good practice to save your presentation every fifteen minutes or so to avoid losing your work if the power cuts out or the computer fails. If you are saving to a memory stick (USB drive) you should still save a backup copy to your personal drive on the student network (P: drive). You then have a backup copy to work on. To avoid confusion about which location has the most recently worked on file, save as a new file with the date or date and time as part of the file name.

1. Click on the File tab, shown in Fig 8.
2. Click on Save As, shown in Fig 9.
3. This will open the Save As menu, shown in Fig 9.
4. Click on Browse.

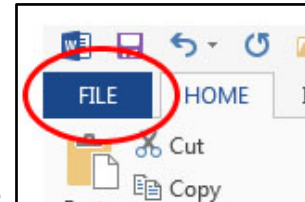


Fig 8

5. This opens the Save As window, shown in Fig 10.
6. Click on This PC and select where you want to save the file.
7. Type the name in the File Name box.
8. Click on Save.

Note: If the folder you want to save in is listed on the right, under Recent or OneDrive, you can click on the folder to go directly to that location. See Fig 9.

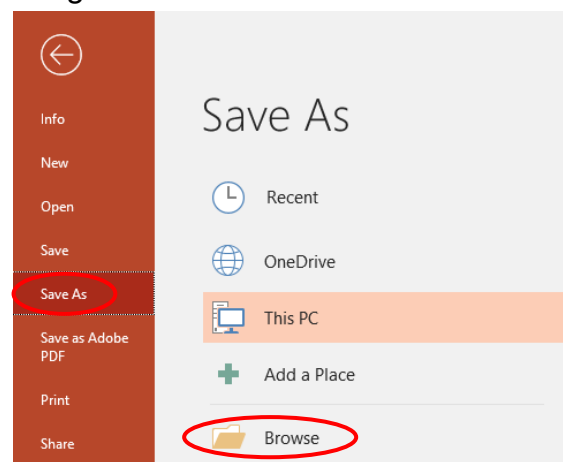


Fig 9

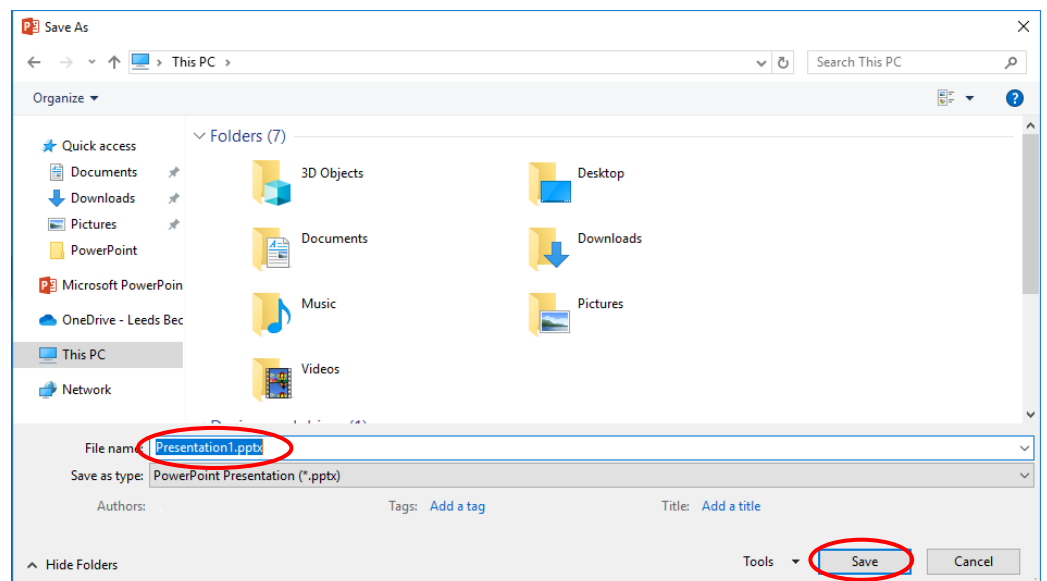
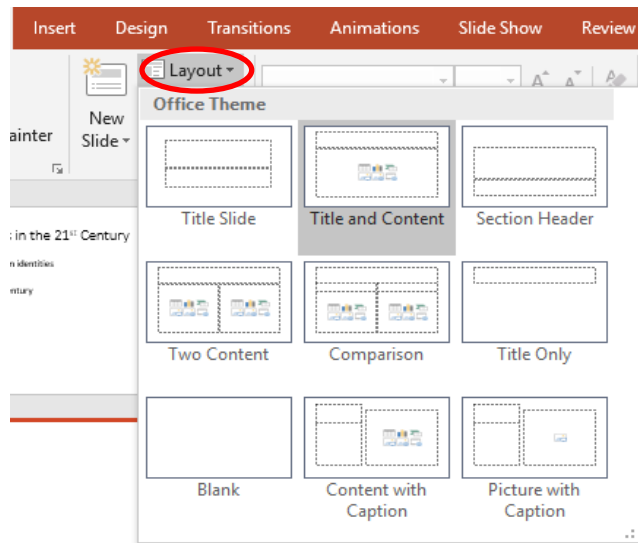


Fig 10

5. Change the slide layout

PowerPoint automatically makes the first slide a title slide as presentations normally have a slide introducing the topic and presenter. The second slide has a different layout, designed for content. You can choose from a variety of layouts to control how you show images, text, charts and other information in your presentations.



1. Click on the slide to activate it.
2. Click on Layout, located on the Home tab, shown in Fig 11. This will open a drop-down menu of slide layout options.
3. Click on the layout you want to apply to the slide.

Fig 11

6. Add text to a slide

PowerPoint has place holders (boxes) to show you where to add text and other content.

1. Click on the slide in the Slides tab to activate it.
2. Click on the placeholder (box). A title slide placeholder is shown in Fig 12.
3. Type in your text.
To edit the text, click on it inside the placeholder and amend.

Note: The placeholder will contain different messages depending on what slide it is. For the title slide it will say 'Click to add title/subtitle'. For other layouts it will say 'Click to add title' at the top and 'Click to add text' in the body of the slide. For content like charts or pictures, it will have icons, shown in Fig 13.



Fig 12

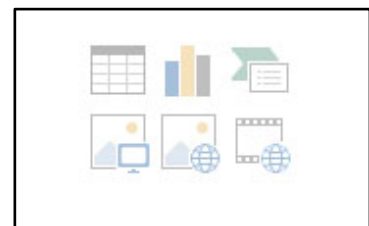


Fig 13

7. Change bullet points on a slide

PowerPoint automatically gives you the round bullet point styles for your slides. You can change this to a different style.

1. Click on a slide in the Slides tab to activate it.
2. Click on the 'Click to add text' placeholder, shown in Fig 14.
Clicking here activates the Bullets menu.
3. Click on the arrow next to the Bullet Point icon in the paragraph section of the Home tab, shown in Fig 15.
4. This will open the drop down Bullet library.
5. Roll your mouse over the different bullet styles to get a preview of them in your slide.
6. Click on the bullet style you want.

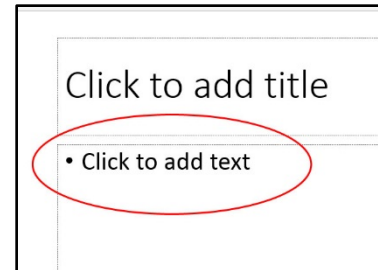


Fig 14

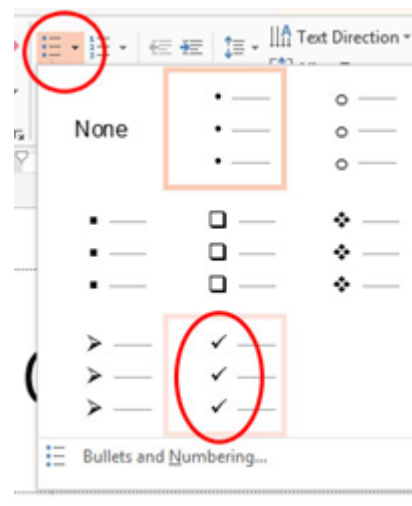


Fig 15

8. Change font

Working with fonts is the same in Word and PowerPoint. The Font group on the Home tab allows you to change the font type and size and make it bold, underlined or italic, shown in Fig 16. If you highlight a word or sentence, a similar menu pops up just above the highlighted text, shown bottom right of Fig 16.

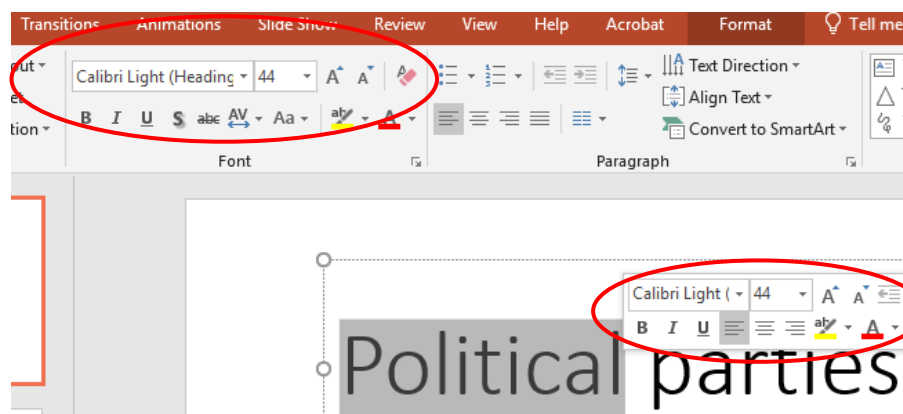


Fig 16

9. Add footer text and numbers to your slides

1. Click on the Insert tab, shown in Fig 17.
2. Click on Header & Footer.
3. This will open the Header and Footer dialogue box, shown in Fig 18.
4. Click the Slide number checkbox.
5. Click the Footer checkbox.
6. In the Footer window, type in your name.
7. Click the Don't show on title slide checkbox.
8. Click on Apply to All.

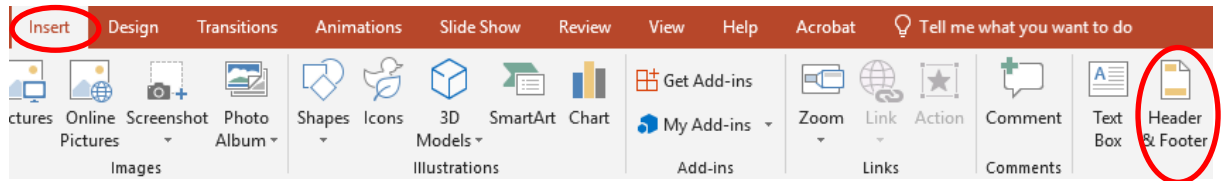


Fig 17

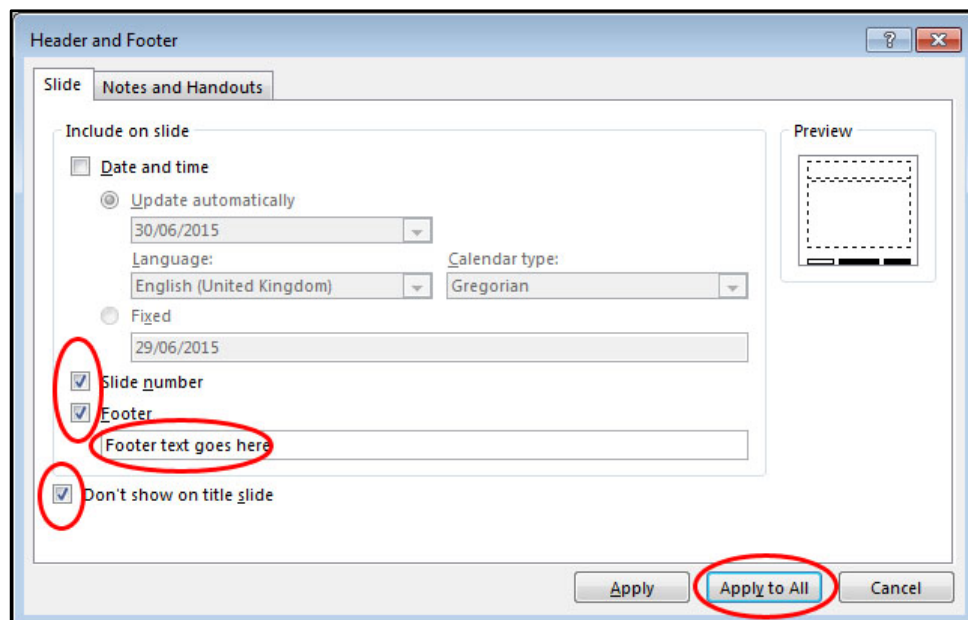


Fig 18

10. Insert a picture into a slide

1. Click on the Insert tab.
2. If you have a saved image, click on Pictures, shown in Fig 19.
This will open the Insert Picture window, shown in Fig 20.
3. Browse to where your picture is saved.
4. Click on Insert.

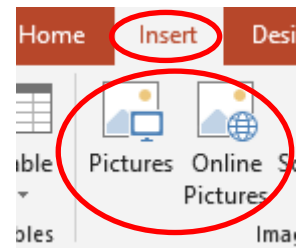


Fig 19

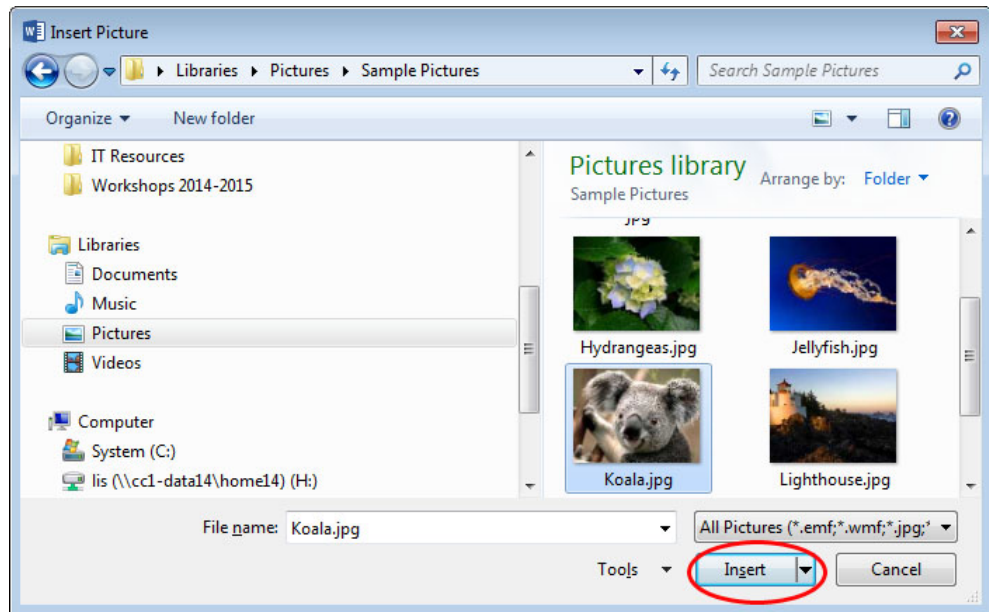


Fig 20

5. To insert an image from the web, click on Online Pictures, shown in Fig 19.
This will open the search window, shown in Fig 21.
6. Type your search term in the box. The results will be listed under the search box.
7. Click on the picture you want.
8. Click on Insert.

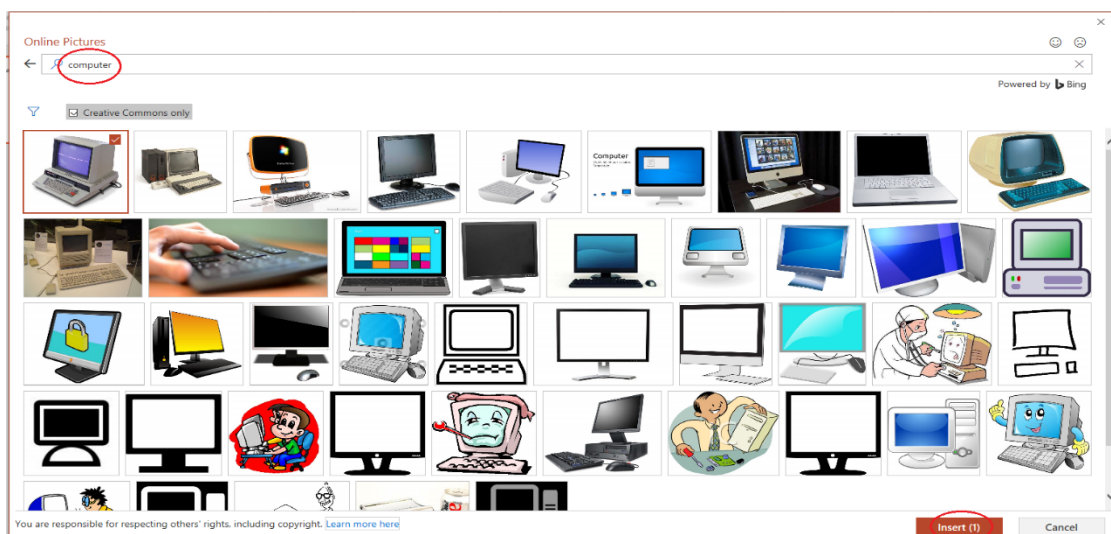


Fig 21

11. Add a border style to your picture

1. Click on the picture to activate it.
This opens the Picture Tools tab on the Ribbon, shown in Fig 22.
2. Click on the picture style you want to apply.

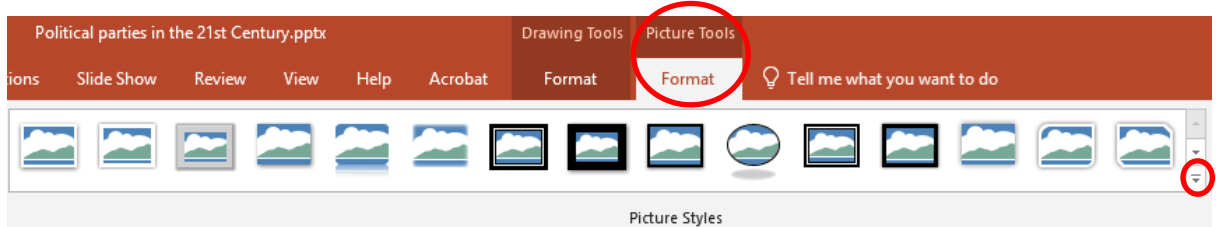


Fig 22

12. Insert a table into a slide

1. Click on the Insert tab.
2. Click on the Table icon.
A drop down grid will appear, shown in Fig 23.
3. Roll the mouse across and down until you have the size of table you require.
The table will appear in your document as you roll the mouse.
4. If you want to apply a design to the table, click on it to activate the Table Tools Design menu, shown in Fig 24.
5. Click on the design you want for your table.
6. Click on the arrow shown in Fig 24 to get more options.

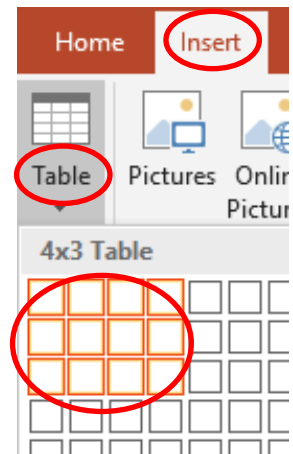


Fig 23

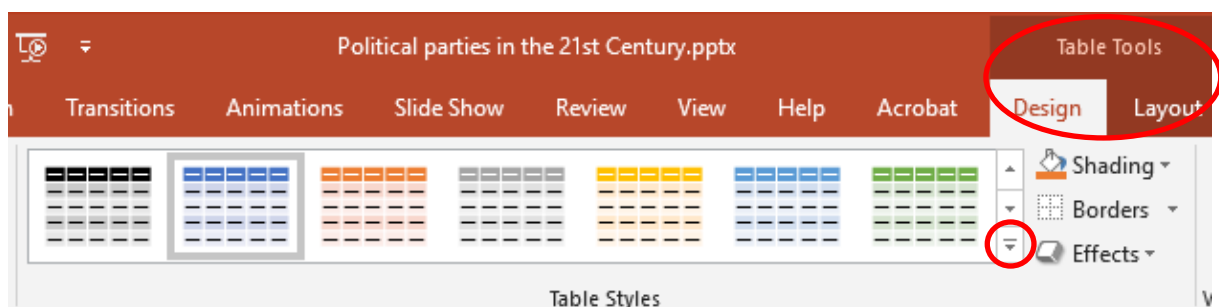


Fig 24

13. Insert a SmartArt graphic into your presentation

SmartArt is an easy, professional way to present information visually.

1. Click on the Insert tab.
2. Click on SmartArt.
This will open the SmartArt window, shown in Fig 25.
3. Scroll through the options and click on the SmartArt you want to use.
4. Click OK.

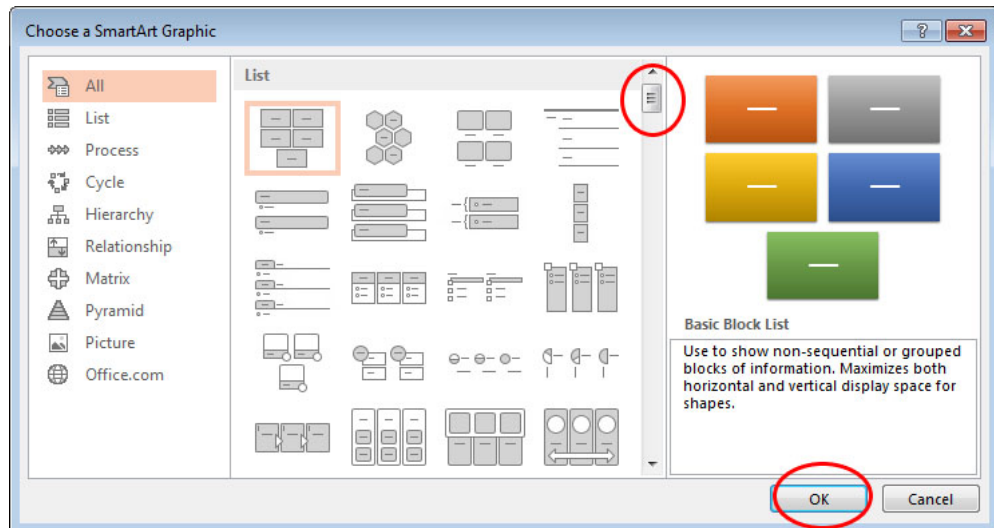


Fig 25

14. Insert a chart into your presentation

You can create a chart directly in PowerPoint.

1. Click on Insert.
2. Click on Chart, shown in Fig 26.
This will open the Insert Chart window, shown in Fig 27.
3. Click on the Chart you want.
4. Click on OK.

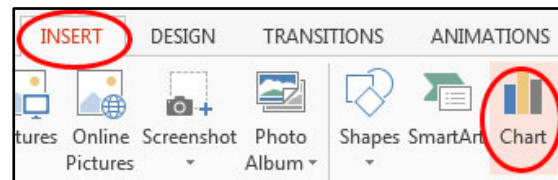


Fig 26

This opens the Chart in Microsoft PowerPoint window, shown in Fig 28.

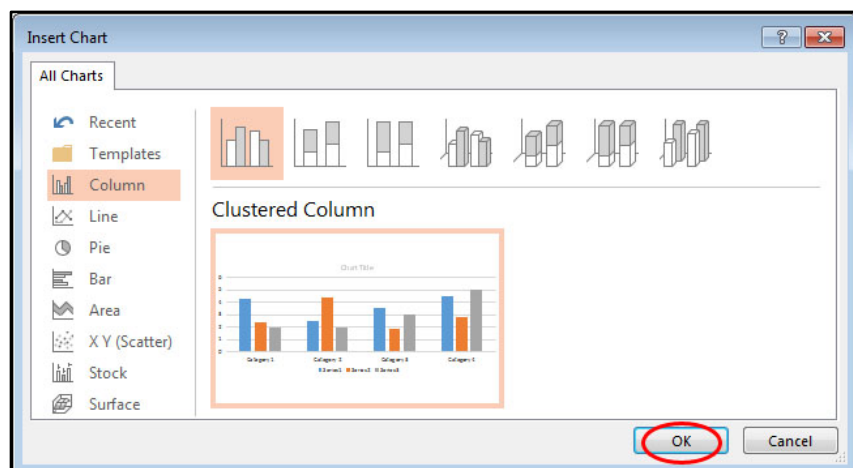


Fig 27

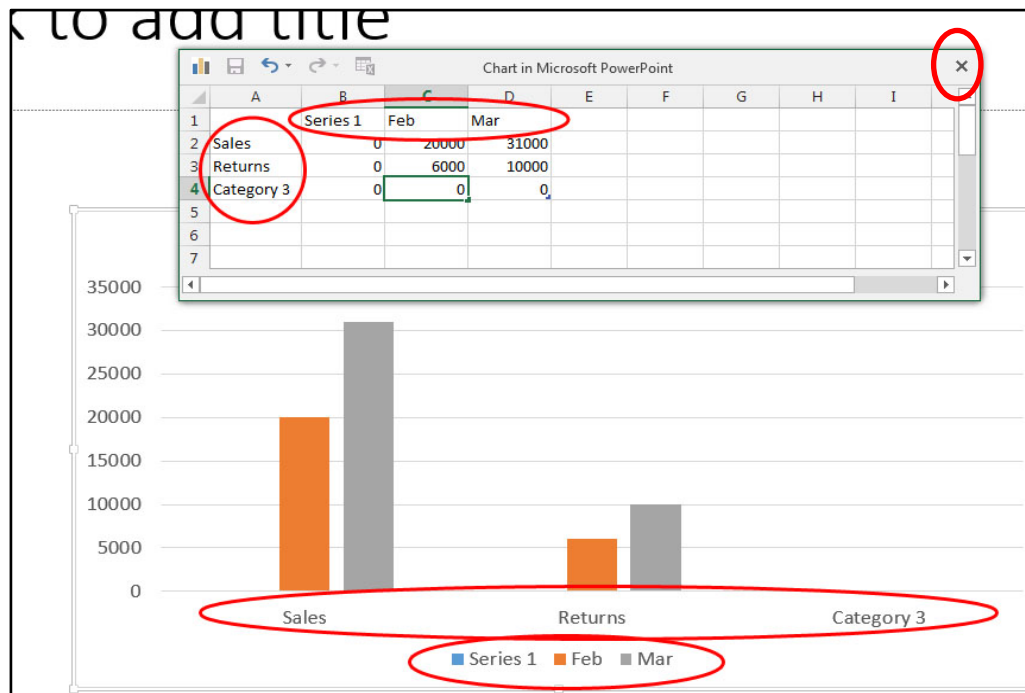


Fig 28

- Fill in the series (columns) and categories (rows), shown in Fig 28. As you complete each field the chart will build in the slide, shown in Fig 28.
- When you have finished adding your data, click the X icon to close the Chart in Microsoft PowerPoint window.

Note: This will not delete the chart.

- Click on the Title box, shown in Fig 29.
- Highlight the text and delete.
- Type in your chart title.
- To apply a design to your chart:
- Click on the Chart Tools tab at the top of the screen, shown in Fig 30.
- Click on the design you want. Note: Click the arrow shown in Fig 30 for more design options.

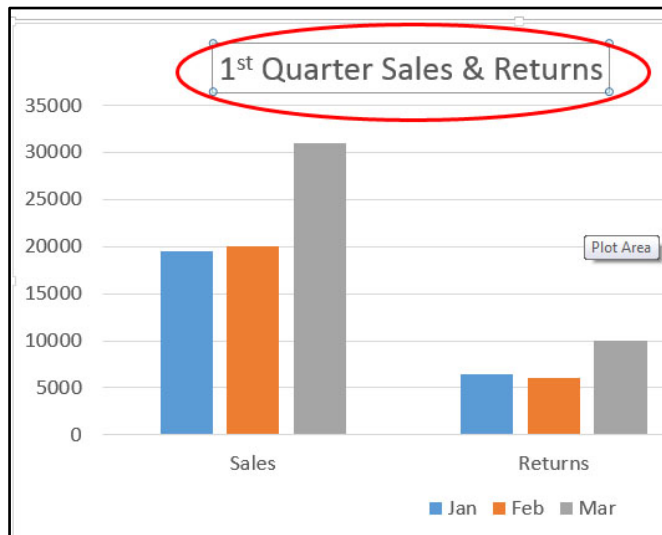


Fig 29

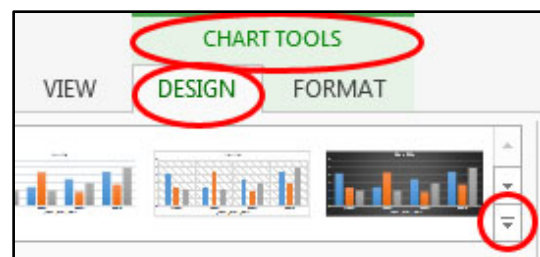


Fig 30

Insert shortcuts

When you insert a new slide you can click on the shortcut icons shown in Fig 31 to insert pictures, tables, SmartArt and charts. However, if you want to add more pictures or objects, the shortcut icons disappear and you will need the Insert tab.



Fig 31

Copy and paste a chart from Excel

The Introduction to Excel IT booklet demonstrates how to copy a chart from Excel into Word or PowerPoint. You can find this on the Skills for Learning website, under the IT section.

http://skillsforlearning.leedsbeckett.ac.uk/local/information_technology/ks_materials/ks_materials.shtml

15. Apply a background design to your presentation

Microsoft PowerPoint has ready-made designs for you to apply to your presentation.

1. Click on the Design tab.
2. This will display design themes similar to those shown in Fig 32.
3. Click on the design you want to apply.

Note: For more design options click on the arrow shown in Fig 32.

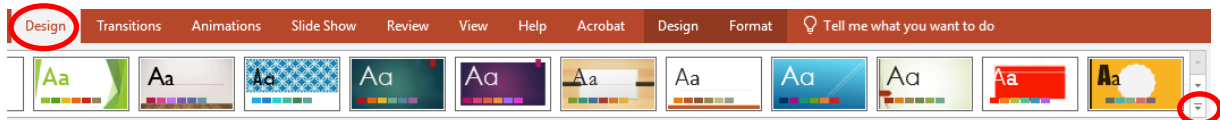


Fig 32

16. Apply a slide transition to your presentation

1. Click on the Transitions tab.
This opens the transitions window, shown in Fig 33.
2. Click on the transition effect you want.
3. Click on Apply to All.

Note: For more transition options, click the arrow, shown in Fig 33.

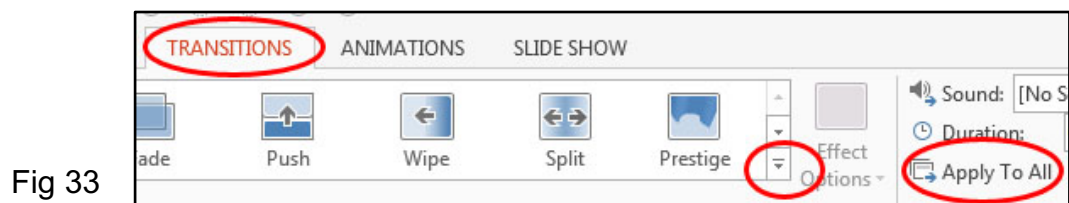
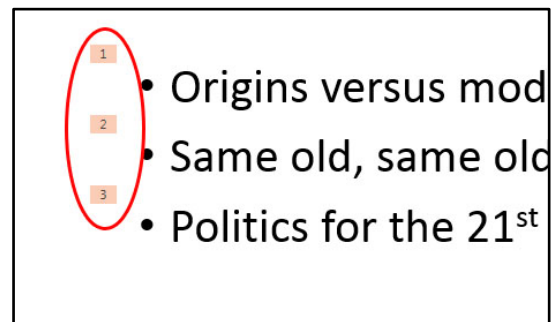
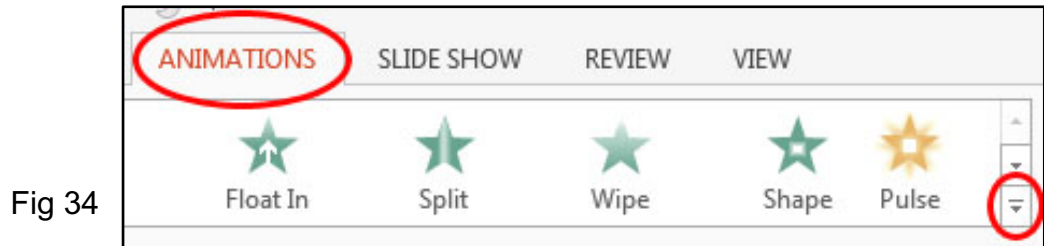


Fig 33

17. Apply animation effects to your slide

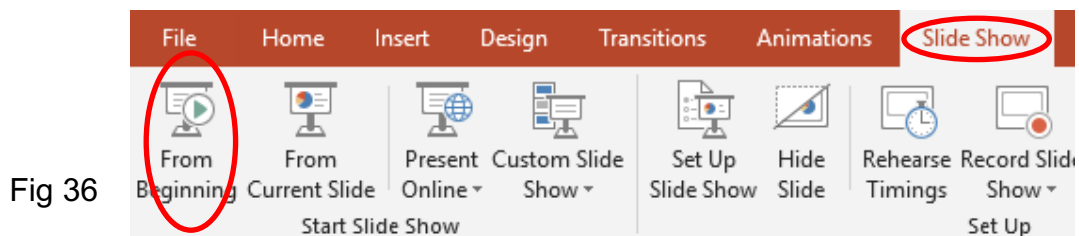
You can use an animation effect to make bullet points appear one by one.

1. Click to the left of the first bullet point.
2. Click on the Animation tab, shown in Fig 34.
3. Click on the animation effect you want
4. The bullet points will now show numbers, shown in Fig 35.
Test it out in Slide Show view.



18. Use Slide Show to run your presentation

1. Click on the Slide Show tab, shown in Fig 36.
2. Click on From Beginning.
Your PowerPoint presentation will now open in full screen view.
3. Click your left mouse button to move forward through the presentation.
4. When you have finished click to exit, as shown in Fig 37.



End of slide show, click to exit.

Fig 37

Keyboard Shortcuts for Slide Show

You can also use the up and down or left and right arrow keys on your keyboard, shown in Fig 38, to move backwards and forwards through your presentation.

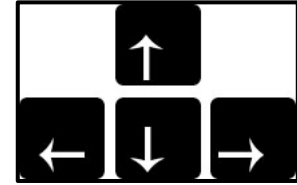


Fig 38

To enter Slide Show view, press the F5 button, shown in Fig 39. To return to Design view, press the Esc key.



Fig 39

19. Print presentation handouts

1. Click on the File button, shown in Fig 40.
2. Click on Print, shown in Fig 41.
3. The Print Settings page is now open.
4. Click on the arrow next to Full Page Slides, shown in Fig 41.
5. Click on 3 slides.
6. Click on Print.

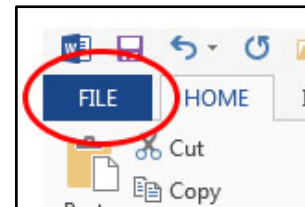


Fig 40

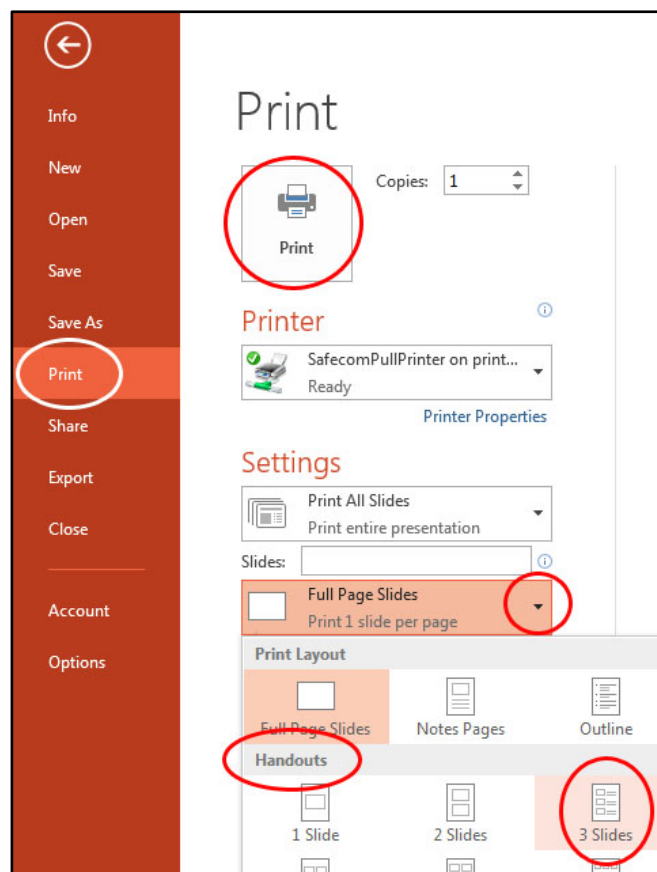


Fig 41

Further design elements

These are not essential for creating a presentation, but it's useful to know, especially if you are considering designing your own slides or you want to create a poster with PowerPoint.

20. Layering objects

You can layer objects, such as shapes and images, on top of each other on the slide.

1. Position the objects together.
2. Click on the object you want to bring to the front of the layered objects.
3. Click on Format, shown in Fig 42.
4. Click on the arrow next to Bring Forward.
5. Click on Bring Forward or Bring to Front.
The object will now lie on top of the other one.
Note: You can also move things backward, shown in Fig 43.

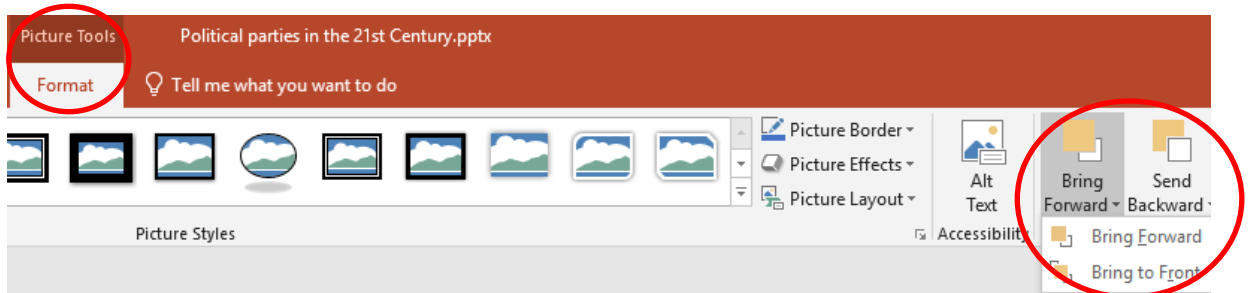


Fig 42

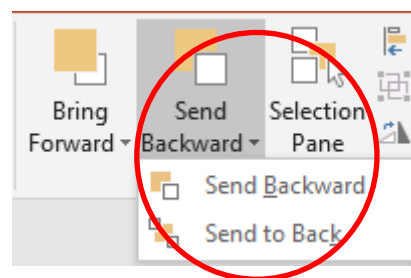


Fig 43

21. Grouping objects

When you have the layered objects in the layout you want, you can group them together. This means that if you move them around the PowerPoint slide, they will move as one object.

1. Click on the first object you want to group.
2. Click the Ctrl key on the keyboard and keep it pressed.
3. Click on the other objects you want to group, one at a time.
You should see the resizing handles around all the objects selected. Some of them are circled in Fig 44.
4. Click on Format.
5. Click on Group, shown in Fig 45.

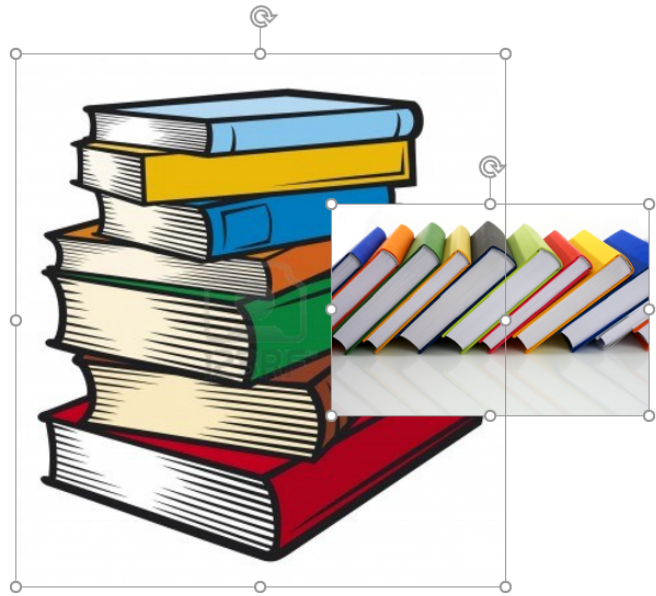


Fig 44

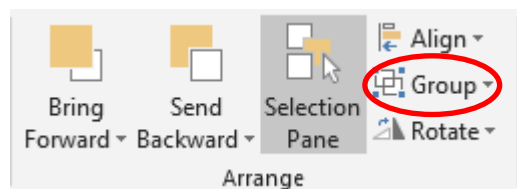


Fig 45

22. Add background colour

1. Click on the Design tab.
2. Click on Format Background, shown in Fig 46.

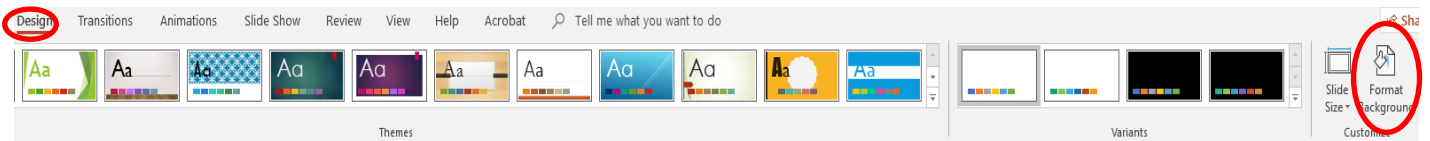


Fig 46

This will open the Format Background window, shown in Fig 47. For solid colour backgrounds:

- Click Solid Fill.
- Click the colour arrow, shown in Fig 47.
- Click on the colour you want.
- If you want this to apply to all slides, click Apply to All. Note: You can click on More Colours for more options.

For mixed colour backgrounds:

- Click Gradient Fill.
- Click on the Gradient stops, shown in Fig 48.
- Click on the colour arrow, shown in Fig 48.
- Click on the colour you want.
- Experiment with the type and direction of the gradients. Note: The preset gradients are an easy way to get a professional looking background.

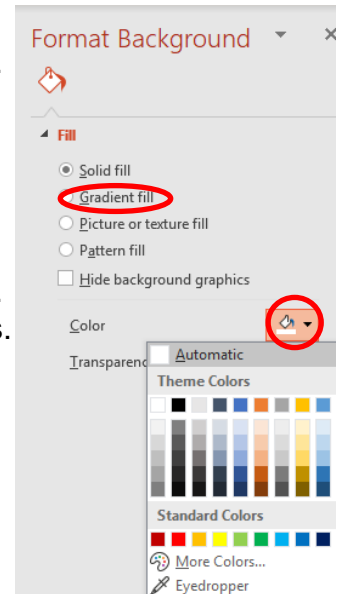


Fig 47

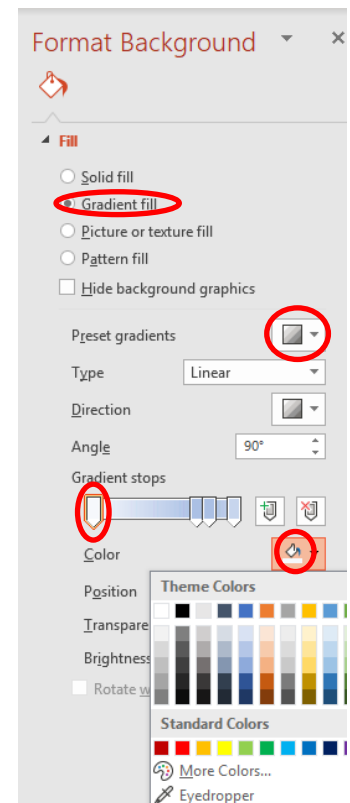


Fig 48

23. Insert WordArt

1. Click on Insert.
2. Click on WordArt, shown in Fig 49.
3. Click on the WordArt style you require.
This will add a text box on the slide, shown in Fig 50.

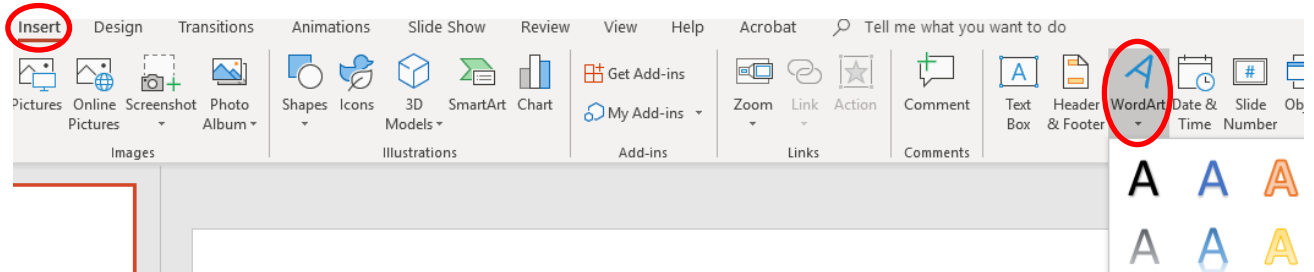


Fig 49

4. Change the font style and size as required.
5. Make it bold or italic if required.
6. To move the WordArt object, click on it and keep the mouse pressed. Drag to the new position.

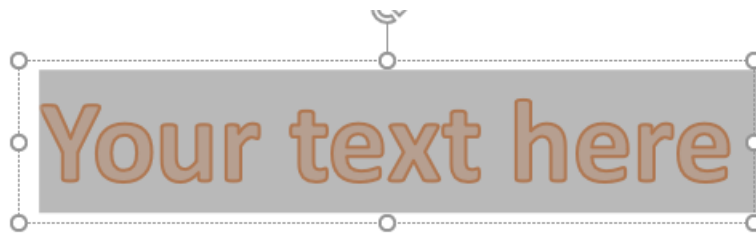


Fig 50

24. Apply shadow effects to objects

You can add shadow effects to images, shapes and text boxes.

1. Click on the object to activate it.
For images, the Picture Tools tab will appear.
For text boxes and shapes, the Drawing Tools tab will appear.
2. Click on Format.
3. Click on Picture Effects (Shape Effects for text boxes and shapes), shown in Fig 51.
4. Click on Shadow.
5. Click on the shadow style you require.

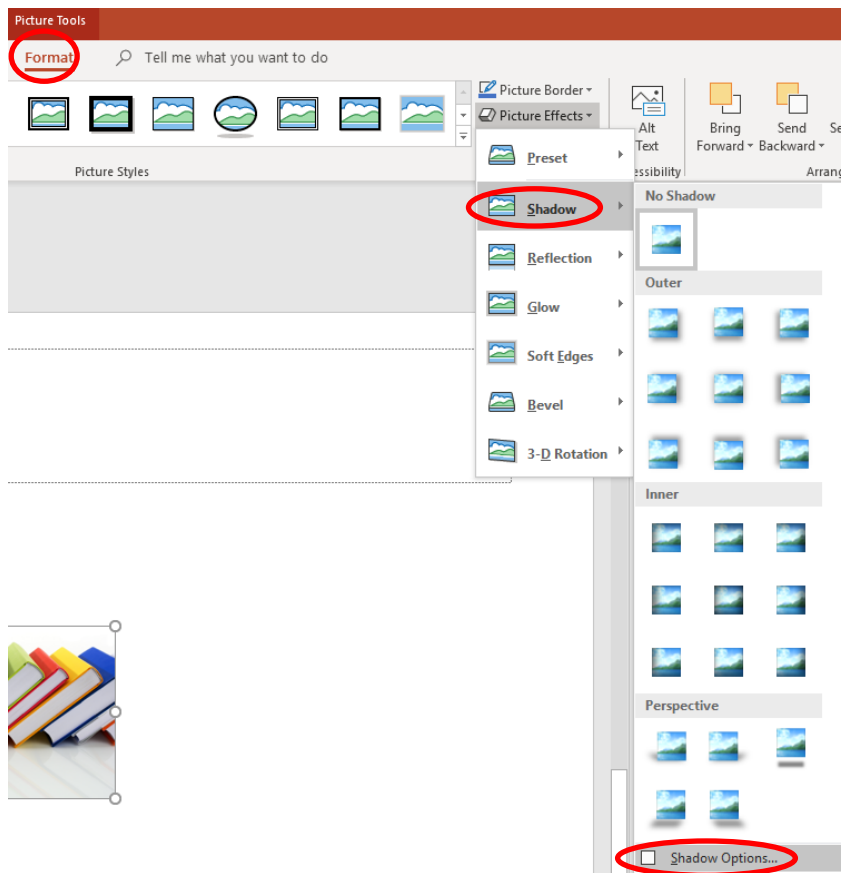


Fig 51

To customise your shadow:

- Click on Shadow Options.
- Experiment with the transparency, size, blur, angle and distance, shown in Fig 52.

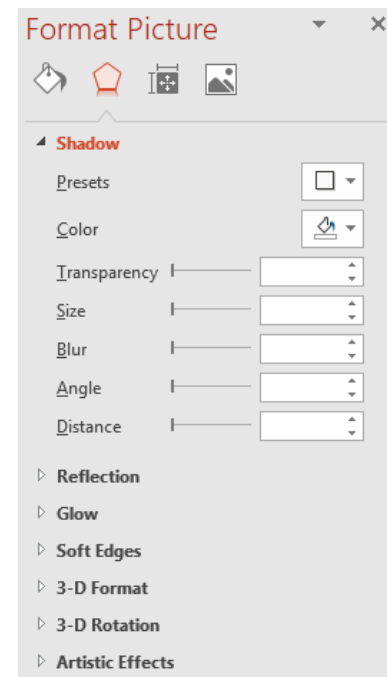


Fig 52

25. Apply 3D effects to objects

You can add 3D effects to images, shapes and text boxes.

1. Click on the object to activate it.
For images, the Picture Tools tab will appear.
For text boxes and shapes, the Drawing Tools tab will appear.
2. Click on Format.
3. Click on Picture Effects (Shape Effects for text boxes and shapes), shown in Fig 53.
4. Click on 3-D Rotation, shown in Fig 53.
5. Click on the 3D style you require.

To customise your 3D effects:

- Click on 3-D Rotation Options.
- Experiment with the different rotation and options in 3-D rotation and 3-D format, shown in Fig 54.

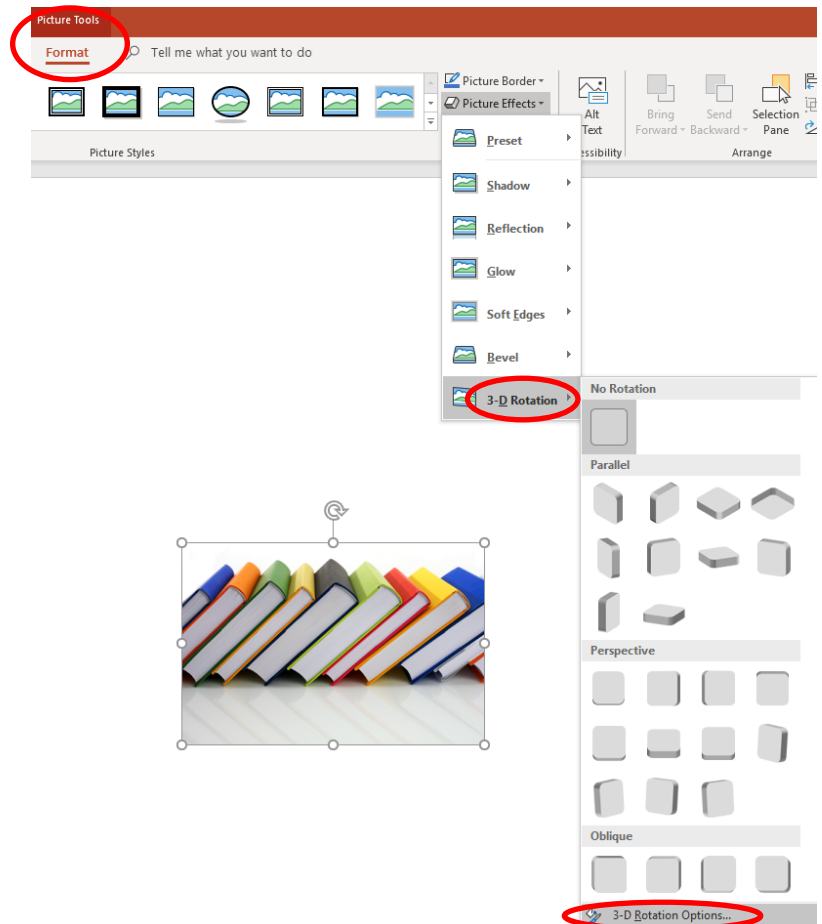


Fig 53

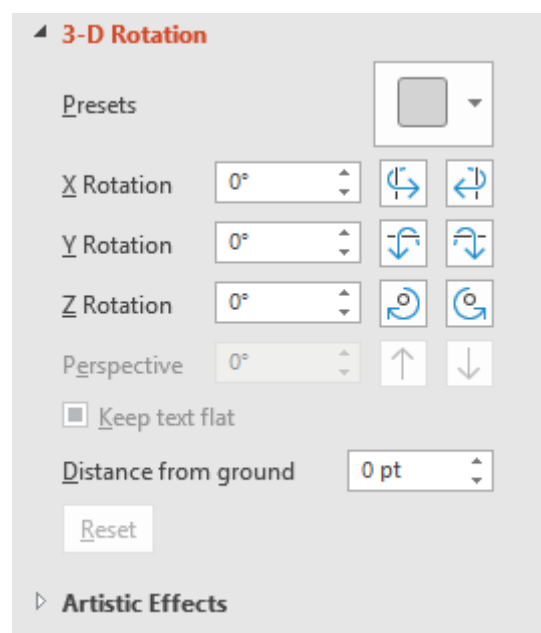


Fig 54

Further information

Workshops on creating presentations with PowerPoint are provided throughout the academic terms.

You can find the [current workshop timetable on MyHub](#).

Video tutorials can be an effective way of developing IT skills. [GCFLearnFree](#) provides a comprehensive range of tutorial topics covering PowerPoint, as well as other Office and IT topics. Approximate timings are shown for each tutorial.