Information Technology Group presents:

Microsoft® Office PowerPoint® 2003 Training

Creating your presentation from start to finish
Course contents

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Overview: Presentation basics

- You have to put together a presentation using PowerPoint, and you have no idea how to begin.

- Get equipped with the skills to do the job. Learn what you need to know to put together a Microsoft PowerPoint presentation quickly and with little fuss.
Course goals

• Put text and pictures on slides.
• Navigate in the PowerPoint window.
• Apply a design template.
• Arrange slide content by using layouts.
• Print handouts and notes.
• Prepare to give the show.
Lesson 1

Slides, text, and notes
There it sits in the middle of the PowerPoint window: a big, blank slide. "Click to add title," says the text on the screen. It sounds easy, but you've never done this before, and the blank canvas is daunting.

Yet you have to start somewhere.

A blank slide can be daunting; don't let it be.
Work in the slide area

See the image at left.

1. The slide pane.

2. On the left is a thumbnail version of the slide you're working on. This area is the **Slides** tab.

3. The notes pane. Type notes that you'll use when presenting.
Add new slides

Use the **Slides** tab, the area on the left that contains the slide thumbnail, to add new slides.

1. Right-click the thumbnail that you want the new slide to follow.

2. Click **New Slide** on the shortcut menu.

Use the shortcut menu to insert a new slide.
Type text

The image at left shows text typed within a **body text** (as opposed to a **title**) placeholder.

1. The body text placeholder is usually positioned below a title.

2. Its default formatting is a bulleted list. At the end of a paragraph, press ENTER, and then press TAB to get to the next level of indent.
If you don't want a bulleted list, select the placeholder by clicking its border. Then, click the **Bullets** button.

Another button on the **Formatting** toolbar handy for positioning text is the **Center** button.

The indent buttons, such as **Decrease Indent** help you position text at the right level of indent.
Navigate among slides

Once you have several slides in the show, you'll need to move among them as you add content. The picture shows two ways to do that.

1. Click the slide thumbnail on the Slides tab…

2. Click on the slide and use your mouse scroll button to scroll up the previous slide or down the next slide, or…

3. Click the Previous Slide or Next Slide button.
Create notes for the show

The process of writing notes:

1. Notes pane in Normal view.

2. Drag the split bar up to enlarge the notes pane, and then type your note text.

3. The notes page layout as seen in Notes Page view or when the notes are printed.
Suggestions for practice

1. Look at the areas of the PowerPoint window.
2. Type title text.
3. Add new slides.
4. Navigate and add more text.
5. Use text indents and formatting.
6. Type and view notes.
Lesson 2

Design and layout
Design and layout

- When you've nailed down the text for your slide show, lift the presentation out of its black-and-white doldrums by applying a **design template**.

- A template provides color, style, and decorative accents.
Pick a design

The design template determines the look and colors of the slides, including:

- The slide background.
- Bullet and font styles.
- Font color and size.
- Placeholder position.
- Varied design accents.
Pick a design

Applying a design template:

1. Click on Format
2. Then click **Slide Design**
3. In the **Slide Design** task pane, click a template thumbnail to apply the template to all slides.
Pick a layout

• As you create slides, you'll confront the issue of where to place the things you want on them.

• PowerPoint tries to help you here by displaying slide layouts to choose from each time you add a slide.

• When applied, the layout arranges content to fit into a specific combination of placeholders.
Pick a layout

To apply a layout:

1. Click Format.

2. Then click **Slide Layout**

3. In the **Slide Layout** task pane, click a layout thumbnail to apply its layout to the selected slide.
Work within the layout

The image shows the effect of applying a layout that has a text placeholder on the left and a **content placeholder** on the right. Each has built-in properties that support the specific type of content.

1. Title placeholder
2. Text placeholder
3. Content placeholder
Insert by using the layout icon

Icons are one method for inserting content. The picture illustrates how you'd use one of the icons in the layout to insert a piece of clip art.

1. Click the **Insert Clip Art** icon within the placeholder, and then type a keyword in the **Search text** box to search for a clip.

2. Click a clip within the **Select Picture** dialog box, and click **OK**.
Insert by using the menu

- Use the **Insert** menu to insert content onto the slide:

1. Select the content placeholder before you insert from the menu.

2. Choose the type of item you want from the **Insert** menu, with its wide range of options.
Suggestions for practice

1. Pick a design template.
2. Change the layout and add art.
3. Insert art by using the **Insert** menu.
Lesson 3

Proof, print, prep for the show
Proof, print, prep for the show

• You've finished creating your slides. What are the next steps?
• Start with previewing the show on your computer. Run a spelling check.
• Then use Print Preview to see how your notes and handouts will look, and select the right printing options for them.

Review your show in Slide Show view.
• As you create a show, preview it at any time in **Slide Show view**.

1. To open Slide Show view, select the first slide, and then click the **Slide Show** button.

2. The picture shows Slide Show view, with the **Slide Show** toolbar appearing in the lower left.

3. If you don't want to click through all the slides, press ESC to return to your last view in PowerPoint.
To navigate through the show, you have several choices:

- Click the mouse.
- Press the ENTER KEY.
- Press the DOWN ARROW key.
- Click the **Next** arrow on the **Slide Show** toolbar.
Check spelling, make printouts

1. In Normal view, run a spelling check by clicking the **Spelling** button. Your slides and notes are checked.

2. **Print Preview:** This is a great way to prepare the show for printing. You get to it by clicking the **Print Preview** button.

In Print Preview, it gives you the options to Print What.
Color options for printing

In Print Preview, check out the printing choices available by clicking the **Options** button:

Examples of color choices for printouts
Package the presentation

• As part of your preparation, package your presentation to a folder or burn it to a CD, and be sure that you have access to it from the presenting computer.

• "Package" refers to the process of copying your presentation file and any other files that you need.

The Package for CD command is on the File menu.
Suggestions for practice

1. Preview the show on your computer.
2. Run a spelling check.
3. Prepare to print handouts and notes.
4. Package the presentation to a folder.
Thank you for coming!

Please evaluate this class training at

http://www.itg.ias.edu/train/eval.php