

PowerPoint: The Basics

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“What software would you recommend to give my presentation so much flash and sizzle that nobody notices that I have nothing to say?”

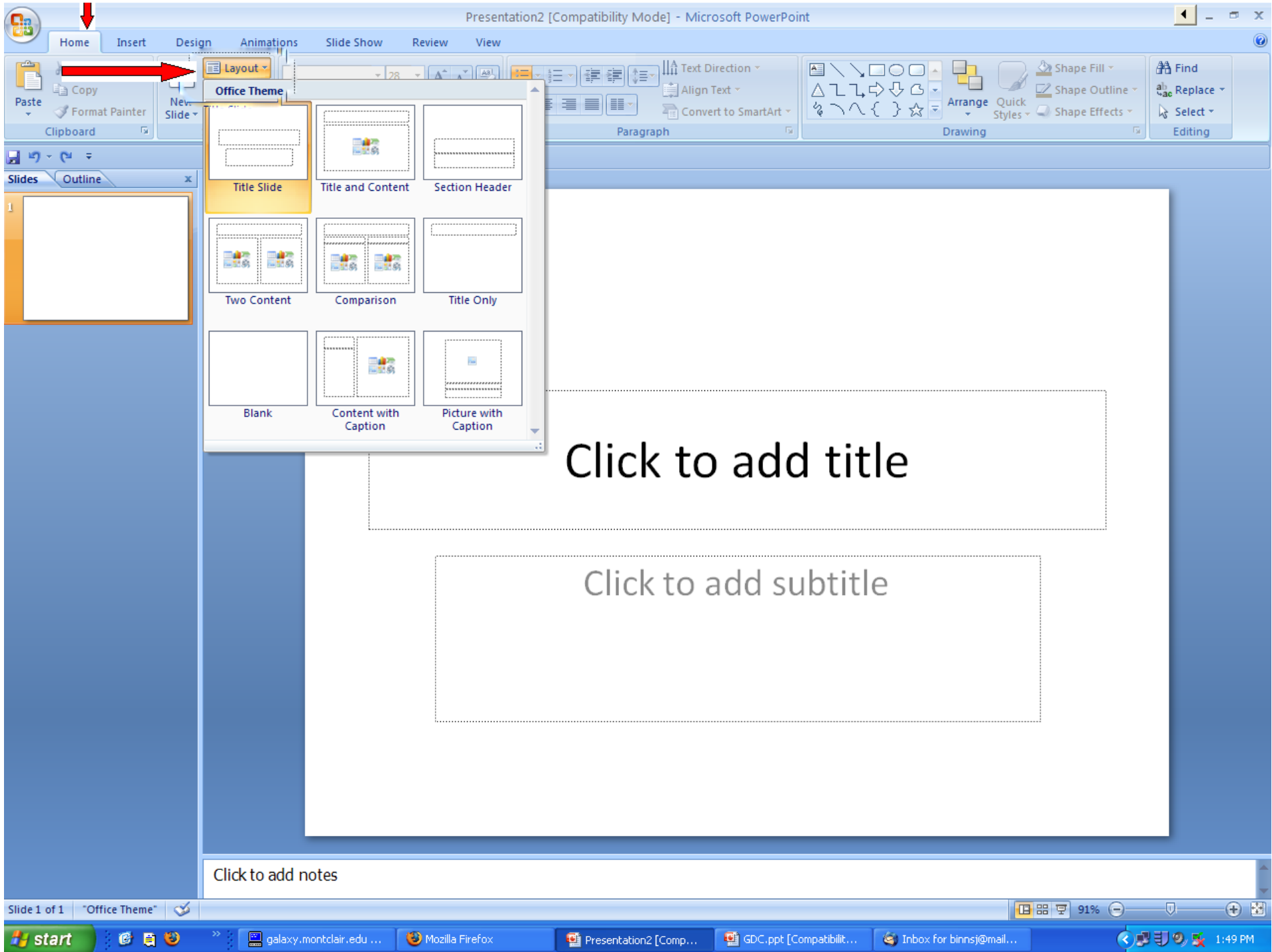
Getting Started

Selecting a Title Slide

- Choosing the beginning slide:
 - Click the **HOME** tab
 - Choose the **SLIDES** portion under the **HOME** tab
 - Click **LAYOUT** and choose a **TITLE SLIDE**.

Developing a Title Slide

- Entering content
 - Click inside text boxes in order to enter content
 - The **HOME** tab will allow you to choose fonts and sizes for the content of your slide.



Click to add title

Click to add subtitle

Click to add notes

Slide 1 of 1 "Office Theme"

91%

Presentation2 [Compatibility Mode] - Microsoft PowerPoint

Home Insert Design Animations Slide Show Review View

Layout

Office Theme

- Title Slide
- Title and Content
- Section Header
- Two Content
- Comparison
- Title Only
- Blank
- Content with Caption
- Picture with Caption

Click to add title

Click to add subtitle

TEXTBOX

Click to add notes

Slide 1 of 1 "Office Theme"

91%

start galaxy.montclair.e... The Graduate Sch... Presentation2 [Co... GDC.ppt [Compati... Inbox for binnsj@... Document2 - Micro... 2:17 PM

The image shows a Microsoft PowerPoint window in Compatibility Mode. The 'Layout' task pane is open, displaying various slide layouts under the 'Office Theme' category. A red arrow points to the 'Layout' button in the ribbon. The main slide area shows a white slide with a title box containing the text 'Click to add title', a subtitle box containing 'Click to add subtitle', and a large red text box containing the word 'TEXTBOX'. Two red arrows point towards the 'TEXTBOX' from the left and right. At the bottom, there is a 'Click to add notes' area. The taskbar at the bottom shows the Start button and several open applications, including a browser and a presentation file.

- YOUR MIND IS TIRED
- MY VOICE IS BORING
- YOU ARE ABOUT TO ENTER THE POWER-POINT ZONE ...

.. ZZZZZZ

N
N
N
N



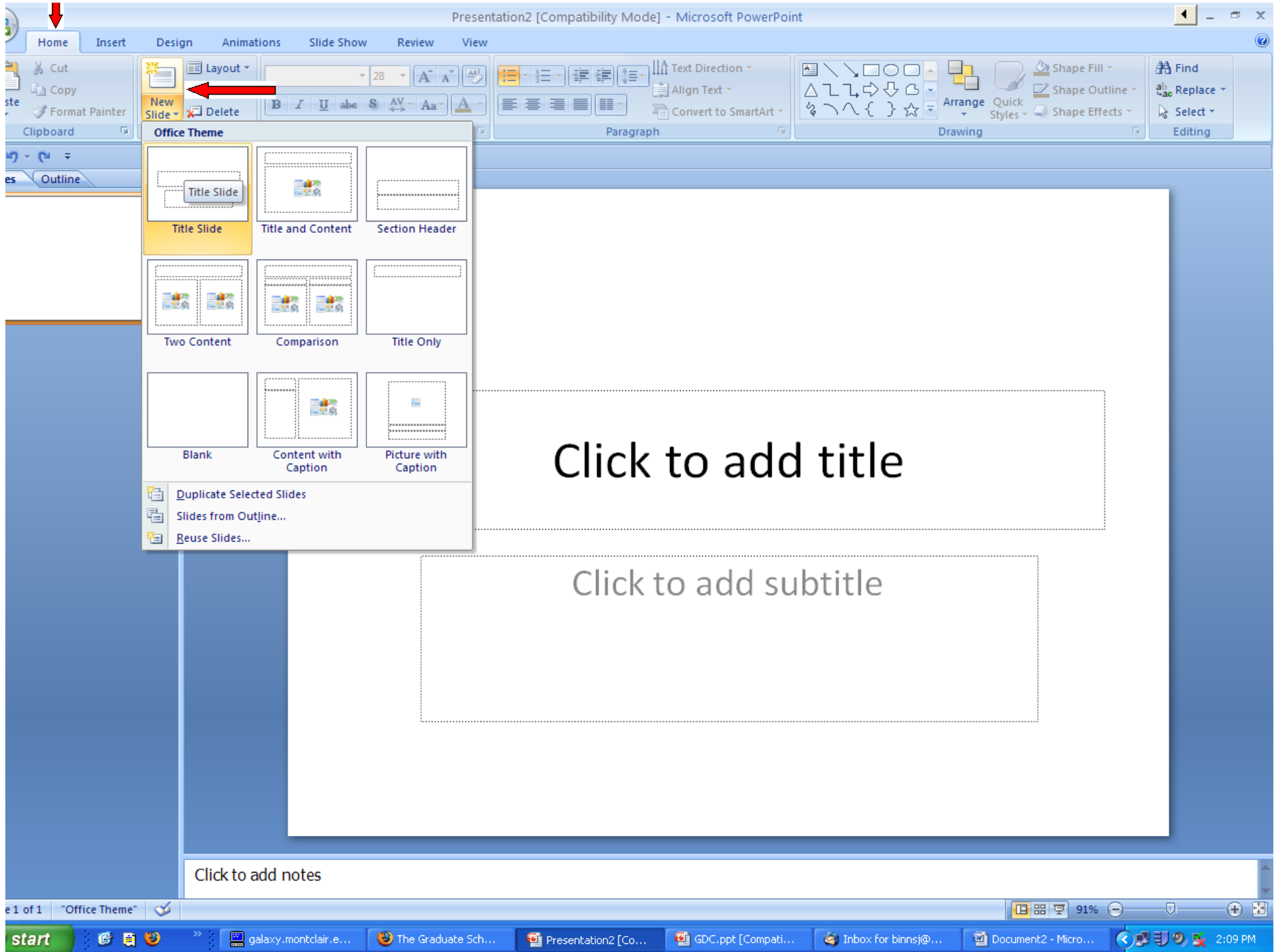
Creating New Slides

Inserting New Slides

- Slide formats
 - Click the **HOME** tab and choose the **SLIDES** portion of the tab.
 - Under the **SLIDES** portion, select **NEW SLIDES**.
 - Choose a format based on what you want to accomplish
 - Continue this for every new slide within the presentation

Manipulating Slides

- Deleting Text Boxes
 - Left click on any border line of the text box.
 - After left clicking on the border and selecting it, right click on the selection and choose **CUT** on the menu that pops up.



Office Theme

- Title Slide
- Title and Content
- Section Header
- Two Content
- Comparison
- Title Only
- Blank
- Content with Caption
- Picture with Caption

Duplicate Selected Slides
Slides from Outline...
Reuse Slides...

Click to add title

Click to add subtitle

Click to add notes

Presentation5 [Compatibility Mode] - Microsoft PowerPoint

Home Insert Design Animations Slide Show Review View Format

From Beginning From Current Slide Custom Slide Show Start Slide Show

Record Narration Rehearse Timings Use Rehearsed Timings Set Up

Resolution: Use Current Resolution Show Presentation On: Use Presenter View Monitors

Outline

Calibri (T) 44

Cut

- Copy
- Paste
- Edit Text
- Group
- Bring to Front
- Send to Back
- Hyperlink...
- Save as Picture...
- Size and Position...
- Format Shape...

TEXT BOX

subtitle

Click to add notes

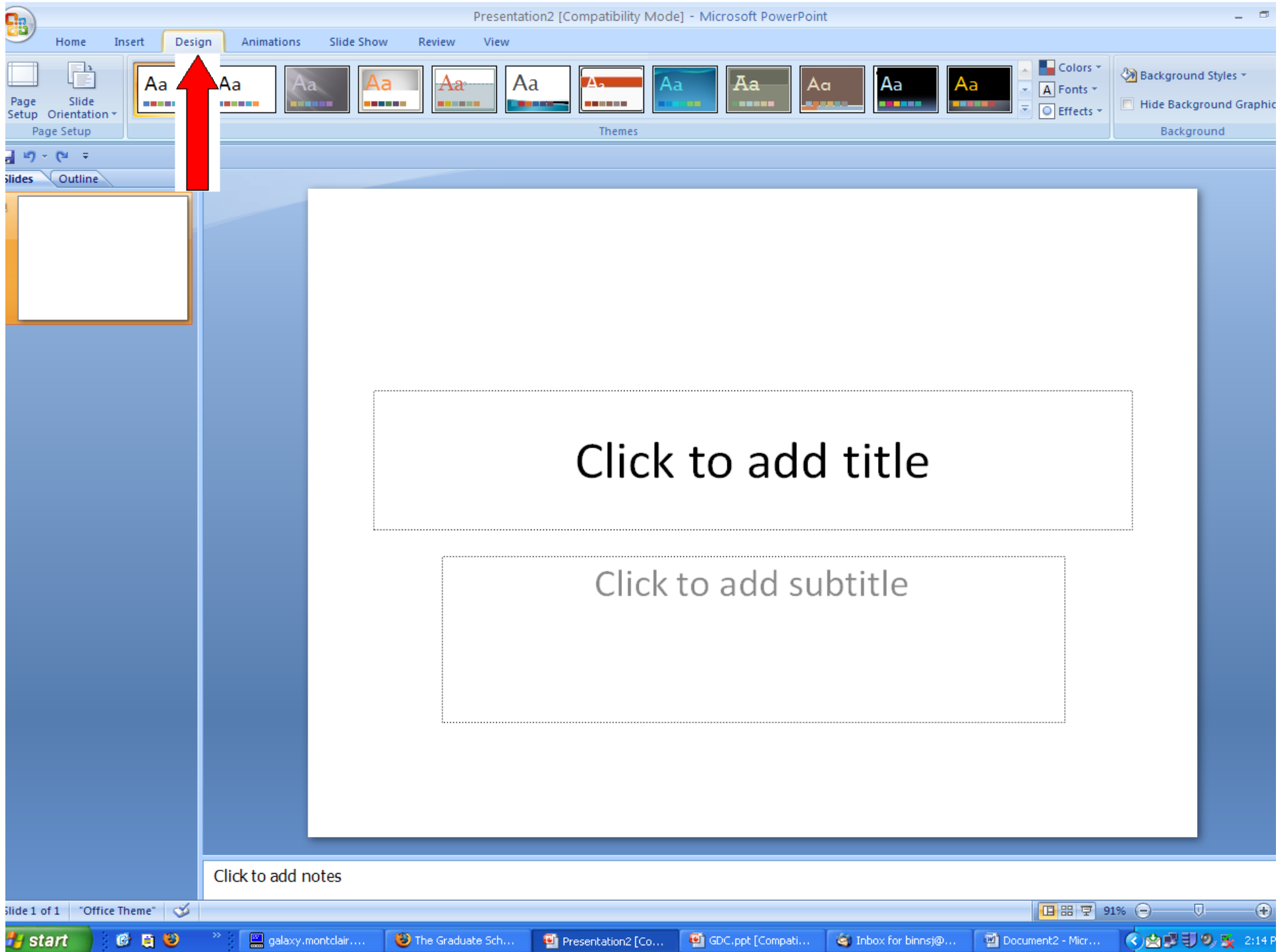
File 1 of 1 "Office Theme" 91%

start galaxy.montclair.e... Montclair State Uni... GDC.ppt [Compatib... Presentation5 [Co... binns@mail.montcl... Document2 - Micros... 4:03 PM

Inserting a Background

Choosing a Design

- Inserting a Design
 - Choose the **DESIGN** tab in the menu bar and scroll down the list of backgrounds.
 - Select a background by clicking the sample slides.
 - Your existing slides will automatically update.
- Inserting a Background Color
 - Choose DESIGN tab in menu bar.
 - Select BACKGROUND STYLES



Presentation1 [Compatibility Mode] - Microsoft PowerPoint

Design Animations Slide Show Review View

Page Setup Slide Orientation Page Setup

Themes

Background Styles

Format Background...
Reset Slide Background

Click to add title

Click to add subtitle

Click to add notes

Slide 1 of 1 "Office Theme"

70%

http://tokyo.montclair.edu/ 3:10 PM

The image is a screenshot of the Microsoft PowerPoint application window. The title bar reads "Presentation1 [Compatibility Mode] - Microsoft PowerPoint". The ribbon is set to the "Design" tab, with other tabs like "Animations", "Slide Show", "Review", and "View" visible. On the left, the "Slides" pane shows a single slide thumbnail. The main workspace displays a slide with a dark blue background. Two dashed white boxes are overlaid on the slide, one at the top containing the text "Click to add title" and one below it containing "Click to add subtitle". At the bottom of the slide, there is a white box labeled "Click to add notes". On the right side, the "Background Styles" task pane is open, showing a grid of various background styles. A red arrow points from the ribbon to the task pane, and another red arrow points to a specific blue gradient style in the grid. A third red arrow points from the task pane to the main slide area. The status bar at the bottom indicates "Slide 1 of 1", "Office Theme", a zoom level of "70%", and the URL "http://tokyo.montclair.edu/" with the time "3:10 PM".

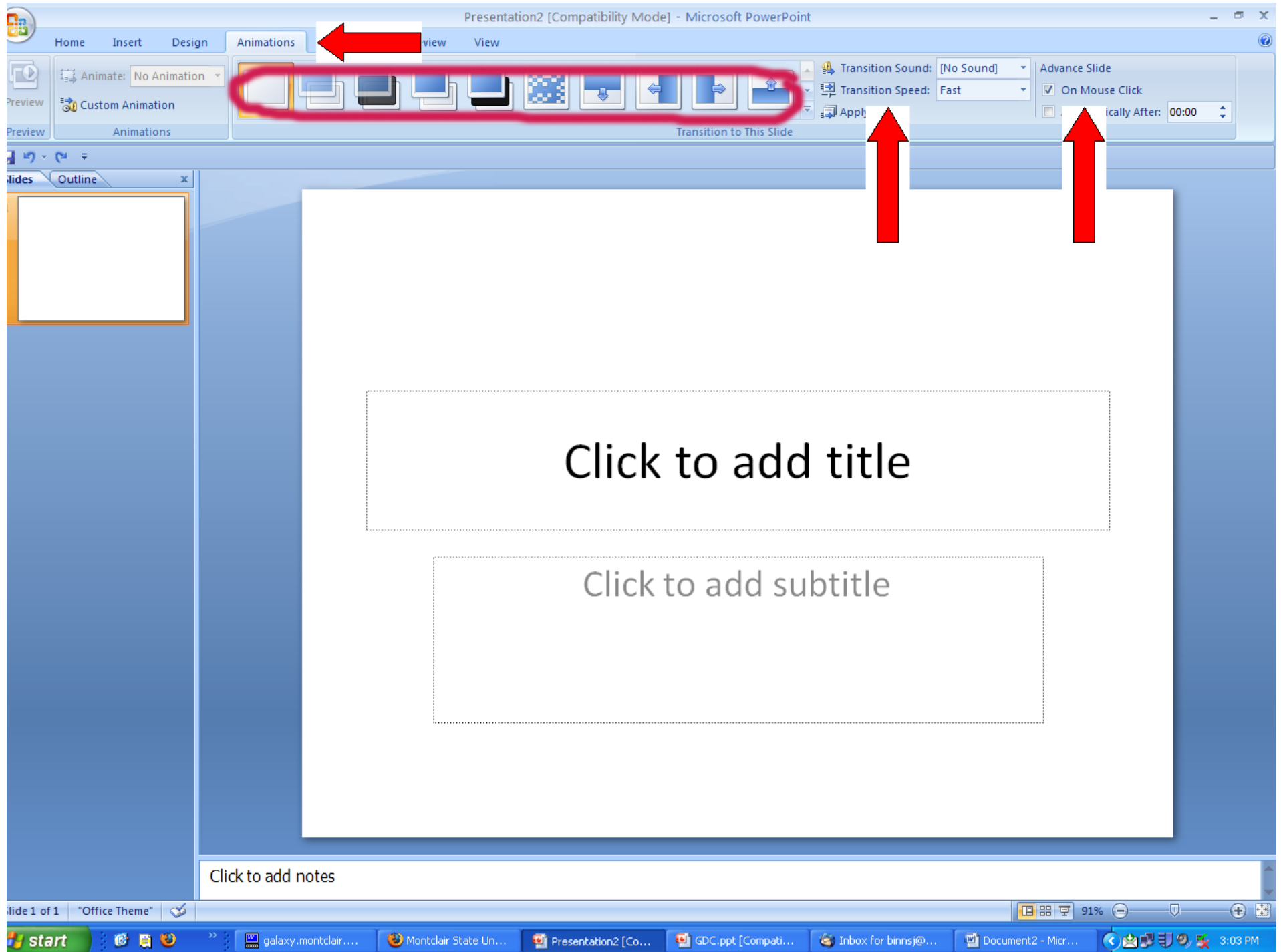
Animation and Transition

- Transition

- Choose **ANIMATIONS** under the menu bar.
- Select a sound, speed and way of transitioning (the **ADVANCE SLIDE** portion allows you to choose “on mouse click” or “automatically after: 4 sec”).

- Animation

- Choose **ANIMATIONS** under the menu bar.
- Select a slide animation by clicking on the sample of your liking.



Inserting Pictures, Charts and Additional Text

Pictures

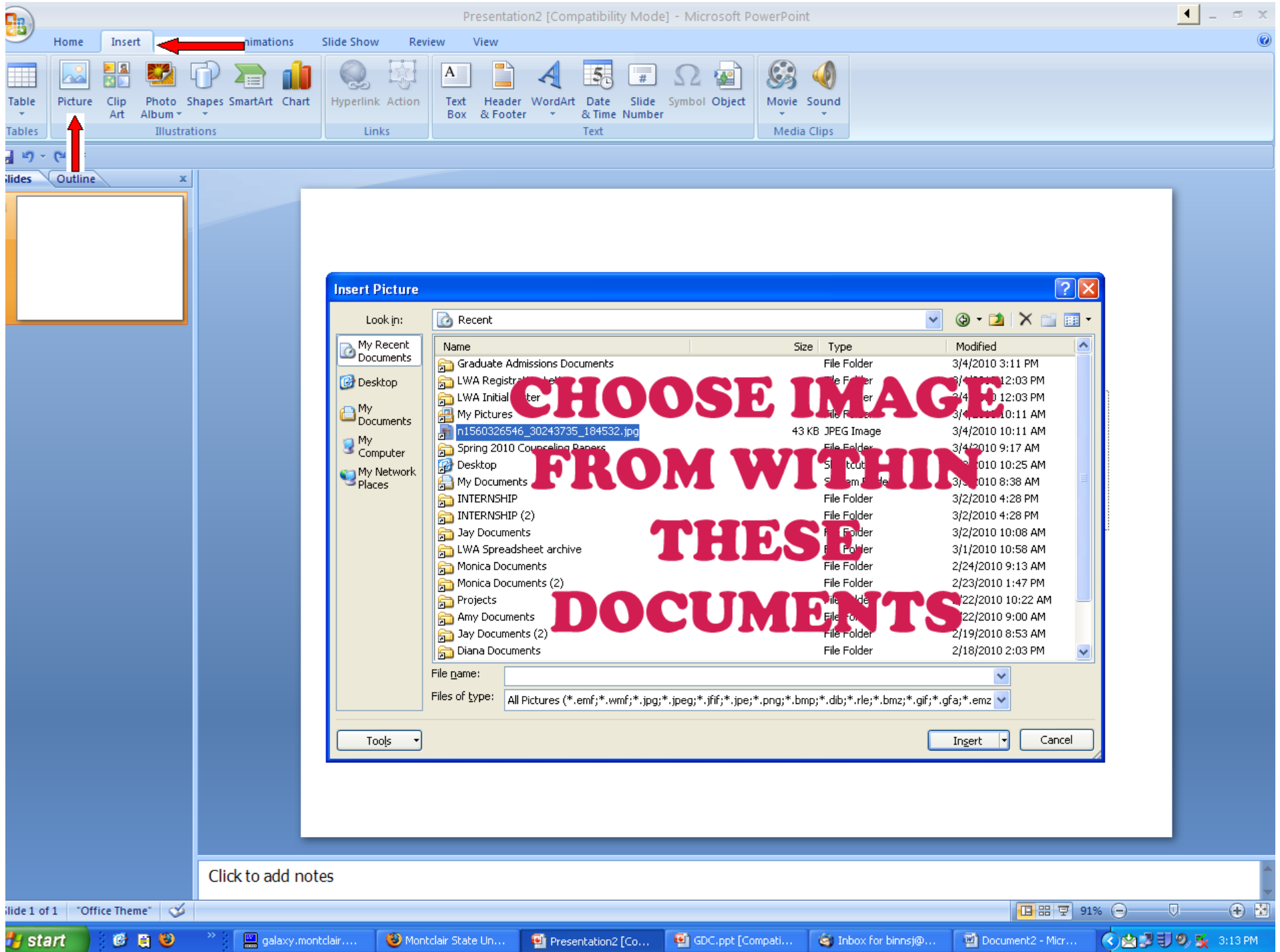
- Choose the **INSERT** tab at the top of the menu bar.
- Click **PICTURE**. This will bring you to your own computers documents. Choose an image or picture.
- Drag the image to where you would like it by holding down the left side of the mouse.

Additional Text

- To make corrections or insert additional text into an already existing slide, just click inside the text box and go to **FILE** then **SAVE**.

Charts

- Charts created from Microsoft Word can be **CUT**, **COPIED** and **PASTED** into PowerPoint.
- Highlight chart in Microsoft word. Click **EDIT** in the menu bar and then **COPY**.
- Go back to the power point slide you want to insert the chart into. Click once on the text box. Go to **EDIT** in the menu bar. Choose **PASTE**.
- Drag the chart to the proper place within the text box.



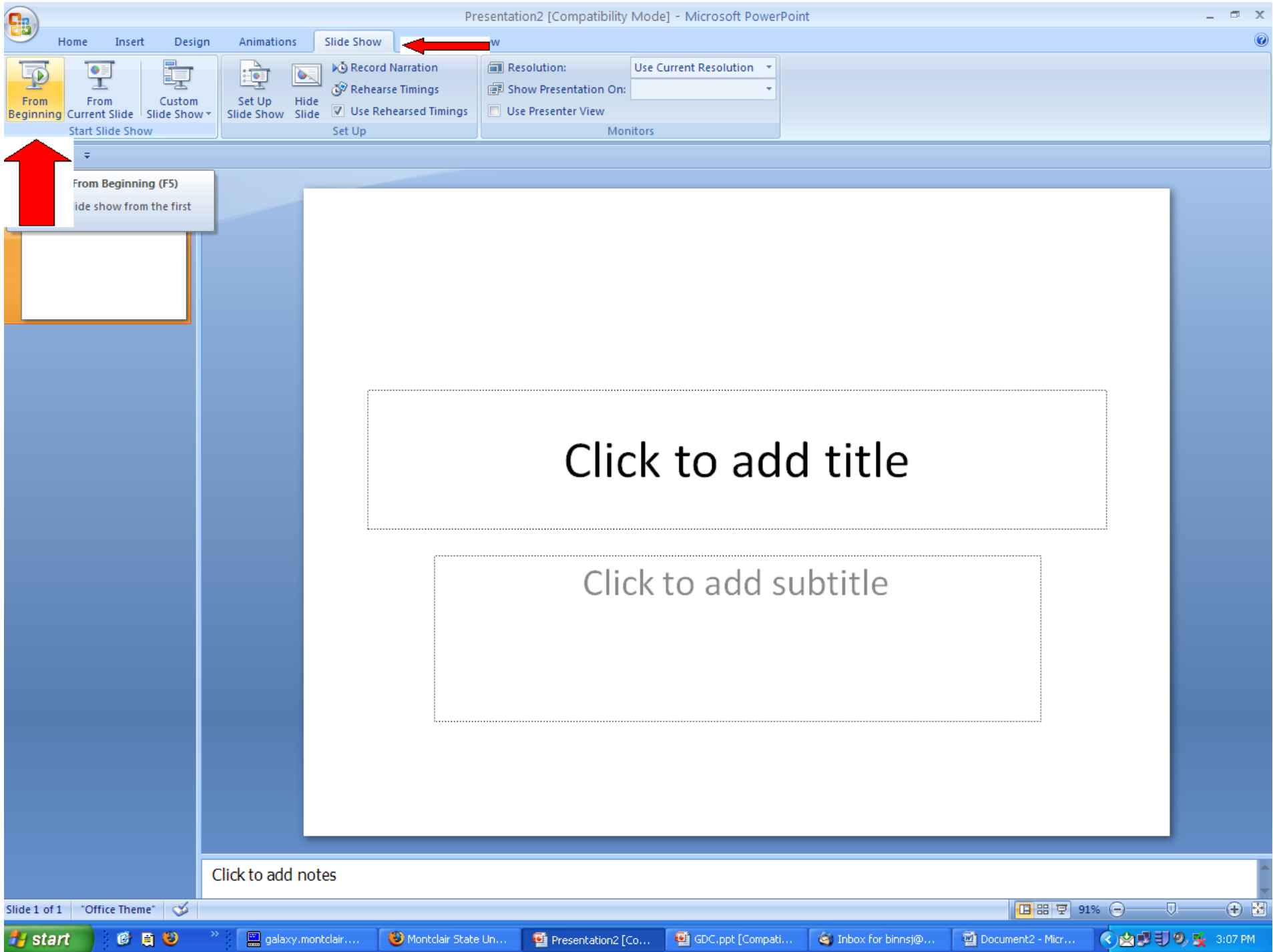
Viewing the Presentation

- Viewing

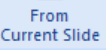
- Select **SLIDE SHOW** from the menu bar.
- Choose **FROM BEGINNING** to view the show.

- Printing Slides

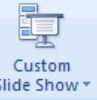
- Choose **PRINT**
- Under **PRINT WHAT** you can choose **SLIDES, HANDOUTS** or **NOTES PAGE**.



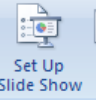
From Beginning



From Current Slide



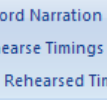
Custom Slide Show



Set Up Slide Show



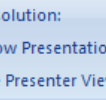
Hide Slide



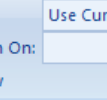
Record Narration



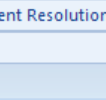
Rehearse Timings



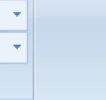
Use Rehearsed Timings



Resolution: Use Current Resolution



Show Presentation On:



Use Presenter View

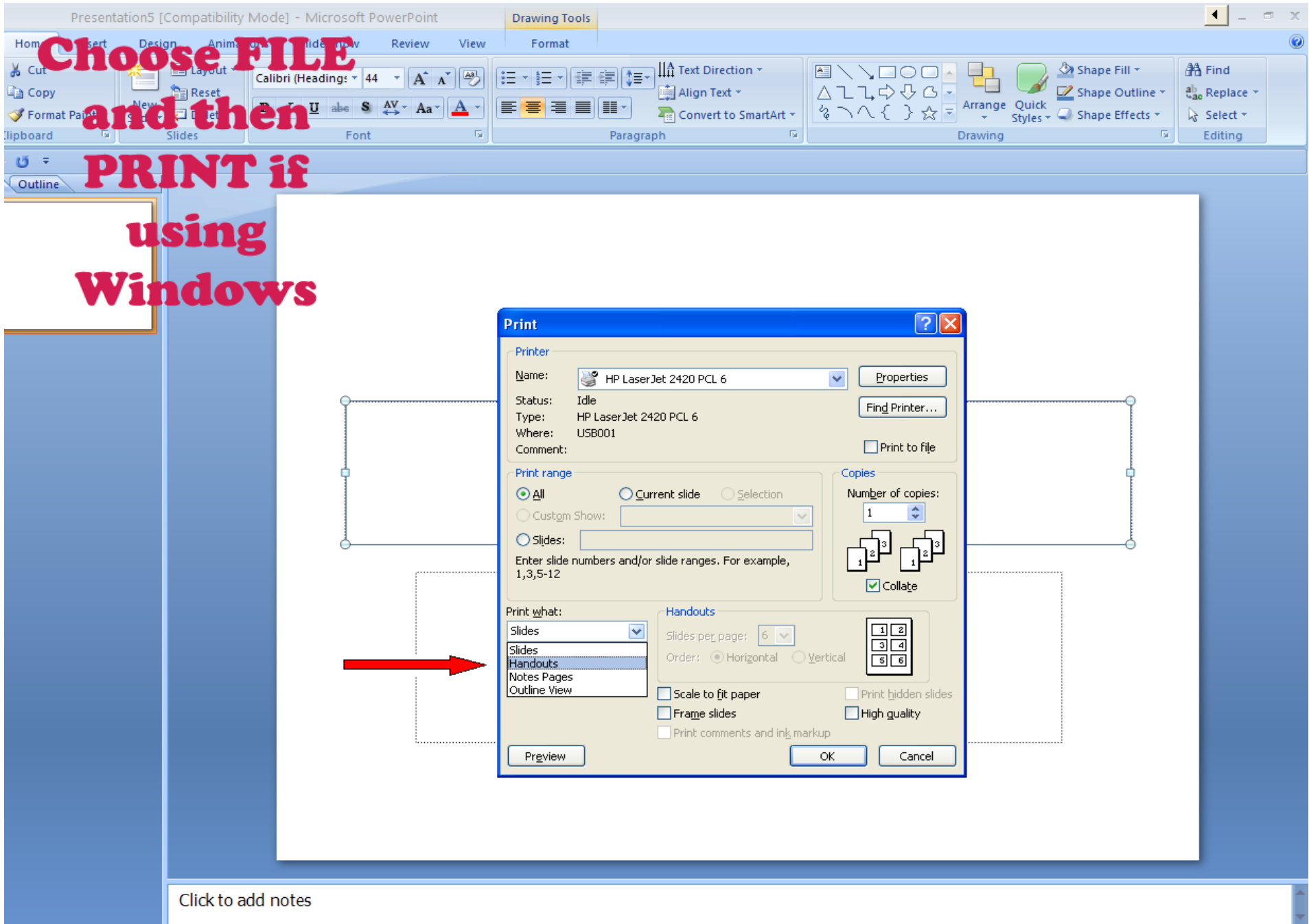
Monitors

From Beginning (F5)
Slide show from the first

Click to add title

Click to add subtitle

Click to add notes



APA Citing for Power Point

- Cite sources within slides, just as you would within a paper (Binns, 2010).
- Insert a reference slide at the end of all presentations with all sources used.

- If citing from a power point slide in a paper:

Ex:

Binns, J.T. (2010). *Using PowerPoint at the graduate level*. [PowerPoint slides]. Retrieved from <http://www.montclair.edu/graduate>

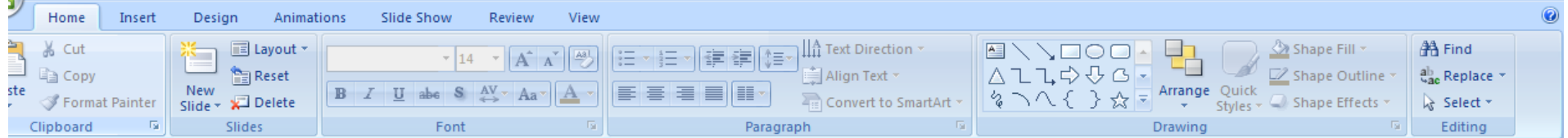
MLA Citing for Power Point

- Cite sources within slides, just as you would within a paper (Binns).
- Insert a reference slide at the end of all presentations with all sources used.

- If citing from a power point slide in a paper:

Ex:

Binns, Jessica. “Using Power Point at the Graduate Level.” 6 March 2010. *The Graduate Development Conference*. Power Point.<http://montclair.edu/graduate>.



References

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Click to add notes

Tips

- Bullet point your ideas.
- Do not read directly from the slide during presentations.
 - Spell check the slide (go to **REVIEW** and choose **SPELLING**)
 - Use consistent fonts, colors and sizes.
 - Don't use distracting images or backgrounds.
 - Practice ! Practice ! Practice !