

# MICROSOFT POWERPOINT

## QuickTips

### A METHOD FOR SUCCESS

1. Know your audience and the role you want your slide show to play.
2. Select an output format.
3. Do your research.
4. Create a folder for storing your outline, presentation, and other materials.
5. Make an outline in *Microsoft Word*.
6. Gather non-text elements to be used in your presentation.
7. Make your presentation. And remember:  
**Save Early. Save Often.**  
**NEVER EVER store the only copy of your work on a floppy disk.**

### CREATING A PRESENTATION: THE BASIC IDEA

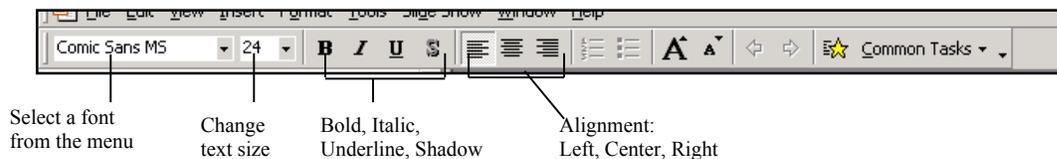
1. Launch **PowerPoint**.
2. Go to **File menu → New**.
3. Click the **Design Templates** tab.  
 **Tip:** Single-clicking a design template will display a preview of it on the right.
4. Double-click a template to use it for your presentation.
5. Choose the layout for your slide by double-clicking the appropriate icon  
 **Tip:** Single-clicking a slide layout thumbnail will display its description on the right.
6. Go to **File menu → Save**.  
 **Tip:** Save your presentation in the same folder as your outline and other presentation materials.
7. Add and format text, images, or other clips.
8. To add another slide go to the **Insert menu → New Slide**.
9. Repeat steps 5 through 8 for each slide in your presentation.

### CREATING A PRESENTATION: WORKING WITH TEXT BOXES

- All text on a slide is entered into a text box
- Click in a text box to type new text, paste text from the clipboard, or edit existing text
- To Add a text box: Go to **Insert menu → Text Box**. Click and drag the pointer to draw a box.
- To Remove a text box: Move pointer over the edge of text box.  
When crosshatch mark with arrows appears, press backspace key.
- To Move a text box: Move pointer over the text box until crosshatch mark with arrows appears.  
Click and drag the box to the desired position.
- To Resize a text box: Move pointer over edge of text box.  
Click and drag one of the white squares on the edge you want to resize.

### CREATING A PRESENTATION: Formatting Text

Highlight the text you want to format then use the buttons in the toolbar to format it.



- If the Formatting toolbar is not visible, go to **View menu → Toolbars → Formatting**.
- For additional formatting functions, go to **Format Menu → Font**.
- To create a Bulleted or Numbered list, go to **Format Menu → Bullets and Numbering**.

### HYPERLINKS

If you include a web address (a URL beginning with <http://> or [www](http://www)) in your presentation *PowerPoint* will automatically make it a hyperlink. When you click the link from within your presentation, it will open a browser and take you to that web site.

## INSERTING CLIPART

If you choose a slide layout that includes a clipart box:

Double-click the icon in the center of the box and select the clipart you would like to use.

If you did not choose a slide layout that includes a clipart box, but you would like to use a piece of clipart:

Go to the **Insert Menu → Picture → ClipArt** and select the clipart you would like to use. Click and drag the image to the desired position.

## INSERTING AN IMAGE FROM A FILE

1. Go to **Insert Menu → Picture → From File**
2. Navigate the folders on your hard drive to find the image
3. Select the image.
4. Click **Insert**
5. Click and drag the image to position it on the slide.

 **Tip:** ClipArt and Image boxes can be resized, deleted, and moved the same way text boxes can

## WARNING

If you are planning to use an image from the web or other published media make sure you observe Fair Use and Copyright Laws. Get permission for the copyright holder when necessary.

 **Tip:** Legal ways to obtain FREE images for your presentation

*On the web:* Theological Clip Art: <http://www.goarch.org/en/resources/clipart/>

General Clip Art: <http://www.clip-art.com/>

*On Disk:* See the Academic Computing Technician for what's available

*Be Creative!*

- Draw/Paint/Ink you own art and scan it in
- Use a digital illustration program such as *Macromedia Freehand* to create your own art
- Import pictures that you took using a digital camera
- Scan in pictures that you've taken and have prints of

## NAVIGATING THE OUTLINE VIEW

- If you ever loose the Outline View, go to **View menu → Normal**. You may also need to look for the vertical grey bar on the left and click and drag the bar towards the right.
- To move a slide, click and drag it to the desired position.
- To delete a slide, select it and press the backspace key.
- To go to a slide in order to edit it, double-click it in the outline view.

## VIEWING YOUR PRESENTATION

- Go to the **Slide Show menu → View Show**.
- Click to go to the next slide.
- Right-click to access a menu that allows you to view previous slides or skip ahead.

## TRANSPORTING YOUR PRESENTATION

If you will be running your presentation on a computer other than your own, you need to use the **Pack and Go** function to collect all of the fonts, images, sounds, and slides that go with your presentation.

1. Insert the disk you want to save to (presentations with images may not fit on a floppy disk and may need to be burned to a CD or other media)
2. Go to **File menu → Pack and Go**.
3. Click **Next**.
4. Make sure "Active presentation" is selected then click **Next**.
5. If you are saving to a floppy, click **Next**. Otherwise select your disk and click **Next**.
6. Make sure "Include linked files" and "Embed true type fonts" are selected then click **Next**.
7. If the computer you will be showing the presentation on does not have *PowerPoint* or you are unsure whether or not it has PowerPoint select "Include the viewer" then click **Next**.
8. Click **Finish**.