Creating Effective PowerPoint Presentations - Part 1

In today's class we will focus on:

- Presentation Basics
- Navigating PowerPoint 2019
- Slide Basics

Presentation Basics

What 5 things can you do to help make your presentation a success?

1.

2.

3.

4.

5.
PowerPoint

PowerPoint is part of the Microsoft Office Suite and has become synonymous with presentations. By using PowerPoint presentation software, you can add polish and pizzazz to professional speeches and pitches or just create a fun slideshow to share with family and friends.

Components of the PowerPoint Window

The Ribbon

Quick Access Toolbar

The Ribbon

Tabs

Group

Command

More Options

“Tell Me” feature

New to the Ribbon is the Tell Me feature. Tell Me works like a regular search bar and will let you search for commands instead of having to find it on the Ribbon.
Quick Access Toolbar

Status Bar

File Tab and Backstage View

Element of Backstage

This is where you can:

- Save, Open and Close a document
- Create a new document
- Print
- Change PowerPoint options
- Export Options
To close the Backstage View and return to the normal view, do one of the following:

1. Click the **arrow** to go back to the ribbon.
2. Press the **Escape** key on the keyboard.

**Exercise 1: Open a Blank Presentation**

- Click **Start** in the task bar at the bottom of the screen
- Scroll through the alphabetical list.
- Choose **PowerPoint**
- From the **Start Screen**, click **Blank Presentation**

**Slides Basics**

PowerPoint opens with the first (and so far, only) slide in the show. The default slide has two formatted placeholder textboxes ready for the title and subtitle. Unless text is added to these placeholders, the placeholder text will not appear on your slides when presenting.

**Exercise 2: Add Text to Title & Subtitle Placeholders**

- Click inside the **title placeholder**.
- The **insertion point** appears.
- Type **My First Slide Show** in the **title placeholder**.
- Type **Creating Effective PowerPoints Class 1** in the **subtitle placeholder**.
Exercise 3: Add Slides

Add **3 slides** to your presentation using the following methods:

*Method 1*: Go to the **Home** tab > **Slides** group > **New Slide** command (top half).

*Method 2*: **Right-click** on a slide thumbnail and choose **New Slide** from the shortcut menu that appears.

*Method 3*: Click on the thumbnail the slide should follow and press **Enter** on your keyboard.

Exercise 4: Add Text to a Placeholder & Textbox

- Go to **Slide 2** in your presentation.
- Click inside the **title placeholder** and type **Slide Show Steps**
- Click inside the **content placeholder** and type:
  - a. Type **Step 1** and press **Enter** on the keyboard.
  - b. Type **Step 2** and press **Enter** on the keyboard.
  - c. Type **Step 3** and press **Enter** on the keyboard.

Repeat exercise for **Slide 3** – this time make the title **Slide Show Levels**.

Some placeholders automatically format text in a **bulleted list** because bulleted list are used frequently in PowerPoint.

Exercise 5: Remove Bullet Points

- Go to **Slide 3** in your presentation.
- **Highlight** the bulleted text and deselect the **Bullets** command in the **Paragraph** group on the **Home** tab.
Choosing a Slide Layout

PowerPoint slides can have a variety of layouts. Each layout includes specific placeholders. Use the layout that works best for you and your presentation.

Exercise 6: Change the Layout of a Slide

- Go to Slide 3 in your presentation.
- Go to the Home tab > Slides group > Layout command.
- Select the Two Content layout from the drop-down menu.

You can also Right-Click on the slide thumbnail and choose Layout from the drop-down menu.

Exercise 7: Choose Layout for a New Slide

- Go to Home tab > Slides group > New Slide command (bottom half).
- Select Section Header layout from the drop-down menu.
- In this new slide, type Presentations Tips in the title placeholder.

Reordering Slides

To change the order of Slides:

1. Move the mouse over the thumbnail of the slide you want to move.
2. Click and drag the slide to the location to which you want to move it.
3. Release the mouse button.

Deleting Slides

To delete a slide from a presentation:

1. Right-click on the slide thumbnail and select Delete Slide on the menu that appears.
2. Click on a slide thumbnail and press Delete or Backspace on the keyboard.
Exercise 8: Reordering Slides

- Go to Slide 4 in your presentation.
- **Click and drag** Slide 4 to before Slide 3.
- Release the mouse button and now Slide 4 is located before Slide 3.

Design Templates

PowerPoint offers a variety of professional-looking designs. Themes automatically format slide with **color or graphic backgrounds** and preset **fonts**. The same themes are accessible throughout the Office suite of programs so documents can be created in PowerPoint, Word, etc. with a cohesive, "branded" look. You can access the presentation themes when you first open PowerPoint, or later on in the **Design** tab.

Exercise 9: Change the Theme of Your Presentation

- Go to **Design** tab > **Themes** group
- Click the **More** arrow to see all available themes
- Click the desired theme, such as **Integral**.

Each theme has a preset **color scheme**, but a new scheme can be chosen or created by clicking on the **Variants** group → **Colors** command and choosing from the drop-down menu.

- Go to the **Design** tab.
- Choose a **theme**.
- Select from the color options in the **Variants** group.

For more color options:

- Click on the **More arrow** next to the variants.
- Click **Colors** to get more color variations from Office 2019 built in color schemes.
- Click **Customize Colors** to create a custom color scheme for your presentation.
PowerPoint Presentation Views

As new slides and content are added to a presentation, you may need to move between them and reorganize them. Views are controlled using the four small icons in the status bar at the bottom of the PowerPoint Window.

**Normal View** – Default view when you open PowerPoint, and it is most frequently used.

**Slide Sorter View** – Lays out the slide as thumbnails in rows on the screen to provide a “big picture” view of the presentation. To move a slide, hold down the left mouse button to drag it to the new location. Release the mouse to drop the slide into place.

**Reading View** – The slide show fills the whole screen similar to slide show view, but the user is also able to see the title bar at the top of the screen and the status bar at the bottom of the screen. Reading view is useful to quickly navigate the slide show with easy access to the Windows task bar to switch to other open programs or windows.

**Slide Show View** – Displays the presentation beginning at the current slide. This is the view that is used when presenting a PowerPoint presentation.

You can also start presenting your slideshow by going to **Slide Show** tab > Start Slide Show group > From Beginning or From Current Slide command.

Move through your slides by clicking the mouse, pressing the spacebar, or using the arrow keys on the keyboard.

To exit your slide show:

- Press the ESC key on the keyboard OR
- Right-Click on the slide and select End Show at the bottom of the resulting menu.

---

**Exercise 10: Open/Close Reading View**

- Go to the **Status Bar**.
- Click on the **Reading View** icon.
- Click on **Left** or **Right Arrows** to move from one slide to another.
- Click on the **Normal View** icon to go back to normal view (i.e. to edit slides).

Pressing the ESC key on the keyboard will also get you back to the normal view.
Saving a PowerPoint Presentation

As with any document-creation program, it is a good idea to save the presentation immediately and then save changes frequently as you work.

Exercise 11: Save Your PowerPoint Presentation

- Insert flash drive into one of the computer’s USB drives.
- Click the File tab to open the Backstage View.
- Choose Save As.
- Click Browse.
- Select the location “removable disk” (either drive E or F).
- Name file and click Save.

After the initial save, click the Save icon in the Quick Access Toolbar or use the keyboard shortcut Ctrl + S to save the presentation quickly at any time.
Resources
GCFLearnFree.org – PowerPoint

- Create and Open Presentation - https://edu.gcfglobal.org/en/powerpoint/creating-and-opening-presentations/1
- Slide Basics - https://edu.gcfglobal.org/en/powerpoint/slide-basics/1
- Applying Themes - https://edu.gcfglobal.org/en/powerpoint/applying-themes/1
- Saving Presentations - https://edu.gcfglobal.org/en/powerpoint/saving-presentations/1