
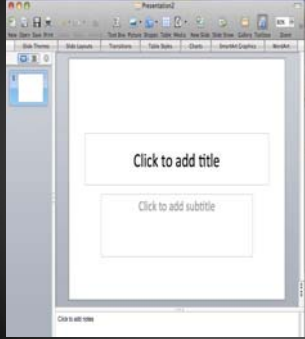


## Presentation Outline

- Starting with the First Slide
- Design and Layout
- Proof, Print & Prep for Presentation
- Advanced Features
- Tips of the Trade



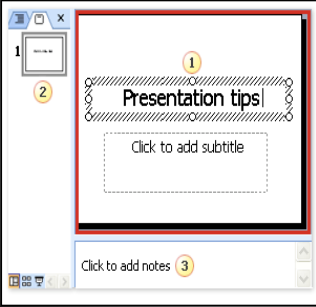
## Starting with the First Slide



### What You Will Learn in This Section


- Working in the slide area/text
- Add new slides
- Type text
- Navigating among slides
- Creating notes

## Working in the Slide Area



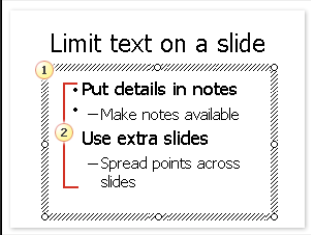
1. In the slide pane, type text directly onto the slide, within the placeholder.
2. On the left is a thumbnail version of the slide you're working on. This area is the Slides tab, and you can click the slide thumbnails here to navigate among slides.
3. The notes pane. Type notes that you'll use when presenting. You can drag the borders of the pane to make the notes area bigger.

## Add New Slides



1. Right-click the thumbnail that you want the new slide to follow, and then...
2. ...click **New Slide** on the shortcut menu.

## Type Text



### Limit text on a slide

- **Put details in notes**
  - -Make notes available
- **Use extra slides**
  - -Spread points across slides

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 TAB to get to the next level of indent down.

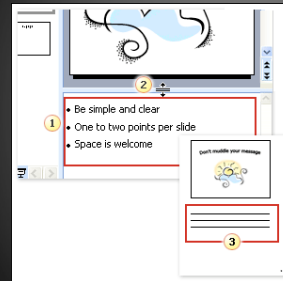
## Navigate Among Slides



Once you have several slides in the show, you'll need to move among them as you add content. Here are three good ways to do that:

1. Click the slide thumbnail on the **Slides** tab to display that slide.
2. Next to the slide, at the bottom of the scrollbar on the right, click the **Previous Slide** or **Next Slide** button.
3. Press the UP or DOWN arrow key.

## Create Notes for the Show



1. Notes pane in normal view
2. Drag the split bar up to enlarge the notes pane, then type your note text.
3. The notes page layout as seen in notes view or when the notes are printed.

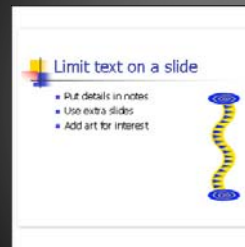
## Section Review

- Working in the slide area/text
- Add new slides
- Type text
- Navigating among slides
- Creating notes



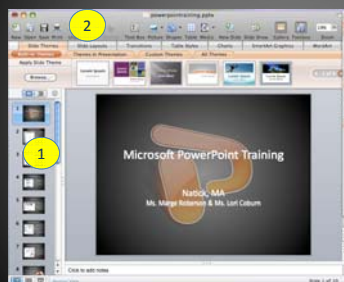
## Design and Layout

What you will learn in this section



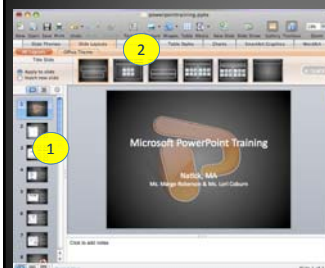
- Pick a design
- Pick a layout
- Work within the layout
- Inserting

## Applying a Design Template



1. Select a single slide thumbnail on the **Slides** tab.
2. In the **Slide Themes** tab, click a template thumbnail to apply the template to all slides.

## Pick a Layout



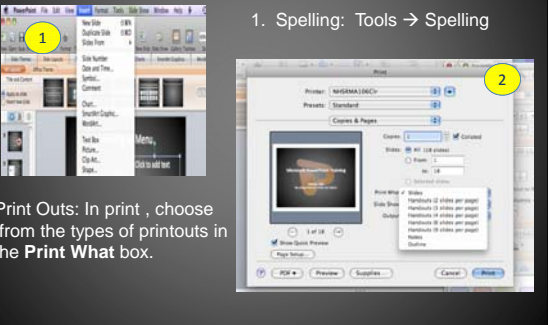
1. Select a slide thumbnail
2. In the **Slide Layout** tab, click a layout thumbnail to apply its layout to the selected slide.



## Check Spelling & Make Print Outs

1. Spelling: Tools → Spelling

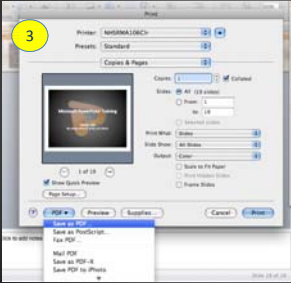
2. Print Outs: In print , choose from the types of printouts in the **Print What** box.



## Saving your Powerpoint

3

1. Save as: pptx
2. Save as: ppt
3. File print → PDF



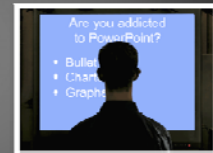
## Section Review

1. Preview on your computer
2. Check spelling, make printouts
3. Saving file as ppt, pptx & pdf



## Advanced Features

- Internal and External Hyperlinks
- Shapes
- Smart Art Graphics
- Editing images and shapes
- Layering
- Media
- Automatic Slideshow



## 10 Tips for Creating Successful Powerpoint Presentations

1. Uses key phrases about your topic
2. Slide layout is important
3. Limit punctuation and avoid all capital letters
4. Avoid fancy fonts
5. Use contrasting colors for text and background
6. Use slide design effectively
7. Limit number of slides
8. Use photos, charts and graphs
9. Avoid excessive use of transitions and animations
10. Make sure your presentation can run on any computer

