

PRESENTATION PROGRAMS

MICROSOFT POWERPOINT

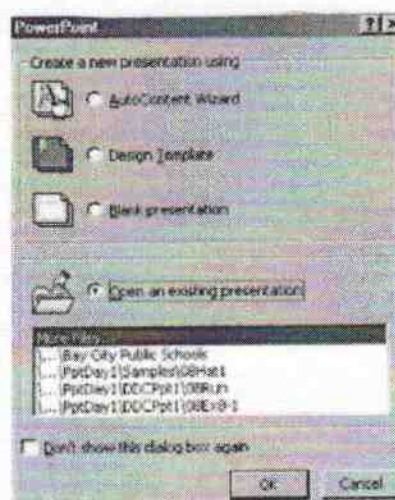
CREATING AND OPENING A PRESENTATION

- Microsoft PowerPoint is a presentation program: it creates professional looking presentations and slide shows which you can then show on a screen or monitor directly from your computer.
- A PowerPoint file is called a **presentation**, and the individual unit of a presentation is a **slide**.

CREATING AND OPENING A PRESENTATION

- After you open up Microsoft PowerPoint, a screen pops up asking if you would like to create a New Presentation or Open An Existing Presentation.

CREATING AND OPENING A PRESENTATION



OPENING AN EXISTING PRESENTATION

- Select “**Open An Existing Presentation**”
- Click on your presentation
 - If you do not see your presentation in the white box, select **More Files** and hit OK.
- Locate your existing Presentation and hit the **Open** button

AutoContent Wizard

Choose **AutoContent Wizard** to get assistance in organizing the content of your presentation.

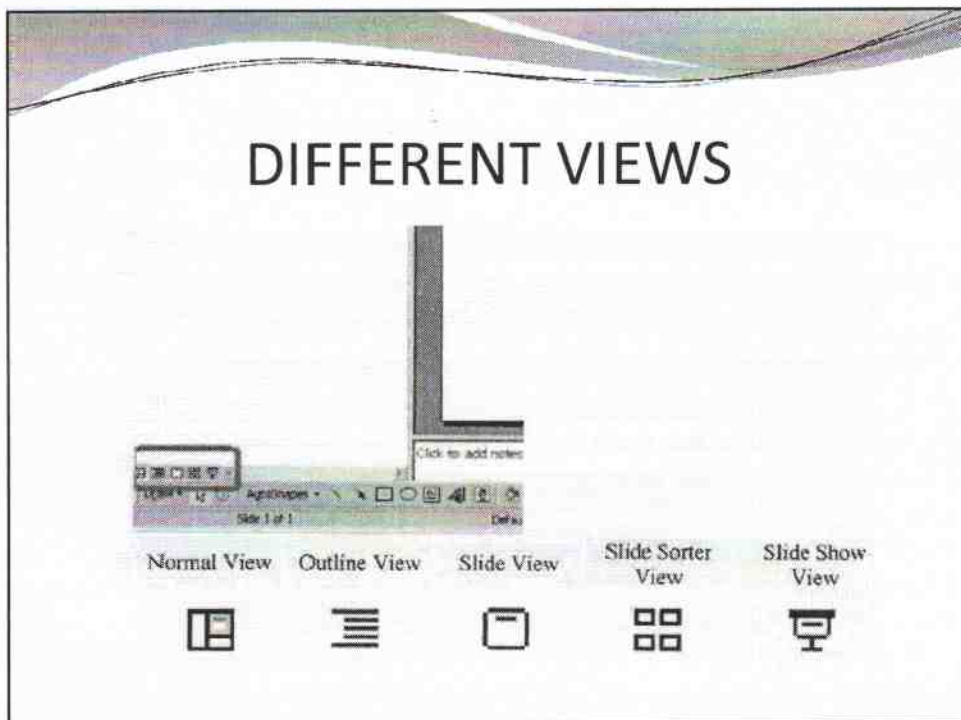
It creates a new presentation by prompting you for information about content, purpose, style, handouts, and output. The new presentation contains sample text that you can replace with your own information.

Design Template

- Choose **Design Template** to select one of PowerPoint's many backgrounds (templates)
- It creates a new presentation based on one of the PowerPoint design templates supplied by Microsoft.
- It includes not only backgrounds, but also text styles and colour schemes.

Blank Presentation

It creates a new, blank presentation using the default settings for text and colours.



DIFFERENT VIEWS

- **Normal View**

Switches to normal view, where you can work on one slide at a time or organize the structure of all the slides in your presentation. It combines a large view of an individual slide, speaker notes beneath the slide and your choice of an outline of the text of the presentation or little images of the slides along the left side of the screen.
- **Outline View**

Switches to outline view, where you can work with the structure of your file in outline form. Work in outline view when you need to organize the structure of your file.

DIFFERENT VIEWS

- **Slide View**

Switches to slide view, where you can work on one slide at a time

- **Slide Sorter View**

Displays a miniature view of all slides at once, complete with text and graphics. Slide sorter view is great when adding, deleting and changing the order of your slides. You can also add timing and transition effects from one slide to the next.

Slide Show View

- It lets you look at your presentation like you would see it during an actual show. It takes up the entire screen, begins with the current slide if you are in slide view or the selected slide if you are in slide sorter view. If you simply want to view your show from the first slide:

1. Click **Slide Show** at the top of the screen
2. Select **View Show**

NOTES PAGE VIEW

- To enter Notes Page view you need to use the menu; it's helpful to print out notes to use for reference while presenting.
- Each page contains one slide and the speaker's notes for that slide.

Inserting A New Slide

- Click **Insert** at top of screen
- Select New Slide

Formatting A Slide Background

- You can format your slide to make it look however you like, whether it be a background colour, picture, or a design template built into Microsoft PowerPoint. To apply a Design Template, for instance,
 - Click **Format** at the top of the screen
 - Select **Apply Design Template**
 - Select Design you wish to apply
 - Click **Apply Button**

Inserting Clip Art & Pictures

1. Display the slide you want to add a picture to.
2. Click **Insert** at the top of the screen
3. Select **Picture**
4. Select **Clip Art**
5. Click the category you want
6. Click the picture you want
7. Click **Insert Clip** on the shortcut menu

Adding Transitions

- You can add customized transitions to your slide show that will make it come alive and become appealing.
- In **slide or slide sorter view**, select the slide or slides you want to add a transition to.
- On the **Slide Show** menu at the top of the screen, click **Slide Transition**.
- In the Effect box, click the transition you want, and then select any other options you want.
- To apply the transition to the selected slide, click Apply.
- To apply the transition to all the slides, click Apply to All.
- To view the transitions, on the Slide Show menu, click Animation Preview.