Creating a PowerPoint Presentation

To Create a Powerpoint presentation from Scratch

• Launch Powerpoint to start new presentation or use File Menu, New...
Select blank presentation, then click ok to choose default AutoLayout.
• Enter text in Slide View or change to Outline View: View Menu, Outline.
• Adjust hierarchy as you enter content; use tab key or shift + tab keys, arrows on left, or dragging.

Add Some Zip

• Format menu, Apply Design; find the Templates/Presentation Designs folder (directory).

Adjust Format

• Change look of all the slides using Slide Master: View Menu, Master > Slide Master.
- Click in text boxes then change color, font, size, etc. Changes will be reflected in all slides when you return to slide view (View Menu, Slides).
• Change look of individual slide; select text directly on slide and change color, font, size, etc.

View Presentation

• View Menu/ Slide Show or select screen button in lower left corner.
• Apply Transitions to slides; Slide Show/ Slide Transition... Select Apply to apply transition to current slide or Apply to All to apply transition to entire presentation.
• Experiment with drawing on slides in presentation mode by clicking on pencil icon in lower left corner; alt + e keys clear the screen; select cursor icon to return to advancing slides.

• Apply build slide effect.

- In Outline View, select slide (or slides) then Slide Show/ Preset Animation > Appear.
- In Slide View select bullet text box; Slide Show/ Preset Animation > Appear.
• Dim text after animation.
- In Slide View select bullet text box; Slide Show/ Custom Animation... Effects Tab, After Animation option, select desired color.

Add Multimedia

• Insert Menu, picture > from file... or from clipart ... etc.
• Insert Menu ,Movies and Sounds > etc.
• Insert Menu ,Hyperlink > enter URL.

Add Unique Slides

• Insert Menu/ New Slide select Organization Layout or Chart Layout

Using an Existing Outline

• Open an existing outline in your favorite word processor and save as text or RTF file.
• Insert Menu, Slides from Outline... locate file from directory structure.   Go to it!

CONTENT for WORKSHOP

TITLE SLIDE
My Travel Plans
type your name

BULLET SLIDE
Agenda
        Location Selection
        Travel Arrangements
        Financing

BULLET SLIDE
Where Should I Go?
        New York
                East Village
                Upper West Side
                    San Francisco
                The Mission
                Golden Gate Bridge

TITLE SLIDE with TWO IMAGES
place pictures of NY and San Francisco

BULLET SLIDE with IMAGE
New York
        Very Urban
        Tons to do
        Right next door

IMAGES WITH ANIMATION

LINKING from POWERPOINT
Making Travel Arrangements
        http://www.travelocity.com

BARCHART
How will I pay for it?
Insert bar chart into slide