

# PowerPoint

## What is PowerPoint?

Microsoft PowerPoint provides all the tools to produce professional on-line presentations. The presentations you create can be printed onto overhead transparencies, multiple slide handouts, or viewed on-line. PowerPoint was designed to be the easiest tool for creating presentations and presenting to various audiences.

## Planning and Preparing your Presentation

Depending on the purpose of the presentation, and your level of knowledge on the topic, there are a number of steps you can take to research and prepare for the presentation.

- Read as much as possible about the subject. Don't be caught not knowing your material. The more you read and research, the better your presentation will be.
- Ask yourself, "What do I want to accomplish with this presentation?"
- Ask, "What content do I need to cover in order to accomplish my goal?" List these content areas in an outline. They will become the substance of the presentation.

### Outline Format

An outline is an essential tool used to organize your presentation. By outlining, you make sure that related items are together, that ideas flow from one to another, and that the structure of your presentation is understandable for your audience. Organize the content into three outline parts--an **introduction**, a **body**, and a **conclusion**. Effective lectures, reports, speeches, sermons, essays, and presentations are typically organized into these three parts. These three parts allow your audience to easily follow the presentation flow.

**TIP:** Effective development of your slides will ultimately affect information retention for your participants. Visual resources are key in assisting and supporting a presentation.

#### We Retain:

- 20% of what we hear
- 30% of what we see
- 50% of what we see and hear

## Opening a PowerPoint Presentation

When you open PowerPoint, the Start Up Dialog box appears.

### AutoContent Wizard

The Auto Content Wizard is a step-by-step process designed to automatically provide a content outline for your PowerPoint presentation. The AutoContent Wizard features numerous presentation outlines to help you get started.

### Design Template

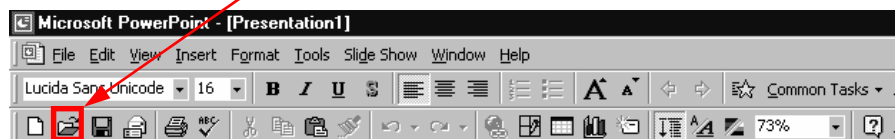
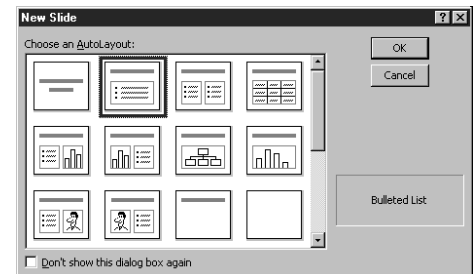
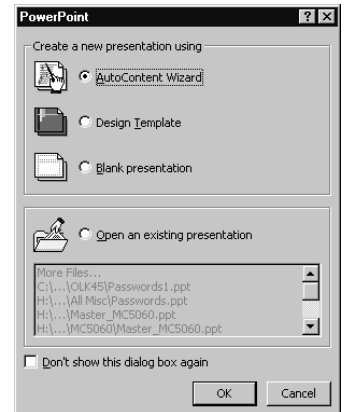
The Template option lets you select from a number of different template styles, or predesigned backgrounds and color schemes. However, Micron has set the guideline to use one of two backgrounds for ALL /ANY Micron related content. The technical template has more white space for your images and the standard template has an additional background image with less white space.

### Blank presentation

A blank presentation is one with no helpful hints, background, or colors. You can create slides using AutoLayout, the pallet shown below, and then add extra features and the background template later.

### Open an existing presentation

This allows you to select from a list of files that were created and saved previously. Click more files to browse for more files.



# Using Help, Spell Check, and Auto Correct

## Help

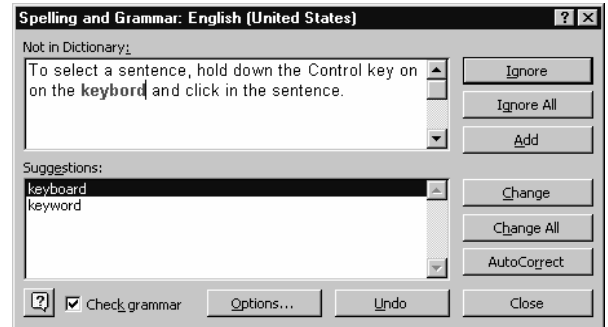
If you are unsure on how to perform a task in PowerPoint, you can look it up in Help. Just click Help button on the toolbar. To learn what any toolbar button is for, you can rest your mouse pointer on the button for a few seconds to display the button name called a "Tool Tip".



## Spelling and Grammar

To check a presentation, select one of the following:

- Click **Tools > Spelling and Grammar**.
- Click the **Spelling and Grammar** toolbar button.
- Press **F7** on the top row of keys on your keyboard
- Right-click on a red wavy underline to spell check.
- Right-click on a green wavy underline, select grammar check.
- Right-click on a red wavy underline, select **Spelling**.



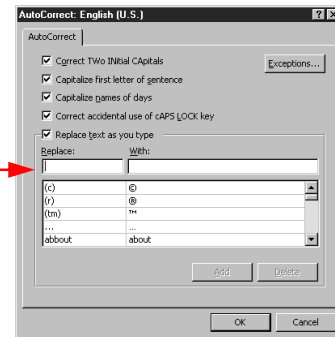
**TIP:** In addition to Spell Check, be sure to proofread the presentation carefully when you are finished with it.

## AutoCorrect

AutoCorrect automatically insert entries as you type.

To add an AutoCorrect entry: such as shortcuts, phrases, or words you often misspell.

1. Click **Tools > AutoCorrect**.
2. In the **Replace** box, type a name for the entry.
3. In the **With** box, type the replacement text.
4. Click the **Add** button.
5. Click **OK**.



# Save a PowerPoint File

Save your PowerPoint files frequently; DO NOT rely on AutoSave.

To Save your file:

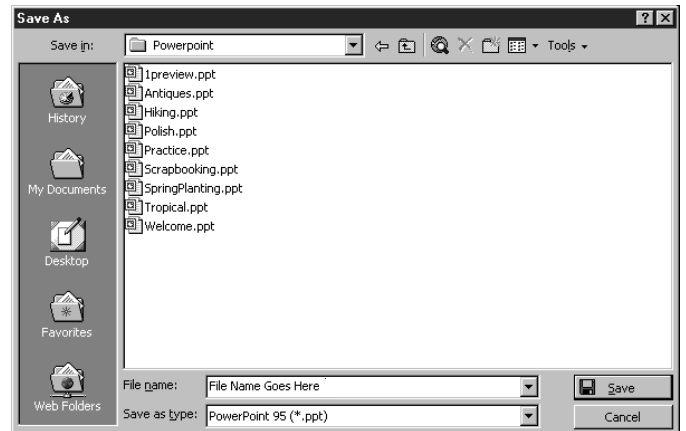
1. Click **File > Save As**.
2. Select the appropriate drive from the drop-down list.
3. In the **File name** box, enter a file name.
4. Click **Save**.

You can also:

- Click the **Save** toolbar button.
- Click **File > Save**.
- Press **<Ctrl> + <S>**.



**TIP:** To save more than one file at the same time, *press and hold Shift* and click **File > Save All**.



# Close a PowerPoint File

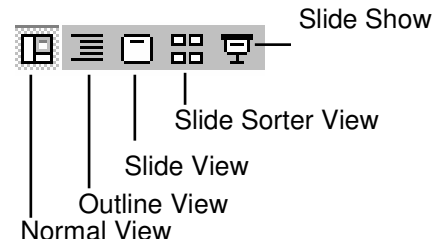
To close a presentation without closing the application, select one of the following:

- Click **File > Close**.
- Click the **Close** button.



# Power Point Views

Microsoft PowerPoint comes with five different views to help you create and show a presentation - **Normal, Outline, Slide, Slide Sorter, and Slide show**. The two main views in PowerPoint are Normal View and Slide Sorter View. To switch between views, click the buttons in the lower left of the PowerPoint window, or choose a view option from the **View** menu.



**Normal View** - Normal View contains three panes: the Outline, Slide and Notes Pane. These panes let you work on all aspects of your presentation from one location. You can adjust the size of each pane by dragging the window pane borders. The Notes Pane lets you add your speaker notes or information you want to share with the audience. To add graphics in your notes, select **View > Notes Page** from the Menu Bar.

**Outline View** - Use the Outline View to organize and develop the content of your presentation. You can type the text of your presentation and rearrange bullet points, paragraphs, and slides.

**Slide View** - In the Slide View, you can see how your text looks on each slide. You can add graphics, movies, sounds, create hyperlinks, and add animations to individual slides.

**Slide Sorter View** - In Slide Sorter View, you can view all the slides in your presentation on screen at the same time, displayed in miniature. This makes it easy to add, delete, and move slides, add timings, and select animated transitions for moving from slide to slide. You can also preview animations on multiple slides; select the slides you want to preview and then select **Slide Show > Animation Preview**.

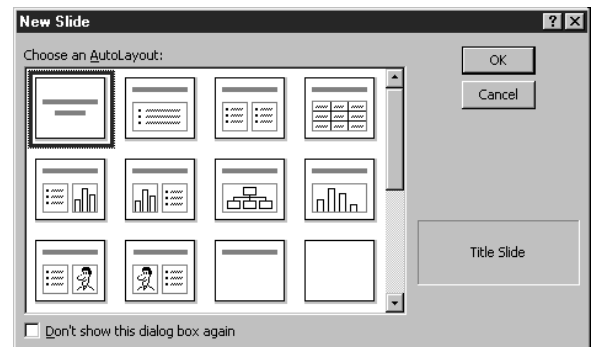
**Slide Show View** - You can display any presentation created in PowerPoint as a Slide Show. The slides are automatically sized to fill the screen and tools and menus are hidden. Click on the Slide Show button and then right-mouse click for additional options.

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## Insert, Delete, and Merge Slides in PowerPoint

Insert Slide:

- Click the **Insert > New Slide**, scroll through the layouts, and click the one you want.
- Press **<Ctrl> + <M>**, Scroll through the layouts, and then click the one you want.
- Click the **New Slide** button on the Standard toolbar.



### Delete Slides

- Select the slide(s) you want to delete. On the **Edit** menu, click **Delete Slide**.
- Select the slide(s) you want to delete. On the keyboard, press **<Delete>**.

**TIP:** To delete multiple slides, switch to Slide Sorter view. Hold down the **<Ctrl>** key while you click the slides, and then click **Delete Slide**.

### Merge Slides

1. Display the slide that will precede the slide you want to insert.
2. On the **Insert** menu, click **Slides from Files**.
3. Find and select the presentation you want to copy a slide from.
4. Click **Display**.
5. Select the slide or slides you want to merge, and then click **Insert**.
6. To copy an entire presentation, click **Insert All**.

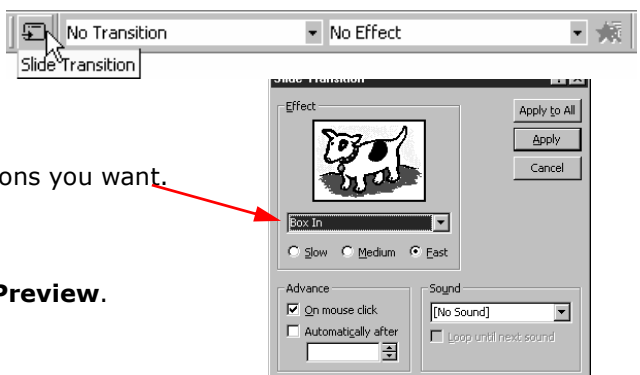
**TIP:** You can also merge slides by having two presentations open and copying and pasting slides from one presentation to another, from each presentation's Slide Sorter view.

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## Slide Transitions and Custom Animations

### Slide Transitions

1. In Slide or Slide sorter view, select the slide(s) you want to add a transition to.
2. On the Slide Sorter toolbar, click the **Slide Transition** button.
3. In the Effect box, select the transition you want, and any other options you want.
4. To apply the transition to the selected slide, click **Apply**.
5. To apply the transition to all the slides, click **Apply to All**.
6. Repeat the process for each slide you want to add a transition to.
7. To view the transitions, on the Slide Show menu, click **Animation Preview**.

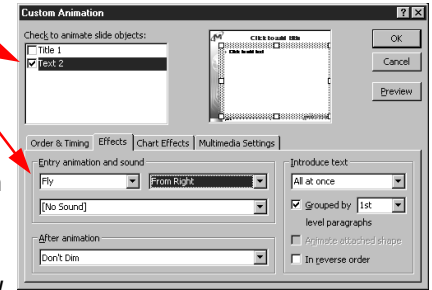


## Custom Animation

1. Display the slide that has the text or objects you want to animate.
2. On the Slide Show menu (or right click on the item), click **Custom Animation**.
3. Under **Check to animate slide objects**, select the check box next to the text or object you want to animate.
4. Under **Entry animation and sound** and **Introduce text**, select desired options
5. Repeat the steps above for every object you want to animate.

- For other custom animation options, click the **Order and Timing** tab.
- To change animation order, select the object you want to change under **Animation order**, then click one of the arrows to move the object up or down in the list.

**TIP:** A quick way to create basic animation is to select the object you want to animate (in Normal or Slide View), select **Slide Show** menu > **Preset Animation**, and click the option you want.



## Insert and Modify ClipArt, WordArt, AutoShapes, Hyperlinks, and Video

1. Display the slide you want to add a picture to in Slide View or Normal View.
2. Click **Insert ClipArt** button on the Drawing toolbar, and then click the **Pictures** tab.
3. Click the category you want, the picture you want, and then click **Insert Clip** on the shortcut menu.

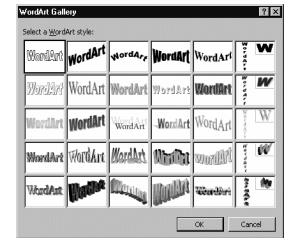
**TIP:** You can also add a pictures and ClipArt from the **Insert menu > Picture > ClipArt** file



### Insert WordArt

To insert WordArt:

1. Select **Insert > Picture > WordArt**,
2. Click the **WordArt** button on the Drawing toolbar, or **Insert WordArt** on the WordArt toolbar.
3. Open the WordArt Gallery, select the desired style, Click **OK**.
4. Type the desired Text.
5. Click **OK**.



### Insert AutoShapes

To insert an AutoShapes:

1. Click **Insert > Picture > AutoShapes**
2. Click the **AutoShape** button on the Drawing toolbar, or click the type of shape you want. Hold down the left mouse button to drag the size of the shape to change the size.



### Insert Hyperlinks

1. Select the text or object you want to represent the hyperlink.
2. Click **Insert > Hyperlink**, or press **<Ctrl> + <K>** keys to activate the Edit Hyperlink dialog box.
3. Create the hyperlink by typing or copying or pasting the address in the **file or Web Page name** field.
4. Click **OK**, and the hyperlink is created automatically.

### Insert Video

1. To insert a video, click **Insert > Movies and Sounds**.
2. Select the Movie from the Movie Gallery, or select one of your own from **Movie from File**.

## Printing

- Select **File > Print**, Click the item to print in the **Print what** box.

**TIP:** If you select **Handouts**, you can then select a number of slides per page and whether the order should be **horizontal** or **vertical**.

