TO CREATE A COMPELLING PRESENTATION

- Minimize the number of slides
- Choose an audience-friendly font size
- Keep your slide text simple
- Use visuals to help express your message
- Make labels for charts and graphs logical
- Apply subtle, consistent slide backgrounds
- Check the spelling and grammar

CREATING A TITLE OR NEW SLIDE

1. Launch PowerPoint in your favorite manner
2. A Title slide is automatically presented
3. Select Home tab|New Slide (top)
4. The Title and Content slide is added or
5. Select Home tab|New Slide (bottom)
6. The Contextual menu is displayed
7. Select the desired slide layout

ADDING A BULLETED LIST

1. From the Contextual menu, select the Bulleted list layout
2. Add the text for the first bullet
3. Depressing Enter will display a new bullet, or
4. At the center of the slide, click on the appropriate colored icon in the set of six different content types

CHANGING A SLIDE LAYOUT

1. Select Home tab|Layout
2. Make the desired selection from the 9 layouts available
3. The current layout is highlighted
4. Hover the mouse to view the results of the other selections

APPLYING THEMES

1. Similar to Design Templates in earlier versions of PowerPoint
2. Click on the Design tab
3. Locate the Themes gallery and hover the mouse to view changes
4. Click the mouse on the target theme
5. If you don't see something that fits your needs, click on the More button to view all the available themes
6. More themes are available from the Microsoft web site

BACKGROUND STYLES

1. Click on the Design tab to add or change a background and click on the Background button in the lower right of the Ribbon or
2. Right click on an unused area of the slide and select Format Background
3. Backgrounds can be applied to an individual slide or to an entire presentation
4. Select the desired fill from the list
5. Click the Color drop down for more colors

ADDING TEXT BOXES

1. Use Insert tab|Text group|text box to create custom placeholders
2. To resize a text box pull the corner handles
3. To rotate a text box, use the green button at the top
4. Text box borders can be reformatted or hidden

MOVING A TEXT BOX

1. Add the text box to the slide
2. Locate the insertion point over the border of the text box
3. When a four headed arrow displays, depress the left mouse button and drag the text box to a new location

FORMAT A TEXT BOX

1. Create the text box
2. An I-bar will display inside the text box
3. Type the desired text and format it as desired
4. Select the text box
5. Select Drawing tools|Format|Shape Styles|Shape Fill to modify the inside background
6. Select Drawing tools|Format|Shape Styles|Shape Outline to modify the border

FORMATTING TEXT

1. Select Home|Font to format the font size, style, and color
2. Highlight the text and use the Bold, Italic, Underline, and Change Case commands
3. Select Home|Font button|Character spacing to control these features

SCREENING A PRESENTATION

1. Click on the Slide Show tab
2. Click on the From Beginning button located at the far left of the ribbon
3. Depress F5 on the keyboard to screen the entire slide show

SCREEN ONLY PART OF A PRESENTATION

1. Click on the Slide Show tab
2. Click on the From Current Slide button located at the far left of the ribbon, or
3. Depress the Shift + F5 keyboard combination to screen the slide show from the current slide forward

TO RESET ALL THE CHANGES

Click the Home tab|Slides group|Reset

CHANGE THE BULLET STYLE FOR A SINGLE LIST

1. Select the text or list to change
2. Select Home tab|Paragraph group|Bullets drop down|Bullets and Numbering|Bulleted tab

CHANGE THE BULLET COLOR

1. At Bullets and Numbering|Bulleted tab click the arrow next to Color
2. Select a color from the ten choices or click More Colors for additional choices.

CHANGE THE BULLET SIZE

To change the size, click the arrows in the Size box

CHANGE A BULLET CHARACTER

1. Click one of the bullet styles
2. Click Customize to choose from characters and fonts in the Symbol dialog
3. Click Picture to choose a picture bullet from the Clip Organizer
4. In the Picture Bullet dialog box, click a picture, and click OK
5. To add one of your own pictures to this dialog box, click Import, select the file you want, and click Add

IMPORTANT KEYBOARD SHORTCUTS

Ctrl+Z	undo
Ctrl+X	cut
Ctrl+C	copy
Ctrl+V	paste

CHANGE THE BULLET STYLE FOR ENTIRE PRESENTATION

If you're using a slide master, you can change the bullet style on the master and the change is reflected throughout the presentation

1. Select View menu| Master Views group|Slide Master
2. On the slide master, select the body text levels to which you want to apply the style

VIEWING THE SLIDE MASTER

1. Open a blank presentation
2. Select the View tab|Master Views group|Slide Master
3. A blank slide master with the associated defaults display

SET THE PAGE ORIENTATION FOR ALL THE SLIDES

1. Select the Slide Master tab|Page Setup group|Slide Orientation
2. Click either Portrait or Landscape

INSERTING SHAPES

1. Locate the cursor in the slide
2. Select the Insert tab|Illustrations group|Shapes button select the desired one.
3. The pointer will turn into a cross sign, indicating that now you can start drawing a shape in the slide.
4. Once drawn, you can change the size and tilt it as per your specific requirements

INSERT A TABLE

1. Click on the table icon on a *content palette*, or
2. Use the *Insert* tab in the ribbon

CHANGING A TABLE'S STYLE

1. You can easily change the style of the table by making sure the table is selected
2. Select the Table Tools tab|Design sub-tab|Table Styles group|More
3. A gallery of all the table styles used by the current theme opens

WORKING WITH TIMINGS

➢ *Timings* - Settings that allow you to automate your PowerPoint presentation. You may choose to change one, none or several of these options
➢ *Start* - Choose to start on the click of the mouse, or with/after the previous animation or transition
➢ *Delay* - Set a number of seconds to delay the start of the animation after the previous movement
➢ *Duration* - What speed do you want the animation to appear? -- very fast, medium or slow are some of the choices
➢ *Repeat* - Choose the number of times you need the animation to repeat before proceeding
➢ *Rewind* - When done playing - The animation effect will begin again after playing
➢ *Triggers* - This option can be chosen for the animation to start only when a specific event takes place

SETTING THE ANIMATION TIMING

1. Click on the Animation tab
2. Click on the object on the slide to be animated
3. Apply the animation
4. In the Timing group, apply the setting

CREATE AN ORGANIZATIONAL CHART

1. On the Insert tab, in the Illustrations group, click SmartArt
2. In the Choose a SmartArt Graphic gallery, click Hierarchy
3. Click an organization chart layout
4. Click OK
5. To enter your text, do one of the following:
   ➢ Click in a shape in the SmartArt graphic, and then type your text

NOTE - For best results, use this option after you add all of the shapes that you want.

   ➢ Click [Text] in the Text pane, and then type your text
   ➢ Copy text from another location or program
   ➢ Click [Text] in the Text pane, and then paste your text

CHANGE THE COLORS OF AN ENTIRE SMARTART GRAPHIC

You can change the colors applied to the shapes in your SmartArt graphic. The different color combinations are all derived from the theme colors. The theme colors are a set of colors that is used in a file.

1. Click the SmartArt graphic
2. Under SmartArt Tools, on the Design tab, in the SmartArt Styles group, click Change Colors
3. Click the color variation that you want
4. Complete the task

CONVERT SLIDE TEXT TO A SMARTART GRAPHIC

1. Click the placeholder that contains the text on the slide that you want to convert
2. Select the Home tab| Paragraph group|Convert to SmartArt Graphic
3. In the gallery, click the layout for the target SmartArt graphic
4. To view the entire set of layouts, click More SmartArt Graphics
5. You will lose some text customizations, such as changes to the text color or font size, that you made to the text on the slide when you convert the text to a SmartArt graphic

APPLY A SMARTART STYLE TO AN ENTIRE SMARTART GRAPHIC

A SmartArt Style is a combination of unique and professionally designed effects, such as line style, bevel, or 3-D, that you can apply to your SmartArt graphic.

1. Click the SmartArt graphic
2. Under SmartArt Tools|Design tab|SmartArt Styles group, click the SmartArt Style that you want
3. To see more SmartArt Styles, click the More button

Compliments of
STARLIGHT EDUCATION
Contact us at
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