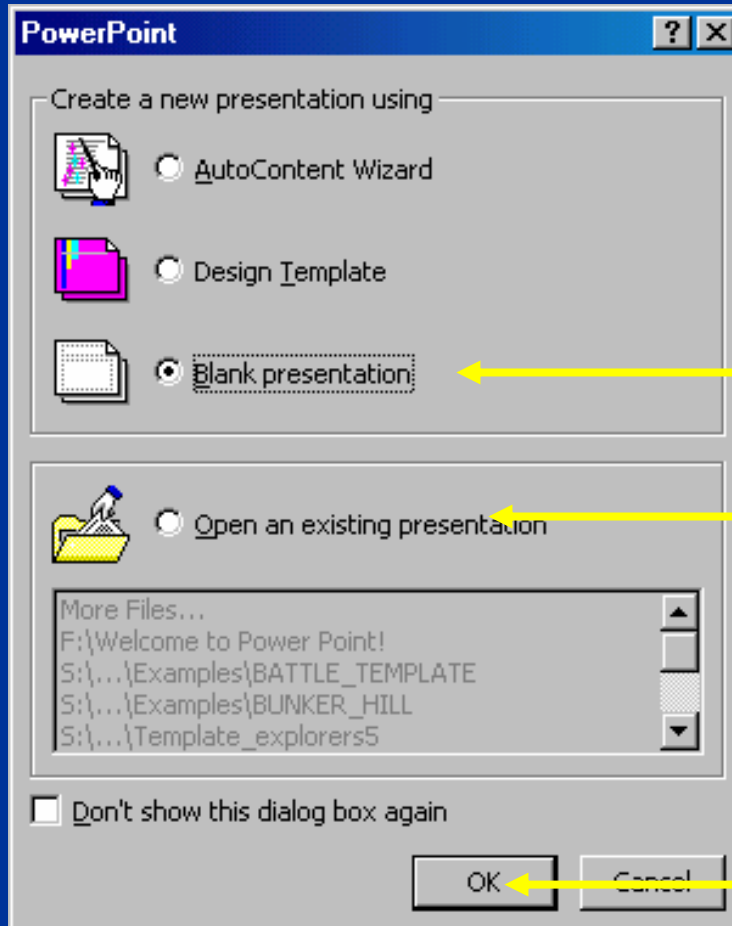


How to use Power Point?

Power point can be used for:

- Making posters.
- Making slides and slide presentation.
- Making figures for a paper or a thesis.

When you open PowerPoint this is what you will see....



Use this to start a new presentation.

This is where you will open a presentation you have already saved.

Choose OK when finished.

New presentation

Inserting a new Slide:

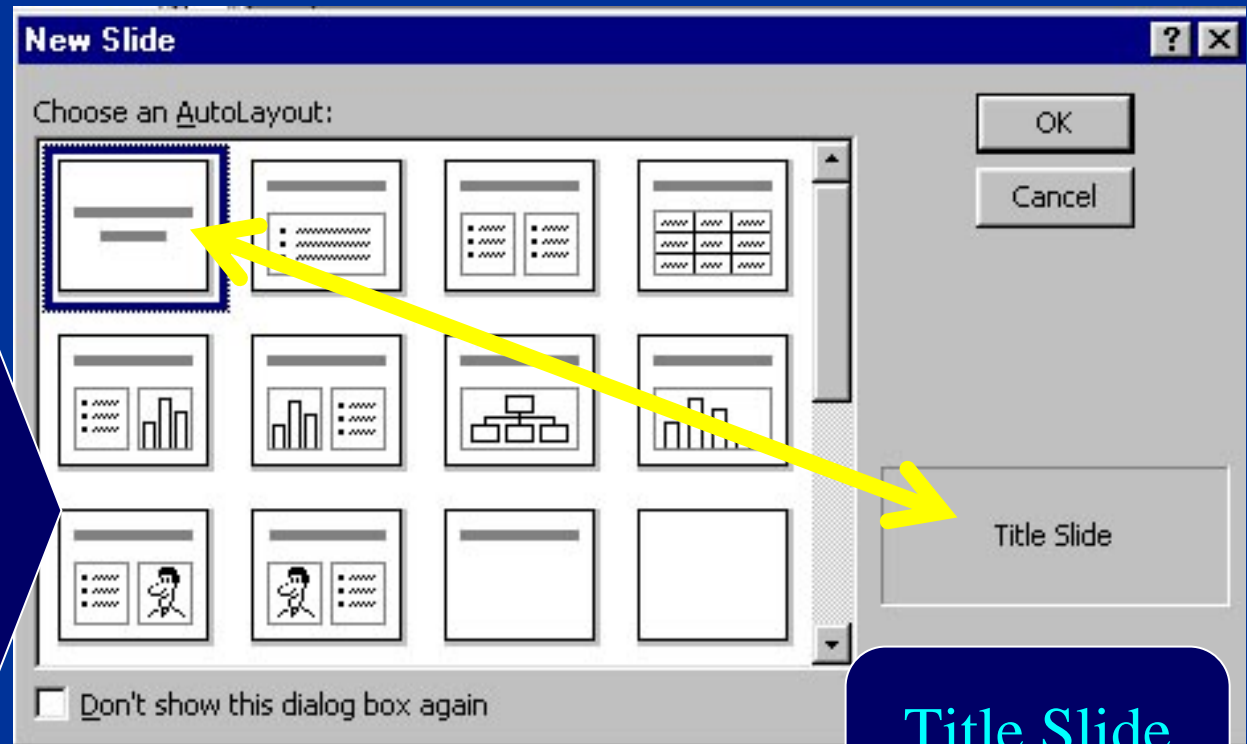
- 1 Select New Slide from the Insert Menu
- 2 Select the Bulleted List Slide Layout

Formatting Text Using Outline:

- 1 Select The Outline View and Type
- 2 Use the Promote, Demote icons to indent and create new slides

Choose a slide layout from the “New Slide” dialog box

Choose Your Slide Type:
Bullet List
2 Columns
Of Lists
With or Without
Chart
With or Without
Picture or other
variations



Title Slide
Selected

What is an Auto-layout slide?

- PowerPoint provides users with a choice of some commonly used slide formats.
- Each slide is made up of one or more frames or boxes.
- There are text frames, pictures frames, chart frames, etc.
- These frames are pre-formatted to certain fonts, sizes and alignments, but they can be changed to suit the user
- Each time a new slide is required, go to the Insert menu and choose New slide.

Microsoft PowerPoint - [Welcome to Power Point!]

File Edit View Insert Format Tools Slide Show Window Help



New

open

Save

print

Font

Font
size

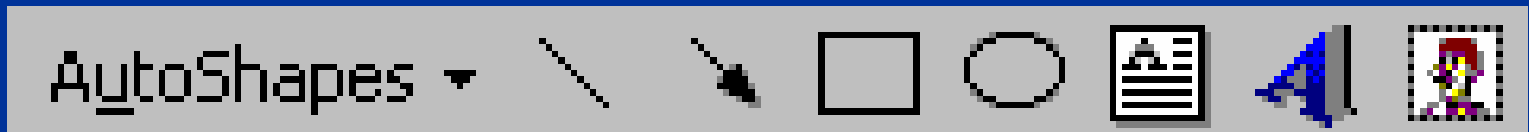
Bold

Italics

Underline

Whenever you see a double arrow you can click it for additional buttons that you don't see on the toolbar.

Most of the other buttons are towards the bottom of the screen



Various Shapes

line

arrow

rectangles

oval

text box

text art

clipart

Fill Color

Line Color

Font Color

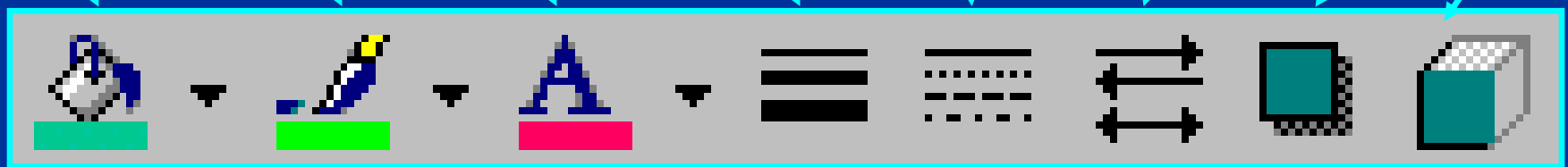
Line Width

Line Type

Arrow Style

Shadow

3-D



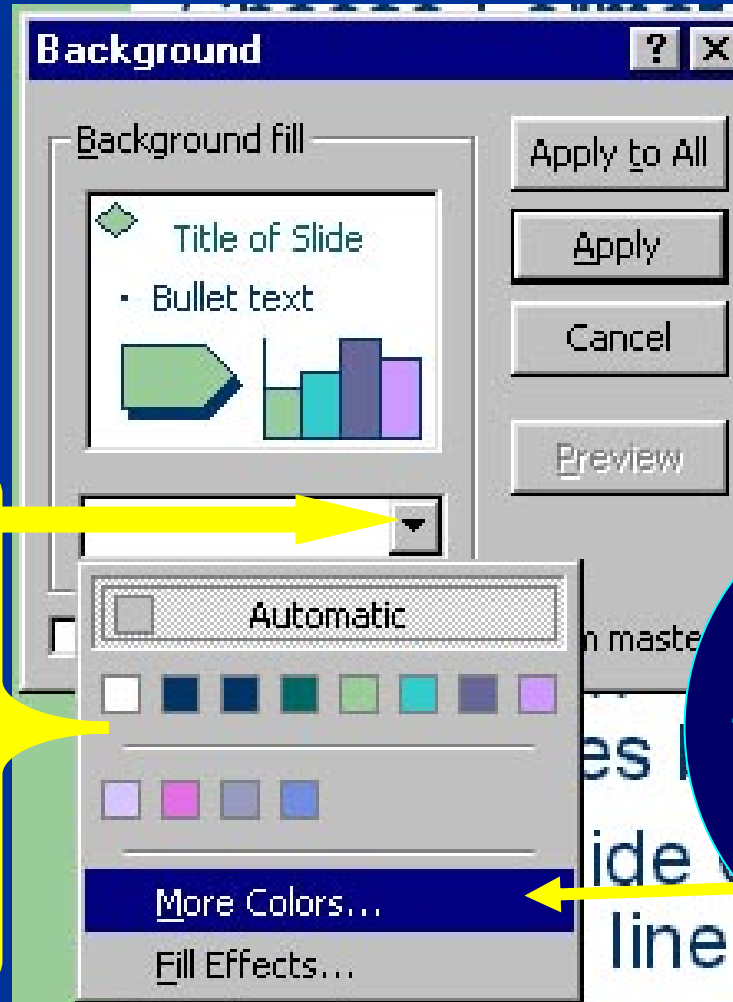
Saving a presentation

Saving a Presentation:

1. Select Save or Save as from File menu.
2. Specify location.
3. Type in the desired Filename.
4. Click Save.

PPT Help Features: Select the Office assistant under the Help Menu or press F1 KEY.

Format Background



Click on the drop-down menu and see the set of colors suggested for your scheme

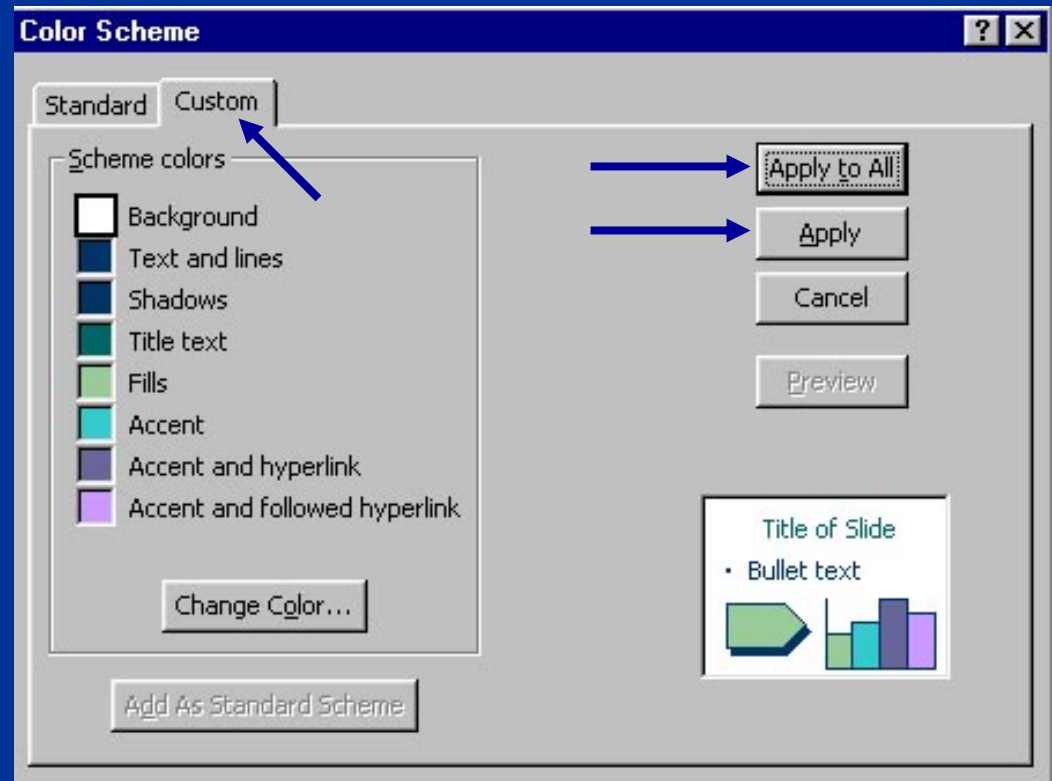
Choose "More Colors" for more solids or "Fill Effects" for patterns

Background colors

- The FORMAT menu – Slide Color Scheme, has some pre-set options for background and text colors
- The FORMAT menu – Apply Design Template, gives you some picture designs for the background of the slide

Format Color Scheme

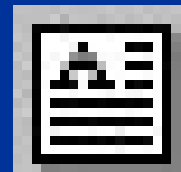
Click on the “Custom” tag to select alternate colors for standard features. You can apply these selections to all of your slides or just the active one.



Adding Content

- Add points to each of your slides by clicking in the text area and typing.
 - To Add text, choose Insert > Text Box, draw the box boundaries, and begin typing.
- When you hit return on a list slide, a new bullet will appear.

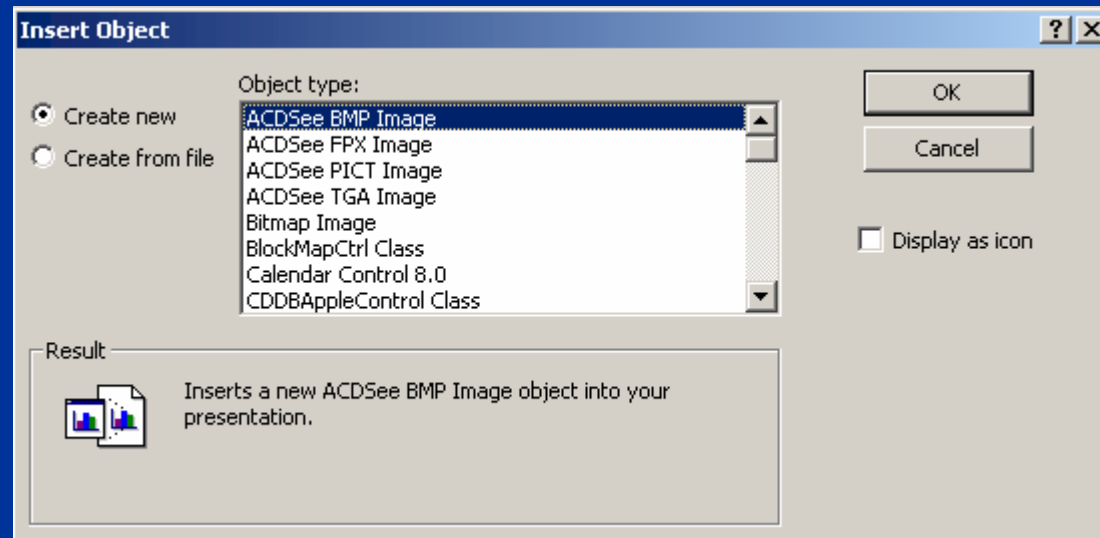
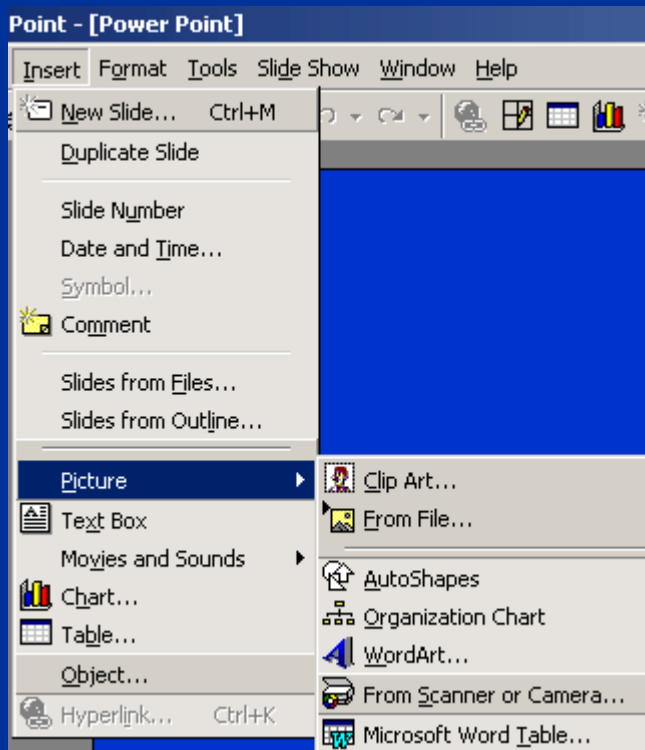
Use This Button to
add Clip Art



Use This Button
to quickly add
a text box.

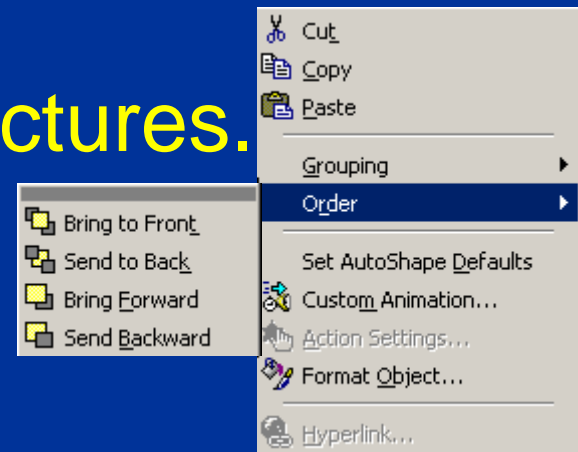
Inserting Objects

- Choose Insert > Picture > Clip Art or file.
- Choose Insert > Object for other objects.



Manipulating Objects

- To move, click in the center of the object to select, hold and move.
- To resize, click on one of the handles and resize.
- To delete, click to select and hit the delete key.
- Same things apply for pictures.



Animation and Transition.

Text, Fonts

- **At least 24 point - this font is 32.**
- **Arial is easier to read than Times New Roman.**
- **Colors should contrast with background....**

Text, Style

Color blind folks can't read this!

There is not enough contrast to read this!

Too much contrast is overwhelming!

Italics can be difficult to read!

Text

- Limit to 5-6 lines
- Limit to 40 words or less
- Use bullets, but not too many.

Images

- Images speak quickly.
- Use simple and clear images.
- Avoid large images.
- Avoid using too many images.

Printing Presentations

- Under the Pull Down menu “Print What,” there are several options:
 - Slides (*choose without animations*) will print one slide to a page (good for making transparencies of your slides).
 - Handouts (2, 3, or 6 sides per page) prints mini-versions of your slides on the left with blank lines for notes on the right. (Good for a presentation where people may want the ability to take notes).
 - Notes will print out the notes you’ve written for yourself to accompany your slides.
 - Outline prints the text of your slides in a linear outline format.

