

Introduction to Microsoft PowerPoint

School of Medicine Library
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WHAT IS POWERPOINT?

PowerPoint (PPT) is a powerful, easy-to-use presentation graphics software program which allows you to create professional-looking electronic slide shows. PPT is used to present information in an organized manner to an individual or group. Using clip art, sound clips, movie clips, graphs, organization charts, imported Web screens, and many other features, you can easily create a presentation that will impress your audience and convey your message clearly and professionally.

USING HELP

PowerPoint Help menu offers you numerous ways to find help for a particular task. Type a subject in the search window to see help topics.

EXERCISE: Creating a Presentation (Please follow along with instructor)

(Slide 1) – Select a design template

1. In the PPT Start-up Window, click “From Design Template” located on the right-hand side of the screen under the heading “New.”
2. Scroll down to see the various templates and click on one of them.

(Slide 1, cont.) – Add title and subtitle

1. Click once on “Click to add title” (this is the title placeholder) and type **How to Use PowerPoint**.
2. Click once on “click to add subtitle” and type **Building an Effective Presentation**.

(Slide 2) – Add a Bulleted List slide

1. Click on the “New Slide” button at the toolbar located at the top of the screen.

2. Click once on the title placeholder and type **What you can do with PowerPoint.**
3. Click once on “Click to add text” (this is the text placeholder) and type the following text (hit <Enter> at the end of each line):
 - **Create electronic presentations**
 - **Use special features to enhance your slides**
 - **Practice and time your slide show**

(**NOTE:** To format bullets, click on the “Format” menu and then click on “Bullets and Numbering.”)

(Slide 3) – Add a Text & Content Layout Slide

1. Click on the “New Slide” button.
2. On the right side, scroll down until you see the “Text and Content Layout” options.
3. Click once on the option of your choice.
4. Type **Content Options** in the title placeholder.
5. In the text placeholder, add the following text (hit <Enter> after each line):
 - **Clip Art**
 - **Photographs**
 - **Charts**
 - **Graphs**
 - **Tables**
 - **Diagrams**
 - **Media Clips**
6. Click on the Clip Art icon in the “add content” area.
7. Enter **medicine** in the search window.
8. Scroll through the results and double-click on the Clip Art of your choice.

(**Hint:** Type “photograph” in the Clip Art search window to see the clip art photo options)

(Slide 4) – Add another Text & Content slide

1. Click on the “New Slide” button.
2. Type **Advantages to Using a Variety of Content** in the title placeholder.

3. In the text placeholder, type the following text (hit <Enter> at the end of each line):
 - **Graphics keep a presentation lively**
 - **Graphics are effective teaching tools**
 - **Graphics keep the audience awake!**
4. Add the Clip Art of your choice to the slide

(Slide 5) – Add a Chart

1. Click on the “New Slide” button.
2. Scroll down to “Other Layouts” and click on the “Title and Chart” option (the last option).
3. Type **Simple Charts** in the title placeholder.
4. Double-click on the chart placeholder.
5. A datasheet will appear. Make changes if you like.
6. Click once in your slide (outside the datasheet) to add the chart to your slide.

Congratulations! You have completed a basic slide show. In the next lesson, we will enhance the presentation to make it more interesting.

EXERCISE: Enhancing Your Slide Show

Adding Transitions

- Click on the “Slide Sorter View” button on the bottom, left-hand corner of your screen.
- Click the “Slide Show” menu and then click on “Slide Transition.”
- Click the “Edit” menu and click “Select All”
- To the right, click a transition of your choice. This will apply to all the selected slides. (Note: Select “Random Transition” – the last option – to have a variety of transitions in your slide show)

Animating Text

- All slides should still be selected (if they aren’t, click the “Edit” menu and then “Select All”).
- Click the “Slide Show” menu.
- Click on “Animation Schemes.”

- At the right, choose an Animation Scheme. You will see a preview within your slide sorter view.

(Note: to apply a different Animation Scheme to each slide, you will have to select each slide individually and then choose a scheme for each one.)

Please Note: For more advanced Animation options, you will need to utilize the “Custom Animation” options. These are covered in the Advanced PPT class.

Running the Slide Show

- Click once on the first slide to select it.
- Click on the “Slide Show” button on the bottom left-hand corner of the screen.
- **To advance** to the next slide, click the mouse once.
- **To draw on the slide**, right-click, select “pointer options,” and “pen”. Hold down the mouse and write. Any marks you make are NOT permanent. Hit <Esc> to return to the pointer.
- **To go back one slide** use the left arrow key.
- **To Exit** the slide show quickly, hit <Esc>.

ADDITIONAL EXERCISES

Importing Web Screens

- Start with a **blank slide** in Normal View.
- Minimize the PPT program by clicking on the “minus” sign in the upper right corner.
- Go into the Web and locate the screen you’d like to use in your presentation.
- When the screen you want is displayed, hit the <**Print Screen**> key on your keyboard. This automatically saves the screen to the computer’s clipboard.
- Minimize the web program (the minus button at the top right) and then maximize the PPT program (click on the Microsoft PowerPoint button at the bottom of your screen).

- Click on the **Paste** icon on the toolbar (looks like a clipboard). The screen you saved will now appear on your blank slide.
- **Click once** on the image and then **drag the corners** to fill the screen.

Note: You may want your slide to have a white background to better display the Web screen shot. To do this, click the “Format” menu, click “Background,” and select white from the pull-down menu of colors. You might also want to click “Omit background graphics.” **Be sure to click “Apply” and NOT “Apply to All”!**

Inserting Pictures into Your Slides

You can easily add pictures to your PPT slides. To do so, you must first save the picture to the hard drive of your computer. Then insert it into your presentation:

- In Normal View, display the slide on which you’d like the picture to appear.
- From the **Insert** menu, choose the **Picture from File** command.
- Locate the file of the picture you have previously saved and double-click the file name.
- The picture will now appear on your slide.
- You may move and resize the picture as you like.

Contact information for help:

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