

PowerPoint Basics

- Opening PowerPoint presentations
 - toolbar icon (can customize, if using own computer: Tools→Customize)
 - File→Open, then select file (Control + O)
- Creating New PowerPoint presentations
 - toolbar icon
 - File→New (Control + N)
- Setting File Properties
 - File→Properties→Summary
 - Ease in Finding (and allowing others to find) your file
 - File→Open, then Tools→Find
- Adding Slides
 - toolbar icon
 - Insert→New Slide (Control + M)
 - Dialog Box: Tools→Options→View→New Slide Dialog
- Deleting Slides
 - Edit→Delete Slide
- Saving PowerPoint presentations
 - File→Save (Control + S)
 - File→Save as Web Page (creates a sub-folder that must be uploaded to the server with your presentation)
- View Options
 - Normal (View→Normal or icons in lower left)
 - Outline
 - Slide
 - Slide Sorter
 - Slide Show
- Closing PowerPoint presentations
 - File→Close
- Online Help
 - Help→Microsoft PowerPoint Help
 - Approaches
 - Content
 - Answer Wizard
 - Index
- Dale Carnegie's "4 P's of Presenting" (Help→Microsoft PowerPoint Help)
 - Contents→Designing Slide Shows→The 4 P's of Presenting: Plan, Prepare, Practice, and Present

Beyond the Basics

- Formatting
 - Templates – a means of enforced consistency
 - Format→Apply Design Template
 - good formatting vs. bad (overuse)
 - Slide & Title Masters
 - View→Master→Slide Master

- View→Master→Title Master
- Color Scheme
 - Format→Slide Color Scheme
- Adding Images
 - Insert→Picture→Clip Art
 - search gallery, including Clips online
 - Insert→Picture→From File
 - Using Dialog Box, add a slide template including Clip Art, then double-click the Clip Art box
- Adding Sounds and Narration
 - Insert→Movies and Sounds→Movie from Gallery/File
 - Insert→Movies and Sounds→Sound from Gallery/File
 - Insert→Movies and Sounds→Play CD audio track (requires CD)
 - Insert→Movies and Sounds→Record Sound
 - Another alternative
 - Slide Show→Record Narration...
- Adding Hyperlinks ...
 - to a slide in the current presentation
 - to a web page (click “Insert Hyperlink” icon on toolbar, then provide requested info)
 - to an email address, including “Subject” line
 - to another presentation, a specific slide in another presentation, or another file or program

Advanced Techniques

- Adding Action Buttons
 - Slide Show→Action Buttons...
 - navigate to next slide, previous slide, first slide, last slide, etc.
- Adding Animation (**Beware!!**)
 - Slide Transitions
 - Slide Show→Slide Transition
 - In Slide Sorter view, click on “Slide Transition” icon in toolbar
 - In Slide Sorter view, select item from drop-down list containing the text “No Transition” (default)
 - Slide Effects (Builds)
 - In Slide Sorter view, select item from drop-down list containing the text “No Effect” (default)
 - Preset Animations (quick, but often useless and/or tacky)
 - Slide Show→Preset Animation
 - Customized Animation (after all text & objects are added to a slide)
 - Slide Show→Custom Animation
 - Order & Timing
 - Effects
 - Chart Effects
 - Multimedia Settings