Radlett & District U3A Computer Group
Monday 18th November 2013

MS PowerPoint: Preparing a presentation

To find PowerPoint press the "Start" button (bottom left of screen), select "All Programmes", click on Microsoft Office, then click on Microsoft PowerPoint.

To Create a Slide. If you want a different layout for the slide, click on "Layout". This is on the "Home" tab towards the left hand side. Otherwise start typing in the boxes. When you have finished that slide, click "New slide".

Some of the layout options have icons in the boxes, hover over these to see their functions, such as insert chart and insert picture.

Animations Once you have created a slide or two, you can start bringing them to life with the "Animations" tab at the top of the page. Highlight a phrase or picture and the options in the animations tab will appear green. As you hover over it, you will see a demonstration. Click on it and number 1 will appear next to the highlighted selection. Click on the next phrase and repeat. This will be number 2 and so on. If you use the arrow beside the green options, you will see more options. Further down they are yellow then red. The green options are to make things appear, the yellow ones for them to change in situ and the red for them to disappear.

To add a picture, use the insert tab and choose "Picture" a box will open from which you can select "Libraries" then "Pictures". Double click on the picture that you want and it will appear on your slide. You can then resize it and move it around. To do this Click on the picture, then hover over the corners of the box to see arrows. Use these to change the size. Grab the little circle above the top, centre of the box to turn the picture round. You can add borders to the picture by choosing "Insert", then "ClipArt". This will open a box at the side. Use the search box to find borders. Double click on the one that you want, reshape it and, if necessary use the "Send Backward button to bring the picture to the front.

Videos You can add videos a similar way. Click on Insert and choose Video. Choose a video from "Libraries" "Videos" and double click on it. When the video is on your slide, click on it and a Video Tools Screen will appear. Choose "Playback" and select from the options.

Transitions Once you have your slides prepared you need to decide how you want them to appear. To do this select the "Transitions" tab. Click on the first slide and hold the pointer over the examples then click on the one you want. There is an arrow to the side with more options. To the right of this bar you can also choose to add a noise to the transition. You can also choose how long the slide will be on the screen, or whether you will move on with the mouse. If you want all the transitions to be the same, click on "Apply to All". Otherwise go through the slides one by one.

Audio You can add audio to individual slides or you can add a narration to the whole slide show. To add music to the slides choose the "Insert" tab and choose from ClipArt or upload music saved as a "Wave" or "wav" file. Once the audio is on the slide you will see a little speaker. Click on this and an Audio Tools Screen will appear. Choose "Playback" and select from the options. You can choose to have the audio playing for just this slide, or throughout the presentation. To add a narration, go to the Slide Show tab and click on Record Slide Show. Then choose to start recording from the beginning. Another box appears. Leave both ticks in the boxes and start recording. Speak to each slide, whilst clicking through any animations. When you have finished that slide click onto the next slide and keep talking until you get to the last slide. It helps to write down what you want to say first. You can erase it and start again.

Play Now you can play your presentation. Go to the "Slide Show" tab and press "From Beginning". The slide show will start full screen. If you have set timings, it will move on automatically. Otherwise you can click through it.

To print slides, click "File" then "Print. You can then choose either to print full page slides or several slides to a page for handouts.

File

Home   Transitions   Text Box

Insert   Animations

New Slide   Slide Show   Useful Shapes

Paste   Copy   Text Style   Text Size   Centralise Text