

Microsoft PowerPoint 2013

GETTING STARTED

Powerpoint is a slideshow presentation program that can include text, graphics, audio files, and video clips. Transitions between slides and animations can also be applied to text or graphic elements to improve the overall look of the slideshow.

DOWNLOAD WORKSHOP FILES

Go the STC Workshops page (<http://www.wwu.edu/techcenter/pages/workshops.shtml>) and select Microsoft PowerPoint I (**PowerPoint.exe**)

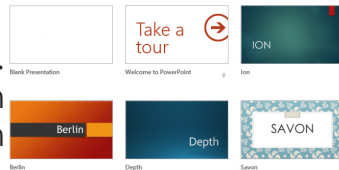
Right-Click '**.exe file**' and save to the Desktop

Double-click **PowerPoint1.exe** on the Desktop (select 'Run' on the prompt window), this will create a folder on your desktop called "**training temp**".

Double-click **Examples.ppt** to open.

CREATE NEW PRESENTATION

Open PowerPoint and select "Blank Presentation". To create a slideshow from a template, select from one of the many options.

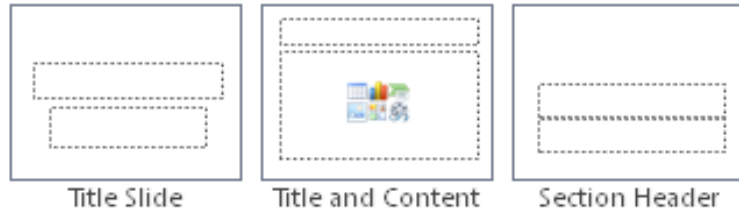
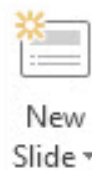


Note: If using PowerPoint to make a poster, under the "Design" tab select "Slide Size" and change the document to 30" x 40"



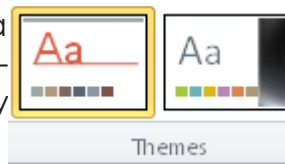
ADD NEW SLIDE

Under the "Home" tab, select "New Slide" and pick a layout from the dropdown menu.



APPLY THEME

Under the "Design" tab, a project theme can be selected. A preview can be seen by hovering over the icon.



Background colors can be changed under the "Format Background" button.



INSERT AND FORMAT TEXT

Under the "Insert" tab, select "Text Box" to draw a text box on the slide.



The "Home" tab provides most of the options to format text.



The "Format" tab can provide additional style options to add flair to any project.



Adjustments to alignment and bulleting can also be done here



INSERT A PICTURE

Under the "Insert" tab, click on "Pictures". From there, browse to where the image is saved.



When an image is selected, the "Format" tab will open up under "Picture Tools". This allows for many different options to manipulate photos.



If wanting to add graphic to your work but don't have one in mind, you can use Clip Art. Under "Insert" tab, click "Online Pictures". You can then search for graphics by typing in key words.

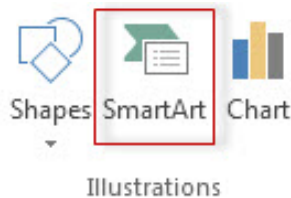


Note: (a) Illustrations (line art) have no resolution and will print with high quality regardless of size while (b) photos have a set resolution and lose quality in large format prints

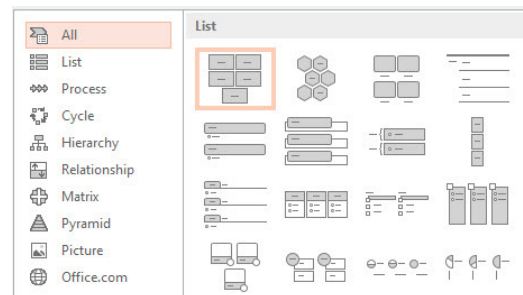


INSERT SMART ART

Smart Art allows the simple addition of text to shapes that provide visual emphasis on your points.



Selecting Smart Art will bring up a list of different visual tools.

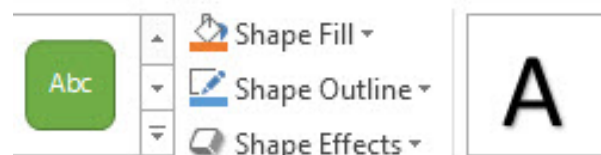


INSERT SHAPES

When Smart Art doesn't achieve the look you want, shapes can be added to your presentation. Under "Insert" select the "Shapes" dropdown menu.



After making your selection, draw on the slide to create the shape. The "Format" tab will appear under "Drawing Tools" that will allow you to further change the appearance of the object.

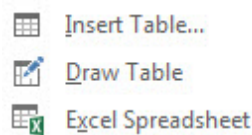


INSERT TABLES AND CHARTS

Organizing data is simple with the Table tool. There are two ways to accomplish this. Either by creating a table within PowerPoint or importing from Excel.



Having selected the source of your table, apply formatting styles under the "Design" and "Layout" tabs under the Table Formatting section.

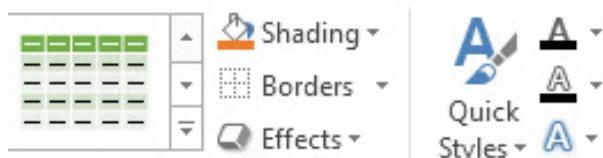


To better visualize your tabulated data and catch the attention of your viewer you can insert a Chart.



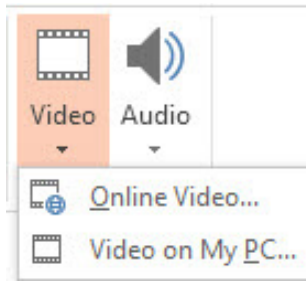
Under "Insert" select "Chart" to add it to your slideshow. After selecting the type of chart you wish to use, Excel window will open and allow you to enter your data.

A new Chart Tools tab will appear and allow you to select "Design" and "Format".

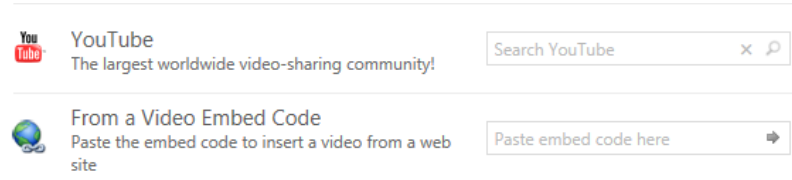


INSERT VIDEO AND AUDIO

Under the "Insert" tab, click on the Video icon dropdown menu and select the source of your video. The video file will automatically embed itself into your presentation.



If selecting "Online Video", you can embed a video from YouTube or another video service into your presentation.



To insert music into a presentation, select the Audio button and go to where the audio file is saved.

Note: this will increase the file size of your PowerPoint

INSERT HEADER AND FOOTER

Under the "Insert" tab, you will find buttons for adding Headers and Footers for your slides. This is handy for printing the slides when you have page numbers on them. This is also useful for references.



Header
& Footer

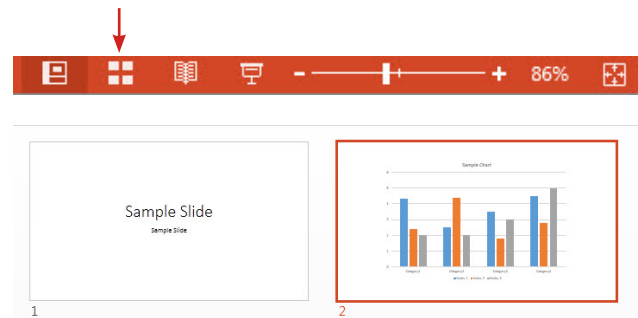
HH 2 | Techcenter@wwu.edu |
360.650.3400

Note: Be sure you are on the appropriate tab within the Header and Footer section, Slide is not the same as Notes.

SLIDE SORTER

Now that you've filled your slides with content, using the slide sorter is an easy way to rearrange your slides or to look at all of them on a single page. This can be easily done with the Slide Sorter.

It is located at the bottom right hand corner of the screen.



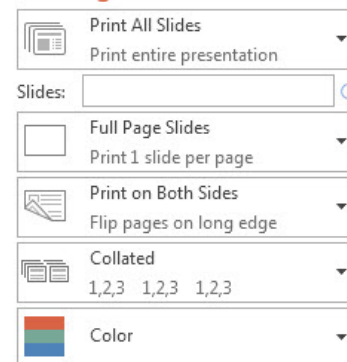
PRINTING HANDOUTS

Once you've completed your presentation, you may wish to print out handouts to your slideshow.

Under the "File" tab, select "Print".

This will present you with options on the range of pages to print, how many slides per page, and the layout of the slides printed.

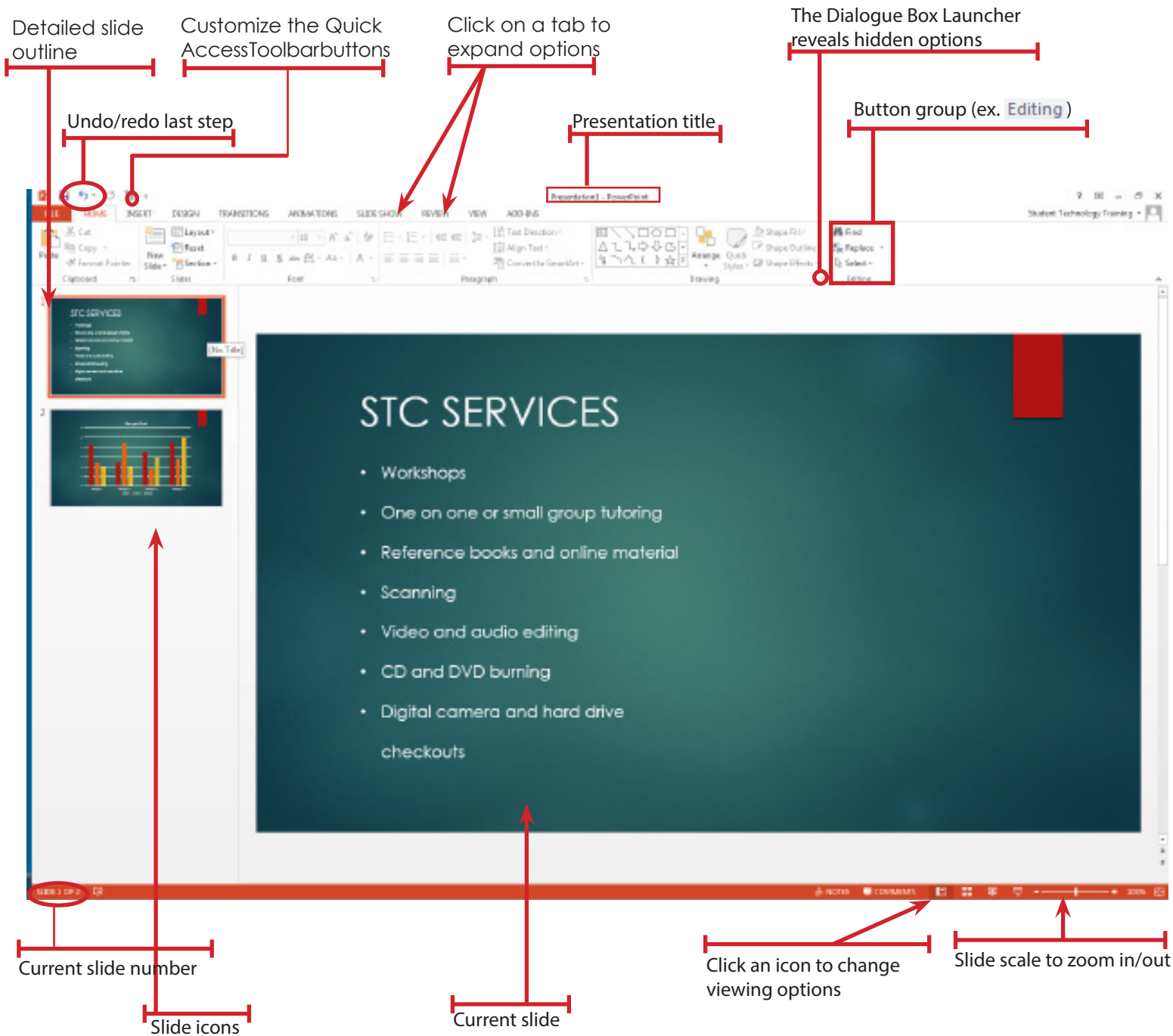
Settings



Edit Header & Footer

Note: A printer must be connected for the printing options to show up.

WORKSPACE OVERVIEW



Quick Hotkey Review

- Start Slideshow F5
- New Slide Ctrl+M
- Next Slide During Slideshow Space
- Previous Slide During Slideshow Backspace
- End Slideshow Esc
- Press "Alt" to see available hotkeys. Press again to disable this view.

For More Information

For additional help or information about Dreamweaver or any of the other software the Student Tech Center offers support for, scan the QR code to the right or visit the STC's video page, located at <http://stctraining.mirocommunity.org>

