

## PowerPoint Presentation Directions

by

Kelly E. Duell, M.A., NBCT

Maui Tech Girl

1. *Open Program-double click icon; or Start, All Program, Microsoft, Office, PowerPoint.*
2. *Should open a new project, but if not click on "File," then highlight and click on "New." To open an existing PPT, click on "File," highlight and click on "Open," locate the folder in which your project is located, highlight it and click on "open" (or double click it).*
3. *Need more than one slide? Look on the toolbar for "Insert," click on it, scroll down until you see "new slide," highlight and click on it-this will create a new slide in your project at the end of all the slides.*
  - a. *Short cut: place cursor in the side window, right click, highlight, and click on "New Slide."*
4. *The first slide will have two boxes in it:*
  - a. *Follow the directions to add your title and your subtitle.*

Click to add title

Click to add subtitle

5. *The rest of the new slides will have two boxes also; however the second box is for content.*

Click to add text

6. *Boxes can be resized; place cursor over one of the small circles (°), and drag it to the size you want.*
7. *Changing the font or background color is the same as a WORD document or in the DRAW program. Use the DRAW toolbar, usually located at the bottom of the document; or use the top toolbar under "Format."*

8. *Copy a slide: place cursor on the slide to copy, right click it, click on "Copy"; place cursor on your panel where you want the copied slide to go, right click, click on "Paste," and your copied slide should be there.*
9. *To move the location of a slide, simply hold the left mouse button down, drag the slide to the new location, and then "drop" it by letting go of the left mouse button.*
10. *Slide Design:*
  - a. *Go to the top tool bar; click on "Format"; highlight and click on "Slide Design," the sidebar should open.*
  - b. *Put the cursor over the design you like; click on the arrow so the drop-down menu appears; highlight and click on which one you want to apply, i.e. "Apply to All Slides" or "Apply to Selected Slides."*
  - c. *It is best to choose your slide design prior to adding content!*
11. *Slide Lay-out:*
  - a. *When entering a new slide, the toolbox on the right side should open automatically, then you can just click on any of the lay-outs you like, and the slide will be set-up in that lay-out.*
  - b. *If it doesn't open, go to the top tool bar; click on "Format"; highlight and click on "Slide Lay-out," then the sidebar should open.*
  - c. *It is best to choose your slide lay-out prior to adding content!*
12. *Deleting a slide is the same process as above, but select "Delete Slide"!*
13. *To add "animation," use the top toolbar; click on "Slide Show"; highlight and click on "Animation Schemes"; the right-side panel should open; from there you choose which animation to apply to the slide (or the whole project).*
14. *To add "slide transitions," use the top tool bar; click on "Slide Show"; highlight and click on "Slide Transition"; the right-side panel should open; from there you choose which transition to apply to the slide (or the whole project).*
15. *If you want to adjust the animation or slide transition, use "Custom Animation" from the toolbar, under "Slide Show."*
  - a. *Add multiple effects.*
  - b. *Change the speed of the effect.*
  - c. *Change the direction the effect moves.*
  - d. *Control when the effect happens.*

16. Highlight the text you want to add an effect to, and then click on the button "Add Effect"; this opens up a pop-up box that you can choose from: entrance, emphasis, exit, motion paths.
  - a. Start: choose when you want the effect to start.
  - b. Property, Size, Amount, Color, Spokes, etc.: determines how this will affect the effect.
  - c. Speed: how fast or slow the effect will be applied.
  - d. Numbers at the side of the text indicate which text has which effect attached. You can change the order of entrance, effects, etc. by highlighting, dragging, and dropping (in the right-hand sidebar).
  - e. You must use <ENTER> between each text line that you want a separate effect for or it will be applied to all on the slide.
17. To add an image: from toolbar, "Insert"; "Picture"; "From File"; locate the folder, file, and image you want to insert into the slide; highlight it; click "insert" and it should show up on your slide. From here you can resize the image to meet your specifications.
18. To add a sound clip, go to "Insert"; "Movies and Sounds"; click on "Sound From File"; locate the folder, file, and clip, click "Insert"; and you're set to go. You may adjust the features of the sound clip by right clicking on the icon. You may also use "Custom Animation" to make adjustments.
19. To play the PPT continuously, or loop it, without the use of a mouse click, go to "Slide Show" on the toolbar; click on "Slide Transition"; look almost to the bottom of the column until you see "Advance Slide"; unclick "On Mouse Click" and click "Automatically After"; choose the number of seconds you want each slide to hang before moving to the next; click "Apply to All Slides"; then view your PPT by clicking "Slide Show".
20. To play your PPT, find "Slide Show" in the toolbar; click on "View Show"; it will play according to your set-up.