

## PowerPoint Tips

1. Open PowerPoint and choose the Blank Presentation option. You can go back and customize your slide background color or design later. Or you may want to format your slide background with pictures later.
2. Next, choose your "Auto Layout" for the first slide in your show. Generally you want to start a slide show with a Title Slide layout. Click OK after selecting your choice.
3. Click in the Text Box on your slide and begin by typing your title. You can also use **WordArt** to make more stylish titles for each slide. If you would like to do this, look for the **DRAWING toolbar** at the bottom of your screen and find the blue "A". Click on this and pick a style of WordArt to use. Consistency is important for a polished presentation so I suggest using the same style of title on every slide in your show....
4. After you have completed the first slide you must make a New Slide by either clicking on the words "New Slide" on your "Common Tasks" toolbar or finding the New Slide icon which is part of the "Standard" toolbar in PowerPoint (this icon looks like a small white shiny slide). (Go to View then to Toolbars then to Common Tasks if the **Common Tasks toolbar** does not automatically appear).
5. Once you create a New Slide you will again need to choose the Auto Layout for the slide. Choose whichever layout works best for the information you intend to put on this next slide....



### Presentation Tip:

- Never put too much information on one slide.
- You want to break each slide down into it's own topic with it's own title.
- You may use bulleted lists rather than complete sentences.
- Do not write paragraphs; just list the facts of the information you will be talking about in your presentation.
- When you present you should say more than is listed on the slide. The slide is just a useful tool for your audience to look at while you talk about the topic more extensively. Never just read off the slide!

6. After you have created all your slides and typed in titles and content for each one, you can add visual and sound effects to each slide. These are called Animations and Transitions. The difference is that Animations are applied to the content (or the words) on each slide while Transitions are applied to the slide itself and take place when one slide “transitions” or moves to the next slide.
7. To add **Slide Transitions**, go to the word “Slide Show” in your Menu Bar at the top of the screen and then go down to “Slide Transition”. A Slide Transition window will appear. You may choose a visual effect and then a sound effect from the drop down menus. Click on the down arrow to see your choices. You may then “Apply” these effects to one slide or “Apply to All” slides in your show.
8. To add **Custom Animations** to the content on each slide you also go to the word “Slide Show” in your Menu Bar at the top of the screen and then go down to “Custom Animation”.
9. Click on the “**Timing**” tab and highlight your title. Then click on the “**Effects**” tab and apply “Entry Animation and Sound” (if you choose to). Go back to the Timing tab and highlight your text and again click on Effects tab to apply animation to this.



**Presentation Tip:**

- Too much sound is NOT a good presentation technique as it distracts your audience from the subject you are presenting about. I have seen this mistake made often...be careful with this. Use sounds that relate to your topic if at all possible. This makes for a true “multimedia” presentation. You can search the internet for “.wav” sound files to use in PowerPoint. Google is a good search engine to use for this ([www.google.com](http://www.google.com))
10. Follow steps 8 & 9 for each slide in your show.
  11. Go back to the words “Slide Show” and then choose “View Show” when you feel close to done. Click to begin your show.
  12. Remember to save your show in your space on the network.

## Advanced PowerPoint Tips

### To Insert Pictures from the Internet:

Find a picture online

Right click on top of it and go to FILE then to SAVE AS

Save the image in your space on the network

Go to the slide you want to use it on

Click INSERT then PICTURE then FROM FILE

Find the image you saved and click on it

Make sure to site your source for the image

### To Format Pictures as a Slide Background:

Find a picture online

Right click on top of it and go to FILE then to SAVE AS

Save the image in your space on the network

Go to the slide you want to use it on

Right click on the white space of the slide (outside all text boxes)

Choose BACKGROUND

Click the down arrow under the BACKGROUND FILL box

Choose FILL EFFECTS

Click on the PICTURE tab at the top right corner of this window

Click SELECT PICTURE button

Find the picture you save in your network space and select it

Make sure to site your source for the image



### Presentation Tip:

- Not all pictures work well as slide backgrounds. Sometimes they stretch too much and get blurry. You may do better to have a different background and then INSERT the PICTURE onto the slide.

### **To Apply Sound to your Show:**

Sound can be applied as a Slide Transition (which happens as one slide moves to the next) or as a Custom Animation (which is an effect applied to the words or images on a slide). Too much sound is NOT a good presentation technique. It can be very distracting to your audience. Some sounds have value and are appropriate though too. If you can find a sound file from the Internet that relates to the topic of your presentation, sound can be very effective, making your show truly "multimedia".

### **Basic PPT Sounds:**

You may choose to have a standard PowerPoint sound as a custom animation on the title of each slide or a standard sound as a slide transition between your slides. These can be effective in keeping your audience's attention. Remember, consistency is a good thing! You may want to use the same sound effect throughout the show.

### **To Loop an Internet Sound Through Your Show:**

Find a sound file (a ".wav" file) online and right click on it

Click on SAVE TARGET AS

Save this .wav file in your space on the network

Go to the first slide in your show (or wherever you want the sound to start) and go to SLIDE SHOW then to SLIDE TRANSITION

Click on the down arrow below the SOUND box

Scroll down to the OTHER SOUND

Find the sound in your space on the network

Click OK to select it

Check LOOP UNTIL NEXT SOUND

If you do not apply any other sounds, this sound will play through your entire show!