**BLACKPOOL AND
THE FYLDE COLLEGE**

An Associate College of Lancaster University

PowerPoint   How to . . . .Create a Presentation

This handout describes the basic use of PowerPoint to create a presentation. We use PowerPoint as a "top-down" design tool. That is, we start with the over-all title and break that down to a few main points and then break each of those down to smaller detail.

When PowerPoint is opened, the title slide layout is shown.
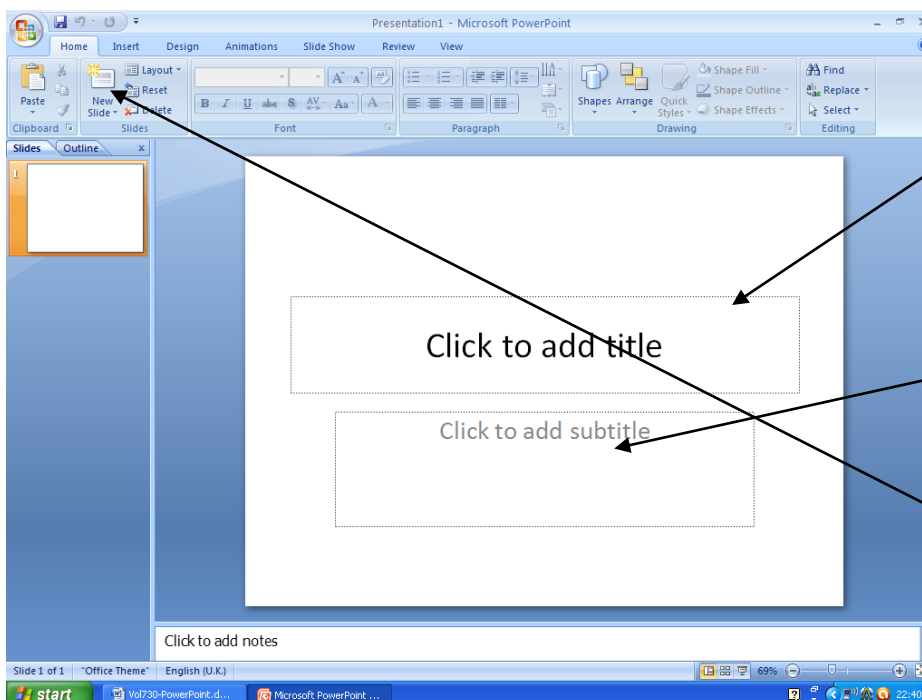
Click in the title box and key in the title of your presentation. E.g. "The 9 o'clock News"

Click in the subtitle box to add a subtitle e.g. "by Fred Bloggs".

Click the "New Slide" button to start the next slide.

Select the "Title and Content" layout for this slide.

Add the same title to the slide and then click in the text box to add a number of bullet points listing the main points of your presentation. (Note that the title can be copied from the first slide and pasted into the second slide.)

Click on the "New Slide " button to start slide 3.
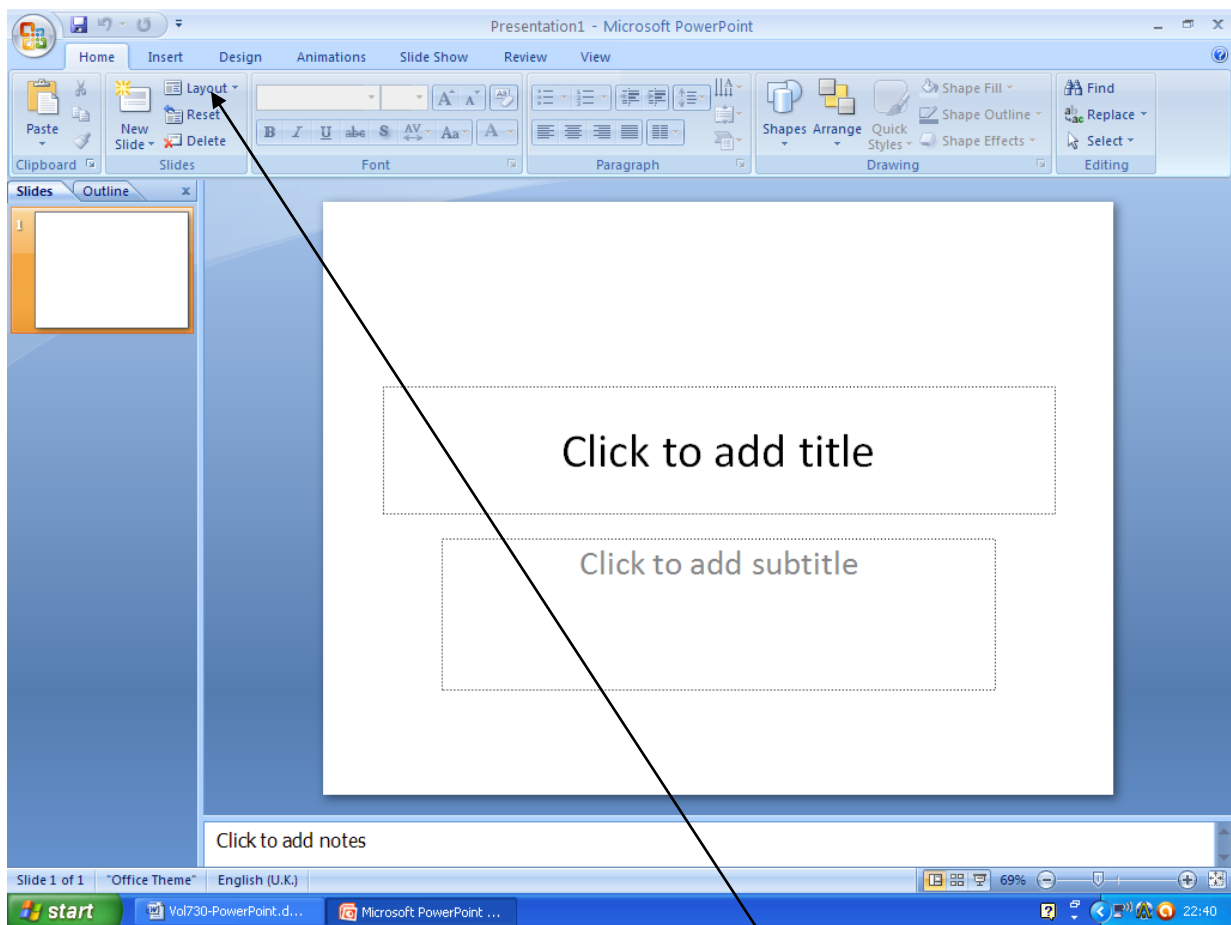
The layout of any slide can be selected using the Slide Layout button. Complete slide 3 by following the prompts on the slide. The title should be the first bullet point from slide 2 which can be copied and pasted. The text should break down this point into several smaller details.

Repeat this for subsequent slides using successive points from slide 2.

You can select and view slide by using the slides and outline pane on the left.

Save the presentation using the title as the file name.

Run your slide show by pressing F5 (function key 5)

Adding Colour

You can all a professional look to your presentation by adding a "slide design". Click on the Design Tab to use these.

Slide Transitions.

Transitions are the way one slide changes to the next. To access transitions, select Slide Transition from the Animations tab. The task pane (shown here) will be displayed on the right of the screen.

Select a transition from the list. (Try it by clicking the play button).

Change the speed if required (slow is usually best).

Add sound (if you must).

If you want your slides to change automatically check the "automatically after" box and select a number of seconds.

Click "apply to all slides" and then run the slide show by clicking the "slide show" button (or pressing F5).

<u>Adding Animations.</u>

Animation schemes have not been included in Powerpoint 2007. The same effects can still be achieved however, by editing the slide master. (In fact, this method can also be used in earlier versions of PowerPoint.)

<u>Edit the Slide Master</u>

1. On the View tab of the ribbon, click the Slide Master button.
2. In the Slides/Outline pane on the left of the screen, select either the large slide master icon or the particular slide layout icon to which to apply an animation.
3. On the large slide in the main PowerPoint window, select the text placeholder you wish to animate. For example, if you want your bulleted lists to be animated, click on that placeholder on the slide.
4. Click on the Animations > Custom Animations
5. On the Custom Animation task pane on the right side of the screen, click Add Effect > Entrance > [choose your effect].
6. Repeat this process for any other text box placeholder on any of the different slide layouts.
7. When finished, click Slide Master > Close Master View on the ribbon.
8. Now each new slide that you create will take on these animation effects. You will not need to add an animation effect to individual slides.

<u>Making the Presentation run automatically.</u>

If you want to email your PowerPoint presentation and make it run automatically when opened, save the file as a .ppsx
This is a PowerPoint Show. Most people save them as a PowerPoint Presentation (PPTX). A PPT shows the slides and the work that can be done on the presentation. By saving as a PPSX (PowerPoint Show), when you double-click it, it will auto launch into the show mode. It makes it look so much more professional.

To save as a .PPSX, change the file type in the "Save as Type box".

Make sure you also save a PPT copy to work on it, but make your final output file a PPS.