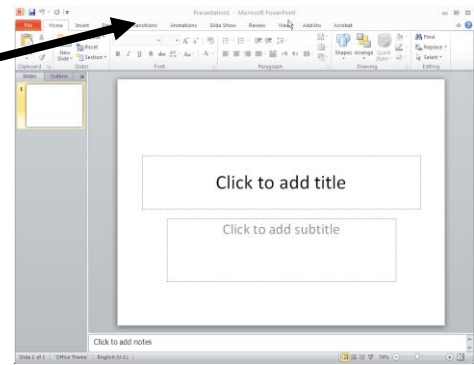
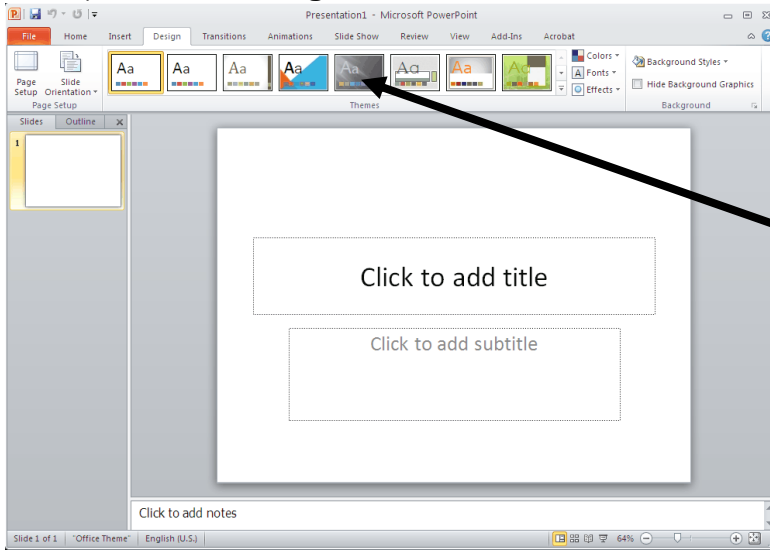
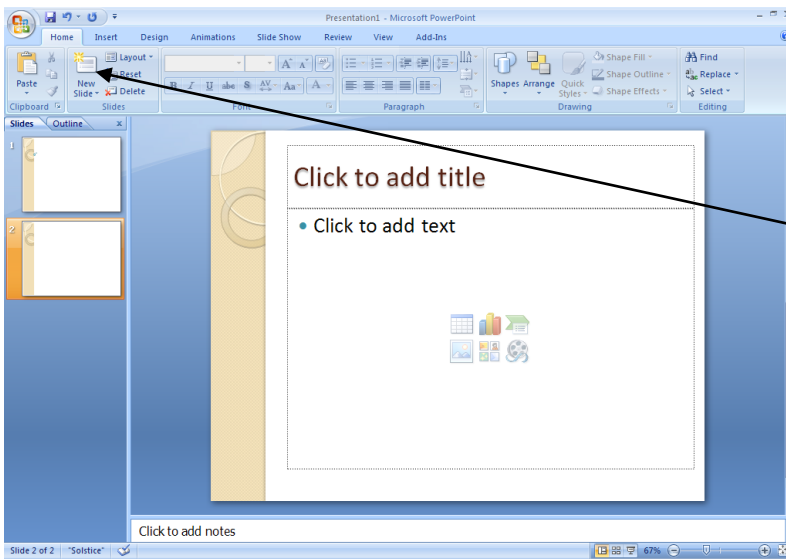


# How To Make a Basic PowerPoint Presentation (MS 2010)

- 1) Open Microsoft PowerPoint  
(Start→Programs→Microsoft Office→Microsoft PowerPoint - 2010)
- 2) You will see a screen like this.
  - a) Click on **Design** on the toolbar

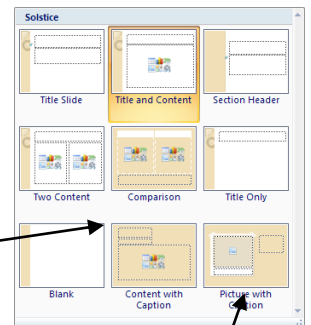


- 3) The “Design Ribbon” is now open.
  - a) Roll you mouse over the various patterns to choose which design you want. The slide on your screen will temporarily take on the design you click on instantly.
  - b) Click on the template you want.
  - c) Use the scroll bar for additional design template options
  - d) Click where it says and “Add Title” and type the title of your presentation.
  - e) Click where it says “Click to add subtitle” and type a secondary title such as your name or topic subtitle.



- 4) To add a new slide click on “Home” tab and then in the second ribbon box called “Slides” click on “New Slide”.

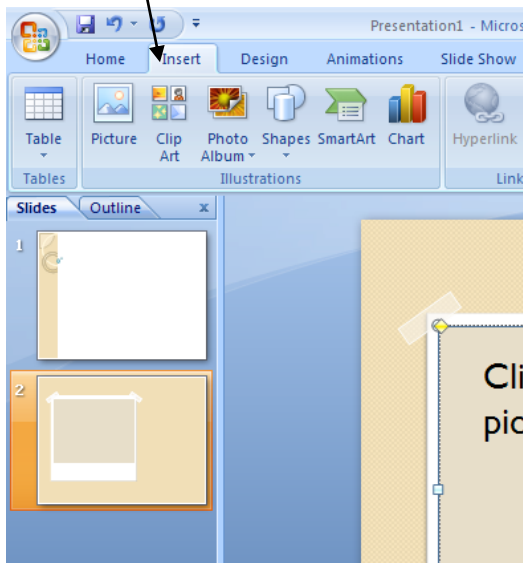
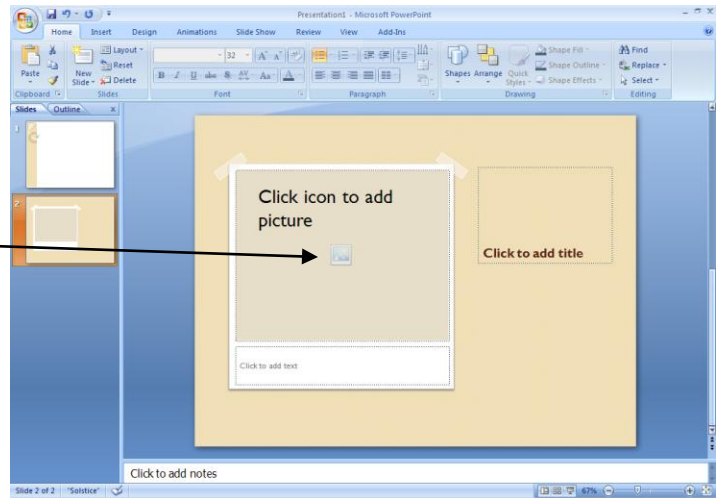
- 5) To change slide layout click on the down arrow for “Layout” in the “slides Ribbon and a pop up box



will appear for your layout choices. Click on the layout you want.

- 6) Where it says “Click to add text,” you can write bulleted phrases to help your listener follow your ideas.
- 7) To easily put pictures in your slide, you should choose (click on) the layout that has a picture and caption description.

- 8) Your screen will look like this.
  - a) Click at the top to give the keyword or title for this slide.
  - b) Where you see the picture icon click the icon for to go to your “My Pictures”.
  - c) Otherwise click on the “insert tab” and choose. This can be from a file on your computer, digital camera, or jump drive. *(There are directions later in this presentation to assist you with these options.)*



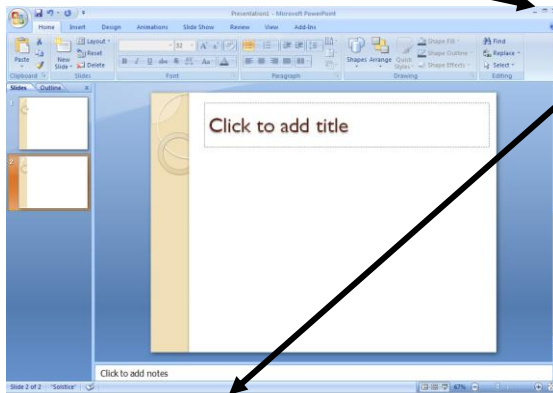
- 9) Click on new slide and choose “Blank” slide layout

## Inserting pictures (CLIPART – Internet – USB (Digital Camera / Jump Drive)

**INTERNET:** The fastest way to get pictures in your work is to cut & paste a picture from the internet. This is a simple process. However, you should keep track of where you get the picture and include a reference like the following.

**Happy.jpg. Retrieved January 11, 2004 from <http://www.happygolucky.com>.**

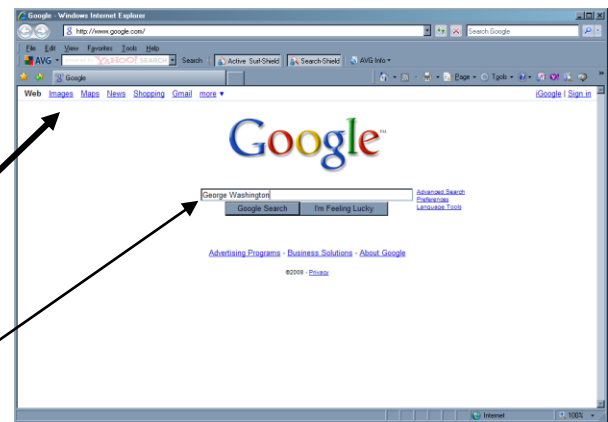
- Minimize Power Point by clicking on the box with the minus sign in the upper right hand corner.



- This will reduce the program to the bottom status bar of your computer screen.

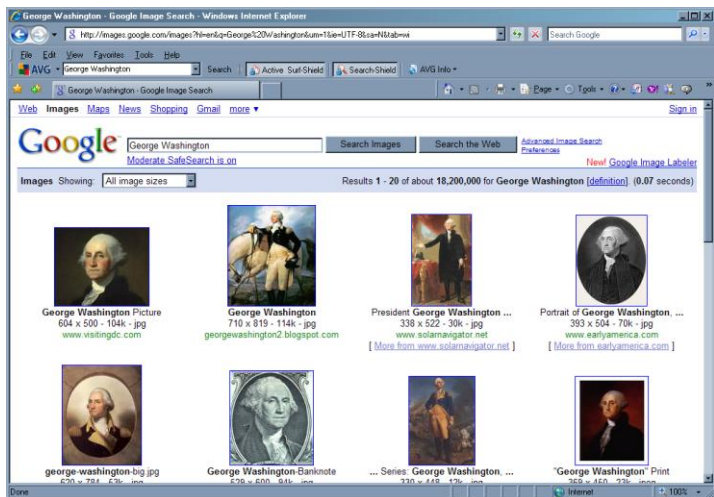
- The next step is to open your Internet Browser, most likely MS Internet Explorer.

- Go to any search engine such as [www.google.com](http://www.google.com)



- Click on the “Images” tab so that only pictures will be brought back for you to see.
- Type in the Search Box the kind of pictures you want.
- Click on the “Google Search” button. Then you will see various pictures as the result.

### To copy a picture

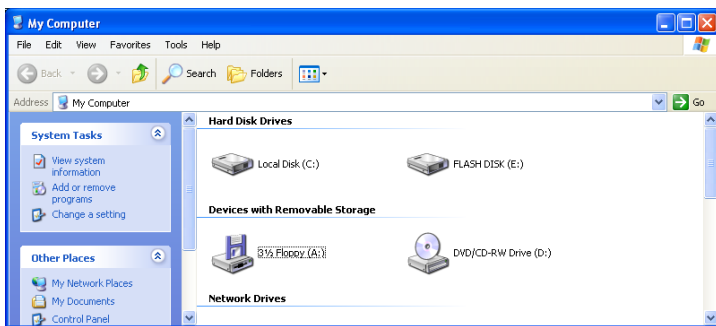
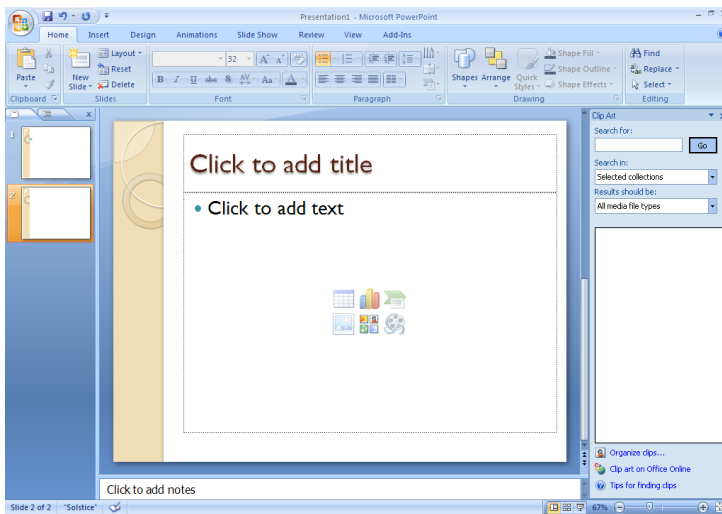
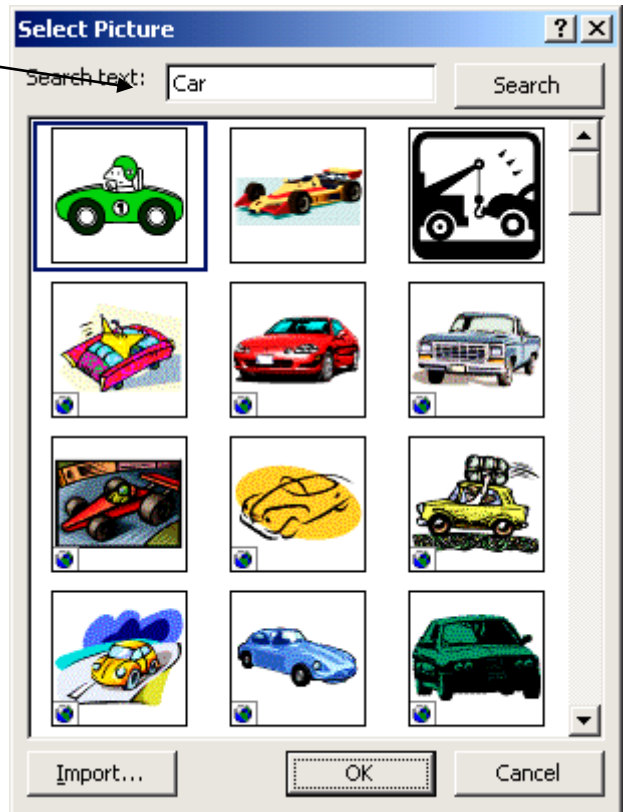


- Select a picture with a high pixel count.
- Click once on the picture you want. It will take you to another web site that contained the picture. Click on “See full size image”. Once it appears, right click on the picture, then left click on “Copy” in the drop down menu.
- Minimize the Internet Browser (*click on the minus sign in the upper right hand corner*).

- Click on MS PowerPoint on the bottom status bar. It will open fully.
- Click on the PowerPoint slide. Right Click on a blank part of the slide then click on “Paste”.
- The picture will be somewhere on your slide. Then you can position it and scale it as needed.

10) **CLIP ART:** Click on the picture you want or type a subject

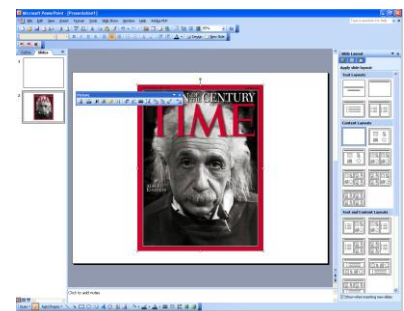
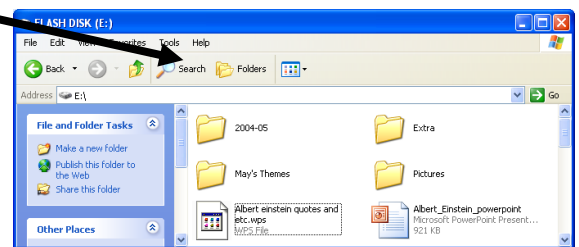
- a) Double click on the picture you want
- b) Your picture will probably look like this.
- c) Put your cursor on the picture.
- d) Hold the left mouse button down.
- e) Move your picture to the position you'd like.
- f) The computer will automatically adjust it.



11) **Using a data stick, digital camera:**

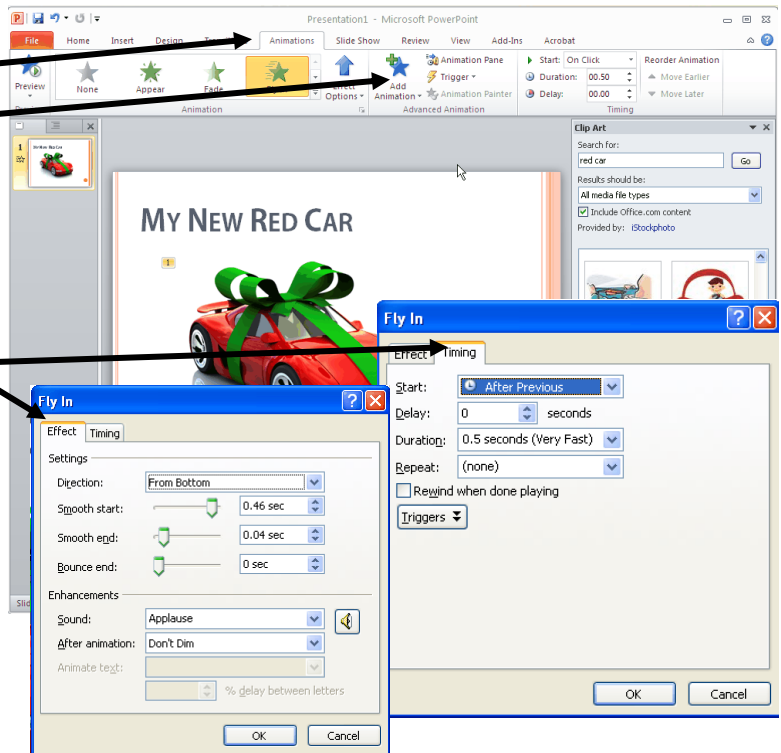
- Inset the data stick (jump drive), or the cable for your camera into the USB port.
- Once the connection is made, click on My Computer and identify the drive, double click on it and you should see your files and folders.

- Open the folder. Right click on the picture, copy the picture. You might have to open the picture file by double clicking on it (or right click and select "Open with" and then right clicking on it and select copy). When you see the picture right click on it and copy (the picture will appear very large in PP and you will have to make it smaller by scaling it down).
- Maximize your Power Point and right click on the slide you want the picture on and click on paste. Click on the picture and the white dots in the corner of the picture will enable you to enlarge or shrink the picture to fit the slide.



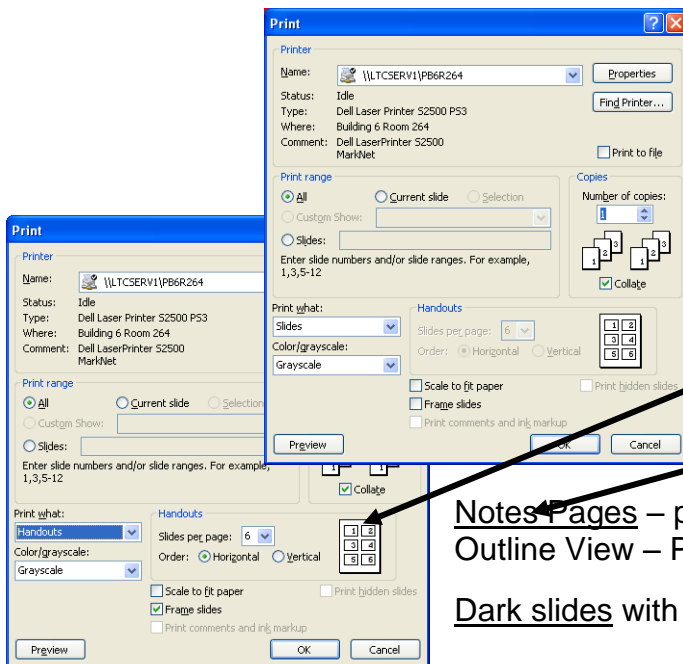
## Adding Animation

- Go to Animations Tab
- Click the button "Custom Animation"
- Click "Add Animation" Select "Fly In" from "Entrance".
- Click "Effect Options" Select "Direction:" to choose the direction the picture will enter from.
- Click on "Timing" tab of "Fly In" Window to adjust when to "Start" the animation on for "Duration" (speed)
- Click "Preview" to see what you have done
- To add more effects you can click on "Transition" tab
- Also under modify transition you can add a sound effect.



## Helpful notes:

- Always have slide advance on mouse click.
- Have all animation on one slide start "After Previous" to avoid clicking to start each animation
- Always test your Power Point. Slide Show / From Beginning



## Printing Slides or Handouts:

### Printing Slides

(One slide = 1 page)

### Printing Handouts

Select number of slides per page  
1,2,3,6,9 per page

Notes Pages – prints slide at top of page with notes beneath

Outline View – Prints outline of bulleted text on slides

Dark slides with light text will print as black text on white.



**The handout option of 3 slides per page is a popular option, because it includes lines next to each slide for note taking.**

## **IMPORTANT CONSIDERATIONS FOR POWER POINT DESIGN**

When you prepare to deliver your next PowerPoint presentation, your audience should be first on your list of considerations. Unfortunately, too many presenters annoy their audiences. An online survey of 688 people who regularly see PowerPoint presentations revealed the following top annoyances:

The speaker read the slides to us	62.0%
Text so small I couldn't read it	46.9%
Slides hard to see because of color choice	42.6%
Full sentences instead of bullet points	39.1%
Moving/flying text or graphics	24.8%
Overly complex diagrams or charts	22.2%

### **Design tips for text**

**Don't overload slides!** One of the biggest design mistakes made is including too much text on a presentation slide. The purpose of a slide in a presentation should be to give your audience the most important points of information. The purpose of a slide should NOT be to give detailed information or complete sentences, nor should a slide be used as a set of lecture notes for the instructor. If you need to deliver a lot of text content, consider using Notes Pages or another form of document handout.

**Use the Rule of Sixes.** According to the "rule of sixes" effective presentation slides should include no more than six bullets per slide and no more than six words per line. These, of course, are rules of thumb, but if your slides routinely have ten bullets or your font size falls below 18 point, your presentation is probably not as effective as it could be.

**Choose fonts for legibility.** San serif fonts, like Arial and Helvetica, read better on screen. Don't use a font size smaller than 18 point.

**Try the floor test.** The "floor test" is an informal way to check the readability of slides. Print out a slide page and place it on the floor at your feet. Is everything legible? Does each point stand out?

**Use text formatting to support information hierarchy.** Format text consistently from slide to slide and in a way that supports the hierarchy of your information. For example, slide titles should be in the largest font used. Sub-bullets should be in a smaller font size than main bullets.

### **Design tips for movement / animation**

**Use animation sparingly and for a purpose.** Transitions and animation can easily become distracting, especially if they are not used for a specific purpose.

**Keep transitions consistent.** Minimize distraction by using low-key transitions and keeping transitions consistent through out a presentation. Likewise, if you use an animation scheme for bulleted text, keep it consistent. Animate objects for a purpose, not just for effect.

**Use animation to add interactivity to a presentation.** Place a question on a slide. Solicit responses from your audience, and then animate the entry of the answer.