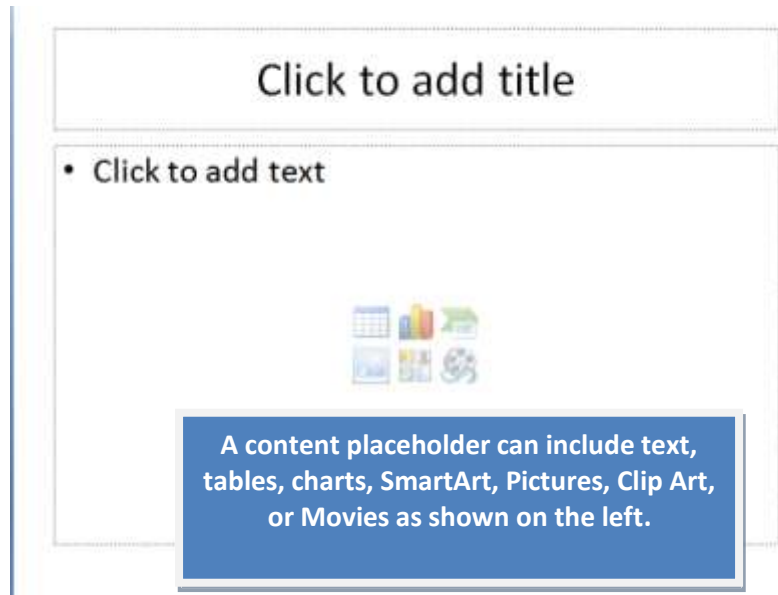# Power Point Basics Notes

Placeholders and Slide Layout:

A Microsoft PowerPoint slide layout (home tab)is a combination of one or more content placeholders. For example, the default slide layout — Title and Content — has two boxes: a text box at the top for the slide's title, and one multipurpose content placeholder in the middle that you can use for text, a graphic, or any of several other content types.

**Use placeholders whenever possible rather than manually placing content on a slide. If you change the presentation's design, any content in placeholders is automatically shifted and reformatted to match the new design.


Click to add title

• Click to add text

A content placeholder can include text, tables, charts, SmartArt, Pictures, Clip Art, or Movies as shown on the left.

Inserting Headers and Footers:

To insert a header, click the insert tab then the header/footer command in the text group. You can insert a footer by inserting information in the footer text box and checking the footer checkbox. To include a slide number, and don't use on title slide by using the appropriate checkboxes.
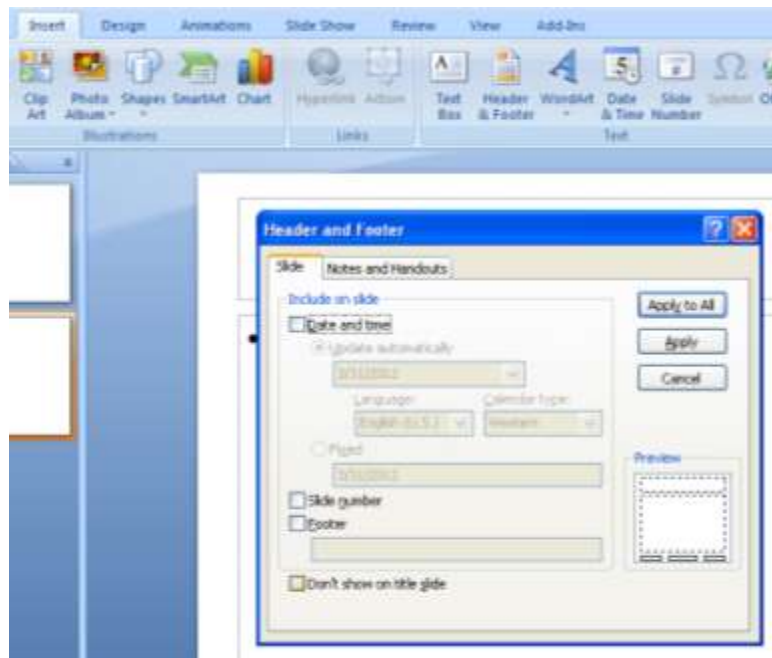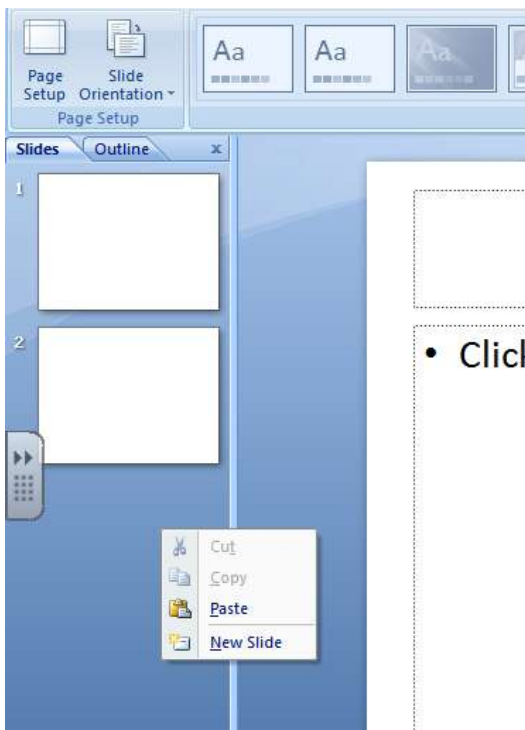
Themes:
To choose a Design Theme for your presentation, click on the Design tab and choose a theme, you can change a theme any time by clicking a new theme. You can also change the theme colors and fonts.
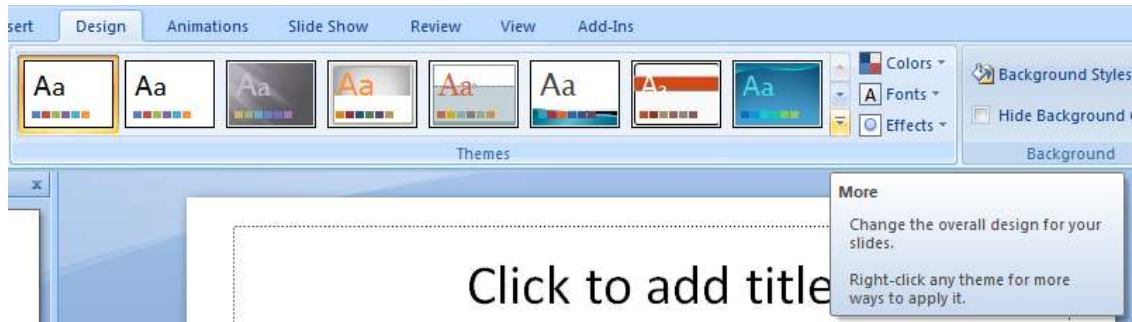
Inserting Slides:
Right click in the blue area in normal view: ***OR***   Choose New Slide on the Home Tab

Moving a Text Box:
To move a text box, you must be on the dotted line borders the text box. If you are not in the correct place, you will not see the four-arrow.

Changing Format for text:
Before changing the formatting for text, you must highlight the text just as you do in Microsoft Word.

Changing Text Color:
Just as it is in Word, you can use the font color command to change standard and theme colors. You can also choose more colors to get more color options.

Inserting Images into a PowerPoint Slide:

To insert an image, it is important for you to save the image to a folder. Once you know where to locate the image, either click on the picture command in the placeholder or choose the picture command in the Illustrations group on the Insert tab.

PowerPoint Views:

There are several views in PowerPoint. The default view is **Normal View**. Normal view is the only view that allows you to edit text, images, or colors on the slide. **Slide Sorter view** is useful because it allows you to see your entire presentation on one screen, easily rearrange slides, and makes it easy to copy and paste slides. The **Slide Show view** is what is used when you want to see transitions, animations, and to use links and action buttons.
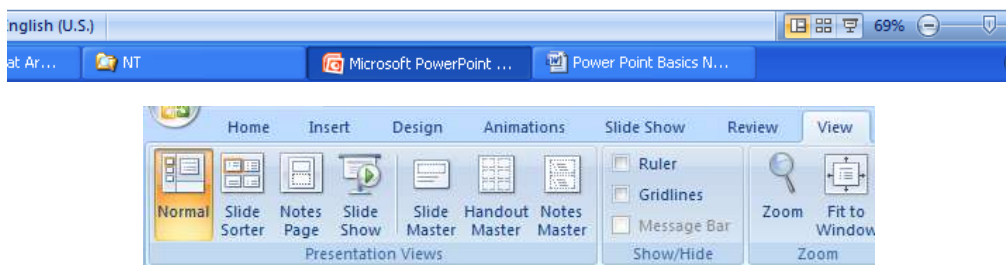
Looping a Presentation:

Looping means to play over and over. If your slide show will be playing in the background for people to observe without a verbal component, such as an image slideshow, looping allows the presentation to continue to start over automatically. To set a presentation to continually loop, click **Set Up Slide Show on the Slide Show Tab** and click the loop continuously command.

Six By Six Rule:
When a presentation is going to accompany an oral presentation, it is important that the show enhances the oral presentation instead of replacing it. Many times, a presenter uses the PowerPoint Presentation as their own crutch to read from instead of being well prepared and comfortable with the content presented.

A PowerPoint accompanying an oral presentation should include **only six lines of text with not more than 6 words per line**. Your audience should not be reading the PowerPoint slide; rather, they should be listening to you and looking at the presentation slide for examples, images, etc.

Bells and Whistles:
"Bells and whistles" is a term that describes all the extra options that could be used. In PowerPoint some of the bells and whistles include sounds, animations, font colors, sizes and transitions. A little bit goes a long way in creating a professional looking PowerPoint. If you use too many of the options available, it can detract from the message that the PowerPoint Presentation is designed to send.

Slide Transitions:
Slide transitions provide a smooth transition from one slide to another. It is important when creating a professional presentation to choose one transition and stick with it throughout the entire presentation. To insert a slide transition, choose a transition on the transitions gallery in the transitions to this slide on the Animations tab. To apply the same transition to all of the slides in a presentation, click on apply to all in the same group. Adding sounds to transitions can be very detracting and can take away from the message, therefore they are not recommended.
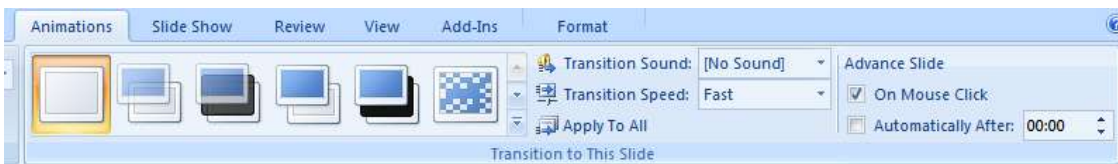
Viewing the Slide Show:
You can choose to view your Slide Show from the beginning or from any other slide. To start a presentation on a specific slide, choose that slide in normal view, and then choose from current slide on the Slide Show tab.


Timing a presentation:

You can have a presentation run on its own by using the timings available in Microsoft PowerPoint. If you are unsure how long you will need for each slide, click on Rehearse Timings in the Set Up group on the Slide Show tab, then run the presentation as you would, PowerPoint will time the presentation for you. You will be asked if you want to save the timings when you stop the timer.

Custom Animation:

Custom Animation is adding some sort of motion effect to an object or text in a PowerPoint presentation. To add an animation you would go to the Animations Tab, Click on Custom Animation. Once the custom animation task pane appears, you would add the effect you want. You can also change the animation speed and add sound.
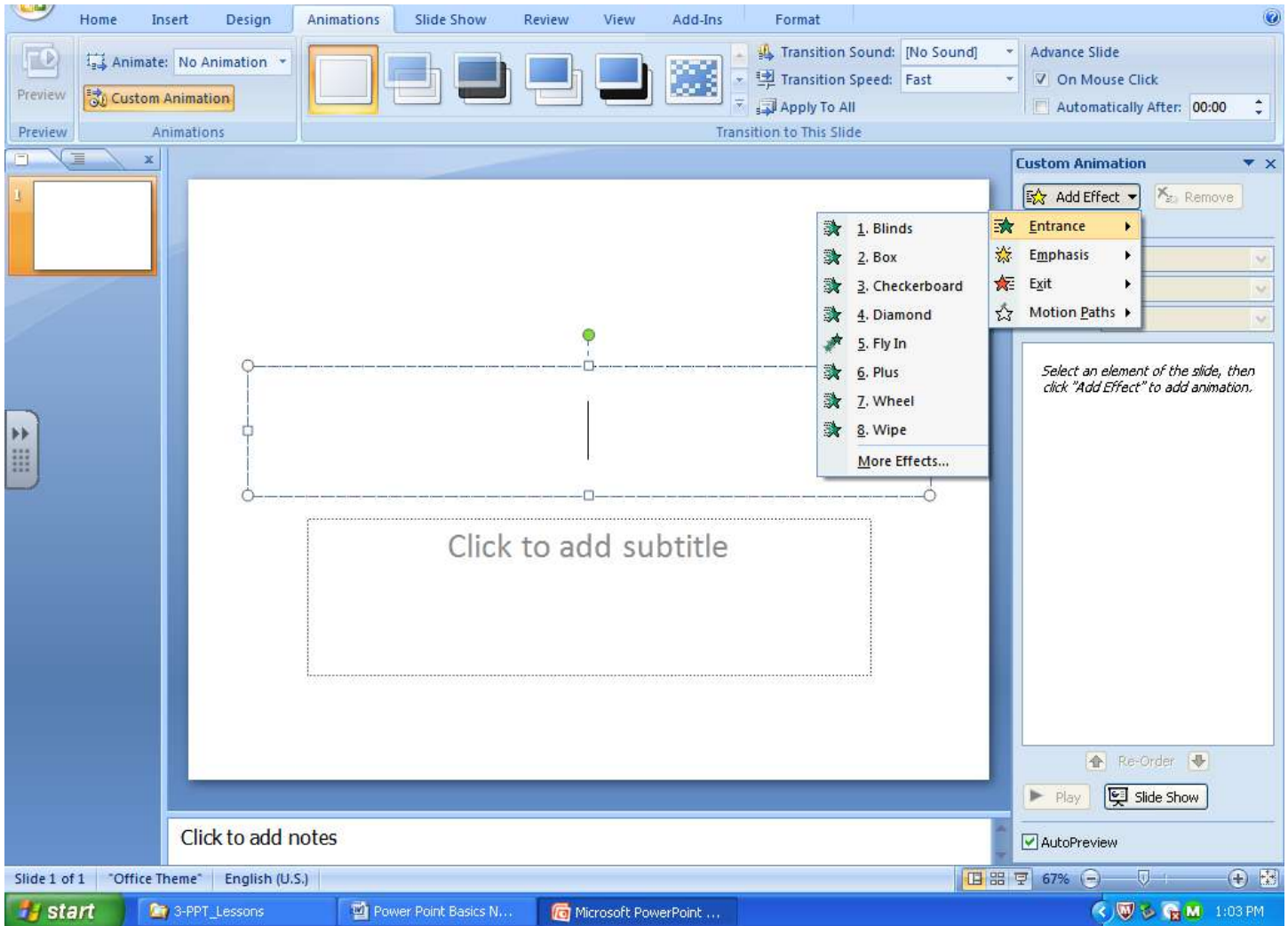
Print Options:

You can print whole slides, handouts, and notes pages. Here, we will ONLY print Handouts of six to a page. This saves on paper and ink. You would access the print dialog box through the office button as you would in Word. In the PRINT WHAT area, you will use the drop down to choose handouts. Lastly, you will choose to print 6 slides to a page. This option is located to the right of the Print What drop down.