

## Steps for Creating a PowerPoint Presentation

1. Open PowerPoint.
2. Choose **Blank Presentation** and click OK.
3. Choose the first one (should already be chosen) then click OK.
4. Click **Apply Design** in the **Common Tasks** window or in the **Format** menu.
5. Open the folder called **Presentation Designs** found in the **Templates** folder in **Microsoft Office** folder on the hard drive.
6. Choose the background that you wish to use for your presentation and click apply.
7. Add your title and subtitle for your presentation.
8. Add slides as you need them. There are 12 different slides to choose from to meet the needs of your presentation. Remember your presentation is like an outline.
9. When slides are completed you can make notes for each of the slides. Go to **View** menu and pull down to **Notes Page**. If it is too small then go to upper right corner of tool bar and change the number to something larger. Click in the box below the slide to add your notes for the slide.
10. If you wish to change the order of the slides, then go to the **View** menu and pull down to **Slide Sorter**. Click on the slide you wish to move and drag it to its new position. If you wish to delete a slide then just click on it and go to **Edit** menu **Delete Slide**.
11. Now it is time to add a little excitement to your presentation. Go to the **View** menu and pull down to **Slide Sorter**. All your slides will appear on the screen and the toolbars will change. It is in the second toolbar that we will be paying our attention to here. In the second toolbar there are two pull down menus. The first is for the type of transition you want to have between slides. The second is for the effect you want to have for each bulleted item on a slide. To add an effect:
  - a. Go to **Edit** menu and choose **Select All**,
  - b. Choose the transition in the first pull down menu of the second toolbar,
  - c. Choose the effect in the second pull down menu of the second toolbar,
  - d. If you want to add special effects called animations, go to **Slide Show** menu and pull down to **Preset Animations** and choose the effect you want.

12. Preview your Presentation. Make sure you are on the first slide. Go to **View** menu and pull down to **Slide Show**. The entire screen will fill with the first slide. To make new objects and slides appear just click any where on the screen. To end the slide show press **ESC**. Also in the lower left corner of each slide is a control box. Just click on the box and a menu will appear. In the menu you can move to different screens for review or just to skip slides. You can also use a pen to underline objects or change the color of the pen to add emphasis. Remember to change the pen back to the arrow or you will not be able to advance objects and slides in your presentation.

#### Printing

1. Chose **Print** from the **File** menu.
2. Click **General** in the screen that appear and pull down to **Microsoft PowerPoint**.
3. You can then print any of the following in the pull down menu "**What do you want to Print**":
  - a. Each slide on its own page,
  - b. Outline form of what appears in your presentation,
  - c. Note pages for each slide, if you entered any notes,
  - d. Handouts in 2, 3 or 6 slides per printed page.

#### Hints

1. Do not use a font smaller than size 24. It will be hard for your audience to see.
2. Always try to use the same transition between cards in the presentation. The same is true for the bulleted items. To many special effects take away from the subject that is being presented and they will remember the effects more.
3. Use the pen in your presentation for special emphasis (look at #12 to learn how do this).