

Create a PowerPoint Presentation

- <http://www.customguide.com/>
- <http://www.customguide.com/computer-training/quick-references>

Create a PowerPoint Presentation

The screenshot displays the CustomGuide Online Learning website. The main content area is titled "Quick References" and features a prominent "Sign Up and Download Now!" button with a right-pointing arrow. Below this, there is a section titled "Get Complete Access to Our Library" which states that users can download portable quick references for use and distribution, and also receive a 30-day trial of CustomGuide training. A "Try Some QR Samples" section lists various software versions: Excel 2010, Office 2010, Outlook 2010, PowerPoint 2010, and Word 2010. A "Popular Courses" section lists training for Excel 2007, Office 2007, Outlook 2007, Excel 2010, Office 2010, Outlook 2010, Soft Skills, Word 2007, and Word 2010. On the right side, there is a "FREE QUICK REFERENCE" sign-up form with fields for Full Name, Email, Password, Company, Job Title, and Phone, along with a "Comments" field and a "Sign Up" button. The website footer includes logos for AARP, Dell, The Home Depot, and Ford, along with a copyright notice for CustomGuide Inc. in 2013.

Create a PowerPoint Presentation

A Tutorial

By

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Type the same WHITE
things I have on my slides
in your presentation

Create a PowerPoint Presentation

- Add a new slide
 - Go to “Home” above
 - Click “New Slide”
 - Type the title of this slide on your new slide
 - On the left side of the page right click the new slide you just created
 - Click “Duplicate Slide” 30 times
- Copy everything white on your first new slide slide

Create a PowerPoint Presentation

- To create an outline
 - Type the first line
 - Click the “Enter” key
 - Then click the “Tab” key for each level of your outline
- To reverse the levels
 - Place the cursor at the beginning of the line
 - Click Shift-Tab
- Copy everything on this slide

Create a PowerPoint Presentation

- Choose a design
 - Go back to your title page
 - Click on “ Design” at the top of the page
 - Run your cursor over the designs AND
 - Run your cursor over background styles
 - You will notice that the title slide changes to the new design
 - Click on the one you like
 - Check how it looks on the other slides
- Copy everything on this slide

Create a PowerPoint Presentation

- To save your PowerPoint presentation
 - Click on “Save As”
- Periodically save your work
- Copy everything on this slide

Create a PowerPoint Presentation

- The font size you use depends on the size of the room and the screen- 32 point
 - 28 point
 - 24 point
 - » 20 point
 - 18 point
 - 16 point
 - 14 point
 - 12 point
 - 11 point
 - 10.5 point
 - 10 point
 - 9 point
 - 8 point

Create a PowerPoint Presentation

- To change the “Layout”
 - Click on “Layout” on the “Home” page
 - You can change the layout of your page at any time
- It’s best to plan your layout before you start to create the slide
- Copy everything on this slide

Create a PowerPoint Presentation

To Create Bullet Levels

Click “Tab” on your keyboard

- Each “Tab” click will create another level of bullets
- To go back to the previous tab level click
 - Shift+Tab

To Change the Type of Bullets

➤ Click this box

Click on the “Bullets” types below the word “Review”

- Don’t click on the word “Review”
- Stay on the “Home” page

Copy everything on this slide & **SAVE**

Create a PowerPoint Presentation

- Don't put every word on the slide and read it
 - People can read
 - Use an outline
 - Speak to the topics in your outline
 - You can add notes below and print them for your self
- Copy everything on this slide & **SAVE**

Create a PowerPoint Presentation

- Inserting pictures
- If your picture is too large or too small
 - Grab one of the corner handles and drag
 - If you grab one of the center handles
 - You will reduce the size of the box/picture from top to bottom or side to side
 - If it is a picture it will be distorted
- Copy everything on this slide & **SAVE**

COMPUTER

REFURBISHING

CHESAPEAKE PC USERS GROUP INC.

www.chesapeakepcusersgroup.org

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Create a PowerPoint Presentation

Change the “Layout” to
“Content with Caption”

Don't do the next action
yet you will do this on the
next slide

Click on” Insert Picture
from File”

Copy the above & **SAVE**

Create a PowerPoint Presentation

Nikolaevsk, Alaska

Home of Russians who
immigrated
for religious freedom

Russian Orthodox Old Rite
Church



Create a PowerPoint Presentation

Make 2 duplicates of the picture slide

Try changing “Layout”

Nikolaevsk, Alaska

Home of Russians who
immigrated
for religious freedom

Russian Orthodox Old Rite
Church



Create a PowerPoint Presentation

- Put a frame around your picture
 - Drag your second duplicate picture slide below this slide
 - Click on your picture
 - Click on “Format”
 - Click on “Picture Border”
 - Choose a color
 - Click on “Weight”
 - Choose a “Point” size
- Copy everything on this slide & **SAVE**

Create a PowerPoint Presentation

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Create a PowerPoint Presentation

- Transitions – different methods of moving from slide to slide
 - Click on Transitions (Animations in other versions)
 - Run your cursor over the transitions
 - You can change the “Transition Speed”
 - Some of them can get tiring
 - Use sound judiciously – it really gets tiring
 - Play the show periodically
- Copy everything on this slide & **SAVE**

Create a PowerPoint Presentation

- To run the show automatically
 - Click “Transitions” (Animations in other versions)
 - Click “Advance Slide” (on right side)
 - Click “After” – Set the time for your audience
- Copy everything on this slide & **SAVE**

Create a PowerPoint Presentation

- How to print the presentation
 - Click on “Print”
 - Select the number of copies, a printer and other printing options before printing
 - “Print What”
 - Slides, handouts, notes pages, or outline view
 - » Handouts choose the number of slides per page
 - Color, grayscale, or pure black and white
- Copy everything on this slide & **SAVE**

Create a PowerPoint Presentation

- If you want to give away a copy of your slide show include a copy of PowerPoint viewer on the disk
- Google search for PowerPoint viewer
- <http://www.microsoft.com/download/en/details.aspx?id=13>

Create a PowerPoint Presentation

- Normal – the view used to create your presentation
- Slide Sorter – a place to view all slides & move them
- Reading View -
- Slide Show – view the presentation
- Copy everything on this slide & SAVE

Create a PowerPoint Presentation

- To end the show or go to previous slide
 - Right click anywhere
- Copy everything on this slide & **SAVE**

Create a PowerPoint Presentation

- Some other animations
 - Transitions & Sounds
 - Animations
- Copy everything on this slide & **SAVE**

Create a PowerPoint Presentation

- Save your work
- Copy everything on this slide & **SAVE**

The End