



Hours

Monday 10:00 a.m. – 8:00 p.m.
Tuesday 10:00 a.m. – 8:00 p.m.
Wednesday 10:00 a.m. – 8:00 p.m.
Thursday 10:00 a.m. – 4:00 p.m.
Friday by appointment
Saturday closed
Sunday 4:00 p.m. – 8:00 p.m.

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This tutorial was originally created in 2008 by Allison Abrams, a Professional and Technical Writing major at Saginaw Valley State University.

Introduction to Microsoft PowerPoint®

Microsoft *PowerPoint* 2007 is a user-friendly presentation design and delivery program. You can configure text, numerical data, sound as well as video in colorful visual format. Once you have finished your presentation you can share it with others on a display screen.

This tutorial will guide you through the following basic steps for using PowerPoint:

- Creating slides.
- Editing slides.
- Adding “special effects”.
- Saving, previewing, running, printing and closing your presentation.

Note: When creating a PowerPoint presentation do not type out paragraphs word for word. Use key words/phrases to keep your audience interested and keep your slide from becoming too cluttered.

Creating a New Presentation

1. When PowerPoint is opened it automatically opens a new document for you. If you need to start a new document go to the main menu bar (Figure 1) and choose the **Home** tab and click **New Slide** (Figure 2).

2. Now click on the **Design** tab. Choose a design template (Figure 3).

3. Next, you need to choose a layout for your slide. Go back to the **Home** tab and click on **Layout**, next to the **New Slide** button. The slide layouts will appear (Figure 4). Choose a layout.

Note: The layout you choose will only apply to the slide you are currently working on.

4. Your first blank slide, with your chosen design layout, should be in front of you now (Figure 5, Page 3). Click in the text box where it says **Click to add title** and add your title. Do the same with any subtitle you have, or type in your name.

Now that you have created your first slide you need to add the next.

5. Click the **New Slide** button under the **Home** tab. Follow the same directions to create your next page.

Changing the Design of Your Presentation

Should you decide you don't like the design of your presentation, you can change it. At anytime while you are working, go to the main menu bar and chose **Design** tab and choose a new design. The design menu will appear;

choose the design you wish to change to and it will automatically change the design for you.

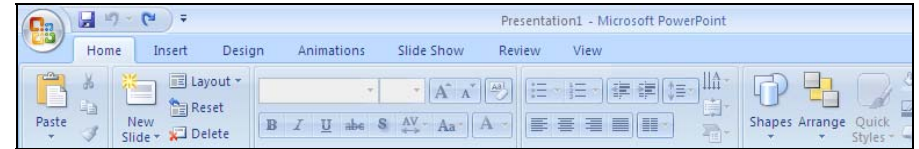


Figure 1. Main Menu Bar

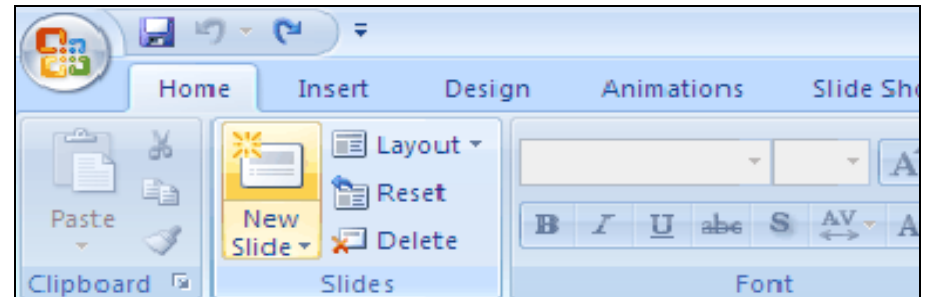


Figure 2. Home Tab

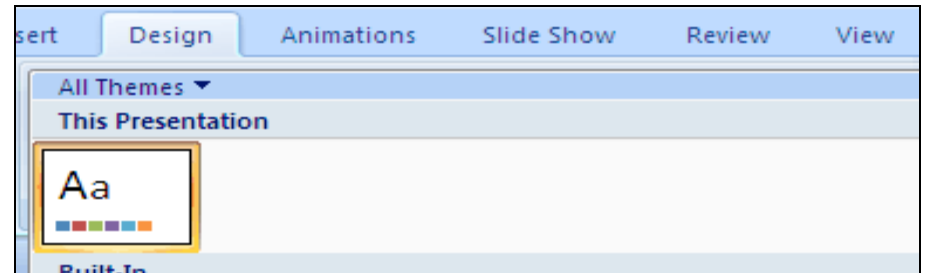


Figure 3. Design Tab

Animation

You can add animation to your text, meaning you can make it come in from different directions.

Note: If creating this presentation for work or a class, doing this **may not** be appropriate.

1. To add animation to your text, go to the **Animation** tab.
2. Highlight the text you wish to animate and choose the animation you wish to add to your text from the dropdown menu (Figure 7).
3. Once you have chosen your animation you can go back and modify it from the same menu.

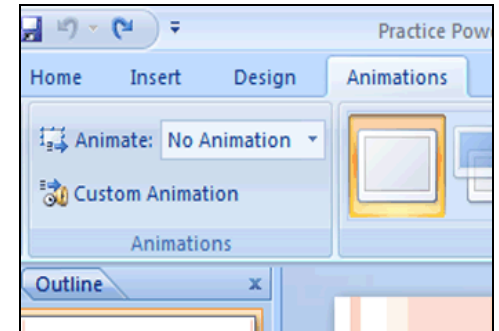


Figure 7. Animations Tab

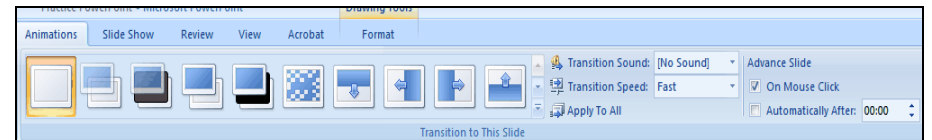


Figure 8. Animations Menu

Slide Transition and Timing

As there is a way to animate your text, there is also a way to animate, or transition your slides. Giving your slides different transitions and/or timings will make them all come in differently, or the same if you choose so.

1. To apply a transition to a slide, go to the **Animations** tab (Figure 8).
2. Select the type of transition you wish to use. To preview the slide before choosing, hover your cursor over the transition type.

Note: If you don't want your slides getting ahead of you, choose the **On mouse click** check box next to the slide transitions. If you wish to set the timing for the slide, choose the **Automatically after** check box and choose the time you want.

Adding Clip Art, Pictures, or Chart

When working on your presentation, there may be a need for a picture or chart to drive home a point or topic.

1. To add a picture from your own files, clip art, or a chart, go to the **Insert** tab and click on the appropriate button (Figure 9).

Picture

1. When inserting a picture from your own files, click the **Picture** button.
2. Then browse through your files to find the desired picture and click **Insert** at the bottom.

Clip Art

1. When inserting a picture from clip art, click the **Clip Art** button.
2. The clip art menu should appear at the right hand side of your screen.
3. In the **search for** space, type in what you are looking for. Double click the picture you wish to add. Resize the picture as needed. (Refer back to page 3 for resizing instructions).

Chart

1. When adding a graph, choose the **Chart** button.
2. Choose the graph you wish to use.

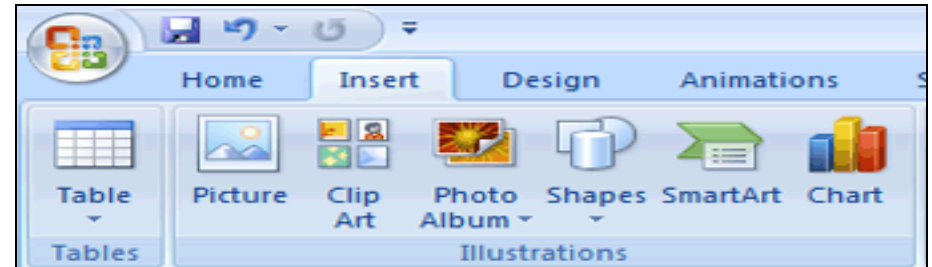


Figure 9. Insert Tab

3. When you choose, you will be asked to fill in values for each section of your chart. If you do not wish to do this, you can open an existing chart from your files.

Saving your Presentation

Saving any document is very important. You sure wouldn't want to lose all that hard work you did because of a computer malfunction, now would you?

1. To save your presentation, go to the Office button (Figure 10) and choose Save As (Figure 11). Find where you wish to save your presentation, give it a name, and choose **Save** (Figure 12).

Note: Make sure you save your presentation throughout the working process. (For a quick save throughout the working process, hold down **Ctrl+S**.)

2. If you will be giving your presentation at a computer with the same version of PowerPoint, keep the default, **PowerPoint Presentation** from the **Save as type** drop down menu. If you know you will be using an older version choose **PowerPoint 97-2003 presentation**. If you want the presentation to just come up as a show when you are ready to present choose, **PowerPoint Show** (Figure 12).

Saving sounds, graphics and video

If you have added sounds, graphics, and/or video to your presentation from your own files, you must save these files in the same place as your presentation. If you don't, they will not show up in your presentation.



Figure 10. Office Button

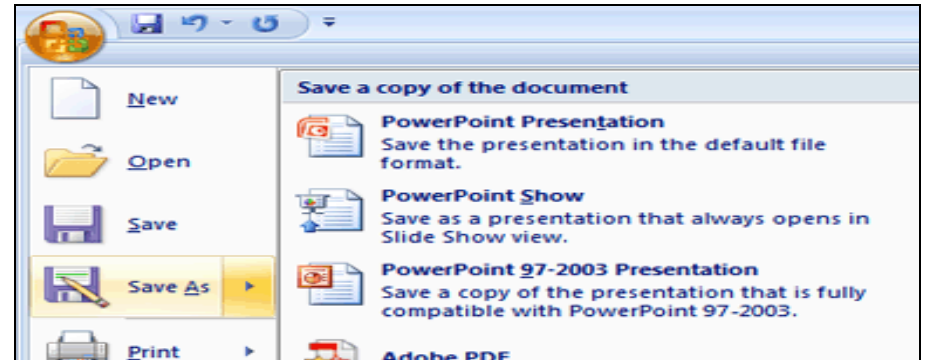


Figure 11. Save As Menu

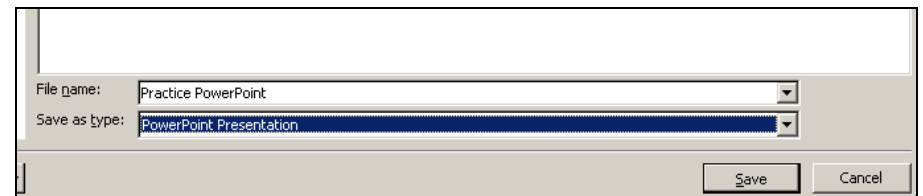


Figure 12. Save Screen

Printing Slides

For presenting purposes, you may want to print your slides to have something to look off of. This is helpful to in keeping your back to the audience.

1. To print your presentation, go to the **Office** button (Figure 10, Page 6).
2. If you wish to print each slide separately choose **Slides** from the **Print What** section at the bottom of the screen (Figure 13).
3. If you wish to print more than one slide on a sheet of paper choose **Handouts** from the **Print What** section.
4. To the right of the drop down menu is the **Handouts** menu. From the drop down menu titled **Slides per page** choose however many you wish to print on your page.
5. Once you have made your selections choose **OK**.

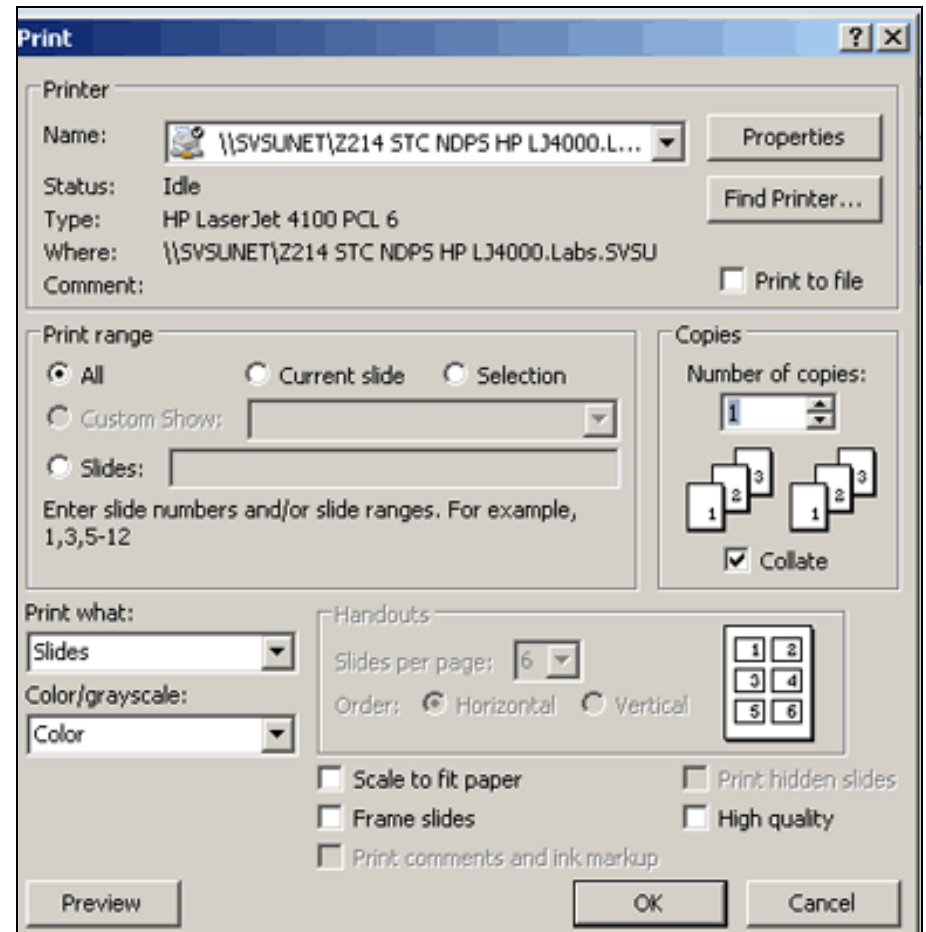


Figure 13. Print Screen

Running your Presentation

Once you have finished and saved your presentation, it is time to run it for all to see.

1. To view your presentation, go to the **View** tab (Figure 14).
2. Click the Slide Show button.
3. Your presentation will now appear full screen on your computer. To advance to the next slide you have a few different options:
 - a. Press **Enter**.
 - b. Press **arrow keys** on your keyboard.
 - c. Click the mouse.
 - d. Move mouse to the bottom left hand corner of the screen and the presentation arrows will appear.

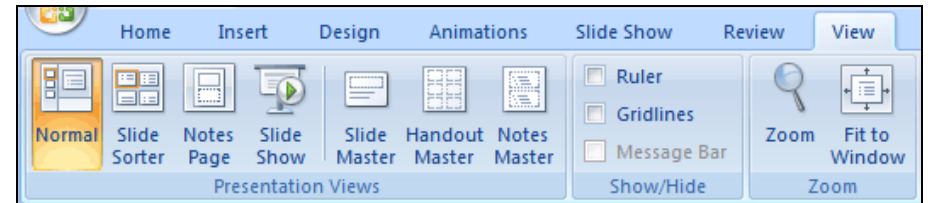


Figure 14. View Tab



Figure 15. Slide Show

Slide Show button

A quick way to view your show would be to use the **Slide show** button at the bottom right of your screen (Figure 15).

Pausing the Show

If, for some reason you need to pause your show, you can do so by whiting or blacking out the screen.

1. To white out your screen, simply press the **W** on your keyboard.
2. To black out your screen, press the **B** on your keyboard.

Note: Use the **black** out in the light room. Use the **white** out in a dark room.