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How to Use Microsoft PowerPoint

Microsoft PowerPoint is a program that allows teachers and students to present ideas to others in a creative way. With PowerPoint (and similar programs like Google Slides), people can customize slides and provide and insert relevant visual aids. This handout goes into the basics of PowerPoint including creating the presentation, adding words and pictures, and how to use the tools PowerPoint provides such as animations and transitions, in order to create an effective presentation that will captivate your audience.
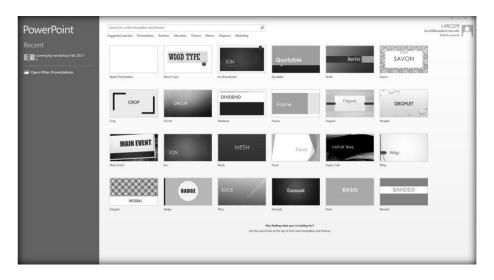
Note: This handout will primarily go through the steps of using PowerPoint with a PC, although Google Slides works in a very similar way on both Mac and PC.

Opening Microsoft PowerPoint:

- When using a Windows system, go to the **START** button and scroll to **PROGRAMS**. Then navigate to **MICROSOFT OFFICE**. Then choose **POWERPOINT** to open the program.

Creating a Document:

Upon opening the program, a screen will appear where you will be able to explore various styles and themes of PowerPoint presentations. Choose a theme to begin your presentation.
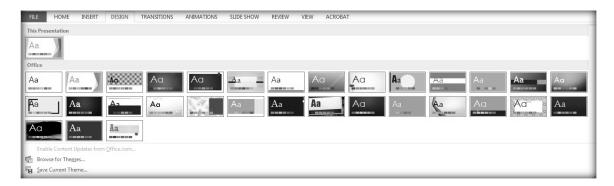
Once you have chosen a theme, you should click on **CREATE** for PowerPoint to import your theme.

Note: After you start working on your presentation, you are always able to change the design and theme by clicking on the **DESIGN** tab at the top of the toolbar to revisit the themes PowerPoint provides.

To access all of the themes, just click on the dropdown arrow at the bottom right corner at the toolbar to open all the designs.
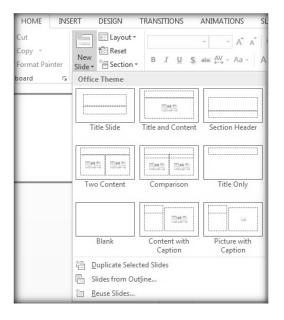

Creating and Adding Slides:

After selecting the theme of your presentation, adding slides is easy. To add a slide, open the **HOME** tab, or the **INSERT** tab, on the toolbar and click on the **NEW SLIDE** button to include a new slide.

- To change the style of your slide, you can click on the dropdown arrow on the "New Slide" button and select the style you wish to use

What to Include in Slides:

After adding slides, you must customize them to get your point across without overwhelming your audience. A great way to make slides easier to read is to bullet points that list your main ideas without telling the audience everything. Giving the audience all the information at once will only be distracting and confusing.
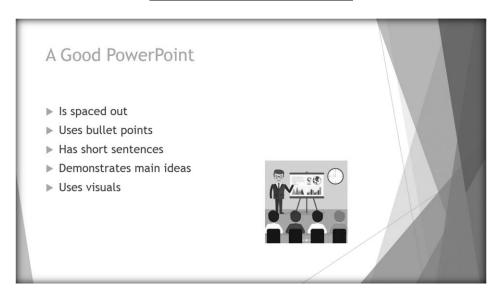
Things to Avoid:

One of the best ways to keep the audience's attention is by making sure that you have a good PowerPoint Slide that will keep the viewers entertained and attentive.
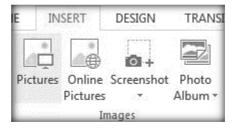
An Effective PowerPoint:

Adding Media to PowerPoint:

PowerPoint presentations are supposed to be effective for the speaker, and entertaining for the audience. In order to ensure this, one should incorporate creative elements such as images, video, and direct links.
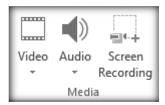
Inserting Pictures:

There are two ways to insert images onto a slide. The most common way to insert pictures onto a PowerPoint presentation is by clicking on the **INSERT** tab in the tool bar and selecting the **PICTURES** icon.

Once you click this button, a window will open that allows you to search for pictures saved on your computer. Another way to upload image is by copying a picture from the browser and pasting it directly onto your slide. Regardless of how you insert your picture, you will be able to resize the image and move it around your slide to position by dragging it around.
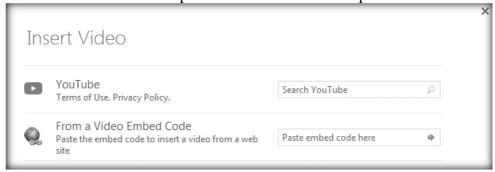
Inserting Videos:

Videos happen to be one of the most entertaining ways to engage your audience, and adds emphasis to the presentation. In order to add a video onto your slide, click on the **INSERT** tab at the top of the toolbar. There you will find a section specific to inserting media:

Once you find this section, click on the "Video" icon, which will open a dropdown menu that will allow you to upload a video from your own computer, or from a video online.

If you are trying to include an online video, you can search for the video on YouTube, or you can use an embedded code to pull the video from another platform.

After selecting your video, you will then be able to resize or change its position..
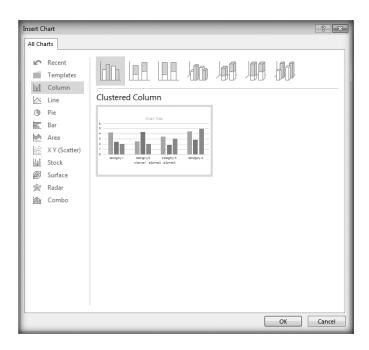
Inserting Illustrations:

If videos and pictures aren't what you wish to present as evidence, an alternative may be to provide charts, or other forms of visual data. To access this, open the **INSERT** tab in the toolbar, and look for the **ILLUSTRATIONS** section.
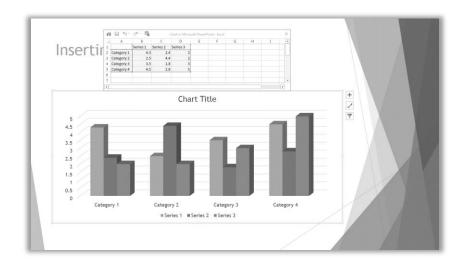
In this section, you can create your own charts by clicking on the "Charts" icon, or other visual data by selecting "Smart Art."

When you create a chart, a window will appear where you can browse all the charts PowerPoint provides.

After making your selection, another window will appear where you can impute your data.

Animating PowerPoint:

Now that the PowerPoint slides have been created, it is up to you to add animations. Animations are optional, but they can make your presentation more interesting. For example, you can fade into a picture after the text appears. Located at the top toolbar you will find the **ANIMATIONS** tab. This tab providea a selection of animations that can be added on the slide.

- Animations on a slide will only effects that area of a slide i.e. the title, bullet points, and/or an image. It is up to you to decide whether you want the selected area to fade into the slide or zoom in.
- In addition to the selection of animations provided, the toolbar also allows you to customize the effects either by changing how to start the animation or by changing its duration.

Once you have completed customizing your presentation, you can click on the preview button on the upper left hand side of the Animations tab to see your animation in play. An alternative way to see this would be by watching your entire presentation.

Access this by clicking on the 🖵 button, or by pressing F5 to start the slide show from the beginning.

Rearranging Slides:

After completing the PowerPoint presentation, you are able to organize and rearrange your presentation. This can be done by changing the order of the slides to fit your needs, or by deleting unnecessary slides.

- To reorder the slides, look at the pane on the left side of the window and select the thumbnail of the slide you wish to move, then click and drag it to a different location.
- To move multiple slides, just press the CTRL button on your keyboard while selecting slides. Then drag the selected group to move them.
- If one of the slides you created seems out of place or unnecessary, you can delete it by right clicking your mouse/trackpad on the thumbnail of the slide you wish to delete, then selecting **DELETE SLIDE** to remove it.

Wrap-Up

This hand out covered the basic commands and abilities of Microsoft PowerPoint. From creating a document and selecting a theme to inserting media and adding animations, you can customize your presentation any way you like. We also discussed the

differences between a good PowerPoint slide and a bad PowerPoint slide, and how audiences perceive these slides.

The best thing to do from here is to practice using the program, and explore some of the other tools Microsoft PowerPoint has to offer!

Exercises:

Refer to the slides below to answer the following questions:
1. Which slide is the most effective slide and why?
2. Which slide is the most confusing slide and why?
3. Which slide is the most unappealing slide and why?

A.

B.

C.

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