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Creating and Printing a Presentation

Rajendra Bandi, CIS, FGCU



Learn how to:

- ◆ Create a presentation using
 - ✓ AutoContent Wizard
 - ✓ Template
- ◆ view & change presentation in different views
 - ✓ slide view
 - ✓ Outline view
 - ✓ Handout view
 - ✓ Slider Sorter view
- ◆ Insert slides from other presentations
- ◆ Create speaker's notes
- ◆ Preview and Print Presentation slides
 - ✓ and handouts, speaker's notes

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What is PowerPoint?

- ◆ MS PowerPoint is used to create Overhead Slides for Presentations
- ◆ Using the same presentation file you can also generate speaker's notes, audience handouts, and an outline
- ◆ PowerPoint is also referred to as a presentation software

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Creating a New Presentation

- ◆ Using AutoContent Wizard
 - ✓ this option prompts for presentation details, and provides a basic outline for your presentation as a starting point
- ◆ Using the Template (my personal preference)
 - ✓ The template provides predefined slide colors, text styles etc
- ◆ Using Blank Presentation
 - ✓ where you start from scratch, add the text and also decide on the colors etc.

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Using AutoContent Wizard

- ◆ Choose AutoContent wizard from the startup dialog box (which comes up when you start Power Point)
- ◆ or, choose File | New and then choose autocontent wizard from the Presentations Tab.
- ◆ The wizard guides you through the process of selecting presentation type, output options, presentation style, and presentation options
- ◆ At end, it creates a presentation with a recommended layout. Use this as a starting point and make changes

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PowerPoint Views

- ◆ Power point offers five different views (look for buttons at the bottom on the left hand side)
 - ✓ Slide view: shows one view at a time with all the formatting details
 - ✓ Outline: basically gives an overview by showing the text in all the slides (without the formatting details)
 - ✓ Slide Sorter: allows you to preview entire presentation with the formatting details. This and the Outline view are convenient to rearrange the order of the slides

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PowerPoint Views (contd...)

- ✓ Notes Page view: allows you to create speaker's notes
- ✓ Slide Show view: displays slides using the entire screen
- ◆ The slide view and the outline view are most useful to add and change text, insert new slides etc.
- ◆ The slide sorter and the outline views are useful to rearrange the slides order

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Using Template

- ◆ Choose the File | New option and then click on the Presentation Designs Tab
- ◆ Choose from among the many templates available, and click OK
 - ✓ Preview box on the right shows the sample
- ◆ The new slide dialog box appears. Choose from among the many slide layouts available
 - ✓ slide tip appears on the right side

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Entering Text

- ◆ The new slide shows empty boxes. Just click in the boxes and start typing

Creating a New slide

- ◆ Click “Insert New Slide button” on the standard tool bar
- ◆ The new slide dialog box appears. Choose from among the many slide layouts available

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Insert Slides from other Presentations

- ◆ When slides are inserted from other presentations, they automatically are formatted according to your presentation design (irrespective of what style the other presentation had)
- ◆ choose Insert | Slides From Files
- ◆ Click the Browse button to select the file.
- ◆ Select the required file and click Open
- ◆ Click Display. It displays all available slides
- ◆ If you want to insert all slides, just click Insert all
 - ✓ or click specific slides to select them, and click Insert
- ◆ Click Close

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Using Slide Sorter View

- ◆ Click the slide sorter view button
 - ✓ you will see all slides (miniatures) shown on a single screen
- ◆ To rearrange the slides order, just click on the slide which is to be moved and drag it to its new location
 - ✓ for example if slide 7 is to be moved to after slide 4;
 - ✓ click slide 7 and drag it to a position between slides 4 and 5. You will notice a vertical line indicating the new position of the slide being dragged

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Entering Text in Notes Pages

- ◆ Click the Notes Pages button
 - ✓ You will see the notes page with the slide at the top and a box for your notes at the bottom
- ◆ Just click in the notes box and type your notes

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Using Slide Show View

- ◆ Go to the first slide of your presentation
- ◆ Click the Slide Show button
- ◆ Press any key (or click once) to advance the presentation
- ◆ After the last slide, you are returned to the current view

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Previewing slides in Black & White

- ◆ If you plan to print a color presentation on a black and white printer, you should make sure that it will be legible on paper
- ◆ To preview in Black & White click the “Black and White View” button from the standard tool bar.
 - ✓ You will now see the slide in black & white, (a color miniature is also shown)
- ◆ Click the “Black and White View” button again to switch back to color

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Headers and Footers

- ◆ Choose Header and Footer from the View menu
- ◆ You can specify Date & Time, Slide Number, and Footer for the slides
- ◆ You can specify Date & Time, Header, Page Number, and Footer for Notes and Handouts
 - ✓ The footer for the slides can be different from the footer for Notes and Handouts
- ◆ At end click “Apply to All”

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Printing

- ◆ You can print your presentation in any of the four different ways (choose in the “Print What” box, on the Print dialog box)
 - ✓ Slide
 - ✓ Notes
 - ✓ Handout (2, 3, or 6 slides per page)
 - ✓ Outline

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As you will realize,
Power Point is a very easy software to use.
I will not be posting any additional notes

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