

Creating simple presentations using PowerPoint.

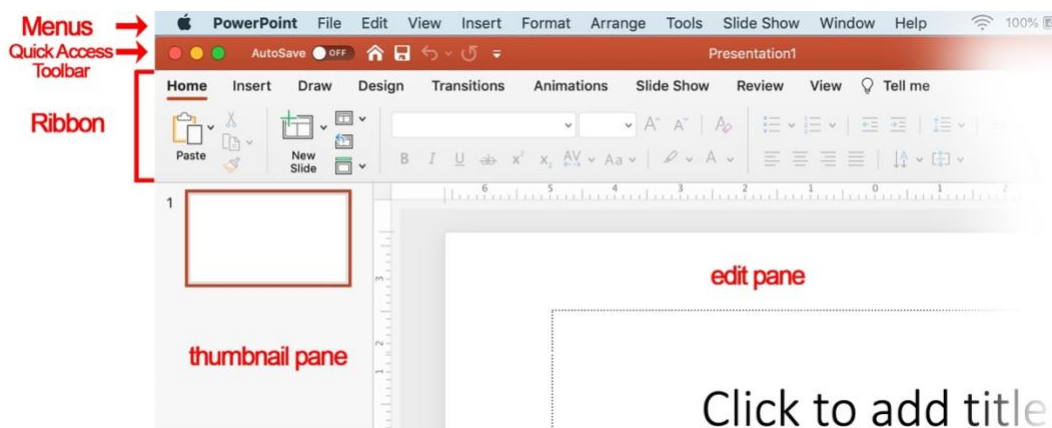
Microsoft's PowerPoint software is by far the most widely-used application for creating slideshows. PowerPoint can be used on PCs, Macs or mobile devices and, although Microsoft supports several different versions of PowerPoint, their layouts and use are actually quite similar. While PowerPoint can appear daunting when first opened, its interface is organized logically, and it quickly becomes easy to use.

This handout roughly follows the order of the OLLI Professional Development Presentations, and draws heavily from [Microsoft's own online instruction series](https://support.microsoft.com/en-us/office/basic-tasks-for-creating-a-powerpoint-presentation-efbbc1cd-c5f1-4264-b48e-c8a7b0334e36).¹ The handout provides links and illustrations that will allow you to duplicate the procedures that were demonstrated in the workshops and to refresh yourself on the guidelines and tips that were described. Several other excellent resources for learning more about how to use PowerPoint effectively are listed at the end of this handout.

A quick, how-to summary: <https://support.microsoft.com/en-us/office/basic-tasks-for-creating-a-powerpoint-presentation-efbbc1cd-c5f1-4264-b48e-c8a7b0334e36>

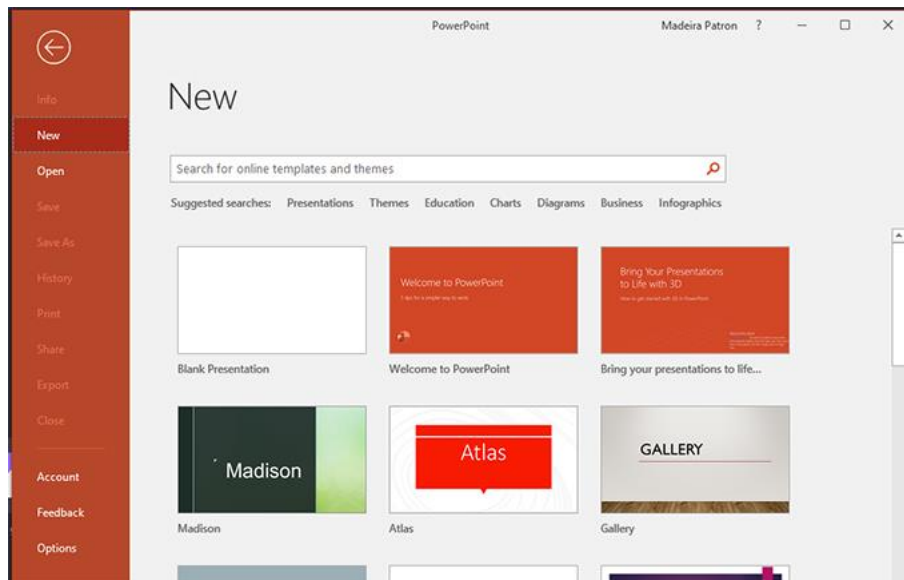
THE POWERPOINT INTERFACE

As shown below, when the PowerPoint application starts up on a Macintosh computer, you see a series of drop-down action **menus** along the top, a **Quick Access Toolbar**, and a related series of menus and icons in the **ribbon**. Each time it is opened, PowerPoint automatically creates a new presentation that contains a single, title slide, shown in two places: a small version in the “thumbnail pane” on the left and a large version, which can be edited, in the large “edit pane” at right. As you add additional slides, they will appear in a stack in the thumbnail pane, while the large pane at right shows the “current” slide you are editing.



¹ Links in this document are “live.” Clicking on a link will open a browser window with the linked webpage.

Windows (PC) versions of PowerPoint may initially open with a different interface:



Clicking on the Blank Presentation thumbnail, or one of the theme thumbnails (more on this later), yields a window almost identical to the Mac version shown above, with a very similar menu, quick access toolbar and ribbon.

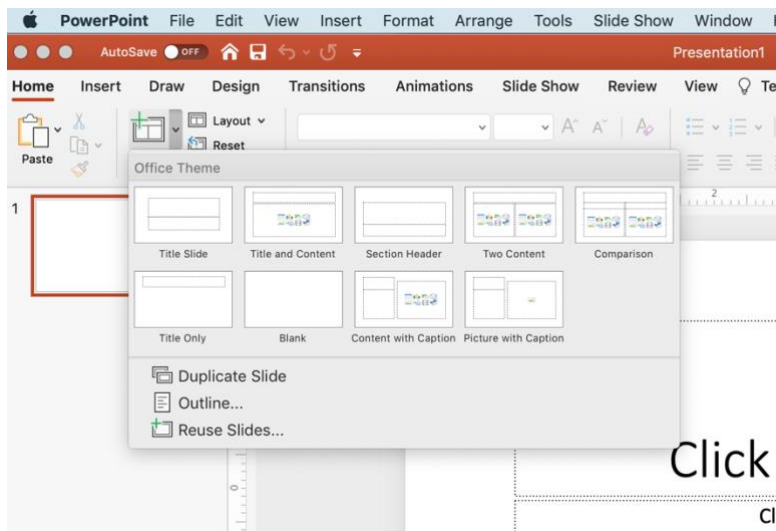
The **Quick Access Toolbar**, which can be customized via the dropdown icon () at right, contains the all-important **UNDO** button (!), indicated by the curving left arrow (below). The image below also shows another very useful feature: resting your cursor above an icon without clicking it will, after a second, produce a box with a brief explanation of the button's function.



CREATING A PRESENTATION

When creating your presentation, you'll typically add new slides, move your slides around, and delete the slides you don't need.

To add a slide:



1. In the thumbnails on the left pane, select the slide that you want your new slide to follow.
2. In the Home tab (underlined in red) of the ribbon, in the Slides section, select **New Slide**.
3. This opens a window that shows the different layouts available. Select the layout you want from the menu. Some are better for text (e.g. Title and Content) and some are better for graphics (e.g., Title Only, or Blank, or Picture with Caption).

To rearrange the order of slides

In the thumbnail pane (left), click the slide that you want to move, and then drag it to the new location. (This can also be done in the Slidesorter window, opened by clicking this icon () at the bottom of the main panel). To select multiple slides: Press and hold Ctrl, then click on each thumbnail slide in the pane on the left that you want to move. Release the Ctrl key, and then click on and drag the selected slides as a group to the new location.

To duplicate a slide

Windows: In the thumbnail pane, right-click (Windows) or click (Mac) the slide that you want to duplicate, and then click Duplicate Slide. The duplicate is inserted immediately after the original.

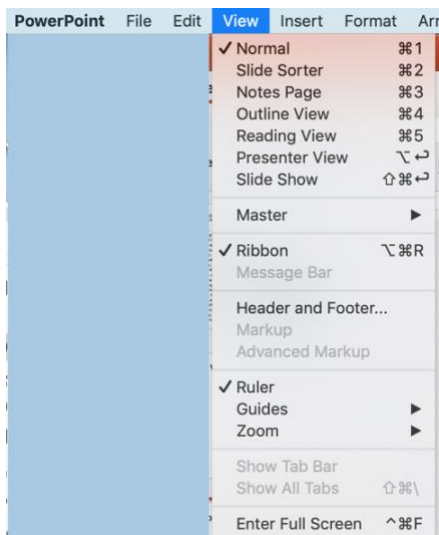
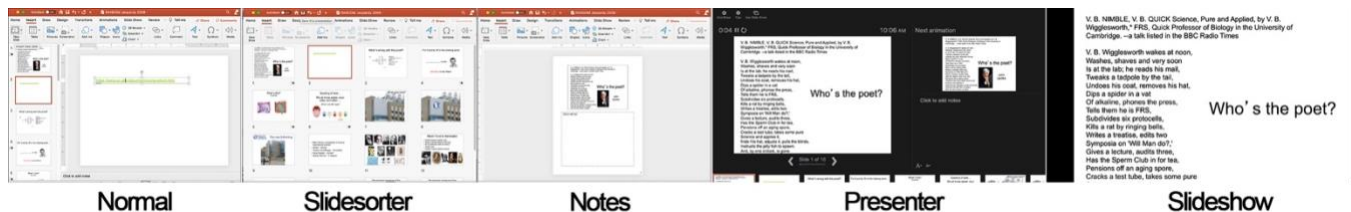
To delete slides

1. For a single slide: Click on the slide in the thumbnail pane, then press the Delete key or choose Delete Slide from the Edit menu.
2. Consecutive slides: Select the first slide in the sequence that you wish to delete by clicking on it, then hold down the shift key while selecting the last slide in the sequence. Then press Delete or choose Delete from the Edit menu.
3. For Windows: To delete several non-consecutive slides, press and hold Ctrl, and then click on each of the slides. Release the Ctrl key and press the delete key. For Mac: Press

and hold Command, then select the slides in the thumbnail pane on the left. Release the Command key, then press the delete key or choose Delete Slide from the Edit menu.

DIFFERENT VIEWS FOR DIFFERENT PURPOSES

To choose the view that's best for what you're doing, select the **View** pull-down menu from the menu bar at the top (see image below left). The most useful view choices are shown below:



The default **Normal** setting is the best for creating and editing your slides. Select **Slidesorter** to see thumbnails of all your slides. You can re-organize your slides in either of these views by selecting and dragging a slide to a new location. (Select Outline View to see the text on all your slides shown in a stack in the thumbnail pane).

To add or view your speaker notes, select **Notes Page** view, which shows one slide at time.

Presenter View is most useful when giving your presentation. It shows your current slide, the next slide, and any speaker notes you have added.

To see your slides full screen (as they appear to the viewers), select the **Slideshow** icon from the task bar at the bottom of the screen.

CREATING THE DESIGN OR “LOOK” OF YOUR PRESENTATION

When PowerPoint is opened, it automatically creates a new presentation with a single slide, using the **title layout**. This simple “default” layout employs black lettering on a white background and does not distract from your content. Further, when slides or note pages are printed for handouts, the absence of a colored background saves printer toner. But the very simplicity of the default layout may begin to feel listless to some viewers.

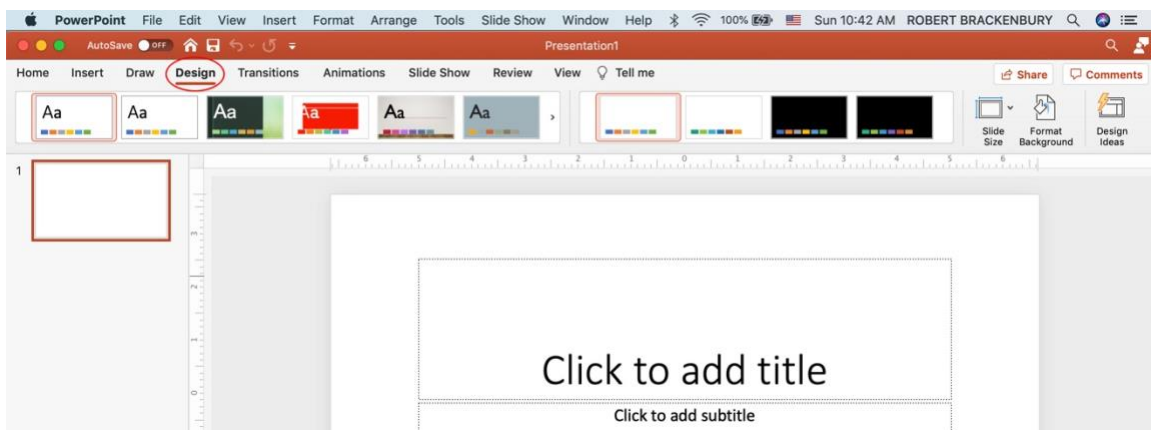
As described below, PowerPoint also offers ways to personalize or enliven the default layout by introducing color and artistic design elements, by formatting individual slides or by applying **themes** to groups of slides or even the entire presentation. Alternative techniques (customizing **slide masters**) and using Microsoft’s Artificial Intelligence (AI) -driven **PowerPoint Designer** feature) are discussed in Part II of this handout.

Themes²

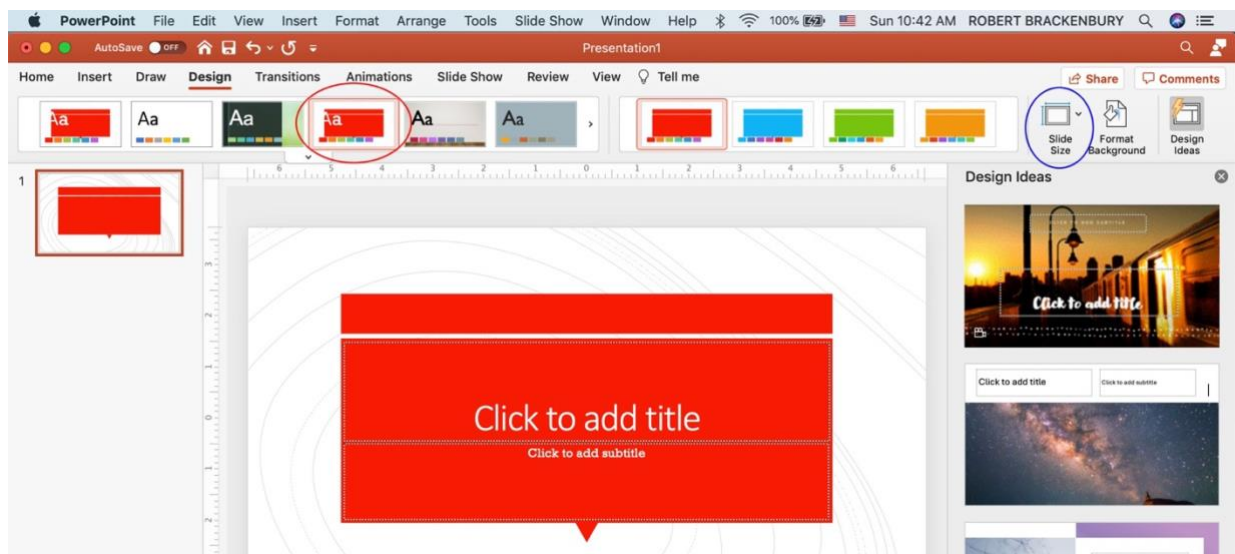
A **theme** is a palette of colors, fonts, and special effects (like shadows, reflections, 3-D effects, and more) that complement one another. These pre-designed themes are available on the **Design tab** in **Normal view**. You can also get more **themes** from templates.office.com.

This [excellent video](#) shows how to use **themes** effectively.

When you first open PowerPoint or, when it's already open and you start a new presentation, you can choose a **theme** by selecting the **Design** tab (circled in red) in the ribbon. This will open a display with several **theme** selections (the six thumbnails in the left half of the ribbon, below).



If, for example, you choose the **theme** with the red rectangle (circled in red in diagram below), that **theme** will be applied to all slides. The four thumbnails to the right of the **theme** thumbnails are **variants**, different color palette choices that can be selected for the chosen **theme**.



² Much of this info is derived from a Microsoft [webpage](#).

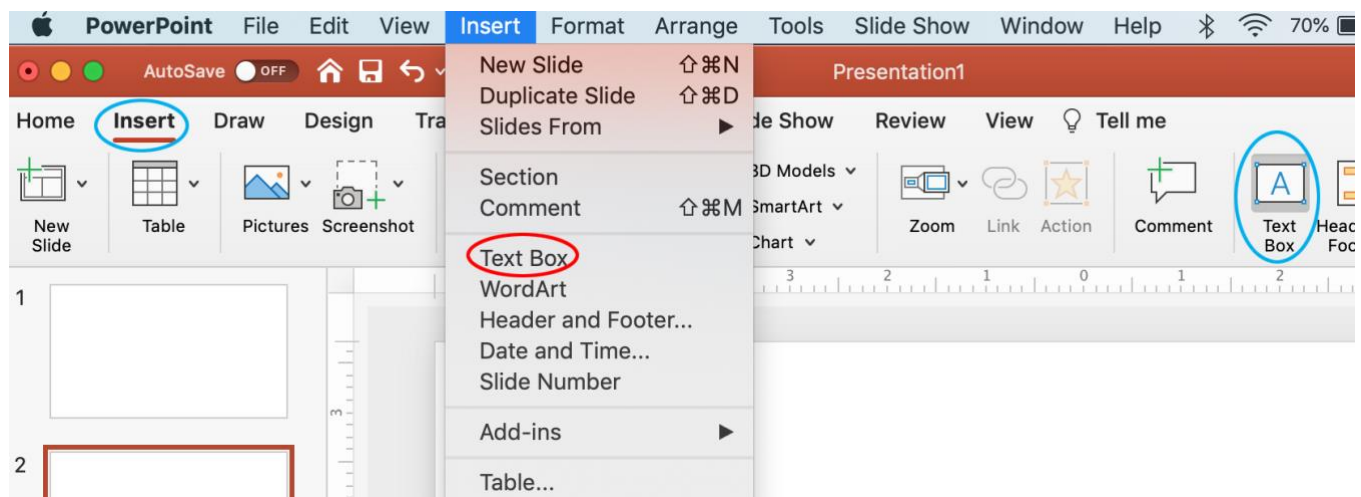
The image above shows slides in the Widescreen (16:9) format. **To select different slide dimensions**, click on the **Slide Size** icon (circled in blue, to the right of the Variant thumbnails). The panel of thumbnails with images, aligned vertically along the right border, illustrates Microsoft's **Design Ideas** (aka **Designer**) feature, which is discussed in Part II of the handout.

Formatting and customizing [slide masters](#) also can be used to apply consistent changes to many slides at once.

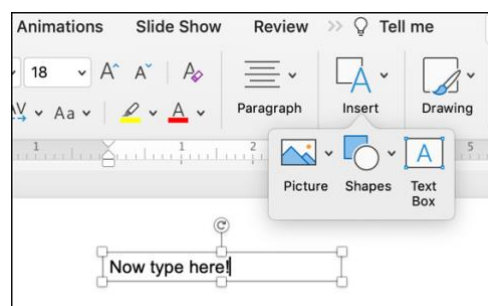
ADDING CONTENT

To add text

Text may be added directly to preformatted text boxes within a slide in the edit pane. Most of the preformatted slide layouts contain text boxes. But text can also be added to a blank slide, or to any layout slide, by inserting a *new* text box: As shown in the illustration below, using either the drop-down INSERT menu and selecting Text Box (red circle) or by clicking the INSERT tab (light blue circle) in the ribbon and then clicking on the Text Box icon (light blue circle).

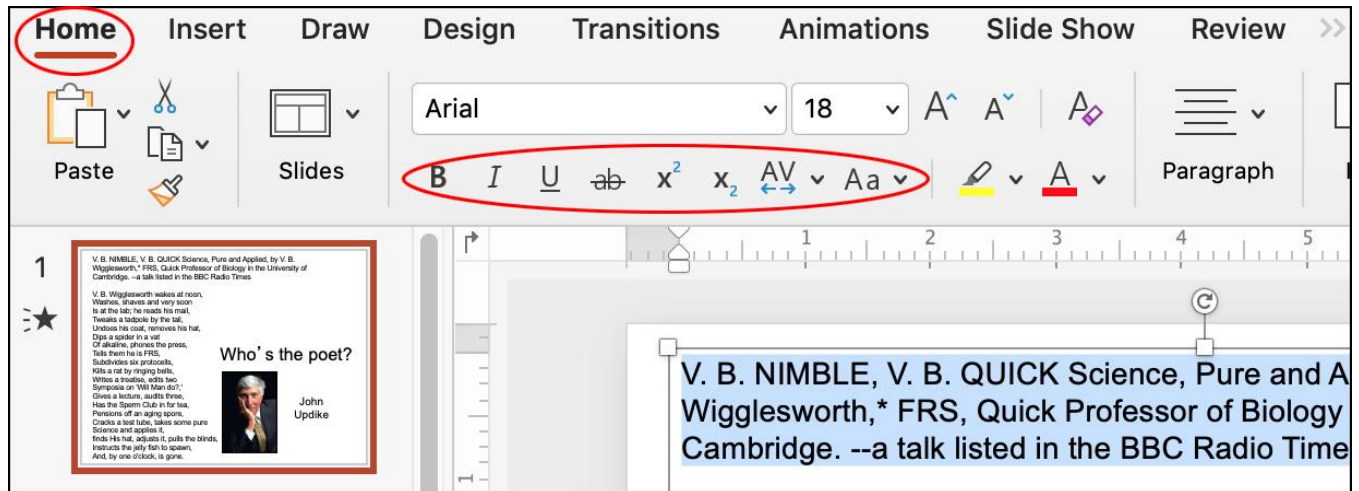


Then, use the mouse to place your new text box by clicking in the desired spot and holding down the mouse button while you draw out a box, then release the mouse button. A cursor will appear inside the box and text can be entered. (This box can be moved or enlarged after typing).



To format text

To format text on a slide, first highlight it with the cursor, then select from options shown in the Home ribbon. (You can also use the Format menu in the menu bar at top).

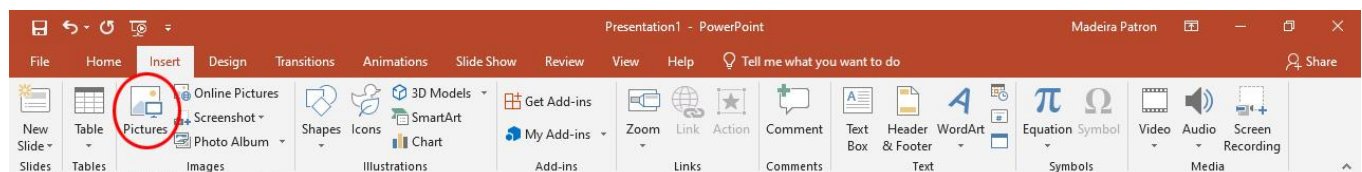


Text formatting options will only be available when some text has been selected (blue shading in the figure above) and changes in format that you choose will only be applied to the selected text. Format options include type font and size (shown in the windows above the red oval), **Bold**, *Italics*, Underlining, ~~strikethrough~~, superscript² (all shown in the red oval) and other possibilities (**highlighting**, **text color** and paragraph alignment) that are shown in the ribbon.

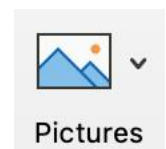
To format text on all the slides (for example, to make all titles appear in blue lettering, rather than the default black, you can edit a slide master, which is like a blueprint for the different slides. Editing slide masters is described in Part II.

To insert an image

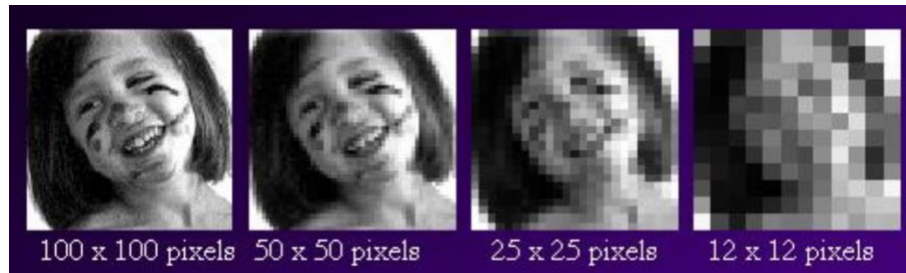
Windows: Pictures can be added to slides by opening the menu bar **Insert** tab, then selecting **Picture>Picture from file**, which will open a finder window that allows you to navigate to the picture you wish to add. You can also initiate these actions from the ribbon, by opening either the **Home or Insert** tabs, then clicking on the **Pictures** icon (circled in red below), then choosing **Picture from file**.



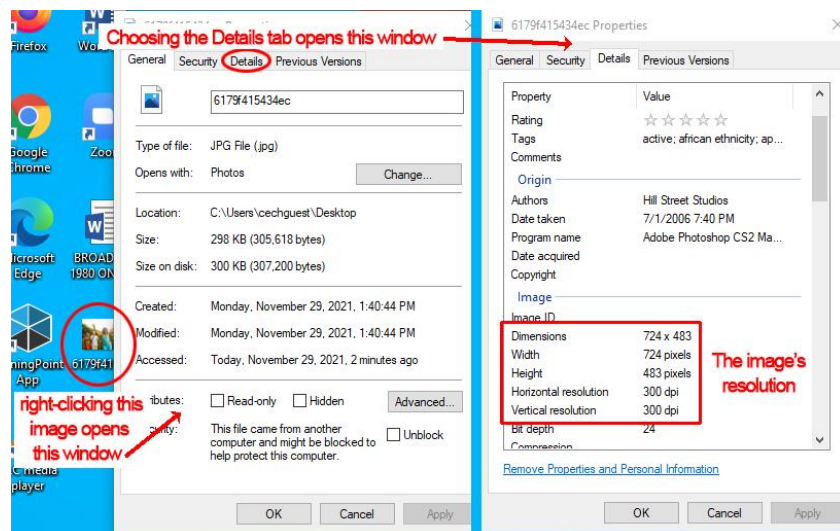
Mac: Similar to Windows, though the Pictures icons in the ribbon look different (at right)



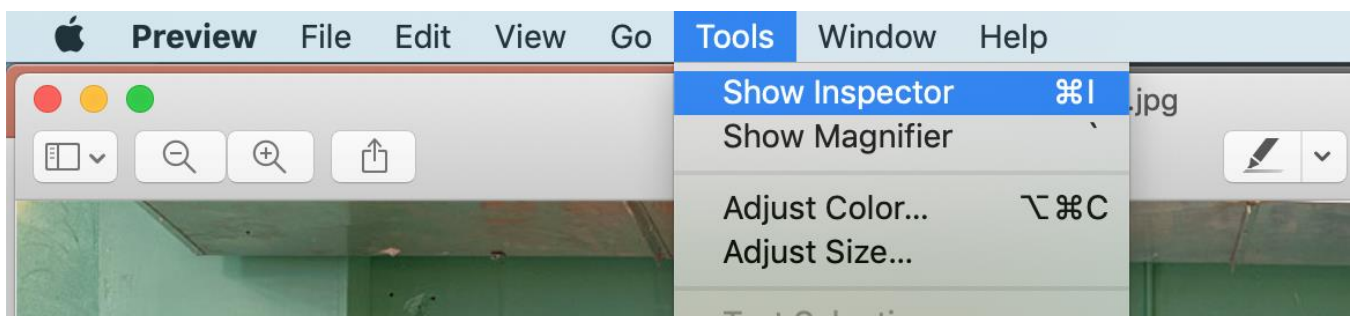
Although it's easy to insert an image, it's useful to know a little about digital images and projectors to obtain a satisfying result. Almost all images you will use consist of a very fine array of black and white or colored "dots", called pixels. The resolution of an image (how "detailed" or "sharp" the image appears) is measured by the number of dots per inch (dpi), also called pixels per inch (ppi). The higher the dpi, the "sharper" the image:



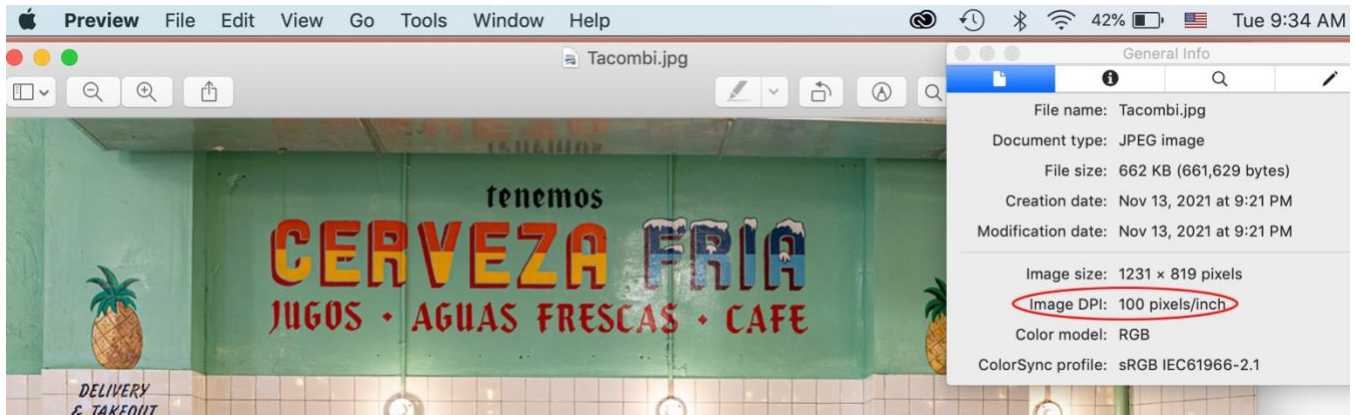
In general, an image with a resolution of 144 dpi (ppi) or greater will look good when projected. You can easily determine the resolution of an image you want to use. **On a Windows PC,** Right Click on the file > Click Properties > Click Details (as shown below).



On a Mac, double-click the image, which will open it using the Preview app. From the Tools menu, select Show Inspector:



This will open the Inspector window, which shows the image resolution:

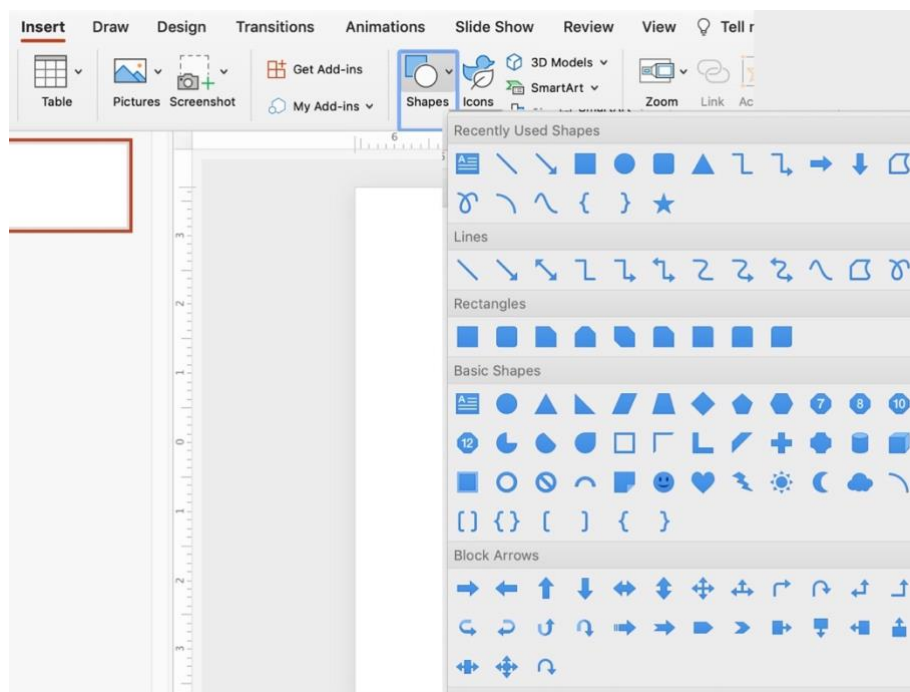


If an image file is not large enough to project sharply, enlarging it by dragging its handles will make it larger, but fuzzier – you're better off finding a different, larger image.

A caution: If you have an Apple phone and use pictures you take with your phone, you should be aware that Apple has adopted a new image format (.heic) instead of the more common .jpg format. .heic images have several advantages and are likely to become widely used, but for the present, they do not work well in many contexts, including PowerPoint. .heic images can, however, be converted to .jpg files by using a free online service: <https://heictojpg.com>.

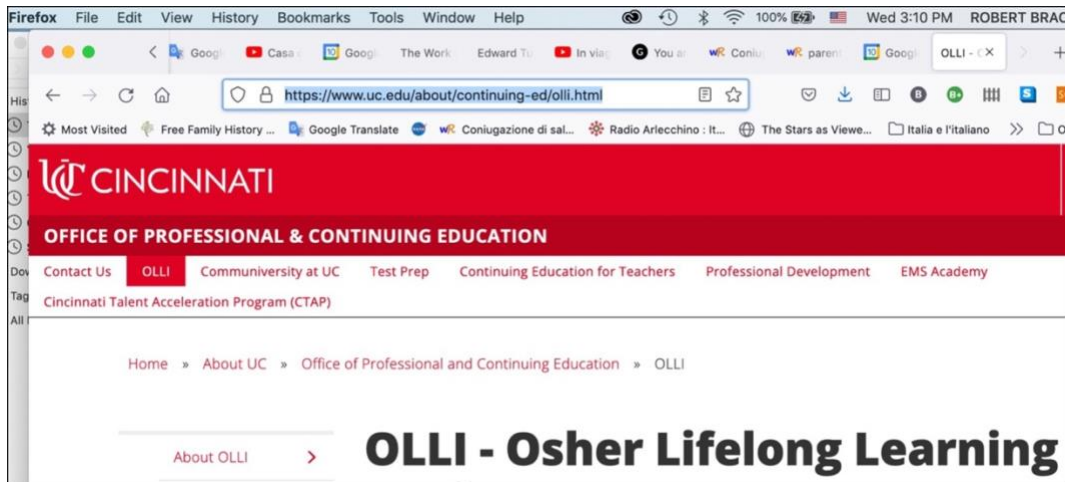
To add a shape

PowerPoint offers a variety of shapes (boxes, arrows, that can be inserted (see image below) and to which text and custom formatting can be applied. See [basic](#) and [advanced](#) instructions for creating pre-existing or customized shapes.



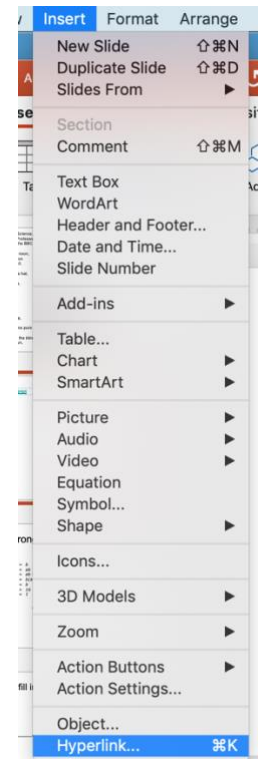
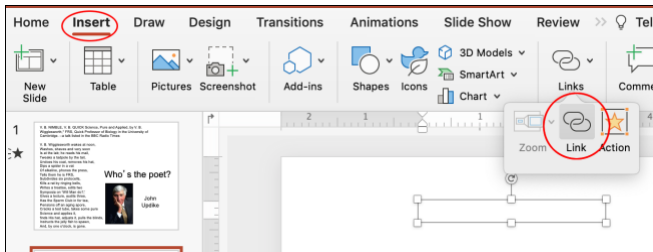
To add a hyperlink

Each internet webpage has an “address”, called a url (for Uniform Resource Locator). A hyperlink (also called a link or weblink) can be a word, phrase, or image that you can click on to jump to a new webpage (specified by its url) or a new section of your current webpage. To add a hyperlink to a PowerPoint slide, copy the url from the address bar of a website and then paste the url into your PowerPoint slide. Below is the OLLI homepage within the University of Cincinnati website: the url is highlighted pale blue in the address box.

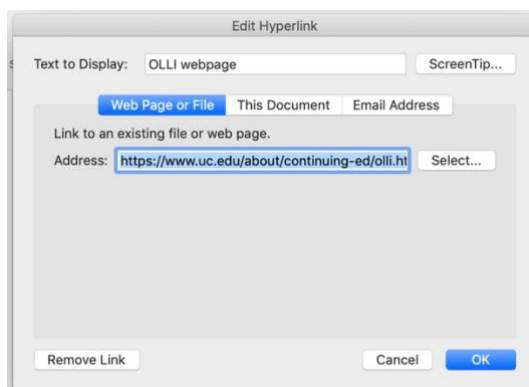


Copying and pasting this url into a PowerPoint slide (or a document), yields:
<https://www.uc.edu/about/continuing-ed/olli.html> - and clicking on this link will open the OLLI webpage in a browser. But hyperlinks actually have two parts: the url or hyperlink itself and the text that is visible to the reader. In the case of the url just shown, the visible text is identical to the embedded url. It is often convenient, however, to use simple or explanatory text for the visible text. For example: [OLLI website](https://www.uc.edu/about/continuing-ed/olli.html) - this hyperlink opens the same webpage, but the full url is “hidden” or embedded within the label.

To create a link with a label and embedded url, first insert the cursor into an existing text box or a new text box you created by using **Insert -Text Box**. Then, open the **Insert** menu from the menu bar (shown at right) and click on **Hyperlink**, the last entry in the drop-down menu. (Alternatively, you can select the Link icon from the Insert tab in the ribbon, as shown below)



Either of these actions will open the **Edit Hyperlink** window, shown below. Fill in the “**Text to display**” box and add the url of the webpage to the “**Address**” box, then click “OK”. If, later, you want to edit the display text or change the webpage, highlight the link on your slide, then open **Insert Link** using either method above and edit the text in the boxes, then save. (Clicking the “**Remove Link**” button, naturally, removes the link!).



Important Note: clicking on a hyperlink in a PowerPoint slide will only open the webpage when you are in Slideshow, Reading or Presentation view, but not when in Normal view.

To add tables and charts

[Use charts and graphs in your presentation](#)
[Create and format a table](#)
[Insert a linked Excel chart in PowerPoint](#)