Introduction to Designing a Basic Power Point Presentation
2010/PC

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Your Presenters today are...

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Introduction: Why Use PowerPoint?

• It’s easy once you learn the basic steps
• Visually appealing
• Simplifies complex ideas for presentations
• Streamlined way to communicate
Objectives

The purpose of this session is to learn how to create a simple presentation in PowerPoint and learn some basic features of the PowerPoint Program.
Topics Covered Today

- How to open the PowerPoint Program
- How to start a presentation
- How to use the Left Thumbnail Ribbon
- How to navigate the top toolbar in PowerPoint
- The various slide choices and their functions
- How to navigate the toolbars and page layout
Getting Started

First Steps:

• First check to see if you have the PowerPoint program on your computer
• If not check Microsoft’s website for download information
• PowerPoint is part of Microsoft office
• Today we will be discussing PowerPoint 2010
• Note: it’s okay if you have an older version or newer version (the program is relatively the same)
Getting Started... Where to Start
How to Open Power Point Demo for PC
Opening Power Point

First Steps:

• Open PowerPoint
• Center of page is your blank template, use this template to start
• Select center text box to type title
• Select lower box to type author, date, university/business
Blank Presentation

How to Use PowerPoint

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Left Hand Ribbon

- Called the Thumbnail bar
- Shows slides in chronological order
- You can select any slide to view and correct at any time
Left Hand Ribbon Demo

Presentation Views
Top Ribbon: Where all the Answers are....

- These tools are
  - Home
  - Insert
  - Design
  - Transitions
  - Animations
  - Slideshow
  - Review
  - View
  - Format
Home Ribbon: The Main Wheel

• Basic bar
• To insert a new slide, click on new slide:
  – Click top half of icon just to insert a basic slide
  – Click bottom half of icon to select a specific slide style
• If needed, you can delete a slide at anytime by simply selecting the slide and clicking the delete icon at the top of the page, or delete/backspace on your keyboard
Home Continued...

- **Font**: You can adjust your font as needed
- **Paragraph**: Adjust word placement as needed
- **Drawing**: For a basic presentation, you do not need this tool, but I do encourage you to experiment with the different functions of this icon
- **Editing**: Will be covered in advanced Skill Builder sessions. Not necessary to know for basic presentations
Home Ribbon Demonstration
Insert Ribbon: Adding Visuals

- This is for your mixed media.
- Basic presentations will require some picture element.
- To insert a picture on a specific slide, select the slide you want the picture on, then go to the top and select the icon called picture or clip art. For photographs or saved images from online use picture, for preset images use clip art.*
  - **Note**: if you are using PowerPoint 2013 or higher, the clip art image feature is not longer available.
- All the icons work in the same fashion, select your slide and then click the appropriate icon to match the media you will be using.
Adding Visuals Demonstration
Mixed Media

• Mixed media is anything from art, to photos, clip art, sounds, films, etc.
• These can give a voice to your presentation and support your claims.
• Practice and have fun with these tools!
Design Ribbon

• This ribbon is for customizing your PowerPoint background
• To start, use the basic white template. However, in the future, in order to match your theme, pick a background that is both visually appealing and supportive to your subject and audience.
• At anytime during your work you can change the template if necessary
Design Ribbon Demonstration

How to Use PowerPoint

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Animations Ribbon

- Animations are for more advanced and experienced PowerPoint users
- Practice and experiment with these before using them.
- Animations are for transitions between slides; they are an embellishment and are not needed for a basic presentation
Slide Show Ribbon

- This ribbon is for viewing your slideshow and recording narration
- Narration is a nice option but you do not need to worry about it for your presentation unless you are required by your instructor to use this tool
- Often this tool will not be needed because you can manually move through your slides with your keyboard
Review Ribbon

- The famous spell check
- Great tool but remember the computer does not know the difference between here and hear
- Always double check your work
View Ribbon

- Presentation Views
- Master Views
- Show
- Zoom
- Color/Grayscale/Black and White
- Window
Homework for you...

• Try the different tools of PowerPoint
• Make your own presentation using your own photos or images from online
• Practice and experiment, but most of all have fun!
• Explore our website and set an appointment to meet and work with one of our tutors.
Power Point Checklist

- Locating Power Point on your computer
- Using the Left hand Thumbnail Ribbon as a guide.
- Top Ribbon is where it happens> acquaint yourself with the topics.
- How to insert slides.
- How to insert a theme.
- Research and browse the Academic Skills Center Website.
- If you can answer yes to all these points then you are well on your way to creating awesome Power Point Presentations.
Resources for You

• For more information, including archived recordings, resources, and tutorials, visit us at http://academicguides.waldenu.edu/ASC/software/PPT/home.

• Email us with your questions at powerpointhelp@waldenu.edu.

• Set up a 1:1 appointment with a MS Office Support Tutor at https://waldenu.mywconline.com/.
More questions? Stay Informed!

Current Walden students, e-mail our tutoring team at:

ASCTutoring@Waldenu.edu

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