

# PowerPoint WTI

## Creating a Presentation with a Design Template

*You can create a new presentation in one of several ways, depending on whether you want to start with suggested content, a design template, or a blank presentation that you tailor to your needs. Design templates contain color schemes, slide and title masters with custom formatting, and styled fonts, all of which give the slides a consistent "look."*

1. On the format menu, choose "Slide Design." Scan through the options until you find a design that fits with the theme of your content. Then click Apply.
2. Fill in the content you want in the appropriate places on the slide.
3. You can change the font type, color, size, etc. on the formatting palette.
4. On the Formatting Palette under Add Objects, click the Slides tab, and then click a layout for the next slide.
5. Add the content you want.
6. Repeat steps 5 and 6 for each new slide. Or, choose Insert > Duplicate slide and simply change the content.
7. When you finish, click Save on the File menu and name your presentation.

***Tip: To see how your slide show will look, click Slide Show at the lower left of the PowerPoint.***

## Creating a Blank Presentation

*Start with a blank presentation if you want to create your own design and organization.*

1. On the File menu, click New Presentation.
2. Type the title and any other content you want on the title slide.
3. On the Formatting Palette, under Add Objects, click the Slides tab and then click a layout for the next slide.
4. Add the content you want.
5. Repeat step 3 for each new slide.
6. Choose Format-Slide Background. Then click on the drop down menu and choose More Colors. Choose any color for your background. You can apply a color to all slides or one specific slide.
7. When you finish, click Save on the File menu.

***Tip: To see how your slide show will look, click Slide Show at the lower left of the PowerPoint***

# PowerPoint Tips & Tricks

## Inserting a Picture from Firefox, Safari (or other web browser)

1. Find the picture online that you would like to use.
2. Drag the picture from the website onto your slide.
3. Drag the corners of the picture to resize it.

## Inserting a Picture from a File

1. Find a slide template that includes a photo space.
2. Double click on the space to add the photo.
3. Find the photo in your files and select.
4. Size the photo by stretching or shrinking it from the corners.

## Transparent Pictures

When you want the background of your document to show through in parts of your picture, you can turn background colors into transparent areas. On the Formatting Palette, under Image, click Transparency.

## Viewing the Slideshow

Click on *SlideShow* on the menu bar and scroll to *View Show*. Click the *Escape Key* when you are finished viewing the show.

## About Printing

You can print your entire presentation — the slides, outline, notes, and audience handouts — in color, grayscale, or high contrast black and white. You can also print specific slides, handouts, notes pages, or outline pages.

Most presentations are designed to be shown in color, but can be printed in grayscale or black and white. You can preview your slides, outline, notes, and handouts in grayscale and adjust the look of objects before you print.

1. Go to File and scroll down to print
2. Chose the amount of slides, or the type of handout you want to print

**To print handouts...**When in the print window box, click on the *General* popup button. Scroll to *Microsoft PowerPoint*. Look for *PRINT WHAT*: Select the *Slides* popup button and choose your handout. Three slides on a page print with lines next to each slide. This selection is often used for handouts.

# Quick PowerPoint Presentations!

## To Create a Readymade PowerPoint Presentation:

1. Open *Microsoft PowerPoint* from the Items Folder.
2. Click *Cancel* on the window that pops up.
3. Point and click to *File* and scroll to *New*.
4. Click the *Presentation Designs Tab*.
5. Choose the background design that will appear on all your slides.
6. Click on design and then click *OK*.
7. Choose an *AutoLayout*. The first slide should be the title. Click on choice.
8. Follow directions on the slide to insert text.
9. To create another slide, go to *Insert* on the menu bar and click on *New Slide*.
10. Choose an *AutoLayout* that fits your presentation. Click on choice.
11. To insert a picture:
  - Click on *Insert* on the Menu Bar
  - Scroll to *Picture* and hold mouse and navigate sideways to *Clip Art* or *From File*. You can also copy and paste pictures from the Internet.
  - Click on picture and reshape by clicking and dragging on the corners of the picture.
12. Continue the steps above until you complete your slide show.