

POWER POINT PRESENTATION

WEEK 10

GET TO KNOW POWERPOINT

Objectives



At the end of this chapter, you will learn:

- Preparing a professional looking presentation by using Microsoft Office PowerPoint
- Effective presentation techniques
- Combining different media in your presentations

GET TO KNOW POWERPOINT

Table of Contents

- Get to know MS Office PowerPoint
- Create your presentation
- Format your presentation
- Animate your presentation
- Add multimedia to your presentation
- Deliver your presentation
- Where to get more help and tips



IMPORTANT NOTE: Some PowerPoint features are identical to other Office programs. These features will not be explained here. To see them, please look MS Word tutorials.

EFFECTIVE PRESENTATION TECHNIQUES

What is Presentation and MS Power Point ?

- **Presentation**

the process of presenting the content of a topic to an audience.

- **Presentation program**

a computer software package which is used to display information, normally in the form of a slide show.

- Examples: Microsoft PowerPoint, Open Office Impress, and Lotus Freelance Graphics

GET TO KNOW POWERPOINT

Working With Slides

Opening Screen

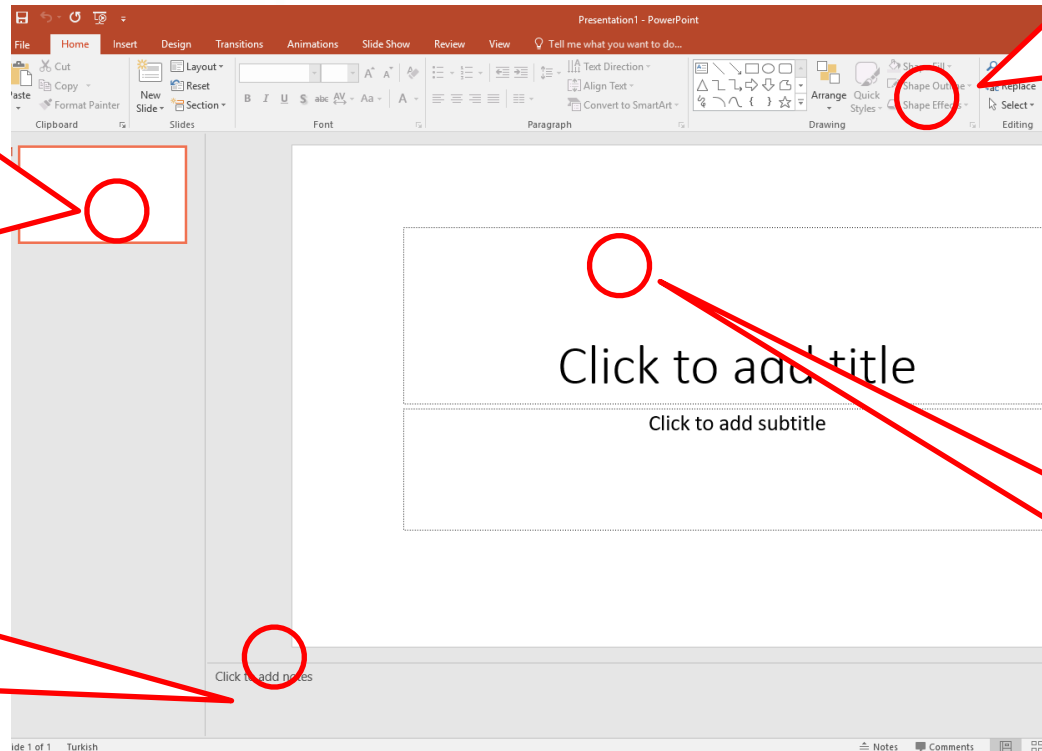
When you first open PowerPoint, your screen looks like below:

1. This area toggles between Slides view and Outline view.

3. This part is known as the Ribbon

4. This part is related with notes

2. Each page of the working area of the presentation



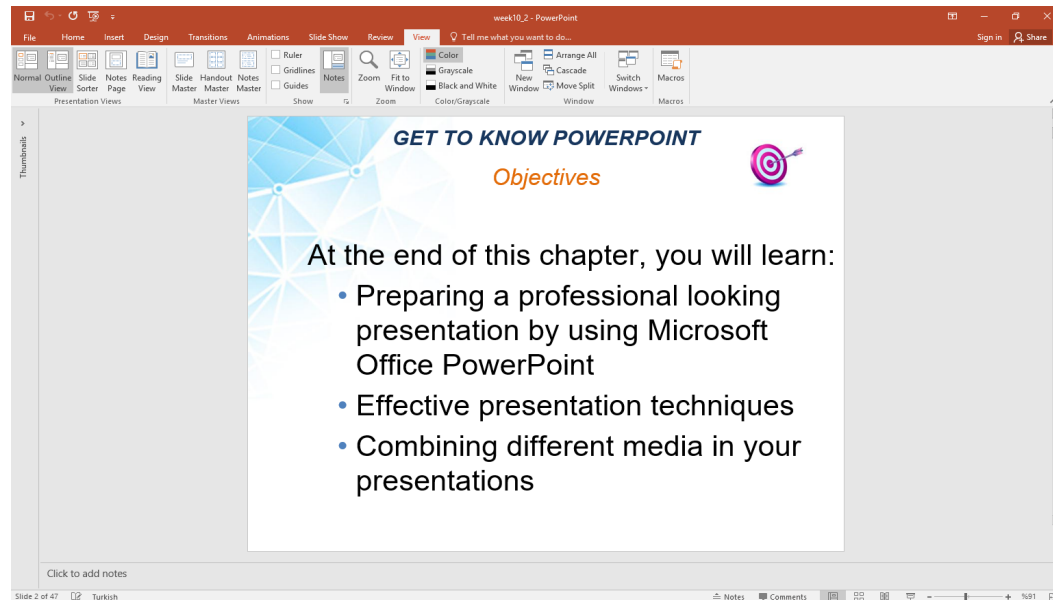
CREATE A PRESENTATION

Working With Slides – What is a Slide ?

- **Slide**

A **slide** is a single page of presentation.

- You put your information in slides.
- You can have as many slides in your presentation as you wish.



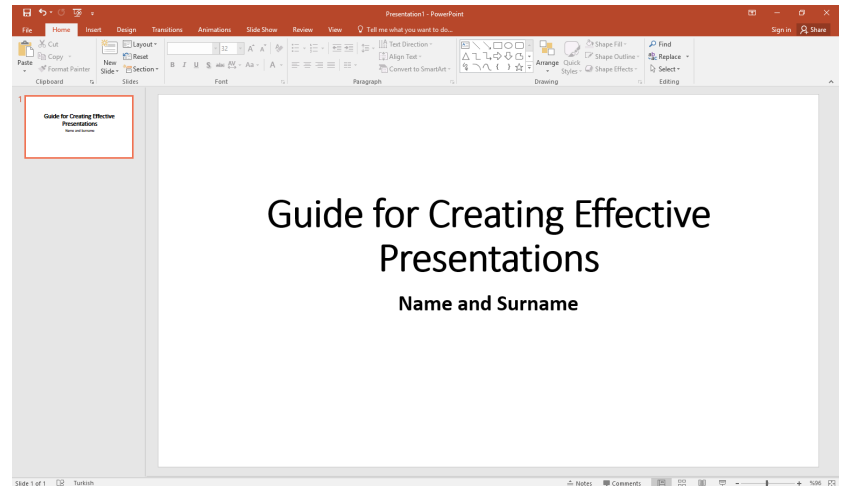
CREATE A PRESENTATION

Let's Do It Together!

In order to learn effectively what we have covered so far, let's make practice.

1. *Open MS Office PowerPoint*
2. *Write “**Guide for Creating Effective Presentations**” to the “Click to add title” part.*
3. *Then write your **name and surname** to the “Click to add subtitle”*

Sample

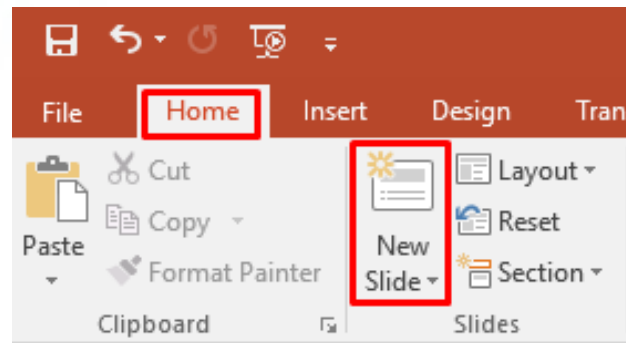


CREATE A PRESENTATION

Working With Slides – Insert a Slide

- To Insert a Slide:

Home Tab >> Slides >> New Slide



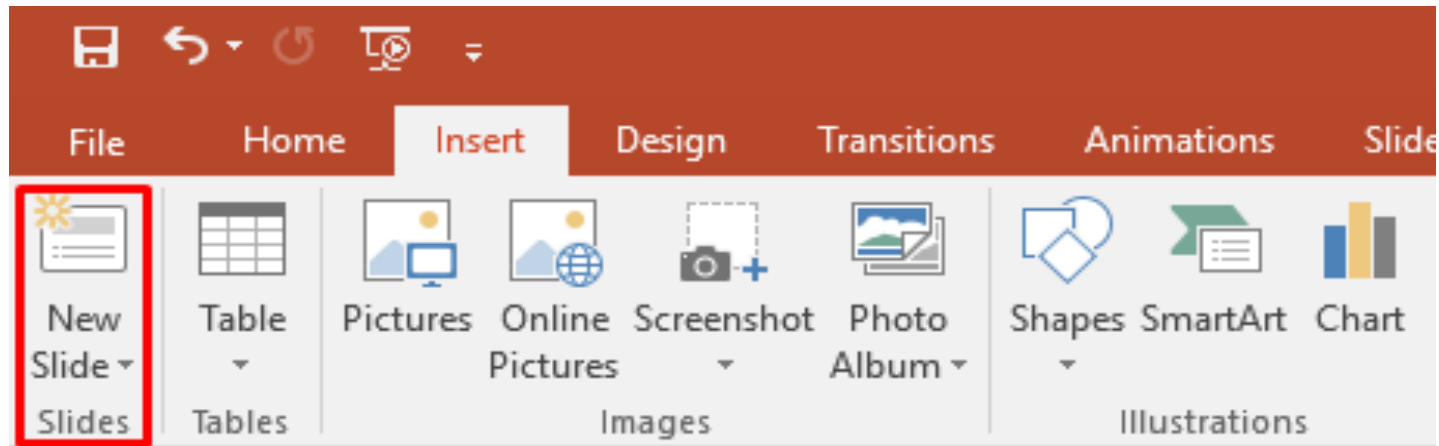
Example

- **New Slide** adds a new slide in the form of default layout.
- Small arrow near New Slide button enables you to see all layouts and add one of them as your new slide.

CREATE A PRESENTATION

Insert a Slide – New in Powerpoint

You can also insert a new slide from
Insert Ribbon in Powerpoint



Example

CREATE A PRESENTATION

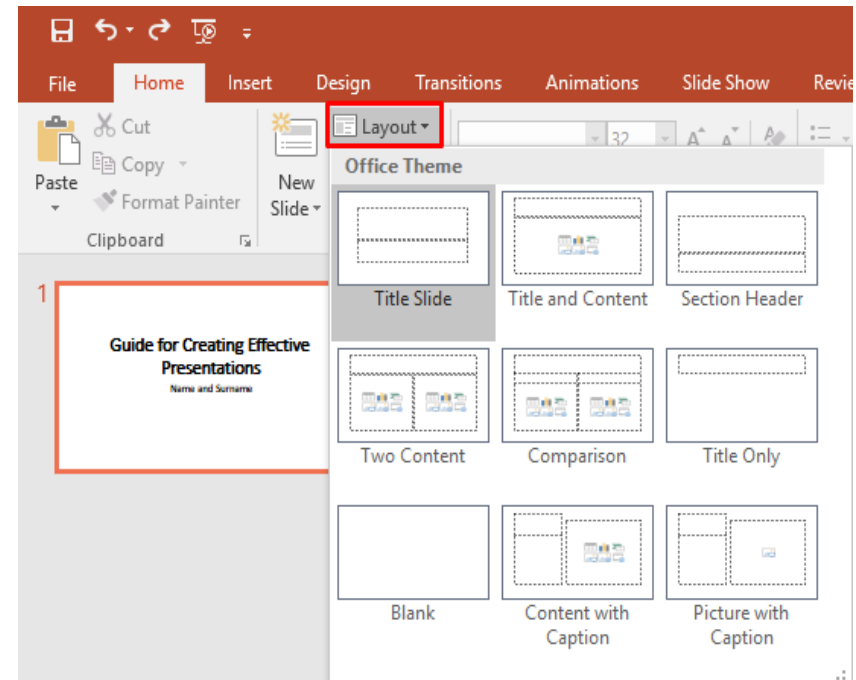
Working With Slides – Slide Layouts

- **Slide Layout**

- Refers to how placeholders are arranged on a slide.
- Each slide layout contains a different combination of text.

- **To Choose Slide Layout:** Click on the **arrow** at the bottom corner of the **New Slide** button. You can select the slide layout from the Default Design pallet.

- **To Modify Layout:** Click **Layout** button in the **Home Tab**. You can select and change the slide layout.



Slide Layouts

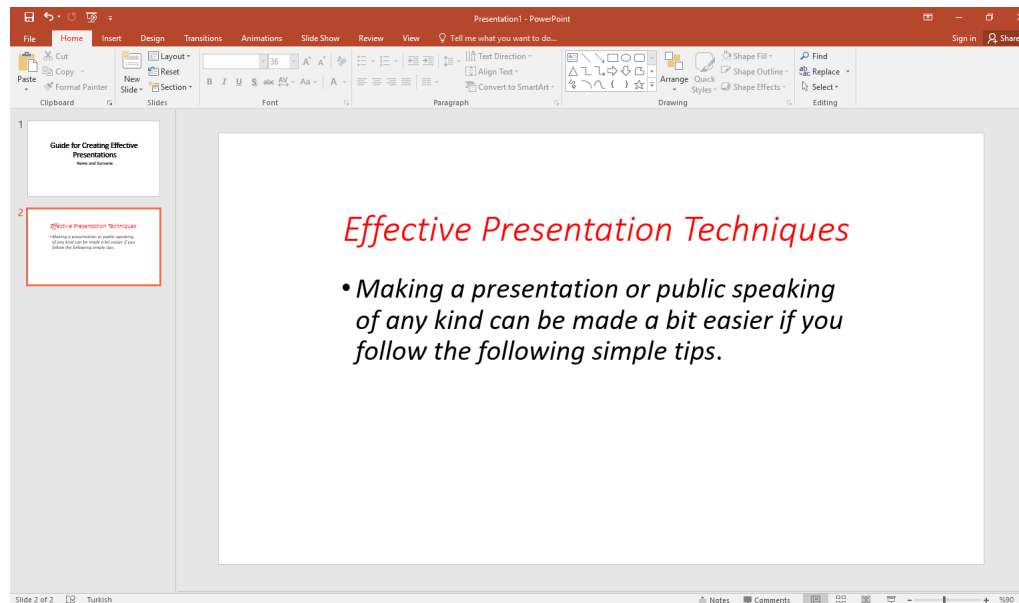
CREATE A PRESENTATION

Let's Try!

1. Insert a slide with a layout called "Title and Content"
2. Add followings to the slide:

Title: *"Effective Presentation Techniques"*

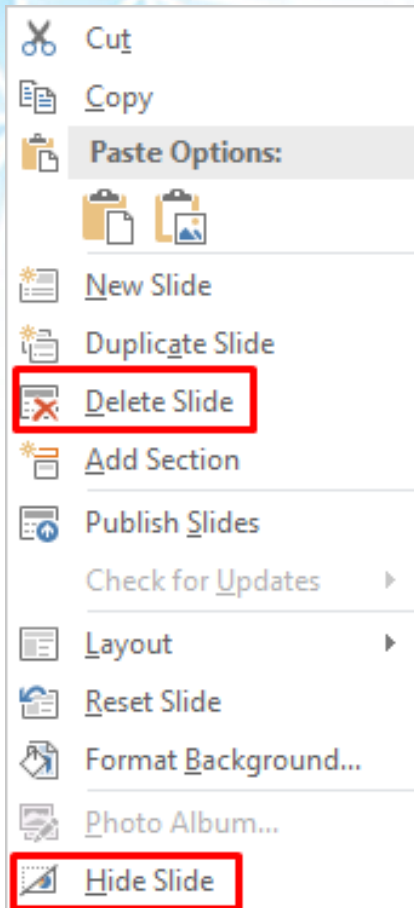
Click to add text: *"Making a presentation or public speaking of any kind can be made a bit easier if you follow the following simple tips."*



Sample

CREATE A PRESENTATION

Working With Slides



- ***To Delete a Slide:*** In the outline view Right-click the slide >> **Delete Slide.**
- ***To Hide or Unhide a Slide:*** In the outline view Right-click the slide >> **Hide Slide**

Delete / Hide a Slide

CREATE A PRESENTATION

Let's Try!

1. Insert a new blank slide whose layout is “**comparison slide**”
2. On the left text box and right text box insert pictures from the file. And format them. (**hint**: click on the picture, new **Format** tab added to the ribbon. Use it for formatting.)
3. Under each picture add an arrow. (**hint**: use **Insert Tab** → **Shapes**)



Koala



Penguins

Sample

CREATE A PRESENTATION

Working With Slides - Turn on / off Visual Guides

- **Bullets**
 - enables you to emphasize your points
 - most frequently used tools of a presentation.
- To Add Bullets:
Home Tab >> Paragraph Group >> Bullets and Numbering



NOTE: many slide layouts of PowerPoint include bullets as default.

CREATE A PRESENTATION

Let's Try!

1. *Insert a new slide with “Title and Content” layout. Write title as “**Effective Presentation Tips**”*
2. *Write down the sentences shown in the figure by using bullets and numbering.*
3. *Be careful about indentations of the bullets. If ruler is not viewed, show the ruler to arrange indentations.*

Effective Presentation Tips

- Know your P-A-L.
 - Your Purpose,
 - Your Audience Background
 - Logistics
 - *how much time you have to speak*
 - *how the room will be set up*
- Hit Emotional Buttons.
 - *Include stories, analogies and metaphors to reinforce the key points*
- Deliver with Passion
- Think ahead to all Possible Questions

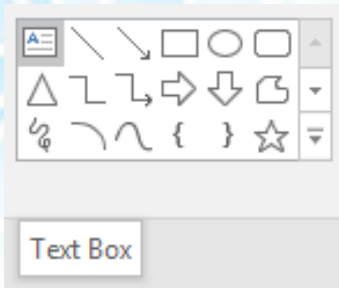
Write down the sentences as shown here. In the end, you obtain similar appearance.

CREATE A PRESENTATION

Working With Slides - Add Text with Text Box

To Add a Text Box:

Home Tab >> Drawing >> Shapes >> Text Box
Click on **Text Box** button >> Click anywhere in the slide.



Text Box Tool

- Drag **circle corner points** or **square side points of the text box** to change its size.
- Click within the box to type text.



NOTE: In PowerPoint all text is located in **Text Box** field.

CREATE A PRESENTATION

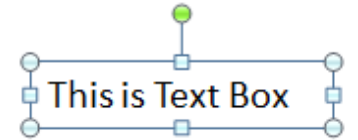
Working With Slides– Move Objects in Slides

- To **Move** a Text Box;

Bring the cursor over the text box borders

>> Cursor changes to the **move icon** (Cross with arrowheads)

>> **Hold on the mouse and move the text box.**



A object - Text Box

- To **Nudge (locate)** a Text Box;

Select the text box >> Press the keyboard arrow keys.

- To **Rotate** a Text Box;

Bring the cursor over the green circle

>> Hold on the mouse and rotate the text box.

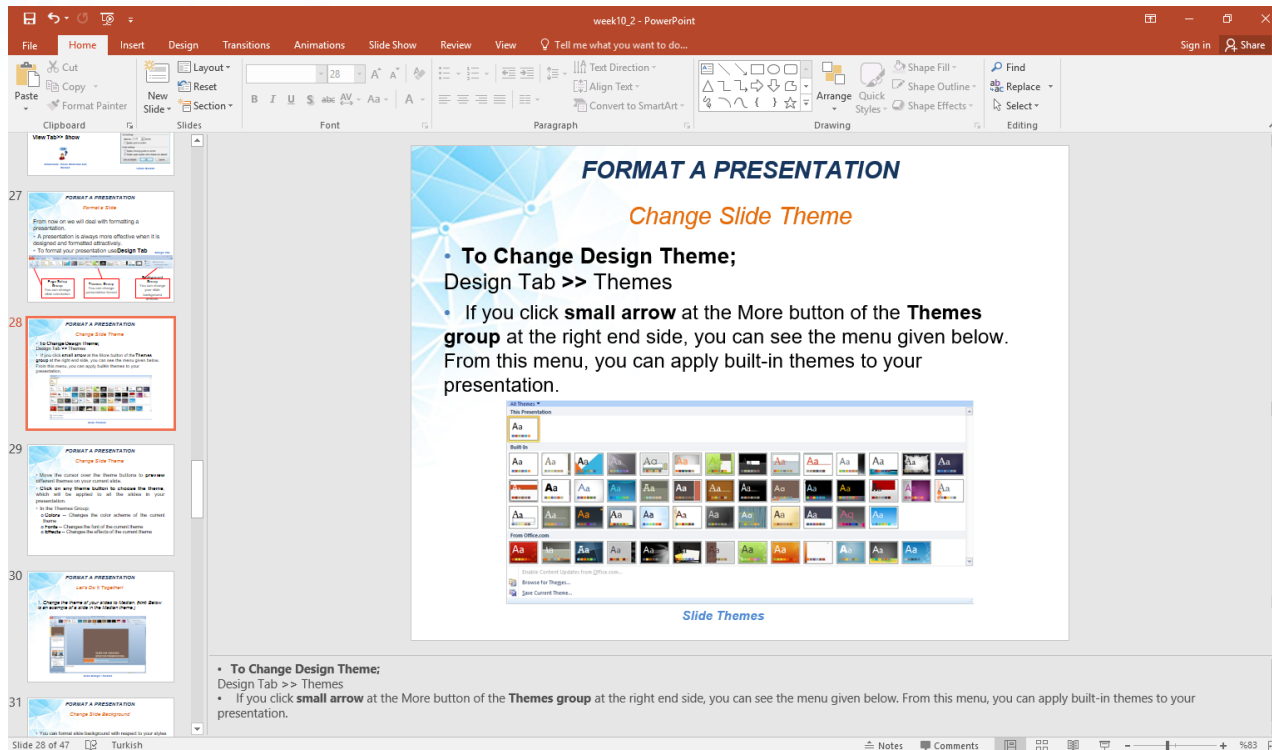


NOTE: You can move any objects (such as shapes, smart arts, pictures, charts, tables) in a slide in the same way described above.

CREATE A PRESENTATION

Powerpoint Views – Normal View

When you first open a new presentation in PowerPoint the main window is opened in the Normal View.



Normal View

CREATE A PRESENTATION

Powerpoint Views – Slide Sorter View

- Displays all the slides in your presentation as *thumbnails* (small pictures).
- Use this view when you want to:
 - arrange the order of your slides
 - add transition effects between them.

The screenshot shows the Microsoft PowerPoint interface. The ribbon is set to the 'View' tab. The 'Slide Sorter' view is selected, indicated by a red box around the 'Slide Sorter' icon in the 'Presentation Views' group. Below the ribbon, four slide thumbnails are visible, numbered 26 to 29. Slide 26 is titled 'CREATE A PRESENTATION' and discusses visual guides. Slide 27 is titled 'FORMAT A PRESENTATION' and discusses formatting a slide, with red boxes highlighting the 'Theme Group' and 'Background Group' in the ribbon. Slide 28 is titled 'FORMAT A PRESENTATION' and discusses changing the slide theme, with a red box highlighting the 'Slide Theme' group. Slide 29 is titled 'FORMAT A PRESENTATION' and discusses changing the slide theme, with a red box highlighting the 'Slide Theme' group.

week10_2 (1) - PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View Tell me what you want to do...

Normal Outline Slide Sorter Notes Page Reading View Presentation Views

Slide Master Handout Master Notes Master Views

Ruler Gridlines Guides Show

Zoom Fit to Window Zoom

Color Grayscale Black and White Color/Grayscale

Arrange All Cascade Move Split Window

New Window Switch Windows Macros

26

27

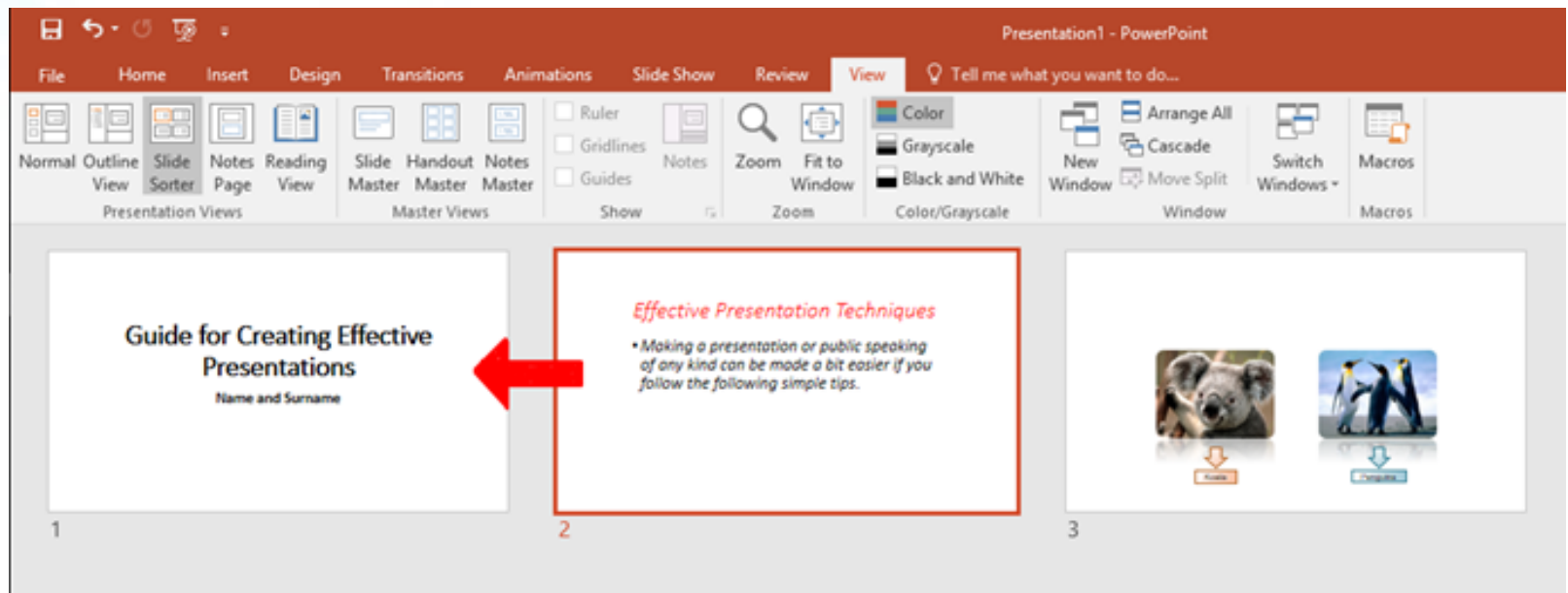
28

29

CREATE A PRESENTATION

Let's Try!

1. Change view from **Normal View** to **Slide Sorter View**
2. Change the first and second slides' order with each other by dragging and dropping the second slide in front of the first slide.



Slide Sorter View

CREATE A PRESENTATION

Powerpoint Views – Note Page View

- Presenters commonly use Notes during their presentations. They can create and print notes pages and hand them out to the audience for further information.
- By using **Notes Page view** you can
 - display a page layout of the notes and the slide.
 - rearrange the notes and compare them with the content of your slide.

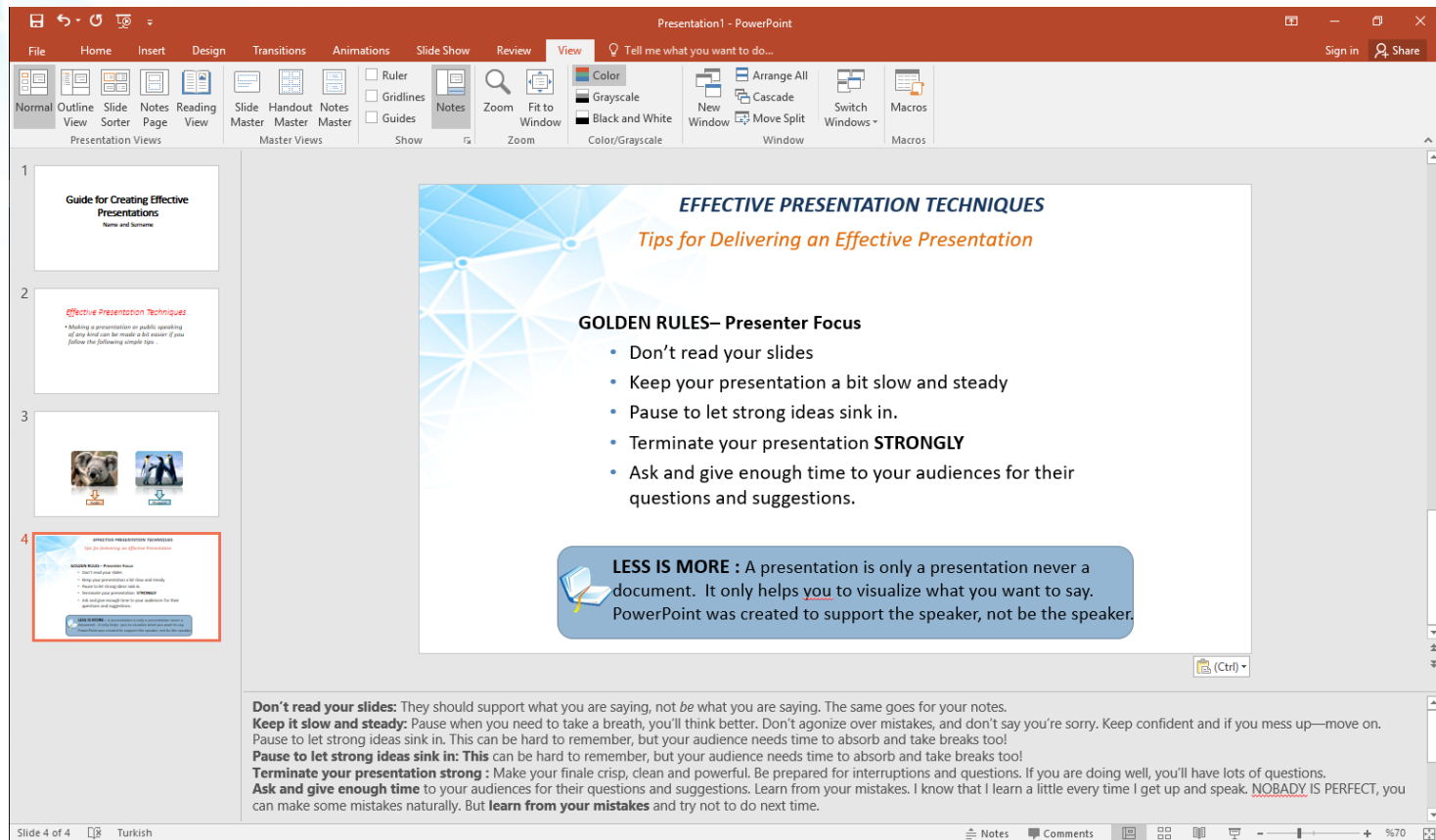


Don't read your slides: They should support what you are saying, not be what you are saying. The same goes for your notes.
Keep it slow and steady: Pause when you need to take a breath, you'll think better. Don't agonize over mistakes, and don't say you're sorry. Keep confident and if you mess up—move on. Pause to let strong ideas sink in. This can be hard to remember, but your audience needs time to absorb and take breaks too!
Pause to let strong ideas sink in: This can be hard to remember, but your audience needs time to absorb and take breaks too!
Terminate your presentation strong : Make your finale crisp, clean and powerful. Be prepared for interruptions and questions. If you are doing well, you'll have lots of questions.
Ask and give enough time to your audiences for their questions and suggestions. Learn from your mistakes. I know that I learn a little every time I get up and speak. **NOBODY IS PERFECT**, you can make some mistakes naturally. But **learn from your mistakes** and try not to do next time.

CREATE A PRESENTATION

Let's Try!

1. Write down 2 or 3 effective presentation techniques - that you remember from the Effective Presentation slides - to **NOTES PART** of the slide titled “Effective Presentation Techniques”.

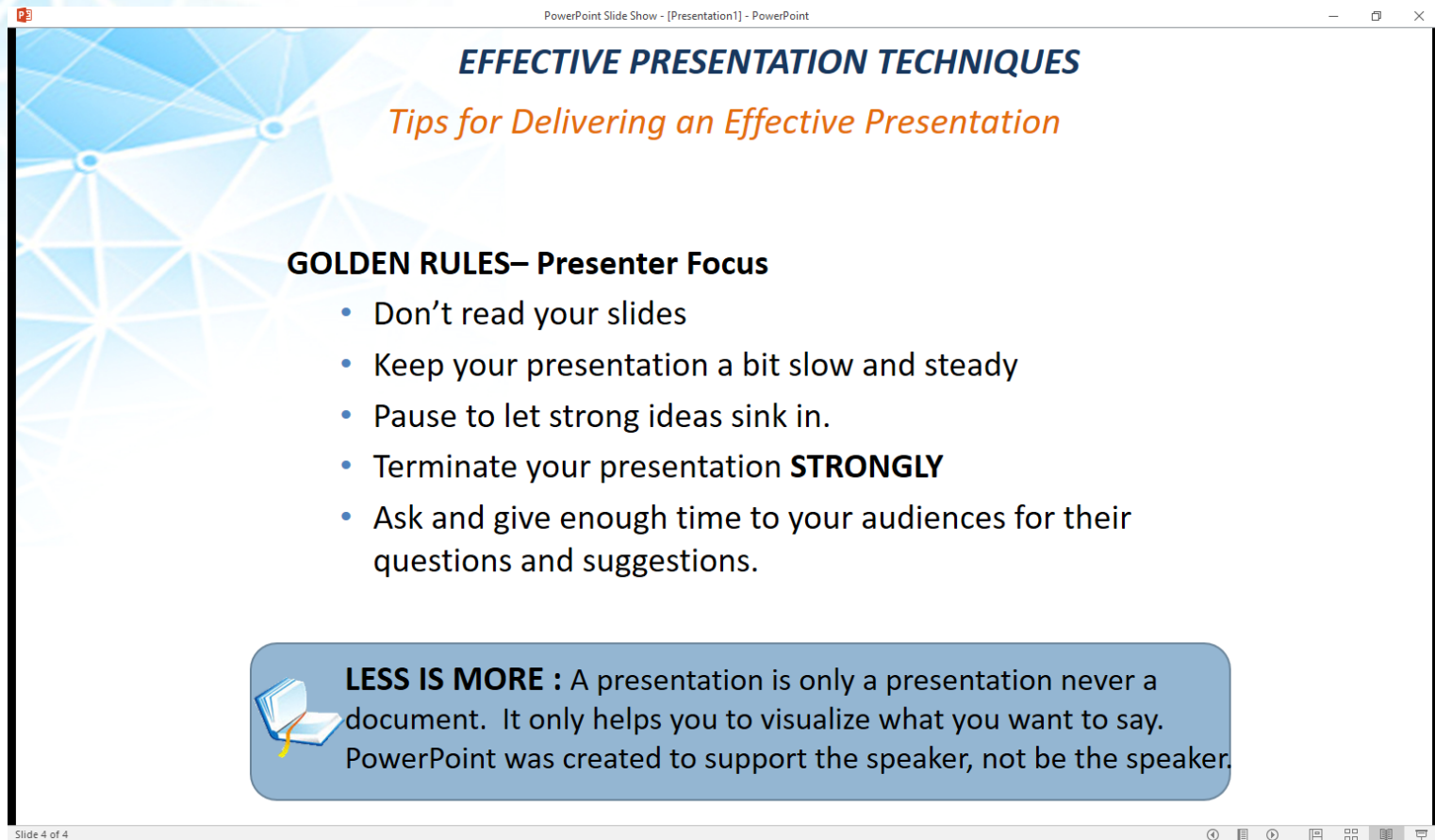


Your slide will look like this view.

CREATE A PRESENTATION

Powerpoint Views – Reading View

- To view your presentation as an electronic slide show use **Reading View**.



CREATE A PRESENTATION

Powerpoint Views – Slide Show View

To view your presentation as an electronic slide show you can do one of the followings:

1. Click **F5** Button
2. Click  Button
on **Zoom bar**
3. Slide Show Tab >>
From Beginning

EFFECTIVE PRESENTATION TECHNIQUES

Tips for Delivering an Effective Presentation

GOLDEN RULES– Presenter Focus

- Don't read your slides
- Keep your presentation a bit slow and steady
- Pause to let strong ideas sink in.
- Terminate your presentation **STRONGLY**
- Ask and give enough time to your audiences for their questions and suggestions.



LESS IS MORE : A presentation is only a presentation never a document. It only helps you to visualize what you want to say. PowerPoint was created to support the speaker, not be the speaker.

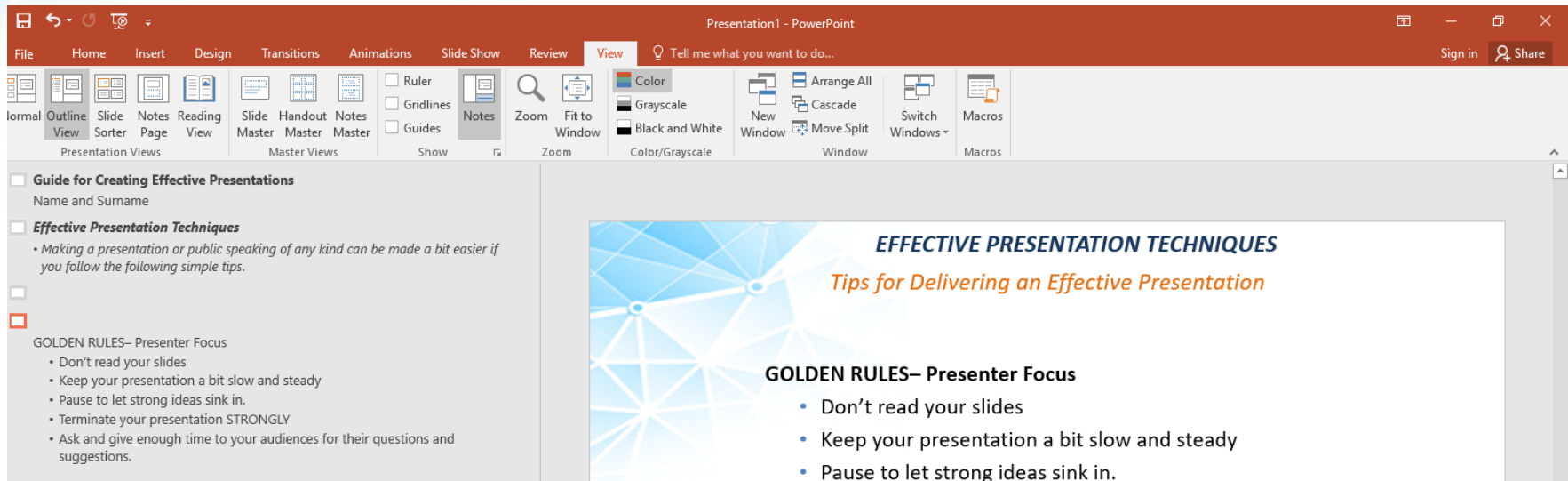


Slide Show View

CREATE A PRESENTATION

Outline View in Powerpoint

- Outline view in PowerPoint displays your presentation as an outline made up of the titles and main text from each slide.

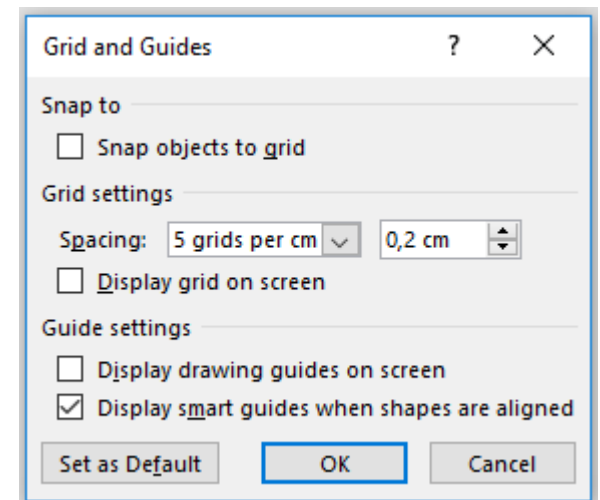
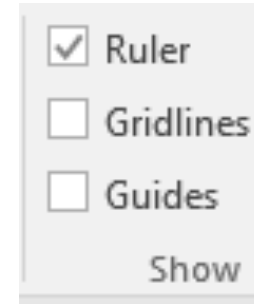


Accessing to Outline View

CREATE A PRESENTATION

Turn on / off Visual Guides

- **Gridlines** and **rulers** are used to measure and line up objects on a slide.
- To Show Gridlines, Rulers and Guides;
View Tab>> Show

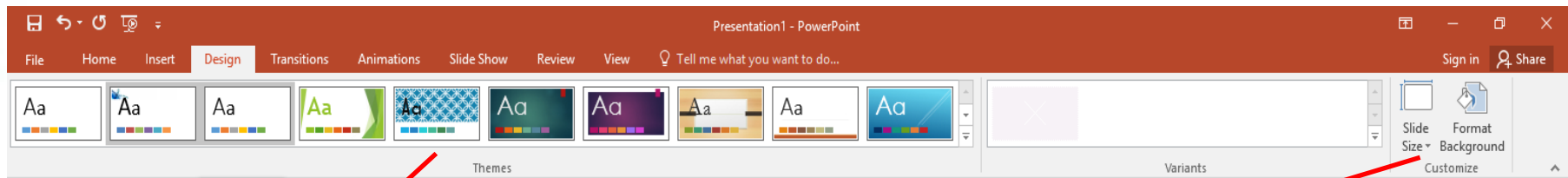


FORMAT A PRESENTATION

Format a Slide

From now on, we will deal with formatting a presentation.

- A presentation is always more effective when it is designed and formatted attractively.
- To format your presentation use **Design Tab**



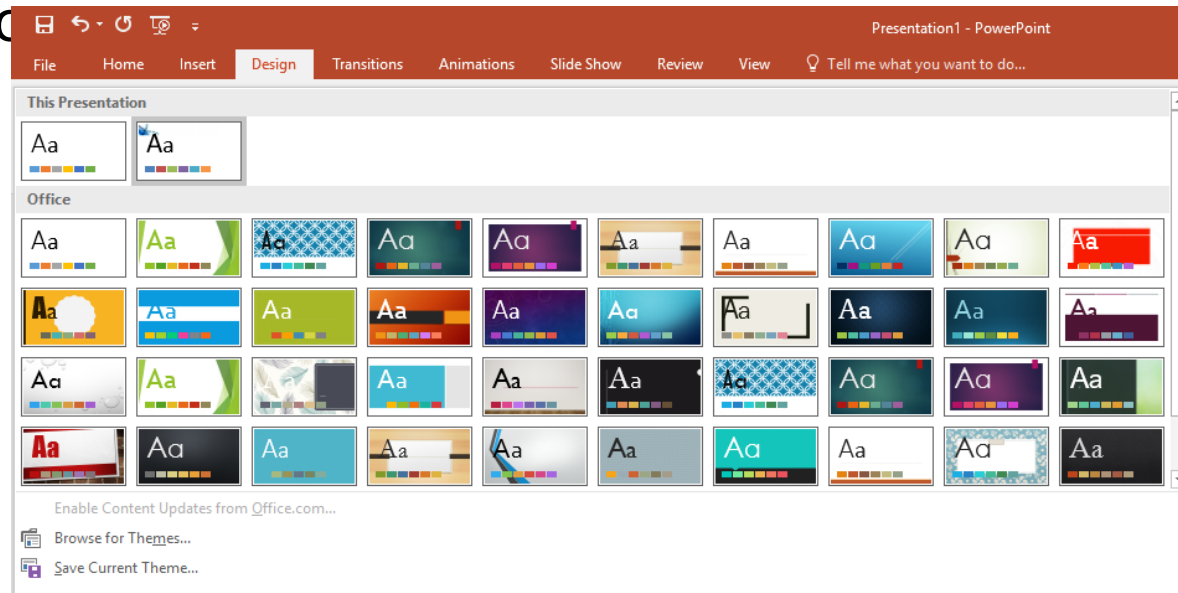
Themes Group
You can change presentation format

Background Group
You can change your slide background formats.

FORMAT A PRESENTATION

Change Slide Theme

- **To Change Design Theme;**
Design Tab >> Themes
- If you click **small arrow** at the More button of the **Themes group** at the right end side, you can see the menu given below. From this menu, you can apply built-in themes to your presentation



Slide Themes

FORMAT A PRESENTATION

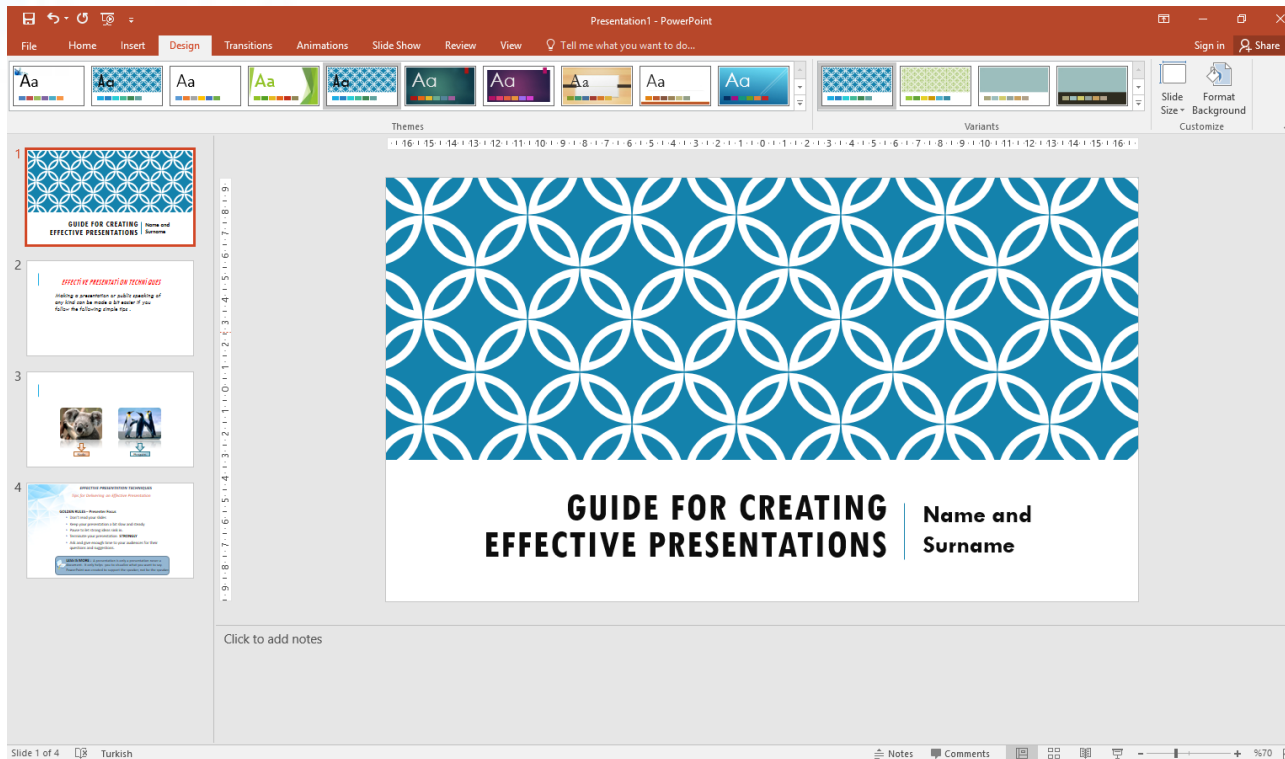
Change Slide Theme

- Move the cursor over the theme buttons to **preview** different themes on your current slide.
- **Click on any theme button to choose the theme**, which will be applied to all the slides in your presentation.
- In the Themes Group:
 - **Colors** -- Changes the color scheme of the current theme
 - **Fonts** -- Changes the font of the current theme
 - **Effects** -- Changes the effects of the current theme

FORMAT A PRESENTATION

Let's Try!

1. *Change the theme of your slides to Median. (hint: Below is an example of a slide in the Median theme.)*



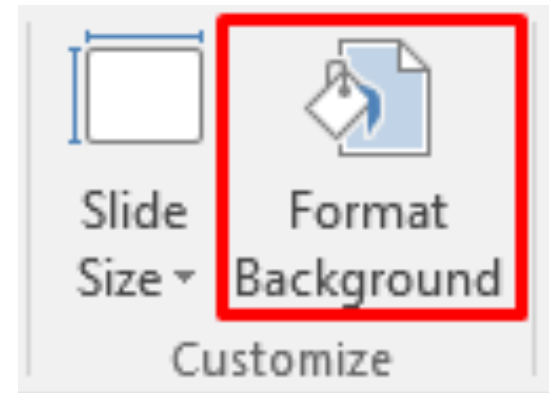
Slide Design : Median

FORMAT A PRESENTATION

Change Slide Background

- You can format slide background with respect to your styles by using background option.
- To change Background;

Design Tab >> Format Background



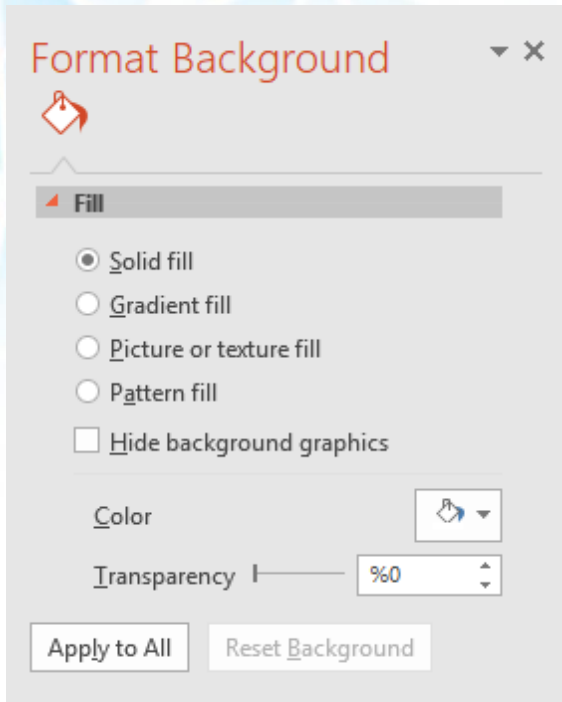
Change Background



NOTE: You can change your presentation's both slide background style, text style and other inserted objects styles.

FORMAT A PRESENTATION

Format Slide Background



Format Background

- **Format Background** button at the bottom enables you;
 - to set the color, solid or gradient, transparency or
 - to choose picture/texture fill.
- After changing your background
 - Click on **Close** button to apply changes only to the current slide
 - Click on **Apply to All** to apply changes to all slides.



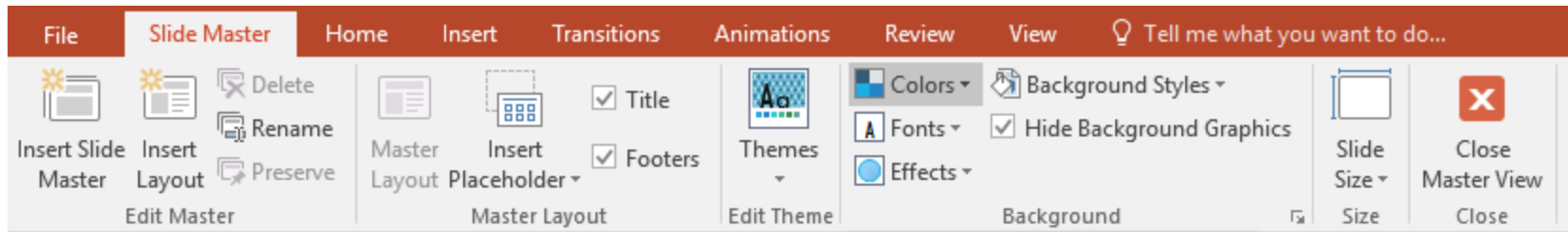
NOTE: You can **delete your background style** by clicking **Background Styles**, and then clicking **Reset Slide Background**.

FORMAT A PRESENTATION

Slide Master

Use **Slide Master** to

- make design changes affect each slide in your presentation.
- add a consistent look to your slides
- specify placeholder, text styles, backgrounds, theme colors, graphics, effects, and animations.



Slide Master

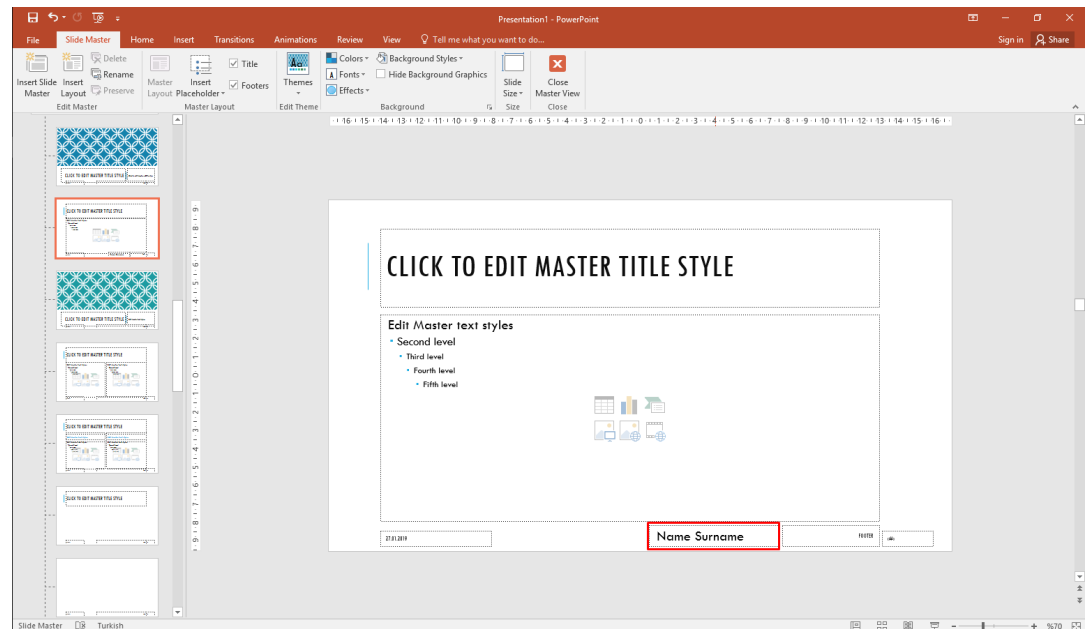
Open Slide Master: View Tab >> Master Views >> Slide Master. Slide Master Tab appears on the left-hand side of Home Tab

FORMAT A PRESENTATION

Let's Do It Together!

1. Open View Tab
2. Click **Slide Master** Button
3. Select “**Title and Content**” slide master.
4. Open **Insert** tab.
5. Insert a **Text Box** to the bottom of the page and type **your name and surname**.
6. Close slide master.

*At the end **your name and surname** appear in each slide.*

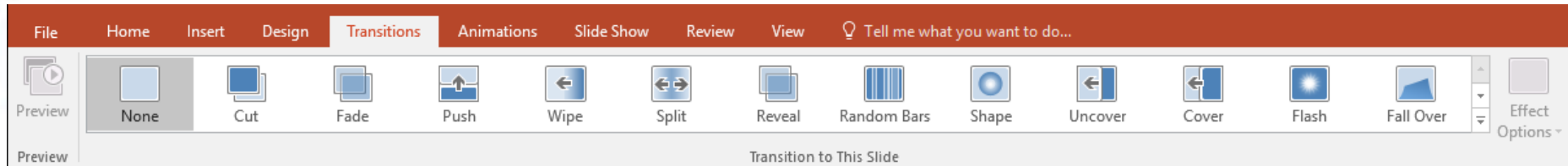


Sample

SLIDE TRANSITION

Add Transitions

- You can add, change, or remove transitions between slides.
- Slide transitions are motion effects that occur in Slide Show view when you move from one slide to the next during a presentation. You can control the speed of transition, add sound, and customize the properties of transition effects.

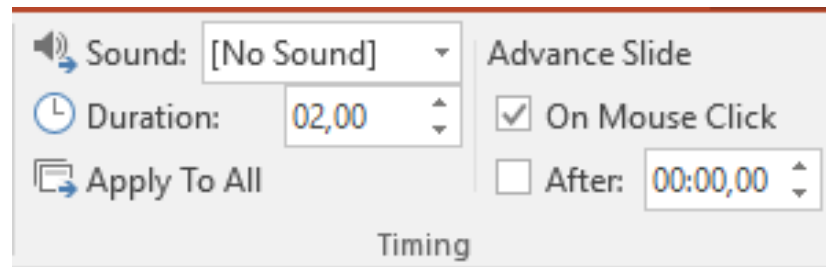


Slide Transition

SLIDE TRANSITION

Custom Transitions

- You can set the duration of the transition between the previous slide and the current slide. To do this:
 - On the **Transitions** tab, in the **Timing** group, in the **Duration** box, type or select the speed that you want.
 - You can add sound to slide transitions. On the **Transitions** tab, in the **Timing** group, click the arrow next to **Sound**, and then add a sound from the list or select **Other Sound** then click OK.



Custom Transition

ANIMATE A PRESENTATION

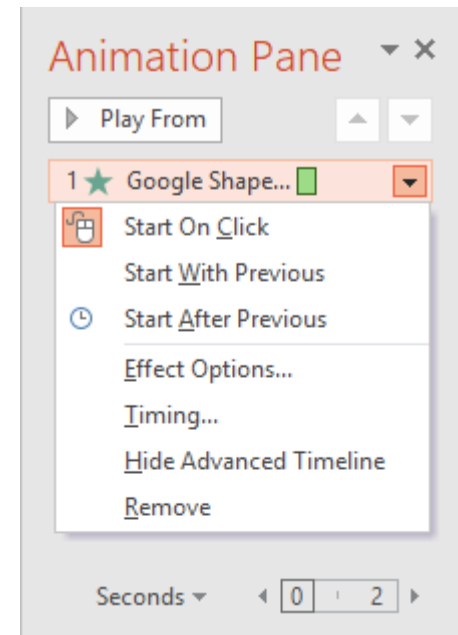
Add Animation

- Animate means “*Make or design in such a way as to create movement*”.
- You can **animate sounds, hyperlinks, text, graphics, diagrams, charts, and objects** to:
 - add interest to your presentation
 - focus on important points,
 - control the flow of information
- You can add a special visual or sound effect to text or an object. For example; text bullet points flying in from the left, hearing the sound of applause when a picture is uncovered.
- For doing all of these you will use ***Animations Tab***.

ANIMATE A PRESENTATION

Custom Your Animation

- **Animation pane:** enables you control how and when you want an item to appear during your presentation.
- To open;
Animations Tab >> Advanced Animation >> Animation Pane
- **Custom Animation panel** appears on the right-hand side of the current slide.

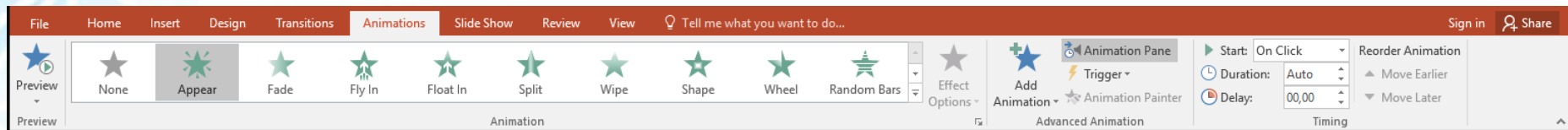


Animation Pane

ANIMATE A PRESENTATION

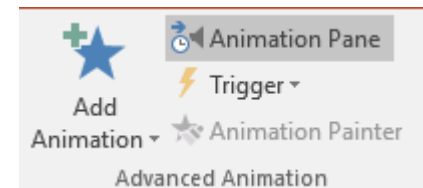
Let's Try!

1. Open **Transitions** Tab.
2. Insert transition to your slides (You can choose any transition)
3. Apply to all slides by pressing “**Apply To All**” button.



Slide Transition

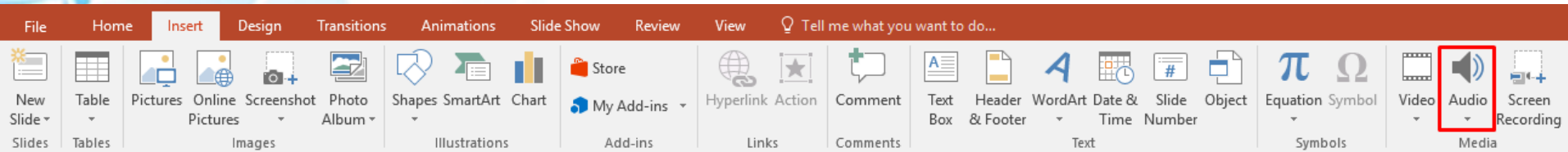
4. Insert a blank slide.
5. Insert any picture from file, and select the picture.
6. Open **Animations** Tab.
7. In the Advanced Animation Group, click Animation Pane.
8. Animation pane opens.
9. By using this panel Add Effect to your picture. Change properties.



Animation

ADD MULTIMEDIA

Add Audio



Add Audio

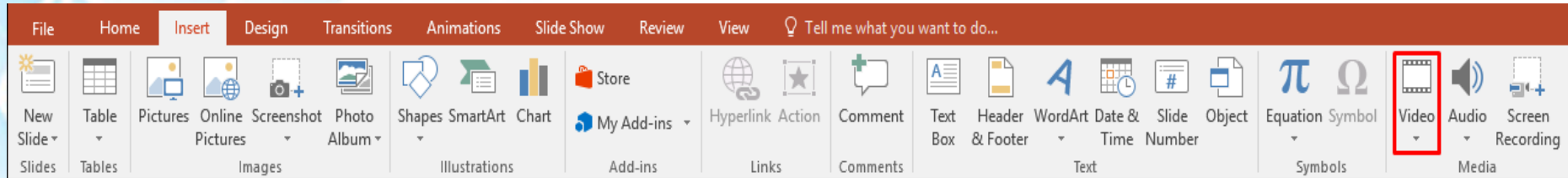
To add audio;

Insert Tab >> Media Group >> Audio

- On the **Insert tab**, in the **Media** group, click the arrow under **Audio** to add a sound.
- When you insert an audio on a slide, an icon  that represents the audio file appears.
- To play the audio while giving your presentation, you can set the audio to:
 - start automatically when the slide is displayed,
 - start automatically but with a time delay,
 - play as part of an animation sequence.
- You can also play music from a CD to your presentation.

ADD MULTIMEDIA

Add Video



Add Video

To add video:

- In Normal view, click the slide that you want to add a movie or animated GIF file.
- On the **Insert** tab, in the **Media** group, click the arrow under **Video**.
- Click **Video from File**, locate the folder that contains the file, and then double-click the file that you want to add.

Or

- Click **Clip Art Video**, scroll to find the clip that you want in the **Clip Art pane** and then click it to add it to the slide.

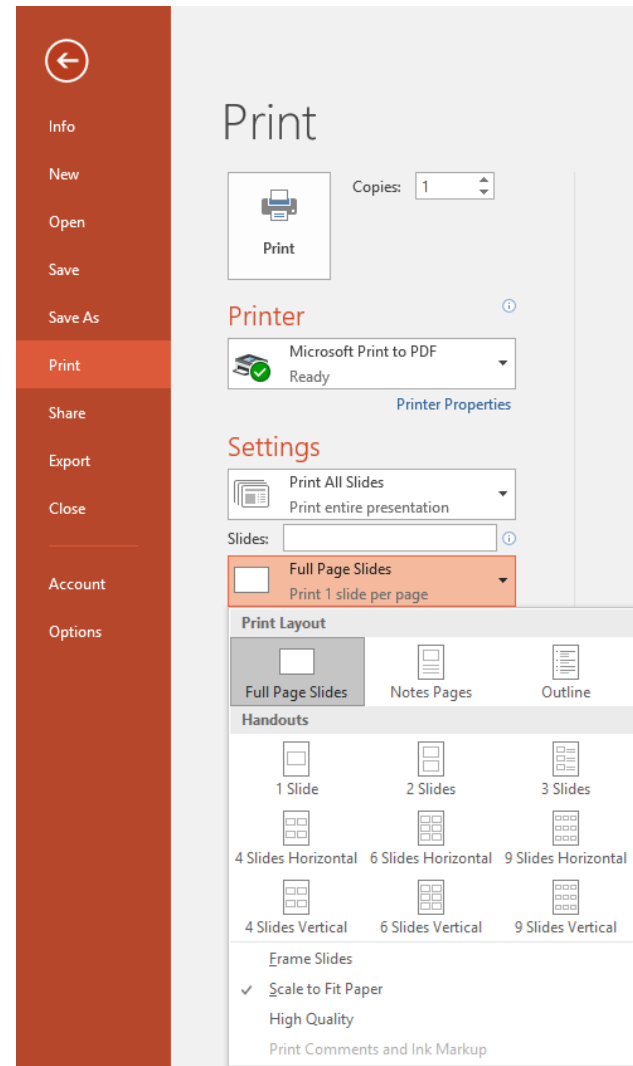
DELIVER YOUR PRESENTATION

Printing Slide

To Print Slides;
Click the **File** tab, click **Print**.

In drop down menu, you can select your print option. In this drop down menu there exist 4 selections:

- ***Full Page Slides***
- ***Notes Pages***
- ***Outline***
- ***Handouts***



Print Dialog Box

DELIVER YOUR PRESENTATION

Creating Video of Your Presentation

The presentation can be saved as a video (WMV format).

The screenshot shows the 'Export' menu in Microsoft PowerPoint. The left sidebar contains the following options: Info, New, Open, Save, Save As, Print, Share, Export (highlighted), Close, Account, and Options. The main area is titled 'Export' and lists several options: 'Create PDF/XPS Document', 'Create a Video' (highlighted with an orange background), 'Package Presentation for CD', 'Create Handouts', and 'Change File Type'. The 'Create a Video' section on the right provides instructions: 'Save your presentation as a video that you can burn to a disc, upload to the web, or email'. It includes two bullet points: 'Incorporates all recorded timings, narrations, and laser pointer gestures' and 'Preserves animations, transitions, and media'. A link with a question mark icon says 'Get help burning your slide show video to DVD or uploading it to the web'. Below this are two dropdown menus: 'Presentation Quality' set to 'Largest file size and highest quality (1920 x 1080)' and 'Don't Use Recorded Timings and Narrations' set to 'No timings or narrations have been recorded'. A 'Seconds spent on each slide' field is set to '05,00'. At the bottom is a 'Create Video' button with a filmstrip icon.

Presentation1 - PowerPoint

Export

- Create PDF/XPS Document
- Create a Video**
- Package Presentation for CD
- Create Handouts
- Change File Type

Create a Video

Save your presentation as a video that you can burn to a disc, upload to the web, or email

- Incorporates all recorded timings, narrations, and laser pointer gestures
- Preserves animations, transitions, and media

[? Get help burning your slide show video to DVD or uploading it to the web](#)

Presentation Quality
Largest file size and highest quality (1920 x 1080)

Don't Use Recorded Timings and Narrations
No timings or narrations have been recorded

Seconds spent on each slide: 05,00

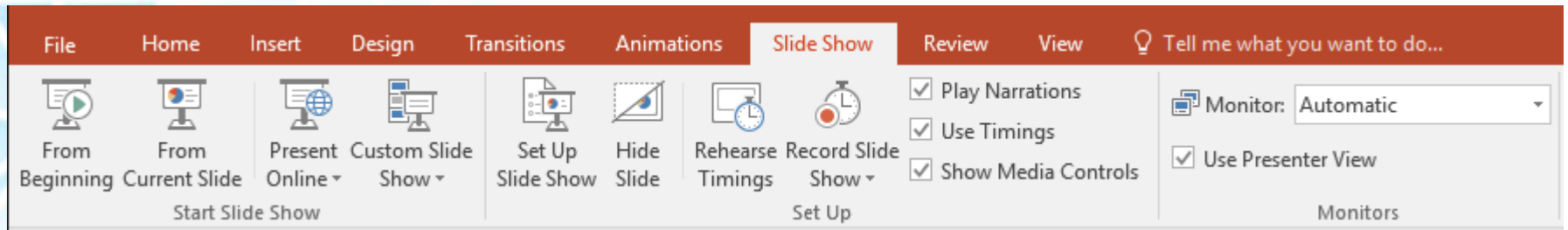
Create Video

Creating Video

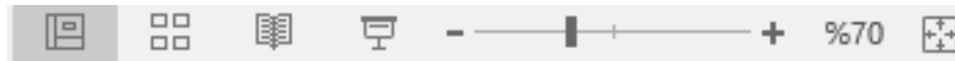
DELIVER YOUR PRESENTATION

Present Slide Show

You can start your slide show both from the beginning or from the current slide. By using the **Slide Show tab**, **Start Slide Show group**.



Slide Show Tab



Slide View and Zoom Tools

Slide View and Zoom Tool placed at the very right and bottom of the page.

In Slide View and Zoom Tool, you can change your slide view by slide show view, slide sorted view, normal view, and reading view.

Besides with the help of this tool, you can change your slide's zooming feature.

DELIVER YOUR PRESENTATION

Write on Slide During the Presentation

You can circle, underline, draw arrows, or make other marks on the slides to emphasize a point or show connections.

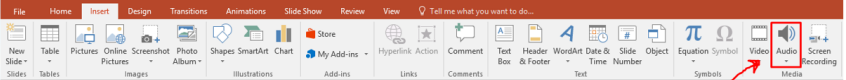
To write on slides during your slide show, do the followings:

1. In **Slide Show** view, right-click the slide that you want to write on,
2. Point to **Pointer Options**, and then click a pen or highlighter option.

Hold down the left mouse button and drag to write or draw on your slides.

ADD MULTIMEDIA

Add Audio



To add audio;
Insert Tab >> Media Group >> Audio

- On the **Insert** tab, in the **Media** group, click the arrow under **Audio** to add audio.
- When you insert an audio on a slide, an icon  that represents the audio appears.
- To play the audio while giving your presentation, you can set the audio options:
 - start automatically when the slide is displayed,
 - start automatically but with a time delay,
 - play as part of an animation sequence.
- You can also play music from a CD to your presentation.

Pointer Options

- Next
- Previous
- Last Viewed
- See All Slides
- Zoom In
- Custom Show
- Show Presenter View
- Screen
- Pointer Options
 - Laser Pointer
 - Pen
 - Highlighter
 - Ink Color
 - Erase
 - Erase All Ink on Slide
 - Arrow Options
- Help
- Pause
- End Show

Write to Your Slides

DELIVER YOUR PRESENTATION

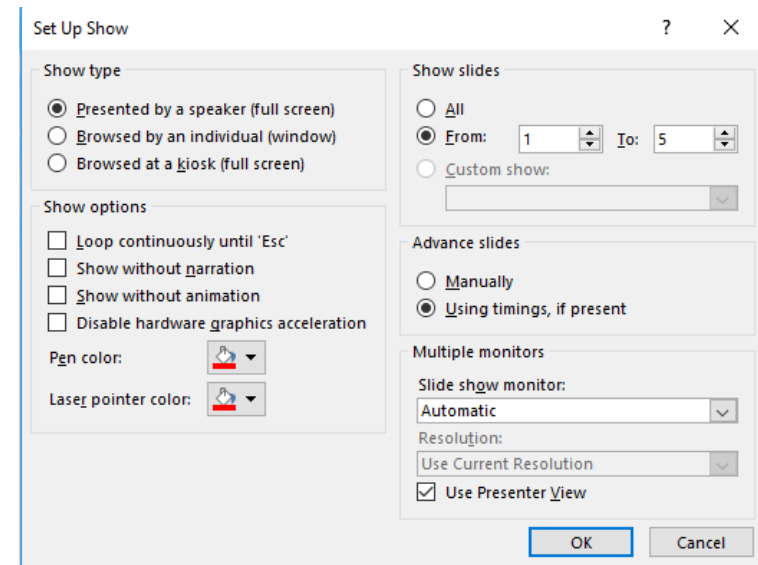
Deliver a Presentation On Multiple Monitors etc.

You can run your Microsoft Office PowerPoint presentation from one monitor (at a stage for example) while your audience views it on a second monitor differently.

To achieve this do the following:

After you set up your monitors, open the presentation that you want to deliver, and then do the followings:

1. On the **Slide Show** tab, in the **Set Up** group, click **Set Up Slide Show**.
2. In the **Set Up Show** dialog box, choose the options that you want, and then click **OK**.
3. To begin delivering your presentation, on the **Slide Show** tab, in the **Start Slide Show** group, click **From Beginning** or press F5.



Set Up Show

NEXT-GEN PRESENTATION TECHNOLOGY

AI Layouts & Audience Interaction

Power Point Designer:

- **AI Automated Slide Design:** Transforms raw text into professional layouts instantly
- **Smart Features:**
 - *Layout Suggestions:* Generates dynamic design templates.
 - *Visual Matching:* Auto-pairs keywords with smart icons/graphics.
 - *Brand Themes:* Applies coherent color palettes in one click.

AI Swarm Agents:

- Orchestrates multiple AI agents to manage complex data at scale.
- **Core Capabilities:**
 - *Task Orchestration:* Runs parallel research workflows simultaneously
 - *Data Synthesis:* Merges information from multiple sources in real time.
 - *Deep Research:* Automates exhaustive literature mapping & insights.



**METU
ODTÜ**



TEST YOURSELF

REFERENCES

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- Effective Presentation Techniques, <http://www.ncsl.org/legislators-staff/legislative-staff/legislative-staff-coordinating-committee/tips-for-making-effective-powerpoint-presentations.aspx>, Last visited: January 2019.