Giving a PowerPoint Presentation

Getting Started

The initial screen that appears when PowerPoint starts is the "PowerPoint" dialog box.

Choose “OPEN AN EXISTING SLIDE SHOW,” and then CLICK on the PowerPoint Presentation you wish to use.

The Microsoft PowerPoint window is similar to the Microsoft Word window. Like Word, it has, from top to bottom, a Title bar, a Menu bar, a Standard toolbar, and a Formatting toolbar displaying above the main document window. While some are the same, many of the buttons and menu items are different from those in the Word program.

5 Different Views

When working with or creating PowerPoint presentations, you have five different “views” to choose from. They are:

1. NORMAL VIEW
2. OUTLINE VIEW
3. SLIDE VIEW
4. SLIDE SORTER VIEW
5. SLIDE SHOW

The different views can be accessed by clicking on the tiny icons located on the left side of the horizontal scroll bar near the bottom of the screen or by CLICKING on VIEW on the Menu bar at the top of the screen.

Normal View lets you see each slide with the program’s outline and notes on a single page.

Outline View lets you focus on the text for your slides.

Slide View lets you see each slide, one at a time. The Slide view shows placeholders for parts of the slide, even though they will not appear when the slide show is played.

Slide Sorter View lets you see all slides, and disable any that you do not want for your show. This is helpful if you have to fit the presentation into a shorter time frame, or there are parts that you do not want to cover.
**Slide Show** is the view that you will use when you wish to start the PowerPoint presentation. You can access the Slide Show view, or the start-up of the presentation, in three ways:

1. Click on the tiny icon on the horizontal bar at the bottom of the screen
2. Select SLIDE SHOW from the VIEW Icon on the Menu bar at the top of the screen.
3. Select VIEW SHOW from the Slide Show Icon on the Menu bar at the top of the screen.

Each of these methods will bring up the first slide in a full screen view.

**Stopping the Show**

You can stop the slide show at any time by hitting the ESC button on your keyboard.

**Printing Options:**

**What Can Be Printed?**

A variety of items can be printed through PowerPoint:

**Slides (with animations)**

For slides with a build effect turned on, adds a bulleted item (beginning with the slide title) on each subsequent page until the entire slide is printed. Briefly, that is the technique of "building" a slide by displaying one bulleted item at a time, rather than all of the bullets at once.

**Slides (without animations)**

Prints one slide per page, with all the bulleted items present, even if a build effect is in place. This is the default setting.

**Handouts (2, 3 or 6 slides per page)**

Prints "thumbnail" or smaller versions of the slides with multiple slides per page. You may select the number of slides per page; choices are 2, 3, and 6 slides per page.

**Notes Pages**

Prints the Notes Pages to be used as speaker notes, or as a reference for the audience.

**Outline View**

Prints an outline just as it appears on your screen.

The option you select when printing depends on your situation and preference.

**Printing Basics**

Bring up the "Print" dialog box by selecting FILE on the menu bar, then Print.

Clicking the [Print] button on the standard toolbar prints the entire presentation using the most recent print settings, without taking you to the "Print" dialog box first.

There are many options in the "Print" dialog box.

The "Printer" box lets you select from the various printers installed for your computer.

The "Print Range" section allows you to:

a) print all of the slides in your presentation (default),

b) just the current slide, or

c) a specific range of slides.

For a range of slides, use a ",," separator to specify individual slides, and a "-" separator to indicate a range of slides.
If you have selected slides in the Slide Sorter View, you may also indicate that you wish to print this selection.

The third box—"Copies"—allows you to indicate the number of copies, and for multiple copies, if they should be collated.

At the bottom of the "Print" dialog box you can select what it is you wish to print from the "Print what:" drop-down box. This is where you choose to print slides, handouts, or notes pages.

If you check the "Black & White" option, then of the slides in the presentation will be printed in black ink on a white background. If you have a color printer, this is a quick way to print a draft copy of your presentation.

The "Scale to Fit Paper" option automatically sizes slides to fit the paper loaded in the printer, and the "Frame Slides" option adds a thin frame around the border of everything except the Outline View.

If you have created a presentation with hidden slides, an option to "Print Hidden Slides" will also appear.

## Changing Slide Color

PowerPoint offers many options for slide color schemes. It may be important to adjust the color schemes because colors sometimes appear differently than expected due to differences in projectors used.

Select FORMAT, Slide Color Scheme (or Background) to work with the "Color Scheme" dialog box. Go to More Colors where you will find the Standard and Custom tab. The Standard tab will offer several preset color schemes, based on the colors being used for the background template, but under the Custom tab anything goes! Here you are able to identify what the color should be for each element on the slide.

Like the dialog box for custom backgrounds, you are able to preview your work, and then decide whether to apply the results to the current slide or all slides in the presentation.

If you come up with a custom color scheme that you really like, you can even save it as a standard scheme so that it will appear under the Standard tab for use another time.