PowerPoint

Creating Presentations

Microsoft Office 2016

PowerPoint 2016

Contents:

If you have any comments or queries, please contact the ICT Skills tutor within your Learning Development Centre.

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When you have completed these notes you will be able to:
- **Open and close the PowerPoint application**
- **Prepare a PowerPoint presentation**
- **Add slides, delete and hide slides**
- **Select appropriate slide layouts and enter text, bullets and pictures**
- **Insert SmartArt and Tables**
- **Create hyperlinks in slides**
- **Add transition and timing to slides**
- **Use animation and sound in slides**
- **Save and Run a PowerPoint presentation**
- **Produce audience handouts and add speaker notes**

As a student, or in work, you may be asked to create a presentation on a certain subject. You can use a computer to help you do this. One application used for this is **Microsoft PowerPoint,** which is part of the **Microsoft Office** suite of applications. The following notes will describe how to work with **PowerPoint** and will introduce some of the most useful features of the **PowerPoint** application.

When/if things go wrong

Remember that when/if an error occurs try the following to rectify the situation. Click on the **Undo** icon 🔄 from the **Quick Access** toolbar.

Using Help

If there is a command or feature of Excel you would like to use but do not know how, use the help facility within the software. This provides instructions on using all features of the software. To use **Help** simply click on the **Tell me what you want to do** entry field, **Figure 1**, in the middle of the ribbon. Some help options will be provided, or choose the **Get Help** option from the menu to type a phrase to search by in the search box.

Tell me what you want to do **Help** text entry field
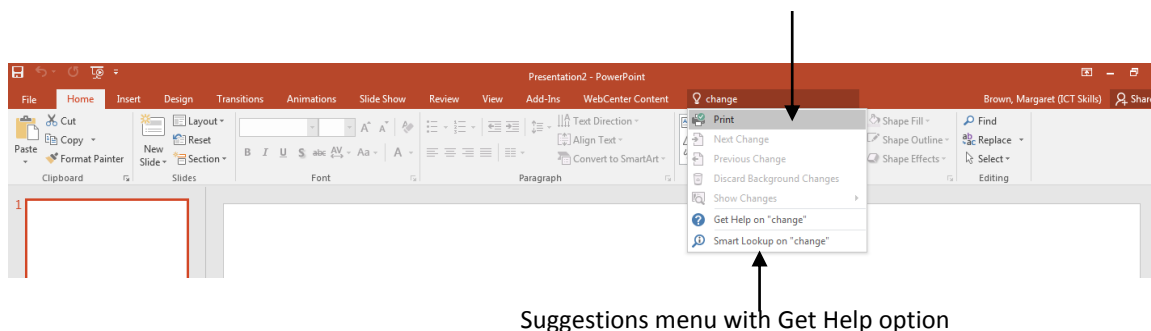

Suggestions menu with Get Help option

Figure 1: Tell me what you want to do **Help** text entry field

Note: **This icon denotes important information – read it carefully.**

Tasks: **This icon denotes a task which should be carried out to help you practice the skills.**

Preparing a Presentation

Before making a presentation you should plan what you want to say and how you want to say it.

1. Consider the audience; the level of the presentation must be appropriate. If in the audience there are likely to be people from different backgrounds, with varying experience and knowledge, it is advisable to direct the presentation towards those with the least knowledge. More advanced issues can be addressed briefly towards the end of the presentation.

2. Plan the length of your presentation. For many presentations a target time of 5-10 minutes is appropriate.

3. Gather the material for the body of the presentation.

4. Once the material has been gathered the order and form of the presentation must be considered. The basic format is:

Title – The first slide of the presentation should introduce the title/subject of the presentation and the speaker.

Introduction - The introduction should inform the audience of the objective of the presentation and the topics it will cover.

Body - The material should be presented in a logical sequence. A limited number of main points and related sub points should be introduced (generally 3 - 5 main points each with a normal maximum of 5 sub points).

Conclusion - The conclusion summarises the main issues and highlights the main thoughts you wish to leave with your audience.

Starting PowerPoint and Creating a Presentation

The following notes will guide you through the creation, saving and running of a PowerPoint presentation. Work should be saved regularly as you build the presentation.

PowerPoint is opened from the **Start** menu (displayed on the taskbar at the bottom left of the screen). After clicking the **Start** button, select **All Programs**, **Microsoft Office** and **Microsoft PowerPoint 2016**. This should open and display different PowerPoint templates to choose from, **Figure 2**. Choose the **Blank Template** option, to open a presentation, **Figure 3**.
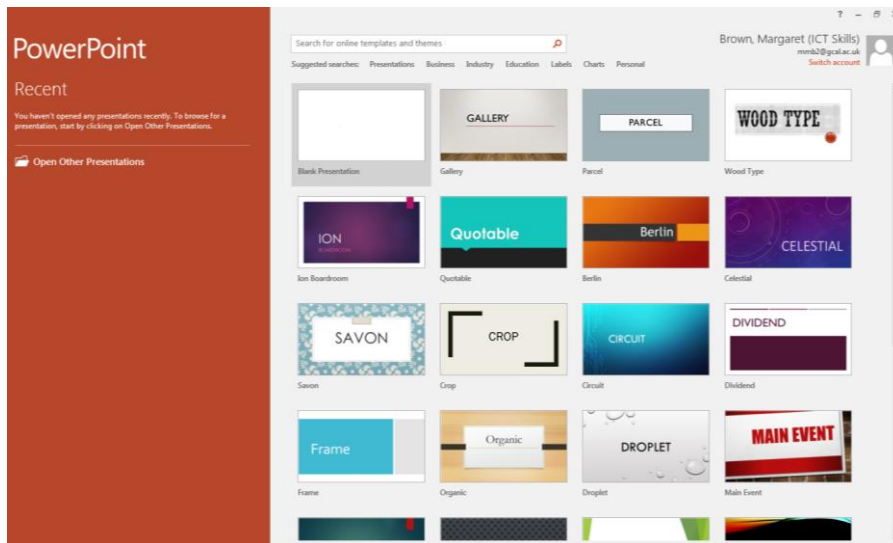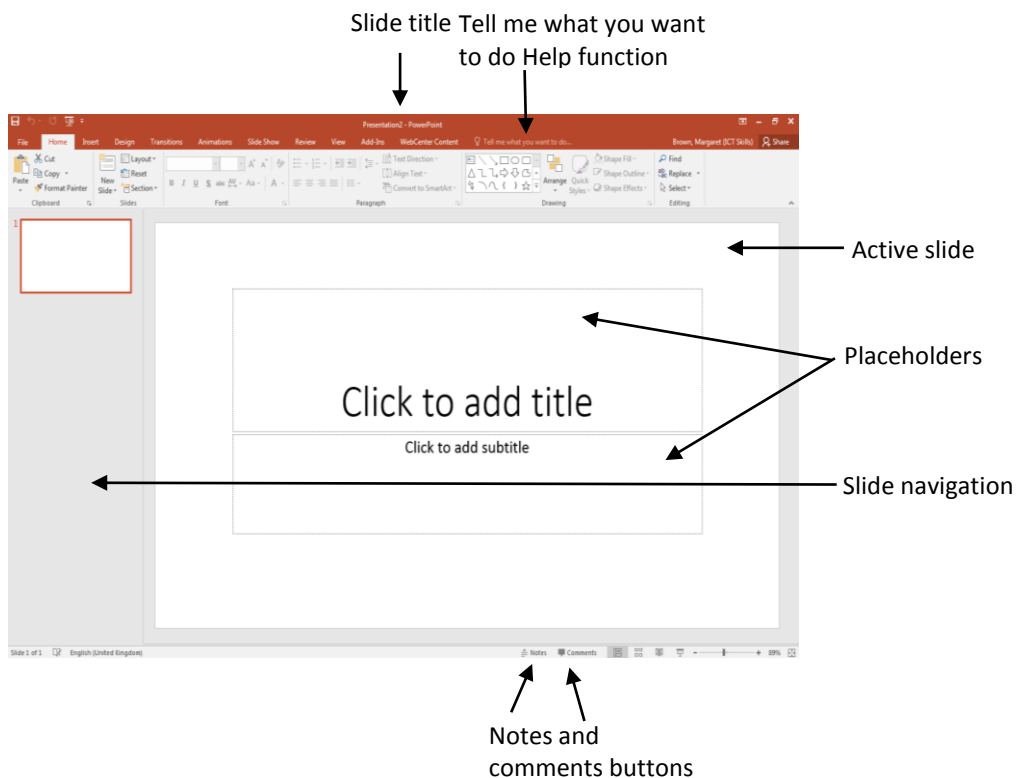

Figure 2: PowerPoint template screen

Figure 3: The PowerPoint Title slide screen

This first slide is the Title slide for the presentation. You can enter text by pointing and clicking in the placeholders provided for entering the Title and the Subtitle. Click in the first placeholder area (e.g. the title box) and enter the required text. Then, click in the next placeholder area (e.g. the subtitle box) and enter text. Normally in the subtitle placeholder the name of the author/presenter is given.

Task 1

Start **PowerPoint,** opening a new Presentation. When the first, (Title) slide appears click in the title area and enter:

IT Help and Support at GCU

Enter your name and course as the subtitle.

Note: Default font sizes/types are the most appropriate. However, font size/type can be changed to suit the text being entered using the same techniques as in **Microsoft Word.** It is better to leave the formatting as it is set by default and if required change after the desired Slide Theme has been applied.

Creating New Slides and Changing Layout

Before creating a new slide careful consideration should be given to the information which is to be included on the slide. To create the next slide, go to the **New Slide** command in the **Slides** group of the **Home** tab. The **New Slide** command provides two options:

- Click on the top half of the command for a new slide to be displayed with a layout that the computer chooses as probably the one that is needed.

- Click on the bottom half of the command for the **New Slide** Layout gallery to be displayed. This gallery provides previews of different layout options. To use any of the layouts for the new slide just click on it.

You can also change the layout of an existing slide(s) using the **Layout** command in the **Slides** group of the **Home** tab. Select the slide you wish to change and click the **Layout** command, the **Layout** gallery will be displayed with previews of different layout options. Choose the one you wish by clicking on it. The selected layout will now be applied to the slide rearranging any data already there to fit.

Inserting Bullets on Slides

To enter bullet points on a slide, firstly choose an appropriate slide layout from the gallery as mentioned above. Once you have entered the first bullet point, press the **ENTER** key ↵ and you are able to enter further bullet points. If lower level bullet points are required (i.e. a sub-list of further indented bullets), press the **Increase List Level** icon in the **Home** tab, **Paragraph** group or click on the Tab key ⇆ and a secondary level bullet will appear against which text may be entered. If you want to return to the higher level bullets click on the **Decrease List Level** icon , or hold down the **Shift** key ⇧ and

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Tab key ⇆ simultaneously. To change the type of bullets displayed go to the **Home** tab, **Paragraph** group and click on the downward arrow ▼ next to the **Bullets** command ⁝≡ ▾ . A Gallery with most commonly used bullet styles will appear and you can choose from those or click on the **Bullets and Numbering** option from the bottom of the gallery to open the **Bullets and Numbering** dialogue box for a more comprehensive list of bullets and numbering options.

Task 2

Create a new slide after the Title slide, and choose an appropriate layout.

Type in the title section: **Overview of IT Help**

Click in the content section and enter the following text:

- **IT Helpdesk**
- **Computer Stuff FAQ's on the web**
- **The Campus Life Desk**

Task 3

Create another slide, choose an appropriate slide layout and enter the following details:

Ways to contact IT
- **Email**
  - **Use your University email account for easy identification and response**
- **Phone**
- **My Service**

Save the presentation.

Saving/Closing/Opening a Presentation

To save the presentation for the first time, click on the **File** tab and click on **Save As** from the menu**.** The **Save As** dialogue box will appear. In University select your user workspace (**H:** drive) or save to a USB pen and give the file a suitable name. Once the file has been saved it can be re-saved by clicking on the **Save** icon 🖫 from the Quick Access Toolar or choosing **Save** from the **File** tab.

The file can also be saved in different formats by clicking on the **Save as type** option, **Figure 4** and choosing the type from the drop-down list that will be displayed:

- A PowerPoint Presentation. This format (PowerPoint Presentation *.pptx) allows you to save a compact file that can save any new features used and can be opened and edited using Microsoft PowerPoint 2007 and 2010 and 2016.

- A PowerPoint Show. This format (PowerPoint Show *.ppsx) allows you to save the file as a Slide Show that will automatically start the slide show when you double click on its PowerPoint Show file icon .

- A PowerPoint 97 – 2003 presentation. This format allows you to save the file as a PowerPoint 97-2003 Presentation (*.ppt). This option allows you to save the presentation in an older version of PowerPoint. This may be useful if you are sharing the file and do not know which version of the application others have. However, if you save as this format you may not be allowed to use some of the new features of PowerPoint as they are not compatible with the older versions.
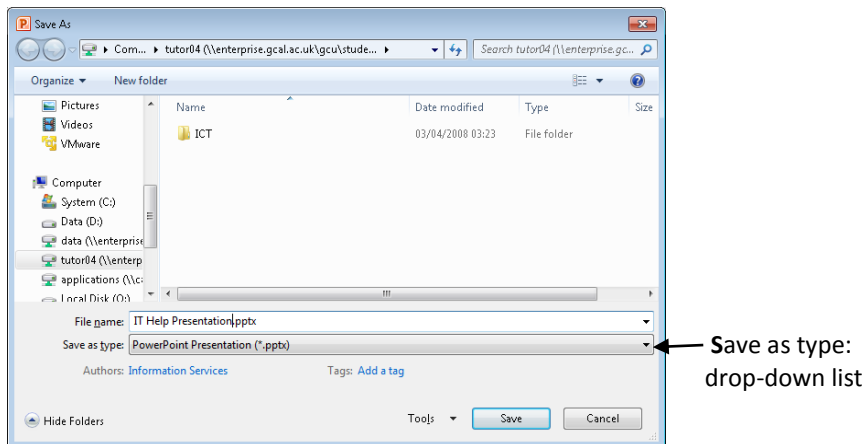

Figure 4: Save As dialogue box with Save as type: drop-down list

To close your presentation click on the **Close** command at the top right hand corner of the application. If you have not saved your presentation recently you will be prompted to do so.

Task 4

Save your file as a PowerPoint Presentation (*.pptx) in the appropriate drive, giving it the name **IT Help Presentation**. Close the presentation.

To open a previously saved presentation, start PowerPoint from the **Start** menu. When PowerPoint opens a new blank presentation will be displayed. Click on the **File** tab and a menu will be displayed. Choose **Open** and the **Open** dialogue box will open. Navigate to the presentation you wish to open and either double click on the name to open it or single click on the name and click on the **Open** button at the bottom of the dialogue box.

Inserting Graphics into a Slide

When including pictures or graphics in slides they can be added in a placeholder on a slide that has an appropriate layout chosen to accommodate the graphic. The graphic can also be added later to an existing slide that does not have an allocated space (placeholder) for it.

To create a new slide with a picture/graphic, click the bottom half of the **New Slide** command, and choose an appropriate slide layout which will have a placeholder to allow the automatic insertion of a picture/graphic (wherever you see the icons shown in **Figure 5**). Within the slide, click on the icon representing the relevant type of picture/graphic

required i.e., table, chart, Smart Art graphic, Picture, or media clip. Each option will take you to a dialogue box or pane with further instructions.

Figure 5: Insert Graphics icons from the Content placeholder

Note: You can identify what each icon represents by resting the mouse on it.

Moving and/or resizing pictures/graphics is carried out in the same way as in **Microsoft Word** i.e. make sure the picture/graphic is selected, hold down the mouse button on the picture and drag it to the required position or select and drag on a handle in the corner of the picture to resize as required.

Adding graphics to an existing slide

To add a graphic to an **existing slide** select the slide by clicking on it from the Slides Pane on the left hand side of the screen, then from the **Insert** tab choose the relevant type of graphic/picture/table required.

Task 5

Open the presentation. Go to the last slide and insert a new slide. Choose a layout that will allow you to have a separate area for text on the left and graphics on the right. Enter the following:

Computer Stuff FAQ Topics
- **Printing**
- **Email**
- **Labs**
  - **Including location and opening hours**
- **Saving your work**
  - **Including USB flash drive**
- **Audio Visual Services**
- **Eduroam**

Go back to the Title slide and insert a picture beside your name.

Note: The 2016 version of MS office no longer includes ClipArt. To insert pictures use the Picture or Online Picture command. The Online Picture command takes you to Bing to search for pictures by topic. These images have Creative Commons licences which should be attributed if required.

Inserting SmartArt Graphic

You can create simple diagrams within a PowerPoint slide (like relationship, matrix, pyramid). To do this choose a suitable slide layout when creating your new slide by clicking on the bottom half of the **New Slide** command on the **Home** tab, **Slides** group. You will see the content placeholder with 6 icons in the middle of the slide area as in **Figure 5**.

Click on the **Insert SmartArt Graphic** icon, the **Choose a SmartArt Graphic** dialogue box will open, **Figure 6**. This dialogue box is split into three sections. The left section lists the diagram category types. The middle section gives previews of diagram types and the right section gives in depth information on whichever diagram is selected. Once you have previewed the diagrams and chosen a suitable one, select it and click the **OK** button.
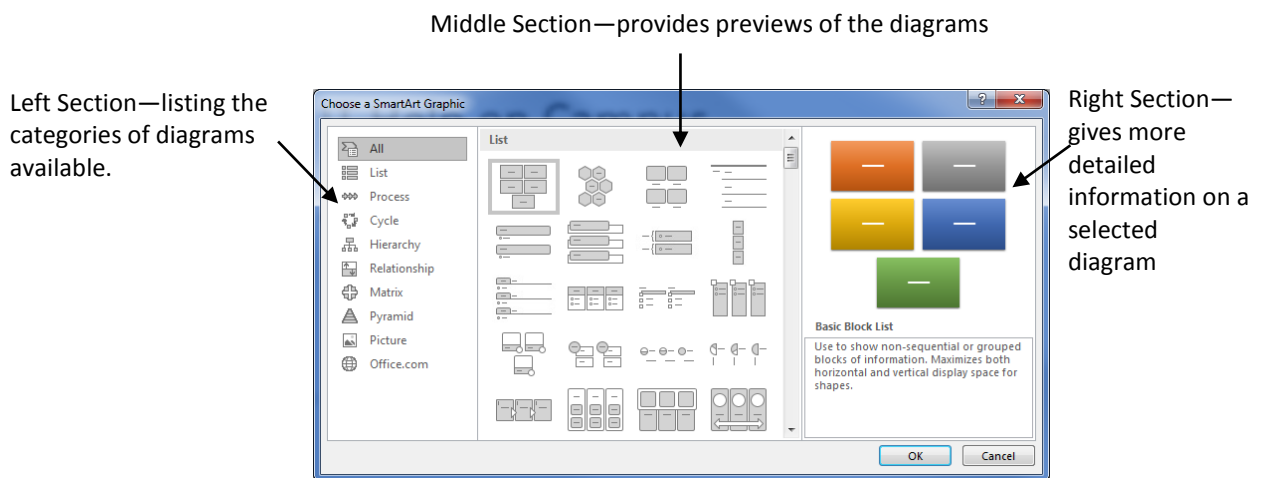

Figure 6: SmartArt Graphic dialogue box

Task 6

Insert a new slide at the end of the presentation. Choose a layout that will allow you to put a SmartArt Graphic on the slide. Type the following text in the Title placeholder:

IT Help on Campus

Insert a Relationship SmartArt Graphic on the slide that will look like the one shown below.

An outline of the diagram will appear with a **Text** pane on the left side. The **SmartArt Tools - Design** tab will also be showing, **Figure 7**.

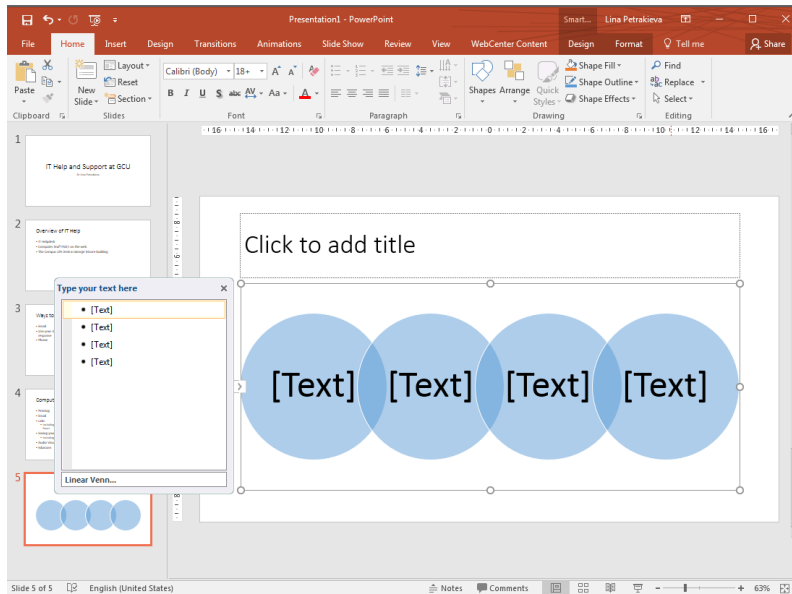**Figure 7:** SmartArt Tools - Design tab, SmartArt graphic and the Text pane

 Note: If you cannot see the Text pane, click on ▸◂ arrows at the left hand side of the SmartArt area.

There are two main ways to enter text:

- By clicking on the SmartArt Graphic directly on the slide and entering the text you wish.
- By using the Text pane which has opened on the left hand side of the SmartArt Graphic. You can type the text which should appear in the diagram, **Figure 7**. It is organised in bullets.

Depending on the type of diagram used you can add more bullets and/or more levels. To add more bullets at the same level just press **Enter** ⏎ on your keyboard. To add lower level bullets press **Tab** ⭾ on your keyboard. Or if you want to increase the bullet level (move up the hierarchy) press and hold down the **Shift** ⬆ key and press the **Tab** ⭾ key.

You can also use the ⬅ **Promote** and ➡**Demote** buttons from the **Create Graphic** group on the **SmartArt Tools - Design** tab, **Figure 7**. You can use this tab to modify the layout of SmartArt graphic you have chosen as well as change its colours, style and so on. You can use the **SmartArt Tools - Format** tab, **Figure 8**, to modify some of the formatting of the graphic – colour, effects etc.
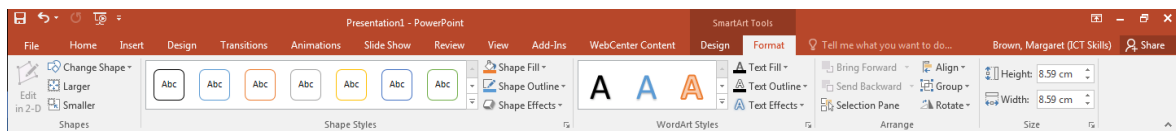

Figure 8: SmartArt Tools - Format tab

Task 7

Add the following information on the SmartArt graphic:

- **Phones in labs**
- **The Campus Life Desk**
- **ICT and Academic Development Tutors**

Remove the extra circle by clicking on it and deleting it.

Save the presentation.

Inserting Tables

Inserting a table is done in a similar way to that of Picture or SmartArt. Choose a slide layout which allows the insertion of a table. Click on the **Insert Table** icon from the Content placeholder on the slide, **Figure 5**. The **Insert Table** dialogue box will be displayed. Select the number of columns and rows required and click **OK.** The table will be displayed on the slide ready for the insertion of data. Once you have inserted the table contents you can resize the table by clicking on the sizing handles around the outsides of the table and dragging until you have the size you wish. You can also adjust the column/row, size/width by dragging on the border of the ones you wish to change.

To add a table to an existing slide select the slide by clicking on it from the Slide navigation pane on the left hand side of the screen. Then from the **Insert** tab click on the **Table** command in the **Tables** group. The Insert Table menu gallery will be displayed. To Insert a table you can either drag with the mouse until you have selected the number of rows and columns you would like in your table, or use the **Insert Table** option from the bottom part of the menu to open the **Insert Table** dialogue box. When the dialogue box appears, choose the number of rows and columns required for your table.

Task 8

Insert a new slide at the end of your presentation with a layout that has two placeholders side by side. Type in the Title placeholder the following text:

The Campus Life Desk

Insert the following information:

The Campus Life Desk is the enquiry desk for student information and advice and is located on level 1 of George Moore building. Contact details are included in the table opposite.		**Details**
	In person	**Level 1, George Moore Building**
	Email	**studentsupport@gcu.ac.uk**

Make any adjustments necessary. Save the presentation.

Viewing Slides

The slides you have created can be viewed in different ways in PowerPoint. To view:

- Slides individually - click on the required slide from the Slide navigation pane on the left-hand side of the screen.

All of the slides - select the **View** tab, **Presentation Views** group and **Slide Sorter** or select the **Slide Sorter** icon from the **View** icons at the bottom right of the screen, **Figure 9**.

Figure 9: View icons and Zoom slider

- Slide Show - select the **Slide Show** tab and choose either **From Beginning** or from **Current Slide** , **Figure 10**.
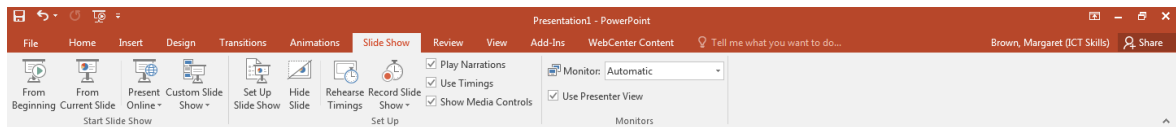
Figure 10: Slide Show tab

Or select the **Slide Show** icon from the **View** icons at the bottom right of the screen, **Figure 9**, to start from the current slide.

To move through the Slide Show, click the left mouse button or any key on the keyboard. To go back to previous slides, click the right mouse button and a menu will be displayed. Choose **Previous**, to take you back a set of bullets or a slide. You can also use the **Page Up** and **Page Down** keys or the arrow keys on the keyboard for navigation during a presentation. To exit a presentation at any point press the **Esc** key on your keyboard.

Task 9

Run the IT Help Presentation as a slide show.

Try moving forward and going back during a presentation using the keyboard.

Changing the Order of Slides

If you would like the slides in an order different to that in which they were created, first display the slides either in **Normal** or **Slide Sorter** view, then choose the slide to be repositioned and drag it to its new position. For example, if you would like Slide 3 to come before Slide 2, drag it to between Slide 1 and Slide 2.

Task 10

Move Slide 3 (Ways to contact IT) to after Slide 4 (Computer Stuff FAQs).

Inserting New Slides

To insert a new slide between existing slides, simply click on the slide which will be before the new slide and then click on the **Home** tab, **Slides** group and click on the down arrow ▼ in the bottom half of the **New Slide** command to select a suitable layout for your new slide.

Task 11

Insert a new slide after Slide 2. Choose a suitable layout and create the following slide:

IT Helpdesk

You can use the web to:

- **Search the Computer Stuff webpages**
- **Search IT and Library Databases**
- **Find Free Computers**
- **Find information on using Eduroam to connect to the University WiFi**

Opening hours

- **Weekdays - 8.30am to 9pm**
- **Weekends - 9am to 6pm**

Save your presentation.

Deleting Slides

To delete an existing slide simply view the slides in **Normal** or **Slide Sorter** view. Select the slide and press the **Delete** key on the keyboard.

Hiding Slides

If using the same slides for different presentations you may not wish to show all of the slides, PowerPoint allows you to hide some when running a presentation. To hide a slide, select the slide in **Normal** or **Slide Sorter** view, then choose the **Slide Show** tab, **Set Up** group and click on the **Hide Slide** command . The slide will then be hidden and when viewed in **Normal** view a "null" sign appears over the slide number for example if slide 4 has been hidden it will display like this . To 'unhide' a slide, repeat the above steps.

Adding Transition Effects to the Presentation

Transition is the way slides are displayed as they appear on screen. Transition effects can be the same for all slides or different transition effects can be added to different slides. For example, you may want some slides to appear from the left-hand side of the screen and others from the right-hand side.

You can apply transition effects either individually or to all slides. To apply different transition effects to individual slides select a slide from your presentation. Then from the

Transitions tab, **Transition to This Slide** group, choose a Slide Transition effect from the Gallery (you can see them all if you click on the more icon ⬇ at the bottom right corner of the Gallery), **Figure 11.** To see a preview of the transition effect click on it, and the preview will be shown. To apply the effect, click on it, repeating until all slides and effects have been chosen. To apply the same transition effect to all slides, click on the **Apply to All** command 📄 Apply To All . To remove a transition effect, choose the **No Transition** option from the Gallery.

The speed of the effect can also be changed within the **Transitions** tab using the **Transition Speed** options, **Figure 11**.

Note: Some effects can be distracting and can divert attention from the presentation. It may be appropriate to use a simple effect such as Wipe or Box, and only use others for one slide. DO NOT USE TOO MANY EFFECTS!
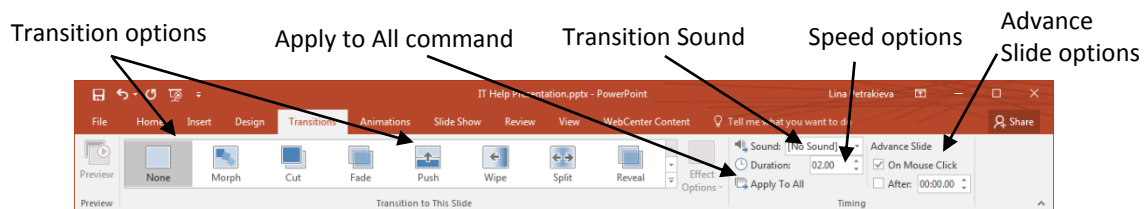

Figure 11: Transitions tab

Task 12

Try out some of the different effects by previewing on the slides in your presentation. Choose an appropriate transition effect for the presentation you are giving and apply it to all of the slides.

Timing the Slide Show

The delay between the appearances of the slides can be timed when setting transition effects. You can choose to either start on the mouse click which is the default setting, or after a specific time lapse. To do this, from the **Transitions** tab, **Timing** group, use the **Advance Slide** options to choose how you would like to time the transitions between slides. If you want to set the same timing for all the slides in the presentation click on the **Apply to All** command 📄 Apply To All .

Task 13

Change the time delay between the appearance of the first and the second slide to 10 seconds. Leave the rest of the slides to appear on mouse click.

Run the Slide Show. If you are happy with it save it, and if not you can modify the timing.

Using Sounds

You can also use sound to enhance your presentation. The use of sound throughout the presentation is not recommended but it can be used for emphasis.

Note: Not all computers have adequate sound capabilities and this should be checked prior to the presentation.

To apply sound to a transition effect just click on the slide you want to apply the effect to and from the **Transitions** tab, **Timing** group, click on the **Sound** drop-down menu. A list with sound effects will be displayed and you can choose the sound you want, **Figure 12**. Click on the sound effect you wish and it will be applied to this slide. Click **Apply To All** if you wish the same sound effect to be applied to all the slides in your presentation.
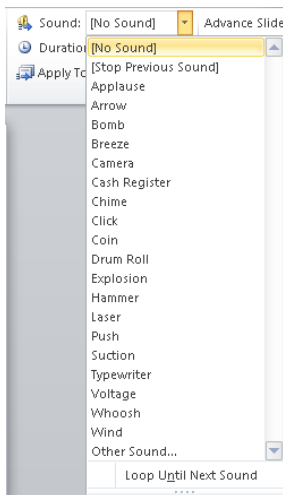

Figure 12: Sound menu on the Transitions tab

Task 14

Experiment with some of the sound effects available. Apply a sound effect to the Title Slide. Save the presentation. Preview the Slide Show with the new effects.

Adding Animation Effects to the Presentation

Animation effects are another way of enhancing a PowerPoint presentation by focusing the audience and emphasising important points. Animation is the way that text/graphics/charts on a slide appear and are viewed during the running of the presentation. For example, when a bulleted list is used, it can be built up during the display with different animation effects. The choice of animation effect is very important as some of the effects are not suitable for displaying all information types. For xample, 'fly-in' does not work well with diagrams. Animation effects can also be a good way to introduce a new area on the slide or to control the flow of information.

To apply animation effects, select a slide from the Slide navigation pane on the left hand side and click on an object (placeholder, Picture, SmartArt graphic, etc) within the slide. Then go to the **Animations** tab. The **Animation** effects will be displayed, **Figure 13**. Choose an animation effect from the gallery by clicking on it. To display the entire gallery click on the more icon ⤓ in the bottom right hand corner of the **Animations** group. A list of available types of effects will appear. Choose an appropriate type of effect.
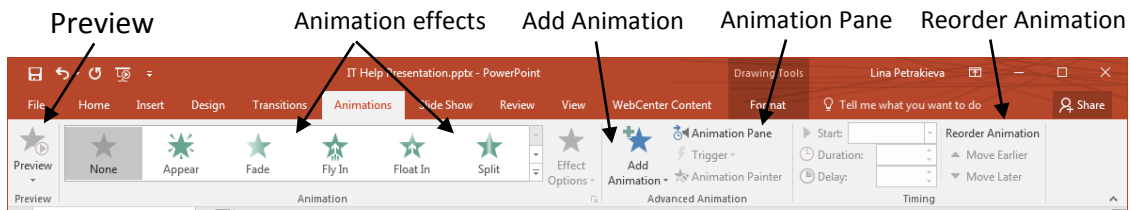
Figure 13: Animation tab displaying options

When you move your mouse over or click on an effect it will give you a preview. If you do not see one that is suitable try the **More** options at the bottom of the gallery list, there are more effects for each category. Click on, for example **More Entrance Effects …** to see the full list of Entrance effects, **Figure 14**. They are grouped by **Basic**, **Subtle**, **Moderate** and **Exciting** categories. Rest the cursor on the one you want and you will see a preview. Once you are happy with your choice click **OK**. The selected effect will be applied.
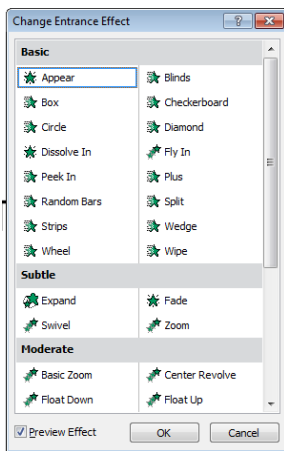

Figure 14: Change Entrance Effect list

Task 15

Go to Slide 4 and click on the picture. Apply Animation using the Entrance, Appear effect.

Save the presentation.

Some effects have further options which become available when the effect has been chosen. To view further options for a particular effect, click on the **Effects Option** command, **Animation** group to display the available options. If for example you have a Smart Art diagram in one of the slides you could choose the **Effects Option** of applying animation to the diagram **One by One** or **All At Once**.

Note: Too many effects are distracting and detract from the presentation content.

Task 16

Experiment with different animation effects. Try some from the Subtle, Moderate and Exciting categories.

Look at the Effects Options for some of those chosen.

Applying Effects to more than one object

The **Animation Painter** ⭐Animation Painter command within the **Advanced Animation** group in the **Animation** tab will allow you to copy an animation effect from one object and apply it to another. To do this click on the object that has the effect already applied and the **Animation Painter** command will become active. Click on the command and then click on the next object/placeholder you would like to apply that particular effect to.

You can apply the same effect to multiple objects. To do this, click on the object that has an animation effect applied and then double click on the **Animation Painter** command. Then click on the other objects that you would like this effect applied to. To stop copying the animation effect click again on the **Animation Painter** to switch it off or press the **Esc** key on the keyboard.
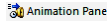
Task 17

Choose suitable animation for the slide titles and apply it to all the titles in the slides in your presentation using the Animation Painter. Add the same effect to your name on the Title slide

Save the presentation.

Removing Animation Effects

If you find you have added animation effects to a slide and then want to remove them you can do this by clicking on the **Animation Pane** command within the **Advanced Animation** group. This pane will be displayed on the right hand side of the screen, **Figure 15**.
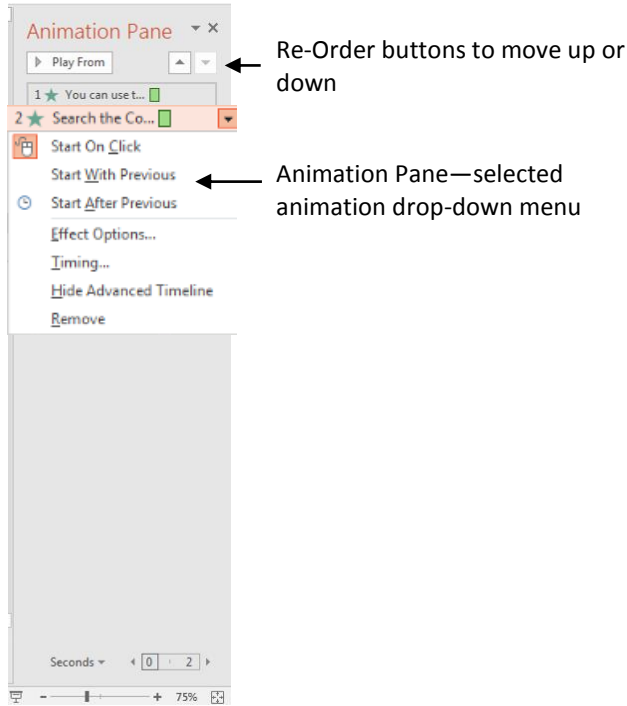

Figure 15: Animation pane

The pane will display any animation effects that you have added to the slides in numerical order. If you wish to delete any of these effects, click on the drop-down menu of that particular effect and choose **Remove**. The effect will be removed.

Task 18

Remove the animation effect from the picture.

Save the presentation.

Timing the Animation Effects

When you choose an animation effect for an object(s) on your slide you can also choose when you would like that object(s) to appear. This can be configured using the **Timing** section of the **Animations** tab, **Figure 16**. You can choose to have an effect appear **on click**, **with previous** object or **after previous** object. You can also choose an exact timing using the **Duration** and **Delay** timing options. To do this, click on the animated object and the options within the **Timings** section will become active enabling you to choose the timing option you wish. If you select after previous object you will be able to choose a specific time delay.
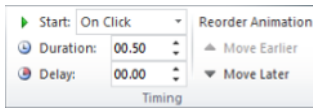
Figure 16: Timing group of the Animations tab

 Note: Timing can also be applied using the Animations pane.

You can also re-order animations using the **Reorder Animation** options in the **Timing** group. To do this select the animation you wish to reorder and click on the **Move Earlier** command (⏶ up arrow) or **Move Later** command (⏷ down arrow) until it is in the position you wish. You can also use the **Animation Pane** and the **Re-Order** arrows at the bottom to rearrange your animation effects.

 Task 19

On the Title slide change the subtitle to appear 5 seconds after the title.

Choose all other slide effects to appear with previous.

Preview the presentation. Reorder any effects that require it. Make any final adjustments. Save the presentation.

Animation Sound Effects

You can also add a sound to an animation effect using the Animation pane. This can be done once you have added an animation effect to a slide. Then open the Animation pane from the **Animations** tab, **Advanced Animation** group. The list of effects for a particular slide will be displayed. Click on the downward arrow ⏷ at the end of specific effect you want to add sound to. A drop-down menu will appear. Choose **Effect Options …** from this menu. A dialogue box with the effect options will appear, **Figure 17**. From the sound drop-down menu choose the sound effect you want.
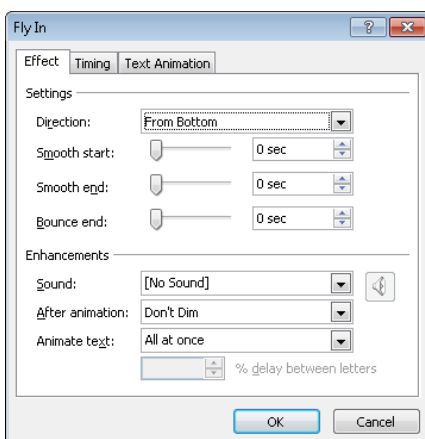

Figure 17: Effect Options dialogue box

Create Hyperlinks in a Presentation

PowerPoint allows you to create hyperlinks in slides similar to the ones used in web pages. These hyperlinks can then be used to start external programs, to play a video, to

open a web page or to open another slide from this, or even from a different presentation.

If you wish to create a hyperlink to a web page in your presentation, select the slide that you wish to create the hyperlink on. Select the text/graphic/picture on the slide that you would like to use as the link and then from the **Insert** tab, **Links** group, select **Hyperlink**. Alternatively, right mouse click on the text/graphic/picture and from the drop-down menu choose the **Hyperlink** option. The **Insert Hyperlink** dialogue box will be displayed as shown in **Figure 18**. If you have chosen text as your hyperlink object, the text will be displayed in the **Text to display** field of the dialogue box. If you have chosen a graphic/picture, this will be greyed out. Type the **Web Address** of the location you wish to link to in the **Address** field of the dialogue box.
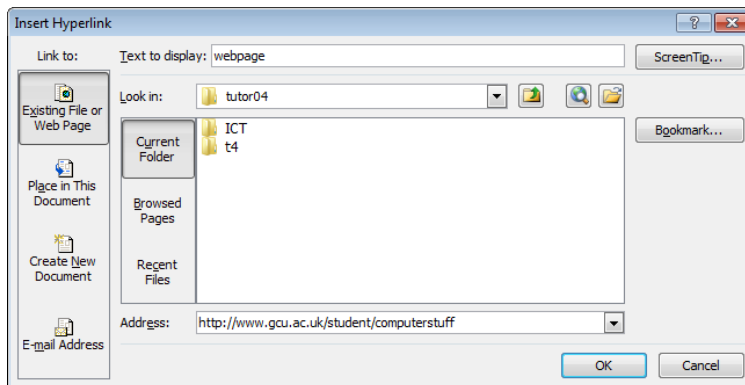

Figure 18: Insert Hyperlink dialogue box

Task 20

Create a new slide at the end of the presentation. Type in the title the following:

Summary of IT Help

Then in the main content placeholder type the following information:

- **IT Helpdesk**

- **Computer Stuff FAQ's webpage**

- **The Campus Life Desk**

Create a hyperlink on the word <u>webpage</u> to go to the following web address: <u>http://www.gcu.ac.uk/student/computerstuff</u>

Preview the presentation and try to use the hyperlink you have created. Save the presentation.

Selecting an Appropriate Slide Theme

PowerPoint allows you to use a specific Theme (Design) for your presentation with pre-designed formats, backgrounds, fonts and colour schemes. Selecting different themes will change the appearance of all the slides in the presentation by default. To choose a theme, from the **Design** tab, **Themes** group choose a theme from the Gallery (you can see them all if you click on the more icon ⩒ at the bottom right corner of the Gallery). You can

preview the theme by resting the cursor on it. To select a theme, click on it. This will apply the theme to all slides.
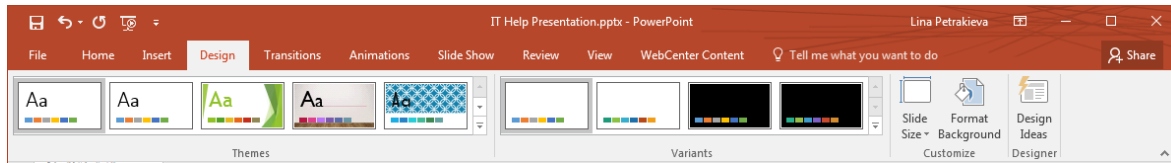

Figure 19: The Design tab

Note: If you wish to apply a particular theme to one slide only right click on the theme you have chosen. This will open a menu and you can select **Apply to Selected Slides.**

Task 21

Select an appropriate theme for your presentation, taking into account the information being supplied and the audience the presentation is aimed at.

Save the presentation.

Changing the Theme Colour, Fonts and Background Style

You can change the colour scheme on all slides or on a particular slide to emphasise a point or the information being presented. To do this, click on the **more command** ⤓ in the **Variants** group within the **Design** tab. Choose **Colors** from the drop down menu, this will display a gallery of theme colours. To preview the colours just position the cursor on the colour. To change the theme colour click on the one you want. If you wish to apply a particular theme colour to one slide only, select that slide from the Slide navigation pane on the left and then right click on the colour theme you have chosen. This will open a menu and you can select **Apply to Selected Slides.**

From the **Design** tab you can also change the background style of the slide by clicking on the **Variants** group **more command** ⤓ and choosing **Background Styles** 🎨 Background Styles ▾ from the drop down menu, choose another style from the gallery which will be displayed.

You can also modify the fonts used in the theme and apply these changes to all slides or to a particular slide using the **Fonts** ⬛ Fonts ▾ options from the **Variants** group, **more command** ⤓ and applying them in the same way.

Task 22

Go to Slide 2 and choose a different background for that slide to emphasise it.

Numbering Slides

You can add numbers to the slides created. Go to the **Insert** tab, **Text** group and click on the **Slide Number** ⬛ command. The **Header and Footer** dialogue box will be displayed with the **Slide** tab showing by default. Check the **Slide number** option and the **Don't show on the title slide** option, **Figure 20**. Then click on the **Apply to All** button.
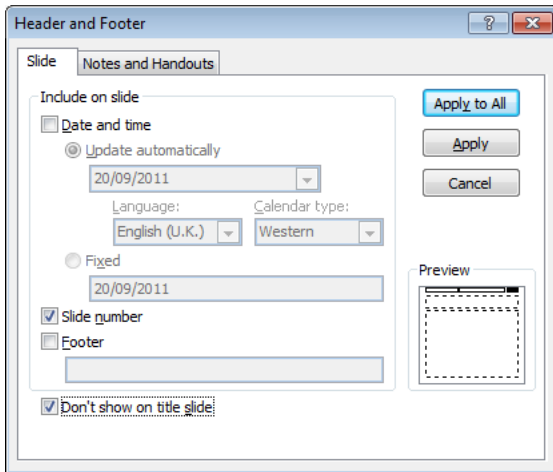
Figure 20: Header and Footer – Slide tab dialogue box

Task 23

Place Slide numbers on your presentation without showing the slide number on the Title slide. Preview and save your presentation.

Producing Speaker Notes and Handouts

Notes can be added when creating slides by entering the required text in the **Notes** box at the bottom of the screen below the slide itself. The notes will not be visible when running the slide show. However, speaker notes can be printed which include a smaller version of the slide as well as the notes added. These can be used to remember key points during a presentation.

To view the Notes pane click on the Notes command at the bottom of the slide, **Figure 21**.

Note: The notes will only be available as printouts with the printed slides.
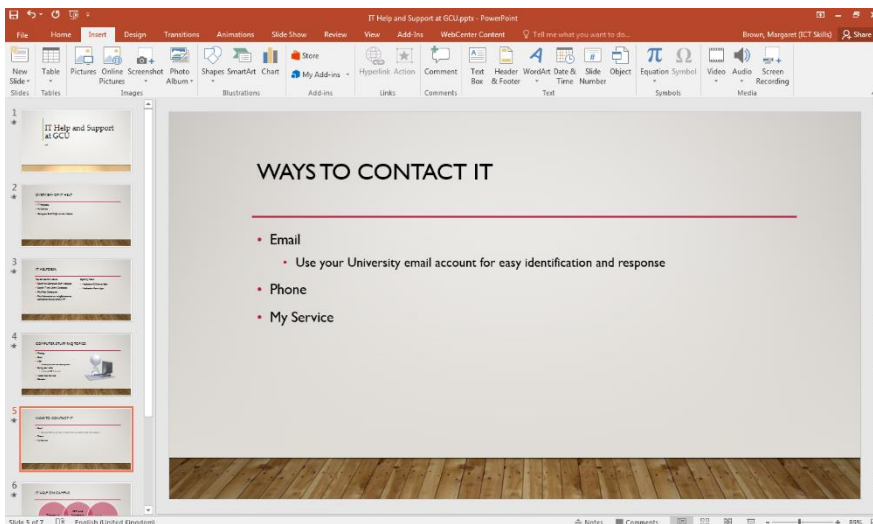
Notes command

Figure 21: Notes command

 Task 24

Add speaker notes to the first slide providing information on your Programme name and duration.

Printing Handouts and Speaker Notes

To access the print settings, click on the **File** tab and click on the **Print** option. You will see a **Print Preview** of the slides in the presentation. Options to modify some of the settings will be displayed, **Figure 22**.
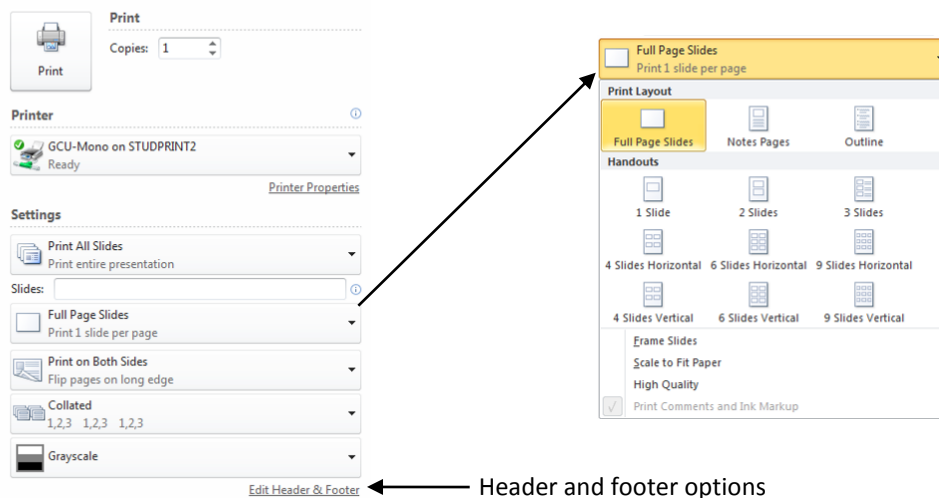

Header and footer options

Figure 22: Print options and Print Layout options

To print the speaker notes click on the **Full Page Slides** drop down arrow a drop-down menu with options will be displayed, **Figure 22**. You can then choose **Notes Pages**.

 Task 25

Choose to print Speaker Notes from the Print Layout and see the Print Preview displayed.

 Note: Do not print unnecessarily.

You can add data to the different sections of the printout of your presentation, for example, you could add your name as a header. To do this, click on the **Edit Header and Footer** link at the bottom of the **Print** menu. The **Header and Footer** dialogue box, **Figure 23** will open with the **Notes and Handouts** tab displayed. Header and Footer data can be inserted as appropriate. Check the box beside the option you wish and insert the data. Once you have added the information click on the **Apply to All** button to finish.
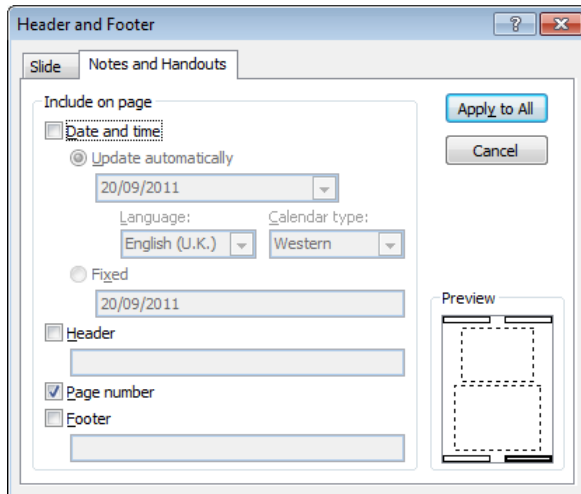
Figure 23: Header and Footer – Notes and Handouts tab dialogue box

Task 26

Add the Presentation title as a header to your presentation.

When printing handouts (more than one slide on a page) sometimes it is better to change the orientation of the page you are printing to use the space better (for example if printing 4 slides per page handouts). To do this, choose one of the Handout options from the **Full Page Slides** drop-down menu. When this is chosen the **Orientation** option will become visible. Choose either **Portrait** or **Landscape** from the drop-down menu.

If you are using a scheme with a dark background in your presentation it will use up a lot of ink/toner if you print in colour. You can choose to print greyscale or black and white to save on ink/toner. To do this, click on the **Grayscale** option from the **Print** options. A drop-down menu will appear to the side and from there you can choose if you want to print in colour, greyscale or just black and white.

Task 27

Choose to print handouts and check on the Print Preview displayed how the different settings will affect the printout.

Save your presentation and close PowerPoint.