



PowerPoint 2004 Basics

GTS: Instructional Services Unit

PowerPoint 2004 allows you to create a presentation that you can deliver electronically with a projection system, or that you can print out on transparencies and use with an overhead projector. PowerPoint can add punch to any speech, lecture, or presentation, by providing visual aids to the spoken word.

Getting Started

Before you start creating your presentation, there are a few questions you should ask yourself:

Will using PowerPoint enhance my lecture/speech/presentation in some way?

What type of media will I use in my presentation to make it more than just online lecture notes?

How can I use PowerPoint to make my presentation more interactive with my audience?

Now that you've thought about PowerPoint, let's give some thought to your presentation. Here are some basic guidelines for creating a good presentation:

- Remember that Content is King! Not flashy transitions or animations. The audience is supposed to be listening to YOU, not being distracted by letters zooming across the page to the sounds of a racecar!
- Limit the number of words on a slide – 15 is plenty. If you use bullets, no more than 3 per slide.
- Fonts are like tootsie rolls – 2 or 3 are enough! Minimum size: 18pt – the larger the better for those in the back row.
- Select your media carefully – A picture is worth a thousand words. The same is true for a musical score or an excerpt from a famous speech, when trying to get a message across that you cannot convey with words.
- Choose a Design Template that fits your presentation. There are the standard library templates that come with the program, or you can make your own custom template, or you can download many free templates from the web. (A simple Google search for “free PowerPoint templates” will give you many results.) Again, remember the KISS (Keep It Simple Stupid) rule. Just because you can use a techno-firing background with eye-popping colors, doesn't mean you should.

Customize Your Presentation

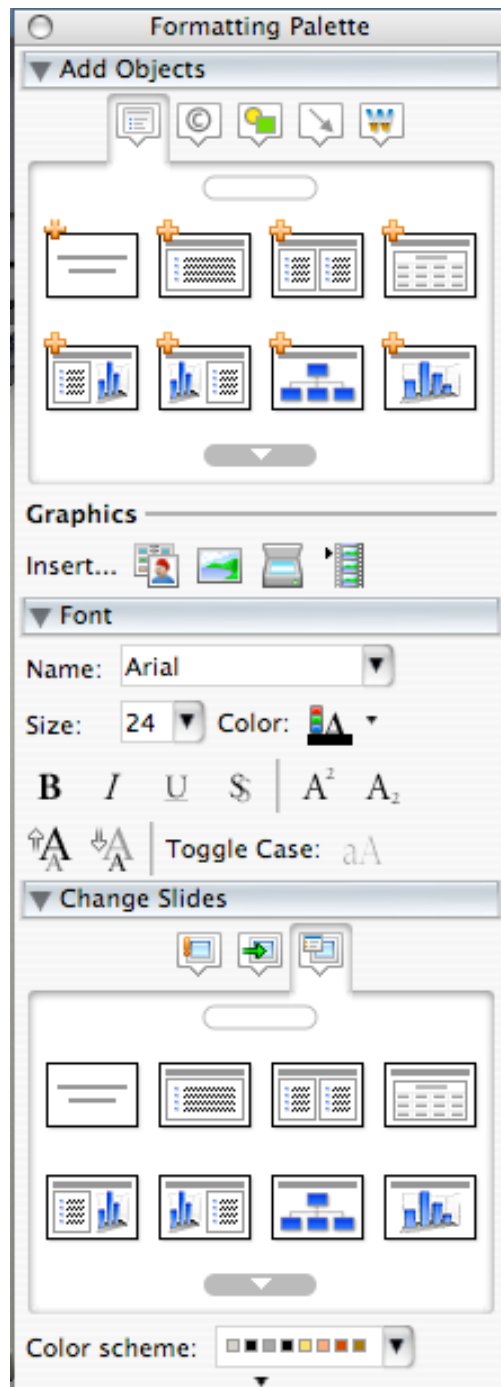
The Standard Toolbar (shown below) contains the basic familiar functions found in all the Microsoft suite of programs, plus a few unique functions found only in PowerPoint. The Toolbar can be used for:

- Inserting Tables and Charts and opening the Tables and Borders Floating Pallet
- Inserting Clipart
- Inserting a New Slide, New Slide Design
- Changing the slide to Grayscale
- Compatibility Toolbox – which allows you to run a check on your presentation for potential problems with older versions of the program or other platforms.



Formatting Pallet

The convenient Formatting Pallet has combined many of the formatting features of PowerPoint all within the collapsible pallet. The pallet changes depending upon what element you have selected in your presentation. The general slide pallet is shown below:



Add Objects

- Slides
- Symbols
- Shapes
- Lines
- WordArt

Graphics

- Insert Clipart
- Picture From File
- Insert Picture from Scanner or Camera
- Insert Movie

Fonts

- Select Font
- Font Size
- Font Color
- Font Style: Bold, Italics, Underline, Shadow, Superscript, Subscript
- Increase/Decrease Font Size
- Toggle Case

Change Slides

- Slide Design
- Slide Transition
- Slide Layout

Saving Your Presentation

- **PowerPoint Presentation (.ppt)**
A default format for Microsoft PowerPoint 2004. This format is shared by PowerPoint 97 through PowerPoint 2003 for Windows and PowerPoint 98 through PowerPoint 2004 for Mac.
- **PowerPoint Movie (QuickTime Format) (.mov)**
A self-running presentation that will open in Apple QuickTime Player, or that can be inserted as a movie file into any program that supports inserted QuickTime movies. Files can also be opened and edited in PowerPoint.
- **PowerPoint Package (.ppt)**
A presentation that includes all of its linked files, such as images, sounds, movies, in one folder. This makes your presentation portable — easy to copy and send.
- **Web Page (HTML) (.htm)**
A presentation for display on the Web. PowerPoint creates the main filename.htm file and a companion filename_files folder that contains the supporting elements of your Web presentation (slides, graphics, navigation, and so on). To view a Web presentation in a browser, open the main filename.htm file. If you move your Web presentation to another location, be sure to move the main file and the companion folder together.

Giving Your Presentation

- Use the Slideshow Mode
- One-Button Mouse Button: Forward only
- Arrow Keys: Forward & Back
- Esc Key to Quit
- Remote “clicker” works well for advancing slides

Views in PowerPoint

