Library & Learning Services

PowerPoint 2016: Getting Started Learning Services

Contents

The Do's and Don'ts of Presenting

Do

- Make eye contact with the audience
- Pause between slides
- Practice in advance and ensure you know your topic
- Use a clear font
- Be consistent with your choice of background, animations and transitions

Don't

- Overload the slides with text
- Read directly from the slides
- Speak too quickly
- Turn your back on the audience

Slide Types

There are different slide themes which can be added to a PowerPoint presentation.

To add a slide, go to **New Slide** and pick from the different options, depending on what you wish to include in the slide.

Slide Design

Through the design tab you can find several different themes which can be applied to a presentation. Click on any to apply the theme to your document.

You can also choose your own background colour, pattern or image by clicking on **Format Background.**
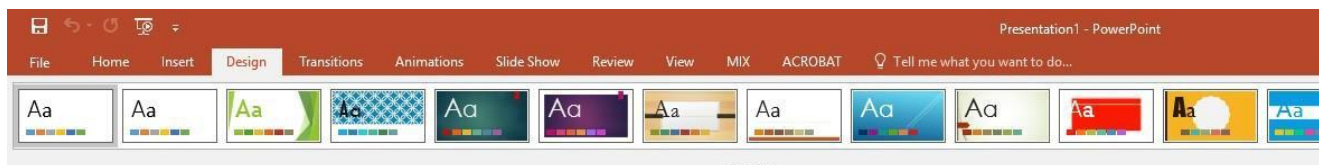

There are several websites with free PowerPoint templates which you can download and apply to your presentation. Any example of this is fppt.com

Adding Text

Click on any of the boxes to begin typing. You can change the font colour, size, alignment and style through the **Home** tab.

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Bullet Points and Numbering

Bullet points can be added to any list of items within PowerPoint. To add them to text, highlight the text and click on the bullet points or numbers from the home tab. Click on **Bullets and Numbering** to customise the style of your bullets.
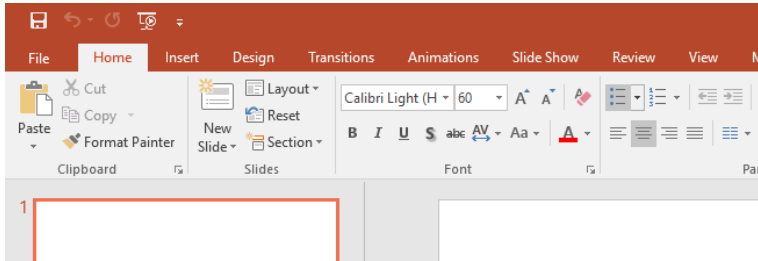
Adding Images

You can insert an image which you have saved by choosing **Insert - Picture** and selecting the image you wish to include. You can drag it to any place within the presentation and use the picture format tools to crop the image, frame it, or add a variety of effects.

Hyperlinks

You can turn text or images into hyperlinks, which when clicked on, connects the user to a website. Highlight the text or select the image which you wish to turn into a link, click on **Insert - Hyperlink**, ensure **Existing File** or **Webpage** is selected, and add the URL of the website to the **Address** box. These links will work when the presentation is being played.

Videos

You can insert a video from YouTube by going to **Insert - Video - Online Video** and searching YouTube for the clip you wish to use. Click **Insert** when you find one you wish to add.

You can resize the video box through dragging the corners. You can edit the look through the **Video Tools - Format** settings and choose whether to start the video with a click or automatically when you reach that slide through the **Video Tools - Playback** settings.

Shapes

You can insert a shape into your presentation by going to **Insert - Shapes** and choosing from the different ones available. Through the Format tab you can then edit the line and fill colour and style of your shape. You can also add text to your shape by right clicking on it and choosing **Add Text**.

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Headers and Footers

You can add headers and footers to slides in PowerPoints. Go to **Insert - Header and Footer**. You can choose to include a date and time, which can be set to automatically update when the presentation is edited, add slide numbers or add a custom footer. Click **Apply to All** to add this to all slides.
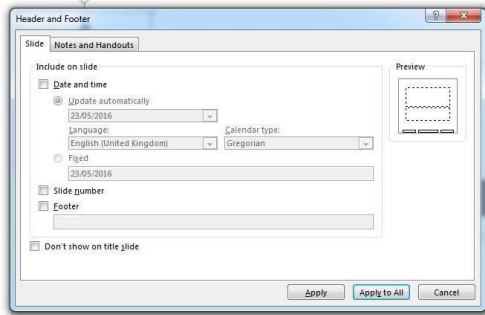
Slide Master

The slide master allows you to apply changes to your entire presentation. For example, you could add a logo to the slide master to ensure it then appears on the same position on every slide.

To access this, go to **View - Slide Master**. Make your changes to slide 1 to apply them to all the slides in the presentation.
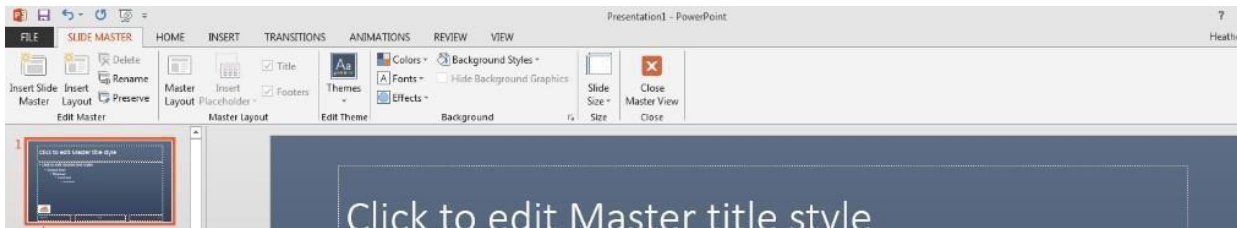

You can also make changes to the different slide types by selecting the slide style you wish to alter from the list on the left and making your alterations.

When you are happy, click **Close Master View** to return to your normal view in PowerPoint. To edit something within your master slide - e.g. delete an image, you will have to go back into the Slide Master view to do so.

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Graphs

You can add a graph to your presentation by choosing **Insert - Chart** and choosing the style you would like. A small Excel box will pop up into which you will add your data.
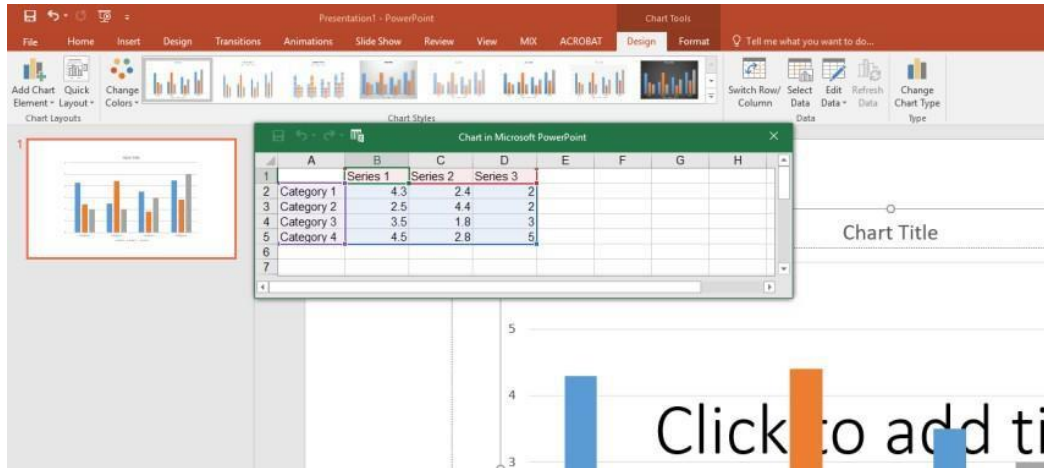
You can add elements to your graph like data labels and axis titles through **Chart Tools - Design - Add Chart Element.**

You can switch to a different style of chart through **Chart Tools - Design - Change Chart Type.**

You can change the bar colours by right clicking on them and choosing from the fill colours. You can also add a different colour to the background of the chart through Format Chart Area.

Organisational charts

You can add basic organisational charts to your presentation. This can be done through **Insert - SmartArt - Hierarchy - Organisational Chart.**

A chart template will appear. You can edit the text within the shapes by clicking and typing. You can add more layers to the chart through the **Add Shape** options which are under the **Design tab** on **SmartArt tools.**

You can change colours of your chart through **SmartArt tools - Design - Change Colours.**

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Animations

Animations control the ways in which objects appear on and leave the presentation slides.

To add animation to an object, click on it, click on **Animations** and choose the style of animation you would like to apply. Through this tab you can also choose how long you would like the animation to take and any effect options, such as the direction the object appears from.
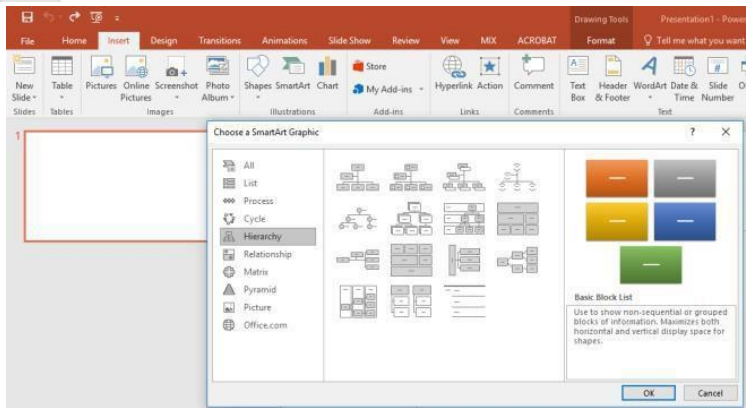
If you have several animation effects happening on one slide, you can use the **Animation Pane** to view and drag the animations to alter the order in which these happen. You can click on **Preview** to easily see how this will look when presented.
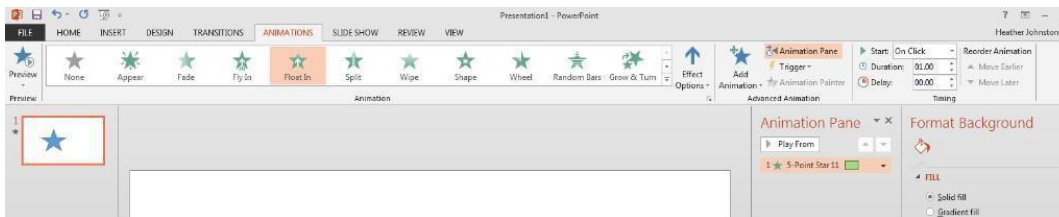
Transitions

Transitions are the movements which happen between slides. To add a transition, click on a slide and **Transition** and choose the style you want to add. You can click **Apply to All** to quickly and easily add the same transition effect to all slides.

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Adding Notes to Slides

You can add notes beneath your slides. Click on **View** and **Notes** and then type in the space which says **Click to add notes** beneath the slide.

Printing

There are several different printing options within PowerPoint. You can choose to print one slide or several to a page, choose selected slides only and print your notes underneath.