



## CREATING EFFECTIVE PRESENTATIONS

- **Purpose:** visual aids should enhance presentation, not overpower it.
- **Layout & design:** keep it simple!
- **Readability:** font, color, text size & pictures. Some combinations work better than others.
- **Special effects:** the “wow” factor can be a distractor
- **Preview:** your presentation from the back of the room. Can you read it???
- **Presentation:** do not read your slides to a live audience.
- **Plan B:** expect equipment snafus.
- **Prints:** save the trees...print small & double-sided.

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### **STEP 1: Open PowerPoint & start a new presentation**

Use the start button in the lower left corner of the screen, then find Microsoft PowerPoint. It may be necessary to scroll to All Programs, which opens a side menu that includes “Microsoft Office” under which PowerPoint can be found.

- In the Getting Started section on the right side of the screen, find & left click on “Create a new presentation”.
- Under “New Presentation” left click on “Blank presentation”.
- The first slide will automatically appear in the middle of the screen.

### **STEP 2: Choose a format for your slides [text=words; content=art, charts, photos]**

- Observe how the section on the right side of the screen, which PowerPoint calls the Task Pane, has changed to Slide Layout. Note all the premade formats to choose from.
- Scroll over each of the four choices in the Text Layouts section & note how their descriptions appear under your cursor.
- Select the format labeled as “Title & subtitle” for your first slide with a left click on the box / format in the upper left corner of the Text Layouts section. You can choose a different format for each slide.
- Now your first slide has been created.

### **STEP 3: Add words to your slide**

- Left click on the “Click to add title” section & type - *An Introduction to Me*.
- Left click on the “Click to add subtitle” section & type your name.

### **STEP 4: Create slide 2**

- Left click on Insert at the top of the screen & then left click on “New slide”.
- Your new slide automatically appears.
- Note that your second slide now appears in the Slides section on the left side. Also, the Slide Layout section appears again in the Task Pane on the right side of the screen.
- Left click on the box underneath the layout you used for the first slide, labeled “Title and Text”. This format will allow you to add several lines of text under a title.

### **STEP 5: Add words to slide 2**

- Left click on the “Click to add title” section & type – *A Little About Me*.
- Left click on the “Click to add text” section & begin by typing – *I was born in* – followed by the year or town you were born in.
- Press the Enter key & note that a new line appears. Type – *I am a* – followed by your profession, astrological sign or other piece of information you’d like to put there.
- Begin a new line by hitting Enter again & type another interesting fact about yourself.

### **STEP 6: Create slide 3**

- Use the same steps as before to insert a new slide.
- Using the Slide Layout section again, choose the format in the lower right corner of Text Layouts, labeled “Title and 2-Column Text”. This will allow you to use two columns of text underneath a title.

### **STEP 7: Add words to slide 3**

- Left click on the “Click to add title” section & type – *A Few of My Favorite Things*.
- Left click on the “Click to add text” section for the right column.
- Type some things you like, including hobbies, favorite color, etc. Use the Enter key to add new lines like you did previously.
- Now repeat these steps to add more of your favorite things to the left column.

### **STEP 8: Edit previous slides/re-arrange slide order [you can change this anytime]**

- To go back & edit a previous slide, use the Slides section that appears on the left side of the screen.
- Left click on slide #1, the slide which is titled – *An Introduction to Me*.
- Slide #1 now appears on your screen.
- To re-arrange the order of your slides, the Slides section can also be used.
- Left click on slide #2 & hold the button down. Move the mouse down to slide #3 until you notice a line appear at the bottom of the slide.
- Release the button & note how the slides have traded places.

### **STEP 9: Select a design template [select one that enhances your topic]**

- Left click on the arrow pointing down next to the Slide Layout section on the right of your screen. This will allow you to choose a new Task Pane to display.
- Scroll down & left click on “Slide Design” on the menu that appears.
- There will be three sections of templates that appear, labeled “Used in This Presentation”, “Recently Used”, & “Available For Use”.
- Scroll down the “Available For Use” section. Note that when you scroll over the templates, their names appear as well as a down arrow on the right side of each. Left clicking on it will bring up a separate menu on which you can choose to apply the template to all slides or only selected ones.
- Apply a template you like to all your slides by left clicking directly on it or using the side menu & note the changes.

### **STEP 10: Select a color scheme [combinations are designed for readability]**

- The right side of your screen should still display the Slide Design Task Pane. At the top of this section, you should see choices for Design Templates, Color Schemes & Animation Schemes.
- Left click on Color Schemes.
- Or left click on the down arrow next to the Slide Design section & scroll down & left click on “Slide Design – Color Schemes”.
- Note the premade color schemes to choose from. These will differ depending on the template you chose. Some templates will offer many different colors, while others will allow only a few.
- Left click on one of the boxes to choose a color scheme for your presentation. All your slides will then adopt those colors.

### **STEP 11: Preview your presentation [default: slides move on your command]**

- Left click on Slide Show at the top of the screen. Click “slide show.”
- The slide show will then start on your entire screen.
- Use the Spacebar or Enter key to cycle through your slides.
- Or left click on your mouse.
- Or use the arrows that appear at the bottom left corner of your screen when you move your mouse to the lower part of the screen.
- Use the Escape key at any time to exit the slide show mode or scroll through all your slides & the black screen that follows them.

### **STEP 12: Apply slide animation scheme [how the words show up on your slide]**

- The right side of your screen should still display the Slide Design Task Pane. This time, choose Animation Schemes from the list at the top of the pane.
- Or left click on Slide Show at the top of your screen & left click on “Animation Schemes” in the menu that appears.
- As with the design templates, the animation schemes are broken into categories, those “Recently Used” at the top, and then into “Subtle” effects, “Moderate” effects & “Exciting” effects. Left click on any to see a demonstration as long as the AutoPreview box is checked at the bottom of the task pane.
- Choose a scheme you like & then click the Apply to All Slides button toward the bottom of the screen.

### **STEP 13: Apply slide transition [slides move automatically; special effects optional]**

- Left click on the drop-down arrow in the Task Pane section on the right side of the screen. Left click on the bottom choice – “Slide Transition”.
- Left click on a transition from the list that appears in the Task Pane section under the words “Apply to selected slides.” The effect chose be displayed immediately on your current slide.
- When you’ve found a transition you like, click on the Apply to All Slides button.
- View your slide show again with your new animation schemes & transitions.

### **STEP 14: Change presentation fonts [do this after selecting design & color]**

#### **Change for entire presentation:**

- Left click on Format. In the menu that drops down, left click on “Replace Fonts”.
- A new menu will appear on your screen.
- The first box, labeled “Replace:” will list “Arial”, the default font for PowerPoint. Click on the down arrow next to this box & note that the other font you just chose for slide #1 appears. Left click on “Arial”.
- The second box beneath this one is labeled “With:”. Left click on the down arrow at the end of this box to drop down a menu of fonts to choose from.
- Choose a font you like with a left click & then click on the Replace button.
- Note that the “Arial” font changed to the font you chose on slide #1 & your other slides as well.

#### **Change font/color for selected words**

- Highlight words to be changed.
- Font toolbar, click arrow to open box. Click on choice. Change is immediately made.
- Changing color: Format, font, color.

### **STEP 15: Printing your presentation [default=one slide/page; change to handouts]**

- Left click File on the toolbar at the top of your screen. Scroll down the menu & click “Print”.
- A new menu will appear on your screen. In the bottom left corner of this menu, note the box under the heading “Print what:” that currently reads “Slides”.
- Left click on the down arrow next to this box to drop down a menu of four choices. Choose “Handouts” which will allow you to print multiple slides on one page.
- Directly next to this area, the “Handouts” area will light up. Left click on the down arrow next to “Slides per page:” & choose 3. This gives you “standard” handout with lines for audience notes.
- Left click the OK button.

### **STEP 16: Saving your presentation [default=my documents]**

- Left click on File on the toolbar at the top of the screen & scroll down & left click on “Save”.
- A new window appears in the middle of the screen. Note the highlighted text in the “File name:” box. Change the name of your presentation by simply typing in a new name.
- On the left side of the window, left click the icon labeled Desktop to bring up a list of files on the computer’s desktop. Left click on the Save button.
- Or insert a disk or flash drive & find it on the “Save in:” drop-down menu to save your presentation to a removable source.