



Microsoft PowerPoint 2003: Designing Basic Presentations

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Session Breakdown

- Handouts
- The Parts/Objectives:

- | | |
|---|--|
| <ul style="list-style-type: none">● What is PowerPoint?● The PowerPoint Program Window● Creating a New Presentation● Slide Layouts● Slide Designs | <ul style="list-style-type: none">● Slide Backgrounds● Entering Text● Starting and Delivering a Presentation● Preparing to Deliver a Presentation |
|---|--|

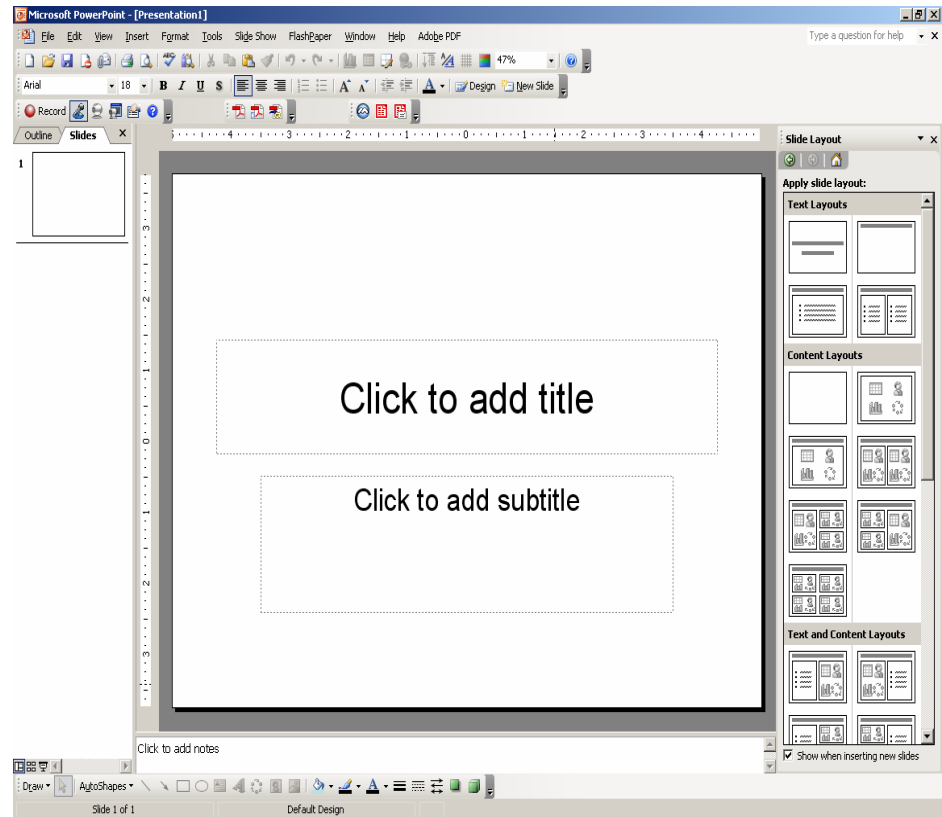


What is PowerPoint?

- A way to display presentations in an electronic format
- Allows you to be creative and add professionalism to your presentations
- Allows you to update your presentations easily and efficiently
- Can be used in a variety of manners
 - Informational, Teaching (Blended Learning), Business etc.

The PowerPoint Program Window

- Toolbars
- Taskpane
- 4 Different Views
- Outline and Slides Pane



Creating a New Presentation

- Inserting slides
- Choosing the primary elements:
 - Layouts
 - Designs
 - Backgrounds
- Entering Content

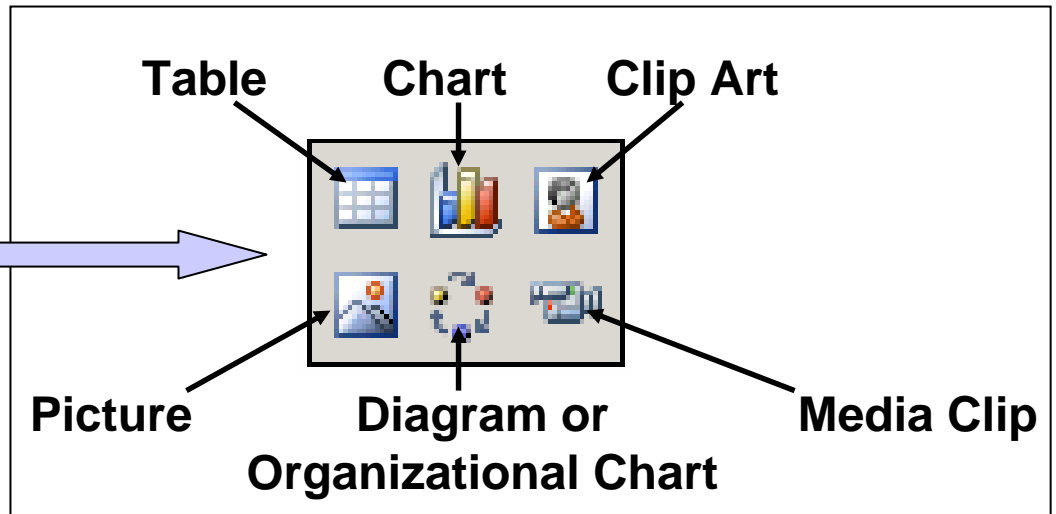
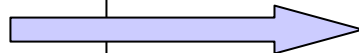


**Don't use the
AutoContent Wizard!!**

Slide Layouts

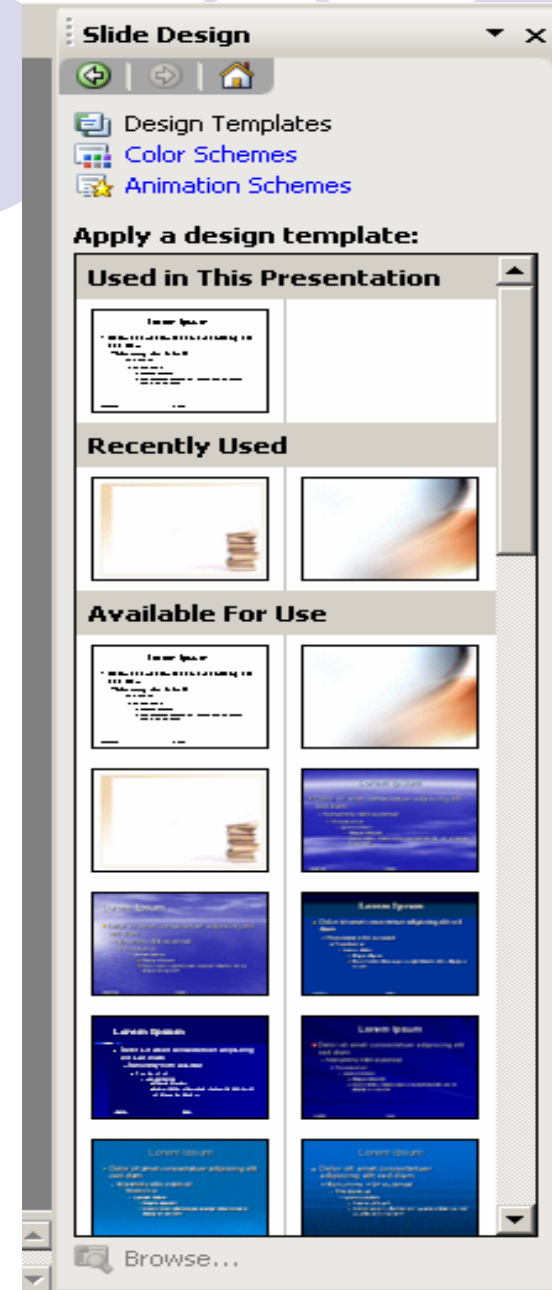
- Format > Slide Layout
- Slide Layout Taskpane
 - Text Layouts
 - Content Layouts
 - Text and Content Layouts
 - Other Layouts

Content shortcut box



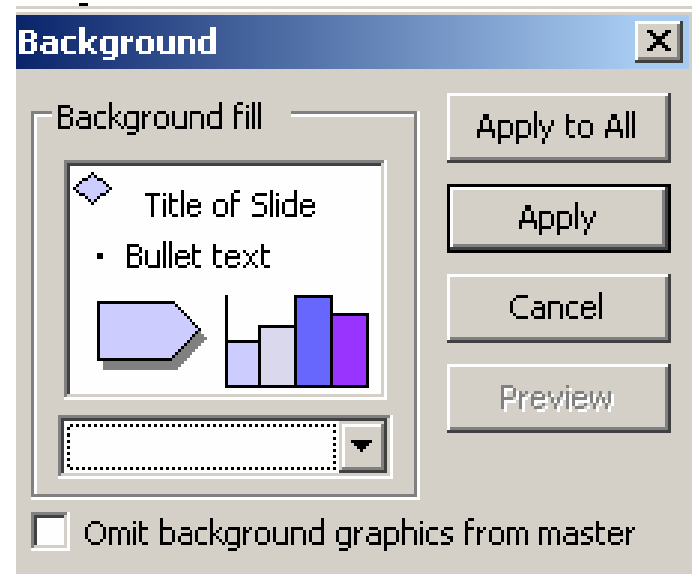
Slide Designs

- Format > Slide Design
 - Built in Design Templates
 - Design Templates on Microsoft Office Online



Slide Backgrounds

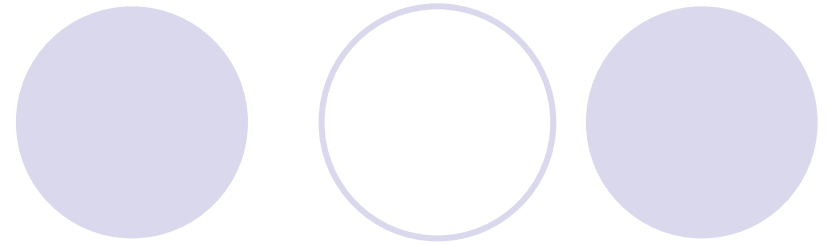
- Format > Background
 - Basic
 - Fill Effects



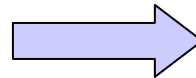
**By default, new backgrounds
will not change the background
of Design Templates!!**

Entering Text

- Use default Text Boxes
- 3 elements of formatting text
- Add your own Text Boxes
 - Basic
 - Word Art



Basic



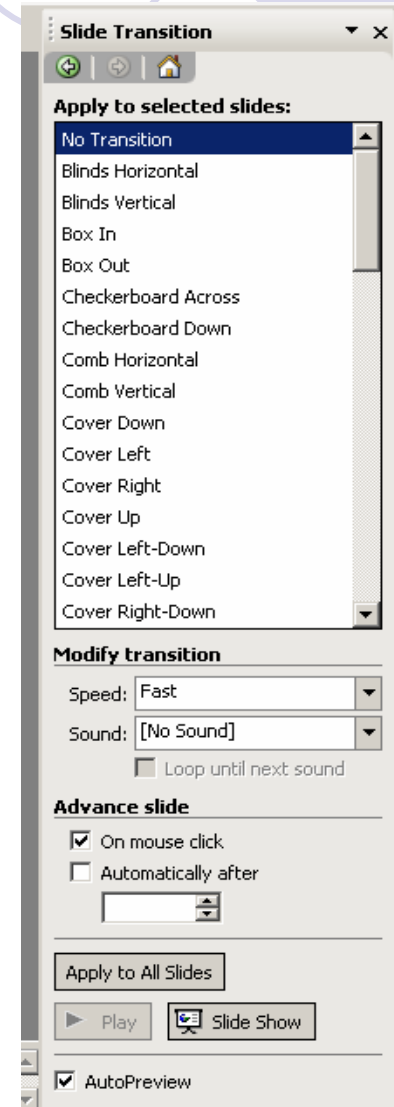
Starting and Delivering a Presentation

- Begin the Slideshow
 - Starting
 - Navigation
 - Annotating during Presentation
- Presentation Guidelines
 - See C&NS Source Guide page 7 and 8
 - <http://office.microsoft.com>



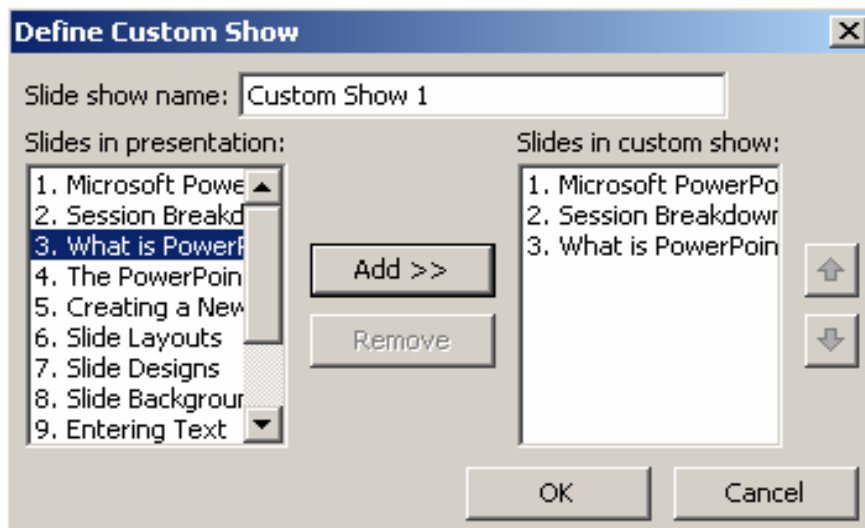
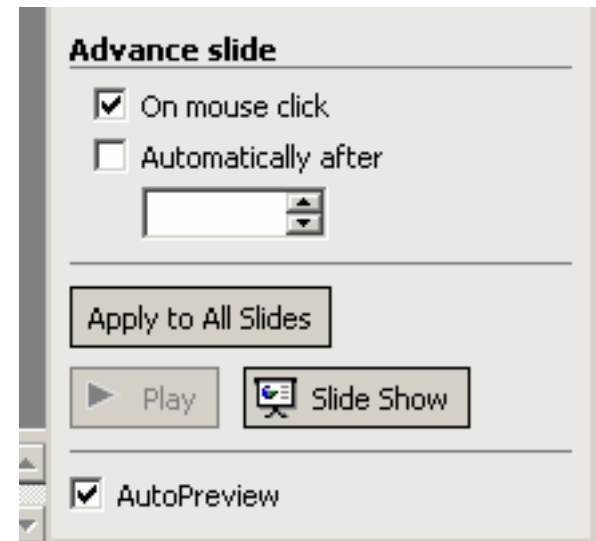
Preparing to Deliver a Presentation

- Arrange and Hide Slides
- Inserting Slides from other Presentations
 - Insert>Slides from Files
 - Insert individual slides or all slides
- Slide Transitions



Preparing to Deliver a Presentation

- Slide Timing
- Custom Show
- Adding Notes to Slides
- Printing Your Presentation
- Saving Options



Designing Basic Presentations

- Questions?
- Please fill out the training survey!
<http://data.fairfield.edu/cns/workshop>
- www.fairfield.edu/cnstraining
- cnstraining@mail.fairfield.edu

THANK YOU!

