# PowerPoint 2004 in 10 steps!

Used extensively in the business world, slide show presentations are becoming popular learning tools in the classroom. Teachers and students appreciate the easy-to-use layout and design templates, that help even beginning-level users create professional looking presentations. This tutorial will walk you through ten important steps for creating a PowerPoint presentation using *PowerPoint 2004* for the *Macintosh.*

1. Opening and starting a **PowerPoint** Presentation
   From the **Applications** folder, open **Microsoft Office 2004**, and double click **PowerPoint**. Then click **Open** to start a new PowerPoint presentation.
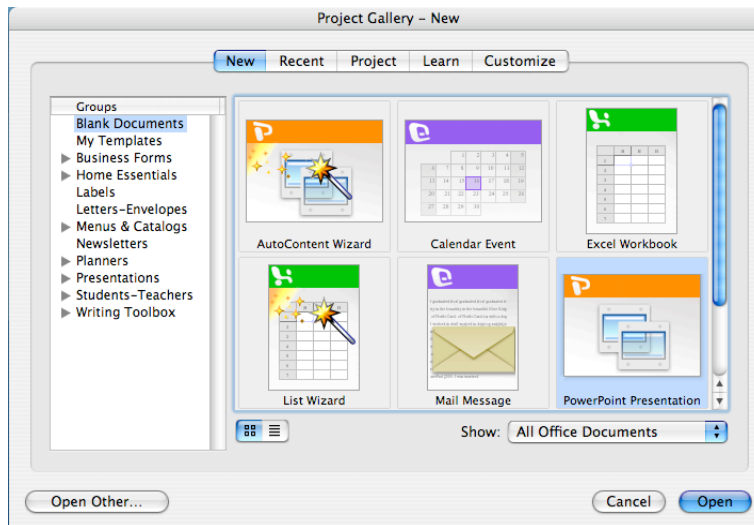
2. Create a **Title Slide** for a New Presentation
   You will now be viewing the **Title Slide**, which will begin your presentation. Following the instructions in the "placeholder boxes," and complete the first slide by typing the title and subtitle of your PowerPoint presentation. Voilà your first slide is done! Or is it? What about a background color or style for your presentation? Use the shortcut button, on the **Formatting Pallette** or from the **Format** menu, choose **Slide Design** to select a style from the templates provided.
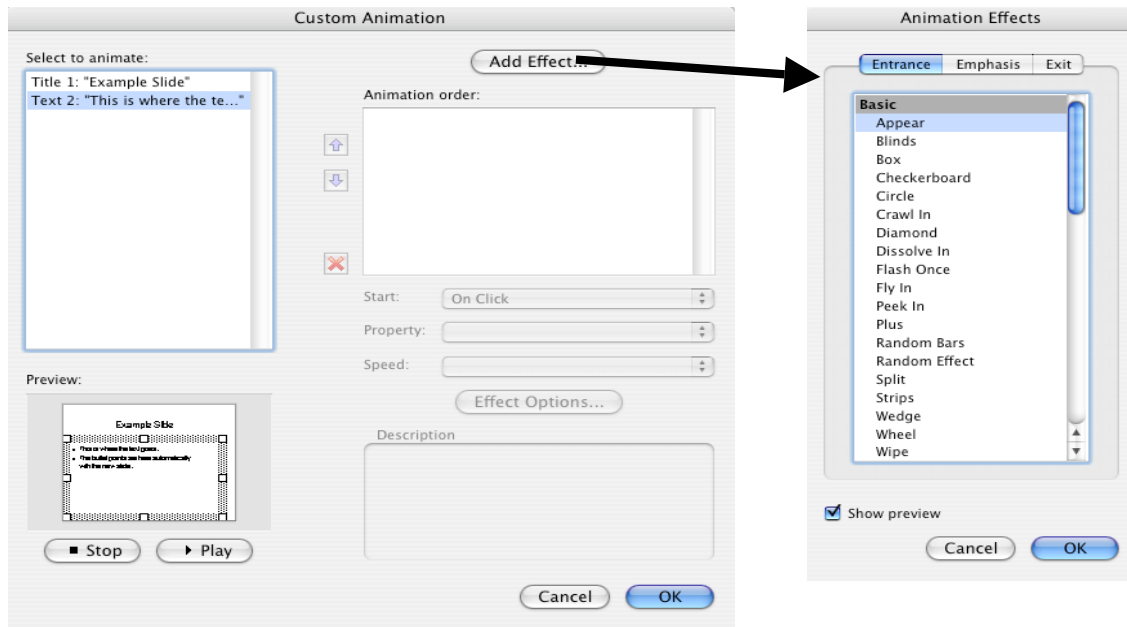
3. **Create a new slide that will contain a bulleted list:**
   From the **Insert** menu, select **New Slide**. You will now be viewing a new slide, that will have a bulleted list in place — all you need to do is type your information. Use the **"Return"** key to add a new item to the list. You will notice that a bullet is automatically added each time you press the **Return** key and that long text entries are automatically wrapped to the next line and indented.

   You can further indent items by typing the **"tab"** key – use **"shift + tab"** to reverse the indent. You can change or remove the bullet by selecting the **Format -> Bullets and Numbering** menu. If you want to change the appearance of the text, drag the mouse to highlight the text and use the **Font** command under the **Format** menu to make changes.

4. Create a "Build" effect for the text:
When you create new slides, you can choose a "build" effect or animation style in which the text is revealed an item, word or character at a time. With your cursor active in the bullet list, under the **Slide Show** menu, select **Custom Animation**. Using the choices found after you press the **"Add Effect"** button, to select an animation. Select a color to represent the dimmed text of items previously displayed in the list. Select a sound to accompany your animation. Click the **Play** button for a demonstration of your selection; remember you will most likely be revealing each line with a mouse click.


5. Create a new slide that will contain a graphic and text:
From the **Insert** menu, select **New Slide**. Select the **Text and Clip Art** layout. Complete this slide by typing in the text placeholders. Double-click on the Clip Art placeholder to open and select an image from the clip art gallery supplied with PowerPoint.

6. Edit the Slide order:
As you add more slides to your PowerPoint presentation, you may want to edit the slide order. The **Slide Sorter** command under the **View** menu shows small page images of the slides in the show.
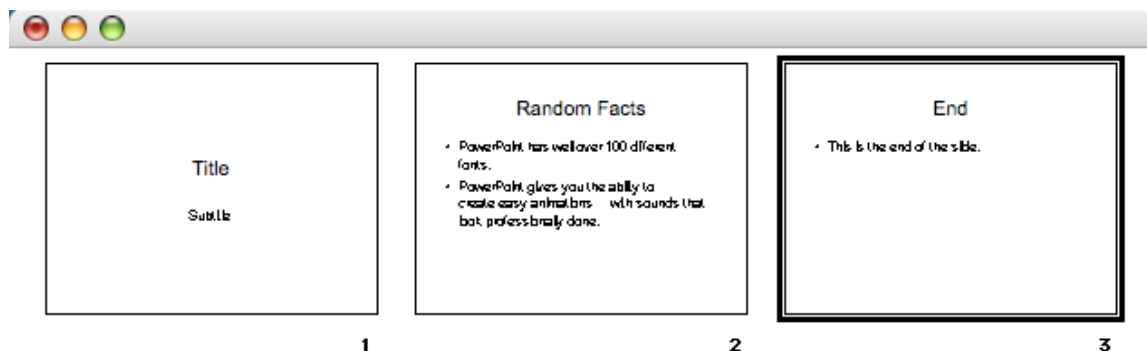
Select and drag the thumbnails to the desired order. The **Slide Sorter** view is also useful for deleting slides or for duplicating slides you want to use as templates. To do this, click on the thumbnail image of the selected slide and choose the appropriate command under the **Edit** menu. Double-click the thumbnail to go to the slide's edit mode!

7. **Create slide transitions:**
   You may also want to add transition effects to add interest to the presentation as you move from slide to slide. Transitions are the visual special effects you see when you go from one slide to the next in a presentation. You have many choices available. You may apply the same transition to all slides, or you may elect to use different transitions throughout the show. Try using the "Random" transitions and let the program choose for you.

   Here's how to set up Transitions:

   • While in the **Slide Sorter** view, click to select the slide you want to apply a transition to.
   • From the **Slide Show** menu, choose **Slide Transition**.
   • In the **Effects** box, select a transition. The transition you select is applied to the picture in the preview box. *Click the picture to watch the transition again.*
   • Choose how quickly you want the transition to happen by selecting the **Slow, Medium**, or **Fast** option button. Watch the speed in the preview box.
   • Click **Apply** or **Apply to All**
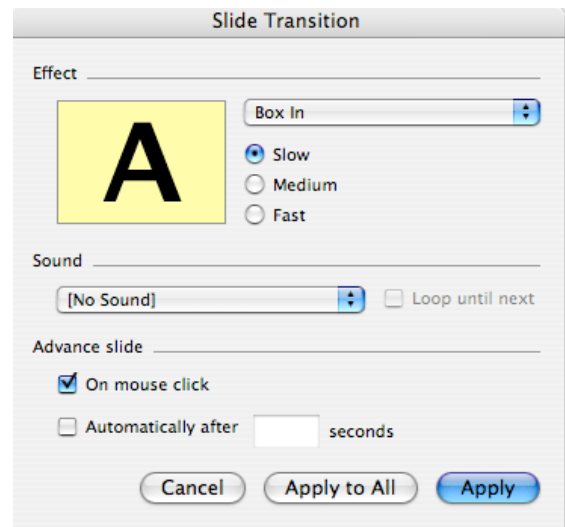
   The transition is applied to the selected or current slides. Look for the transition icon below the slide in **Slide Sorter** view to show that you've set a transition for this slide. You can set the transitions and timings for all the slides at once by selecting **Apply to All** in the transition selection dialog box. You can also use the button bar menu to apply transitions.

8. **Viewing your slide show:**
   Select the **View Show** command under the **Slide Show** menu to see the full screen view of each slide with no menu bars displayed. Click the mouse to advance to the next slide. Click after the final slide has been displayed to return to the normal "Slide View" in PowerPoint, or press the **Escape (esc)** key to exit the slide show at any time. **You can start the slide show from any "current slide"** by clicking the "movie screen" in the shortcut buttons located in the bottom of the slide show window.
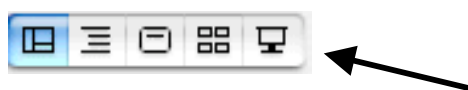
9. **Saving and sharing your PowerPoint presentation:**
Originally created for the PC, PowerPoint comes in many versions. In this tutorial, you have been using a newer version of PowerPoint for the Macintosh (PowerPoint 2004). Windows users most likely use PowerPoint 2000 or 2003. Microsoft has viewers for both Macs and PCs available for download on their website at: *http://www.microsoft.com.*

Files that will be shared on a PC platform require the .ppt file extension.
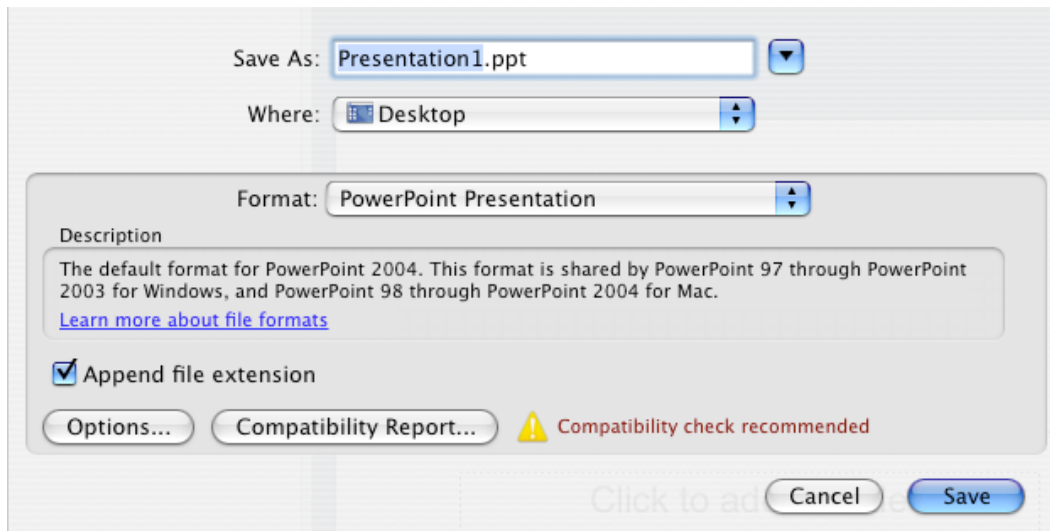
Note: Please remember that it is best to work on and save your work to the computer you're working on, then after all of your work is done for the time being, move your saved file from that computer onto your server.

10. **Printing: notes and handouts**

Notes:
Each slide in a presentation has a place for typing information that will support or supplement the slide contents. Many teachers are requiring students to use the **Notes Page** to type a narrative or explanation for each slide, or use the **Notes Page** to cite source information for the slide. Have students print their presentations as **Notes Pages** to help remind them what to say when a slide is being presented.

Handouts:
When you want to distribute content of the slides (miniature versions of your slide show screens) use the **Handouts** feature in the **Print** menu. Choose from "2, 3, or 6 per page" (selecting **3 per page** will provide lines for note taking.)

Both the **Notes** and **Handout** pages have "masters" where you can add items that you want to appear such as a title, or your name and date.

To Print:

Select the desired *(Slides, Handouts, Notes, Outline)* option from the **Print What**: drop-down menu in the **Print** dialog window:
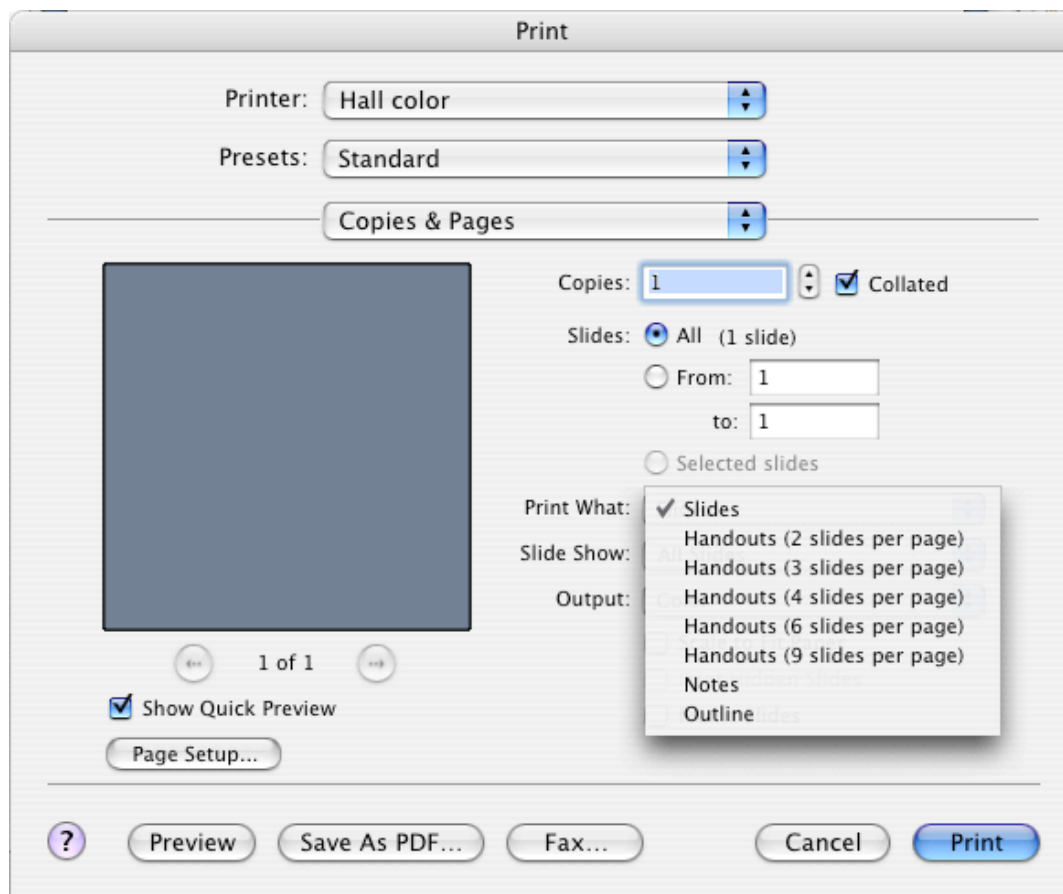
BONUS:

Hints for creating effective presentations:

Don't dwell too long on one slide. While experimenting with slide timing, remember that viewers' attention will lag after a short amount of time. Two to three minutes per slide is a good pace. Consider breaking up slides with a lot of text into two or three slides with slightly different colors and graphic elements. You'll find it easier to keep your audience's attention with a faster pace.

Use the **"Rule of 6" design hint:** No more than 6 bullet points per slide, no more than 6 words per bullet. Use slides to **support** the information you are presenting! For effective presentations, encourage your students to **not** read from the slides.

Connect with your audience visually! Make use of color (don't blind them) and animations (with restraint please)! In this version of PowerPoint, animated ".gif" files downloaded from the Internet will animate in your presentation!