

Workshop on PowerPoint 365
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Lesson 1: PowerPoint 2010 for Presentations

Purpose

PowerPoint is a powerful tool to create professional looking presentations and slide shows. It is also a creative and efficient way to present posters. Today we'll talk about using PowerPoint to create presentations.

Today you will create a first draft of the presentation for your term project. Divide yourselves into pairs. Each pair should have one person who attended previous PowerPoint presentations. The person with LESS experience with PowerPoint should be the one running the program.

Prerequisite

No prerequisites are required to start this lesson.

Part 1: View Examples

Look at a few examples of PowerPoint presentations. These are on the BarchardsLab cluster server, under Project Examples. Open the folder called Example Presentations. Open one or two of these presentations. For each, click through the presentation, to get a sense of what your presentation is going to look like when it is done.

Part 2: Tips for Creating a Spoken Presentation in PowerPoint

1. Your presentation will have many slides, perhaps 10–30 slides.
2. Your first slide must be a title page, with the name of your presentation, and all author names. Use the correct publication names for each author.
3. Every slide must have a title. The title might be the same for several slides in a row.
4. Use point form. Probably the only time you will need a full sentence is when defining your constructs, during the Introduction.
5. If there is something that you will have difficulty remembering and you think it is really important to say, put it on a slide. Do not refer to a piece of paper to help you remember it. By putting it on a slide, this will help you maintain your interaction with the audience—you will only be looking at your audience and the slides that your audience is looking at.
6. The purpose of the slides is to help the audience keep track of where you are in your presentation, to help you illustrate the point you are trying to make, and to provide you with memory aids to help you remember where you are. You should NOT read your slides word for word.
7. For most slides, the slide should be blank. The ideal slide will have been 10 and 20 words on it.

8. Do not put your references on a slide.
9. You do NOT need to put everything into your presentation. You probably will NOT be able to say your entire project during the time limit. Include the most important and most interesting material and skip the rest.

Part 3: Create Rough Draft Presentation of Current Term Project

1. Open Microsoft PowerPoint. Click on the Start button, then proceed to Programs, then from there highlight Microsoft Office or it could be labeled as Microsoft Products, and finally drag your mouse and click on Microsoft Office PowerPoint.
2. When the PowerPoint program has opened, a new slide will appear. This should be the Title Slide. Click on where it says to “click to add title” and type the title of your poster. On the bottom, labeled “subtitle”, type in the names of your poster team members.
3. After making the title page of your presentation, add a new slide where you can begin to place the contents of your paper. In order to add a new slide, click on the Home tab. Under the Slides section, click on New Slide.
4. A drop-down menu will appear. You should see the different types of slide layouts available. To replace the Title Slide layout, click on a different slide layout. (You can also choose a different slide layout by clicking on the picture of the slide. Click on Title Slide.
5. On the second slide, you will begin to add the content of your project. Begin with the introduction. Type the word Introduction on the title section of your slide. On the text space provided (subtitle), type words or phrases that summarizes the contents of your introduction. For the introduction, it is important that you create a list of important points, because we will animate that list later.
6. Outline the rest of your project on other slides. You will need one or more new slides for Method, Results, and Conclusions.
7. Add and choose a slide design. Click on the Design tab. Select a theme you wish to apply. To the right of the designs click “colors” which gives you a drop-down menu, you can choose specific colors that will apply to all of your slides. Make sure it is appropriate for your slide contents and layouts.
8. Next you will animate the list in your introduction, so that one point shows up at a time. To create animation, click on the Animations tab, and in the Animations section, click Custom Animation. Click on the word or phrase you wish to animate. Then on the custom animation box to the right, click on Add Effect. From the drop-down menu, place your cursor on Entrance, and then choose the type of effect you want (Blinds, Box, etc.). If you choose to remove the effect or change it, simply click on the word or phrase in the custom animation box and then click on remove. Continue to choose and click

different words or phrases on your slide to animate. The custom animation will show a list in the order of when the words and phrases will appear in your slide show.

9. To see what your final presentation looks like, watch the slide show. Click on the Slide Show button at the bottom of the page. If you see anything in the Slide Show that you do not like, change it.
10. If you have time, try to create a rough draft of your entire presentation. You will need to change it later, once you have had more feedback on your poster, but it will be easy for you to make those changes later.

Lesson 2: PowerPoint 2010 for Posters

Purpose

After completing and polishing your poster, you need a way to creatively and effectively display it—whether in an academic setting or at a conference. One way to do this is to print out your formatted paper and paste it on sheets of colored construction paper. While this is a perfectly acceptable method, creating a large poster in PowerPoint is a more professional (and increasingly more common) way to present your research. Compare your poster to other posters around the lab.

Prerequisites

You should have successfully completed Lesson 1: PowerPoint for Presentations, before attempting this lesson.

Part 1: Layout

1. Open Microsoft PowerPoint.
2. Choose a blank layout slide design.
3. All poster content should fit on one slide. The final poster should be 4 feet wide by 3 feet tall; this gives you enough room to stand beside it at a conference. These dimensions include the poster content and the margins. Go to the Design Tab and on the left side, click Page Setup. Under Width, type in 46 inches. Under Height, type in 34 inches. Click OK. Note: the margins in PowerPoint are set automatically, and they are NOT exactly one inch. However, setting the width and height to 46 and 34 will ensure that your image successfully prints.
4. There must be a minimum of $\frac{1}{2}$ inch margin on every side. If not, when you print it, your writing will be cut off. This will be a very expensive mistake at the time.
5. Usually, the poster will be divided into three sections. To do this, insert a table with three columns. Go to the Insert tab. In the tables section, click Table. A drop-down menu will appear. Click Insert Table. Under number of columns, type in 3. Under number of rows, type in 1. Click Ok. To enlarge the table, click and drag on the dots surrounding the table.
6. Use a larger size font, like 48 point. Right click and a font box will appear. Under size, type 48.
7. In these columns, add the Introduction, Methods, results, and Conclusion section of your poster.

8. Insert a text box above your table. Go to the Insert tab and click on Text Box. Position your mouse on the top left-hand corner, click and drag the box across to the right-hand corner.
9. Right click text box and choose edit text. Type the title of your poster, name of the institution, and the names of your group members in this text box. You can also add small graphics, or the logo of the school at the top as well. Logo: use google search (images) for UNLV logo or copy and paste from previous posters.
10. To change the borders of the table double click on the Table. A new tab will appear: Table Tools/Design and Layout. In the Tables Styles section click on the Borders icon. Here you can choose where you want your Border. Under the Draw Borders section, you can choose different colors, styles, and choose the width you'd like.
11. To add a background to your entire poster, click on the Design tab. Go to background styles, here you can choose a theme or specific color.

Part 2: Content

This is a fairly subjective process. Most students just eyeball it and add spaces or increase/decrease font size as needed. Also, some prefer to keep the section titles part of the text, while others like to add a separate text box/colored box in between the sections themselves. By now, you've learned to do enough creative things in PowerPoint to be able to decide which would suit your poster better.

Lesson 3: Inserting Tables into PowerPoint 2010

Purpose

In this lesson you will learn how to insert tables into PowerPoint. Furthermore, we will show you several techniques on making an appealing presentation. These techniques include the following: creating your own template, using autoshapes, inserting a Sound clip, and creating a transparent background.

Prerequisites

You should have successfully completed Lesson 1: PowerPoint for Presentations, before attempting this lesson.

Part 1: Creating a Word Table

1. Open Microsoft Word
2. Create a table that looks like the one below

Table 1

Correlations with Hand-Scoring

POES method	Correlation
All-sum	.92
Highest 4	.91
334	.82
3345	.78

$p < .05$.

3. Note that I have done something very strange with this table. I made the title and the table notes a PART of the table. This is essential or else the table will end up as being two separate units when you paste it into PowerPoint. To make the title and table notes a PART of the table:
 - a. Insert extra rows at the top and bottom of the table
 - b. In those rows, merge the cells together, so that they extend the entire width of the table.
 - c. Move the title and table notes into those rows
4. Format the table so it complies with APA standards.
 - a. Mostly, this will entail changing the borders around the table itself so that no vertical lines or horizontal lines are visible (Word grays the lines out, instead of completely erasing them—thus the example table looks odd).

- b. Then put borders on the topmost line, the bottommost line, and the line under the headers.
- c. Center the correlations.
- d. If the columns are two wide for the content, adjust column width.
- e. Make sure your table is single spaced.

Part 2: Copying the Table from Word to PowerPoint

1. Open the Word document that contains the table you want to copy.
2. Select the table by highlighting it. Make sure you have selected the ENTIRE table, including the title and the table notes.
3. Press “CTRL + C” to copy the table to the clipboard.
4. Open PowerPoint.
5. Right click. Under the Paste options, select “Keep Source Formatting (K).” *This is the secret to a good picture of your table.*

Part 3: Formatting the Table

To resize the table

1. Hold the Shift key and resize the table by using the diagonal double arrows that appear when you mouse over a corner.
 - a. Holding the Shift key will allow you to resize the table while maintaining the desired proportions. In particular, the font will increase in size as the table increases in size.
 - b. As you resize the table, keep an eye on the font size at the top of the Home tab. You will probably want to stop when the font size matches the font size of the surrounding text.
2. Bring the table to the front, to make it easier to select
 - a. Select the table
 - b. Select Design, under Table Tools
 - c. Click Bring Forward
3. Now move the table to where you want it.
 - a. Click on the table to select it
 - b. Make sure that your cursor is a four headed arrow

c. Drag the table to where you want it

Lesson 4: Jazzing up your slides in PowerPoint 2010

Part 1: Creating your own template

1. If you want to create a presentation with a unique appearance, start with a blank presentation. To open the blank presentation, click New from the dropdown menu when you click the Microsoft icon in the upper left-hand corner.
2. Click on the View tab and choose Slide Master. The blank presentation will already have a title box and a bullet text box. First, we will change the type font to Arial and the style to Italics in the Title box. Double click on any word in the title box and a small font editing box will appear. In the font box select Arial and change the style to Italics.
3. Change the text box to straight Arial using the same process.
4. Now let's create a new color scheme, add different bullets, and add a graphic as a background. Under the Slide Master tab, click Background Styles/Format Background. A box will appear. Choose a color to match your mood.
5. Now click on the Drawing Tools/Format tab to change the Text and lines to white and change the Title to a bright yellow. Leave the remaining elements as they are. To change the colors, click on the box you want to edit, and go to the text fill to change text and shape outline to change the color of the lines.
6. Now let's give the background a little more pizzazz. Go back to the slide master tab, click Background Styles/Format Background. Under Fill, click Gradient fill.
7. Under Present Colors, select any combination of colors. Under Type, select Rectangular, and under Direction choose the left-hand bottom version.
8. Add a picture by clicking on the Insert tab/Illustrations/picture, locating the picture, and adding it. Note: you may alter the background colors by adding a graphic, so do so carefully.
9. If you don't want to enter a picture, perhaps you want to add a shape from the Illustrations section under the Insert tab.

Part 2: Using autoshapes

1. To add special shapes like lightning bolts and smiley faces go to the Insert tab. In the Illustrations section, click on shapes. This will open a drop-down menu where you can choose different shapes.
2. Move the mouse cursor to your slide, click and drag to form the shape you chose. Click on the corners to adjust the size, or click in the middle to move it to a new location.

Part 3: Inserting a Sound clip

1. Go to the Insert tab. There will be a Media Clips section where you can choose Movies or Sounds. Click on Sounds / Sound from File. Use the file sttng.mid found in BarchardsLab / Lab Meetings and Training / Workshops on PowerPoint / sttng.mid
2. PowerPoint will prompt you to decide how your movie should play i.e., automatically or only when you click on it.
3. The sound will appear on the slide as a speaker. To reposition the speaker, click and drag it to a new position.

You can click to start/stop the sound file.

Part 4: Creating a transparent background

To make your slides or poster unique, you can use pictures. Pictures can be overpowering and can use a lot of ink. Therefore, in this section you will learn how to use a transparent picture as a background.

1. Open a new blank PowerPoint presentation
2. Go to the Insert tab and click on picture. Then navigate to your picture and click Insert.
3. Right click and go to Format Picture.
4. Under Format Picture, click on the drop-down menu labeled Picture Color and look for Recolor. In the Presets menu, select Washout. Click close. You now have a transparent picture.
5. Right click on the picture and select Save as Picture. Navigate to your desired location, give your file an appropriate name, and click Save.
6. Open your real presentation.
7. Click on the Design tab, and in the Background section click on the Background styles/format background.
8. Under the fill tab, select Picture or Texture Fill.
9. Then, where it says Insert From, click on File.
10. Navigate to your picture, select it, and click on Insert.
11. If you want this as the background for ONE slide, click Close. If you want this as the background for ALL slides, click Apply to All.
12. Save your presentation.

Lesson 5: Adding narration to your slides

Purpose

This lesson will teach you to add narrated video to your slides. In addition, you will learn how to record your presentation so it can be played when you are not physically able to present it yourself. There are many ways to do this, the way below works on both Mac and PC.

Prerequisites

You should have successfully completed Lesson 1: PowerPoint for Presentations, before attempting this lesson.

Part 1: Recording Video and Audio files to include on a presentation.

Adding video to your slides.

1. In the Ribbon, click on Insert.
2. On the insert ribbon, click on Video.
 - a. Click on "Video on my PC".
 - b. On your computer, navigate to the video file you wish to add to your presentation and click insert.
 - i. Next, resize the inserted video by clicking on one of the white circles along the edge of the video image and dragging inwards or outwards.
 - ii. Finally, so that the video doesn't block any important content, relocate the video to an appropriate place on your slide by clicking on the center of the video and dragging it where you want it.

Setting your video or audio to play automatically

1. At the top of the ribbon, under Video Tools, click Playback.
2. On the Playback tab, under video options there is a dropdown box next to "Start:", by default it will say "In Click Sequence".
3. Click on the dropdown box and select "Automatically".
4. Now when you view the slide in Slideshow the video will play automatically.

Recording your slides with narration

1. So that the presentation can play automatically, it is time to record the presentation itself.
2. To do this, you'll use the record slideshow function located under the Slide Show tab within the ribbon.

3. There are at least two ways to record your slide show. The first involves adding video files to each slide that narrate the content, setting them to play automatically and then using the record slideshow to package the entire presentation into one automatic show.
4. The second method involves actively recording the presentation using the record slideshow function. Because the second method is only available to PC users, it is described below in the additional resources. You are welcome to use either method for your projects.
5. This section of the workshop will cover how to use record slideshow to record a presentation that includes automatically playing videos added to each slide.
6. After having added a video to each slide and after having set each video to play automatically, click on the Slide Show tab in the ribbon.
7. Next, in the setup section, click the record slide show button.
8. On this screen you'll see a big red record button in the upper left-hand corner.
9. Before beginning, ensure that your microphone is off (the microphone symbol in the bottom right should be slashed through).
10. Click the red button and a 3 second countdown will begin.
11. Afterward the video will begin automatically. When the video is over, you can either click the square in the upper left-hand corner to stop the slide's recording, or you can click the arrow within the circle to the right to continue onto the next slide.
12. After you have recorded each slide, click the x in the top right-hand corner to close the slide record screen.
13. Finally, begin the slideshow (by clicking on the slide show tab and clicking on from beginning). Your entire slideshow presentation should play automatically.