**PowerPoint Notes #1**

**Purpose of a PowerPoint Presentation:**

*To act as a guide, supplementary tool, etc. during a presentation*

 *It should not BE the entire presentation!*



*Slide Pane*

**3.**

*Slide Thumbnail*

**1.**

*Placeholders*

**5.**

*Slides Navigation Pane*

**2.**

*Fit Slide to Window*

**7.**

*Notes Pane*

**5.**

*View Shortcuts*

**8.**

**POWERPOINT RULES & EXPLANATIONS**

1. ***Light on Dark, Dark on Light***

*Use light text colors with dark backgrounds*

*Use dark text colors with light backgrounds*

1. ***6 x 6 Rule***

*Only 6 bullets of text and only 6 words per bullet*

*This is the MAXIMUM; you may have less.*

*NO SENTENCES!*

*This prevents you from reading straight from the slides.*

*Only include keywords or phrases to trigger thoughts and ideas.*

*6x6 Exception . . . when using long quotations.*

1. ***Don’t overdo your Animations!***

*Animations are used to enhance your presentation, NOT to distract you from it!*

*Too many animations are confusing and very distracting.*

**DIFFERENT VIEWS, TABS, & THEIR ICONS**



 **NORMAL VIEW**

* *Used to create the actual slides*
* *Able to add and edit text, objects, animations & transitions*



**SLIDE SORTER VIEW**

* *Displays all slides as thumbnails*
* *Allows you to easily click & drag the thumbnails when moving or rearranging them*



**SLIDE SHOW VIEW**

* *Allows you to run the slide show*
* *On Keyboard . . . F5 Key*



**READING VIEW**

* *Fills your PPT window with a preview of your presentation*
* *Has navigation buttons at the bottom right*



**NOTES PAGE VIEW****SLIDE MASTER VIEW**

* *Notes added in Notes Pane will - Controls the formatting*

*Appear here on all slides*

* *Helpful during presentations - Changes made will*
* *Slide on top, notes are on the bottom appear on all slides*
* *Have to select to print as “Notes Pages” - Each Layout has a*

 *layout master slide*



**OUTLINE VIEW HANDOUT MASTER**

* *An outline of your slide text will* **VIEW**

*appear in the slide navigation pane - Added information will*

 *appear on sheets if you*

*print in handout form*



**NOTES MASTER VIEW**

*- Add text or formatting to appear on all of your printed speaker notes* **TERMS**

Transition: *The way a slide appears on the screen*

Animation: *Motion given to text, objects, graphic, or pictures*

Placeholders: *Dashed, outlined boxes where information can be placed*

Themes: *Predesigned graphic styles*

* *Includes Color Scheme, Fonts, Formatting, Layouts, etc.*

Layout: *Where the placeholders for various objects are placed on a slide*

 *Examples:*



**5 Ways to Add a New Slide**

* *Home Tab – Slides Group - New Slide Button – Choose a layout or click icon*
* *Click on a thumbnail in the Slides Navigation Pane – Enter (adds slide below the selected slide)*
* *Right Click on a thumbnail in the Slides Navigation Pane – New Slide option or Duplicate Slide*
* *Click on thumbnail – Ctrl M*
* *Insert Tab – New Slide Icon / Dropdown*

**2 Ways to Delete Slides**

* *Click on a thumbnail in the Slides Tab – Delete Key or Backspace*
* *Right Click on a thumbnail in the Slides Tab – Delete Slide option*

**To Apply a Theme**

* *Design Tab – Themes Group*
* *Variants Group: shows a variety of different looks using the selected theme*
* *Able to edit specific aspects of the theme in the Variants Group drop-down arrow*

*Applying a theme to a single slide:*

* + *When in the Themes Group, right click on a theme and choose “Apply to Selected Slides.”*

**3 Ways to Edit a Slide’s Background:**

* *Right Click – Format Background*
* *Design Tab – Background Group – Background Styles – Format Background*
* *Design Tab – Variants Group – Background Styles*

*The background can be any of the following options and can be edited within the Format Background Pane on the right:*

* *A Solid Color Fill - A Pattern*
* *A Theme - A Picture or Graphic file*
* *A Gradient Fill*

*What needs to be done if a picture/graphic is set as the slide background image?*

* *Change the transparency color of the text placeholder or text box*

*What needs to be done if you want a picture/graphic as the background but have a theme applied to that slide?*

* *Choose to “Hide Background Objects” when in the Background Dialogue Box*

**2 Ways To Change a Slide’s Layout:**

* *Right Click – Layout – Choose Layout*
* *Home Tab – Slides Group – Layout Button*

**To Apply a Transition to a Slide:**

* *Transitions Tab*

*How to know a Transition has been applied:*

*- A star next to the thumbnail*

*- The transition applied will be selected within the Transitions Group when you click on the slide*

*Two ways to advance to the next slide:*

*On mouse click Set a timer*

*Transition Rule:*

* *If bringing in a slide that will already have text on it, DO NOT bring it in from the* ***top of the screen*** *(bottom of slide comes down first) or from the* ***Left*** *of the screen (right side of the slide comes in first).*

**Notes #2 – Custom Animation**

**Steps to Adding Custom Animation:**

1. *Animations Tab – click Animations Pane button to open it*
2. *Insert object or type text*
3. *Select (click on) object or text*
4. *Animations Tab – Animations Group – Click on an effect OR click Add Animations Button and then choose an effect*
5. *Effects will be listed in the Animations Pane*

**What are the four types of effects which can be added?**

* *Entrance*
* *Emphasis*
* *Exit*
* *Motion Paths*

**Three Options to Starting Your Effect**

**(*drop down arrow next to affect in Animation Pane or next to Start in Timing group)***

* *On Click*
* *With Previous*
* *After Previous (given a time frame)*

**What two things show you that an effect has been added to your presentation?**

* *A small numbered box appears on the upper left corner*
* *The effect appears in the Custom Animation Task Pane*

**Right Click on the Effect in the Custom Animation Task Pane to:**

* *Change how the Effect starts*
* *Add Effect Options*
* *Change the Timing*
* *Remove the Effect*

**Effect Options:**

* *Additional options which can be added to some of the effects you chose*

**Additional Custom Animation Rule:**

* *If there is already text or pictures on a slide, animation* ***should not*** *come in overtop of that text/picture.*