



IT Support User Guides

Help and advice with using computers and our network

PowerPoint: Designing a Basic Presentation

To open PowerPoint

- Click on **Start, Programs, MS Office XP, PowerPoint**

To design a new presentation

- Click on **Blank Presentation**

A box on the right hand side shows the various slide layouts

To select a slide

- Click on your chosen design

The slide appears on the screen ready to insert data

Follow the instructions you see on the slide

To select another slide

- Click on **Insert, New Slide**

The slide options will appear as before

Saving the presentation

- Click on **File, Save As**
- Give the file a name
- Click OK

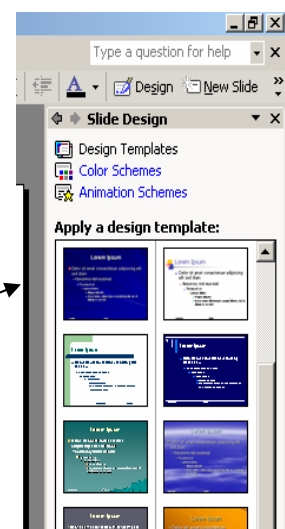
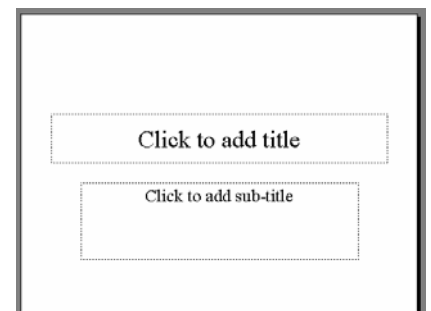
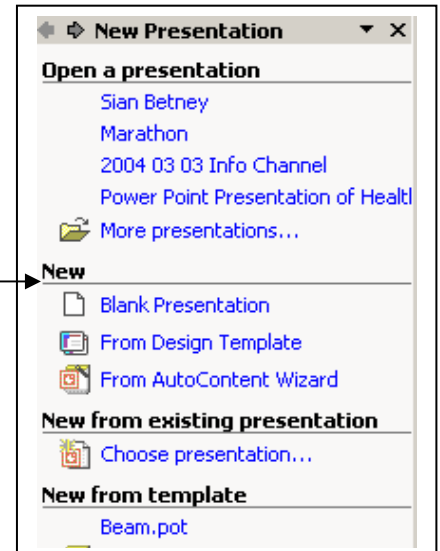
Adding a background design

- Click on **Format, Slide design**

A box with a list of different backgrounds will appear.

- Click on each design in the list until you find one that is suitable
- Click on it to apply

This applies the selected design to all slides in a presentation. There may be changes to the font, the bullets and general layout depending on the design chosen



To apply a new background image to a slide

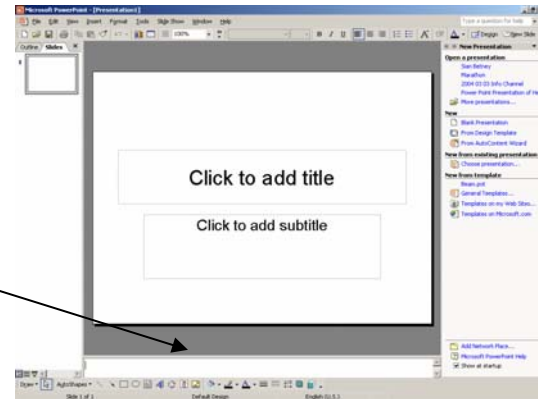
Please refer to IT Support User Guide “Inserting a Slide Background”

Speaker Notes

If you are giving a presentation you may want some speaker notes to guide you

- **Click** on the **Notes** area below the slide

You can add your desired notes to each slide and print them out later



To move between the slides you have designed

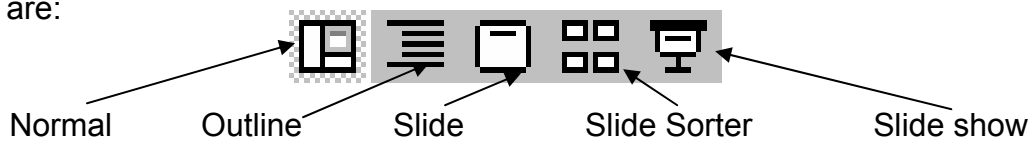
A preview of all slides is on the left hand side of the screen

- **Click** on a slide to view

To move between design views

- **Click** the required view on the set of icons at the bottom left of the screen

The views are:



To view all of the Slides in a presentation

- **Click** on the icon in the bottom left of the screen that looks like four small pages

To change the order of the slides

- **Click** on the slide you wish to move with the left-hand mouse button and drag the slide to the new position

Printing a presentation

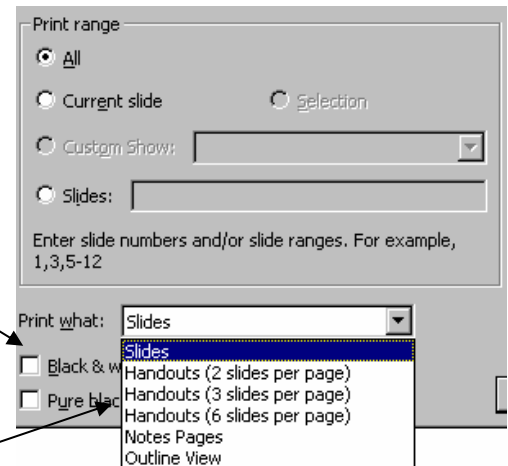
Printing to the network laser printer

- **Click on File, Print**
- **Click the Black & White checkbox** at the foot of the Print box

There are several slide printing options to choose:

- Print the current slide only
- Print all slides
- Print a selection of slides
- Print out handouts with either 2, 3 or 6 slides to a page
- Print out your speaker notes

- **Choose** the print option you need
- **Click** on **OK** to print



Printing in colour

- **Save** your **PowerPoint** presentation to a **floppy disk** or **USB drive**
- **Give** your floppy disk or USB drive to a member of Learning Centre staff to print out the colour copy

To set a slide show presentation to run on a computer

- **Press** the shortcut **F5**

Always remember to save work to your **F drive**

To close PowerPoint

- **Click** the **X** in the top right hand corner or select **File** and **Close**