PowerPoint for OLLI Instructors

Quick Tips

- Font size should be between 28 and 32 point.

- One idea per slide

- Four (4) to five (5) bullet points per slide

- About five (5) words per bullet

- Approximately one slide per minute

- USE NORMAL SENTENCE CASE FOR YOUR BULLET POINTS, NOT ALL CAPS

- USE PICTURES! Text is boring! No one came to read text off your sides, they came to listen to what you had to say and to see interesting pictures!

- Use High contrast colors

- Use plain and unpatterned backgrounds

- Make sure you use the correct white space!

- Although serif fonts (Times New Roman) are thought to be easier to read on paper, sans serif fonts (Arial) may be easier to read on a screen or for those with impaired vision.

Table of Contents

A Not Bad Slide

Remembering Passwords

- Physical Items
  - T-Rex Eats Shuttle!
  - TRex_3ats_Shuttle!
- Your Favorite Characters
  - Admiral Akbar
  - Barney Miller
- Combinations
  - Barney Miller & Admiral Akbar fight crime!

A Not Good Slide

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The Biggest Lie on the Internet: Ignoring the Privacy Policies and Terms of Service Policies of Social Networking Services

Office Basics You Might Have Forgotten

Changing the Visibility of the Ribbon
 Double click on any tab of the ribbon.
   OR
 Click on the **Ribbon Display Options** icon.
   OR
 Use the keyboard command **Ctrl + F1**.

Changing the Zoom from the Ribbon
1. Select the **View** tab.
2. In the Zoom section, select one of the zoom options, or click the **Zoom** button.
3. In the Zoom dialog box, select the desired option.
4. Click **OK**.

Changing the Zoom with the Mouse
1. Press the **Ctrl** key on the keyboard.
2. Use the **scroll wheel** on your mouse to change the zoom of the document.

Moving through a Document
- **Home** moves the cursor of the beginning of the current line
- **End** moves the cursor to the end of the current line
- **Ctrl + Home** moves the cursor to the beginning of the document
- **Ctrl + End** moves the cursor to the end of the document

Selecting Text with the Keyboard
- **Ctrl + Shift + left/right arrow** selects whole words
- **Ctrl + Shift + up/down arrow** selects whole paragraphs

Selecting Text with the Mouse
- **Double click** in a word to select the whole word
- **Triple click** in a paragraph to select the entire paragraph

Copy and Paste Keyboard Commands
 Ctrl + X   **Cut**
 Ctrl + C   **Copy**
 Ctrl + V   **Paste**

Paste Special
1. On the **Home** tab, click the down arrow under **Paste** then select **Paste Special**.
2. Select one of the options from the Paste Special drop-down menu.
3. Additional options are available if you choose **Paste Special** from the drop-down menu.

Removing Text Formatting
1. Highlight the text the problematic formatting.
2. Select the **Home** tab, and in the Font section, click the **Clear Formatting** button.

Format Painter

The format painter allows you to copy formatting from one section of text to another. The format painter is especially useful when applying extensive formatting from one paragraph to another.

1. Highlight the text from which the formatting should be copied.
2. Select the **Home** tab, then select the **Format Painter** icon.
3. Highlight the text to apply the new formatting.

PowerPoint Basics

Slide Layout

1. In the **Home** tab click the **Layout** button, and choose a layout from the drop-down menu.
   OR
   Right click in a blank area of the selected slide and choose **Layout**.

Inserting a Single Picture

1. In the Insert tab click the **Pictures** button.
2. Browse to where the file is saved.
3. Select the image and click **Insert**.
   OR
1. Open a Windows folder that contains the picture.
2. Drag an image from the folder into the slide.

Resizing an Image

1. Select the image.
2. Place the cursor over the one of the sizing handles in the corner of the image. A double headed arrow appears.
3. Click and drag until the image is the desired size.
   OR
1. Select the image.
2. Select the Picture Tools Format tab.
3. In the Size section, type or select a new number in the height or width spin box.

Alignment

1. Select the image(s). To select multiple images, hold down the **Ctrl** key on your keyboard and click with your mouse on each image to be selected.
2. Select the **Picture Tools Format** tab of the ribbon.
3. Click the **Align** (also called Align Objects) button.
4. From the drop down menu select the desired alignment options.

If a single image is selected, the selected option will change how that image is aligned on the page. (Align Right moves the image flush with the right margin, such as the image displayed here.)

If multiple images are selected, the images are aligned with each other. For example, Align Top shifts the images so that the top of all selected images are at the same place in the document.

Shapes

1. On the **Insert** tab click the **Shapes** button.
2. From the drop-down menu, select the shape you want to use.
3. In the area you want to add a shape, click and drag—the outline of what you want to draw will appear. It's okay if you don't get it right! You can fix the shape after you've created it!
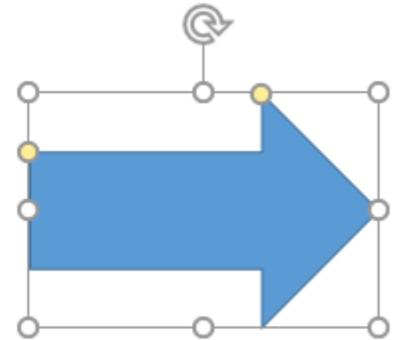
Formatting Objects

Add a new shape	Insert Shapes
Change the inside color of an object	Shape Fill
Change the outside color of an object	Shape Outline
Change the thickness of the shape outline	Shape Outline
Rotate the selected object	Rotate
Make the object smaller	Size
Set the location of the object within the page	Align

Resizing Objects

Select the shape you want to modify. A bounding box appears.

- **Click** on one of the **white** (circle) handles and **drag** to resize the object.
- **Click** on one of the **yellow** (circle) handles to change the object within the bounding box.
- In the Size section of the Format tab, enter new numbers.

Recoloring Objects

1. Select the object to the modified. The Drawing Tools: Format tab appears.
2. To change to outside of a shape, click the Shape Outline button and select from the desired options.
3. To change the inside of a shape, click the Shape Full button and select from the desired options.
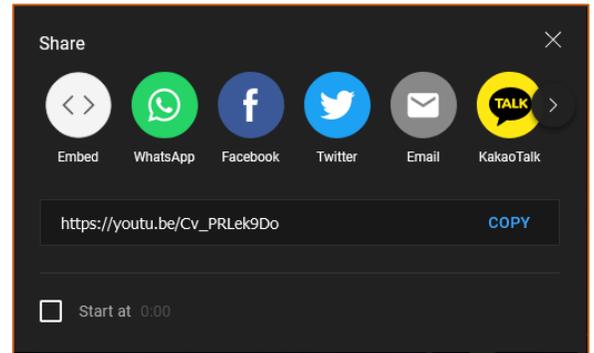
Video

YouTube videos can easily be added to your presentation. It is highly recommended that you find the specific video you want before starting the insert process, so you can be certain you have selected the correct one. These steps are for newer versions of PPT. If you have an older version, you can still add a video but the process has more steps.

Adding a YouTube Video

1. Go to YouTube and find the video you want to use.

2. Underneath the video, click the **Share** button.
3. A dialog box opens. Copy the URL in the box. **NOTE:** you can start the video at a specific point, with the **Start At** check box.
4. Go back to PowerPoint.

5. Select the Insert tab of the Ribbon.
6. Click the **Video** button, and from the drop-down menu select **Online Video.**

7. **Paste** the URL from YouTube into the text box.
8. Click **Insert**.
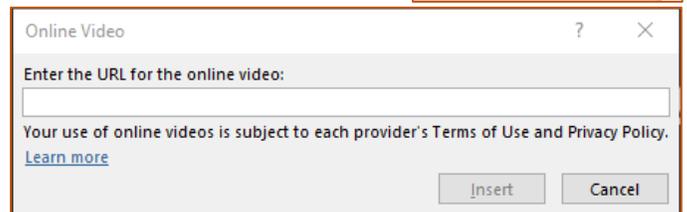
9. The selected video is inserted into your presentation. You can move and resize it as necessary.
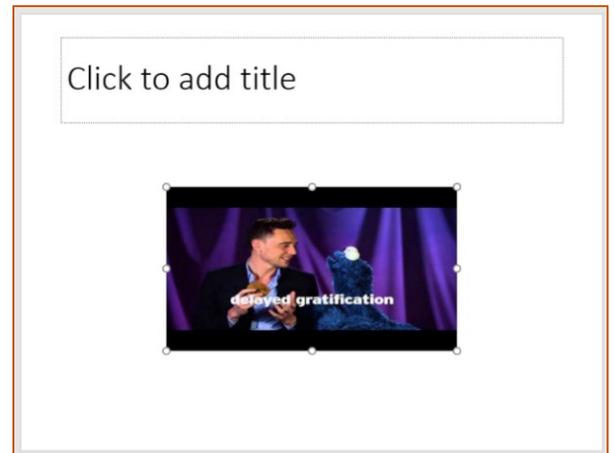
Photo Album

You may often want to insert a large number of pictures into a PowerPoint presentation. This is easily done by creating a Photo Album in PowerPoint. Depending upon the age of your computer and the size of your pictures, there may be a lag during steps of this process.

DON'T PANIC.

Wait patiently and the processor should catch up and continue creating your photo album.

While you are reviewing the pictures, and know the order in which you want to show them, you can add numbers at the beginning of the file names. This should place them in your desired order when you insert from PowerPoint.

Creating a Photo Album

1. Select the **Insert** tab.
2. Click the **Photo Album** button.
3. The Photo Album dialog box opens. Click the **File/Disk** button.
4. The Insert New Picture dialog box opens. Use **Ctrl + click** to select individual pictures or use **Ctrl + A** to select all the picture in the folder.
5. Once the images have been selected, click the **Insert** button.
   Wait Patiently.
6. If you have a lot of pictures, high resolution pictures, or an older computer, this process can take a while.
7. Beside Album Layout, choose how you would like the pictures to be displayed:
   Fit to Slide
   1 Picture
   1 Picture with Title
8. Click the **Create** button.
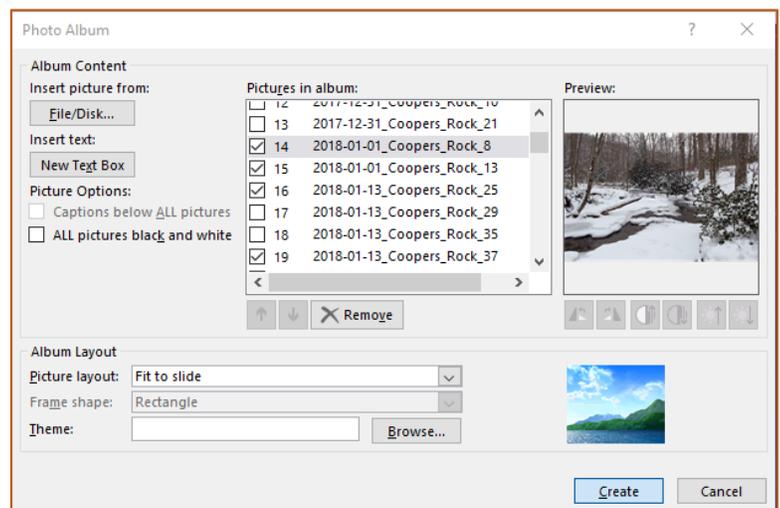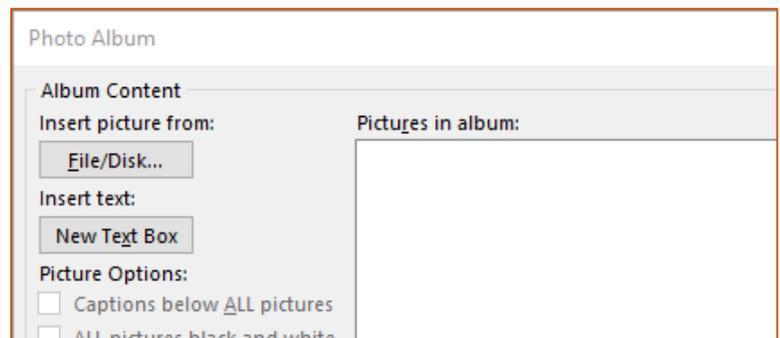
WAIT PATIENTLY.

9. If you have a lot of pictures, high resolution pictures, or an older computer, this process can take a while. Perhaps you can go get a cup of tea.
10. Check through individual slides and reformat any images as needed.

Themes

Themes can allow you to add color and visual interest to your presentation. **HOWEVER**. Themes can also be distracting and make your presentation hard to read if you aren't careful. It is far better to have a boring looking presentation that can be read by everyone than to have one viewers can't read (or that gives them a migraine).
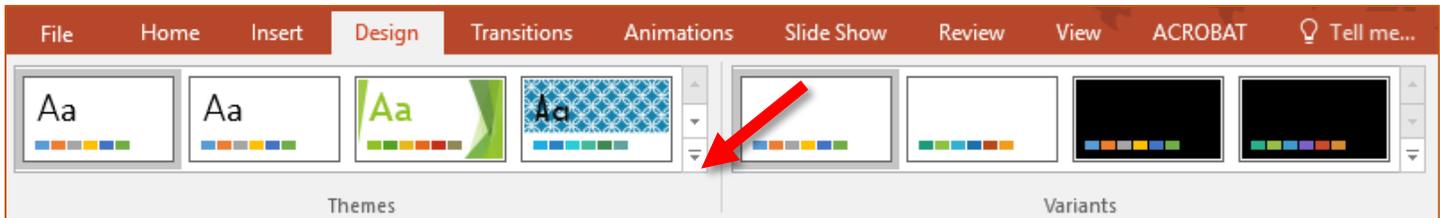
Adding a Theme

1. Select the Design tab.
2. In the Themes section, click the more button to see more themes at one time.
3. Scroll through the list until you find theme you like. Holding your cursor over a theme will preview the select slide as that theme.
4. Once you have found one you like, click on that theme to apply it to your entire presentation.
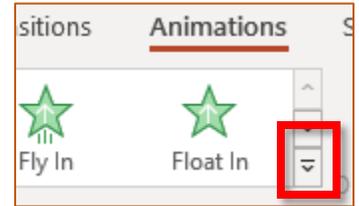
Animation

Animations allow you to present single lines of text or an images, one at a time, upon clicking (or after a set time period).

This is particularly helpful if you have complex or confusing material to present, such as explaining a complicated flow chart.

Adding Animation

1. Select the text or image you want to animate.
2. Select the Animations tab of the Ribbon.

3. In the Animation section, click in the lower corner of the Animations box to view the different animation types. Click to select an animation (**Appear** may seem boring, but fancy animations can be distracting.)
4. The selected line of text or image is animated.
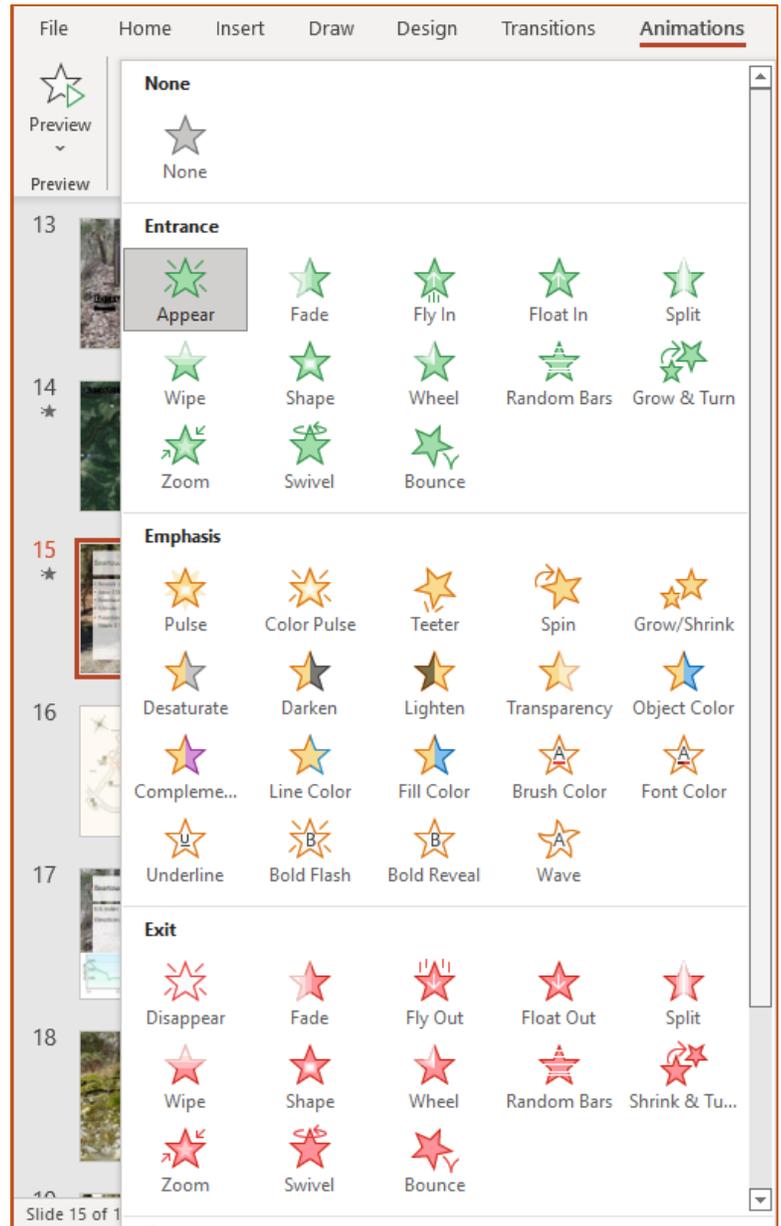
The Animation Pane

The Animation pane is where you arrange and modify your animations. To access it, in the Animations tab of the ruler, in the Advanced Animation section, click the Animation Pane icon.

The animation pane appears along the right side of the window in the Normal view.

Once you have added an animation to a section, you can change how it appears (or disappears).

If you are viewing the Animation tab of the ribbon, you can modify any selected animation from there.

When you hover over an animation in the animation pane, a triangle appears, designating a drop-down menu which provides another way to modify and animation.
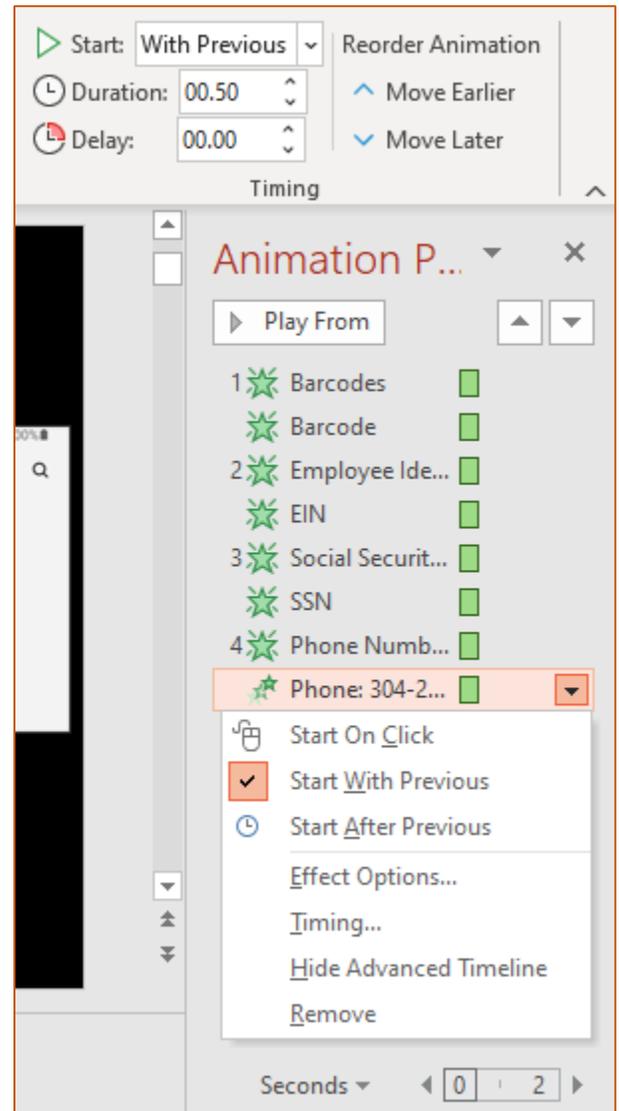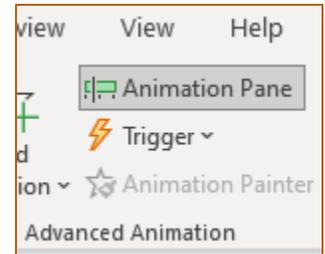
Transitions

Transitions are a way to add visual interest to the change from one slide to the next. They can be useful in livening up a presentation, but they can also be extremely distracting. If you feel your presentation needs transitions, pick a single transition to use for your entire presentation.
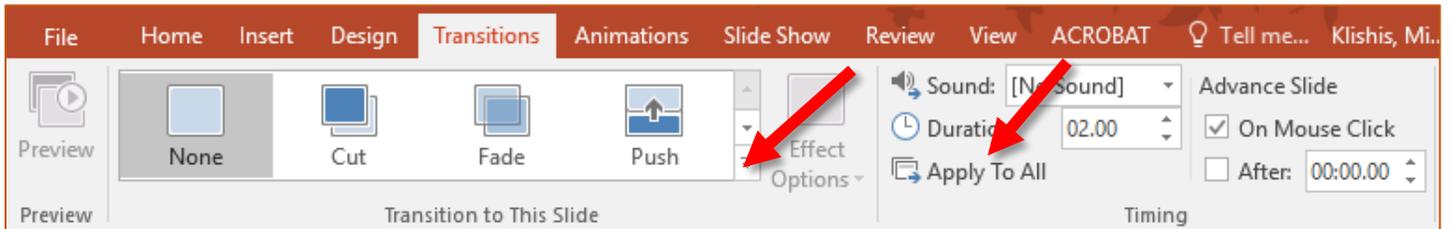
Applying Transitions

1. Select the **Transitions** tab.
2. In the Transition to This Slide area, click more to see additional transitions.
3. Scroll through the list until you find a transition you like.
4. When you select a transition, you will see a brief preview on the selected slide.
5. Once you have found your transition, click the **Apply to All** button to apply the same transition to all the slides in your presentation.

Presentation View Buttons

PowerPoint allows you to work with your presentation in different views. The most frequently used views are Normal, Slide Sorter, and Slide Show. These are all available as icons on the status bar, and also from the View tab of the Ribbon.

Giving a Presentation

1. In the Document Views area, click on the **Slide Show** button,

    OR

    Press the **F5** key on the keyboard,

    OR

    In the View tab click the **From Beginning** or **From Current Slide** button.
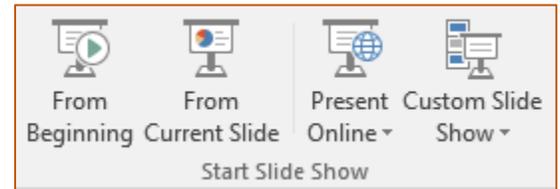
Presenter View

1. At the top of the window, click **Display Settings**.
2. From the drop down menu, select **Duplicate Slide Show** to exit the presenter view.
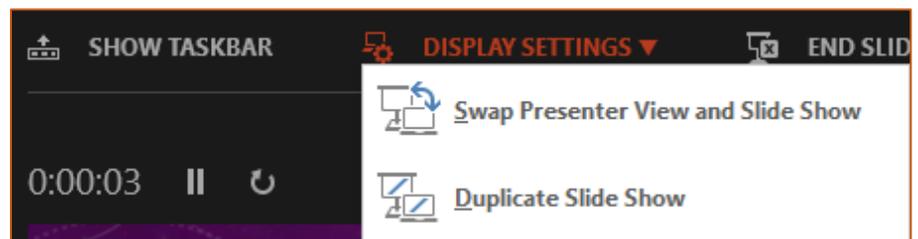
Hiding the Presenter View

1. To hide the presenter view completely giving your presentation, towards the center of the screen, click the circled ellipse button.
2. From the drop down menu, select **Hide Presenter View**.

Moving through a Presentation

1. Press the **Space Bar**, **Left click**, press **Enter**, press the **Down** or **Right** arrow.
2. Press the **Left** or **Up** key, **Right click** in the presentation and choose **Previous.**

Ending a Slide Show

1. Press the **Esc** key.

   OR

   Right click and choose **End Show**.

   OR

   In the Presenter View, towards the top of the window, click **End Slide Show**.
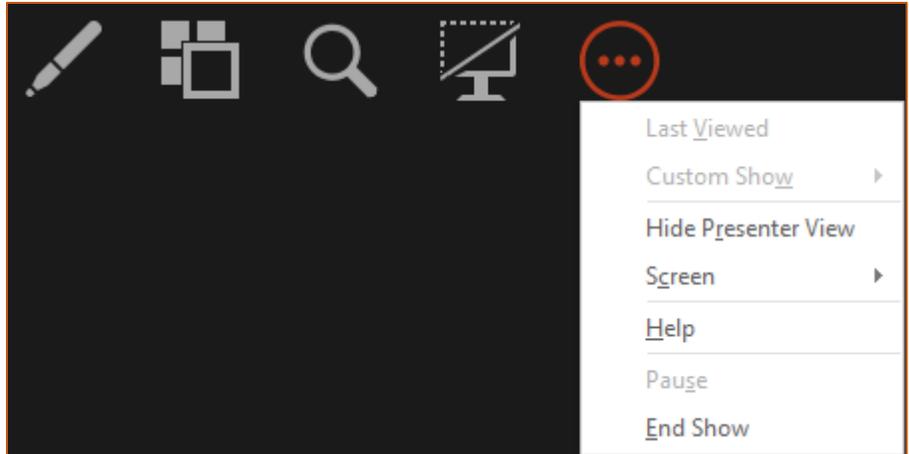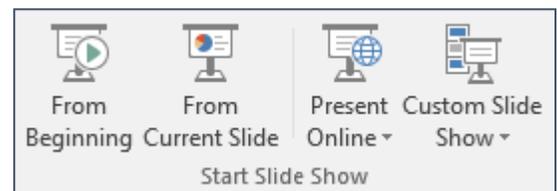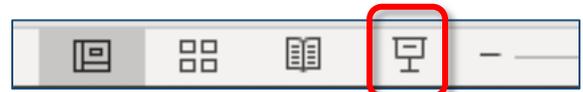
Slide Show View

Giving a Presentation

In the Document Views area, click on the **Slide Show** button.

OR

Press the **F5** key on the keyboard,

OR

In the View tab click the **From Beginning** or **From Current Slide** button

Saving a Document as a PDF

In most cases you will not be able to send your PowerPoint slides because of size constraints.

Additionally, not all people have access to Microsoft Office. Because of this it is a good idea to make a pdf (portable document format) of your handout, as that format can be opened only all different kinds of systems as well as by web browsers.

If you have a newer Windows system, it is easy to create a PDF from any document.

1. In your program, launch the Print Dialog Box (in most systems you can do this with the keyboard command **Ctrl + P**).
2. In the drop down menu to select the printer, choose **Microsoft Print to PDF** or it is sometimes just **Print to PDF**.
3. You will be prompted to select a location to save the pdf. If you select to save it on the Desktop, it will be easy to find later.
4. Give the document a name and click **Print**.
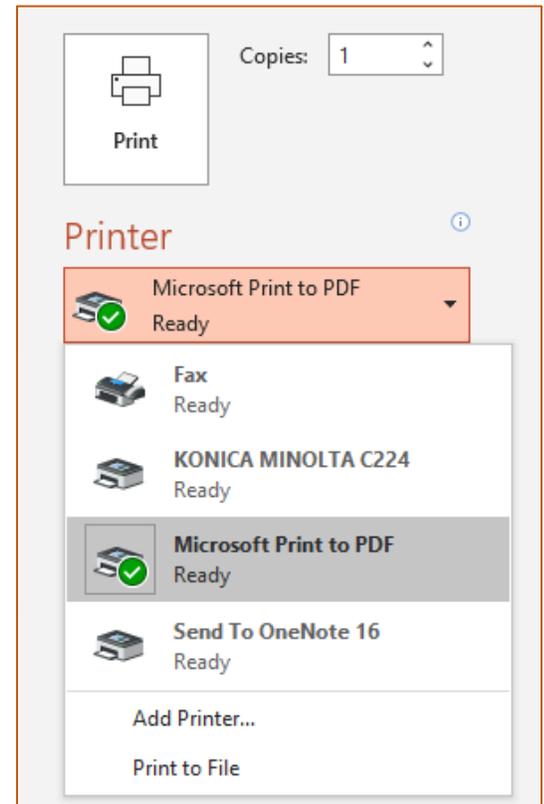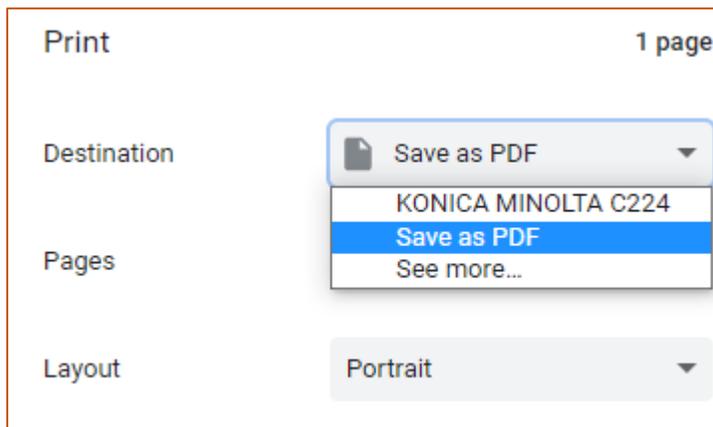
Shortcuts and Commands

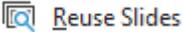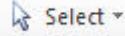| Command	Tab Location	Other	Keyboard	Reference
Align Image	Picture Format > Arrange			
Align Text Center	Home > Paragraph	Mini Toolbar	Ctrl + E	
Align Text Left	Home > Paragraph	Mini Toolbar	Ctrl + L	
Align Text Right	Home > Paragraph	Mini Toolbar	Ctrl + R	
Animation	Animations > Animations			
Arrow	Insert > Shapes > Block Arrows			Block Arrows
Backstage View	File		Alt + F	
Bold	Home > Font	Mini Toolbar	Ctrl + B	
Borders	Table Tools Design > Table Styles			
Bullets	Home > Paragraph			
Change Case	Home > Font		Shift + F3	
Clear Formatting	Home > Font		Ctrl + Spacebar	
Close	File > Close		Ctrl + W	
Compress Pictures	Picture Format > Size			
Copy	Home > Clipboard	Right click	Ctrl + C	
Crop Image	Picture Tools Format > Size			
Custom Animation	Animations > Animations			
Cut	Home > Clipboard	Right click	Ctrl + X	
Design Templates	Design > Themes			
Find	Home > Editing		Ctrl + F	
Font	Home > Font	Mini Toolbar		
Format Object	Shape Format	Right click		
Format Painter	Home > Clipboard	Mini Toolbar	Ctrl + Shift + C Ctrl + Shift + V	
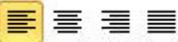
Command	Tab Location	Other	Keyboard	Reference
Handouts	File > Print > Settings			
Hide the Ribbon	Double click on an open tab		Ctrl + F1	
Hyperlink	Insert > Links	Right click	Ctrl + K	
Images	Insert > Pictures			
Import Slides	Home > New Slide Button Arrow > Reuse Slides			Reuse Slides
Indent	Home > Paragraph	Mini Toolbar		
Insert Slide	Home > Slides	Right click	Ctrl + M	
Italic	Home > Font	Mini Toolbar	Ctrl + I	
Layout	Home > Slides	Right click		Layout ˅
Line Spacing	Home > Paragraph			
New Presentation	File > New tab		Ctrl + N	
New Slide	Home > Slides	Right click	Ctrl + M	
Non-Keyboard Characters	Insert > Symbols			Symbol
Normal View	View > Presentation Views	Presentation Views		
Notes Page	Views > Presentation Views			
Numbering	Home > Paragraph			
Open	File > Open		Ctrl + Open	
Paste	Home > Clipboard	Right click	Ctrl + V	
Paste Special	Home > Paste down arrow > Paste Special	Right click		Paste ˅
Photo Album	Insert > Images			Photo Album ˅
Picture	Insert > Images			
Picture Border	Picture Tools Format > Picture Styles	Home tab > Drawing		Picture Border ˅
Presentation View	View > Presentation Views	Status Bar		

Command	Tab Location	Other	Keyboard	Reference
Print	File > Print	Quick Access	Ctrl + P	
Print Handouts	File > Print > Settings > Handouts			
Program Options	File > Options			
Recent Files	File > Open			
Redo		Quick Access	Ctrl + Y	
Replace	Home > Editing		Ctrl + H	Replace
Reuse Slides	Home > New Slide down arrow > Reuse slides			Reuse Slides
Save	File > Save or Save As	Quick Access Toolbar	Ctrl + S	
Save As	File > Save As		F12	
Save As Slide Show	File > Save As button			
Screenshots	Insert > Images			
Select All	Home > Editing > Select button > Select All		Ctrl + A	Select
Set Up Show	Slide Show > Set Up			
Shapes	Insert > Illustrations **OR** Home tab > Drawing			
Slide Layout	Home > Slides	Right click		
Slide Show from Beginning	Slide Show > Start Slide Show		F5	
Slide Show from Current Slide	Slide Show > Start Slide Show	Presentation Views	Shift + F5	
Slide Sorter View	View > Presentation Views	Presentation Views		
Slide Template	Design > Themes			
Slide Transition	Transitions			
Speakers Notes	Views > Presentation Views > Notes Page			
Spell Check	Review > Proofing	Right click	F7	

Command	Tab Location	Other	Keyboard	Reference
Start Slide Show from Beginning	Slide Show > Start Slide Show	Presentation Views	F5	
Start Slide Show from Current Slide	Slide Show > Start Slide Show	Presentation Views	Shift + F5	
Switch Windows	View > Window	Windows taskbar	Alt + Tab	
Symbols	Insert > Symbols			
Table	Insert > Tables			
Table: Add Row / Column	Table Tools Layout >Rows & Column			
Table: Delete	Table Tools Layout > Rows & Columns			
Templates	Design > Themes			
Text Box	Insert > Text Box			
Text Size	Home > Font	Mini toolbar		
Themes	Design > Themes			
Transitions	Transitions			
Undo		Quick Access	Ctrl + Z	
Video	Insert > Media			
View	View > Presentation Views	Status Bar		
Word Art	Insert > Text			
Zoom	View > Zoom	Status Bar		