



Australian
National
University

Digital literacy training

PowerPoint

2019

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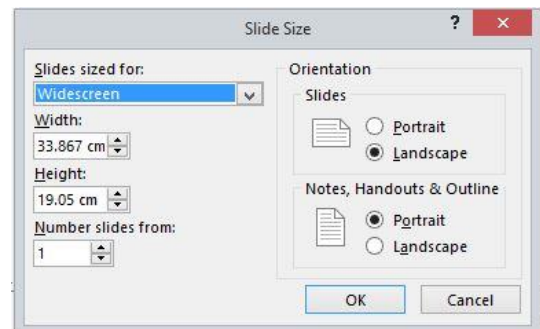
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What is PowerPoint?

PowerPoint is a complete presentation graphics package. It has tools and capabilities to create the following output:

Activate **Design** tab > select **Slide Size** drop down > Custom Slide Size

- On-screen Show
- Notes, handouts & outline
- Creating a presentation for the web



To support the presentation PowerPoint can generate:

- Black and white or colour handouts with 1, 2, 3, 4, 6 or 9 slides per page
- Outlines of slide titles and main points
- Speaker and viewer notes

Plan a PowerPoint presentation

Before you start

- Determine the objective. Is the presentation instructing, informing or selling a product or idea?
- Consider the target audience. What do they expect to learn? Have a clearly defined purpose.
- Gather the necessary materials and arrange them in a logical sequence
- Most people remember about three key points from a speech – think how these key points can be best communicated visually. Develop a last slide as a summary slide.

Present the slide show

PowerPoint presentation design tips

- Always remember that slides are to reinforce what the presenter says
- Consistency and simplicity in design are of key importance
- Use 1-2 slides per minute of your presentation
- Keep the message focused

Text

- Not too much text per slide. Use 1 topic per slide: 5 points per slide: 5 words per point. (The 1:5:5 rule.)
- Use key words or phrases – not sentences
- Avoid the use of punctuation
- Do not use all capitals, underlining or italics
- For high impact change the colour of the text
- Be sure and check spelling

Colours

- Use colours carefully
- There should be good contrast between text and background
- Use light on dark or dark on light
- Remember the colour blind and avoid combinations such as red and green

Fonts

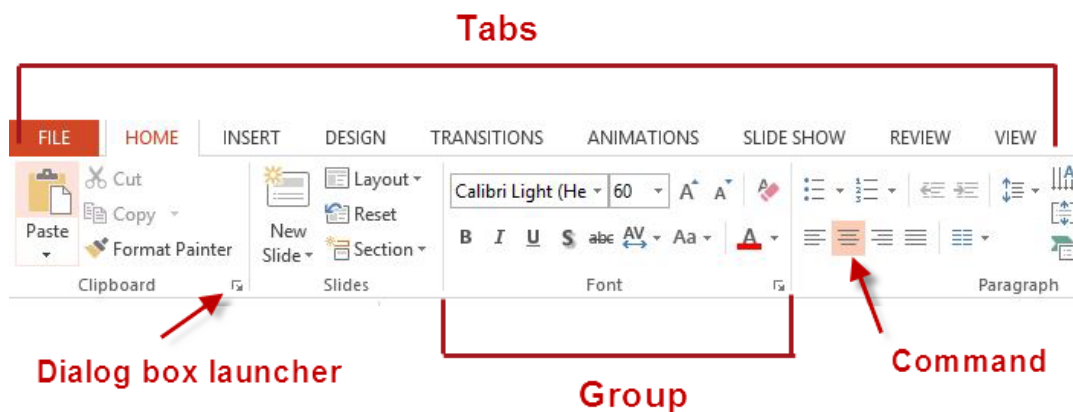
- Sans Serif fonts are recommended: Calibri, Verdana, Arial, Tahoma & Gill Sans
- Serif fonts are to be avoided: Times New Roman, Palatino, Century Schoolbook
- Titles should have a minimum size of 36 – 48
- Text should have a minimum size of 24

Graphics

- Keep graphics simple and clean
- Visuals are for support, interest, emphasis and appropriate to content.

The Ribbon

A feature of PowerPoint is the Ribbon. The Ribbon is a tabbed bar at the top of the screen, divided into groups of icons (commands) and buttons and organised by tasks.



The Ribbon has three basic components

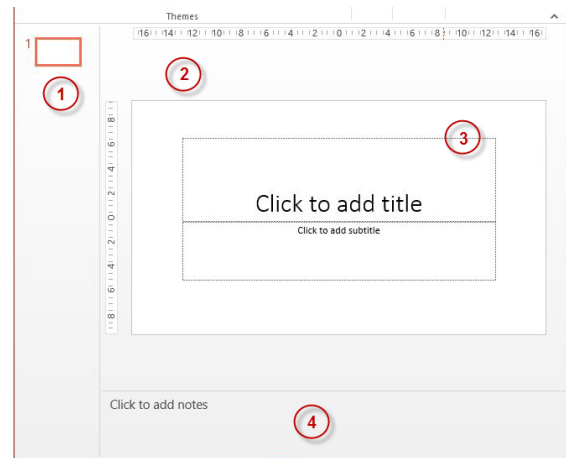
Tabs	Eight activity areas across the top of the ribbon.
Groups	Each tab has several groups that show related items.
Commands	Commands can be buttons, drop-down lists or a box to type information.

Ribbon Tabs	Description
File	Used to open, close slide files etc. The File tab provides settings and details about the structure of a slideshow. It is called Backstage View.
Home	Commands for adding new slides, some formatting options and adding shapes. Also has the Clipboard and Find and Replace.
Insert tab	Insert elements on to a slide — such as, tables, pictures, diagrams, charts, and text boxes to sounds, hyperlinks, headers, and footers.
Design tab	Choose a complete look for the slides that encompasses background design, fonts, and colour scheme. Includes ability to customise that look.
Transitions tab	Choose and preview transitions for one or more slides. Slide timings can be checked here.
Animations tab	Animating effects for lists and charts.
Slide Show tab	Start slide show, select a certain slide to start and choose pen colour. Record slide show with narration options and timings.
Review tab	Find the spelling checker and Research service here. Have your team use annotations to review the presentation, then review those comments.
View tab	Switch views, turn on gridlines, or arrange all open presentations.

The PowerPoint screen

When PowerPoint is first opened a blank presentation is displayed with one slide – the Title slide.

1. **Slide pane** - working area
2. **Placeholders** - where text is typed, they also contain pictures, charts and other non-text items
3. **Thumbnails** - a small version of slides, this can be used for navigation between slides
4. **Notes pane** - where speaker notes are created



PowerPoint screen views

The screen view can be selected by choosing from the icons located in lower right corner of screen. The default for a new presentation is **Normal** view. Slides can be viewed in the following ways:



Normal – displays panes for presentation outline, the current slide, and notes for that slide – the view used most frequently



Slide Sorter – shows a miniature of each slide – used for rearranging the slides and for setting features such as timing, transitions and animations and deleting slides



Reading view - is new to this version of PowerPoint. It is similar to slide show view but does not take over the whole screen.



Slide Show – displays the slide show – used when delivering the presentation

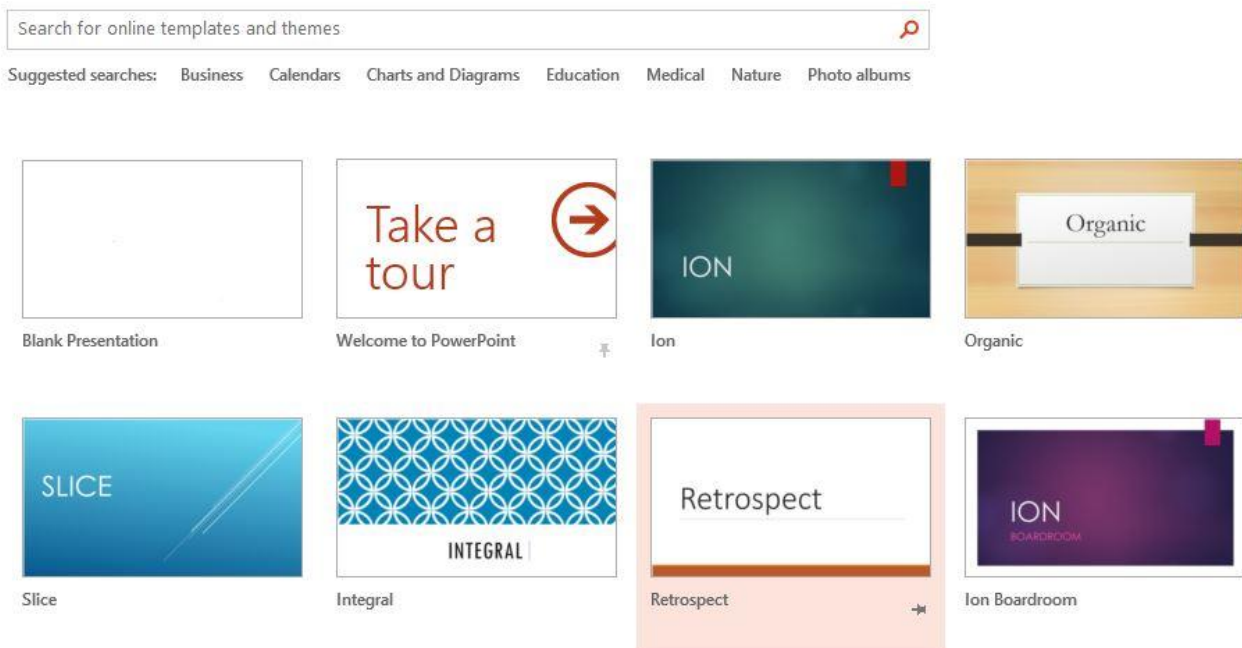
Start a new presentation

To start a new blank presentation once PowerPoint is open:

1. Activate the **File** tab > click **New**
2. Click <Blank Presentation>

A presentation is started with one Title slide

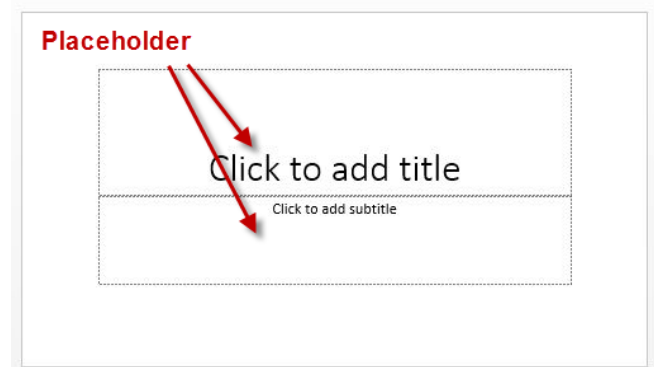
Other templates and themes are available. If you can't find what you are looking for, use the search box to search for more online.



Add text to the title slide

Placeholders, indicated by dotted lines, are displayed on the slide.

1. Click in the **Placeholder**
(The existing text disappears.)
2. **Type** the required text



Note: If no text is typed in the Placeholder it will not display in the presentation.

Insert a new slide

To insert a new slide:

1. Activate the **Home** tab
2. In the **Slides** group > click the **New Slide** drop down button
3. Click **Slide** type



OR

1. Press **Ctrl+M**
2. In **Slides** group > <Layout> > click on **type** of slide required, e.g. the **Title and Content** Layout

Add content to the presentation

Type text and add graphical content to a slide

The **Title and Content** Layout slide (see below) is useful because the Content Placeholder of this slide can be used for different purposes.

- Click on **Click to add text** to add bullet points.

OR

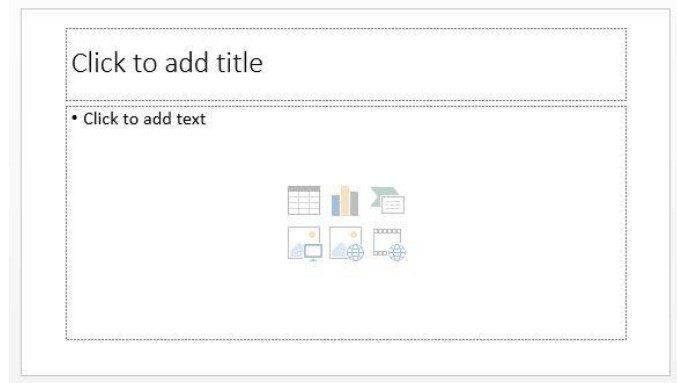
- Click on one of the **coloured icons** to add a graphical object.

Icons top row

- Insert Table
- Insert Chart
- Insert a SmartArt Graphic

Icons bottom row

- Pictures
- Online Pictures
- Insert Video



Tip: Graphics can also be placed on a slide manually independent of the placeholder

Work with bullet lists

1. Click on **Click to add text** > **type** the text > press <Enter> to start a new bullet point
2. To create a sub bullet (demote) > press <Tab> before typing. (*A different bullet level will display each time tab is pressed*) > **type** the text for the sub bullet point
3. To promote a bullet > press <Shift+Tab> before typing > **type** the text

Tip: Clicking on the Decrease or Increase List level buttons will also demote and promote the bullet text

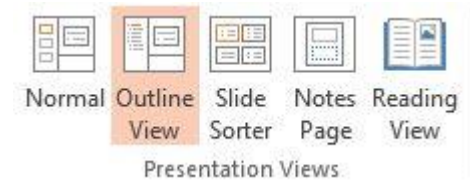


Alternative methods for adding content

Type text in Outline view

Text can also be added in **Outline view**. This **view** allows the user to work on the content of a presentation without being distracted by either formatting or graphical objects. It displays titles, and under the title, sub points appear as bulleted text. Only Placeholder text shows in **Outline view**, not text from manual text boxes.

1. Switch to **Outline view** by clicking on the button within the **Presentation Views** group of the **View** tab
2. **Type** the required text



Keystrokes for adding text in Outline view

- Press **Enter** and/or **Control+Enter** > to toggle between creating a new slide and bullet points in Outline view

OR

- Press **Alt+Shift+Right** arrow or **Alt+Shift+Left** arrow > to promote or demote text in Outline view

Importing text into Outline view from Microsoft Word

A word document that uses **Heading Styles** can be imported into Outline view.

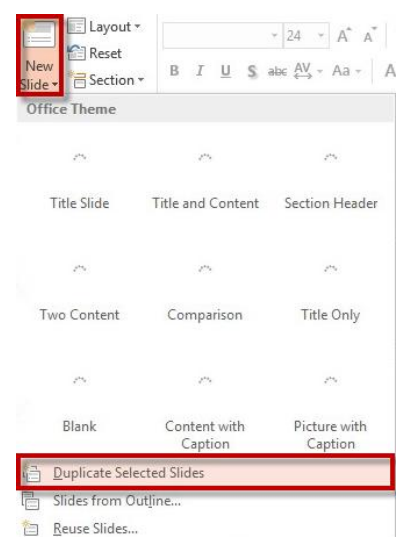
1. Open the **PowerPoint presentation** where Word data is required
2. Activate the Home tab > Choose **New Slide** > <Slides from Outline>
3. Select the required **Word document** > Click <Insert>

Note: Only text that has been formatted with the Outline Level Styles in Word will be imported.

Duplicate an existing slide

An existing slide can be duplicated and the existing text then changed.

1. In Normal view (**Presentation Views** group of the **View** tab) select one or more slides to be duplicated – Ctrl + left mouse click to select multiple slides
2. On the **Home** tab > **Slides** group, click <New Slide> drop-down
3. Select <Duplicate Selected Slides>




Tip: Right click a slide (or a selection of a number of slides) in the slides pane on the left > select Duplicate Slide.

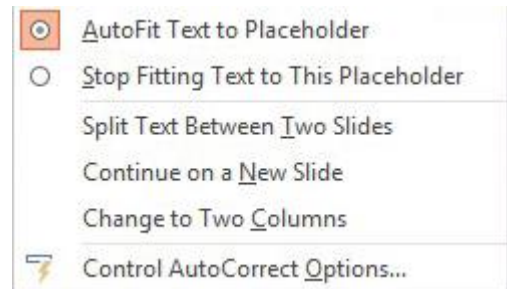
Note: The duplicated slides are inserted below the lowest selected slide.

When there is too much text for one slide

Placeholders have an **AutoFit** feature. If more text is typed than will fit, **PowerPoint** will automatically decrease the font size to accommodate the text. This is especially useful when using bullet points, but it may make the text too small for slide show viewing.

A text placeholder that has been **AutoFitted** will display an **AutoFit**  button in the bottom left corner of the placeholder.

1. Click the **AutoFit** button
2. Select from the options to change the behaviour of the placeholder



The 'Look' of the presentation

Choose a Theme (to format the presentation)

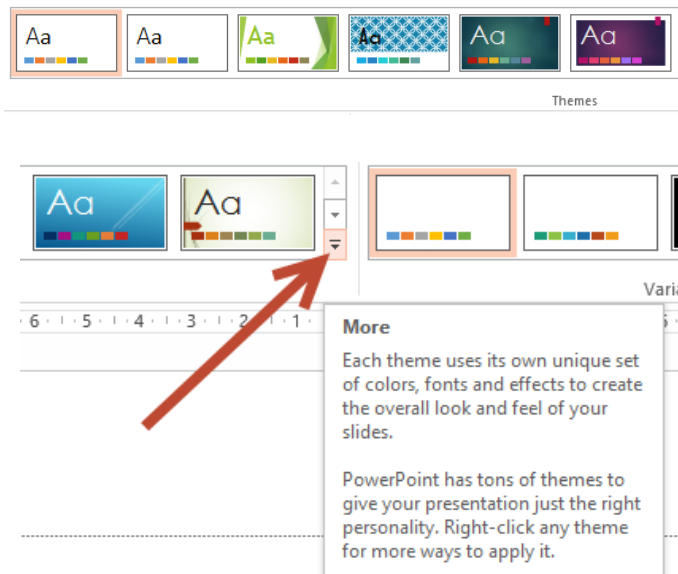
The purpose of **Themes** is to give the presentation a consistent, professional look. Only use one **Theme** per presentation. It is possible to choose a different **Theme** at any time without affecting the content of slides.

1. Click the **Design** tab
2. Rest the pointer over a **Theme** button. A Preview will appear on the screen

and/or

Click **More** to see all available document themes.

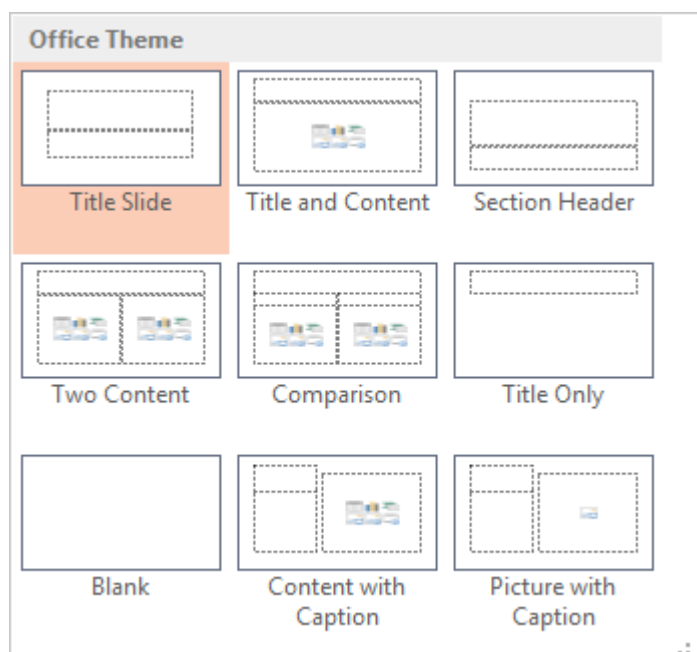
Note: Custom Themes designed by the user can be saved and accessed for later use



Change the Layout for an existing slide

Use the **Slide Layout** pane to apply a different slide layout.

1. Display the slide to be changed
2. Click the **Home** tab > **Slides** group > **Layout** drop-down
3. Click the required Layout



Exercise: Slide show creation

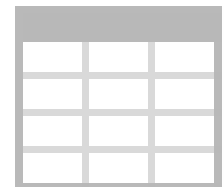
- Slide 1**
1. Start a new presentation
 2. Use the placeholders to add the Title and your name to the Title slide



- Slide 2**
1. Add a **Title and Content** Slide
 2. Type a title into the text (Title) Placeholder
 3. Click on the **Online Pictures** button
 4. Search **Office.com Clip Art**
 5. Select an image and click <Insert>



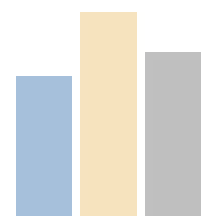
- Slide 3**
1. Add a new **Title and Content** slide
 2. Click on the **Insert Table** button
 3. Choose the number of rows and columns required
- When the table is on the slide:
4. Click inside the table. The ribbon will display the **Table Tools** and the Design and Layout groups can be accessed.
 5. Change colours and borders
 6. Type text into the first cell of the table
 7. Press the **Tab** key to move to the next cell (Use Shift + Tab to move backwards)
 8. Type information into the table



- Slide 4**
1. Add a new **Title and Content** slide
 2. Click the Insert a SmartArt Graphic button
 3. Select a SmartArt Graphic from list



- Slide 5**
1. Add a new **Title and Content** slide
 2. Click on **Insert Chart** button
 3. On the Insert Chart dialog select the chart required and
 4. On its datasheet replace the sample data with the required data



Change the structure of the presentation

Reordering, removing, copying and editing slides

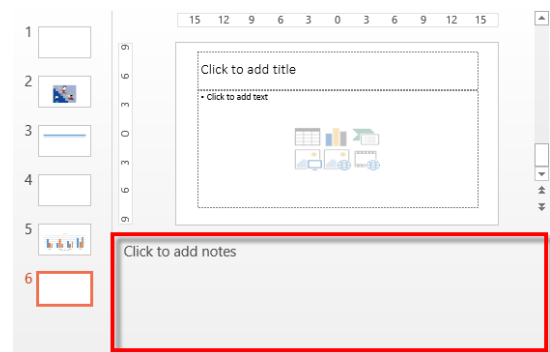
Delete slide	Select the slide in the Slide pane or Slide Sorter view > press Delete key
Rearrange slides	Change to Slide Sorter View, select slide and drag and drop slide to its new position
Copy slide	In Slide Sorter View hold Ctrl key and drag slide to be copied, a duplicate slide will appear
Edit or format text	Double click on slide in Slide Sorter View or single click in Normal View, select text and make appropriate changes

Prepare to present the slides

Speaker notes

Lecture notes can be added to slide using the **Notes pane** in **Normal View**. To open the Notes pane, select **Notes** in the **Show** group of the **View** tab. The notes will not be displayed during presentation.

Notes Pages can be printed and contain a picture of the slide with **notes** below it.

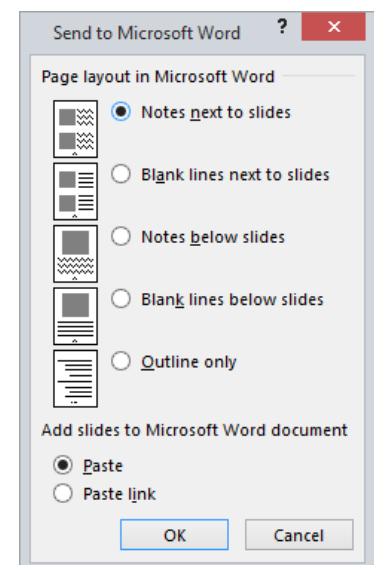


The Notes page

Activate the **View** tab > in **Presentation Views** group > Select **Notes page** button. Create a different format for speaker notes in Word.

1. Click **the** File tab > Export
2. Select 'Create Handouts' from the menu
3. Click the <**Create Handouts**> button
4. In the **Send to Microsoft Word** dialog box click the page layout that you want
5. Choose the <Paste> or <Paste Link> option and press <OK>

Word opens and you are able to manipulate the text as required.



Note: Paste will just insert the content of the slide show into Word. Choosing Paste Link means that the Word document would be updated if the content of the original PowerPoint presentation is changed.

Proofing the presentation

Take care to review the presentation for errors. To check spelling:

1. Activate **Review** tab > **Proofing** group
2. Click **Spelling** button

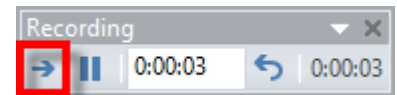
Rehearse and time the delivery of the presentation

1. Activate **Slide Show** tab > **Set Up** group > **Rehearse Timings**

The Rehearsal toolbar appears and the **Slide Time box** begins timing the presentation



2. To move to next slide click the **Next** arrow
3. To temporarily stop recording time click **Pause**
4. To restart recording time after pause click **Pause** again
5. To stop recording > click the <Close> button



Note: If timings have been used to rehearse the slideshow they will need to be turned off for the actual presentation. Otherwise, the slideshow will automatically move to the next slide when the allocated time is up.

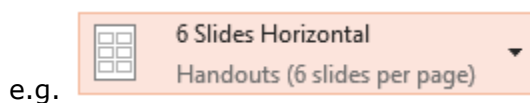
Turning recorded times off

Activate the **Slide Show** tab > in **Set Up** group > clear **Use Rehearsed Timings** check box.

Printing the presentation

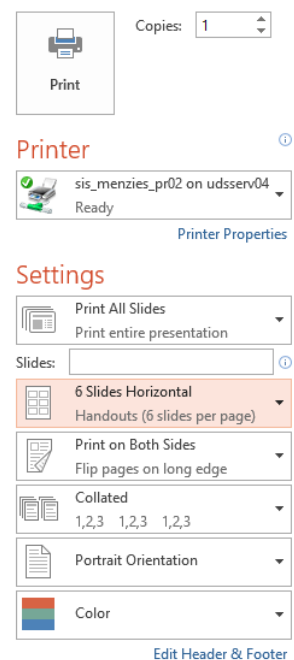
Some points to consider before printing the presentation are:

- **Copies** - number of copies
- **Print All Slides** drop down – choose 'Custom Range' if you only want a range of slides printed
- **Full Page Slides** is the default - change to **handouts**,



- Number of slides per page and 'Scale to Fit Paper'
- **Colour** - Print in colour or grayscale

Print



Presenting the slide show

To start the slide show

- Press function key **F5** (this is located on top row of keyboard)
OR
- Choose Slide Show view.
OR
- Activate Slide Show tab > Start Slide Show group
> Choose From Beginning or From Current Slide.



Moving through the slides

To **advance** to the **next Slide** use one of the following:

- Press Spacebar
- Press Enter
- Click Mouse
- Press Arrow → or ←
- Press Page Down or Page Up

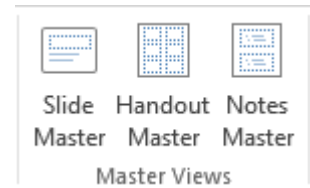
To stop the presentation

Press the **Esc** key.

PowerPoint design tools

Use Masters to set a common format

Masters work in the background. The format of the Master controls the look of the particular area they apply to. There are three kinds of masters in PowerPoint:



Slide

Contains several types of Layouts and controls slides using all layouts except Title Slide.

Slide Master View

Master slides control the look of your entire presentation, including colors, fonts, backgrounds, effects, and just about everything else.

You can insert a shape or a logo on a slide master, for example, and it will show up on all your slides automatically.

Handout

Controls layout of handouts printed through PowerPoint

Handout Master View

Customize how your presentation will look as a printed handout.

You can choose the design and layout of the handout, such as background formatting and where headers/footers will appear. You can also select options for your page setup.

Notes

Controls the layout of Notes Page View and printouts of notes pages

View Notes Master

Customize how your presentation will look when printed out with your notes.

You can choose the design and layout of the notes page, such as background formatting and where headers/footers will appear. You can also select options for your page setup.

The Master pane

This comprises a Slide Master (at the top) and suite of Layout Master Slides. Changing the format of a Master affects all the slides in the presentation of that type.

Office Theme Slide master

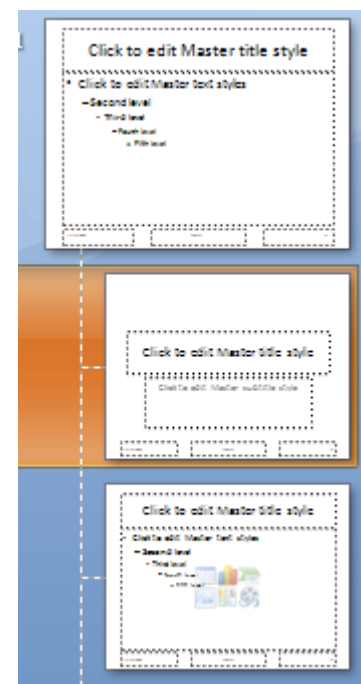
Controls settings for the whole presentation, eg colours and fonts.

Title slide Layout master

This is a Layout master for a particular type of slide. In this case the Title slide layout.

Title and Content slide Layout master

This is a Layout master for a particular type of slide. In this case the Title and Content layout.

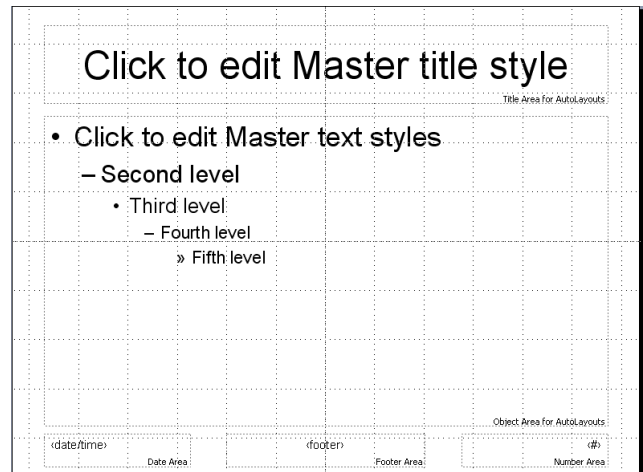


Format the slide master

The Slide Master is at the top of the panel. Changing the format of the Slide Master affects all the slides in the presentation.

1. Click **View** tab > **Slide Master** > click the top slide (Office Theme Slide Master)
2. Choose **Background** for slide
3. Choose **font** style, **colour**
4. Modify Placeholders

These settings will be used on all Layouts.



Close slide master

Click **Slide Master** tab > <Close Master View> button

Format a layout master

To format a particular layout – this will change all slides in the presentation that use the particular layout – click the required **Layout**: change settings as above.

Create a new slide master

It is possible to have more than one **Slide Master**. Creating a new Slide Master adds a new Office Theme Slide master with a complete suite of **Layout** slides underneath.

1. Activate the **View** tab > **Master Views** group > click the <Slide Master> button
2. **Edit Master** group > click the <Insert Slide Master> button
3. **Edit Master** group > click the <Rename> button > **type** a Master Name for the new master > click <Rename> button

Note: This new set of master slides can then be re-formatted at a later stage.

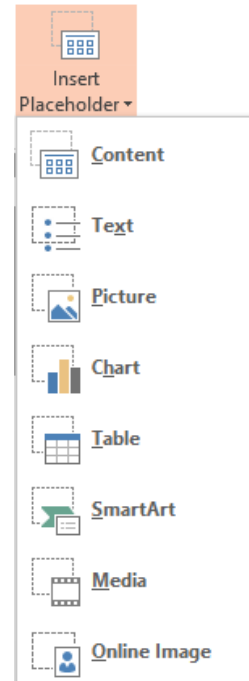
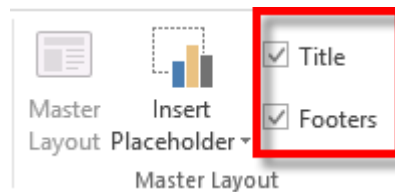
Add a new layout to the slide master

New Layouts can be added to the Slide Master and will be seen in the <New slide> drop-down.

1. Activate the **View** tab > **Master Views** group > click the <Slide Master>.button
2. **Edit Master** group > **Insert Layout** button
A new Layout slide is displayed below the selected layout
3. Add content to the new Layout slide as required: Add Placeholders, graphics etc. Change the background and format text as required (see below)
4. **Edit Master** group > click <Rename> button > **type** a name for the new Layout > click the <Rename> button
5. Click <Close Master View> button

Add placeholders

1. **Master Layout** group > click the <Insert Placeholder> drop-down
2. Click required **Placeholder** type > drag the mouse across the slide to draw the chosen placeholder
3. In the **Master Layout** group > select the **check boxes** beside **Title** and **Footers** elements to toggle them off and on



Format slide backgrounds

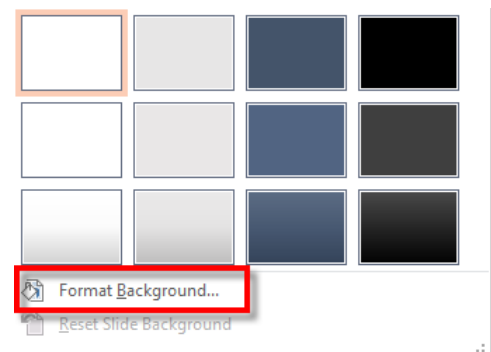
Some slide backgrounds can be formatted from Normal View but it is better to use the Slide Master view if text formatting changes are to be made or logos added.

The following steps are completed in **Slide Master** view.

Apply a solid colour

To choose a colour

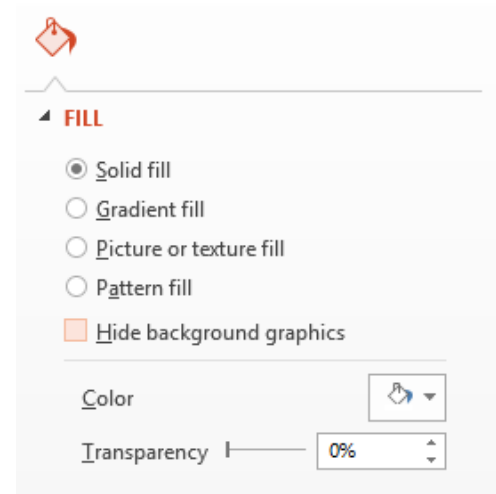
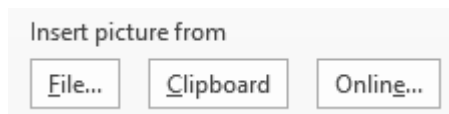
1. Activate the **View** tab > **Master Views** group > click the <Slide Master>.button
2. **Background** group > click the <**Background styles**> button
3. Either choose from the palette of colours or for more options click the <**Format Background**> item



Other background options

To select Gradients, **Textures**, **Clip-art** or **Picture** backgrounds

1. Activate the **View** tab > **Master Views** group > click the <Slide Master>.button
2. **Background** group > click the <Background styles> button.
 - **Solid fill** – as above
 - **Gradient** fill is a mixture of two colours with the colours blending into each other
 - **Picture or texture fill** - fills the screen with a texture, photograph or graphic. Use these buttons for the different options



Add a theme

Themes provide an overall design to the slides which include design elements, colours and bullet styles etc.

1. Activate the **View** tab > **Master Views** group > click the <**Slide Master**> button
2. **Edit Theme** group > click the <**Themes**> button > choose a theme

There are a number of ways themes can be customised.

Change the theme colours

To change the set of colours

1. In **Slide Master** > in the **Background** group > click the <**Colours**> button
2. Hover the mouse over a colour to see a preview > click to apply
The colour range for the theme will change



You can also design your own colour set by clicking <Custom Colours> at the bottom of the drop-down menu.

Change the font for a theme

1. In **Slide Master** > Select the **Office Theme** Slide Master or a particular **Layout** slide
2. In the **Background** group select the <**Fonts**> button
3. Select the required font



The font change will apply to the whole presentation because it is using a theme.

Change the effects for a theme

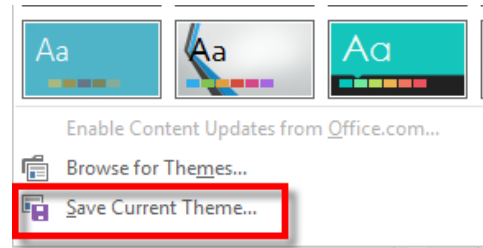
Click the **Effects** button to select from a variety of predesigned effects. This will only affect certain objects if they exist in the presentation e.g. SmartArt objects.



Save a custom theme

Custom themes can be saved for future use either in Normal view or Slide Master.

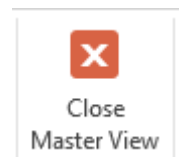
1. Activate Design tab or Slide Master > Edit Themes group > Save Current Theme
2. Save in **Themes** folder
If you are using an Information Commons computer make a folder for templates in H:/drive
3. Type a **name** for theme > Save and close
This theme will be listed in the Design tab or Slide Master Themes group



Close the Master Slide View

When finished choosing elements for the Master slide:

Slide Master group > click the **Close Master View** button.

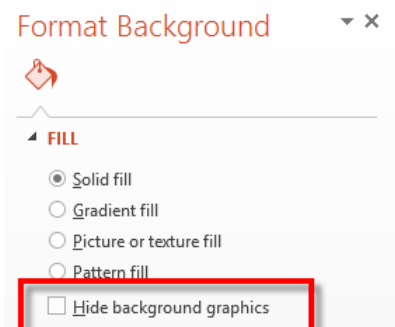


Remove a background graphic from a single slide

If a graphic has been added to every slide via the Slide Master (e.g. a logo) it can be hidden on individual slides.

1. Choose **Normal** or **Slide Sorter** view
2. **Select** the slide
3. Click **Design** tab > Customize group > Format Background, tick **Hide background graphics** check box

Note: this applies to a graphic (such as a logo) that has been added as an element on the slide – not an image that has been added as a complete background.



Work with pictures and Clip Art

Add Clip Art

To Insert Clip Art:

1. Activate the **Insert** tab > Select **Online Pictures**
You can now search Office.com Clip Art and Bing Images
2. Enter a **key word** in the appropriate search text box
3. Depress the Enter key on your keyboard or select the magnifying glass
4. Select one or more items and press <Insert>



Insert pictures from other sources

To insert a graphic created in another program e.g. a photograph

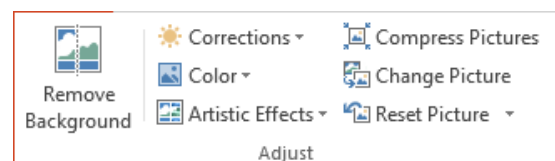
1. Activate **Insert** tab> Click **Picture** button
2. Browse to file location
3. Select **file** > click the <Insert> button



Format pictures

Images can be adjusted once they are on the slide.

1. **Select** the picture > **Picture Tools** tab > **Format** tab
2. Use the icons in the **Adjust** group



Note: Not all options will be available for all picture types.

Some options for pictures in the Adjust group

Remove Background – PowerPoint will remove background from the photo and leave part of an image with an irregular shape. Use the refine buttons to change what will be removed.

These three options display drop down options

Corrections - controls the brightness and contrast of the photo. Choose from the drop down list OR click on Picture Corrections Options at the bottom.

Hover the mouse over a choice to see a preview of the option on the slide

Color – colour changes can be made. Choose from the drop down list OR click on Picture Color Options at the bottom.

Artistic Effects – different effects can be applied. Choose from the drop down list OR click on Artistic Effects Options at the bottom.

Picture Styles group – add borders and frames.

Resize a picture or Clip Art

1. **Select** the picture
2. Position the **cursor over** one of the **box handles**
3. **Hold** the left mouse **button** down and drag the handle
 - Using corner handles will keep proportions of the picture
 - To make an object shorter or taller use top or bottom handles
 - To make an object wider or narrower use middle handles
 - To keep an object centred as it is resized press the **Ctrl** key while dragging



Crop a picture

Cropping enables trimming unwanted parts of a picture.

1. Click the picture to **select** it > **Picture** tools > **Format** tab
2. Select the **crop** button
3. Position the **crop tool** over one of the picture **handles** and drag towards the centre of the picture



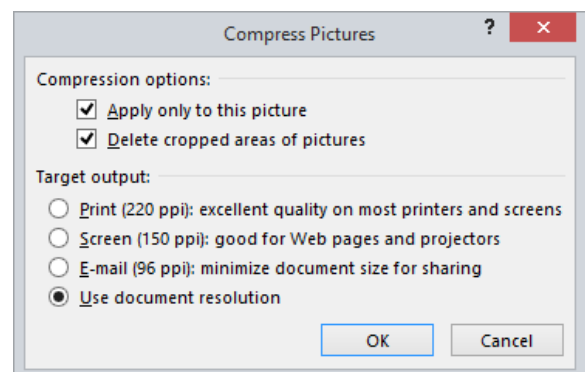
Tip: In the Crop drop-down there are other options, like Crop to Shape



Compress images


PowerPoint has an image compression utility that can compress all images in the presentation in a single step and reduce their resolution for the type of output specified.

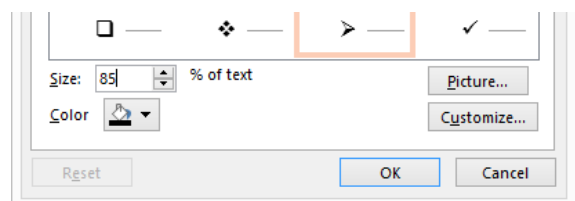
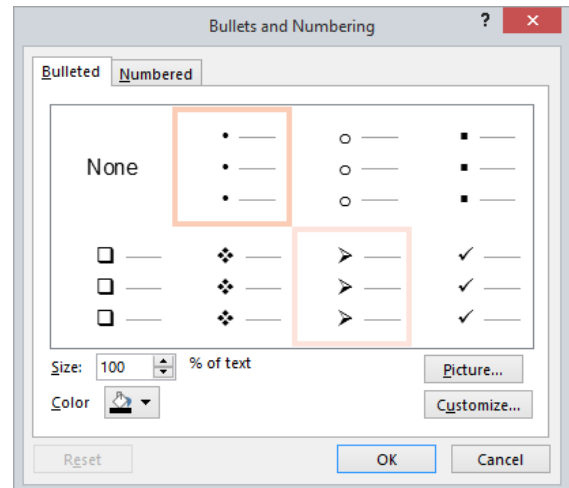
1. Select a picture > Click Picture Tools
2. Click Compress pictures button
 - Uncheck **Apply only to this picture** if there are multiple pictures to be compressed
 - Click **Screen(150 ppi)** if presentation will be shown on a screen
 - Click Print if it will be printed
3. Click <OK>



Add graphical bullets

The appearance of bullets in a slide show can easily be changed to graphical characters in order to add visual interest to the presentation.

1. **Select** the bulleted text > activate the **Home** tab > **Paragraph** Group
2. Click the **Bullets** button > click  **Bullets and Numbering** at the bottom
3. Select a symbol to apply to bullets and choose a different colour if required
4. Click the <Picture> button for pictorial options or click the <Customize> button to find Webdings & Wingdings in the Font box
5. The size can also be adjusted if 100% is overpowering



Insert WordArt

1. Activate **Insert** tab > **Text** group> select the <WordArt> button
2. Select the required WordArt Style
3. Type text in the placeholder
4. Select the text
5. Select Text Fill, Text Outline or Text Effects to make changes
In Drawing Tools tab> Format tab



Add and manage Drawing Object Shapes on a slide

Add a shape to a slide

1. **Home** tab > **Drawing** group > use the **More** button to access all the shapes
2. Choose the shape > drag the mouse on the slide

Drawing Objects can enhance the presentation by adding to the visual impact.



Display the ruler, gridlines or guides

Use these to assist lining up objects.

1. Activate the **View** tab > **Show** group
2. **Tick** the boxes for the required options

Tip: To activate Guides you can also use the keyboard short cut **Alt + F9**.

Display multiple guides

Object Guides are used to align objects. When an object is close to a guide, its corner or its centre, it snaps or attaches itself to the guide

1. Press and hold the **Ctrl** key and **drag** one of the guides to another location
2. When a new guide displays drag it to the position wanted

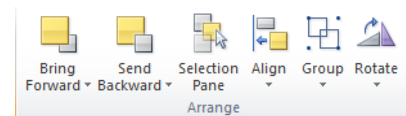
Select several objects

Press and hold down the **Shift** key while **clicking** each **object**.

Arrange and layer individual objects

Composite shapes can be built by placing objects on top of each other and placing them in the correct order.

1. Select the object
2. Click **Drawing Tools** > **Arrange** group > click the <Bring Forward> button or <Send Backward> button



Example: White square on top of a black circle, grouped together.)



Selection and visibility pane

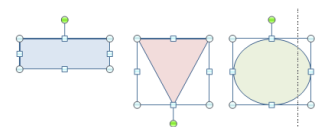
This allows the user to select any object on the slide even if there are several layers.

Click the **Drawing Tools** > **Arrange** group > click the <Selection Pane> button.

Align objects

Follow above steps to **select several objects**

Click **Drawing Tools** > **Arrange** group > <Align> drop-down > choose an alignment option.



Group and ungroup objects

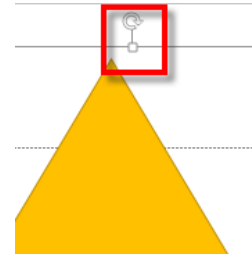
Follow above steps to **select several objects**.

Click **Drawing Tools** > **Arrange** group > click the Group drop-down > **Group**.

Rotate objects

1. Select the object
2. Click **Drawing Tools** > **Arrange** group > click the <Rotate> button > click rotation

It's also possible to use the rotation handle next to a selected object



Key actions for working with shapes and objects.

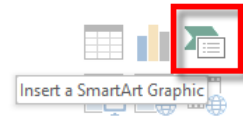
To use these tools keep mouse button pressed while holding the following key combinations:

Shift	When dragging an object's corner handle to resize the Shift key keep proportions When dragging an object to move it, the Shift key constrains angle so the object stay on the same vertical or horizontal plane
Alt	When dragging any handle to resize and object you can move in smaller increments than the grid
Ctrl	When dragging any handle to resize an object the Ctrl causes the object to resize from the centre When dragging an object to move it the Ctrl key causes the object to be duplicated

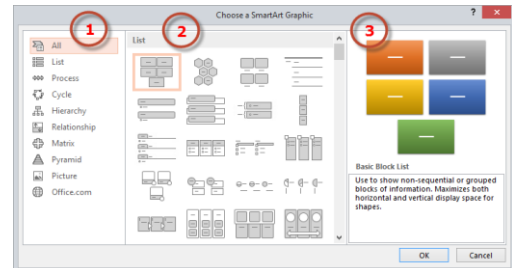
Add and edit SmartArt in a presentation

Add SmartArt to a presentation

by applying a slide layout that contains a placeholder for SmartArt.

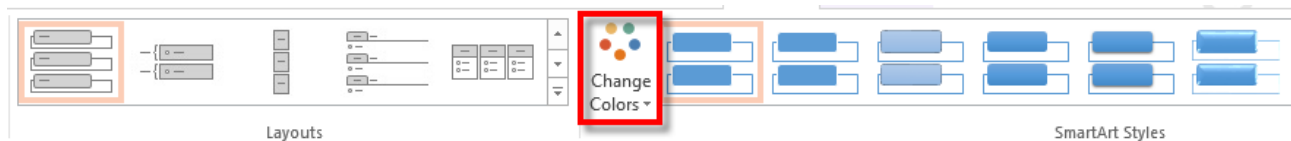


- The dialog box has three options:
 - Choose a SmartArt category
 - Choose a **variant** of the category
 - Displays a larger preview of the selection along with a helpful description
- Select <OK>



Format SmartArt

The SmartArt looks plain when first on the slide. Change the look by using options from the **SmartArt Tools** tab > **Design** tab > **Layouts** group, the <Change Colors> button and **SmartArt Styles** group.



Tip: The SmartArt variant can easily be changed at any time

Create an organisation chart

- In the category list > click **Hierarchy** > click an organization chart layout
- Click **OK**

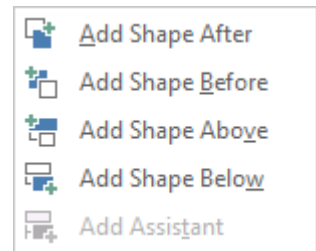
Add text to SmartArt

- Click in a **shape** > **type** text
- OR
- Click [**Text**] in the **Text** pane > type text.

Tip: For best results, use this option after adding all of the required shapes

Add more boxes to an organisation chart

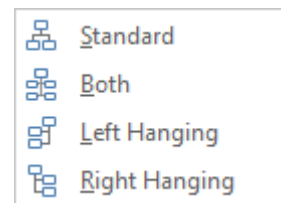
1. Click the existing shape that is located **closest** to where the new shape will be added
2. Under **SmartArt Tools > Design tab > Create Graphic group >** Click the drop down arrow on the <Add Shape> button
3. Choose where the new shape is to be placed



Change the layout of an organisation chart

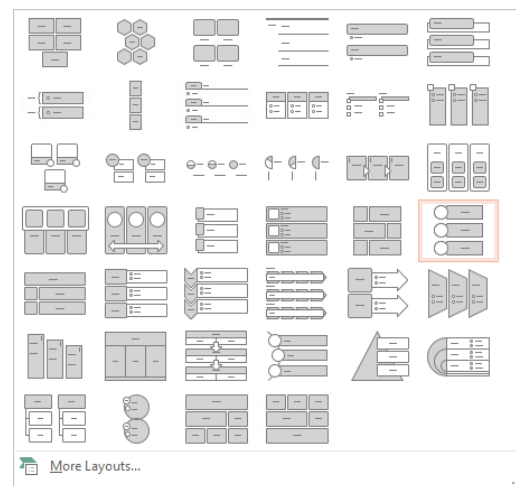
Change the branch layout for the selected shape

1. Click the shape in the organization chart that will have a hanging layout applied.
This option is available only if you are using an organisational chart layout, found in the Hierarchy category.
2. Choose **SmartArt Tools contextual tab > Design tab > Create Graphic group > Layout drop-down >** choose an option



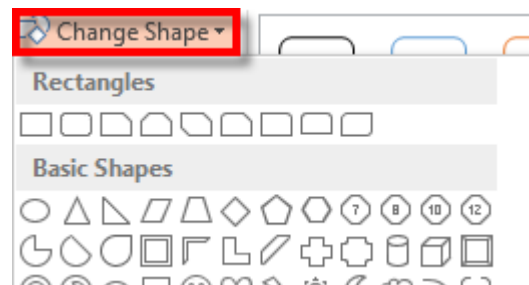
Change the overall layout

Choose SmartArt Tools contextual tab > Design tab > Layouts group > select layout required.



Change the shape of an individual box

1. Click on a box
2. In the **SmartArt Tools > Format tab > Shapes group >** select the Change Shape drop-down and click on the required shape



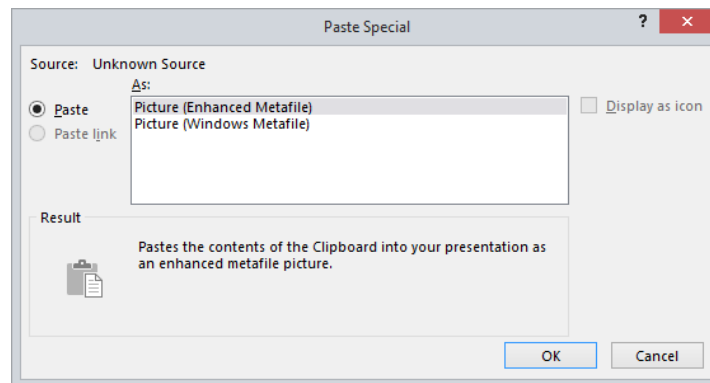
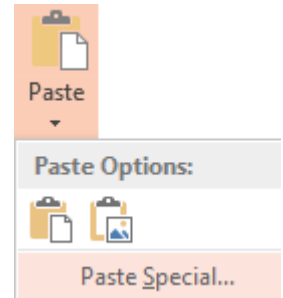
Change the colours

Refer to Format SmartArt on page 24.

Insert an Excel Chart into a PowerPoint presentation

Embed an Excel chart or data in a PowerPoint slide

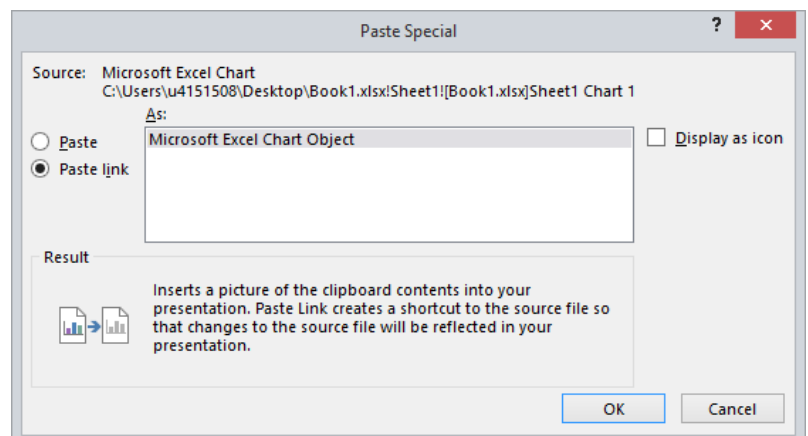
1. Open the **PowerPoint** presentation
2. Activate the **Home** tab > Click the 'New Slide' drop down > Select **Title Slide** layout
3. Open **Excel** > select the required **Chart**
4. Activate the **Home** tab > Click the **Copy** drop-down
5. Select <Copy as Picture>
6. In PowerPoint activate the **Home** tab > Click the 'Paste' drop down > select <Paste Special> choose > **Picture (Enhanced Metafile)** > <OK>.



Tip: PowerPoint and Excel now have the same graphics capabilities. So it is just as simple to create the chart in PowerPoint.

Linking an Excel chart or data to PowerPoint

1. In Excel > **select** the chart or data > **Copy** to the clipboard
2. Position the cursor in the **PowerPoint** slide
3. Activate the **Home** tab > In the Clipboard group click on the 'Paste' drop down and select <Paste Special>
4. Click the <Paste link> option
5. Click <OK>.



Advantage of this method: If the Excel file is updated – the chart or data in PowerPoint will automatically change.

Disadvantage of this method: The Excel file is only **linked**. Therefore, if the slide show is to be presented from another directory, e.g. on a flash disk, the Excel file must be copied too.

Advanced presentation techniques

Slide transitions

Slide transition refers to what happens on the screen when moving from one slide to another in a presentation. A sound can be played as part of a transition also. Transitions are especially effective for automatically running presentations. The default in PowerPoint is no slide transition effects. The Slide Sorter is the easiest view to set transitions in.

1. In either **Normal** or **Slide Sorter** view activate the **Transitions** tab.

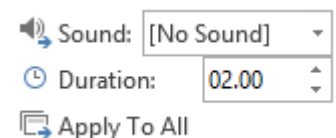


2. Choose a slide or select several (Ctrl + click)
3. Select a **transition** for a preview and to apply the transition effect

OR

Select all slides (Ctrl + a) and click on a transition to apply the effect to all slides for consistency

4. Change the speed of a transition by setting the **Duration**
5. If desired, select a sound



An individual slide's transition effects can be applied to all slides by selecting 'Apply To All'

Tip: Apply transitions to all slides or none, a mixture of both leads to confusion.

Animation schemes

Pre-set animation schemes or customised animation can be used to control the flow of information and add interest to a presentation.

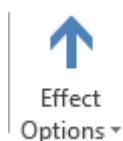
Apply preset animation effects in slide view

1. In **Normal** view select an **object** on the slide to animate, e.g. a placeholder with bullet points
2. Click the **Animations** tab > **Animation** group > choose an effect



3. Use the 'Effect Options' drop-down to choose different settings for each animation

Use the More button to see animation styles for other categories including **Exit**

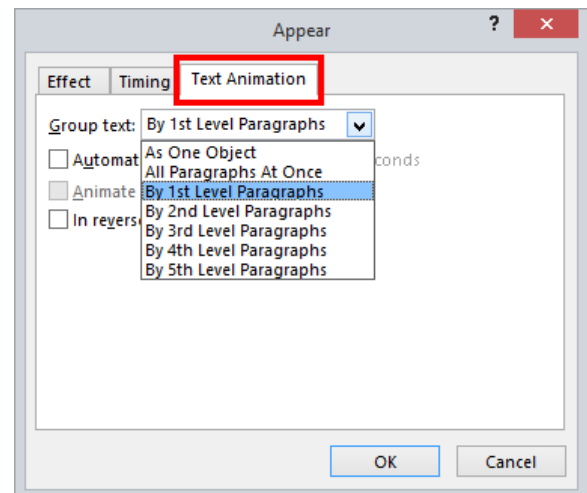
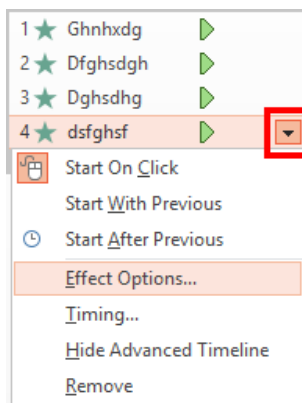
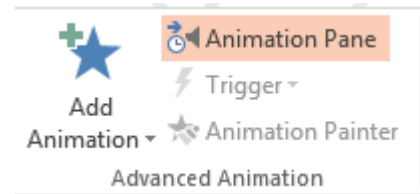


Remove an animation from a slide

Select the object > select **None** on the Animation group

Apply custom animation effects in slide view

1. Select text in a paragraphs (e.g. a bulleted list) on a slide to customise animation effects
2. Apply a pre-set animation effect as described above
3. In the **Advanced Animation** group > select **<Animation Pane>**
The pane opens on the right
4. For each object on the slide drop down the options arrow > choose Effect Options > choose the **Text Animation** tab.



5. Drop down the 'Group text' list to choose an option for the way paragraphs appear in the presentation.

Note: Charts can also be animated by this method (except charts *linked* from Excel).

Additional animation effects in the Animation pane

Animation elements to consider are:

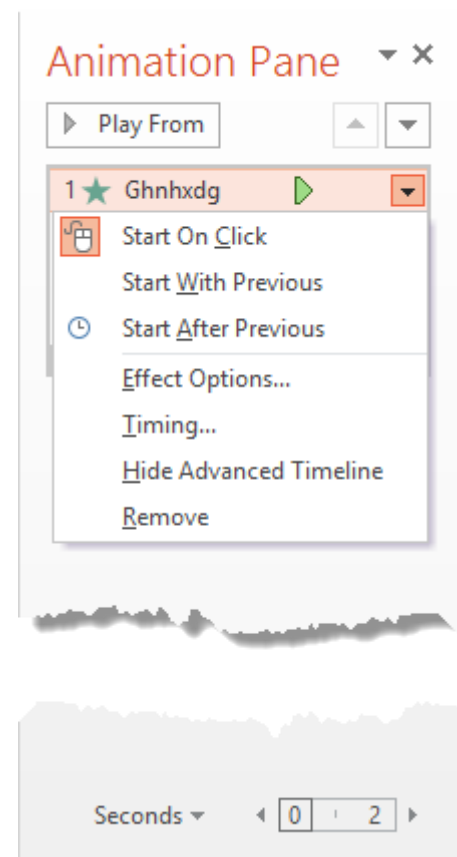
- **Time** – how long the slide will remain on the screen
- **Start method** – elements appear at same time or after others
- **Sequence** – the order in which elements animate

Entrance and exit - change the direction and speed by which the direction and speed arrive or leave:

- **Emphasis** - enlarge, spin etc.
- **Text** - change fonts, animate words etc.

To change or remove an effect:

- Select the animation in the animation pane
- Make desired changes
- To delete drop down the menu for the element > click Remove



Tip: In **Slide Sorter View** slide/s that have animation or transition effects applied, are identified by a symbol on the lower left side of slide



Repeating an animation from one slide to another

Some animations will be time consuming to set up. PowerPoint 2013 has introduced an Animation Painter to copy an animation from one object to another.

1. **Apply** an animation to an object on the slide e.g. chart or bullet text
2. Ensure the object is **selected**
3. Advanced **Animation** group > click the <Animation Painter> button
4. **Move** to another slide with the same type of object > click the object with the **Animation Painter** cursor

Tip: Double click the <Animation Painter> button to copy the animation to more than one slide

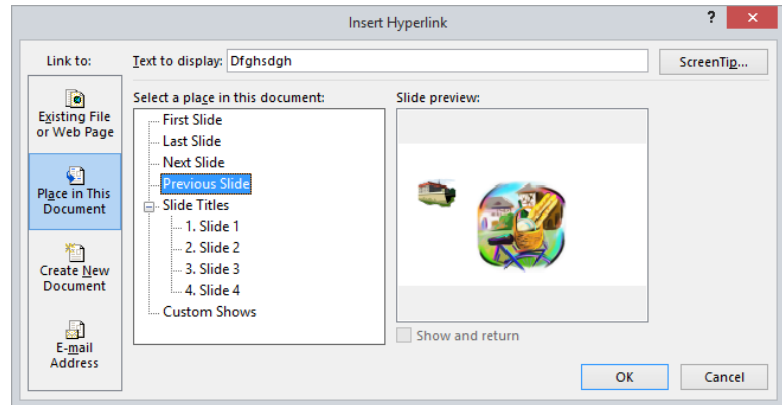
Hyperlinks

From one slide to another

Hyperlinks are normally associated with Web pages, but can also be used to link to other slides in the presentation OR to other files.

To insert a hyperlink

1. Select the **text** or **object** to be used for the hyperlink
2. Activate the **Insert** tab > Select the <Hyperlink> button
3. Select the <Place in This Document> option
4. Select the **slide** for the hyperlink's destination
5. Select <OK>



To another PowerPoint presentation

1. Select the **text** or **object** to be used for the hyperlink
2. Activate the **Insert** tab > Select the <Hyperlink> button
3. Select the <Existing File or Web Page> option
4. **Browse** to another PowerPoint file > click the <Bookmark> button to list the slides > click the name of a slide
5. Select <OK>

To a web address

A hyperlink to a web page will be activated providing the computer has Internet access. After viewing the web page close the browser window to return to the presentation.

1. Select the **text** or **object** to be used for the hyperlink
2. Activate the **Insert** tab > Select the <Hyperlink> button
3. Select the <Existing File or Web Page> option
4. In the Address box > type the **full** URL e.g. <http://www.anu.edu.au>
5. Select <OK>

Tip: Always test hyperlinks before your presentation. Check to make sure network connections are working and that the site is available.

To edit or remove a hyperlink

1. **Select** text or graphic that contains the hyperlink
2. Activate the **Insert** tab > select the <Hyperlink> option
3. Click the <Remove Link> button

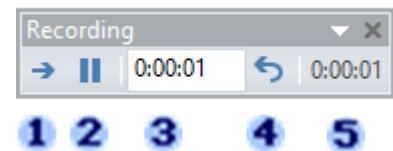
Slide show timings

Rehearse your presentation to make sure that it fits within a certain time frame, by using the Slide Timing feature to record the time that you need to present each slide.

1. Activate the **Slide Show** tab > in the **Set Up** group click **Rehearse Timings**
The slide show begins and the **Rehearsal toolbar** appears and begins timing the presentation



2. Display each slide for length of time needed, advance to next slide.



The Rehearsal toolbar

- | | | | |
|----------|------------------------------|----------|-----------------------------|
| 1 | Next (advance to next slide) | 3 | Slide Time |
| 2 | Pause | 4 | Repeat |
| | | 5 | Total time for presentation |

Note: If timings have been used to rehearse the slideshow they will need to be turned off for the actual presentation. Otherwise, the slideshow will automatically move to the next slide when the allocated time is up.

Turning recorded times off

Activate the **Slide Show** tab > in **Set Up** group > clear **Use Rehearsed Timings** check box.

More presentation techniques

Using the pen

Pointers and laser beams can be used to draw the audience's attention to a particular part of a slide. As an alternative, PowerPoint offers a pen tool that can be used while presenting.

To activate Pen	<ol style="list-style-type: none">1. Choose Slide Show View.2. Right click on slide > Choose Pen. <p>Or</p> <ul style="list-style-type: none">• Press Control P (less distracting to audience).
Draw with pen	<ol style="list-style-type: none">1. Click left mouse button.2. Drag to draw on slide.
Deactivate pen	<ul style="list-style-type: none">• Control H Or Use Page Down to go to next slide.
Change pen during a presentation	<ol style="list-style-type: none">1. Right click on slide.2. Choose Pointer options > ink colour.3. Choose a different colour.
Set pen colour before a presentation	<ol style="list-style-type: none">1. Select Slide Show > Set up show.2. Change colour in Set up show dialog box.
To erase pen marks	<ul style="list-style-type: none">• Type E Or Right click > Screen > Show/Hide Ink Markup.

Powerpoint slide show shortcuts

Unsure how to make the screen go blank? Forgot how to return to a slide show from a white screen? No problem! This easy-to-follow shortcut sheet helps the user present like a pro. These commands on the next page are for running a PowerPoint presentation in full screen mode.

Description:	Shortcut
Start the slide show	F5
To preview a particular slide in slide show view	Shift+F5
Advance to next slide	N > Enter or PageDown or right arrow or down arrow or space bar or mouse click
Go to slide	Type slide number and press Enter
Return to previous slide or Perform previous animation	Type P or press Backspace or left arrow or up arrow
Toggle a black screen and the slide show	Type B or period.
Toggle a white screen and the slide show	Type W or comma ,
Stop/Restart an automatic slide show	Type S or +
End slide show	Esc or Ctrl+Break or Hyphen -
Erase on screen annotations	Type E
Return to first slide	Type 1+Enter OR Hold down both mouse buttons for 2 seconds
Change the pointer to a pen	Control P
Change the pen to a pointer	Control A
Hide pointer and button temporarily	Control H
Hide pointer and button always	Control L
Display shortcut menu	Shift F10 or right click
View a list of controls during a slide show	F1
Go to first or next hyperlink on a slide	TAB
Go to last or previous hyperlink on a slide	Shift Tab
Performs mouse click behaviour on selected hyperlink	Enter while a hyperlink is selected

Other resources

Training notes

To access training notes, visit the Research & learn webpage anulib.anu.edu.au/research-learn and select the skill area followed by the relevant course. You can register for a workshop and find other information.

Research & learn how-to guides

Explore and learn with the ANU Library's how to guides (anulib.anu.edu.au/howto). Topics covered are:

- Citations & abstracts
- E-books
- EndNote
- Evaluating Sources
- Finding books and more
- Finding journal articles and more
- Finding theses
- Increasing your research impact
- ORCID iD (Open Researcher and Contributor ID)
- Research Data Management
- Text and Data Mining
- Topic analysis

Subject guides

Find subject-specific guides (anulib.anu.edu.au/subjectguides) and resources on broad range of disciplines. Such as:

- Asia Pacific, Southeast Asia and East Asian studies
- Business, economics, art, music and military studies
- Criminal, human rights and taxation law
- History, indigenous studies, linguistics and philosophy
- Biological, environment, physical & mathematical sciences, engineering & computer science, health & medicine

Navigating the sea of scholarly communication

An open access course designed to build the capabilities researchers need to navigate the scholarly communications and publishing world. Topics covered include finding a best-fit publisher, predatory publishing, data citations, bibliometrics, open access, and online research identity. Five self-paced modules, delivered by international and local experts/librarians (anulib.anu.edu.au/publishing).

Online learning

Online learning is available through ANU Pulse, which can be accessed from both on and off campus by all ANU staff and students (ql.anu.edu.au/pulse).

Modules available in ANU Pulse

- Microsoft Office (Access, Excel, OneNote, Outlook, PowerPoint, Project, Visio, Word)
- Microsoft Office (Mac)
- Adobe suite (Illustrator, Photoshop)
- Type IT

Training

A range of workshops are offered to help with your academic research and studies (anulib.anu.edu.au/training-register).

Feedback

Please provide feedback about workshops on the online feedback form (ql.anu.edu.au/survey).