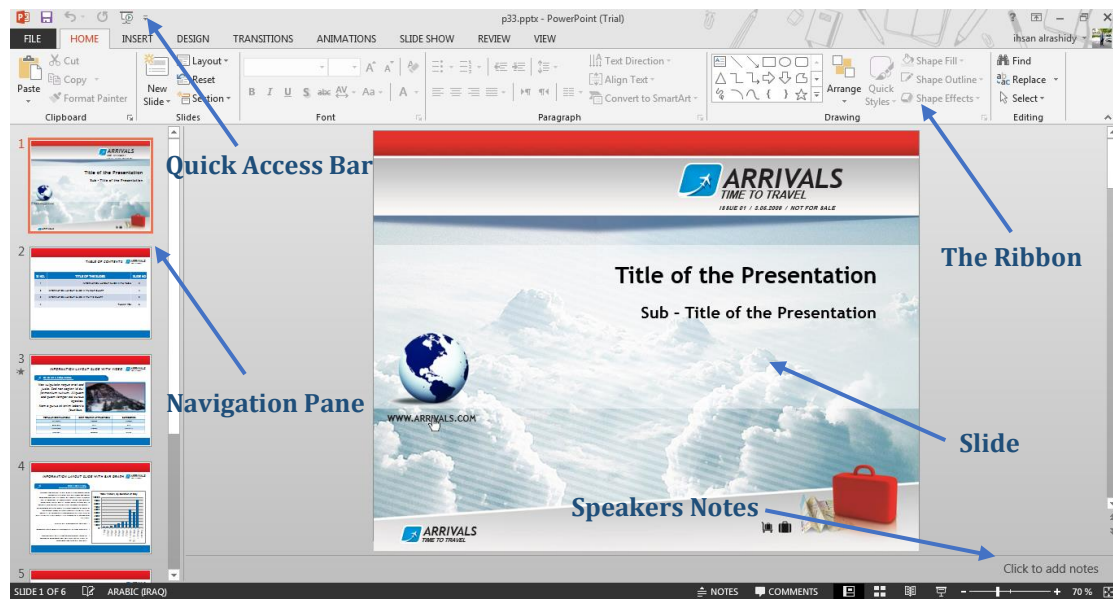


Lecture 6: MS PowerPoint 2013 – Create a presentation



PowerPoint 2013, like the other Office 2013 programs, has the Ribbon across the top of the Window. Above the Ribbon is the Quick Access Toolbar and the main PowerPoint Window is then divided into three sections:

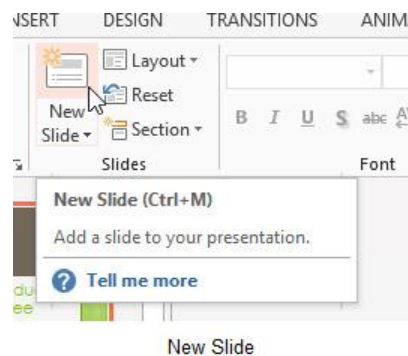
- The Navigation Pane:** use this to move between the slides
- Speakers Notes:** type your speakers notes here
- The Main Slide window:** this is where you build the slides

Create a blank presentation:

1. Click File
2. Click New
3. Click on Blank Presentation

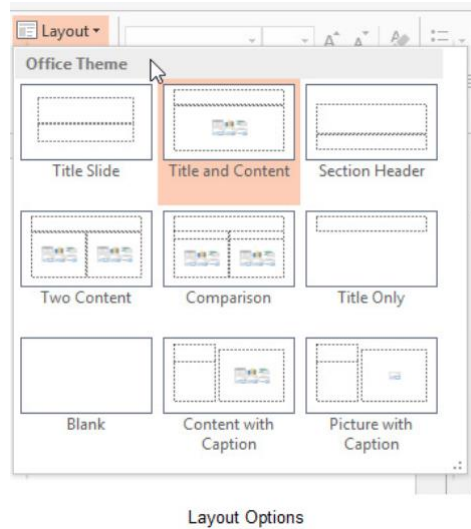
Adding slides:

1. From the Home Ribbon Click on New Slide or **Press Control + M** on the keyboard.
2. A new standard slide will be added.

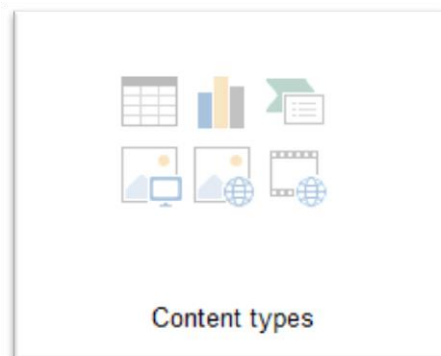


Change the layout of a slide:

PowerPoint always adds a slide that has the same layout as the previous slide. You can change the layout from the Layout Icon on the Home Ribbon.

***Adding text:***

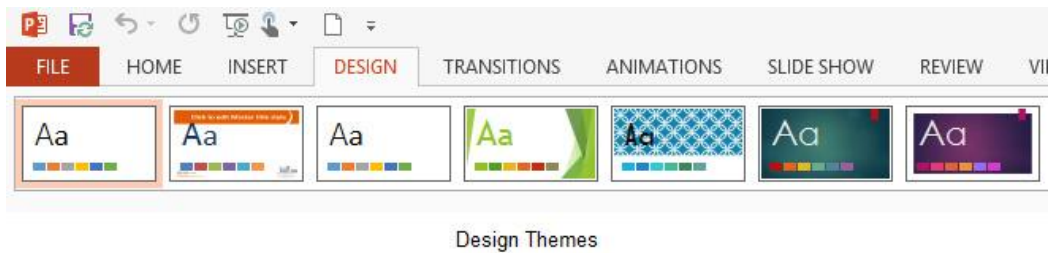
Click into the placeholder where you want to add text and type. Heading text will be formatted in a larger font than the bulleted list as you want the headings to stand out.

The standard slide layout offers you six choices for adding content:

To add one of the content types click on the icon and you will be guided through.

Themes:

A theme is a palette of colors, fonts, and special effects (like shadows, reflections, 3-D effects, and more) that complement one another. You can see the Design Themes on the Design Ribbon.



- Go to tab **Design**.
- Select **Theme** that you want.

Apply transitions between slides:



Transition effects control how slides appear on screen when you play the slide show. There are many to choose from and they can be customized by setting how long they last and which direction they use.

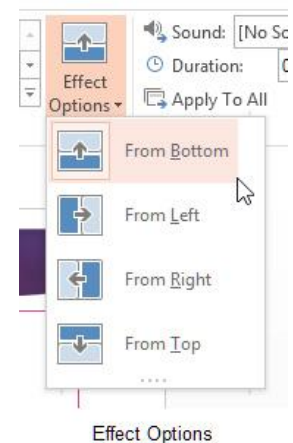
To add transitions:

1. Switch to Slide Sorter View
2. Click the Transitions Ribbon
3. Choose a transition style
4. You can see a quick preview of the transition effect on the slide you have selected
5. To apply this transition to all slides, click Apply to All
6. Slides that have a transition effect applied will have a small star in the bottom right hand corner in Slide Sorter view

Modifying transition effect options:

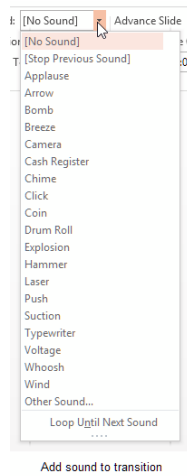
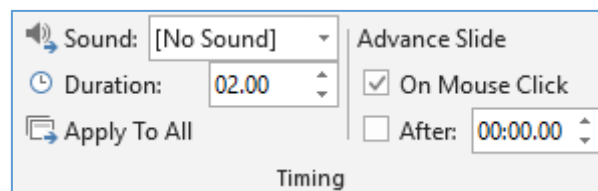
Depending on the type of transition you have chosen, you can control the directionality of the transition.

Click the Effect Options icon and make your choice.



Adding sound to a transition:

You can add sound to your transitions – click the drop down arrow next to Sound and select the sound to add.

***Set transition timing:***

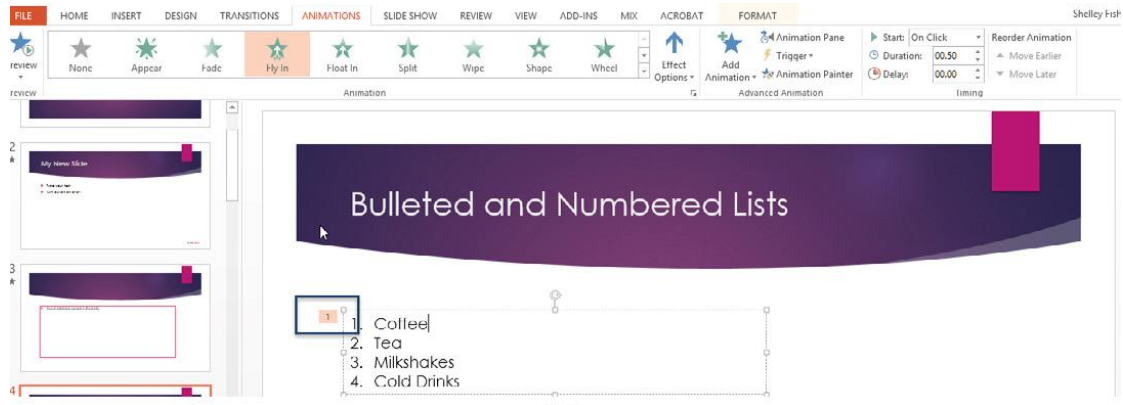
1. In Normal or Slide Sorter View display the slide whose timing you want to change.
2. Click on the Transitions Ribbon.
3. Set the duration for the selected transition.
4. If you want the slide to advance in a slide show after a specific time, click the after tick box and type in the time.
5. If you want to apply the same setting to all slides click Apply to All.

Animate slide content:

Where transitions control how a slide arrives on the screen, animation controls how shapes objects and text arrive on the slide.

Applying animations to shapes:

1. Select the text or object to animate
2. Click the Animation Ribbon
3. Click on the type of Animation you want to apply
4. A preview of the animation is played and a small number appears on the object to show the order of animations

**Remove an animation:**

1. Click the number of animation.
2. Press **Delete** from keyboard.