Appendix C: Making Presentations Using PowerPoint®

PowerPoint® is an application that helps you in preparing presentations, whether overhead, paper, or on-screen. It is an excellent tool to use in developing visual materials to accompany any oral presentation about your experiments. This application also allows you to print copies of all slides in a presentation. You can add your notes to these and then refer to them as a guide when actually delivering the presentation to an audience.

To prepare a simple PowerPoint presentation for lab:

1. Select PowerPoint® ("*P*") from the launcher on your desktop. When you open PowerPoint® you will see a blank presentation template slide with a title and subtitle text box. Before you proceed, read the next few steps.

2. Go to the tab menu bar directly above the work area containing the template slide. You will see the tabs listed below. As you click on any of these tabs, you will see a drop down gallery where you can select various options. Rolling your pointer over any of the images in the gallery will give a description to the left of the gallery bar.

   - **Slide Themes:** select the design scheme you would like for your presentation
   - **Slide Layouts:** select the type of slide you would like. For example, you can choose a title slide, title and content, content and graph, content and image, comparison lists, etc.
   - **Transitions:** select how you would like slides to transition from one slide to the next.
   - **Table Styles:** if you have a table in your presentation, you can choose from a variety of table formats.
   - **Charts:** this option allows you to create a graph or chart using data from a spreadsheet you have created in Excel®. Once you select your chart type, PowerPoint® will automatically open Excel® and allow you to select the data sets you want to graph.
   - **SmartArt Graphics:** allows you to insert flow charts, process diagrams, organizational charts, etc.
   - **WordArt:** allows you to choose decorative font styles.

3. Once you have selected your **Slide Theme**, you are ready to build your presentation. You will notice text boxes indicating the type of content you should put into it, for example, "Your text here," "Click to add title," "Click to add text," etc. Just click in the appropriate box and type in your content.

4. Insert a new slide by clicking on the **Slide Layouts** tab. To the left of the gallery bar you will see an option for inserting a new slide (**Insert new slide**). Clicking on this option will allow you to automatically insert a slide by selecting any of the slide layouts from the gallery. You can also go to the PowerPoint® standard menu bar and select **New Slide**. Above the **Insert new slide** option, you will see another option titled, **Apply to slide**. This option lets you change a layout of a slide that you had formatted previously.

5. If you want to customize the design features of your presentation further, you can click on the **Toolbox** from the PowerPoint® standard menu. This will open up the **Formatting Palette** which will allow you to change the design details of your presentation.

6. Additional features from the PowerPoint® standard menu: insert additional text boxes into any slide by selecting **Text Box**; insert an image from a file or clip art by selecting **Picture**; insert shapes, arrows, callouts, etc., by selecting **Shape**; insert movie clips, sound or music by selecting **Media**. You can also access these insert functions from the main menu bar as you would for any Microsoft® program.

7. Toolbox added features: in addition to formatting, you can select objects, symbols, images; animate your slides; search the dictionary or the Web; and more.

8. Create a hyperlink to another PowerPoint® presentation, a Word® document, an Excel® Workbook, a Web page, a file, or an email address. Select the text or object in your presentation that you want to become the hyperlink by highlighting it. Select **Insert** and then **Hyperlink** from the main menu bar. This will open a dialog window titled, **Insert Hyperlink**. There will be a box where you can type in a Web or email address. You can also select the document option to link to another file. You can link to a specific location in a file by using the **Anchor** feature. Follow the instructions. To assign a "tip" that is displayed when you roll over the hyperlink, click **ScreenTip** and then type the text you want.

9. To view your presentation, go to **Slide Show** from the main menu bar and then select **View Slide Show**. Hit escape to escape the slide show mode.