PowerPoint 2016:

PowerPoint for Beginners

Class Workbook

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Presented by Learning and Development
University of Florida Department of Housing and Residence Education

What We're Going to Cover

Preparing
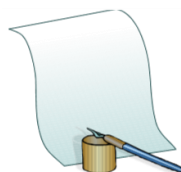Content

Navigating the
Interface

Changing
Themes

Working with
Layouts

Adding
Content

Adding Text

Preparing Content

1. Identify the subject

2. Identify goals

3. Prepare outline

Activity #1: Example

Subject: Basic Introduction to Microsoft PowerPoint

Goals:

Students will be able to:

- Apply the process of preparing content for a presentation (identifying subject, goals, and creating an outline).
- Navigate the interface of PowerPoint and identify the main features useful to beginners.
- Apply basic design principles in PowerPoint and select themes to reinforce the message of the presentation.

Outline:

- Introduction
- Review agenda for class
- Preparing Content
  - Identify the subject.
  - Identify goals.
  - Prepare outline.
  - Activity #1—Preparing Content
- Navigating the Interface
  - Overview of layout
  - Backstage View
  - Frontstage View
- Changing Themes
  - Discussion of basic design principles
  - How to change the theme
  - Activity #2—Practice Selecting Themes

Activity #1: Preparing Content

If you prefer, you can do this activity on the computer by opening up Activity #1.

Step 1. Choose a subject for a presentation that you might give. Is the subject appropriate for a PowerPoint presentation? Does the subject revolve around one main point? You can choose either a work-related subject or something relating to a personal interest.

Write in your subject here: _____

Step 2. Think about your subject. What would you want your audience to understand or learn after watching your presentation? Write up to three goals of your presentation. These should be measurable and achievable goals in the event that you wanted to assess whether or not your presentation was successful. We can't always measure outcomes in real life, but creating goals is a good practice to get into when creating your own presentations.
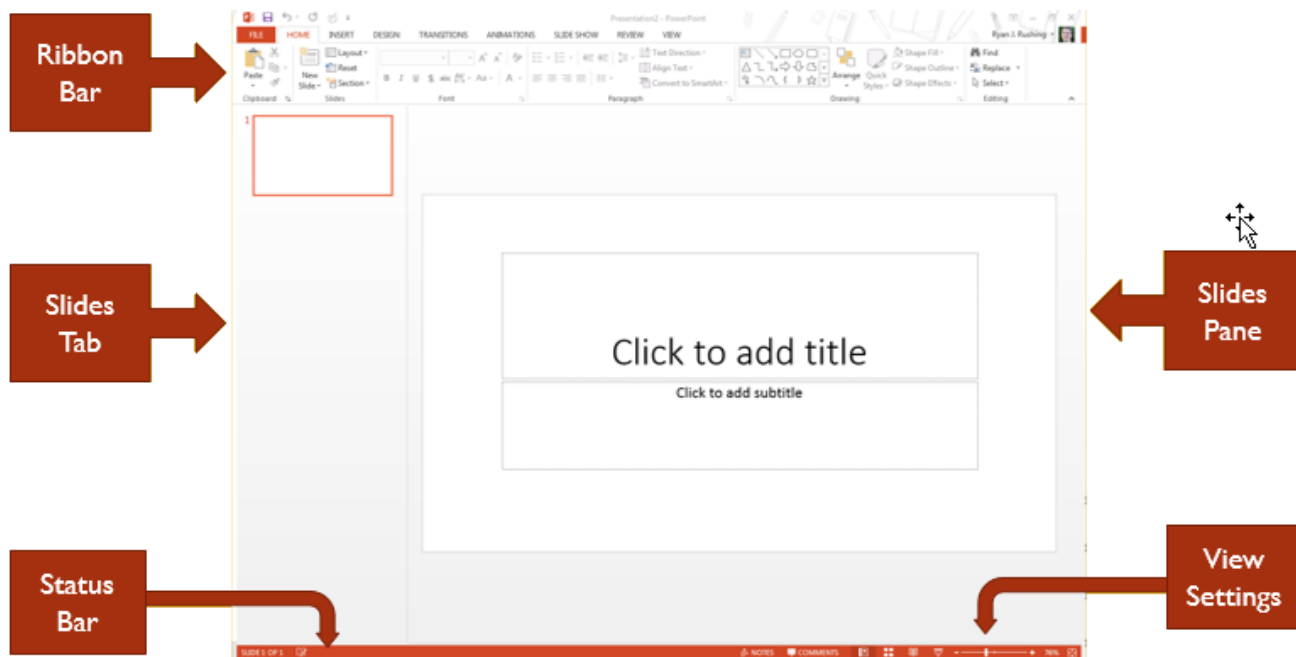
Goal #1: _____

Goal #2: _____

Goal #3: _____

Step 3. Now it's time to create an outline. Use the goals above to help you. Divide the topic up into parts or sections that make sense. Assume that this is a 10-15 presentation, so please do not spend too much time creating your outline. You may use numbers, bullets, or whatever else formatting works best for you.

Layout of PowerPoint's User Interface

Backstage View

Info Tab: See data associated with the file (known as meta-data)

New Tab: Create a new file and search for available file templates

Open Tab: See recently viewed files and open files in PowerPoint

Save As Tab: Save an additional copy of the file

Print Tab: Print your PowerPoint presentation (slides or notes pages)

Share Tab: E-mail your PowerPoint presentation to other people

Export Tab: Create PDF or package the presentation for use on a different computer

Publish Tab: Publish to docs.com (do not use on departmental computers)

PDF: Portable document format. Used to make sure a file stays the same on every computer. Not very useful for PowerPoint presentations as they are meant to be viewed on screen.
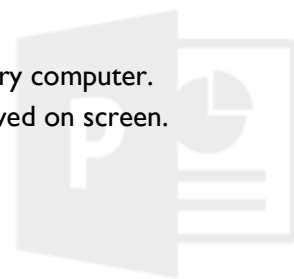
The Ribbon Bar in PowerPoint 2016
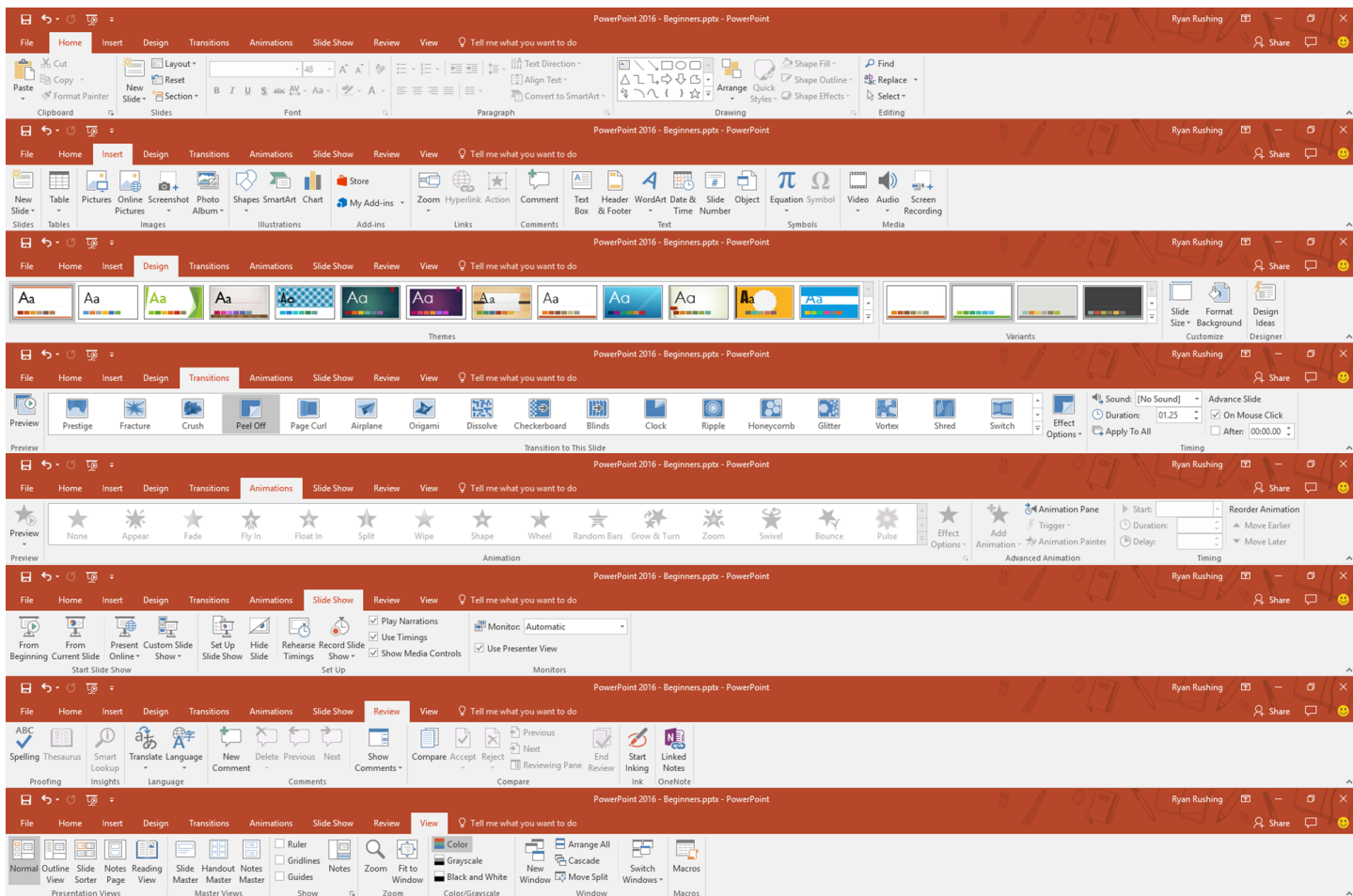
Home: Most common features regarding editing. Font, paragraph, and drawing options are most important.

Insert: Allows you to insert content.

Design: Change design of slides.

Transitions: Set transitions for slides. Not recommended except in "fun" settings.

Animations: Set animations for objects on a slide. Not recommended except in "fun" settings.

Slide Show: Start the slide show. More advanced slide show options are also on the slide.

Review: Create comments, spell check, etc.

View: Allows you to view the presentation in different ways.

Slide Master: Allows you to edit master layouts for the presentation.

Macros: Pre-programmed instructions that run in a file. **Consult IT before opening a file with macros!**
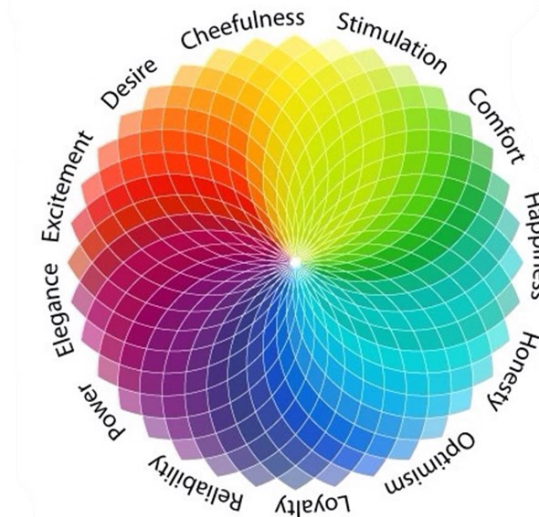
Themes

Establishes mood

Shows level of preparation

Organizes content

Incorporates fonts, colors, layouts
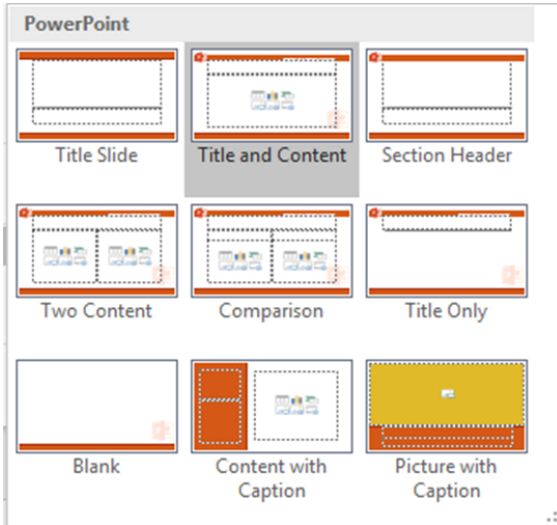

Activity #2: Practice Selecting Themes

In this activity, we will open up pre-made themes, called templates. Follow the instructions below to complete this activity.

1. Open PowerPoint or if PowerPoint is already open, click on the File tab and then New.

2. Review the select of available templates. Try clicking on one to see more information about the template. You can click on the arrows next to "More Images" to see more images of the selected template. On the right are four different variations of the theme.

3. Think of a topic and click on the "Search for Online Templates and Themes" box. Try searching for that topic to see if any template/themes appear related to your topic. For example, try business or education.

Working with Layouts

1. Layouts organize the information

2. Each theme has its own set of layouts

Common layouts include:

- Title Slide

- Title and Content

- Section Header

- Two Content

- Comparison

- Title Only

- Blank

Activity #3: Practice Selecting Layouts

Open Activity #3 from the Practice Files and follow the instructions below to complete this activity. Slide 1 has already been created for you using the Dividend theme. It is the Title Layout. The Title Layout consists of design, a title placeholder and a subtitle placeholder.

1. Create slide 2 by right-clicking in the Slide Pane (aka the Slide Sorter) on the left and selecting New Slide.

2. Right-click on the newly created Slide 2 and look at the layouts. Which layout has been selected automatically by PowerPoint for you? This is the layout most commonly used in PowerPoint.

3. Change the layout to Two Content. Notice what changes on the slide.

4. Change the layout to Picture with Content. Notice what changes on the slide.

5. Try looking at the some of the remaining layouts.

6. Open up other design templates (what we covered in Activity #2) and look at different layouts.

Adding Content
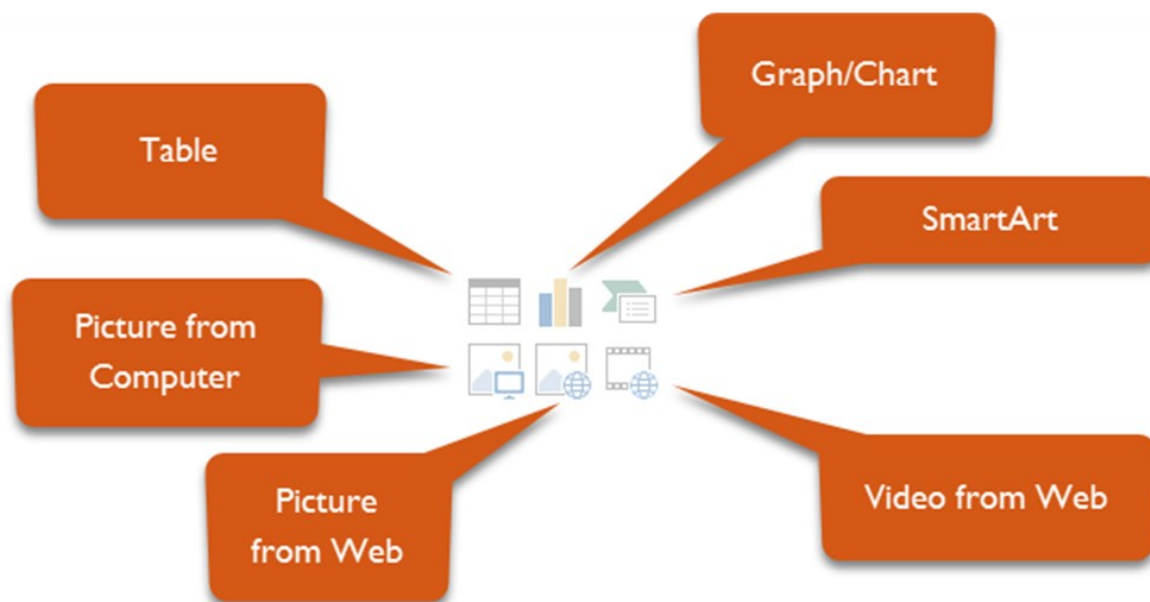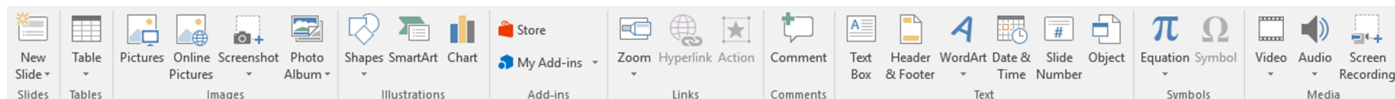
- **Tables** – for displaying tabular data. Tables should be summaries without a large number of rows or columns or else the text will be too small for people to read it. 3 x 3 or 4 x 4 may be a good maximum table size to keep in mind, but it depends on what data you are putting in the table.

- **Graph/Chart** – for displaying data in a visual format. These are really effective in displaying large amounts of numerical data in a way that is easy for people to look at and make sense of.

- **SmartArt** – this is my favorite tool for taking bullet points and showing the relationship between those bullet points in a pleasing format. We'll take a closer look at SmartArt in a moment.

- **Picture from Computer** – This allows you to select a picture from the file server or from your computer.

- **Picture from Web** – this allows you to do a quick Bing search and insert a picture that is copyright approved into your presentation. This is Microsoft's replacement for clip art and the quality of the art search can really vary. I tend to use this for small pictures that I want to include while I use Google Image Search for a more advanced search. We'll cover Google Image Search in a sec.

- **Video from Web** – This allows you to insert videos from YouTube to play directly in your presentation. Very handy! Please note, however, that for security reasons, this feature does not currently work for the majority of staff members in the department.

SmartArt
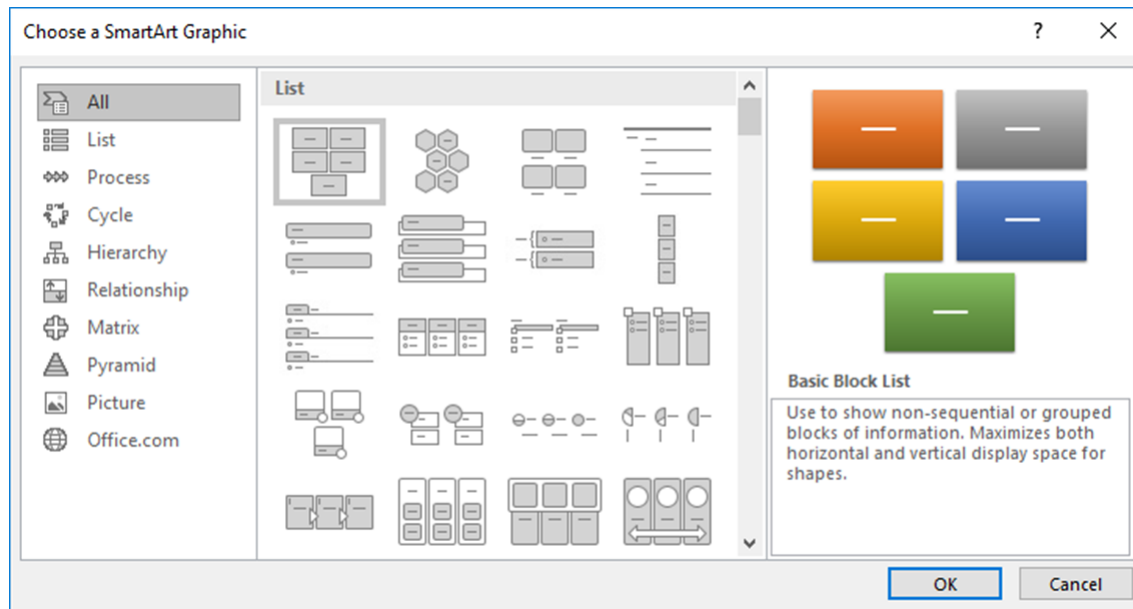
SmartArt is a way of taking text information and using Microsoft's professional designed graphics, turn them into more interesting, informative, and aesthetically pleasing displays. There are different types and as you get familiar with the different types, you'll recognize what types of SmartArt may be most useful for the specific content you are presenting.

Activity #4: Practice Using SmartArt

Open Activity #4 in the Practice Files. This is a presentation about bed bugs! I filled in Slide 2 for you, but you need to complete Slides 3-5. The title I chose has a hint about what type of SmartArt may be best for that particular slide.

Information for Slide 3:

In no particular order: Mattress, pillows, sheets, covers, mattress cover

BONUS: Select a picture SmartArt and use Bing Image Search to find appropriate pictures.

Information for Slide 4:

In order: Report incident using iServiceDesk, student moved out of room, mattress removed from bedroom and sent for repair, room fumigated, mattress replaced, student moved back into room
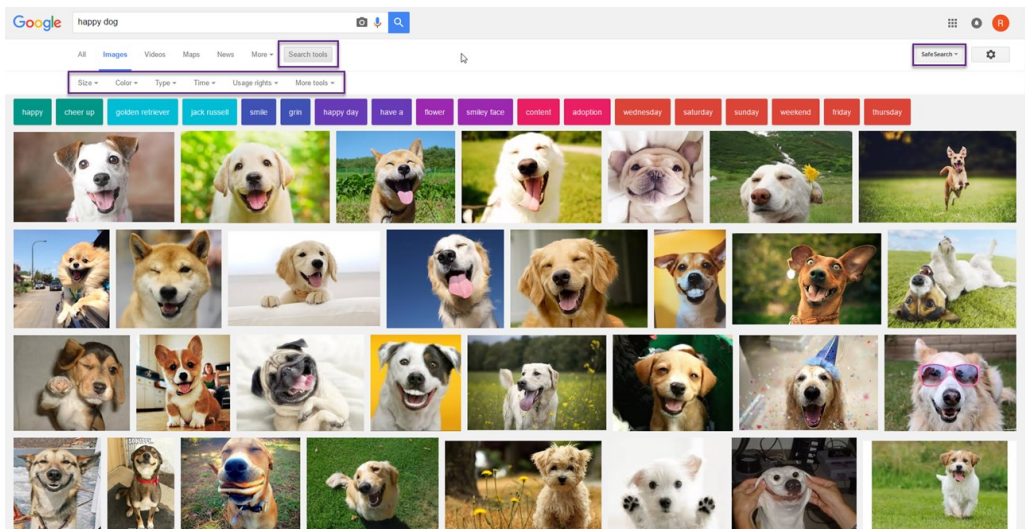
Information for Slide 5:

In order: Egg (1.5 mm), first instar nymph (1.5 mm), second instar nymph (2 mm), third instar nymph (2.5 mm), fourth instar nymph (3 mm), fifth instar nymph (4.5 mm), adult bed bug (5.5mm)

Google Image Search

images.google.com

Activity #5: Google Image Search

Open up Activity #5 which is a blank slide, then follow the instructions below.

1. Open images.google.com.

2. Search for pictures of your favorite animal.

3. Open Search Tools.

4. Change Size to Large.

5. Click on a picture in the results. Note that the resolution is displayed. Ideally we want a picture with a resolution greater than 1920 x 1080 pixels. If clicking on "View Image" takes us to a webpage instead of the picture, click Back and try a different picture. Be careful of these webpages that do not let you download the picture properly – we want to avoid getting malware.

6. Right-click on the picture and click Copy/Copy Image.

7. Right-click in your PowerPoint and Paste.

8. Resize and move the image as needed to make it take up the entire slide.

If you would like to use your picture for the next activity, keep PowerPoint open for Activity #6.

Text

Wall of Text ⟶ Bullet Points ⟶ SmartArt ⟶ Picture + Caption

Activity #6: Adding Shapes and Text

For this activity, you can either use the result from Activity #5 or you can use the Activity #6 template. Some pictures used in Activity #5 may not work well for this activity, so if you experience any challenges, use the Activity #6 for pictures that I know will work well with this activity. Choose either the basic or advanced procedure based on your prior computer skills.

BASIC PROCEDURE:

1. Create a Rectangle Shape with a fill color that matches the color spectrum of the photo. Black or white shape backgrounds will usually always work with the majority of photos.

2. Add text to the shape. It can be a witty description to reinforce a potential point or a description of the main point.

3. Move and resize the shape as needed so that it does not conflict with the main subject(s) of the photo.

4. Adjust the font and font size as needed to make the text readable and the font of the text match the mood of the photo.

ADVANCED PROCEDURE:

1. Use the Insert Text Box tool to insert text.

2. Write a witty description to reinforce a potential point or a description of the main point.

3. Move and resize the text to an appropriate size as needed so that it does not conflict with the main subject(s) of the photo.

4. Change the font as needed to make the text readable and the font of the text match the mood of the photo.

5. Change the color of the text to maximize blend. This can be very difficult for some photos. In general, dark photos = light text, light photos = dark text.

6. Use Text Effects such as Shadow and Glow to help properly blend the text in with the photo. This is subjective and artistic; just try your best and ask others for advice if unsure.

7. Repeat steps 2-6 to experiment with different options until you are satisfied with the result.

Practice Time: PowerPoint Lab Activity

It's practice time! In this practice activity, we are going to review all of what we learned in today's lesson to make a short presentation of about 4 slides. Follow the instructions below. If you need help, ask the instructor for assistance.

BASIC METHOD—USING SMARTART

1. Prepare your content. Decide on a subject, goals, and make a brief outline. If you want, you may use the material you generated in Activity #1.

2. Choose a theme based on the mood and tone of your subject.

3. Create each slide to match your content. Choose appropriate layouts. Avoid the wall of text and bullet point lists. Instead, use SmartArt or other types of content to tell your story.

4. Have the instructor and/or other students review and critique your presentation. If you finish early, you may want to try creating a slide or two using the Advanced Method.

ADVANCED METHOD—USING GOOGLE IMAGE SEARCH / PICTURES+CAPTIONS

1. Prepare your content. Decide on a subject, goals, and make a brief outline. If you want, you may use the material you generated in Activity #1.

2. Choose a blank theme with a blank layout.

3. For each slide, choose a picture using Google Image Search. Consider the feasibility and size of each picture. How will the picture help you tell your story? Create a caption for each slide using either the basic or advanced procedure from page 13. Try your best to blend the text with the slide.

4. Have the instructor and/or other students review and critique your presentation. If you finish early, you may continue to practice making additional slides or trying other features of PowerPoint.

Review Questions

1. What did we learn about in today's class?

2. What are the three steps to preparing content? Why is each important?

3. What are some of the terms used to describe the interface in PowerPoint?

4. Why are themes important in PowerPoint?

5. Why is color selection in themes important?

6. What are layouts? How do we use them in PowerPoint?

7. Why are pictures so important in designing an effective PowerPoint presentation?

8. What is SmartArt? Why is SmartArt useful?

9. What are the four techniques to approaching text use in PowerPoint? What the advantages and disadvantages of each type?
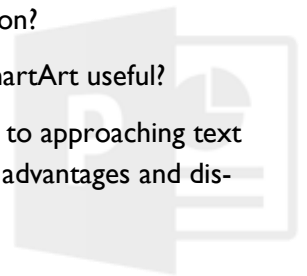
Additional PowerPoint Training

Lynda.com

PowerPoint 2013/2016 Essential Training class

Office.com Video Training

office.microsoft.com/training

Additional Excel Classes

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Access via myUFL

Getting Help from the Learning & Development Team

Please feel free to reach out to Ryan Rushing, the creator of this class, or to Julia and Christine as members of the Learning & Development team if you are working on a PowerPoint presentation and would like our assistance. Julia, Christine, and myself all have different perspectives and ideas when it comes to design, so it is worth getting more than one opinion regarding your project as this will help make your project better!