

# CREATING A PRESENTATION

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**Start from scratch  
And make it  
Your OWN presentation**

# Blank Page???

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- When you open PowerPoint, you are presented with a blank page.
- Click on the Design tab and select a 'theme'.
- A 'blank presentation' is available to you, with the setup used in this presentation.

# Slide Master

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- Under View tab, click “slide master”
- Click on Colors – choose Grayscale – consider ‘color blind’ people
- Click on Fonts – choose a simple font (Arial, Calibri, Verdana)

# Panes Within PowerPoint

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When you open a new presentation, you'll see three panes:

1. Slide Pane
2. Notes Pane
3. Slide Tab

# Three Panes

The image shows a presentation software interface with three main panes:

- Slide Pane:** The central area displaying the current slide. The slide content includes:
  - Title: **CREATING A PRESENTATION**
  - Subtitle: **Start from scratch And make it Your OWN presentation**
  - Logos: **AARP TAX-AIDE FOUNDATION** and **SMT Training Dallas 2011**
  - Page number: **1**
- Slide Tab:** A vertical pane on the left showing a list of slide thumbnails numbered 1 through 8. The first slide is highlighted.
- Notes Pane:** A white box at the bottom of the interface with the text "Click to add notes".

# The Slide Pane

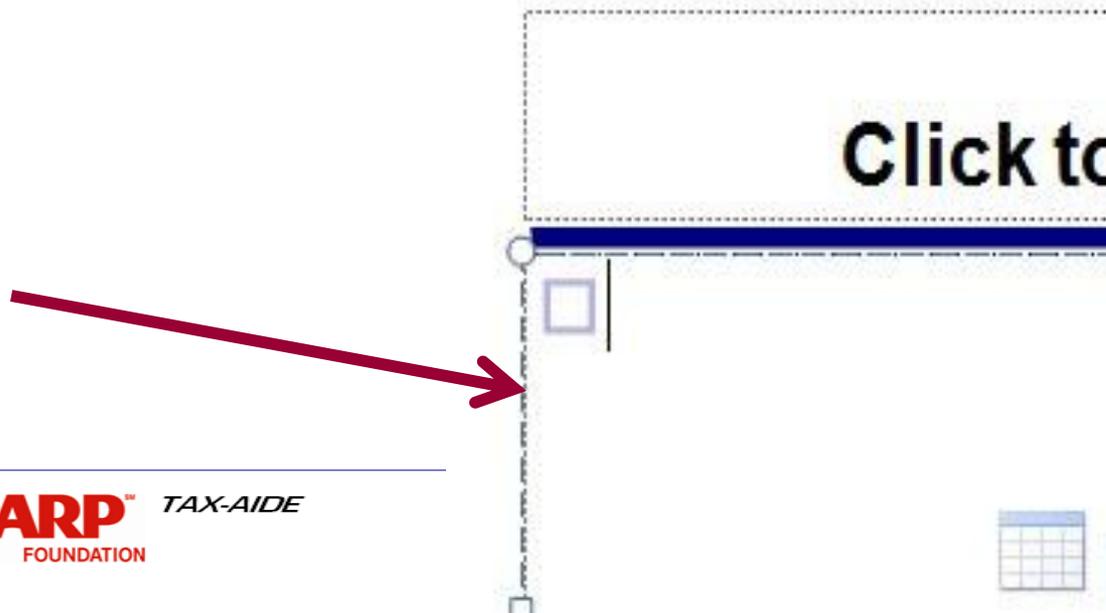
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- ❑ In the slide pane, you type text directly onto the slide, within the placeholder.
- ❑ You can modify one or more words for emphasis by making the font larger or purple/orange

# Placeholder

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- The area you type into is a box with a dashed border called a placeholder. All the text that you type onto a slide resides in a placeholder.



# The Notes Pane

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- Here, you can type notes that you'll use when presenting.
- You can drag the borders of the pane to make the notes area bigger

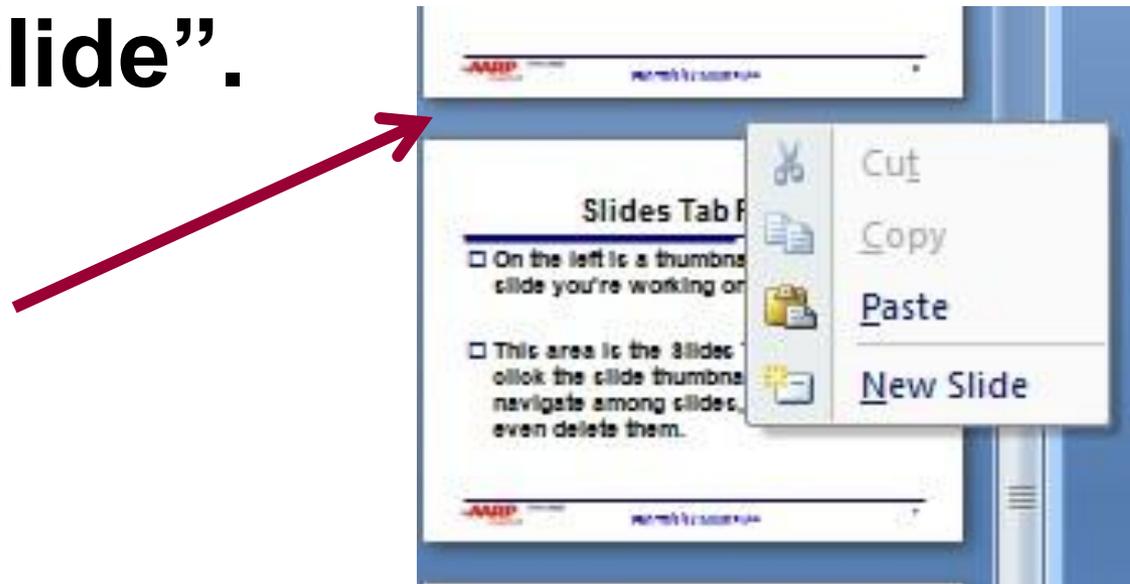
# Slides Tab Pane

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- On the left is a thumbnail version of the slide you're working on.
- This area is the Slides Tab - you can click the slide thumbnails to navigate among slides, re-sort them, or even delete them.

# Add A Slide

- ❑ Insert a new slide by placing your cursor between the slides on the Slide Tab, RIGHTclick and click on “New Slide”.



# Add A Slide – Two More Ways

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- ❑ Place your cursor properly - hit Enter.
- ❑ When you're at the Home Tab, there is a "New Slide" icon.



# Limit Your Text

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- Do not try to be too specific
- Bullets can be ‘talking points’
- Details get lost – or forgotten
- It can be boring/confusing  
reading what you listen to

# Animation

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- Click on the Animations tab
- Click on Custom Animations
- New pane appears on the right
- Highlight the line(s) you want to animate
- Choose the effects

# Effect “Appear”

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- On the previous page, each line came in separately on “click”
- Highlight line, click on Add Effect on the animation pane
- Choose Entrance
- Choose Appear

# Over Animation

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- Animation can detract from your presentation.
- Be careful or you'll
- Loose your audience

