Introduction to Microsoft® PowerPoint® 2010: Tools You May Need

1. **Templates:** PowerPoint has many pre-formatted templates called Design, which allow you to get your presentation completed with minimal formatting work. Unfortunately, several of these templates can give your presentation an unprofessional and/or busy look and feel. ☹️ (see #17 for more information related to creating and editing templates to make them more professional)

   In addition, some of the templates will violate the art and science of great presentations¹ and therefore should not be used.

2. **Blank Presentation:** To get away from a canned look you would want to start a new presentation from scratch. To start from scratch, you simply open PowerPoint and it will open a blank unformatted single slide presentation (see below).

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For Microsoft® PowerPoint® 2010. Not all of the functions in this presentation will be available or work the same in older versions of PowerPoint

Developed by the National EMS for Children Data Analysis Resource Center (NEDARC): [www.nedarc.org](http://www.nedarc.org)
3. **Slide Insertion, Navigation, and Slide Layout:** After you have started a new presentation, you may want to add additional slides and then navigate between slides to edit.

a. You can add more slides by clicking on the **New Slide** tool located on the **Home** tab. If you click on the down arrow by the **New Slide** tool, you can choose which type of new slide to add (e.g., Title and Content slide) *Note: If you don’t select a type, PowerPoint will choose the type.*

![Click to add title](image)

b. To see how many pages are in your presentation, look at the left hand side of your screen. You will know what slide you are on in the presentation because it will have a yellow-gold area around the slide you are currently viewing.

![Click to add title](image)
c. To navigate to a slide, in the left hand area (see example for 3b), click on the slide you want and PowerPoint will jump you to the selected slide.

d. If you decide to change the layout of a slide after you have added it, DON’T start deleting or inserting text boxes.

Instead, click on the down arrow by the Layout tool located on the Home tab and choose the layout you need.

![Layout Tool]

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e. You can also zoom in on your slide, so that it appears bigger. (It does not actually change size - it just appears bigger on your screen, so that you can more easily position frames and so on). Holding down the “Ctrl” key on your keyboard and moving the wheel on your mouse up or down to zoom in and out respectively.

![Zooming In]

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4. **Text Box:** Since PowerPoint treats everything as an object instead of a continuous flow of characters, you need to use text boxes to add any text you want in your presentation.

   a. **Inserting a Text Box:** to insert a Text Box in your presentation, you would select the Text Box tool located in the under the Insert tab. You only need to click on the tool once. You would then move your cursor to the slide you are working on. **Note:** If you have selected the Text Box, your cursor will change to a “cross hairs” when the cursor is on the viewing slide. By going to the desired location on the slide of the presentation and left clicking you can insert a Text Box.

Once the Text Box has been inserted, you can type in the text you want. You can also format the text: font, size, color, bold, italicized, and underlined. When you want to type text in a Text Box, you click on the Text Box and it will become selected with circles at the corners and center points (see right).
PowerPoint allows you fine control over how your text appears. The **Font Selection** box shows the font choices available on your computer and what each font will look like.

But that’s not all! From the Format menu, you can select any number of different formatting options, including borders, colors, indenting, fancy initial letters and so on. Below are some of the little known font formatting options that will be beneficial for you.

The **A** tools with the up and down arrow (pictured left) let you automatically incrementally increase (up arrow) or decrease (down arrow) selected text simply by clicking on either one of these tools. Each click increases/decreases one size.

The **Aa** tool with the down arrow will let you format the characters formatting for any text you.

The **AV** tool with the down arrow will let you format any of the spacing between characters of the text you select. This option is useful if you want to use a font that is a little hard to read because the characters are a little close together (*see EMSC example below*). To spread the characters of the text, you can choose **Loose**, **Very Loose**, or **More Spacing**... if you need more options. This is also very useful when you are trying to make fonts align (*one of the principles of design*). *Note: each menu item which ends in an ellipses (three dots) leads on to a further dialog box from which you can select more options.*

b. **Adjusting a Text Box Size:** If a Text Box is selected, you can make it taller, shorter, wider, or narrower by moving your cursor to one of the corners until it becomes a double arrow (↔). Holding down the left mouse button you can drag to re-adjust the size of the Text Box.

c. **Moving a Text Box:** If you decide you want to move a Text Box, you can do that in PowerPoint since the Text Box is an object. To move a Text Box to a new location in your presentation, make sure the Text Box is selected. Then move your cursor to any of the Text Box borders until you get a 4-way arrow (↕️). While holding down the left button on your mouse, you can drag the entire Text Box to the new location. *Note: A Text Box is selected when it has circles at the corners and midpoints of the box (see example for 4a on previous page)*
d. **Paste Special into Text Boxes:** If you already have text in another location or presentation that you want to paste into your PowerPoint presentation, but do not want to paste in the formatting, font style, font size, etc., then you would use the Paste Special... option. The Paste Special option is located under the Paste on the Home tab. To see the pasting options, click on the down arrow. After you have copied the text you want to paste into your PowerPoint presentation, place your cursor in the Text Box the text is to be pasted into. Click on the down arrow under the Paste tool. Several options will be available to you: *Warning: always use spell check for all text boxes!*

- The A option will keep only the text. This means that the text you paste using this option will be formatted to whatever settings you have set for the inserted text box. If you have not set any formatting yet, the text will paste in for whatever default text size and style is on your computer – likely the default is Calibri 10 pt. This option is the same as selecting the Paste Special... option and choosing Unformatted Text.

- The option with the blue arrow will merge the formatting between the original presentation and the one you are pasting into. If you compare the text in the example above to the example to the left, you will notice differences in the font style as well as spacing in the text box even though it is the same text and same size text box.

- The option with the little page is the simple paste option. This option will paste all formatting that was applied to the text you copied from and will paste that formatting into your PowerPoint presentation. *Note: If you want the copied text to keep its original formatting, you can simply select Paste.*

5. **Images:** Working with a picture or image in PowerPoint is much the same as working with a Text Box.

   a. **Inserting a Picture or Image:** When you want to insert a picture or image in your PowerPoint presentation, you click on the Insert tab. You will then see several picture-related options to choose from.

   - **Picture:** PowerPoint allows you to insert pictures from other locations such as your desktop or a shared drive.

   - **Clip Art:** Microsoft has a large library of free clip art which is also copyright free so you can use it in any presentation.
Screenshot: a relatively new feature in PowerPoint, you can now insert a screenshot directly into PowerPoint. With the Screenshot option, you can choose an entire screen or clip a section of the screen.

Warning: You should NOT use a picture or image from a website or a picture that someone other than you took unless you have permission from the other party. Using pictures/images without permission or attribution is copyright infringement and could incur you or your office a substantial fine ($5,000+/image).

To insert a picture or image, you would only need to choose one of the 3 options listed above. If you chose Clip Art, you will be able to search for a picture/image.

If you find clip art you want, simply click on it. PowerPoint will default to putting the picture/image in the center of slide in the presentation you are working on. If you do not find a picture/image you like, type in a new search word until you find a picture/image that fits your needs. If you are out of ideas for other words to search for, in the search results area, click on an image you like and a down arrow will appear (see below).

Choose Edit Keywords... from the options and you will see a Keywords dialog box that will give you ideas of other possible key words to use for searching for images (see right).
If you chose **Picture** an **Insert Picture** window will open that will let you navigate to an image.

For **Screenshot**, click on the down arrow and you can choose to insert an entire screenshot or just a section of a screen by using **Screen Clipping**.

If you choose **Screen Clipping**, your screen will look like it has frosted over and you can draw out the area you want clipped. PowerPoint will then automatically drop the image into your slide. Remember, if you clip a picture from a website, you need to note the source on your slide (see below).

![Screen Clipping](image.png)

### Click to add title

![Image Source](http://www.houstontx.gov/fire/divisions/ems.html)

**b. Adjusting the Picture/Image Size:** If a picture/image is selected, you can make it larger or smaller by moving your cursor to one of the corners of the picture/image until it becomes a double arrow (↔). Holding down the left mouse button you can drag to re-adjust the size of the picture/image.

**Warning:** If you do not resize the picture/image from the corner, it will distort the picture/image.

**c. Moving a Picture/Image:** If you decide you want to change the layout of your presentation and you need to move a picture/image, you can do that in PowerPoint since the picture/image is an object. To move a picture/image to a new location in your presentation, make sure the picture/image is selected. Then move your cursor to any of the picture/image borders until you get a 4-way arrow (↔). Holding down the left button on your mouse, you can drag the entire picture/image to the new location.
d. **Flipping a Picture/Image:** Sometimes you find the right image, but the direction the image is facing is wrong for your needs. In these cases, you will want to flip the image. If you double click on the image after inserting it, PowerPoint will automatically take you to the **Picture Tools Format** tab.

Click on the **Rotate** tool down arrow located on the top and choose the appropriate direction you want to flip the image.

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e. **Layering a Picture/Image:** PowerPoint ships with more than 5,000 clip art images and photographs. As discussed earlier, you can insert any of these into your presentation. However, for an even more dramatic and creative look, why not "layer" two or more images?

If you place two images on top of each other, the second image you insert will obscure the first – like stacking paper. However, you can achieve really eye-catching results by deciding which of the images should be on top. Like this....

Here we have two graphics, an ambulance and two EMTs, but the ambulance is partially obscuring the stretcher, making the graphic unusable.

What you need to do is to send the ambulance image to the back, so that the image with the stretcher can be on top. Select the ambulance image by clicking on it. Click on the **Send to Back** located on the **Picture Tools Format** tab.

Depending on which image you have selected and where you want it to appear in the layer, will determine which of these options to choose. In this case since you selected the ambulance and you want it to be behind the image with the stretcher, you would choose **Send Backward or Send to Back** depending on how many layers (objects) are on the page.

*Note: if the selected image does not appear to move, when you select **Send Backward**, there are other layers and a shortcut is to choose **Send to Back**. The same can be applied to **Bring Forward** and **Bring to Front**.*
And suddenly your graphic takes on a whole new clarity!

Before

After

Note: when you use the Send to Back or Bring to Front options, the top graphic becomes “transparent” and does NOT totally obscure the graphic beneath it.

f. Rotating Objects: You can also rotate images (as well as text boxes) by placing your cursor over the (located at the top of your image/text box) until you get a black circle around it. Then hold down the left mouse button and rotate the image any direction you need.

g. Grouping/Ungrouping Objects: Often when you insert multiple objects (whether images and/or text boxes) you might want some of these objects to be adjusted, moved, or rotated together as though one object. To do this, you would want to “Group” objects.

To group two or more objects (text boxes, image, and/or shapes):

- Select one object by clicking on it. You would only need to click on the object once. Selected objects will have circles at the corners and center points (see right).

- While the first object is selected, hold down the “Ctrl” key on your keyboard and move your cursor over the other object you want to group and click on it. Repeat this process for any more objects you want to group as one. When you have 2 or more objects selected, each object will have the circles at the corners and center points (see right).

- If you right-click on the selected objects, a dialog box will appear with several options. To group the objects as one, click on the Group option. This option is also available on the Picture Tool Format tab.

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Developed by the National EMS for Children Data Analysis Resource Center (NEDARC): [www.nedarc.org](http://www.nedarc.org)
• All of the objects that had been selected will be “grouped” into one object that can later be ungrouped if needed. Also, each object will no longer have circles at the corners and center points—instead there will be one set. (see below).

The tool will then change to two overlapping squares with dots at each corner. This option is also available on the Drawing Tools Format and Picture Tool Format tabs. Once the objects are grouped, they can be adjusted, moved, or rotated together as though one object.

To ungroup two or more objects:
• To ungroup objects, select the grouped object and click on the tool shown in the previous step. By clicking on it, the objects will be ungrouped and will no longer be editable as a single object.

Note: once you ungroup the objects, all of the objects will be selected. If you want to modify just one of the objects, you will need to click outside of the area and then click back on the one object you want to unselect the other objects.

h. Transparency: Sometimes you will find an image you want to use, but the background color is too dark or you do not want the image to have a background color. In these cases, you will want to make the background transparent. You can create a transparent area in most images, but not all.

• Select the picture that you want to create a transparent area in
• On the Picture Tools Format tab,
• Click on the down arrow by Color and
• Select the Set Transparent Color option

Note: you will not be able to create a transparent area in all images. If this option is not available for an image, the tool will be grayed out.
Your cursor will change shape to look like a little marker. Move your cursor to the image and click on the area you want to make transparent. In the following example, we wanted to get rid of the black background to add text boxes around the transparent areas in the image.

Before

![Before Image](image1.png)

After

![After Image](image2.png)

Then you can put a text box in front of the image and make it part of the message (see right).

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i. **Removing an Image’s Background**: The newer versions of PowerPoint have added some other basic image editing tools. Some images you might want to use have backgrounds that have many different colors. Since the transparency tool only works on removing a single color, another tool that can help you with backgrounds is called **Remove Background** which is located on the **Picture Tools Format** tab (see below).

![Picture Tools Format](image3.png)

- First, double click on the image – which will take you to the **Picture Tools Format** tab
- Select **Remove Background**
• PowerPoint will then make areas purple that it plans on removing with a box around the area it plans to keep as part of the picture.

• Resize the box area to the desired size depending on how much of the image you want to keep (see below).

• After you have the image the way you want, select Keep Changes on the Background Removal tab.

• Your image is transformed from a boring box shape to an interesting organic shape

• If some artifacts remain that you still want to get rid of, use the Remove Background tool again.

• Choose the Mark Areas to Remove tool located on the Background Removal tab.
• Your cursor will look like a pencil. Click on the areas/artifacts you want to remove. The areas to be removed will have little white circles with a - (see below).

• After you have selected the areas, click on the Keep Changes located on the Background Removal tab.

j. **Recolor Images:** Another image editing option is to modify or change the color of an image.
   • Double click on the image you want to modify the color.
   • Click on the down arrow under the Color tool.

   ![Color Tool]

• Now you can convert your image into 1. black and white version, 2. more vibrant in color, 3. sepia effect, 4. to look like a sketch, 5. washed out color version, and 6. washed out black and white version to name a few (see above).

   Experiment with the presets to find what works best in your presentation.
k. **Cropping Images:** There are times when for the purposes of your presentation, you need to crop an image. PowerPoint has some basic photo editing capabilities that allow you to crop an image to a rectangular or square shape. You will find the **Crop** tool located on the **Picture Tools Format** tab (see below).

![Crop Tool](image)

- First select the image you want to crop by clicking on it with your cursor.

- Then move your cursor to the **Picture Tools Format** tab and click on the **Crop** tool. After you click on the **Crop** tool the circles on the selected image will go away and there will be dark black lines around the image (see right).

  If you put your cursor on one of the midpoint black lines, the cursor will look like a T. If you put your cursor on one of the corner black lines, the cursor will look like an L.

- When you move your cursor to the corner or side you want to crop from, hold down the left button on your mouse and move in the direction you want to crop. You can crop from multiple directions (see right).

  When you are done cropping an image, move your cursor outside of the image and click. The dark black lines will go away.

*Note: You can un-crop any image you have cropped using this method. If you want to remove the cropping on an image, just click on the image and then the Crop tool. Then move your cursor to the areas of the image you want to un-crop and holding down the left mouse button, drag it out, down, or up.*
6. **AutoShapes**: It is easy to insert ready-made shapes (auto shapes) into your presentation.

Click on the down arrow under **Shapes** located on the **Insert** tab.

As you do so, PowerPoint shows you all the shapes from which you can choose.

If you choose Lines you will get some basic line shapes to choose from. Once you have made your selection, the cross hairs will appear again. Click and drag on your presentation to "draw" the shape.

7. **Inserting a picture in an object**: PowerPoint allows you to insert a picture in an AutoShape or a vector image²

   - First insert the AutoShape or vector image you want to insert a picture into
   - Right-click the shape/image with your cursor and choose **Format Shape** ...

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² Vector images are made up of many individual, scalable objects. These objects are defined by mathematical equations rather than pixels, so they always render at the highest quality. This means you can make a vector image as large or as small as you need and retain a high quality image. To learn more about vector images go to this link: [http://graphicssoft.about.com/od/aboutgraphics/a/bitmapvector_2.htm](http://graphicssoft.about.com/od/aboutgraphics/a/bitmapvector_2.htm)
- A **Format Picture** dialog box will appear
- Select **Picture or texture fill** under the **Fill**
- Select **File...**
- Navigate to the picture you want to insert
- Select the picture and click **Open**
- In the **Format Picture** dialog box adjust how the image appears in the shape by playing with the **Offset** and **Scale** options
- Select **Close** when done adjusting
8. **Inserting SmartArt:** SmartArt graphics are designed for textual information. They are a visual representation of information and ideas such as organizational chart, steps in a process, or for a decision tree to name a few.

- If you have the appropriate information for a SmartArt, go to the **Insert** tab

- Click on the **SmartArt** tool

- A **Choose a SmartArt Graphic** dialog box will appear

- Think about the type of information you are trying to portray and what you want to show (e.g., organizational chart → Hierarchy)

- Then choose the layout that would work best

- Click **OK**

- PowerPoint then inserts the SmartArt layout you chose into your slide

- On the **SmartArt Tools Design** tab you can add text, modify the layout, change colors, and change styles

- The **SmartArt Tools Format** tab will let you change the shapes as well as shape styles
9. **Creating & Editing Charts within PowerPoint:** Charts are designed for numbers. They are a visual representation of numeric values or data.

- If you have the appropriate information for a Chart, go to the **Insert** tab

- Click on the **Chart** tool

- An **Insert Chart** dialog box will appear

- Think about the type of data you are trying to portray and what you want to show (e.g., compare BLS to ALS → Column)

- Then choose the layout that would work best

- Click **OK**

- A **Chart in Microsoft PowerPoint – Microsoft Excel** window will open for you to enter data
• Manually enter your data in the spreadsheet and set it up the way you want it to appear in the chart

![Spreadsheet image]

• Once you have your data entered, close the Excel window and your chart is ready to format the way you want

• If changes are made to the data, you can edit your chart by right clicking in the chart and choosing **Edit Data...** from the list of options

![Context menu image]

• The **Chart in Microsoft PowerPoint – Microsoft Excel** window will reopen for you to edit the data

• When done editing the data, close the Excel window
10. **Insert Video:** To make presentations more interesting, demonstrate an action/idea, and often to make a point, you might want to insert a video on a slide.

- To insert a video on a slide, go to the **Insert** tab
- Click on the **Video** tool down arrow

- You can choose **Clip Art Video**...
- Or you likely have one on our computer → **Video from File**...
- If you choose a video on your computer, there are two ways to insert the video 1) Embed, 2) Link

**Embedded videos** are stored inside the presentation. This way your video won’t get lost even if you send it to someone or move the presentation. An issue though is that potentially your presentation file size can get quite large.

**Linked videos** are stored outside of the presentation. This will allow for a smaller file size, but links can break. If your link breaks the video won’t work in your presentation.

A list of supported video file formats for PowerPoint are:

- Windows Video file (.avi)
- Movie file (.mpg for .mpeg)
- Windows Media Video file (.wmv)
- MPEG-4 file (.mp4)
- QuickTime Movie file (.mov, .qt)
- Adobe Flash Media (.swf)

- If you choose embedded you will need to navigate to where the video is stored on your computer and select it.


- If you decide to link instead, put the video file in the same folder as the presentation to mitigate the link breaking. Then go to the slide you want the video and select insert **Video from File**.... Then click on the drop down for the insert button and choose **Link to File**.


11. **Changing Presentation Views:** PowerPoint allows you to see your presentation in 4 primary views depending on your needs. Toggling between these 4 views is done by clicking on one of the tools located on the bottom bar on the screen.

   **Normal view:** is the default and main editing view in PowerPoint. The working areas in this view are the slides tab located on the left side, the outline tab located under the slides tab, the slide pane where you edit a slide’s content, and the notes pane below the slide pane to enter your talking points. Clicking on a slide on a slide on the left hand side will jump you to that slide. The current viewing slide will be denoted with a yellow-gold area around it (see step 3b).

   **Slide Sorter view:** This view will let you see all of your slides in thumbnail form in order, reading from left to right. This view makes it easier to see your “story” and grab and move slides (see step 12 for information related to rearranging slides).

   **Reading view:** This view resizes the current slide to fill the entire screen while hiding the ribbon and quick access toolbar. This view is usually used when the presenter is sharing their presentation with someone on their own computer instead of projecting the presentation. **Not available in 2007 or older versions of PowerPoint.**

   **Slide Show view:** This is the view for launching your presentation that will be projected onto a screen.

12. **Moving / Rearranging Slide Order:** PowerPoint lets you move your slide(s) into a different order(s) within your presentation. The Slide Sorter view is the best view to use to rearrange your slides. While in the Slide Sorter view, click on the slide you want to move and drag it between the slides you want it to be.

13. **Hiding Slides:** Sometimes you want to have slides available, but don’t want them to appear when you are presenting. Essentially these slides might have some additional information or data in case your audience wants more detail. The Slide Sorter view is the easiest view to see slides and hide them. Simply right click on the slide(s) you want hide and choose the **Hide Slide** option.
Hidden slides will appear with a bar through the slide number in the Normal slides view.

You can pull up any hidden slide during a presentation by
- leaving the Slide Show view
- clicking on the hidden slide in the normal view,
- and then going back to the Slide Show view.

14. **Automatically Advance Slides**: Sometimes a remote is not available for a presentation or you need to create one that will be available online for downloading and you want it to automatically advance for the audience.
   - Select the slides you want to advance automatically
   - Go to the Transitions tab
   - On the far right hand side you should see *Advance Slide with On Mouse Click* checked
     - Uncheck *On Mouse Click*
     - Check *After*
     - Set the time you want to elapse before advancing to the next slide *Note: 00:01.00 is one second, not one minute.*
     - If you want the same time for each slide, you can select the *Apply to All* tool
     - If you don’t want to have the same timing for all slides, you will have to manually set the timing for each slide following the above steps.

15. **Loop PowerPoint Slides**: You can have your presentation continuously loop if you need.
   - To continuously loop your slides go to the *Slide Show* tab
   - Select the *Set Up Slide Show* tool
   - A *Set Up Show* dialog box will open
• Check **Loop continuously until ‘Esc’**

![Image of Loop options]

• Click **OK**

• Launch your presentation

16. **Change a Slide’s Background**: sometimes you need to change the background color or image for your presentation, but don’t want to change the background for all slides. For example, maybe you want the background for a video slide to be black like the video frame.

   • First navigate to the slide you want to change the background
   • Right click anywhere on the slide outside of text boxes and outside of any images
   • Choose **Format Background...** from the options listed

![Image of Format Background option]
• Change the Fill Color to the desired color (e.g., black for the video slide)

![Fill Color Change](image)

• Select Close

  Note: If you want to change the background to a picture, repeat the same steps, but click on Picture or texture fill and navigate to the picture you want to be the background.

17. **Create and Edit a PowerPoint Template**: a template is a pattern or blueprint of a slide or group of slides. It’s best to create your template before you start adding content to your slides.

  a. **Create a template**: As stated earlier, several of the available PowerPoint Designs are unprofessional and/or have a busy look and feel. You can create a true template called a .pot or .potx file but there is an easier way is to create your own template by modifying the design.  
  
  Note: The steps in this section can be used to edit any PowerPoint Design if you choose to use one to make it more professional.

  • Go to the View tab
  • Click on the Slide Master tool
  • PowerPoint will then open a Slide Master tab and is ready for you to start setting up your template. If you have already added some content to slides you will not be able to view while creating and/or editing using the Slide Master. Instead your presentation will look like the following
• Make sure to click on the first slide shown on the left hand side of the screen. Any formatting you want to be applied to ALL slides should be done in the first slide. On this slide is where you will change the font to follow good presentation principles, font size, text alignment, resize text boxes, and delete the 3 small text boxes located along the bottom of the slide. You can also add an image or logo but remember any change you make on the slide will be on all slides.

To change any of the formatting, go to the **Home** tab

• Make any changes you want (*see example below*)
- Then you can go through the different slide layout styles listed below the first slide on the left hand slide and do some custom formatting for each slide. For example, maybe you want your logo to appear on all slides that use the Title layout.

![Image of slide layout styles](image)

- After you are done formatting each layout slide, go to the Slide Master tab.
- Click on the Close Master View tool.
- Your slides now have a master template.

b. **Edit Template:** sometimes you decide you want to make changes to the template for various reasons such as you don't want the logo on every slide, you want the logo smaller, you don't like the font style you originally chose, or any number of other reasons.

- Open your presentation
- Go to the View tab
- Click on the Slide Master tool
- Make any of the changes you want
- After you have made all changes, go to the Slide Master tab
- Click on the Close Master View tool
- Your master template is now edited.
18. **Use Presenter View Tool**: allows you to view your presentation with your speaker notes privately, see elapsed time, which slide number you are on and the upcoming slide on one computer (your laptop), while the audience views the notes-free presentation on a different monitor (screen) (see below).

- To set up Presenter View, go to the **Slide Show** tab

- Check **Use Presenter View**

- Determine if you want the slide show to **Show On**: your **Primary Monitor** or your other monitor (applicable only if you have 2 monitors)

  *Note: If you only have a single monitor, the **F5** key will let you see the presenter view on your monitor.*

- When you launch your presentation one monitor should show the presentation and the other monitor show the presenter view.
- You can use your mouse to point to something, draw on, or highlight something on a slide using the pen tool located on the presenter view.

- To get rid of any drawing or highlighting you added to a slide, click on the pen tool in the presenter view.
- Select **Eraser** or **Erase All Ink on Slide** from the dropdown menu.
- In the Presenter View side, put your cursor over the area you want erased and click—your cursor will look like an eraser (see below).
19. **Convert PowerPoint into a Video:** PowerPoint has a built-in feature to convert a presentation into a video which you can distribute on a disc, the Web (including YouTube), or email. Once your presentation is final and you are ready to convert

- Go to the **File** tab
- Select **Save & Send** located along the left hand side of the screen
- Choose **Create a Video**
- The **Create a Video** options will become viewable

You can create multiple viewing versions depending on how your audience will view your video presentation. The available options are located under the dropdown arrow by **Computer & HD Displays**. Choose the option appropriate based on your needs.
You can also set timings as well as record sound for your presentations. If you choose **Record Timings and Narrations** and have a microphone, you can record audio for the slides and the timing for each slide will be unique. *Note: you can use and record the PowerPoint cursor laser pointer (Ctrl + left mouse button) to point out things on your slides.*

The next step is to select the **Create Video** button

Decide where you want to save your video along with what you want to name it. The **Save as type:** should be Windows Media Video.

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20. **Printing:** Often your audience will ask for a printed or electronic copy of your presentation. *Note: If you are sharing electronically, it’s best to share as a PDF document to ensure they can read all slides as well as protecting your intellectual property.*

    a. **Setting up Printing Options:** PowerPoint has a few different options than Word for printing its presentations.
    
    - First, click on the **File** tab
    - Then choose **Print**
    - Several print options will be available
    - Under **Printer**, choose which printer you want based on if color vs. black and white

    *Note: **Printer Properties** will give you more printing options*

    - Under **Settings**, you can choose what area or pages you want to print
• You can also select if you just want the slide, slide with notes, outline, and the number of slides per page for the printing. Click on each one to see how it changes

![Print Layout](image1)

• A final option is printing single- or double-sided

![Print Layout](image2)

b. Converting to PDF: When the presentation is final and you want to send out electronically or post on your website, you should convert it to a PDF presentation before sending or posting. By converting your presentation to PDF people will not be able to change it and everyone should be able to read it. There are several ways to create a PDF version of your presentation.

• First, in the 2010 version, you might have an option called Save as Adobe PDF. This option is adequate for internal review; however, this option does not allow for creating a high quality copy of your presentation (i.e., your presentation can appear fuzzy when you send for printing)
Another option is to go to Print under the File tab.

Choose Adobe PDF from the Printer dropdown options.
Click on Printer Properties located under the printer dropdown.
Go to the Adobe PDF Settings tab on the Adobe PDF Presentation Properties dialog box.
Change Standard to High Quality Print under the Default Settings: (see below)

Click OK

Click the Print button

Note: If you do not have Adobe Acrobat Pro, then there are several freeware options available. At the time this tutorial was created, these two programs were available for free and without any malware. However, check with your IT before downloading any programs.

doPDF: http://www.fileparade.com/listing/121922/doPDF?did=10844&pid=1&ppd=search,33433359980,dopdf,e,c,0,,&gclid=CM-boYCZ6rwCFewRMwdtioAbg