

# PowerPoint: Basics



# PowerPoint Basics

## 1.0 hr Zoom / 1.5 hr Classroom

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## **What is PowerPoint?**

PowerPoint is a graphical presentation program used to organize and present information. PowerPoint presentations consist of a number of individual pages or "slides." Slides may contain text, graphics, sound, movies, and other objects that can be freely arranged.

Presentations can be printed, displayed live on a computer, or navigated through at the command of the presenter. For larger audiences, the presentation is often projected onto a large screen. Handouts, speaker notes, or outlines can also be produced from the slides.

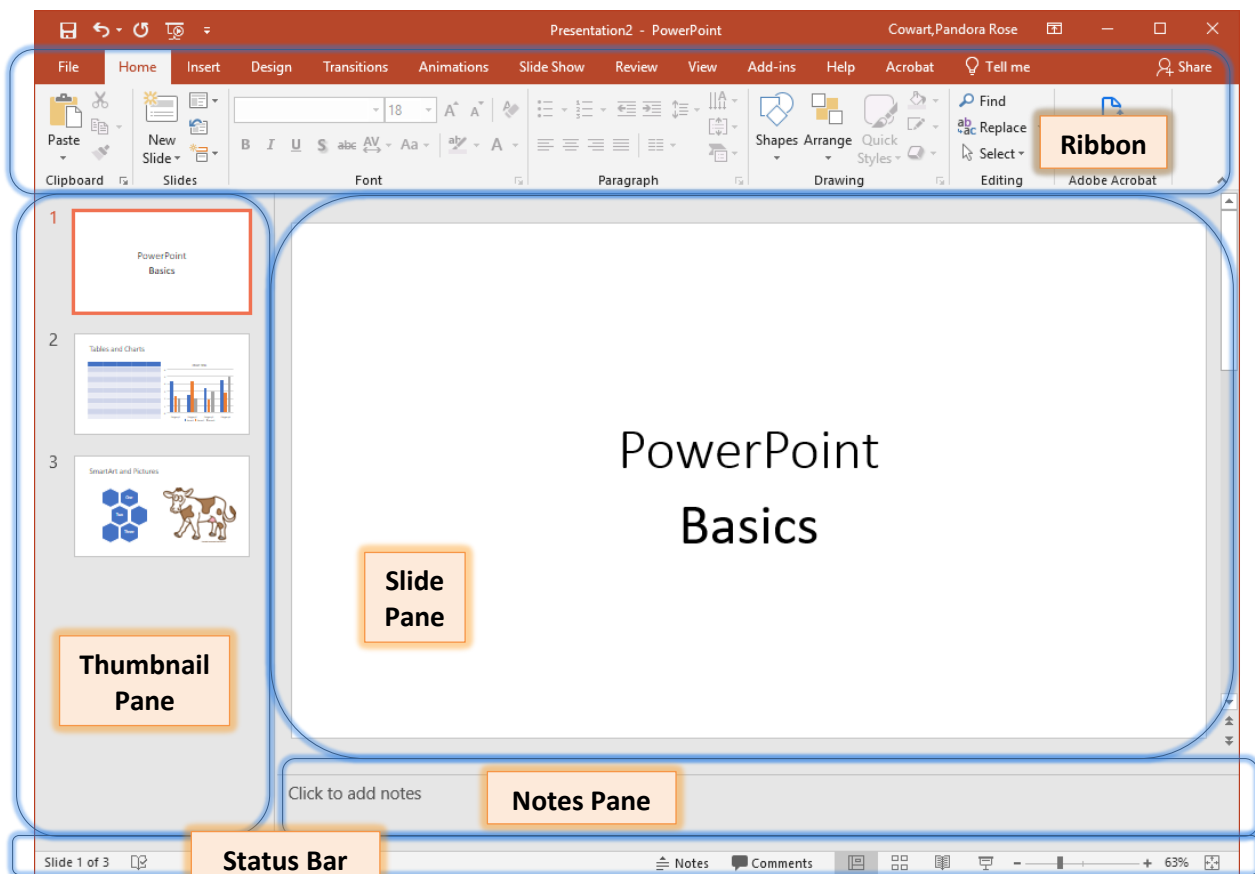
## **PowerPoint Window**

PowerPoint features several commonly used **Tabs**, **Panes**, and **Tools**. We'll use **Normal View** (*shown below*) as we create and design our presentation.

The Ribbon groups items that are most likely to be used together. There are several frequently used tabs, such as **File**, **Home**, **Insert**, **Design** and **View**. Clicking on each tab activates a group of relative commands, menus, and buttons. There are also contextual tabs that only show up only when needed, such as Text Box Tools, Picture Tools, Drawing Tools, and Chart Tools.

The Ribbon can be minimized by double-clicking on a Tab name, or clicking the up arrow in the lower right corner of the ribbon. It can be restored by double-clicking a Tab name, or clicking on the push pin in the bottom right corner.

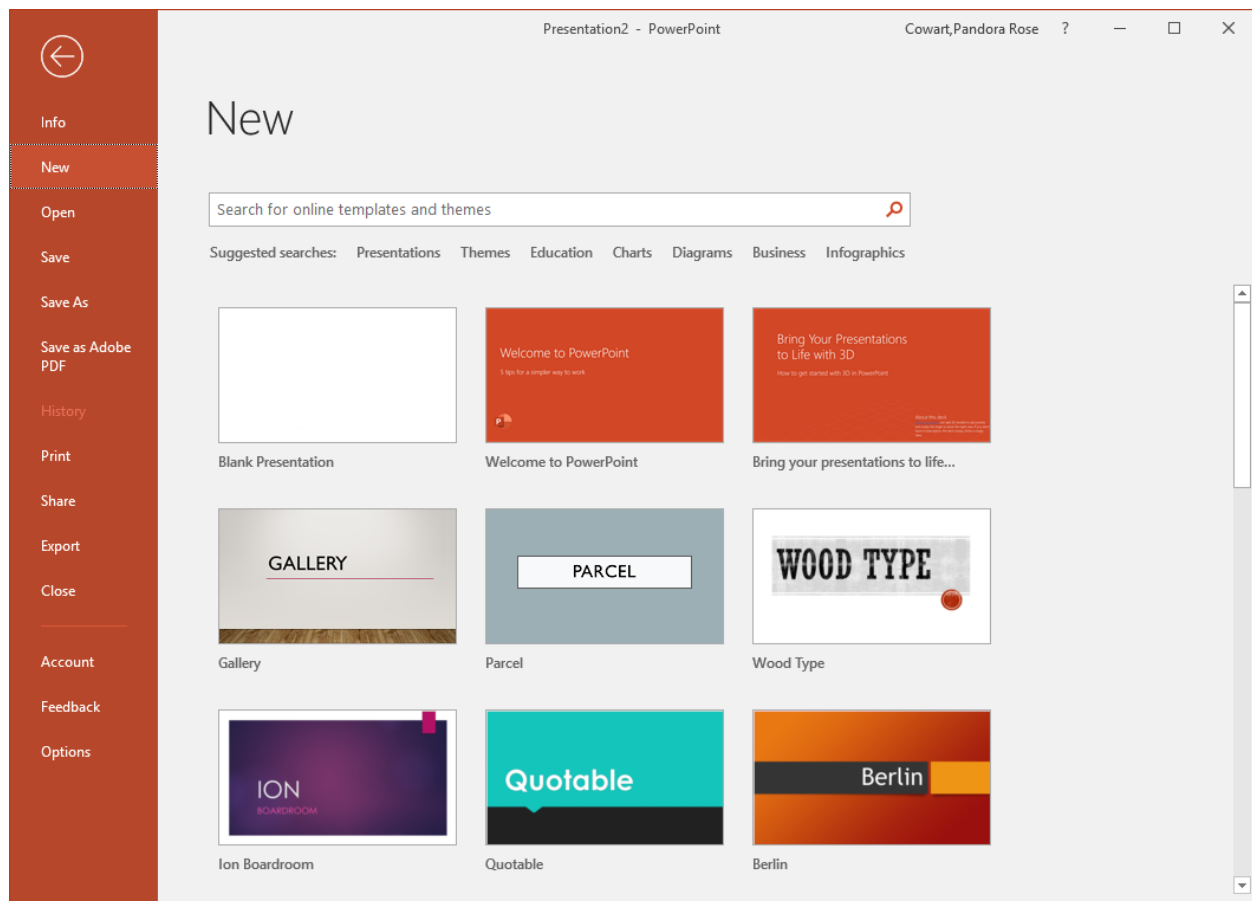
The Thumbnail Pane and Notes Pane can be resized by dragging their borders.



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## **PowerPoint Backstage**

The File menu in the Ribbon opens the backstage view where you can create new presentations, open existing ones, or for the current presentation, save, print, share, and export it.



### ***Creating New Presentations***

The **New** selection allows you to create a blank presentation, use one of their preset templates, or search online for templates and themes.

### ***Save Presentations***

- **Save** – Save the file back to its original location
- **Save As** – Ask me what to name this file and where to save it
- **Save as Adobe PDF** – Create a PDF of this Presentation. This will include any active hyperlinks.

### ***Share Presentation***

- **Share** – Save to the Cloud, or Email the presentation
- **Export** – Create a PDF, a Video, a Package Presentation for CD. This allows you to add other files or to add a PowerPoint Viewer so that the presentation can be run on a computer that does not have the PowerPoint program. You can also add any linked files such as video or audio.

## Printing your Presentation

PowerPoint offers several print options to help you prepare your presentation. You can print slides, handouts, and/or notes to support your presentation.

### Print Slides

- **Print All Slides** – prints out the entire presentation
- **Print Selection** – prints the selected slides
- **Print Current Slide** – prints the slide shown in the Print Preview
- **Custom Range** – list the slide numbers to be printed. You can use commas to separate the pages, and dashes for a range. Example: 1-3,5,7-9

### Print Layout

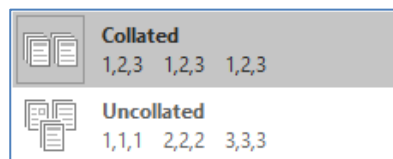
- **Full Page Slides** – Prints one slide per page.
- **Notes Pages** – prints one slide per page and have room for your presentation notes
- **Outline** – Prints a list of you headers in the presentation, listed by slide number

### Handouts

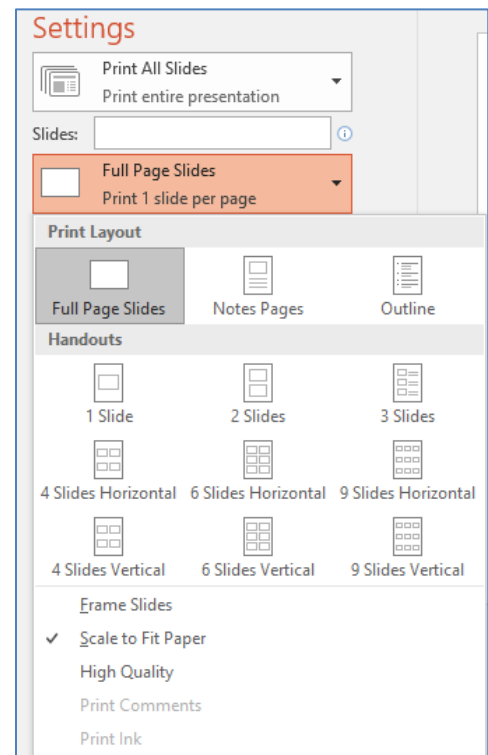
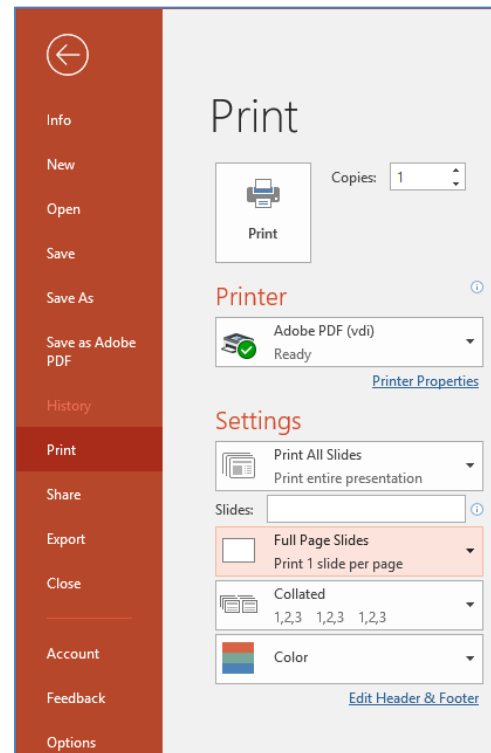
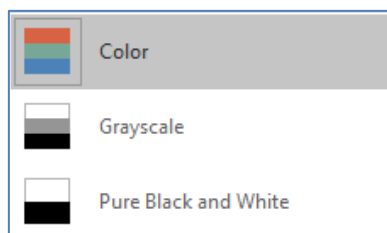
Handouts can be printed with one, two, three, four, six or nine slides per page. When printing handouts with multiple slides per page, you also have the option to print the pages horizontally or vertically.

There is often a lot of white space around the handouts, as of now there no way to adjust them. You can turn off the **Scale to Fit Paper** option to see if it helps, but you may need to change the slide size on the Design tab of the presentation.

### Collated

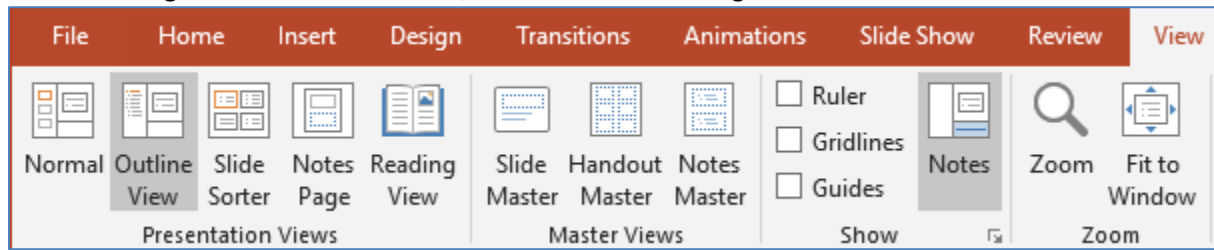


### Color

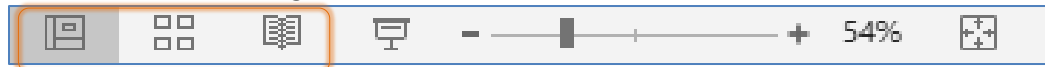


## Other Presentation Views

You can change views on the View tab, or from the bottom right side of the Status bar.

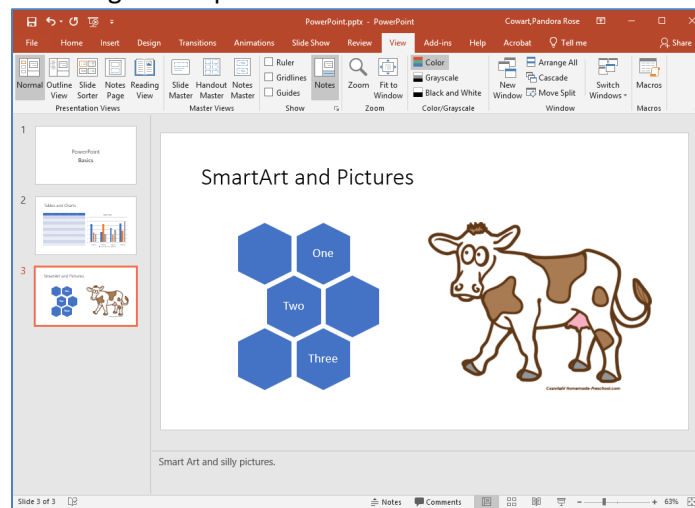


*Normal, Slide Sorter, Reading View*



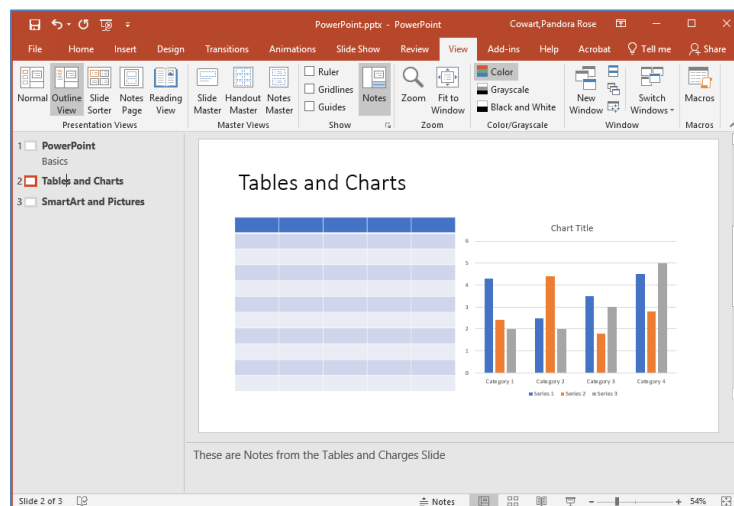
### Normal

This is the default view for a PowerPoint presentation. Use this view to individually edit the slides, and use the thumbnail pane to navigate the presentation.



### Outline view

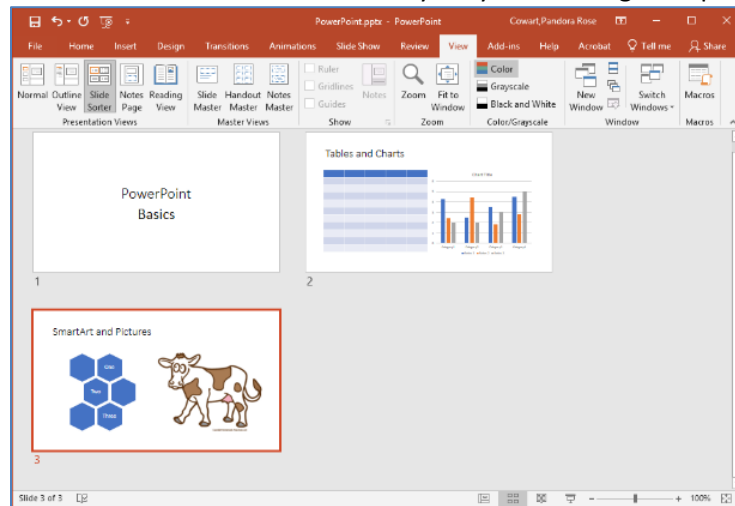
Similar to the Normal view, this view allows you to edit the individual slides, but has an outline pane instead of the Thumbnail Pane.



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### ***Slide Sorter***

This view shows the thumbnails of all the slides. It is very easy to rearrange the presentation here.



### ***Notes Page***

This view will show how the presentation will look when you print with the Notes.

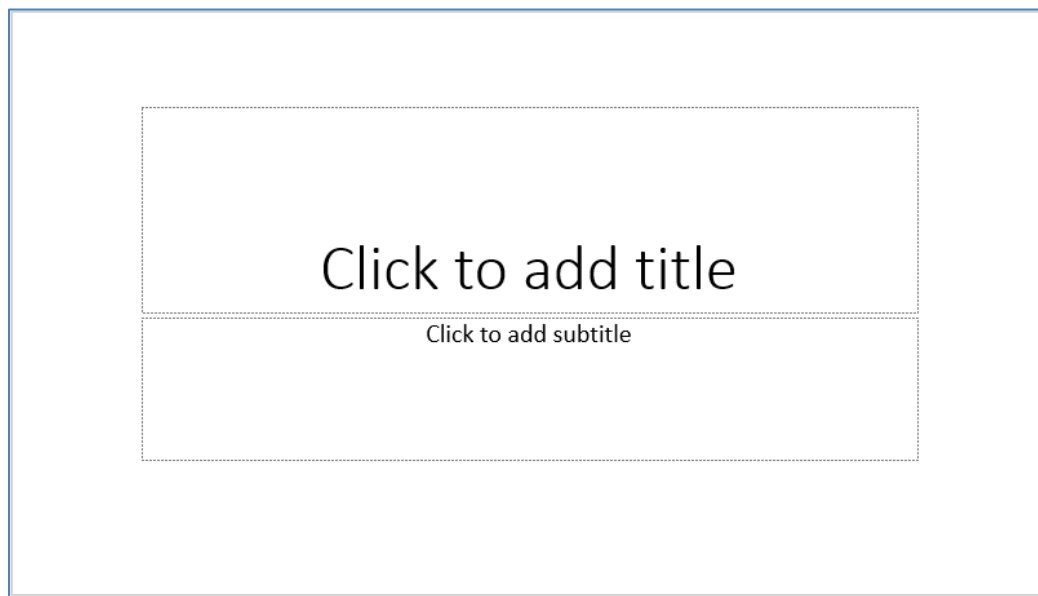
### ***Reading View***

This view will show you the presentation in the Outlook window, without the full screen slide show. Use the Esc key to exit this view.

### **PowerPoint Slides**

When you create a blank presentation, PowerPoint will open a presentation with a **Title Slide**. Once the **Title Slide** is open, you'll see a slide with two placeholder text boxes for a title and a subtitle. Click inside the placeholder box and type to add the title and subtitles.

The temporary placeholder text will not appear in the presentation nor on the handouts, but if you want to remove them, click on the edge to select the box and press the delete button on the keyboard.



### Adding Slides

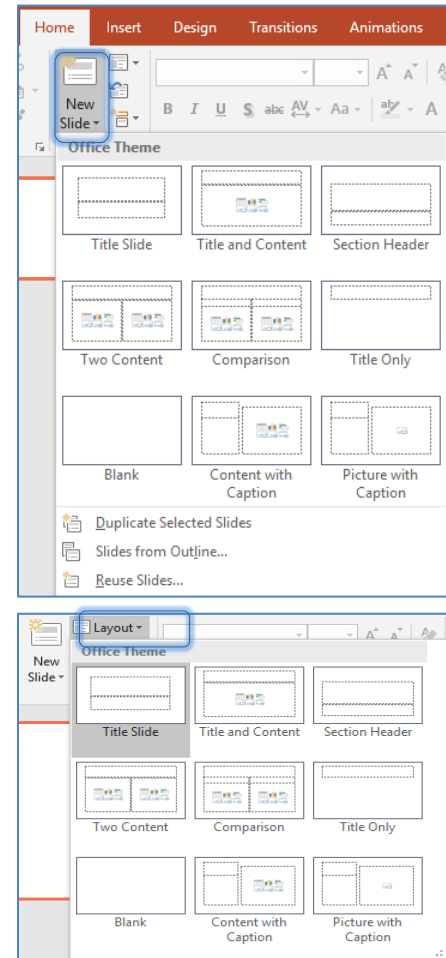
To add a slide, click the **New Slide** button on the **Home** tab. If you click on the words, it will open a menu offering multiple layouts.

- Create a new slide using one of the listed options.
- Duplicate Selected Slides - Usually this is just the current slide, but if you want multiple slides, they can be selected from the thumbnail pane. Shift-click to select a range, Ctrl-click to pick and choose.
- Slides from Outline... - Create slides based on an outline you have in a text (txt) or Word (docx) file.
- Reuse Slides... - create a slide from your saved library. PowerPoint Help suggests using copy and paste, from one presentation to the current one, as an easier path instead of this option.

### Changing Slide Layout

To change the layout of a slide:

- select the slide by clicking on it in the **Thumbnail** pane
- click on the **Layout** button in the **Slides** group of the **Home** tab
- click on a new layout and it will change the layout of the slide.



### Delete Slides

Slides can be deleted from the Thumbnail pane of the Normal view, or the Slide Sorter View.

Right-click on the slide and choose delete, or select the slide and press the Delete button on the keyboard. If you want to remove multiple slide use the Shift-click to select a range, Ctrl-click to pick and choose.

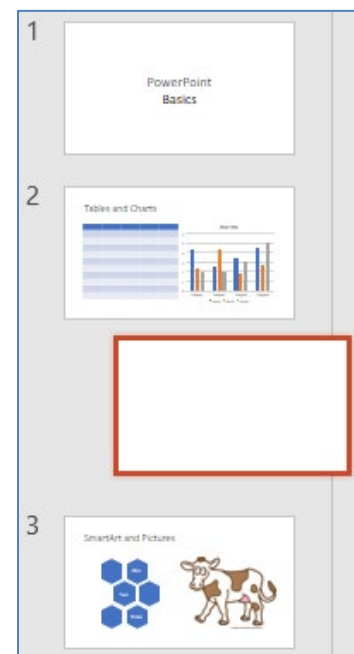
### Changing the Order of Slides

The slides can be reordered in the Thumbnail pane of the Normal view or the Slide Sorter view. Click and hold down the left mouse button and drag the slide to a new location.

### Duplicating Slides

There are several ways to duplicate a slide.

- Choose Duplicate slide from New Slide on the Home tab
- Right-click on the slide in the Slide Sorter or Thumbnail Pane and choose Duplicate Slide
- Hold down the Ctrl key while dragging the slide to a new location





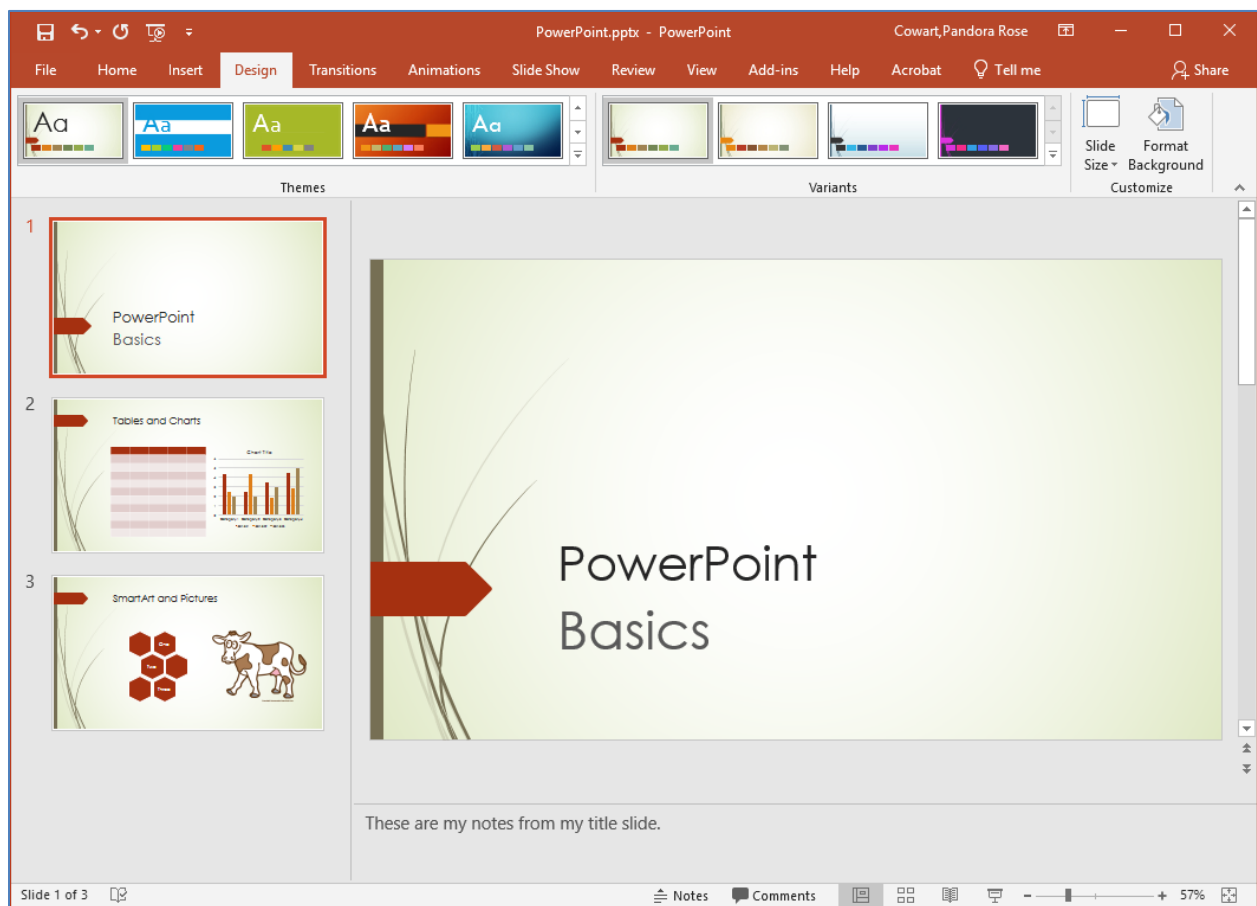
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## Applying a Theme

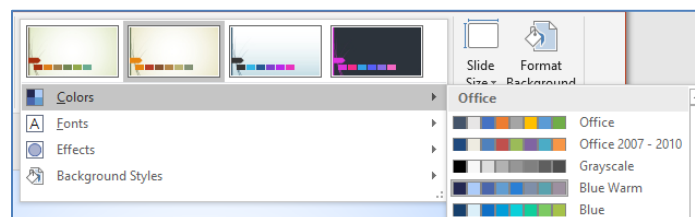
Once a presentation has been created, a design or color scheme can be added. Remember to use color carefully to enhance your presentation, not detract from it. You will want to maintain good contrast between the background color and the text color. Consider using a light-colored background and dark text (or vice versa), but avoid busy backgrounds and primary colors.

Use sans serif fonts like Arial, Calibri, and Helvetica for titles and size them between 44 – 60 points. Sub-headings should be between 32 – 40 points, and body text between 18 – 32 points. Try not to use more than two fonts.

PowerPoint has many pre-set designs and themes that include complimentary colors and fonts. To add a theme to a presentation, go to the **Design** tab in the ribbon. There are several Themes available. Hover over the options to see a live preview. Click on the desired theme to see it applied to all of the slides in your presentation. Remember you can resize the Thumbnail pane to increase the size of the other slides.



The **Variant** group can customize the colors, fonts, effects, and background styles.

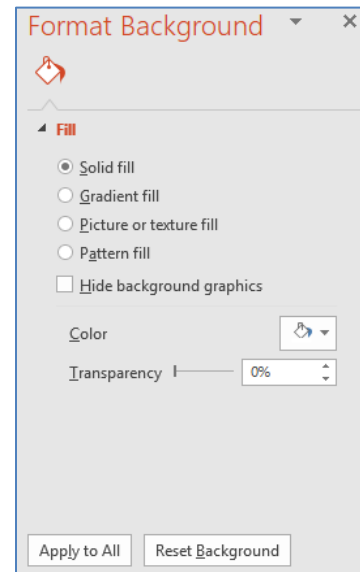


### **Format Background**

Right-click on the slide and choose Format Background, or click on the last button on the Design tab, Format Background. This will open the Format Pane on the side of the window. From here you can choose fill colors, gradients, transparencies, textures, or pictures for your background.

You'll see the formatting on the current slide. If you want this to change all your slides click the **Apply to All** button at the bottom of the pane.

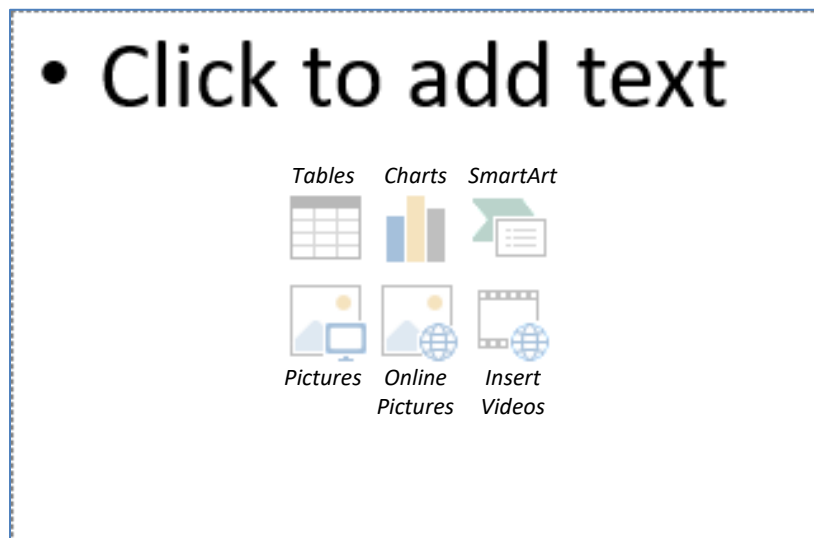
Designs can be added to all of the slides or to selected slides. To select multiple slides, click on a slide in the **Thumbnail** pane of the navigation bar and then hold down the control key and click on any other slides you want to apply the design to.



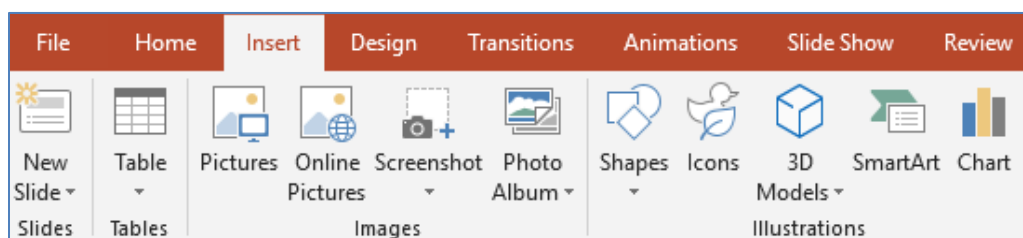
### **Adding Content**

Text is the default content of the slide below. The format for the default text is a bulleted list. To add text, click in the textbox and begin typing.

To add other content, click on the icon within the content group on the new slide. Each icon will open the appropriate dialog box or task pane. The Ribbon will show the contextual tabs for each object type.



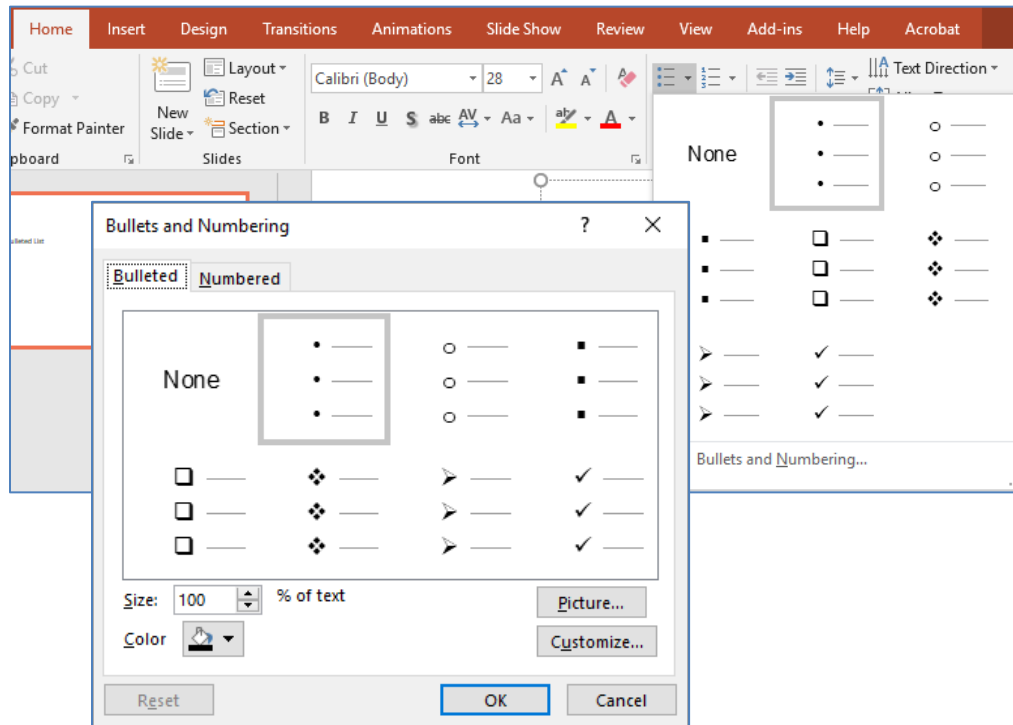
Clicking on an icon will open the associated dialog box. These options can also be found on the **Insert** tab in the Ribbon.



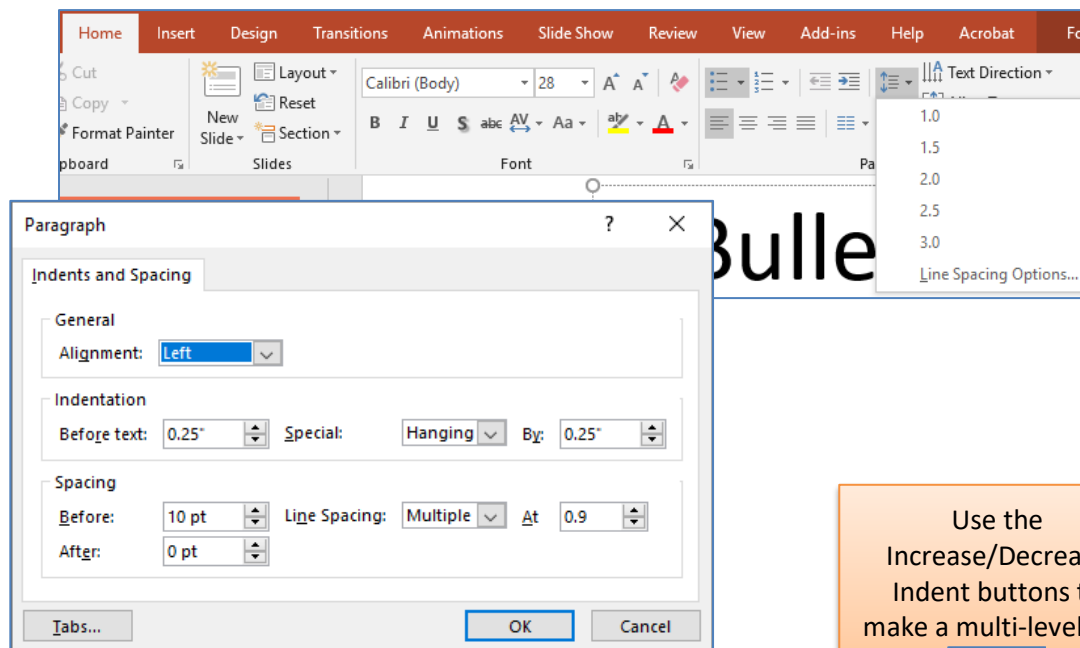
## Format Bulleted Lists

In PowerPoint, you can easily modify a slide's default bulleted list.

Click inside the text box, click on the drop-down arrow next to the **Bullets** button in the **Paragraph** group on the **Home** tab. Select **None** to turn off the bullets, choose another bullet style, or click **Bullets and Numbering...** to customize your list.

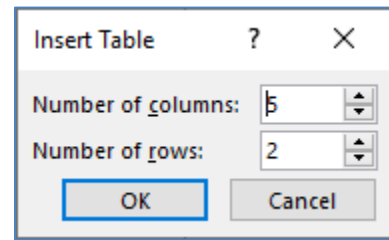


To adjust the spacing of the bullets, click the drop-down next to the **Line Spacing** button. Choose **Line Spacing Options...** to customize the list. You may need to select the text to apply to bullets already in the textbox.



## Tables

Set the number of columns and rows as needed in the **Insert Table** dialog box and click OK.



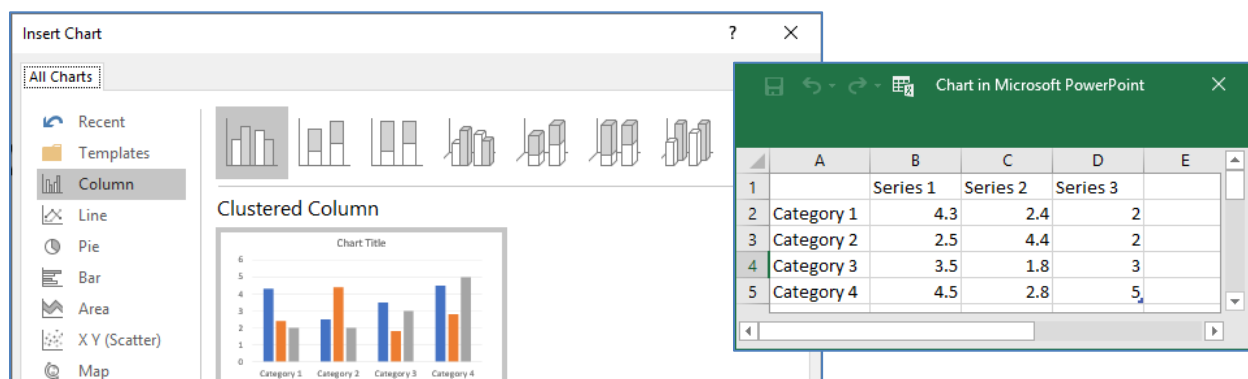
While you are inside the table you will see the **Table Tools** contextual tabs in the ribbon. Use these tools to modify your table.

## Charts

Charts can be created in Excel, then you can copy and paste them into PowerPoint, but if you want to create it here you can.

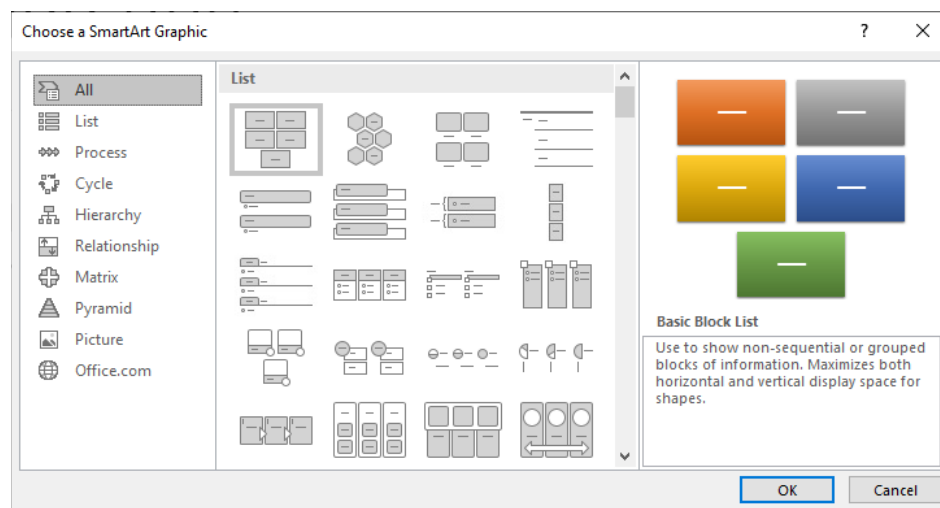
Choose Chart from the Insert tab, or click on the Chart icon in your placeholder. When you click OK PowerPoint will open a little Excel window for you to enter the chart titles and values.

Once inserted into the slide, you can click on the chart to activate the **Chart Tools** contextual tab with tools for editing chart data and changing layouts and styles.



## SmartArt Graphics

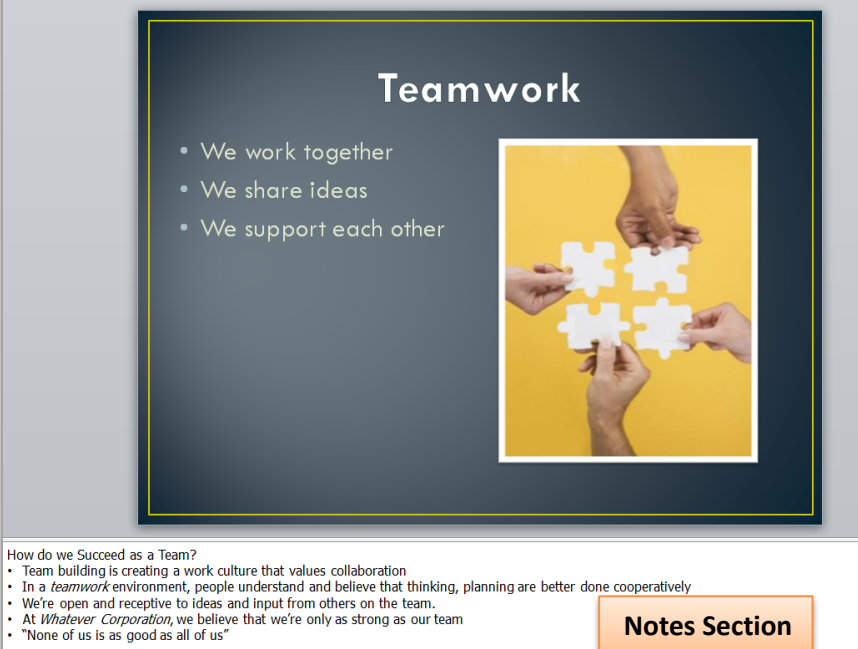
SmartArt graphics are shapes that are designed to represent the relationship between things or people. Use SmartArt for an organizational chart or a timeline. SmartArt styles and layouts can be formatted in the **SmartArt Tools** contextual tab.



## Pictures

Rather than using too much text on your slides, consider using ***pictures along with text*** as a more interesting way to communicate your ideas. You can put lots of text into the **Notes Section** and refer to that as you're speaking.

When browsing for images, keep in mind that pictures imported from websites can be low resolution, and are typically used for on-screen presentations and web pages. If you're going to print handouts, be sure to use images that are at least 180 dpi (dots per inch).



**Teamwork**

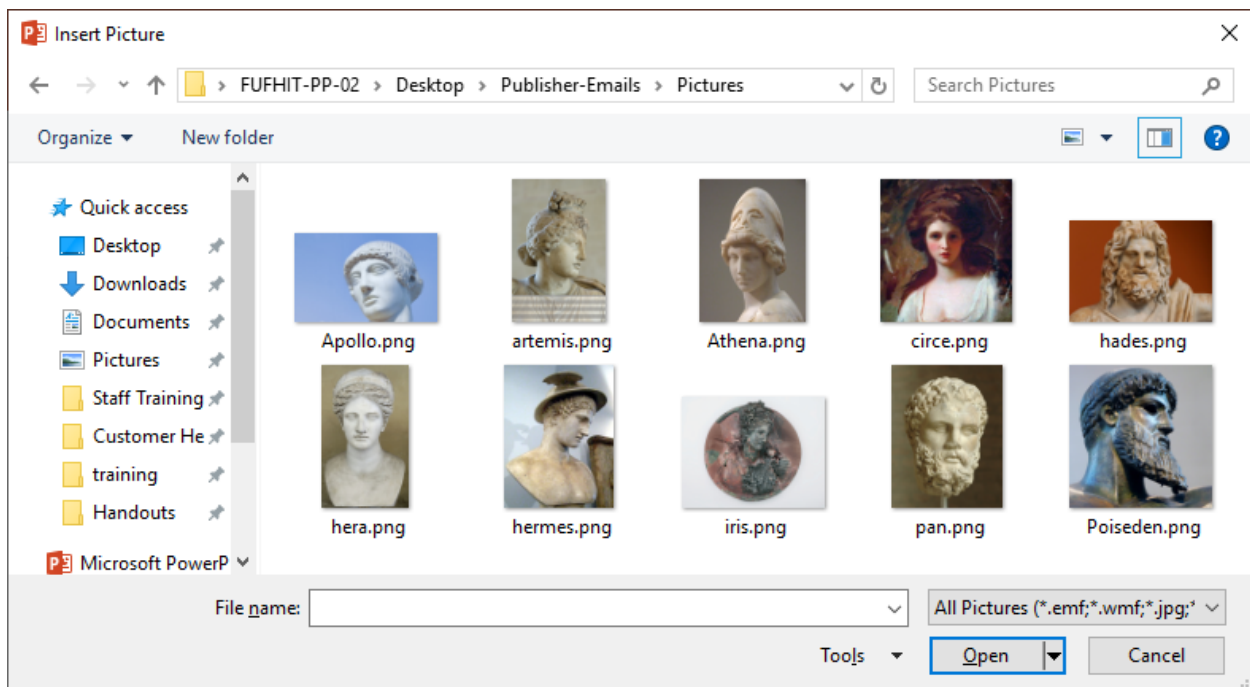
- We work together
- We share ideas
- We support each other

How do we Succeed as a Team?

- Team building is creating a work culture that values collaboration
- In a *teamwork* environment, people understand and believe that thinking, planning are better done cooperatively
- We're open and receptive to ideas and input from others on the team.
- At *Whatever Corporation*, we believe that we're only as strong as our team
- "None of us is as good as all of us"

**Notes Section**

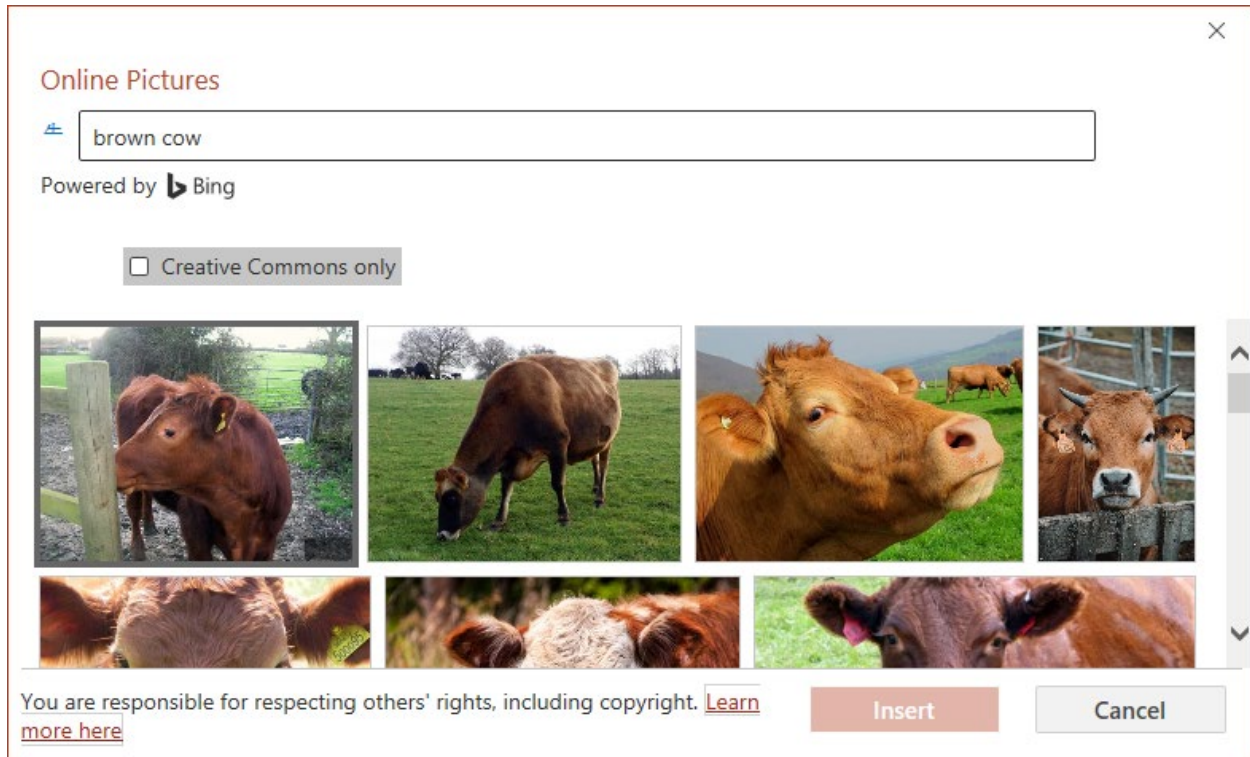
To insert a saved image, click on the **Picture** button on the Insert tab, or on the Picture Icon in the Placeholder.



## Online Pictures

To insert an image from the web, click on the **Online Pictures** button on the **Insert** tab, or on the **Online Picture** Icon in the Placeholder.

Type in a word in the search box and press Enter on the keyboard to search for a specific image.

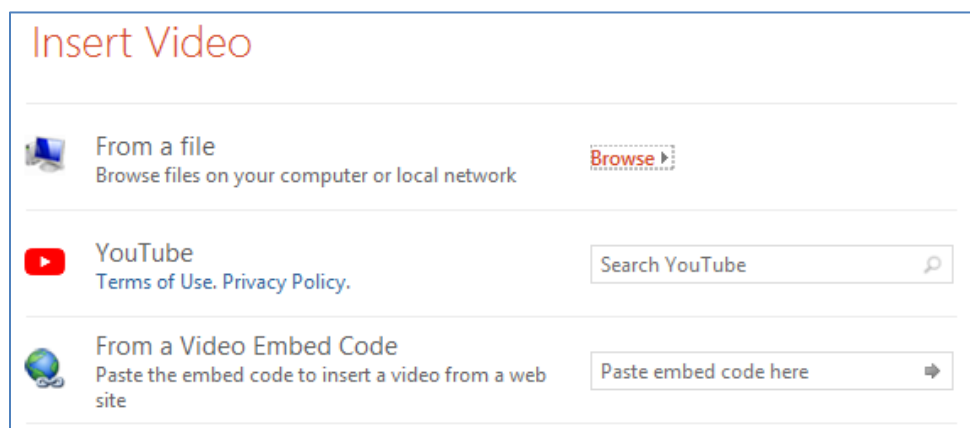


Whether your picture comes from a saved file, or an online source, you will see Picture tools in the ribbon while the image is selected.

## Videos / Media

You can embed a video or link to a video from your presentation. If you want to limit the size of your file, you can link to a video file on your local drive or to a video file that you uploaded to a web site, such as YouTube or Hulu.

All options to insert video or audio are located on the **Insert** tab, in the **Media** group.



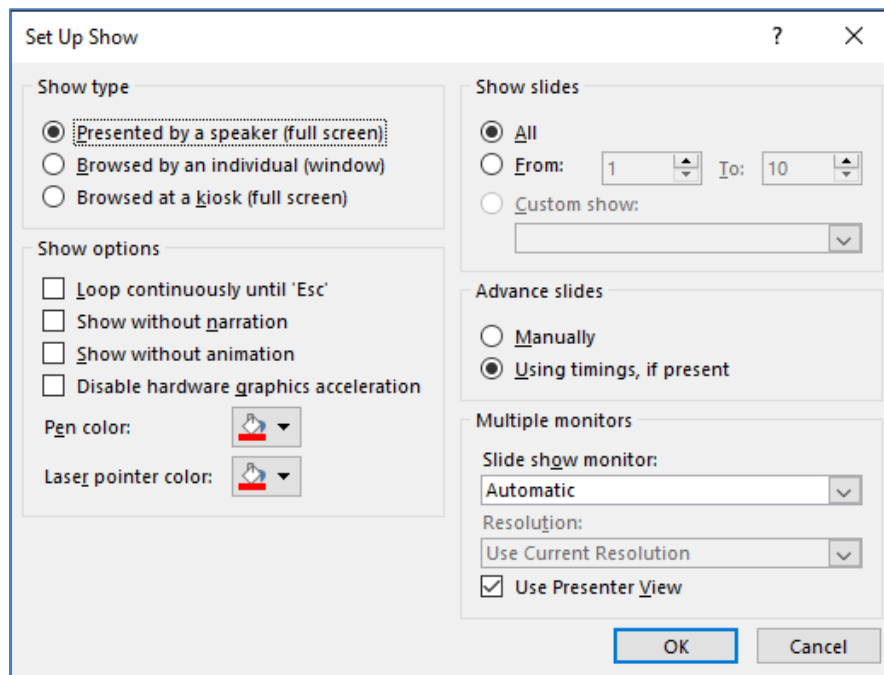
## Slide Show Tab

The **Slide Show Tab** allows you to review the presentation from beginning to end or from the current (active) slide.

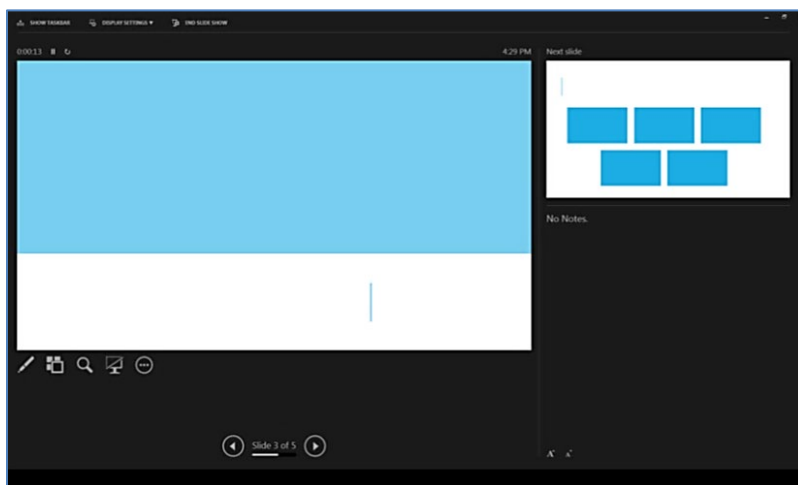
**F5 – Present from beginning**  
**Shift-F5 – Present from current**



Use the **Setup Slide Show** option to modify the options of your presentation.



If you have multiple monitors, or will be projecting your presentation, you can check the **Use Presenter View** option to display a presenter Notes view on your primary screen, while the presentation appears on the projection or other monitor.





## Class Exercise

# Clinical Teaching for Veterinarians of Tomorrow

EXCEPTIONAL MEDICINE

EXPERIENCED CARE

UF Large Animal Hospital  
COLLEGE of VETERINARY MEDICINE

UF Large Animal Hospital  
COLLEGE of VETERINARY MEDICINE

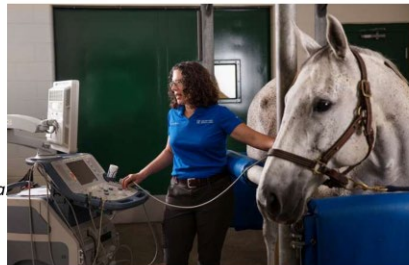
# Clinical Teaching for Veterinarians of Tomorrow

EXCEPTIONAL MEDICINE

EXPERIENCED CARE

## Mission

- Teaching
- Research
- Extension
- Health
  - equine
  - production animal (food animal)
  - aquatic animal
  - companion animal



UF Large Animal Hospital  
COLLEGE of VETERINARY MEDICINE

## Mission

- Teaching
- Research
- Extension
- Health
  - equine
  - production animal (food animal)
  - aquatic animal
  - companion animal



UF Large Animal Hospital  
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Images and text are used with permission from the University of Florida College of Veterinary Medicine  
<https://www.vetmed.ufl.edu>

### Exercise:

Format the Background

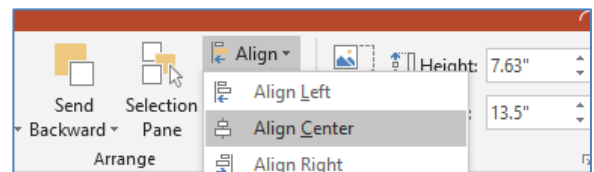
Apply All`

Insert Picture: TitleBackground.png

Resize (Width 13.5)

Format tab -

- Send to back
- Align Center
- Align Middle

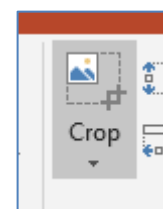


The primary goal of the Department of Large Animal Clinical Sciences is the provision of quality teaching, research, extension, and service missions of the College in the primary areas of equine health, production animal (food animal) health, aquatic animal health, and companion animal health.



### Exercise:

Crop Picture (click on the image and go to the Format tab to find the Crop tool)

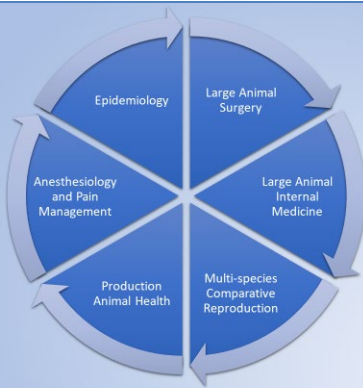




## Disciplines

- Large Animal Surgery
- Large Animal Internal Medicine
- Multi-species Comparative Reproduction
- Production Animal Health
- Anesthesiology and Pain Management
- Epidemiology

## Disciplines



These missions are accomplished through the various disciplines in large animal surgery, large animal internal medicine, multi-species comparative reproduction, production animal health, anesthesiology and pain management and epidemiology.

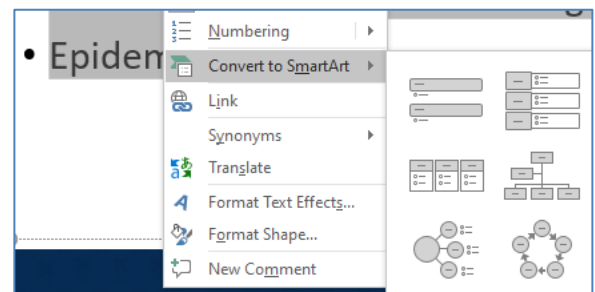
### Exercise:

Select all the bullets

Right-click and Convert to SmartArt

*(if it's not on the right-click menu, cut the bullets, create a new SmartArt, and paste them in the Text Pane)*

Use a Cycle option



Click to add title

• Click to add text



• Click to add text



## Field Services and Hospital Services



### Exercise:

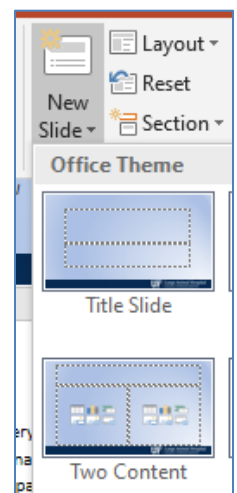
Insert a slide with a Two Content layout

Title the slide: **Field Services and Hospital Services**

Add two pictures, one from online and one from your folder

First image came from the Online Pictures Bing search.

Second image: green-gates-for-web.jpg



## Field Services

Food and Animal Reproduction and Medicine Service (FARMS)

- Dairy Cattle
- Beef Cattle
- Sheep
- Goats
- Swine



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The Food Animal Reproduction and Medicine Service focuses on the science of livestock health to improve quality and productivity of dairy, meat, and fiber. Faculty and house officers in FARMS deliver health care and consulting services to these vital sectors of the food supply chain while providing on-farm teaching of veterinary students.

## Field Services

Food and Animal Reproduction and Medicine Service (FARMS)

- Dairy Cattle
- Beef Cattle
- Sheep
- Goats
- Swine



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## Large Animal Hospital Services

We offer many specialties including:

- Acupuncture
- Aquatic Animal Health
- Ophthalmology
- Surgery

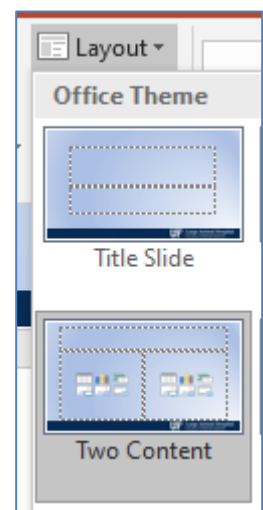
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*The UF Large Animal Faculty are trained in a wide array of specialties. They are leaders in research with collaborative efforts from IFAS, USDA and agricultural agencies.* We offer most of our services through the **Large Animal Hospital** and **Veterinary Extensions**

### Exercise:

Change Layout to Two Content

Insert a crocodile picture from the images folder – Any of picture that begins: IMG\_0



## Large Animal Hospital Services

We offer many specialties including:

- Acupuncture
- Aquatic Animal Health
- Ophthalmology
- Surgery



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## Acupuncture

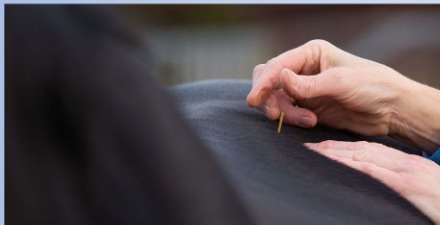
Acupuncture is the stimulation of a specific point on the body with a specific method, resulting in a therapeutic homeostatic effect.



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## Acupuncture

Acupuncture is the stimulation of a specific point on the body with a specific method, resulting in a therapeutic homeostatic effect.



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## Aquatic Animal Health

Areas of excellence include:

- Florida Manatee Research
- Emerging Diseases
- Viral Diseases
- Sea Turtle Pathology
- Aquaculture Medicine

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## Aquatic Animal Health

Areas of excellence include:

- Florida Manatee Research
- Emerging Diseases
- Viral Diseases
- Sea Turtle Pathology
- Aquaculture Medicine



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The ancient Chinese discovered 361 acupoints in humans and 173 acupoints in horses.

Acupuncture has been practiced in both animals and humans for thousands of years in China. The benefits of acupuncture have been documented in an increasing number of clinical trials

### Exercise:

Stretch text across slide

Resize picture and put under the text

Aquatic animal health specialization requires substantial training and experience beyond the four-year veterinary degree, and may include upper level collegiate opportunities such as graduate school, an internship, and in some cases, residency training.

### Exercise:

Insert Picture **Manatees-0060copyright-processed.jpg**

Delete

Change Layout – Two Content

Insert Picture again

## Ophthalmology

- Corneal transplants
- Diagnostic ophthalmology
- Equine cataract diagnosis and surgery
- Ophthalmic surgery
- Recurrent uveitis diagnosis and therapy

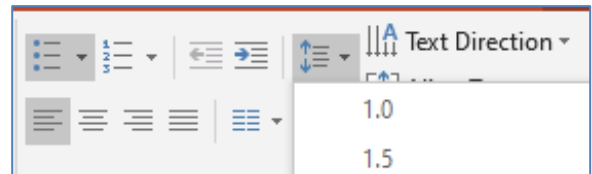


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### Exercise:

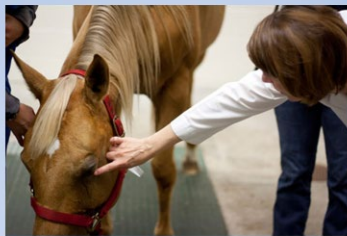
Fix Bullets – Home tab

- Single space
- Size 28



## Ophthalmology

- Corneal transplants
- Diagnostic ophthalmology
- Equine cataract diagnosis and surgery
- Ophthalmic surgery
- Recurrent uveitis diagnosis and therapy



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## Surgery

- Colic
- Soft Tissue
- Reproductive
- Laparoscopic
- Orthopedic
- LASER
- Miscellaneous
  - Dental
  - Esophageal
  - Thoracic

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The surgery service works alongside all other services within the hospital, providing a wide range of modalities for diagnosis and treatment. Contact the UF Large Animal Hospital for emergencies or to speak with one of our veterinary specialists to see how we can help your animal.

## Surgery

- Colic
- Soft Tissue
- Reproductive
- Laparoscopic
- Orthopedic
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- Miscellaneous
  - Dental
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  - Thoracic



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### Exercise:

Move this slide to after Ophthalmology

Fix bullets

Add a surgery Picture





**UF IFAS**  
UNIVERSITY of FLORIDA



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### Exercise:

Crop IFAS and Fresh from Florida logo out of the picture

Insert blue background or copy from slide 1  
Send it to the back

Center and resize picture

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## Clinical Teaching for Veterinarians of Tomorrow

EXCEPTIONAL MEDICINE  
EXPERIENCED CARE

**Mission**

- Teaching
- Research
- Extension
- Health
  - equine
  - production animal (food animal)
  - aquatic animal
  - companion animal

**Disciplines**

**Field Services and Hospital Services**

**Field Services**

Food and Animal Reproduction and Medicine Service (FARMS)

- Dairy Cattle
- Beef Cattle
- Sheep
- Goats
- Swine

**Large Animal Hospital Services**

We offer many specialties including:

- Acupuncture
- Aquatic Animal Health
- Ophthalmology
- Surgery

**Acupuncture**

Acupuncture is the stimulation of a specific point on the body with a specific method, resulting in a therapeutic homeostatic effect.

**Aquatic Animal Health**

Areas of excellence include:

- Florida Manatee Research
- Emerging Diseases
- Viral Diseases
- Sea Turtle Pathology
- Aquaculture Medicine

**Ophthalmology**

- Corneal transplants
- Diagnostic ophthalmology
- Equine cataract diagnosis and surgery
- Ophthalmic surgery
- Recurrent uveitis diagnosis and therapy

**Surgery**

- Colic
- Soft Tissue
- Reproductive
- Laparoscopic
- Orthopedic
- LASER
- Miscellaneous
  - Genital
  - Esophageal
  - Thoracic

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