



# Getting Started with PowerPoint

WASHINGTON STATE UNIVERSITY  
 EXTENSION

*Master Gardener Program*



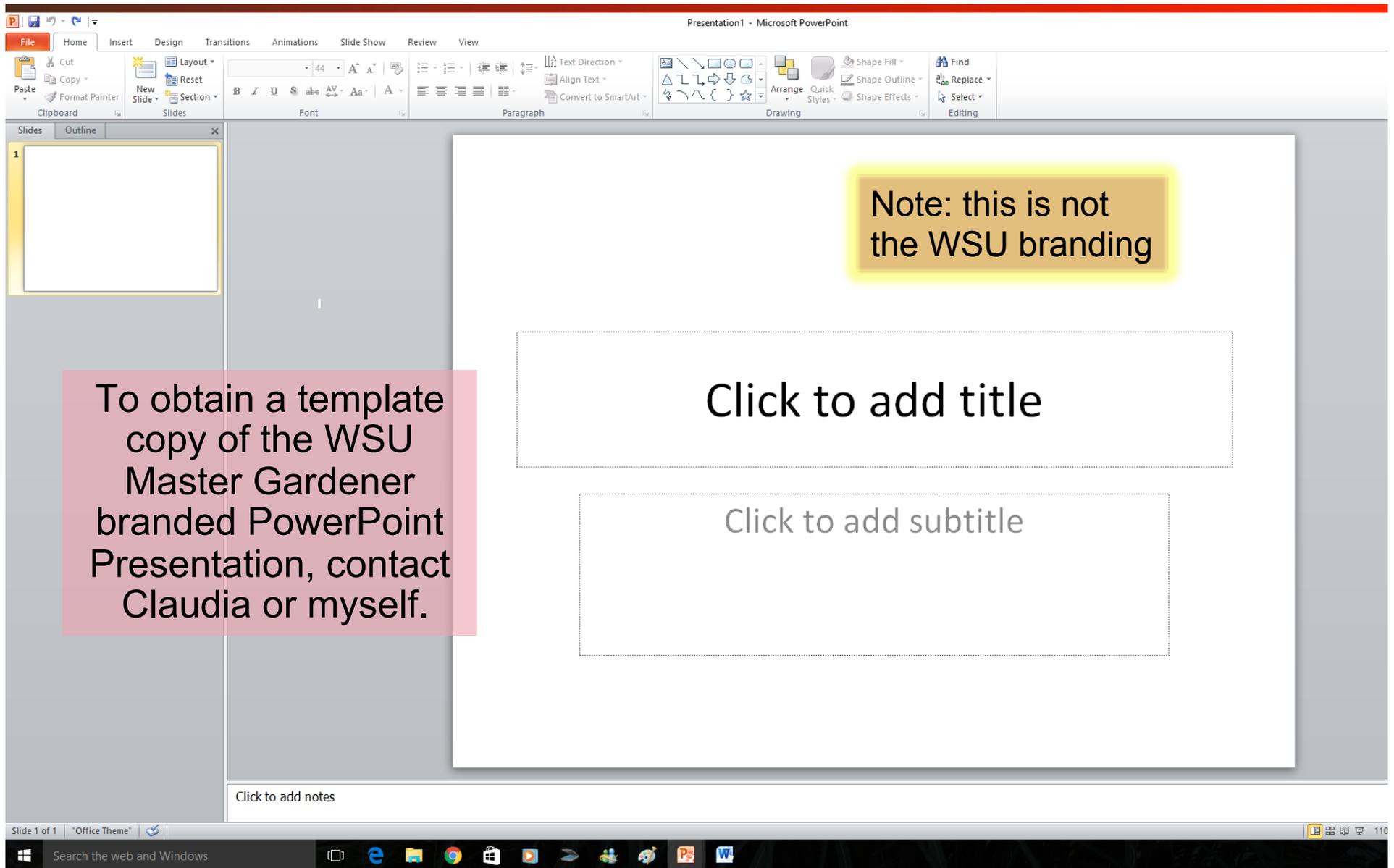


# OR....Taking the Pain out of PowerPoint

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WSU Master Gardener,  
Yakima County

## First Steps

1. Any Specific thing you are hoping to learn today?
2. Start with a vision map or an outline of your presentation if possible



When you first open PowerPoint you will see this main window.

The screenshot displays the Microsoft PowerPoint interface. The 'Design' tab is selected in the ribbon, highlighted with a red circle. The 'Background Styles' task pane is open on the right, also highlighted with a red circle. The main slide area shows a slide with a title box containing the text 'Click to add title' and a subtitle box containing 'Click to add subtitle'. A pink text box on the slide reads: 'To obtain a template copy of the WSU Master Gardener branded PowerPoint Presentation, contact Claudia or myself.' A white text box at the bottom of the slide reads: 'When you first open PowerPoint you will see this main window.' The Windows taskbar at the bottom shows the time as 8:33 AM on 1/31/2016.

trainingMG\_PowerPoint - Microsoft PowerPoint

File Home Insert **Design** References Animations Slide Show Review View

Page Setup Orientation Page Setup

Slides Outline

This Presentation

Built-in

From Office.com

Enable Content Updates from Office.com...  
Browse for Themes...  
Save Current Theme...

Colors Background Styles  
Fonts Hide Background Graphics  
Effects Background

Here is where to pick a pre-built slide design

Click to add title

Click to add subtitle

To obtain a template copy of the WSU Master Gardener branded PowerPoint Presentation, contact Claudia or myself.

Click to add notes

Slide 1 of 1 | Office Theme

When you first open PowerPoint you will see this main window.

Click to add notes

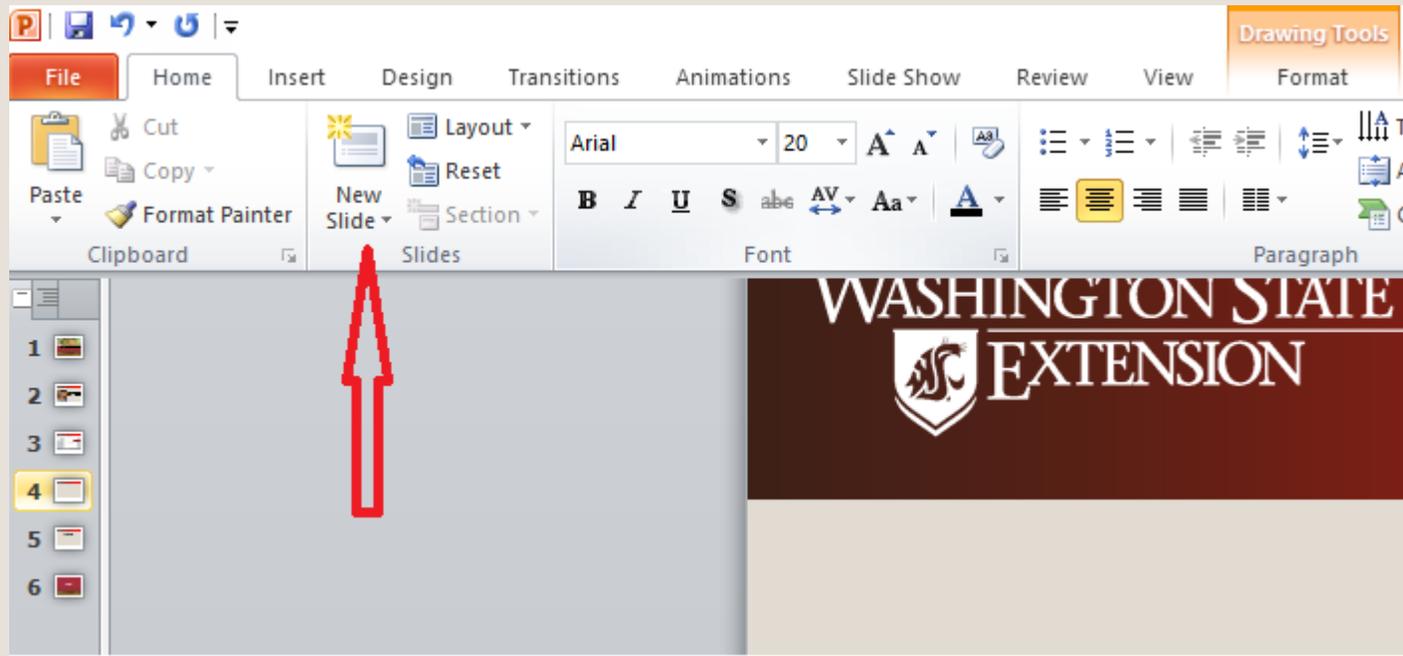
Slide 3 of 20 | "Default Design"

Search the web and Windows

8:33 AM 1/31/2016

To add a blank slide go up to toolbar  
and select **New Slide** Button,

Or right-click with  
your mouse  
on the slide  
sorter and  
select **New  
Slide**



Or use the key combination **Ctrl+M** on this  
screen to insert a new slide right here.

### Comfortable Viewing Distance for Text on Presentation Visuals 4:3 screens (projectors, older monitors)

**Assumptions:**

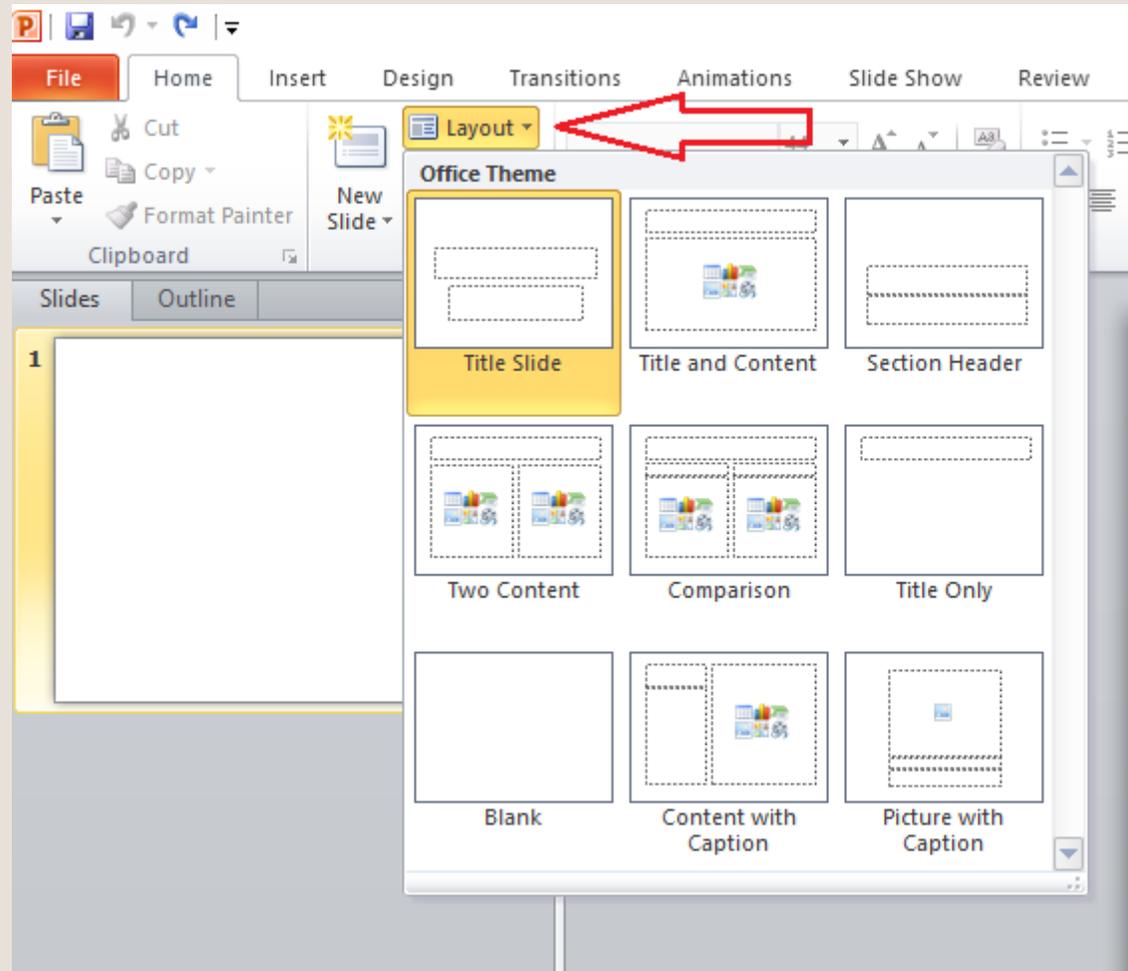
- Visual acuity of 20/40 (about the same that is used for highway road signs)
- Projected image fills the screen
- Screen and image have a 4:3 width to height ratio (the standard ratio for most projectors and screens)

**How to use the table:**

- Locate the row that corresponds to the width of the screen you are using
- Locate the column corresponding to the smallest font used for text on your slides
- The intersection of the row and column is the maximum distance from the screen that an audience member should be seated in order to be able to easily read the text
- For example, if you are using a 60 inch screen and have 32 point text on your slides, the farthest that someone should be is 57 feet from the screen

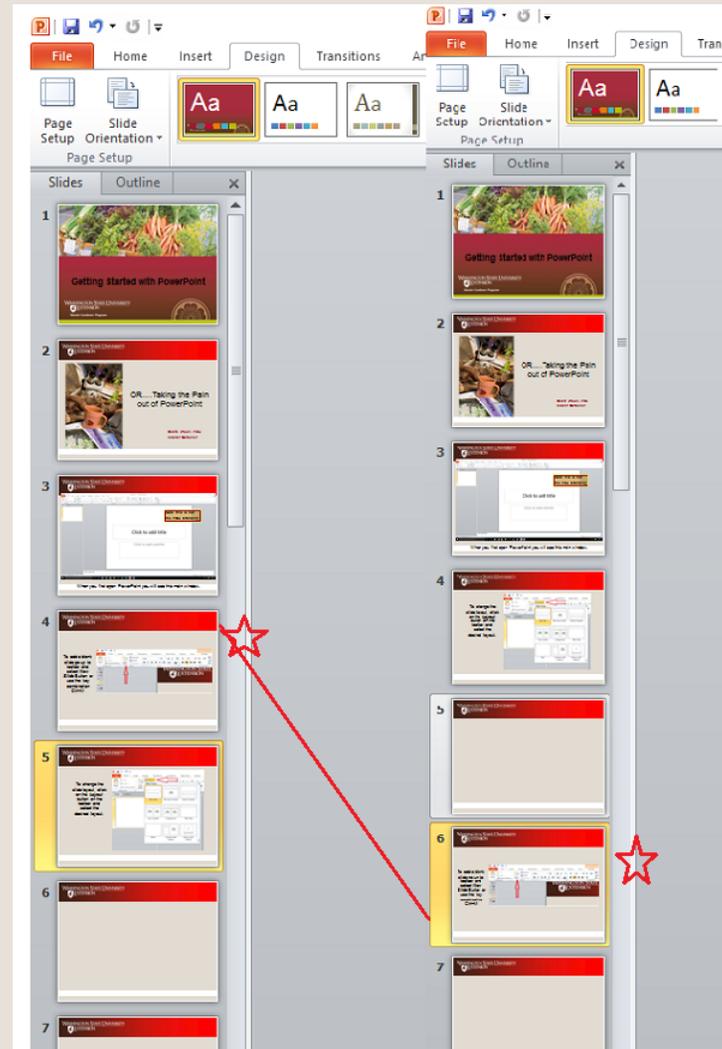
		Font size (in points)						
		18	24	28	32	36	40	44
Screen Width (inches)	36	19	27	31	34	38	42	46
	48	25	36	41	46	51	56	61
	60	32	44	51	57	64	70	76
	72	38	53	61	69	76	84	92
	84	44	62	71	80	89	98	107
	96	51	71	81	92	102	112	122
	120	64	89	102	114	127	140	153

To change the slide layout, click on the **Layout** button on the toolbar and select the desired layout.



To re-order the slide layout, click on the **slide** you want to move and simply drag it up or down in the **slides tab**.

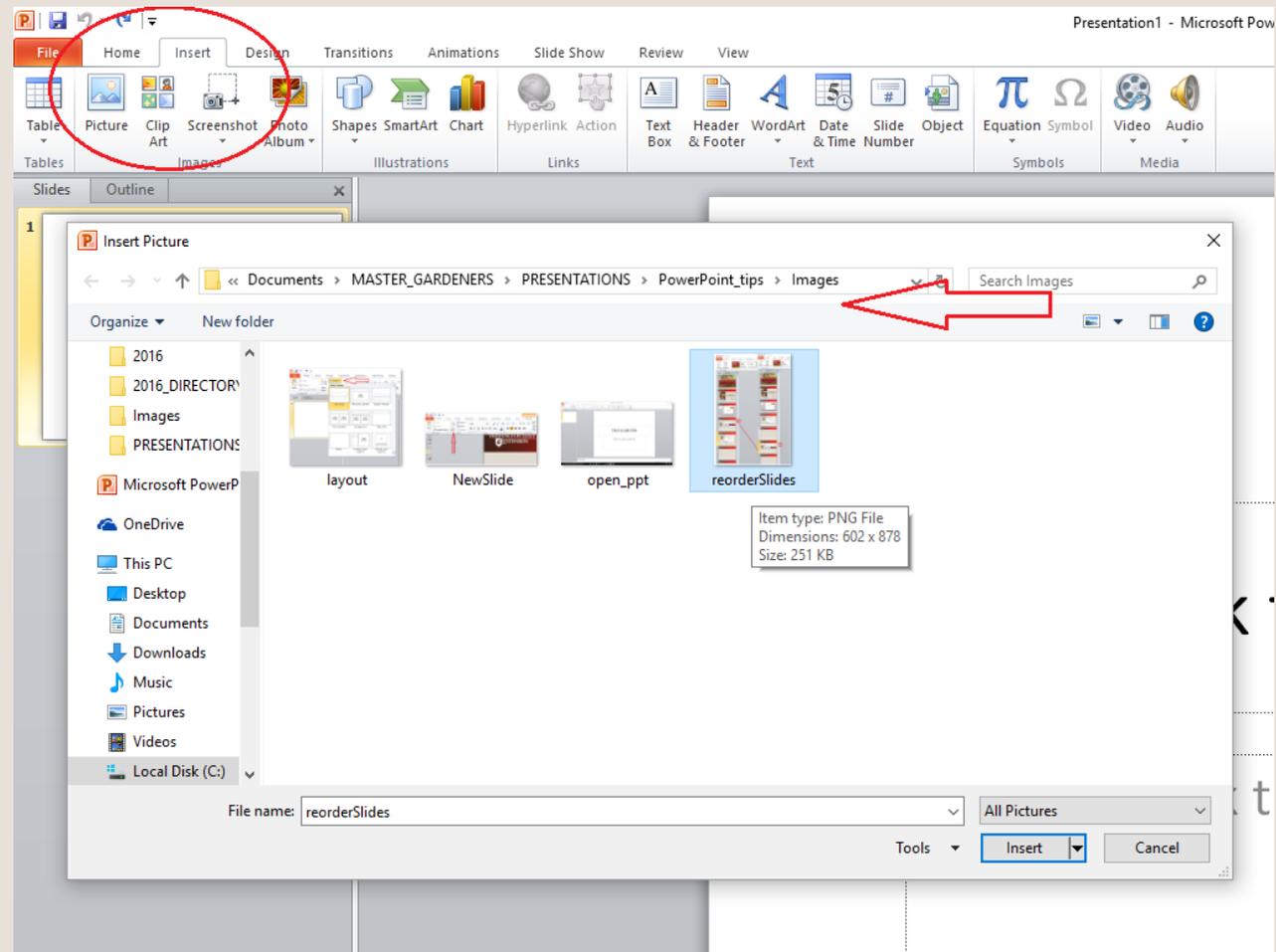
*Note how slide 4 in the left column is now slide 6 in the right column.*



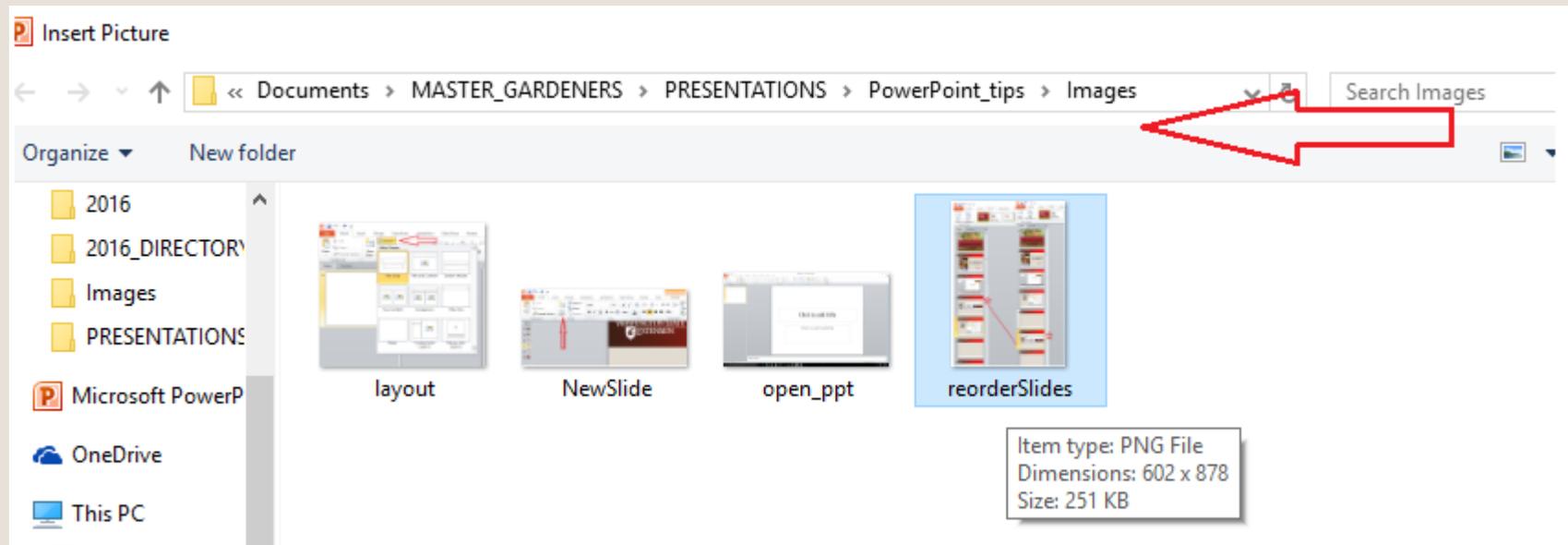
## Adding images!

Adding pictures enhances your presentation and helps communicate your thoughts to the audience

Tip: The image must relate to your presentation.



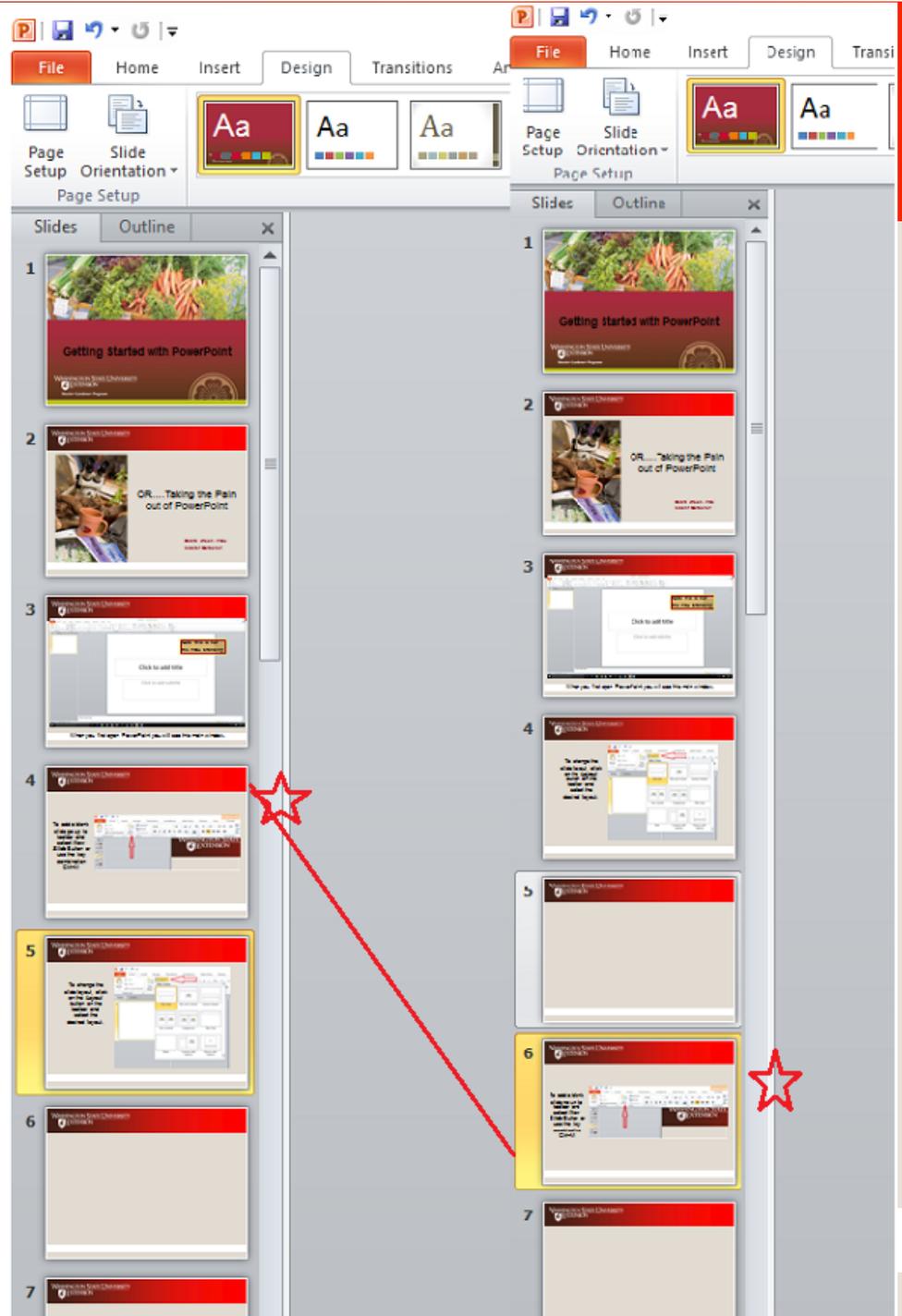
Tip: Organize your images in one location for ease of access.



## Resizing your image:

Often your image will be either too small or too large.

See how this image runs off the page... 



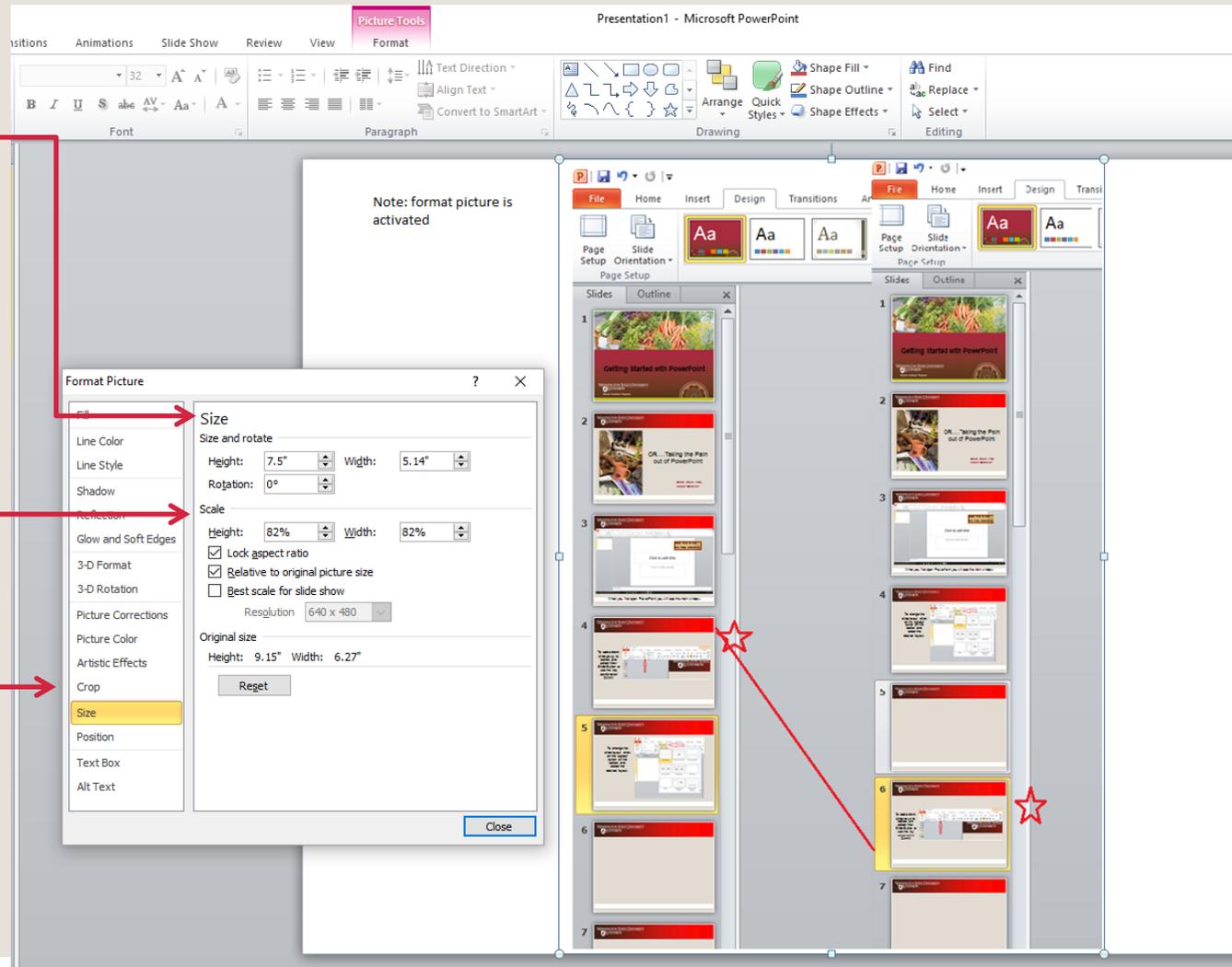
Right-click with your mouse on the image to activate the **Format Picture** tool.

Keep the aspect the same or the image will be distorted.

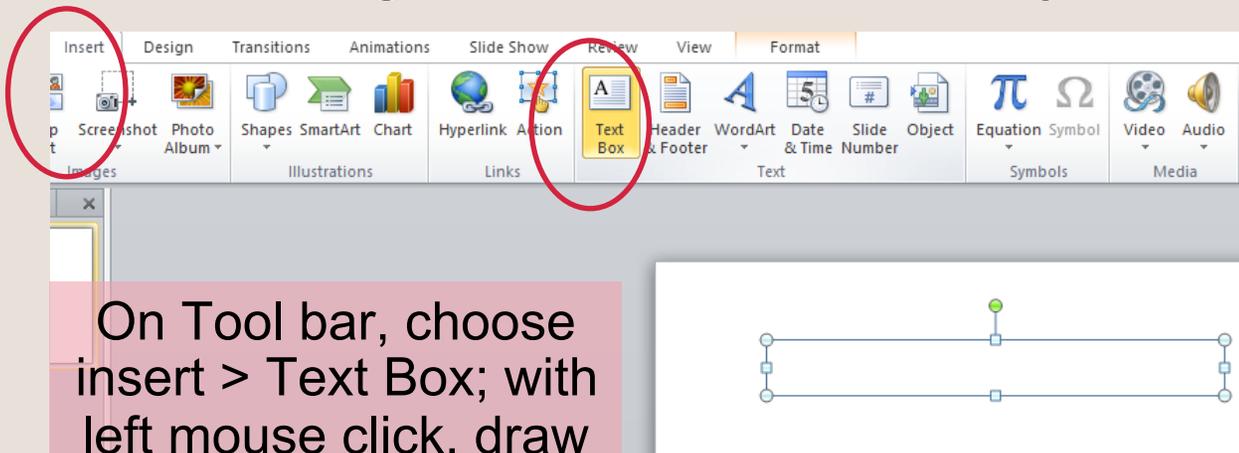
The screenshot displays the Microsoft PowerPoint interface. The 'Picture Tools' ribbon is active, showing options for Font, Paragraph, Drawing, and Editing. A 'Format Picture' dialog box is open, showing the 'Size' tab. The 'Size and rotate' section shows Height: 7.5" and Width: 5.14". The 'Scale' section shows Height: 82% and Width: 82%, with 'Lock aspect ratio' and 'Relative to original picture size' checked. The 'Original size' section shows Height: 9.15" and Width: 6.27". A red arrow points from the '3-D Format' option in the dialog box to the text 'Keep the aspect the same or the image will be distorted.' Another red arrow points from the '3-D Rotation' option to the text 'Right-click with your mouse on the image to activate the Format Picture tool.' In the background, a slide thumbnail is highlighted with a red star, and another red star is visible on the slide thumbnail in the Slides pane.

You can size or scale using the **Format Picture** tool.

Cropping the image is another option.

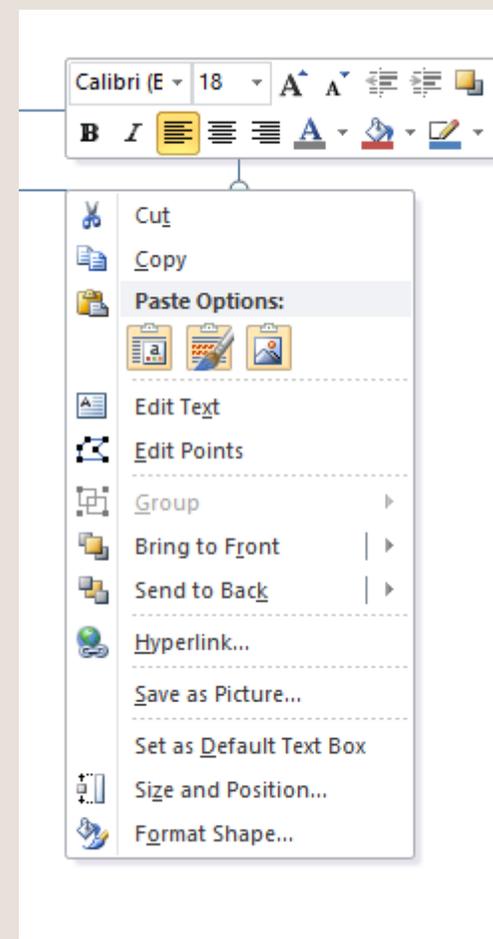


## Working with text boxes, objects, etc.



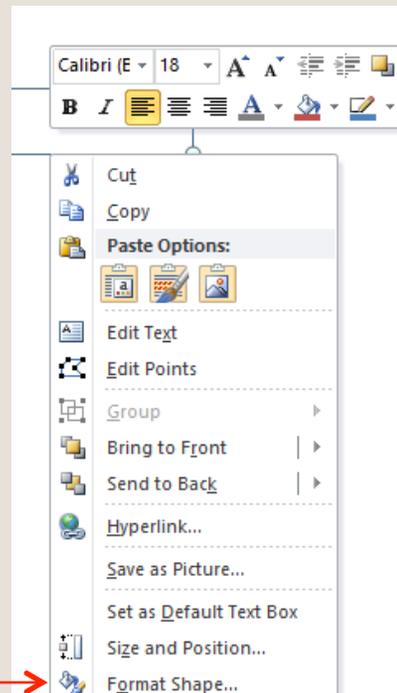
On Tool bar, choose insert > Text Box; with left mouse click, draw text box where you want it located...

Once drawn, you can right click on the text box and change font style, color, etc.

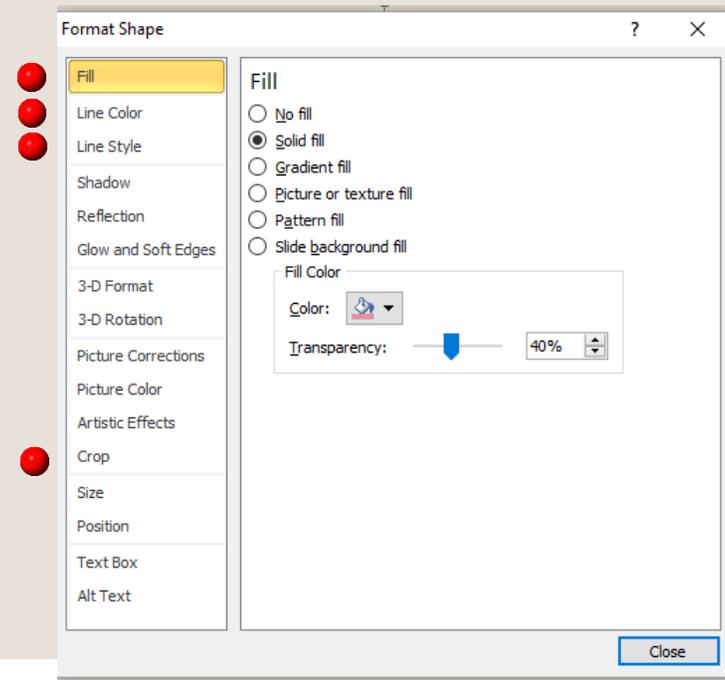


## Working with text boxes, objects, etc. continued

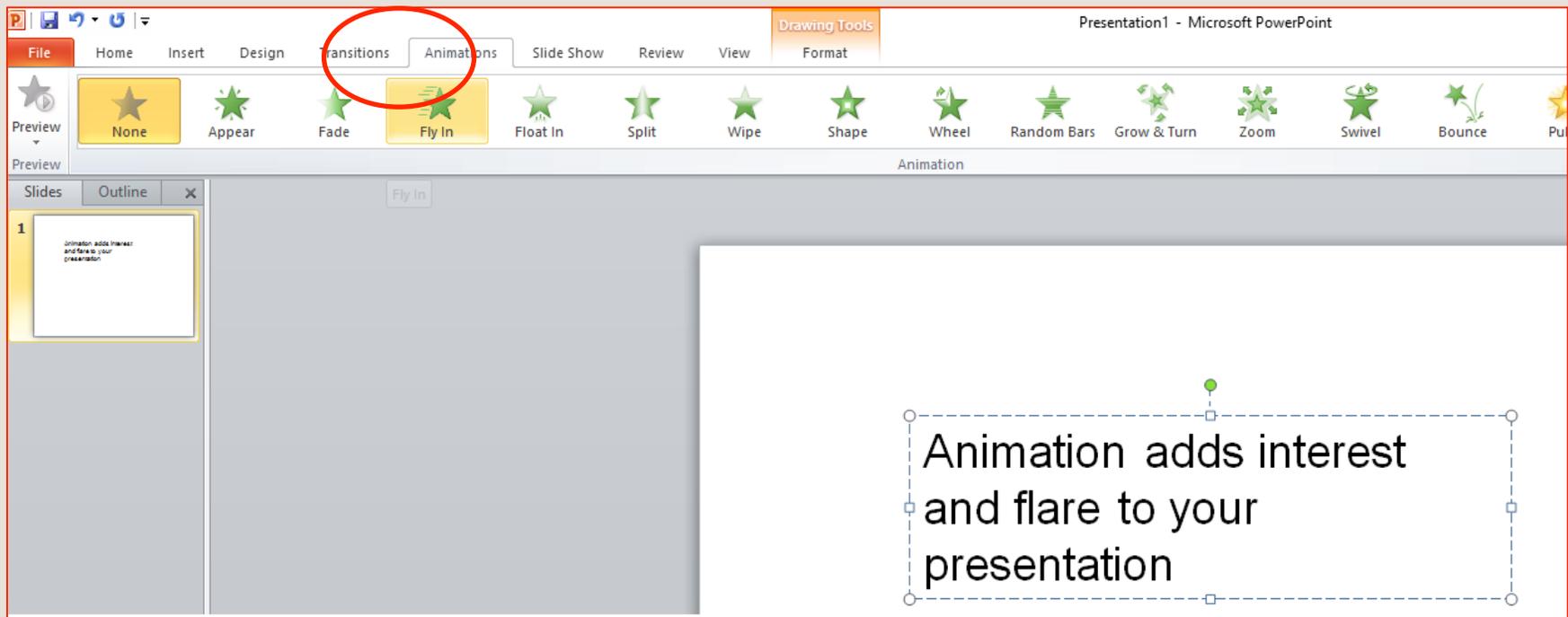
To add a background or outline color, click on Format Shape...



Use the **Format Shape** tool to make any changes.



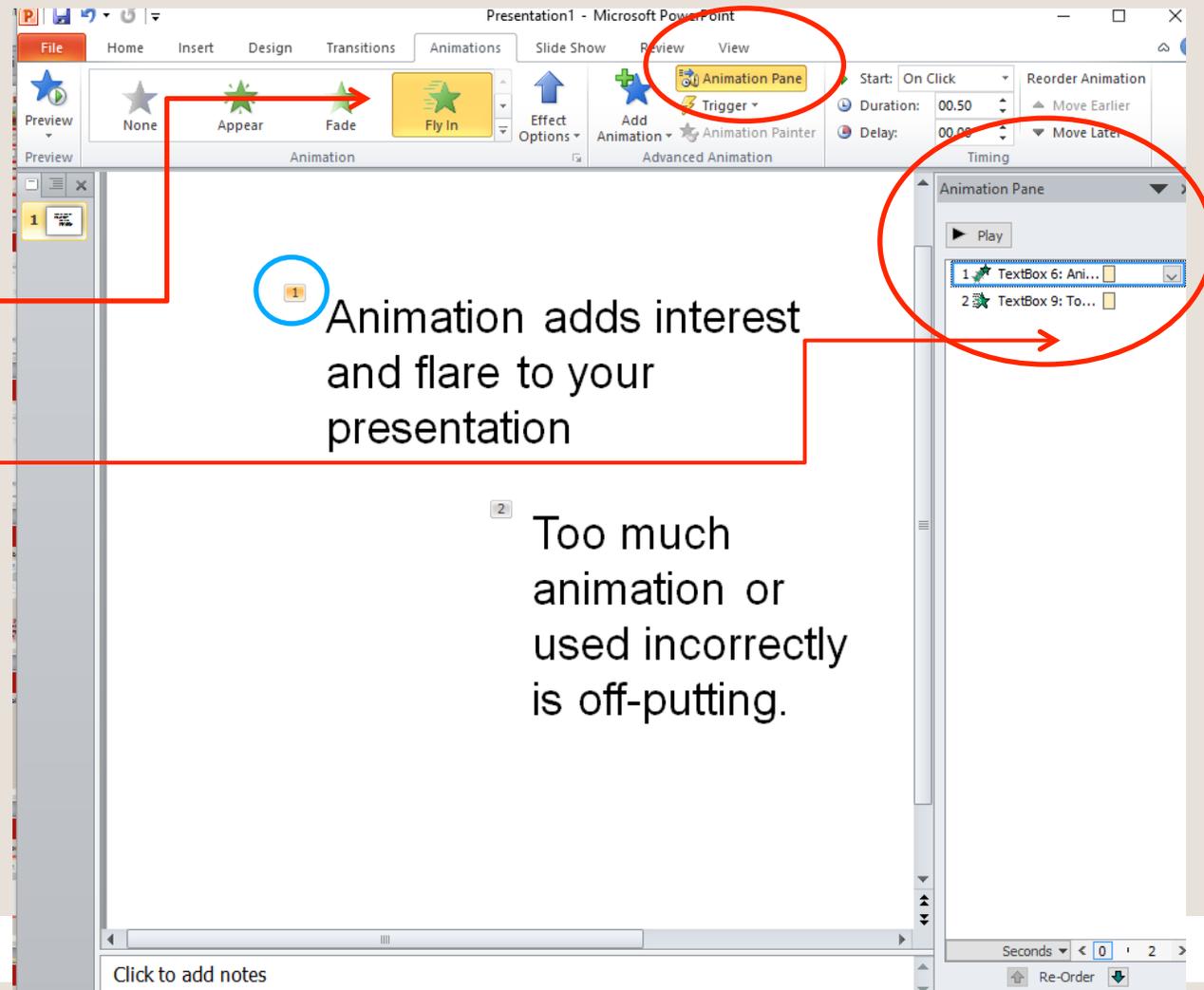
# Animation!



Tip: Put your presentation together, then figure out the animation!

# Animation Continued...

Using the **Animation** tool allows you to choose the style of entrance, the timing and the order.

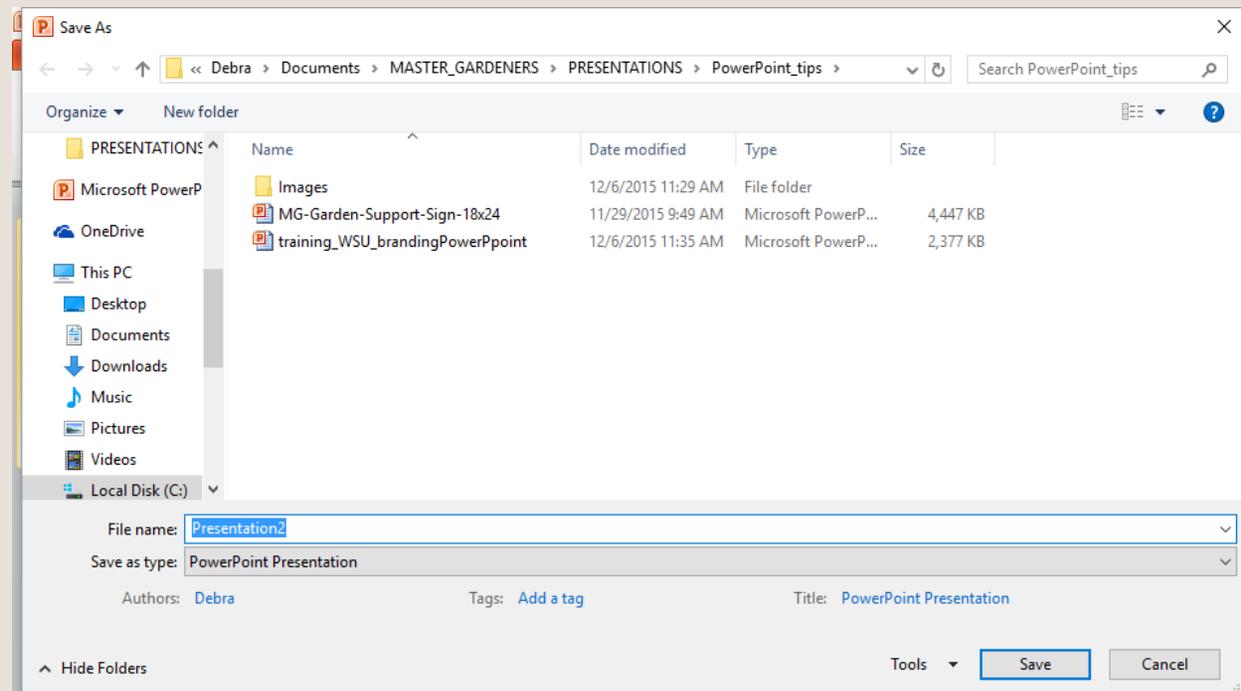


1 Animation adds interest and flare to your presentation

2 Too much animation or used incorrectly is off-putting.

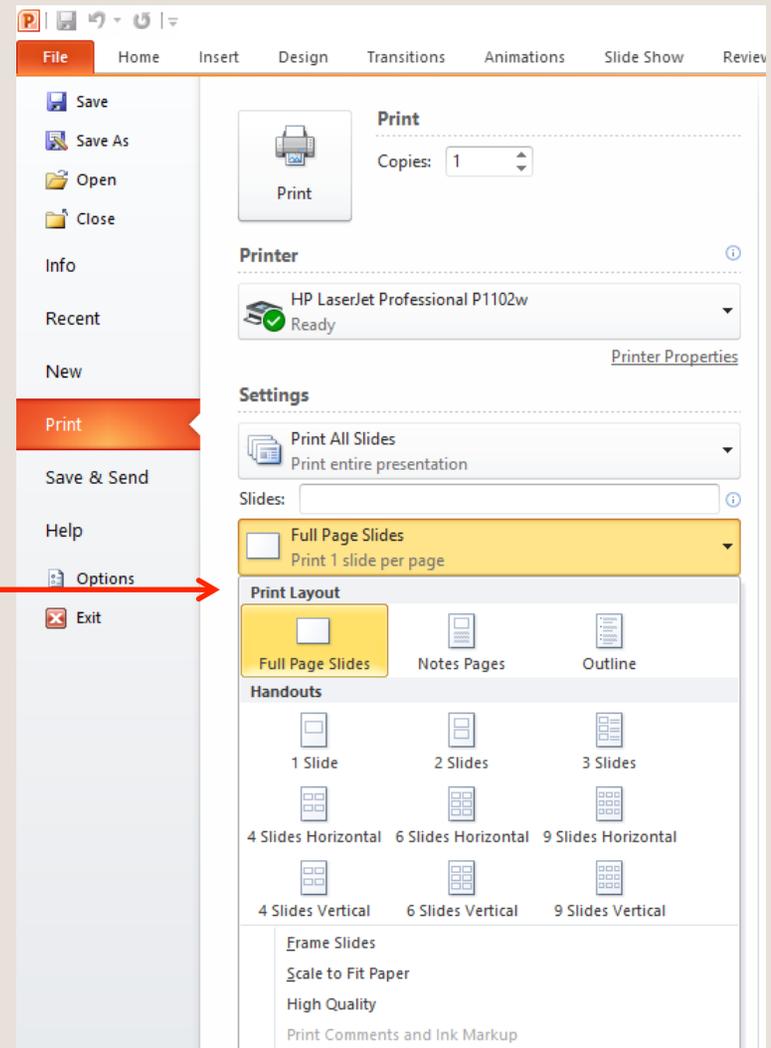
# Saving, Printing, Packaging your final presentation

❖ Save early,  
save often

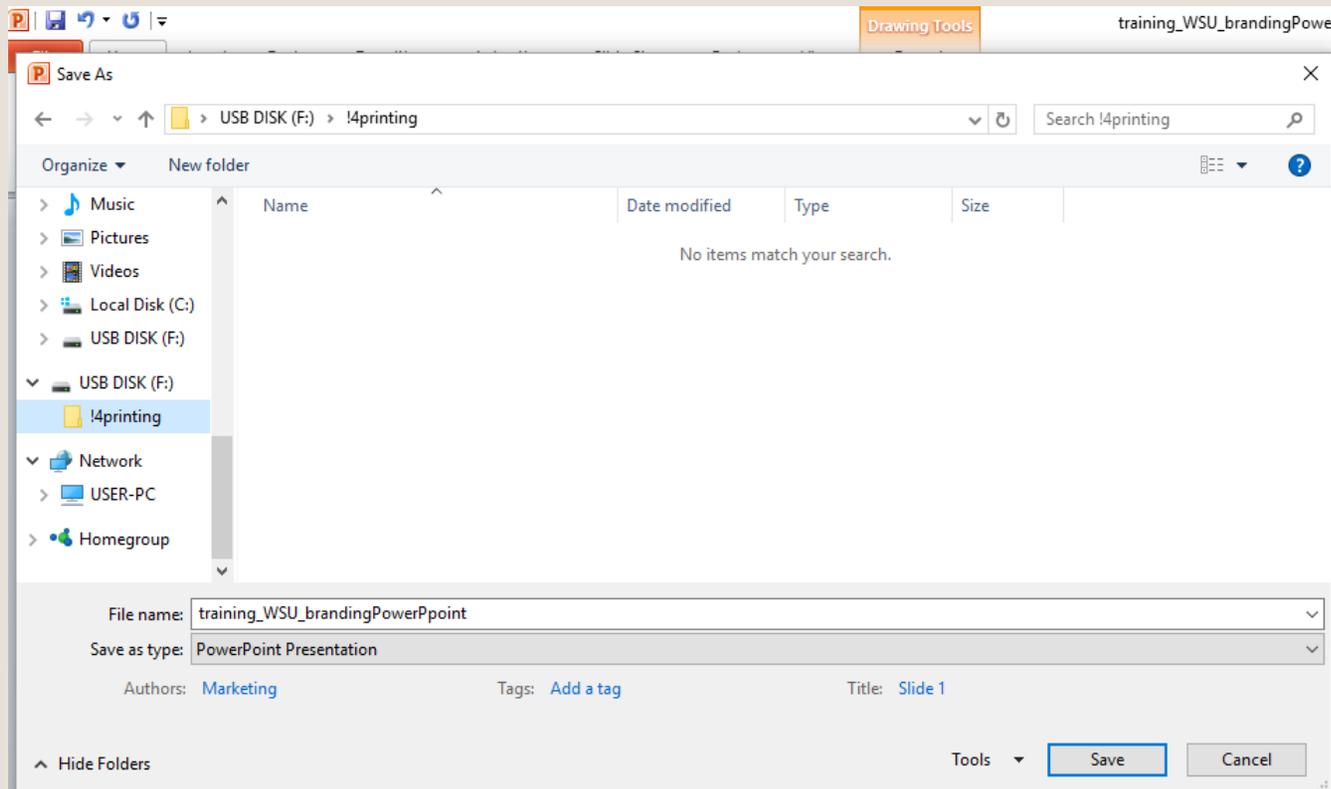


# Saving, Printing, Packaging your final presentation, continued.

To print, click on File on the toolbar; select **Print**; in the tool box, click on the dropdown menu and select one of those options



## Saving, Printing, Packaging your final presentation, continued.



To make your presentation portable, save it to a jump drive, thumb drive, etc.

Now your presentation is ready to use away from your desktop.

Q & A:

Extension programs and employment are available to all without discrimination. Evidence of noncompliance may be reported through your local Extension Office.

# End

## Last thoughts?

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