# Power Point Presentation Basics
(Using Microsoft Power Point 2007 software)

When you open Power Point from the desktop icon, a "New" presentation will be started. The left side of the screen will show a stack of thumbnails of your slides. The right side will show the layout of the first slide.
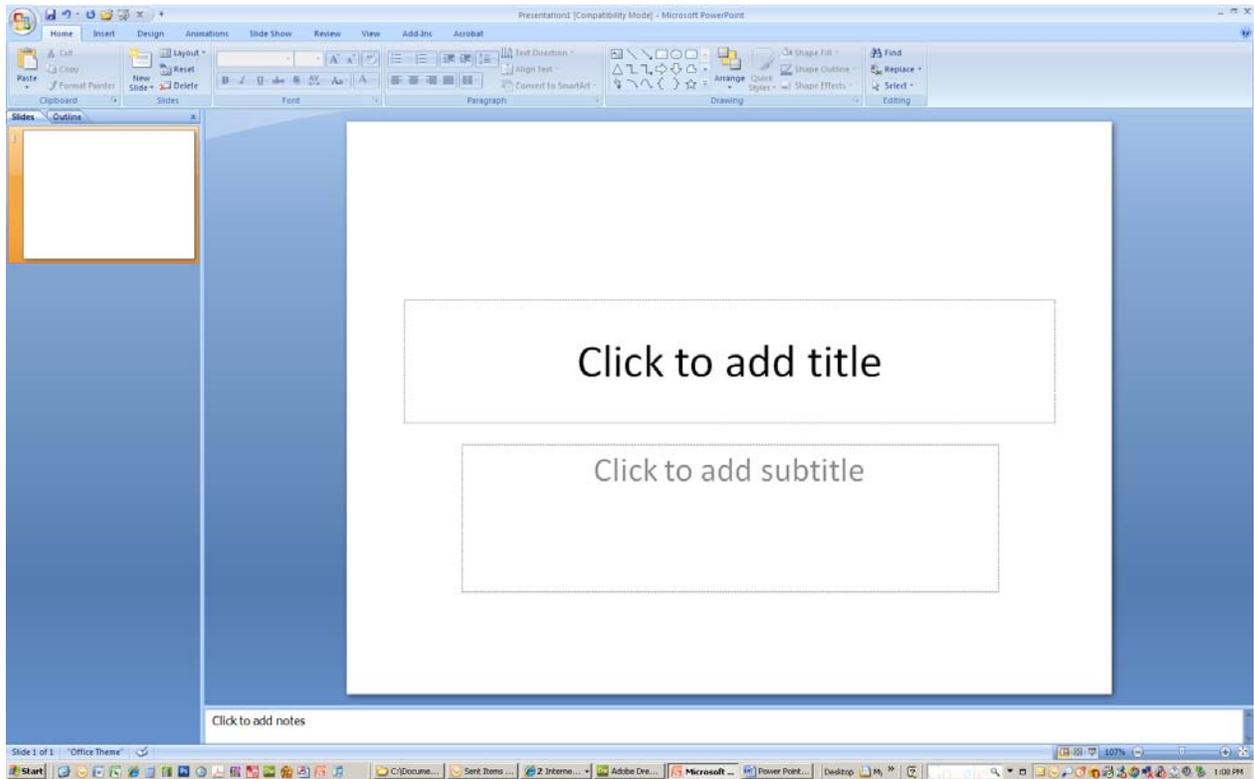
I recommend using a blank slide for all of your slides, rather than those set up for text or charts. Right click on the slide and select "Layout" then "Blank."
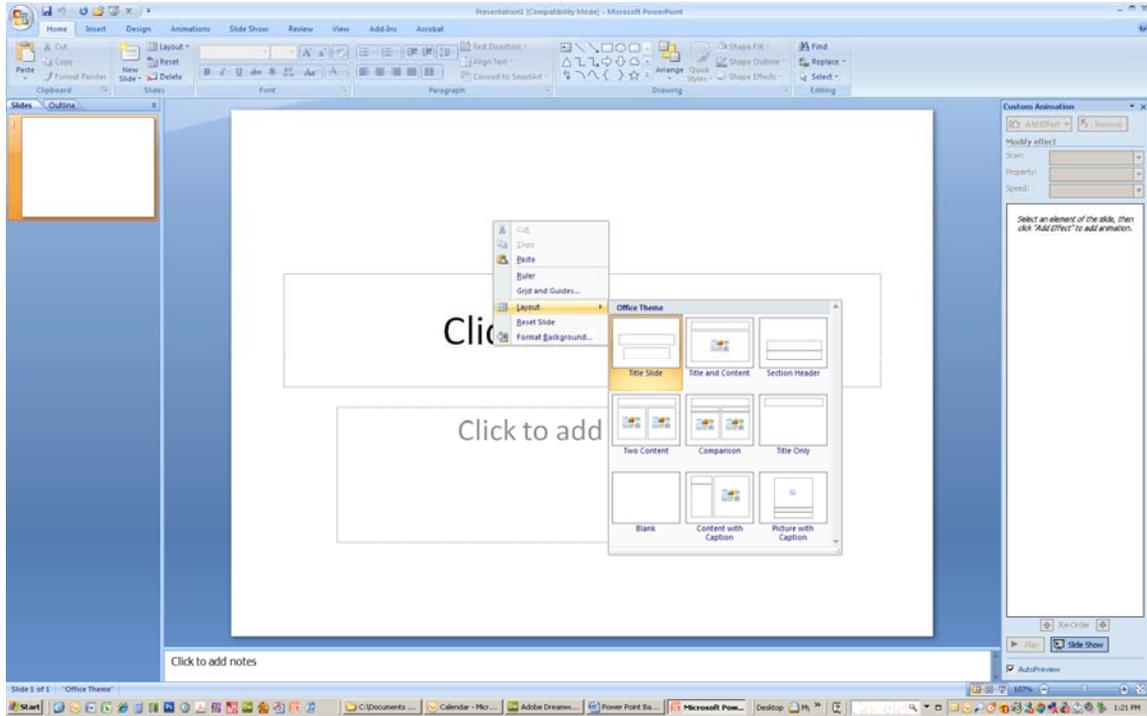
This is how a blank slide will look:
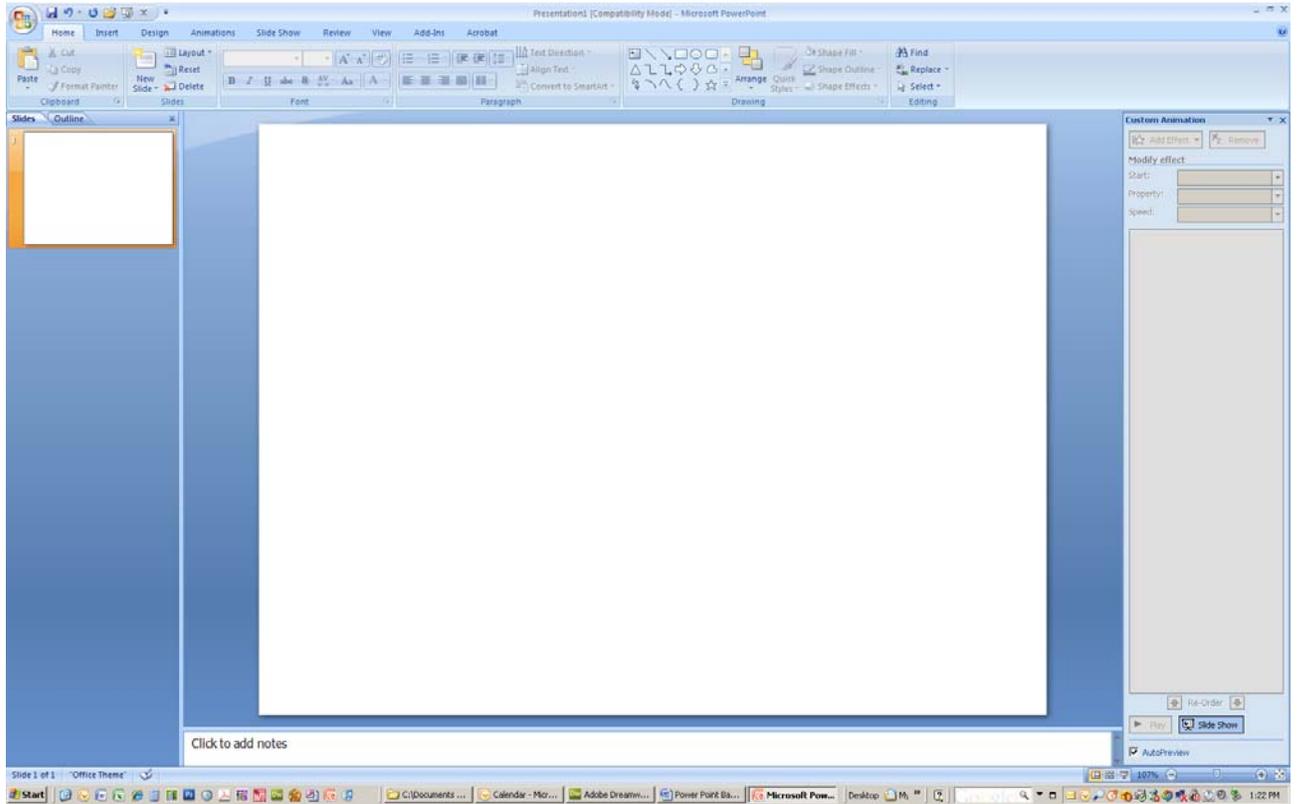
You can select a "theme" for all of your slides by selecting the "Design" tab and picking one of the many themes. You can change the theme later, if you do not like how it looks. This theme is called "Solstice:"
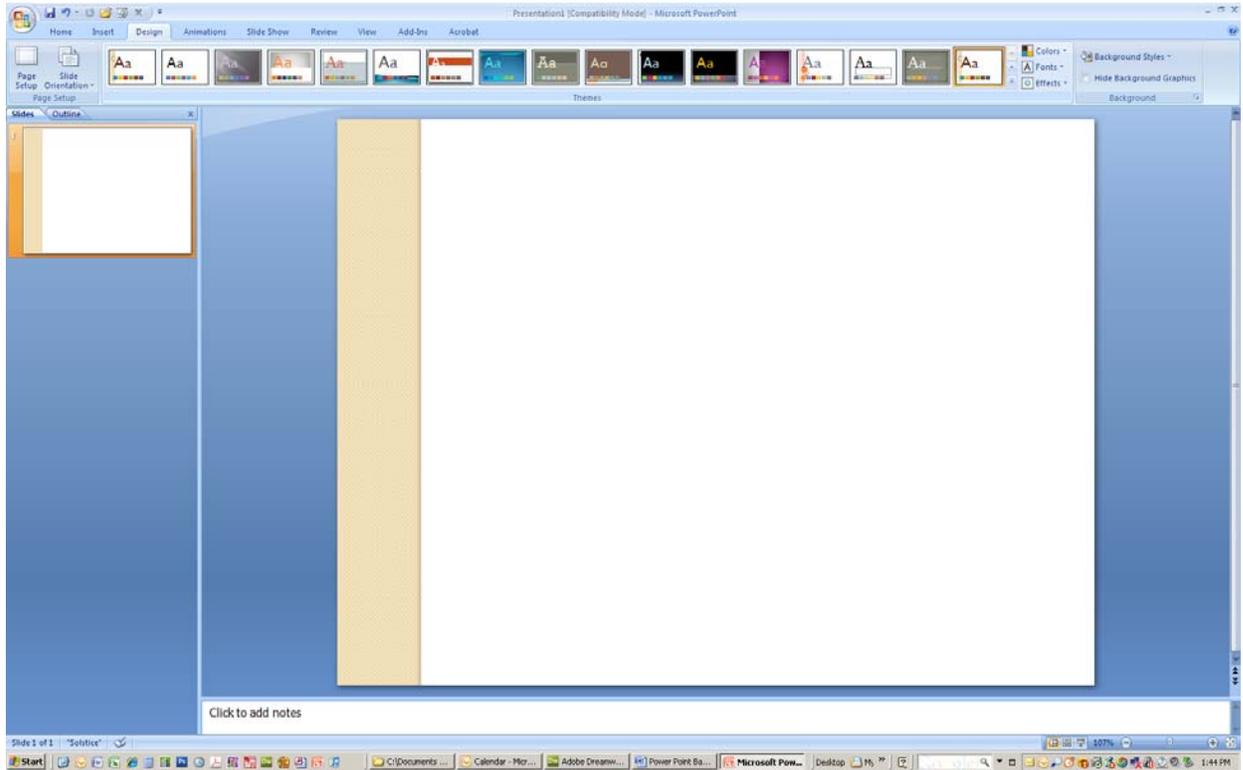
You can place Text Boxes, or pictures or movies on a blank slide by going to the "Insert" tab.
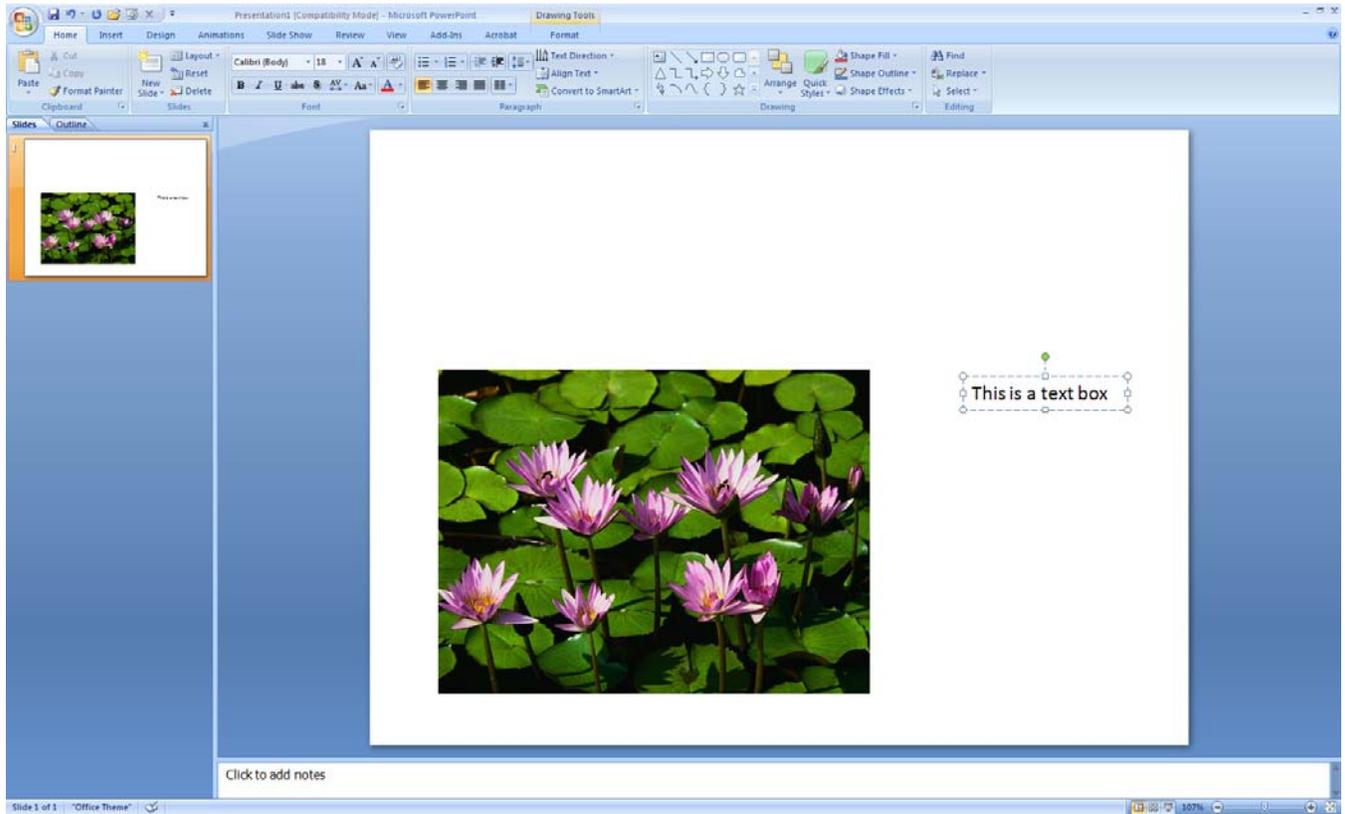
You may use either "Slide Transitions" or "Custom Animations."

"Slide Transitions" are the actions that will be shown for each entire slide. The "Animations" tab shows a variety of standard slide transitions for slides. You should make the transitions apply to all slides for design consistency. Stay with the horizontal or diagonal "Wipes" or "Dissolves" Do not get too complicated.

"Custom Animations" are transitions for individual objects on a slide, such as text or pictures. They apply to an object's entrance, emphasis, exit and motion paths. On the far right side of the Animations Tab screen, you can set the transition for some or every object on a slide.

You can use both Slide Transitions and Custom Animations in combination, but, for the sake of good design, do not make it too complicated.

Select the timing for each slide or for each transition.
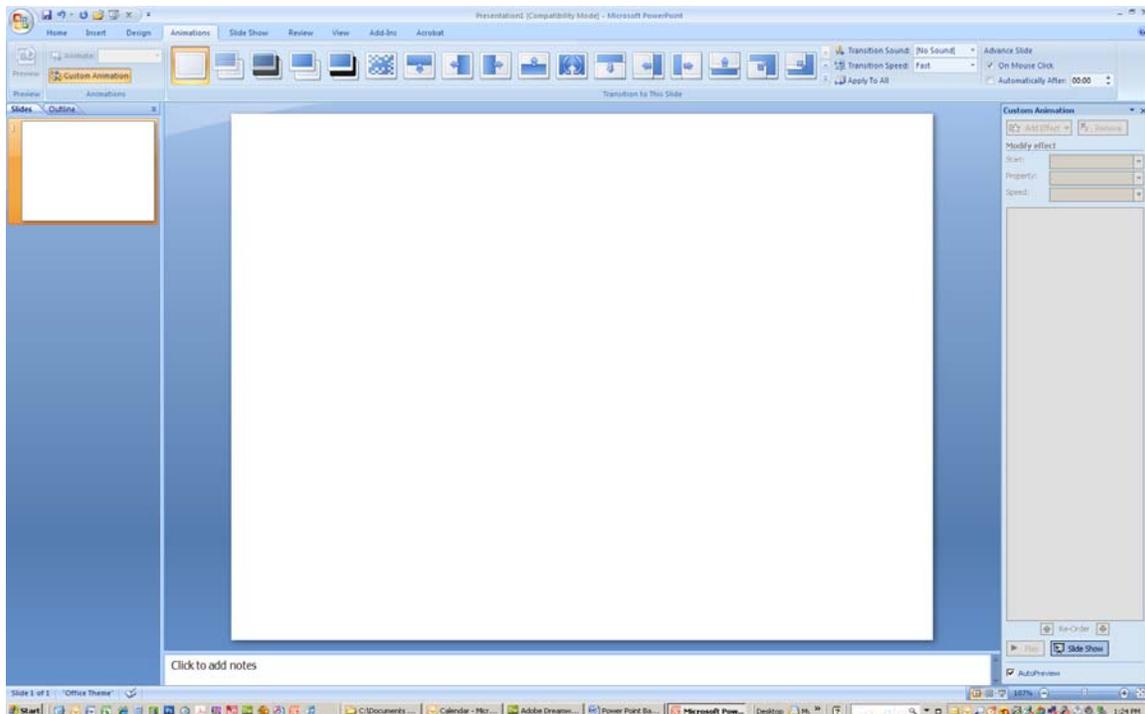
You may play music with slides. Under the "Insert" tab you may pull down the "Sound" Icon which will allow you to insert a sound from a .wav or .mp3 file. These become objects just like a text box or image and can be started sequentially using Custom Animations. You can also play a CD audio track and record a sound if you have a microphone hooked up to your computer. This is frequently used for a voice over sound so that your Power Point shows can have an audio voice track that could be posted to the Internet so someone could view your presentation and get your commentary along with it. If you are playing an audio track from a CD, you will need to select the checkbox "Loop until stopped" to play it over all slides.

To play your slide show:

1. If you have your Power Point show on the screen, to play the entire show from the beginning, select the <F5> key on the keyboard.
2. If you want to play your show from a particular slide, press <Shift><F5> on the keyboard.
3. If you want to play your entire show but do not have the show on the screen, go to the folder it is in and right click its title and select "Show" from the menu that pops up.