

Tell Your Story With PowerPoint 'Cheat Sheet'

Learning a new computer skill is **like learning a new language**. It takes practice and repetition. Try to create a short PowerPoint within a week of returning home.

You don't need to know what every button does. You can produce great PowerPoint presentations with just a few simple techniques!

Stumped? Don't be afraid to **use the Help menu!** If you think you should be able to do something, you probably can. I don't know what all the buttons do.

Getting ready for this class:

1. Open browser. Go to this webpage: <http://www.gardening.cornell.edu/ppt/>
2. Right click on first image. Choose 'Save Image As'. Save on your desktop.
3. Repeat for all three images. (We'll be using these in our workshop.)

Getting started with PowerPoint:

1. Start menu > All programs > Microsoft Office > PowerPoint
2. On right side of screen, click Create new presentation, then Blank presentation
3. Note slide layouts on right: Blank and preformatted. Templates.
4. Insert menu: New slide

Tip: Save often.

Inserting pictures:

1. Insert > Picture > From file. Browse to image and insert.
2. View > Slide show
3. Click and drag image around the slide.
4. Click and drag corner of image to enlarge
5. Format > Background.

Tips:

- Don't stretch pictures too big. (Screen is ~ 1,200 pixels wide.)
- View slide at 400 percent for better idea of what the image will look like.
- Use black background for image-only slides.
- If you use an imaging program such as PhotoShop, do your image manipulation first, then insert image into PowerPoint.

Extra credit: Insert > Picture > New photo album

Views:

Under view menu: Normal, Slide sorter, Slide show, Toolbars

Manipulating pictures:

View > Toolbars > Picture (appears when image is selected)

- Rotate tool
- Crop tool
- Color tool: Washout, black and white, grayscale
- Format: Add border using Colors and lines tab

Adding text:

Tip:

- Keep text to a minimum. How much do you read during a PowerPoint?
 - Use text layouts to keep text consistent – if that's what you want.
 - Max contrast = easier reading. Avoid busy backgrounds, white on black.
 - Stick with common fonts: Times New Roman, Arial, Verdana
1. Check out Text Layouts on right side of screen. (Layouts create outline, if you want that.)
 2. Free form text block: Insert > Textbox, then click and drag to draw box.
 3. Drag circle on side of box to adjust width.
 4. Highlight text and chose font and size from top menu bar.
 5. Highlight text and use color button to change font color.

Bonus tip: Use undo button to step backwards.

Other tools:

- Use Grids and Guides to line things up: View > Grids and Guides
- Use slide sorter to arrange slideshows. View > Slide Sorter
- Add notes to your slide show in box at bottom.
- Print handouts and/or notes pages. File > Print. Use Print what drop down box, Preview before printing.
- Can insert videos or link to videos.

Bells and whistles: Do you need them?

- Add narration: Worth trying in some cases.
- Auto-advance: OK if you just want to show images at a display.
- Design templates: If you need them, but can you do better on your own?
- Animated transitions: Avoid. They are annoying.

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