

## Presentation Tutorials

Presentations work like slide shows. To convey a message or a story, you break it down into slides and simple messages. Think of each slide as a blank canvas for the pictures, words, and shapes that will help you build your story.

This tutorial uses MS PowerPoint training guides however the basic steps are applicable for other presentation programs.

*We have provided the links to the online trainings. These videos can be accessed through the help section if you are using MS Office products.*

### Instructions for accessing through PowerPoint help:

You can always access these videos in the help section.

**Open** PowerPoint

**Go** to the help section (?) (see example on right)

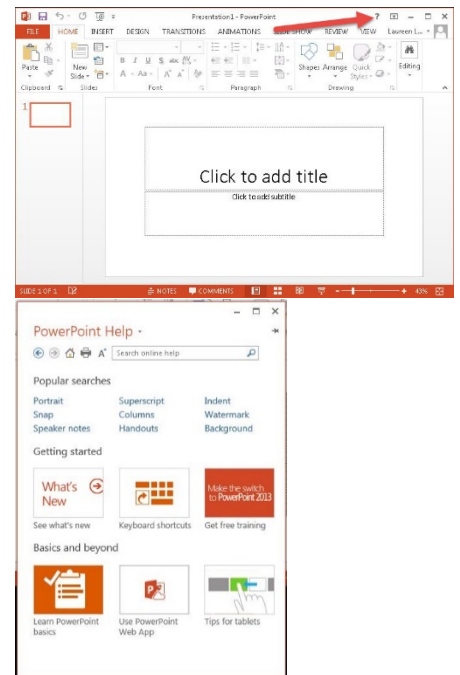
**Select** Get free training

(see example on right)

**Select** Create your first PowerPoint 2013 Presentation

**Select** Watch online (**recommended**)

To view the links provided: Control + click should open the file. If not: Copy the URL and paste it into your browser.



### Save your presentation

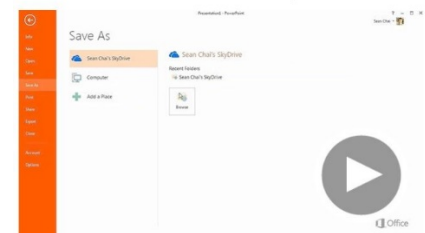
Save your presentation the first time by selecting **save as**. You can save your presentation to your local drive (such as your laptop), a network location, CD, DVD, a flash drive, or save it as a different file format.

**Watch:** *Save your presentation*

<https://support.office.com/en-US/Article/Video-Save-a-PowerPoint-presentation-a8e87513-b176-4917-83b5-d863835aaec4>

**This video covers:** saving a presentation, quick access toolbar, the Backstage, and printing.

#### Video: Save a PowerPoint presentation



**Click File > Save**, pick or browse to a folder, type a name for your presentation in the File name box, and **click Save**. And save your work as you go. Be sure to Ctrl+S often.

## Insert some things

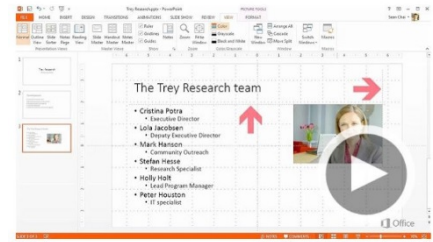
The **Insert** tab allows you to add pictures, shapes, SmartArt graphics, charts, and more to get away from a presentation full of bullet points and make your presentation more visually interesting.

**Watch: Video: *Insert some things***

<https://support.office.com/en-US/Article/Video-Insert-items-in-a-presentation-1524e1ea-e794-4997-9cd8-dbcfab8a7da>


**This video covers:** Adding text, tables, charts; resizing, moving, and aligning pictures; using picture styles, context tabs (picture tools), screen shot and clipping, along with adding shapes, headers, and footers.

Video: Insert items in a presentation



## Inserting audio

You can add audio, such as music, narration, sound bites, and more to your presentations to add emphasis.

When you insert an audio clip on a slide, an icon appears  that represents the audio file. While you give your presentation, you can set the audio clip to play automatically when the slide displays, to start when you click the mouse, or to play across all slides in the presentation. You can even play media continuously in a loop until you stop it.

For more information about playing and working with audio in PowerPoint, see:

[Video and audio file formats supported in PowerPoint](#)

[Play music and other sounds automatically when a slide appears](#)

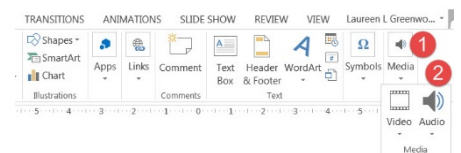
[Record and add narration and timings to a slide show](#)

[Trim a sound clip](#)

## Insert an audio clip


To prevent playback issues, you can embed your audio clips in your presentation.

1. Click the slide to which you want to add an audio clip.
2. On the **Insert** tab, in the **Media** group, click **Audio**.
3. Do one of the following:
  - **Click *Audio from File***, locate the folder that contains the file, and then double-click the file that you want to add.
  - **Click *Clip Art Audio***, locate the audio clip that you want in the **Clip Art** task pane, and then click to add it to the slide.

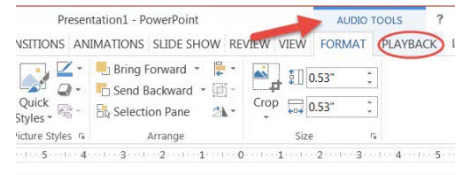


**Note** If you add multiple audio clips, they will appear on top of each other, and each will play in the order in which they were added. If you want each audio clip to start when you click it, drag the audio clip icons off of each other after you insert them.

## Set the playback options for an audio clip

1. On the slide, select the audio clip icon 
2. Under **Audio Tools**, on the **Playback** tab, in the **Audio Options** group, do one of the following:
  - To start the audio clip automatically when you show the slide, in the **Start** list, **click automatically**.
  - To manually start the audio clip when you click it on the slide, in the **Start** list, **select On Click**.
  - To play an audio clip as you click through the slides in your presentation, in the **Start** list, **click Play across slides**.
  - To play an audio clip continuously until you stop it, select the **Loop until Stopped** check box.

**Note** When you loop a sound, it plays continuously until you advance to the next slide.



## Adding animation

Animation can help make a Microsoft PowerPoint 2010 presentation more dynamic. The most common types of animation effects include entrances and exits. You can also add sound to increase the intensity of your animation effects.

**Watch video in the training: Animation basics**

<https://support.office.com/en-us/article/Animation-basics-for-your-presentation-4fbc7d35-3548-431a-a871-709945f9352c?ui=en-US&rs=en-US&ad=US>

**This video covers:** Adding animation, animation tab and group, applying animation to a group or individual items, effect options, timing group, entering and exiting animations.

### Apply entrance and exit animation effects

Watch this short video demo on adding entrance and exit animation effects. The animations applied are examples you can use the same procedure to apply any animation available, to text or to objects.



**Tip** Many presentation experts recommend using animations and sound effects sparingly.

## Apply transitions

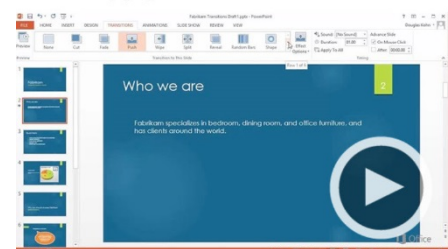
Slide transitions are the effects that occur when you move from one slide to the next during an on-screen presentation.

**Watch: Apply transitions between slides**

<https://support.office.com/en-us/article/Video-Apply-transitions-between-slides-01d84e0e-15a6-4467-8a60-f557a25a625c?ui=en-US&rs=en-US&ad=US>

**Watch: Explore transition options**

### Video: Apply transitions between slides



<https://support.office.com/en-us/article/Video-Explore-transition-options-49961449-6556-4cee-b66c-75cb3d99ecbc>

**This video covers:** Types of transitions, applying transitions, transitions gallery and group and preview, how a transition works, and transition options.

## Finalize and review

On the Design tab, click the Themes gallery to apply professional designs. And preview your slide show before delivering it to your audience. You can even get review comments on it from others.

**Watch: *Finalize and review***

<https://support.office.com/en-US/Article/Video-Finalize-and-review-a-presentation-5250110b-0783-40a7-bb7c-be89d2e10708>

**This video covers:** Design tab, themes gallery, water marks, formatting background, review and spell checker, previewing and running the presentations.

Video: Finalize and review a presentation



**Optional:** Add speaker notes to each slide in a presentation

## Prepare and run your presentation.

Learn about the advantages of using Presenter view. On the Slide Show tab, check the Use Presenter View box.

**Watch: *Prepare and run your presentation.***

<https://support.office.com/en-US/Article/Video-Prepare-and-run-your-presentation-fc39a00b-5cf1-49eb-a151-efa90494fed9>

**This video covers:** Presenting to an audience, using a projector, and presenter view.

Video: Prepare and run your presentation



Figure out the best way to deliver your presentation, including using two monitors in Presenter view.

**Optional:** Print slides with or without speaker notes.