



How to Create a PowerPoint Presentation

Lec. Omar Abdulkader Khalaf

Main Menus

- File Tab
- Home Tab
- Insert Tab
- Design Tab
- Transition Tab
- Animations Tab
- Format Tab

Create

- Open Microsoft PowerPoint
- Go to File at the top of the screen and click New. A box that says “Blank/New Presentation” should appear on the right side of your screen.
- Slide Title/ Subtitle
- As per your choice apply different formatting options to format the text and pictures.

Add slides

- Once you open a blank presentation, there's a title page slide pre-populated that you can edit to your requirements. You add text into the title slide by double-clicking on the areas that say "Click to add text." To include additional slides for your presentation, click the "New Slide" button on the upper toolbar to add more.
- You can also click on the drop-down menu on the right side of the "New Slide" button to reveal the various slide format options available. Select the slide format you want to add and continue this process until you have the required amount for your presentation. You can also change the layout of each slide by selecting the individual slide on the left side of the screen and clicking the "Layout" button. This provides various choices for the layout, including formats for pictures, columns, and text-only variations.

Add content to your slides

- you want to add content to your slides. Using an outline of the main points you want to make, fill each slide with text, pictures, charts, or other visual elements. Make sure to provide only the most important details in your slides, as your presentation is a tool that helps you clarify your message. Consider using bullet points or summarizing complex ideas into simple phrases.

Add Themes

- PowerPoint themes are a predefined set of fonts, colors, and visual effects. Themes are applied to your slides for a professional and united look. With themes, you can give your presentation a pleasant-sounding appearance with reduced effort. Like, when you add graphics like shapes and tables to your presentation slides, theme colors are applied to PowerPoint that is compatible with other elements of the slide.

Add Transitions

- Transitions are animations that you can use when advancing from one slide to the next during a presentation. They can be fun, but be careful not to overdo it with complicated transitions because they can become distracting.

Add Animations

- You can animate the text, pictures, shapes, tables, SmartArt graphics, and other objects in your PowerPoint presentation.
- Effects can make an object appear, disappear, or move. They can change an object's size or color. Effects can respond to mouse clicks or other actions, giving an interactive feel to your presentation.

Use Presenter view

- Using Presenter view is a great way to view your presentation with speaker notes on one computer (your laptop, for example), while only the slides themselves appear on the screen that your audience sees (like a larger screen you're projecting to). For complete details.

Save your presentation

- After you complete your presentation slides, you want to save the file on your computer or external hard drive. As with most other Microsoft Office programs, click on the "File" tab in the top toolbar to save your presentation. Doing so drops down a menu with various options. Select "Save" or "Save as," depending on your operating system platform.

Thanks For
Listening