PowerPoint Gone Wrong for Adults:
fun and tips for great presentations

Microsoft PowerPoint

Microsoft PowerPoint is Microsoft's presentation creator. Presentations can include any or all of the following items:
- text
- pictures (photographs, clip art, shapes)
- multimedia materials (sounds, music, videos)

Text
- Change the font or typeface of typed text by highlighting the text to be changed and then choosing a font or typeface from the dropdown menu in the Font group on the Home tab.
- Change the font size of typed text by highlighting the text to be changed and then choosing a font size from the dropdown menu in the Font group on the Home tab.
- Add bullets to typed text by highlighting the text and then clicking on the bullets tool in the Paragraph group on the Home tab.

Colors
- Change the font color of typed text by highlighting the text and choosing a color in the Font group on the Home tab.
- Change the background color of the slide as follows.
    - Right click on a blank area of the slide.
    - Click on "Format Background."
    - Choose a background color in the window that appears.
    - Click on "Apply to All" to apply the chosen color to all of the slides in the presentation.

Images
- Insert clipart by clicking on the clipart tool in the Images group on the Insert tab.
    - Use keywords to search for an appropriate image.
    - Click on the desired image to insert it into the presentation.
- Insert pictures by clicking on the picture tool in the Images group on the Insert tab.
- An image can be resized by clicking on and dragging the white circles around the corners of the image.
- An image can be moved by clicking on, dragging, and dropping the image.

Frills
- Transitions are the ways in which slides enter the screen.
- Add a transition by selecting a transition style on the Transitions tab.
- Animations are the ways in which objects and text enter or leave the slide.
- Add an animation by selecting the object to be animated and then selecting an animation style on the Animations tab.

Viewing

- View the presentation by clicking on the Slide Show tab. Click on either "From Beginning" or "From Current Slide."
- Exit the presentation while viewing it by pressing the Escape key.

PowerPoint Tips

- Make good text choices.
    - Use a large, legible font.
    - Limit each slide to 4 or fewer short bullet points.
- Choose colors wisely.
    - White text on a black background is best.
    - Use highly contrasting colors.
- Limit each slide to 6 or fewer objects.
    - Each bullet point counts as an object.
    - Use professional-looking, relevant images instead of text whenever possible.
- Use animations and transitions wisely and sparingly.
    - Only use 1 slide transition style and 1 animation scheme for the entire presentation.
    - Avoid distracting animations and transitions.

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