Chapter 3.3: Microsoft PowerPoint

Computer Fundamentals and Introduction to Programming

Planning a talk | Slide layout | Visuals | Motion | Presenting

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https://sercankulcu.github.io/files/computer/slides/Chapter_03_03_Microsoft_PowerPoint.html

INTRODUCTION

Learning Outcomes

Planning

Set the purpose, audience and narrative flow.

Managing slides

Use layouts, themes and slide order effectively.

Visual storytelling

Place text, images, tables and charts legibly.

Presenting

Use notes, Presenter View and slide show controls.

INTRODUCTION

What Is PowerPoint For?

Lectures and talks

Supports the speaker visually.

Project presentations

Structures aims, methods, findings and conclusions.

Reporting

Summarizes data and findings with charts.

Training material

Organizes steps, examples and exercises.

Kiosk / display

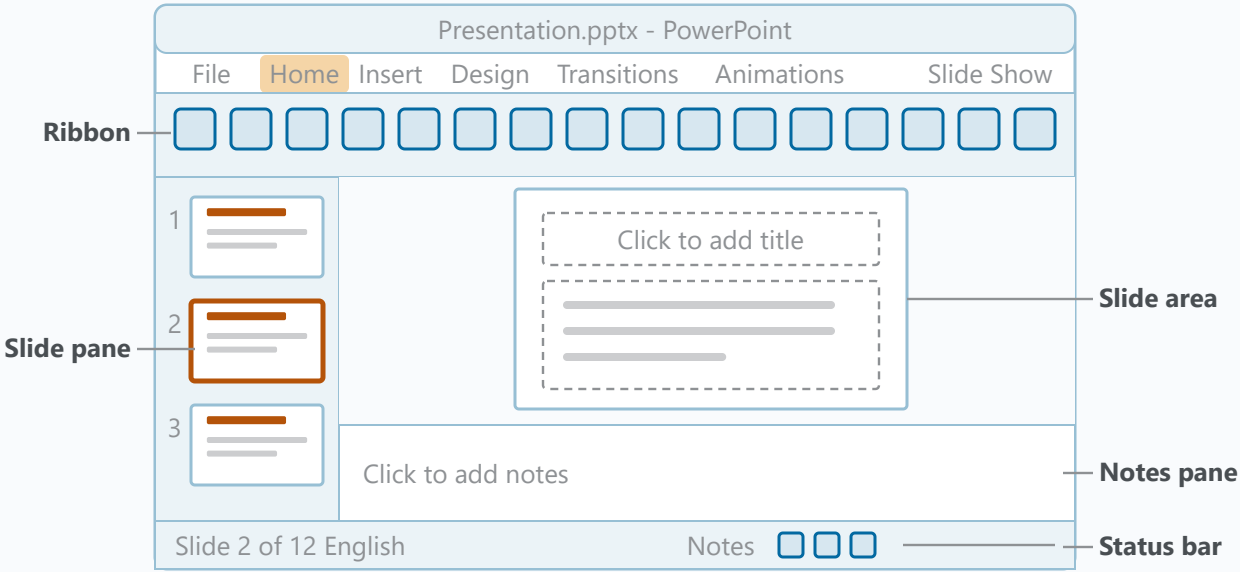
Runs self-advancing information content.

Recordings and video

Produces shareable output with narration.

INTERFACE

The PowerPoint Workspace



Slide pane

Thumbnails: select, reorder, duplicate.

Notes pane

Explanations for the speaker only.

Contextual tabs

Appear when you select a picture, table or shape.

INTERFACE

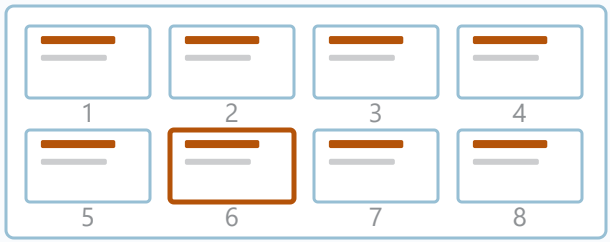
Presentation Views

View	Use
Normal	Edit slide content
Outline View	Build titles and bullets as text
Slide Sorter	See the whole flow and reorder slides
Notes Page	Prepare speaker notes in page layout
Reading View	Play the presentation in a window
Slide Master	Manage layouts that apply to the whole presentation
Slide Show	Present full screen to the audience

Normal



Slide Sorter

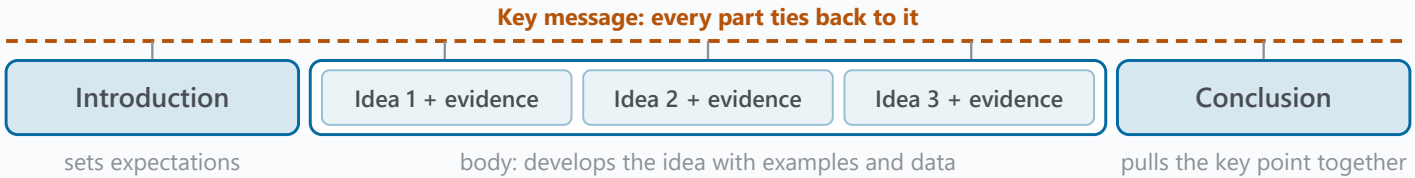


Planning a Presentation

Purpose → **Audience** → **Key message** → **Evidence and examples** →

Flow → **Closing**

- Each slide should have a single, clear purpose.
- Slides support the talk; they are not a transcript of it.
- The introduction sets expectations, the body develops the idea, the conclusion sums up the key point.



PLANNING · EXAMPLE

Planning Slides by Time

Part	Time	Slides	Content
Introduction and problem	2 min	2	The topic and why it matters
Method	3 min	3	One slide per step
Findings	4 min	3	One finding and one chart per slide
Conclusion	1 min	1	Restate the key message
Total	**10 min**	**9**	+ title and references slides

Rule of thumb

One slide carries about 1–1.5 minutes of talk; 30 slides won't fit in 10 minutes.

Q&A

A 15-minute slot = 10 minutes of talk + 5 minutes of questions; put that in the plan from the start.

Backup slides

Detailed tables go at the end as hidden slides, ready if a question comes up.

PLANNING

Slide Outline

Outline

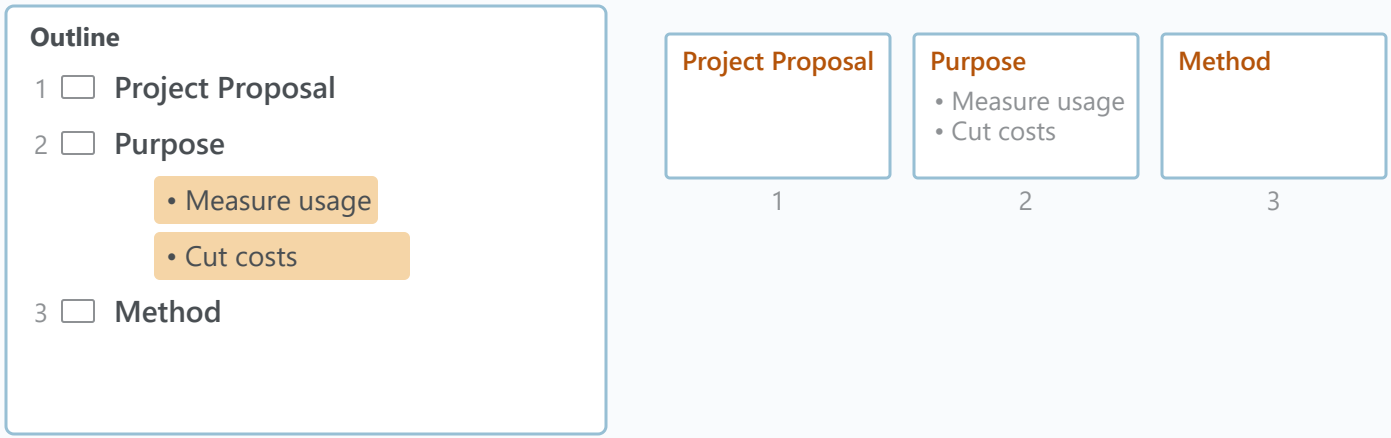
1. Project Proposal
2. Purpose
3. Measure usage
4. Cut costs
5. Method



View → **Outline View**: every line you type becomes the title of a new slide. 5 lines → 5 slides.

PLANNING

Slide Outline



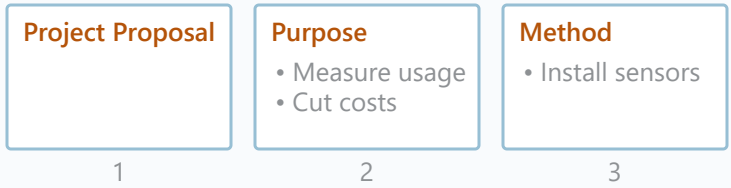
Tab on lines 3 and 4: they drop a level and become bullets on the “Purpose” slide. The slide count falls to 3.

PLANNING

Slide Outline

Outline

1. Project Proposal
2. Purpose
   - Measure usage
   - Cut costs
3. Method
   - Install sensors



After “Method”, Enter + Tab adds a bullet. Outline first, design later: the content flow is built before the slides.

DOCUMENT MANAGEMENT

New Presentations and File Formats

.pptx
The standard editable PowerPoint presentation.

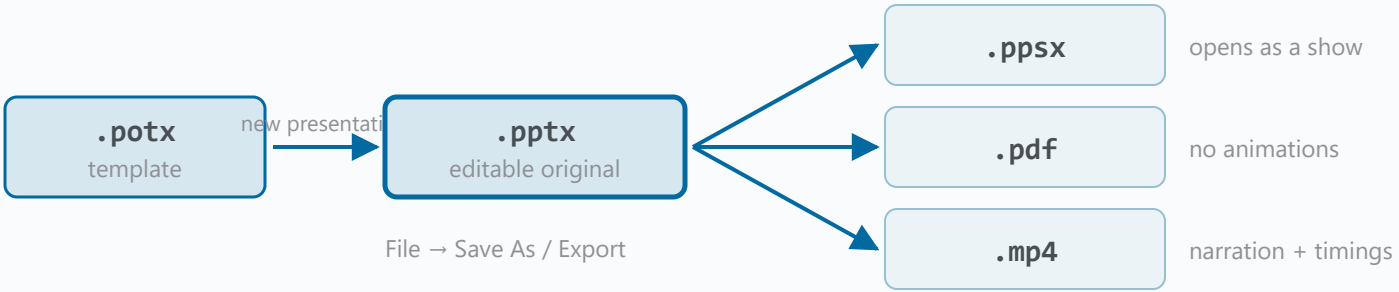
.ppsx
A file that opens straight into the slide show.

.potx
A template for new presentations.

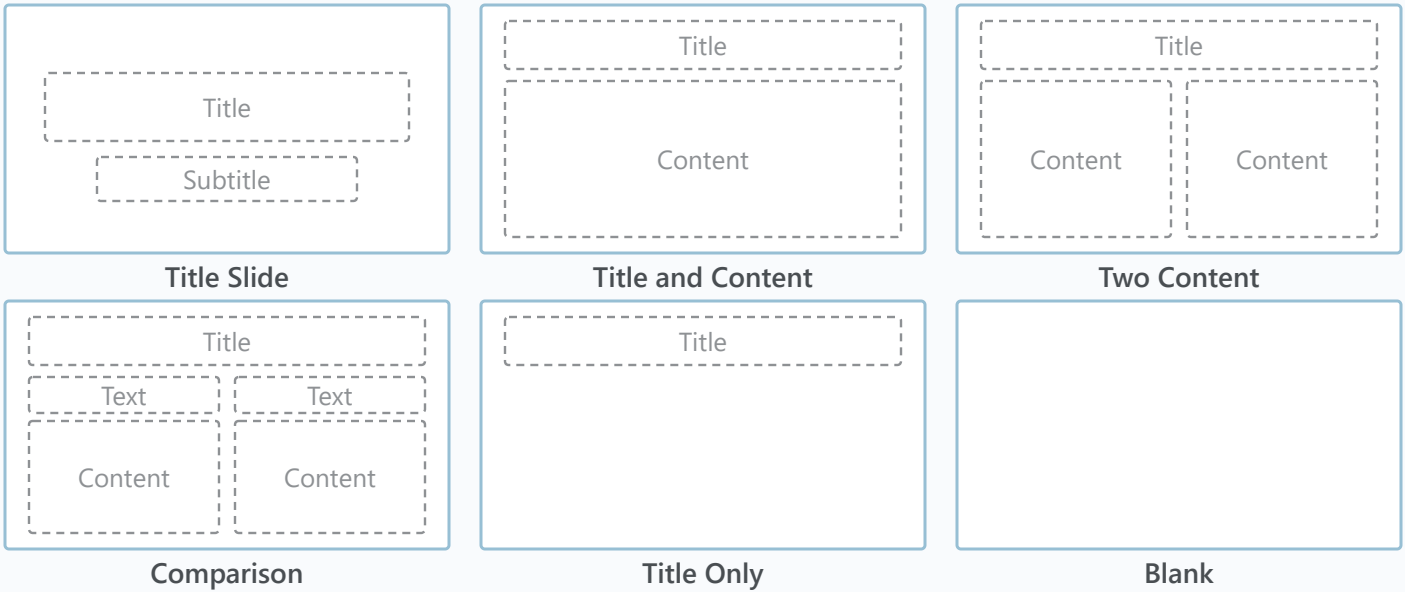
.pdf
Fixed-layout output for sharing or printing.

Video
Media exported with timings and narration.

Save / Save As
Update the current file or make a new copy.



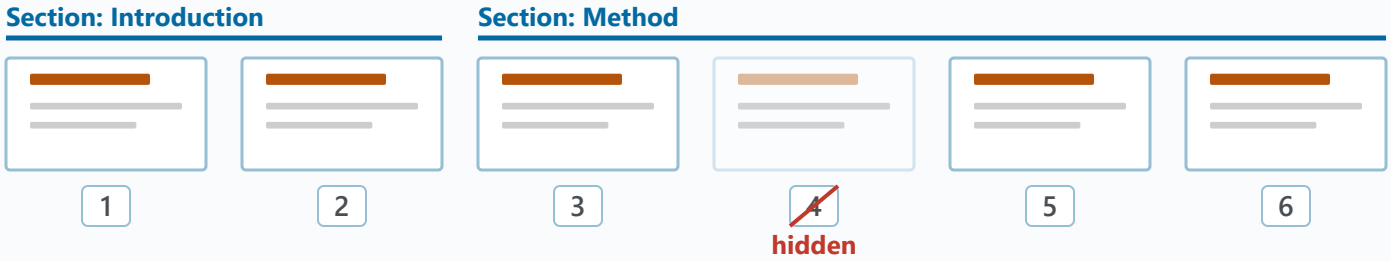
Slide Layouts



- A layout sets the type and position of the placeholders (dashed boxes); change it with Home → Layout.
- Picking a suitable layout, rather than adding boxes one by one to a blank slide, keeps things consistent.

MANAGING SLIDES

Adding and Arranging Slides



New slide

Added after the selected slide with a suitable layout.

`Ctrl+M`

Duplicate

Makes a copy for a similar structure or design.

Delete

Removes an unneeded slide.

Reordering

Drag thumbnails, or use Slide Sorter view.

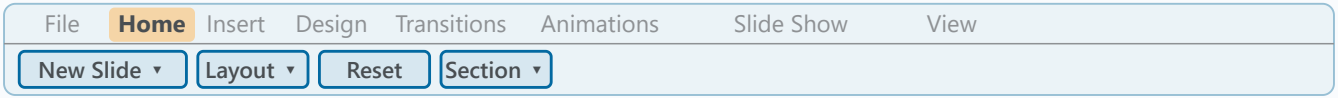
Section

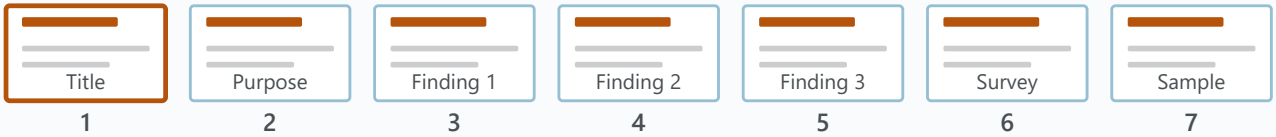
Splits long presentations into topic groups.

Hide

Keeps the slide in the file but out of the normal show.

Adding and Reordering Sections





In a seven-slide presentation, the method slides (Survey, Sample) have ended up after the findings by mistake. Sections group slides so you can move them a group at a time.

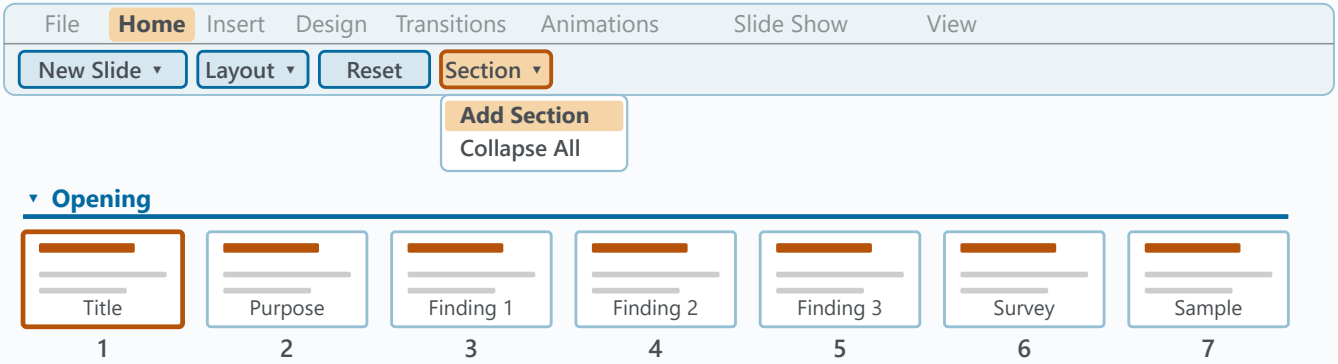
Step 1 / 6

```
▶ select Slide 1
2 Home → Section → Add Section: “Opening”
3 select Slide 3 → Add Section: “Findings”
4 select Slide 6 → Add Section: “Method”
5 right-click “Method” → Move Section Up
6 right-click a section name → Collapse All
```

VARIABLES

`sections = –` `selected = Slide 1`

Adding and Reordering Sections



Add Section starts a section at the selected slide and asks for a name in the **Rename Section** box. For now all seven slides are in “Opening”.

Step 2 / 6

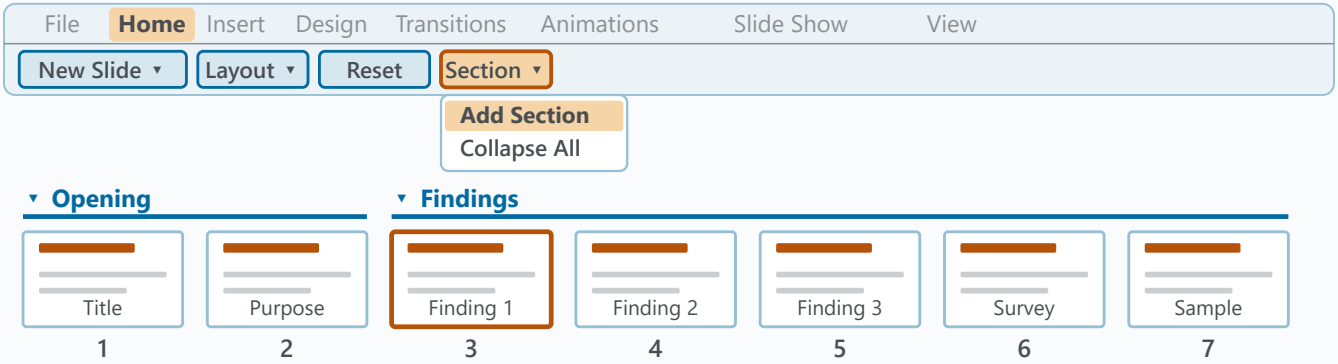
```
1 select Slide 1
▶ Home → Section → Add Section: “Opening”
3 select Slide 3 → Add Section: “Findings”
4 select Slide 6 → Add Section: “Method”
5 right-click “Method” → Move Section Up
6 right-click a section name → Collapse All
```

VARIABLES

`sections = Opening 1–7`

`selected = Slide 1`

Adding and Reordering Sections



The new section starts at the selected slide (3); the earlier ones stay in “Opening”.

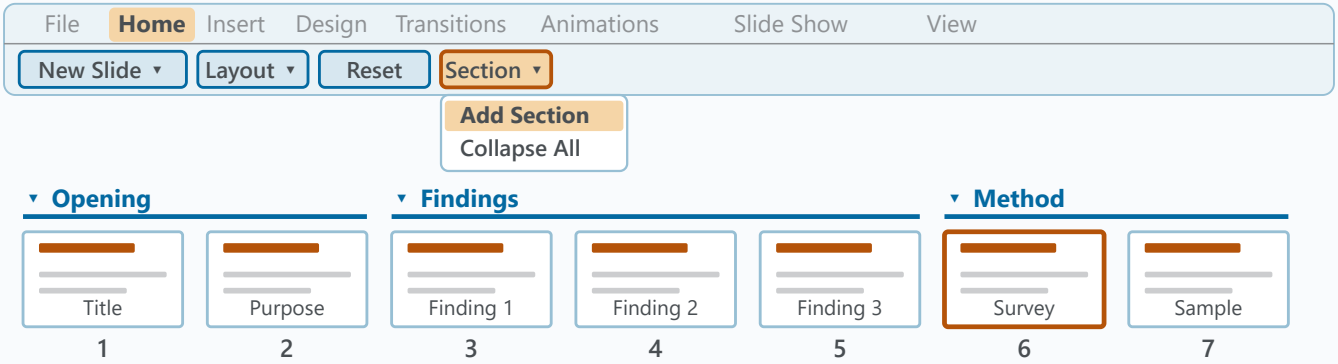

```
1 select Slide 1
2 Home → Section → Add Section: “Opening”
▶ select Slide 3 → Add Section: “Findings”
4 select Slide 6 → Add Section: “Method”
5 right-click “Method” → Move Section Up
6 right-click a section name → Collapse All
```

VARIABLES

`sections` = **Opening 1–2 · Findings 3–7**

`selected` = **Slide 3**

Adding and Reordering Sections



The third section starts at Slide 6. The Method section still comes after the findings.

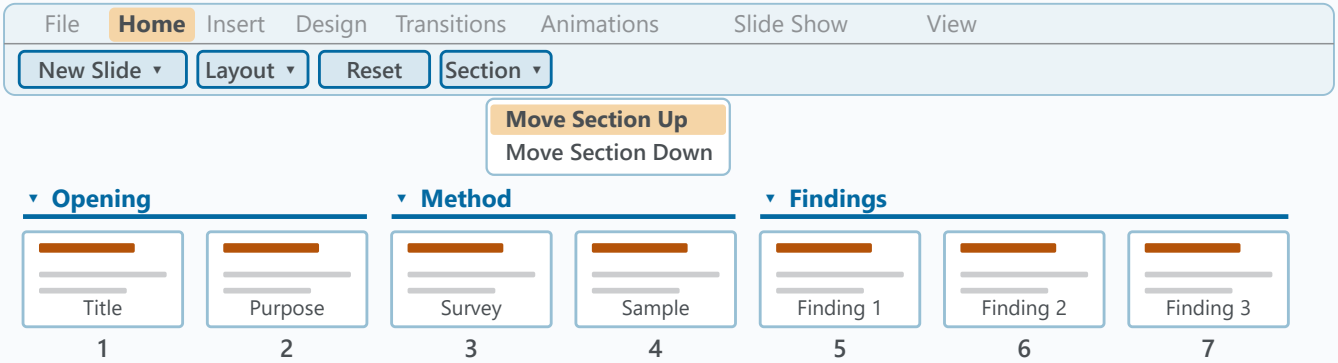

```
1 select Slide 1
2 Home → Section → Add Section: “Opening”
3 select Slide 3 → Add Section: “Findings”
▶ select Slide 6 → Add Section: “Method”
5 right-click “Method” → Move Section Up
6 right-click a section name → Collapse All
```

VARIABLES

`sections = Opening 1–2 · Findings 3–5 · Method 6–7`

`selected = Slide 6`

Adding and Reordering Sections



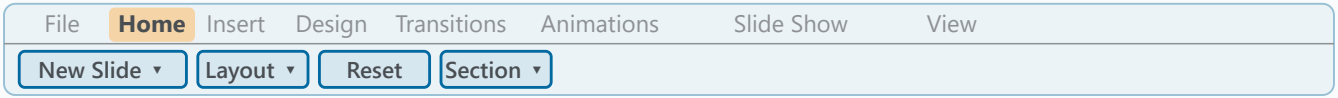
Move Section Up: the section moves up one place along with its two slides; the slides are renumbered (Survey is now 3).

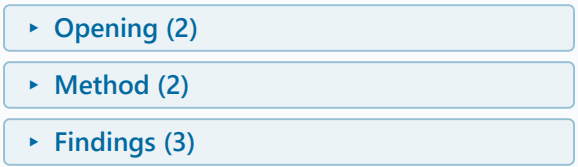

```
1 select Slide 1
2 Home → Section → Add Section: “Opening”
3 select Slide 3 → Add Section: “Findings”
4 select Slide 6 → Add Section: “Method”
▶ right-click “Method” → Move Section Up
6 right-click a section name → Collapse All
```

VARIABLES

```
section s = Opening 1–2 · Method 3–4 · Findings 5–7
selected = –
```

Adding and Reordering Sections





Collapsed sections show only the name and slide count.

Collapse All: navigating a long presentation gets easier. Sections don't appear in the show; they are only for editing and navigation.

Step 6 / 6

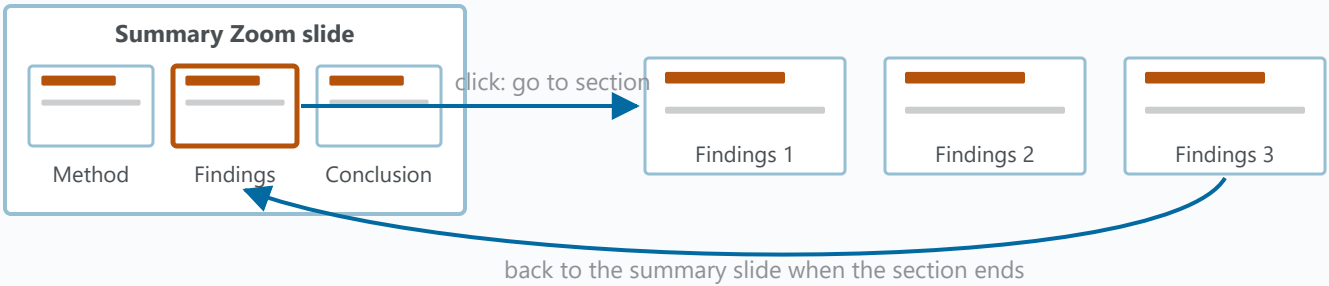
```
1 select Slide 1
2 Home → Section → Add Section: “Opening”
3 select Slide 3 → Add Section: “Findings”
4 select Slide 6 → Add Section: “Method”
5 right-click “Method” → Move Section Up
▶ right-click a section name → Collapse All
```

VARIABLES

`sections = Opening (2) · Method (2) · Findings (3)`

`selected = –`

Navigating with Zoom and Hyperlinks



Summary Zoom

Insert → Zoom. Builds a clickable contents slide with thumbnails of the chosen sections.

Section / Slide Zoom

Jumps to a single section or slide; in Q&A you can get to the relevant detail fast.

Hyperlinks and action buttons

Insert → Link, or Shapes → Action Buttons: go to another slide, a file or a web address.

The show no longer has to run in a straight line; the order can follow the audience's interest. Zoom exists in current versions; in a PDF export there is no zoom motion.

DESIGN

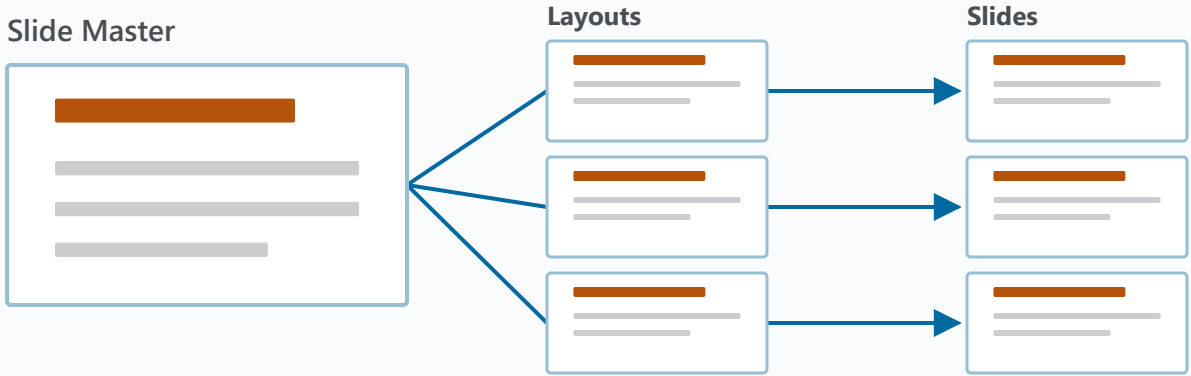
Themes and the Slide Master

Theme

Sets the colors, fonts, effects and backgrounds.

Slide Master

Manages the shared placement, logo, font and footer rules of the layouts.



View → **Slide Master**: the rules of the master at the top (font, color, position) pass to the layouts, and from the layouts to the slides.

DESIGN

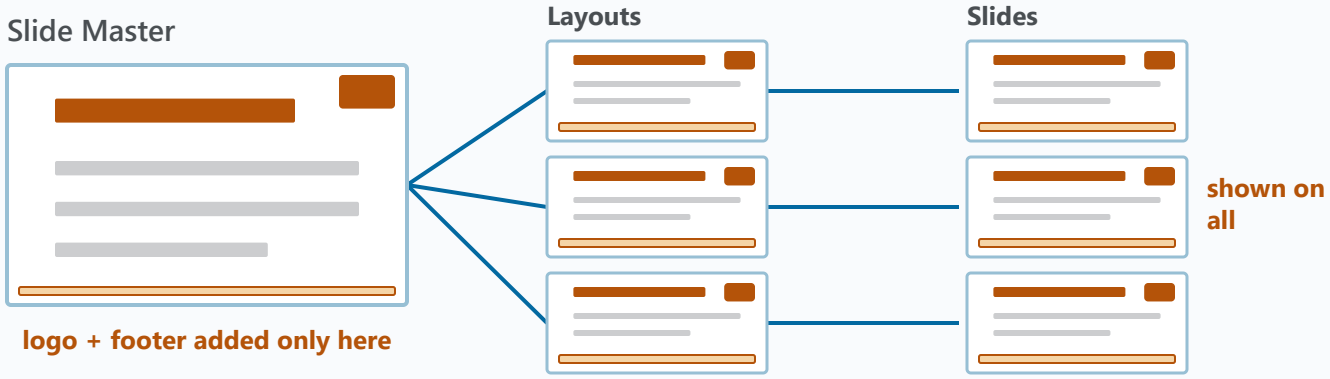
Themes and the Slide Master

Theme

Sets the colors, fonts, effects and backgrounds.

Slide Master

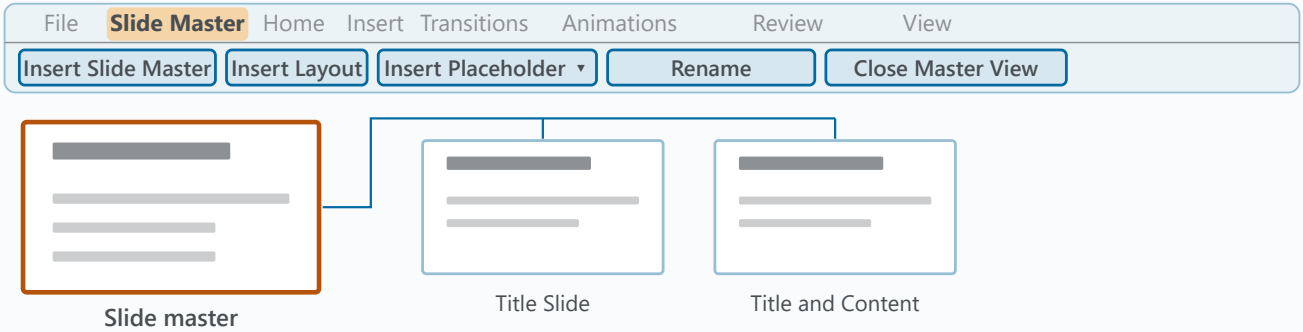
Manages the shared placement, logo, font and footer rules of the layouts.



The logo and footer were added only to the Slide Master, and they appear in the same place on every layout and slide. Safer and more consistent than fixing slides one by one.

DESIGN · STEP BY STEP

Changes in the Slide Master and Manual Formatting



The **Slide Master** tab opens. Every layout attached to the master at the top takes its rules. Slide 2's title was made red by hand earlier.

Step 1 / 7

```
▶ View → Slide Master
2 Slide master: title color → navy
3 Insert Layout → Insert Placeholder → Picture
4 Rename: “Title and Picture”
5 Close Master View
6 select Slide 2 → Home → Reset
7 New Slide → Title and Picture
```

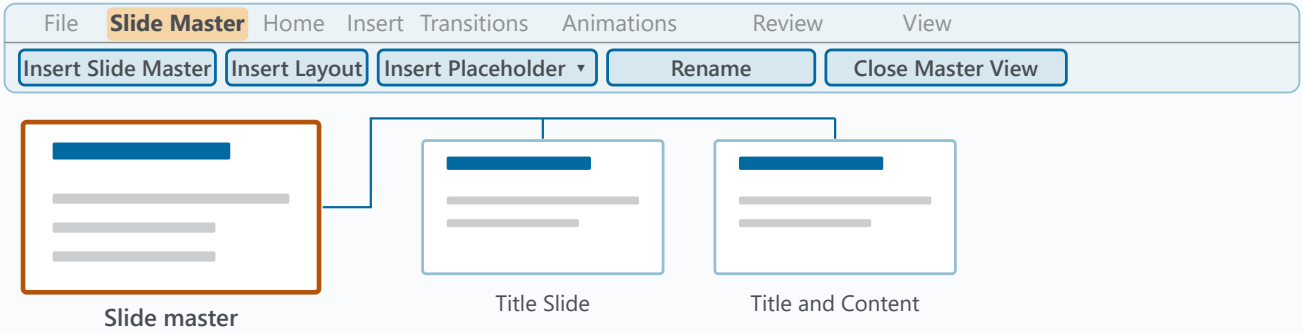
VARIABLES

`master title = default` `S1 = default`

`S2 = red (manual)` `S3 = default`

`layouts = 2`

Changes in the Slide Master and Manual Formatting



The master's title placeholder is made navy; the titles of all layouts turn navy too.


```
1 View → Slide Master
▶ Slide master: title color → navy
3 Insert Layout → Insert Placeholder → Picture
4 Rename: “Title and Picture”
5 Close Master View
6 select Slide 2 → Home → Reset
7 New Slide → Title and Picture
```

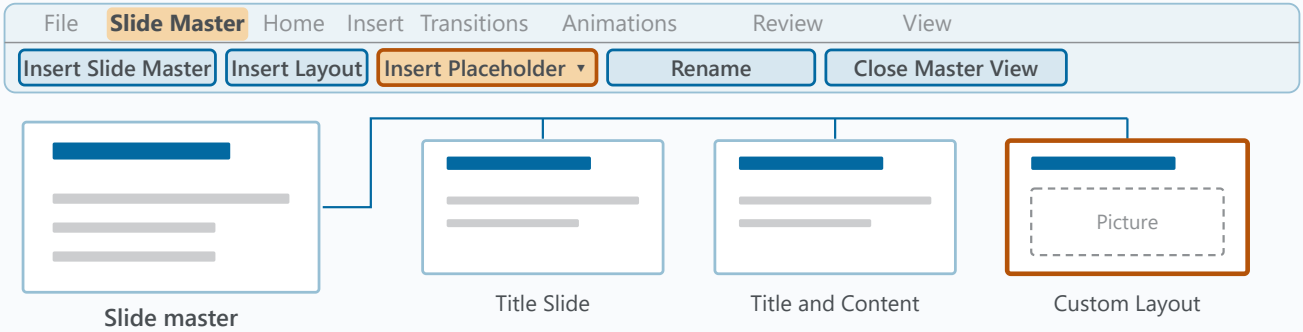
VARIABLES

`master title = navy` `S1 = navy`

`S2 = red (manual)` `S3 = navy`

`layouts = 2`

Changes in the Slide Master and Manual Formatting



Insert Layout opens a blank layout with a title; **Insert Placeholder → Picture** draws a picture area. The title color comes from the master.

Step 3 / 7

```
1 View → Slide Master
2 Slide master: title color → navy
▶ Insert Layout → Insert Placeholder → Picture
4 Rename: “Title and Picture”
5 Close Master View
6 select Slide 2 → Home → Reset
7 New Slide → Title and Picture
```

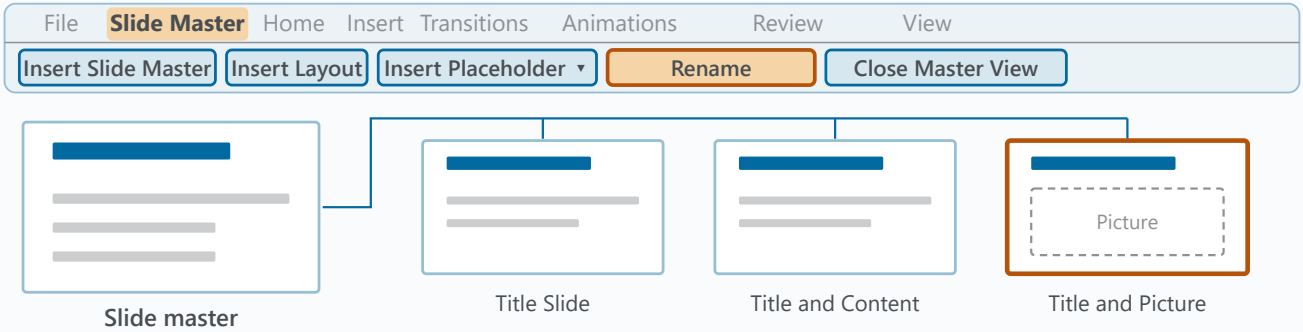
VARIABLES

`master title = navy` `S1 = navy`

`S2 = red (manual)` `S3 = navy`

`layouts = 3`

Changes in the Slide Master and Manual Formatting



Rename: the layout will appear under this name in the layout list on the Home tab.


```
1 View → Slide Master
2 Slide master: title color → navy
3 Insert Layout → Insert Placeholder → Picture
▶ Rename: “Title and Picture”
5 Close Master View
6 select Slide 2 → Home → Reset
7 New Slide → Title and Picture
```

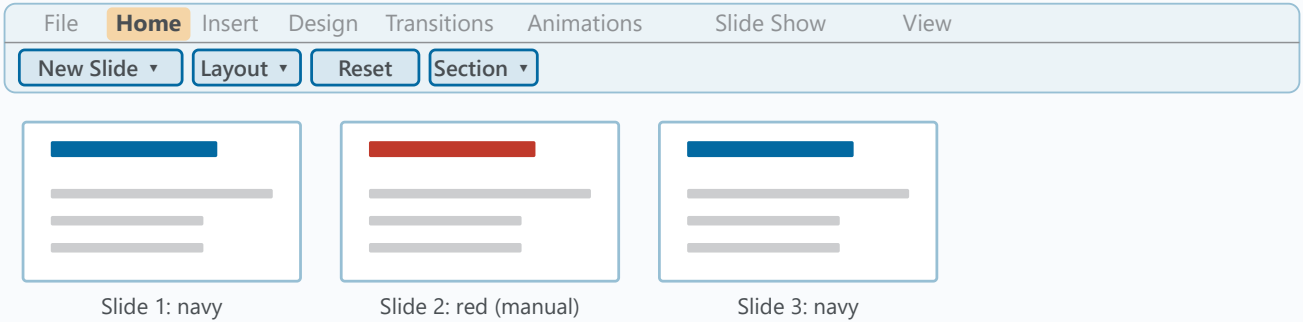
VARIABLES

`master title = navy` `S1 = navy`

`S2 = red (manual)` `S3 = navy`

`layouts = 3`

Changes in the Slide Master and Manual Formatting



Close Master View. Slides 1 and 3 are navy; the red set by hand on Slide 2 is **kept**: manual formatting on a slide wins over the master.

Step 5 / 7

```
1 View → Slide Master
2 Slide master: title color → navy
3 Insert Layout → Insert Placeholder → Picture
4 Rename: “Title and Picture”
▶ Close Master View
6 select Slide 2 → Home → Reset
7 New Slide → Title and Picture
```

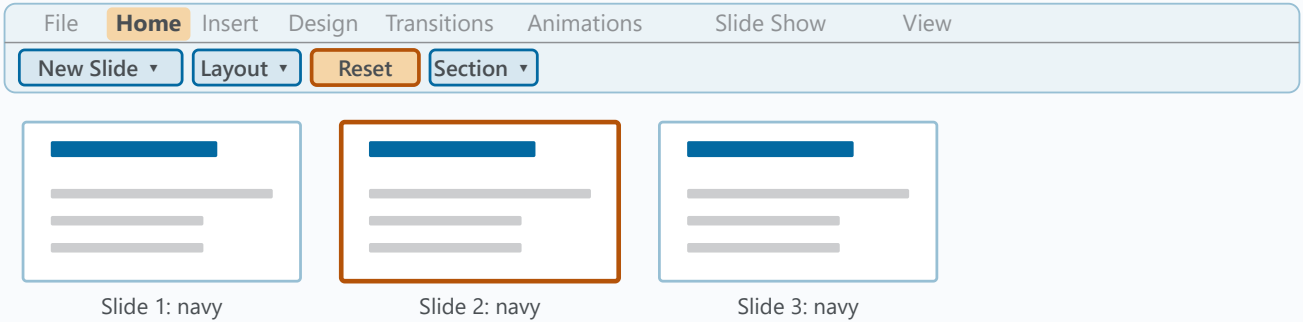
VARIABLES

`master title = navy` `S1 = navy`

`S2 = red (manual)` `S3 = navy`

`layouts = 3`

Changes in the Slide Master and Manual Formatting



Reset: placeholders return to the layout's position, size and formatting; the manual red is cleared and the title turns navy.

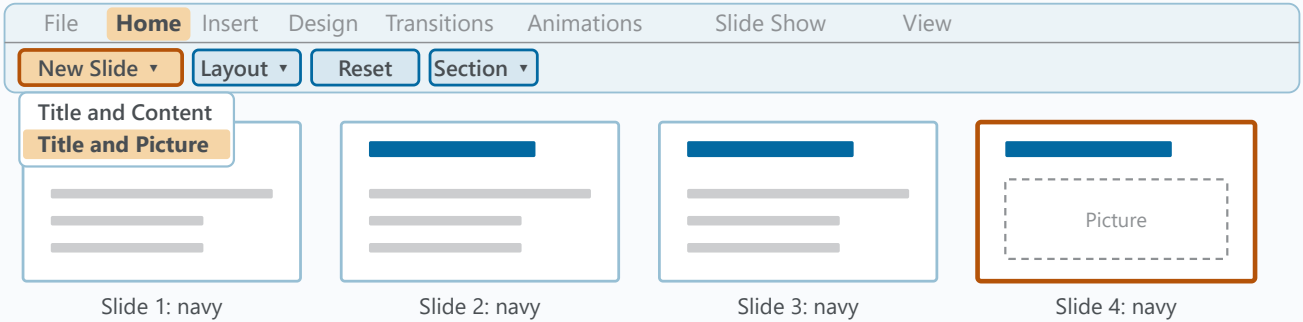
Step 6 / 7

```
1 View → Slide Master
2 Slide master: title color → navy
3 Insert Layout → Insert Placeholder → Picture
4 Rename: “Title and Picture”
5 Close Master View
▶ select Slide 2 → Home → Reset
7 New Slide → Title and Picture
```

VARIABLES

`master title = navy` `S1 = navy` `S2 = navy` `S3 = navy` `layouts = 3`

Changes in the Slide Master and Manual Formatting



The new layout shows up in the **New Slide** and **Layout** lists: Slide 4 arrives with a title and picture area and a navy title.

Step 7 / 7

```
1 View → Slide Master
2 Slide master: title color → navy
3 Insert Layout → Insert Placeholder → Picture
4 Rename: “Title and Picture”
5 Close Master View
6 select Slide 2 → Home → Reset
▶ New Slide → Title and Picture
```

VARIABLES

`master title = navy` `S1 = navy` `S2 = navy` `S3 = navy` `layouts = 3` `S4 = navy`

DESIGN

Copying Formats and Changing Them in Bulk

Tool	Where	What it does
Format Painter	Home	Copies the font, color and border formatting of the selected object to another; double-click it to apply to several objects.
Animation Painter	Animations	Copies one object's animation effect and timing to another.
Apply To All	Transitions	Gives the selected transition and its duration to every slide.
Reset	Home	Returns placeholders to the layout's position, size and formatting.
Replace Fonts	Home → Replace	Replaces a font used in the presentation with another font everywhere.

Manual formatting lives separately on each object and must be fixed one by one when things change; change the theme and Slide Master once and it shows everywhere.

DESIGN

Visual Hierarchy

Before

Enrollment results

In 2023, 1,200 students enrolled.

In 2024, 1,656 students enrolled.

That is an increase of about 38%.

New programs and scholarships helped.

Source: Student Affairs, 2024.



Before: the title, the key finding and the source share the same size and weight. The audience has to hunt for the most important fact (the growth rate).

Step 1 / 2

Title

States the topic or key result directly.

Size and color

Show order of importance; not decoration.

Space and alignment

Group elements and guide the eye.

DESIGN

Visual Hierarchy

After

Enrollment up 38%

38%

1,200 → 1,656 students

new programs and scholarships

Source: Student Affairs, 2024

After: the title states the result, the key number (38%) is the biggest element, the detail is small and the source faint. The eye goes to the most important thing first.

Step 2 / 2

Title

States the topic or key result directly.

Size and color

Show order of importance; not decoration.

Space and alignment

Group elements and guide the eye.

DESIGN

Text on Slides

Short phrases

Show the key point, not the whole talk.

Readable size

Think of the viewer at the back of the room.

Parallel wording

Use similar grammar in titles and lists.

Contrast

Text stands out clearly from the background.

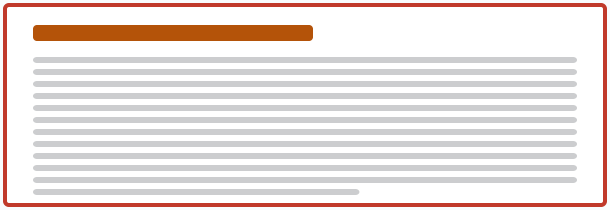
Line length

Kept to what the eye can follow.

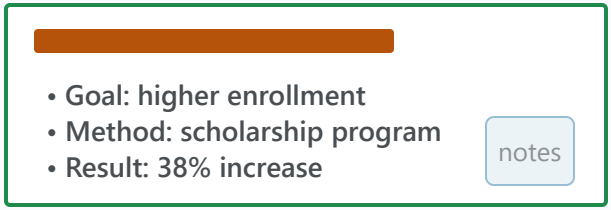
Speaker notes

Detail that doesn't fit on the slide moves to the notes.

✗ Wall of text



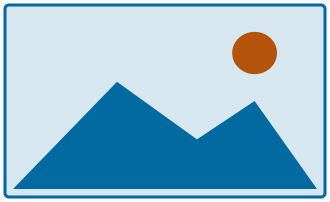
✓ Short phrases + speaker notes



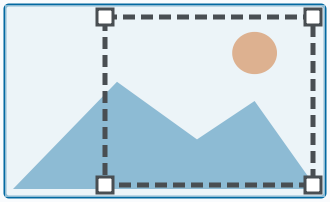
A slide is not a document page: the audience can't read a long text and follow the talk at the same time.

VISUALS

Pictures and Visuals



Original



Crop: ratio kept



✗ Stretch: ratio distorted

Purpose

A visual should explain or prove the point.

Resolution

Use a source that looks sharp on the presentation screen.

Cropping

Brings out the important area; never distort the ratio.

Alt text

Makes the purpose of a visual accessible.

Source

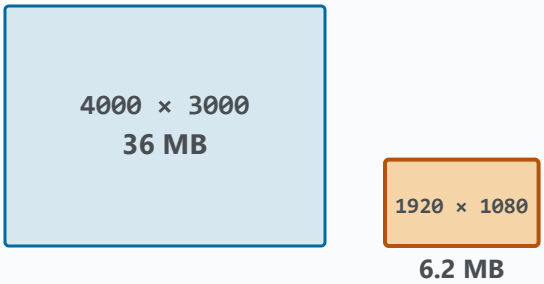
Check license and attribution requirements.

Consistency

Use similar visuals with a shared ratio and placement.

VISUALS · EXAMPLE

Picture Size and Compression



Example: a 4000 × 3000-pixel photo will be shown full screen on a 16:9 slide; the screen is 1920 × 1080 pixels.

Uncompressed (3 bytes per pixel):
4000 × 3000 × 3 = **36 MB** · 1920 × 1080 × 3 ≈ **6.2 MB**

The extra pixels never show on screen; they only make the file about **5.8 times** larger.

Compress Pictures

On the Picture Format tab; choose a resolution for the target (e.g. 150 ppi for web).

Cropped areas

The part hidden by Crop stays in the file; unless it is deleted when compressing, the size doesn't shrink.

Remove Background

Makes the picture's background transparent so the object sits on the slide color.

VISUALS

Shapes, Icons and SmartArt

- Plan
- Prepare
- Rehearse
- Present

Sequential steps as a plain bulleted list: the order doesn't show.

Step 1 / 2

Shapes
For simple emphasis, processes and relationships.

Icons
To represent a familiar idea in a small space.

SmartArt
To visualize a list or process with a ready-made layout.

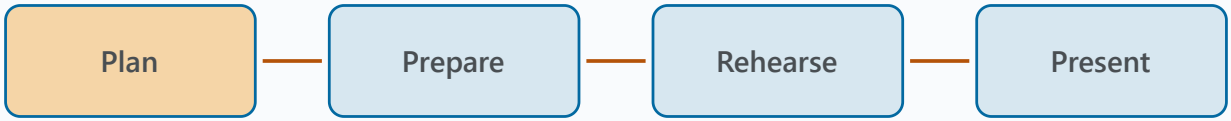
Text box
To place limited text outside a placeholder.

Connectors
Lines that keep shapes linked.

Formatting
Keep color, weight and style consistent across the presentation.

VISUALS

Shapes, Icons and SmartArt



Home → **Convert to SmartArt** → Basic Process: the same text becomes boxes joined by arrows; the order is clear at a glance.

Step 2 / 2

Shapes
For simple emphasis, processes and relationships.

Icons
To represent a familiar idea in a small space.

SmartArt
To visualize a list or process with a ready-made layout.

Text box
To place limited text outside a placeholder.

Connectors
Lines that keep shapes linked.

Formatting
Keep color, weight and style consistent across the presentation.

VISUALS

Tables

✗ **Dense: 6 columns, tiny numbers**

S1	S2	S3	S4	S5	S6
47	10	63	26	79	42
84	47	10	63	26	79
31	84	47	10	63	26
68	31	84	47	10	63
15	68	31	84	47	10

✓ **Simple: only what the message needs**

Year	Enrolled
2023	1,200
2024	1,656

Header row

Explains what the columns mean.

Few columns

Show only the fields needed for the comparison.

Emphasis

Highlight key cells with restrained color or bold.

Alignment

Text left, numbers aligned for easy comparison.

Source

Give the source and date of the data when needed.

Alternative

Consider a chart or a few key numbers instead of a dense table.

VISUALS

Charts

Message	Chart	Example
Compare categories	Bar / column	
Change over time	Line chart	
Part-to-whole	A pie chart with few categories, or a 100% bar	
Relationship between two variables	Scatter chart	

- The chart title should state the main result clearly.
- Axes and units must be visible.
- Needless 3-D effects make comparison harder.

VISUALS

Excel Charts: Embedded or Linked?

Type	How it's made	Where is the data?	When the Excel file changes
Embedded chart	Insert → Chart, or the embed-workbook option when pasting	Inside the presentation file	The chart doesn't change; edit the data inside the presentation with Edit Data
Linked chart	The link-data option when pasting	In the source Excel file	The chart can be updated; if the file is moved or deleted, the link breaks
Picture	The picture option when pasting	No data, just an image	Never changes; the chart can no longer be edited

Presenting on another computer

An embedded chart travels with the file; no risk of a broken link.

A report updated monthly

A linked chart brings the new figures from Excel into the presentation without copying them one by one.

DESIGN

Alignment and Arrangement

Align
Lines up the edges or centers of objects.

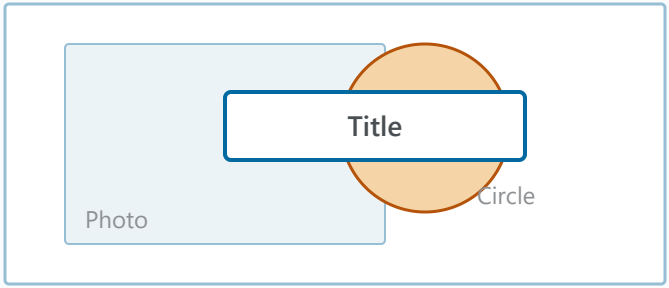
Distribute
Equalizes the space between objects.

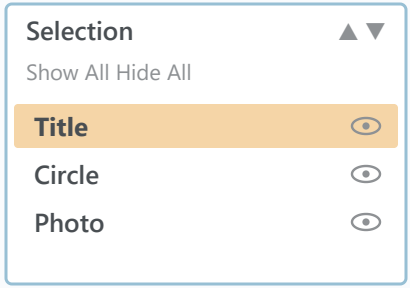
Guides
Give consistent placement lines across slides.

Group
Moves and resizes several objects together.

Bring forward / send backward
Changes the stacking order of overlapping objects.

Selection Pane
Manages objects by name, visibility and layer order.





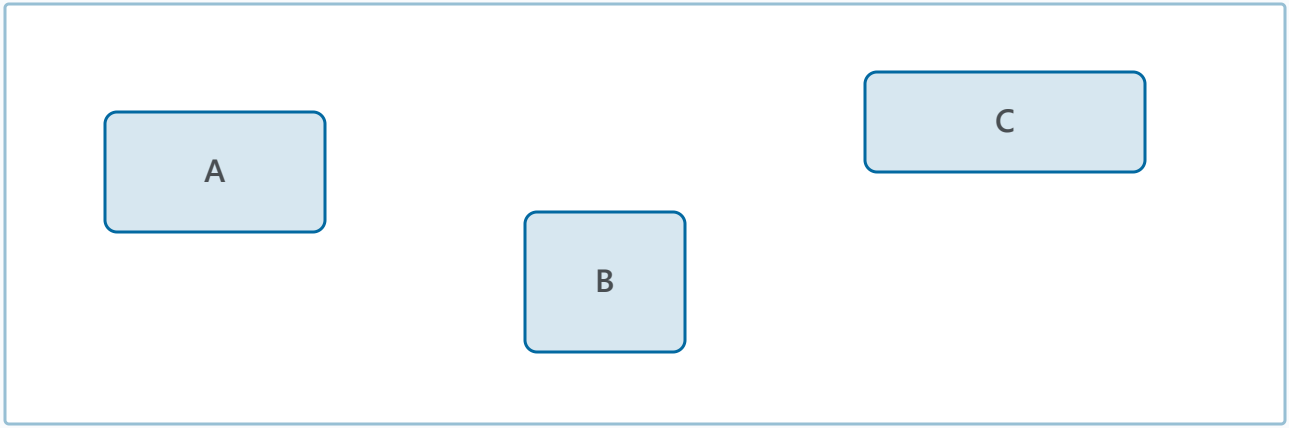
Top of the list = front of the slide

Bring Forward / Send Backward change the order

eye: hide / show

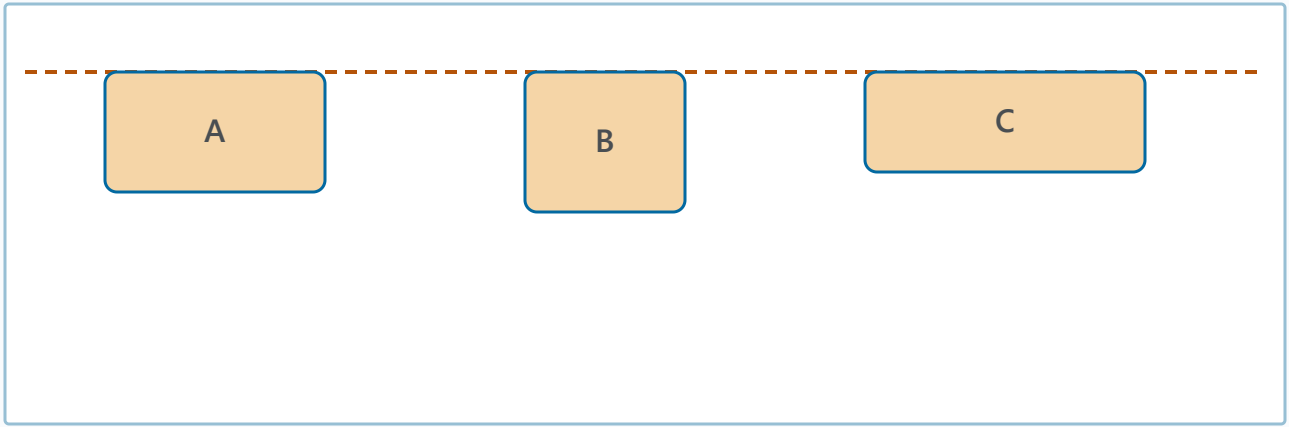
DESIGN

Align and Distribute Step by Step



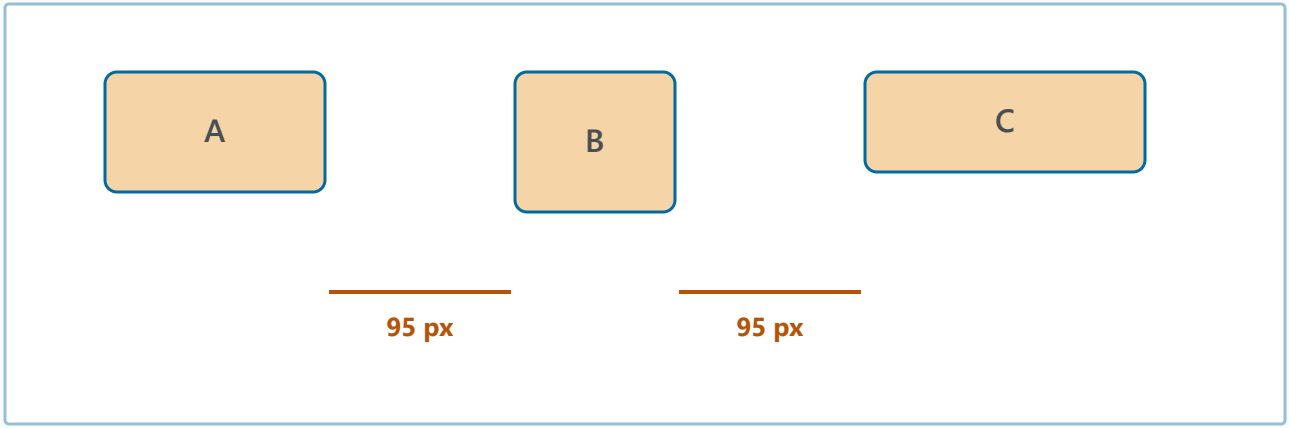
Three shapes placed by eye: top edges and gaps differ. The slide looks messy.

Align and Distribute Step by Step



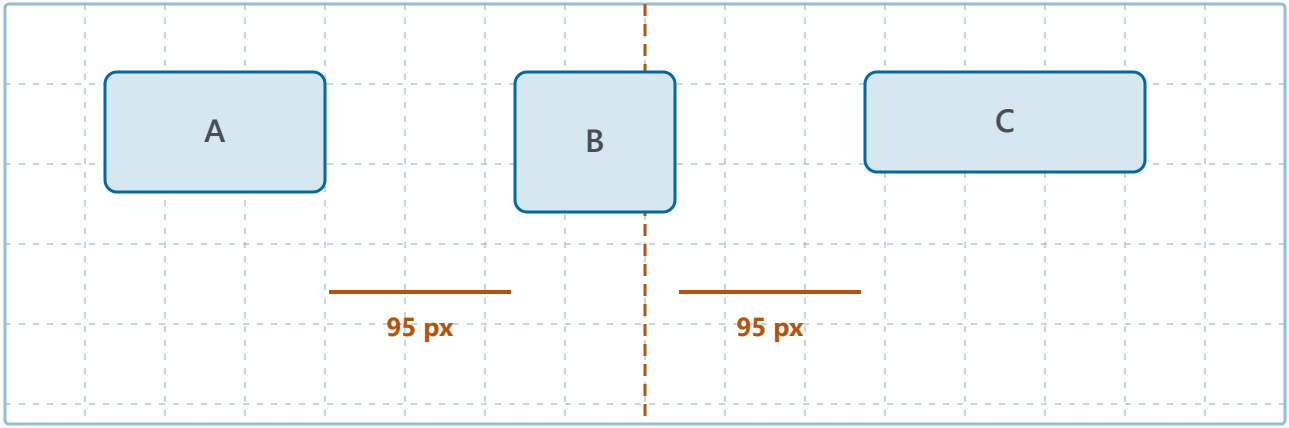
Select all, then Shape Format → Align → **Align Top**: the top edges line up with the highest shape (y = 40).

Align and Distribute Step by Step



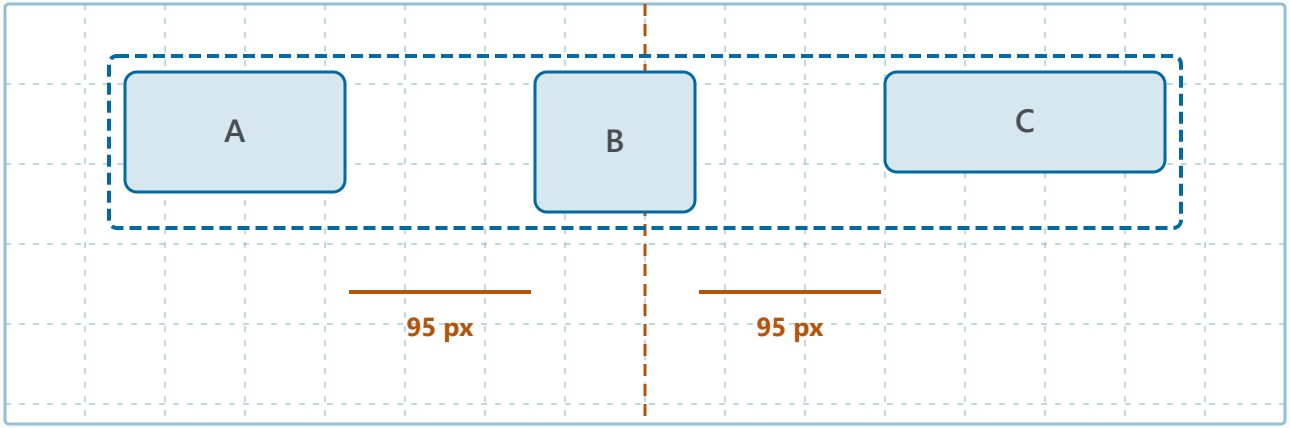
Align → **Distribute Horizontally**: the leftmost and rightmost stay put, and the gaps between become equal (95 px).

Align and Distribute Step by Step



View → **Guides / Gridlines**: shared lines help keep the same placement across slides; the dashed line in the middle is the slide center.

Align and Distribute Step by Step

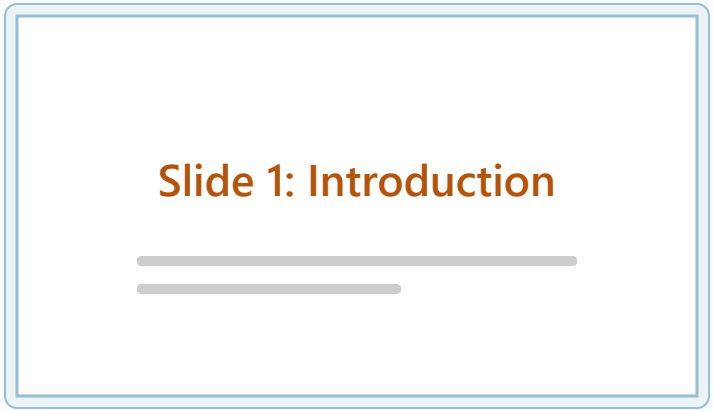


All are **Group**ed and moved to the slide center with Align Center (shifted +10 px): they now move as one object and the gaps stay intact.

MOTION

Transitions vs Animations

Start



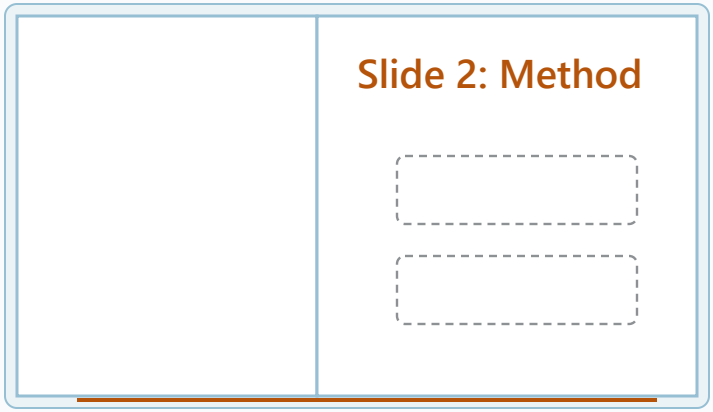
The show has started: Slide 1 is on screen.

Use motion to direct attention or explain a process; overusing it just for decoration weakens the talk.

MOTION

Transitions vs Animations

Click



TRANSITION

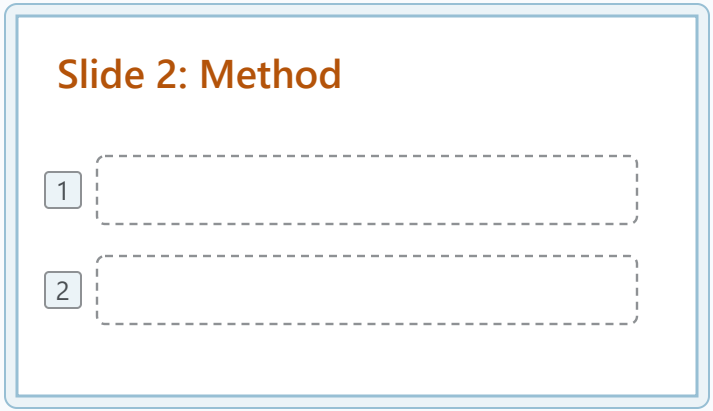
slide → slide (Push)

Click → a **transition** effect (Push): Slide 2 comes in from the right and pushes Slide 1 off the screen. A transition applies to the whole slide.

Use motion to direct attention or explain a process; overusing it just for decoration weakens the talk.

MOTION

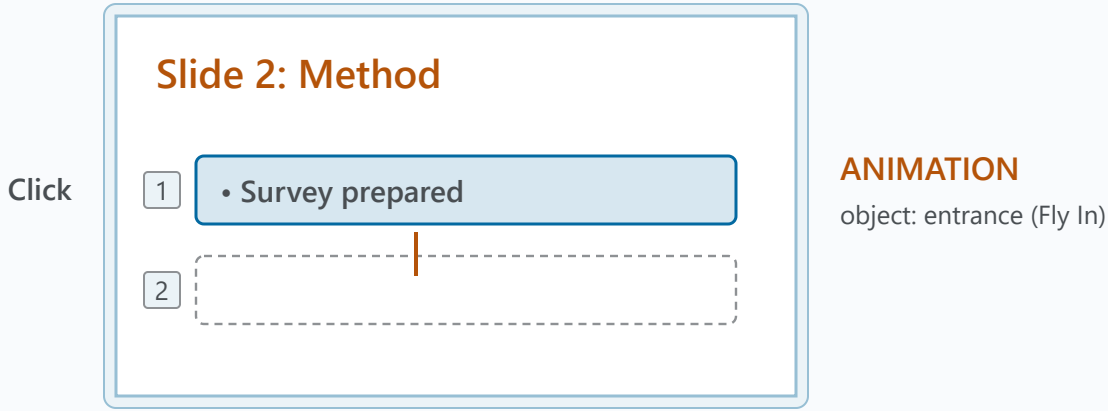
Transitions vs Animations



Slide 2 is on screen; the bullets are animated and not visible yet. The small numbers show the animation order (in editing only).

Use motion to direct attention or explain a process; overusing it just for decoration weakens the talk.

Transitions vs Animations

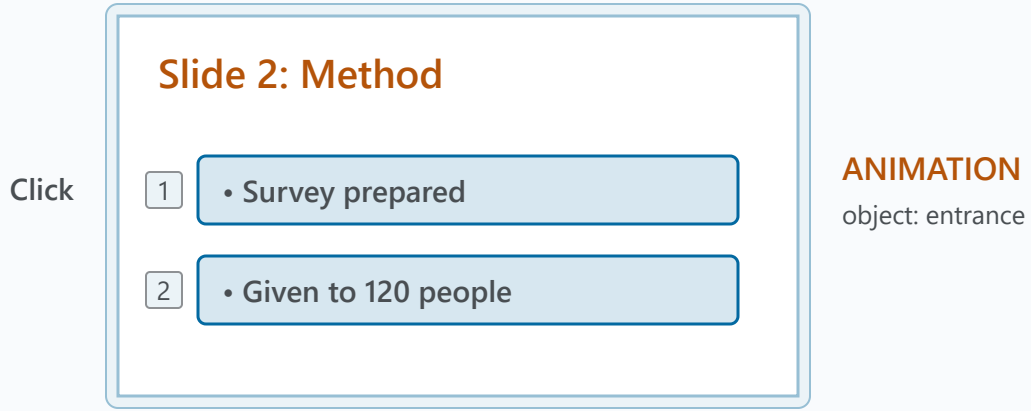


Click → bullet 1 appears with an **entrance animation**. The slide didn't change; only one object on it moved.

Use motion to direct attention or explain a process; overusing it just for decoration weakens the talk.

MOTION

Transitions vs Animations

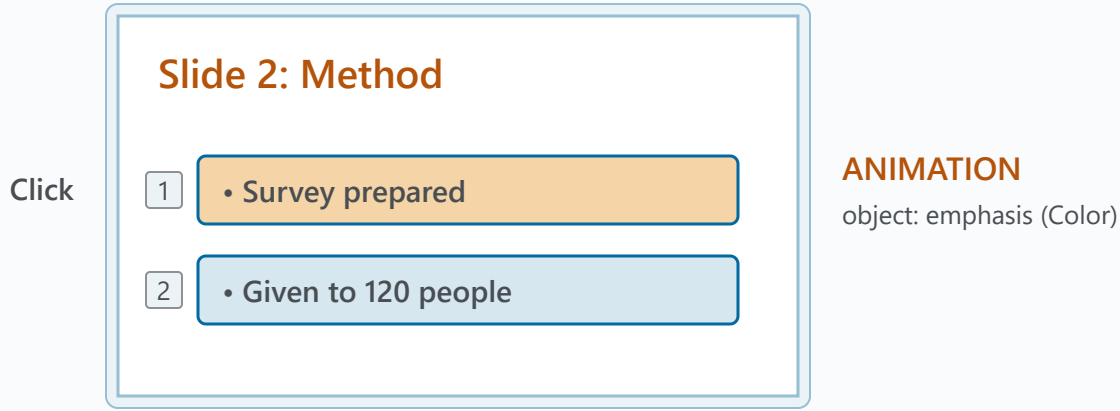


Click → bullet 2 arrives. The talk moves step by step; the audience isn't reading a bullet you haven't reached yet.

Use motion to direct attention or explain a process; overusing it just for decoration weakens the talk.

MOTION

Transitions vs Animations

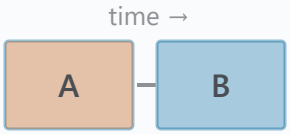


Click → an **emphasis** animation on bullet 1: attention is drawn to an object already on screen.

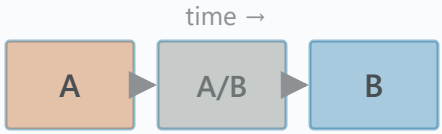
Use motion to direct attention or explain a process; overusing it just for decoration weakens the talk.

MOTION

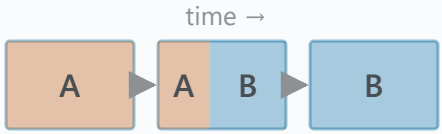
Transitions



Cut



Fade



Push

Effect

Sets how the slide arrives on screen.

Time

Sets how long the transition lasts.

Effect Options

Changes the direction or variation.

Apply To All

Gives the chosen transition to every slide.

Advance

Moves to the next slide on click or after a set time.

Consistency

Use only a few transition types in one presentation.

MOTION

Designer, Morph and Copilot

Designer

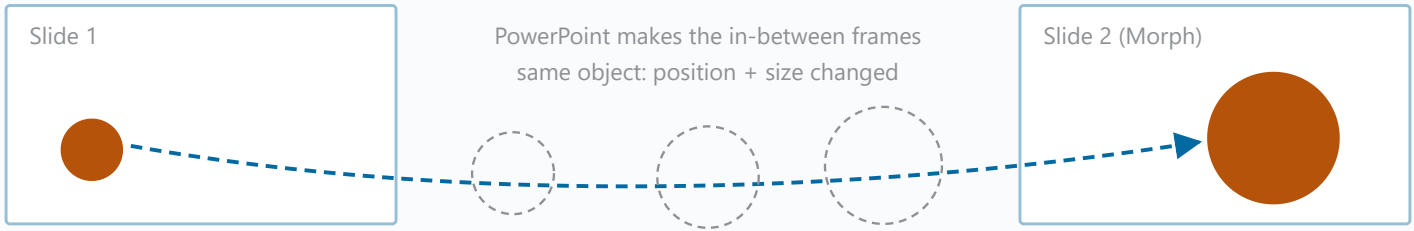
Design tab → Designer. Suggests layouts based on the slide content; suggestions may need an internet connection and a Microsoft 365 subscription.

Morph

Transitions tab → Morph. When the same object has a different position, size or color on two slides, it generates the motion in between automatically.

Copilot

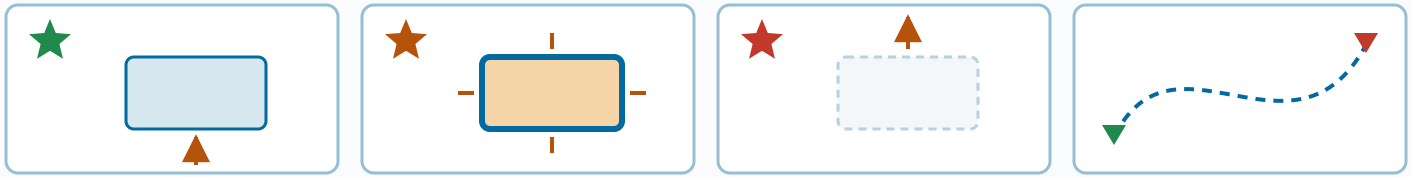
Offers AI help such as drafting and summarizing. With a personal Microsoft 365 subscription it runs on monthly AI credits; work accounts need a separate Copilot license.



Whether these features exist, and what they are called, depends on the PowerPoint version, license and update level; tab and button names may differ in your version.

MOTION

Kinds of Animation



Entrance Emphasis Exit Motion Path

Entrance

Makes an object appear on the slide.

Emphasis

Draws attention to an object already showing.

Exit

Removes an object from the slide.

Motion Path

Moves an object along a set route.

Trigger

Starts an animation when a specific object is clicked.

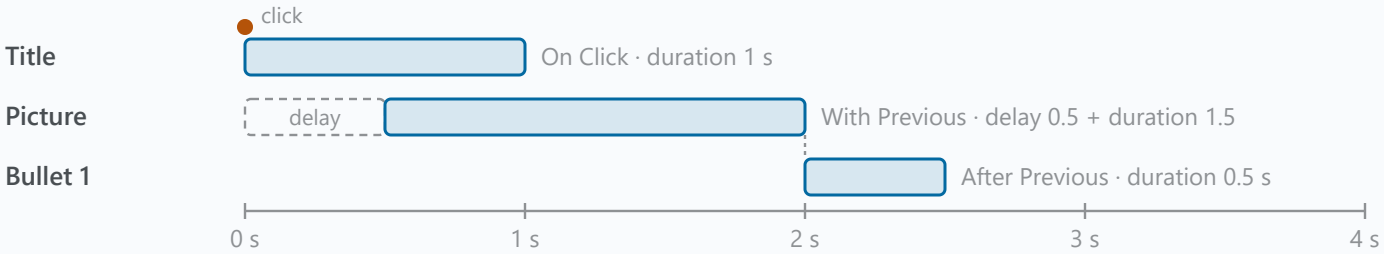
Animation Pane

Manages order, start, duration and delay.

MOTION

Animation Timing

Start	Behavior
On Click	Starts when the presenter advances
With Previous	Starts at the same time as the previous effect
After Previous	Starts automatically when the previous effect ends



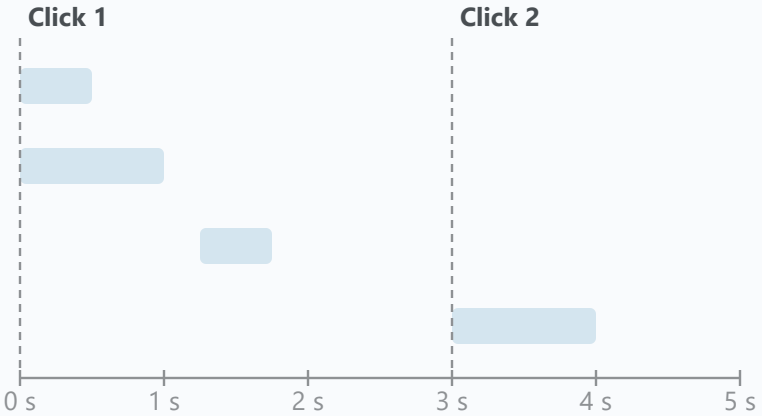
- Duration sets the speed of an effect; delay sets the wait before it starts.
- Rehearse animations in Slide Show view.
- For accessibility, avoid fast flashing and needless motion.

MOTION

The Animation Timeline

Animation Pane

1	★	Title	On Click
	★	Picture	With Previous
	★	Bullet 1	After Previous +0.25 s
2	★	Chart	On Click

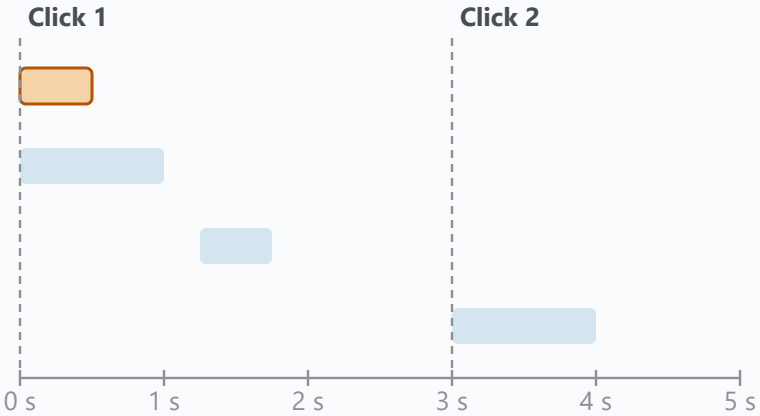


Animation Pane: four effects and their start types. The number shows which **click** starts each effect.

The Animation Timeline

Animation Pane

1	★	Title	On Click
	★	Picture	With Previous
	★	Bullet 1	After Previous +0.25 s
2	★	Chart	On Click

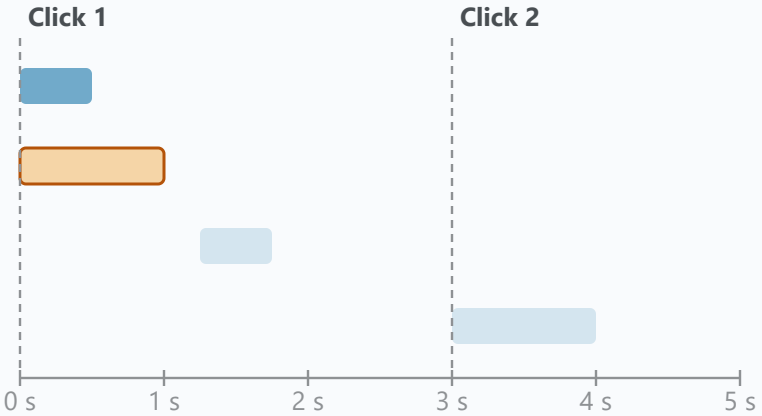


Click 1: “Title” starts **On Click**: 0–0.5 s.

The Animation Timeline

Animation Pane

1	★	Title	On Click
	★	Picture	With Previous
	★	Bullet 1	After Previous +0.25 s
2	★	Chart	On Click



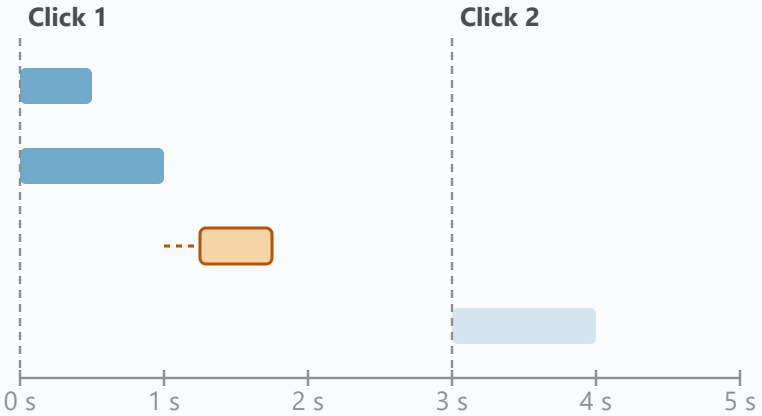
"Picture" is **With Previous**: it starts together with the title (0–1 s); no extra click needed.

MOTION

The Animation Timeline

Animation Pane

1	★	Title	On Click
	★	Picture	With Previous
	★	Bullet 1	After Previous +0.25 s
2	★	Chart	On Click

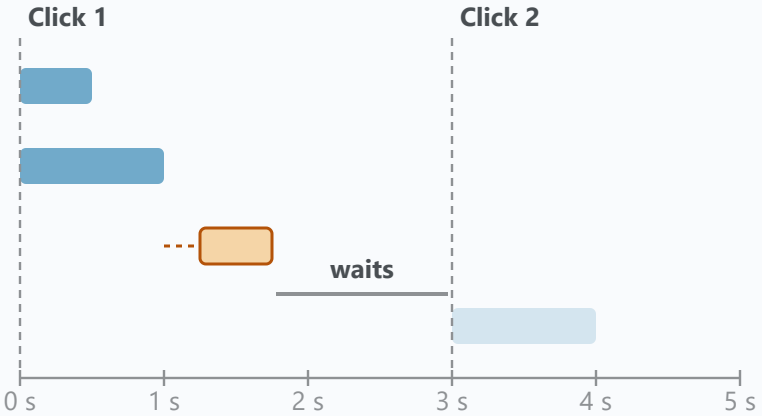


"Bullet 1" is **After Previous** with a 0.25 s delay: once the previous effect (Picture) ends at 1 s it waits, then starts at 1.25 s.

The Animation Timeline

Animation Pane

1	★	Title	On Click
	★	Picture	With Previous
	★	Bullet 1	After Previous +0.25 s
2	★	Chart	On Click

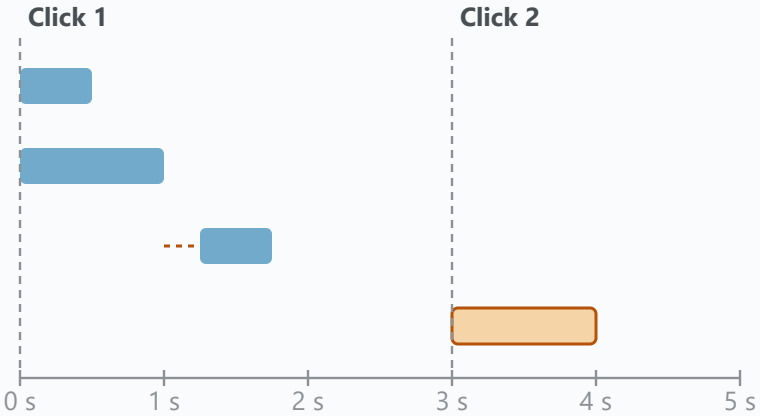


The automatic chain is over. The next effect starts on click, so PowerPoint **waits** for the presenter.

The Animation Timeline

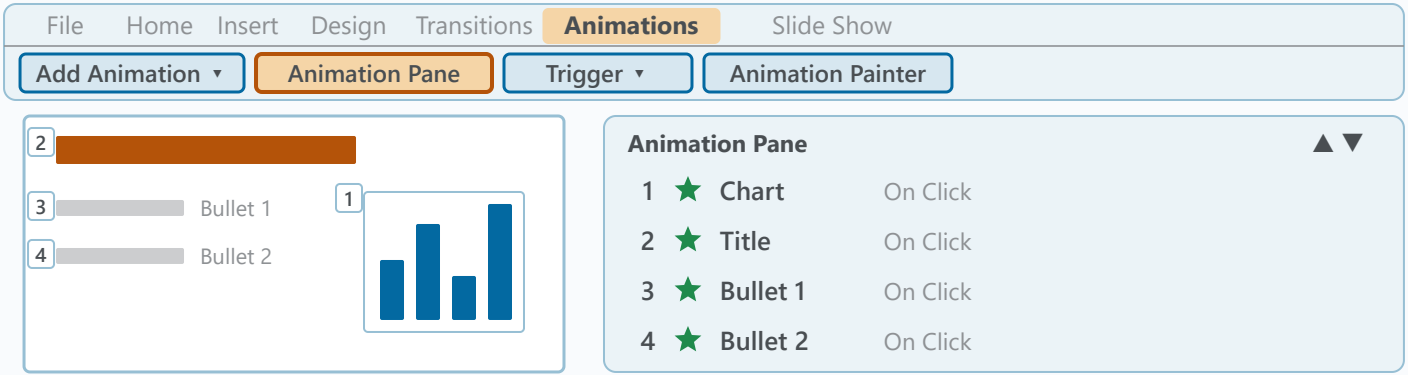
Animation Pane

1	★	Title	On Click
	★	Picture	With Previous
	★	Bullet 1	After Previous +0.25 s
2	★	Chart	On Click



Click 2 (the presenter clicks at 3 s): “Chart” starts, 3–4 s. Duration sets the speed of an effect; delay sets the wait before it starts.

Rearranging the Animation Order



Effects are listed in the order they were added: the chart went in first by mistake. The small numbers on the slide are the click order in the pane.

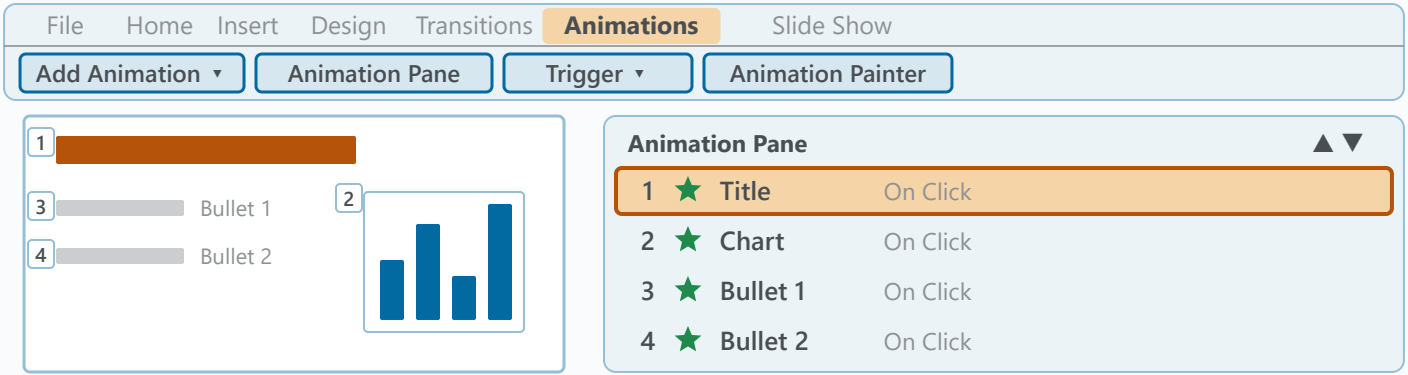
Step 1 / 5

```
▶ Animations → Animation Pane
2 select “Title” → ▲ (up one)
3 select “Chart” → ▼ ▼ (to the end)
4 “Bullet 2”: Start → After Previous
5 try it in Slide Show
```

VARIABLES

```
order = Chart, Title, Bullet 1, Bullet 2
clicks = 4
```

Rearranging the Animation Order



The selected effect is moved up one place with the ▲ button in the pane (or by dragging); the numbers are reassigned.

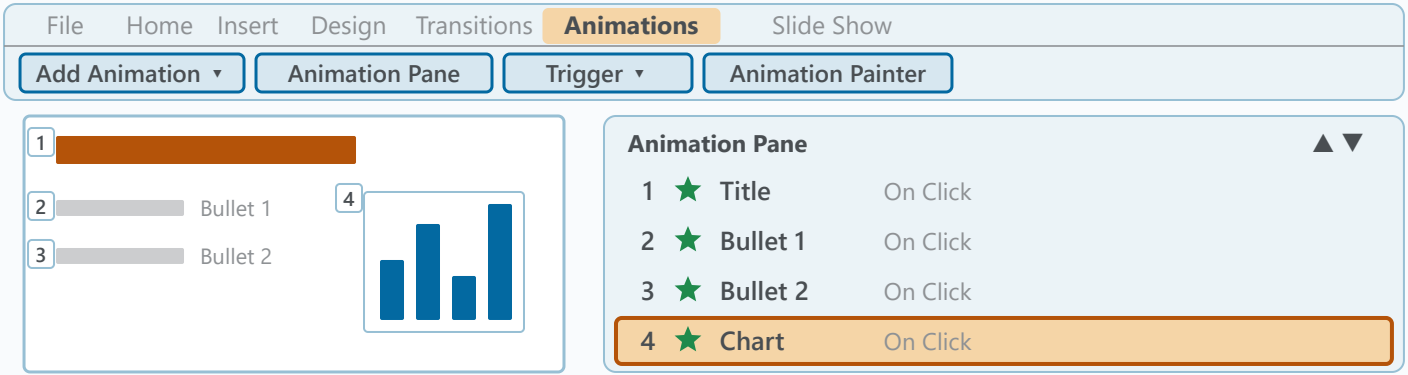
Step 2 / 5

```
1 Animations → Animation Pane
▶ select “Title” → ▲ (up one)
3 select “Chart” → ▼ ▼ (to the end)
4 “Bullet 2”: Start → After Previous
5 try it in Slide Show
```

VARIABLES

```
order = Title, Chart, Bullet 1, Bullet 2
clicks = 4
```

Rearranging the Animation Order



▼ twice: the chart drops to the end of the talk. The order now matches the talk.

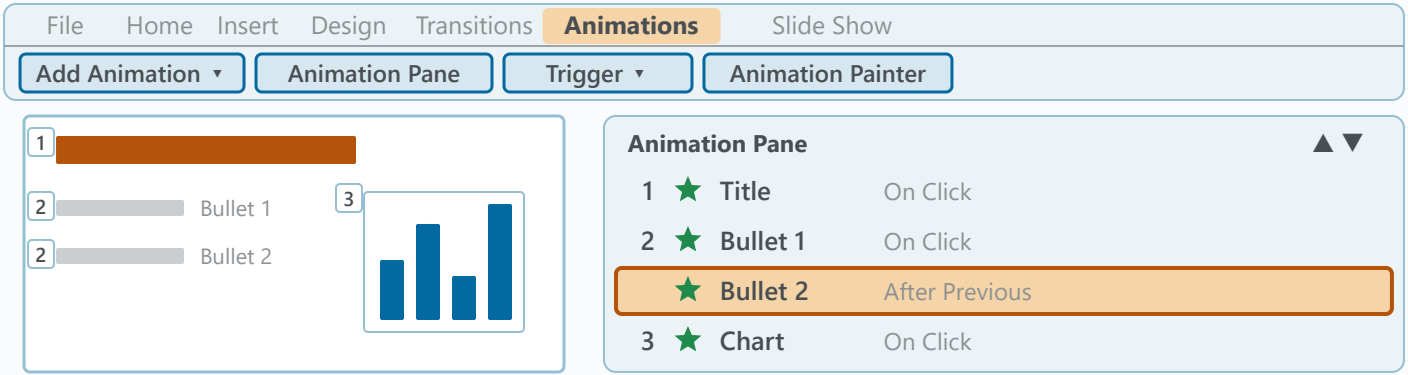

```
1 Animations → Animation Pane
2 select “Title” → ▲ (up one)
▶ select “Chart” → ▼ ▼ (to the end)
4 “Bullet 2”: Start → After Previous
5 try it in Slide Show
```

VARIABLES

`order = Title, Bullet 1, Bullet 2, Chart`

`clicks = 4`

Rearranging the Animation Order



After Previous takes no click of its own: its number disappears from the pane and on the slide it shares bullet 1's number (2). Clicks drop from 4 to 3.

Step 4 / 5

```
1 Animations → Animation Pane
2 select “Title” → ▲ (up one)
3 select “Chart” → ▼ ▼ (to the end)
▶ “Bullet 2”: Start → After Previous
5 try it in Slide Show
```

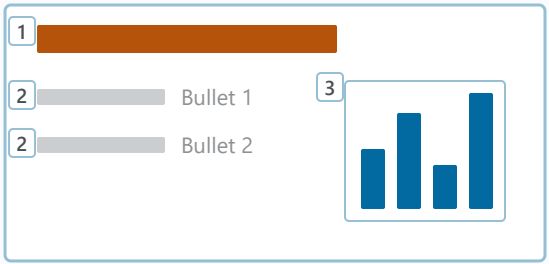
VARIABLES

```
order = Title, Bullet 1, Bullet 2, Chart
clicks = 3
```

Rearranging the Animation Order

File Home Insert Design Transitions **Animations** Slide Show

Add Animation ▾ | Animation Pane | Trigger ▾ | Animation Painter



Show: click order

Click 1	Title appears
Click 2	Bullet 1, then Bullet 2 on its own
Click 3	Chart appears

Three clicks are enough in the show. The fourth click goes to the next slide: the slide never changes before all its effects are done.


```
1 Animations → Animation Pane
2 select “Title” → ▲ (up one)
3 select “Chart” → ▼ ▼ (to the end)
4 “Bullet 2”: Start → After Previous
▶ try it in Slide Show
```

VARIABLES

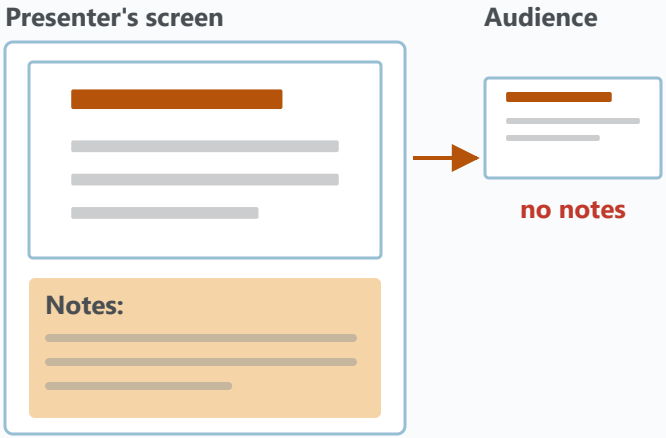
`order = Title, Bullet 1, Bullet 2, Chart`

`clicks = 3`

PRESENTING

Speaker Notes

Notes hold the speaker's explanations, examples, timings and transition lines; the audience doesn't see them in a normal show.



Content

Detail of the talk that isn't on the slide.

Reminders

A key example, question or source note.

Time

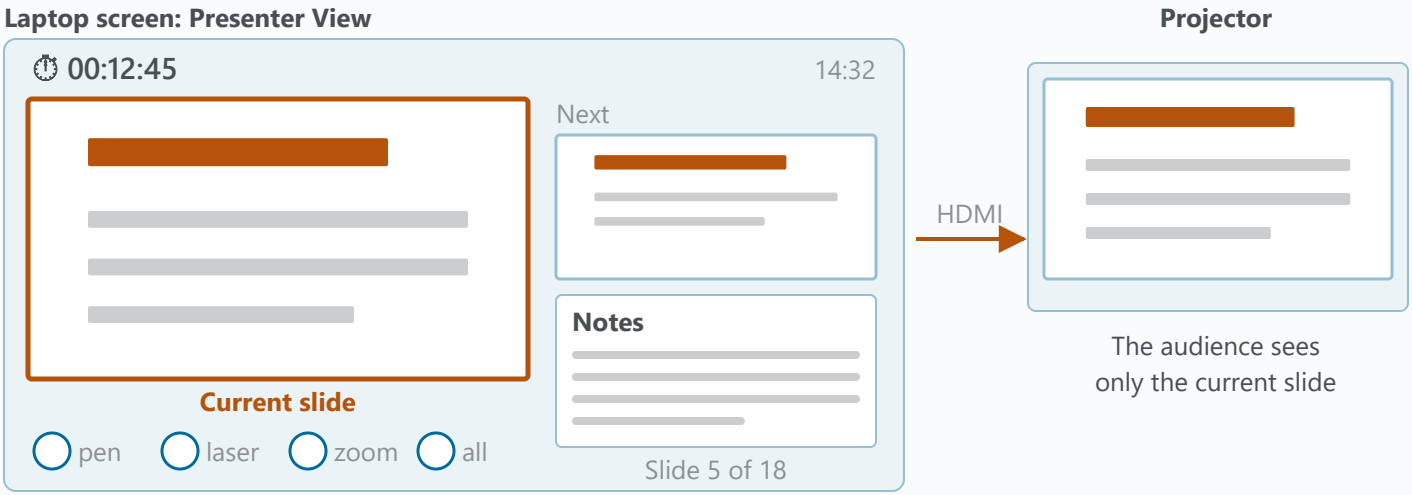
How much time to spend on a part.

Printouts

Notes pages can be printed for the speaker.

PRESENTING

Presenter View



Timer

Shows elapsed time and the clock; can be paused.

Pen and pointer

Highlights an area during the talk.

Jump to a slide

See all slides and jump without breaking the flow.

Opens when the show starts with a second screen connected; Alt+F5 starts straight in Presenter View.

PRESENTING

Slide Show Shortcuts

Start from beginning	F5	From current slide	Shift+F5
Next	→ / Space	Previous	←
Black screen	B or .	White screen	W or ,
Go to a slide	number+Enter	End the show	Esc

PRESENTING

Slide Size, Footers and Audio/Video

Slide size

Design → Slide Size: 16:9 (widescreen) suits today's screens; 4:3 is for old projectors. Pick it before you start building.

Footers and slide numbers

Insert → Header & Footer: add slide numbers, the date and footer text; Apply to All spreads them to every slide.

Audio and video

Added with Insert → Video / Audio. The Playback tab of the inserted media sets start, trimming and volume.

Embedding fonts

File → Options → Save → Embed fonts in the file. Prevents broken fonts on another computer; some fonts can't be embedded.

Duplicate

Copies the selected slide or object in place.

`Ctrl + D`

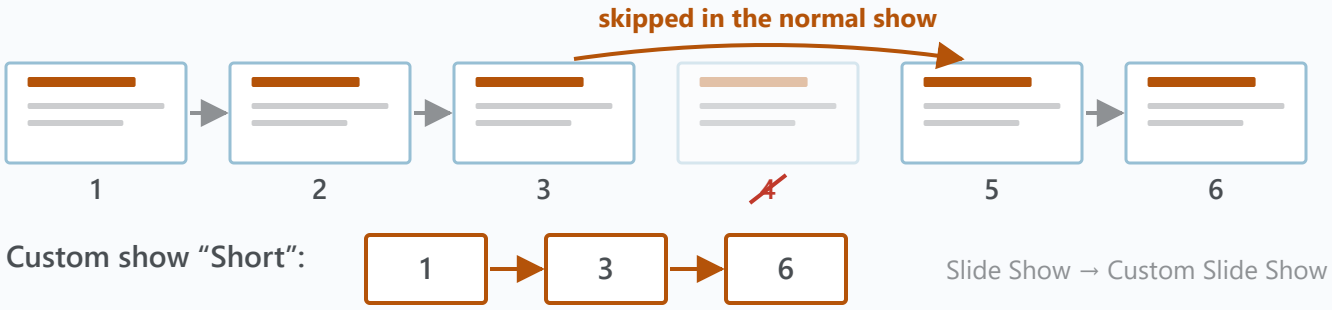
Pen and laser

Draw with a pen or point with a laser pointer during the slide show.

`Ctrl + P` · `Ctrl + L`

PRESENTING

Custom Shows and Hidden Slides



Hidden slide

Stays in the file but is skipped in the normal show.

Custom show

Builds a chosen sequence of slides from the same presentation for different audiences.

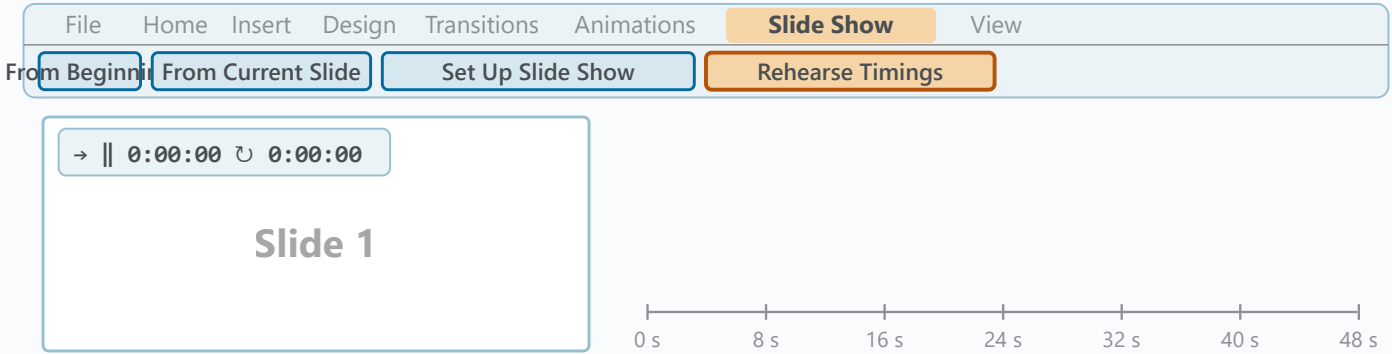
Use

Keep detail slides ready for Q&A.

Caution

Anyone who gets the file can see sensitive content on a hidden slide.

Rehearse Timings and Self-Running Shows



Rehearse Timings starts the show; the toolbar in the corner counts the time on the slide and the total.

Step 1 / 6

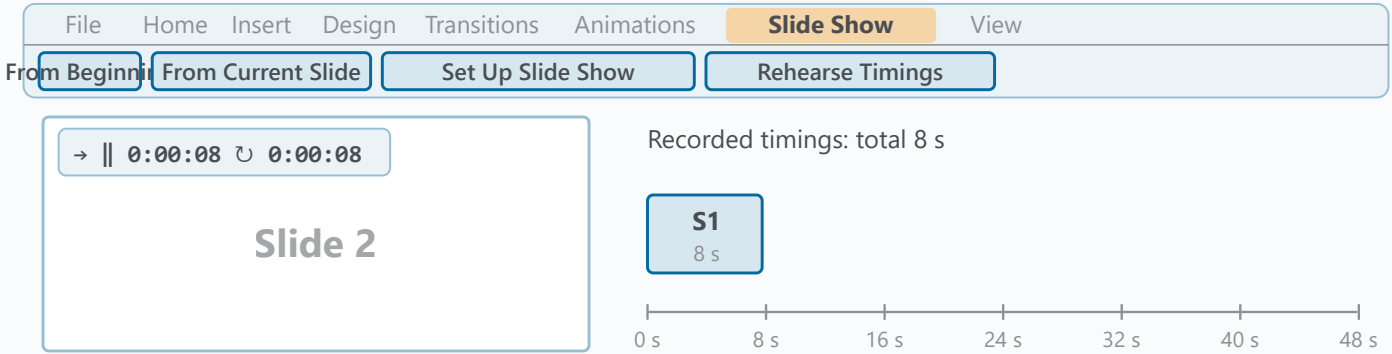
```
▶ Slide Show → Rehearse Timings
2 talk over Slide 1: 8 s → next
3 Slide 2: 12 s, Slide 3: 10 s, Slide 4: 10 s
4 Keep the new slide timings? → Yes
5 Set Up Slide Show → kiosk
6 F5: the show advances by itself
```

VARIABLES

`timings = –` `total = 0 s`

`type = speaker` `advance = click`

Rehearse Timings and Self-Running Shows



Rehearse at real speaking speed; on the advance click, Slide 1's time (8 s) is recorded.

Step 2 / 6

```
1 Slide Show → Rehearse Timings
▶ talk over Slide 1: 8 s → next
3 Slide 2: 12 s, Slide 3: 10 s, Slide 4: 10 s
4 Keep the new slide timings? → Yes
5 Set Up Slide Show → kiosk
6 F5: the show advances by itself
```

VARIABLES

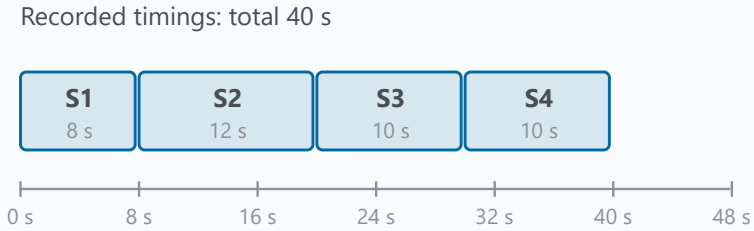
`timings = 8` `total = 8 s`

`type = speaker` `advance = click`

Rehearse Timings and Self-Running Shows







All slides done: 8 + 12 + 10 + 10 = **40 s**.

Step 3 / 6

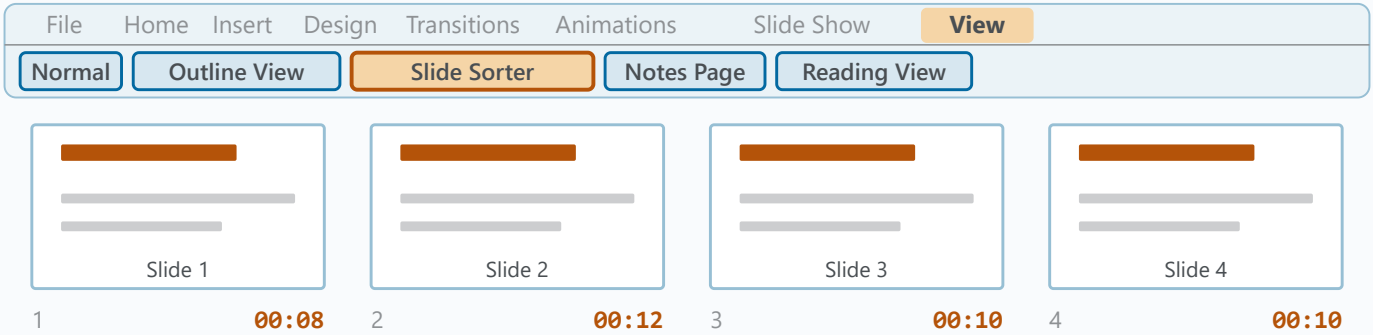
```
1 Slide Show → Rehearse Timings
2 talk over Slide 1: 8 s → next
▶ Slide 2: 12 s, Slide 3: 10 s, Slide 4: 10 s
4 Keep the new slide timings? → Yes
5 Set Up Slide Show → kiosk
6 F5: the show advances by itself
```

VARIABLES

`timings = 8, 12, 10, 10` `total = 40 s`

`type = speaker` `advance = click`

Rehearse Timings and Self-Running Shows



The recorded times go into each slide's transition setting (Transitions tab → **After**) and show under the thumbnails in Slide Sorter.

Step 4 / 6

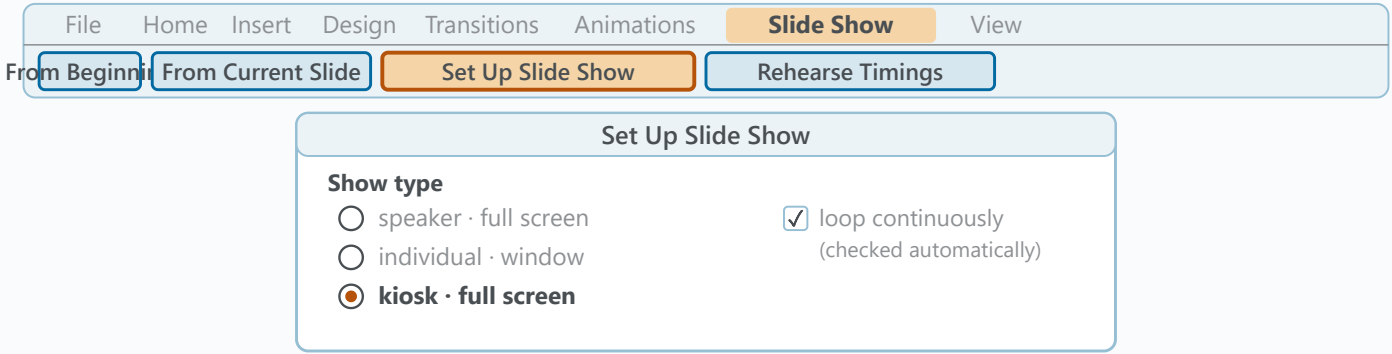
```
1 Slide Show → Rehearse Timings
2 talk over Slide 1: 8 s → next
3 Slide 2: 12 s, Slide 3: 10 s, Slide 4: 10 s
▶ Keep the new slide timings? → Yes
5 Set Up Slide Show → kiosk
6 F5: the show advances by itself
```

VARIABLES

`timings = 8, 12, 10, 10` `total = 40 s`

`type = speaker` `advance = automatic`

Rehearse Timings and Self-Running Shows



Kiosk type (browsed at a kiosk): the show opens full screen, doesn't advance on click and loops until Esc is pressed. That is why timings are required; only hyperlinks and action buttons work.


```
1 Slide Show → Rehearse Timings
2 talk over Slide 1: 8 s → next
3 Slide 2: 12 s, Slide 3: 10 s, Slide 4: 10 s
4 Keep the new slide timings? → Yes
▶ Set Up Slide Show → kiosk
6 F5: the show advances by itself
```

VARIABLES

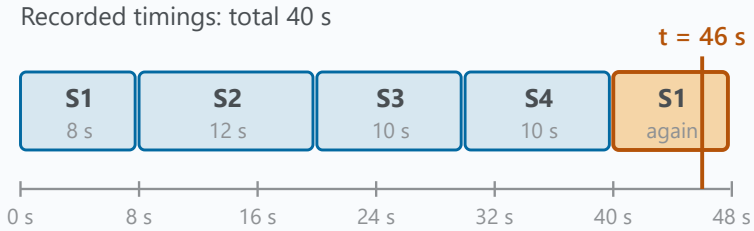
`timings = 8, 12, 10, 10` `total = 40 s`

`type = kiosk` `advance = automatic`

Rehearse Timings and Self-Running Shows







After the last slide the show starts over. At t = 46 s Slide 1 is on screen again: 46 − 40 = 6, second 6 of the second round.

Step 6 / 6

```
1 Slide Show → Rehearse Timings
2 talk over Slide 1: 8 s → next
3 Slide 2: 12 s, Slide 3: 10 s, Slide 4: 10 s
4 Keep the new slide timings? → Yes
5 Set Up Slide Show → kiosk
▶ F5: the show advances by itself
```

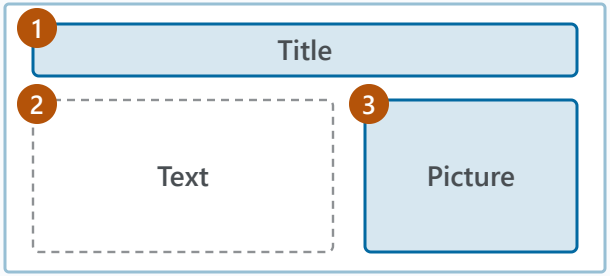
VARIABLES

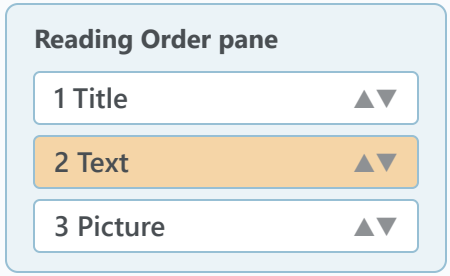
`timings = 8, 12, 10, 10` `total = 40 s`

`type = kiosk` `advance = automatic`

QUALITY

Accessible Presentations





A screen reader reads in this order, not by visual position.

Reading order

Objects read by a screen reader in a sensible order.

Alt text

Describes meaningful images.

Title

A unique, descriptive title on every slide.

Contrast

Enough separation between text and background.

Color

Never convey information by color alone.

Captions

Use them for video, audio or live narration where suitable.

QUALITY

Checkers to Run Before Sharing

Tool	Where	What it finds
Check Accessibility	Review	Images without alt text, slides without titles, low contrast, jumbled reading order
Inspect Document	File → Info → Check for Issues	Comments, personal information such as the author, speaker notes, objects off the slide
Check Compatibility	File → Info → Check for Issues	Features that won't work in older PowerPoint versions
Spelling	Review	Spelling errors based on the language setting

A report, not a fix

The Accessibility Checker lists each problem and its cause; writing the alt text and fixing the order is the author's job.

Can't be undone

Notes and comments removed by Inspect Document can't be brought back; do it on a copy.

QUALITY

Collaboration and Review

Comments
Feedback on a slide or object.

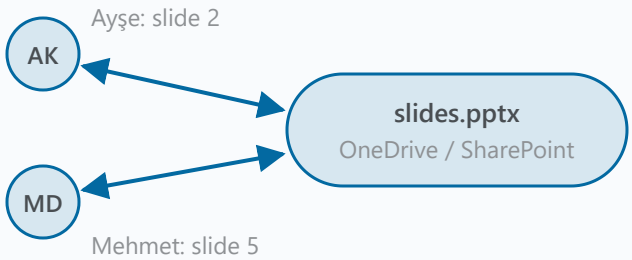
Co-authoring
Simultaneous editing in a supported cloud location.

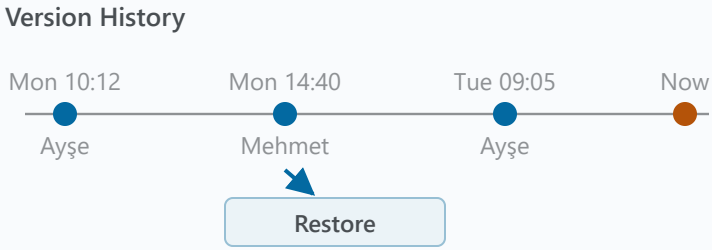
Version history
Access to earlier saved versions.

Comparison
Review changes between different copies of a presentation.

Spelling check
Shows possible errors based on the language setting.

Final check
Review comments, hidden slides and personal information before sharing.





SHARING

Recording and Exporting

Record the presentation

Slide timings, audio and pointer movements can be recorded.

Export video

Turns a recorded narration into a watchable video file.

PDF

Fixed layout for sharing or printing; no animations.

Handouts

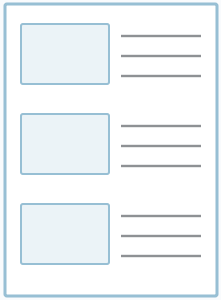
Several slides can be printed per page.

Packaging

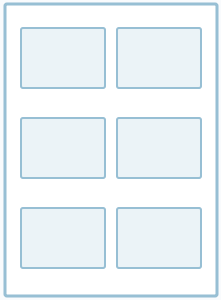
Check linked media and fonts on another computer.

File size

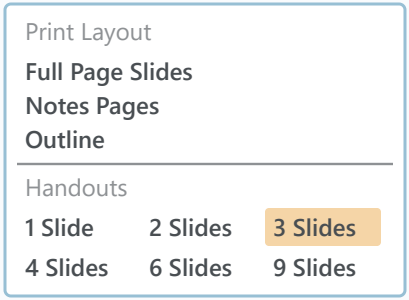
Compress pictures and videos as needed.



3 Slides
note lines beside



6 Slides
more slides per page



Print Options

Print layout	What's on the page?	For whom?
Full Page Slides	One slide per page	The slides themselves
Notes Pages	Slide on top, speaker notes below	Speaker
Outline	Only titles and bullet text	Whoever reviews the text
Handouts	1, 2, 3, 4, 6 or 9 slides per page; the 3-slide layout adds note lines beside them	Audience

Example: a 30-slide presentation

Full page: 30 pages. Handouts at 6 per page: 30 ÷ 6 = **5 pages**; printed double-sided, 3 sheets. At 9 per page it drops to 4 pages (30 ÷ 9 = 3.3 → 4), but the slides may get too small to read.

Presenting Effectively

- Rehearse in advance with the real screen and connections.
- Don't read the slides; keep eye contact and engage the audience.
- Tie every part clearly to the key message.
- Use the pointer and animations only to direct attention.
- Keep to time; leave room for Q&A.
- Have fallbacks ready: a PDF backup, adapters and an offline copy.

QUALITY

Final Checklist

Content

Purpose, accuracy, sources and narrative flow.

Design

Titles, font size, contrast, alignment and spacing.

Technical

Fonts, media, links and animations.

Accessibility

Titles, reading order, alt text and captions.

Delivery

Notes, timing, show and display settings.

Sharing

File name, format, hidden slides and personal information.

QUALITY

Common Presentation Mistakes

Common mistake	Result	Fix
Writing the whole talk on the slide	The audience reads instead of listening	Key point on the slide, detail in the notes
A different font and color on every slide	A messy, careless look	Themes and the Slide Master
A different animation on every object	Attention shifts from content to motion	A few purposeful effects
Small text and faint colors	The back rows can't read it	Large type, high contrast
Changing the slide size at the very end	Objects rescale and the layout breaks	Pick 16:9 or 4:3 from the start
Copying the file without its linked video	The video won't play in the show	Embedded media or packaging
Conveying information by color alone	Color-blind viewers miss it	Color + a label or icon

SUMMARY

Chapter Summary

- An effective presentation rests on a narrative flow planned for its purpose and audience.
- Themes and the Slide Master keep the design consistent across the presentation.
- The slide title states the topic; visual hierarchy shows what matters most.
- Transitions work between slides; animations work on objects within a slide.
- Speaker notes and Presenter View support the delivery.
- Run accessibility checks, a technical rehearsal and a final check before sharing.

Review Questions

1. What is the difference between a slide layout and a theme?
2. What kinds of changes should be made in the Slide Master?
3. How do transitions and animations differ?
4. How do you simplify a dense table for a presentation?
5. Can the audience see speaker notes?
6. What technical checks should you make before opening the presentation on another computer?

Exercises

1. In Outline View, write the titles and bullets of a 5-slide presentation; then apply a layout and a theme.
2. Add a logo and footer to the Slide Master; check that they appear in the same place on every slide.
3. Redesign a wall-of-text slide as a title + key number + 3 short bullets; move the detail to the notes.
4. Arrange three boxes with Align / Distribute; set up animations that start on click, with previous and after previous.
5. Apply a single transition type to all slides; hide one slide and create a 3-slide custom show.
6. Do a 3-minute rehearsal in Presenter View using the notes and the timer.

References

- Microsoft Support, PowerPoint help and learning.
- Microsoft Support, Add, change or remove transitions.
- Microsoft Support, Give a presentation in PowerPoint.

The End

Chapter 3.3: Microsoft PowerPoint

Previous: Chapter 3.2: Microsoft Excel · Next: Chapter 4.1: Algorithms