

## ***Creating a Photo Album Presentation***

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- For photo albums to share electronically
- For graphic-intensive presentations

**Preparation:** Gather the pictures you want to include in your presentation. If they are printed, you will need to digitize them (using a scanner, slide scanner, or digital camera). **Hint:** Saving all the pictures you want to use in a single folder makes it easier to add them to a presentation.

### **To create your presentation...**

1. Start PowerPoint, click the **Insert** menu, choose **Pictures**, then choose **New Photo Album**.
2. In the **Photo Album** dialog box, click **File/Disk** to add pictures stored on a disk or your computer's hard drive; click **Scanner/Camera** to add pictures directly from a scanner or digital camera connected to your computer.
3. Browse to the file location of the picture(s) you want to add, click to select, and click the **Insert** button.
4. Repeat steps 2 and 3 for all the pictures you want to include in your presentation.
5. Reorder the pictures in the album, set the layout, add captions, and create text box slides as needed.
6. Click **Create** to build the presentation.
7. **Modify** your presentation in PowerPoint as needed. You can change the design template, add more slides, edit captions, reorder slides, add text, and so on.
8. **Save** your presentation.



## ***Creating a Presentation from a Text Outline in Word***

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**Preparation:** You **must** use Heading styles (Heading 1, Heading 2, Heading 3) in your Word outline to show PowerPoint how the outline is structured. If your outline doesn't use those styles, open it in Word and apply them:

- Heading 1: for slide titles
- Heading 2: for main bullet points
- Heading 3: for sub-points (and so on)

### **To create your presentation...**

1. Start PowerPoint and create a new presentation (can be blank or based on a design template).
2. Click the **Insert** menu and click **Slides from Outline...**
3. Browse to the Word file that contains the text outline, click it, and click **Insert**.
4. **Modify** your presentation in PowerPoint as needed. You can change the design template, add more slides, edit captions, reorder slides, add text, and so on.
5. **Save** your presentation.

## ***Creating a Presentation Using the AutoContent Wizard***

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**Preparation:** None.

### **To create your presentation...**

1. Start PowerPoint, click the **File** menu, and click **New....**
2. In the **New Presentation** task pane (on the right), click **From AutoContent Wizard**.
3. Follow the instructions in the wizard to select the type of presentation you want to create. (You can **add** presentation templates you've already downloaded to the list of presentation types.)
4. Continue following the wizard instructions to choose how the presentation will be given, add the title and footer, and so on. Click **Finish** to create the presentation.
5. **Modify** your presentation in PowerPoint as needed. You can change the design template, add more slides, edit captions, reorder slides, add text, and so on.
6. **Save** your presentation.

## ***To Change the Design Template***

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**To apply a different design template to an existing presentation...**

1. Click **Format**, then click **Slide Design....**
2. In the **Slide Design** task pane (on the right), click the template you wish to apply.

**Note:** to apply a template to only the selected slides (rather than the entire presentation, click the down arrow (▼) to the right of the template and choose **Apply to Selected Slides**.

## Giving Your Presentation

To do this task:	Press:
Start a slide show	F5 (or click View/Slide Show)
Advance to the next slide	N, <Enter>, mouse click, SPACEBAR, right arrow, Page Down
Return to the previous slide	P, <Backspace>, left arrow, Page Up
Go to first slide	HOME, press both mouse buttons for two seconds
Go to last slide	END
Go to slide <number>	<number>, then <Enter>
Display a black/white screen	B or W
Return to slide show from a black or white screen	B or W
End a slide show	Esc
Change pointer to a pen	<Ctrl> - P
Change pointer to an arrow	<Ctrl> - A
Display the shortcut menu	Shift - F10
Hide the pen/pointer always	<Ctrl> - H
Display a list of controls	F1

## Printing Your Presentation

You can print your presentation slides, outline, speaker's notes, or audience handouts.

1. Click the **File** menu, then click **Print**.
2. **Important:** In the **Print what:** menu, select the type of printout you want. You can print the presentation slides (which prints each slide as a full page), handouts, notes pages, or outline.
3. Make any changes to the remaining printing options.
4. Click OK to print.

### Handouts

Handouts (the most commonly used type of PowerPoint printout) can display two, three, four, six, or nine slides per page.

To add headers and footer information to your handouts, go to the Handout Master view (click the View menu, then choose Master, and Handout Master.)

## Downloading Design Templates from the Web

Templates (for PowerPoint and other Microsoft Office applications) are available for free download and use from

**office.microsoft.com**

In the top left, click **Templates**. To narrow your results to PowerPoint templates only, scroll to Browse Templates, and click **PowerPoint** (under Microsoft Office Programs).

**Note:** for best results, use Internet Explorer to download design templates.

## For More Help

Instructional Services also offers two in-depth PowerPoint workshops, **PowerPoint: Introduction** and **PowerPoint: Intermediate**. For upcoming sessions, visit [www.ku.edu/acs/workshops](http://www.ku.edu/acs/workshops).

Contact Instructional Services at 864-0410 or [training@ku.edu](mailto:training@ku.edu) with questions about instruction in technology and research skills at KU.

For general computing help at KU, contact the Help Desk at 864-0200.