

*SPNA Student Guide:**Ten-step guide to preparing a computer-aided presentation*

This guide provides instruction on how to make a computer-aided presentation (or “slide show”) with seven slides. The presentation has five sections: the **introduction**, which provides the presentation’s title, presenter, date and location; the **objective**, which states the main purpose of the presentation; the **overview**, which lists the key points; the main **body**, which should be presented one concept to a slide; and the **conclusion**, for summarizing and reinforce key points. A computer-aided presentation can be created with MS PowerPoint, Corel Presentation, Astound, Lotus Freelance Graphics and similar software. The following instructions are specific to PowerPoint because that software package is available in GVSU computer labs.

1. Open PowerPoint.

- 2. Start a new presentation.** Upon opening, the "PowerPoint" intro window appears.

w Under "Create a New Presentation Using", select "Blank Presentation".

Click **OK**. (If the PowerPoint intro did not appear, choose **file/open**, pick a presentation design, and continue with the instructions below.)

w In the "New Slide" dialog box, put the cursor over the **title layout**, click it and then select **OK**. This opens a new blank presentation with one blank title slide.

- 3. Create a title page.** Fill in the title slide with a title and subtitle for your presentation. Highlight the text of the title and select a new font style by clicking the arrow in the **font face box** (located in the top right corner of the screen). Select the font size you desire by clicking on the arrow in the **font size box** (located next to the font face box).
- 4. Choose a design.** From the dropdown menu choose **format / apply design**. The Apply Design dialog box opens. Choose the design you want for this presentation and click **OK**.
- 5. Construct an outline.** From the dropdown menu change the **View to Outline** view. You will see your first slide with its title and subtitle already in the outline. Create five more slides by entering slide titles in the first level of the outline. To start, place your cursor at the end of slide 1's subtitle, go to the next line with the ENTER key and bring the new line to the first level using the left (promote) arrow

of the outline toolbar. Using the left and right arrows, each line of the outline can be promoted or demoted as desired.

- w the second slide states the objective of the presentation

- w the third slide lists of the three main points of the presentation

- w the fourth slide is for elaboration of your first point

- w the fifth slide is for elaboration of your second point

- w the sixth slide is for elaboration of your third point

- w and the seventh slide is for your conclusion

- 6. Layout slide 4.** Go to slideview of slide 4 (select **View / Slide** while your cursor is on the fourth slide in outline view) and select **Format / Slide Layout** from the dropdown menu. The Slide Layout dialog box opens. Choose the **clip art & text layout** and click **OK**. The slide will be divided into three sections: A title, a picture frame and a text box. In the picture frame click on the clip art button. The Microsoft clip art gallery opens. Find an appropriate image, click it and click OK. PowerPoint returns to your slide. In the adjacent text box, add some appropriate text.
- 7. Complete slides 5, 6 & 7.** Repeat these steps for slide 5 and 6, except instead of Microsoft clip art, bring in a picture you found on the Internet, one you drew yourself, or one you created as a chart or graph. Then go to slide 7 and write a conclusion.
- 8. Set slide transition.** Go to the dropdown menu and select Slide Show / Slide Transition. The Slide Transitions dialog box should appear.
 - w Under Effect, click the transition effect you like the best.
 - w In the **Speed** section, select Slow.
 - w Click Apply to all.
- 9. View Slideshow.** From the dropdown menu select **Slide Show / View Show**. tool. (To advance through the slides, click the mouse button, press enter, or the right arrow key. To move backwards through the slides, Press P, or the left arrow key.)
- 10. Print slides.** From the dropdown menu select **File / Print**. Change **print what** to the "handouts (3 slides per page)" mode.