

2. Basic Tasks in PowerPoint

This book takes you through a series of exercises that enable you to use the many different options that PowerPoint offers. These exercises will build on a presentation that you develop gradually, so that if you follow the exercises step by step, you will end up with a finished presentation.

These exercises can also be done individually. We always start an exercise by inserting a new slide, so you do not have to do all the exercises.

2.1 The Best Approach

When you need to build a presentation, there are some things that you always have to go through. You probably have an idea of what your presentation should contain, but you need to complete the following steps before your presentation is finished.

- Initial Tasks:
 - Start with a template – empty or with content.
 - Customise the slide format to screen show or print.
 - Choose a colour theme and adjust if necessary.

- Pour the Content into the Presentation:
 - Type a title on the front page.
 - Add slides with text, pictures and charts.

- Polish the Presentation:
 - Adjust the order of your slides.
 - Add transitions between slides if you are doing an on-screen show.
 - Add animations if you are doing an on-screen show.
 - Test and adjust if necessary.

Besides these tasks, you may want to print handouts for your audience and copies for yourself with notes that you can use during your presentation.

In this book, we are building a presentation following the above recipe, which I have used over many years of working with PowerPoint.