Microsoft PowerPoint

How-To Guides
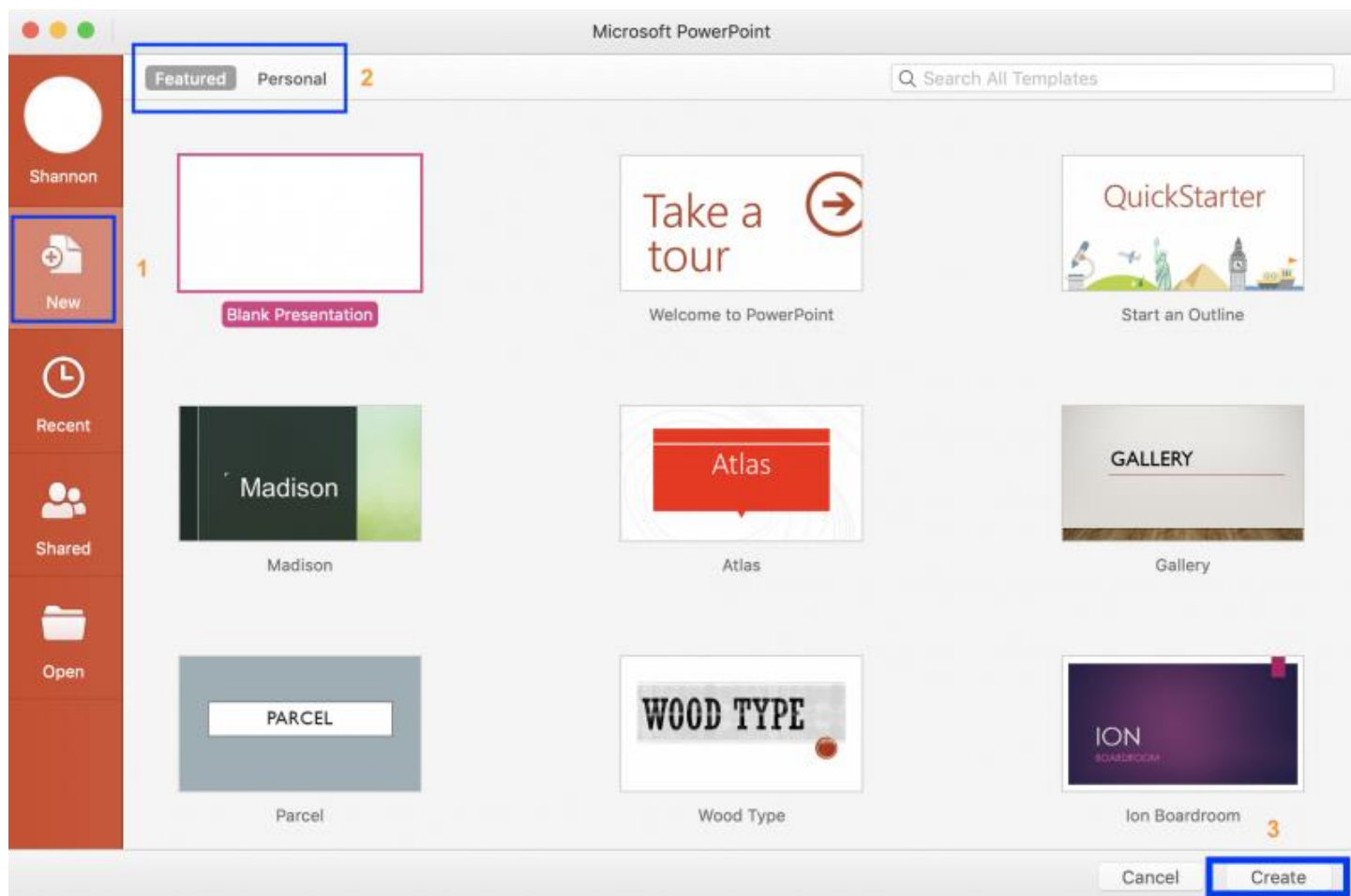
*Click on topic to jump to instructions

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Selecting a Theme and Further Design

Step 1: Open Microsoft PowerPoint on your computer. You will automatically land on the "create a new presentation" *(1)* page.

Step 2: Select either "Featured" or "Personal" at the top of the screen to find your preferred theme *(2)*.

Step 3: Select your chosen theme and click "create" at the bottom of the page *(3)*.

Note: The Duke School of Medicine provides a variety of branded templates for ease of use and design. To download the Duke SOM branded PowerPoint Template, go to this link and select the SOM PowerPoint Template from the list to download for use in your Duke presentation.

Creating a new slide

There are two easy ways to add a new slide to your presentation:

Step 1: Hover below your last slide and right click with your mouse *(1)*.
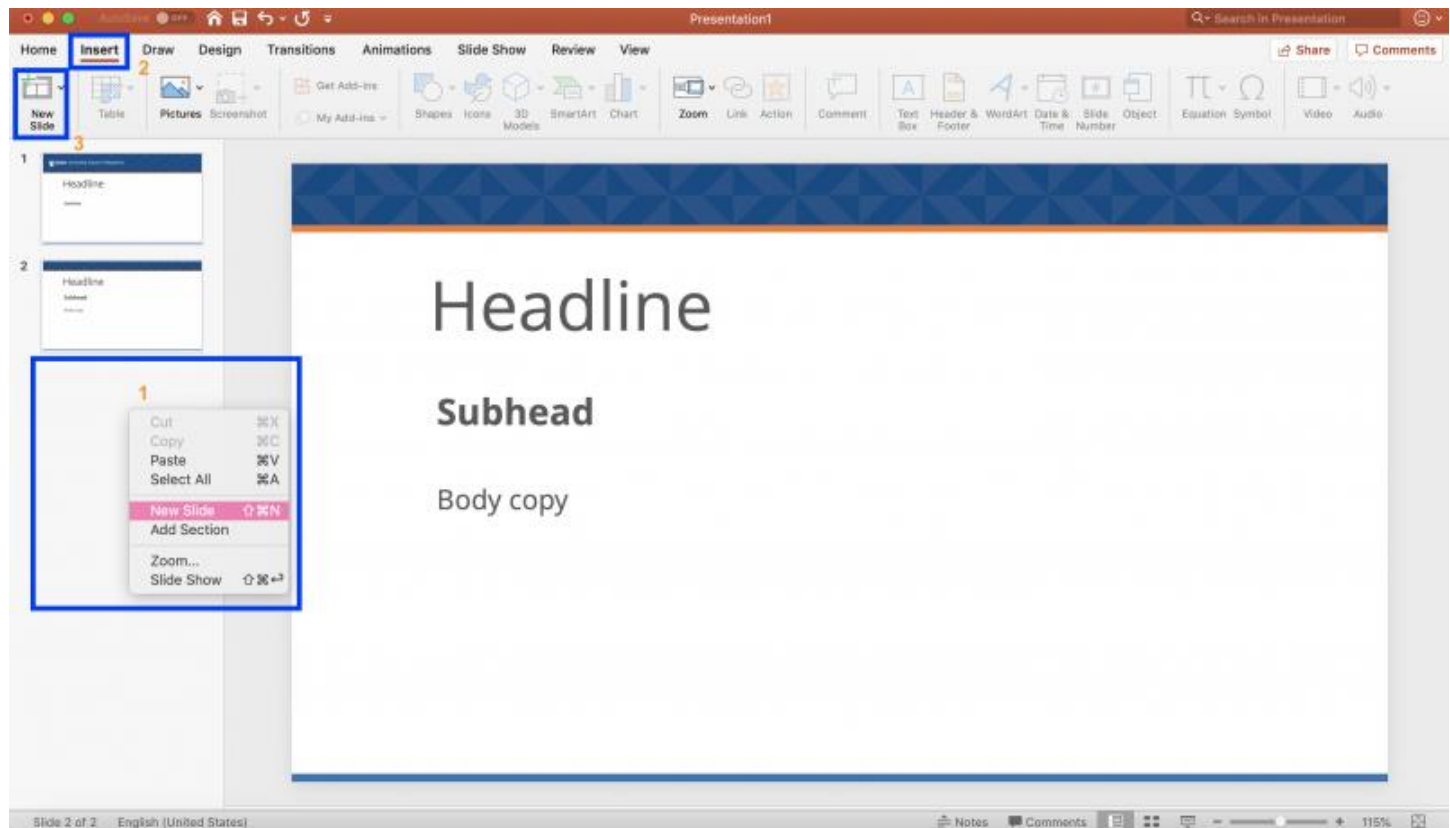
Step 2: A drop down menu will appear, select "New Slide"; the new slide will automatically load below your last created slide.

The alternative, slightly longer step is to:

Step 1: Click on "Insert" at the top of the menu *(2)*.

Step 2: Select "New Slide" right below the "Insert" menu bar; the new slide will automatically load below your last created slide *(3)*.
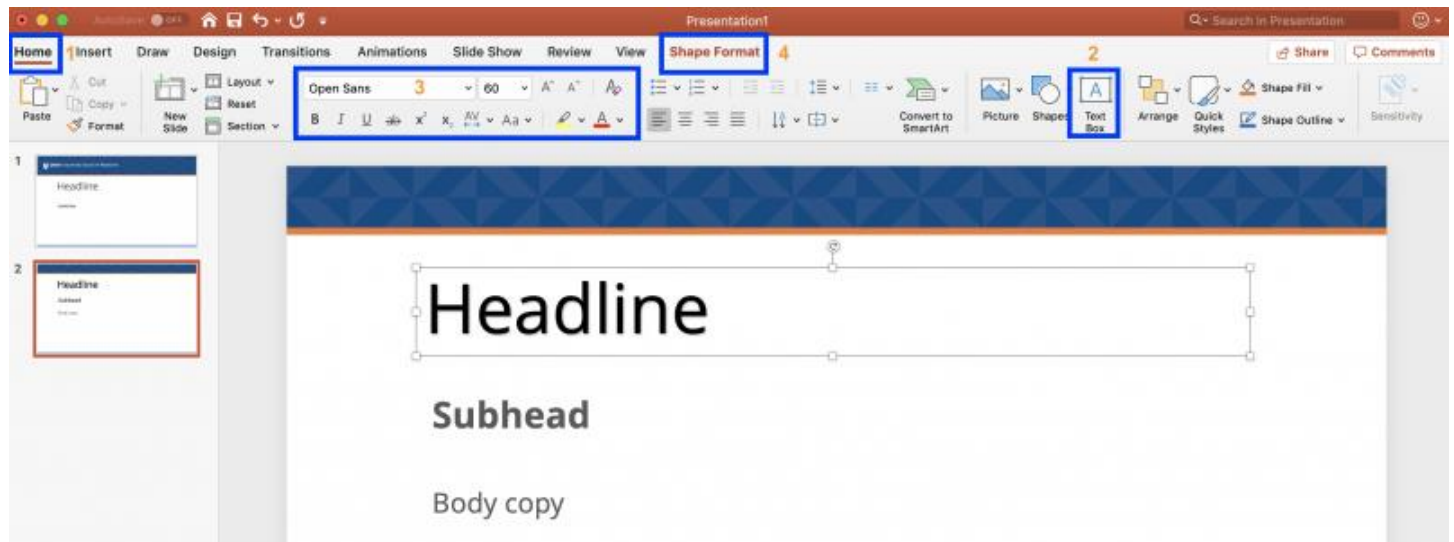
Adding and formatting text

To add a text box:

Step 1: Select the "Home" button in the top menu bar *(1).*

Step 2: Select the "Text Box" icon in the tool bar menu *(2).*

Step 3: Drag and draw where you'd like the text to be displayed.

To format the text:

Step 1: Select the text (or text box to encompass all the text within the box) you'd like to edit the font.

Step 2: Click on the various tools to edit the text style, weight, color, outline, and more *(3)*!

You can also select the "Shape Format" button at the top menu bar for additional editing tools *(4).*

Adding media

Screenshot

Step 1: Open the slide where you want the screenshot to be inserted.

Step 2: Click Recording tab > Screenshot button > (the gallery of windows opens)

Step 3: Either select one of the windows shown (for a full-window clipping of that app) or select Screen Clipping to define the area on your screen that you want to capture.

Video File

Step 1: Open the slide where you want to add the video.

Step 2: Click Recording tab > Video > and then browse to the location on your computer or network where the video file is stored. Select the file and click Insert.

Step 3: The video will "auto-play" (That means that when viewers look at the presentation in Slide Show, and they arrive at the slide where the video is placed, the video immediately begins to play. The viewer doesn't need to click Play to start it. When the video finishes playing, the slide show automatically advances to the next slide.)

Note: If you insert a video this way, then subsequently trim the video, the trimming doesn't alter the auto-advance timing for the video. You must manually set the slide to advance at the appropriate time. (Select the video, click the Transitions tab of the ribbon, and at the far right end of the ribbon, adjust the Advance Slide > After setting to the amount of time that equals the length of the trimmed video.)

Embed a Web Video:

Step 1: On the Insert tab of the ribbon, in the Media group at the right end, select Video. Then select Online Movie.

Step 2: In the dialog box, paste the URL.

Step 3: Click Insert. The video is added to the slide.

Note: To preview the video, click the Play button that appears on top of video.

Embed a Local Video:

Step 1: On the Insert tab, click Video, then click Movie from File.

Step 2: In the Choose a Movie dialog box, select the file you want to insert.

Step 3.1: If you want to embed the video on the slide, simply click Insert.

Step 3.2: If you want to put a link to the video on the slide, click Options at the lower left corner of the dialog box, and then select the Link to file box, and then click Insert.

<u>Audio File:</u>

Step 1: Open the slide where you want to add the audio file.

Step 2: Click Recording tab > Audio > Audio on My PC > and then browse to the location on your computer or network where the audio file is stored.

Step 3: Select the file and click Insert.

Note: The recording will "auto-play"   That means that when viewers look at the presentation in Slide Show, and they arrive at the slide where the audio recording is placed, it immediately begins to play. The viewer doesn't need to click Play to start it. When the audio finishes playing, the slide show automatically advances to the next slide.

Adding notes