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# Integrated Projects for Presentations

## OUTLINING AND CREATING A PRESENTATION

### Outlining the Presentation

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#### Drafting a List of Topics

Imagine that your supervisor has asked you to prepare and give a presentation. Your supervisor considers you an authority on using presentation tools, and wants you to show the other employees some tips on making effective presentations. Your first task is to decide exactly what tips you're going to present to your fellow employees. **Figure 1** shows a rough draft of the tips you've decided to offer in your presentation.

Although Microsoft Word was used to draft the list of tips, you could just as easily pencil such a list onto some scrap paper. However, by using a word processor to plan your presentation, you'll be able to edit your list of topics easily and quickly. Plus, when drafting a list in Word, you can take advantage of the program's handy features such as the Spelling and Grammar checker. Also, starting out in Word can help save time later on. Because all the Office programs are Microsoft applications, you can use the Clipboard to copy text from a Word list and paste it into a PowerPoint presentation. Copying and pasting in this way helps eliminate any errors that may result from retyping.

## Creating a Windows Outline

There's an even easier way to move from planning to producing a PowerPoint presentation than creating a list such as the one shown in [Figure 1](#). Creating a *Windows outline* in Word can save even more time and effort. Windows outlines can be opened directly in PowerPoint. The bulleted list shown in [Figure 1](#) wasn't created in Word's Outline view, however. Rather, the list includes some Word formatting that was applied so that all the text would fit on one screen. That formatting may interfere with the text's automatic conversion into PowerPoint. However, if the text had been *outlined* in Word—in one column and with no section breaks or bullets—the text could be automatically converted into a PowerPoint presentation without a hitch.

PowerPoint can import a variety of files such as Word documents (which have *.docx* file extensions) as well as documents in Rich Text format (*.rtf*), plain text format (*.txt*), or HTML format (*.htm*). When you import one of these documents, PowerPoint tries to follow the structure of the standard Windows *styles* contained in the document. For example, a Word paragraph designated with a Heading 1 style will become a slide's title when the Word document is imported into PowerPoint. Meanwhile, a Heading 2 paragraph will become the first level of text under the slide's title. You can observe and change the styles applied to Word paragraphs using the Styles group on Word's home tab. If the document contains no styles, PowerPoint will use the paragraph markers as a guide for dividing the presentation into individual slides. Tabs placed at the beginning of any paragraphs are then used to define the various levels of the text in the slides. The PowerPoint *slide master* defines the visible format, or appearance, of whatever is designated as the slide's title and its various text levels.

Now, let's create a simple outline of topics in Word using styles that PowerPoint will recognize when automatically creating nine slides for a presentation.

1. Launch Word and save a new document as **outline.docx**. As you add information to your document, practice the good habit of routinely saving your work. Simply press **Ctrl + S** whenever there's a pause in your typing.



**FIGURE 1**—Microsoft Word was used to draft this list of tips that you'll present to your fellow employees. While Word may be useful in listing the topics you want to address, to effectively present these tips to your audience, you'll use PowerPoint.

2. Type **Tips on Making Presentations** as your presentation title. This text will be the title of the first slide in your presentation. Select the text, and apply the style **Heading 1** using Word's Styles group.
3. On the next line in your document, type **Plan Your Presentation** for the title of your second slide. Remember to select the text and apply the style **Heading 1**.
4. Type the topics, or secondary text levels, that you want displayed on your *Plan Your Presentation* slide. Type each of these topics on its own line, and apply the style **Heading 2** to all the topics. Note that you don't need to format these topics with actual bullets in Word.

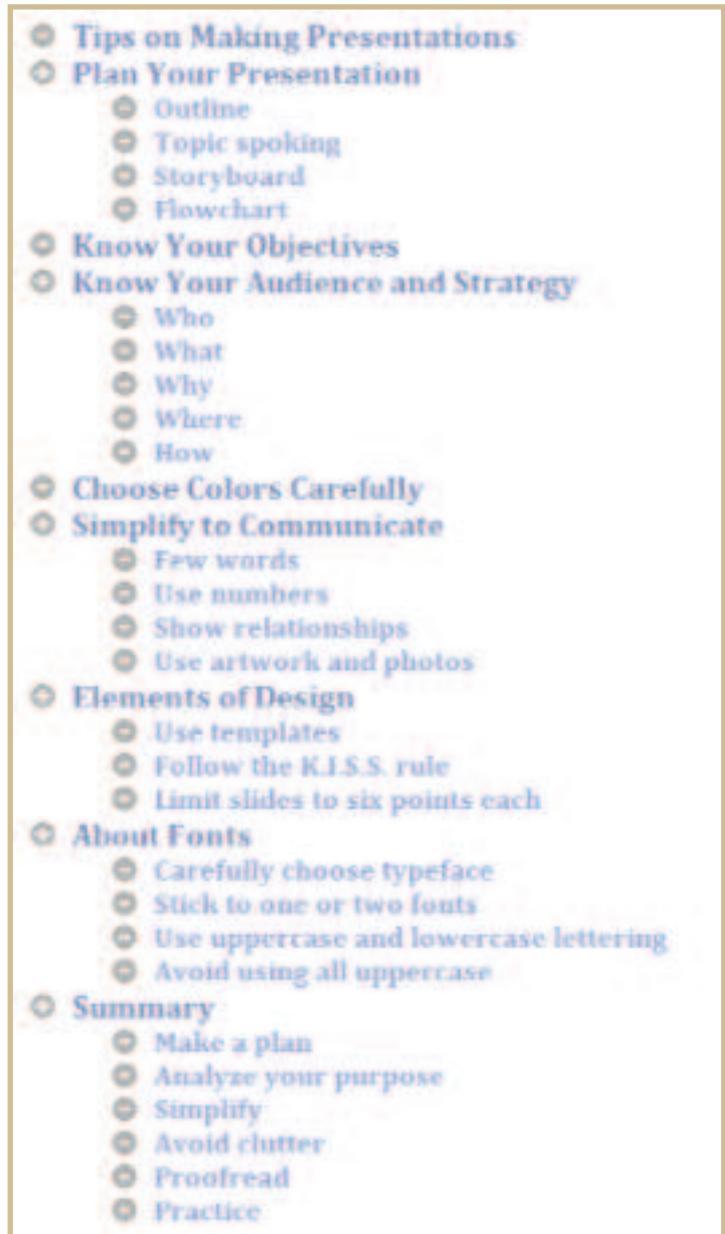
The applied style will tell PowerPoint how the text should appear on your slide.

- **Outline**
  - **Topic speaking**
  - **Storyboard**
  - **Flowchart**
5. On the next line in your document, type **Know Your Objectives** for the title of your third slide. Remember to apply the style **Heading 1** to this text.
  6. On the next line in your document, type **Know Your Audience and Strategy** for the title of your fourth slide. Remember to apply the style **Heading 1** to this text.
  7. Type the topics that you want displayed on your fourth slide. Type each of these topics on its own line, and apply the style **Heading 2** to all the topics. Again, don't bother formatting these topics with any Word bullets.
    - **Who**
    - **What**
    - **Why**
    - **Where**
    - **How**
  8. On the next line in your document, type **Choose Colors Carefully** for the title of your fifth slide. Remember to apply the style **Heading 1** to this text.
  9. On the next line in your document, type **Simplify to Communicate** for the title of your sixth slide. Remember to apply the style **Heading 1** to this text.
  10. Type the topics that you want displayed on your sixth slide. Type each of these topics on its own line, and apply the style **Heading 2** to all the topics. Remember, just apply the style; don't use any Word bullets.
    - **Few words**
    - **Use numbers**
    - **Show relationships**
    - **Use artwork and photos**

11. On the next line in your document, type **Elements of Design** for the title of your seventh slide. Remember to apply the style **Heading 1** to this text.
12. Type the topics that you want displayed on your seventh slide. Type each of these topics on its own line, and apply the style **Heading 2** to all the topics. Once again, don't use any Word bullets.
  - **Use templates**
  - **Follow the K.I.S.S. rule**
  - **Limit slides to six points each**
13. On the next line in your document, type **About Fonts** for the title of your eighth slide. Remember to apply the style **Heading 1** to this text.
14. Type the topics that you want displayed on your eighth slide. Type each of these topics on its own line, and apply the style **Heading 2** to all the topics. Don't format them as bullets.
  - **Carefully choose typeface**
  - **Stick to one or two fonts**
  - **Use uppercase and lowercase lettering**
  - **Avoid using all uppercase**
15. On the next line in your document, type **Summary** for the title of your ninth and final slide in your presentation. Remember to apply the style **Heading 1** to this text.
16. Type the topics that you want displayed on your ninth slide. Type each of these topics on its own line, and apply the style **Heading 2** to all the topics. Don't format them as bullets.
  - **Make a plan**
  - **Analyze your purpose**
  - **Simplify**
  - **Avoid clutter**
  - **Proofread**
  - **Practice**

Now that you've applied two different styles to the paragraphs in your list, you've effectively created a Windows outline. From Word's **View** tab, click **Outline**, then watch how Word interprets the styles you've applied (Figure 2).

**FIGURE 2**—With the Windows styles you've applied, Word allows you to view your styled list of topics as a collapsible/expandable outline. Double-click the plus sign to collapse and expand the outline. PowerPoint can also interpret the styles when laying out a presentation.



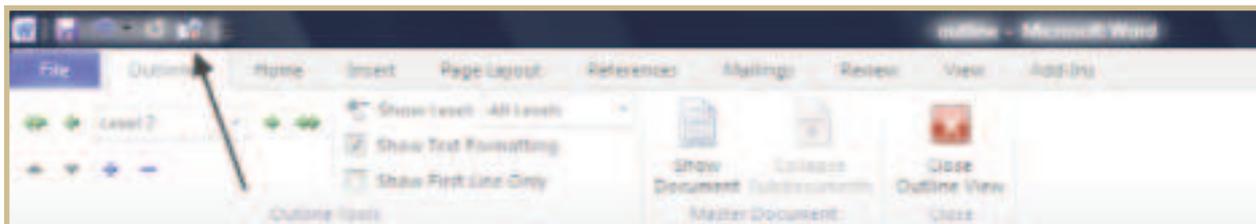
## Creating a Presentation

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### Creating a Presentation from an Existing Outline

Creating a presentation from a Windows outline is probably the easiest and most convenient way to construct a PowerPoint presentation. For best results, you should use a document formatted with Windows heading styles, such as the styled list you created earlier in Word. PowerPoint can use these styles to create individual slides automatically. As shown in [Figure 3](#), you can even *send* your styled list, or outline, directly to PowerPoint without leaving Word!

*Note:* To make sure the option to send to PowerPoint is set up, click the **File** button and click **Quick Access Toolbar**. In the Choose Commands from Drop-down List, click **Commands Not in the Ribbon**, and then click **Send to Microsoft Office PowerPoint**. Click **Add**, and then click **OK** to add this shortcut above the Home tab.

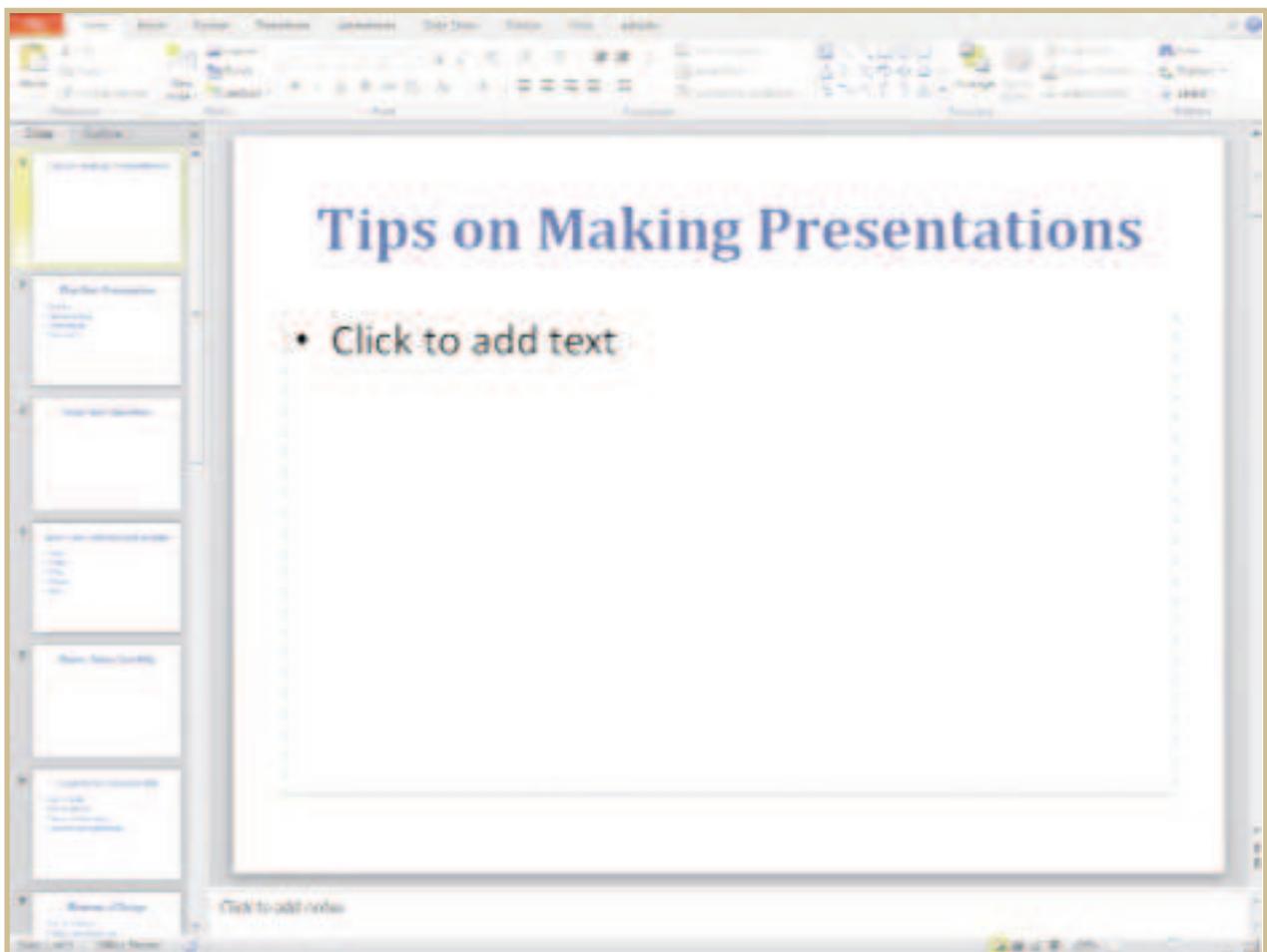


**FIGURE 3**—By adding the "Send to Microsoft Powerpoint" button to your Quick Access toolbar, as shown here, you can send a styled list, or Windows outline, to PowerPoint without leaving Word. If the PowerPoint program isn't already running, it will automatically launch when you click to send your document to PowerPoint. While you're in Word, it doesn't matter whether the document is displayed in Outline view. The styles that you've applied to the text are what are important. PowerPoint follows these styles in automatically laying out the presentation.

Of course, if you don't have Word running, it might be just as easy for you to launch PowerPoint and open the Word document from there. The end results, as shown in Figure 4, will be the same.

To open your Word outline while you're in PowerPoint, follow the steps listed here.

1. From the File button, click the **Open** button. PowerPoint's *Open* dialog box will appear.
2. In the **Files of type** box, select **All Files**.
3. Navigate to **outline.docx**, and double-click to open the file as a presentation in PowerPoint.

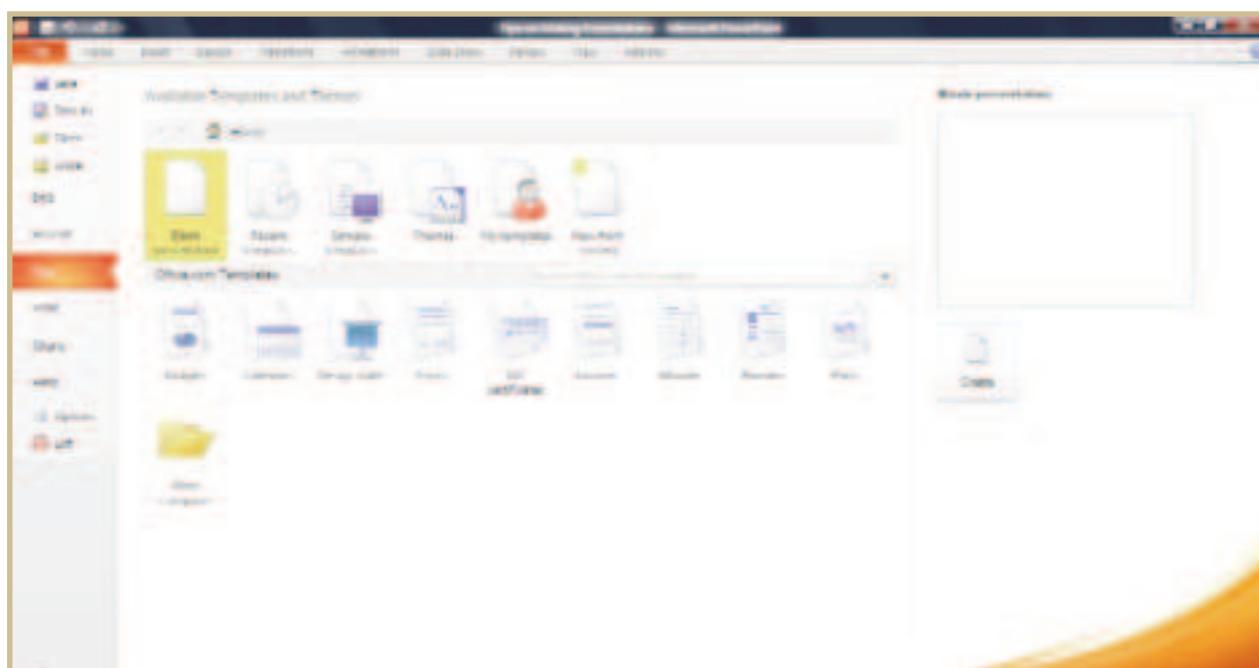


**FIGURE 4**—You can send your list, or outline, to PowerPoint from Word, or you can open the Word outline while you're in PowerPoint. The result will be a ready-made slide presentation complete with an outline as shown here. As you progress through the study unit, you'll add some clip art and sound to your PowerPoint presentation. You'll also insert a Word table and an Excel pie chart and insert hyperlinks. Finally, you'll convert your presentation to a Web format.

You can edit the text in your presentation by typing in either the *Outline* pane or the *Slide* pane. Once you have your outline opened as a presentation in PowerPoint, save your PowerPoint document with the name **Tips on Making Presentations** using the **Save** or **Save As** command from the Office button.

## Other Methods of Creating a Presentation

While creating a presentation from an existing Word outline is easy, you may want to create some presentations using PowerPoint's other built-in methods. If you click the **File** button and click **New**, you're given options to work with your presentation as seen in [Figure 5](#).

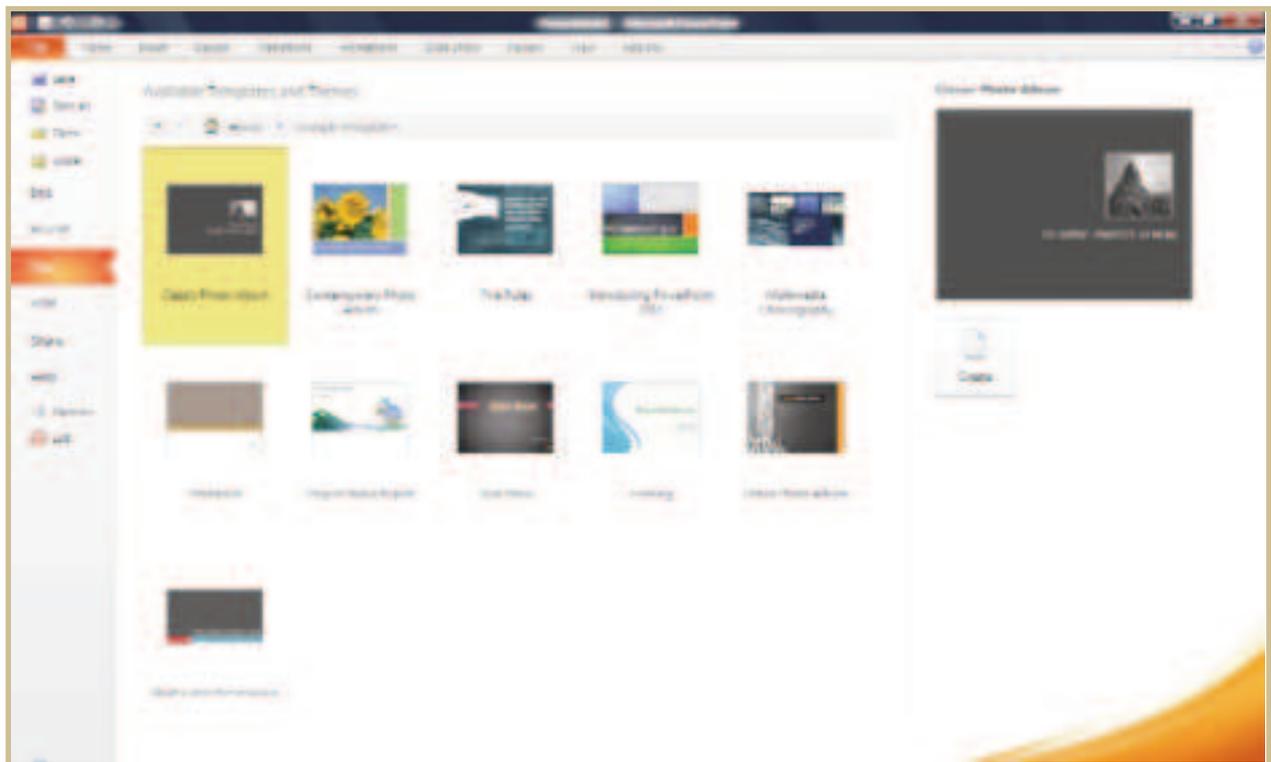


**FIGURE 5**—The New Presentation pane lists options for designing your presentation.

You can create a presentation by selecting a *design template*, which is a model presentation that doesn't include any specific content. You can use one of PowerPoint's Installed Themes with various designs and colors. Or you may begin with a *blank presentation* that has neither suggested content nor any specific design features. You can also start with any existing presentation and simply change it to suit your needs.

**Creating a presentation based on a template.** A template provides consistency in design and color throughout an entire presentation. Thus, templates contain color schemes, slide and title masters with custom formatting, and styled fonts—all designed to create a particular look. Once you've selected a template, each slide you add to the presentation will have that same custom look.

To start building a new presentation based on an existing template, simply select **Sample Templates** under New in the Available Templates and Themes pane. You'll be offered a variety of templates together with a preview of each design (Figure 6).



**FIGURE 6—Sample Templates**

PowerPoint comes with a wide variety of professionally designed templates. In addition, you can create your own templates. If you create a special look for one of your presentations and think you'll want to use it over and over again, you can save the presentation as a template. You can also browse through Office.com templates or Themes for more options for your design.

***Creating a presentation from scratch.*** By default, PowerPoint opens with a Blank Presentation. This option is also available by clicking **Blank Presentation** in the Available Templates and Themes pane.

***Creating a presentation based on an existing presentation.*** To create a new presentation based on an existing presentation, click **New from Existing** in the Available Templates and Themes pane. Choose the presentation you want to use, and click **Open**. A new, unnamed document will be created with all the content and styling of your existing presentation.

The *Open* dialog box can also be displayed by clicking **Open** from the File button. You can then navigate to any existing PowerPoint documents on your machine, and click to open any that interest you. Then, you can save the existing presentation with a new name, and change the slides to suit your needs. For example, you can change text, add or remove slides, change the color scheme, or use the slide master to change items on the background or to change the font. Remember to use the **Save As** feature instead of **Save**, or you'll lose your original presentation.

In the next section, you'll learn about using clip art to enhance your slide show. Before going on to that section, please take a few moments to review what you've just studied by completing *Self-Check 1*.



# Self-Check 1

**At the end of each section in *Integrated Projects for Presentations*, you'll be asked to check your understanding of what you've just read by completing a set of "Self-Check" questions. Writing your answers to these questions will help you review what you've studied so far. Please complete *Self-Check 1* now.**

1. If a Word document opened in PowerPoint contains no styles, what does PowerPoint use to divide the text into individual slides?
  - a. The paragraph marks
  - b. The numerals in any numbered lists
  - c. Uppercase lettering
  - d. Bold or italic character attributes
2. To create a new presentation from scratch, click
  - a. the **File button** and **Send to**.
  - b. the **File button, New,** and **Blank Presentation**.
  - c. the **File button** and **Open**.
  - d. **Ctrl + O**.
3. *True or False?* A paragraph formatted with the Heading 1 style in Word should become the title of a slide when the Word document is sent to PowerPoint.
4. *True or False?* When editing text in a presentation, you must type only in the *Slide* pane.
5. *True or False?* Outlines created with paragraph marks and tabs and saved in Rich Text Format (.rtf) *cannot* be opened in PowerPoint.

**Check your answers with those on page 77.**

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