

Presentation Tools: PowerPoint

Williams College, Art Department, Visual Resources Center, Lawrence Hall
Drop-in Support and Training, 8:30am-4:30pm, Monday-Friday
(413) 597-2015, <http://www.williams.edu/art/vrc/>

Creating a New Presentation (Mac: Office 2004)

1. Open your PowerPoint software. In the Format menu, select "Slide Layout." Choose "Large Picture" and click "Apply."
2. Double click the mountain icon to add a picture and browse for an image file on your computer or drag and drop an image into the slide from the Williams VR Collection, CAMIO, or a website from your browser.
3. To add a second slide, click on the "New Slide" button in your toolbar or from the Insert menu, select "New Slide." The slide layout will automatically default to "Large Picture."
4. To create a slide with two images, start with the "Blank" slide layout. In the Insert menu, select "Picture," "From File," and browse to the desired image file. Repeat steps for the second image. Resize the images using the corner handles and move the images into place by clicking in the middle of the image and moving your mouse.
5. To change the order of slides in your presentation, simply drag the numbered slides in the left sidebar to the desired position. In the View menu, select "Slide Sorter" to view a full screen of slide thumbnails for easier navigation.
6. Save your presentation and give it a name, just like a Word document. You can always make edits, additions, and/or deletions at a later date. You can also copy portions of your presentation to a new presentation, copying and pasting slides.

(Created 8/2008)