

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 (PC: Office 2003)

1. Open your PowerPoint software. In the Format menu, select "Slide Layout..." Under Content Layouts, select the "Content" layout, top, right.
2. Click the mountain icon to "Insert 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." Make sure the slide layout is "Content" by selecting the layout in the right sidebar.
4. To create a slide with two images, start with the "Blank" slide layout located to the left of the "Content" layout. In the Insert menu, select "Picture," "From File" and browse to the desired image file. Repeat these 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 the slides in your presentation, simply drag the slide thumbnails 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.
7. Finally, in the Picture toolbar, select the "Compress Pictures" button. Compress all images to 96 dpi for web/screen viewing when your presentation is complete. This will keep you overall file size manageable and loading quickly during your presentation.

(Created 8/2008)