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 2007)

1. Open your PowerPoint software. In the Home menu, select "Layout" and choose the "Blank" slide in the lower left corner.

2. In the Insert menu, click "Picture" and browse for an image file on your computer. Larger images will resize automatically to fill the slide and smaller images will retain their current size, so quality is not compromised. If you are using Internet Explorer, you can drag and drop an image into the slide from the Williams VR Collection, CAMIO, or any other website. These images must be manually resized using the corner handles.

3. To add a second slide, click the "New Slide" button in the Home menu.

4. To create a slide with two images, in the Insert menu, click "Picture" 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. More than one image may also be dragged and dropped into the slide.

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. In the View menu, select "Arrange All" to view more than one PowerPoint presentation at a time.