

# How to make PowerPoint - Instructions for making reports and presentations using PowerPoint

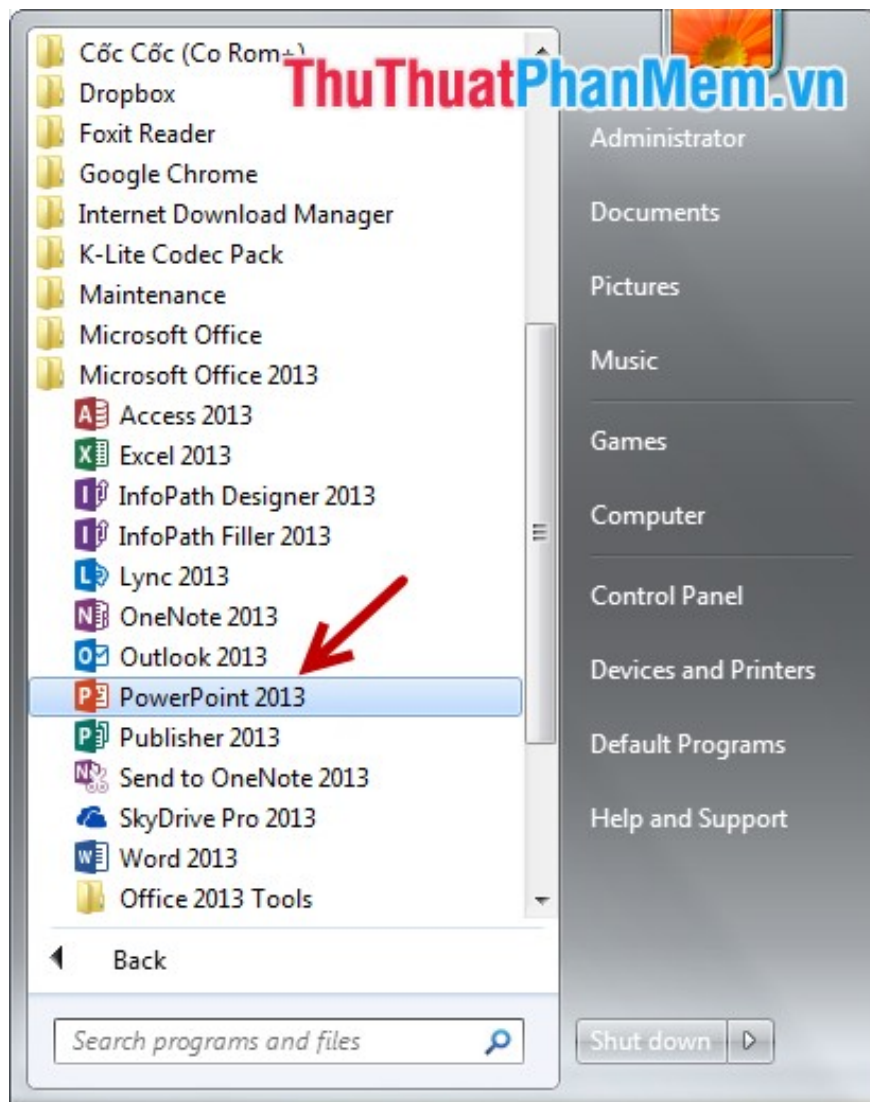
PowerPoint is an application that helps you create presentations, reports, presentations ... This article will guide step by step making powerpoint for new students.

PowerPoint is an application that helps you to create slideshows, presentations . The application supports you with many features to help you have the most complete presentation. For those of you who are new to PowerPoint, it can be quite complicated and you don't know where to start learning.

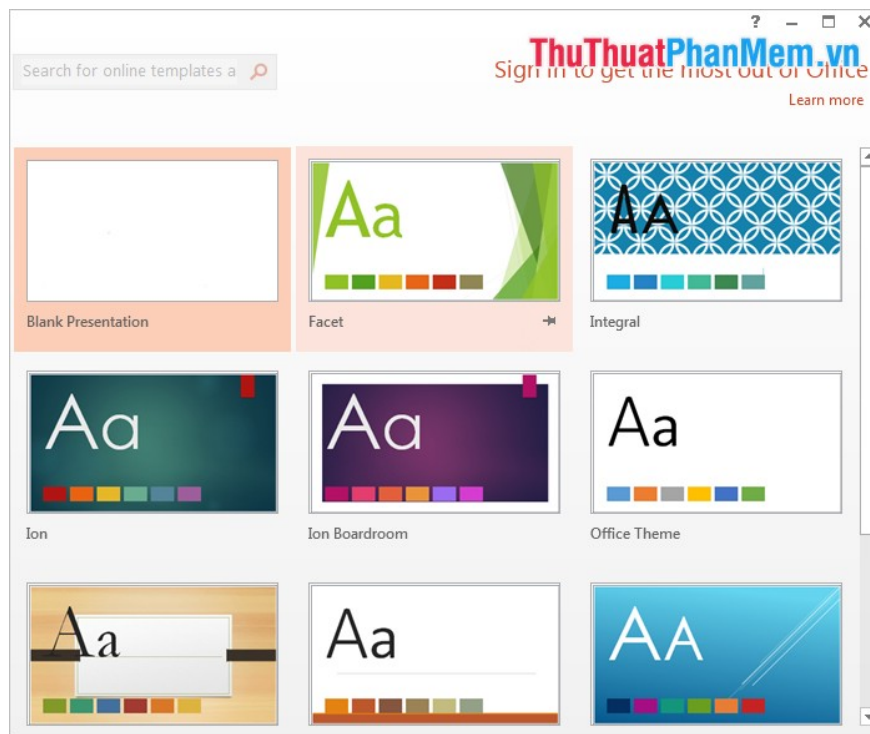
The following article will guide you how to make PowerPoint easiest for beginners to get acquainted with PowerPoint.

## Start PowerPoint

PowerPoint is built into the Microsoft Office installer, if you have the entire Office installed, you have the PowerPoint program. To start PowerPoint, select the **Start** menu -> **All Programs** -> **Microsoft Office** -> **Microsoft PowerPoint** or you can enter the *Microsoft PowerPoint* keyword into the search box of the **Start** menu and select **Microsoft PowerPoint** (depending on the version of PowerPoint that select Office of that version).

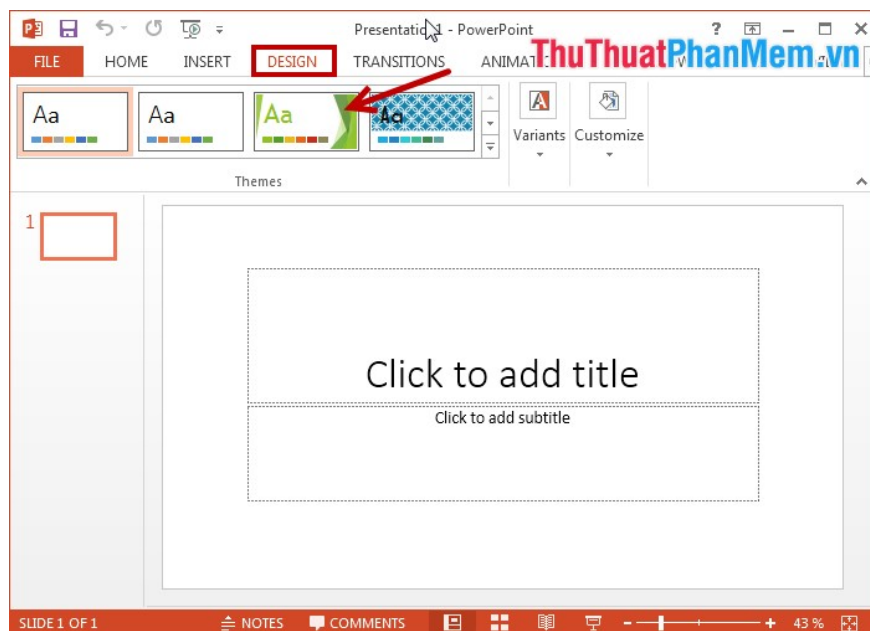


With PowerPoint 2013, when you start PowerPoint, the first interface that appears will be the template selection interface, if you want to create a blank page, select **Blank Presentation** . You can also choose from the available templates displayed on the interface to get started on the main interface.



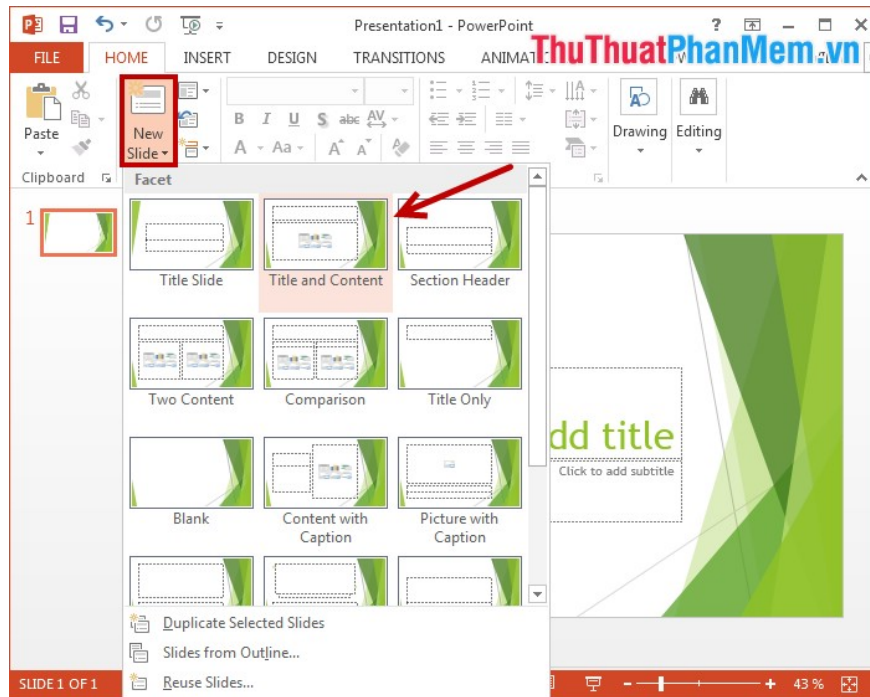
## Choose templates available in PowerPoint

For PowerPoint 2010 and lower versions, when you start PowerPoint, you will immediately enter the main interface with the default blank page. Instead of leaving a white background, you can choose Microsoft's predefined templates with diverse and rich themes, making your presentation more beautiful and attractive. Using the existing template, when you add a new slide, the background of the slide is still the template you have chosen. To select an existing template, select the **Design** tab and then select the template in **Themes**.



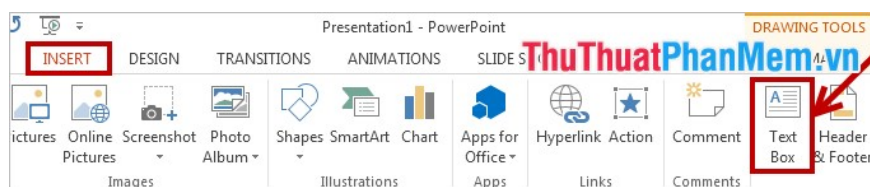
## Add a new slide

The first page will be the cover, and the following pages will be the content page. To add new slides, on the **Home** tab, select **New Slide** -> select the template for the slide to add. Usually use the template is **Title and Content** , if your content is diverse then you can choose the appropriate template.

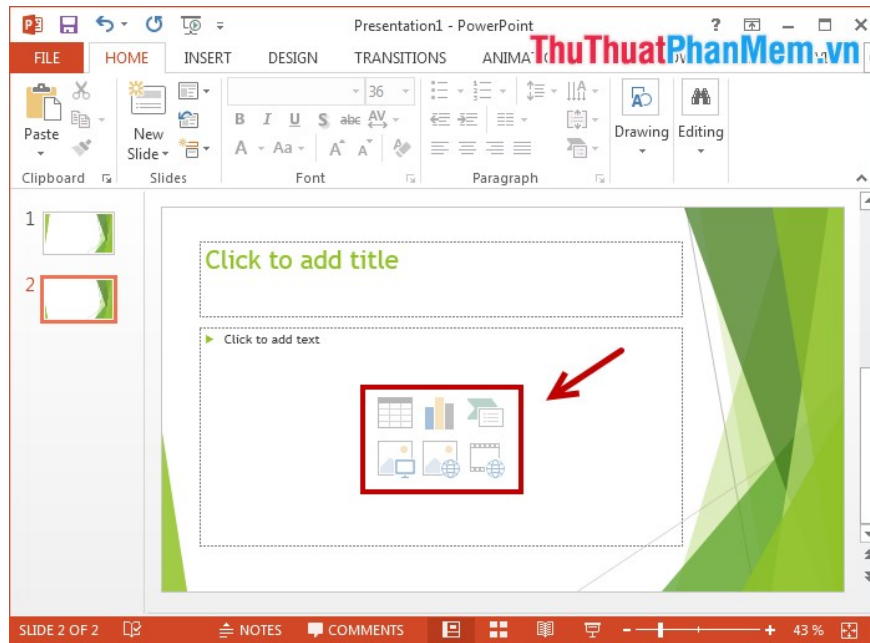


## Add content in slides: textboxes, images, videos .

To enter more content in the slide you need to add textbox by selecting **Insert** -> **Textbox** .



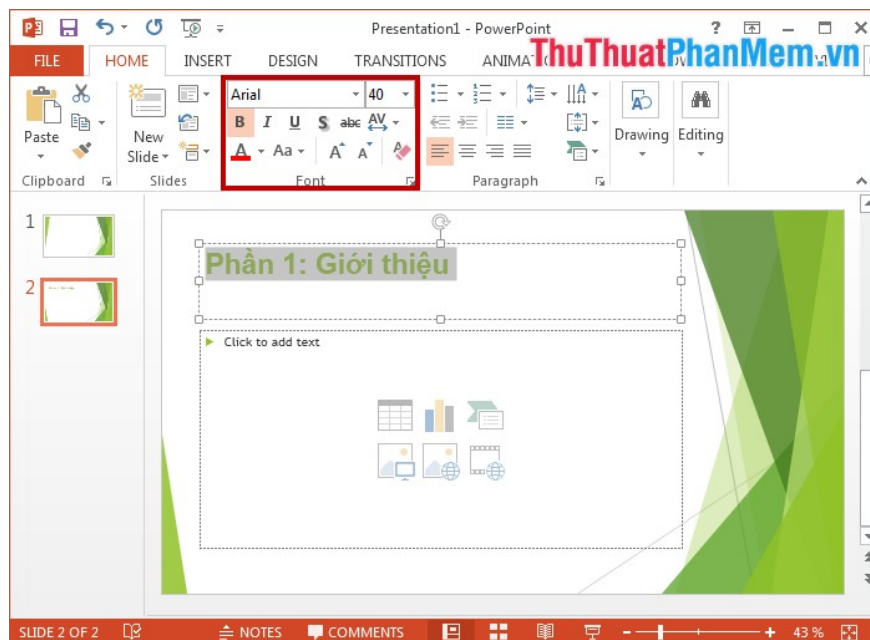
You can also add photos, videos, charts, tables, music to your slides more vividly by selecting the icons displayed on the slide.



Or select **Insert** -> select the content to add (Table - tables, Pictures - images, Shapes - shapes, Chart - charts, Videos, Audio - music, .).

## Text format

Format text in PowerPoint similar to Word and Excel, highlight the text you need to format, and in the **Home** tab, select the font, font size and font in the **Font** section .



### *Some note:*

- Fonts are simple, easy to read, preferably square like: Tahoma, Arial . and cannot use more than 2-3 fonts.

- Font size 28 and above, the font size is about 36-44 points.

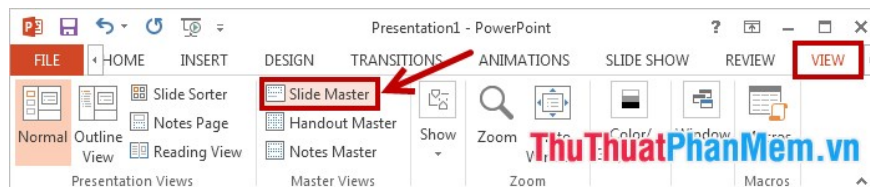
- Use a font color that contrasts with the background color eg light text on a dark background, dark text on a light background.

- Avoid using all capital letters because it is difficult to read, do not use too many font colors.

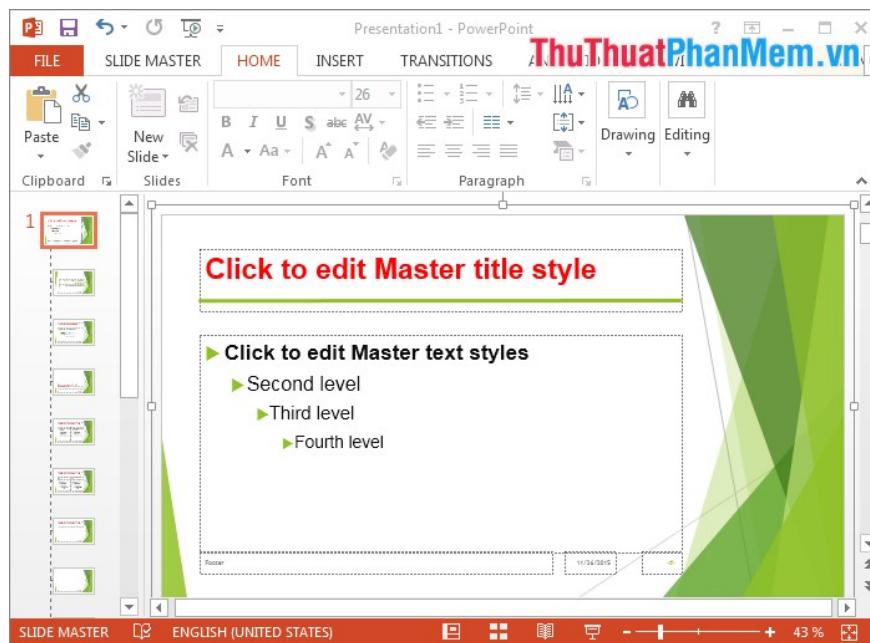
## Create Slide Master

Slide Master is an effective tool to help you only need to format once for all slides about font, font size, font color, effects . After starting PowerPoint you should create a master slide to use. .

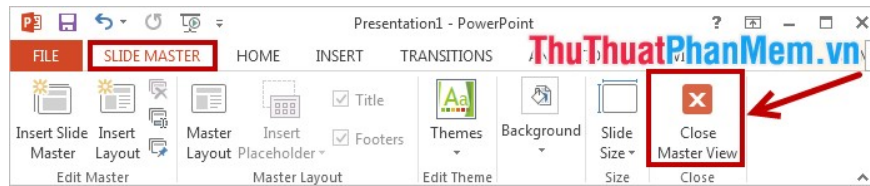
First you select the card **View -> Slide Master** .



Slide Master appears, you select the first Slide and start common format for all slides: font, font size, font color, background image, logo, effects . Here you just general format but not enter data, because all these formats will be displayed in the slides or when adding new slides.



After formatting is complete, you select the **Slide Master** tab -> **Close Master View** to close the Slide Master.



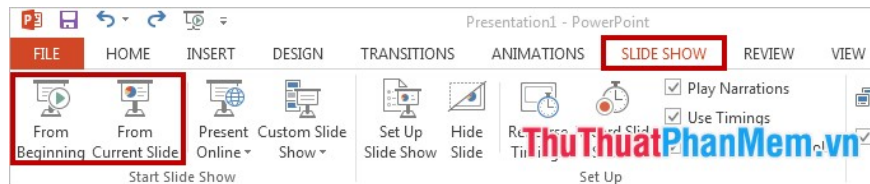
So you still create the slides and enter the content normally, because you have used Slide Master, so when adding new slides, the format will be the same as Slide Master. You can also change the format for some slides that you do not want it to look like the Slide Master format.

## Add effects in PowerPoint

There are many effects in PowerPoint such as visual effects, graph effects, text effects, slide transition effects. If you want your slides to be more animated with effects, you can also create the effects you want. You can refer here: <http://TipsMake.vn/huong-dan-tao-hieu-ung-trong-powerpoint/>.

## Presentation

Once you have created your PowerPoint presentation, start your presentation. To start the slideshow from the first page, you select the tab **Slide show** -> **From beginning** (or key **F5** ). You can also slide from the current page by selecting **Slide show** -> **From current slide** (or press **Shift + F5** ).



During the slideshow, to move to the next slide, select the right arrow key, the down arrow key or click.

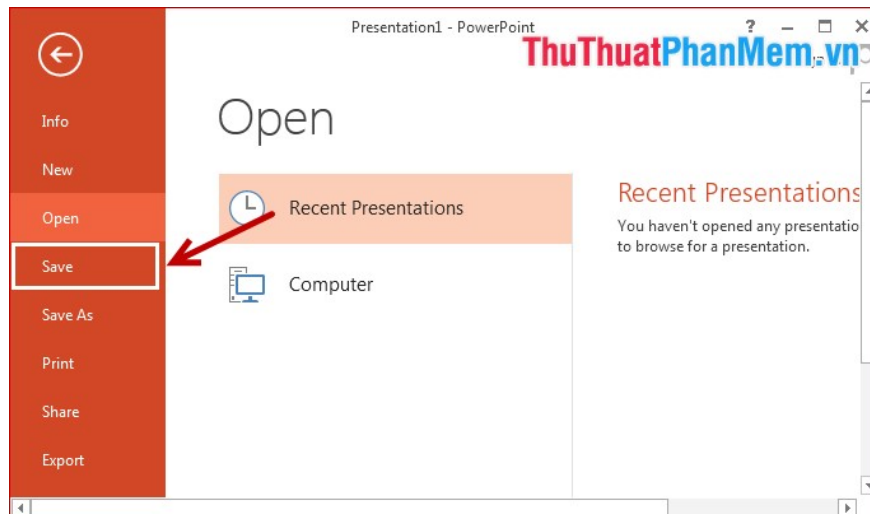


To return to the previous slide, select the left arrow key and the up arrow key.



## Save file

You press **Ctrl + S** or **File -> Save** then enter the file name and select the file type in the **Save as type** section and click **Save** to save.



So, you can create a simple PowerPoint, gradually, as you get used to it, you will continue to learn more advanced parts in PowerPoint. Good luck!

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