

# Creating a Presentation Using PowerPoint

**Start**

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# Course Resources

## Learning Resources

The learning resources in this module will help you gain the knowledge required to achieve the stated objectives for this course. Please review the text on each page and click on the videos provided to access real-world demonstrations.

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## Technology Resources

The technology that you will need for this course is:

- Computer with reliable internet
- Speakers (for videos and audio)
- PowerPoint
  - 1.To start a free trial for PowerPoint, go to <https://www.office.com>
  - 2.Log into your Microsoft account.
  - 3.Click Install to download the setup file to your computer.
  - 4.Double-click the setup file to install all Microsoft Office 365 desktop apps.

*If you have any questions or run into problems, you can contact the IT department at (555) 123-4567 or [itdept@fictionalschool.edu](mailto:itdept@fictionalschool.edu)*

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# Welcome to the Fundamentals of creating an online presentation using PowerPoint!

This course will provide you with the knowledge and skills you need to **create online presentations**.

Familiarize yourself with the **course overview** on the next page so you know what to expect.

Please click the “**Continue**” button below once you’re ready to go to the next page.



(audio)

(image)














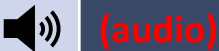
**Alt text:** A person looking at a computer screen eager to learn.

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# Course Organization

Creating a Presentation Using PowerPoint			
Lesson	Learning Objective	Time	What's included
1: Starting Your Presentation	The learner explains how to start a presentation on PowerPoint.	10 minutes	 1 video  1 quiz  1 discussion board
2: Building Your Presentation	The learner explains how to build a presentation on PowerPoint.	10 minutes	 1 video  1 quiz  1 discussion board
3: Adding Multimedia Elements	The learner explains how to add multimedia elements on PowerPoint.	10 minutes	 1 video  1 quiz  1 discussion board
4: Putting it All Together	The learner creates a PowerPoint presentation that includes multimedia elements.	30 minutes	 Final assessment  Peer Reviews



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Continue

# Introduction

(image)



**Alt text:** An outline of a person's head filled with puzzle pieces, which are placed where the brain usually is.

## What is PowerPoint?

- A presentation software program that allows users to create professional-looking slideshows.

## Why use PowerPoint?

- It allows the presenter to convey information in an organized and engaging way.
- This helps keep the audience focused in a virtual setting.



(audio)

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# Lesson 1: Starting Your Presentation

- First, we will begin creating our presentation by launching PowerPoint.
- Next, we will select a theme.
- **Please click the “play” button** on the video below, which includes a demonstration of how to navigate through PowerPoint.



(audio)

(video)



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[View captions transcript](#)

(Interactivity- button)

[Audio description of the video](#)

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# Lesson 1 Transcript

*When you first launch PowerPoint, you will have the chance to select from a blank template or a catalog of themes. If you select “Blank Presentation,” then you will have the opportunity to build your theme from scratch. If you select “More Themes,” then it will direct you to a search engine where you can search for a particular theme.*

*However, since this is a beginner’s course, for this demonstration, we are going to select “Blank Presentation,” and build our presentation from scratch.*

**\*\* DESIGN NOTE:** This transcript will appear below the video on page 6 if the user clicks on the “View captions transcript” button. The transcript will display small chunks of text below the video as the video plays.

# Lesson 1 Audio Description

**\*\* DESIGN NOTE:** The audio description will play when the user clicks the “audio description of the video” button that’s on page 6. The audio will say the following:

*PowerPoint is open on the screen, and the user is describing how to start a presentation. They explain that when you first launch PowerPoint, you will have the chance to select from a blank template or a catalog of themes. If you select “Blank Presentation,” then you will have the opportunity to build your theme from scratch. If you select “More Themes,” then it will direct you to a search engine where you can search for a particular theme.*

*However, since this is a beginner’s course, for this demonstration, you are going to select “Blank Presentation,” and build our presentation from scratch. The user hovers their mouse in the top left corner of the screen and clicks on the “Blank Presentation” button.*



# Lesson 1 Quiz

How do you create your own theme from scratch?

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- ☐ A Open PowerPoint and select “More Themes”
- ☐ B Open PowerPoint and select “Blank Presentation”
- ☐ C Open PowerPoint and select “Save As”



(audio)

**\*\* DESIGN NOTE:** If a user selects an incorrect answer, then they will receive immediate feedback as to why the answer is wrong. If the user selects the correct answer, they will receive immediate feedback as to why the answer is correct.



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Chat with instructor

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# Lesson 1 Discussion Board

Creating a Presentation Using PowerPoint



(audio)

## Group Discussion: How to Create a Presentation

**Discussion Topic:** How do you create a theme? What’s the benefit of creating a theme from scratch?

Your response should be 2-4 sentences long. Once you are done, respond to two of your peers. This allows you to collaborate for some further discussion about this topic.



*Type a response*

➤ Submit

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## Lesson 2: Building Your Presentation

- An effective, organized PowerPoint presentation will consist of the following elements in order:
  1. Title
  2. Introduction
  3. Body
  4. Conclusion
- **Please click the “play” button** on the video below, which includes a demonstration of how to navigate through PowerPoint.



(video)

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View captions transcript

(Interactivity- button)

Audio description of the video

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## Lesson 2 Transcript

*Your first slide will be your title slide. In this slide, you will write the title of your presentation. To do that, you will click where it says, "Click to add title." Your title must be professional, and it must be descriptive enough so that the audience knows what your presentation will be about. For this example, we'll write "Benefits of Choosing ABC Logistics" since the goal of this presentation is to sell the product advertised.*

*Next, you will add your introduction slide. You can do this by right-clicking on your current slide and selecting "New Slide." We will title this slide "Introduction." Your introduction slide should consist of a brief overview of what your presentation will be about and the key points that you're going to cover. Be sure to not overwhelm your audience by writing a large block of text. Instead, list your information with bullet points.*

*Next, you will add your body slides. You can do this by right-clicking on your current slide and selecting "New Slide." We will title this slide "Body." These slides will be the bulk of your presentation. The body slides of your presentation are chunks of information that convey the overall message. This information should be separated into multiple body slides to ensure your audience doesn't get overwhelmed with blocks and paragraphs of text on one slide. Please ensure you list your information in bullet points.*

*Finally, you will add your conclusion slide. You can do this by right-clicking on your current slide and selecting "New Slide." We will title this slide "Conclusion." This slide will provide a summary that consists of 3-5 bullet points that list key details that you shared throughout your presentation.*

**\*\* DESIGN NOTE:**  
This transcript will appear below the video on page 11 if the user clicks on the "View captions transcript" button. The transcript will display small chunks of text below the video as the video plays.



## Lesson 2 Audio Description

**\*\* DESIGN NOTE:** The audio description will play when the user clicks the “audio description of the video” button that’s on page 11. The audio will say the following:

*PowerPoint is open on the screen, and the user is describing how our first slide will be your title slide. In this slide, you will write the title of your presentation. To do that, you will click where it says, “Click to add title.” Your title must be professional, and it must be descriptive enough so that the audience knows what your presentation will be about. For this example, we’ll write “Benefits of Choosing ABC Logistics” since the goal of this presentation is to sell the product advertised.*

*Next, you will add your introduction slide. You can do this by right-clicking on your current slide and selecting “New Slide.” We will title this slide “Introduction.” Your introduction slide should consist of a brief overview of what your presentation will be about and the key points that you’re going to cover. Be sure to not overwhelm your audience by writing a large block of text. Instead, list your information with bullet points.*

*Next, you will add your body slides. You can do this by right-clicking on your current slide and selecting “New Slide.” We will title this slide “Body.” These slides will be the bulk of your presentation. The body slides of your presentation are chunks of information that convey the overall message. This information should be separated into multiple body slides to ensure your audience doesn’t get overwhelmed with blocks and paragraphs of text on one slide. Please ensure you list your information in bullet points.*

*Finally, you will add your conclusion slide. You can do this by right-clicking on your current slide and selecting “New Slide.” We will title this slide “Conclusion.” This slide will provide a summary that consists of 3-5 bullet points that list key details that you shared throughout your presentation.*

## Lesson 2 Quiz

How do you add a new slide to your presentation?

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- ☐ A By right-clicking on your current slide and selecting “New Slide”
- ☐ B By right-clicking on your current slide and selecting “Hide Slide”
- ☐ C By right-clicking on your current slide and selecting “New Comment”



(audio)

**\*\* DESIGN NOTE:** If a user selects an incorrect answer, then they will receive immediate feedback as to why the answer is wrong. If the user selects the correct answer, they will receive immediate feedback as to why the answer is correct.



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# Lesson 2 Discussion Board

Creating a Presentation Using PowerPoint



(audio)

## Group Discussion: How to Build a Presentation

**Discussion Topic:** How do you add a new slide to your presentation? How should you organize your slides? Why is it important to organize your slides like this?

Your response should be 2-4 sentences long. Once you are done, respond to two of your peers. This allows you to collaborate for some further discussion about this topic.



*Type a response*

➤ Submit

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## Lesson 3: Adding Multimedia Elements

- To make your presentation more engaging, you should incorporate some form of **multimedia elements** in your slides.
- Multimedia elements consist of **pictures, videos, and audio**.
- **Please click the “play” button** on the video below, which includes a demonstration of how to build your presentation.



(video)

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[View captions transcript](#)

(Interactivity– button)

[Audio description of the video](#)

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[Next](#)



## Lesson 3 Video Transcript

*When creating a presentation, PowerPoint includes features that allow you to add pictures, animation, videos, and audio to your slides. You can add these multimedia elements by clicking on the “Insert” tab that’s located at the top of the screen.*

*If you want to add a picture, you can click on “Pictures,” and it will give you the option to add an image from your device, online, or stock.*

*If you want to add a video, you can click on “Video,” and it will give you the option to add an image from your device, online, or stock.*

*If you want to add audio, you can click on “Audio,” and it will give you the option to add audio from your device or record audio.*

**\*\* DESIGN NOTE:** This transcript will appear below the video on page 16 if the user clicks on the “View captions transcript” button. The transcript will display small chunks of text below the video as the video plays.

## Lesson 3 Audio Description

**\*\* DESIGN NOTE:** The audio description will play when the user clicks the “audio description of the video” button that’s on page 16. The audio will say the following:

*PowerPoint is open on the screen, and the user is describing that when creating a presentation, PowerPoint includes features that allow you to add pictures, animation, videos, and audio to your slides. You can add these multimedia elements by clicking on the “Insert” tab that’s located at the top of the screen.*

*If you want to add a picture, you can click on “Pictures,” and it will give you the option to add an image from your device, online, or stock.*

*If you want to add a video, you can click on “Video,” and it will give you the option to add an image from your device, online, or stock.*

*If you want to add audio, you can click on “Audio,” and it will give you the option to add audio from your device or record audio.*

## Lesson 3 Quiz

How do you add multimedia elements to your presentation?

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- ☐ A By clicking on the “Insert” tab
- ☐ B By clicking on the “Review” tab
- ☐ C By clicking on the “Transition” tab



(audio)

**\*\* DESIGN NOTE:** If a user selects an incorrect answer, then they will receive immediate feedback as to why the answer is wrong. If the user selects the correct answer, they will receive immediate feedback as to why the answer is correct.



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Chat with instructor

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# Lesson 3 Discussion Board

Creating a Presentation Using PowerPoint



(audio)

## Group Discussion: How to Add Multimedia Elements

**Discussion Topic:** How do you add pictures, videos, and audio to your presentation?  
**Why is it important to add multimedia elements to your slides?**

Your response should be 2-4 sentences long. Once you are done, respond to two of your peers. This allows you to collaborate for some further discussion about this topic.



*Type a response*

➤ Submit

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# Summary

Throughout this section, you have reviewed the fundamentals of creating a presentation using PowerPoint, which includes:

- How to **open** PowerPoint
- How to **create** a new theme
- How to **organize** your slides
- How to **add** multimedia elements



(audio)

(image)



**Alt text:** A person excitedly looking at a computer screen.

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## Summative Assessment: Rough Draft

- For the final assessment, you will **create your own 6-slide presentation** on any topic of your choice using PowerPoint. **You must include the following items:**
  - 1) A title slide
  - 2) An introduction slide
  - 3) Three body slides
  - 4) A conclusion slide
  - 5) Three multimedia elements
- Once you are finished, you will **upload** your **PowerPoint** to the database so another learner can **peer review** your work.
- Once you receive feedback from a peer, you will make corrections and submit your final copy.



(audio)



Upload

(Interactivity– button)

*Click on the "Upload" button above once you've completed your assessment and you're ready for it to be peer-reviewed.*



Submit

(Interactivity– button)

*Click on the "Submit" button above once you've uploaded your PowerPoint and you're ready for it to be peer-reviewed.*

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# Peer Review Directions

- For the peer review, you must review **one** of your classmate's presentations. You will check to see if they have the following elements:
  - 1) A title slide
  - 2) An introduction slide
  - 3) Three body slides
  - 4) A conclusion slide
  - 5) Three multimedia elements
- Be sure to include meaningful, actionable, and constructive feedback.



(audio)

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## Submit Final Draft

- Reflect on the feedback that you received from the peer reviews and **ask yourself the questions** below:
  1. *Did you include all the elements?*
  2. *What suggestions did your peer give you?*
  3. *What changes or corrections can you make?*
- Once you reflect on the feedback and make corrections, you may **submit** your final copy.



(audio)



Upload

*Click on the "Upload" button above once you've completed your assessment and you're ready to submit the final draft.*



Submit

*Click on the "Submit" button above once you've uploaded your PowerPoint and you're ready to submit the final draft.*

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# End of the Course Survey

Congratulations on completing this course! If you have a moment, please complete the optional end-of-the-course survey below by typing your responses in the “Response” section. All responses are anonymous, and we use the feedback from our learners to find ways to improve.



(audio)

Question	Response
1. Do you believe your expectations for this course were satisfied? Why or why not?	
2. What was the best thing about this course?	
3. What was the worst thing about this course?	
4. Would you recommend this course to a family member or friend? Why or why not?	
5. Please provide advice and feedback on how this course can be improved.	
6. Assign a grade to this course (A being excellent and F being extremely poor).	

(interactivity– button)

Exit Course