

From Outline To Powerpoint in Thirty Minutes!

Sol Schneider, Sam Houston State University

Most users of presentation software report it would take them about two days of nonstop work to produce all the text for a 20 - 30 slide long presentation, and to get it into Powerpoint©. This document will show you how to do that task in **30 minutes!**

How do you begin making a slide show? Do you collect source material, think about it, and get a firm idea what you need to say before you begin? Let's assume you do. What tool should you use first, a word processor or presentation program? The word processor is designed for high speed text entry; the presentation program is designed for displaying the text in large and colorful letters and for including loads of multimedia. Once you know what you want to say you can type those words in MS Word© in very few minutes. Most users report they type at least 30 words per minute. A 30-slide show may only need 450 to 500 words of text.

1. You can create all the text for a typical slide show in 15 minutes, but only if you use a word processing program. When you are done:
2. Select all the text and then copy it to the office clipboard.
3. Paste it into the left window pane to the OUTLINE tab view.
4. Make one pass, top to bottom using only the ENTER key to break it into say 30 slides (often less).
5. Make a second pass, top to bottom, within each slide in the OUTLINE tab heading, using TAB or (SHIFT + TAB) to chop it into bulleted text.

Finish with a Multimedia Flourish

1. Use a web browser to visit Google.com and click on "Image" above the search field to find photographs and cartoons to illustrate your points. Paste or insert graphics on nearly every slide. In "Mozilla Firefox" browser, right click an image and choose Copy Image or Save Image As.
2. Add your voice or relevant sound effects to several slides.
3. Use your web browser to visit Google.com and click on "Advanced Search" to find video clips related to your topic.
4. Link to the website that plays that video for you.
5. Add custom animation to bulleted text so it comes onto the slide one point at a time.
6. Type audience interaction questions into several scattered slides.
7. Add color or a fill effect to the Master Slide

8. Test, rehearse and practice it.

Step-by-Step, a Visual Meta-Example

The first two paragraphs of this document will function as that text which we will make into slides. Pretend you recently typed the two paragraphs into MS Word.

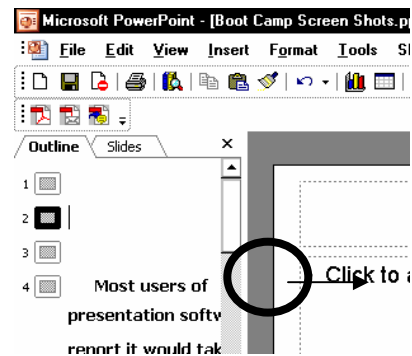
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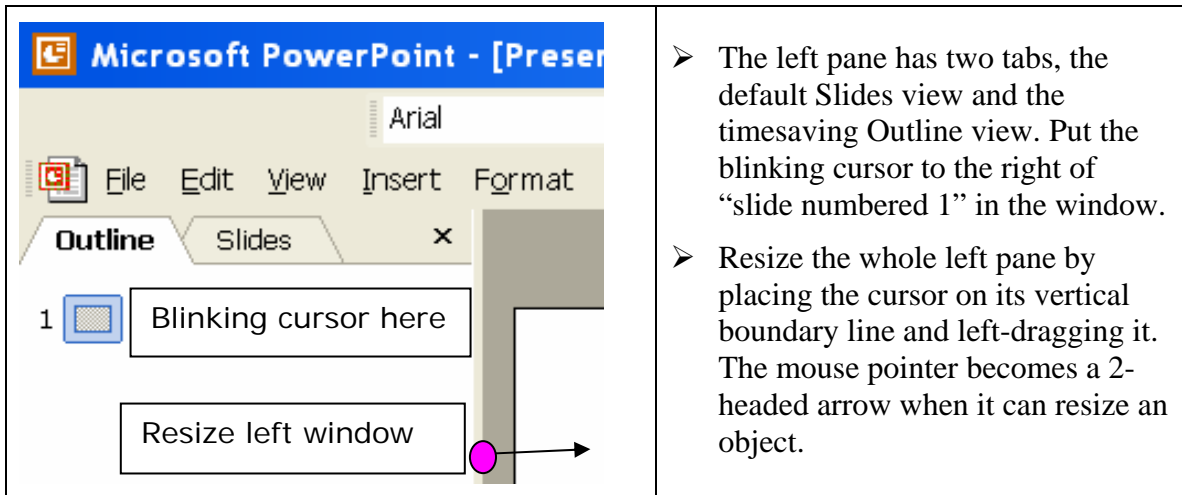
How do you begin making a slide show? Do you collect source material, think about it, and get a firm idea what you need to say before you begin? What tool should you use first, a word processor or presentation program? The word processor is designed for high speed text entry; the presentation program is designed for displaying the text in large letters and for including multimedia. Once you know what you want to say you can type those words in MS Word© in a very few minutes. Most users report they type at least 30 words per minute. A 30-slide show may only need 450 to 500 total words.”

Paste it into the Outline Panel in the Left Pane

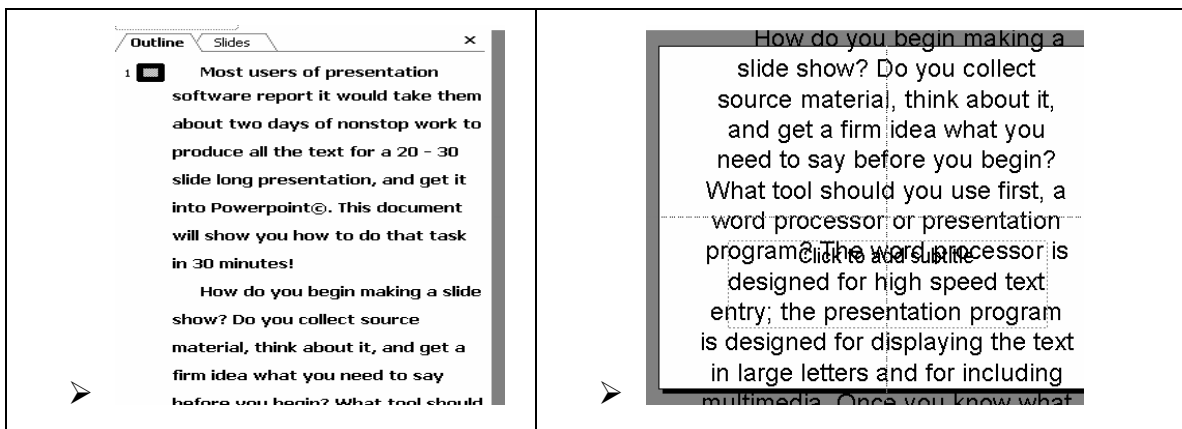
- Select the two paragraphs above. Copy them to the office clipboard.

- In Powerpoint© make the left window pane as wide as possible at the expense of the middle pane called normal view. Look to your right.
- Paste the text into the LEFT window pane, to the OUTLINE tab.



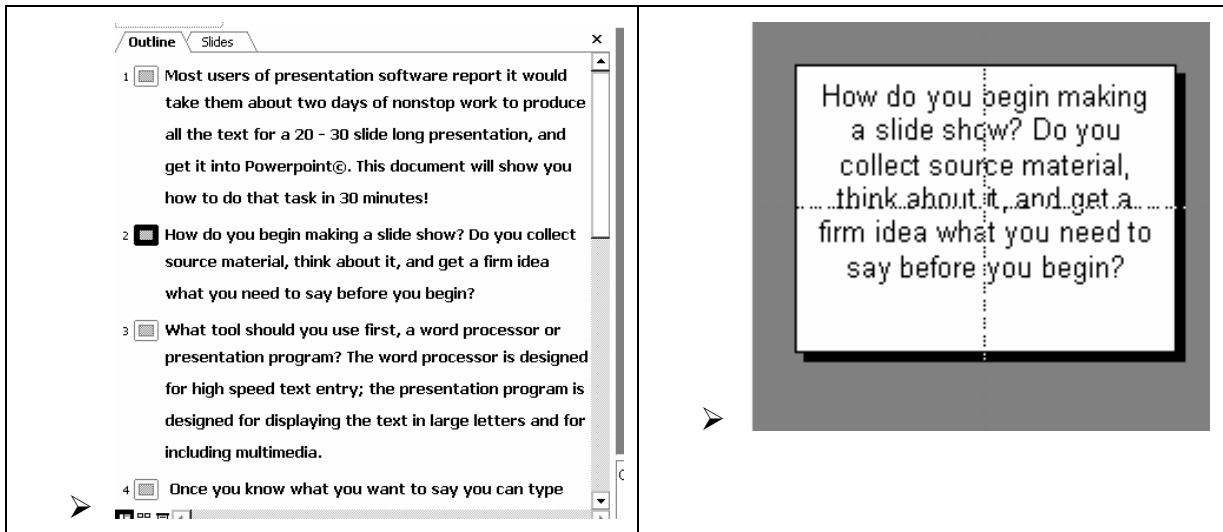


The screen print shown below was taken at this point. Notice what a mess the middle screen (normal view) has become. ¹



- All 157 words of the pasted text are now the heading of slide #1. That text placeholder is formatted to center the titles both horizontally and vertically. That’s why it looks so disorganized. It’s not an issue now.
- Starting at the top of the left window pane’s outline view we put our mouse pointer where we want a new slide to start and hit the enter key. Repeat this until you run out of text to chop into slides.
- It is premature to make bullets. Be content to chop it into slides.

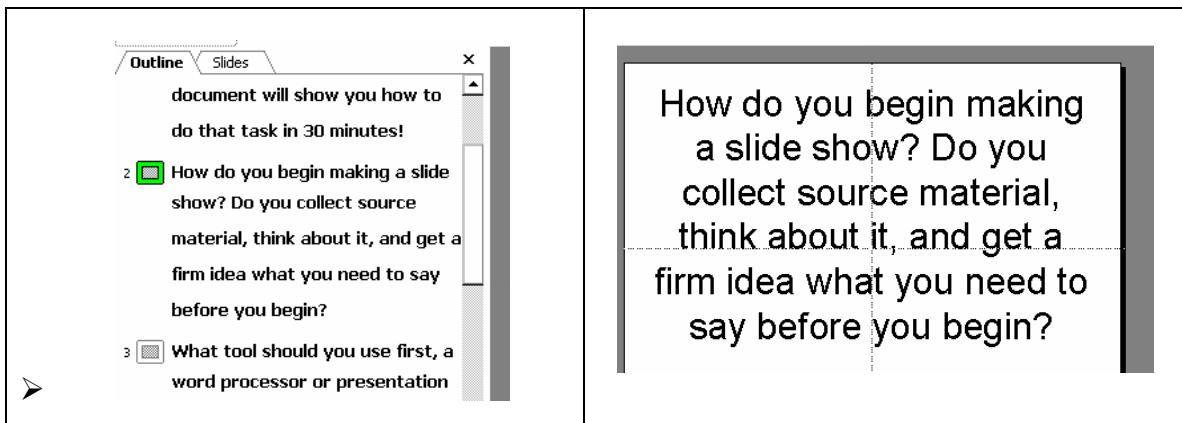
¹ Now, don’t look at the middle screen until this exercise is done.



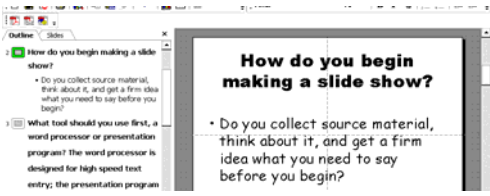
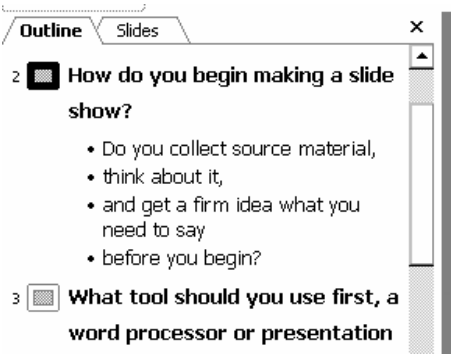
- **Trouble shooting tip 1:** if hitting the enter key produces an unexpected bullet instead of a new slide, hold down the “Shift” key with a finger of the right hand and strike the “Tab” key lightly with the left hand.² Reversing a tab to a new slide is called PROMOTING the text’s indentation level. It promotes bullets into new slides at the title level.

After chopping the text into separate slides it was easy to spot parallel structure in slide #2 which lends itself to bulleted lists. On slide #2 we want to make the second sentence into 3 bullets at the boldfaced terms:

“How do you begin making a slide show? **Do** you collect source material, **think** about it, **and** get a firm idea what you need to say **before** you begin?”



² The probable cause was hitting the “Tab” key more than once to make the bulleted item.

<ul style="list-style-type: none"> ➤ Put your cursor in front of sentence 2 (“Do you collect...”). ➤ Do so in the LEFT window pane, Outline Tab heading. 	<ul style="list-style-type: none"> ➤ Hit the Enter key then the Tab key. ➤ The screen print below left shows the whole second sentence became a bulleted list item.
 <ul style="list-style-type: none"> ➤ 	<ul style="list-style-type: none"> ➤ Move the mouse cursor in the left OUTLINE TAB to immediately before “think about it,” hit the Enter key then the Tab key.
 <ul style="list-style-type: none"> ➤ ➤ Thirty slides in 30 minutes. 	<ul style="list-style-type: none"> ➤ Repeat the process above where you want bullets to begin. <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">How do you begin making a slide show?</p> <ul style="list-style-type: none"> • Do you collect source material, • think about it, • and get a firm idea what you need to say • before you begin? </div> <p>etc.</p>
<p>Recap:</p> <ol style="list-style-type: none"> 1 Create most the text in MS Word. Select it all (Control + A) 2 Copy it to the clipboard. A keyboard shortcut for this is Control + C. 3 Place the cursor just to the right of the slide icon in the left window pane. 4 Paste it. Control + V. 5 Use the Enter Key to create more slides. Do not make bullets just yet. 6 Use the Enter Key, then the Tab Key to create bulleted text. 7 Use the Enter Key, with the Shift Key, plus the Tab Key to convert a bullet into a new slide. 	



8. **There is a single tip for final troubleshooting** not obvious from the above:
9. When any line misbehaves, place the pointer at the start of that line, **BACKSPACE** it until it joins the line above.
10. Hit the ENTER Key. It will behave now.