Create an ILT Presentation
Using Microsoft PowerPoint®

Job Aid for Subject Matter Experts

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The audience for this document is Subject Matter Experts (SMEs) who create Instructor Lead Training (ILT). Use this document to create ILT PowerPoint presentations for classroom instruction. This document provides the steps to perform different authoring actions within the ILT PowerPoint template.

Styles have been set up in the template with specific text sizes. Do **not** change the text sizes if at all possible. It is better to add more slides than to lower the text size. A smaller size may make the slides unreadable in a classroom setting.

Assumptions

This document assumes that the Subject Matter Expert:

1. Is familiar with using PowerPoint 2007 or 2010.
2. Knows the location of the *ILT for Coursename.pot* template file.
3. Has been given at least some training on using the template.

If any of these assumptions is incorrect, contact the Learning Development organization for additional instruction and information.

Access and Save the Presentation

Follow these steps to create a new presentation:

1. Navigate to the folder containing this file: ILT for Course Name.pot
2. Double-click the filename to open a new presentation without altering the template.
3. Save the file with the name of the lesson or course.

Work with Text

Follow these steps to edit existing pages:

1. Navigate to the page to be edited. For example, the first page.
2. Highlight the existing text and replace it by typing new text.
3. Click in the text area to add new text.
4. Use PowerPoint's Home ribbon options to format the text, such as bold, italic, and underline. Do not change the font color or size unless absolutely necessary. If change these options and reapply the slide layout, PowerPoint resets the changed options.

Work with Images

Add a New Image

Follow these steps to add a new image on a page *containing an image layout*. These steps assume that the image exists on your hard drive. To copy and paste an image from another source review the *Replace an Existing Image Using the Paste Functionality* section below.

1. Click the icon in the middle of the outlined area and select the image you want to add.
2. Navigate to the image you want to add and select it.

Replace an Existing Image with another Image

Follow these steps if an image already exists on the page. These steps replace it with a file on disk:

1. Right-click on the image and select **Change Picture** from the menu.
2. Navigate to the image to be added and select it.

Replace an Existing Image Using Paste Functionality

Follow these steps if the image is not on disk and you are copying and pasting the image from another source:

1. Copy the original image: **(CTRL + C)** or **File > Copy**.
2. Right-click the picture on the lesson page and select **Paste**. The new image is pasted on the page but does not replace the selected image. Delete the older image and move the new image into the appropriate position on the slide.

Work with Slide Layouts and Standard Content

There are several slide layouts that you can use in your presentation. These layouts are "slide masters" that sit behind the scenes and provide the default layout and text sizes:

- First Slide (used for the first slide only)
- Section Header (used for all those section title pages)
- Standard Lesson Page (used for most pages)
- Two columns with picture
- Horizontal with picture
- Horizontal with table

Use the slide layout feature to format new or existing slides. Several standard content pages are available to provide the structure and default content of the presentation. These include:

- **Course title page**: Provide a course title and a subtitle if appropriate. The subtitle can be the lesson name.
- **Change History**: Use this slide to track changes to the training while you are creating your draft version of the presentation. When you are ready to present the document to a class, remove this page.

- **Course Description**: Use this page to provide a description of the course or lesson in enough detail for learners to determine if the course is applicable to them and whether it fits their learning goals.
- **Objectives**: Specify the course objectives. If the presentation file is for a single lesson, specify the objectives for that lesson.
- **Standard lesson page**, **Horizontal with Image**, **Horizontal with Table**, and **Two columns with Image**: These are the types of lesson pages you may include in the presentation. Copy and paste the slides to create new ones. These were all developed using the standard layouts listed at the beginning of this section.

Insert New Slides

To insert new slides within the presentation, use one of these two methods:

- Right-click the slide that precedes the one you want to add and select **New Slide**. PowerPoint adds a blank slide using the same slide layout of the preceding slide.
- Copy an existing slide with similar content and/or content and paste it into the appropriate location of the thumbnails.

Change the Slide Layout

To change the slide layout of a slide:

1. Right-click the slide and select **Layout**. A list of layouts appears.
2. Click the appropriate slide layout. Remember that the slide layouts and the sample content pages use the same name so it should be easy to determine which layout you need.

Work with Tables in PowerPoint

Although a layout for **Horizontal with Table** exists, it is best to copy an existing slide with a table to create a new one. This is because the standardized table formatting is already done for you. It can be very labor intensive to set all the standardized table formats correctly if you copy a table and paste it to a slide.

In PowerPoint, the table is a separate object on the page. Click within a cell of the table to activate the table object. Enter text and press the **Enter** key to produce a new paragraph. Be aware that pressing the **Tab** key causes the cursor to move to the next cell. If you need to use the **Tab** key within a table cell, press **Ctrl + Tab**.

To add a new row in a table, place the cursor in the last cell of the last row and press the **Enter** key. PowerPoint creates a new, blank row.