

Powerpoint Training

NCF-Envirothon 2025



Here are the rules that you need to follow for making your powerpoint for your oral presentation.

A maximum of 35 slides can be used per presentation. This total includes the title slide and a slide for citations for reference material.

The presentation must stay within the designated presentation time limit of 20-minutes.

Teams should only have their team number on the title slide and no identifying features.

No video or audio allowed.

Let's Get Started

Click on Blank Presentation to create a new presentation.

Click New Slides in the Home tab to add new slides.

How To Add Pictures



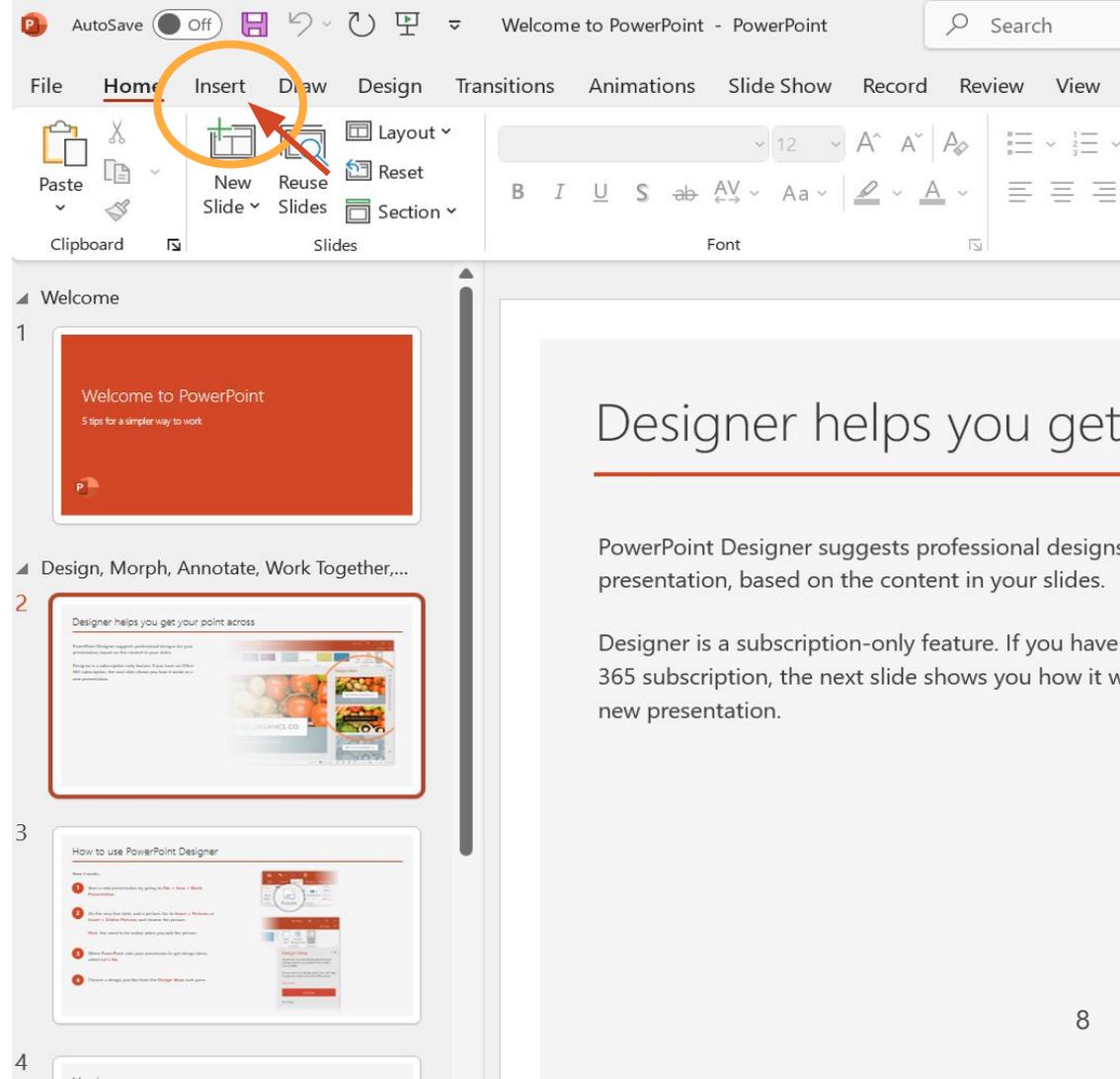
You can only use the images, maps, resources, data provided on the USB Drive in the IMAGES folder and from SELECT documents indicated for student use in the Drive.

Do not use any images on Powerpoint.

How to Add Pictures

Option 1: Insert from within PowerPoint

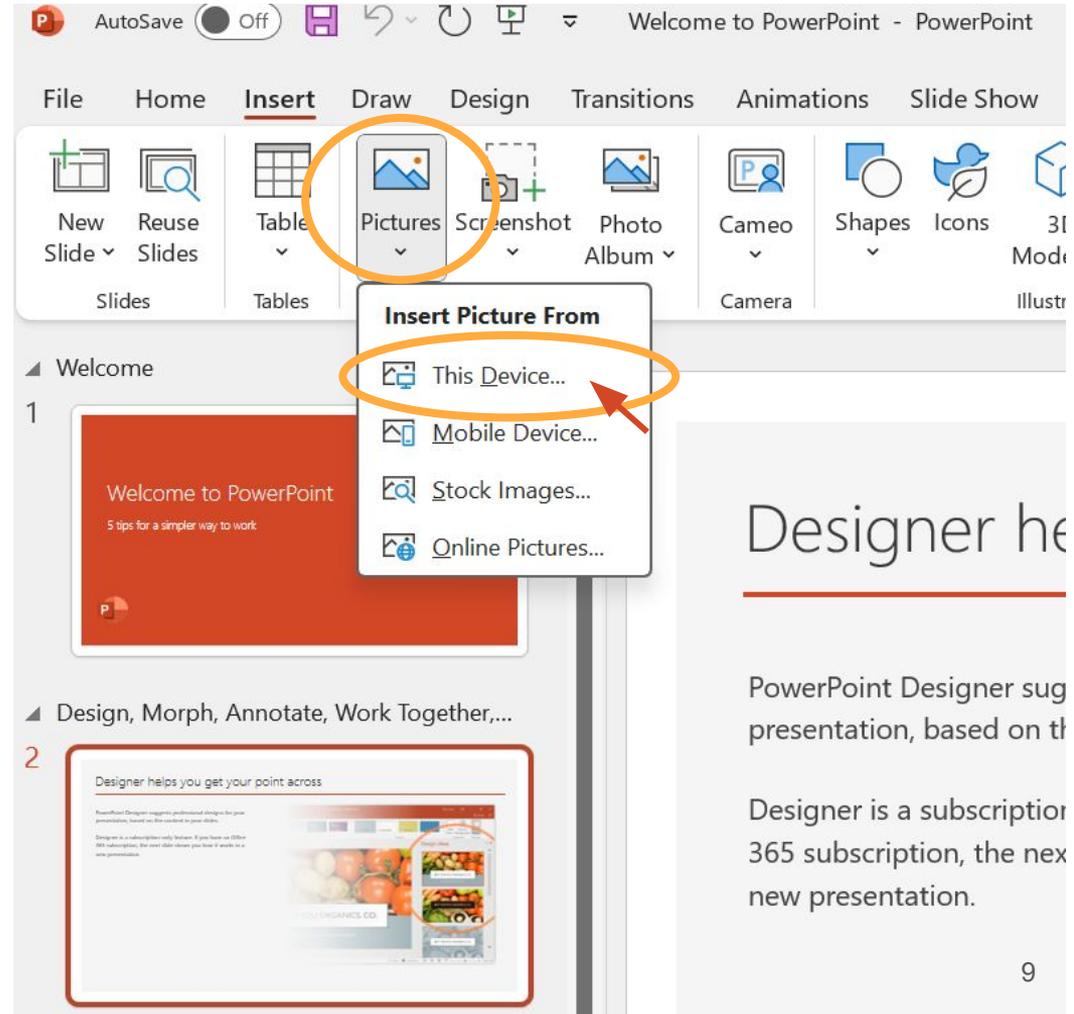
Step 1: Click Insert

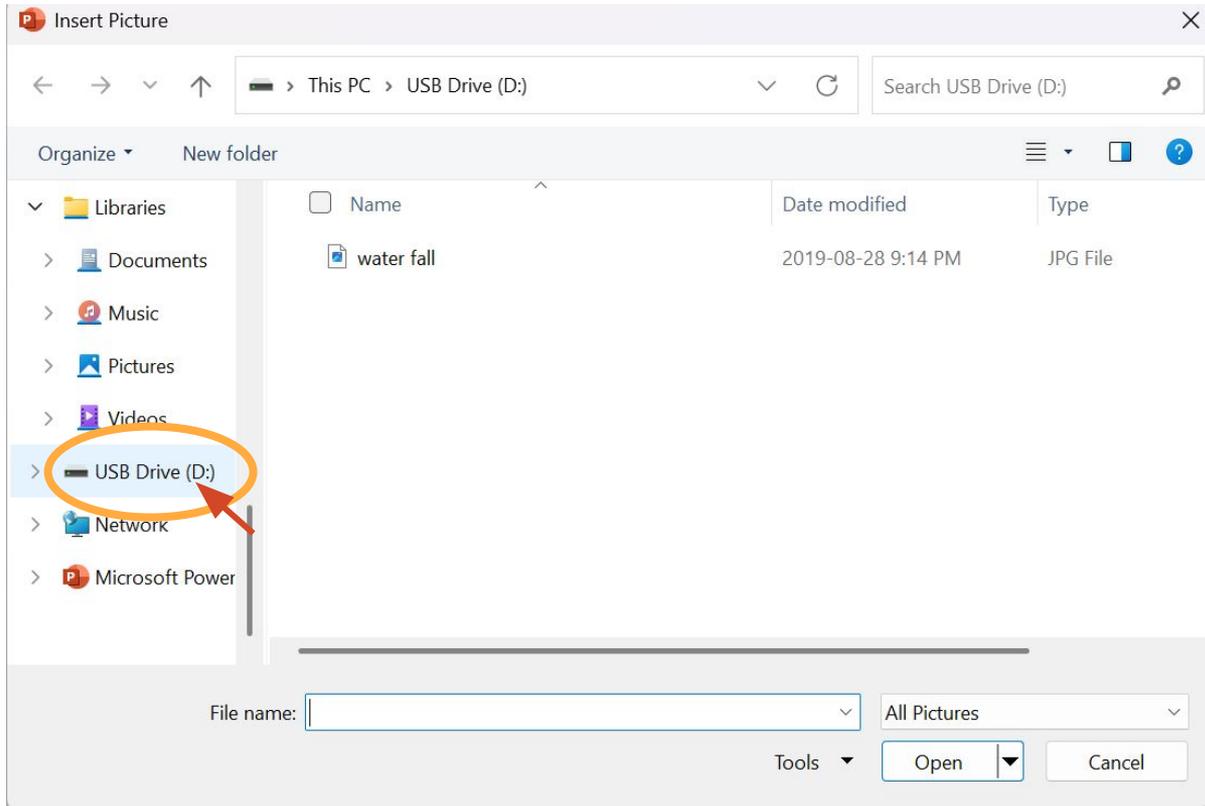


How to Add Pictures

Step 2: Click pictures

Step 3: Click “This Device”





Step 4: Click USB Drive

Step 5: Select photo
and click Open

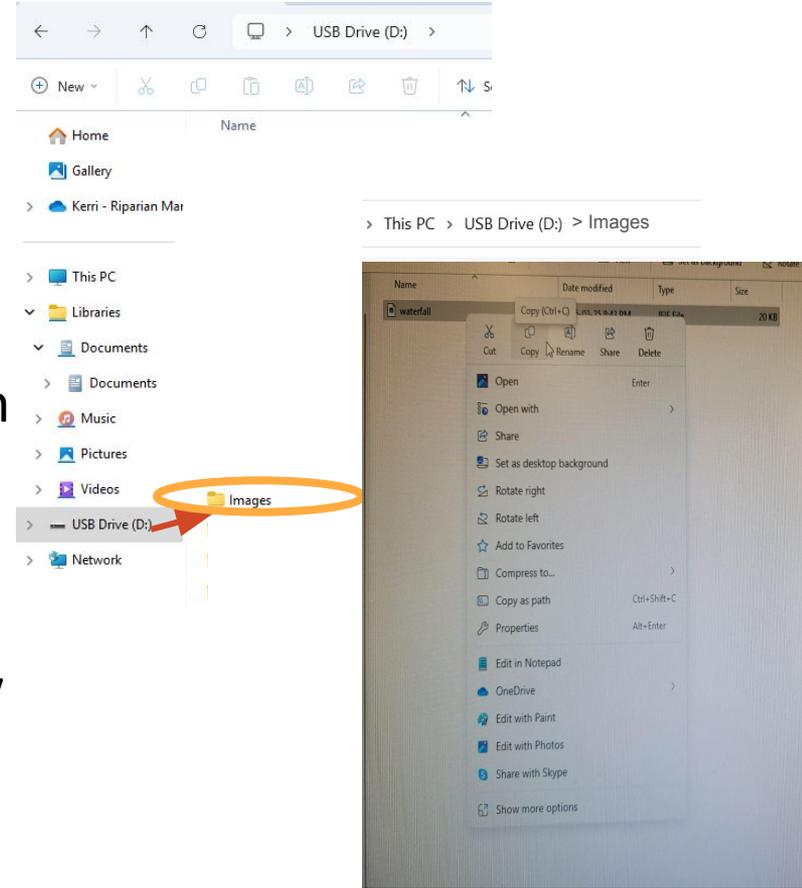
How to Add Pictures

Option 2: Copy and Paste from USB

Step 1: Find the image you want to use from the Images folder on the USB drive (you can open by clicking the File Explorer button)

Step 2: Right click on the image, select **Copy**

Step 3: go to your presentation slide, right click and select **Paste**



How to use Snipping tool to make screenshots of images to insert into Powerpoint presentation

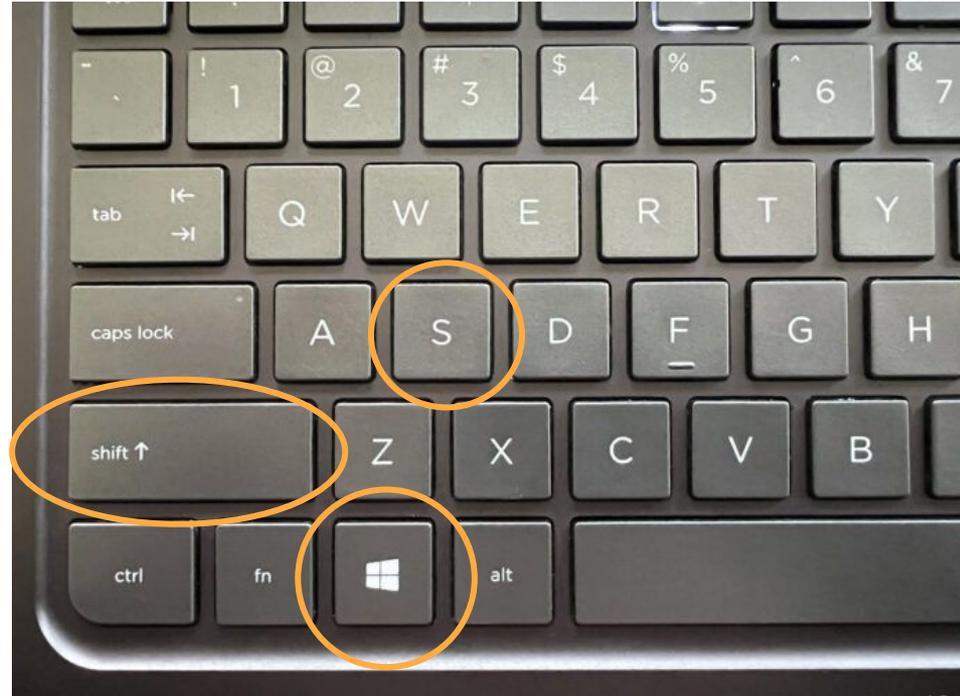
Step 1: Open the document you want to snip content from

Step 2: Press Windows Logo Key + Shift + S

OR



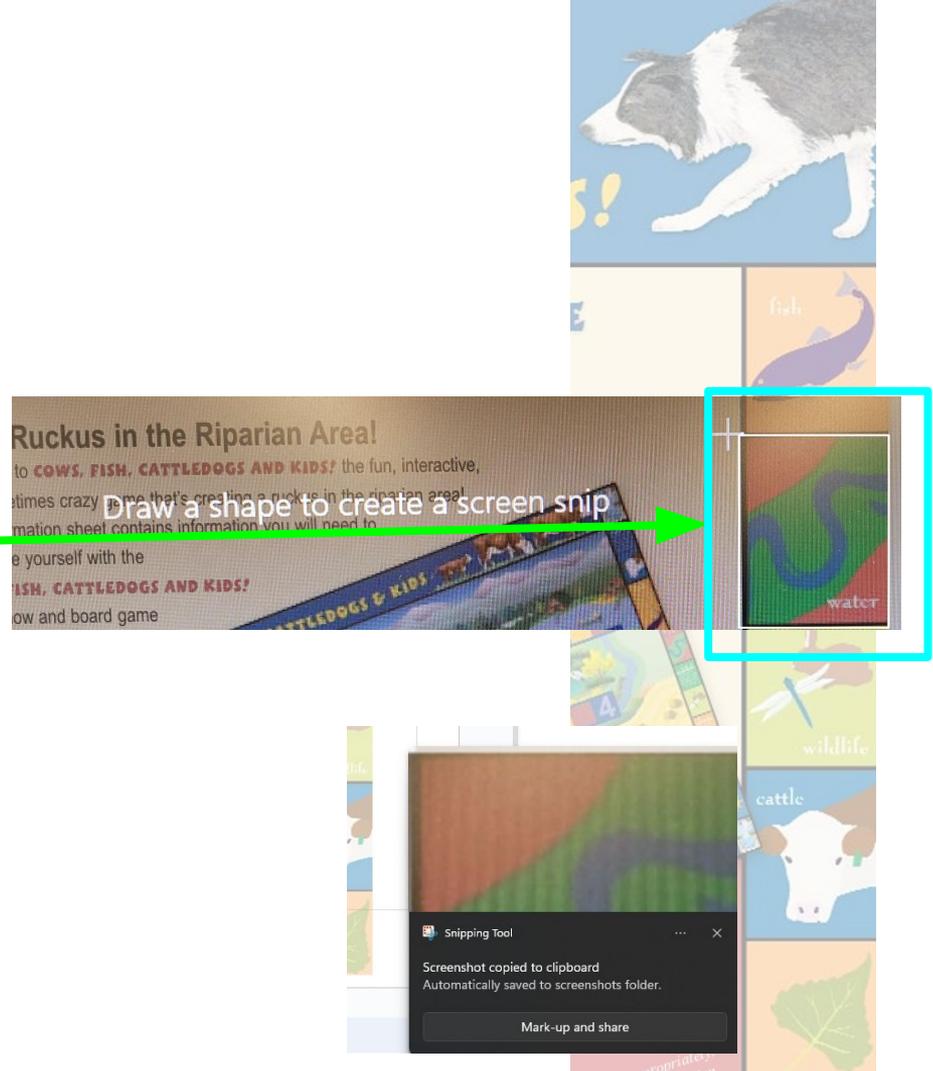
Press the Print Screen button (It may also be labelled PrntSc/PrtScr along the top or bottom of the keyboard)



How to use Snipping tool to make screen shots

Step 3: Drag the cursor to the image you want to screenshot

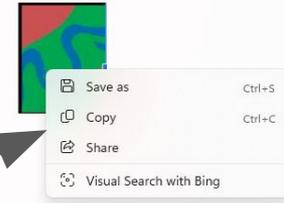
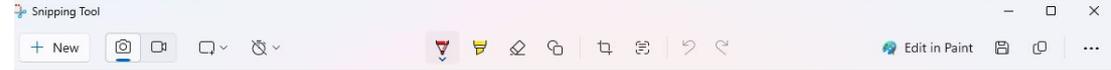
Step 4: Open the Snip & Sketch clipboard by clicking on the window that may pop up at the bottom right of your screen



How to use Snipping tool to make screen shots

Step 5: In the Snipping Tool right click on the image and click copy

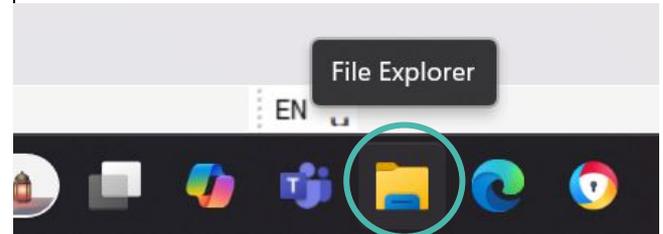
Step 6: Go to your powerpoint slide and right click to paste the image



OP Presentation



If the Snip & Sketch clipboard option does not open, go to the File Explorer window and open the screenshots folder and find your image there. Right click on the image and select copy. Return to your powerpoint, right click and, select paste.

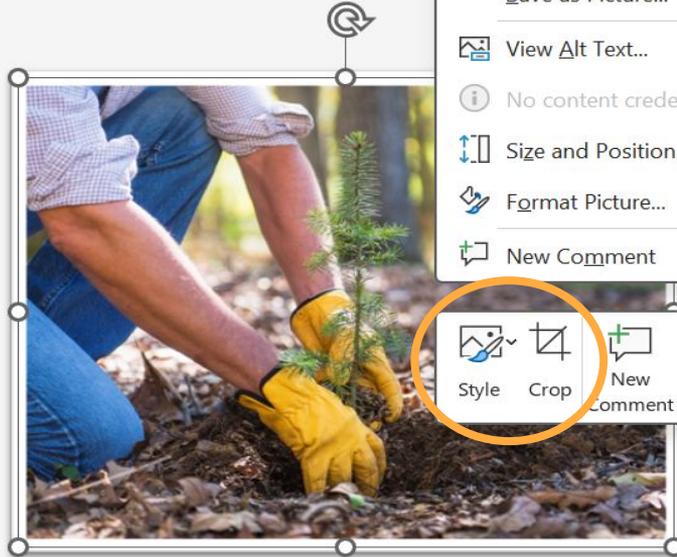


How To Edit Images/Graphics

Designer helps you

PowerPoint Designer suggests professional presentation, based on the content in your slide.

Designer is a subscription-only feature. If you have a 365 subscription, the next slide shows a new presentation.



Paste Options:



Change Picture >

Group >

Bring to Front | >

Send to Back | >

Lock

Link | >

Save as Picture...

View Alt Text...

No content credentials

Size and Position...

Format Picture...

New Comment



Changing Image Size

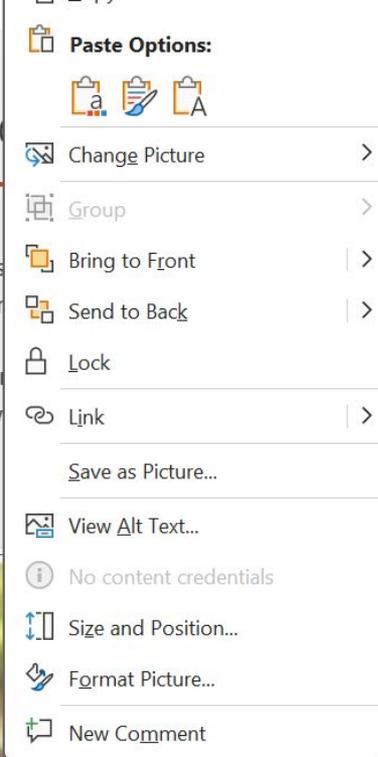
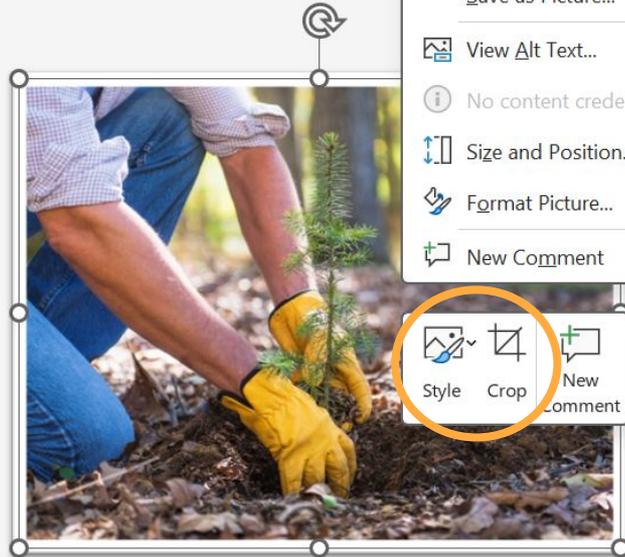
Drag on the white circles to change size of the image

Drag inward to make the image small, outward to make image larger

Designer helps you

PowerPoint Designer suggests professional presentations, based on the content in your slide.

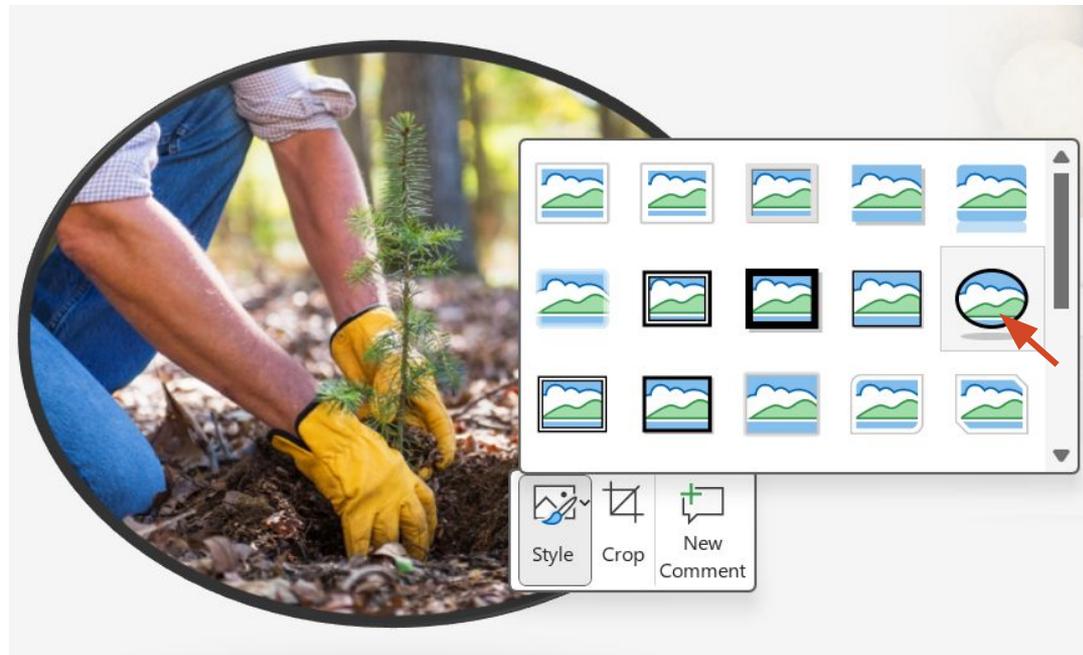
Designer is a subscription-only feature. With a Microsoft 365 subscription, the next slide shows a new presentation.



ent across

Step 1: Right click on the photo

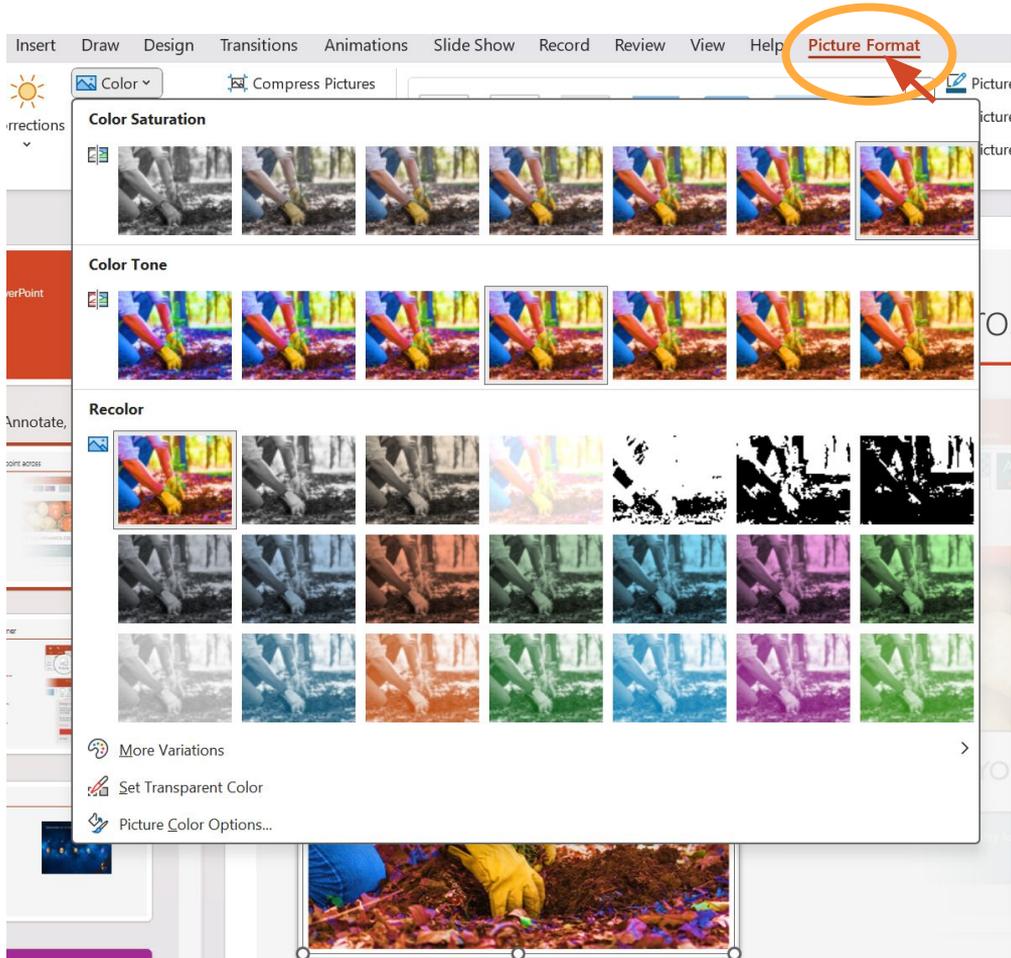
Step 2: Crop image or style image borders



Style example (change borders)



Crop example



To Edit Colours

Step 1: Click on the photo

Step 2: Click picture format

Step 3: Click Colour to edit image

**Please note official logos of agencies, organizations, etc. should NOT be cropped or re-colored in any way as they may be trademarked.*

Creating Tables or Graphs

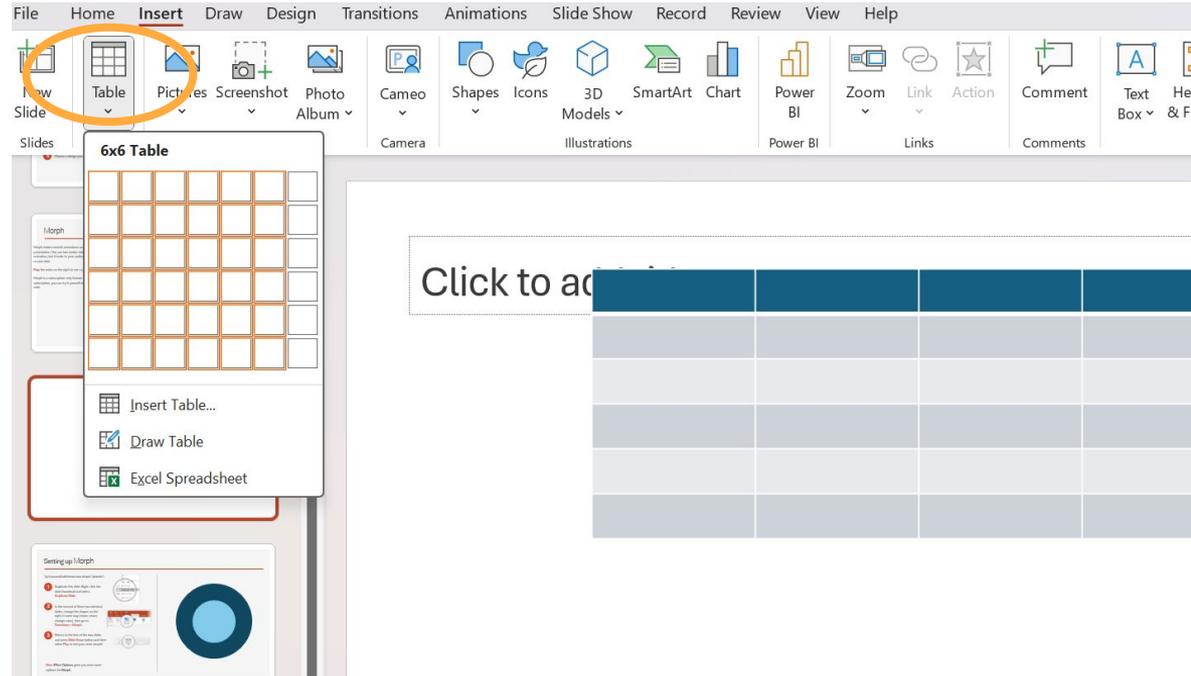
Students are allowed to make graphics, charts, etc, to add to their presentation within the PowerPoint Program and/or by using the snipping tool.

How to Make A Table

Step 1: Click Insert

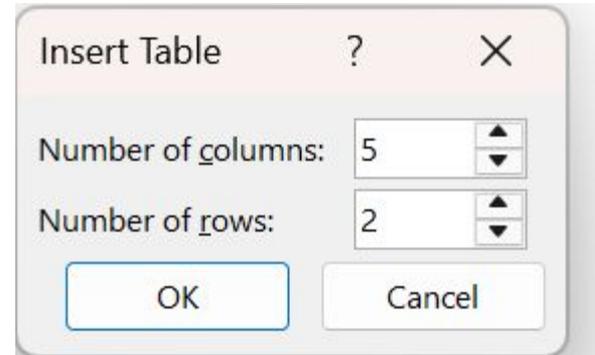
Step 2: Click Table

Step 3: Use the squares and select the number or rows and columns wanted



OR Click Insert Table

Then you can type how many number of columns and rows wanted for the table

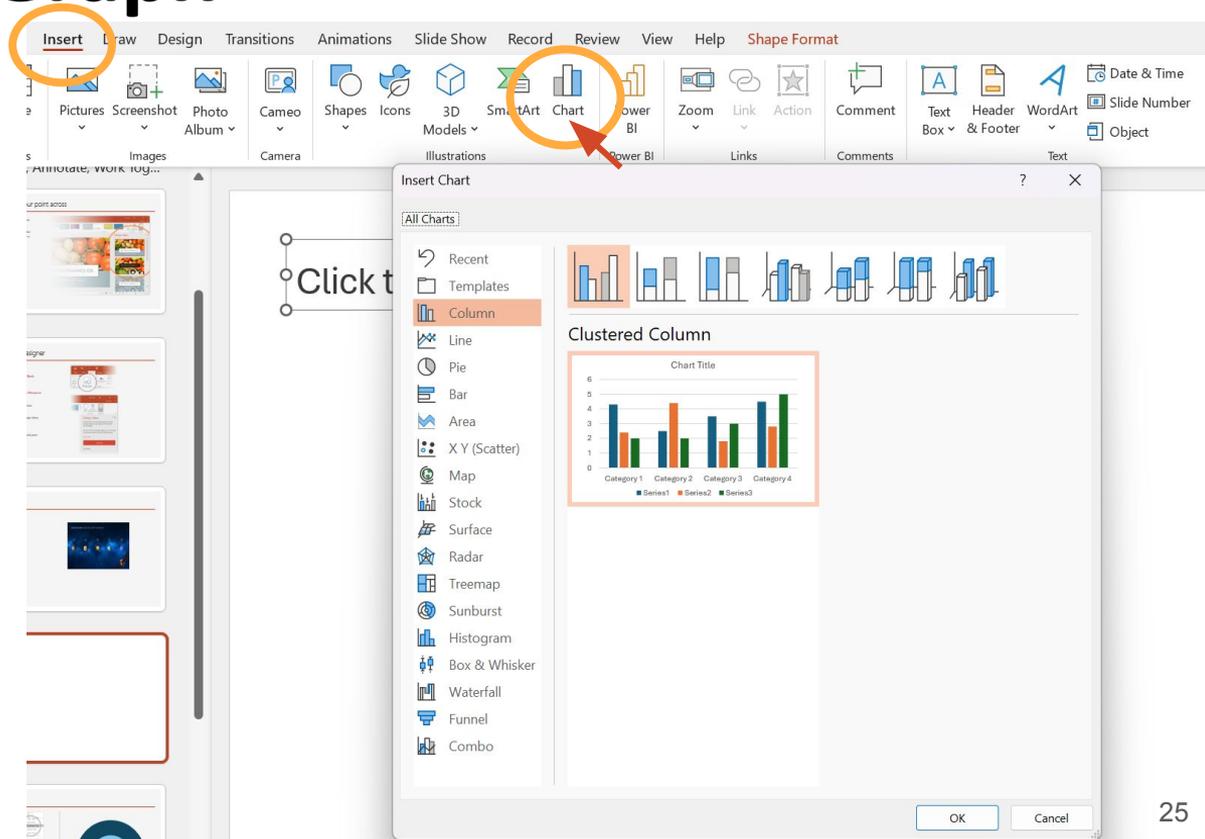


How to Make A Graph

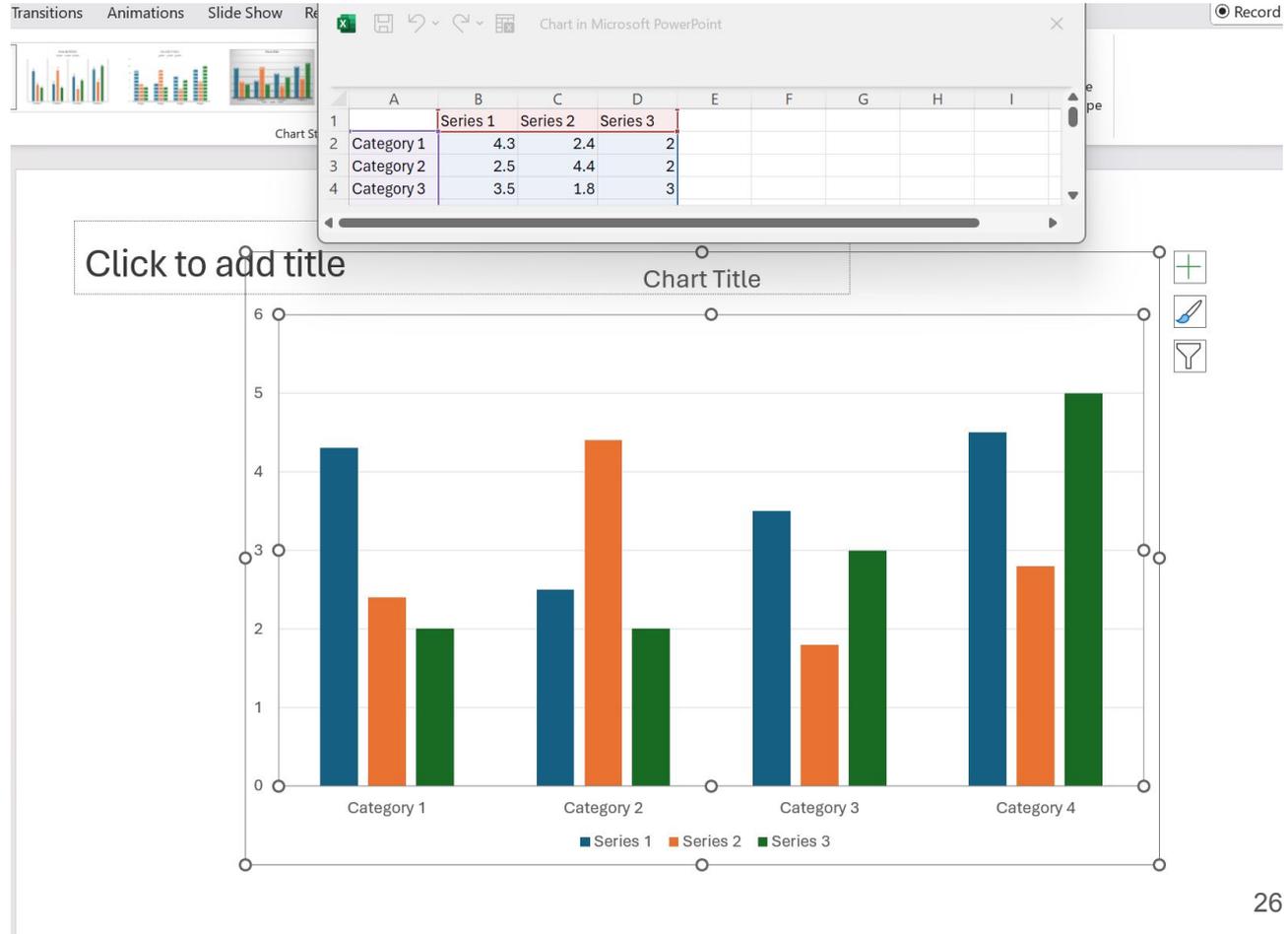
Step 1: Click Insert

Step 2: Click Chart

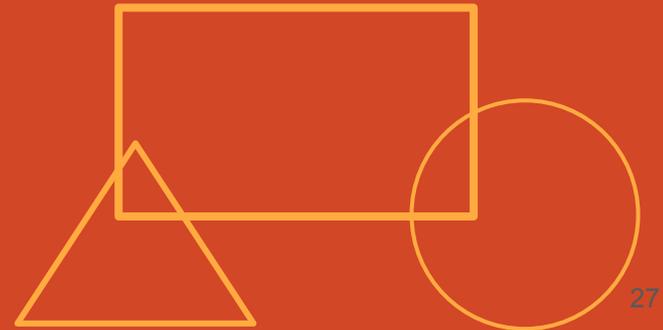
Step 3: Choose the type of graph



An excel sheet should open to enter and to edit data, as you can see to the right.



How To Use Shapes, Backgrounds, WordArt, Animation and Slide Transition Features



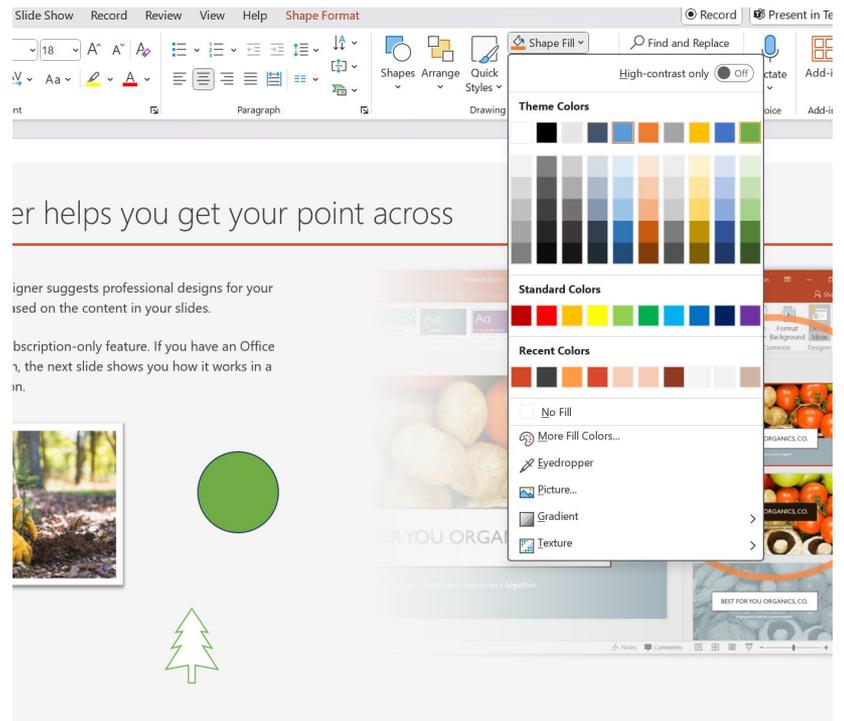
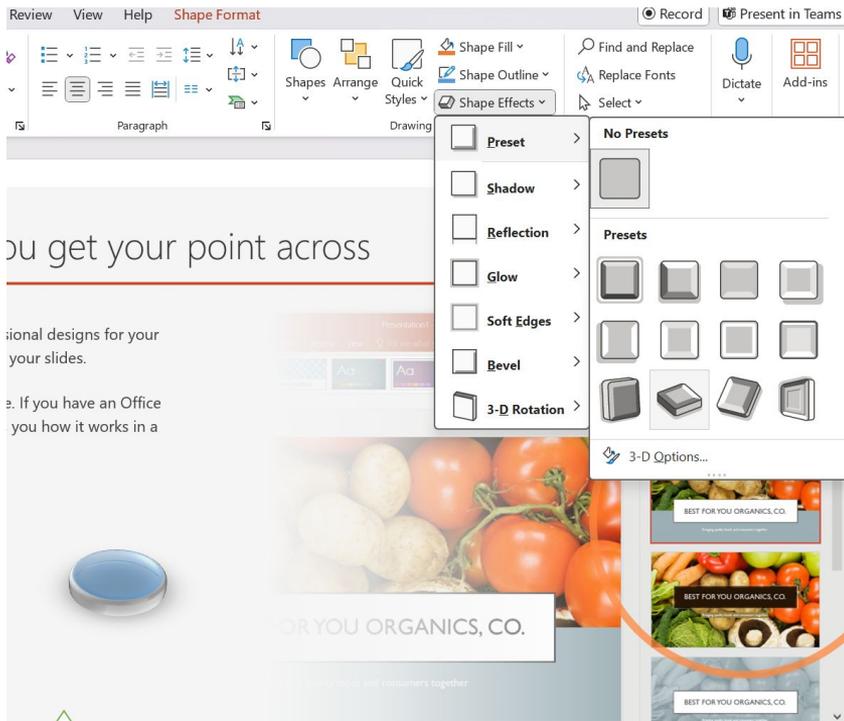
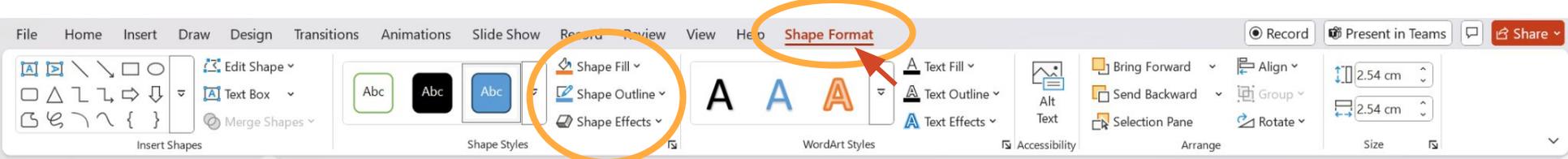
Shapes

Step 1: Click Home

Step 2: Click Shapes

Step 3: Pick your desired shape

The screenshot displays the Microsoft PowerPoint interface. The 'Home' tab is selected in the ribbon, and the 'Shapes' button is circled in orange. A red arrow points to the 'Shapes' button in the ribbon. The 'Recently Used Shapes' task pane is open on the right side of the screen, showing various shape categories: Lines, Rectangles, Basic Shapes, Block Arrows, Equation Shapes, Flowchart, Stars and Banners, and Callouts. The main slide content includes a title 'Designer helps you get your point a...', a paragraph about PowerPoint Designer, and an image of a person wearing yellow gloves working in a garden. The slide number '28' is visible in the bottom right corner.



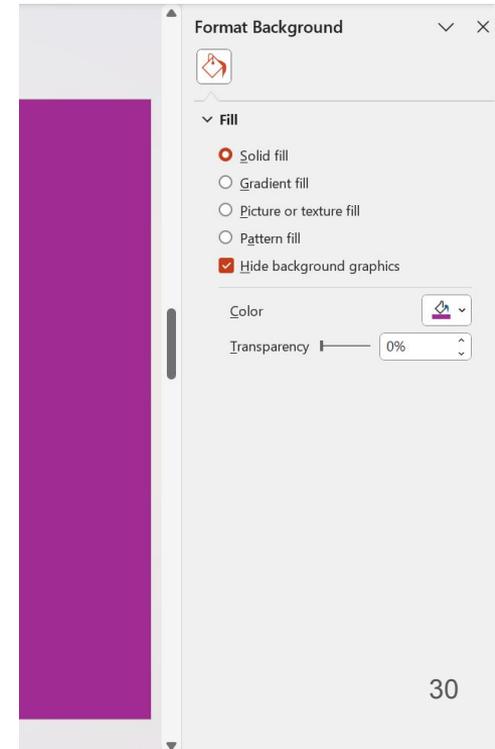
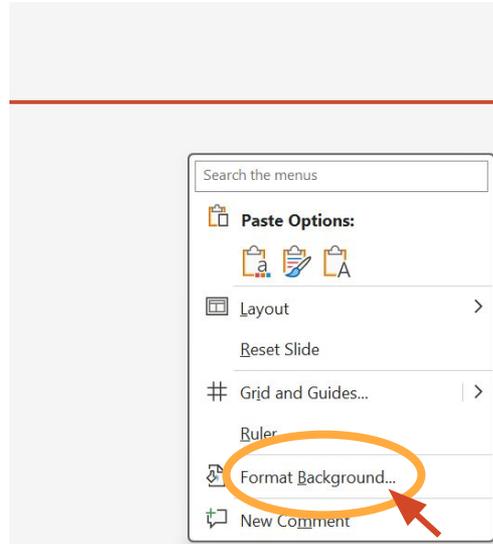
Step 4: Click shape format to edit shape colour and appearance to your liking

Backgrounds

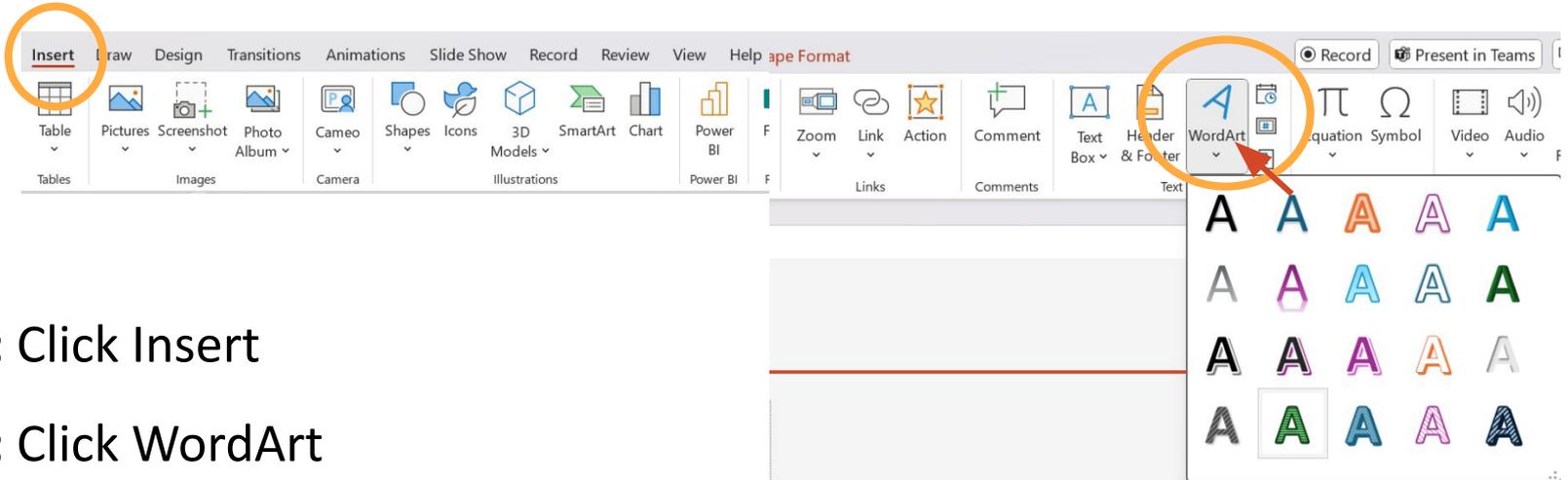
Step 1: Right click on the slide

Step 2: Click format background

Step 3: Format background colour or pattern



WordArt



Step 1: Click Insert

Step 2: Click WordArt

Step 3: Select the WordArt you desire

Animations

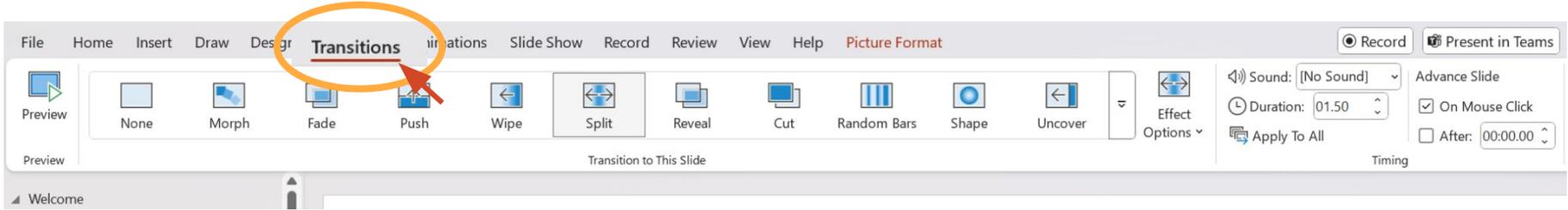
Step 1: Click Animations

Step 2: Click the image or word text you want to be animated

The screenshot displays the Microsoft PowerPoint interface. The top ribbon is set to 'Animations', which is circled in orange with a red arrow pointing to the 'Animations' tab label. The ribbon contains various animation options: 'None', 'Appear', 'Fade', 'Fly In', 'Float In', 'Split', 'Wipe', 'Shape', and 'Wheel'. To the right of these are 'Effect Options', 'Add Animation', 'Animation Pane', 'Trigger', 'Animation Painter', and 'Advanced Animation'. Further right are 'Record' and 'Present in Teams' buttons, and a 'Timing' section with 'Start: On Click', 'Duration: 00.50', and 'Delay: 00.00'.

The main slide area shows a slide titled 'Animations'. It features a large image of a waterfall (labeled '2') and the word 'HELLO' in blue capital letters (labeled '1'). The slide is part of a presentation with a 'Welcome' slide on the left and an 'Animations' slide on the right.

Slide Transitions

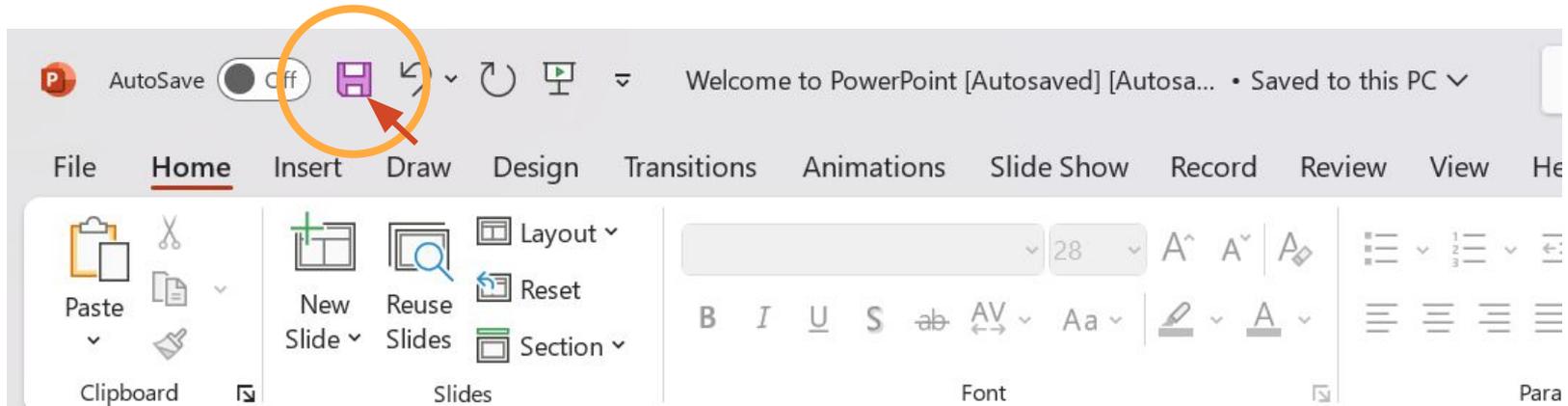


Step 1: Click Transitions

Step 2: Select the slide transition you desire

Keep animations and slide transitions to a minimum. Teams are judged on how they solve and present the OP scenario problem, not the glamour of the visual display.

REMEMBER TO ALWAYS SAVE YOUR WORK AS POWERPOINT DOES NOT AUTOSAVE



Do not exit Powerpoint before saving work

Recommended to press save after every few edits

In order to name and save your powerpoint file properly to the USB stick (flash drive), please see “How to Save to a USB Stick (Flash Drive)”.