

Creating PowerPoint Presentations in Word



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Introduction

It is easy to create your presentation in Word and then send the content to PowerPoint.

This is a great tool for those of us who are easily distracted by the bling and colours of slides, who have problems focusing on the content or who have problems organizing our thoughts in a logical manner for presentations/public speaking.

Send to Microsoft PowerPoint

In Word will need to put the “Send to Microsoft PowerPoint” item on the Quick Access Toolbar first. Follow the instructions for putting the ASP or Apply Styles Pane on the QAT or Quick Access Toolbar. The “Send to PowerPoint” item can be found in the “Commands not on the Ribbons” list.

To put the Send to Microsoft PowerPoint on the Quick Access Toolbar:

1. Press Alt + F, T to open the Word Options dialog (File/Backstage area, Options).
2. Press Q to move to the Quick Access Toolbar category.
3. Press Tab to move into the options for the Quick Access Toolbar. You are in the list of possible types of commands to list.
4. Choose All Commands from the list of commands.
5. Find “Send to Microsoft PowerPoint.”
 - a. You can use first character navigation. Pressing S once will take you to the start of the commands beginning with the letter S. You can then use the Down Arrow to move through them one by one or press Page Down to move through them in larger chunks. Keep track of where you are as the commands are listed alphabetically.
6. Once you select Send to Microsoft PowerPoint, press Alt + A to add it to the Quick Access Toolbar.
7. Note the position of the Send to Microsoft PowerPoint item in the list of commands on the right side of the Quick Access Toolbar options.
 - a. If you have the Apply Styles Pane on the quick Access Toolbar, it will most likely be at the 5th position which would put the Send to Microsoft PowerPoint at the 6th position. Therefore, pressing Alt followed by the number 6 would start the process of sending your Word document to PowerPoint for the finishing touches.
8. Tab to and press Enter on the OK button to confirm the addition.

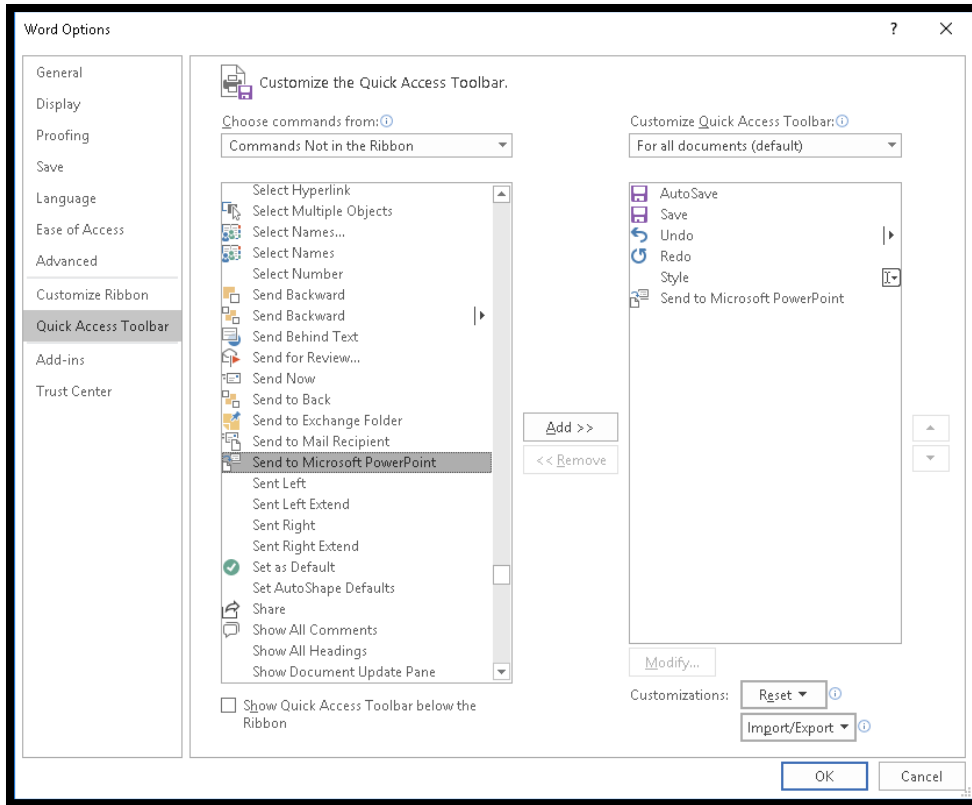


Figure 1 Quick Access Toolbar settings with Send to Microsoft PowerPoint selected.

Items on the Quick Access Toolbar can be accessed by pressing Alt + a number. In this case, the Send to Microsoft PowerPoint is Alt +6 because on my Quick Access Toolbar, it is the 6th item.



Figure 2 Quick Access Toolbar above the Ribbon Tabs showing numbers for keyboard commands.

Adding Content for a Slide in Word

I've attached a Read-Only document you can use as a template for creating your PowerPoint content in Word to send to PowerPoint to this PDF document.

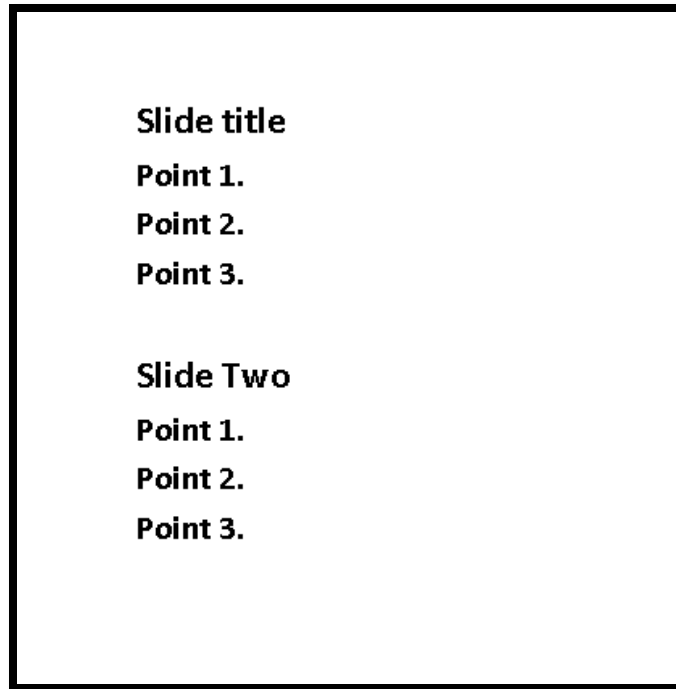


Figure 3 Sample text in a Word document for PowerPoint slides.

The template uses Heading 1 as the slide Title and Heading 2 for each bulleted item. The tool is limited in that you can't add a Section Break slide and you can't add nested bulleted lists or numbered lists...but you can organize your thoughts and then add those components once you are in PowerPoint.

I've provided a read Only template for you to use so you don't have to create one. It is attached to this PDF document.

To create a PowerPoint presentation in Word:

1. Open a new blank document. It doesn't have to be a template; it is the underlying structure that will be converted to the slide components.
 - a. The "Send to PowerPoint" Read-Only document that can be used as a template I've included uses black text on a white background to avoid any conflicts with a slide design or Theme you might choose.
 - b. If you want to make it a template, open it and then press F12 to open the Save As dialog. Keep the filename but change the file type to Word Template. It will be placed in your Custom Office Templates folder on your hard drive.
2. When this gets sent to PowerPoint, the text will start on the second slide. Type the text for the second slide.
 - i. We will add the title slide in PowerPoint.
3. The Heading 1 will be the Slide Title text.

4. Type the bullet points for the first slide but do not format them as bullets. Make sure they are formatted as Heading 2 Styles.
5. Type the text for the title of the second slide and make sure it is formatted as a Heading 1.
6. Type the text for the bulleted items on the slide and make sure they are formatted as Heading 2.
7. Repeat this process for each slide of the presentation: slide titles are heading level 1 while bullets are heading level 2.
8. Save your document as something meaningful to your presentation.
9. Activate the "Send to PowerPoint" item placed on the Quick Access Toolbar.

When you do this, the slide presentation is created. PowerPoint will open, the slides will be constructed, and you are ready to add images and the title slide.

This lets you work on the content of your presentation without being distracted by visual design and bling. It also creates an accessible version of your presentation that can be sent to participants who can then access it on note taking devices or laptop computers or it can be Brailled

To tidy up the Word document as an alternate format document, open the Styles pane, select all instances of heading level 2 and make them normal text once you've sent the document to PowerPoint. I also recommend adding the text (Slide #) after each slide title so that someone with an alternate format can reference a specific slide if they have a question.

In the Word document used for alternate format, this might look like this: "Convention on the Rights of Persons with Disabilities (slide 2).

Finishing the Presentation in PowerPoint

Once the slide content has been sent to PowerPoint, switch to slide sorter view in PowerPoint by pressing Alt + W, letter I for View Ribbon, Slide Sorter.

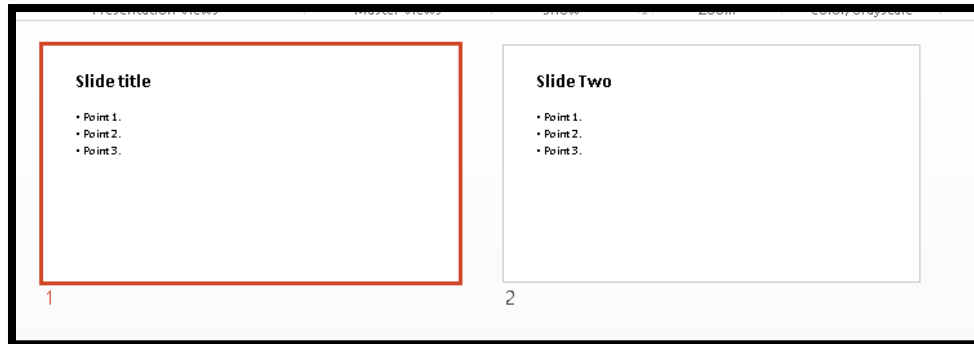


Figure 4 Slide Sorter View in PowerPoint showing text for two slides created in Word.

In Slide Sorter view use the keyboard because it is more accurate and faster to position the cursor just before the first slide.

To finish the slide presentation:

1. Press Left Arrow to take focus off the first slide and put it just before the first slide.
2. Press Alt + H, letter I for Home Ribbon, Slide Layout Gallery.
3. Locate the Title Slide and press Enter to add it to the presentation.
 - a. The reason we took focus off the first slide and put it just before the first slide is because this is where we want the Title Slide to be added to the presentation.
 - b. If you were a bit off, you can drag the Title Slide to its position or cut and paste it there.
4. Switch to Normal view by pressing Alt + W, L for View, Normal.
5. Press Tab to move into the Title placeholder.
6. Press Enter to activate Edit mode.
7. Type in the title of the presentation.
8. Press the Escape key once to get out of Edit mode.
9. Press the Tab key to move to the Subtitle placeholder.
10. Press Enter to activate Edit mode.
11. Type in The Subtitle information.
12. Press Escape to get out of Edit mode.
13. Save your presentation and continue working on it.

Now you can add the bling.

Press Alt + G for the Design tab and then press H for the Themes Gallery. Choose your Theme!

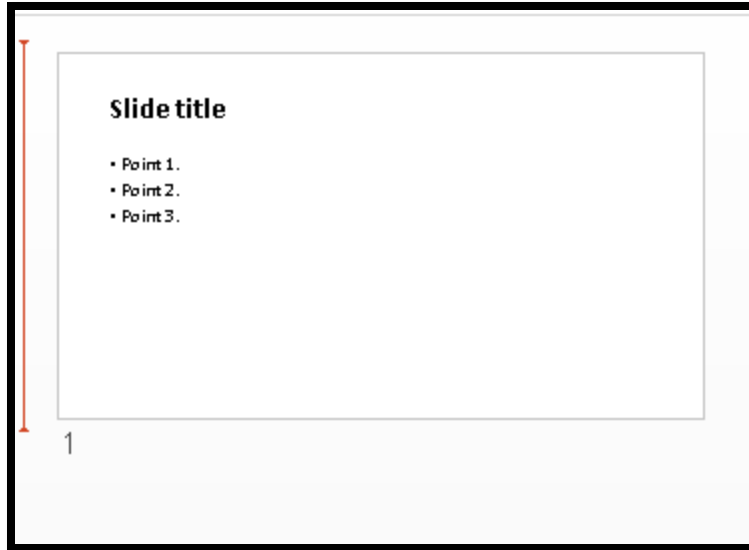


Figure 5 Focus in Slide Sorter View just before first slide.

The ability to create the content of the presentation in Word and then send it to PowerPoint helps those of us who have trouble organizing our thoughts or who spend more time on the blind than on the content.



Figure 6 Slide sorter View with Title Slide added.

The following image shows the slide presentation once a Theme was added. To add a Theme, press Alt + G, H for Design Ribbon, Themes and use the arrow keys to locate the Theme you want. Press Enter on it to apply it to the current presentation.



Figure 7 Finished PowerPoint presentation.

Contact Information

[Contact Karen McCall](#) or visit the [Karen McCall School in Teachable](#)¹ for online courses, books and free tutorials on Microsoft Office application, accessible document design and accessibility features/tools in Office 2016 with an Office 365 subscriptio.

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