

Microsoft PowerPoint – Report writing

As well as being used to prepare presentations for display from a computer PowerPoint can be used effectively as a report writing tool using the slide size to constrain content and using the graphic tools to present visually effective material.

If you are thinking of using PowerPoint in this way and are not sure what you need to know the following list gives an overview of the basic techniques that you will find useful.

- The PowerPoint screen layout.
- Good practice when using PowerPoint to produce reports.
- File basics: Save – close – open – new from template.
- Slide basics: Add – copy – move – duplicate – delete.
- Understanding placeholders – compare placeholders with text boxes.
- Move and resize placeholders.
- Use the grid and guides on a slide.
- Add text to slides.
- Standard slide layouts – change a slide's layout – reapply a slide's layout.
- Page Setup options for printed PowerPoint reports.
- Work with bulleted/numbered lists.
- Add and edit tables – work with the Tables options.
- Pictures/clipart: Add to slides – resize – crop – copy – duplicate – position.
- Create pie charts, bar charts and other types of graph.
- Insert and edit diagrams.
- Use the drawing tools to create custom graphics:
 - ✓ Understand the drawing layers.
 - ✓ Insert, move, resize and clone AutoShapes (rectangles, ovals, callouts etc.).
 - ✓ Format AutoShapes.
 - ✓ Align objects to each other and relative to the slide.
 - ✓ Use grouping to manage drawing objects.
- Use a slide design.
- Set up the Slide Master to ensure consistent and easily modified formatting across a report.
- Making global changes to the standard slide (page) layout and formatting.
- Use different views: Normal – Outline – Slide Sorter view.
- Zoom.
- Finishing the report:
 - ✓ Spell check.
 - ✓ Adding headers and footers.
 - ✓ Page numbering.
 - ✓ Printing reports.