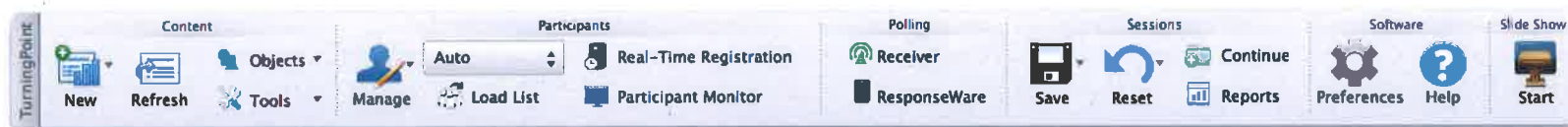# Creating Content in PowerPoint

Before You Begin

Open PowerPoint through TurningPoint. Select the Polling tab and click PowerPoint Polling.

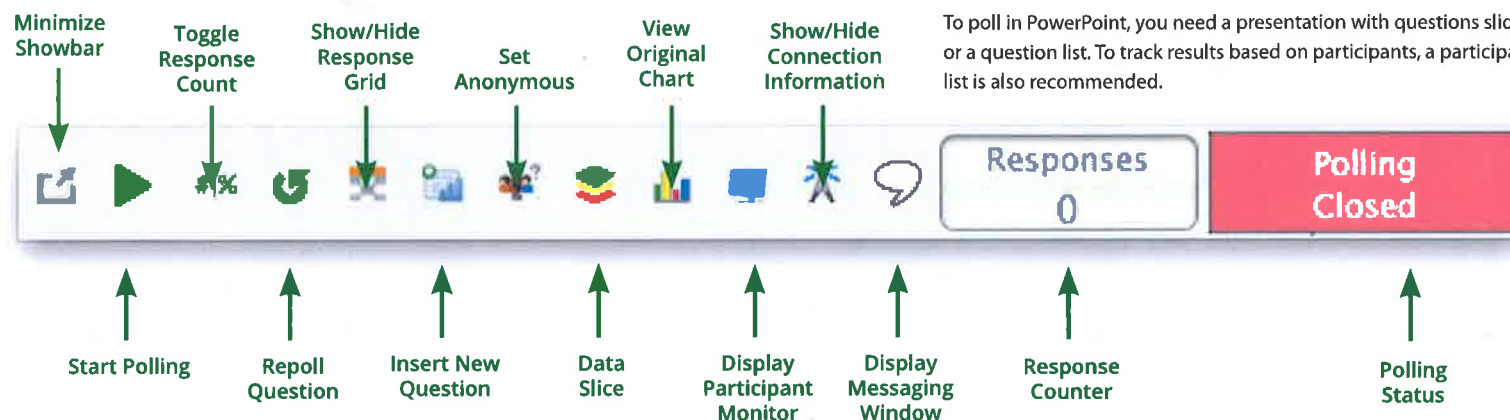**PC PowerPoint Ribbon**

Mac PowerPoint Toolbar

How to Create Content in PowerPoint

1. Select the TurningPoint ribbon or toolbar.
2. Click New and select the question type.
   TIP: On PC, you can specify a default chart type in the Preferences. The TurningPoint PowerPoint Preferences are accessed through the Preferences button on the TurningPoint ribbon. You can also insert a new chart onto a slide using the Objects button on the ribbon.
3. Enter the question text and answer text. On Mac, click the Refresh button to update your chart to reflect your slide changes.
4. Optionally, set the Question Options in the Slide Preferences pane. On Mac, verify the slide number on the Slide Preferences pane before making option adjustments.
5. Optionally, set the Scoring Options, such as point values or speed scoring in the Slide Preferences pane.
6. Optionally, adjust the Polling Options in the Slide Preferences pane.
7. Optionally, click on the chart and adjust the Chart Options in the Slide Preferences pane. (Only available on PC.)
8. When finished, save the PowerPoint presentation.

PowerPoint Polling Mac

Polling in PowerPoint: Mac Showbar

Minimize Showbar · **Toggle Response Count** · **Show/Hide Response Grid** · **Set Anonymous** · **View Original Chart** · **Show/Hide Connection Information**

Start Polling · **Repoll Question** · **Insert New Question** · **Data Slice** · **Display Participant Monitor** · **Display Messaging Window** · **Response Counter** · **Polling Status**

Before You Begin

To poll in PowerPoint, you need a presentation with questions slides or a question list. To track results based on participants, a participant list is also recommended.

How to Poll in PowerPoint for Mac

1. Plug in the receiver or establish a ResponseWare session.
2. Open TurningPoint and select a participant list and a question list, or a PowerPoint presentation, if applicable.
3. Click PowerPoint Polling. The TurningPoint Dashboard closes and PowerPoint opens. If a question list was selected, TurningPoint will automatically parse the content into polling slides. This may take a few moments if there are a large number of questions in the question list.
4. Open the PowerPoint presentation that contains the question slides if content was not selected before PowerPoint was opened.
5. Verify the correct participant list is loaded.

6. Start the Slide Show from the TurningPoint toolbar. Starting the Slide Show from the PowerPoint toolbar will result in the Slide Show running as non-interactive.
7. Click Start to open polling.
8. Click Stop to close polling.
   a) Press the spacebar, enter/return key or down arrow to advance the slide. If using a mouse, a mouse click also advances the slide. Alternatively, a PresenterCard may be used to advance slides and control polling.
9. Continue until the Slide Show is finished.