



PowerPoint

Part 1

December 2020

PowerPoint is part of the Microsoft Office Suite and has become synonymous with presentations. By using Microsoft PowerPoint presentation software, you can add polish and pizzazz to professional speeches and pitches or just create a fun slideshow to share with family and friends.

A PowerPoint presentation is made up of a series of **slides**, which contain the information you want to communicate with the audience. This information can include **text**, **pictures**, charts, video, sound, and more. This class covers the basics of PowerPoint, including creating a slideshow, adding and rearranging slides, and saving and printing.

Presentation Basics

PowerPoint is a presentational tool, so there are some presentation basics to keep in mind when working with it. First, identify your **audience**. To how many people are you presenting? What is their age range? What role will the audience take—listening, participating, taking notes? Does the audience care about the topic? Are the attendees on a tight schedule?

Also consider the primary **goal** of the presentation. Afterwards, do you want the audience to feel good? Be more informed? Make a decision of some kind on an individual or group basis? Consider these factors when deciding what to include in the presentation and how to present it. For more information on creating presentations and public speaking, check out *Creating Effective PowerPoints*.

Getting Started

1. Click the **start** button in the task bar at the bottom of the screen
2. Select **PowerPoint**

PowerPoint Start Screen & Templates

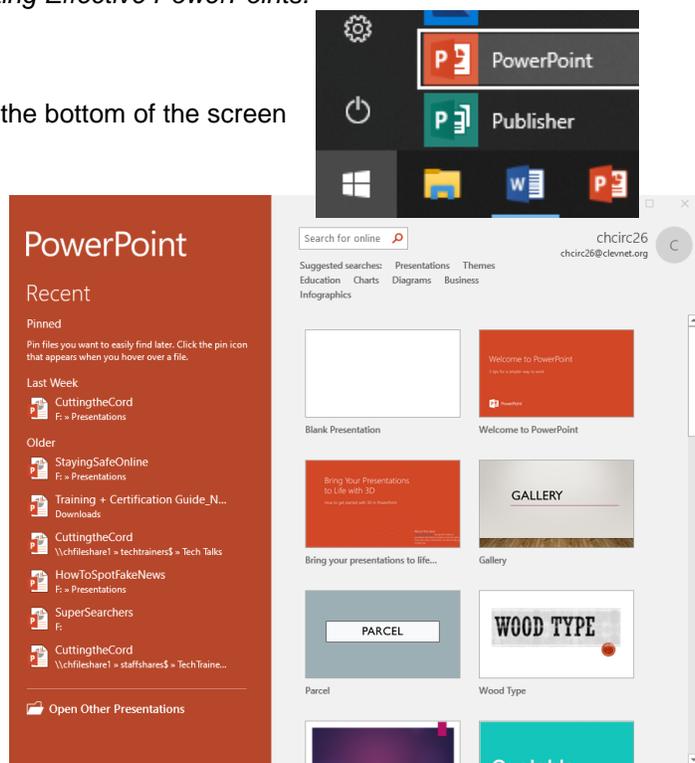
When PowerPoint opens, it displays the **Start Screen** which shows all of the template options and open other presentations.

Click **Open Other Presentations** to open a previously created PowerPoint presentation.

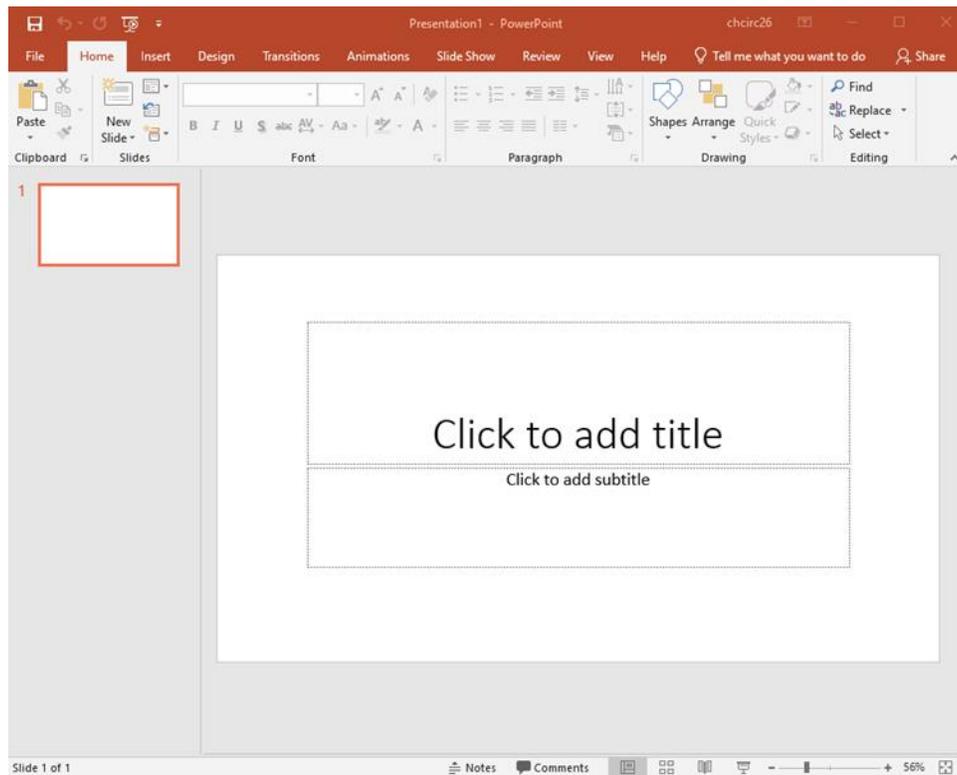
More templates can be download off Office.com, search the available templates by typing in the **Search for Online Templates** box.

To get started with a new presentation:

1. Click **Blank Presentation**.
2. The PowerPoint screen will open.



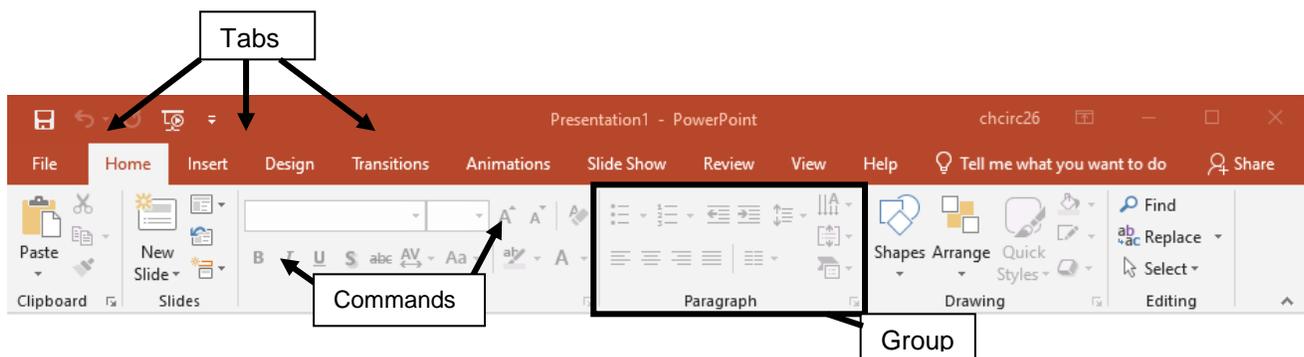
The PowerPoint Screen



Components of the PowerPoint Window

The Ribbon

Starting with Microsoft Office 2007, Microsoft Office programs like PowerPoint have made use of the Ribbon system. The **Ribbon** is the large **graphic user interface (GUI)** that appears at the top of the PowerPoint screen. The ribbon is divided into **Tabs**, **Groups**, and **Commands**.



Each **tab** opens with different **groups of commands**. The PowerPoint **Ribbon** allows users to quickly access all of the program's features and commands with a minimal number of mouse clicks. To change to a different tab, click on its name.

Ribbon Groups further organize tools and commands. For example, tools for changing font formats are arranged together in the **Font group** on the **Home** ribbon. Within each group are related command buttons. Click buttons to issue commands or open dialog boxes.

Launcher (or Dialog Expander) buttons are displayed in the bottom right corner of some groups. Clicking the launcher button opens a series of options either in a **Task Pane** (such as the **Clipboard**) or a **Dialog Box** (such as the **Font** group).

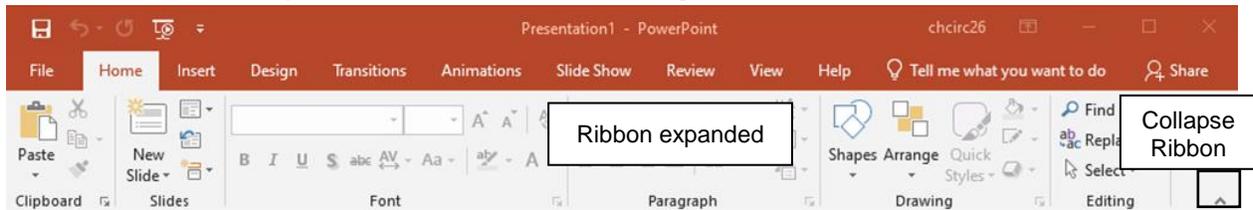


Minimizing the Ribbon

When the **Ribbon** is visible, it can be minimized so that only the tab names show.

To minimize the ribbon:

1. Click on the **Collapse Ribbon** button in the lower right corner of the ribbon.



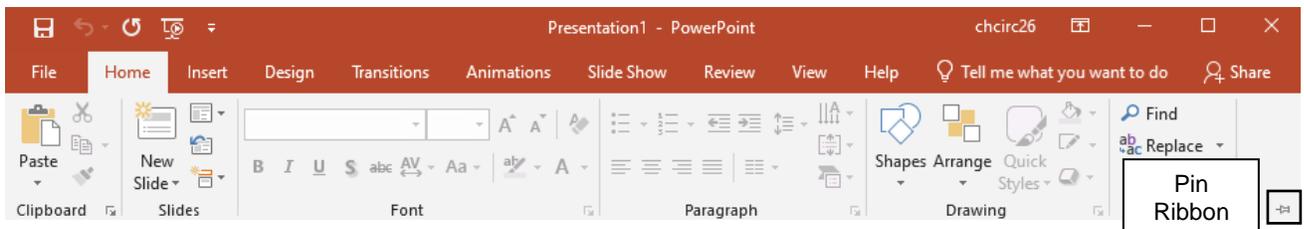
If the ribbon is minimized, it can still be accessed by clicking on various tabs.



Expanding the Ribbon

To expand the ribbon:

1. Click on one of the tabs to display the ribbon.
2. Click on the **Pin Ribbon** button, located in the bottom right corner of the ribbon (the same location as the **Collapse Ribbon** up arrow).



Quick Access Toolbar

The **Quick Access Toolbar** is used to store shortcuts to frequently used command or features. By default, **Save**, **Undo**, and **Redo** are available. The toolbar can be customized to include additional commands.



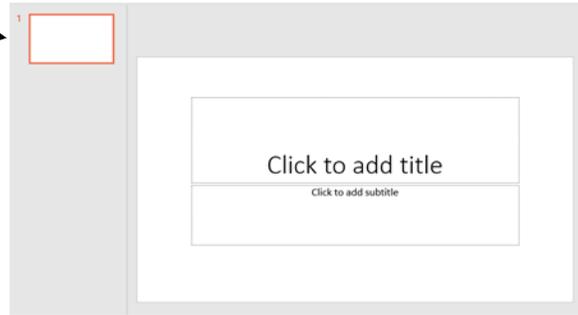
Status Bar

The **status bar** across the bottom of the PowerPoint window contains the **number of slides**, **notes** and **comments** shortcuts, **view** shortcuts, and **zoom slider**.



Slides

PowerPoint opens with the first (and so far only) **slide** in the show. The default slide has two formatted **placeholder** textboxes ready for the **title** and **subtitle**. Unless text is added to these placeholders (see below), the placeholder text will not appear on your slides when presenting.

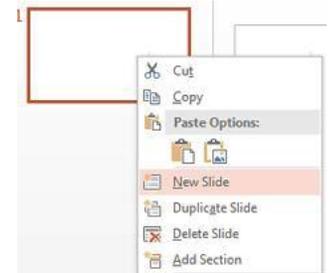


On the left of the screen is a **thumbnail** (miniature) version of the slide visible in the **slide pane**. As more slides are added, they are also displayed in this pane. This area is useful for navigating from slide to slide.

Add a New Slide

There are several ways to add a new slide to a presentation.

1. Go to the **Home** tab → **Slides** group → **New Slide** command.
2. **Right-click** on a slide thumbnail and choose **New Slide** from the shortcut menu that appears.
3. Click on the thumbnail the slide should follow and press **Enter** on the keyboard.



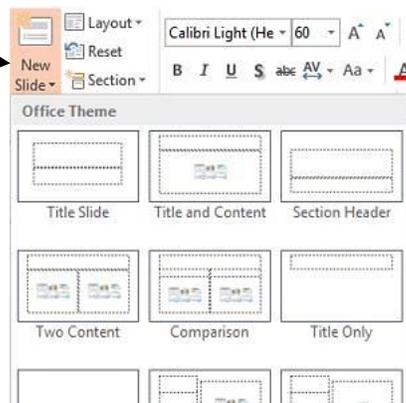
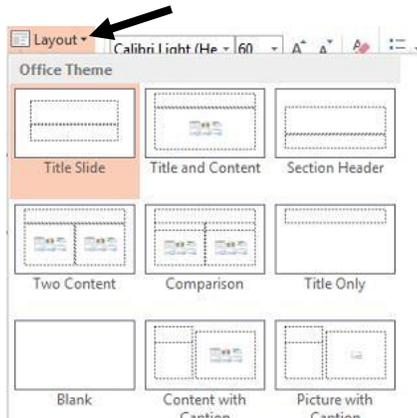
NOTE: With Options 2 and 3, the new slide is added with the same layout as the active slide used to create it.

Choosing a New Slide Layout

PowerPoint slides can have a variety of layouts. Each layout includes specific placeholders. Use the layout that works best for you and your presentation!

To change a slide's layout:

- If the slide has already been added to the presentation
 1. Go to **Home** tab → **Slides** group → **Layout** command
 2. Select a **slide layout** from the resulting drop-down menu.
- To add a new slide with a specific layout:
 1. Go to **Home** tab → **Slides** group → **New Slide** command.
 2. Select a **slide layout** from the resulting drop-down menu.



Reordering Slides

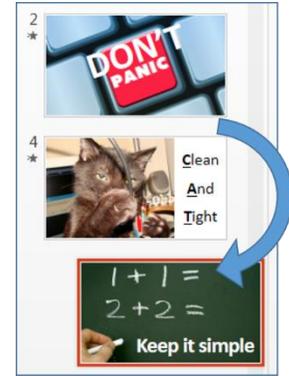
To change the order of slides:

1. **Move** the mouse over the thumbnail of the slide you want to move.
2. **Click and drag** the slide to the location to which you want to move it.

Deleting Slides

To delete a slide from a presentation:

- **Right-click** on the slide thumbnail and select **Delete Slide** on the menu that appears **OR**
- **Click** on a slide thumbnail and press **Delete** or **Backspace** on the keyboard.

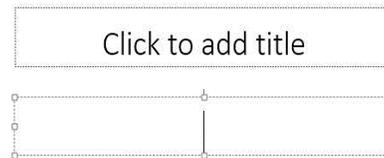


Adding Text to a Placeholder or Textbox

To enter text into one of the placeholders, simply **click** inside the box and **type** the text. The program automatically spaces and resizes the text to fit within the placeholder.

Inserting a Title

1. Click inside the Title placeholder.
2. The **insertion point** appears.
3. Type **My First Slide** in the Title Placeholder.



Just like regular textboxes, placeholders can be **resized** or **moved** around within the slide. Placeholders on PowerPoint slides can contain many different items, including **text**, **tables**, **charts**, and **clip art**, depending on which layout is chosen. Some placeholders automatically format text in a **bulleted list** because bulleted lists are used frequently in PowerPoint.

Practice Exercise: Bulleted List Placeholders

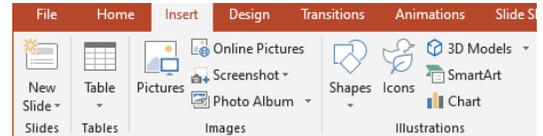
1. Create a new **Title and Content** slide.
2. Click inside the textbox.
3. Type **Step 1** and press **Enter** on the keyboard
4. Type **Step 2** and press **Enter** on the keyboard.
5. Type **Step 3** and press **Enter** on the keyboard.

NOTE: To remove the bullets, highlight the text and deselect the **Bullets** command in the **Paragraph** group on the **Home** tab.

Adding Content

There are **two** options for inserting online pictures or other multimedia content into a presentation:

1. Go to the **Insert** tab and choose an object from the **Tables, Images, or Illustrations** group.
2. Use one of the multimedia-ready PowerPoint slide layouts.



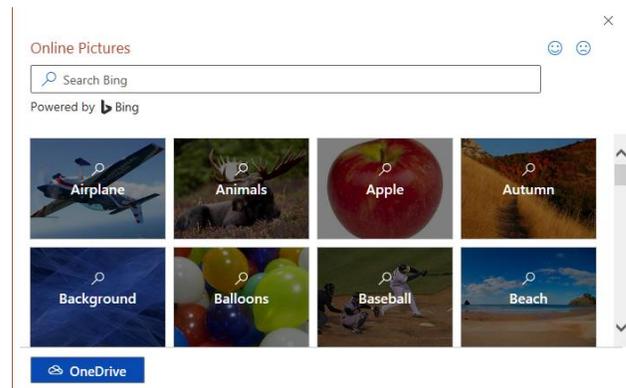
To use the multimedia layout, first create a new slide and choose the option **Title and Content**.



This layout contains a placeholder **title**, a placeholder **textbox**, and six **content icons**. The icons add **tables, charts, pictures, SmartArt diagrams, and video clips** to the slide.

Adding Online Pictures

1. Go to **Insert** tab → **Illustrations** group → **Online Pictures** command **OR** Click on the **Online Pictures** content icon (middle bottom icon).
2. Type a keyword, such as **cat**, in the **Online Pictures** box.
3. Press **Enter** to conduct the search.
4. Various cat images are displayed. **Click** on an image to select it.
5. Click **Insert** to add the picture to the slide.



Practice Exercise: Add an Image(s) to a Slide

For this exercise, you will need to add an image to one of your slides.

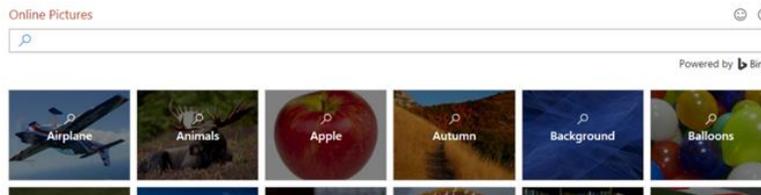
From Computer (or Flash Drive)

1. Use **Option 1** (Insert tab) or **Option 2** (Content Icons)
2. Find/select the picture you want to add.
3. Click the **Insert** button.



From Online Pictures (Bing Image Search)

1. Use Option 1 (**Insert tab**) or Option 2 (**Content Icons**)
2. Type a keyword, such as **cat**, in the **Bing Image Search** box.



3. Press **Enter** to conduct the search.
4. Various cat images are displayed. **Click** on an image to select it.
5. Click **Insert** to add the picture to the slide.

Resizing an Image

Images can be resized using the **resize handles**, which appear as small shapes around the outer edges of the image.

To resize an image:

1. Move the **mouse** over a **resize handle**.
2. When the mouse cursor changes to a **two-headed arrow**, **click and hold** down the left mouse button.
3. Drag diagonally **inward** to make the image **smaller**. Drag **outward** to make the image **larger**.



NOTE: Use a **corner** resize handle to maintain the image's **original proportions**. Using one of the side resize handles stretches the image either horizontally or vertically.

Moving, Rotating & Deleting an Image

To move an image:

1. **Move** the mouse **inside** the image.
2. When the cursor changes to a 4-headed arrow , **click and hold** down the left mouse button.
3. **Drag** the image to the desired location

The image can be rotated by clicking and dragging the **white circle rotate handle**.

1. Move the mouse on top of the **rotation handle**.
2. When the cursor changes into a **clockwise curved arrow**, **click and hold** the left mouse button.
3. **Drag** the image either clockwise or counterclockwise until it is rotated to the desired angle.



To delete an image:

1. **Click** on the image
2. Press the **Delete** or **Backspace** key on the keyboard.

Undo Button

The **undo button** is located in the Quick Access Toolbar at the top of the screen.

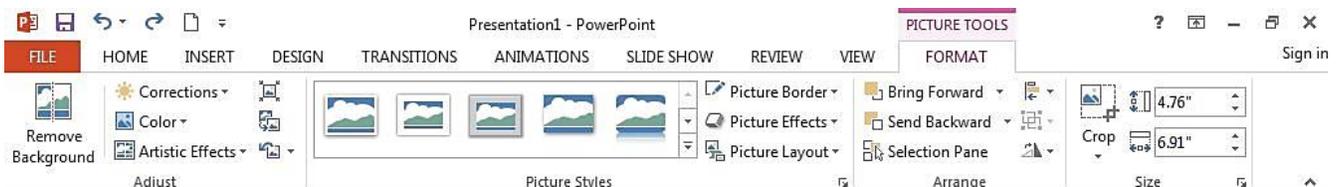
To reverse an action:

- Click on the **undo button** in the Quick Access Toolbar **OR**
- Use the keyboard shortcut **Control + Z**.



Formatting an Image

When an image is selected, the **Picture Tools Format Contextual tab** appears on the Ribbon, providing more options like cropping, styles, and borders.



Design Templates

PowerPoint offers a variety of professional-looking designs. Themes automatically format slides with **color** or **graphic backgrounds** and preset **fonts**. The same themes are accessible throughout the Office suite of programs so documents can be created in PowerPoint, Word, Publisher, etc. with a cohesive, “branded” look. You can access the presentation themes when you first open PowerPoint, or later on in the **Design** tab.

Changing the Presentation Theme

To see all available themes:

1. Go to **Design** tab → **Themes** group.
2. Click the **More** arrow to see all available themes.
3. Click on the desired theme.



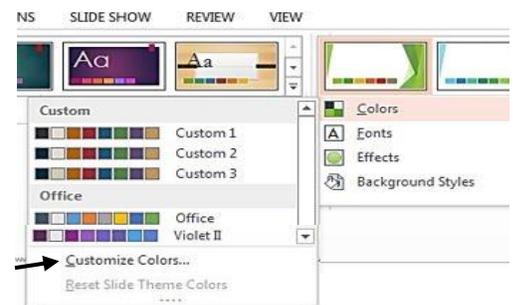
Changing the Color Scheme

Each theme has a preset **color scheme**, but a new scheme can be chosen or created by clicking on the **Variants** group → **Colors** command and choosing from the drop-down menu.

1. Go to the **Design** tab.
2. Choose a **theme**.
3. Select from the four color options in the **Variants** group.

For more color options:

1. Click on the **More arrow** next to the variants.
2. Click **Colors** to get more color variations from Office built in color schemes.
3. Click **Customize Colors** to create a custom color scheme for your presentation.

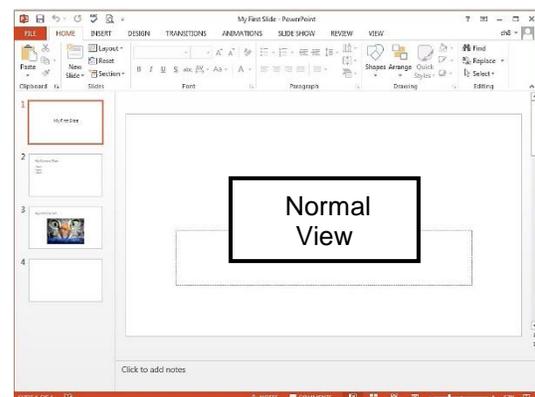


PowerPoint Presentation Views

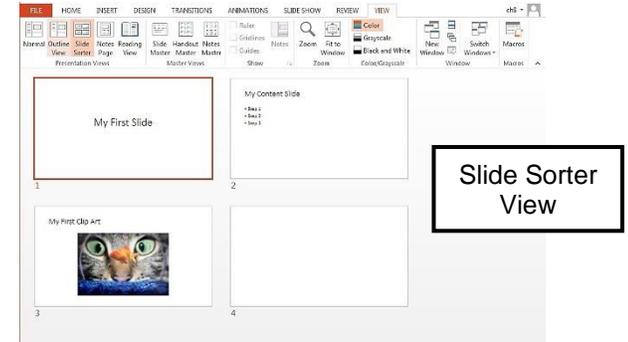
As new slides and content are added to a presentation, you may need to move between them and reorganize them. Views are controlled using the four small icons in status bar at the bottom of the PowerPoint window.



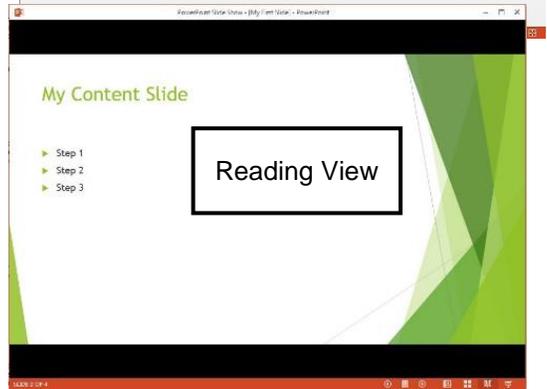
Normal View is the default view when you open PowerPoint, and it is most frequently used.



The **Slide Sorter View** lays out the slides as thumbnails in rows on the screen to provide a “big picture” view of the presentation. To move a slide, hold down the left mouse button to drag it to the new location. Release the mouse to drop the slide into place.



The **Reading View** the slide show fills the whole screen similar to slide show view, but the user is also able to see the title bar at the top of the screen and the status bar at the bottom of the screen. Reading view is useful to quickly navigate the slide show with easy access to the Windows task bar to switch to other available open programs or windows.



The **Slide Show View** displays the presentation beginning at the current slide. This is the view that is used when presenting a PowerPoint presentation.



You can also start presenting your slideshow by:

1. Go to **Slide Show** tab → **Start Slide Show** group → **From Beginning** or **From Current Slide** command.
2. Press the **F5** key on the keyboard.

Move through your slides by **clicking** the mouse, pressing the **spacebar**, or using the **arrow keys** on the keyboard.

Exiting Your Slideshow

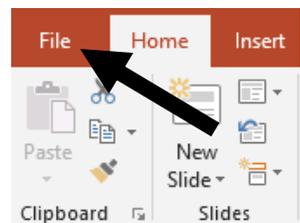
To exit your slideshow:

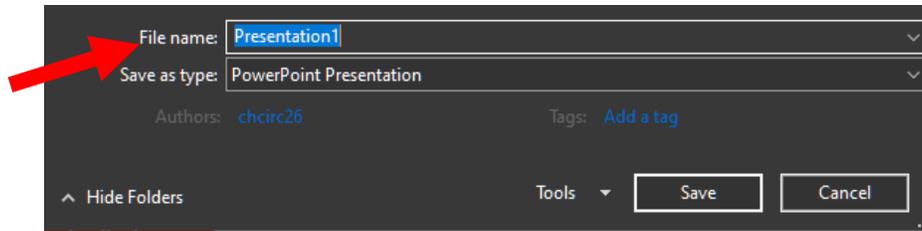
- Press the **Esc** key on the keyboard **OR**
- **Right-click** on the slide and select **End Show** at the bottom of the resulting menu.

Saving a PowerPoint Presentation

As with any document-creation program, it is a good idea to save the presentation immediately and then save changes frequently as you work.

1. Click the **File** tab to open the Backstage View.
2. Click **Save As**
3. Click **Browse** to choose a location to save the presentation.
4. In the **File Name** box, type in a name for the presentation.





5. Choose a file type:
6. Click **Save**.

After the initial save, click the **Save** icon in the Quick Access Toolbar or use the keyboard shortcut **Ctrl + S** to save the presentation quickly at any time.



Printing in PowerPoint

1. Click the **File** tab to open the Backstage View.
2. Choose **Print** from the list on the left.
3. The default is to print out full page slides, but there are more options. Click on **Full Page Slides** and select a different option.
4. Click the **Print** button.

