Heights Libraries
COMPUTER CLASSES

I hear, and I forget.
I see, and I remember.
I do, and I understand.
- Confucius

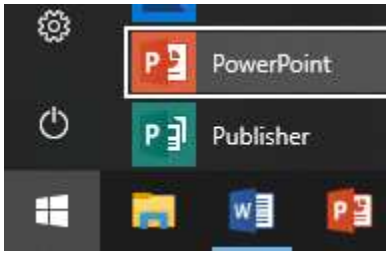
Microsoft PowerPoint Basics

Revised January 2021

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 essentials of using PowerPoint, including getting started, adding slides, adding text and pictures to slides, changing the look of your presentation, and presenting, saving, and printing your PowerPoint slideshow.

Getting Started

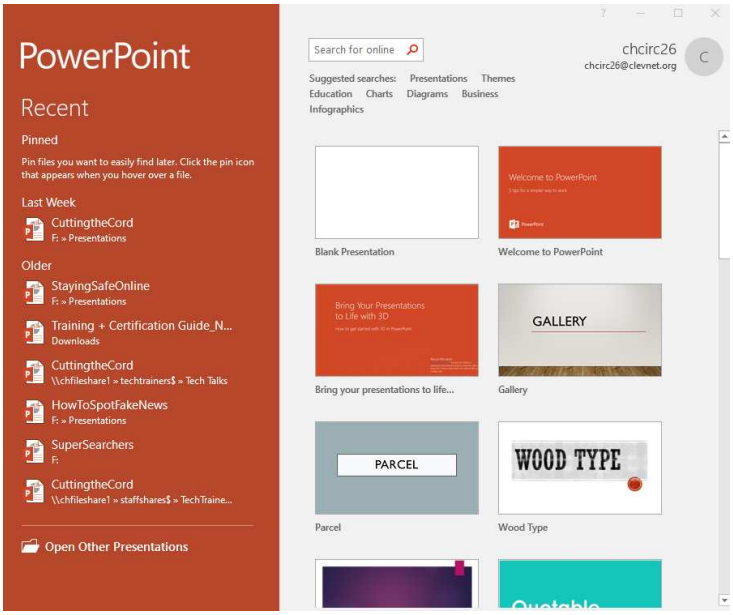


1. Click the **start** button in the task bar at the bottom of the screen
2. Select **PowerPoint**

PowerPoint Start Screen & Templates

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

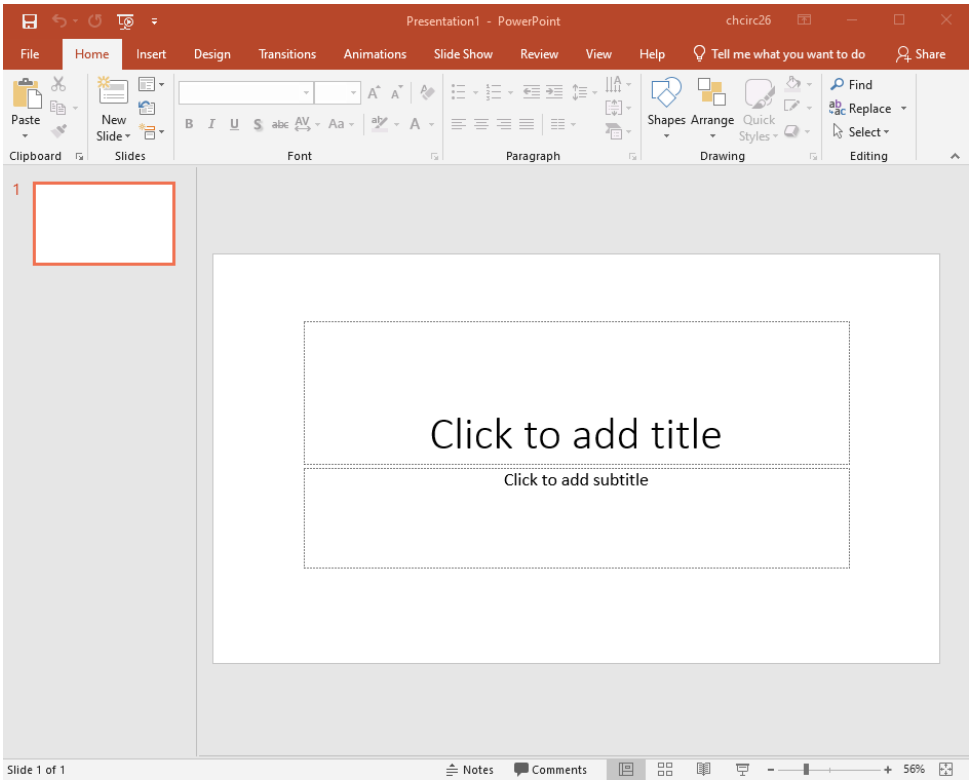
- Click **Open Other Presentations** to open a previously created PowerPoint presentation.
- More templates can be download off Office.com, search the available templates by typing in the **Search for Online Templates** box.



To get started with a new presentation:

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

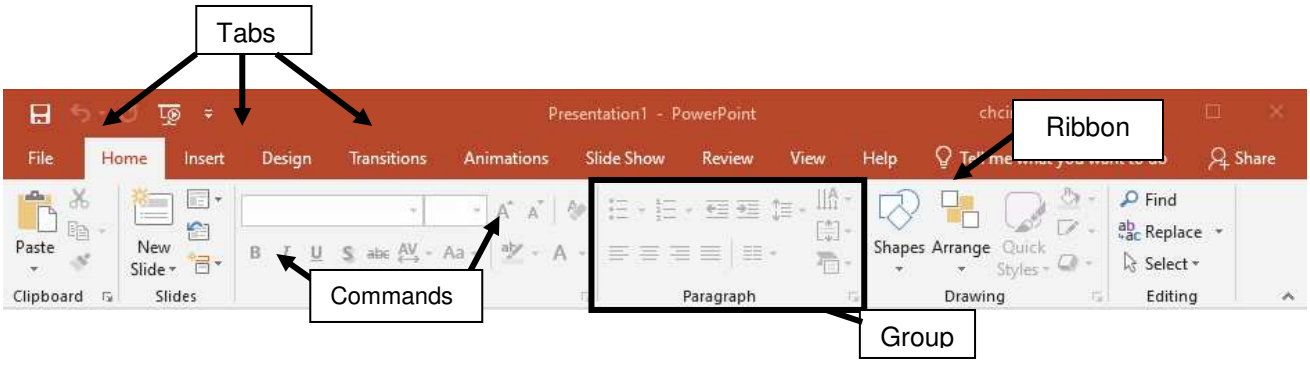
The PowerPoint Screen



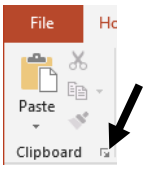
Components of the PowerPoint Window

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.



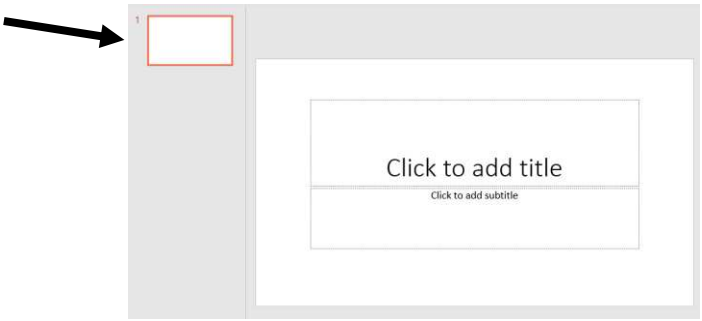
Launcher (or **Dialog Expander) buttons** are displayed in the bottom right corner of some groups. Clicking the launcher button opens a **Task Pane** (such as the **Clipboard**) or a **Dialog Box** (such as the **Font** group) with additional options not found in the ribbon.

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.



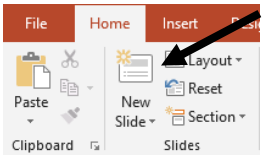
Slides



PowerPoint opens to the first (and so far only) **slide** in the show.

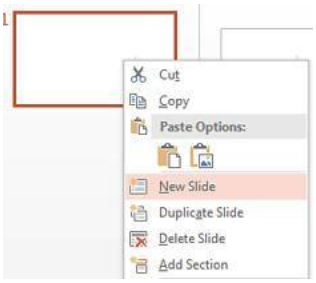
On the left of the screen is a **thumbnail** (miniature) version of the slide visible in the **slide pane**. As more slides are added, they are also displayed in this pane. This area is useful for navigating from slide to slide.

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.

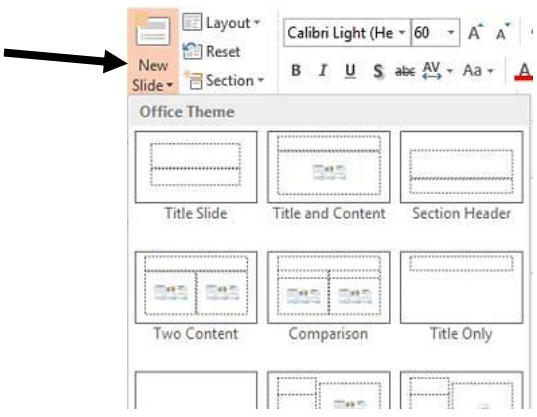


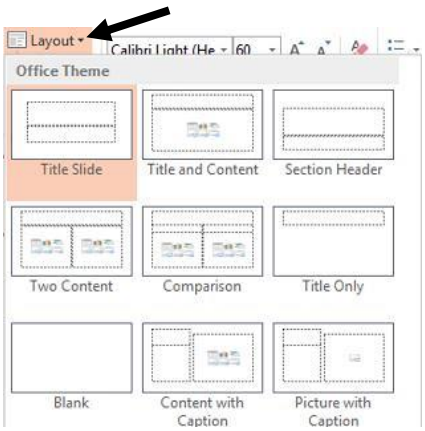
NOTE: With Options 2 and 3, the new slide is added with the same layout as the active slide used to create it.

Choosing a New Slide Layout

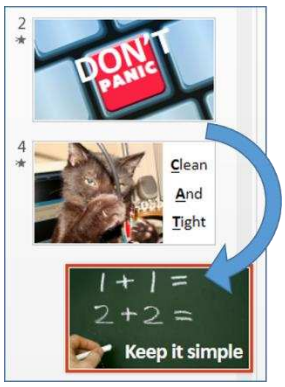
To change a slide's layout:

- 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 **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:

1. **Right-click** on the slide thumbnail and select **Delete Slide** on the menu that appears.

   OR

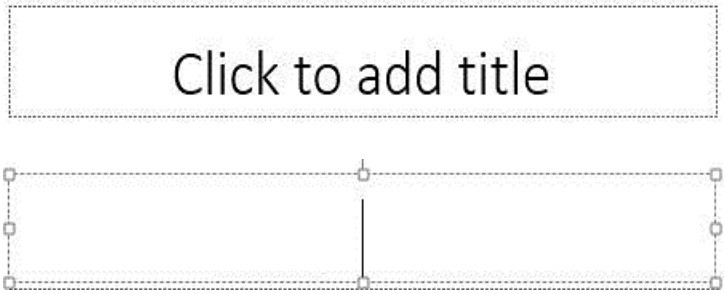
2. Click on a slide thumbnail and press **Delete** or **Backspace** on the keyboard.

Working with Text

Placeholders

The default slide has two formatted **placeholder** textboxes ready for the **title** and **subtitle**.

To enter text to a placeholder, just **click inside** the box and **type!** PowerPoint automatically spaces and resizes the text to fit within the 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.

Inserting a Title

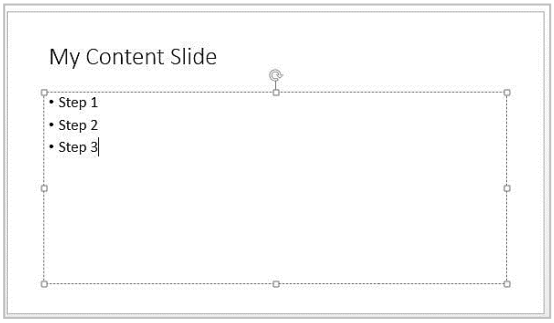
1. Click inside the Title placeholder.
2. The **insertion point** appears.
3. Type **My First Slide** in the Title Placeholder.



Typing in a Placeholder or Textbox

Some placeholders automatically format text in a **bulleted list**, as bulleted lists are used frequently in PowerPoint.

1. Create a new **Title and Content** slide.
2. Click in the **Title placeholder.**
3. Type **My Content Slide.**
4. Click inside the textbox.
5. Type **Step 1.**
6. Press the Enter key on the keyboard and type **Step 2.**
7. Press Enter and type **Step 3.**
8. Press **Enter**.



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

Inserting Text Boxes

Text boxes can be used to customize your PowerPoint slides.

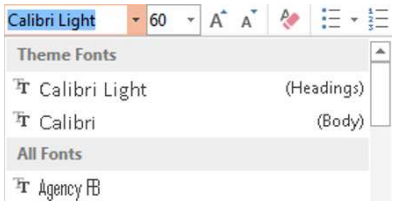
To insert a text box:

1. Click on the **Insert** tab → **Text** group → **Text Box** command.
2. Click anywhere on the slide to add text **OR** click and drag to draw the text box.



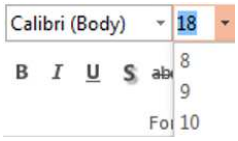
Changing Fonts

1. Select the text or placeholder to be changed. To select a placeholder, click on its **outline**. If the outline is **solid**, the entire placeholder is selected.
2. Go to **Home** tab → **Font** group → **Font** command.
3. Select a font from the resulting drop-down menu.



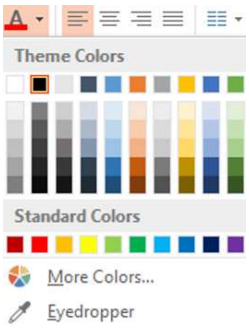
Changing Font Size

1. Select the text or placeholder to be changed.
2. Go to **Home** tab → **Font** group → **Font Size** down arrow.
3. Select a size from the resulting drop-down menu.



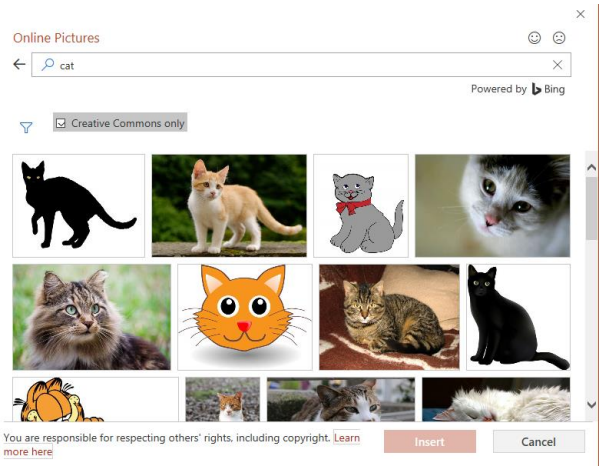
Changing Font Color

1. Select the text or placeholder to be changed.
2. Go to **Home** tab → **Font** group → **Font Color** arrow.
3. If the desired color is available under **Theme Colors** or **Standard Colors**, select the color.
4. If the color isn't available, click on **More Colors.**



Working with Images

Adding Online Pictures

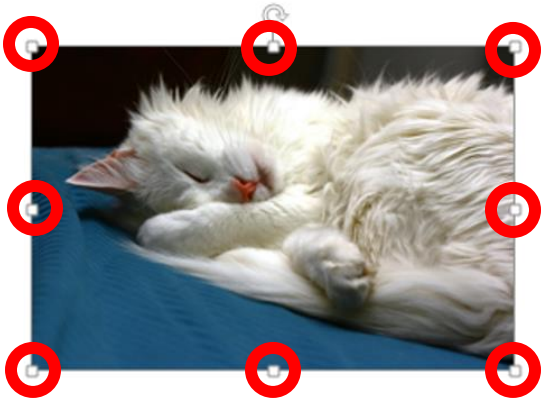


1. Go to **Insert** tab → **Illustrations** group → **Online Pictures** command
2. Type a keyword, such as **cat,** in the **Bing Image Search** box.
3. Press **Enter** to conduct the search.
4. Various cat images are displayed. **Click** on an image to select it.
5. Click **Insert** to add the picture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

Adding Pictures from a Computer

1. Go to **Insert** tab → **Illustrations** group → **Pictures** command
2. A dialog box will open.
3. **Navigate** to the picture's location on the computer or flash drive.
4. **Click** on the 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.

Undo Button

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

To reverse an action:

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



Moving, Rotating & Deleting an Image

To move an image:

1. **Move** the mouse **over** 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.

Design Templates

PowerPoint 2013 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:

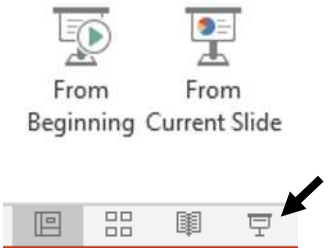
1. Go to **Design** tab → **Themes** group.
2. Click the **More** arrow to see all available themes.
3. Click on the desired theme.



Presenting Your Slideshow

You can start presenting your slideshow in a number of ways:

1. Go to **Slide Show** tab → **Start Slide Show** group → **From Beginning** or **From Current Slide** command.
2. Select the **Slide Show** icon from the status bar at the bottom of the screen.
3. 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:

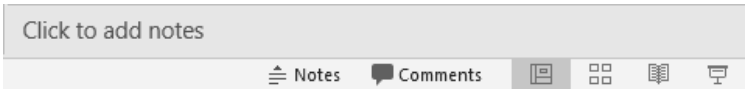
1. Press the **Esc** key on the keyboard.
2. **Right-click** on the slide and select **End Show** at the bottom of the resulting menu.

Adding Notes

You don't have to memorize everything that you're going to say in your presentation. PowerPoint provides a **notes** section for each slide.

To open the **Notes** page:

1. The **notes** pane can be opened by clicking on **Notes** on the status bar at the bottom of the screen.



2. Click in resulting box and begin typing. Add as many notes as you need – the box will scroll if more space is required.

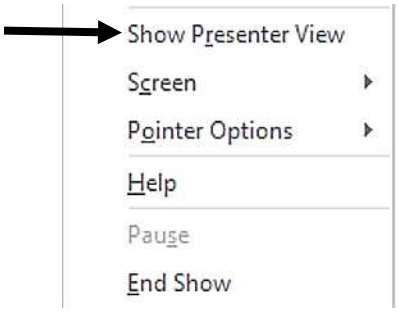
These notes are for the **presenter only**. They do not appear on the screen during the PowerPoint slideshow. They will be displayed in **Presenter View** or on the **Notes** printout option.

Presenter View

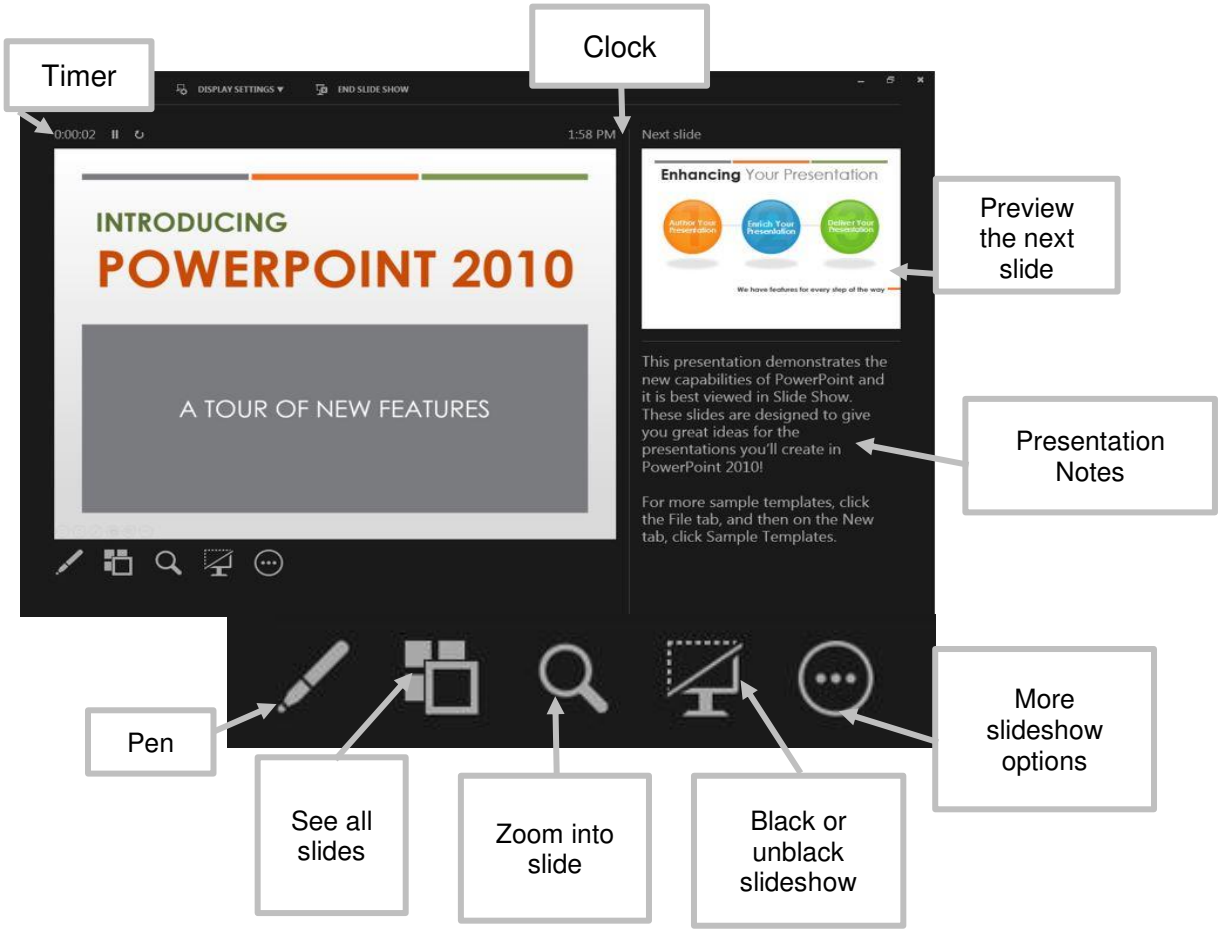
Presenter View allows you to view **notes** made in the note pane, see a **preview** of the next slide, keep track of the **length** of your presentation, view **thumbnails** of all slides, **zoom in** on a slide, **point to or write** on your slides, and **hide**/**unhide** the slideshow (e.g. before your presentation begins)

To use the Presenter View

1. Go into **Presentation View** using one of the options above.
2. **Right click** on the slide.
3. Choose **Show Presenter View** from the resulting menu.



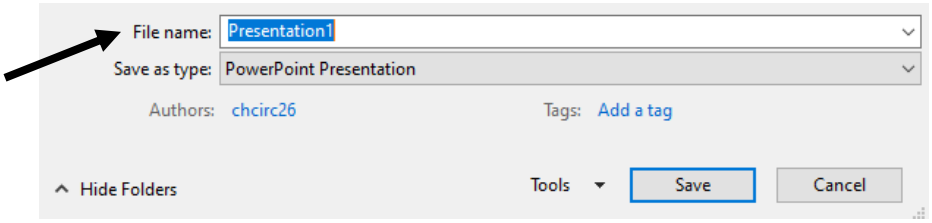
Presenter View is only visible on the presenting computer. The audience will not see the presentation notes or additional options. They will only see the slides.



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 **Computer** → **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.**

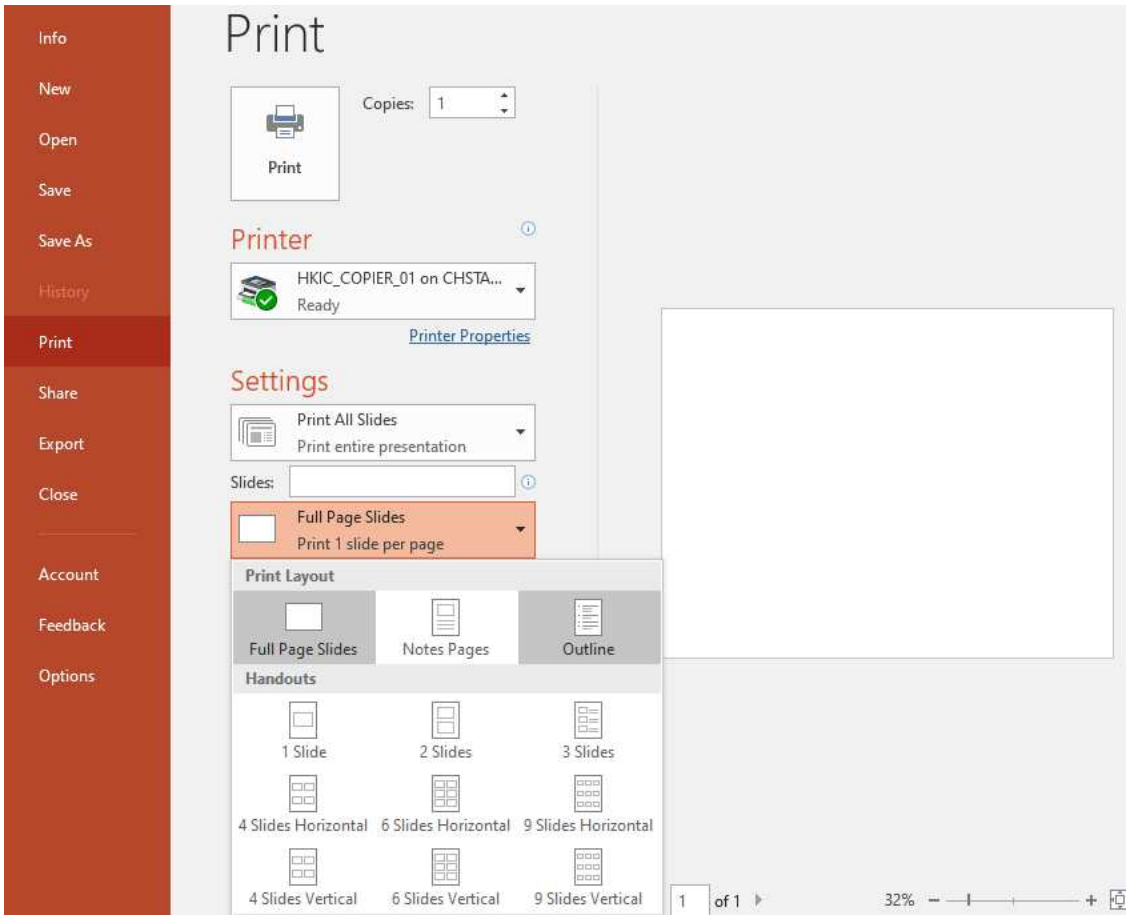


After the initial save, click the **Save** icon at the top of the screen or use the keyboard shortcut **Ctrl + S** to save the presentation quickly at any time.

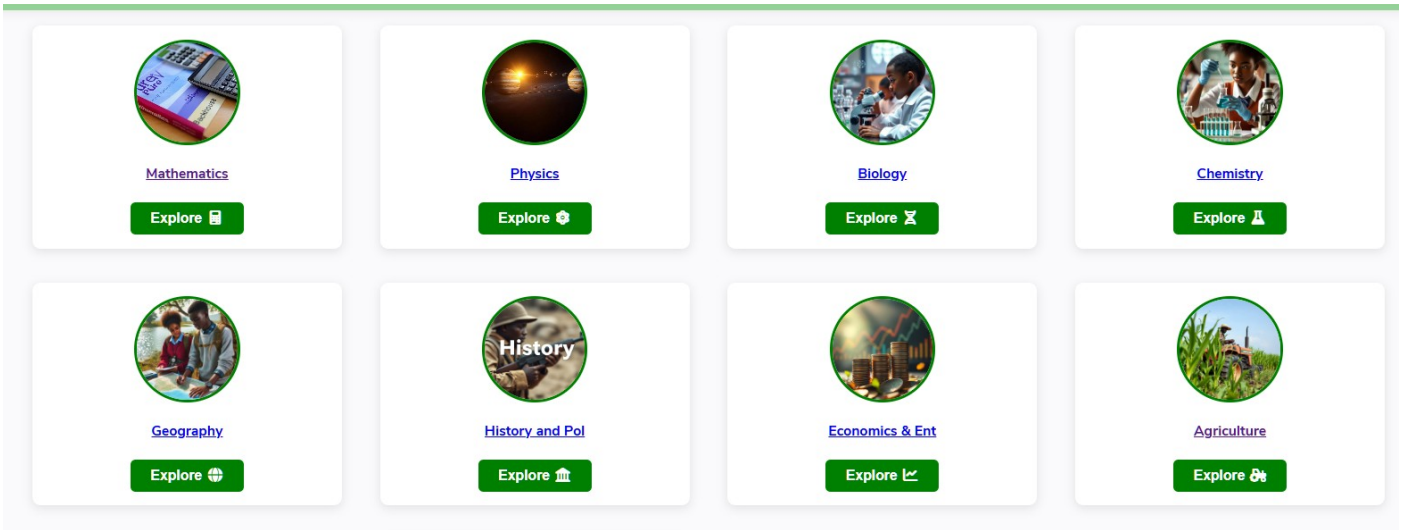


Printing in PowerPoint

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.



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