



MICROSOFT POWERPOINT

PowerPoint is software that lets you create visual presentations. PowerPoint presentations are a series of 'slides' that can contain text, pictures, video and sound. PowerPoint can make presentations more dynamic and visually appealing.

- 1 **Ribbon** – Located at the top of your slides; helps you to change fonts and colors, add pictures, and contains many other formatting tools.

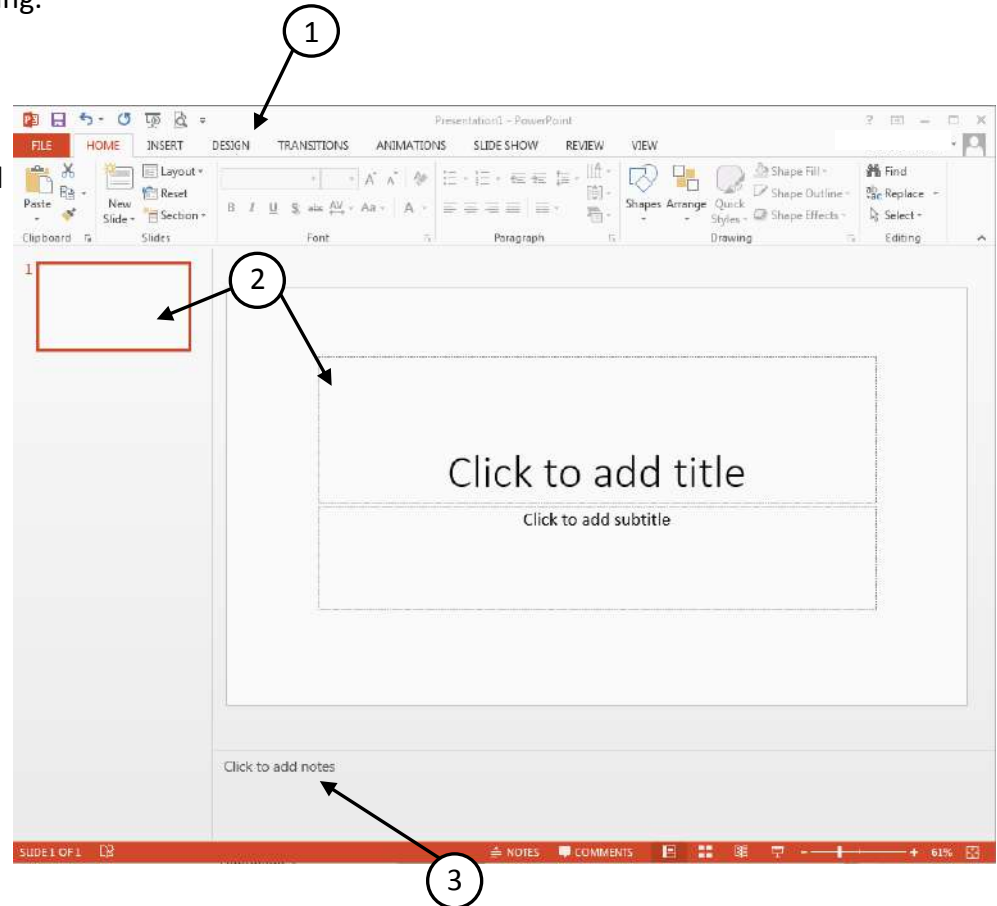
Home Tab: Your most used tab; this is where you can insert new slides, group objects together, and format text on your slide.

- 2 **Title Slide** – Automatically added as the first slide:

Insert Presentation Title: Click where it says "Click to add title." Once you start typing the generic text will disappear.

Insert Subtitle: Click "Click to add subtitle" to include a subtitle (Ex: your name, date, class or company name)

- 3 **Add Notes** – This is where you would enter notes for yourself (or others) to help in preparing for the presentation.



POWERPOINT TIPS!

Do NOT fill your slides with lots of text! Keep sentences short or just use keywords.

Good example: 2 boys, 1 girl

Bad example: I have two boys and one girl in my class.

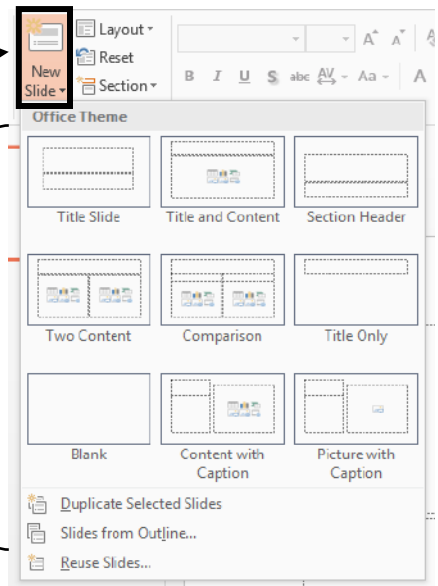
Do NOT make too many slides! Keep presentation between 5-10 slides.

Do add color to your presentation.

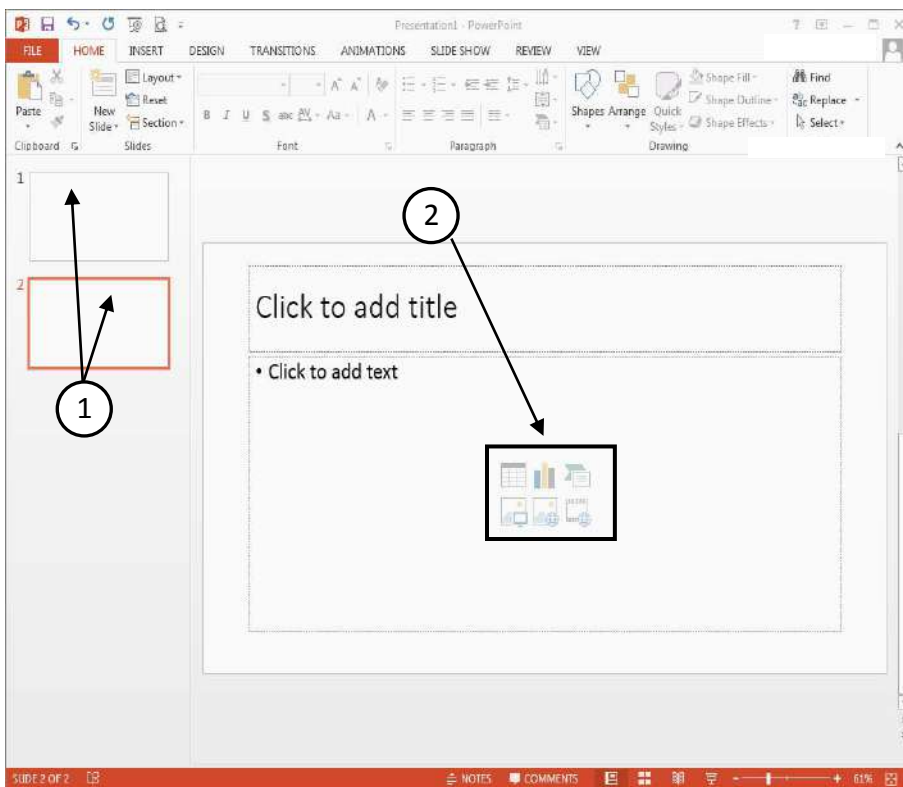
Do insert pictures along with text to convey your point.

Using the Ribbon to Insert a New Slide

To insert a new slide, click where it says “New Slide.”
Once selected, a slide layout menu will appear.



Choose the layout that best fits how you want to showcase your information. Most commonly used layouts include: *Title and Content*, *Two Content*, and *Content with Caption*.



① **Slide Order:** In this left side bar, you can see the order of your presentation.

② **Insert Options:** The 6 little images in the middle of your large text box are options for inserting a table, chart, graphics, pictures from a file, the Internet, or a video. To just add text you can simply move your cursor to where it says “**Click to add text**” and begin typing.



Note: The slide is automatically set up with ‘bullets’. Every time you hit **ENTER** on the keyboard a new line with a bullet will appear. If you don’t want your slides to have bullets—go to the **Paragraph** section of the **Home** Tab and unclick the ‘bullet button’ on the Ribbon.

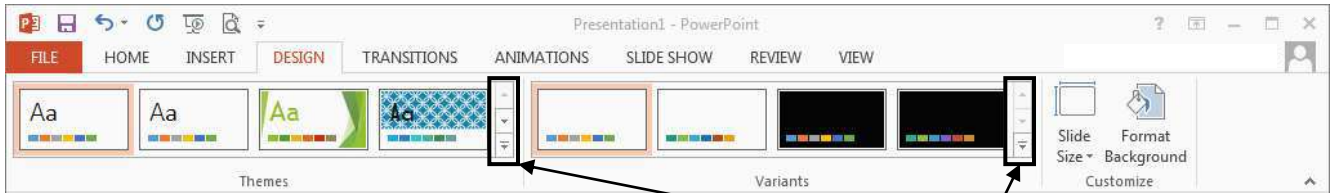
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SLIDE DESIGN

Powerpoint comes with numerous slide themes for presenters to choose from. Themes help to create visual appeal in your presentation. To apply a theme to your presentation, go to the **Design** tab. When you find a style you like, click on it once and the theme will be applied to all slides.

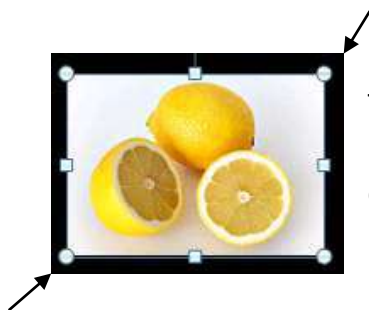


Each theme comes with pre-set layouts, fonts, and colors. You can alter these components by selecting different *variants* of a theme. You can use the scroll arrows to see all the different collections of themes and variants.

INSERTING A PICTURE

When creating your PowerPoint slides, you can insert pictures or clipart already located in folders on your computer or you can search the web from within PowerPoint to find a picture. It's easy!

1. Click "Online Pictures" found in the Insert section in the middle of your slide.
2. If searching for a ClipArt picture, type your search query into the ClipArt bar. For more options, search for your picture in the Search Engine bar. Depending on what computer you use, your search engine may be Google or Bing. Hit *enter*.
3. Select the picture you want to use and click "Insert." The image will then fill the content box into which you inserted it.



RESIZE IMAGES

To resize your picture left click on the corner dots and hold the left mouse button while moving your mouse towards or away from your picture to change size. To simply move your picture, click in the middle of the picture hold down the left click and drag-and-drop to desired location.

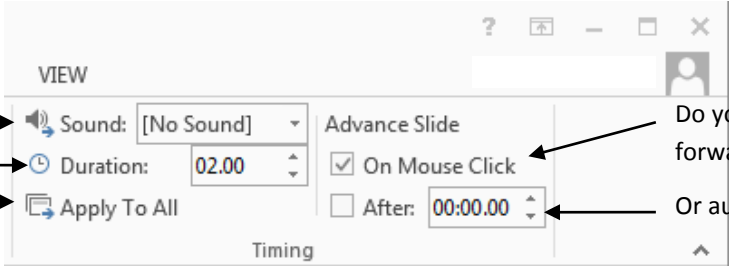
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TRANSITIONS

Transitions add motion effects between slides. Go to the **Transitions** tab in the ribbon to practice adding transitions to slides. When adding a transition, the effect is always applied BEFORE the slide (ex: if you add a transition to slide 2, it will play when going from slide 1 to slide 2). More transition formatting options are detailed below:



The screenshot shows the 'Timing' section of the Transitions task pane. Annotations with arrows point to specific controls:

- 'Add a sound with the new slide' points to the 'Sound: [No Sound]' dropdown.
- 'Change how long the transition takes' points to the 'Duration: 02.00' spinner.
- 'Apply to your whole slideshow' points to the 'Apply To All' button.
- 'Do you want to move forward using your mouse?' points to the 'On Mouse Click' checkbox, which is checked.
- 'Or automatically?' points to the 'After: 00:00.00' spinner.

ANIMATIONS



Click on the **Animation** tab and select the text or picture you want to animate. Choose an animation from the **Animation Style** drop down. To add additional animations to the same slide, click on **Add Animation**. Similar to Transitions, you can also alter the length of the animation and when the animation appears (with the click, when slide appears, etc.).

Make sure the animations and transitions you add aren't too fast or too slow. Animations should enhance your presentation not distract or annoy. Use carefully!

HYPERLINKS

Creating a hyperlink is a great way to show off a website, picture, or YouTube video without having to search for the information online while giving your presentation. To insert a hyperlink, follow the steps below:

1. Highlight the text in your slide you want to "link," click on the **Insert** tab and choose *Hyperlink*.
2. When the hyperlink box appears, add the web address to the "address" box.
3. Click 'OK' and your word or sentence will now be linked to a website.



CHANGING THE ORDER OF SLIDES

To change the order of the slides:

1. Left click on the slide you want to move, hold down the left click button on the mouse.
2. Drag the slide to a new place in the PowerPoint.
3. Once you found where you want the slide to be, simply let go of the mouse. You have now successfully changed the order of your slides.

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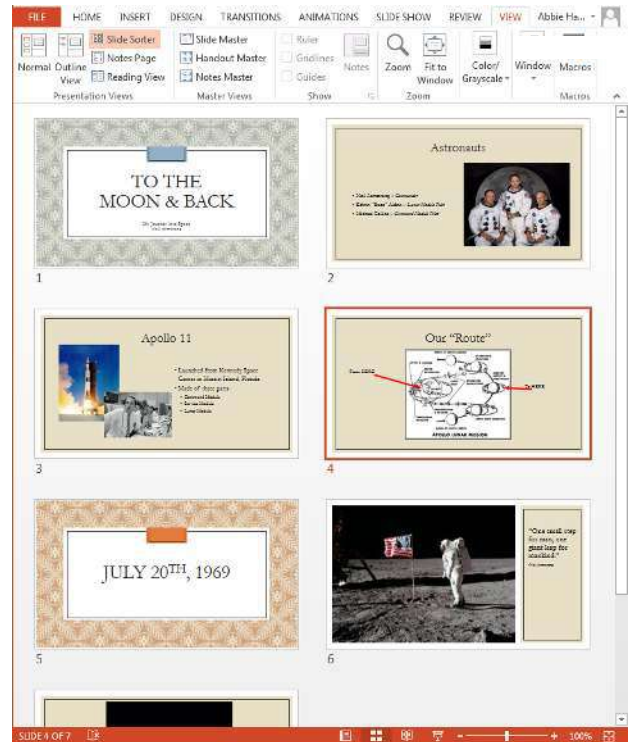
You can change the order of slides in multiple places within PowerPoint. Below are two common examples:



If you want to make small changes to the order of your slides, simply use the Outline column on the left hand side.



If you have a lot of slides, or want to make big changes in the order, you can use the *Slide Sorter* view found under the **View** tab.



HOW TO DELETE A SLIDE

To delete a slide simply:

1. Click on the slide thumbnail on the left hand Outline column (or in the *Slide Sorter* view)
2. Right click on the slide you want to delete
3. Scroll to and left click once on *Delete* option from the Dialogue Menu.
4. You've successfully deleted a slide, never to be seen again! (unless you click the Undo arrow...)

SAVING YOUR WORK

1. Click on **File** and select *Save As*
2. Select the desired location for your file (Desktop, Documents, etc.)
3. Type in file name

Note: In the *Save As* type drop-down menu, consider selecting PowerPoint 97-2003 Presentation if you are sharing your PowerPoint with other computers.

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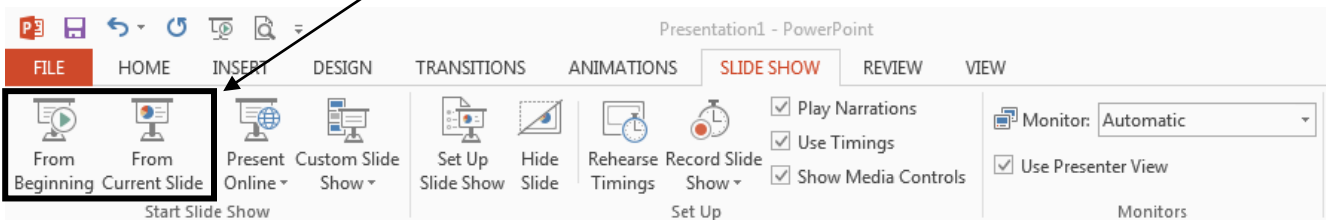


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REVIEW SLIDE SHOW

Once you have added all your content, review your slides. Remember to check for spelling and grammar mistakes with the *ABC Spelling & Grammar* on the toolbar under the **Review** tab.

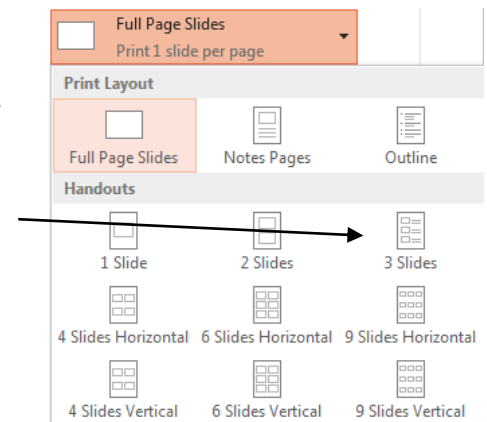
When you are ready to watch your slideshow, click on the **Slideshow** tab. There you will see two different viewing options, 'From Beginning' or 'From Current Slide.'



Note: When your show starts use the left and right arrow buttons on the keyboard to navigate to the next slides!

PRINTING

1. Click on **File** and select *Print*.
2. If you only want to print certain pages, you can type a range of pages. Otherwise, select "Print All Pages."
3. Select the number of copies.
4. Click Page Layout to determine how you want the slides to appear on the page. Some options include: full slide per page, multiple slides per page, or including your notes. If you're handing presentation notes out to your audience, a good option for printing is "3 Slides" found in the handout section.
5. Print!



PUTTING YOUR KNOWLEDGE TO THE TEST

1. Create a new PowerPoint.
2. Add at least 5 slides, with at least 3 different layouts.
3. Choose a Theme. Change the theme's colors in the variants section.
4. Throughout your PowerPoint, include at least 3 pictures. Find one of the pictures using the "Online Pictures" option.
5. Add two different transitions to your PowerPoint.
6. Check your PowerPoint's spelling and grammar.
7. View your PowerPoint 'From Beginning.'

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