## What is PowerPoint?

PowerPoint is a program that allows you to create slide presentations. Once you have created your presentation, you may present your information via a computer, projector, or print outs. You may choose to print your slides as transparencies or 35mm slides. You may also choose to print an outline of your presentation, handouts and speaker notes. With PowerPoint your presentation may be graphic, text or a combination of both.

Like other programs, PowerPoint is opened in a window. Let's take a look at the parts of a PowerPoint window:
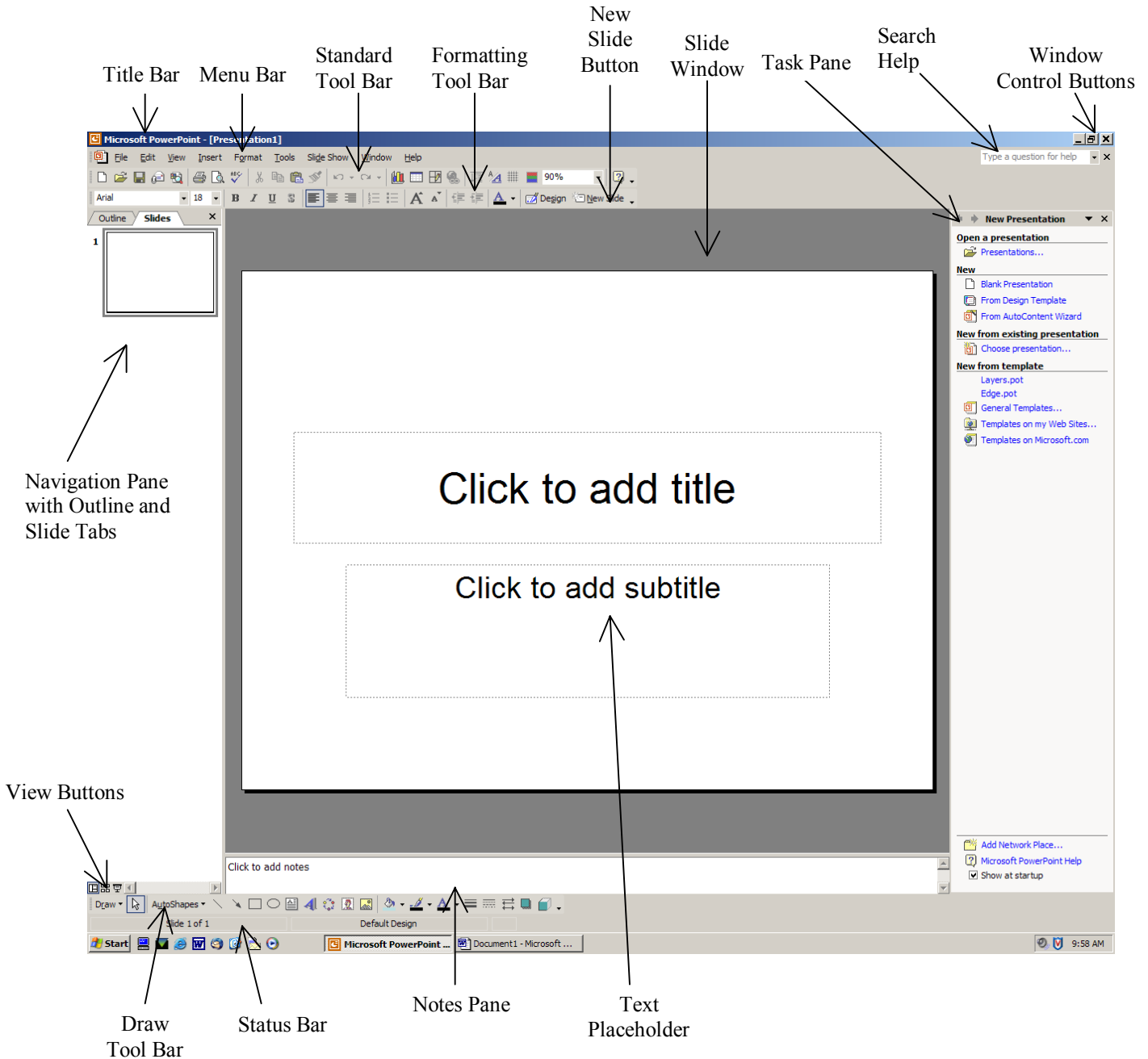
## Creating a Presentation

Open PowerPoint –
        Double click the PowerPoint icon on the desktop; <u>or</u> click the **Start** button, then Programs, then PowerPoint. The PowerPoint window will open on the screen.

Create a New Presentation –
        When PowerPoint is opened, you are presented with a blank slide. You may begin creating your presentation. If you would like to open another New Presentation follow one of these instructions:
1) Click "**File**" on the Menu Bar, and then click "**New**".
2) **Or** use the standard toolbar at the top of the window and click on the "New Blank Document" icon.

Title Slide-
        When the PowerPoint window is opened, the first slide that you see is called the "Title Slide". The Title Slide contains placeholders where you can place your title and a subtitle. If you do not wish to have a subtitle, simply ignore the subtitle placeholder. It will not be visible on your presentation.
To add a title, click on the box that says "Click to add title." This will activate the placeholder, and a flashing insertion point will appear. When you begin typing, the text will appear where the flashing insertion point is located.

New Slide-
        To add a new slide to the presentation, click the "New Slide" button on the standard toolbar.
After the title slide, every time you click "New Slide", you will be given the default slide. And the task pane will show other slide layout options.

Default Slide          Slide Layout Task Pane

Click to add title

• Click to add text
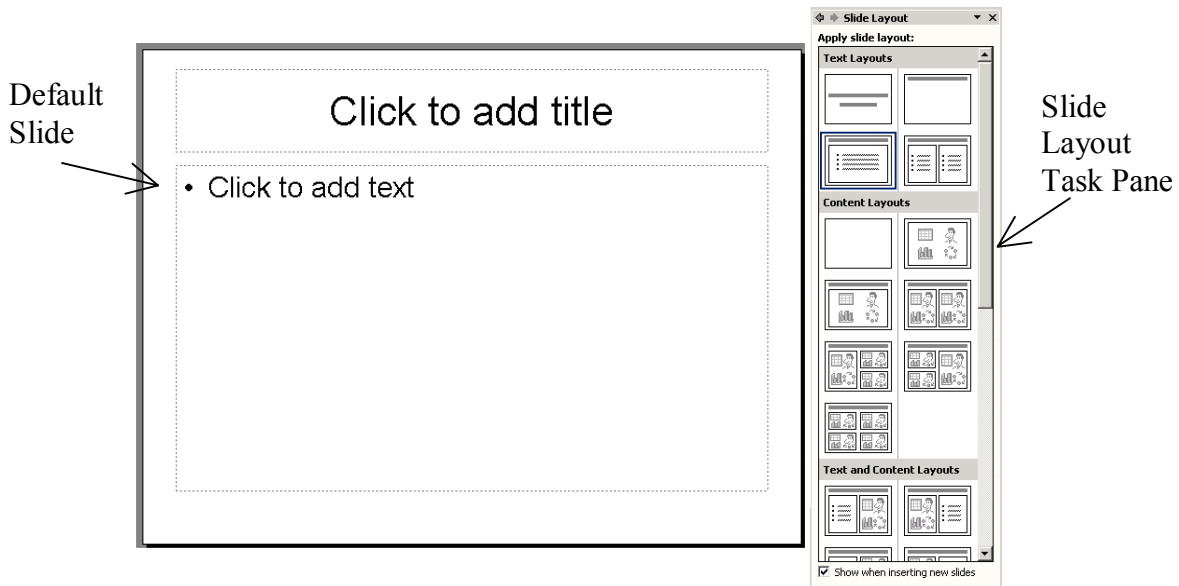
Slide Layouts are pre-designed layouts for how data will appear on a slide. To choose a slide layout from the task pane, point to the layout you like and click it with your mouse. The slide in the slide window will change to this new layout. Slide Layouts make it easy to input data by clicking on the proper placeholder and typing the correct information.

Task Panes-

When PowerPoint is opened, the task pane should appear on the right side of the screen. If the task pane is not visible you may choose to view it. To view the task pane, click "View" on the menu bar then move down the menu and click "task pane".
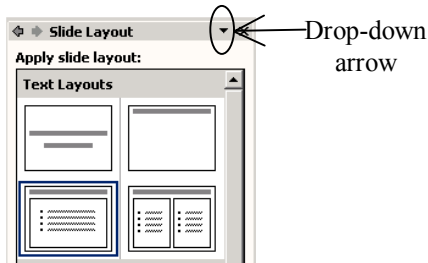

Drop-down arrow

At the top of the task pane, notice the small arrow pointing down. This is called the "drop-down arrow" because, when clicked, a menu will drop down. You may choose which task pane you wish to view from this menu.

## Design and Format

Slide Design Templates-

Visual interest is a key factor of any presentation. You may use design templates to add color and design elements to your presentation. Choose the "Slide Design – Design Templates" task pane. The task pane will change showing you several slide design possibilities. To choose a design scheme from the "Slide Design" task pane, point to the design you wish to use then click it.

Design templates can be further customized to your taste. Choose the "Slide Design-Color Schemes" task pane. If there are additional color schemes available for the chosen template they will be listed here. Choose a color scheme by clicking it.

Adding Text -

Once you have chosen a slide layout, you may add text by clicking on the text placeholder. Notice the change. A bold line now surrounds the placeholder and a flashing insertion point is in the box. When you begin typing, your text will appear at the insertion point. Some placeholders are already set up for bulleted lists. Each time you strike Enter on your keyboard the insertion point will move down one line and a new bullet will appear. If you do not want the bullets, use the Backspace button on the keyboard as soon as you activate the placeholder. **Or** click the bulleted list toggle button  on the tool bar.
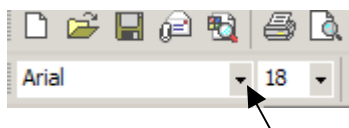


Text may be formatted in PowerPoint. Select the text that you wish to change, then click the Font drop-down arrow. From the list choose the style you like by clicking it.

Font drop down arrow

Notice the change. While the text is selected you may also adjust the size, make it bold, underlined, italicized and so on.

Adding Notes-
    The Notes Pane allows you to jot down notes, ideas, etc. as you work on your presentation. This portion of your presentation will not be visible to your audience unless you print it out as handouts.
If you wish to make notes for a particular slide click the Notes Pane. Notice the flashing insertion point. Type notes.

Adding Content -
    There are several ways to add content to your presentation. First you must choose the kind of content you want to add. Some of your choices include: WordArt, ClipArt, photographs, charts, graphs, and tables.   The Content Layout slides provide an icon button which allows you to choose what kind of content you want. Click the icon in the icon button that you would like to use.
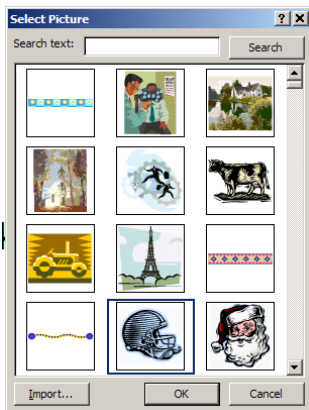
For example, to add ClipArt :

- Click the ClipArt icon which looks like a person. This will activate the ClipArt gallery dialog box.
- Browse through the gallery or enter a search term and have the gallery show you pictures related to your search.
- Click on the picture that you want and then click the "ok" button at the bottom of the dialog box.
- Your chosen image will appear on the slide.

    ClipArt can be manipulated. To move the ClipArt image to another location on the slide, use the click and drag method (click on the image, while holding down the left mouse button continuously- slide the mouse in the direction you wish the image to move and then release the button.) If you wish to adjust the size of the ClipArt, click and drag one of the eight handles. Handles are the white dots at the corners and sides of the object. They appear on active text boxes, ClipArt, WordArt and other graphics. To activate one of these objects so that you may see the handles, click on it.

To add WordArt, follow this example:

- To open WordArt, you click the WordArt icon on the Draw Toolbar.
- Choose a format from the gallery by clicking on a design and then clicking "ok".
- Type in your text and choose font style and size.
- Click "ok". Your WordArt will appear on the slide. Click and drag to move the WordArt to a different location on the screen. Use the handles to adjust size and proportion.
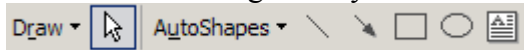
To add a diagram or organizational chart, follow this example:

- Click on the "Insert diagram" button.
- A dialogue box will appear listing the different designs to choose from. Click on the appropriate choice and click "ok".
- The diagram will appear on the screen. To fill in your text, click in the areas that say "Click to add text". When you click, an insertion point will appear and you can begin typing.
- When diagrams are active, they often have floating toolbars. The toolbar will allow you to add more shapes to your diagram, edit the layout, and change to a different diagram style.

The Drawing toolbar normally located at the bottom of the screen includes tools to help you draw and manipulate drawn objects easily.

To draw a rectangle, square or circle, follow this example:

- Select the drawing tool you would like to use from the Drawing Toolbar.
- Place the pointer where you want to start to draw.
- Click and drag the mouse pointer until the object is the right shape and size.
- Release mouse button.

*Note: if you hold the Shift key down when drawing, this will constrain an object. It makes it easy to draw a perfect circle instead of an oval, for example.

## View and Edit

Different Views-

Within PowerPoint, you can look at your slides in 4 different ways or views. Three of these views may be accessed by clicking on of the "View Buttons" in the lower left corner of the window. Or you can access these views by clicking on "View" in the menu bar and clicking the option you need.

Normal View – lets you work with one slide at a time. This is the default view that you are presented with when you open PowerPoint. You can see a combination of Slide View, Outline View and a Notes section on the same screen. You can add clipart, graphs, charts, text and WordArt to the slide within this view.

Slide Sorter View – gives you thumbnails of all the slides in full color. Lets you organize the slide presentation by moving, copying, importing or deleting slides. You can

also add transition elements to the slides from here. Use the mouse to drag slides around to rearrange order. Right click to delete or add new slides.

Slide Show View – allows you run your slides as a full presentation beginning with the selected slide. All the slides are displayed full screen with all added animations, transitions and sound. You can stop a presentation at any time by pressing the Escape key on keyboard.
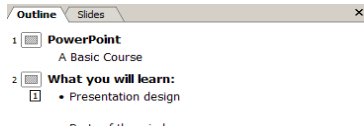
Outline View – the Outline view allows you to work with the text of your entire presentation in an outline format. You can create, edit and delete slides from this view. You can even create your entire presentation from this view. Information on the Outline Tab of the Navigation Pane is arranged in levels. Each level is indented slightly further than the last from the left margin. The title appears as the first, left most level in the outline.

Once you have several slides created, your navigation pane will look some thing like this:
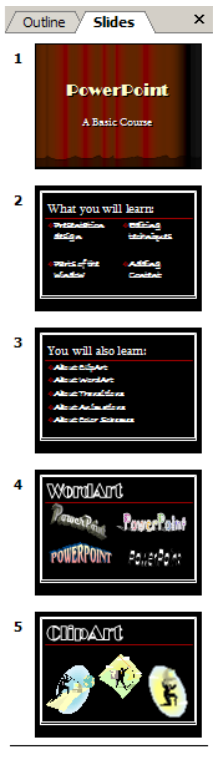
The Navigation Pane gives you thumbnail images of your slides. You can move (navigate) from one slide to another by clicking the appropriate slide. Another way to move through your slides is to use the scroll bar.

At some point while building your presentation, you may decide that one slide would work better in another part of your presentation. There are two ways to change the order of your slides.

1. Use the Click and Drag method. That is, click on the slide thumbnail that you wish to move in the Navigation Pane. Hold down the left mouse button continuously while you move your mouse in the direction you wish the slide to go. When a vertical line appears in the area you are placing the new slide, release the mouse button.
2. Use the Click and Drag method in Slide Sorter View.

To delete a slide, right click it. A small menu will appear. Click on the words "Delete Slide".

## Transitions and Animation

## Slide transition-

A Transition is how your presentation shifts from one slide to another. The default transition will simply cut from one side to the next. For each slide in your presentation you can add a transition or choose a transition and apply it to all of your slides.
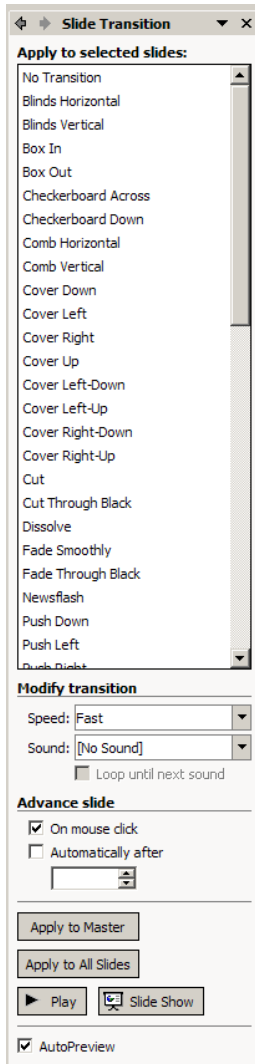
You can add transitions from Slide View or Slide Sorter View. In either case select the slide you wish to add the transition. Go to the Slide Transition Task Pane. Follow these instructions:

- Click on a transition effect from the list. Notice that the transition plays automatically for you.
- Modify the transition if you wish by selecting a speed and/ or sound.
- Decide how you wish the slide to transition. "On Mouse Click" will allow you to click the mouse during your presentation when you are ready to move to the next slide. "Automatically After" will allow you to set a specific time for your slide to play before automatically shifting to the next slide.
- Click play to view the transition work or click slide show to view the slide show in full screen beginning with the selected slide.
- If you want all of your slides to have this transition, click "Apply to all Slides".

## Animation Schemes-

PowerPoint offers a selection of preset animations. If you would like to use an animation scheme, choose the "Slide Design-Animation Schemes" Task Pane. Follow these instructions:

- Select the slide you would like to animate.
- Choose a scheme from the list.
- Do the same for all the slides in your presentation if you wish. Or, Click on the "Apply to all Slide" button.

## Running and Printing

The Presentation-

Always remember to save your work. If you plan to give the presentation from a different PC than the one you designed it on, save to a storage device like a 3 ½ diskette, CD, or Flash Drive (Jump Drive).

When you are ready to run the presentation, select the slide you want to begin with. Normally this will be the first slide. Then click the Slide Show Button in the lower left side of the window.

Printing-

You have many options for printing your slides. You can print just slides, or notes pages, handout pages, and outlines.

- Click "File" on the Menu Bar, then click on "Print".
- A Dialogue Box will appear. Similar to this one.
- Select the number of slides to print in the Print Range box. And Click "OK". This will print just your selected slides.
- If you want hand outs, an outline or notes pages look in the "Print What" section. Click the drop down arrow to select. Choosing Handouts will activate the handouts section of the dialog box. There you can make further choices.
- When you have finished deciding, click "OK" to send it to the printer.
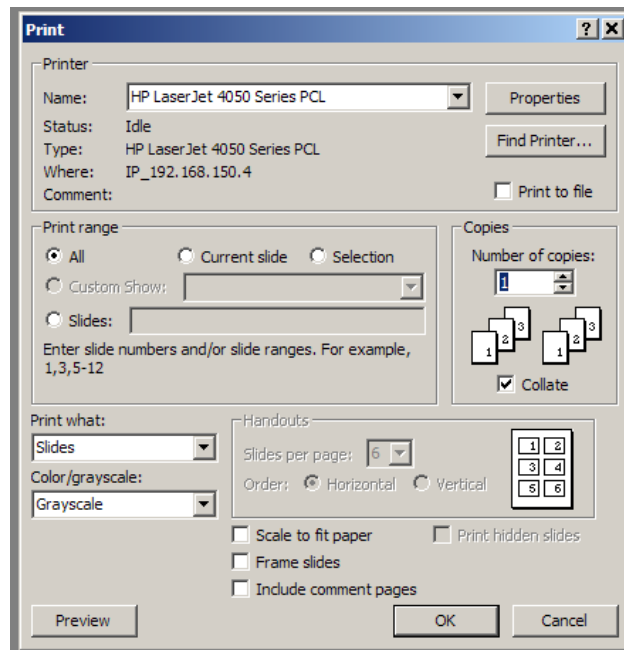
## Closing-

Once you have saved your work, you may close the program by clicking the "X" window control button at the top right of the screen.