

In this course you will:

- Learn what PowerPoint is
- Create a presentation and add slides to it
- Learn about animation and special effects
- View and save your presentation

## Section 1: What is PowerPoint?

PowerPoint is an effective tool used to develop presentations of pictures, ideas and stories. This program allows you to insert **slides** containing whatever pictures or wording you wish to convey. The bonus with PowerPoint is the extra features which allow you to **animate** your slides.

**On a Windows 7 computer:** click the Start button, type the word PowerPoint, and click when it appears

**On a Windows 8 computer:** simply begin typing the word PowerPoint, and click when it appears

**On a Windows 10 computer:** click in the Search box and type the word PowerPoint, and click when it appears

**On a Mac:** click on the Finder, click Applications, and scroll to click on PowerPoint

We are using Mac computers in the ThinkLAB, so you will notice a **menu bar** at the top of the screen. On a PC computer, these functions will all be represented in the **ribbon**.



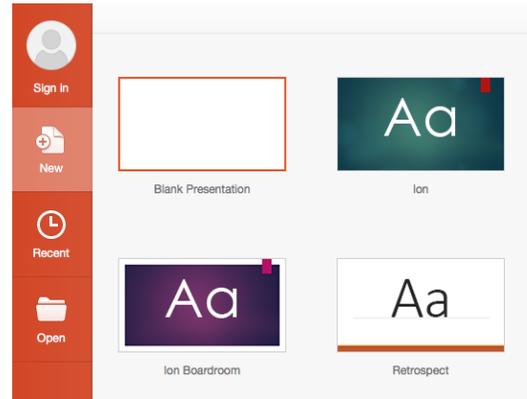
Remember: if you make a mistake, don't panic! These are undo/redo buttons just like all of the other Microsoft Office programs.

## Section 2: Create a presentation and add slides

When you open PowerPoint it will ask you what kind of presentation you'd like to start. Click to choose a blank presentation or one with built-in design elements.

You can also click **Recent** to see presentations you've worked on recently, or **Open** to retrieve an existing presentation.

In this class we'll be starting with a blank presentation.



The new presentation will open with a blank title slide in the right hand pane, and a smaller thumbnail version of the slide in the left hand pane. Click on the “click to add” text in the two **text boxes** to add your own words.

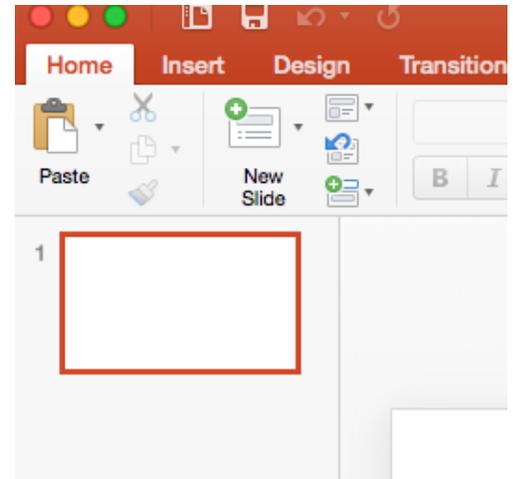
### Fun things to do with a text slide:

- Triple-click or click and drag to **highlight** blocks of text and then use the **Home** ribbon to change font size, colour and style
- Use the buttons on the **Home** ribbon to make bulleted or numbered lists of text, move the text to the right or left margin of the text box, or change the direction of the text in the text box, and more!
- Place the mouse over one of the boxes at the edge or corner of a text box, then click and drag to change the shape and size of your text box. Click and drag the circle button at the top of the box to rotate.
- Place the mouse over an edge of the text box until it becomes a four-headed arrow, then click and drag to move the entire text box

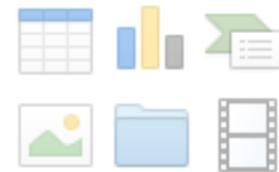


You can add more slides to your presentation with the **New Slide** button.

- Clicking the button itself automatically inserts a default formatted slide with a **title** text box and a second box to add **content**
- Clicking the small arrow to the right of the button allows you to choose from a number of slide formats that combine text boxes and spaces for photos, videos, and other content
- Click and drag slides in the left pane to change their order



A **content** box lets you add either a body of text OR new elements like photos, tables, charts, and more. Clicking on one of the icons that represent these different elements will open up options to add them to the slide.



**Pictures** are the most frequently inserted item in a slideshow presentation:

- Click on the **Picture on File** icon
- A new window will open to help you locate pictures saved on your computer or other storage device associated with your computer. For this class, I've saved a file on the **Desktop** called **Pics for PPT**. Click to open it and view the pictures you can use for your presentation.
- When you find a picture you like, click on it and then click on **Insert**
  - OR double-click on the image
- Click on the image in the presentation to reveal the boxes and circle for resizing, rotating, or moving the image

You can also use the **Insert** ribbon to insert new elements into your slide:

- Click the arrow next to **New Slide** and click **Blank**
- Click the **Insert** tab
- Click **Picture** – **Picture on File** to add a new picture
- Click **Text Box** and then click and drag on the slide to add a new text box



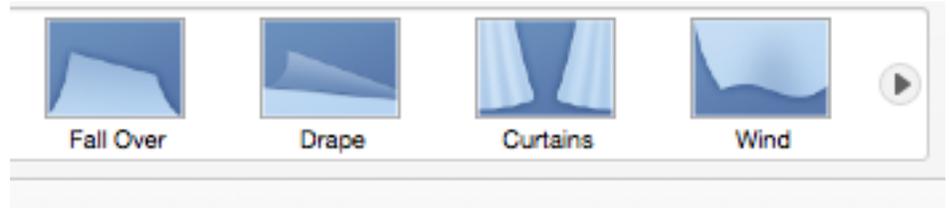
## Section 3: Adding Animation and Special Effects

There are two ribbons that control how your slides behave. The **Transitions** ribbon controls how one slide changes into the next; the **Animation** ribbon controls how content on individual slides appear, e.g. text appearing one line at a time.

### To set your slide transitions:

- Select one or more slides from the left pane – hold down the CTRL key on your keyboard and left click to select multiple slides

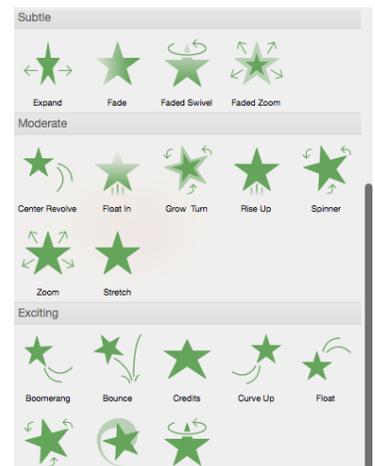
- Click the **Transition** ribbon and click to choose a transition style – note the arrow that shows you when more styles are available to view



- Use the **Preview** button to see how the transition will look, and the **Apply To All** button to make it the transition for all of your slides
- The **Effect Options**, **Duration** and **Sound** buttons give you the chance to customize how the effect will be applied

### To set your slide animation:

- Click on the **Animations** tab
- Click a line of text, text box or picture, then an animation. There is an additional bottom arrow that categorizes animations by *Subtle*, *Moderate*, or *Exciting*.
- Choosing an animation sets a star on your left pane and a number on your slide – don't worry, the number won't show when you play your slideshow.
- Clicking on the **Animation Pane** button reveals a right pane that will help you keep track of your animations.



**IMPORTANT NOTE! Too many animations can actually make your presentation harder to understand. Use them wisely!**

## Section 4: View and Save Your Presentation

To view your presentation, click on the **Slide Show** ribbon.

- **From Beginning** allows you to view the entire presentation
- **From Current Slide** allows you to view a selected part of the presentation
- There is also a **Slide Show** button that always appears at the bottom of the screen; no matter which ribbon you're in, clicking it will start the show from your present slide



Use the **Review** and **View** ribbons to go over your spelling, change how you see your presentation, etc.



**To save your presentation:**

- Click on **File** (the Office Button in older versions of PowerPoint)
- Click on **Save As**
- Save to a folder such as Pictures or Videos – make sure it's a location you'll remember later!
- Give your presentation a name to help you find it later
- Click **Save**

To save as a PDF or email, use **File - Share**

You can use **Learning Express** to further enhance your knowledge of PowerPoint. These tutorials are freely available through the library's web site and have the ability of remembering where you leave off so the next time you log in, you can continue the course without starting again.