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Presents:
PowerPoint 101

Adapted from the Texas State Library's TEAL for All Texans Student Resources Manual

PowerPoint Topics

- Intro to PowerPoint
- Designing a Presentation
- The Next Level

Goals and Objectives

- Learn how to navigate Microsoft PowerPoint
- Learn about the different command options in PowerPoint
- Learn how to create stylish and professional slide presentations

Intro to PowerPoint



What is Microsoft PowerPoint?

- Microsoft PowerPoint is a **presentation software** that allows you to create dynamic presentations that may include animation, narration, images, videos, and more.
- PowerPoint uses slides to build the **presentation**. In order to create an engaging presentation, PowerPoint allows you to add text, bulleted lists, images, charts, video, and more to your slides. You can add as many slides as you'd like to a presentation, and at any time you can view or play back your presentation by selecting one of the Slide Show play options.

Navigating PowerPoint

1. **Ribbon Menu** - consists of tabs, groups, and commands.
2. **Quick Launch Bar** – consists of save, undo, and redo
3. **Slides Tab** - allows you to view and work with the slides in your presentation. You can add, delete, duplicate, and rearrange slides in the Slides tab. You can also add sections to the Slides tab to organize and group your slides.
4. **Outline Tab** - displays the text content of each slide. You can edit your text directly from the outline view.
5. **Slide Sorter** – the pane on the left side where you can view how many slides you have in your presentation as well as modify them in the Slides Tab view.

Navigating PowerPoint

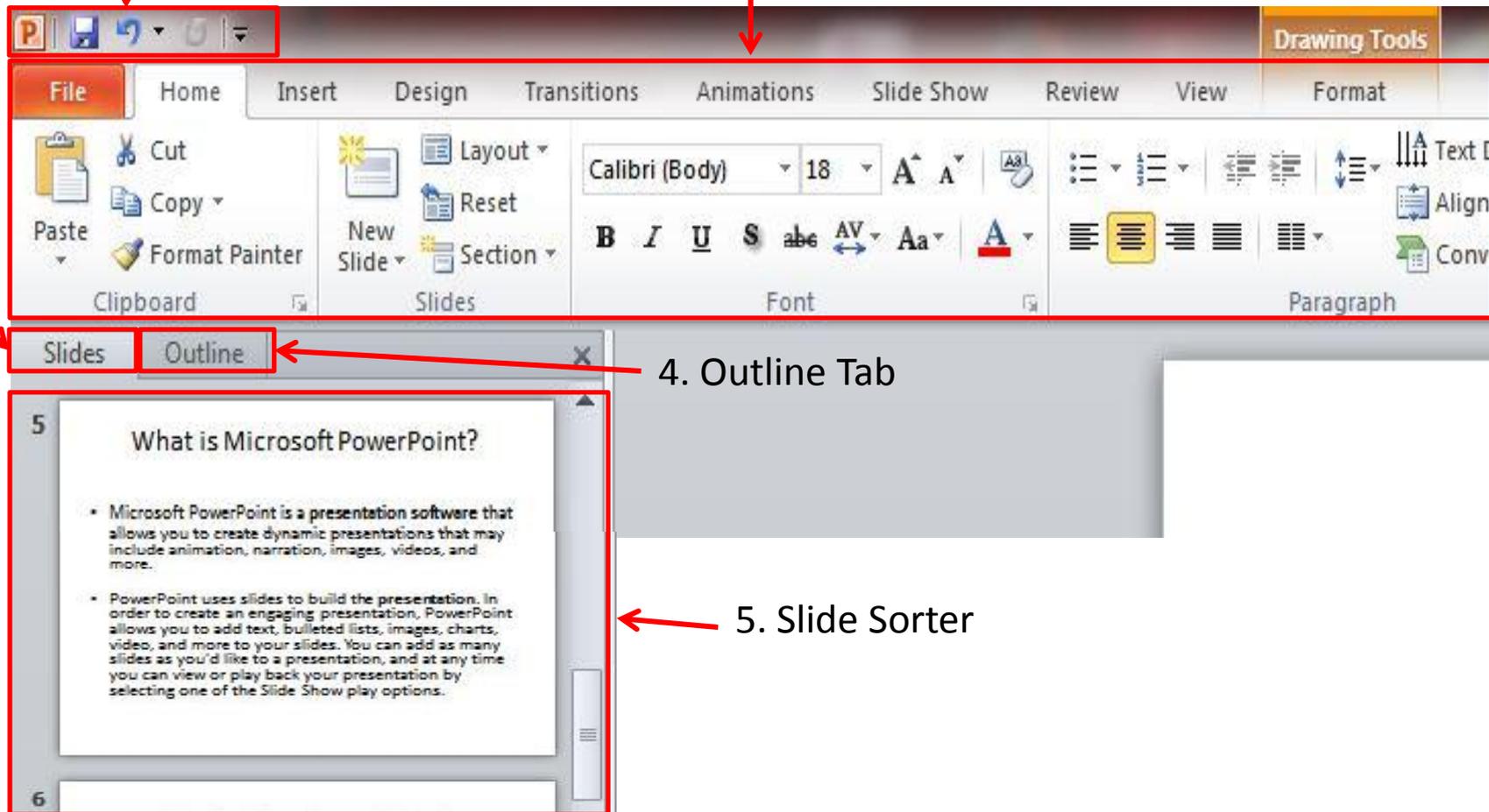
2. Quick Launch Bar

1. Ribbon Menu

3. Slides Tab

4. Outline Tab

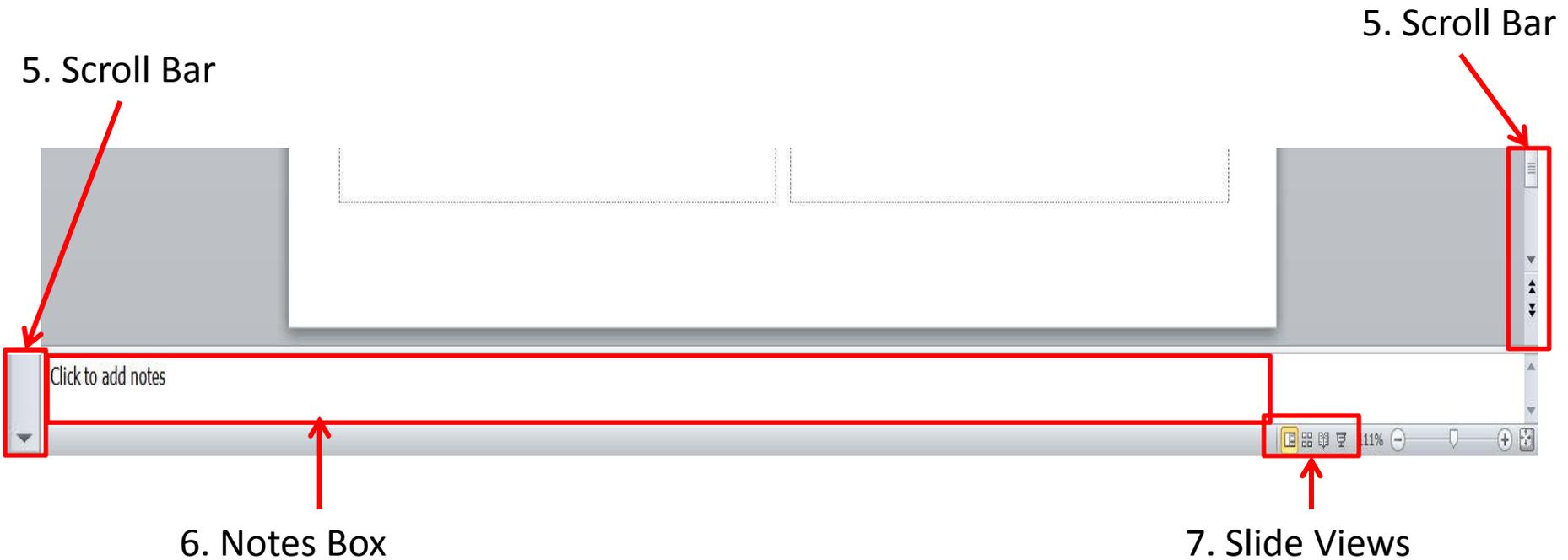
5. Slide Sorter



Navigating PowerPoint

5. **Scroll Bars** - You can also navigate through your slide show by clicking and dragging the scroll bars or by selecting the Previous Slide and Next Slide arrows.
6. **Notes Box** – You can add notes to a presentation to view when you present a slideshow in full screen. The size of the note box can be adjusted
7. **Slide Views** - Adjust your slide view by choosing one of the following:
 - **Normal** view is selected by default, and shows the Slide and Outline tabs along with displaying the current slide.
 - **Slide Sorter** view displays smaller versions of all of the slides in the presentation.
 - **Reading** view displays only the slides with buttons at the bottom of the screen for navigation.
 - **Slide Show** will play your slides as an actual presentation.

Navigating PowerPoint



Tabs

- ❑ There are 9 tabs total in PowerPoint which includes some features specific to this program.
- ❑ **Note:** It is important to remember that any time you move your mouse onto a command and pause, it tells you what it is and what it does.

1. Home

- **Slides Group** – lets you create a new slide, change a slide layout, reset a slide, and create a new section
- **Drawing Group** – lets you quickly add commonly used shapes and text boxes and make quick style edits to them

Tabs

2. Insert

- Images: lets you insert a picture, clip art, screenshot, or the additional feature of creating a photo album
- Links: lets you insert a hyperlink to a website or file or link to other objects such as programs and other slides in the presentation
- Text: lets you insert a text box, date & time, and the slide number
- Media: lets you insert video files and audio files

3. Design

- Page Setup: lets you change the slide orientation
- Themes: lets you choose from a variety of stylish and professional designs for your slides as well as change colors and font styles
- Background: lets you insert a solid color, picture, or pattern as a background and format various artistic features for the background

Tabs

4. Transitions

- Preview: lets you see a preview of the transition you click on the current slide
- Transition to This Slide: lets you see all the transitions you can choose from to move your presentation from one slide to the next
- Timing: lets you set sound effects, the duration of a transition, and when the slide transitions

5. Animations

- Preview: lets you see a preview of the animation you hover over on the current selected object
- Animation: lets you see all the animations you can choose from to make your text and pictures move on the page
- Advanced Animation: lets you use more advanced animation options such as an animation pane, a painter to copy animations to other objects and more
- Timing: lets you set the starting point for an animation, the duration, and the order in which an animation plays

Tabs

6. Slide Show

- Start Slide Show: lets you choose whether to start your slideshow from the beginning or the current slide and create a custom slideshow including only the slides you select
- Set Up: lets you practice how your slideshow will run including recording your slideshow to rehearse how much time you take per slide and adjusting other aspects
- Monitors: lets you set up your slideshow for a monitor and gives you the option to use presenter view

7. Review

- Proofing: contains your spell check, thesaurus, and word count
- Language: lets you translate words into other languages
- Comments: lets you insert comments on a page your proofreading
- Compare: lets you compare your edited PowerPoint to another version of it and accept or reject changes

Tabs

8. View

- Presentation Views: lets you change the view of your PowerPoint for easier reading or editing
- Master Views: lets you select a master slide and make changes to all other slides that have the same layout
- Show: show or hide the ruler, gridlines, or guides
- Zoom: lets you zoom in/out
- Color/Grayscale: lets you choose what color to view the presentation in
- Window: lets you open a new window of the same PowerPoint so you can compare them side by side or top to bottom

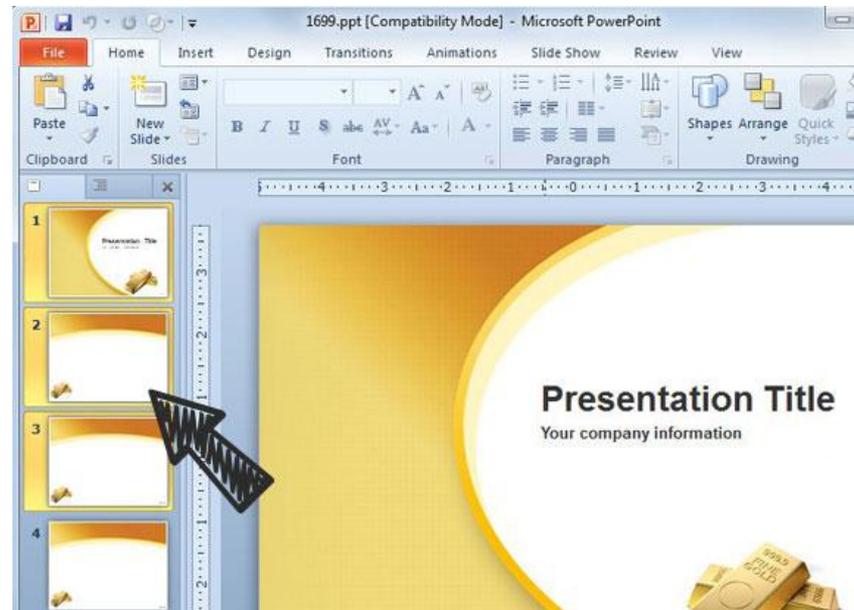
9. Format

- Insert Shapes: lets you insert a text box or a variety of shapes
 - Shape Styles: lets you adjust the style, outline color, and fill color of a shape or text box
 - WordArt Styles: lets you change the style, text outline, and fill outline for words
 - Arrange: lets you align and adjust the position of text, images and other objects on the page
- Note:** this tab only appears when you have a placeholder or object selected

Review

- Which slide view displays smaller versions of all your slides?
- If I wanted to change the background theme on my slides, which tab would I look under?
- Which tab appears when you have any placeholder or object selected?

Designing a Presentation



Getting Started

- Presentations consist of two main components: **Slides** and **Placeholders**. Every action you perform will consist of modifying one of those two components

Slide Basics

Slides

- **Slides** can be added, deleted and rearranged as well as have a number of style and design themes applied to them.
- **Slide Sections** allow you to group different parts of your presentation into sections at a time. It is useful for breaking up a larger presentation into parts.

Slide Layouts

- Placeholders are arranged in different layouts that can be applied to existing slides, or chosen when you insert a new slide. A slide layout arranges your content using different types of placeholders, depending on what kind of information you might want to include in your presentation.
- For example the layout called **Title and Content** includes title and content placeholders. While each layout has a descriptive name, you can also tell from the image of the layout how the placeholders will be arranged.



Themes

- When applying a theme to a slide you can apply it to the selected slide or all slides in the presentation. By default the design will apply to all slides.
- Once you've applied a theme you can change the colors and font styles for the design.
- You can also choose to create a background theme of your own using a solid, gradient, picture, or pattern fill.
- The theme on the title page of your presentation will look different from the rest of the slides.

Transitioning Slides

- When creating a presentation, transitions allow for a smoother or more stylistic way to go from one slide to the next
- Clicking on different transitions gives you a preview of what it will look like on the current slide
- You can use the same transition throughout the presentation or you can use different transitions for each slide.
- Once you've applied a transition you can set the duration for how long the transition takes and choose whether to move from one slide to the next by using your mouse click or by setting slides to automatically transition after a set amount of time

Placeholders Basics

- **Placeholders** are areas on the slide that are enclosed by dotted borders. Placeholders can contain many different items, including text, pictures, and charts. They can also have *thumbnail-sized icons* that represent specific commands such as Insert Picture, Insert Chart, and Insert ClipArt. In PowerPoint, hover over each icon to see the type of content you can insert in a placeholder.
- You can arrange placeholders on the page however you want and insert your own if the slide layouts don't have the arrangement you want.
- You can also resize placeholders by using the white circles in the corners to adjust width and height at the same time or the white squares at the top, bottom, left, and right to adjust width and height individually.

- Click to add text



Designing Text

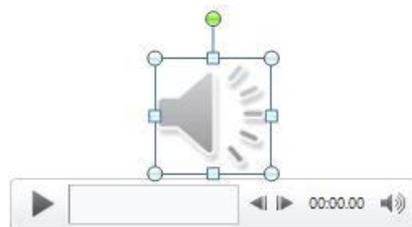
- When designing text, you have your basic font commands where you can change the font type, size, and color of your text. Placeholders always have bullets in front of sentences but you can change these or remove them completely. You also have options such as
 - WordArt – preformatted decorative text
 - SmartArt – preformatted text graphics

Animating Text & Pictures

- To animate text or images in a slide you select its placeholder then choose from the animations in the Animations tab. A preview will show on the current selection.
- You only have to hover over an animation to see its preview
- When you apply an animation, numbers appear next to your text. These dictate the order in which the animation will play and allows you to change individual animations
- You will also notice that a small star appears on the slide in the slide sorter. This lets you know which slides contain animation.
- You can animate some or all things on a slide and choose what order you want the objects to show up on the page. i.e. title first, then text, then picture
- You can also choose for animations to begin automatically at set intervals or use your mouse click

Adding Sound & Video

- To add sound and video, you simply go to your Insert tab and choose video or audio from the Media group
- For sound files, you can choose music from your computer, clip art sounds, or record your voice.
- When you insert a sound file a gray volume icon shows up and two tabs get added in the ribbon menu to make changes to the audio such as specifying start and end times, volume, and duration.
- For video files you can choose a video from your computer, a clip art video, or you can embed the link for a video straight from the website it was on such as Youtube.
- When you insert a video file a video playback window shows up and two tabs get added in the ribbon menu to make changes to the video such as specifying start and end times, volume, and duration.



Timing

- Transitions and animations can move by mouse click or automatically after a set time.
- Adjusting the timing on a slideshow can make it substantially easier to playback and present your presentation.
- For animations, the animation pane allows you to more specifically adjust the time and order in which animations in your slide occur.
- Timing is measured by seconds.

Set Up and Play Slideshows

- Laser Pointer – you can use an onscreen laser pointer while your show plays by holding down the Ctrl key and your left click.
- Rehearse Timings – rehearsing how long it takes you to get through your presentation allows you to prepare ahead of time and adjust your transition and animation timings as well.
- Record Slideshow – most useful when you plan to send your PowerPoint to people or post on the web, you can record narrations, laser gestures and more to playback automatically in your slideshow.
- Slideshow View – at anytime you can view your slideshow by simply clicking the slideshow view command in the bottom right hand corner. To get back to your editing screen you just press the ESC key

Review

- What two components do presentations consist of?
- What do transitions modify?
- What do animations modify?
- What are two decorative text options that I have when designing text?
- To add sound or video which tab and group do you go to?
- To set up your slideshow and rehearse timings which tab do you go to?