

POWERPOINT

POWERPOINT

CONTENT

- GETTING STARTED WITH POWERPOINT
- WORKING WITH SLIDE
- TEXT AND OBJECT
- CUSTOMIZING PRESENTATION
- REVIEW AND COLLABORATING

INTRODUCTION

PowerPoint is a presentation program that allows you to create dynamic slide presentations. These presentations can include animation, narration, images, videos, and much more. In this lesson, you'll learn your way around the PowerPoint environment, including the Ribbon, Quick Access Toolbar, and Backstage view.

WORKING WITH POWERPOINT ENVIRONMENT

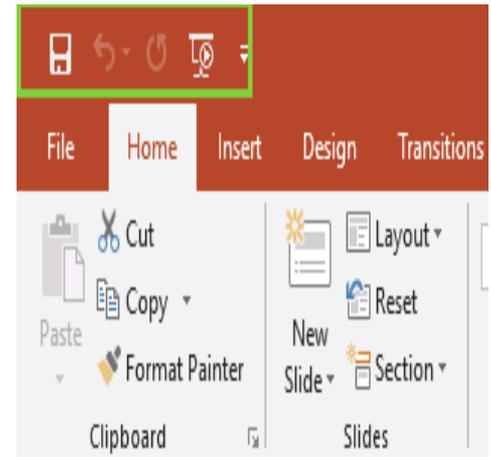
The Ribbon and Quick Access Toolbar are where you will find the commands to perform common tasks in PowerPoint. Backstage view gives you various options for saving, opening a file, printing, and sharing your document.

THE RIBBON: PowerPoint uses a tabbed Ribbon system instead of traditional menus. The Ribbon contains multiple tabs, each with several groups of commands. For example, the Font group on the Home tab contains commands for formatting text in your document.



THE QUICK ACCESS TOOLBAR

Located just above the Ribbon, the Quick Access Toolbar lets you access common commands no matter which tab is selected. By default, it includes the Save, Undo, Redo, and Start From Beginning commands.



TO ADD COMMAND TO THE QUICK ACCESS TOOLBAR

- Click the drop-down arrow to the right of the Quick Access Toolbar.
- Select the command you want to add from the drop-down menu. To choose from more commands, select More Commands.
- The command will be added to the Quick Access Toolbar.

THE RULERS, GUIDES AND GRIDLINES

PowerPoint includes several tools to help organize and arrange content on your slides, including the Ruler, guides, and gridlines. These tools make it easier to align objects on your slides. Simply click the checkboxes in the Show group on the View tab to show and hide these tools.

ZOOM AND OTHER VIEW OPTIONS

PowerPoint has a variety of viewing options that change how your presentation is displayed. You can choose to view your presentation in Normal view, Slide Sorter view, Reading view, or Slide Show view. You can also zoom in and out to make your presentation easier to read.

SWITCHING SLIDE VIEW:

Switching between slide views is easy. Just locate and select the desired slide view command in the bottom-right corner of the PowerPoint window.

ZOOM AND OTHER VIEW OPTIONS

ZOOM IN AND OUT:

To zoom in or out, click and drag the zoom control slider in the bottom-right corner of the PowerPoint window. You can also select the + or - commands to zoom in or out by smaller increments. The number next to the slider displays the current zoom percentage, also called the zoom level.

BACKSTAGE VIEW

Backstage view gives you various options for saving, opening, printing, and sharing your presentations. To access Backstage view, click the File tab on the Ribbon.

CREATING AND OPENING PRESENTATION

PowerPoint files are called presentations. Whenever you start a new project in PowerPoint, you'll need to create a new presentation, which can either be blank or from a template.

TO CREATE A NEW PRESENTATION:

- Select the File tab to go to Backstage view
- Select New on the left side of the window, then click Blank Presentation.
- A new presentation will appear.

TO SAVE A PRESENTATION

It's important to save your presentation whenever you start a new project or make changes to an existing one. Saving early and often can prevent your work from being lost.

- Locate and select the Save command on the Quick Access Toolbar.
- If you're saving the file for the first time, the Save As pane will appear in Backstage view.

- You'll then need to choose where to save the file and give it a file name. Click Browse to select a location on your computer.
- The Save As dialog box will appear. Select the location where you want to save the presentation.
- Enter a file name for the presentation, then click Save.
- The presentation will be saved. You can click the Save command again to save your changes as you modify the presentation

SHARING PRESENTATION

- Click the File tab to access the Backstage view, then click Share.
- PowerPoint will return to Normal view and open the Share panel on the right side of the window. From here, you can invite people to share your document, see a list of who has access to the document, and set whether they can edit or only view the document.

WORKING WITH SLIDES

TO INSERT A NEW SLIDE: Whenever you start a new presentation, it will contain one slide with the Title Slide layout. You can insert as many slides as you need from a variety of layout

- From the Home tab, click the bottom half of the New Slide command.
- Choose the desired slide layout from the menu that appears.

WORKING WITH SLIDES

- The new slide will appear. Click any placeholder and begin typing to add text. You can also click an icon to add other types of content, like a picture or chart.
- To change the layout of an existing slide, click the Layout command, then choose the desired layout.
- To quickly add a slide that uses the same layout as the selected slide, click the top half of the New Slide command.

Duplicate slides: If you want to copy and paste a slide quickly, you can duplicate it. To duplicate slides, select the slide you want to duplicate, right-click the mouse, and choose Duplicate Slide from the menu that appears. You can also duplicate multiple slides at once by selecting them first.

Move slides: It's easy to change the order of your slides. Just click and drag the desired slide in the Slide Navigation pane to the desired position.

Delete slides: If you want to remove a slide from your presentation, you can delete it. Simply select the slide you want to delete, then press the Delete or Backspace key on your keyboard.

TEXT BASICS

TO SELECT TEXT: Before you can move or arrange text, you'll need to select it.

Click next to the text you want to select, drag the mouse over the text, then release your mouse. The text will be selected.

COPYING AND MOVING TEXT: PowerPoint allows you to copy text that is already on a slide and paste it elsewhere, which can save you time. If you want to move text, you can cut and paste or drag and drop the text.

TO COPY AND PASTE TEXT

- Select the text you want to copy, then click the Copy command on the Home tab.
- Place the insertion point where you want the text to appear.
- Click the Paste command on the Home tab.
- The copied text will appear.

TO CUT AND PASTE:

- Select the text you want to move, then click the Cut command.
- Place the insertion point where you want the text to appear, then click the Paste command.
- The text will appear in the new location.

APPLYING THEMES

In PowerPoint, themes give you a quick and easy way to change the design of your presentation. They control your primary color palette, basic fonts, slide layout, and other important elements. Every PowerPoint theme—including the default Office theme—has its own theme elements..

These elements include:

- ★ **Theme Colors:** There are 10 theme colors, along with darker and lighter variations, available from every Color menu.
- ★ **Theme Fonts:** There are two theme fonts available at the top of the Font menu under Theme Fonts.
- ★ **Theme Effects:** These affect the preset shape styles. You can find shape styles on the Format tab whenever you select a shape or SmartArt graphic

TO APPLY THEME

- Select the Design tab on the Ribbon, then locate the Themes group. Each image represents a theme.
- Click the More drop-down arrow to see all available themes.
- Select the desired theme.
- The theme will be applied to the entire presentation. To apply a different theme, simply select it from the Design tab.

APPLY TRANSITIONS

There are three categories of unique transitions to choose from, all of which can be found on the Transitions tab.

- ★ **Subtle:** These are the most basic types of transitions. They use simple animations to move between slides.
- ★ **Exciting:** These use more complex animations to transition between slides. While they're more visually interesting than Subtle transitions,

APPLY TRANSITIONS

- ★ **Dynamic Content:** If you're transitioning between two slides that use similar slide layouts, dynamic transitions will move only the placeholders, not the slides themselves.

TO APPLY A TRANSITION

- Select the desired slide from the Slide Navigation pane.
- Click the Transitions tab, then locate the Transition to This Slide group. By default, None is applied to each slide
- Click the More drop-down arrow to display all transitions.
- Click a transition to apply it to the selected slide. This will automatically preview the transition.

TO PREVIEW A TRANSITION: You can preview the transition for a selected slide at any time using one of these two methods:

- Click the Preview command on the Transitions tab.
- Click the Play Animations command in the Slide Navigation pane.

MODIFYING TRANSITION

TO MODIFY THE TRANSITION EFFECTS: You can quickly customize the look of a transition by changing its direction.

- Select the slide with the transition you want to modify.
- Click the Effect Options command and choose the desired option. These options will vary depending on the selected transition.
- The transition will be modified, and a preview of the transition will appear.

TO MODIFY TRANSITION DURATION

- Select the slide with the transition you want to modify.
- In the Duration field in the Timing group, enter the desired time for the transition.

TO ADD SOUND

- Select the slide with the transition you want to modify.
- Click the Sound drop-down menu in the Timing group.
- Click a sound to apply it to the selected slide, then preview the transition to hear the sound.

NOTE: Sounds are best used in moderation. Applying a sound between every slide could become overwhelming or even annoying to an audience when presenting your slide show.

TO REMOVE TRANSITION:

- Select the slide with the transition you want to remove.
- Choose None from the Transition to This Slide group. The transition will be removed.

MANAGING SLIDES

PowerPoint includes several slide views, which are all useful for various tasks. The slide view commands are located in the bottom-right of the PowerPoint window. There are four main slide views.

- **Normal view:** This is the default view, where you create and edit slides. You can also move slides in the Slide Navigation pane on the left

MANAGING SLIDES

- **Slide sorter view:** In this view, you'll see a thumbnail version of each slide. You can drag and drop slides to reorder them quickly.
- **Reading view:** This view fills the PowerPoint window with a preview of your presentation. It includes easily accessible navigation buttons at the bottom-right.
- **Slide show view:** This is the view you'll use to present to an audience. This command will begin the presentation from the current slide

OUTLINE VIEW

Outline view shows your slide text in outline form. This allows you to quickly edit your slide text and view the content of multiple slides at once. You could use this layout to review the organization of your slide show and prepare to deliver your presentation.

TO VIEW AN OUTLINE

- From the View tab, click the Outline View command.
- An outline of your slide text will appear in the slide navigation pane.
- You can type directly in the outline to make changes to your slide text.

SLIDE NOTES

You can add notes to your slides from the Notes pane. Often called speaker notes, they can help you deliver or prepare for your presentation.

TO ADD NOTES:

- Click the Notes command at the bottom of the screen to open the Notes pane.
- Click and drag the edge of the pane to resize it if desired.
- Click the Notes pane, and begin typing to add notes.

SLIDE SECTION

If you have a lot of slides, you can organize them into sections to make your presentation easier to navigate. Sections can be collapsed or expanded in the Slide Navigation pane and named for easy reference.

TO CREATE SLIDE SECTIONS:

- Select the slide where you want to begin a section.
- From the Home tab, click the Section command, then choose Add Section from the drop-down menu.

- An Untitled Section will appear in the Slide Navigation pane.
- To rename the section, click the Section command, then choose Rename Section from the drop-down menu.
- Type the new section name in the dialog box, then click Rename.
- In the Slide Navigation pane, click the arrow next to a section name to collapse or expand it

FIND AND REPLACE

TO FIND TEXT:

- From the Home tab, click the Find command.
- A dialog box will appear. Enter the text you want to find in the Find what: field, then click Find Next.
- If the text is found, it will be selected.

TO REPLACE TEXT:

- From the Home tab, click the Replace command.

- A dialog box will appear. Type the text you want to find in the Find what: field.
- Type the text you want to replace it with in the Replace with field, then click Find Next.
- If the text is found, it will be selected. Review the text to make sure you want to replace it.

- If you want to replace it, select one of the replace options. Replace will replace individual instances, and Replace All will replace every instance.
- The selected text will be replaced.
- PowerPoint will move to the next instance of the text in the presentation. When you're finished replacing text, click Close to exit the dialog box.

NOTE: When it comes to using Replace All, it's important to remember that it could find matches you didn't anticipate and might not actually want to change. Only use this option if you're absolutely sure it won't replace anything you didn't intend it to replace.

PRINTING AND PRESENTING

There are four types of print layouts.

- **Full Page Slides:** This prints a full page for each slide in your presentation.
- **Notes Pages:** This prints each slide, along with any speaker notes for the slide.

PRINTING AND PRESENTING

- **Outline:** This prints an overall outline of the slide show.
- **Handouts:** This prints thumbnail versions of each slide, with optional space for notes. This layout is especially useful if you want to give your audience a physical copy of the presentation.

TO ACCESS THE PRINT PANE

- Select the File tab. Backstage view will appear.
- Select Print. The Print pane will appear.

TO PRINT A PRESENTATION

- Select the File tab. Backstage view will appear.
- Select Print. The Print pane will appear.
- Choose the desired printer and print range.
- Chose the desired print layout and color settings.
- When you're done modifying the settings, click Print.

PRESENTING SLIDE SHOW

TO START A SLIDE SHOW

- Click the Start From Beginning command on the Quick Access Toolbar, or press the F5 key at the top of your keyboard
- Select the Slide Show view command at the bottom of the PowerPoint window to begin a presentation from the current slide.
- Go to the Slide Show tab on the Ribbon to access additional options.

TO STOP A SLIDE SHOW

You can exit presentation mode by pressing the Esc key on your keyboard. You can also click the Slide Show Options button in the bottom-left and select End Show

TEXT AND OBJECTS

TO MODIFY THE BULLETS STYLE:

- Select an existing list you want to format.
- On the Home tab, click the Bullets drop-down arrow.
- Select the desired bullet style from the menu that appears.
- The bullet style will appear in the list.

TO MODIFY A NUMBERED LIST:

- Select an existing list you want to format.
- On the Home tab, click the Numbering drop-down arrow.
- Select the desired numbering option from the menu that appears.
- The numbering style will appear in the list.

TO CHANGE THE STARTING NUMBER

By default, numbered lists count from the number 1. However, sometimes you may want to start counting from a different number, like if the list is a continuation from a previous slide.

- Select an existing numbered list.
- On the Home tab, click the Numbering drop-down arrow.

- Select Bullets and Numbering from the menu that appears.
- A dialog box will appear. In the Start At the field, enter the desired starting number.
- The list numbering will change.

MODIFYING THE LIST'S APPEARANCE

Whether you're using a bulleted or numbered list, you may want to change its appearance by adjusting the size and color of the bullets or numbers.

TO MODIFY THE SIZE AND COLOR

- Select an existing bulleted list.
- On the Home tab, click the Bullets drop-down arrow.

- Select Bullets and Numbering from the menu that appears.
- A dialog box will appear. In the Size field, set the bullet size.
- Click the Color drop-down box and select a color.
- Click OK. The list will update to show the new bullet size and color.

INDENTS AND LINE SPACING

Indenting helps to format the layout of text so it appears more organized on your slide. The fastest way to indent is to use the Tab key.

- To indent using the Tab key: Place the insertion point at the very beginning of the line you want to indent, then press the Tab key.
- To indent using the Indent commands: Place the insertion point at the very beginning of the line you want to indent. From the Home tab, select the Increase List Level command.

INDENTING LISTS AND PARAGRAPH

Indenting will give different results, depending on whether you are working with a list or paragraph.

Paragraph: Indenting the first line of a paragraph using the Tab key creates a first-line indent. This helps to separate paragraphs from each other.

List: Indenting a line of a list creates a multilevel list. This means the indented line is a subtopic of the line above it. Multilevel lists are useful if you want to create an outline or hierarchy.

ADJUSTING INDENTS

Sometimes you may want to adjust the indents in your presentations. You can do this by moving the indent markers on the Ruler. By default, the Ruler is hidden, so you'll first need to show the Ruler.

TO SHOW THE RULER:

- Select the View tab on the Ribbon.
- In the Show group, check the box next to Ruler. The Ruler will appear.

INDENT MAKERS

Indent markers are located to the left of the horizontal ruler, and they provide several indentation options.

- **First-line indent marker:** This adjusts the first line of a paragraph.
- **Hanging indent marker:** This adjusts every line of a paragraph except for the first line.
- **Left indent marker:** This moves both the first-line indent and hanging indent markers at the same time, indenting all lines in a paragraph.

INDENT USING INDENT MARKERS:

- Place the insertion point anywhere in the paragraph where you want to indent, or select one or more paragraphs
- Go to the desired indent marker.
- Click and drag the indent marker as needed. When you're done, the selected text will be indented.

LINE SPACING

PowerPoint allows you to adjust the amount of space between each line in a list or paragraph.

TO FORMAT LINE SPACING:

- Select the text you want to format.
- On the Home tab, locate the Paragraph group, click the Line Spacing command, then select the desired line spacing option from the menu.
- The line spacing will be adjusted.

INSERTING PICTURES

- Select the Insert tab, then click the Pictures command in the Images group.
- A dialog box will appear. Locate and select the desired image file, then click Insert.
- The picture will appear on the currently selected slide.

FORMATTING PICTURES

TO CROP AN IMAGE:

- Select the image you want to crop. The Format tab appears.
- On the Format tab, click the Crop command
- Cropping handles will appear around the image. Click and drag one of the handles to crop the image
- Click the Crop command again. The image will be cropped.

SHAPES

Shapes are a great way to make your presentations more interesting.

TO INSERT A SHAPES:

- Select the Insert tab, then click the Shapes command in the Illustrations group. A drop-down menu of shapes will appear.
- Select the desired shape.
- Click and drag in the desired location to add the shape to the slide.

ALIGNING, GROUPING AND ORDERING OBJECTS

In PowerPoint, each slide may have multiple items, such as pictures, shapes, and text boxes. You can arrange the objects the way you want by aligning, ordering, grouping, and rotating them in various ways

TO ALIGN TWO OR MORE OBJECTS:

- Select the objects you want to align. To select multiple objects at once, hold the Shift key while you click. The Format tab will appear.

- From the Format tab, click the Align command, then select Align Selected Objects.
- Click the Align command again, then select one of the six alignment options.
- The objects will align based on the option you selected.

GROUPING OBJECTS

You may want to group multiple objects into one object so they will stay together if they are moved or resized. This is often easier than selecting all of the objects each time you want to move them.

TO GROUP OBJECTS:

- Select the objects you want to align. To select multiple objects at once, hold the Shift key while you click. The Format tab will appear.

- From the Format tab, click the Group command, then select Group.
- The selected objects will now be grouped. There will be a single box with sizing handles around the entire group to show that they are one group. You can now move or resize all of the objects at once.

ORDERING OBJECTS

When objects are inserted into a slide, they are placed on levels according to the order in which they were inserted into the slide

TO CHANGE THE ORDERING BY ONE LEVEL

- Select an object. The Format tab will appear.

- From the Format tab, click the Bring Forward or Send Backward command to change the object's ordering by one level. If there are multiple objects on the slide, you may need to click the command several times to achieve the desired ordering.
- The objects will reorder.

TO BRING AN OBJECT TO THE FRONT OR BACK: If you want to move an object behind or in front of several objects, it's usually faster to bring it to front or send it to back instead of clicking the ordering commands multiple times.

- Select an object.
- From the Format tab, click the Bring Forward or Send Backward drop-down arrow.
- From the drop-down menu, select Bring to Front or Send to Back.
- The objects will reorder.

ANIMATING TEXT AND OBJECTS

THE FOUR TYPES OF ANIMATION: There are several animation effects you can choose from, and they are organized into four types.

- **Entrance:** These control how the object enters the slide.
- **Emphasis:** These animations occur while the object is on the slide, often triggered by a mouse click.
- **Exit:** These control how the object exits the slide.
- **Motion Paths:** These are similar to Emphasis effects, except the object moves within the slide along a predetermined path, like a circle

TO APPLY ANIMATION TO AN OBJECT

- Select the object you want to animate
- On the Animations tab, click the More drop-down arrow in the Animation group.
- A drop-down menu of animation effects will appear. Select the desired effect.
- The effect will apply to the object. The object will have a small number next to it to show that it has an animation.

TO REMOVE ANIMATION

- Select the small number located next to the animated object.
- Press the Delete key. The animation will be deleted.

INSERTING VIDEOS AND AUDIO

TO INSERT VIDEO FROM A FILE

- From the Insert tab, click the Video drop-down arrow, then select Video on My PC.
- Locate and select the desired video file, then click Insert.
- The video will be added to the slide.

TO DELETE A VIDEO

Select the video you want to delete, then press the Backspace or Delete key on your keyboard.

TO INSERT AUDIO FROM A FILE

- From the Insert tab, click the Audio drop-down arrow, then select Audio on My PC.
- Locate and select the desired audio file, then click Insert.
- The audio file will be added to the slide.

TO RECORD AUDIO

- From the Insert tab, click the Audio drop-down arrow, then select Record Audio.
- Type a name for the audio recording if you want.

- Click the Record button to start recording.
- When you're finished recording, click the Stop button.
- To preview your recording, click the Play button.
- When you're done, click OK. The audio file will be inserted into the slide.

MODIFYING THEME

TO SELECT NEW THEME FONT

- From the Design tab, click the drop-down arrow in the Variants group and select Fonts.
- Select the desired theme fonts.
- The presentation will update to show the new theme fonts.

SLIDE MASTER VIEW

You can use Slide Master view to change just about anything in your presentation, but here are some of its most common uses.

Modify backgrounds: Slide Master view makes it easy to customize the background for all of your slides at the same time.

Customize text formatting: Instead of changing the text color on each slide individually, you could use the Slide Master to change the text color on all slides at once.

SLIDE MASTER VIEW

Rearrange placeholders: If you find that you often rearrange the placeholders on each slide, you can rearranging them in Slide Master view instead.

Create unique slide layouts: If you want to create a presentation that looks different from regular Powerpoint themes, you could use Slide Master view to create your own layouts.

SHARING PRESENTATION

TO SHARE PRESENTATION

- Select share on the top right corner of your screen.
- Enter the name or email addresses of the people you intend to share with
- Select the drop-down to change permission, allow Editing is default you can change to view only and select apply.
- Include a message if you want and select send
- You can create a link that can be sent to an email by selecting Get a Link



THANK YOU