

POWERPOINT BASICS



INTRODUCTION

Class Objective:

Elmhurst Public Library is committed to offering enriching programs to help patrons Explore, Learn, and Grow. Today, technology skills are more than valuable—they are a necessity in the workforce and daily life. By the end of this PowerPoint class you will be better able to create your own presentation using most of the available features. Thanks so much for attending and be on the lookout for further PowerPoint classes and more!

Introduction

PowerPoint is Microsoft's presentation software and probably the easiest way to display information visually while presenting. PowerPoint creates slideshow presentations, with slides. Although we will be working with PowerPoint 2013, except for a few differences, the fundamentals of this class will apply to all versions of PowerPoint. PowerPoint is also part of a larger suite of applications called the Microsoft Office suite. The applications in this suite work in a very similar way, and are designed to have a similar "look," so that once a user masters one application, the rest will be easier to learn.

What We'll Cover:

- Opening PowerPoint
- Creating a Blank Project
- Slide Views and Layout
- Text Boxes and Keyboard Shortcuts
- Inserting Images and ClipArt
- Presentation Tips
- Saving and Printing

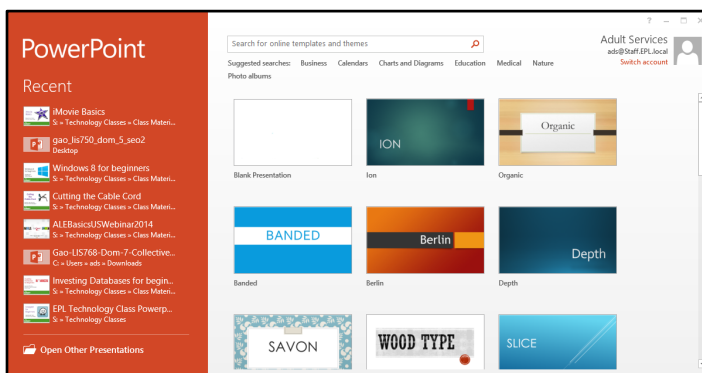
Additional Resources at:



GETTING STARTED

Opening PowerPoint

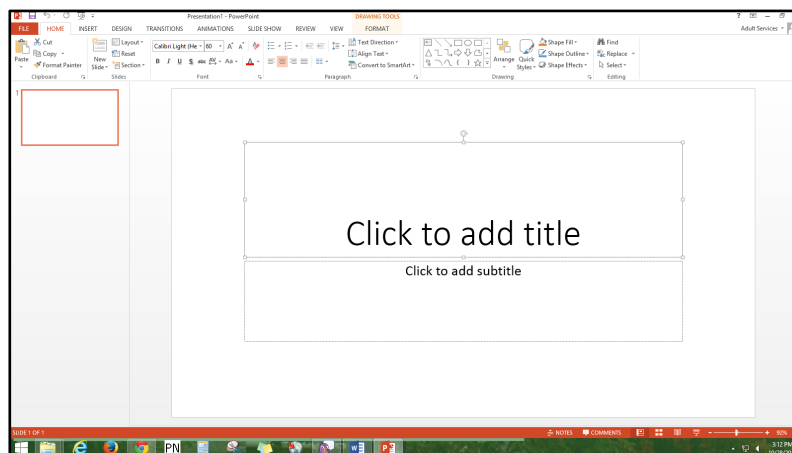
To open PowerPoint, select the icon for the Start Menu. PowerPoint will be located in the “All Programs” list on the left side of the Start Menu. The “All Programs” list is organized alphabetically. PowerPoint will either be located in the “P” section, or in a subfolder titled “Microsoft Office.” Left Click on PowerPoint to open. Sometimes, a Shortcut (or icon) exists on the Desktop or Taskbar.



Once PowerPoint is open you can select a predesigned template or recent presentation from the gallery, but for today’s class we’ll select the blank presentation in the left-hand corner (blank presentations will also automatically open when you hit enter).

Getting Around

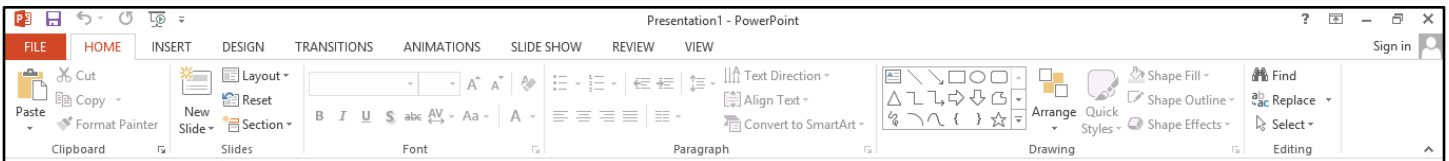
Notice that PowerPoint starts you off with a new blank slide. This slide is a plain white rectangular box. Anything that fits within the white slide area will be visible when you “show” the slideshow in the future. Inside the white slide are a number of cross-hatched rectangles, labeled with “Click here” text. These are called **text boxes**. In PowerPoint, text can only be entered in a text box, although you can create as many text boxes as you want, or expand them to fit the entire slide.



RIBBON

Office Ribbon

We now have a blank PowerPoint! Notice the icons and commands at the top of the screen. This white section of tabs is called the Office “Ribbon,” and it contains the tools you’ll need for creating slideshows. The Office Ribbon arranges tools into the Tabs like you might have on a series of folders. If you are familiar with any other Microsoft Office product, such as Word or Excel, you will notice several similarities.

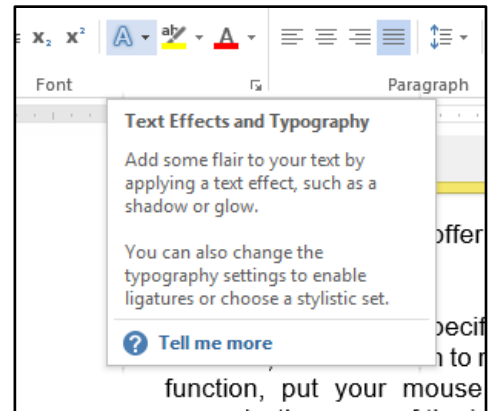


Each tab contains several tools and some also have “expandable” menus. These menus in each tool group can be accessed by the “Expand” icon. Each expanded menu offers more advanced options.

PowerPoint is designed with a graphic interface, so users learn to recognize tools by icon. If you don’t know an icon’s function, put your mouse pointer on the icon and leave it there for a second—the name of the icon will appear next to the mouse pointer.

However an exception is the **FILE Button**. This button controls everything you can DO with a slideshow before and after you work on it: opening, saving, and printing.

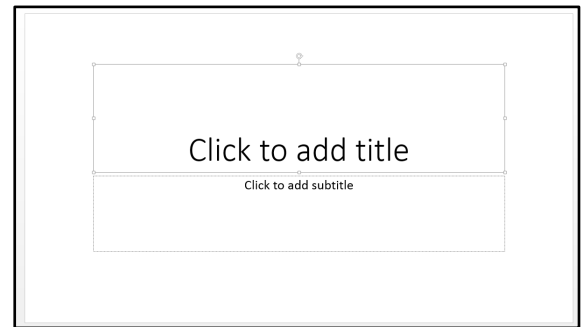
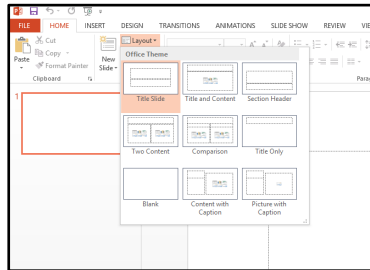
Today we’re going to focus mainly on the FILE Button and some of the most frequently used tools in the Tab menus. There are lots of additional features in this application, but we’ll concentrate on the basics.



SLIDE DESIGN

Home Tab—Slide Layouts

To shrink/enlarge text box borders- click on a “sizing handle” and drag. You can click on the Layout tool (next to New Slide) to change to another type of slide layout. Different layouts give room for pictures, charts, and tables.



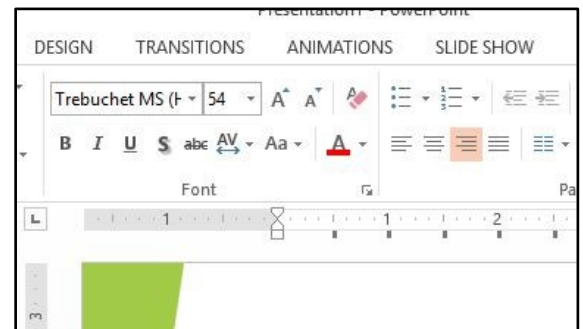
Shortcuts & Right-Clicking

Ctrl-Z to undo changes.

Ctrl-Y to redo changes.

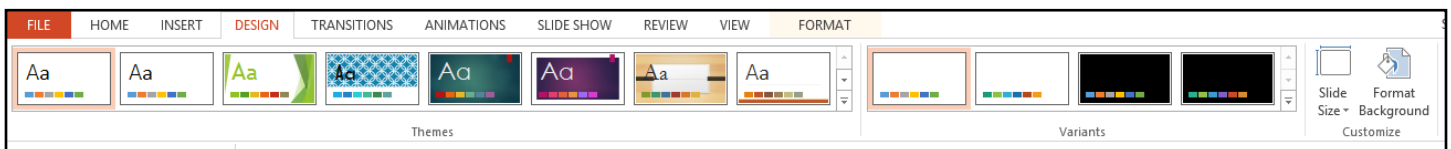
To select text, highlight with mouse or press Ctrl-A to select all text in a text box

To change font, color, & size, text and double-click on the text and use the popup menu or adjust these settings in the top left of the home tab.



Design Tab—Themes

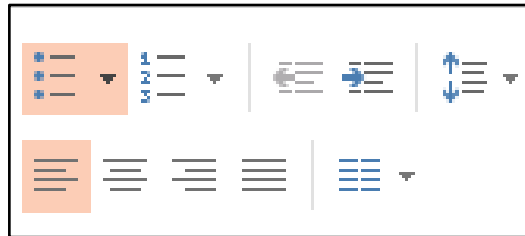
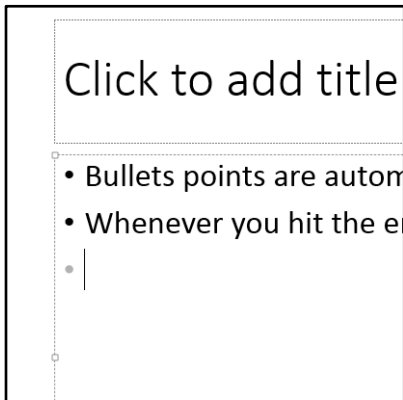
Blank slides can get a little boring, however! Thankfully PowerPoint is full of nice looking, customizable design themes. This is where the most noticeable differences between PowerPoint versions are located as the updated designs look more intricate and relevant. To choose a pre-made background, go to the Design Tab: Choose a Theme. Colors in the Theme can also be adjusted by clicking on the Colors tool. You can also adjust the background color by clicking on background style. These changes will affect all slides.



ARRANGING TEXT AND SLIDES

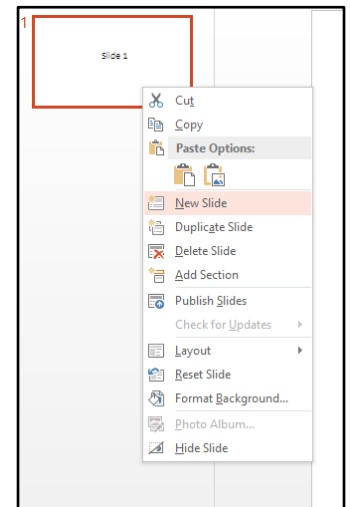
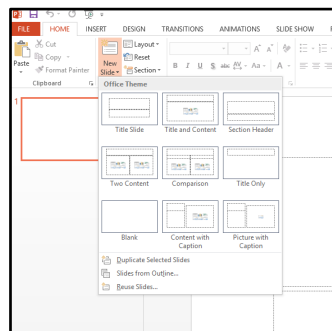
Home Tab—Bullet Points

Automatic...click on **Bullets icon** in Home tab to turn off. To start new bullet, press enter. To make a sub-point, press tab. To go back to a regular bullet point, right-click and then click on the “Decrease Indent” icon. **Keep bullet points concise.**



Selecting, Adding & Deleting Slides

To add a slide, click on the “New Slide” icon in Home tab OR right click and select the same option. (This is also the location if you want to duplicate a slide.) To work on a slide, go to the slide column (left side of screen). Click on it. A slide is selected when the small preview slide has an orange border. To delete a slide: go to slide column, click on the slide, press “Backspace”



button or right-click and select “Delete.”

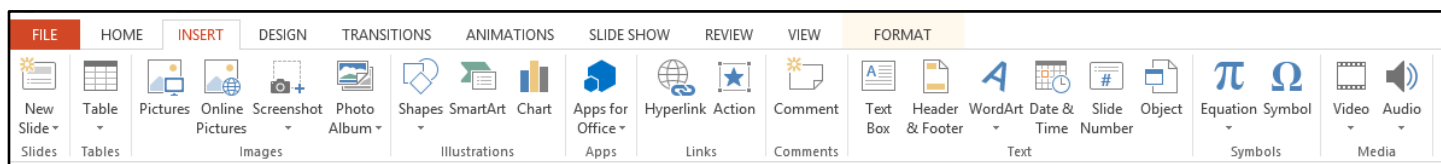
Slide Column—Rearranging Slides

To change the order of slides, go to the slide column (left side of screen). Right-click on slide you want to move. Select “Cut.” Right-click between the slides where you want the slide to go. Select “Paste.” You can also click on a slide and “drag” it to a new location.

INSERT IMAGES

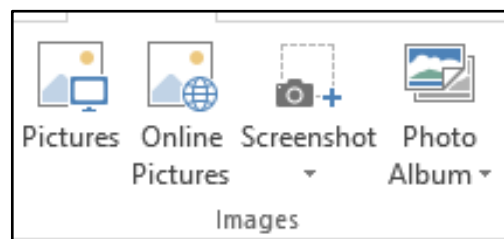
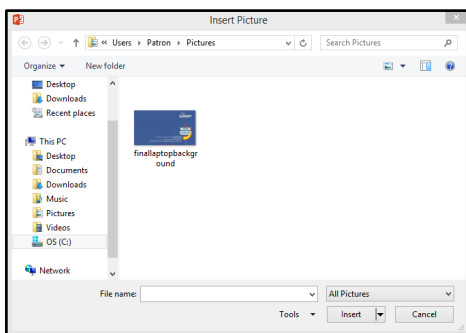
Insert Tab

The Ribbon has an “Insert” tab, which allows users to insert a variety of visuals including photos, shapes, charts, symbols, and audio. Right now, we will be focusing primarily on Inserting images.



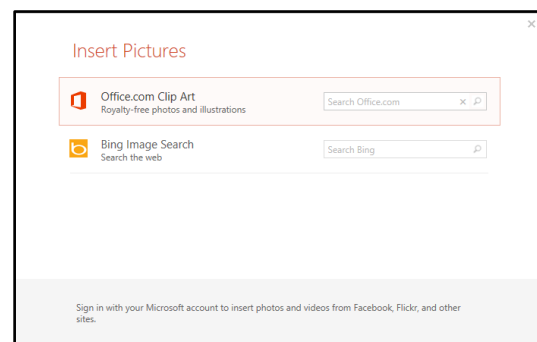
Insert Tab—Add Pictures From File

If you want to add an image saved on computer or digital camera, go to **Insert Tab** → **Picture**. In the pop-up window, find the image on your computer by browsing your folders. Select it and hit ‘**Insert**.’ Adjust size as needed using the “sizing handles”. Drag to reposition.



Insert Tab—Adding Images

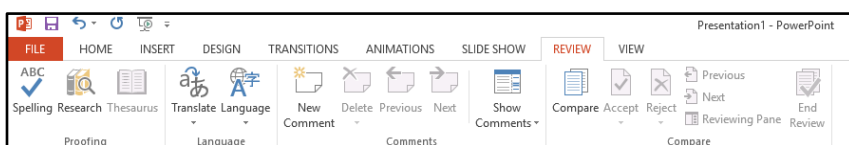
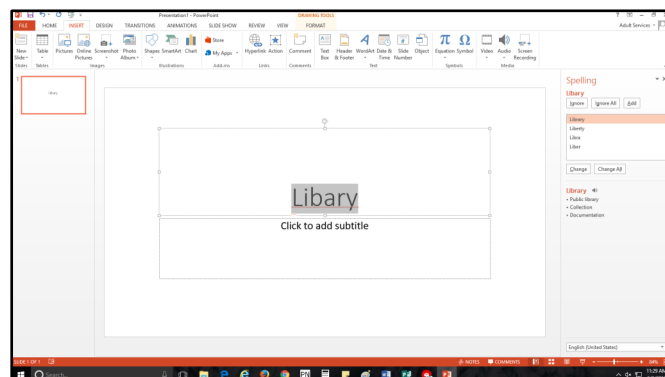
Inserting ClipArt: ClipArt is a collection of copyright-free photos and illustrations provided by Microsoft Office. More than likely it is fine to use images from the web and other copyrighted materials as long as they are not for commercial use but it may be preferable to use ClipArt if you are worried or unsure. In previous versions of PowerPoint, ClipArt was located on the computer; however, in PowerPoint 2013 these files are located on the internet in a free database. To access ClipArt: Click on **Insert Online Pictures** (for ClipArt). Type a search word—click on your choice. Adjust image by dragging it or using the “sizing handles.”



REVIEWING AND PRESENTING

Review Tab

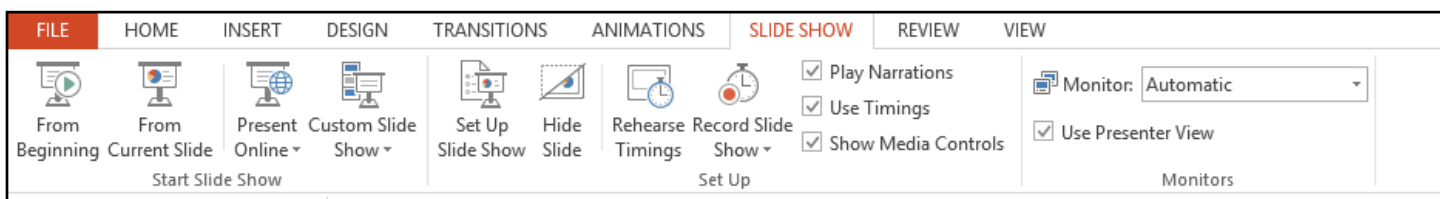
Before presenting your PowerPoint, you want to ensure there are no spelling mistakes. Like all Office programs, PowerPoint has a built in spellcheck and thesaurus. To access these features, select the “Review” tab. To begin spellcheck, select “Spelling” in the “Review” tab. Pressing F7 will also start spellcheck. You can also select “Thesaurus” to find synonyms for words.



Presenting and the Slideshow Tab

To start show, press **F5** or hit the slideshow icon, in the bottom right corner.

To start from a certain slide, click on slide, go to “**Slide Show**” Tab, and choose “**From Current Slide.**” There is also an option to “**Start From Beginning.**” To advance a slide, press Enter, right arrow (keyboard), or click



mouse. To go back a slide, press Backspace or left arrow (keyboard).

To end the show, press Escape (keyboard).

Keep presentations simple—remember that PPT is just a tool, not the presentation.

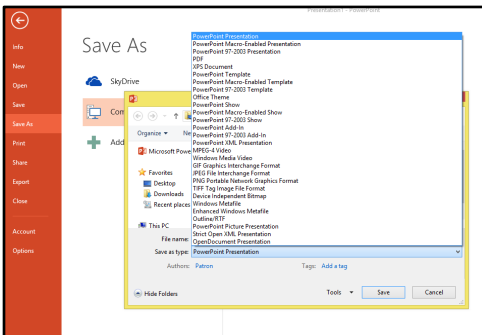
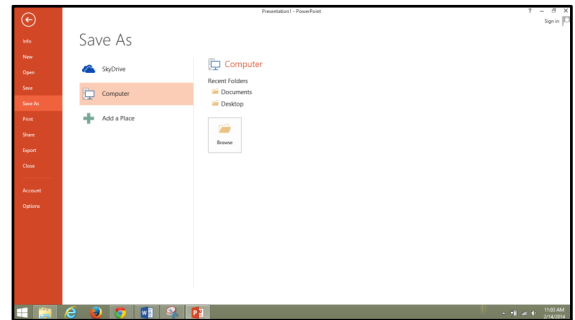
If you want to make the screen black, press B (keyboard).

SAVING AND PRINTING

Saving

To save, go to **File → Save As** and select where you would like to save the file. Today we'll select Computer and then Desktop. Finally, you will need to give the PowerPoint a name in the blank name spot and select a file type. Many users frequently ask about the correct file format for saving. This depends on how you want the file displayed, and who you want to share it with.

For most cases saving our PowerPoint as a **PowerPoint File (or .pptx)** is preferable.



If you know the person you are sharing it with has a much older computer (2003 or older) then you'll want to save as a **PowerPoint 97-2003 file**. If you do not want to allow someone receiving the file to make changes (or you know that that person does not own a copy of PowerPoint) you should save the file as a **PDF**. There are many more file types but these are the three most common. In pop-up window, give your PowerPoint a simple file name.

Printing

To print the PowerPoint, go to **File button → Print**. Under here you'll be able to select the printer, number of copies, how many slides per page you'd like to print, and more.

Conclusion

By now you should have a great working knowledge of the basic features and design of PowerPoint. Now the best way to cement what you've learned is to practice! We hope that you have enjoyed today's class and continue to think of Elmhurst Public Library as a gateway to technology, learning, and fun. To sign up for any of our other classes visit: elmlib.org/techclass.

