POWERPOINT BASICS

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Learn Everyday Essentials

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 PowerPoint presentation using many of the program's available features. Thanks so much for attending, and be on the lookout for further PowerPoint classes.

Introduction

PowerPoint is Microsoft's presentation software and probably the easiest way to display information visually while presenting. Using PowerPoint, you can create slideshow presentations that display key information, visuals, and more on a series of slides you can change at your own pace. Although we will be working with PowerPoint 2013, 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 use similar language and their **user interfaces** are designed to have a similar "look." Once a user masters one Office application, the rest will be easier to learn.

What We'll Cover:

-Opening PowerPoint

-Creating a Blank Project

-Basic Program Geography

-Slide Views and Layout

-Adding and Deleting Slides

-Text Boxes

-Inserting Text and Images

-Keyboard Shortcuts

-Presentation Tips

-Saving and Printing

Additional Resources at:

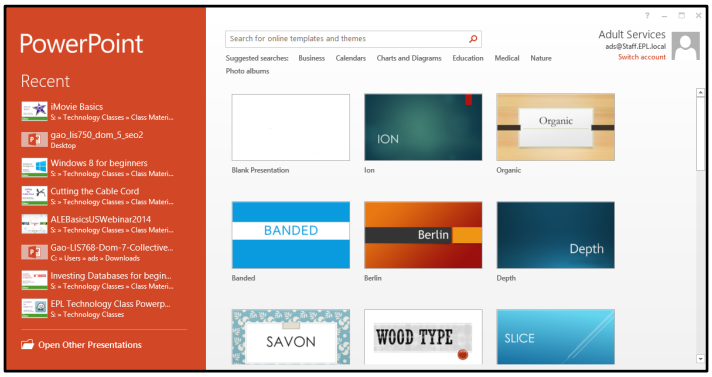
lynda.com™

To access **Lynda.com** go to our website (www.elmhurstpublic library.org). Hover over the "E-Library" tab and select "E-Learning" from the far right column. You'll find more info there! Have your library card ready to log in.

GETTING STARTED

Opening PowerPoint

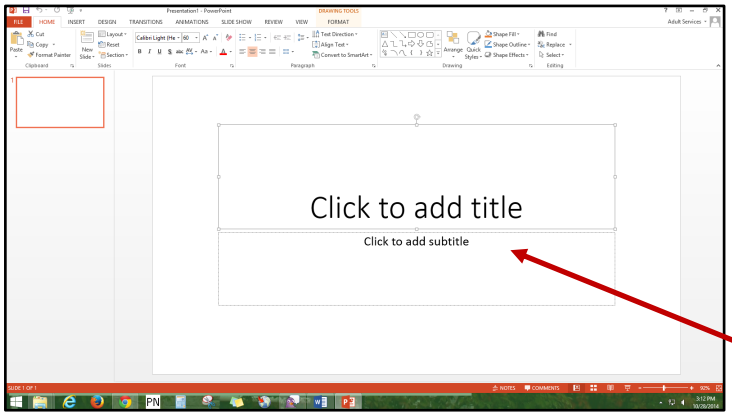
To open **PowerPoint**, select the icon for the **Start Menu**. PowerPoint will be located in the "**All Programs**" list on the left side of the Start Menu. The "All Programs" list is organized alphabetically. PowerPoint will either be located in the "P" section, or in a subfolder titled "**Microsoft Office**." Left Click on the Microsoft Office folder, and then left click on PowerPoint . Sometimes, a **Shortcut** (or icon) exists on the Desktop or Taskbar. A double left click on the shortcut icon will also open the program.



Once PowerPoint is open you can select a predesigned **template** or recent presentation from the gallery. For today's class we'll select the **blank presentation** in the top left-hand corner (blank presentations will also automatically open when you hit enter). You can always apply a theme later.

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.

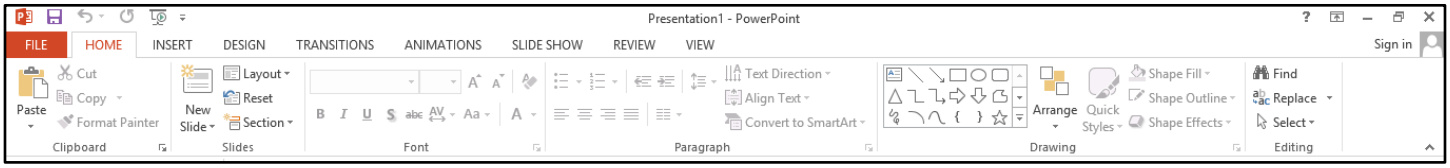


Did you know in Windows 10 you can use **Cortana** to search for **PowerPoint?**

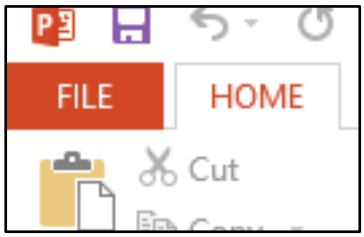
GETTING AROUND

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.



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.



Notes/Questions/Ideas

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Ready to take on another

Microsoft Office Application?

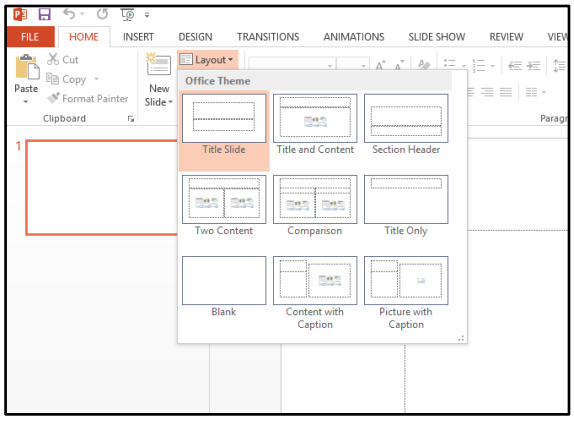
Excel Basics

March 7, 7:00 p.m.

SLIDE LAYOUT

Home Tab—Slide Layouts

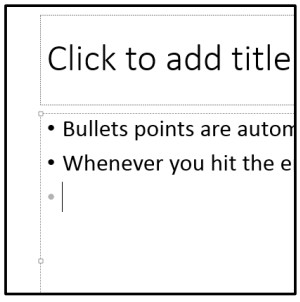
To shrink/enlarge text box borders- click on a "**sizing handle**" and drag. You can click on the **Layout tool** (next to New Slide) to change to another type of slide layout. Different layouts give room for **pictures**, **charts**, and **tables**. They can also help you further organize your presentation by adding title slides for new sections of your content.



Notes/Questions/Ideas

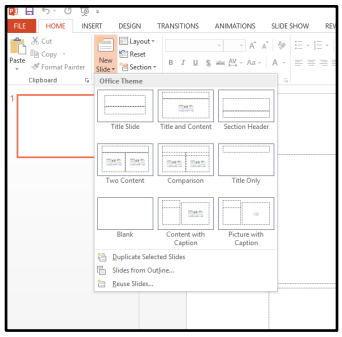
Home Tab—Bullet Points

Automatic…click on **Bullets icon** in Home tab to turn off this feature. 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.**



ARRANGING TEXT AND SLIDES

Selecting, Adding & Deleting Slides

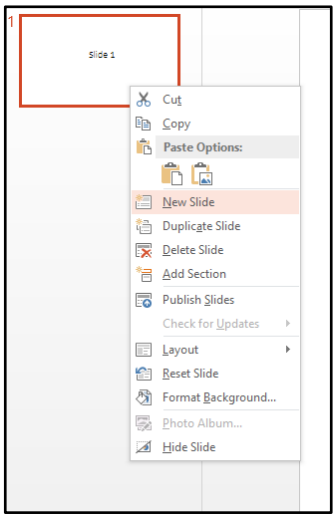


-You can **add a slide** in a couple of ways…

1. Click on the "**New Slide**" icon in the Home tab

OR

2. Right click on any slide in the **Slide Column** (left side of screen) and select "New Slide**."** The menu that pops up will also give you the option to duplicate the slide you are clicking on. (Right click in between slides in the slide column to insert a new slide at that point in the presentation)



-To work on a **specific slide** within your presentation, go to the **slide column** . Simply click on the one you'd like to work on. . A slide is selected when the small preview slide has an orange border.

-To **delete** a slide go to the **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, you can do one of two things.

1. Go to the **slide column** and **Right-click** on slide you want to move. Select "**Cut**." **Right-click** between the slides where you want the slide to go. Select "**Paste**."
2. You can also click on a slide and "**drag**" it to a new location.

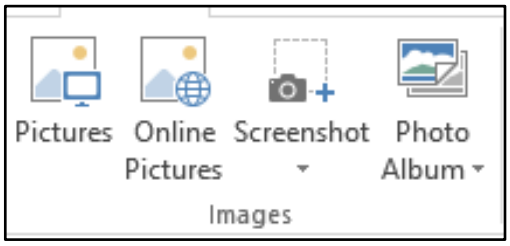
INSERT TAB

Insert Tab

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

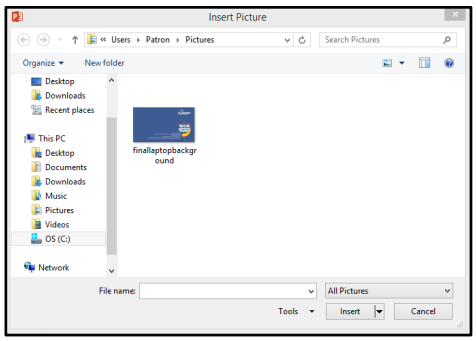
Insert Tab— Add a Text Box

If you start with a blank slide that has no formatting or want to add additional text boxes to a slide, you can click the "**Text Box**" option on the **Insert Tab**. Click and hold to start drawing the box. Drag the text box border until it is the size you want, then release your finger from the mouse.



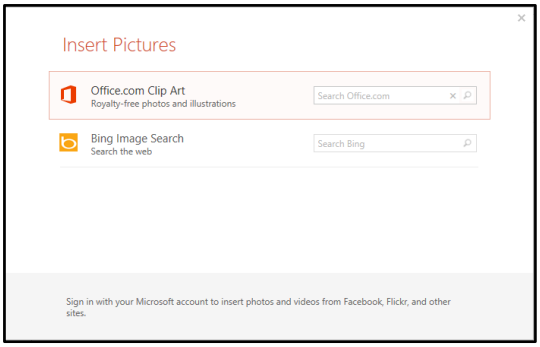
Insert Tab—Add Pictures From File

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.



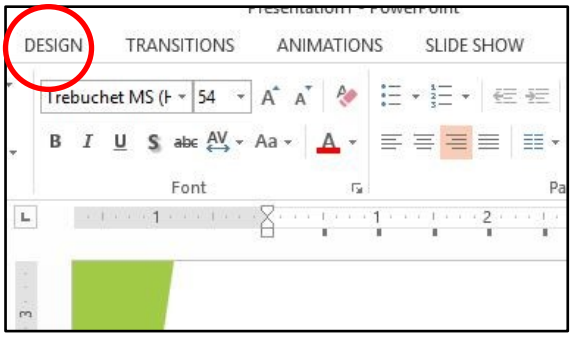
Insert Tab—Adding Images From Web

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 within the program on the computer; however, in PowerPoint 2013 these files are located on the internet in a free database. To access ClipaArt: Click on **Insert Online Pictures** (for ClipArt). Type a search word—click on your choice and then hit "**Insert".** Adjust image by dragging it or using the "sizing handles."

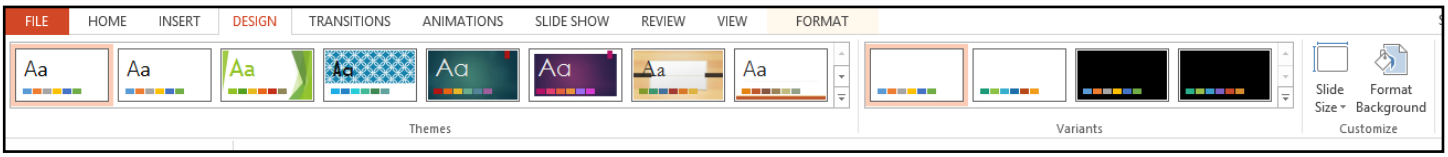


THEMES AND SHORTCUTS

Design Tab—Themes



Blank slides can get a little boring! Thankfully PowerPoint is full of nice looking, customizable **design themes**. The offered themes vary widely across PowerPoint versions; the more current versions offer updated designs that 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 <u>all slides.</u>



Shortcuts & Right-Clicking

Ctrl-C to copy selected content

Ctrl-X to cut selected content

Ctrl-V to paste selected content

Ctrl-Z to undo changes.

Ctrl-Y to redo changes.

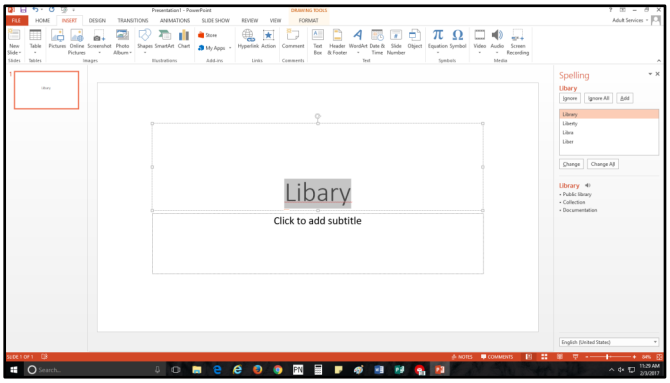
To select text, highlight with mouse or press **Ctrl-A** to select all text in a text box

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.

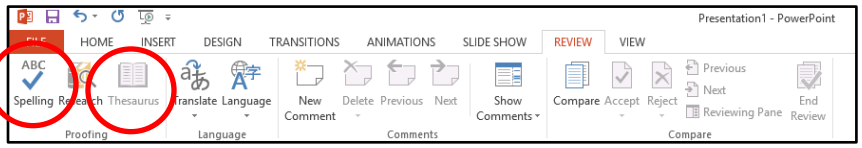
Notes/Questions/Ideas

REVIEWING AND PRESENTING

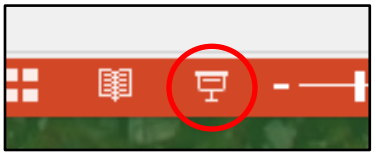
Review Tab



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 that 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).

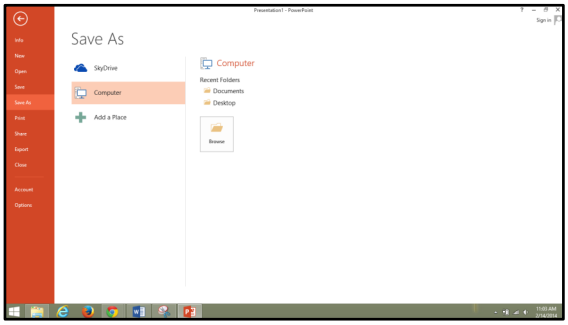
To end the show, press Escape (keyboard).

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

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

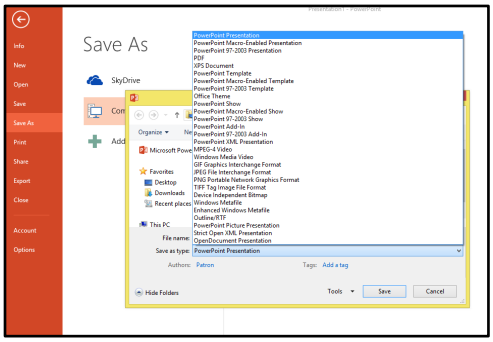
SAVING AND PRINTING

Saving



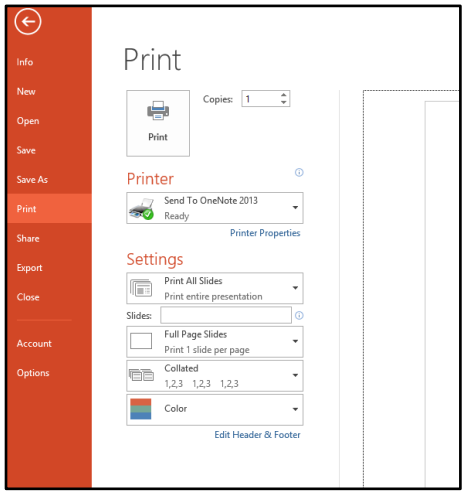
To save, go to **File → Save As** and select where you would like to save the file. Today we'll select **Computer** and then **Desktop.** Finally, you will need to give the **PowerPoint** a name in the blank name spot and select a file type. Many users frequently ask about the correct file format for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