ELMHURST
PUBLIC LIBRARY

PowerPoint for Beginners

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

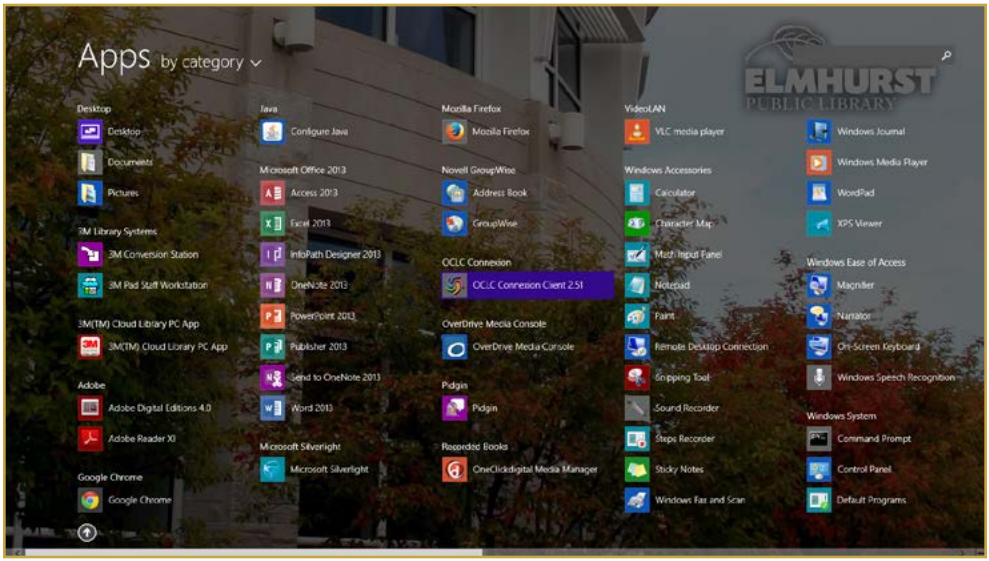
PowerPoint is Microsoft's presentation software and probably the easiest way to display information visually while presenting. PowerPoint creates slideshow presentations, with slides. Although we will be working with PowerPoint 2013, except for a few differences, the fundamentals of this class will apply 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
- Transitions
- Formatting Bullets and Backgrounds
- Presentation Tips
- Saving and Printing

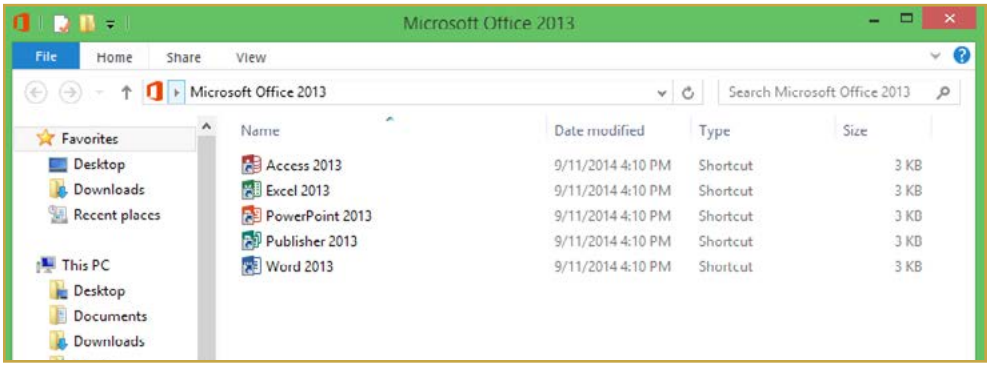
Introduction



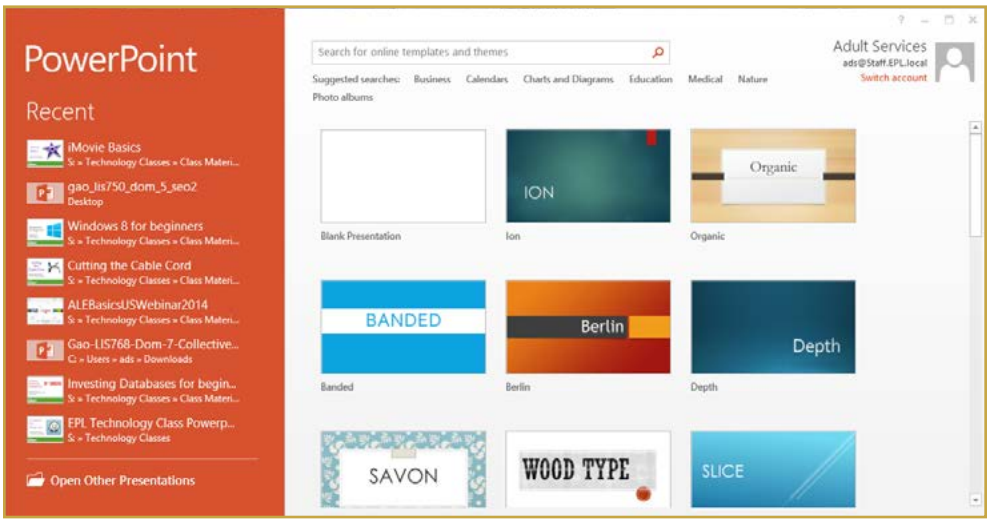
PowerPoint 2013 can be found in the Start menu: [Start] [All Programs] [Microsoft Office] *See picture at Left.*

Also, most computers have a shortcut (an icon on the Windows desktop) that you can click on to open the PowerPoint application. It can look like this:

Let's open up PowerPoint now, click the Microsoft Office icon and select PowerPoint from the selection menu.

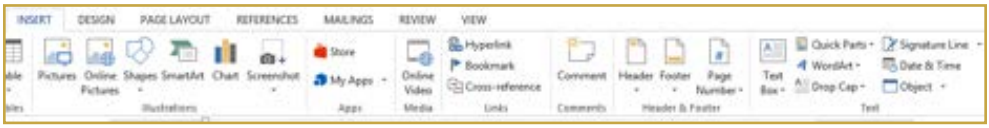


Once PowerPoint is open you can select a predesigned template or recent presentation from the gallery, but for today's class we'll select blank presentation in the left-hand corner (blank presentations will also automatically open when you hit enter).

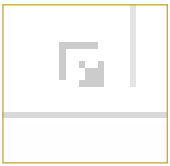


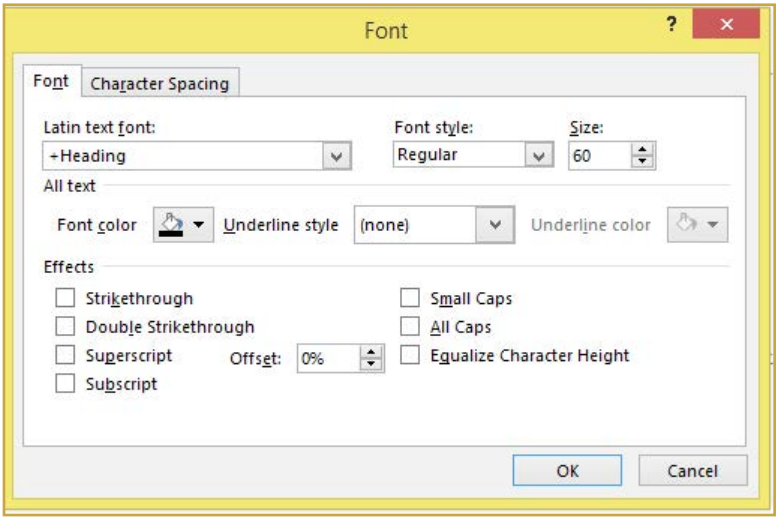
Office Ribbon

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.



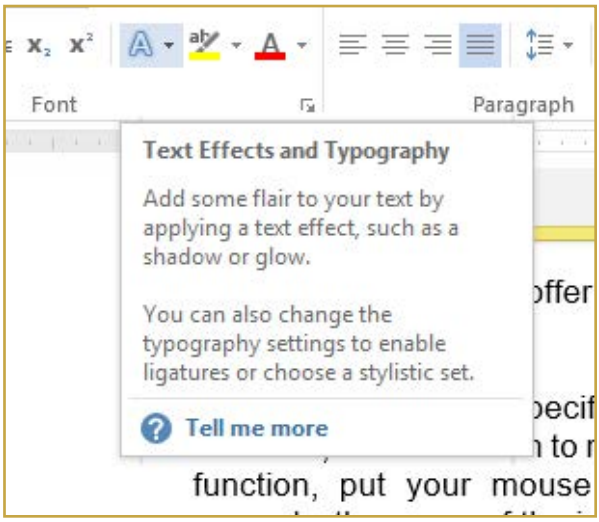
The Office Ribbon arranges tools into the Tabs like you might have on a series of folders. If you are familiar with any other Microsoft Office product, such as Word or Excel, you will notice several similarities. Each tab contains several tools and some also have "expandable" menus. These menus in each tool group can be accessed by the "Expand" icon.





Each expanded menus offer more advanced options.

PowerPoint is designed with a graphic interface, so users learn to recognize tools by icon. If you don't know an icons' 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.



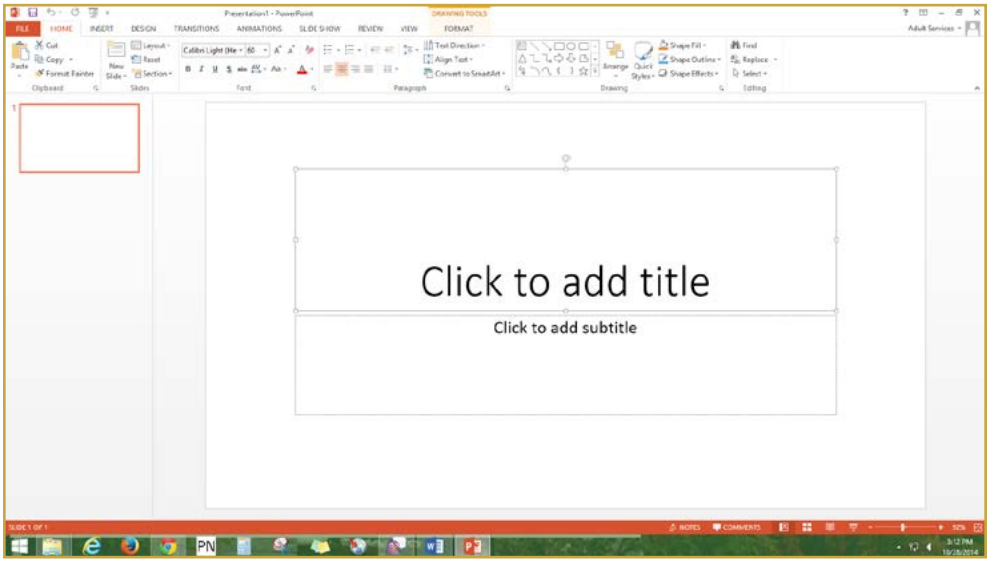
In review, the Office Ribbon is organized in the following way;
[Ribbon]
[Tabs]
[Groups]
[A Single Group Menu tool] (such as "line spacing")

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 the 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.

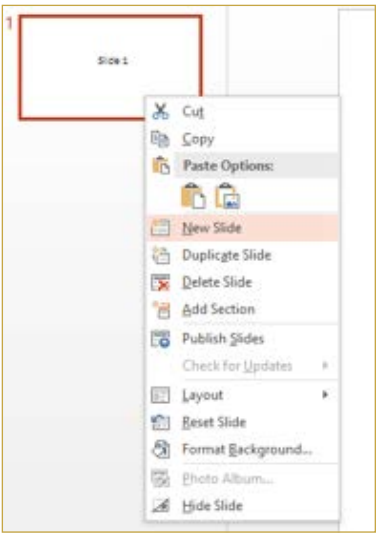
Getting Around

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 texts boxes as you want, or expand them to fit the entire slide.

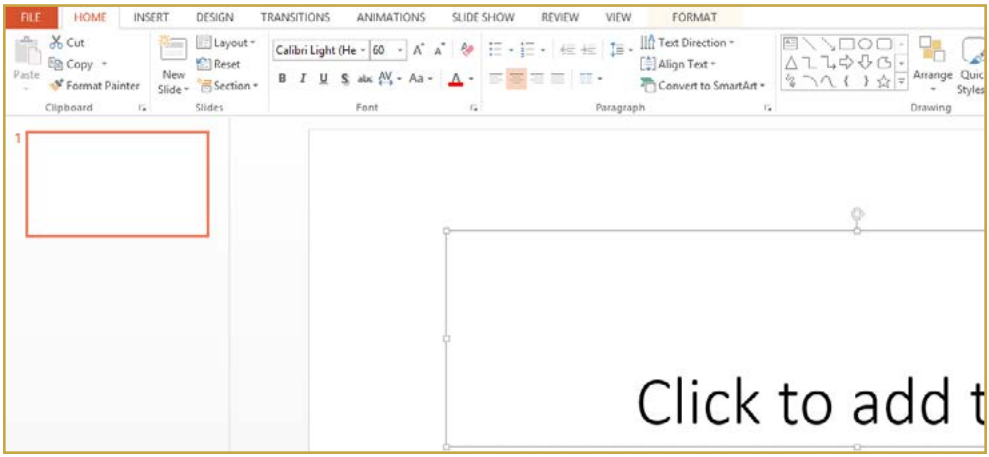


Selecting, Adding & Deleting Slides

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 around



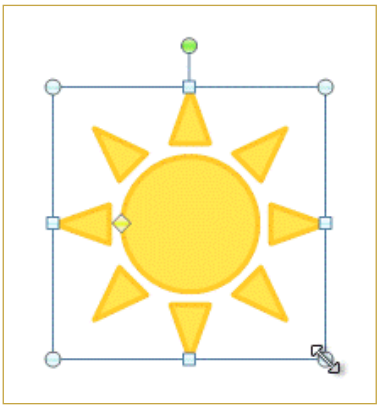
To delete a slide- go to slide column- click on the slide- press “Backspace” button or right click and select delete

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.



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.”

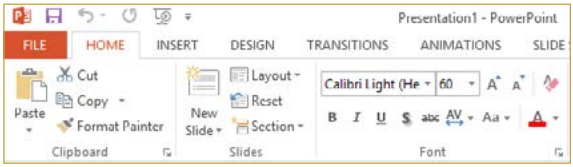
You can also click on a slide and “drag” it to a new location.

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



Home Tab- Bullet Points

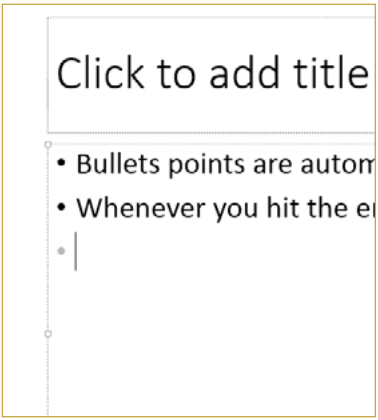
Automatic...click on Bullets icon in Home tab to turn off.

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.

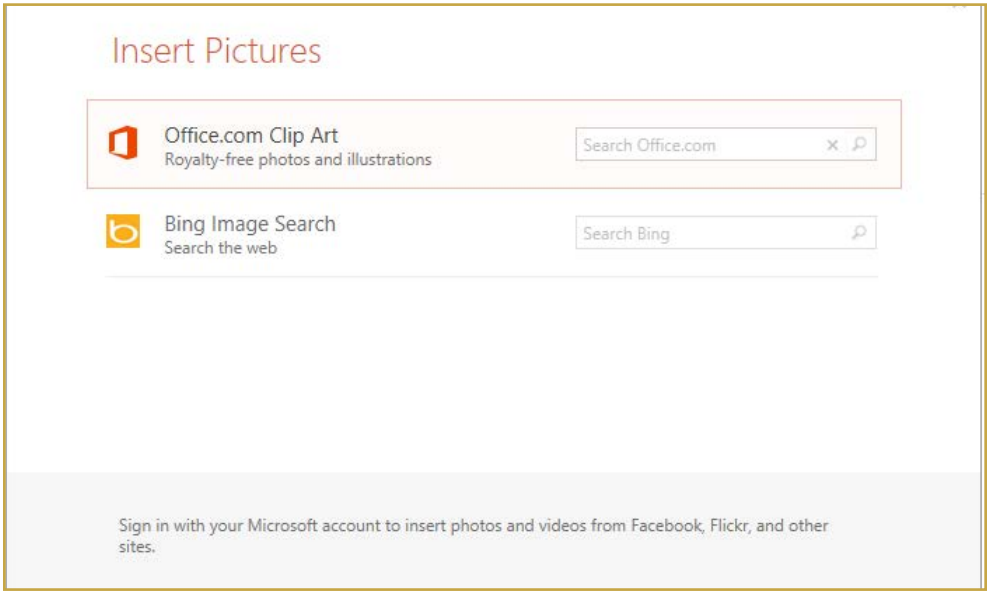


Insert Tab- Adding Images

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 copyright materials as long as it is 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"



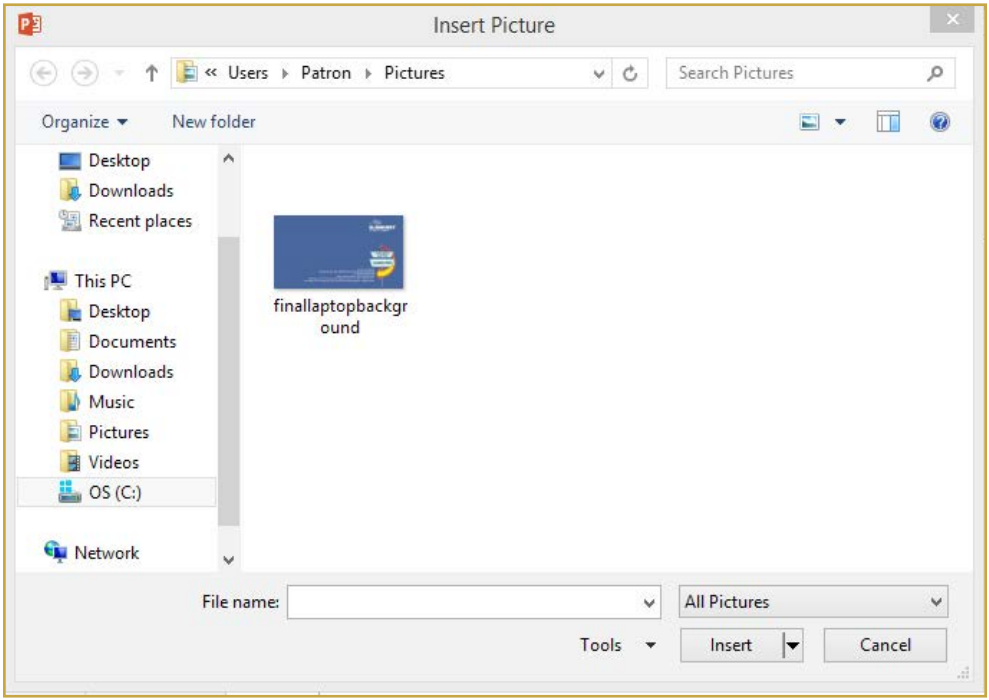
Insert Tab- Add Pictures From File

If you want to add an image saved on computer or digital camera, go to Insert Tab/Picture.

In pop-up window, find the image on your computer.

Select it and hit 'Insert'.

Adjust size as needed



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 is 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 effect all slides

Transitions Tab

Transitions determine what happens as PowerPoint moves from one slide to another. Transitions can offer a nice finishing touch to a presentation.

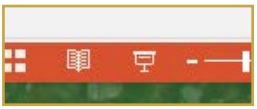
Go to Animation Tab- “Transition to This Slide”- click on a slide icon to preview it.

After choosing, click on “Apply to all slides”

Timed slide advance option on the far right under “Advance Slide.”

Presenting

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."

To advance a slide, press Enter (keyboard) or click mouse

To go back a slide, press Backspace (keyboard)

To end the show press Escape (keyboard)

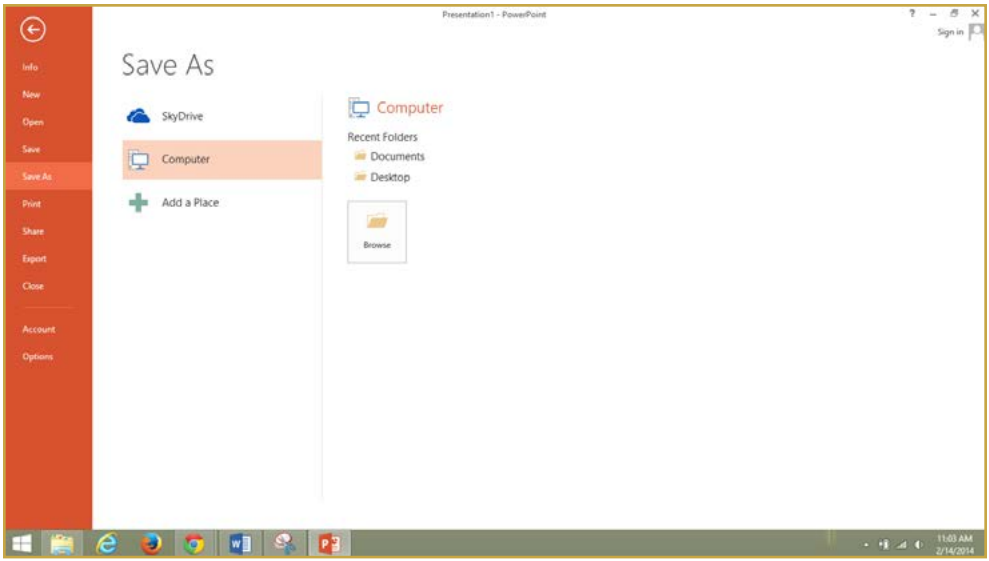
Keep presentations simple- remember that PPT is just a tool, not the presentation.

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

Saving and Printing

Check your text for errors by pressing F7. This will run the spellcheck.

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.



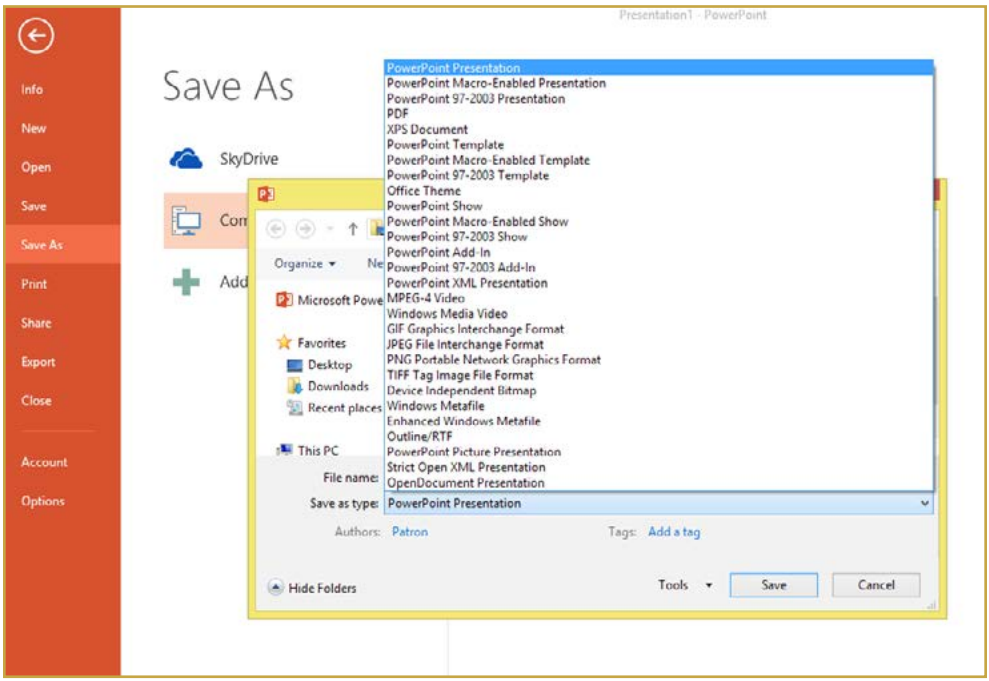
Many users frequently ask what the correct file format to save in. This depends on how you want the file displayed, and who you want to share it with.

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

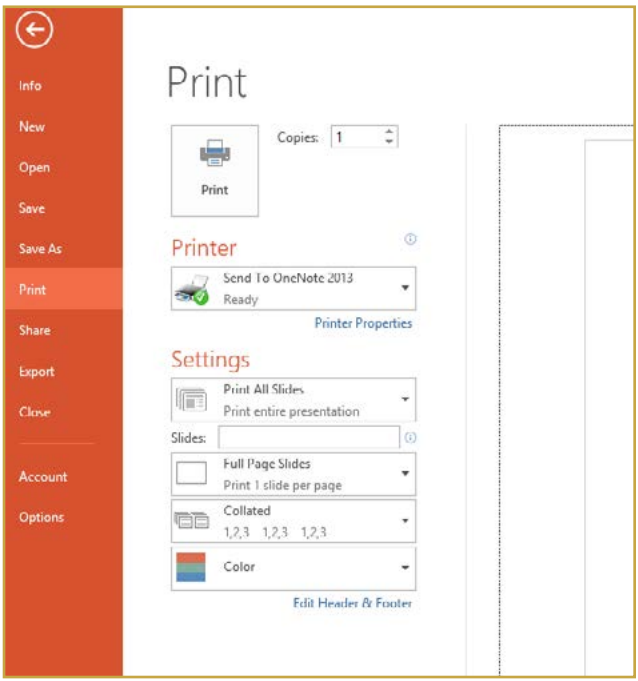
If you do not want to allow someone receiving the file (or you know that that person does not own a copy of PowerPoint) you should save the file as a PDF

There are many more file types but these are the three most common.
-In pop-up window, give PPT show a simple file name



Printing

To print PPT, 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

125 S. Prospect Ave. • Elmhurst, IL 60126
(630) 279-8696 • reference@elmhurst.org
www.elmhurstpubliclibrary.org

11/14