

# PowerPoint Basics

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## Overview

- ❑ PowerPoint easily lets you lay out text and graphics on "slides" that are linked together for a visual presentation called a "slide show."
- ❑ PowerPoint has four modes you use to design your presentation. After you design it, you "run your slide show."



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## Powerpoint Design Views

### Views for designing your presentation:

- ❑ **Slide** design where you create, place and edit the text and graphic content of the individual slide.
- ❑ **Outline** where you work with the text of all slides in an outline.
- ❑ **Slide Sorter** where you rearrange or delete slides.
- ❑ **Notes Page** where you add notes about the slide.
- ❑ **Master View** where you control the text layout, formatting background and graphics that will appear on every slide, and characteristics of your handouts and notes.

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## Changing Views

- All of the views are selected under the **View menu**.



- There are also short cut buttons to quickly switch views in the bottom left corner.



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## Creating A New Presentation

- Open PowerPoint. If it is already open, choose File Menu - New.
- Choose **Blank Presentation**.

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## Choosing the Slide Layout

- Double click on the slide layout you desire. Click on Title Slide for your first slide. Most of your slides will use the **Bulleted List** layout.

In older versions, this dialog box will appear.



(You change a slide's layout later using the **Format Menu - Slide Layout** command.)

- A new slide will appear. Click in the text box and type.



In XP, choices will appear in the side bar box.

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## Adding New Slides:

- From the **Insert Menu**, choose **New Slide**.
- Choose the **bulleted text slide** by double clicking on the second slide in the top row.
- A new slide will appear. Click in the text boxes and type.



In older versions, this dialog box will appear.



In XP, choices will appear in the side bar box.

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## Moving from Slide to Slide

- Use your scroll bar on the right of your screen to move up and down through your different slides.
- If you drag the scroll box, notice the slide number appear as you drag.

Slide 8

Double arrows move to previous and next slides →

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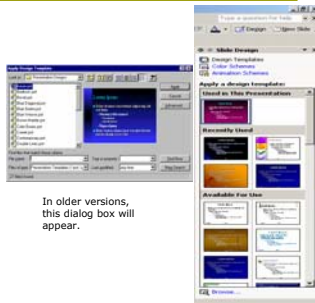
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## Adding Design

- From **Format Menu** choose **Slide Design**.
- Choose from the file list which background you want to apply. Single clicking on the file will show you the sample, double clicking will choose and apply it. The selected background will be applied to all of your slides.
- Change the background by repeating these steps.



In older versions, this dialog box will appear.

In XP, choices will appear in the side bar box.

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## Adding ClipArt

### ClipArt is easy to add!

Click on the Insert ClipArt toolbar button. ClipArt Gallery opens. Double Click on the object you want to insert. Note there are tabs for ClipArt, Photos, Sound and Video clips.



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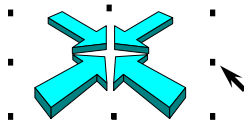
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## Sizing ClipArt

To size ClipArt click on the graphic. Square "handles" will appear. Place your mouse pointer on one of the handles and drag in or out.

Corner handles will keep the original proportions.  
Center handles will change the proportions.



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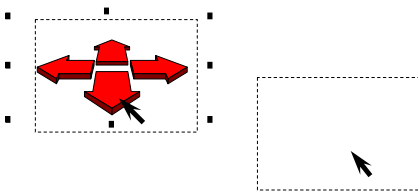
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## Moving ClipArt

To move ClipArt, place your mouse in the center of the graphic and hold down your mouse button. A dotted box will appear.



Drag to new location and let go of mouse.

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## Inserting Custom Graphics

- From **Insert Menu** choose **Picture - From File**.
- Move to the folder where the graphic file is saved and select the file you wish to place into Powerpoint.
- Size and position as desired in the same way you work with ClipArt.



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## Drawing Objects

- Click on the shape you want to make on the **Drawing Toolbar** - Line, Square, Circle, etc. (Drawing Toolbar is turned on and off under **View Menu - Toolbars**.)
- Create the object by dragging the mouse where you want the object. Release the mouse when the object is the desired size.
- Object can be selected by clicking on it, then 3-D effects, rotation, and line and fill colors can be chosen.
- Objects can be moved or sized in the same manner as described for ClipArt.



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## Changing and Moving Text

- To format text on an individual slide, drag the mouse over **the characters to be changed, then select** choices from the **Formatting Bar** or the **Format Font** dialog box.
- To move text, click on the text area. A diagonal frame will appear. Drag the frame border. To resize a text area, click on the frame. Square handles will appear. Drag a handle in or out to determine area where text will wrap.



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## Working with Outlines

- In XP, the white column on the far left displays slides or an outline of your text on each slide, depending on which tab you click. (If this display was closed, click on **View Menu - Normal** to restore). It is a very fast method to enter text and create slides in this mode.
- In older versions, choose **View Menu - Outline**. Your slide text will appear in outline format.
- You can promote or demote text with the arrow buttons on the Outlining Toolbar (turned on under **View Menu - Toolbars**).



When text is **promoted** all the way to the left, it becomes the title of a new slide. When text is **demoted** it becomes subtext on a slide.

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## Working with Slide Sorter

- Choose **View Menu - Slide Sorter**. You will see a thumbnail sketch of all of your slides. To rearrange their order, click on the slide you want to move then drag it where you want it.



- To delete a slide, select it by clicking on it then hit the delete key on the keyboard.
- To return to the Slide Design view, double click on the slide you want.

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## Adding Slide Transitions

For current, choose **Slide Show Menu - Slide Transition**.

- Choose desired Effect, Speed, & Advance.  
(Note automatic time settings won't take effect if **Slide Show - Set Up Show - Advance Slides Manually** is selected.)



In older versions, this dialog box will appear.



In XP, choices will appear in the side bar box.

To set or change transition settings for all slides at once, go to the **Slide Sorter** view. Choose **Edit - Select All**, then choose **Tools - Slide Transitions**.

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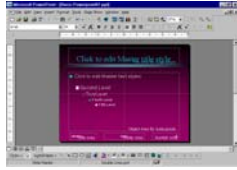
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## Working with Masters

There are Master pages for slides, the Handouts and Notes pages.

- Whatever formatting, layout and graphics appear on the master pages affect the whole presentation.
- The Master pages are opened under the **View Menu - Master**.
- When finished, click on the **Close Master View** button.
- Note there is a separate master page for slides that are formatted as "Title Slide" using the Format - Slide Layout tool, and a master page for all other slides. To access the appropriate slide master, first go to a slide formatted as a title slide or



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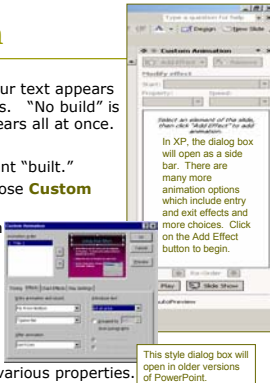
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## Adding Animation

- "Build effects" control the order your text appears on the slide and its different effects. "No build" is the default, where everything appears all at once.
- To Add Build Effects:
  1. Select the text on the slide you want "built."
  2. Under the **Slide Show Menu**, choose **Custom Animation**.
  3. Click on the **Add Effect** drop down arrow and then the subcategory (**Entrance, Emphasis, Exit, or Motion Paths**) arrow to select the effects you wish.
  4. The effects are listed below in the order that they will be performed. You can reorder the selected effects, and modify their various properties.



This style dialog box will open in older versions of PowerPoint.

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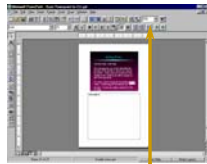
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## Adding Notes

□ Under your slide design area it says "Click to add notes." These notes can be printed for the speaker or the audience in the Print dialog box, but will not appear as part of the slide show. You can also choose **Notes Page** from the **View Menu**.

□ You can drag the gray window pane bar up or down to resize the notes area.

□ The **Zoom** control is useful for working with Notes. To read your typing, set it to 75% or 100%. You can also select then format the notes text to the size you wish.



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## Printing Your Work

- You can print each slide, an outline of your text or handouts with notes for yourself or your audience.
- In the **File Menu - Print** dialog box, in the **Print What** box click on the drop down arrow to choose what you want your presentation to print, for example, Handouts.
- It saves a lot of paper to print drafts as **Handouts - 3 or 6 slides per page** - this will significantly reduce your paper consumption.

Print What box



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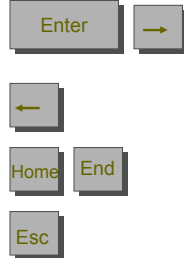
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## Running your Slide Show

- Choose **Slide Show - View Show**
- Move to the next slide with the enter key or a mouse click, or the right arrow key.
- Move to the previous slide with the left arrow key.
- Move to the first slide with the Home key, the last slide with the End key.
- To exit and return to design mode at any time, hit the Escape key.



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## Your Next Step...

Make your own slideshow!

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