Course Contents

- Overview: Get set with the basics
- Lesson 1: Create your slides
- Lesson 2: Add more content
- Lesson 3: Proof & Print
- Final Lesson: Design Considerations

What is PowerPoint?

- PowerPoint is a program within the Microsoft Office Suite.
- It is a useful tool to create presentations for meetings, events, lectures and classes.
- A presentation is a collection of data & information delivered to a specific audience for a specific outcome.
- PowerPoint is a collection of electronic slides that can have text, pictures, graphics, tables, sound and video.
Lesson 1: Create your Slides

PowerPoint Tools & Workspace

Let’s examine our workspace and familiarize ourselves with the tools available.

We have a standard Microsoft Office toolbar on the top.

Our slide list is on the left and the slide we are working on is in the center.

On the top left hand corner, notice the Microsoft Office button. Use this button to create a new presentation, open a presentation, save, save as, print, send and close.

You will also notice your Quick Access Toolbar to the right of the Microsoft Office Button. You can use the drop-down arrow to add or delete tools from the toolbar or right-click on any tool to add it.

Let’s examine the PowerPoint Ribbon. It has seven tabs full of tools: Home, Insert, Design, Animations, Slide Show, Review and View.

Each Tab also has organized groups which are listed on the bottom.

Click around and see the tools categorized in each tab.
## Get to Know your Workspace

This is the view that first opens in PowerPoint. It’s called “Normal view”.

You create your slides here.

1. The **slide pane** is the big area in the middle. You work directly on the slide in this space.

2. On the slide, the boxes with the dotted borders are called **placeholders**. Here’s where you type your text, insert art, or add other content.

3. On the left are small, or **thumbnail**, versions of the slides in your presentation, with the one you’re working on highlighted. This area is the **Slides** tab.

4. In the bottom area is the **notes pane**, where you type the notes that you’ll refer to while you present.

## Add New Slides

When PowerPoint opens, there’s only one slide in the show.

You add the other slides as you work.

The most obvious way to add a new slide is by clicking **New Slide** on the **Home** tab, as the picture shows.

There are two ways to use the **New Slide** button:

1. If you click the top part of the button, where the slide icon is, a new slide is immediately added beneath the slide that’s selected on the **Slides** tab.

2. If you click the bottom part of the button, you get a gallery of **layouts** for the slide. You choose a layout, and the slide is inserted with that layout.

You can change it if you want: Right-click the slide that has the layout you want to replace and then point to **Layout**.

Select **Duplicate Selected Slides** to add a copy of the slide you are currently on.
## Pick Layouts for Slides

A slide **layout** arranges your slide content. For example, you may want both a list and a picture on the slide, or a picture and a caption.

Layouts contain different types of placeholders and placeholder arrangements to support whatever your content is.

1. The **Title Slide** layout, shown here as it looks in the layouts gallery, is applied to the first slide in the show (the one that’s already there when you start).

2. On the slide, the Title Slide layout contains placeholders for a title and subtitle.

3. The layout you’ll probably use the most for other slides is called **Title and Content**, shown here as it looks in the layouts gallery.

4. On the slide, this layout has a placeholder for the slide title, and a second, all-purpose placeholder that contains text as well as several icons.

In the placeholder shown previously, you can add graphic elements or text.

1. The default formatting for text is a bulleted list.
   
   You can use different levels of text within bulleted lists to make minor points under major points.

2. On the Ribbon, use commands in the **Font** group to change character formatting, such as font color and size.

3. Use commands in the **Paragraph** group to change paragraph formatting, such as list formatting, text indentation, and line spacing.
Lesson 2: Add more content

Now you’ll learn two methods for inserting pictures and other non-text items into slides.

The picture illustrates how to insert a piece of clip art:

1. Click the Clip Art icon in the placeholder.
2. The Clip Art task pane opens. There, type a keyword in the Search for box that suggests the sort of clip you want. Then click Go.
3. Clips appear that fit the keyword. Click one of them to insert it into the slide. The picture is automatically sized and positioned within the placeholder.

Another way to insert slide items is to use the Insert tab on the Ribbon.

All of the things you could insert from the slide pane are also available on the Insert tab, plus more—including shapes, hyperlinks, text boxes, headers and footers, and media clips such as sounds.

The picture shows the array of things available on the Insert tab.

A typical thing to insert is a text box, as shown.

1. Text boxes are handy when you want to add text somewhere and need another placeholder for it, such as for a picture caption. On the Insert tab, click Text Box.
2. Draw the box on the slide and type in it.
**Insert a Graph from an Excel Document**

Open your Excel file and select the chart or graph. Click ctrl-C to save the chart on the clipboard.

In the PowerPoint document, click on the space where you want the graph to appear and click ctrl-V. Or, go to the Insert tab, select Chart and select the type of chart you want. Excel will open, insert your data and the chart will automatically change in PowerPoint. Close Excel and you have your own chart in PowerPoint!

**Insert a URL (web address)**

Simply type the URL, and highlight the text. Then go to the Insert tab, and select Hyperlink. A box will open and under address, type the web address.

When you click on the link, your browser will open and display the page. Close the browser to return to your presentation.
Lesson 3: Proof, print, and prep for the show...

You’ve learned the essentials for creating a slide show.
Now imagine that your presentation is ready, and you want to prepare to present it.

Preview

As you create a show, you can preview it at any time in the Slide Show view.

This view gives you an idea of how the slides will look and behave when projected.

1. To open Slide Show view, click the Slide Show tab, and click a command in the Start Slide Show group—to start on the first slide or current slide.

2. Slide Show view fills your computer screen.

3. One way to navigate from slide to slide is to use the Slide Show toolbar, at the bottom-left of the screen.

4. To get out of Slide Show view at any point, press ESC. This returns you to the view you left, which is typically Normal view.

Before you present, you’ll want to weed out spelling errors and find any other goofs and gaps.

Once you’re on the Review tab, do as the picture shows:

In the Proofing group, click Spelling, and make selections as the spelling checker moves through your slides.
Print Handouts

The most common type of PowerPoint printout for audiences is called a **handout**.

Handouts can have one or several slides per page, up to nine.

A good practice is to use **Print Preview** to select the handout type you want, as shown here. That way you can see how the handout will look before printing.

To print handouts, start by clicking **Print Preview** on the menu that opens when you click the **Microsoft Office Button**

1. In **Print Preview**, click the arrow in the **Print What** box to display the list of handout types.

2. Choose the handout type you want.

3. When you click the handout type, you’re shown a preview of how your slides will look when printed in that format. You can navigate through all the handout pages. The handout type with the **3 slides per page** option also includes lines for audience notes.

When you’re ready to print, click **Print**.
## Final Lesson: Design Considerations

### Too much Text...

Too much text tends to put your audience to sleep.

### Too much data & Too many bullet points...

Make sure you are only making **ONE point per slide** and not overloading your audience with too much information and data.

### Be wary of Animations...

Do not overload your audience with annoying animations. This will affect your audience’s attention to your wonderful presentation.

### Be aware of your color scheme...

You don’t want to blind your audience.

Use photos in your presentation to evoke emotion, but be sure that they match your message.

But don’t forget to have fun with it!