

Introduction to PowerPoint



Presented by:

*Sharper
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STSI - Class Schedule,

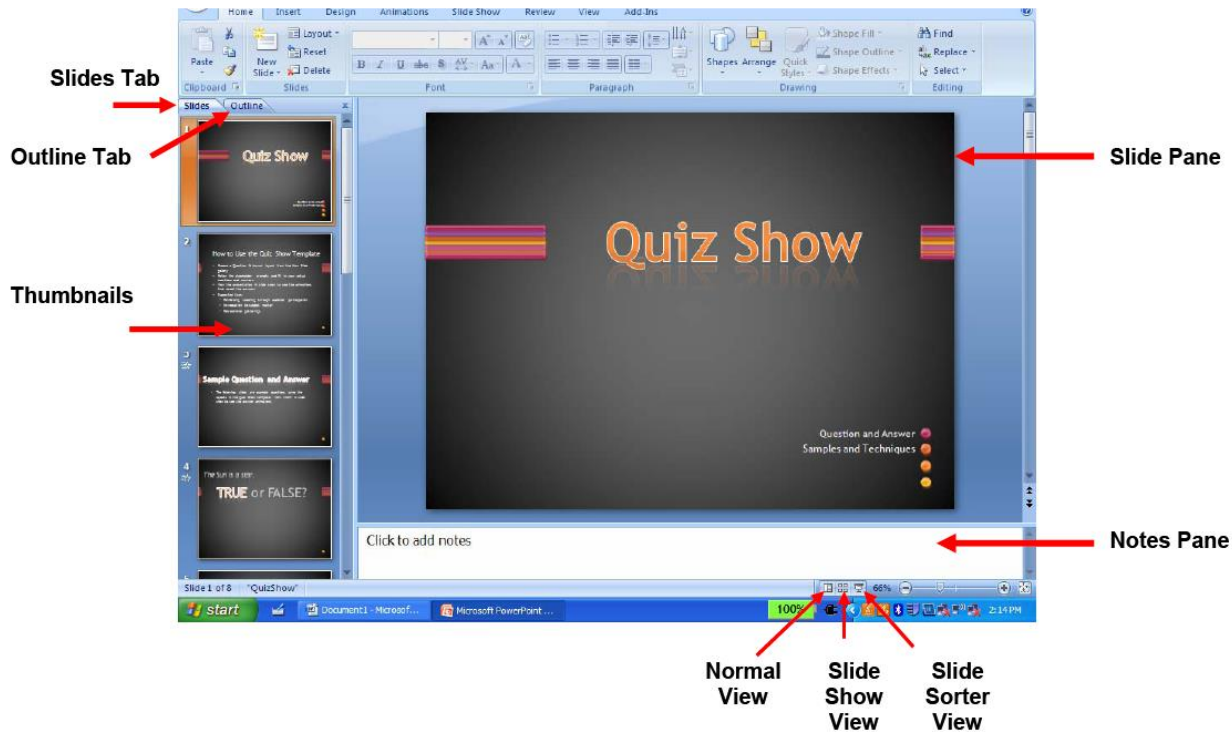
9 Simmons Drive, East Islip NY 11730

Viewing a Presentation

When you start PowerPoint, the workspace opens in Normal view. Normal view is divided into 3 areas:

1. Slide Pane - shows the full layout of a slide
2. Slides Tab and Outline Tab – shows slide thumbnails and text-only hierarchical versions of the slides
3. Notes Pane – used to input text relevant to a specific slide

Other views include Slide Sorter view which shows thumbnails of the entire presentation and Slide Show view where you preview your presentation as your audience will see it.



Creating a New Presentation

To Create a New Presentation after PowerPoint has been opened -

- 1) Click on the File menu
- 2) Click on New
- 3) Select either a Blank Presentation or one of the Installed Templates
- 4) Click Create

Entering Text on a Slide

When you create a new presentation the first slide to appear is a Title slide. It contains two placeholders: a title placeholder and a subtitle placeholder. To add text, click within the placeholder and type.

Formatting

PowerPoint provides a wide variety of themes that apply a distinctive look to the text, bullets, background colors, and graphics in a presentation. Using a theme is a big time-saver and immediately adds a professional touch to your presentation. You can apply a theme when you create a new presentation and you can change the theme as many times as you want.

To Apply a Theme:

- 1) Click on the Design tab
- 2) Select one of the themes in the Themes group. To see more themes click on the arrows on right side of dialog box.

To Format Text:

- 1) Click within the placeholder on the slide to select it
- 2) Using the click-and-drag method, select the text to format.
- 3) Click on the Home tab and you can change the Font, Font Color, or Paragraph groups
- 4) Click on the Drawing Tools Tab – where you can add Text Affects or use Word Art

You can also use the Mini Tool Bar that appears when the text is selected.

To Add New Slides:

- 1) Click on the Home tab
- 2) Click on New Slide in the Slides Group

A new slide with title and content layout appears in the Slide pane. This layout has a title placeholder and a content placeholder that supports either bulleted text or graphic elements.

To Add Text:

- 1) Click on the Title placeholder and type the title of the slide
- 2) Click on Click to add text and type your first bulleted item, hitting ENTER to move to the next line

To Add Content:

The six icons in the Slide's Placeholder represent the type of content that can be added. Click on the type of content you want to create and PowerPoint will provide the tools needed to create it. There are 6 types of Content:

1. Tables
2. Charts
3. Smartart Graphics
4. Pictures
5. Clipart
6. Media

Applying Slide Transitions

A transition is a special effect that determines how a slide appears as it enters or leaves the screen.

To Apply Transitions:

- 1) Click on the Transitions tab
- 2) Click on the transition you want to apply
- 3) Click on Apply to All to apply the transition effect to the entire presentation

Printing

To Print:

- 1) Click on the File menu at the top left
- 2) Click on Print

Under **Print what:** click on the drop down arrow and select one of the options to print

- Slides - prints each slide separately
- Handouts - prints multiple slides per page. Change the number of slides to print per page under Handouts.
- Notes Pages - prints the slide and the notes that pertain to that slide
- Outline View - prints the text of the presentation. However your presentation appears under the Outline tab is how it will print.