

PowerPoint Basics



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Objectives



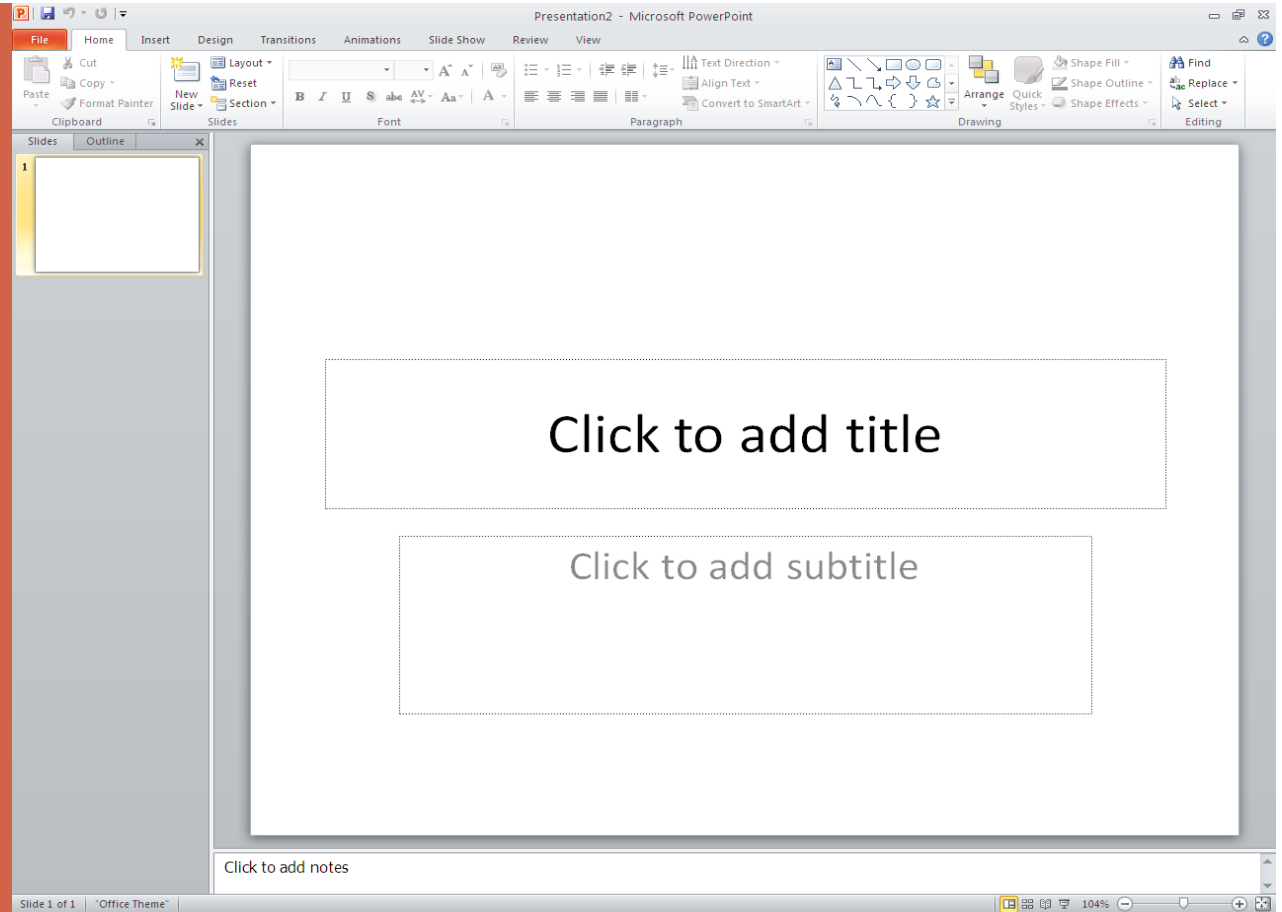
- Show the different parts of the screen.
- Show how to add new slides and choose a slide layout.
- Show methods of adding information to the slide.
- Show how to change the design of the slides.
- Show how to add animations.
- Show the different view options.
- Show the slide show functions.
- As time permits, show how to add sound and actions.



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PowerPoint opens to this initial screen.



Home View



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Parts of the Screen



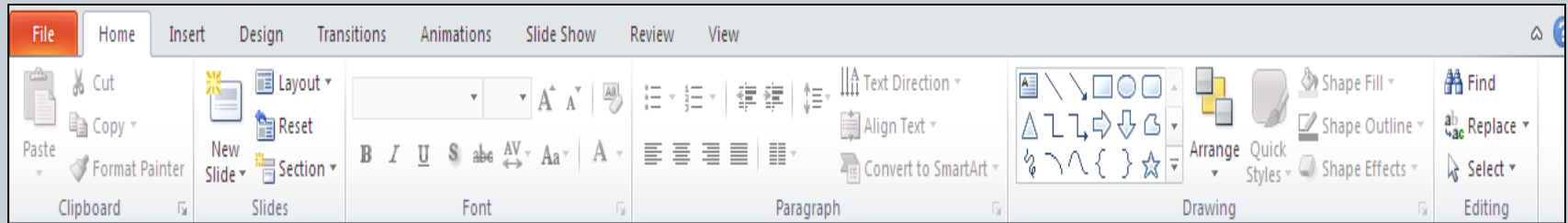
- PowerPoint Button: 

- Quick Access Toolbar: 

- Title Bar: 

- Three Window Buttons: 

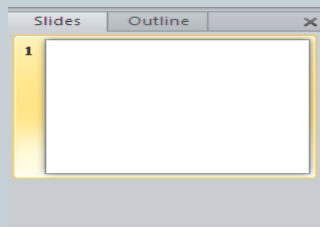
- Ribbon:



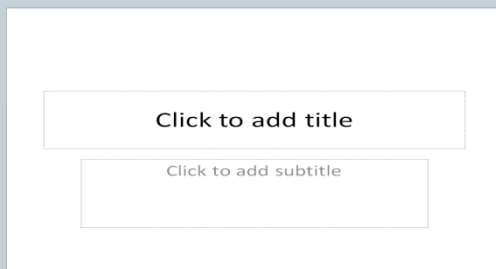
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Parts of the Screen II

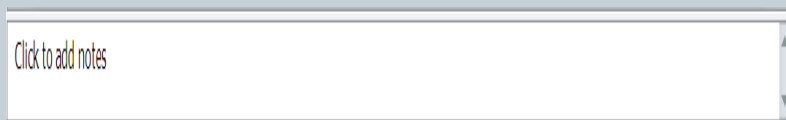
- Task Pane



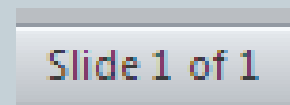
- Slide



- Notes



- Slide Number



- Zoom



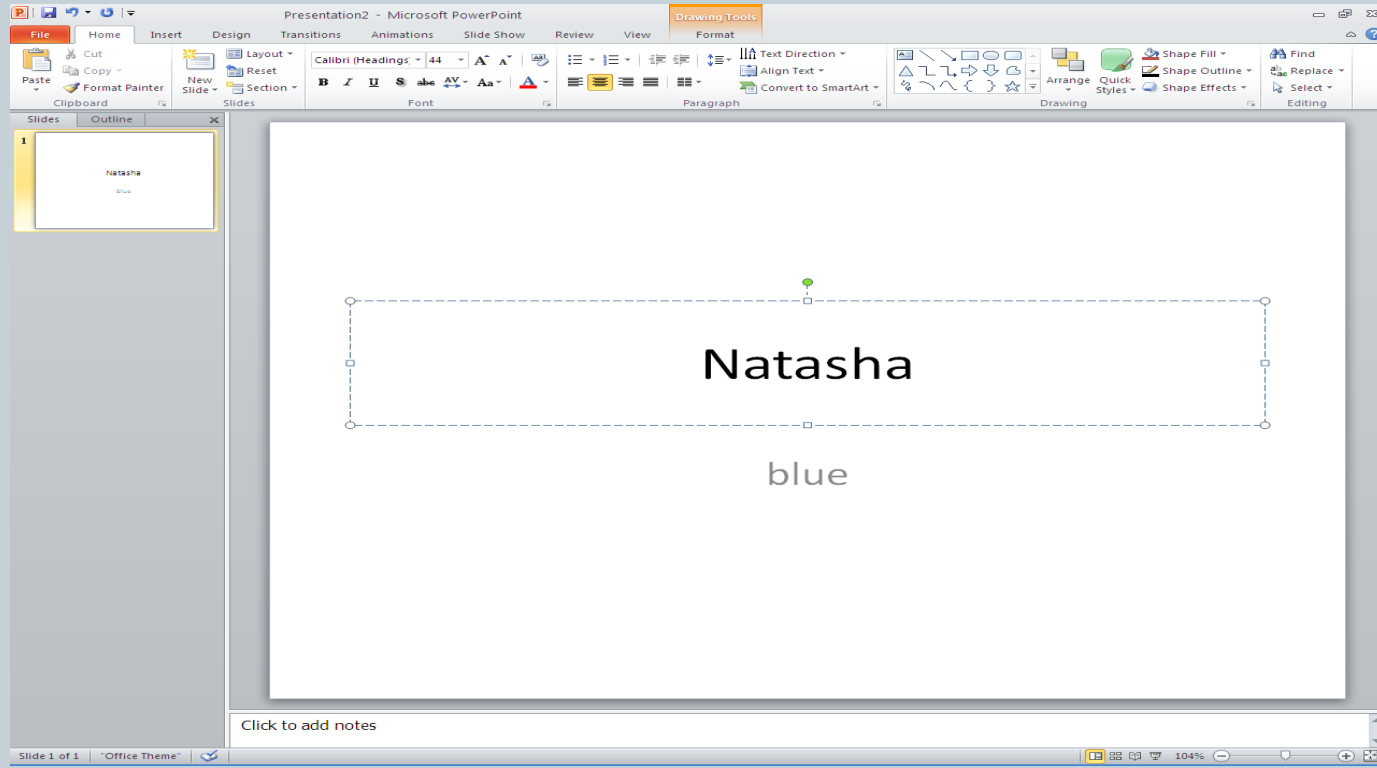
- Views



Add Content



- Type your name in the Title box and your favorite color in the subtitle box.



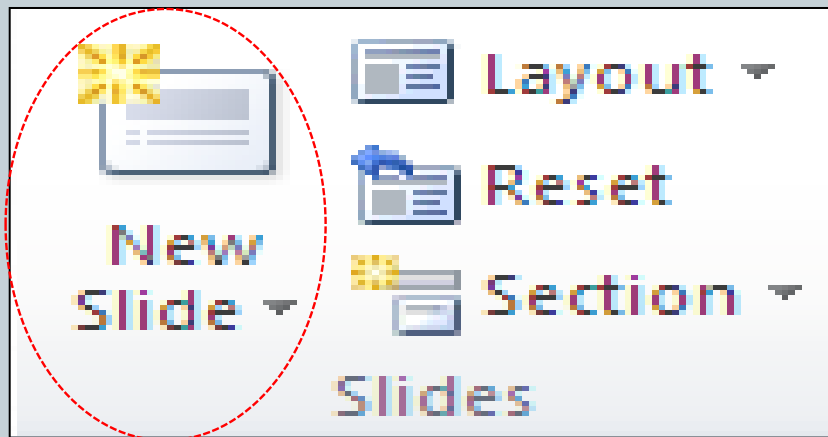
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Adding Slides



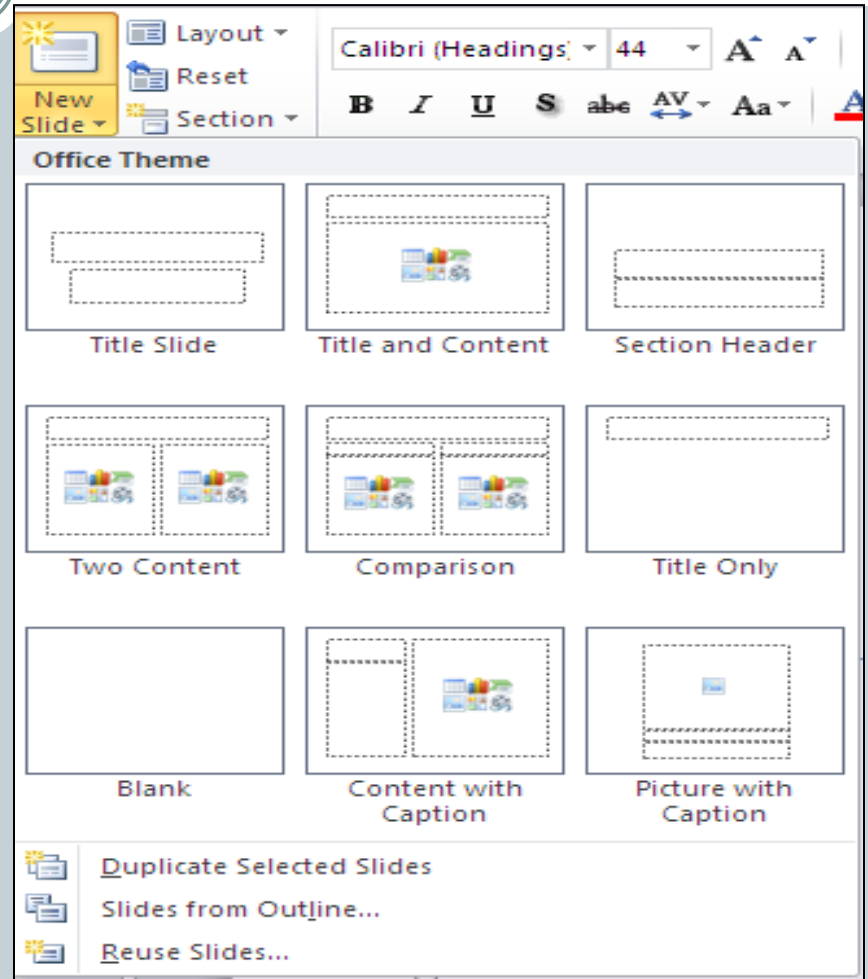
- On the Home ribbon under the Slides grouping, there is a New Slide button.



- Default slide format consists of a title and a content box.

Adding Slides 2

- You can change the layout of the slide to fit your needs.
- The Layout button allows you to change your layout at any time.
- Add four new slides with different layouts.



Adding Content



- To add content, click in the box where you want the content to appear and add the text or object.
- Add this to your second slide:

Title: Poem

Content: Roses are red. Violets are blue.

- Add this to your third slide:

Title: Poem 2

Content: Librarians are cool and you know its true.

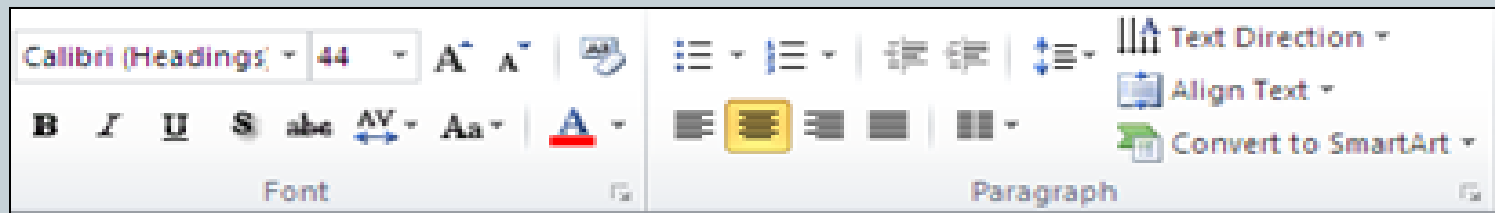


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Format Content



- You can format text by using the commands in the Font grouping.
- You can create a list using bullets and numbers.
- You can change the alignment, spacing, and direction of the text.
- You can add columns to your slides.



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Insert Objects



- You can insert shapes, clip art, pictures, and more.

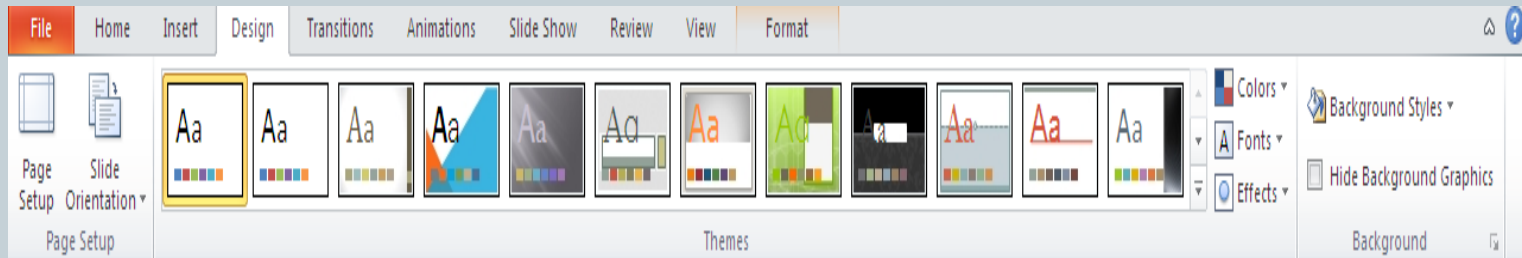


- Insert a shape into your third slide.
- Insert the Sunset Picture in your fourth slide.
- Insert the Oregold Rose Flower clip art into your fourth slide.

Designing Slides



- You can add designs to the slide.
- You can change the colors scheme and the font scheme for each design.
- You can add a background style to the slide.
- Before template is applied, PowerPoint provides a preview of the presentation when the template is applied.



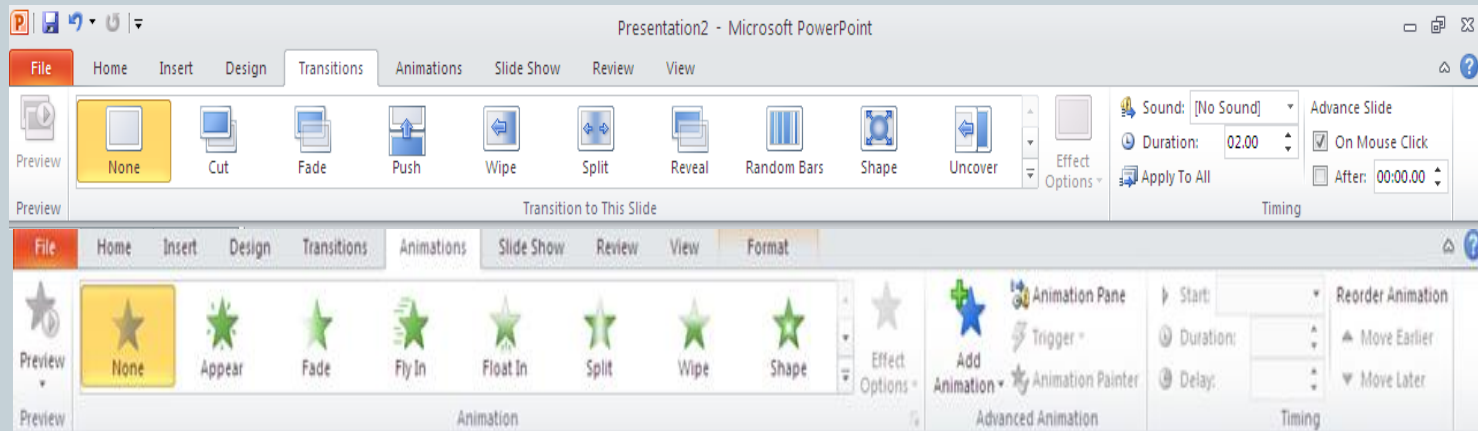
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Adding Animations



- You can determine how the slide will appear on screen by changing the transition style.
- You can determine how the words will appear on screen by adding custom animations.
- You can alter the setting for both transitions and animations.
- Animation is previewed to user before it is applied to presentation



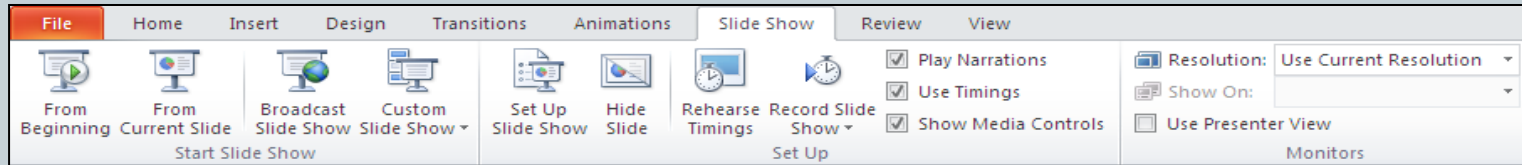
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Slide Show



- This slide show allows you to see how your presentation will look.



- A menu appears when you do a slide show that allows you to maneuver through the slides and temporarily mark the slides to highlight different parts of the show.



Finishing Touches



- Always reread your content.
- Use spelling check and grammar check.
- You can add notes to your slides.
- You can sort your slides.
- Printing options allows you to print slides, handouts, and/or notes.
- Use Save As when changing title, location, or type of document you are saving.



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Tips



- Less is better when making presentations.
- No more than seven sentences to a page. No more than twenty words in a sentence.
- Be consistent with your formatting and special effects.
- Do not simply read of the presentation. Provide your own knowledge
- Be mindful of your audience.
- Practice your presentation.



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Conclusion



Practice, Practice, Practice . . .
The more you use it the easier it will be for you.

Thank you for coming.
Enjoy the rest of your day.



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