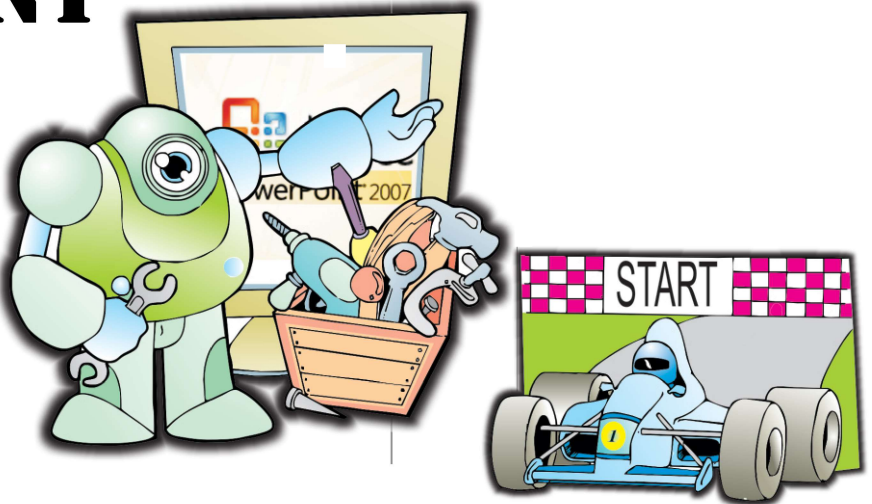


# Chapter 1

## Word Watch

- PowerPoint
- Outline Tab
- Slides Tab
- Slide Pane
- Notes Pane
- Slide Sorter View
- Slide View
- Presentation

# THE BASICS OF POWERPOINT



## Learning Objectives

After completing this chapter, you should be able to:

- acquire the basic concepts of Microsoft PowerPoint;
- start MS PowerPoint application;
- exit MS PowerPoint application; and
- create shortcut and presentation.

# Introduction to PowerPoint

The PowerPoint program provides various views and tools that you can use to build a presentation that includes both words and graphics.

PowerPoint enables you to do the following:

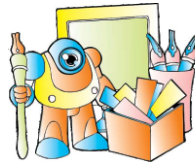
## Build an Outline

You can type the text for your presentation in the Outline tab. An icon represents each slide and its title in the outline. Many slides contain both a topic or slide title at the top outline level and second level text representing slide bullet points. These bullets convey the main points you that want to make about each topic.



## Add Content

You can add content such as text, charts, pictures, and more to the slide itself in the Slide pane of the Normal view. You can also insert text boxes that enable you to add slide text that does not appear in the presentation outline.



## Format Text

After you enter the text for your presentation, you can format that text in various ways. You can change the font, font size and apply bold, italics or underlines to the text. Note that you can modify each individual text selection or apply text styles globally using masters.



## Set Up Your Show

You can add narrations, animations, and transitions to your slides. Record a narration that plays when you give your presentation. Animations move an element onscreen, such as a graphic flying onto the screen gradually. A transition controls how the content of a new slide appears onscreen; for example, the slide can wipe in from the corner of the screen.



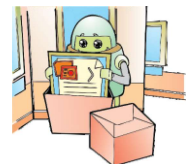
## Choose a Slide Design and Layout

The slide design applies preset design elements such as colors, background graphics, and text styles to a slide. The slide layout you apply to a slide determines what set of information the slide includes; for example, a Title and Content layout inserts placeholders for a title and a bulleted list or graphic element, whereas a Title Slide layout includes title and subtitle placeholders.



## Work with Masters

Masters enable you to add content that you want to appear in a particular location on every (or almost every) slide. This saves you from having to add repetitive content, such as your company logo, to each and every slide. For example you can change the master to set up the footer in a presentation.



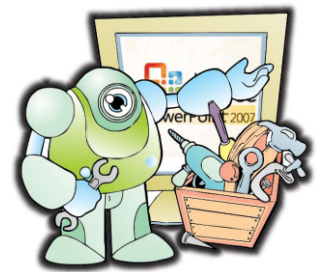
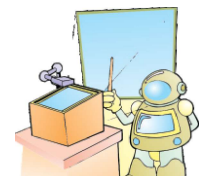
## Organize Slides

When you have created several slides, you may need to reorganize them to create the correct sequence for your presentation. You can reorder slides in the Slide Sorter view. This view shows slide thumbnails that you can move, delete, duplicate, or hide.



## Run a Slide Show

After you add the contents, choose the slide design and layout, and add special effects until you are ready to run your slide show on your computer's screen. A set of tools onscreen helps you control your presentation and even enables you to make notes on your slides as you present them.

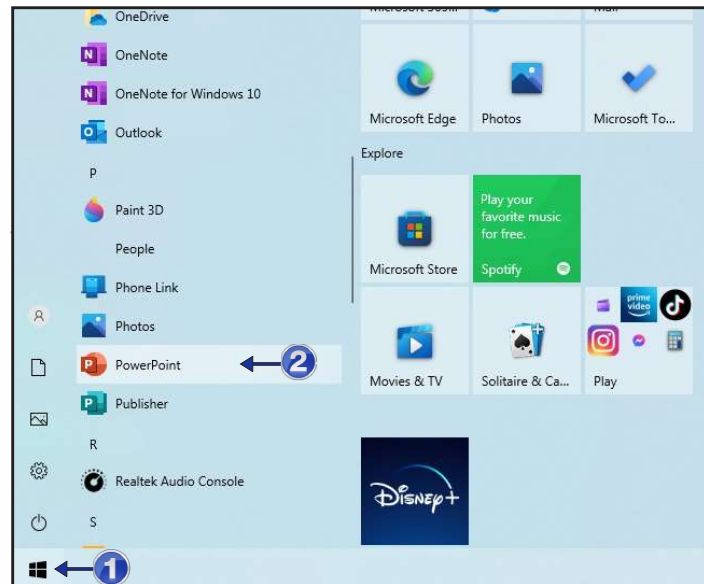


## Starting and Exiting PowerPoint

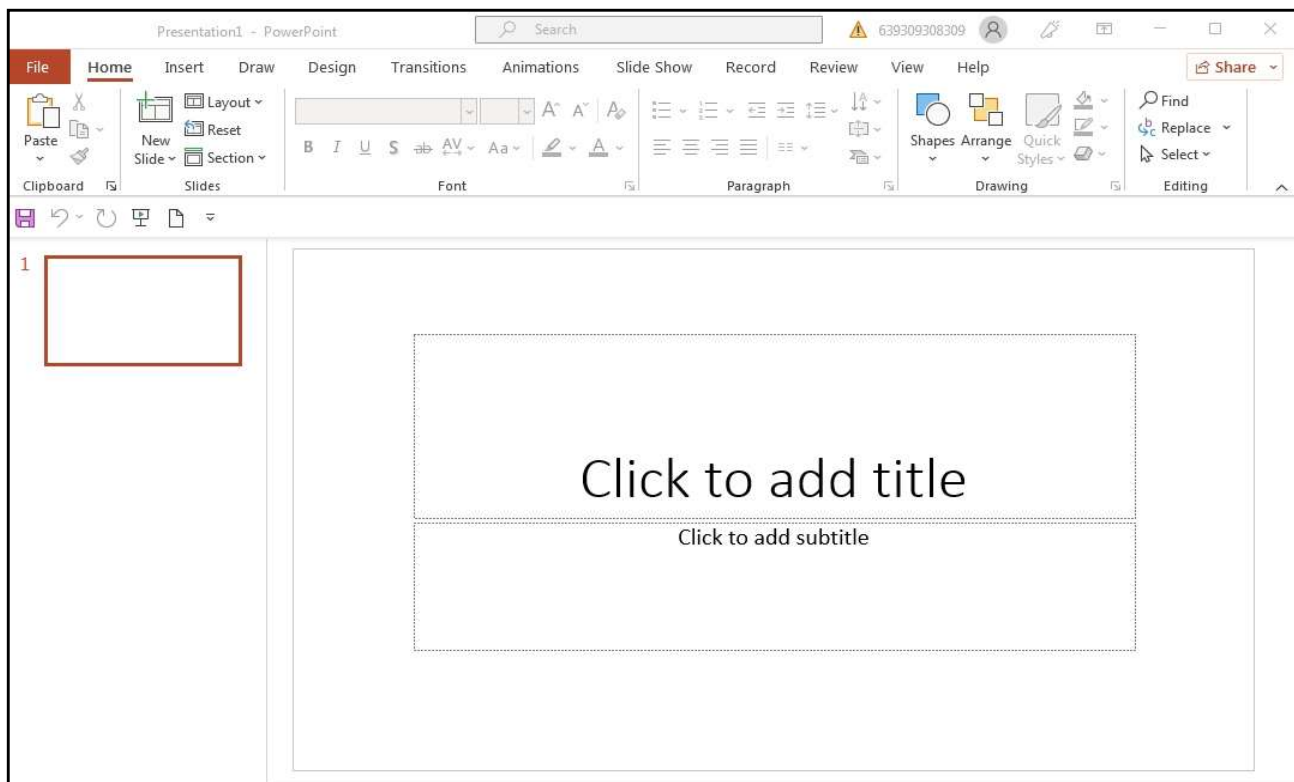
You can start PowerPoint from the Windows Start menu. When you open PowerPoint, a blank presentation appears automatically. The blank presentation is ready for you to add your presentation contents.

Start PowerPoint

- 1 From the Windows desktop, click the Start button.
- 2 Click PowerPoint.

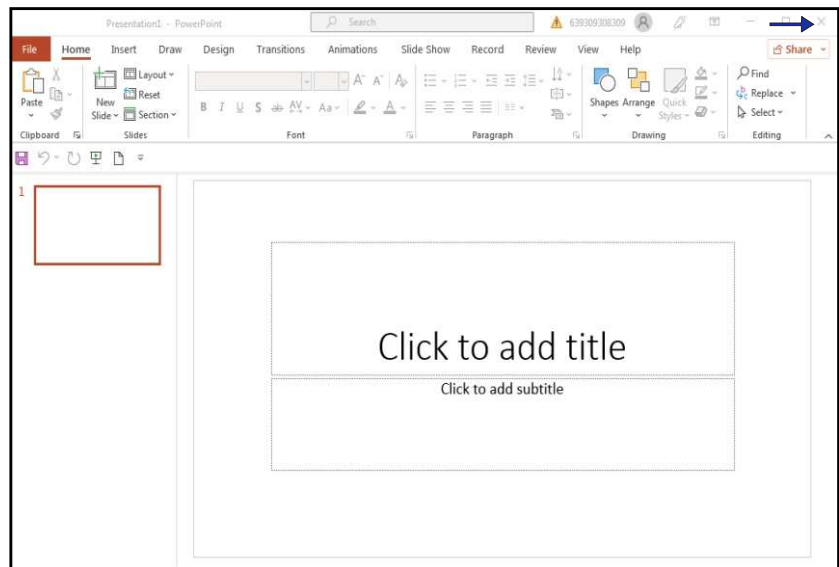


A new PowerPoint presentation appears with a blank slide.



## Exit PowerPoint

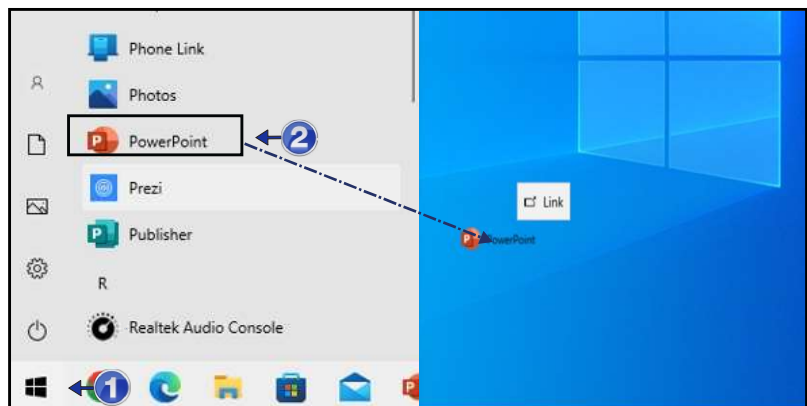
- 1 Click the Close icon (X).



## Creating Shortcut

- 1 Click Start button.
- 2 Click and drag PowerPoint to desktop.
- 3 Release Mouse button.

The PowerPoint shortcut icon appears on the desktop.



## The Normal View

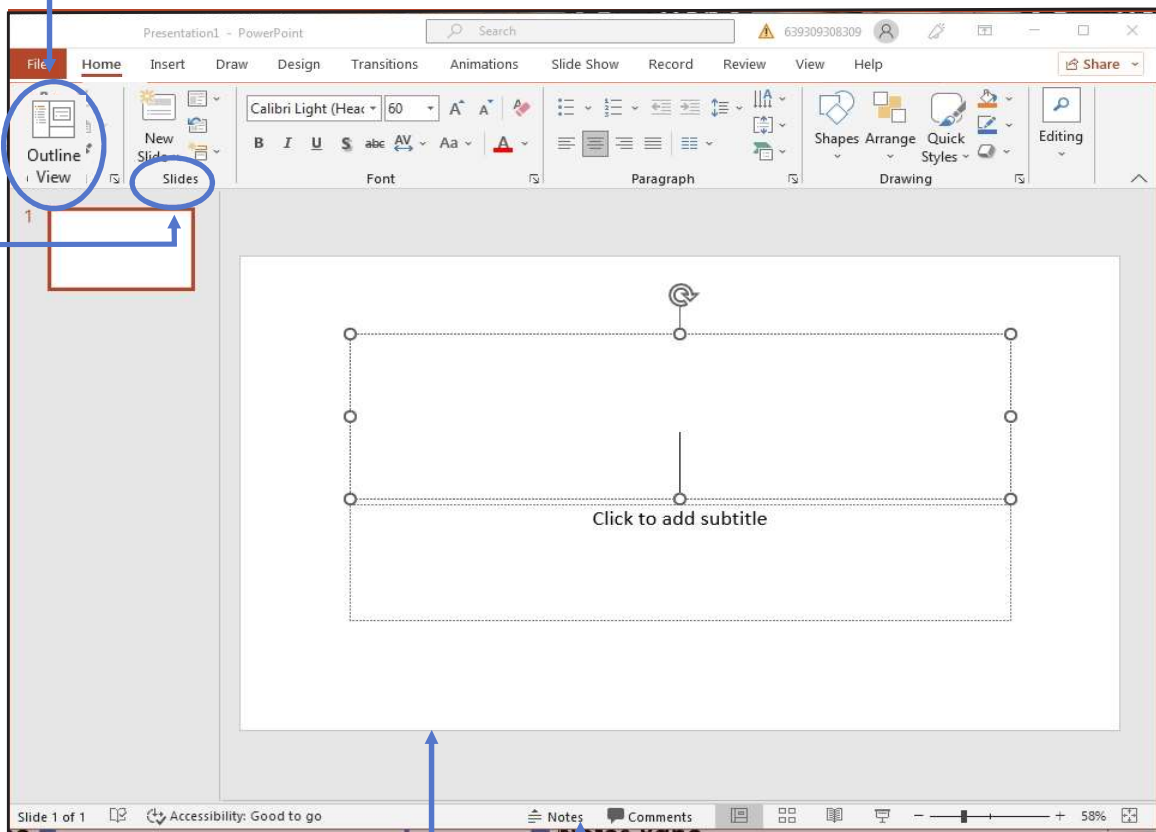
PowerPoint offers several views that you can display to work on different aspects of your presentation. You will probably work in Normal view most often to position and format objects on each slide. You can also enter presentation text in the Outline tab or add speaker's notes for each slide.

### Slides Tab

Click the Slides tab in the left pane to see a thumbnail of each presentation slide. You can drag slides in the tab to change their order in the presentation

### Outline Tab

You can use this tab to enter text for your presentation in a familiar outline format. Top-level headings in the outline become slide titles, and entries at the next level become bulleted lists.



### Slide Pane

This largest center pane in the Normal view shows all the slide contents. Work here to manipulate various slide elements such as graphic objects, text, and animations.

### Notes Pane

The Notes pane appears below the Slide pane. You can enter speaker notes associated with the current slide into this pane.

## The Ribbon Groups and Galleries

PowerPoint features the Ribbon unlike the traditional menu, command or toolbar system. The Ribbon gathers related commands on tabs such as the Slide Show tab. On each tab, similar commands appear in groups, with the name of each group appearing along the bottom of the tab. Commands that you can execute immediately appear as buttons or check boxes on the ribbon. You can access other commands from a gallery or dialog box.

### Ribbon Group and Galleries

- 1 Click the desired tab on the Ribbon.

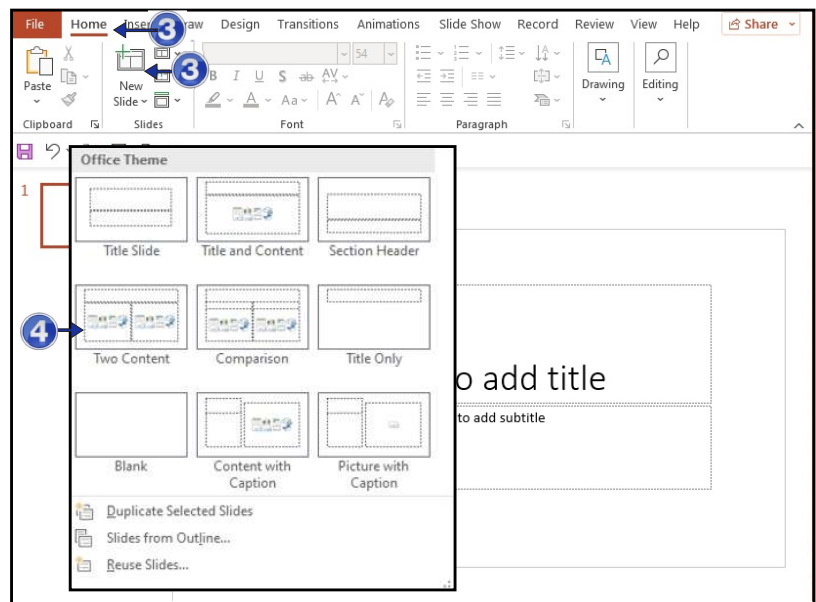
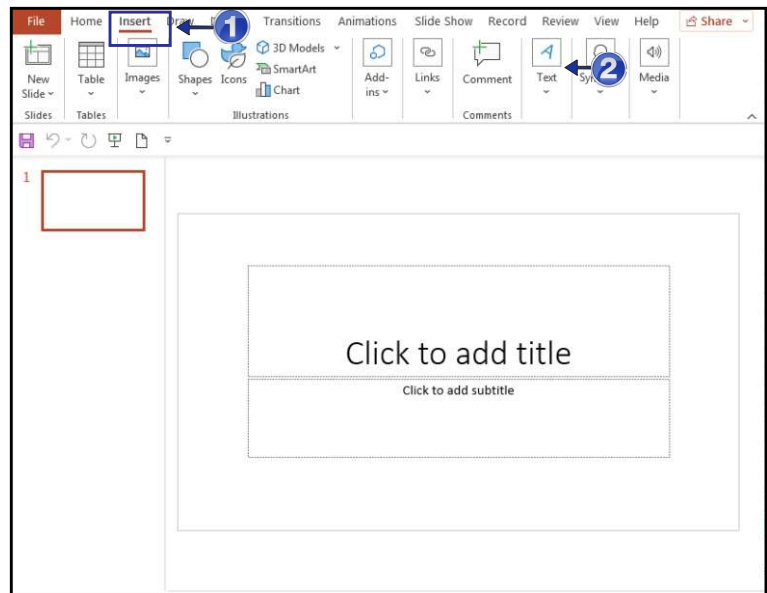
Note: Sometimes additional contextual tabs appear on the Ribbon to offer more specific command. The commands for the tab appear on the Ribbon.

- 2 Click the button or check box for any command that you can select immediately. If a task pane appears at the right, use it to finish executing the command, such as selecting clip art to insert.

- 3 Click the button for a gallery.

Note: Any button with a down arrow on it (either alone or at the bottom of a scroll bar) displays a gallery when you click the button.

- 4 Click the desired choice in the gallery that appears.





## The Quick Access Toolbar

The Quick Access toolbar appears beside the Microsoft Office Button at the top of PowerPoint Screen. You can click buttons on the Quick Access Toolbar to execute the most common commands more quickly.

### Quick Access Toolbar

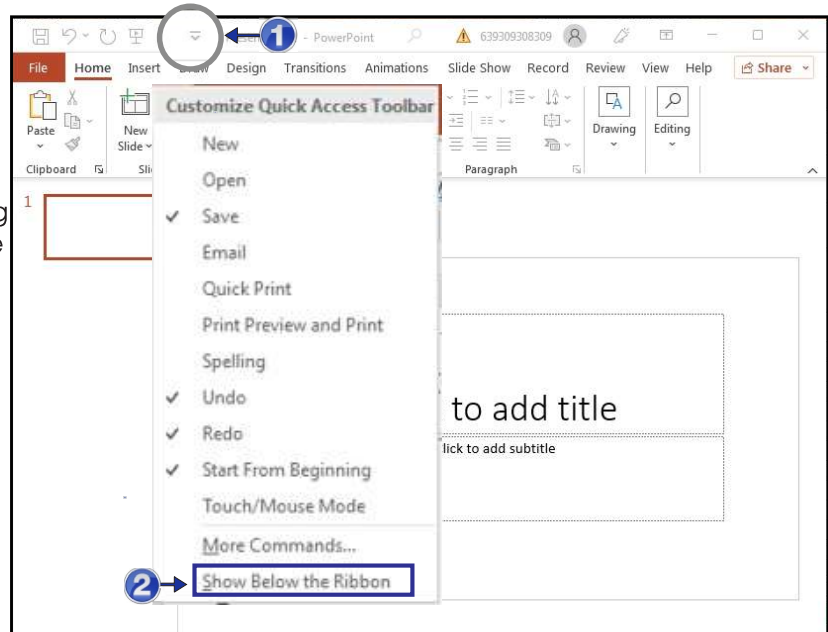
- 1 Click the desired button on the Quick Access Toolbar.

Note: Use any dialog box or menu of choices that appears to finish executing the command, or click Cancel to close the dialog box.

If you click the down arrow button beside the Undo button, a menu of actions to undo appears.

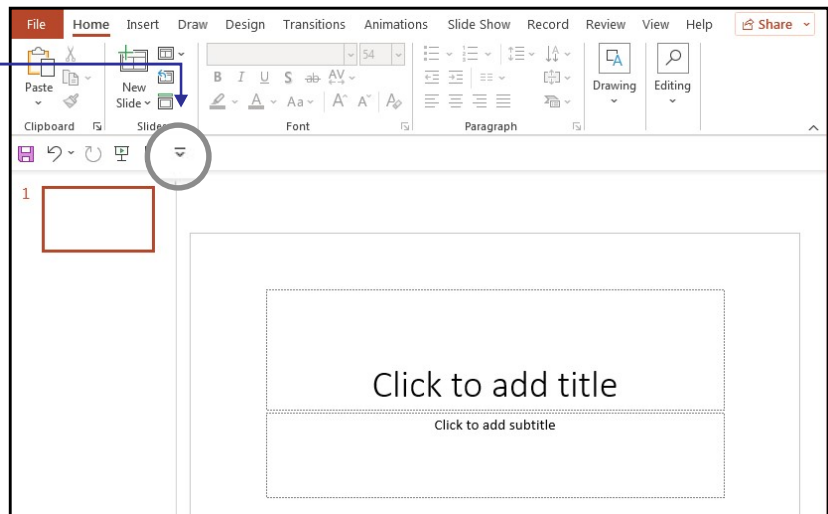
- 2 Click on Show Below the Ribbon.

Clicking on More Commands enables you to add more command buttons.



- 3 The Quick Access Toolbar moves below the Ribbon.

Note: To move the toolbar back to the top of the screen, repeat steps 1 to 2, and then click Show Above the Ribbon.



## Saving a Presentation

After you create a presentation and have added text or other content, you should save the presentation to ensure that you can use it later. Saving a PowerPoint file works much like saving any other Office program file. You need to specify the location in which to save the file and give the file a name.

### Save a Presentation

- 1 Click the File Tab 

- 2 Click Save or save as.

The Save As dialog box appears.

- 3 Click the Browse Folders button.

- 4 Select the folder where you want to save your file.

Click here to display a list of folders you can select.

- 5 Double-click the File name text box entry to select it, and then type a file name.

- 6 Click Save.

PowerPoint saves the file and closes the dialog box.

The new file name appears in the title bar.

