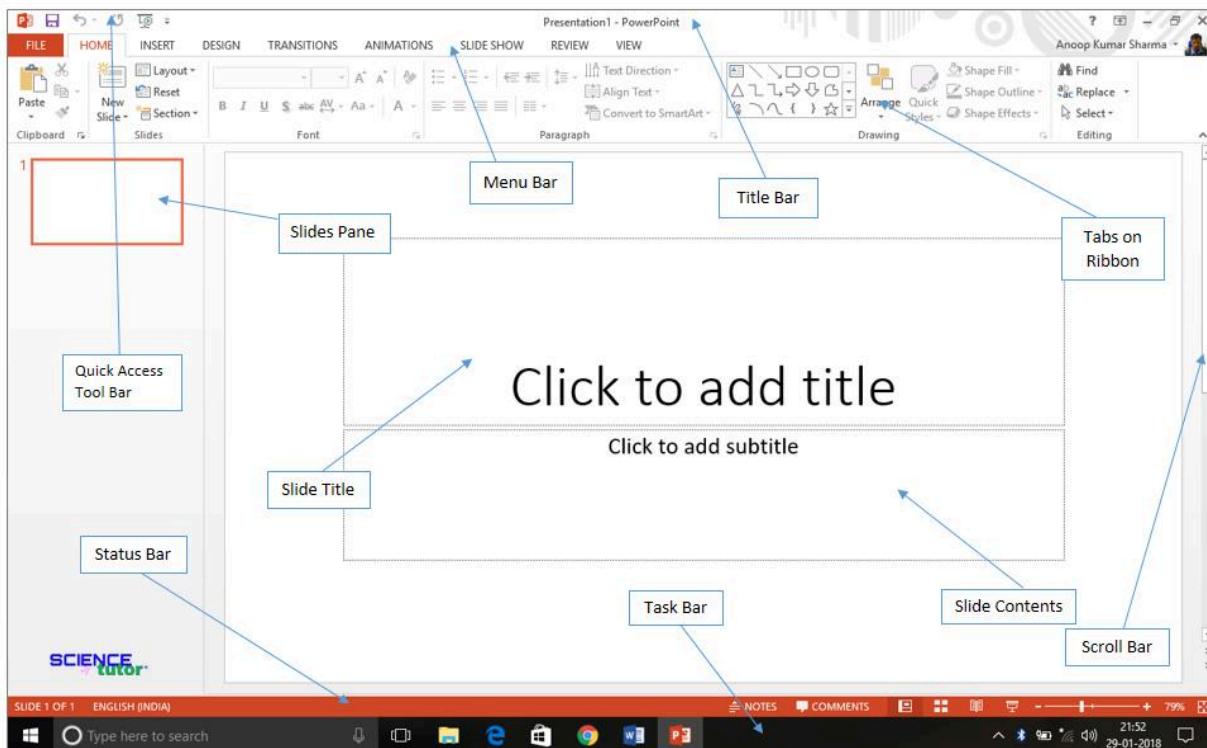


# Microsoft PowerPoint Training Manual



## Module 1: The PowerPoint Environment

### Lesson Objectives

1. Introduce learners to the purpose and features of Microsoft PowerPoint.
2. Familiarize learners with the PowerPoint interface and Ribbon.
3. Explain the different slide views and their uses.

### Expected Outcomes

1. Learners can launch PowerPoint and create a blank presentation.
2. Learners can navigate the Ribbon and identify tabs and groups.
3. Learners can switch between Normal, Slide Sorter, and Slide Show views.

Microsoft PowerPoint is a **presentation program** that allows you to create dynamic slides including text, images, narration, and video.

- **Launching PowerPoint:** Type "PowerPoint" into your computer's **Search bar** to locate the app.
- **The Start Screen:** Upon opening, you will see the **Start Screen**. Here, you can select **Blank Presentation** to start from scratch or choose a **Template** for a pre-designed layout.



- **Understanding the Ribbon:** PowerPoint uses a **tabbed Ribbon system**. Each **Tab** (like Home or Insert) contains **Groups** of related commands. Some groups have a **small arrow** in the bottom-right corner that reveals even more advanced settings.
- **Slide Views:**
- **Normal View:** Used for editing your slides. It shows a large slide pane and a thumbnail list of all slides on the left.
- **Slide Sorter View:** Displays all slides as small thumbnails, making it easy to **drag and rearrange** their order.
- **Slide Show View:** This is what the audience sees during a presentation.

**Practice Exercise:** Launch PowerPoint, create a blank presentation, and click through the tabs on the Ribbon to see how the groups change.

## Module 2: Slides, Text, and Basic Formatting

### Lesson Objectives

1. Teach how to add and manage slides using different layouts.
2. Explain the use of placeholders for text and content.
3. Introduce basic text formatting and readability principles.

### Expected Outcomes

1. Learners can insert new slides and choose appropriate layouts.
2. Learners can type and format titles, body text, and bullet lists.
3. Learners can apply proper font sizes and maintain visual clarity.

- **Adding Slides:** Click **New Slide** on the Home tab. You can click the top half for a default layout or the bottom half to **choose a specific layout** (e.g., Title and Content, Comparison, or Blank).
- **Placeholders:** Slides contain **placeholders**—dotted boxes where you can type text or insert objects. Click inside a placeholder to start typing.
- **Formatting Text:** Use the **Font group** on the Home tab to change font styles, sizes, and colors.
- **Titles:** Recommended size is **44pt**.
- **Body Text:** Should be no smaller than **24pt** for readability.
- **Lists and Indents:** Press **Enter** to create a new bullet point. Use the **Tab** key to **demote** a bullet (indent it further) or **Shift + Tab** to **promote** it back to a higher level.

**Checkpoint:** To keep your presentation professional, use no more than **three different fonts** throughout and ensure **high contrast** between text and background colors.





## Module 3: Organizing and Designing Your Presentation

### Lesson Objectives

1. Teach how to apply and customize presentation themes.
2. Introduce the Designer (Design Ideas) tool for layout enhancement.
3. Explain how to rearrange slides for logical flow.

### Expected Outcomes

1. Learners can apply themes to ensure consistent slide design.
2. Learners can improve slide layouts using Design Ideas.
3. Learners can reorder slides to improve presentation structure.

- **Using Themes:** On the **Design tab**, select a **Theme** to apply a consistent font, color scheme, and background to all slides. You can further customize themes using the **Variants** group.
- **Designer (Design Ideas):** If you are a Microsoft 365 subscriber, click **Design Ideas** on the Design tab. This AI tool provides layout suggestions based on the content you have added.
- **Rearranging Slides:** In the **Slide Navigation Pane** on the left, click and **drag a slide thumbnail** to move it up or down in the list.

**Practice Exercise:** Add three slides with different layouts. Apply a theme from the Design tab and use the Designer to change the layout of your first slide.

## Module 4: Inserting Visual Elements

### Lesson Objectives

1. Teach how to insert and manage shapes and images.
2. Explain grouping and alignment of multiple objects.
3. Introduce SmartArt for visual representation of ideas.

### Expected Outcomes

1. Learners can insert and resize pictures and shapes.
2. Learners can group objects and move them as one unit.
3. Learners can create diagrams using SmartArt.

- **Shapes and Grouping:**
- Go to **Insert > Shapes** to add circles, arrows, or boxes.
- To select multiple objects, hold the **Ctrl key** while clicking each one.
- **Grouping:** Once multiple objects are selected, right-click and select **Group**. This lets you move them as a single item.
- **Pictures and Backgrounds:**
- Go to **Insert > Pictures** to choose an image from your device or online stock images.
- To set a picture as a background (which keeps the file size small), go to the **Design tab**, click **Format Background**, and select **Picture or texture fill**.





- **SmartArt:** Use SmartArt for professional diagrams or flowcharts. Go to **Insert > SmartArt** and select a category like "Process" or "Hierarchy".

## Module 5: Transitions and Animations

### Lesson Objectives

1. Explain the purpose of slide transitions.
2. Teach how to apply animations to slide elements.
3. Introduce best practices for using effects professionally.

### Expected Outcomes

1. Learners can apply transitions to slides consistently.
2. Learners can animate text and objects appropriately.
3. Learners can distinguish between transitions and animations.

- **Transitions:** These are effects that occur **between slides**.
- Go to the **Transitions tab**, select an effect (like Fade or Push), and click **Apply to All** for a consistent experience.
- **Morph Transition:** A powerful tool that seamlessly animates objects moving from one slide to the next. You need two slides with at least one object in common.
- **Animations:** These are effects for **objects on a slide** (like making a text box fly in).
- Select an object, go to the **Animations tab**, and choose an effect from the gallery.
- **The 80/20 Rule:** Only animate the most important **20% of your content** to avoid distracting the audience.

**Checkpoint:** Transitions affect the whole slide; animations affect specific items on the slide.

## Module 6: Presenting Like a Professional

### Lesson Objectives

1. Teach how to start and control a slide show.
2. Introduce speaker notes and presentation tools.
3. Explain how to end and manage a presentation smoothly.

### Expected Outcomes

1. Learners can start presentations using keyboard shortcuts.
2. Learners can use speaker notes and on-screen tools effectively.
3. Learners can confidently present and exit slide shows.

- **Starting the Show:** Go to the **Slide Show tab** and select **From Beginning** (Shortcut: **F5**) or **From Current Slide** (Shortcut: **Shift + F5**).
- **Speaker Notes:** Click **Notes** at the bottom of the screen in Normal view to type reminders for yourself. These will not be visible to the audience if you use a second monitor.





- **Presentation Tools:** During the show, right-click to access tools like the **Laser Pointer**, **Pen**, or **Highlighter** to emphasize points on the screen.
- **Ending the Show:** Press the **Esc** key at any time to return to Normal view.

### Final Practice Task:

1. Create a 5-slide presentation using a **Theme**.
2. Insert a **Picture** and **Crop** it to fit your layout.
3. Add a **Fade transition** to all slides.
4. Type **Speaker Notes** for your first two slides.
5. Press **F5** and practice presenting your deck.

## Glossary

### A

**Accessibility Checker:** A built-in tool that reviews your content to identify potential issues that might make it difficult for people with disabilities to read or understand the presentation.

**Alt Text (Alternative Text):** A brief written description added to images and other visuals so that people using screen readers can understand the content and purpose of the graphic.

**Animations:** Visual effects applied to individual objects on a slide, such as making a text box fly in or a picture bounce to life.

**Animation Painter:** A time-saving tool that allows you to copy an animation from one object and apply it exactly the same way to another object.

**Animation Pane:** A specialized sidebar used to manage, reorder, and sequence all the different animations applied to a single slide.

### B

**Backstage View:** The area accessed by clicking the File tab that contains options for managing the presentation as a whole, such as Saving, Opening, Printing, and Sharing.

**Blank Presentation:** A new presentation file that starts without any pre-set design or content, allowing you to build everything from scratch.

### C

**Charts:** Visual representations used to display numerical data or comparisons, helping the audience identify trends and patterns more easily than with raw numbers.

**Comments:** A collaboration feature that allows reviewers to leave feedback or notes on a slide for others to see.

**Contextual Tab:** A specialized menu (like "Picture Format" or "Table Design") that only appears on the Ribbon when a specific object, such as an image or table, is selected.

### D

**Designer (Design Ideas):** An AI-powered tool that provides professional layout suggestions based on the specific content and images you have added to your slides.





**Duplicate Slide:** A command that creates an exact copy of a selected slide, allowing you to make minor tweaks without starting from scratch.

## F

**Font:** The specific style, size, and color of the text characters used throughout your presentation.

**Format Background:** A menu used to customize the color, gradient, or image used behind the content of a slide.

**Format Painter:** An efficiency tool used to copy the visual formatting of text (like font type and color) and apply it to a new selection.

## G

**Gridlines:** A series of light, intersecting lines that form a grid over your slides to help you align objects with precision.

**Groups (Ribbon):** Collections of related command buttons positioned together within a single tab on the Ribbon.

**Guides:** Non-printing lines that help you position and center objects on the slide, usually appearing as vertical and horizontal lines at the zero mark.

## I

**Icons:** Scalable, professional graphics found in PowerPoint's internal library that can be added to slides to illustrate points or serve as custom bullets.

**Insertion Point:** The blinking vertical line that indicates exactly where the next character you type will appear.

## L

**Laser Pointer:** A tool used during a slide show that transforms the mouse cursor into a bright point of light to help emphasize items on the screen.

**Layout:** The arrangement of placeholders on a slide, which determines the positioning of items like titles, body text, or images.

## M

**Morph Transition:** A specialized effect that creates seamless movement by calculating the differences in position, size, or color of an object between two slides.

## N

**Normal View:** The primary view used for editing and designing slides, featuring a large active slide pane and small thumbnails on the left.

**Notes (Speaker Notes):** A hidden text area at the bottom of each slide where you can type reminders or details to guide you while presenting.

## P

**Placeholders:** Dotted boxes found on slide layouts that act as containers for specific content like text, pictures, charts, or media.





**Presenter View:** A view for the speaker that shows the current slide, the next slide, and speaker notes on one monitor while the audience sees only the current slide on a second screen.

Q

**Quick Access Toolbar:** A small, customizable bar at the very top of the window that allows you to reach frequently used commands (like Save and Undo) regardless of which tab is open.

R

**Reading Order Pane:** A tool used to set the specific sequence in which screen readers will read the elements on a slide.

**Reading View:** A view that displays the presentation in a window with simple controls, making it easy to review slides without a full-screen display.

**Record:** A feature that captures your voice, webcam, and slide timing to turn a presentation into a video file.

**Ribbon:** The wide strip of icons and command tabs across the top of the program window containing all the tools needed for PowerPoint tasks.

S

**Shapes:** Basic geometric objects (like arrows, circles, and boxes) that can be drawn on a slide to create diagrams, flowcharts, or visual emphasis.

**Slide:** An individual page within a PowerPoint presentation where you place your text and graphics.

**Slide Master:** A specialized "master" slide that controls the global look of the presentation; changes made here automatically update all slides in the deck.

**Slide Navigation Pane:** The sidebar on the left side of the window used to view, select, and organize the slides in your presentation.

**Slide Show View:** The full-screen mode used to deliver the final presentation to an audience.

**Slide Sorter View:** A view that displays all slides as small thumbnails on one screen, making it easy to drag and drop them to change their order.

**SmartArt:** A collection of pre-designed graphics used to visually represent information like processes, hierarchies, or relationship cycles.

T

**Tab:** A category label at the top of the Ribbon (such as Home, Insert, or Design) that displays a specific set of related tools when clicked.

**Tell Me:** A search feature that helps you find specific tools or commands by typing what you want to do instead of searching through menus.

**Template:** A pre-designed file that serves as a starting point with pre-set colors, fonts, and slide layouts for specific purposes like business or education.

**Theme:** A coordinated set of colors, fonts, and background styles that can be applied to the entire presentation for a consistent look.

**Transitions:** Visual effects that happen between slides to create a smooth or dramatic shift as you move from one page to the next.





Z

**Zoom Control:** A slider tool at the bottom-right of the window used to magnify or shrink the view of your slide on the screen.

