

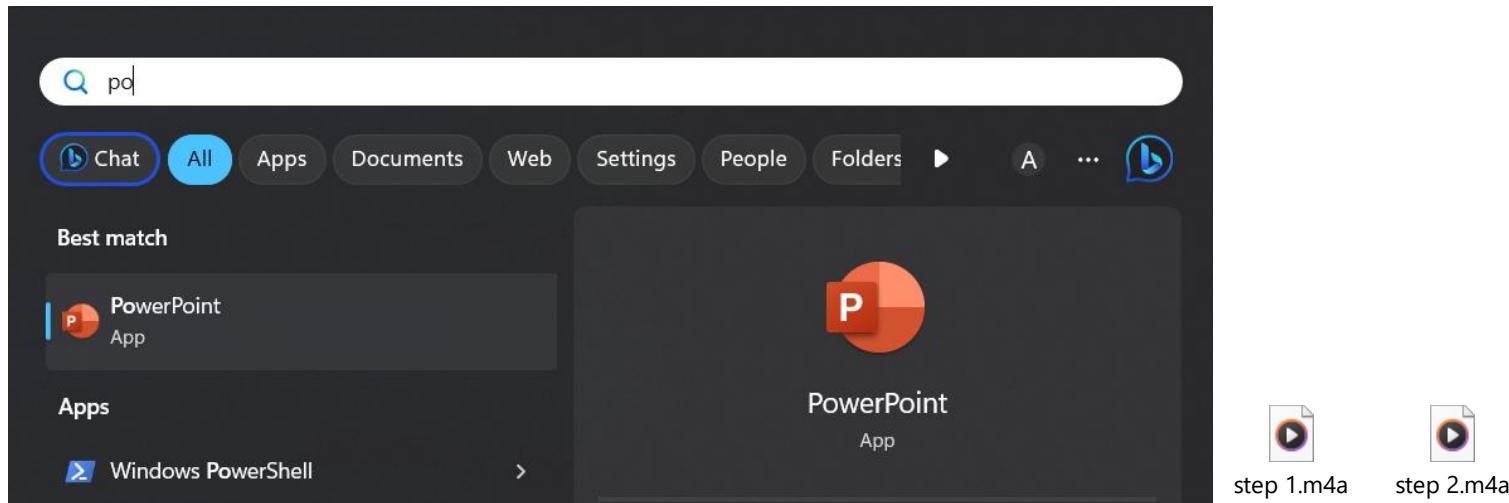
Training for Microsoft PowerPoint

For this training you will learn to use Microsoft PowerPoint by creating a small slideshow on your top five favourite food dishes. If you prefer an auditory learning style, click on the audio



icons step 1.m4a for the corresponding steps.

1. Open Microsoft PowerPoint by searching it up on the **search bar**.



2. After opening the software, you will see a default slide. **Right click** the slide from the **left side of your screen** where all the slides are displayed. Select the **layout** button to change the format to your liking.

P AutoSave (Off) Search Presentation1 - PowerPoint Mohammad Abaan (MA)

File Home Insert Draw Design Transitions Animations Slide Show Record Review View Help

Clipboard Slides Font Paragraph Drawing Editing Voice Sensitivity Designer

1

Cut Copy Paste Options: New Slide Duplicate Slide Delete Slide Add Section Layout Reset Slide Format Background... Photo Album... Hide Slide Link to this Slide New Comment

Office Theme

- Title Slide
- Title and Content
- Section Header

- Two Content
- Comparison
- Title Only

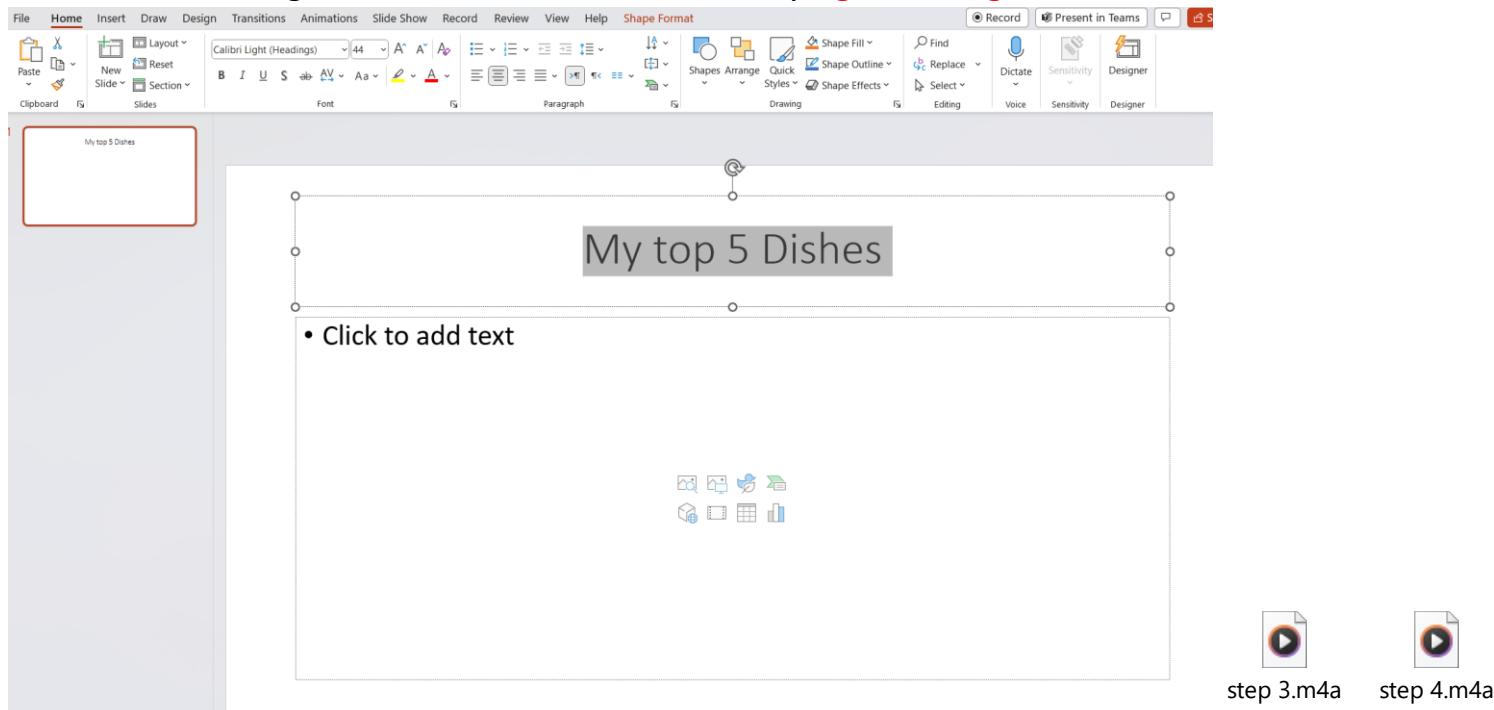
- Blank
- Content with Caption
- Picture with Caption

Click to add title

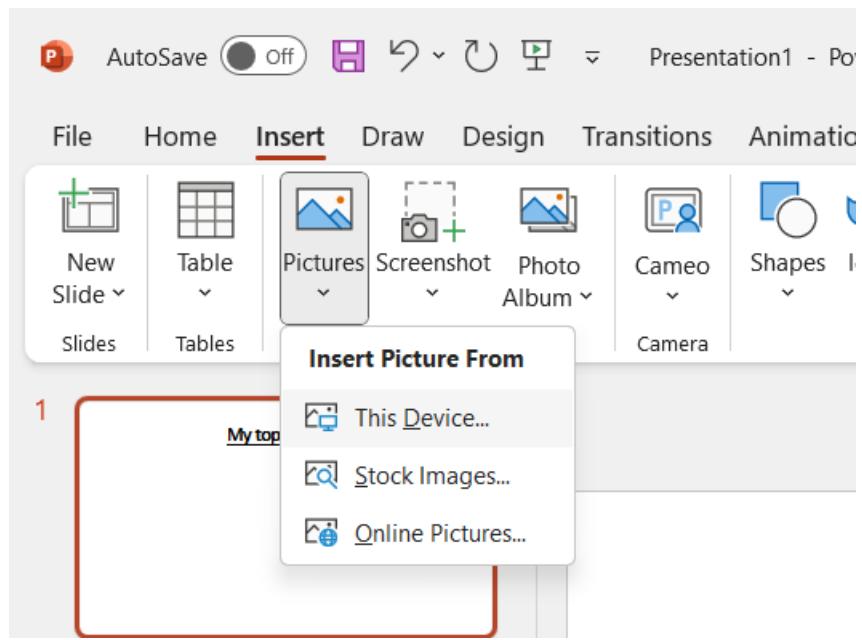
Click to add subtitle

The screenshot shows a Microsoft PowerPoint presentation titled "Presentation1". A context menu is open over a slide containing the placeholder text "Click to add title" and "Click to add subtitle". The menu is organized into several sections: "Search the menus" at the top, followed by "Cut", "Copy", "Paste Options:" (which includes "New Slide", "Duplicate Slide", "Delete Slide", "Add Section", and "Layout"), and finally "Reset Slide", "Format Background...", "Photo Album...", "Hide Slide", "Link to this Slide", and "New Comment". The "Layout" option in the "Paste Options:" section is highlighted with a red box. Below the menu, the "Office Theme" section of the ribbon is visible, showing various layout options like "Title Slide", "Title and Content", "Section Header", etc. The slide itself has a dotted border and contains the standard "Click to add [text]" placeholders.

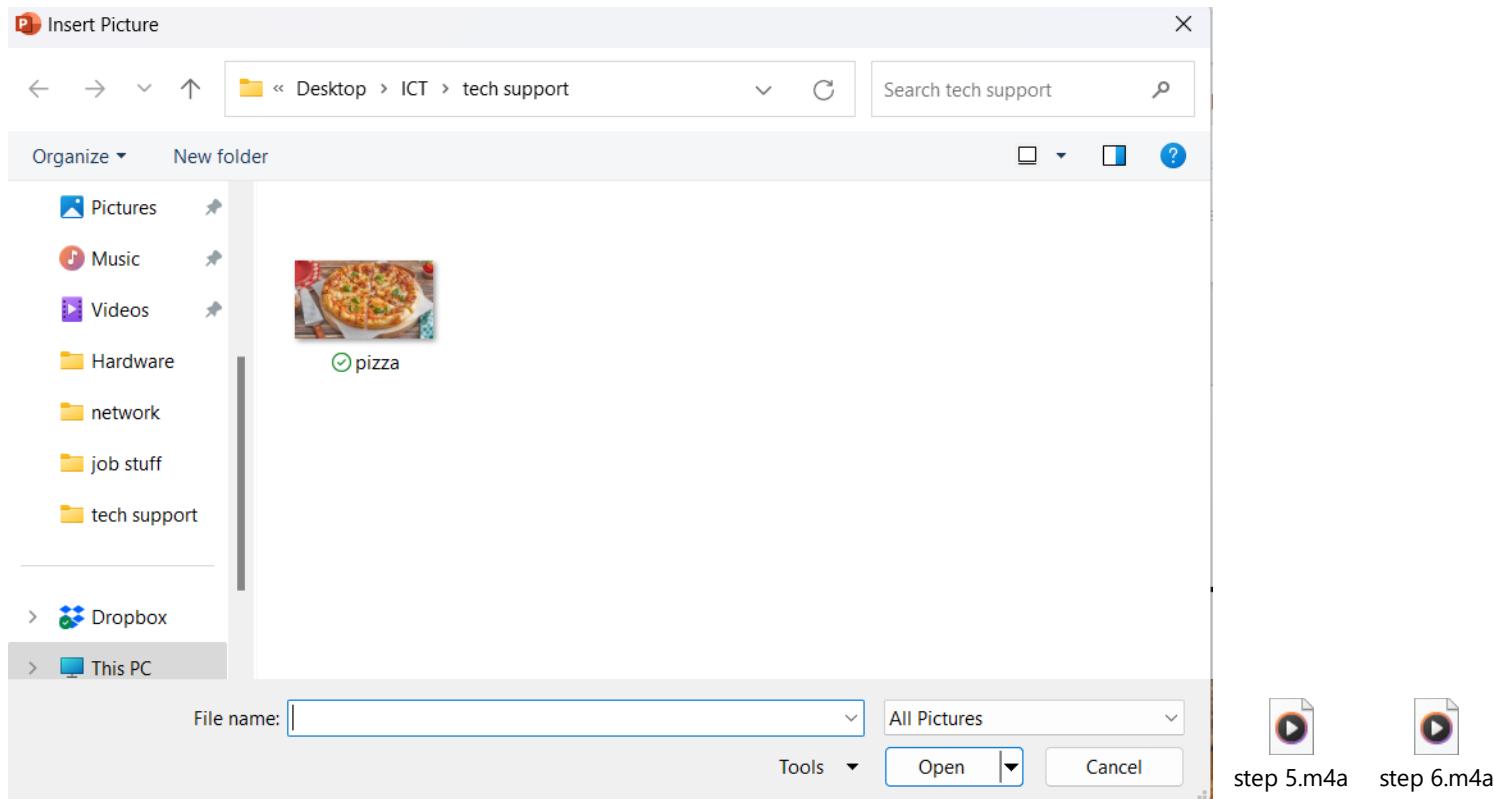
3. Once you have changed the layout You can select the **text boxes** inside the slide to write text in them and add other things such as images. In this example the '**Title and Content**' layout has been used. You may type in your title and format it now using the tools in the '**Home**' tab or by **right clicking** the text.



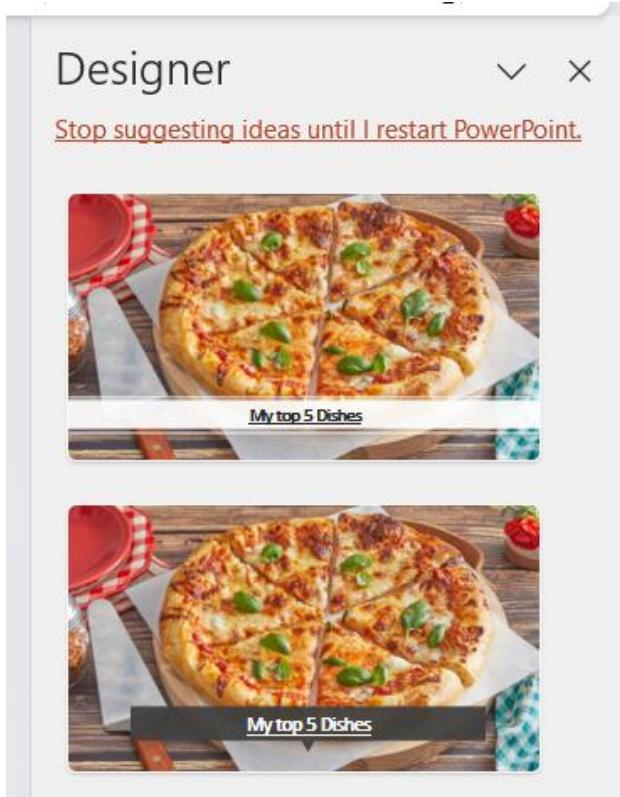
4. Using the **picture icon** in the textbox you may add an image from your computer or by going into the '**insert**' tab on the top bar and finding the icon there.



5. When you click this, you can navigate your computer to look for any images you have saved and click 'open' to upload them into the slide.



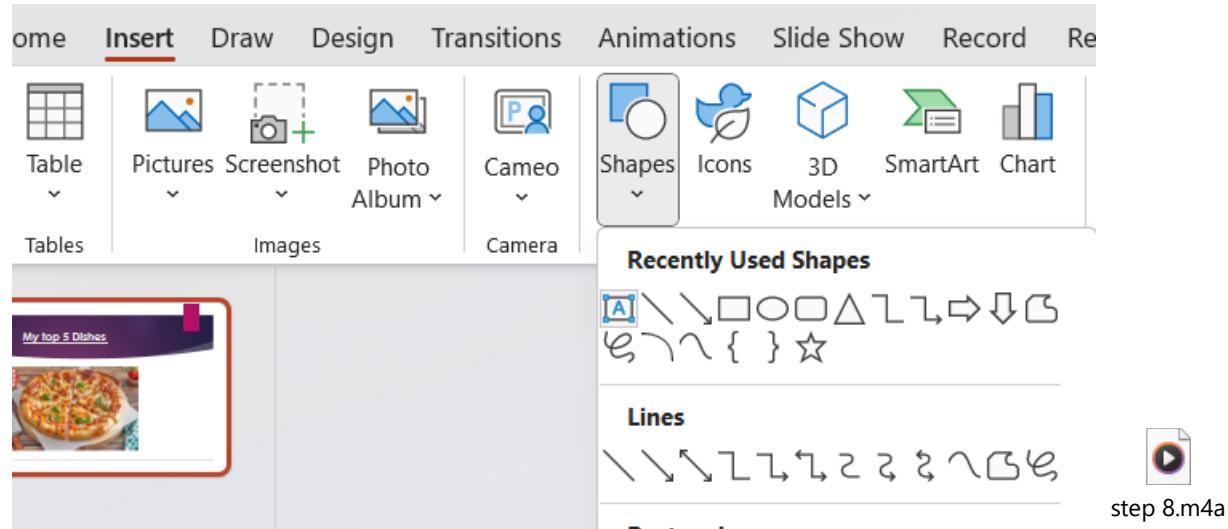
6. The software may also suggest a formatted slide for you as well and you can select a style if you wish. But to format it **manually** you must go into the 'Design' tab.



7. Once in the 'Design' tab you can select various styles for your slide or click on 'Background Colour' to put a colour or pattern of your choice.

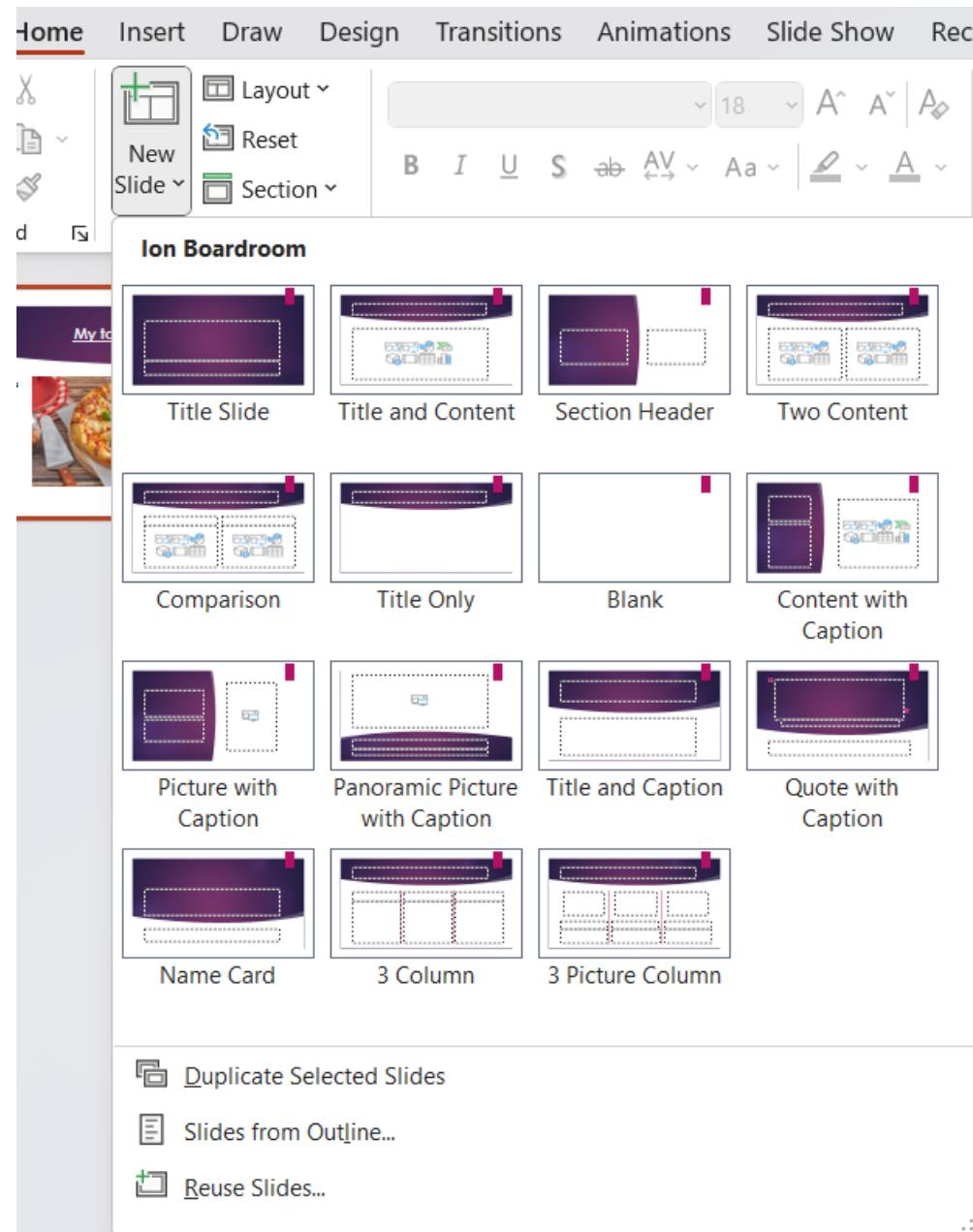
A screenshot of a Microsoft PowerPoint presentation titled "Presentation1 - PowerPoint". The ribbon at the top shows the "Design" tab selected. On the left, there's a thumbnail of the slide with the title "My top 5 Dishes" and a small image of a pizza. The main content area displays the title "My top 5 Dishes" in bold black font above a large image of a pizza on a wooden board. To the right, the "Format Background" pane is open, showing options for fill (Solid fill is selected), color, and transparency (set to 0%). At the bottom right of the slide, there are "Apply to All" and "Reset Background" buttons. The "Format Background" button in the ribbon is highlighted with a red circle.

8. Once you have designed your background you can return to the '**insert**' tab to add extra text using text boxes or even add more images. The text box can be added using the '**'shapes'**' icon and clicking the first option, which is displayed as a box with a letter in it. You can **drag** to draw the text box on the slide and then move and format it as you wish.



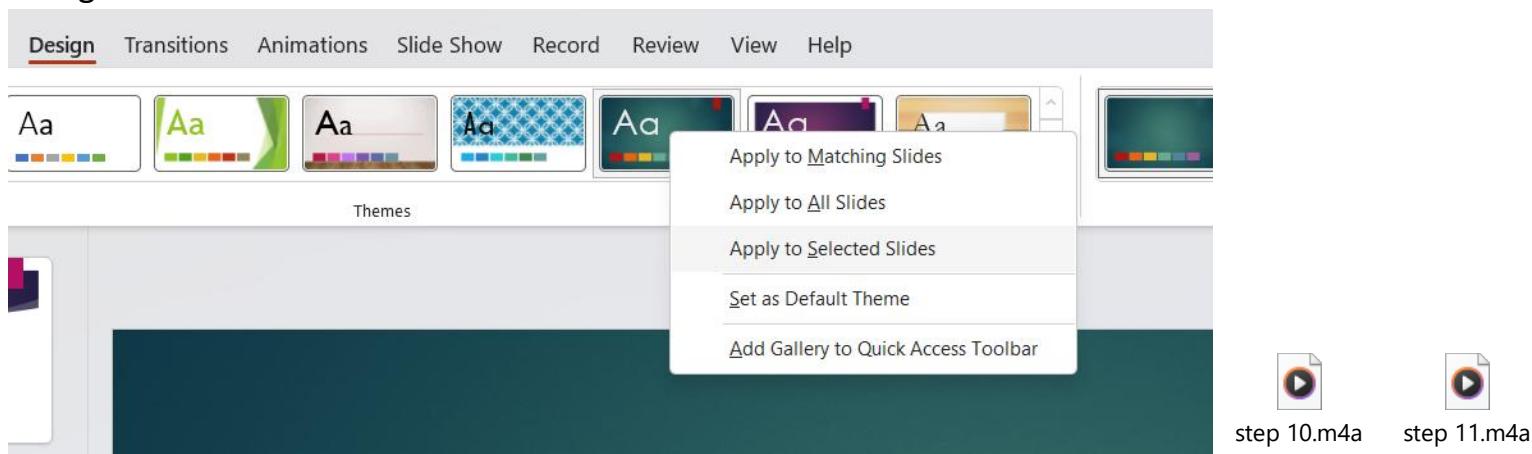
step 8.m4a

9. Once you have finished this slide, we can create more by going back to the '**Home**' tab and clicking on '**New slide**'. By clicking the drop-down menu, you may select any style you wish.

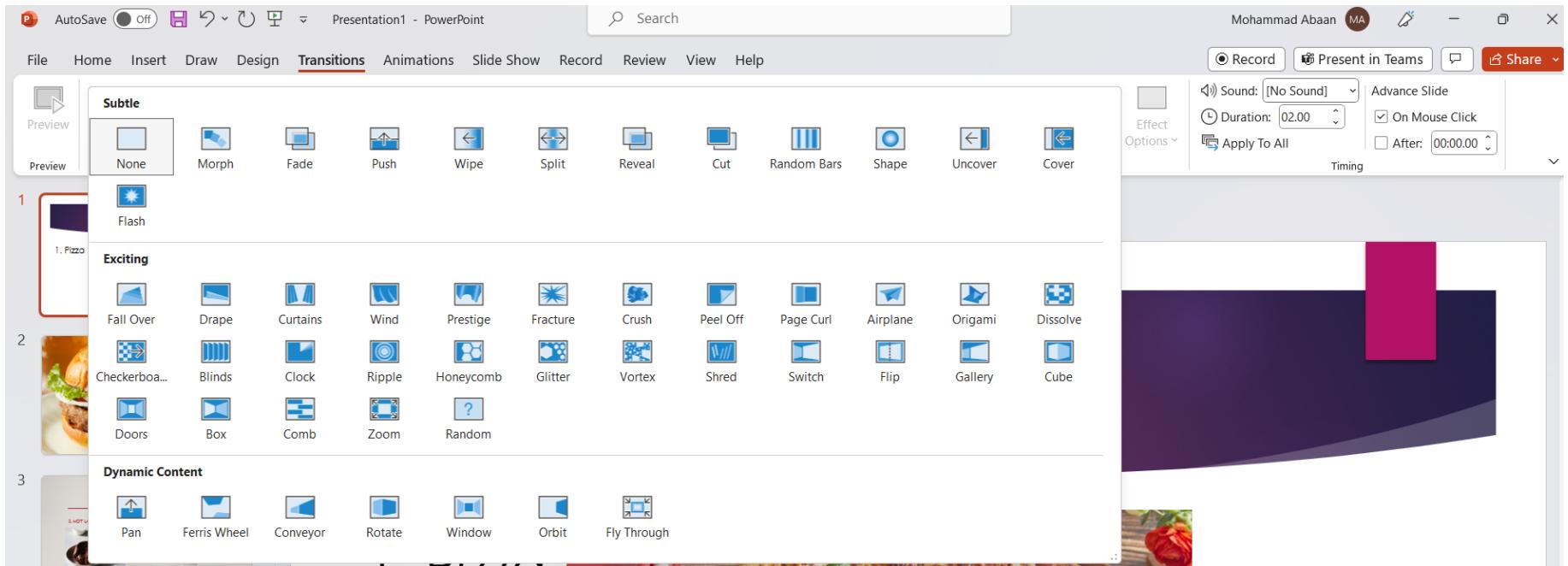


step 9.m4a

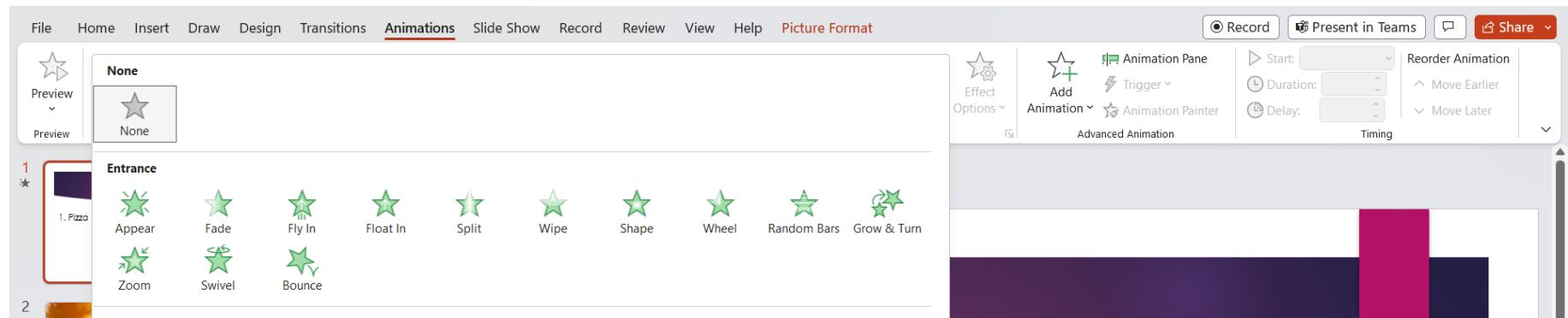
10. Try making slides of your own using what you have just learnt for the rest of your dishes. Note: If you want to make a slide have its own unique style, go into the '**Design**' tab, and right click on the style you wish to use and click '**Apply to Selected Slides**'. You may also right click any **open area on the slide** and set an image of your choice as the background too.



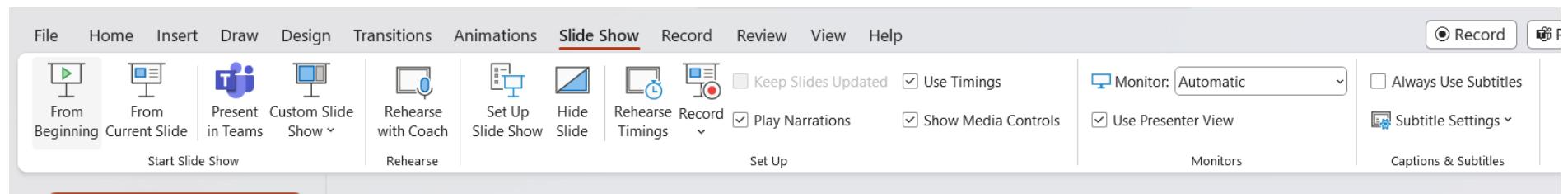
11. Once you have made your slides, head over to the '**transitions**' tab. You can click on the **drop-down menu** to add any transition effects to your slides. On the right you will see sound, duration, and advance slide options. You can change these to format your transition and when it will play out.



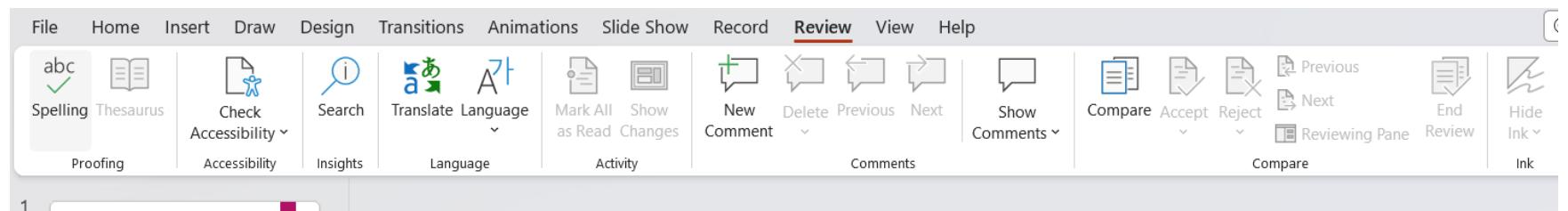
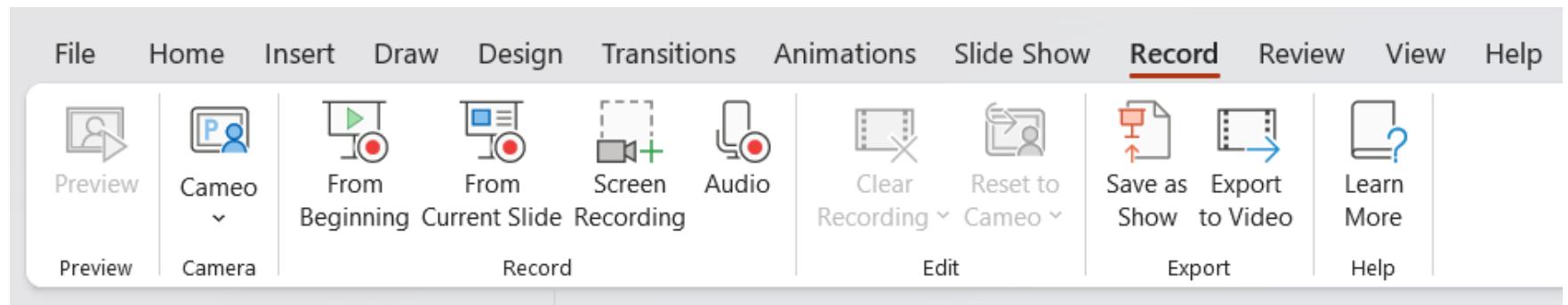
12. Once you have added transitions to every slide move on to the '**Animations**' tab. The layout of this tab is like the previous one. The animation allows you to format every single object in the slide. Click on an image or text box and then apply an animation to it and change its properties as you wish.



13. Finally, after the slides are completed head over to the '**Slide Show**' tab. Here you can view and display your presentation to the audience. You can click on the '**From Beginning**' option to start the presentation from the first slide.



14. For extra tools that may come in handy, the '**Record**' and '**Review**' tabs allow you to record the presentation with a voice over and to spell check your presentation.



step 14.m4a

Your presentation should look something like this:

The screenshot shows a Microsoft PowerPoint slide titled "My top 5 Dishes". The slide has a light gray background with a wooden floor texture at the bottom. On the left, there is a vertical sidebar containing four numbered cards (1, 2, 3, 4) each with a small image and a title. The main area contains two large images with captions: "3. HOT LAVA CAKE" and "4. ICED LATTE". The PowerPoint interface is visible at the top and bottom.

1. PIZZA

2. BURGER

3. HOT LAVA CAKE

4. ICED LATTE

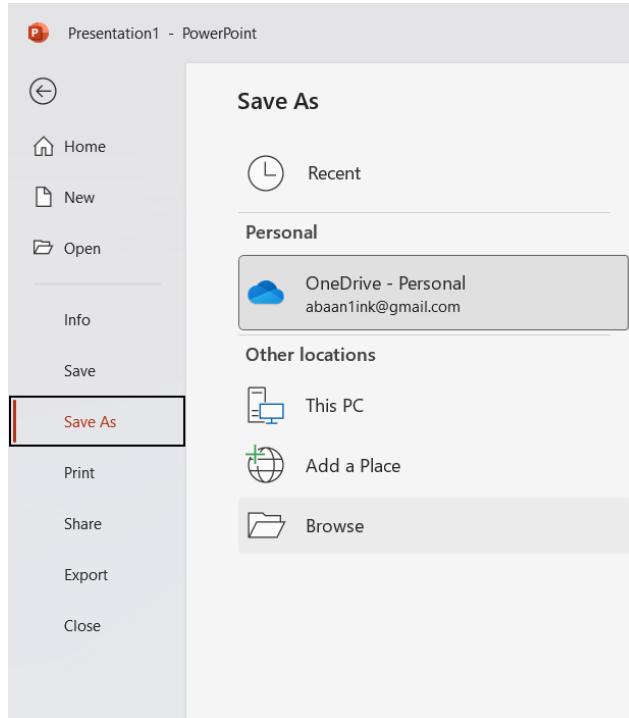
5. Pancakes

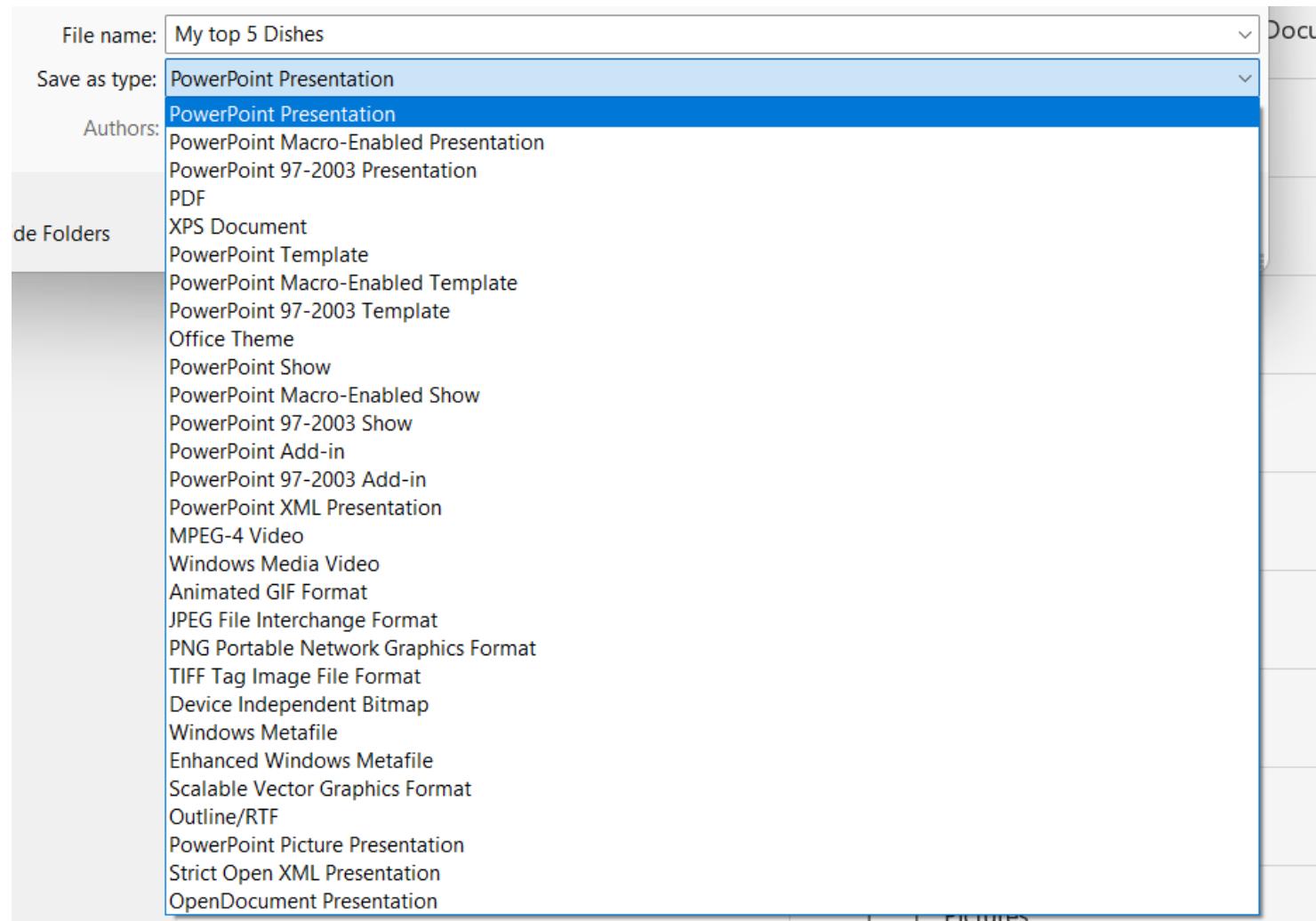
3. HOT LAVA CAKE

4. ICED LATTE

Slide 3 of 4 English (U.A.E.) Accessibility: Investigate Notes 96%

15. After you have completed the PowerPoint presentation, click on the '**File**' tab. Go over to the '**Save as**' option and navigate and save the file as a PowerPoint Presentation. If you click on the other options, the file will be saved in that specific file format such a PDF. You can use this to change your file type to whichever you need.





END OF TRAINING 😊