

WORKING WITH POWERPOINT



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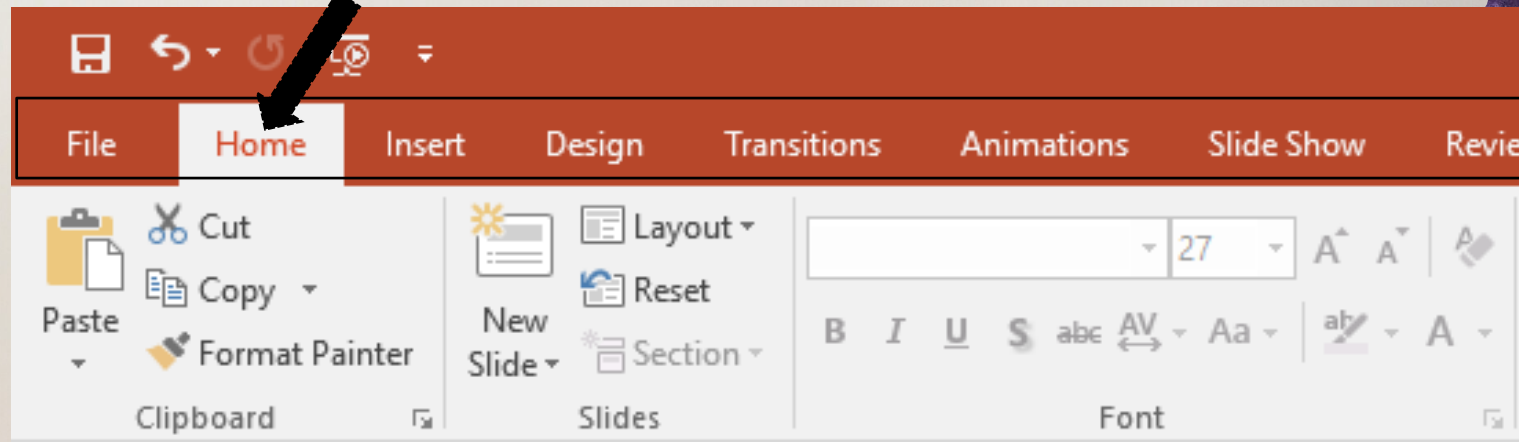
What is PowerPoint?

- PowerPoint is powerful tool used in making presentations

The Content We Will Cover

- Open a Presentation
- Open a New Presentation
- Save a Slide Show
- Create a New Slide
- Add Slides
- Insert Pictures
- Insert Clip Art
- Format Pictures
- Format Fonts
- Header and Footer
- Hyperlinks
- Tables
- Charts
- Slide Themes
- Slide Transitions
- Rearrange Slides
- Preview Presentations
- View Outline
- Print Handouts

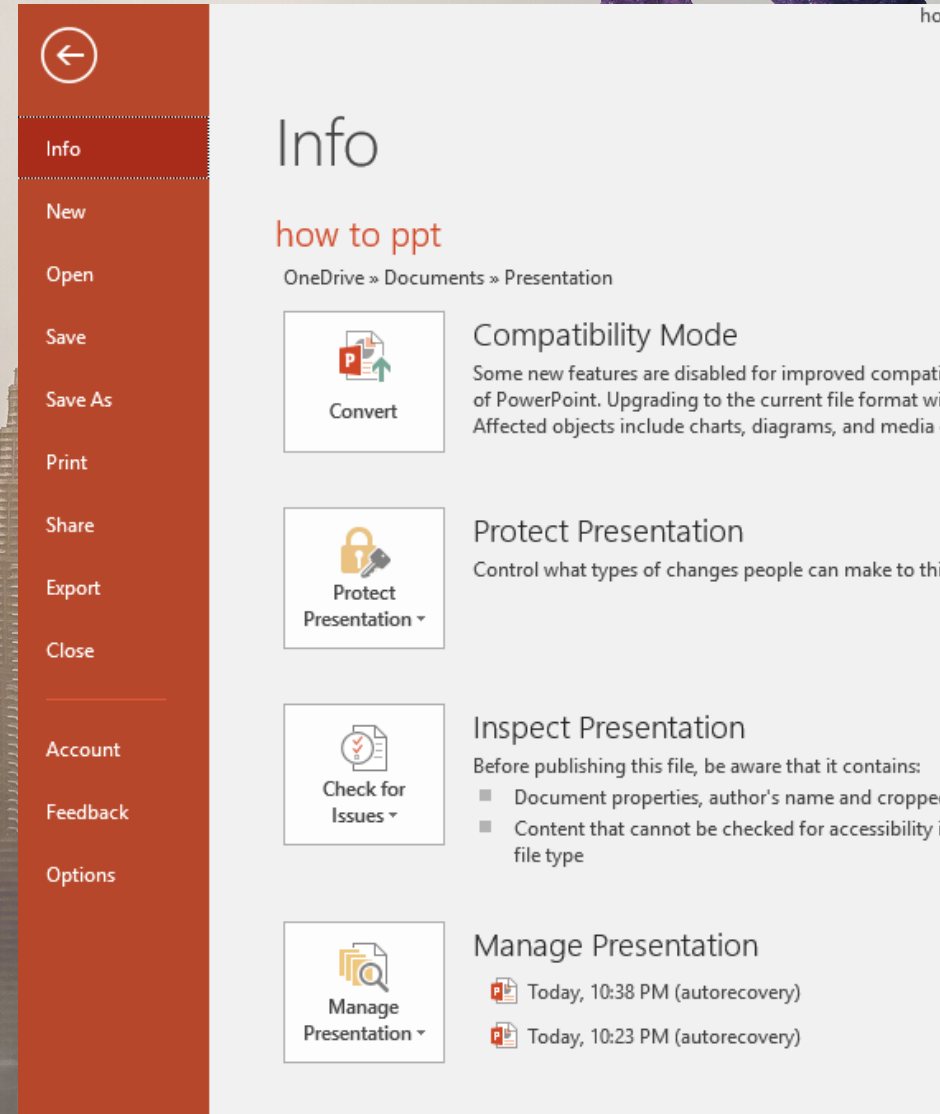
PowerPoint Ribbon



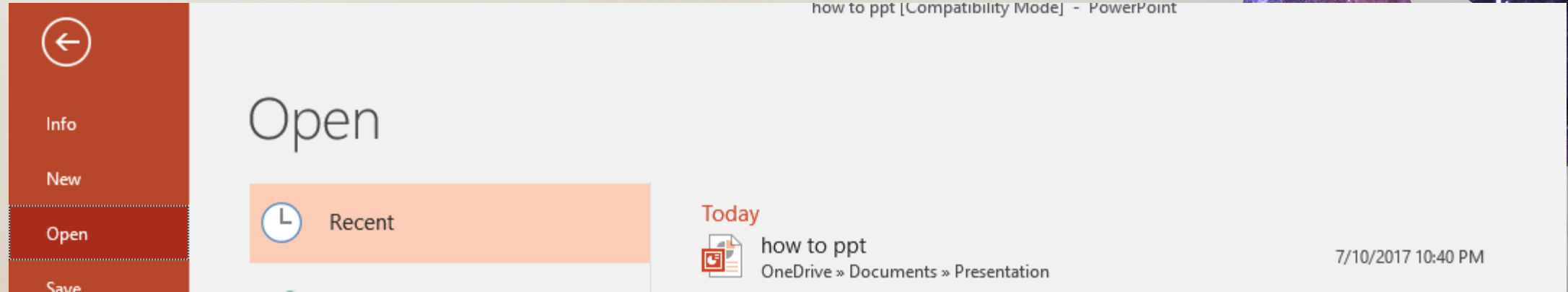
- During this presentation, we will refer to the PowerPoint “Ribbon” in terms of navigating the program.
- The Ribbon is the strip of buttons across the top of the main window.
- Users can access anything the program has to offer through the Ribbon.

Create a New Presentation

- Select "File" then "New"
- Shortcut: Hold the Control button, then press 'N' for "New"



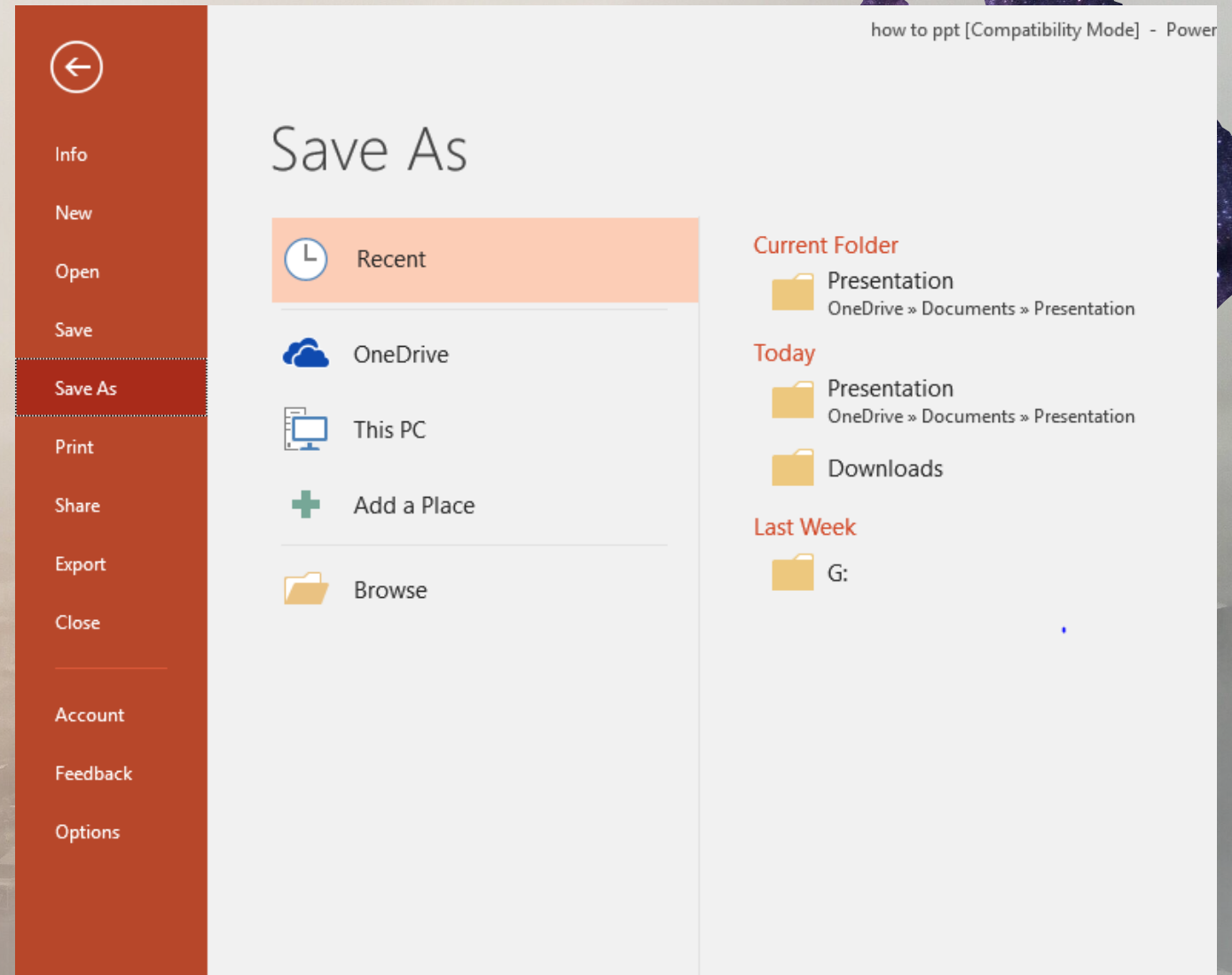
Open an Existing Presentation



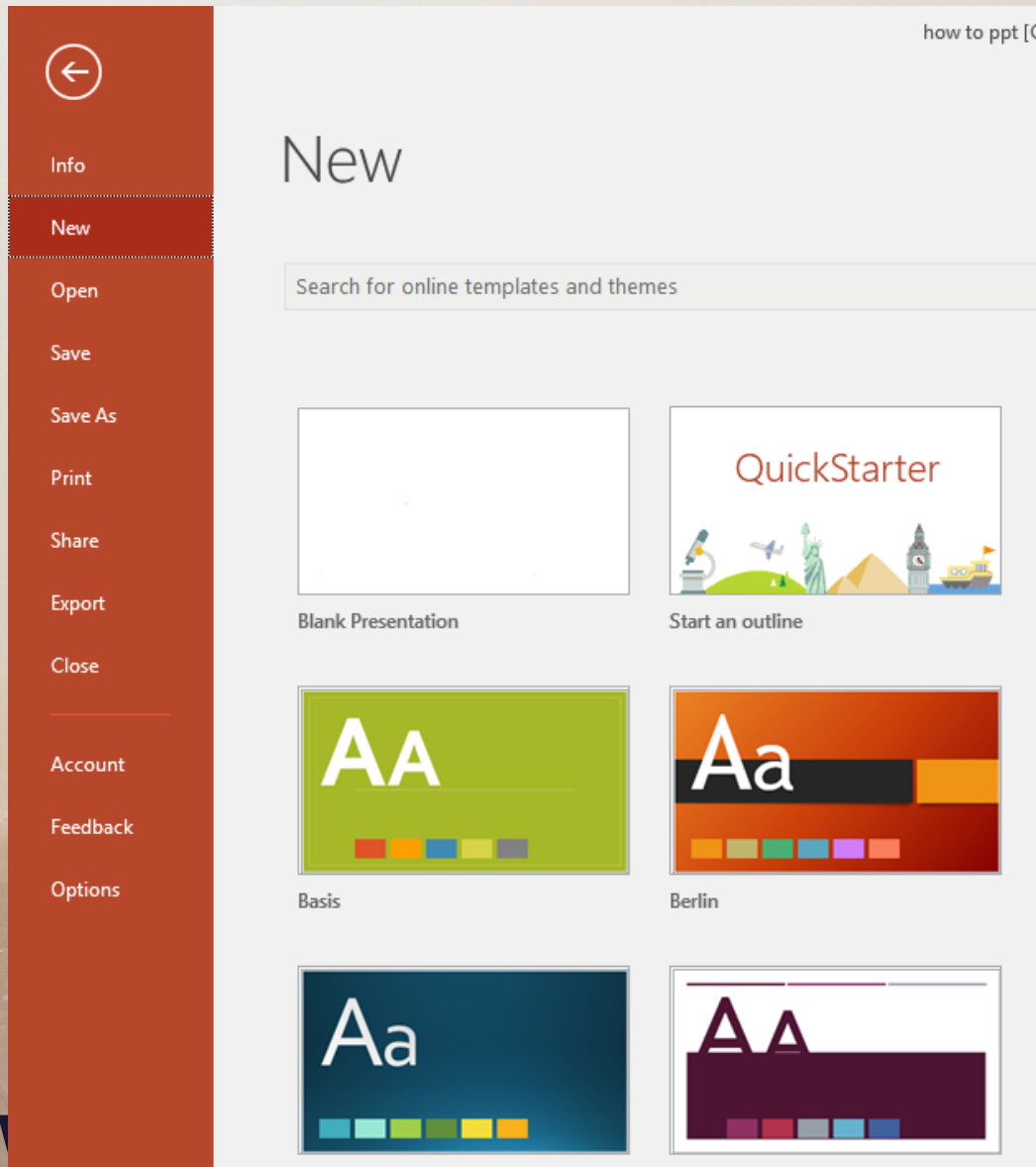
- Select “File” then “Open”
- Shortcut: Hold the Control button, then press ‘O’ for “Open”

Saving a Presentation

- Select "File" then "Save As"
- Shortcut: Press f12 to Save the file with a new name



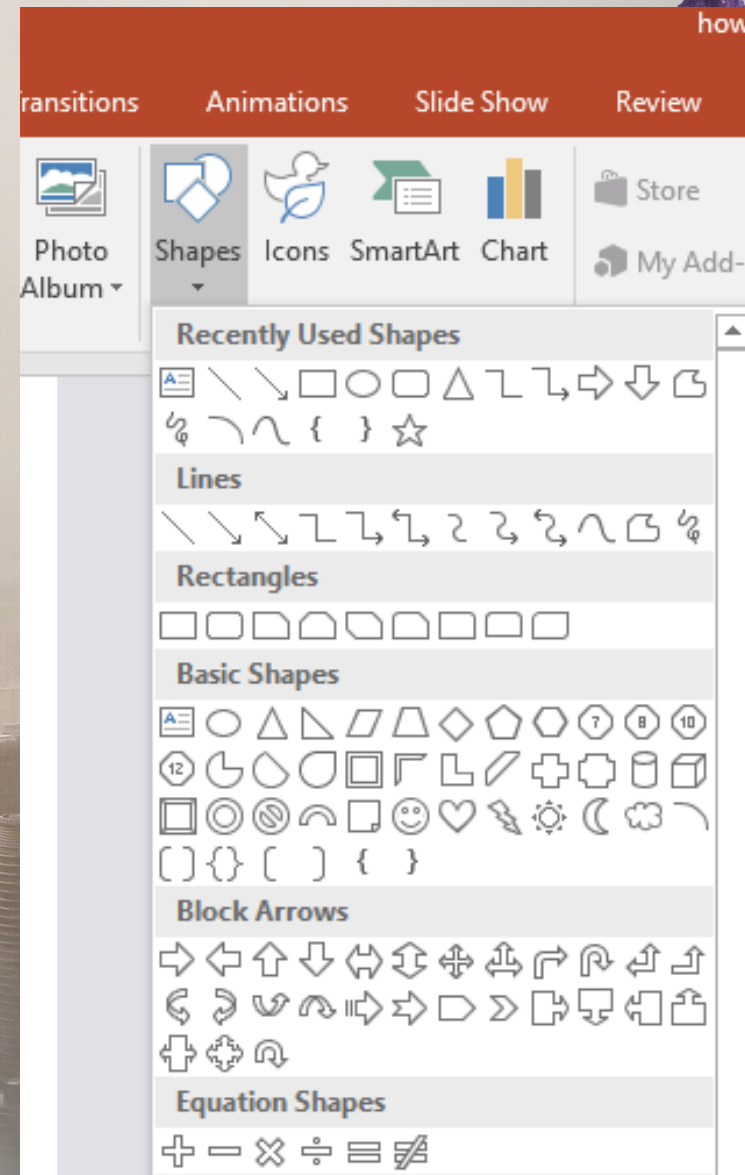
Add a Slide



- Go to the “Home” ribbon and select the “New Slide” button
- Select the Slide Pane and press “Enter”

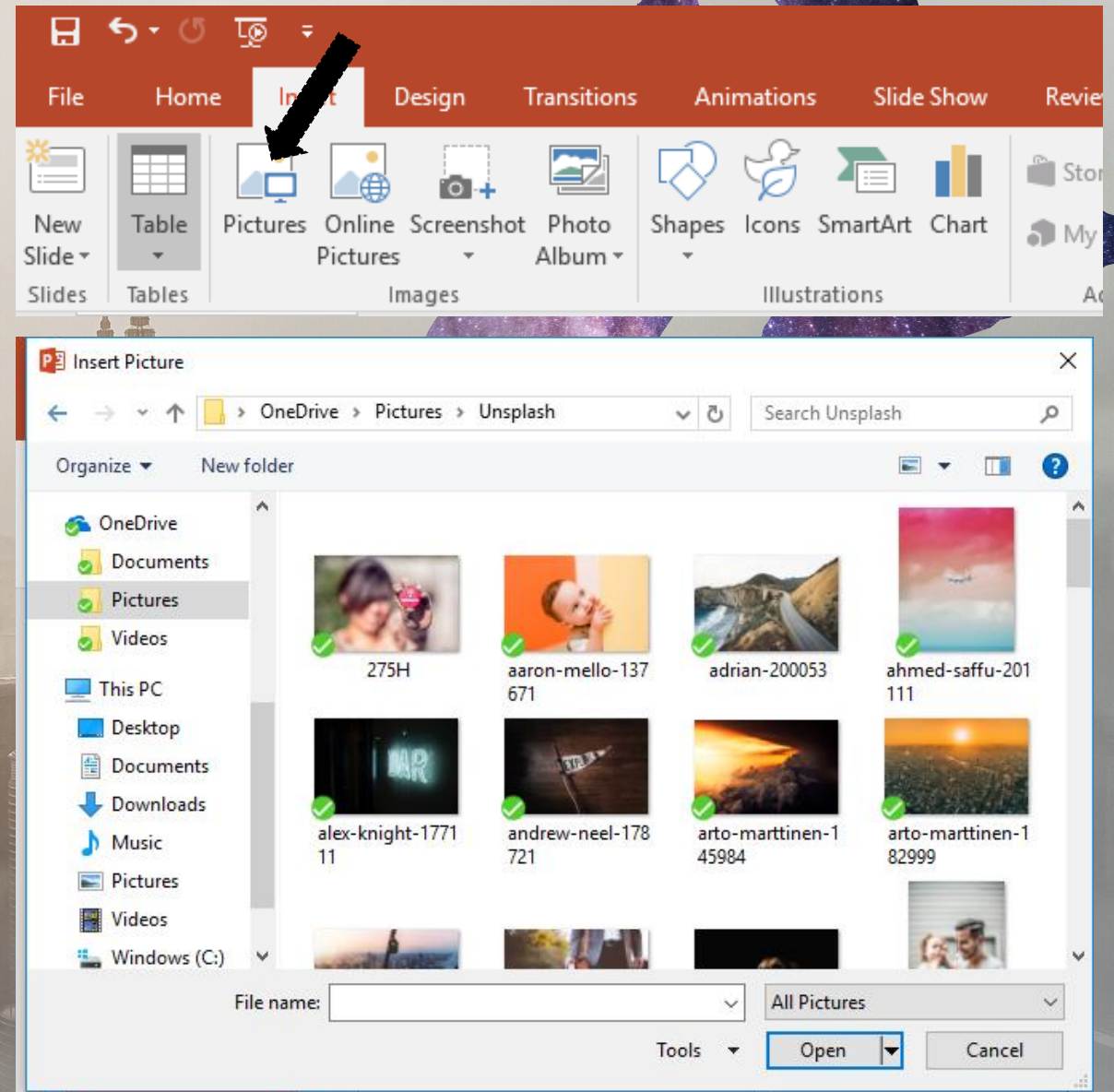
Insert Shapes

- Go to the “Insert” ribbon then select “Shapes”
- Pick whatever shape you desire



Insert Pictures from Files

- Go to the “Insert” ribbon then select “Pictures”
- Locate the image file from the folder to where it is saved.
- Select “Insert” from the dialog box.



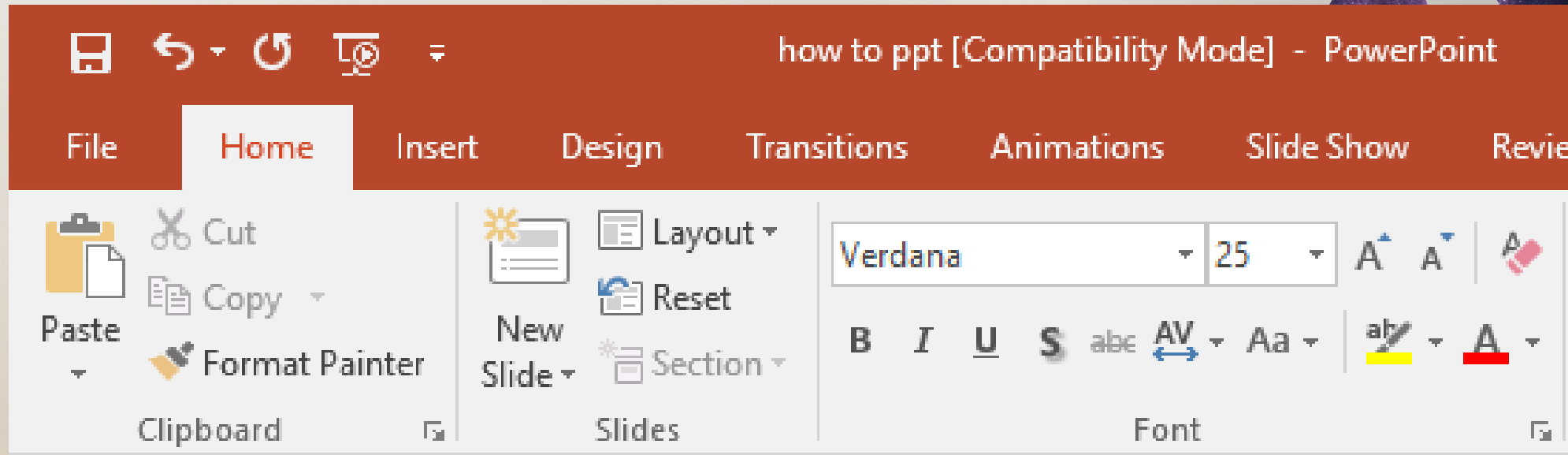
Format Pictures

- To resize the image, click on the picture to surround the image with nodes (dots).
- Drag the corner dot away from the center to make it larger and toward the center to make it smaller.

Resizing a Picture



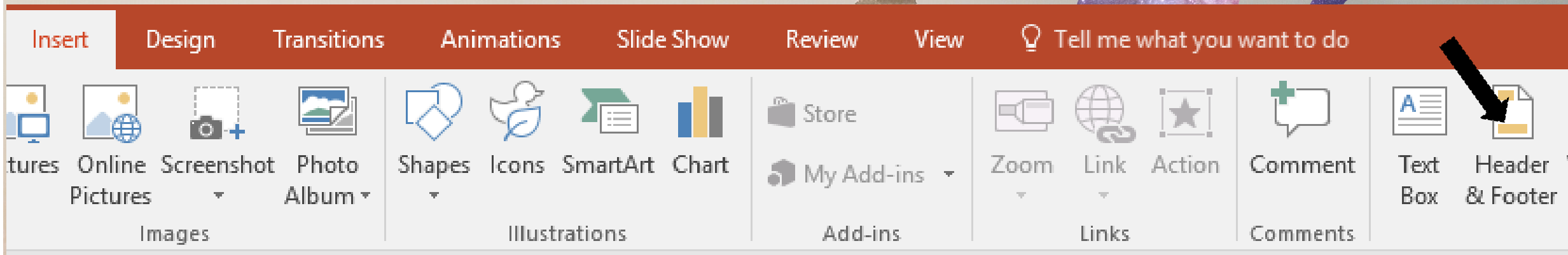
Format Fonts



- Go to the “Home” ribbon then make changes to the font size and style of the text.
- This Home tab also allows you to change all aspects of the font size and style.

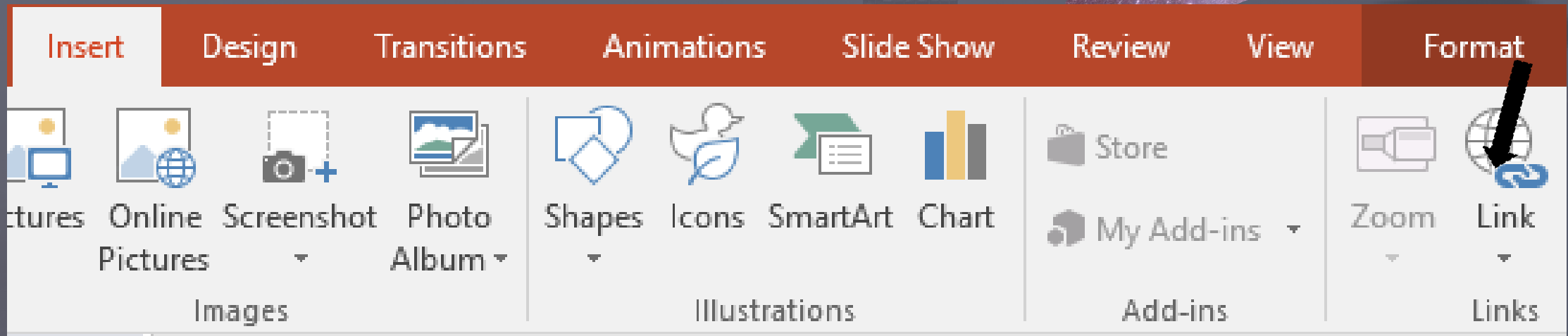
Insert a Header and Footer

- Go to “Insert” then “Header and Footer”
- This dialog box allows you to add a date and time on the slide.



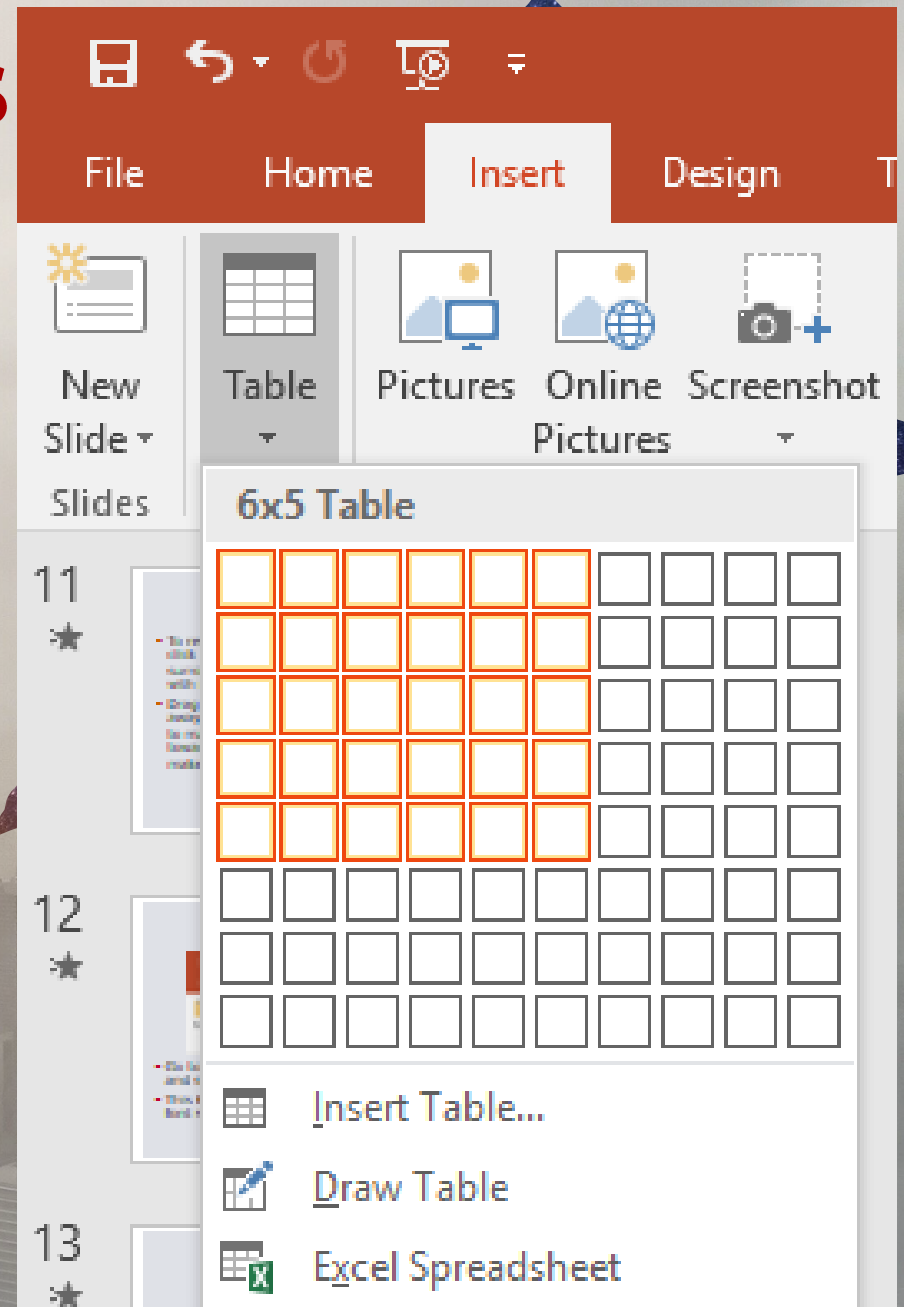
Insert a Hyperlink

- GO TO THE "INSERT" RIBBON THEN HOVER OVER "LINKS" THEN SELECT "HYPERLINK"
- COPY AND PASTE THE LINK FROM THE WEBSITE INTO THE "LINK" BOX.



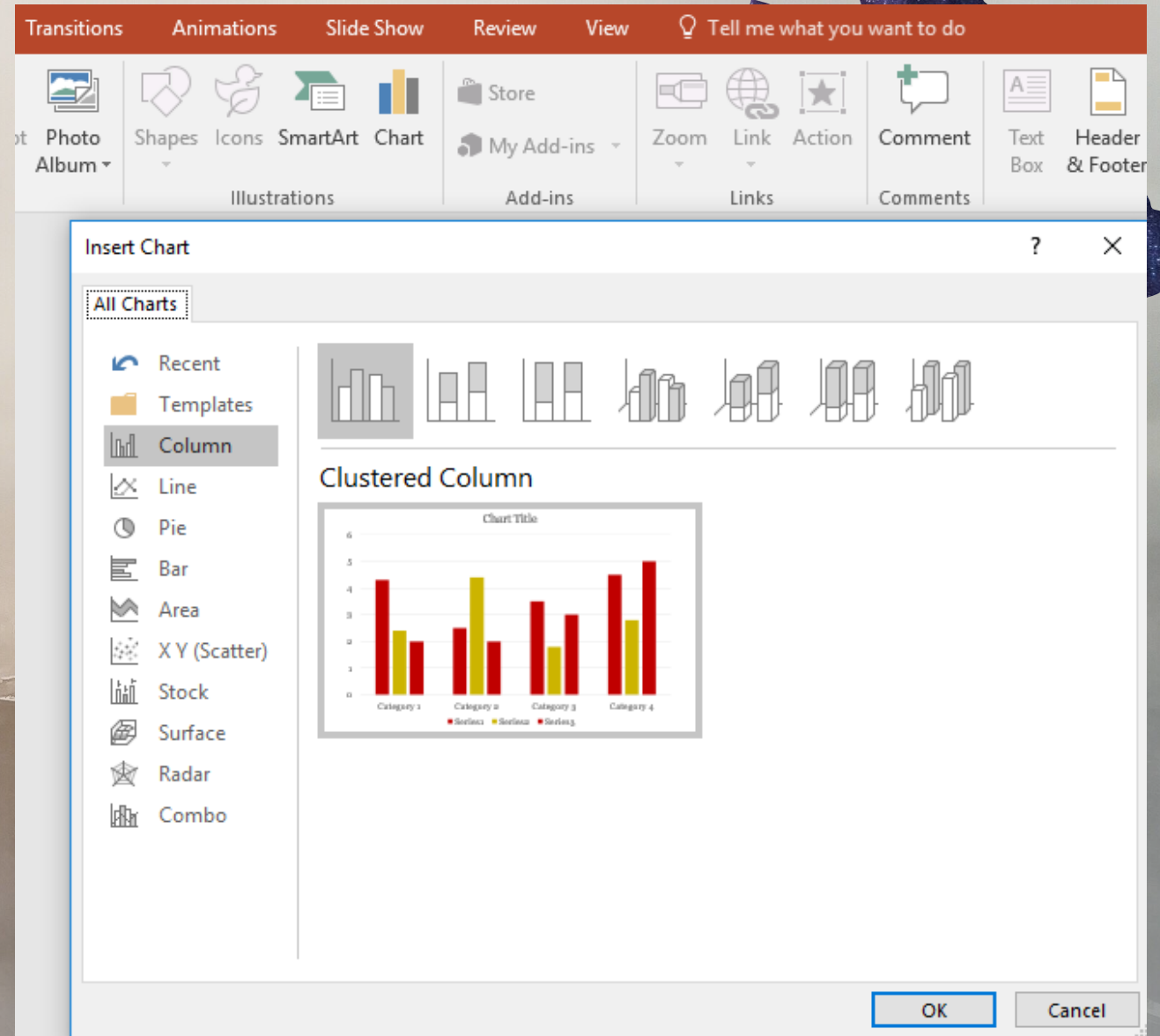
Insert Tables

- Go to the “Insert” ribbon then select “Table”
- Move the mouse over the table illustration to select the size of the table you would like to use.

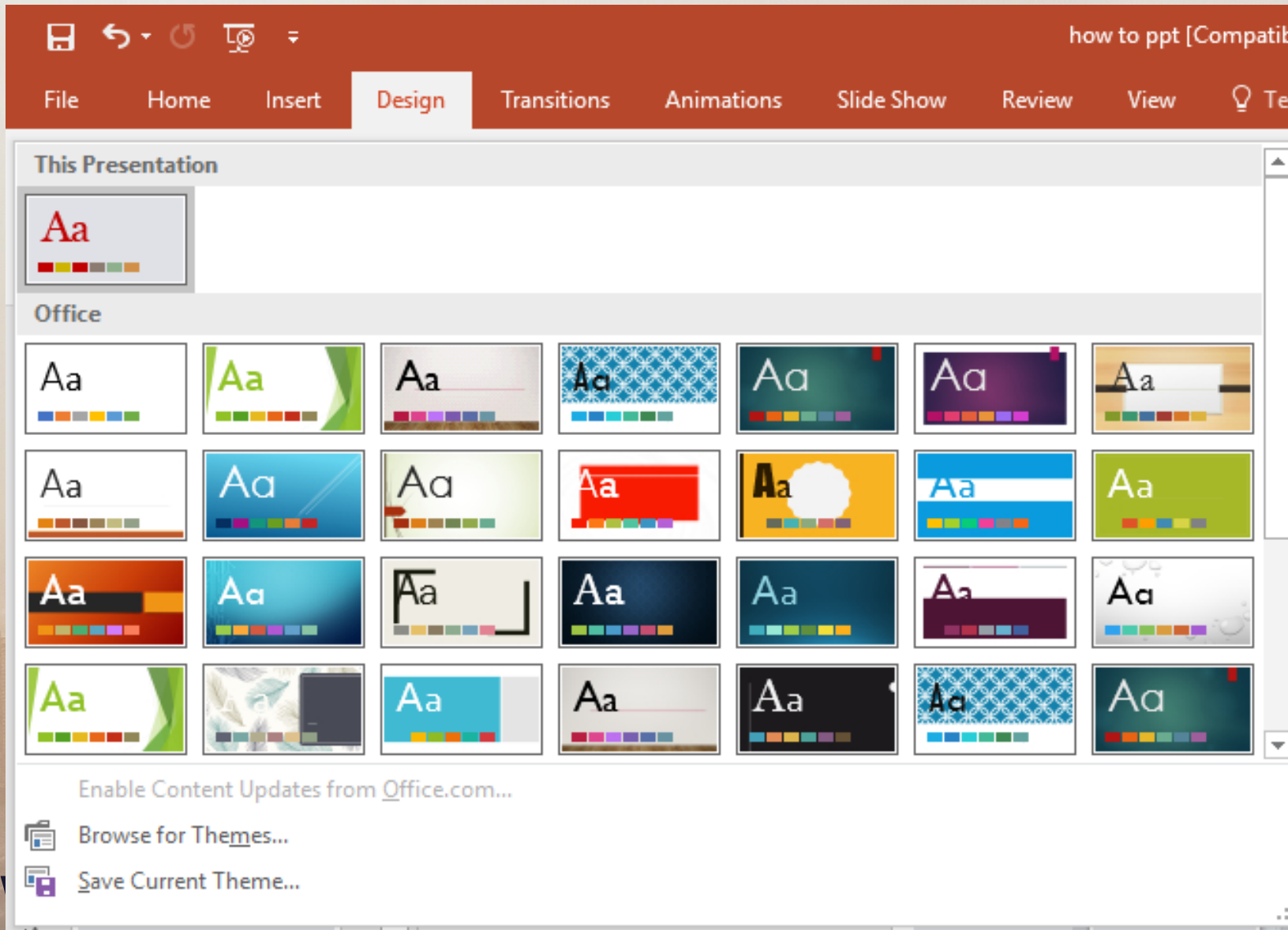


Insert Charts

- Go to the “Insert” ribbon then select the “Chart” button.
- Option to choose from Area, Bar, Line, Pie and several other Chart Options.



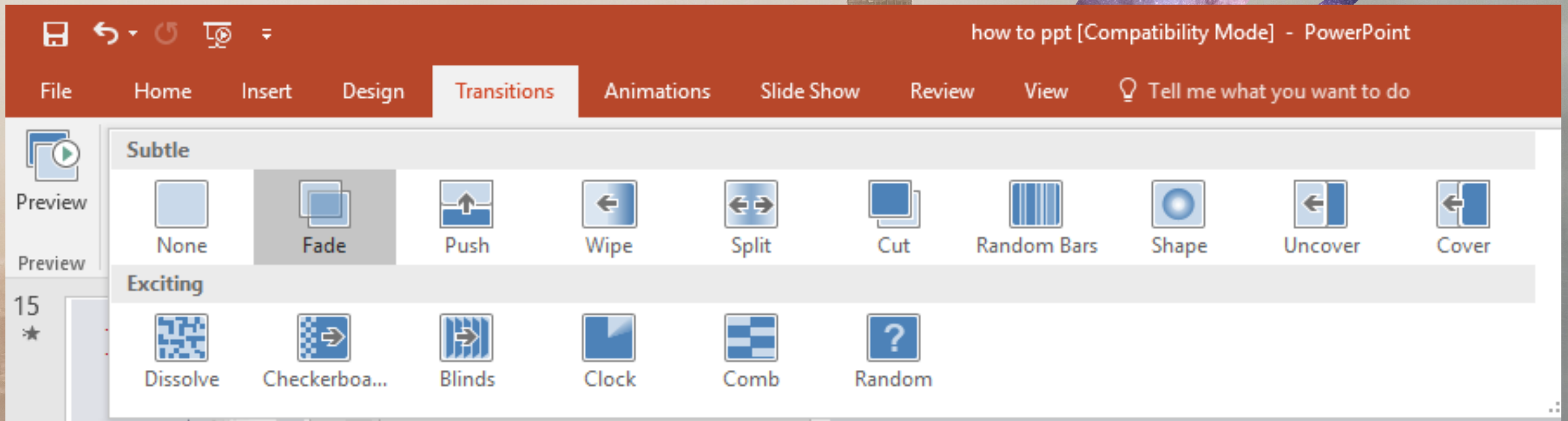
Add a Slide Theme from Gallery



- Go to the "Design" ribbon
- Select a design theme from the Theme toolbar.

Slide Transitions

- Go to the “Transitions” ribbon
- Select desired Transition from toolbar



Rearrange Slides

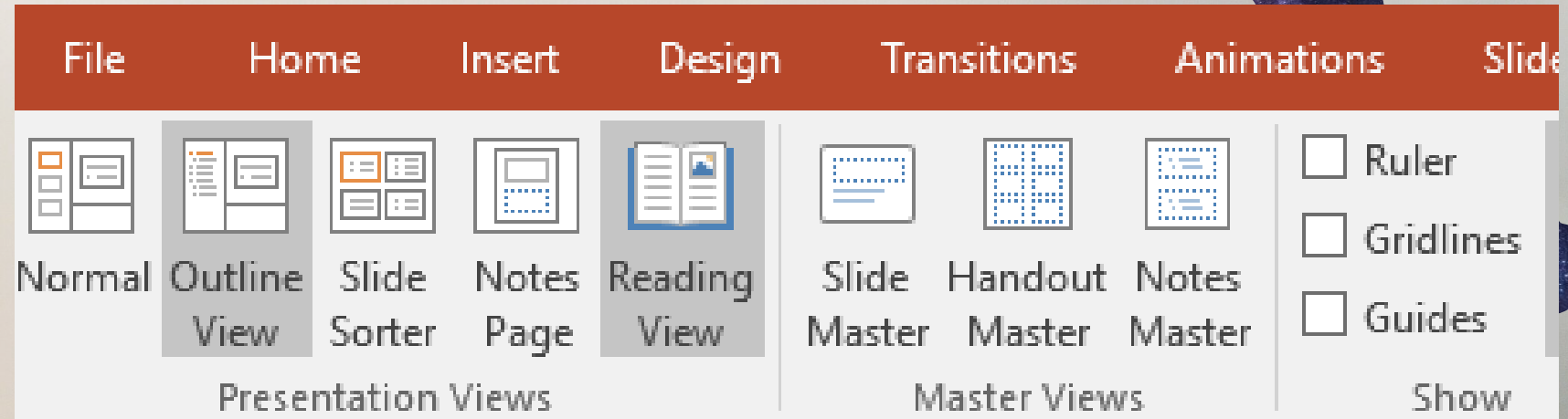
- To move a slide, click on the slide thumbnail in the left column
 - Drag and drop the slide at the desired location.
- To move consecutive slides at one time, click and hold the Shift key as you select the slides you want to move.
 - Drag and drop the slides at the desired location.

Preview a Presentation

- Go to the “Slide Show” ribbon
- Select the point in the slide show that you would like to begin viewing.
 - From beginning
 - From current slide
- The shortcut key is F5

View Slides vs. Outlines

- The default view is Slides
- The second option is Outline view to show the slide show as outline notes



15 ☐ Insert Tables

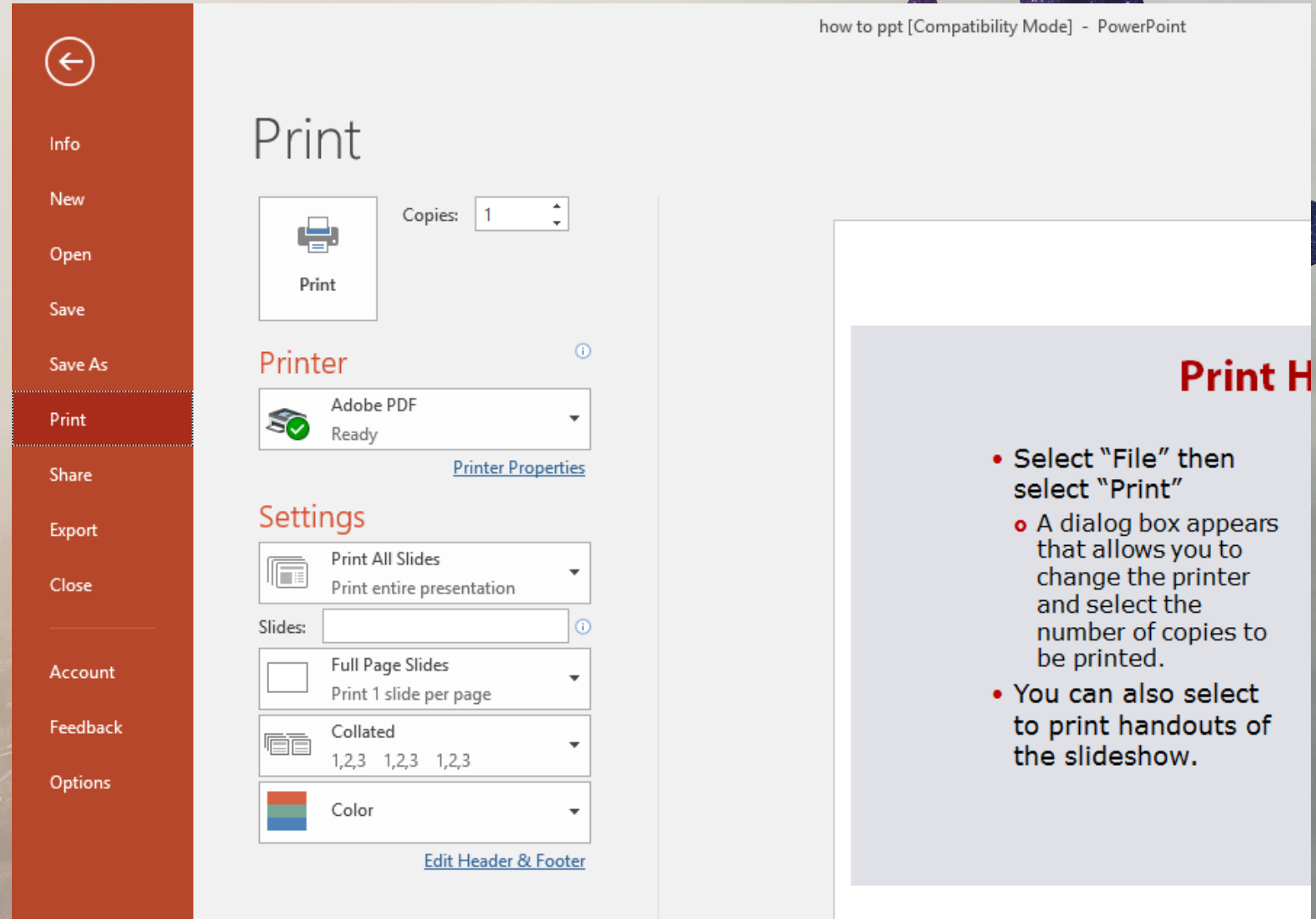
- Go to the "Insert" ribbon then select "Table"
- Move the mouse over the table illustration to select the size of the table you would like to use.

16 ☐ Insert Charts

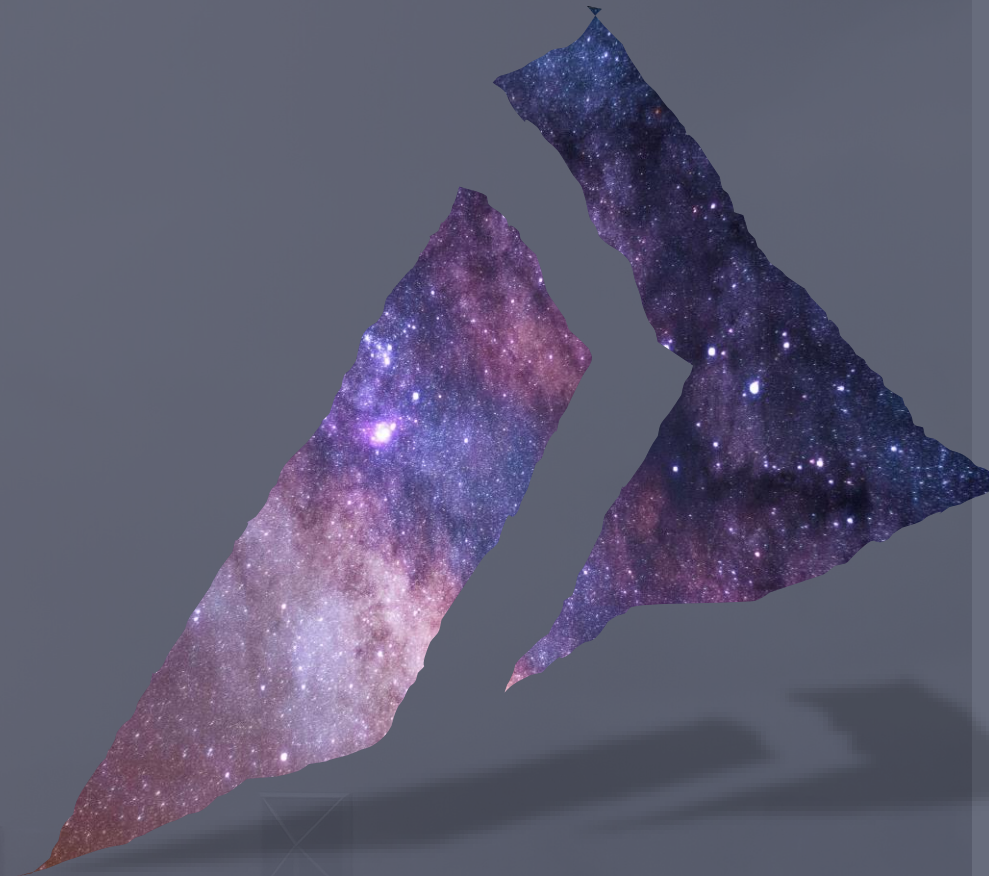
- Go to the "Insert" ribbon then select the "Chart" button.
- Option to choose from Area, Bar, Line, Pie and several other Chart Options.

Print Handouts

- Select “File” then select “Print”
 - A dialog box appears that allows you to change the printer and select the number of copies to be printed.
- You can also select to print handouts of the slideshow.



Thank you



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