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get started with Powerpoint



Complete course book

Course Objective –

The core objective of this e-book is to learn about Microsoft PowerPoint. This course e-book is for students, professional or any individual who is willing to learn the concept of PowerPoint to create beautiful presentation with ease and via more effective way for better outcomes or productive gain. Here we learn about creating slides, inserting picture, template, theme, text alignment, inserting symbols and much more.

Preface –

This is the first edition of book in your hands. This book provides an introduction about Microsoft PowerPoint and its feature to start your professional career or can learn these concepts to create office or project presentation with more ease. As with rapidly changing and updating world we were trying to describe every detail topic in this e-book. We have tries or best to make this e-book a complete product and it's gratifying to know that a lot of people agree with our approach. *Dear reader, thank you very much for your love and faith. Your association makes us feel proud.*

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Before You Start –

In this course of Microsoft Office PowerPoint, we cover basic concept of Microsoft PowerPoint. This course is to learn concept of Microsoft PowerPoint and creating professional presentation with the help of MS-PowerPoint Tools and features. We designed this course for student and learner or any individual who willing to learn Microsoft Office for career enhancement.

Table of Content –

- An Introduction
- What you will learn here?
- Start PowerPoint
- What is Slide?
- Insert, Duplicate & Formatting Slide
- Indent and Tabs
- Slide Layout
- Quick access toolbar
- Ribbons
- Text Alignment
- Picture
- Template
- Theme
- Save/View Presentation

Microsoft PowerPoint – An Introduction

Presentation simply means to present something in front of audience or people. Images and picture are strong enough to clarify the complex topic in a simple way, a good images is equal to hundreds of words, so it's a good practice to speak through images and pictures instead of boring text.

Presentation is become more meaningful if the content is become easy to understand for audience or people. Doesn't matter you are presenting school seminar or a company mission plan you need to clarify your words to your audience and here, you need a presentation software to make your plan or content good and interactive.

MS-PowerPoint is a tool or software which allow you to create such presentation. It gives you the wide range of features to make your presentation beautiful via text, graphics, pictures, videos etc. Here, in this course you will learn more about MS-PowerPoint and explore your presentation skills.

What you will learn here?

Here, in this course you will going to learn lots of interesting skills about PowerPoint. If you are serious about your presentation skills then this course helps you to enhance your skills.

After completion of this course you are able to build an effective presentation which speaks clear to your audience about your message, with the help of text, graphics, picture, shapes etc.

Also you will be able to add or customize slides in your presentation, once you completed this course.

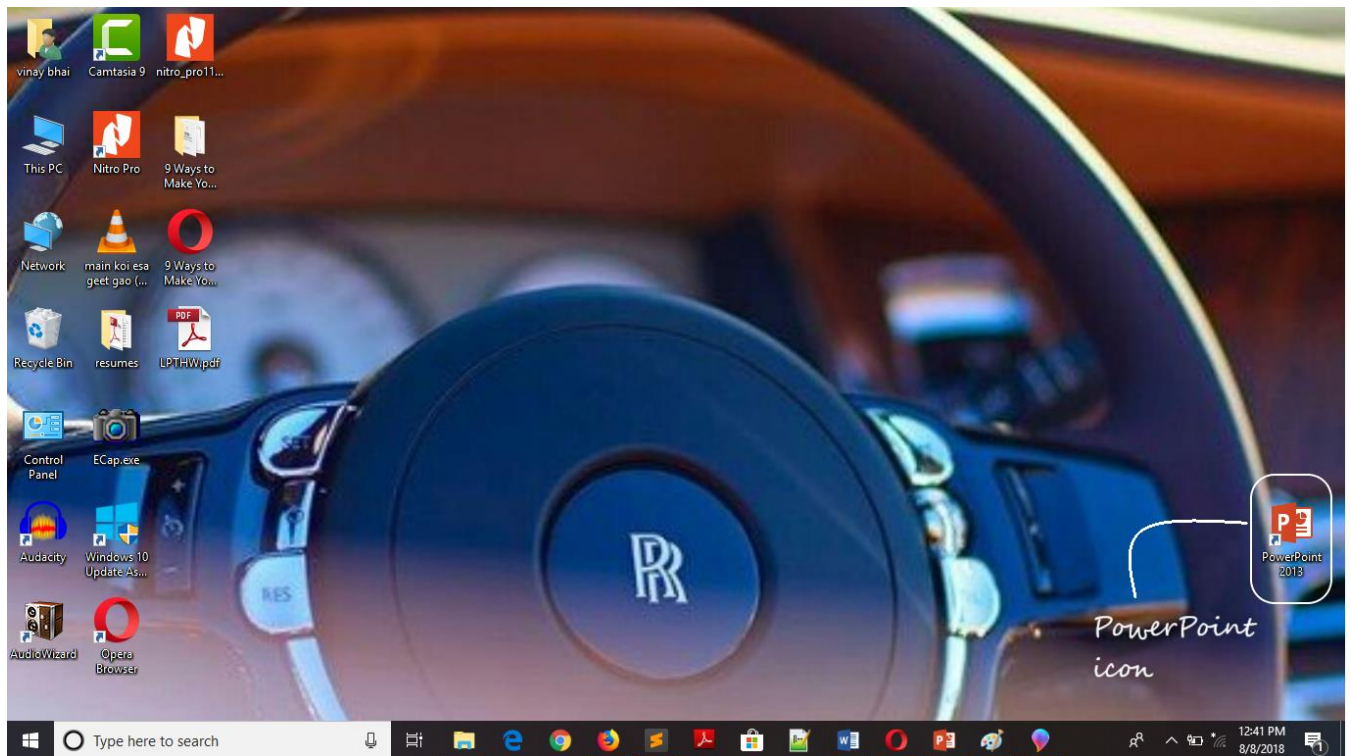
Open (or Start) PowerPoint –

There are several ways to open a PowerPoint application, either you can double click on PowerPoint icon or you can open it with another method. Follow these steps –

- Click on Start Button.
- Go to All Programs.
- Find and click on Microsoft Office.

- Click on Microsoft PowerPoint.
- A Blank or New Presentation will open (if not then select the Blank Presentation from Start Screen).

A PowerPoint window is appear in screen.



Now, it's a time to create your first presentation and to work on PowerPoint. To explore PowerPoint features you first need to know about its tools. And if you can't find the icon on the desktop then follow the second step.

Second Method –

1. Double Click on PowerPoint Desktop icon.
2. Or, Click on Start.
3. Search Microsoft PowerPoint and click 'Enter key'.

You get same screen like above.

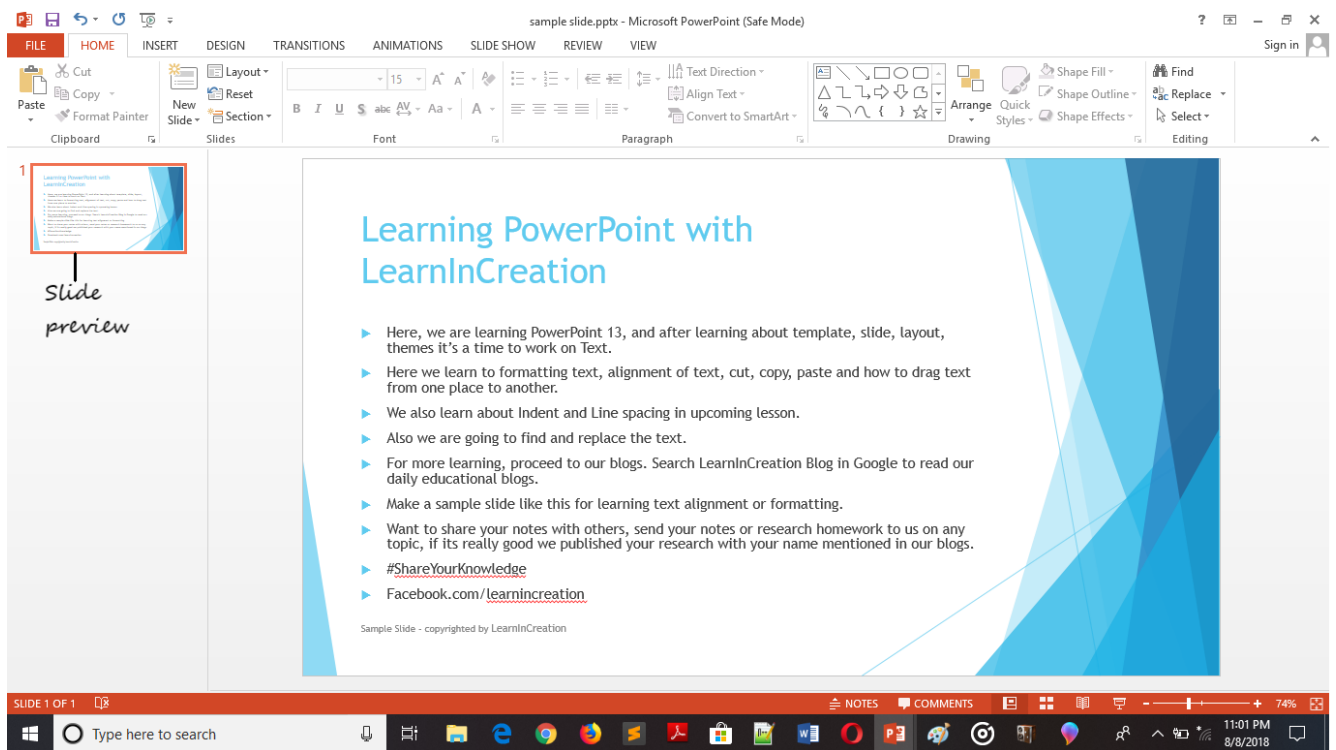
What is Slides?

When you are working on PowerPoint, a slide simply means a page which contains your content in the form of text, graphics or clipart. There can be more than one slide in your presentation. You can also design your slides as per your choice or you can design it via listed theme.

Before start working on slide and its layout, first we learn –

1. How to **Insert** a New slide?
2. How to **Duplicate** a slide?
3. How to **Rearrange** a slide?
4. How to **Delete** a slide?

Let's first learn these.



How to Insert a New slide?

Inserting a slide is a first step towards making a presentation. Let's learn how to insert new slides in your presentation. Follow these simple steps to insert a new slide.

1. Click on a Home Tab, and inside a Slides section click on New Slide.
2. It will open a list of slide layout.
3. Select a required layout for your slide and click over it.
4. A New slide with selected layout will appear on your screen.

Want to add more slides with the same layout?

If you want to add more slides with the same layout, click on the image of slide above a New Slide command in Slide section under Home Tab. It will add a new slide with same layout.

How to duplicate a slide?

Now, after learning about inserting a slides, next you are going to learn duplicating a slides. Follow these simple steps to duplicate selected slides.

- In your screen, on left side you will see a thumbnail preview of your all slides.
- Select a slide, you wish to duplicate.
- After selecting a slide, right click on mouse and click on Duplicate slide.
- It will duplicate your selected slide.

There is one more method to duplicate your slide, go to New Slides command in Slide section under Home Tab and click on it. Here you will see "Duplicate Selected Slide" command after slide layout design. Click on it, and your

current working slide will duplicate.

Or you can duplicate your current working slide in a second; just simply follow these simple steps –

- Go to Clipboard section under Home tab.
- Click on a drop down menu located in a Copy command.
- A list of menu will open.
- Select the Duplicate command and currently working slide will duplicate.

In a previous lesson you learnt about, adding new slides with same layout. Always remember there is a difference between adding a new slide with same layout and duplicating your slides.

How to Re-arrange your slides?

Re-arranging your slides is a good practice to make a meaningful presentation. A presentation without correct meaning or message is a waste. So it's really important to check the order of your slides before going to present it. Here in this lesson you will to set you slides in a correct order so it convey the right message to your audience. Follow some simple steps to rearrange your slides.

1. Go to the thumbnail preview in left side of your working screen.
2. Select you slide to re-arrange or to set its order.
3. Double click on it and drag it to upside or downside and place it where you want to keep it.
4. This method is very easy to set the order of your slides.

There is one more method to re-arrange the order of your slides, known as Cut-Paste method. In this method you can simply cut the slide from its current

position and paste it in a new position, in your presentation. Follow these simple steps to re-arrange it.

1. Select the slide you wish to re-arrange, from thumbnail preview panel.
2. Right click on it and select the Cut command to cut the slides from its position.
3. Click on between the two slides where you want to place it.
4. A thin red line will show to you on clicking (indicating a position of your slide after pasting it).
5. Paste you slide by pressing Ctrl + V (paste shortcut command).
6. Your slide will set in a correct order.

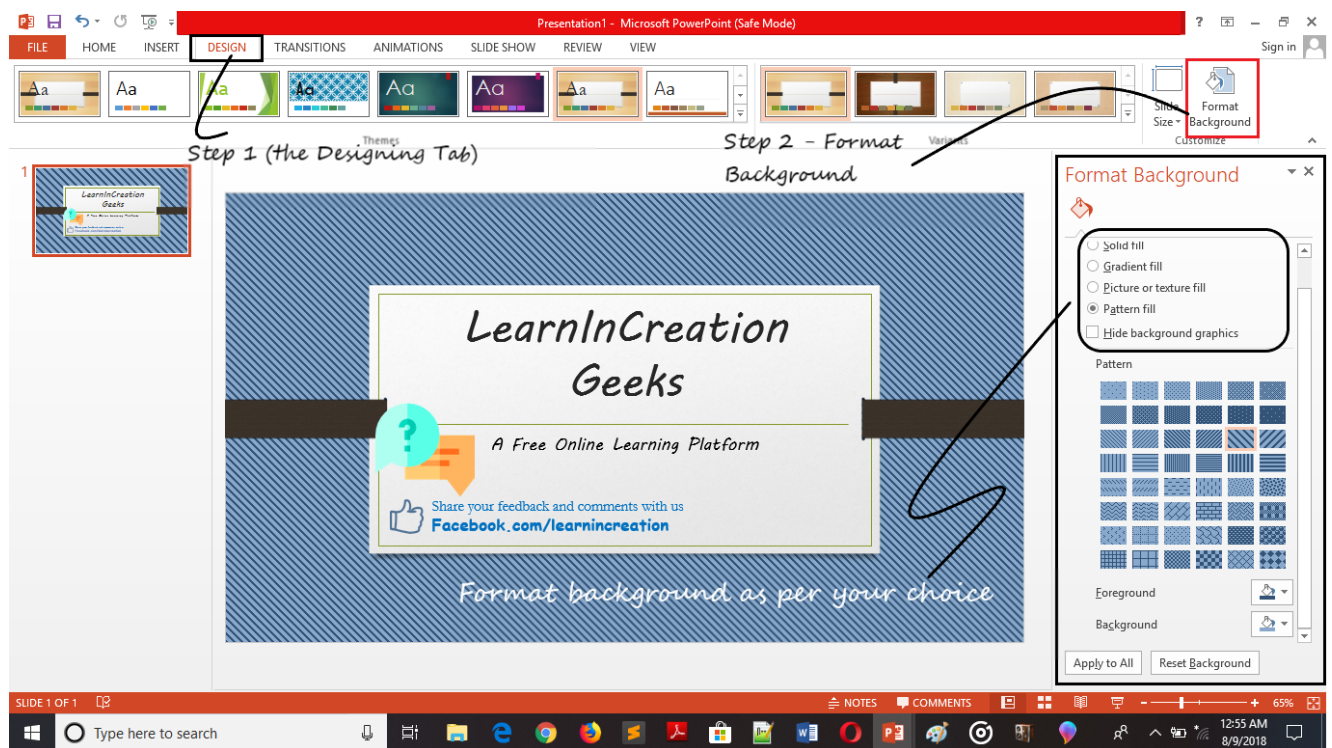
You can use mouse instead of shortcut command to paste your slide. Right click in between two slides in thumbnail panel and select “Keep Source Formatting” under Paste command to keep formatting you done in slide. On selecting “Use destination theme” slide will pasted only with Theme, all the formatting you have done will lost.

Or you can also paste it directly via Paste command inside Clipboard section under Home tab, after selecting a location in thumbnail panel.

Formatting Slide Background –

It's very easy to format the slide background. You can customize your background by filling a solid color, or you can change solid color into a gradient color, or by designer pattern, or by setting picture in your slide background. Let us learn how to format it.

1. To formatting a background, go to Design Tab and click on Format Background command.
2. It will open a new panel of Background Formatting on right side of screen.
3. Click on a fill you want to appear as a background.
4. If you want that all slides will have a same background formatting then, after completing a formatting click on “Apply to all”.



Indent and Tabs –

So, as a promise you are going to learn about Indent and tabs in this section. Indenting text or an entire paragraph is a good practice to make a beautiful presentation, somewhere user need to indent only first line to separate it from rest of the content. If you want to indent any other line from paragraph except first line then it's also possible, it's called a hanging indent.

Indenting using Tab key –

If you want to indent first line in any paragraph then, you can do it simply with a Tab key. Place your cursor at the beginning of the paragraph and press Tab key.

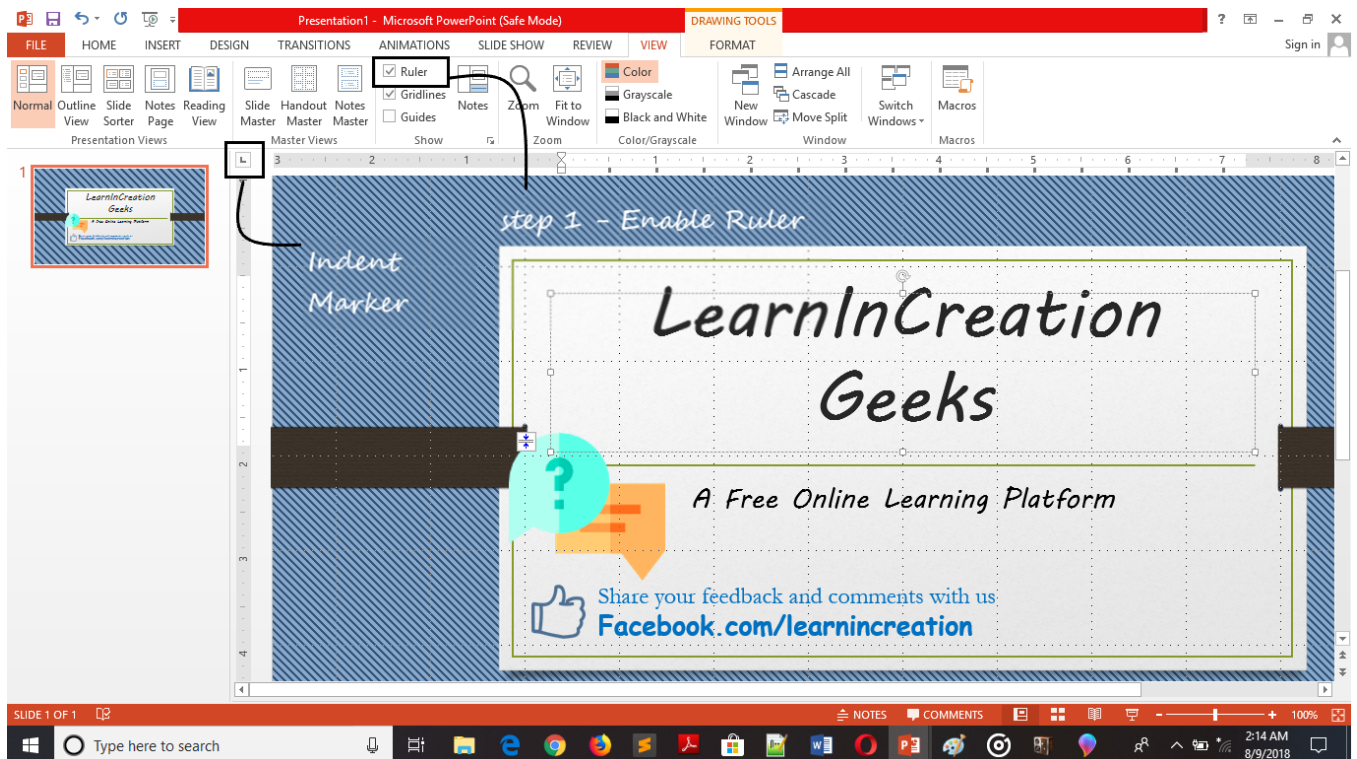
Indent Marker –

To use indent more efficiently or in smart way use Indent marker, which gives you more control to indent your presentation.

Indent marker located to the left of the horizontal ruler. Enable ruler to view indent marker.

To enable **ruler** click on **view** tab and under **show** section click on **Ruler**.

Here in indent marker you will see three markers. Let discuss each one –



- **First line indent marker –**

It's used to adjust the first line indent.

- **Hanging indent marker –**

It's allowing the user to indent the line other than first line.

- **Left indent marker –**

Indent all lines in a paragraph (moves the both first line indent and hanging indent marker).

You can also indent your paragraph in slides simply, just by clicking on Increase indent or Decrease Indent button under Home tab in paragraph section.

Tabs –

Tabs gives you more control over text placement inside your documents, on pressing tab key it gives you the indent instantly. Depending on the cursor location tab key either create a first line indent or add a tab. If placed at the beginning of paragraph it gives a first line indent otherwise add a tab when placed in between the paragraph.

On the top of the window on left side at vertical ruler you will find a tab selector, which allow you choose different types of tabs.

Types of Tabs –

- **Left tab –**

Align the text to left at the tab stop.

- **Center tab –**

Center the text.

- **Right tab –**

Align the text to right at the tab stop.

- **Decimal tab –**

Align decimal number using decimal point

- **First line indent –**

Indent first line of paragraph.

- **Hanging indent –**

Indent any other line from middle of the paragraph except first line.

How to Delete a slides?

There is no need of extra and unwanted slides in presentation, so it's good to delete them. There are some steps you need to follow to delete an unwanted slide –

1. Go to the thumbnail preview panel and select the slide you wish to delete.
2. Right click on mouse and select a Delete command.
3. The selected slide will be deleted from your presentation.

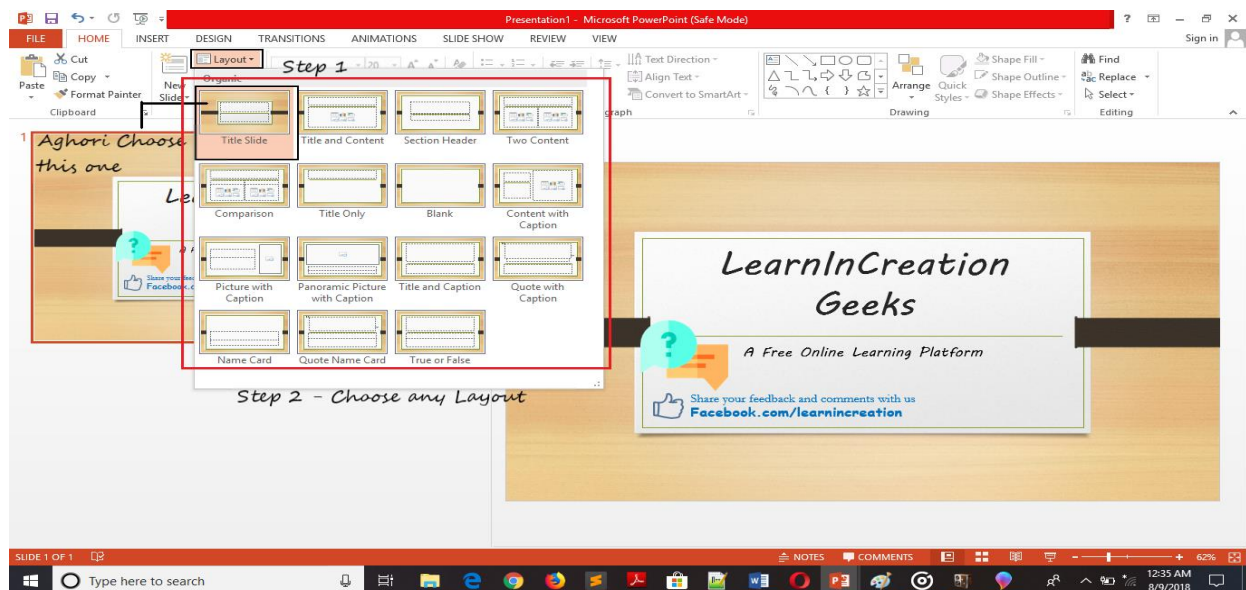
There is one more simple method to delete an unwanted slide from your presentation. Select the slide from thumbnail panel on left side and simply hit the Delete key. Selected slide will be deleted.

Slide Layout –

Layout simply defines as the way in which the parts of something are arranged, when we talk about slide layout we simply mean the pre-defined or organized position of text, picture or clipart in a slide, which helps us to save our time in formatting the slides.

Different layouts have different positions of text, graphics, pictures, etc. based on user uses.

Here are the images of some slide layout –



You can select the layout of your slide at the time of inserting it. If you want to change the layout of slide after inserting or after completing it, it can be done with the given steps –

- Go to your current working slide, and right click on it.
- Click on layout command.
- Select any layout of your choice.
- Slide layout will transform to new one with written content.

Second method to change the slide layout is, first select the desired slide from the Thumbnail section. After selecting, right click on it and click on layout command. A list of slide layout will open choose any layout of your choice and click on it. The layout of your selected slide will be changed.

The Quick Access Toolbar –

Quick Access toolbar is located above the Ribbon and it gives you the quick or instant access to some frequently used command like Undo, Redo, Save etc. also you can customize the Quick access bar and can add any command of your choice which is often used by you.

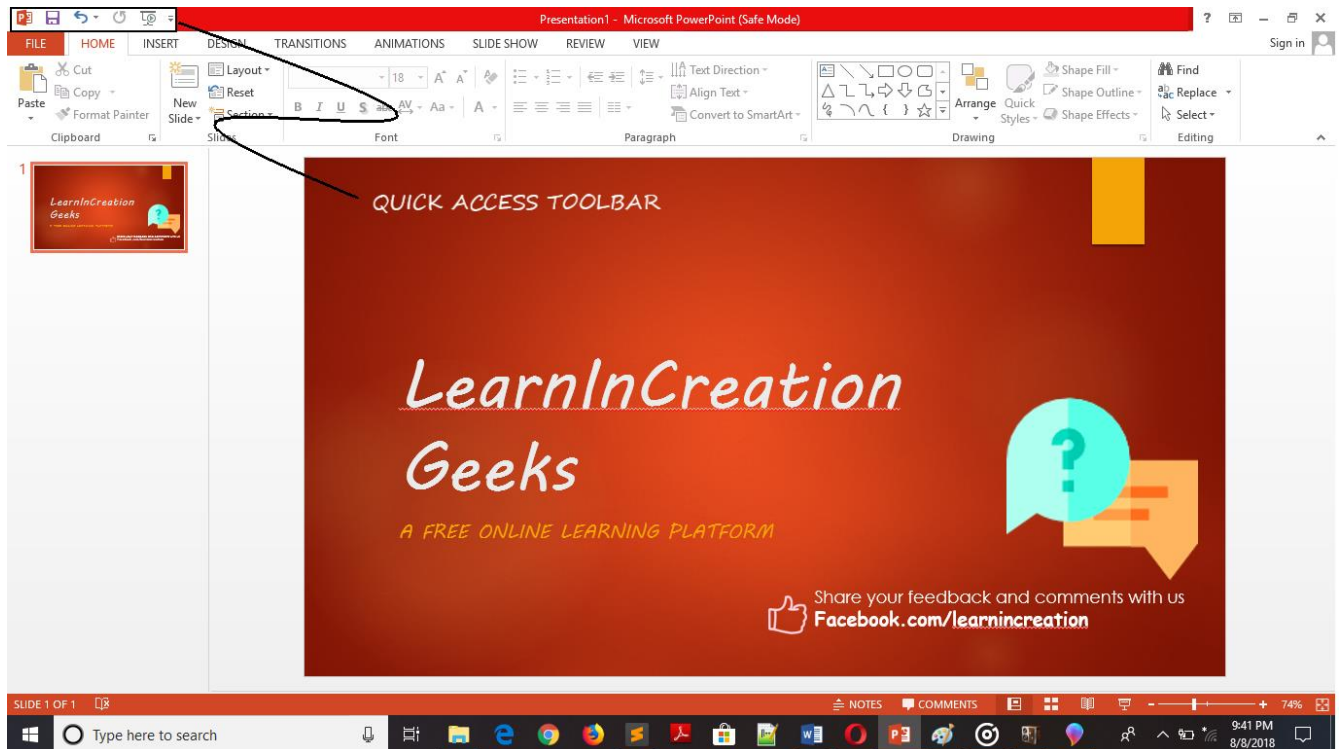
Customize your Quick Access bar –

You can customize your Quick Access Toolbar as per your choice. You can add or remove command in Quick access bar through these simple steps –

1. Click on the dropdown menu in Quick access bar.
2. A list of command will appear in your screen.
3. Select any command of your choice which you often use and want a quick access.
4. An icon of selected command will now appear in Quick Access bar.

Similarly, if you want to remove any of the command, you can simply unselect it from command list. You can add more command in your Quick access bars which are not listed in a drop down list. Simply click on “More command” in drop down menu and a new command box will open.

Select the command you want to add in quick access bar and click on Add. After adding desired command it will show in right panel, click on OK and close the command box. A new icon of selected command will appear in Quick access bar.

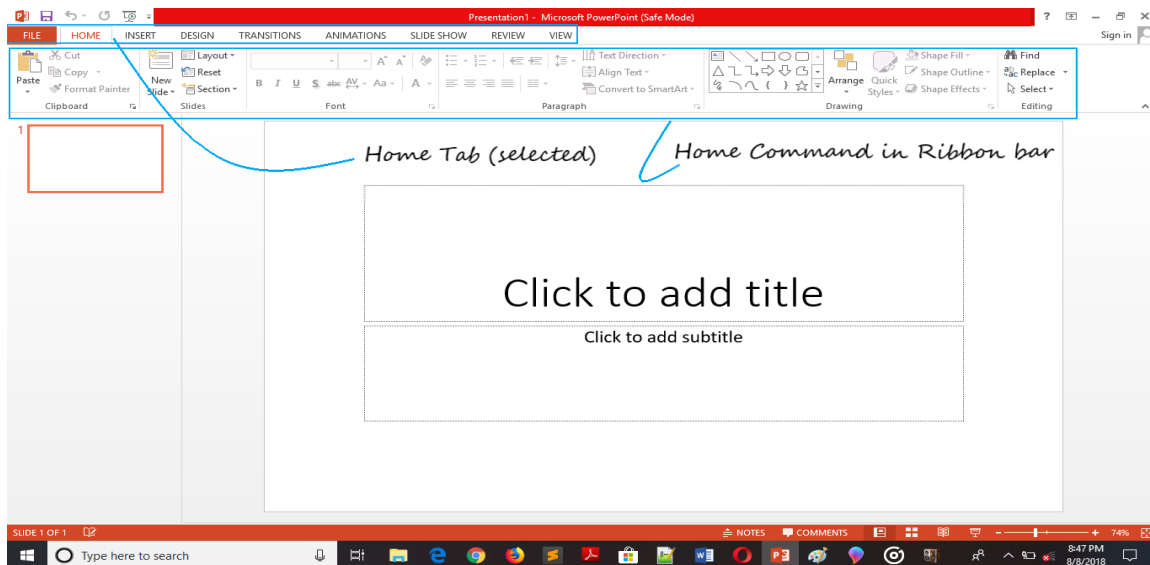


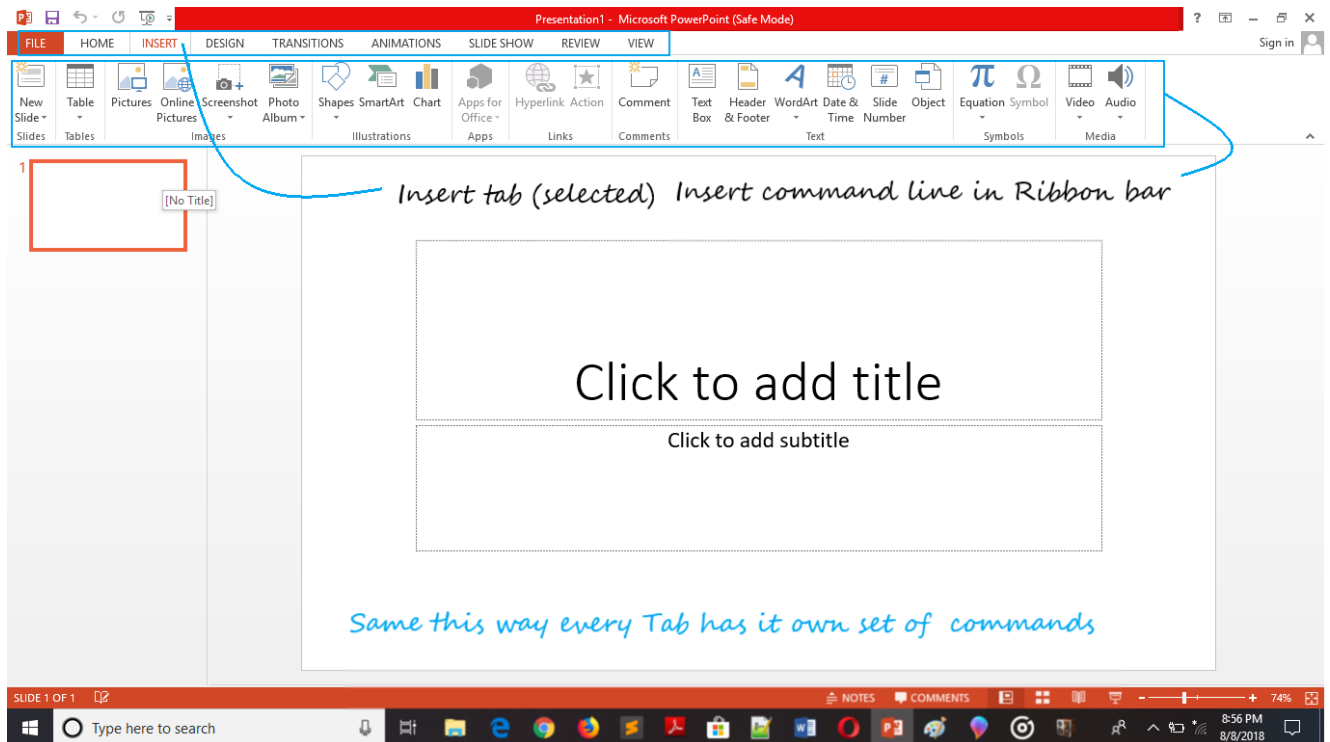
Ribbons –

Ribbon is a tab system instead of menu bar. It contains multiple tabs and each one contains a group of several commands used to create an effective presentation.

Now after definition, next we are going to explore it more. There are multiple tabs in PowerPoint like, Home, Insert, Design, Page Layout, Reference, View etc. for your uses. Every tab contains a set of several command groups which help you to make your presentation more attractive.

By default, whenever you open a PowerPoint, Home tab is selected and gives you access to its commands. You often need to move between tabs while you are creating or editing your presentation.





Learn More about Ribbons –

So, you learnt about Ribbon and its different tabs and also that how it is helpful to you? Here, we are going to learn customize Ribbon. You can hide the ribbon or commands, so let's follow these simple steps to hide ribbons.

Hide Ribbon –

- Click on Ribbon Display Option arrow (button next to help) in upper-right corner.
- On clicking you will get a list of option.
- Select the first option of Auto Hide Ribbon.
- Ribbon will get disappear and screen mode will become full-screen.
- To show the ribbon bar click on the expand button on upper-right corner.

Alignment of Text –

Alignment of text to its right position or according to slide layout gives a beautiful look to presentation. Well, you can align your text to –

1. Right –

Align text to the right side.

2. Left –

Align text to the left side.

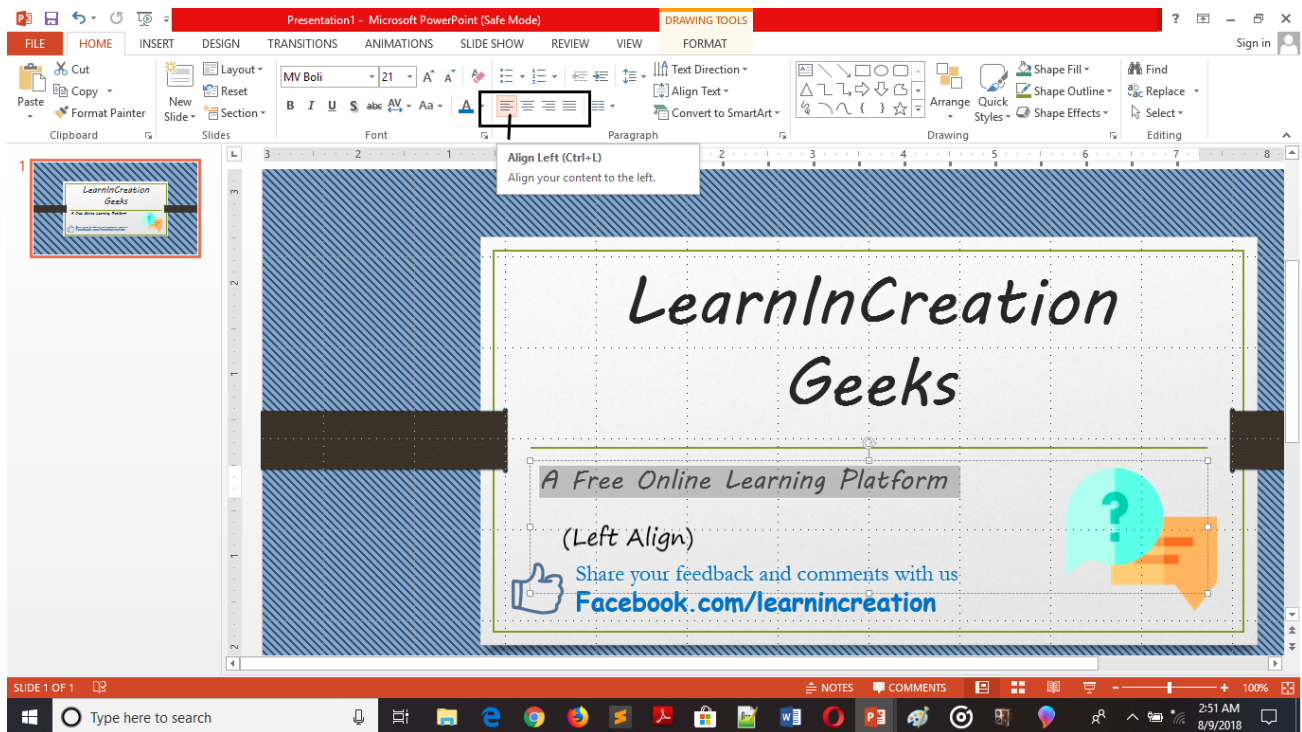
3. Center –

Align text to the center.

4. Justify –

Align text to both left and right margin.

To align your text to your desired location you have many ways. Either you can do this directly by selecting your text and then clicking on Align button located under Paragraph section.



Or you can align your text to right by clicking on Line and Paragraph Spacing and selecting Right from the dropdown menu under Indent and spacing tab (left is selected by default). Similarly, you can align your text to center.



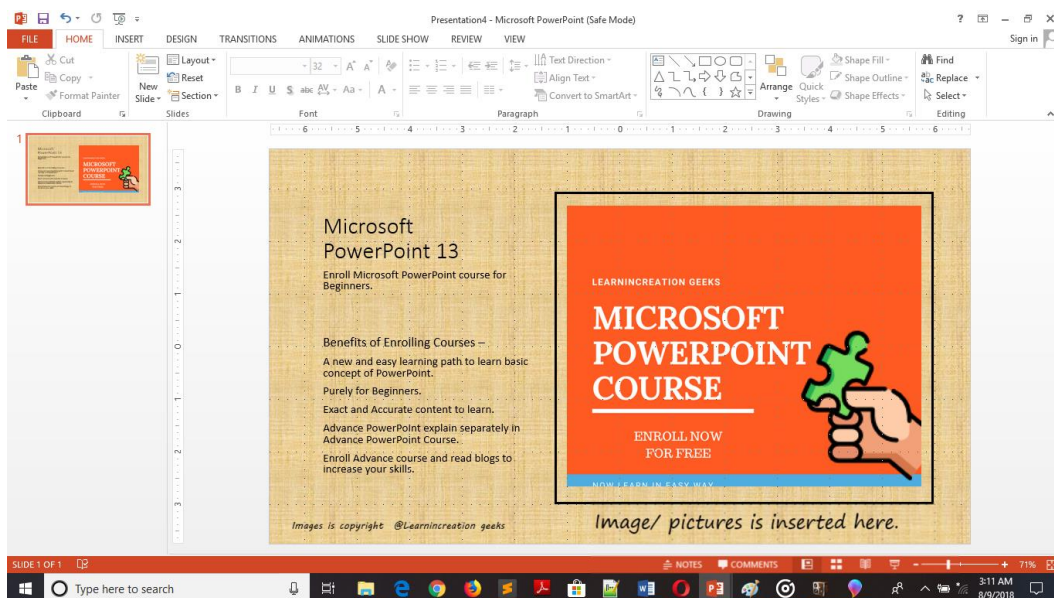
Speak more with Pictures –

Picture speaks more effectively than words. So it a good practice to speak via pictures. Also images register easily in human mind, so if you want to register you message in your audience mind then use a relevant picture to deliver your message.

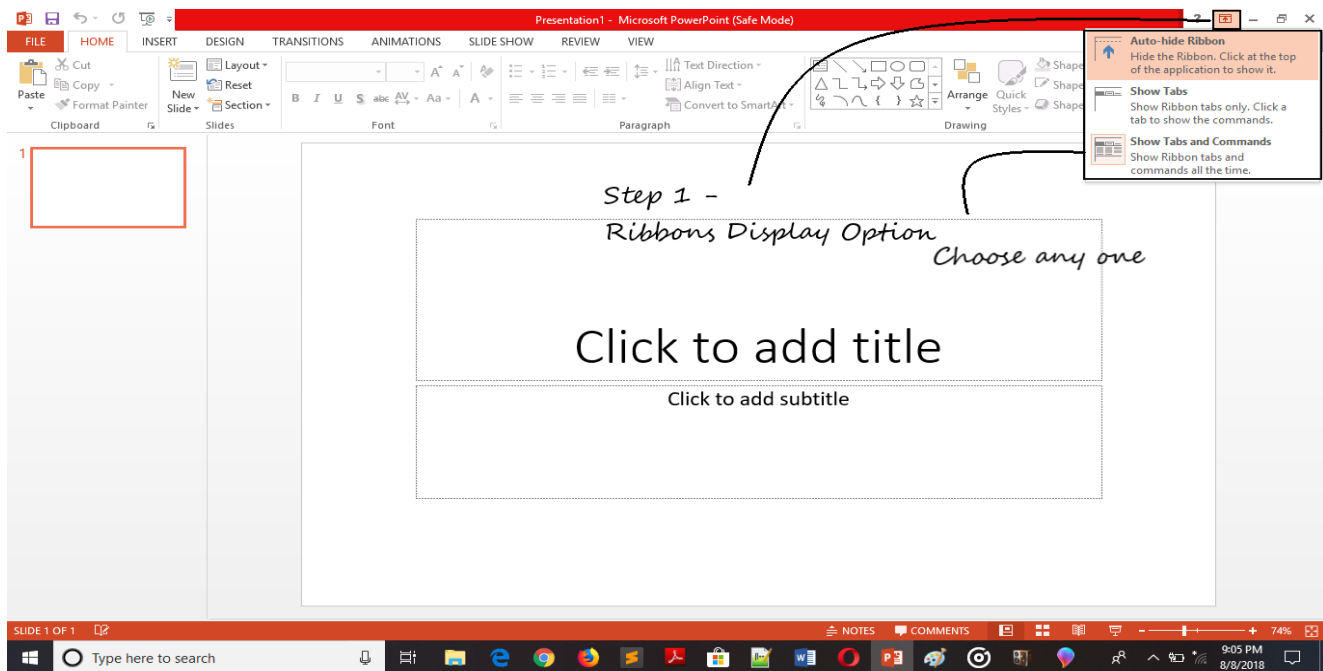
Inserting Pictures –

Now, you learn what an importance of picture while you are delivered a message to an audience. So, next step is to insert pictures in your presentation. Follow these simple steps to insert an image in your presentation –

- If you are going to insert picture in current working slide then its fine, unless first select the slide to insert an image.
- Next, go to Insert tab and click on Picture command under Images section.
- It will open a new dialog box. Select the picture and click on Insert to add it on presentation.
- Picture will now appear in slide.



By default, a new dialog box will open with a Picture folder inside library. If your image file is present there it's fine, unless you can go to your file location and select your picture to insert it.



So, this is a way you can hide Ribbon from your PowerPoint screen. Now if you think that hiding the ribbon is not a good idea but you want to hide commands and only want to show Tabs so PowerPoint allows you to hide commands.

Follow these simple steps –

1. Go to Ribbon Display Option and click on it.
2. Select the Show Tabs option from list.
3. This command will customize your Ribbons and only Tabs will show.
4. Don't worry, whenever you click on your desired tab its will show you all commands.

Now if you thinking that default way of ribbons and commands is best, then go to Ribbon Display Option and click on Show Tabs and Command option. Ribbon will again come in original or default manner.

What is Template?

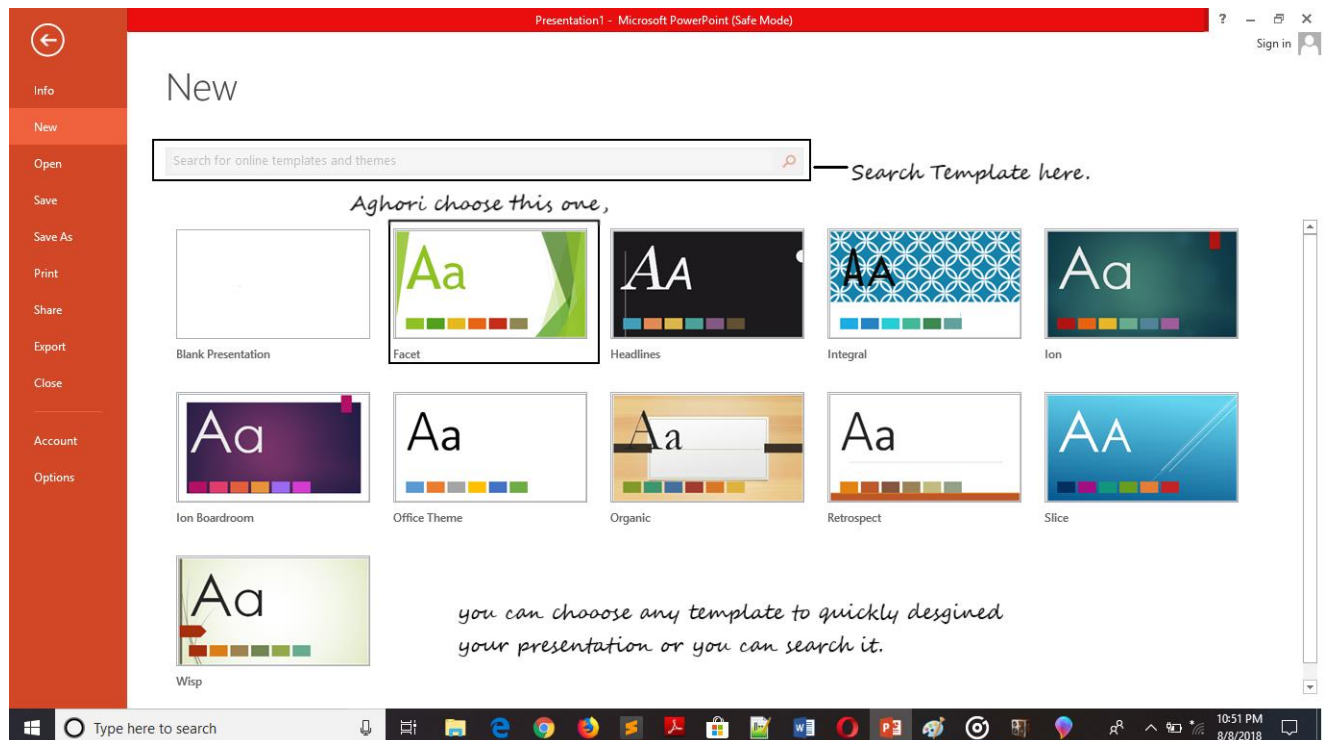
When you creating your presentation, you need to design or format it so it would become pretty attractive and user interact more with your presentation. Here, Template will help you.

Template is a pre-designed presentation which helps you to quickly format your slides or presentation. There are many templates in PowerPoint, you can choose any of your choice to design your presentation and it will save your time. If you didn't find template designing attractive so you can customize it design or formatting.

Creating Presentation via Template –

Want to design your presentation quickly, follow these simple steps to select and inserting a template to design your presentation.

1. Click on File tab located in upper left corner.
2. Click on New command and a new panel of template selection will open.
3. Search the category of your presentation, say education;
4. Select one template of your choice and click on it.
5. Review it and if you like it, then click on it.
6. It will open a Preview panel to describe you the layout of slides.
7. Click on Create or Double click on Preview of template.
8. New presentation will appear with selected template.



Theme –

Themes are actually a unique set of color, font and effects which helps to design slides easily. Its helps to design or formatting our slides quickly because everything is already predefined and you only have to apply a selected one in your slide.

The Theme Element –

Before applying themes in your slides, first you have to know about the element of themes. Theme element are describe below –

- **Theme Colors –**

Color element helps to configure a color of a theme. You can change the color of the theme, after selecting a theme.

- **Theme Fonts –**

Font element helps us to set the font in your slide. If you didn't like the theme predefined fonts, then you can change it as per your desired.

- **Theme Effects –**

Effect element is responsible for shape, styles, visual effect, shadow etc. and if you didn't like the predefined set of effect anymore, you can customize it manually as per your choice.

Now, here you learnt all about Theme Element. Next, you need to learn customize or change the theme element.

How will you change the Theme Element?

If you didn't find the selected theme element attractive, you can change its color, font or effect. To customize the theme element in PowerPoint 13, follow these simple steps –

1. Inside a Design tab, there is a Variant section. To customize the look of your selected theme by changing the theme element.
2. Click on drop-down button to change the theme element.
3. A list of Theme element will open.
4. To change the theme color, hover on Color (here you will get a many set of color to customize your theme color element).
5. To change the theme font, hover on Font (a range of font will open in listed manner, choose any one of your choice and select it to apply).
6. To change the theme effects, hover on Effects (list of effects will open to customize your content, images etc. in a theme).
7. You can also customize the Background of the theme if you didn't love a default one, hover on Background and change the color of background as per your choice or requirement.

It's, all about Theme Element and in below section you will going to learn Applying Theme in presentation.

Applying Theme –

There are some simple steps you have to follow in order to applying theme in your presentation or slides –

1. Go to the Design tab and click on it.
2. Here, under Design tab you will see a Theme section.
3. Theme section contains many different themes with different set of color, font, effects etc.
4. Select any one of your choice right click over it.
5. For more theme design click on drop down button, located at the right of Theme section.
6. If you want to apply selected theme in all slides click on “Apply to All Slide”.
7. If you wish to apply selected theme only in currently working slide click on “Apply to Selected Slide”.
8. The selected theme will appear in presentation, and format your font, color etc. to make it interactive.

Saving Presentation –

Saving your presentation is a good practice before you are going to leave your presentation for some time. It prevent the data loss. Follow these simple steps to save your presentation so you can edit it after a short break –

1. There are lot many method to save your presentation. First, go to Quick access toolbar and click on “Save icon”.
2. You are saving your presentation for first time, hence a new window of Save As will open to select file location and input a file name.

3. In Office 2013, first he ask for location and after selecting location of file, a Save As window will open to input the file name.
4. After input the file name click on “Save” button.
5. Your presentation will save on selected location.



Second method to save your presentation is simple than first one. To save you presentation simply presses Ctrl + S and a new window of Save As will open to enter file name and to choose location. Input the required field and your file is save, and you are free to go for a short break.

Wait!!

What you will do next time to save your presentation?

Second time when you want to go for a short break, again you need to save file. Will this long procedure repeat every time?

No, you need to enter file name for the first time only, second time, when you want to save your presentation you can simply press Ctrl + S to save your presentation or can click on “Save icon” in Quick access bar.

View your Presentation –

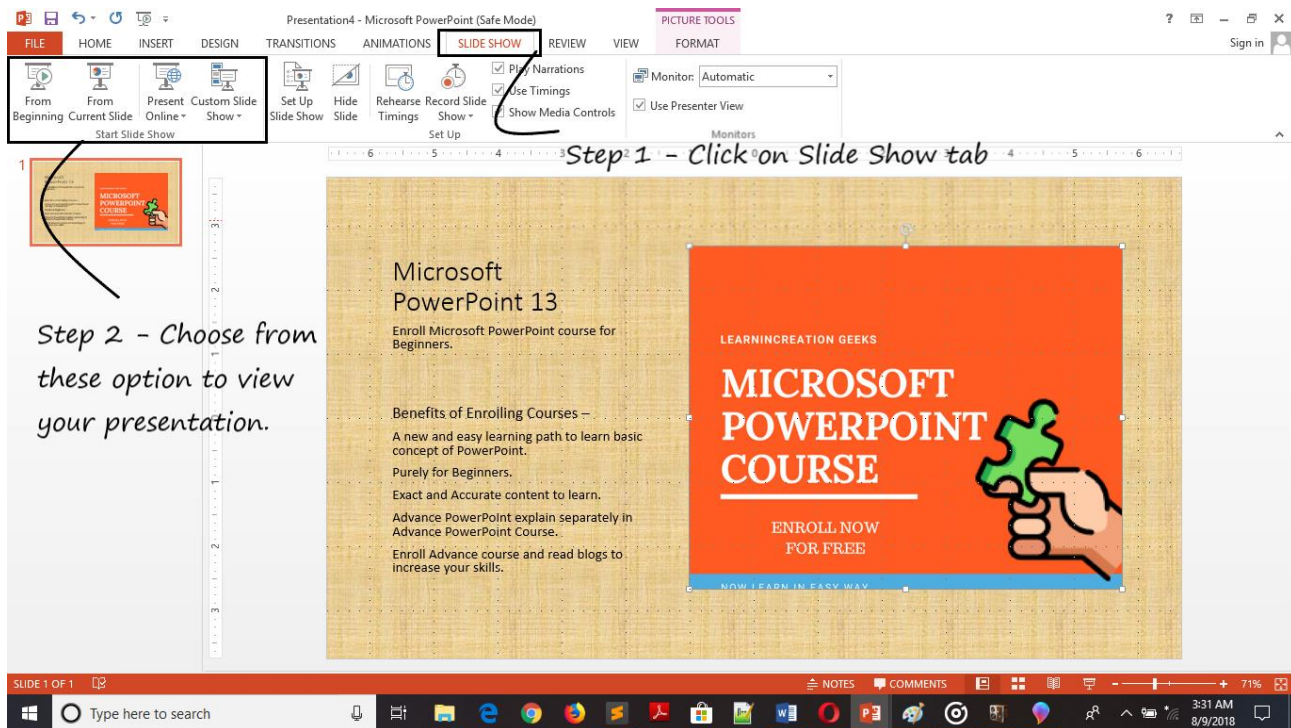
Now, you almost learned to create an interactive and effective presentation for school and small seminar's.

You learnt to insert slide, formatting text, you also already learn about slide layout, theme, template, pictures and image formatting. So it's a time to view the presentation you made.

Did you create your own presentation along with learning? if not then prepared a small presentation on any topic. Now, once you complete your presentation it's a time to view it.

To view your presentation follow these simple steps –

- Click on Slide show tab and under Start Slide show section choose Start from the beginning command to start your presentation from beginning.
- In some case, or to check the transition and animation you need to view current slide only. Well, this is also possible in PowerPoint and can be done by Preview command in Preview section under Transition menu tab.
- Presentation will appear in full – screen mode and can be cancelled anytime just by hitting Esc key.
- During a slideshow of Presentation you can change the slide by clicking the mouse or by pressing Spacebar.



Note –

So, we are at the end of the courses and, I hope you learnt much more about MS-PowerPoint. Don't just stop here; go with Advance Microsoft PowerPoint course e-book to dive deep with your learning.