

## Microsoft PowerPoint

Microsoft PowerPoint allows you to create a slide show presentation incorporating text, graphics, video, sound, and animation. Presentations can be created for school, work, or special occasions such as a retirement party or graduation party.

By the end of the class, you will be able to do the following:

- Learn basic uses and functions of the Microsoft PowerPoint program
- Create, edit, and format a slide show presentation
- Work with views: slides, slide show, slide sorter, and outline
- Save, print, and open presentations

## Open Microsoft PowerPoint

- Double-click the **Microsoft PowerPoint 2010** icon located on your desktop.
- Or*
- Click the **Start** menu, click **All Programs**, click **Microsoft Office** and then click **Microsoft PowerPoint 2010**.



Once you have opened Microsoft PowerPoint, you will have a blank presentation.

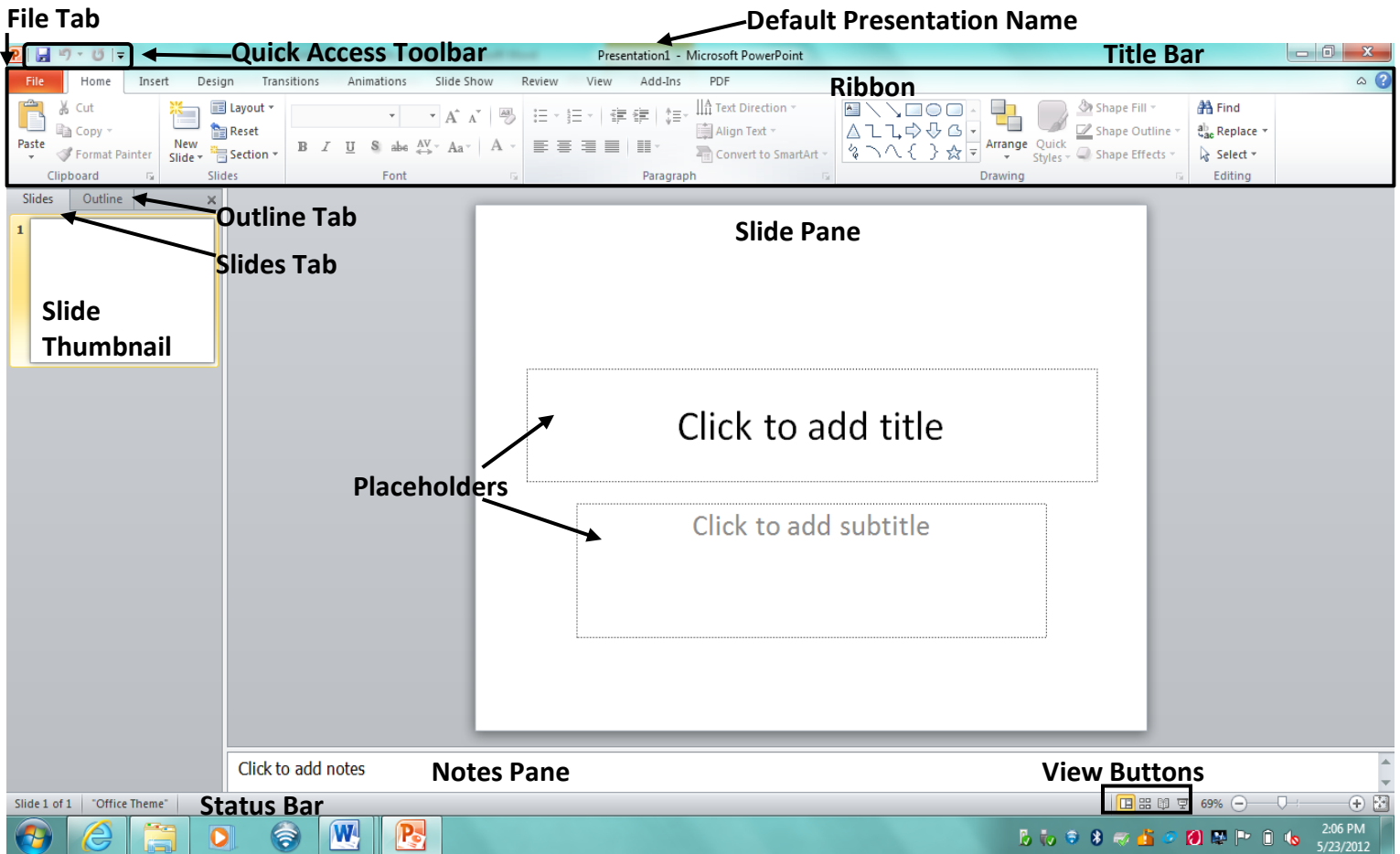
## EXERCISE

Open the **Microsoft PowerPoint 2010** program.

1. Double-click the **Microsoft PowerPoint 2010** icon located on the desktop.
2. A new, blank presentation will appear.



## Microsoft PowerPoint Window



## Microsoft PowerPoint Window

**Title Bar** shows the program and document title.

**File Tab** has options for starting, opening, saving, printing and closing a document. It also has the Options button, formerly in the Tools menu.

**Quick Access Toolbar** displays buttons so they are easy to get to, including Save, Undo and Redo.

**Ribbon** contains the commands for Microsoft PowerPoint. It consists of Tabs, Groups, and commands.

**Status Bar** displays document information including the number of the slide where the cursor is located, the total number of slides, the current theme, proofing errors indicator, the view buttons and the zoom slider.

**Notes Pane** displays speaking notes for slides in this pane. They can be printed separately and do not appear in Slide Show view.

**View Buttons** allow you to see your presentation in different ways.

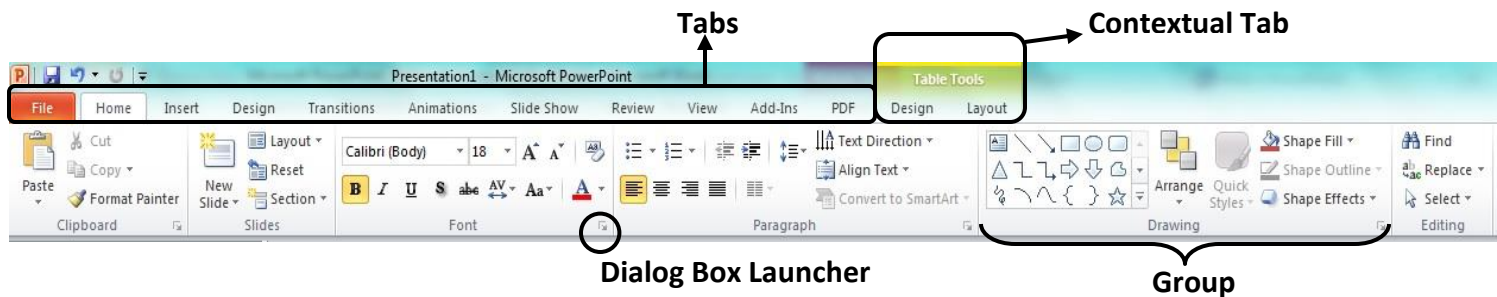
**Outline Tab** allows you to create or edit your presentation as an outline.

**Slides Tab** allows you to create or edit your presentation as a slide.

**Slide Pane** shows slide content, elements and where you can enter and edit content.

**Slide Thumbnail** displays a preview of your slide in the Slides tab and allows you to select a slide to show in the slide pane.

**Placeholders** are areas in a slide where you click to add or edit text or other content.



**Tabs** represent activities performed in PowerPoint; they appear across the top of the Ribbon.

**Contextual Tabs** appear only when certain activities are performed and usually when an object such as a table or picture is selected. For instance, the Design tab will appear under the Table Tools tab after you create a table, and will allow you to format the table.

**Groups** are a collection of related commands (such as Font); the group name appears at the bottom of the ribbon.

**Dialog Box Launcher**, if available, appears in the lower right corner of a group. This will open a dialog box that provides more options for a specific group.

## Slide Layout

The Slide Layout is what elements or content will be included in the slide and how it will be arranged. The Slide Layout button has pictures to help you visualize what the slide will look like. Use the Layout button to change the slide layout; this can be done before or after adding content to a slide.

- On the **Home** tab, in the **Slides** group, click the **Layout** button.
- A menu will appear, click one of the slide layouts.

**Title Slide:** This is the first slide in a blank presentation.

There is a placeholder for the title of the presentation and a placeholder for a subtitle.

**Title and Content:** There is a placeholder for a title and below that is an area for text or content. When you click New Slide, this is the default slide layout.

**Section Header:** Allows you to create sections within your presentation. There is a placeholder for a title and subtitle.

**Two Content:** There is a placeholder for a title and below are two sections for separate text or content.

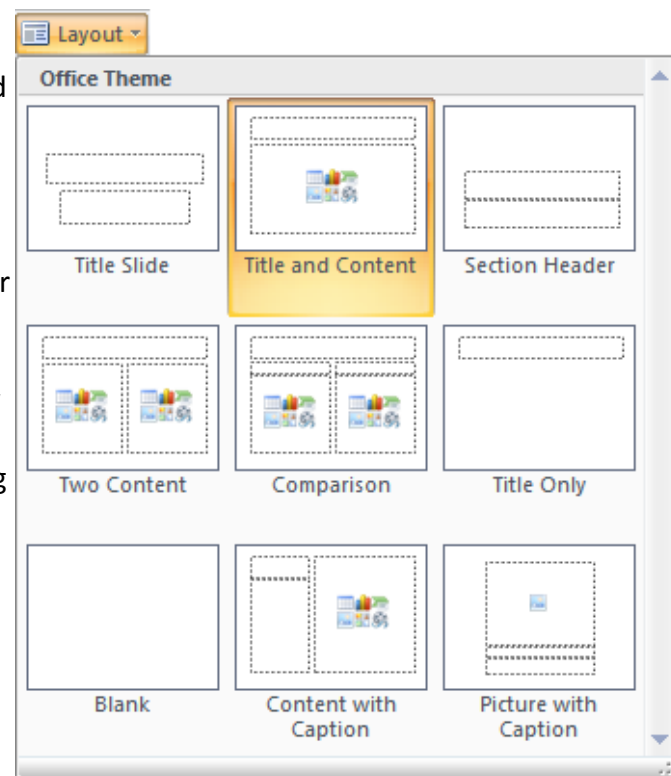
**Comparison:** Allows you to compare two things by having a general title, and then a title above each of the two sections for text or content.

**Title Only:** There is only a placeholder for a title at the top.

**Blank:** There are no placeholders.

**Content with Caption:** The emphasis is on the content and then the title and text placeholders are on the side.

**Picture with Caption:** The emphasis is on a picture and then the title and text placeholders below.



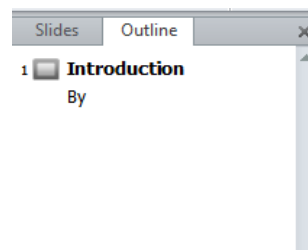
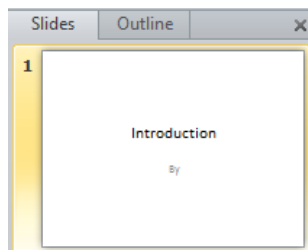
## Insert New Slide

To add an additional slide to your presentation, click the *New Slide* button.

- On the **Home** tab, in the **Slides** group, click the **New Slide** button.
  - To select the **Slide Layout** as you create a new slide, click the **down-arrow** on the **New Slide** button and select from the slide layouts.
  - If you just click the **New Slide** button, the layout of that new slide will be the same as the layout of the previous slide.



A slide thumbnail will appear on the left if you are using the **Slides** tab (if using the **Outline** tab, a numbered marker will appear).



To insert a new slide in between existing slides, select the slide you want a new slide to follow and click the *New Slide* button. If you have slide 3 of 5 selected, the newly inserted slide will be number 4.

## Text

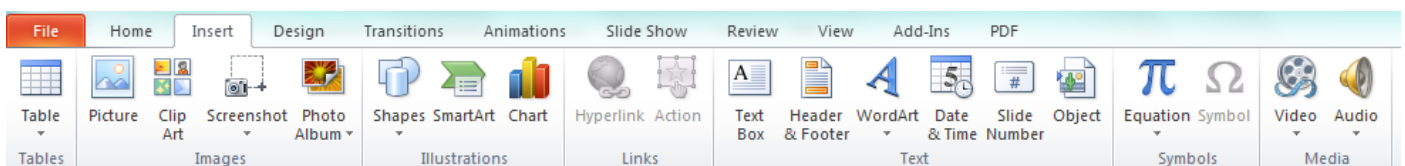
Use the placeholders to add text to a slide. Text will Autofit within the placeholder. Generally, text is large so it can be seen in a presentation. If there is too much text, the placeholder will increase size and overflow off the slide or onto other placeholders.

- Click **Click to Add Text**.
- Type your text.

Click to add text

## Content

You can also add content to a slide. Content is a general term that encompasses most elements that can be added to a presentation other than text. **\*\*Note:** you do not need a content placeholder to insert content. You can go to the **Insert** tab and click on one of the content buttons within the **Tables**, **Images**, **Illustrations**, **Text** or **Media** groups.



Content includes:

**Table:** Insert a table into your presentation to help organize information.

**Chart:** Add a chart to help convey information visually. An *Insert Chart* dialog box will appear to allow you to select a chart type. You will then add data into an Excel spreadsheet to generate the chart.

**SmartArt:** Add a diagram to your presentation.

**Picture:** Insert your own picture that is located on your computer or other storage device (USB Flash Drive).

**Clip Art:** Insert a piece of ClipArt (a type of picture, often drawn) from PowerPoint or from the internet.

**Media:** Add an audio or video clip.

## Arrange Slides

You can arrange the order of your slides after they are created.

### Normal View

- Select the thumbnail you want to move.
- Click and drag your mouse up or down.
- A line representing the slide will appear.
- Move the line to the location you want to place the slide.
- Let go of the mouse.

**Slide Sorter View:** The Slide Pane does not appear, only the thumbnails. This will make it easier to arrange a large number of slides. It will allow you to see more slides at once.

- Select **Slide Sorter View**, the second View button in the status bar. (You can also go to the **View** tab, in the **Presentation Views** group and click the **Slide Sorter** button.)
- Click and drag your mouse.
- A line representing the slide will appear.
- Move the line to the location you want to place the slide.
- Let go of the mouse.

## Delete Slides

Delete an existing slide.

- Right-click on the slide in the **Slides** tab.
- Select **Delete Slide** from the shortcut menu.

*Or*

- Select the slide (click the thumbnail on the **Slides** tab) and press the **Delete** key.

## Save

Saving your presentation will allow you to avoid losing your work because of an unexpected power failure or other problem. After saving, you can open your presentation and view or edit it at a future time.

**Save As:** Use when saving a new presentation or a new location.

- Click the **File** tab, and then click **Save As**.
- The *Save As* dialog box will appear.
- On the left panel, select a location to save your presentation.
- Click in the **File name** box and type the name of your presentation.
- Click **Save**.

**Save:** Use when saving a presentation after making revisions.

- Click the **File** tab, and then click **Save**.

Or

- Click the **Save** button located on the **Quick Access Toolbar**.



## Copy and Reuse slides

From the PowerPoint presentation you are currently working on, you can copy an existing slide and paste a duplicate of it in the same presentation. You can also copy and reuse slides from another presentation and insert them in the presentation you are currently working on.

### Copy Slide

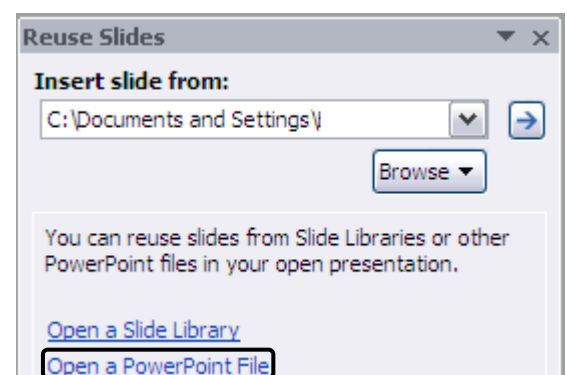
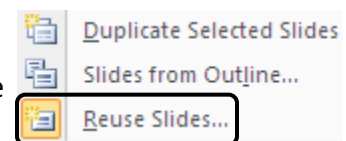
Copy an existing slide from the presentation.

- Select the slide.
- On the **Home** tab, in the **Clipboard** group, click the **Copy** button.
- Select the location of the new slide; the slide will be placed after the selected slide.
- On the **Home** tab, in the **Clipboard** group, click the **Paste** button.

### Reuse Slide

Reuse an existing slide from another presentation.

- Click the slide in front of where you want the new slide to go.
  - If you want the reused/copied slide to be slide 7, click slide 6.
- On the **Home** tab, in the **Slides** group, click the **New Slide** down-arrow.
- Click **Reuse Slides**.
- The *Reuse Slides* pane will appear on the right.
- Select **Open a PowerPoint File**.
- The *Browse* dialog box will appear.
- On the left, select the **location** of the PowerPoint file (the PowerPoint file that holds the slide you want to include in the current PowerPoint).



- Select the **PowerPoint file**.
- Click **Open**.
- The *Reuse Slides* pane will display the slides from the PowerPoint file.
- Click the **slide** you want to reuse/copy. It will appear after the slide you originally selected.
- Close the *Reuse Slides* pane; click the **X** in the upper right of the pane.

## Views

Using the Status Bar, you can see your slide(s) in four views: **Normal**, **Slide Sorter**, **Reading View** and **Slide Show**.



- Click the **View** buttons on the Status Bar to select a view.
  - **Normal** is where you do more of your work, adding and editing content.
  - **Slide Sorter** is where you arrange your slides.
  - **Reading View** is useful to view your presentation on a computer rather than on a large screen.
  - **Slide Show** is used to view a slide as it would look in a presentation.

You can also see your slide(s) in four views using the **View** tab.

- On the **View** tab, in the **Presentation Views** group, click the **Normal**, **Slide Sorter**, **Notes Page** or **Reading View** button.
  - **Notes Page** view allows you to see your slide and notes (in full page format) at the same time.

## Slide Show

View your presentation as a slide show.

- On the **Slide Show** tab, in the **Start Slide Show** group, click the **From Beginning** button.
- Or
- Press **F5**.

View your presentation as a slide show from the slide you are currently viewing.

- On the **Slide Show** tab, in the **Start Slide Show** group, click the **From Current Slide** button.

### Navigate to the next slide:

- Click the **mouse**.
- Press the **right-arrow** key.
- Press the **down-arrow** key.
- Press the **enter** key.

### Navigate to the previous slide:

- Right-click the **mouse** and select **Previous** from the shortcut menu.
- Press the **left-arrow** key.

- Press the **up-arrow** key.
- Press the **backspace** key.

## End your presentation

After the last slide, your screen will go black. Click the **mouse**, press the **right-arrow**, **down-arrow** or **enter** key to return to the *Normal View*.

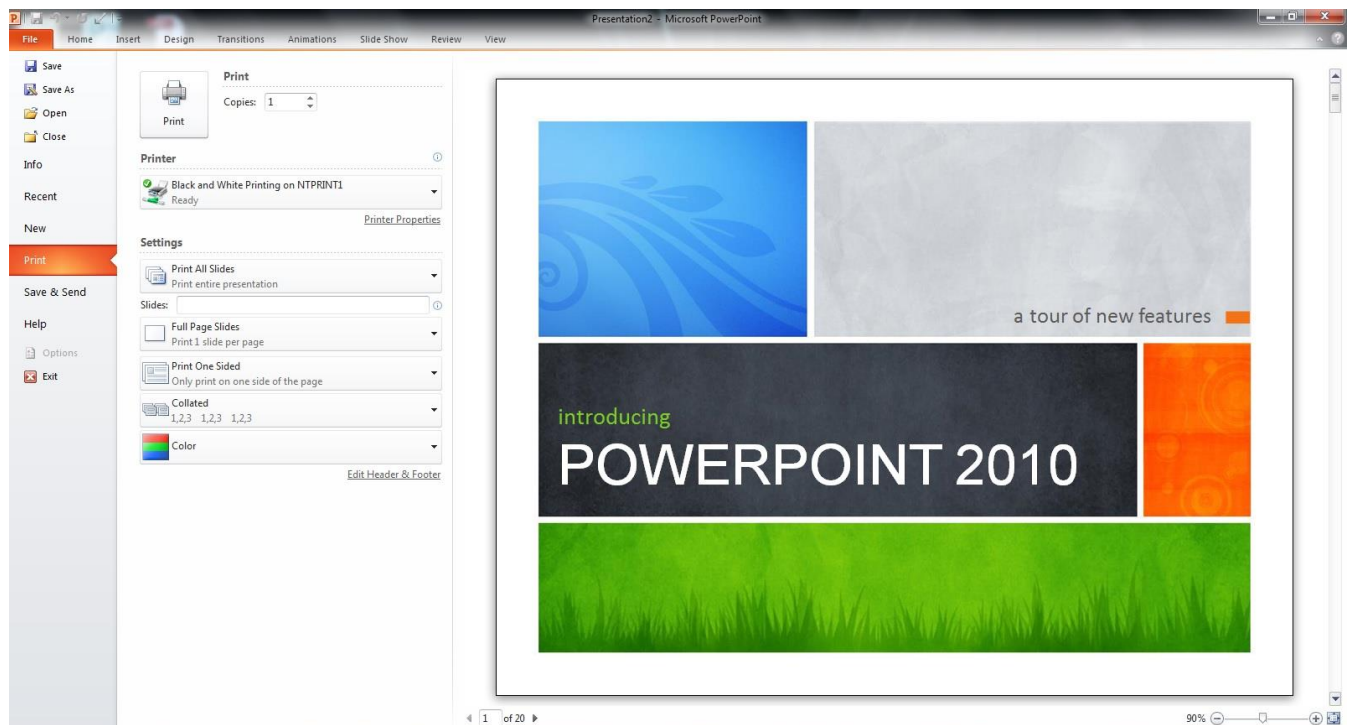
## Exit the slide show:

- Press the **ESC** key.

## Print

In PowerPoint you can print your slides, handouts (anywhere from 1 to 9 slides per page), your notes or an outline.

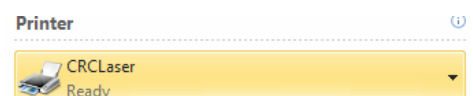
- Click the **File** tab.
- Click **Print**.
- On the right, you can select number of copies, the printer, and a number of different settings.
- When you have chosen all of your desired settings, click **Print**.



**Copies:** Enter the number of copies you want printed. The default is one.

Copies: 1

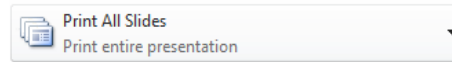
**Printer:** Select the printer to which you want to send your presentation.





## Which Slides to Print

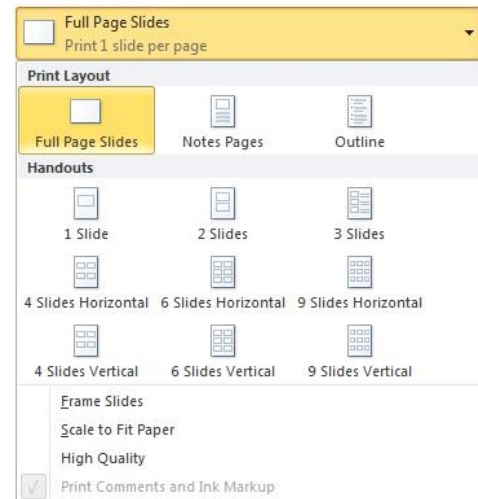
- *Print All Slides* will allow you to print the entire presentation, one slide per page.
- *Print Selection* will allow you to print only the slides that you have selected.
- *Print Current Slide* will allow you to print only the slide that you are currently viewing.
- *Current Range* will allow you to enter specific slides in the field below that you would like to print.



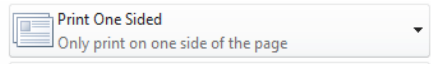
## Print Layout

Here, you can decide if you want full-page slides, notes page, outline, or handouts printed out.

- *Notes Pages* will allow you to print notes from slides for which you added notes.
- *Outline* will allow you to print your presentation as an outline.
- *Handouts* can be printed with one, two, three, four, six or nine slides per page.



**One or two sided:** You can have your printout appear on one side per page or double-sided.



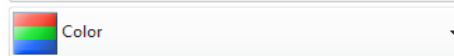
## Order of pages

- *Collated* will print out the presentation in the proper order for stapling if printing multiple copies (example 1,2,3 1,2,3 1,2,3)
- *Uncollated* will print each page of the presentation together before going on to the next page (example: 1,1,1 2,2,2, 3,3,3)



## Color, Grayscale or Pure Black and White

You have the option of printing your presentation in one of these three options.



## EXERCISE

### Slide 1 (Title Slide)

1. In the Slide Pane, click **Click to add title**.
2. Type *Cleveland Public Library*.
3. Click **Click to add subtitle**.
4. Type *by [your name]*.

### Slide 2 (Title & Content)

1. On the **Home** tab, in the **Slides** group, click the **New Slide** button.
2. Click **Click to add title**.
3. Type *The Library*.
4. Click **Click to add text**.
5. Type *Collections*.
6. Press **Enter**.
7. On the **Home** tab, in the **Paragraph** group, click the **Increase List Level** button.
8. Type *Books*.
9. Press **Enter**.
10. Type *Movies*
11. Press **Enter**.
12. Type *Music*.
13. Press **Enter**.
14. On the **Home** tab, in the **Paragraph** group, click the **Decrease List Level** button.
15. Type *Special Collection*.
16. Press **Enter**.
17. Press **Tab**.
18. Type *Chess and Checkers*.
19. Press **Enter**.
20. Type *Miniature Books*.
21. Press **Enter**.
22. Type *Anisfield-Wolf Book Awards*.
23. Press **Enter**.
24. On the **Home** tab, in the **Paragraph** group, click the **Decrease List Level** button.
25. Type *Research*.
26. Press **Enter**.
27. Type *Programs & Services*.
28. Press **Enter**.
29. On the **Home** tab, in the **Paragraph** group, click the **Increase List Level** button.
30. Type *Computer Classes*.

### Save the Presentation

1. Click the **File** tab.
2. Click **Save As**.

3. The *Save As* dialog box will appear.
4. On the left, select *Desktop*.
5. Click in the **File Name:** box, type *CPL [Your Name]*.
6. The *Save as Type:* box should have *PowerPoint Presentation* selected. If not, click the drop-down menu to select it.
7. Click **Save**.

### View the Presentation

1. On the **Slide Show** tab, in the **Start Slide Show** group, click the **From Beginning** button.
2. Click the mouse or press the **right-arrow** to advance to the next slide.
3. After the last slide, your screen will go black; click the **mouse**.

### Slide 3 (Comparison)

1. On the **Home** tab, in the **Slides** group, click the **New Slide** button.
2. Click **Click to add title**.
3. Type *Locations*.
4. Change the Layout.
5. On the **Home** tab, in the **Slides** group, click the **Layout** button.
6. A menu will appear; click **Comparison**.
7. On the left, click **Click to add Text**.
8. Type *Main Library*.
9. On the right, click **Click to add Text**.
10. Type *Branches*.
11. On the left, click the **Insert Picture from File** content button.
12. The *Insert Picture* dialog box will appear.
13. On the left, click **Desktop**.
14. Double-click the **CPL Main** file.
15. On the right, click the **Insert Picture from File** content button.
16. The *Insert Picture* dialog box will appear.
17. On the left, click **Desktop**.
18. Double-click the **Branch Map** file.

### Slide 4 (Title & Content - Table)

1. On the **Home** tab, in the **Slides** group, click the **New Slide** down-arrow.
2. A menu will appear, select **Title & Content**.
3. Click **Click to add title**.
4. Type *Change in Activities*.
5. Click the **Insert Table** content button.
6. The *Insert Table* dialog box will appear.
7. **Number of Columns:** 4.
8. **Number of Rows:** 4.
9. Click **OK**.
10. Click in the **second** cell in the first row.
11. Type *2009*.

12. Press **Tab**.
13. Type *2010*.
14. Press **Tab**.
15. Type *2011*.
16. Enter the following information into your table.
17. Press **Tab** or the **directional arrows** to move to a new cell.

	<b>2009</b>	<b>2010</b>	<b>2011</b>
<b>Circulation</b>	<i>6,873,457</i>	<i>6,777,902</i>	<i>6,799,839</i>
<b>Reference</b>	<i>1,085,588</i>	<i>1,110,555</i>	<i>991,381</i>
<b>Computer Sessions</b>	<i>1,130,918</i>	<i>1,017,934</i>	<i>905,159</i>

#### **Slide 5 (Title & Content - Chart)**

- 1) On the **Home** tab, in the **Slides** group, click the **New Slide** button.
  - a) The layout should be *Title & Content*.
- 2) Click **Click to add title**.
- 3) Type *Visits to the Library*.
- 4) Click the **Insert Chart** content button.
- 5) The *Insert Chart* dialog box will appear.
- 6) Choose **Line** on the left. Choose **Line with Markers** on the right.
- 7) Click **OK**.
- 8) A *Microsoft Excel Workbook* will appear on the right.
- 9) Click the cell containing **Series 1**.
- 10) Type *Total Visits*.
- 11) Click the cell containing **Category 1**.
- 12) Type *2009*.
- 13) Click the cell containing **Category 2**.
- 14) Type *2010*.
- 15) Click the cell containing **Category 3**.
- 16) Type *2011*.
- 17) Click the cell containing **Category 4**.
- 18) Type *2012*.
- 19) Click cell **B2**.
- 20) Type *4,166,169*.
- 21) Press **Enter**.
- 22) Type *3,836,924*.
- 23) Press **Enter**.
- 24) Type *3,632,365*.
- 25) Press **Enter**.
- 26) Type *3,697,747*.
- 27) Select columns **C & D**.
- 28) Right-click and select **Delete** from the shortcut menu.
- 29) Close the Microsoft Excel Workbook; click the **X** at the top of the window.

### Slide 6 (Title & Content - Media Clip)

- 1) On the **Home** tab, in the **Slides** group, click the **New Slide** button.
  - a) The layout should be *Title & Content*.
- 2) Click **Click to add title**.
- 3) Type *First Time at CPL*.
- 4) Click the **Insert Media Clip** content button.
- 5) The *Insert Video* dialog box will appear.
- 6) On the left, click **Desktop**.
- 7) Double-click the **Frances Scott – YouTube** file.
- 8) The video will now be inserted into the content portion of slide 6.
- 9) You can view the video in **Normal View** by clicking on the play button below it.
- 10) Click the **Slide Show** view button in the status bar.
- 11) Click on the **video** (black rectangle) to make sure it works. Click on the video again to stop it.
- 12) Press the **ESC** key to return to **Normal View**.



### Save & View the Presentation

1. Click **Save** button located in the **Quick Access** toolbar.
2. Press **F5**.
3. Press **Enter** to advance to the next slide.
4. After the last slide, your screen will go black; press **Enter**.

### Slide 7 (Section Header)

1. On the **Home** tab, in the **Slides** group, click the **New Slide** down-arrow.
2. A menu will appear, select **Section Header**.
3. Click **Click to add text**.
4. Type *www.cpl.org*.
5. Click **Click to add title**.
6. Type *Virtual CPL*.

### Slide 8 (Blank)

1. On the **Home** tab, in the **Slides** group, click the **New Slide** down-arrow.
2. A menu will appear, select **Blank**.
3. On the **Insert** tab, in the **Images** group, click the **Clip Art** button.
4. The *Clip Art task* pane will appear.
5. **Search for:** type *computers*.
6. **Results should be:** *All media file types*.
7. Click **Go**.
8. Click a **Clip Art thumbnail** to insert it into the slide.
9. Once the Clip Art is inserted, close the *Clip Art* task pane.
10. Increase or decrease the size of your inserted clip art to your liking using the resizing handles.

### Slide 9 (Title & Content)

1. On the **Home** tab, in the **Slides** group, click the **New Slide** down-arrow.
2. A menu will appear, click **Title and Content**.
3. Click **Click to add title**.
4. Type *History of Cleveland Public Library*.
5. Click the **Insert SmartArt Graphic** content button.
6. The *Choose a SmartArt* dialog box will appear.
7. Choose **Vertical Bullet List**, second option down.
8. Click **OK**.
9. Click the first **[Text]**.
10. Type *1869*.
11. Click the second **[Text]**.
12. Type *Cleveland Public Library Founded*.
13. Click the third **[Text]**.
14. Type *1925*.
15. Click the fourth **[Text]**.
16. Type *Main Library Completed*.
17. In the *Contextual Design* tab, in the **Create Graphic** group, click the **Add Bullet** button.
18. In the *Contextual Design* tab, in the **Create Graphic** group, click the **Promote** button.
19. Type *1982*.
20. In the *Contextual Design* tab, in the **Create Graphic** group, click the **Add Bullet** button.
21. Type *CPL Launched CLEVNET*.
22. In the *Contextual Design* tab, in the **Create Graphic** group, click the **Add Bullet** button.
23. In the *Contextual Design* tab, in the **Create Graphic** group, click the **Promote** button.
24. Type *1997*.
25. In the *Contextual Design* tab, in the **Create Graphic** group, click the **Add Bullet** button.
26. Type *Completed Louis Stokes Wing*.

### Arrange Slides in Normal View (slide 9)

Move the *History of Cleveland Public Library* slide (slide 9) before *The Library* slide (slide 2).

1. In the **Slides** tab, click and drag **slide 9** (*History of Cleveland Public Library*) up.
2. A line representing the slide will appear in between slides.
3. Continued dragging your mouse up until the line appears above **slide 2** (*The Library*).

### Arrange Slides in Slide Sorter View (slide 5)

Move the *Locations* slide (slide 4) before the *The Library* slide (slide 3)

1. Click the **Slide Sorter** view button in the status bar.
2. Click and drag the *Locations* slide left (slide 4).
3. A line representing the slide will appear.
4. Move the line before the *The Library* slide (slide 3).
5. Let go of the mouse.
6. Click the **Normal** view button in the status bar.

### Delete Slide (slide 9)

1. Right-click on the *clip art slide (slide 9)* in the **Slides** tab.
2. Select **Delete Slide** from the shortcut menu.

### Copy Slide (slide 8)

1. Select **slide 8**.
2. On the **Home** tab, in the **Clipboard** group, click the **Copy** button.
3. Select **slide 1**.
4. On the **Home** tab, in the **Clipboard** group, click the **Paste** button.
5. In **slide 2**, click the placeholder that contains *Virtual CPL*.
6. Delete *Virtual CPL*; use the **Backspace** and **Delete** keys.
7. Type *History & Services*.
8. Delete *www.cpl.org*; click the placeholder and use the **Backspace** and **Delete** keys.

### Insert Slide (slide 6)

1. Select **slide 5**.
2. On the **Home** tab, in the **Slides** group, click the **New Slide** down-arrow.
3. Select **Section Header**.
4. Click **Click to add title**.
5. Type *Library Usage & Statistics*.
6. Click **Click to add text**.
7. Type *2009-2012*.

### Reuse Slide (slide 11)

1. Click **slide 10**.
2. On the **Home** tab, in the **Slides** group, click the **New Slide** down-arrow.
3. Click **Reuse Slides...**
4. The *Reuse Slides* pane will appear on the right.
5. Select **Open a PowerPoint File**.
6. The *Browse* dialog box will appear.
7. On the left, click **Desktop**.
8. Double-click the **Microsoft PowerPoint I** file.
9. In the *Reuse Slides* pane, click the **KnowitNow** slide (**slide 1**).
  - 9.1. The reused slide will now be slide 11 in your PowerPoint presentation.
10. Close the *Reuse Slides* pane; click the **x** in the upper right of the pane.

### Copy Slide from another PowerPoint File (slide 11)

1. Minimize the **current Microsoft PowerPoint** presentation.
2. Open the **Microsoft PowerPoint I** file on the desktop.
3. In the **Slides** tab, click the **eMedia slide (slide 2)**.
4. On the **Home** tab, in the **Clipboard** group, click the **Copy** button.
5. Maximize the **current Microsoft PowerPoint** presentation (*CPL Martha*).
6. Click **slide 10**.
7. On the **Home** tab, in the **Clipboard** group, click the **Paste** button.

### **Save & View the Presentation**

1. Click **Save** button located in the **Quick Access** toolbar.
2. Press **F5**.
3. Press **Enter** to advance to the next slide.
4. After the last slide, your screen will go black; press **Enter**.

### **Next steps**

**Microsoft PowerPoint II** - Learn how to add graphics, transitions, and animations.

**Microsoft Publisher I** - This is an overview of the tools and elements in Publisher.

**Microsoft Publisher II** - Learn how to use templates to create and design publications like a simple flyer, business card, or newsletter.



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