

PowerPoint User Guide

Contents

Chapter 1. How create your PowerPoint presentation.....	1
What is PowerPoint application.....	1
How to create your PowerPoint presentation from scratch.....	1
How to create your PowerPoint presentation using a template.....	2
Chapter 2. How to create your own PowerPoint template.....	3
How to customise your PowerPoint template by adding a specific picture.....	3
How to save your PowerPoint template.....	4
How to use your custom PowerPoint template.....	5
Chapter 3. How to add an audio file to your PowerPoint slide.....	7
How to add an audio file from your local folder.....	7
How to add an audio recording.....	7

Chapter 1. How create your PowerPoint presentation

What is PowerPoint application

Microsoft PowerPoint is an application that allows you to create slide presentations using images, audio and video files. The application uses slides to convey information rich in media.

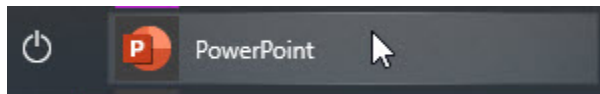
For more information, see the following video demonstration:

How to create your PowerPoint presentation from scratch

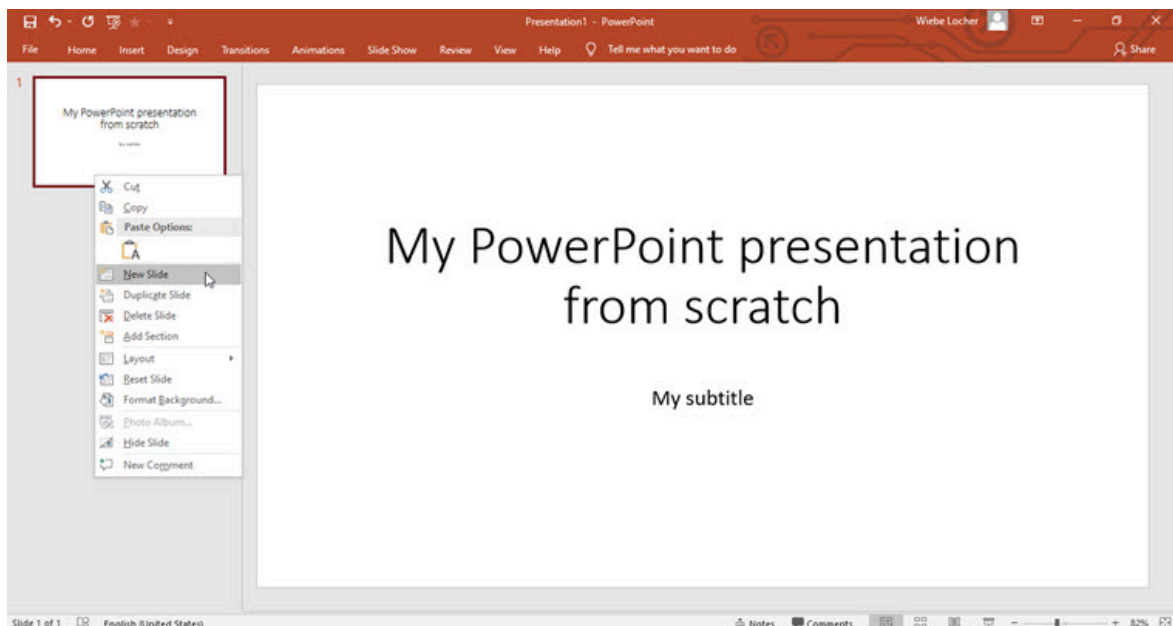
Here you will find a description on how to create your PowerPoint presentation from scratch.

Make sure the PowerPoint app is installed on your Windows computer.

1. Go to the Windows taskbar and select **PowerPoint** app.



2. Once the PowerPoint app is open, go to **File > New**, click **Blank Presentation**.
3. Add a title and subtitle to your PowerPoint slide.
4. Rightclick the newly created slide on left and create further slides by clicking the **New Slide** or **Duplicate Slide** menu options.



You have now created your PowerPoint presentation from scratch.

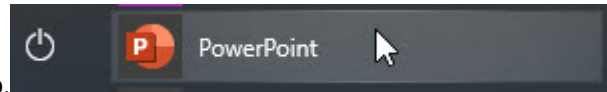
How to create your PowerPoint presentation using a template

Here you will find a description of how to create a PowerPoint presentation using an available template.

Make sure you have the PowerPoint app installed on your PC.

This can be achieved by following these steps:

1. Go to a task bar and select **PowerPoint** app.
2. Once the PowerPoint app is open, go to **File > New**.
3. Select one of the presentations available in the **Office** or **Custom** tabs.
4. You can also search for a specific template or theme in the search bar using a specific keyword.
5. As you selected the required theme, click it and then click the **Create** button.



Geometric presentation

Provided by: **Microsoft Corporation**

Make giving a successful presentation a little easier with geometric PowerPoint templates that include great infographics and content suggestions. Put the focus on your data with this geometric presentation, including layouts for charts, timelines, and tables. Grab the spotlight for your business with an accessible PowerPoint presentation template.

Download size: 5226 KB



You have now created your PowerPoint presentation with one of the available templates.

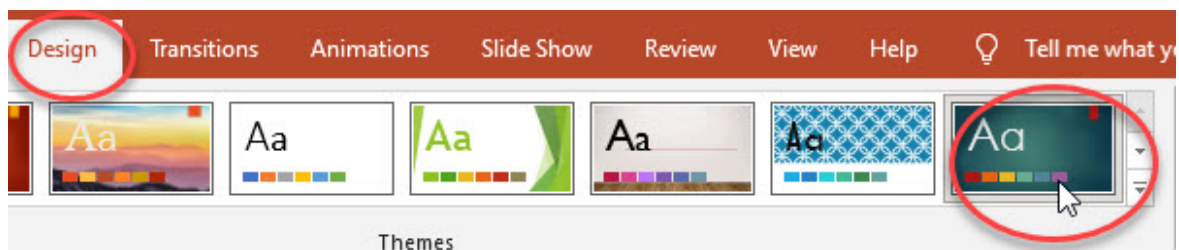
Chapter 2. How to create your own PowerPoint template


How to customise your PowerPoint template by adding a specific picture

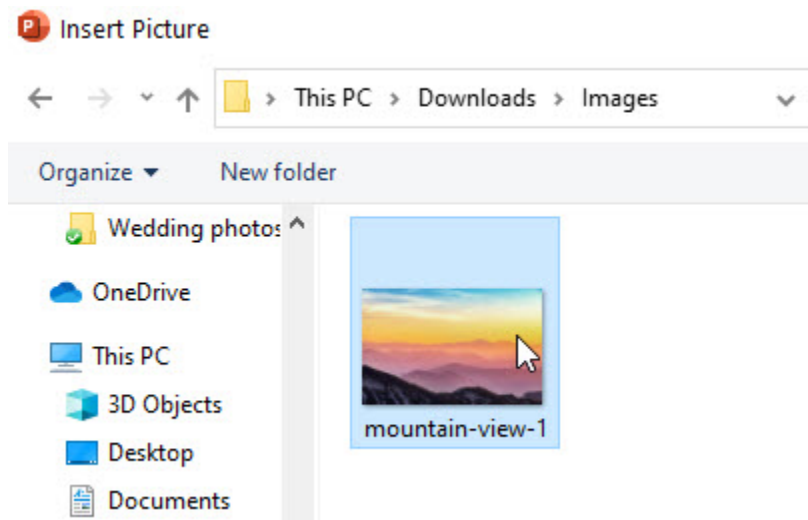
In Microsoft PowerPoint you can use default templates for your presentations or you can create your own.

Here you will find description on how to add a specific picture to your PowerPoint template.

1. In your PowerPoint, go to **File > New**, click **Blank Presentation**.
2. Once the new presentation is open, go to **Design** tab > **Themes** and select a theme you like.

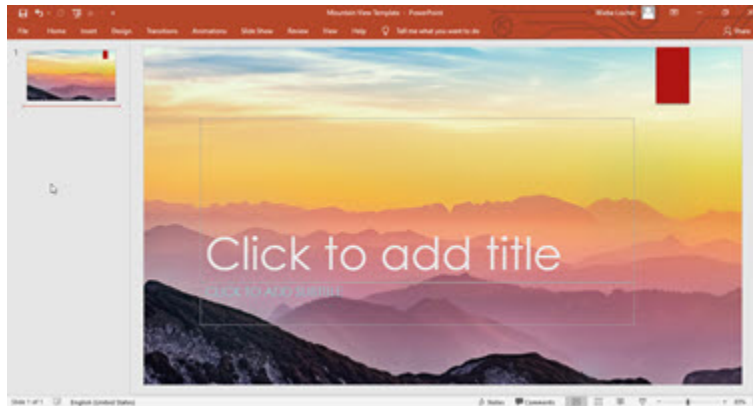


3. Go to **Format Background** subtab and select **Fill** .
4. Select *Picture or Texture fill* roundbox.
5. Click **Insert** button to insert your picture from the local folder.



6. Select the required picture and click the **Insert** button.

7. In the **Format Background** tab, click the **Apply to all** button.



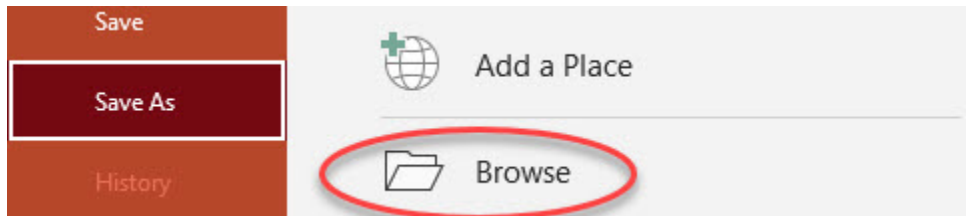
You have now created your very own PowerPoint template.

How to save your PowerPoint template

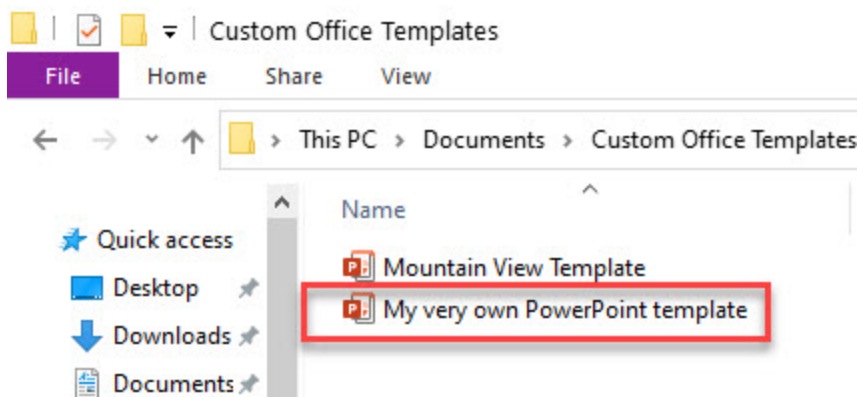
In Microsoft PowerPoint you can use default templates for your presentations or you can create your own.

Here you will find description on how to save your PowerPoint template after creating it.

1. In your PowerPoint, go to **File > Save as**, and select **Browse**.



2. In the **Save as** dialog, give a name to your template and select *PowerPoint Template* as a file type. Your PowerPoint template will be saved in the **Custom Office Templates** folder.



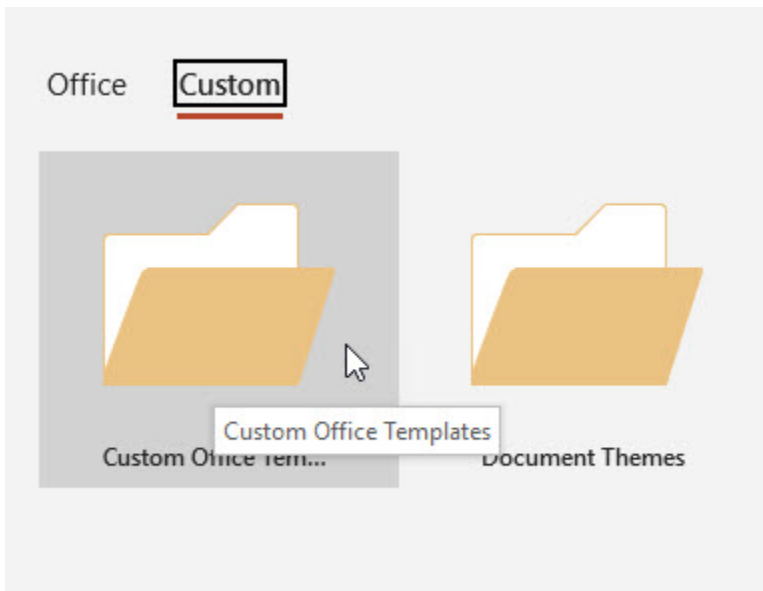
Your PowerPoint template is added to the folder of custom templates.

How to use your custom PowerPoint template

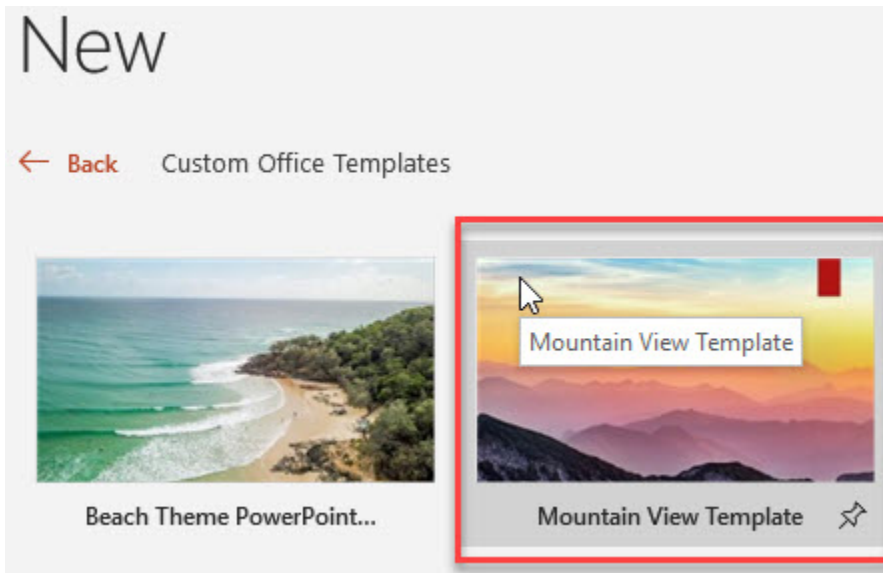
Once your custom PowerPoint template is created, you can use it for your new presentation.

This can be achieved by following these steps:

1. In your PowerPoint, go to **File > New**.
2. Select **Custom** subtab, click the **Custom Office Templates** folder.



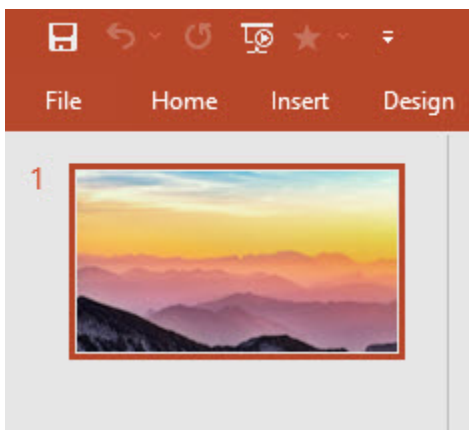
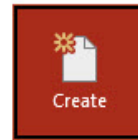
3. Select your custom PowerPoint template.



4. Click the Create icon.



My very own PowerPoint te...



As a result your PowerPoint template is ready to be used for creating your presentation.

Chapter 3. How to add an audio file to your PowerPoint slide

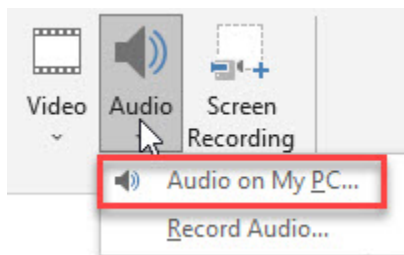
How to add an audio file from your local folder

You can add two types of audio files to your PowerPoint slide: an audio file from your local folder or a recording made directly in the PowerPoint.

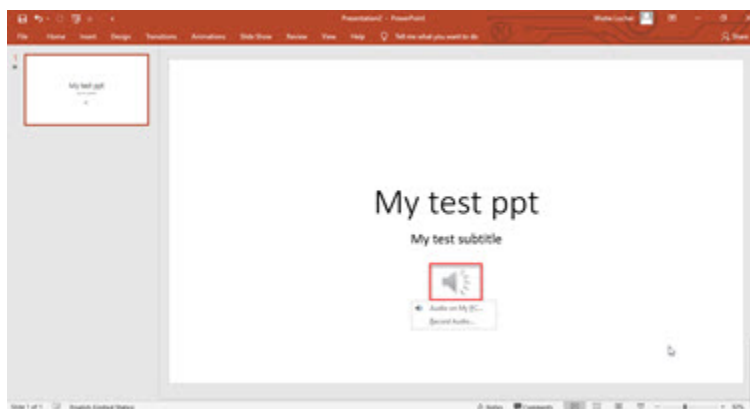
Make sure you have created the PowerPoint slide.

Here you will find description of adding audio file from your local folder.

1. In your newly created PowerPoint slide go to **Insert** tab > **Media**.
2. Click **Audio** button.
3. Select **Audio on My PC...** option.



4. Choose the required audio file from the local folder.
5. Click **Insert** button.



The audio file is added to your PowerPoint slide.

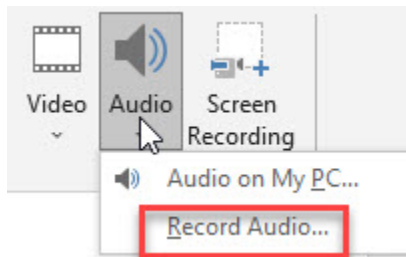
How to add an audio recording

You can add two types of audio files to your PowerPoint slide: an audio file from your local folder or a recording made directly in the PowerPoint.

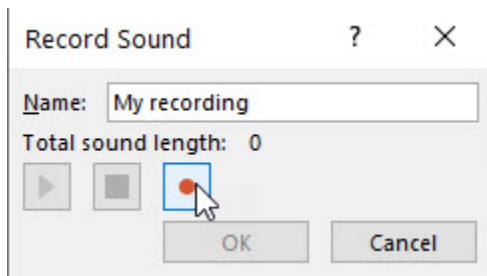
Make sure you have created the PowerPoint slide.

Here you will find description how to add a recording made directly in your PowerPoint presentation.

1. In your newly created PowerPoint slide go to **Insert** tab > **Media** .
2. Click **Audio** button.
3. Select **Record Audio...**option.



4. Type in the name of your recording.
5. Click the red button to start your recording.



6. Click **Ok**.

The audio file is added to your PowerPoint slide.