



PowerPoint 101

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PowerPoint is part of the Microsoft Office suite. These are instructions for PowerPoint 2007, but much applies to all versions. (If you don't own Office, you can download and use the FREE Impress software from Open Office. It's similar, but not exactly the same.)

Open PowerPoint: it defaults to a blank slide with the default. This first slide is usually the title slide of your slideshow.

- Click inside a the top box to add the main title text; subtitle goes in the 2nd box.
- To add a new slide, click Home->New Slide. Choose from different layouts: text, content, etc.
- Save your presentation now and frequently.

Add some style:

Click the Design tab, then click on any of the templates to apply a style to all the slides. Each style has Color, Font, and Effects choices, as well as Background styles. For a custom background, go to Design->Background, choose Picture or texture fill, then click Insert from File. Choose one from your computer, then click Apply to All. (There are a lot of images suitable for backgrounds; search for 'background image' and choose the Images tab to see them.)

Font styles:

A new PPT file starts with a couple default fonts. You can choose a new set to In Design->Fonts->Create New Theme Fonts. Choose a new heading font and a new body font, name it, then save. Now you can choose these fonts for any future PPT. You can also edit specific text, just like you would with any word processor. You can adjust any text with the font buttons on the Home tab.

Play your slideshow:

Click Slideshow->From Beginning. Click your mouse to advance one slide. Hit escape to exit the show.

Add a picture:

Insert a new slide, then click the icon in the center to add an image. Or, you can add a picture by clicking Insert->Picture. Use the handles to resize; click and drag it to reposition it.

Add notes: There's a Notes section at the bottom of the main window. Notes don't show when you play the slideshow, but will show if you print the slideshow for your own notes.

Print your slides: You can print just the slides, or slides with notes.

Good luck! Let me know if you have questions or comments.

Ellen

Resources:

<https://support.office.com/en-us/article/Basic-tasks-for-creating-a-PowerPoint-presentation-efbbc1cd-c5f1-4264-b48e-c8a7b0334e36>

http://pd.clcillinois.edu/docs/PowerPoint_XP_basics.pdf

<https://www.dcc.vccs.edu/TLTR/Blackboard9/A%20Beginner's%20guide%20to%20Powerpoint.pdf>