

Introduction to Powerpoint

Start Powerpoint

START
PROGRAMS
MICROSOFT OFFICE
POWERPOINT

Select the Presentation

The dialog box opens with selections of blank presentation (to create a new Powerpoint presentation) or to open an existing presentation. Select one and click OK.

New Slide

This dialog box open automatically with a new presentation, or you can open it at any time from the menu, at INSERT and NEW SLIDE. Pictures of several Slide Layout types are shown with one highlighted. The gray bars are for slide titles, the dots are bullets for lists, and there are icons for tables, charts and images. Choose one by clicking on it, and click OK.

The blank new slide appears on the main part of the screen to the right. Text is put into boxes, so there may be a box that says, "Click to add title" or "Click to add text", and once you click in that area you can type text or copy and paste from another source.

To the left is a list of slides with the text on each, for organization. Click on the number of the slide, and when you insert a new slide it will add it after that. You can also click and drag the slide number to change the order of the slides. Whenever you want to add more information, you need to create a new slide for it. Each slide will hold only so much and Powerpoint adjusts the font size to try to include it. If what you have to say is more than can fit on one slide, and still be readable, split it and put more on a new slide.

Once you choose a Slide Layout, you can click on FORMAT and that creates a drop-down menu. Slide Layout allows you to change the type of slide, from the list you just saw. Slide Color Scheme lets you select a combination of colors for background, arrows, text and bar charts. Background lets you choose the color of the slide background separately from other colors. Apply Design Scheme offers a large number of color, font and layout choices for the slide – for one at a time or for the entire presentation. Click on any one to preview and then click Apply.

Text

Click in an area for either the Title or the Text and you can type text into the box. In the text area, there may be a bullet list. You can convert that to a number list. Typing a line and then ENTER will move to the next bullet. You can also indent and create more hierarchy of the text. You can edit the font, bullets, color, etc. You can also copy and paste text from other sources – Word or Excel, etc. At the bottom of the screen is an area for Notes. You can type notes to yourself for the presentation, and these will not appear on the screen when you present it.

Tables

There are two (at least) ways to create a Table in Powerpoint. One is with the built-in facilities. From the menu, click INSERT and NEW SLIDE and choose one with a table icon. Double click on the table in the center, and that opens a facility to create a table by choosing the number of rows and columns. Click the up or down arrow to change them from the default of 2. Add one to each for column and row titles. Click OK and that opens a spreadsheet or a set of boxes. You can type text or numbers into each box to create a table. Click outside the table to finish the table.

You can also copy and paste from Word or Excel. From the menu, click INSERT and NEW SLIDE and choose a blank slide. Open Excel for example and copy a table that you have prepared, then return to Powerpoint and paste the table into the blank slide. You will probably need to drag the boxes along the edges in order to resize the image.

Charts

As with tables, there are the two ways to create a chart. From the menu, click INSERT and NEW SLIDE and choose one with a column chart icon. Double click on the chart to open the chart maker. It has a column chart and a small spreadsheet. Edit the spreadsheet to change the chart, by typing over or clearing the entries. As you change the spreadsheet it will appear in the chart. You can also copy and paste data from a spreadsheet table in Excel to create chart.

You can also copy and paste from Word or Excel. From the menu, click INSERT and NEW SLIDE and choose a blank slide. Open Excel for example and copy a chart that you have prepared, then return to Powerpoint and paste the chart into the blank slide. You will probably need to drag the boxes along the edges in order to resize the image.

Images

You can scan an image and save the file directly into Powerpoint. If you have an image file you can create a NEW SLIDE and copy and paste the image into Powerpoint.

SAVE

Click the Save icon as you work on your Powerpoint presentation to save the file and your changes. The next time you open Powerpoint it will be listed as an existing presentation and you can select the file to open it.

Presentation

The buttons at the lower left are selections for the appearance of the screen. The Normal View is the default, which shows the text at the left and the slide at the right. You can also choose these from the menu, at VIEW. To display the Powerpoint presentation, click the icon that looks like a projector screen, or click VIEW and SLIDE SHOW. The slide will fill the screen. Then use the Page Down buttons on the keyboard to move to the next slide, or to backup and show an earlier slide. You can add buttons to the slide that will help you navigate.

You can also move the cursor to the slide, and a button will appear in the lower left. Click that button and a menu pops up, and one of the selections is Next for the next slide, or Previous.

End the show from the popup menu, or by pressing the ESC button on the keyboard.