PowerPoint is the Microsoft Office Suite presentation graphics program. It allows you to create slideshow presentations. PowerPoint can be used in business to make sales presentations; in schools for educational presentations by teachers and students; and in families to create electronic scrapbooks.

**To start PowerPoint**

1. Click the **Start** button.
2. Select **All Programs**.
3. Choose **Microsoft Office**.
4. Choose **Microsoft Office PowerPoint 2010**.

**PowerPoint Screen Layout**
Creating a Presentation

To create a new presentation

- Launch PowerPoint. A new blank presentation titled Presentation1 will appear.

Or

- While in an existing presentation, click the File tab, choose New, and select Blank presentation. Click Create.

Slide Layout

The first slide, called the Title Slide, is always added by default to a new presentation. It contains two placeholders. The title placeholder says Click to add title and the subtitle placeholder says Click to add subtitle. These boxes represent the slide’s layout. There are many other slide layouts to choose from.

To view slide layout options

1. Click the Home tab on the Ribbon.
2. Choose the Layout option in the Slides group.
3. The available layouts will be displayed.
4. Click the desired layout to insert it into the current slide.
Adding new slides to a presentation
You can add additional slides to a presentation at any time and in any order within the presentation.

To add a new slide
• Click the slide on the Slide Tab that you want the new slide to follow, and then press ENTER.
Or
• Right-click the slide on the Slide Tab that you want the new slide to follow, and then click New Slide on the shortcut menu.
Or

• Click the slide on the Slide Tab that you want the new slide to follow, and then click the button on the Home tab.

Typing Onto Slides
Most slides include one or more placeholders for titles and body text such as lists or regular paragraphs, and other content such as pictures or charts. PowerPoint has default font sizes for predetermined title and body text boxes.

• The body text box is usually positioned below a title.
• Its default formatting is a bulleted list.

If you don't want a bulleted list, click in the body text placeholder and backspace to erase the automatic bullet. The bulleting will stop.

If no text box or placeholder is present on a slide you can place one there manually by clicking the Insert tab on the Ribbon and choosing Text Box from the Text group.

Views
There are several ways to display your presentation.

Normal View
Normal view displays all the text in your presentation (in the Outline tab), the entire presentation (in the Slides tab) the current slide (in the Slide pane), and speaker notes for the current slide (in the Notes pane). Normal view is used to create and edit slides.

To use Normal View
1. Click the View tab on the Ribbon.

2. Choose the Normal option in the Presentation group.
Slide Sorter View
Slide Sorter view displays multiple slides at one time so you can reorder your slides if necessary.

To use Slide Sorter view
1. Click on the View tab on the Ribbon.
2. Choose the Slide Sorter option in the Presentation group.

Slide Show View
Slide Show view displays your slides in their final format. It is often used when making a presentation to an audience.

To use Slide Show view
1. Click the View tab on the Ribbon.
2. Choose the Slide Show option in the Presentation group.

Notes Page View
Notes Page view displays the current slide and the speaker notes for the current slide.

To use Notes Page view
1. Click the View tab on the Ribbon.
2. Choose the Notes Page option in the Presentation group.

Slide Show Commands
Left Click
The left mouse button will advance the slide show forward one slide each time the left mouse button is clicked. Do not double click. Double clicks may advance your slide show two slides at a time causing you to skip slides.
ESC Key
To end a Slide Show press the ESC key on the keyboard. The ESC key ends the slide show view and returns you to Normal view.

To change the order of slides
1. Click on the View tab on the Ribbon.
2. Select the Normal view in the Presentations group.
3. On the Slides tab click the slide you want to move and hold down the left mouse button.
4. Drag the mouse up or down to move the slide the desired position.
5. Release the mouse. The slide will appear in its new position.

Or go to the Slide Sorter view and click the slide you want to move holding down the left mouse button and dragging the mouse to move the slide the desired position. Release the mouse when it is in the new position.

To delete a slide
1. On the Slides tab click on the slide you want to delete.
2. Press the Delete key on the keyboard.
3. The slide and all of its contents will be deleted.

Text Boxes
Text boxes designate where text can be added to slides. If a slide doesn’t have a text box, no text can be added to that slide. Layouts come with predetermined text boxes but you can also add, delete, and move text boxes manually.

Note: To add, delete or move a text box you must be in Normal view.

To add a text box to a slide
1. On the Slides tab, click on the slide where you want to add a text box. The selected slide will be displayed in the Slide Pane.
2. Click on the Insert tab on the Ribbon.
3. Click the Text Box button. The mouse arrow changes to a cross when placed on the Slide Pane.
4. Click on the slide displayed in the Slide Pane; hold down the left mouse button and drag the mouse across the slide.
5. The text box will appear.
6. Release the left mouse button to set the text box.

To insert text in a text box
1. Display the slide to which you want to add text.
2. Click in the text box. The blinking cursor will appear.
3. Begin typing. The text will be inserted into the text box.
4. When you have finished, click anywhere outside of the text box. The blinking cursor will disappear and the text box will be set.

To resize a text box
1. On the Slide tab, click on the slide displaying the text box to be resized. The selected slide will be displayed in the Slide Pane.
2. Place the mouse arrow over the text and click once. The dotted border around the box will be displayed.
3. The border will have several resize dots around it.
4. Place your mouse directly on top of any of the dots and the mouse arrow will change to a two headed arrow.
5. Click and drag the mouse keeping the left mouse button pressed.
6. Dragging the mouse toward the box will shrink the text box. Dragging away from the box will enlarge the text box.

Note: The text box will also enlarge to accommodate the text as you type.
7. Release the left mouse button when the text box is the desired size.

To move a text box
1. On the Slide tab, click on the slide displaying the text box to be moved. The selected slide will be displayed in the Slide Pane.
2. Place the mouse arrow over the text and click once to display the text box.
3. Place the mouse over the border of the box but not on the resize dots. The mouse arrow will change to a four headed arrow.
4. Click and hold down the left mouse button while the four headed arrow is displayed. Move the mouse to move the text box.
5. Release the mouse when the text box is in the desired location.

To delete a text box and its contents
1. On the Slide tab, click on the slide displaying the text box to be deleted. The selected slide will be displayed in the Slide Pane.
2. Place the mouse arrow over the text and click once to display the text box. The border will be a dotted line and the blinking cursor will be in the box.
3. Click directly on the text box border. The border will become a solid line.
4. When the border is visible and no blinking cursor is displayed, press the Delete key on the keyboard.
5. The text box and its contents will be removed.

Images
There are two basic ways to add an image to a PowerPoint presentation. PowerPoint provides pre-set slide layouts with content placeholders which indicate where images can be placed; or you can manually add images to slides that do not contain image boxes.

To add images you must be in Normal View.
To use slide layouts to add clip art
1. Click the Home tab on the Ribbon.
2. Click the drop-down arrow on the Layout button in the Slides group.
3. Select a layout that includes images by looking for the symbol.
4. Click the layout to select it. The layout will appear in the slide.
5. Place the mouse pointer over each icon to determine which image is the symbol for clip art (or the desired image type).
6. Click the desired icon.

7. The clip art pane opens.
8. Type in the keywords of the clip art image you want to search for.
9. Click the Go button.
10. Click on the desired item to select it.
11. The clip art picture will be placed in the current slide.
12. Move and resize the image as desired.

To manually add clip art
1. Click the Insert tab on the Ribbon.
2. Click the Clip Art button in the Illustrations group.
3. The clip art pane opens.
4. Type in the keywords of the clip art image you want to search for.
5. Click the Go button.
6. Click on the desired item to select it.
7. The clip art picture will be placed in the current slide.
8. Move and resize the image as desired.

To resize an image
1. Click on the image to select it. Resize dots will be placed around the edges of the image.
2. Place your mouse on any corner of the image so that you get a two way arrow.
3. When the mouse becomes a two way arrow, click and drag in or out to shrink or enlarge the image.

To move an image
1. Click on the image to select it. When the mouse arrow becomes a four way arrow hold the left mouse button down.
2. While holding down the left mouse button, move the mouse arrow to the desired location.
3. Release the left mouse button.
To delete an image
1. Select the desired image. Resize dots will be placed around the edges of the image.
2. Press the **Delete** key on the keyboard.

To create a background color on slides
1. Click the **Design** tab on the Ribbon.
2. Click the dialog box button in the Background group to open the **Format Background** dialog box.
3. Click **Close** to apply to the current slide, or **Apply to all**.

To save your PowerPoint
1. Click on the **File** tab.
2. Choose the **Save As** option.
3. In the **Save in** box, choose the location where you want the file saved.
4. In the **File name** box, create a name for the file.
5. Click on the **Save** button.

Further Reading

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