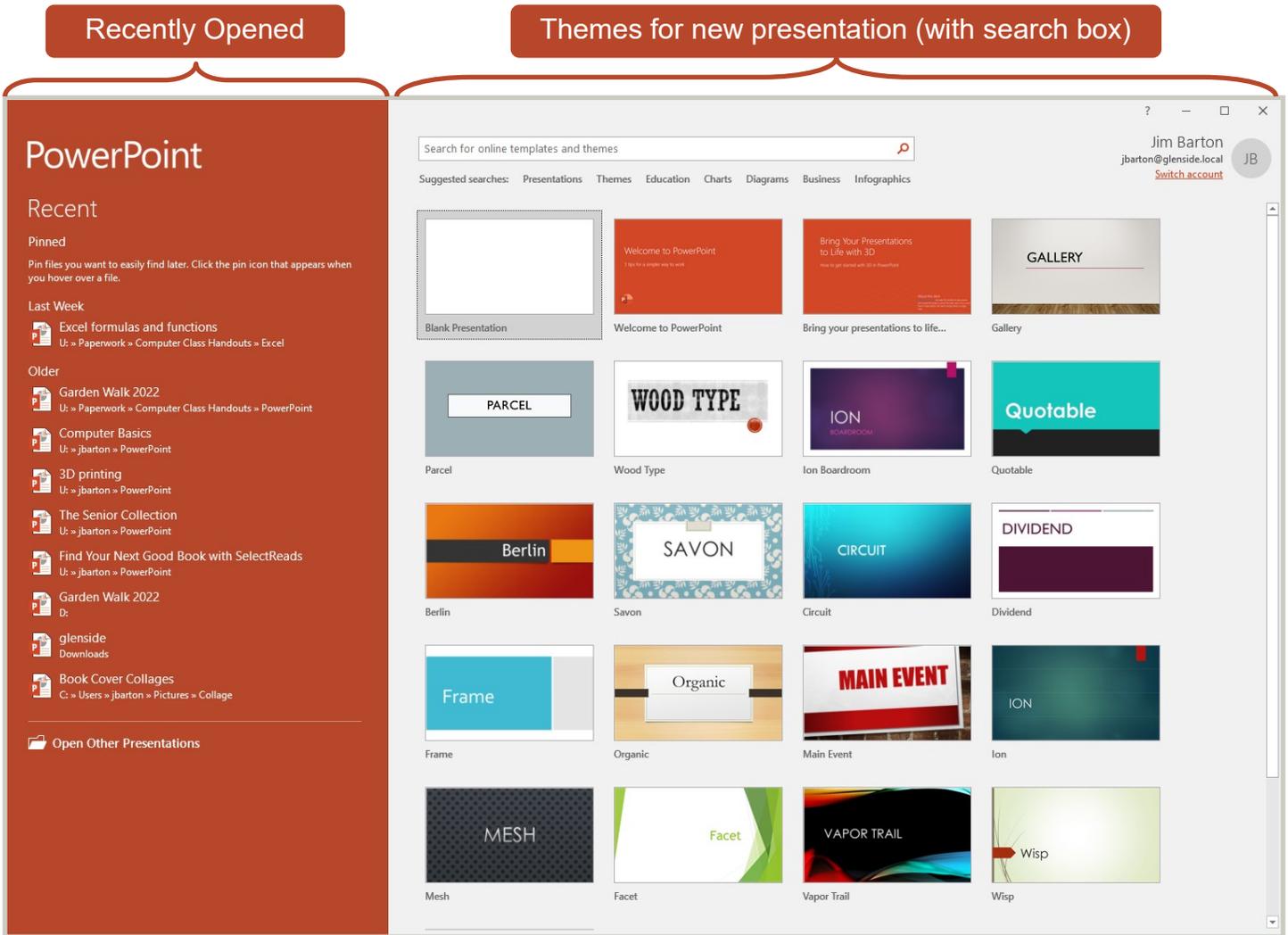


Getting Started with: PowerPoint

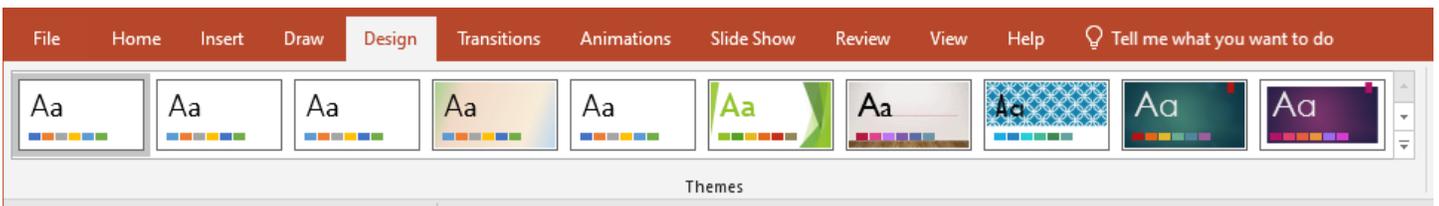
Handouts available at glensidepld.org/technology

PowerPoint is electronic presentation software used to create slides. When you first open it, you'll typically see the Start screen, which shows your recently opened presentations and a host of available themes to use to create a new presentation.



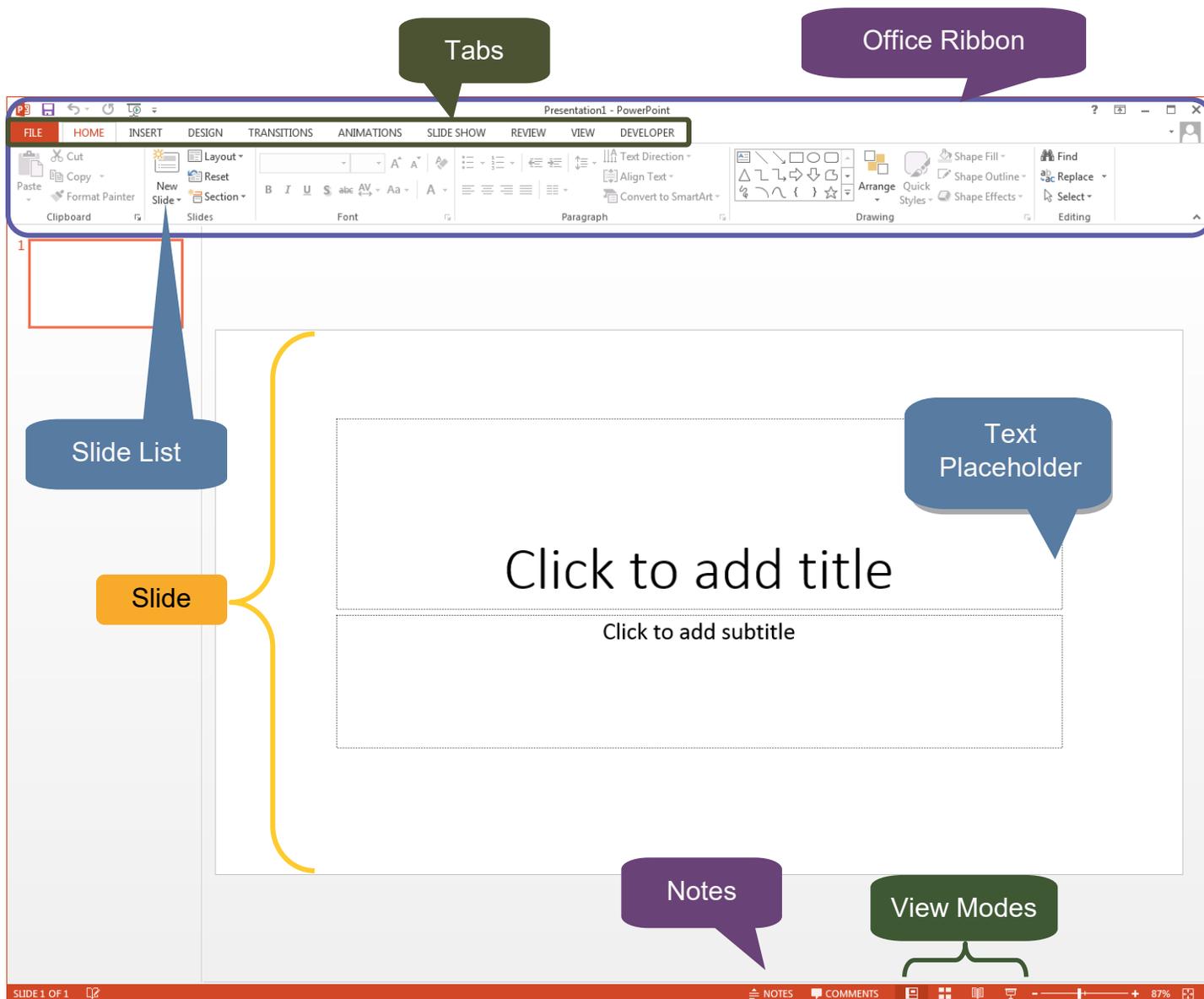
You can also choose themes from the gallery on the **Design** tab while working on a presentation.

NOTE: It's suggested that you decide on a theme before adding content because changing themes may cause existing content to behave strangely.



Here is a new **Blank Presentation**, which opens with one slide; a **Title Slide**. The **Ribbon** is the user interface for PowerPoint, and the **Home Tab** is currently open. Notice that the blank title slide has two **Text Placeholders**, where you can click to add a title and/or a subtitle.

Notice also on the left the **Slide List** where we will see **thumbnail** views of all our slides. Currently the thumbnail is blank because we haven't yet added a title or subtitle. Every time we add a new slide, a thumbnail will appear in the Slide List.



Text Placeholders: You add text to PowerPoint using text boxes; you cannot just type on the slide.

Picture: Images that come from your computer, flash drive, or online.

Animation: The way text or images appear on a slide during a presentation.

Transition: Special effects (sound and/or visual) that appear between slides.

Notes: for the presenter (not visible to the audience).

View Modes include: Normal (seen here, best for editing); Slide Sorter (for arranging your "slide deck"); Reading View (best for proofreading); and Slide Show (how you will show your presentation).

Add a New Slide

1 Click on the text **New Slide**.

2 Select the slide style you want.

NOTE:
To delete a slide, *right click* on it in the Slide List and select **Delete Slide**.

CLICK to add title

Click to add subtitle

Insert Text - Text Boxes

1 Start on the **Insert** tab.

2 Click on **Text Box**.

3 Click and drag to create a Text Box.

NOTE:
You cannot type on a slide without inserting a text box.
If you are using template slides, you don't need to create your own text box. You can just click in the fields that say "Click to add text."

Insert Images

1 Start on the **Insert** tab.

2 Click on:
Pictures: for image files saved on your computer
Online Pictures: to search for images on the Web

Add Transitions

Transitions are effects that can be applied as you move from one slide to the next.

Add Animations

Animations can be applied to text or images on individual slides.

NOTE: Use Transitions and Animations sparingly: they can be distracting.

View Slide Show

View your presentation as a **Slide Show**: the way your audience will see it.

Presentation Tools in PowerPoint

Adding Notes

Notes can be helpful when giving a presentation. You can add notes related to different slides in PowerPoint. The notes are for the presenter — the audience won't see them.



Other Presentation Software

There are other programs you can use for creating presentations besides PowerPoint. Google Slides, Canva, Prezi, and Keynote are popular programs but there are others available online.



Google Slides

Available if you have a Google account and is accessible online. Useful for collaborating with others.



Canva

Available online by signing up on the Canva website. Easily share and collaborate with others.



Prezi

Available online by signing up on the Prezi website. Allows for more visually creative presentations with zooming features.



Keynote

Available for Apple products including Macs and iPads. Presentations can be stored using iCloud and collaboration and edits can be done in real time.

