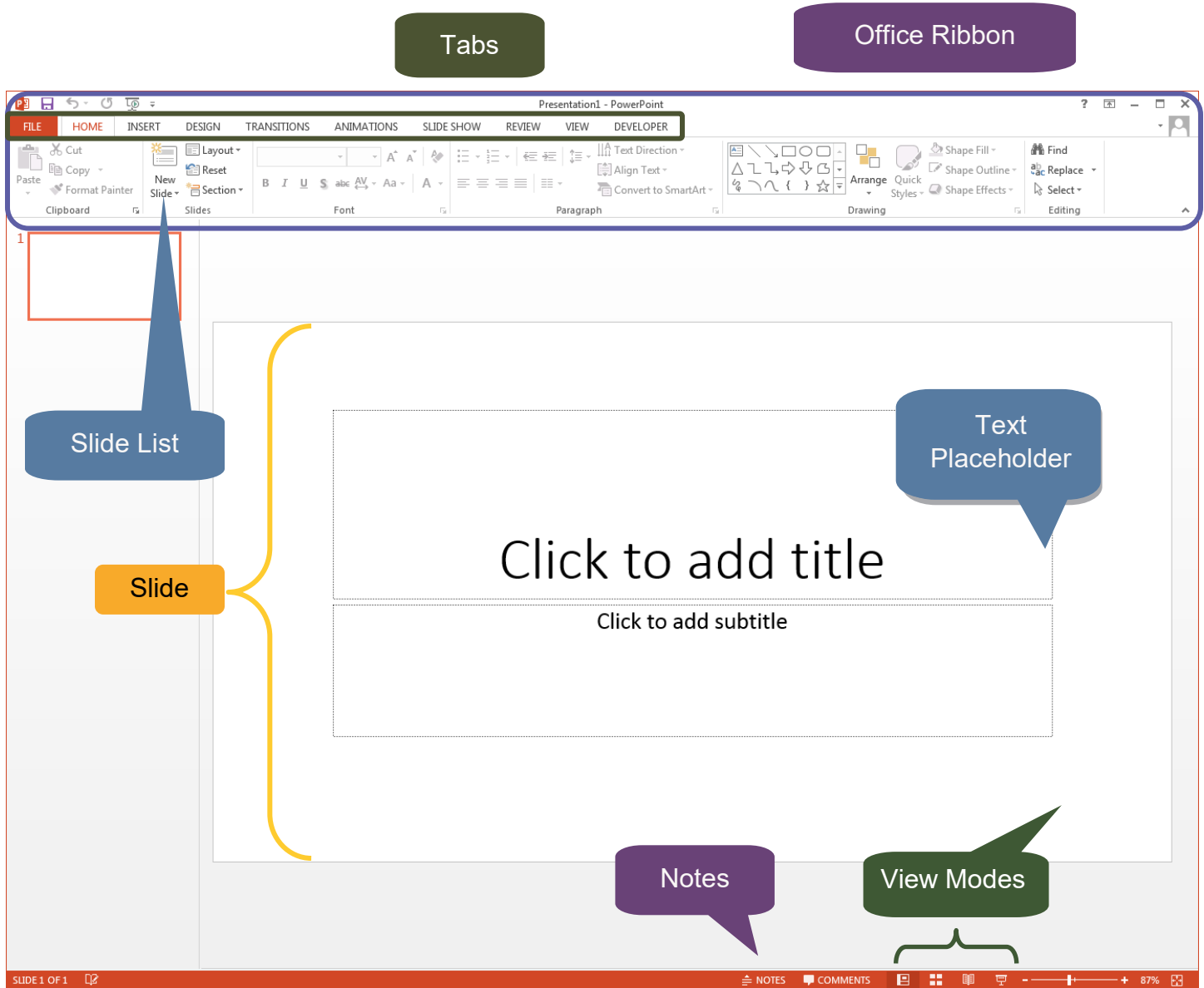


Microsoft PowerPoint: Basics

PC Class

Handouts available at glensidepld.org/technology

PowerPoint is a slide presentation software used to create slides. Let's start by adding your first **New Slide** — usually a **Title slide**. Just click in the **Text Placeholders** to add a title and subtitle.



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.



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

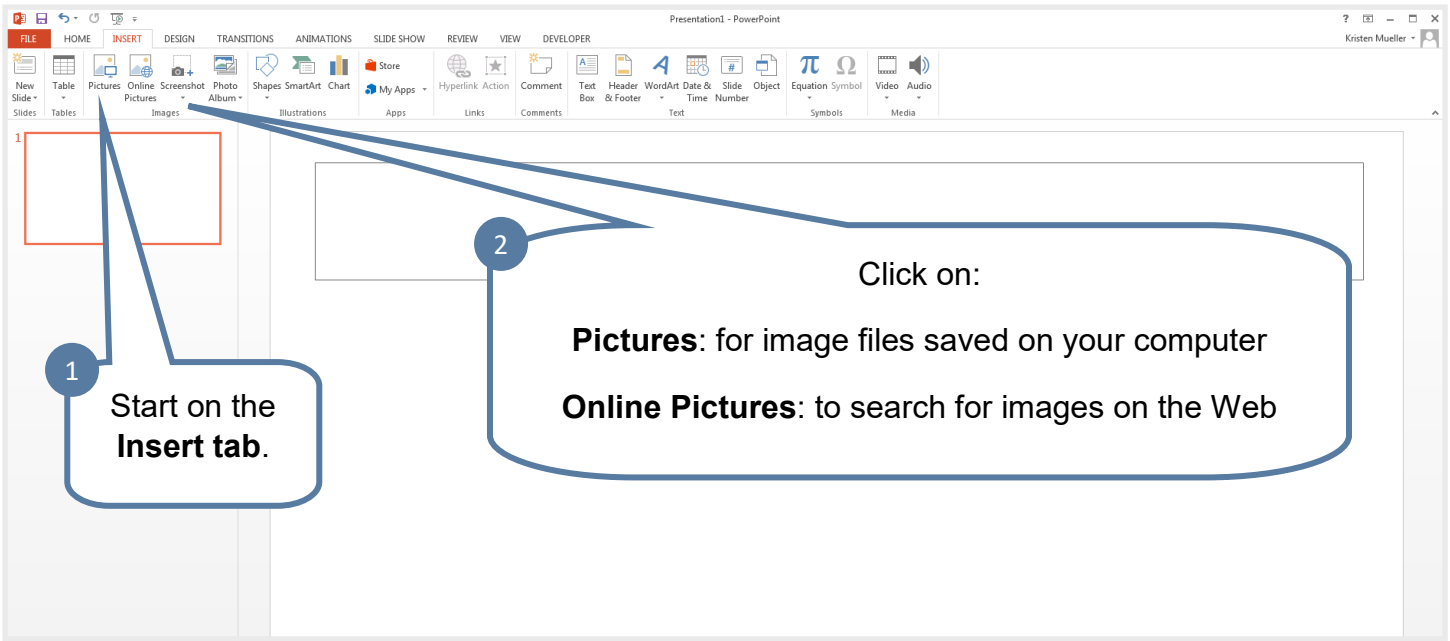
1 Start on the **Insert** tab.

2 Click on **Text Box**.

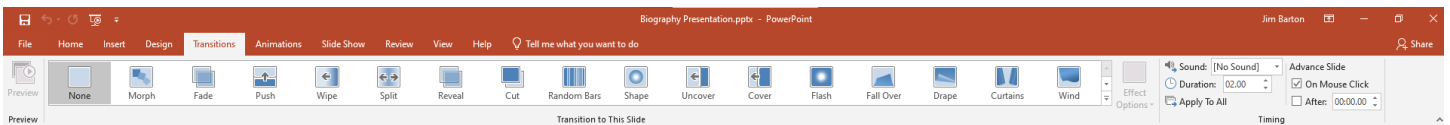
3 Click and drag to create a Text Box.

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

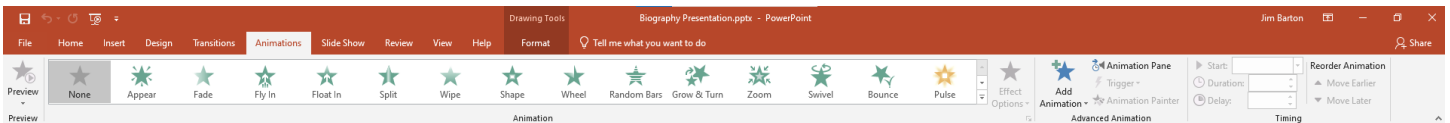


Add Transitions



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

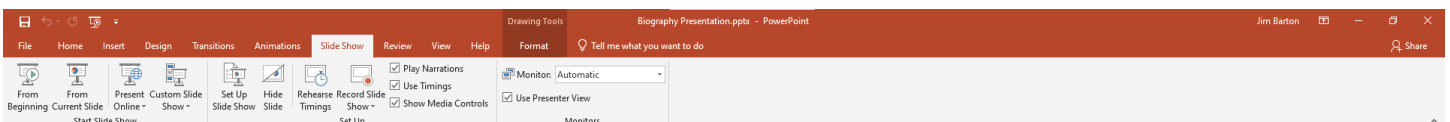
Add Animations



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

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

View Slideshow



View your presentation as a **Slideshow**: 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, 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.



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.

