



Hired Digital Literacy Series:

Introduction to Microsoft PowerPoint



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Table of Contents:

| | |
|----------------------------------|----|
| Introduction..... | 3 |
| Getting Started..... | 3 |
| Creating a Slide..... | 4 |
| Adding a New Slide..... | 5 |
| Adding Photos to a Slide | 6 |
| Transitions..... | 8 |
| Animations | 9 |
| Slide Show Ribbon..... | 10 |
| Saving the PowerPoint..... | 11 |
| Presentation Best Practices..... | 11 |
| Conclusion..... | 12 |



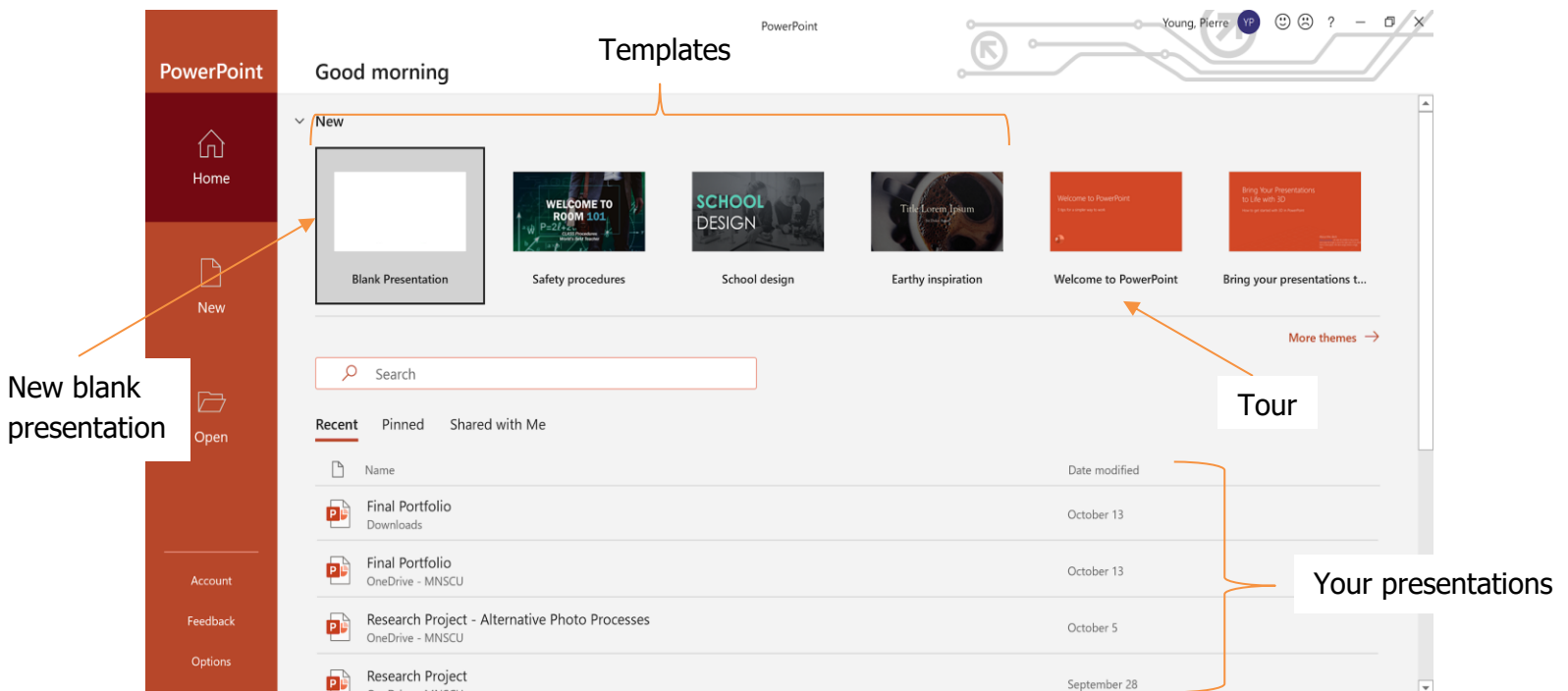
Introduction

Microsoft PowerPoint is an application designed to create presentations. You can use PowerPoint to create picture slideshows for a party or make professional presentations for work or school. This guide will take you through the basic functions of the program. Use the in-app help section or search online for more tutorials and advanced functions.

Getting Started

If you are familiar with other Microsoft programs, like Word or Excel, this part will look familiar, as will many of the tools. Open PowerPoint and decide if you want to open a blank presentation, start from a template, or take a tour. If you're new to PowerPoint and have the time, take the tour!

Here's the welcome screen. Note that a blank presentation is the first option, followed by some templates and then the tour. If you have already done some work on presentations, you will see those at the bottom.



Decide if you want a blank presentation or a template and double click that option. We'll continue with a blank presentation.

Take a moment to familiarize yourself with the **Home** tab on the ribbon. This is where most of the common tools are located. You'll recognize the font and paragraph tools from Word. They work in the same ways for a PowerPoint slide as they do in a Word document.

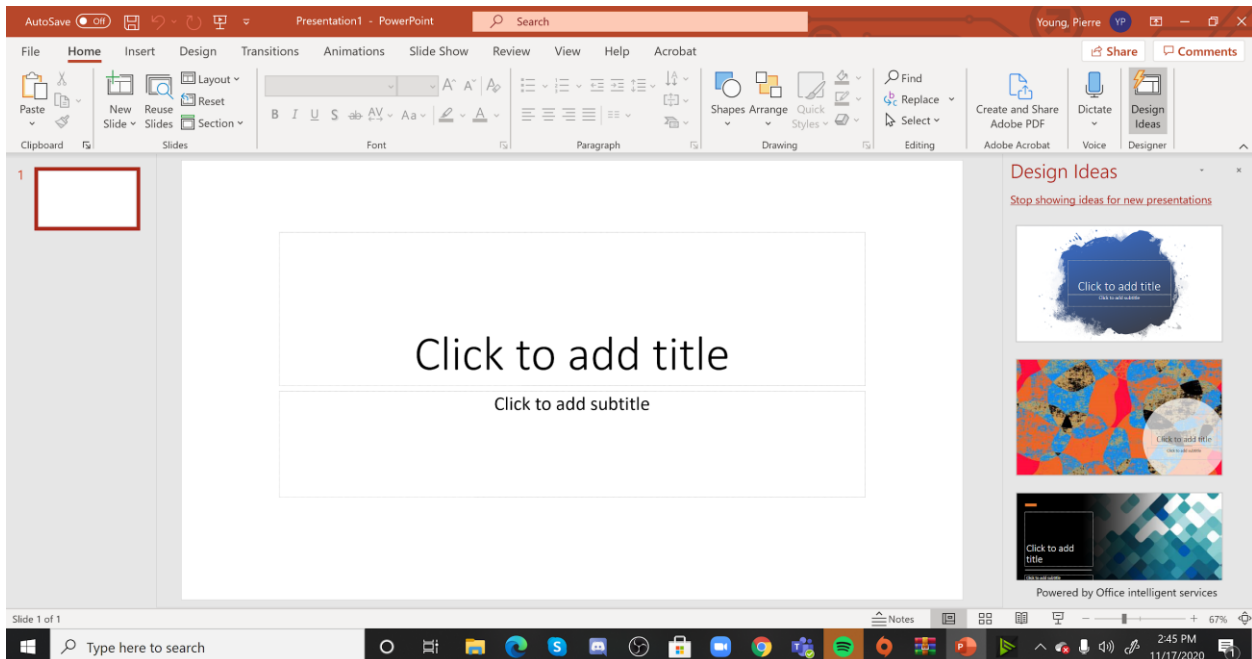


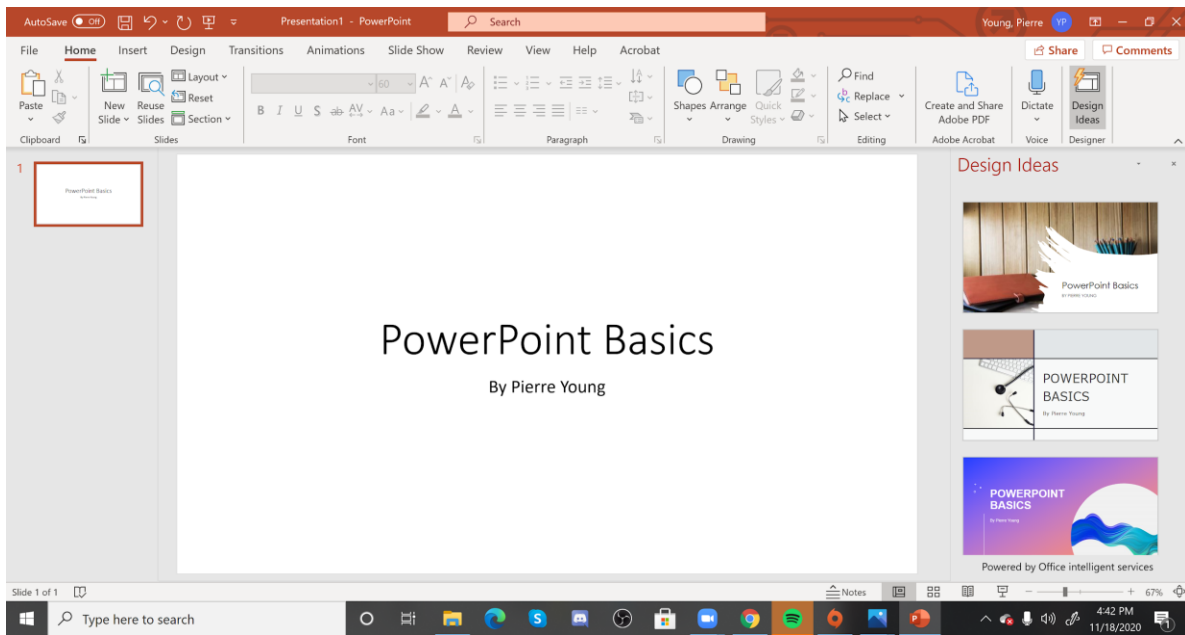
Note: While font sizes in the 10-12 point range are good for Word documents, you'll want to use larger text in a PowerPoint slide so people can read the text when it's projected.

Creating a Slide

The image below is what you will see when you start a new, blank project.

- Start by clicking in the **Title** text box and type the name of your project. When you click in the title box, the text you see below will disappear, and you can add your own.
- Type your name in the **Subtitle** text box. The text here you see below will also disappear when you click in the box.

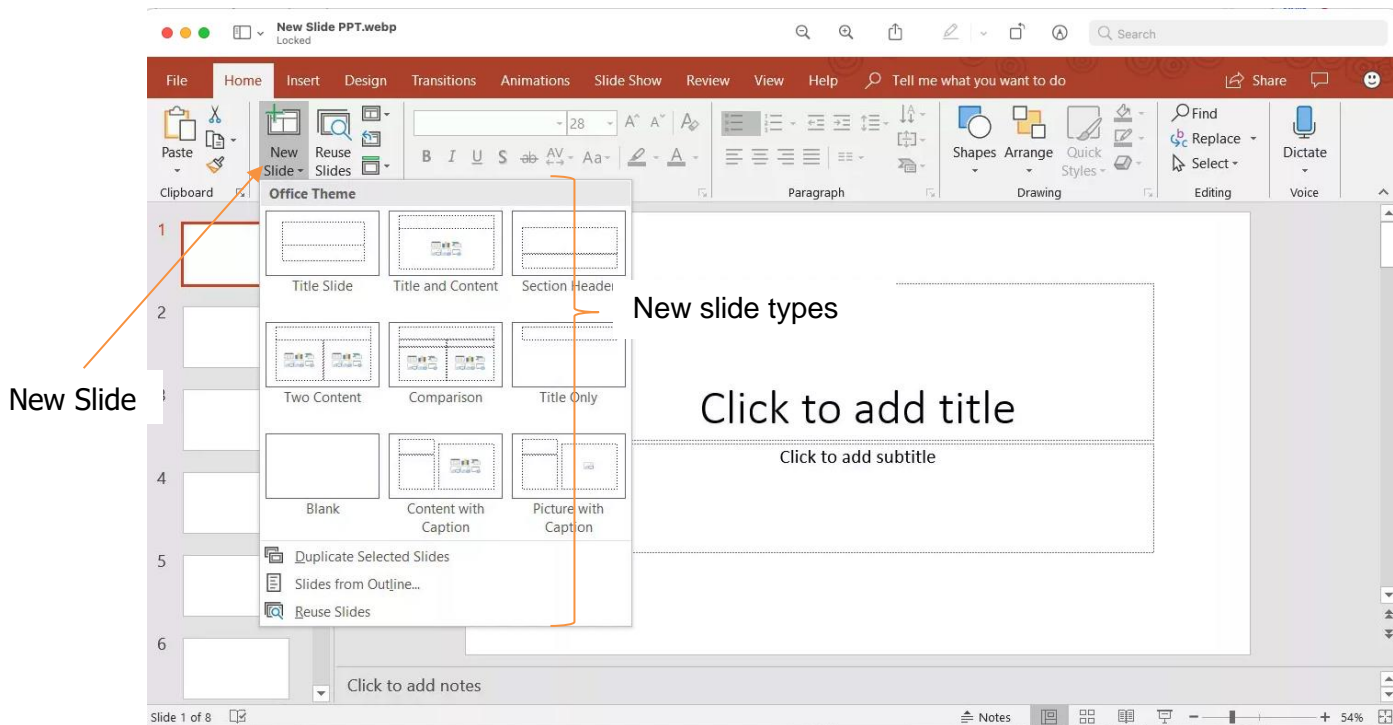




Adding a New Slide

You will build your presentation by adding new slides until you've covered your topic. To add a new slide after your cover slide, follow these steps:

1. Click on the **New Slide** button to add a new slide.



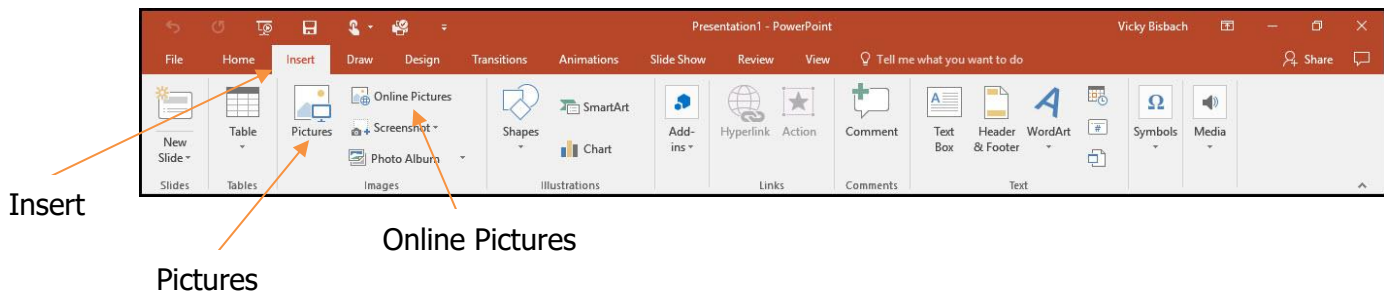
2. Choose the template that matches what you want the slide to look like.
3. The new slide will generate automatically. Simply click in the text field and begin typing.
4. Repeat these steps to add as many slides as you need.

Note: If you don't like the slide that was chosen, right click on a slide in the slide pane on the left side of the window and select **Delete**. This will delete the slide and allow a new slide to be chosen.

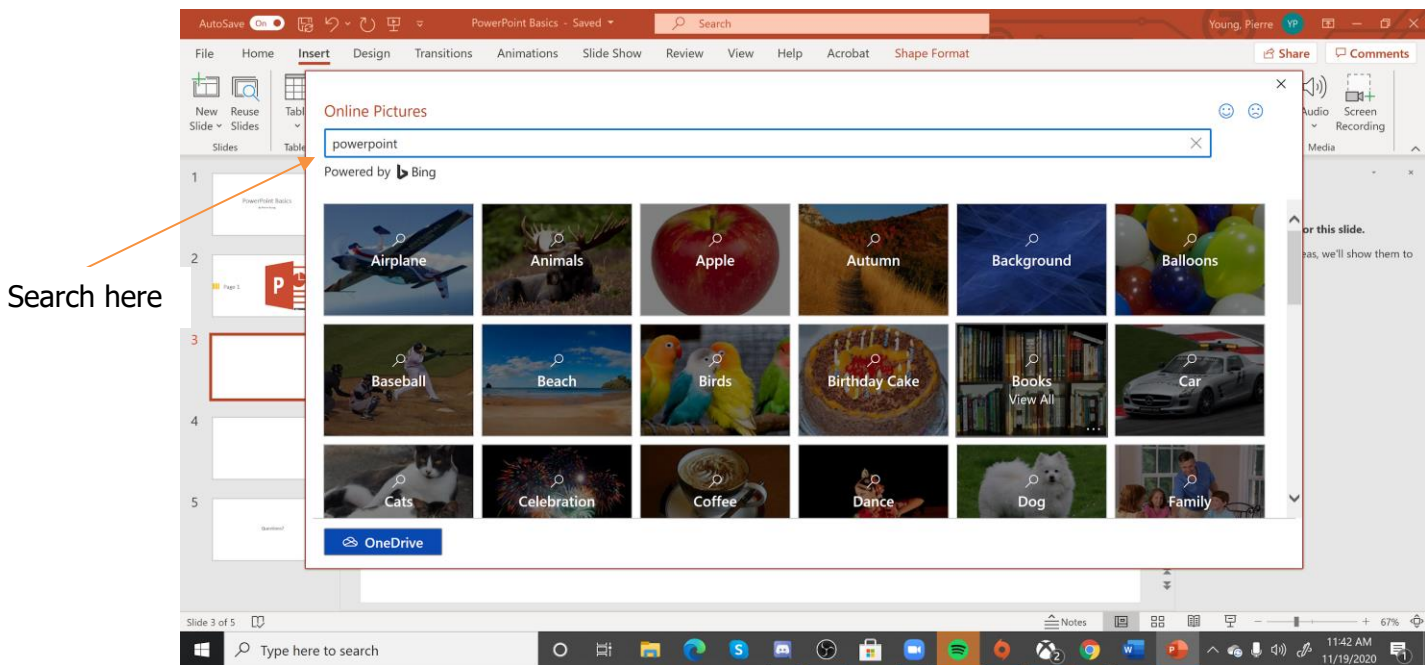
Adding Photos to a Slide

Pictures make your presentation more interesting:

- Click on **Insert** and choose **Pictures** or **Online Pictures**.
- **Pictures** allows you to insert an image that is stored on your computer. **Online Pictures** helps you pick images from the internet to put in your presentation.



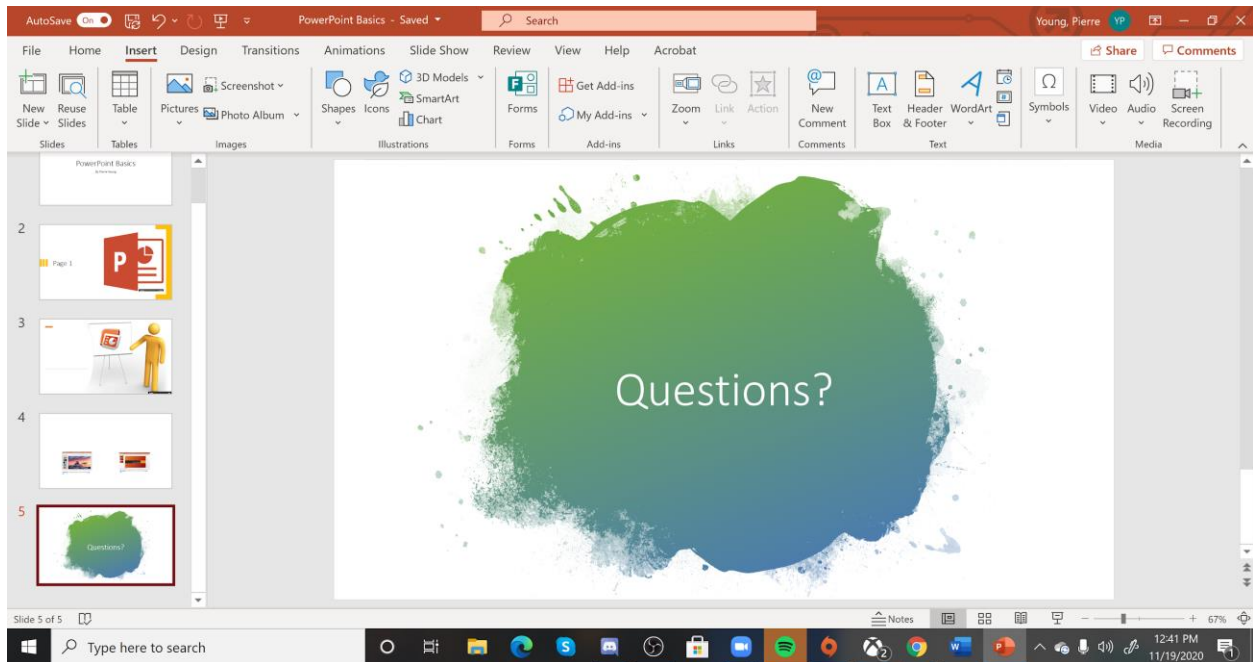
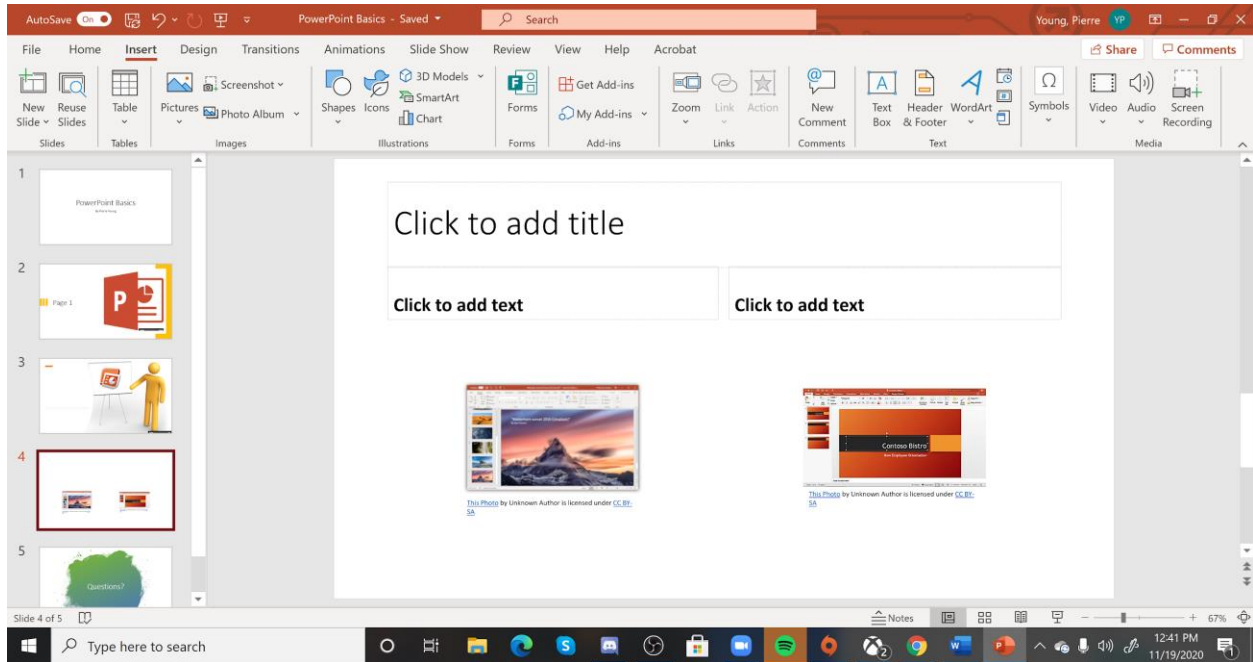
- If you select **Online Pictures**, a search window will appear. Type in your search and choose the image you want to use.



- The picture will appear in the slide. Click and drag to move the picture around to best fit on the slide.

Note: Adding too many pictures to a presentation can be distracting. Make sure there is a balance of pictures and text.

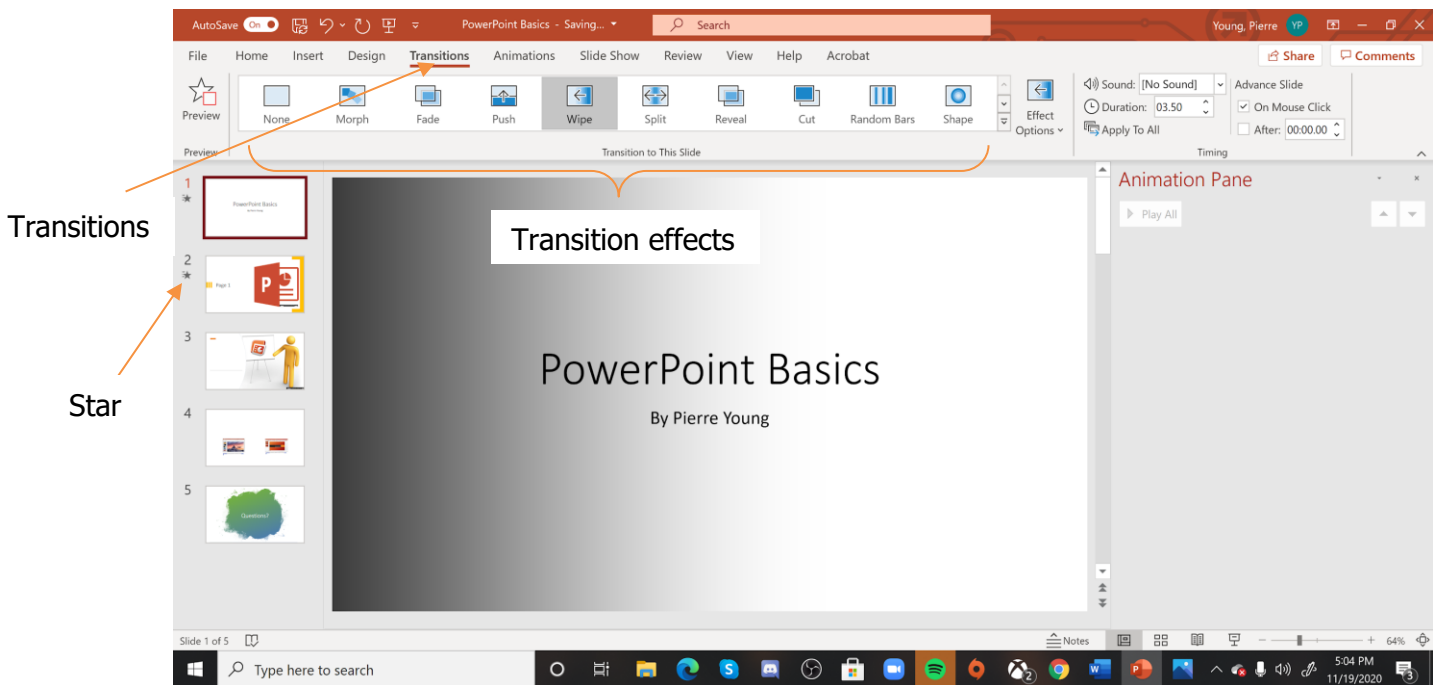
Here are some examples of slides with images:



Transitions

Transitions are the ways one slide moves to the next slide. If you do not add transitions, one slide just turns into the next slide when you advance the presentation. This is perfectly acceptable, especially in professional settings, but transitions can also add a fun touch to your work.

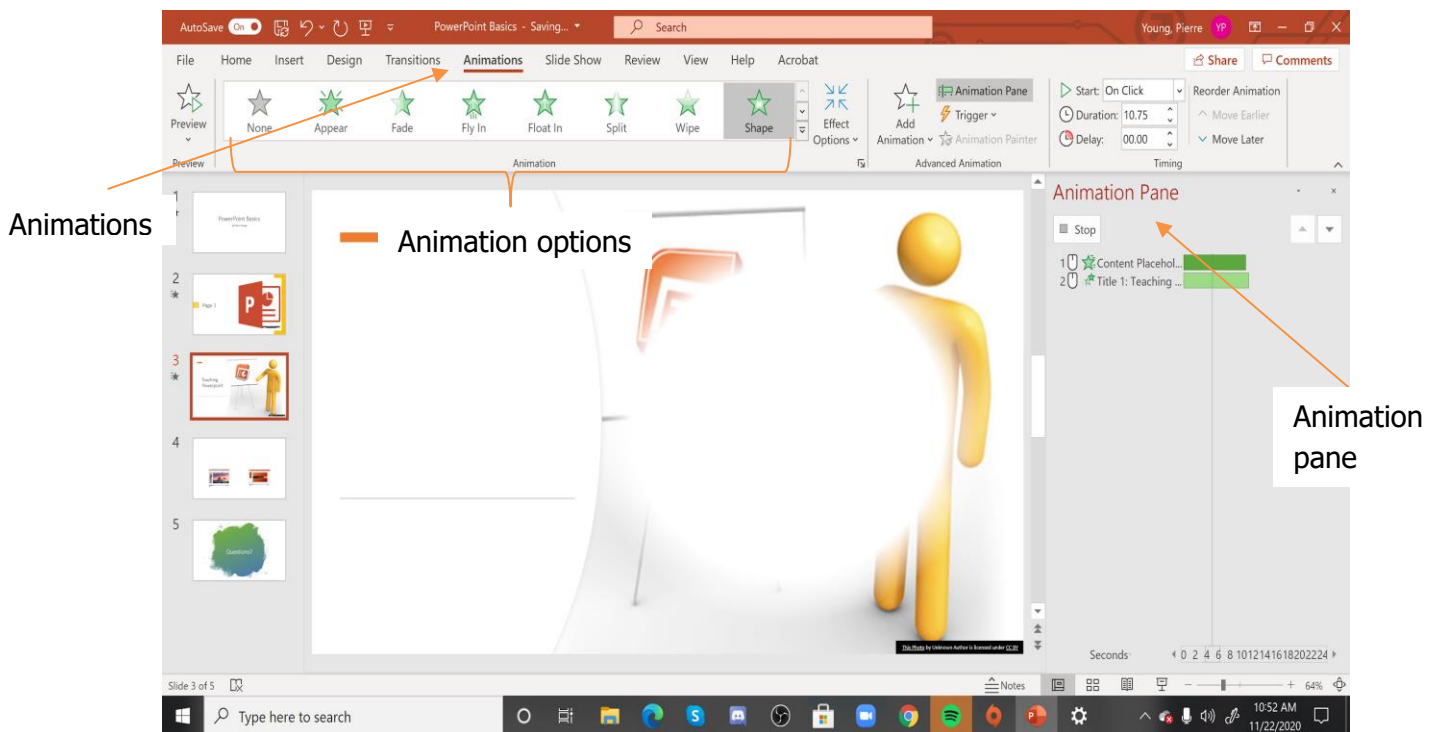
- First, click on the slide you want to transition out of.
- Then, click **Transitions** on the ribbon.
- Choose the effect you want to use and click on it.
- A star will appear to the left of the slide to indicate the transition has been applied.



Animations

Animations are like transitions that happen within the slide. You can make the points in a bulleted list fly into the slide individually or appear gradually as you advance the slide. Like transitions, use animations sparingly as they can be distracting. **Appear** is a good option if you want people to follow along rather than reading ahead, your bullets will simply appear in order as you advance.

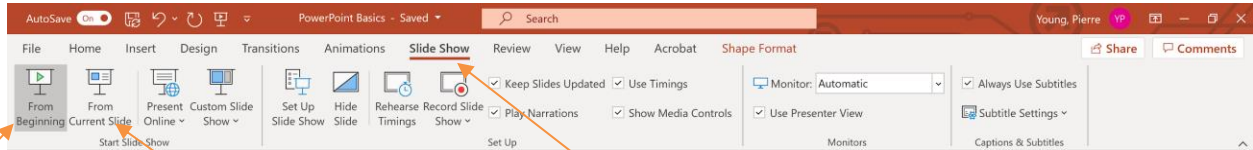
- Create a bulleted list on your slide. This happens automatically on any slide with "Content" in the title. You'll have to add it manually if you select a "Blank" new slide.
- When you have finished typing your bulleted list, click **Animations** in the ribbon.



- When you have chosen which effect to use, the animation pane will appear on the right. In this pane, you can edit the animation and control the speed of the animation or choose an order for the bullets to appear. You could even decide to use a different animation for each bullet although this is not recommended.

Slide Show Ribbon

When you have finished all your slides, or if you want to see how your presentation looks while you're working in it, click **Slide Show** in the ribbon. If you are using transitions or animations, this is a good way to see what they look like before you present.



Play from title slide

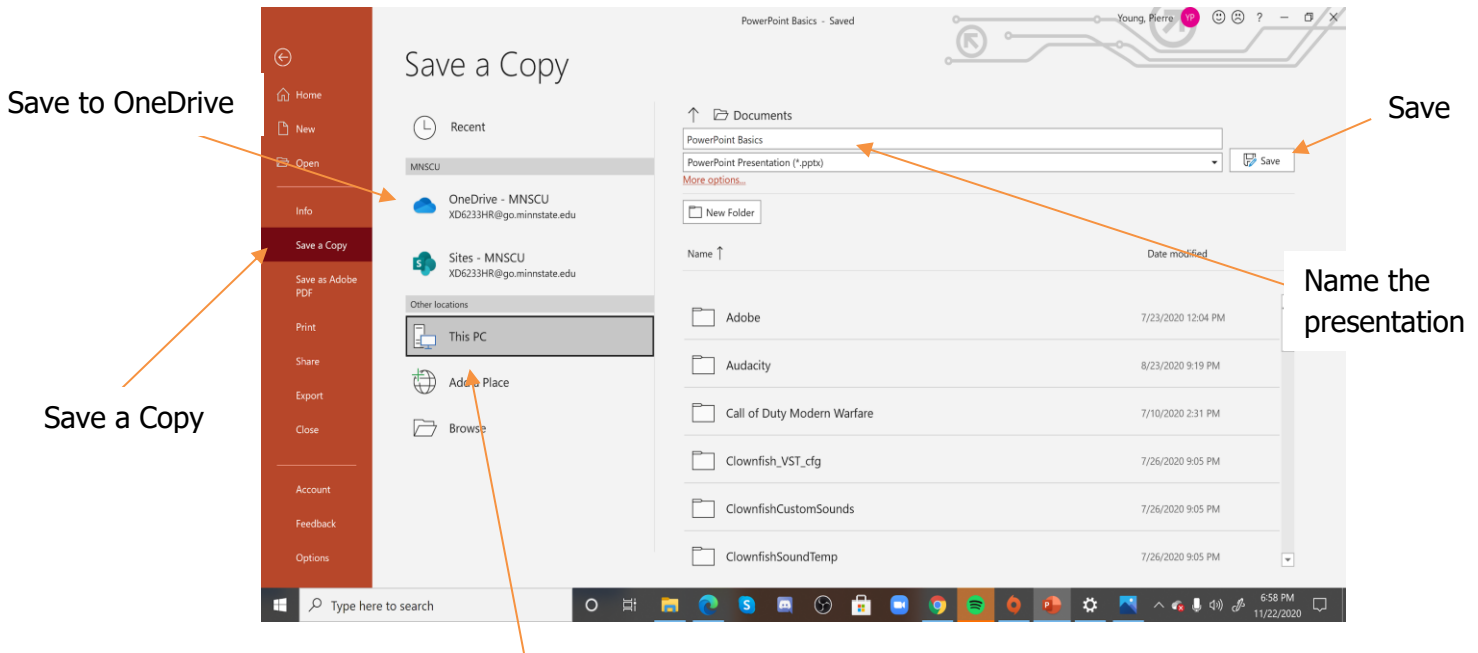
Play from the slide you're working on

Slide Show

- Click **From Beginning** to see the whole presentation.
- Click **From Current Slide** to see the presentation starting with the slide you're working on.
- As soon as you click one of those buttons, the presentation will automatically go to full screen.
- To advance through the slide show, you have several options: **Click** your mouse, type a **Space**, type the **Enter** or **Return** key, or type the **Right Arrow**.
- To go back a slide, type the **Left Arrow**.
- To exit full screen type the **Esc** key.

Saving the PowerPoint

When you have finished creating the presentation, you can either save a copy to your computer or to OneDrive. Follow the same process you use in Word. To save, click **File** in the ribbon. This menu will appear:



- Click **Save a Copy** and then decide if you want to save your presentation in your OneDrive cloud or on your computer.
- Make sure you give your presentation a distinctive name so you can find it again.
- When you have chosen where to save the presentation and you have given it a name, click **Save**.

Presentation Best Practices

- Practice your presentation before you have to deliver it to people.
- Keep your bullets short, clear, and concise. They are to help you remember what you want to talk about and remind your audience of your key points.
- Don't put more than 3-5 bullets on each slide.
- Try to avoid reading the contents of your slides, let your audience do that while you dazzle them with your expertise!

Conclusion

Microsoft PowerPoint is the most common application for creating presentations to share information. This guide has explained some of the very basic functions but there is much more to learn. You can insert movie clips, charts or tables from Microsoft Excel, 3D graphics, and more. Remember that you can always search online for PowerPoint tips and tricks.



Thank you for reading Hired's
Digital Literacy Series:
Introduction to Microsoft PowerPoint



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