



COMMUNITY WORKSHOP SERIES

DIGITAL LITERACY FOR ALL LEARNERS

A PARTNERSHIP WITH UNC SILS AND LOCAL LIBRARIES

CWS.WEB.UNC.EDU

POWERPOINT BASICS: MICROSOFT OFFICE 2010

GETTING STARTED

Prerequisites

What You Will Learn

PAGE 02

USING MICROSOFT POWERPOINT

Microsoft PowerPoint Components

PAGE 03

SIMPLE TASKS IN MICROSOFT POWERPOINT

Text Boxes

Slide Design

Slide Layout

Inserting Clip Art

Custom Animations

Slide Management

PAGE 06

CLOSING MICROSOFT POWERPOINT

Saving Slide Shows

Printing Slide Shows

Finding More Help

Closing the Program

PAGE 13

To complete feedback forms, and to view our full schedule, handouts, and additional tutorials, visit our website:

cws.web.unc.edu

GETTING STARTED

Prerequisites:

It is assumed that the user is both familiar and comfortable with the following prior to working with Microsoft PowerPoint:

- Using the mouse and the left-click feature
- Basic navigation through Microsoft Windows
- Basic typing and keyboard commands
- Familiarity with Microsoft Word

Please let the instructor know if you do not meet these prerequisites.

What You Will Learn:

Starting and opening the program	Microsoft PowerPoint components and features	Simple tasks in Microsoft PowerPoint
Formatting Text Boxes	Basic Slide Designs	Basic Slide Layouts
Inserting Pictures		Slide Management
Presenting Features	Printing Slide Shows	Ending and closing the application
Saving Slide Shows	Microsoft PowerPoint Help	Exiting the program

USING MICROSOFT POWERPOINT

Microsoft PowerPoint is a professional presentation program that allows the user to create "presentation slides" that can be displayed on the computer screen or through a projector that is plugged in to the computer. A PowerPoint presentation is a good way to convey pieces of information, usually in the form of an outline, to a large audience. Generally, PowerPoint presentations are appealing to users because they are easy to create and edit and generally small enough to fit onto a CD or a USB Jump Drive. Therefore, a user does not have to carry around any slides or a slide project, and, if necessary, can make last-minute changes to the presentation.

Microsoft PowerPoint Components

Before you get started with Microsoft PowerPoint (commonly referred to as PowerPoint), you will need to locate and open it on the computer. It may be on your desktop.

On the computer desktop:

1. Double-click on the MS PowerPoint icon



If the MS PowerPoint icon is not on the desktop, go to the Start menu:

1. Click ► **Start** ► **Programs** ► **Microsoft PowerPoint***

*Occasionally, Microsoft PowerPoint will be in a folder called "Microsoft Office" or similar—this will make one more step between "Programs" and "Microsoft PowerPoint" in the diagram above.

MS PowerPoint will open a blank page called "Presentation1."

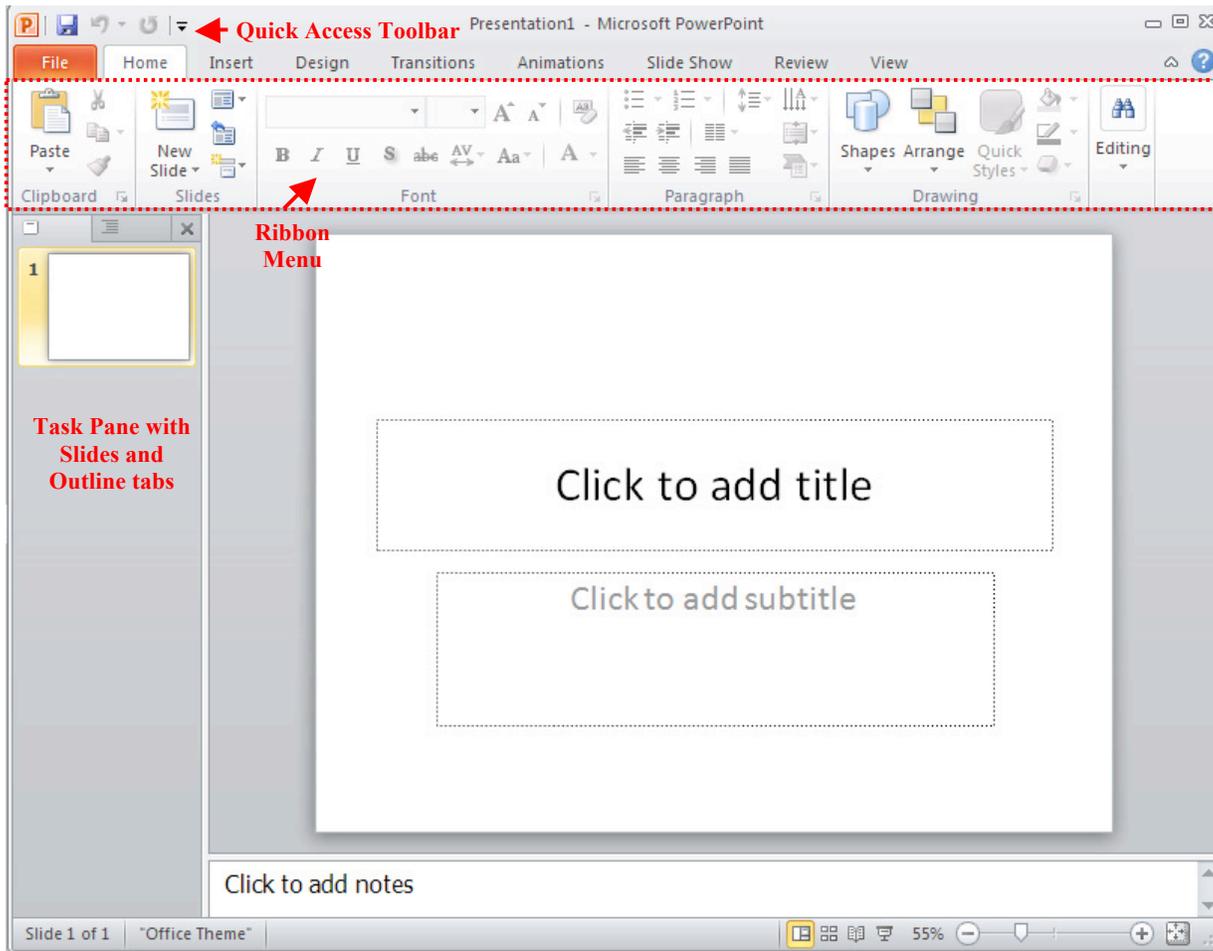
The Title Bar



This is a close-up view of the Title Bar, where file information is located. Notice the default title "Presentation1." You will get a chance to rename your presentation slides the first time you choose to save it.

The Ribbon Menu System

The **tabbed Ribbon menu system** is how you access the various PowerPoint commands. If you have used previous versions of PowerPoint, the Ribbon system replaces the traditional menus.

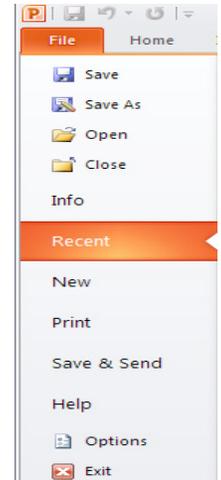


On the left side of the window, you will see a **task pane** with slides and outline tabs, which appears by default. On the bottom right area of the screen, you will find View commands (Normal, Slide Sorter, and Slide Show), and the zoom tool.

The File Tab

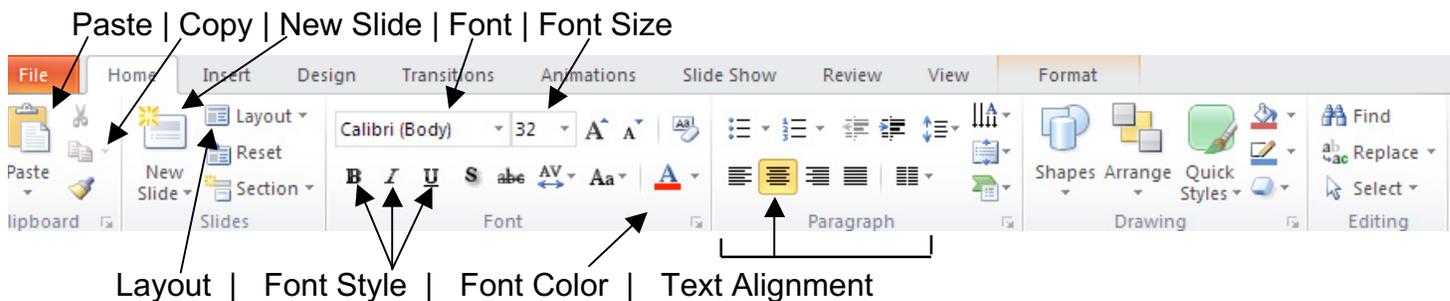
In Microsoft Office 2007, there was something called the Microsoft Office Button in the top left-hand corner. In Microsoft Office 2010, this has been replaced with a tab in the Ribbon labeled **File**; when you left-click on this tab, a drop-down menu appears. From this menu, you can perform the same functions as were found under the Microsoft Office Button menu, such as: Create a new slide show, open existing files, save files, and print.

By default, the **Quick Access Toolbar** is pinned to the left side of the Title Bar, and includes commands such as Undo and Redo.



The Home Tab

The most commonly used commands in MS PowerPoint are also the most accessible. Some of these commands are:



The Home Tab offers options that can change the font, size, color, alignment, organization, and style of the text in the spreadsheet and the individual cells. For example, (starting from the left side of the Toolbar) the "Calibri" indicates the FONT, the "32" indicates the SIZE; and so on.

This tab works the exact same way as the MS Word Formatting Tab. The main difference is that the format changes will only affect the text box in which you are currently working. All other text boxes will remain in the default setting.

New Slide/Layout Icons

Two additional shortcut icons appear on the Home Tab toolbar: the **New Slide** icon and the **Layout** icon. Both commands are frequently used, and it is good to be familiar with their location on the toolbar.



The **New Slide** icon automatically adds a new, blank slide for you to work on. You can keep track of the slides you have already worked on in the Slide Outline panel on the left-hand side of the screen. You can access a slide at any time by clicking on it with your mouse through this screen.

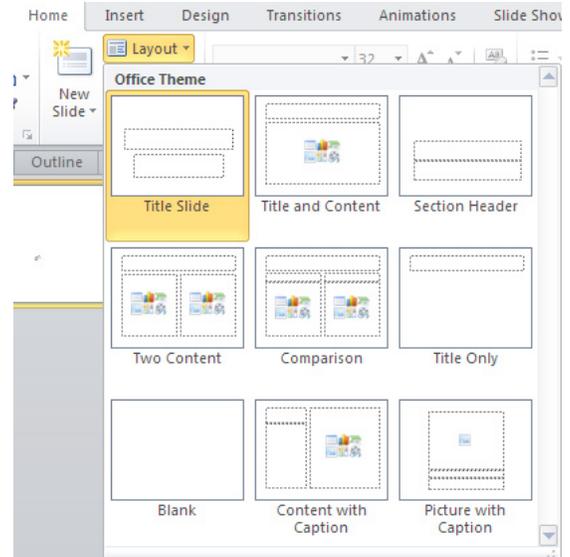
The **Layout** icon is a shortcut that allows you to choose how you want your information and/or images to be arranged in the slide(s). Click the arrow next to the word **Layout** to see all options.

Slide Layout

The default in PowerPoint for each new slide is to have a Title text box and a regular text box. As discussed earlier, you have the option of rearranging the text boxes to fit any layout you have in mind. However, sometimes it will be easier to select a layout that fits your needs rather than reformatting the default layout for each slide.

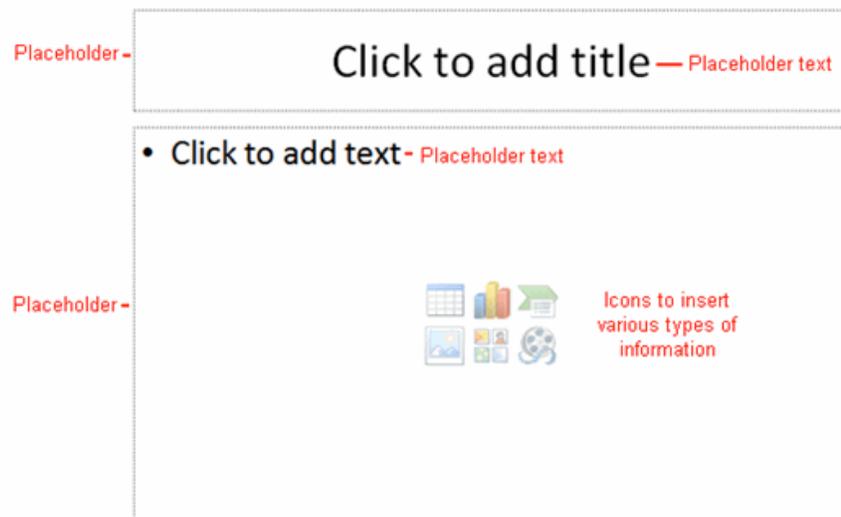
To choose a slide layout, from the **Home Tab**, click on the **Layout Button**. A small menu of layout options will appear. Click on one of the layout images to apply it to the slide you have selected.

NOTE: Some layout designs offer options for only organizing **Text**, some only for **Content** (pictures, charts, or graphs), and some for **both Text AND Content**.



SIMPLE TASKS IN MICROSOFT POWERPOINT

Text Boxes



Text Boxes are designated areas that allow you to type words, sentences, and bullet points into the slide. You can adjust the size and placement of the text box within any given slide. It is also possible to have multiple text boxes per slide.

When you open MS PowerPoint, there will automatically be two text boxes on the slide: "Click to add title" and "Click to add subtitle." These text boxes already have a preset format applied to them. The "title" box has a font size of "44" and the "subtitle" box has a font size of "32." **You can change the text format of any box at any time by adjusting the format settings on the Home Tab.**

To **adjust the size of the text box**, first click on the text box. Notice the change in border. Once you have clicked on a text box, the border of the



box becomes thicker and little circles appear on the corners and at the midpoints of the box.

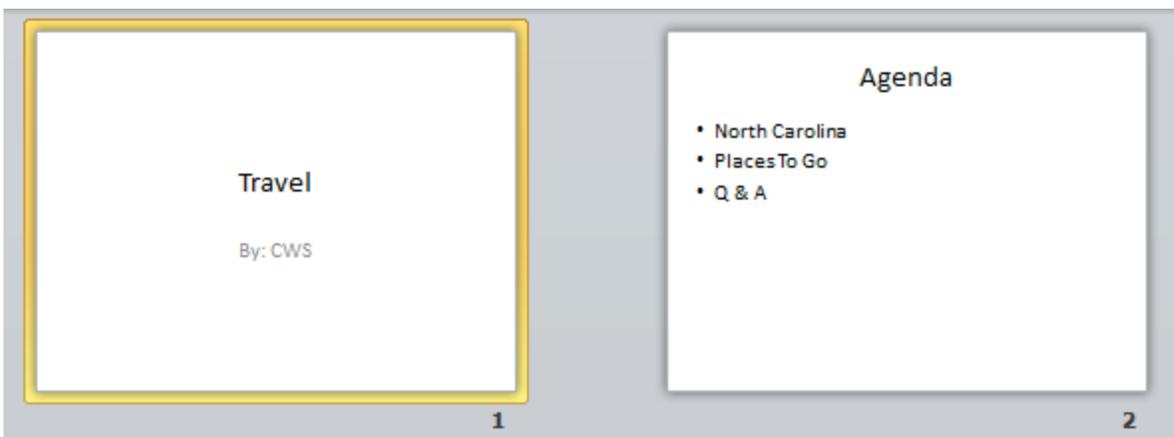
Move the mouse pointer over any one of the circles. Notice that the mouse pointer will change to either ↔ or ↑. Click and hold down the left mouse button. To adjust the height, move the mouse up or down; to adjust the width, move the mouse left or right. Note that the corner circles adjust **both** height and width at the same time, while mid-point circles only adjust **either** height or width.

To move the text box to a different location on the slide, move your mouse pointer over any part of the thick, gray box outline. Notice the change in your mouse pointer (it will look something like a "plus" sign (+) with arrows). Click and hold down the left button on your mouse. You can now drag the text box to any position on the slide by simply moving your mouse.

To write in a text box, simply click inside the box with your mouse. When a cursor is flashing, you are ready to type.

PRACTICE

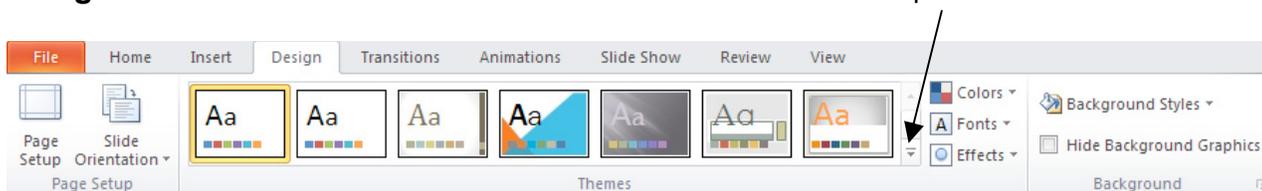
When you first open PowerPoint, a blank title slide will show up as the default. Make the title of your presentation "Travel" and the subtitle "by: Your Name". Add a new slide. Use the Layout option to make it a "Title and Content" slide. Make the title of the slide "Agenda". When you type in the click to add text box, PowerPoint will automatically use bullet points. Make three bullet points labeled North Carolina, Places To Go, and Q&A. Your slides should look similar to the following:



Slide Design

One of the more popular features of MS PowerPoint is the ability to use a wide variety of design choices. At some point, you may wish to change the design and color of the background of your slides. To do so, simply click on the **Design Tab**:

Design Tab Toolbar



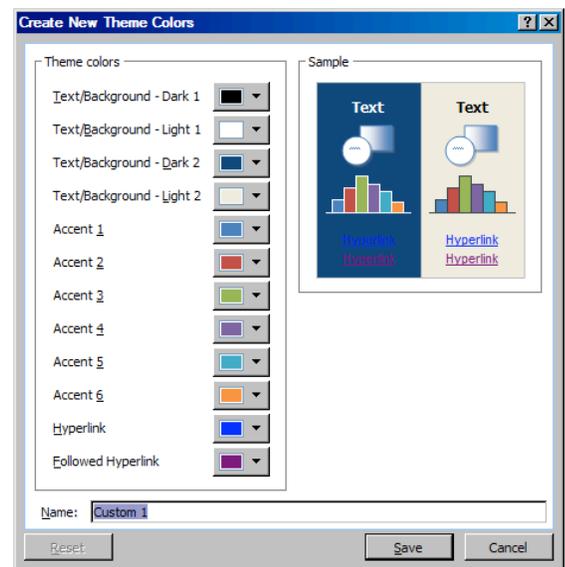
The design tab toolbar allows you to apply pre-made design/color themes to the background of your slides. For each template, you have the option of applying the design to all slides or to only the selected slide (see advanced box)

To Apply a Theme:

- Select the **Design** tab.
- Locate the **Themes** group. Each image represents a theme.
- Click the **drop-down arrow** to the right of the theme icons to access more themes.
- Hover over a theme to see a **live preview** of it in the presentation. The name of the theme will appear as you hover over it. If you have already entered text, your text should be shown in the preview.
- Click a theme to apply it to the slides.

Color Schemes: This option gives you a variety of color schemes to choose from to apply to your selected design template. To switch to a different color theme option, select the **Colors** command in the **Themes Group** on the **Design Tab**. Hover over a **Color Group** to display a live preview of the color combination on the selected slide. Click a color option to select it. You can also create your own color combinations by selecting 'Create New Theme Colors' in that same menu.

Transitions: This option will allow you to select different types of animation that can be applied to either all the slides or selected slides. The animation schemes are different ways the slides are introduced to your audience, such as "dissolve" or "wipe down." To add a **transition**, click the **Transitions** tab, then hover over one of the transition options. Click the transition to apply it to the slide. (To see more transition options, click the drop-down arrow located to the right of the transition option icons.)



PRACTICE

Use the design tab and pick a theme that you like. Use the Animations tab to pick a transition that you like. You can pick a different animation for each slide. Click 'Apply To All' if you want to keep the transitions the same for your entire presentation.

Inserting Clip Art

Inserting a picture into MS PowerPoint is very similar to inserting a picture into MS Word.

1. Select the slide that you wish to add a picture to.

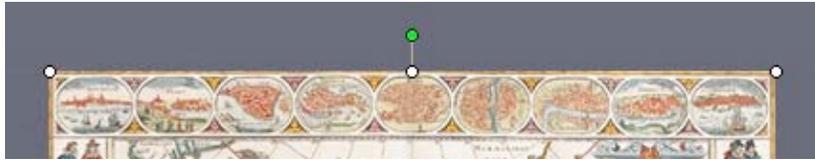
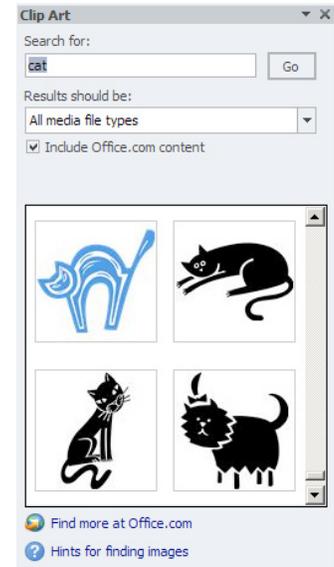


2. From the Ribbon Menu, select the **Insert Tab**, then select **Clip Art**.

3. A new menu pane will appear on the right side of the screen. In the **Search For** box, type a word to describe the image you would like (e.g., "cat"), then click **Go**. Click the picture you wish to insert.

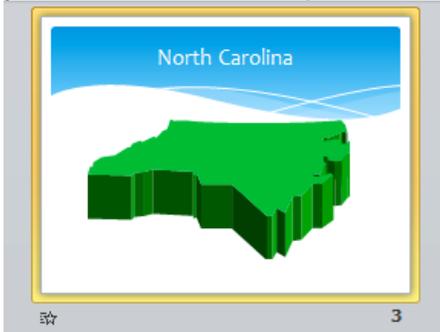
NOTE: The picture will be inserted in its original size, so you will probably have to resize it. You can resize a picture the same way you resized a text box. Click on the picture and note the circles at the corners and at the midpoints of the length and width. To maintain the correct width/height ratio (so that your image doesn't look like it has been stretched), click on one of the circles at the corners of the image and drag to resize.

Rotating a picture: It is possible to rotate pictures in MS PowerPoint. Once a picture has been inserted onto a slide and you have clicked on the picture so it is "outlined," notice the **green circle** above the center of the picture. When you hover over it, your icon will turn into a circular arrow. Hold the mouse button down and drag it left or right. The image will rotate as you move the mouse. When your image is situated correctly, let go of the mouse button.



PRACTICE

Add a new slide and title it North Carolina. Now use 'Clip Art' and search for the term North Carolina. If you receive a pop-up asking if you would like to include Office.com content, select yes. Pick a clip art picture you like and click to insert it on your slide. Now resize and move it so that it covers most of your slide. One example is below:



Custom Animations

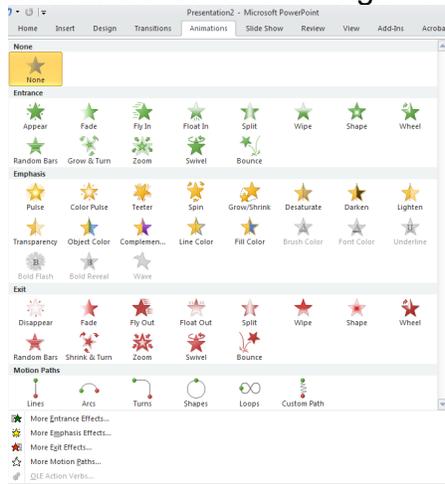
Once you have inserted a particular clip art or image into your presentation, you may want to give it an extra animation so that it stands out more. To add an animation to your item:

PRACTICE:

1. Select the item that you would like to animate.
2. Click on the **Animations** tab found on the ribbon menu.
3. You will see something that looks like this:



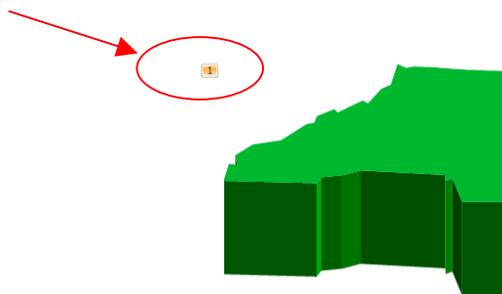
4. You can now select an animation type. A few are shown in the window, but if you click on the downward arrow at the right side of the window, you will see that there are many more options:



PowerPoint classifies the animations into three categories:

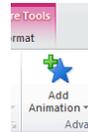
- Entrance- these animations are used to give your item its own entrance to the slide. For example, if you are giving a presentation and do not want your audience to be able to see all components of your slide at once, this may be something you want to use.
- Emphasis- these animations make your item stand out from the rest of your slide.
- Exit- these animations are used to give your item its own exit from the slide.

5. Now that you have your options in front of you, it's time to pick an animation. If you would like to test an animation before you apply it to your image, you can just hover your mouse pointer over it and you will see what it looks like. Once you've found one that you like, click on it to add the animation.
6. Now that you've added the animation, you should see a number next to the item to which you applied it:



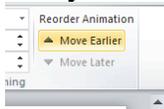
This just gives you a way to keep track of how many animations you've added to your slide, and what order they will appear in.

- Let's add another animation to the same item. Make sure your image is selected, and then click on the add animation icon – this is different than how you added your first animation:



Once you do this, you will get another list of all the animation options from which to choose. Select one of the animations.

- Now you should see that you have a number one and a number two next to your item. Since you have multiple animations now, you can reorder them if you'd like. Make sure your second animation is selected by clicking on the number 2, and then note at the top right of your screen that you have the option to "move earlier." This will switch the order of your two animations.

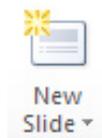


- Finally, if you add a lot of animations and want to make sure they all look the way that you want them to look, you can preview your animations by clicking on the blue star icon right under the File tab on your ribbon menu:



Slide Management

Once you have completed a slide, you can create a new slide by clicking on the **New Slide** icon on the **Home** tab.



Notice that your previous slides still appear on the left-side frame. You can still access your previous slides by simply clicking on them from this location.

Once all your slides have been completed, you can present your slides in a "slideshow." From the **Slide Show** tab select **From Beginning**.



Notice that the slide takes over our entire screen. To navigate through the slides, use the arrow keys on your keyboard (←, → or ↑, ↓). You can also navigate through your slides by clicking on the left or right arrows in the lower left corner of your slide.

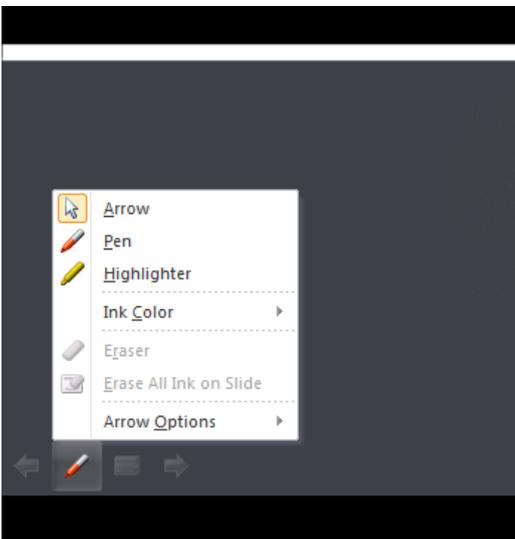
Presenting Features

When you are in presentation mode, PowerPoint has a few features that are useful for you while giving a presentation.

If you look at the bottom left corner of your screen, you should see a few options. (Note: these may be difficult to see if your slide background is white or light-colored, but you should still find them if you hover in that area).

Available tools:

- Pen (can change the ink color, and you can erase)
- Highlighter (can change the ink color, and you can erase)
- Navigation (you can still click to go through slides, but this gives you a way to jump ahead multiple slides)



To end your slide show, click on the square box on the lower left side of your slide show (this is difficult to see at first because it is designed to blend into your slide show as not to be noticeable to your audience). Select **End Show** from the pop-up window. (Or click the Esc key).

CLOSING MICROSOFT POWERPOINT

Saving Slide Shows

When you finish with your presentation and want to leave the computer, it is important to save your work, even if you are printing a hard copy. To save your work in MS PowerPoint, it is essential to know **WHAT** you are trying to save and **WHERE** you are trying to save it.

Click on the File Tab, then click Save to get started.

You can change the filename that PowerPoint has chosen just by typing a new one in the **File name** box at the bottom of the window that appears.

MS PowerPoint will automatically save your document with the suffix “.pptx” – this is simply a tag that lets PowerPoint know that your work is specific to this program. You do not have to type it—just highlight what is there (default is “Presentation1”) and write a new file name.

The My Documents folder on your computer’s hard drive is a good place to store your documents. A blank CD (compact disc) is a great portable storage device and can contain a LOT of data. Another good option is a USB key/thumb drive/flash drive.

It is important to note that every following command of SAVE will overwrite your original file, creating the most up-to-date version. To save multiple versions of your document, you will need to save copies with slightly different names.

If you want to save the changed document without destroying the original one:

Click on the File Tab and then click “Save As,” giving your document a new file name, different from the original.

If you want to open up a saved document in PowerPoint:

Click on the File Tab, then click Open.

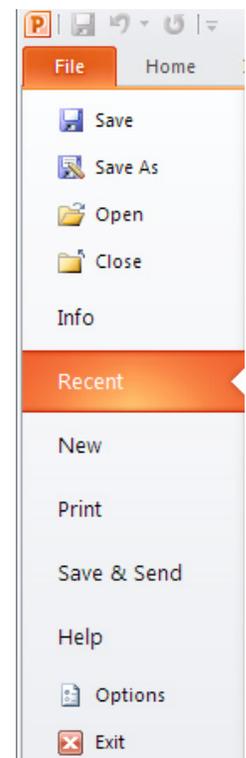
Locate where the file is located on your computer and double-click on the file name of the document you want to open.

Printing Slides

To print your MS PowerPoint slides:

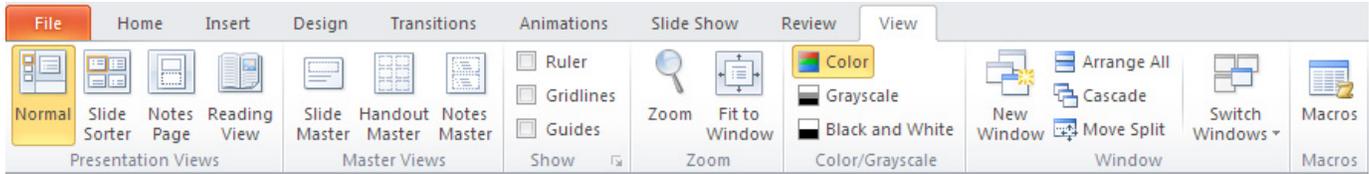
Click ► **File Tab** ► **Print**, and a print preview and printing options will appear in your PowerPoint Window.

Click ► **OK** for your document to start printing.



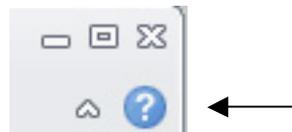
As with all commands in MS PowerPoint, you can make changes along the way. From the **Print** menu, you can alter how many copies will be made, in what order the pages will be, and much more.

Another useful tool is the **Presentation Views** options found within the **View Tab**. **Presentation Views** allows you to view and print your slideshow with optional notes boxes, or as a handout (three to six slides will appear on each printed page).



Finding More Help

You can get help with MS PowerPoint by clicking the Question Mark Button located in the top right corner of the window.



Tutorials are also available on the Internet. Some of them come straight from Microsoft! Of course, you can also always come and ask quick questions at the library.

Closing the Program

Congratulations! You have completed this course in Microsoft PowerPoint Basics. As you become more and more comfortable with the program, it is always helpful to continue to experiment with options that you come across—sometimes, you can uncover a tool that would have stayed hidden – and you can improve proficiency by learning the fine details of the program. When you are finished,

Click ► **File Tab** ► then click **Exit**

OR

Click on the **X** in the top right corner of the computer screen.

NOTE: Images and screen captures may differ from those seen on another system.



This work is licensed under a Creative Commons Attribution-NonCommercial 4.0 International License².