

Handout

What is PowerPoint?

PowerPoint is a slideshow presentation programme that is part of the Microsoft office suite of tools. It makes it easy to create and present your ideas in dynamic and visually effective ways.

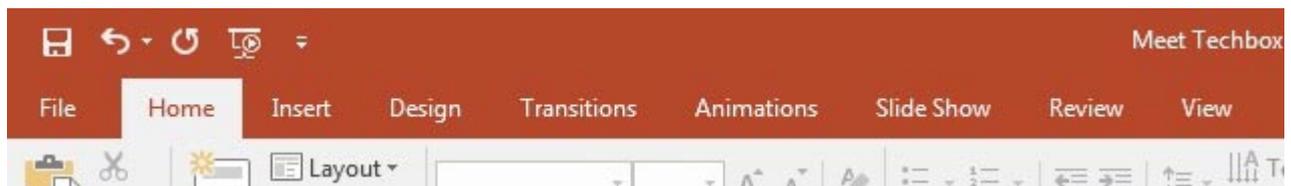
It involves the use of text, colour, pictures, designs, sounds, animation and slide shows.

Getting to know PowerPoint

Let's get familiar with the layout and the key menu options in PowerPoint, in order to find any feature you need quickly:

1. The Ribbon or the Menu Bar

The ribbon menu (known also as the menu bar) is found across many of Microsoft's apps, such as Word, Excel, and PowerPoint. It lives above the main area of the application.



The PowerPoint Ribbon contains a series of tabs that you can switch between. Each of these has a unique set of tools to work with and to modify your presentation. When you switch tabs on the ribbon, you'll see new buttons and options to work with. Let's get familiar with some of the tabs:

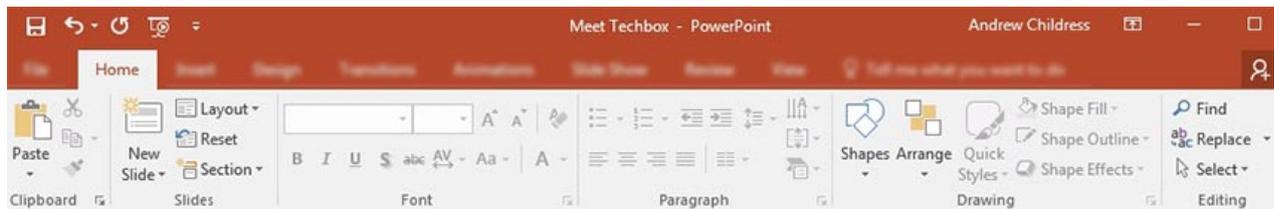
- **File.** Save, Save As, Print, Close, etc.
- **Home.** Use a collection of the most common tools that you'll use in PowerPoint.
- **Insert.** Add every imagine-able type of content, such as tables, pictures, charts, video, and more.
- **Design.** Control the overall look and feel of your presentation with theme and style settings.
- **Transitions.** Add animations when you switch slides.
- **Animations.** Control the order and style that objects will enter or exit your slide with.
- **Slide Show.** Control settings related to the way your presentation appears when sharing it with an audience.

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Now let's look at how you can use several of these key tabs:

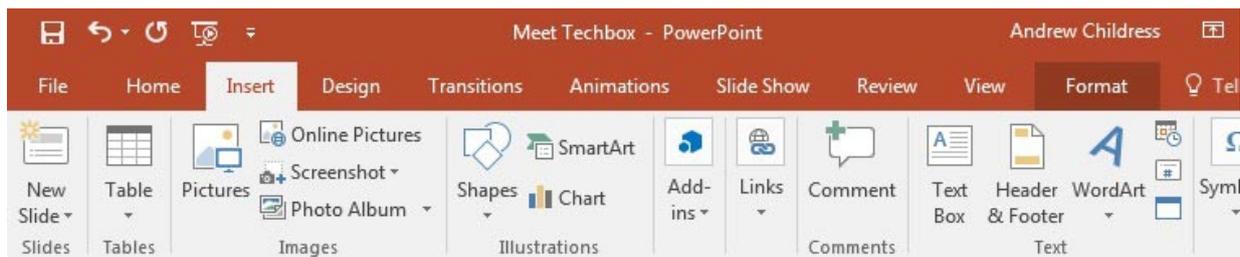
2. The Home Tab

The **Home** tab has many of the most commonly used tools, all in one bar, such as adding new slides, changing text and paragraph settings, etc. We usually stay on the Home tab when working in PowerPoint.



3. The Insert Tab

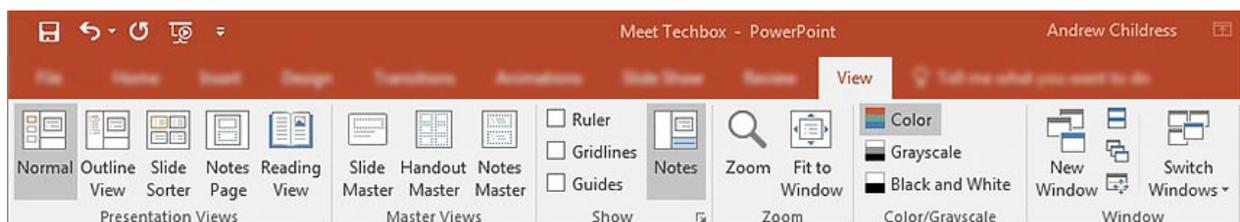
The **Insert** tab has every possible tool you need in order to add new content to a slide, including tables, pictures, charts, and more.



4. Views

PowerPoint has a variety of views which are simply a different way to edit and build the same presentation. You can change the view in order to get a different perspective on your presentation.

In the screenshot below, you can see the difference between the default **Normal** view and **Slide Sorter** view. **Normal** view shows each slide, while slide sorter view creates thumbnails of all slides that you can drag and drop to reorder the presentation.

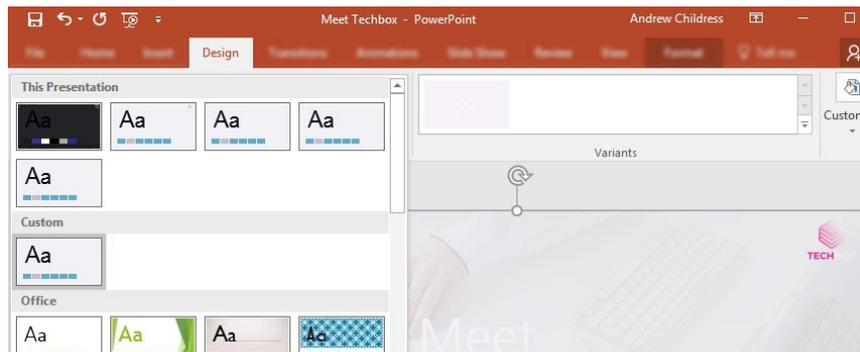


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5. The Design Tab

We use themes and styles in PowerPoint to add visual appeal to the presentation, and the **Design** tab controls these settings. An attractive presentation can really grab your audience's attention.

Click on one of the theme thumbnails to transform the look and feel of the presentation.



The Steps to Create a Presentation for Beginners

1. Adding Slides

Think of **slides** as the individual units in your presentation that you can fill with content. To insert a new slide, go to the **Insert** tab on PowerPoint's ribbon. Then, click on the **New Slide** button to add a new slide to your presentation.

A new slide will have basic placeholders to add your content to.

Each of the thumbnails that you'll see on the sidebar represents a slide. Then, you'll add content to each slide.

There's no practical limit to the number of slides that your PowerPoint file can contain. However, you should consider how many slides it actually takes to make your point.

2. Adding Content

Content is what defines each and every slide. PowerPoint accommodates a wide range of content like text, pictures, graphs, tables, charts, and more.

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The easiest way to add content is to start off by choosing a **Layout**, which you can choose from the **Home** tab.

These layouts have content boxes known as **Placeholders** that are easy to add your own content to. Simply choose a layout, and then start adding your content.

3. Choosing a Theme and Style

After you build out your presentation's content, it's a great idea to think about adding visual style. For this, you'll jump over to the **Design** tab, and click on one of the thumbnails for a theme.

Using a PowerPoint theme is the preferred alternative to adding backgrounds, colour and type styles to each and every slide. Changing the theme typically will adjust the entire presentation simultaneously. This greatly reduces the time involved with building a presentation.

Speaker Notes

Speaker notes are a way to add the things you need to say to each slide, and is a beneficial tool for the presenter.

Speaker notes are added to each individual slide, and the best way to add them is from **Normal** view. Click on **Notes** below the presentation area and type your slide-specific notes.

Speaker notes will show up in printed copies of your presentation, so it's easier to build them into PowerPoint instead of scribbling note cards you may lose.