

Class Description: Learn the basics of creating a PowerPoint presentation. Including adding slides, backgrounds, and images to a presentation.

Skills needed: This beginners class requires basic skill with a mouse.

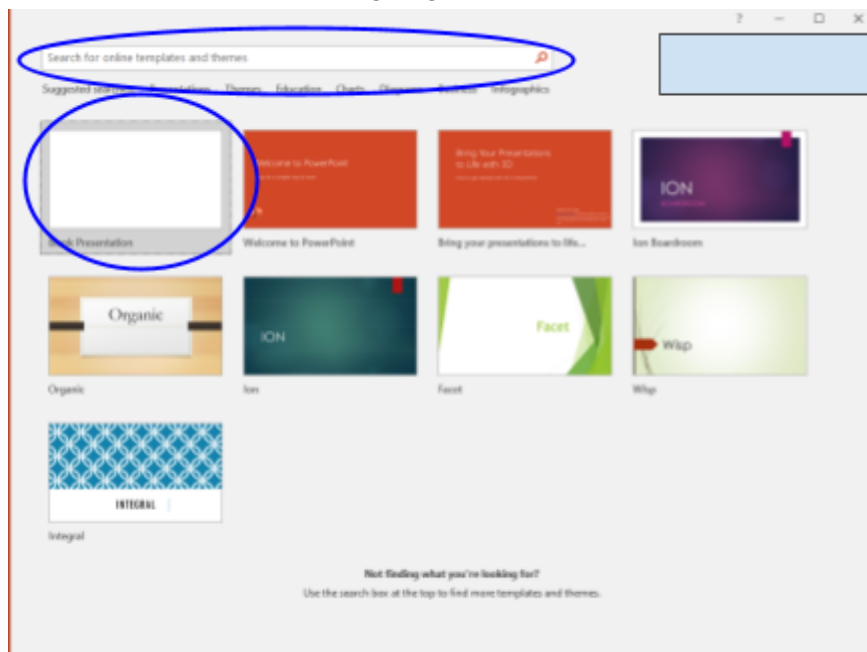
Learning Objectives:

- Adding Slides to a PowerPoint
- Adding a background
- Adding images
- Adding text to a slide
- Changing text font, size, and color

Step 1:

Creating a PowerPoint

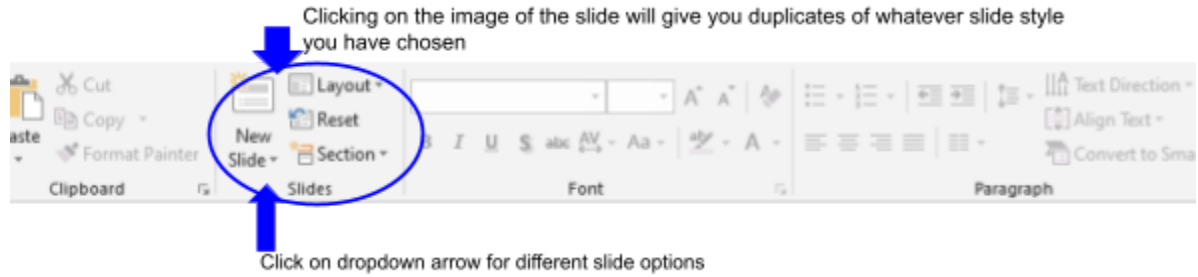
- When you first open PowerPoint it will give you the option to choose between a blank PowerPoint presentation and numerous ones with themes
- It also allows you to search the different PowerPoint themes so you can find one you like if you choose to start with a theme
- There are also suggested searches you can choose from which makes it easy to find themes within those categories
- For this class we are going to choose blank presentation



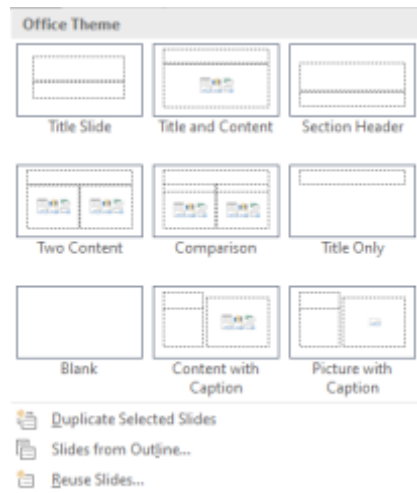
Step 2:

Adding Slides to a Presentation

- On the upper left hand side of the screen there is a section called slides



- Here is where you will add new slides to the PowerPoint
- Where it says new slide there is a drop down menu, this menu shows you all the slides that are available to use



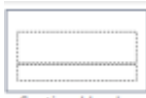
- Title Slide- is the slide that first shows up in the PowerPoint it is where you are able to add a title and subheading



- Title and Content Slide- allows you to add a title and then text, an image, a table, a chart, a smart graphic, and video (in this class we will be talking about text and images)



- Section Header- like the title slide it allows you to add a title and also a subheading



- Two Content- has three boxes, a place to add a title and then two boxes, where like the content slide you are able to add text, tables, images, etc.



Two Content

-
- Comparison- has five boxes, the first box is where you will enter the main title, the next two boxes are adding text, perhaps some subtitles, and then the last two boxes you will be able to add text, a table, an image, etc.



Comparison

-
- Title Only- has only a spot to add the title in



Title Only

-
- Blank- is a completely blank slide where you can create your own by adding text boxes and other elements



Blank

-
- Content and Caption- has three boxes, a place to add a title, a place to add just text, and then a box where you can add text, an image, a table, etc.



Content with
Caption

-
- Picture with Caption- Has a box to add a title, a box to add text, and then a box to add an image



Picture with
Caption

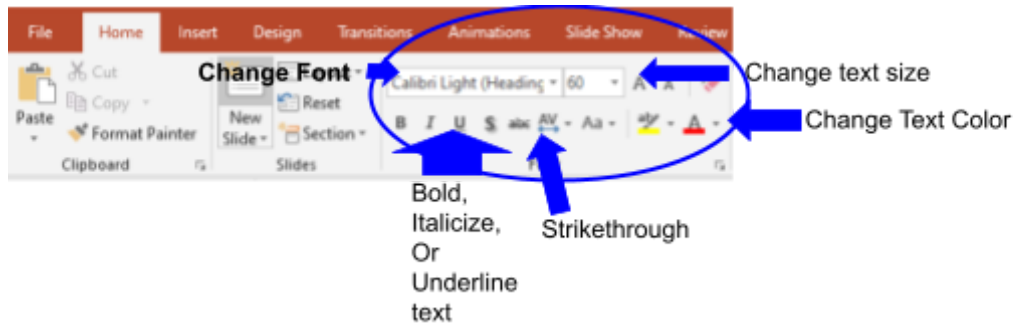
-
- To select any one of these you will just click on the one you want
- Once you choose one you can click new slide if you want to continue with the same slide layout as the previous slide you chose
- To move a slide you can highlight it in the left column then right click your mouse and you are able to move it to change the order of the slides

Step 3:

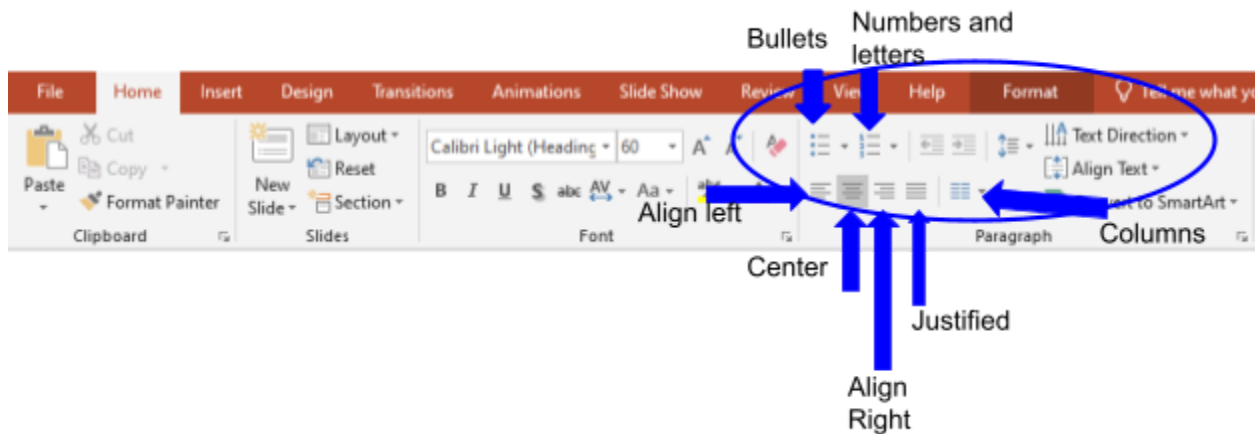
Adding Text to a slide

- To add text you will want to click on the box where you would like the text to go
- Then using the keyboard you can start to type in that box

- To change the text you will want to go to the part of the banner that says Font



- Here you are able to change the size of the font, the font itself, and the color
- You are also able to bold, italicize, underline, or strike through the text
- To change the formatting of the text you will go to the part of the banner that says paragraph

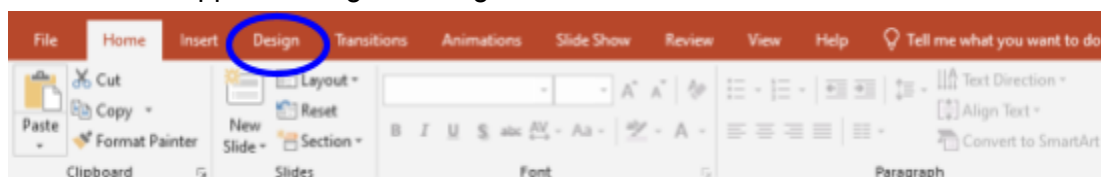


- Here you can change the alignment of the text to align left, align center, align justified, or align right
- You can also add bullet points in this section or have your text numbered
- You can change the line spacing of the text here to single, double, etc.
- Here is also where you are able to add columns by tapping on the button that has two columns pictured on it
 - There will be a drop down menu where you can pick how many column you want on your slide

Step 4:

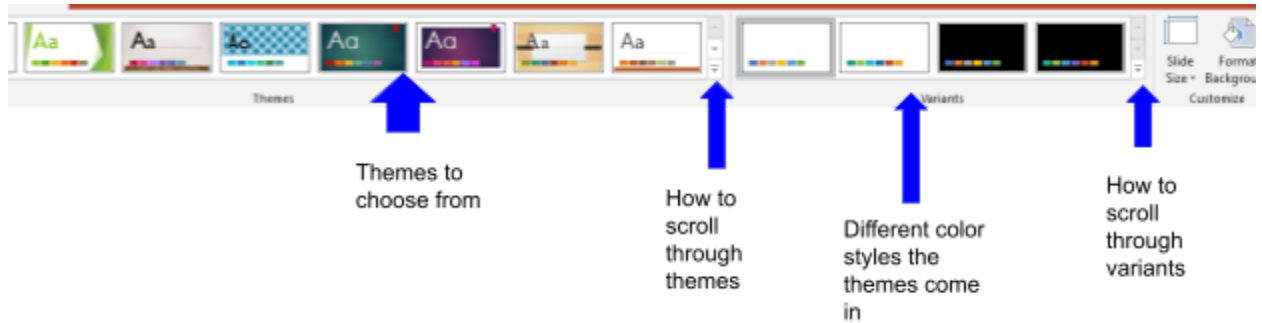
Adding a Background

- In the upper menu go to design

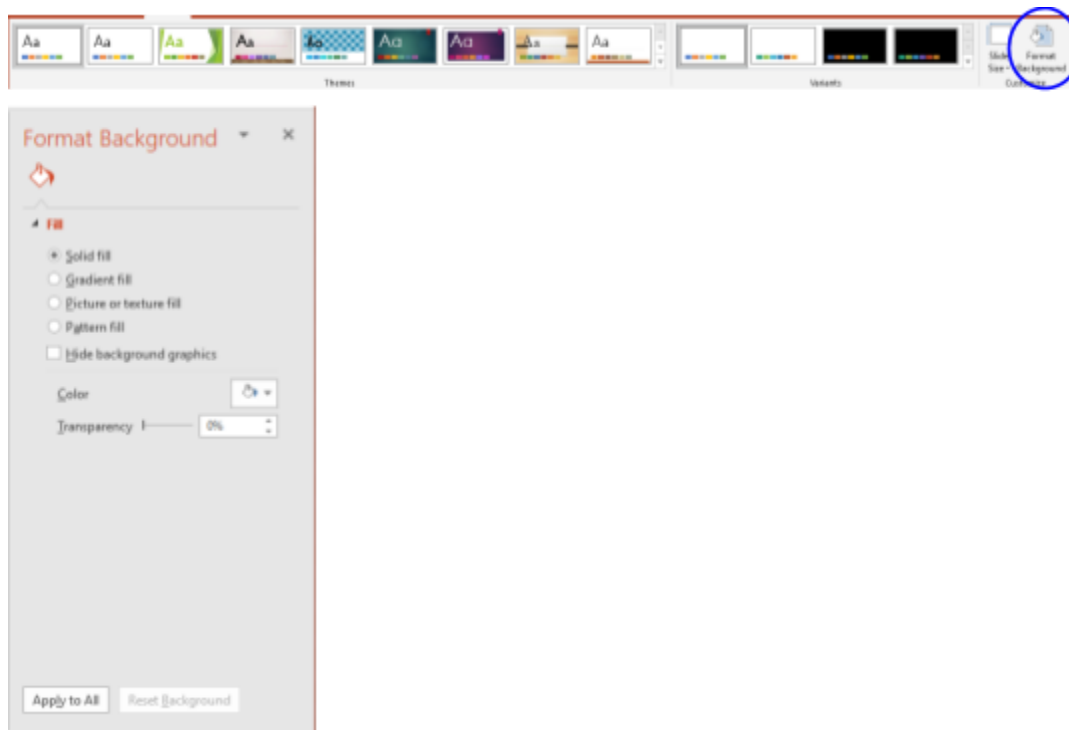


- Here you will be able to pick the theme you want for your PowerPoint as well as create your own background from preset options and images from your computer

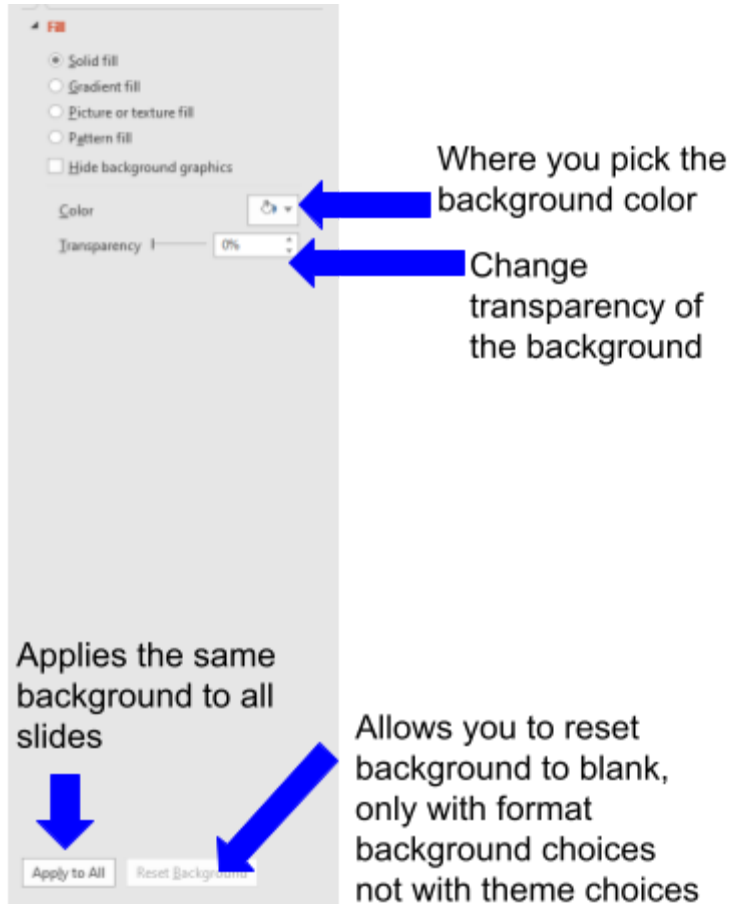
- With themes there are also different variants you can use that will change the color scheme



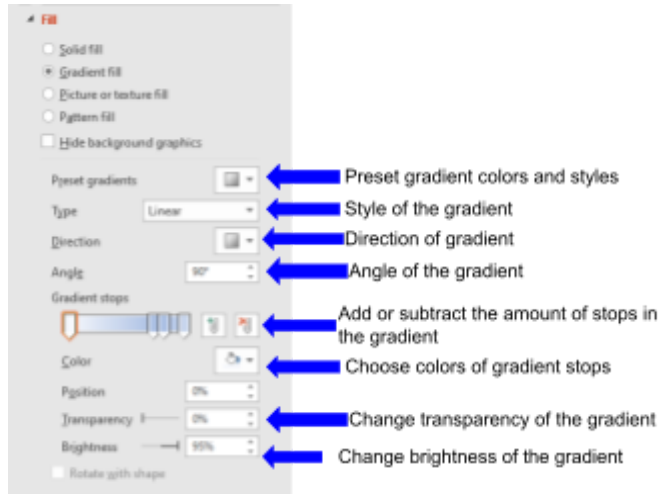
- There is also format background
 - In format background you are able to create your own background and can also have a different background for each slide



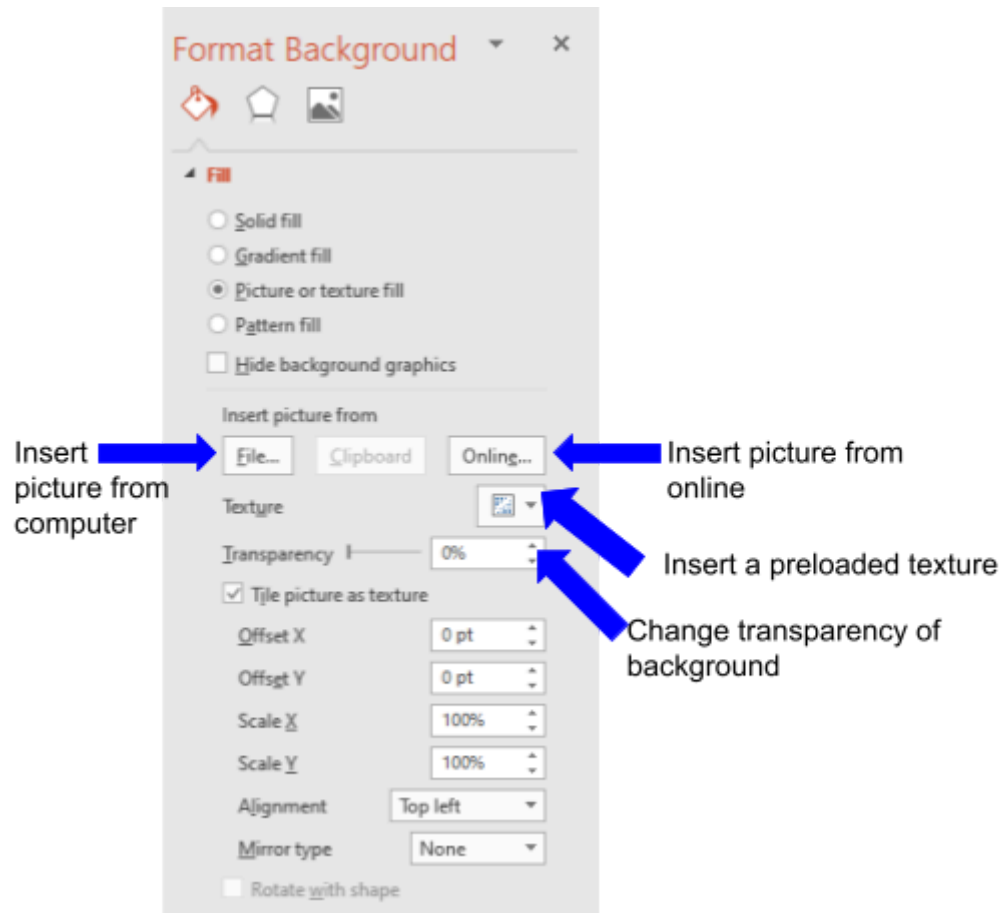
- In format background you are able to do a solid fill, gradient fill, picture or texture fill, and a pattern fill
 - One thing to keep in mind when creating a background is the readability of your information
- Solid fill allows you to pick one color that will be the background and you can make the color lighter by making it more transparent



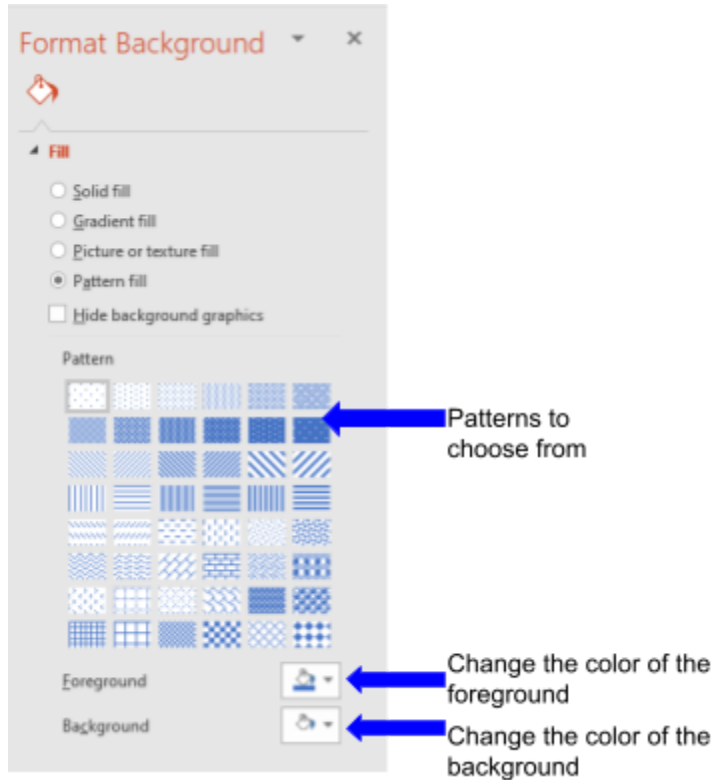
- To apply this to all of the slides you would click apply to all (this is the same for all of the different fills you can choose from)
- Gradient fill has a few options that you can pick from when creating this background
 - First you can choose from preset gradients of varying colors
 - Next you can choose what type of gradient you want: linear, radial, rectangular, path, or shade from title
 - Then you can choose the direction of the gradient
 - You can choose the angle of the gradient
 - Gradient stops change the pattern of the gradient in terms of how many color switches it will go through
 - You can then change the colors of the gradient stop and have varying colors make up the gradient
 - You are also able to change the position, transparency, and brightness of the background



- Picture or texture fill allows you to pick from an image you have saved on your computer, one you find online, or a preset texture fill



- You are then able to change the offset, scale, alignment, and if you want it to be mirrored
- Lastly, pattern fill allows you to choose from a variety of preset patterns where you can then change the colors in the foreground and background

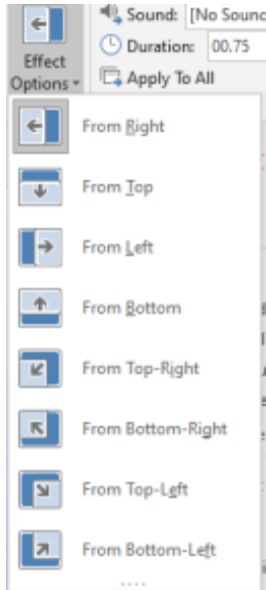


Step 5: Adding a Transition

- On the top menu choose transitions and this will bring you to the transitions menu

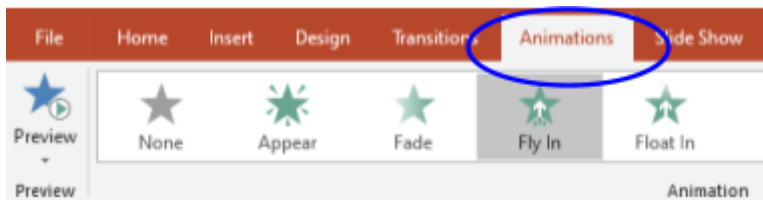


- Highlight the slide you want to add a transition on (a transition effects the whole slide whereas an animation will only affect the text on the slide)
- Then choose the transition you would like to add to the slide, each transition will affect the slide differently
- To look through the different transitions you would just use the up and down arrows in the menu bar
- Depending on the type of transition you choose to use, you can also change the direction of the transition

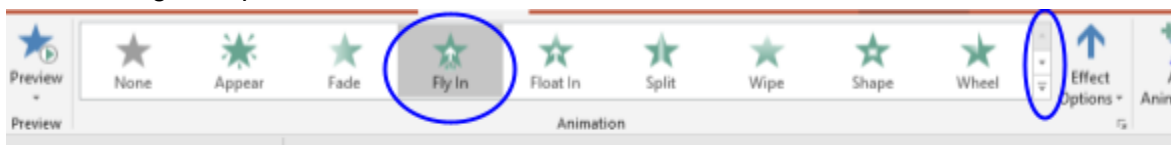


Step 6: Adding Animations

- Adding Animations is similar to adding transitions, however, animations affect the text on the slide and not the slide itself
- To add animations you will want to click on animations in the top menu and this will bring you to the animations menu



- There are a number of different animations to choose from, you can look through them using the up and down arrows



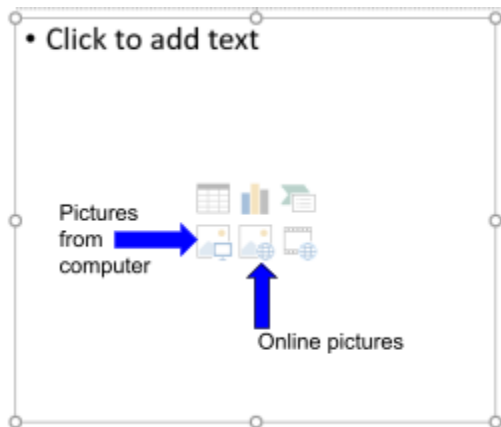
- To add an animation highlight the text you would like to add it to and then click on the animation you would like to use
- The animation will only be added to the highlighted text, which allows you to choose multiple animations for different lines of text within your PowerPoint
- On the right side of the animation menu is the effect options section and this allows you to change the direction in which the animation starts from
- On the left side of the animation menu there is the preview button which allows you to see what the animation will look like without having to go through your whole PowerPoint to view it

- Please note that for professional presentations it is best to keep the transitions and animations at a minimum unless it was specifically asked to be part of the presentation

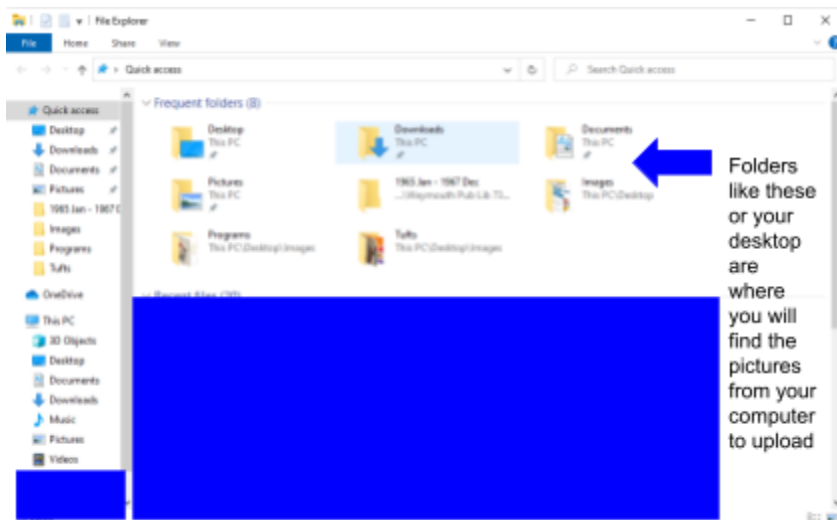
Step 7:

Adding Pictures to a PowerPoint

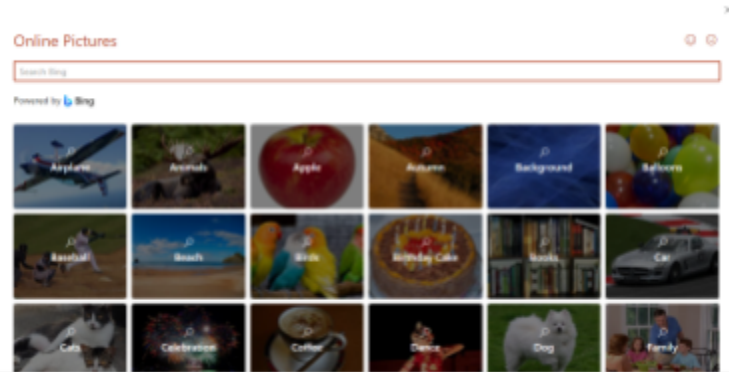
- Adding pictures for the purpose of this class is going to be dependent on what type of slide you choose, as we went over in the beginning of class some slides give you the option to add a picture and these are what we are going to focus on today
- The first step to add a picture is choosing a slide that allows you to add an image in PowerPoint, these slides are: title and content slide, two content, comparison, content with caption, and picture with caption
- On these slides you will see two different options for pictures which are “pictures” and “online pictures”



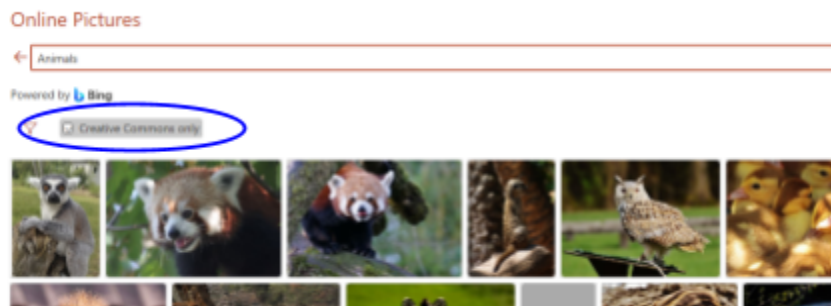
- Pictures is for any picture that you have saved on to your computer or an inserted harddrive or flash drive that you are looking to add to your PowerPoint



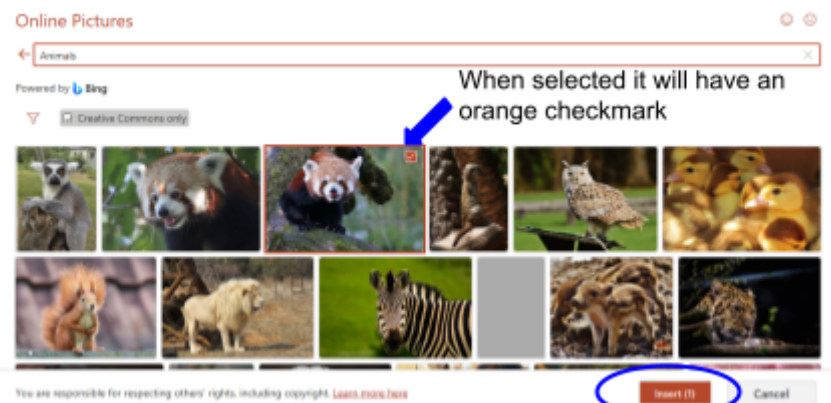
- Online Pictures are any pictures you can find using the search engine, Bing. Microsoft does provide you with different commonly searched for topics. Please note with online images you do want to keep copyright in mind.



- You will see that when you perform a search it will have a section checked off that says “Creative Commons Only” this means any of the images you use should fall within the creative commons category and should not have a copyright issue
 - However, we cannot rely on this to be 100% accurate



- For online pictures you would select the image that you want added to your PowerPoint and then click on insert

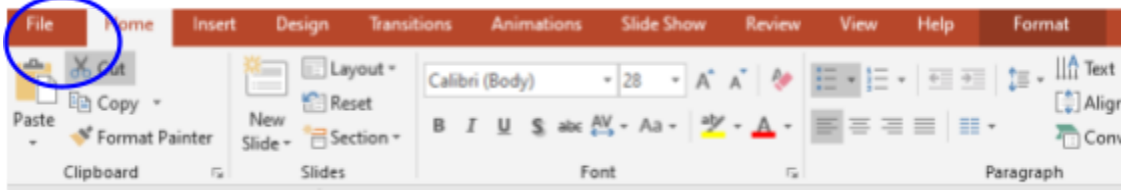


- For regular pictures you would click on pictures and then look through the popup menu for your computer to find the image you are looking for

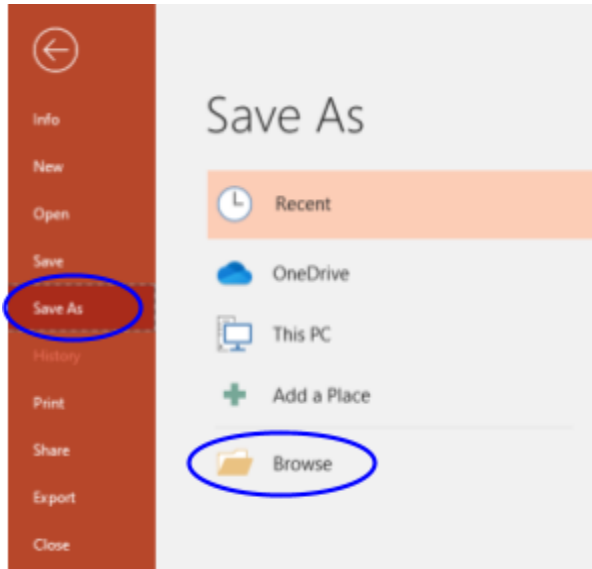
Step 8:

How to Save a PowerPoint

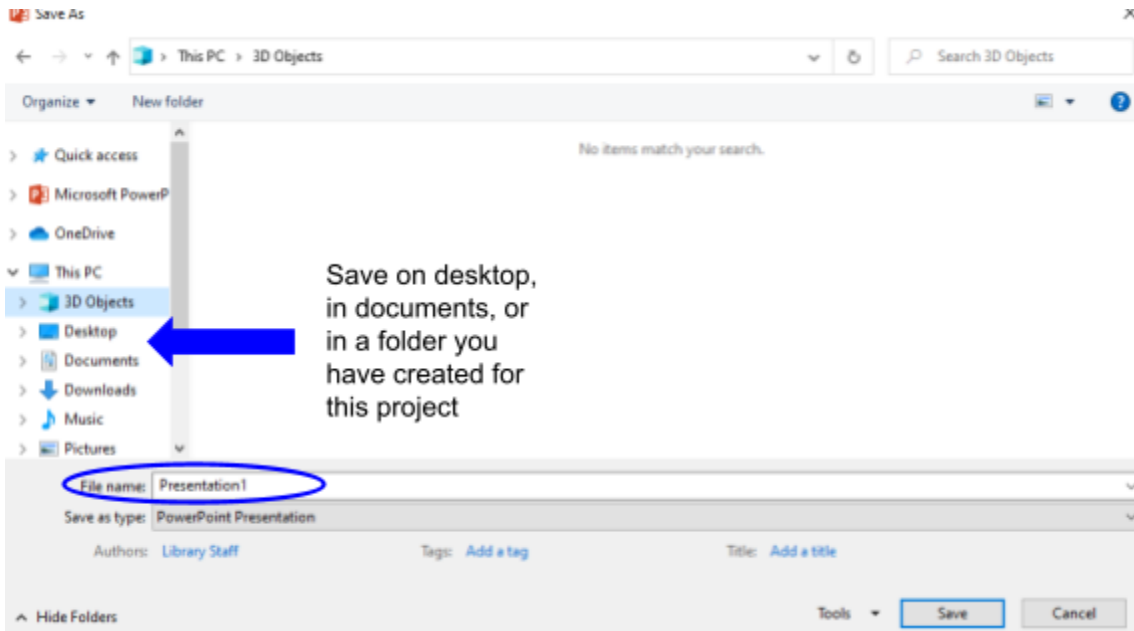
- To save a PowerPoint you will want to go to file in the top menu



- Then go to save as
- Select browse



- Choose where you would like to save your PowerPoint
- Name Your PowerPoint (if you put a title on your PowerPoint then this is the name it will have in the saved section)



- Then click save