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POWERPOINT BASICS: MICROSOFT OFFICE 2010

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View our full schedule, handouts, and additional tutorials on our website:
www.lib.unc.edu/cws

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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	Inserting Graphs and Tables	Slide Management
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."

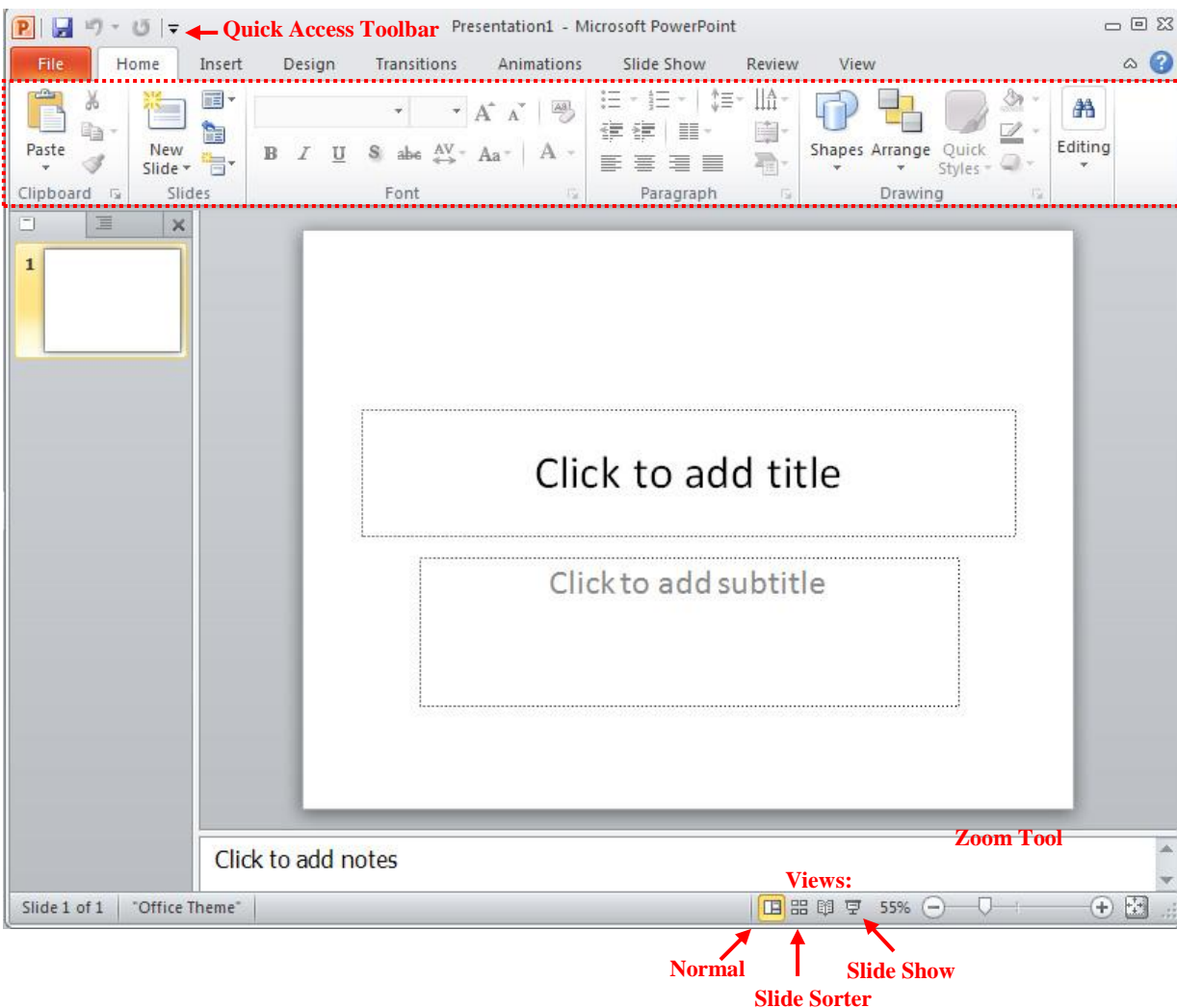
The Title Bar



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.

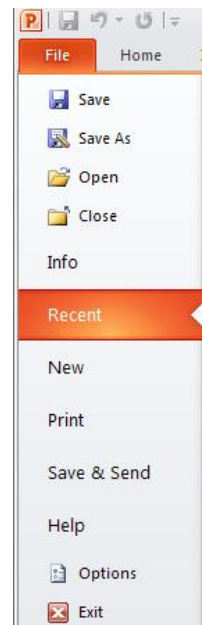


On the left side of the window, you will see a **task pane** with slides and outline tabs, which appears by default. On the bottom, right area of the screen you will find View commands (Normal, Slide Sorter, and Slide Show), and the zoom tool.

The File Tab

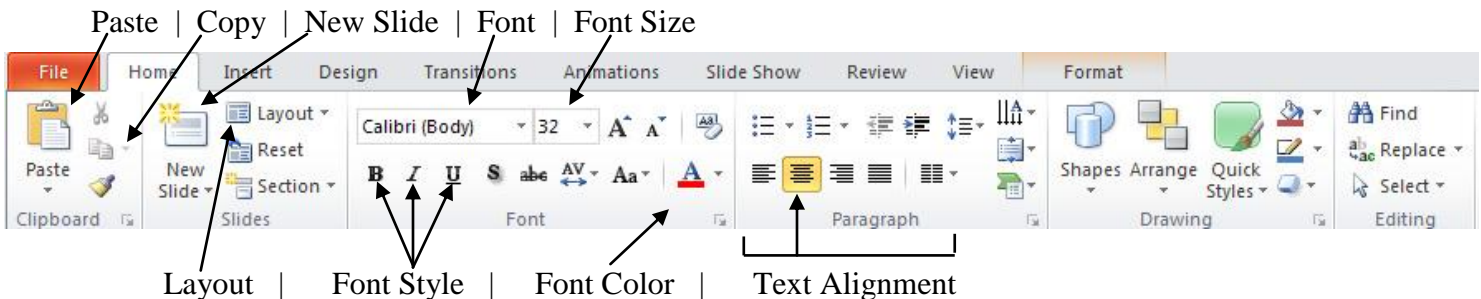
In Microsoft Office 2007 there was something called the Microsoft Office Button in the top left-hand corner. In Microsoft Office 2010, this has been replaced with a tab in the Ribbon labeled **File**, when you left-click on this tab a drop-down menu appears. From this menu you can perform the same functions 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 at 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 "Arial" indicates the FONT, the "44" 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 ("Arial" font, size "44").

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.

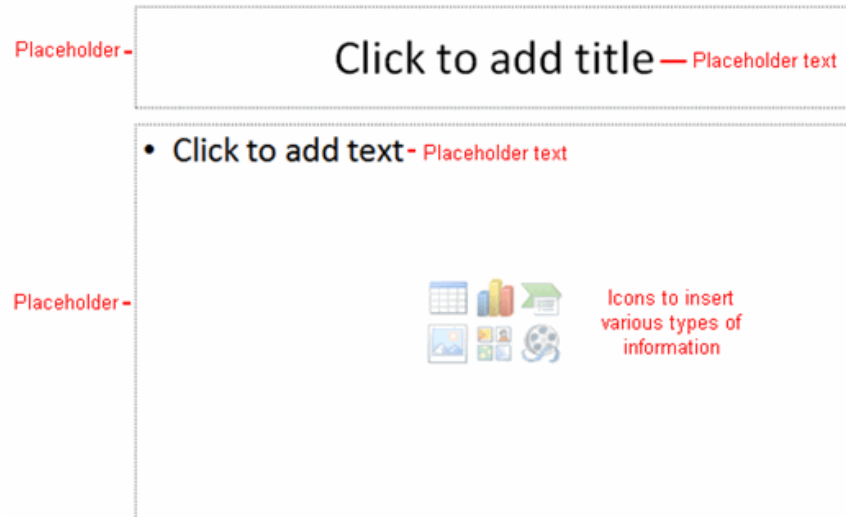


The **New Slide** icon automatically adds a new, blank slide for you to work on. You can keep track of the slides you have already worked on in the Slide Outline panel on the left-hand side of the screen. You can access a slide at any time by clicking on it with your mouse through this screen.

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.

SIMPLE TASKS IN MICROSOFT POWERPOINT

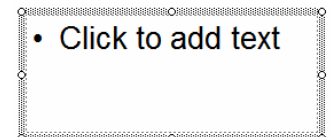
Text Boxes:



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 anytime 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 \leftrightarrow or \updownarrow . 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.

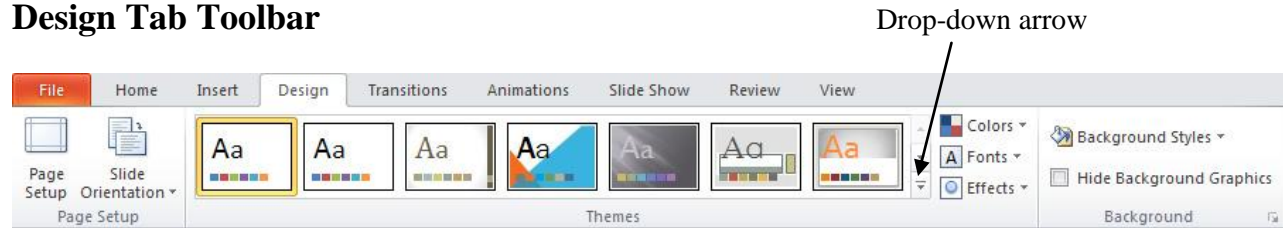
To move the text box to a different location on the slide, move your mouse pointer over any part of the thick, gray box outline. Notice the change in your mouse pointer (it will look something like a "plus" sign (+) with arrows). Click and hold down the left button on your mouse. You can now drag the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

Slide Design:

One of the more popular features of MS PowerPoint is that it gives the user 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.

Advanced

If you want your presentation to contain more than one theme (layouts that contain colors, fonts, and effects), your presentation must contain multiple slide masters. Each theme is associated with a single set of layouts, and each set of layouts are associated with a single slide master. So, two slide masters will have two sets of layouts (two designs) that you can apply to your presentation.

Do the following to apply a theme to the first slide master and set of layouts:

1. On the **View** tab, in the **Presentations** group, click **Slide Master**.
2. On the **Slide Master** tab, in the **Edit Theme** group, click **Themes**.
3. Do one of the following:
 - To apply a built-in theme, under **Built-In**, click the theme that you want.

Do the following to apply a theme to a second slide master and a second set of layouts:

NOTE Repeat this step to add more themes to additional slide masters and sets of layouts.

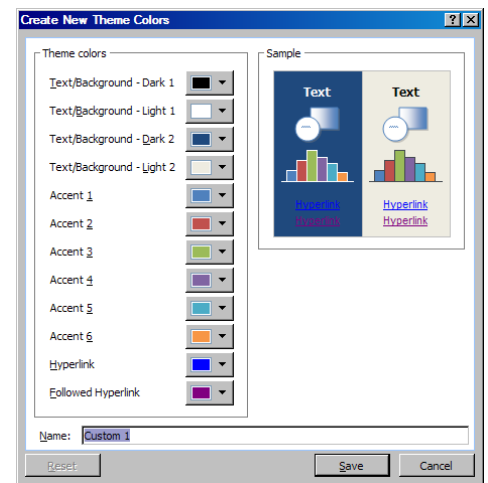
1. In **Slide Master** view, in the slide master and layout thumbnail task pane, scroll down to the last layout thumbnail in the set.
 - Click just below the last slide layout in the set.
2. On the **Slide Master** tab, in the **Edit Theme** group, click **Themes**.
3. Under **Built-In**, click the theme that you want.

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.

Animation Schemes: 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" or to your audience, such as "dissolve" or "wipe down." To add a **transition**, click the **Animations** 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.)

Designing your own background: Sometimes you may wish to design your own background. To do this, select the **Colors** command in the **Themes Group** on the **Design Tab**. Click **Create New Theme Colors** from the menu. A dialog box will then appear. Click the color drop-down menu next to one of the **Theme Color Options** (for example, "Accent 1") to display color choices. Choose a color to change the option. Then, enter a name for the new theme color combination. Click **Save**.

There is no right or wrong way to design your own background, so if you choose this option, have some patience and don't be afraid to experiment.

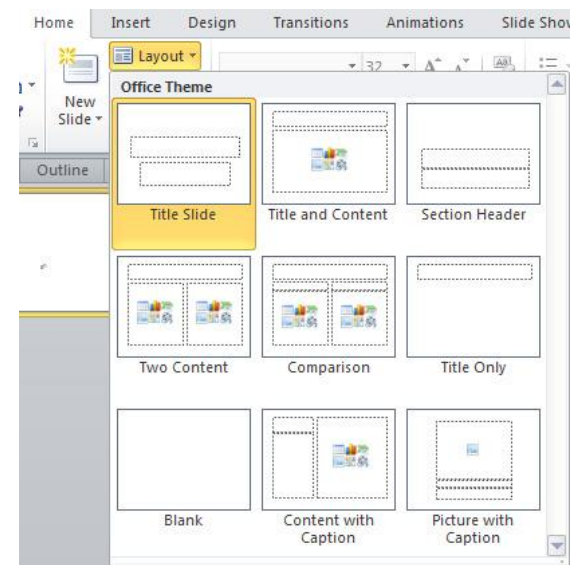


Slide Layout:

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

To choose a slide layout, on 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, that some layout designs offer options for organizing only **Text**, some for only **Content** (pictures, charts, or graphs), and some for **both Text AND Content**.

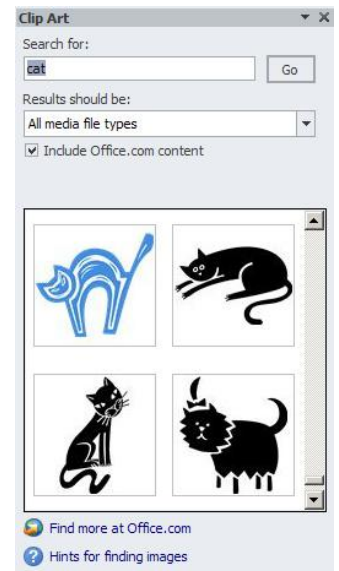


Inserting a Picture:

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 (for example, "house"), 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 **re-size** it. You can re-size a picture the same way you re-sized 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.



Move the mouse pointer over the green circle, and left-click and hold the button down. Now move the mouse either clockwise or counter-clockwise and the picture will rotate in the same direction.

Inserting a Graph or Table:

There are two ways to insert a graph or table into a PowerPoint slide.

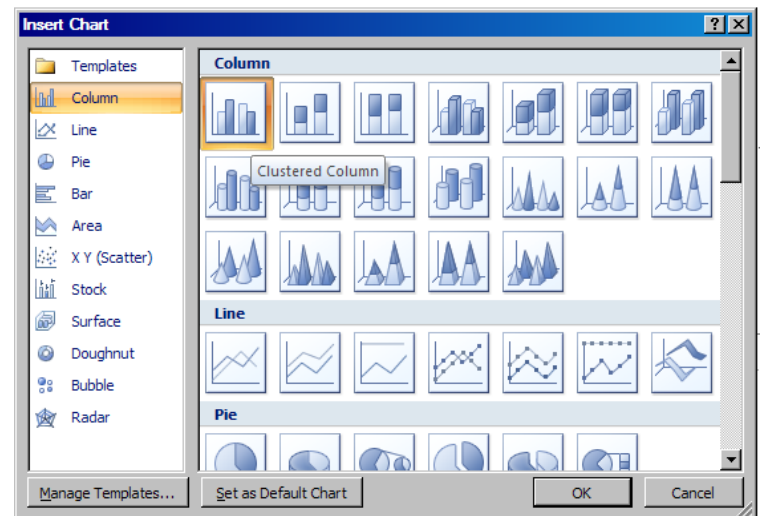
1. The graph or table may already exist in another document or file. If this is the case, then you can simply insert the graph or table as you would a picture. Follow the instructions under Inserting a Picture.

Or you could **Copy** and **Paste** a graph or chart from another document or file into your slide presentation.

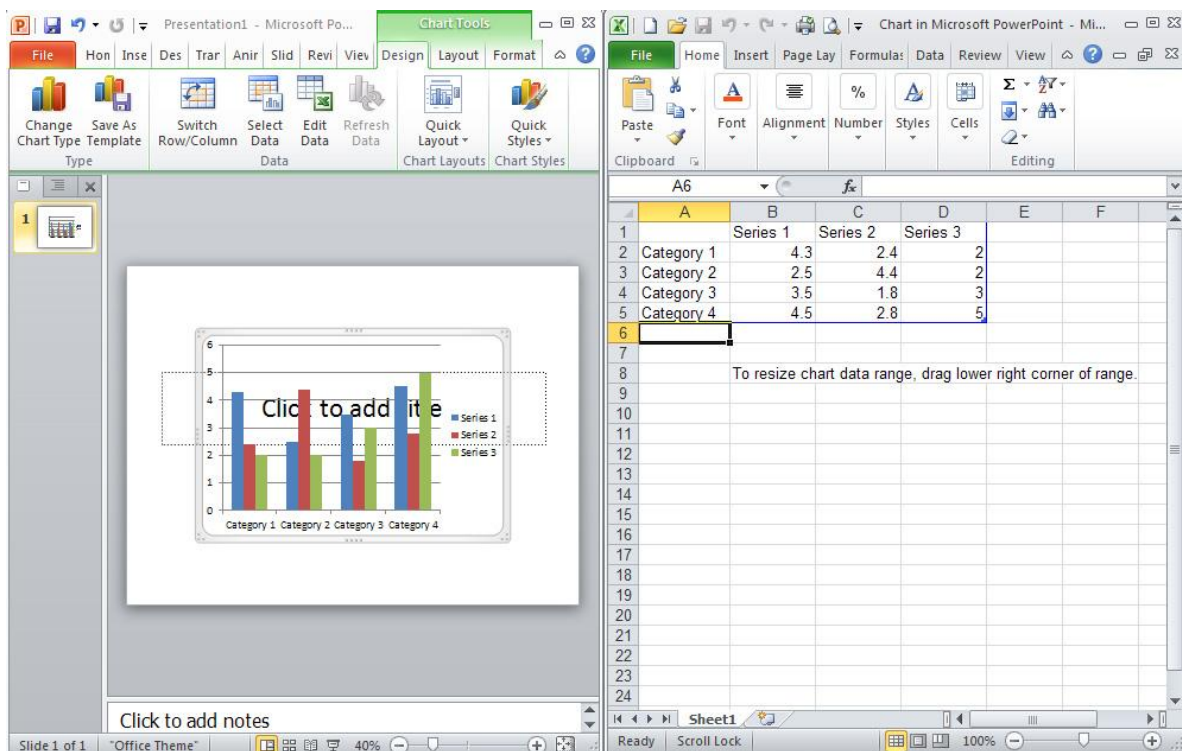
2. MS PowerPoint can also create graphs or tables directly in the slide. From the **Insert Tab**, select **Chart** (or **Table**).



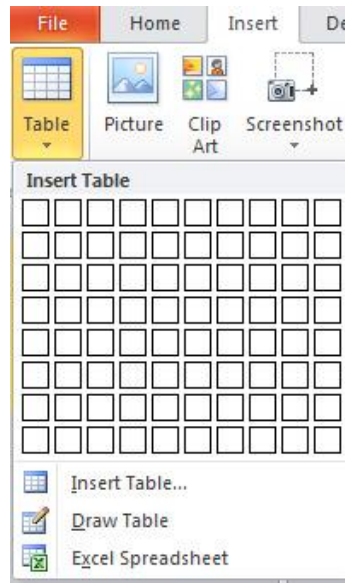
This will open a menu window in which you can select from a variety of chart types (column, line, pie, etc.). Select a chart type, then click **OK**.



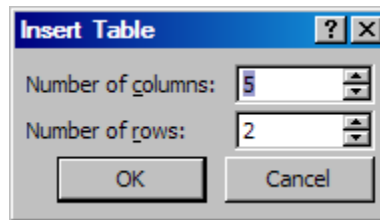
This will open an **Excel spreadsheet** in an adjoining new window. You will need to go in and edit the information in the spreadsheet to conform to the information you wish to represent in a chart.



The **Table** option will present you with the following menu:



Click on “Insert Table”, and the following window will appear:



Select the appropriate number of rows and columns you wish to have in your table. Click "OK" to insert the table. Once the table has been inserted you will be able to put information into the table cells.

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.

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 so it won't be noticeable to your audience). Select **End Show** from the pop-up window.

CLOSING MICROSOFT POWERPOINT

Saving Slide Shows:

When you come to a stopping point and want to leave the computer, it is important to save your work (even if you are printing a hard copy — saving should be a reflex). To save your work in MS PowerPoint, it is essential to know **WHAT** you are trying to save as well as **WHERE** you are trying to save it.

Click ► **File Tab** ► **Save**.

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.

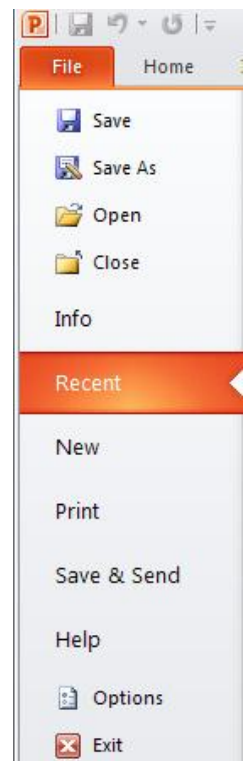
MS PowerPoint will automatically save your document with the suffix “.pptx” – this is simply a tag that lets PowerPoint know that your work is specific to this program. You do not have to type it – just highlight what is there (default is “Presentation1”) and write a new file name.

The My Documents folder on your computer’s hard drive is a good place to store your documents. A blank CD (compact disc) or a USB Jump Drive are great portable storage devices and can hold a LOT of data.

It is important to note that every consequent command of **SAVE** will overwrite your original file, creating the most up-to-date version.

If you want to save any changes to your PowerPoint slides without destroying the original one:

Click the **File Tab**, then click ► **Save As** from the menu and give your document a new filename (unique from the original).



To bring a saved document back up on the screen from MS PowerPoint:

Click the **File Tab** ► then click **Open**.

Locate where the file is saved (that is to say, which folder the document is saved in) and click on the filename of the document you want to open.

Click ► **Open**.

Printing Slides:

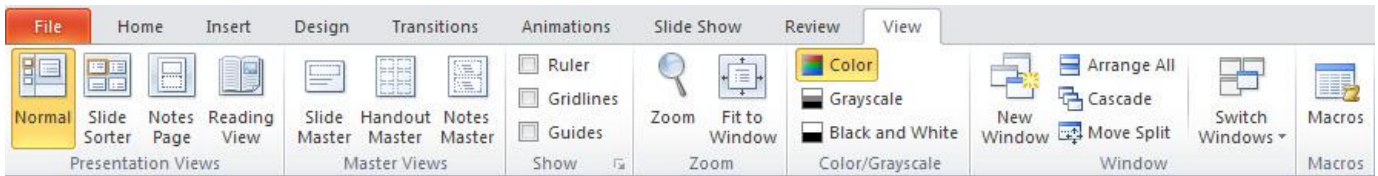
To print your MS PowerPoint slides:

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.

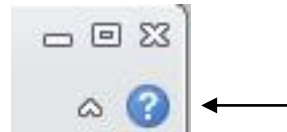
As with all commands in MS PowerPoint, you can make changes along the way. From the **Print** menu, you can alter how many copies will be made, in what order the pages will be, and much more.

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 PowerPoint window.

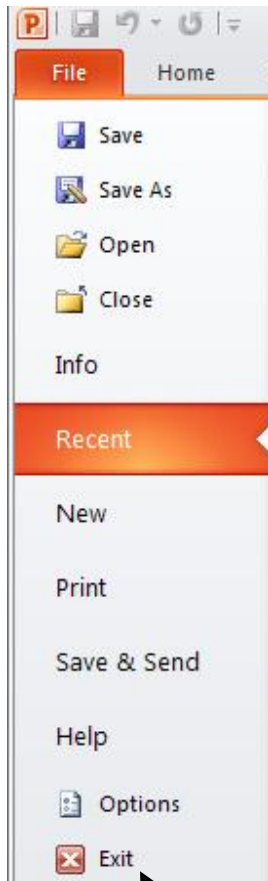


Tutorials are also available on the Internet. Your instructor can help you with locating some of these resources.

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.