Powerpoint

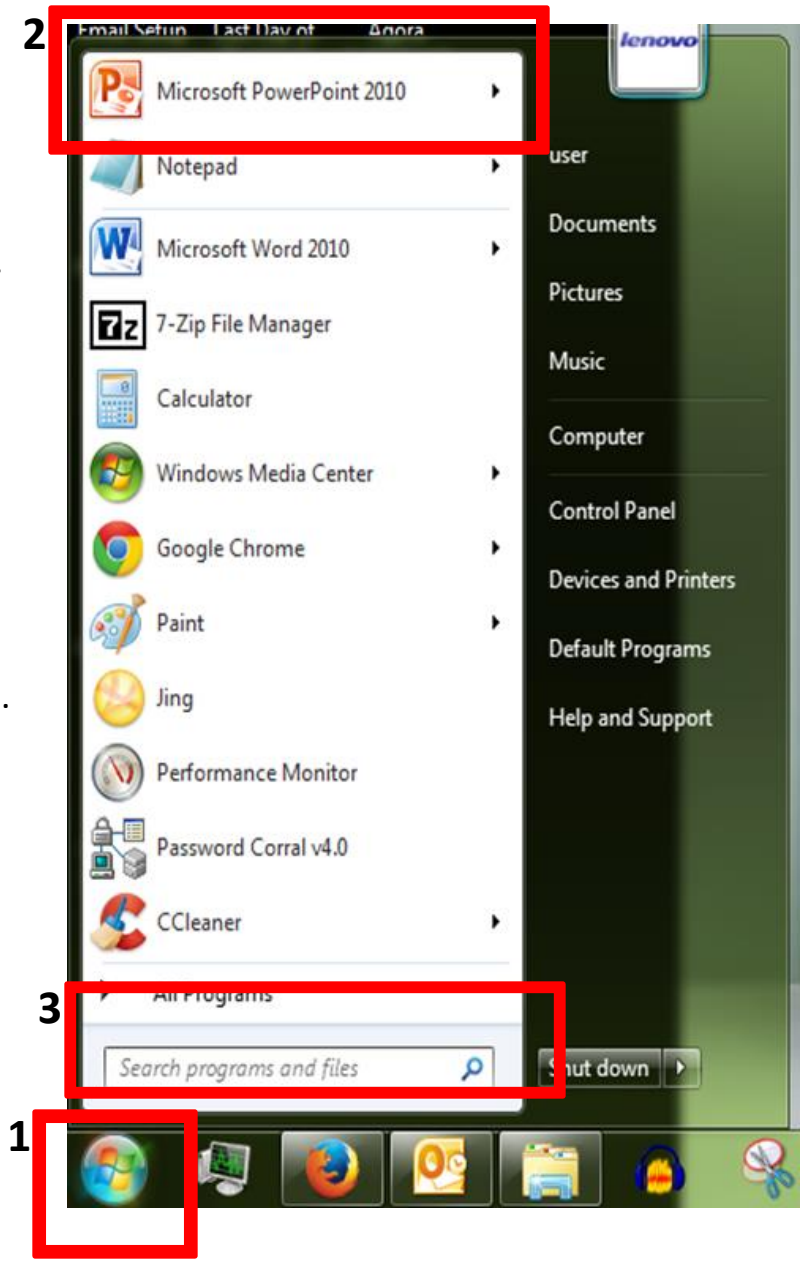
Basics for the Beginner Presenter

1. Launching Powerpoint
2. Exploring tabs
   a. Home
   b. Insert
   c. Design
3. Adding text to dropzones
4. Creating a new slide
   a. Layout Options
5. Adjusting location and size
6. Duplicating Slides
7. Changing pictures and fonts
8. Saving a presentation

Locating & Launching PowerPoint

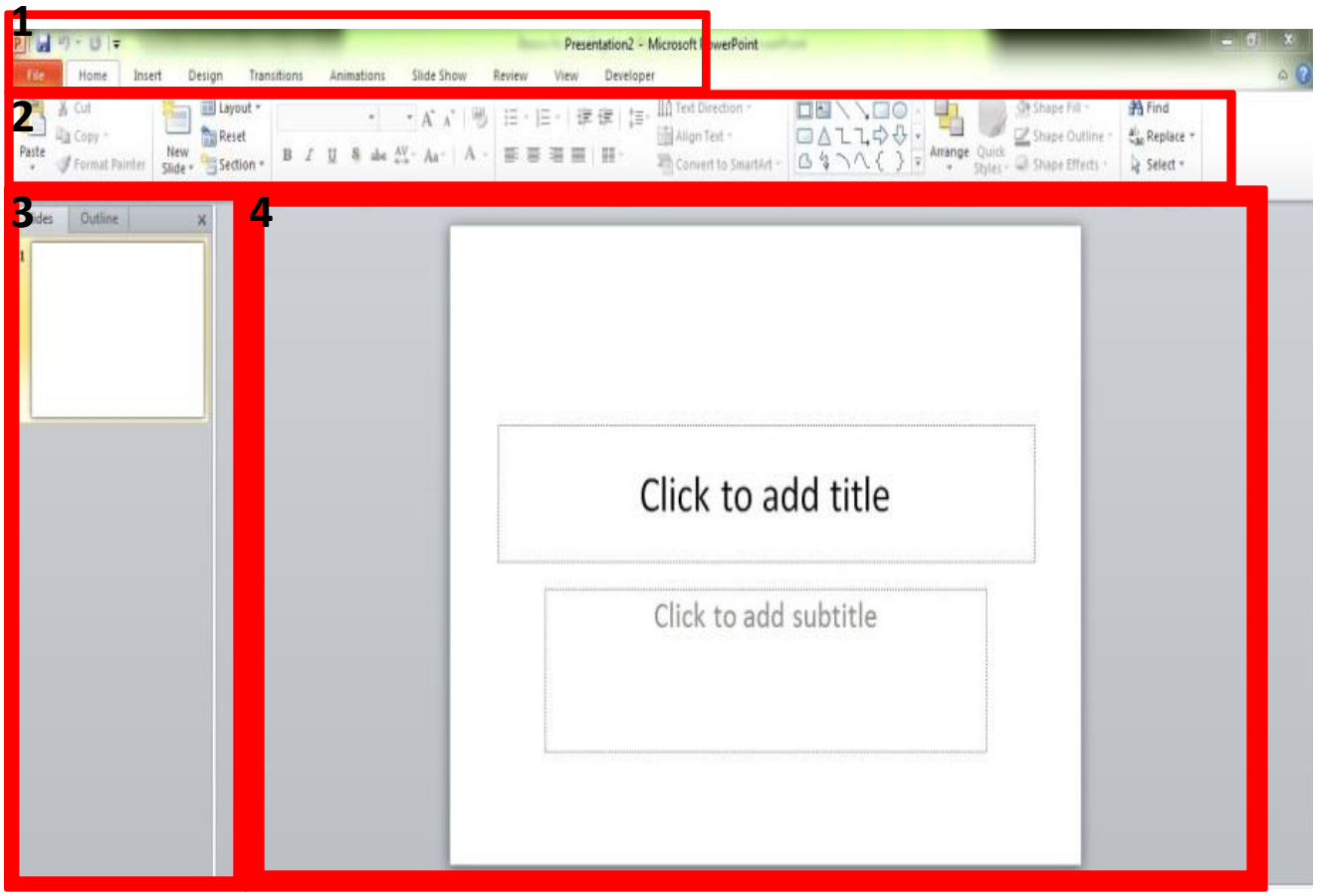
To locate PowerPoint you must first select the Windows Start Menu either by clicking the Windows logo in the lower left-hand corner (1), or press the Windows key on your keyboard.

When the Start Menu has expanded, choose PowerPoint by clicking it (2). If it does not appear, simply type “PowerPoint” into the *search program and files* dialogue box (3).

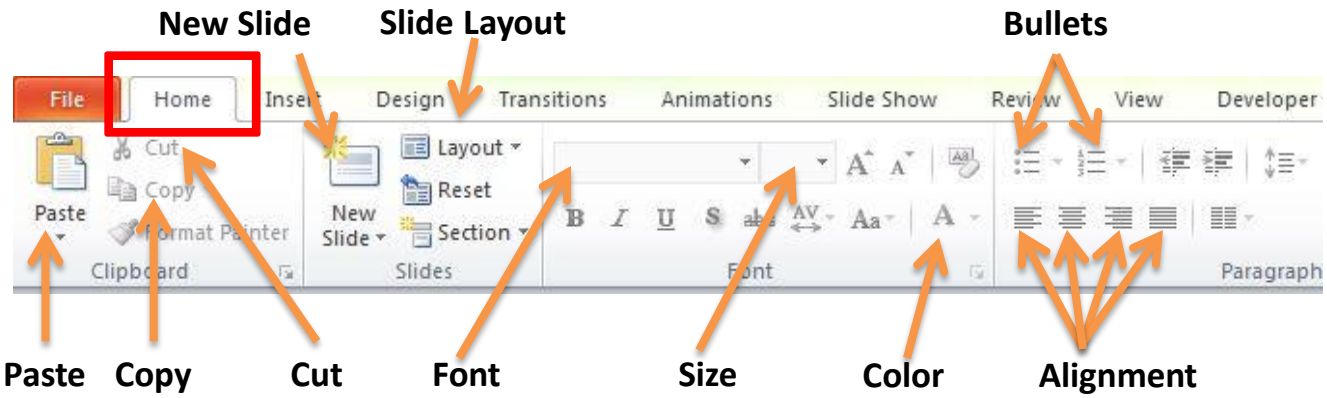


The Home Screen

The PowerPoint Home Screen is comprised of three four essential components. At the very top, there is the *ribbon* (1) which is the home of the various tabs. Below the ribbon is the *toolbox* (2) which will change depending on what tab you choose. On the left side of the screen is the *slide sorter* (3), which displays each individual slide in order. Finally, there is *slide pane* (4). The slide pane is the area where you will be constructing individual slides. When working with multiple slides, you can use the slide sorter to select the individual slide you would like to work on.



Browse: Home Tab



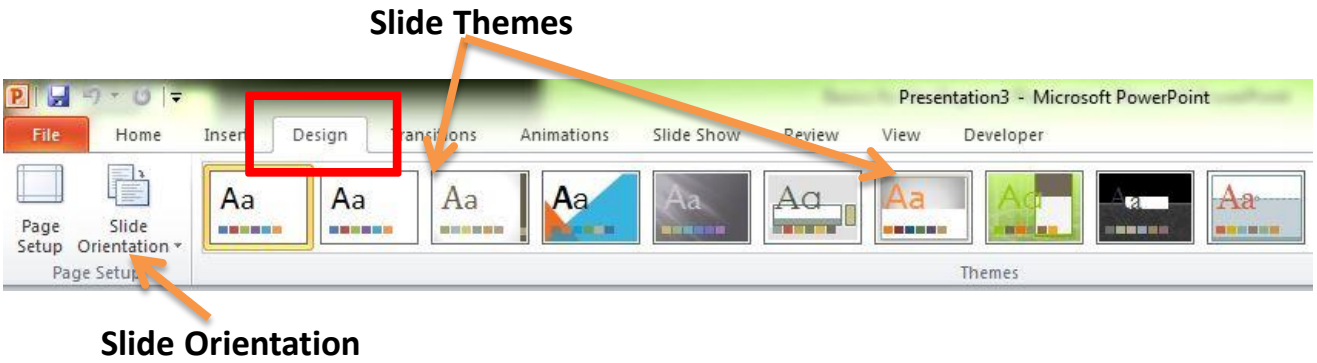
While the left hand File tab is essential to saving your work, the Home tab is the most commonly used tab while creating an original presentation. The Home tab displays options such as cut, copy, and paste which can be used on both media objects (pictures) in addition to text. From the Home tab, you can also create new slides and new slide layouts. To browse slide layout templates, click the dropdown arrow to the right of the word "layout." Each layout has a different arrangement of dropzones. A dropzone is an area that allows you to easily input text or a media object. In addition, the Home tab allows the presenter to change the font, size, color, alignment, and nearly any other characteristic of a selected section of text.

**While the Home tab contains many more options (such as Quick Shapes, Shape Effects, and Find/Replace), we will only be browsing the tools that are considered essential to creating an engaging PowerPoint presentation. The more advanced tools are discussed further in-depth in the next tutorial.*

Browse: Insert Tab

The Insert tab is used to insert images, clip art, simple shapes, text, word art, and many other objects. All of the individual objects work very similarly. To insert a picture, click the picture icon and search your computer via the dialogue menu for the image you would like to use. Once the image appears on the slide, click the image to change it's exact location. Similarly, clip art allows the presenter to search a selection of stock images. If you would like to insert a specific shape, click the shapes menu and browse the selection of shapes. The colors and sizes of shapes are fully customizable. If you would like to add text to a slide, click the text box icon then click and drag on your slide to create a text dropzone. If you desire text with a more artistic flare, click the word art icon and browse the selection of fonts and colors.

Browse: Design Tab

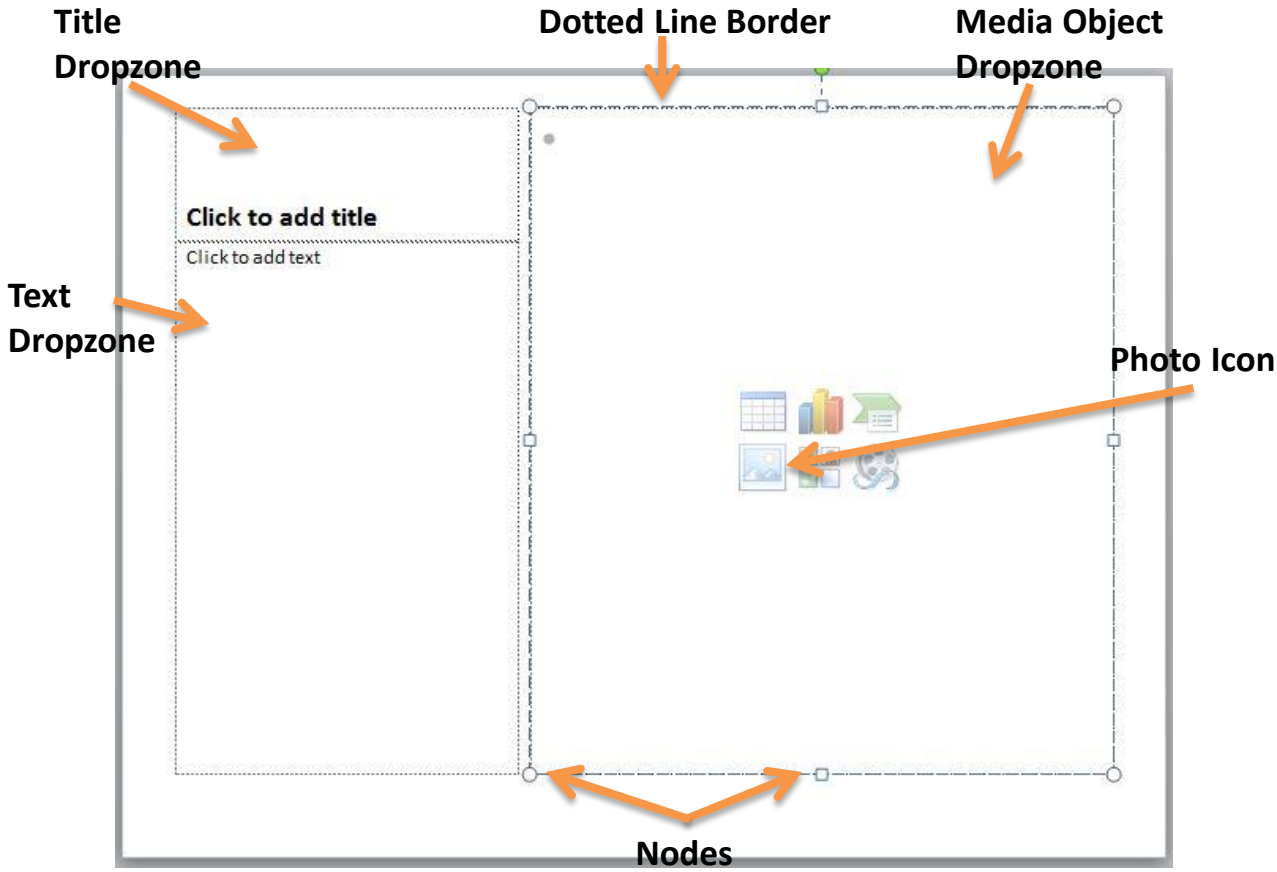


When opening a new PowerPoint presentation the slides appear with white backgrounds and a horizontal orientation. By clicking the design tab the presenter can choose from a variety of standard color themes and two possible orientations. You can scroll through the themes from left to right until you find one that suits your needs. Additionally, but clicking the slide orientation icon, you can choose to display your presentation vertically as opposed to horizontally. Please keep in mind that for best results always maintain the default horizontal orientation.

Dropzones

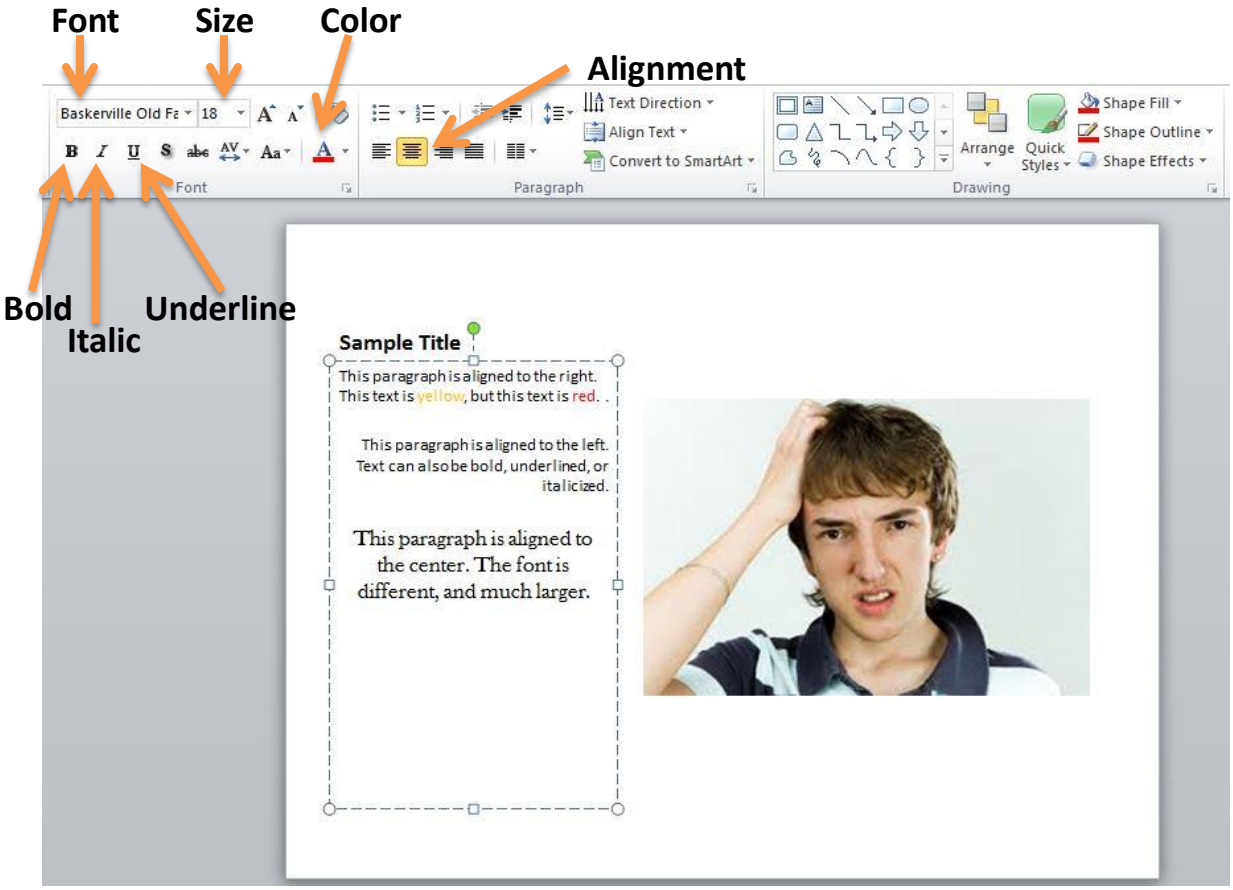
Dropzones are areas of your slide that have an intended size and use. Slide templates with a variety of dropzones are available by selecting the slide layout icon located in the Home tab.

Some dropzones have multiple purposes, while others are more specific. All dropzones can be resized by clicking and dragging the nodes located on the sides and the corners. Similarly, dropzones can be moved by clicking and dragging the dotted line borders. The example below shows a slide layout with a bold faced title, general text, and media object dropzones. To add a picture to the media object dropzone, click the photo icon located on the bottom left. This particular dropzone can be used for tables, graphs, smart art, photos, clip art, or movies.



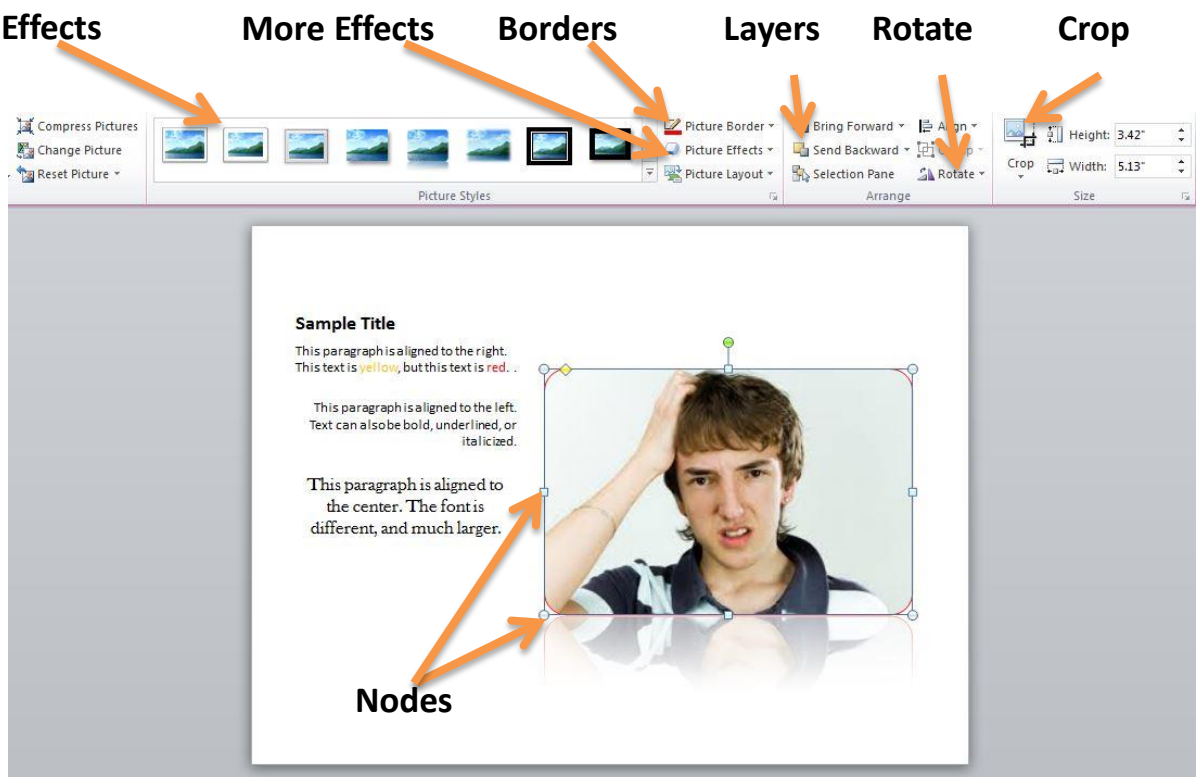
Text Options

PowerPoint offers a wide variety of options for you to create a more engaging presentation. Various text options are available in the home tab, when a text box is selected. The presenter has the option of changing font size and type in addition to colors. Fonts can also be bold, underlined or italicized. Sections of text can be aligned to the right, left, or center of the text dropzone.



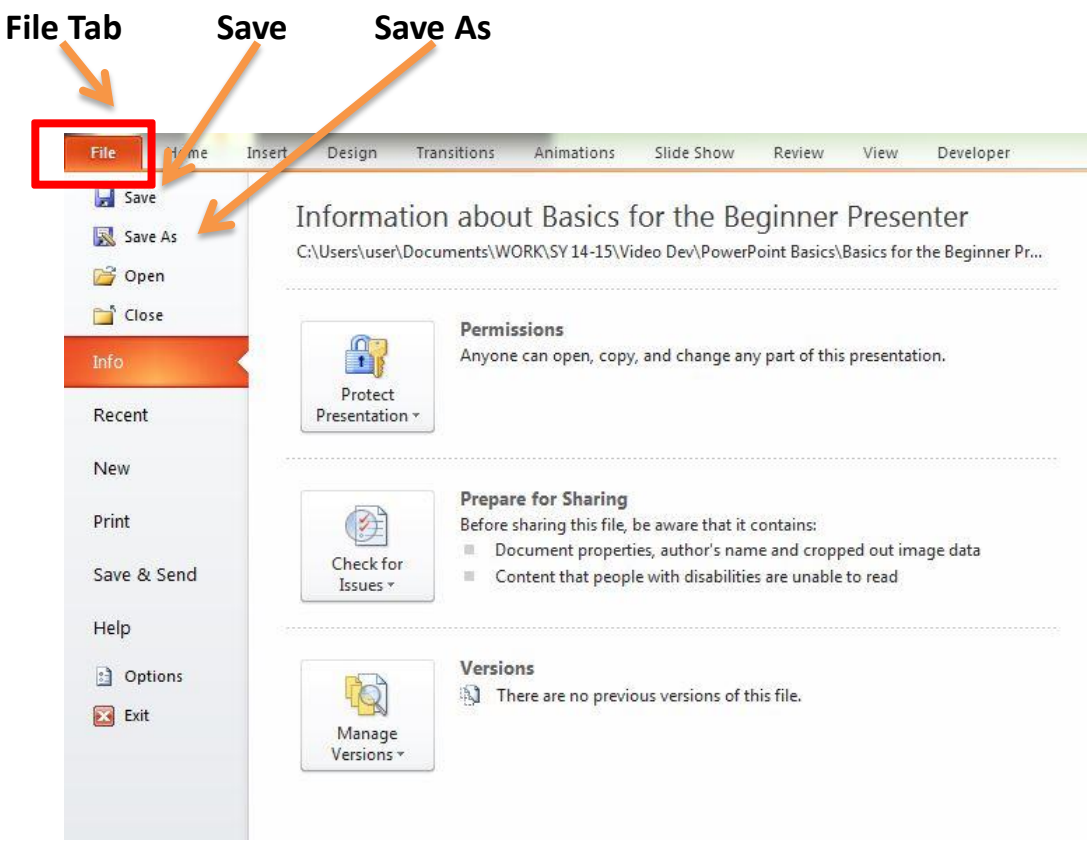
Picture Options

In addition to having a great variety of text options, there are many picture options as well. To see all the options, double click the a picture and select the Home tab from the ribbon. Pictures can be resized by clicking and dragging nodes, just like text boxes. The presenter can add picture effects such as shadows, reflections, or frames. There are also options for adding different colored borders. Additionally, pictures can be rotated or cropped. Cropping allows the presenter to remove a section from the photo. To crop a photo, click the crop icon, then click and drag the nodes. Photos can also be "stacked in layers" by utilizing the options to bring an image forward or send it to the back.



Saving Presentations

As you work on your presentation, it would be wise to save the file after you create every additional slide. Just as well, you will want to save your finished presentation, as to not lose all of your hard work. To save your presentation file start by clicking the File tab. If it is your first time saving the file, choose the "Save As" option. Next, a dialogue menu will appear—choose a file destination and type in a unique file name for the presentation. Click save. After your first save, you can simply use the "Save" option, or the shortcut key combination Ctrl + S.



Shortcut Key Combinations

While PowerPoint can be used by clicking icons and options in the ribbon toolbars, many presenters find it easier and quicker to use shortcut key combinations. These are combinations that allow the presenter to create and change slides and objects by pressing combinations of keys simultaneously. Below is a list of popular and useful key combinations.

- New Slide..... Ctrl + M
- New Presentation..... Ctrl + N
- Duplicate Slide/Object..... Ctrl + D
- Save Presentation..... Ctrl + S
- Cut..... Ctrl + X
- Copy..... Ctrl + C
- Paste..... Ctrl + V
- Select All..... Ctrl + A