Bloomingdale Public Library
PowerPoint Start to Finish

Microsoft PowerPoint is a presentation design software that is part of Microsoft 365. This software allows you to design presentations by combining text, images, graphics, video, and animation on slides in a simple and intuitive way.

Computer mouse controls:

Left-click: Press down on and release the left button a single time. This is commonly used for selecting buttons and choosing items from a menu.

Right-click: Press down on and release the right button a single time. This is used to display information or open a context menu.

Double-click: Left-click twice quickly. This is used to open a file or program.

Triple-click: Left-click three times quickly. This is used to highlight and entire section of text.

Important Terms

Clipboard – This is a temporary storage space for text that is copied or cut.

Context Menu – Also known as the Edit menu, this is the pop-up menu that appears when right-clicking on the page in PowerPoint.

Copy – Copying text simply means making a replica of any text that is currently selected. Pressing the Control and C keys in Windows or Command and C on a Mac will copy the text. Alternatively, select the text and then click the "Copy" option under the Context menu or in the main toolbar from the Clipboard section.

Cut – Cutting text removes the text entirely from the viewable document and stores it in the clipboard. Control-X or Command-X are the keyboard shortcuts for the Cut function on Windows and Mac respectively. The Cut function can also be found under the Context menu or the toolbar.

Design – The Design menu (or toolbar) goes one step further than the Context menu. Users can make stylistic changes by changing the look of the text itself, paragraphs, lists and more.

Font – A font is a type of design for text and typically incorporates this design into each letter, number and symbol found on a keyboard. Fonts can range from formal to whimsical. Microsoft PowerPoint comes with a series of provided fonts and additional ones can also be downloaded if needed. To change the font used in a document, select the text and either click on the main Font menu, the Font drop-down menu in the formatting toolbar or hit Control-D or Command D.

New – Each time you start PowerPoint, you can choose a template from the gallery, click a category to see more templates, or search for more templates online. For a closer look at any template, click it to open a large preview. If you'd rather not use a template, click Blank document.

Open – If you have an existing document you'd like to open in PowerPoint, click File > Open in the upper-left corner and then browse to the file's location.

Paste – The paste command takes any previously copied or cut text places it within the document where the cursor is pointing. Control or Command plus V, or "Paste" from the Context menu or standard toolbar will run the paste function.

Print – Click File > Print to select which printer to use, how many copies to make, and any other settings you'd like to adjust such as double-sided printing (if the printer allows it). Once ready, click Print.

Save – The floppy disk icon in the upper-left corner.

Quick Access Toolbar – The quick access toolbar is a small and moveable toolbar at the top of the document window. It usually contains buttons to save, undo, redo and print. This toolbar can also be customized to include or remove other commands.

Ribbon – The Ribbon is a type of toolbar. It contains buttons for commands, and similar purpose commands are shown in groups for easy access.

Standard Toolbar – The standard toolbar is the row of icons at the top of the document. Each of these buttons are used for basic functions such as saving, opening or printing documents, among other commands.

Undo/Redo – The undo feature keeps track of each command that a user issues while working on their document. Issuing the undo command allows the user to go back one step and restore the document as it was before their latest command. Related to the Undo button is Redo, which lets the user redo the same command again. Control or Command plus Z, or "Undo" under the Context menu is used to undo a command, while Control or Command plus Y or "Redo" under Context is to redo a command.

Getting Started

Choose a theme

Open PowerPoint. Recent files will show on the left-side column, and your template options will be on the center/right side. To create a presentation from scratch, select Blank Presentation. To use a Template, choose one from the list, and click on it. Then click the "Create" button in the lower right hand corner. The Template is explained in the text within the slides themselves. You can then alter the slideshow by changing the text and deleting or adding slides to fit your needs. Themes are used in a similar manner to Templates. Click the File Button in the upper-left corner, and select New. From Themes, choose a Theme you find pleasing. The entire slideshow, no matter what kind of slide you add, will adhere to that aesthetic. You can use the search bar at the top to look for more specific template options.

Add a slide

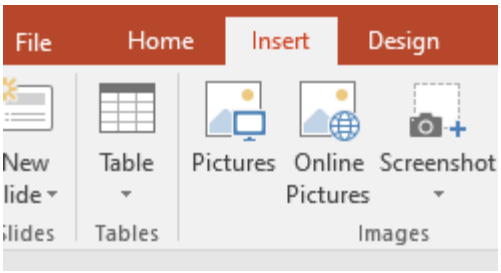
1. In the thumbnails on the left pane, select (left-click) the slide you want your new slide to follow.
2. In the Home tab, in the Slides section, select New Slide.
3. In the Slides section, select Layout, and then select the layout you want from the menu.

Editing a PowerPoint slide layout

Add and format text by placing the cursor inside a text box, and then typing. You can highlight the text, and then select one or more options from the Font section of the Home tab, such as Font, Increase Font Size, Decrease Font Size, Bold, Italic, Underline, etc. To create bulleted or numbered lists, select the text, and then select Bullets or Numbering.

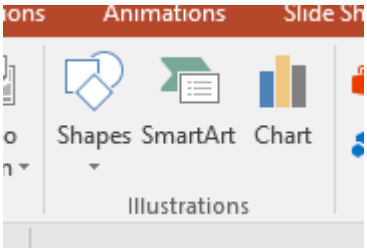
Adding Pictures, Shapes, and more

Go to the Insert tab. To add a picture:



1. In the Images section, select Pictures.
2. In the Insert Picture From menu, select the file source you want.
3. Browse for the picture you want, select it, and then select Insert.

To add illustrations:



1. In the Illustrations section, select Shapes, SmartArt, or Chart.
2. In the dialog box that opens when you click one of the illustration types, select the item you want and follow the prompts to insert it.

The Ribbon

The large toolbar at the top of PowerPoint. It contains buttons for commands, and groups similar purpose commands for easy access.

Home. A general-purpose collection of the most common tools that you'll use in PowerPoint.

Insert. An all-in-one tool to add every imagine-able type of content, such as tables, pictures, charts, video, and more.

Design. Controls the look and feel of your presentation with theme and style settings.

Transitions. Add animations when you switch slides.

Animations. Controls the order and style that objects will enter or exit your slide during transitions.

Slide Show. Control settings related to the way your presentation appears when sharing it with an audience.

Review. Check spelling, check accessibility, and leave comments on your presentation here.

View. You can choose multiple ways to view your work from this tab.

Tell me what you want to do. Click this to ask a question—it's an easy access help space.

Now that you understand the layout, you've got a better idea of how you can jump to the feature you need. Let's dive a bit deeper into how you can use several of these key tabs.

Home Tab

Use it for general selection of the most popular tools in PowerPoint. Sections include:

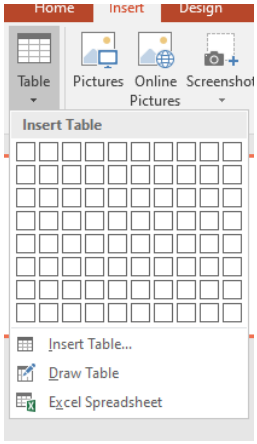
- Clipboard
- Slides
- Font
- Paragraph
- Drawing
- Editing

Insert Tab

When you're working on adding content to a slide, the Insert tab has every possible tool to add new content to a slide. Choose one of these types of objects to add it to the slide.

- Slides/Tables
- Images/Illustrations
- Text/Symbols
- Media
- Data from other Office products

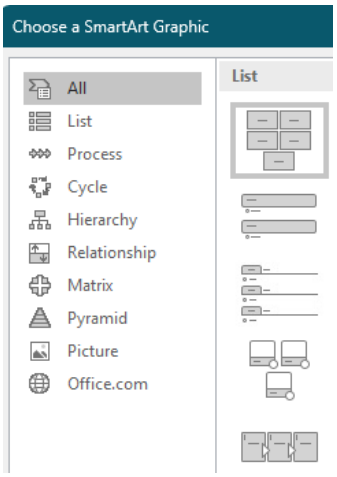
Tables



A table organizes information neatly into rows and columns. Each one of the squares that makes up a table is called a cell. To create a table use the Insert > Table option. To create a table:

1. Choose New Slide then select a content slide
2. Click on the table image in the middle of the slide
3. Choose how many rows and columns you want your slide to have using the window that appears
4. Click “OK” the table should appear
5. Enter information into the cells using the “Tab” button to progress to the right after each cell is complete (Shift+Tab to go left)

Creating Diagrams/Organizational Charts



To create a diagram:

1. Select a slide and click the SmartArt button
2. Select the kind of chart you want from the menu that appears
3. An example of the chart should appear without data
4. Follow on-screen instructions to fill in boxes

Design Tab

An attractive presentation can really grab your audience's attention. Themes and styles in PowerPoint add visual appeal to the presentation, and the Design tab lets you control these settings. Click on a theme thumbnail to transform the look and feel of the presentation.

When you open PowerPoint, you’ll see some built-in themes and templates. A theme is a slide design that contains matching colors, fonts, and special effects like shadows, reflections, and more. PowerPoint has a variety of views that are simply different ways to work with the same presentation. Change the view to get a different perspective on your content.

Transitions Tab

Using transitions in PowerPoint is a dynamic way to move from one slide to the next during a presentation. Some PowerPoint transitions are classics like wiping the old slide to present the new one. Others are more intense, like the “Vortex” or the “Airplane” effect.

Animations Tab

In case you want to add special effects for certain elements in your slides, the Animations tab in PowerPoint will interest you. Like the Transitions tab, you will find various animation effects in this ribbon. It's a matter of trying and choosing the best one according to your needs!

Slide Show Tab

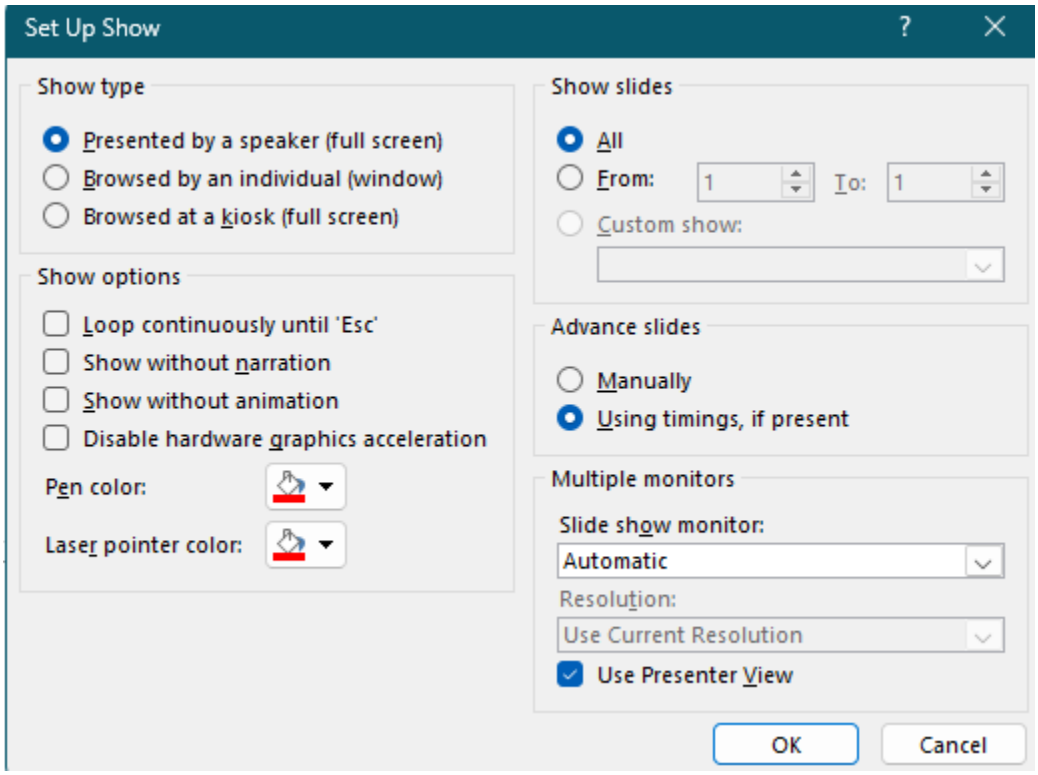
Start your presentation here from the beginning or the current slide.

Shows the Slide Show tab on the ribbon in PowerPoint

If you need to present to people who are not in the same room as you, click Present Online (Microsoft account required) to set up a presentation that can be broadcast online.

Set Up section also allows you to record the Slide Show and rehearse timings for the presentation.

Choosing Set Up Slide Show opens the Set Up Show options window. Here you can decide which slides to show, turn off the automatic timing for slide changes and animations, set your show to loop continuously (such as for a greeting screen instead of actively doing a presentation), and control the size of the window that the slide show appears in (typically it’s full screen).



Review Tab

With this tab, you can check spelling, translate text, and add comments to your slides. This last function can be helpful to give feedback to a colleague. However, if your job is related to writing or if you work at an international company, this tool can be extremely useful!

Views Tab

Changes the perspective on your PowerPoint presentation. **Normal view** shows each slide front and center with a slide list on the left-hand side. **Reading View** is used when you want to see your finished product; whether you're testing how a change implemented or new slide might look or if you're actually doing a presentation.

There are several options for navigating the slide show. Slides can be set to change after certain intervals of time.

You can make the slide show proceed by left-clicking, pressing the Enter key, pressing the Space Bar, pressing the right arrow key, rolling the mouse wheel down, or right-clicking and selecting "Next".

You can make the slideshow go back a slide by rolling the mouse wheel up, pressing the Backspace key, pressing the left arrow key, or right-clicking and selecting "Previous".

You can get out of the slide show by pressing the Esc key or by right-clicking and choosing End Show.

Tips & Tricks

Dark text font on a light background is good for smaller screens, but light font on a dark background works better for projected work.

Everything doesn't need to be written on a slide. Bullet points are more effective at keeping viewer attention. It is better to have multiple slides for information than cramming everything together.

Using visuals like charts or images are good ways to keep viewer attention, but make sure you don't cause information overload by adding too much data to a chart.

Test any links included on your slides beforehand. Websites can crash for any number of reasons, especially if you are linking to an older site.

Helpful Sites

https://24slides.com/presentbetter/ PowerPoint-101-the-ultimate-tutorial-for-beginners

https://business.tutsplus.com/tutorials/how-to-learn- PowerPoint--cms-29884

https://support.microsoft.com/en-us/office/basic-tasks-for-creating-a- PowerPoint-presentation-efbbc1cd-c5f1-4264-b48e-c8a7b0334e36