



# A Handy Guide to Microsoft PowerPoint

Microsoft PowerPoint, also known as MS PPT, is a presentation program. Its main purpose is to create slideshows of information that can be presented to others. A slideshow is presented one slide at a time.

Microsoft PowerPoint can be used to:

- create presentations from scratch or using a built-in theme;
- change the design and layout of a presentation;
- add text and pictures;
- add transitions and animations;
- share your presentation with others;
- show data visually in graphs and charts.

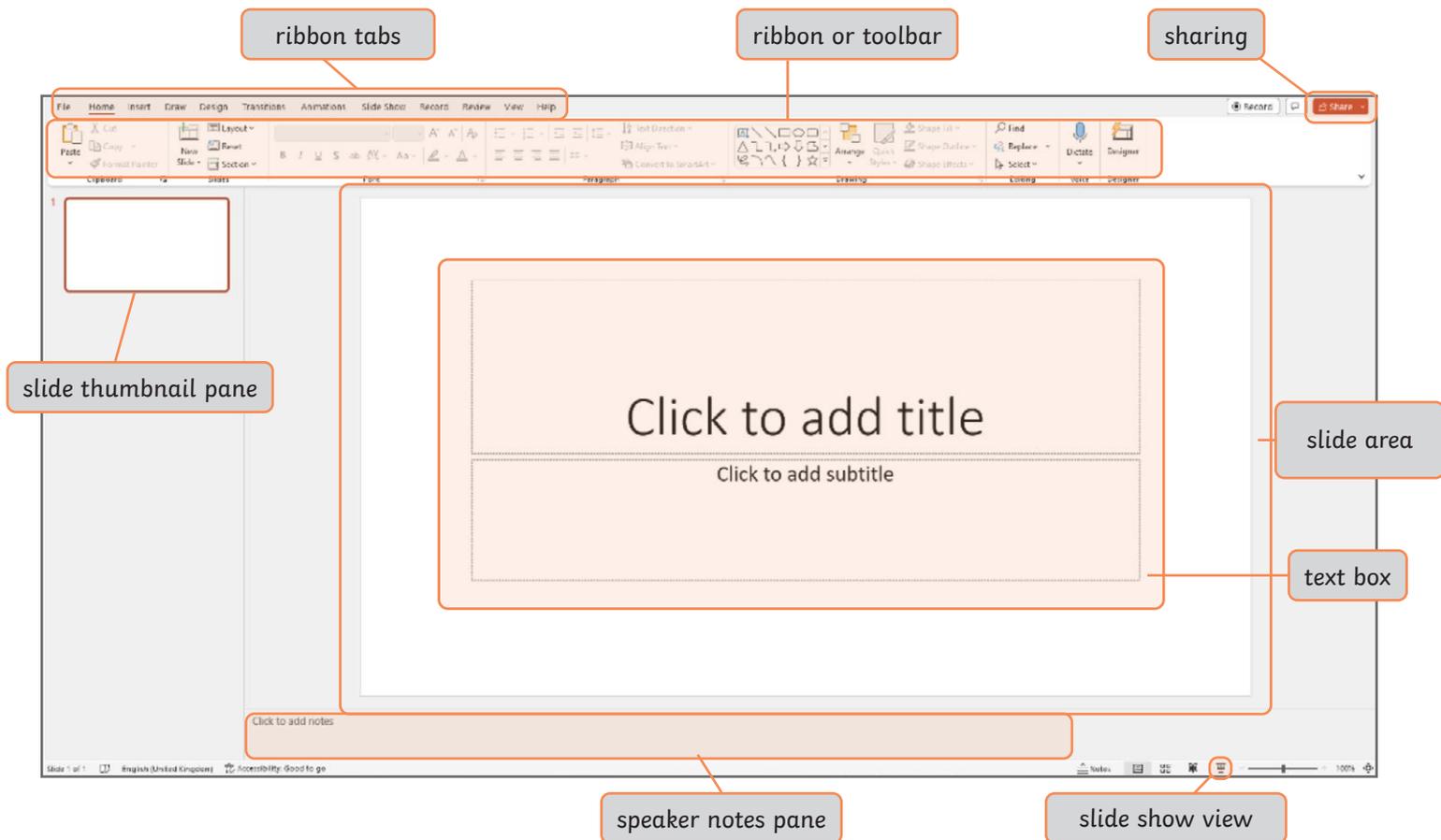


## Key Vocabulary

Term	Definition
animation	A visual effect that can be applied to the text or pictures included on a slide.
format	The layout of the design, text or pictures on a slide. You can also format the font, size, colour and style of text.
notes pane	A space to add speaker notes for a presentation. The speaker notes can be helpful when delivering a presentation.
ribbon	The tools and functions available to create and edit a presentation. Also known as the toolbar.
slide	A single page in a presentation.
theme	A slide design that includes pre-existing colours, fonts and special effects such as animations and transitions.
transition	A visual effect that happens between each slide.

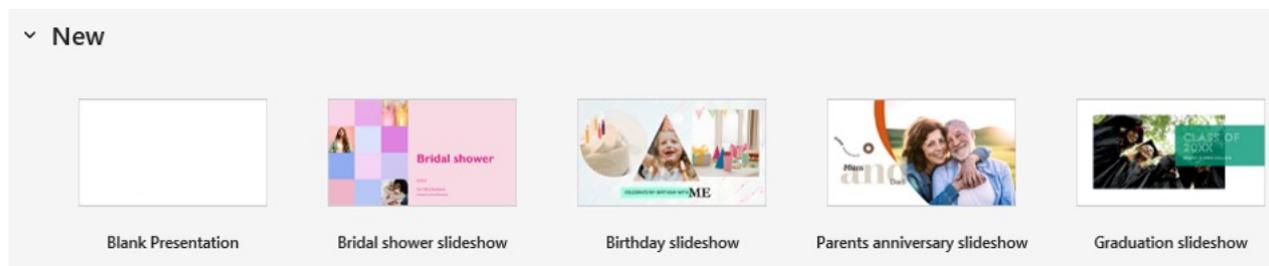
# A Handy Guide to Microsoft PowerPoint: **Getting Started**

## The Microsoft PowerPoint Interface



## Starting a New Presentation

When you open Microsoft PowerPoint, you will be given the option to start a **Blank Presentation** or choose from one of the built-in themes. For the purpose of this guide, select **Blank Presentation** to start a new presentation.



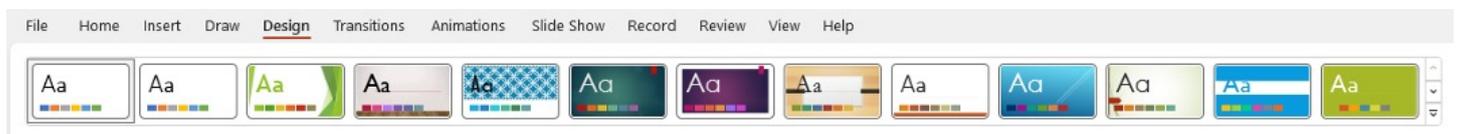
The new presentation will appear on the screen as shown in the image of the Microsoft PowerPoint interface above.

# A Handy Guide to Microsoft PowerPoint: Designing and Formatting Slides

Microsoft PowerPoint can be used to create eye-catching, unique and informative presentations. The design and layout of a presentation plays a key part in engaging the target audience.

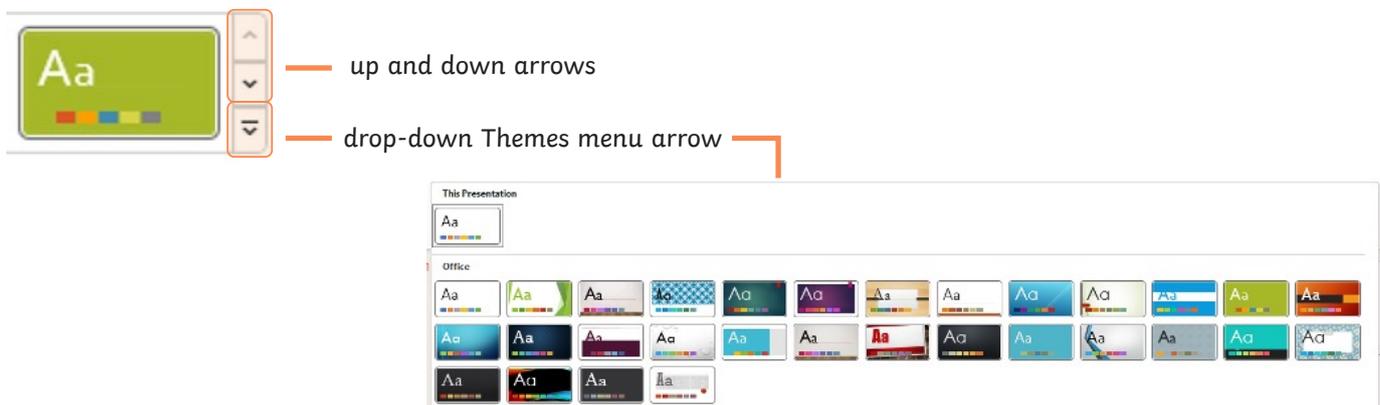
## Choosing a Design Theme

There are a variety of design themes to choose from in Microsoft PowerPoint. A design theme is a preset group of colours, fonts, backgrounds and slide layouts that allow you to customise how your presentation looks. To view the design themes, click on the **Design** ribbon tab.



Use the up and down arrows to scroll through each row of design theme preview images.

**Top Tip:** You can also view all of the design themes together by clicking on the drop-down Themes menu arrow.



To choose a design theme, click on the preview image of the design you would like to use. The design will appear on the slide.

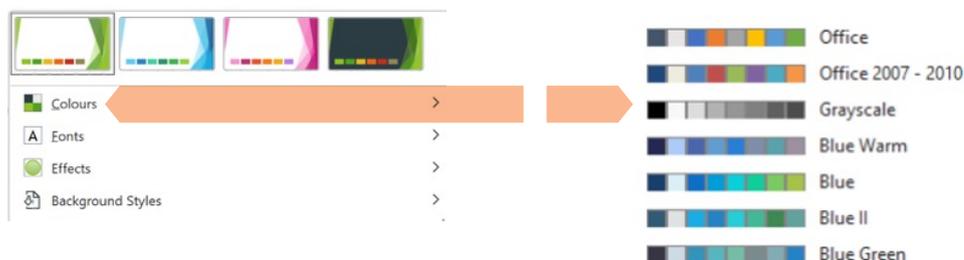
## Choosing a Colour Scheme

The design theme you have chosen can be customised by changing the colour scheme. To change the colours used on the slide, choose one of the colour variants provided. This can be found next to the design theme preview images.



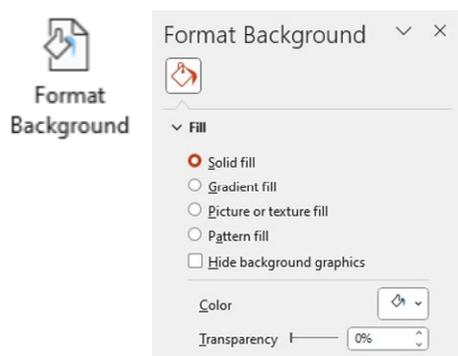
# A Handy Guide to Microsoft PowerPoint: **Designing and Formatting Slides**

**Top Tip:** You can also view more colour variations by clicking on the drop-down Variants menu arrow and then the **Colours** arrow. To choose a colour variation, click on the colour palette you would like to use.



## Formatting the Slide Background

When you design your presentation, you may decide to only change the background on the slides. To format the slide background, click on the **Design** ribbon tab. Then, select **Format Background** on the right-hand side of the ribbon.



Here, you can choose whether to add a colour, picture or pattern to the slide background. Click on the **Format Background** option you would like to add, such as **Solid fill** and choose from the colours and patterns available.

If you choose to insert a picture as the slide background, you can either add your own photo from your device or search for an image using the **Online Pictures** search.



## Adding a New Slide

When you start a new presentation, only one slide is shown. The first slide that appears is usually the **Title Slide**. You will need to add more slides to your presentation. To add a new slide you can:

- click on the **Home** or **Insert** ribbon tab and then select **New Slide**;
- click in the slide thumbnail pane and press **Enter** on your keyboard.



**Top Tip:** If you click on the drop-down arrow of the **New Slide** icon on the ribbon, you can choose the layout of the slide. This will create text boxes for you to add text and pictures.

# A Handy Guide to Microsoft PowerPoint: Adding Information to Slides

The main purpose of Microsoft PowerPoint is to present and share information. Adding text and pictures to the slides will add context to your presentation.

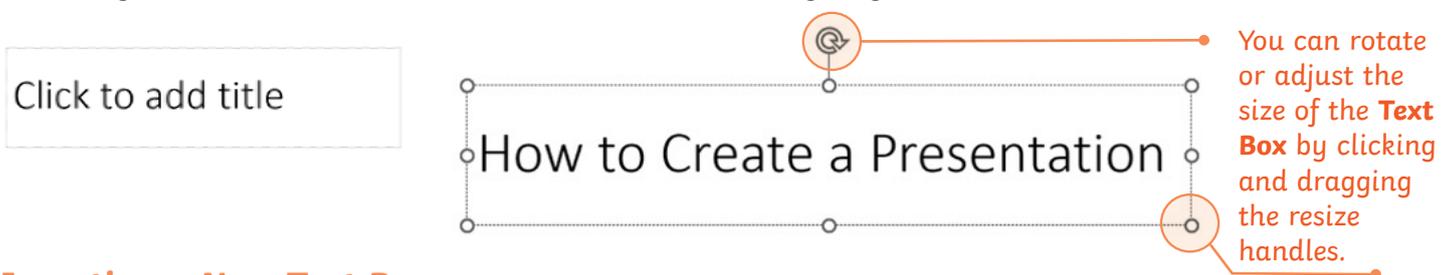
## Adding Text

When you select a slide, you will see that text boxes have already been added.

A **Text Box** has a dotted outline and often includes the words **Click to add text**.

**Top Tip:** A **Text Box** can sometimes include the words **Click to add title** if it is specifically formatted for a title.

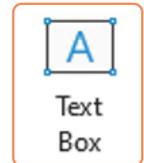
To add your own text, click inside the text box and type your text.



## Inserting a New Text Box

To insert a new **Text Box**:

- click on the **Insert** ribbon tab and then select **Text Box**;
- click and drag anywhere on the slide to create the text box.

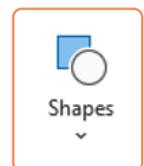


## Inserting a Shape

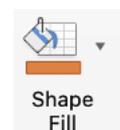
Shapes can also be used to make the text in your presentation stand out effectively for the audience.

To insert a shape:

- click on the **Insert** ribbon tab and then select **Shapes**;
- select a shape you would like to add from the options;
- click and drag anywhere on the slide to create your chosen shape;
- double-click inside the shape to add your text.



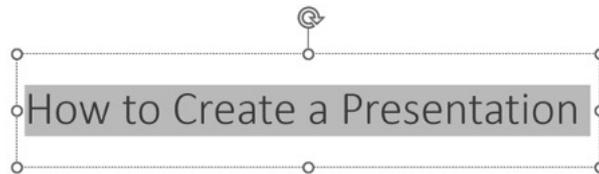
**Top Tip:** You can change the background colour of a shape by clicking on the **Shape Format** ribbon tab and choosing a new colour in **Shape Fill**.



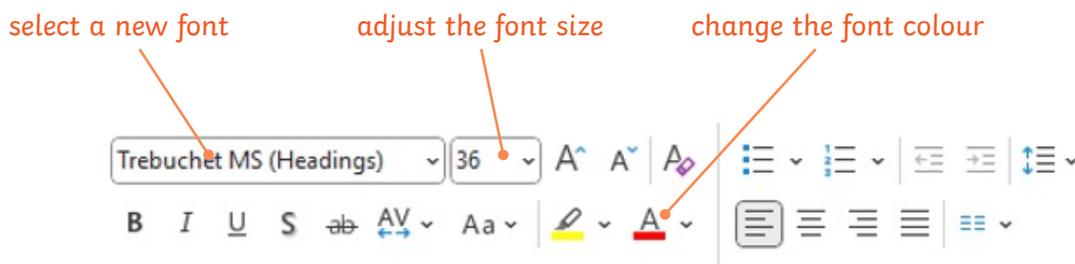
## Formatting Text

The text in a **Text Box** can be edited in multiple ways. You can edit the font, size, colour and style of text.

To change the font, size and colour of text, first click on the **Home** ribbon tab. Then, highlight the text you would like to change. You can do this by double-clicking on the text or by clicking and dragging your cursor over the text.

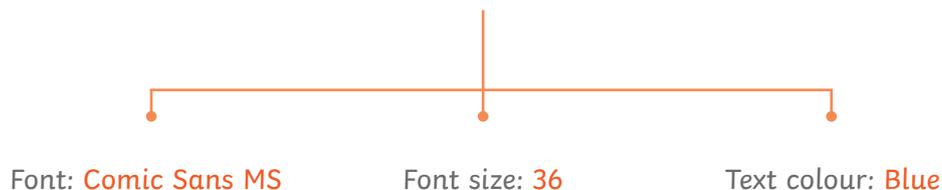


Use the tools in the ribbon to select a new font, adjust the size and change the colour of the text.



Here is an example of how formatting text can make it more eye-catching and engaging for the audience receiving the presentation.

# How to Create a Presentation

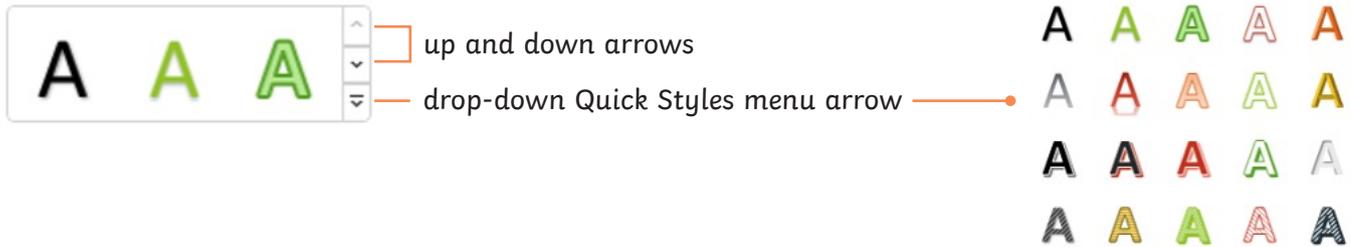


# A Handy Guide to Microsoft PowerPoint: Adding Information to Slides

## Creating a WordArt

You can use the **WordArt Styles** tools in the **Shape Format** ribbon tab to change the font, size, colour and style of text. Make sure you have highlighted the text before doing this.

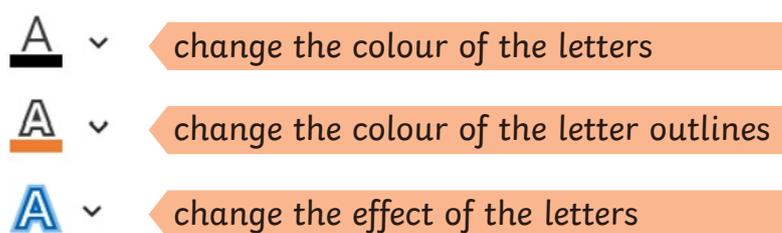
Use the up and down arrows to scroll through each row of text styles. You can also view the text styles altogether by clicking on the drop-down Quick Styles menu arrow. Click on the text style you would like to use.



To change the font, colour and style of text, click and drag or double-click to highlight the text you would like to change.



Use the tools in the ribbon to select a new font, add a fill colour to the text and change the colour and thickness of the text border.



Here is an example of how formatting **WordArt** can make it more eye-catching and engaging for the audience receiving the presentation:

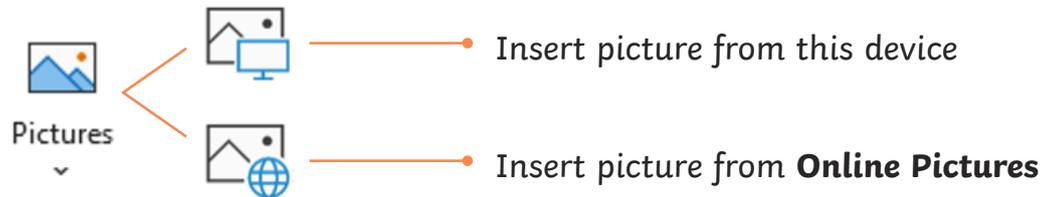
# How to Create a Presentation

Font: **Comic Sans MS**    Text fill: **Yellow**    Text outline: **Green**    Effect: **Green Glow**

# A Handy Guide to Microsoft PowerPoint: Adding Information to Slides

## Adding a Picture

A picture can be inserted into a presentation from the **Insert** ribbon tab. You can insert a picture from your device or search for a picture using **Online Pictures**. To insert a picture, select **Pictures** and then choose where you would like to insert the picture from.



### Insert Picture from This Device

In your saved files, find the picture you would like to insert. Click on the picture and then select **Open**. The picture will appear on the slide.

**Top Tip:** You can also double-click on the picture to add it to the slide.

### Insert Picture from Online Pictures

A search menu will appear after selecting the **Online Pictures** option.

#### Online Pictures



Decide on an image you would like to search for. Enter the search term in the search bar, then press **Enter** on your keyboard. Click on the image you would like to use and then select **Insert**. The image will appear on the slide.

**Top Tip:** You can also double-click on the image to add it to the slide.

## Resize an Image

To resize an image, click on the image and then click and drag the resize handles to make the image bigger or smaller.



# A Handy Guide to Microsoft PowerPoint: Adding Transitions to Slides

Transitions can be added to a presentation to make it more visual and engaging. They provide a short break after each slide to allow time for the audience to process the information that has been shared.

## Adding a Transition

There are many different transitions that can be added to a slide. The slide transitions can be viewed on the **Transitions** ribbon tab.



First, select the slide you would like to add a transition to. Then, use the up and down arrows to scroll through each row of transitions. You can also view all the transition options together by clicking on the drop-down Transition Effects menu arrow. Click on the transition you would like to use. The slide will then show a preview of the transition. Select the **Preview** button to view the transition again.



## Editing a Transition

The duration of the transition can be edited using the **Timing** tools. You can also choose to add a sound to the transition and edit it to begin after a certain amount of time.



## A Handy Guide to Microsoft PowerPoint: Adding Animations to Text, Images or Objects

Animations also make a presentation more visual, engaging and presentable. They allow for text, images and objects to be presented at different times so they do not appear on a slide all at once. Be careful not to overload your presentation with animations as they may become too distracting.

### Adding an Animation

There are many different animations that can be added to text, images or objects. The animations can be viewed on the **Animations** ribbon tab.

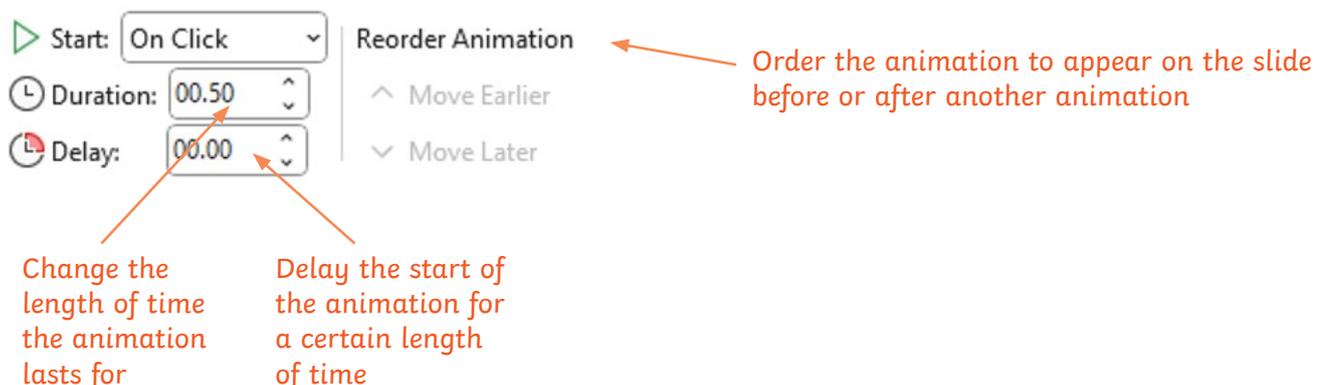


First, select the text, shape or picture you would like to add an animation to. Then, use the up and down arrows to scroll through each row of animations. You can also view the all the animation options together by clicking on the drop-down Animation Styles menu arrow. Click on the animation effect you would like to use. The slide will then show a preview of the animation. Select the **Preview** button to view the animation again.



### Editing an Animation

The duration of the animation can be edited using the **Timing** tools. You can also choose to delay the animation and edit how the animation is triggered to begin.



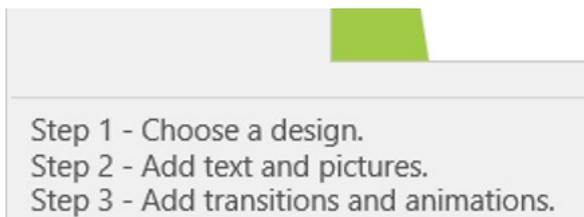
# A Handy Guide to Microsoft PowerPoint: **Delivering the Presentation**

Now the hard work of creating your presentation is complete, all that is left to do is to share your presentation with others.

## **Adding Speaker Notes**

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Before you deliver your presentation, use the speaker notes pane underneath each slide to type in reminders or key points to consider when presenting the slideshow to an audience.



## **Starting a Slide Show**

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When you are ready to deliver your presentation, you can start the **Slide Show**.

To start a **Slide Show** from the beginning you can:

- Select the **Slide Show** ribbon tab and then click **From Beginning**;
- Select the **Start From Beginning** icon in the top left of the screen;
- Select the **Slide Show** icon in the bottom right of the screen.



**Top Tip:** If you are not on the first slide and you would like to start a **Slide Show** from the slide you are currently on, click the **From Current Slide** in the **Slide Show** ribbon tab.



## **Ending a Slide Show**

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To stop presenting your slideshow, press the **Escape** key on your keyboard.

