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Power Point Basic: Create Your Own Slide Show

Overview: Introduction to the presentation software from Microsoft: Power Point. Learn about presentations and get skills that will transfer to other Microsoft Office programs!

Requirements: Basic mouse skills

Length: 3 hours

Objectives

- The student will be able to understand the basics of using Power Point:
 - Understand what it is
 - Locate and open the program from the Desktop
 - Discuss and use various tabs
 - Home Tab
 - Animation Tab
 - Design Tab
 - Discuss and use text boxes and picture frames
 - Create a simple three-slide presentation
 - Animate one slide



What is Power Point?

Power Point is a type of presentation software. It's used to supplement lectures with notes, pictures, graphs, or videos. It has taken over a simple slide show or overhead projector.

Open Power Point

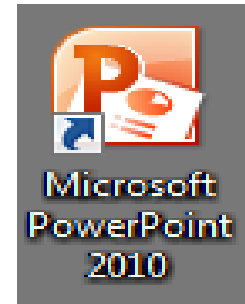
There are **two** ways to open Power Point

Double click on the icon on the desktop

OR

Click once on the icon and then press the **enter** key on the keyboard

The icon will turn **blue** and then a small hourglass will appear as the program opens.



Power Point Tabs

In this version of Power Point **Tabs** present commands and options on the screen
Click on a Tab to view its contents

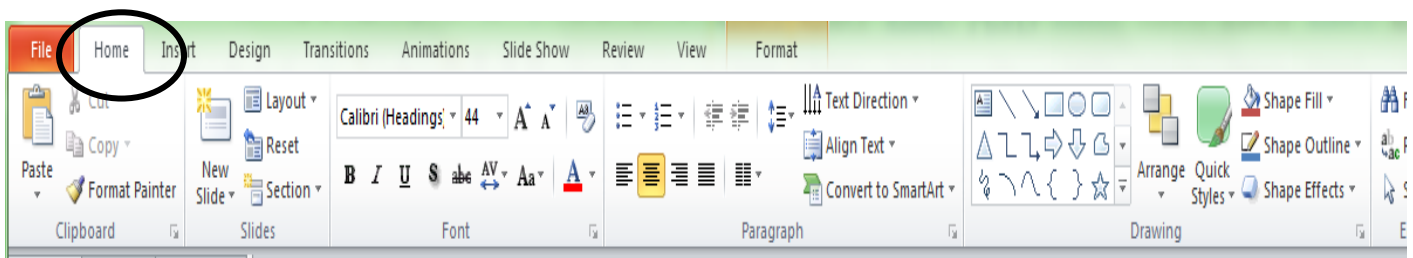
The **Home** Tab:

Here you find cut, copy and paste

Insert new slide

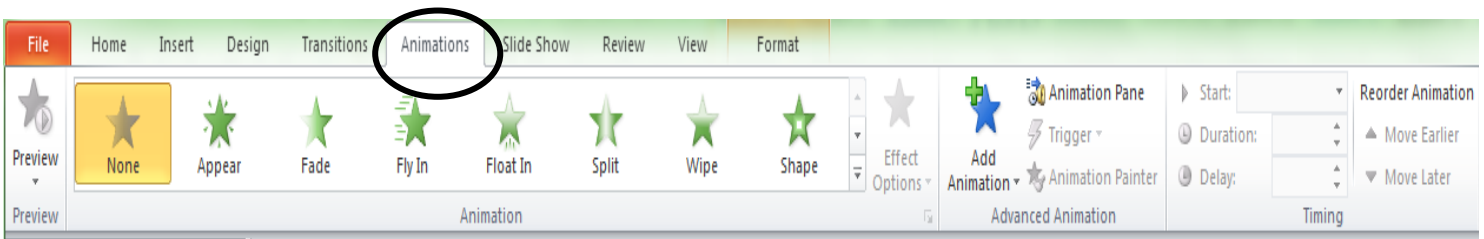
Change layout

Font information (change font and size, bold, italicize, underline, etc)



The **Animations** Tab:

Allows you to insert motions (called animations) into slides



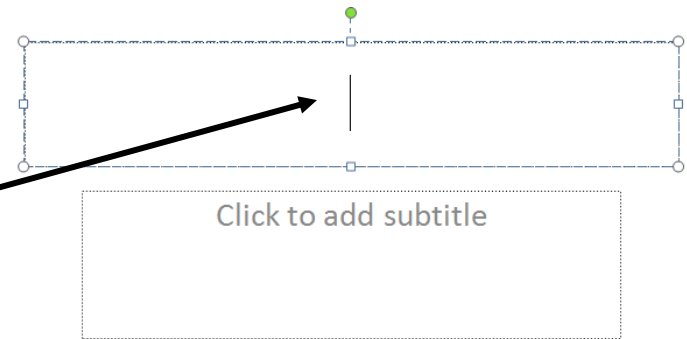
We will go into greater detail as the class progresses.

Type in the First Slide (Title Slide)

Please note: for easier viewing, I have kept the “plain white” background.

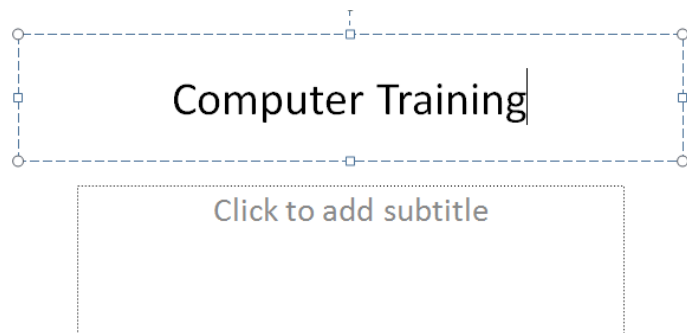
Click once in the “Click to add title” area on the slide.

Notice the cursor centered in the text box.



Start typing the title you want for the presentation.

Do the same for the “subtitle” box.



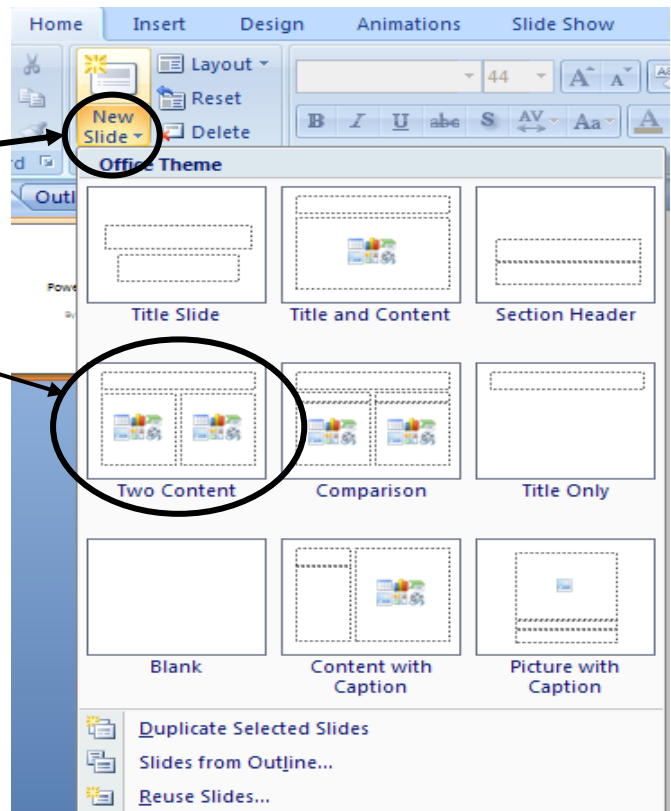
Inserting the Second Slide

On the **Home Tab**:

Click on the words **New Slide** (this will open up more options for us)

Click **Two Content**

Remember, any slide you add will be in the **theme** you chose earlier. You can change themes at any point in your presentation.



Second Slide – Adding Clip Art


Here's our slide so far:

Follow the instructions in the box on the left of the slide to add text

This is our second slide

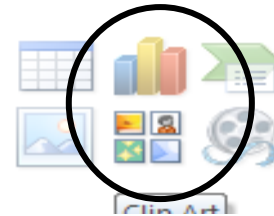
- We want to practice adding text to this slide.
- Remember that when you press the Enter key you will begin a new bullet point

- Click to add text



Add **Clip Art** on the right side of the slide:
Mouse over the six pictures located in the box

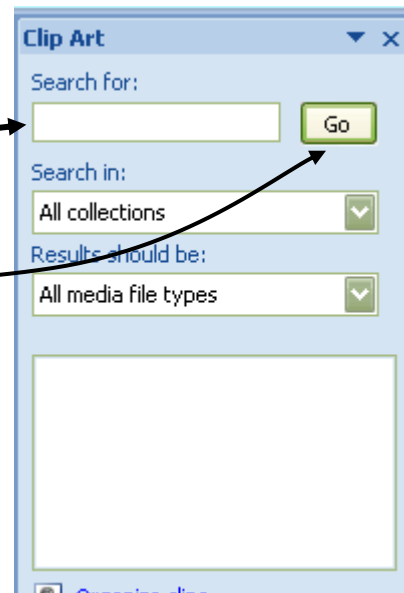
Click on the middle picture on the bottom



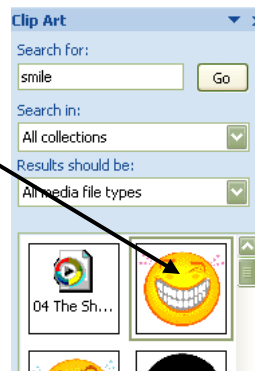
The Clip Art Task Pane appears on the right side of the screen

Click once in the Search for: field
Type in an item to look for (smile)

Click the Go button



Click on the picture you want and it will appear on the right side of our second slide.



This is our second slide

- We want to practice adding text to this slide.
- Remember that when you press the Enter key you will begin a new bullet point



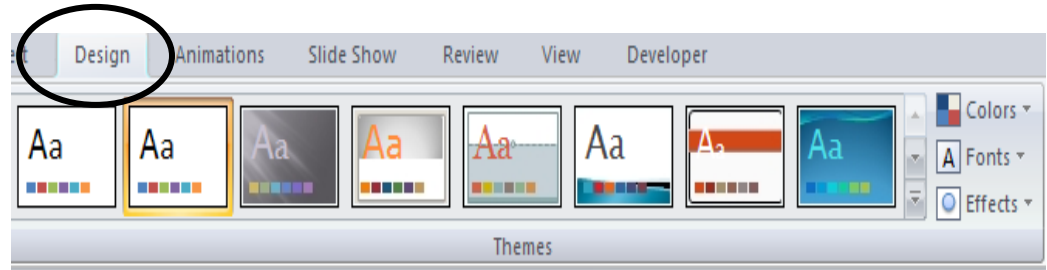
Notice the circles and squares around the picture – place your mouse over them, click and hold the button, and see the picture get larger or smaller!

Changing the Slide Background (Design)

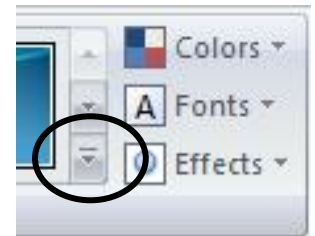
If you'd like a more interesting background than just plain white, you may change **backgrounds** (called **designs** in Power Point) at any time during creation of the slide show. Changing the design on one slide **changes all slides** in the presentation.

Click on the **Design Tab** at the top of the presentation.

Various **themes** show on the tab.

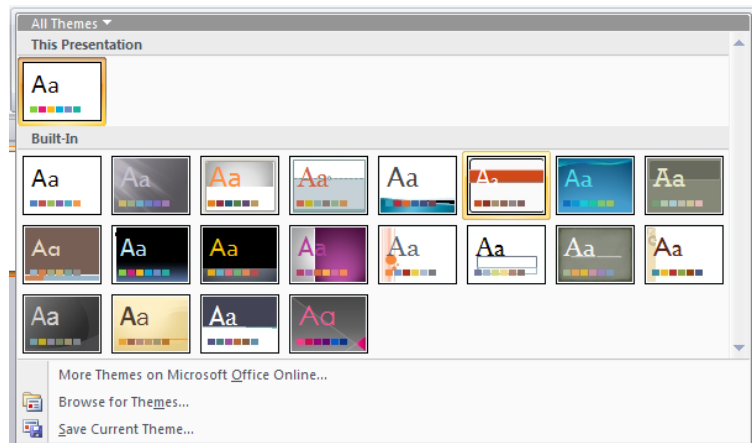


You may choose from **more** themes by clicking on the bottom triangle (right next to the **Effects** button) next to the themes.



Once you do that, the **gallery** opens.

Click on one of the themes shown in the gallery to choose it.



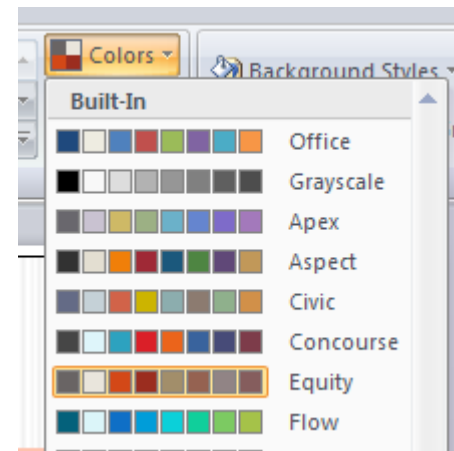
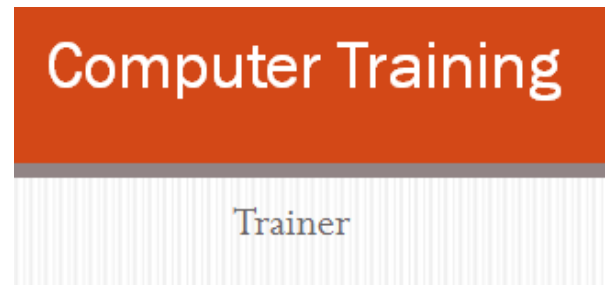
Your slide goes from plain white to a new theme

Computer Training

Trainer

Once you've chosen a theme, you may choose to change its colors, too.

Click on the **Colors** button next to your themes. As you run your mouse over the color schemes, you will see your slide change (Power Point **previews** the scheme so you can see it before you choose it. This is a very convenient feature!)



Text Boxes and Picture Frames

Everything that you do in Power Point will be in a text box or picture frame. You already see two text boxes on your opening slide. **Text boxes** and **picture frames** are squares of varying size. They always have a border and you may change the size of an individual box using the **mouse**.

If you change something in one text box, it is only changed for that specific box – no other box in your presentation will be affected.

The mouse is the **key** to changing size, shape, or font

The mouse will change shape depending on where it is on the screen:



Arrow



Double headed arrows



4-way arrow



Busy



Rotating Arrow



I beam

Each of these **mouse pointers** means you may do something specific with the **text or picture box** in your publication:

Arrow: A typical pointer for selecting something

Double headed arrows: When you mouse over a specific area on a box your mouse will change to this shape. Indicates you may **click and hold** your mouse and **drag** the box to **resize** it.

4 Way Arrow: Indicates that you may click and hold your mouse button to **move a box without changing its size**.

Busy: The computer is processing your commands.

Rotating arrow: Indicates you may click and hold your mouse button to **swivel** a **box** – picture or text

"I beam": Generally indicates text (rather than pictures) will be inserted in an area. An "I beam" can also be used to highlight or select text for change (cut, copy or paste) or deletion.

.....Practice.....

Create Slide Three (see instructions pp 4-6):

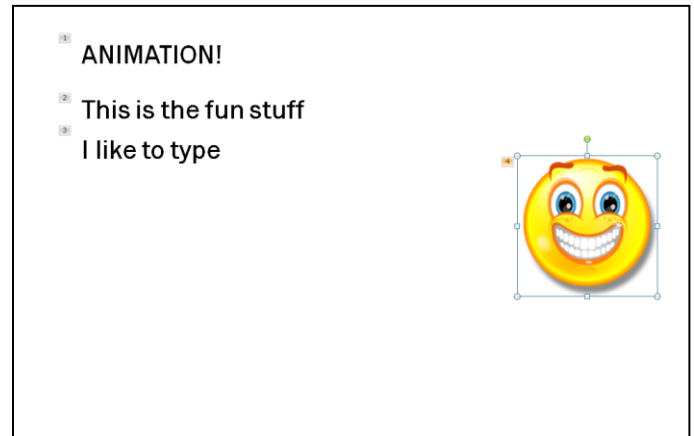
Click New Slide on the Home Tab

Choose layout

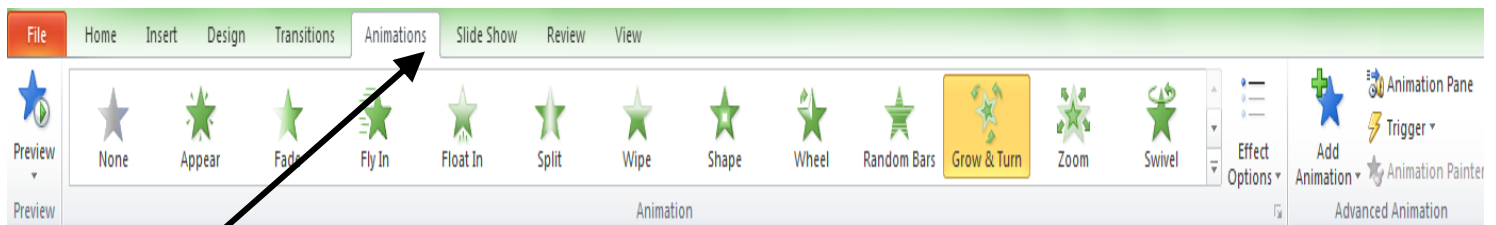
Add words

Add Clip Art

Use the mouse to change the size of your clip art.



Animation – the Fun Stuff!

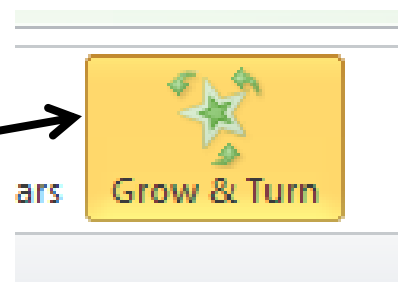


Once you have the slide set up:

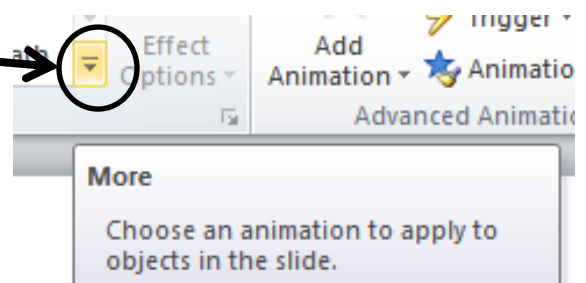
Click on the Animations Tab in the Ribbon at the top of the Window

Animation choices appear

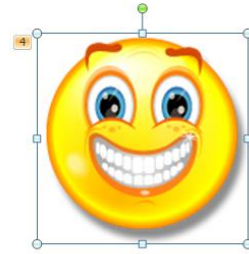
Click once on your title. This will select it for animation. Mouse over an effect you want, and see it preview immediately. If you like it, click on it to keep it in the presentation.



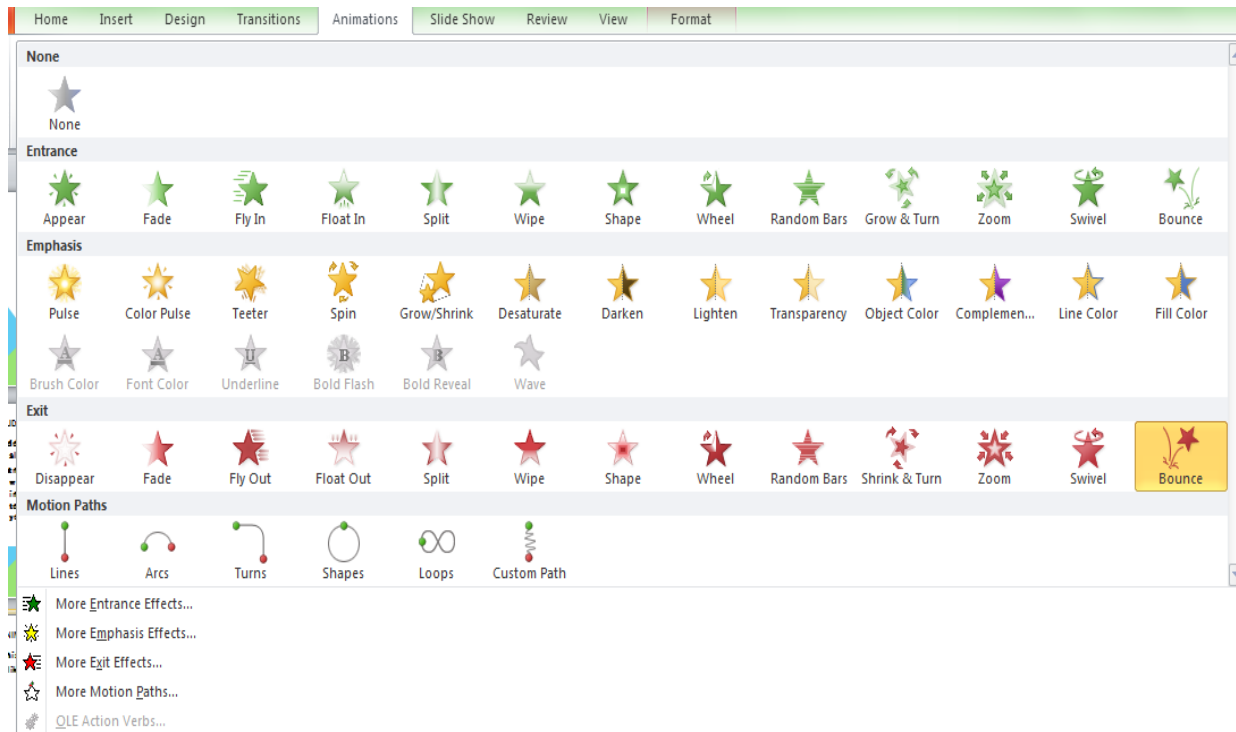
You may also click on the **More** button to see additional effects for your element.



Here, I have chosen my Clip Art (it has a frame around it).

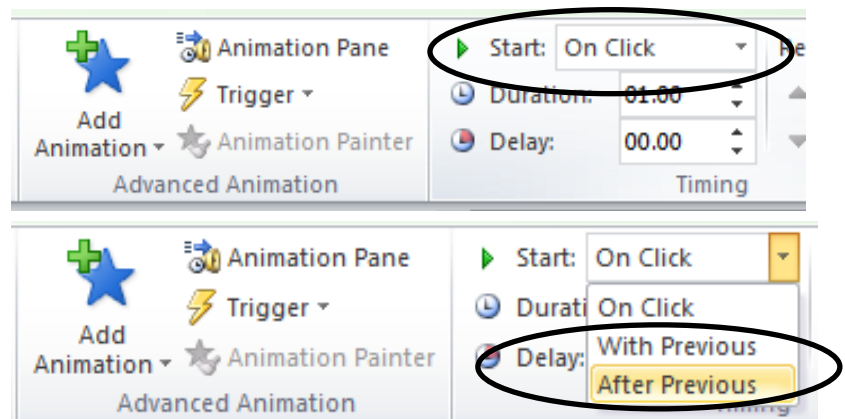


Here are the additional effects I can add to my picture under **More**:



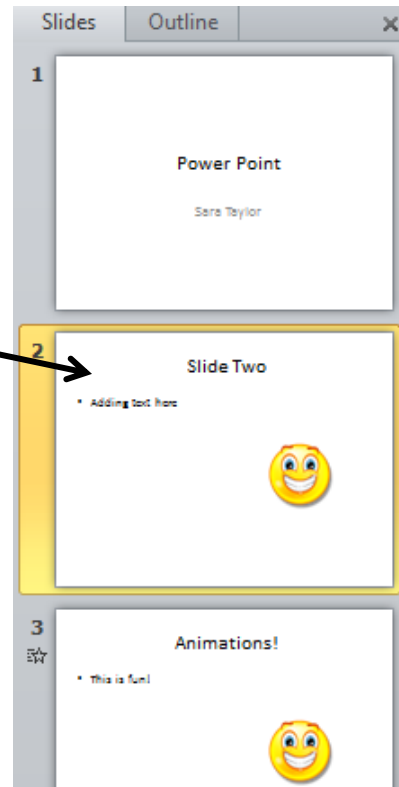
Note also with animations, they always, ALWAYS begin “on click.” This can be a bit of a pain during your slideshow. Here’s what you do to change that, and also how to run the slideshow to double check that everything is OK:

First, insert an animation. I added the “grow and turn” animation to my smiley face. As soon as I do that, I get a **timing cue** on the Animation Tab. I will change the **on click** to **after previous** (this means the first animation will appear after the slide appears on the screen).



To be certain that your animations are working correctly, you should check your slideshow often. The easiest way to do that is:

Click on the **previous** slide in the **slide sorter** (this is where your slideshow preview will begin and give you the correct timing on the next slide).



Click on the **Slide Show** button in the lower right corner of the screen.



Check that the slides look correct and your animation is working like you want it to work. To end the slideshow, you may always press the **Escape** key on your keyboard.

Unfortunately, it appears that you must change the timing on every animation on your slide, for every slide you animate. This can be done in the timing group, or on the animation pane (demonstrated in class).

Resources

These items are available in the NIOGA Library System!

Contact your local library for assistance!

Call Number	Author	Title	Date
005.58 COX	Cox, J.	Microsoft Power Point Step By Step	2010
005.58 INTR	Gorzka, M.	Introduction to Microsoft Power Point 2010 (DVD)	2011
005.58 ORR	Orr, T.	Creating Multimedia Presentations	2010
005.369 WEVE	Weverka, P.	Office 2010 All-In-One For Dummies	2010

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