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.
Here’s our slide so far:
Follow the instructions in the box on the left of the slide to add text

Add **Online Pictures** 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 **Bing Search** appears on the screen

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

Press **Enter** to search

Click on the picture you want and click **Insert**. It will appear on the right side of our second slide.
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

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!)

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**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:

<table>
<thead>
<tr>
<th>Mouse Pointer</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrow</td>
<td>A typical pointer for selecting something</td>
</tr>
<tr>
<td>Double headed arrows</td>
<td>When you mouse over a specific area on a box your mouse will change to this shape. Indicates you may <strong>click and hold</strong> your mouse and <strong>drag</strong> the box to <strong>resize</strong> it.</td>
</tr>
<tr>
<td>4-way arrow</td>
<td>Indicates that you may click and hold your mouse button to <strong>move a box without changing its size</strong>.</td>
</tr>
<tr>
<td>Busy</td>
<td>The computer is processing your commands.</td>
</tr>
<tr>
<td>Rotating Arrow</td>
<td>Indicates you may click and hold your mouse button to <strong>swivel a box</strong> – picture or text</td>
</tr>
<tr>
<td>I beam</td>
<td>“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.</td>
</tr>
</tbody>
</table>
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!**

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