



POWERPOINT

HOW TO CREATE A POWERPOINT

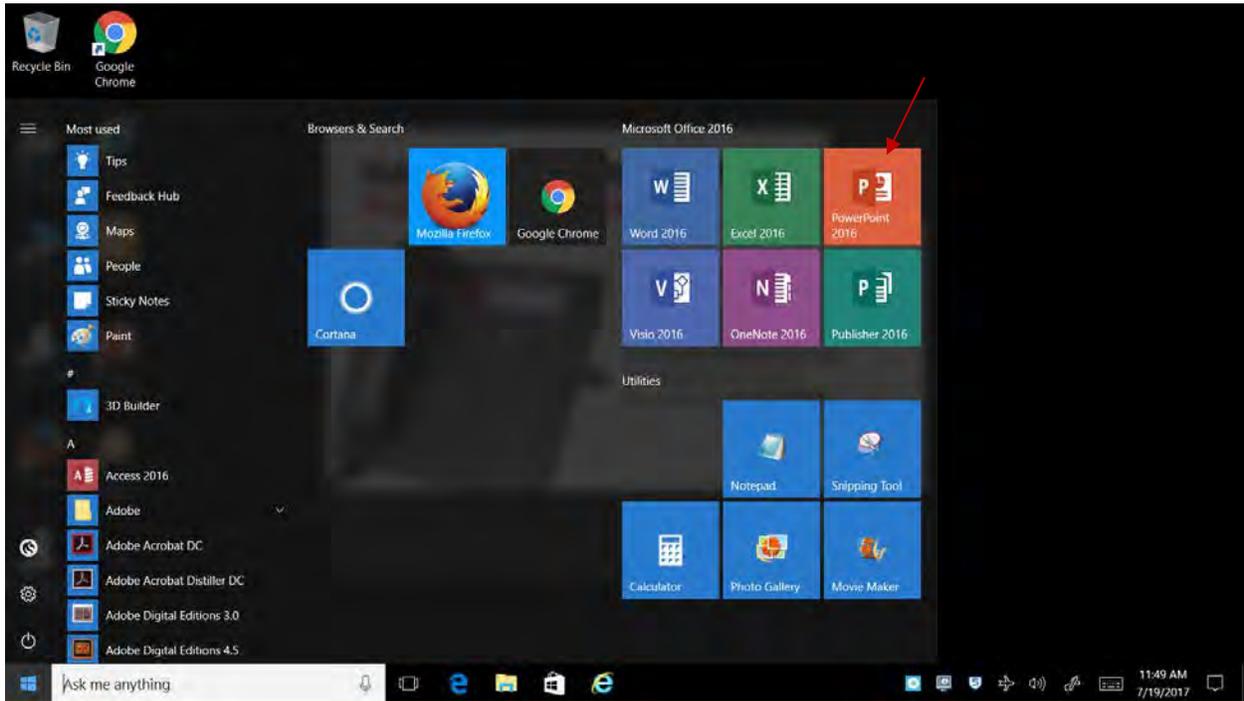
Some of your courses may require you to give a presentation to your classmates in your tutorial. PowerPoint is a useful way to support any presentation that you give by showing your audience your key points.

PowerPoint files are called **presentations**. Whenever you start a new project in PowerPoint, you'll need to **create a new presentation**, which can either be **blank** or from a **template**. Templates often include **custom formatting** and **designs**, so they can save you a lot of time and effort when starting a new project and also make your presentation look more professional.

1. To open PowerPoint, left click once on the blue window  in the bottom left hand corner of your screen.

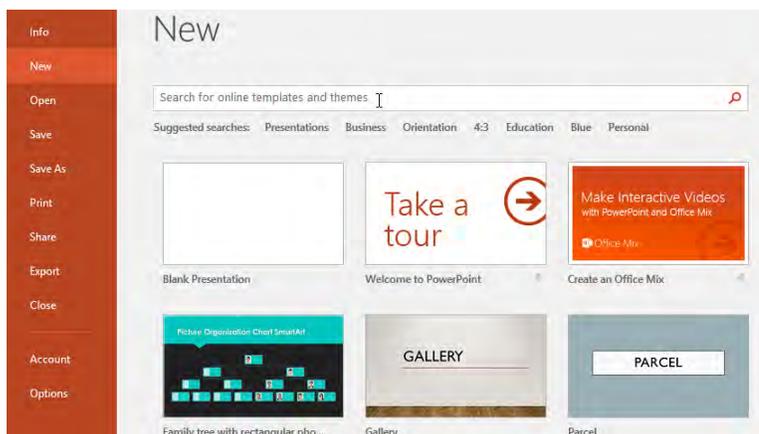
2. Double click with the left mouse button on the icon for PowerPoint



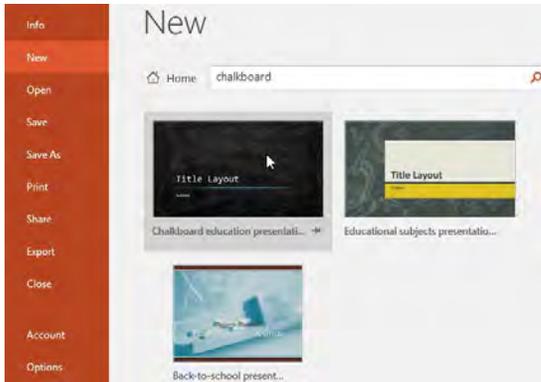


If PowerPoint does not appear on the screen because you have not used it before, use the search function near the blue window by typing 'PowerPoint' where you see 'Ask me anything'.

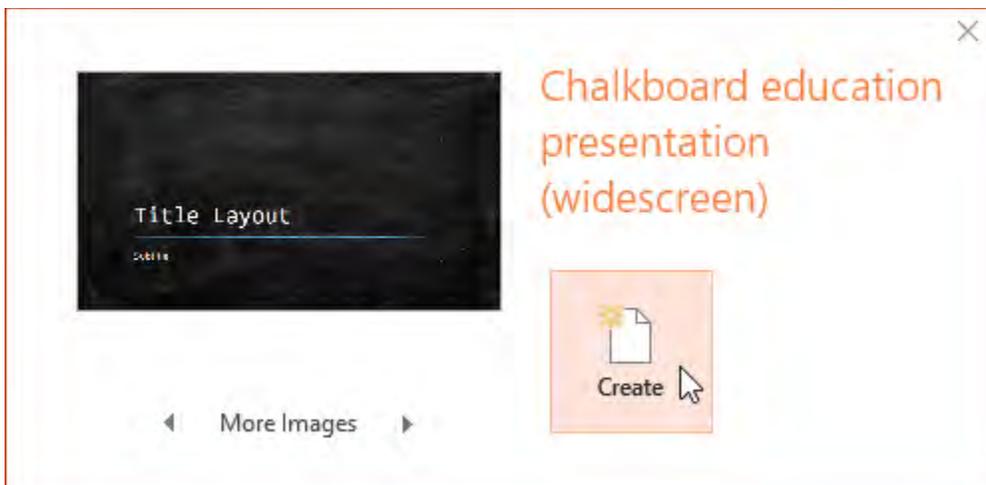
3. Double click with the left mouse button the **File** tab to access **Backstage view**, then select **New**.
4. You can click a suggested search to find templates or use the **search bar** to find something more specific. In our example, we'll search for the keyword **chalkboard**.



5. Left click once on a **template** to review it.



6. A **preview** of the template will appear, along with **additional information** on how the template can be used.
7. Left click once on **Create** to use the selected template.



8. A new presentation will appear with the **selected template**.

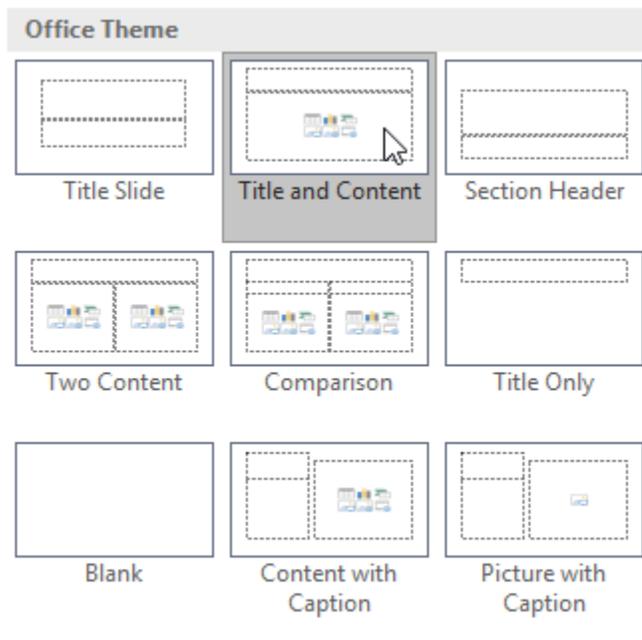


POWERPOINT

HOW TO USE POWERPOINT AT A BASIC LEVEL

UNDERSTANDING SLIDES AND SLIDE LAYOUTS

When you insert a **new slide**, it will usually have **placeholders** to show you where content will be placed. Slides have different **layouts** for placeholders, depending on the type of information you want to include. Whenever you create a new slide, you'll need to choose a slide layout that suits your content.



Placeholders can contain different types of content, including text, images, and videos. Many placeholders have **thumbnail icons** you can click to add specific types of content. They are a good way to help get you started with content for each slide.

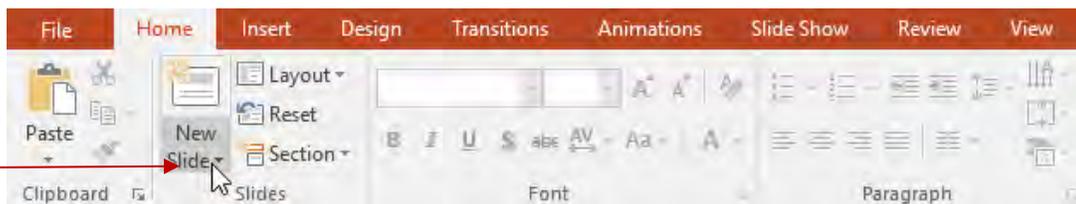
The placeholders can be made bigger or smaller so you are not restricted by the template. In the example below, the slide has placeholders for the **title** and **content**.



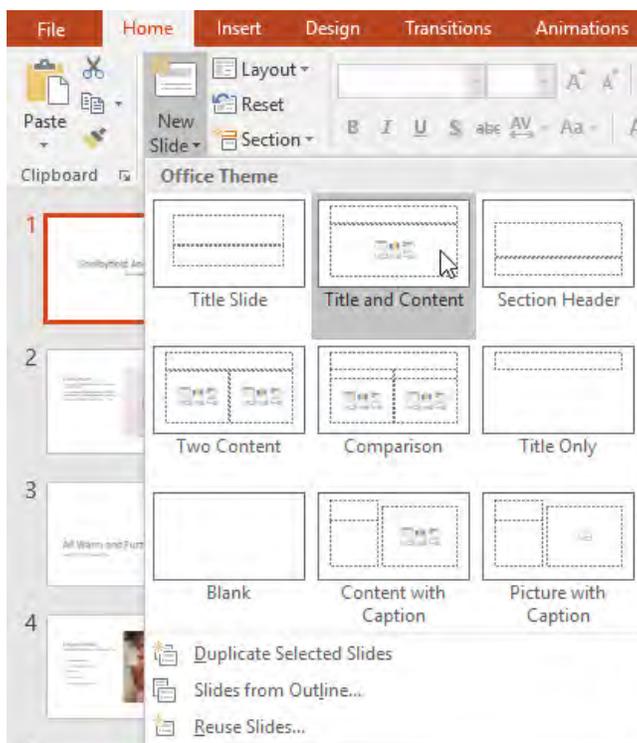
TO INSERT A NEW SLIDE:

Whenever you start a new presentation, it will contain **one slide** with the **Title Slide** layout. You can insert as many slides as you need from a variety of layouts.

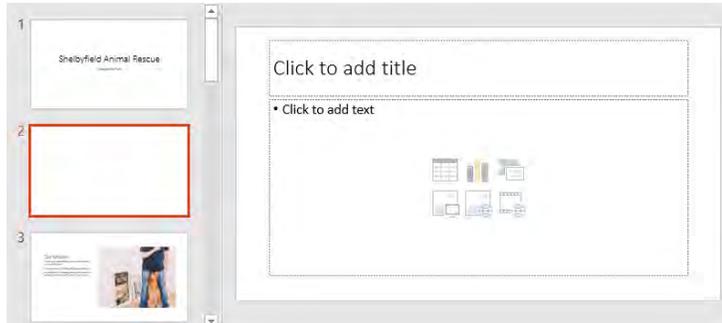
1. From the **Home** tab, click the **bottom half** of the **New Slide** command.



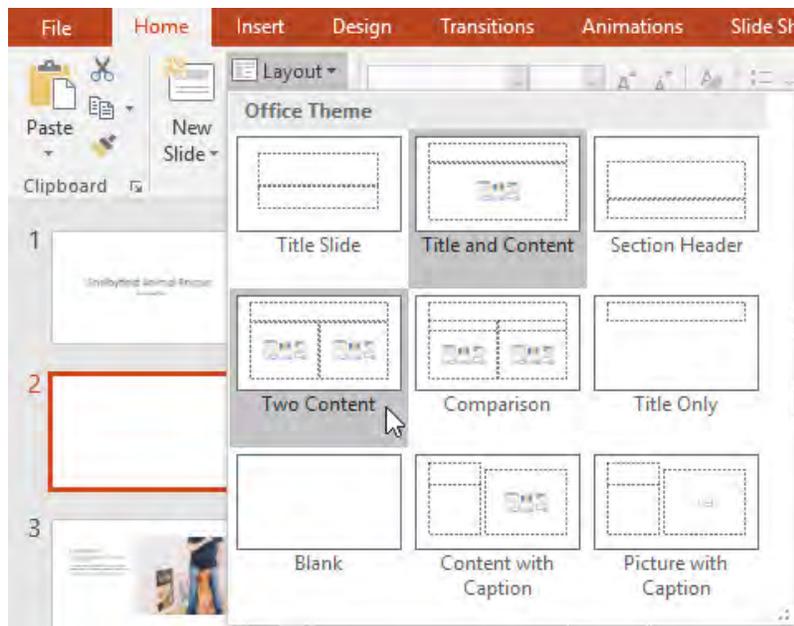
2. Choose the desired **slide layout** from the menu that appears by left mouse clicking once on 'new slide' then selecting the layout you like.



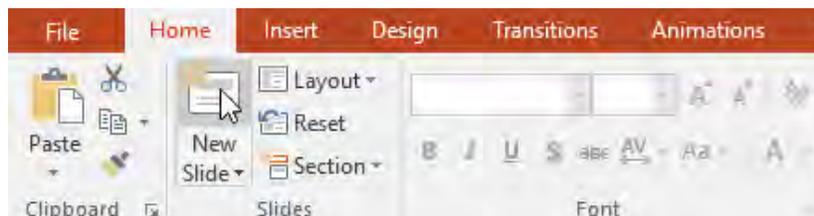
- The new slide will appear. Click any **placeholder** and begin typing to add text. You can also click an **icon** to add other types of content, such as a **picture** or a **chart**.



To change the layout of an existing slide, left click once on the **Layout** command, then choose the chosen layout.



To quickly add a slide that uses the same layout as the selected slide, click the **top half** of the **New Slide** command.



CUSTOMIZING SLIDE LAYOUTS

Sometimes you may find that a slide layout doesn't exactly fit your needs. For example, a layout might have too many—or too few—placeholders. You might also want to change how the placeholders are arranged on the slide. Fortunately, PowerPoint makes it easy to adjust slide layouts as needed.

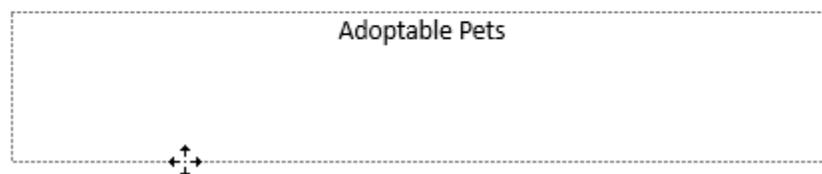
ADJUSTING PLACEHOLDERS

- **To select a placeholder:** Hover the mouse over the edge of the placeholder and click (you may need to click the text in the placeholder first to see the border). A selected placeholder will have a **solid line** instead of a dotted line.

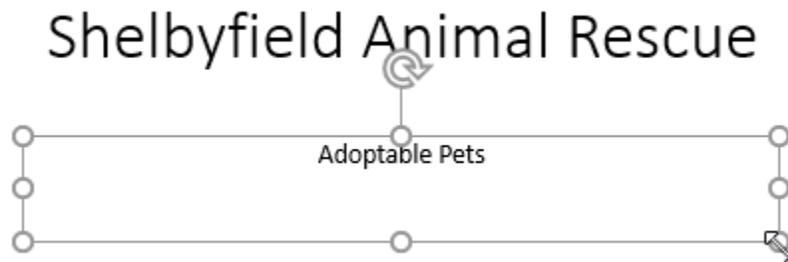


- **To move a placeholder:** Select the placeholder, then click and drag it to the desired location.

Shelbyfield Animal Rescue



- **To resize a placeholder:** Select the placeholder you want to resize. **Sizing handles** will appear. Click and drag the **sizing handles** until the placeholder is the desired size. You can use the corner sizing handles to change the placeholder's **height** and **width** at the same time.

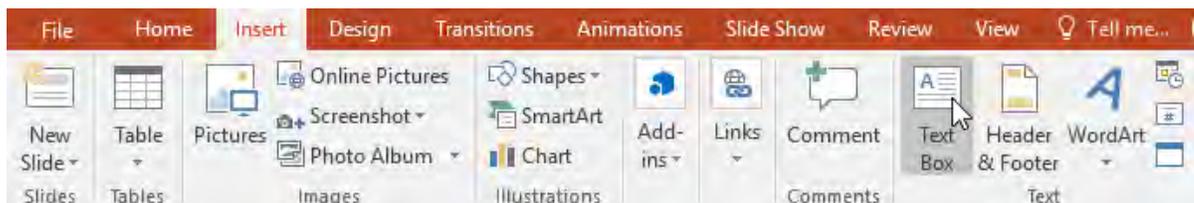


- **To delete a placeholder:** Select the placeholder you want to delete, then press the **Delete** or **Backspace** key on your keyboard.

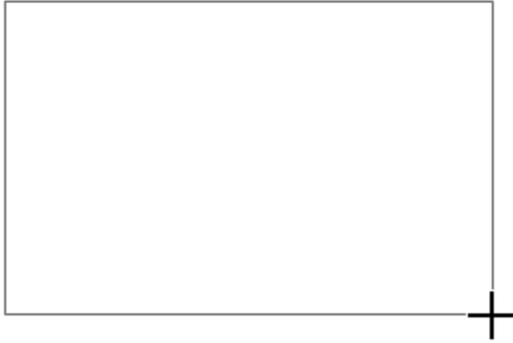
TO ADD A TEXT BOX:

Text can be inserted into both **placeholders** and **text boxes**. Inserting **text boxes** allows you to add to the slide layout. Unlike placeholders, text boxes always stay in the same place, even if you change the theme.

1. From the **Insert** tab, left click once on the **Text Box** command.



2. Left mouse click once and hold and drag to draw the text box on the slide.



3. The text box will appear. To add text, simply left mouse click inside the text box and begin typing.

