

Learning Services: IT Guide

Basic PowerPoint

PowerPoint 2010 enables you to create presentations. It can contain charts, tables, pictures, special effects and sounds. You can then display your work on the screen as slides. This guide is an introduction and will show you how to:

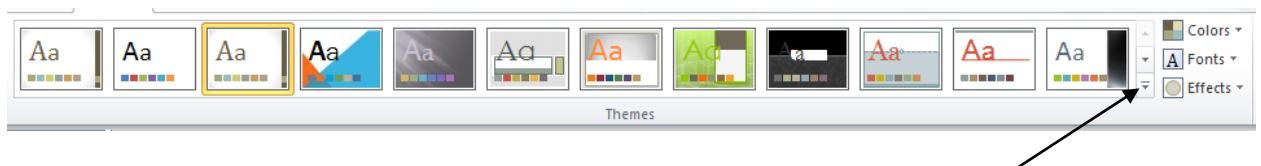
1. Open PowerPoint;
2. Create a new presentation;
3. Make notes;
4. View slides;
5. Reorder slides;
6. Add clipart to a slide;
7. Add a chart or graph;
8. Add an organisational chart;
9. Add a video from a Web site;
10. Add special effects;
11. View your slideshow;
12. Print from PowerPoint.

1. Opening PowerPoint 2010

To open the PowerPoint application – click on the **Start** button, then **Programs**, then Microsoft Office - click on Microsoft PowerPoint 2010 to open.

2. Creating a New Presentation

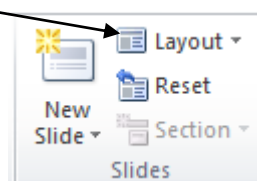
When you open PowerPoint you will have a choice of how to create your new presentation. The application opens with a **Blank Presentation** or you can choose a **Design Theme** by selecting the **Design** tab and clicking on one of the templates. Simply hover the pointer over each theme to preview the different designs and click to select when you have decided which one you want to use.



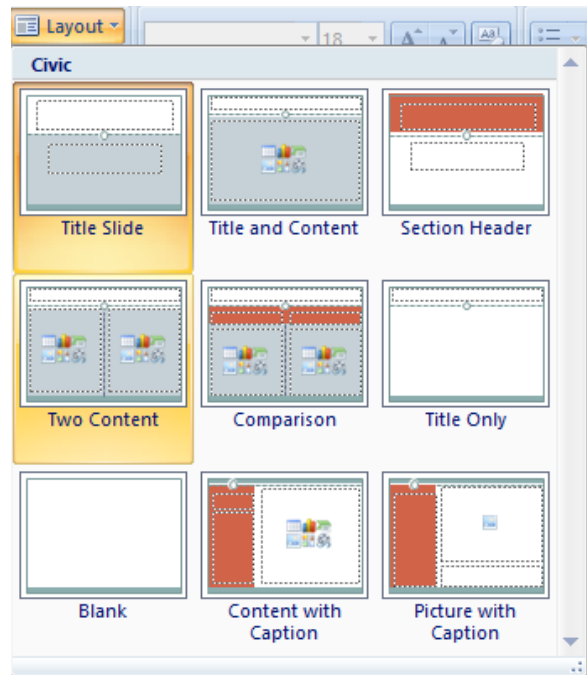
Clicking on the arrow at the bottom right of the Design tab will reveal more designs.

If you decide to begin by making a **Blank Presentation** you can easily apply one of these **Design Themes** later on by following the instructions above.

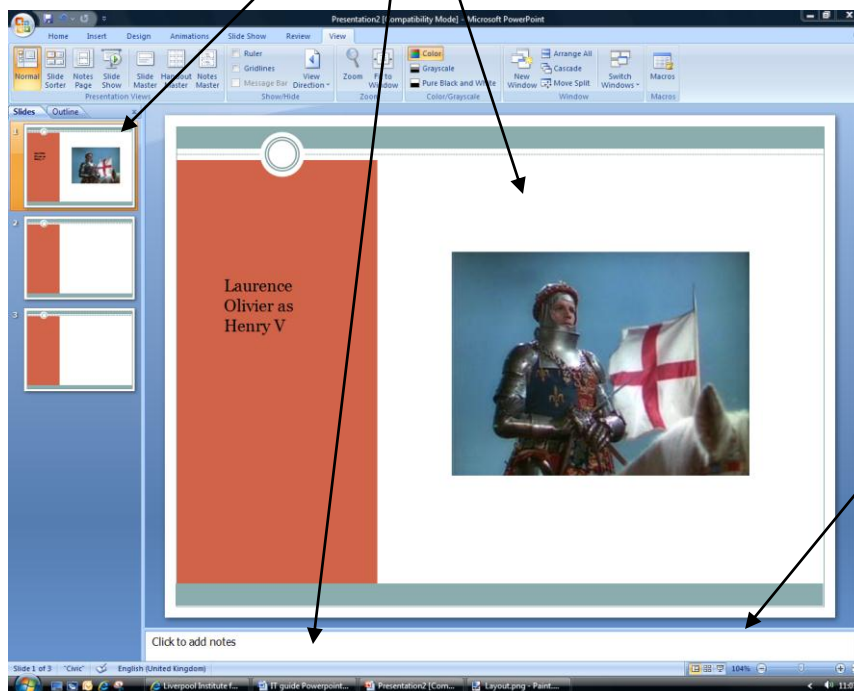
- ❖ You can now choose a layout for your slides by selecting the **Home** tab and then clicking on **Layout** within the **Slides** group.



- ❖ The window on the right appears. Select the layout you want by clicking on it.
- ❖ If you know at this stage that you want to add pictures, graphs, charts, clip-art, or media, then you can select a layout with this option already incorporated in the placeholder.



- ❖ Your presentation is in **tri-pane view**. This allows you to construct slides, add notes etc., in one view.



3. Making Notes

PowerPoint allows you to make Notes Pages to accompany your slides. In normal view (tri-pane view), click in the bottom frame and type normally to add notes. Drag the frame to make the notes window larger if you wish.

To view just the notes page, go to **View** and select **Notes Page**. PowerPoint will place an image of your slide at the top of the Notes Page you are creating.

- ❖ As soon as you have opened a new presentation, make sure you save it to your e-drive. To do this click on the **File Tab** and click on **Save As**, In the dialogue box select your **e-drive**, name the presentation and then click **Save**. Remember that a PowerPoint presentation can be very large, particularly if you have images on the slides.

- ❖ **To input text**

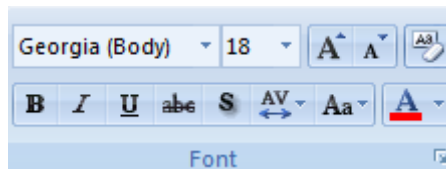
Click on the section of the slide where you wish to add text. To move the text around - click on the text box. You can drag or stretch the box to the required size. You can add text boxes to blank slides by going to the **Insert** tab and selecting the



Text Box from the Text group. The **Format** tab in **Drawing Tools** (automatically appears when working with text boxes) lets you choose the style, shape and colour of text boxes, and to change and edit shapes.

- ❖ **Font style and size**

To change the colour or style of your text, use the icons from the **Font** group on the **Home** tab.



To edit the text always highlight it first. You can **Cut**, **Copy**, **Paste** and **Delete** text as you would in any Microsoft application.

- ❖ **Adjusting line spacing**

To adjust line spacing go to the **Home** tab and from the **Paragraph** group select the **Line Spacing** icon.



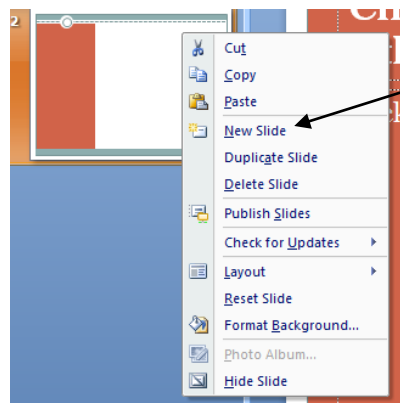
- ❖ **Bullets**

To add or change the bullet style, go to **Paragraph**, as above, and select the **Bullet** icon to choose a style. Remember to select the text box first.



- ❖ **Adding new slides**

To add a new slide, go to the **Home** tab and click on the **New Slide** icon in the **Slide** group. Choose whichever slide layout you wish to use. To add a slide with the same layout as the previous slide right click the thumbnail and select **New Slide**.

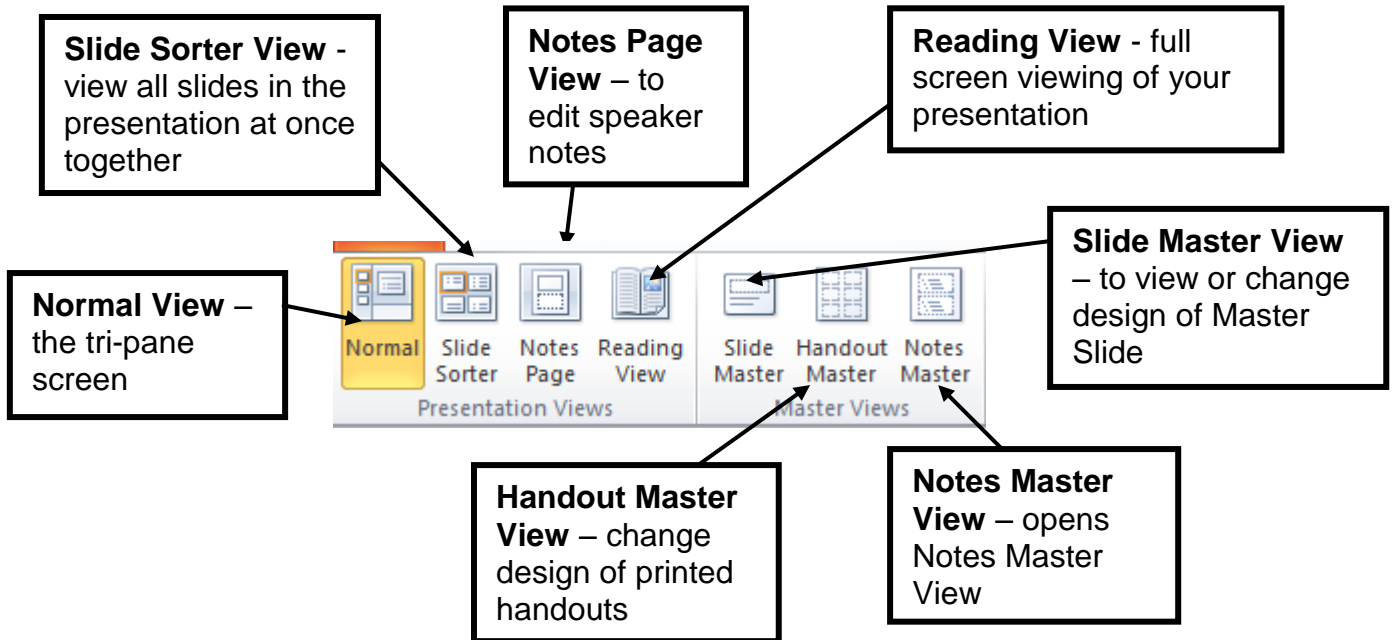


❖ **Deleting slides**

Right click the thumbnail of the slide you want to delete in the left hand column and select **Delete Slide**.

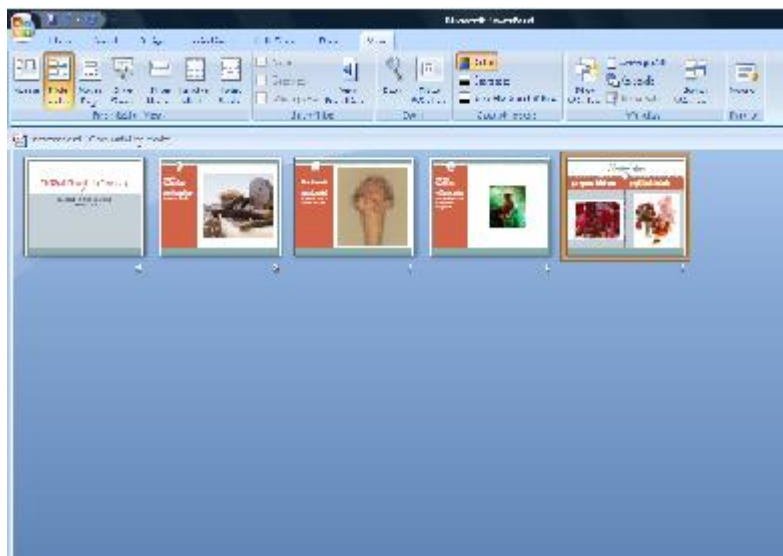
4. Viewing Slides

Go to the **View** tab to select how you want to view your slides



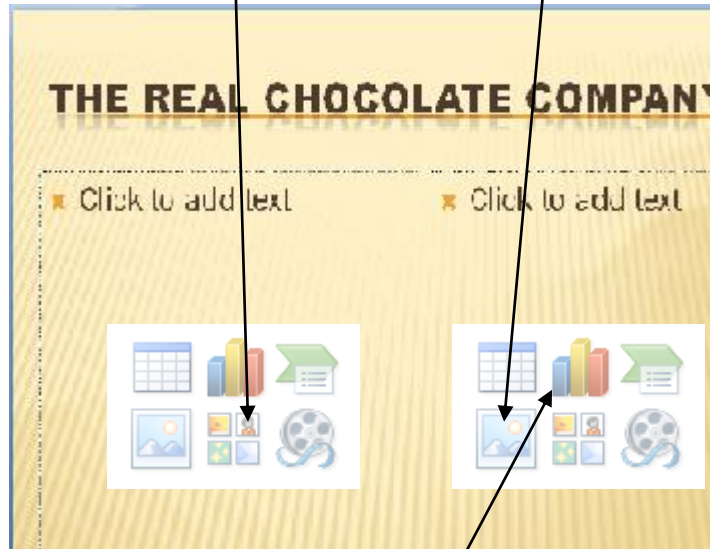
5. Re-ordering Slides

It is easy to change the order of the slides in your presentation. Select **Slide Sorter View**. Here you can simply drag and drop your slide where you want it.



6. Add Clip Art or a Picture to a Slide

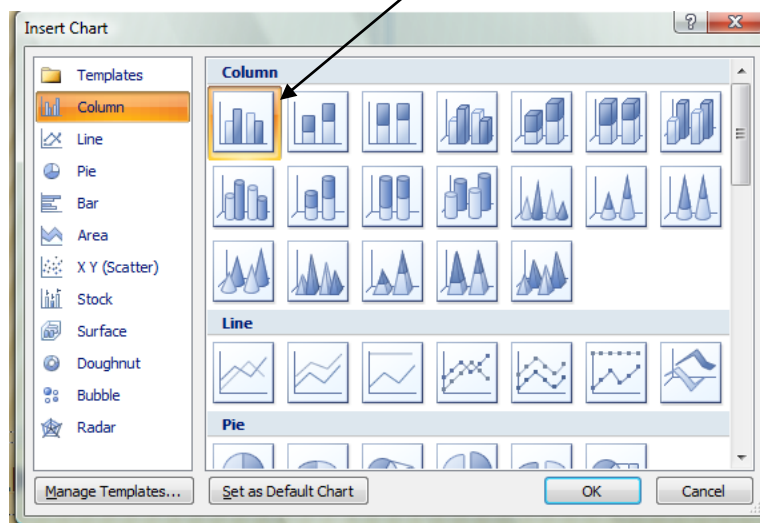
Choose a slide that incorporates the option to include Clip Art, pictures, video etc., and then click on the **Clip Art icon**. Select an image and it will automatically transfer to the slide. To add a picture simply click on the **Picture icon** and then select your saved picture and click **Insert**.



Alternatively, you can use a blank slide and select the **Insert** tab to add Clip Art or a picture.

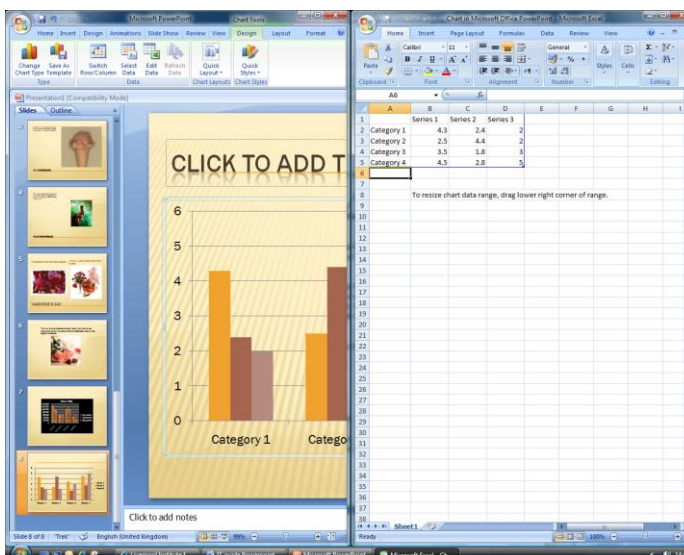
7. Add a Chart or Graph

Create a new slide, select the **Insert Chart** icon within the slide, or go to the **Insert** tab on the ribbon and select the icon there. The following window will appear enabling you to choose the style of your chart. Double click on your preferred format and then an Excel window will appear to the right of your slide and you can start to add data.



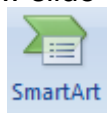
- ❖ Once you have finished, close the Excel window and your chart will be on the slide. If you need to change or add anything to the chart later on, do this by right clicking on the chart and selecting **Edit Data** or **Change Chart Type**.

You can also copy a graph or table from Excel into PowerPoint.



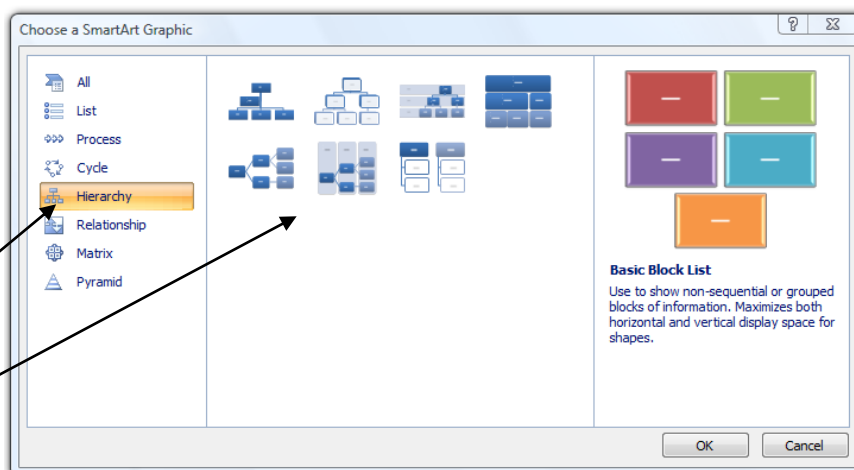
8. To Add an Organisational Chart

Create a new slide and select the **SmartArt** icon from the **Insert** tab or from the



slide itself.

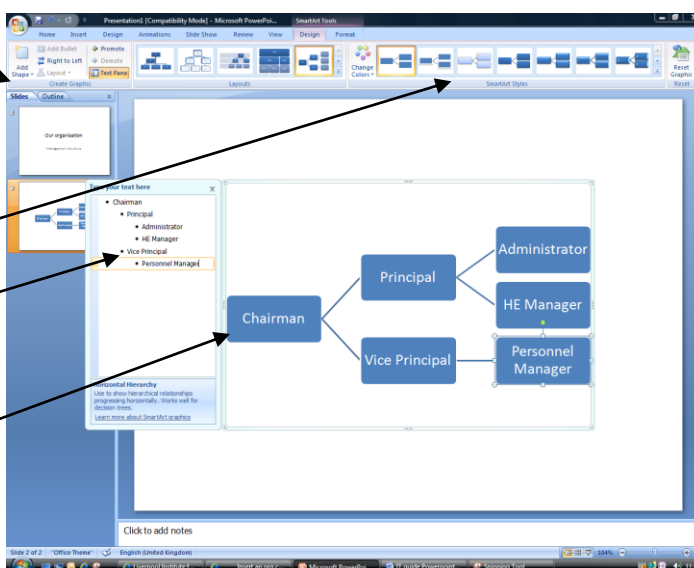
The SmartArt Graphic window will appear. Several types of diagrams are available from this window. For organisational charts select **Hierarchy** and the choice of graphical layouts appears.



- ❖ You can add more shapes to the chart by selecting **Add Shape** from the **Create Graphic** group.

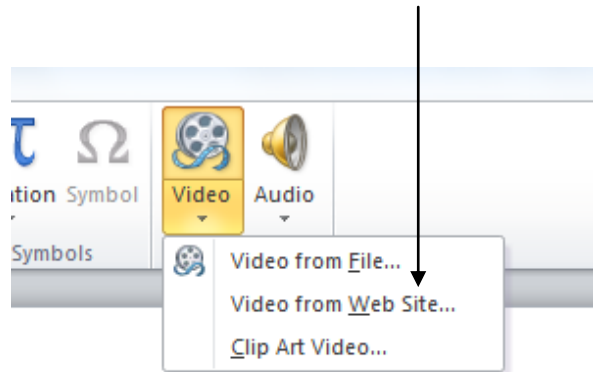
- ❖ You can change the colour and style of the chart by selecting from the **SmartArt Styles** gallery on the ribbon.

- ❖ Click on the **Text Pane** icon to work on the text outside of the chart shapes, or type your text directly into the boxes. If you wish to edit the chart later on, simply double click to activate it.

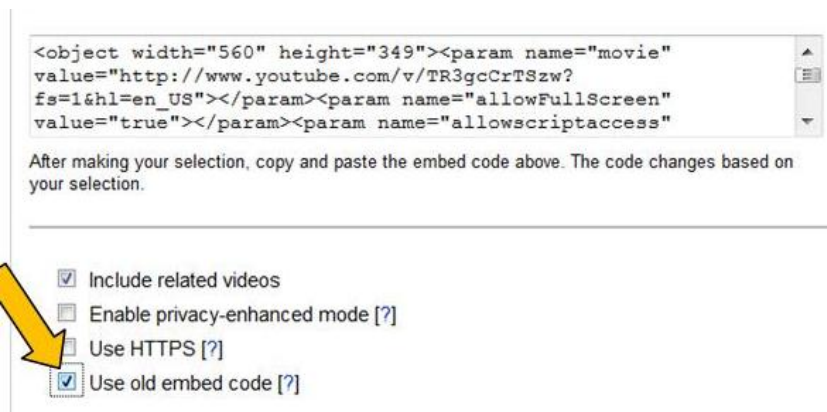


9. Add a Video from a Web Site

To add a video from a web site go the **Insert** tab and on the Video icon select Video from Web site from the drop down menu.



Go to the web site of the video you want to insert (make sure you are not breaching copyright first), then copy the **embed code** of the video and paste it into the text box provided. For example, for a YouTube video you will need to click on the **Share** icon below the video, then select **Embed** and tick the box that says 'use old embed code'. You will then need to copy and paste this code into the text box on your PowerPoint slide.

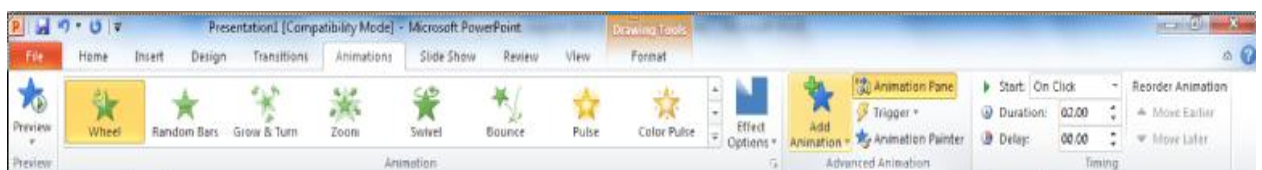


10. Adding Special Effects

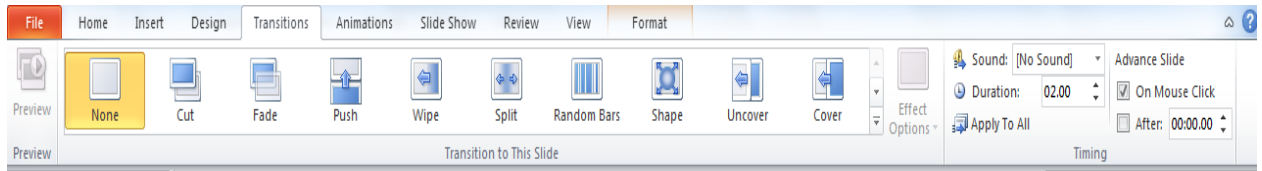
You can add special effects to your slides to give your presentation a professional finish.

❖ Animation

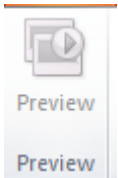
Click on the **Animations** tab



The options on the ribbon enable you to use special effects, and motion paths to animate a selected object in your presentation. You can choose how you would like your text to build or display and from which angle.



From the options along the **Transitions** ribbon you can decide on the slide **transition** mode and speed, so that each slide progresses smoothly to the next. You can even add sound effects to the slide

The Preview icon  will allow you to preview any effect you have chosen

The **Advance Slide** option lets you decide whether the slides advance automatically or only when you click the mouse.

11. View Your Slide Show

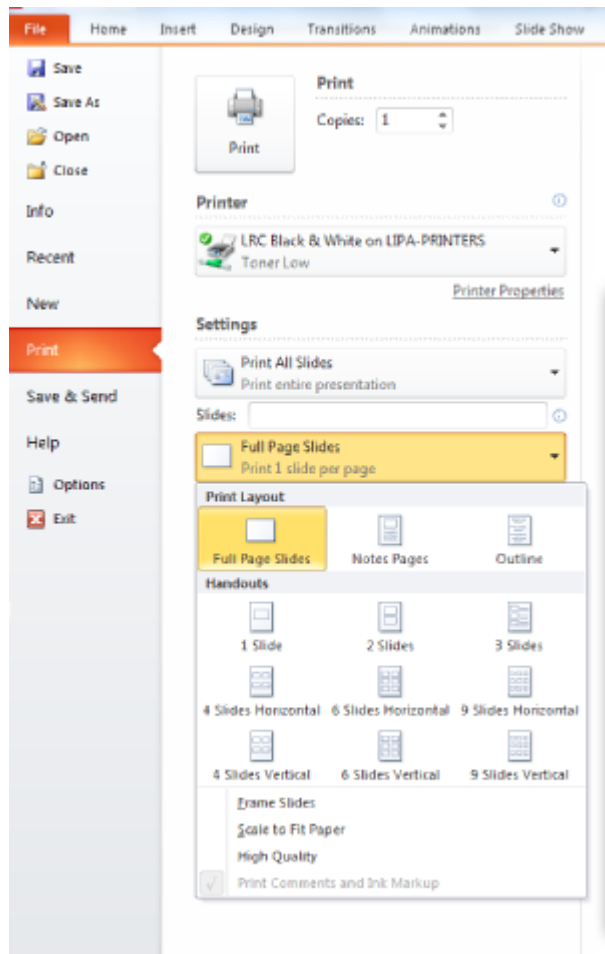
There are several ways to view your slide show. These are:

- going to the **View** tab followed by **Reading View**;
- going to the **Slide Show** tab and selecting one of the options from the **Start Slide Show** ribbon.



From here, you can rehearse timings for the slide show and select whether you want to include any narration you have recorded.

12. Printing from PowerPoint



You can print copies of your presentation slides and notes to accompany your presentation.

From the **Print** option on the **File Tab** make your choice from the options available.

You can print all the slides, the current slide, or a selection of slides, handouts, Notes Pages or Outline View. When printing you can select the number of slides per page and whether you want them in vertical or horizontal order.