

PowerPoint Lesson 1

Microsoft Word Basics

Microsoft Office 2010
Introductory

Objectives

- Start PowerPoint, and understand the elements of the PowerPoint window.
- Open an existing presentation, and save it with a new name.
- Navigate a presentation and change views.
- Use the Slides and Outline tabs and the Slide and Notes panes.

Objectives (continued)

- Change the layout on a slide.
- Delete a slide.
- Print a presentation.
- Exit PowerPoint.

Vocabulary

- animation
- broadcasting
- handouts
- layout
- Live Preview
- Normal view
- Notes Page view
- Notes pane
- Outline tab
- PowerPoint presentation
- Reading view
- Slide pane
- Slide Show view
- Slide Sorter view
- Slides tab
- thumbnails
- transition

Introduction to PowerPoint

- PowerPoint is a program used to create professional presentations.
- Presentations can include:
 - text
 - graphics
 - tables
 - charts
 - audio
 - video
 - flash animation files
 - animated clip art
 - movie clips
 - links to Web sites

Starting PowerPoint

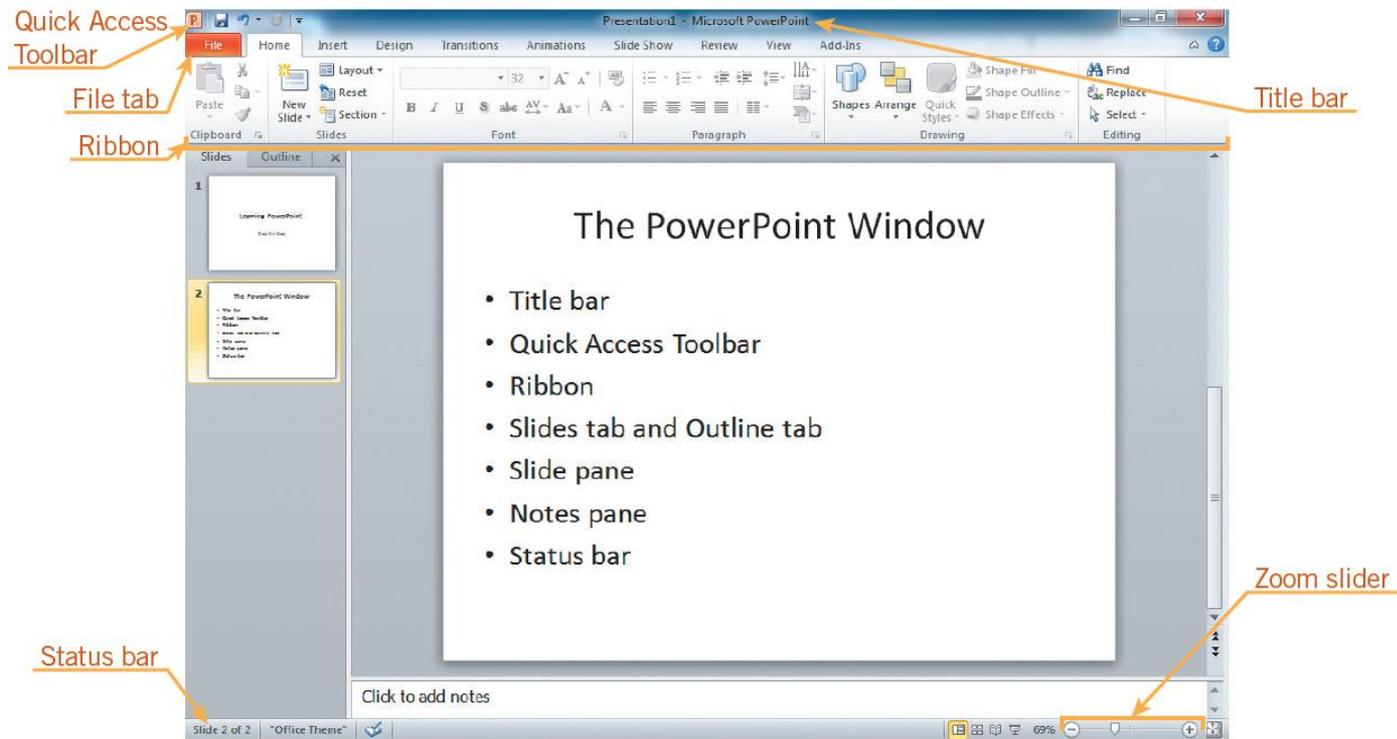
- Click the **Start** button on the taskbar.
- Click **All Programs** on the Start menu.
- Click the Microsoft Office folder.
- Click Microsoft Office PowerPoint 2010.

Reviewing the PowerPoint Window

- The PowerPoint window shares several common elements and tools with other Office programs.
- **Normal view** allows you to add and delete slides, and add text and elements to slides.
- The **Home tab** is the default tab on the Ribbon and includes many of the commands you will use most often.

Reviewing the PowerPoint Window (continued)

- PowerPoint window in Normal view



Opening an Existing Presentation and Viewing a Slide Show

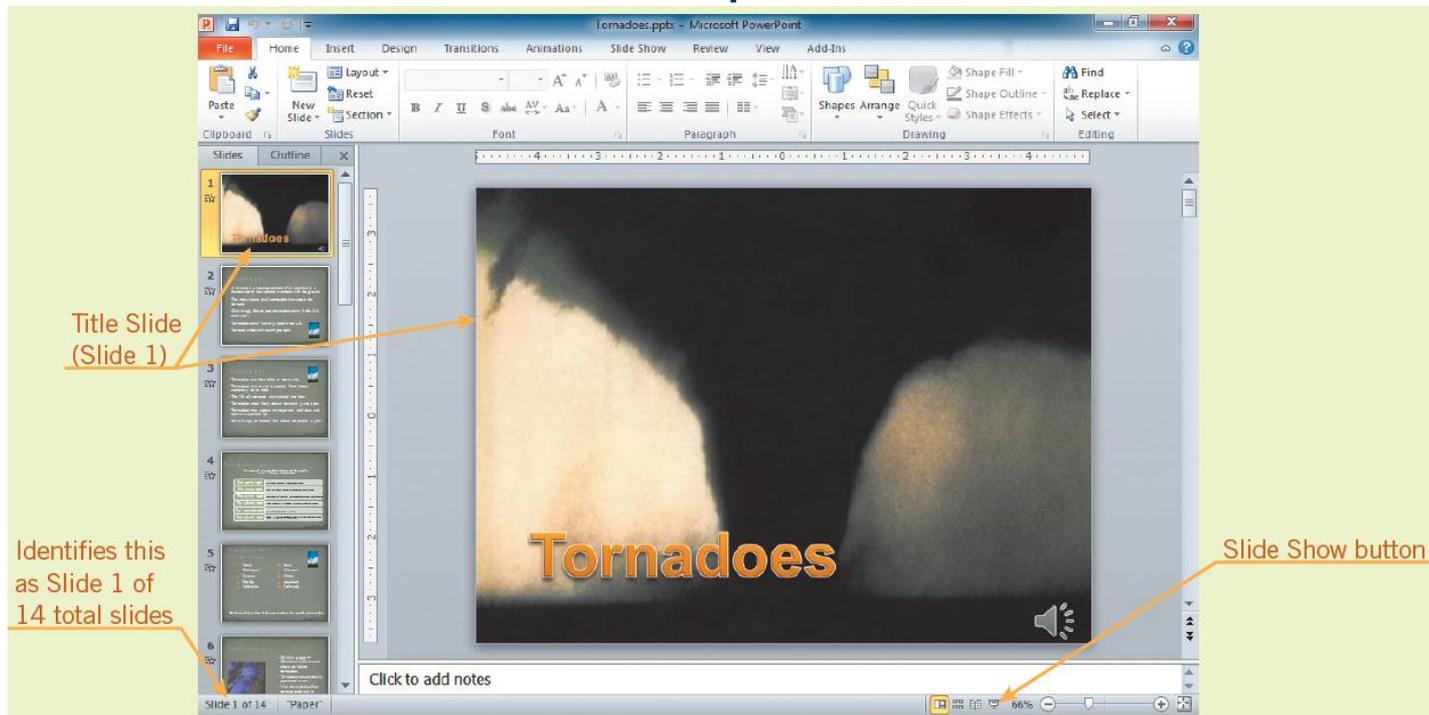
- To open a recently viewed presentation, you can choose the presentation from the Recent Presentations list in Backstage view.
- To view the presentation as a slide show, click the Slide Show button on the status bar.

Opening an Existing Presentation and Viewing a Slide Show (continued)

- A **slide show** is a series of slides.
- **Transition** refers to the way each new slide appears on the screen.
- An **animation** is an effect you can apply to text, objects, graphics, or pictures to make those objects move during a slide show

Opening an Existing Presentation and Viewing a Slide Show (continued)

- Title slide for Tornadoes presentation

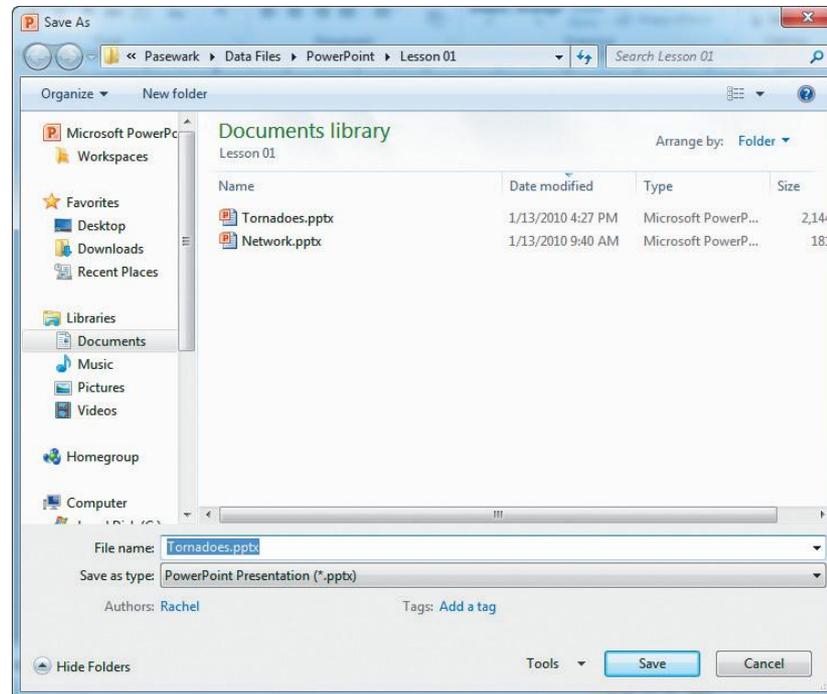


Saving a Presentation

- To save a new presentation the first time, you use the Save As command.
- The next time you want to save changes to your presentation, click the Save button on the Quick Access Toolbar or press Ctrl+S.

Saving a Presentation (continued)

- Save As dialog box

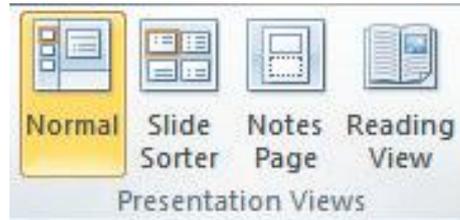


Changing Views

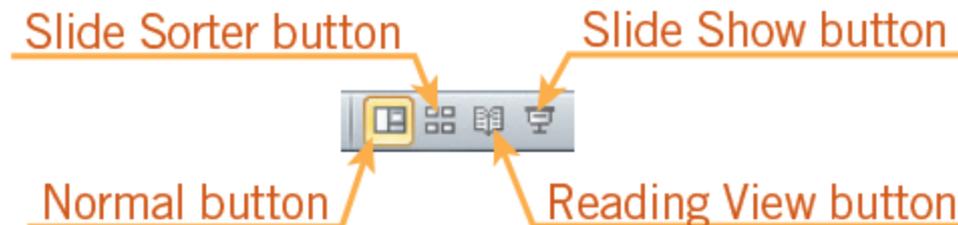
- You can view a presentation in five ways:
 - **Normal view:** Where you do most of your work.
 - **Reading view:** Slide almost fills screen.
 - **Slide Sorter view:** Displays thumbnails of your slides so you can easily rearrange them.
 - **Slide Show view:** Your presentation is shown full screen as if being seen by an audience.
 - **Notes Page view:** Displays slides on top of the page and speaker notes below.

Changing Views (continued)

- To change views:
 - Go to the Presentation Views group on the View tab.



- View shortcuts on the status bar.



Changing Views (continued)

- In Normal View you can have up to four panes:
 - **Slides tab and Outline tab:** Slides tab shows thumbnails of your slides and Outline tab shows text in an outline format.
 - **Slide pane:** Displays one slide at a time, and offers an opportunity to edit text.
 - **Notes pane:** Where you add speaker notes.
 - **Task pane:** Opens up on the right for some tasks such as inserting clip art.

Changing Views (continued)

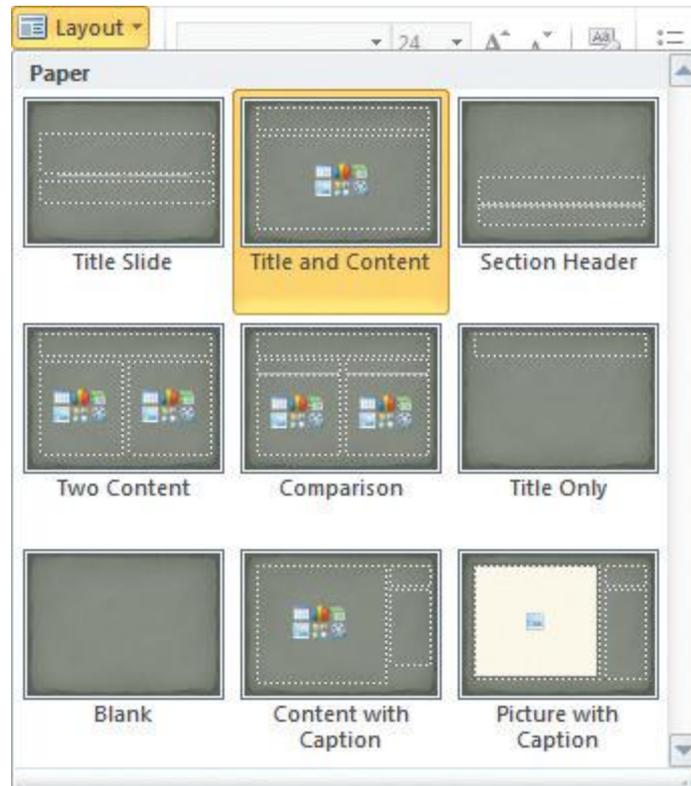
- The **Ribbon** contains commands for the tasks you will use when creating presentations.
- The **Live Preview** feature lets you preview a theme before applying it in your presentation.
- The **Slide pane** is the workbench for PowerPoint presentations, displaying slides in a large work area.

Inserting a New Slide with a New Slide Layout

- You can choose a layout when you insert a new slide or change the layout of an existing slide.
 - **Slide layout:** How objects are placed on a slide.
 - **Objects:** Text, images, illustrations, tables, media, and charts.
 - **Default layout:** Includes placeholders for titles, text, and content.

Inserting a New Slide with a New Slide Layout (continued)

- Default layouts



Notes Page View

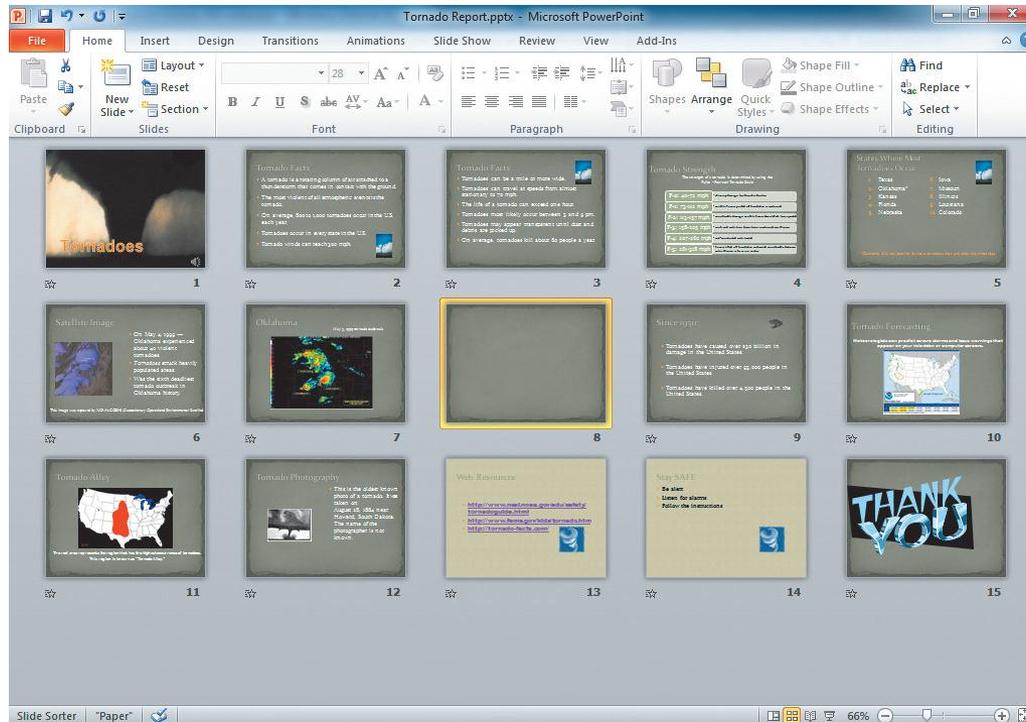
- **Notes Page view** displays your slides on the top of the page, with speaker appearing in the Notes pane on the bottom of the page.
 - You can use the notes to help guide you during the presentation.
 - Notes are also helpful if you print a handout for your audience.

Using Slide Sorter View

- **Slide Sorter view** displays thumbnails of the slides so that you can move and arrange slides easily by clicking and dragging.
- Slide Sorter view gives you an overview of the entire presentation.

Using Slide Sorter View (continued)

- Slide sorter view



Using Slide Show View

- In Slide Show view, you run your presentation on your computer as if it were a slide projector.
- Each slide fills the screen and any animations, sounds, and videos included in the presentation play.

Using Slide Show view (continued)

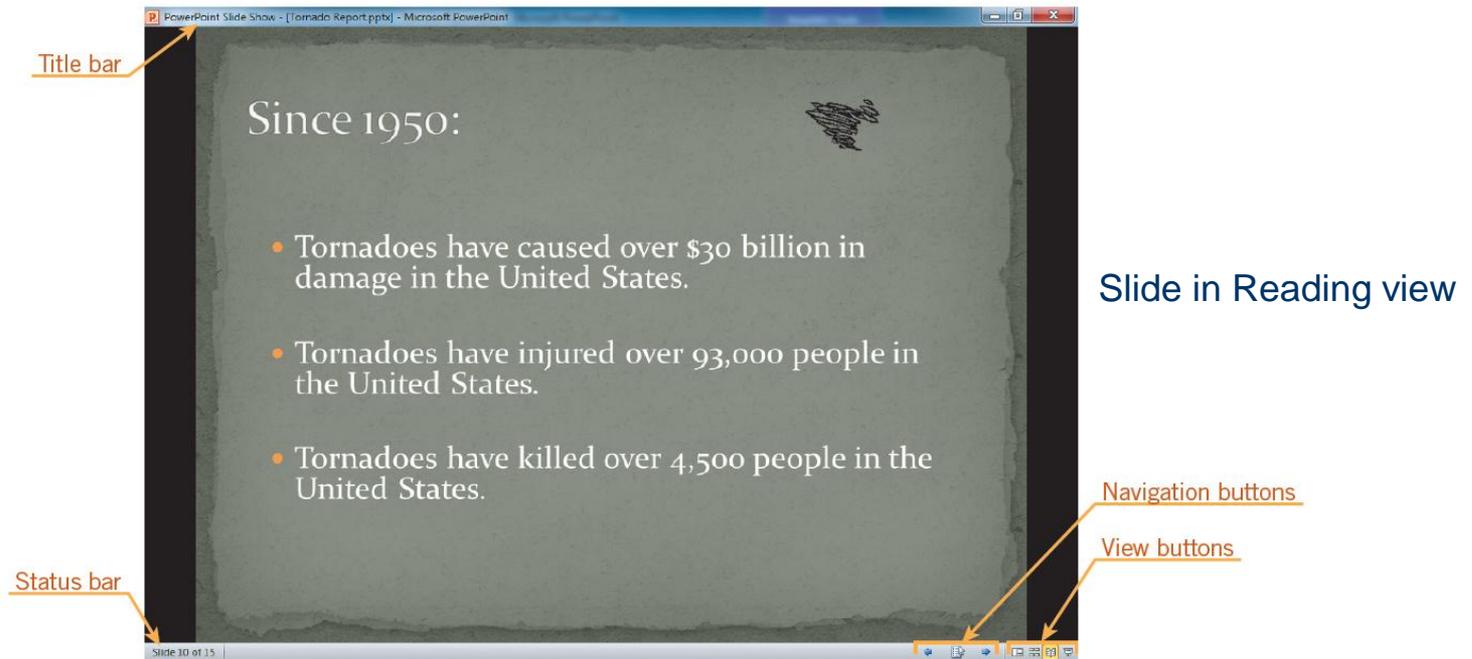
- Move the mouse to the lower-left corner of the screen as the slide show runs to access Slide Show toolbar.

BUTTON	COMMAND ON SHORTCUT MENU	DESCRIPTION	NOTES
	Next	Advances to the next slide	
	Previous	Displays the previous slide	
	Last Viewed	Displays the slide viewed immediately before the current slide	
	Pointer Options	Allow you to annotate a slide	Options include Arrow, Pen, Highlighter, Arrow options for Automatic, Hidden, Visible, and Ink Color options
	Screen	Changes the screen	Can display a black or white screen or switch to another open program
	Go to Slide	Displays a list of all slides in the presentation	Click to advance to any specific slide in the presentation
	End Show	Ends the slide show	

Commonly-used commands in Slide Show view

Using Reading View

- In Reading view, the slide does not quite fill the screen and displays navigation buttons.



Deleting Slides

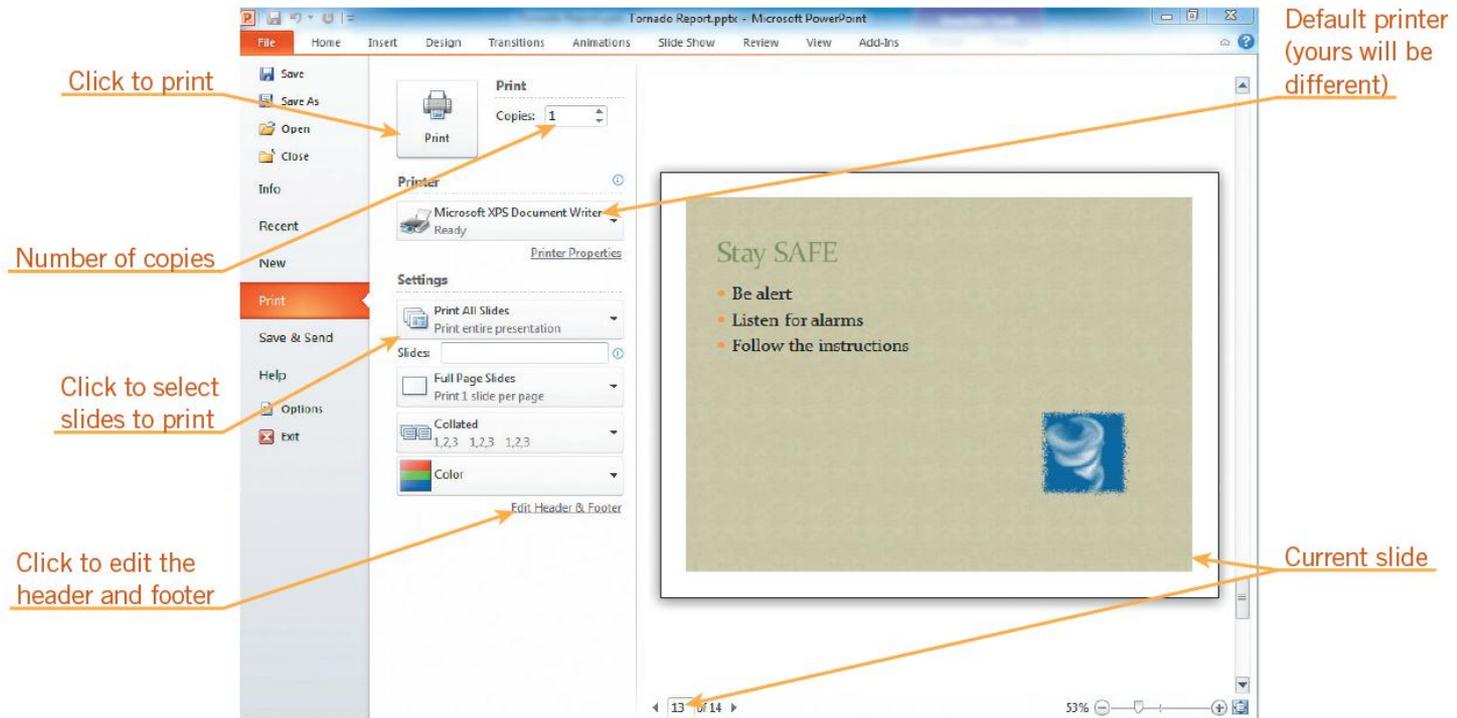
- In Normal view, display the slide you want to delete, press **Delete** on the keyboard.
- You can also delete a slide, by right-clicking the slide, then click **Delete Slide** on the shortcut menu.
- If you accidentally delete a slide, click the Undo Delete Slide button on the Quick Access Toolbar to restore the slide.

Printing a Presentation

- PowerPoint offers several print options, including:
 - Print all slides or a text outline of your presentation.
 - Print handouts with 2 to 9 slides per page.
 - Print only the current slide, or any combination of slides in your presentation.

Printing a Presentation (continued)

- Print options



Closing a Presentation and Exiting PowerPoint

- Click the **File** tab
- In the navigation bar, click **Exit**, or click the presentation window **Close** button.

Summary

In this lesson, you learned:

- PowerPoint is an Office application that can help you create a professional presentation. When you start PowerPoint, you have the choice of opening an existing presentation or creating a new one.
- You can view your presentation in five different ways: Normal view, Slide Sorter view, Slide Show view, Reading view, and Notes Page view. Each view has its own advantages.
- You can insert slides, add text and objects to slides, and delete slides as you work to create the presentation.

Summary (continued)

- To view the presentation with animations and transitions, you use Slide Show or Reading view. A slide show can advance automatically or by clicking or pressing specific keys on the keyboard.
- You can print your presentation as slides using the Slides option, with notes using the Notes Pages option, or as an outline using the Outline View option. You can also choose to print handouts with two, three, four, six, or nine slides per page.
- To exit PowerPoint, click the File tab on the Ribbon, and then in the navigation bar, click Exit.