

## What is Microsoft PowerPoint?

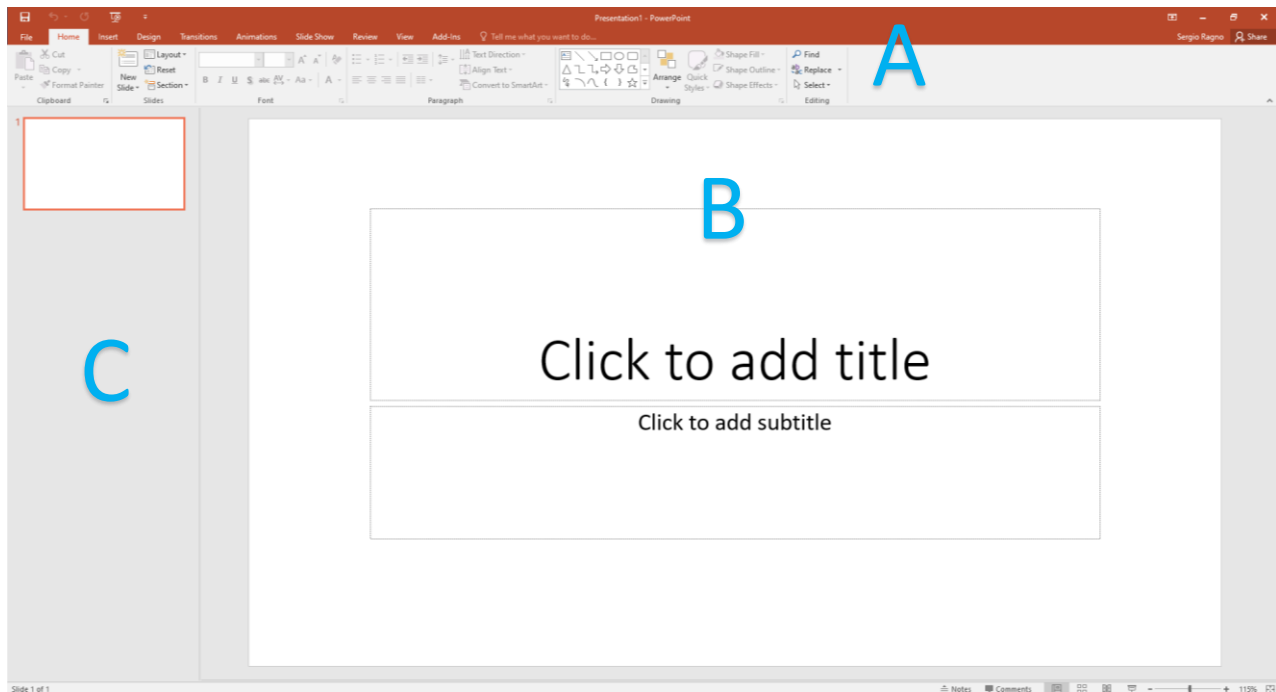
PowerPoint was one of the first applications in the Microsoft Office suite. It is presentation software, in which information can be visualized and animated via a slide show.

Please note that there are many versions of PowerPoint. While most features are identical, different versions may have different layouts or tools in different locations

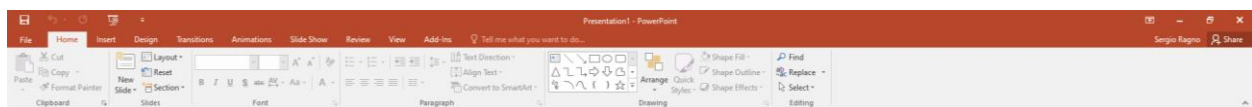
## Getting Started

When opening a new Power Point project you will be presented with a number of templates to choose from. We'll be selecting a blank template for this lesson.

We'll begin with an overview on the three major sections of the program: the Toolbar Ribbon (A), the Slide (B), and the Navigation Bar (C).



## The Toolbar Ribbon



This should be familiar if you've used other Microsoft Office products. The Toolbar Ribbon contains tool that you can use to create your presentation. These tools are organized into different tabs.

## File

Pertains to project as a whole, the file. Options like save, save as, open, and print can be found here.

## Home

Contains the tools you'll most likely need the most in creating presentations. In Power Point, the home tab contains tools that allow you to insert new slides into your presentation, change your font settings including the direction of your text, and inserting basic shapes.

## Design

Allows you to choose from a number of premade themes for your presentation, which changes elements like the background and font style, size, and color. You can also set a background here.

## Transitions

Allows you to set how one slide transitions into another during a presentation.

## Animations

Allows you to set how individual elements on a slide appear and/or disappear during a presentation.

## Slide Show

Allows you to enter presentation mode.

## Review

Contains review tools like spell check and a thesaurus.

## View

Provides a number of views for your project. Some will show information others do not, like notes.

## Slide

The slide is the canvas upon which you will construct your presentation. All elements that you want to present on your slide should be added to the slide, even if you don't want them displayed at the same time when presenting.

## Navigation Bar

Your presentation should contain multiple slides, and they will be displayed in this sidebar as you work. You can reorder slides and perform other actions like inserting new slides and deleting others within this sidebar.

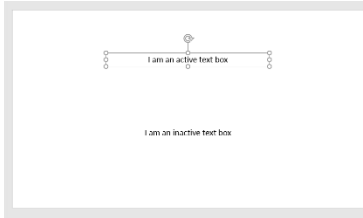
## Constructing a Slide

Unlike Microsoft Word we do not type directly onto a slide. Instead, we add elements on top of a slide in pieces. Think of it like a collage.

## Text Box

A text box allows you to draw a box in which you are able to type text.

The Text Box tool icon can be found in the Insert tab. To add a text box click the icon and draw the box on the slide by clicking, holding the left mouse button down, and dragging your cursor across the slide. Release the button when you have the box the size you'd like.

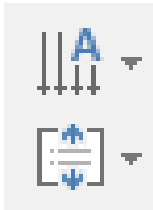


You can resize a text box at any time by clicking and dragging one of the large white dots along the perimeter of the text box. A text box can be moved by clicking and dragging the perimeter line of the textbox between the large white dots. For either function your cursor should transform when hovering over either element. If you are moving the textbox your cursor will transform into a + sign with arrows at each point. If you are resizing your text box your cursor will change into a dash, oriented in the direction you'll be adjusting, also with an arrow on each point.

To add text to a text box just start typing when the box is active. You'll know that your text box is active when it has the white perimeter dots on it. If your text box is inactive, you can make it active by clicking it. The settings for your font, like size and color, are all set in the Home tab, and behave like they do in Microsoft Word.



The bullets and numbering tools are particularly handy in PowerPoint. Individual items can be animated to enter the presentation at different times, allowing you to create an effective slide with only a single text box.



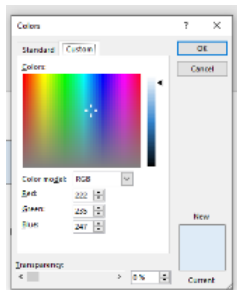
Align tools have also been expanded from Microsoft Word, notably the text direction tool (top icon) and the vertical alignment tool (bottom icon).

Further aspects of the textbox, such as the border ("Line") and interior ("Fill") color, can be further configured by right clicking the text box and selecting "Format Shape." Most elements that you can insert onto a slide allow you to configure them this way.

### Color

Depending on the object you are formatting you will get the following color options

- No X: The object will be transparent (not white, transparent).
- Solid: A single color.
- Gradient: Two or more colors that gradually transition into one another.
- Picture or Texture: Allows you to select an image, including ones from your computer.
- Pattern: Provides a selection of patterns and allows you to select the pattern foreground and background.
- Slide Background Fill: Applies the slide background color, pattern or image.



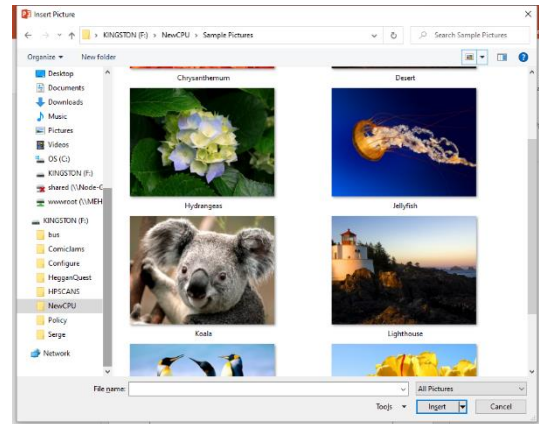
You can choose from predetermined colors or select your own via a color picker tool. The box on the left allows you to select a hue and the box on the right allows you to select the brightness of the color.

**Transparency:** Determines how transparent an element is. A transparency of 0% is opaque, and a transparency of 100% is see through.

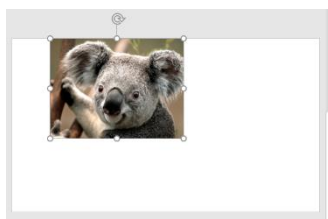
## Pictures

You can add pictures to your presentation by clicking Pictures in the Insert tab. Once you click this icon you'll be presented with a navigation window. This will allow you to find an image file on your computer. If you are using a picture you found online, while it is possible to copy and paste it into your presentation, you'll avoid some headaches in some cases by saving the image and adding it this way (you can delete it later).

Use the left sidebar to select the volume and folder on your computer where the image is stored. You can also find most of your pictures in libraries like Pictures or Downloads. Once you've found your picture either double click it or click it once and click Insert.



Your image will have the same white perimeter dots as a text box, and while they function the same way it matters much more for a picture. White dots in the center of a side will adjust only the vertical or horizontal size of an image.



So if I start with the image on the left and drag the center dot on the bottom to make it bigger I'll end up with the image on the right. I'll have stretched the image out.



The dots on the corners of an image will adjust both the horizontal and vertical sizes of the image at the same time, allowing you to scale an image up or down while maintaining its aspect ratio.

## Arrange

Keep in mind that you are placing objects on top of a canvas when you are constructing a slide. Objects cannot exist on the same level much like two physical objects cannot exist in the same space. The objects on your slide will stack on top of each other in layers, which each new object being placed on the topmost layer.

You can adjust the order of your objects with Arrange in the Home tab (or by right clicking an object). Bring forward and bring backward will move an object up or down one layer, and bring to front and bring to back will send an object to the top or bottom layer.

Stacking objects on top of each other can allow you to reveal or hide elements during animation, or augment an object with the transparency of another.

## Animating Your Presentation

While you can present your slideshow in just static elements (which is perfectly acceptable depending on the audience), animations can help you maintain the attention of your audience and present information as you introduce it, making your presentation easier to understand. A good rule of thumb is to not go overboard, as too much animation can become distracting.

### Transitions

Transitions are animations between slides, and can be set in the Transitions tab. Transition settings apply to the slide you have selected, but you can set transitions for multiple slides by holding the shift key and clicking them in the navigation sidebar to select them. You can also click Apply to All to apply all of your transition settings to all slides.

You'll have a variety of transition animations to choose from, with different effect options to refine based on which effect you chose. Transitions can also be accompanied by sounds. Duration controls the amount of time it takes for a transition animation to transpire in seconds. Sounds will cut off if they do not finish before the duration is over, but most do not loop.

Advance slide will allow you to control how slides are advanced during a presentation. By default you proceed to another slide with a mouse click, but this can be disabled. You can also set slides to advance after an amount of time.

### Animations

Animations apply to the elements on your slide. Begin by clicking on an element, or holding shift while clicking to select multiple elements to share animation and timing. Like transitions you'll be able to choose from a variety of animations and effect options (sound effects are located here now) based on your choice of animation. You can also set the duration of animations much like in transitions, with the extra option to add a delay from the triggering event.

Animation triggers can be set with the trigger option. By default this is a mouse click, but a trigger can also be another animation or clicking a specific element.

Elements can have multiple animations, for instance, you can have an element fly in, and then fly out. This is a lot to keep track of, so use the Animation Pane option to open a timeline of events and manage your animations. Animations can be reordered and edited within this pane.

Make use of Preview in both transitions and animations to check your work.

### Slideshow

When you are ready to present, use the Slide Show tab to begin your slideshow. You can either begin from slide 1 or the slide you are currently viewing. If you would like to omit slides from your presentation but keep them in the project, use the navigation bar to select the slides in question and the hide slide option.

For best results, consider your slide show to be a visual aid when presenting. Don't read off a slide, but use your slides to present notes as you speak extemporaneously.