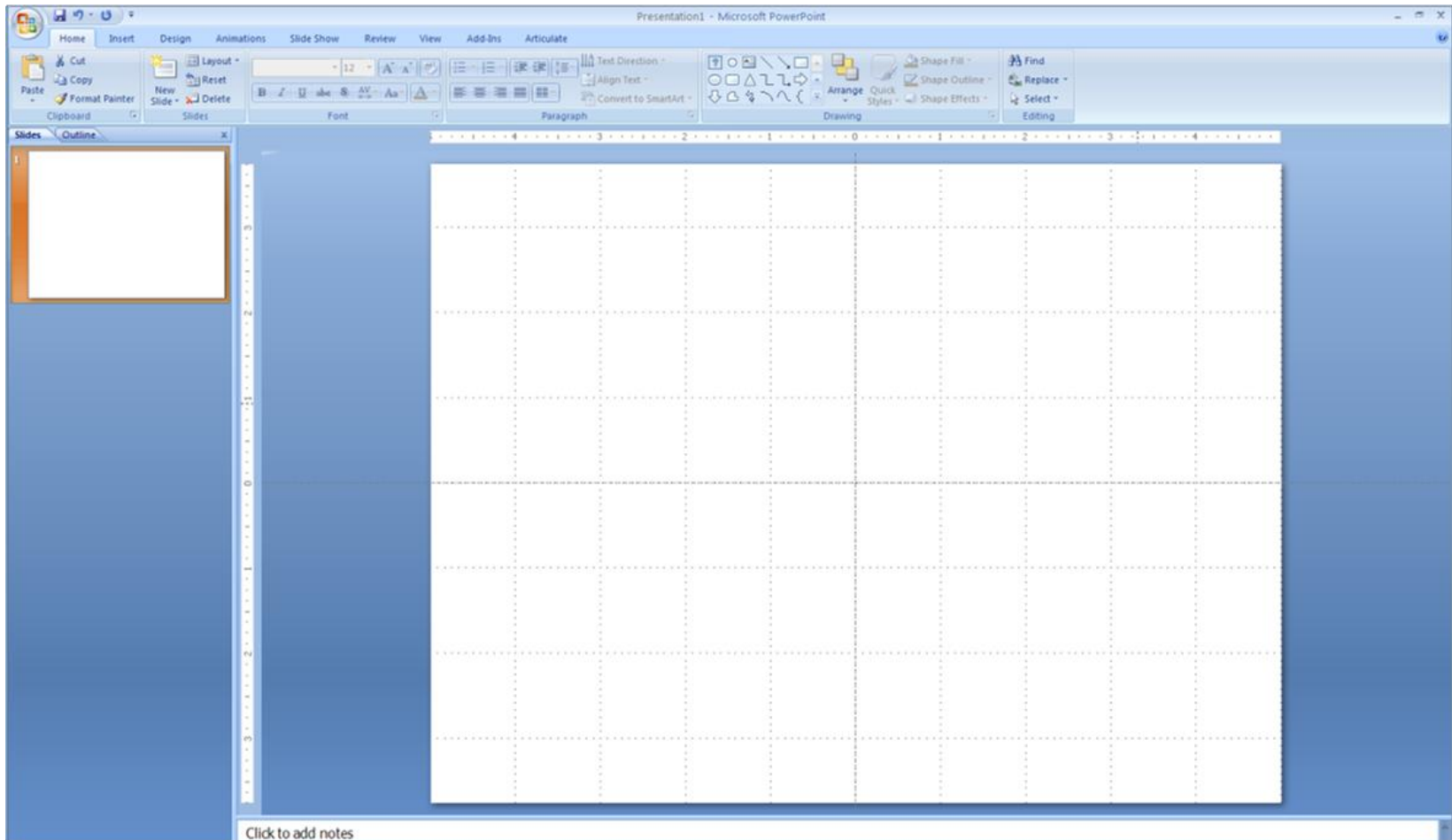




“How to Use PowerPoint” Course Reference Guide





Introduction to PowerPoint

What is it?

- Computer program
- Visual aid
- Creates simple to complex presentations
- Supports subject matter you are presenting

Why should I use it?

- Visually supports information presented
- Appeals to both visual and auditory learners
- Visually interesting and captures attention
- Easily modified and updated

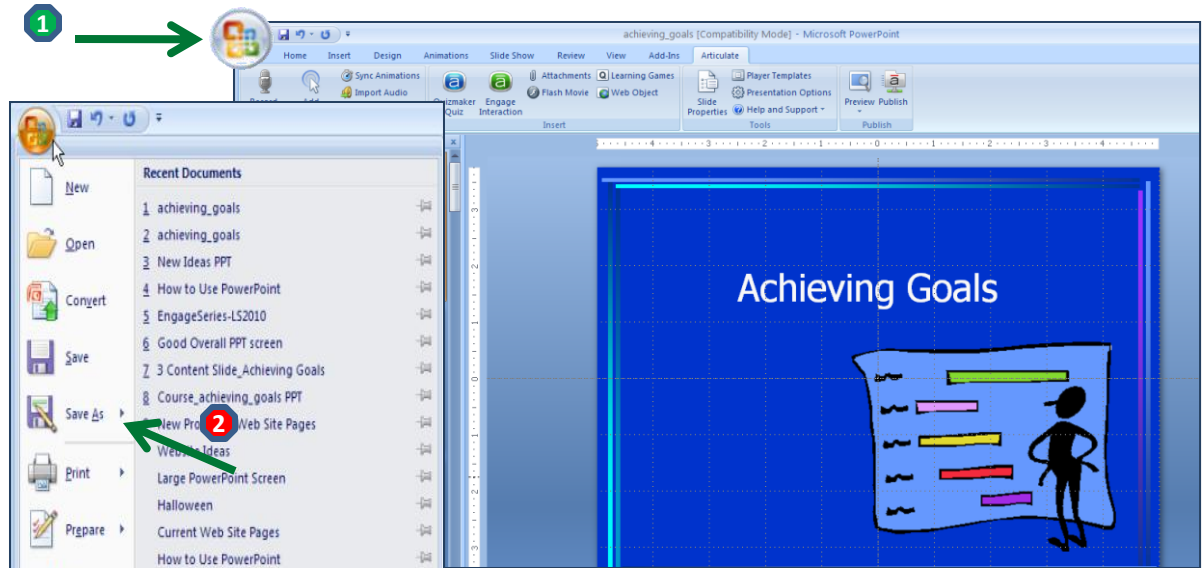
PowerPoint Functions Reviewed

- Modify an existing Presentation
- Open & Save a Presentation
- Insert Text & Slides
- Add Presenter Notes
- View Show & Print Slides



Download and Save a Presentation

1 With the presentation open, click on the Microsoft Office Button

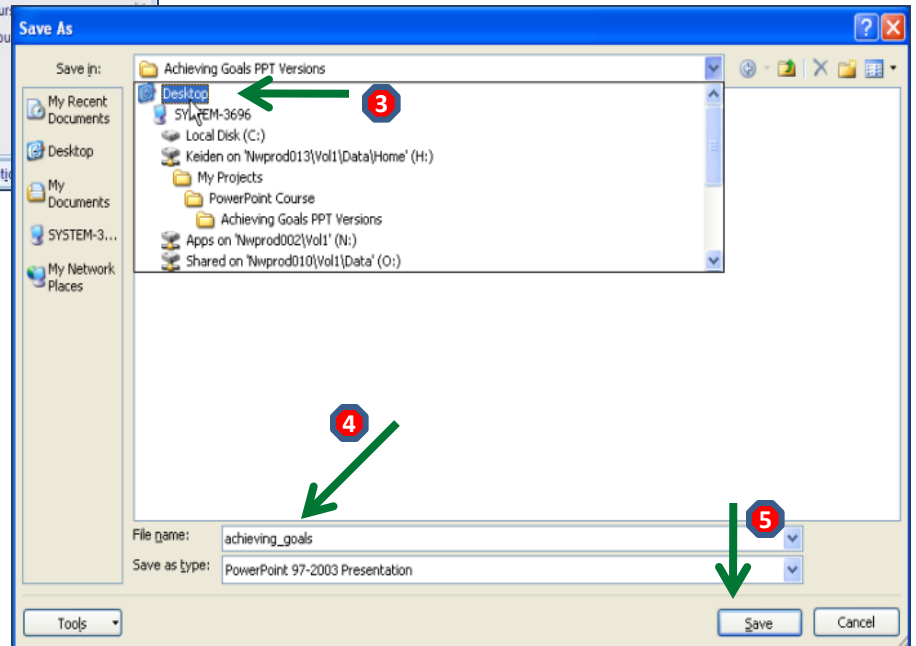


2 Choose Save As

3 Select where you want to save to

4 Name the document

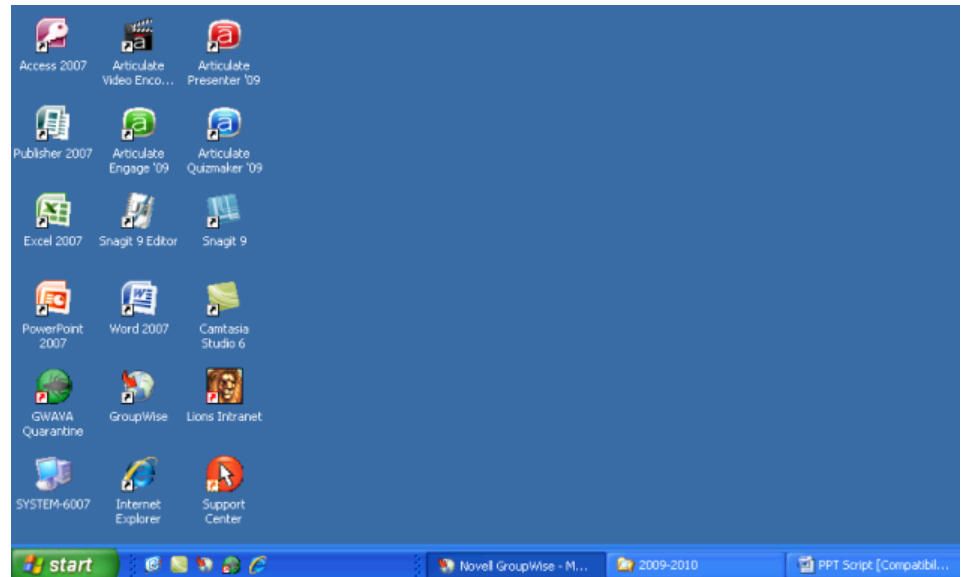
5 Click Save



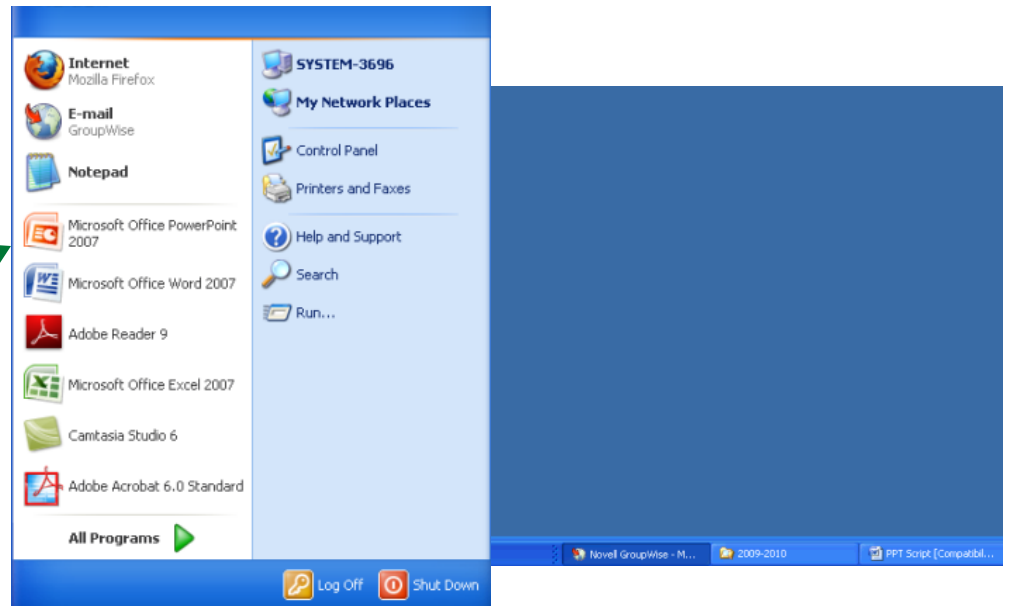


Open a Presentation Saved on your Computer

1 From your Desktop click on the Start button



2 Select the PowerPoint software



Continued next page

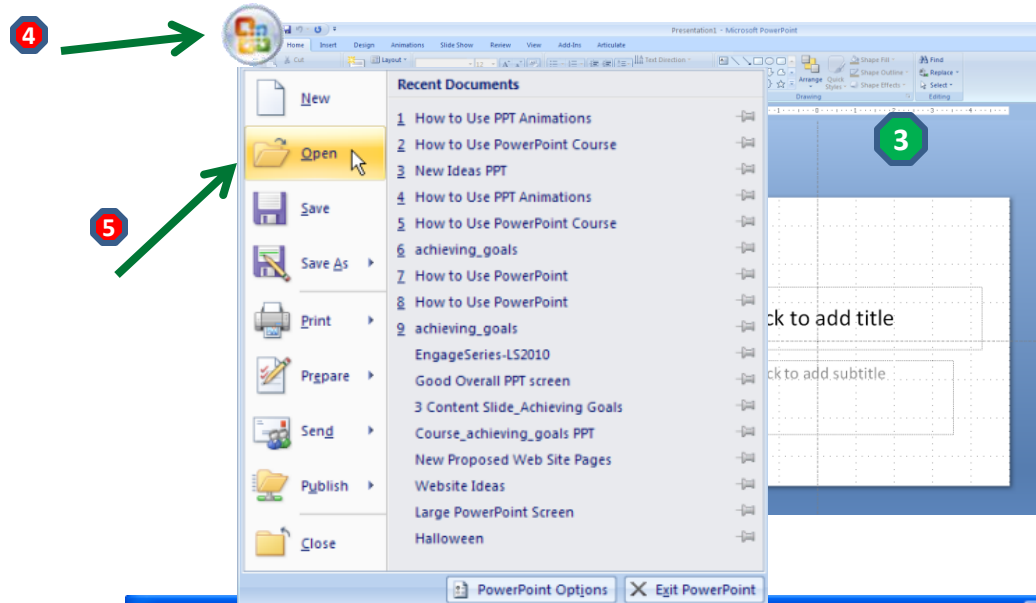


Open a Presentation Saved on your Computer

3 This automatically opens a blank presentation.

4 Click the Microsoft Office Button

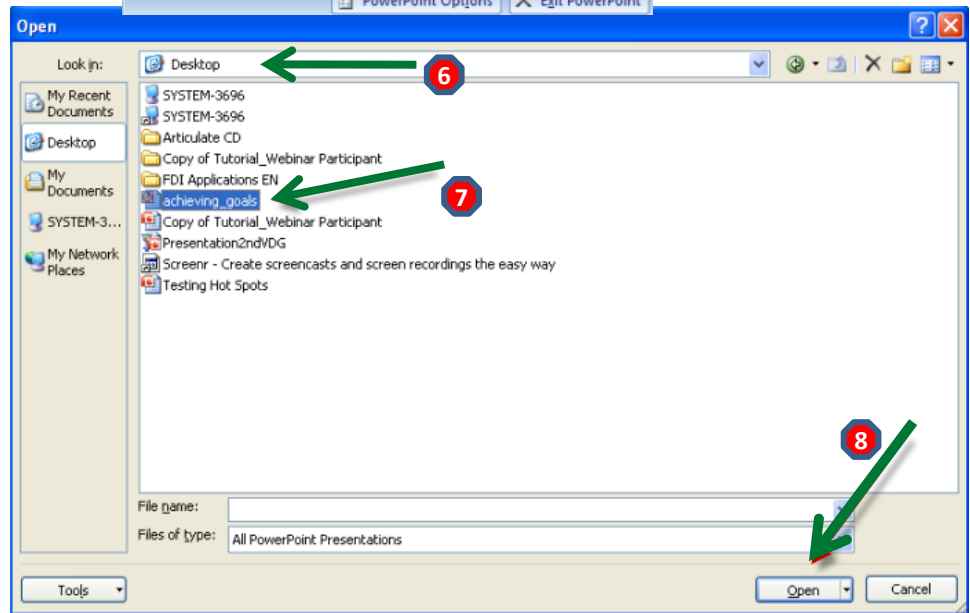
5 Choose Open



6 Find the location where you saved the presentation (in this case it is the Desktop)

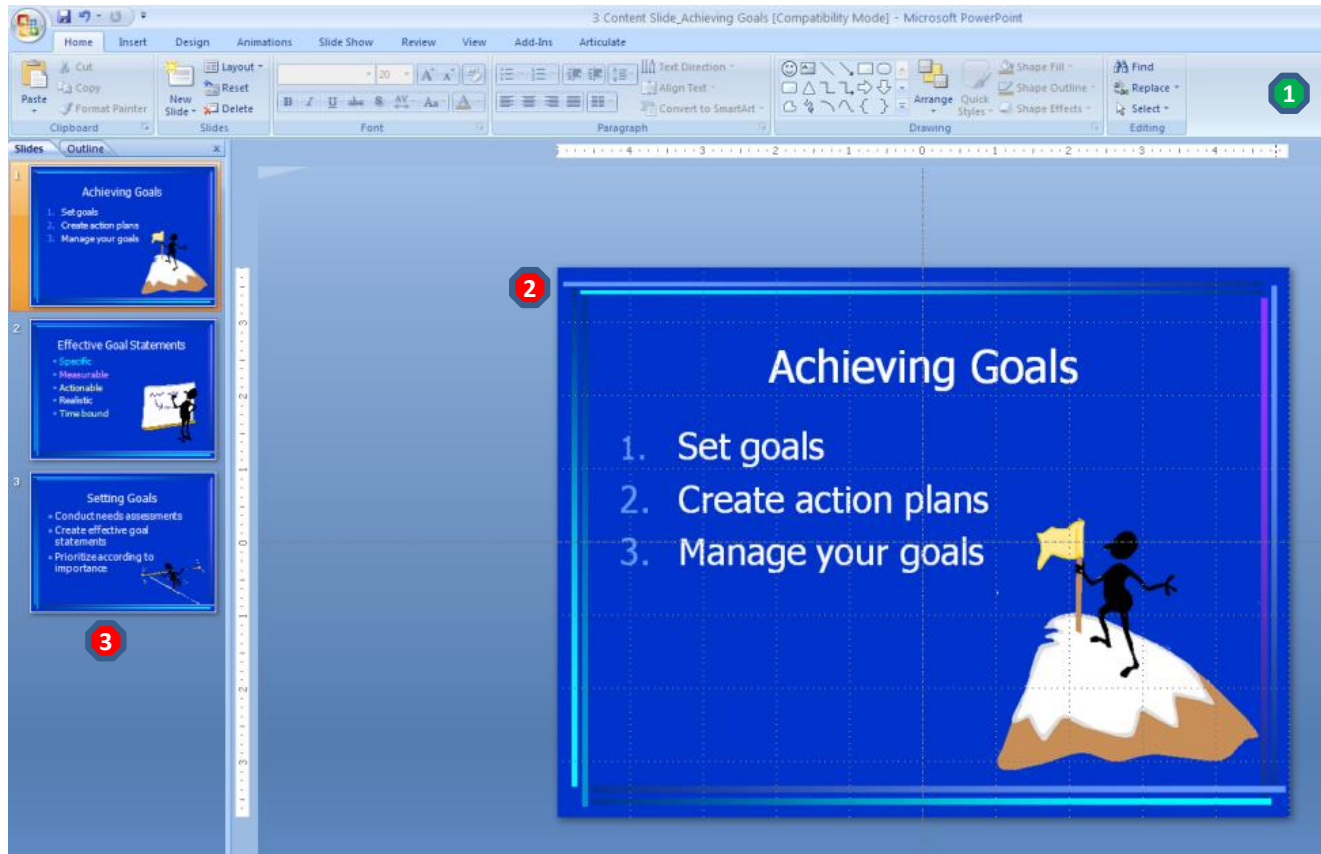
7 Highlight the presentation name

8 Choose Open





The PowerPoint Screen



1 Tool Ribbon: Provides tabs for all of the functions needed to work in PowerPoint

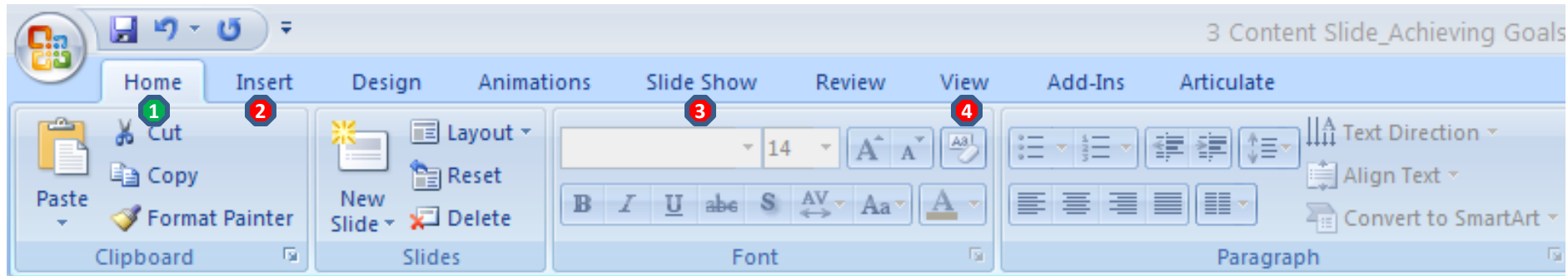
2 Main Editing Screen: Where you design and edit slides.

3 Left Side Column: Where all of the slides in the presentation are shown



Important Tabs* in the Tool Ribbon

* Only shows those tabs used in the beginner *How to Use PowerPoint* Course



1 Home Tab: To insert slides and cut, copy, paste and delete slides.

2 Insert Tab: Use this tab to insert text boxes.

3 Slide Show Tab: Use this tab to preview your presentation in full screen.

4 View Tab: Use this tab to view your presentation in Normal View, Slide Sorter View, as Notes Pages, or as a Slide Show. Use the Slide Show View for a presenting to a group.



Insert a Slide

The screenshot shows the Microsoft PowerPoint interface. The title bar reads "3 Content Slide_Achieving Goals [Compatibility Mode] - Microsoft PowerPoint". The ribbon includes Home, Insert, Design, Animations, Slide Show, Review, View, Add-Ins, and Articulate. The Slides pane on the left shows three slides. Slide 1, titled "Achieving Goals", is highlighted with a red box. A red arrow points from a callout box to this slide. The callout box contains a green circle with the number "1" and the text "Highlight the slide above where you want your new slide to go". The main slide area displays the content of Slide 1: "Achieving Goals" followed by a list: "1. Set goals", "2. Create action plans", and "3. Manage your goals". An illustration of a stick figure climbing a mountain with a flag is on the right side of the slide.

1 Highlight the slide above where you want your new slide to go

Continued next page



Insert a Slide

2 Click on New Slide in the Home Tab

3 Select the slide layout

Achieving Goals

1. Set goals
2. Create action plans
3. Manage your goals

Continued next page



Insert a Slide

A screenshot of the Microsoft PowerPoint interface. The title bar reads '3 Content Slide_Achieving Goals [Compatibility Mode] - Microsoft PowerPoint'. The ribbon shows the 'Insert' tab. On the left, the 'Slides' pane shows a list of slides: 1. Achieving Goals, 2. (highlighted), 3. Effective Goal Statements, and 4. Setting Goals. A red box highlights slide 2. A red arrow points from a callout box to slide 2. The callout box contains a red octagon with the number '4' and the text 'The new slide is highlighted in the left side column'. The main slide area shows a blue background with a grid and a text box containing 'Click to add title'.

4

The new slide is highlighted in the left side column

Click to add title



Copy a Slide

3 Content Slide_Achieving Goals.ppt [Compatibility Mode] - Microsoft PowerPoint

Home Insert Design Animations Slide Show

Clipboard Font Paragraph Drawing Editing

2 Click Copy in the Home Tab

1 Highlight the slide you want to copy

Achieving Goals in Our Clubs

Achieving Goals

- 1. Set goals
- 2. Create action plans
- 3. Manage your goals

Effective Goal Statements

- Specific
- Measurable
- Actionable
- Realistic
- Time bound

Setting Goals

- Conduct needs assessments
- Create effective goal statements
- Prioritize according to importance

Achieving Goals in Our Clubs

Continued next page



Copy a Slide

3 Content Slide_Achieving Goals.ppt [Compatibility Mode] - Microsoft PowerPoint

Insert Design Animations Slide Show Review View Add-Ins Articulate

Paste Slides Outline

4 Click Paste

1 Achieving Goals in Our Clubs

2 Achieving Goals

- 1. Set goals
- 2. Create action plans
- 3. Manage your goals

3 Effective Goal Statements

- Specific
- Measurable
- Actionable
- Realistic
- Time bound

4 Setting Goals

- Conduct needs assessments
- Create effective goal statements
- Prioritize according to importance

3 Highlight the slide above where the copied slide will go

Achieving Goals in Our Clubs

Continued next page



Copy a Slide

3 Content Slide_Achieving Goals.ppt [Compatibility Mode] - Microsoft PowerPoint

Home Insert Design Animations Slide Show Review View Add-Ins Articulate

Clipboard Slides Font Paragraph Drawing Editing

Slides Outline

1 Achieving Goals in Our Clubs

2 Achieving Goals

3 Effective Goal Statements

4 Setting Goals

5 Achieving Goals in Our Clubs

Achieving Goals in Our Clubs

5 The new slide is now pasted below the slide you highlighted



Insert a Text Box

The screenshot shows the Microsoft PowerPoint 2010 interface. The ribbon is set to the 'Insert' tab. The 'Text Box' icon is highlighted with a red arrow. A red box with a '1' and the text 'Click on the Insert Tab' points to the 'Insert' tab. Another red box with a '2' and the text 'Select Text Box' points to the 'Text Box' icon. A third red box with a '3' and the text 'Drag cursor on the slide to draw the text box' points to a large blue text box on the slide. The slide content includes a title 'Achieving Goals in Our Clubs' and a list of steps: 1. Set goals, 2. Create action plans, 3. Manage your goals. The slide is part of a presentation with 5 slides in total, as shown in the slide sorter on the left.

1 Click on the Insert Tab

2 Select Text Box

3 Drag cursor on the slide to draw the text box



Print Handouts for Audience

The screenshot shows the Microsoft PowerPoint application window. The File menu is open, and the Print button is highlighted with a red arrow. A red box with a green circle containing the number '1' points to the Microsoft Office Button in the top-left corner. Another red box with a red circle containing the number '2' points to the Print button in the File menu. The main slide area displays a blue slide with the text 'Achieving Goals in Our Clubs'. The slide thumbnail pane on the left shows the current slide selected.

1 Click on the Microsoft Office Button

2 Select Print

Achieving Goals in Our Clubs

Continued next page



Print Handouts for Audience

The screenshot shows the Microsoft PowerPoint interface with the 'Print' dialog box open. The dialog box is titled 'Print' and shows the printer name as '#4100 HP LaserJet 4200 PCL 6 Electroni...'. The 'Print range' is set to 'All'. The 'Print what' dropdown menu is open, showing options: 'Slides', 'Handouts', 'Notes Pages', and 'Outline View'. The 'Handouts' option is selected. The 'Slides per page' dropdown menu is also open, showing options: 1, 2, 3, 4, 6, 9. The '3' option is selected. The 'Order' is set to 'Horizontal'. The 'Collate' checkbox is checked. The 'OK' button is highlighted. Red arrows point from text boxes to these specific settings.

3 From the drop down menu choose Handouts

4 From the Slides per Page menu choose 3

5 Your handouts will now print with 3 slides with an area to take notes for each slide

6 Click OK