PowerPoint 2013

1. Open PowerPoint:
   Select Blank Presentation

2. Click NEW SLIDE **down-arrow** in the HOME menu:
   Type the title of your presentation on Slide #1
   - Click NEW SLIDE
     Type the title of Slide #2 in the top placeholder
     Type two sub-points in the lower placeholder
   - Click NEW SLIDE
     Type the title of Slide #3in the top placeholder
     Type two sub-points in the lower placeholder

3. Save:
   Click SAVE icon
   Select COMPUTER, open DOCUMENTS
   Name your file, click SAVE

4. Design slides: DESIGN menu
   In the normal view, click the SLIDES tab in the left panel
   - Select or highlight slide #1 and click DESIGN in the top menu
   - Select a design template from THEMES: click the MORE drop-down button
     Right-click a design theme and select APPLY TO SELECTED SLIDES.
     Design theme will appear on this slide only.
     Click FORMAT BACKGROUND on right.
   - Move text:
     Click edge of placeholder (dotted rectangle around text) and drag to a new position
     Resize placeholder by dragging the corner dots

5. Change format of text: HOME menu
   Click on text to bring up placeholder and highlight text
     Using the top tool bar, change font, font size, font color
   Add bullets:
     Highlight text within its placeholder
     In the HOME menu, select BULLETS, then select BULLETS and NUMBERING
       Click a bullet style, select a COLOR, click OK

6. Change the order of your slides (two ways):
   In the normal view, click the SLIDES tab
       1-Click and drag slides up or down in the left panel to reorder them
         Drag a slide more than halfway across the next slide
         Click UNDO icon in the Quick Access toolbar to undo your last action

2-Click the SLIDE SORTER icon at the lower right of your screen ⊞
    Click and drag slides to the right to reorder them

7. Create transitions between slides: TRANSITIONS menu
  In the normal view, click the SLIDES tab and select a slide
  Click ANIMATIONS in top menu; transition styles appear above slide
- Slide cursor over styles to preview transition effects.
- Click the MORE ▾ drop-down button to view all styles
- Select APPLY TO ALL only if you want all transitions to be the same
- To the right of the transition styles, select DURATION. Select a SOUND that will play during the transition.
- When a transition has been selected, a transition icon (star) will appear in the thumbnail for that slide. Click the star to view the transition.
- To remove a transition, click NONE in the MORE menu
- After selecting transitions, select slide #1 and click the SLIDE SHOW icon at the lower right corner of the screen
- Click mouse to bring in a line of text or to advance to the next slide

8. Animate an object within a slide: ANIMATIONS menu
  In the normal view, click the SLIDES tab and select a slide
  Click ANIMATIONS in top menu
- **Highlight** an object or text
- Click the MORE ▾ drop-down button to the right of the animations ribbon
- After selecting an animation scheme, click PREVIEW at the upper left to review it
- Click EFFECT OPTIONS to select direction of movement
- To select DURATION in the ANIMATION PANE: click the up arrow, then click PLAY FROM in the ANIMATION PANE to review it
- To remove an animation: in the ANIMATION PANE, click the down arrow for that animation, select REMOVE

9. View slide show (three ways):
  1-Under the slides tab, select first slide and click on the SLIDE SHOW icon in the lower right of your screen 🖵
  2-Click SLIDE SHOW in top menu, select FROM BEGINNING
  3-Keystroke: Shift + F5
- Click mouse or press ENTER to bring in a line of text or to advance the slide
- Click mouse one more time or press ESC on the keyboard to end the show

10. Insert graphics (clip art / internet images / photos): INSERT menu
  In the normal view, select a slide
- CLIP ART: Click INSERT in the top menu, select ONLINE PICTURES
  - Select OFFICE.COM or BING, press ENTER

- o SEARCH for a picture by typing in topic
- o Double click a picture or click the down arrow in a picture and select INSERT
- o Resize the picture by highlighting it, then dragging a corner dot diagonally
- o Click in the center of the picture and drag it into place
- o Delete picture by highlighting it and pressing DELETE on the keyboard

- • INTERNET IMAGES
    - o In the normal view, select a slide
    - o Minimize the screen
    - o Open MICROSOFT INTERNET EXPLORER
        - Using GOOGLE IMAGES, find a picture and **click once on the picture**
        - Then right click the picture, select COPY
        - Click PowerPoint icon in the taskbar
        - Place your cursor in the slide, right click and under PASTE OPTIONS, select PICTURE
    - o Click in the center of the picture and drag it into place
    - o Resize the picture by highlighting it, then dragging a corner dot diagonally
    - o Delete picture by highlighting it and pressing DELETE on the keyboard

- • PHOTOS: Click INSERT in the top menu, select PICTURES:
    - o Click FILE/DISK to select a photo from your PICTURE folder
    - o Open the folder and double click a photo. It will jump onto your slide.
    - o Resize the picture by highlighting it and dragging a corner dot diagonally
    - o Click in the center of the photo and drag it into place
    - o Crop it to a shape

11. Insert VIDEO: INSERT menu
    Click INSERT in the top menu, click down arrow under VIDEO, select VIDEO on MY PC
    - o Your hard drive will open, click VIDEOS
    - o Select a VIDEO, click INSERT
    - o Resize the video by highlighting it and dragging a corner dot diagonally
    - o Click in the center of the video and drag it into place
    - o To play automatically: under VIDEO TOOLS, click PLAYBACK tab
        - Select AUTOMATICALLY and video will play during the slide show

12. Insert AUDIO: INSERT menu
    Click INSERT in the top menu, select AUDIO ON MY PC
    - o Your hard drive will open
    - o Open your MUSIC folder, then select a SOUND file (i.e., SONG), click OK

- o Right click AUDIO icon and click down arrow. Under AUDIO TOOLS, click PLAYBACK (or PLAY IN BACKGROUND)
  - ▪ Adjust VOLUME
  - ▪ Select PLAY ACROSS SLIDES
  - ▪ Select HIDE DURING SHOW
  - ▪ Select LOOP UNTIL STOPPED (plays during entire slide show)

13. <u>Insert SLIDE NUMBERS</u>: INSERT menu
   Select a slide #1 and click INSERT in the top menu
   Click SLIDE NUMBER on right:
      1-Check SLIDE NUMBER
      2-Check DON'T SHOW ON TITLE SLIDE
      3-Click APPLY TO ALL
   <u>Insert Footer</u>: Check FOOTER. Type text, which will appear on each slide.

14. <u>Insert TEXT BOX</u>: INSERT menu
   Select a slide and click INSERT in the top menu
   Select TEXT BOX
   Click and drag cursor diagonally down to create a text box, click and drag box into position
         Type directly into the text box
         Highlight text to change its format
         Right click or use top tool bar to change font, font size, font color
         Right click to add fill color or add a border
   Click outside the text box to remove its outline
   Delete text box by clicking on its border and pressing DELETE on the keyboard

15. <u>Use SLIDE MASTER</u>: VIEW menu, SLIDE MASTER tab
   Open PowerPoint
      Select NEW
      Select BLANK PRESENTATION
      Click VIEW in the top menu,
      Click SLIDE MASTER: the largest slide in the left panel is the MASTER
         1- Select Master Slide and highlight text:
               Format text in HOME menu. Change font, size, color.
               Click HEADER AND FOOTER icon in HOME menu. Type in date, footer, slide number. Format text in HOME menu.
         2- Select 2nd slide in Master: TITLE SLIDE
               In the Slide Master tab, select BACKGROUND STYLES
                     - Select FORMAT BACKGROUND and select a color
                     - or Select THEMES

3- SAVE

4- Click CLOSE MASTER VIEW to work on your slide presentation

Notes:

Click UNDO icon : undo your last actions

CONTROL+Z: click to undo continuously

SHIFT+F3: change case (upper or lower) of text

Outline view: VIEW menu, click NORMAL, click OUTLINE tab

Save as PowerPoint SHOW when emailing

Right click text or an object for context menu and shortcut options