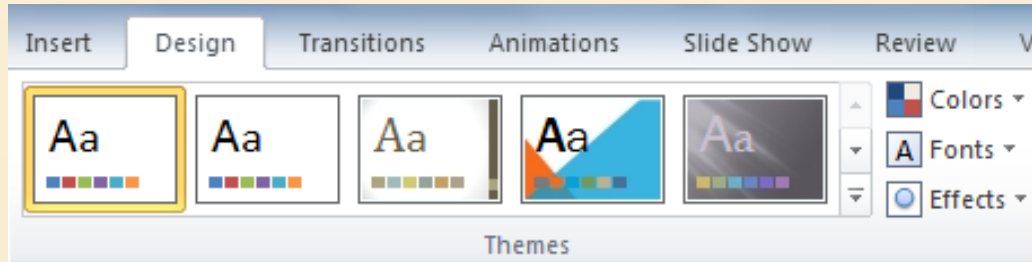


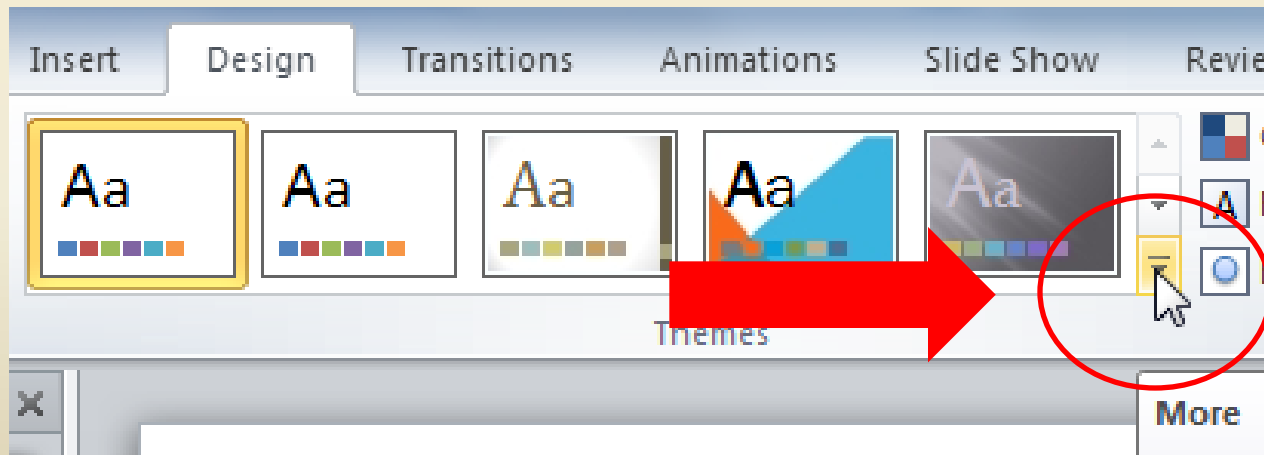


Basic Guide to PowerPoint

Applying a Theme

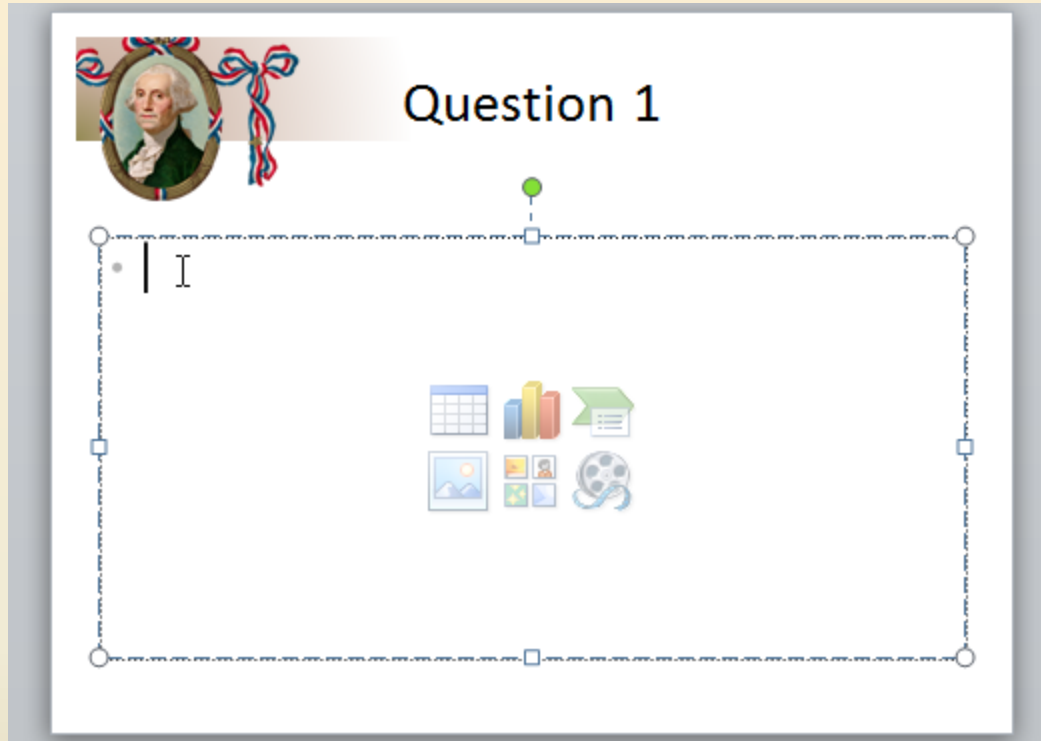


- PowerPoint contains various preset themes that can be used for your PowerPoint presentations.
- To select one you like, go to the “Design” tab and select a theme.
- The theme will be applied to your presentation.



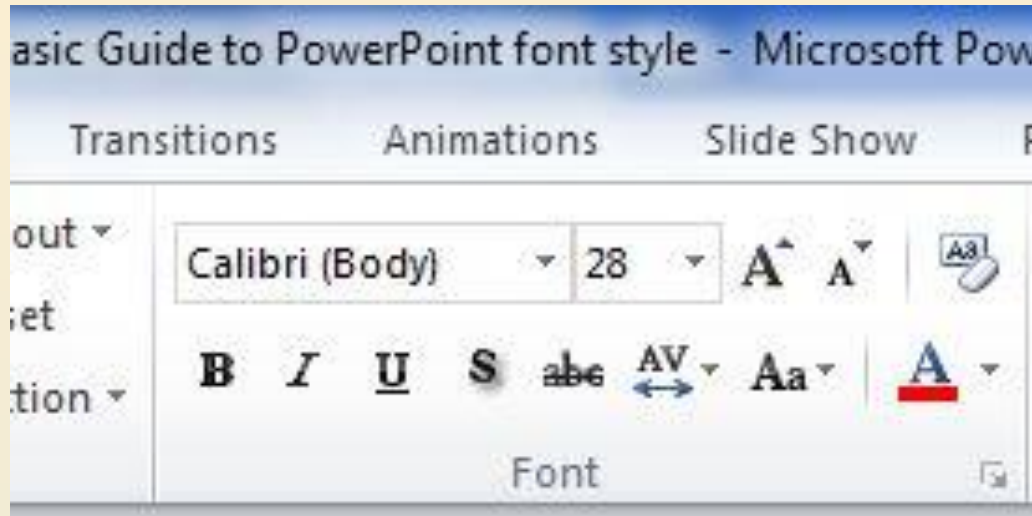
- To see more themes, click on the “More” button.

Entering Text



To begin typing, simply click in the font box.

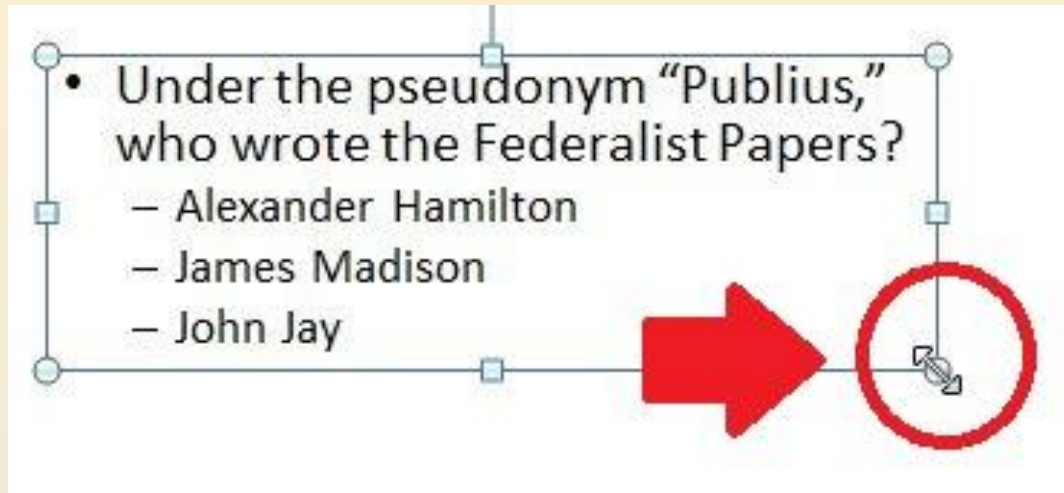
Entering Text



Here in the “Font” group you can:

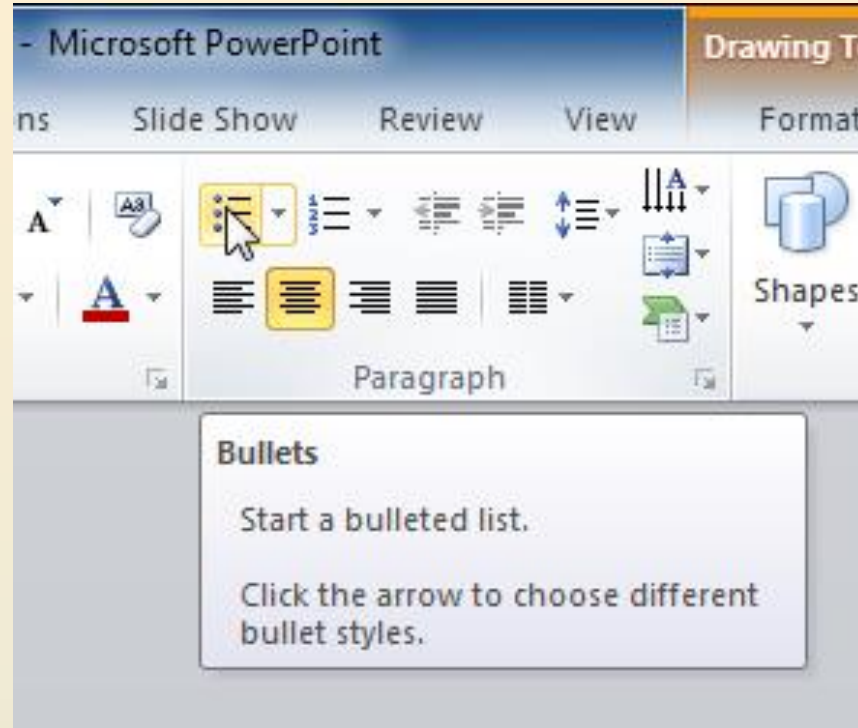
- Change font size
- Change style
- Use bold font, underline, italic, etc.

Entering Text



If you would like to adjust the size of the font box or if the font will not fit correctly, you can resize the font box by clicking and dragging one of the corners of the box such as the one in this example.

Entering Text

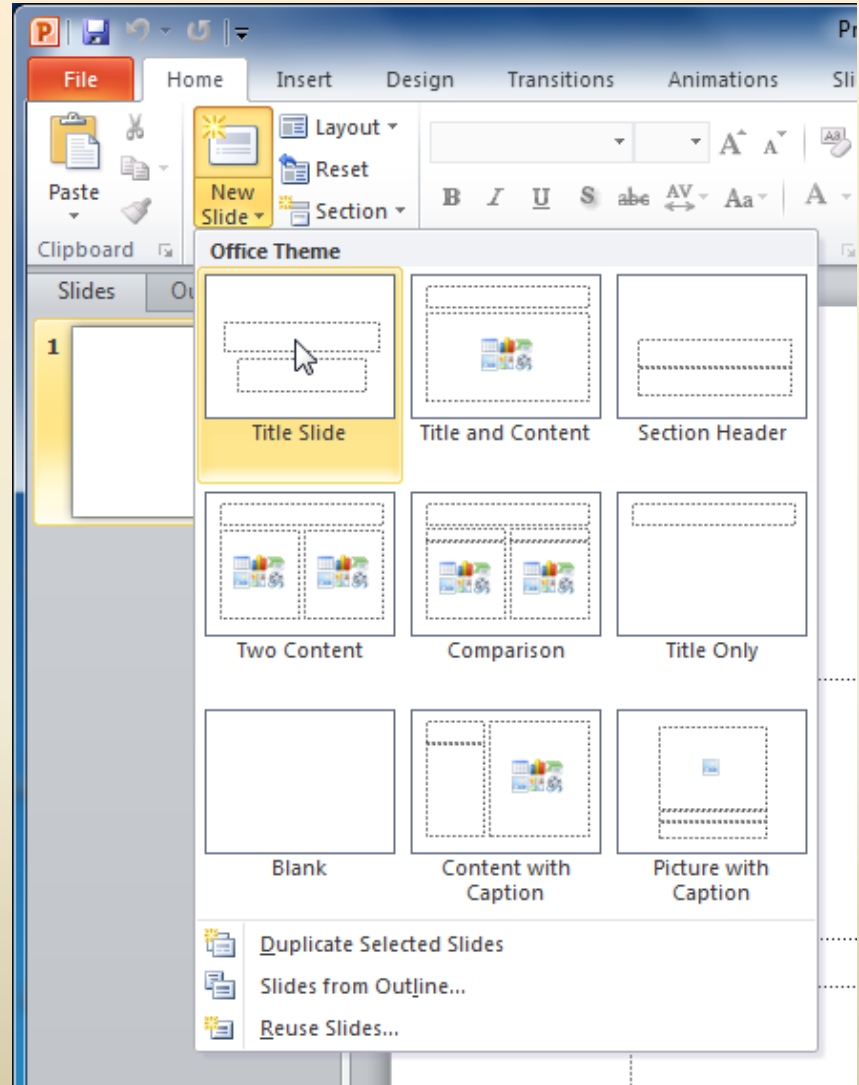


A common tool that is used for PowerPoint is bullet point. You can select it in the “Paragraph” section of the “Home” tab to make your text appear as an outline.

Creating New Slides

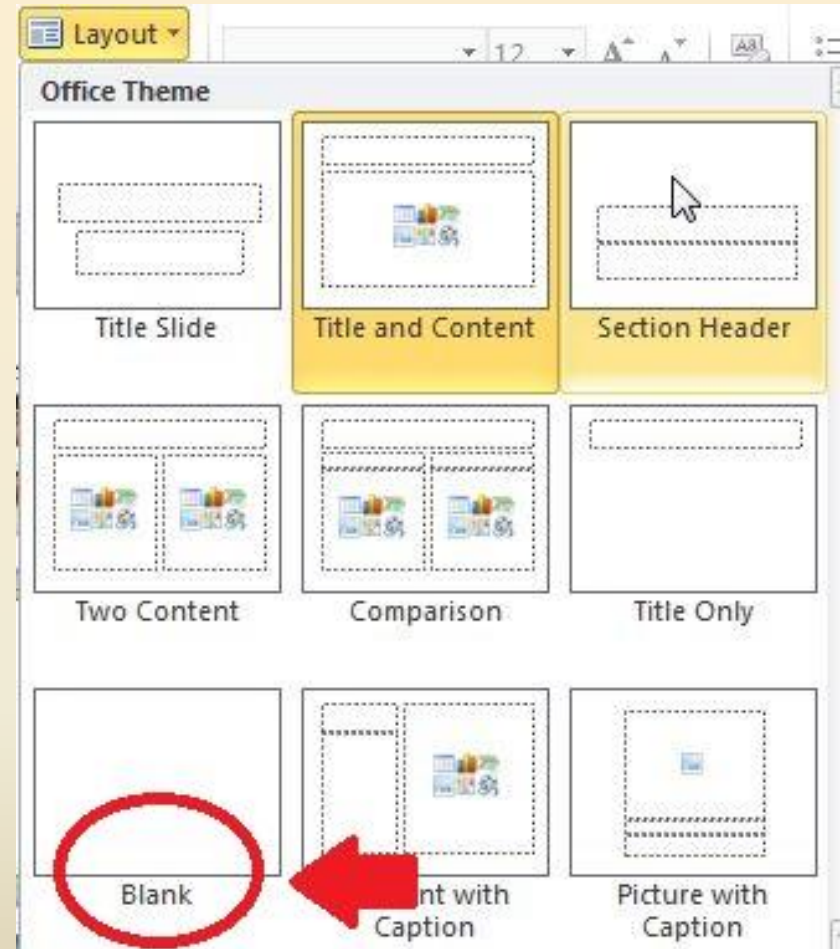
To create a new slide, click on “New Slide” in the “Home” tab

You can select from the different types of layouts for your new slide.

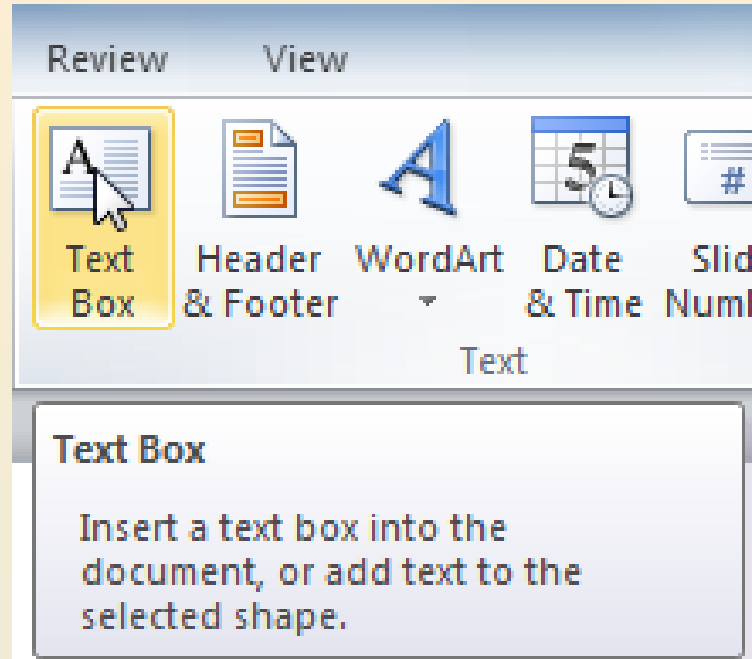


Creating New Slides

You can always start from scratch and select blank.



Entering Text in a Blank Slide



If you create a blank slide or there is no text area, go to the “Insert” tab, select “Text Box,” and click and drag the area you would like to insert text into.

Creating New Slides



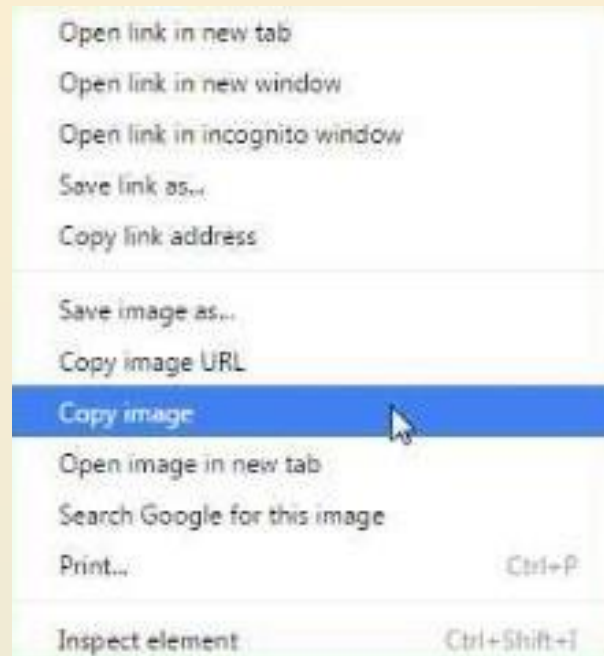
To change the layout of a current slide, go to the “Home” tab, select “Layout,” and choose a different layout.

Adding Pictures



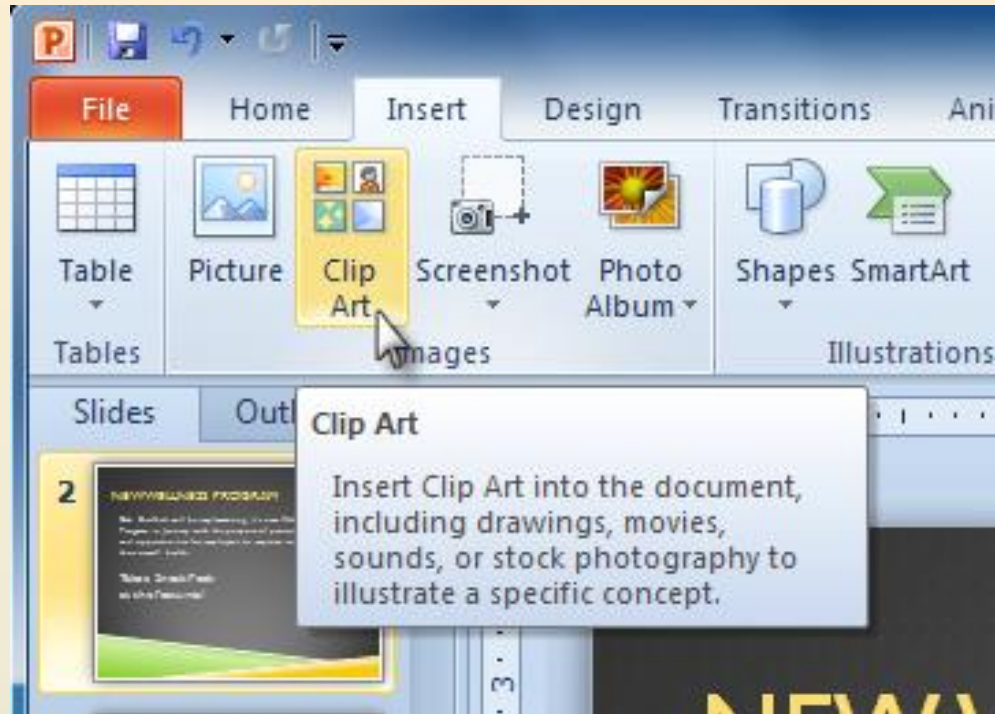
To add a picture to a slide, under the “Insert” tab, click on “Picture” and select a picture from your computer.

Adding Pictures



If you want to insert an image from the internet, you can also right click that image and select “Copy image” then right click on the slide you want to add the picture to and select “Paste.”

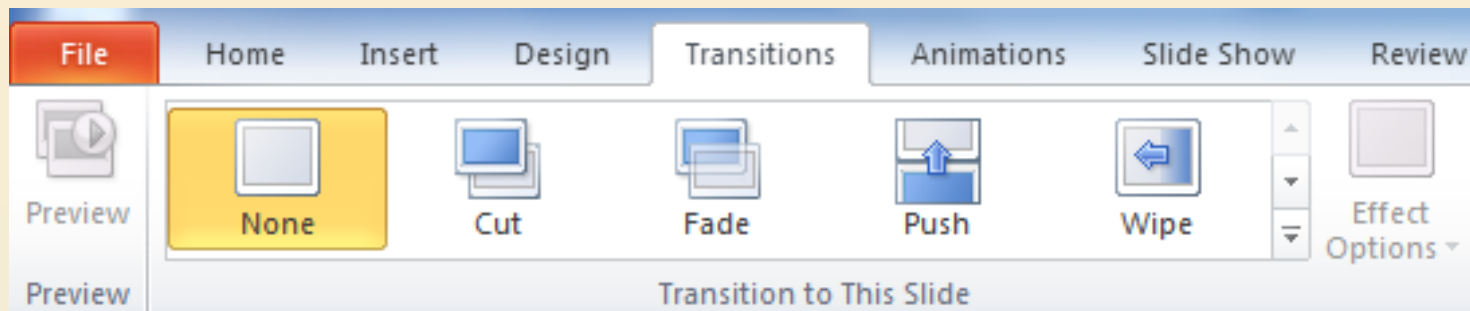
Adding Pictures



You can also use clip art in your presentation. To add an image, go to the “Insert” tab and click “Clip Art”. Once there you can search for images. Make sure to checkmark “Include Bing content” to get more image results.

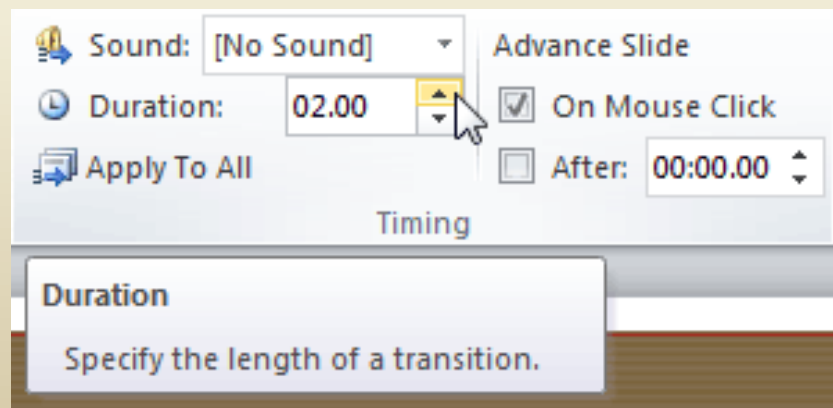
Transitions

You can customize the transitions between slides.

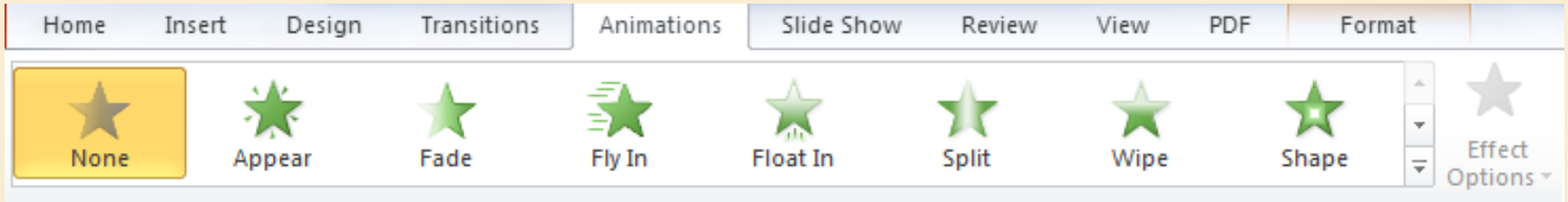


- To do so, go to the “Transitions” tab.
- Choose one of the transitions from the selection pane.

Once you have selected a transition, you can add a sound effect.



Animations

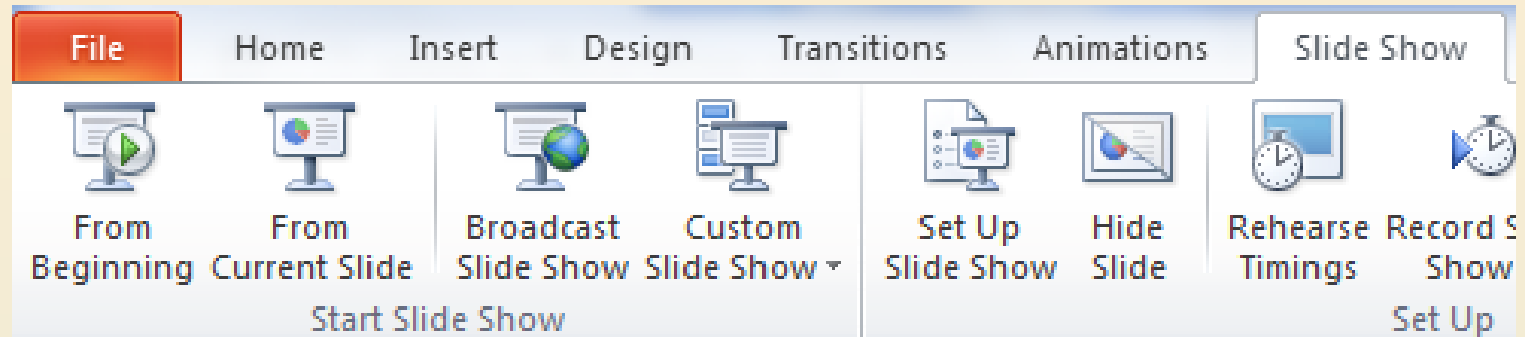


In the “Animations” tab, you can make objects, such as text and pictures, appear with a short animation.

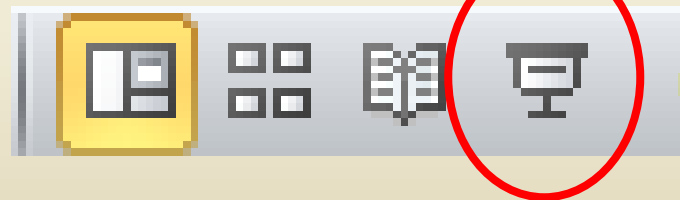
- First, select an object and then select the animation.
- The object you selected will have a number next to it when animation has been added.
- You can create multiple animations in each slide.

Presenting Your Slide Show

To begin the presentation, go to the “Slide Show” tab and select “From Beginning” or “From Current Slide.”



You can also click “Slide Show” at the bottom of the window.



- When presenting your slide show, you can use the arrow keys or click the mouse to move to the next slide.
- To exit the presentation, press the Esc key .

How can I use this in my class?

Teachers:

- Introduce vocabulary and key terms
- Teach any new concept through the use of a presentation

Students:

- Create a presentation to demonstrate knowledge of any concept taught
- Collaborate with classmates to make a presentation on a given topic

Helpful Link

<http://www.gcflearnfree.org/powerpoint2010>

You can find more tutorials
and things covered here in
this link.