Microsoft PowerPoint 1:
basic slides and styles

Microsoft PowerPoint

Microsoft PowerPoint is Microsoft's presentation creator. Presentations can include any or all of the following items:
- text
- pictures (photographs, clip art, shapes)
- multimedia materials (sounds, music, videos)

Getting Started
- Open Microsoft PowerPoint using the search function on the charms bar. (Note: hold the Windows key and press C to open the charms bar.)
- Understand the workspace.
  - The menus are divided into tabs, groups, and tools along the top of the screen.
  - The left panel displays thumbnails of the slides and provides easy navigation within the presentation.
  - The content of the current slide is in the middle of the screen.

Adding Content
- To add a title, subtitle, or text, click in the appropriate box and type.
- To change the font color of typed text, highlight the text and choose a color in the Font group on the Home tab.
- Change the level of a bullet by using the List Level tools in the Paragraph group on the Home tab.
- To add a new slide, click on the "New Slide" drop-down menu on the Home tab. Select a slide type from the choices provided.

Rearranging
- To delete a slide, click on the slide on the left side of the screen and press Delete on the keyboard.
- To move a slide, click on the slide on the left side of the screen, drag it to the desired location, and drop it.
- To copy a slide, click on the slide on the left side of the screen. Then click on "Copy" on the Home tab.
- To paste a slide, click on the slide the copied slide will follow. Then click on "Paste" on the Home tab.

Viewing
- To view the presentation, click on the Slide Show tab. Click on either "From Beginning" or "From Current Slide."
- Click to advance to the next slide while viewing the presentation.
- To exit the presentation while viewing it, press the Escape key on the keyboard.

Transitions
- A transition refers to the transition into the slide.
- Select a transition on the Transitions tab.
- Transitions auto-play when selected.

Themes
- Select a theme on the Design tab.
- Customize the theme by changing the colors and background style.
- Note: Changing the colors may change any or all of the following: the color of the text, the color of the bullets, or the slide background color.

Saving
- Save the presentation as follows.
  - Click on the File tab.
  - Click on Save As.
  - Select a location, name the presentation, and click on Save.

Printing
- Print the presentation as follows.
  - Click on the File tab.
  - Click on Print.
  - Choose to print slides or handouts.
  - Click on Print again.

PowerPoint Tips
- Keep it simple!
  - Only type notes on slides. Do not include complete sentences.
  - Try to limit slides to 5 items or less.
- Choose few, readable colors.
  - Only include a few colors within a single presentation.
  - Remember to use light colors on dark backgrounds and dark colors on light backgrounds so the slides are easy to read.
- Use short, repeated slide titles.
  - Create titles that are short and to the point.
  - Choose titles that apply to more than one slide, and repeat titles appropriately.
- Don't be afraid to ask for help.

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