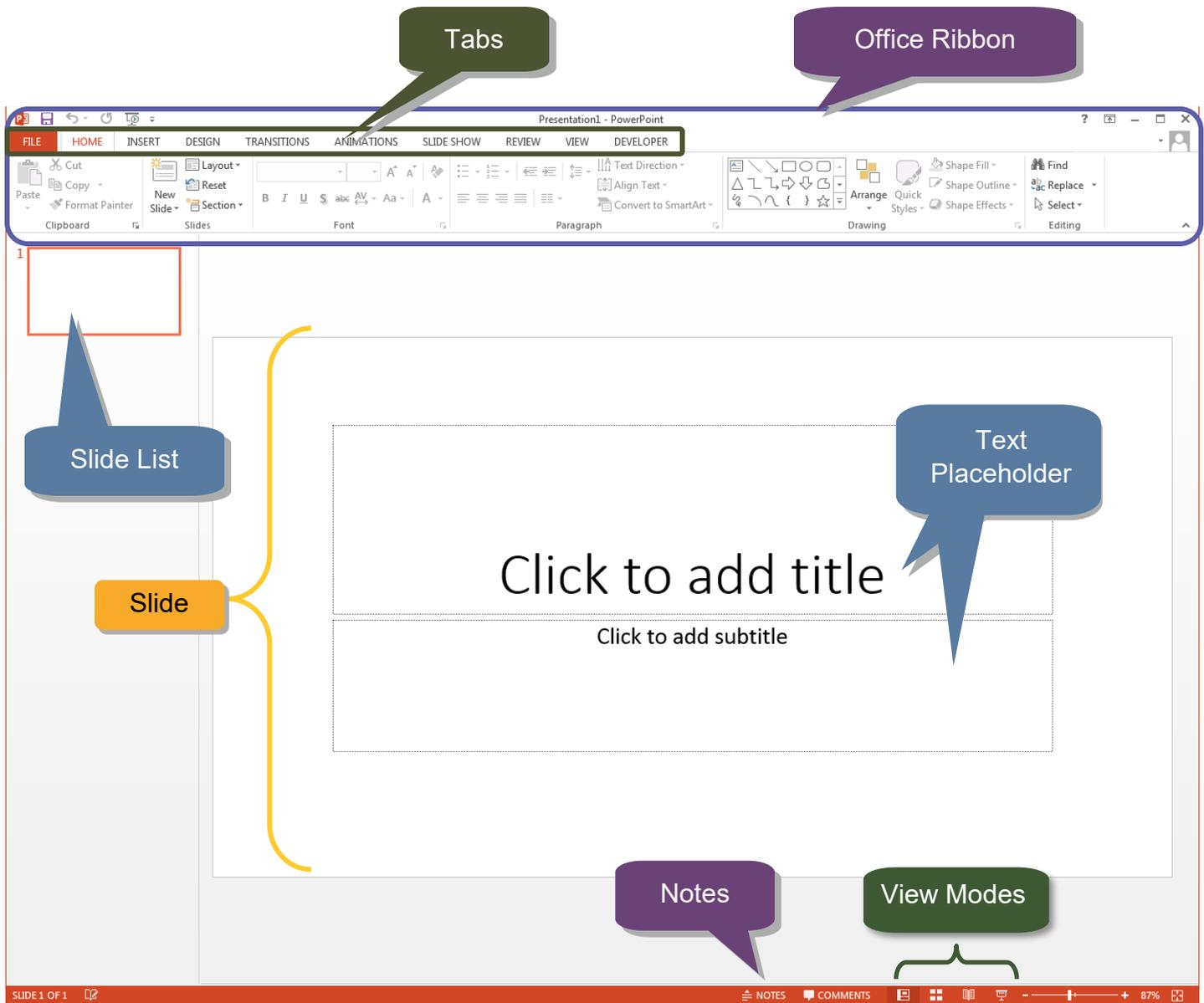


Microsoft PowerPoint: Basics



Text Placeholders: You add text to PowerPoint using text boxes; you cannot just type on the slide.

Picture: Images that come from your computer, flash drive, or online.

Animation: The way text or images appear on a slide during a presentation.

Add a New Slide

1 Click on the text **New Slide**.

2 Select the slide style you want.

NOTICE:
To delete a slide, *right click* on it in the Slide List and select **Delete Slide**.

CLICK to add title

Click to add subtitle

The screenshot shows the PowerPoint interface with the 'New Slide' button highlighted in the ribbon. A callout box points to it with the number 1. Another callout box points to a slide layout in the 'New Slide' dropdown menu with the number 2. A large callout box with a red border contains a notice about deleting slides. The main slide area shows a title box and a subtitle box, both with 'Click to add' text.

Insert Text - Text Boxes

1 Start on the **Insert** tab.

2 Click on **Text Box**.

3 Click and drag to create a Text Box.

NOTICE:
If you are using template slides, you don't need to create your own text box. You can just click in the fields that say "Click to add text."

The screenshot shows the PowerPoint interface with the 'Insert' tab selected in the ribbon. A callout box points to the 'Insert' tab with the number 1. Another callout box points to the 'Text Box' icon in the ribbon with the number 2. A third callout box points to the main slide area with the number 3. A large callout box with a red border contains a notice about using template slides. The main slide area shows a large empty text box.

Insert Pictures - Template Slide

CLICK TO add title

• Click to add text

- 1 Select the **Picture** icon.
- 2 Find the image.
- 3 Select the image.
- 4 Click **Open**.

Slide Design - Design Tab

Change the background of your slide to spice up your presentation.

- 1 Click on the **Design** tab.
- 2 Select a design.
- 3 Choose an appealing variation.

Add a Slide Transition - Transitions Tab

- 1 Start on the **Transitions** tab.
- 2 Select a transition.
- 3 Click on **more** to see more options.
- 4 Apply transition to all slides.

Add Notes



Print - File Tab

Print

Copies: 1

Printer: Color printer Ready

Settings

Print All Slides

Print entire presentation

Slides:

Full Page Slides

Print 1 slide per page

Print One Sided

Only print on one side of th...

Collated

1,2,3 1,2,3 1,2,3

Color

Print different styles:

- Full Page Slides:** each page will be a full slide.
- Notes Pages:** prints the slide at the top of the page and all notes at the bottom.
- Outline:** Prints only the text boxes on each page in bullet points.
- Handouts:** Print several slides/page.

WHERE TO GET MORE HELP:

The Library: come to the desk and ask for help or attend more classes.

LearningExpress Library & Gale Courses

- Available at www.deerparktx.gov/library with your library card
 - Select E-Library | Online Courses | One of the Above
 - Both have tutorials for Word and other Office products.

Microsoft Support:

- Go to <https://support.office.com/>
Select PowerPoint—Offers multiple training videos, tips, and templates.

Adapted, with permission, from [Denver Public Library's Computer Class](#) curriculum.