PowerPoint for Beginners
Starting PowerPoint

• Click the Start button on Windows taskbar and point to Programs
• On the Programs submenu, click Microsoft PowerPoint. (Slide #1)
• A blank presentation will open (Slide #2)
Demo Slide #2

Click to add title

Click to add subtitle
Demo Slide #3

If your screen doesn't look like Slide #3 click Normal View button in the lower left corner of the window.
Starting a Presentation from Scratch

• First – click the title placeholder to activate it and key in a title for your presentation (Slide #4)
• Second – click the subtitle placeholder and key a subtitle. (Slide #4)
Demo Slide #4

For the Pleasure of Your Company

Plan Your Next Event with Good 4 U
Adding New Slides

• 1. Click New Slide on the Formatting toolbar. A new slide appears, containing a title text placeholder and a body text placeholder. The Slide Layout task pane appears on the right side of your screen. (Slide #5)
• 2. Key in the info for the title placeholder which will appear automatically
• 3. Press ctrl + Enter or click the body of the text placeholder to activate it and key the information for the body of text and press enter at the end of each line to add new info: (Slide #6)
• 4. Press ctrl + M to create a new slide.
• 5. Continue to key in information for each slide you create: (Slide #7)

When you insert a new slide in a presentation, it uses the same layout as the previous slide (unless the previous slide was the title slide). You will learn how to change slide layouts later in this lesson.
Demo Slide #5

Click to add title

- Click to add text
Excellent Service

- We put your employees and guests at ease
- We make your company look good
- We adhere to promised schedules
- We provide a professional and courteous staff
- We guarantee customer satisfaction
A Delightful Menu

- High-quality, healthy food
- Variety to appeal to a broad range of tastes
Adding New Slides-cont.

• Another way to add a new slide is to point to the first layout thumbnail in the second row on the Slide Layout task pane. The ScreenTip Title and Text appears below the thumbnail and a down arrow button appears on its right edge.

• Click the down arrow button; then select Insert New Slide from the drop-down list. (Slide #8)
A Delightful Menu

- High-quality, healthy food
- Variety to appeal to a broad range of tastes
Apply a Design Template

- You select a design template from the Slide Design task pane. To display the Slide Design task pane (see Slide #9).
- Use the vertical scroll bar in the task pane to view the many design template thumbnails.
- Point to one of the design template thumbnails. A ScreenTip indicates the template’s name. The templates are arranged alphabetically by name.
- Click any template thumbnail. The design you selected is applied to all the slides in your presentation. Sample several other design templates by simply selecting another template.
- If you would like a different background for each slide you would go to format and choose background and choose the effects you want and whether you want to apply to all slides or to the one you are working on.
Excellent Service

- We put your employees and guests at ease
- We make your company look good
- We adhere to promised schedules
- We provide a professional and courteous staff
- We guarantee customer satisfaction
Viewing Your Presentation

• To view your presentation click on slide 1 and either choose Slide Show from the menu bar (Slide #10) or click on the Slide Show button in the lower left corner of the screen (Slide #11).
Demo Slide #10

- We put your interests at ease
- We make your life better
- We adhere to our promises
- We provide fast and courteous staff
- We guarantee customer satisfaction
Excellent Service

- We put your employees and guests at ease
- We make your company look good
- We adhere to promised schedules
- We provide a professional and courteous staff
- We guarantee customer satisfaction
Choosing Slide Transition

• Choose the Slide Show menu bar and click on Slide Transition from the drop down. Use the down arrow to pick the transition you would like. You can also choose the speed and sound at the transition of each slide. This is also where you choose whether you want the slide to automatically advance or advance when you click the mouse. You can go to individual slides and have a different transition for each slide or you can choose Apply to All Slides from the Slide Transition task pane.

• If the AutoPreview is checked when you choose a transition it will show you what it will look like. You can also click on the first slide of your presentation and choose Slide Show from the Slide Transition task pane to view your slide show. (Slide #12)
Demo Slide #12

Choosing the Slide Transition
- Choose the Transition from the drop-down menu bar and select the desired transition. Click on the arrow next to the slide to make your selection.
Printing Handouts

- To print handouts of your slide show for your audience choose file then print on the menu bar.
- You would choose handouts from the print screen and then you can pick how many slides to print on one page.
- You can also choose to include comments for your audience's convenience. (Slide #13)
Demo Slide #13