

# Using Microsoft PowerPoint

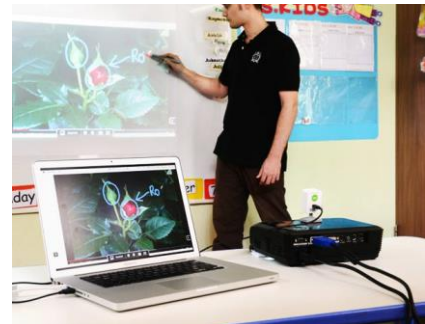
## Getting Started

### About PowerPoint

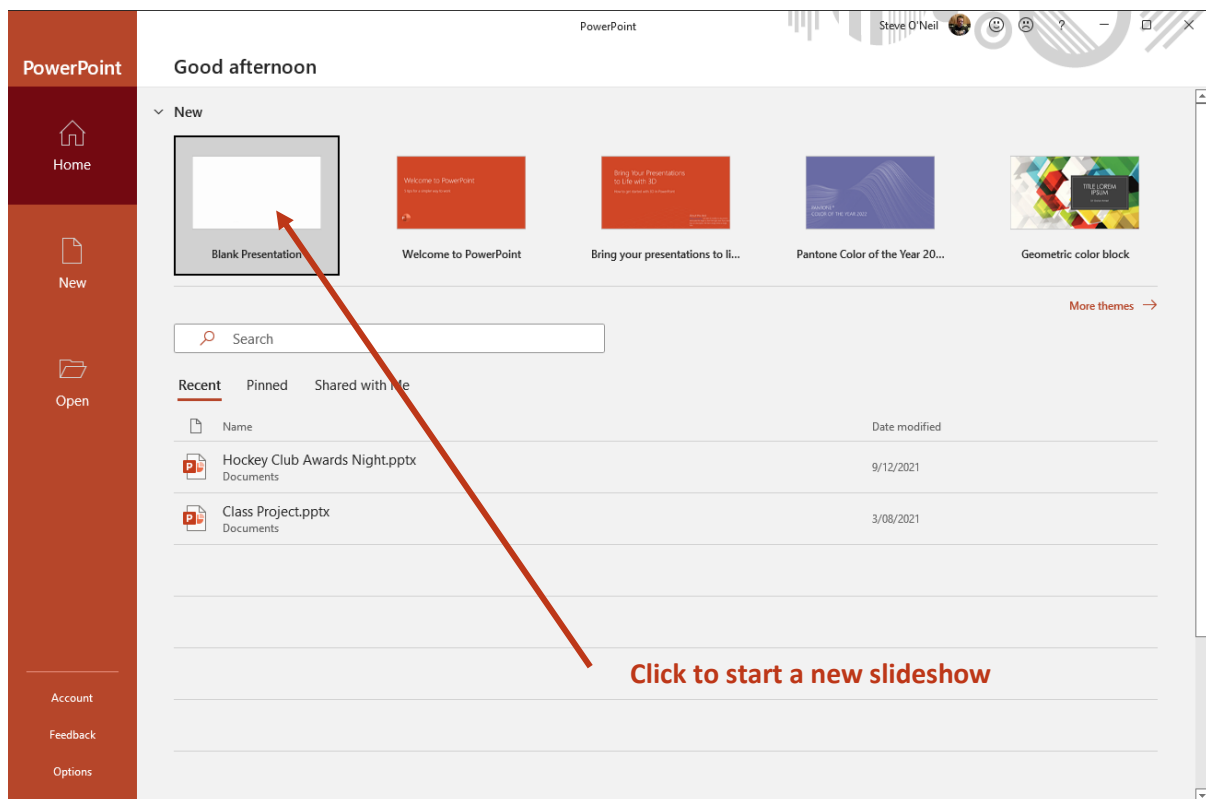
**Microsoft PowerPoint** is the world's most widely used **Presentation Software**.

Presentation software is used to assist in presenting information to an audience. The earliest versions of PowerPoint in the late 80s were used to prepare transparencies and slides for use in overhead projectors and slide projectors. Before too long, computers were being connected directly to projectors, replacing older slide projectors and this quickly became the common way for PowerPoint to be used.

While modern versions of PowerPoint can be used for a wide variety of purposes, the most common use is to provide useful tools for presenting visual information for an audience.



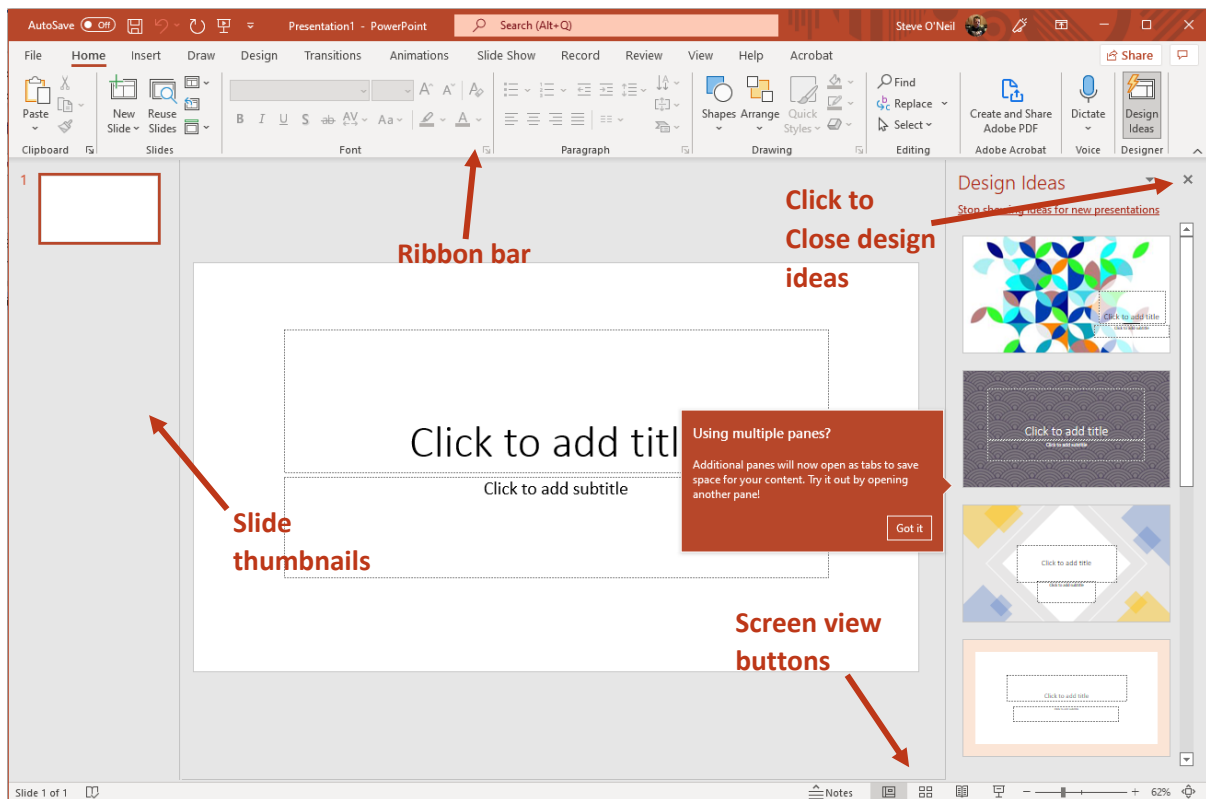
### Using the PowerPoint Window



When you first open PowerPoint, you will normally see a **Home** screen. From here you can quickly create a new slideshow. If you have saved slideshows previously, you will be able to select the most recent ones from a list.

## Exercise 1 – Creating A New Presentation

1. Click the **Blank Presentation** option as indicated in the example above.



PowerPoint will now show a new slideshow that contains a single slide.

2. On the right of your screen a **Design Ideas** pane might appear. We'll use this later but for now click the small **X** button in the top right corner of the Design Ideas panel to close it.

The top part of your screen contains the **Ribbon** where you can access many of the most commonly used tools.

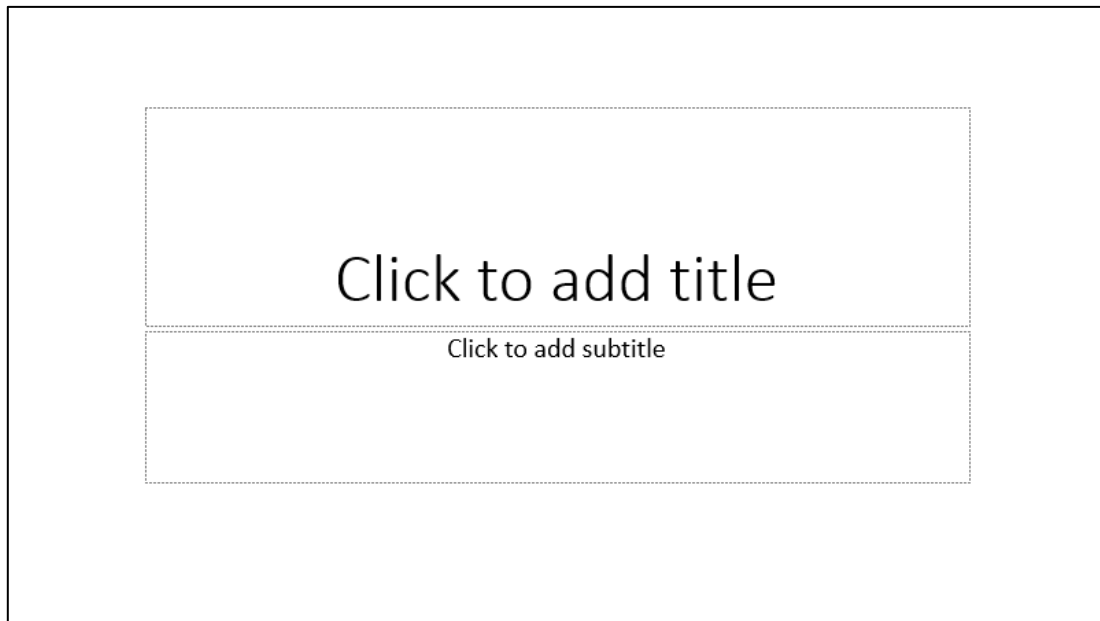
On the left of the screen is the **Slide Thumbnails** section. Since this new slideshow currently only has one slide, there will only be one thumbnail in the list. Thumbnails can be used to quickly select slides (slides the pages in your presentation).

Along the bottom are **Screen View** buttons which you can use to quickly switch between various design and presentation views.

## Title Slide

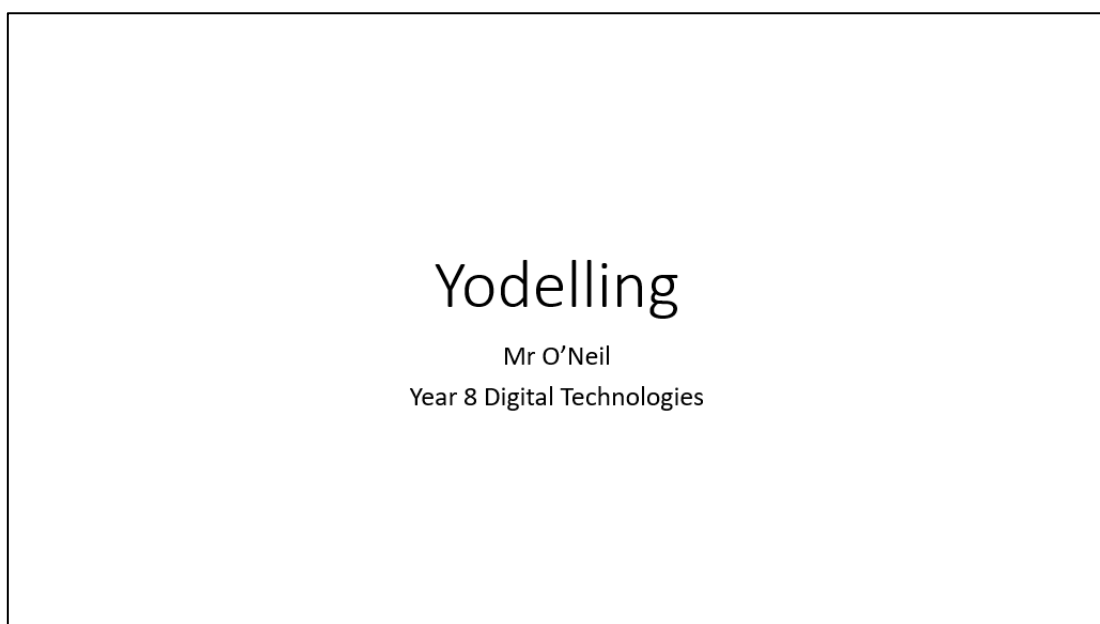
The first slide in a presentation is usually a **Title Slide** which will have a slightly different layout to the rest of your slides. It is used to introduce your presentation and will often have information like your name and the title of the presentation.

When you create a new presentation, a Title Slide will already be created with a space for a Title and Subtitle. Your presentation should have a Title slide similar to the one below.



3. Click in the space labelled *Click to add title*. Type the name of your favourite style of music. E.g. *Rock, Trance or R&B*.
4. Click in the space labelled *Click to add subtitle*. Type your name. If you are learning in a class, then press **[Enter]** and type the name of your class. E.g. *"Year 8 Digital Technologies"*.

Your slide should look similar to the example below.



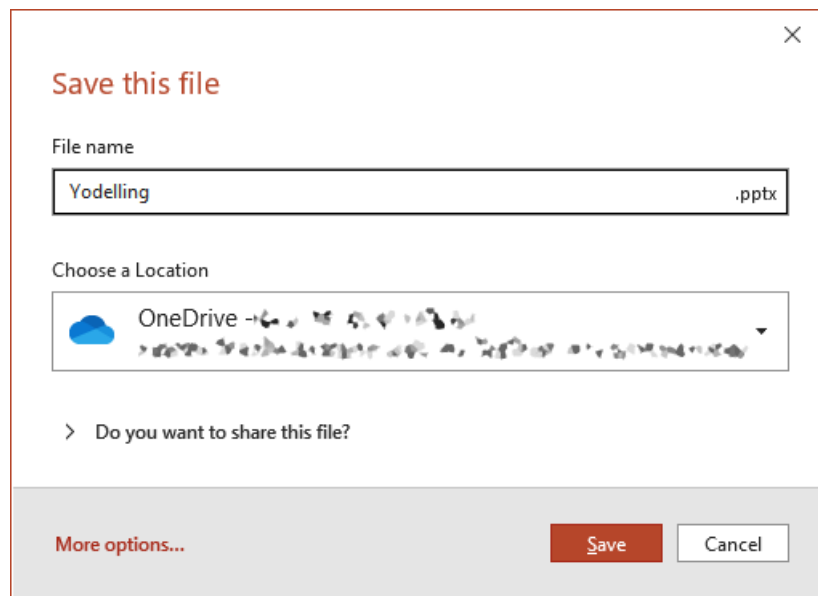
Before we continue we'll save what we've done so far.

5. Save the file using one of the following methods.
  - Click the **Save** icon in the **Quick Access Toolbar** in the top left part of the screen



- Hold down the **Ctrl** key on your keyboard and press **S**.
- Click the **File** tab on the **Ribbon** bar and then press **Save** from the list of options.

Options for saving will appear.




PowerPoint will often enter a filename for you based on the Title in the first slide.

6. Change the File Name to *Music Presentation*. PowerPoint will automatically add the .pptx file extension on to the end of the filename so it doesn't matter if you don't type it yourself.

**Tip** In Microsoft Windows, most files have a **File Extension** at the end of a file name. This is a dot followed by a few letters which tell Windows what program should be used to open this type of file. PowerPoint slideshows will have a .pptx extension on the end of the file name. Depending on your Windows settings, you might not see extensions at the end of file names.

7. The **Choose a Location** list allows you to specify where your file will be saved. You can choose a location such as your OneDrive cloud (online) storage or a location on your computer, such as in your documents folder or in a USB drive connected to your computer.

If the location where you would like to save your file doesn't appear in the list, click **More options** and then click the **Browse** button. You can then browse to locate a suitable location.  Browse

8. Make sure you have chosen a suitable location to save your file in and click the **Save** button.

While you are working on the slideshow you can save changes by using any of the above methods. Since you have already saved the file you won't be asked for a filename or location again.

**Tip** It is a good idea to save regularly. You don't want to lose good work if the computer has a problem, or the power turns off. Don't wait to be told.

If you want to save a copy of the file in a different location or save it with a different file name you can use one of the following methods.

- Click the **File** tab on the ribbon and then select **Save As**.
- Press **F12** on your keyboard.

## Exercise 2 – Adding a Bulleted List

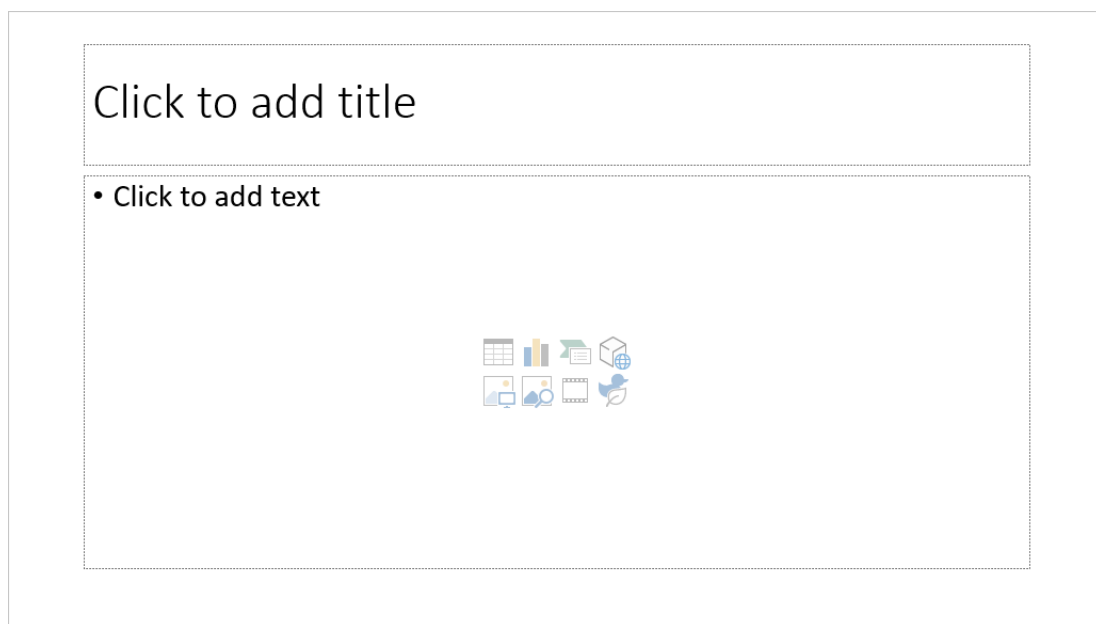
When presenting key points in a presentation, bulleted lists are often used. Bullets can be anything from standard points like • to fancier symbols like 😊. In the next exercise, you will be creating a slide which includes a bulleted list.

1. Click the **New Slide** button on the **Ribbon** (right under the **Home** tab). You can also Press **Ctrl M** instead of clicking on the button.

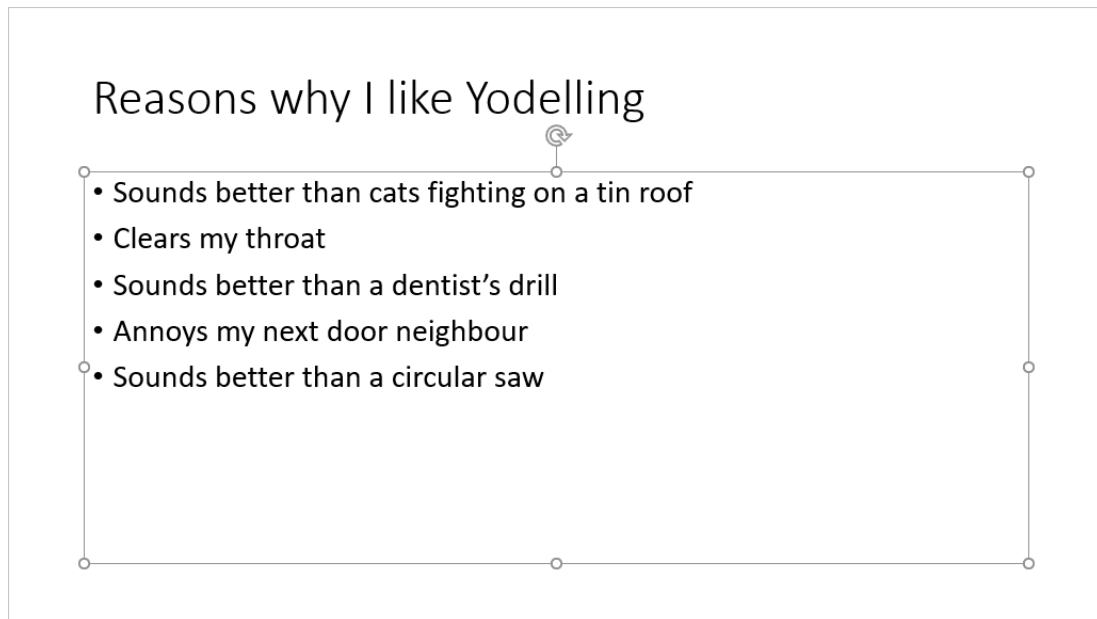


**Note** If you don't see the **New Slide** button, it may be because you have a Ribbon Tab other than **Home** selected.

A new slide will appear, and a second slide thumbnail will appear on the left of the screen. The new slide should look similar to the one below.




2. Click in the area labelled *Click to add title*. Type *Reasons why I like* and then type the name of your favourite style of music.
3. Click in the area labelled **Click to add text**. Type a reason why you like the chosen style of music. Press **Enter** to begin a new line and type another. The new line will automatically be formatted with a bullet point at the beginning. Enter between 3 and 5 reasons for liking that type of music. Your slide should end up looking similar to the one shown below.

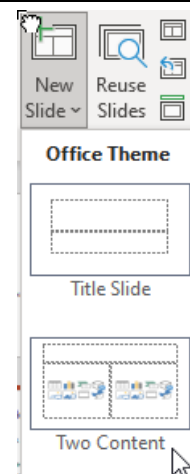


### Exercise 3 – Adding a Picture Slide

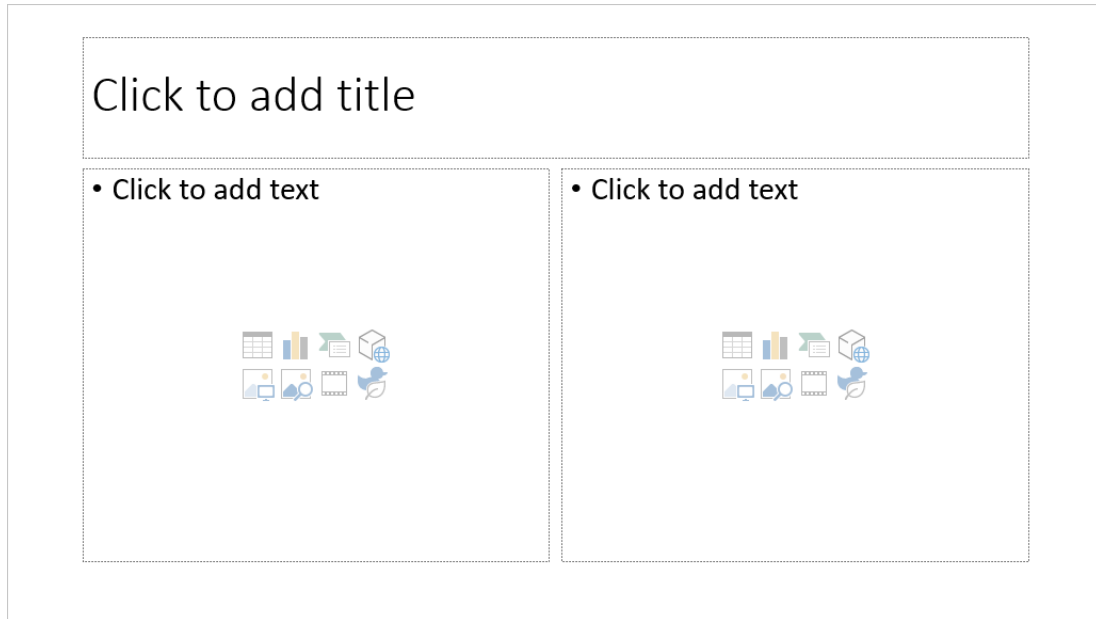
“A picture is worth a thousand words”. Pictures not only add visual interest but also assist in getting your message across. Clipart is used to add pictures to your presentations. With PowerPoint you have a choice of several layouts that include clipart.

1. Click on the Bottom part of the **New Slide** button. This will show a menu with a range of slide layouts displayed.
2. From the list of layouts click on **Two Content** as shown to the right.
3. A new slide will be created that has a heading above 2 content boxes.

**Tip** If you forget to choose the slide layout when you create a slide, or if you change your mind afterward, you can click the **Slide Layout** button  on the **Home** tab of the **Ribbon** bar to change the layout of the current slide.

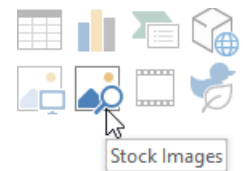


Your new slide should look similar to the one below

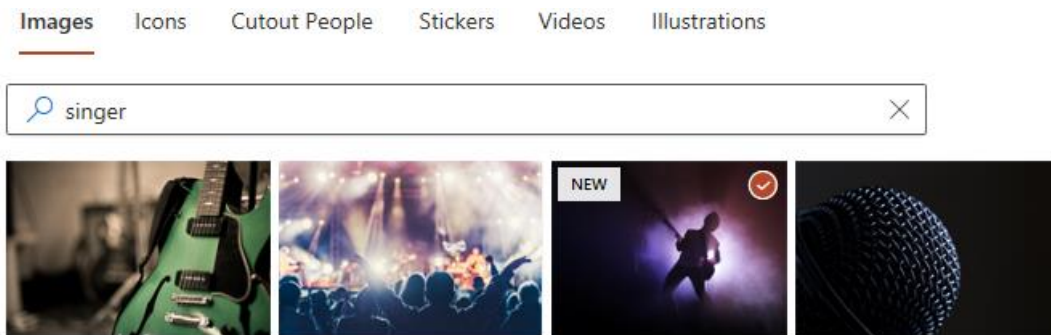


4. Click in the title and type *Popular [your music style] Artists*.
5. Click in the left content area and enter 3 to 6 well known artists for that style.

The middle of the right content area displays some icons that can be used to quickly add certain types of content such as pictures and charts.



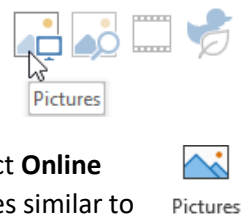
6. Click the **Stock Images** icon.
7. In the search bar along the top, type a term suitable for finding an image that will fit your chosen music style. From the search results you can select a suitable image and then click the **Insert** button.



### Other options

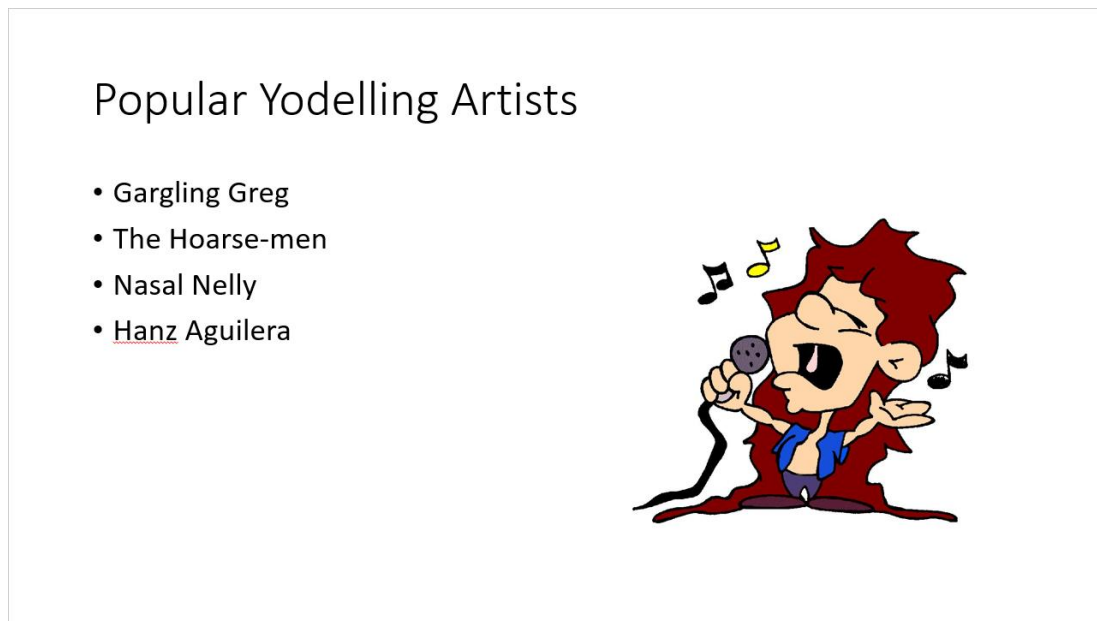
If you can't find a picture you want, you have some other options.

- Use the **Pictures** icon to select an image that is saved on your computer.
- From the **Insert** tab on the **Ribbon**, click the **Pictures** icon and then select **Online Pictures** from the list under the icon. This allows you to search for images similar to the Stock Images options but uses a **Bing** Image search so you are likely to get a larger selection of results to choose from.



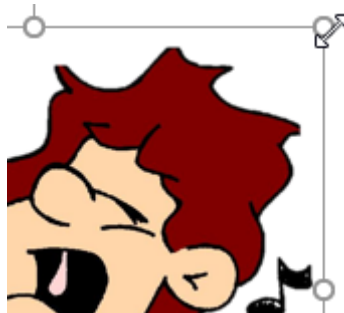
**Tip** If you have the Creative Commons Only option ticked, then the results will only show images that can be used without worrying about copyright restrictions.

Your slide should look similar to the example below.



9. Drag the selection handles on the corner of the picture to resize it if needed.

Normally while you drag a corner, the opposite corner will be fixed in place. If you hold down **Ctrl** while resizing then the middle of the picture will be fixed in place instead.



**Tip** Don't forget to save regularly. We've all had those moments where something goes wrong while we're working. The longer it's been since you last saved, the more painful those moments are.



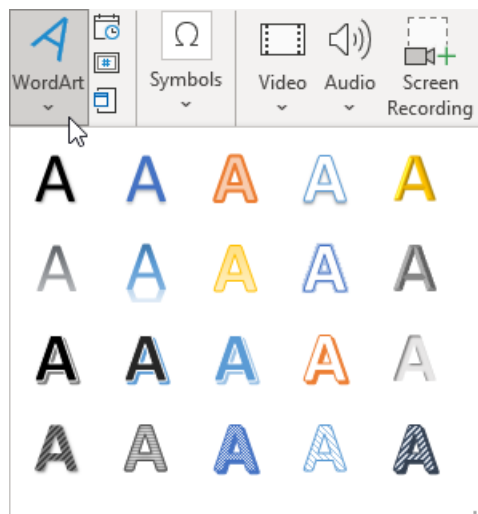
## Exercise 4 – Adding a WordArt Slide

Word art is used to create special effects with text that you cannot achieve with the regular font formatting options. You can create curves, angles, waves, 3-D effects and more.

1. Create a new slide and set the layout to **Blank**. You should now have a slide that is completely empty.
2. Click the **Insert** tab on the Ribbon bar.

File   Home   **Insert**   Design

3. Click the **WordArt** icon. A list of WordArt styles will appear.



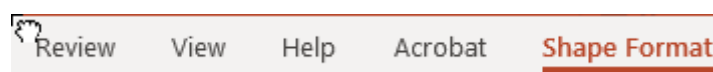
4. Click on a style that you like the look of.
5. Change the text in the **WordArt** box to a short phrase describing your chosen music.



You can select the text in the **WordArt** and change the text style using the font options under the Home tab of the Ribbon bar.



6. You can also change the **WordArt** style. While the **WordArt** is selected, a **Shape Format** tab will appear on the **Ribbon** bar. Click the **Shape Format** tab to view the **WordArt** formatting options.



7. Try some of the options to change the way your WordArt looks (Many of the most creative options can be found by clicking on **Text Effects**).
8. Save the changes to your file (**Ctrl S**).