

**POWERPOINT
AN INTRODUCTION**

Sun City Summerlin Computer Club

Revised: 09/17/11

POWERPOINT Page 2

OVERVIEW

- ◆ TERMINOLOGY
- ◆ HOW TO CREATE A NEW PRESENTATION
- ◆ VIEWS
- ◆ SLIDES
- ◆ DRAW OBJECTS
- ◆ MANAGE OBJECTS
- ◆ FORMAL PRESENTATIONS
 - ▶ Slide Transitions in Slide Show
 - ▶ Custom Animation in Slide Show

POWERPOINT Page 3

TERMINOLOGY

- ◆ PRESENTATION = FILE
- ◆ SLIDE = PAGE
- ◆ INFORMAL PRESENTATION
 - Invitation, flyer, holiday letter, diagram, etc.
- ◆ FORMAL PRESENTATION
 - Business seminar, sales proposal, etc.

POWERPOINT Page 4

HOW TO CREATE A NEW PRESENTATION

- ◆ **BLANK PRESENTATION**
One blank slide
- ◆ **AVAILABLE TEMPLATES AND THEMES**
Template - Multiple slides, suggested content and design
Theme - One slide
- ◆ **OFFICE.COM TEMPLATES**
Download one slide from the web
- ◆ **IMPORTED OUTLINE**
Outline imported from another application (i.e., WORD)

POWERPOINT Page 5

VIEWS

- ◆ **NORMAL**
(Slides/Outline)
- ◆ **MASTER**
(Slides/Handout/Notes)
- ◆ **SLIDE SORTER**
- ◆ **READING**
- ◆ **NOTES PAGE**
- ◆ **SLIDE SHOW**

HELPFUL HINT: Simultaneous views are available by showing or hiding the Outline and Slide tabs.

POWERPOINT Page 6

SLIDES

- ◆ **CREATE**
Normal View – Right Click – New Slide
- ◆ **DUPLICATE**
Normal View – Right Click – Duplicate Slide
- ◆ **DELETE**
Normal View – Right Click – Delete Slide

POWERPOINT Page 7


DRAW OBJECTS

- ◆ SHAPES - WITH SIZING AND ADJUSTMENT HANDLES
- ◆ LINE, ARROW, RECTANGLE, OVAL
- ◆ ADD (ATTACH) TEXT TO OBJECTS - TEXT BOX
- ◆ STYLES - LINE, DASH, ARROW
- ◆ COLOR - FILL, LINE, FONT
- ◆ SHADOW AND 3-D

POWERPOINT Page 8

MANAGE OBJECTS

- ◆ VIEW (Guides)
- ◆ FORMAT (Colors and Lines, Size, Position, etc.)
- ◆ DRAW:
 - ▶ GROUP, UNGROUP, REGROUP
 - ▶ ORDER
 - ▶ ROTATE OR FLIP
 - ▶ FREE ROTATE
- ◆ INSERT - PICTURE - CLIPART, ETC.



HELPFUL HINT: Note the absence of margin settings in File Page Setup. There are no margins in PowerPoint.

POWERPOINT Page 9

**FORMAL PRESENTATIONS
SLIDE TRANSITIONS IN SLIDE SHOW**

- ◆ SLIDE SHOW SET UP
 - ▶ SHOW TYPE: Presented by a speaker (full screen)
 - ▶ SHOW SLIDES: All
 - ▶ ADVANCE SLIDES: Using timings, if present
- ◆ SLIDE SHOW TRANSITION
 - ▶ SELECT SLIDE (normal view, slide tab optional)
 - ▶ SLIDE TRANSITION
 - ▶ SELECT DESIRED:
 - TRANSITION
 - SOUND AND/OR SPEED
 - METHOD OF ADVANCEMENT (CLICK AND/OR TIMED)

**FORMAL PRESENTATIONS
CUSTOM ANIMATION IN SLIDE SHOW**

AFTER SELECTING AN ITEM:

◆ **ADD EFFECT**

- ▶ Entrance
- ▶ Emphasis
- ▶ Exit
- ▶ Motion Paths

◆ **EFFECT OPTIONS**

- ▶ Effect
 - Set Direction
 - Sound
 - After Animation
 - Animate Text
- ▶ Timing
 - Start
 - Delay
 - Speed
 - Repeat
- ▶ Text Animation
 - Group Text

**We are ALL students
We only differ in our
current level of learning**

Sun City Summerlin Computer Club
