



## **Introduction to Microsoft PowerPoint**



### **Course Layout**

What is Microsoft PowerPoint? Pg-1  
Different versions – Compatibilities  
What can you do with Power Point?

Starting PowerPoint  
Using the START command- Pg-1  
Using the Microsoft Office Tool bar

Screen Layout  
Tool Bars

### **PowerPoint Basics – How to get started**

Auto Content- Pg-1  
Templates  
Blank Presentations – Using Auto Layout- Pg-1

Opening an existing presentation

Working with different views- Pg-2

Slide orientation

Creating your own presentation – using power point features

Auto Layout- Pg-3

Inserting Text

Inserting Pictures and Clip Art - Pg-10

Creating your own presentation – starting from scratch

Inserting Text

Inserting Pictures and Clip Art- Pg-10

Saving your presentation- Pg-10

## **Some PowerPoint features**

Multiple ways to accomplish the same task:

COPY- Edit Menu / CTRL + C / Copy Button / Right mouse click

PASTE - CTRL + V

F1 = HELP

Shift + tab – Moves around the slide

Shift + Enter – Creates 2<sup>nd</sup> line under first without bullet

## **OPEN your presentation**

Inserting slides to your presentation

Changing Color Schemes- Pg-7 and backgrounds - Pg-9

Creating Custom Color Schemes- Pg-8

Adding Graphics and Special Effects

Using Slide Transitions - Pg-13

Using Preset Animations - Pg-15

Create Customized Animations Effects - Pg-17

Add an Action Button - Pg-20

Inserting slides from another presentation

Creating your own Templates

Inserting video clips & music- Pg-23

Printing your Presentation

Printing slides

Handouts

## Class Project: we will create a complete PowerPoint Slide Show

### File New

Pick a Design Template

Insert Pictures/Clip Art etc

Add your own Titles

Choose the font size, type and color of your choice

Insert another slide, in fact insert multiple slides

Format the slides the way you would like them to look

Try your hand at adding transitions between slides

## Now What?

Hardware and software needed for presenting your PowerPoint creation.

Computer –

Software –

LCD Projector –

Alternative methods –