

PowerPoint How to Guide 2011

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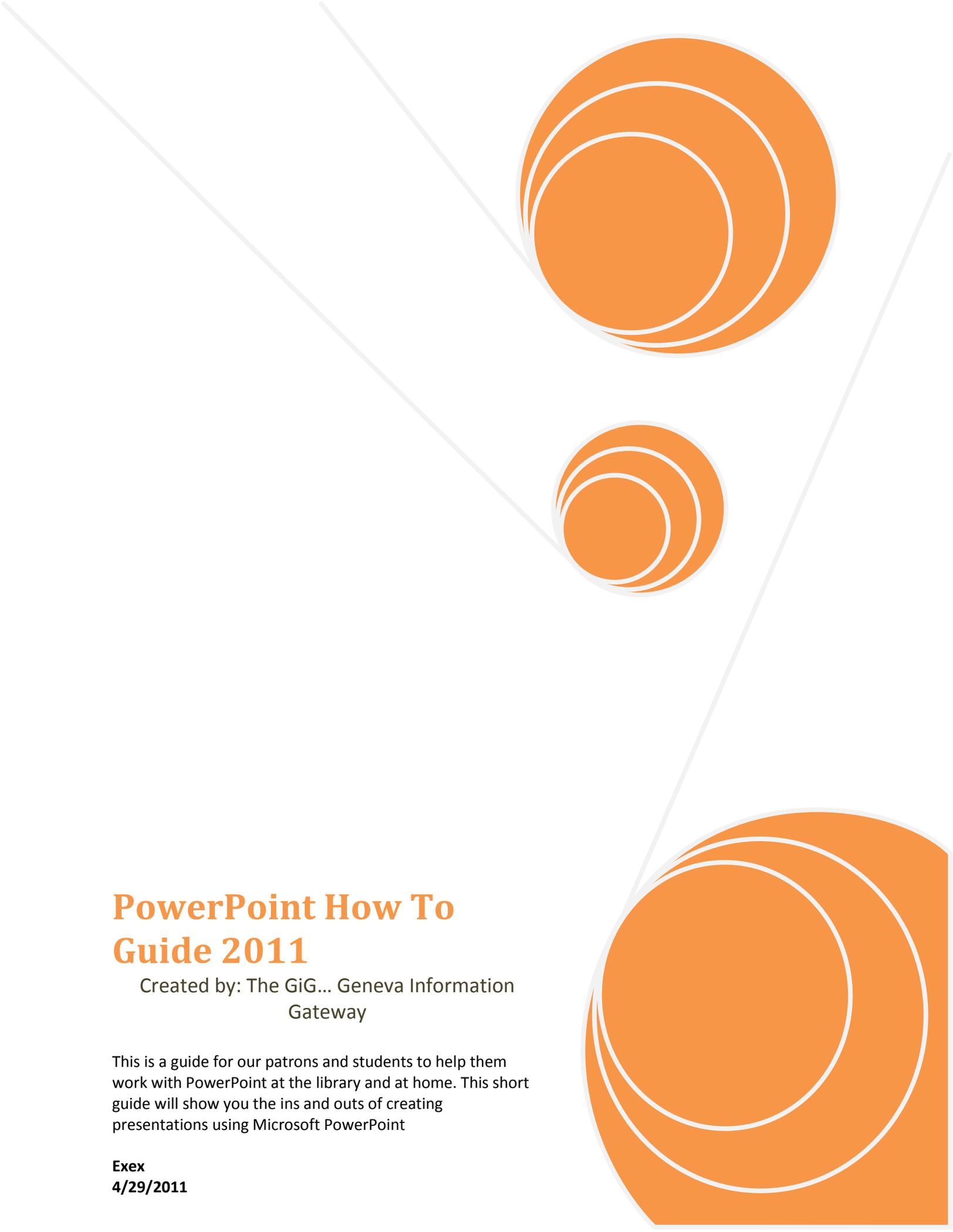
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PowerPoint How To Guide 2011

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Gateway

This is a guide for our patrons and students to help them work with PowerPoint at the library and at home. This short guide will show you the ins and outs of creating presentations using Microsoft PowerPoint

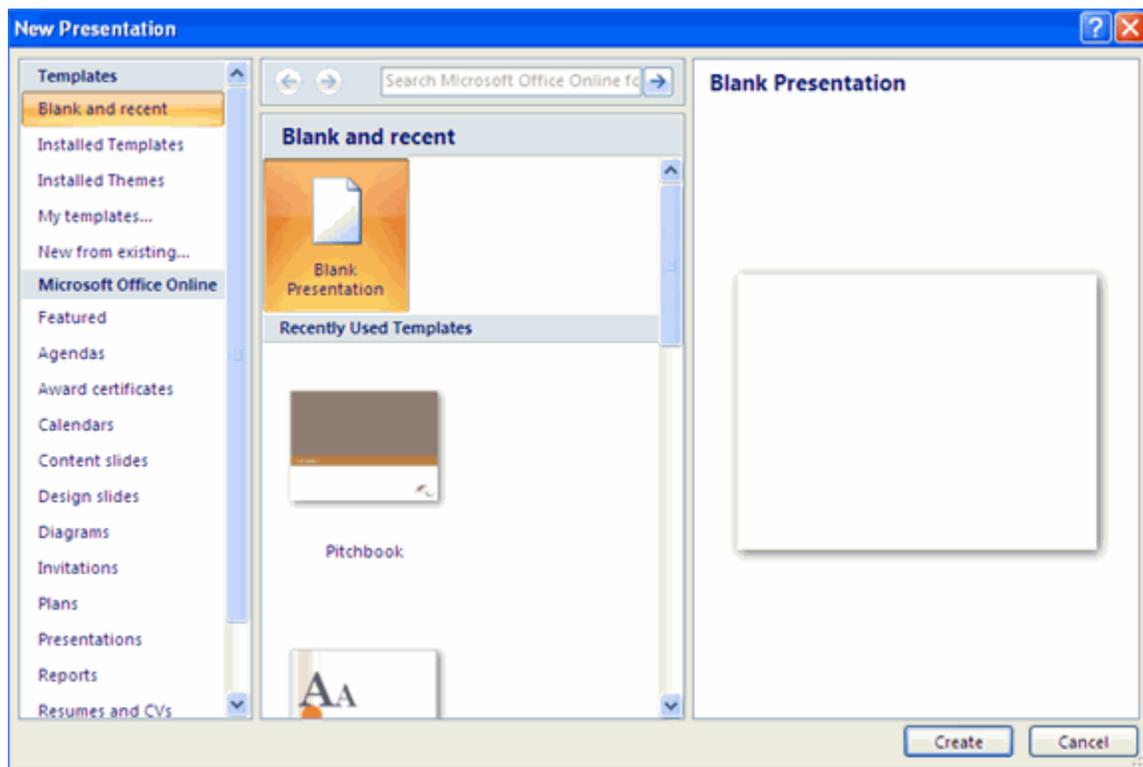
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To create a new Presentation...

New Presentation

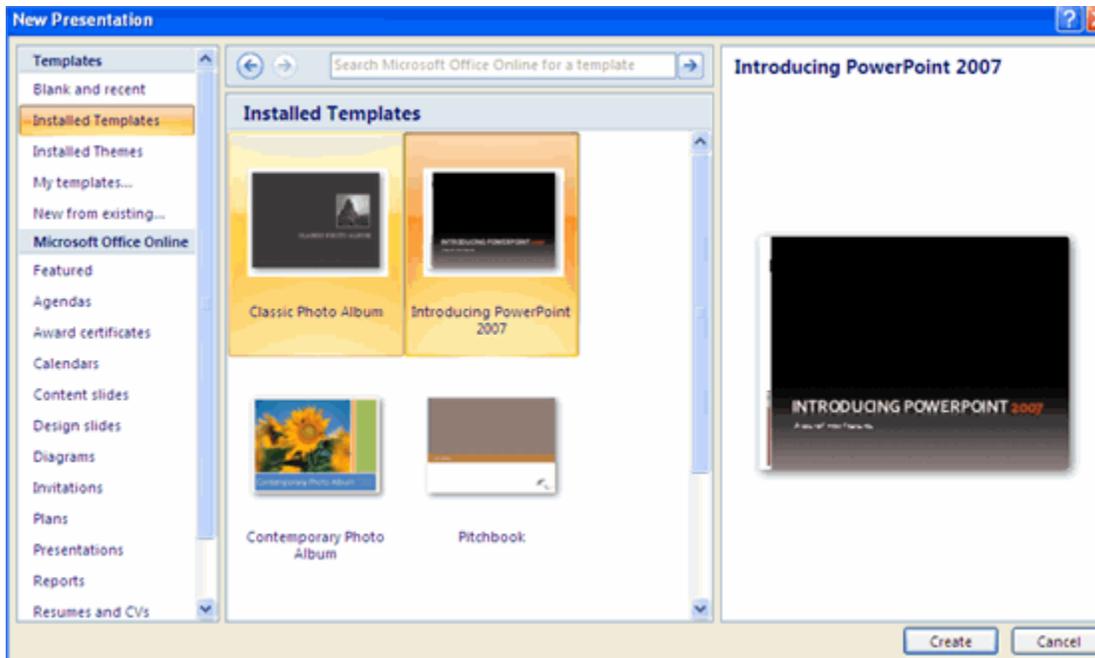
You can start a new presentation from a blank slide, a template, existing presentations, or a Word outline. To create a new presentation from a blank slide:

- Click the **Microsoft Office Button**
- Click **New**
- Click **Blank Presentation**



To create a new presentation from a template:

- Click the **Microsoft Office Button**
- Click **New**
- Click **Installed Templates** or **Browse through Microsoft Office Online Templates**
- Click the template you choose



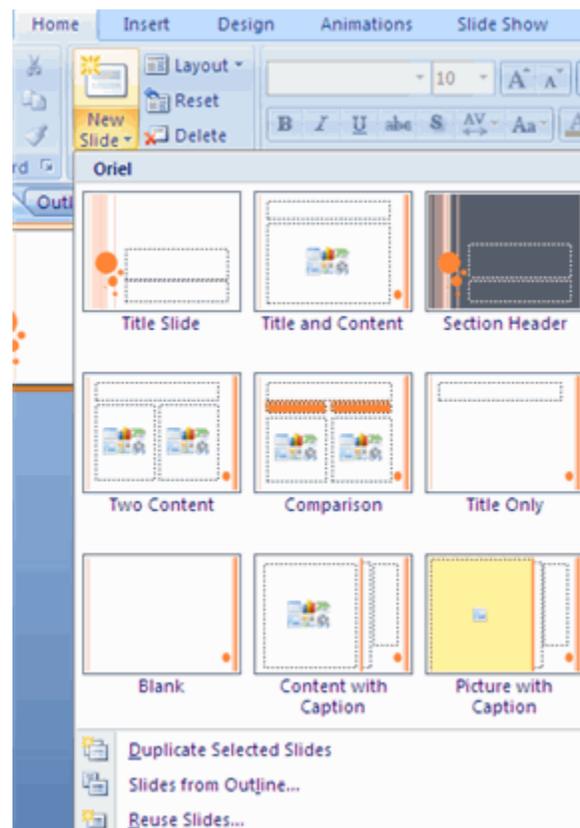
Adding Slides to Your Presentation

Add Slides

There are several choices when you want to add a new slide to the presentation: Office Themes, Duplicate Selected Slide, or Reuse Slides.

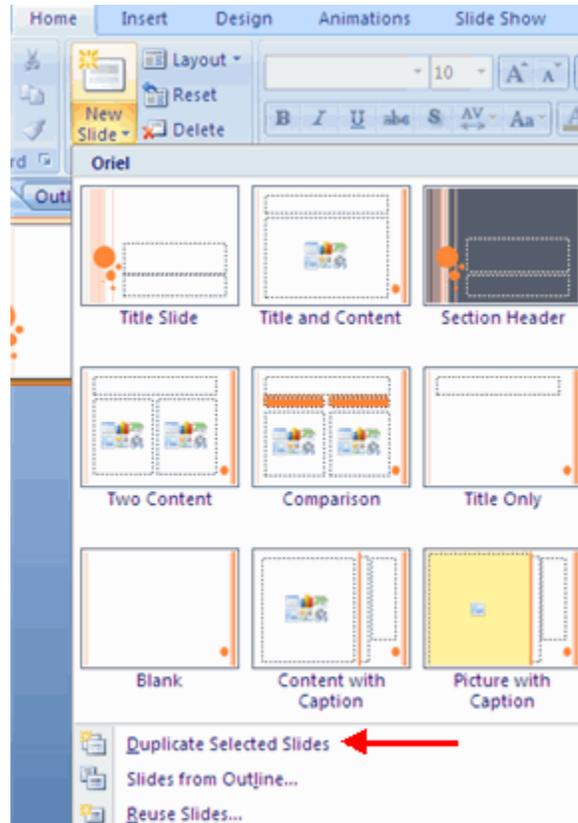
To create a new slide from Office Themes:

- Select the slide immediately **BEFORE** where you want the new slide
- Click the **New Slide** button on the **Home** tab
- Click the slide choice that fits your material



To create a slide as a duplicate of a slide in the presentation:

- Select the slide to duplicate
- Click the **New Slide** button on the **Home** tab
- Click **Duplicate Selected Slides**



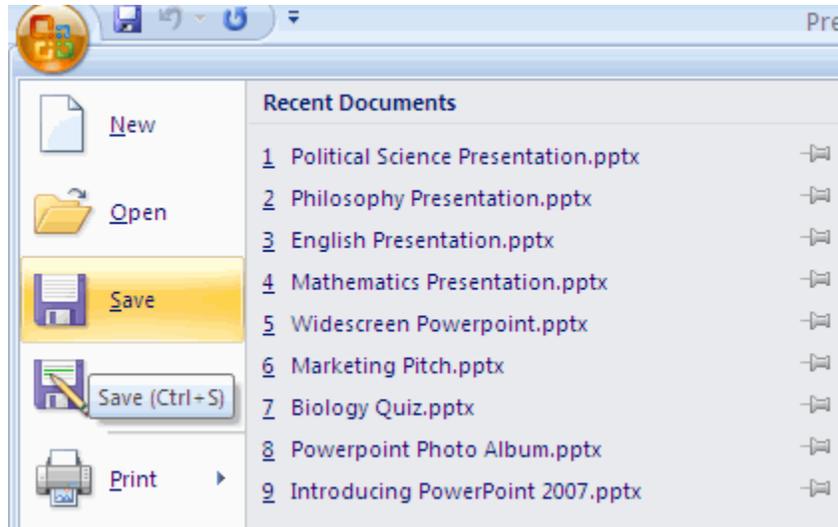
Saving Your Presentation

Save a Presentation

When you save a presentation, you have two choices: **Save** or **Save As**.

To save a document:

- Click the **Microsoft Office Button**
- Click **Save**



You may need to use the **Save As** feature when you need to save a presentation under a different name or to save it for earlier versions of PowerPoint. Remember that older versions of PowerPoint will not be able to open PowerPoint 2007 presentation unless you save it as a PowerPoint 97-2003 Format. To use the **Save As** feature:

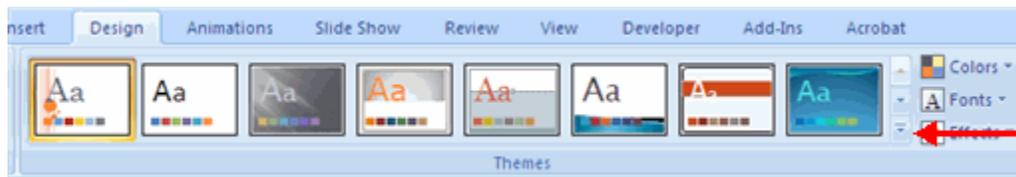
- Click the **Microsoft Office Button**
- Click **Save As**
- Type in the name for the Presentation
- In the **Save as Type** box, choose **Excel 97-2003 Presentation**

How To Add and Change Themes

Themes

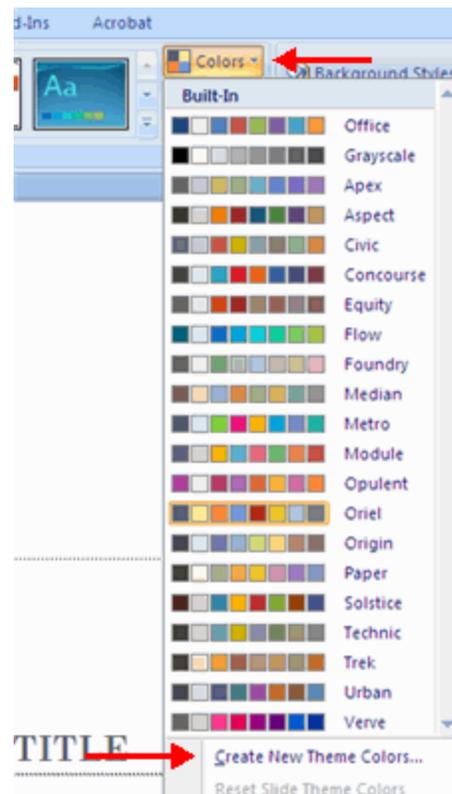
Themes are design templates that can be applied to an entire presentation that allows for consistency throughout the presentation. To add a theme to a presentation:

- Click the **Design** tab
- Choose one of the displayed **Themes** or click the **Galleries** button



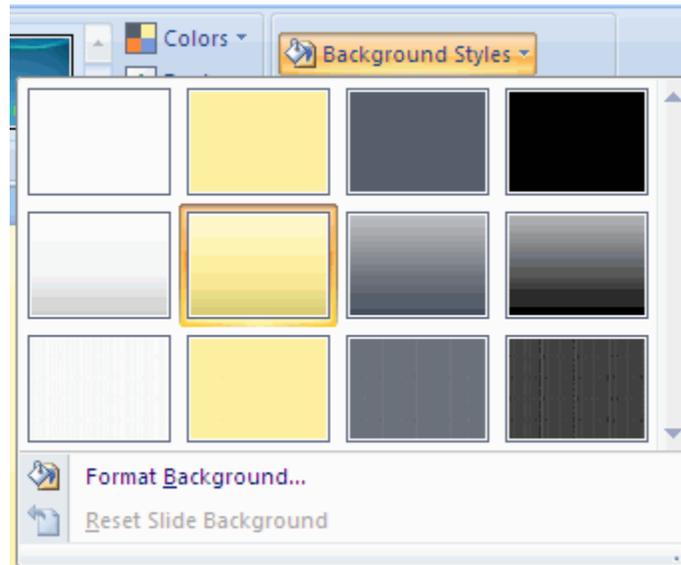
To apply new colors to a theme:

- Click the **Colors** drop down arrow
- Choose a color set or click **Create New Theme Colors**



To change the background style of a theme

- Click the **Background Styles** button on the **Design** tab

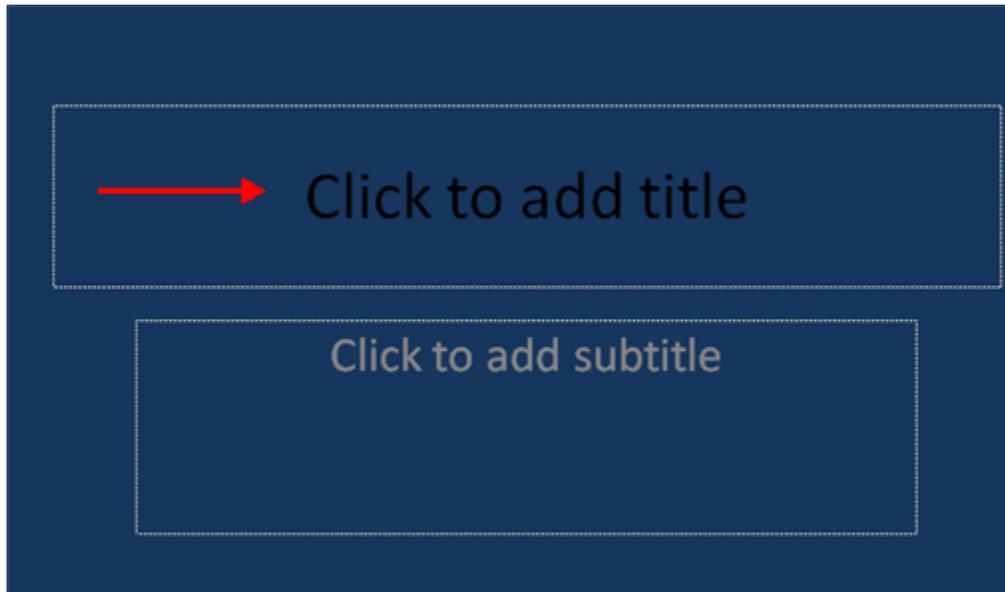


How To Enter Text and Text Boxes

Enter Text

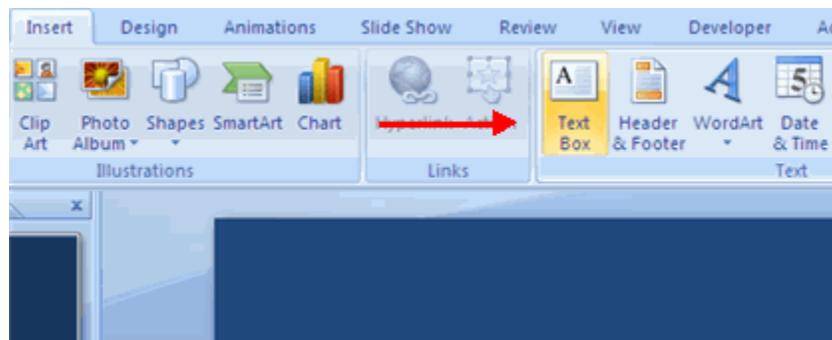
To enter text:

- Select the **slide** where you want the text
- Click in a **Textbox** to add text



To add a text box:

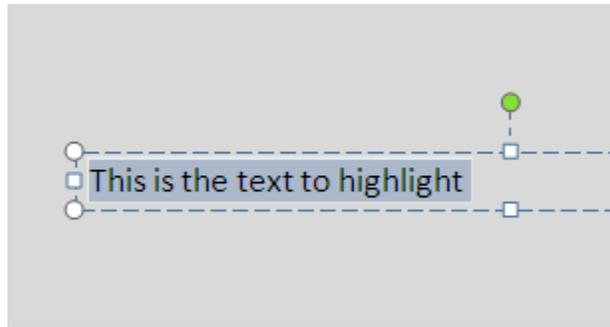
- Select the **slide** where you want to place the text box
- On the **Insert** tab, click **Text Box**
- Click on the slide and drag the cursor to expand the text box
- Type in the text



Select Text

To select the text:

- Highlight the text



How to Copy, Cut, Paste, Undo and Redo

Copy and Paste

To copy and paste data:

- Select the item(s) that you wish to copy
- On the **Clipboard Group** of the **Home Tab**, click **Copy**
- Select the item(s) where you would like to copy the data
- On the **Clipboard Group** of the **Home Tab**, click **Paste**



Cut and Paste

To cut and paste data:

- Select the item(s) that you wish to copy
- On the **Clipboard Group** of the **Home Tab**, click **Cut**
- Select the items(s) where you would like to copy the data
- On the **Clipboard Group** of the **Home Tab**, click **Paste**



Undo and Redo

To undo or redo your most recent actions:

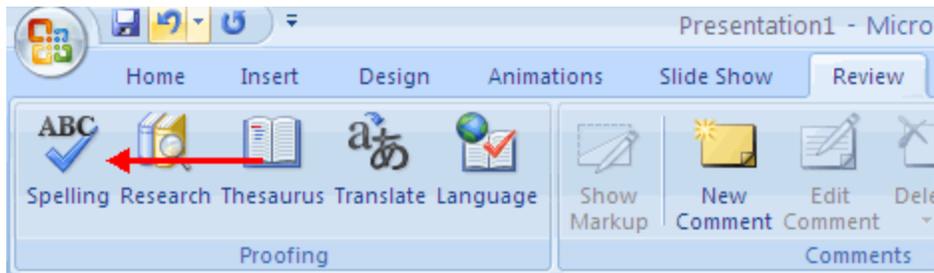
- On the **Quick Access Toolbar**
- Click **Undo** or **Redo**



Spell Check

To check the spelling in a presentation:

- Click the **Review** tab
- Click the **Spelling** button

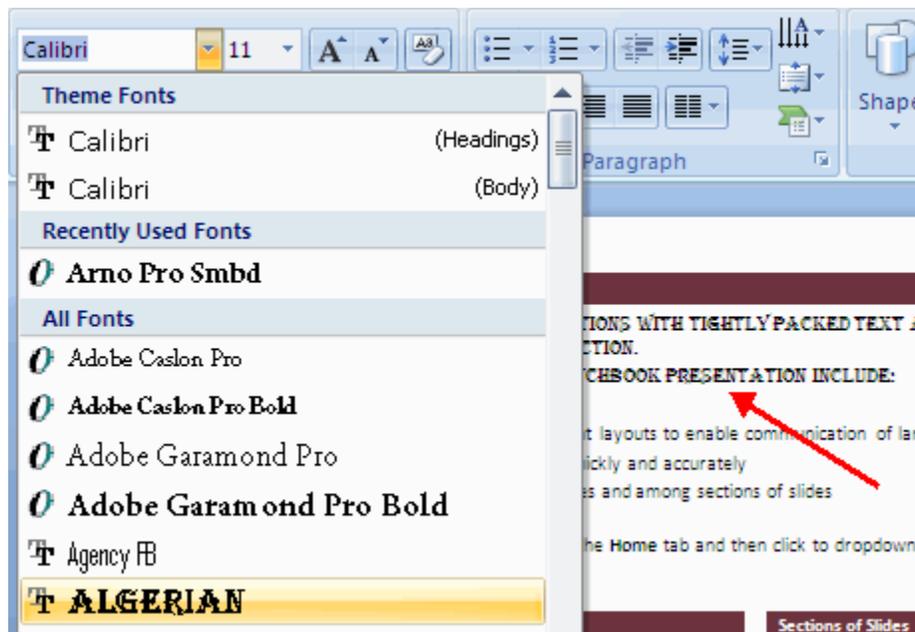


How To Change Font or Text, Size, Type and Color

Change Font Typeface and Size

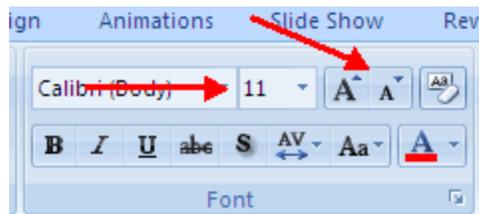
To change the font typeface:

- Click the **arrow** next to the font name and choose a font.
- Remember that you can preview how the new font will look by highlighting the text, and hovering over the new font typeface.



To change the font size:

- Click the **arrow** next to the font size and choose the appropriate size, or
- Click the **increase or decrease** font size buttons.



Font Styles and Effects

Font styles are predefined formatting options that are used to emphasize text. They include: Bold, Italic, and Underline. To add these to text:

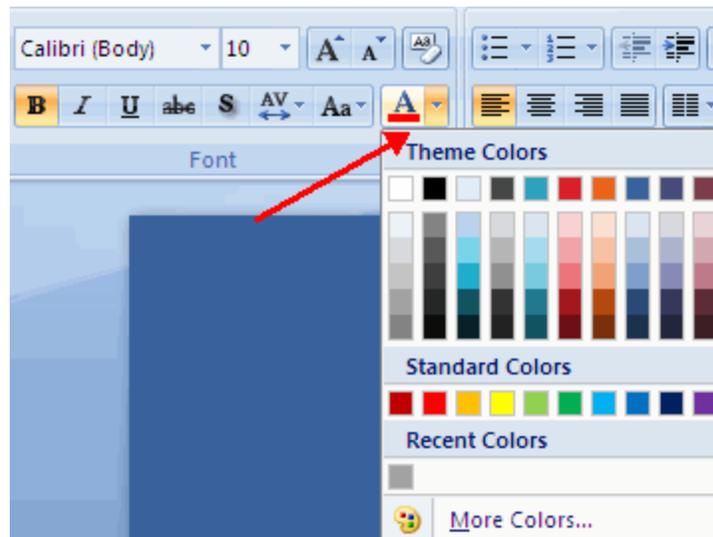
- Select the text and click the **Font Styles** included on the Font group of the Home tab or
- Select the text and right click to display the font tools



Change Text Color

To change the text color:

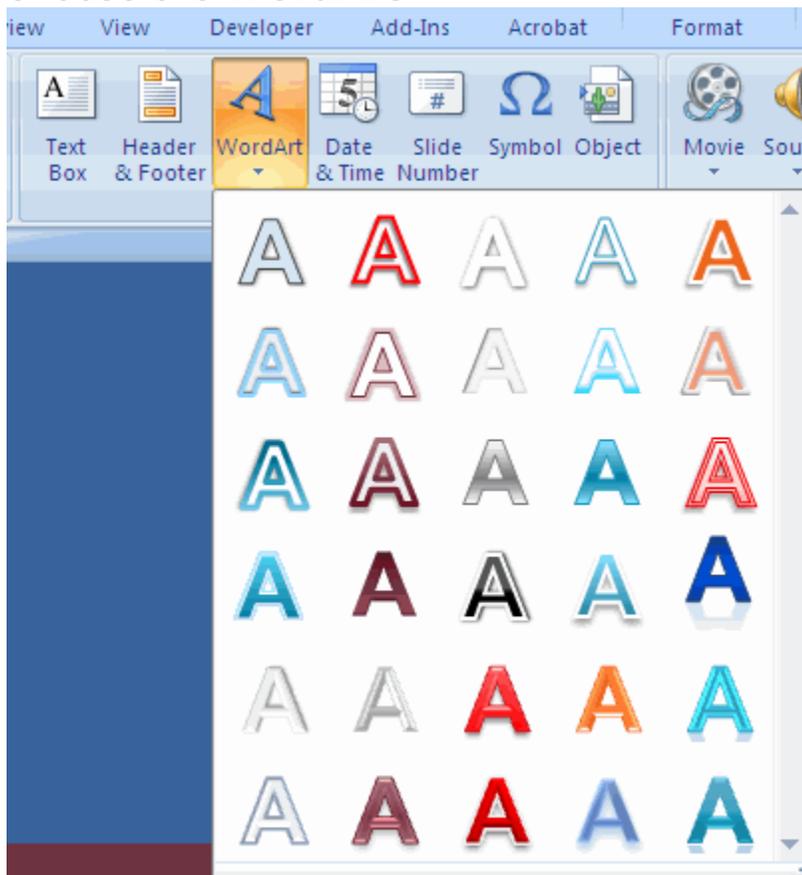
- Select the text and click the **Colors** button included on the Font Group of the Ribbon, or
- Highlight the text and right click and choose the colors tool.
- Select the color by clicking the down arrow next to the font color button.



WordArt

WordArt are styles that can be applied to text to create a visual effect. To apply Word Art:

- Select the text
- Click the **Insert** tab
- Click the **WordArt** button
- Choose the **WordArt**



To modify the styles of WordArt

- Select the WordArt
- Click the Format tab for the Drawing Tools
- Click the **WordArt Fill** button, the **WordArt Outline** button, or the **Text Effects** button

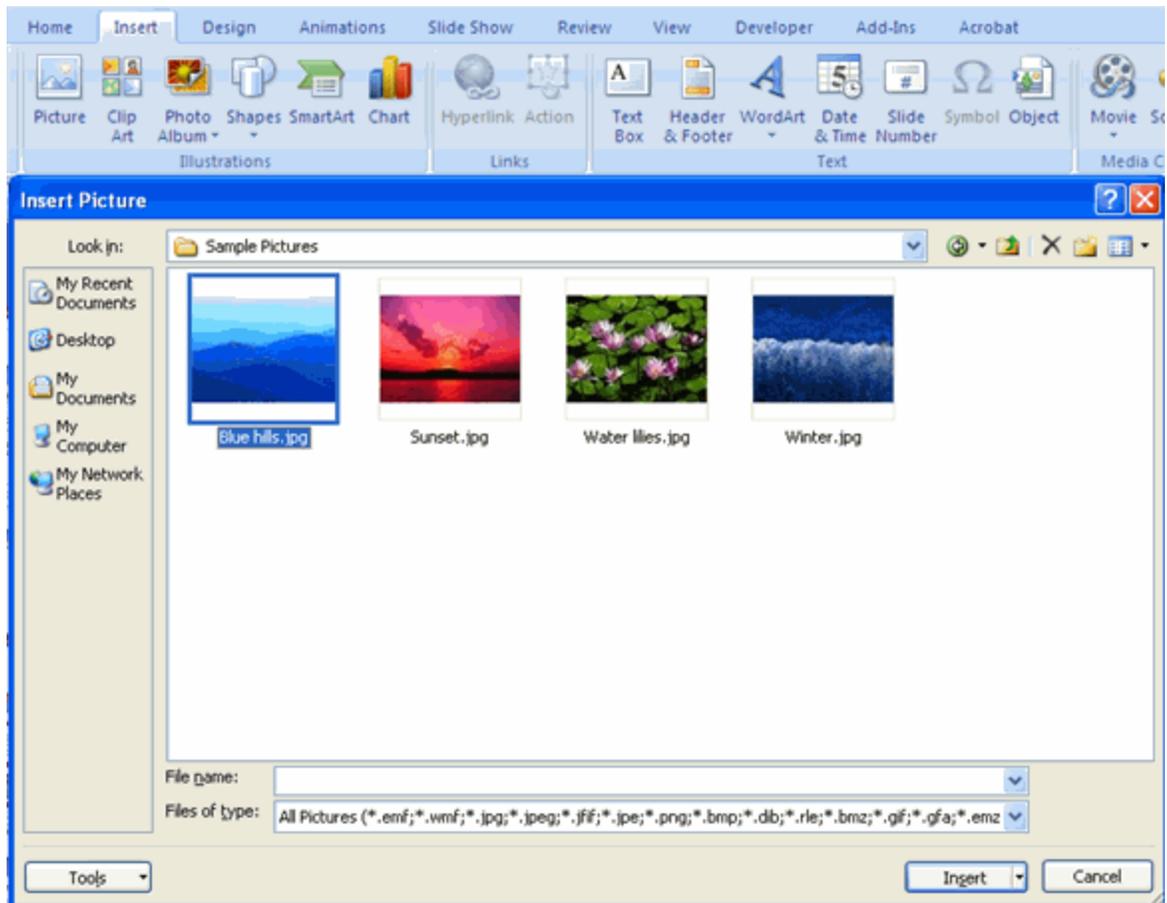
Adding Pictures, Shapes and Smart Art

Adding Picture

To add a picture:

- Click the **Insert** Tab
- Click the **Picture** Button
- Browse to the picture from your files
- Click the **name** of the picture
- Click **insert**

- To move the graphic, click it and drag it to where you want

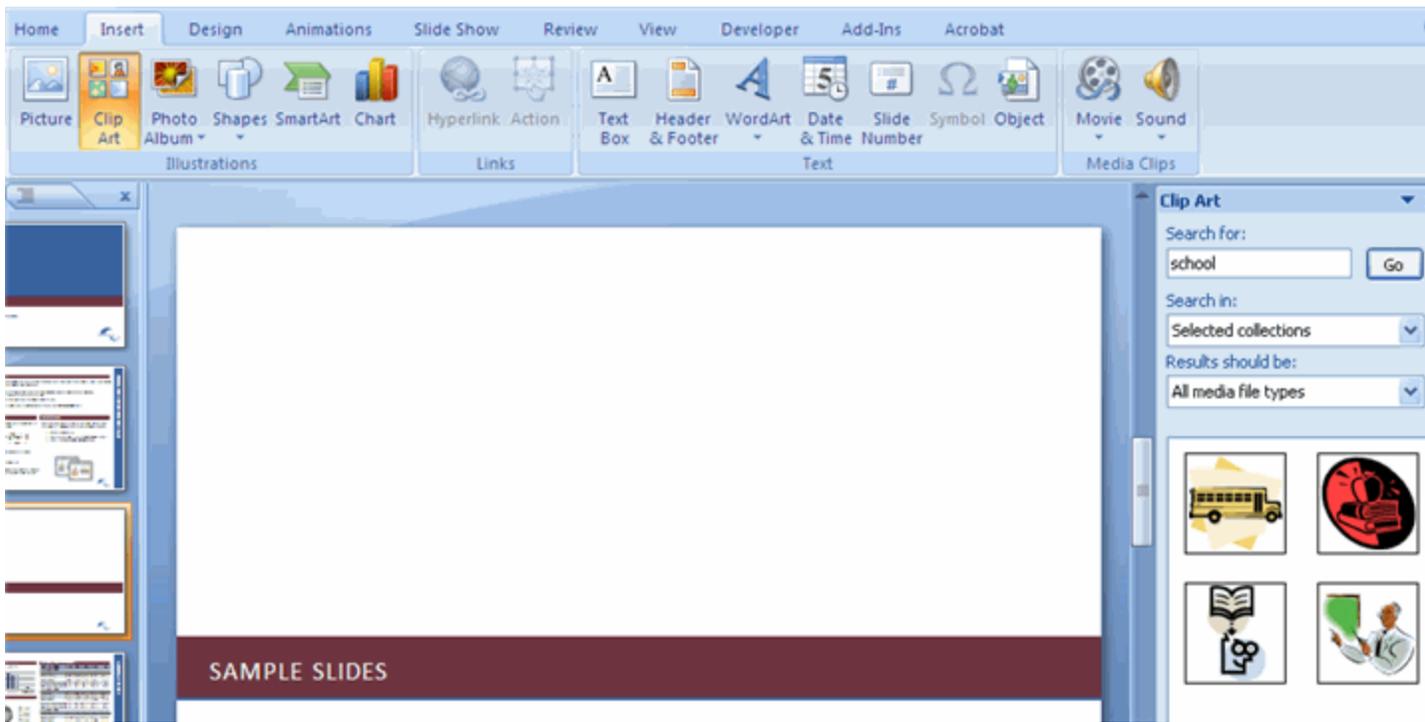


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Adding Clip Art

To add Clip Art:

- Click the **Insert** Tab
- Click the **Clip Art** Button
- Search for the clip art using the search Clip Art dialog box
- Click the **clip art**
- To move the graphic, click it and drag it to where you want it



Editing Pictures and Clip Art

When you add a graphic to the presentation, an additional Tab appears on the Ribbon. The Format Tab allows you to format the pictures and graphics. This tab has four groups:

Adjust: Controls the picture brightness, contrast, and colors

Picture Style: Allows you to place a frame or border around the picture and add effects

Arrange: Controls the alignment and rotation of the picture

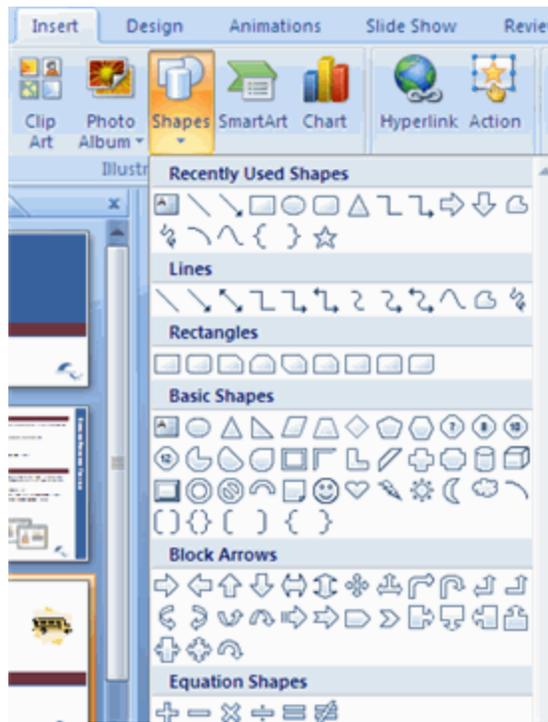
Size: Cropping and size of graphic



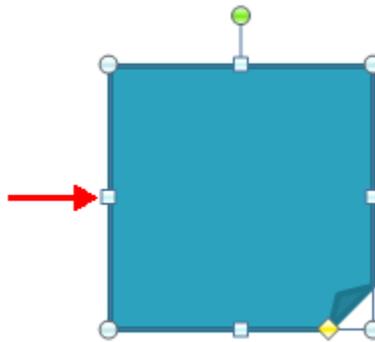
Adding a Shape

To add Shapes:

- Click the **Insert** Tab
- Click the **Shapes** Button
- Click the shape you choose

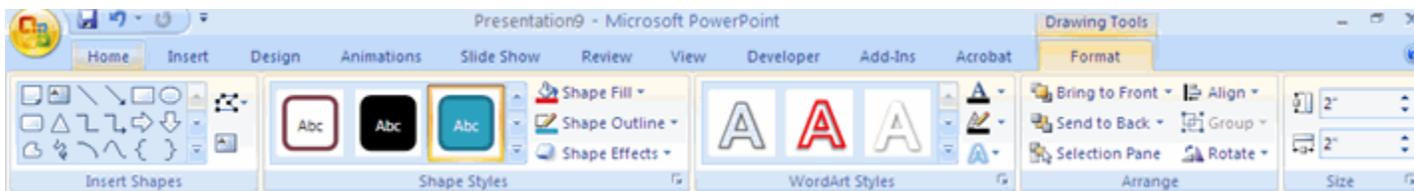


- Click the **Slide**
- Drag the **cursor** to expand the Shape



To format the shapes:

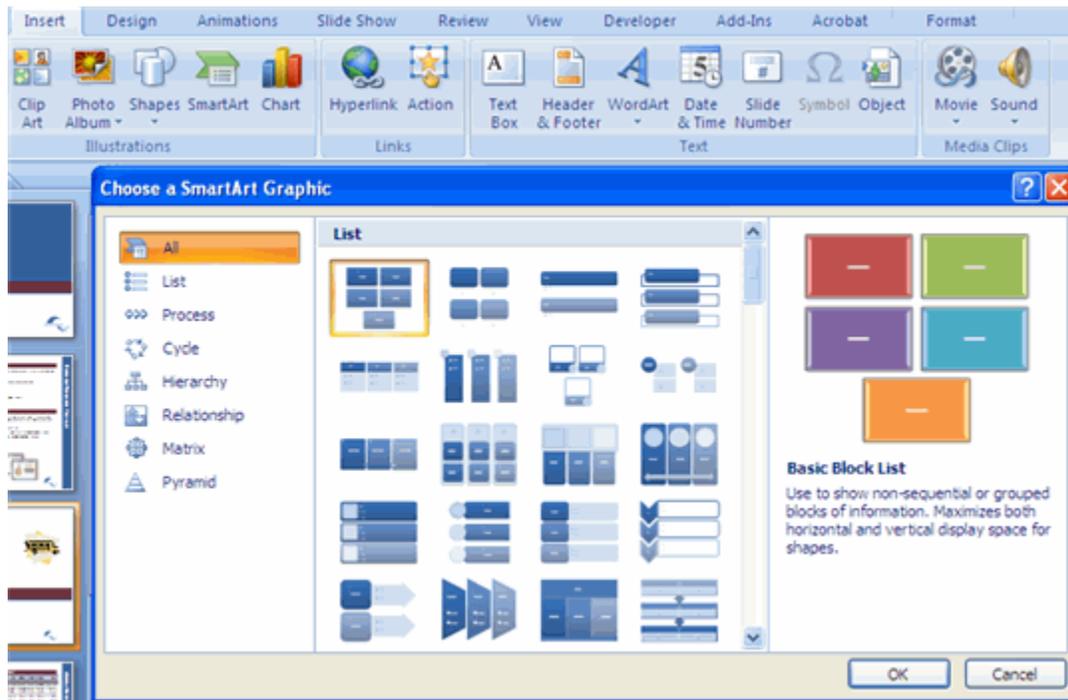
- Click the **Shape**
- Click the **Format** tab



Adding SmartArt

SmartArt is a feature in Office 2007 that allows you to choose from a variety of graphics, including flow charts, lists, cycles, and processes. To add SmartArt:

- Click the **Insert** Tab
- Click the **SmartArt** Button
- Click the **SmartArt** you choose



- Click the **SmartArt**
- Drag it to the desired location in the slide