

Introduction to PowerPoint



Presented by:
The GiG... Geneva Information Gateway

Sponsored by: The NYS BTOP Grant

Created by Jenny Montemorano 2011

Getting Started!



These are the three most common logos for PowerPoint!

What Can You Do With PowerPoint?

Lets take the next three
minuets to find out!

Picture Features of PowerPoint...

Add Pictures!



Resize Pictures



More Picture Features...



Insert Pictures from the
Web or your hard drive.

Rotate and resize or...

You Can Also Insert...

Text
Boxes...

With font in
any from or
color or

Size!

Or Use Word Art
For Bigger
Effects!

More Features of PowerPoint



Insert
Shapes!



Clip Art and Charts

Slide Sounds and Animation!



Types of Animations!

Entrance

Emphasis

Exit

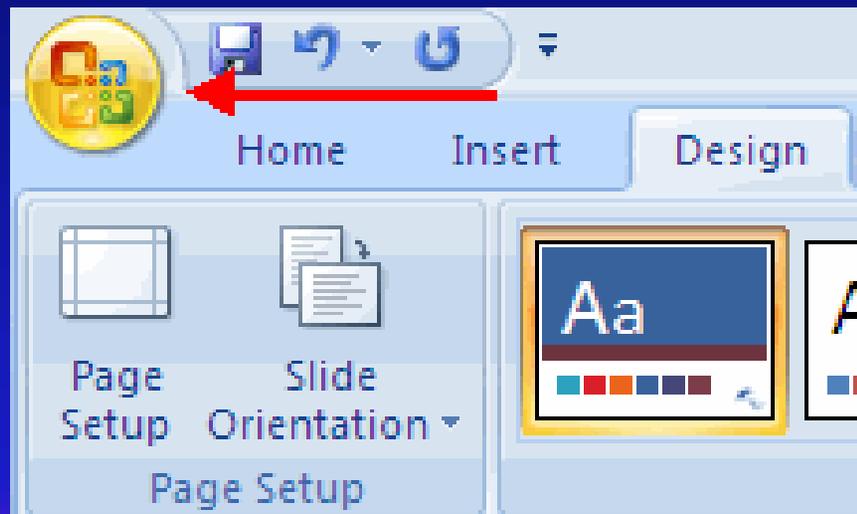
You Can Also Add

Links

Sounds

Or Add Movies!

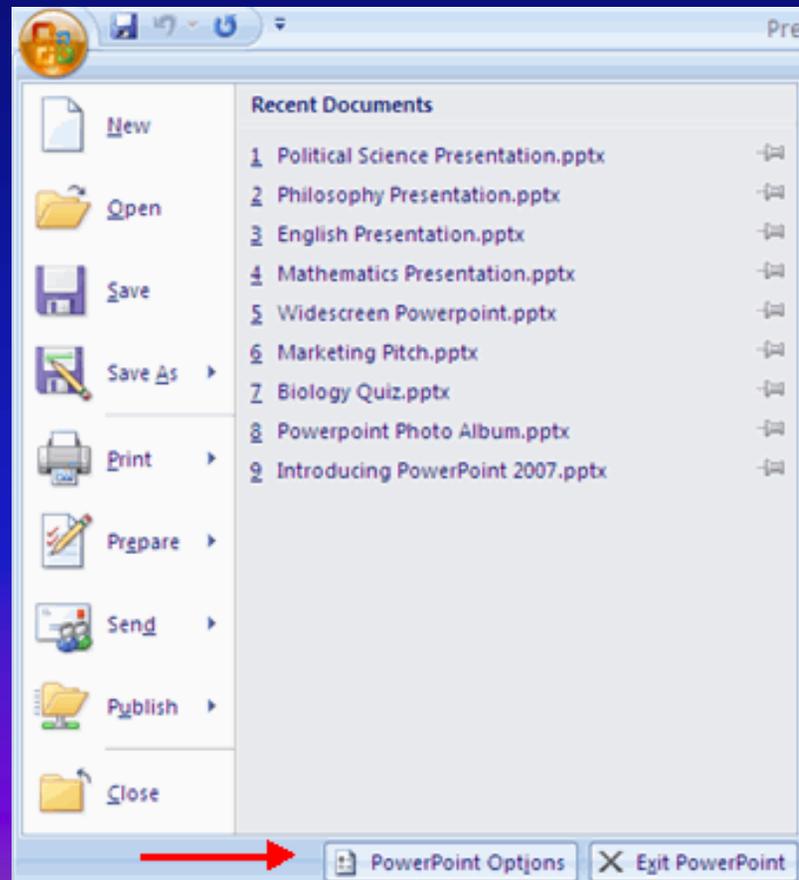
Top of the Page Features...



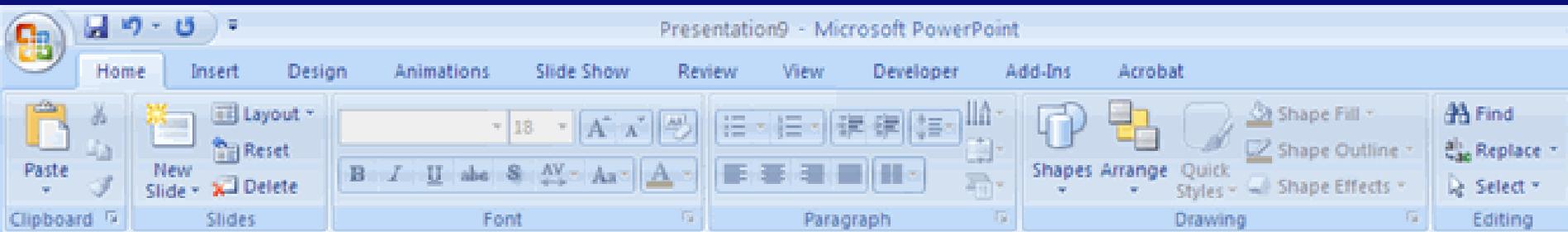
The tool bar at the very top contains the Microsoft office button this button contains, save, open, close, and print options.

The Office Button

A Closer Look...



The Ribbon



The ribbon is located directly below the title of your document. The ribbon contains tabs that you will left click on once to bring up a variety of options, your program will automatically start you out on the home tab. The tabs in power point are... Home, Insert, Design, Animations, Slideshow, Review, View and Format.

Lets Get Started!

Open up PowerPoint and
Right click the first slide...

Choose Delete
From the drop down menu

Now click the home tab!

**Please Take
Our Short Survey!**

Thank You For Your Time!

All Pictures Copyrighted to
www.google.com

Or

Microsoft Tutorials

Presented by: The GiG...
Geneva Information Gateway

Funded by the NYS BTOP Grant

Created by: Jenny Montemorano 2011