



Microsoft PowerPoint



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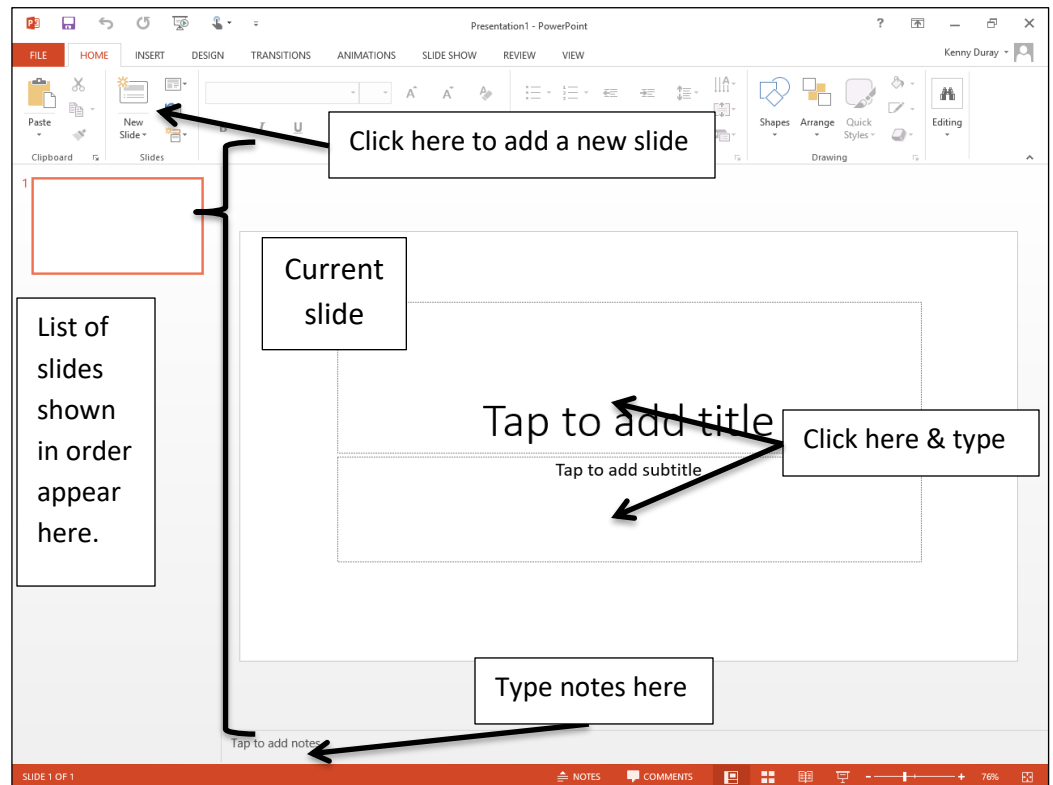
Course Agenda

- Introduction to PowerPoint
- Tour
- Adding Text
- Adding Photos
- Adding Hyperlinks
- Transitions
- Animations
- Adding Notes
- Saving
- Printing
- Additional Learning Resources

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Mon-Thur: 9am - 9pm
Fri & Sat: 9am - 5pm
Sun: 12pm - 5pm

PowerPoint is a presentation software program that allows you to create a slide-show made up of any number of slides which can include; text, images, graphs, music, video, and more.



Ribbon: Consists of the tabs located at the top of the window.

1. **File:** Save, open a previous presentation, start a new presentation, open a template, choose a theme, and print.
2. **Home:** Add a new slide, change font, change text direction, and add shapes.
3. **Insert:** Insert tables, pictures, charts and graphs, hyperlinks, and text boxes, music, or videos.
4. **Design:** Choose the layout of slides and choose the theme style and modify it.
5. **Transitions:** Choose the effect that happens between slides, if sounds should be included, and if it should happen automatically or manually.
6. **Animations:** Choose the effect that happens when text or graphics are added to the slide and if it should happen automatically or manually.
7. **Slide Show:** Play slide show from the beginning or from current slide, set up presentation for others to view, or rehearse a timed presentation.
8. **Review:** Spellcheck, translate, add comments, and review slides.
9. **View:** View all slides, organize slides, and view slides with notes.

How to create a PowerPoint Presentation

1. Choose a *theme* from the **DESIGN** tab. This will establish the style of your slides. It can be changed at any time.



2. Create a title slide and tell your audience what the presentation is about. Click to type and add title and subtitle.

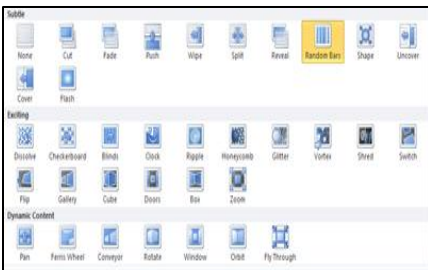
3. Click the **SLIDE** button on the **HOME** tab to add the next slide or click on **New Slide** to see a selection of slides that you can choose from. This process will be repeated throughout the creation of your presentation.



4. On the new slide, simply click to add a title to the top of slide. In lower part of slide, you can then click to add text or click on one of the images located in the center to add a table, graph, smart art, a picture, clip art, or a video. These options are also found under the **INSERT** tab.



5. To animate text or an image simply click on the **ANIMATION** tab. Highlight the text or select the image by left clicking and then choose an animation. There are four ways to animate: Entrance, Emphasis, Exit, and Design your own motion path.



6. To add a transition effect between each slide, first click on the **TRANSITIONS** tab, click on a slide on the left side of window (clicking on slide 2 will place a transition between 1 and 2) then choose a transition and a preview will play.

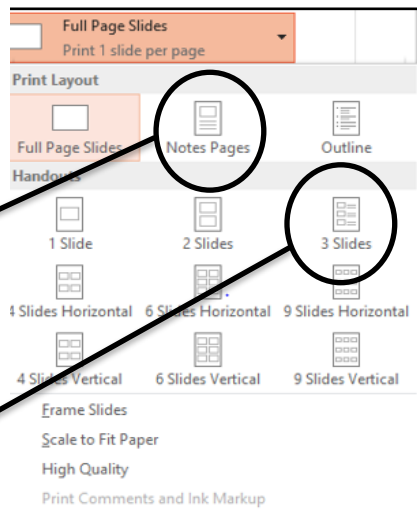
7. View entire presentation by clicking on the **SLIDE SHOW** tab and clicking on the **From Beginning** button. Tap the spacebar or arrow keys to proceed between slides or animations until you reach the end.

Printing

When printing, you can choose from many different print-out styles:

Notes Pages: will show the slides as well as the notes you typed for each slide

Handouts: Choose how many slides appear on a page to handout to the audience. **3 Slides** even has space for taking notes next to each slide.



Resources

Algonquin Area Public Library Webpage

<http://www.aapld.org/>

From the home page click through:

- Virtual Library
 - Learning Resources
 - **LinkedIn Learning**
 - **brainfuse JobNow : SkillSurfer**
- Both of these services require a valid AAPLD library card. (not sure of your password? Let us know!)