

DIGITAL LITERACY PROGRAM

MICOROSFT POWERPOINT

Empower Your Life!



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Microsoft PowerPoint is used to create presentations for fun and learning purposes, flyers, and more.

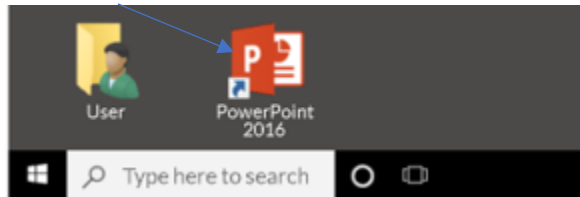
Lessons

Lesson 1 PowerPoint

Vocabulary: Ribbon | Slide | Slide Navigation Pane | Slide Pane | Slideshow Presentation | Text Box | Theme

How to open a PowerPoint

– Double click the PowerPoint icon



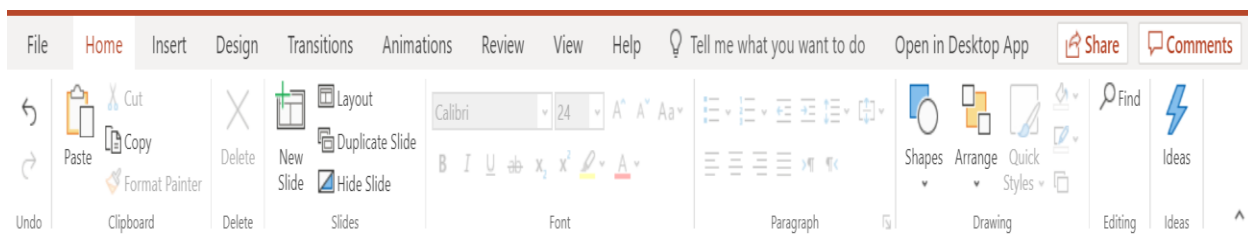
Three methods to open an existing PowerPoint document

1. Double click the Icon on the desktop.
2. Right click the PowerPoint icon and select Open.
3. Within PowerPoint, select the File tab, select Open.

Open Recent – Select File and Recent is displayed



PowerPoint Interface | Ribbon

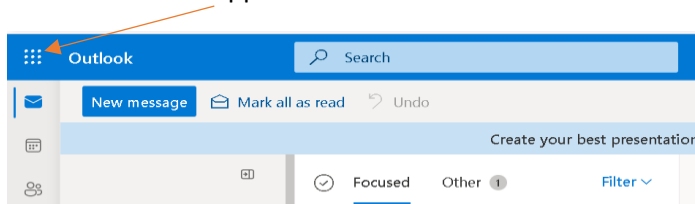


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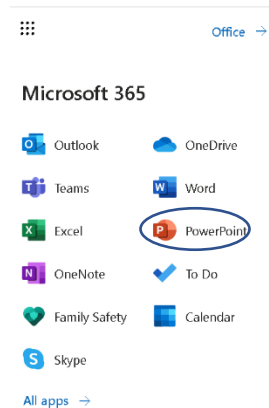
Note: The Assessment in Northstar is based on using the Microsoft PowerPoint 2016 paid version of software. Using the Microsoft PowerPoint paid version versus a free cloud version, some features are different and specified in this document.

To open MS PowerPoint with a free version do the following:

1. Open a browser
2. Go to outlook.com and login with your username and password
3. Once logged in, the below screen will display
4. Click the App Launcher



5. Click PowerPoint



Note: MS PowerPoint access via the cloud will automatically open a new tab in the browser

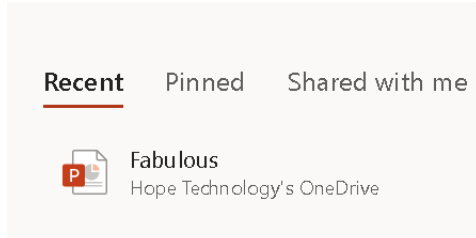


Click New Blank document to open a new presentation



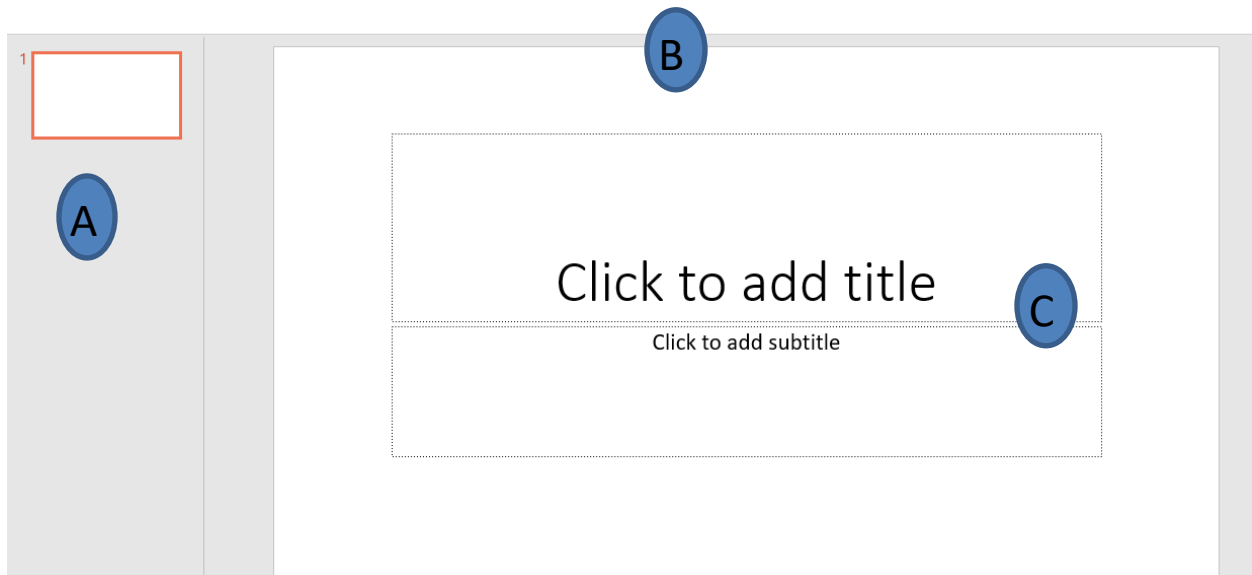
OR

Click one of the Recent documents to open an existing presentation



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PowerPoint Interface



A – Slide Navigation Pane (SNP) - Left side of the interface, the Slides Navigation Pane shows thumbnails (small image) of all slides in a specific presentation and allows users to access and organize the thumbnails.

B - Slide Pane – Center of the interface, the Slide Pane allows users to modify a specific slide, thus select slides, by clicking them thumbnail, and that specific slide will display in the slide Pane.

Note: To move from slide to slide, click to select the SNP (scroll when necessary to see more thumbnails).

C – Place holder - Within slides are placeholders / text boxes, they contain text.

In order to insert text in PowerPoint, the text must reside inside a placeholders / text box. However, users can insert shapes and images directly on the slide, outside of the placeholders / text box.

Note: Objects consist of anything inserted in powerpoint, placeholders, text boxes, shapes, and images.

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Lesson 2 Formatting Text

Vocabulary: Alignment | Bold | Bullets | Font Size | Format | Layout | Text

Home Tab – Paragraph Group

Horizontal Align Text

- Align left
- Center
- Align right
- Justify

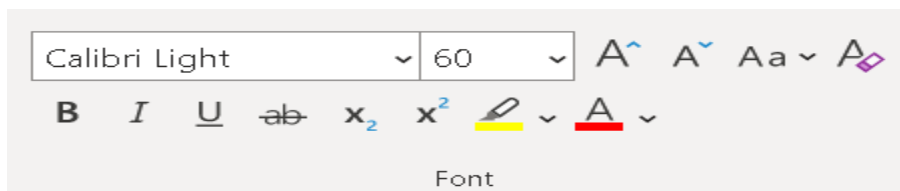


Vertical Align Text

- Top
- Middle
- Bottom



Home Tab – Font Group



Home Tab – Slide Group



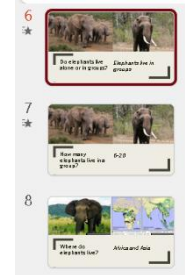
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Lesson 3 Pictures and Textboxes

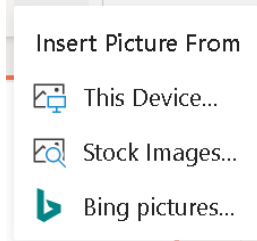
Vocabulary: Drag | Insert | Picture | Resize | Text Box

Drag and drop text, select text, click hold the mouse and drag and drop to another location

Re-order slides – Go to slide navigation pane, click hold, drag and drop to new position



Insert Tab, Picture– This Device (Photo's saved on the Computer)



- **Resize**

Hover your cursor over one of the handles, the cursor will change into a two headed arrow. Click, and hold while simultaneously dragging inward to decrease size or click and hold while simultaneously dragging outward to increase size.



- **Move**

Hover your cursor anywhere on the small dotted lines, the cursor will change into a four headed arrow.

Click, and hold while simultaneously dragging the placeholder to a different location.



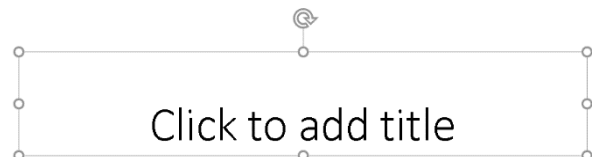
- **Rotate**

Select anywhere on the the placeholder/text box, select the rotator, continue to hold down the mouse while simultaneously turning right or left for the desired position.



- **Delete**

Select a picture or click the board of a text box and press the delete key or the keyboard.

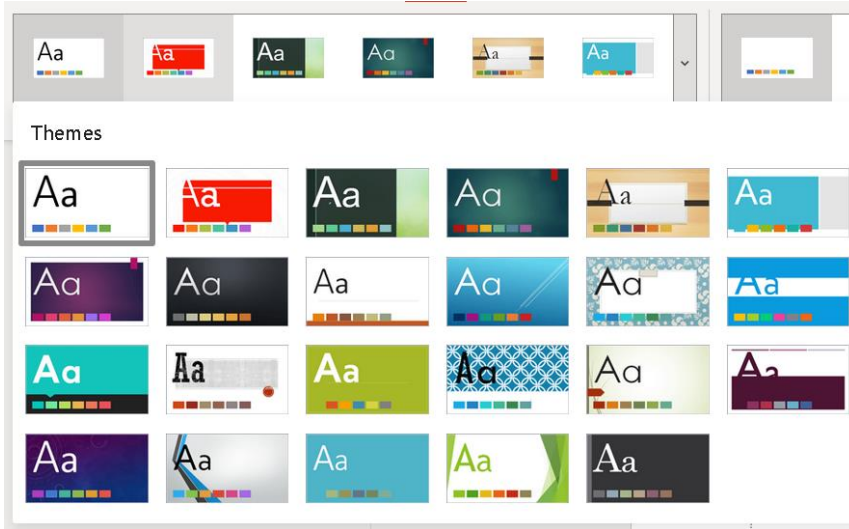


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Lesson 4 PowerPoint Etiquette

Vocabulary: Background | Font | Picture | Text

Design tab Tab – Themes (background)



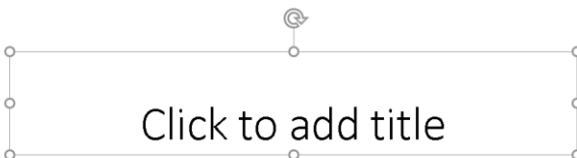
Font | Decrease and Increase | Change Case



Lesson 5 Editing Slides

Vocabulary: Duplicate | Select | Undo

Click the board of the text to select the placeholder and click the picture or shape to select



To duplicate, click the object (text box, picture, or shape and click **CTRL+D**

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Lesson 6 Transitions and Animations

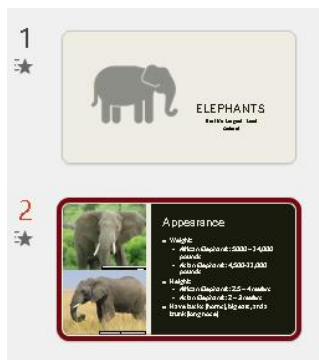
Vocabulary: Animation | Present | Slide Sorter | Transition | View | Zoom

– Transition is movement from one slide to the other

Select Slide the Transition Tab, Select a Transition to slide and notice the * will appear beneath the slide number



Apply the transition to all slides by selecting Apply to All



Animation Tab – Animation is object moving on a slide

1. Click an object (Text box, shape, picture, chart, or table)
2. Select the Animation Tab
3. Select an Animation

Present is Slide Show mode

1. Select Slide Show Tab, From Beginning

OR

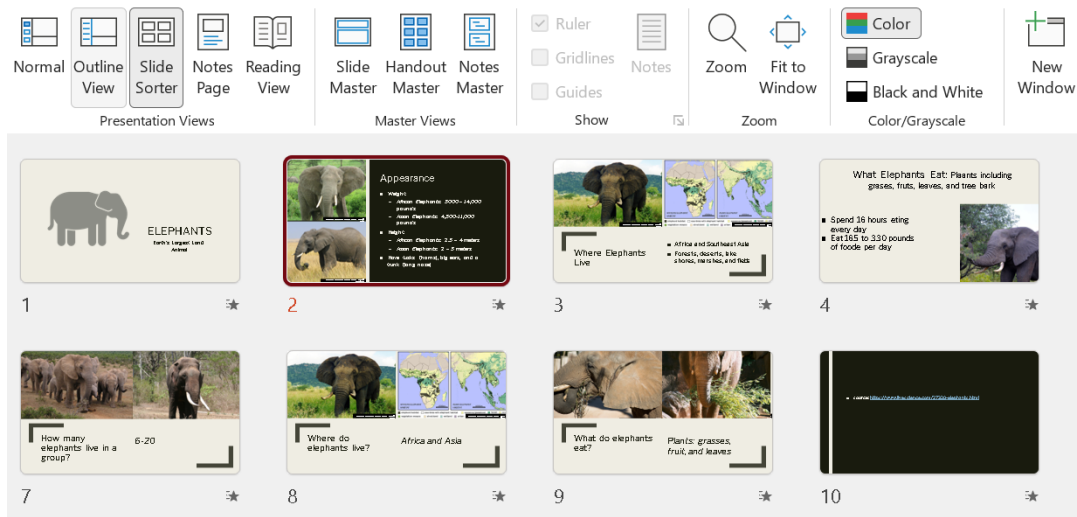
2. Select the Slide Show icon in the bottom right of the screen



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Slide Sorter

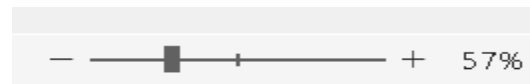
Organize slides using the slide sort – Click the View tab, Slide Sorter



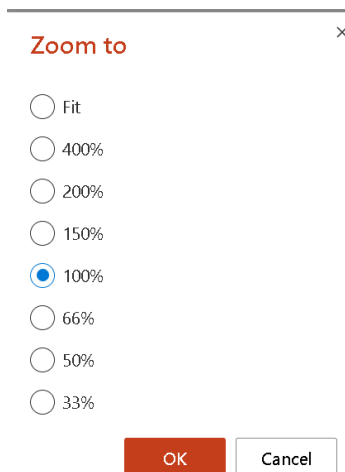
Zoom

Zoom increase or decrease the size of the slide on the screen

Go to the bottom right side of the screen to click the plus or minus symbol to change the zoom percentage



Cloud users click the percentage

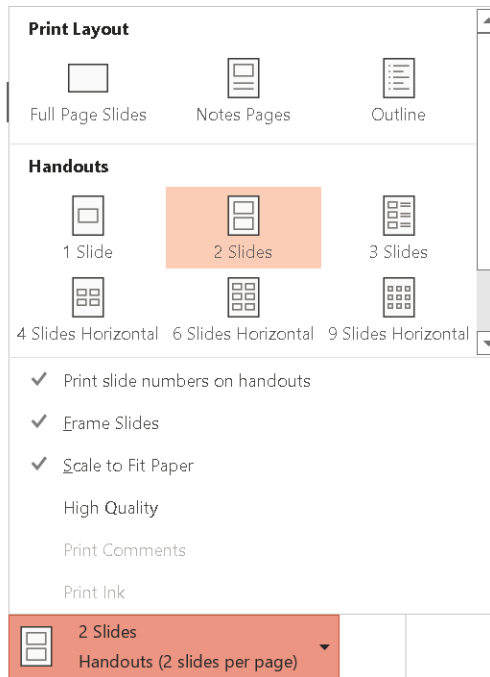


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Lesson 7 Printing and Saving

Vocabulary: Handout | Print | Save | Save AS

Handout – File, Print, Full Page Dropdown, select Handout



- Save – Save a PowerPoint document to permanent storage (internal, external, and cloud).
- Save As – Save a PowerPoint document to permanent storage (internal and external) – **Allow option to change the name, location, or type of file.**

Microsoft PowerPoint File Extensions

.ppt (version 2003 or lower) .pptx (version 2007 or higher)

For example:

- Rons_Presentation.ppt
- Rons_Presentation.pptx

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Instructor-Led Exercises

Preparation: Ensure a folder named Practice is created with an image inside the folder named strawberry

Exercise One | Insert data

- 1) Click inside the placeholder where the text displays “Click to add title”, and notice the text will no longer display
- 2) Type the title **“Today’s Fruit”**
- 3) Click inside the subtitle placeholder, notice the text will disappear
- 4) Type the subtitle **Strawberry**

Exercise Two | Add Slides and Insert Data

- 1) **Go to the Home Tab, slides Group**
- 2) Click **New Slide drop down**
- 3) Select **Title Only**
- 4) Ensure slide two is selected
- 5) Click inside the place holder and type the word **Happy**
- 6) Repeat steps to add new slide, and select **Section Header**
- 7) Ensure slide three is selected and click inside the **first placeholder**
- 8) Type the words **Our Success**
- 9) Select the word Success and drag it to the **second placeholder (Cloud users cut and paste)**



Exercise Three | Align Text

- 1) Select **Slide One** from the **Slide Navigation Pane**
- 2) **Click** the word **Today’s Fruit** to see the board of the place holder
- 3) Click the curson on the boarder of the placeholder
Note: This is another method to select all text within a placeholder and the cursor should no longer display.
- 4) Go to the home tab, paragraph group, click the **Align Text drop down**
- 5) Select **Middle**
Note: text is already horizontal centered
- 6) Add your desired attributes such as increase font size, color, bold, change case, etc.
- 7) Repeat above steps for the second placeholder except, **Center align** (horizontal)

Exercise Four | Resize, Move, and Rotate a Placeholder

Begin with slide one, resize the first placeholder

- 1) Hover over the **far right middle handle**, when the cursor changes to a double headed arrow, **click and drag to the left until the word displays on two lines.**
- 2) Click the second placeholder, and hover over the **far right middle handle**, when the cursor changes to a two headed arrow **click and drag to to the left to** decrease the sidae of the place holder.



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Move the second placeholder

- 3) Hover the cursor over the boarder of the placeholder, when the cursor changes to a four headed arrow, click, and drag to position it to the bottom right side of the slide

Rotate the first placeholder

- 4) Click anywhere on the first placeholder, select the rotator, hold the rotator and slightly turn to the left (your text should now display on an angle)

Save As

- 5) Select File, Save AS
- 6) Select Practice folder
- 7) Name the presentation "MyPresentation" but do not close the presentation
Note: Rename can be done from the File Tab, or in Cloud version, by double clicking the Title Bar and typing the new file name.

Exercise Five | Add an image

- 1) Go to the ribbon, select the Insert tab, pictures,
- 2) Select from device
- 3) Select the practice folder, and double click the strawberry picture
Tip: If the image is too large, resize the image by selecting the corner handles and dragging inward.
- 4) Move the image of the strawberry directly above the word "strawberry"

Exercise Six | Crop and image

Crop allows users to cut off part of an image

1. Selecting the **image**
2. Go to the Ribbon, Click **Picture Tab**
3. Click the **crop drop down** and select **crop**. Notice the dark broken line around the image
4. **Hover over one of the dark broken lines**, when the cursor changes to the position of the line, **click and drag inward to crop parts of the picture**.
5. Continue to select and drag different dark lines and drag inward to crop parts of the picture.
6. Go back to the Ribbon, **select the Crop dropdown**, click **Crop**



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Exercise Seven | Insert a Shape

- 1) Ensure slide one is selected
- 2) Go to the home, drawing group
- 3) Move your cursor to the basic shape section
- 4) Click the smiley face
- 5) Move the shape below the text Today's Fruit

Your document should look similar to the image below



Exercise Eight | Additional Tabs

Design

A theme is a predefined set of colors, fonts, and effects

1. Select **Design Tab**, Theme Group
2. Select the desired theme or click More Themes down
3. Select **"Facet"** Theme

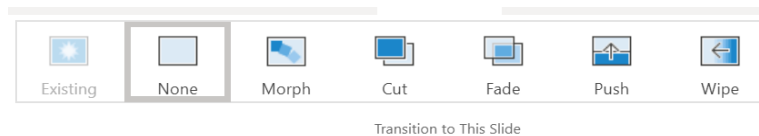


Transition

Motion during Slide Show View

1. Ensure the **first slide** is selected
2. Select **Transtion Tab**
3. Click the Transition Group drop down
4. Select **Glitter** transtion
5. Select **apply to all** to apply transition to all the slide

Note: a star will apper below each slide number, indicating the transition is applied - see two circles below

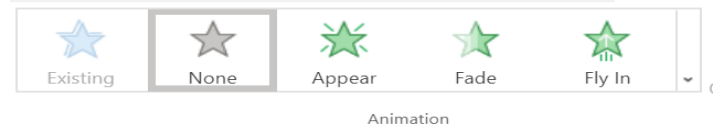


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Add Animation

Object movement

1. Select the text in Slide One, **Today's Fruit**
2. Select the Animation Tab, Animation Group, *select **Appear***
3. Select the **strawberry** image, select the Animation Tab, More drop down, scroll and select **spin**



View Slides in side sorter

1. Select the View Tab
 2. Click Slide Sorter
- Go back to the normal view
3. Select Normal

Change the order of slide

1. Select Side Three in the Slide Navigation Pane
2. Drag it above slide two

View Slide Show

1. Select Slide show Tab, Start Slide Show Group, from Beginning
OR select the slide show icon (bottom right) of the screen
2. Click the mouse to advance to the next slide and to return to slide edit mode

Print the handout two to a page (limited option for Cloud users)

1. Select File, Print,
2. Click the drop down for Full Page Slides
3. Select 2 slides from the Handouts section

