



## Beyond the Basics PowerPoint



Getting Started Guide

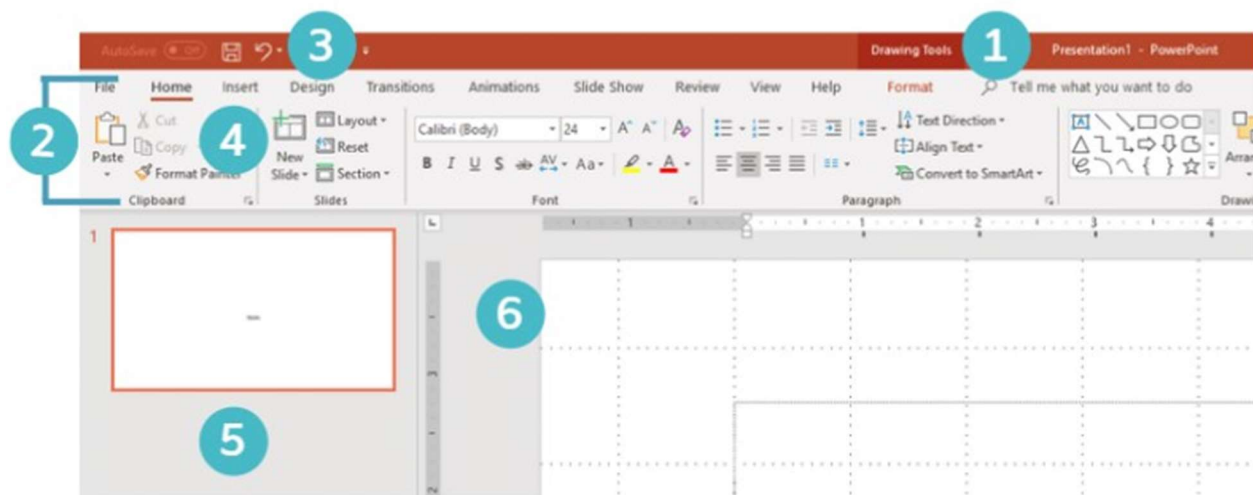


## What is Presentation software?

Presentation software is defined as computer programs designed to allow the user to present information in an engaging way such as with text, pictures, sound, and video. Other examples include Google Slides and Keynote (Mac).

## Navigating the PowerPoint Interface

Microsoft's PowerPoint is a presentation graphics program (sometimes called a "slide show") that is widely used in the business and educational industries. A PowerPoint presentation is typically used to provide visual aids (see below) that reinforce an oral presentation.

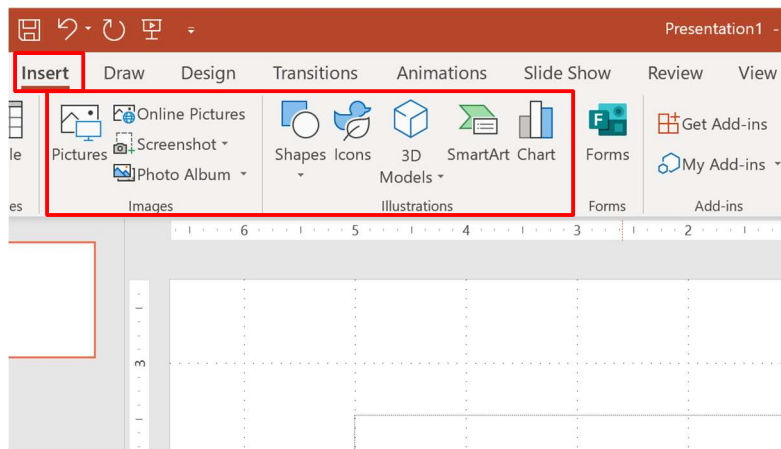


- 1. Title Bar:** Displays title of slideshow and other quick access information.
- 2. Ribbon Menu:** Contains all your commonly needed options, grouped by category. The ribbon is grouped into tabs and each tab is grouped by category within that tab.
- 3. Undo:** Click here to undo actions you made by mistake. This button (and its keyboard shortcut CTRL+Z) is a life saver if you do something that drastically alters your presentation by mistake and when you are adjusting pictures in your document.

4. **New Slide:** Use this button to add a new slide. You can also use the 'enter' key on your keyboard
5. **Slide Navigation:** In this panel you can see all the slides for your presentation. You can click on the slide you want to work on it. You can change the position by left clicking with your mouse on the slide and dragging it to the new location.
6. **Slide Editor:** The slide editor takes up most of the screen and is where you add content and edit your slides.

## Using Objects

Objects such as images, shapes, charts, and diagrams can enhance your presentation.



Objects in PowerPoint can be accessed by clicking on the insert tab. You can click on the name of the object you would like to add to your slides. *For many objects you will need to select the type from a drop-down menu.*

## SmartArt

SmartArt is an organizational chart that allows you to convert text into graphics. To add, select one of the slide layouts that includes a content placeholder and click on the top right icon seen below. You can also click on the Insert tab in the Ribbon Menu (2) to add it to a slideshow.

Click to add title

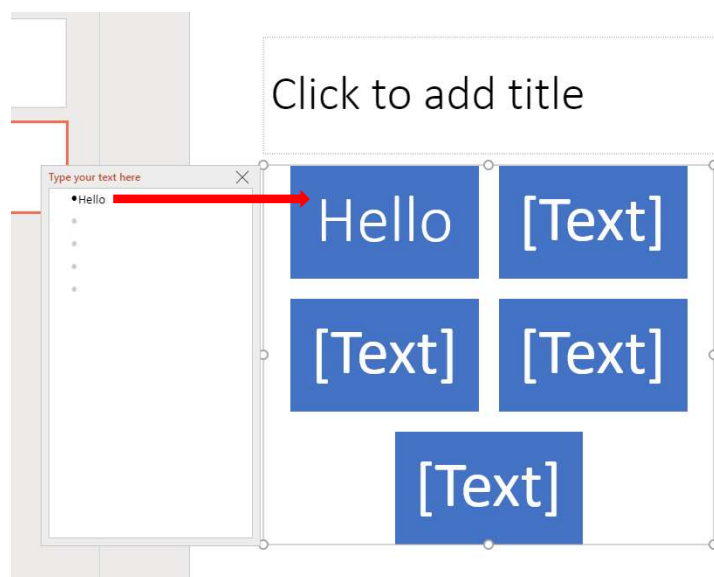
Cli

- Click to add text

• Cli

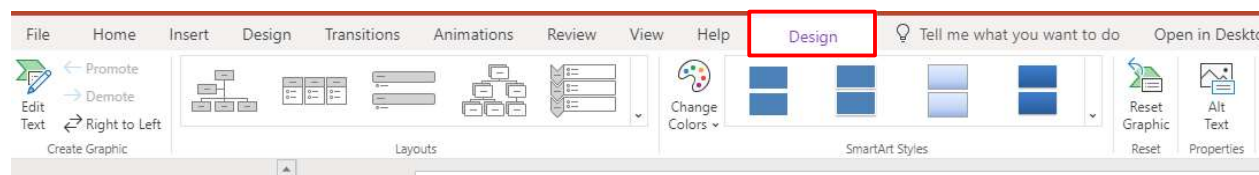


SmartArt icon



Once you type something in the bullet list on the left, it automatically transfers the word to the chart on the right. *If you want to add more bullets, press Enter in the left-side bullet list.*

Once text is entered into a box, you can change the color, design, shape, and delete or add a box of a SmartArt graphic by selecting the Design tab (or you can hover over the box, then right-click) for similar options.



## Adding Videos

You can add a video to a slide show by selecting one of the slide layouts that includes a content placeholder and clicking on the bottom right icon pictured below. A box will pop up saying Online Video. Then copy and paste the URL (aka 'Uniform Resource Locator') for the video in the box provided and click Insert. *NOTE: for a larger variety of videos, perform a Google, YouTube video search—go to Google.com, select the YouTube app, search for your video/movie, copy and paste the URL, select Play.*

Video Icon

Click to add title



Online Video

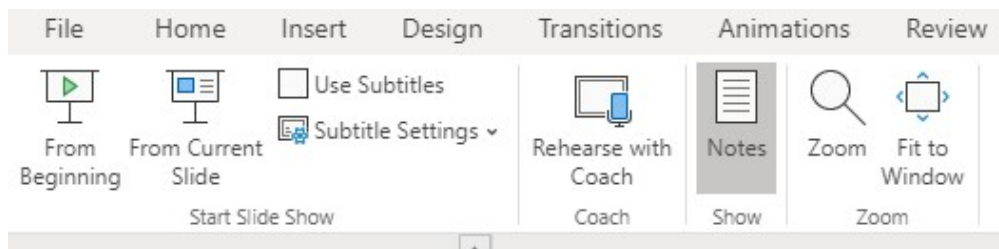
Enter the URL for the online video:

Your use of online videos is subject to each provider's Terms of Use and Privacy Policy. [Learn More](#)

Insert Cancel

Microsoft's default search engine is 'Bing'. In another tab, go to Google.com, select the YouTube app for a wider selection of videos/movies, copy & paste the URL.

## Speaker Notes



Speaker notes are notes you can giving your

presentation. They help you keep from overloading slides with text. You can do this one of two ways. Click view and then notes or click notes at the bottom of the slideshow.

## Resources

The following resources can be accessed from the library's resource page:  
<https://www.cmlibrary.org/resources>

### **GCF Learn Free**

Find many Microsoft Office, Google Suite, and basic-to-advanced digital literacy lessons for free on [www.gcflearnfree.org](http://www.gcflearnfree.org). They have both text-based and video tutorials on a wide variety of topics.

### **LinkedIn Learning**

Access a library of video tutorials from beginner to advanced level on a variety of technology topics on LinkedIn Learning (formerly Lynda.com). LinkedIn Learning allows you to track your progress and download resources from tutorials. You can view lessons at home or in the library using your library card.

### **Northstar Digital Literacy**

This resource provides interactive online assessments and practice exercises to help individuals master computer and software skills such as using email, navigating the internet, and using Microsoft Word, Excel, and PowerPoint. Learn to navigate technology in your daily life with assessments on topics such as Social Media, Google Documents, Supporting K-12 Distance Learning, and Career Search Skills. Receive certification in one or more topics by completing an assessment (score 85% or higher) during a virtual Library proctored session.

### **1-on-1 Technology Tutoring**

Charlotte Mecklenburg Library offers 1-on-1 tutoring with a library staff member or volunteer. You can call your library branch to check availability or check out our online calendar at [www.cmlibrary.org/calendar](http://www.cmlibrary.org/calendar).



DigiLit

**DigiLit** is a digital literacy program provided by Charlotte Mecklenburg Library. To find out more information about this program, download class handouts, and access additional resources, visit:  
[www.cmlibrary.org/digitlit](http://www.cmlibrary.org/digitlit)