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Getting Started with PowerPoint
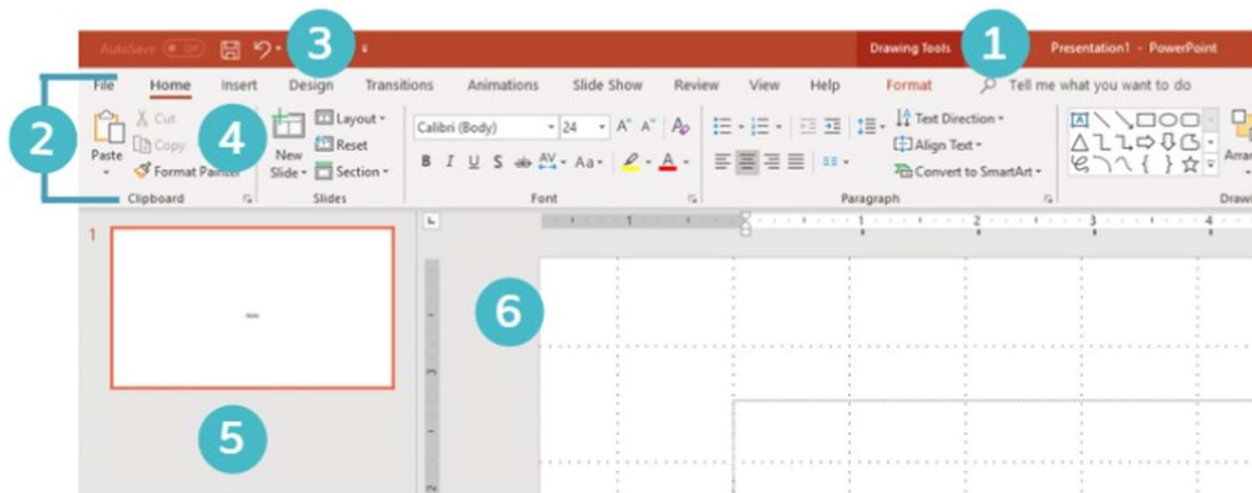

Getting Started Guide

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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

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

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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 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.

Design Templates
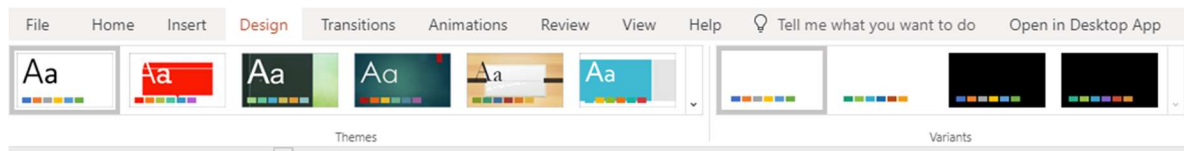
The easiest way to design your PowerPoint is through the design themes. It applies a theme to all the slides in the presentation, so they all work together cohesively. You can change it at any time.

Adding New Slides and Slide Layouts

To add a new slide, click on new slide in the ribbon menu (2). When you add a new slide, you can choose a Slide Layout. Slide Layouts are predefined arrangements for your slide content. You can have a new layout for each slide or mix them up depending on what you want.
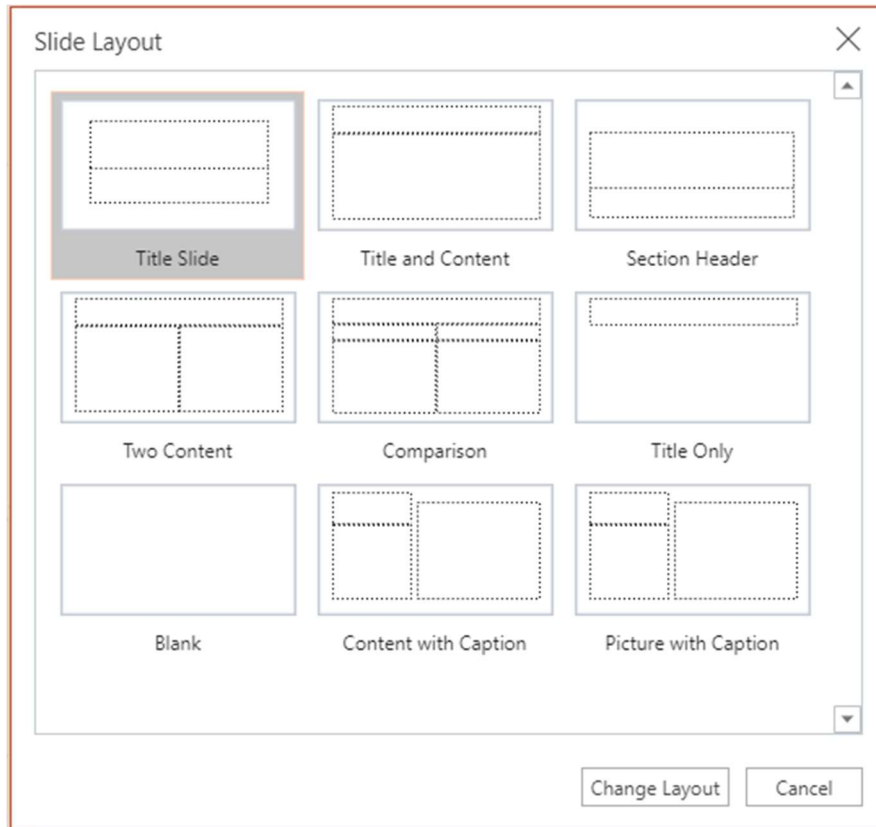
Adding Text to Slides

You can add text to any slide by clicking inside the text placeholder
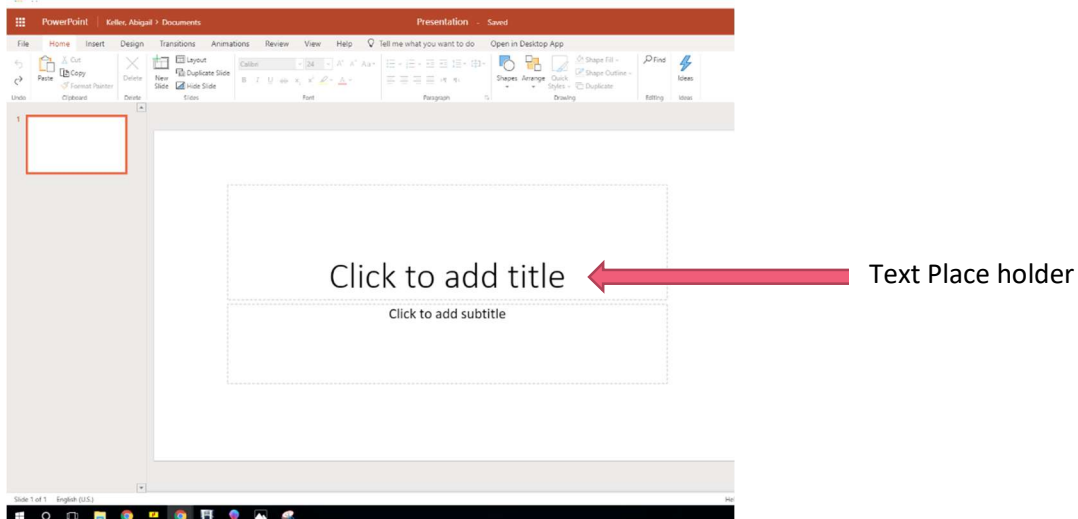

Text Place holder

Adding Images

To add images, select one of the slide layouts that includes a content placeholder. Then click on one of the images in the box. You can insert your own image (second row, first image) or insert pictures from online (second row, middle). You can also insert images by using the insert tab at the top of the screen.

Your images   Online Image
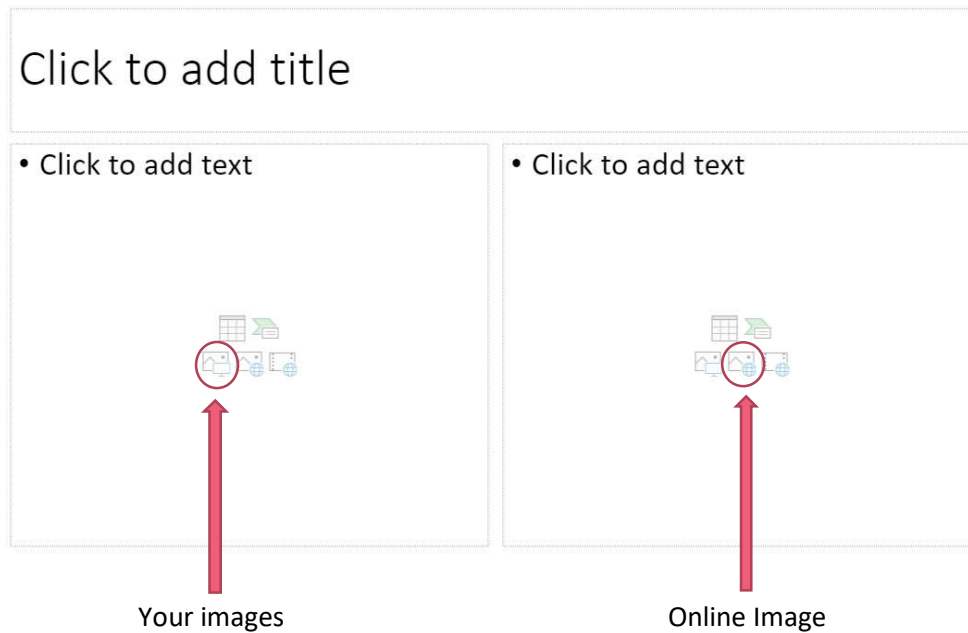
Transitions

Transitions are special effects that are shown as one slide is moves into the next. You can apply transitions to all slides or only selected slides or have different ones for each slide.
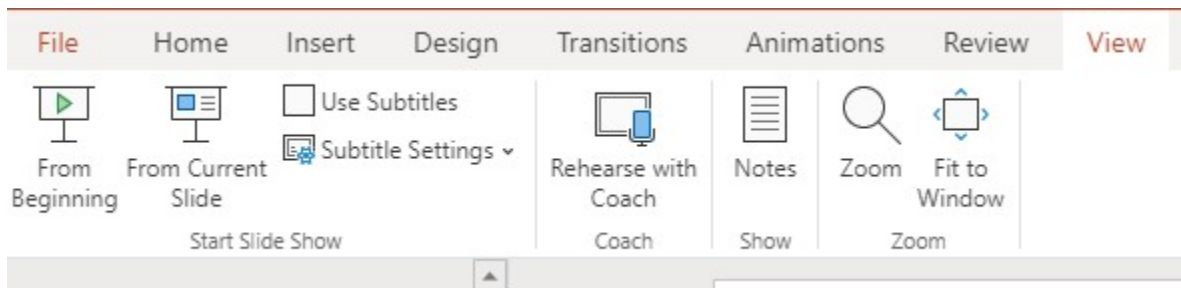
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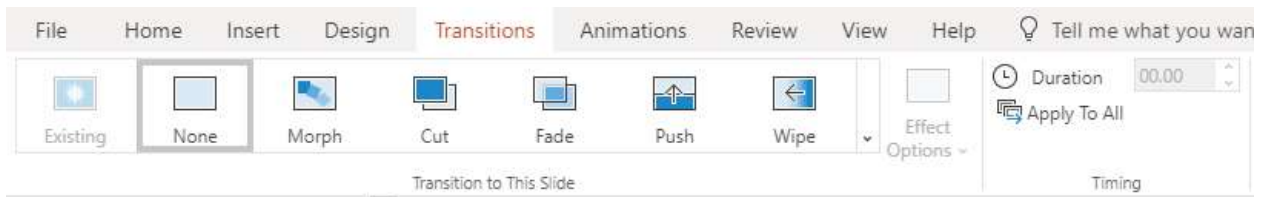
Animations

Animations apply movement to objects (like an image) or text on a slide during a slide show. You can reorder them however you want.
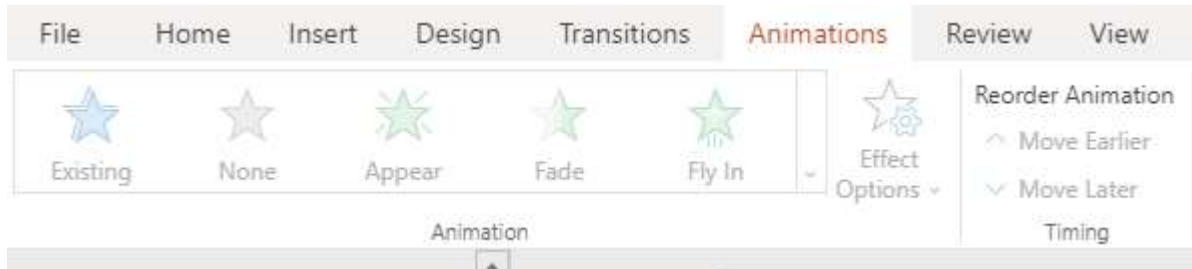
Viewing Your Presentation

To view your presentation, click on the view tab at the top of the screen. You can play from the beginning or from current slide.

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. 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.

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/digilit**