



Lecture 9

Microsoft Office PowerPoint (MS PowerPoint)

Introduction:

PowerPoint is a complete presentation graphics package. It gives you everything you need to produce a professional-looking presentation. PowerPoint offers word processing, outlining, drawing, graphing, and presentation management tools- all designed to be easy to use and learn.

The following gives you a quick overview of what you can do in PowerPoint:

- When you create a presentation using PowerPoint, the presentation is made up of a series of *slides*. The slides that you create using PowerPoint can also be presented as overhead transparencies or 35mm slides.
- In addition to slides, you can print audience handouts, outlines, and speaker's notes.
- You can format all the slides in a presentation using the powerful *Slide Master* which will be covered in the tutorial.
- You can keep your entire presentation in a single file- all your slides, speaker's notes, and audience handouts.



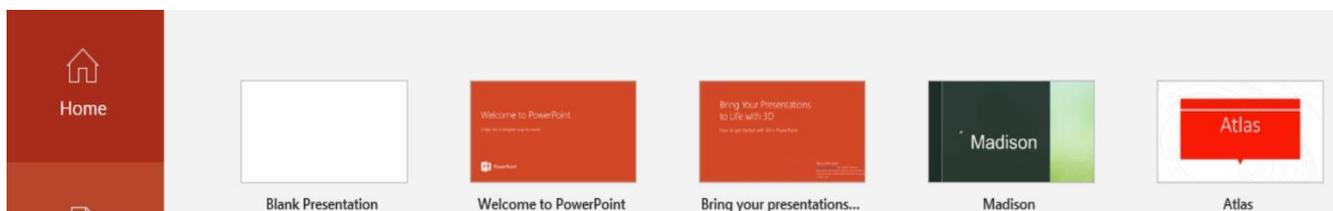
- You can import what you have created in other Microsoft products, such as Word and Excel into any of your slides.

Now that you know what features PowerPoint offers it's time to learn how to work in PowerPoint.

A. Launch Microsoft PowerPoint 2019

Launch PowerPoint:

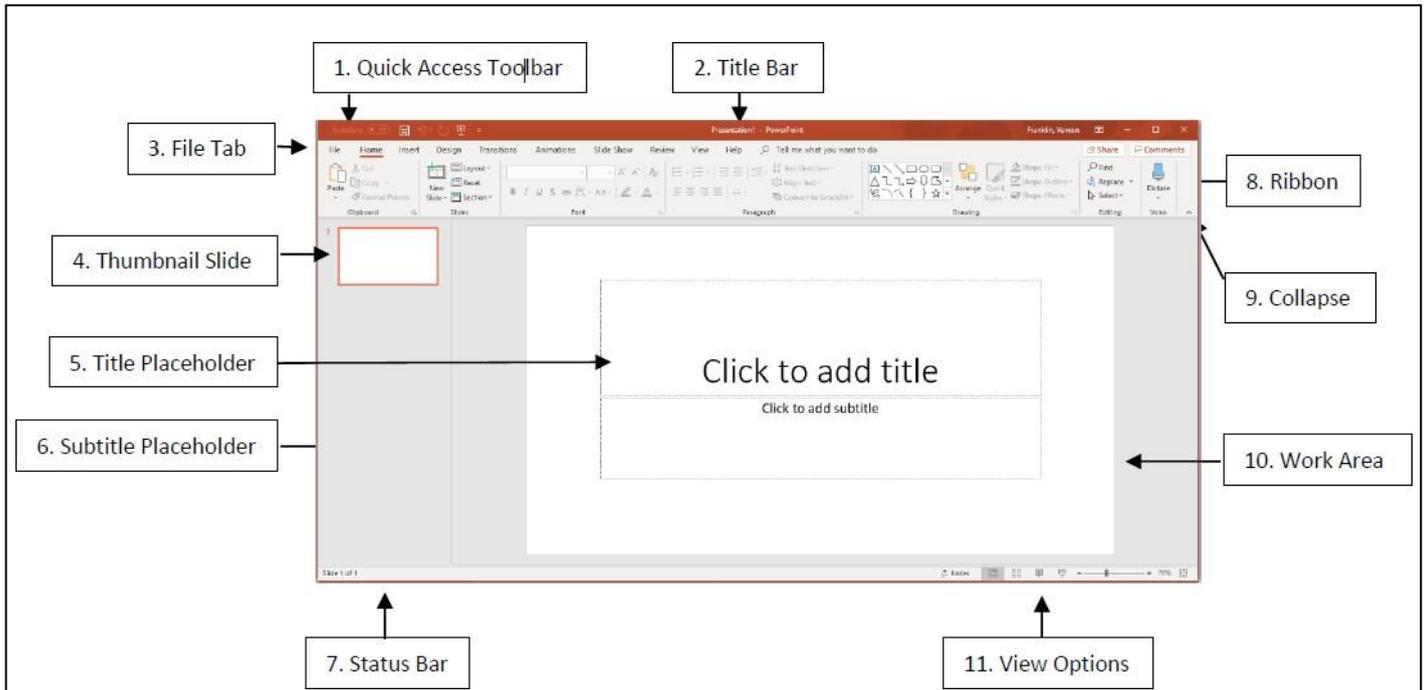
1. Click on the **Office Start** button.
2. Click on the **PowerPoint 2019**  icon from the options panel.
3. The **PowerPoint Template** window will appear.



4. Click on the **Blank Presentation** icon.

B. Windows Features

The purpose of Windows Features is to enable the user to perform routine tasks related to the Microsoft applications. All Office applications share a common appearance and similar features. Windows Features provide a quick means to execute commands. Below are some pertinent PowerPoint features:



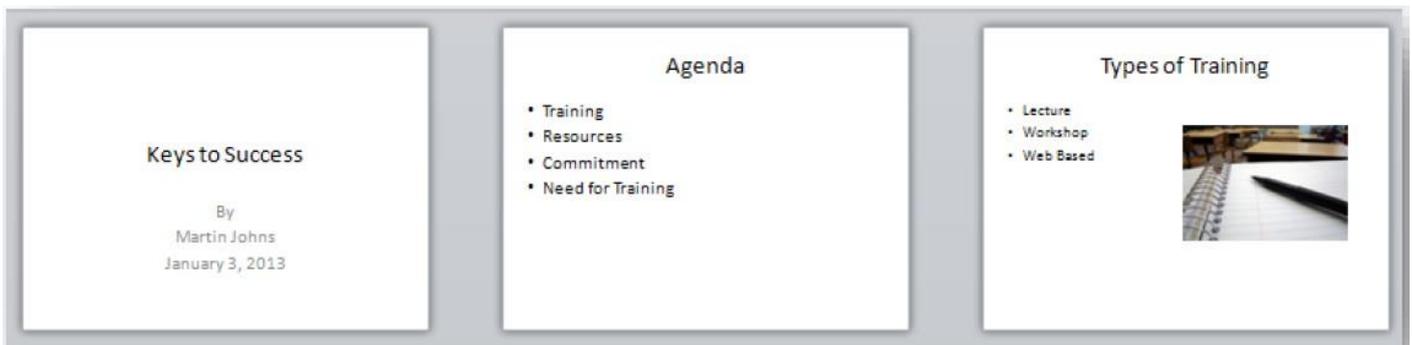
C. Feature Terms and Descriptions

	Term	Description
1	Quick Access Toolbar	Displays quick access to commonly used commands.
2	Title Bar	Displays the name of the open file.
3	File Tab	The File tab has replaced the Office 2007 button. It helps you to manage the Microsoft application and provides access to options such as Open, New, Save As, Print, etc.
4	Thumbnail Slide	Displays a snapshot of each slide.
5	Title Placeholder	Section where text is entered.
6	Subtitle Placeholder	Section where text and/or graphics are entered.
7	Status Bar	Displays information about the slide presentation, such as page numbers.
8	Ribbon	Displays groups of related commands within tabs. Each tab provides buttons for commands.
9	Collapse	Collapses the ribbon so only the tab names show.
10	Work Area	Each slide has an area where text and graphics are entered for a presentation. There are various slide layouts to work from.
11	View Option	Displays several View modes for slides.



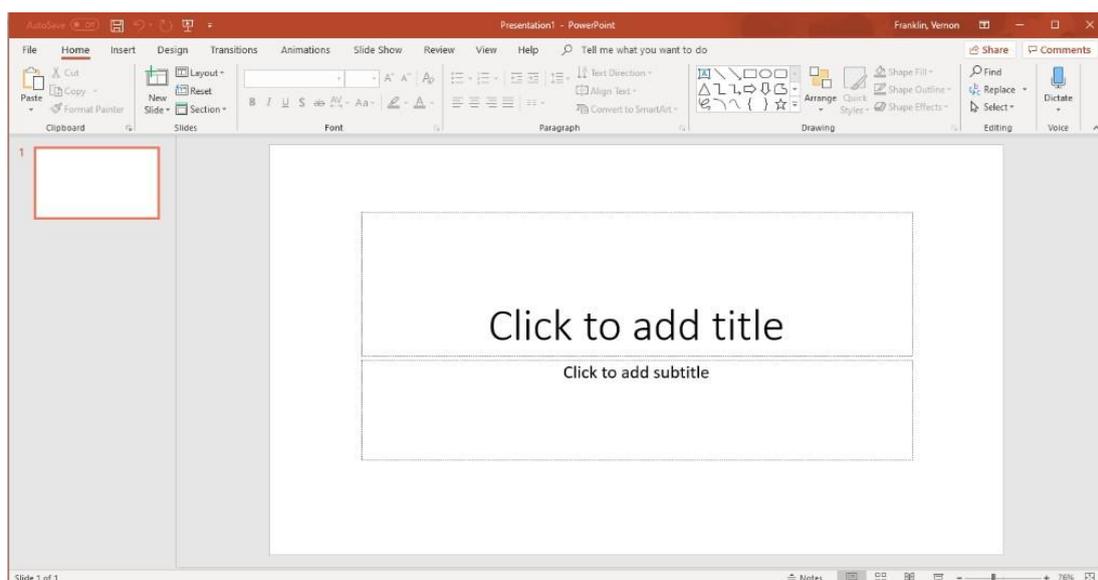
D. Presentation Slides

Slides in a presentation are similar to pages in a word processing document. All slides and graphics are saved in one file (example: **keys.ppt**). Use the PowerPoint file to present the information in the following ways:



II. Create Slide Presentation

When PowerPoint is launched the **Presentation** window will appear.





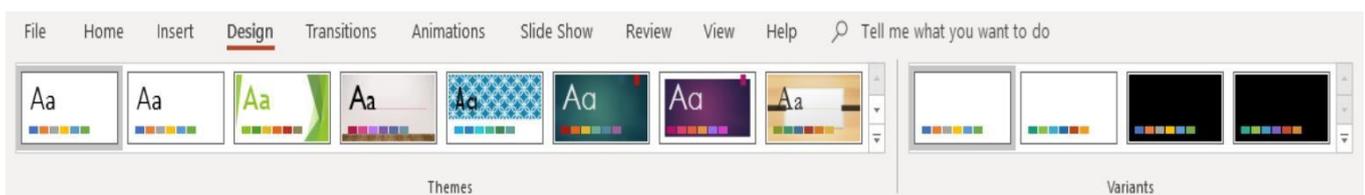
When creating a new presentation, you have choices about how to proceed. PowerPoint gives you a range of ways with which to start creating a presentation. You can start your presentation with:

- **Blank:** Slides that are unformatted and have no color scheme.
- **Design:** Slide Themes that have design concepts, fonts, and color schemes.
- **Template on Microsoft.com:** Microsoft Office Templates and Theme Gallery which are arranged according to type (Click on the **File** tab, select the **New** option, and then click on **PowerPoint presentations and slides** from the **Available Templates and Themes**.)

This workshop section will focus on using a Design Theme.

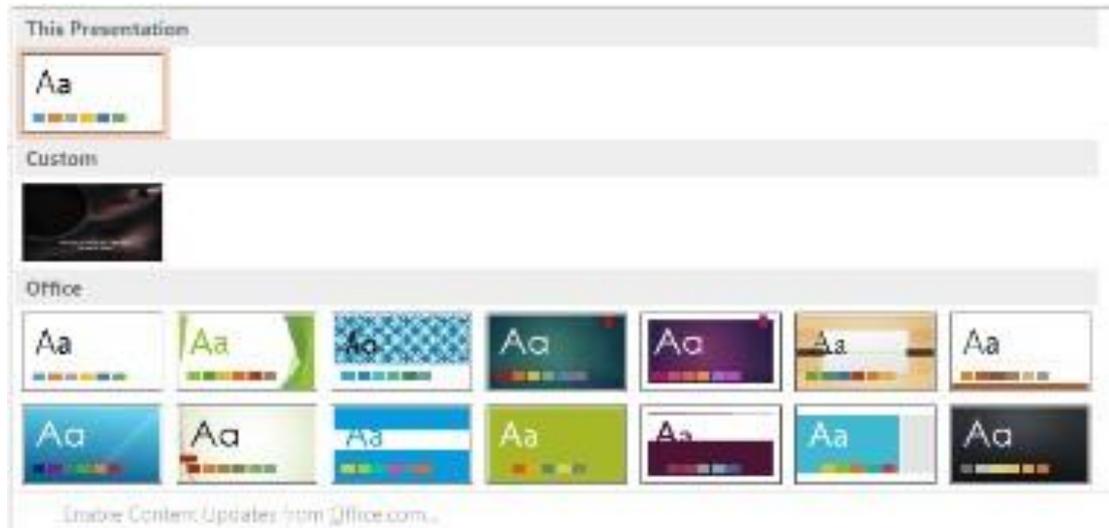
A. Design Theme

A Theme gives your slides a consistent appearance throughout your presentation. Themes contain color schemes with custom formatting, styled fonts, and layouts. When you apply a design template to your presentation, the slide master and color scheme of the template replaces the original blank slide.





1. Select the **Design** tab, then on the **Theme** group, click on the drop-down arrow next to the last Theme.
2. The **All Themes** window will appear with available presentation Themes.



3. Hover the mouse pointer over a Theme to preview it.
4. Click on a **Theme** of your choice.

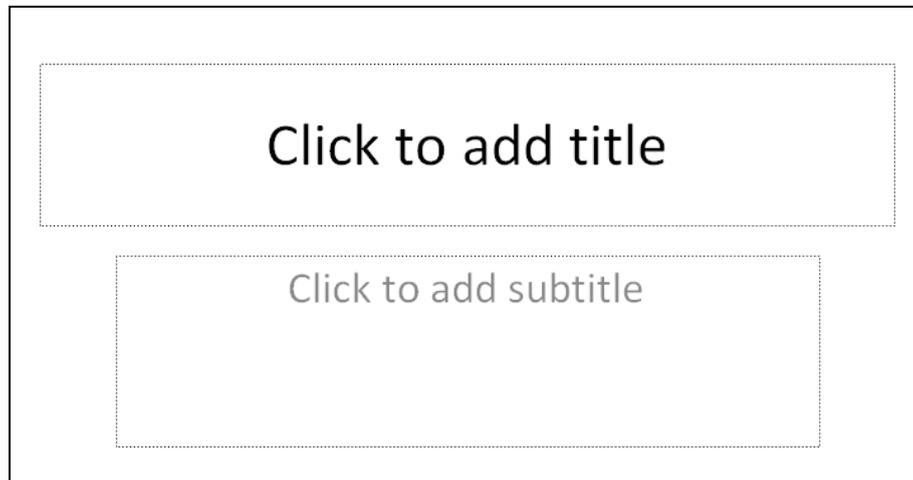
Note: You can change the Theme during or after the creation of your PowerPoint file.

B. Add Text

The template for the design Theme you select will determine the font type and text alignment. PowerPoint places all information (text and graphics) contained on a slide in separate **Placeholders**. Placeholders are designated by dotted lines; they appear on a slide as guides, but they will not appear on the finished presentation. In order to edit text, click once inside of



the **Text Placeholder** and the insertion point will appear; then begin to type your text.

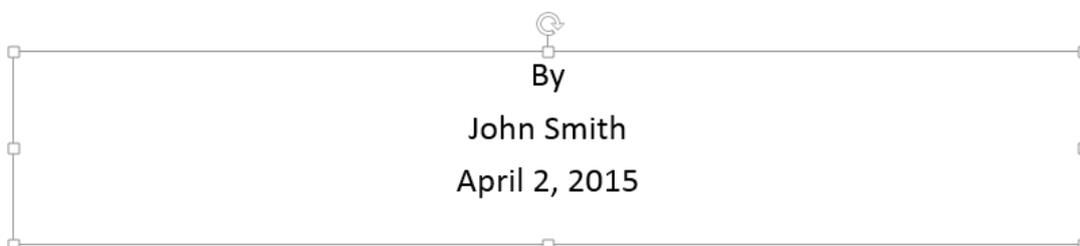


1. Click in the **Title Placeholder** and type the text title below.



2. Click in the **Subtitle Placeholder**.

3. Type the text below (You will need to press the **Enter** key after each line of text).



4. **Save** the presentation. Click on the **File** tab and then click on **Save As**. The **Save As** window will open. In the **File name** box, type **Keys to Success** for the presentation name. The instructor will indicate where to save the file. Click on the **Save** button.