

Microsoft PowerPoint

Microsoft PowerPoint : Microsoft PowerPoint

Lesson 1 Overview

Microsoft PowerPoint is a presentation application and one of the Microsoft Office products. PowerPoint is used to create and deliver slide shows. In this lesson, you'll learn about the features of PowerPoint and how they're used to create presentations with graphics, media files, tables, and charts. You'll also be learning about presentation design, how to achieve a call to action, and the techniques for making a successful presentation. Whether you use PowerPoint professionally or academically, your new skills will enable you to be confident in front of an audience.



1.1 Identify the features of the MS PowerPoint interface

Getting Started

READING ASSIGNMENT

First Steps

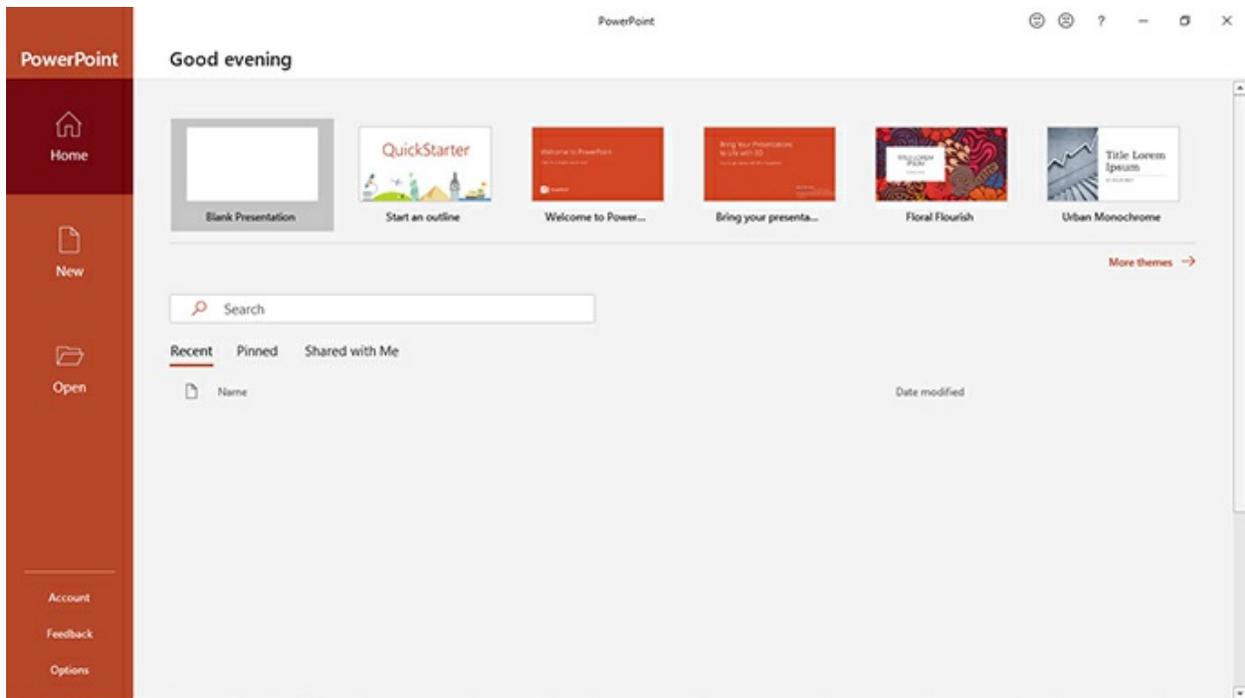
Microsoft PowerPoint is a presentation application that's used to create visuals, called **slides**, to support and illustrate a topic to an audience. PowerPoint slides can contain text, images, charts, videos, and other graphics.

To start PowerPoint, select the **PowerPoint** icon on the taskbar at the bottom of the screen, or double-click the icon on the desktop. If the icon isn't displayed, select the Windows **Start** button to find the PowerPoint program.

The PowerPoint Window

When you open PowerPoint, the Home screen displays a list of recently opened presentations and links to a sampling of Templates and Themes. On the left side of the screen are links that give you the option to create a new blank presentation or open an existing one.

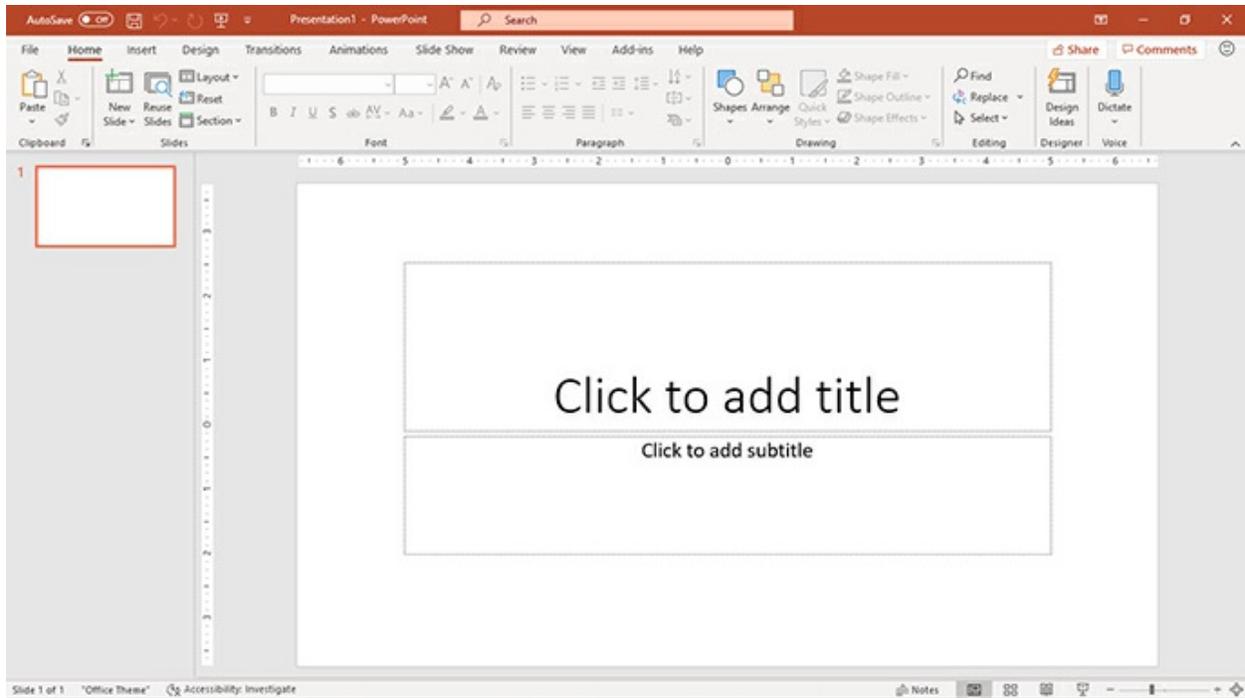
You can also view your account settings, provide Microsoft with feedback, and adjust the default PowerPoint options.



[An Image of the PowerPoint Start Screen]

The PowerPoint Start Screen

Select **Blank Presentation** to display the PowerPoint window with a new presentation in Normal view.



[An Image of the PowerPoint Default Slide with Placeholders for a Title and Subtitle]
The PowerPoint Default Slide with Placeholders for a Title and Subtitle

The Features of the PowerPoint Window

Features of the PowerPoint window include the following:

- The **Quick Access Toolbar** has shortcuts to commonly used commands. The default shortcuts are AutoSave, Save, Undo, Redo, Start from Beginning, and Customize Quick Access Toolbar. You can select the last icon, **Customize Quick Access Toolbar**, to add or remove shortcuts.
- The **Filename** is the presentation name or number displayed at the top of the window. When you save a new presentation, the name you provide will be displayed here.

- The **Window controls** in the upper-right corner include the following options:
 - The **Minimize** button to hide a window
 - The **Restore** button to reduce or expand the window size
 - The **Close** button to close the application window
- The **Ribbon** contains PowerPoint commands. Commands are organized into tabs that run along the top of the Ribbon. Selecting a tab name displays a different set of commands.
- Commands are grouped within a tab. Some groups include a dialog box launcher icon in the lower-right corner. Select this icon to display a dialog box or task pane with additional options related to the group. Some commands on the **Ribbon** have an arrow you click to display a menu of additional options.
- The **File tab** is different from other Ribbon tabs. Select **File** to display the Backstage view with options for opening, saving, printing, sharing, and closing a file. To get back to the presentation window without executing a command on the File tab, select the **Back Arrow** in the upper-left of the view or press the **Esc** key.
- The **Microsoft Search box** is a search tool and help feature. When you can't find a command, or when you want to learn how to perform an action, select **Microsoft Search**, and then type any word or phrase in the box. A menu of related search results will then display in the box. The search results will include related commands and an option to display a help dialog box with more

information.

- The **current slide** displays in the center of the window. Select the slide to add content.
- **Thumbnails** are miniature versions of the slides in a presentation and are displayed on the left side of the window in Normal view. When you select a thumbnail, that slide becomes the current slide.
- **Scroll bars** run along the right side of the thumbnails and the PowerPoint window. They're used to display unseen thumbnails or change the current slide.
- The **Notes button** below the current slide displays a pane for entering speaker notes that won't appear on the slide.
- The **Taskbar** is in the lower-right corner of the window. On the right side of the taskbar is a **Zoom** slider that you can use to change the magnification of your slide. Icons for changing views are to the left of the Zoom slider.
- **ScreenTips** are small boxes that pop up when you point to a command on the Ribbon or other features on the PowerPoint window. ScreenTips display information about a feature, including keyboard shortcuts for executing the command.

Working with Input Devices

The input devices you'll most often use with PowerPoint are the

keyboard, mouse, and touchpad. You use the mouse or touchpad to choose commands, select a thumbnail to make it the current slide, and move objects on a slide.

- The **keyboard** is used to type slide content and add speaker notes. Along with keys for typing data, the keyboard has keys for selecting a cell and communicating with PowerPoint.
- The **arrow** keys scroll through the slides, changing the current slide when you press the up or down arrow key. They also adjust the position of a selected object on a slide.
- The **Home** key displays the first slide in a presentation, and the **End** key displays the last slide.
- The **Delete** key removes the current slide and its contents.
- The **Page Up** and **Page Down** keys work similarly to the arrow keys, allowing you to scroll through the slides.
- The **Esc** key function varies depending on the action but is commonly used to cancel the current operation.

MICROSOFT SEARCH

The Microsoft PowerPoint application has many features. You can explore the features of PowerPoint by typing questions or phrases related to presentation creation in the **Microsoft Search** box. Select the **Get Help on** option at the bottom of the menu to learn more.



[An Image of the Microsoft Search Box]

The Microsoft Search Box

Key Points

READING ASSIGNMENT

Key Points

- PowerPoint has an application window with many features for creating slide presentations.
- When you start PowerPoint, you'll see the Start screen, with links to presentations and a link to create a blank presentation.
- To help you perform an action quickly, the Quick Access Toolbar is in the upper left of the PowerPoint window.
- When creating a presentation, you'll execute commands on the Ribbon, which is divided into tabs.
- The File tab is different from other Ribbon tabs because it displays a screen where you can open, save, print, share, export, and close a presentation.
- The Microsoft Search box is used to learn more about the commands and features of PowerPoint.
- A new presentation is displayed in Normal view, with thumbnails on the left and the current slide in the center. You select the current slide to add content.
- ScreenTips display information about a command or feature.
- The input devices you'll most often use are the keyboard, mouse,

and touchpad.

- The arrow keys can be used to scroll the slides. You use the mouse to move objects on a slide.

Exercise: Getting Started

Respond to the following based on your reading.

1. List three types of content a slide can contain.
2. How do you use the mouse to change the current slide?
3. When making a presentation, what are some ways you would use speaker notes?
4. Press the _____ key to remove the current slide and its contents from the presentation.

Exercise Answer Key:

Exercise: Getting Started

1. Answers will vary but should include three of the following: text, graphics, video, charts, images.
2. You use the mouse to select the thumbnail of a different slide to change the current slide.
3. You would use speaker notes to remind you of facts that you want to expand on or to simply remind yourself to properly greet the audience and introduce yourself.
4. **Delete**