

Introduction to PowerPoint 2013

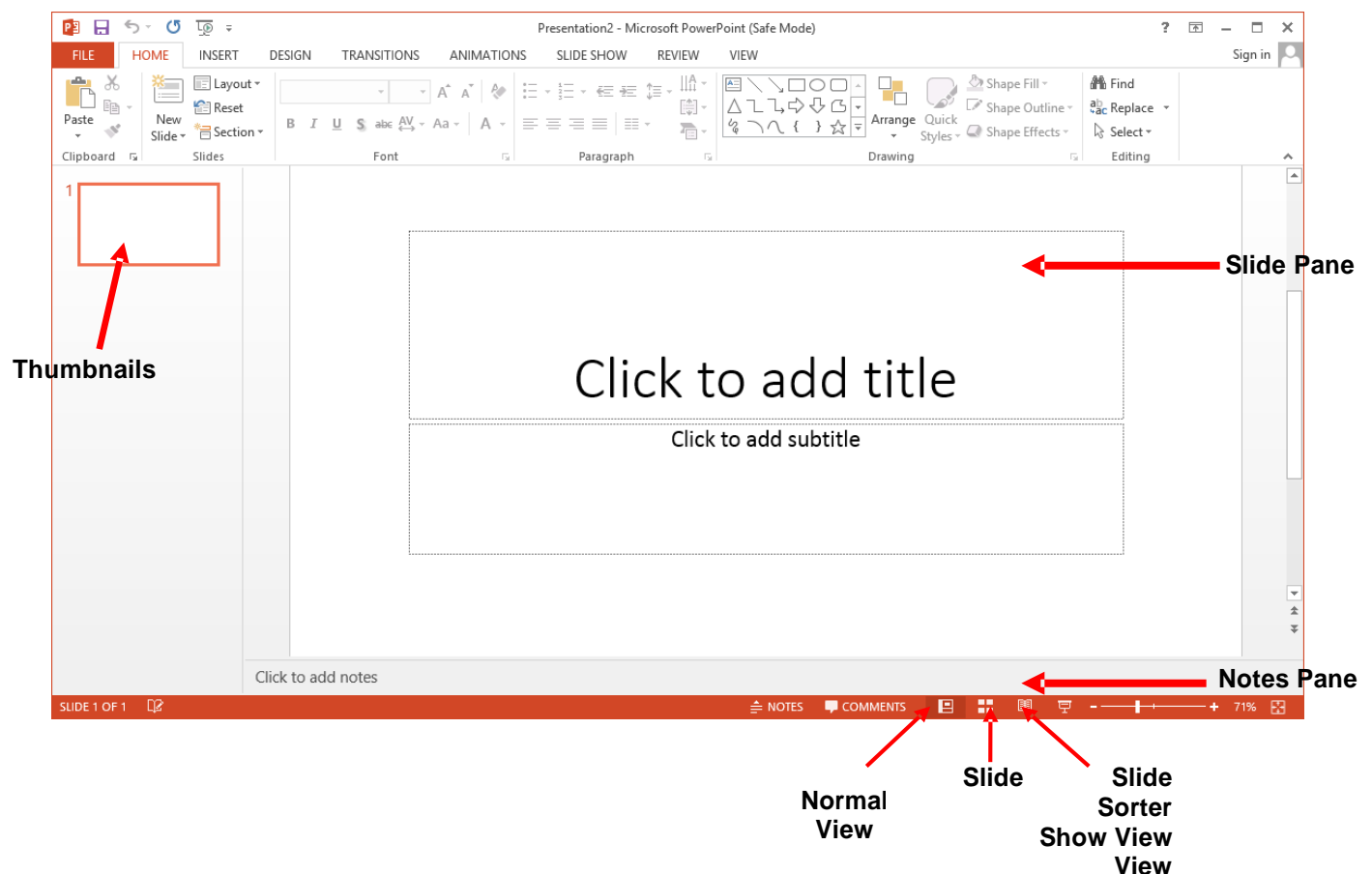
Microsoft PowerPoint is a presentation program or software application used to create and display a series of sequential slides, also called a presentation; where each slide displays some relevant content and information. PowerPoint 2013 helps users to create superior-quality, innovative, and lucid presentations to deliver the intended message of information effectively.

Viewing a Presentation

When you create a blank presentation in PowerPoint, the workspace opens in **Normal View**. Normal View is divided into three areas:

1. **Slide Pane** - shows the full layout of a slide
2. **Thumbnails** - shows slide thumbnails
3. **Notes Pane** - used to input text relevant to a specific slide

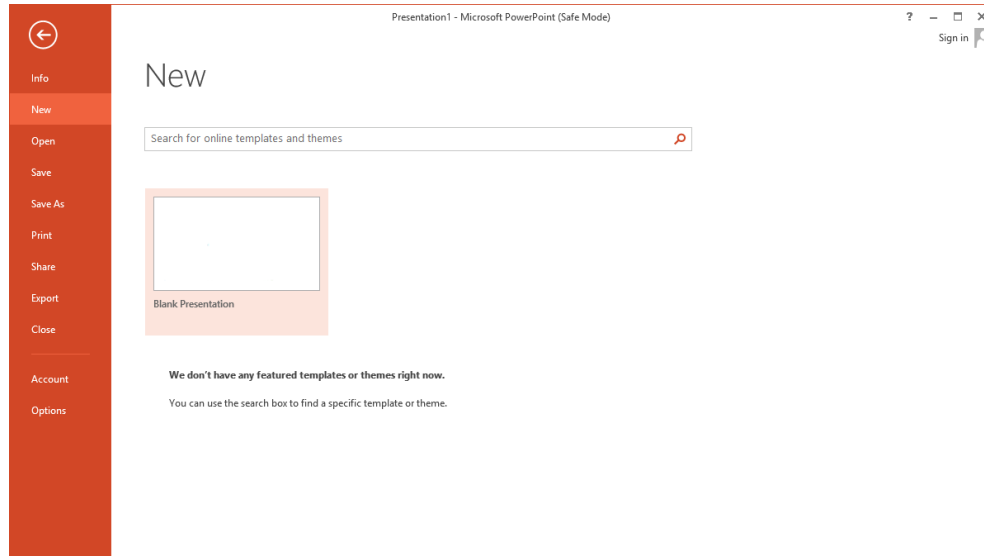
Other views include **Slide Sorter View** which shows thumbnails of the entire presentation and **Slide Show View** where you preview your presentation as your audience will see it.



Creating a New Presentation

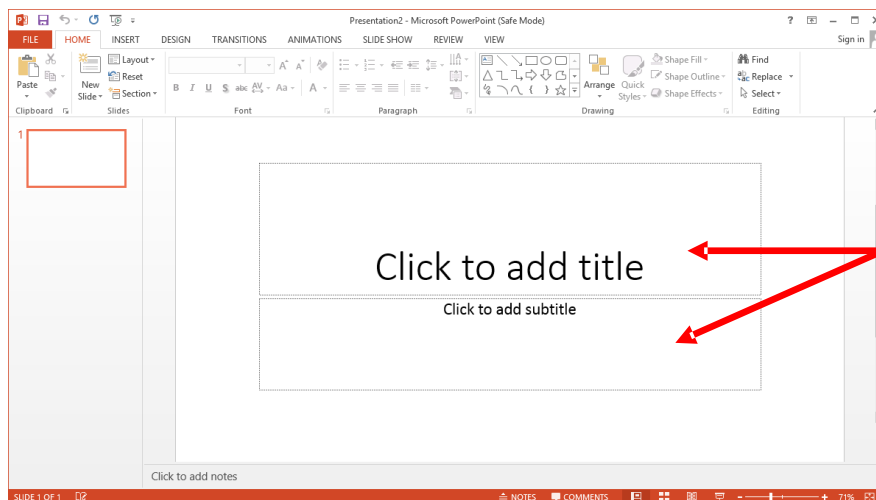
To Create a New Presentation:

- 1) Click on the **File** tab
- 2) Click on **New**
- 3) Select either a Blank Presentation or search for online templates and themes
- 4) Double-click **Blank Presentation** to create a new presentation



Entering Text on a Slide

When you create a new presentation, the first slide to appear is a **Title Slide**. It contains two placeholders: a **title placeholder** and a **subtitle placeholder**. To add text, click within the placeholder and type.



Placeholders

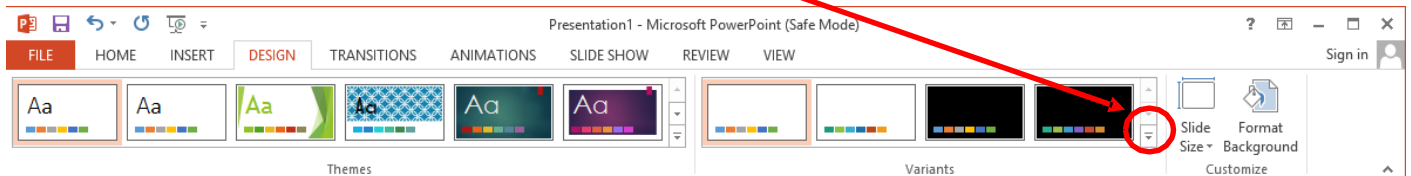
Formatting

PowerPoint provides a wide variety of themes that apply a distinctive look to the text, bullets, background colors, and graphics in a presentation. Using a theme is a big time-saver and immediately adds a professional touch to your presentation. You can apply a theme when you create a new presentation and you can change the theme as many times as you want.

To Apply a Theme:

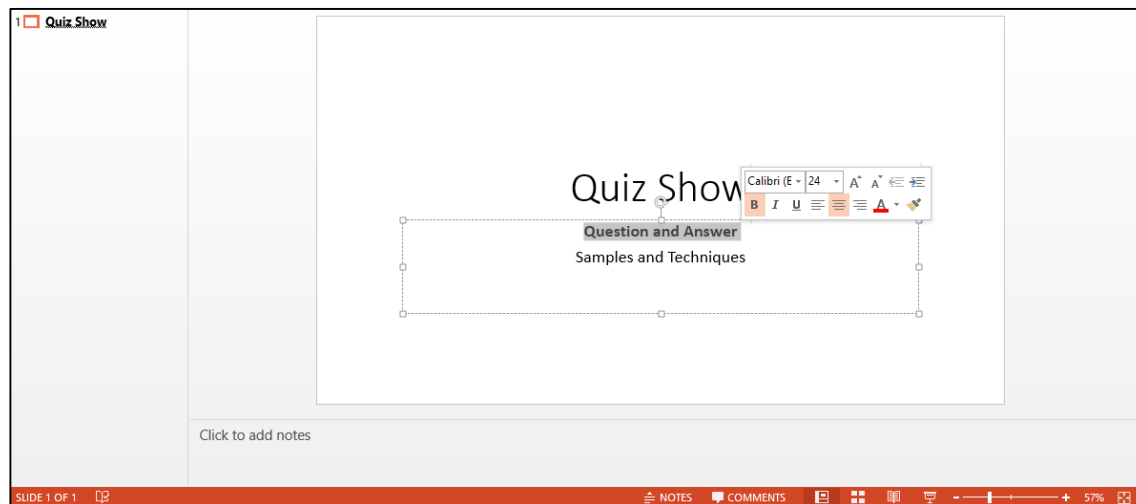
- 1) Click on the **Design** tab
- 2) Select one of the themes in the **Themes** group

To see more themes click on the **dialog box launcher**.



To Format Text:

- 1) Click within the placeholder
- 2) Select the text to format



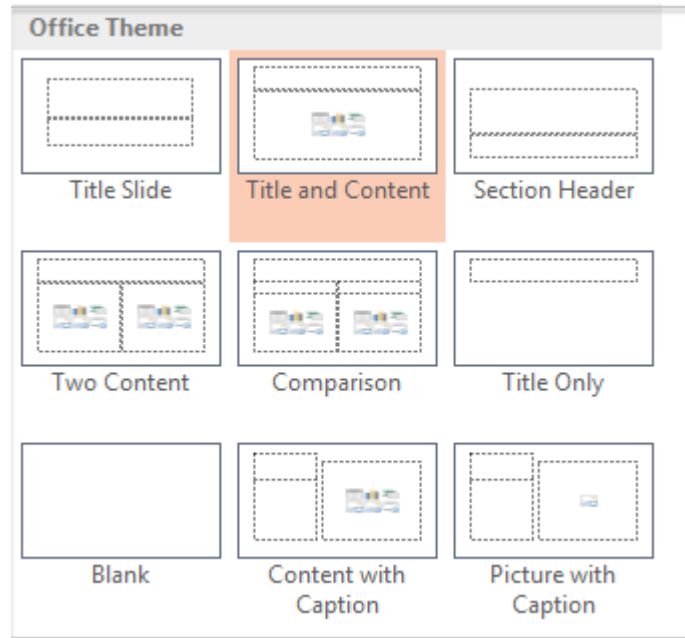
- 3) Click on the **Home** tab
- 4) Click on the formatting buttons in either the **Font** or **Paragraph** groups

You can also use the **Mini Tool Bar** that appears when the text is selected.

Adding New Slides

Each slide in PowerPoint has a slide layout. Slide layouts contain formatting, positioning, and placeholders for all of the content that appears on a slide.

PowerPoint includes nine built-in slide layouts:








To Add New Slides:

- 1) Click on the **Home** tab
- 2) Click on **New Slide** in the **Slides** group
- 3) Choose a slide layout



Content From the Insert tab

There are six types of content that you might often use, which are located under the **Insert** tab:

- 1) Tables 
- 2) Charts 
- 3) Smart Art Graphics 
- 4) Pictures 
- 5) Online Pictures 
- 6) Video 

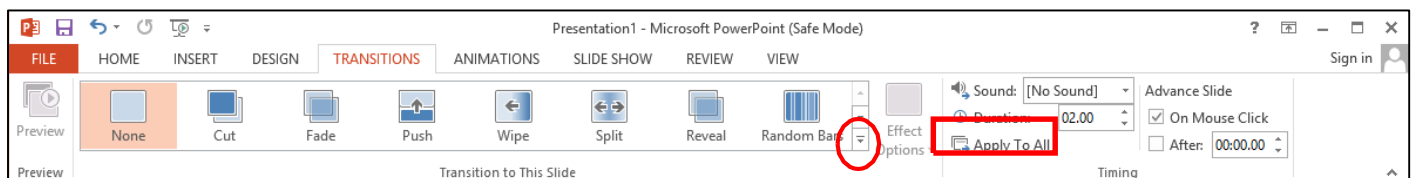
Click on the type of content you want to create and PowerPoint will provide the tools needed to create it.

Applying Slide Transitions

A transition is a special effect that determines how a slide appears as it enters or leaves the screen.

To Apply Transitions:

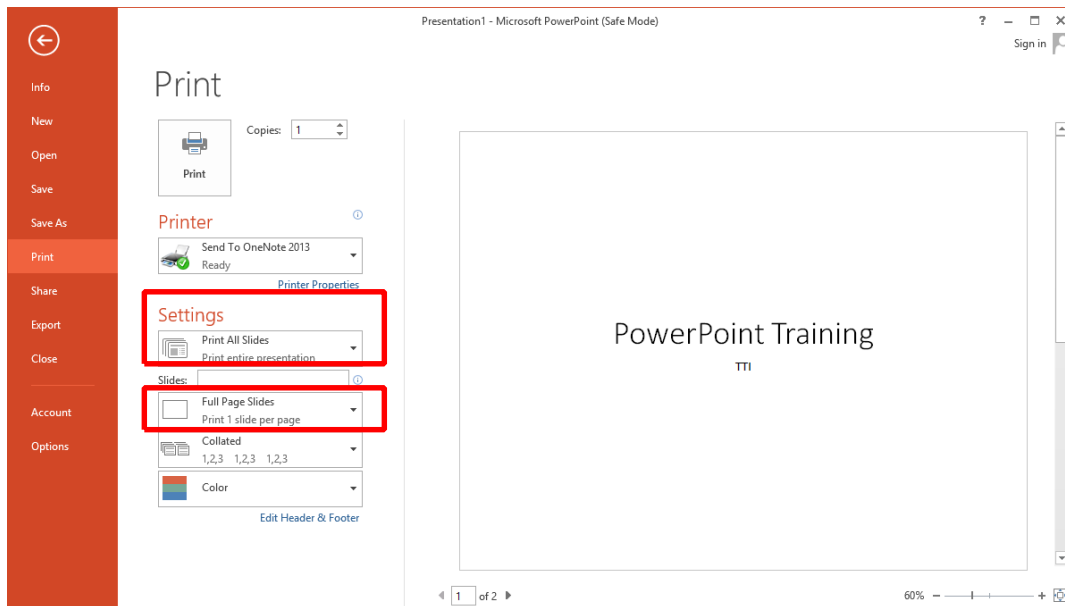
- 1) Click on the **Transitions** tab
- 2) Click on the drop down arrow in the **Transition to This Slide** group to see a listing of all available transitions
- 3) Click on the transition you want to apply
- 4) Click on **Apply to All** to apply the transition effect to the entire presentation



Printing

To Print:

- 1) Click on the **File** tab
- 2) Click on **Print**



- 3) Under **Settings** click on **Print All Slides** and select one of the options to print:
 - **Print All Slides** – print entire presentation
 - **Print Selection** – only print the selected slides
 - **Print Current Slide** – only print the current slide
 - **Custom Range** – enter specific slides to print

Printing Handouts, Notes and Outline

Click on **Full Page Slides** and choose from the following:

- **Print Layout**
 - Full Page Slides
 - Notes Pages
 - Outline
- **Handouts**
 - Choose between 1 – 9 slides per page (horizontal or vertical)