

Now your presentation is saved. You will want to make your presentation into a slide show. Here is how to make your slide show run:

- 1) Open your presentation.
- 2) Find the tab that says slide show and click on it.
- 3) Choose the group that says start slide show. Then click on the command that says from the beginning.

How to make handouts for your presentation

- 1) Click the office button
- 2) Click on print
- 3) Click your mouse on the drop down box. Choose handouts.
- 4) Under the blue heading called Handouts choose slides per page. Choose the number of slides that you want. It will give a preview of what the handouts will look like.

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**to learn more about computers!**

One-on-one computer assistance is provided on a first-come, first-served basis.

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**Take-Along Tutor:  
Basic Microsoft PowerPoint®**

**Introduction into Microsoft PowerPoint**

Microsoft PowerPoint is a powerful tool to create professional looking presentations and slide shows. PowerPoint allows you to construct presentations from scratch or by using the easy to use wizard.

This tutorial will help you get started with Microsoft PowerPoint and may solve some of your problems. If you need further assistance, we recommend that you attend one of our Computer Tutor sessions for one-on-one assistance.

**What is PowerPoint? - Why Would I Want to Use PowerPoint?** PowerPoint is a software program to enhance your oral presentation and to keep the audience focused on your subject. It operates like an old-fashioned slide projection show, but uses modern technology in the form of computers and a projection camera rather than a slide projector of old.

## Common Terms:

### Slide / slide show

Each page of a PowerPoint presentation is called a slide. It is the default setting. Think back to the days of the old fashioned slide show, using a slide projector. This is an updated version of that kind of slide show. Slide shows can be comprised of text, graphics, or pictures.

### Ribbon

The ribbon is the strip of buttons across the top of the main window, it replaces the toolbar in earlier versions of PowerPoint. You will find access to everything the program has to offer. You no longer have to hunt endlessly through many menus and sub-menus to find the commands you want.

### Slide layouts & Slide Types

You can use the terms slide type or slide layout interchangeably. You may use one type or many types in your presentation. Slide types or layouts include:

Title slides

Title and content slides

Comparison slides

Picture with caption slides

And more

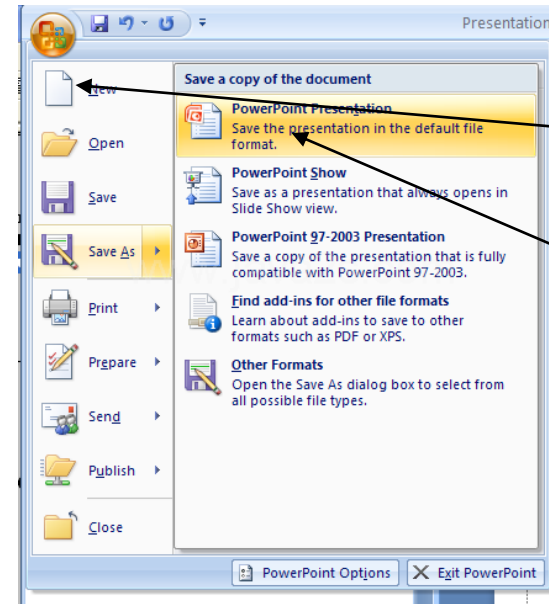
### Slide Views

There are different kinds of views that you can use while you are creating your presentation.

**Normal View:** is also commonly known as a Slide View. It is the main working window in the presentation. The slide is shown full size on the screen

**Outline View:** shows all the text of all slides, in a list on the left of the PowerPoint screen. No graphics are shown in this view. Outline view is useful for editing purposes and can be exported out as a Word document to use as a summary handout.

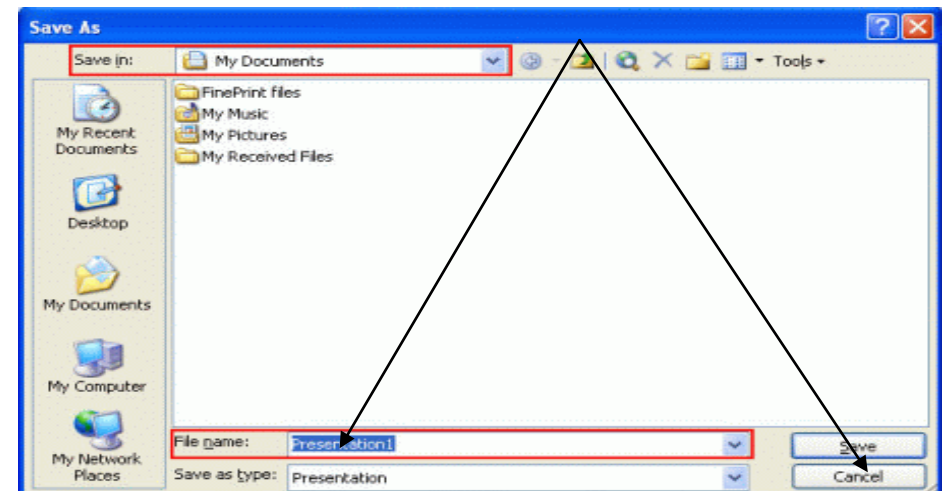
Once you have completed a presentation, you must save it.. To Save: Click on the office button at the top left-hand side of the screen.



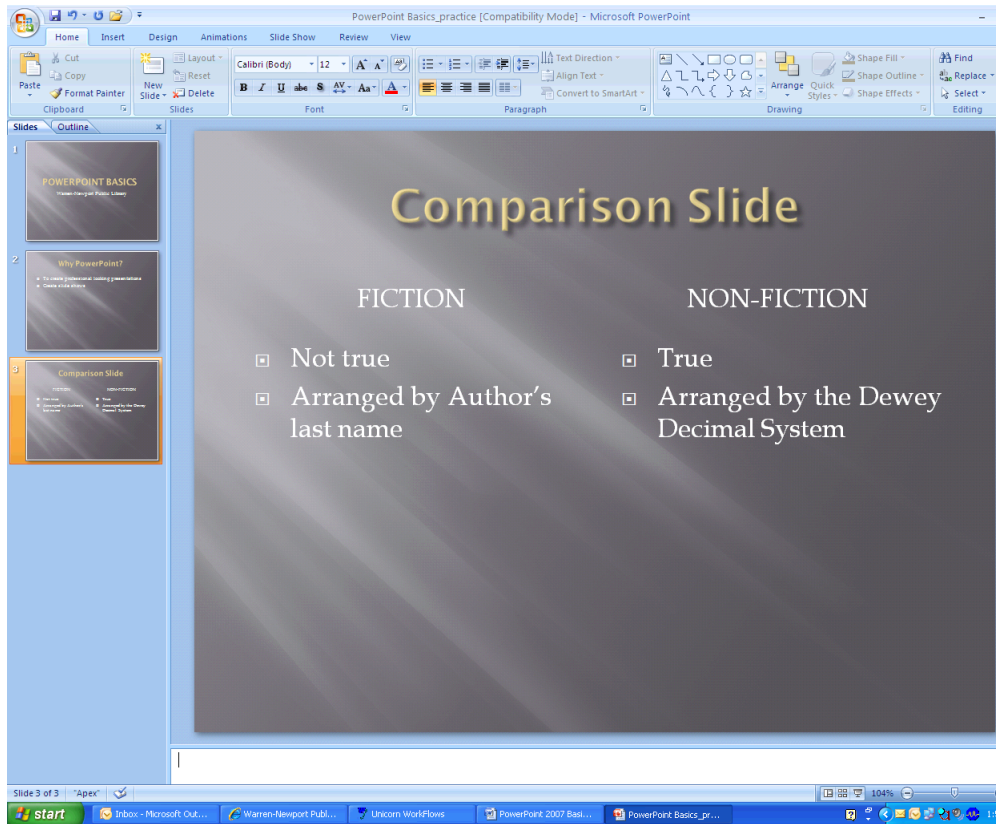
This is the Office Button.

You should save your presentation as a "PowerPoint Presentation."

This will bring up the Office dialog box. Click on "Save As, then choose the top default choice ("Powerpoint Presentation"). This will be highlighted in gold. Next choose where you would like to save this presentation. On the library's computers, you will choose to save it in the E drive or to your flash drive (drive J:). Name your presentation. You will want to do this in the box where it says file name at the bottom. Then hit the save button.



The slide below shows you what the “comparison” slide looks like.



Again, for practice, let's finish your presentation. This time choose a title slide by following the directions above. Type in The End.

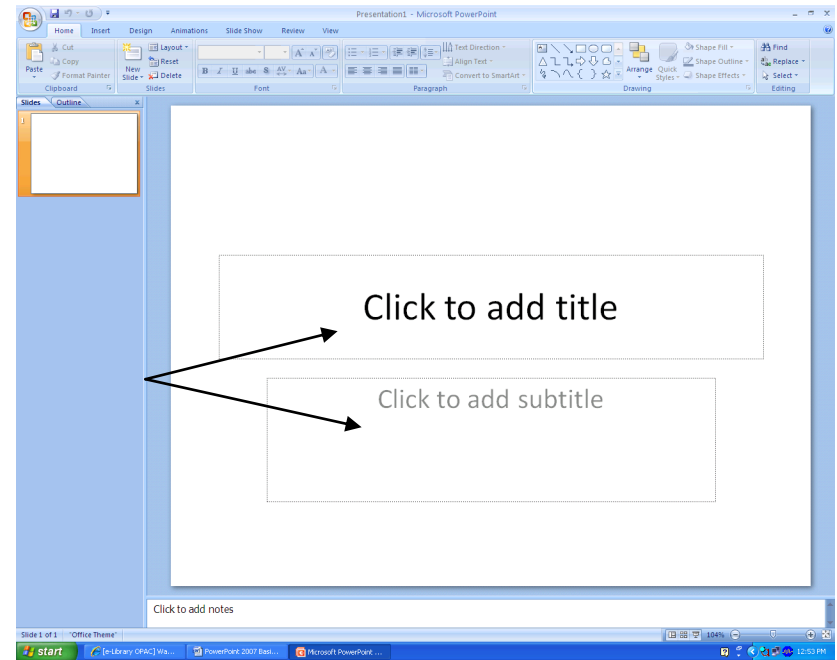
Slide Sorter View: is a window in PowerPoint that displays thumbnail versions of all your slides, arranged in horizontal rows. This view is useful to make global changes to several slides at one time. Rearranging or deleting slides is easy to do in Slide Sorter View.

Notes Pages: shows a smaller version of a slide with an area below for notes. Each slide is created on its own notes page. The speaker can print these pages out to use as a reference while making his/her presentation. The notes do not show on the screen during the presentation.

To start a presentation, double click on the power point icon



This brings up a new slide for you to start your presentation



Within the new slide there are 2 rectangular boxes that are shown. The first box is the Title box. It says click to add title. This means that you must take your mouse and put it somewhere in the title box (the dashed outline of the box tells you that you can add information into the box). Left click one time to place the cursor in the box.

You can also make the title box larger or smaller depending on your preference. Just click on the outline of the box, then place your mouse on one of the “drag points” that appears (they look like little hollow circles). Hold down your left mouse button and drag the box to make it larger or smaller.

For practice, type in the title box: My First Presentation. Once you’ve typed in your title, left click anywhere outside of the box. This will remove the outline of the rectangle from around your title. If you need to make changes to the title for any reason, just click on the title and the box will reappear. Then you may make the necessary changes to the title box.

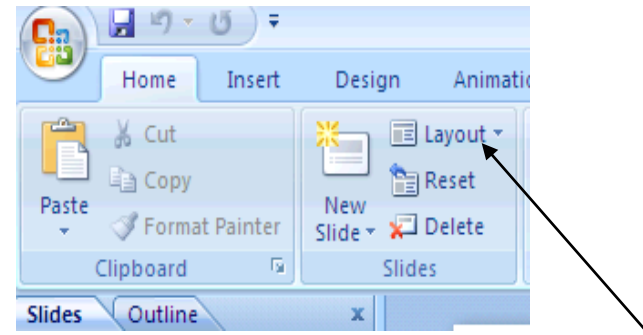
The second rectangular box is the subtitle box. You do not have to use this box if you don’t want to. If you choose not to use it, just leave it just as it is because it will not show up on your slide show. However, we will be using the subtitle box for today’s class. This means that you must take your mouse and put it somewhere in the subtitle box. Left click one time to place the cursor in the box. The outside of the box looks different b/c you can type your subtitle in the box. And you can also make the title box larger or smaller depending on your preference. Type in the subtitle box: Your name. Once you’ve typed in your name, left click anywhere outside of the box. This will remove the outline of the rectangle from around your title. If you need to make changes to the subtitle for any reason, just click on the subtitle and the box will reappear. Then you may make the necessary changes to the subtitle box.

You will need to have more slides for your presentation. So to add another slide you need to follow these steps.



Make sure you are on the home tab in the ribbon. Click on the icon that says New Slide. A new slide will appear that will have a number next to it.

Within this slide there should be 2 boxes: one that says add title and the other that says click to add text. If you would like to keep the layout the same you can start to type within the boxes. If the layout is not to your liking, there is a way to change the layout of a slide.



To change the layout of the slide you need to find the slides group and next find the command that says layout. Next to the word layout there is an arrow. Click on the arrow. There are 9 different choices that you can choose from. Choose the layout that best suites your idea.

