

LEARNING THE BASICS

Microsoft PowerPoint

Directions: Follow the steps below to create a slide show presentation.

Part 1 – Slide Design

Step 1] Begin a slide show

1. Open Microsoft PowerPoint and choose blank presentation.
2. On the first slide, type the following text:
 - a. Title = Learning PowerPoint
 - b. Subtitle = Career Preparedness

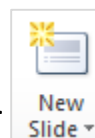
Step 2] Change the slide design

1. Click the design tab and in the *Themes* box, choose the *Facet* theme.



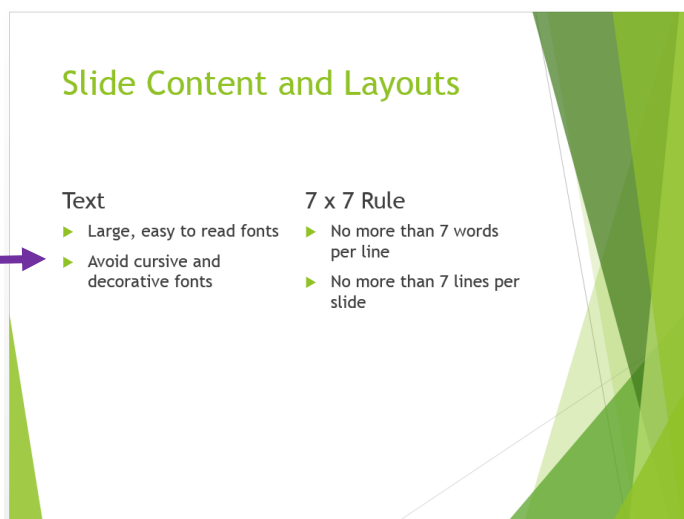
Step 3] Insert a new slide

1. Go to the Home tab and click the dropdown arrow on *New Slide* and choose the *Title and Content* slide option.
2. Type the following text on the slide:
 - a. Title = Creating a Presentation
 - b. Content =
 - 1 topic per slide
 - Avoid info overload
 - Use main points
 - Short and simple



Step 4] Insert a new slide

1. Under *New Slide*, insert the *Comparison* slide option.
2. Type the following text on the slide:
 - a. Title = Slide Content and Layouts
 - b. Content =



Step 5] Insert a new slide

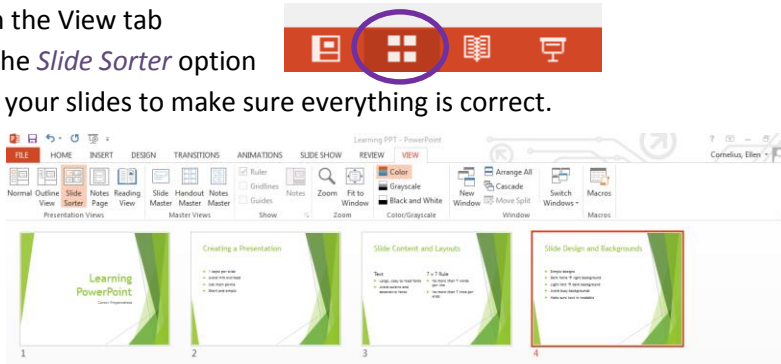
1. Under *New Slide*, insert the *Two Content* slide option.
2. Type the following text on the slide:
 - a. Title = Slide Design and Backgrounds
 - b. Content =

(put text on right side, leave left blank)

- ▶ Simple designs
- ▶ Dark fonts → light background
- ▶ Light font → dark background
- ▶ Avoid busy backgrounds
- ▶ Make sure text is readable

Step 6] View your slides

1. Click on the View tab
2. Select the *Slide Sorter* option
3. Review your slides to make sure everything is correct.



Step 7] Change the design and colors

1. Go to the Design tab and click the *Variants* dropdown box.
2. Click on the *Colors* button, choose *Red Orange*.
3. Click the *Fonts* button, choose *Century Gothic*.
4. Click the *Background Styles* button, select *Style 4*.



Step 8] Save your presentation

1. Save the presentation as **PPT-Basics**.

Part 2 – Adding Elements

Step 9] Insert a new slide

1. Go back to Normal View.
2. Under *New Slide*, insert the *Two Content* slide option.
 - a. Title = Use Visuals
 - b. Content =
 - Pictures
 - Smart art
 - Video
 - Audio



Step 10] Add clipart

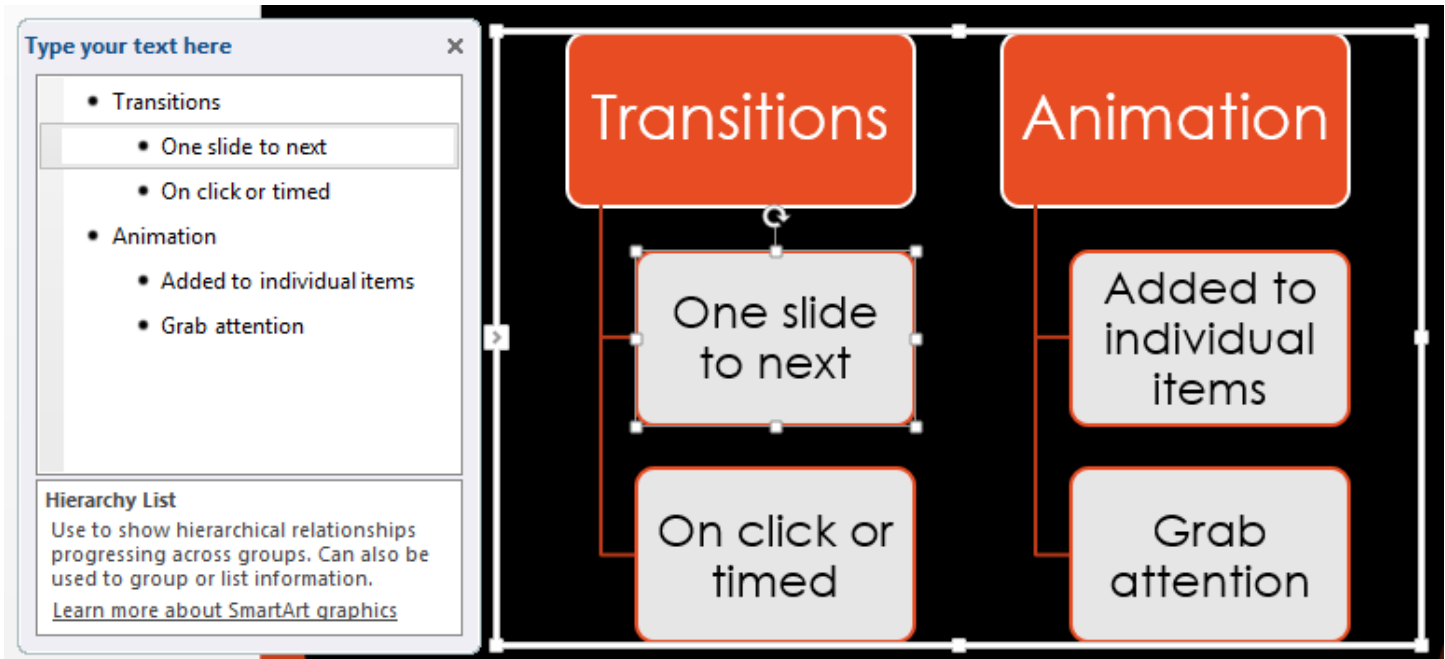
1. In the empty text box, click on *Online Pictures* button.
2. Type *bulls eye* in the search box and select the picture shown to the right.

Step 11] Insert a new slide

1. Under *New Slide*, insert the *Title Only* slide option.
 - a. Title = Adding Effects

Step 12] Add smart art

1. Click on slide 6, and go to the Insert tab.
2. Click *Smart Art* on the Insert tab; in the *List* category select *Hierarchy List* (very bottom right).
3. Click the arrow box on the left of the smart art border.
4. In the first bullet point type *Transitions*, then hit ENTER and TAB keys on the keyboard to get a sub bullet point. Keep typing to create the smart art shown below:



5. Resize the graphic so that it fits on the slide.
6. Click on your Smart Art graphic and then click the *Smart Art Design* tab on the toolbar.
7. Change the *SmartArt Style* to the 3-D *Polished* style.

Step 13] Save your presentation as PPT Basics.