CHAPTER

1

Getting Started with PowerPoint Basics

Discover PowerPoint basics such as starting a presentation and navigating through PowerPoint. In this chapter, you learn the various elements of the PowerPoint screen, and how to get help when you need it.

Introducing PowerPoint

The PowerPoint program provides various views and tools you can use to build a presentation that includes words, graphics, and media. PowerPoint enables you to accomplish the following tasks to design and build a presentation.

Build an Outline

You can use the Outline tab to type the text for your presentation. On the Outline tab, an icon represents each slide, and each slide contains a slide title next to the icon. Many slides contain second level text that represents slide bullet points. These bullets convey the main points you want to make about each topic.

Choose a Slide Design and Layout

The *slide design* applies preset design elements such as colors, background graphics, and text styles to a slide. The *slide layout* you apply to a slide determines what set of information the slide includes. For example, a Title and Content layout includes a placeholder for a title, plus a placeholder that holds a bulleted list or graphic element. A Title Slide layout has title and subtitle placeholders.
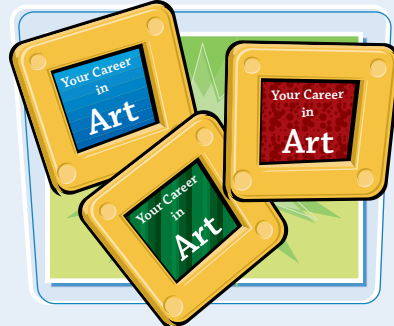
Add Content

You can add content such as text, charts, and pictures to the slide itself in the Slide pane of Normal view. You also can insert text boxes that enable you to add slide text that does not appear in the presentation outline.


Work with Masters

Masters enable you to add content that you want to appear in a particular location on every (or almost every) slide. This saves you from having to add repetitive content, such as your company logo, to each slide. For example, you can set up the master so an identical footer appears on every slide.

Format Text

After you enter the text for your presentation, you can format that text in various ways. You can change the font, increase the font size, and apply bold or italics to the text. Note that you can modify each individual text selection or apply text styles globally using masters.
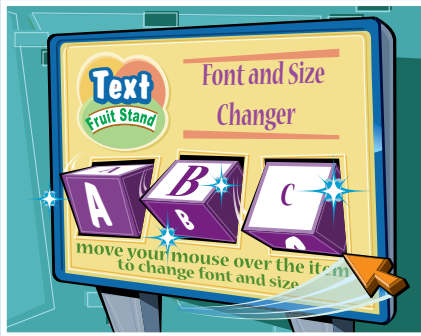
Organize Slides

After creating several slides, you may need to reorganize them to create the proper sequence for your presentation. You can reorder slides in the Slide Sorter view. This view shows slide thumbnails that you can move, delete, duplicate, or hide. You can also accomplish these actions on the Slides tab of Normal view.

Set Up Your Show

You can add narrations, animations, and transitions to your slides. You can record a *narration* that plays when you give your presentation; use *animations* to move an element on-screen, such as a graphic flying onto the screen; and use a *transition* to control how a new slide appears on-screen; for example, the slide can wipe in from the corner of the screen.
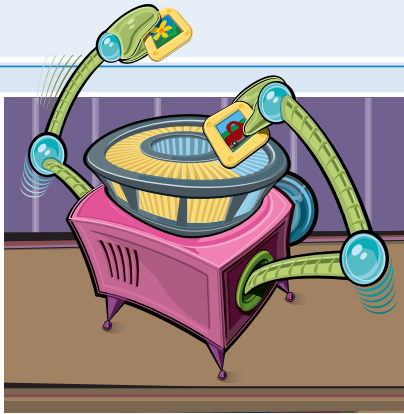
Run a Slide Show

After you add the content, choose the slide design and layout, and add special effects, you are ready to run your slide show. A set of tools that appears on-screen during the slide show helps you control your presentation and even enables you to make annotations on your slides as you present them.
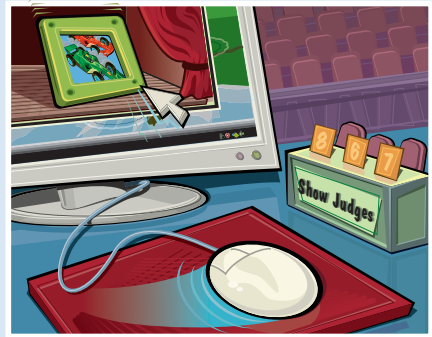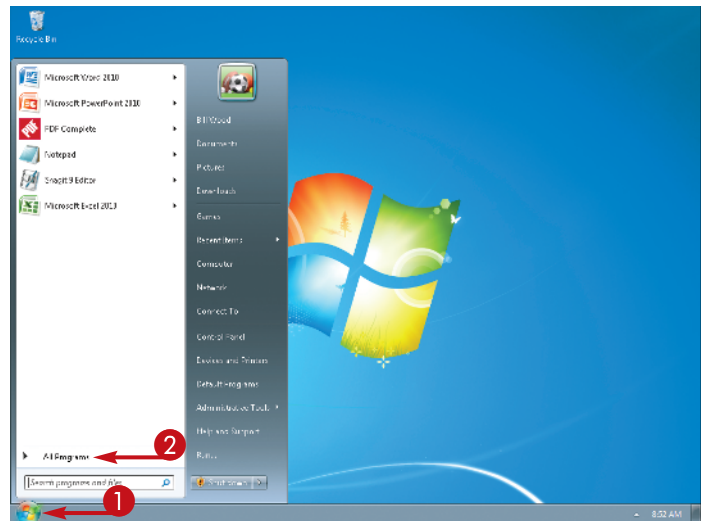
Start and Exit PowerPoint

You can start PowerPoint from the Windows Start menu. When you open PowerPoint, a blank presentation appears automatically. The blank presentation is ready for you to add your presentation contents.
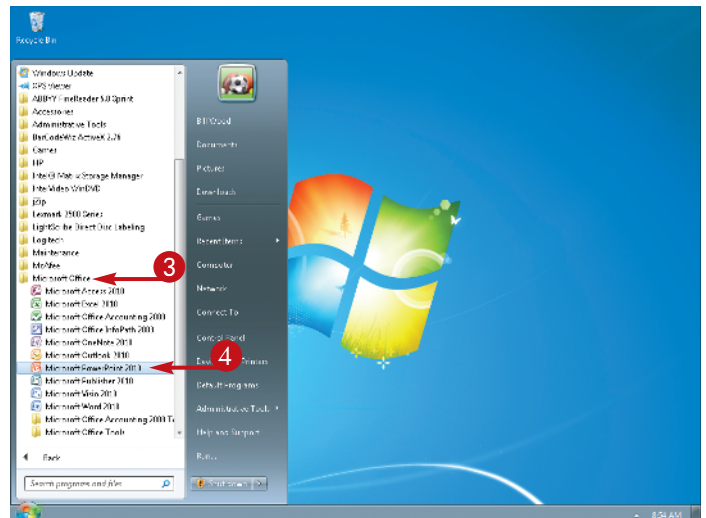
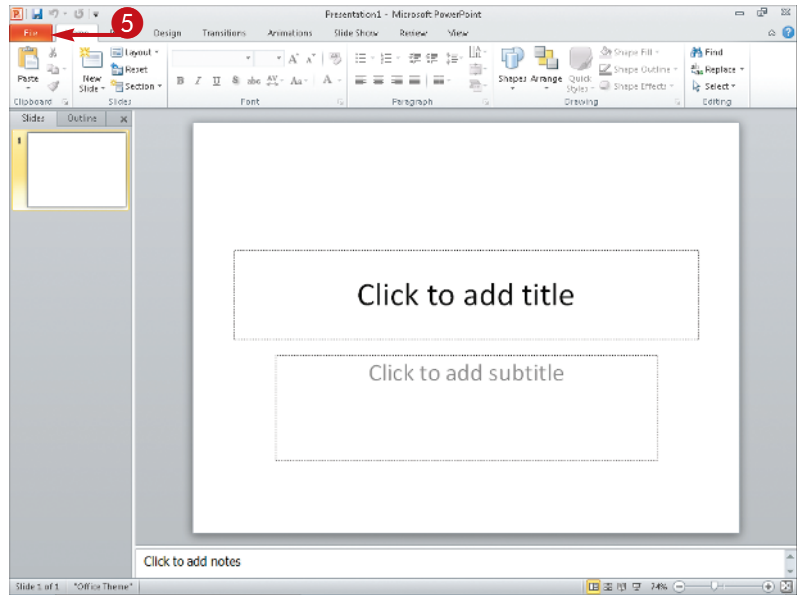**①** Click **Start** ( ).

② Click **All Programs**.

③ Click **Microsoft Office**.

④ Click **Microsoft PowerPoint 2010**.

*Note: If you purchased PowerPoint as a stand-alone product, simply click **All Programs**, and then click **Microsoft PowerPoint 2010**.*
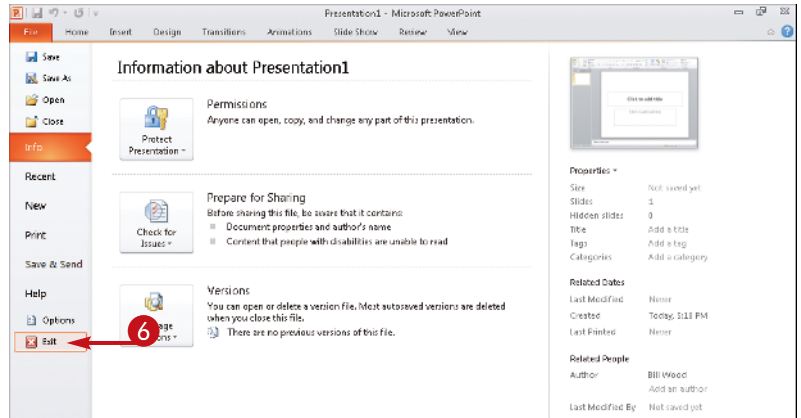
A new PowerPoint presentation appears with a blank slide.

⑤ To exit PowerPoint, click the **File** tab.

⑥ Click **Exit**.
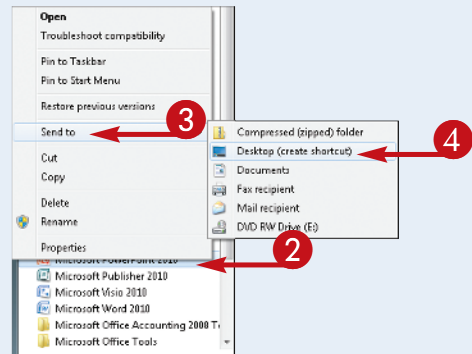
The program closes and the Windows desktop reappears.

Explore the Normal View

PowerPoint offers several views you can display to work on different aspects of your presentation. You will most commonly work in Normal view, where you can create, position, and format objects on each slide. In Normal view, you can also enter presentation text in the Outline tab or add speaker's notes for each slide.

Slides Tab

The Slides tab contains thumbnails of each slide — they are numbered by the order that they appear in the slide show. You can drag the thumbnails to change the order of slides.
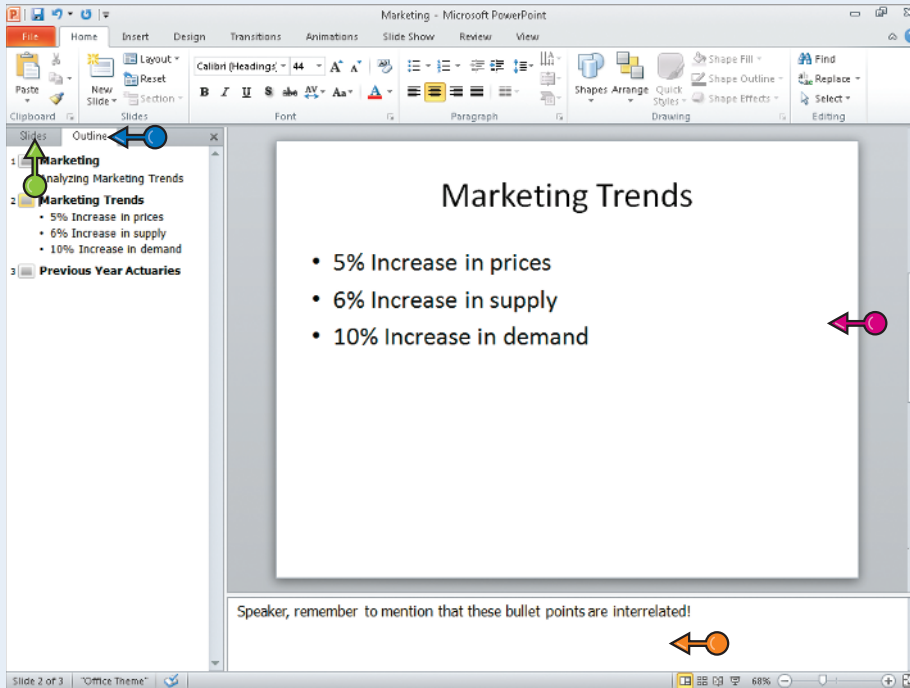
Slide Pane

The Slide pane is the largest pane in Normal view and shows a slide and all its contents. Here you can create and manipulate slide objects such as graphics, text, and animations.

Outline Tab

This tab enables you to enter text into your slides in a familiar outline format. Top-level headings in the outline are slide titles; entries at the second level appear as bullet points.

Notes Pane

The Notes pane appears below the Slide pane. You can enter speaker notes associated with each individual slide into this pane. You can refer to these notes while presenting a slide show.

In addition to Normal view, you can use Slide Sorter view to organize slides, Notes Page view to create detailed speaker notes, and Slide Show view or Reading view to display your presentation.

Navigation Buttons

Change views by clicking one of these status bar buttons: Normal (▣), Slide Sorter (▦), Slide Show (▭), or Reading View (▣). You can also click icons on the View tab of the Ribbon to switch views, including Notes Page view.
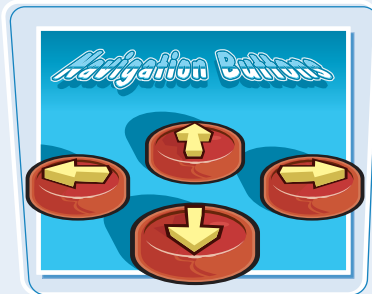
Slide Sorter View

Click Slide Sorter (▦) for the best view to reorder slides, delete slides, or duplicate slides. In the Slide Sorter view, you can drag a slide to move it. If you double-click a slide, PowerPoint changes to Normal view and displays that slide in the Slide pane.
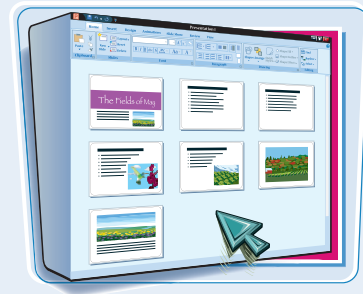

Reading View

Click Slide Show (▭) to present your show. Slides appear one at a time at full screen size. The Reading View (▣) is very similar to the Slide Show view, but gives you navigation flexibility. To exit either view, press Esc.


Notes Page View

Display each slide and the associated speaker notes as a full page. You can move objects and type notes on the page. From the View tab, click Notes Page to work with this view.
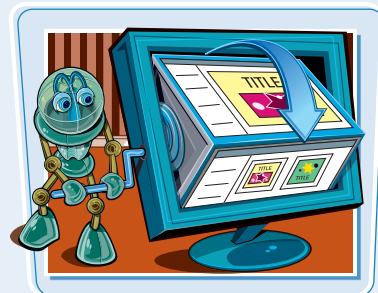
Work with Ribbon Groups, Commands, and Galleries

You can find all the commands that you need to design and present your slide show on the Ribbon. Related commands are displayed on the Ribbon tabs. Commands are further arranged into groups with the group names shown at the bottom of the tab. Some command buttons include down arrows that display menus or galleries of commands when you click them.
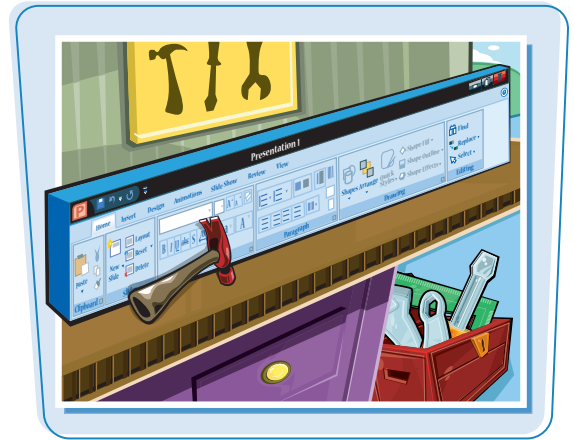
Work with Ribbon Groups, Commands, and Galleries

1 Click any tab on the Ribbon.

In this example, Insert was clicked.

● The commands for the particular tab you clicked appear on the Ribbon.

2 Click the button or check box for any command.

In this example, Clip Art Pane was clicked.

● The Clip Art task pane appears at the right. Use the task pane to finish executing the command, in this case, inserting clip art.

3 Click the down arrow (⏷) next to any button to display a gallery.

In this example, Layout was clicked.

Note: *Clicking any button with a ⏷ displays a menu or gallery.*

4 Click the desired choice from the gallery that appears.
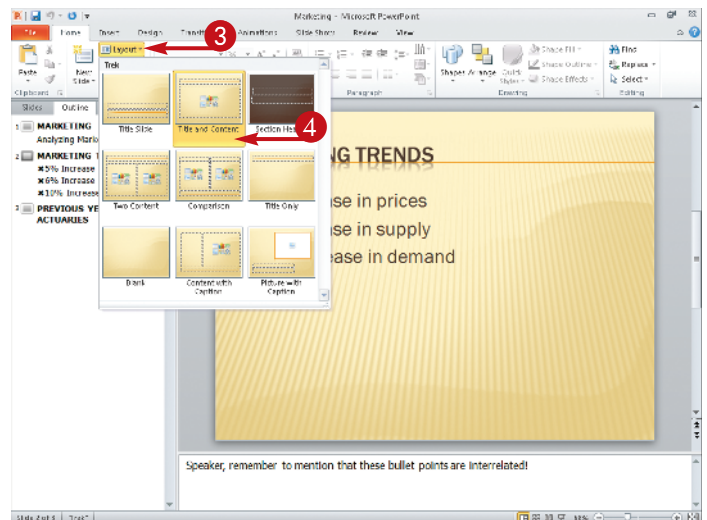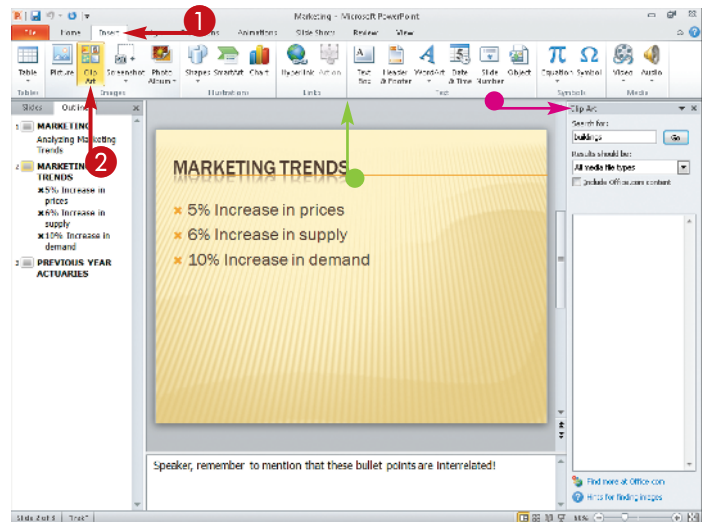
5 Click the **Dialog Box Launcher** (⬚).

Note: Any group with a Dialog Box Launcher (⬚) displays a dialog box when you click it.

In this example, the Font dialog box appears.

6 Click **OK** to accept any selections you have made in the dialog box.

The presentation reflects any changes you made.

● For some Ribbon commands, such as those on a contextual tab, you must first select an object on the slide before choosing a command.
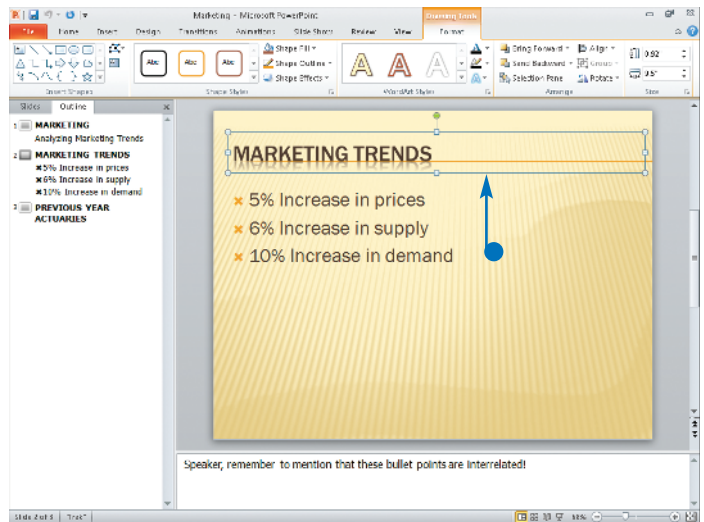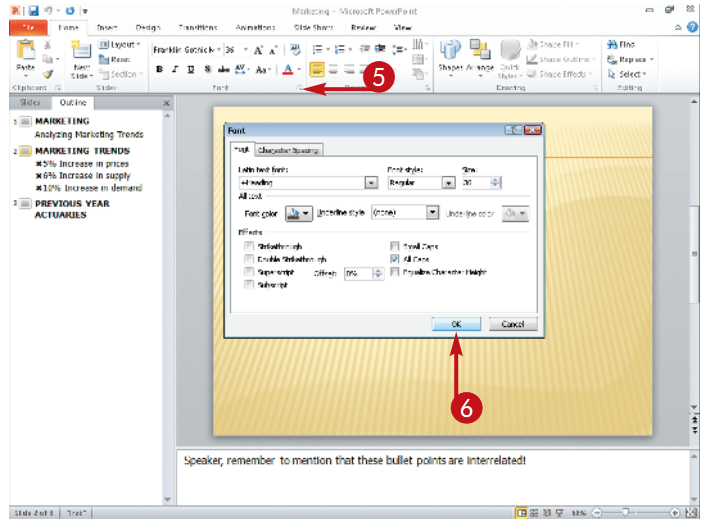
TIPS

How do I learn what a particular Ribbon button does?

Position the mouse pointer (⬚) over the button and a ScreenTip describing the button appears. You see an enhanced ScreenTip that lists the button name, any available shortcut key, and a brief description of the button. By default, ScreenTip features are enabled, but can be turned off in the PowerPoint Options dialog box (described in Chapter 2).
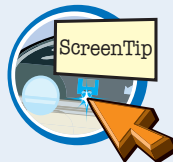
What happens if I click the main portion of a Ribbon button that has a down arrow on it?

If the sole purpose of the button is to open a gallery or menu, PowerPoint does that. If the main part of the button executes a command, either PowerPoint applies that command using the settings you last used or the most commonly used settings for that command.

Hide the Ribbon Commands

The Ribbon at the top of the PowerPoint application window is wide. You do not need to see the Ribbon commands at all times. You can hide the Ribbon commands, and then access them quickly when you need them. This enables you to see more of the slide that you are designing.
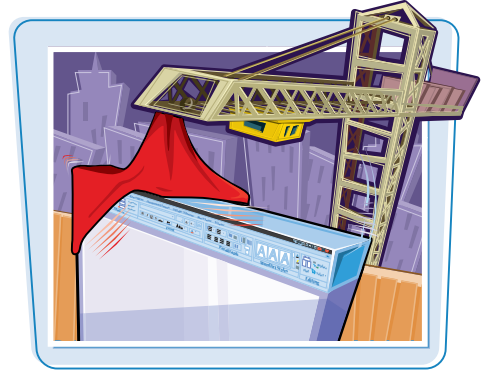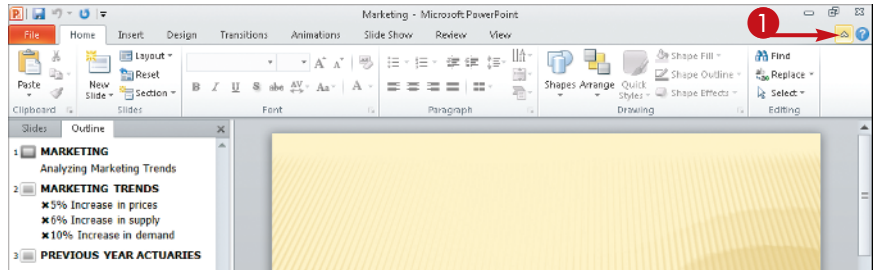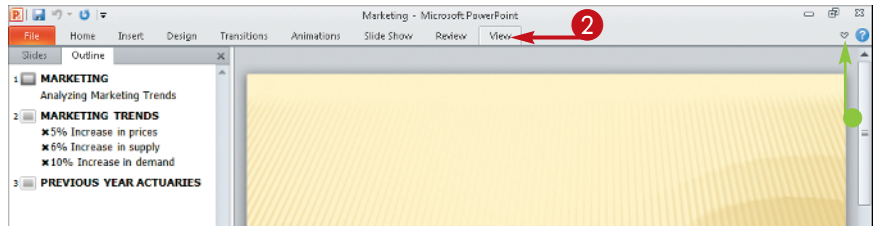

Hide the Ribbon Commands

① Click the **Minimize the Ribbon** button (⌃).

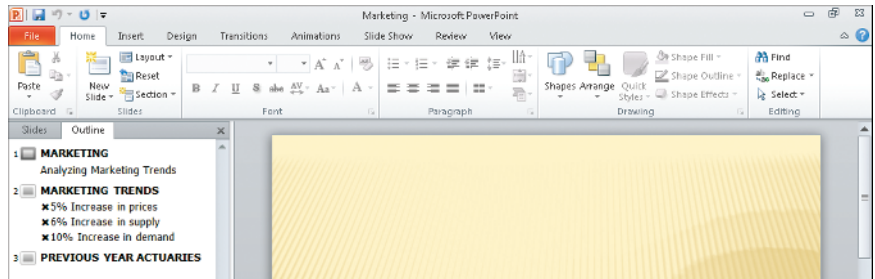The Ribbon commands disappear from the top of the window, but the tabs remain visible.

Note: You can also press Ctrl + F1 *to hide the Ribbon.*

② Click a **Ribbon** tab.

● To display the Ribbon continuously again, click ⌄.

The Ribbon commands temporarily reappear, allowing you to click a command button.

You may be more comfortable using your keyboard instead of your mouse. This may be particularly true if you use a notebook computer with a finicky touchpad. You can use the KeyTips feature to employ keyboard shortcuts to select and execute Ribbon commands.

Find and Use KeyTips

① Press **Alt**.

● The KeyTips (shortcut keys) for the Ribbon tabs and Quick Access Toolbar appear in boxes beside the tabs and toolbar choices.

② Press the shortcut key for the tab you want to use.

In this example, **G** was pressed to display the Design tab.

● The tab appears with KeyTips displayed for the commands.

Note: To hide the tab KeyTips, press **Esc** *. To hide all KeyTips, press* **Esc** *twice.*

③ Press the shortcut key for the command you want to execute.

In this example, press **T** + **C** to display the Colors gallery.

The command executes, or a menu, gallery, or dialog box appears so you can finish choosing commands.
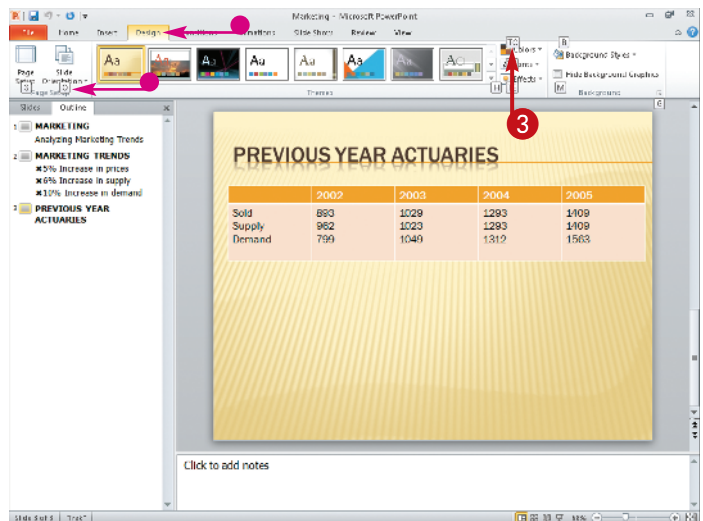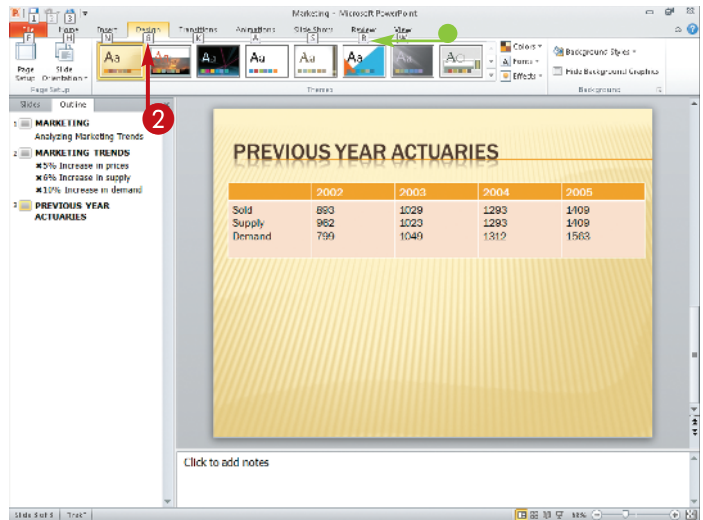
Using the Quick Access Toolbar

The Quick Access Toolbar appears above the File tab at the top of the PowerPoint application window. You can click buttons on the Quick Access Toolbar to execute the most commonly used commands quickly.

Using the Quick Access Toolbar

❶ Click the desired button on the Quick Access Toolbar.

PowerPoint executes the command.

Note: Use any menu or dialog box that appears to finish executing the command.

● If you click the ▾ beside the Undo button (↺), a menu appears with a list of actions to undo.

❷ Click the **Quick Access Toolbar** ▾ to access the menu.

● Note the check mark (✓) appearing next to commands on the Quick Access Toolbar.

● Click **More Commands** to see all available commands.

❸ Click one of the commands from the menu list.

In this example, Open was clicked.

● The selected command appears as an icon on the Quick Access Toolbar and a ✓ appears next to it in the menu.
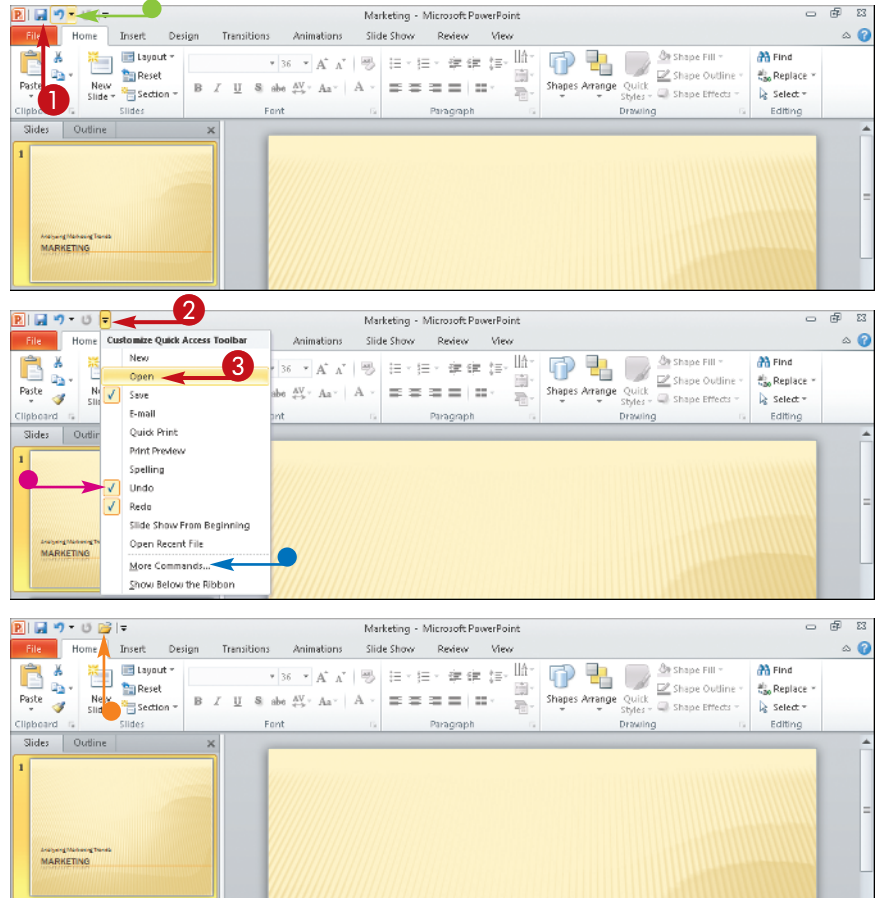
You can enter speaker notes into the Notes pane. This area appears under the Slide pane in Normal view. You can show this area on your computer screen during a presentation. You can resize the Notes pane to make it easier to enter and read the notes.
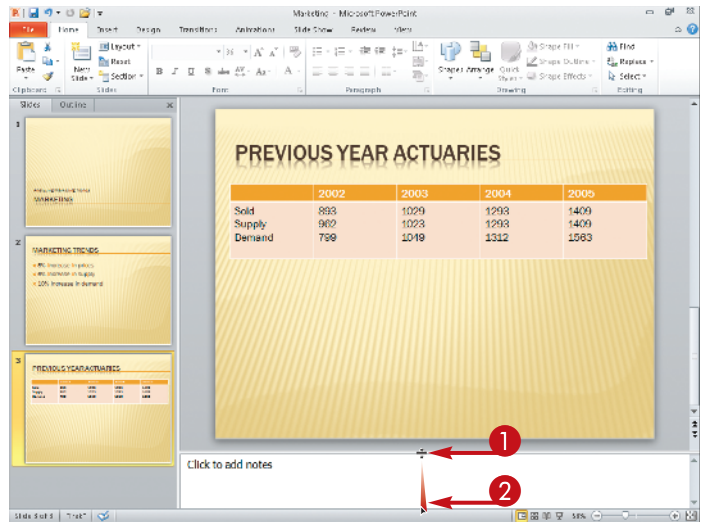
Resize the Notes Pane

1 Position the mouse pointer (⤢) over the pane divider until the mouse splitter pointer (⤢) appears.

2 Click and drag downward until the pane disappears.

The Notes pane disappears and the slide automatically fills the additional space in the Slide pane.
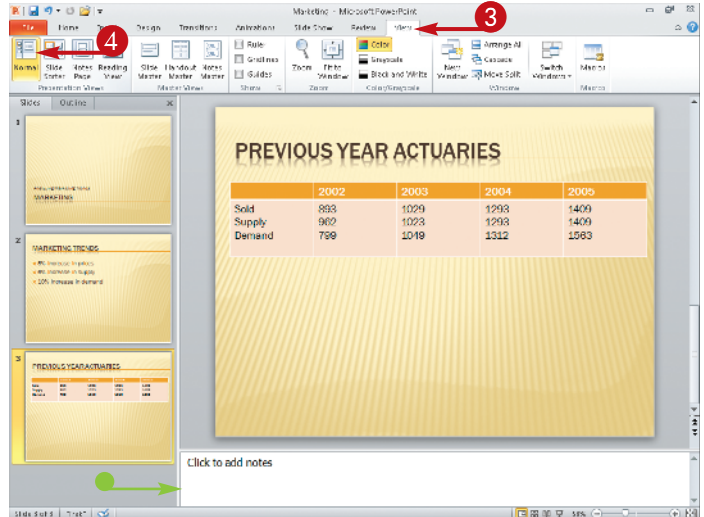
If you click and drag upward, the Notes pane enlarges.
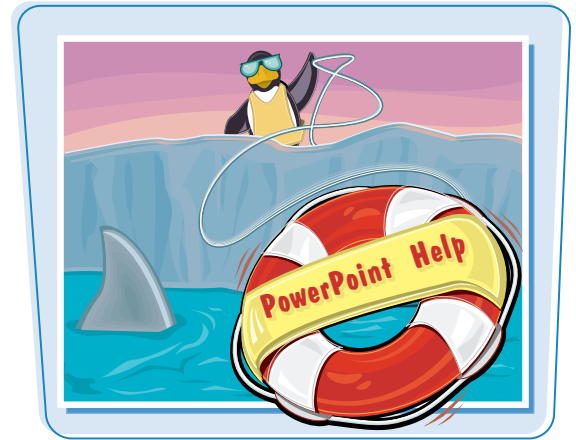

3 Click the **View** tab.

4 Click **Normal**.

● The Notes pane reappears.

Microsoft Office PowerPoint Help provides help from Microsoft Office Online or Help files installed on your computer if you have no Internet connection. You can find answers to your questions by browsing a Table of Contents or by searching using keywords.
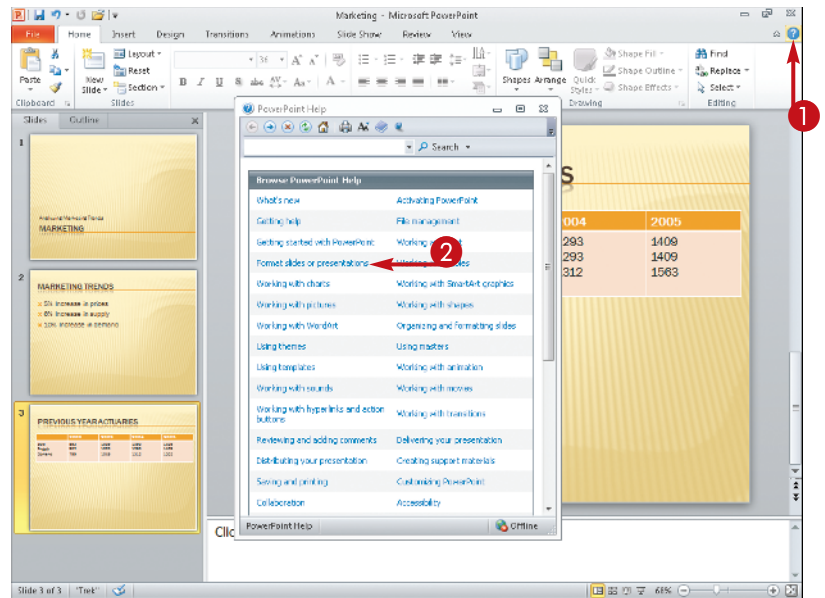
1 Click the **Help** button (⬤).

The PowerPoint Help window appears.

2 Click a main topic.
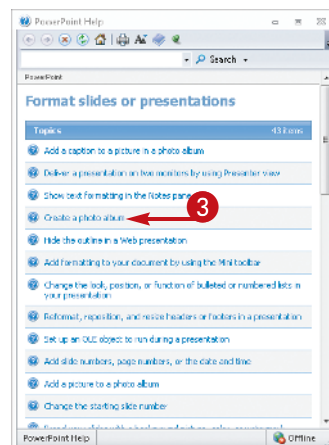
In this example, Format slides or presentations was clicked.

Note: In some cases, after you click the main topic, a list of subcategories appears. Select the desired subcategory, and then continue to Step **3***.*

A window with a list of detail topics appears.

3 Click a detail topic.

In this example, Create a photo album was clicked.

The detail topic help appears.

● You can drag the scroll bar downward as needed to read more of the information.

④ Click the **Back** button (⬅).

● The previous help information reappears.

Note: After you click ⬅, the Forward button (➡) becomes active. Click these buttons to browse Help.
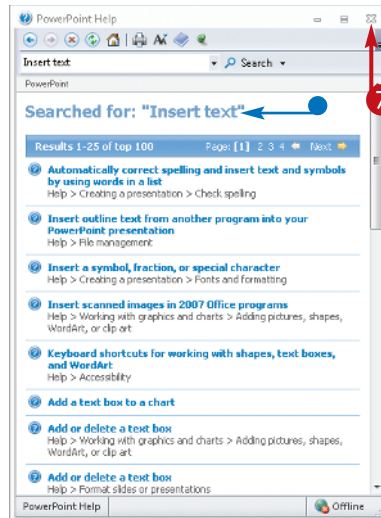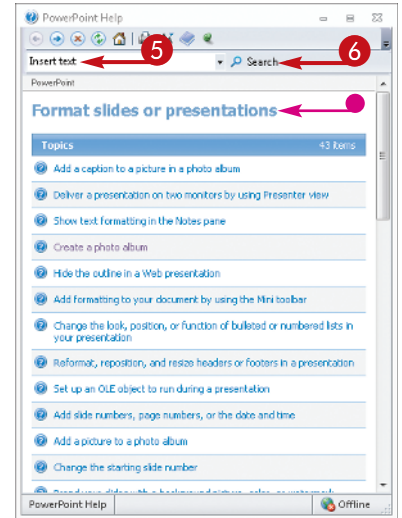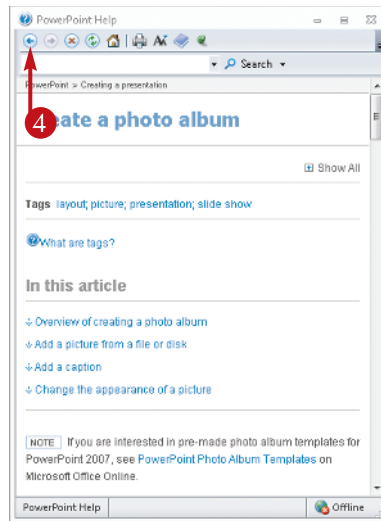
⑤ Type a word or phrase.

In this example, Insert text was typed.

⑥ Click **Search**.

● The search results appear.

You can display a topic and browse using Steps **3** and **4**.

⑦ Click the **Close** button (⊠) to close the Help window when you finish using Help.

TIP

Can I keep the Table of Contents visible while I am using Help?

Yes. Follow these steps:

❶ Click the **Show Table of Contents** button (▣)

❷ Click a main topic to display a list of its topics.

❸ Click a topic to display the help for that topic.

● The Help information appears in the right-hand pane and the Table of Contents remains visible.