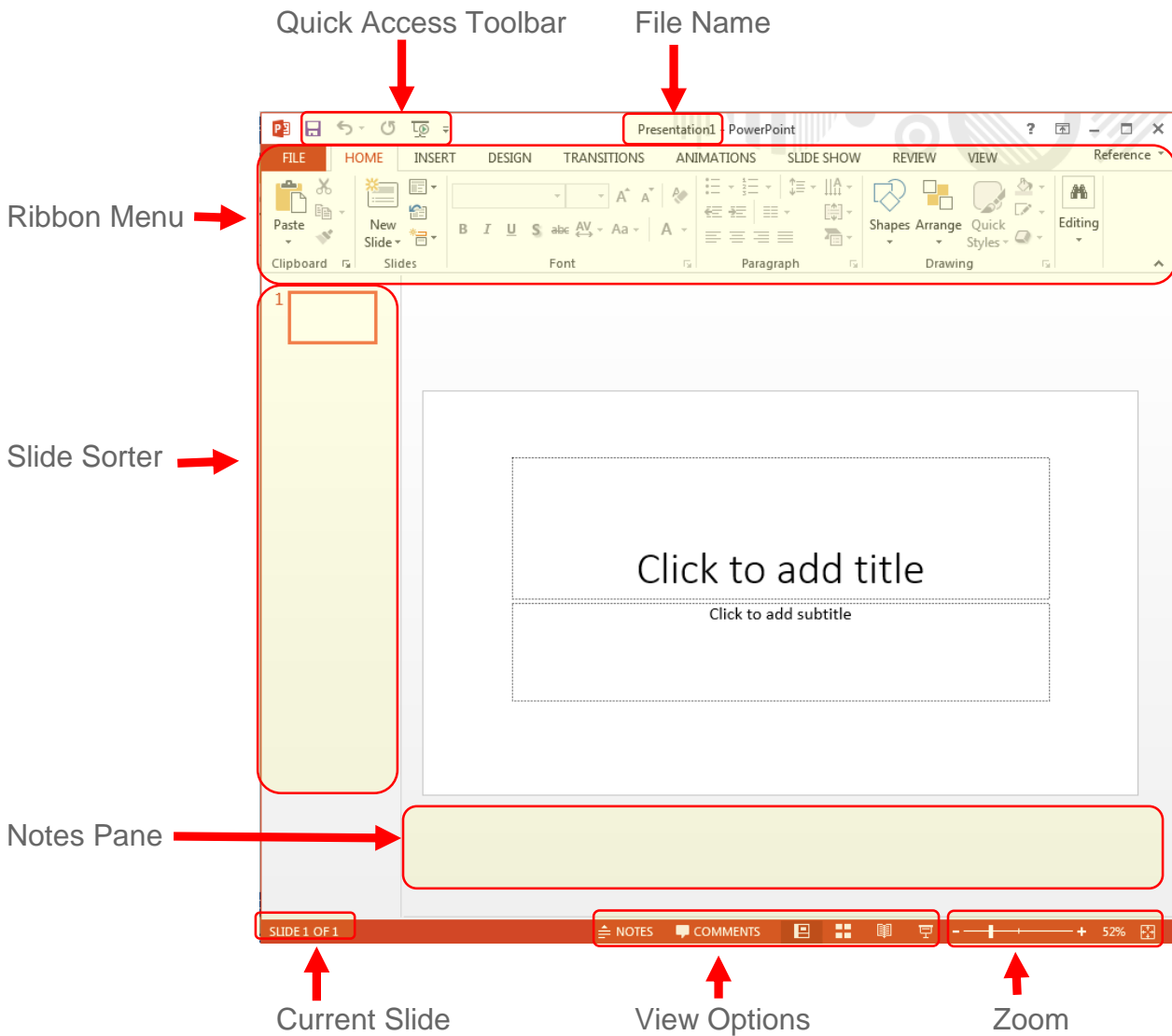


PowerPoint I (Office 2013)

Welcome to PowerPoint for Beginners, an introduction to creating simple slide show presentations using Microsoft PowerPoint 2013.



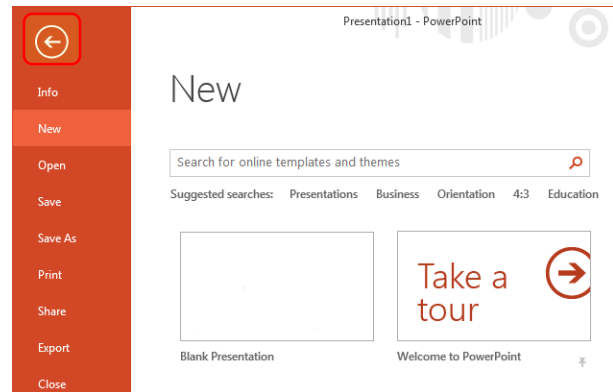
Overview of the PowerPoint 2013 Environment



Note: The back arrow is how you return from the **File** menu to your editable presentation.

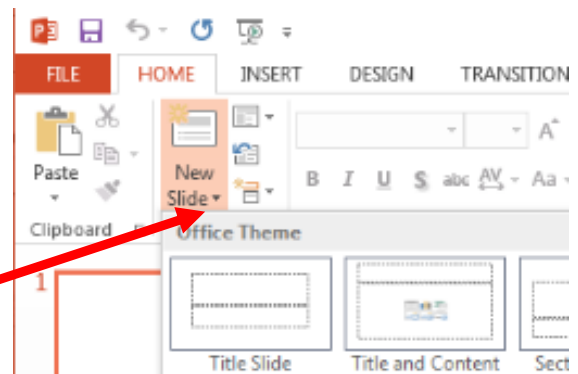
Start a New Presentation

- Click on the **File** tab of the ribbon menu. The ribbon menu will disappear, replaced by the full window file menu.
- Select **New**
- Select a desired template, or **Blank Presentation**. If your presentation will be viewed on an older screen, you might want to select 4:3 ratio slides.
- A new window with your new presentation will open automatically.



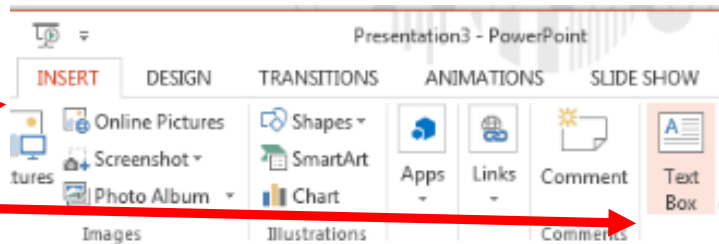
Insert a New Slide

- Click on the **Home** tab
- Click on **New Slide**
 - Click once on the large box to insert the default layout slide (Title and Content).
 - Click on the down arrow to get the **Office Theme** drop down menu where you can select other layout options.



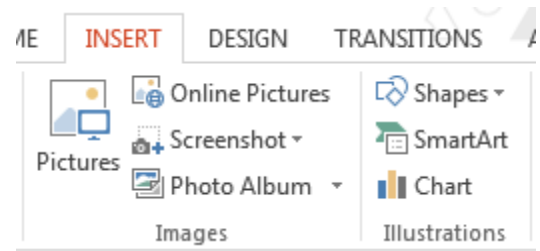
Insert Text

- Click on the **Insert** tab
- Select **Text Box**
 - To draw a Text Box on the Slide:
 - left-click once and hold the mouse button down
 - move the cursor across the screen to *draw* the text box
 - let go of the mouse button
 - Click inside the box to type.
 - Or click once on the screen, see the blinking cursor, start typing, this box will resize itself



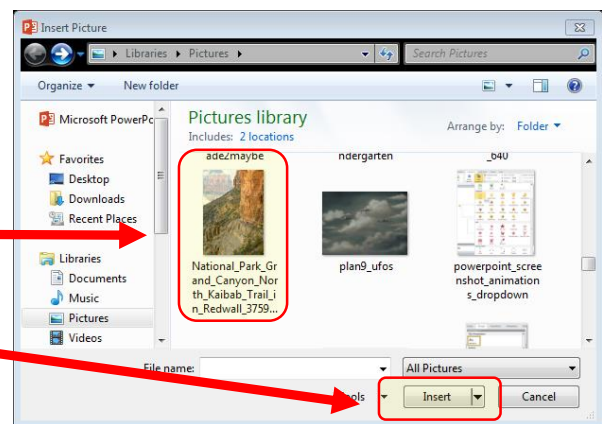
Inserting Images

- **Pictures** – for images that are saved to your computer or an attached drive.
- **Online Pictures** – to find pictures online using image search.
- **Screenshot** – to insert the image of one of the windows on your computer.
- **Photo Album** – to insert a group of images on your computer into your presentation.
- **Copy then Paste** – you can always copy (**Ctrl C**) then paste (**Ctrl V**) images from a variety of sources open on your computer.



Insert an image - Pictures

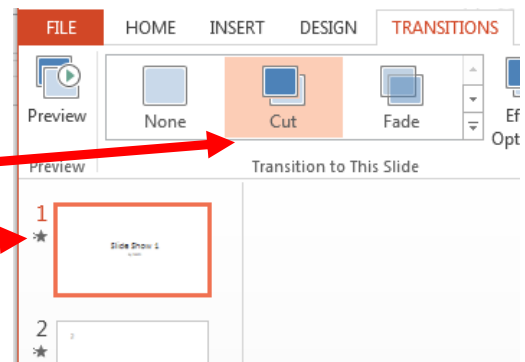
- Click on the **Insert** tab
- Select **Pictures**
- Find and then click on the image you wish to insert
- Click on **Insert** to insert the image into the slide



Transitions and Animations

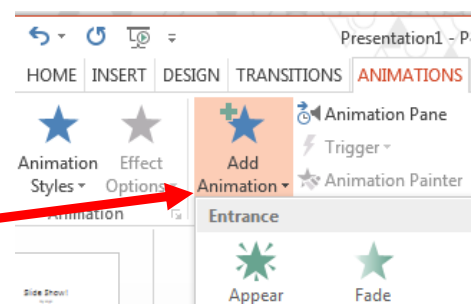
Slide Transitions – Between Slides

- Select the **Transitions** tab
- Click on a slide transition to apply it to the currently selected slide.
- Any slide with a transition will have a star next to it in the slide sorter.
- To apply the transition to all slides in your presentation, click **Apply to All**



Animations – Between Elements on the Same Slide

- Select (click or highlight) an object or text
- Select the **Animations** tab
- Click on **Animation Styles** to select a single animation style
- Click on **Add Animation** to select multiple animations for the same object.

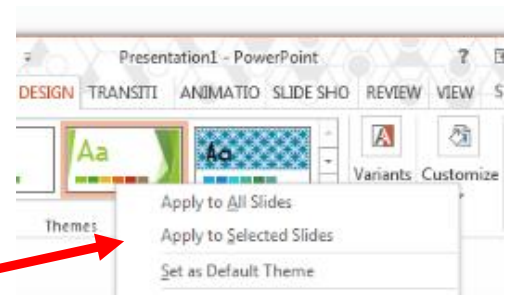


Note: Click on **Animation Pane** to see and modify existing animations.

Apply a Theme to the Presentation

- Click on the **Design** tab
- Click on the desired theme to apply it.

Note: To apply a theme to a single or group of slides you have highlighted in the slide sorter, *right-click* on the theme, then select **Apply to Selected Slides**

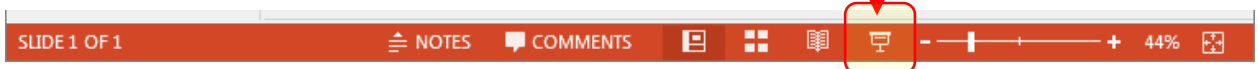


View Your Presentation

- Click on the **Slide Show** tab,
- Select **From Beginning** (or hit the **F5** key)



- OR go to the bottom of the PowerPoint window and click on the slide show icon. This will start the presentation from the current slide.

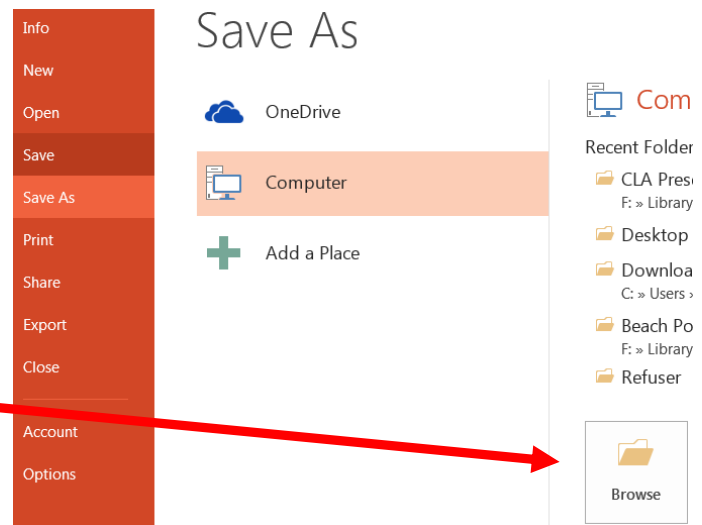


Note: Use the **Space** bar or **Enter** key, or the arrow keys on the keyboard, to navigate through the slide show. Press **Escape** to exit full screen mode.

Saving & Package for CD

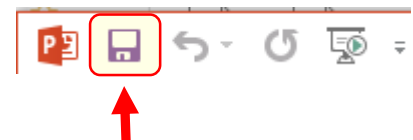
Save your Presentation

- Click on the **File** tab
- If you are saving for the first time, select **Save As...**
- Choose the location to save the file to (such as your flash drive) (**Browse** if your location isn't listed)
- Type in the name of the file
- Click on **Save** to finish



Note: To save changes to an existing file, click on **Save**; changes made to the file will be saved.

You can also **Save** by clicking the save icon above the ribbon menu.



Package Presentation for CD

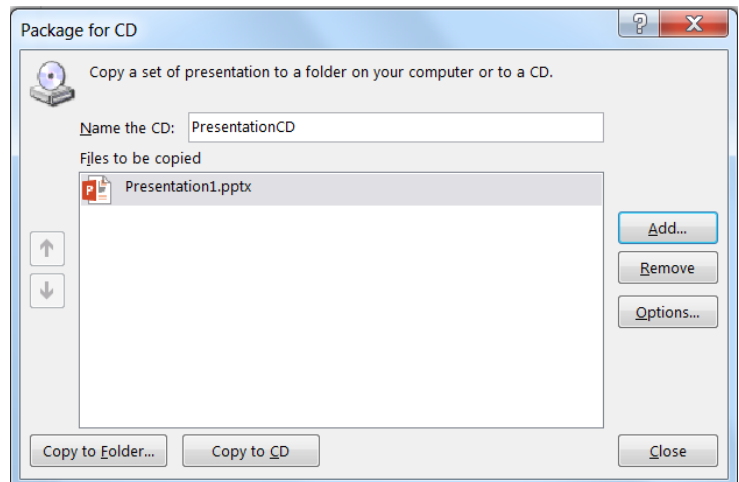
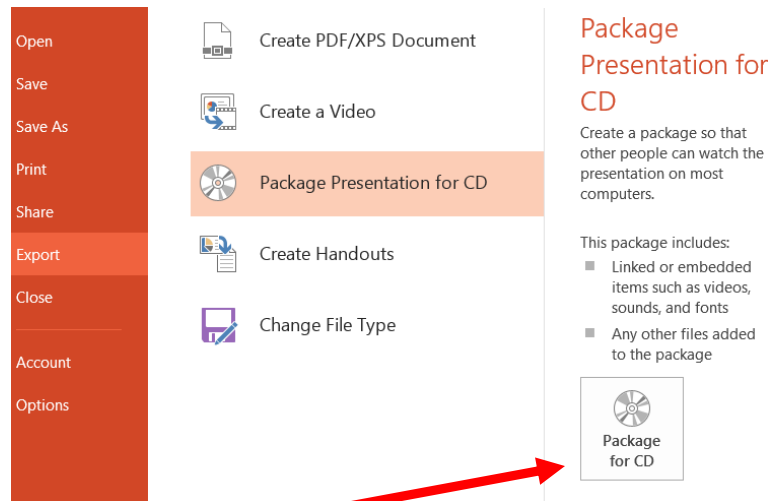
Create a **Package for CD** if your presentation is going to be shown using a different computer.

It preserves fonts, sounds and images.

and packages a copy of the **PowerPoint Viewer**

- Click on the **File** tab
- Click on **Export**
- Click on **Package for CD**
- Name the CD (optional)
- **Add** any other files you want to include in the package (such as if you have created handouts).
- Select the appropriate option:
 - **Copy to Folder...**
 - **Copy to CD**

Note that a package presentation cannot be edited or otherwise modified.



Printing

- Click on the **File** tab
- Select **Print**
- Select your options, such as the number of copies, color or grayscale, full page slides or handouts.

Your document will preview to the right

- When the print settings are set as desired, click on **Print**

