PowerPoint

PowerPoint is a complete presentation graphics package. It gives you everything you need to produce a professional-looking presentation. PowerPoint offers word processing, outlining, drawing, graphing, and presentation management tools—all designed to be easy to use and learn.

Getting started:

1. Double Click on Mac hard drive icon.

   (PC Click on)

2. Double click on applications

   (PC Highlight Programs)

3. Double Click on Microsoft Power Point Icon.

   (PC Highlight PowerPoint)

4. Click OK to start a new (blank) presentation

Here is a brief description of the options under the Create a New Presentation Using title.

* **AutoContent Wizard:** takes you through the creation of a simple presentation step by step.
* **Pick a Look Wizard:** this wizard helps you make choices on how your presentation will look.
* **Template:** PowerPoint provides 160 templates that you can choose from. The templates are created by professional artists and offer design choices in black and white as well as in color.
* **Blank Presentation:** this option allows you to select slides and format them individually.
5. Choose one of the slide layouts, then click **OK**.

6. This is what a new title slide should look like.

**Common Tools**
Slide View: To be in Slide view you click on the following button located in the bottom-left hand corner of any slide: ( ). The Slide view shows a single slide. In Slide view, you work on one slide at a time. Here, you can type your slide title and body, add other text to the slide, draw shapes, add clip art, choose a color scheme, make a graph, etc. In Slide view, you have access to all the tools on the Tool Palette as well as buttons on the Toolbar.

Outline View: To be in Outline view you click on the following button located in the bottom-left hand corner of any slide: ( ). The Outline view shows all the titles and body text in your presentation. In Outline view, you can move slides around within your presentation and also edit your text.

Slide Sorter View: To be in Slide Sorter view you click on the following button located in the bottom-left hand corner of any slide: ( ). The Slide Sorter view shows you a miniature of each slide in your presentation. You can drag slides around on the screen to reposition them in this view. You can also select and copy multiple slides should you want to use them in other presentations.

Notes View: To be in Notes view you click on the following button located in the bottom-left hand corner of any slide: ( ). The Notes view lets you create speaker's notes. Each page corresponds to a slide in your presentation and includes a reduce image of the slide. You can draw and type in Notes view the way you can in Slide View.

Slide Masters
A PowerPoint Slide Master contains objects that you want to appear on each slide in your presentation. With a Slide Master, you only have to create an item once and PowerPoint will automatically include them on every slide. Some things are set up by PowerPoint (for example; place for slide title and text) so you don't have to create them each time. If you want to add additional items to a master, you can at any time. The Slide Master has boxes already set up for the slide title and text. They're called the Master Title and the Master Body object.

PowerPoint Templates
PowerPoint also offers templates. A template is a presentation containing PowerPoint masters and a color scheme. PowerPoint offers 160 pre-designed templates to help you get started quickly. Applying a template to a presentation you are creating means the design work is already done for you. You can apply a template when you are just starting a presentation, or you can create a presentation and apply the template later.

Recommended Web Sites:

2. Power Point Tutorial-ADC: [http://library.stmarytx.edu/lac/advcomp/PPTutori.htm](http://library.stmarytx.edu/lac/advcomp/PPTutori.htm)