

PowerPoint

1) Open PowerPoint

- Open PowerPoint from desktop, taskbar, or the start menu.
- Click **Blank Presentation** (if PowerPoint does not automatically open to it).
- A blank slide shows on the right. The left task pane that displays all slides in your presentation.



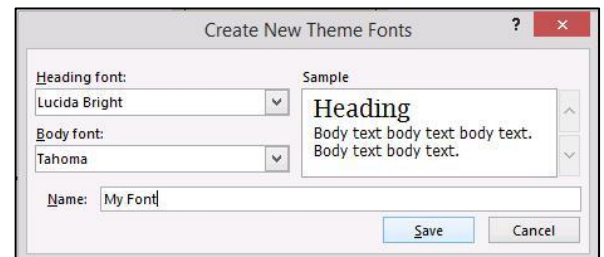
2) Choosing a Theme

- Click the **Design** tab at the top.
- On the top left of the ribbon, you will have a number of Themes (the background and font style of your slide presentation). On the right, you will have **Variants** where you can change colors, fonts, etc.
- Hover your mouse over each theme. Each respective theme will preview on the main slide.
- Select the **Wisp** theme.



3) Changing Theme Color, Font, Background Styles and Adding Text

- Click the **More** arrow in the **Variants** group and then choose **colors**.
- Hover your mouse over each color theme to preview the slide change. Select **Green**.
- (If you want to change the colors on your own, click **Customize Colors** at the bottom of the menu, use down-arrows to select colors, and then give your color theme a name).
- Click on the **Fonts** from the **Variants** drop-down menu.
- Hover over each font (font themes are in pairs).
- Click **Customize Fonts** on the bottom.
- Change the **Heading Font** to *Lucinda Bright* and the **Body Font** to *Tahoma*. Then click **Save**. In the **Name** box call this Group "My Font" and then click the **Save** button.
- Click on **Background Styles** from **Variants** and select a style.
- To remove any unwanted background graphics, click the **Format Background** command and then check **Hide Background Graphics** and **Apply to All** at the bottom of the task pane.
- Type "Feature Presentation" where it reads **Click to add title**.
- Under **Click to add subtitle**, type your name.



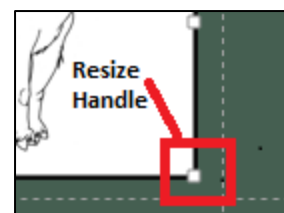
4) Saving your Presentation

- Click on the **File** tab and then click **Save As**. Now you can select a location and give your presentation a name. The new name appears on the title bar.



- You can save the presentation as a PDF from the **File** tab by selecting **Create PDF/XPS Document**.
- To save in other formats, select **Change File Type** under **Export**.
- You can share your presentation in an online format. From the **File** tab, select **Share**. Then you have sharing options such as saving to OneDrive or email.

5) Adding Images

- Click on the **Insert Tab** on the ribbon. Click on **Online Pictures** command. Then do an image search from Bing. **OR click Pictures > Online Pictures**.
- Let's add clip art. Type "Goat" and click magnifying glass under **Bing Image Search**.
- Select an image and click the **Insert** button. The image inserts into your slide.
- You can move the clip art by placing the selection pointer over the object, then holding the left mouse button and dragging the object to a new location.
- To resize the image: Click on the object, place the cursor on the resize handles (small white circles), hold down the left mouse button, and resize the object as desired by dragging inward or outward. Let's make our image larger and move above the text.
- To delete an image, click on the object and hit the Delete key on your keyboard.



6) Adding a New Slide and Inserting a Picture

- Click on the **Home** tab on the ribbon and then click the **New Slide** command. (You can also click the arrow under the icon to see layout choices).
- Click the **Layout** button and choose the **Picture with Caption** option.
- Click the Picture Button in the circle to insert a picture. → 
- Click on **goat.jpg** and click **Insert**.
- If you wish, you can rotate the picture with the curved arrow above the picture. Hold your left mouse button down over the arrow and move mouse. → 
- Type "Cleo" in text box. Use **Ctrl-E** to center text. Delete the second text box.



7) Adding a Frame to a Photo

- Click on the **New Slide** button for a new slide. Select **Two Content** slide. Each content side has 6 (or 8) buttons: Table, Chart, Smart Art, Pictures, Online Pictures, & Insert Video. (**3D models & Icon**).
- In the second content box, select the **Pictures** button.
- Click on **goat.jpg** and then click on **Insert**.
- Notice at the top of your screen a new tab has become available: **Picture Tools > Format**. This is called **a contextual tab**: a new tab not normally in the ribbon.
- In newer versions it will appear as the **Picture Format** tab.



- Click on **Picture Tools**. Hover over **Frames** in **Picture Styles** and select the frame you wish to add.

8) Inserting Text

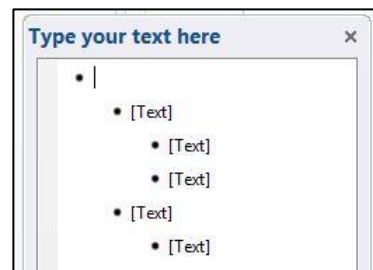
- In the content boxes you can also **“Click to Add Text”**
- In the box on the left, click the **“Click to Add Text”** and type the following: This is Cleo (**Press Enter**); One year old (**Press Enter**); She is our Mascot (**Press Enter**).
- PowerPoint will insert bullets each time you press enter. (If you do not want bullet points, you have to keep hitting the backspace key on your keyboard until it disappears).
- You can change bullets with the **Bullets** command in the **Paragraph** group of the **Home** tab.



- (It appears that PowerPoint adds a bullet at the end where there is no text; however, it will go away once you click out of the content box).
- Click in the **Title Box** and center with **Control + E**. Then type: Lake County Dairy Goats.

9) Inserting a Diagram

- Click back on Slide 3 & then **insert a new slide**. Select the **Title and Content** layout.
- In the Text box type **“Cleo’s Family Tree”** and then center the title.
- Click the **Insert** tab and click on the **SmartArt** button in the Illustrations group.
- You have several diagram templates. On the left menu, select **Hierarchy**. Then click the **Hierarchy** option (in the center) and then click OK.
- Type the name **Daisy** in the first text box of the chart.
- Type these names in the other boxes: **Billy, Curly, Amber, Lucky, & Cleo**. You can also type the names in the task pane that appears to the left.
- To change the color schemes, click the **Design** contextual tab and then **Change Colors** (or **SmartArt Design**).
- To remove a box, click on the box and press the delete key.
- Note the *Text Pane*. The bullets correspond to the boxes. The further the indentation, the lower the box.
- You can rearrange the position (or relationship) of the boxes by changing the indentation. (You can add new boxes as well).




10) Rearranging Text, Textboxes, and Slides

- Return to the **Home** tab. Add a new slide and choose the **Two Content** slide option.
- In the title box type: **Goat Inventory** and center.
- In the left content box, Click on the **“Click to add text”** button, and type: **Nannies: 30 (enter); Bucks: 15 (enter); Kids: 45.**
- Click on the **Home Tab** on your ribbon and click **Align Text** in the **Paragraph** group. Or this symbol




- Choose **Middle** to center your text in your content box.
- In the right content box, click on the **“Click to add text”** button, and type: **Total Goats: 90; Average Age: 2 yrs. 3 mo.**

PowerPoint

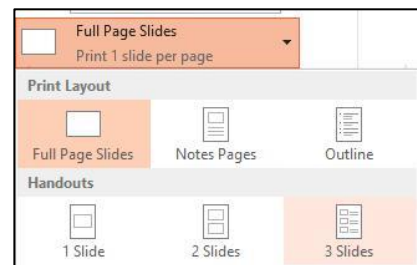
- Click on the **Home Tab** on your ribbon and click the **Text Direction Button**.
- Click on **Rotate all Text 90 degrees**. Or 
- In the **Align Text Button**, choose **Center**.
- Switch Slides 4 and 5: Click and hold Slide 5 in the slide pane on the left of the screen, then drag it over slide 4.
- To delete a slide, left click the slide in the slide pane and press the **Delete** key.

11) Presentation


- To view your presentation press **F5**. (Or you can click the **Slide Show** tab and then you can choose to view it **From Beginning** or **From Current Slide**.) 
- To move forward one slide use one of the following: the Enter key; the forward arrow key; the page down key; or left click your mouse.
- To move a slide **back** use: the back-arrow key, the page up key, or the backspace key.
- To leave the slideshow, press the **ESC** key on your keyboard.

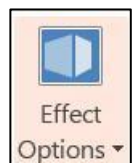
12) Printing and Handouts

- Click on the **File** tab and then click **Print**.
- Notice the **Print** options under **Settings**. Print preview will be on the right.
- Under **Full Page Slides** select **3 slides** from under **Handouts**. Print preview will display three slides on each page as well as lines in which to take note.

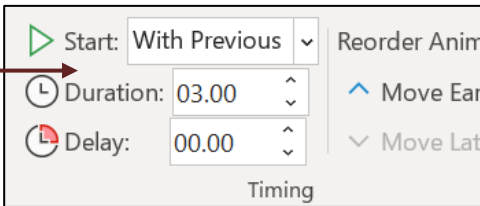


13) Slide Transitions

- To add slide transitions to a presentation, click the first slide in your presentation.
- Click on the **Transitions** tab. Click the down arrow in the **Transition to this Slide** group.
- Select **Rotate** under **Dynamic Content**. Click the **Preview** command on the left to view transition. Notice the slide rotates from the right.
- Click the **Effect Options** command and then choose **From Left**. Preview the slide again.
- From the **Duration** command. Change the speed to 1.50. 
- Click **Apply to All** to add to all slides.
- It is advised to use the same transition to each slide to prevent audience distraction.
- Preview some of the other presentation slides.



14) Animations

- First, click the image that you wish to animate. Select the image on Slide 3.
- Click on **Animations** tab. Next, click the down arrow in the **Animations** group and choose **Fly In** under the **Entrance** group.
- Click **Preview** to see the transition.
- In the **Timing Group** change the **Duration** to 3.00. 
- Change the start option to **With Previous**.
- The animation will take effect without having to click.
- Change animation on Slide 3 back to **On Click**.

PowerPoint

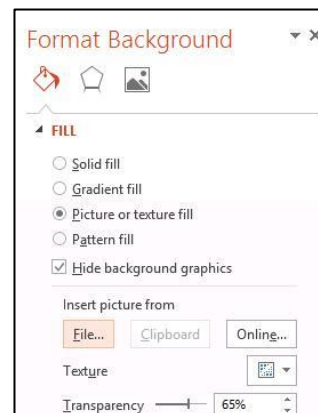
- You can animate text as well. Highlight “Goat Inventory” at the top of slide 4. Then choose **Entrance > Bounce** in animations.

15) Using the Pen to Highlight or Use as a Teaching Tool

- When you run a presentation, right-click the mouse and choose the **Pointer Options** to use a pen, highlighter, or laser pointer.
- Run another slideshow here to view all the changes to your presentation and practice using the laser pointer. (To remove ink, right click **Pointer Options** and “erase all ink on slide.”)

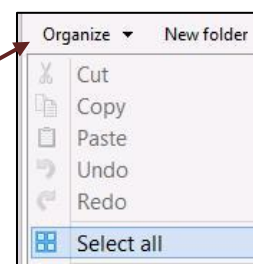
16) Custom Backgrounds

- Many people like to put their own backgrounds on their slides such as a photograph or piece of art.
- Select the **Format Background** command from the Design tab.
- From the task pane, check **Hide Background Graphics**. Then choose the **Picture or Texture Fill** option.
- Click the **File** Button. Then choose **the background.jpg** file from my documents.
- Change the transparency to 65%.
- Click **Apply to All** on the bottom of the task pane and then click the **Close** button.



17) Create a Photo Album Slideshow (Second Presentation)

- Open a new PowerPoint and click the **Insert Tab**.
- Click the **Photo Album** command in the **Images** group. Click it, and choose **New Photo Album**.
- Click the **File/Disk** button in the dialog box that appears. Open **Birds** folder in **My Documents**. Under **Organize** at the top of the box, choose **select all** from the menu. Then click **Insert**.
- Under **Album Layout** near the bottom of the Photo Album box, select **Fit to Slide** under **Picture Layout**. Then click the **Create** button on the bottom.

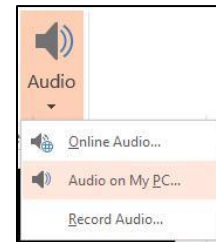
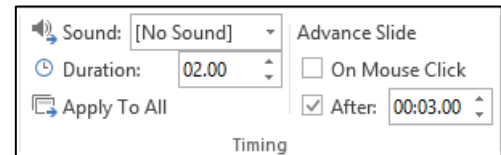


- Delete Slide 1 (the Title Slide): Click once on Slide 1 and then press the **Delete** key.
- In the **Transitions** tab apply the **Vortex** transition. Uncheck **On Mouse Click** under **Advance Slide**. Check box next to the word **After:** and change time to **00:02.00**.
- Click **Apply to All**.

PowerPoint

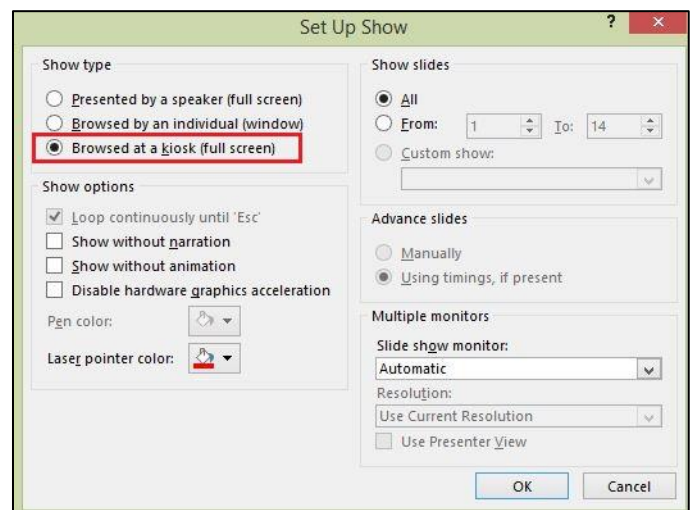
18) Adding Music to Slideshow

- Add music to our Photo Album. Click **Slide 1** and then click the **Insert** tab.
- Click the **Audio** command from the **Media** group. You have three options: Online Audio, Audio on My PC, and Record Audio.
- Choose **Audio on my PC** from the menu.
- Double left click on the song you want to play: **Intermission**.
- The **Audio Tools** contextual tab will appear. In the **Audio Options** group, change Start to **Automatically** (from In Click Sequence).
- Click **Play Across Slides** and **Loop Until Stopped**.
- Check the **Hide During Show** box as well.



19) Play a Slideshow Continuously

- Click the **SLIDE SHOW** tab and then click the *Set-up Slideshow* command.
- Under *Show Type* check the box marked "Browsed at a kiosk (full screen)." This will automatically set up the presentation to *Loop Continuously* until the presenter clicks escape.
- Click the OK button.
- Click F5 or the *From Beginning* command to start the slideshow.



Recommended Additional Resources:

Other technology classes

Go to <http://www.eapl.org/events> to view and signup for other computer classes.

Class handouts

Go to <http://eapl.org/events/computer-programs/class-handouts> to download copies of class handouts and exercise files.

Librarian and computer aide assistance

We are glad to help you out at the second-floor reference desk as best we can while helping others.

Help appointments

Ela Library cardholders can schedule one-on-one appointments with librarians for further help. We can help with our Digital Media Labs or with general technology questions in our areas of expertise. Appointments last up to one hour. Paper appointment request forms are available at the 2nd floor reference desk. You can also request appointments online:

- Go here <http://www.eapl.org/DMLhelp> to sign up for a Digital Media Lab appointment.
- Go here <http://www.eapl.org/computer-programs/one-one-technology-help-appointment-request> to request a general tech help appointment.

Databases

The Library offers card holders access to many premium databases. These include two which can help you learn more about technology.

- [Gale Courses](#) offers a wide range of highly interactive, instructor led courses that you can take entirely online. As an Ela Area Public Library card holder in good standing, you are entitled to these courses at no cost. Courses run for six weeks and new session begin every month.
- [Lynda.com](#) offers technology training with over 20,000 training videos on over 300 topics with exercise files included. The Library pays for you card holders in good standing to access this resource, however you will be required to create a free account. **Please remember to log out when you are finished.*

Access both of these databases from the library Research page: <http://www.eapl.org/resources>

Books

A few books in the library collection related to this book are:

- **[Microsoft PowerPoint 2013](#)** by William Wood Call Number: 005.58 POWERPOINT
- **[My PowerPoint 2016](#)** by Echo Swinford Call Number: 005.58 POWERPOINT
- **[Microsoft PowerPoint 2019 for Dummies](#)** by Doug Lowe Call Number: 005.58 POWERPOINT

Free online tech training websites

<http://www.gcflearnfree.org/> , <https://techboomers.com/> , <http://digitallearn.org/>

PowerPoint

Computer Class Evaluation

Class Title: **PowerPoint**

Date: 3/17/2021

In terms of your skill with computers, how do you consider yourself?

- Absolute Beginner (no or little experience with computers, *NOT* yet comfortable using a mouse and keyboard)
- Beginner
- Intermediate
- Advanced

In terms of your skill using *Microsoft PowerPoint*, how do you consider yourself?

- Absolute Beginner (no experience)
- Beginner (some experience, but not comfortable using)
- Intermediate (some experience, comfortable with the basics)
- Intermediate/Advanced (experienced with basic and intermediate functions, but require training on advanced functions)

How much do you feel that you learned?

- I learned a lot
- I learned some
- I didn't learn much
- I learned nothing

How did you perceive the pace of the class?

- Too Fast
- Just Right
- Too Slow

Were the handouts helpful?

- Yes No If no, why not?

What did you like most about the class?

What did you like least about the class?

What other topics would you like to see in a future computer class?

How do you normally find out about library computer classes?

- Footnotes (Library Newsletter)
- Library Website
- Other _____

If you are not an Ela Area Public Library card holder, where is your home library?

Any additional comments: