

PowerPoint Basics Tutorial

1. Create a Presentation

1.1 Create a Presentation

Open PowerPoint and you will be prompted to choose either to create a **blank presentation** or to open an existing one. You may also select the **AutoContent Wizard** or use a **Design Template**.

If you create a new, blank presentation, your next step will be to select the **AutoLayout** for the first slide. Thereafter, the PowerPoint screen opens in normal view so you can work with the slides.

1.2 AutoLayout

Every slide of a presentation has to have a layout defining the objects, such as tables or **ClipArts**, contained in the slide. The programme offers different **AutoLayouts** which provide pre-formatted slides with place holders for objects.

1.3 Designing Text

Apart from the different character formats, such as different fonts, PowerPoint offers further formatting options for designing texts. It is, for instance, possible to highlight a text by adding a fill colour.

- to apply a **character format**, you first have to select the respective text by clicking on the outline of the place holder. Select character formats either on the **formatting** toolbar or by choosing **Format** on the menu bar.
- to apply a fill colour to a text, select the text box by clicking on its outline. Apply the selected **fill colour** by clicking on the respective button on the **Draw** toolbar. Instead of the preset colour, you can choose one from the colour palette provided by this feature. Open the respective menu, by clicking on the arrowhead next to the **fill colour** button.

1.4 Adapt Slide Background

The appearance of the slide background can be adapted by changing its colour, shading, texture or pattern.

To adapt the background, select **Background** on the **Format** menu or the slide's context menu. In the following dialog box, you can open the colour options by clicking on the corresponding list box.

You can select one of the preset colours or go to More Colours or Fill Effects. The new slide background can be applied to the current slide or to all slides of the presentation.



1.5 Save the Presentation

To save the presentation, you can either use the  **Save** button on the standard toolbar or the corresponding command on the **File** menu.

When you save the presentation for the first time, you will be prompted with the **Save as** dialog box which automatically suggests a **File Name** and a **Folder/Drive**. You may either change the suggestions or accept them.

2. Views

2.1 Outline View

Open the outline view by clicking on the  button in the bottom, left corner of the screen. In the outline view, new slides may be inserted into the presentation at the position of the cursor by clicking the  button or the return key.

An outline edited in Word may be imported into a PowerPoint presentation by selecting the **Slide from Outline** command on the **Insert** menu. The outline structure of the Word file will be transferred.




The font of the inserted slides adapts to the standard font of the current presentation. If you want to change the font used for several slides, select the respective slides in the outline view and change the font by selecting the **Format** menu and its submenus.

2.2 Slide View


The **Slide View** displays a single slide on the majority of the screen. The slide view is helpful for creating, formatting and positioning text and graphics.


3. Drawing Objects

3.1 Line

Use the  button on the **Draw** toolbar to activate this feature. Then, click and hold down the left mouse button as you drag the mouse pointer, which has taken the form of a crosshair, from the starting point to the end point of the line. Adjust the **line thickness** by using the  button and change the **line colour** by using the  button.

3.2 Rectangle

Click on the  button on the **Draw** toolbar to add rectangles. (Further proceed as described under 3.1).

Use the  button to add a fill colour to the rectangle. You can access the colour palette by clicking on the accompanying arrow.

3.3 AutoShapes

The **AutoShapes** button on the **Draw** toolbar provides more than 150 preset geometrical shapes to be selected on mouse click. Click and hold down the mouse button as you drag the mouse pointer in form of a crosshair from the starting point of the **AutoShape** to its end point. The most precise formatting can be achieved through the **Format AutoShape** dialog box which you can activate by double-clicking on the object you have created.

3.4 Insert and Format Text Box

Several **AutoLayouts** already provide text boxes on the slide, for instance, to insert a title or a subtitle. It is also possible to freely add new **text boxes** to the slide and to format such new text boxes.

- **Insert Text Box:** Insert a text box by activating the **Text Box** button and move the box to the position you want on the slide by using a click and drag action.
- **Adapt Standard Font:** If you want to apply a different font than the **Times New Roman** standard font, choose the **Font** submenu on the **Format** menu and set the new standard. Text boxes provided on the slide by AutoLayout are excluded from changes of this type.
- **Apply Fill Colour:** To apply a fill colour to a text box, click on the corresponding button.
- **Delete Text Box:** Select the respective object by clicking on its outline. If the outline is dotted, you can delete the object by pressing the **Delete key**.

4. Edit Objects

4.1 Copy, Move, Duplicate Objects

You can copy, move and duplicate drawing objects.

- **Copy:** Select the object you want to copy by clicking on it; and press the shortcut key **Ctrl + C** or choose **Copy** on the **Edit** menu to copy the object to the clipboard. If you copy more than one object, the **clipboard** toolbar will automatically appear. This toolbar displays a special button for each of the copied objects to be inserted. Only the object which was last copied can be inserted by pressing the shortcut key **Ctrl + V** or selecting the **Insert** command on the **Edit** menu.
- **Move:** Move the mouse pointer on the object you want to move. Once the mouse pointer has taken the form of a four-headed arrow, hold down the mouse button as you move the object to any destination.
- **Duplicate:** If the object to be duplicated and its destination are on the same slide, the selected object may be duplicated by pressing the shortcut key **Ctrl + D** or by choosing the corresponding command on the **Edit** menu.

4.2 Insert Text into an AutoShape

To fill an **AutoShape** with **text**, select the object and directly type your text into the object. If a **line break** becomes necessary in an AutoShape, select the **Format AutoShape** submenu on the **Format** menu and click the **Text Box** tab to insert such break. You can activate the object by clicking on its outline or its context menu.

4.3 Multiple Selection and Grouping

Multiple selections and **groupings** are used to edit several objects at once. To activate this feature, hold down the mouse button as you drag a selection frame on the objects you want to select.

You can **group** several objects to one single image so as to avoid to have to select every object individually every time you want to edit them together. Carry out a multiple selection covering all the images that you want to group together, and then select **Group** on the menu of the **Draw** toolbar.

5. Design Template and Slide Master

5.1 Design Templates

Design Templates give your presentation a consistent appearance. You can apply a design template to an existing presentation by selecting a design template using the **General** button or the **Format** menu.

5.2 Footers

You can add headers and footers to presentations. Choose the **Header and Footer** dialog box on the **View** menu to insert details regarding the date, time, slide number and the footer text.

5.3 Slide and Title Master

Every presentation has a **Slide** and a **Title Master**. The **Slide Master** is used to format and arrange simultaneously on all slides the texts and objects created with the help of place holders. If you want to apply the same background to all slides of a presentation or would like the same graphic to appear on every slide, you simply have to carry out such changes on the pre-formatted place holders in the master slide.

Accordingly, all changes to slides having the **Title** layout can be carried out on the **Title Master**, provided you want such changes to apply to all title slides of the presentation. To start the slide or title master of your presentation, select the **Master** submenu on the **View** menu.

6. Chart and Table

6.1 Charts

PowerPoint offers the option to create charts to present larger data volumes by means of a graphic.

- **Insert Chart:** Double-click on the place holder of the **Chart** slide layout and a sample chart will be displayed. To adapt the chart values, you can change them in the data sheet.
- **Adapt Chart Size:** Move the mouse pointer to a dragging handle of the selected chart. Once the mouse pointer has changed into a double arrow, click and hold down the mouse button to adapt the size.
- **Move Chart:** Move the mouse pointer on the object. Once it has taken the form of a four-headed arrow, click and hold down the mouse button as you move the chart to a different position.
- **Format Chart:** If you want to format a chart element, double-click on the element in order to open the respective dialog box, then you can apply the corresponding changes.

6.2 Table

You can import data including all related formats from other applications into PowerPoint, i.e. a table created in Microsoft Excel.

- **Copy Table:** First, select the table in Excel and copy it by using the corresponding button on the standard toolbar or the shortcut key **Ctrl + C**. Then return to PowerPoint and insert the table by using the corresponding button on the standard toolbar or the shortcut key **Ctrl + V**.
- **Adapt Table Size:** Move the mouse pointer to a dragging handle of the selected table. Once the mouse pointer has changed into a double arrow, click and hold down the mouse button to adapt the size.
- **Move Table:** Move the mouse pointer on the object. Once it has taken the form of a four-headed arrow, click and hold down the mouse button as you move the table to a different position.

7. Graphics and ClipArts

7.1 Change Slide Layout

The layout of any slide may be adapted at any time by using the **Format** menu or the **General** button.

You should use the **Text and ClipArt** or **ClipArt and Text** slide layouts to position any text or graphic on a slide.

7.2 ClipArts

Presentations can be illustrated with a few simple touches by the various **ClipArts** of the **Clip Gallery**. Apart from pictures, the **Clip Gallery** also offers motion clips and sounds.

- **Insert a ClipArt:** Open the **Clip Gallery** directly by using the corresponding button on the slide layout, the **Insert** menu or the **Draw** toolbar. The application offers easy access to all **ClipArts** available.
- **Move a ClipArt:** You can freely choose the position of a **ClipArt**. To move the **ClipArt**, move the mouse pointer on it. Once the mouse pointer has taken the form of a four-headed arrow, click and hold down the mouse button as you move the graphic to a different position.
- **Edit a ClipArt:** If you want to adapt certain parts of a ClipArt according to your needs, ungroup the graphic by using the **Draw** toolbar. As a result, every object will have its own set of dragging handles and can be edited individually.

7.3 Grouping

If you want to edit several objects of an illustration together, i.e. to create an animation, such objects need to be grouped together.

Select all the images you want to group together by pressing the Shift key; then select **Group** on the **Draw** toolbar so the images become one single object.

7.4 Insert Graphic into the Slide Master

Graphics intended to appear on each slide are inserted into the **Slide Master**.

- **Start Slide Master.** Start the slide master of your presentation by selecting **Master** on the **View** menu or by using the button while holding down the shift key.
- **Insert Graphic:** The **Insert** menu and the **Graphics** submenu provide different options to integrate **ClipArts** and graphics into a presentation.

8. Animate Objects

8.1 Animate Objects

PowerPoint offers several animations for texts, graphics and other objects to highlight important points during the presentation.

Simple animations can be created in the slide sorter view. If you want to create a custom animation, you need to switch to the normal or the slide view. In these views, the **Custom Animation** submenu on the **Slide Show** menu offers numerous tools to create a custom animation.

8.2 Custom Animation

You can apply animation effects by selecting the **Effects** tab on the **Custom Animation** submenu on the **Slide Show** menu.

The text or object to be animated is selected by clicking the corresponding tick box on the **Check to animate slide objects** list. There is no need to select the text or object on the slide. To check the animations that have been set, select **Animation Preview** and view the objects directly in the dialog box.

8.3 Animation Order

It is possible to adapt the order in which the animated objects appear during the slide show. You can carry out such changes by selecting the **Order & Timing** tab.

9. Set up Slide Show

9.1 Slide Transition Dialog Box

You can add transition effects when changing slides of a slide show. After having selected a slide in the slide sorter view, you may add a transition effect by using **Slide Show/Slide Transition**, or selecting the **Slide Transition Effects** button on the **Slide Show** toolbar.

It is possible to have the slide transition occur in the presentation either on mouse click or automatically after a period of time to be set.

9.2 Present Slide Show

The **Slide Show** view displays the slides on the entire screen. If the timing of animated objects and slides has not been set, you have to advance the slide show **manually**.

As a standard, the animation is started **on mouse click**. Select **Slide Show/Custom Animation** to start the animation **automatically**. To start an animation action, you have to activate the corresponding option and enter the number of seconds to pass between the previous and the current animation.

9.3 Set up Show

If you want to present the slide show in full screen size by a speaker, it is recommended to select the **Presented by a speaker** option using the **Set up Show** submenu on the **Slide Show** menu.

If you select the **browsed by an individual (window)** option, the presentation will be displayed in a smaller window. Commands to control the elements of the presentation and to edit, copy, and print slides are available.

If you want to display an automatic presentation, for instance, during a trade fair or a conference, choose **browsed at a kiosk**. The presentation will then automatically be restarted at the end of each sequence (loop).

10. Print and Pack and Go

10.1 Use of the PowerPoint Viewer

The **Pack and Go Wizard** allows you to create a running and transportable presentation. The viewer is saved together with a compressed version of the presentation.

Select the **File** menu to start the **Pack and Go Wizard**. The wizard will guide you step by step through the different options so that you finally create a compressed presentation and a viewer. Alternatively, you may choose to copy the presentation to a disc or any drive for transport.

10.2 Add Notes to Slides

In the notes area of the **Normal View**, you can add notes to the slides. You can view the **Notes Page** and edit notes by selecting the corresponding command on the **View** menu.

10.3 Print the Presentation

Print the presentation by using the corresponding command on the **File** menu. The **Print** dialog box offers the option to print the slides with notes. You may also print only the slides or only the outline of the presentation.