

WELCOME TO POWERPOINT BASICS!

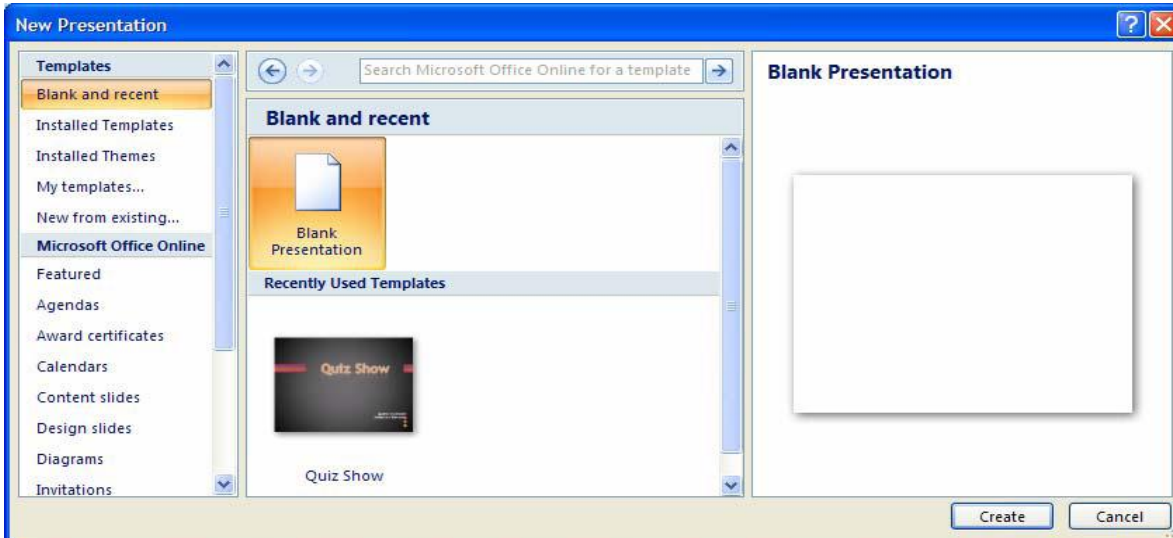
OIT Website Resource for Microsoft Office https://oit.montclair.edu/documentation/ms_office/index.html

OIT-973-655-7971

Creating a New Presentation

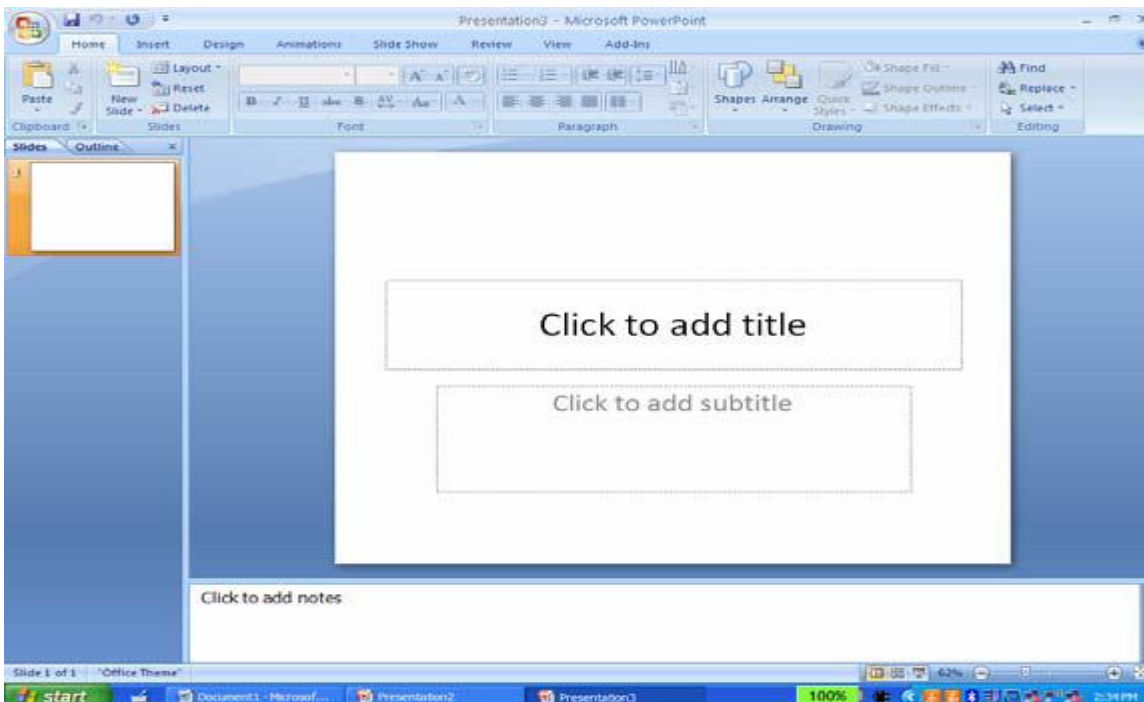
To Create a New Presentation:

- 1) Click on the **Office** button
- 2) Click on **New**
- 3) Select either a **Blank Presentation** or one of the **Installed Templates**
- 4) Click **Create**



Entering Text on a Slide

When you create a new presentation the first slide to appear is a **Title slide**. It contains two placeholders: a **title placeholder** and a **subtitle placeholder**. To add text, click within the placeholder and type.

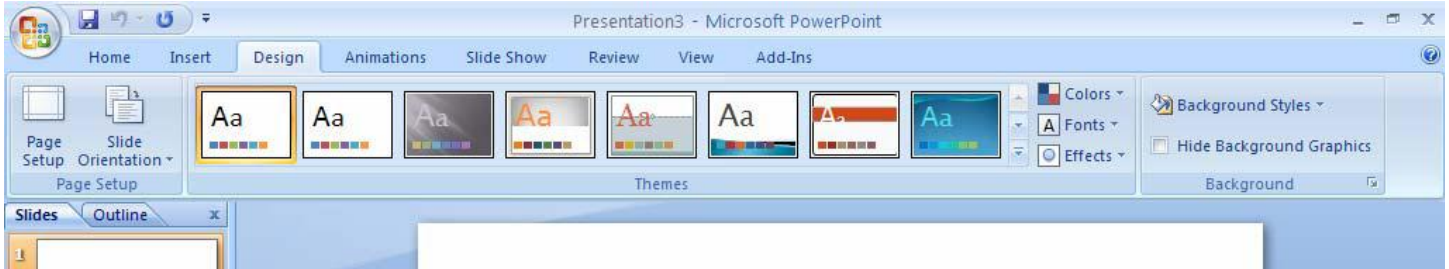


Formatting

PowerPoint provides a wide variety of themes that apply a distinctive look to the text, bullets, background colors, and graphics in a presentation. Using a theme is a big time-saver and immediately adds a professional touch to your presentation. You can apply a theme when you create a new presentation and you can change the theme as many times as you want.

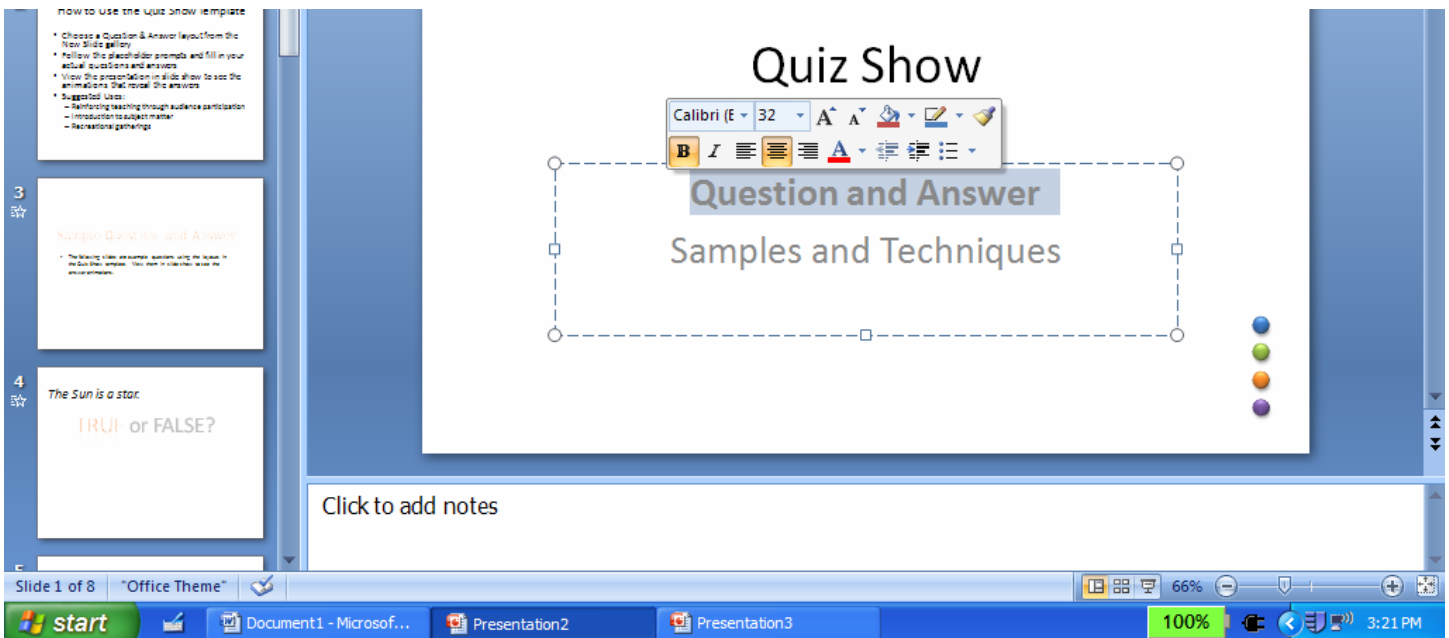
To Apply a Theme:

- 1) Click on the **Design tab**
 - 2) Select one of the themes in the **Themes group**
- To see more themes click on the **dialog box launcher**.



To Format Text:

- 1) Click within the placeholder to select it
- 2) Using the click-and-drag method, select the text to format

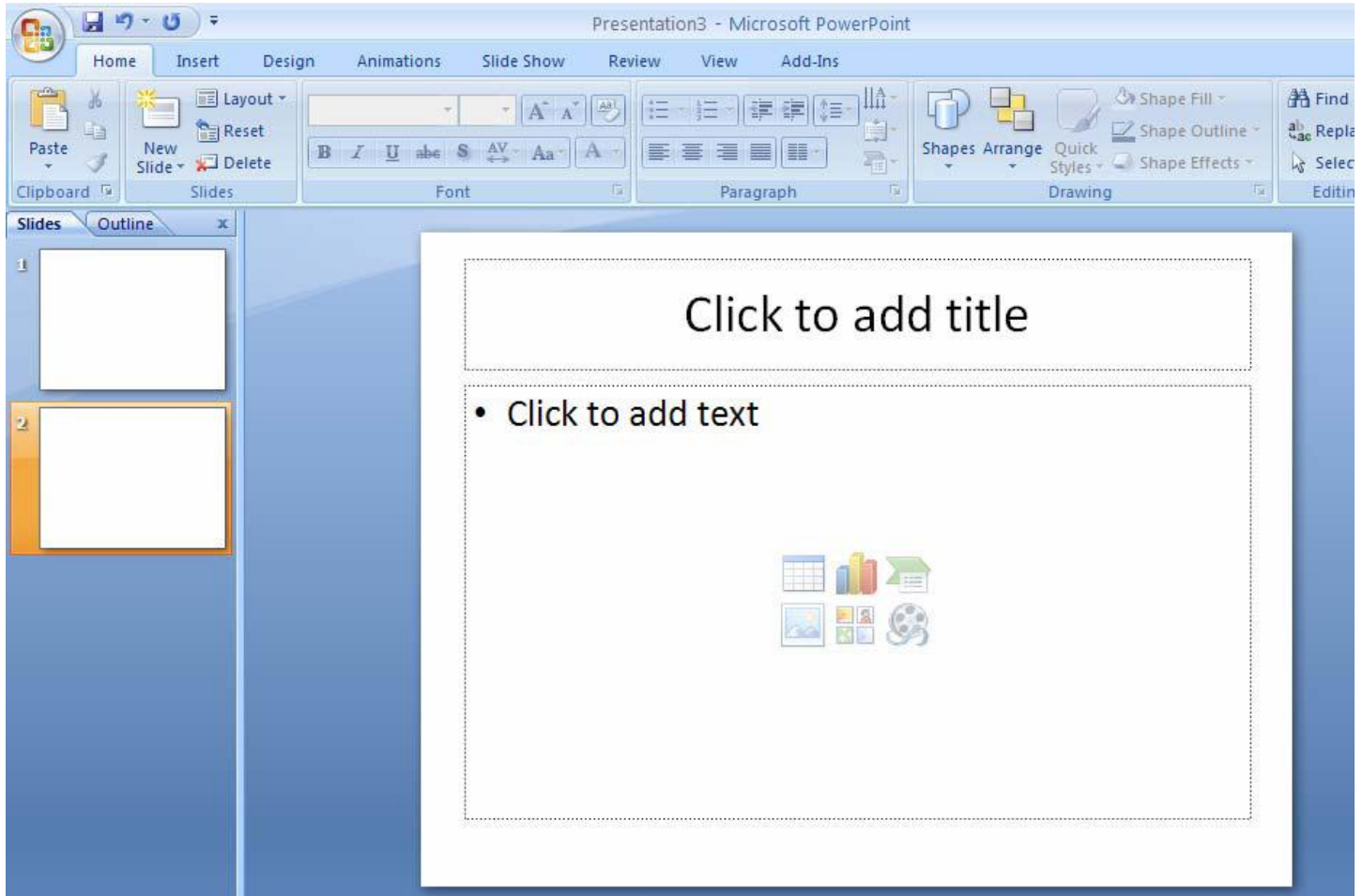


- 3) Click on the **Home tab**
- 4) Click on the formatting buttons in either the **Font** or **Paragraph** groups

You can also use the **Mini Tool Bar** that appears when the text is selected.

To Add New Slides:

- 1) Click on the **Home** tab
- 2) Click on **New Slide** in the Slides Group



A new slide with title and content layout appears in the Slide pane. This layout has a title placeholder and a content placeholder that supports either bulleted text or graphic elements.

To Add Text:

- 1) Click on the **Title placeholder** and type the title of the slide
- 2) Click on **Click to add text** and type your first bulleted item, hitting **ENTER** to move to the next line

To Add Content:

Click on the type of content you want to create and PowerPoint will provide the tools needed to create it.

There are 6 types of Content:

1. Tables



2. Charts



3. Smartart Graphics



4. Pictures



5. Clipart



6. Media



Applying Slide Transitions

A transition is a special effect that determines how a slide appears as it enters or leaves the screen.

To Apply Transitions:

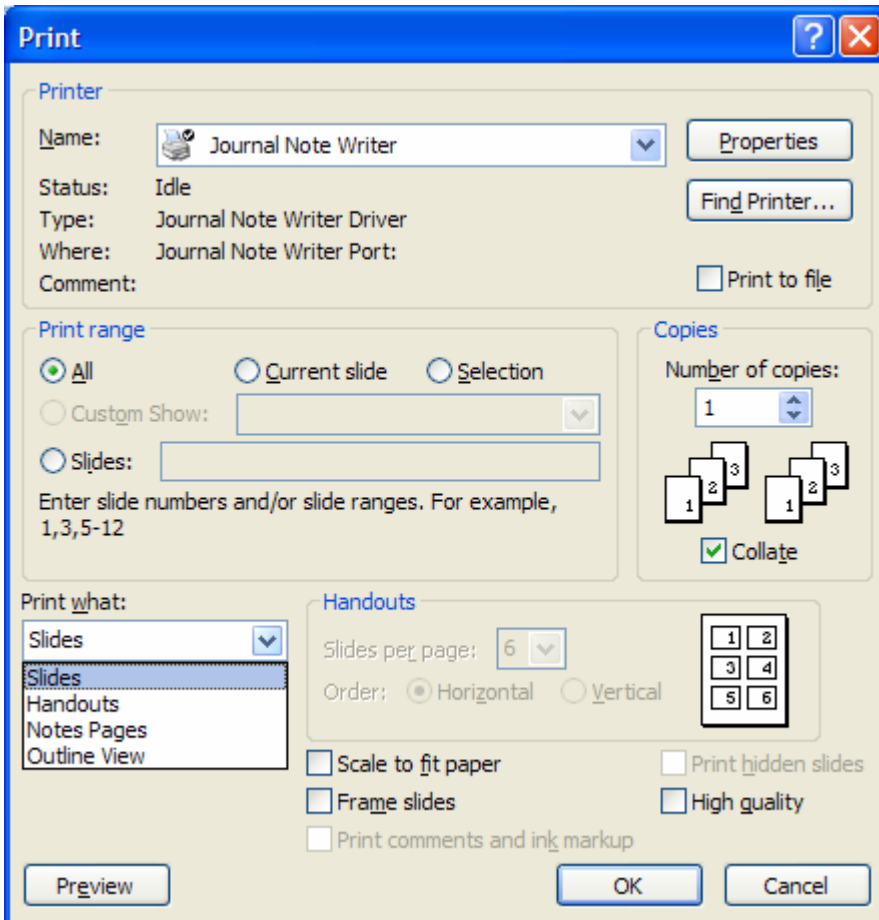
- 1) Click on the **Animations** tab
- 2) Click on the drop down arrow in the **Transition to This Slide** group to see a listing of all available transitions
- 3) Click on the transition you want to apply
- 4) Click on **Apply to All** to apply the transition effect to the entire presentation



Printing

To Print:

- 1) Click on the **Microsoft Office Button**
- 2) Click on **Print**



Under **Print**: click on the drop down arrow and select one of the options to print

- **Slides** - prints each slide separately
- **Handouts** - prints multiple slides per page. Change the number of slides to print per page under Handouts.
- **Notes Pages** - prints the slide and the notes that pertain to that slide
- **Outline View** - prints the text of the presentation. However your presentation appears under the Outline tab is how it will print.