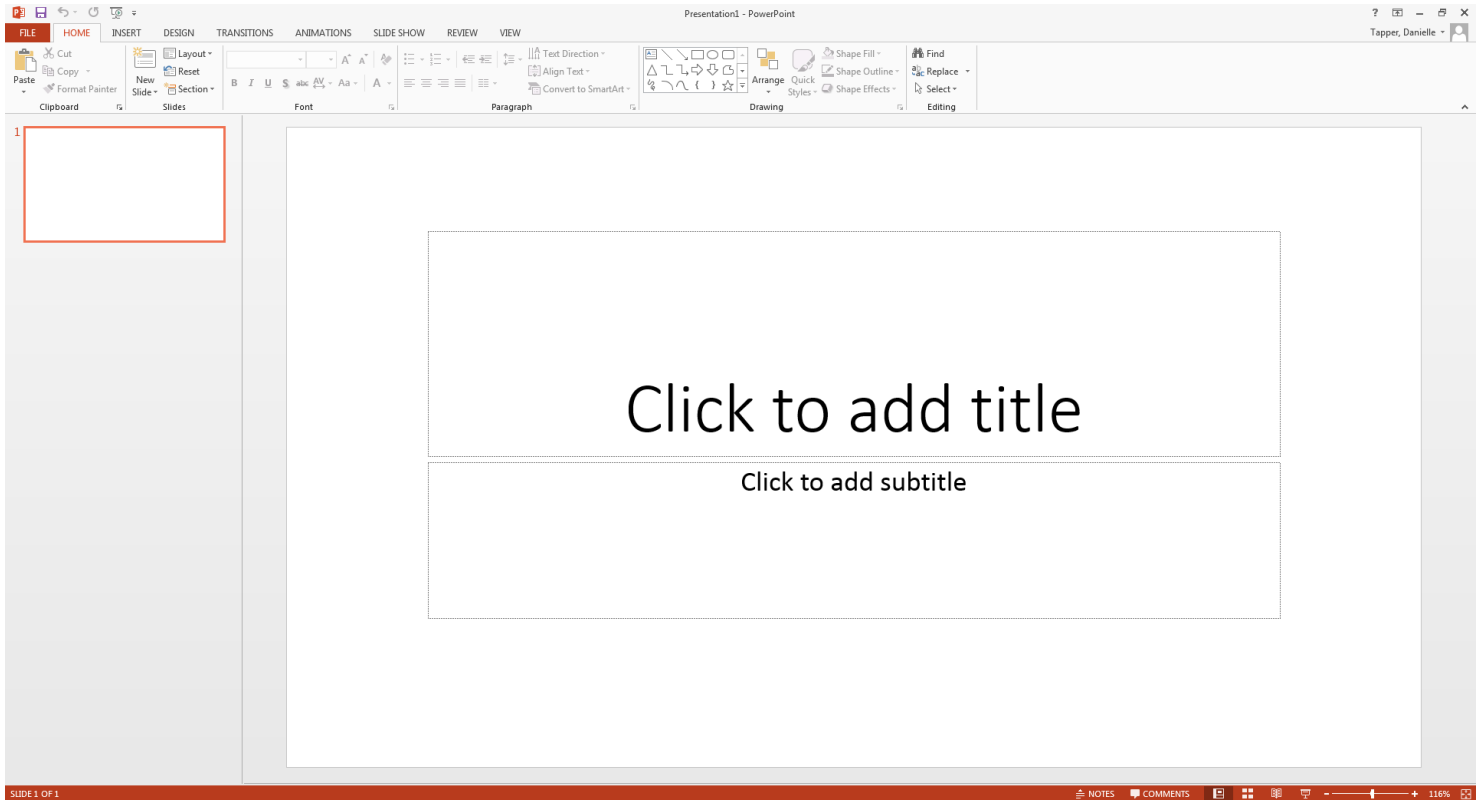
Introduction to PowerPoint 2013

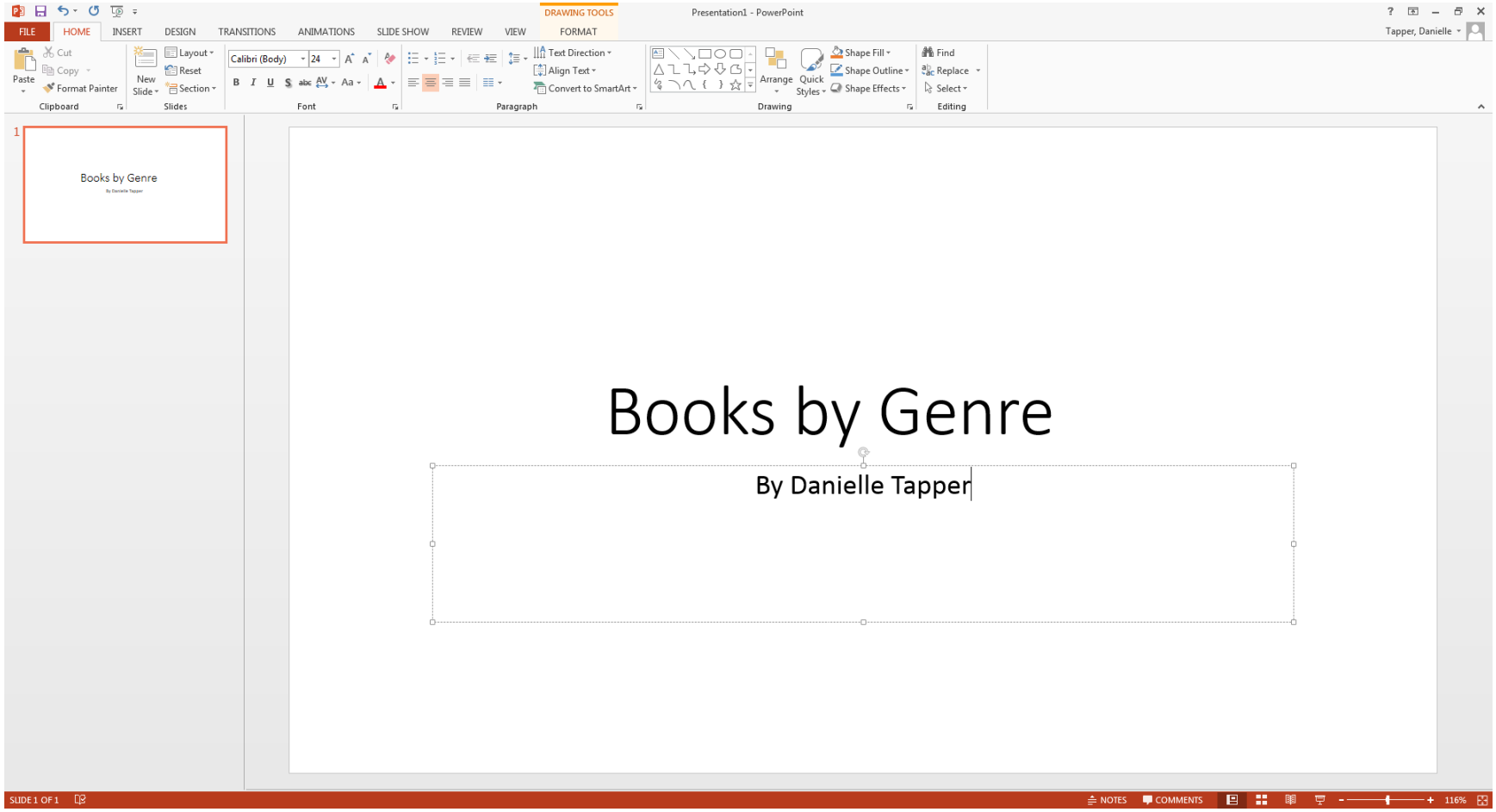
PowerPoint is a Microsoft Office product that allows you to create your own presentation. This can be very useful both at work and at home.

There are templates in PowerPoint like most of the Microsoft products. However, I find it easier to creat your own presentation than using the templates.

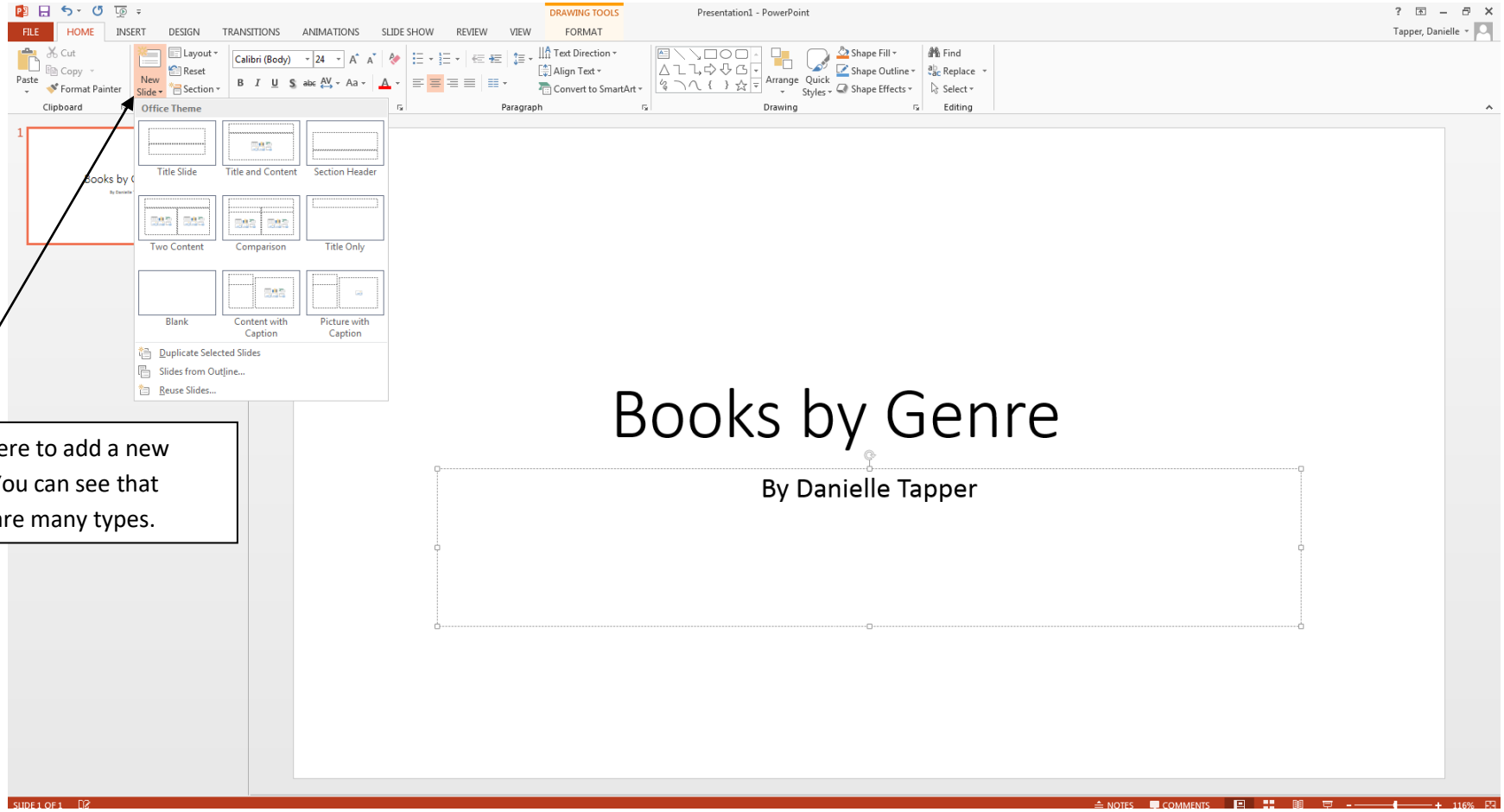
This is what PowerPoint looks like when we open it for the very first time:



Click into the box where it says “Click to add title” and name your presentation. Do the same thing for the subtitle. For instance:



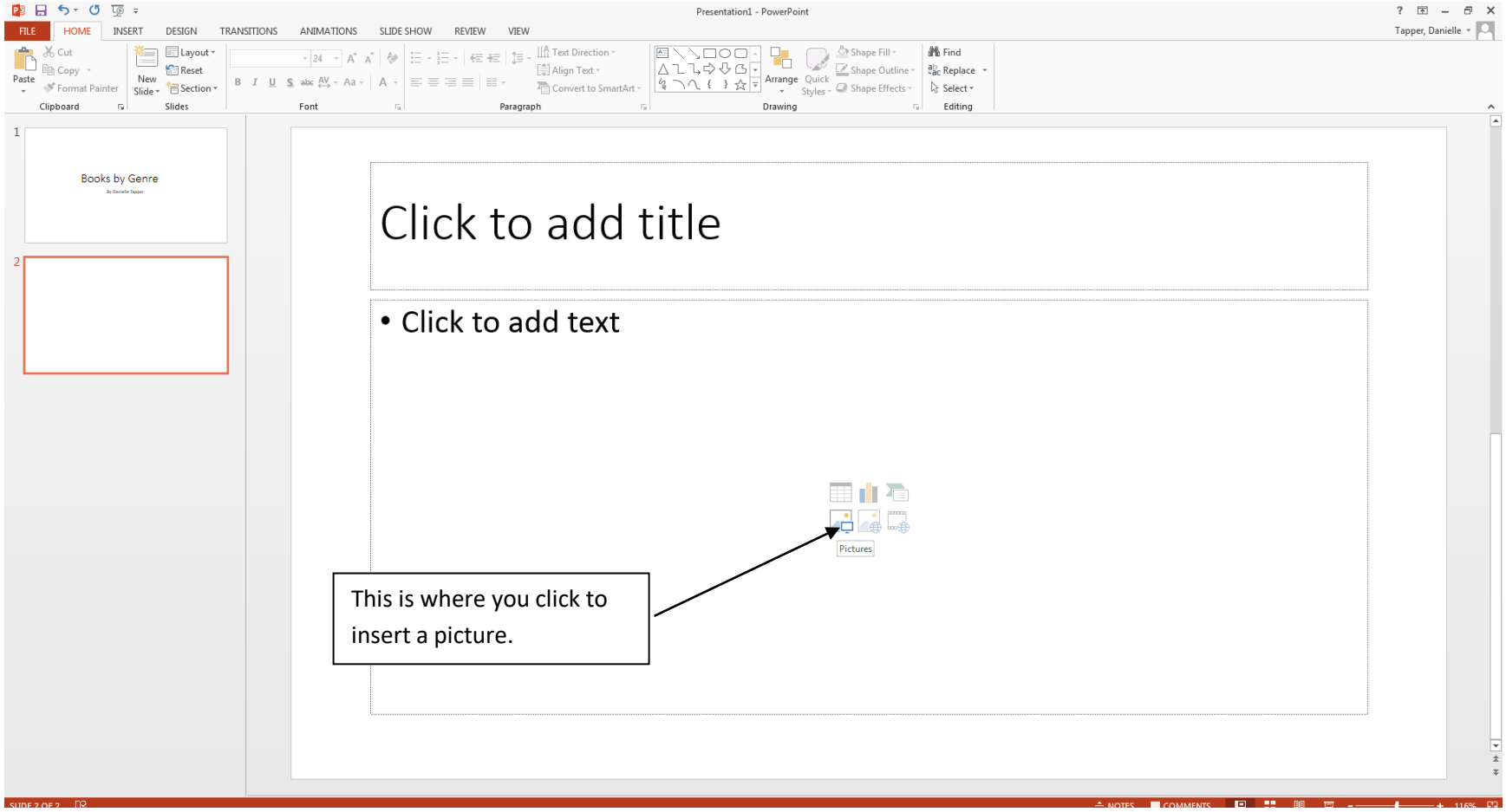
In order to add more slides, you need to use the Home tab in the Ribbon:

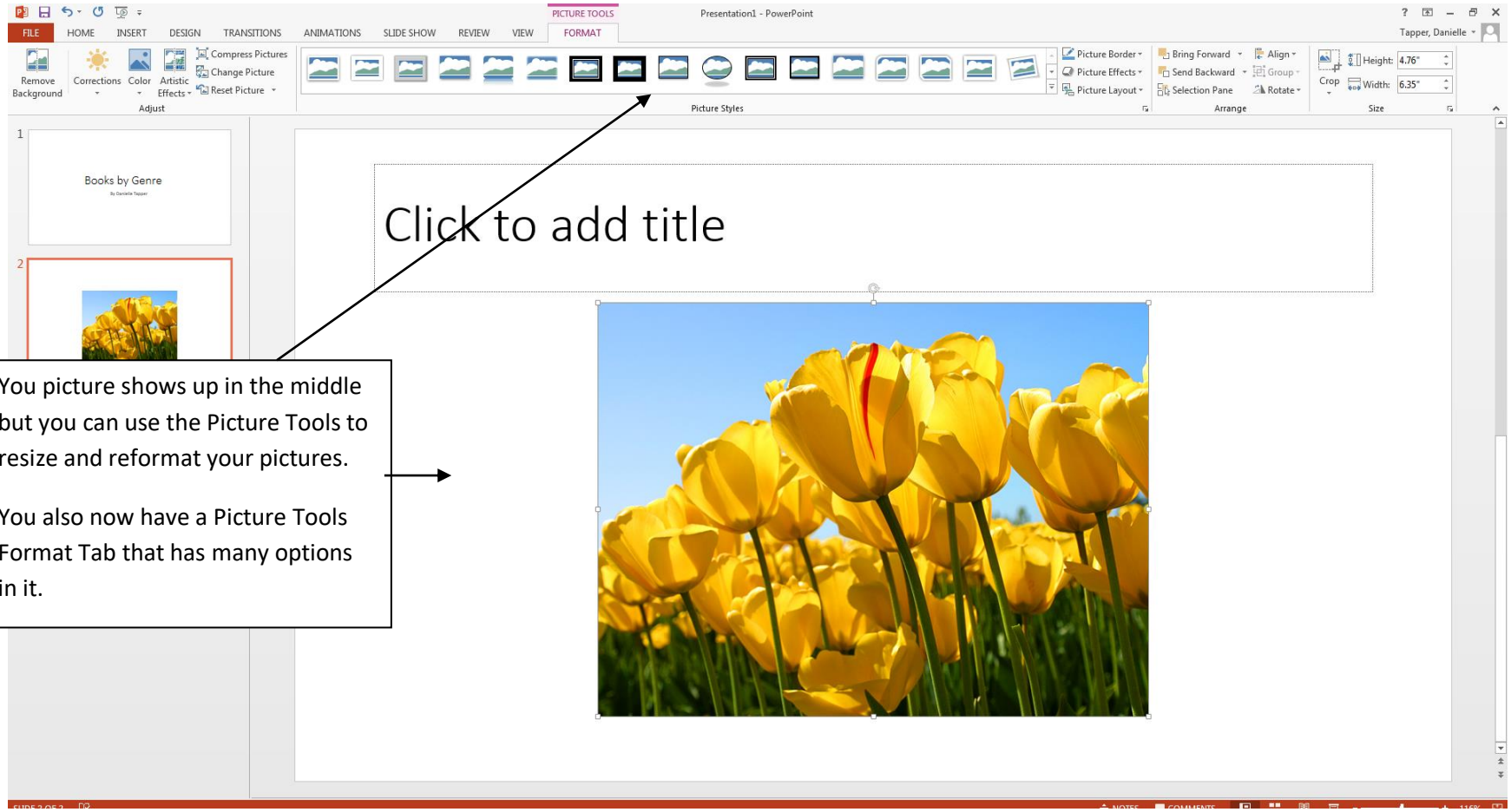


Click here to add a new slide. You can see that there are many types.

For our presentation, we are going to make a few different types of slides.

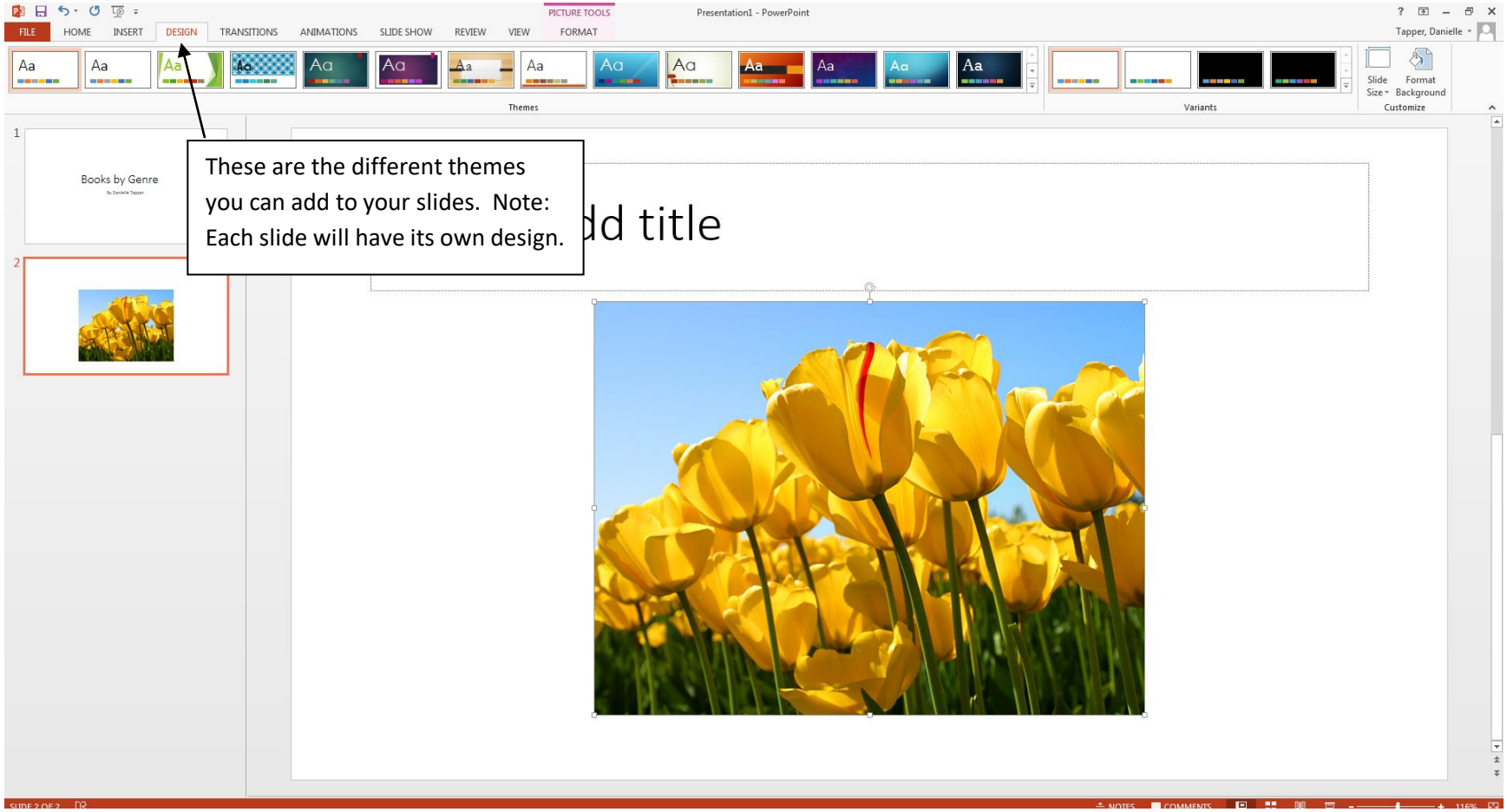
One of the types that you can make is to include content in your slide. We are going to put a picture in it. To do this, you click on pictures and use the picture on your computer.




PICTURE TOOLS
Presentation1 - PowerPoint
FILE
HOME
INSERT
DESIGN
TRANSITIONS
ANIMATIONS
SLIDE SHOW
REVIEW
VIEW
FORMAT
Tapper, Danielle
Remove Background
Corrections
Color
Artistic Effects
Compress Pictures
Change Picture
Reset Picture
Adjust
Picture Styles
Picture Border
Picture Effects
Picture Layout
Bring Forward
Send Backward
Selection Pane
Align
Group
Rotate
Arrange
Crop
Height:
4.76"
Width:
6.35"
Size
1
Books by Genre
2
Click to add title
You picture shows up in the middle but you can use the Picture Tools to resize and reformat your pictures.
You also now have a Picture Tools Format Tab that has many options in it.

Slide Design:

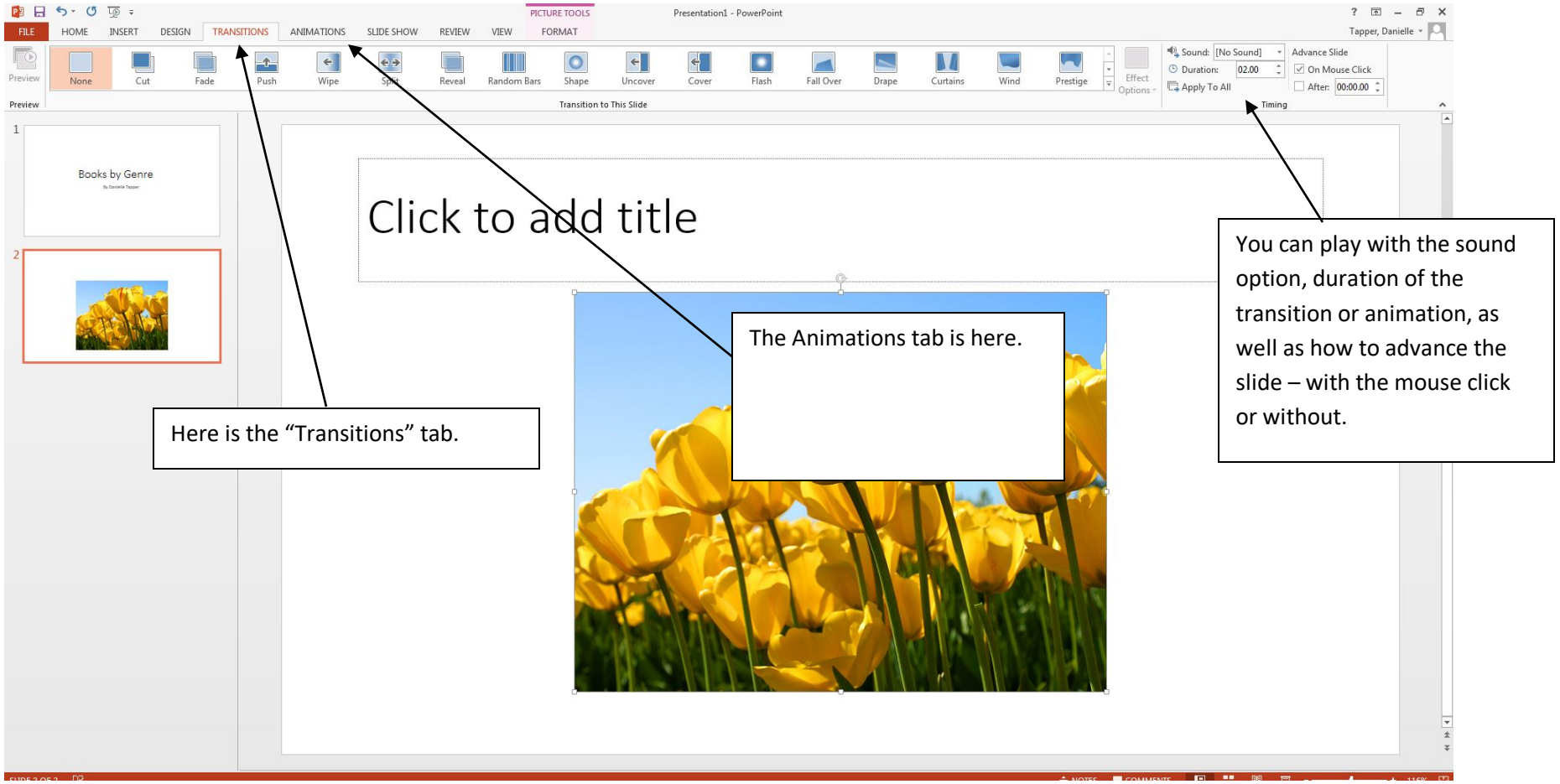
PowerPoint 2013 has made adding slide design very easy. All of what you will need is in the Design tab-



Note: Once you choose a design, it will be the design for the whole slideshow presentation.

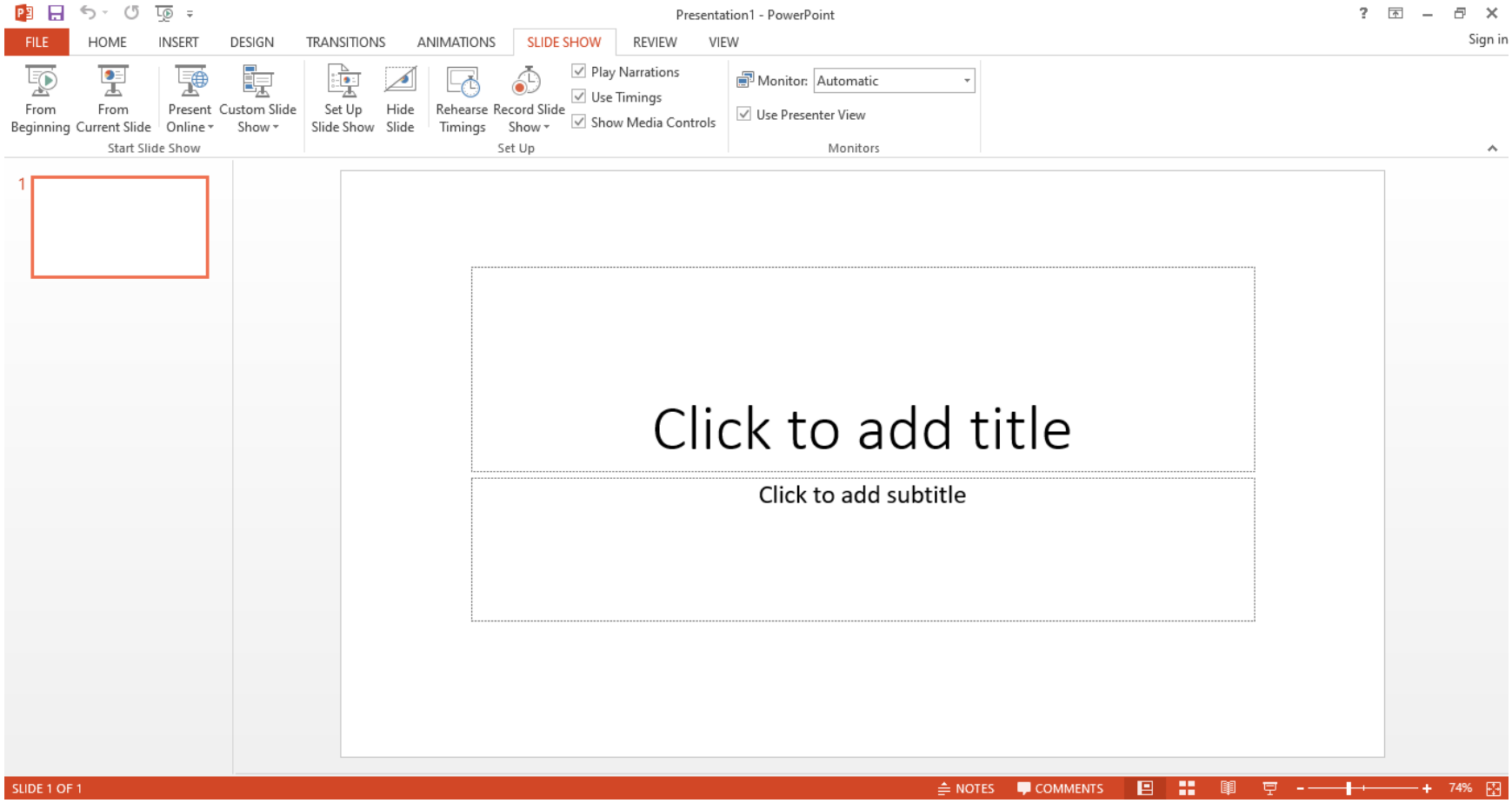
Slide Transitions and Animations:

Every seen a presentation where the words on the slide floated onto the screen? Or came on with sound? You can do these things using the slide transitions and animations. Go to the Transitions tab or Animations tab to see where all these tricks are.

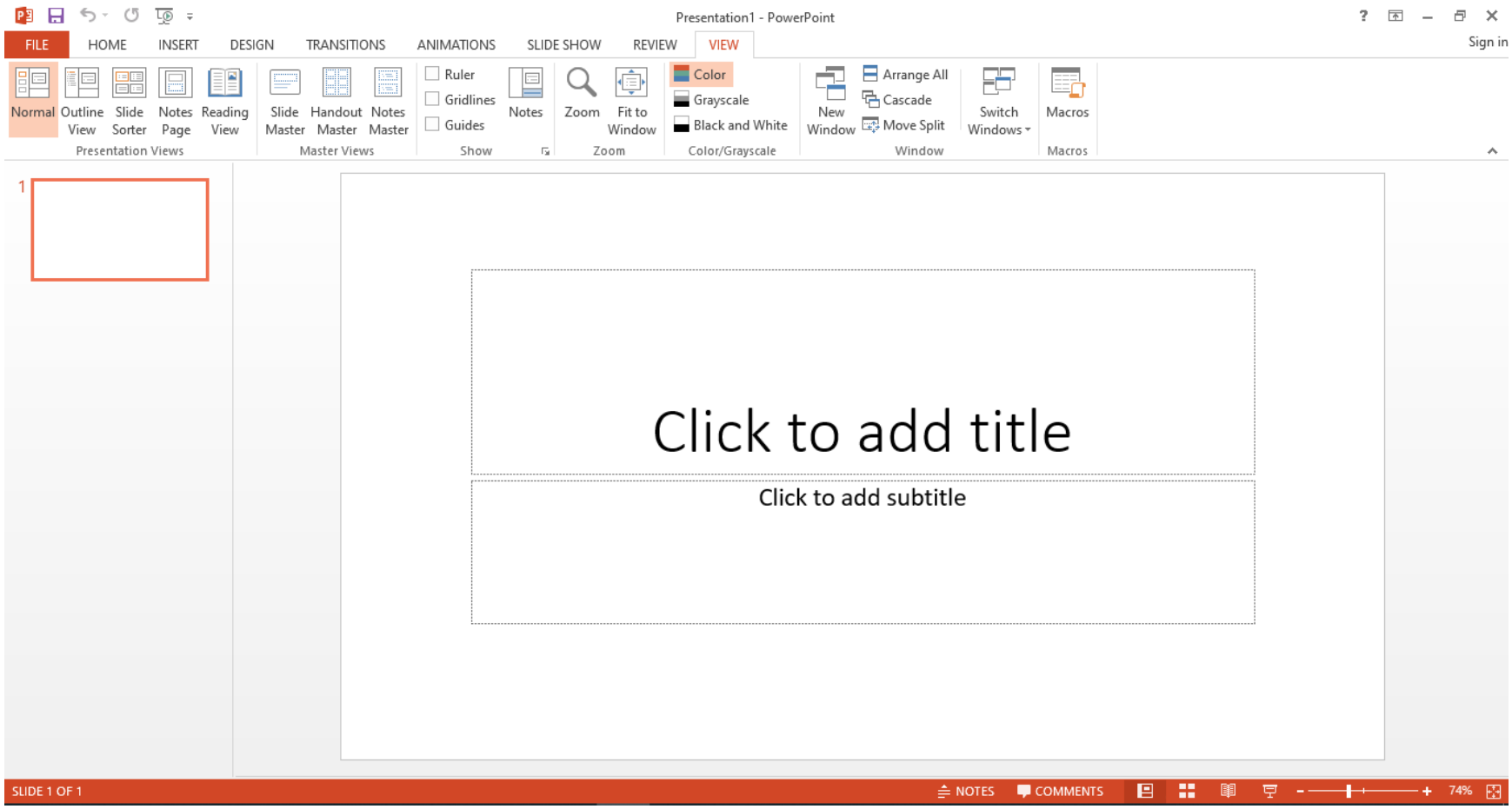


All of the transitions and animations take some practice with so just explore at first. Nothing is permanent in PowerPoint – don't save anything until you are sure that you want to use it.

Slide Show Tab - Use this to preview your slideshow.

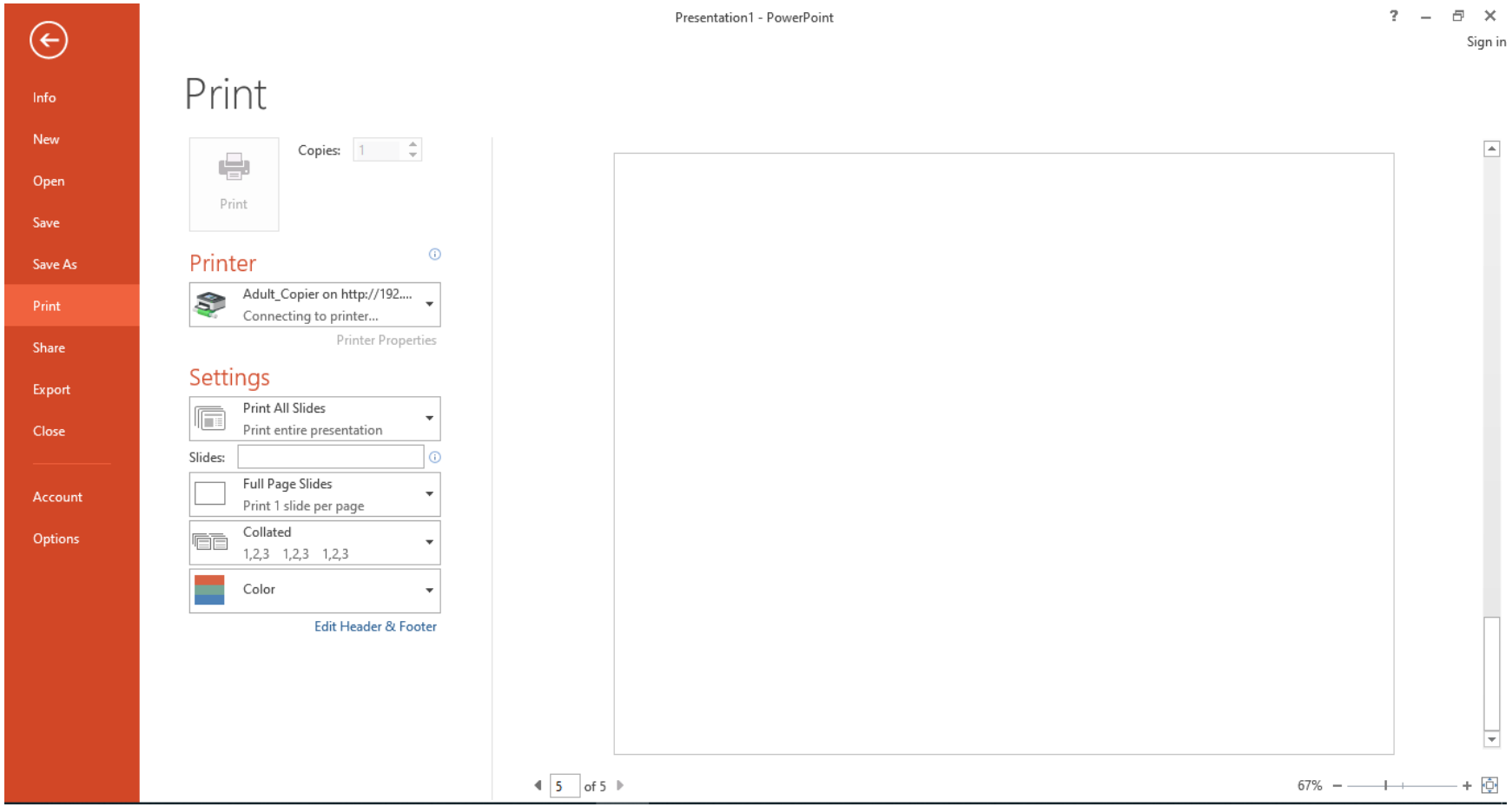
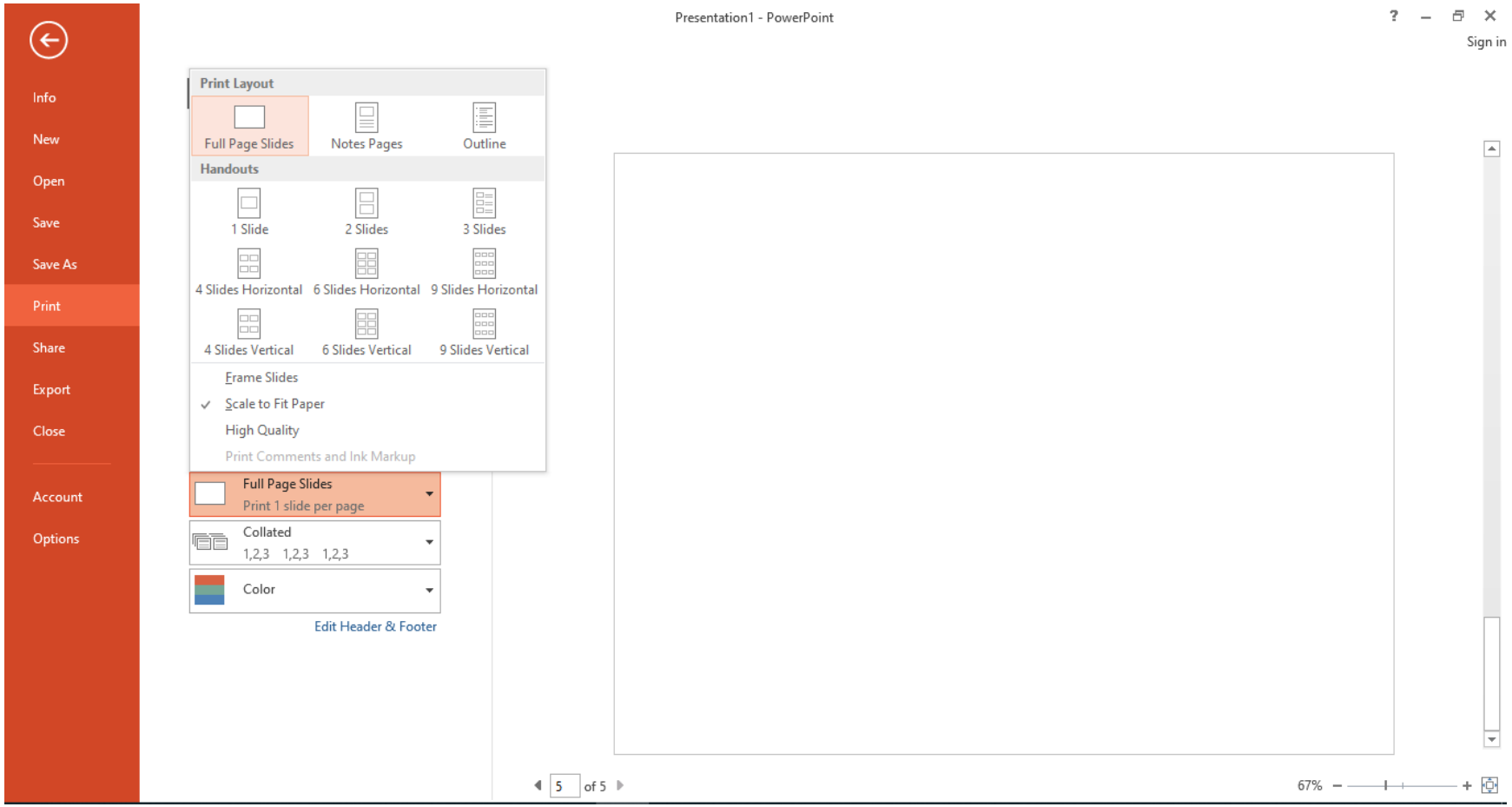


View Tab - Use this if you want to view your notes or print out the slides.



Printing in PowerPoint –

Very similar to other Microsoft products. Go to the File tab – Print and have Print, Print Preview and Print Settings are all in one place.



Something useful to know about PowerPoint is how to print the PowerPoint presentation out. Very often you do not want one slide on each piece of paper. So if you click on Full Page Slides and see the various options this can be useful. I normally do four slides to one page or three slides with note section.