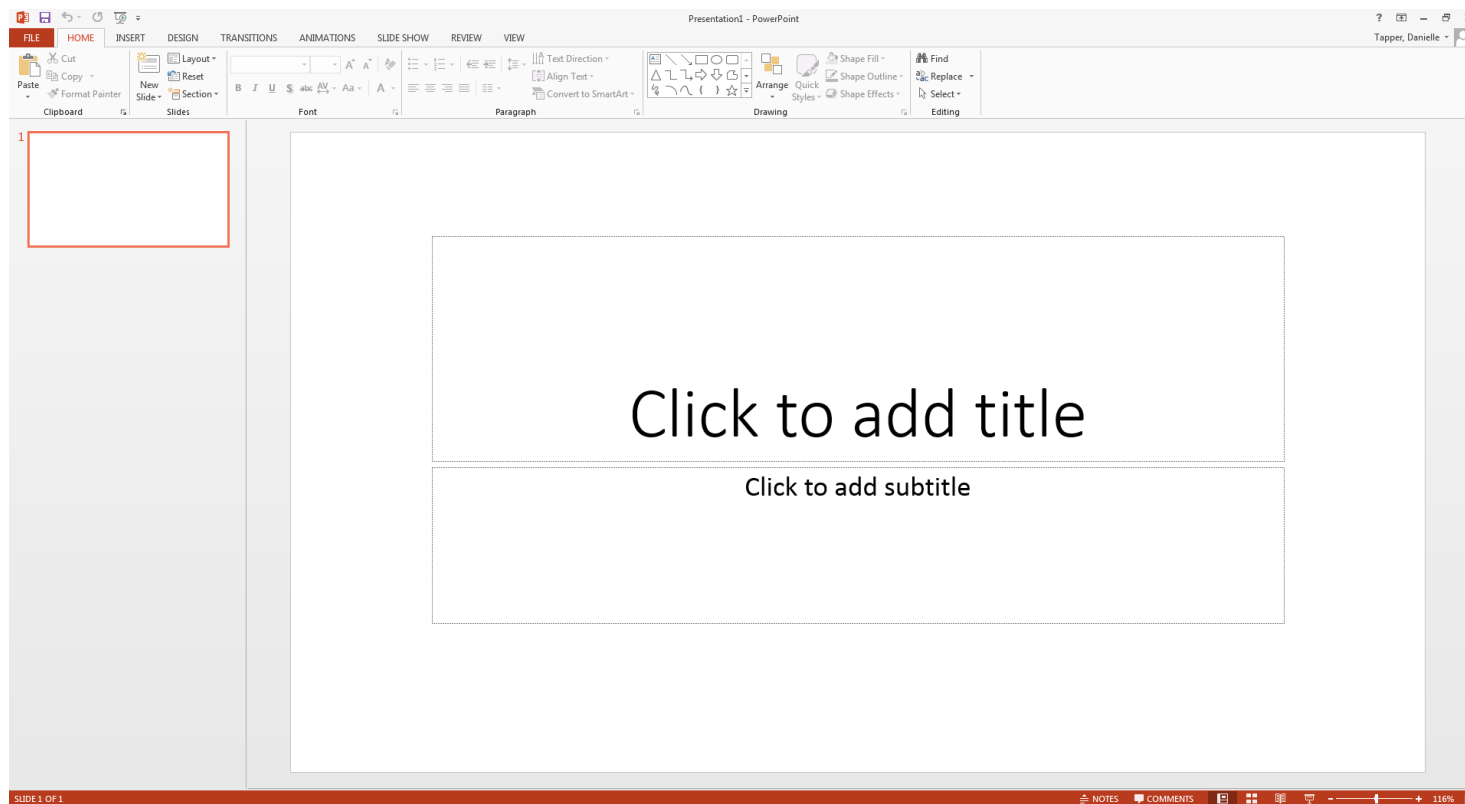


Introduction to PowerPoint 2013

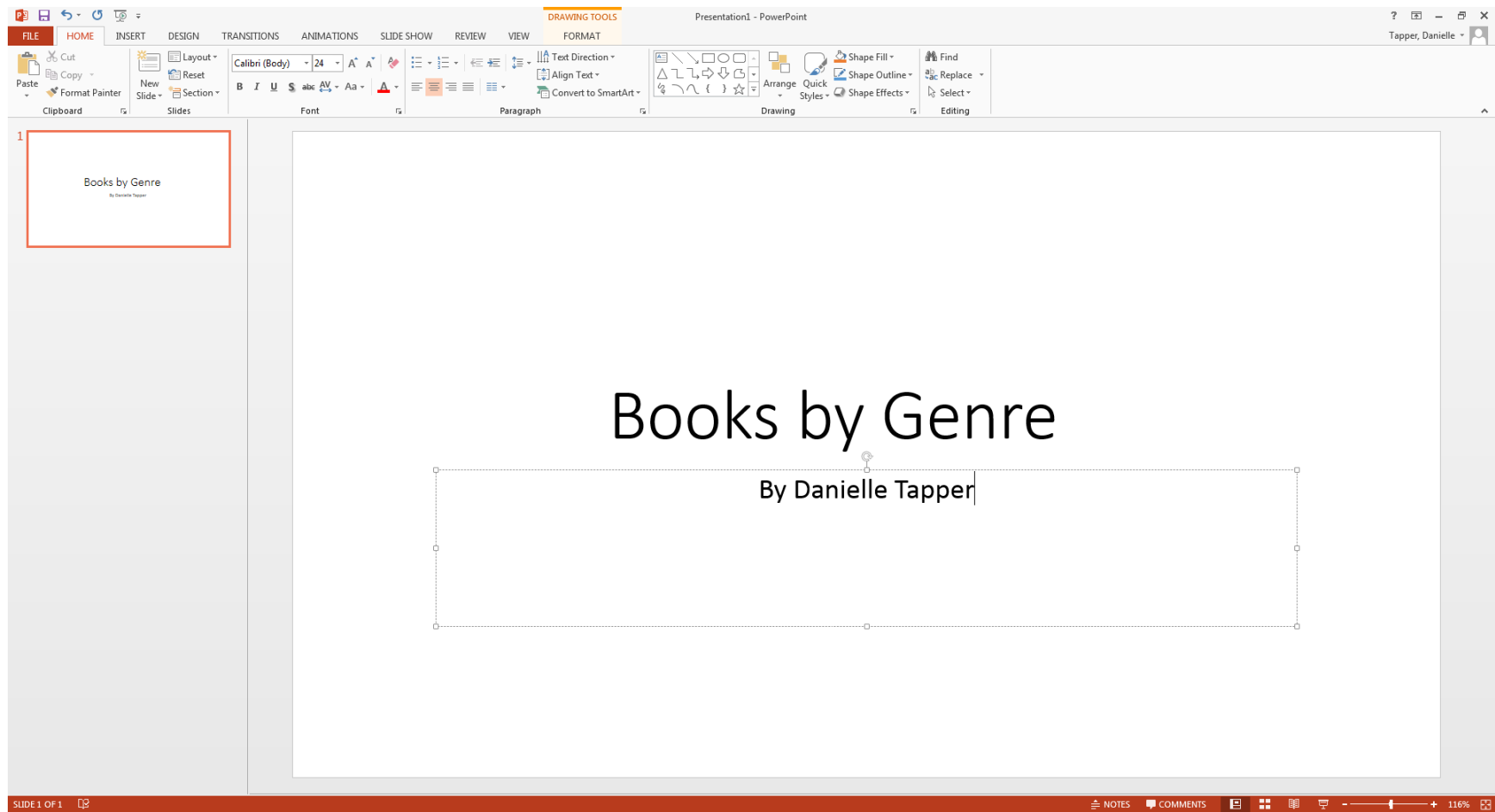
PowerPoint is a Microsoft Office product that allows you to create your own presentation. This can be very useful both at work and at home.

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:

The screenshot displays the Microsoft PowerPoint interface. The 'HOME' tab is selected in the ribbon, showing options for Clipboard, Office Theme, and various slide layouts. A callout box points to the 'New Slide' button, stating: 'Click here to add a new slide. You can see that there are many types.' The main slide area shows a title slide with the text 'Books by Genre' and 'By Danielle Tapper'. The status bar at the bottom indicates 'SLIDE 1 OF 1'.

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

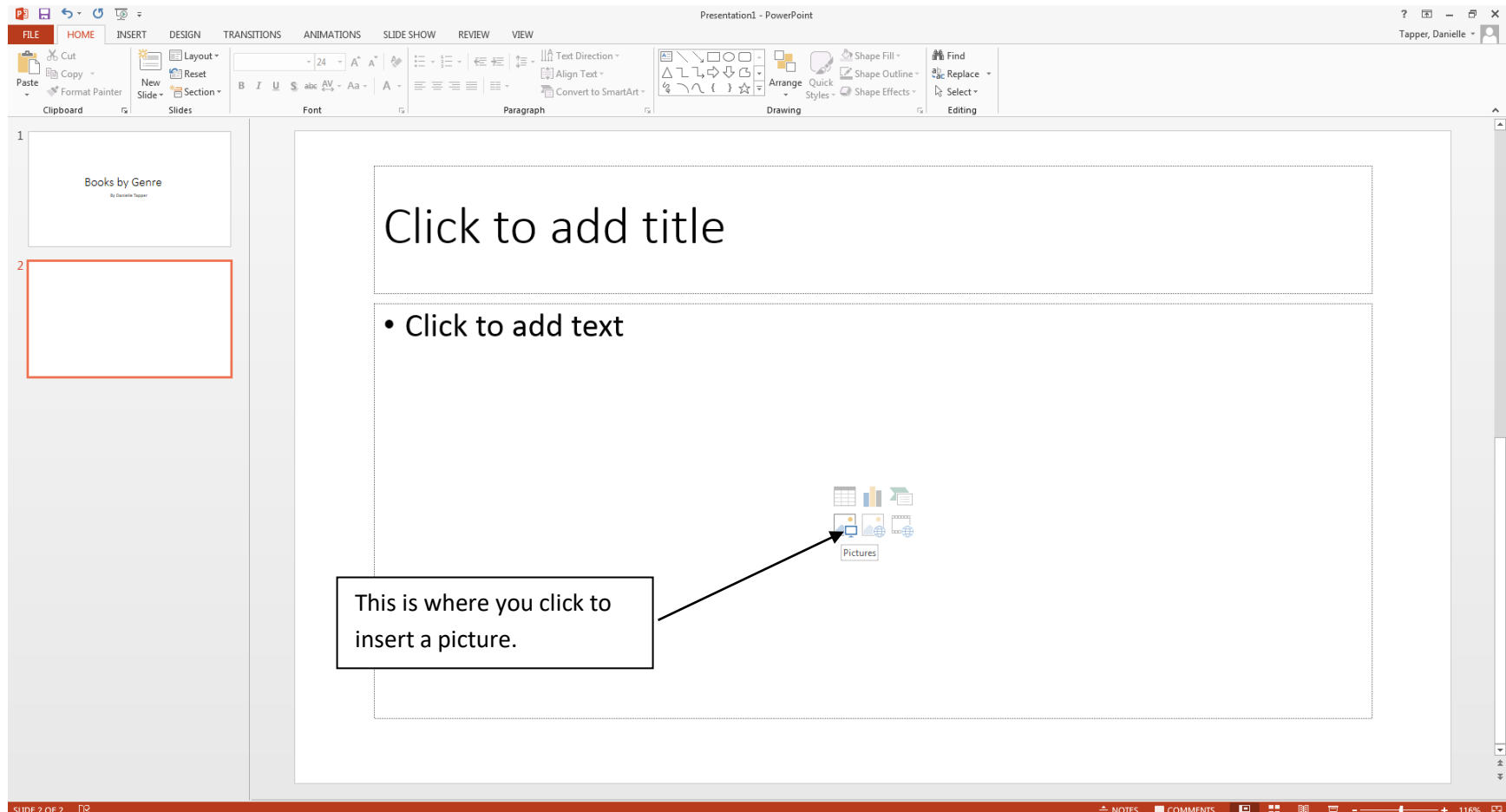
Books by Genre

By Danielle Tapper

SLIDE 1 OF 1

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.



Microsoft PowerPoint interface showing the **Picture Tools** ribbon and a slide with a yellow tulip image.

The ribbon includes tabs: **FILE**, **HOME**, **INSERT**, **DESIGN**, **TRANSITIONS**, **ANIMATIONS**, **SLIDE SHOW**, **REVIEW**, **VIEW**, **PICTURE TOOLS** (active), and **FORMAT**.

The **Picture Tools** ribbon has two main sections:

- Adjust**: Includes **Remove Background**, **Corrections**, **Color**, **Artistic Effects**, **Compress Pictures**, **Change Picture**, and **Reset Picture**.
- Picture Styles**: A gallery of various picture styles (borders, effects, layouts).

The **Arrange** section on the right includes **Picture Border**, **Picture Effects**, **Picture Layout**, **Bring Forward**, **Send Backward**, **Align**, **Group**, **Selection Pane**, and **Rotate**.

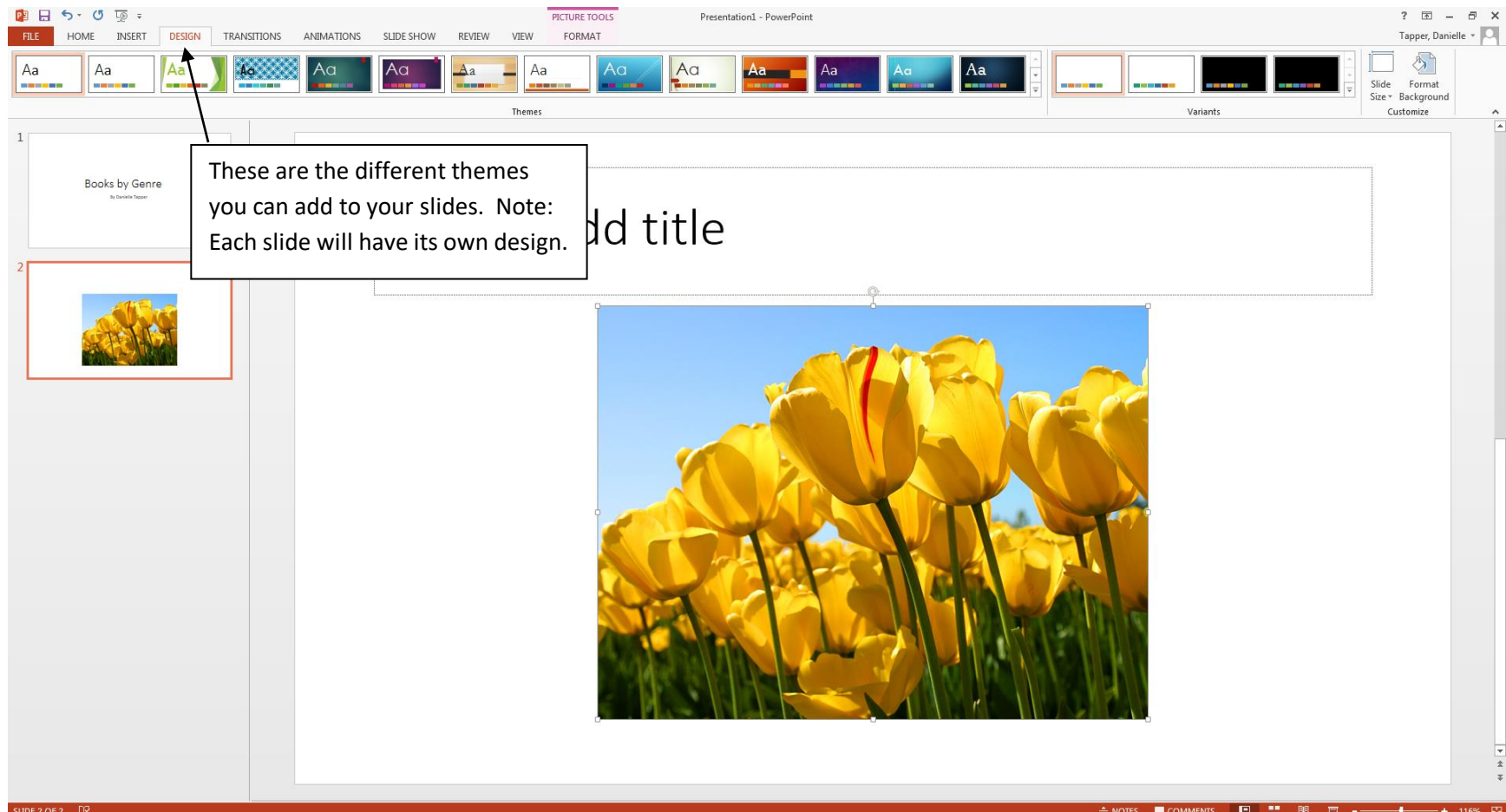
The **Size** section on the right shows **Crop**, **Height** (4.76"), and **Width** (6.35").

The slide content includes a title box with the text "Click to add title" and a large image of yellow tulips. A text box on the left explains that the picture appears in the middle and can be resized and reformatted using the **Picture Tools** ribbon.

Figure 3.25-3

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.

The screenshot displays the Microsoft PowerPoint interface. The ribbon at the top includes tabs for FILE, HOME, INSERT, DESIGN, TRANSITIONS, ANIMATIONS, SLIDE SHOW, REVIEW, VIEW, and FORMAT. The TRANSITIONS tab is currently selected, showing various transition options like None, Cut, Fade, Push, Wipe, Split, Reveal, Random Bars, Shape, Uncover, Cover, Flash, Fall Over, Drapes, Curtains, Wind, and Prestige. The ANIMATIONS tab is also visible. The main slide area shows a title placeholder 'Click to add title' and a large image of yellow tulips. A text box on the slide says 'The Animations tab is here.' The bottom status bar shows 'FILED 3/25/2020' and '14:00'.

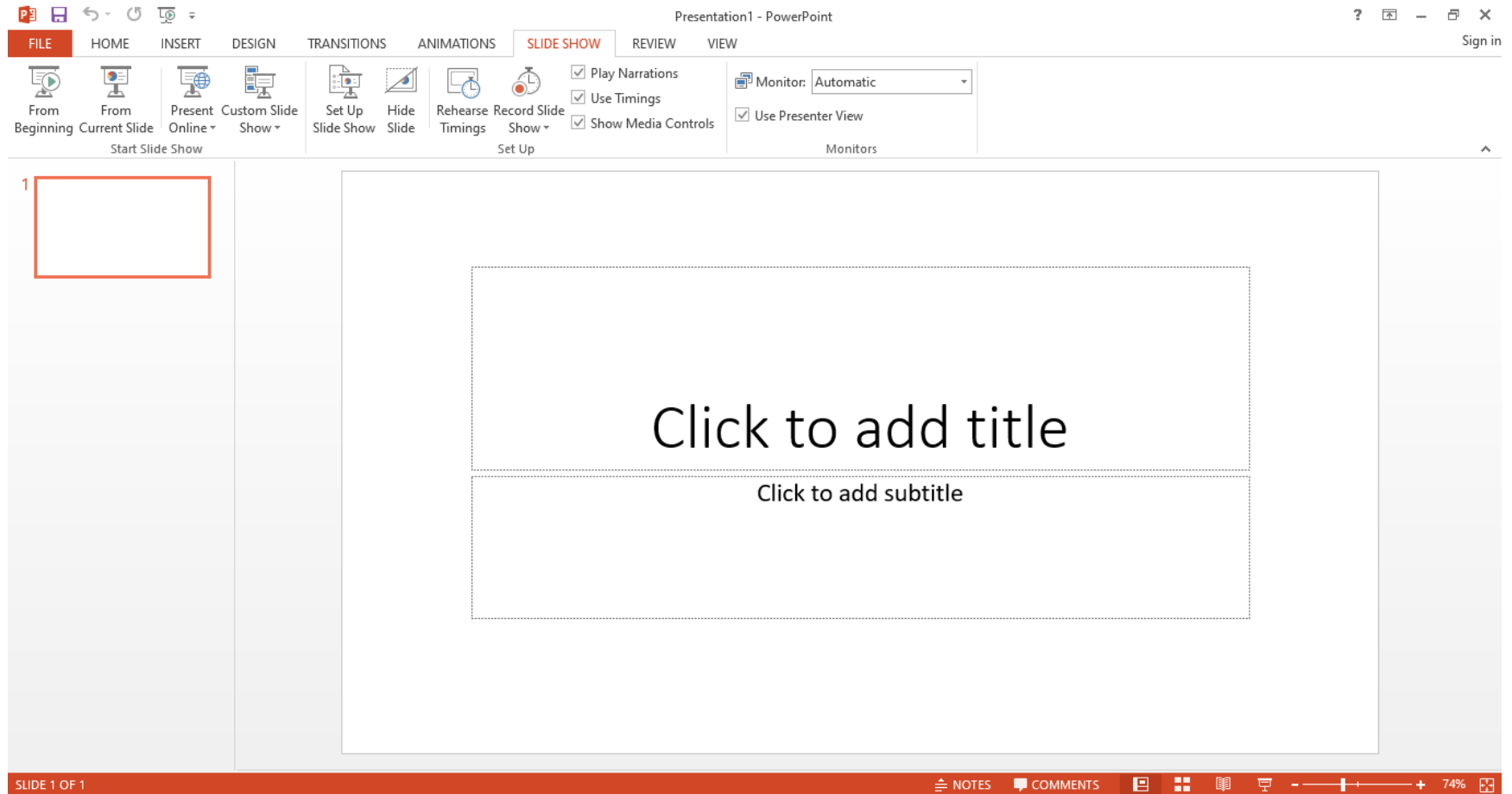
Here is the "Transitions" tab.

The Animations tab is here.

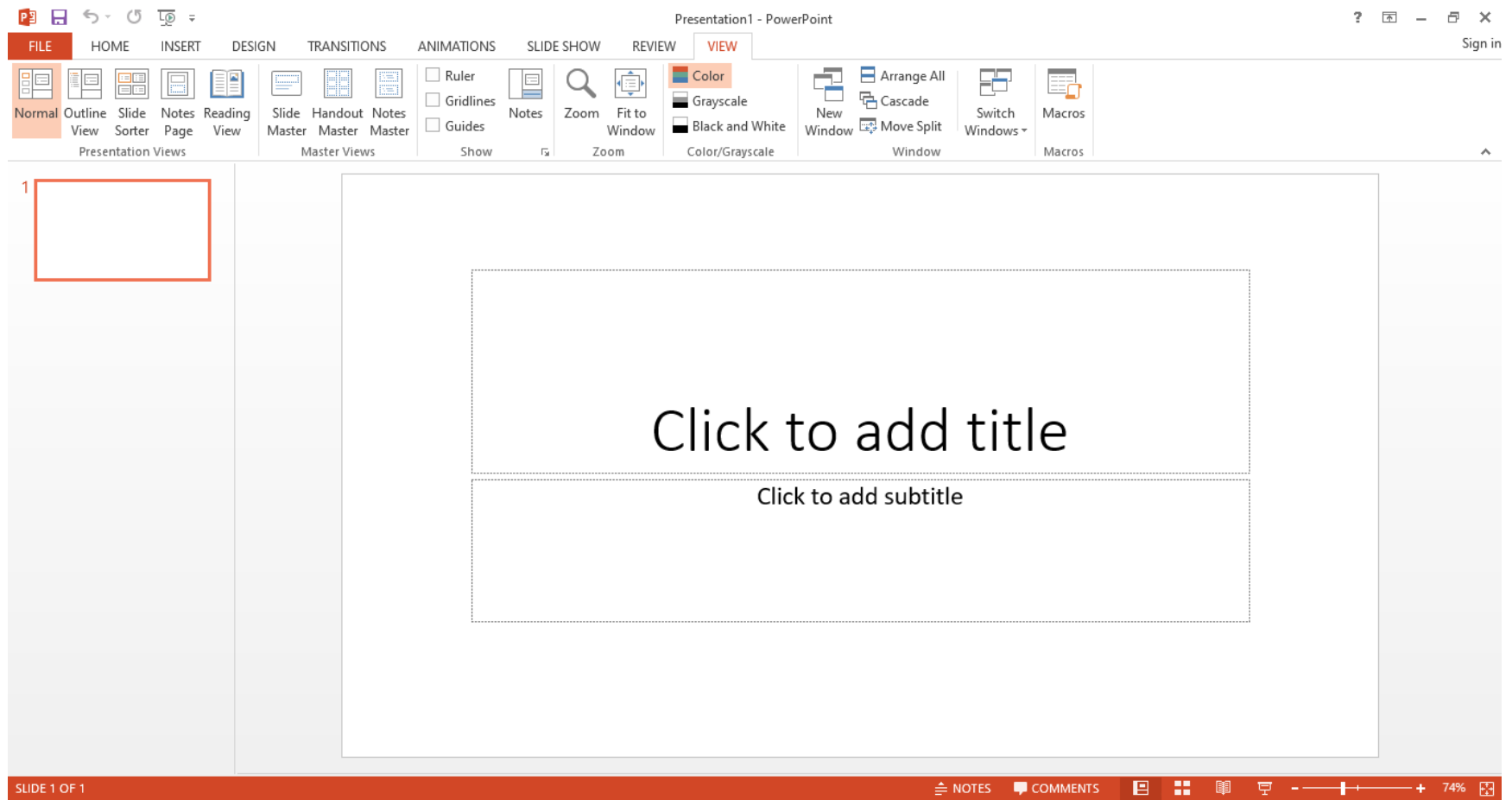
You can play with the sound option, duration of the transition or animation, as well as how to advance the slide – with the mouse click or without.

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.

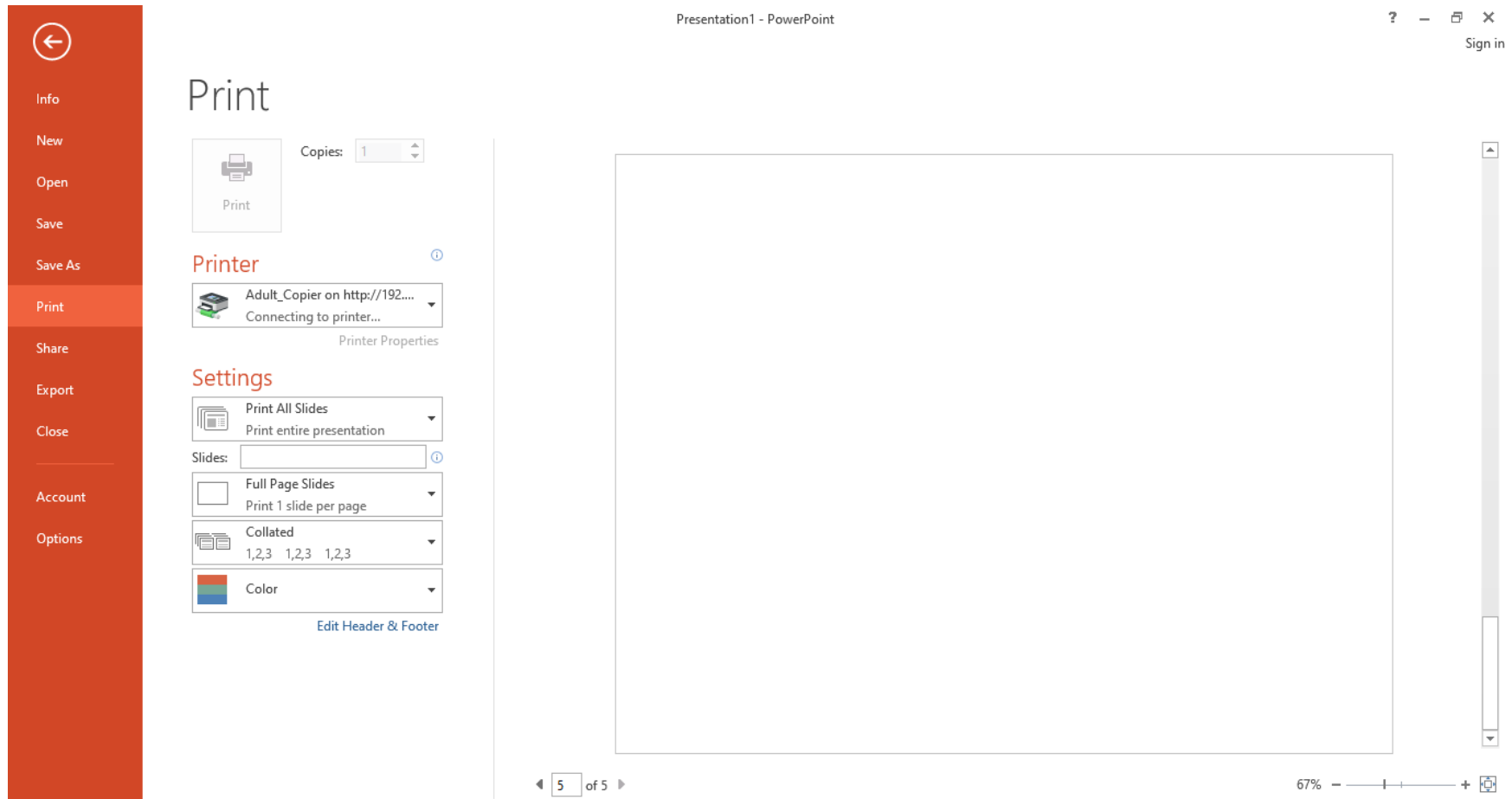


View Tab - Use this if you want to view your notes or print out the slides.



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.

