

# Introduction to PowerPoint

## Presentation Creation

Your Intro to the PC class team has assigned you to create a PowerPoint slideshow about Computers for their group presentation on Input.

### 1. Create a New Presentation

- a. Press **Ctrl+N**. Save the presentation as **YOUR\_LAST\_NAME\_TITLE**. Click the **title placeholder**. Type **Input**. Click the **subtitle placeholder**. Type **By Team A**.
- b. Click the **notes pane**. Type today's date and **CIS 120**. Click **Save**.

### 2. Add New Slides

- a. Click **New Slide**. Click the **title placeholder**. Type **New Input Technology**. Click the **content placeholder**. Type **Handwriting Recognition**. Press **Enter**. Type **Speech Recognition**. Press **Enter**.
- b. Click **Increase List Level** in the paragraph group. Type **Microphone needed**. Press **Enter**. Type **Included with some operating systems**. Click **New Slide** four times to create four more slides with the Title and Content layout. Type the following content in the appropriate slide. Increase and decrease levels as needed.

Slide	Slide Title	Bullet Data
3	Input Methods	Keyboard
		Mouse
		Game Controllers
		New Technologies
4	Keyboard	QWERTY – Traditional
		Dvorak – Faster
5	Mouse	Optical
		Mechanical
		Trackball
6		Input is how we get the data into the computer!

- c. Click **Spelling** in the Review tab, and then correct any errors. Carefully proofread the slides. Click the **Slide 2 thumbnail**. Use the Thesaurus to change *New* in the title placeholder to **Latest**.

### 3. Modify Text and Layout–You want to end the slide show with a conclusion definition of Input.

- a. Click the **Slide 6 thumbnail** on the Slides tab. Click the **Home tab**, and then click **Layout** on the Slides group. Click the **Title Slide** from the gallery.
- b. Click the border of the title placeholder twice until it becomes a solid line, and then press **Delete**. Click in the subtitle text. Click the **placeholder border** to change it to a solid line. Drag the **placeholder border** downward near the bottom of the slide.
- c. Select the text in the **subtitle placeholder**. Apply bold and italic. Click **Save**.

#### 4. Reorder Slides

- a. Click the **View tab**, and then click **Slide Sorter**. Select **Slide 2**, and then drag it before the summary (last) slide so that it becomes **Slide 5**.
- b. Double-click **Slide 6** to return to Normal view. Click **Save**.

#### 5. Apply a Theme

- a. Click the **Design tab**, and then click the **More button** in the Themes group. Click **Concourse** to apply the theme.
- b. Click the placeholder at the bottom of Slide 6. Drag the **sizing handle** to resize the placeholder so that it contains three lines. Drag the placeholder to the left side of the slide slightly above the blue and black bottom border.

#### 6. Add a Section Header

- a. Move your cursor between slide 1 (title) and slide 2 (Input Methods). **Right click on the mouse** and select "Add Section". The words "**Untitled Section**" should appear.
- b. Right click on the words "**Untitled Section**" select **Rename** and change the words to read "**input.**"

## Presentation Development

To make your presentation more interesting for your class, you will add clip art/photo, a table, a chart, transitions, animations, and a footer.

#### 1. Add a Table

- a. On Slide 4, click the **Home tab**, and then click **New Slide**. Click the **title placeholder**, and then type **Game Controllers**. Click **Insert Table** in the center of the slide.
- b. Type **2** in the **Number of Columns box**, press **Tab**, and then type **4** in the **Number of rows box**. Click **OK**. Type **Method** in the upper-left cell. Press **Tab**. Type **% of Users**. Press **Tab** to move to the next row. Type the following text in remaining table cells. Press **Tab** after each entry. Finally, click **Save**.

<b>Controller</b>	<b>62%</b>
<b>Steering Wheel</b>	<b>12%</b>
<b>Guitar</b>	<b>26%</b>

#### 2. Insert a picture in from your computer

- a. Click where you want to insert the picture on the slide. On the **INSERT** tab, in the Images group, click Pictures.
  - i. In the dialog box that opens, browse to the picture that you want to insert, click that picture, and then click Insert.
  - ii. Tip: If you want to insert multiple pictures at the same time, press and hold the Ctrl key while you select all the pictures you want to insert.

#### 3. Insert a picture from the web on your slide

- a. Click where you want to insert the picture on the slide. On the **INSERT** tab, in the Images group, click Online Pictures.
  - i. (PowerPoint 2016) Ensure Bing is showing on the left in the drop-down list of sources to search. In the box, type what you are searching for, and press Enter.

- ii. (PowerPoint 2013) In the Bing Image Search box, type what you are searching for, and press Enter.
- b. Use the Size, Type, Color, Layout, and licensing filters to adjust the results according to your preferences.
- c. Click the picture you want to insert, and click Insert.
  - i. *Tip: If you want to insert multiple pictures at the same time, press and hold the Ctrl key while you select all the pictures you want to insert.*
  - ii. *Tip: After you insert a picture, you can change its size and position. To do so, right-click the picture, and click Format Picture. You can then use the Format Picture tools that are on the right of your slide.*

#### 4. Inserting clip art

- a. Unlike some earlier versions of PowerPoint, PowerPoint 2013 and later do not have a clip art gallery. Instead, use Insert > Online Pictures to find and insert clip art using the Bing search tool.
- b. For example, after you select Online Pictures, you might search for horse clip art and see a variety of images under a Creative Commons license.

#### 5. Insert a Chart

- a. To create a simple chart from scratch in PowerPoint, click Insert > Chart, and pick the chart you want. Click Insert > Chart.
- b. Click the chart type and then double-click the chart you want.
  - i. *Tip: For help deciding which chart is best for your data, see Available chart types.*
- c. In the spreadsheet that appears, replace the default data with your own information.

#### 6. Apply a Transition

- a. Click the **Transitions tab**. Click the **More button** in the Transition to This Slide group. Point to several transitions to view Live Previews. Click the **Cube transition**. Click **Apply To All** in the timing group.
- b. On Slide 1, click **Sound arrow** in the Timing Group. Click **Whoosh**. Click **Preview** in the Preview group. Click the **View tab**, and then click **Slide Sorter**. Notice the small star beneath each slide indicating a transition has been applied. Click any star to see a preview of that slide. Click **Save**.

#### 7. Animate Objects

- a. Double-click **Slide 1** to open it in Normal view. Select the **title placeholder**. Click the **Animations tab**, and then click the **More button** in the Animation group. Click **Fly In**.
- b. On Slide 1, select the **subtitle placeholder**, and then click **Wipe** in the Animation group. Click the **Start arrow** in the Timing group. Click **After Previous**. On Slide 2, select the clip art image. Click the **More button** in the Animation group, and then click **Shape** in the Entrance group.
- c. Click **Effect Options** in the Animation group. Click **Diamond**. Click the **Start arrow** in the Timing group. Click **With Previous**. Click the **Duration down arrow** once. Click **Save**.

#### 8. Create a Handout Header and Footer

- a. Click the **Insert tab**, and then click **Header & Footer** in the Text group. Click **Slide number**. Note the position of slide number in the Preview window. The template determines the position of the slide number. Click the **Footer check box**. Type **ITMG 100 YOUR SECTION NUMBER**.
- b. Click **Don't show on title slide**, and then click **Apply to All**.
- c. Click **Header & Footer**. Click the **Notes and Handouts tab**. Click the **Date and time check box**, and then click **Fixed**. Type the current date. The date will not automatically change.
- d. Click the **Header check box**, and then type **YOUR LAST NAME** in the **Header box**. Click the **Footer check box**, and then type **YOUR SLIDE PRESENTATION TITLE**. Click **Apply to All**. Switch to Notes Page view to view the header and footer. Return to Normal view.