



Jefferson Parish Library

BASIC POWERPOINT

PART ONE

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In this class you will learn to:

- Launch, interact with, and Microsoft PowerPoint 2016
- Create slides and add text
- Insert pictures and shapes
- Change the size and position of slide elements
- Add transitions and animations to slides
- Create speaker's notes for use when presenting
- Use slideshow and presenter mode
- Save your presentation

Microsoft PowerPoint 2016

What is Microsoft PowerPoint 2016?

A visual and graphical application primarily used for creating presentations. Using PowerPoint, you can do the following:

- Create and view presentations,
- Show ideas and plans to your audience,
- Combine text, shapes, pictures, graphs, and charts to illustrate your point,
- Animate objects on the page to further engage your audience, and
- Add speaker's notes and videos, plus much more to presentations.



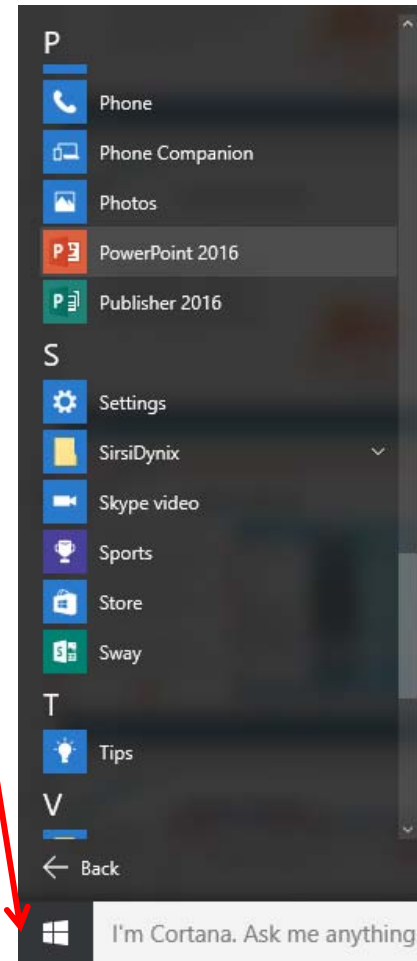
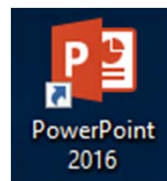
LAUNCHING POWERPOINT

To open Microsoft PowerPoint 2016:

- Click the Start menu
- Click All apps
- Scroll down to the “P” section.
- Click PowerPoint 2016.

You can also open PowerPoint if you have a PowerPoint icon on your desktop:

- Double-click the icon to open PowerPoint



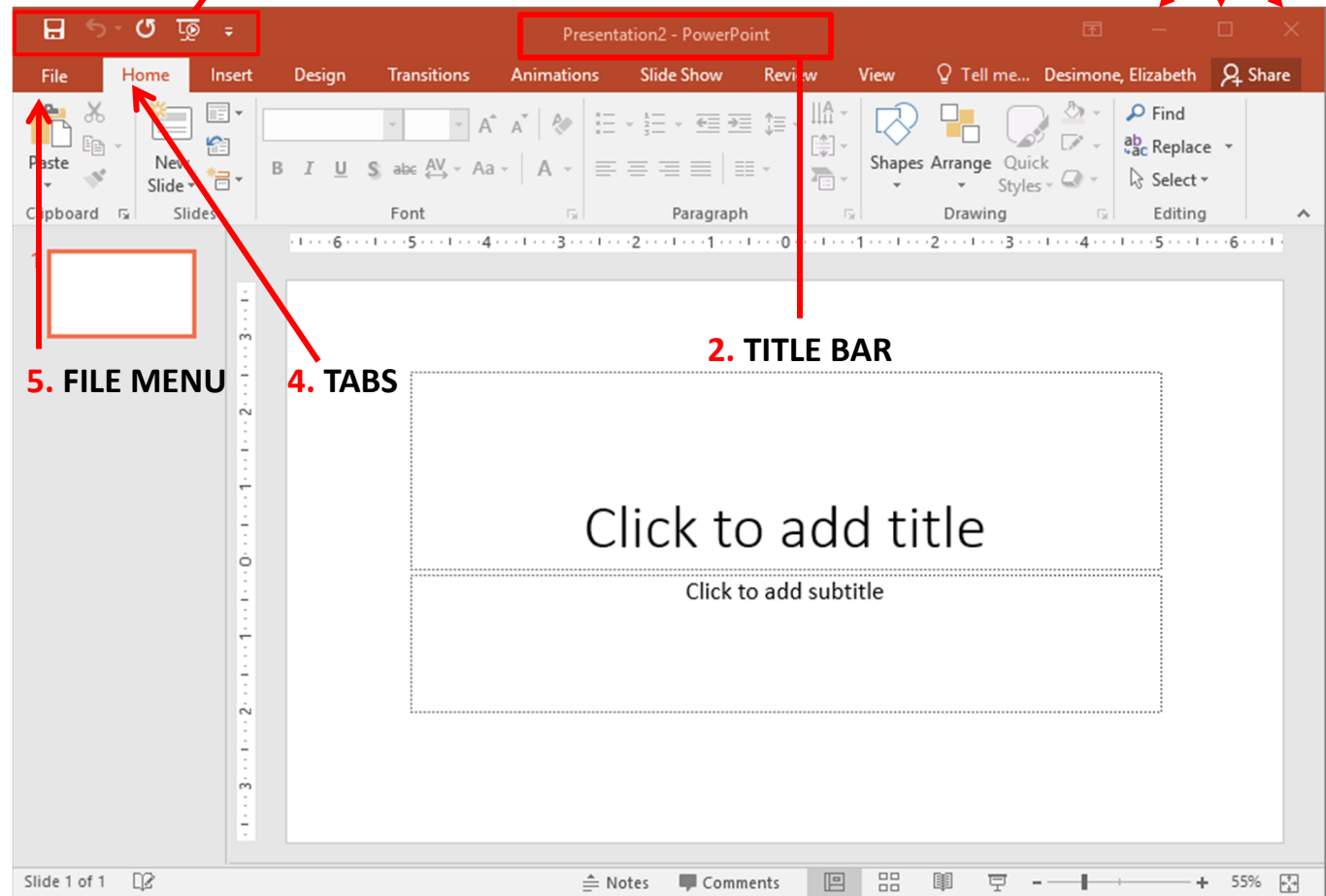
LAUNCHING POWERPOINT

INTERFACE OVERVIEW:

- 1. QUICK ACCESS TOOLBAR**
Lets you quickly find the tools you use often.
- 2. TITLE BAR** Displays name of the file and program.
- 3. WINDOW CONTROLS**
From left to right, Minimize, maximizer/restore, and close.
- 4. TABS** Click to view commands specific to the tab name. For example, the Insert tab lets you add pictures, text boxes, etc.
- 5. FILE MENU** Click the File button to view the Backstage menu. You can save, print, or share the file; modify PowerPoint options; and exit the program.

WINDOW CONTROLS

1. QUICK ACCESS TOOLBAR

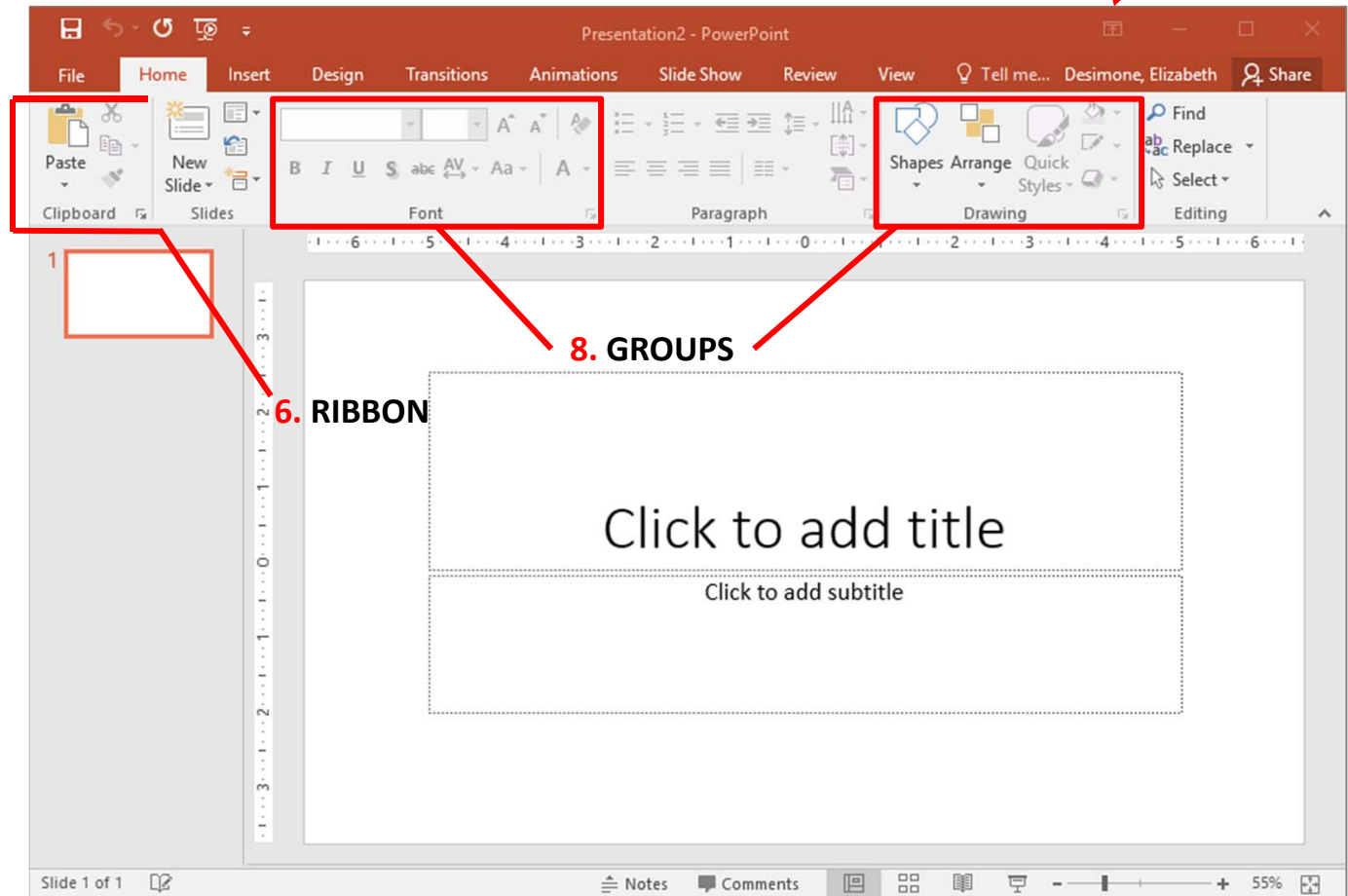


LAUNCHING POWERPOINT

INTERFACE OVERVIEW:

- 6. RIBBON** Toolbars located below the tabs. Designed to help you quickly find the commands you need to complete a task. Show the ribbon by clicking on any visible tab, like Home, Insert or View.
- 7. RIBBON DISPLAY OPTIONS** Hide the ribbon, show just tabs, or show tabs and commands.
- 8. GROUPS** The commands on each tab are separated into group by category.

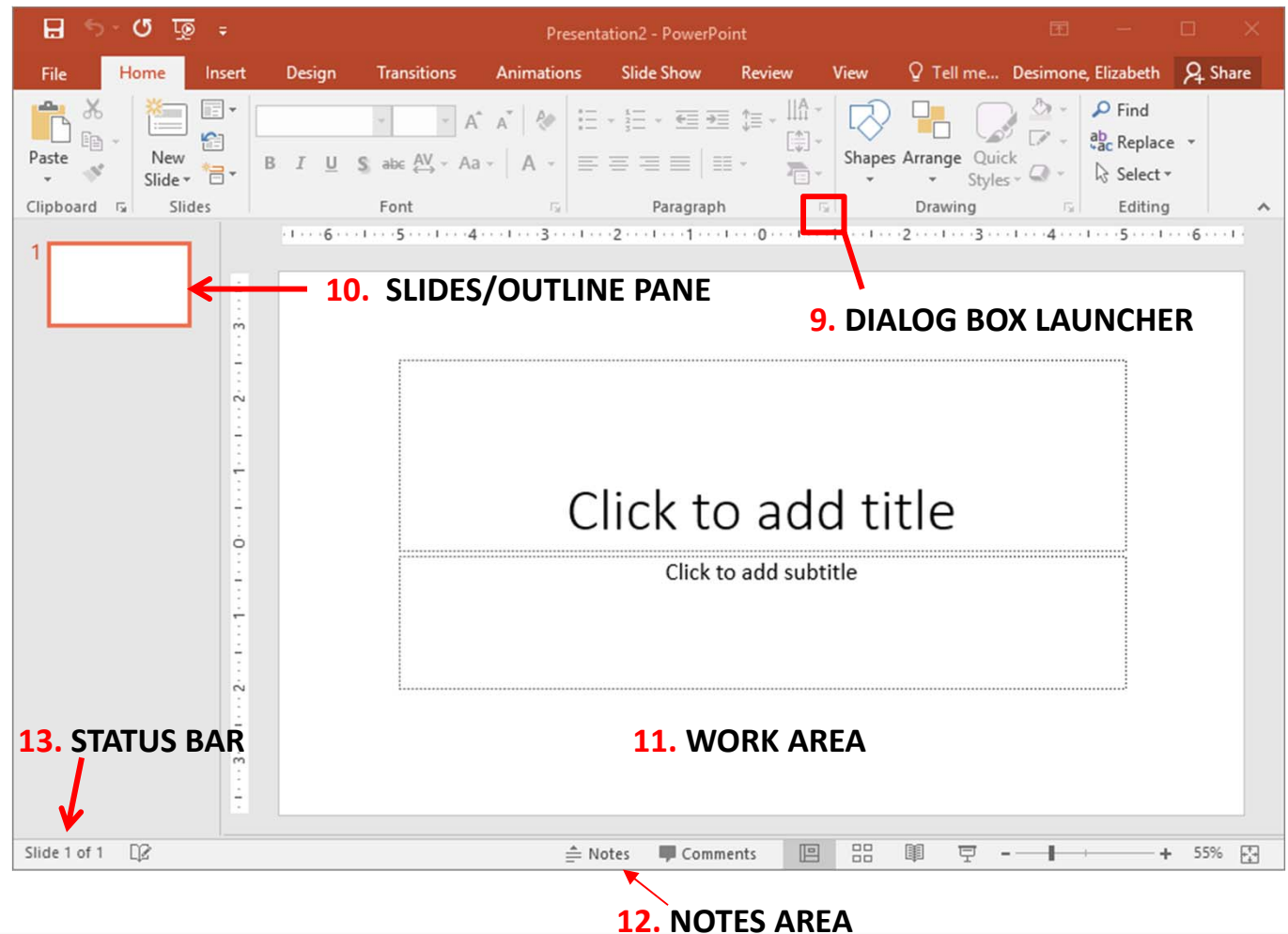
7. RIBBON DISPLAY OPTIONS



LAUNCHING POWERPOINT

INTERFACE OVERVIEW:

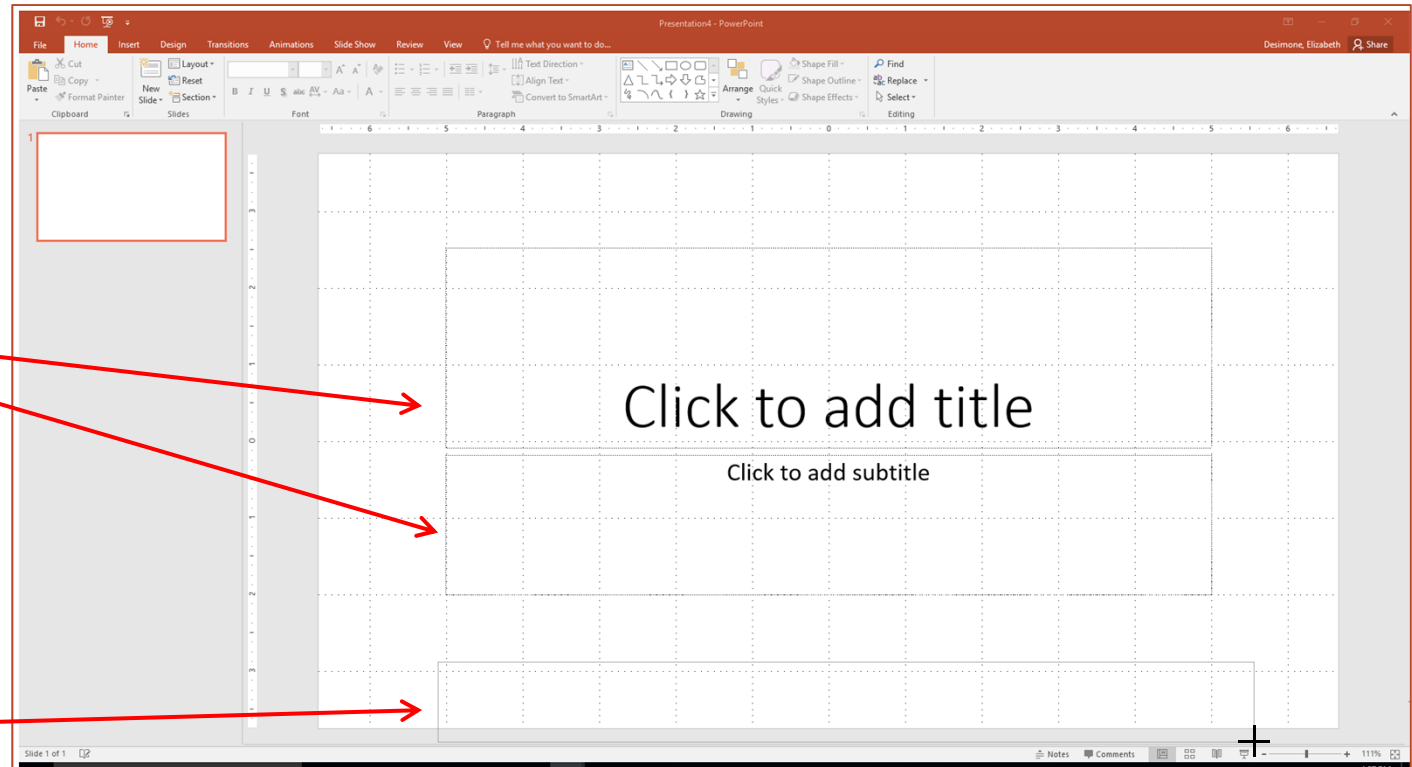
- 9. DIALOG BOX LAUNCHER**
Located in the lower right corner of each group. Brings up additional commands related to the group.
- 10. SLIDES/OUTLINE PANE**
Shows either thumbnails or a text outline of your slides.
- 11. WORK AREA** Here is where you will create your presentation
- 12. NOTES AREA** Add notes to each slide in this area.
- 13. STATUS BAR** The status bar provides information about the presentation. It shows which slide is visible. On the right hand side, you will find controls to change the view and zoom level.



TEXT BOXES

WORKING WITH TEXT BOXES:

- In PowerPoint, text must be contained in a **text box**.
- Many slides created from default PowerPoint layouts already contain text boxes. This slide, for example, contains two text boxes where you can click and type:
- To add your own text box, click the **Insert** Tab and then select the **Text Box** icon.
- Then, click and drag to draw the text box.
- Your cursor will then appear in the new text box.



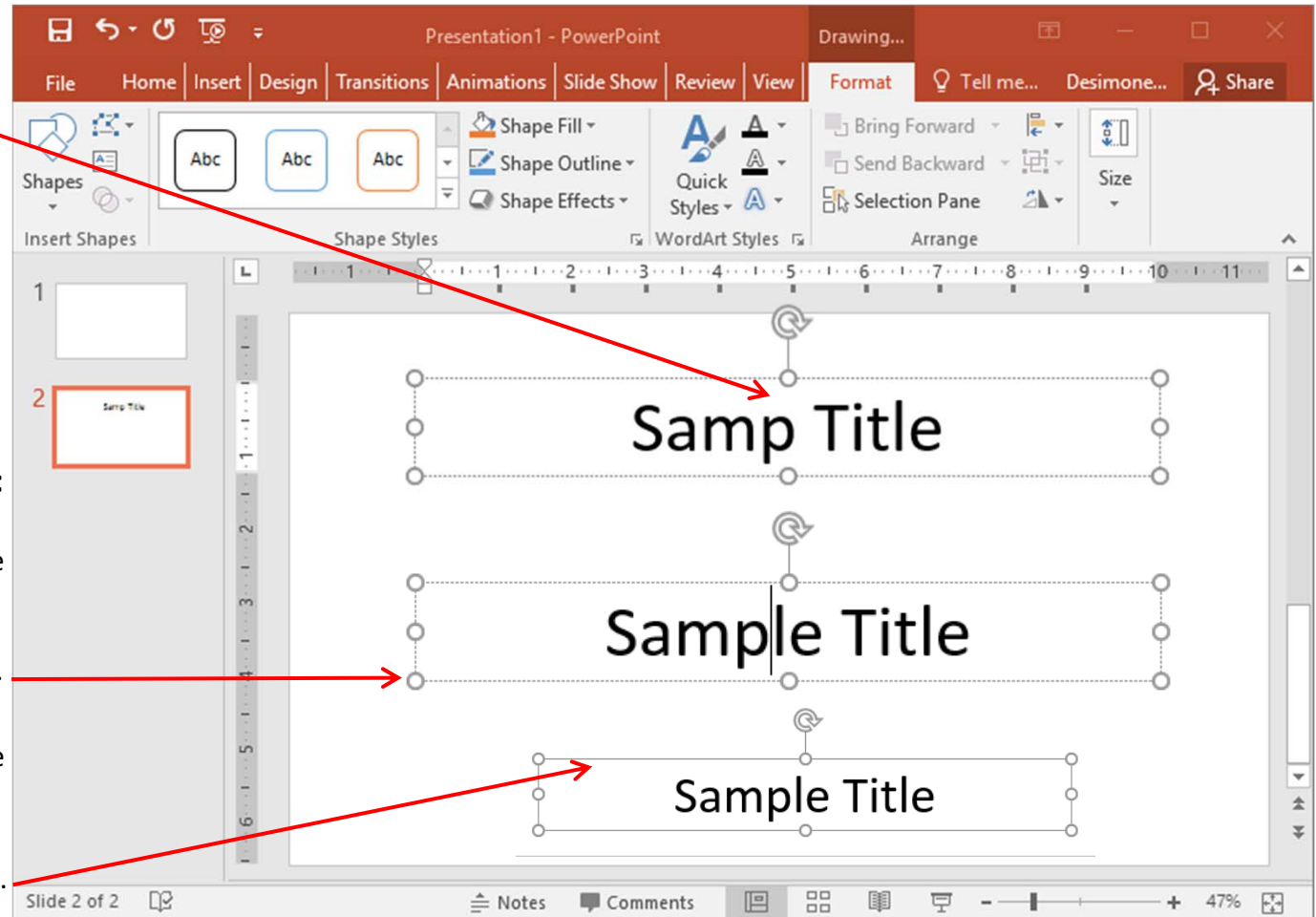
TEXT BOXES

EDITING TEXT IN TEXT BOXES:

- To edit text inside a text box, just click the text.
- This will place your cursor inside the text box so that you can make the necessary changes.
- Click outside the text box or press Escape when you are finished.

RESIZING/MOVING TEXT BOXES:

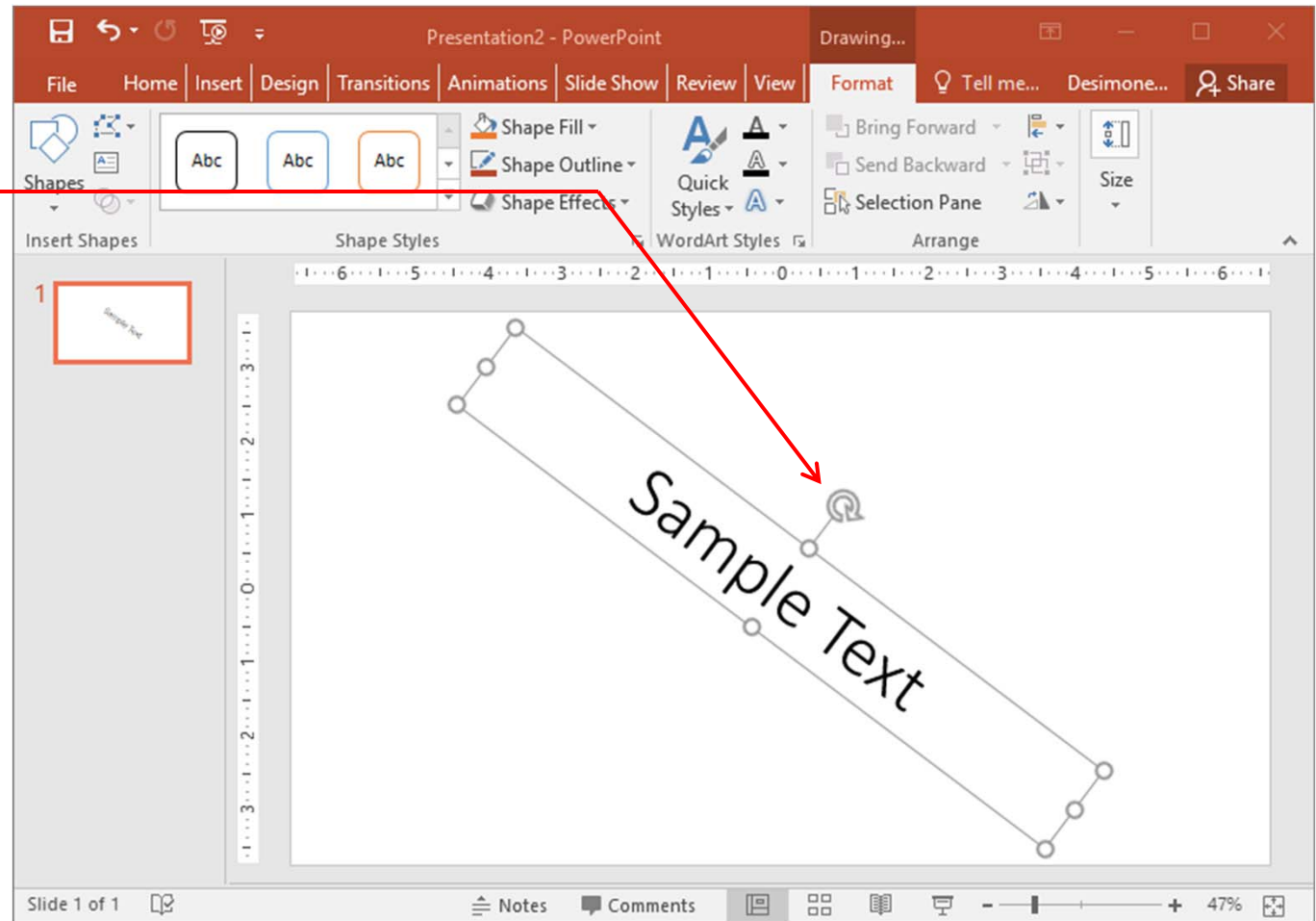
- If you want to change a text box, you must first click the text to make the borders of the text box visible. You can then click and drag any of the white handles to resize the box.
- To move the text box, place your mouse over one of the edges of the box. A four-headed arrow will become attached to your cursor.
- Click and drag to move the text box.
- To delete a text box, press the Delete or Backspace key.



TEXT BOXES

ROTATING A TEXT BOX:

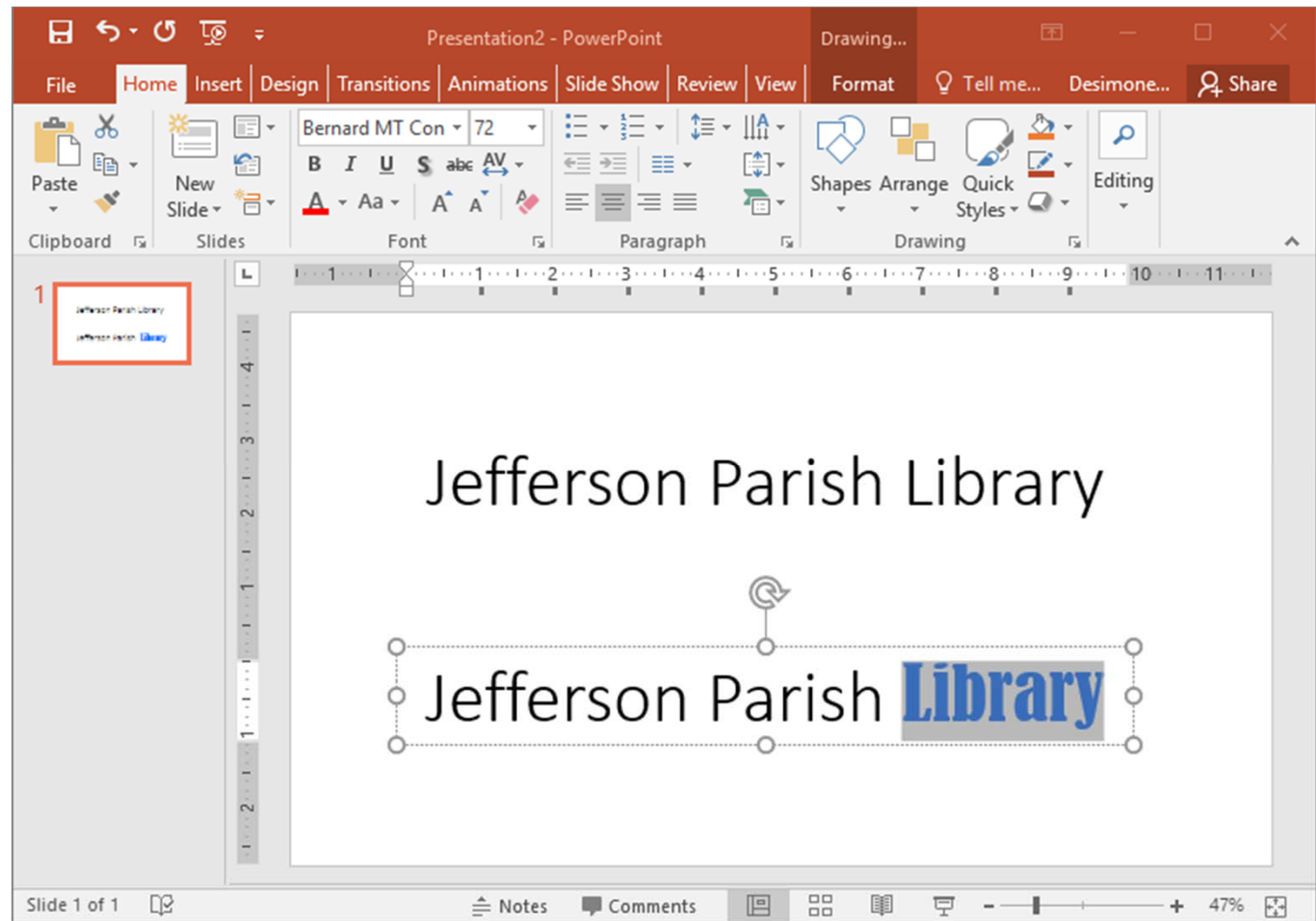
- To rotate a text box, click and drag the white arrow.
- Release the cursor when your text box is in the desired position.
- You can also rotate or flip a text box with the Rotate menu located under Drawing Tools – Format tab.



TEXT BOXES

FORMATTING A TEXT BOX:

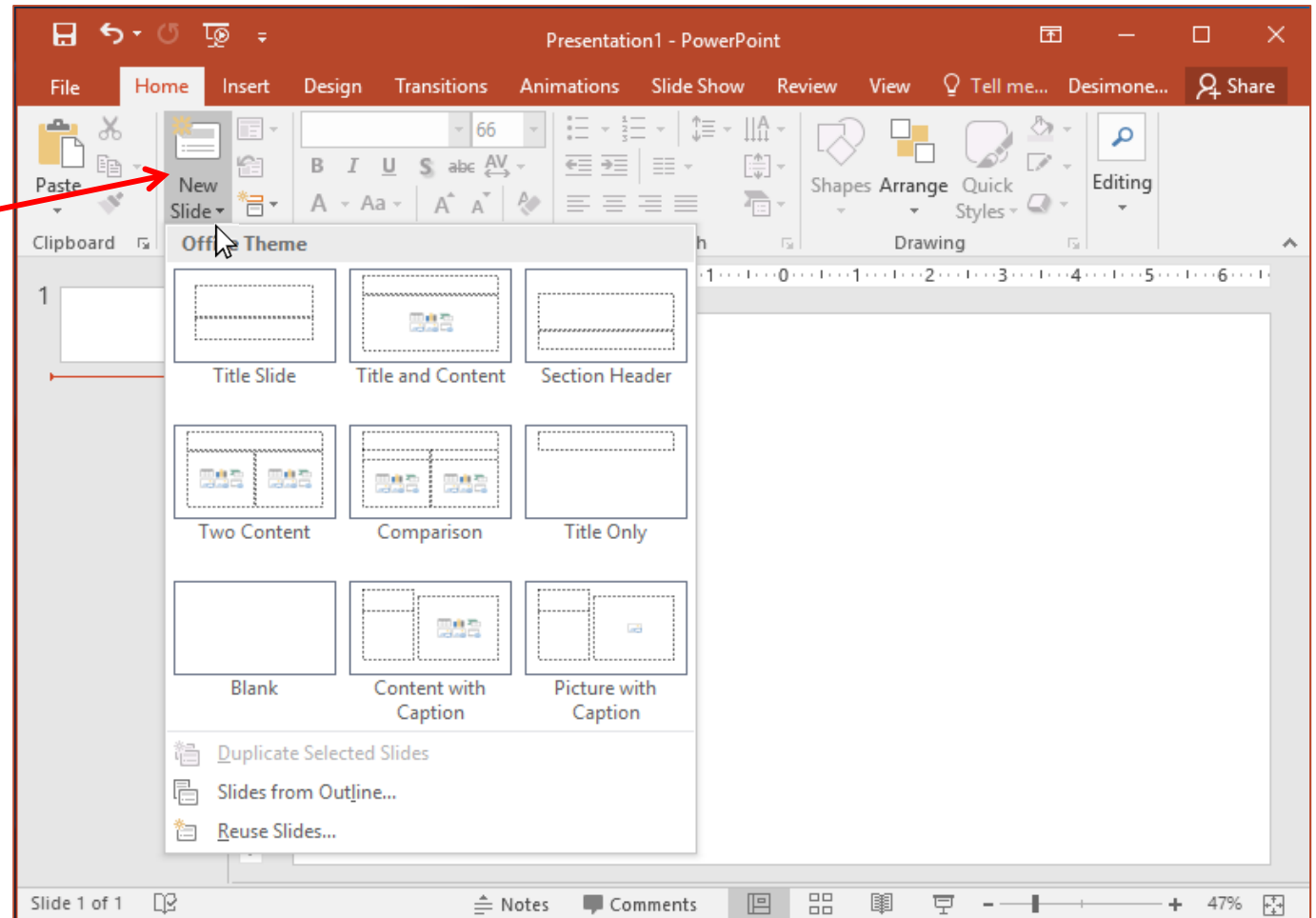
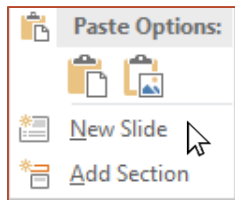
- To change any aspect of your font, select a text box or portion of text, or place your cursor inside a word.
- Use the options in the Home tab or the Drawing Tools – Format tab to modify your text box. PowerPoint comes with a number of pre-formatted styles. You can click one of the thumbnails in the Shape Styles group or click the More arrow and choose from the gallery.



SLIDES

ADDING A NEW SLIDE:

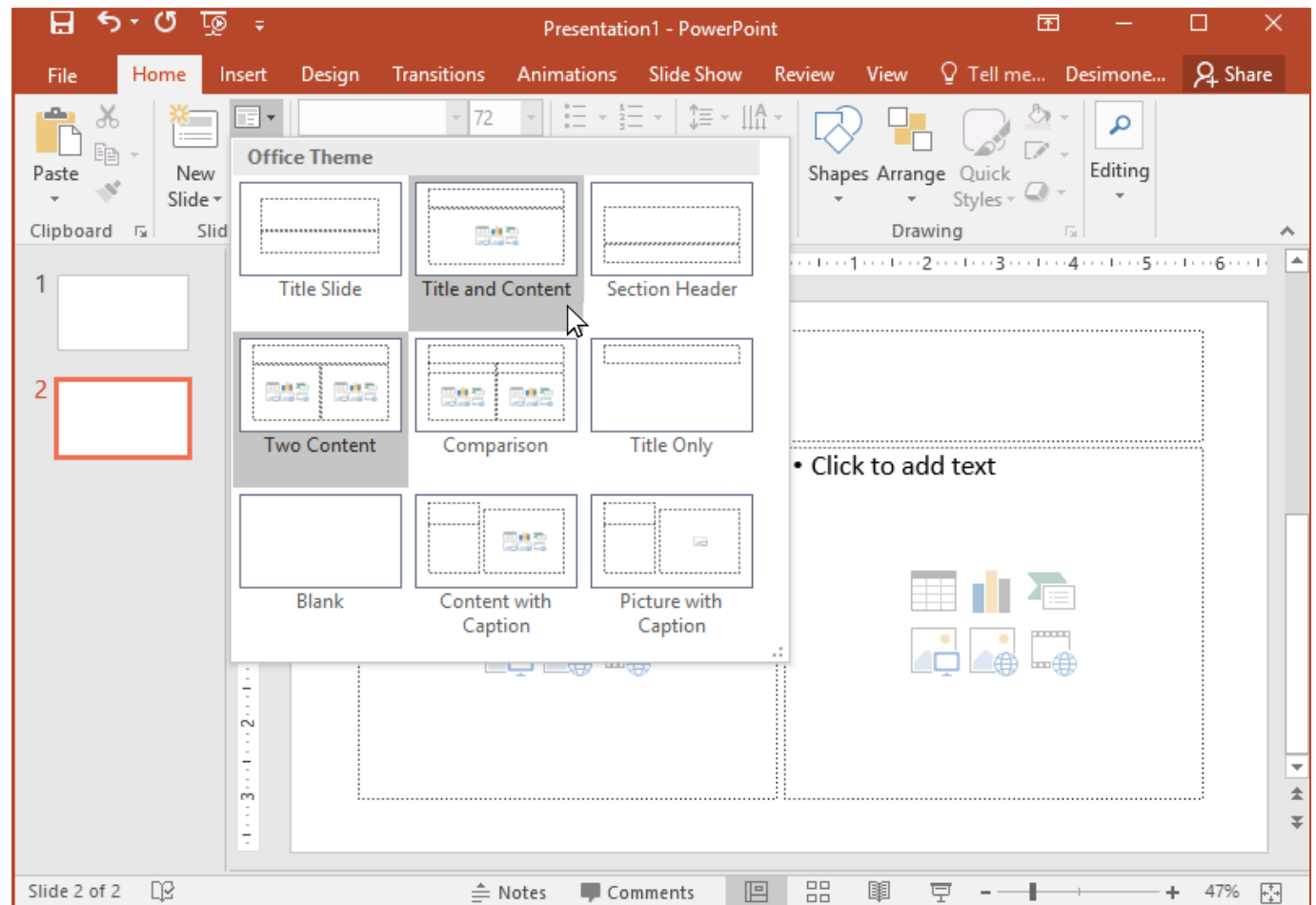
- Click the arrow next to the NEW SLIDE command on the Home tab and choose the design you want.
- Or: *right-click* in the SLIDES pane and select New Slide.



SLIDES

CHANGING SLIDE LAYOUT:

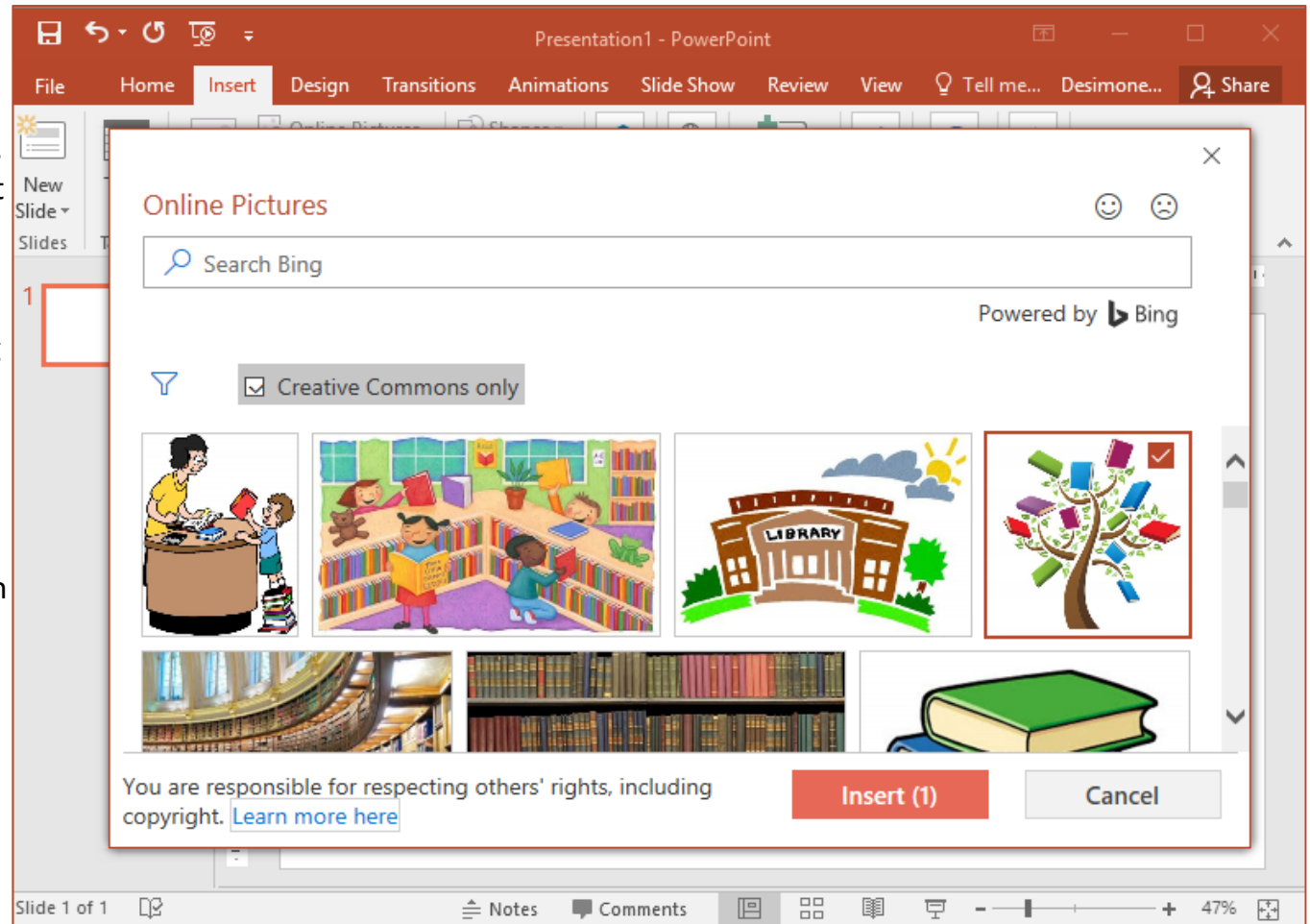
To change a slide to a different layout, click Layout in the Slides group on the Home tab. Select the desired layout from the dropdown menu.



IMAGES

INSERTING A PICTURE:

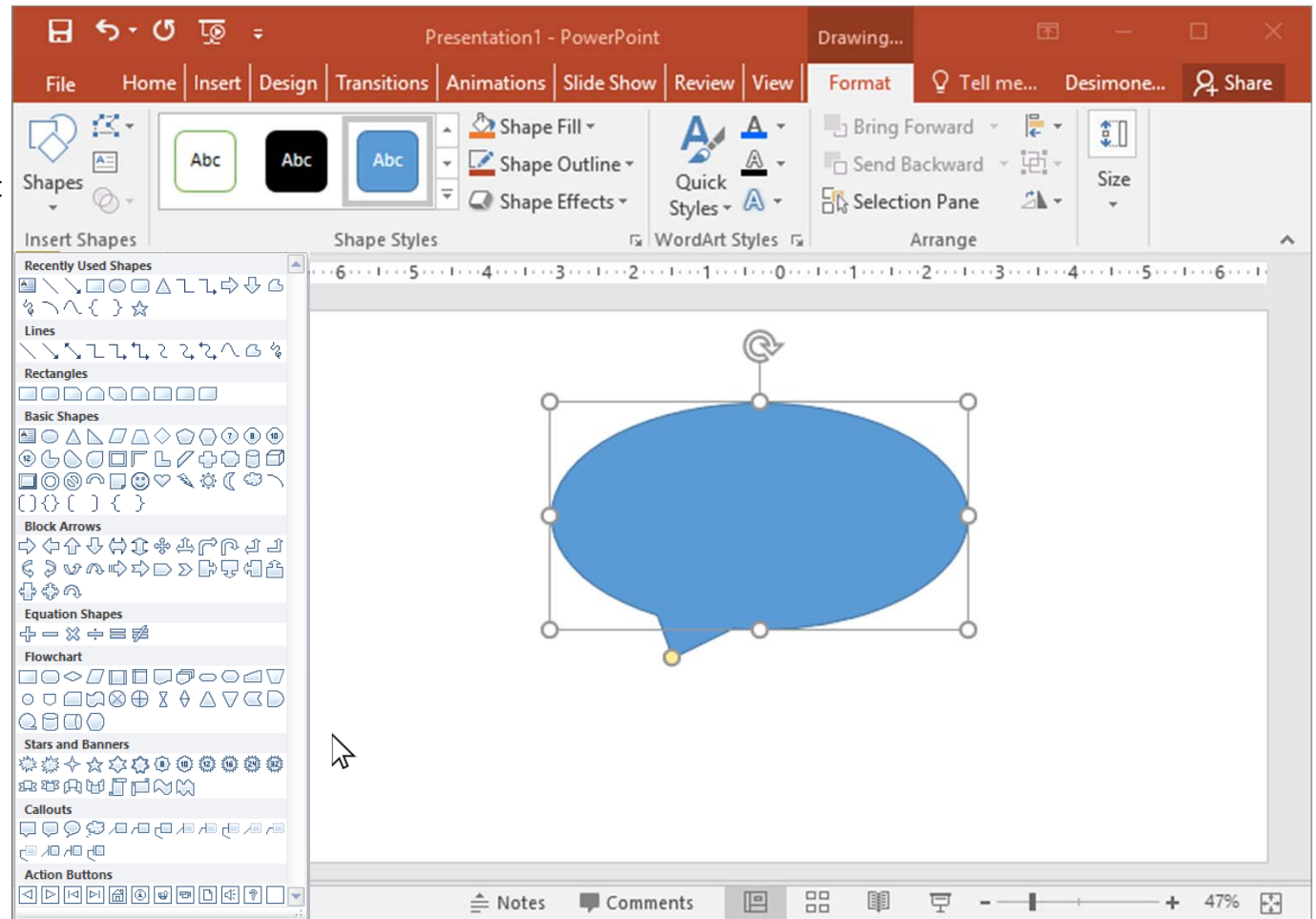
- To insert an image into your slide, click on the **INSERT** tab and select the type of image from the **IMAGES** group.
- For this example, we will be using the **CLIP ART** option.
- Click on the **CLIP ART** icon.
- A dialog box will open on the right side of your presentation. In the **SEARCH FOR** box simply type in the image you are looking for. Click on the desired image and it will automatically insert into your presentation. You can adjust the size of the image by clicking on the image and dragging to the desired size with the white handles in any of the corners.



IMAGES

INSERTING A SHAPE:

- To insert a shape into your slide, click on the **INSERT** tab and select **SHAPES** from the ILLUSTRATIONS group.
- The SHAPES dialog box will open. Select the desired shape by clicking on it.
- Your cursor arrow will now become a cross. Simply click and drag until your selected shape is the size you like. You can always make adjustments to the shape and design format at any time by clicking on the image to show the box and using the white handles.
- You can also click on the image and use the Drawing Tools – Format tab to make adjustments.



THEMES

The screenshot displays the Microsoft PowerPoint interface. The top ribbon is set to the 'Design' tab, showing a gallery of various themes. The main slide area shows a slide titled 'Using themes' with a red and gold background. The slide content includes a title and a bulleted list of instructions on how to use themes. The left sidebar shows a thumbnail of the current slide and a list of other slides.

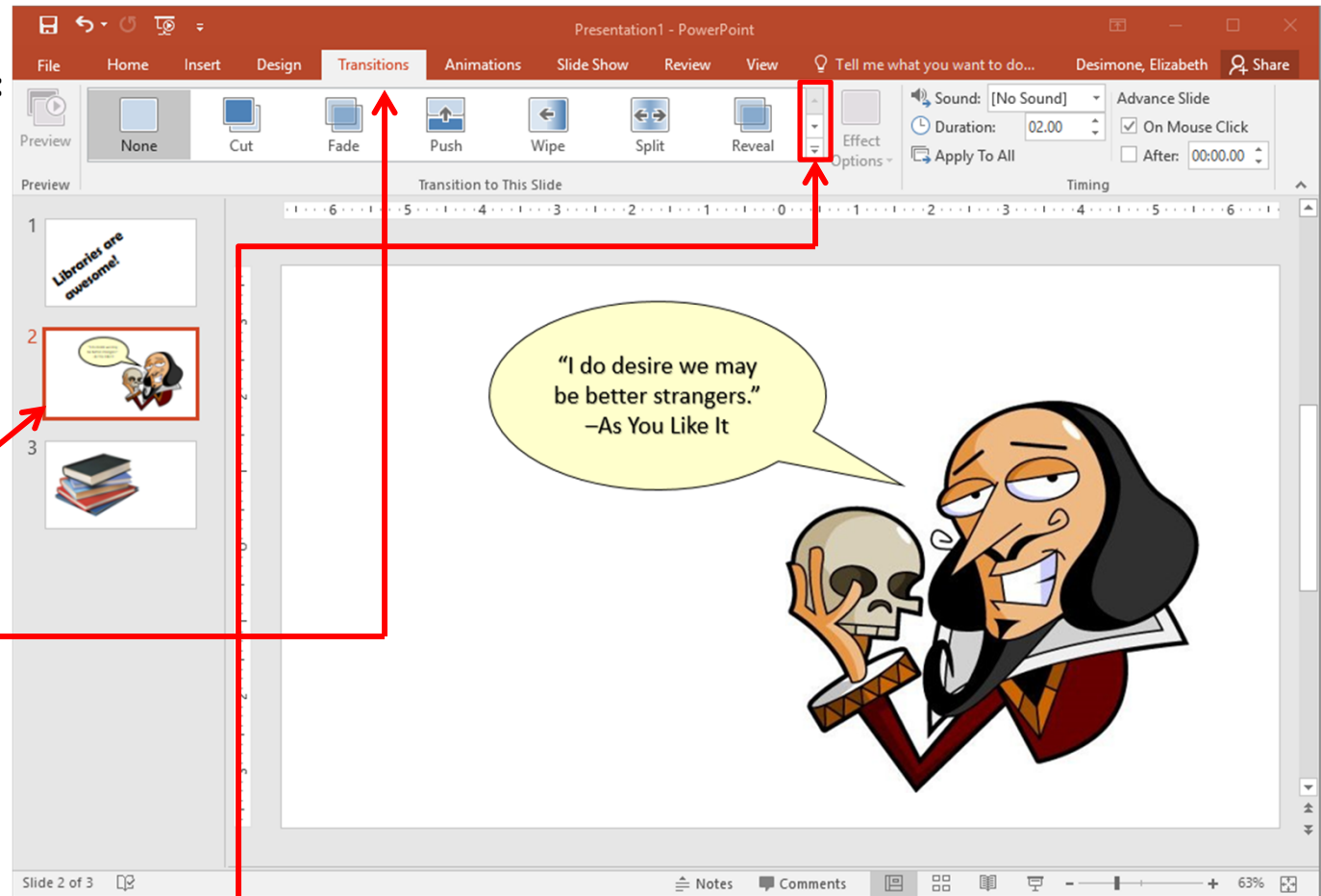
Using themes

- Themes are preset designs that can be applied to your presentations.
- Go to the Design tab. Click the more button to see your full list of options.
- Hover over the thumbnails to get a preview.
- Click a thumbnail to apply that theme to your presentation.

CREATING A PRESENTATION

CREATING SLIDE TRANSITIONS:

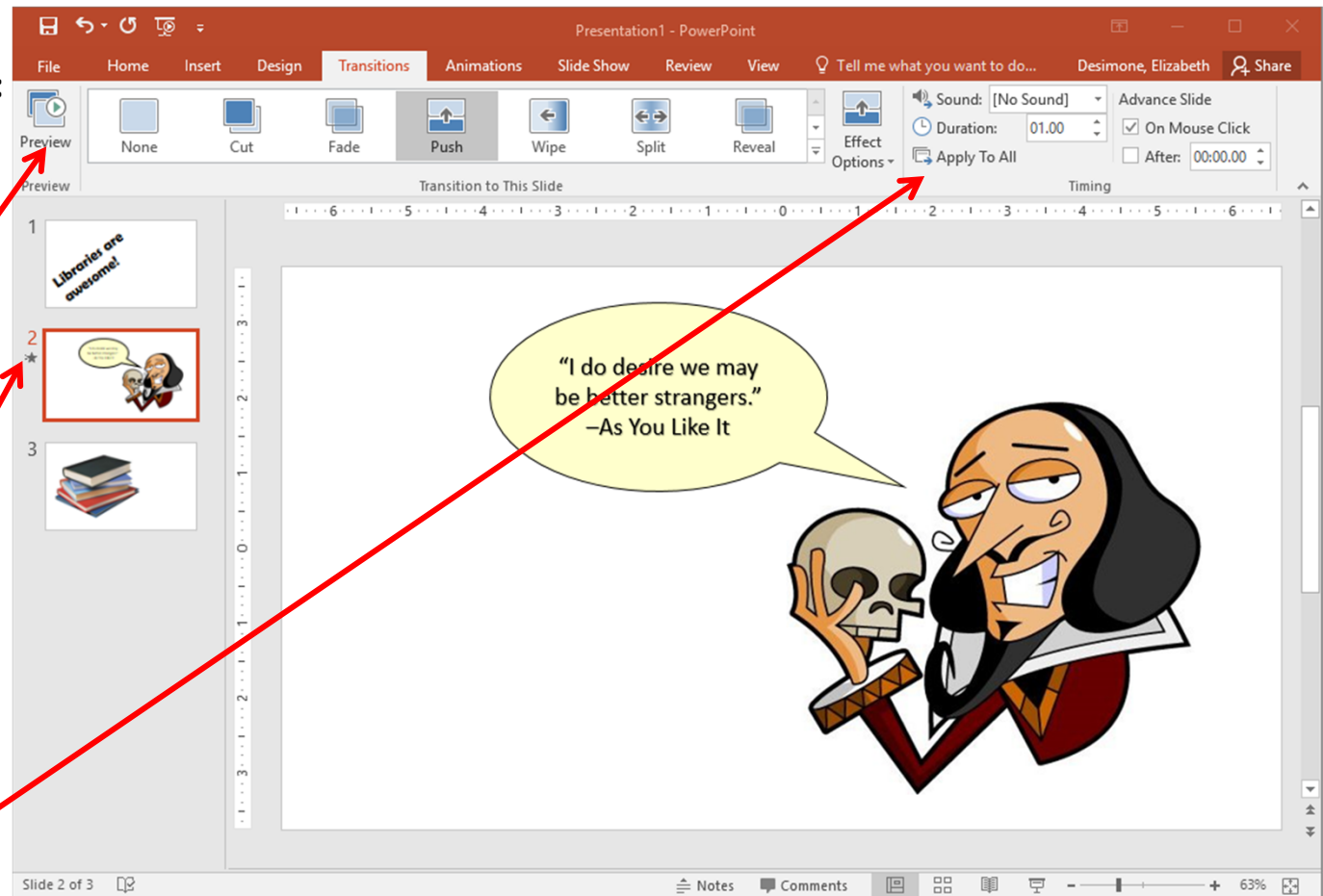
- PowerPoint allows you to customize how slides transition into each other. You can choose and customize different effects, set the duration, and even add sounds.
- To apply a transition from the gallery, first select the slide(s) you want to modify from the Slides pane.
- Then, click the Transitions tab and choose a transition from the gallery.
- Click the up or down arrow to show different thumbnails in the gallery. Or, use the bottom arrow to expand the entire gallery.



CREATING A PRESENTATION

CREATING SLIDE TRANSITIONS:

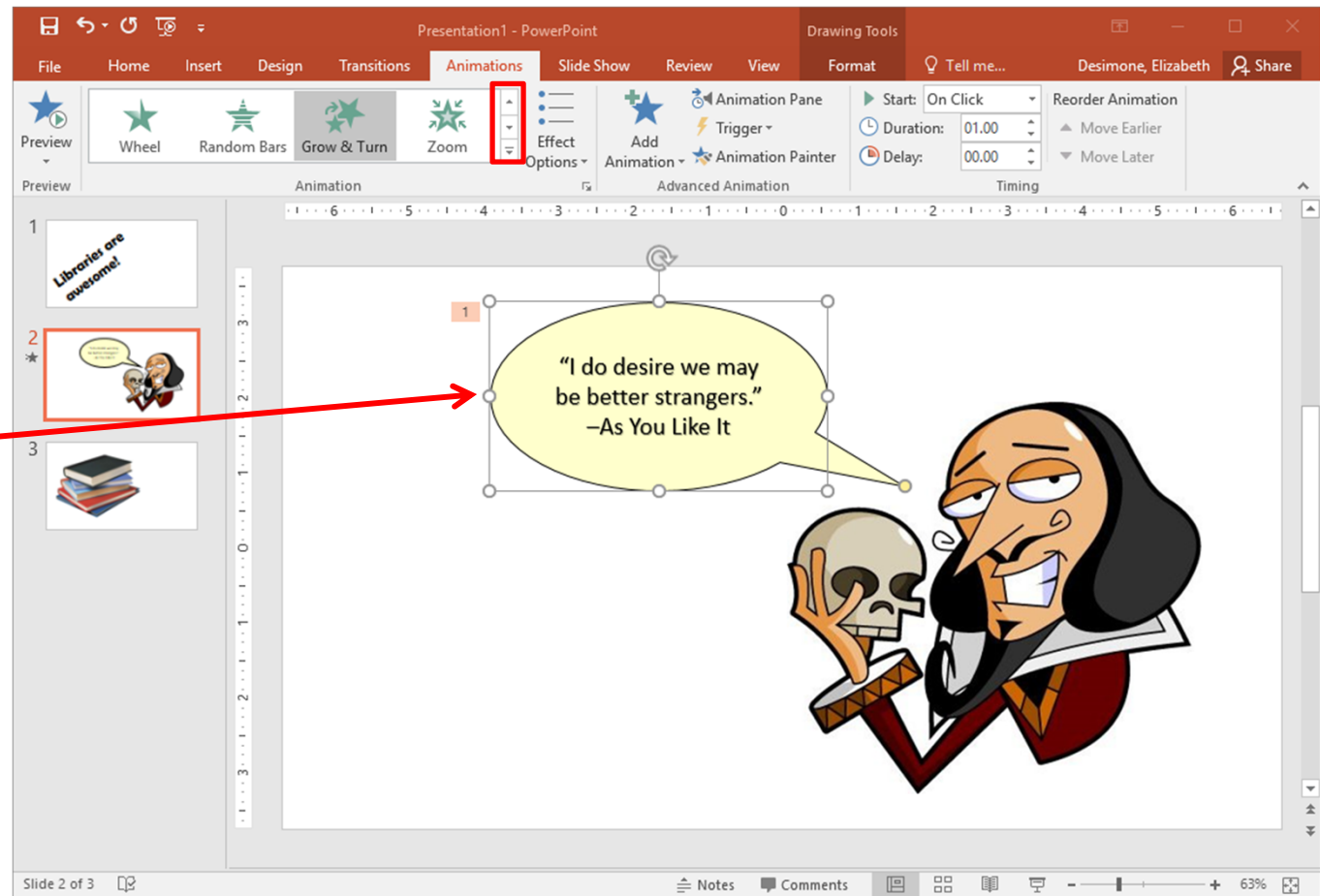
- Once you choose the transition, you will see a quick preview in the editing window. You can also click the Preview button to view the transition.
- If you look at the Slides pane, you can tell which slides have a transition or animation by the star icon:
- You can remove a transition from a slide, choose the None option from the gallery.
- To apply a particular transition to all slides, set your options and then click the Apply to All command on the Transitions tab:



CREATING A PRESENTATION

APPLYING AN ANIMATION:

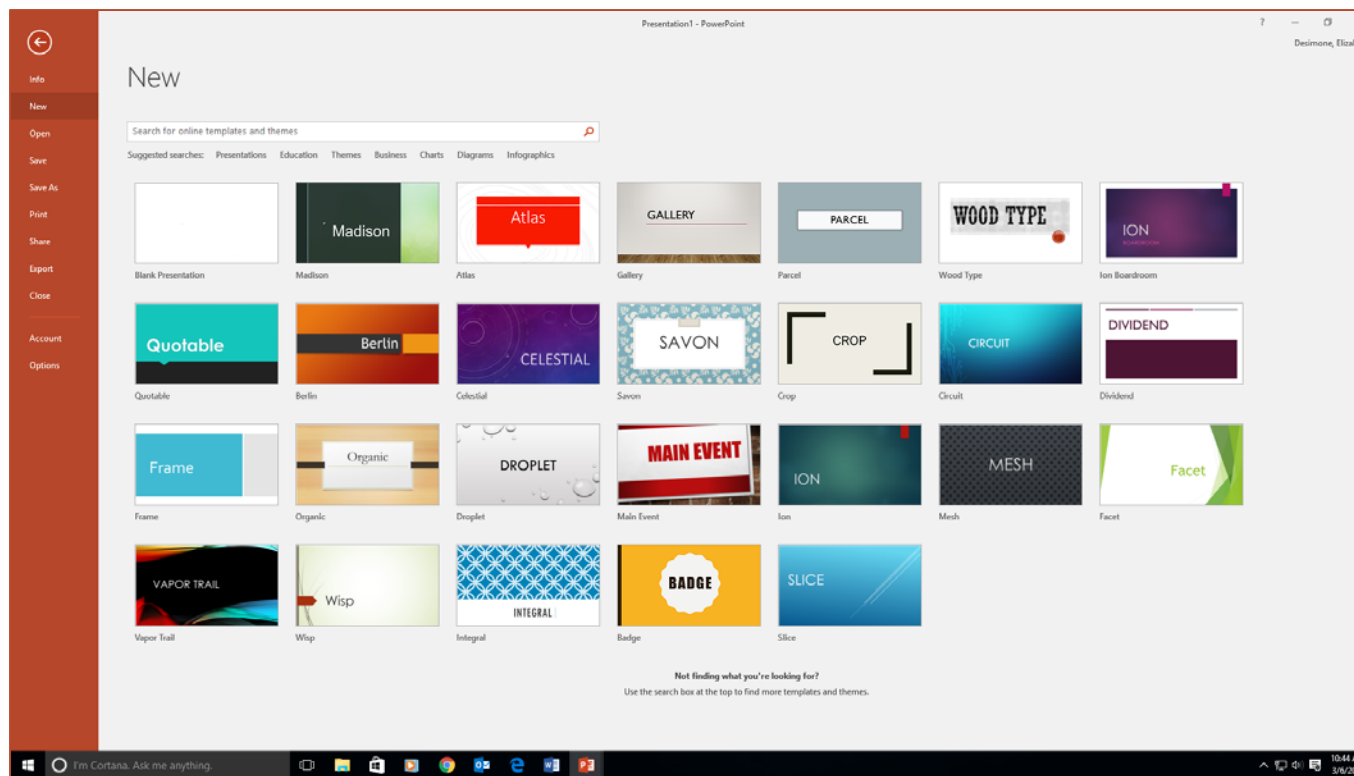
- Animations allow you to put your pictures, shapes, text boxes, and more in motion.
- To apply a basic animation, select the object(s) that you want to animate. (Hold Ctrl to click and select multiple objects.) Then, click the Animations tab and choose an animation thumbnail from the gallery.
- Once you mouse over or click an animation, you will see a brief preview.
- Like the Transitions tab, you can click the up or down arrow to show different thumbnails in the gallery. Or, use the More arrow to expand the entire gallery.



CREATING A PRESENTATION

BLANK PRESENTATION:

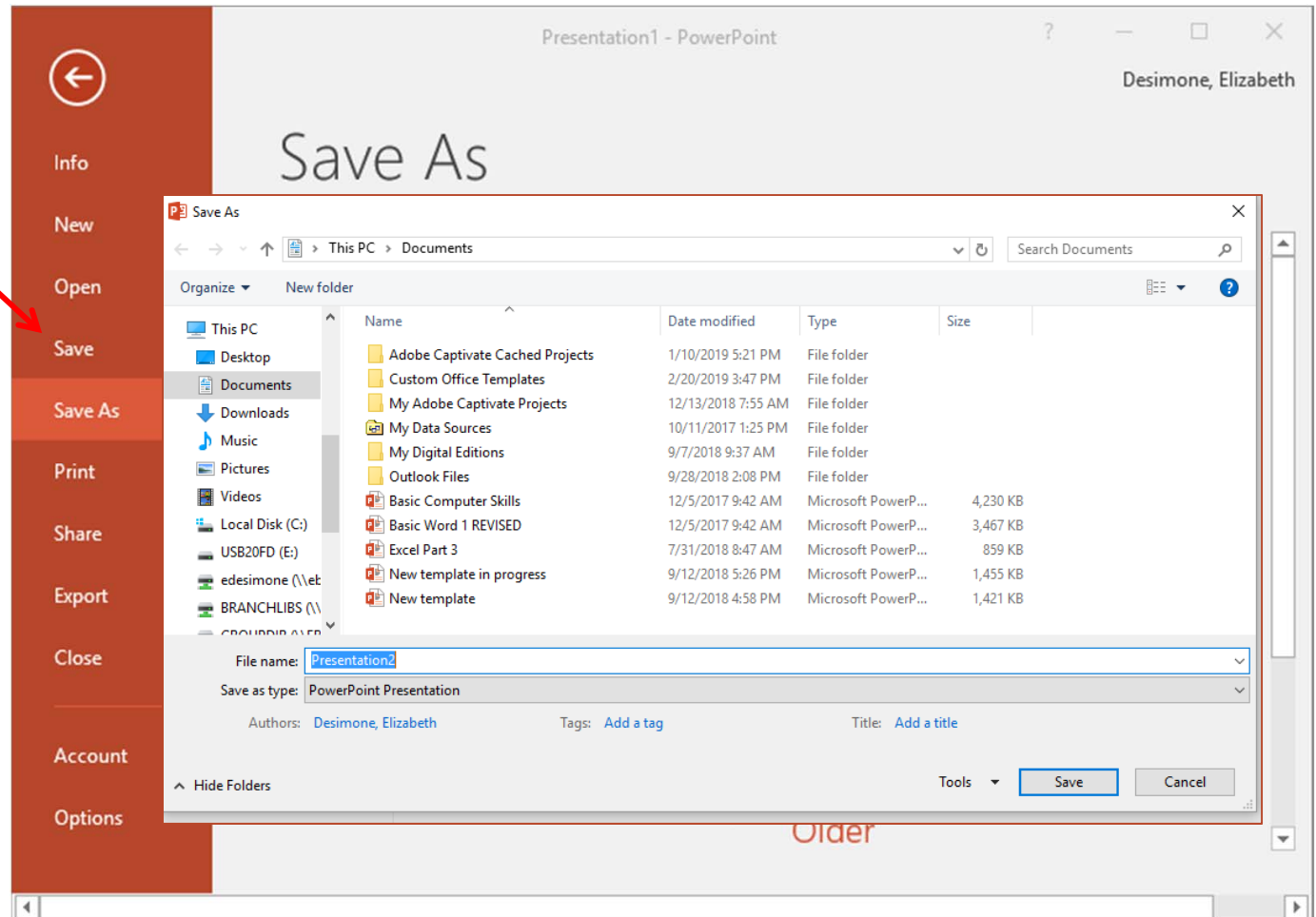
- PowerPoint automatically creates a new, blank presentation for you when you open it. To create another blank presentation, click File – New – Blank Presentation.



SAVING A PRESENTATION

TO SAVE YOUR PRESENTATION:

- To save a new document that you are working on, first click the FILE menu.
- Next click the SAVE option.
- The SAVE AS interface will appear because this is the first time we have saved this document and it does not yet have a name.
- Click BROWSE to open the dialog box. After choosing the location to save your file, you can enter a name for the file in the File Name field.
- Then click the Save button to save it.





MICROSOFT POWERPOINT EXERCISE

- Open Microsoft PowerPoint. You can double click the PowerPoint icon on the desktop **OR**
 - Go to the START menu
 - Click ALL APPS
 - Scroll down to the “P” section
 - Click PowerPoint
- Once the blank document is open, you will now create a 3-slide presentation.
 - In the “Click to add title” box, click and type in the words **JPL PowerPoint Class**
 - Highlight the text and change the font to Cooper Black and change the font color to green
 - In the “Click to add subtitle” box, type in your first and last name.
 - Highlight the text in this box and change the font to Elephant and change the font color to purple.
- Format the background of your slide.
 - Click on the Design Tab and click on the Background Styles button in the Background Group.
 - Next, click on the Format Background button.
 - In the Color box, click the color button and select a light colored background.
 - Click the Close button to close the dialog box.
- Add a transition to your slide.
 - Click on the Transitions Tab.
 - Choose any animation you like.



MICROSOFT POWERPOINT EXERCISE

- Add a new slide.
 - Go to the Home Tab.
 - In the Slide group, click the drop-down arrow on the New Slide button.
 - Select the Blank Slide option.

- Insert an image into your new slide.
 - Click on the Insert tab.
 - Click on the Online Pictures icon.
 - In the Search For box type the word RAINBOW and click Enter
 - Click on whichever rainbow image you prefer.
 - Click Insert.

- Add a transition to your slide.
 - Click on the Transitions Tab.
 - Choose any animation you like.

- Add your last slide.
 - Go to the Home Tab.
 - In the Slide group, click the drop-down arrow on the New Slide button.
 - Select the Blank Slide option.



MICROSOFT POWERPOINT EXERCISE

- Add a shape to this slide.
 - Click on the Insert tab.
 - Click on the Shapes icon in the Illustrations group.
 - Select the heart shape.
 - Click on your slide and drag until you have the size you prefer and then let go and the shape is inserted.
- Change the color of the shape.
 - Click on the Format Tab that should be highlighted when your shape is selected.
 - Click the Shape Fill button in the Shape Styles group and select any shade of red.
- Animate your shape.
 - Make sure your shape is selected.
 - Click on the Animations Tab.
 - Choose any animation you like.
- Display your presentation in Slide Show mode.
 - Click on the Slide Show Tab.
 - Select the From Beginning button in the Start Slide Show group.
 - Use your arrow button or mouse click to advance the slides.



COMMON KEYBOARD SHORTCUTS

CTRL + A	Select entire document/page
CTRL + C	Copy selected text/object
CTRL + X	Cut selected text/object
CTRL + V	Paste selected text/object
CTRL + Z	Undo your last action
CTRL + F	Find specific text in the current document
CTRL + S	Save the current document
CTRL + P	Print the current document
CTRL + B	Bolds the selected text
CTRL + I	Italicizes the selected text
CTRL + U	Underlines the selected text
CTRL + N	Create a new document

ADDITIONAL RESOURCES

Additional helpful resources can be accessed through our homepage www.jplibrary.net

- From the JPL homepage, click on the **Digital Content Tutorials** (blue rectangle) next scroll bar.

- After the course menu opens, click Full Screen at the top of the course menu to view tutorials.

The screenshot shows the Jefferson Parish Library homepage. At the top, there is a navigation bar with the JPL logo and search bar. Below the navigation bar, there are several sections: a left sidebar with links like 'Find Books, DVDs, CDs, and more in the Catalog Search', 'JPL Digital Content', 'Log in to your account', 'Computer Classes @ Your Library', 'Text-a-Librarian', 'Get email reminders for due dates', 'Search the collection of the American Italian Research Library', and 'Become a Teen Volunteer'. A central notice box states: 'NOTICE: Repairs require temporary entrance at East Bank Regional. Users of East Bank Regional Library must enter through the administration entrance on the right side of the library. Click here for more information.' Below the notice is a large box titled 'Information for all Jefferson Parish Libraries' containing several bullet points about library hours, capacity, and meeting room reservations. On the right side, there is a vertical sidebar with a blue button labeled 'Digital Content Tutorials' and a list of resources including 'Online Databases', 'Ask a Librarian (e-mail)', 'Homework Help with Free Online Tutors (Brainfuse)', 'Adult Learning Resources (Brainfuse)', 'Free Online Tutoring for K-12 and College Students (HomeworkLouisiana)', 'Annotated Online Children's Books (Tumblekit)', 'Learn one or more languages or phrases (Pronunciator)', 'Learn Languages Online - including ESL (Mango)', and 'Safer at Home Jefferson Parish Covid Emergency Rental Assistance Program'.

The screenshot shows the 'JPL Digital Content Tutorials' menu. At the top, there is a search bar and a 'Full Screen' button with a red arrow pointing to it. Below the search bar, there is a list of tutorial categories with right-pointing arrows: 'The Great Job Hunt at JPL', '**Click and Learn JPL Digital Content Apps', '**JPL's Basic Computer Skills Learning Guide', '*Homework Louisiana (Tutor.com) Tutorial -- Real experts, waiting to help you now', '*Internet Basics', '*Joining Cisco Webex Meetings', '*Learn to Use Your Chromebook', '*Zoom - Let's learn to use it!', 'Advanced Internet Search Techniques', 'Ancestry Library Edition Tutorial -- Access Billions of Genealogical Records', 'AtoZ World Food', and 'Auto Repair Source - Automotive Information'.

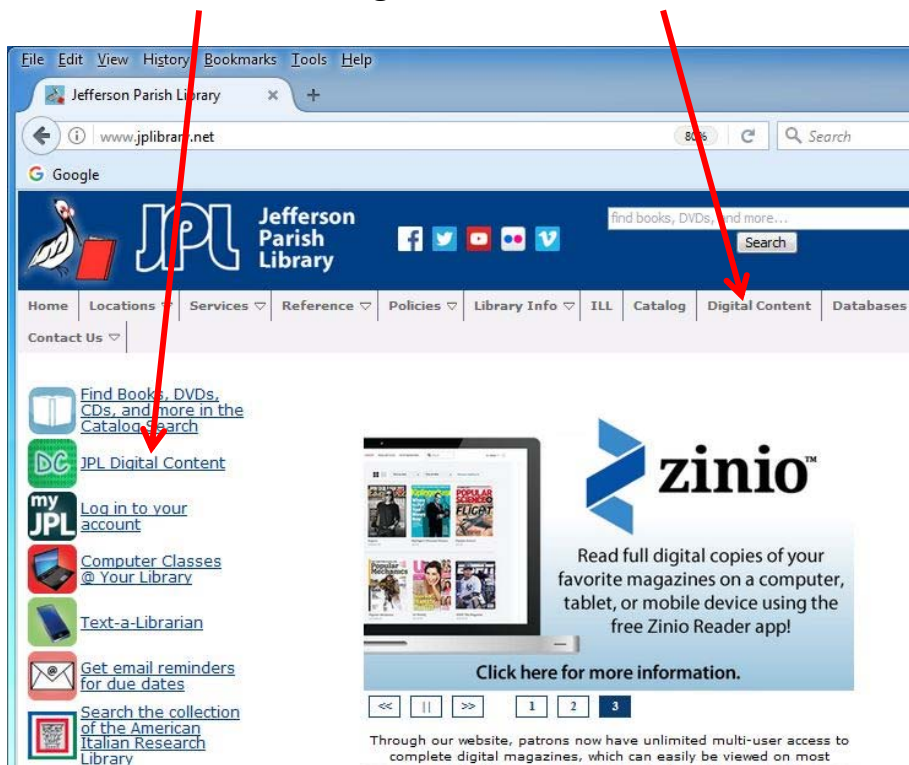


ADDITIONAL RESOURCES

Additional helpful resources can be accessed through our homepage www.jplibrary.net

- From the library's homepage, click on the **JPL Digital Content** link or the **Digital Content** menu tab.

- Then click on the **LinkedIn Learning** icon to access online training using your library card number and pin.



Lynda.com is now LinkedIn Learning.



NOTES

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