PowerPoint basics

PowerPoint is a powerful presentation application, but to use it most effectively, you first have to understand the basics. This tutorial introduces some of the tasks and features that you can use in all presentations.

Before you begin

What you'll learn
After completing this tutorial, you'll be able to:

- Create a new blank presentation.
- Identify user interface elements that you can use to accomplish basic tasks.
- Add text and pictures to slides.
- Apply a pre-designed theme and layout.
- Format slide content.
- Save a presentation to a new folder.

Requirements
PowerPoint for Mac 2011

Estimated time to complete: ⏱ 30 minutes
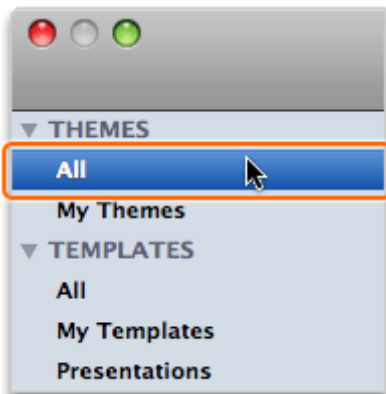
1. Create a new blank presentation

In PowerPoint, you create and design slides in a presentation. You can start with a blank presentation, an existing saved presentation, or a template. When you open PowerPoint, the PowerPoint Presentation Gallery opens. It contains a variety of template choices and quick access to recent presentations.

Let's use the PowerPoint Presentation Gallery to open a blank presentation.
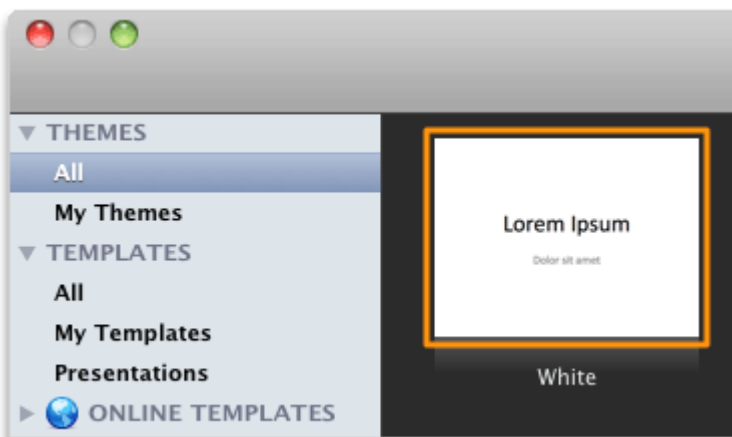
① If you have not already opened PowerPoint, on the Dock, click **PowerPoint**.

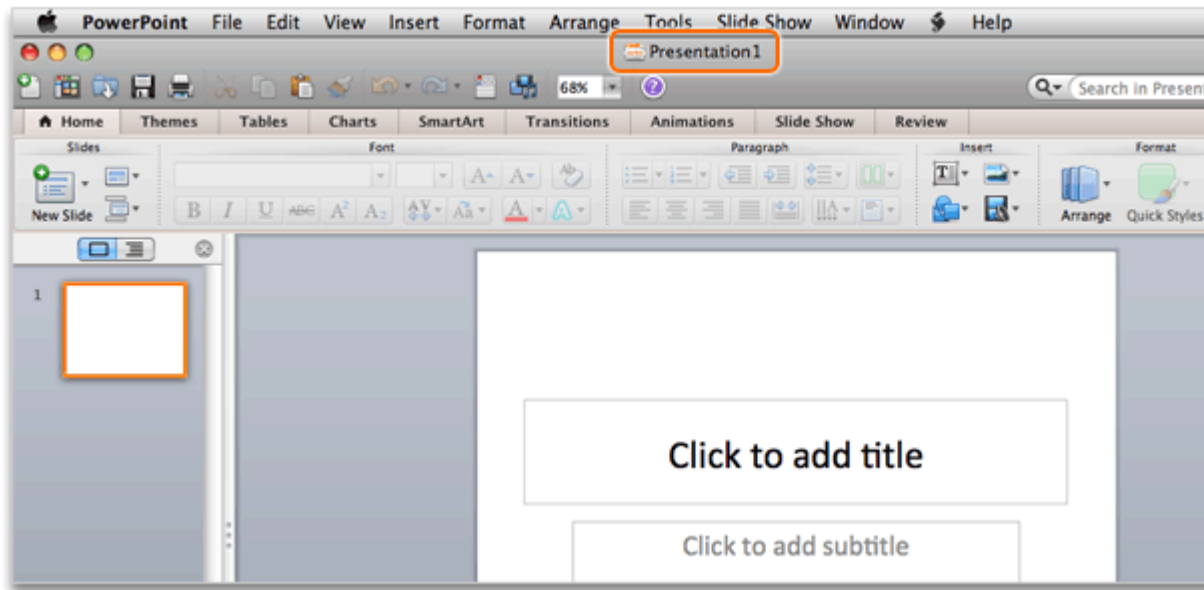② In the PowerPoint Presentation Gallery, under **Themes**, click **All**.

③ Click **White**, and then click **Choose**.

💡 **Tip** To always start with a blank presentation when you open PowerPoint, select the **Don't show this when opening PowerPoint** check box.

④ Notice that a blank presentation (**Presentation1**) appears.

Hints

- To create a new blank presentation at any time in PowerPoint, on the **File** menu, click **New Presentation** (also written as **File** > **New Presentation** in this tutorial).

- To show the PowerPoint Presentation Gallery at any time while using PowerPoint, click **File** > **New from Template**.

Before you move on

Make sure that you can do the following:

- Open PowerPoint from the Dock.

- Use the PowerPoint Presentation Gallery to create a new blank presentation.

2. Explore the PowerPoint user interface

In a new blank presentation, you can simply click a slide and begin adding text and objects. However, before you begin, you should familiarize yourself with some of the user interface elements that you can use in all presentations.

Let's take a look at some of PowerPoint user interface elements.
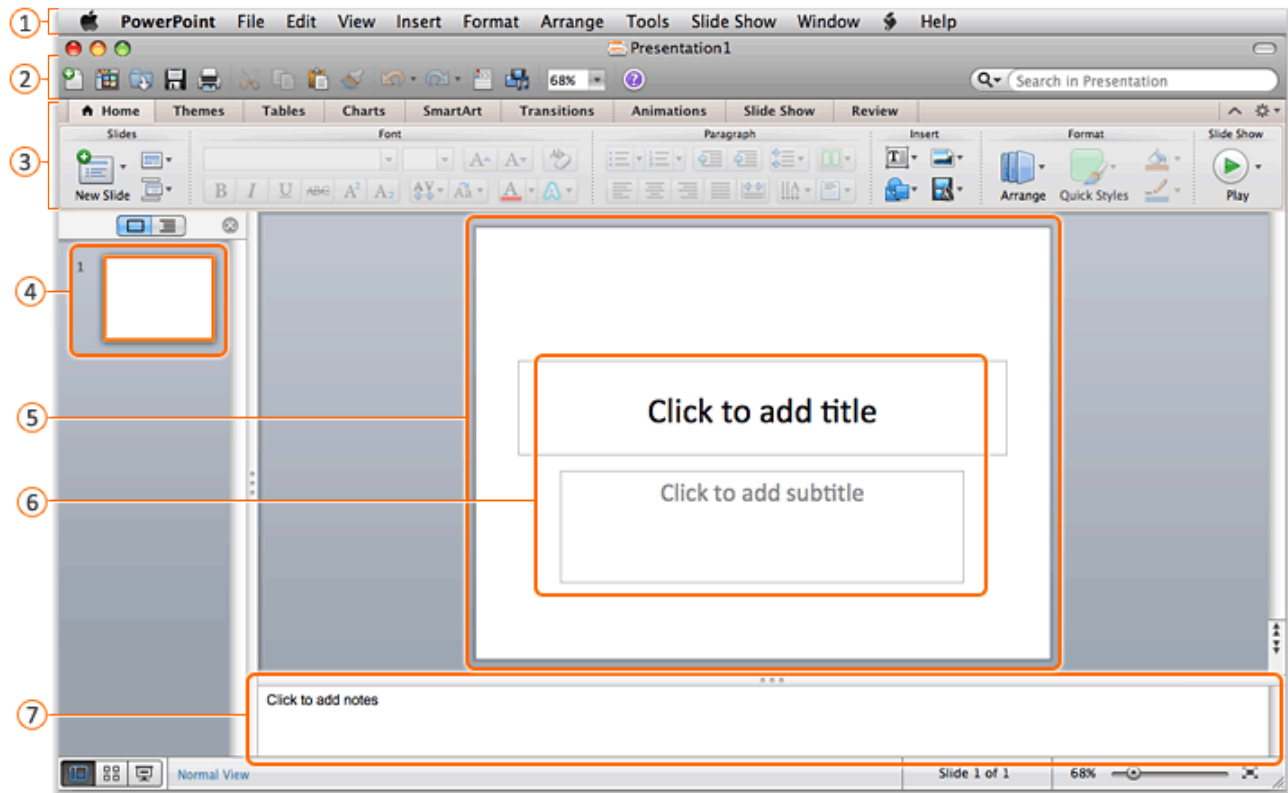
① **Menu bar**: The area at the top of the screen where all menus are displayed. The File, Edit, and View menus have the most commonly used menu commands.

② **Standard toolbar**: The toolbar that displays the name of the presentation (in this case, Presentation1) and buttons for some of the most common tasks, such as opening, saving, and printing a presentation.

③ **Ribbon**: The tabbed command bar at the top of a window or work area that organizes features into logical groups. The Home tab and Themes tab have the most commonly used commands for formatting presentation content and design.

④ **Thumbnails in left pane**: Navigation to help you quickly find and view the slide that you want. If you do not see the left pane, on the **View** menu, make sure that there is a check mark next to **Normal**.

⑤ **Slide**: A single "page" in a presentation as viewed in normal view. If you don't see a slide, click **View** > **Normal**.

⑥ **Placeholders**: Preformatted containers for content. The slide layout determines which placeholders appear on a slide.

⑦ **Notes pane**: An area to type notes to reference when you give the presentation. During the presentation, only the presenter sees the notes.

Hints

- To hide the ribbon while you work, on the right side of the ribbon, click [⌃].
- To see a tip for a button on the ribbon or toolbar, rest the pointer over the button.

Before you move on
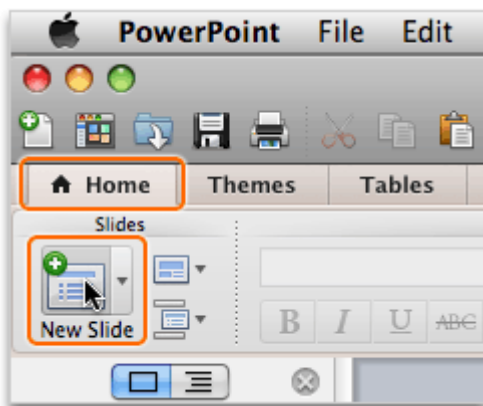
Make sure that you can do the following:

- Identify the user interface elements that you can use in all presentations.
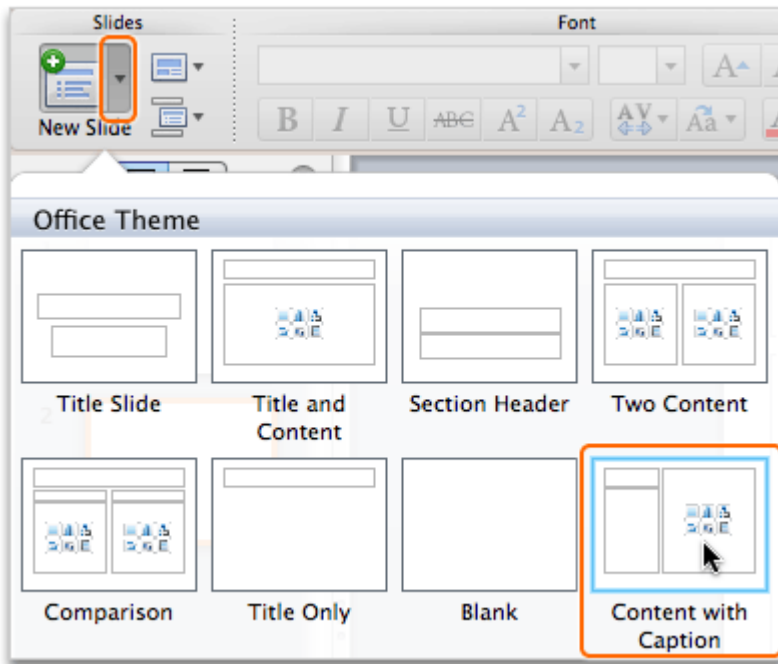
3. Insert slides

By default, a new blank presentation contains only one slide. You can insert slides in several different ways.

Let's insert three new slides by using a different approach for each slide.
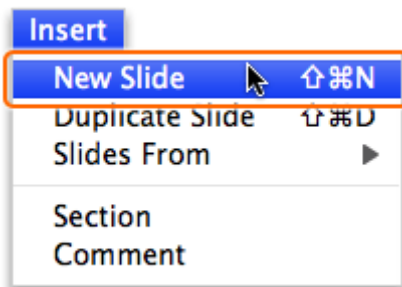
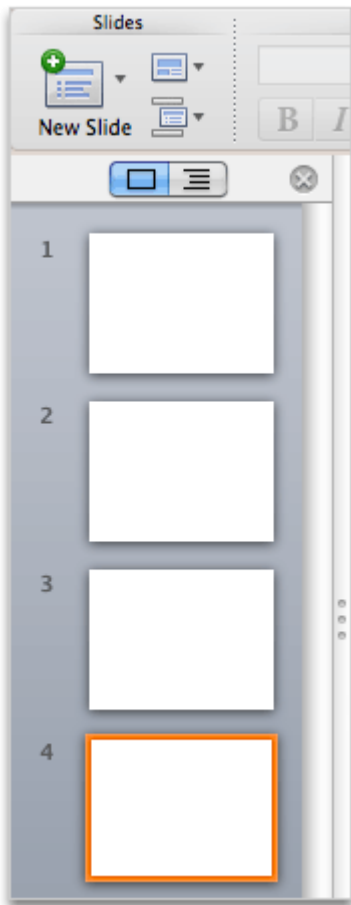① On the **Home** tab, under **Slides**, click **New Slide**.

② Click the arrow next to **New Slide**, and then click **Content with Caption**.

③ Click **Insert** > **New Slide**.

④ Notice that a thumbnail for each slide now appears in the left pane.

Hints

- A new slide is inserted after the slide that is currently selected in the left pane.
- To delete a slide in the left pane, select the slide that you want to delete, and then press DELETE.
- To reorder slides in the left pane, select the slide that you want to move, and then drag it to the position that you want.
- To insert slides from another presentation, click **Insert** > **Slides From** > **Other Presentation**.

Before you move on

Make sure that you can do the following:

- Insert slides into a presentation by using the three approaches presented.

4. Add content to slides

Each slide has one or more placeholders that make it easy to add text to the slide. You just click and type. You can also add other types of content, such as pictures.
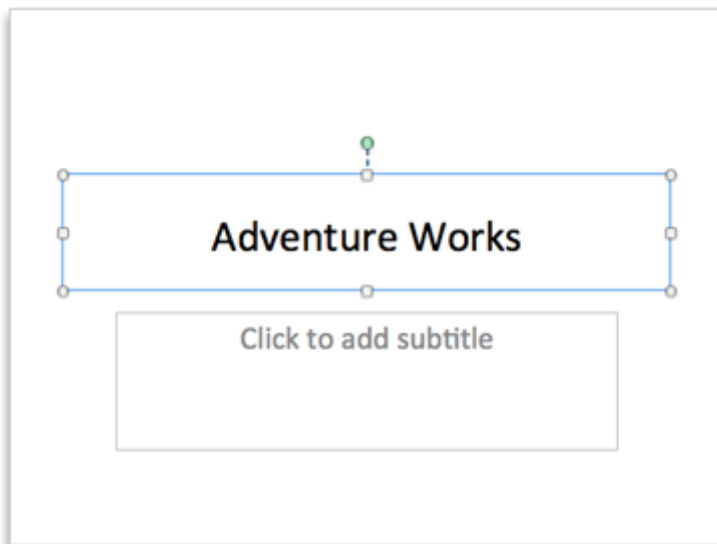
📔 **Note** The slide layout defines the position and type of placeholders. In a later lesson, we will change a slide layout.

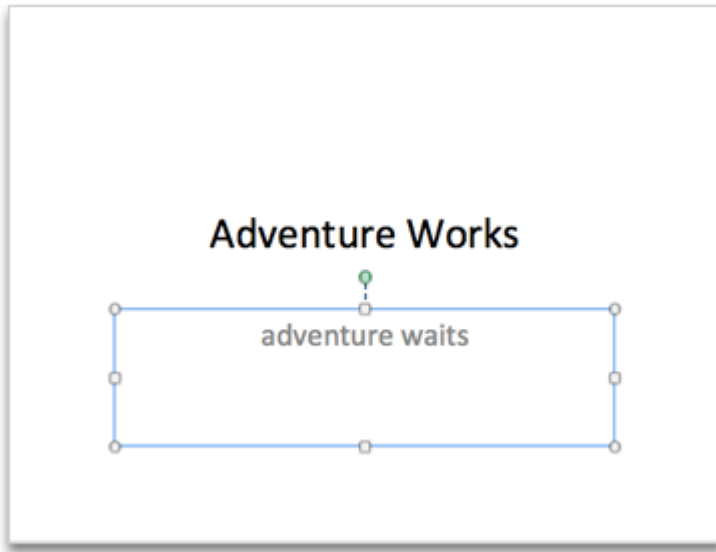Let's add some text and a picture to several slides.

① In the left pane, click slide 1.
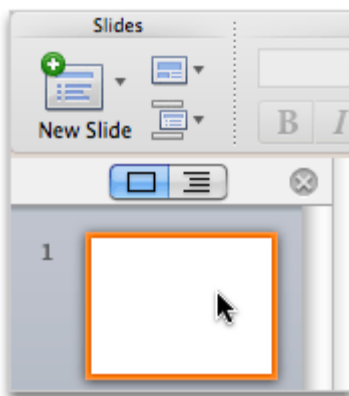
② Click the **Click to add title** placeholder, and then type **Adventure Works**.
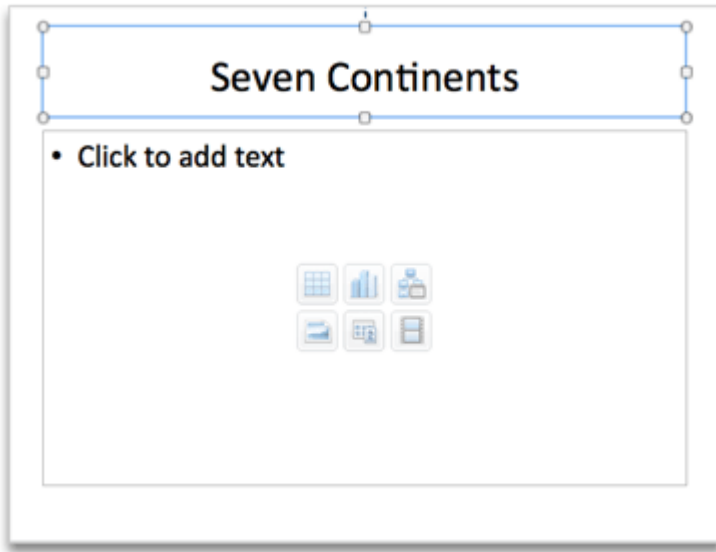
③ Click the **Click to add subtitle** placeholder, and then type **adventure waits**.
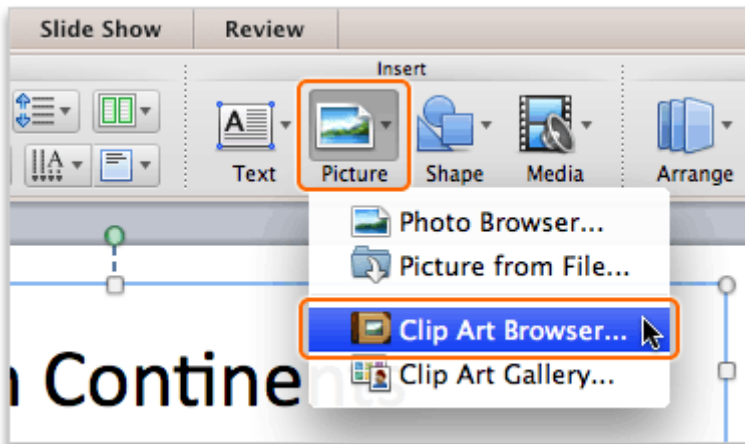

④ In the left pane, click slide 2.

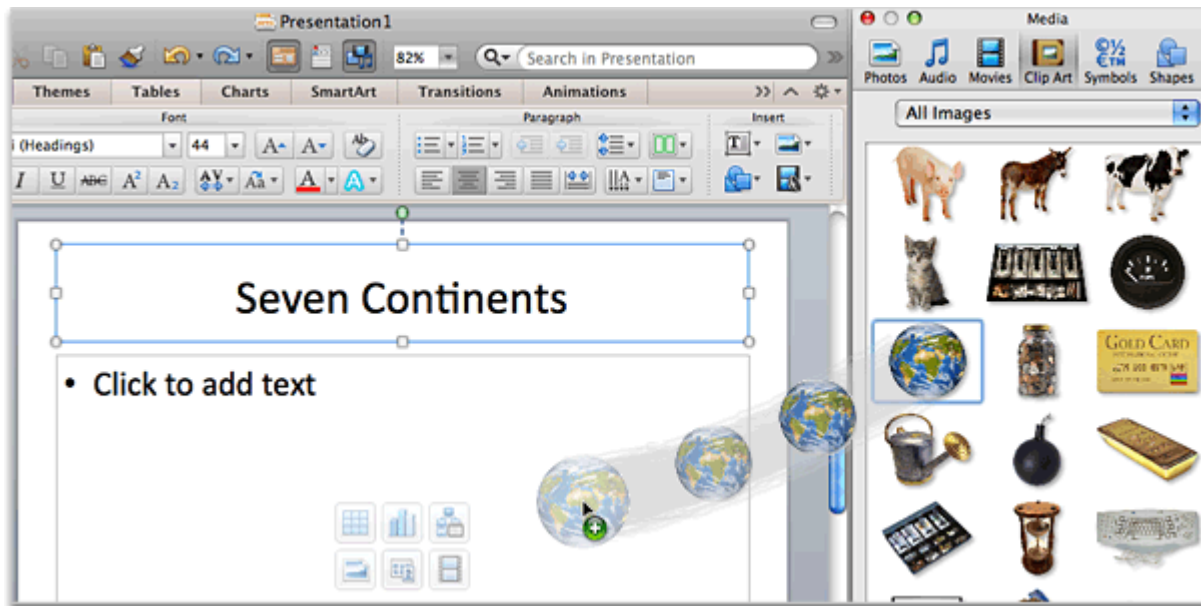⑤ Click the **Click to add title** placeholder, and then type **Seven Continents**.

⑥ On the **Home** tab, under **Insert**, click **Picture**, and then click **Clip Art Browser**.

⑦ On the **Clip Art** tab, drag the picture shown below to the **Click to add text** placeholder on the slide.

⑧ Click the picture, and then on the bottom of the slide, click **Resize picture to fit inside placeholder**.

(9) Notice that the slide contains a title and an image, and that the placeholder text no longer appears.

Hints

• The border around an unused placeholder does not appear when you play the slide show.

• To insert a picture from your computer or network drive, on the **Home** tab, under **Insert**, click **Picture**, and then click **Picture from File**.

• To add speaker notes to a slide, click in the **Notes** pane (located below the slide), and then type your notes. When you play the slide show, only the presenter sees the notes.

Before you move on

Make sure that you can do the following:

• Add text and a picture to a slide.

5. Apply a theme and a layout

You can format content one slide at a time, or you can use themes and layouts to quickly apply a consistent design for the entire presentation. A theme defines the presentation fonts, colors, backgrounds, and effects. A layout defines how content is arranged on a slide.

Let's apply a theme to the presentation and a different layout to a slide.

① On the **Themes** tab, under **Themes**, click **Inspiration**.
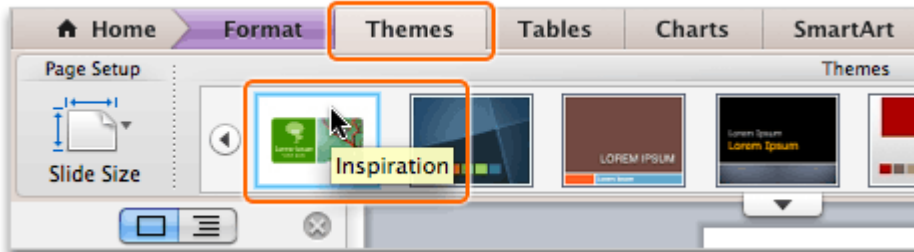
💡 **Tip** Rest the pointer on a thumbnail to see the name of the theme. To see more themes, rest your pointer on a thumbnail, and then click ⬇️.

② Notice that the theme design, fonts, and colors are applied to all slides.
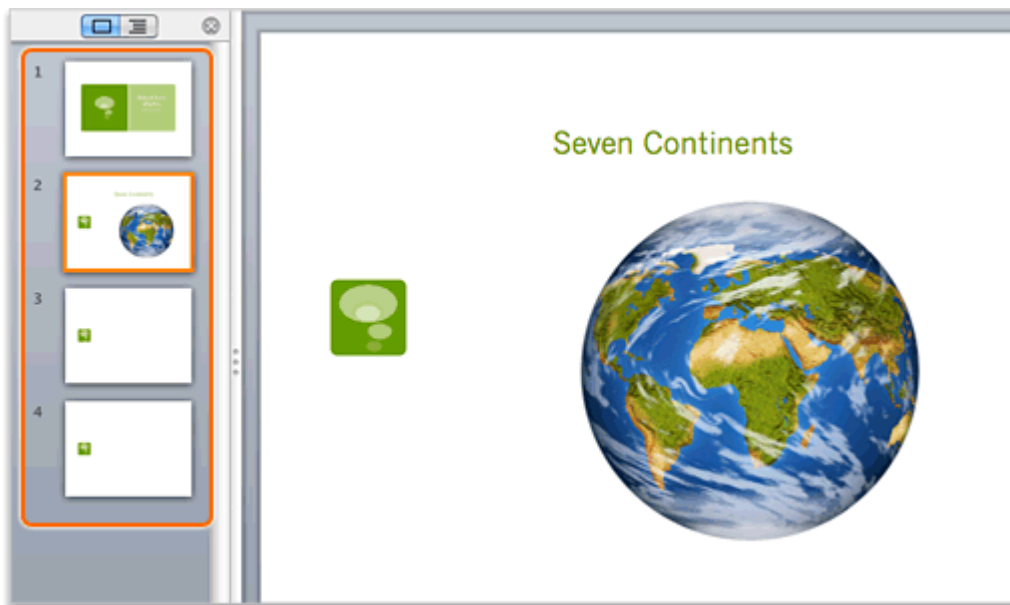
③ In the left pane, click slide 2.

④ On the **Home** tab, under **Slides**, click **Layout**, and then click **Title Slide with Picture**.

(5) Notice that the layout is applied to the slide and that the text and picture appear in different places.

Hints

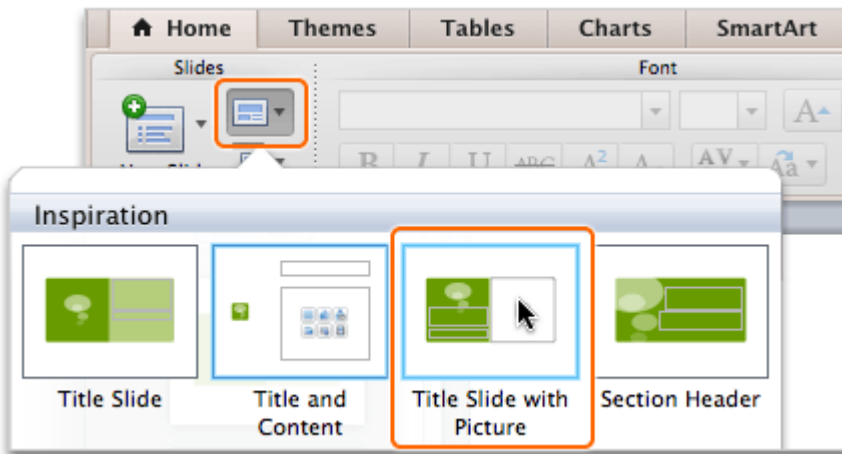- To apply a different theme to individual slides, hold down ⌘, click each slide in the left pane that you want to apply the theme to, and then apply the theme that you want.

- You can apply a different theme or different layout at any time.

- To change the background color of the presentation, on the **Themes** tab, under **Theme Options**, click **Background**.

Before you move on

Make sure that you can do the following:

- Apply a theme to the presentation.

- Apply a layout to a slide.

6. Format slide content

Most of the formatting for presentation text and objects is defined by the theme. However, you can override the theme and apply different styles and effects to any slide text or object.

Let's format the text and picture on slide 2.

(1) Move the pointer over the border of the title placeholder, and when the cursor appears as a four-headed arrow, click the border. The blue border and sizing handles indicate that the entire placeholder is selected.

> **Tip** To format specific text in a placeholder, select only the text rather than selecting the entire placeholder.

(2) On the **Home** tab, under **Font**, click the arrow next to **Font Color**, and then click **Accent 4**.
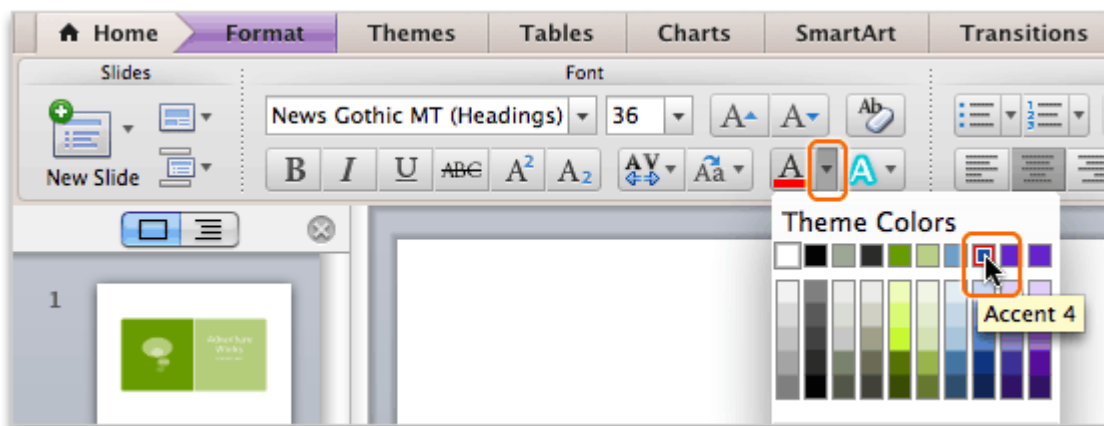
3 Click the picture, and then drag it to the location shown below.

4 Point to the lower-right handle of the selected picture, and then drag to resize the picture as shown below.

⑤ Click the **Format Picture** tab, click **Filters**, and then click **Glass**.
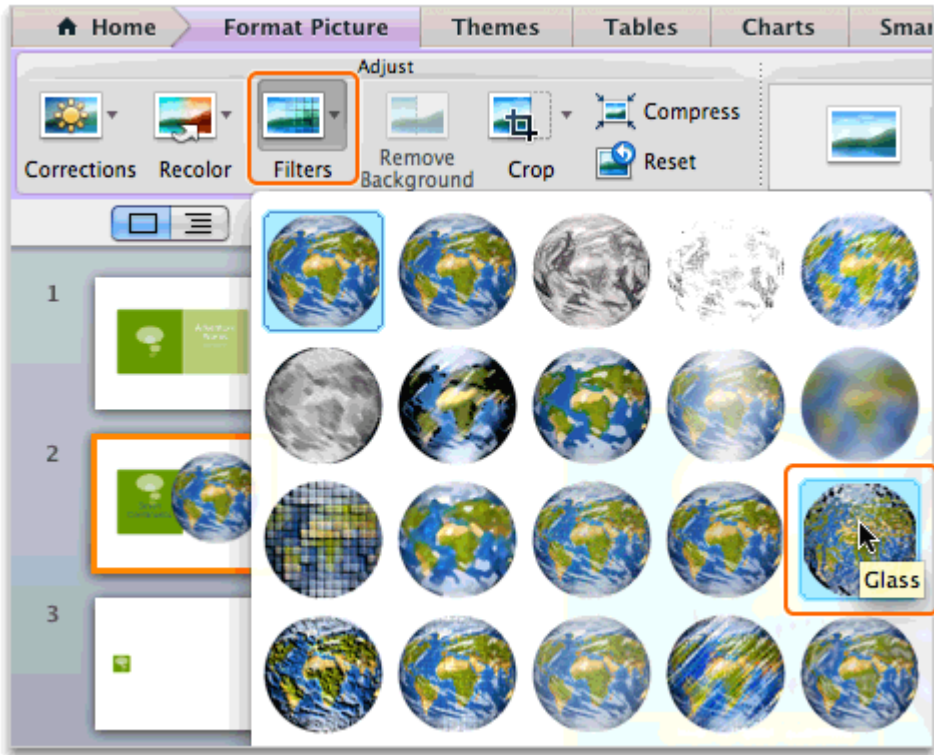
⑥ Notice that the new color has been applied to the title and the new filter had been applied to the picture.

Hints

- To undo any changes that you make to a slide, click **Edit** > **Undo**.

Before you move on

Make sure that you can do the following:

- Select and format slide text and a picture.

7. Save a presentation in a new folder

At this point, none of the changes that you have made to the presentation have been saved. The generic file name (Presentation1) above the Standard toolbar indicates that the presentation has not been saved.

Let's save the presentation in a new folder on your computer.

① Click **File** > **Save**.
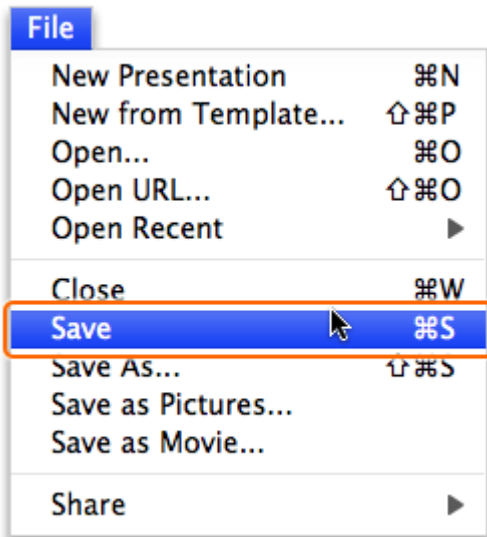
② In the **Save As** box, type a name for the presentation (for example, **PowerPoint Basics**).

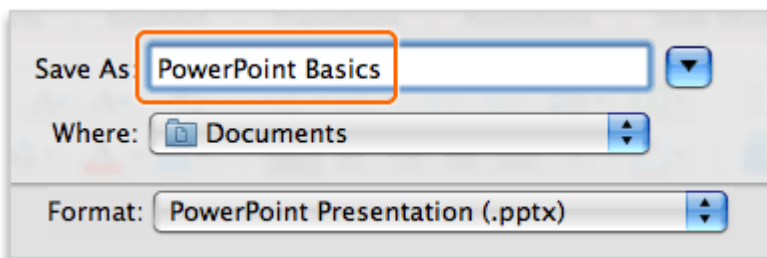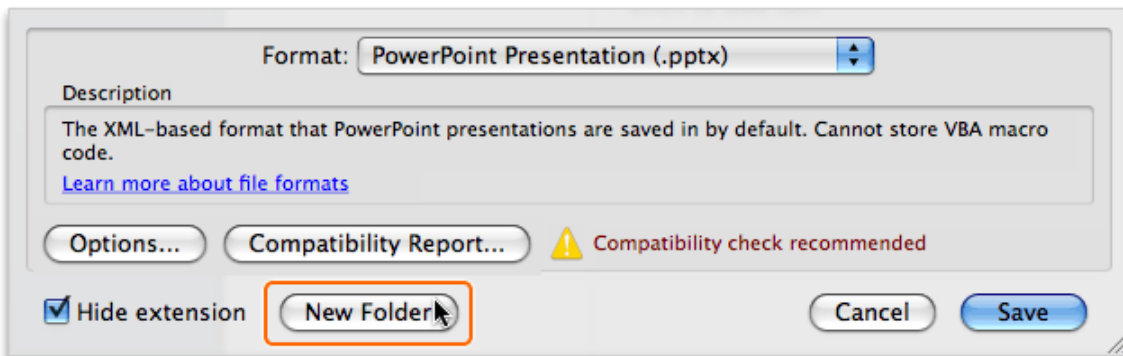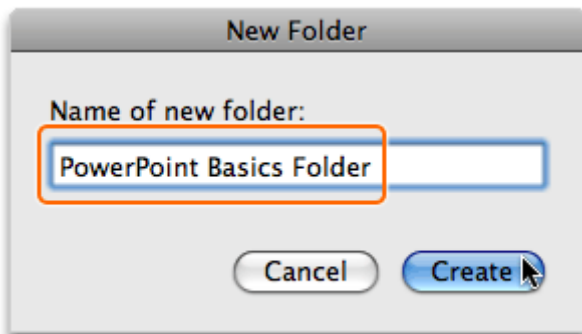③ On the **Where** pop-up menu, click **Documents**, then click the arrow next to the **Save As** box so that the arrow faces upward. All folders in your **Documents** folder appear.
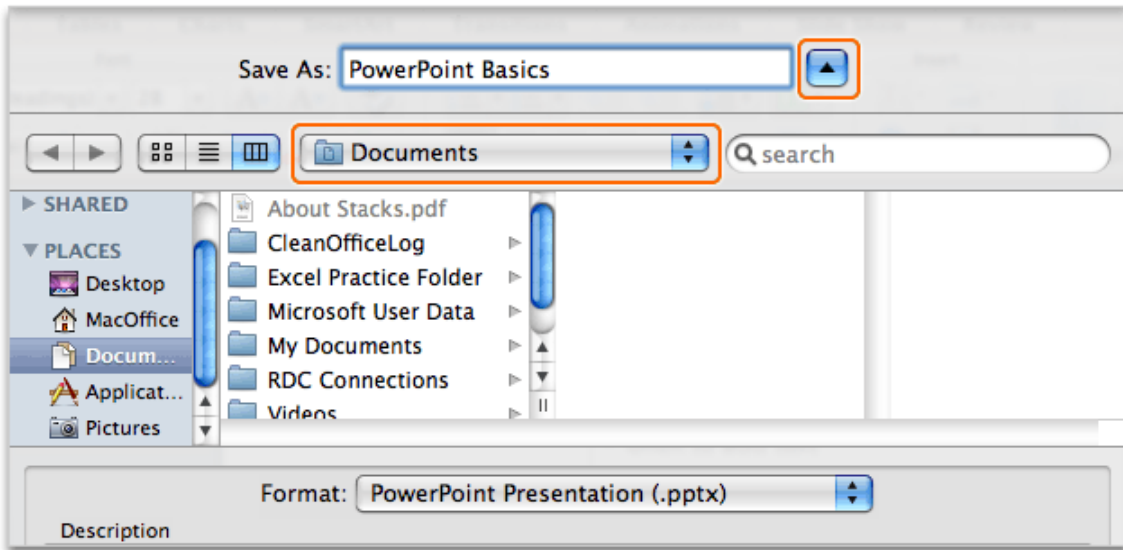
④ Click **New Folder**.

⑤ In the **New Folder** dialog box, type **PowerPoint Practice Folder**, and then click **Create**.

⑥ Click **Save**.

⑦ Notice that the file name (for example, **PowerPoint Basics.docx**) of the saved presentation appears above the **Standard** toolbar.
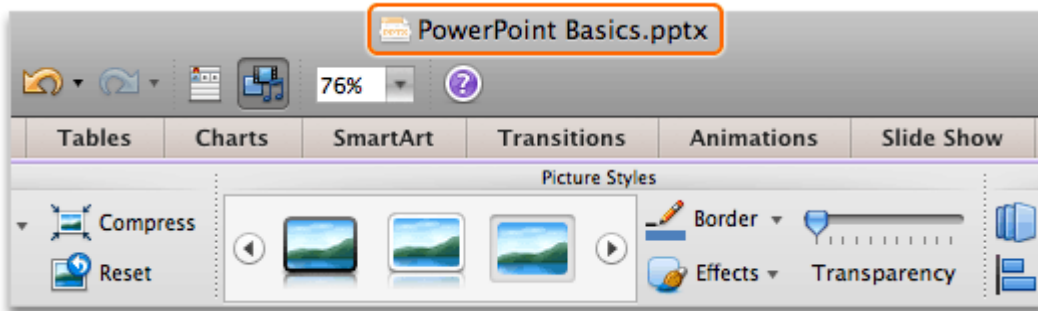
Hints

- To play the slide show, on the **Slide Show** tab, under **Play Slide Show**, click **From Start** or **From Current Slide**.

- To open a recently viewed presentation, click **File** > **Open Recent**, and then click the presentation that you want to open.

- To see a list of all PowerPoint presentations saved on your computer, click **File** > **New from Template**. Then in the left pane, under **Recent Presentations**, click **All**.

- To quit PowerPoint, click **PowerPoint** > **Quit PowerPoint**, or press ⌘+Q.

Before you move on

Make sure that you can do the following:

- Save a presentation in a new folder.

Quick Reference Card

To	Do this
Create a new blank presentation by using the PowerPoint Presentation Gallery	In the left pane, under **Themes**, click **All**. Click **PowerPoint Presentation**, and then click **Choose**. If you don't see the PowerPoint Presentation Gallery, click **File** > **New from Template**.
Create a new blank presentation while working in PowerPoint	Click **File** > **New Presentation**.
Hide the ribbon while you work	On the right side of the ribbon, click ⌃.
Insert a new slide	On the **Home** tab, under **Slides**, click **New Slide**. Or, click **Insert** > **New Slide**.
Reorder slides in the left pane	Select the slide that you want to move, and then drag it to the position that you want.
Add speaker notes to a slide	Click in the **Notes** pane (located below the slide), and then type your notes. During the slide show, only the presenter will sees the notes.
Insert a picture into a slide	On the **Home** tab, under **Insert**, click **Picture**.
Change the background color of a presentation	On the **Themes** tab, under **Theme Options**, click **Background**.
Apply a theme to a presentation	On the **Themes** tab, under **Themes**, click the theme that you want to apply.
Apply a theme to individual slides	Hold down the ⌘ key, and then in the left pane, select each slide that you want to apply the theme to. Then apply the theme that you want.
Apply a layout to the current slide	On the **Home** tab, under **Slides**, click **Layout**, and then click the layout that you want to apply.
Save a presentation	Click **File** > **Save**.
Play a slide show	On the **Slide Show** tab, under under **Play Slide Show**, click **From Start** or **From Current Slide**.
Open a recently viewed presentation	Click **File** > **Open Recent**, and then click the presentation that you want to open.

More Hints

- When you open PowerPoint, the PowerPoint Presentation Gallery opens. It contains a variety of template choices and quick access to recent presentations.

- Placeholders are preformatted containers for content (for example, text or a picture). The border around an unused placeholder does not appear when you play the slide show.

- Use themes and layouts to quickly apply a consistent design to an entire presentation. A theme defines the presentation fonts, colors, backgrounds, and effects. A layout defines how content is arranged on a slide.

- Most of the formatting for presentation text and objects is defined by the theme. However, you can override the theme and apply different styles and effects to any slide text or object.

- The generic file name (Presentation1) above the Standard toolbar indicates that the presentation has not been saved.