

# PowerPoint Basics

## Lesson 1: Getting Started Text, Backgrounds, & Slides

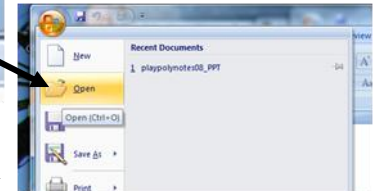
### 1A. Opening PowerPoint

1 - Double click on the Microsoft PowerPoint icon on the desktop or click on *START → PROGRAMS → MICROSOFT POWERPOINT*.



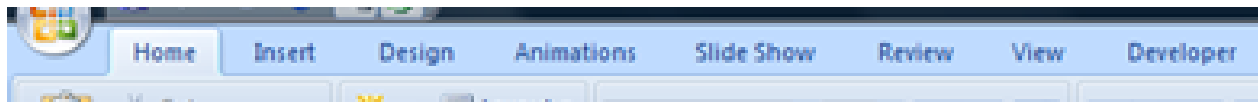
2 - Click the OFFICE BUTTON and choose OPEN.

NOTE: Choose NEW if you do not already have a presentation started and then choose TITLE SLIDE if asked.



3 - Pull down the menu and find YOUR FOLDER on the server. Double-click on the name of your PowerPoint file.

4 - Click on each of the TABS at the top of your screen to see what options are available for each one.



### 1B. Adding Text

1 - Click in the top box and enter a title.

2 - Click-and-drag to select the title text and then use the toolbar to change the font, size, style, and color. You can also click the HOME tab to find these options.

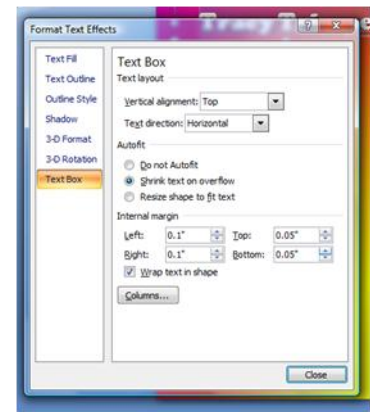


3 - Right-click on your title and choose FORMAT TEXT EFFECTS. Use the options provided to change the look of your name.

NOTE: You can also click the *FORMAT* tab at the top of the window to find these options.

Need to move the title? Click on the border of the text box (not a square around it) and drag it to its new location.

4 - Click in the bottom box and type in your first and last name. Repeat steps 2 and 3 above to change the look of your name.



#### Want to add more text?

##### Text Boxes:

Go to the INSERT tab and choose TEXT BOX.

Click and drag in an empty area of the slide to draw a text box.

Type in the text you want and then use the formatting tools to make it look spiffy.

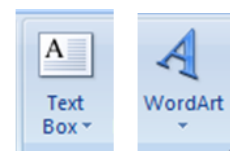


##### WordArt:

Go to the INSERT tab and choose WORD ART.

Enter your text, select the font, and then click OK.

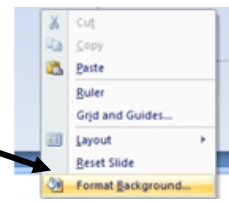
Click the WORD ART TOOLS at the top to change the look of your word art.



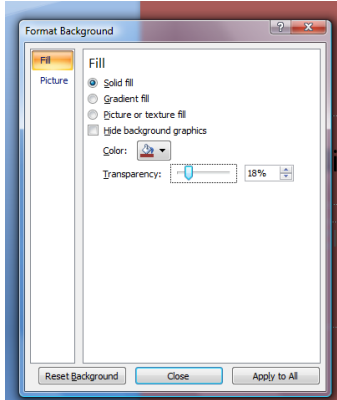
**Don't forget ... Save your work often!**

## 1C. Changing the Background

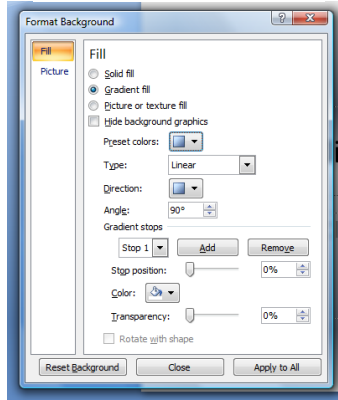
- 1 – Right-click on a blank area of the slide and choose **FORMAT BACKGROUND**.
- 2 – Choose a fill type and use the options provided to make your slide look spiffy.



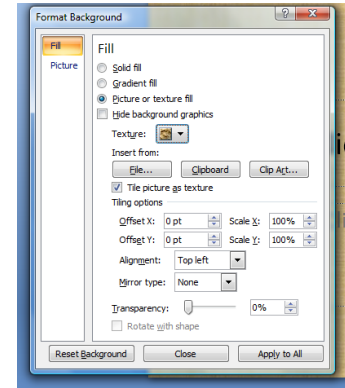
### Solid Fill



### Gradient Fill



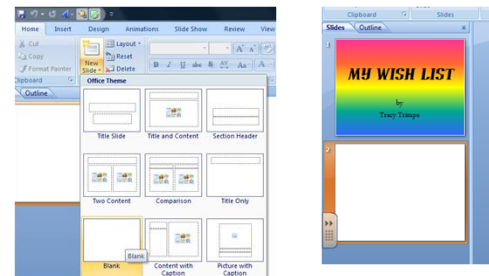
### Picture or Texture Fill



- 3 - If you want every slide in your presentation to look the same, click the **APPLY TO ALL** button. If not, choose the options you want for the current slide and click the **CLOSE** button.

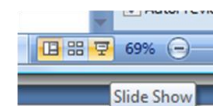
## 1D. Adding New Slides

- 1 – Click on the **HOME** tab and then click the bottom portion of the **NEW SLIDE** button to reveal your choices.
- 2 – Choose a type of slide from the menu.
- 3 - Your new slide will be visible in the left-hand area of the screen.



## 1E. Slide Views

Click on each of the buttons in the bottom right-hand corner of your screen to see the different views available.



Click this button to preview your slide show. Click your mouse or use the arrow keys to move from slide to slide.

**Need to change the order of your slides?** Choose **NORMAL** or **SLIDE SORTER** view and then click-and-drag to move a slide to a different location.