

Vestal Public Library

Welcome to PowerPoint

Objectives:

Learn how to create a basic slide show to include:

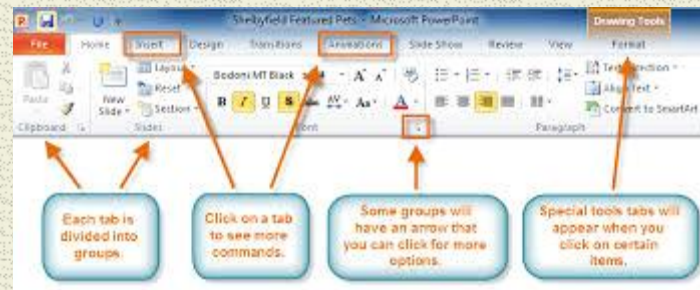
- Choose a template and slide design
- Add a picture or clip art
- Add hyperlinks
- Add transitions
- Print number of slides to a page

The first time you open PowerPoint

1. You will click on New under File for a new presentation. If you already have started one, click, open.
2. There is a ribbon at the top that has a set of buttons and commands.
3. Choose a new slide and start typing.
4. The rule is to not put too much writing on one slide.


Here we go ...

Notice the Ribbon at the top of the page. Under each tab is a pull down menu of options.



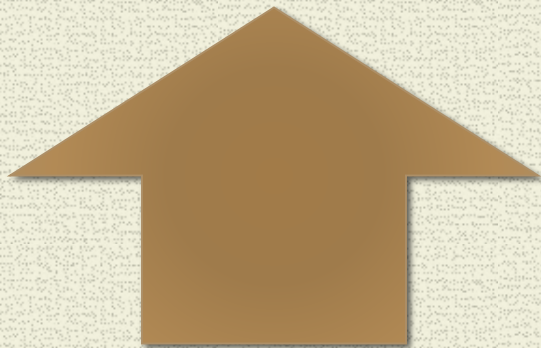
Tabs that are similar for most Microsoft Programs

Under Home you can choose:

- **Bold**, *Italics*, Underline
- Left justify, center, right justify
- Bullets or other symbols for lists
- Shapes and arrows 
- To change the order of the slides, drag the slide to where you want it.

Arrows

PowerPoint provides professional looking presentations. Arrows are handy for illustrations. Fill in the color with the Format tab under Drawing Tools or right click.



Slide with two sections

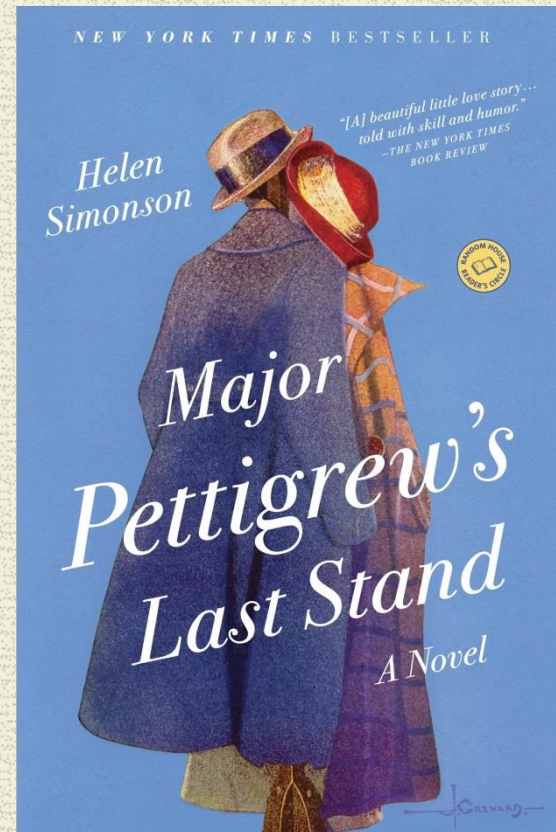
Book Club, 2nd Tuesday of each month at 6 pm

This picture shows the next book we will be reading.

Come join us!

Find a picture and insert it on the slide.

Book Club's Choice



Microsoft Office

The beauty of MS Office is how each program interacts with the other.

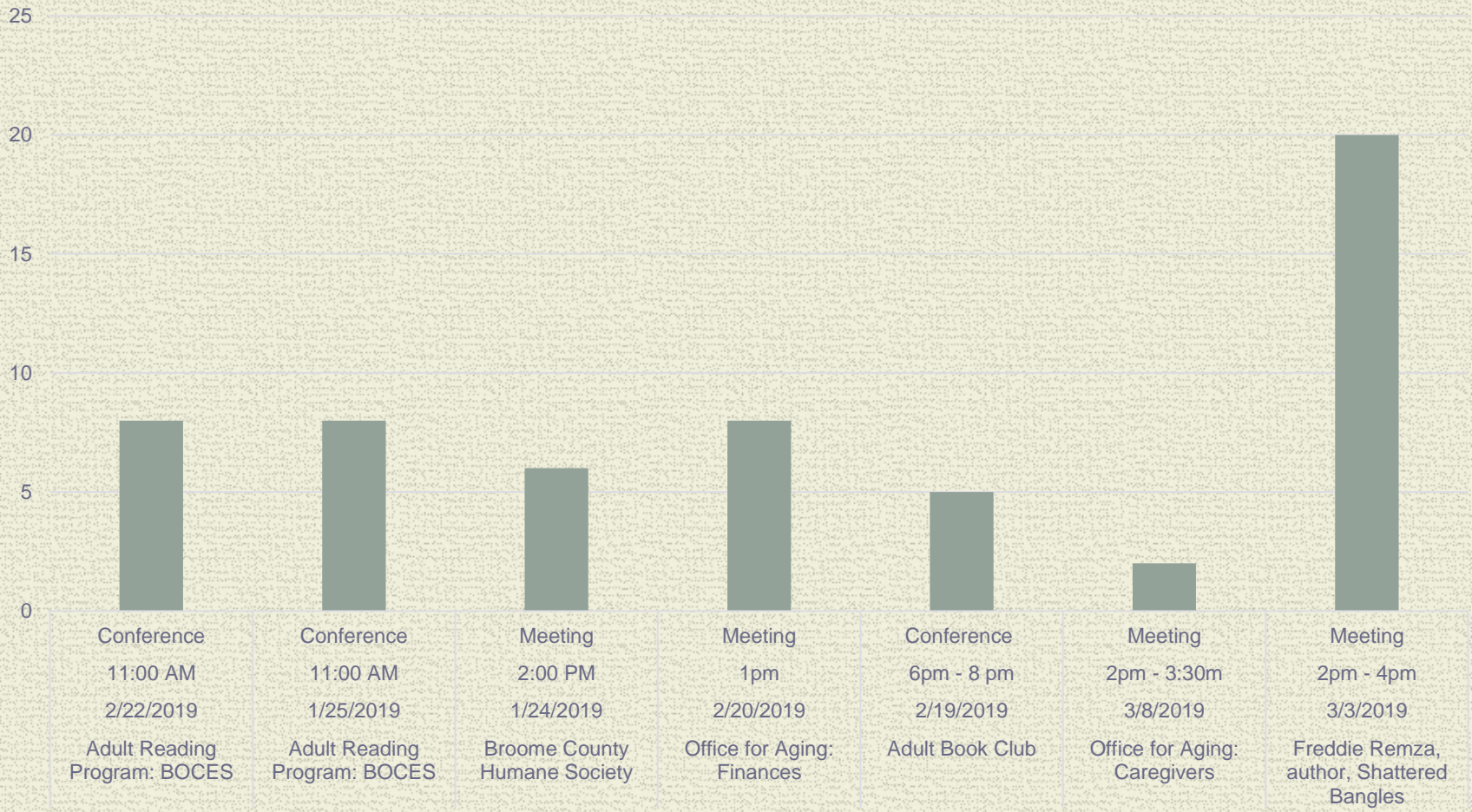
The next slide was imported from Excel. The figures were recorded and a chart was made in Excel.

The next step was to copy and paste it into PowerPoint.

This is an advanced feature. Don't worry if you don't get it. I just want to demonstrate the possibilities.

Chart Imported from Excel

Speakers Program



Hyperlinks

Steps:

- Highlight the word to be linked.
- Select Hyperlink tab from the Insert tab.
- A box will appear. Text to display is the name of the website and then the website address. Click on weather and we will see if there will be sunshine. The link goes to the site when you are in the Slide Show mode. Example:

[weather](#)

Add a picture or clip art

Choose Insert.

Add a picture from one of your files or look for a picture on the internet. Upload the picture by saving image.



Hyperlink to a Youtube clip

Copy the web address at the top of the screen where the clip is. Insert the hyperlink.

[Sheep Herder Demo](#)

Insert a screen clipping

- Go to the website or document to get a clip
- Choose Insert on the ribbon
- Click on Screenshot, then clipping. The pic will automatically show up. Just outline it and grab it.
- The picture below is a screenshot from a website:



Transitions

Choose Transitions from the top of the ribbon.

A transition is how you want to change from one slide to the next. There are several choices. You can also choose a noise to accompany the slides as they go by.

You can select different transitions for each slide; however, you don't want to overdo it. It will then detract from your presentation and be too busy.

Saving Your Work

- Under File, choose Save as... and give the file a name.
- Once the file is saved, the next time you visit PowerPoint, you can go to File and Open it to edit your work.
- Remember, if the slides are not in the correct order, drag a slide to where you want it to be.
- Save your work every few minutes.

Printing Slides

- Go to the File menu and choose Print. You can select the number of slides per page.
- 3 slides per page provides legibility and adequate line spacing for your audience to take notes.
- You can choose portrait (vertical) or landscape (horizontal) for the position of the slides on the printout.

Time for Questions...

Practice with PowerPoint makes for creative presentations.

Do you have any questions for me?

Feel free to set up an appointment with me if you need further assistance.

Please complete the evaluation form.

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Debbie Spanfelner

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That's all folks...

