# CA 101, Introduction to Microcomputers
Week 5
PowerPoint

Introduction

Microsoft **PowerPoint** is a presentation graphics software for creating slides for use in business meetings, lectures, seminars, or other presentation scenarios. The slides usually contain a small amount of text and possibly some pictures and sound, as well as animations and other visual effects. This lab will introduce you to PowerPoint by going through the steps necessary to create a simple presentation.

Using PowerPoint to Create a Presentation

1. Start the **Powerpoint** program by clicking on the *Start* button, which is located in the lower left-hand corner of your screen, then select *All Programs*, then *Microsoft Powerpoint*. The Powerpoint icon is orange in color and looks like a small pie chart. A new window should appear with the words "Microsoft Powerpoint -[Presentation1]" appearing in the title bar. Depending on your version of PowerPoint, a window may appear asking you what type of presentation you would like to create. If so, select **Blank Presentation** and press the **OK** button. Another window may appear asking which type of slide you would like as your first slide. The title slide format should be pre-selected for you. Press **OK**. A blank title page is shown on the screen, which should look something similar to the figure below. Now you are ready to create a new PowerPoint presentation.
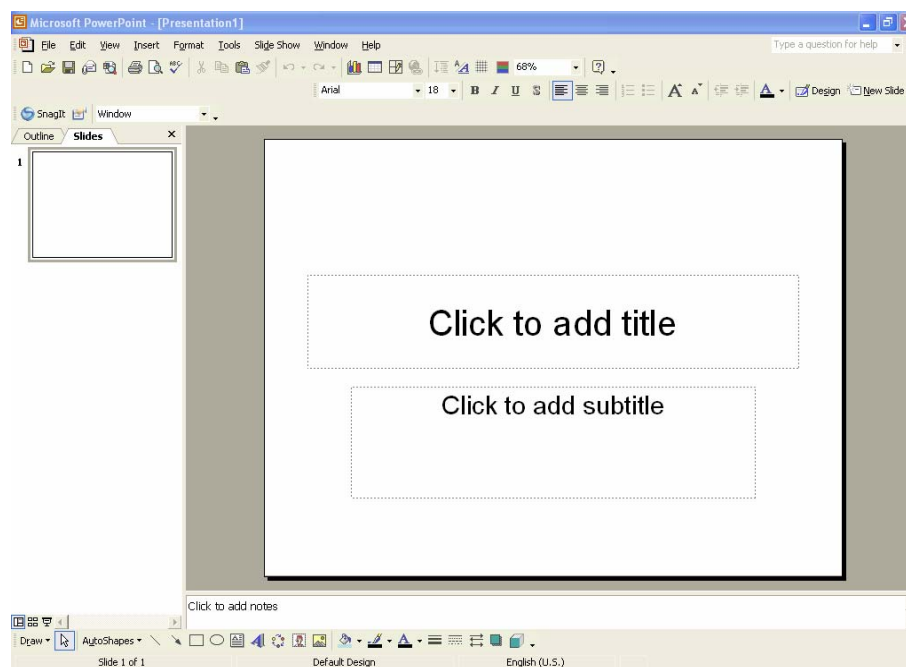
2. Click in the box where the phrase "Click to add a title" is located, and type the title of you presentation, for example "Introduction to the Global Positioning System", but don't use the same title; choose one on your own.

3. Click in the box where the phrase "Click to add subtitle" is located and type in "presented by" followed by your name.

4. Now add a new slide to your presentation by choosing **Insert**, **New Slide** from the menus, or by simply pressing **Ctrl-M** (press and hold down the Control key, then press M, then release both.) Notice that the new slide appears in the main window. You can select the layout of the new slide using the slide layout window that appears on the right of the main window. Just click on the different icons to select the layout of the new slide. Also notice that a representation of the slides in your presentation appears to the left of the main window. There are two different tabs: Outline and Slides. The Slides tab shows a miniature version of your slides in numerical order. The Outline tab shows your slide titles and text. You can navigate through your presentation by clicking on different slides in this window. You can also press the **Page Up** or **Page Down** keys to go to previous or next slides, respectively.

View Buttons

The PowerPoint program can display several different views of your presentation. The view buttons, which are located in the lower left corner of the PowerPoint window, just above the Draw menu, are used to switch between different kinds of views. The different views are: **Normal View**, **Notes Page View**, **Slide Sorter view**, and **Slide Show View**. Simply click on one of the view buttons to switch to that kind of view.

In Normal View, the current slide is displayed in the main document window. To the left of the main window appears either an outline of your presentation, or a series of thumbnail images of your slides, depending on whether the Outline or Slides tab is chosen. In Notes Page View, the current slide is shown along with any notes that go along with it. Note that the notes do not appear in the slide show. The Slide Sorter View displays small images of your slides, and is useful for quickly navigating through your presentation for editing purposes. Finally, the Slide Show view shows each slide in your presentation in full screen mode, one at a time. The Slide Show View is the view you should use when you present your presentation.

5. As in step 2 above, enter a title for the new slide you added in step 4. Make the title "Brief Overview". This slide will let the audience know what we plan to talk about in our presentation. Now click in the box that says "click to add text" and list several major topics of your presentation. The topics will appear in a bulleted list in the textbox. For example, enter "What is GPS?", "Satellites", "Receivers", "GPS Transmission", and "Conclusion".

6. Continue adding new slides as needed, as shown in step 4 above. You should have at least one slide for each topic that appears in your Brief Overview slide.

7. You can change the overall look and feel of your slides using **design templates**. Make sure you are in Normal view, then go back to the first slide in your presentation (the title slide). You can press **Ctrl**-**Home** to do this. Then click **Common Tasks** on the toolbar and select **Apply Design Template**. A window pops up listing many different templates. Click on any one of them and look at the preview image on the right side of the window. Select a template you like and apply it to your presentation.

Slide Master

8. You can use the Slide Master to setup properties for your entire presentation. For example, suppose you would like your name to appear on each slide. How would you do it? You could go to each slide of your presentation and add your name. You might even use copy and paste to do it quickly. A better way would be to type your name one time on the slide master. Then your name automatically appears on every slide of your presentation (except for the title slide).

To view the Slide Master, make sure you are currently viewing a slide *other than* the first slide of your presentation, then select **View**, **Masters**, **Slide Master** from the menu. Locate the footer area at the bottom of the slide. Click on the text "<footer>" until it is highlighted, then type "Dammam Community College". Now select View, Normal to go back to the normal view of your slides. Look at your slides. The words "Dammam Community College" should now appear at the bottom of each slide in your presentation (except the title slide).

Adding Pictures

9. PowerPoint is a multimedia presentation application. Text is not the only thing you can put in your presentations. Your slides can contain pictures, sounds, animations, and video, too! For example, suppose you have a picture that you want to show in your presentation. To insert a picture on a slide, choose **Insert**, **Picture**, **From File** from the menu, then browse to find your picture file, select it, and press **Insert**. Your picture should appear on the slide. You can click on it and drag it to the place you want it to appear. You can also resize the picture by clicking and dragging on one of the little handles on the edges of your picture. Press **Shift** while you click and drag one of the corner handles to preserve the aspect ratio of the picture. If you make a mistake, select **Edit**, **Undo** from the menu to go back to the way things were before your mistake.

Delivering Your Presentation

10. The Slide Show view is used to present your presentation to your audience. Select **Slide Show**, **View Show** to start your presentation. Left-click the mouse to go to the next slide. You can also use the **Page Up** key to go to the next slide and **Page Down** to go to the previous slide. You can change the pointer into a pen to bring attention to a certain part of your slide. Right-click, then choose **Pointer Options**, then select **Pen**. Then click and drag to draw on your slide. Right-click, **Pointer Options**, **Arrow** to change back to the pointer.