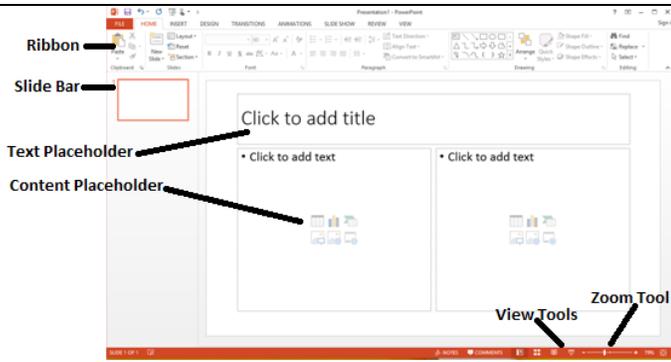# PowerPoint Basics

Inserting a New Slide

Click the upper half of the "New Slide" button in the "Slides" group on the Home ribbon (or press CTRL+M)

Modifying the Look of Your Slides

When deciding on a look for your slides, you have four primary options--some of which you can mix and match: 1) choose one of the built-in Design Themes, 2) adjust the color scheme of a Design theme, 3) adjust the Background Style of a selected theme, and/or 4) modify individual slide backgrounds

Choosing a Design Theme

1. Navigate to the Design ribbon
2. Click the "More" button in the "Themes" group to view all available built-in design themes
3. Click on the design theme of your choice

Altering the Color Scheme of a Design Theme

1. Navigate to the Design ribbon
2. In the "Themes" group, click the "Colors" button
3. Click on the color scheme of your choice; or click on the "Create New Theme Colors" button to create your own color scheme

Adjusting the Background Style

1. Navigate to the Design ribbon
2. In the "Background" group, click the "Background Styles" button
3. Click on the style of your choice

Inserting an Image into the Background

1. Right-click on the slide background (make sure you're not right-clicking in a title, text, or content placeholder)
2. Choose "Format Background"
3. Choose "Picture or texture fill"
4. Click the "File" button
5. Select the image you want to insert

*You will need to save an image to the computer before making it a slide background

Slide Layout

There are multiple slide layouts available. These layouts offer you options that define where various placeholders appear on the slide.

Choosing/Changing the Layout of a Slide

1. In the "Slides" group on the Home ribbon, click the "Layout" button, then click on the layout of your choice OR
2. Choose a layout as you insert a new slide by clicking on the lower half of the "New Slide" button in the "Slides" group on the Home ribbon and then clicking on the layout of your choice

Adjusting Bullet Points

1. To indent a bullet to a sub-level, press the TAB key at the beginning of the bullet's text
2. To decrease a bullet, click in the beginning of the bulleted text and press SHIFT+TAB

Adding an Image from a File to a Slide When Using a Slide Layout with a Content Placeholder

1. Click the "Picture" icon on the Insert ribbon
2. Find the image file on your computer and double-click it

*This process will force the image to conform to the slide layout

Adding an Image from a File to a Slide Manually

1. On the Insert ribbon, click on the "Picture" button in the "Illustrations" group
2. Find the image file on your computer and double-click it

*This process will force the image into a slide outside of any Content Placeholders in the slide layout

Resizing an Image on a Slide

1. Adjust the dimensions using the controls in the "Size" group on the "Picture Tools: Format" ribbon which will appear when an image is selected with the mouse **OR**
2. Hover your mouse over any of the Sizing Handles surrounding the images (they appear as tiny white circles and squares along the edge of the image)
3. Click and hold down the mouse button, then drag the Sizing Handles up, down, left, and/or right

*Using the circular Sizing Handles on the four corners will allow you to maintain the original proportions of the image

Slide Animation and Transitions

Slide animation & transition should be used sparingly. Excessive use tends to de-emphasize the substance of your presentation. Instead, use animation & transition to emphasize points when appropriate rather than overwhelming your audience with them.

Adding a Slide Transition Scheme to a Slide or Group of Slides

A transition applied to a slide affects how you transition to that slide *from the previous slide*.

1. Navigate to the Slides ribbon
2. Choose the slide or slides to which you want to apply your transition scheme by selecting them on the Slide Tab in the Tabs Pane
3. Click the "More" button in the "Transition to This Slide" group to view all available transition schemes
4. Choose the slide transition you like by clicking on it

Adding Slide Animation to a Slide or Group of Slides

Running Your Slide Show

Viewing a Slide Show

1. Press F5 or the "🖥" button in the view tools to view the show from the beginning, or SHIFT+F5 to view the show from the current slide
   OR
2. Navigate to the Slide Show ribbon and click either the "From Beginning" or "From Current Slide" button in the "Start Slide Show" group

Exiting the Slide Show

1. Press the ESC key on your keyboard
   OR
2. Right-click on the slide and choose "End Show"

Adding Notes for Yourself That Do Not Appear on the Slide

Click the Notes Pane below the slide, where it says "Click to add notes," and type your notes. You can print off your slides so that your notes appear below an image of each slide (see printing instructions below)

Printing Your Slides

Printing slides is different than printing documents. There are a few different ways to print your slide show.

Printing Multiple Slides on a Single Sheet of Paper

1. Click on the "File" button on the top left of the screen
1. Click "Print"
2. Click the second dropdown menu under the "Settings" heading
3. Select the number of slides you'd like to show up on each page
4. Click the "Print" button

Printing Slides with Notes

1. Click on the "File" button on the top left of the screen
2. Click "Print"
3. Select the "Notes Pages" option
4. Click the "Print" button

Tips for an Effective PowerPoint Presentation

- Use 24-pt fonts or larger. Fonts smaller than 24-pt are difficult for your audience to read
- Light fonts on dark backgrounds are easier to read
- Avoid all caps; THEY'RE HARDER TO READ
- Use no more than 7 lines per slide and no more than seven words per line
- Outline your talking points on your slide, not exactly what you will be saying. You want your slides to guide you; you should not be reading directly off the slides
- Less is more with fonts, animations, and graphics. Simplicity is often better than overwhelming bells and whistles
- You want your audience to walk away talking about your message, not your graphics. Don't create a presentation that's more distracting than it is informative
- Rehearse!

Still need help?

- Ask at the Reference desk for a quick answer
- Make a Tech Thursday appointment to work through a more difficult problem
- Come to JBML's next Intro to Powerpoint class. Call the Reference desk or visit www.blackstonelibrary.org to see a schedule of our classes.