PowerPoint

PowerPoint produces presentation documents such as slide shows, overheads or handouts and a variety of other formats. Anytime you want to present information in an interesting way, **PowerPoint** is the program to use.
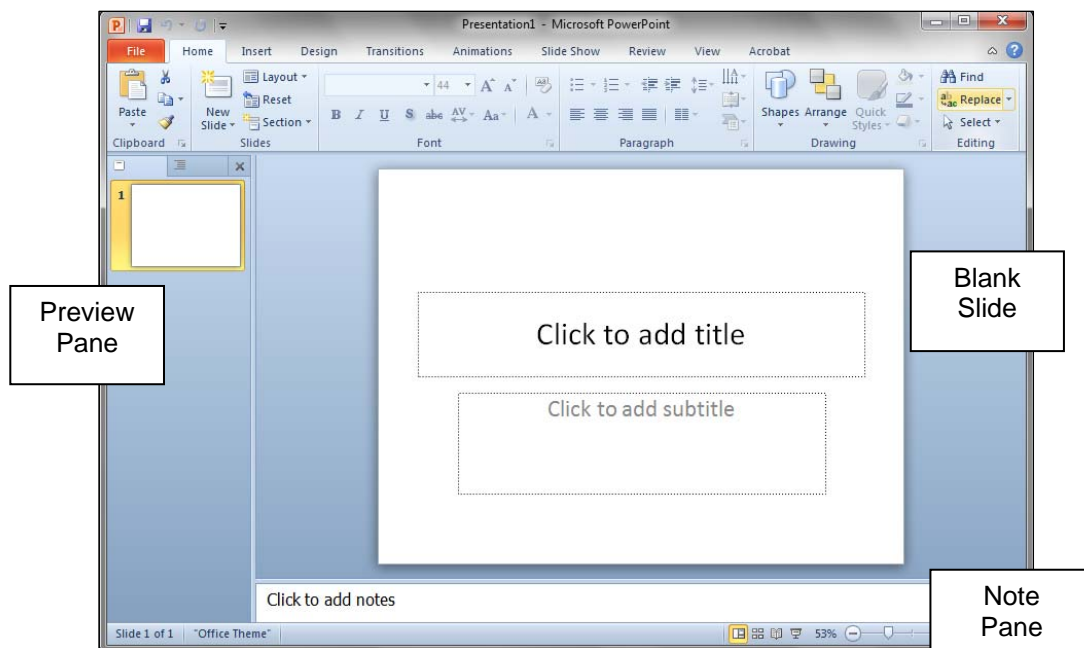
Starting PowerPoint

Microsoft PowerPoint is located with other **Microsoft** applications in the programs list.

1. Click on the **Start** button on the Taskbar

2. Point to **All Programs**

3. Click on **Microsoft Office** ➢ **Microsoft PowerPoint 2010**

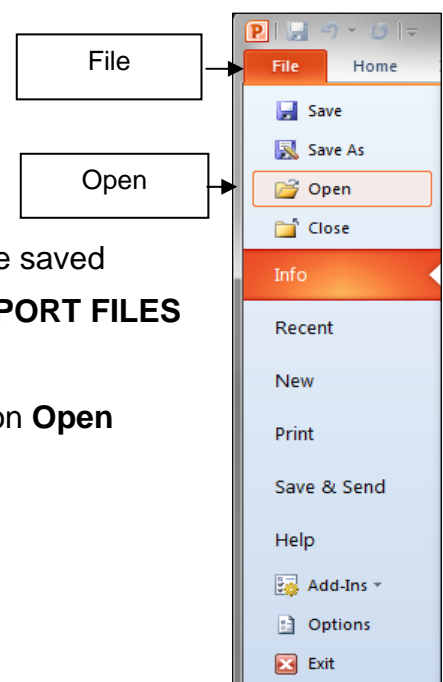The **PowerPoint** program will be displayed in a window as shown below.

Opening a Presentation

1. Click on the tab **File** ➢ **Open**

The **Open** dialog box appears.

2. Locate the Drive where your **Student Data Files** are saved

3. Double click on the folder **PIT 1 OFFICE 2010 SUPPORT FILES**

4. Click on the **MULTIMEDIA** folder

5. Click on the file **POWERPOINT SLIDES** then click on **Open**

The PowerPoint Screen

The **PowerPoint** screen is similar in format to the screens of other **Microsoft Office** programs. Have a good look at the layout of the screen, as it will help you to use the procedures as you work through the manual.
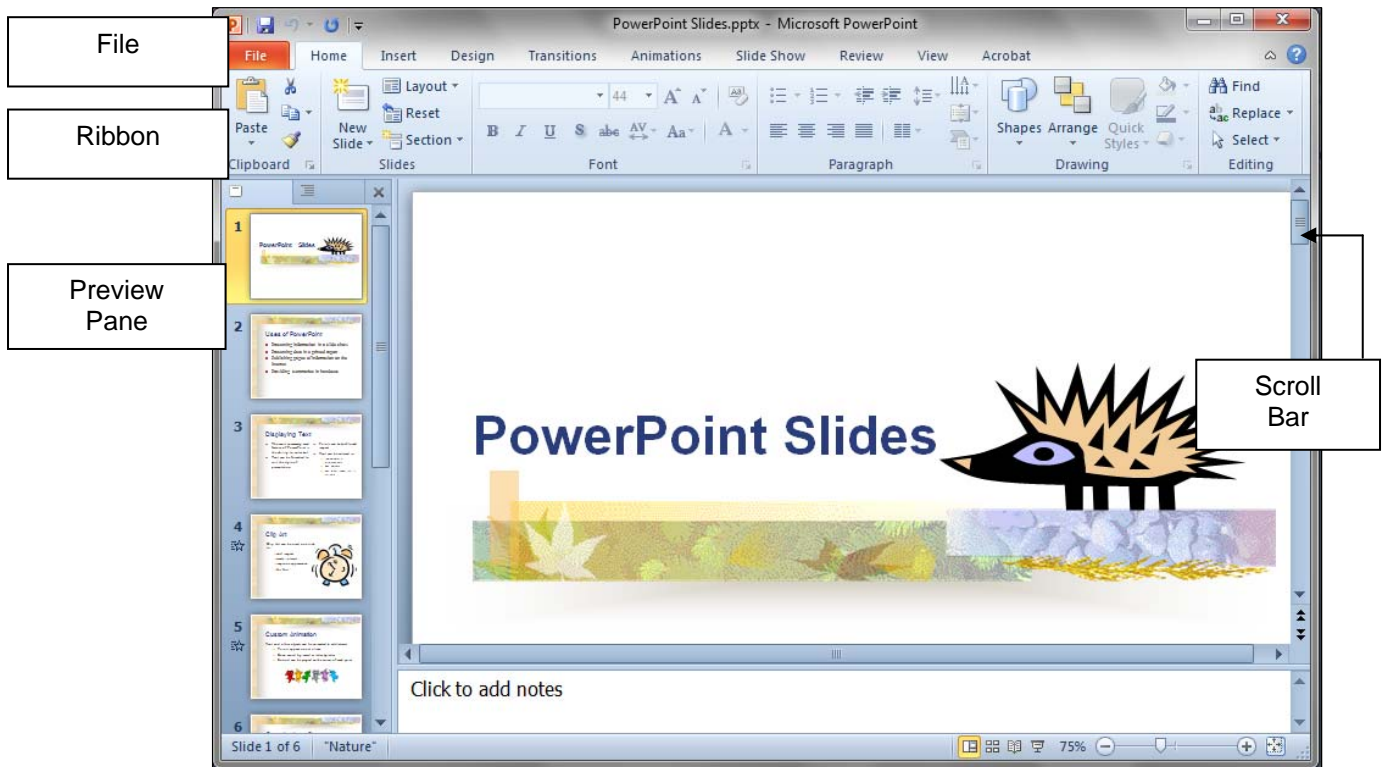

The Home Ribbon

The **Home** Ribbon holds the most commonly used formatting functions of the **PowerPoint 2010** application.
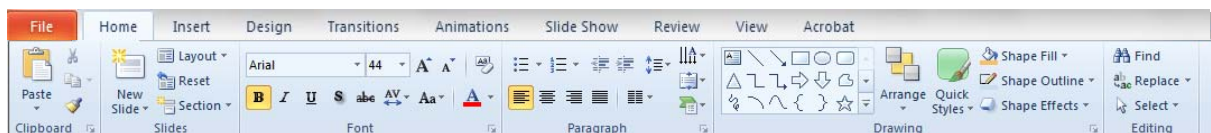
PowerPoint Views

The standard view in PowerPoint is **Normal** view. PowerPoint is primarily used to create slides for presentations. There are four other views that we can use to view and work with the presentation.

The **View** buttons are located in the bottom right corner of the screen. You can also change the views using buttons on the ribbon.
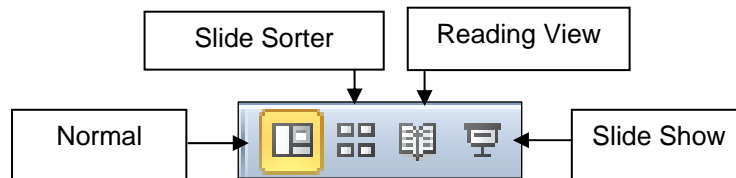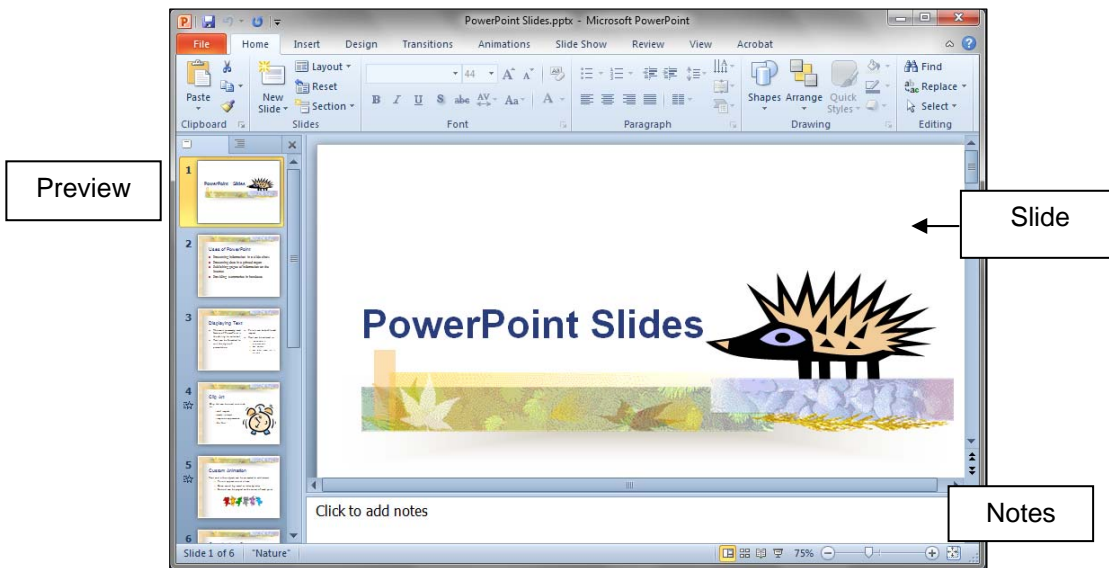

Normal View with the Slides tab

1. Click on tab **View** ➤ **Normal**
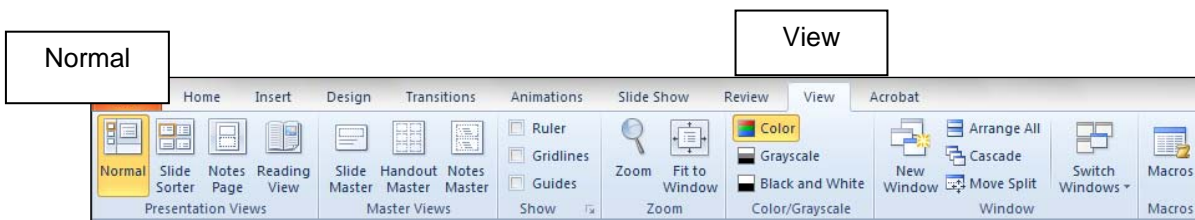
The **Normal View** enables you to look at the slide itself in the right hand pane, the **Preview** of the presentation in the **Outline** pane to the left or miniature views of the slides, and also a **Notes** pane at the bottom of the screen for writing notes for the slide displayed.

The **Notes** pane enables you to type notes to go with a particular slide or handout – generally for the speaker's use.

Normal View with the Outline Tab

Displaying the **Outline** tab increases the size of the **Preview** pane. Each slide is represented by a number and an icon to the left. The **Outline** tab is useful for looking at the various levels of text. The main text is displayed as bulleted lists. You can also use **Outline** view to move slides and text around.
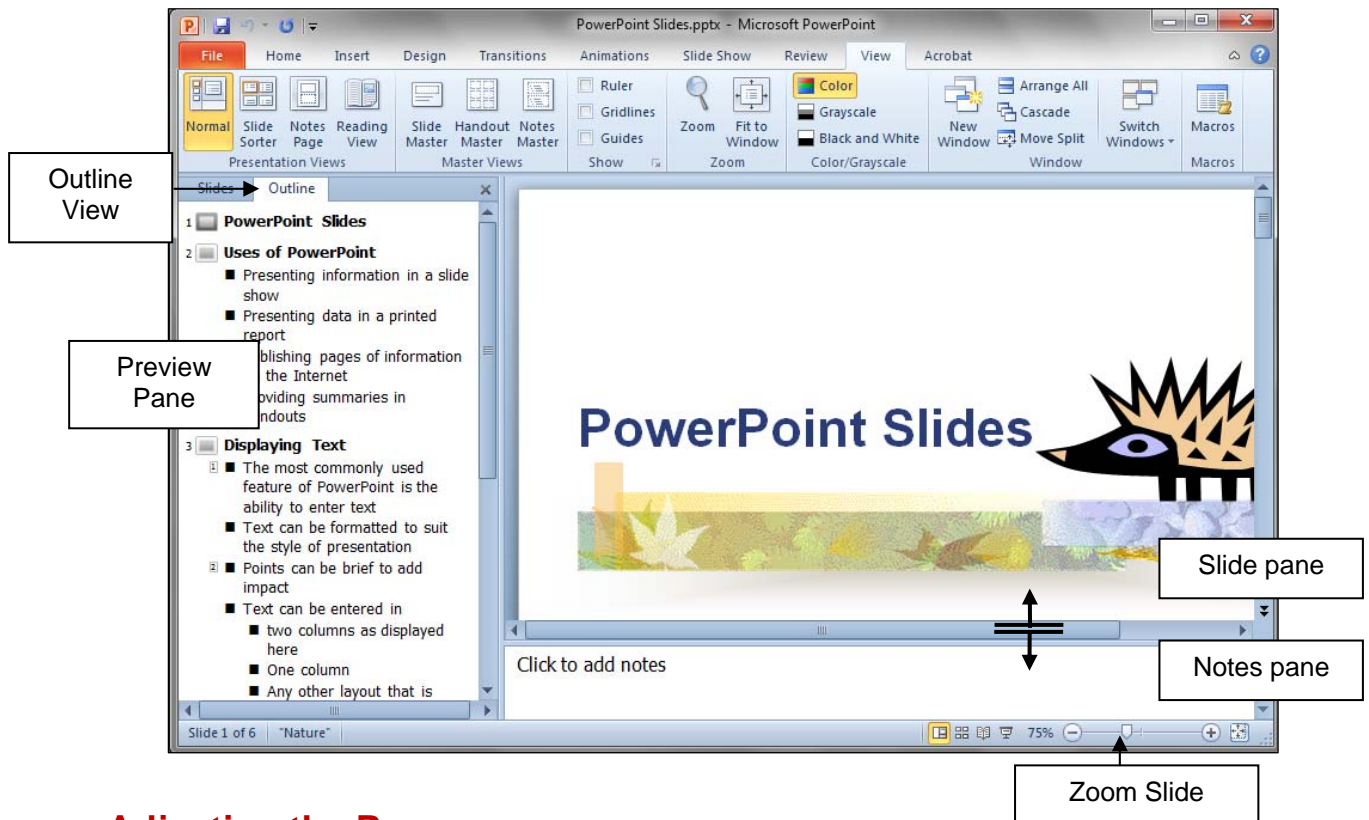

Adjusting the Panes

You can adjust the size of the panes to suit simply by dragging the borders of each pane.

1. Move the mouse over the border between the **Notes** pane and the **Slide** pane until it changes to a double headed arrow

2. Click hold and drag the border up to increase the size of the **Notes** pane

The Zoom Slide

The **Zoom Slide** appears on the bottom right hand side of the screen.

1. Drag the **Zoom Slide** to the left to make the slide smaller, to the right to make the slide larger
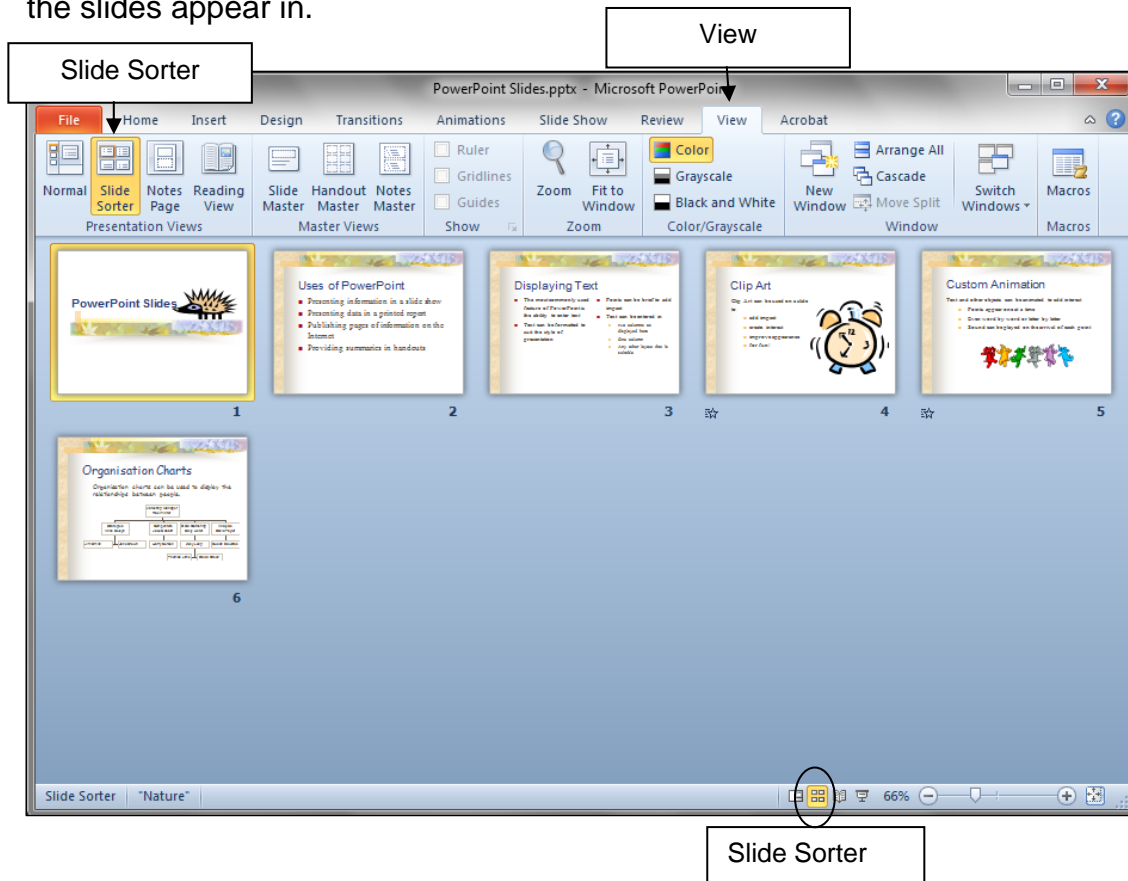

Zoom Slide
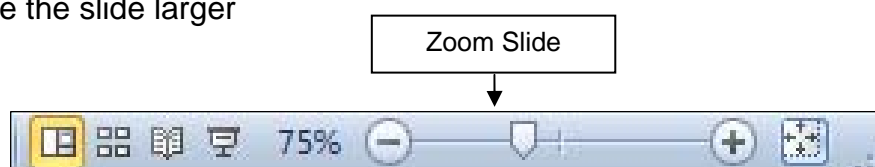
Slide Sorter View

Sorter View displays our slides in miniature form so we can get a better idea of the consistency of the format and flow of slides.

1. Click on the tab **View ➢ Slide Sorter** or click on the **Slide Sorter** button on lower right hand side of the screen

As the name suggests we can use **Slide Sorter View** to re-sort the order that the slides appear in.

Move Slides

Suppose you want to move **Slide 6** to become **Slide 3**, you simply select **Slide 6** and drag it to the **Slide 3** position.

1. Click on **Slide 6** to select it

2. Hold the mouse button down and drag the mouse to where you want the slide to appear, a line will move with the mouse and appear between slides as you move

3. Release the mouse when the greyed line has appeared just after **Slide 2**

On release of the mouse, your slides will be re-sorted and re-numbered.