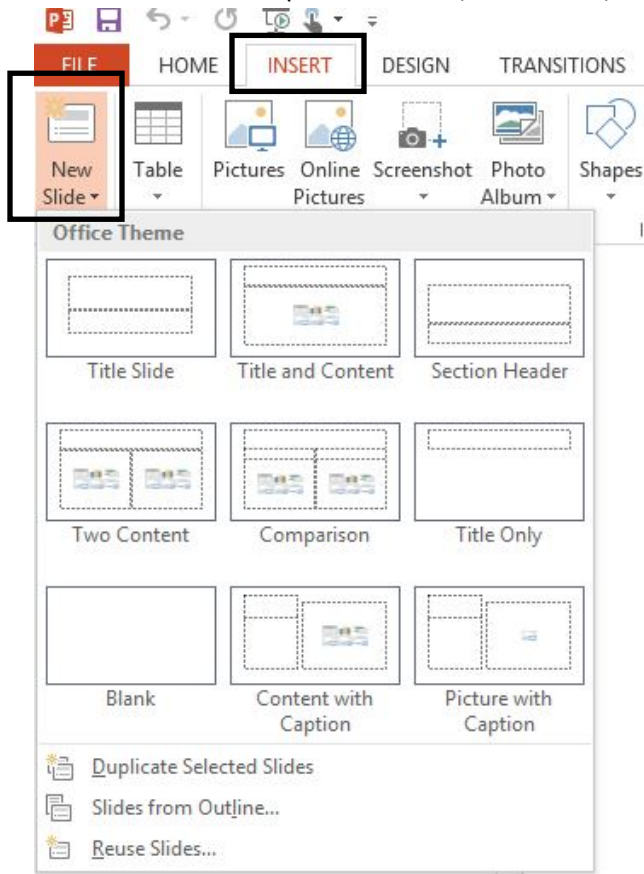


Introduction to PowerPoint 2016- Agenda


1. Review purposes of PowerPoint Presentations
2. Go over what makes a good PowerPoint

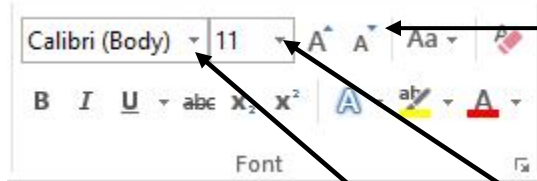
Let's make a presentation

1. Add 5 new slides – (Insert ribbon, New Slide, down arrow) Review type of slide layouts.



2. Look at slide layouts to choose what type of layout you want.
 - a. Slide one – Title slide
 - b. Slide two – Blank
 - c. Slide three – Picture with Caption
 - d. Slide four – Title Only
 - e. Slide five – Two Content

- f. Slide six – your choice
3. **Slide 1** – “My Life” “by.... (your name)” * you may bring personal pictures on a flash drive for the next class to add to your presentation*
- a. Click in the box “Click to Add Title” or “Click to Add Subtitle”
 - i. Mouse pointer changes to an I-beam to show it is ready to type.
 - ii. A Selection rectangle displays around the title text placeholder.
 - iii. If you make a mistake typing, either use the Backspace key or
 - iv. Review back arrow  (may reverse up to 20 changes) This is located in the Quick Access Toolbar. Or spell check (Review Ribbon, Spelling.)
4. Changing Font – Be sure your text is highlighted




a.

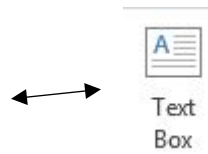
Click the Down Arrow to change the font or font size. Or you may use the A or A to change size.

Bold, Italics, Underline (options for underlining)



5. **Slide 2** – Adding Word Art  “Where Have I Lived?” –(Insert Ribbon, Word Art.) Word Art Library

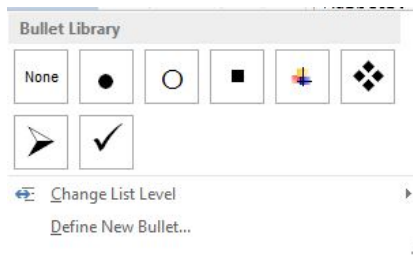




- a. Add a text box (Insert Ribbon, Text Box)
 - b. Change size of text boxes or Word Art
 - c. Moving a Text Box or Word Art
 - i. Select the text box by clicking one time on the box
 - ii. Click on the border of the box so “handles” appear
 - iii. Click on the border and drag the box to a new place on the screen
 - iv. Re-size a text box by moving your cursor until it becomes a double-sided arrow and drag it to a new size.
6. **Slide 3** – any special event, use a picture you brought or a random picture from the computer. (Insert ribbon, Pictures or Online Pictures)
7. **Slide 4** – “My School and Work History” (switch slides 4 5)
- a. Search for a picture of school or work on line.
 - i. Two ways to search on line, either through the PowerPoint or minimize your PPT and use a search engine to search (image)
8. **Slide 5** – “Hobbies or things I like to do for fun”

9. **Slide 6** – Anything else you want someone to know about you, using bullets

- a. Use Bullet Library



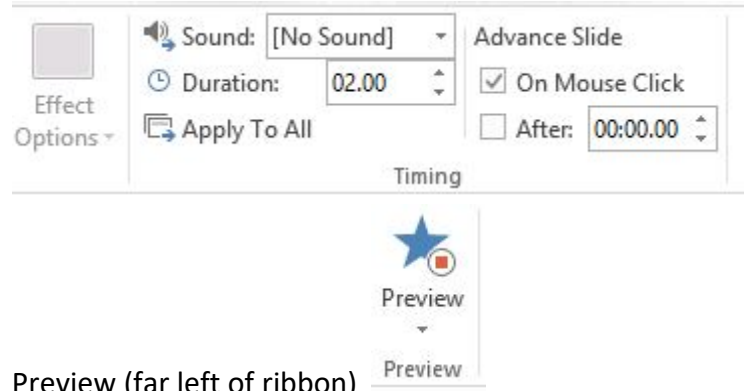
10. Copy or Duplicate a slide. (Home ribbon, Copy)



11. Duplicate slide 6, then move it so that it becomes slide 2. Once moved, delete slide 2.

12. Adding Transitions (Transitions ribbon)

- a. Choose a slide in the middle of your presentation
- b. Click on each transition that interests you to see what it does
- c. Choose a transition that you like
- d. Look at the Timing options

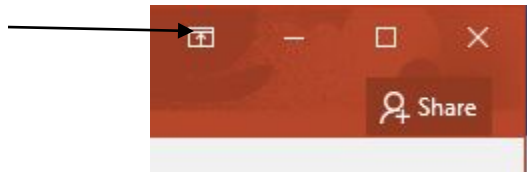


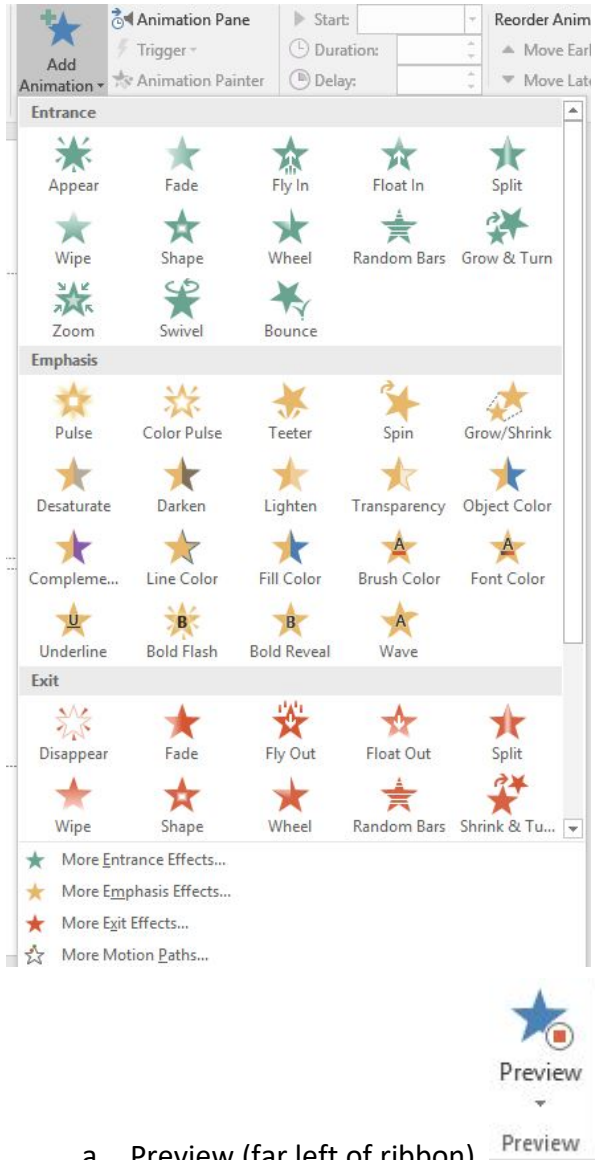
- e. Preview (far left of ribbon)

13. A look at the different views options (bottom right of presentation)



14. Keep the ribbon open. (far right of any ribbon)





15. Animations (Animations ribbon) Choices! So many choices!!

a. Preview (far left of ribbon)

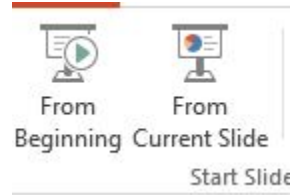
16. Spell Check (Review ribbon, Spelling) or right click on the word (it will have a red squiggly line under the word) and the computer will give you options.



17. Applying a Template (Design ribbon)

- a. Choose one appropriate to your audience, nothing that will distract.

18. Previewing the presentation (Slide Show



ribbon)

Work on your presentation if there is time! Questions?

Feel free to email me at pamela.stephens890@gmail.com

Or visit my Community Education web page at

<http://pamstephens890.weebly.com/>