

## I. Introduction

### Content:

- Introductions
- Housekeeping
  - Location of restrooms
  - Length of class
  - Encourage questions during class
  - Resources for further study

## II. Class Learning Objectives

### Content:

By the end of this class, you will be able to:

1. Create, save and presentations
2. Insert, reorder and delete slides
3. Add and edit text and images
4. Apply slide designs
5. Start and end a slideshow

## III. The Ribbon and Screen

Let's briefly review the Ribbon and what's available in PowerPoint:

- **Title bar**
- **Quick Access Toolbar** - Undo button, customizing
- **Help Menu**
- **Ribbon** – Tabs - Groups (go into each tab briefly)
  - File – New (blank, Open, Save, Save as (more on these later), Print
  - Home – most heavily used tools.
  - Insert – Pictures (we'll try that later), other things not worrying about today.
  - Design – apply design elements to the slide template
  - Transitions – covered in Intermediate class, but we will touch on them during this class

- Animations – covered in Intermediate class, but we will touch on them during this class
- Slideshow – how to begin the slideshow, and other tools covered in the Intermediate class
- Review- spell/grammar check, other tools not covered today.
- View- see ruler, zoom, other options for viewing documents.
- **Slide Navigation pane** – all slides will appear here; can also reorder/add/delete slides from here
- **Zoom slider, presentation views, notes, comments** – bottom right corner
- **Scroll bars** (right/bottom)
- **Status bar** (bottom left) – number of slides

**Activity: Edit Title Slide!**

**IV. Adding Slides and Text**

- Note that there are several layout options when you insert a new slide.
- The default is Title and Content.
- Note the arrow on the Insert Slide button to view other layouts.
  - Note the button is actually two: clicking the center adds a Title/Content slide. Clicking the arrow on the button pulls up the list of slide layouts.
  - The Content box has the default layout as a bulleted list.
- Editing and deleting text can be done using different methods:
  - Highlight text and type over it
  - Click mouse in desired location and start typing
  - Highlight text and press Delete
  - Click mouse cursor in desired location and press Delete multiple times (delete forward) or Backspace (delete backwards)

**Activity: Add and edit a new Title/Content slide via the Ribbon!**

- If you need ideas for what to put on your slide, try the following:
  - Title: Required Supplies
  - Content:
    - Peanut Butter
    - Jelly or Jam
    - Knife or spoon
    - Paper Towel
    - Plate
- Now have students spend a few minutes practicing editing and deleting text using the different methods.

## V. Formatting Text

- You can change the look of your text by selecting different font styles, sizes and colors. To do this, we use the Font group in the Ribbon.
- You can also change the style of the bullets by highlighting the full list on your slide and change the bullet using the Paragraph group -> Bullet List drop-down menu.
- Remember when adding text to pick fonts that are easy to read. Do not put your whole speech on your slides. For more tip on clear presentations, attend our Intermediate class.

**Activity: Let's play with changing fonts and bullet styles!**

## VI. Inserting Images

- Content boxes have icons indicating different kinds of content you can insert – pictures, video files, charts, etc.
- You can resize pictures in two ways: corner handles resize and maintain portions; sides handles resize and change the dimensions.
- Note the Picture Tools Format Tab in the Ribbon to format the picture further, including cropping it to remove content from the sides.

**Activity: Let's insert and format a picture! When you're done, add a few more slides and take a few minutes to play with adding and editing text, pictures, and bulleted lists.**

## VII. Organizing Your Slides

- Now that we have a few slides, let's rearrange them!
- The Navigation Pane on the left let's you manage and organize your slides.
  - Delete slide – right-click on slide and choose Delete
  - Insert slide – right-click on the slide that will come before the new one and select Insert Slide
  - Duplicate slide - right-click on desired slide and choose Duplicate
  - NOTE the option for changing the layout of the selected slide when using the right-click function with the Navigation Pane.
- You can also access the Slide Sorter view to move slides – use either:
  - the View tab -> Slide Sorter
  - View options in bottom right corner -> Slide Sorter

## VIII. Slide Design

- Blank presentations are just that – blank. The slides are white, which can be a good thing. Let's add color and graphical elements to make them visually more appealing. Themes consist of pre-selected fonts, layout, colors, and graphics.
- CAUTION: the design you may clash with the content and/or layout of one or more of your slides, so make sure the design complements the slides instead of detracting from them. It's a balance!
- The Design tab and the Themes group allows you to select the look of your presentation.
- Use the MORE button (down arrow in Theme group) to view all the available themes.

**Activity: Let's play with the Design tab to preview different designs. Select one and check each slide to see how the design impacts your slide content.**

## IX. Adding Speakers Notes

- The majority of your presentation should be focused on you as the presenter and the talking points you verbally deliver to your audience. Your slides should reinforce those points.
- Instead of using index cards or Microsoft Word to keep track of your speech and what to say on each slide, use the Speaker's Notes option to write up your notes directly in PowerPoint.
- Demonstrate how to expand the Notes Field below the slide on your screen. Click on "Notes" in the bottom right corner and drag the grey bar up to enlarge the Notes area.
- You can also use the View Tab to select Notes Pages to add speaker's notes.

**Activity: Let's add some text to our speaker's notes!**

## X. Slideshow options

- Let's say our presentation is done – we've been building it and designing it from the back end – now let's look into options for showing it to an audience via a slideshow, or front end.
- Starting a presentation from the beginning:
  - Click on Slide Show tab
  - Click on "From Beginning" in the Start Slide Show group
  - Press Enter or Left-Click on the mouse to run through the presentation and again on the last slide to exit the presentation.
- Starting a presentation from a particular slide:
  - There are times when you may need to pick up a presentation from a specific slide.
  - Start presentation from beginning and go several slides into it.
  - Hit ESC to exit the presentation – this may be where a YouTube video is played or a website is demonstrated.
  - Now we need to return to the slide where we left off.
    - Go back into PowerPoint and click Slide Show tab -> From Current Slide to pick up the presentation where we left off.

**Activity: Try starting your slide show from the beginning and again from a particular slide. Once in the slide show, practice advancing your slides and going back to a previous slide.**

## XI. Printing

- There are several different things you can print for your presentation:
  - Handouts for your audience – a variety of layouts to select from
  - Notes – your speaker's notes per slide
  - Full page slides
  - Outline
- We won't print anything today, but you would use the File Tab -> Print option to access the different printing options and to select the desired output via the dropdown menu next to "Full Page Slides."

**Activity: Let's look at the different Printing options available via the File Tab.**

## XII. Wrap Up

- Review what we covered today
- Any questions?
- Additional resources:
  - Technology page – [www.vbgov.com/tech-ed](http://www.vbgov.com/tech-ed) (also under Adults)
    - i. Upcoming classes
    - ii. Tech Help service information
  - Lynda.com demonstration
    - Go to VBPL website: [www.VBgov.com/libraries](http://www.VBgov.com/libraries) -> Find Materials -> Research & Articles -> A to Z Resources
    - Scroll down and click on Lynda.com
    - Enter library card number and pin number into appropriate boxes
    - Explain that students will need to finish account setup with their name and email address
    - Locate Search bar across top of page and enter subject
    - Notice list of suggested courses in middle of page with course descriptions and related courses tab
    - Use filter options on the left side of page to narrow results by skill level and subject
    - Use + button to add courses to your playlist
- **Homework** - pick your favorite hobby or activity and make a PowerPoint you can use to teach others. (ex. Knitting, baking cookies, woodworking, etc.)
- Google search – for text-based or video instructions
  - Go to Google.com
  - Type in the appropriate terms – for example:
    - i. Microsoft PowerPoint 2013 Add Slide
- Please complete the evaluation!

**Thanks for coming!**