University Mohamed Kheider, Biskra
Faculty of Letters and Languages
Department of English

Class L3
Semester 1
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ICT COURSE

Getting started with PowerPoint

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1. Introduction

PowerPoint 2010 is a presentation software that allows you to create dynamic slide presentations that can include animation, narration, images, and videos.

PowerPoint uses slides to build a **presentation**. To create an engaging presentation, PowerPoint allows you to add text, bulleted lists, images, charts, and video to your slides. You can add as many slides as you want to a presentation, and at any time you can view or play back your presentation by selecting one of the slide show play options.

2. Working with your PowerPoint environment

The **Ribbon** and **Quick Access toolbar** are where you will find the commands you need to perform common tasks in PowerPoint.
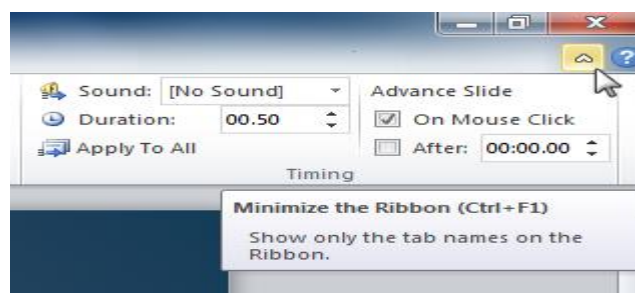
2.1 The Ribbon

The Ribbon contains multiple **tabs**, each with several **groups** of commands. Some tabs, like **Drawing Tools** or **Table Tools**, may appear only when you are working with certain items like images or tables. In addition, you can add your own customized tabs that contain your favorite commands.
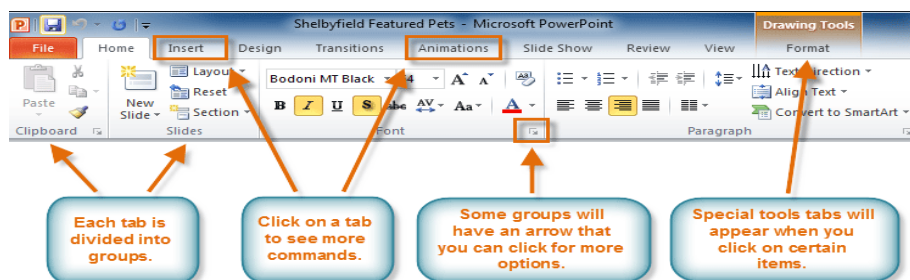
- **To minimize and maximize the Ribbon:**

The Ribbon is designed to be easy to use and responsive to your current task; however, if you find it is taking up too much of your screen space, you can **minimize** it.

1. Click the **arrow** in the upper-right corner of the Ribbon to minimize it.

1. To maximize the Ribbon, click the arrow again.

2.2   The Quick Access toolbar

The **Quick Access toolbar**, located above the Ribbon, lets you access common commands no matter which tab you are on. By default, it shows the **Save**, **Undo**, and **Repeat** commands. You can add other commands to make it more convenient.

- **To add commands to the Quick Access toolbar:**
  1. Click the **drop-down arrow** to the right of the **Quick Access toolbar**.
  2. Select the **command** you want to add from the drop-down menu. To choose from more commands, select **More Commands**.
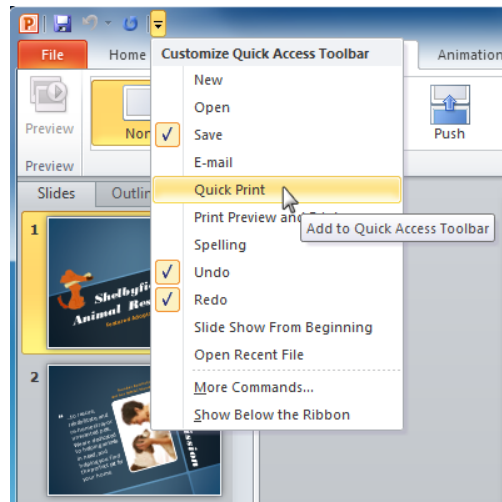
2.3   Backstage view

Backstage view gives you various options for saving, opening, printing, and sharing your presentation.

- **To get to Backstage view:**
  1. Click the **File** tab.
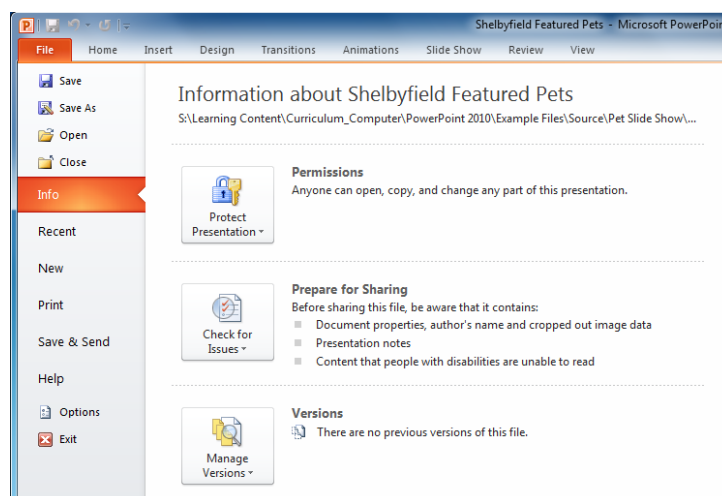
1. You can choose an option on the left side of the page.
2. To get back to your document, click any tab on the Ribbon.

## 3. Creating and opening presentations

PowerPoint files are called **presentations**. When you start a new project in PowerPoint, you'll need to **create a new presentation**. You'll also need to know how to **open an existing presentation**.

### 3.1   To create a new blank presentation:

1. Click the **File** tab. This takes you to **Backstage view**.

2. Select **New**.

3. Select **Blank presentation** under **Available Templates and Themes**. It will be highlighted by default.

4. Click **Create**. A new blank presentation appears in the PowerPoint window.

3.2   To open an existing presentation:

1. Click the **File** tab. This takes you to **Backstage view**.

2. Select **Open**. The Open dialog box appears.
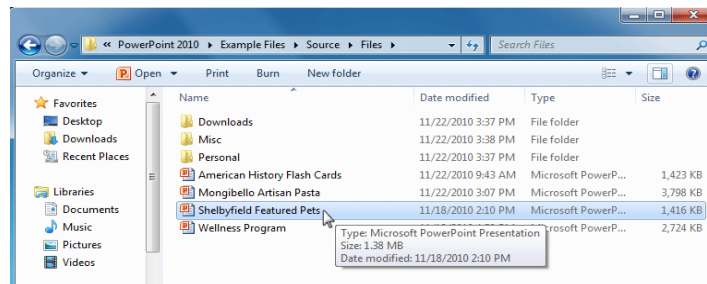
3. Select your desired presentation, then click **Open**.

4. If you have opened the existing presentation recently, it may be easier to choose **Recent** from the **File tab** instead of **Open** to search for your presentation.
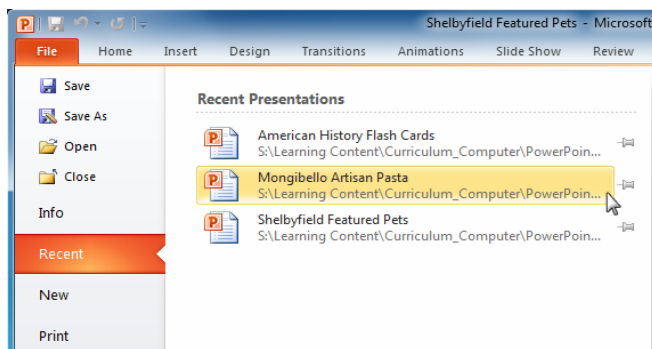

4. Slide basics

Every PowerPoint presentation is composed of a series of **slides**. To begin creating a slide show, you'll need to know the basics of working with slides. You'll need to feel comfortable with tasks such as **inserting** a new slide, **changing the layout** of a slide, **arranging** existing slides, **changing slide view**, and **adding notes** to a slide.
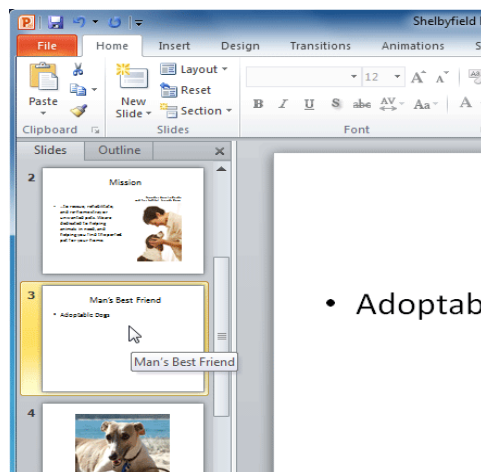
4.1   About slides

Slides contain **placeholders**, which are areas on the slide that are enclosed by dotted borders. Placeholders can contain many different items, including text, pictures, and charts.
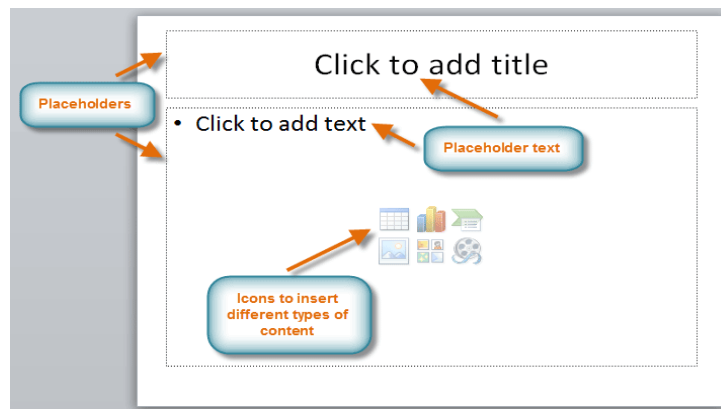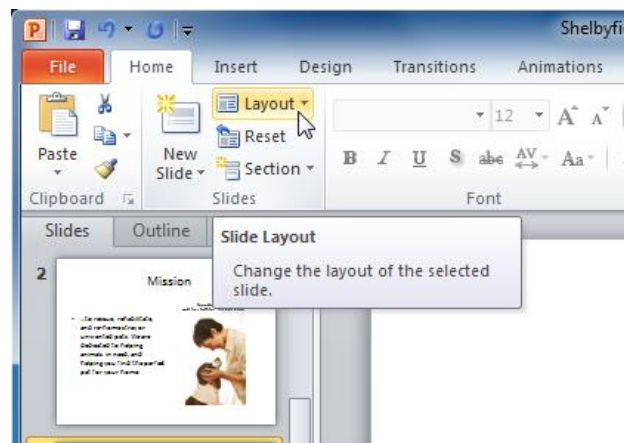

4.2   Customizing slide layouts

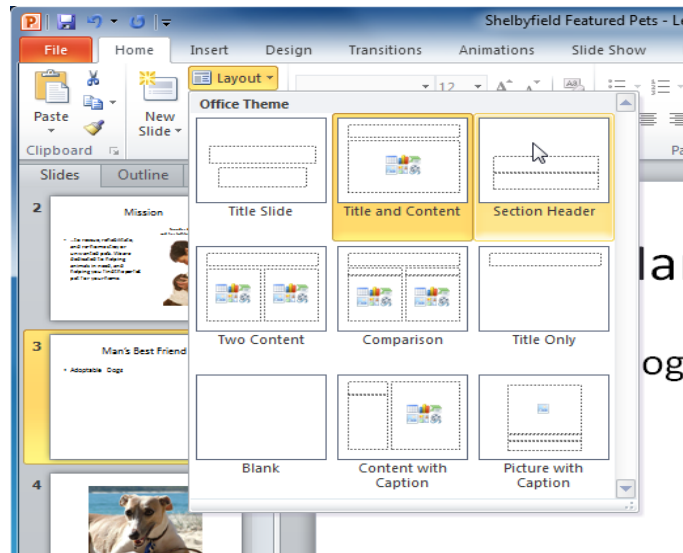### 4.2.1 To change the layout of an existing slide:

1. Select the slide you want to change.

2. Click the **Layout** command in the **Slides** group on the **Home** tab. A menu will appear with your options.
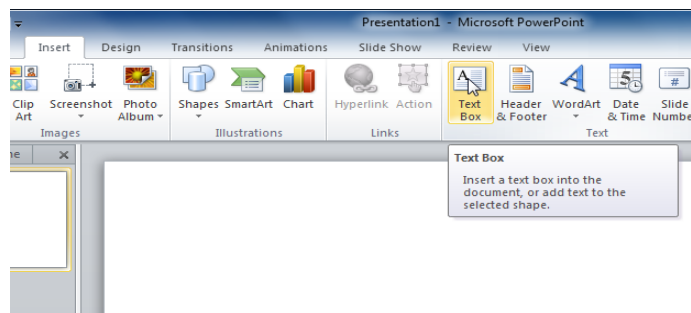

3. Choose a layout from the menu. The slide will change in the presentation.
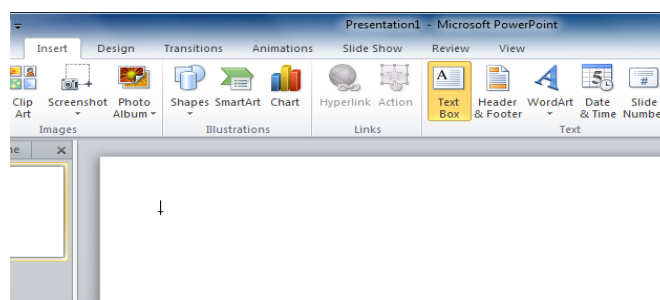
4.2.2   To add a text box:

Text boxes allow you to add to your current layout, so you can place text wherever you want on your slide.
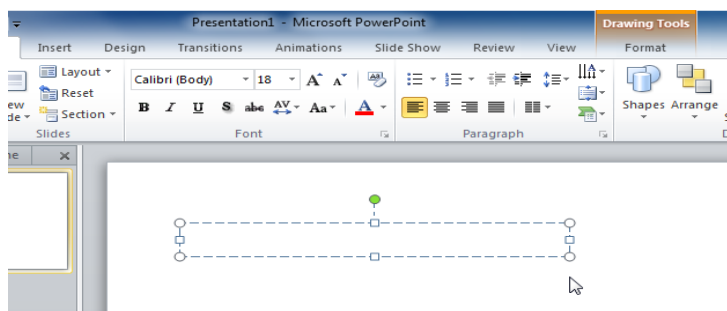
1. From the **Insert** tab, click the **Text Box** command.

2. Your cursor will turn into an **upside-down cross** ⊥.

3. Click, hold, and **drag** your mouse to draw a text box. A text box will appear.

4.2.3 To use a blank slide:

For more control over your content, you may prefer a blank slide -a slide without placeholders - over one of the existing layouts. Blank slides can be customized by adding your own text boxes, pictures, charts, and more.
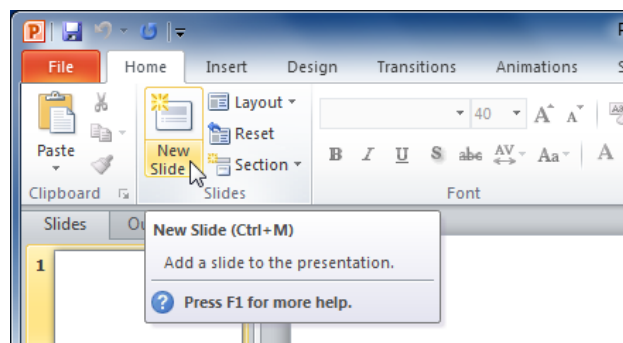
- Select **Blank** from the menu of layout options.
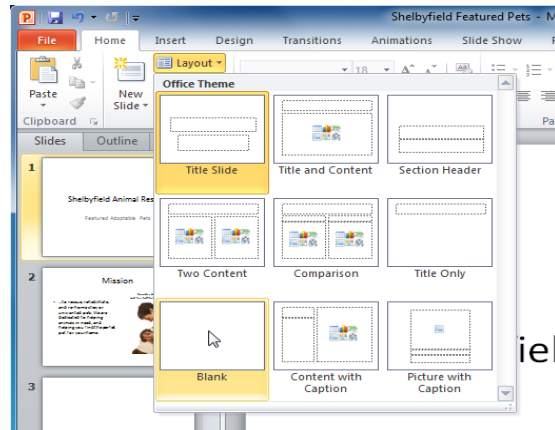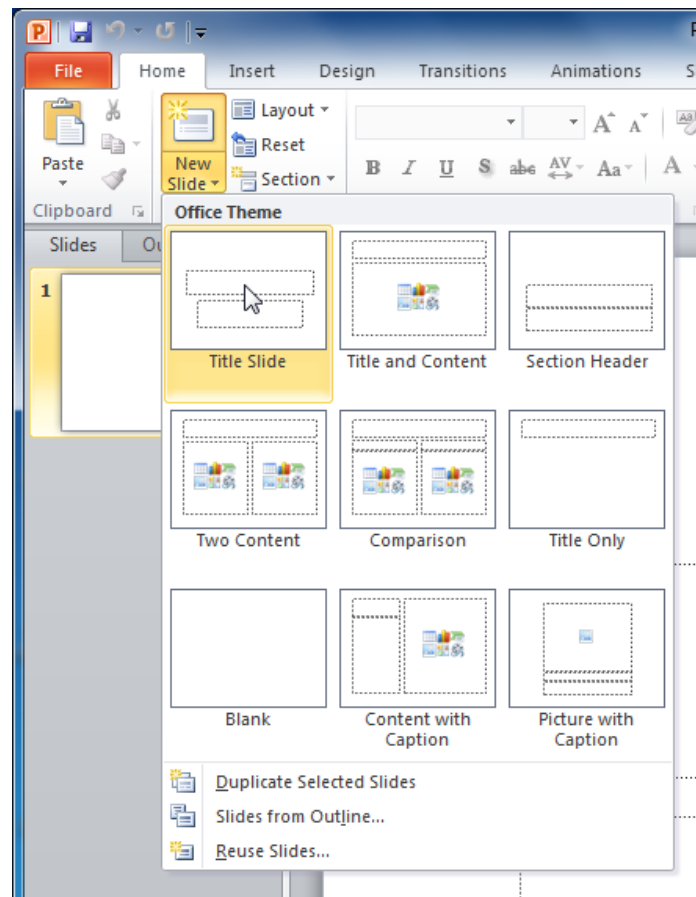

5. Working with slides

5.1 To insert a new slide:

1. From the **Home** tab, click the bottom half of the **New Slide** command to open the menu of slide layout options.
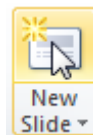

2. Select the slide you want to insert.

3. A new slide will be added your presentation.

To instantly add a slide that uses the same layout as the one you have selected, click the top half of the **New Slide** command.

5.2   To copy and paste a slide:

1. On the **Slides** tab in the left pane, select the slide you want to copy.

2. Click the **Copy** command on the **Home** tab. You can also right-click your selection and choose **Copy**.

3. In the left pane, click just below a slide - or between two slides - to choose the location where you want the copy to appear. A **horizontal insertion point** will mark the location.

4. Click the **Paste** command on the Home tab. You can also right-click and choose **Paste**. The copied slide will appear.

To select multiple slides, press and hold **Ctrl** on your keyboard and click the slides you want to select.

5.3   To delete a slide:

1. Select the slide you want to delete.

2. Press the **Delete** or **Backspace** key on your keyboard.

6. Managing slides and presentations

As you add slides to your presentation, PowerPoint offers a variety of views and tools to help you organize and prepare your slide show.

6.2 About slide views

It's important to be able to access the different slide views and use them for various tasks. The **slide view commands** are located on the bottom-right of the PowerPoint window in Normal view.
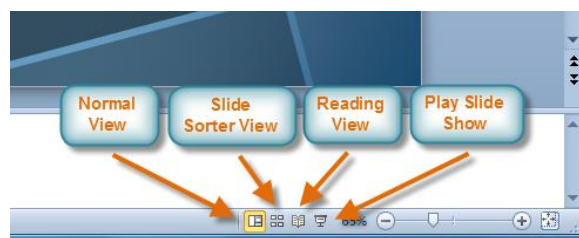
Normal view: This is the default view where you create and edit your slides. You can also move slides in the Slides tab in the pane on the left.

Slide Sorter view: In this view, miniature slides are arranged on the screen. You can drag and drop slides to easily reorder them and to see more slides at one time. This is a good view to use to confirm that you have all the needed slides and that none have been deleted.

Reading view: This view fills most of the computer screen with a preview of your presentation. Unlike Slide Show view, it includes easily accessible buttons for navigation, located at the bottom-right.

Slide Show view: This view completely fills the computer screen and is what the audience will see when they view the presentation. Slide Show view has an additional menu that appears when you hover over it, allowing you to navigate slides and access other features you can use during a presentation.

Use the keys on your keyboard - including the arrow keys, Page Up and Page Down keys, spacebar, and Enter key- to move through the slides in Slide Show view. Press the Esc key to end the slide show.

7. Themes

A **theme** is a set of **colors**, **fonts**, **effects**, and more that can be applied to your **entire presentation** to give it a consistent, professional look. You've already been using a theme, even if

you didn't know it: the default **Office** theme, which consists of a white background, the Calibri font, and primarily black text. Themes can be applied or changed at any time.

7.2   Applying themes

You will need to know how to **apply** a theme and how to switch to a different theme if you want to use this feature to create presentations. All of the themes included in PowerPoint are located in the **Themes** group on the **Design** tab. Themes can be applied or changed at any time.
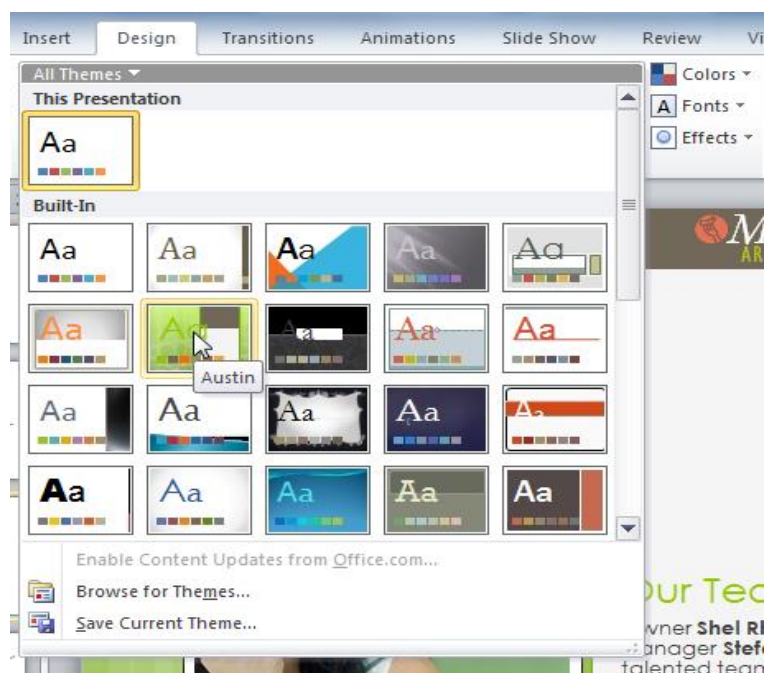
7.3   To apply a theme:

1. Go to the **Design** tab.

2. Locate the **Themes** group. Each image represents a theme.
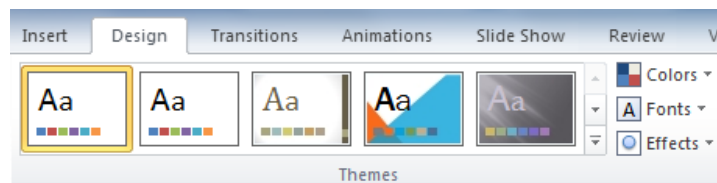
3. Click the drop-down arrow to access more themes.
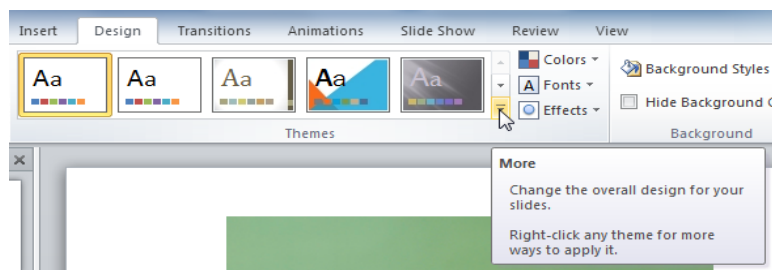
4. Hover over a theme to see a **live preview** of it in the presentation. The name of the theme will appear as you hover over it.

5. Click a theme to apply it to the slides.