

PowerPoint Tutorial

This tutorial is copyrighted by the Department of Computer Science at The University of Rhode Island. It may be freely copied and used providing that acknowledgement is given to the URI Dept. of Computer Science and that it is not used for profit. Question should be sent to Dr. Vic Fay-Wolfe (wolfe@cs.uri.edu).

[What is PowerPoint?](#)

[Getting Started and Working in PowerPoint?](#)

[Understanding PowerPoint's Views](#)

[Understanding PowerPoint Slide Masters and Templates](#)

[Creating a Master Slide](#)

[Transitions and Creating a Build Slide](#)

What is PowerPoint?

PowerPoint is a complete presentation graphics package. It gives you everything you need to produce a professional-looking presentation. PowerPoint offers word processing, outlining, drawing, graphing, and presentation management tools- all designed to be easy to use and learn.

The following gives you a quick overview of what you can do in PowerPoint:

- When you create a presentation using PowerPoint, the presentation is made up of a series of *slides*. The slides that you create using PowerPoint can also be presented as overhead transparencies or 35mm slides.
- In addition to slides, you can print audience handouts, outlines, and speaker's notes.
- You can format all the slides in a presentation using the powerful *Slide Master* which will be covered in the tutorial.
- You can keep your entire presentation in a single file- all your slides, speaker's notes, and audience handouts.
- You can import what you have created in other Microsoft products, such as Word and Excel into any of your slides.

Now that you know what features PowerPoint offers it's time to learn how to work in PowerPoint.

[Next Topic: Getting Started and Working in PowerPoint](#)

[Main Menu](#)

Getting Started and Working in PowerPoint

This tutorial is unlike the others you have seen in class. The PowerPoint tutorial will be text based. To get the most out of this tutorial it is best to run PowerPoint, so that you can experiment with the concepts that are mentioned in the tutorial.



Find and open PowerPoint.

When the **Tip of the day** dialog box appears,



Read it and click on the **OK** button.

The following **PowerPoint** dialog box should appear, asking you how you want to create your new presentation.



Here is a brief description of the options under the **Create a New Presentation Using** title.

- **AutoContent Wizard**- takes you through the creation of a simple presentation step by step.
- **Pick a Look Wizard**- this wizard helps you make choices on how your presentation will look.
- **Template**- PowerPoint provides 160 templates that you can choose from. The templates are created by professional artists and offer design choices in black and white as well as in color.
- **Blank Presentation**- this option allows you to select slides and format them individually.

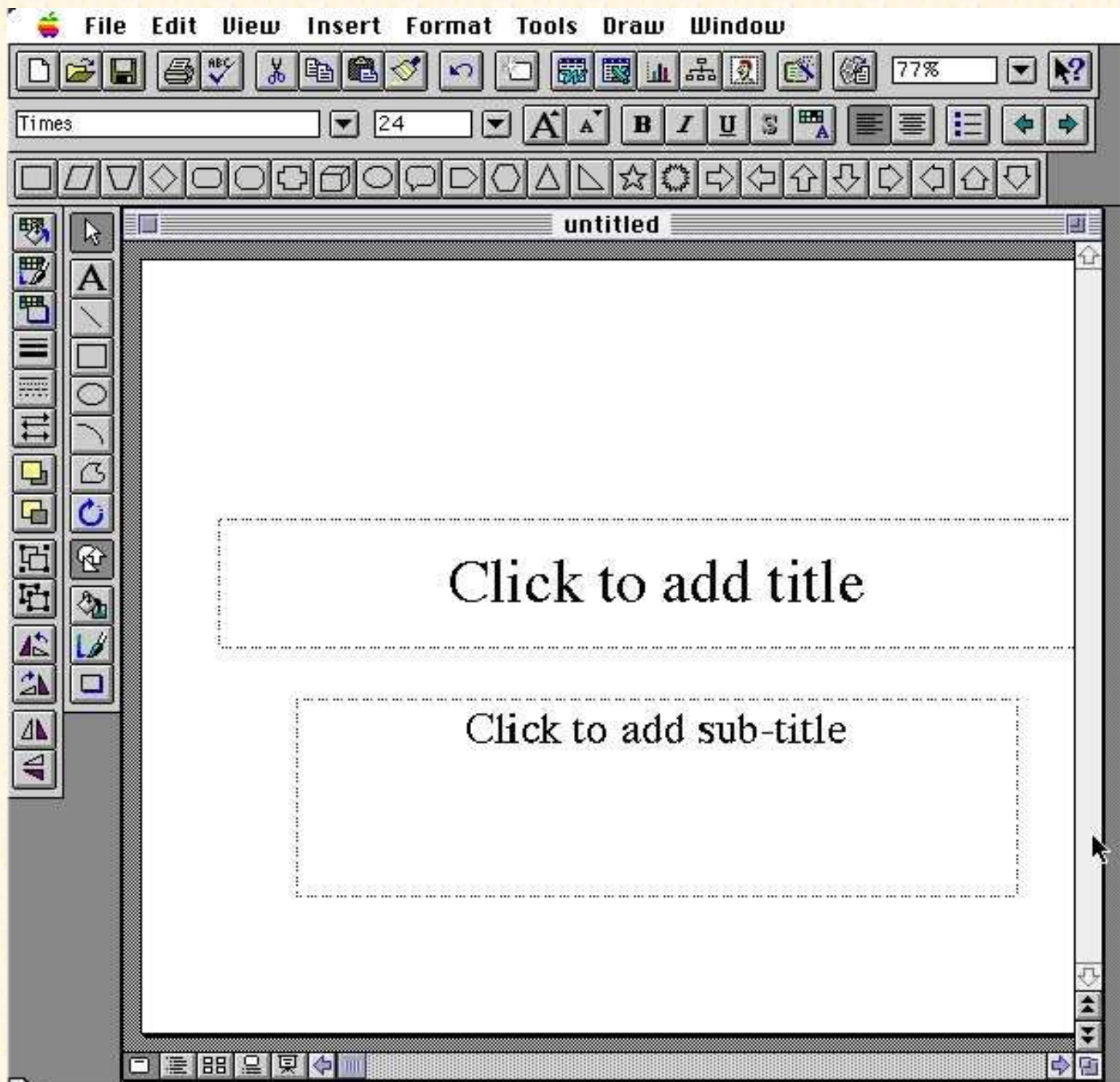
do this

Select **Blank Presentation** and click on the **OK** button.

do this

In the **New Slide** dialog box select the **Title Slide** option.

Your screen should look as follows:



This is your title slide you can enter the title and sub-title here. Note that if your toolbars are not visible, choose **Toolbars** from the **View** menu and make your selections.



Experiment with your title slide by entering in text, changing the color of the text, changing the font size etc.

Now that you have been introduced to a slide, it is time to learn about PowerPoint's different *Views*.

[Next Topic: Understanding PowerPoint Views](#)


[Main Menu](#)

Understanding PowerPoint Views

PowerPoint gives you four views in which you create and organize your presentation. As you create a presentation, you can switch among the four views as you work.


The four PowerPoint views are:

Slide View-

To be in Slide view you click on the following button located in the bottom-left hand corner of any slide: ().

The Slide view shows a single slide. In Slide view, you work on one slide at a time. Here, you can type your slide title and body, add other text to the slide, draw shapes, add clip art, choose a color scheme, make a graph, etc. In Slide view, you have access to all the tools on the Tool Palette as well as buttons on the Toolbar.

Outline View-


To be in Outline view you click on the following button located in the bottom-left hand corner of any slide: ().

The Outline view shows all the titles and body text in your presentation. In Outline view, you can move slides around within your presentation and also edit your text.



Click on the Outline view button (), to view your title slide in this view.

Slide Sorter View-


To be in Slide Sorter view you click on the following button located in the bottom-left hand corner of any slide: ().

The Slide Sorter view shows you a miniature of each slide in your presentation. You can drag slides around on the screen to reposition them in this view. You can also select and copy multiple slides should you want to use them in other presentations.




Click on the Slide Sorter view button (), to view your title slide in this view.


Notes View-

To be in Notes view you click on the following button located in the bottom-left hand corner of any slide: ().

The Notes view lets you create speaker's notes. Each page corresponds to a slide in your presentation and includes a reduce image of the slide. You can draw and type in Notes view the way you can in Slide View.



Click on the Notes view button (), to view your title slide in this view.

You now know all of PowerPoint's views. There is one more button located in the bottom- left hand corner of any slide:(). This is the **Slide Show** button. The Slide Show button runs a slide show starting from the currently selected slide.

Now that you know all of PowerPoint's views it is time to learn how to work within a slide. In general, presentations will be based on a ***Master Slide***. The next topic in the tutorial will focus on understanding PowerPoint Masters.

[Next Topic: Understanding PowerPoint Masters](#)

[Main Menu](#)

Understanding PowerPoint Slide Masters and Templates

Slide Masters

A PowerPoint **Slide Master** contains objects that you want to appear on each slide in your presentation. With a Slide Master, you only have to create an item once and PowerPoint will automatically include them on every slide. Some things are set up by PowerPoint (for example; place for slide title and text) so you don't have to create them each time. If you want to add additional items to a master, you can at any time. The Slide Master has boxes already set up for the slide title and text. They're called the **Master Title** and the **Master Body** object. The format of these objects determines the way your text will look on each slide. You can always make slides look different from the Slide Master, but a Slide Master gives you a consistent starting point.

The Slide Master is flexible. You can move objects around, add art, add headings or labels, change colors and fonts.

As you create a slide, you have the option of using or not using the elements from the Slide Master. To change the entire presentation, you simply change the format of the Slide Master. PowerPoint will then change all your slides accordingly.

PowerPoint Templates

PowerPoint also offers templates. A template is a presentation containing PowerPoint masters and a color scheme. PowerPoint offers 160 pre-designed templates to help you get started quickly. Applying a template to a presentation you are creating means the design work is already done for you.

You can apply a template when you are just starting a presentation, or you can create a presentation and apply the template later.

Now that you have learned about PowerPoint masters and templates it is time to learn create a slide.

[Next Topic: Creating a Slide](#)

[Main Menu](#)

Creating a Master Slide



With PowerPoint running, choose **Master** from the **View** menu, then select **Slide Master** from the **Master** submenu.

This is your slide master. Let's start with formatting the Master title style.



Click on the Title Area for AutoLayouts.



Choose **Font** from the **Format** menu, and change the font style, color, and size of the text.

This formatting will be the same on each new slides Title Area .

To observe this,



Click on the **New Slide** button () located in the bottom right corner of the screen.



Choose a slide that contains a title area.



Click in the title area of your new slide and type some text.

The text format should duplicate that of the Master Slide.

Let's format the bullets that will appear on each slide, by formatting them on the Master Slide.



Choose **Slide Master** from the **View** menu.



Highlight the first line of text in the Object Area for Autolayouts.



Choose **Bullet** from the format menu and pick a different style bullet.

You now know how to format items on the Master Slide.

In addition to formatting text and bullets you can also format the following:

- Slide Background
- Slide ColorScheme

Experiment with these on your own.

PowerPoint also has a number of features you can use to display your slides when you are giving a slide show. This will be the last topic covered in this tutorial.

[Next Topic: Transitions and Build Slides](#)

[Main Menu](#)

Transitions and Build Slides

When you display your presentation electronically as a slide show, the slides take up the full screen. All the tools, menus, and other screen elements are hidden so as not to detract from your show. Your computer becomes the equivalent of a slide projector.

PowerPoint offers a number of features you can use when you run your slide show:

- You can use special effects, such as transitions and builds, to add variety.
- You can practice giving your presentation and set automated timings for your slides to match your rehearsal times.

In this part of the tutorial we will discuss **transitions** and **builds**.

Build Slide

A build slide is a slide that starts with the first major bullet point and shows more major bullet points as the presentation proceeds. You decide whether you want to dim previous points on the slide as new points appear and what effect you want to use when the bullet points appear (for instance, bullet points can fly in from the right, left, top, or bottom).

Transitions

Transitions moves one slide off the screen and brings the next one on. Fading from black and dissolving from one slide to another are two examples of transitions. You have a choice of transitions for each slide, plus you can vary the speed of each transition.

Adding Transitions to Your Slide Show

A transition refers to the way one slide moves off the screen and the next slide appears. When you set your transitions, you can also set how long you want each slide to appear on the screen.

To set transitions and timing:



Choose **Transition** from the **Tools** menu.



Choose the transition from the drop-down list.



Click how fast you want the transition to take place- **Slow, Medium, or Fast.**



Decide how you want to advance to the next slide and, if need be, set the timing.

If you want the slide to advance automatically, you need to decide how long the slide should appear on-screen before advancing to the next slide:

Only on Mouse Click- The slide advances manually with a mouse click.

Automatically After [N] Seconds- Type the number of seconds you want the slide on the screen. During the presentation, the slide advances automatically when the time is up.



Click the **OK** button.

Creating a Build Slide

A build slide is one that seems to build on itself, showing progressively more information as the presentation proceeds.

To create a build slide:

To start you must have a slide which contains bullets.



Choose **Build** from the **Tools** menu.



Choose the options you want to use in building the slide.



Click on the **OK** button.

You have successfully completed the PowerPoint tutorial!

[Main Menu](#)