# PowerPoint for Beginners

PowerPoint 2010 Introduction

PowerPoint is the leading tool for creating and viewing presentations. This guide will help you learn the basics of PowerPoint 2010 but will also be relevant to earlier and later versions, e.g. 2007, 2013 & 2016.

The key to a good PowerPoint presentation is to keep it simple, well designed and to avoid having a lot of text on one slide. Equally you need to understand the objective and your audience. Once you have thought about these, creating your presentation will be much easier.
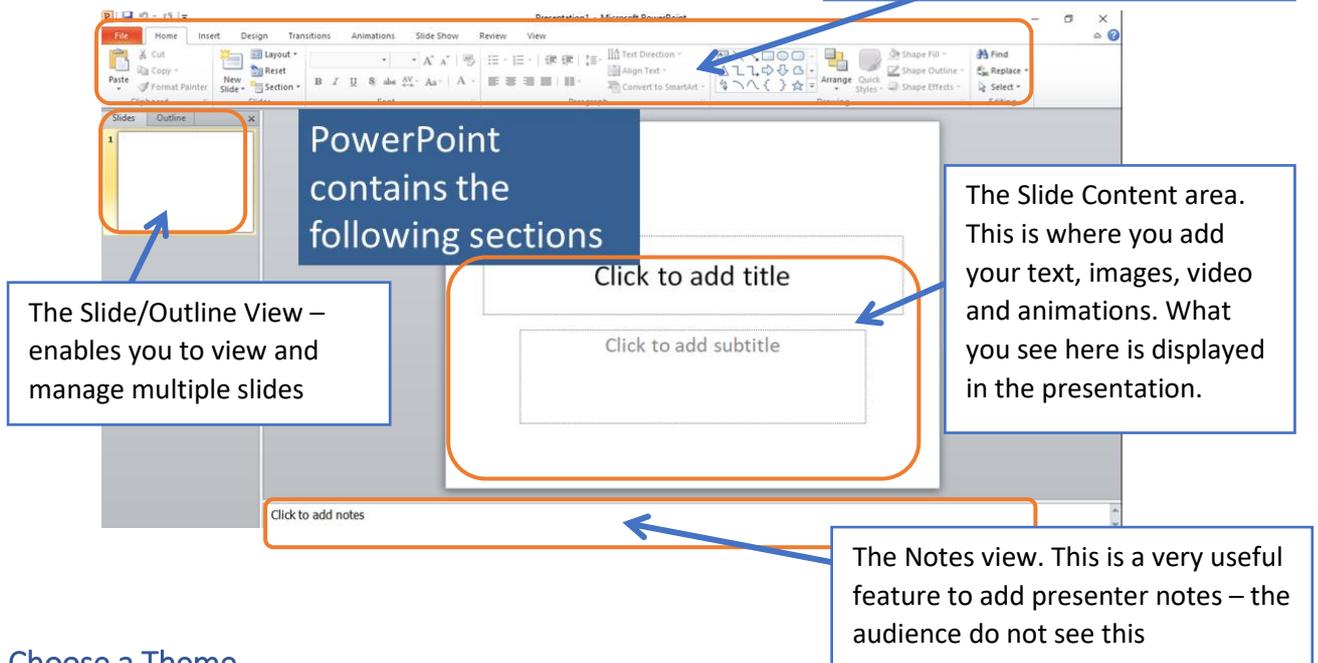
Note: **Any text in bold orange is an action for you to perform.**

PowerPoint Layout - finding your way around

Open PowerPoint.
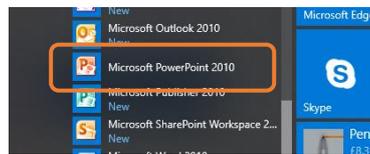
It will open to a blank Title slide:

The Ribbon: containing the 'Home' 'Insert' 'Design' 'Transitions' 'Animations' 'Slide Show' 'Review' and 'View' menus.

PowerPoint contains the following sections

Click to add title

Click to add subtitle

Click to add notes

The Slide/Outline View – enables you to view and manage multiple slides

The Slide Content area. This is where you add your text, images, video and animations. What you see here is displayed in the presentation.

The Notes view. This is a very useful feature to add presenter notes – the audience do not see this

Choose a Theme

Before adding text, it is good practice to choose a Theme. A Theme is the look of your presentation including the background and font.
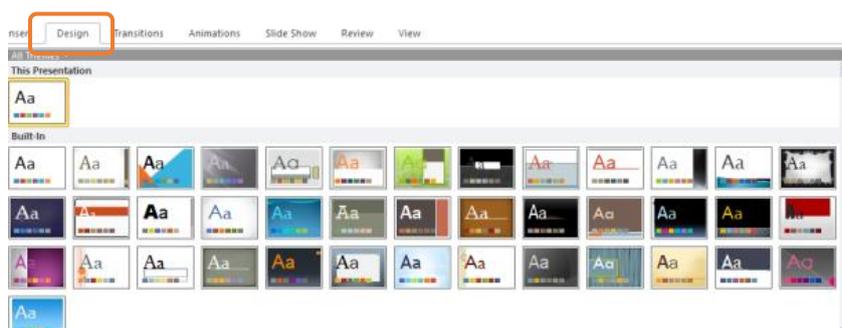
Select the Design menu and choose one of the Themes displayed.

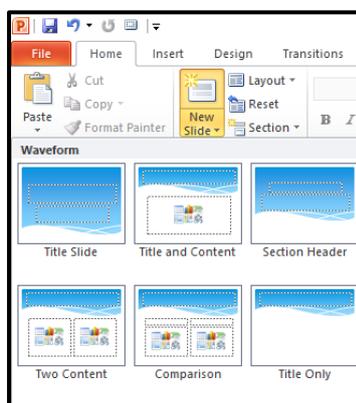You can change your Theme at any time, or create your own Theme from a blank slide.

Create a Title page

Give your presentation a title.

Click to add title

The subtitle can be your name.

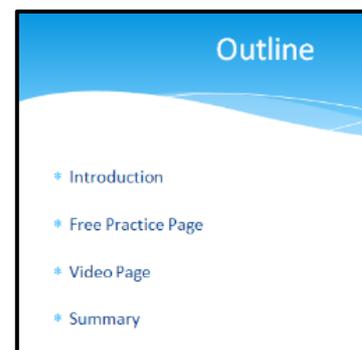Click to add subtitle

Create a Title and Content page

From the Home menu select the drop down for 'New Slide'. Here you can see the different types of slides available.
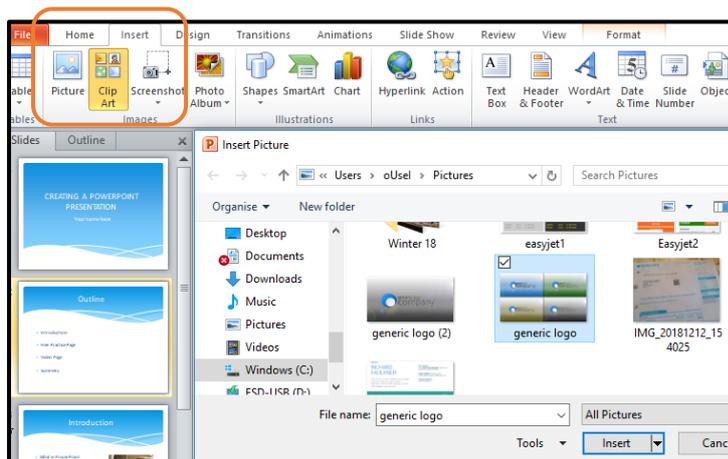
Select 'Title and Content'.

Type Outline (or Agenda) into the Title section.

In the Content Area ('Click to Add Text') add four lines. For example:

Outline

* Introduction
* Free Practice Page
* Video Page
* Summary

Add an Image to your Slide

Pictures add colour and interest to your slides.

Select Insert and choose Picture (your images) or Clip Art (PowerPoint images).

Click on the image you require and select Insert.

To resize the image, click on the image and grab one of the corners and increase or decrease as required.

You can also move the image around your slide by clicking on it and dragging it to where you want it.

Add animation to text and images (and view your Slide Show)

Another way to add interest to your slides is to apply animation. This will also give you control as a presenter as to when text and images appear on the slide.
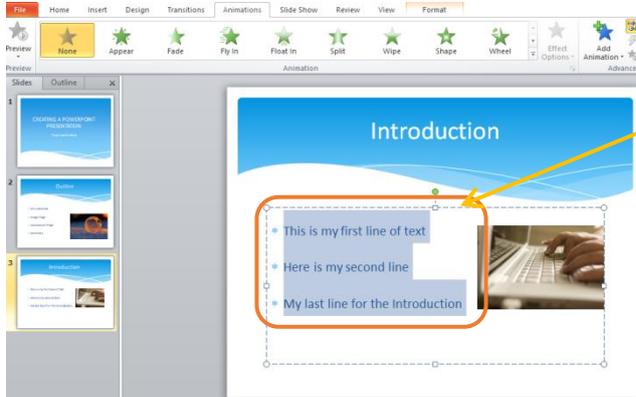
On your slide select the text (put your cursor at the beginning of Content area text and select to the end of the last line).

Click on the Animations menu and select one of the animations from the Entrance group.
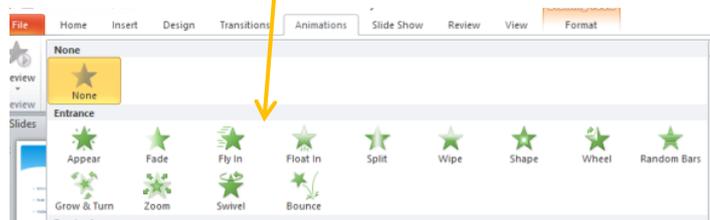
Your text will now have a number showing that is animated.

When you now view your Slide Show (F5 or select the Slide Show icon at the bottom of your screen) the text will appear when you click (or press Return on your keyboard).

You will notice the text appears all at once.

To make it appear *line by line* select the Animation Pane (from the Animations menu) and you will see your animated text lines in order. Click the drop-down arrow against the second line (not the first) and select 'Start on Click'. Repeat this for your remaining lines.

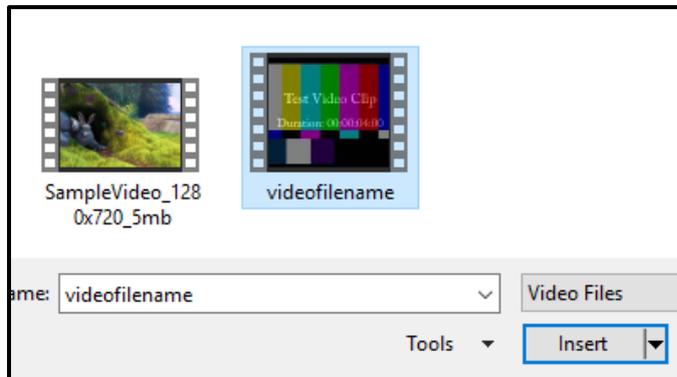The text lines on your slide now have numbers 1, 2, 3, etc.
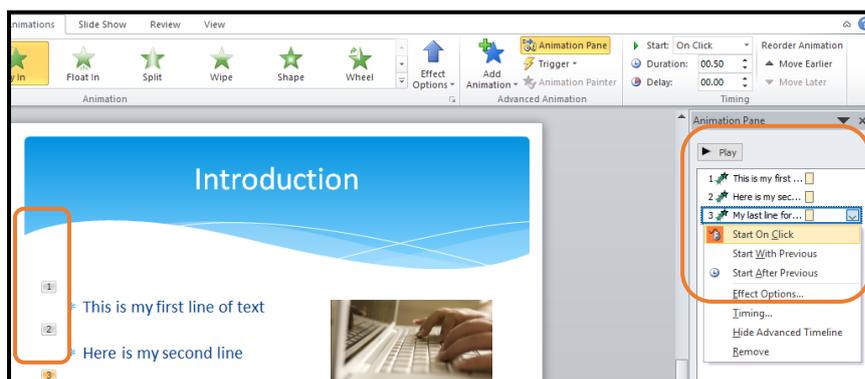
View your Slide Show again to see that the lines now appear one by one as you click (or press Return).

You can also do this for the images on your slide.

Add Video to your Slides

Create a new 'Title and Content' slide. If you have a video clip on your device / computer, select 'Insert Media' Clip.

Select your video clip and click Insert.

The video will now appear on the slide with a play button.

If you don't have a video clip saved to your device, you can hyperlink to a website video.

To do this, find a video on the Internet, for example in YouTube. Copy the web address (right click and select Copy or press Ctrl & C).
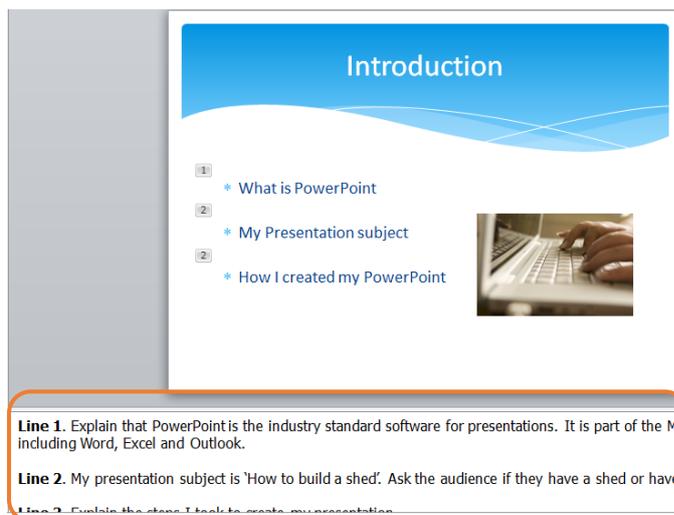
Paste the address (right click and select Paste or Ctrl & V) onto your slide.

It will be underlined showing that it is a link.

When you view the Slide Show click the link and it will open to that website where you can then play the video.
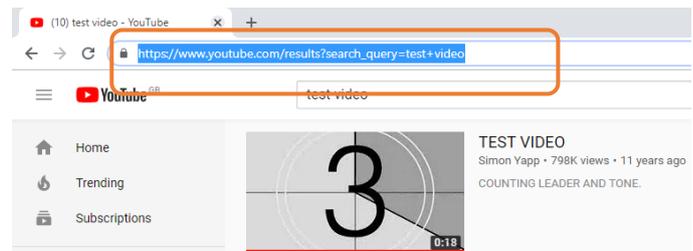
* https://www.youtube.com/results?search_query=test+video

Add Notes to your Slides

For a presenter adding notes is a good way to remind yourself of the key points to cover.

Add notes to the Notes area (below the Content area).

These are only visible to you and not your audience. These can also be printed for your reference.

Printing your presentation

Often you will want to print your slides – for you with notes and for your audience as handouts. Select **File** and then **Print**.
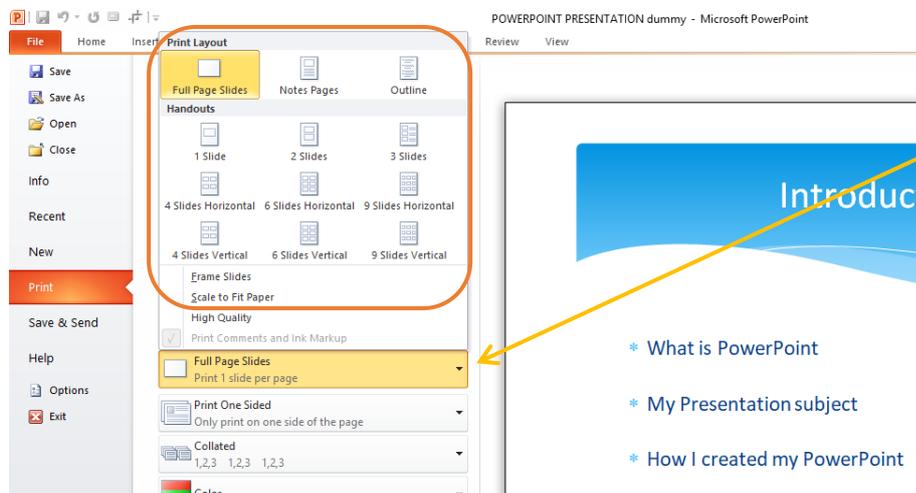
Select the Slides and Full Page Slides section. Click the drop down to then view the print options.

Selecting the Notes pages option will print the slide with Notes.

Selecting the Handouts section (for example '4 slide Horizontal') will print 4 slides on one page which can then be handed out to your audience.

Click 'Print' to print.

Summary

This course has covered the key basics for creating a presentation covering – Layout, Adding a Theme, Creating a 'Title' and 'Title and Content' pages, adding text and images, adding videos, animating text and images, adding notes and printing your presentation.

It is recommended to create a practice PowerPoint presentation to try out the sections above and to try your hand at some other PowerPoint features. Keep viewing your presentation to check that it works as you want. If you get stuck simply do a Google search for the version you're using and add a topic, for example '*PowerPoint 2010 adding animation*'.