

The Absolute, Bare-bones, Basic, Fundamental Necessities of PowerPoint:

I) Navigation in Editing and Presentation modes

II) Level I: A Basic Presentation

- **Open a new file**
 - Open up PowerPoint, (if shown “Project Gallery,” choose Blank PowerPoint Presentation.)
- **Add a new slide**
 - Click on *Insert > New Slide*; OR press *CTRL+M* on the keyboard; or click the new slide button on the toolbar.
- **Delete any slide:**
 - Click onto the slide that you want to delete, then click *Edit > Delete Slide*.
- **Add “objects” to a slide**
 - Always use the Insert menu option for adding any specific objects (text, media, etc.)
 - *Insert > Text Box* : Create a text box anywhere on the slide by clicking and dragging on the slide after choosing this option. The box’s size will adjust automatically according to your font/contents.
 - *Insert > Picture > Clip Art* (etc.): Allows you to place images on the slide
- **Basic text/alignment formatting**
 - Make sure that the Formatting Palette is visible (*View > Formatting Palette*)
- **Adjust size and location of objects; Delete objects from slide**
 - To resize: Click on the object/text box, then drag the handles on the corners to resize
 - To move object around on the slide:
 - For text, click on the text box, then move the mouse pointer to any border until it becomes a hand. Click-and-drag to desired location.
 - For any other object, click right in the middle of the slide and drag.
 - To delete an object:
 - Click the object and press the “Delete” key on the keyboard
 - For text objects, click the object, click on its border, then press “Delete”
 - YOU CAN ALSO USE COPY/PASTE ANYWHERE WITHIN POWERPOINT!
- **Navigate to slides in “Normal View”:**
 - Use the scroll bar at the far right of the screen
- **Save your PowerPoint Show**
 - Click *File > Save As...*; Choose the standard format:
 - Microsoft PowerPoint Document (the default): Saves in Normal mode to be edited OR viewed
 - PowerPoint Show: Saves so that it plays automatically when clicked
 - You can also save as a web page (HTML) or as a movie file (either automated or manual progression)
- **Run your PowerPoint Show**
 - To start the show from the start, click *Slide Show > View Show*
 - To start the show from whichever slide that you’re currently on, click the Slide Show icon at the bottom left.
 - To progress forward and backward, use the arrow keys on the keyboard or your mouse.
 - To navigate more specifically, click the navigation menu arrow at the screen’s bottom left.
 - To exit the slide show, press the *Escape* key.

III) Level II: Formatting Changes

- **Remember, for basic text, alignment, numbering, bullets, etc: Make sure that the Formatting Palette is visible (*View > Formatting Palette*)**
 - **For basic coloring, design, and layout changes, always start with the Format menu**
 - *Format > Slide Design*: For designed templates that are preformatted
 - *Format > Background*: For background color or picture
 - *Format > Slide Color Scheme*: For contrasting text/slide schemes (best visibility)
 - *Format > Slide Layout*: For choosing what object placeholders you'd like (text, bullets, titles, subtitles, graphical elements, charts)
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- **Hyperlinking:**
 - Click to select any object or click and drag over any word/text to choose an object from which to link
 - Click *Insert > Hyperlink*
 - For a web page: In the “*Link to:*” box at the top of the *Insert Hyperlink* window, type or paste the web address, then click OK.
 - For another file (movie, Word doc, etc.), click the *Document* tab then browse for the file. Click the *Open* button. Then click OK.
 - **Action settings, animations, etc.: All under the *Slide Show* menu option**
 - Rehearse Timings: To automate the show to be run without having to progress manually through slides
 - Record Narration: To record (through a microphone) specific narration for each slide or for the whole show
 - Set Up Show: To determine how the show runs (automated or manual progression, looping)
 - Action Buttons: To place navigation buttons on each slide or links to other files
 - Action Settings: To determine when/how an object (movie/audio) runs during the slide show
 - Animations: To set up how each object in the slide appears during the show (immediately or later?)
 - **Animations > Custom:** This is where you really control how all of the object elements appear in terms of timing, effects, etc.
 - Animation Preview: To preview what current animation settings will look like in a small window
 - Slide Transition: To set how each slide appears as you progress through the show
 - **Printing Options:**
 - Click the *File > Print* menu options
 - Change the format drop-down from “Copies and Pages” to “Microsoft PowerPoint” to get full printing options.
 - Change the “Print What” option to get multiple slides views, a notes view, etc.