

PART I: Introduction to PowerPoint 2016

What is it?

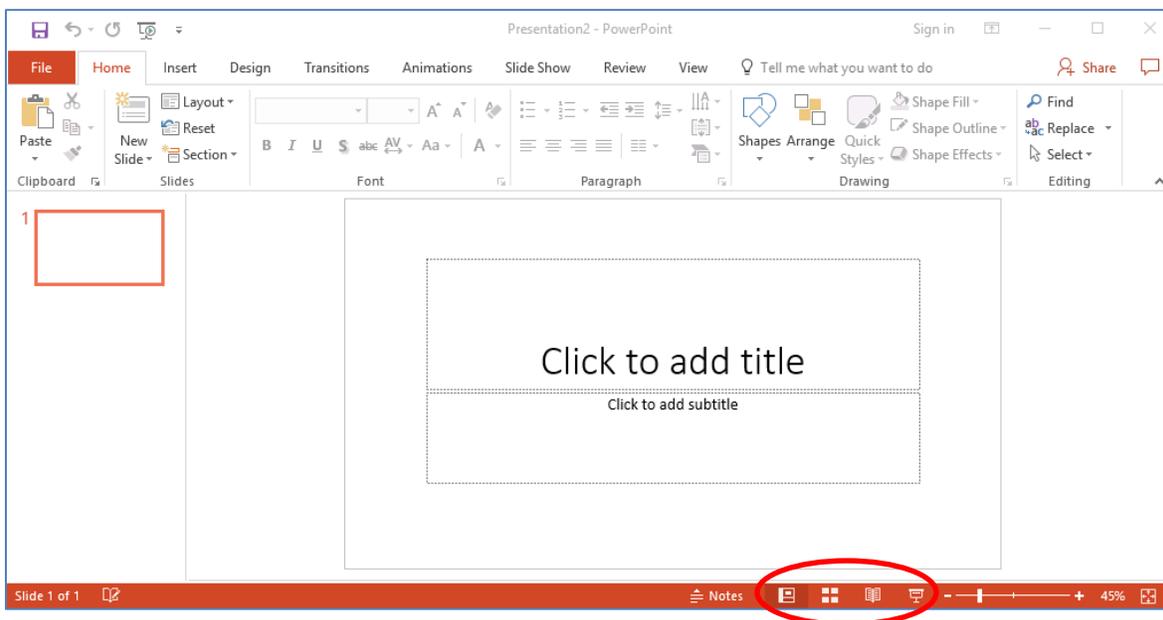
PowerPoint is a popular tool that allows you to easily incorporate photos, graphs, tables, and other illustrations into your presentation. Printing your slides as a handout is a great way to further distribute your ideas. PowerPoint is commonly used in



- teaching situations,
- business presentations, and
- tradeshow displays

How does it look?

A new PowerPoint file defaults to the Normal view, shown below



Normal View

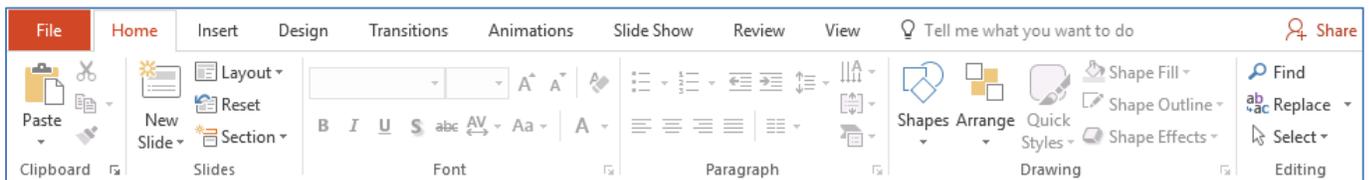
- The slide you are working on is front and centre. A title slide is presented, and you can simply click and type to add title and subtitle
- On the left, a miniature version of the slides in your presentation are visible in a column; you can also select the 'Outline' view here which presents only the text on your slides
- Tools for formatting, inserting pictures, animating, etc. are available in tabbed 'Ribbons' at the top of the screen (File, Home, Insert, and so on)
- Speaker notes can be added beneath each slide by clicking on **Notes**. These can be printed for ease of use
- View options are available at the lower right of the screen (circled above). These include
 - **Normal view** (shown above, commonly used to create the presentation)
 - **Slide Sorter** (presents all the slides in miniature, so they can easily be dragged into a new order)

- **Reading View** (a nearly full screen way of seeing your presentation)
- **Slide Show View** (shows your presentation as it would appear on a projector)

PART II: Ribbons

Like other Office products, tools are arranged in trays called Ribbons at the top of the screen. Each Ribbon is accessible by clicking on the tab name (Home, Insert, etc.); within each Ribbon, tools are arranged in groups so that similar items are together

Home Tab

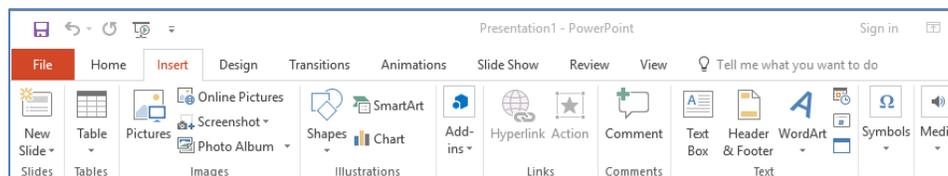


The Home Tab is where the most commonly used tools are situated. This is the default toolbar when a new PowerPoint is opened.

The first four groups are

- **Clipboard:** for cutting, copying, and pasting material and copying formatting
- **Slides:** this is where you get a new slide. Clicking the down-arrow beneath “New Slide” gives you various layout options for your new slide, as shown
- **Font:** here you can change the font style, size, colour, and so on
- **Paragraph:** as in Word, this group allows you to align your text and insert bullet points

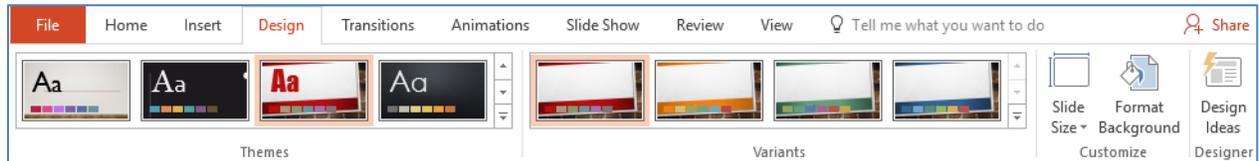
Insert



The Insert Tab gives you the tools to insert things like tables, images, charts, text boxes, etc.

- Clicking **Picture** in the Images group will launch your File Explorer, so you can directly import a picture from your computer directory to the slide you’re working on
- Clicking **Screenshot** will give you access to all the other windows you have open on your computer. Use the **Screen Clipping** tool to import a portion of a screenshot.

Design



The Design tab provides a large number of ‘themes.’ These are templates, with predetermined layouts, colours, fonts and so on. Mouse over the selections to see what your presentation will look like if a given theme is selected. You can alter fonts, colours and effects using the three tools to the right.

Transitions



Transitions refer to how one slide moves to the next when you do your presentation. Keep in mind that too much activity on the screen can be a distraction, so be judicious in your selection.

Animations



Animations refers to active effects whereby features of a slide can appear, fly in, fade in, etc. Remember that too much action on the screen distracts from your presentation.

PART III: Speaker Notes

Adding notes to the bottom of each slide is a great way to remind yourself of all the points you want to cover while the slide is onscreen. To expand the notes field, simply mouse over the dividing line that separates the slide from the notes, and drag upward.

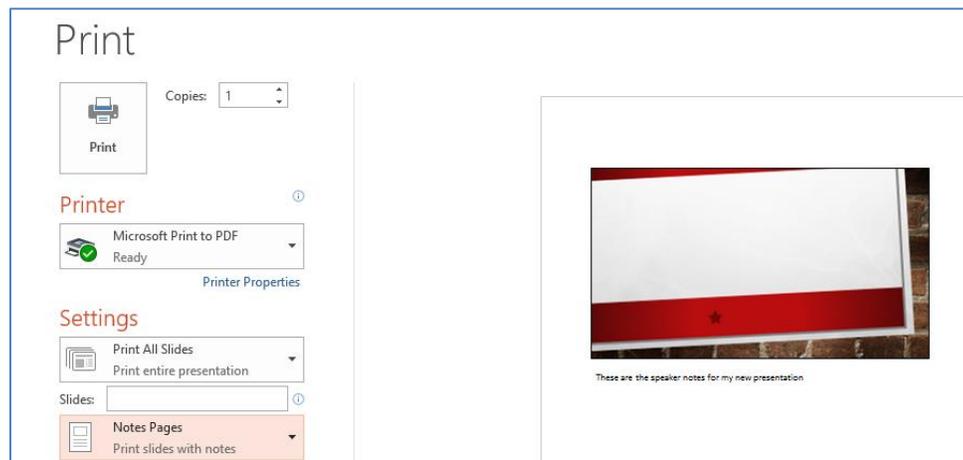
These notes will not be visible in Slide Show view – so your audience will not see them



PART IV: Print Options

As with other Microsoft Office products, the print tools are in the **File tab**.

- To print your Speaker Notes, click the **File Tab**, then **Print**.
- Click tool beneath the **Print All Slides** selection tool. It will be defaulted to 'Full Page Slides.' The default view will print one full slide per page without notes
- Click on **Notes Pages** to get a small version of each slide with your notes underneath (as shown below). Use this printout to keep yourself on track during your presentation
- Selecting the **3 Slides option** turns your presentation into a handout – complete with small versions of your slides with a lined space for notes beside each one



PART V: Learn More

There are lots of resources to explore.

Library Resources

- Google **North Vancouver City Library** or type **nvcl.ca** into the URL bar. Click on **Using the Library**, then on **Technology Training** (under Services), and **Computer Classes**. Scroll to **Intro to PowerPoint** then click on **Class Resources**.
- Try a tutorial on Lynda.com, accessible for free on the library website: www.nvcl.ca/databases > Lynda.com
- Look for books on the third floor in Row 26, Dewey **005.58**
- Set up a free 1-on-1 appointment with our Tech Connect team by calling 604-982-3941 or emailing us at techconnect@cnv.org

Other Resources

- Online Training: <http://www.gcflearnfree.org/powerpoint2016/>