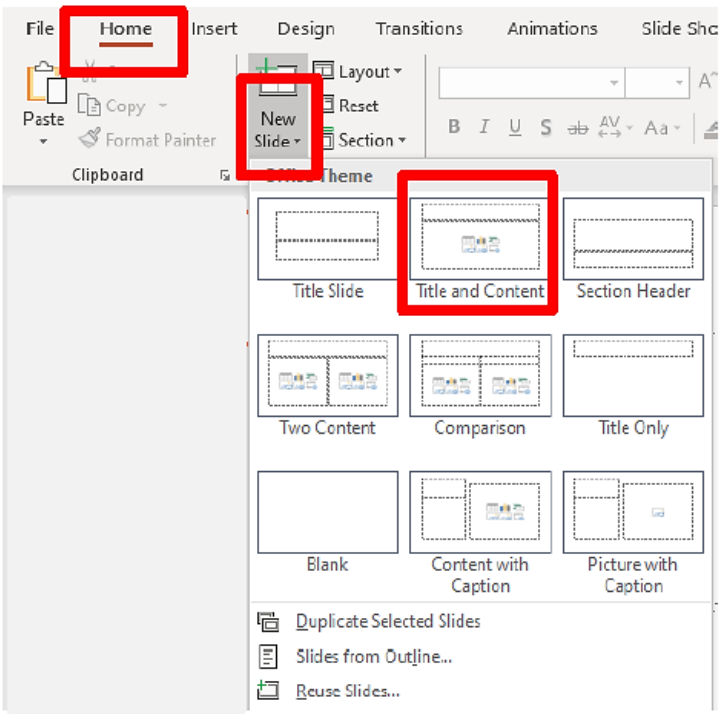
Lecture 10

Microsoft Office PowerPoint (MS PowerPoint)

C. Add New Slide

A slide layout defines the placement of text, pictures, tables, and graphs. If you change the layout of a slide, the text and graphics remain intact. You can resize text and graphic boxes to conform to the new layout.



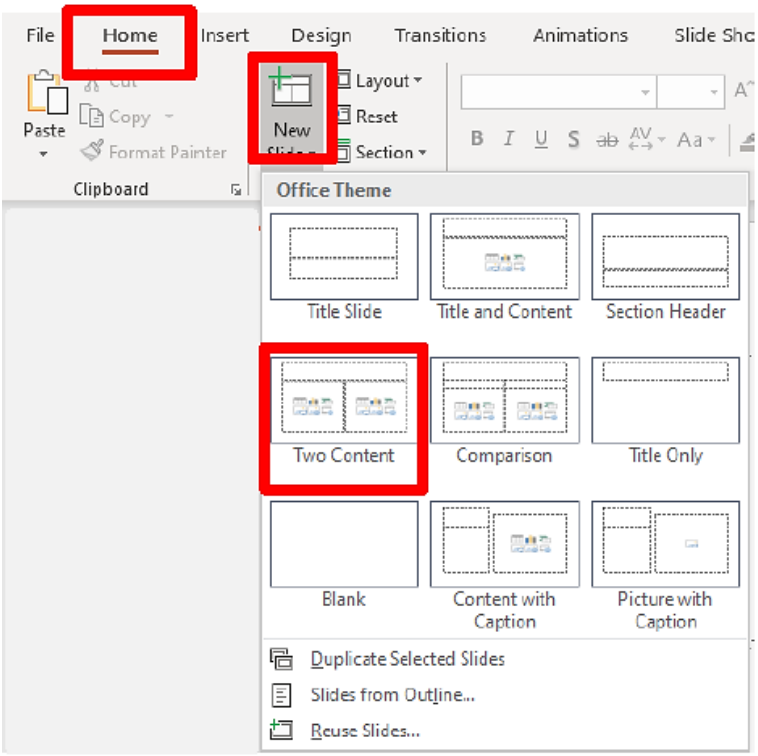
1. On the **Home** ribbon, located in the **Slides** group, click on the **New Slide** drop-down arrow. The Office Theme panel will appear with multiple slide layouts. Select your desired slide layout.

2. For this exercise, click on the second Layout (**Title and Content**) in the first row.

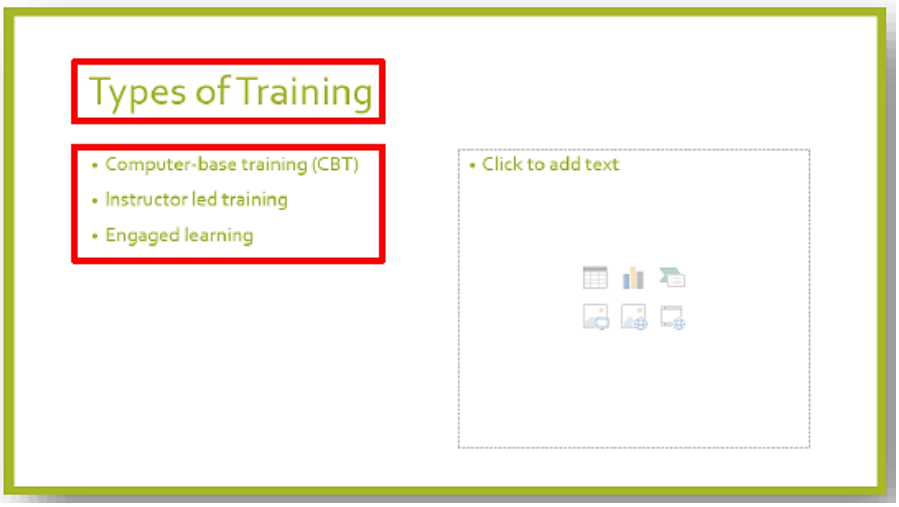
3. In the **Title Placeholder**, type the text **Agenda** as seen above.

4. In the **Text Placeholder**, type the bulleted text as seen above (You will need to press **Enter** after each line of text.).

5. Add another new slide.



6. On the **Home** ribbon, click on the **New Slide** drop-down arrow and then select the **Two Content** slide layout (This slide contains a title, text, and clip art placeholders.).



7. Click inside the **Title and Text Placeholders** and type the text shown above.

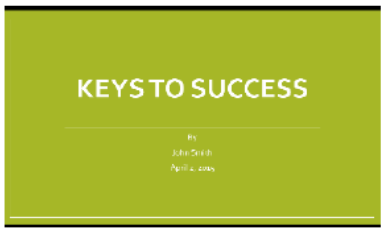
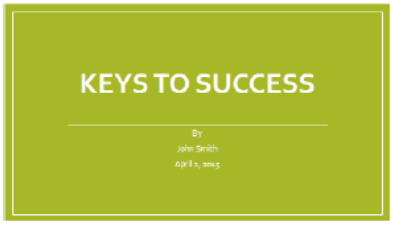
8. On the **Quick Access Toolbar**, click on the **Save** button to save your presentation changes.

Editing Techniques

This section will teach you basic techniques for editing slides.

A. View Modes for Editing

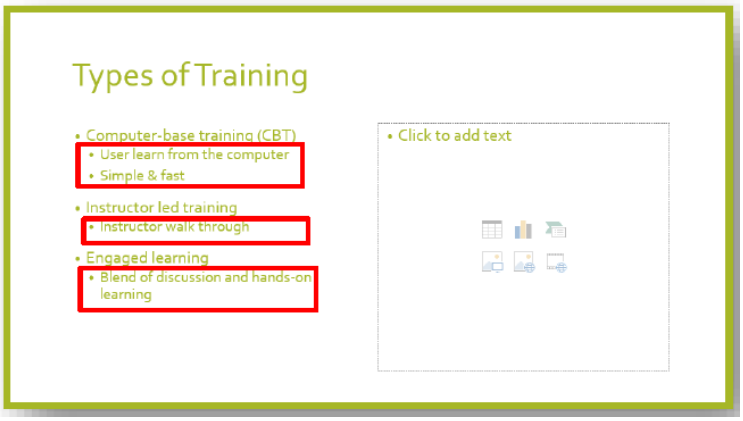
The **Normal**, **Slide Sorter**, **Reading**, and **Slide Show** Views allow you to type, edit, and view your presentation. To switch between views, click the **View** Options buttons at the lower right-hand side of the PowerPoint window.

Normal View 	Normal View is the main editing View, which you use to write and design your presentation. The View has three working areas: on the left, tabs that alternate between an outline of your slide text (**Outline** tab), and your slides displayed as thumbnails (**Slides** tab); on the right, the slide pane, which displays a large view of the current slide; and on the bottom, the notes pane.
Slide Sorter View 	Slide Sorter View is an exclusive view of your slides in thumbnail form. When you are finished creating and editing your presentation, Slide Sorter gives you an overall picture of it — making it easy to reorder, add, or delete slides, and preview your transition and animation effects.
Reading View  	Reading View is new in PowerPoint 2019. It is similar to Slide Show View. The difference between the two Views is that while Slide Show View takes over the whole screen, the slide in Reading View is shown in full screen, but you will see the PowerPoint title band at the top of the screen. The PowerPoint status bar and the Windows task bar are also displayed at the bottom of the screen.
Slide Show View  	Slide Show View takes up the full computer screen, like an actual slide show presentation. In this full-screen View, you see your presentation the way your audience will. You can see how your graphics, timings, movies, transition effects, and animation elements will look in the actual show.

B. Edit Bulleted List

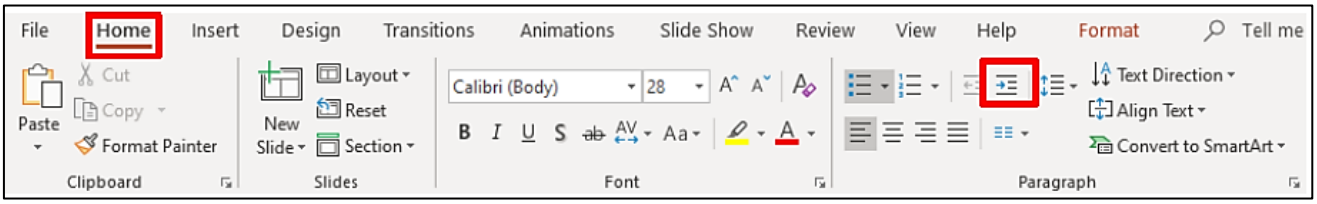
Typing text in PowerPoint is similar to typing in other applications. However, since PowerPoint deals with bulleted lists, a few keystrokes will be identified to help in typing multiple lines.

1. Confirm you are on **slide three**.



2. In **Normal** View, edit the bulleted list to include the circled text above. Place the Insertion

bar after each line of the bulleted text and then press the **Enter** key.



3. To add a sub-bullet, click on the **Increase Indent** button, located on the **Home** ribbon.

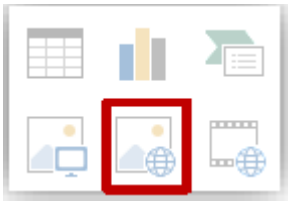
The **Tab** key can also be used to indent text.

4. Type the text and if additional sub-bullets lines are needed press the **Enter** key, after your line of text.

C. Add Pictures

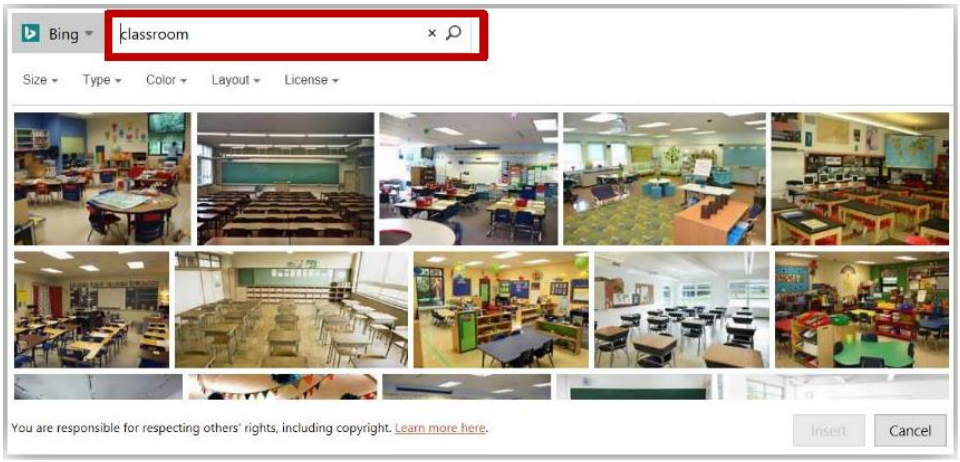
Online Pictures are any type of computerized images such as artwork and photos. You can make your presentation more eye-catching and entertaining by adding Pictures.

1. Confirm you are on **slide three**.



2. Click on the **Online Pictures** button in the **Illustration** box, located in the **Text** Placeholder.

3. The **Bing Image Search** window will appear.



4. In the **Search** box, type the word **Classroom**, and then press the **Search** icon.

A variety of online images associated with your search will appear.

5. Scroll through the **Pictures** window to find your desired image.

6. To insert the image, place the mouse pointer on the image and then click on the left mouse button twice.