



**Subject Name: Presentation Skills**

**1<sup>st</sup> Class, First Semester**

**Subject Code: UOMU011017**

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**Lecture No.: 6**

**Lecture Title: Introduction to Microsoft PowerPoint 2019.**



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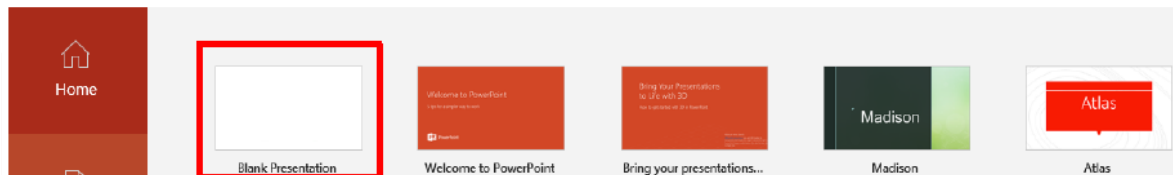
## I. Introduction

Microsoft PowerPoint is a robust application that allows you to combine text, graphics, and predesigned backgrounds to create professional presentations. The following is an illustration in how to launch PowerPoint for the first time user.

### A. Launch Microsoft PowerPoint 2019

Launch PowerPoint:

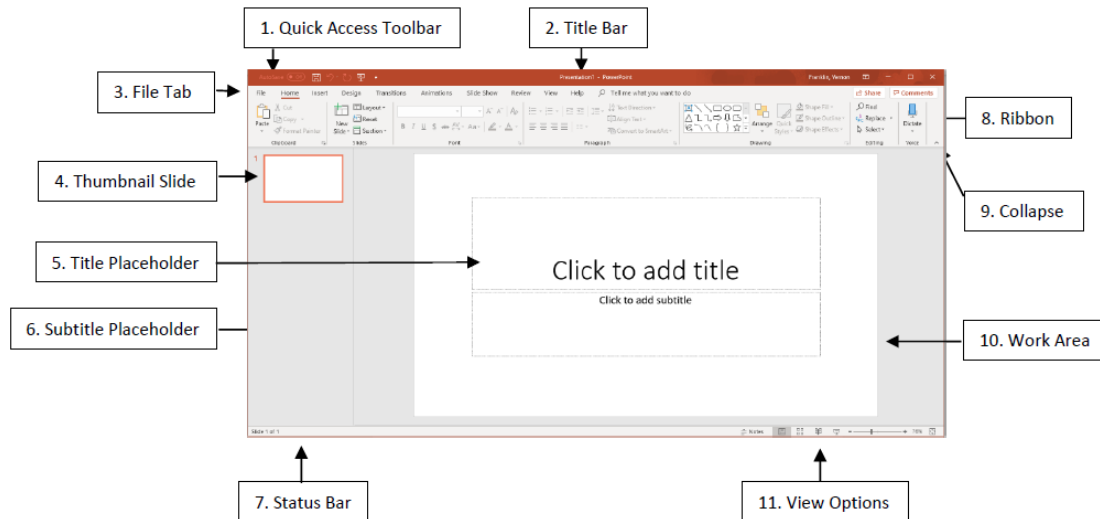
1. Click on the **Office Start** button.
2. Click on the **PowerPoint 2019**  icon from the options panel.
3. The **PowerPoint Template** window will appear.



4. Click on the **Blank Presentation** icon.

## B. Windows Features

The purpose of Windows Features is to enable the user to perform routine tasks related to Microsoft applications. All Office applications share a common appearance and similar features. Windows Features provide a quick means to execute commands. Below are some pertinent PowerPoint features:

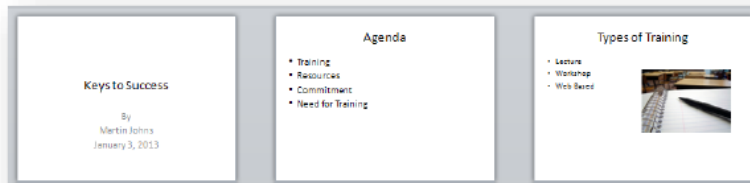


## C. Feature Terms and Descriptions

	Term	Description
1	<b>Quick Access Toolbar</b>	Displays quick access to commonly used commands.
2	<b>Title Bar</b>	Displays the name of the open file.
3	<b>File Tab</b>	The File tab has replaced the Office 2007 button. It helps you to manage the Microsoft application and provides access to options such as Open, New, Save As, Print, etc.
4	<b>Thumbnail Slide</b>	Displays a snapshot of each slide.
5	<b>Title Placeholder</b>	Section where text is entered.
6	<b>Subtitle Placeholder</b>	Section where text and/or graphics are entered.
7	<b>Status Bar</b>	Displays information about the slide presentation, such as page numbers.
8	<b>Ribbon</b>	Displays groups of related commands within tabs. Each tab provides buttons for commands.
9	<b>Collapse</b>	Collapses the ribbon so only the tab names show.
10	<b>Work Area</b>	Each slide has an area where text and graphics are entered for a presentation. There are various slide layouts to work from.
11	<b>View Option</b>	Displays several View modes for slides.

## D. Presentation Slides

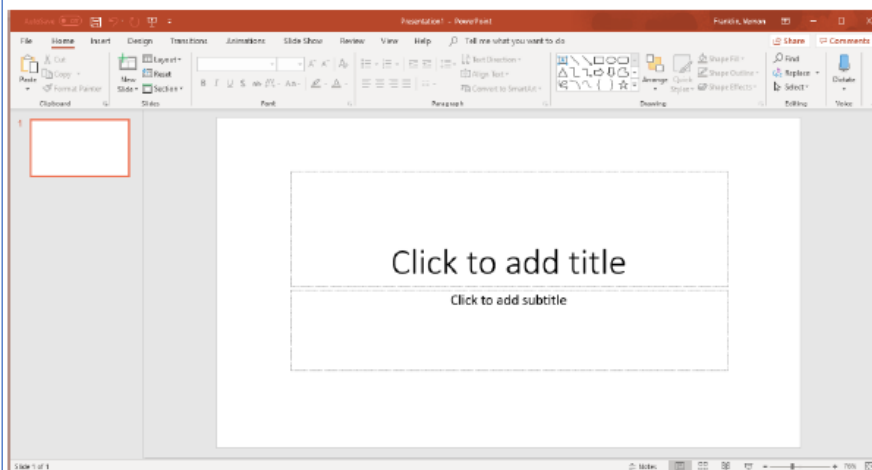
Slides in a presentation are similar to pages in a word processing document. All slides and graphics are saved in one file (example: **keys.xppt**). Use the PowerPoint file to present the information in the following ways:



- **On-screen slide show:** The keys.xppt file displays the slide show on a monitor or computer-projected large screen.
- **Web pages:** The keys.xppt file can be saved as Web page and then published on the Web.
- **Overhead transparencies:** The keys.xppt file can be printed as transparencies (**Important:** Make sure the appropriate transparencies are used for your printer model. The wrong type of transparencies can melt inside your printer.).
- **Handouts:** The keys.xppt file can print two to nine mini slides per page.

## II. Create Slide Presentation

This section will teach the basics of opening PowerPoint and beginning a presentation. When PowerPoint is launched the **Presentation** window will appear.

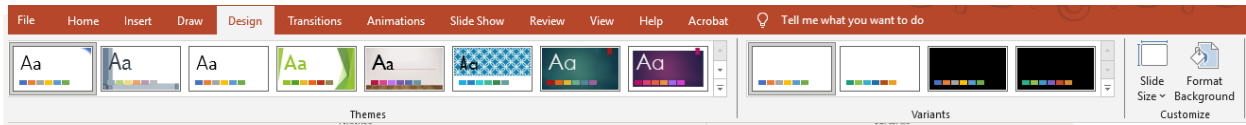


When creating a new presentation, PowerPoint gives you a range of ways with which to start creating a presentation. You can start your presentation with:

- **Blank:** Slides that are unformatted and have no color scheme.
- **Design:** Slide Themes that have design concepts, fonts, and color schemes.
- **Template on [Microsoft.com](https://www.microsoft.com):** Microsoft Office Templates and Theme Gallery are arranged according to type (Click on the File tab, select the New option, and then click on PowerPoint presentations and slides from the Available Templates and Themes.).

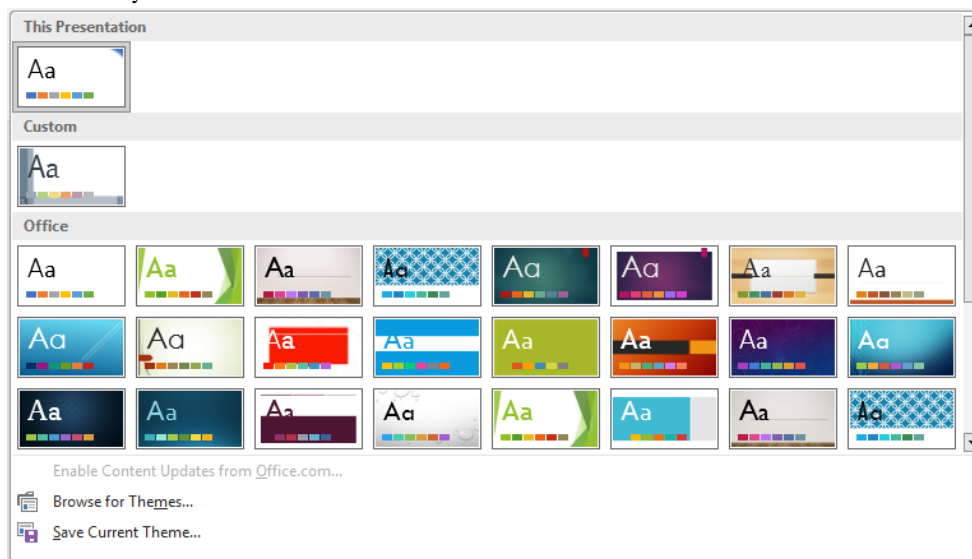
## A. Design Theme

A Theme gives your slides a consistent appearance throughout your presentation. Themes contain color schemes with custom formatting, styled fonts, and layouts. When you apply a design template to your presentation, the slide master and color scheme of the template replaces the original blank slide.



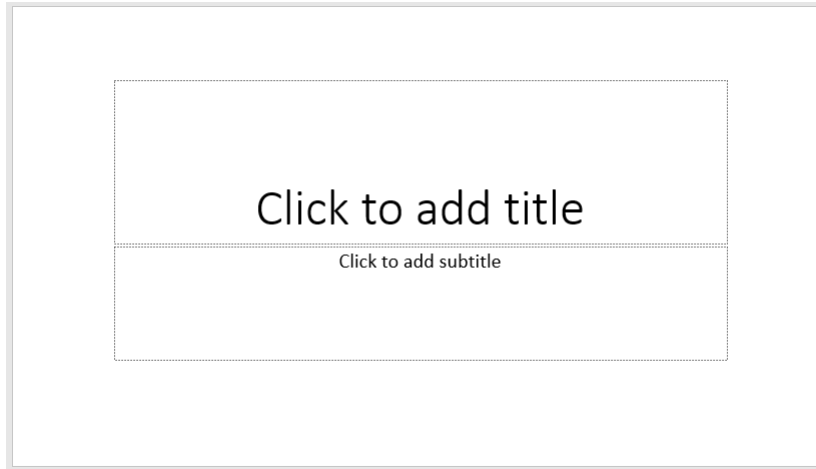
1. Select the **Design** tab, then on the **Theme** group, click on the drop-down arrow next to the last Theme.
2. The **All Themes** window will appear with available presentation Themes.

1. Select the **Design** tab, then on the **Theme** group, click on the drop-down arrow next to the last Theme.
2. The **All Themes** window will appear with available presentation Themes.
3. Hover the mouse pointer over a Theme to preview it.
4. Click on a **Theme** of your choice.

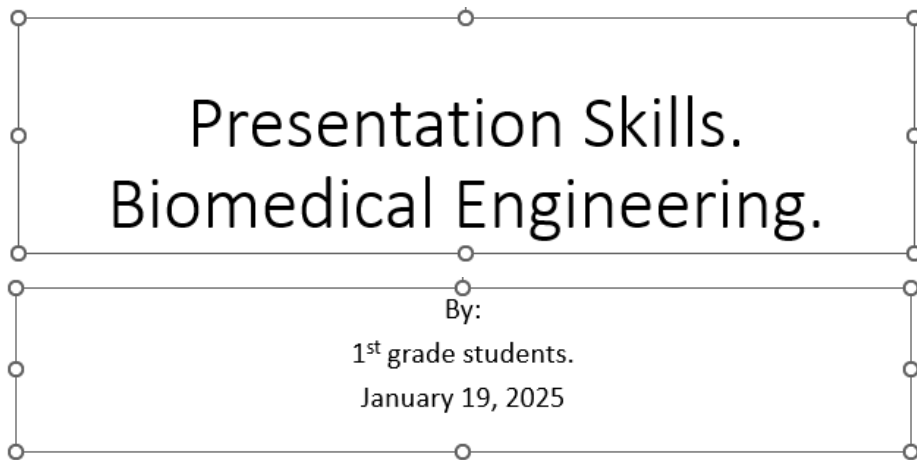


### B. Add Text

The template for the design Theme you select will determine the font type and text alignment. PowerPoint places all information (text and graphics) contained on a slide in separate Placeholders. Placeholders are designated by dotted lines; they appear on a slide as guides, but they will not appear on the finished presentation. To edit text, click once inside of the Text Placeholder, and the insertion point will appear. Then, you will begin to type your text.

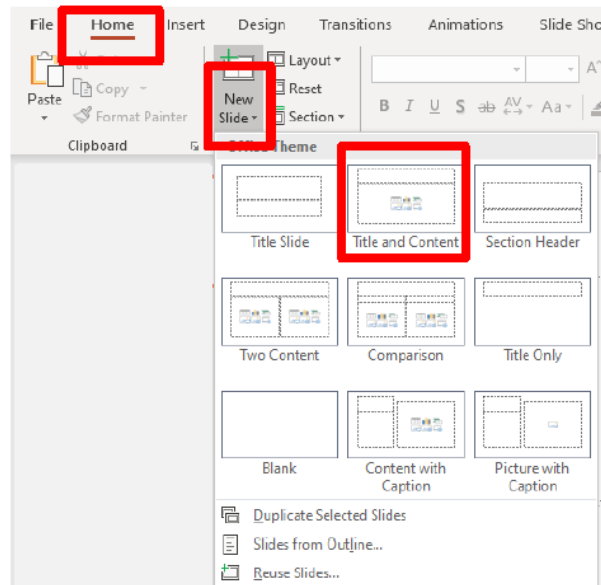


1. Click in the Title Placeholder and type the text title below.
2. Click in the Subtitle Placeholder.
3. Type the text below (You must press the Enter key after each line of text.).
4. Save the presentation. Click on the File tab and then click on Save As. The Save As window will open. In the File name box, type Keys to Success for the presentation name. The instructor will indicate where to save the file. Click on the Save button.

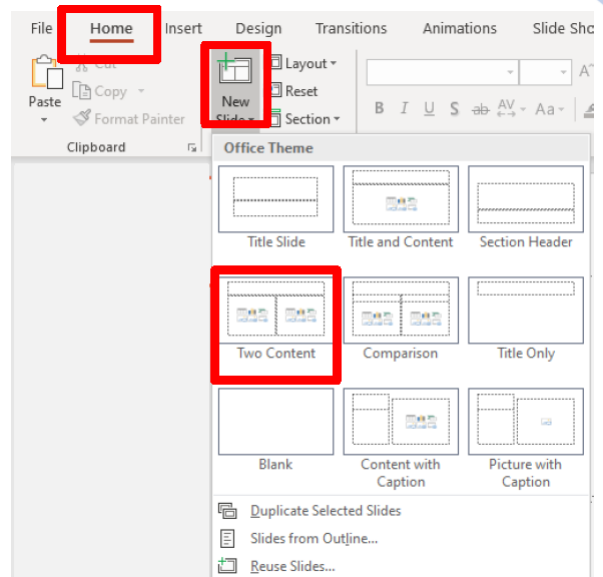


### C. Add New Slide

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

