

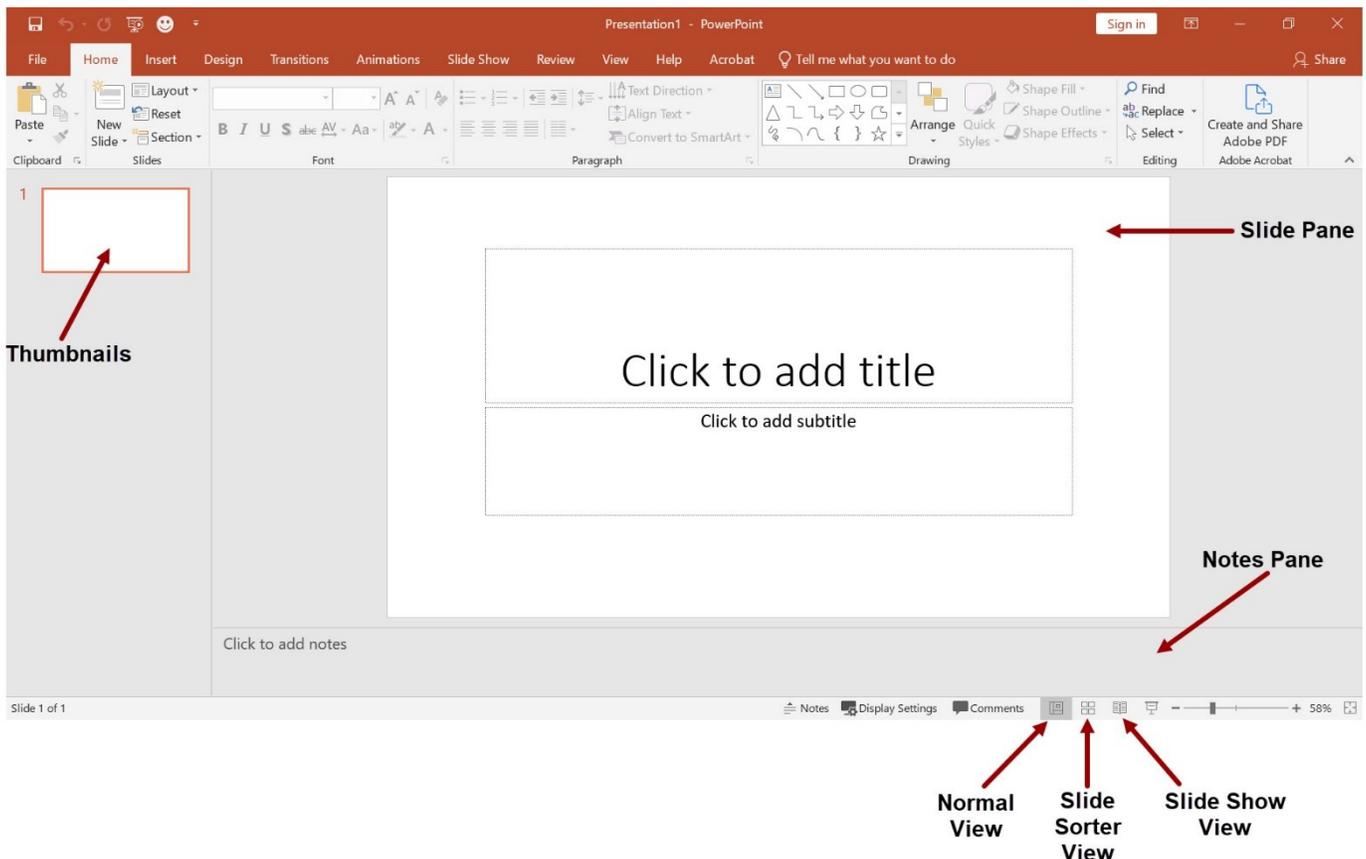
# Introduction to MS PowerPoint 2019

## Viewing a Presentation

When you create a Blank Presentation in PowerPoint, the workspace opens in **Normal view**. Normal view is divided into three areas:

- 1) **Slide Pane** - shows the full layout of a slide
- 2) **Thumbnails** – shows slide thumbnails
- 3) **Notes Pane** – used to input text relevant to a specific slide

Other views include **Slide Sorter view** which shows thumbnails of the entire presentation and **Slide Show view** where you preview your presentation as your audience will see it.

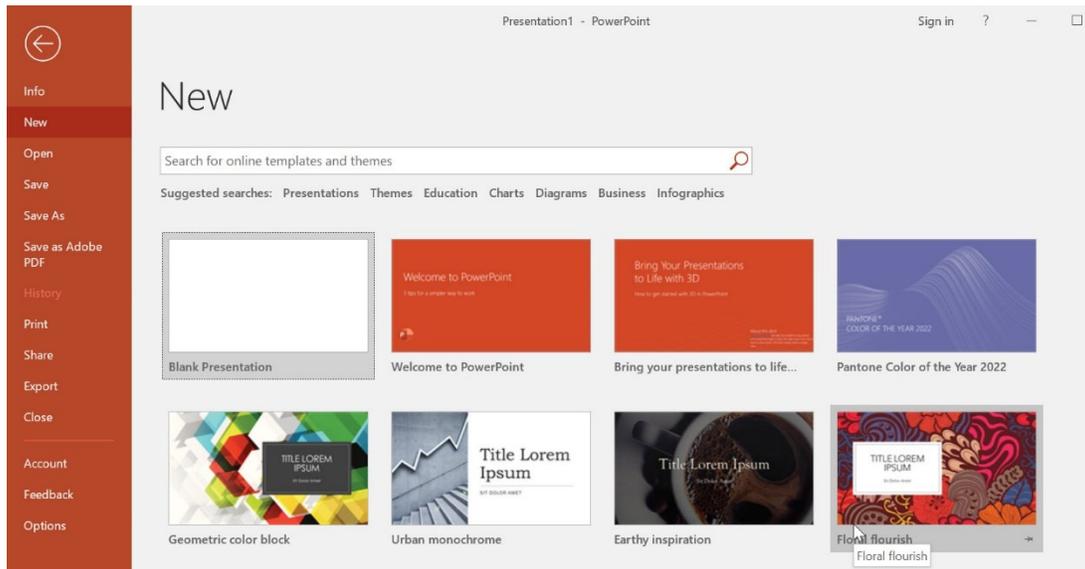


## Creating a New Presentation

To Create a New Presentation:

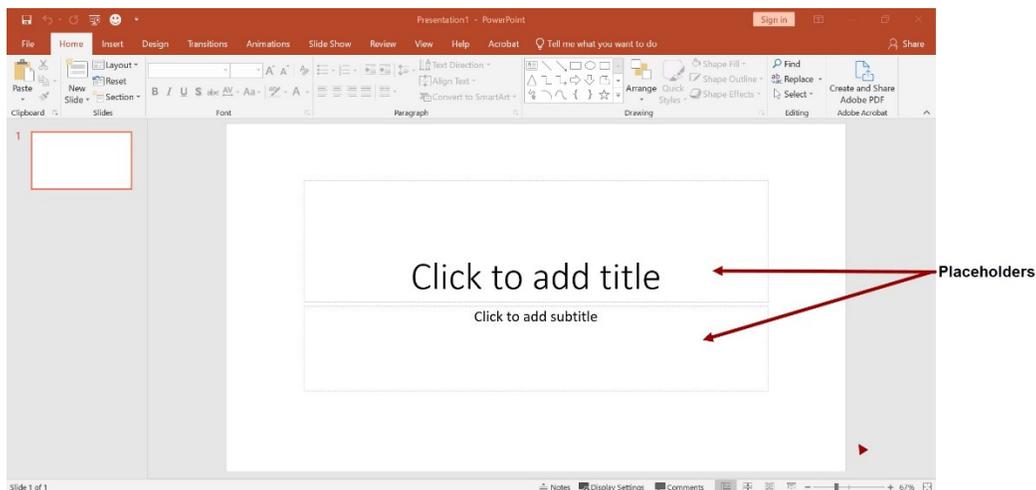
- 1) Click on the **File** tab
- 2) Click on **New**

- 3) Select either a Blank Presentation, a featured theme or search for online templates and themes
- 4) Double-click **Blank Presentation** to create a new presentation



## Entering Text on a Slide

When you create a new presentation, the first slide to appear is a **Title slide**. It contains two placeholders: a **title placeholder** and a **subtitle placeholder**. To add text, click within the placeholder and type.



## Formatting

PowerPoint provides a wide variety of themes that apply a distinctive look to the text, bullets, background colors, and graphics in a presentation. Using a theme is a big time-saver and immediately adds a professional touch to your presentation. You can apply a theme when you create a new presentation and you can change the theme as many times as you want.

## To Apply a Theme:

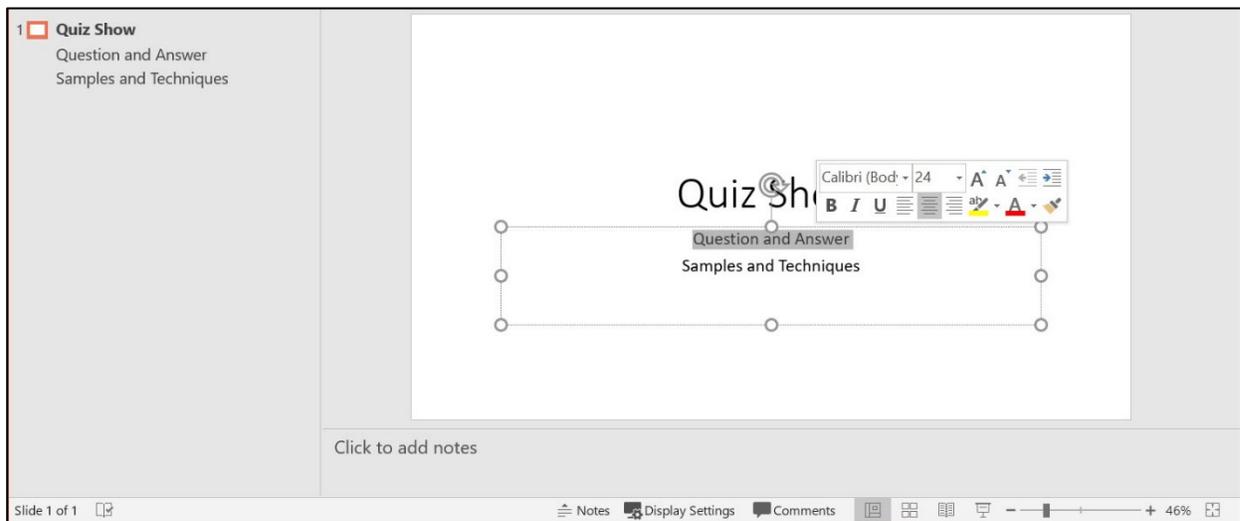
- 1) Click on the **Design** tab
- 2) Select one of the themes in the **Themes** group

To see more themes, click on the **dialog box launcher**.



## To Format Text:

- 1) Click within the placeholder
- 2) Select the text to format

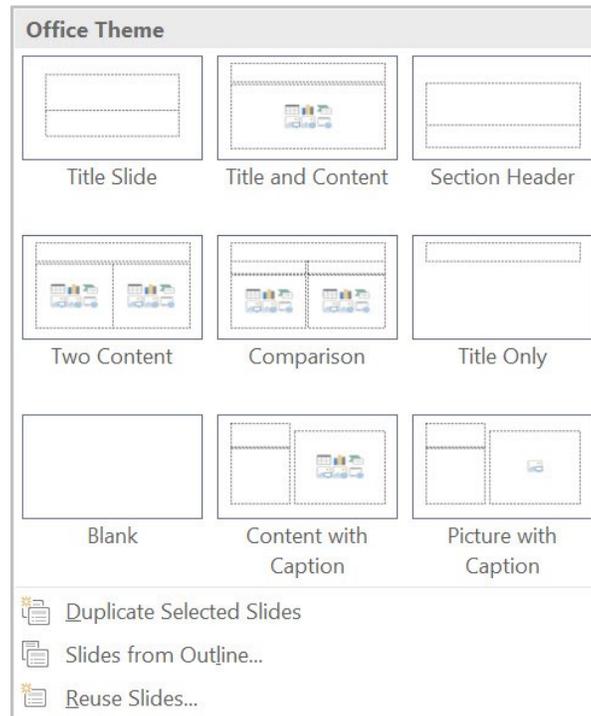


- 3) Click on the **Home** tab
- 4) Click on the formatting buttons in either the **Font** or **Paragraph** groups
- 5) You can also use the **Mini Tool Bar** that appears when the text is selected

## Adding New Slides

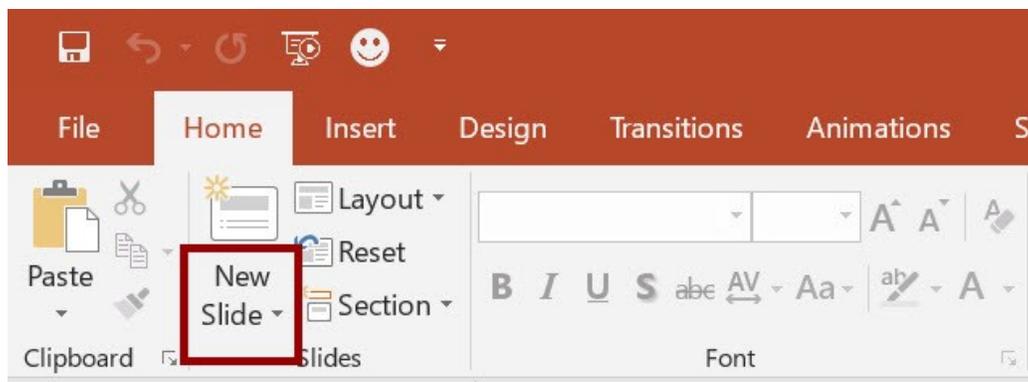
Each slide in PowerPoint has a slide layout. Slide layouts contain formatting, positioning, and placeholders for all of the content that appears on a slide.

PowerPoint includes nine built-in slide layouts.



### To Add New Slides:

- 1) Click on the **Home** tab
- 2) Click on **New Slide** in the **Slides** group
- 3) Choose a slide layout



### Content Slides:

If you choose a slide with content, you will have six types of content to choose from.

- Tables 
- Charts 
- Smart Art Graphics 
- Pictures 

- Online Pictures 
- Online Video 

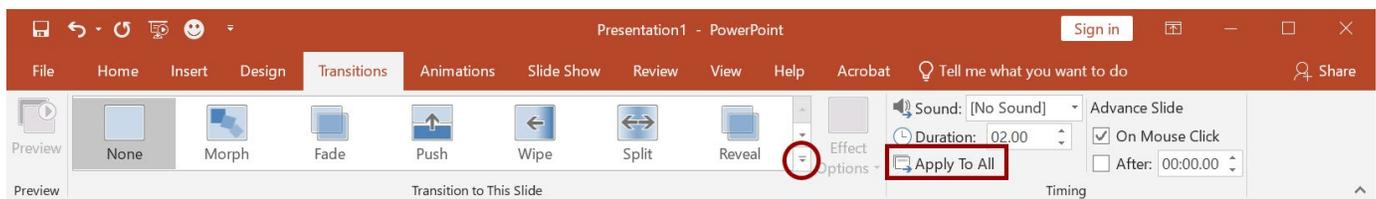
Click on the type of content you want to create and PowerPoint will provide the tools needed to create it.

## Applying Slide Transitions

A transition is a special effect that determines how a slide appears as it enters or leaves the screen.

### To Apply Transitions:

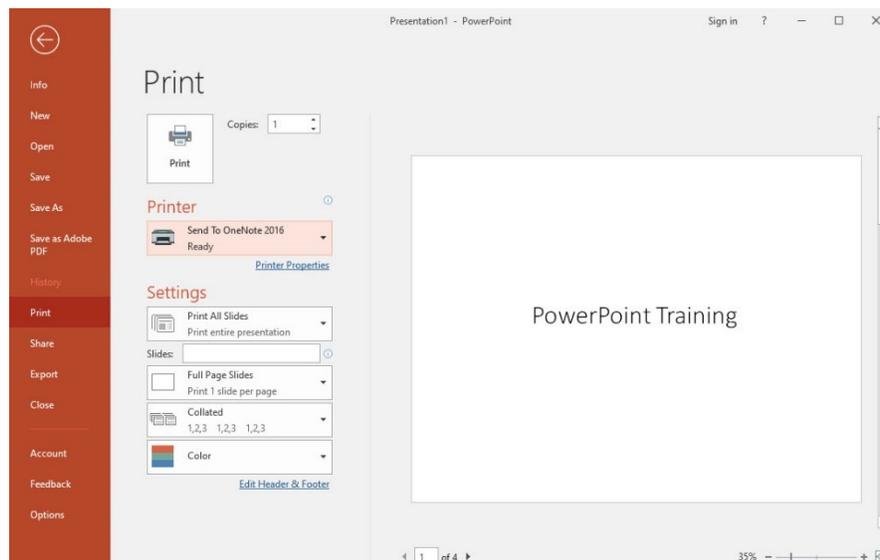
- 1) Click on the **Transitions** tab
- 2) Click on the drop down arrow in the **Transition to This Slide** group to see a listing of all available transitions
- 3) Click on the transition you want to apply
- 4) Click on **Apply to All** to apply the transition effect to the entire presentation



## Printing

### To Print:

- 1) Click on the **File** tab
- 2) Click on **Print**



Under **Settings** click on **Print All Slides** and select one of the options to print:

- **Print All Slides** – print entire presentation
- **Print Selection** – only print the selected slides
- **Print Current Slide** – only print the current slide
- **Custom Range** – enter specific slides to print

### **Printing Handouts, Notes and Outline**

Click on **Full Page Slides** and choose from the following:

- **Print Layout**
  - Full Page Slides
  - Notes Pages
  - Outline
- **Handouts**
  - Choose between 1 – 9 slides per page (horizontal or vertical)