Design Document: MS PowerPoint Basics

Class Description

Learn how to use PowerPoint's basic features to add and delete slides, change slide layouts, format text, select themes, and add graphics to a presentation.

**Curriculum Track**

Microsoft Tools

**Audience**

Adults

**Course Length**

90 minutes

**Training Method**

Instructor-led hands-on

**Purpose**

To introduce users to creating and presenting PowerPoint presentations

Equipment Requirements

Projector and projection screen; computers with internet access for the instructor and each participant; laser pointer (recommended)

Software Requirements

Microsoft PowerPoint 2013

Material Requirements

Pens or pencils, *PowerPoint Basics* presentation, Activity Sheet, Handout*,* participant surveys

**Learning Objectives**

At the end of the session, learners will be able to:

* Define common terminology used in PowerPoint
* Create a new presentation and add content (text and images)
* Add, delete, and duplicate slides
* Modify presentation slides
* Adjust slide layouts
* Rearrange slide order
* Apply a design theme
* Play a PowerPoint presentation (“Slideshow”)

**Assessment Technique(s)**

Successful completion of class activities

Content Outline

**Agenda (2 mins.)**

* Outline the following topics that will be covered in class
  + Terminology & Descriptions
  + Creating a presentation
  + Adding Slides & Content
  + Modifying Slides
    - Adjusting slide layouts
    - Rearranging slide order
    - Deleting Slides
    - Duplicating slides
    - Applying a theme
  + Playing a PowerPoint presentation (“Slideshow”)

**Topics, Talking Points, and Activities (85 mins.)**

* **Terminology & Descriptions**
  + Begin by having the *PowerPoint Basics* presentation open to set the stage and follow through with the terminology
  + Define the following terms and illustrate each one with a graphic or screenshot/call-out box:
  + **PowerPoint** – An application for creating custom slide show presentations. PowerPoint is useful for any type of presentation or project where visual aids or quick reference to key ideas is necessary, such as work presentations, new hire orientations, classroom projects, or picture slideshows
* **The Ribbon** – The area at the top of the screen where commands are organized into Tabs, icons, and Groups
* **Tabs** – The areas within the Ribbon where like features are organized. The 8 main Tabs include Home, Insert, Design, Transitions, Animations, Slideshow, Review and View
* **Groups** – The areas within Tabs where related task functions—like adding a slide—are organized
* **Slide** – Each individual screen in a PowerPoint presentation
* **Navigation Pane** – The display pane on the left side of the PowerPoint window that provides a preview of all slides in your presentation and allows for quick navigation
* **Layout** – The pre-arranged placeholders on each slide that allows for content to be quickly added
* **Themes** – Pre-designed background graphics, color combinations, and font pairings that enhance the image of your slides
* **Creating a Presentation**
  + Minimize the *PowerPoint Basics* presentation open and demonstrate how to access PowerPoint from the **Start** menu using the following steps:

1. Click on the **Start** menu in the lower left-hand corner of the screen
2. Click on **All programs**
3. Click on **Microsoft Office 2013**
4. Click on **PowerPoint 2013**

* If applicable, explain that at your library, users can access PowerPoint by clicking on a desktop icon located on the main screen
  + Explain that when opening a new PowerPoint presentation, users are given the option to create a “Blank” presentation or select one of the themed templates provided.
  + Point out that the techniques used for typing, editing and deleting are the same as used for Microsoft Word, as are the File tab features (Opening, Saving, Printing, etc.)
  + After opening PowerPoint, demonstrate how to create a new, blank presentation:
    1. Click on “**Blank Presentation**”
    2. In the Title box, type Paws to Read
    3. In the Subtitle box, type Gail Borden Public Library
    4. Click on the **File** tab and select **Save As**
    5. Save the PowerPoint to your desktop with the title Paws to Read

**ACTIVITY**: Have participants complete **Activity #1** on the *Activity Sheet*

* **Adding Slides & Content**
  + **Adding Slides**
  + Mention that in PowerPoint, you have the option to add as many slides as desired for your presentation
  + Demonstrate how to add a new slide to a presentation in the *Paws to Read* presentation:
    1. From the **Home** tab, click on the **New Slide** button
    - Point out that the new slide is automatically added to the Navigation pane below the one that is selected
    - Mention that when a new slide is inserted, the default is to match the previous slide
    - Point out that new slides provide quick options for adding text in a bulleted list, images, tables, charts, etc.
    1. In the **Title** box, type Animals of GBPL
    2. In the content box click on *Click to Add Text* and type “Daring Dogs”
    3. Press the **Enter** key on your keyboard and type “Comical Cats”
    4. Press the **Enter** key on your keyboard and type “Amusing Animals”
    5. Add three more new slides
  + **Adding Additional Content (Images)**
  + Note that images or pictures are often added to presentations
  + Demonstrate how to add a photo from online using the following steps:
    1. With the Animals of GBPL slide select, click on the **Insert** Tab
    2. Click the **Online Pictures** button
    3. In the window that appears, type Puppy in the Bing search box
    4. Select one of the photos and click **Insert**
    5. If necessary, move or resize the image so it is appropriate for the slide
  + Demonstrate how to add an image from your computer:
    1. Click on the third slide in your Navigation Pane
    2. Title the slide Daring Dogs
    3. Click on the **Insert** Tab
    4. Click the **Pictures** button
    5. Navigate to the appropriate folder to select the photo of **Cricket** and click **Insert**
    6. Follow the same procedure for the following two slides, using the appropriate information (Comical Cats and Amusing Animals with their corresponding images)

**ACTIVITY**: Have participants complete **Activity #2** on the *Activity Sheet*

* **Modifying Presentation Slides**
  + **Adjusting Slide Layouts**
    - Mention that while working on a PowerPoint, one may find that a different layout would be more beneficial for their slides
    - Demonstrate how to change the slide layout:
      1. With the Daring Dogs slide selected, click on the **Layout** button from the **Home** tab
         * Note that the current layout is highlighted (**Title & Content**) and there are eight other styles to pick from
      2. Click on the **Picture with Caption** layout to alter the selected slide
      3. Click through the other layout styles to explore the differences between them then return to the **Picture with Caption** layout
      4. In the caption box, type Cricket – All “paws” in for reading!
         * Mention that you can choose a different slide layout when adding a new slide by clicking on the **New Slide** text button and using the drop-down menu to select a layout, or change it later if necessary
  + **Rearranging slide order**
    - Mention that while working on a PowerPoint, one may need to move a slide in order for it to be effective
    - Demonstrate how to move slides:
      1. Select the Amusing Animals slide in the Navigation Pane
      2. Drag the it below the Title slide
         * Note how the numbers of the slides change according to the order they are placed in
      3. Drag the slide in between the remaining slides then return it to the bottom

**ACTIVITY**: Have participants complete **Activity #3** on the *Activity Sheet*

* **Duplicating Slides**
* Mention that while working on a PowerPoint, one may need to copy or duplicate slides. Depending on content, it may be easier to copy a slide and make adjustments than create a brand new one.
* Demonstrate how to duplicate a slide

1. Right-click on the Crazy Cats slide in the navigation pane
2. Click on **Duplicate**
3. Title this slide Extraordinary Extras
4. Delete the photo and add an online one of a different animal

* **Deleting Slides**
* Mention that while working on a PowerPoint, one may need to delete a slide
* Demonstrate how to delete a slide
  1. In the Navigation pane, right-click on the Extraordinary Extras slide
  2. Click on **Delete Slide** to remove it
  + **Applying a theme**
    - Mention that while working on a PowerPoint, one may wish to add a pre-designed theme so they don’t have to come up with something on their own
    - Remind participants that this can be done when creating a new PowerPoint or at any time
    - Demonstrate how to apply a theme:
      1. Select the title slide
      2. Click on the **Design** tab in the Ribbon
      3. Hover over the various themes listed to show how the selected slide changes
      4. Click on various themes and scroll through the slides to show how it is applied to the whole presentation
         * Point out that more themes are available by clicking the down arrow in the bottom right corner of the theme box
         * Note that “blank” presentations use the default “Office” theme
         * Mention that themes can be applied to slides individually or all slides. To apply a theme to a single slide, right-click on the desired theme from the list and select apply to this slide
         * Note that if a theme is chosen in the beginning, when creating a new PowerPoint, it will automatically be applied to all slides

**ACTIVITY**: Have participants complete **Activity #4** on the *Activity Sheet*

* **Playing a PowerPoint Presentation (“Slide Show”)**
  + The main use of the PowerPoint program is to play a presentation as a slideshow
  + The slide show will display in full-screen mode until the show is over or you hit the ESC button on your keyboard
  + Demonstrate how to play a PowerPoint presentation
    1. Click on the **Slide Show** tab in the Ribbon
    2. From the Start Slide Show group, select **From Beginning**
    3. Click through each slide
       - Explain that after your last slide appears, a black screen will indicate that your show is over. Clicking again will return you to the PowerPoint editing window

**ACTIVITY**: Have participants complete **Activity #5** on the *Activity Sheet*

**Wrap Up/Closing (3 mins.)**

* Highlight the upcoming technology classes and share the types of topics that will be covered
* Ask if there are questions and answer any that were “parked” during the session
* Thank participants for coming and ask them to complete the class survey before leaving