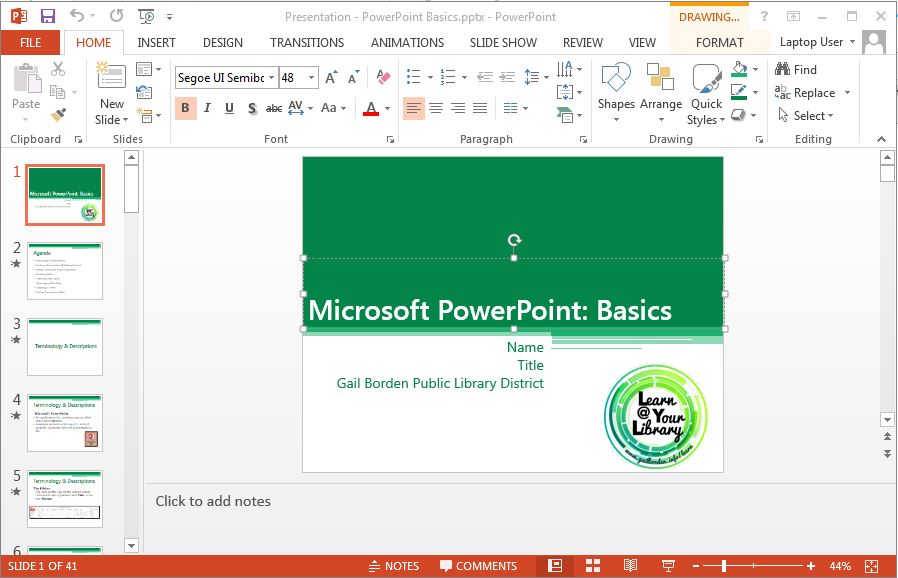
Microsoft PowerPoint: Basics

**Terminology**

|  |  |
| --- | --- |
| **PowerPoint** | An application for creating custom slide show presentations |
| **The Ribbon** | The area where commands are organized into Tabs, icons, & Groups |
| **Tabs** | The areas within the Ribbon where like features are organized |
| **Groups** | The areas within Tabs where related task functions 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 allowing for content to be quickly added |
| **Themes** | Pre-designed background graphics, color combinations, and font pairings that enhance the image of your slides |

**PowerPoint Program Window**



Quick Access Toolbar

Tabs

Minimize, Maximize, Close

Groups

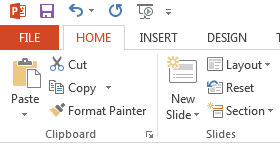
The Ribbon

Navigation Pane

Slide

Zoom Slider

* + 1. Click on the **Home** tab
    2. Click on the **New Slide** button
    3. Enter the appropriate content in the boxes provided (Hint: Use the **Insert** tab to add images, graphs, etc.)



**Adding a New Slide**

**Using the Navigation Pane**

**Duplicating Slides**

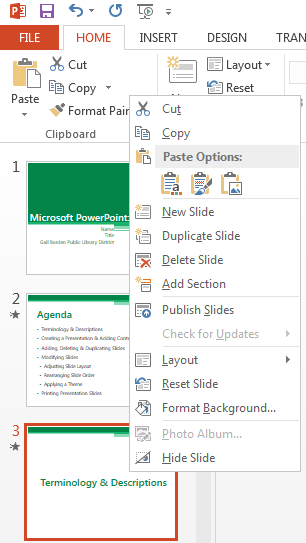
1. Right-click on the appropriate slide
2. Click on **Duplicate**

**Deleting Slides**

1. Right-click on the appropriate slide
2. Click on **Delete Slide** to remove it

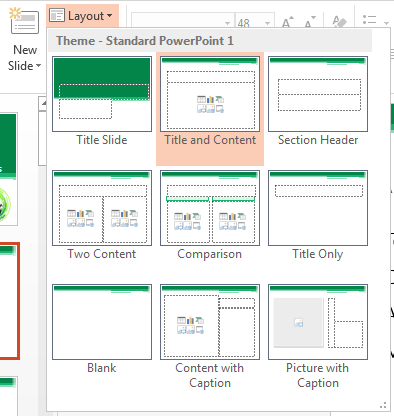
**Re-arranging Slides**

1. Click on the appropriate slide
2. Drag it to the intended position



**Adjusting Slide Layouts**

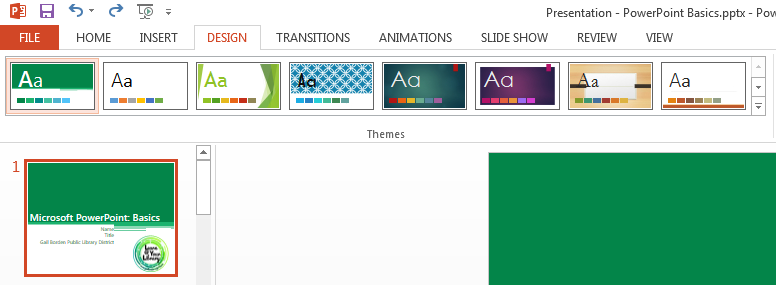
1. Click on the appropriate slide
2. Click on the **Home** tab
3. Click the **Layout** button and use the drop-down menu to select the desired layout



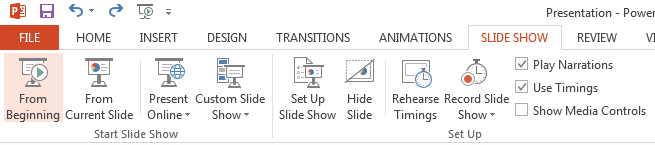
**Applying a Theme**

1. Click the **Design** tab
2. Click on a theme to apply it.

(Hint: Apply themes to one or all slides. Right-click on a theme for more options.)



**Playing a PowerPoint Presentation (“Slide Show”)**



1. Click the **Slide Show** tab
2. Click the **From Beginning** button
3. Enjoy the show by clicking through the slides
4. Click at the end to return