

# Power Point Essentials

## The Power Point Window

**Title Bar** – Gives program & file info (drag to move window)  
**Menu Bar** - Commands

**Standard Toolbar** – Frequently used commands  
**Formatting Toolbar** – Formats text & numbers  
Rest mouse over button to see what button does  
(Tip: Toolbars are buttons – single click)

**Outline Pane** – Shows slide number and text only

**Placeholders Boxes**  
Click in the box and start typing or double-click to add media files

**Slide Pane** - Workspace for typing, inserting graphics and sounds

**View buttons**  
Changes the view of the presentation  
**Normal View** – Shows three panes  
**Outline View** and **Slide View** increases the size of the appropriate pane  
**Slide Sorter View** – Shows thumbnail images of slides and any timings  
**Slide Show** – Starts the slide show from the current slide

**Notes Pane** – Add speaker notes for printing

**Scroll Bar** – Moves the screen up & down

**Drawing Toolbar** – Draw shapes  
**Status Bar** – Shows status of program or file

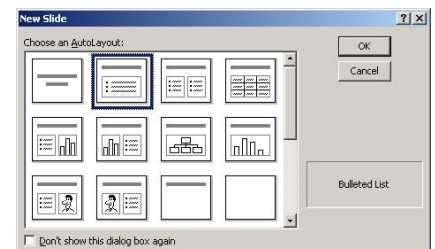
Click to add title

• Click to add text

Click to add notes

## Tips/Terms

1. **Large Icons** (makes toolbar buttons larger)  
Tools, Customize, Options, click on **Large Icons** checkbox
2. **Add Text**  
Click inside the placeholder and start typing  
Use same commands as in Word (ex. Backspace, Delete, SpellCheck, etc)
3. **Insert A New Slide**  
Click **Insert**, **New Slide**, select the layout, Click OK  
Click **Format**, **Slide Layout** to change the layout of the current slide
4. **Bullets/Indenting**  
Press the Tab key to create an indent, press SHIFT + Tab to outdent
5. **Move Between Slides**  
Press the Page Up or Page Down buttons *OR* click on the slide number
6. **Drag or Drag and Drop** (moves a selected item to a new location)  
Highlight text, when the mouse becomes an arrow  
Left click, hold the button and drag  
Item will be placed in the area when the mouse is released



7. **Apply A Design Template** (*applies designs to slides*)  
Click on **Format, Apply Design Template**, select a design, click **Apply**
8. **Insert Clip-Art**  
Click **Insert, Picture, Clip-Art**  
Select the clip-art folder, locate an image, click on the image and click **Insert Clip**  
**To move clip-art** - put your mouse in the center of the image and drag it to another location  
**To resize clip-art** - go to the corner and when a double-headed arrow appears click and drag out or in  
**To delete clip-art** – select the clip-art and press the Delete key
9. **Slide Transition** (*applies movement between slides*)  
Click on **Slide Show, Slide Transition**  
Use the drop-down arrow to select a transition, click **Apply to All** to apply the transition to the entire presentation *OR* click **Apply** to apply the transition to only the current slide
10. **To Run The Slide Show**  
Click on **Slide Show, View Show** *OR* press the **F5** key on the keyboard
11. **To Delete A Slide**  
Click on the **Slide Sorter View** button, Select the slide, press the **Delete** key
12. **Insert Preset Slide Animation** (*applies effects on individual slides*)  
Select the slide, click on **Slide Show, Preset Animation**, select an animation
13. **Undo** (*Undoes last action/command*)  
Click the **Undo** button on the Standard toolbar *OR* click **Edit, Undo**
14. **Save A Document** (*.ppt for presentation*)  
Click on **File, Save**  
Update the location of the file (if needed)  
Create a Folder (if needed)  
Name the file –do not use slashes or symbols in the file name  
Change the Save as type if needed  
Click **Save**
15. **Print A Document**  
Click on **File, Print**  
Select the printer  
Select the page range  
All (entire document)  
Current slide (slide that is active)  
Slides (input slide numbers to print)  
Print what  
Slides (Slide Pane)  
Outline (Outline Pane, no graphics)  
Handouts (multiple slides on one page)  
Speaker Notes (Slide Pane and Notes Pane)  
Click **OK**

