

PowerPoint, Basics (Very)

Start a Show

Open PowerPoint. You get a blank slide. If not open the **Standard, Formatting, Drawing** and **Task Pane** toolbars. Select a better looking background using **From Design Template**.

You get the Initial Slide, to get more slides click **Insert, New Slide**. You move/resize the boxes by clicking them and dragging. You can delete the “title” box and resize the text box depending on your needs.

You then just type away in whatever box you like and apply formatting as per the rest of Microsoft Office.

“Template” Slides

We will create “template” slides to use throughout the presentation. Use of the pre- configured “standard” slides ensures that titles and text and whatever are always in the same place on each slide.

Slide Transition

If you click **Slide Show, Slide Transition** you get a lot of stuff. You can select an animation scheme in **Apply to selected slides** to run for a particular slide or all slides by clicking the button called **Apply to all Slides**. You also have a choice of how to advance to the next slide, either **On mouse click** or **Automatically after “X”** seconds.

Animation

You can select a custom animation scheme by clicking **Slide Show, Animation Schemes** then select the scheme you want and whether to apply it to all slides.

You can also use **Slide Show, Custom Animation**. Here you Click the Title Box or Text Box on your slide, or both and click **Add Effect, Entrance**. I like to use **Box**. You have a choice to have the text display **With Previous, On Click or After Previous**. Use any for different effects.

You can play with this by clicking the “box” in the Task Pane and fiddling with all the options to learn what they do.

I set up animations etc., on a “basic” and “title” slide” then just copy them a bunch of times so I don’t have to reformat a lot, but you wind up having to do it anyway.

Pictures

You can insert pictures by clicking the box on the **Drawing Toolbar** or finding a picture you like on the Internet and then copy/paste it into the slide. In either case you will have to resize it and add custom animation.

Viewing the Show

You can view the entire show by clicking **Slide Show, View Show** or from the current slide by clicking the **Slide Show** button on the **Custom Animation** or **Slide Transition** toolbars on the **Task Pane**.

Slide Numbers

You can add slide numbers, which I like as I find it helpful when reviewing the show, by clicking **Insert, Slide Number** or **View, Headers and Footers**. Uncheck all the other things, unless you want them, check **Slide Number** and click the **Apply To All** button.

Playing Around

All this should get you started but then the best way to learn is set up a show and fiddle around to see what happens.

Saving Your Show

The only advice is to save early and often.

Tutorials

There are many free PowerPoint Tutorials available on-line. Just Google "PowerPoint Tutorial" and take your pick.