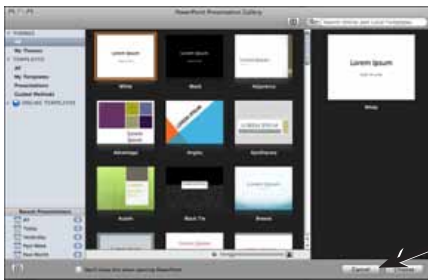


Getting Started With PowerPoint

Microsoft PowerPoint is a program that allows you to create multimedia presentations. These include electronic slide shows and screen displays. For your first presentation you will create a slide show for the Wattle Valley Animal Park, which is a make believe zoo that maintains animals in their natural habitat.

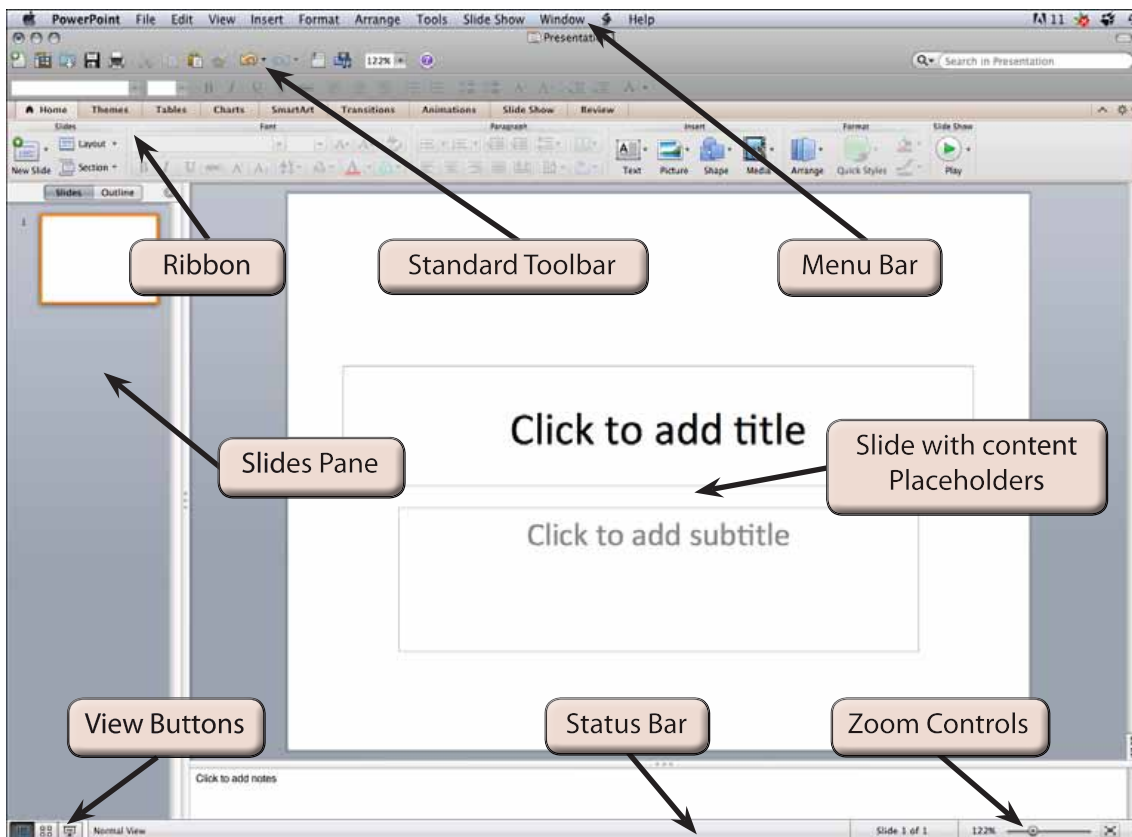
Starting a Presentation

- 1 Load Microsoft PowerPoint 2011 and you should receive the PRESENTATION GALLERY.



2 From the PRESENTATION GALLERY you can select a theme for your presentation or open a recent presentation. Select CANCEL to start as blank presentation.

- 3 Look at the labelled diagram below and refer to this diagram until you are fully familiar with the different sections of the PowerPoint screen.

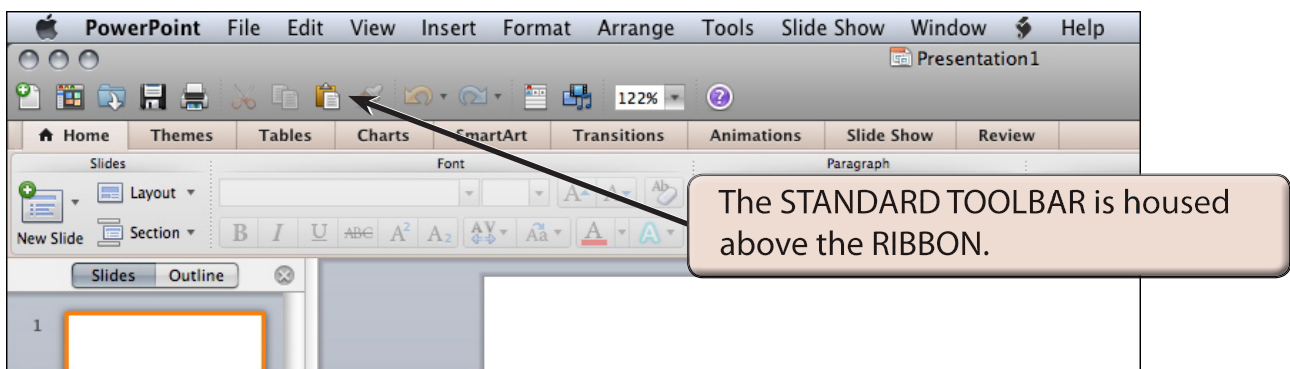


The Microsoft PowerPoint Screen

The Microsoft PowerPoint 2011 contains some important sections that will be explained in the next few pages.

A The Standard Toolbar

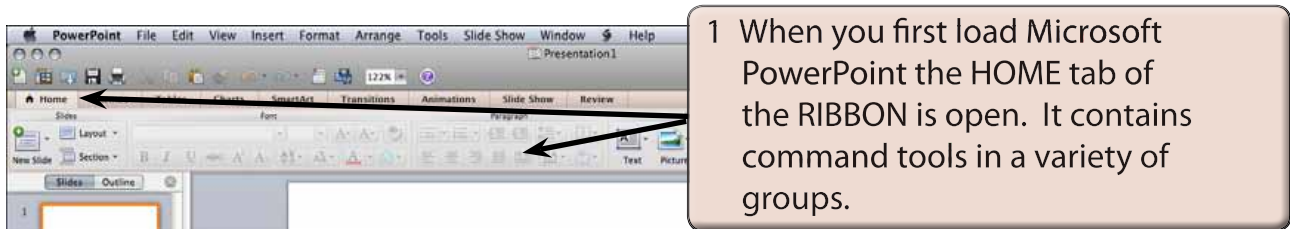
The STANDARD TOOLBAR is above the RIBBON at the top of the screen. It has buttons to save or open files, undo or redo steps, print slides, set the screen magnification, etc.



NOTE: If the STANDARD TOOLBAR is not on your screen, display the VIEW menu, highlight TOOLBARS and select STANDARD to turn it on.

B The Ribbon

The RIBBON across the top of the screen contains most of the PowerPoint commands in a variety of command TABS.



- 2 Click on each RIBBON TAB in turn to see what groups of commands they contain.

Home Tab: Contains the most common commands for formatting and editing slides.

Themes Tab: Contains themes that can be used to add consistency to your presentations.

Tables Tab: Contains tools for adding and formatting tables.

Charts Tab: Contains tools for adding and formatting charts.

SmartArt Tab: Contains tools that allow different diagrams to be included in slides, for example organisation charts, picture charts, etc.

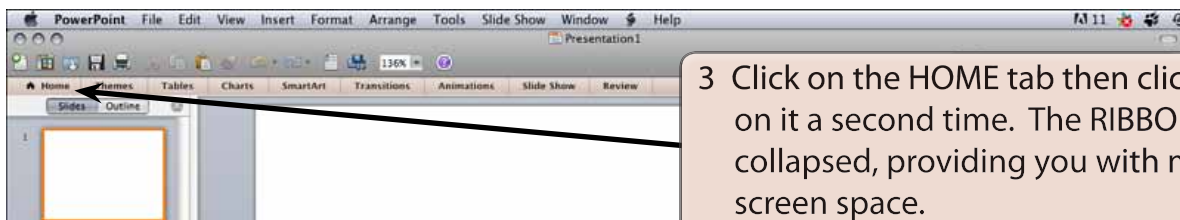
Transitions Tab: Contains tools for controlling how slides flow to other slides.

Animations Tab: Contains tools for adding animations to slides, such as animation effects, timings, etc.

Slide Show Tab: Contains tools to run the presentation. These include adding narrations, rehearsing a presentation, etc.

Review Tab: Contains tools for checking presentations. These include restricting access to a presentation.

NOTE: Other tabs are added to the RIBBON when you select or add items to a presentation.

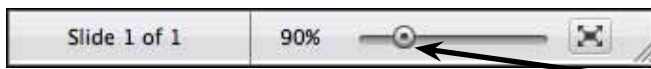


- 3 Click on the HOME tab then click on it a second time. The RIBBON is collapsed, providing you with more screen space.

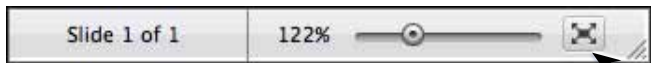
- 4 Click on a TAB and the RIBBON is expanded.

C Zoom Controls

Microsoft PowerPoint provides extensive ways to quickly increase or decrease the zoom (or magnification) of the screen. The ZOOM CONTROLS are in the STANDARD TOOLBAR and at the bottom right of the STATUS BAR.



1 Use the SLIDER bar in the ZOOM CONTROLS at the bottom right of the screen to increase and decrease the screen magnification.



2 Click on the FIT CONTENT TO SCREEN icon to set the zoom so that the whole slide can be seen.

NOTE: It is personal choice whether you use the ZOOM SLIDER in the STATUS BAR or the ZOOM box in the STANDARD TOOLBAR to set screen magnifications.

Creating the Title Slide

The TITLE slide introduces your presentation. It usually contains the company's name and the topic of the presentation. When you start PowerPoint the TITLE SLIDE layout is displayed.