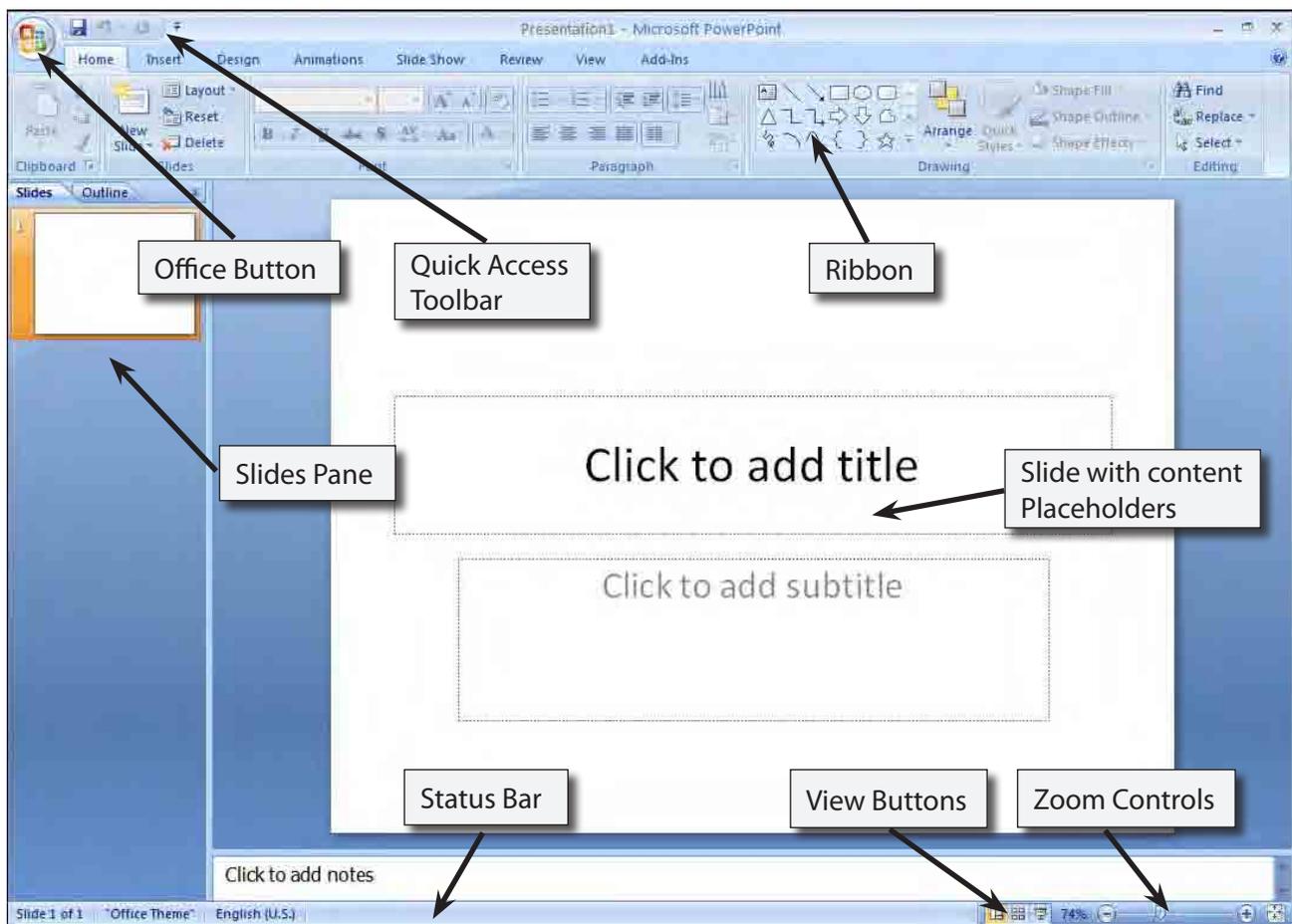# Getting Started With PowerPoint

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.
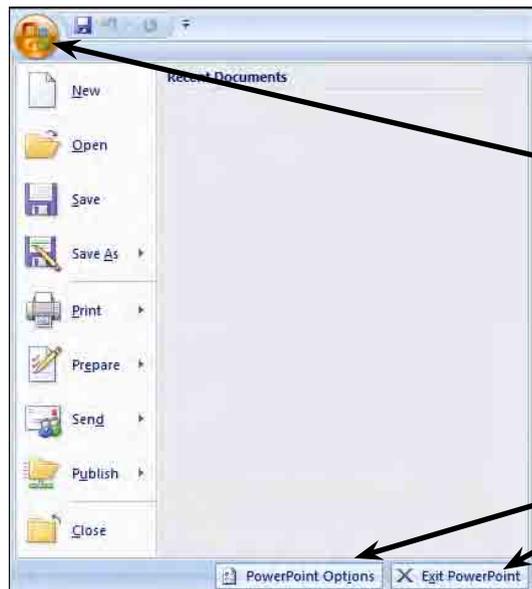
Starting a Presentation

1   Load Microsoft PowerPoint and you should receive the POWERPOINT screen.

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

The Microsoft PowerPoint Screen

The Microsoft PowerPoint 2007 screen is quite different to other programs.

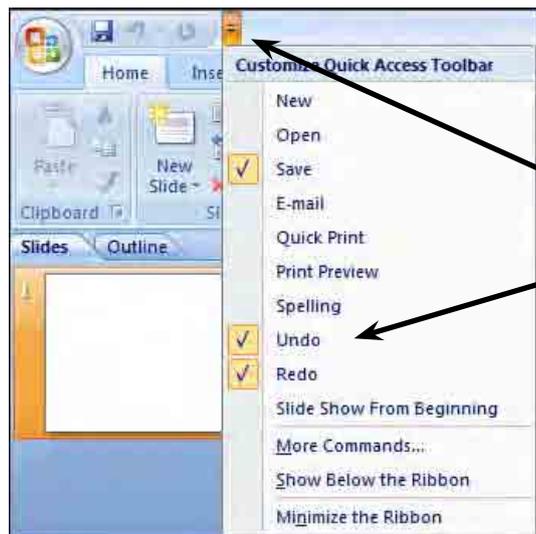## A The Office Button

1 Click on the OFFICE BUTTON at the top left of the screen. It is basically a FILE menu with icons to save, open, print and close documents.

2 The POWERPOINT OPTIONS button has tools for controlling how Microsoft powerPoint operates and the EXIT POWERPOINT button is used to close the program.

3 Click outside the OFFICE BUTTON window to close the window.

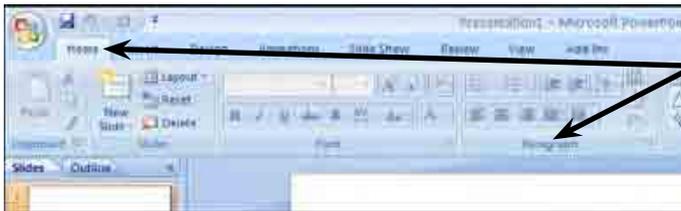## B The Quick Access Toolbar

The QUICK ACCESS TOOLBAR is next to the OFFICE BUTTON at the top of the screen. It has buttons to save or undo steps. You can add common command buttons to it.

Click on the arrow at the right of the QUICK ACCESS TOOLBAR and a list of command buttons will be displayed. Select buttons that you may need.

C   The Ribbon

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

1 When you first load Microsoft PowerPoint the HOME tab of the RIBBON is open. It is broken up into GROUPS.

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

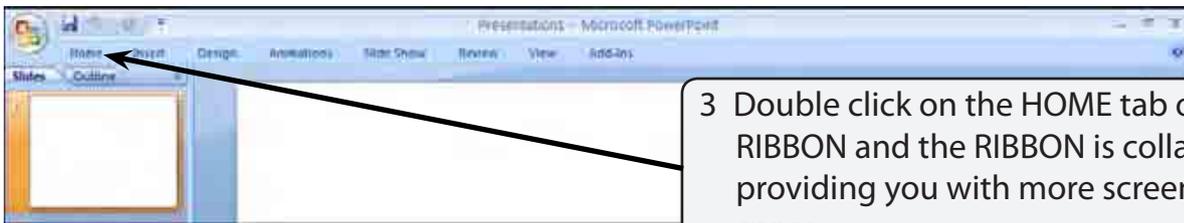|	
Home Tab:	Contains the most common commands for formatting and editing slides.
Insert Tab:	Contains commands for adding items to slides, for example, tables, graphics, headers and footers, etc.
Design Tab:	Contains tools that control how slides look on the screen or when printed. These include page setup, slide orientation, themes, background colours, etc.
Animations Tab:	Contains tools for adding animations to slides. These include transition effects, animating objects within a slide, 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 spell checking and thesaurus.
View Tab:	Contains tools to view documents on screen. These include zoom and presentation view commands.

NOTE: **Other tabs are added to the RIBBON when you select or add items to a presentation.**
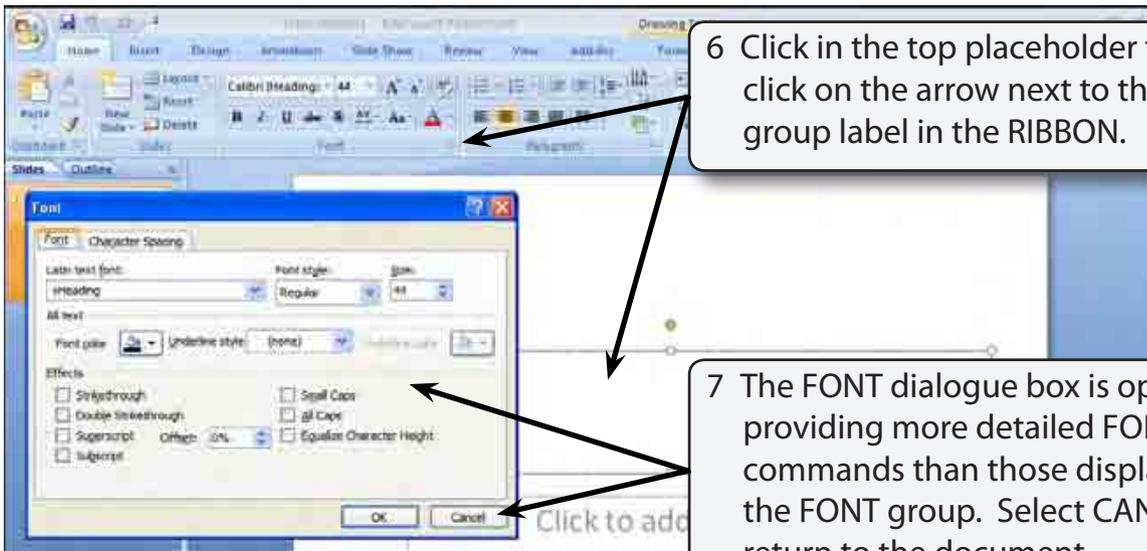
3 Double click on the HOME tab of the RIBBON and the RIBBON is collapsed providing you with more screen space.

4   Double click on a TAB and the RIBBON is expanded.

NOTE: If you click once on a tab of a collapsed RIBBON, the RIBBON will open until a command is selected then collapse again. You might like to try this.

5   There are more commands in the RIBBON.

6 Click in the top placeholder then click on the arrow next to the FONT group label in the RIBBON.

7 The FONT dialogue box is opened providing more detailed FONT commands than those displayed in the FONT group. Select CANCEL to return to the document.
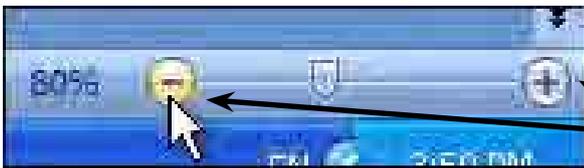
8   Look at the dialogue boxes available from the arrows next to the other group labels in the HOME tab of the RIBBON.

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 ZOOM group of the VIEW tab of the RIBBON 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.
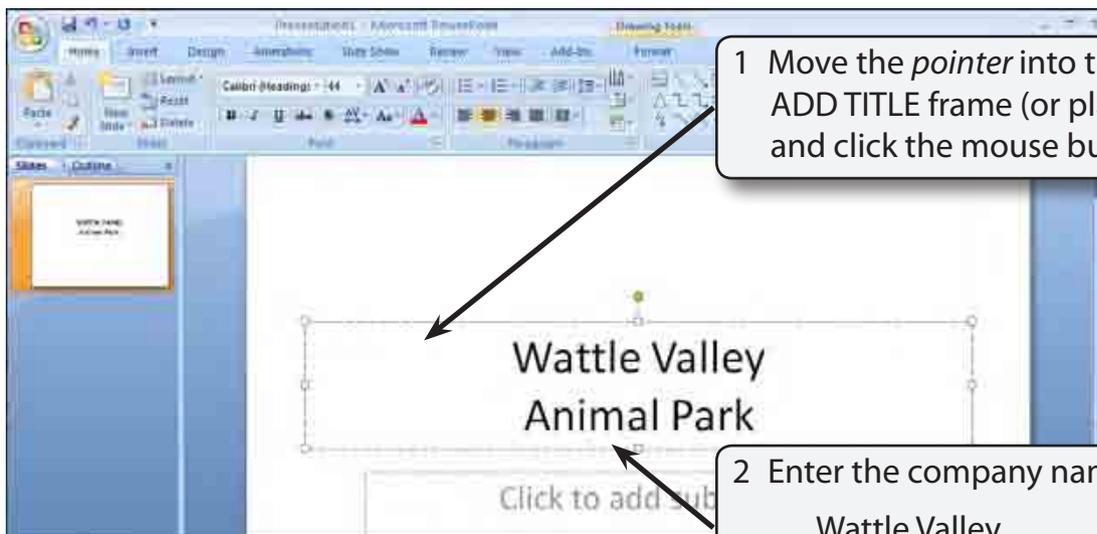

> 2 Click on the - or + icons to decrease or increase the screen magnification.

3   Set the view to about 80%.

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.

A   Entering the Company Name

> 1 Move the *pointer* into the CLICK TO ADD TITLE frame (or placeholder) and click the mouse button.

> 2 Enter the company name:
>
>   Wattle Valley   <enter>
>   Animal Park