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Brimbank City Council

Introduction to PowerPoint

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By the end of this class, you will know how to:

- use PowerPoint menus
- create a new slideshow
- add new slides
- add images, movie clips, text
- manipulate objects
- add backgrounds
- change views
- use slide transitions
- save your slideshow

What Is PowerPoint?

Microsoft PowerPoint is a commonly used presentation program used in business, education and training. PowerPoint allows you to add multimedia elements to a slideshow presentation including vision, sound and video.

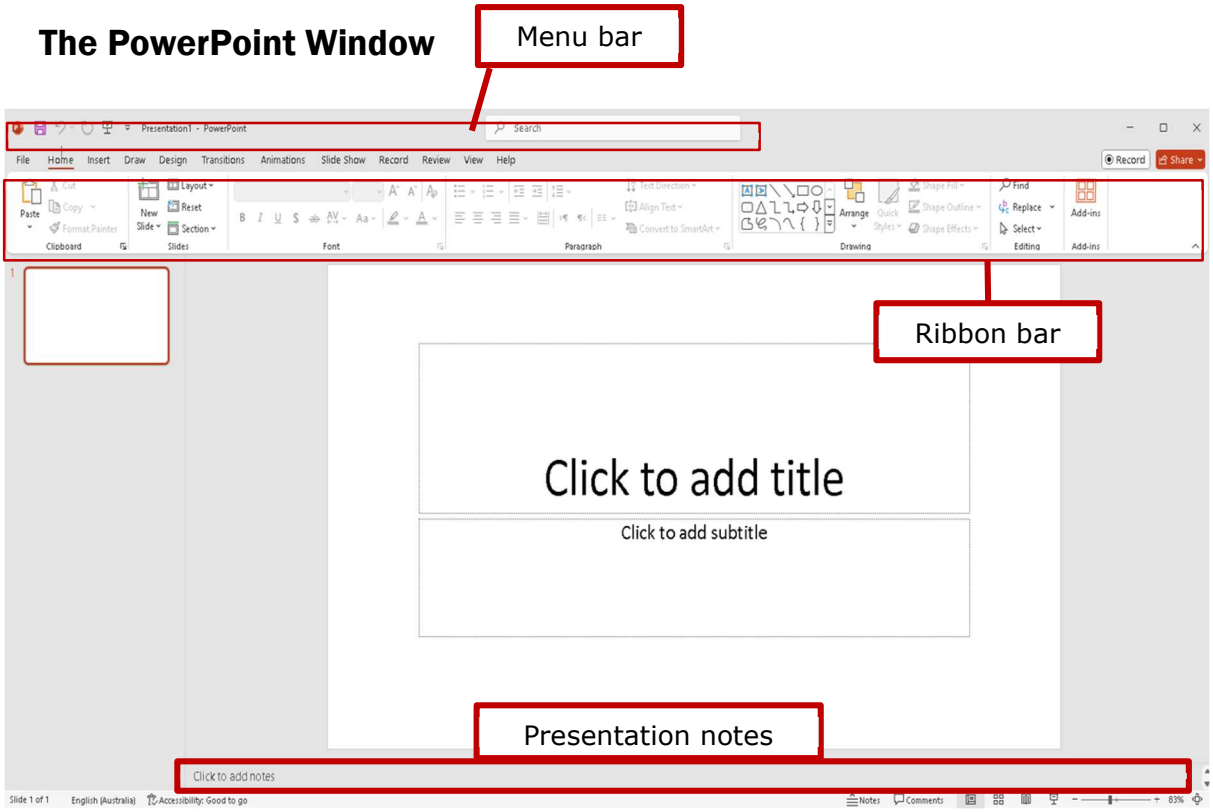
Opening PowerPoint

1. Click on **Start**

2. From the Start menu, click on **All Programs**

3. Click on **Microsoft PowerPoint**

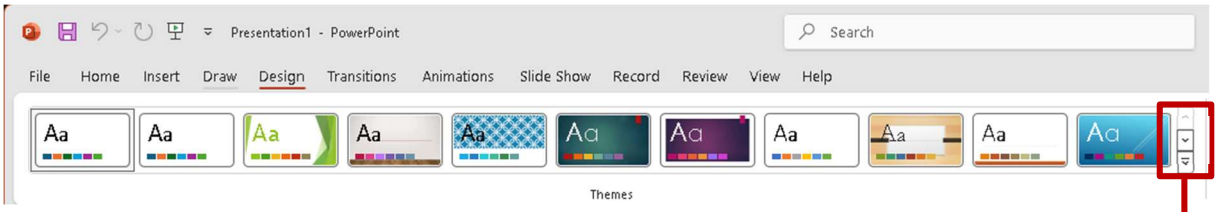
The PowerPoint Window



Creating A New Slideshow Using A Template

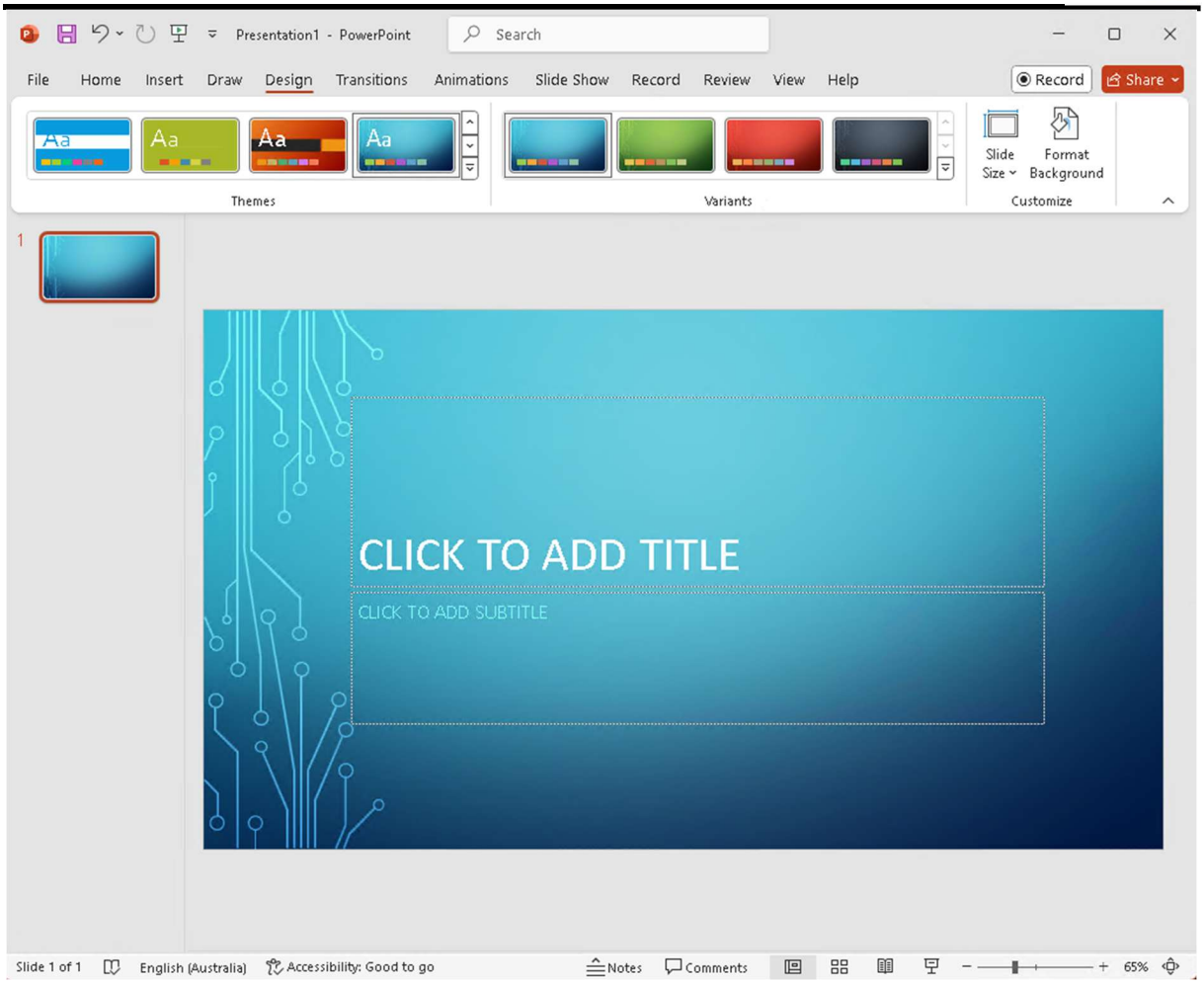
1. Open PowerPoint. A blank presentation will open. The **New presentation pane** is displayed on the right side of the screen.

2. Select the **Design** ribbon bar



Select a template from the **Themes**. Watch your **slide preview** update.
Click on the **dropdown arrow** to view more templates.

3. If you would like to use another template, just select another template and the slide preview will update accordingly

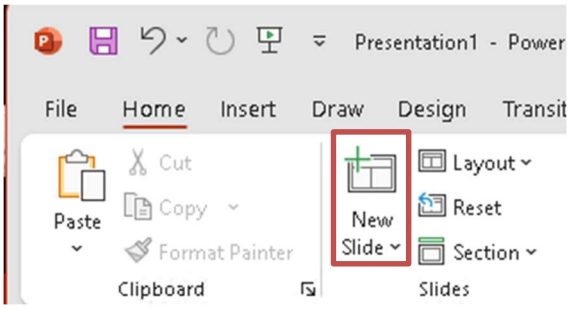


3. Click in the space labelled **Click to add title**. Type your name.

4. Click in the space labelled **Click to add subtitle**. Type **All about me**.

Adding A New Slide

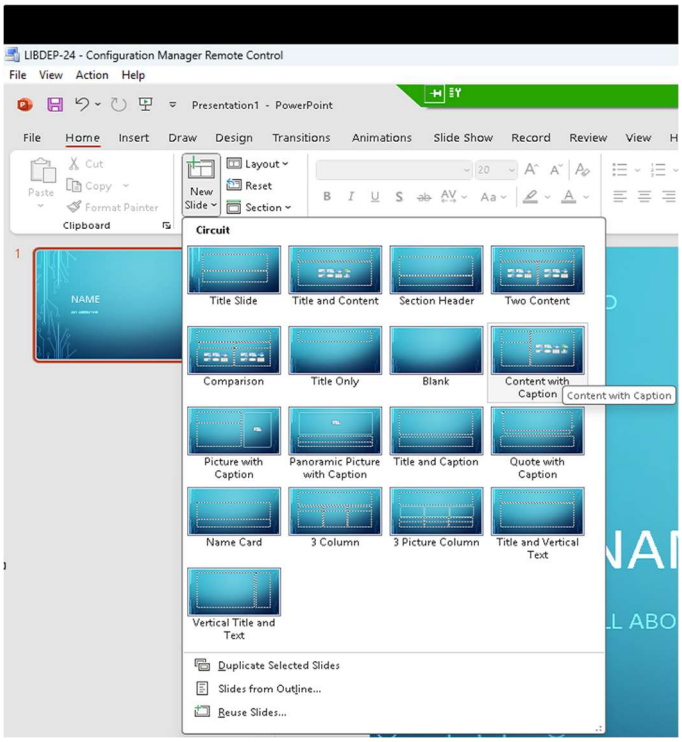
Under the **Home Ribbon bar:**



1. Click the **New Slide** button

2.

3. A new blank slide will display. Select the **Content with Caption** for this slide with the **Office Theme** button

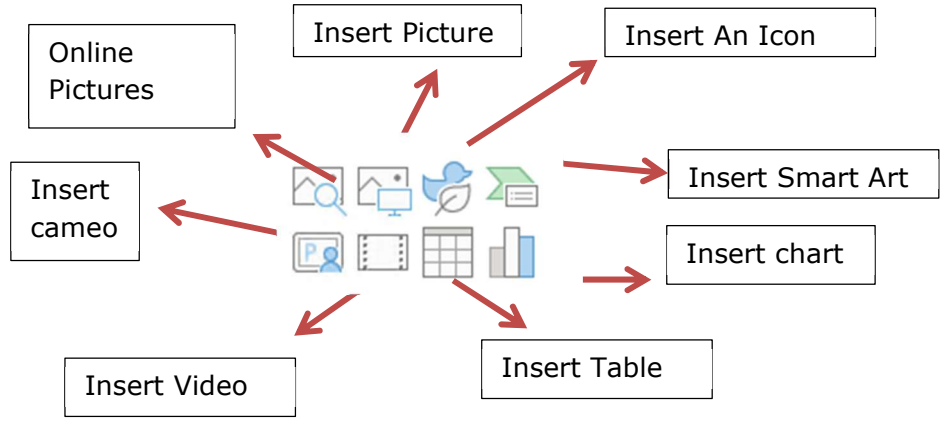


4. Click in the area that says **Click to add title**. Type **My Favourite Animals**.

5. Click in the area that says **Click to add text**. Type three of your favourite animals.

Adding Content to the Slide

If you have a slide layout that has a place for an image to be inserted, you can easily add an image (or other type of multimedia) by clicking the appropriate icon:

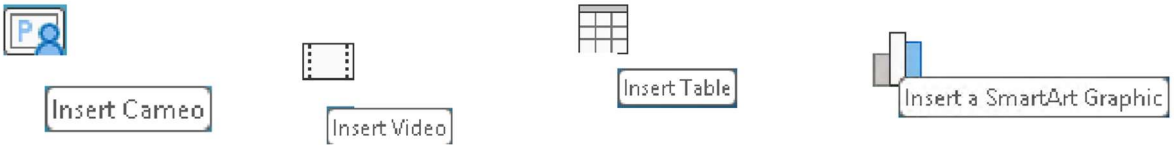


Online Pictures –using this feature the images can be searched and added directly from the internet—powered by Bing—without needing to leave the application.

Pictures – Any image can be inserted on a slide, like photos, screenshots, graphics, icons, or scanned images. Common file types are JPG, PNG, GIF, and BMP.

Insert an Icon – Icons are small, simple images that help make your slides more clear, professional, and visually interesting.

Insert SmartArt Graphics – SmartArt lets you add ready-made diagrams to your slides, such as lists, processes, or organisational charts, to show information in a clear and attractive way.



Insert Cameo – This feature lets you add a live video from your webcam directly into your slide.

Insert Videos – You can add movie clips or video files to your slides, which will play during your presentation.

Insert Table – This lets you organise data neatly in rows and columns, so it is easy to read.

Charts – Charts turn numbers and data into pictures like graphs and diagrams. They make it easier for your audience to see trends, comparisons, and patterns.

Adding An Image

1. Click the **Picture** icon

2. Using the **Insert Picture** pop-up window, find the picture of cat on your computer or disk

   Note: *If a picture of a cat is not saved on the computer, download a suitable cat image from the internet before inserting it into the slide*

3. Select the picture and click the **Insert** button

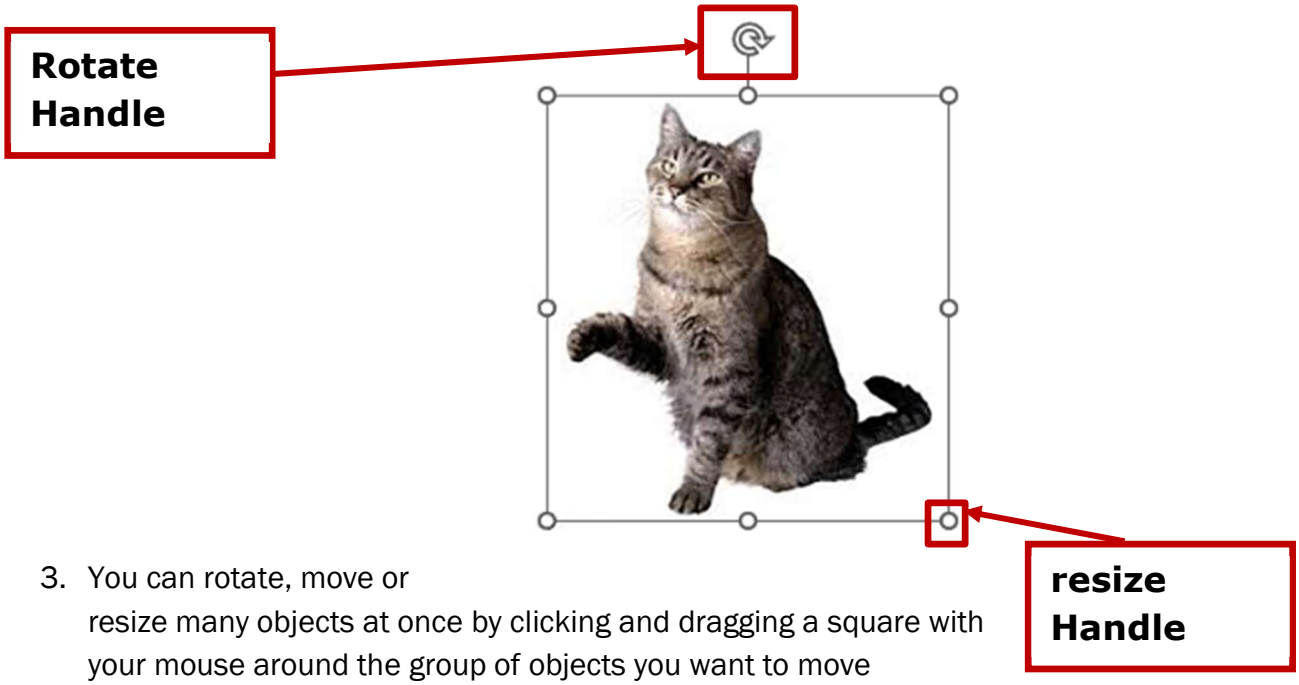
4. In the search text field, type the name of animal, for example, **Dog.**

5. Select the Image and Click Insert

Moving, Resizing And Rotating Objects

You can move, resize and rotate any object (text box or image) that you place on a slide.

1. Before you can move, resize or rotate an object you must first select the object by clicking on it once
2. When the object is selected, you will see **handles** to show you that it is selected



3. You can rotate, move or resize many objects at once by clicking and dragging a square with your mouse around the group of objects you want to move

Moving An Object

1. Click on the object
2. Move your mouse over the object until it turns into a **4 sided arrow** (you will need to hold your mouse over the border of text boxes)
3. Click and drag the object to the position you want it

Resizing An Object

1. Click on the object
2. Move your mouse over one of the **resize handles** of the object
3. Click and drag the object to the desired size

Rotating An Object

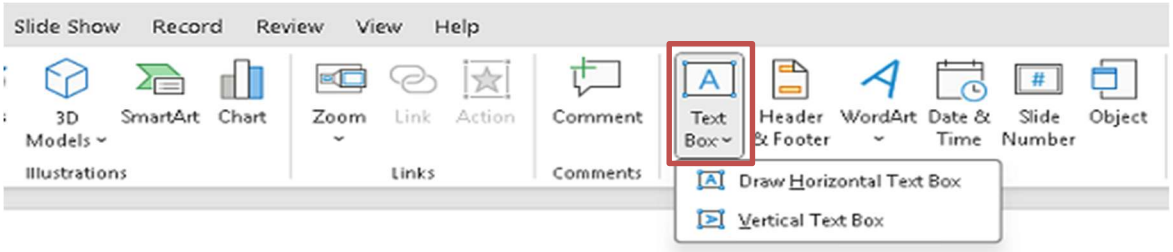
1. Click on the object
2. Move your mouse over the green **rotate handle**
3. Click and drag to rotate the object to the desired angle

Adding Text

You can add an additional text area to a slide at any time using the text tool.

1. Click on your favourite animals slide in the **Slider layout Pane** on the left side of the screen

2. Under the **Insert** ribbon bar, select **Text Box** and select **Draw Horizontal text Box**

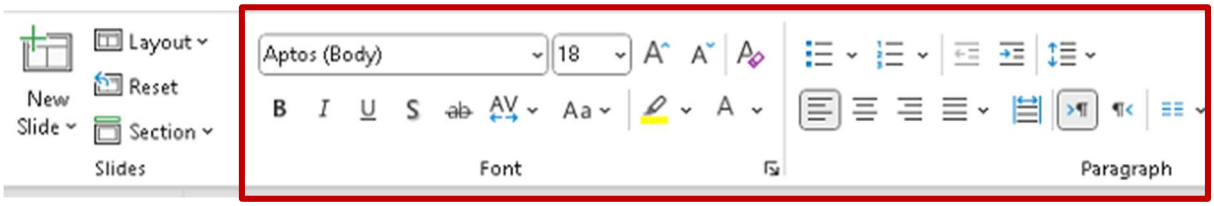


3. Click and drag the mouse cursor underneath the picture of the animal

4. A text box will appear. Type a short description of the picture.

Formatting Text

You can change the look of the text inside the box by using **Font** and **Paragraph section** under the **Home Ribbon Bar**



- Adds a **shadow** to the text in the text box

- **Increases** or **Decrease** the size of the text in the text box

- Changes the **colour** of the text, to the stripe of colour displayed under the A. To select a new colour, click the **arrow** next to the A.

Formatting Text Boxes

1. Select the text box you would like to format. You will notice a new tab will open up in the top ribbon called **Shape Format** under **Drawing Tools**

Changes the **background colour** of the text box to the stripe of colour displayed under the paint can. To select a new colour, click the **arrow** next to the **Shape Fill**.

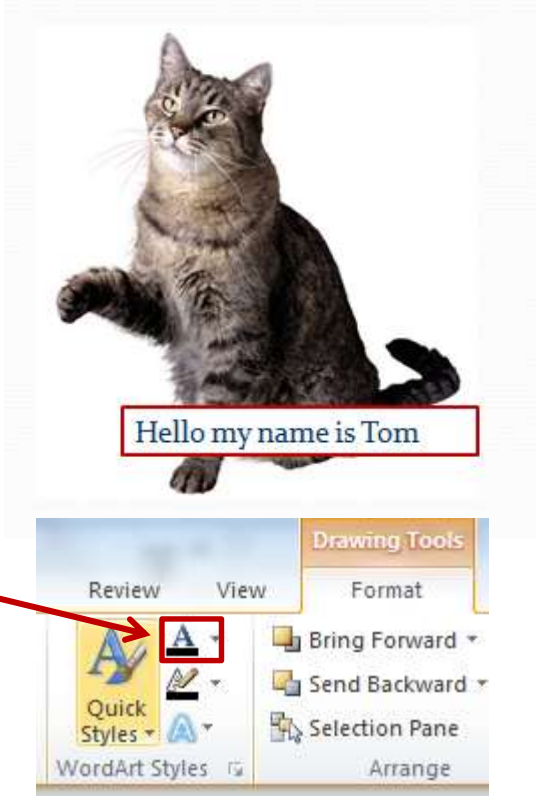
Shape Outline changes the border colour of the text box to the stripe of colour displayed. To select a new colour, click the **arrow** next to **Shape Outline**

In the **Shape Outline** menu > you can changes the thickness of the border with **Weight**

In the **Shape Outline** menu > you can changes the style of the border with **Dashes**

Shape Effects will give some add some cool effects to your text. Try out some different effects.

1. Click on the text box underneath the animal picture that you just created
2. Click on **Shape Fill** and change the background to white
3. Click on **Shape Outline** to change the border to red and the **Weight** to **2¼ pt**
4. Highlight the text by clicking and dragging over the words.
5. Click on the arrow on the **font colour** icon to change the text to blue.



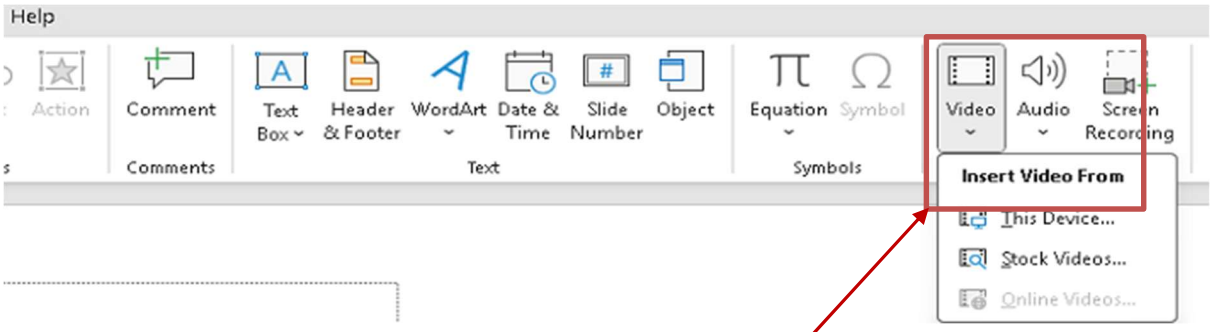
Adding a Movie Clip from File

You can add a movie clip to your presentation from the Movie Clip Organiser or as a file on your computer.

Adding a Movie Clip from File

1. Click **New Slide** to add a new **Picture and Caption** slide to your presentation.

2. Click in the area that says **Click to add title**. Type **My Favourite Music**.



3. Click on the drop-down arrow beneath **Video**

4. Using the **Insert Video** pop-up window, find the video clip on your computer or disk

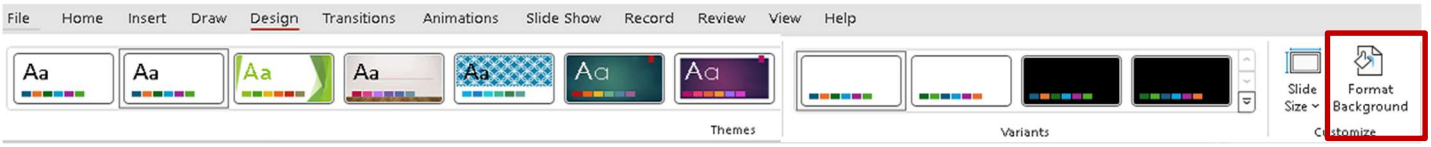
Note: D*ownload a movie clip from the internet before inserting it into the slide*

5. Select the Movie file and click the **Insert** button

Changing Slide Backgrounds

You can change the background for individual slides or all the slides in your presentation. You can have a **plain** coloured background, **gradient** background, **textured** background, or a **picture or photo** as your background. Remember that when you choose a background, the text and content on your slide needs to be easy to see and read.

1. Click on **Design** tab on the top ribbon



2. Click on **Format Background.**

Main Format Background options

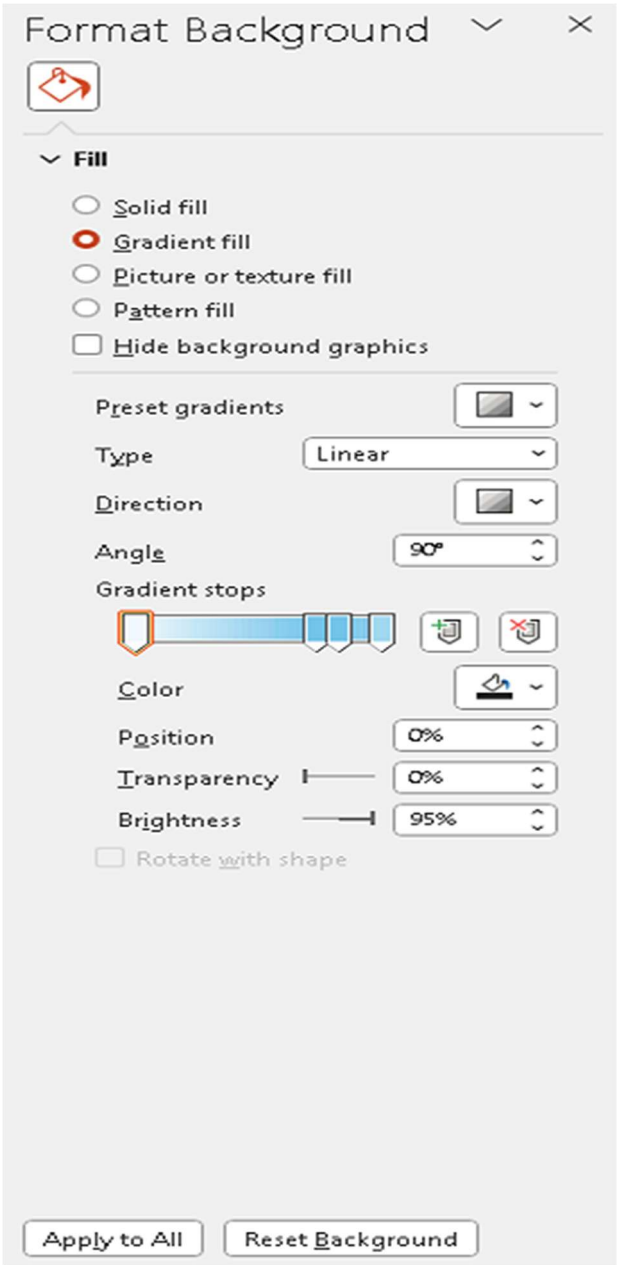
a) **Solid Fill**
   - Fills the background with a single colour
   - You can adjust transparency

b) **Gradient Fill**
   - Creates a blend of multiple colours
   - Customize direction, angle, and gradient stops

c) **Picture or Texture Fill**
   - Use an image or built-in texture as the background
   - Options to tile, stretch, or adjust transparency

d) **Pattern Fill**
   - Applies repeating patterns (lines, dots, shapes)
   - Choose foreground and background colours

e) **Hide Background Graphics**
   - Removes background elements from the slide layout (useful for custom designs)

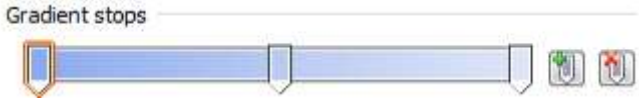


Format Background window

Gradient

The **Gradient fill** lets you to add a gradient background that fades between two colours, in various directions or patterns. There are a number of settings you must select when adding a gradient background. Play around the various settings and see what happens to your background.

How to use the Gradient Stops tool



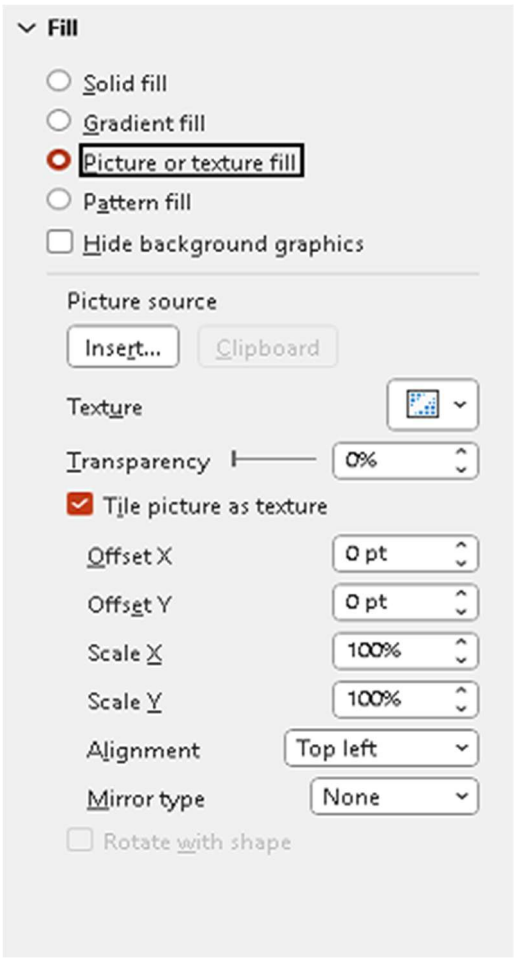
To change the colour of a marker on the slider:

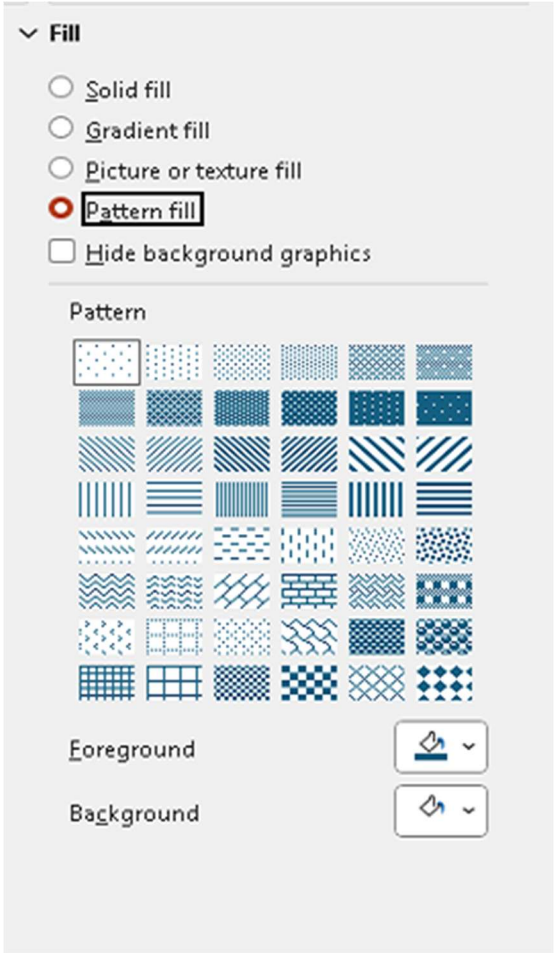
1. Select a marker (It will then be highlighted orange)
2. Select the **Color** icon and choose a colour.

- **Add an extra marker** into the slider by clicking on an empty space between markers.
- **Remove a marker** by clicking and dragging an existing marker away from the slider
- **Transparency** – Will fade out the marker colour that is selected
- **Direction** - Choose the **direction** you want the gradient to go in. This works together with **Angles.**
- **Type –** Effects the way your gradient looks in the background

Picture or Texture fill

This lets you choose a texture square to 'tile' across the entire slide background or an image.



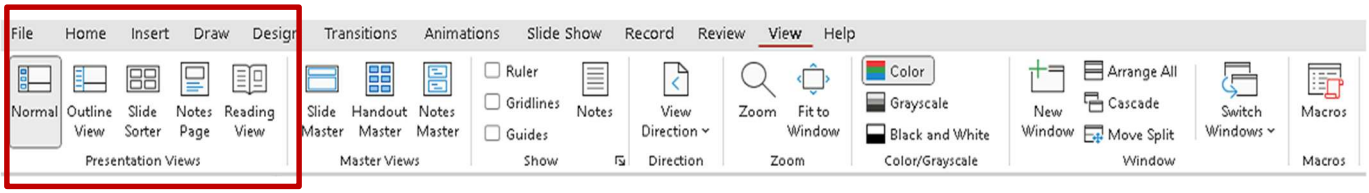


Patterns

The **Patterns tab** lets you add a colour pattern to your slide backgrounds. PowerPoint has a range of patterns to choose from. You can choose the **foreground** and the **background colours** of the pattern. When choosing patterned backgrounds, make sure you can still read the text on your slide.

Views

Under the **View** tab in the top ribbon, you can view your slideshow in different ways. The default view is the **Normal view.**



Normal

The normal view is used for editing the content of your slide and viewing a single slide in edit mode.

- Click **View** and click **Normal** *or*
- Click at the bottom left corner of your screen

Outline

The Outline View shows only the text content of slides, focusing on titles and body text. It is useful for organizing ideas and editing the overall structure without the distraction of images.

- Click **View** and click **Outline view**

Slide Sorter

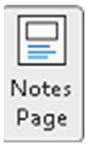
The slide sorter view displays thumbnails of all the slides in your presentation in the order which they will appear It is also used to change the order of the slides in your presentation, as well as to add transition effects between slides

- Click **View** and click **Slide Sorter** *or*
- Click at the bottom right corner of your screen

Notes Page

Displays a single slide together with its speaker notes, allowing you to add detailed explanations and prepare what to say during the presentation. It is commonly used for creating, editing, and printing notes pages, and the notes can also be viewed in Presenter View.

Learning Exercise: Notes Page

- Add a new slide to your presentation
- Title **Sales Report - Q1**
  - Total Sales: $50,000
  - Growth: +15%
  - Top Product: Smart Devices
- Click **View** and click **Notes Page** 

- On Notes page click on the text box saying **"Click to add text"** and start typing
  "Good morning everyone. In the first quarter, our total sales reached $50,000, showing a growth of 15% compared to the previous quarter."
- Preview your slide in slideshow mode (press **F5** on your keyboard)

Slide Show

Slide show view is used to watch your slideshow as it will look on a full screen when you have finished. This is often useful when applying transitions and animation to your slides. You can make sure that the timing of the presentation and the order of the slides follows the flow of your presentation

- In the top ribbon click on the **Slide Show** tab

Select the **From Beginning** button to view your slides in a presentation

or click at the bottom left corner of your screen
or press **F5** on your keyboard

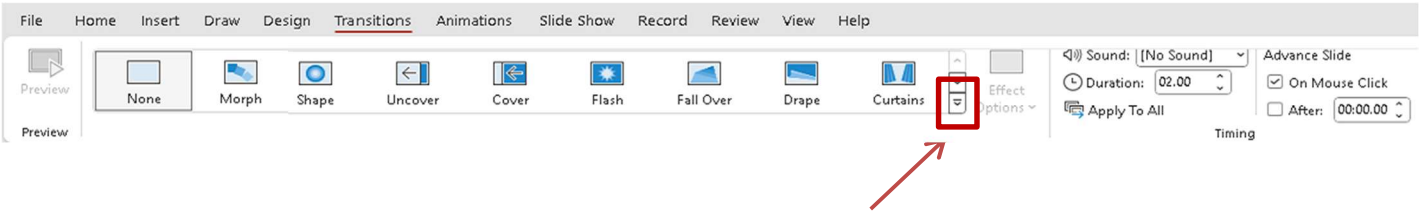
Slide Transitions

Slide transitions can make a presentation more exciting and make slides feel like they flow together better. Although you can apply slide transitions in Normal View, it is often easier to apply them in **Slide Sorter View**.

1. Click **View** and click **Slide Sorter**

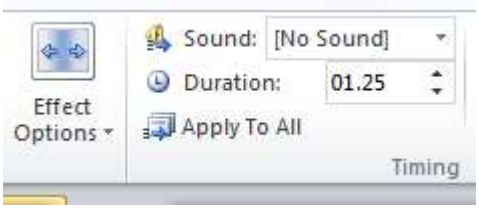
2. Click on the **first slide** you wish to add the transition to

3. In the top ribbon bar, select the **Transitions** tab



4. Click on the down arrow to view more Transition effects

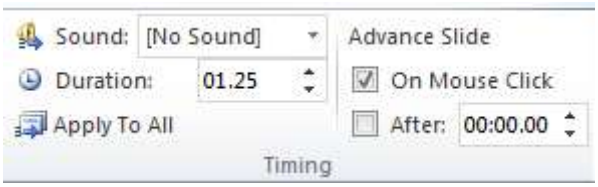
5. Once an effect is selected, you may change how a transition effect looks through the **Effects Options**. Preview your effects live in **the slide preview** window.



- **Duration** – Changes the speed of the transition

6. Under **Advance Slide:**

   On Mouse Click - If you want to click the mouse to move on to the next slide



   Tick **After** and choose a number of seconds/minutes if you would like the slide to stay on screen before moving on to the next slide automatically

7. If you want to apply this transition to all the slides in your presentation, click the **Apply To All** button

8. Press **F5** to view your slideshow

Custom Animations

Custom animations let you animate individual objects within a slide. You can use custom animations to achieve effects such as having a title fly onto the screen, or having dot points appear one at a time on a single slide as you talk about them.

Adding An Animation

To animate one or more elements on a slide:

1. Click on View and click on Normal View

2. In the **Slide Sorter pane** on the left, click on the slide that you want to add the animation to

3. Click on the object (text or picture) that you want to animate

4. Click on **Animations tab** at the top Ribbon Bar

5. Click on **Animation Pane,** the **Animation pane** will open on the right. View all the animations in that slide in this windowpane.

6. Click the **Add Animation** button

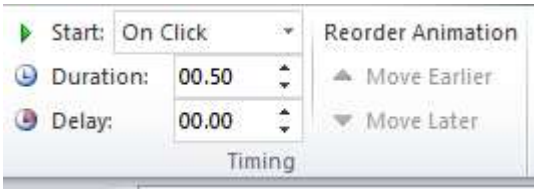
   Animations are broken up into 4 types:
   - **Entrance** - animate the object as it enters the screen
   - **Emphasis** - emphasise it during the presentation
   - **Exit** - animate it when it exits the screen
   - **Motion Paths** - make the object follow a motion path

7. Click on **Entrance**

8. To **modify its settings**, click on the arrow next to the animation you added. It will be in the Custom Animation pane on the right.

You can edit the timing in this section:

Start:



- **Start On Click** - if you want the animation to start when you click your mouse
- **Start With Previous** - if you want the animation to start with the previous animation
- **Start After Previous** - if you want the animation to start after the previous animation has completed

9. You can change the speed of the animation with **Duration** and **Delay**

10. You can also change the effect of the animation by clicking on **Effect Options**

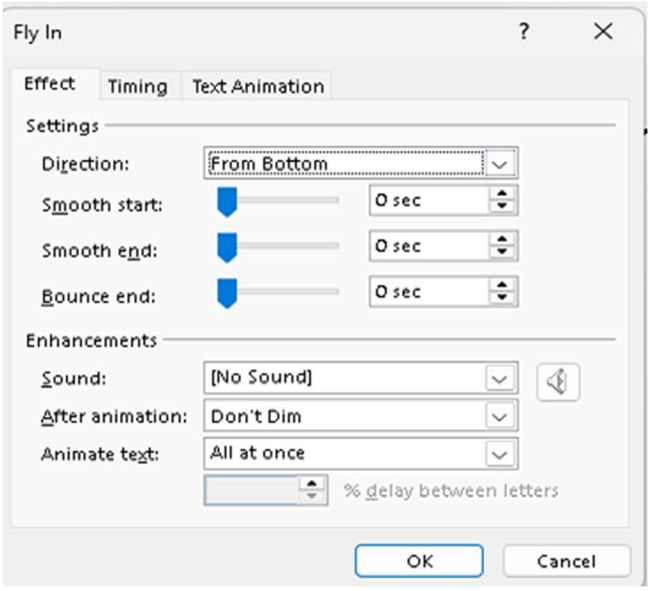
Animation Pane

Add more animations to your objects by clicking on the **Add Animation** button.
Added animations for that slide will show up in the **Animation Pane**.

Use the drop-down arrow to change the options of your animations.

1. Select the animation you wish to change from the Custom Animations pane on the right

2. From the drop-down list, click on **Effect Options.** Options will vary depending on what animation from the drop-down list has been selected.



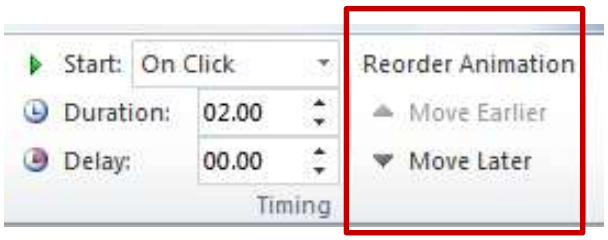
Changing The Animation Order

If you animate several objects on a slide, you can control the order that the animations will occur.

1. Apply animations to a few objects on your slide

2. In the **Custom Animation pane** on the right, select an animation you would like to reorder

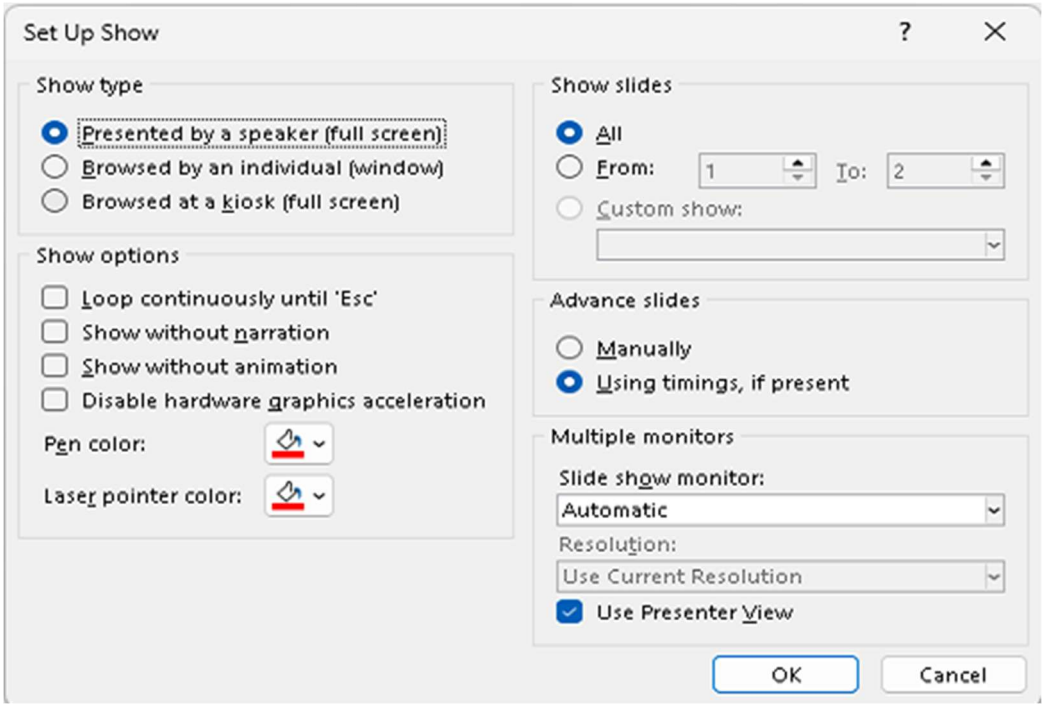
3. Click and drag it to the position you want (animations listed at the top play first). Similarly in the **Animations** Tab, you can choose to **Move Earlier** or **Move Later** buttons to reorder your animations.



Slide Show Settings

PowerPoint includes many settings you can define for your slide presentation. These settings control how your presentation is displayed when watching it in Slide Show view.

1. Click on **Slide Show** at the top of the screen
2. Click on **Set Up Show**



Show Type

These settings control how the slides are viewed on the screen when in Slide Show view.

Presented by a speaker - the presentation fills the entire screen

Browsed by an individual
The presentation displays the Windows task bar at the bottom

Browsed at a kiosk –
The presentation displays the slide number and information at the bottom

Show Options
These settings control how the slide show is displayed.

Loop continuously until 'Esc' –
When the slide show reaches the last slide, instead of exiting, it will return back to the first slide

Show without narration –
If you have recorded a voice narration over the top of your slides, this will disable it so the audience will not hear your narration. You would use this if you want to offer the presentation to people to watch at home, but you want to present it live and do the talking yourself.

Show without animation –
This disables any custom animations in your presentation. You may wish to use this setting when reviewing the content of your slide show.

Pen colour - When viewing a slide show you have the option to use an online pen to write or mark your slides. This setting controls the default colour of that pen. You can also change the pen colour whilst viewing the presentation.

Show Slides
You can select certain slides to display if you do not want to show the entire presentation.

Advance Slides
You can choose to ignore all the automatic slide transition timings that you have set. This may be useful when you are presenting the slide show to a group and will be taking questions during the presentation.

Multiple Monitors
Use this setting if you are presenting your slide show on a computer or laptop connected to a data projector. You can display different views on your computer than what is displayed on the projector.

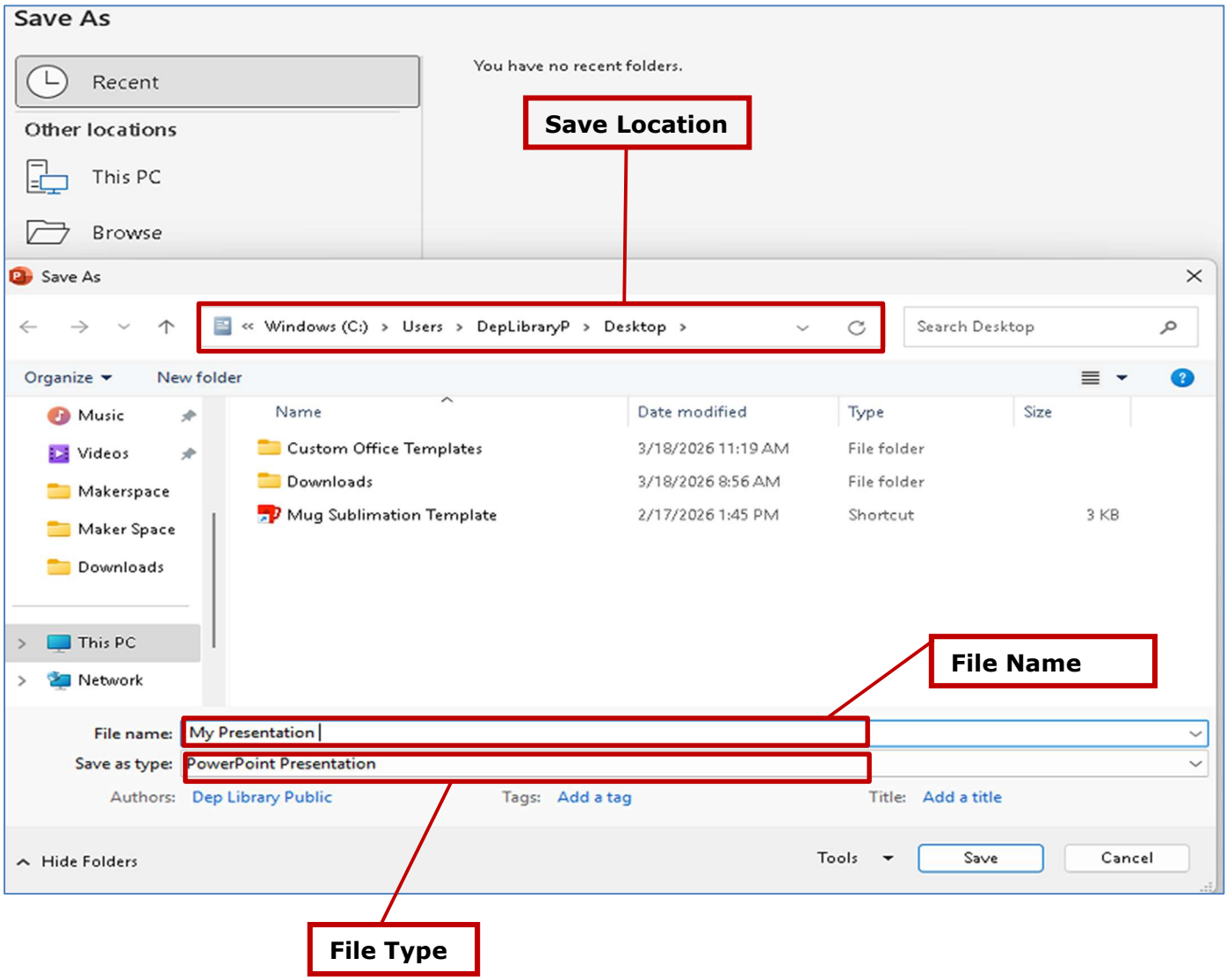
Saving Your Slide Show

1. Click on **File** at the top of the screen

2. Click on **Save**

3. The **Save As** window will open. Click on **Browse** and Select the **location** you wish to save your presentation to and give it a **file name**

4. Click **Save**



Saving Your Presentation As View Only

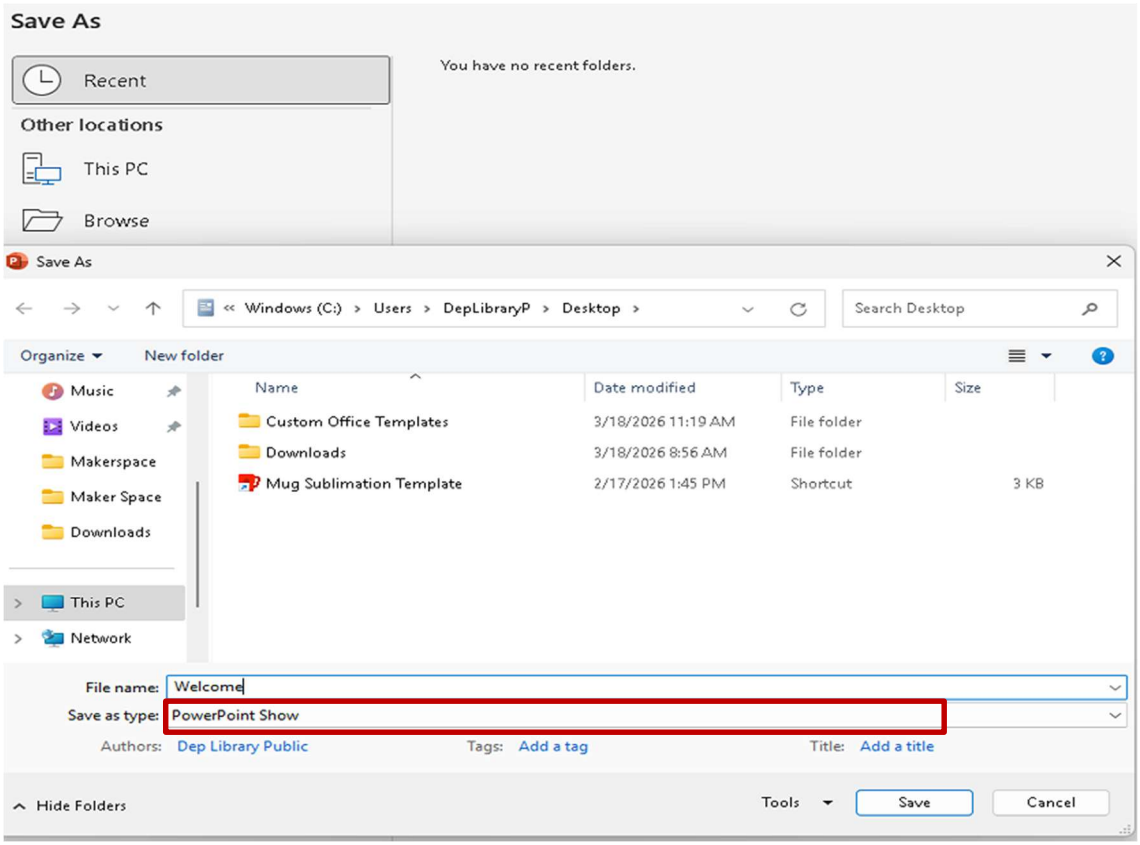
PowerPoint lets you save presentations in Slide Show mode only. Files saved in this format will have a **.pps** file type, as opposed to the general **.ppt** file type used by PowerPoint. This is useful if you are sharing your presentation with others. As a slide show only, you only need to double click the file in Windows Explorer to view the slideshow.

1. Click on **File** at the top of the screen

2. Click on **Save As**

3. The **Save As** window will open. Click on **Browser,** Select the **location** to save your presentation to and give it a **file name**

4. Click on the arrow next to **Save as type**



5. Click on **PowerPoint Show (*.pps)**

6. Click **Save**

Where to from here?

Well done on completing the Basic Computer Skills class! Hopefully you have learnt new skills and feel ready to keep practising and improving your computer skills.

Internet and Computer Access

Brimbank library members can use computers with internet access at no charge. There is a limit of one hour per day of computer use for each library member.
Wireless internet access is also available at no charge and with no time limits.

Computer Classes

There are many other classes you might be interested in joining to broaden your computer knowledge and skills.

Basic Classes

Basic Computer Skills
Basic Internet

Introductory Specialist Classes

Introduction to eBay
Introduction to Email
Introduction to Excel
Introduction to Photoshop
Introduction to PowerPoint
Introduction to Web Design

Drop In Resume Help

Open to anyone wanting basic advice and helpful tips on how to present their resume. Bring in your current resume for formatting tips, assistance with saving it for future editing, adding as an attachment to an email or uploading to a job seeking website.
St Albans: Tuesdays, 2pm - 4pm

Cyber Seniors Computer Group

For seniors interested in learning more about computers and computer applications in a friendly and informal setting. A basic understanding of how to use a computer is required.
Sunshine: Last Monday of the month, 11am - 12noon
Sydenham: Last Wednesday of the month, 11:30am – 12:30noon

Want to learn more?

Lynda.com

Available at no charge to all Brimbank Library members

Access to over 2,900 online courses, including:

- Time management
- Typing fundamentals
- Thinking like a leader
- Grammar fundamentals
- Overcoming your fear of public speaking
- Budgeting for Small Business
- Writing fundamentals: the craft of story
- Windows 10 Essential Training

Access Lynda.com today, at **brimbanklibraries.vic.gov.au**

Use Your Smarts on the Internet

Safe

Keep safe by being careful not to give out personal information when chatting or posting online. Personal information includes your phone number, date of birth, email address and password.

Meeting

Meeting someone you have only been in touch with online can be dangerous. Try and meet in a public place such as a café or shopping center, and let a friend or family member know where you are going. Remember online friends are still strangers even if you have been talking to them for a long time.

Accepting

Be careful opening emails, chat messages, files, pictures or texts from people you don't know or trust. This can lead to problems as they may contain offensive messages or malicious viruses!

Reliable

Someone online might lie about who they are, and the information about them online may be false. Always cross check information on other websites, in books, or with someone who can help.

Tell

If you feel you have been inappropriately targeted online you can report the person responsible to the website administrator. You can do this through the reporting function or emailing your feedback.

Settings

Social networking sites often change security and privacy settings without you knowing about it. Be aware of your privacy settings on social media and check them regularly. Most social media sites have options for you to do a privacy check-up.

For more ways to stay safe online:

1. Visit the 'Be Cyber Safe' page at brimbanklibraries.vic.gov.au
2. Use the Cybersafety button on the desktop of library computers
3. Talk to a staff member

Brimbank **Libraries**
Imagine, Explore, Discover, Connect

Help us make our programs the best possible

Which library do you visit the most? Deer Park ☐ Keilor ☐ St Albans ☐ Sunshine ☐ Sydenham ☐

What language/s do you speak at home? .....

What program did you attend today? .....

What did you think of today's program?

☐ Could be better ☐ Okay ☐ Liked it ☐ Loved it

Why? What did you like? What can we do better?

.....

.....

Did you learn something new from your visit? ☐ Yes ☐ No

Did you make a new connection today? ☐ Yes ☐ No

What else did you do at the library today?

☐ Borrow items ☐ Use WIFI, Computers or Print ☐ Other .....

☐ Return items ☐ Become a library member .....

How can we BEST tell you about future programs?

☐ Library Brochure /Posters ☐ Social Media ☐ Library Email Newsletter

☐ Other .....

☐ Yes, please email me the library newsletter

My email: .....

Brimbank **Libraries**
Imagine, Explore, Discover, Connect

Brimbank City Council

Help us make our programs the best possible

Is there anything else you want to tell us about the libraries?

Privacy Statement

Information collected on this form will be handled in accordance with Brimbank City Council's Information Privacy and Health Records Policy avilable at:

https://www.brimbank.vic.gov.au/plans-policies-and-strategies/policies/information-privacy-and-health-records-policy