HOW TO CREATE A POWERPOINT PRESENTATION

PowerPoint 101 – Just the Basics

STARTING THE INITIAL PRESENTATION

▶ Open PowerPoint

▶ In the left pane, select **New**

▶ Select an option:

- To create a presentation from scratch, select **Blank Presentation**

- To use a prepared design, select one of the templates

▶ To start, select Blank Presentation
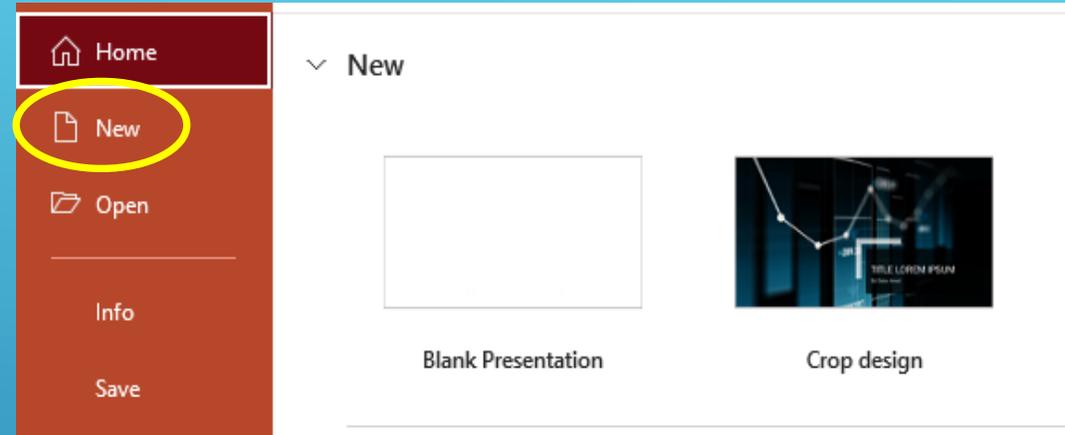
UNDERSTANDING THE FIRST SLIDE

- The first slide defaults to a **Title** slide
- You can change that by selecting a different layout
- For now, accept that slide

Click to add title

Click to add subtitle

ADDING A NEW SLIDE

▸ Click on the **New Slide** button in the ruler

▸ In the drop down list, select the slide layout **Title and Content**

▸ You can change that by selecting a different layout
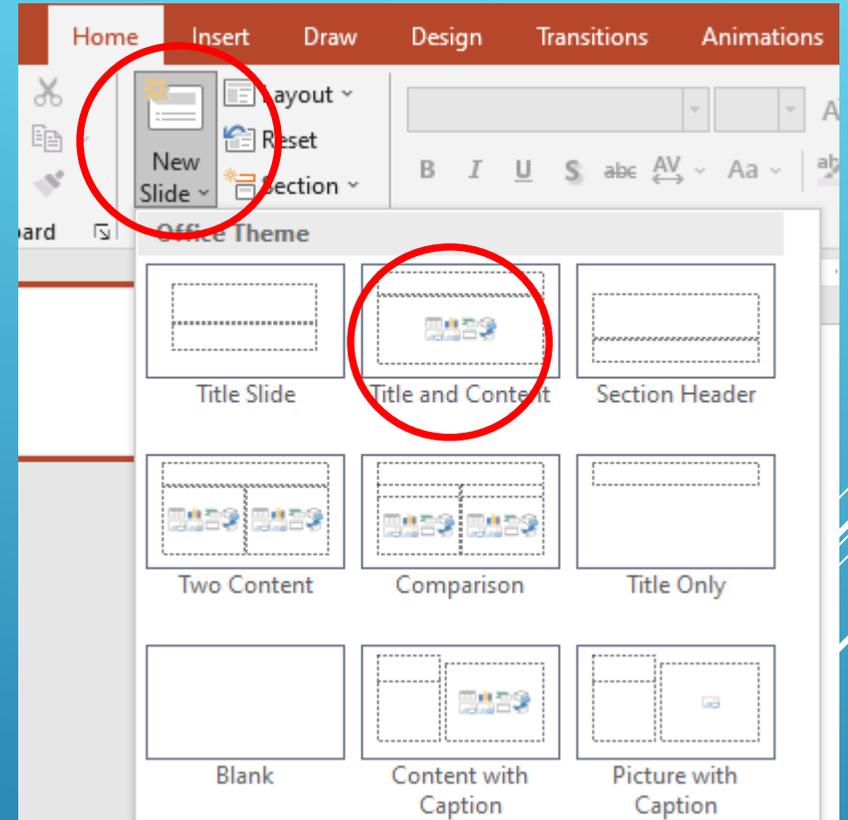
ADDING CONTENT TO A SLIDE

▸ Click in the Add Title section and enter **My First Slide**

▸ Click in the Add Text section and enter **My First Slide**

Click to add title

• Click to add text

My First Slide

• My First Slide
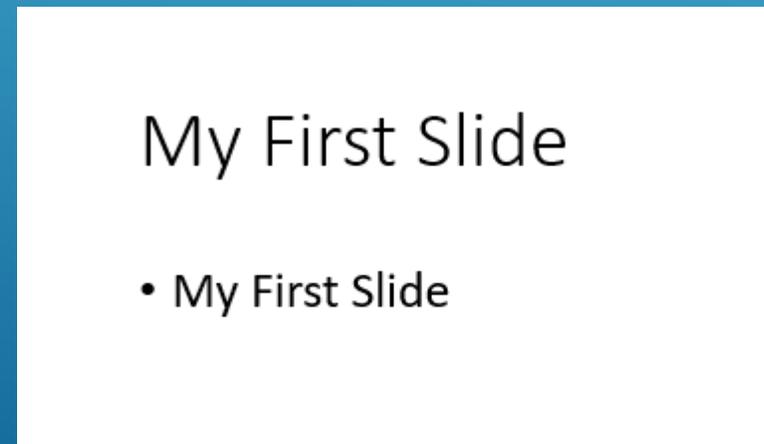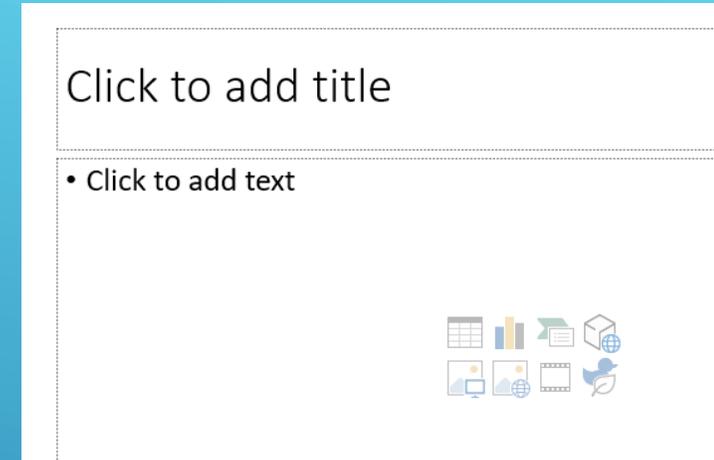
CHANGING THE TEXT FONT

▶ Select the text, and then select one or more options from the **Font** section of the **Home** tab

▶ **Font Type (currently shows as Calibri (Body)**

▶ **Increase/Decrease Font Size**

▶ **Bold**, **Italic**, **Underline**
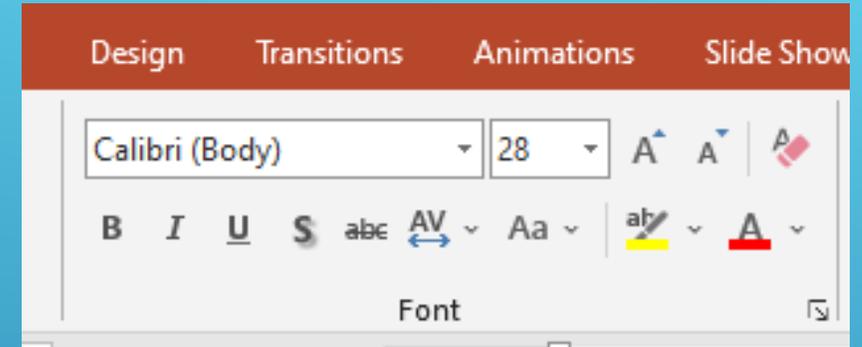
- Changed to Comic Sans font
- Made it bold, italicized and underlined
- Changed font color to red

ADDING ANOTHER SLIDE

▸ Click on the **New Slide** button in the ruler

▸ In the drop down list, select the slide layout Two Content
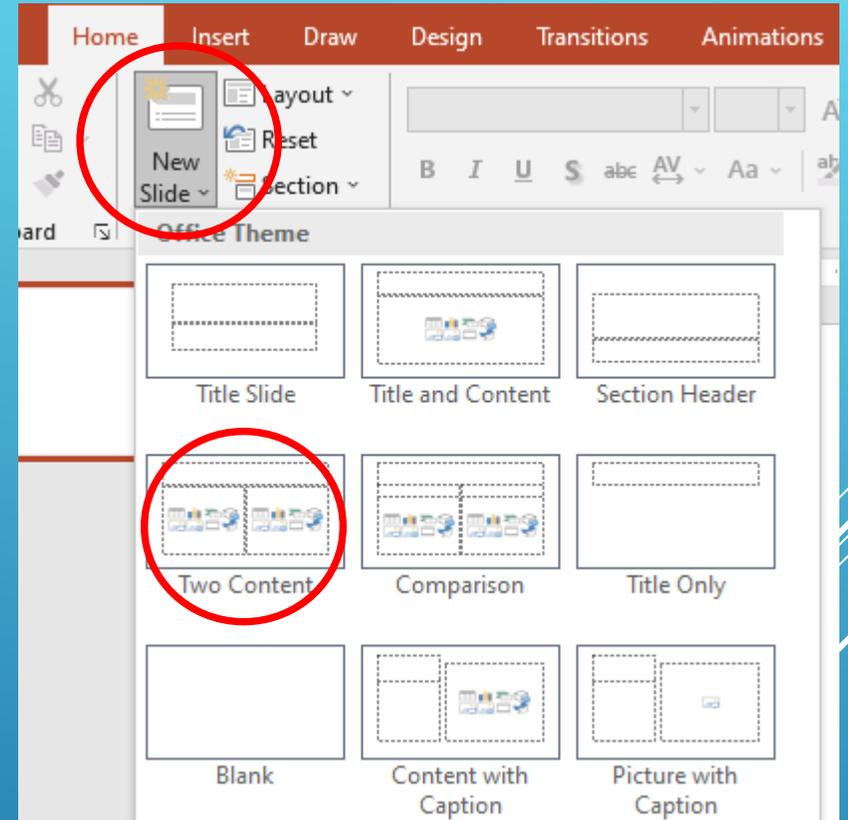
ADDING CONTENT TO A SLIDE

▶ Click in the Add Title section and enter **My Second Slide**

▶ Click in the left Add Text section and enter **My Second Slide with a picture**

▶ In the right section, click on the **Picture** icon and select a picture to add to the slide
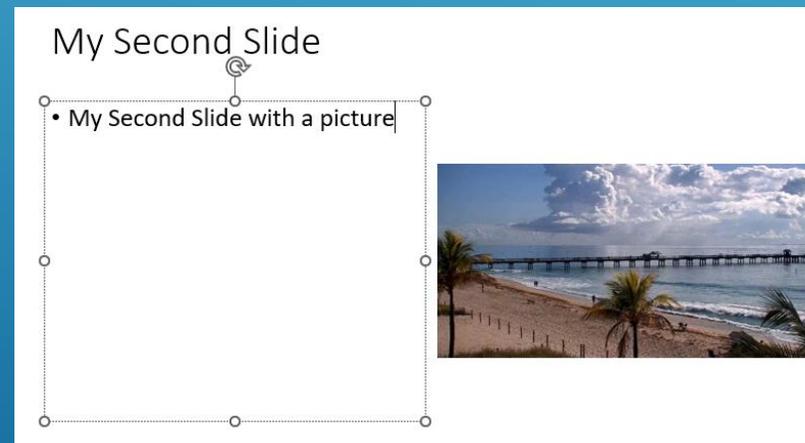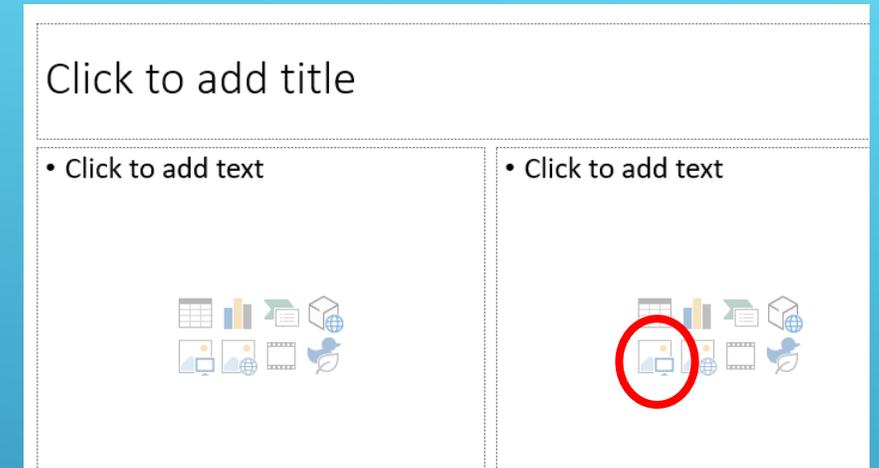
FINISHING THE PRESENTATION

▸ Continue adding as many slides as you need for the presentation.

▸ Use the Design tab to select a colorful background for the presentation