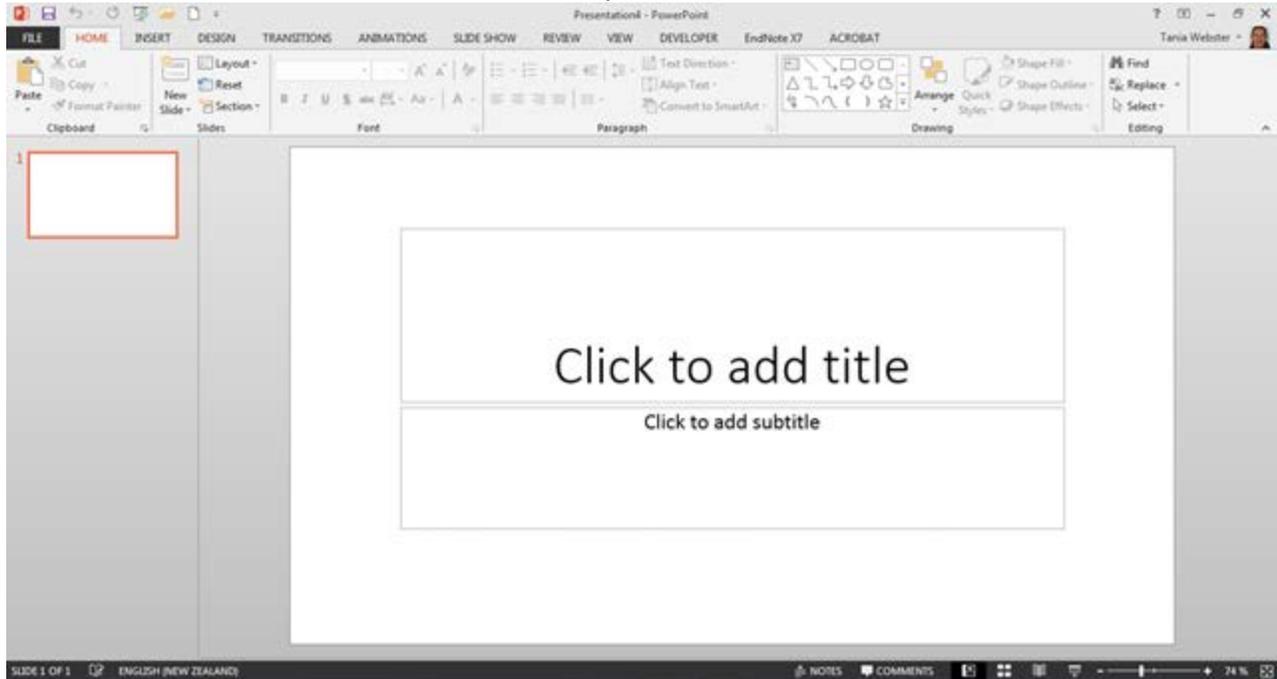


PowerPoint Basics

Microsoft PowerPoint is an electronic presentation program that helps people present a speech using a collection of slides. A PowerPoint presentation is a collection of slides that can be used to create oral presentations.

This is the standard first slide of a PowerPoint presentation.

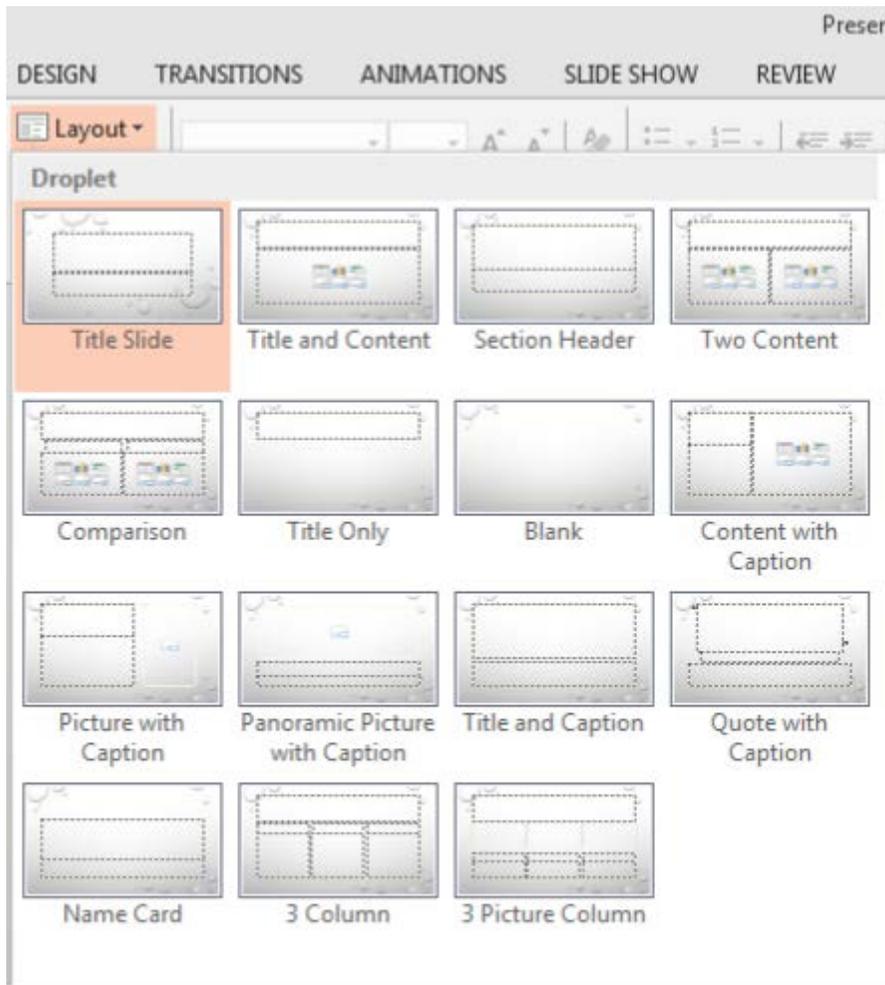


Inserting a New Slide

Home << New Slide

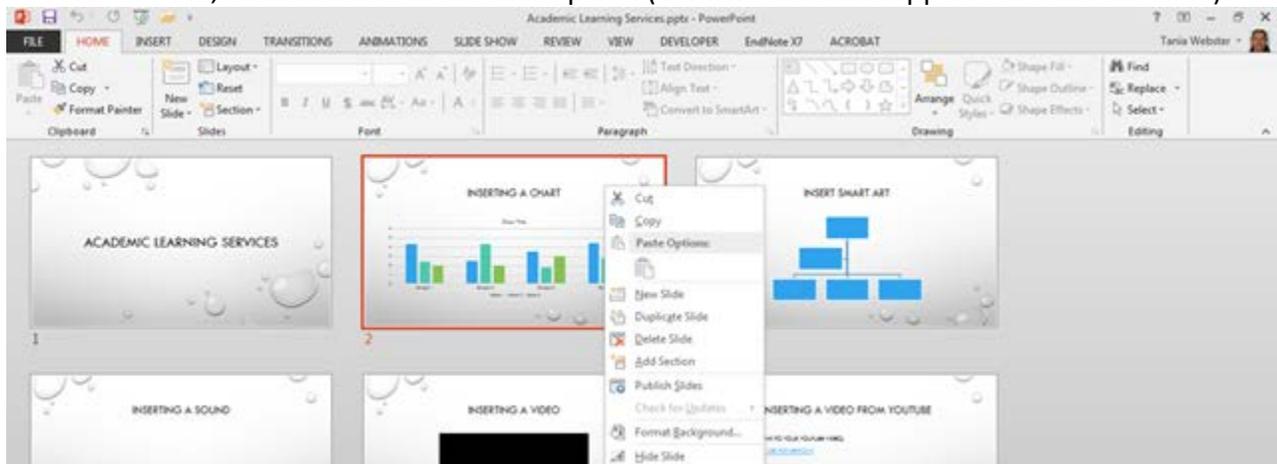


Choose the **Layout** required, the layouts are pre-set but can be customised as needed



Selecting a Slide

To select a slide, click the slide in the slides panel (a thick borderline appears around the slide).



Views

There are four different views in Powerpoint:

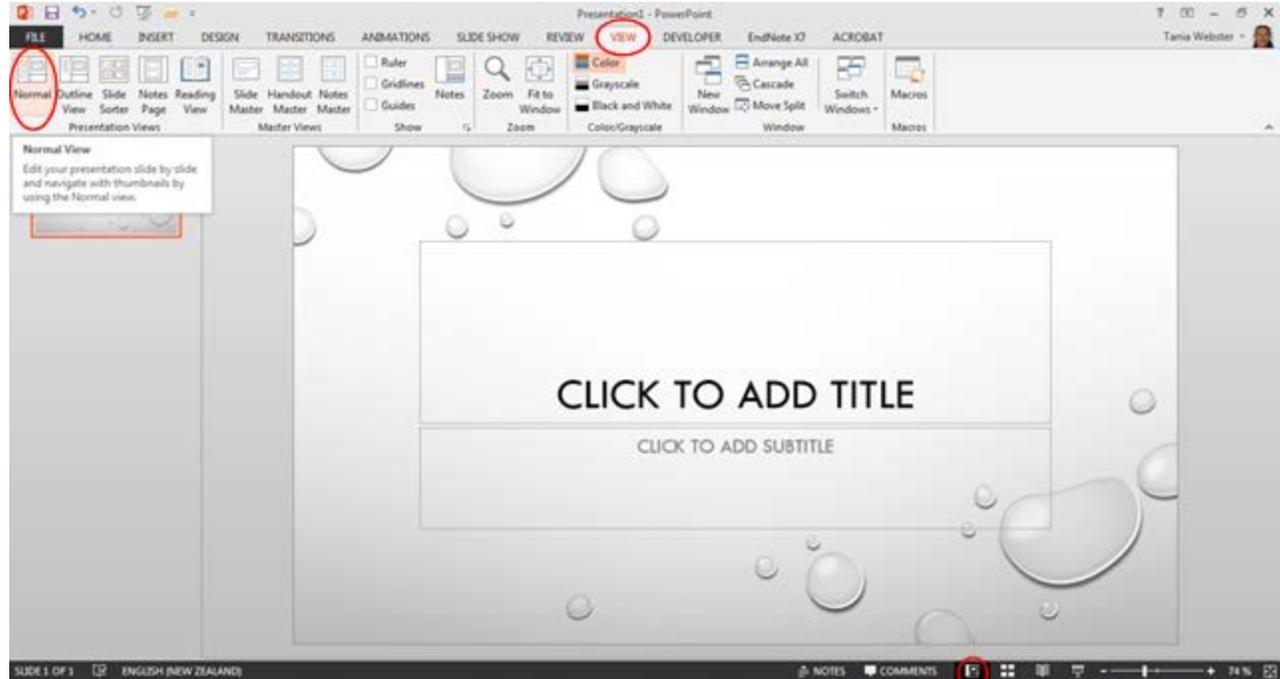
- Normal
- Slide sorter
- Notes page
- Slide show

Each view is used for a different step in creating your Powerpoint presentation.

Normal View

View >> Normal

This view is used when creating and designing your slides.

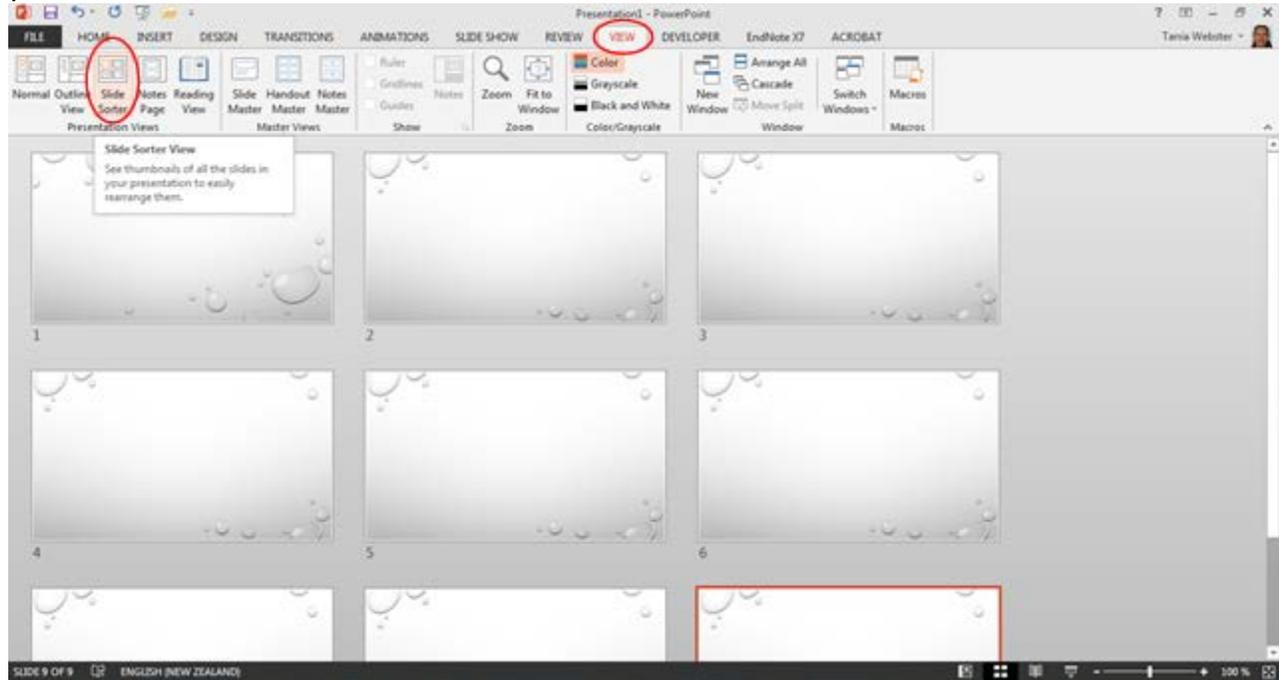


NB: This view can also be altered using the icons at the bottom of the page on the task bar.

Slide Sorter View

View >>Slide Sorter

This view is good to use when organising your slides. Use when you want to delete, copy, paste or move your slides.



Deleting a Slide

Select the slide that you would like to delete and press the **Delete** key on the keyboard OR right click on the selected slide and select **Delete Slide** from the menu.

Copying a Slide

Select the slide you would like to copy, right click on the selected slide and select **Copy** from the menu.

Pasting a Slide

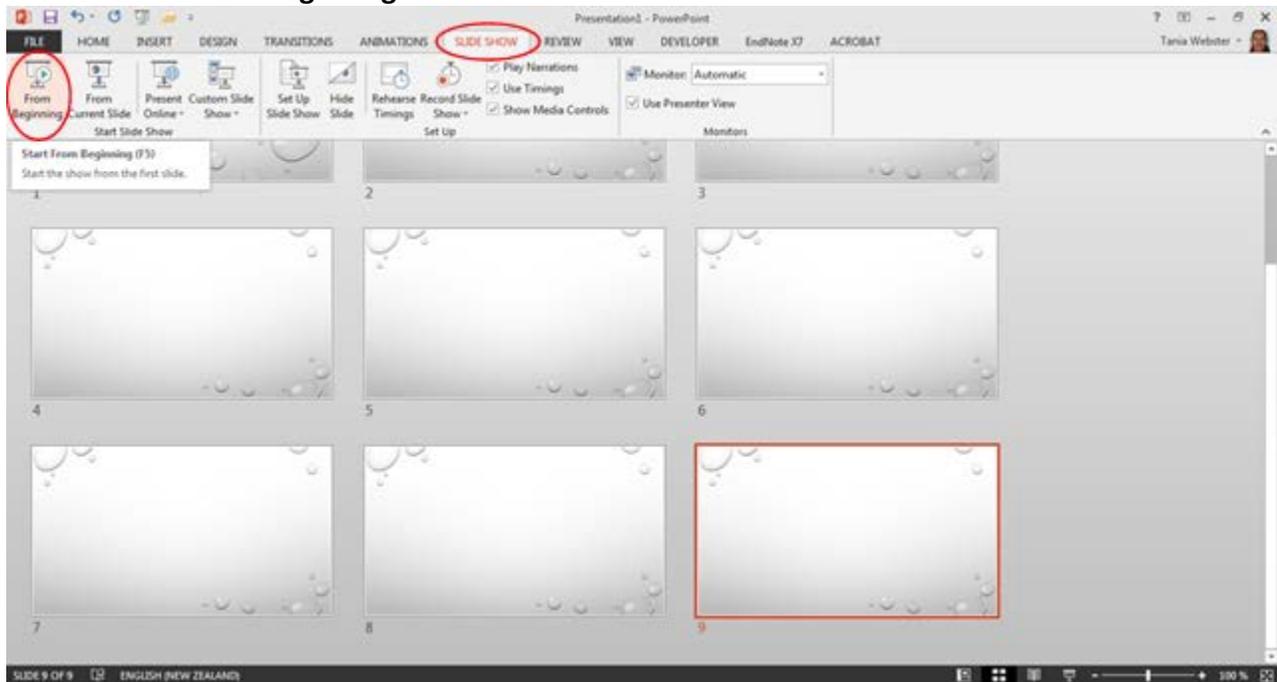
Position your cursor where you want to paste the slide (eg. between 6 & 7) << **Ctrl + V**

Moving a slide

After creating a Powerpoint presentation you may decide to change the order of your slides. Select the slide you wish to move (a border will appear around the selected slide), and drag the slide to where you want to reposition it and drop it into the position. The slide number sequence will automatically update.

Slide Show

Slide Show >>From Beginning



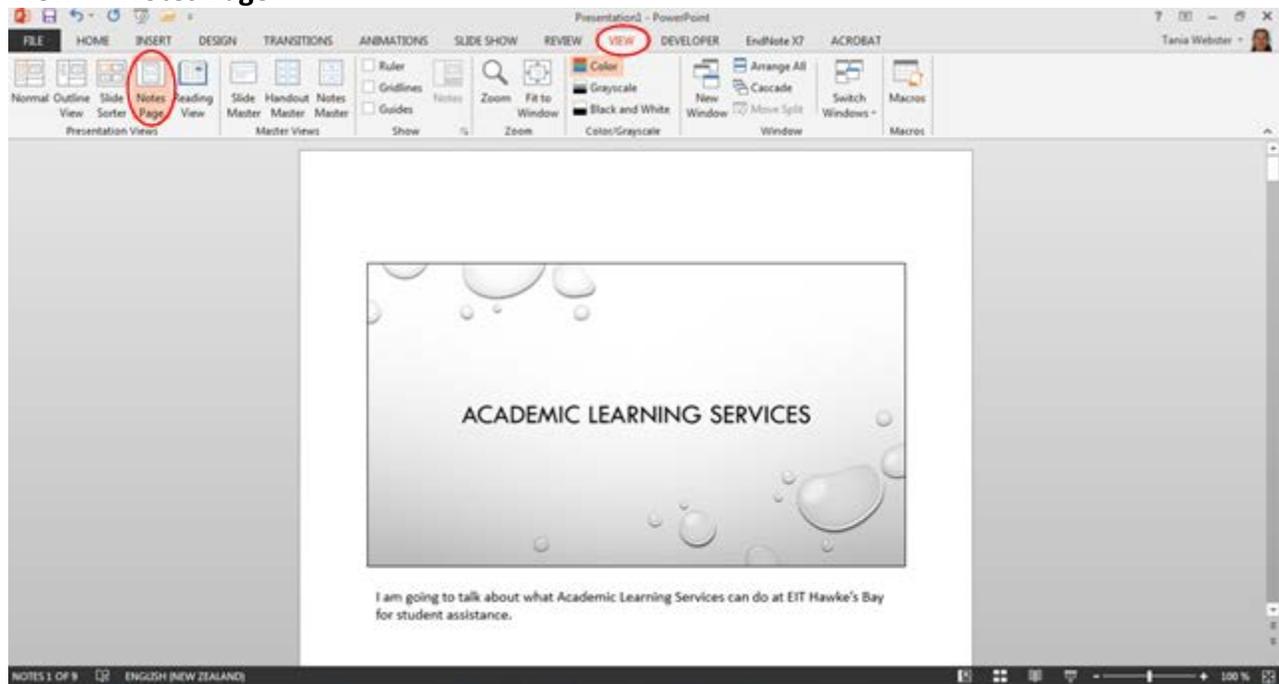
It shows your presentation in full screen. It can also be used to check any animations, transitions or timing at the final stage of preparation for your presentation



NB: Press ESC key to return to normal view.

Notes Page

View >> Notes Page



NB: You can add and view your notes for each slide.