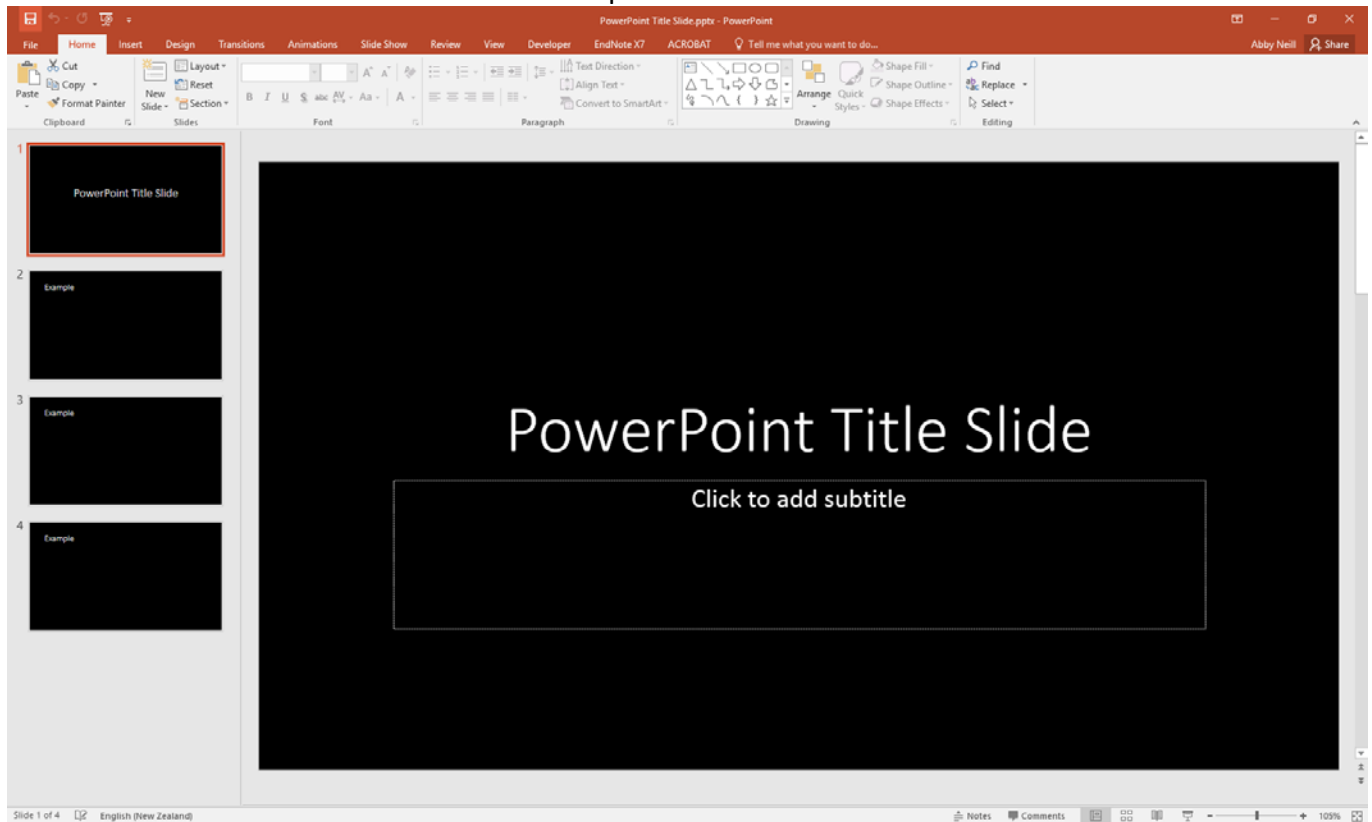


## PowerPoint Basics

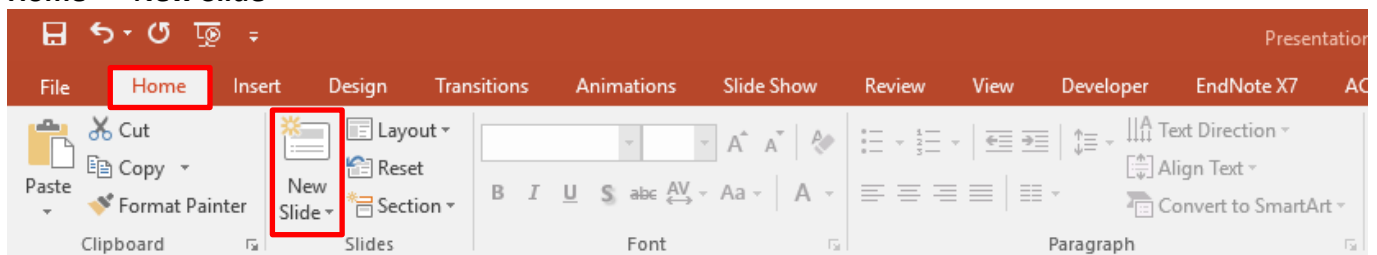
Microsoft PowerPoint is an electronic presentation program that helps people present a speech using a collection of slides. A PowerPoint presentation is a collection of slides that can be used to create oral presentations.

This is the standard first slide of a PowerPoint presentation:

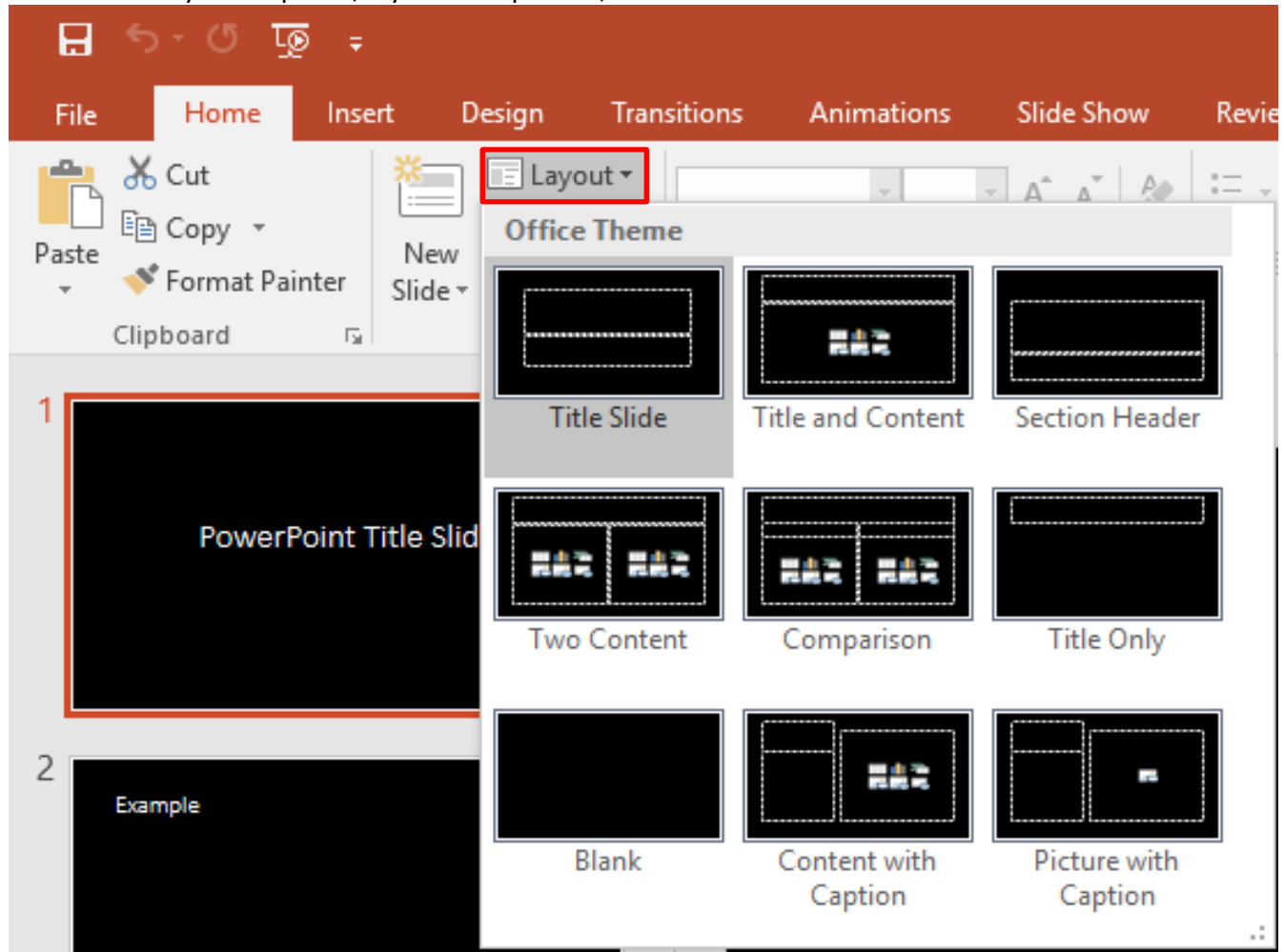


### Inserting a New Slide

Home << New Slide



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



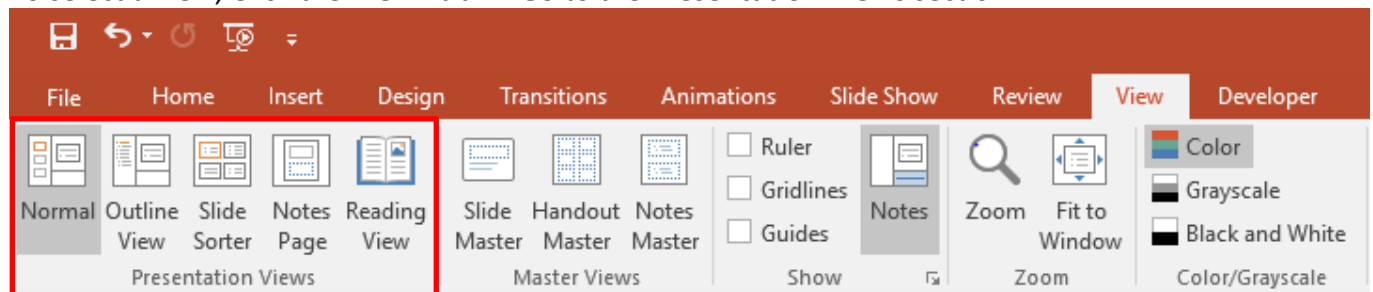
## Views

There are five different views in PowerPoint;

- Normal
- Slide Sorter
- Notes page
- Presenter view
- Slide show

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

To select a view, **Click the View Tab << Go to the Presentation Views section**

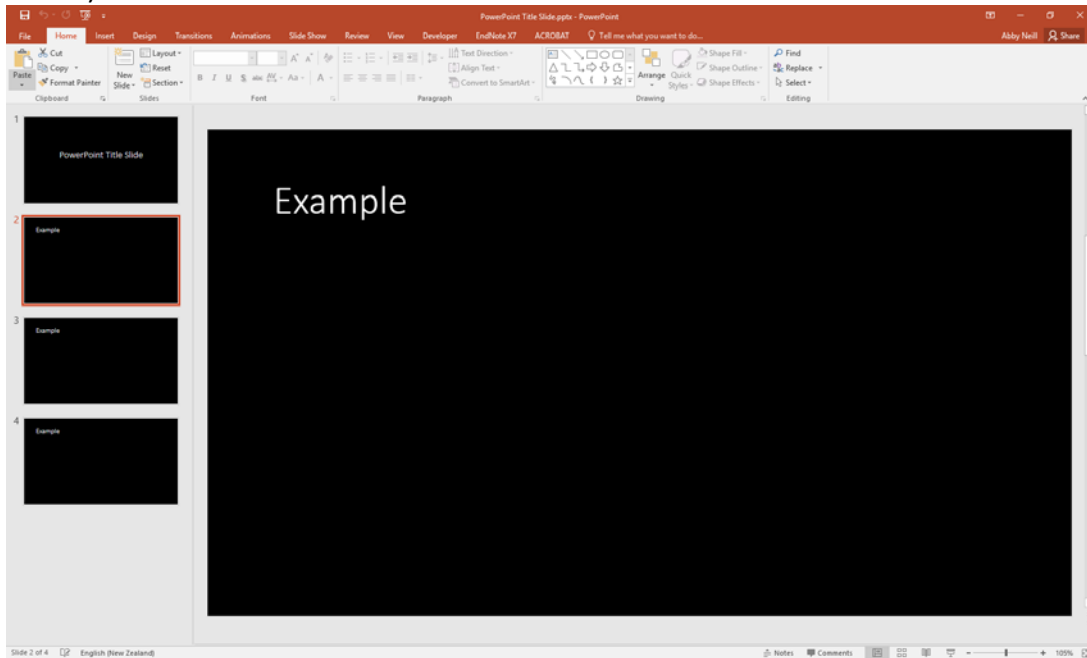


## Normal View

### View << Normal

This view is used when creating and designing your slides.

To select a slide, click the slide in the slides panel (a thick borderline appears around the slide as seen on Slide 2).

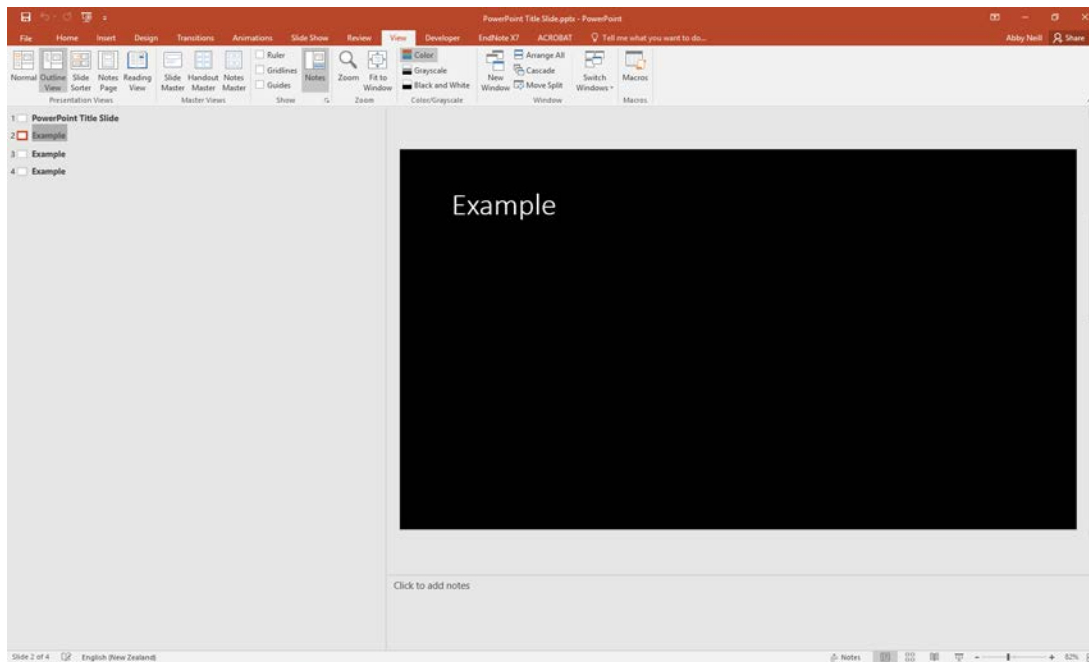


**NB:** This view can also be altered using the icons at the bottom of the page on the task bar.

## Outline View

### View << Outline

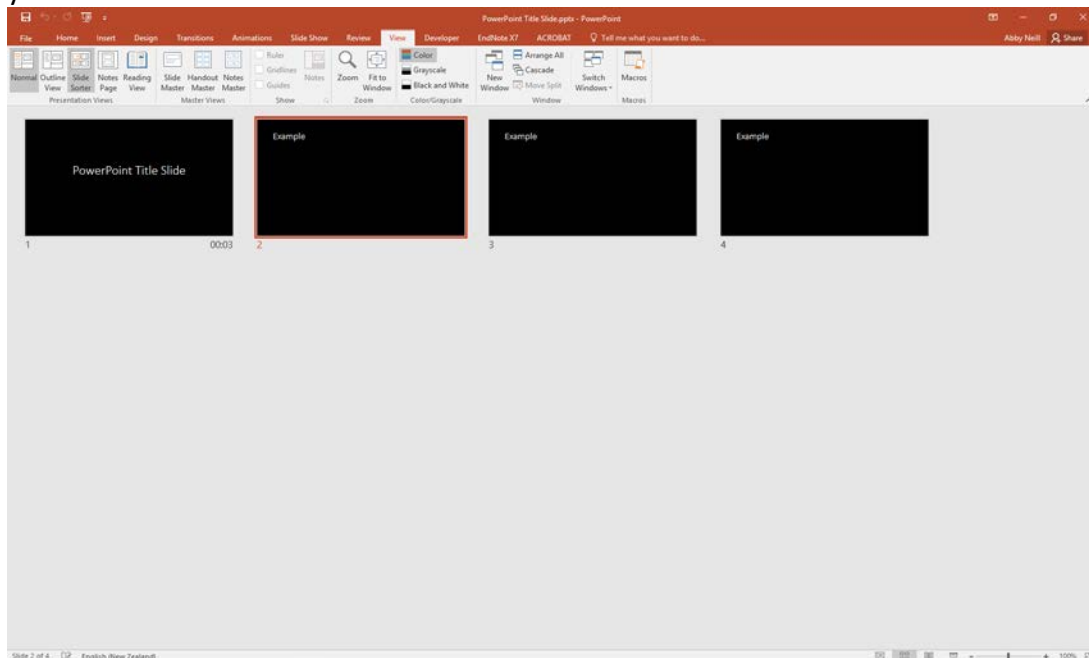
This view is used to get an outline and overview of the presentation.



## Slide Sorter View

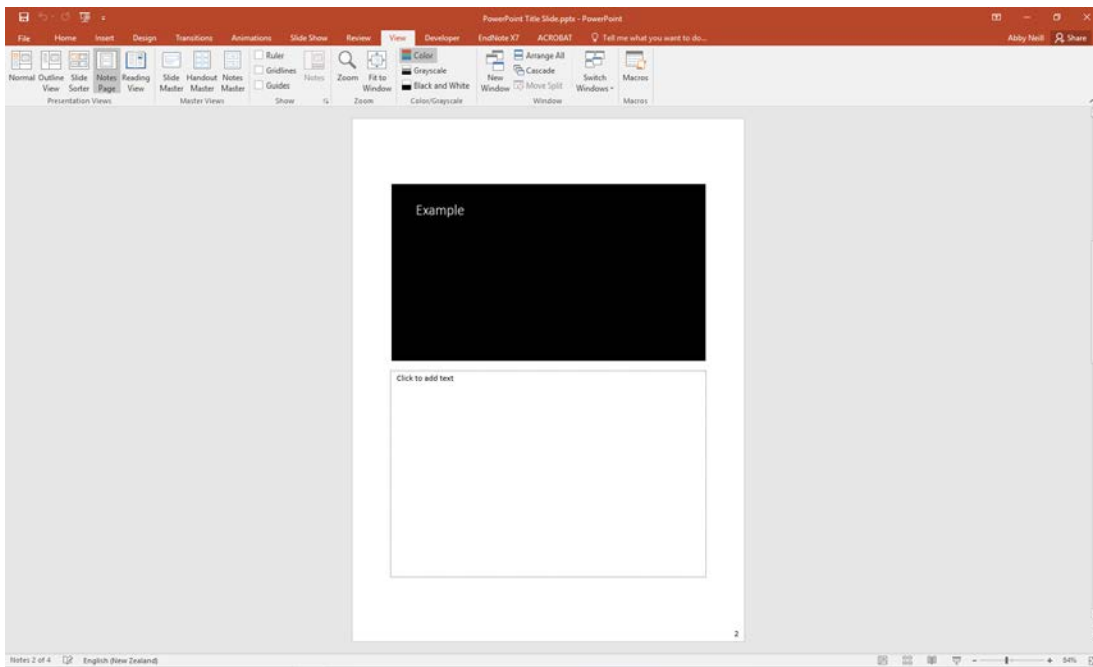
### View << Slide Sorter

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



## Notes Page

### View << Notes Page

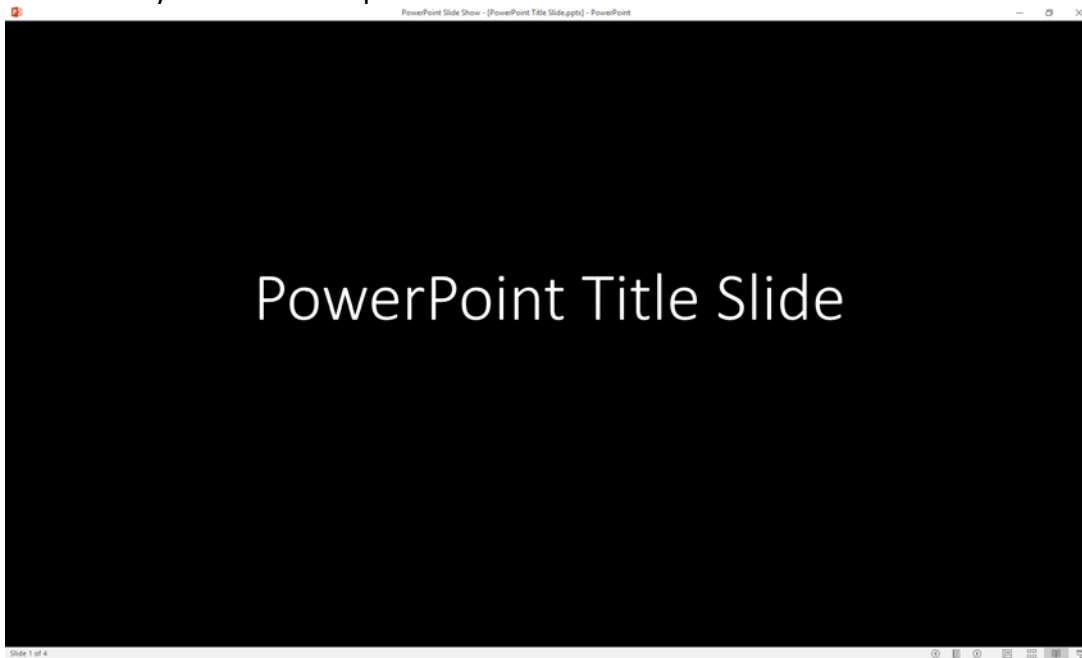


**NB:** You can add and view your notes for each slide.

### Reading View

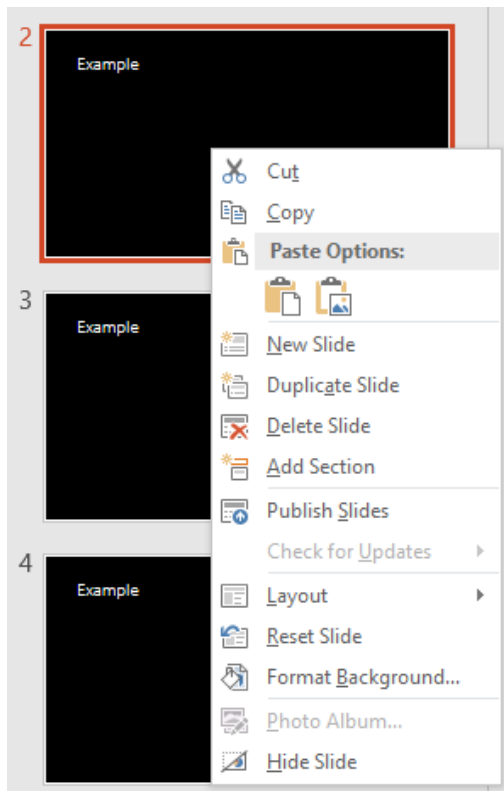
**View << Reading**

This allows you to view the presentation in the PowerPoint Window



### Organising your Slides

This is best done in either the **Normal View** or the **Slide Sorter View**



### Deleting a Slide

**Select** the slide 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, or **press Ctrl + C**

### Pasting a Slide

**Position** your cursor where you want to paste your slide (eg. Between slides 6 & 7) and select **Paste**, or press **Ctrl + V**

### Moving a Slide

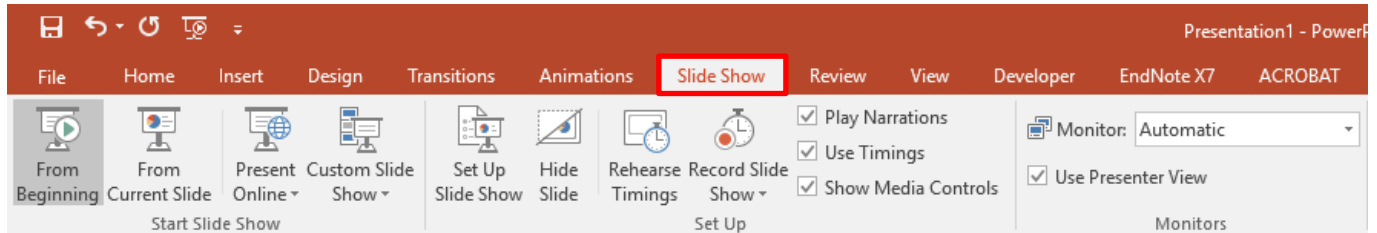
After creating a PowerPoint presentation you may decide to change the order of your slides. **Select** the slide you wish to move (a border will appear around the selected slide), and **drag** the slide to where you want to reposition it and **drop** it into position. The slide number sequence will automatically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

### Duplicate a Slide

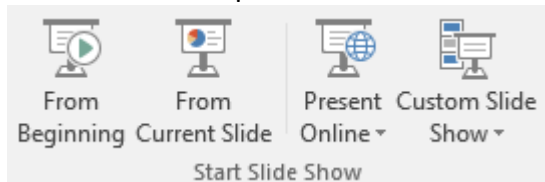
This will automatically make a copy of a slide and insert below the original. This is a quick way to create multiples if needed.

## Viewing your Slide Show

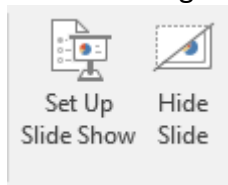
Go to the **Slide Show** tab



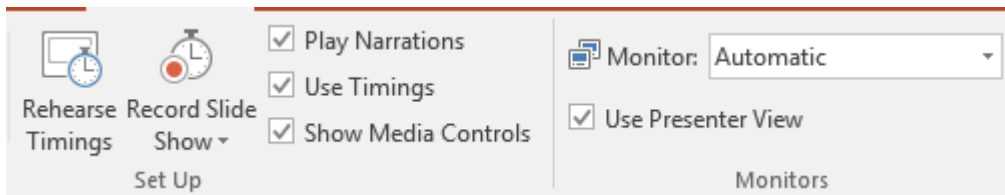
You can start the presentation from either the **Beginning** or the **Current Slide**



You can change the **Set Up** settings.



You can also record the slide show if you wish to make a video of it.



This 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.