

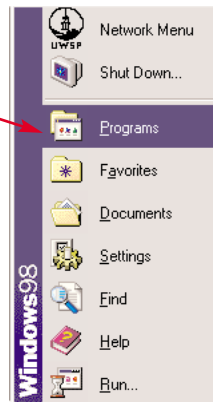
Fundamentals of Microsoft PowerPoint



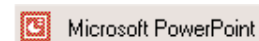
Tutorial #1

Step One: Opening the program

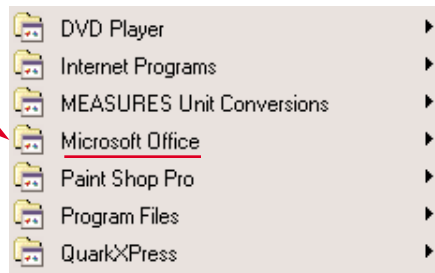
1. Click the “Start” button located at the bottom-left of your screen.
2. On the menu that appears, move the mouse cursor up to “Programs.”



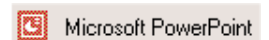
3. On the next menu that appears, look for the “Microsoft PowerPoint” program. If it’s there, click on it.



4. If you do not see the PowerPoint program, move the mouse cursor to the folder called “Microsoft Office”



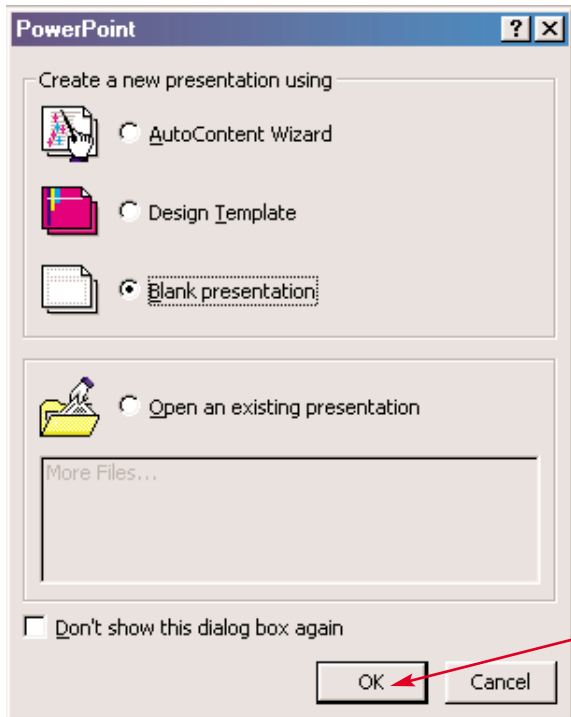
Then, on the next menu, look for the “Microsoft PowerPoint” program and click on it.



5. If you cannot find the “Microsoft PowerPoint” program or the “Microsoft Office” folder, please ask a computer lab assistant to help you.

Step Two: Starting a blank presentation

1. When PowerPoint first opens, a window like the one below will appear.



If you are creating a new presentation, click the “Blank presentation” option.

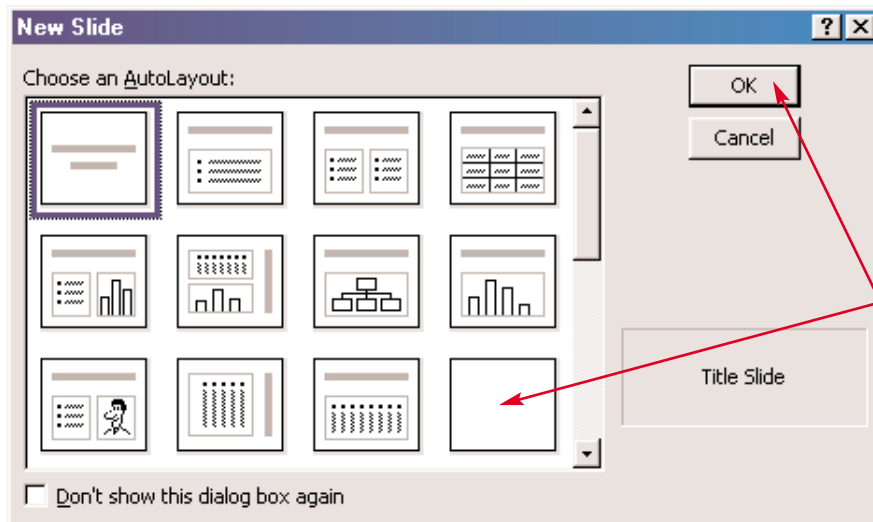
If you are loading a presentation that you already created, click the “Open an existing presentation” option.

We will be designing a new presentation. Click the circle next to “Blank presentation” if it isn’t selected already.



Then click the “OK” button.

2. After you hit “OK,” another window for New Slides appears like the one below.



This box lets you choose a template for your first slide. The program has lots of options, but you can make a much more effective and personalized program if you start from scratch.

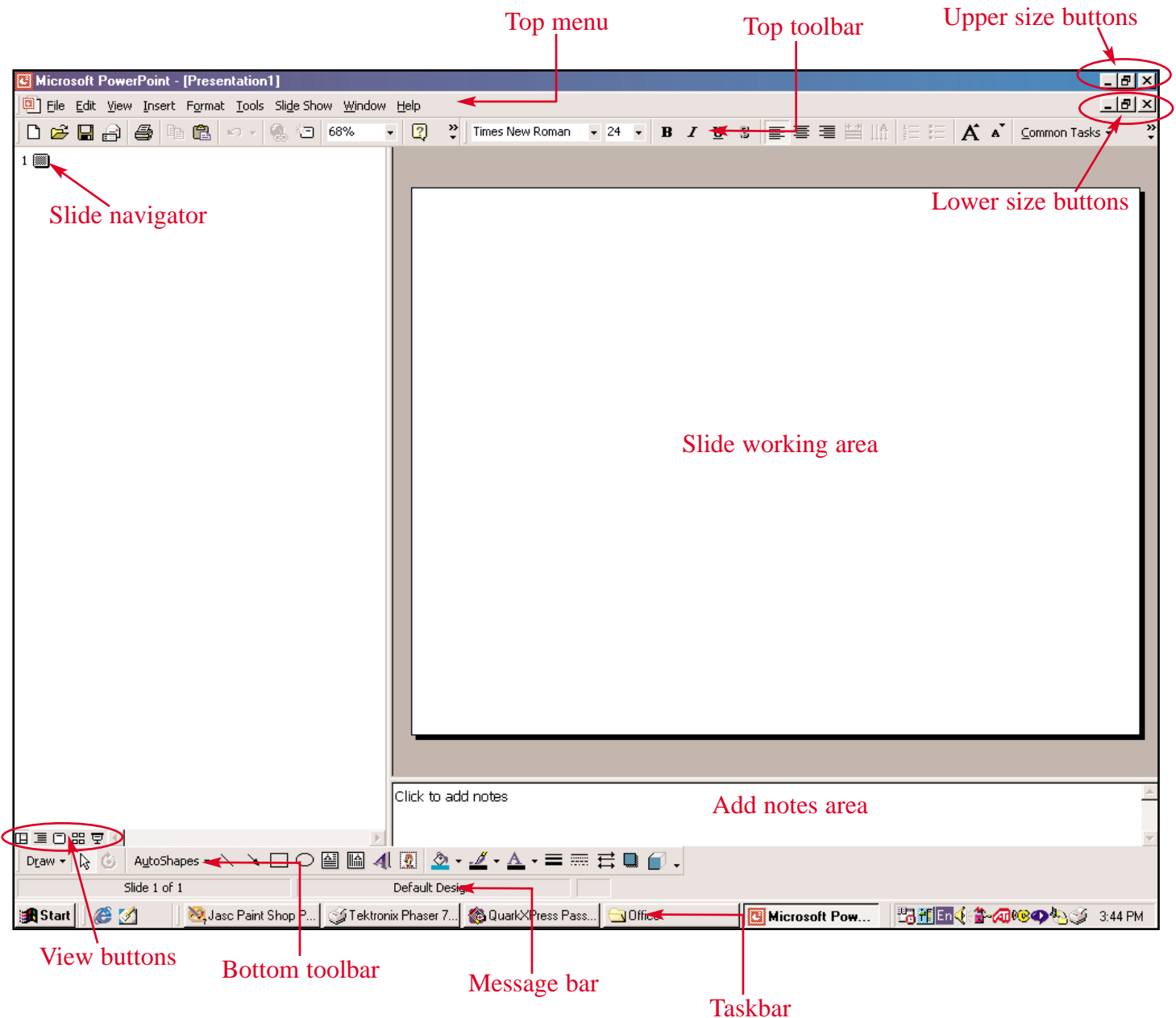
Click the blank slide.

Then click “OK.”


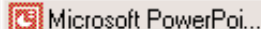
3. Now you’re ready to start creating the actual slides for your program.



Step Three: Understanding the terms


1. This is the first screen that loads after selecting a blank slide. Become familiar with the following terms in red. They will be used throughout the rest of the tutorial.



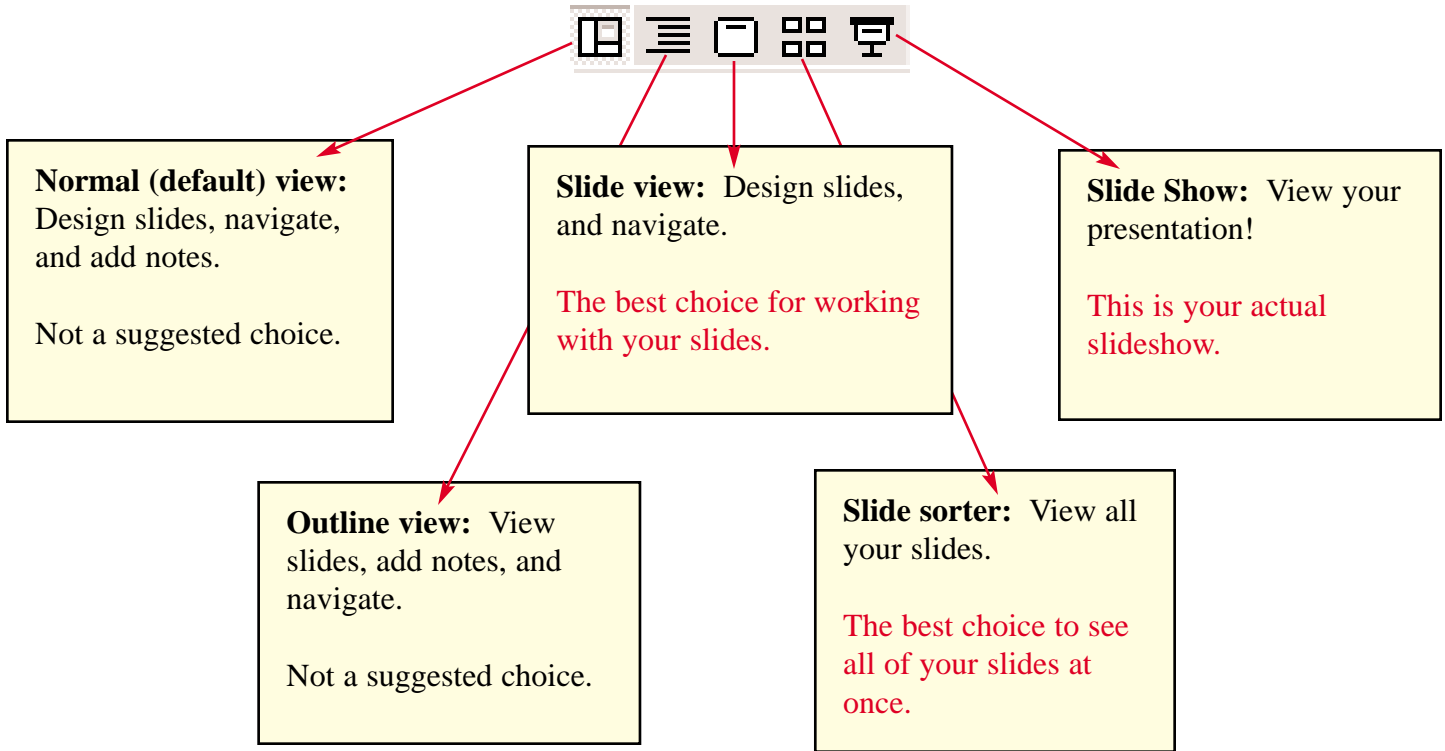
2. The “size buttons” in the upper right-hand corner do the same thing to every window that you see, regardless of the program you’re using. The upper buttons manipulate the entire PowerPoint program. The lower ones manipulate the presentations within PowerPoint. We will only use the upper size buttons in the tutorials.

- The line  is the **minimize button**. Click it, and the window disappears. To make it appear again, click the program in the “Taskbar.” → 

- The middle button can be one of two symbols. If the double-squares  are visible, click them and the window gets smaller, giving you the ability to move it. If the single-square  (**maximize button**) is visible, click it and the window fills up the entire screen.


- The X  (**close button**) closes the program that you are currently working on. Don't click this button just yet.

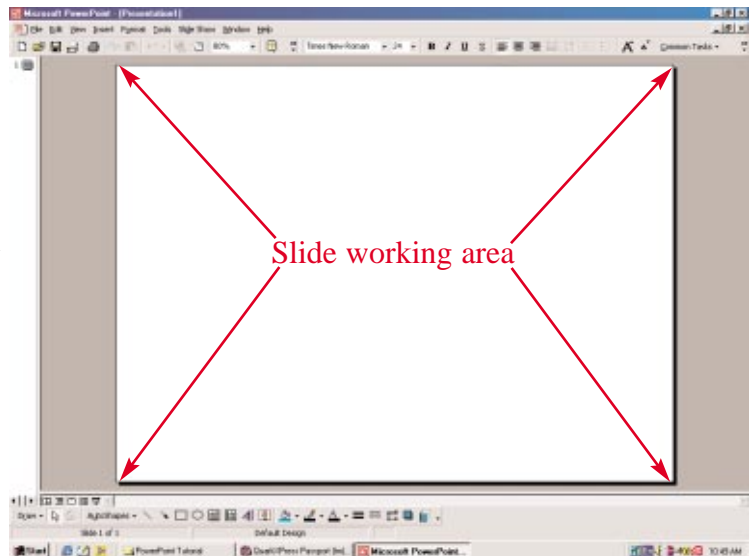
3. The “view buttons” near the bottom left-hand corner will also be important as you create your PowerPoint presentation. Click on each of the buttons to see how your view of the presentation changes.



4. Make sure you understand these terms and buttons before continuing. If you are confused by a term in the next steps, refer back to this section to see if it was explained.

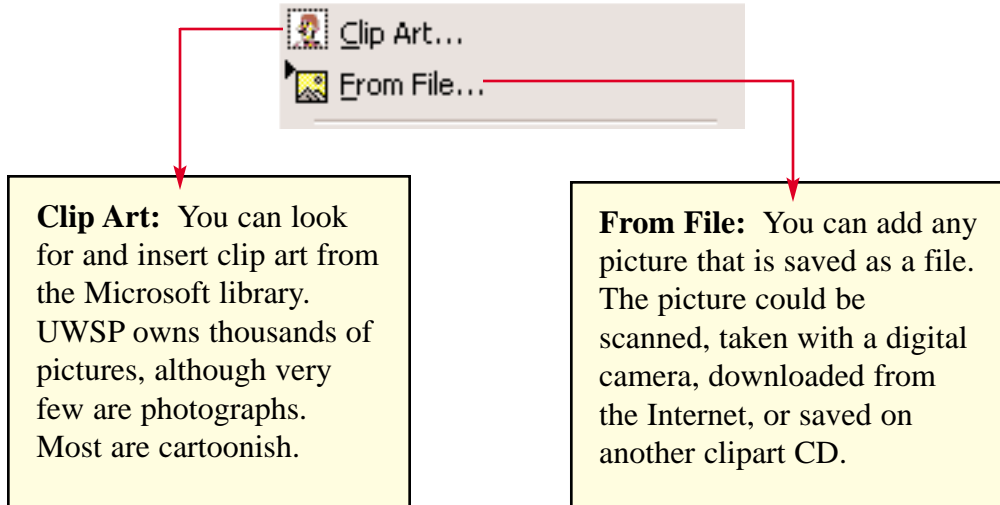
Step Four: Making your first slide

1. Make sure PowerPoint is maximized by clicking the upper “maximize button”  if it is visible.
2. Click the “slide view” button. This is usually the best choice to edit slides, since the slide working area is maximized.
3. The white box in the middle of the screen represents your slide. Anything placed outside of this box, will not be displayed when you view your presentation.

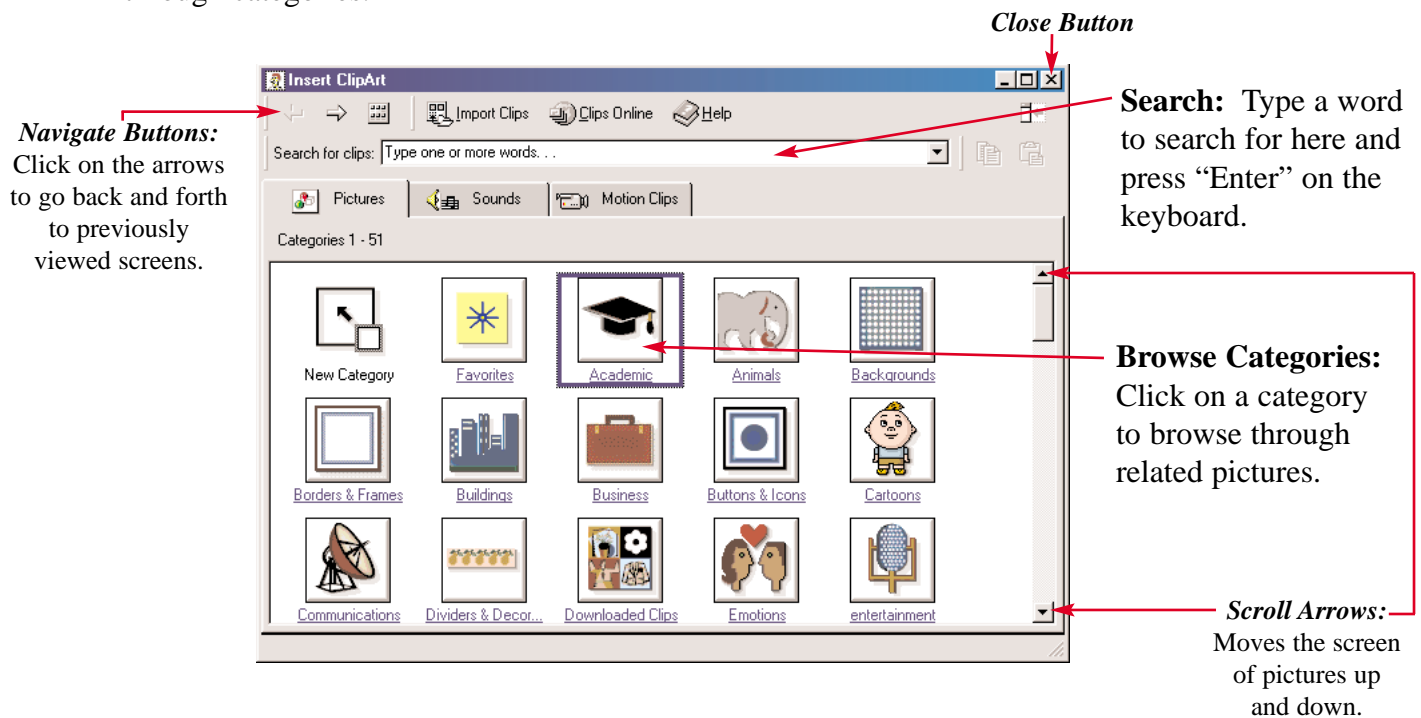


4. The most important elements you will be adding to your slides are graphics. Through the use of pictures, you will be telling a story. We will start by adding a graphic to your first slide.

- Click **Insert** on the top menu (refer back to Step Three for help with terminology).
- On the menu that appears, move the mouse cursor down to **Picture** ►
- On the menu that appears, the first two options are the most important:



- Let's try inserting clip art from the Microsoft library. Click on "Clip Art..."
- A window like the one below appears. You can either *search* for specific pictures, or *browse* through categories.



• We would like to insert a tree picture into the slide program. Type "tree" into the search box (see diagram above), and press the "Enter" key.

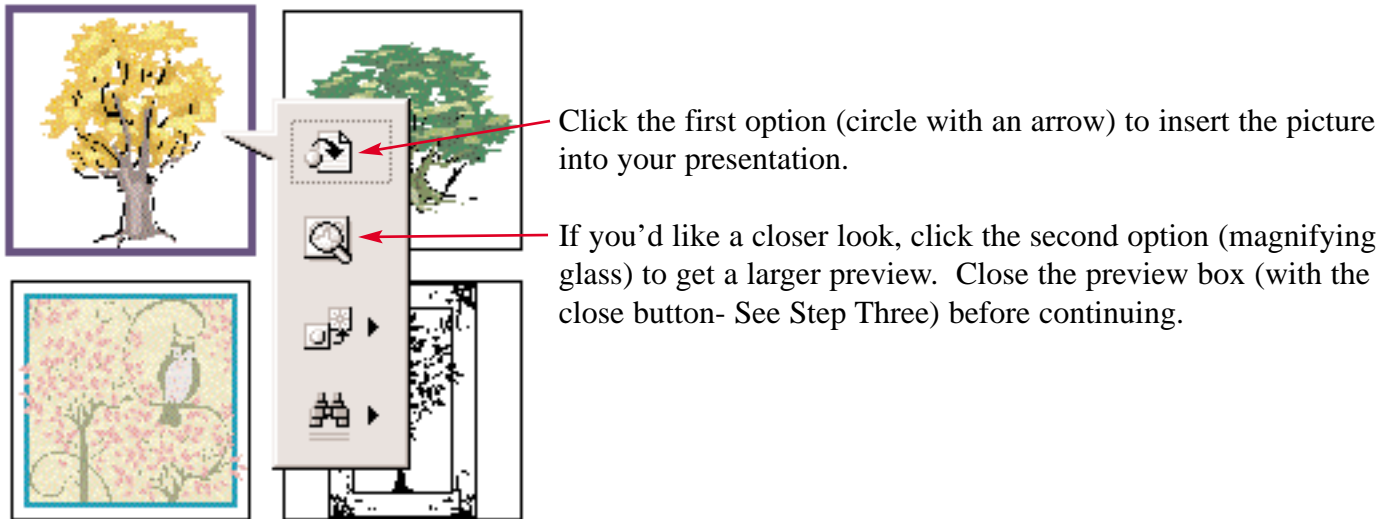
• After the binoculars stop moving, a variety of tree pictures will be displayed in the large white box. Click on the scroll arrows (see diagram above) to see all of the pictures.

- If you scroll to the bottom, you will see an icon labeled as “Keep Looking.” This means that there are more graphics to look at. Click on the icon to see more tree pictures.



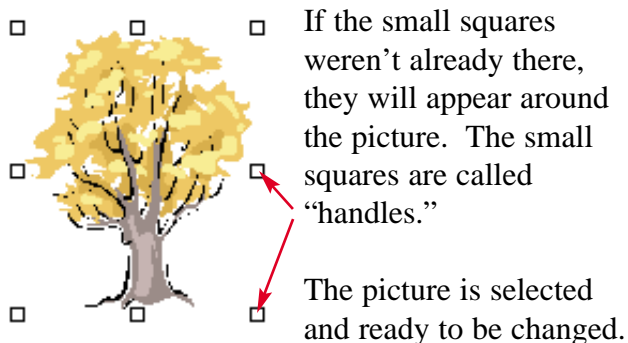
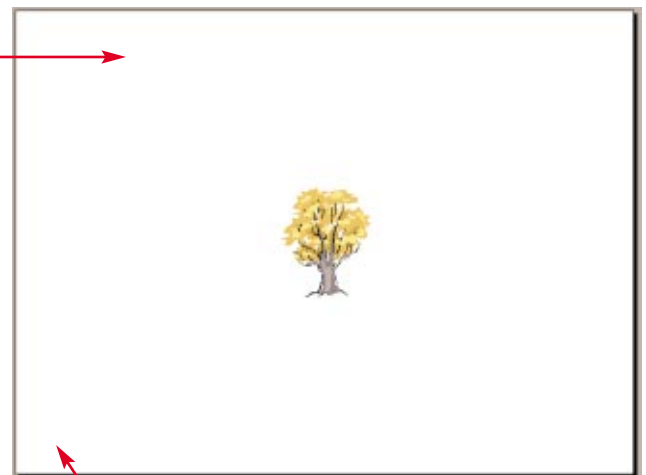
[Keep Looking](#)


- Look for a tree picture that you would like to insert into your slide show. Click on the “Navigate arrows” (see diagram on previous page) to go back to a previous screen of pictures.
- When you’ve found a tree picture to insert, click on it once. A menu appears like the one below.



- Close the window by clicking the close button (see diagram on previous page).

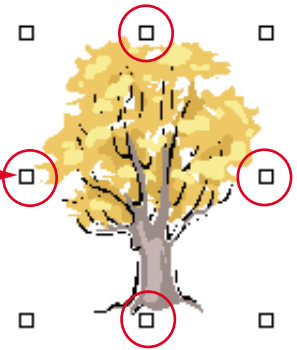
5. Your slide working area should now look like the picture to the right. We would like to move the tree to the left side of the screen. Whenever you want to manipulate a picture, it needs to be selected. Click once on the picture.



6. To move the picture, move the mouse cursor over the picture, but **not** over one of the handles. The mouse pointer will change to four arrows. Click and hold the mouse button, and then  move the mouse. The picture frame will move. Let go of the mouse button, and the picture appears again. **Move the picture to the bottom left side of the slide working area.**

7. Now let's make the picture larger. Be sure that your picture is selected (see item 5. above). To resize the picture, we will use the handles.

Narrow/Wide handles: These handles will change the size of the graphic disproportionately. For example, pulling the top handle will make the picture taller, but the width will stay the same.



Proportion handles: These handles will change the size of the graphic proportionately. By pulling the handle, both the height and the width of the graphic will grow.

Always use the “Proportion handles” to change the size of pictures, unless you have a reason to stretch or widen your graphic. Using the narrow/wide handles can have unintended effects, as seen in the photographs to the right.



On your tree picture, move the mouse pointer to the upper right handle.

The mouse cursor will change to a double-arrow. 

Click and hold down the mouse button. The cursor changes to a plus. 

Move the mouse to the upper-right. The picture frame will get larger.

When you let go of the mouse button, the picture reappears much larger than it was before. Notice that the picture changed proportionately, so it is not distorted.

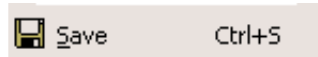
8. Practice resizing the picture with both the proportion handles and the narrow/wide handles. Notice how the picture changes. When projected onto a big screen, a slightly disproportionate image will be magnified and very noticeable.

Step Five: Saving your presentation

Saving your presentation is the most important step of all. Redoing hours of work after a power outage or computer failure can be very frustrating. A good rule of thumb is to save your presentation every time you finish a new slide.

1. Click **File** on the top menu.

On the menu that appears, click **Save**.



or

Click the disk button  on the top toolbar.

2. If this is the first time you are saving the presentation, a window will appear like the one below.

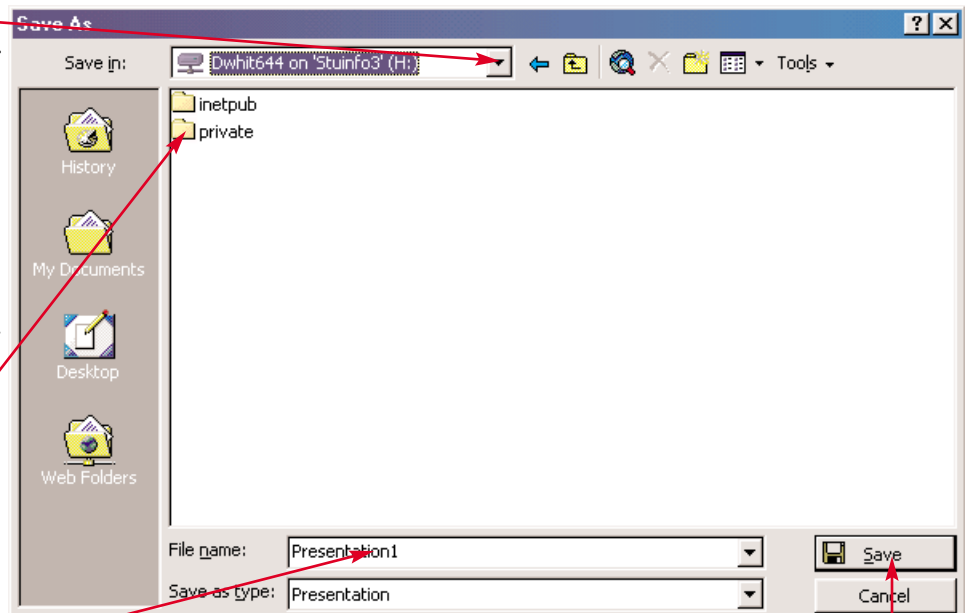
- Click the down arrow next to “Save in:” Look for a drive with your logon name and an (H:) after it.



This is your private drive (or H: drive), and is stored on the network. Click on it.

- Now, double-click the “Private folder” which appears in the large white box.

- Type a name for your presentation. Type in “Tree Show.”



- Click the “Save” button.

- Your file is now saved on your private drive (H:\Private), and can be accessed from any computer on campus.

3. To work on a non-campus computer, save your presentation on a Zip disk instead. Put your Zip disk in the computer. When you click the down arrow next to “Save in:” (see item 2. above) look for the “Removable Disk” drive, which is usually drive D:. Click on the drive. Type a name for your presentation. Click the “Save” button. Your presentation is now saved on your Zip disk, and can be opened on any computer with a Zip drive.
4. If your file has already been saved earlier, click **File** on the top menu and then click **Save** (or click the disk button on the top toolbar). The old version of the presentation is automatically replaced with the new version. The window above will not appear.
5. Close down the PowerPoint program by clicking the upper “close button” (see Step Three).

Assignment:

1. **Send your presentation to my e-mail mailbox:** *jbuch209@uwsp.edu*. Use the steps below for this and future tutorials.

a. Open your e-mail account. On campus, double-click “Microsoft Outlook” on the desktop.

b. Click the New Message button on the top toolbar.



c. Type “jbuch209” in the box next to the To: button.



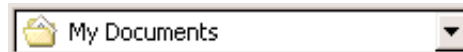
d. Type “Tutorial #1” in the box next to Subject:



e. Click **Insert** on the top menu, then click **File** or just click the paper clip icon.



f. Click the down triangle next to Look in:



g. Click on the drive where you saved the presentation.

For private drive: Click “[Username] on ‘Stuinfo3’ (H:)”. Then double-click the “Private” folder.

For zip drive: Click “Removable Disk (D:)”

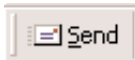
h. Double-click your presentation file. In this case, “Tree Show.ppt”.

i. A PowerPoint icon is now in your e-mail. The presentation has been inserted into the message. Don’t send the message yet. Answer the questions below first.

2. **Answer the following questions in your e-mail.**

1. What is the best “view button” to use when designing your slides? Why?
2. Why should you use the “proportion handles” when resizing pictures?
3. You have created a presentation and would like to work on it at home. Describe how you would save the presentation onto a zip disk.
4. Which sections of the tutorial did you have the most trouble with?

3. After you insert your Tree presentation and answer the questions, click the “Send” button on the “top toolbar.”



Congratulations! You have completed PowerPoint Tutorial #1.