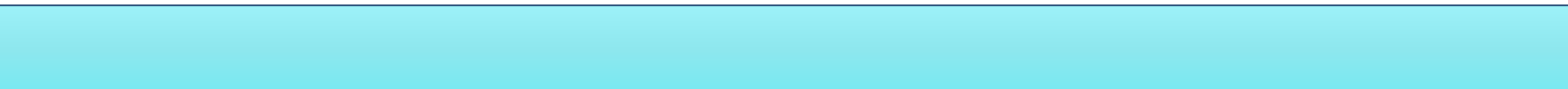




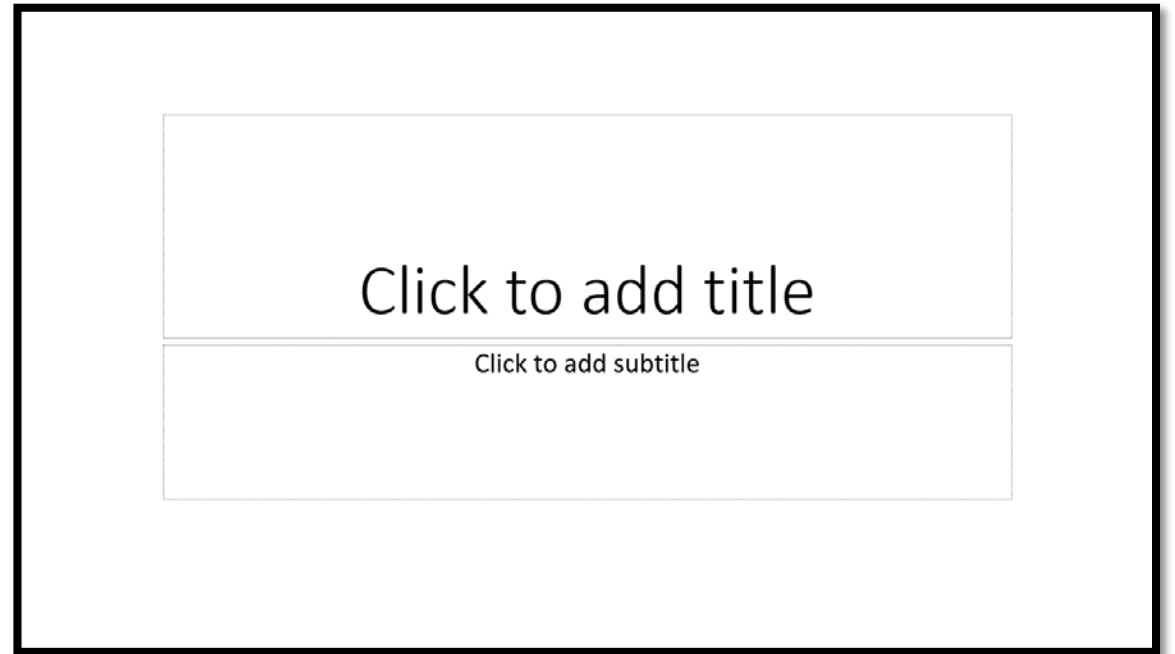
PowerPoint Tutorial: Starting out blank

By Mark Gillan



New Presentation

- File > New > Blank Presentation
- Commences with Slide 1 being a Title Slide
- Next is self-explanatory and PowerPoint prompts (see the illustration of a new blank presentation title slide opposite)
- Click on the 'Click to add title' and type a title
- Click on the 'Click to add subtitle' and type a subtitle of choice



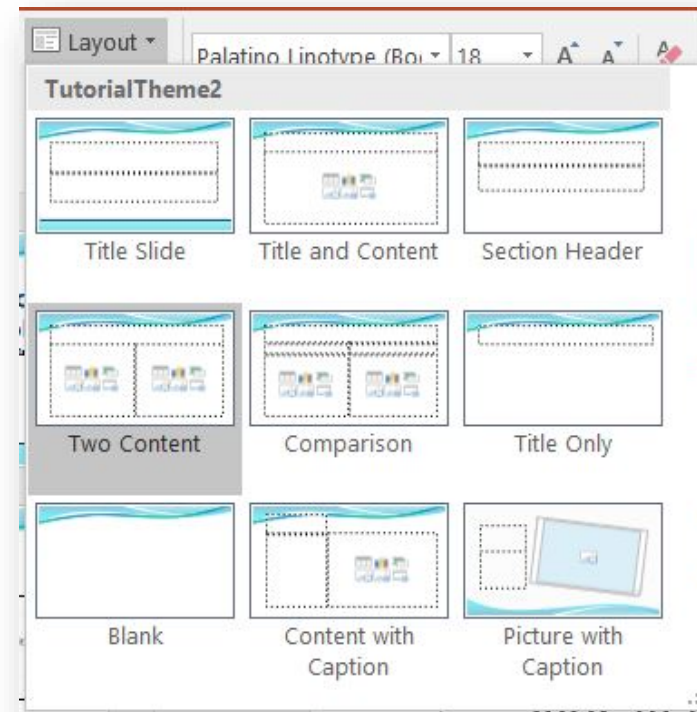
New slide

- Home ribbon > Slides grouping and click the 'New Slide' button
- By default, the layout for the new slide is Title and Content
- The content within the new slide has 6 buttons available for:
 - Inserting a table
 - Insert chart
 - Insert a SmartArt Graphic
 - Pictures
 - Online Pictures
 - Insert Video
- The content can also be text by clicking the prompt 'Click to add text' and use the carriage return button to commence a new list item
- By default for most slide designs, bullet points are used for the text within content placement



Layout

- The slide layout can be changed for any selected slide at any time
- Home > Slides group > Layout
- The drop-down provides a list and preview of all layout options available for that particular design of presentation, click to select the required layout
- Varied layout options provide PowerPoint ability to change design and layout without losing content as well as working within the formatting of individual placement of objects. PowerPoint knows where everything is on each slide for the purposes of format, layout, design change
- Drop-down for 'New Slide' offers a selection of layout at the same time as inserting a new slide, thus efficiency is improved at the time of insertion (layout can still be changed later)



Formatting Text

- Similar to other Microsoft Office applications, text can be formatted as required
- Layout and design help but sometimes a word or two or selection requires the user to format
- Font grouping, paragraph grouping and drawing grouping on the Home ribbon offer various buttons similar to other Microsoft Office applications for formatting as required
- Selecting text also provides a smart toolbar offering a small amount of handy formatting tools
- Formatting of text and objects is available outside of the layout or design standard parameters but this means the user is taking control. Objects can be inserted outside of these pre-styled provisions, again the user is taking the control away from the pre-programmed styles meaning it might impact upon styled changes that can be applied to slides

