Microsoft Office products have multiple ways of doing tasks.  The more you use PowerPoint, you'll learn additional tricks that can save you time, improve your workflow and find the way that works best for you.

## Navigating PowerPoint

A PowerPoint presentation is also known as a slide deck.

1
- *Slides* are the individual pages within the file

2
- The *ribbon* is the toolbar at the top that shows buttons and menus to help you quickly find and use features

3
- *Tabs* on the ribbon are labels at the top that you click to see different groups of tools and commands for specific tasks

4
- *Groups* on the ribbon are sections within each tab that organize related tools and commands together
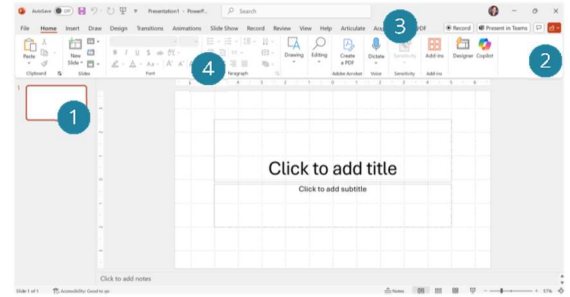


## Defining Your Purpose

- Before you ever open PowerPoint ask yourself "Who is my audience?"  and more importantly, "What do I need them to do?"
- Always start with the end in mind.
- First define what you want them to *DO* with your content and then work backward.
- As you build your slide deck, you want to keep things simple.
- Clarity is key.  You don't want to overwhelm your audience.
- In general, you want to try to keep only one idea per slide.

## Using Slide Sorter and Notes

5
- *Slide sorter* view shows all your slides as small thumbnails, so you can easily see and organize them
- On the View tab, in the Presentation Views group, click Slide Sorter
- You can drag and drop slides to re-arrange them

6
- The *notes pane* is where you add speaker notes for each slide to help you remember what to say during your presentation
- To enlarge or shrink the notes pane, drag the border up or down
- You also can edit your notes in the Notes Page in the Presentation Views group on the View tab
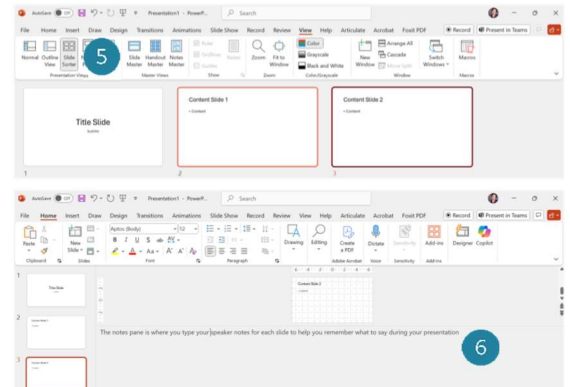


## Inserting New Slides

7
- To add a *new slide*, go to the Insert tab
- In the Slides group, click the New Slide dropdown arrow
- Click the type of slide you want
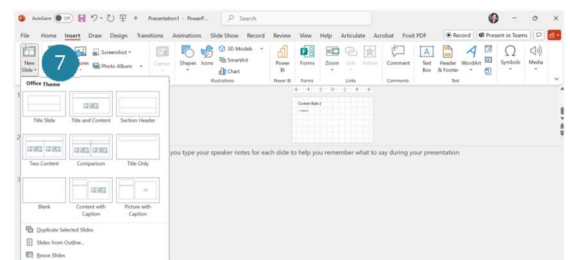
## Applying Basic Formatting

- Formatting makes your slides easy to read
- Use fonts and colors to create clarity
- Consistency across slides creates a greater feeling of professionalism
- On the Home tab, in the Font and Paragraph groups, you can . . .
  - Change your *font* and *size*  [Aptos Narrow ▾] [11 ▾]
  - Apply *font colors* 🅰
  - *Align* your text left, center or right  ≡ ≡ ≡
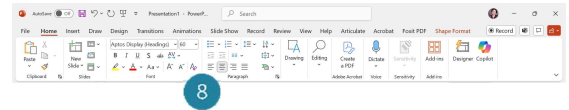


## Inserting Pictures and Icons

- Visuals make your content more relatable and help your audience understand better
- Visuals should support your message, not overwhelm it
- To insert a *picture*, go to the Images group on the Insert tab
- Click the down arrow under Pictures
  - If you have your own photos, you navigate to it by clicking This Device
  - If you need a generic photo, you can search by clicking Stock Images or Online Pictures



- To insert an *icon*, go to the Illustrations group on the Insert tab
- Click Icons to search for a relevant graphic

- To resize a graphic, grab a corner and drag to the desired size
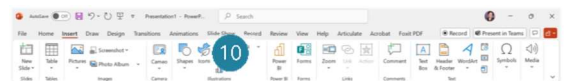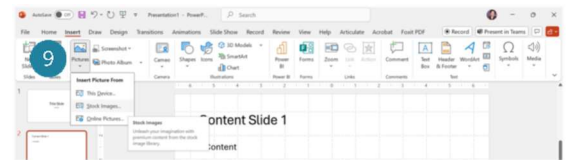


## Inserting Transitions and Animations

- Transitions and animations can help pace your presentation
- Remember to keep them simple so you don't distract your audience
- To insert a *transition*, select the slides for which you want the transition
- On the Trasitions tab, in the Transition to This Slide group, select your transition



- To insert an *animation*, select the object *(text, graphic)* for which you want the animation
- On the Animations tab, in the Animations group, select your animation



## Presenting Using Slide Show

- Launch *slide show* view by clicking the Slide Show button the status bar
  
  *or*
- By pressing F5 on your keyboard
- Navigate forward and backward in your slide deck using the arrow keys on your keyboard
- To exit the slide show, press the Escape key on your keyboard