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BACK TO THE TECH BASICS

POWERPOINT BASICS



POWERPOINT HOME

Tabs

The screenshot shows the Microsoft PowerPoint application window. The title bar at the top indicates the file is 'Sample Presentation + Saving...'. The ribbon at the top includes tabs for File, Home, Insert, Draw, Design, Transitions, Animations, Slide Show, Record, Review, View, and Help. The 'Home' tab is currently selected, showing options for Clipboard, Slides, Font, Paragraph, Drawing, Editing, Voice, and Designer. On the left side, the 'Slide List' pane displays a list of seven slides. The main workspace shows a slide titled 'Welcome to PowerPoint' with the subtitle 'A Practice Slide Show'. Below the slide, the 'Notes' pane is visible with the text 'Click to add notes'. At the bottom right, the 'View Modes' section shows icons for Notes, Sort, Compare, and a zoom level of 81%.

Slide

Slide List

Notes

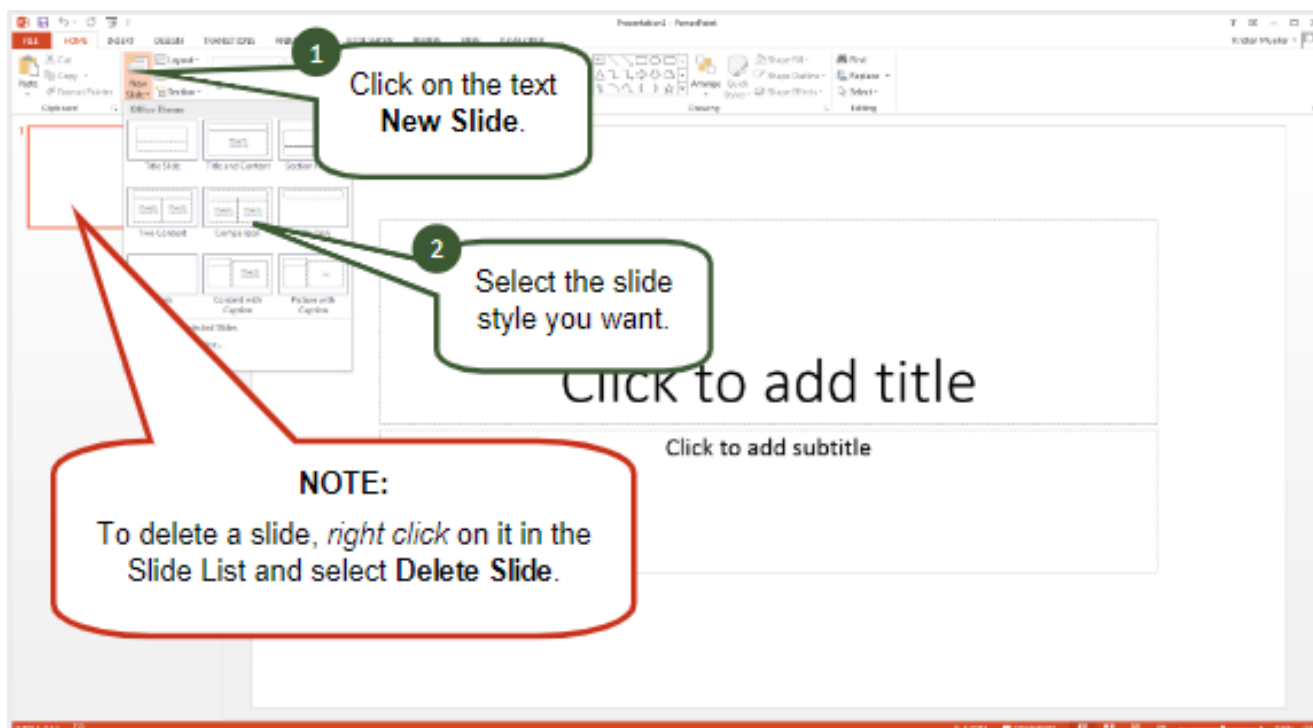
View Modes

Slide: where information appears
Slide List: a list of all the slides in the presentation
Notes: where presentation notes can be added
View Modes: allows for presenting a slide show or viewing more than one slide at a time



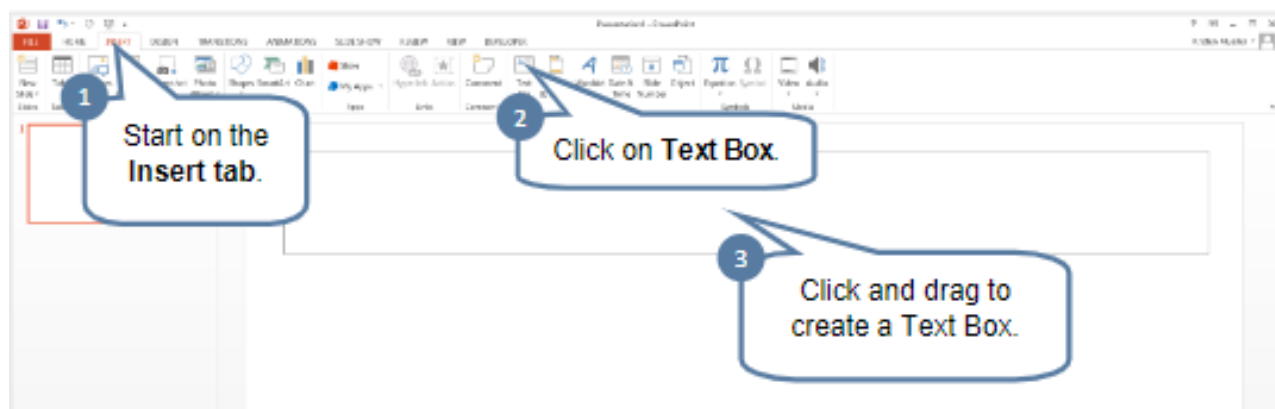
ADD A NEW SLIDE

A PowerPoint presentation is made up of individual slides. These can be added with different pre-existing templates depending on what information needs to be on the slide.



ADD TEXT BOXES

Templates come with text boxes and image boxes already on the slide, but if you're starting from a blank slide, you can add these elements easily.





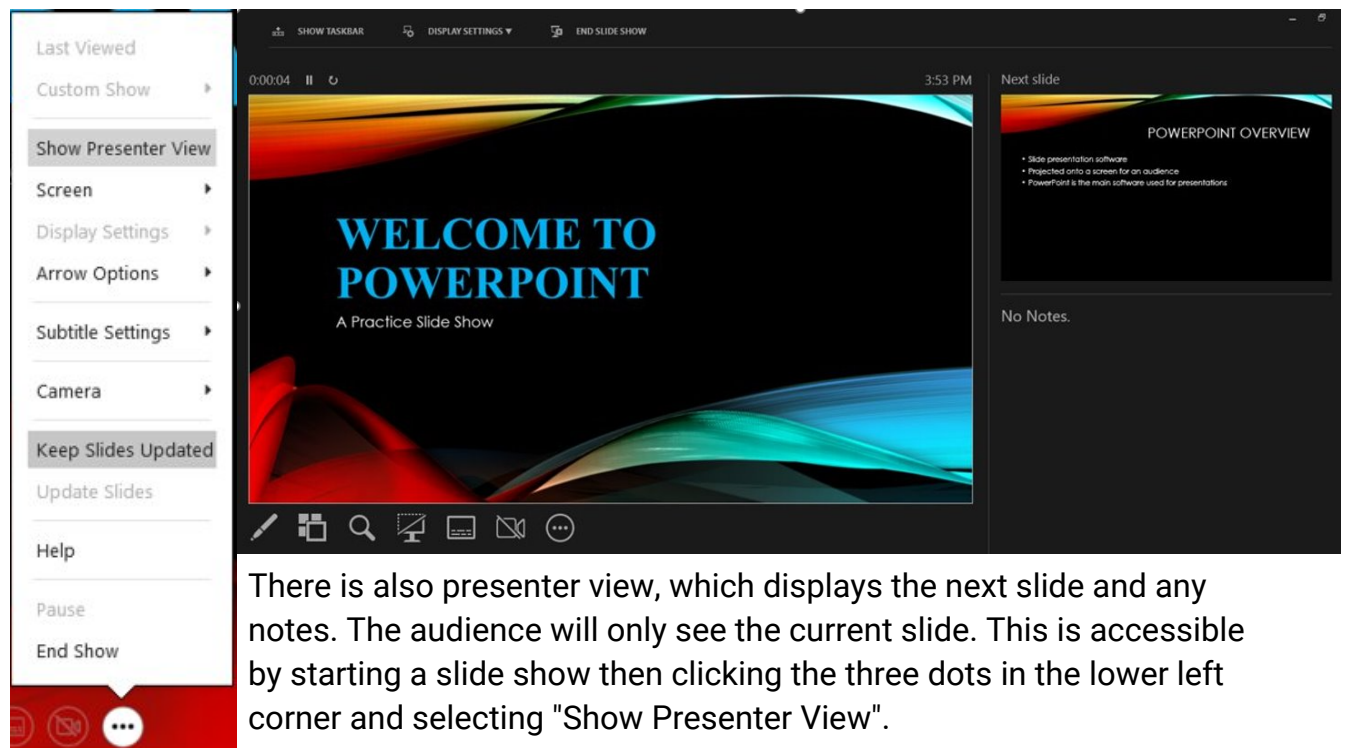
ADD NOTES

Notes can be used to enter the exact speech to be given or for helpful presentation reminders, such as passing out handouts or presenting a prototype.



PRESENTING

For the presentation, the PowerPoint slides will need to go into Slide Show mode. To start, click the tiny podium in View Modes. In this view, the presentation will take up the entire screen. Move to the next slide by clicking the mouse or use the left and right arrows to move back and forth between slides.

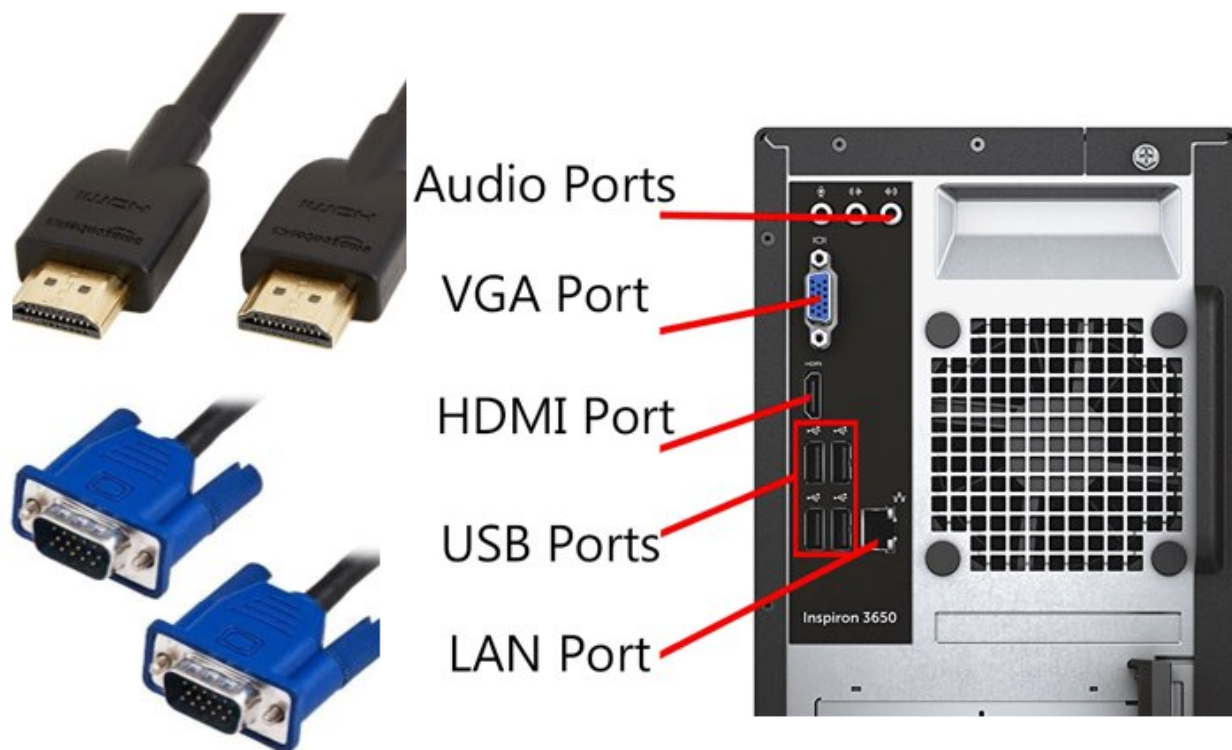


There is also presenter view, which displays the next slide and any notes. The audience will only see the current slide. This is accessible by starting a slide show then clicking the three dots in the lower left corner and selecting "Show Presenter View".



CONNECTOR CABLES

To present, it is necessary to connect the computer to the projector. This will be done with an HDMI cable or a VGA cable, depending on the set up in the meeting room. It may also be necessary to get adapter ports, so be sure to find out the technology situation before showing up.



POWERPOINT BASICS RESOURCES

Computer Tutoring at the Aurora Public Library - From computer basics to learning about MS Word, Excel, or PowerPoint, we can provide one-on-one instruction. Call select locations for availability.

Hoffman Heights Library - by appointment only - call 303.739.1572

Martin Luther King Jr. Library - Thursdays 2-4 p.m. - call 303.739.1940

Tallyn's Reach Library - by appointment only - call 303.627.3050

gcflearnfree.org - Continue learning skills in Word, Excel, PowerPoint, or many other software with tutorials and quizzes. Available at: <https://edu.gcfglobal.org/en/powerpoint/>

Internet Browser Searches - Type what topic you want to look up in the search bar of your internet browser to find examples and tutorials.

Example: "How to create a new PowerPoint presentation"