Basic Microsoft PowerPoint

Ferguson Library
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Welcome to Basic Microsoft PowerPoint

By the end of this class you will be able to complete the following skills in Microsoft PowerPoint 2016 and Microsoft PowerPoint 365:

- Open, save, and create new MS PowerPoint slide shows
- Create new slides in an MS PowerPoint slide show
- Add text and images to a PowerPoint slide show
- Change the design of a PowerPoint slide show
- Presenting the slide show

Reference
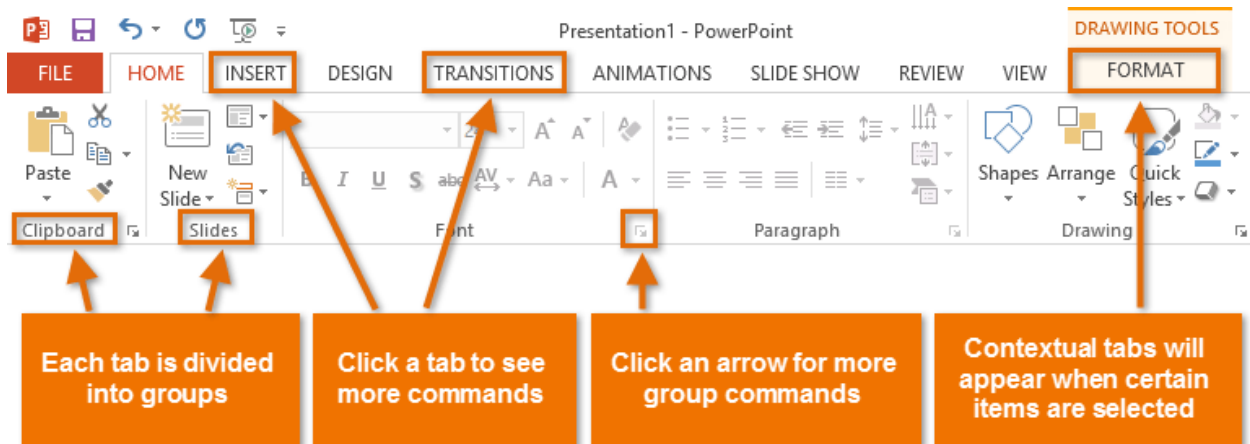
All images used for these exercises will be available at https://fergusonlibrary.org/powerpoint-exercise-images/. Click on an image to load it in your browser, then right-click and select "Save Image as" from the menu.

Exercises

1. Open a new PowerPoint slide show
2. Click on the line saying, "*Click to add title*" and type "*My Trip to Washington DC*"
3. Click on the line saying, "*Click to add subtitle"* and type "*A Photo Essay by*" and enter your name
4. Create a new slide using the **Blank Layout**

5. Insert one of the images of the Washington Monument from the Exercise Images onto your slide
6. Resize the image and drag it to the left side of your slide. Use the guide to center the image up and down.
7. Insert the second Washington Monument image from the Exercise Images onto your slide.
8. Resize the image and move it to the right side of your slide. Use the guide to line the bottom up to the bottom of the first image.
9. Insert a text box above the second image. Type in **Washington Monument**
10. Move the text box so that is aligned with the center of the slide and the second image.
11. Use some of the other images from the **Exercise Images** to create 2-3 more slides. Practice arranging the images and text boxes to see what sorts of guides and snap-to points are available.
12. Change the **Design Theme** of your slide show in the **Design** tab. Take a look at what things changed when you selected a different theme.
13. Try clicking on some of the **Variant** choices in the **Design** tab
14. Open up the **Variant menu** and change the colors, fonts, and background.
15. Save your PowerPoint slide show.
16. Start your slide show from the Slide Show tab.
17. Navigate forward and back in your slide show using the navigation interface and with your mouse and keyboard
18. Right-click in your presentation and take a look at the menu
19. End your slide show.

Further Study and Practice

The Ferguson Library provides access to the Udemy learning site for all its members. To access Udemy please visit: https://infotrac.gale.com/itweb/stampl_main?db=UDEMY
Suggested Course:

- Microsoft PowerPoint From Beginner to Advanced
- Microsoft PowerPoint in 1 Hour: Introduction to PowerPoint
- Beginner to Pro in PowerPoint: Complete PowerPoint Training