

Getting Started with Microsoft PowerPoint

Step-by-Step Instructions

To start off, you must first purchase Microsoft Office and install it on your computer. Microsoft PowerPoint is just one of multiple programs that come with Microsoft Office.

1 Title Page

1.) To begin, you must first open PowerPoint on your computer. You will see a single blank slide to start your presentation with.

2.) On the slide there will be two boxes where you can place text; these boxes have a dotted border around them.

3.) In order to create a title slide for your PowerPoint presentation click within the dotted lines of the box and add text, these are place holders for text. If you wish to fill the second box with text also, click within the dotted lines of it and add text. *In order to start a new line of text within the same box simply hit the "Enter" key.*

2 Starting Your PowerPoint Presentation & Creating a Basic Slide

4.) To add a new slide in order to start the bulk of your presentation click the "Add New Slide" button at the top of the screen

5.) As you can see, the layout of this new slide is different; this is the default format for all the slides after the title slide. This slide is set up for you to add a title, a bulleted list of text, and possibly pictures, charts, clipart and other forms of media.

6.) To begin making this slide add a title by clicking within the border of the text place holder and start typing the slide's title.

7.) Now you are ready to create a list of bullet points. Click with in the second (bottom) box and begin to type the first bullet. Once your first bullet is complete and you wish to move on to the next bullet hit the "Enter" key.

If you wish to have additional information under a bullet point hit the "Enter" key followed by the "Tab" key (a second level bullet).

8.) If you wish to add additional notes to the slide, look below the slide for "Click to add notes" within a blank white box. Here is where you can add your own personal notes and print them off later if you wish.

3 Adding a Picture to your PowerPoint Presentation

9.) To change the layout of your third slide look to the top of your screen and click "Insert" "Slides From" and finally "Slide Layouts"

10.) Moving on to a different slide layout, click the “Content with Caption” layout; This way you can learn how to add pictures, charts, clipart and other forms of media to your PowerPoint Presentation (Content).

11.) By clicking the icon in the middle of the slide that is labeled “Insert Picture From File” you can begin the process of adding a picture to you slide.

12.) Find the picture in your file that you wish to add to your PowerPoint. Click “Insert” and your picture will appear on your PowerPoint slide.
You can move the picture by dragging it as a whole, or you can adjust the size of the picture by dragging the picture’s corner.

13.) There is also places where you can add text once you have added the picture.

4 Changing the Background Colors and Text of Your PowerPoint Presentation (Changing the Design Scheme)

13.) In order to change the background colors and text go to the top of the screen and click the “Slide Themes” tab.

14.) Here multiple thumbnails will appear of different design schemes you can choose from.

15.) Once you have chosen the design scheme you would like click the thumbnail. All of the slides in your PowerPoint presentation should change to the design scheme you have selected.

Congratulations! You have created a PowerPoint Presentation!