

SBCUSD – IT Training Program



PowerPoint Introduction



Revised – 9/1/2017

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FORMATTING TEXT

SELECTING TEXT

1. Click on the text you wish to select

A frame will appear around the text with a flashing cursor in the text.

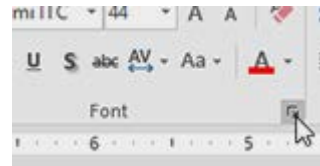


2. Click and Drag to highlight the text you wish to format

Note: Clicking in text box once leaves the text cursor available for text editing. Clicking on the text box frame itself allows you to move, size and format the text frame.

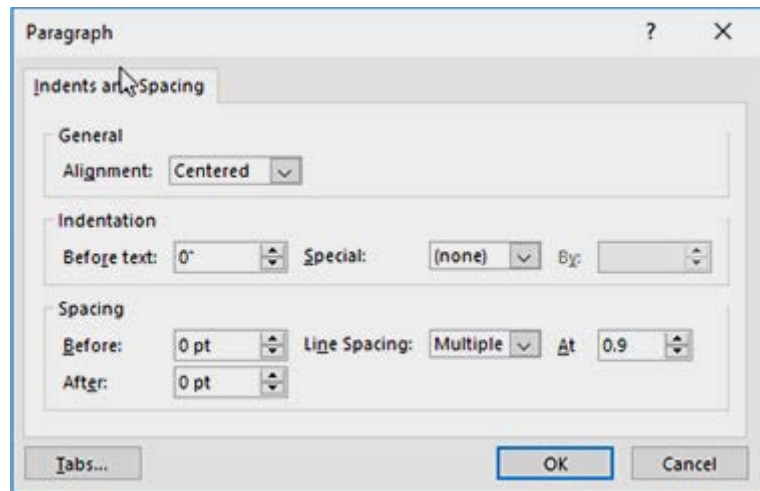
TEXT FORMATTING

3. Highlight the text you wish to format
4. Click on the Font Dialog Box button
5. Select a font, its size, color, and others



LINE SPACING

1. Place the cursor in the paragraph you wish to adjust its line spacing
2. Click on the Paragraph Dialog Box button
3. Select the desired line spacing

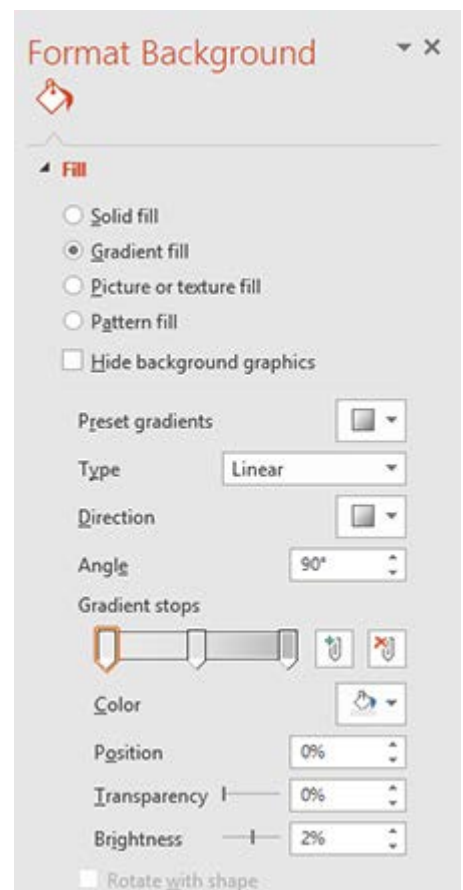
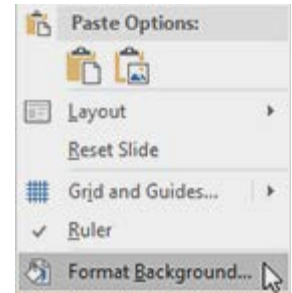


PARAGRAPH SPACING

1. Highlight the paragraphs you wish to format
2. Click on the Paragraph Dialog Box button
3. Select the desired Before and After spacing

SLIDE BACKGROUND

1. At the left, click on the slide you wish to format its background
2. Right-click on the background of the slide
3. Choose Format Background
4. At the right, choose Gradient Fill
5. Develop the gradient fill as you wish
The slide background will reflect your changes.
6. In the lower right, click Apply to All if you wish for this background to be applied to all slides



SLIDE MASTER

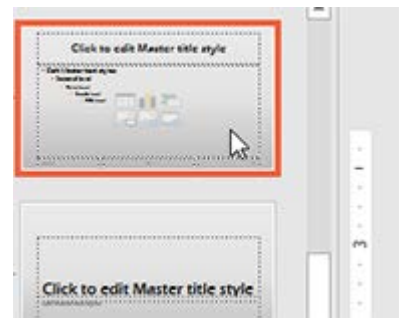
MASTER FONT

1. Click on the View Tab
2. In the upper left, click on the Slide Master button

You are now in the Slide Master view.

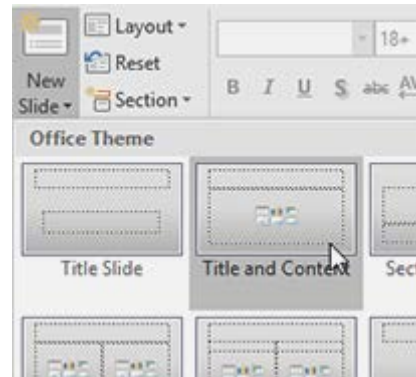
3. Click on the Home Tab
4. At the left, select the top/first master slide
5. Highlight the title text on the master slide
6. Click on the Font Dialog Box button
7. Select a font, its size, color, and others

This font design you build will apply to all text entries in you slides.



INSERT SLIDE

1. Click on the Home Tab
2. Click on the New Slide Button
3. Click on the slide type you wish insert



Note: There are numerous slide types. Keep in mind any and all of them can be achieved via blank slide. Any and all slide components/objects can be inserted onto any slide at any time.

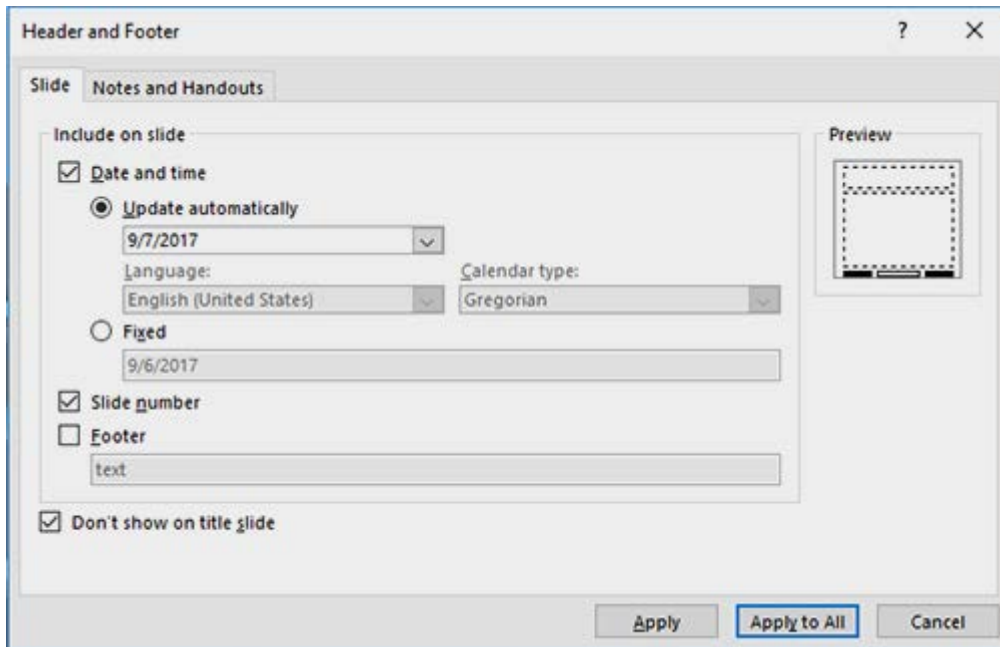
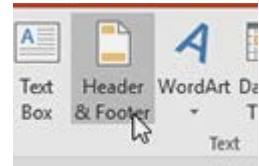
CHANGING THE SLIDE ORDER

1. At the left, click and drag the slide you wish to move in the order
2. Drop the slide between the two slides you wish to place the slide



ADDING FOOTERS

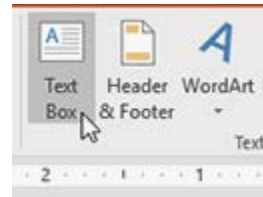
1. At the left, click on the slide you wish to add a footer
2. Click on the Insert Tab
3. Click on the Header & Footer button
4. In the Header and Footer window, Select Date and time to add a date in the left side of the footer
5. Select Slide number to add a slide number in the right of the footer
6. Select Footer and enter text you wish to see in the middle of the footer
7. Select Don't show on title page if you wish to leave the first slide in the presentation without a footer
8. Click on the Apply to All button



Note: Use the Apply button to adjust footer content on individual slides.

INSERT TEXT BOX

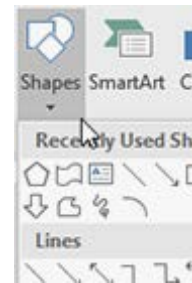
1. At the left, click on the slide you wish to enter text
2. Click on the Insert Tab
3. Click on the Text Box button
4. Click on the slide and enter the desired text



Note: Do not worry about the size or location of the text box. You can easily resize and move it after entering the needed text.

INSERT SHAPES

1. At the left, click on the slide you wish to enter Shapes
2. Click on the Insert Tab
3. Click on the Shapes button
4. Click and drag on the slide to place a shape

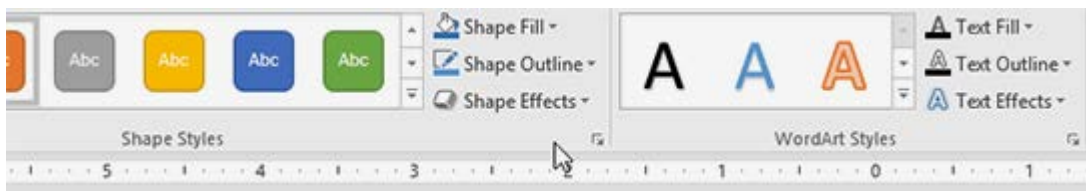


Note: Do not worry about the size or location of the shape. You can easily resize and move it after entering the needed text.

Note: You can type text into shapes as if they were text frames.

FORMAT SHAPE

1. Select the text box, shape, or object you wish to format
2. Click on the Format Tab
3. Select a Shape Style
4. Select a Shape Effect
5. Select a Text Effect



WORDART

1. Click on the text you wish to select
A frame will appear around the text with a flashing cursor in the text.
2. Click and Drag to highlight the text you wish to format
3. Click on the Format Menu
4. Click on Text Fill to create a gradient text fill
5. Click on Text Effects to create a glow or a reflection

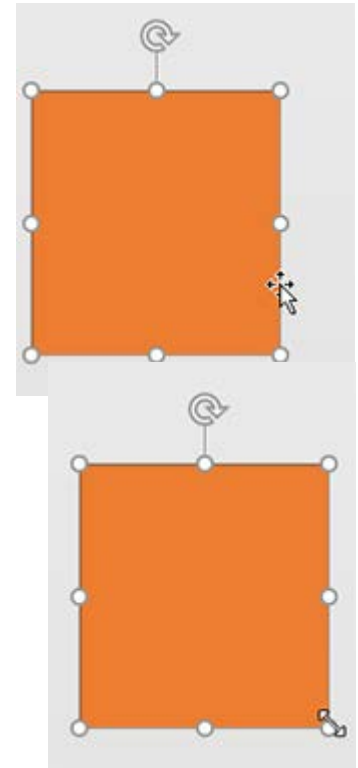


Chromebook Distribution

MOVING AND SIZING OBJECTS

MOVING OBJECTS/TEXT FRAMES

1. Click on an object
OR
2. Click in a text frame and then click on its frame
You now have the frame/object selected for editing.
3. Point onto the frame edge and click and drag to move the frame/object



SIZING OBJECTS

1. Click on an object
OR
2. Click in a text frame and then click on its frame
You now have the frame/object selected for editing.
3. Click and drag on a sizing handle to resize the object

SLIDING OBJECTS

1. Click on an object
OR
2. Click in a text frame and then click on its frame
You now have the frame/object selected for editing.
3. Hold the Shift key, point onto the frame edge, and click and drag to slide the frame/object horizontally or vertically

NUDGING OBJECTS

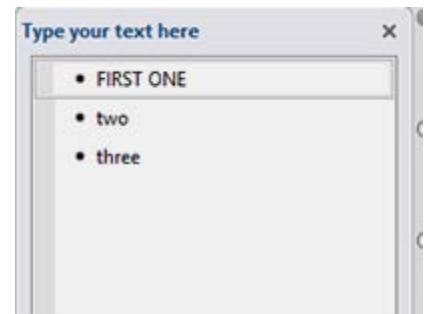
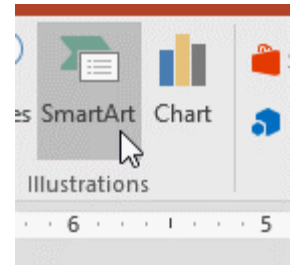
1. Click on an object
OR
2. Click in a text frame and then click on its frame
You now have the frame/object selected for editing.
3. Use your arrow keys to move the object/frame a small amount

SMARTART

1. At the left, click on the slide you wish to enter SmartArt
2. Click on the Insert Tab
3. Click on the SmartArt button
4. Click on the slide to place the SmartArt

A text entry window will appear.

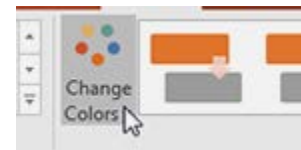
5. Enter the corresponding text for each SmartArt component
6. Click on the close button in the text entry window when your finished



Note: Click on the text within SmartArt in order to edit the text.

FORMAT SMARTART

1. Click on the SmartArt you wish to format its style
2. Click on the Design Tab
3. Click on the Change Colors button and choose a color scheme
4. In the SmartArt Styles list, choose a SmartArt style
5. Click on the Shape Effects button and choose from a number of effects

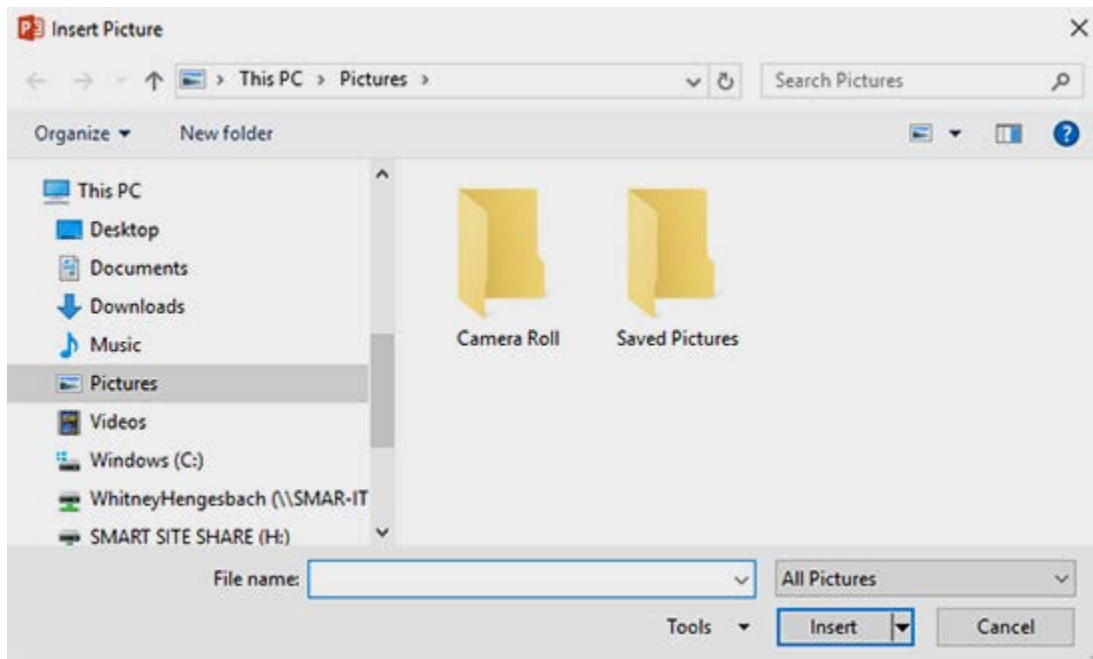


INSERT IMAGE

1. At the left, select the slide you wish to add an image
2. Click on the Insert Tab
3. Click on the Pictures button



The Insert Picture window will appear.



4. Browse to and select the image file you wish insert
5. Click on the Insert Button

CROP IMAGES

1. Right-click on the image
2. Click and drag on a black cropping handle
3. Click off or outside the image

The image will be cropped.

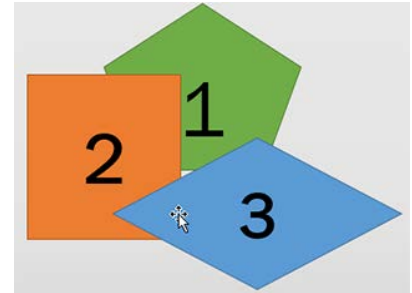
ARRANGE OBJECTS

After adding numerous slide objects, such as text boxes, charts, SmartArt, etc., you'll notice if those objects overlap you may wish an object to be in front of or behind another object. This order of overlapping of objects can be changed.

SEND BACKWARD

1. Select an object which falls immediately on top of another object
2. Click on the Home Tab
3. Click on the Arrange button and choose Send Backward

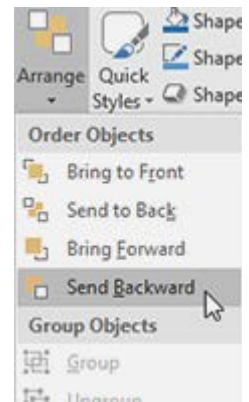
You will notice the selected object now falls behind the other object.



SEND FORWARD

1. Select an object which falls immediately on behind another object
2. Click on the Home Tab
3. Click on the Arrange button and choose Send Forward

You will notice the selected object now falls in front of the other object.



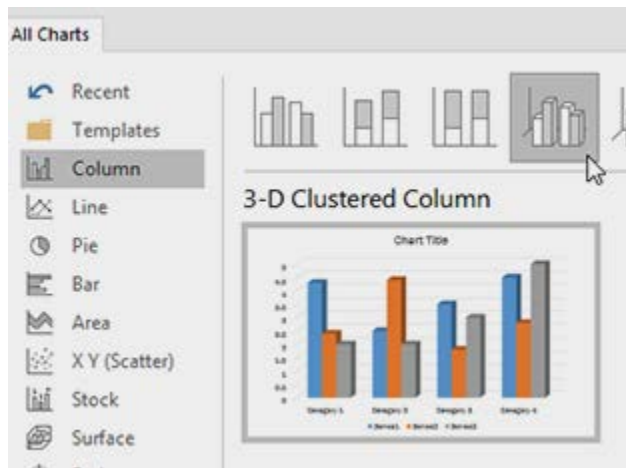
Note: You can select an object and send it all the way to the back or to the front with the Send to Back or Send to Front features.

CHARTING

1. Click on the Home Tab
2. Click on the New Slide Button
3. Choose a blank slide
4. Click on the Insert Tab
5. Click on the Chart button



The Insert Chart window appears.



6. Select a chart type
7. Select a chart subtype
8. Click on OK

A spreadsheet window appears. Use the example data range to help you assimilate your data to be charted.

	A	B	C	D	E	F	G	H	I
1		Series 1	Series 2	Series 3					
2	Category 1	4.3	2.4	2					
3	Category 2	2.5	4.4	2					
4	Category 3	3.5	1.8	3					
5	Category 4	4.5	2.8	5					
6									
7									

9. Enter data in spreadsheet window

The chart will continue to respond to your spreadsheet data.

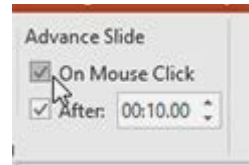
10. Close the spreadsheet window when you have successfully plotted the data to be charted

Note: To later edit your data in the spreadsheet, click on the chart, click on the Design Tab under Chart Tools and click on the Edit Data button.

SLIDE SHOW

TRANSITIONS AND TIMINGS

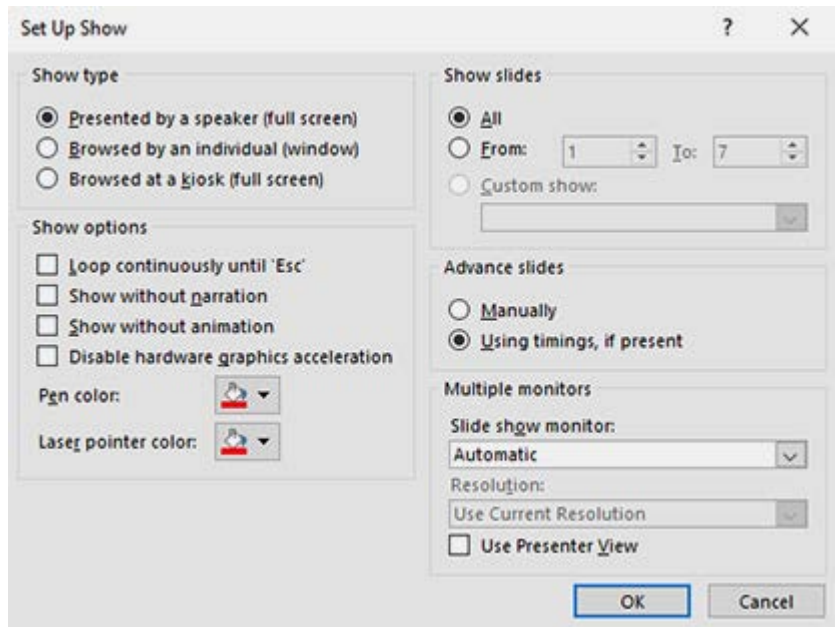
1. At the left side, right-click in the listed slides area and choose select all
2. Click on the Transitions Tab
3. Select a transition type
4. In the Advance Slide area in the upper right, select On Mouse Click



Note: For an automated show, in the Advance Slide area in the upper right, select After: and enter a general time amount in seconds that will account for a slide time for every slide.

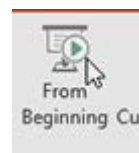
SLIDE SHOW SETUP

1. Click on the Slide Show Tab
2. Click on the Set Up Slide Show button
 - The Set Up Show window appears.
3. Under Show type select Presented by a speaker
4. Under Show slides select All
5. Under Advance slides select Use timings, if present



VIEW SLIDE SHOW

1. Click on the Slide Show Tab
2. In the upper right, click on the From Beginning button



SLIDE SHOW CONTROLS

Once you have started a show with timings, you can:

Advance next slide = Spacebar

Pause show = Move mouse to lower left corner of screen, click on the more button and choose Pause

Markup = Move mouse to lower left corner of screen, click on the pen button, choose a color, draw on slide

Resume Show = Spacebar

Exit Show = Esc key



SUPPORT FOR MICROSOFT POWERPOINT

You may contact the following offices for assistance with Microsoft PowerPoint:

Training – Training Specialists

techtraining@sbcusd.com

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