Learn MS Power Point Presentation

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Objective

A PowerPoint presentation or PPT, is a collection of slides that visually and graphically represent data.

The objective of this presentation to equip a professional with the skills which he can go together with an oral presentation, enhancing it rather than serving as speaking notes.

How to Create a presentation in PowerPoint
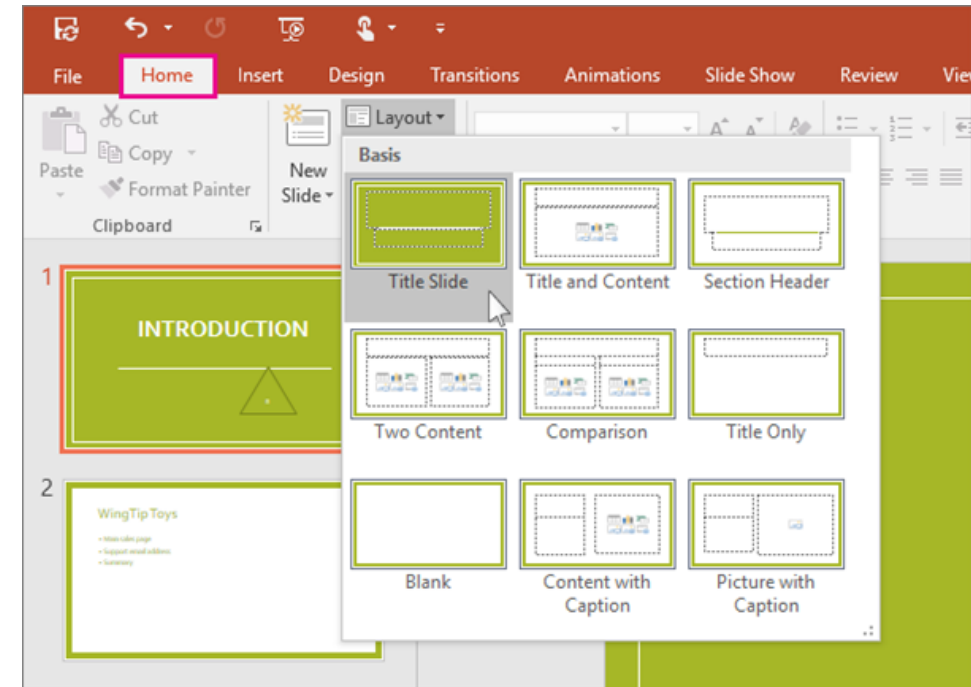
Create a presentation

1. Open PowerPoint.
2. In the left pane, select **New**.
3. Select an option:
    1. To create a presentation from scratch, select **Blank Presentation**.
    2. To use a prepared design, select one of the templates.
    3. To see tips for using PowerPoint, select **Take a Tour**, and then select **Create**, .
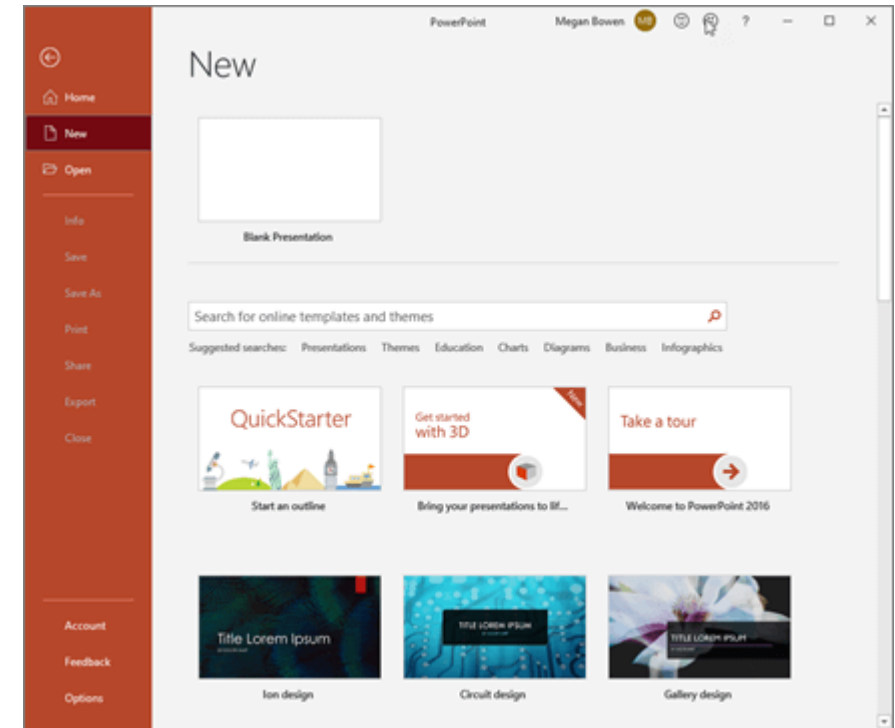
PowerPoint: How to add a slide

Add a slide

1. In the thumbnails on the left pane, select the slide you want your new slide to follow.

2. In the **Home** tab, in the **Slides** section, select **New Slide**.

3. In the **Slides** section, select **Layout**, and then select the layout you want from the menu.

How to Create a presentation in PowerPoint

Add and format text

1. Place the cursor inside a text box, and then type something.

2. Select the text, and then select one or more options from the **Font** section of the **Home** tab, such as **Font**, **Increase Font Size**, **Decrease Font Size**, **Bold**, **Italic**, **Underline**, etc.

3. To create bulleted or numbered lists, select the text, and then select **Bullets** or **Numbering**.
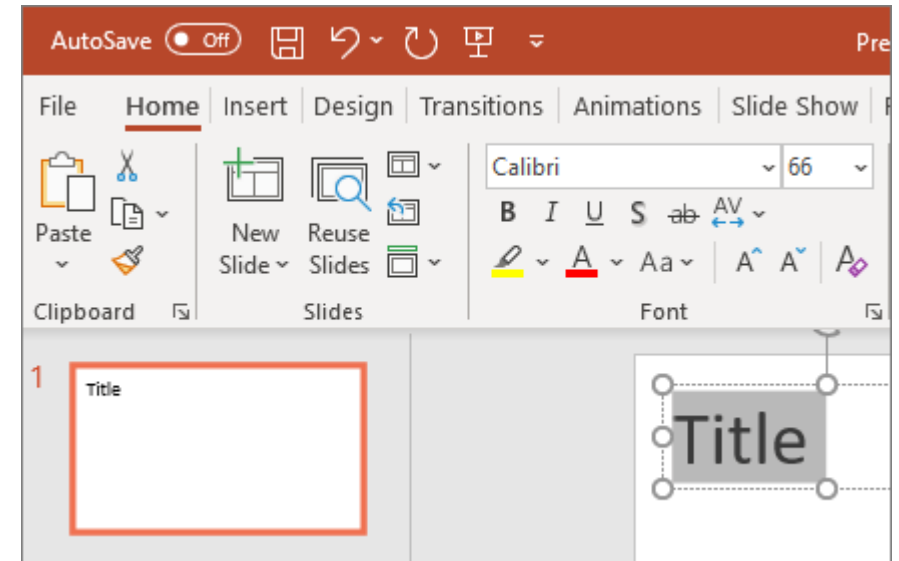
How to Create a presentation in PowerPoint

Add a picture, shape, and more

1.Go to the **Insert** tab.

2.To add a picture:
1. In the **Images** section, select **Pictures**.
2. In the **Insert Picture From** menu, select the source you want.
3. Browse for the picture you want, select it, and then select **Insert**.

3.To add illustrations:
1. In the **Illustrations** section, select **Shapes**, **Icons**, **3D Models**, **SmartArt**, or **Chart**.
2. In the dialog box that opens when you click one of the illustration types, select the item you want and follow the prompts to insert it.
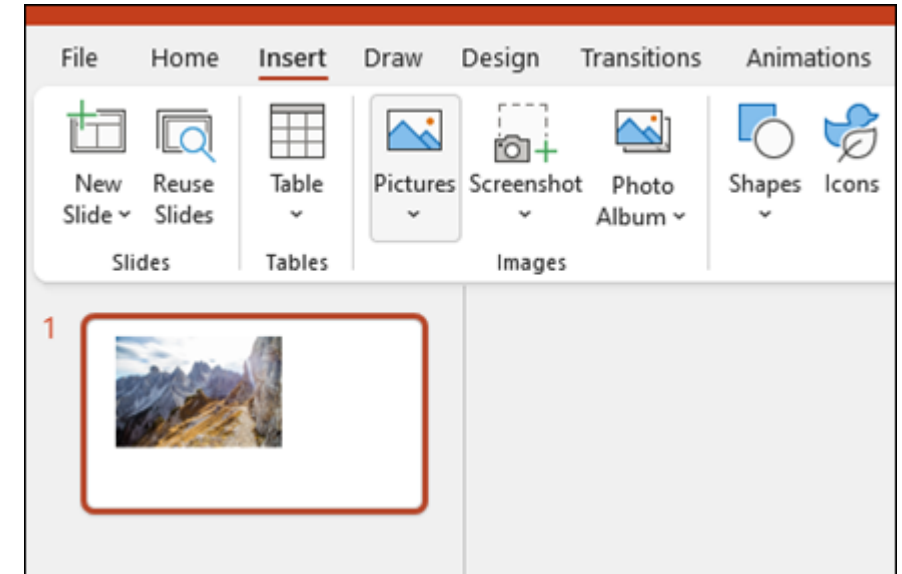
Presentation in PowerPoint: Save File

Save your presentation to OneDrive

When you save your files to the cloud, you can share and collaborate with others, and get to your files from anywhere - on your computer, tablet, or phone.

1. Select **File > Save As**.
2. Select **OneDrive**.
3. Save personal files to **OneDrive - Personal**, and work files to your company OneDrive. You can also save to another location, like your device.

Offline

When you're online, AutoSave is always on and saves your changes as you work. If at any time you lose your Internet connection or turn it off, any pending changes will sync as soon as you're back online.
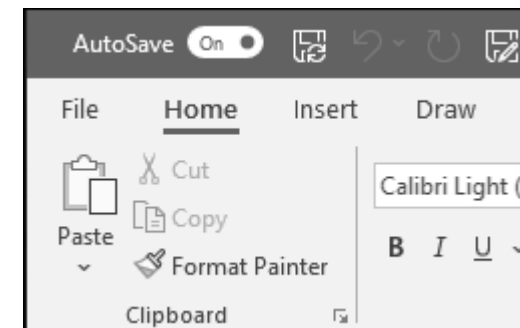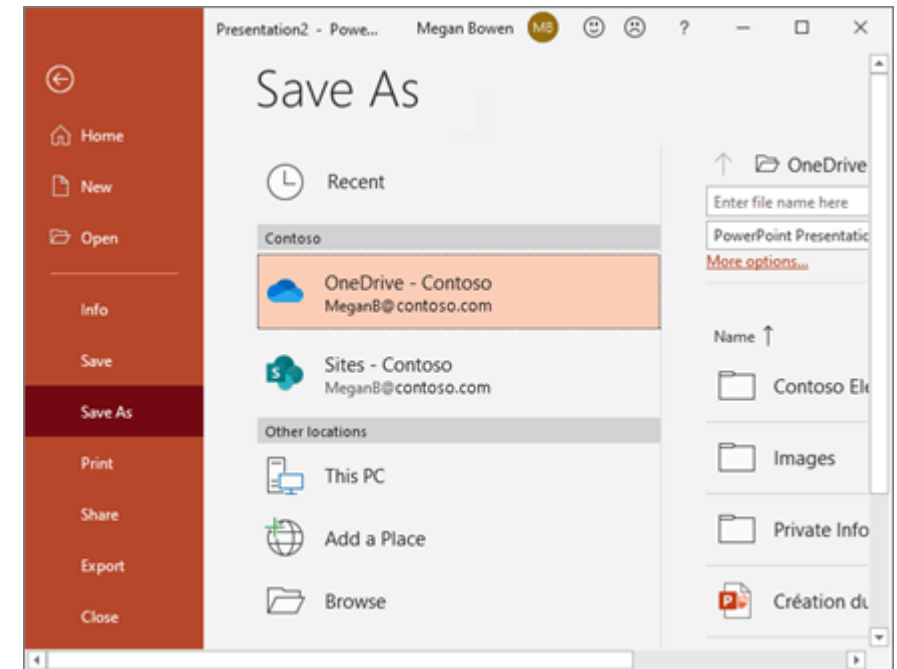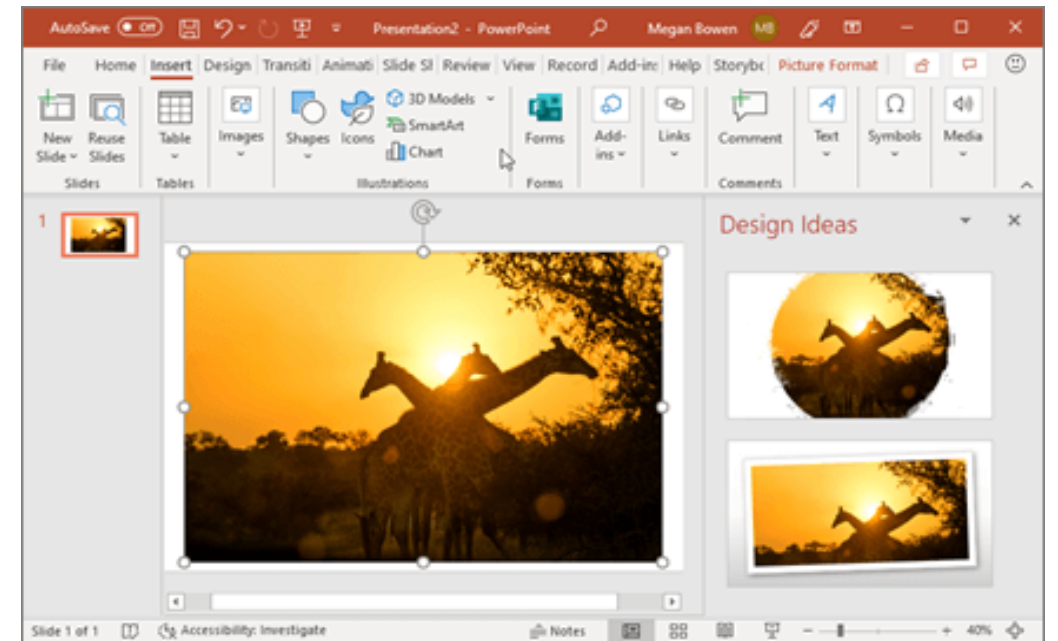
PowerPoint: Themes:

Themes:

1. Select the **Design** tab.

2. Select one of the **Themes**.

3. Select one of the **Variants**.

Use PowerPoint Designer:

1. Insert one or more pictures, a list of items, or a list of dates.

2. The **Designer** panel will open. Select the design you want.

You can also bring up Designer by selecting a picture, and then selecting **Design** > **Designer**.
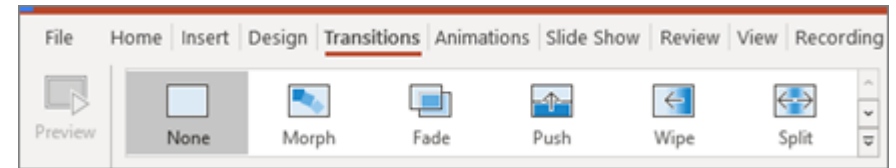
PowerPoint: Transitions & Animations

Transitions:

To add a special effect, to transition from one slide to another:

1. Select the slide you want to add a transition to.

2. On the **Transitions** tab, select the effect you want.

3. Select **Effect Options** to change how the transition

happens: **From Right**, **From Left**, ...

4. To undo a transition, select **None**.

PowerPoint: Transitions & Animations

Animations:

To animate text or objects on a slide:

1. Select the text or object you want to animate.

2. On the **Animations** tab, select **Add Animation**, and select the animation you want from the drop-down.

3. To animate one line of text at a time, select one line of text, select an animation, select the next line of text, select an animation, ...

4. For **Start**, select **When Clicked**, **With Previous**, or **After Previous**.

5. You can also select the **Duration** or **Delay**
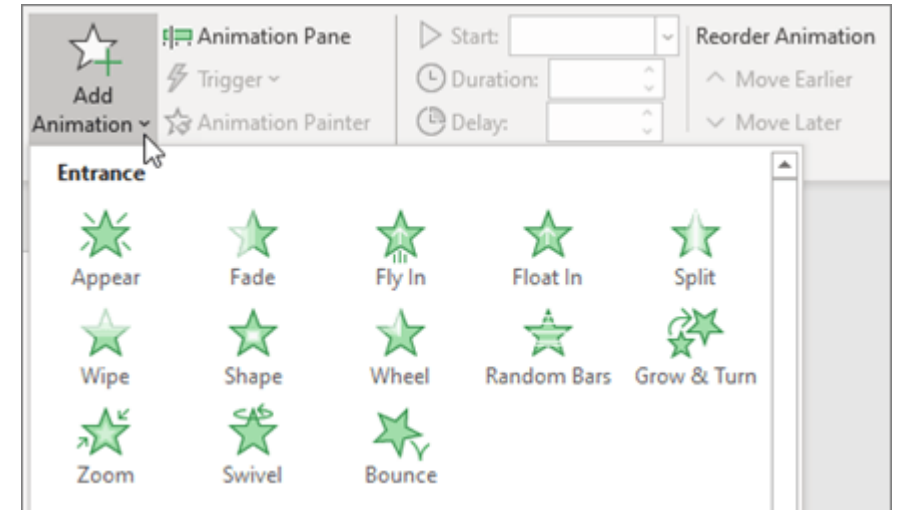
Share and collaborate in PowerPoint

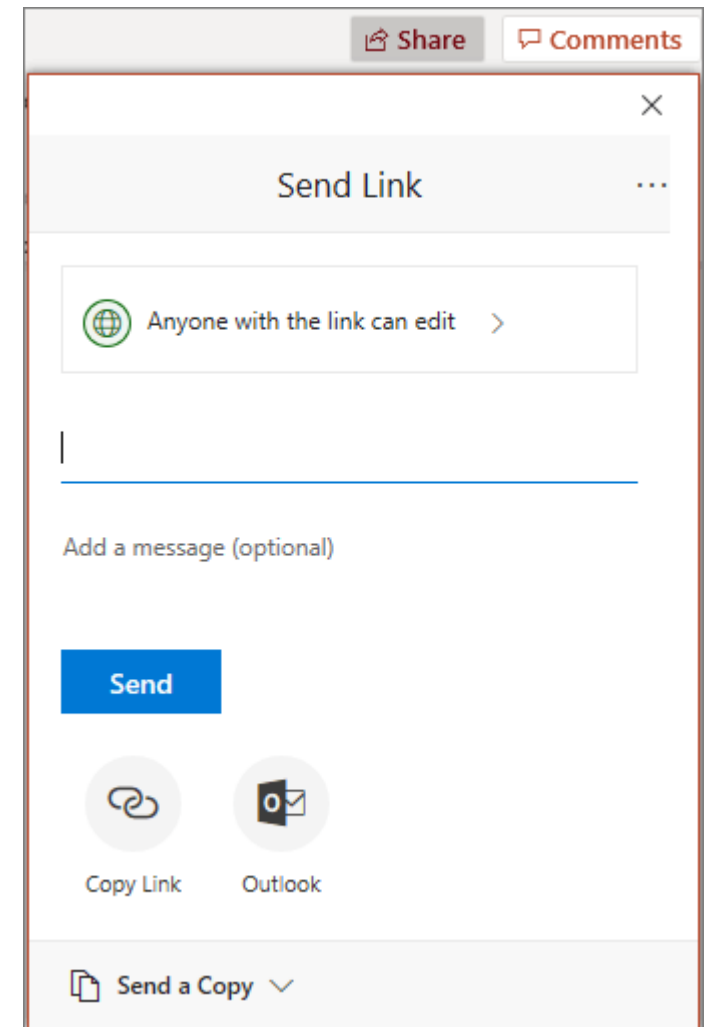**Share your presentation**

1. On the ribbon, select **Share**.
If your presentation isn't already saved to OneDrive, you'll be prompted to save it there.

2. In the **Send Link** dialog box, do the following:
   1. Enter the names or email addresses of the people you want to share with.
   2. Select the drop-down to change permissions, if you want. **Allow editing** is checked by default. To change permission to view only, uncheck this box and select **Apply**.

3. Include a message if you'd like and select **Send**.
You can also select Get a link to create a link that you can copy into an email.

PowerPoint: Do More

Co-author a presentation

After you share your file, you can work together at the same time.

• Under **Share**, see who is also working in the file.

• Colored flags show where each person is editing.

Comments in presentations

1. Select **Review** > **Comment or @ Mention**. Or select **New** if
the **Comments** pane is open.

2. In the **Comments** pane, type your comment in the box, @mention a
collaborator if you like, and press Enter.

3. Select **Reply** and type your response.

4. Select **See more comments** to go between comments and slides.
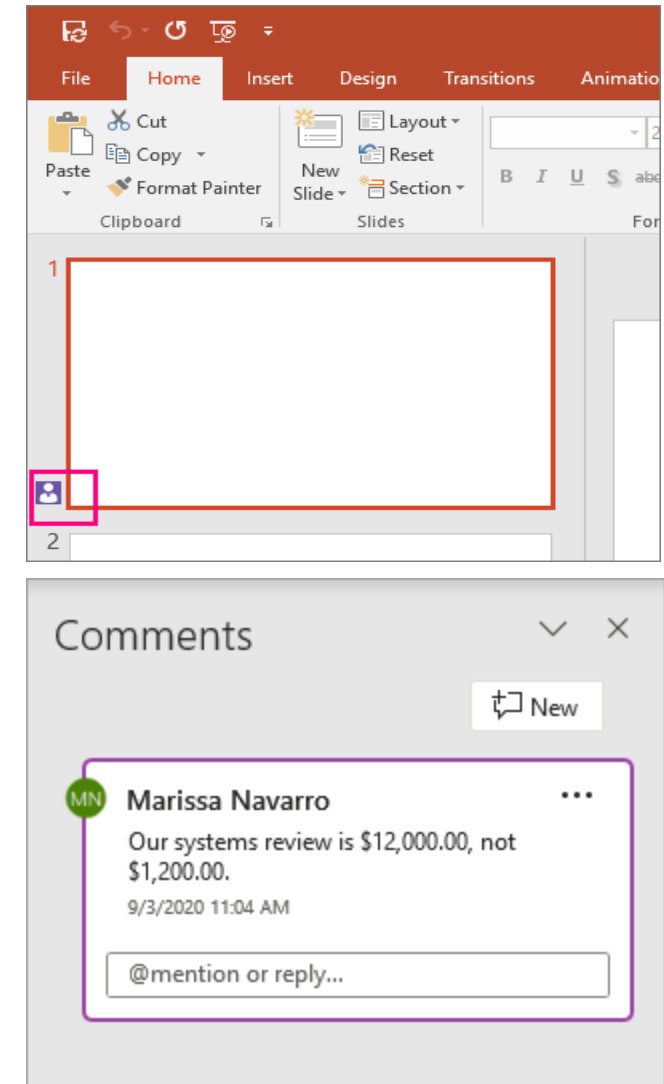
Give a presentation in PowerPoint

Start a presentation

• On the **Slide Show** tab select **From Beginning**. Now, if you are working with PowerPoint on a single monitor and you want to display Presenter view, in **Slide Show** view, on the control bar at the bottom left select the three dots, and then **Show Presenter View**.

• To move to the previous or next slide, select **Previous** or **Next**.

• To view all the slides in your presentation, select **See all slides**.
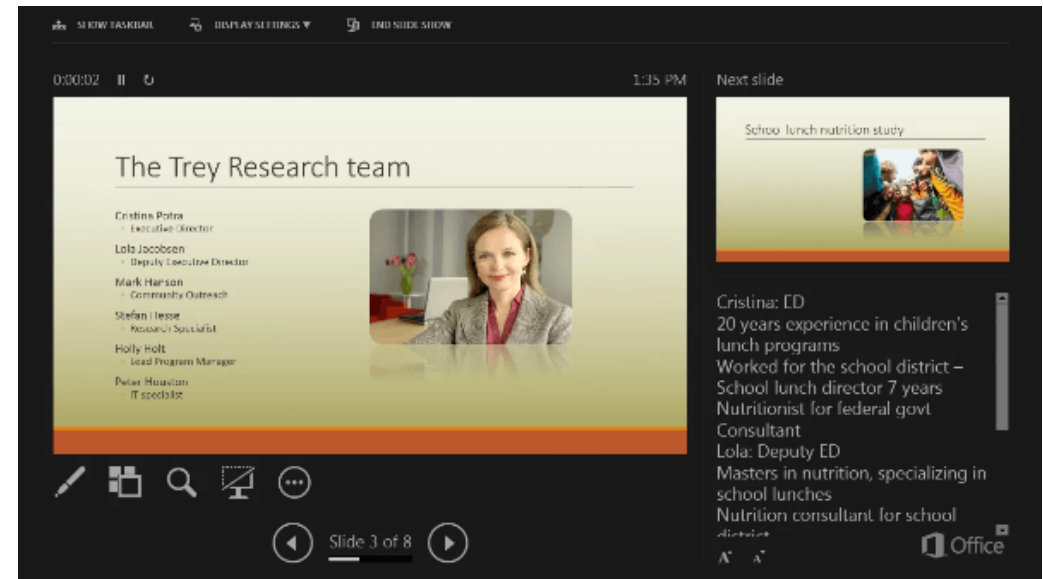
PowerPoint: Notes

Notes:

During your presentation, the speaker notes are visible on your monitor, but aren't visible to the audience.

•The Notes pane is a box that appears below

each slide. Tap it to add notes.

•If you don't see the Notes pane or it is

completely minimized, click **Notes** on the task

bar across the bottom of the PowerPoint window
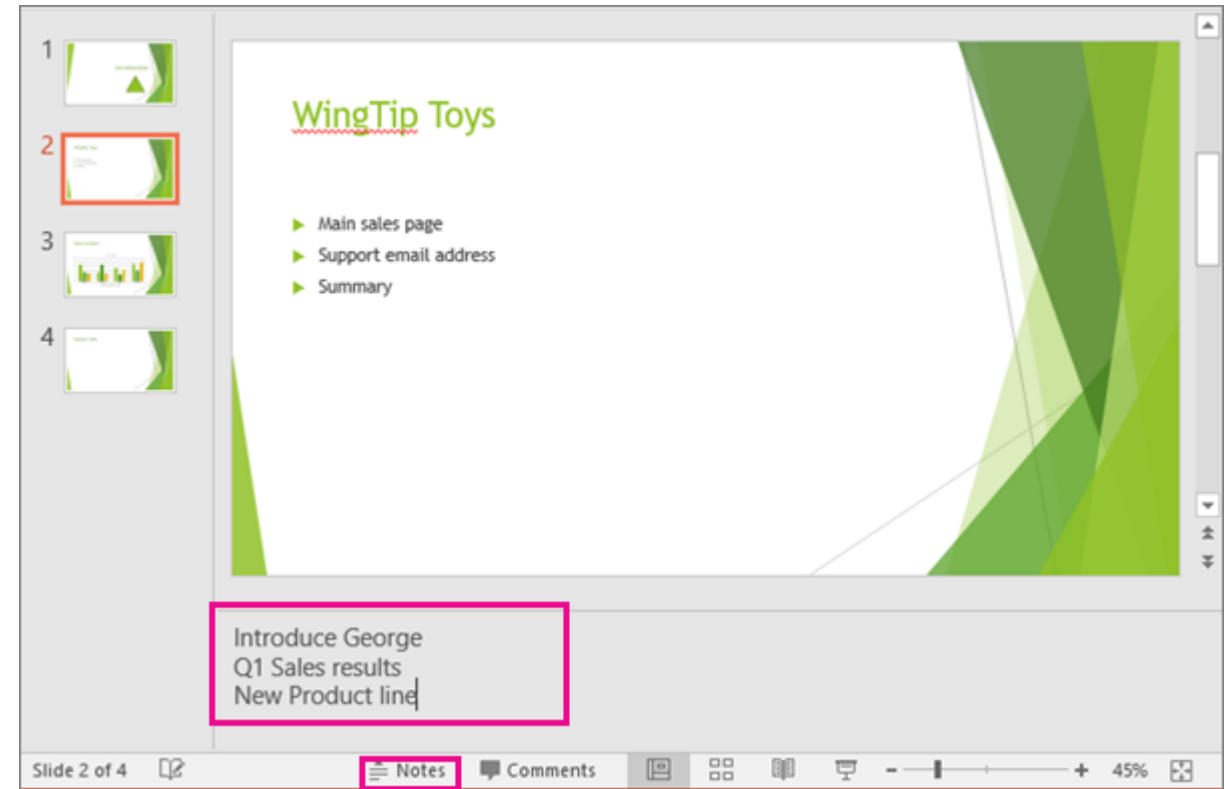
PowerPoint: Subtitles

Subtitles:

You can choose which language the caption/subtitle text should be shown to your audience. This feature requires Windows 10 and an up-to-date version of PowerPoint.

1. Select **Slide Show** > **Subtitle Settings**.

2. Set your **Spoken Language**.

3. Select **Subtitle Language** to see which languages PowerPoint can display on-screen as captions or subtitles and select the one you want.

1. In the **Subtitle Settings** menu, set the desired position of the captions or subtitles.

2. More appearance settings are available by selecting **Subtitle Settings** > **More Settings (Windows)**.

PowerPoint: Set up your mobile apps

Access your file from anywhere:

Get to your files from anywhere - at work, at home, or on the go.

Set up the Office apps on your mobile device.

Thank You