**PowerPoint Basics**

**PREP WORK:**

* Read handouts on Power Point Basics. Each location uses a slightly different version of power point. Make sure you are working with the correct version.
* Get to library early to test for technology failures
* Make you have enough copies of the handouts and the feedback forms

\*\*\*The library will print handouts for us.

**OBJECTIVES:**

* Understand what Power Point is
* Identify key features in the Ribbon Menu System
* Format Text Boxes
* Understand basic slide layouts
* Understand basics of slide designs
* Insert Pictures
* Start a PowerPoint Show
* Create a PowerPoint

**Before class:** Record attendance, make sure there are enough handouts for class, make sure you have feedback forms for the end of the course, check computers to make sure they are on and ready to use.

**LESSON OUTLINE:**

**Introduction**

* Introduce instructor, students, goals for the class
* Let students know they can take phone calls, but remind that to put phones on vibrate and answer them outside of class
* Inform students, they can leave for the restroom anytime—No need to ask
* Show/tell the class timeline to students
* State/show order in which class will happen. Explain scope of class. If you have a white board, write down briefly what will happen during the course.
* **Icebreaker Question:** What is your experience with PowerPoint? What have you used it for in the past? If you have never used this program, what do you think this program could be used for?

**I. Overview of Power Point**

* Professional presentation program
* Display slides on a computer or projector
* Conveys information often as an outline
* See Pg. 3 of the packet
* **Activity:** Open Power Point. Directions for opening power point appear on page 3 of the packet. Help those who are struggling, and/or invite other students in the class to help those who are struggling to open power point

**I. Ribbon Menu System or How to Navigate Power Point**

*Note: Sometimes inviting students to click through each tab as the tab is being discussed can be helpful.*

* **Tabbed Ribbon menu system:** Allows you tonavigate through power point and access the various Word commands. If you have used Word, the Ribbon system should look familiar to you as the system is very similar between programs.
* **Task Pane:** on the left hand side of the window, there will be a task pane. This task pane allows you to view the sides and outline tabs.
* **File:** In Microsoft Office 2007, there was something called the Microsoft Office Button in the top left hand corner. In Microsoft Office 2013, this has been replaced with a tab in the Ribbon labeled File, when you left click on this tab, a new window appears. From this menu you can perform the same functions as were found under the Microsoft Office Button menu, such as: create a new document, open existing files, save files in a variety of ways, and print. Don’t worry your document isn’t gone! Just click the left arrow at the top to get back to your document.
* **Home:**  Most used features in the Home tab, such as Copy, Cut and Paste. The HOME Tab Toolbar offers options that can change the font, size, color, alignment, organization and style of the text in the document.

**II. Text Boxes**

* Designated areas for typing words, sentences, and bullet points into the slide.
* Adjustable. The size and placement of the text box can change.

When you open MS PowerPoint, there will automatically be two text boxes on the slide: "Click to add title" and "Click to add subtitle." These text boxes already have a preset format applied to them. The "title" box has a font size of "44" and the "subtitle" box has a font size of "32." You can change the text format of any box at any time by adjusting the format settings on the Home Tab.

**Activity:** Trying adjusting the first textbox on your first PowerPoint slide.

**III. Slide Layout**

* The default in PowerPoint for each new slide is to have a Title text box and a regular text box. As discussed earlier, you have the option of rearranging the text boxes to fit any layout you have in mind. However, sometimes it will be easier to select a layout that fits your needs rather than reformatting the default layout for each slide.
* To choose a slide layout, from the **HOME**

**Tab**, click on the **Layout Button**. A small menu of layout options will appear. Click on one of the layout images to apply it to the slide you have selected.

* **NOTE**: Some layout designs offer options for only organizing **Text**, some only for **Content** (pictures, charts, or graphs), and some for **both Text AND Content**.

**Activity:** Choose a new slide for your power point.

**IV. Slide Design**

One of the more popular features of MS PowerPoint is the ability to use a wide variety of design choices. At some point, you may wish to change the design and color of the background of your slides. To do so, simply click on the **DESIGN Tab**

The design tab toolbar allows you to apply pre-made design/color themes to the background of your slides. For each template, you have the option of applying the design to all slides or to only the selected slide (see advanced box)

**Activity:** Apply a theme to your PowerPoint.

To Apply a Theme:

* Select the Design tab.
* Locate the Themes group. Each image represents a theme.
* Click the drop-down arrow to the right of the theme icons to access more themes.
* Hover over a theme to see a live preview of it in the presentation. The name of the theme will appear as you hover over it. If you have already entered text, your text should be shown in the preview.
* Click a theme to apply it to the slides.

**V. Insert Pictures**

People often include pictures from online using open access materials. Websites like <https://www.pexels.com/> and <https://www.istockphoto.com/stock-photos> offer stock photos for people to use in their presentations.

* These photos can be put into the presentation via Copy & Paste features
* These photos can be saved onto the computer and then inserted into the power point.
* *Demonstrate to students how to include a photo into their PowerPoint*
* **NOTE:** The picture will be inserted in its original size, so you will probably have to resize it. You can resize a picture the same way you resized a text box. Click on the picture and note the circles at the corners and at the midpoints of the length and width. To maintain the correct width/height ratio (so that your image doesn’t look like it has been stretched), click on one of the circles at the corners of the image and drag to resize.
* **Rotating a picture**: It is possible to rotate pictures in MS PowerPoint. Once a picture has been inserted onto a slide and you have clicked on the picture so it is "outlined," notice the **circular arrow** above the center of the picture. Hold the mouse button over this arrow and drag it left or right. The image will rotate as you move the mouse. When your image is situated correctly, let go of the mouse button.

**Activity:** Using the website <https://www.pexels.com/>, find a picture to insert and re-size in PowerPoint.

**VI. Slide Show**

Once all your slides have been completed, you can present your slides in a **"slideshow."** From the **SLIDE SHOW** tab select **From Beginning.**



Notice that the slide takes over our entire screen. To navigate through the slides, use the arrow keys on your keyboard (←, → or ↑, ↓). You can also navigate through your slides by clicking on the left or right arrows in the lower left corner of your slide.



To end your slide show, you can click on the circle with three dots in it on the lower left side of your slide and select End Show from the pop-up window, or you can simply hit the Esc key on your keyboard.

**IV. Practice!**

Handout and discuss the PowerPoint activity. Walk around and offer help as needed.

**Where to Get More Help**

* Every library has both internet and PowerPoint on their computers. Please practice at a location that is convenient for you!
* PowerPoint tutorials at gcflearnfree.org.

**Conclusion:**

* Ask students what else they would like to learn about Powerpoint
* Review the topics that have been covered
* Hand out feedback forms
* Invite students to the next class/Show students the schedule at the Community Workshop Series website: <http://cws.web.unc.edu/>

**Power Point Basics, Activity Sheet**

**Purpose:** The purpose of this activity is to practice using the basic features of power point. We are going to practice creating a slide, inserting a picture, using font appropriately to outline presentation points, and select a presentation theme that is appropriate for our content. By the end of this practice, you will also learn how to navigate power point by clicking on slides in the side panel and saving your program.

**Task:** Imagine that a group of international college students has decided to visit the public library. These students have never seen a public library like yours. They are overwhelmed by the number of services the library offers. The international library tourism board would like you to give a short presentation about the different services the library offers. You’ve decided to make a power point presentation to talk about the library services.

* This power point presentation must be at least three different slides.
* Include a picture of the library
* Use larger font in the title sections
* Include text

1. Create a title slide with the name of your presentation. If you need help creating a slide, look at pages 5 to 6 in your packet.

2. Create a slide that is dedicated to giving information about the different library services. List at least three library services using bullet points. (Ex. Checking out books, offering classes, children’s story time.) **To write in a text box**, simply click inside the box with your mouse. When a cursor is flashing, you are ready to type. If you need help with this task, look at page 7.

3. Create a slide that includes a photo of your library. You may choose any photo you choose.

4. Select a **Side Design**. To do so, simply click on the **DESIGN Tab**:

To Apply a Theme:

* Select the **Design** tab.
* Locate the **Themes** group. Each image represents a theme.
* Click the **drop-down arrow** to the right of the theme icons to access more themes.
* Hover over a theme to see a **live preview** of it in the presentation. The name of the theme will appear as you hover over it. If you have already entered text, your text should be shown in the preview.
* Click a theme to apply it to the slides.

Look at pg. 8 of your packet for help.