



# PowerPoint

---

Intro to Microsoft

# Intro to Microsoft PowerPoint

Microsoft PowerPoint is known as the program to create slide show presentations. And while this is true, there is much more available in PowerPoint than most people realize. PowerPoint slides can be used to make photo albums, basic marketing materials, images for social media, and recorded trainings. You just have to think outside the box! During this course, we will focus more on the presentation-style PowerPoint to make sure you understand the basics. You will watch a live demonstration of introductory PowerPoint functions and tools to create professional slide shows efficiently, while hopefully having fun. You will then have lab time to practice these functions and tools while the instructor is there to provide guidance and answer questions.

The learning objectives for our course are:

- Discover how to create eye-catching slides with engaging content;
- Learn how to insert tables, pictures, videos and WordArt into your slide shows;
- Implement PowerPoint tools - including the use of transitions, animations, and various shortcuts - to be more efficient with your slide shows.



# Microsoft PowerPoint Overview



- What is PowerPoint typically used for?
  
- Common PowerPoint verbiage:
  - Slides \_\_\_\_\_
  - Transitions \_\_\_\_\_
  - Animations \_\_\_\_\_
  - Timings \_\_\_\_\_
  - Notes & Outlines \_\_\_\_\_

**Ribbon and Quick Access:**

How to customize the ribbon

---

---

How to customize Quick Access

---

---

Additional Notes:

---

---

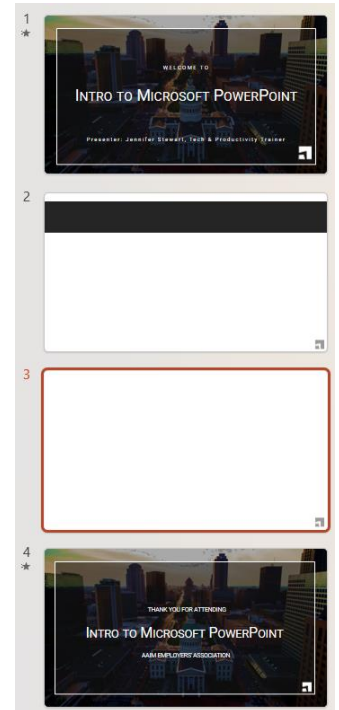
---

---



# Microsoft PowerPoint Slides

- Add, remove & rearrange slides -
- Change slide layout -
- Choosing a design -
- Change slide color/background -
- Add header/footer -



---

---

## Content:

- Adding titles and text -
- Inserting tables and charts -
- Inserting pictures and videos -
  - Inserting/Embedding YouTube videos -
- Inserting WordArt -



# Microsoft PowerPoint Lab and Q & A

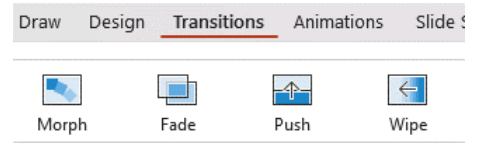
## Create Slides with Content

### Exercises:

- Open a new PowerPoint slide show on your computer.
- Familiarize yourself with the Quick Access toolbar and add any commands you might want to use frequently.
- Complete the title and subtitle slide that is provided and choose a design for your slide show.
- Add a second slide for title and content.
  - Give the slide a title and insert a picture from Microsoft's stock images.
- Add a third slide with a layout of your choosing.
- Rearrange the slides so that your new slide (#3) is now in the second position.
- Change the background color of slide #2 and change the layout to title and content.
- In slide #2, insert/embed the AAIM YouTube video at the web address below. Your instructor will also put this link into the chat.
  - <https://www.youtube.com/watch?v=E4AZobOsFsg>



# Microsoft PowerPoint Transitions



Reminder: What are PowerPoint transitions?

---

---

How do PowerPoint transitions work?

---

---

Adding sounds to transitions:

---

---

Specify a duration for the transition:

---

---

Advance slides with a mouse click or after a set amount of time:

---

---

Additional Notes:

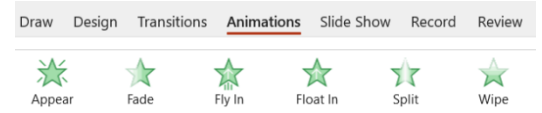
---

---

---



# Microsoft PowerPoint Animations



Reminder: What are PowerPoint animations?

---

---

How do PowerPoint animations work?

---

---

Setting effect options:

---

---

Adding animations and using the Animation Pane:

---

---

---

Start animations in several different ways:

---

---

Specify a duration and/or delay for the animation:

---

---



# Microsoft PowerPoint Lab and Q & A

## Transitions and Animations

*Exercises (Continue in your PowerPoint slide show):*

- Add a different transition to each of your slides. Then choose your favorite and apply it to all the slides at once.
- Add a 4<sup>th</sup> slide to your PowerPoint and include a bulleted list with at least 4 bullets.
- Add an animation for each bulleted item.
- Give at least 2 of the bulleted items an effect, such as a sound, an effect after the animation or a text animation.
- Make at least 2 of your bulleted items animate on a mouse click and the rest animate another way.
- Rearrange your animations.
- Play a preview of your animations to see what you created.
- Play your slide show presentation from the beginning to make sure everything works the way you expected.
  - Also try starting your presentation from a different slide.
- Print your slide show using the '3 Slides' setting that includes space for notes.





### 3 - 5 Takeaways:

- 
- 
- 
- 
- 

### 1 - 2 Action Steps:

- 
- 



**Corporate Membership**

**Compensation**

**Compliance**

**Background Screening**

**Recruiting & Talent Acquisition**

**HR Consulting**

**Training**

**Leadership Development**



**Missouri**

12851 Manchester Road  
Suite 150  
St. Louis, MO 63131

**Indiana**

450 E. 96th Street  
Suite 500  
Indianapolis, IN 46240

**Florida**

43 Skyline Drive  
Suite 1001  
Lake Mary, FL 32746

**Illinois**

300 Hamilton Blvd  
Suite L110  
Peoria, IL 61602