

# PowerPoint

## Lesson 1

# ORIENTATION

Lesson 1 uses the example:

**Elephant Presentation**

# PowerPoint 1 – Orientation - Standards

1. Open a new (Blank) or existing PowerPoint presentation
2. Identify parts of the PowerPoint screen:
  - slide navigation pane [Normal, Outline, Slide Sorter)
  - slide pane
  - Notes
  - ribbon
  - Quick Access Toolbar
  - scroll bars
  - Objects and Handles
  - Zoom
3. Insert new slides, duplicate, or reuse slides
5. Apply or change a theme (Design and Designer AI tool)

# PowerPoint 1 – Vocabulary

- ribbon
- slideshow presentation
- slide
- Title Slide, {Layouts}
- text box
- slide navigation pane
- theme
- slide pane
- Notes
- Quick Access Toolbar
- Menu Tabs
- Objects: (Text Box, Pictures) and Handles
- Hot Keys (Shortcuts: Ctrl B, Ctrl I, Ctrl U, Ctrl L, Ctrl E, Ctrl R, Ctrl J  
Ctrl C, Ctrl V, Ctrl X)

File Home Insert Design Transitions Animations Slide Show Record Review View Help Nitro Pro Shape Format Picture Format

Clipboard Slides Font Paragraph Drawing Editing Voice Add-ins Designer

Record

AutoSave Off

1 **PowerPoint Lesson 1 ORIENTATION**  
Lesson 1 uses the example Elephant Presentation


2 PowerPoint 1 – Orientation - Standards  
1. Open a new (Blank) or existing PowerPoint presentation.  
2. Identify parts of the PowerPoint screen:  
slide navigation pane (Normal, Outline, Slide Sorter)  
slide pane  
notes  
ribbon  
Quick Access Toolbar  
scroll bars.  
3. Insert new slides, duplicate, or reuse slides.  
5. Apply or change a theme (Design and Designer AI tool).

3 PowerPoint 1 [View Tab] press a question mark for the presentation

4 PowerPoint 1 [Design Tab] press a question mark for the presentation

5 PowerPoint 1 – Vocabulary

- slide
- slide navigation pane
- slide
- slide sort
- slide navigation pane
- slide



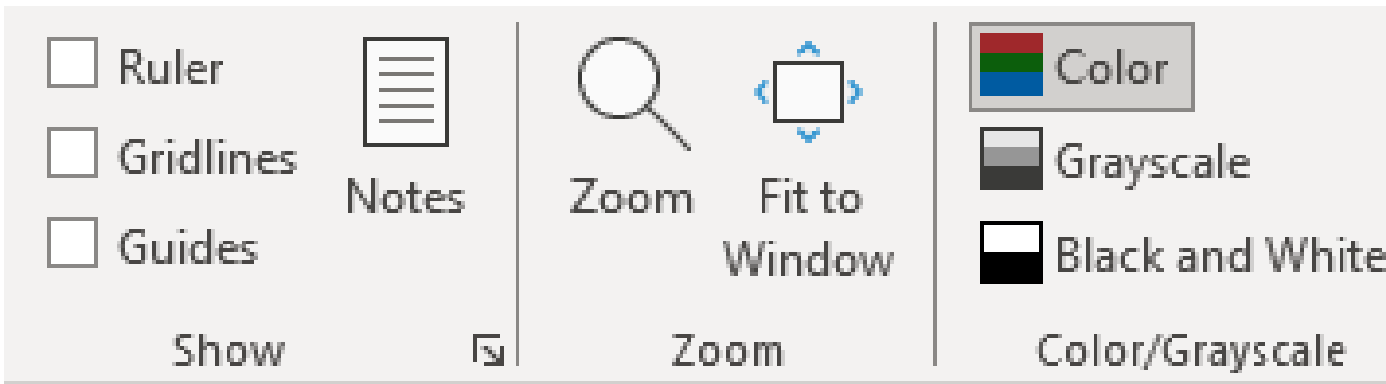
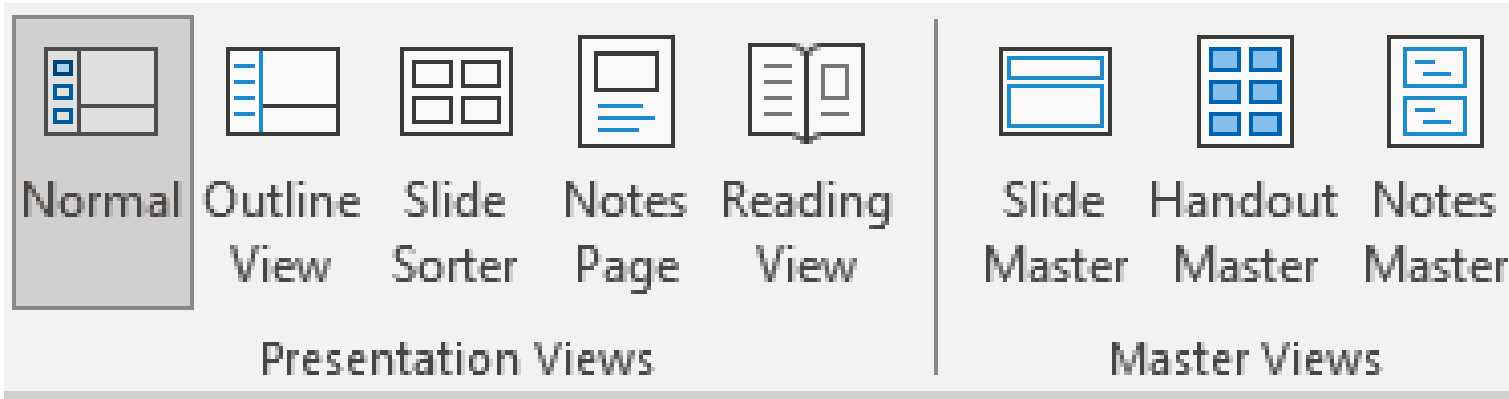
**PowerPoint**  
Lesson 1  
**ORIENTATION**

Lesson 1 uses the example:  
**Elephant Presentation**

1

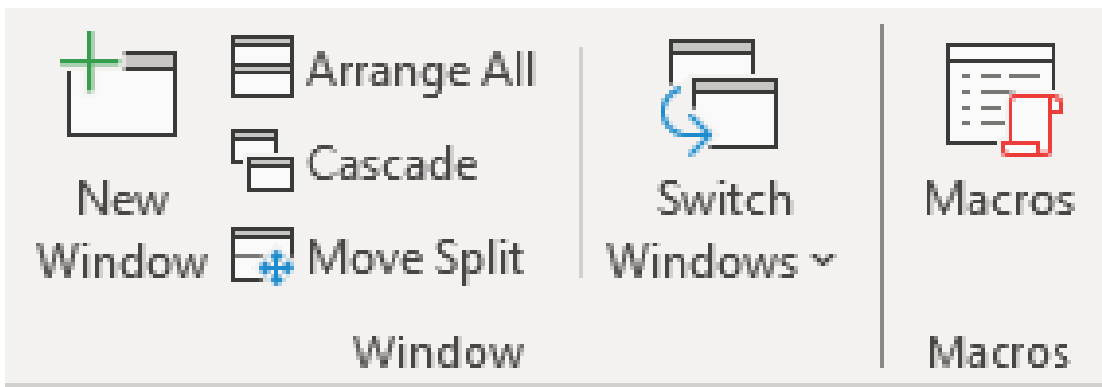
# PowerPoint 1 [View Tab]

(Ribbon is split into 3 sections for the presentation)



**Ruler and Gridlines** can also be turned 'ON' with a **<Right> Click** on a slide background

**Zoom and Fit to Window** are also at the bottom right of the Screen.



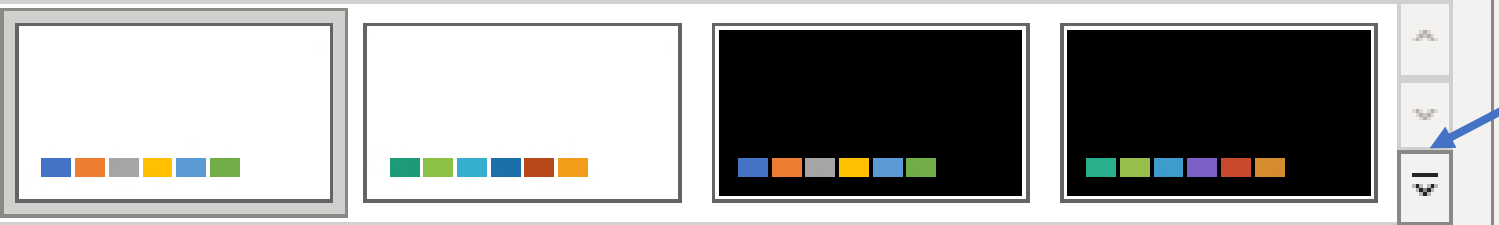
**WINDOW** is used when you are working on **MULTIPLE** presentations at one time!

# PowerPoint 1 [Design Tab]

(Ribbon is split into 3 sections for the presentation)



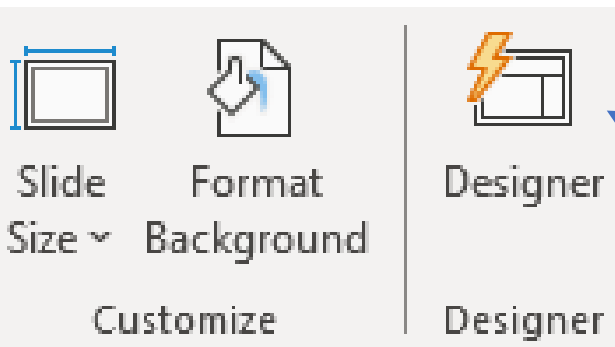
Themes



Variants

More Options in the Drop-Down are shown on the next slide.

Be mindful that a presentation is VISUAL, but it may not PRINT well!



Fancy Slide Design Layouts using AI Technology

Also is on: [HOME]{Designer}

## This Presentation


(More Design Formats from the Drop Down)



## Office



Enable Content Updates from [Office.com...](#)

 Browse for Themes...

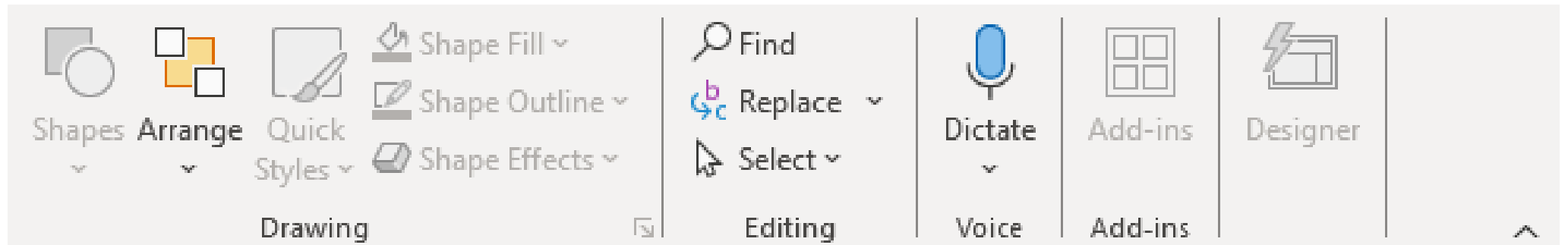
 Save Current Theme...

# PowerPoint 1 : The Menu Ribbon

**PowerPoint** uses some of the same Menu (Ribbon) tabs and Commands as Word (Paste, Drawing, Font, Paragraph)

File Home Insert Design Transitions Animations Slide Show Record Review View Help

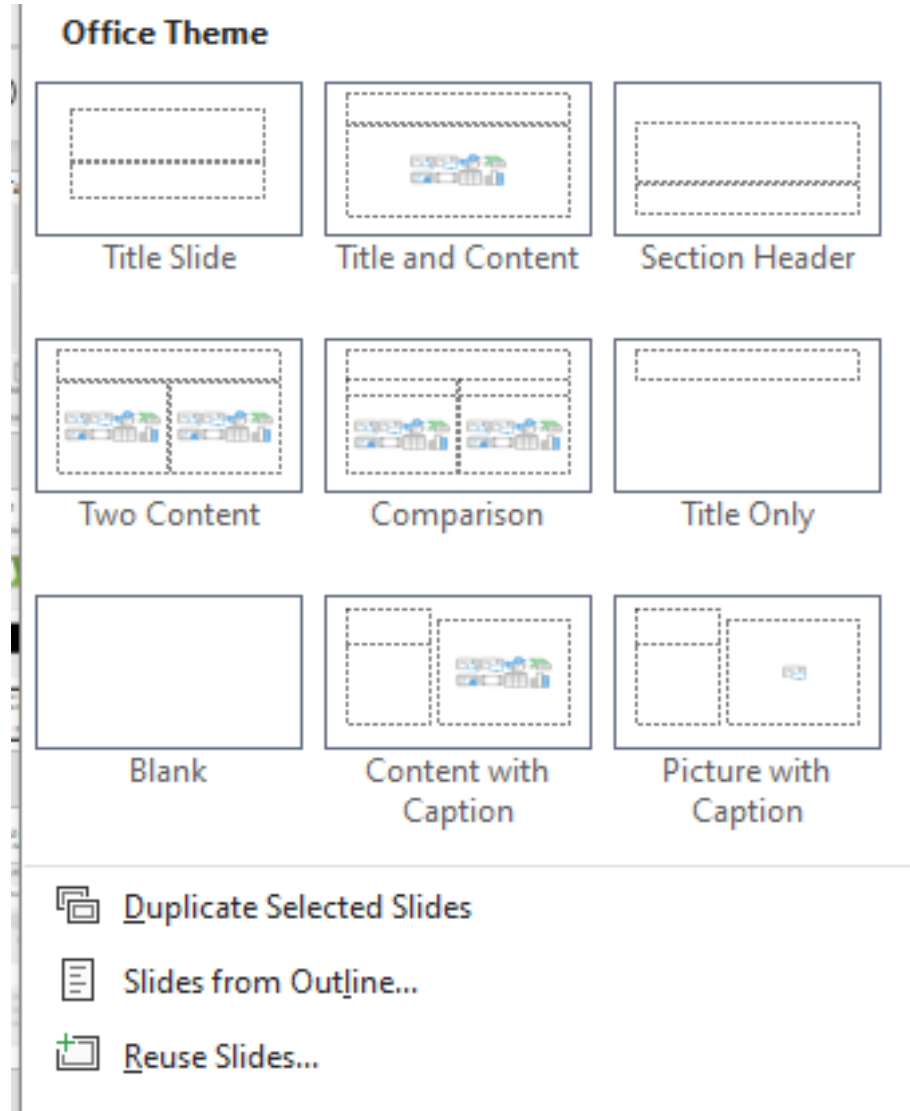
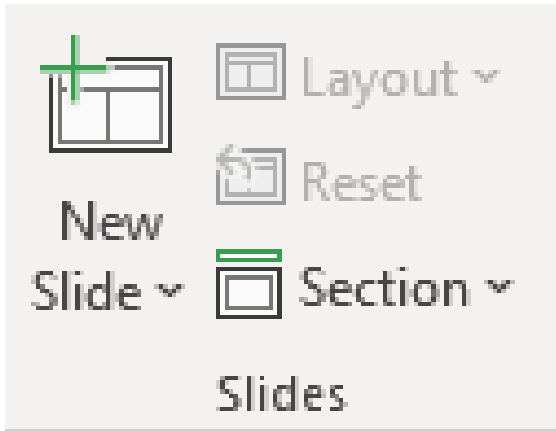
**HOME:** (Split into two parts for the presentation). “Grayed Out” options become active once there is a selected **Object**.





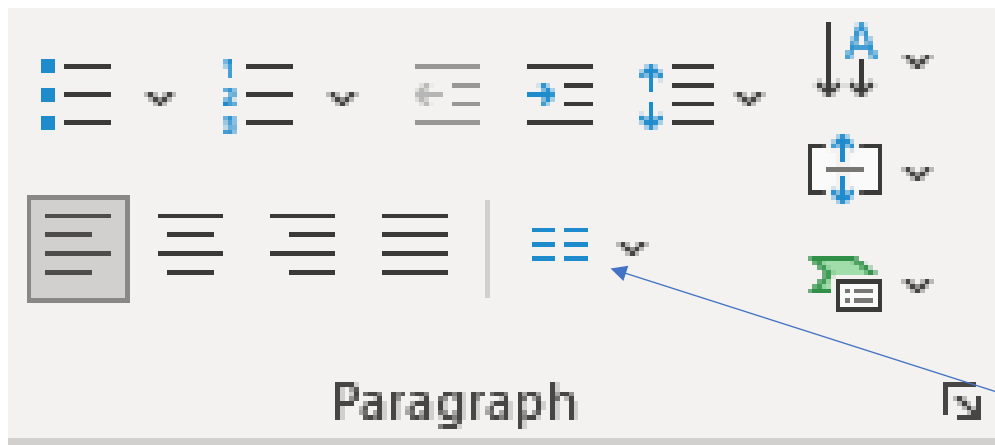
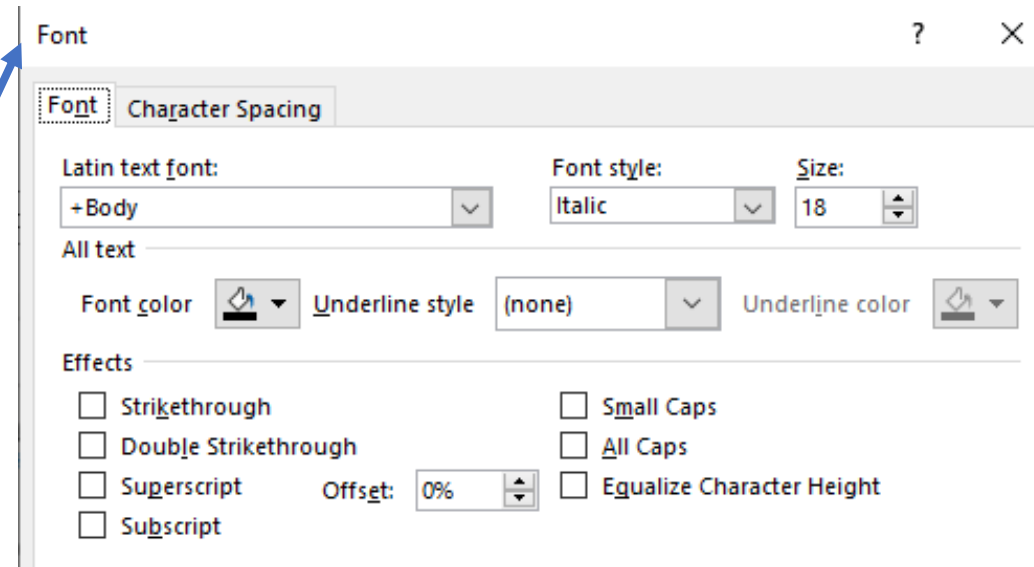
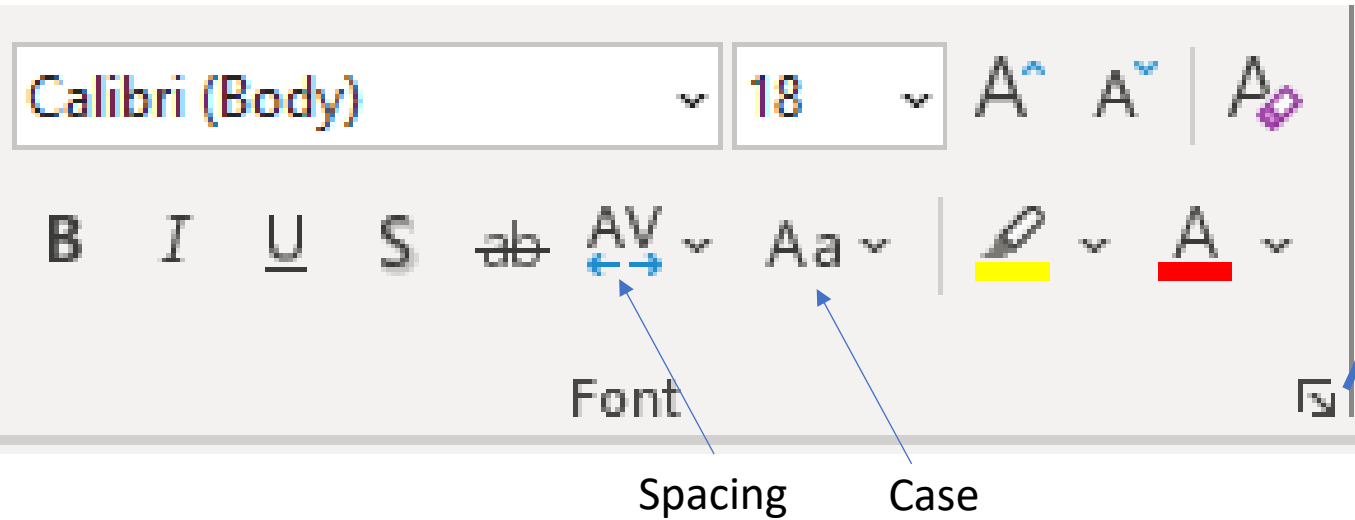
# PowerPoint 1 : {New Slide}

Some PowerPoint options are in multiple places: **[HOME] {New Slide}** and **[INSERT] {New Slide}**



# PowerPoint 1: Text Formatting

A 'TEXT BOX' object must *be* selected before the options can work! **Left Click ON** the BOX, not inside the Box



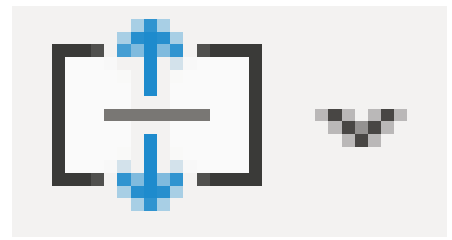
Direction (Rotate, Stacked)

Align

Smart Art




Columns

# PowerPoint 1 : {Paragraph} Align Text




Format Shape

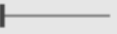
Shape Options Text Options

Text Fill

- No fill
- Solid fill
- Gradient fill
- Picture or texture fill
- Pattern fill

Color 




Transparency  0%

Text Outline

- No line
- Solid line
- Gradient line

Format Shape

Shape Options Text Options

> Shadow

> Reflection

> Glow




> Soft Edges

> 3-D Format

> 3-D Rotation

Format Shape

Shape Options Text Options

Text Box

Vertical alignment

Text direction

- Do not Autofit
- Shrink text on overflow
- Resize shape to fit text

Left margin

Right margin

Top margin

Bottom margin

Wrap text in shape

# PowerPoint 1 – Reference A

1. Open PowerPoint. Select Blank **Presentation** .
2. Choose a **theme** . [Design]
3. In the *Title slide* , type: “**About My Class**”.  
Subtitle: *Enter your Name*
4. Insert a new **slide** with *Title and Content* layout.
5. In the title **text box** , type “About Us”.
6. In the content **text box** , type the following about yourselves:
  - *Our names are* \_\_\_\_\_.
  - *We live in* \_\_\_\_\_.
  - *Our favorite foods are* \_\_\_\_\_.
7. Find the following places in the PowerPoint Screen:
  - The **ribbon** .
  - The **slide pane** .
  - The **slide navigation pane** .
8. Close PowerPoint (X). **Save As** the Presentation.

# PowerPoint 1

## Handout A

1. Open PowerPoint.  
Select Blank Presentation.
1. Pick a Theme. (Design)
2. Make 3 Slides:
  1. Title
  2. Title Content
  3. Title Two Content
3. Enter the information
4. *Save As* the presentation

Name: _____
A Presentation About Me

Information About Me
<ul style="list-style-type: none"><li>• I am from _____.</li><li>• I currently live in _____.</li><li>• I like _____.</li></ul>

Favorite Foods and Drinks	
<b>Favorite Foods:</b> <ul style="list-style-type: none"><li>• _____</li><li>• _____</li><li>• _____</li></ul>	<b>Favorite Drinks:</b> <ul style="list-style-type: none"><li>• _____</li><li>• _____</li><li>• _____</li></ul>

# PowerPoint 1 Handout B Quiz

Slides	Slideshow	Theme	Text box
1. A _____ is a presentation made of many slides.			
2. To add words to a slide, you type in a _____ .			
3. A slideshow is made of many _____ .			
4. A _____ is a style for the slideshow.			

## Making a Presentation

Directions: Use the vocabulary words to label the PowerPoint Screen.

