PowerPoint 101

Overview

Microsoft's PowerPoint application is designed to make it easy for you to create professional and polished presentations. PowerPoint presentations are basically a series of "slides" that can be displayed on a monitor, projected on a screen, or converted into paper handouts.

Using PowerPoint

When you open PowerPoint, it will automatically display the default slide template, pictured below: Templates are used when you want a pre-selected layout and font scheme, instead of creating your own. There are many other templates to choose from on the right side of the screen.

Working with Text Boxes

Once the text has been entered in the template text boxes, you can easily rearrange the slide by moving each text box, changing font styles or colors, and adding additional text boxes or other content. For example, if you want the title to appear at the top of the screen, all you need to do is select the text box by clicking on its borders, and drag the box to the top of the screen, like this:

Once you have selected and moved the text, you can make it larger or smaller by using the Text Size buttons, or by manually changing the font settings as in Word. Using the Text Size buttons looks like this:

If you want to change the font color, you need to click on the Font Color button, which brings up a window with a small set of "Automatic" colors, like this:

Backgrounds

You can also copy text or tables from Word and paste it directly into your slide.
To add graphic images to your slide, click on the "Insert" menu, and select "Picture." This will give you the option to choose the type and source of your picture (Clip Art, From File, AutoShapes, etc.), as pictured below.
If you select Clip Art, PowerPoint will open a window to allow you to select the image you want to use. You can also copy and paste images directly from most other graphics applications as well.