

2. MICROSOFT POWERPOINT

Create Amazing Presentations That Inform, Inspire and Impress!

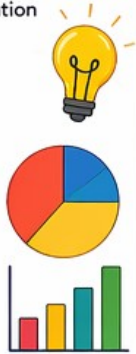


1. WHAT IS POWERPOINT?

PowerPoint is a presentation program that helps you create slideshows with text, images, videos, charts and more.

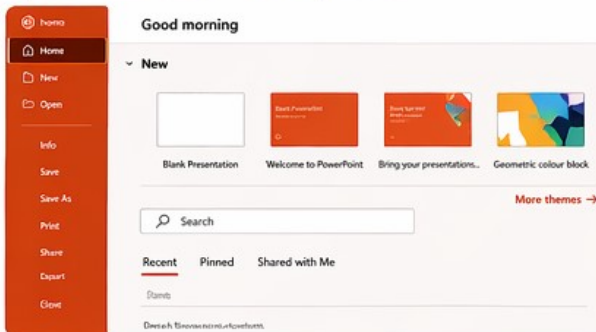
You can use it to:

- ✓ Present ideas clearly
- ✓ Share information
- ✓ Tell stories
- ✓ Engage your audience
- ✓ Support learning and much more!



2. GETTING STARTED

Open PowerPoint and start a new presentation.



Start with:

- Blank Presentation
- A template
- A recent file

Save your work regularly!

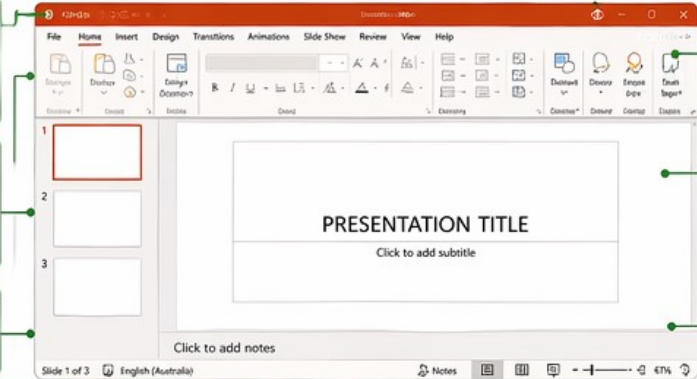


3. THE POWERPOINT WINDOW

Quick Access Toolbar
Shortcuts to common commands

Ribbon
Contains tools for creating and editing slides

Slides Pane
Shows all your slides



Title Bar
Shows the name of your file

Slide Workspace
Where you create and edit your slide

Notes Pane
Add speaker notes here

4. CREATING GREAT SLIDES

- 1 **Add a Title**
Click in the title placeholder and type.
- 2 **Add Content**
Use text, pictures, icons, charts, videos and more.
- 3 **Keep it Simple**
Use short text, clear fonts and a clean layout.
- 4 **Use Visuals**
Images and icons help explain your ideas.
- 5 **Check Your Design**
Make sure your slides are easy to read and consistent.



5. INSERTING ELEMENTS

Make your slides more powerful by adding:

- Pictures**
Insert → Pictures → This Device
- Shapes**
Insert → Shapes
- Icons**
Insert → Icons
- Charts**
Insert → Chart (bar, line, pie and more)
- Text Box**
Insert → Text Box
- SmartArt**
Insert → SmartArt (diagrams and lists)
- Video / Audio**
Insert → Video or Audio
- Links**
Insert → Link

6. DESIGN LIKE A PRO

- Themes**
Design → Themes
Choose a theme to change colours and fonts instantly.
- Colour Scheme**
Design → Variants → Colours
- Background**
Design → Format Background
Add a solid colour, gradient or picture.
- Slide Layout**
Home → Layout
Choose a layout that fits your content.

Tips for Great Design

- ✓ Use large fonts (24pt or more).
- ✓ Limit text on each slide. Aim for less is more!
- ✓ Use consistent colours and fonts.
- ✓ Make sure there is good contrast between text and background.
- ✓ Align your content for a neat look.

7. PRESENTING YOUR SLIDES

- 1 Save your presentation.
- 2 Click Slide Show → From Beginning (F5) to start presenting.
- 3 Use arrow keys or click to move through your slides.
- 4 Use speaker notes to help guide your talk.
- 5 End the presentation by pressing Esc.



8. POWERPOINT SHORTCUTS

Ctrl + N	New presentation	F5	Start slideshow
Ctrl + S	Save	B	Bold text
Ctrl + Z	Undo	I	Italic text
Ctrl + Y	Redo	U	Underline text

9. SAVE, SHARE & EXPORT



Save
Save → Save or Ctrl + S



Share
Share → Share
Invite others to view or edit.



Export
File → Export
Create PDF or other file types.



Present Online
Slide Show → Present Online
Share live with your audience.

10. REMEMBER!

- ✓ Plan your content before you start.
- ✓ Keep your slides clear and focused.
- ✓ Use visuals to support your message.
- ✓ Practice your presentation.
- ✓ You've got this! (You're amazing!)



Referencing at ACC for the AAC

