



# **Microsoft Powerpoint 2011 Tutorial**

# GETTING STARTED

Microsoft PowerPoint is one of the most popular presentation programs supported by both Mac and PC platforms. Microsoft PowerPoint can be used to create interactive presentations for classroom, business, or personal use.

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# 1. GETTING STARTED

To begin Microsoft PowerPoint, go to **Macintosh HD > Applications > Microsoft Office 2011 > Microsoft PowerPoint** (Figure 1). Select PowerPoint Presentation from the Project Gallery if a blank document does not open.

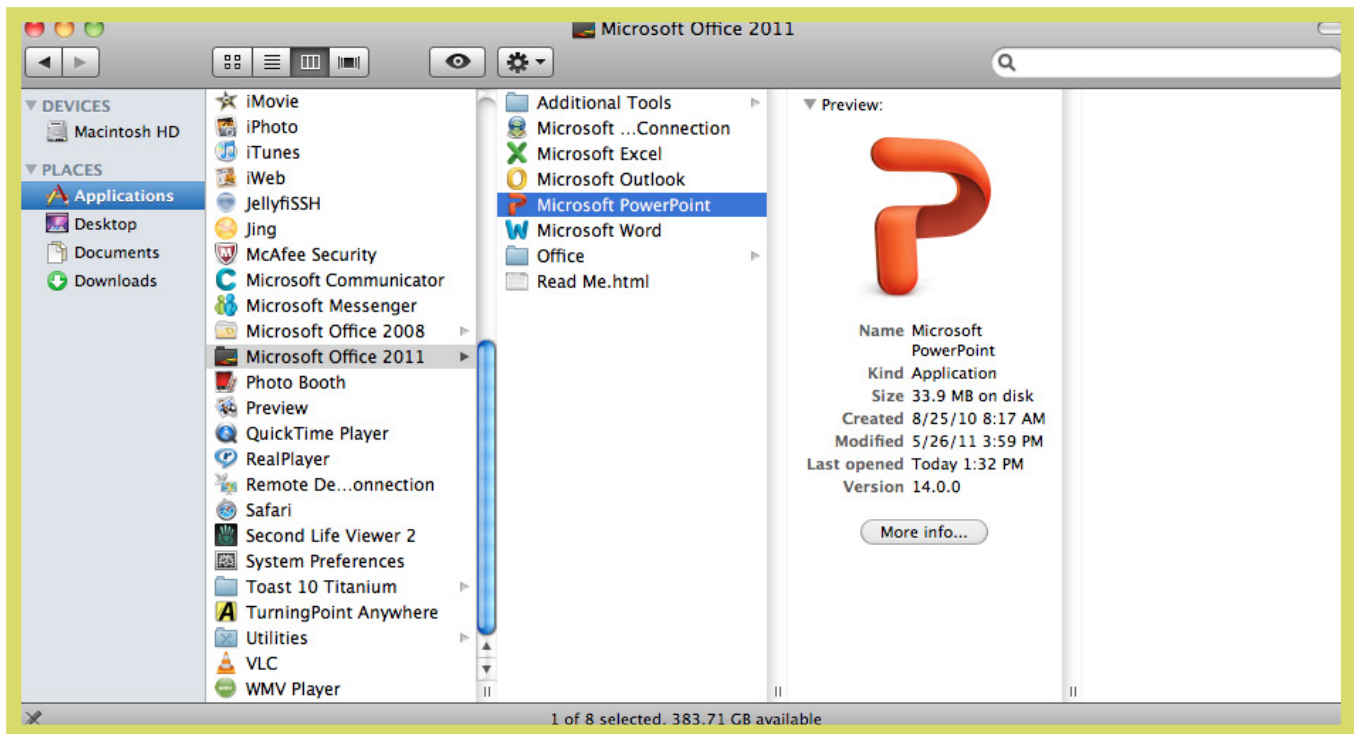


Figure 1. Navigation to Microsoft Powerpoint on a Mac

# 1. SAVING

Computers crash and documents are lost all the time, so it is best to save often.

## Saving Initially

Before you begin to type, you should save your document. To do this, go to **File > Save As**. Microsoft PowerPoint will open a dialog box (Figure 2) where you can specify the new file's name and location where you want it saved. Once you have specified a name and a place for your new file, press the **Save** button. By default, the format for PowerPoint 2011 is **.pptx** (Figure 3) not **.ppt** like in previous versions.

Note: If you want to save your document on a Mac and then open it on a PC you must specify a file extension (i.e. **.ppt**). Usually your computer will do this for you, but if it does not you must do this process while in **Save As**. Once you have named your document, you can give it a file extension by clicking in the **Format** box. Click **PowerPoint 97-2004 Presentation** for the correct file extension and make sure **Append File Extension** is checked.

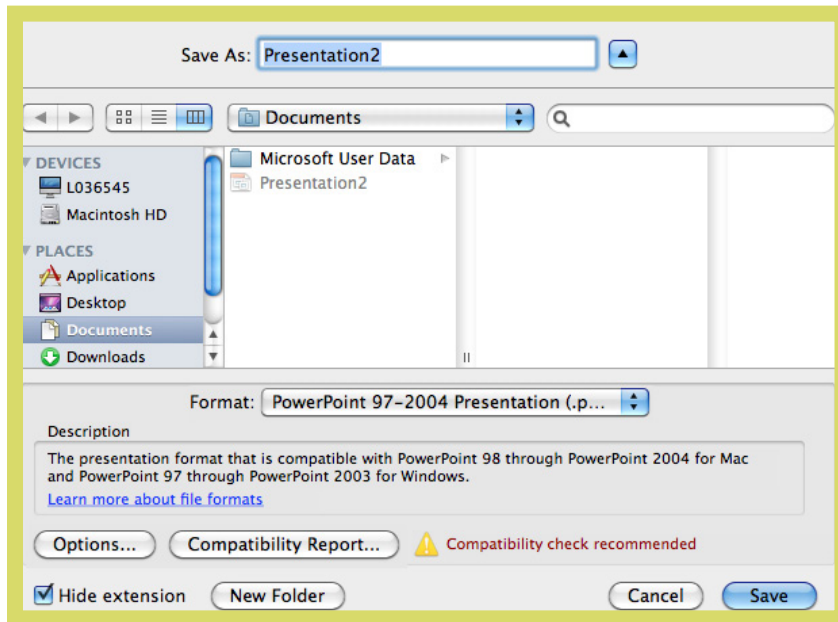


Figure 2. Saving Dialog Box for Compatible Version (.ppt).

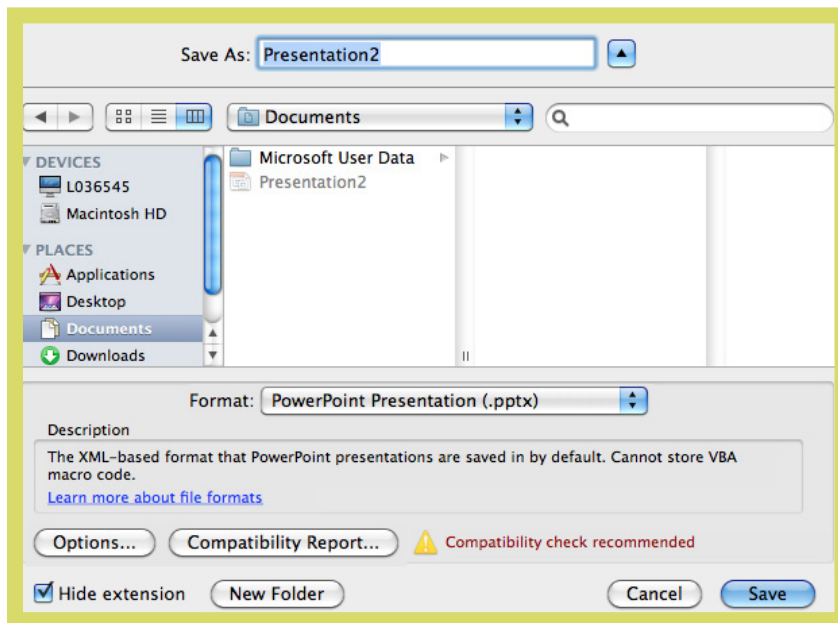


Figure 3. Saving Dialog Box for 2011 Version (.pptx).

## Saving Later

After you have initially saved your blank document under a new name, you can begin writing your paper. However, you will still want to periodically save your work as insurance against a computer freeze or a power outage. To save, click **File > Save**.

# 1. TOOLBARS

Microsoft PowerPoint uses several toolbars to allow you to modify your document. When you first open PowerPoint, usually the toolbars discussed below will open. However, each computer may set up these toolbars differently, so they will usually look different than the toolbars below. If you do not see these toolbars, or to open up other toolbars, go to **View > Toolbars** and place a checkmark by the toolbar you wish to open. If you do not see an icon you expect on a toolbar, click on the arrow at the end of the toolbar to reveal hidden icons.

## Four Commonly Used Toolbars On Mac

The **Menu bar**: (Figure 4). This toolbar is constructed solely of word commands and not icons (pictures). The **Menu bar** contains all the options available to you in Microsoft PowerPoint. Using this toolbar to format and change your presentation will often allow you greater control than using the icons on the other toolbars. However, the other toolbars may be more convenient.

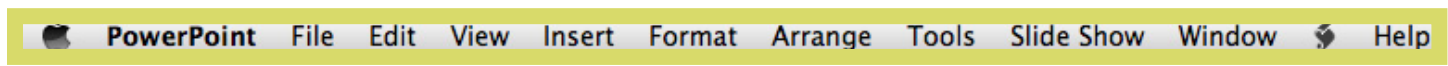


Figure 4. Menu Bar (Mac).

The **Standard toolbar**: (Figure 5). This toolbar contains icons from common commands such as **Save**, **Print**, **Picture**, and **New Slide**. These icons are convenient but will not bring up the dialogue boxes that allow you to change the settings of these actions. You should use whichever method works the best for you.

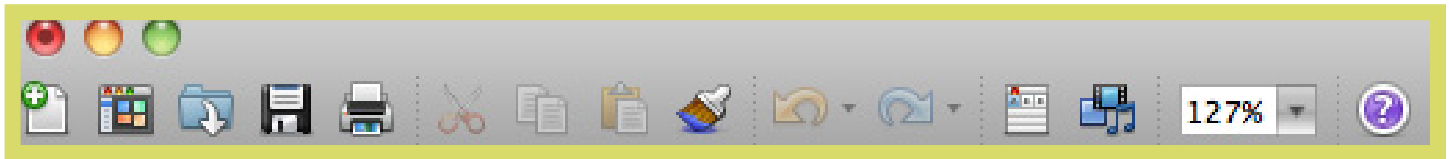


Figure 5. Standard Toolbar (Mac).

The **Design Ribbon toolbar**: (Figure 6). This toolbar contains several categories for formatting the design and elements of your presentation. These include: **Slide Themes**, **Slide Layouts**, **Transitions**, **Table Styles**, **Charts**, **SmartArt Graphics** and **Word Art**. These icons are convenient but will not bring up dialogue boxes that allow you to change the settings of these actions. You should use whichever method works the best for you.

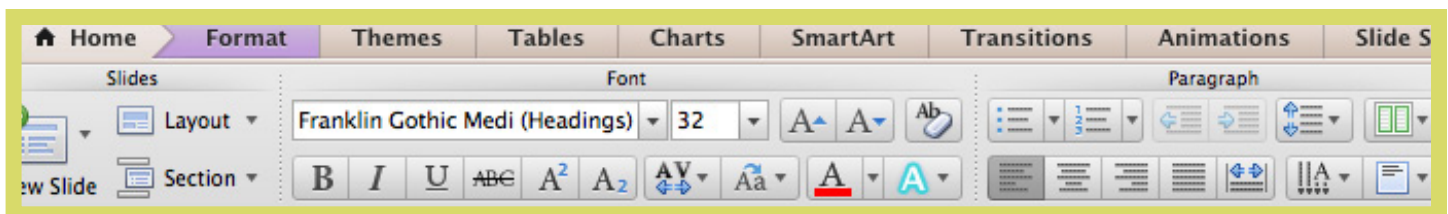


Figure 6. Design Ribbon (Mac).

Also located within the **Design Ribbon** toolbar is the **The Formatting Palette**: (Figure 6). This toolbar contains icons for common formatting actions, such as **Font Style**, **Font Size**, **Bold**, **Italic**, **Underline**, **Alignment**, **Numbered List**, **Bulleted List**, **Indentation**, **Spacing**, and **Font Color**. These icons are convenient but will not bring up dialogue boxes that allow you to change the settings of these actions. You should use whichever method works the best for you.

## 1. FORMATTING

### Formatting Your Presentation

The default slide design for **Microsoft PowerPoint** documents is a blank slide. Therefore, if you want your slides to have a specific design, you must add one. To do this on a Mac, go to the **Design Ribbon > Themes** (Figure 7). To change the theme of your presentation, click on the theme that you like and it will automatically apply to your slide.

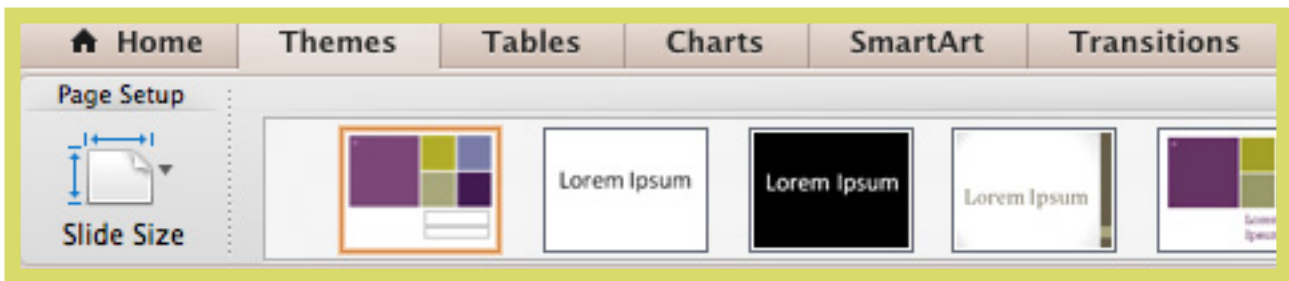


Figure 7. Applying Slide Theme

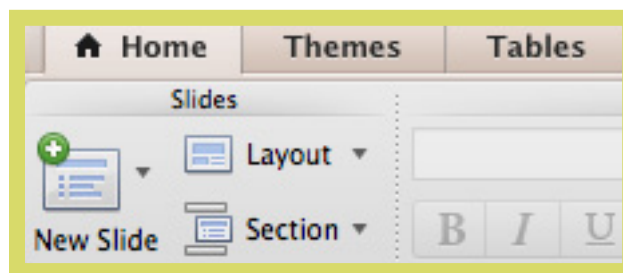


Figure 8. Changing Slide Layout.

To apply a **Slide Layout**, select the **Design Ribbon > Home > Slide Layouts** to customize the layout of your document. From here, you can specify how the content on your slide is displayed. To apply a layout to your slide click the layout button, and choose your preferred style.

# 1. INSERTING AND ADDING OBJECTS

## Clip Art

When trying to enhance your word document you may want to include **Clip Art** and/or **Word Art**. Microsoft PowerPoint comes with a Clip Gallery that contains a large variety of images including pictures, borders, and backgrounds. To find a desired image, you can either click on topics or type in the search box to find exactly what you are looking for.

### To insert Clip Art:

Go to **Insert > Clip Art** and then select the desired picture in the Clip Gallery and click insert. The picture will be inserted at the location of your cursor within your document. If you need to modify your **Clip Art**, click on it once to select it, and small boxes will appear around the corners. Once your **Clip Art** is selected, you can resize your picture by clicking and dragging on the boxes. Holding **Shift** while clicking and dragging will resize the **Clip Art** proportionately.

## Word Art

**WordArt** is inserted similar to **Clip Art**. To insert **WordArt**: Go to **Insert > WordArt** (Figure 9). Afterwards, you will be prompted to insert your text. To select your **WordArt**, click on it, and small boxes will appear in the corners. Moving the small boxes will allow you to resize the **WordArt**. You can also change the effects of the **WordArt** by clicking the options in the design ribbon toolbar.

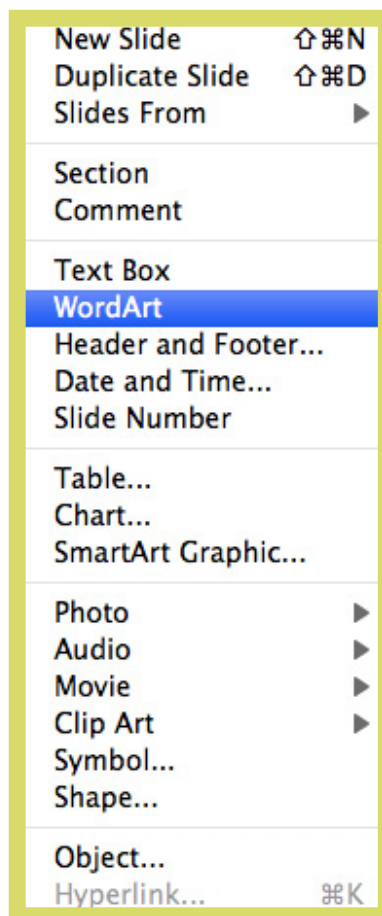


Figure 9. Selected WordArt.

## Pictures

To insert a picture into your presentation select **Insert > Photo** (Figure 10). Choose either to get the photo from a browser, or from a file and then locate the image that you want to put into your document and click **Insert**.

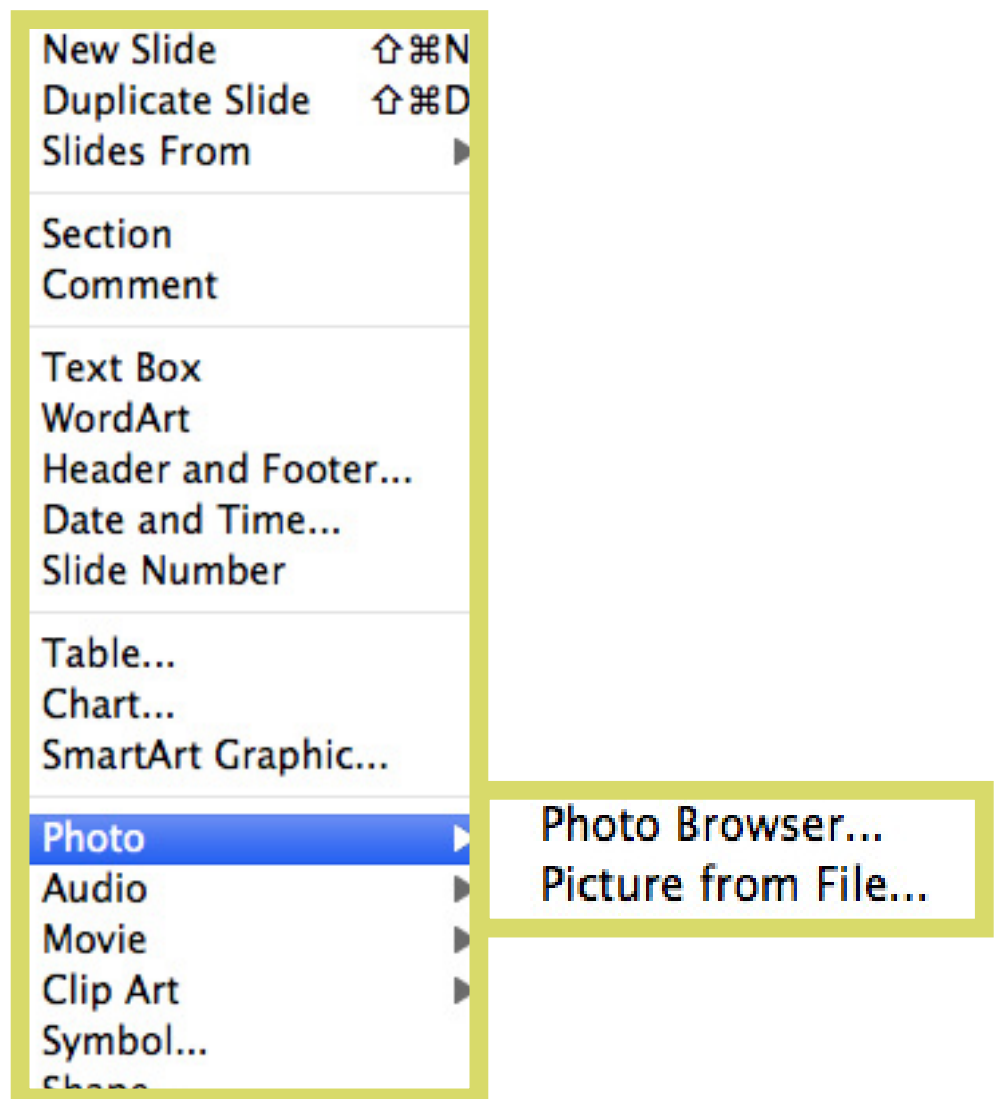


Figure 10. Inserting Pictures.

Inserting slides from a previously created file:

To insert a slide from another presentation go to **Insert > Slides From > Other Presentation** and select the directory or disk where the file is located (Figure 11). Select the slide that you wish to insert into your presentation.

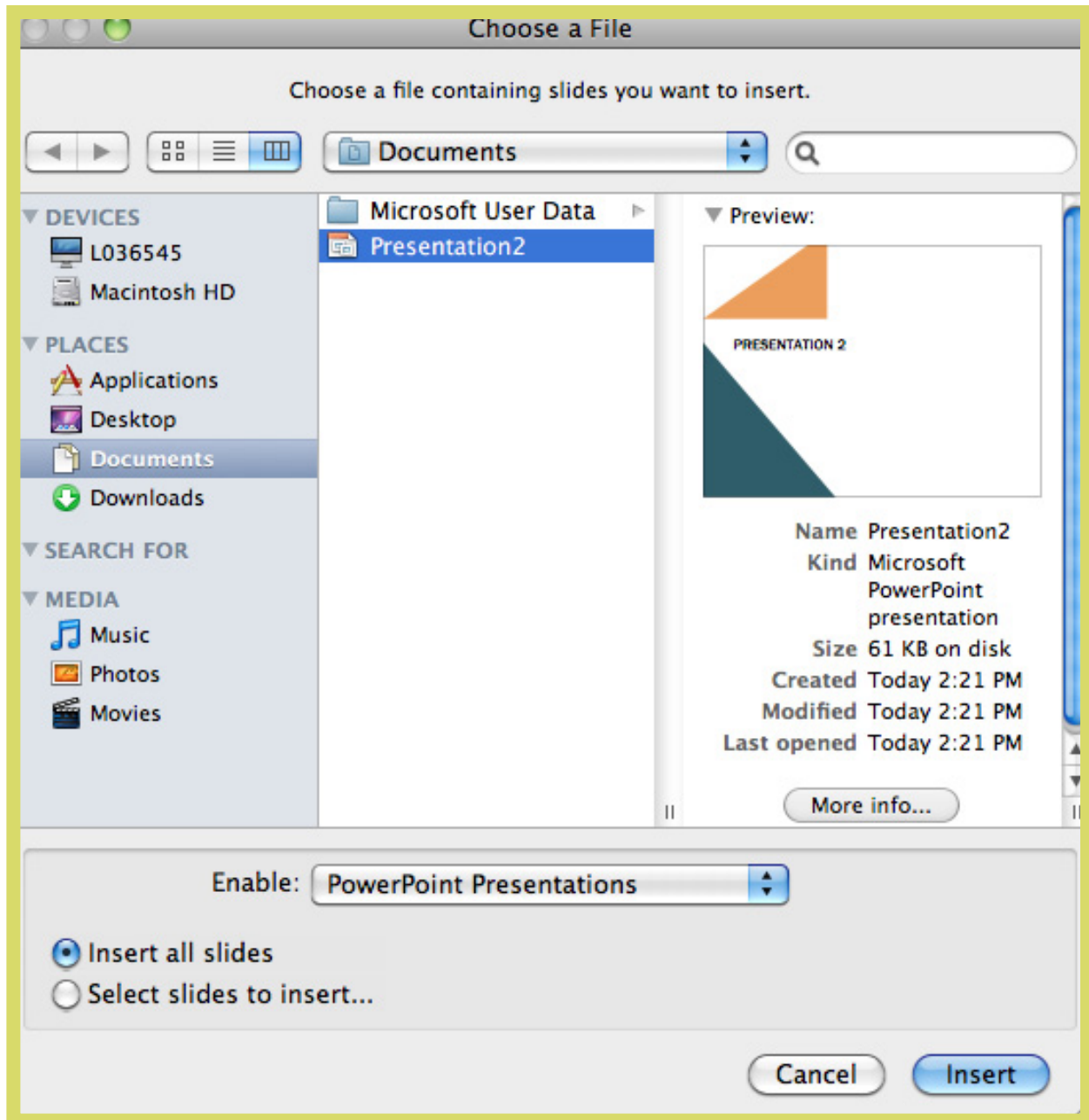


Figure 11. Inserting a Slide from another Presentation.

### Creating a table

To create a table within your document, go to the **Insert > Table**. Choose the desired table size by typing in the required number of rows and columns and click **Ok**. The table will be inserted into document. To navigate within your table, use the arrow keys.

## Flowcharts

Flowcharts are used to create diagrams in Microsoft PowerPoint.

To insert a Flowchart in PowerPoint: click the Ribbon **Drawing > SmartArt**. (Figure 12). Once the **SmartArt** button is expanded, you will have several options to choose from, such as List, Process, Hierarchy, etc. To insert **Shapes**, click the **Ribbon Drawing > SmartArt > Shapes** (Figure 13). SmartArt Shapes will allow you to manipulate the shapes in **Flowchart**, as well as in text boxes. To resize the **Shapes**, simply click and drag any of the four corners on the object.

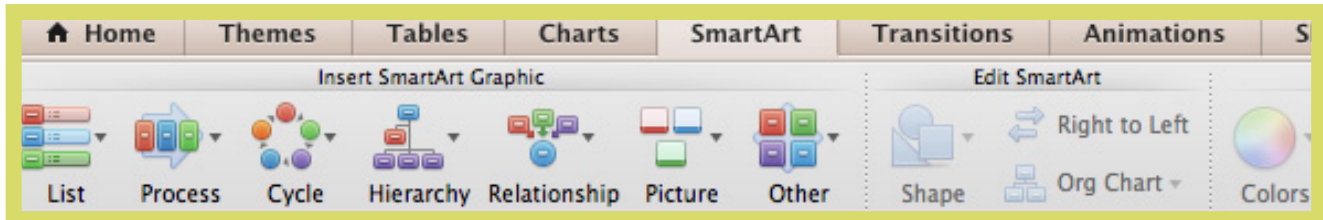


Figure 12. Selecting a Flowchart.

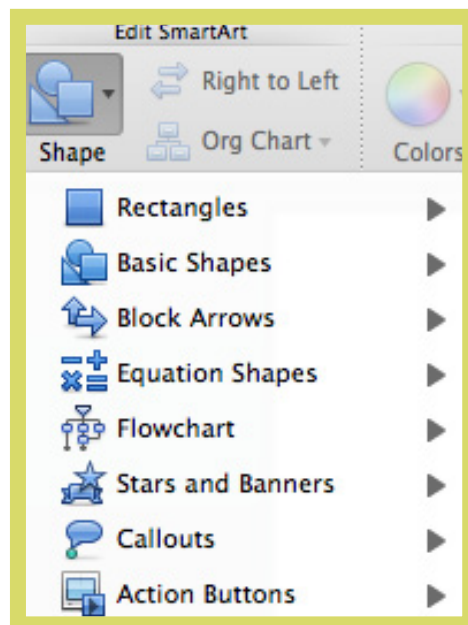


Figure 13. Selecting an AutoShape.

# 1. PRINTING

It is important to always save your document before you print!

## Printing

To print your document, go to **File > Print**, select your desired settings, and then click **Print** again. It is also possible to print by using the **Print** icon on the **Standard** toolbar, however this does not bring up the **Print** dialogue box that allows you to change your printing options, so it is advisable to use the other method. There are several methods for printing your document including **Slides**, **Handouts**, and **Notes**.

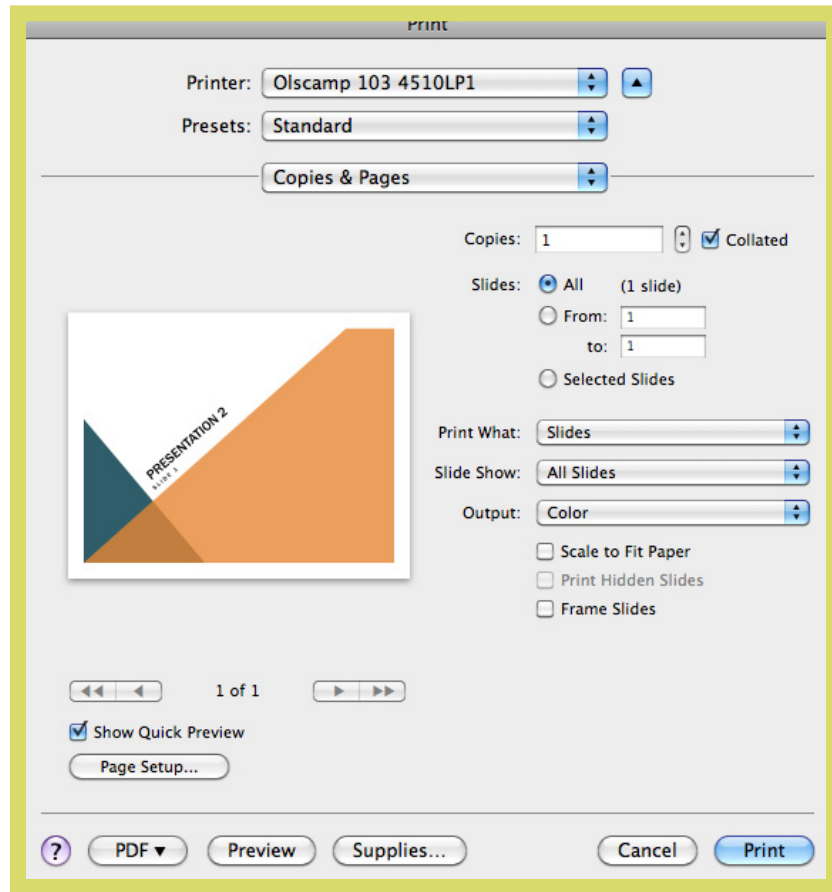


Figure 13. Print Window.

## 1. OTHER HELPFUL FUNCTIONS

### Saving as a pdf

On a Mac: To save your document as a PDF on a Mac, go to **File > Print** and select **PDF** from the drop-down menu on the bottom left and select **Save As PDF**.

### Undo and redo

In order to undo an action, go to **Edit > Undo**. To redo an action, go to **Edit > Redo**. It is important to note that not all actions are undoable, thus it is important to save before you make any major changes in your document so you can revert back to your saved document.

### Quitting

Before you quit, it's a good idea to save your document one final time. Then, on a Mac, go to **Powerpoint > Quit Powerpoint**. This is better than just closing the window, as it insures your document quits correctly.

# 1. SHORTCUT KEYS FOR MICROSOFT OFFICE

Command	Keystroke
Bold	Ctrl-B
Close	Ctrl-W
Close	Ctrl-F4
Copy	Ctrl-C
Cut	Ctrl-X
Find	Ctrl-F
Italics	Ctrl-I
Menu bar	F10
Move to the end of the entry	End
New (slide)	Ctrl-N
Next window	Ctrl-F6
Open	Ctrl-O
Outline: Collapse	Alt-Shift -
Outline: Demote paragraph	Alt-Shift-Right
Outline: Expand	Alt-Shift +
Outline: Move paragraph down	Alt-Shift-Dn
Outline: Move paragraph up	Alt-Shift-Up
Outline: Promote paragraph	Alt-Shift-Left
Outline: Show All Headings	Alt-Shift-A
Outline: Show heading level 1	Alt-Shift-1
Paste	Ctrl-V
Print	Ctrl-P
Repeat Find	Shift-F4
Repeat/Redo	Ctrl-Y
Replace	Ctrl-H
Save	Ctrl-S
Select all	Ctrl-A
Slide Show: Begin the slide show	F5
Slide Show: Black screen show/hide	B
Slide Show: End	Esc
Slide Show: Erase annotations	E
Slide Show: Go to next hidden slide	H
Slide Show: Hide pointer and button always	Ctrl-L
Slide Show: Hide pointer and button temporarily	Ctrl-H
Slide Show: Mouse pointer to arrow	Ctrl-A
Slide Show: Mouse pointer to pen	Ctrl-P
Slide Show: Next slide	N
Slide Show: Previous slide	P
Slide Show: Set new timings while rehearsing	T
Slide Show: Stop/restart automatic slide show	S
Slide Show: Use mouse-click to advance (rehearsing)	M
Slide Show: Use original timings (rehearsing)	O
Slide Show: White screen show/hide	W
Spelling and Grammar check	F7
Switch to the next presentation window	Ctrl-F6
Switch to the next tab in a dialog box	Ctrl-Tab / Ctrl-Page Down
Switch to the previous presentation window	Ctrl-Shift-F6
Switch to the previous tab in a dialog box	Ctrl-Shift-Tab / Ctrl-Page Up
Turn character formatting on or off	Num /