

## Getting Started

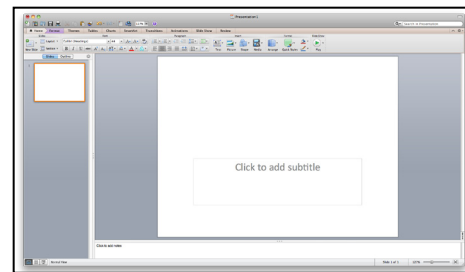
Microsoft Powerpoint is a popular tool that can help you create interactive presentations for class projects, group meetings, and more.

To begin, on a Mac open **Macintosh HD > Applications > Microsoft Office 2011 > Microsoft Powerpoint**. By default, the program will open with a blank slide (*Fig. 1*).

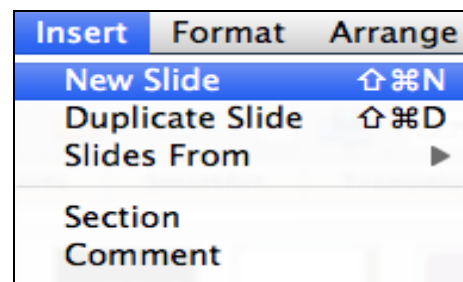
To add a new slide to the presentation, click **Insert > New Slide** (*Fig. 2*)

To change views, go to the **View** menu and select the view you want.

- **Normal View** Allows you to see the slide, notes, and outlines of the other slides simultaneously.
- **Slide Sorter View** Allows you to see all of the slide in your presentation as smaller versions at once.
- **Notes Page View** Allows you to see all of the notes written on each page in your presentation.
- **Presenter View** Allows you to see your notes during your slide show.
- **Slide Show View** Presents the slides in order on full screen.

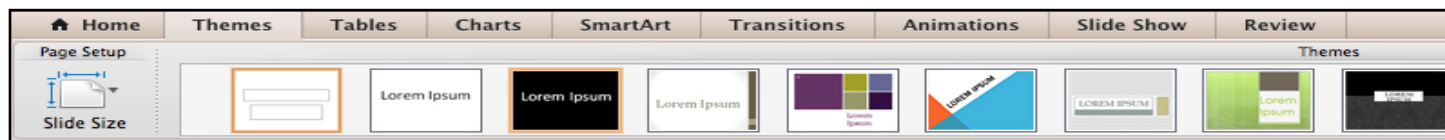


(Fig. 1)



(Fig. 2)

## Enhancing Your Presentation



(Fig. 3)

### Ribbon Drawing toolbar

In PowerPoint 2011, you can now access all of the presentation enhancements from a single bar. (*Fig. 3*)

You can choose from several tabs including: **Themes, Tables, Charts, SmartArt, Transitions, Animations, Slide Show,** and **Review**.

### Using Themes

PowerPoint 2011 allows you to change the themes of a presentation. Themes are the style applied to each slide in your presentation. To apply a theme, click the **Themes** tab on the **Ribbon Drawing** toolbar and select the theme that you want to apply.

### Adding Pictures

If you'd like to add an image, you can either select an image from ClipArt or from your own computer. To add a picture, click **Insert > Photo** and browse for the picture you wish to insert. To add ClipArt click **Insert > ClipArt**.

### Adding Transitions

Transitions give you the ability to add animation between your slides. To add transitions, select the **Transitions** tab from the **Ribbon Drawing** toolbar and choose the transition you would like to add.

### Adding Notes

Notes allow you to add information that only you can see. These are helpful when giving a presentation and can be printed off separate from the presentation. To add notes, in Normal View find the box located beneath the main slide and enter your notes.

## Enhancing Your Presentation Continued...

### Adding Movies and Sounds

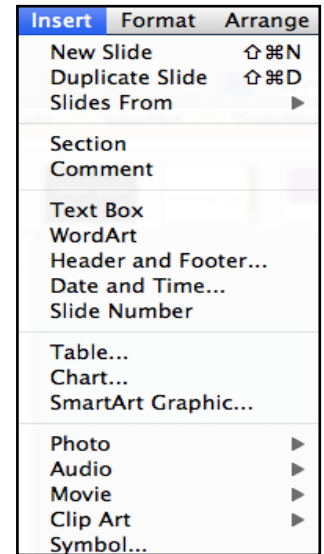
Microsoft PowerPoint gives you the ability to insert movie and sound clips into your presentation. To add clips, select **Insert > Audio** or **Insert > Movie** and select the location from where you are pulling your media from.

### Creating Tables

You can add tables to our presentation to display data and other information. To add a table, click **Insert > Table**. If you would like to change the look of your table, select **Design Ribbon > Table Layout**.

### Creating Flowcharts

If you would like to add a flowchart to your presentation, you can do so by **Ribbon Drawing > SmartArt** and then simply choose the style of chart that you want to include.



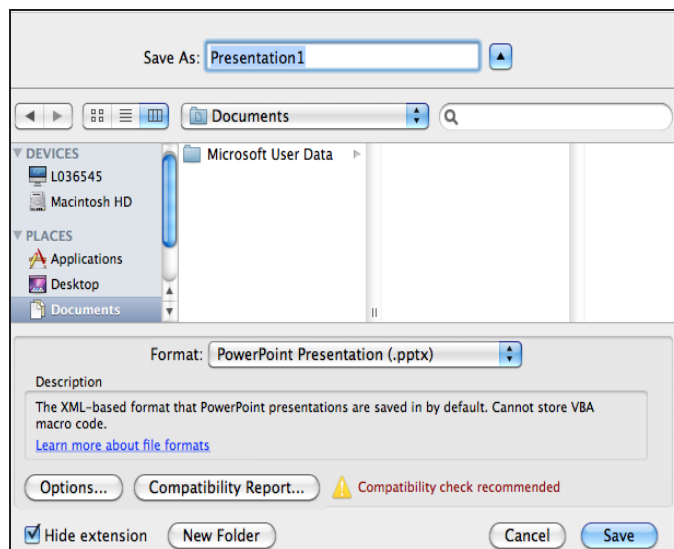
## Finishing Up

### Saving Your Presentation

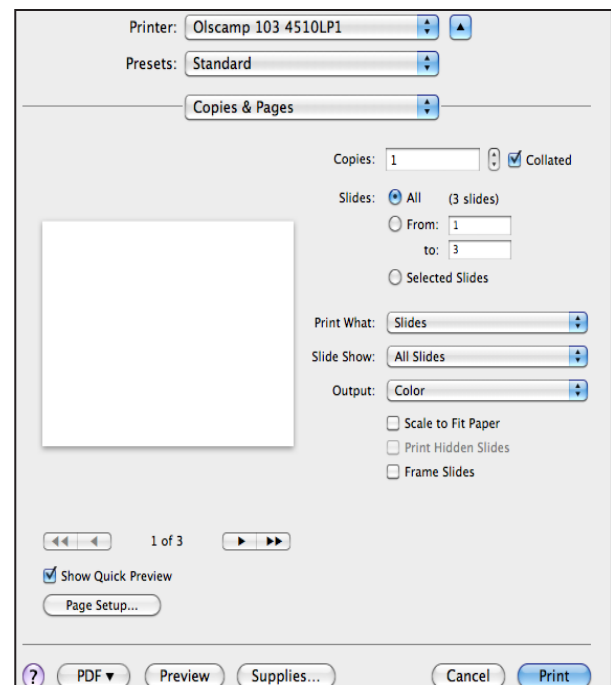
Make sure that you save your presentation often to avoid losing your work. To save your presentation, click **File > Save As** and select where you want you want to save your presentation. (Fig.4)

### Printing Options

A printed copy of your presentation can be a very useful tool in delivering a presentation. You have the option of printing full-page slides, many smaller versions per page, or the notes and outline of the presentation. (Fig. 5)



(Fig. 4)



(Fig. 5)