Microsoft PowerPoint 2013

Introduction

PowerPoint is a very versatile tool in the Microsoft Office family. PowerPoint was first introduced for the Macintosh computer in 1987. Since its first release, the simplicity of this program has saved time for those used to using older methods of visual aids such as hand-drawn transparencies and mechanical slide machines. The ease of use has encouraged those not accustomed to using visual aids to make presentations in a slide show format. In recent years, new presentation tools have also been emerging. One new type of presentation tool is called Prezi, which is similar to PowerPoint but focuses on concepts and metaphors to present information. With both PowerPoint and Prezi being widely used today, it is beneficial that we learn the basics of creating dynamic presentations in both of these programs.

Objectives
1. Navigate the interface
2. Create a presentation from scratch
3. Insert and modify text, pictures, tables, charts, diagrams and video
4. Use Presentation Views and Master Views
5. Add Transitions and Animations
6. Understand PowerPoint etiquette
7. Activity

Navigate the Interface

In this section, we will discuss how to navigate through the program using "Backstage View" and the Ribbon. "Backstage View" offers commands that affect the entire document such as saving, closing and printing. The Ribbon is what we will be utilizing the most in our lesson. It contains the tools we need to create our presentation.

Backstage View

First, we will use the "File" tab in PowerPoint to launch "Backstage View."

1. Open PowerPoint 2013 from the start menu.
   The Welcome screen looks different from previous versions.
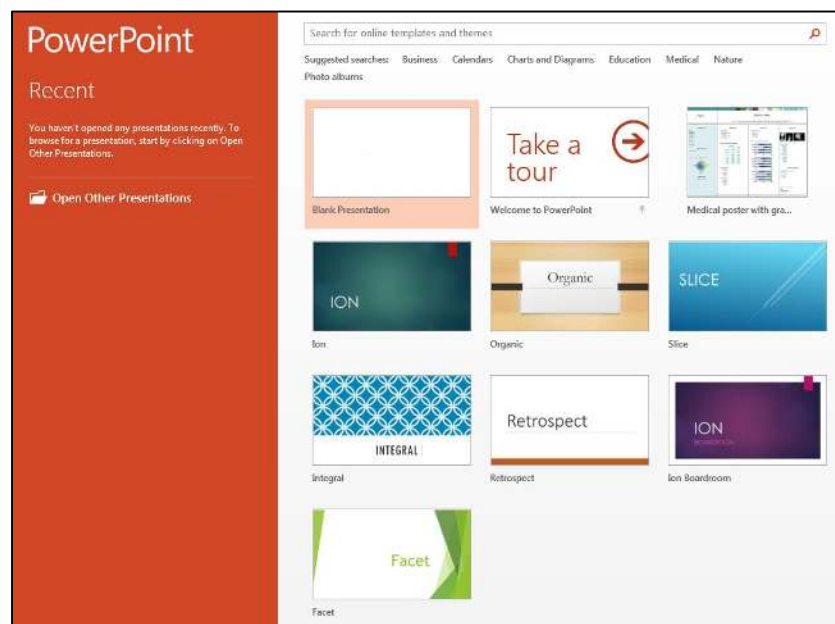
   You can open a recent presentation using the prompt on the left panel or create a new presentation, either blank or with a theme, by selecting an option on the right. You can also browse for more themes and templates, which we will do later in the lesson.
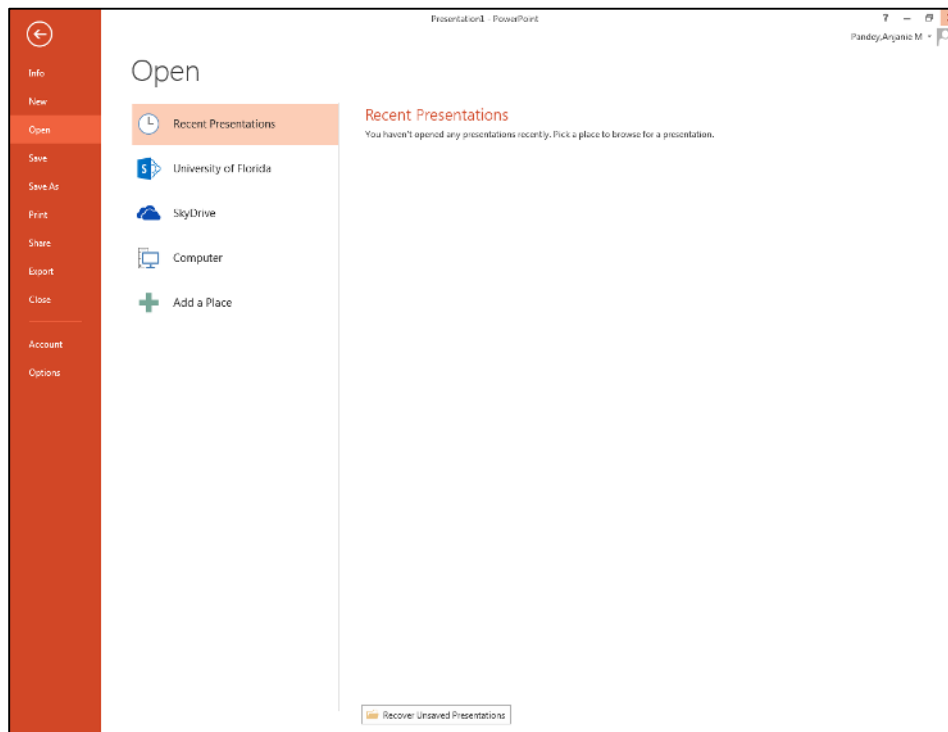
2. Click on Blank Presentation.
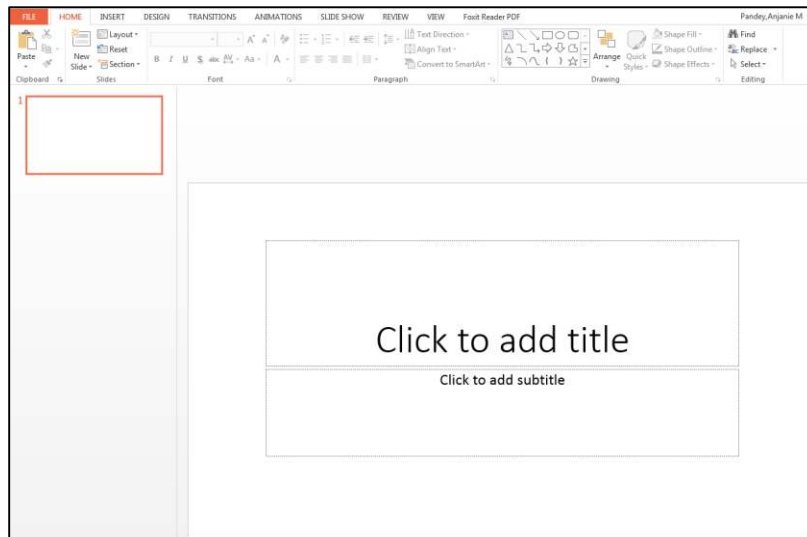
PowerPoint has opened a new presentation with one slide and placeholders for adding a title and subtitle.

3. Click on the "File" tab.
    PowerPoint will switch into Backstage View. There are many options in Backstage View that may look similar to previous versions of PowerPoint.

a. "Info" provides information about the presentation files such as permissions, sharing, and previous file versions.

b. "New" creates a new document.

   This can either be a blank document or based on a PowerPoint 2013 template.

c. "Open" enables you to locate a previously saved file from the computer, SkyDrive account, or other location and open it with this program.

d. "Save" enables you to save the latest changes to your presentation in the same location and under the same file name.

e. "Save as" allows you to change the file name and location as well as save the document in different formats.

f. "Print" shows a listing of printing options along with print preview in the same viewing pane.

g. "Share" allows us to collaborate with others on our presentation by using a SkyDrive account.

   We can also give a presentation online using this menu, which is a new feature of PowerPoint 2013.

h. "Export" allows us to convert our presentation into a different format.

i. "Close" will close the document without closing the program, and will prompt you to save if you haven't already done so.

j. "Account" gives us the option to change our Microsoft Office account theme, settings, and background.

k. "Options" allows us to personalize our copy of PowerPoint by creating a username and changing our preferences.

The Ribbon

Now that we have discussed Backstage View, we can discuss the Ribbon.

1. Click on the arrow at the top of Backstage View to return to the presentation.

The ribbon refers to the 8 tabs at the top of the main screen. It includes the Home, Insert, Design, Transitions, Animations, Slide Show, Review, and View tabs.

| FILE | HOME | INSERT | DESIGN | TRANSITIONS | ANIMATIONS | SLIDE SHOW | REVIEW | VIEW |

2. Click on the "Home" tab.
   Here you will find all of the basic editing tools that are most often used in PowerPoint.
3. Click on the "Insert" tab.
   Here we can add text, images, and objects to our presentation.
4. Click on the "Design" tab.
   Here you can edit the size, format, and appearance of the slides in the presentation.
5. Click on the "Transitions" tab.
   Here you can add slide transitions and edit their properties.
6. Click on the "Animations" tab.
   Here you can add sound and animation to the objects and text on your slides.
7. Click on the "Slide Show" tab.
   Here you can choose the settings for your slideshow and set up a projector or another screen.
8. Click on the "Review" tab.
   Here you can review spelling and grammar in your presentation, as well as make corrections and notations.
9. Click on the "View" tab.
   Here you can decide how to view the presentation, notes, and outlines as well as use slide, note, and handout masters. This topic will be covered in detail later on.

Now that we have become familiar with how to navigate Backstage View and the Ribbon, we can work with a new presentation in PowerPoint. Next, we will discuss how to create a new presentation using pre-designed templates and from scratch.