

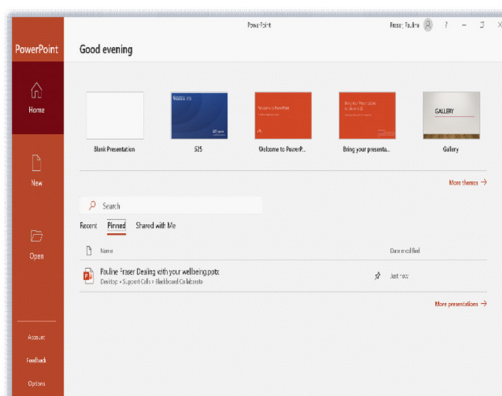
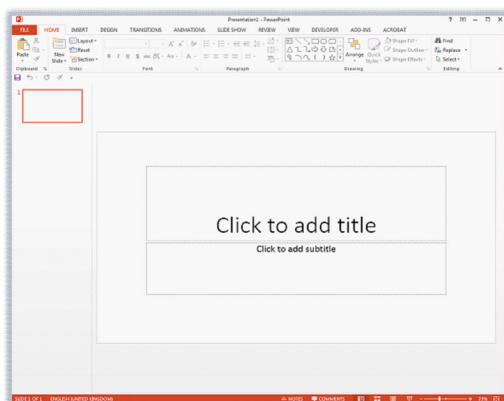
MS PowerPoint – Getting Started

PowerPoint is an effective tool for creating slide show presentations. Use this quick guide to get started.

Opening PowerPoint

- **On a classroom PC** - Open the *Common Applications* folder (on the *Desktop*), and then open the *Microsoft Office* folder to locate *PowerPoint*.
- **On your own device** –Open *PowerPoint* from your programs/apps list.

Creating a new presentation

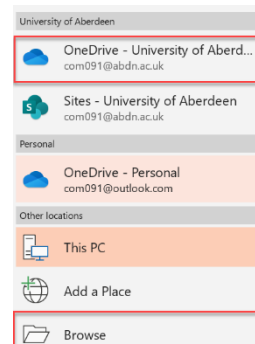


1. Depending on your PowerPoint settings, the application will open with **either** a blank presentation, **or** a start screen from which you can choose a template and theme.
2. Don't worry if you have started with a blank presentation, you can still apply a theme.
 - Click the **Design** tab.
 - Use the **Themes** gallery to choose a theme you like.
 - Use the **Variants** gallery to choose a colour scheme that's clear and easy to read.

Saving a document

Save your workbook regularly so you don't risk losing any work. To save for the first time:

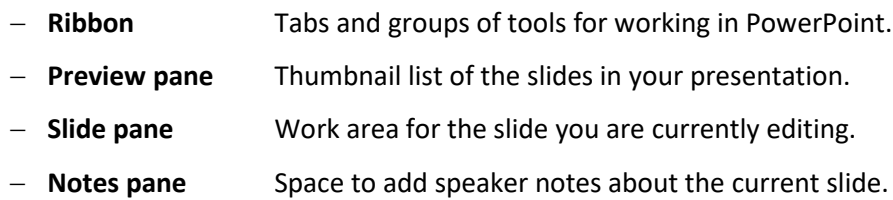
1. Click **File** (top left), then click **Save As**.
2. Click **This PC**, and then **Browse**.
3. Go to **your** University **UserID** drive (**H:**) to name and save your document.



You can use *OneDrive for Business* as an alternative to your (H:). It is shown as '*OneDrive – University of Aberdeen*' when saving from Office 365 apps and you can access it via the web or via an app on a personal device as long as you have an internet connection. Find out more on our [StaffNet web page](#).

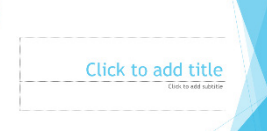
After this, you can click the **Save** icon on the **Quick Access Toolbar** (top left) to save further changes.

1. When you open a presentation, you will see the default **Normal** view.



- ## Adding text to a slide

1. To add your own text, select a text box and type your content.

- 
- Click to add title
- Click to add subtitle

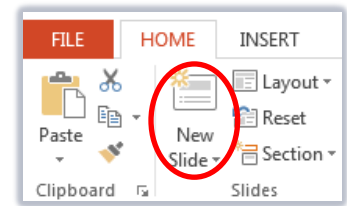
- ## Changing slide layout

- Click the **Home** tab.
- Then click **Layout**.



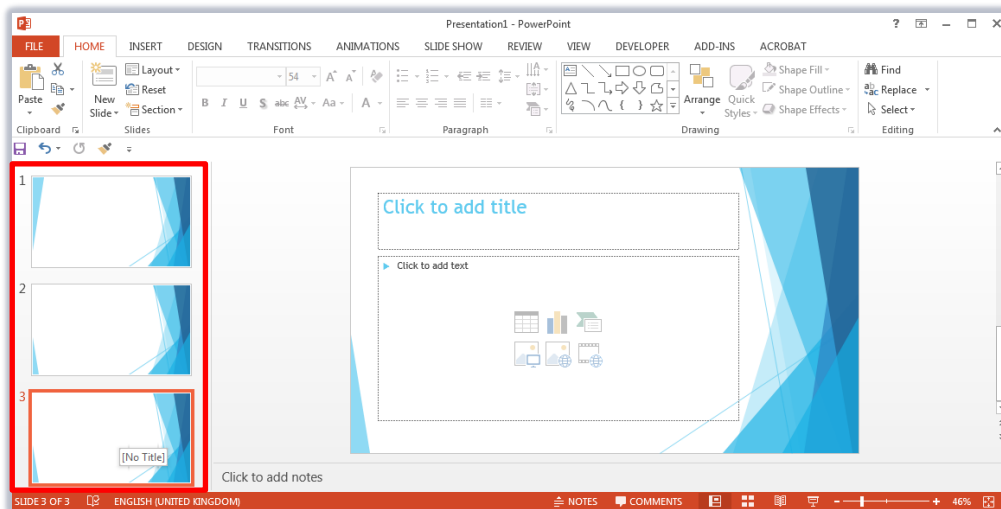
Inserting a new slide

1. Click the **Home** tab.
2. Click **New Slide** and select a slide layout from the list of choices.
3. The new slide will appear after the current selected slide.



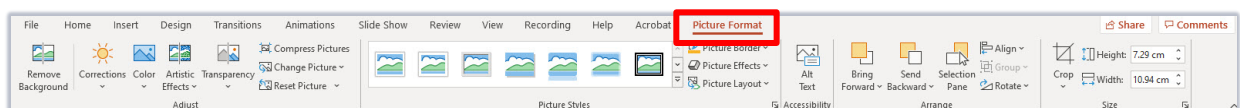
Changing slide order

1. You can click and drag to move slides around in the Preview pane (left of window).



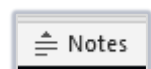
Adding other content

1. Objects such as tables, pictures and charts can help illustrate points whilst presenting.
2. You can add objects to any slide.
 - Click the **Insert** tab, and then click the relevant object icon from the tools on the Ribbon eg *Pictures*.
3. Click the inserted object to access dedicated formatting tools on a new tab (top right, on the Ribbon).



Adding speaker notes

1. Type notes or reminders about each slide in the Notes pane (bottom of window) – you can print these.



Printing from PowerPoint

1. You can print slides, notes or handouts containing thumbnails of your slides.
 - Click the **File** tab, then click **Print**.
 - Under **Settings**, click **Full Page Slides** to see the other options eg *Notes Pages, 3 Slides*.


Checking Accessibility

You should use the Accessibility checker in PowerPoint to check that your presentation is accessible. This means that it can be read by someone with a visual impairment or reading disability who may use assistive technology, such as screenreader software.

1. Click the **Review** tab.
2. Click **Check Accessibility** from the Accessibility section of the ribbon. The Accessibility Checker pane opens at the right of the window.
3. Select each issue in the list and read the additional information at the bottom of the pane for instructions about fixing the problem.



Add the Accessibility Checker to the status bar. It will alert you to potential issues as you create the document. **Right-click** the status bar and choose **Accessibility Checker** or click the checkbox in the Accessibility Checker pane **Keep accessibility checker running while I work**. Clicking the icon on the status bar opens the Accessibility Checker pane.

 Accessibility: Investigate

Further information and help

Now you know how to create a presentation, why not check out our companion resource [Presenting in PowerPoint](#)

For more information on creating accessible PowerPoint presentations, visit Microsoft's PowerPoint Accessibility website.

Click the **question mark** icon (top right) for Microsoft help. Search for a keyword eg *themes*.

More information is available online from IT Services' Resources for Learning IT.

You can also use MyIT to log calls with [the University's IT Service Desk](#).

