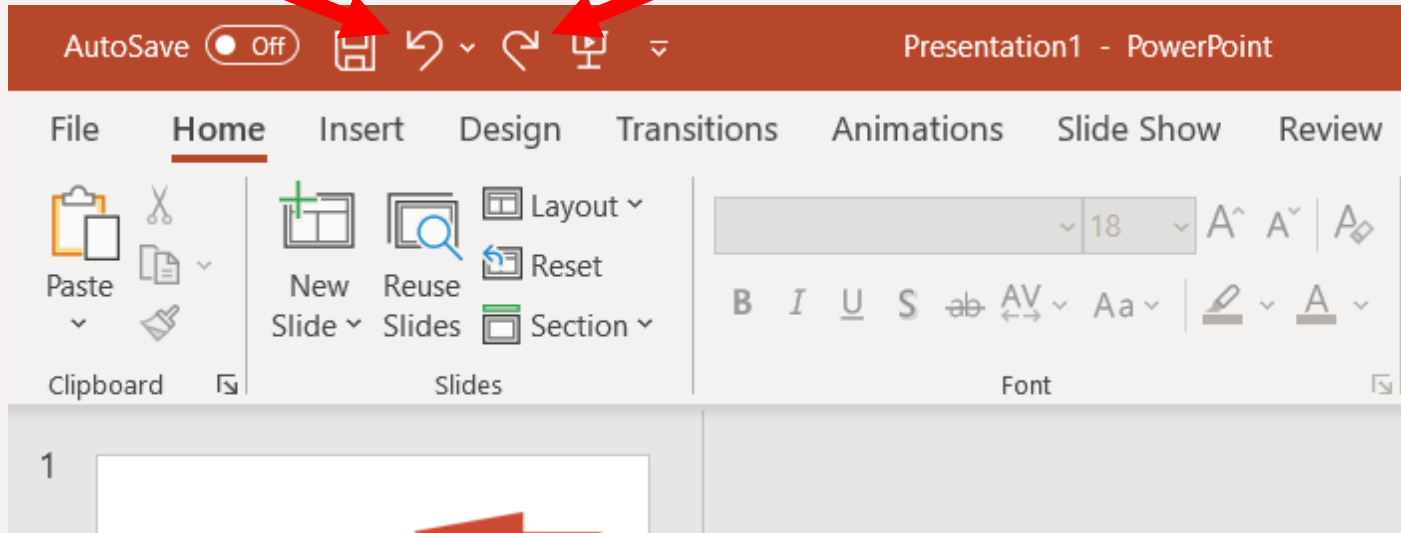# Microsoft Office:

PowerPoint
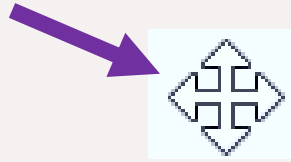
UNDO ↺

REDO ↻

The default number for PowerPoint redoing and undoing is twenty times!
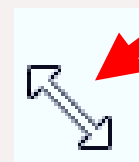
REMEMBER Once you save and exit this option is no longer available
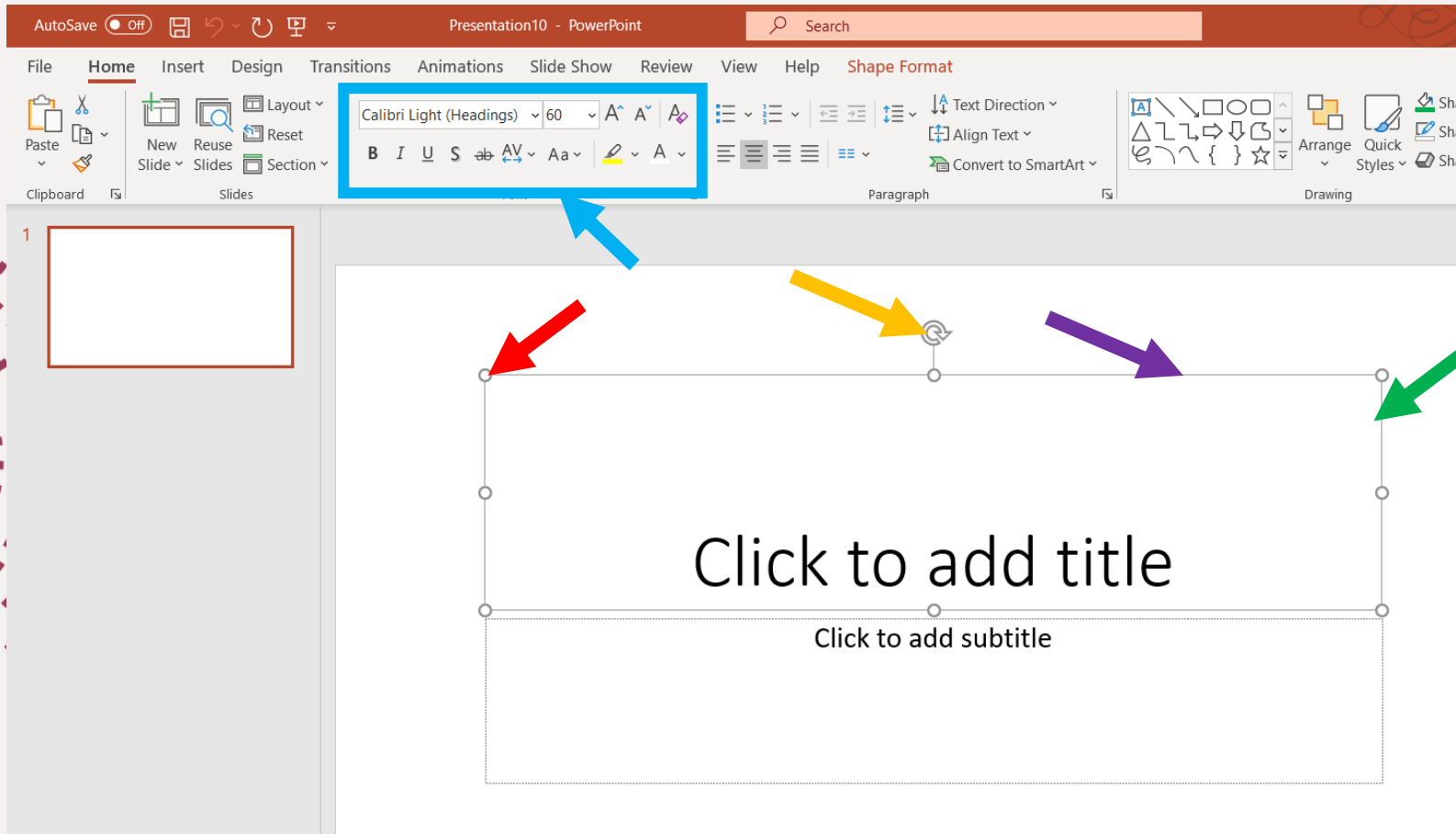
Text Boxes

Drag Symbol

Resize Symbol

Rotate Symbol

When you start up a new blank presentation it will come with pre-prepared textboxes (as shown in the image).

You will notice that there is a surround around each textbox that you can click on and this allows you to resize, drag, rotate, change font etc.

Click to add title

Click to add subtitle

Text Boxes (Part 2)

To insert text boxes of your own, you must make sure that you are on the **insert tab**, you must next move along the contents until you find '**Text Box**'.
When you click on it you can then draw your own textbox to write in, or if you double click on it a textbox will be placed on the page automatically for you.
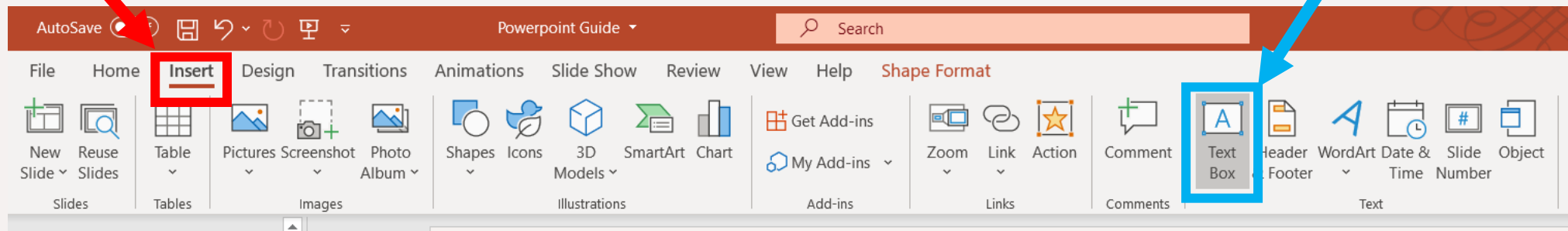
If you would like to edit the border of the text box or the fill inside, you must right click the **surround** of the text box and use the small **design tab** that pops up.
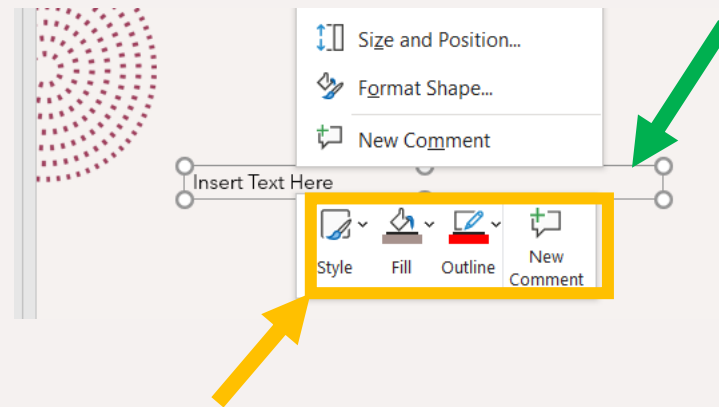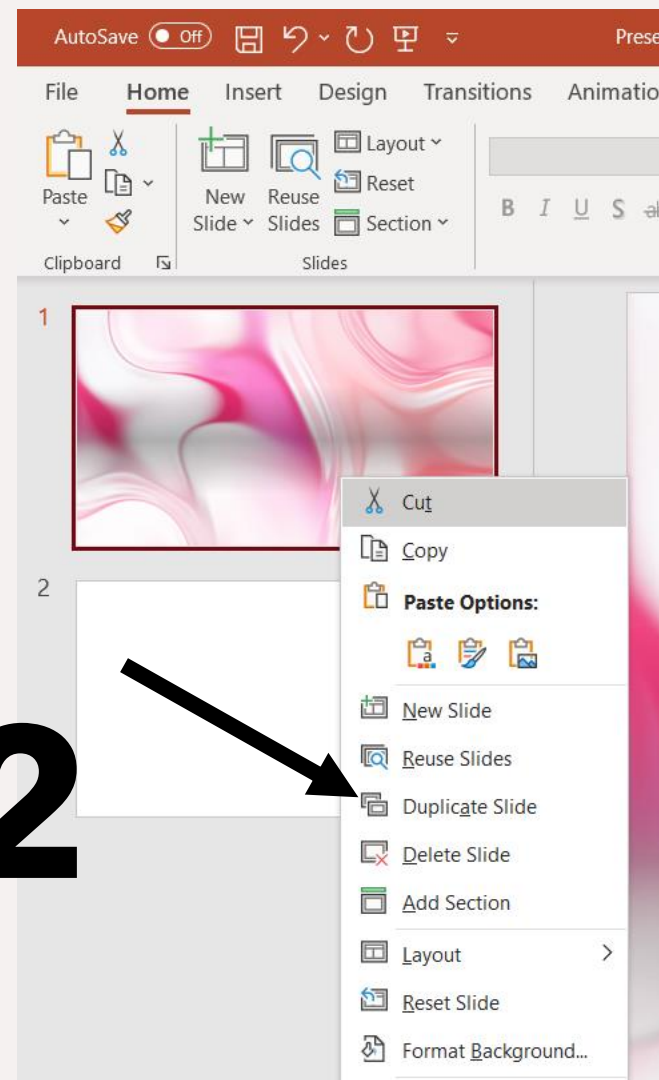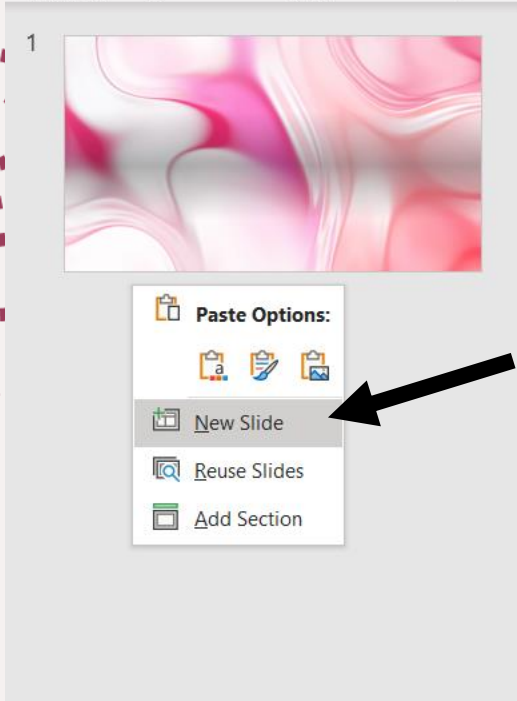
Slides

If instead we wanted the entire contents to copy to the new slide. We would right click the slide with the information we want and then click duplicate slide.

1

On the left side of our screen we can view our slides, if we right click on the area we will be given some options and this is how we are going to create a new slide.
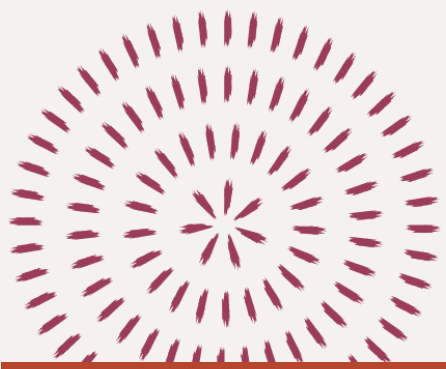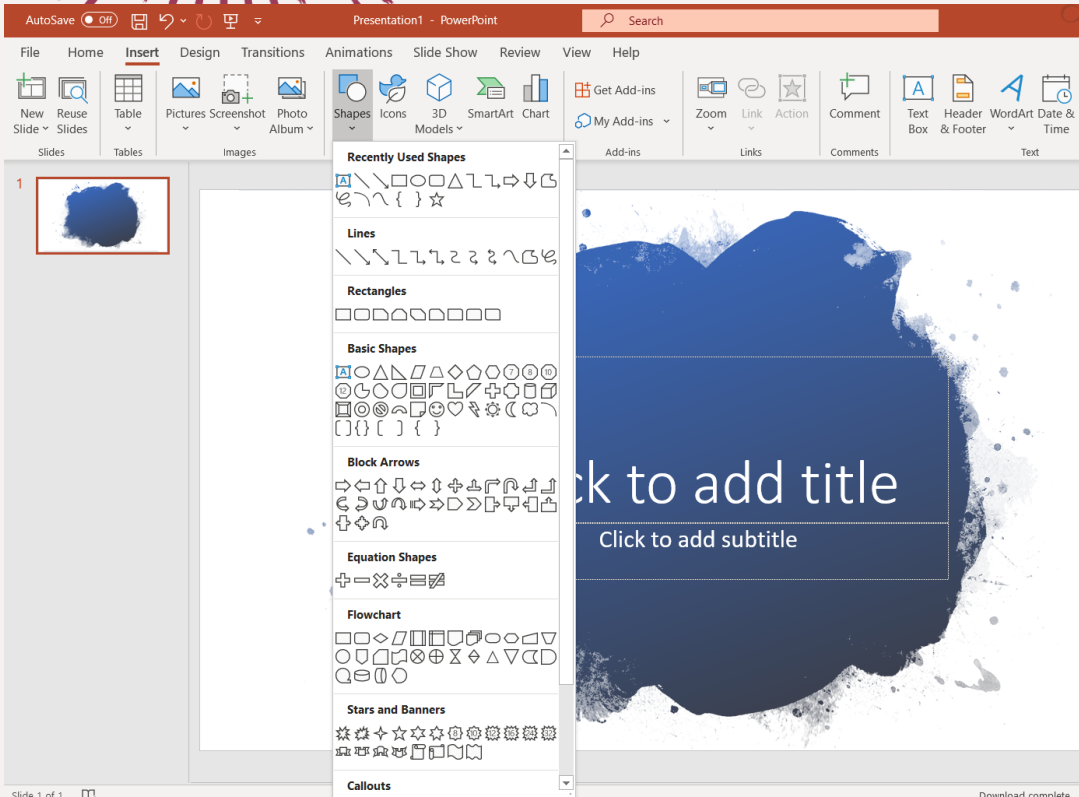
2

3

If we wanted to change the order of our slides we will simply drag them above or below each other.

Shapes

When we want to insert anything we go to the 'insert' tab, move along the tab until you find shapes and upon clicking on it you will open a drop down menu now you will be able to choose a shape.

Once you've selected a shape, click on it and then click on any spot on your slide to place it.

You can adjust the size and colour using the drag and move tools. When we right click we will see our design tab and can play with outline and fill colour.

Pictures

Once more we stay on the insert tab and this time go along until we find 'Pictures'. When we click on it we are given options to insert a picture from our folders, to look at images that are already on PowerPoint or to look online for pictures. Unless you have a specific picture in mind you should look at 'Online Pictures'
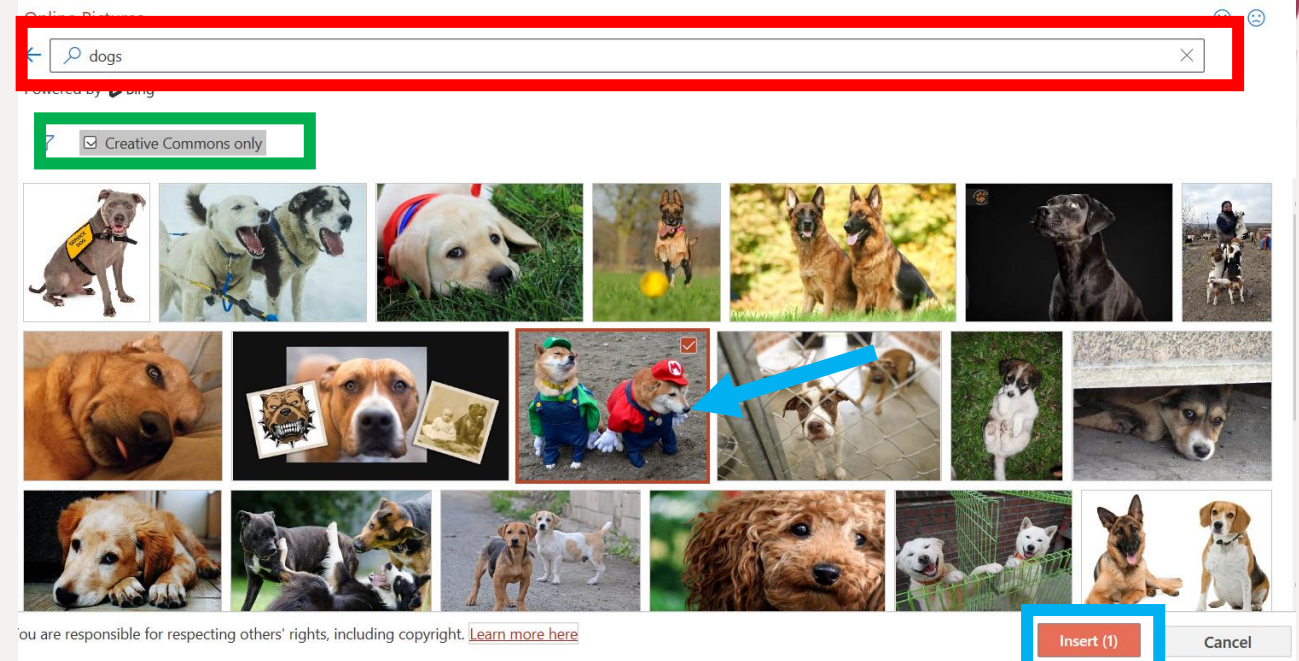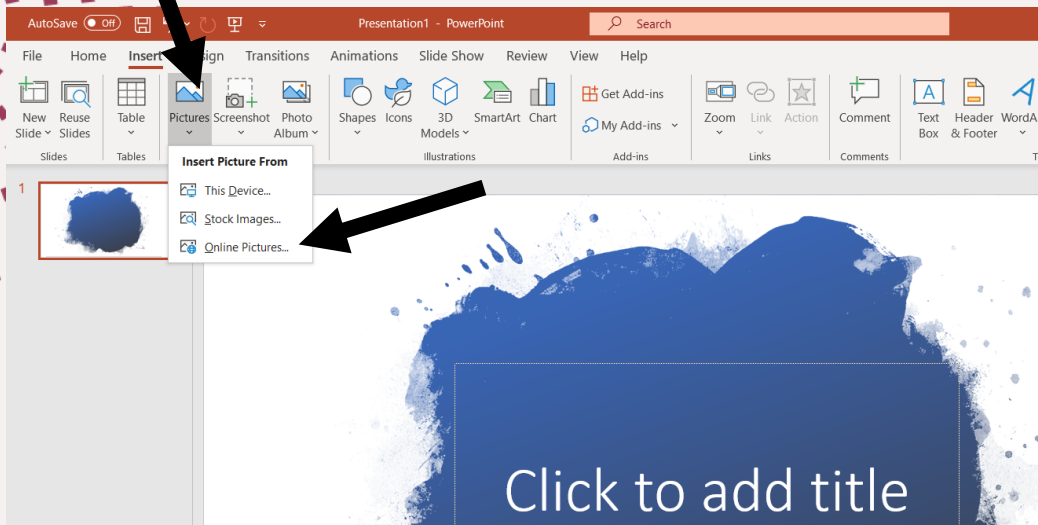

Now we have clicked online pictures, we will **type in** what we are looking for. Once you've chosen **click on that image**, then click on **insert** and it will be inserted into your presentation.

(If not enough results appear for you, untick '**creative commons**' and you will get more results.)

Smart Art

Once you've pressed 'ok' the graphic will be inserted onto your slide.
You can **edit the design** by experimenting with the styles and colours in the top panel.
You can **add text** into your graphic by clicking on the text area or by using the box to the side.
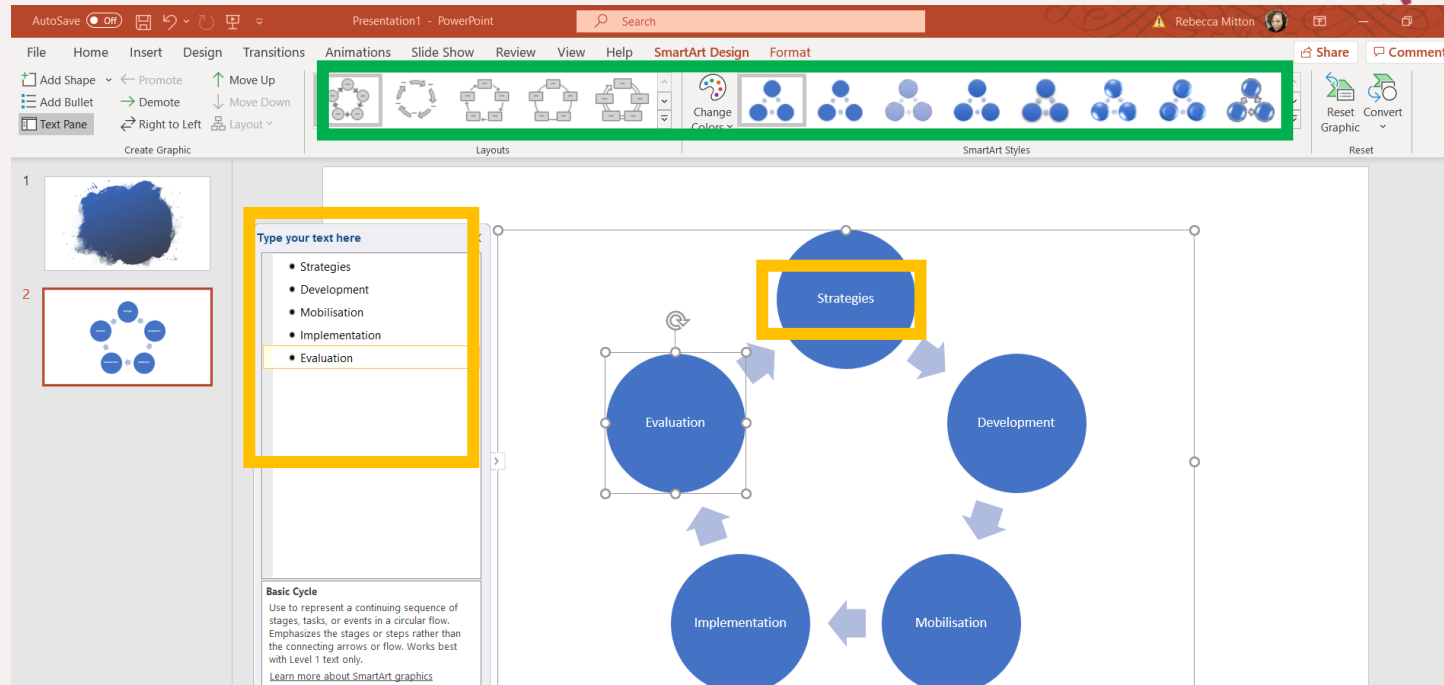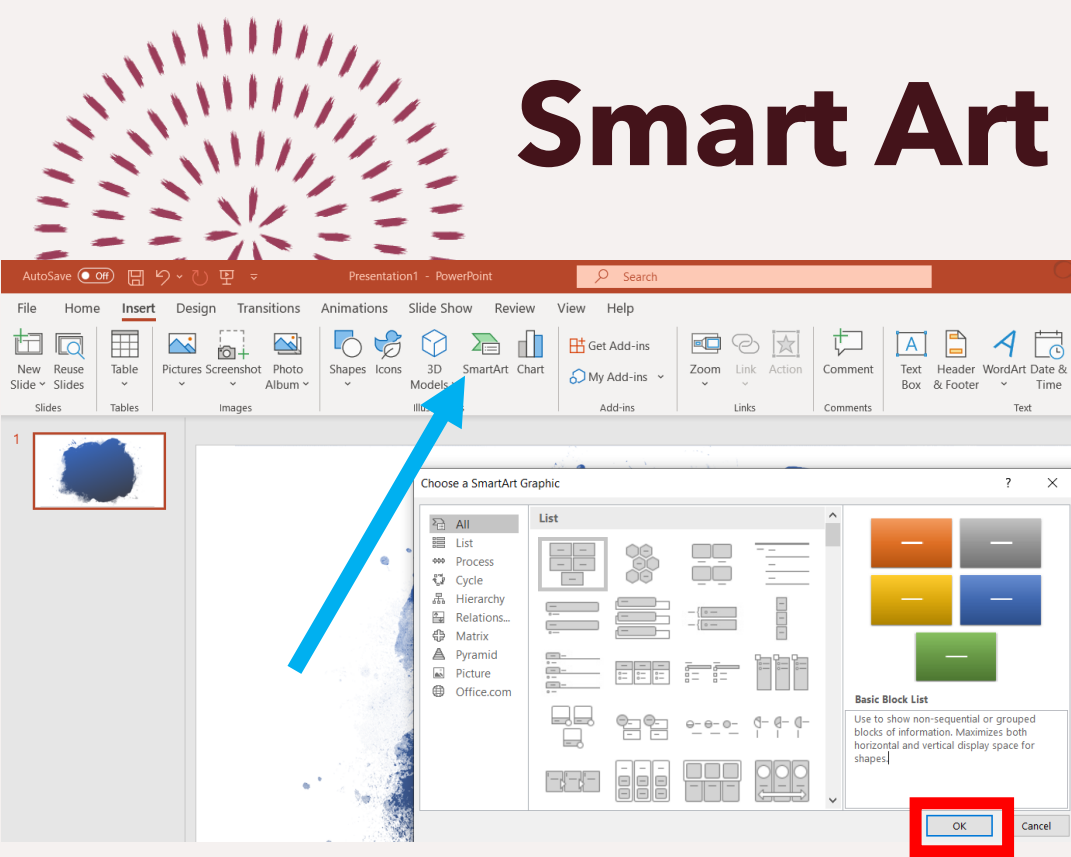
Also in the Insert tab we have '**Smart art**' which gives us graphics/charts. Once we click on it we have a selection of different graphics that we can use. Browse it and select the one you are interested in and press '**ok**'.

For our example we will use a cycle.

Backgrounds

The design tab is dedicated to editing your presentation, it has a selection of premade designs you can choose from and that will be the running theme of your slide show.
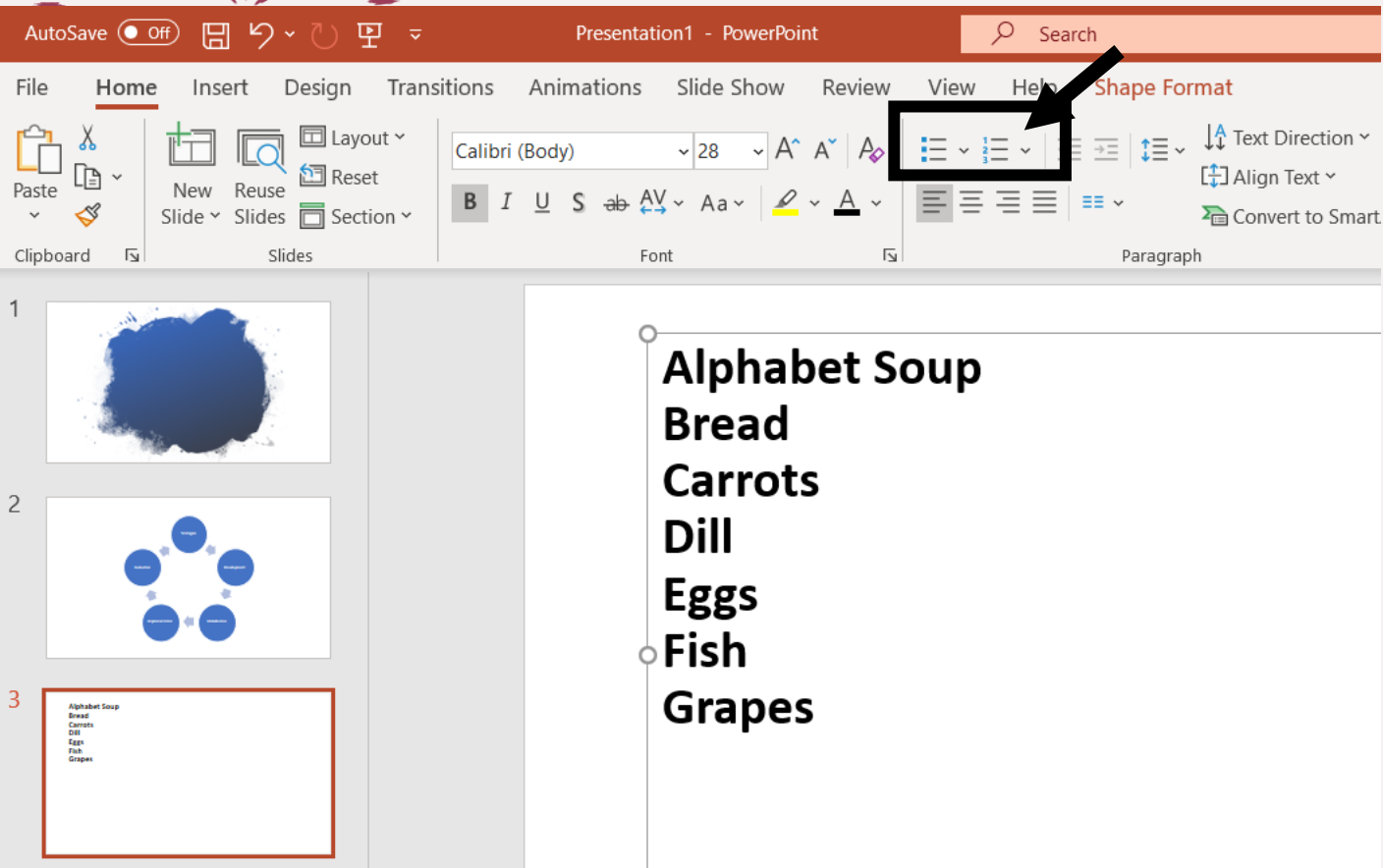
Alternatively you can select Format Background and then experiment with things. You can have a solid fill, a gradient of colours, insert your own picture background or have a pattern as your background.
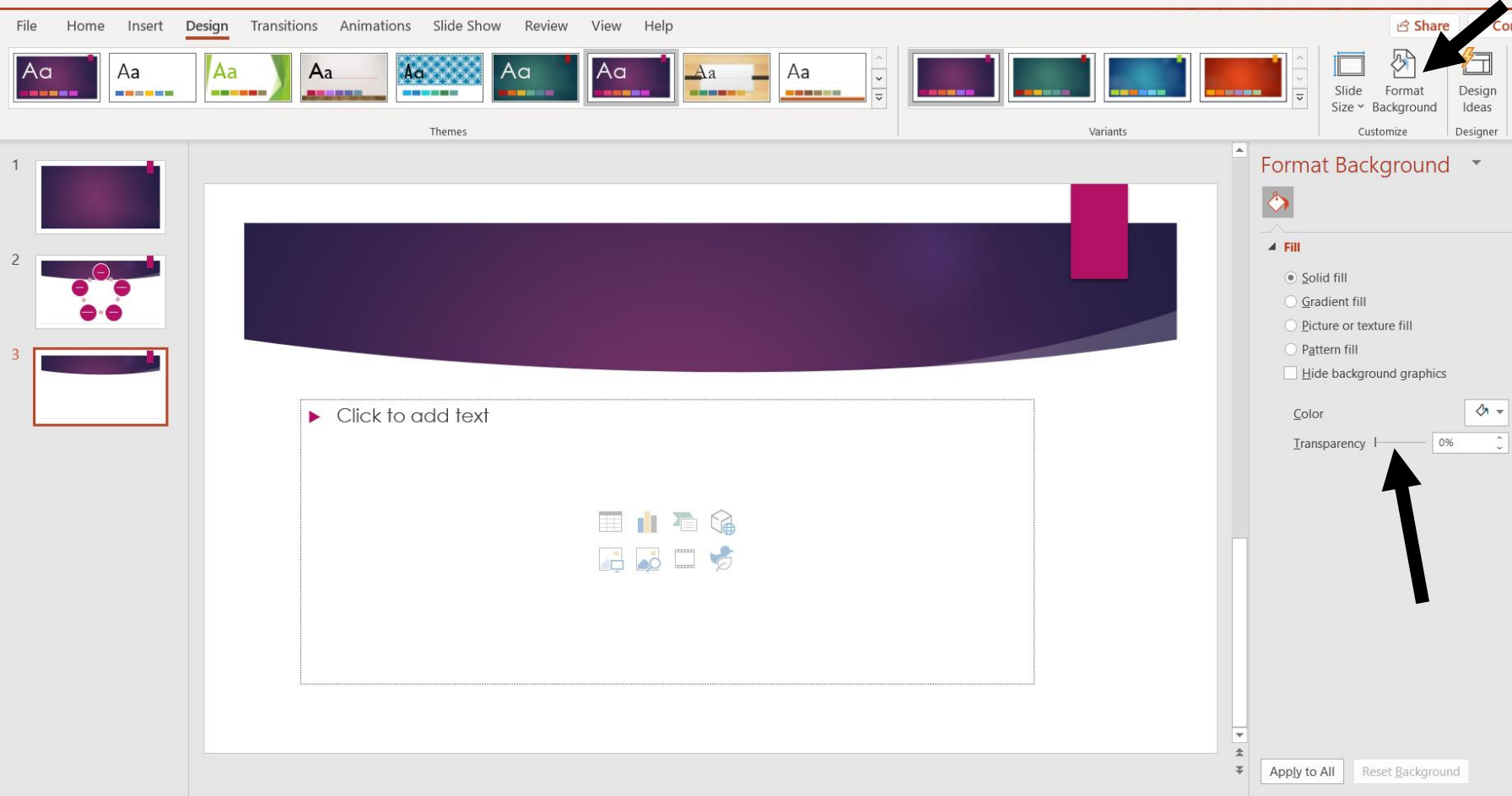
If your text does not stand out very much against it you can even edit the transparency of your slides to make it easier to see.

Bullets and Numbering

Once we click on the surround of a text box more options open up. Here you see bullets and numbering, you can select different styles of bullet points on the bullet point tab or different styles of numbering on the numbering tab.
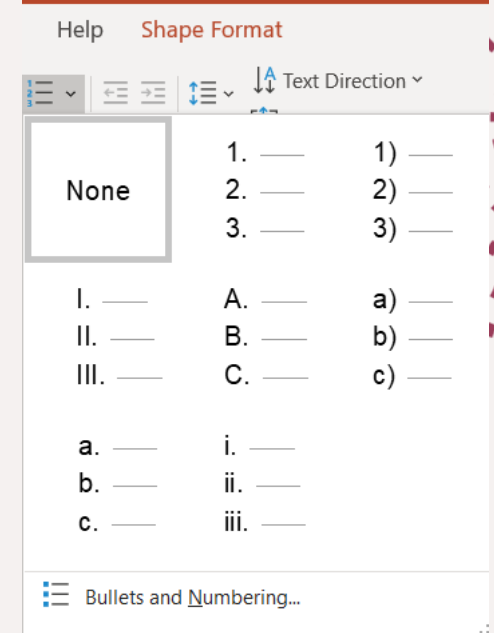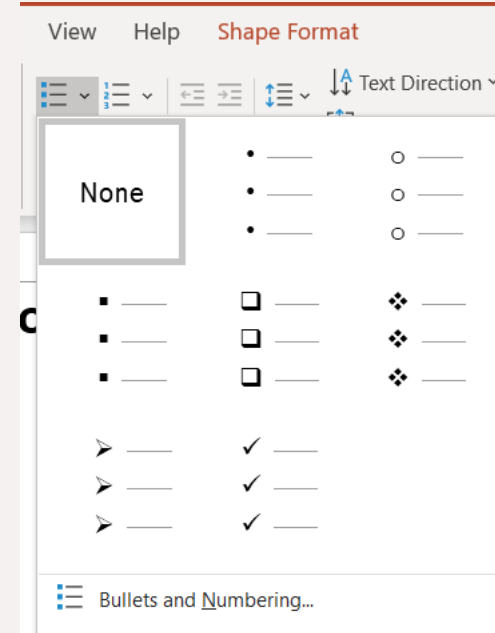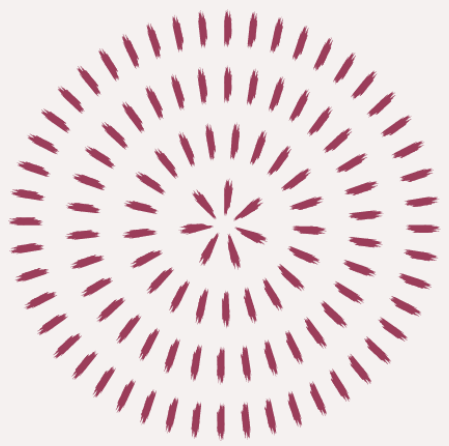
Transitions

A brief introduction for transitions. Once you click on the transition tab you can select the way in which each slide will enter during your slide show. You'll need to experiment with this one yourself.

An example: 'Fade' will most likely result in the information on the page slowly fading onscreen once you change over to that slide. Give it a go!
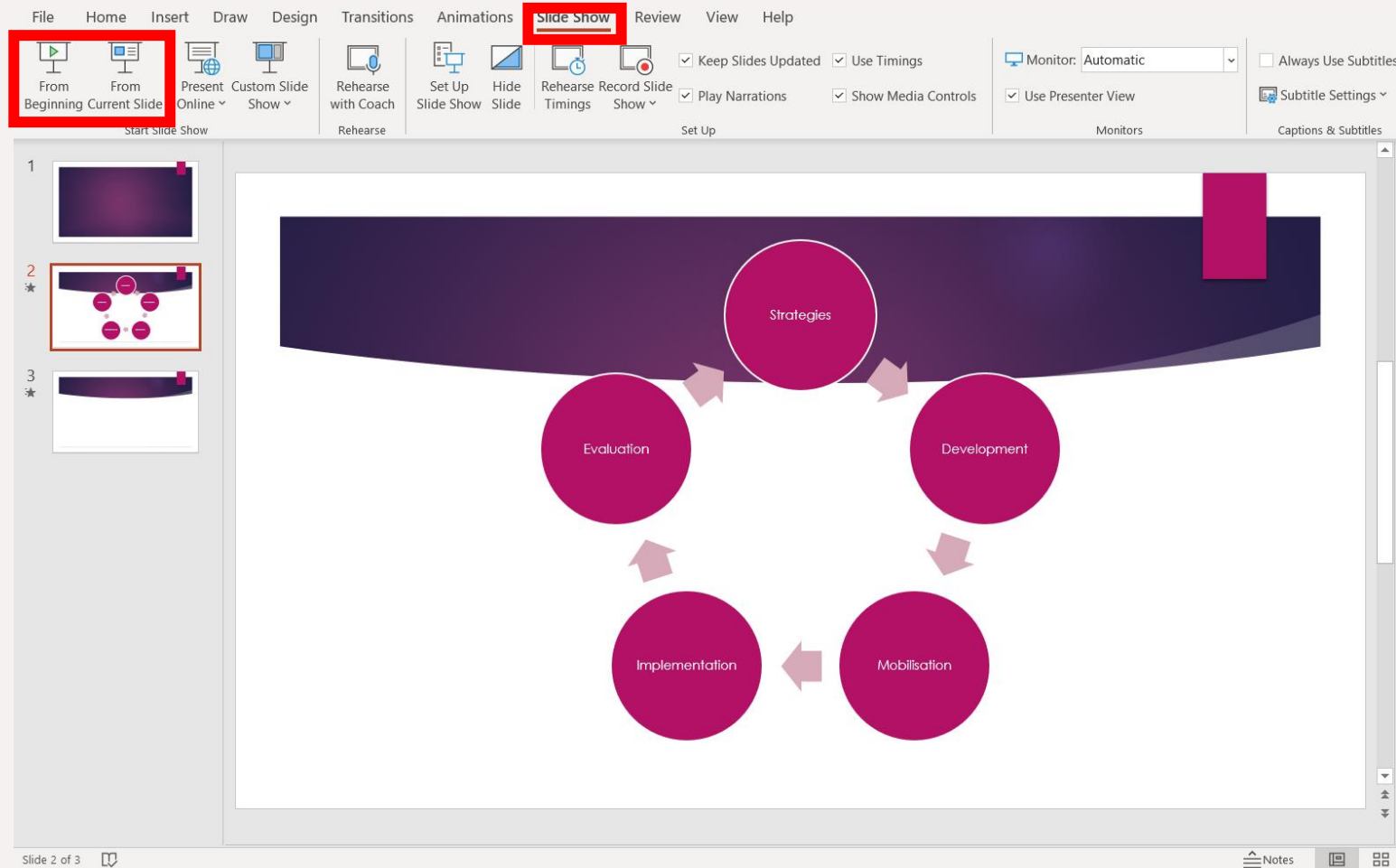
Animations

Animations are a bit like transitions except you must select a particular object/text box etc. Click on the animation tab you can select the way in which each object with appear on screen.

An example: Using 'Wheel' on the chart will result in the chart revealing itself on the screen in a wheel motion. (As captured in the picture).
Give it a go!

Slide Show

In the **Slide Show tab** we can start our slideshow. You can start from a certain slide or from the beginning, there are other options too, it's best to experiment and check out the options for yourself. ☺

Thank you

If you need any extra support or want further details, please email us at:

londonlibrary@sunderland.ac.uk