

Create a presentation in PowerPoint

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What is PowerPoint?



Overview

1. Create presentations from a **template**.
2. Add **text, images, art, chart** and **videos**.
3. Select a professional design with **PowerPoint Designer**.
4. Add **transitions** and **animations**.
5. Save to **OneDrive**
6. **Share** and work with others.

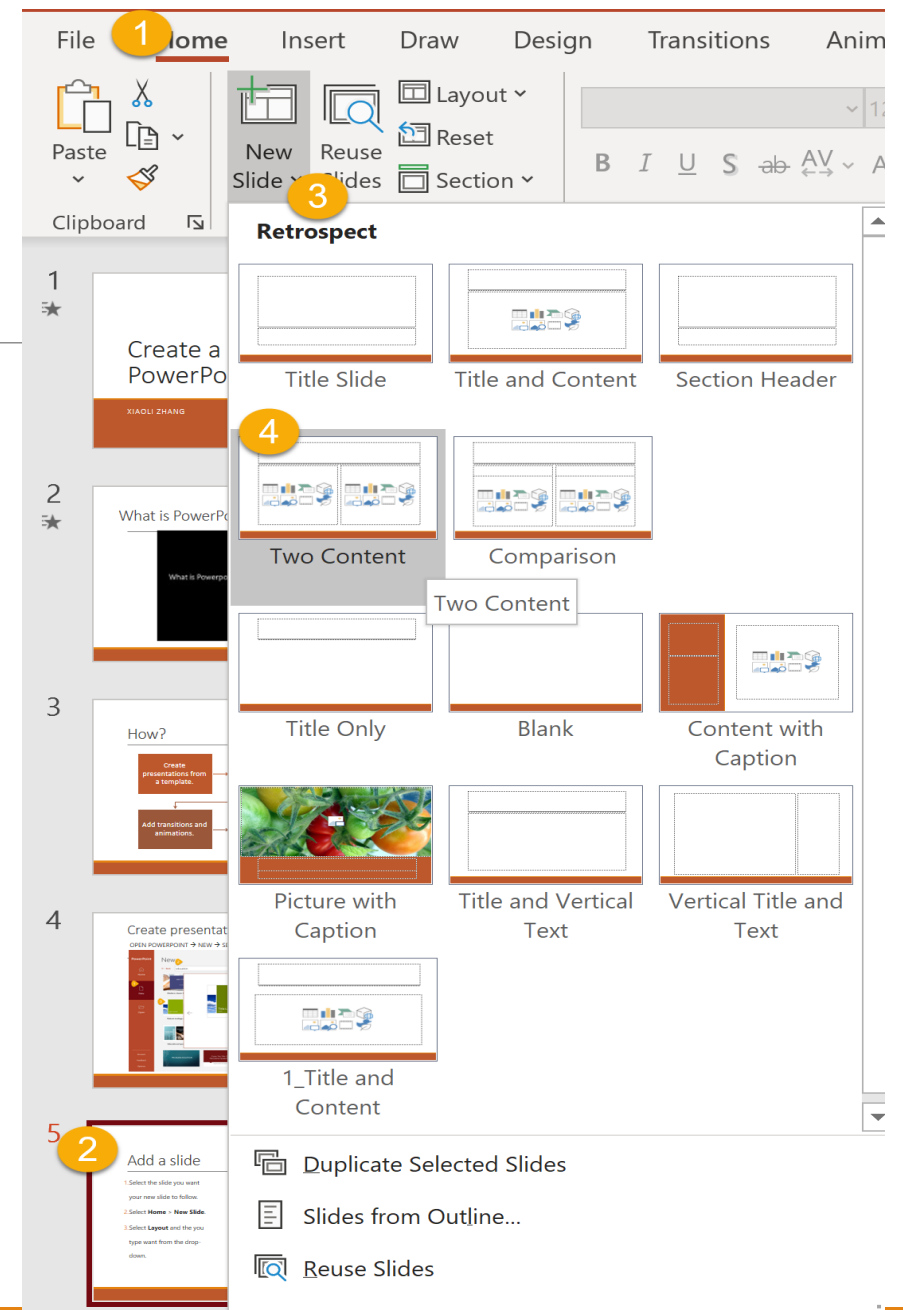
Create presentations from a template

OPEN POWERPOINT → NEW → SEARCH ONLINE TEMPLATE → SELECT TEMPLATE → CREATE

The screenshot shows the Microsoft PowerPoint interface in the 'New' section. On the left is a dark red sidebar with icons for Home, New, Open, Account, Feedback, and Options. The main area is titled 'New' and features a search bar with the word 'education' entered. Below the search bar, several template thumbnails are visible, including 'Modern classic', 'Nature ecology', and 'Educational qu...'. A larger preview window is open, showing a 'Nature ecology education p...' template. This preview window contains a 'Title Layout' slide with a green background and images of a plant and water. A red 'Create' button is positioned to the right of the preview. Yellow callout numbers 1 through 4 highlight key steps: 1 points to the 'New' icon in the sidebar, 2 points to the 'New' title, 3 points to the 'Nature ecology' template thumbnail, and 4 points to the 'Create' button. At the bottom of the screen, a row of five additional template thumbnails is displayed, including 'PROBLEM/SOLUTION', '[Type The Title Of The Persuasive Speech Here]', 'MY INVENTION', 'A Review of Playground rules', and 'GETTING TO KNOW YOUR TEACHER'.

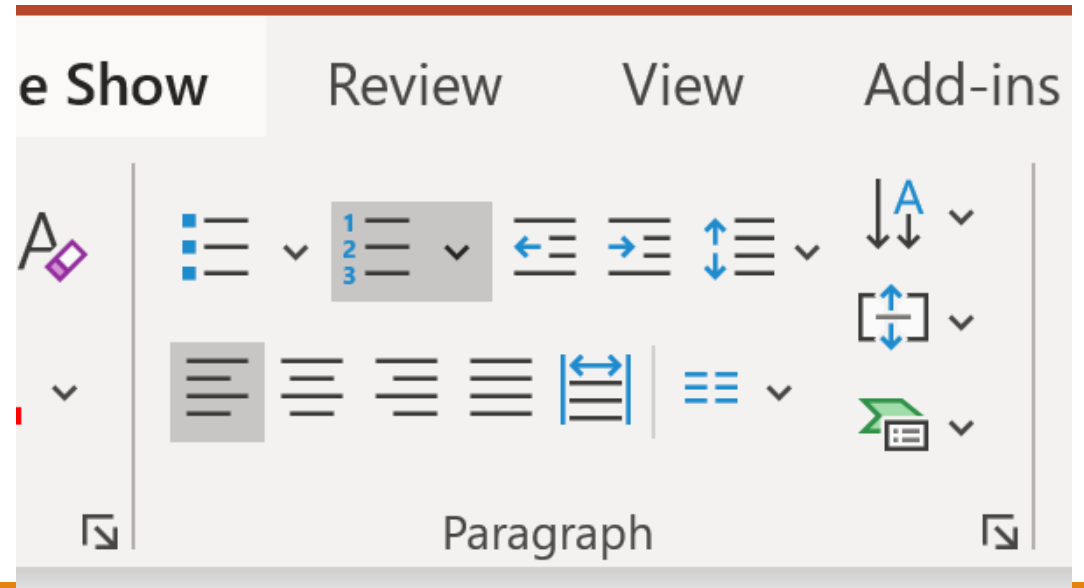
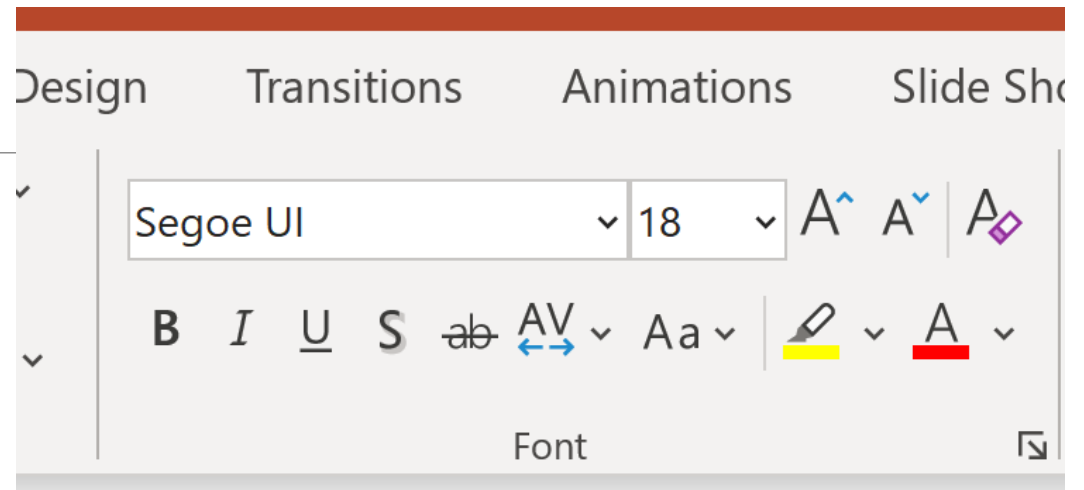
Add a slide

1. Select the slide you want your new slide to follow.
2. Select **Home** > **New Slide**.
3. Select **Layout** and the you type want from the drop-down.



Add and format text

1. Place the cursor where you want, and type.
2. Select the text, and then select an option on the **Home** tab: **Font**, **Font size**, **Bold**, **Italic**, **Underline**, ...
3. To create **bulleted** or **numbered** lists, select the text, and then select **Bullets** or **Numbering**.



Add a picture, shape, or chart

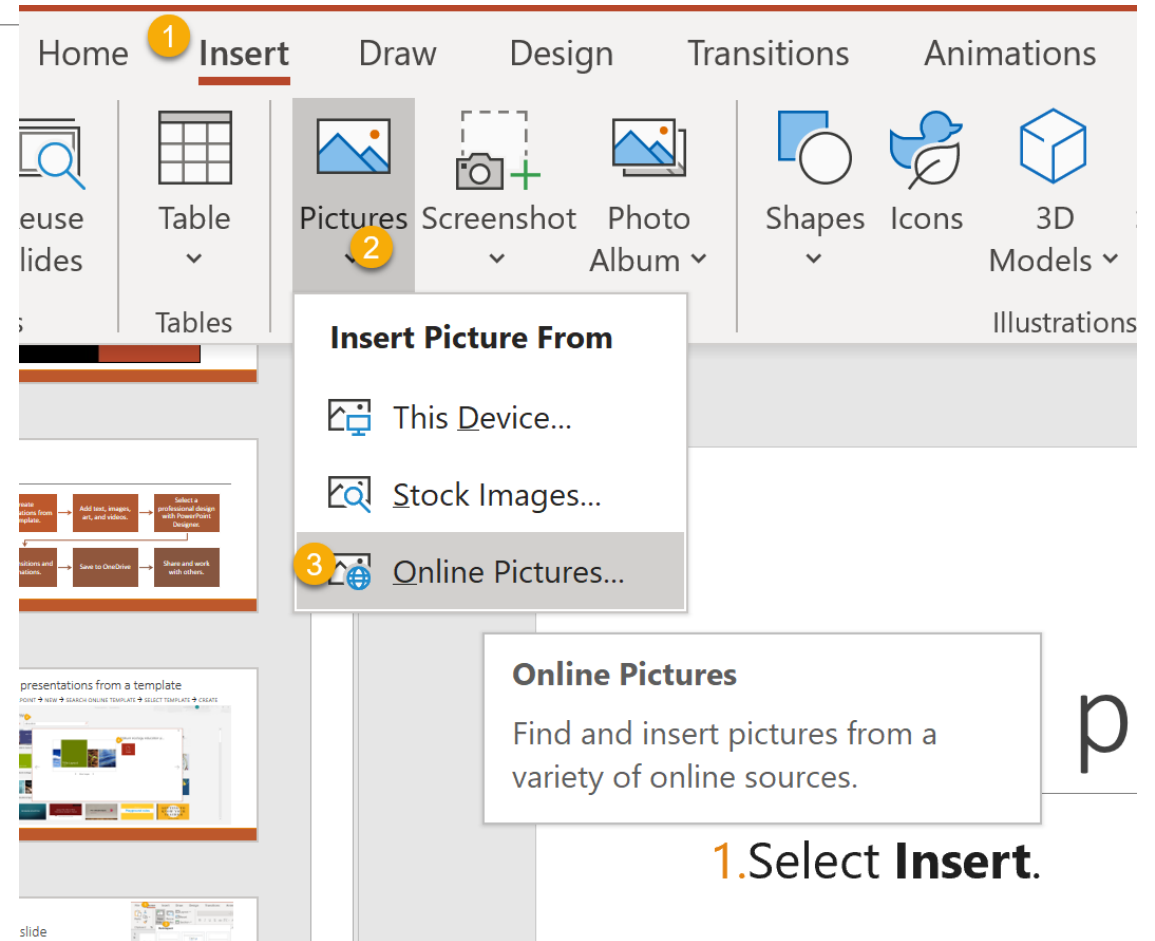
1. Select **Insert**.

2. To add a picture:

1. Select **Picture**.
2. Browse for the picture you want and select **Insert**.

3. To add a shape, art, or chart:

1. Select **Shapes**, **Icons**, **SmartArt**, or **Chart**.
2. Select the one you want.



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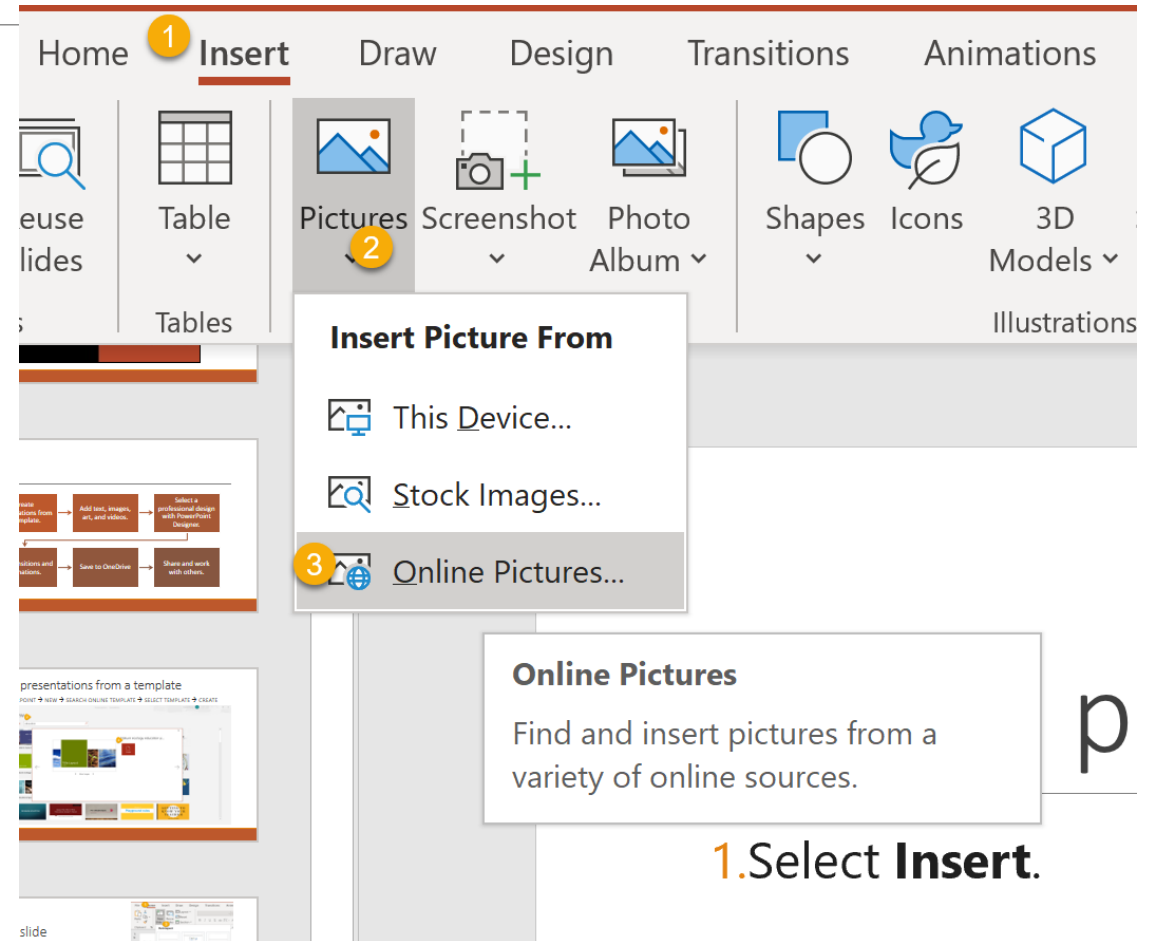
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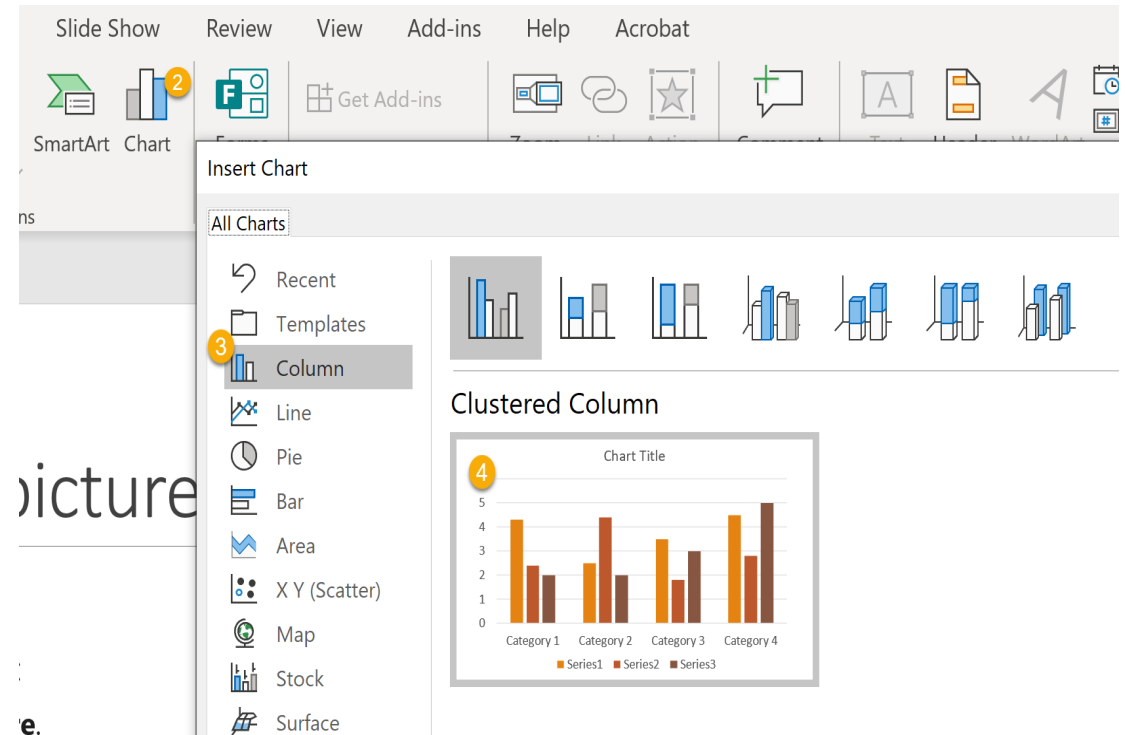
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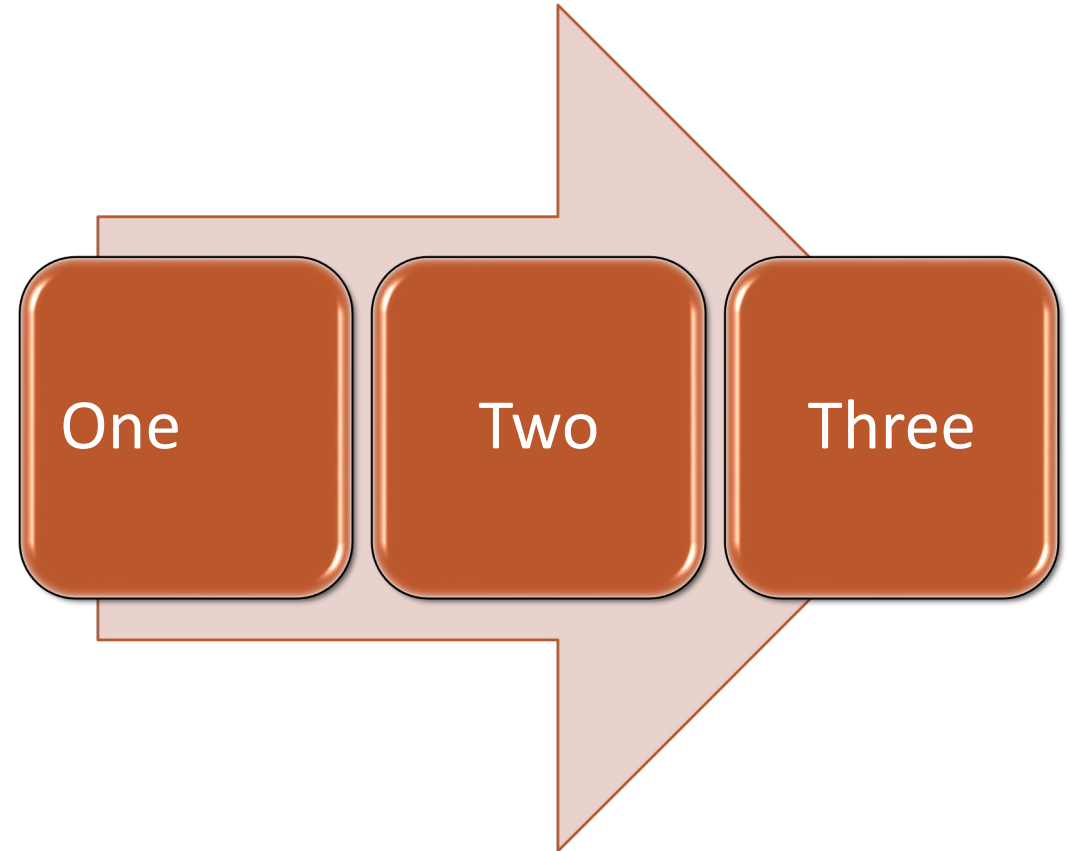
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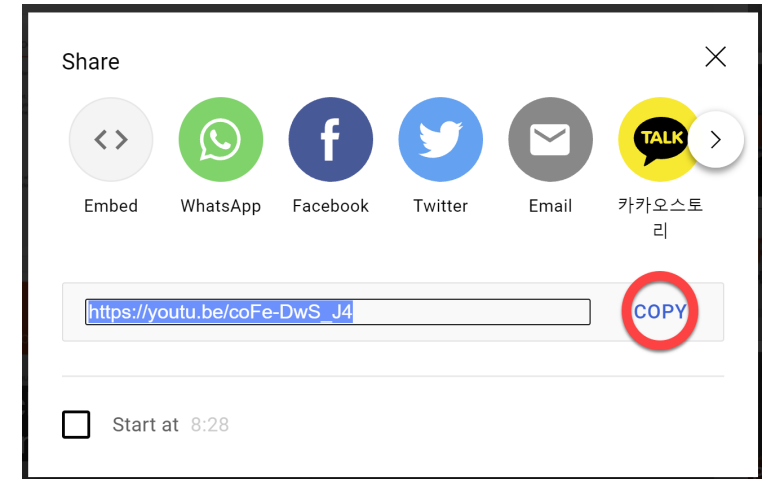
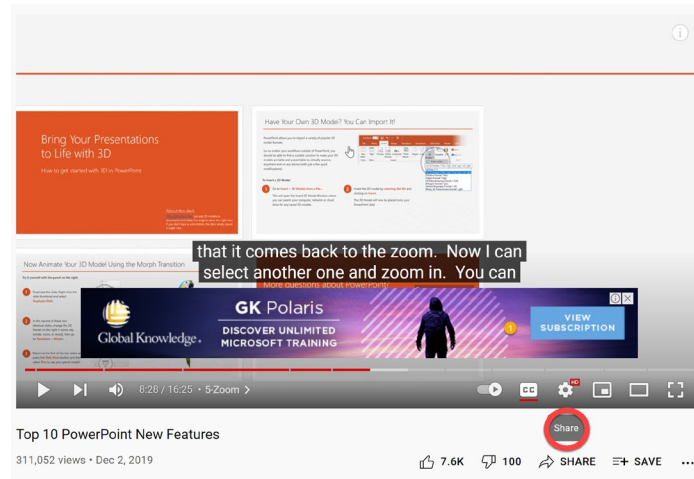
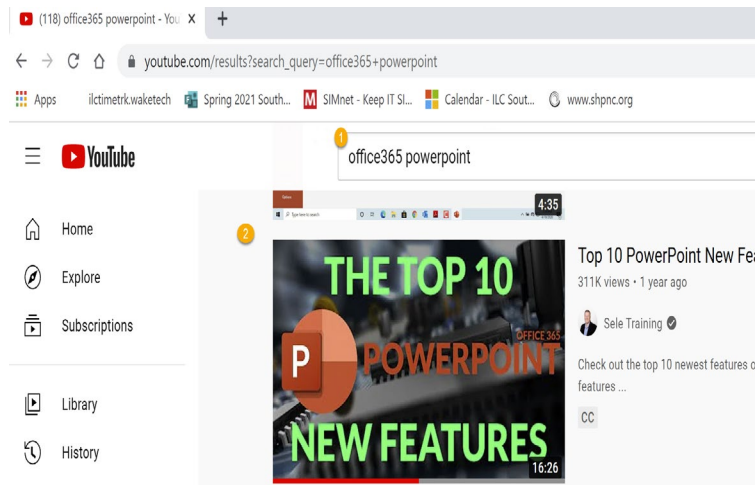
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2. Browse for the picture you want and select **Insert**.

3. To add a shape, art, or chart:

1. Select **Shapes**, **Icons**, **SmartArt**, or **Chart**.
2. Select the one you want.



Get the Online Video URL



Select Online Video



Click on Share



Copy the Link

Add an Online Video

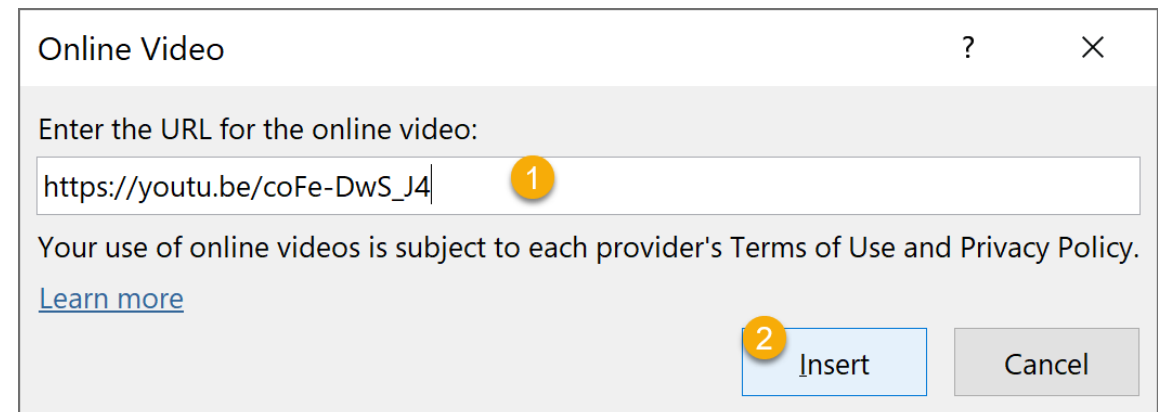
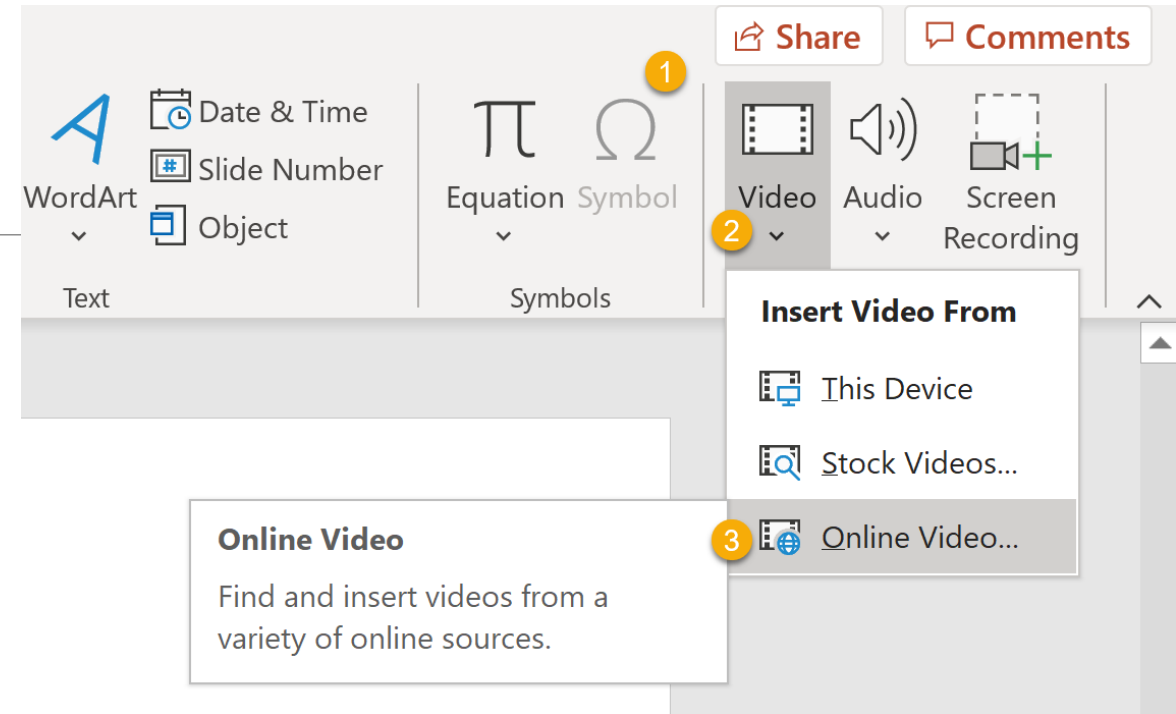
1. Select **Insert**.

2. To add a Video:

1. Select **Video**.

2. Insert Video From.

3. Select Online Video.



THE TOP 10



POWERPOINT

NEW FEATURES

Add Transitions to bring your presentation to life

1. In the **Thumbnail Pane**, select the slide where you want to apply or change a transition.
2. On the **Transitions tab**, find the effect that you want in the Transition gallery.
3. Select **Effect Options** to specify how the transition occurs.
4. If you want all slides in the presentation to transition the same way, select **Apply To All**.
5. Select **Slide Show button** The Begin Slide Show button. to **view** the transition.

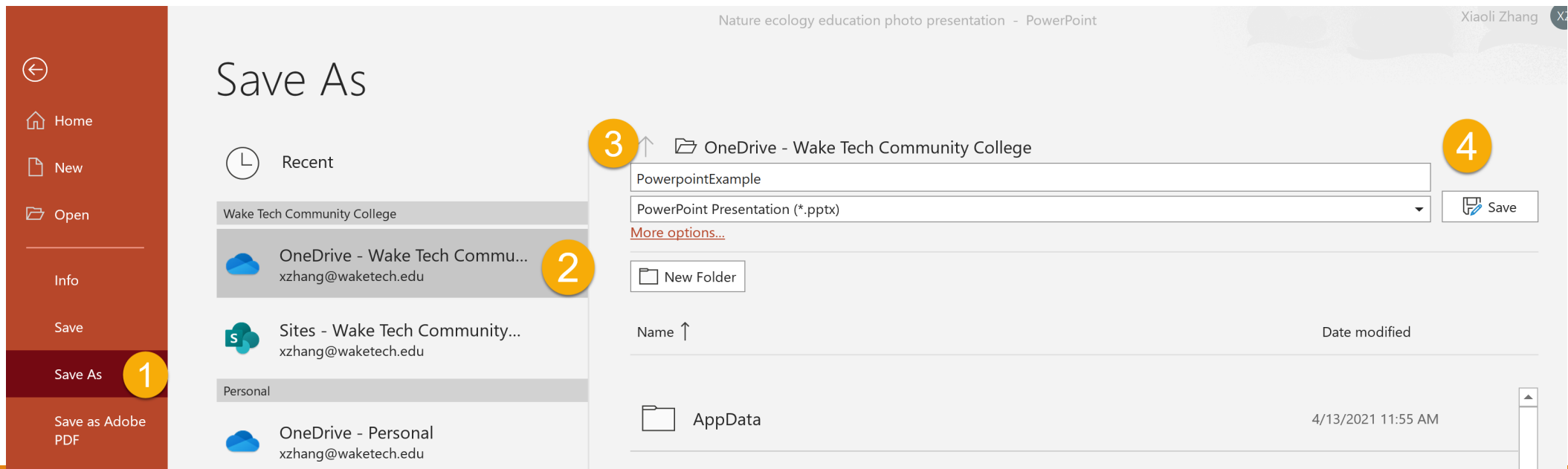
Add Animations

1. Select the **text** or **object** that you want to animate.
2. On the **Animations tab**, select an animation effect from the gallery. Entrance effects icons are colored green, emphasis effects icons are colored yellow, and exit effects icons are colored red.
3. Some animations have **Effect Options** that add direction to animation.
4. Select Slide **Show button** The Begin Slide Show button. to view the animation.

Save your presentation to OneDrive

When you save your files to the cloud, you can share and collaborate with others, and get to file from anywhere – on your computer, tablet, or phone.

1. Select **File > Save As**.
2. Select **OneDrive**.



Share and collaborate in PowerPoint

Share your presentation

1. On the ribbon, select **Share**.
2. In the **Send Link** dialog box, do the following:
 - a. Enter the names or email addresses of the people you want to share with.
 - b. Select the drop-down to change permissions, if you want. **Allow editing** is checked by default. To change permission to view only, uncheck this box and select **Apply**.
3. Include a message if you'd like and select **Send**.
4. You can also select **Get a link** to create a link that you can copy into an email.

