

Microsoft 365: PowerPoint

Microsoft PowerPoint is the only programme that can create presentations better than any other. In this guide, we'll go over the fundamentals of PowerPoint and how to effectively use specific features to produce a great presentation. PowerPoint offers a variety of helpful tools and features that can enhance your presentations.

This document will focus on **How To...**

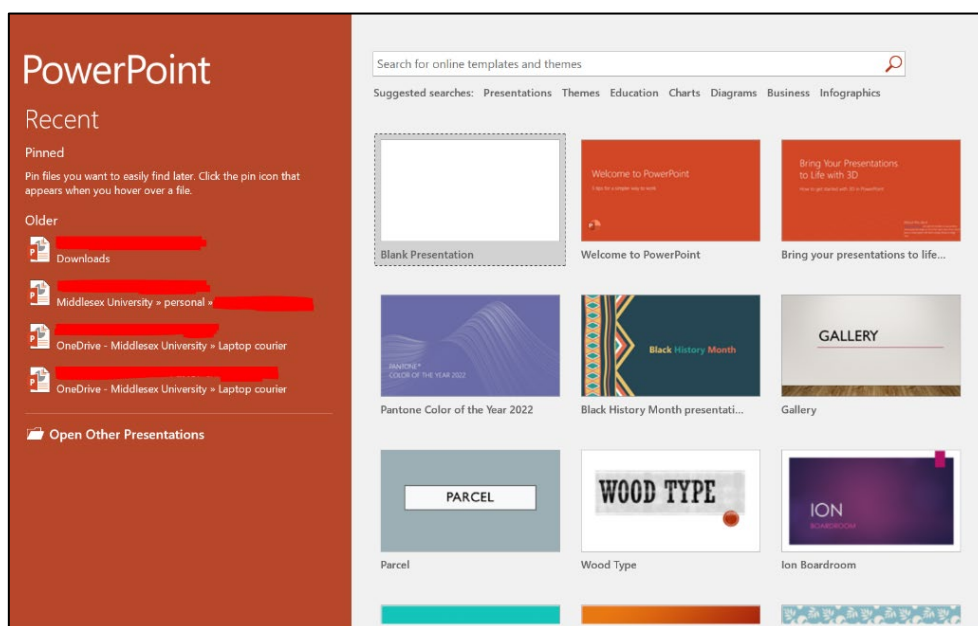
- Designing PowerPoint slides (Templates and Themes)
- Font and text size
- Changing the layout of PowerPoint slide and size
- Voice and Screen recording on PowerPoint
- Inserting images/videos

How To... Designing PowerPoint Slides (Templates and Themes)

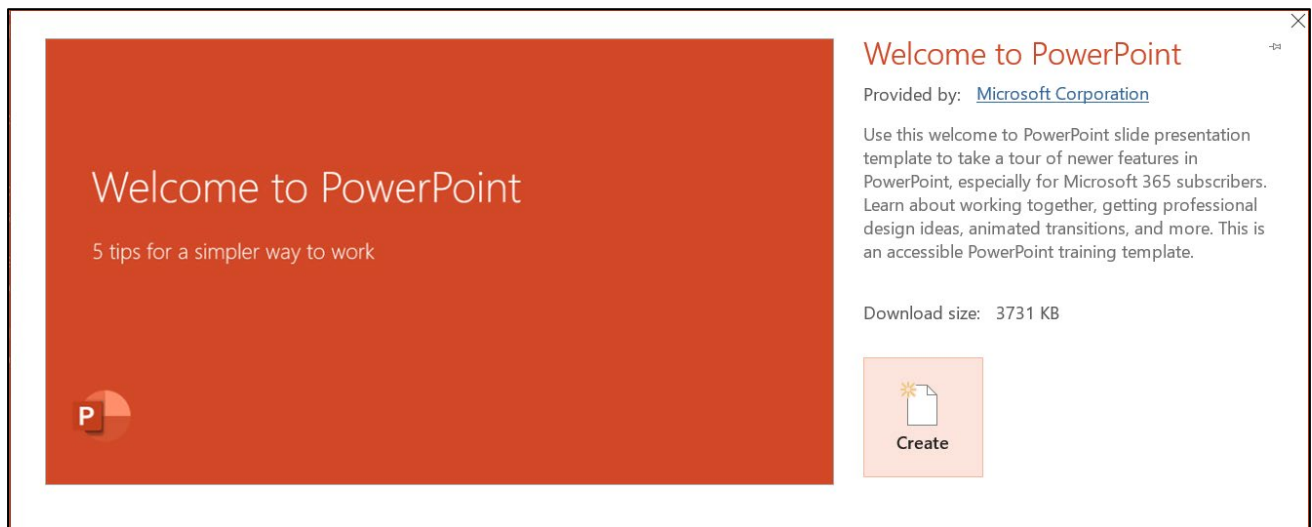
PowerPoint offers a variety of themes and design templates to style your presentation. There are 2 approaches to customising your slides.

Approach 1: Pre-Designed template and themes

- 1: Open up **PowerPoint**, you will be presented with a list of slide designs.

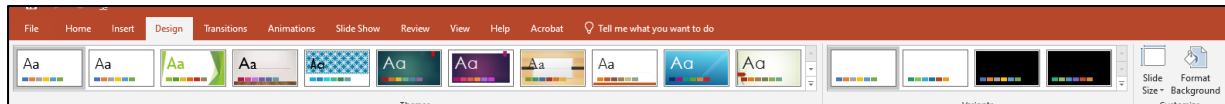


- 2: Select **Blank Presentation** slide design, a small window will appear.
- 3: Select **create**. PowerPoint will open up with the selected theme slide.

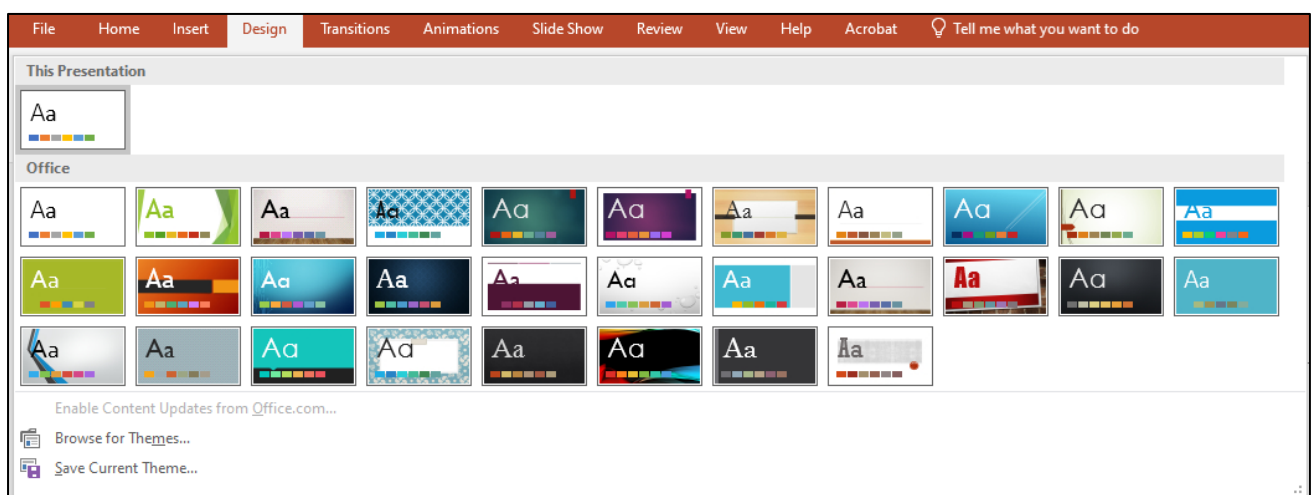


Approach 2: Customising PowerPoint slide using Ribbon

- Step 1: Select the design tab and go to **Themes** list displayed on the Ribbon.
Select desired theme design.



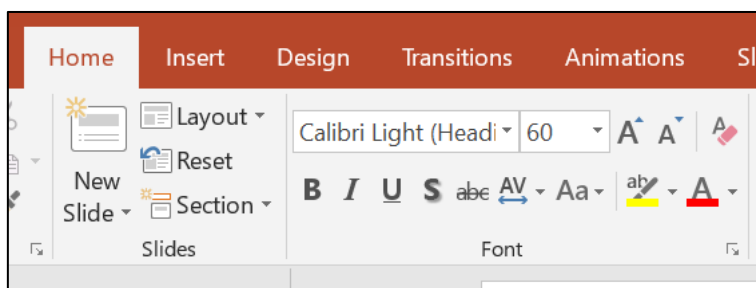
- Step 2: More theme designs can be found by selecting the arrow down button on Themes tab



How To... Font and Text Size

Font style, size and text can be all changed by clicking on the Home tab on the ribbon and navigate to the font section in the ribbon.

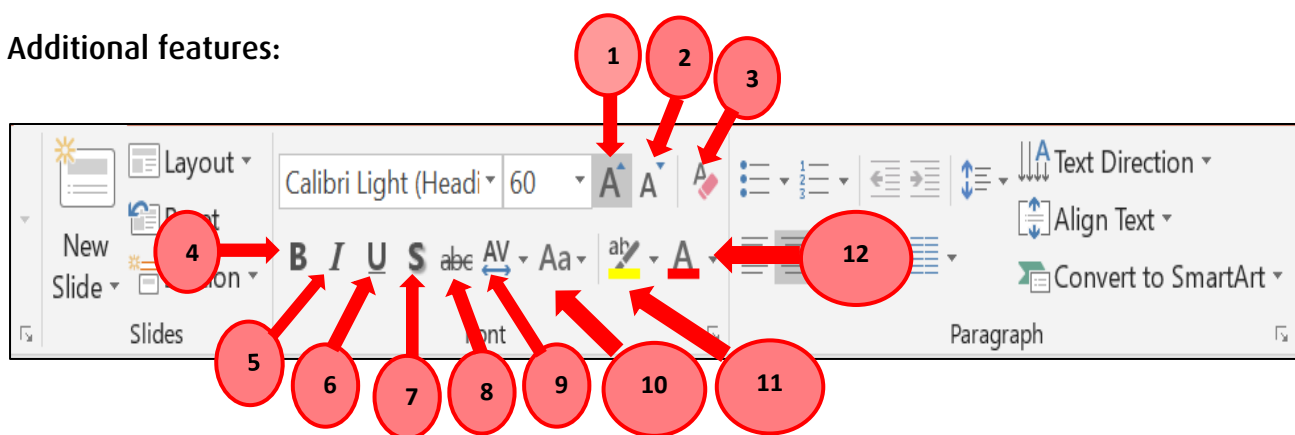
1. To change the font text, select the **Home tab** and go to the **Font** section.



2. Font/text size can also be done by **clicking** the button-down arrow, a list of text size will appear, **select** desired size.
3. Once desired options have been selected, test this out by typing anything on the page. If text appears different to the default style, then the change has been successful.

There are about 700 cloud font styles available on PowerPoint. This can be done by clicking on the button-down arrow on the font style box and select desired font.

Additional features:



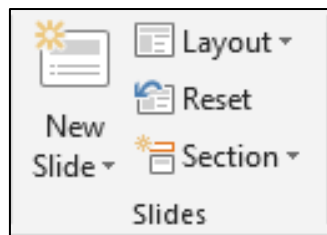
1. Increase font size – Increase the size of text (Ctrl +Shift+>)
2. Decrease font size – Decrease the size of text Ctrl +Shift+<)
3. Clear all formatting – Clears all formatting style
4. Bold – Makes you text appear bold/bigger
5. Italics – Styles out the font and italicize the text (Ctrl + I)
6. Underline – Underlines the text (Ctrl + U)
7. Text shadow – Add a shadow behind selected text
8. Strikethrough - Drawing a line through a text
9. Character spacing – Space adjusting characters
10. Changing case – Changing the casing of the
11. Text highlight colour – Highlights a piece of text
12. Font colour – Changing the text colour

How To... Changing the layout of PowerPoint slide Size and Layout

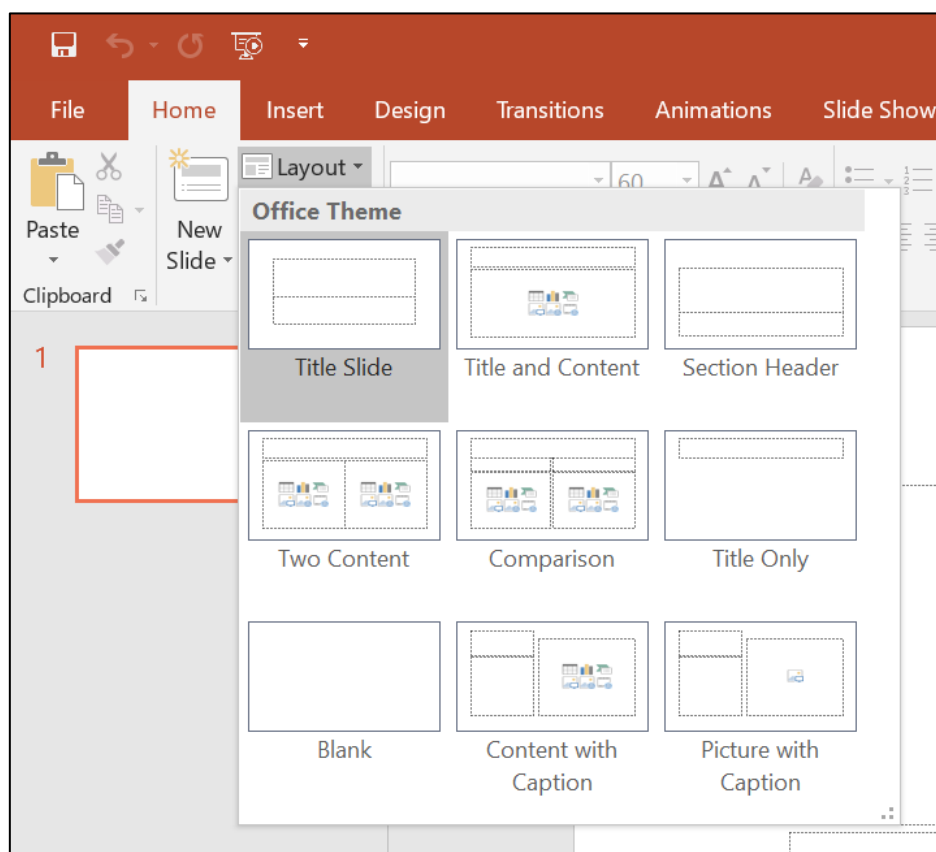
Changing The... Layout

Changing the layout and size of a PowerPoint slide may be necessary if you want to fit more content onto a slide.

1. Select the **Home Tab** and Select the drop-down arrow on **Layout**.



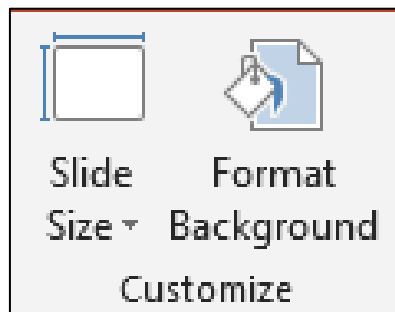
2. Select desired layout design appropriate to your slide content.



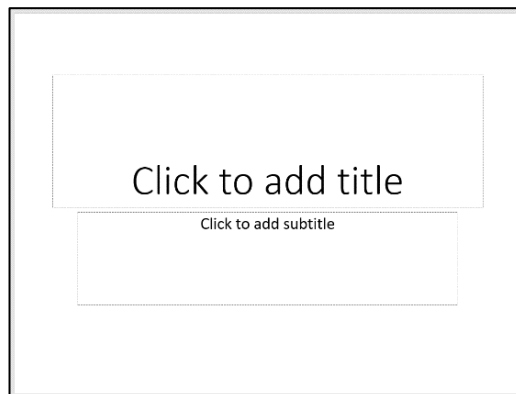
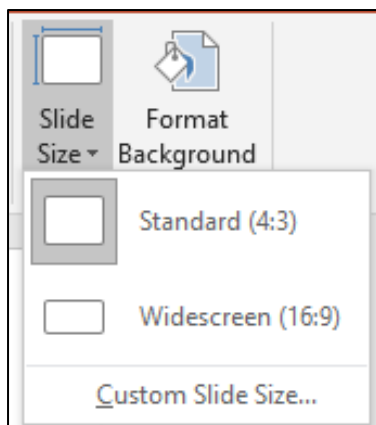
Changing The... Slide Size

PowerPoint gives you the option to customise the layout of a slide dimension.

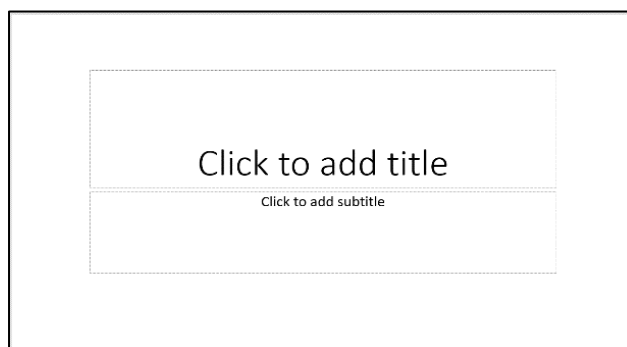
1. Select **Design**
2. Navigate to **Customize** and select **Slide Size**.



3. Click on the drop-down arrow on **Slide Size** and select desired option.



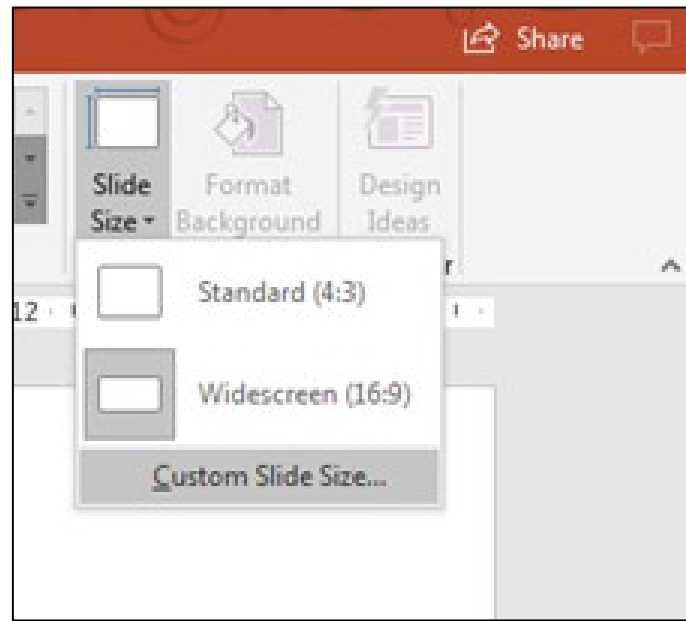
Standard Slide



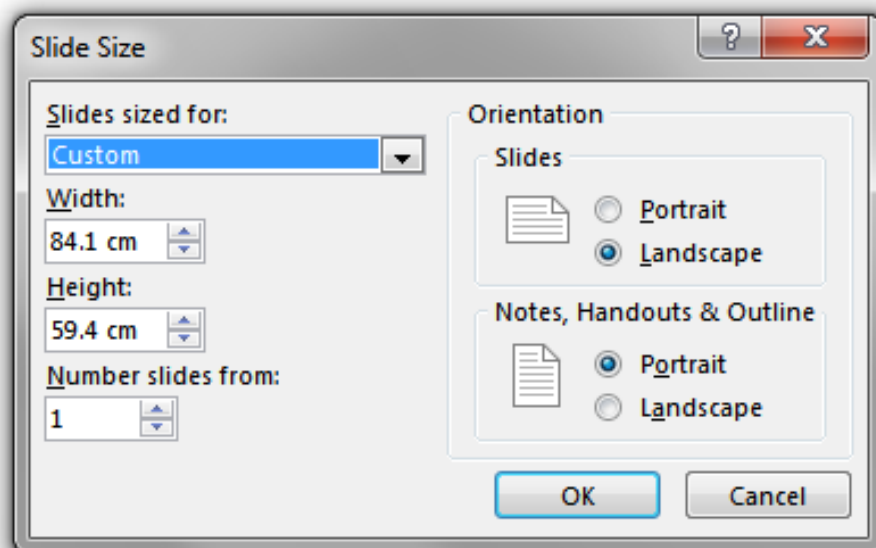
Widescreen Slide

Changing The... Custom Slide Size

1. Select **Design**
2. Navigate to **Customize** and select **Slide Size > Custom Slide Size**



3. A small window will appear. Enter the desired custom dimensions.
(For the guide we will create an A1 Size PowerPoint slide)



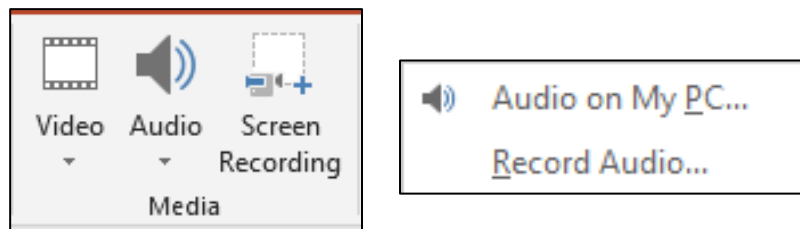
4. Once dimensions have been added, click **OK**, and then **maximise**.

How To... Record on PowerPoint (Voice and Screen Record)

PowerPoint offers the ability to voice record and Screen record on your PowerPoint presentation.

Inserting... PowerPoint Voice Recorder

1. Select the **Insert** tab on the ribbon and navigate to Media.
2. Click the drop-down arrow button, to reveal 2 options; **Audio on my PC** and **Record Audio**

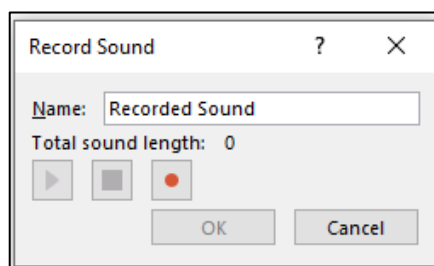


Audio on my PC – Is an option where you can select an existing audio file and insert that to your slide.

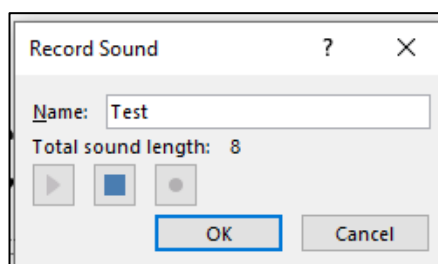
Record Audio – Is a PowerPoint microphone feature, that activates to allow a voice recording process to initiate.

3. Select Record Audio
4. Click on the **Red** circle button to initiate recording.

Editing of audio can be done by changing the title on the **Name** section.
Recording time length can be shown on **Total sound length**.



5. To stop recording, click on the **Blue** square button to end the session.



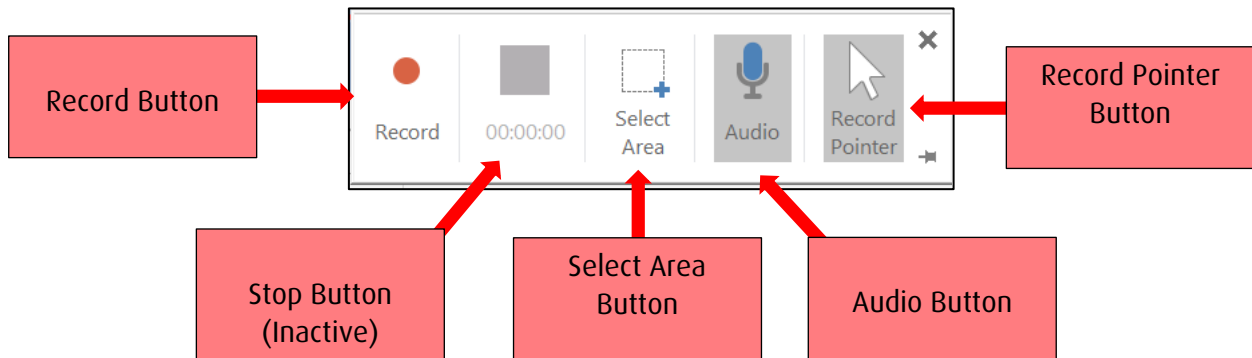
6. Click the **OK** button to insert the audio recording onto your PowerPoint slide.

7. Audio file successfully inserted onto PowerPoint slide. Audio file icon displayed below

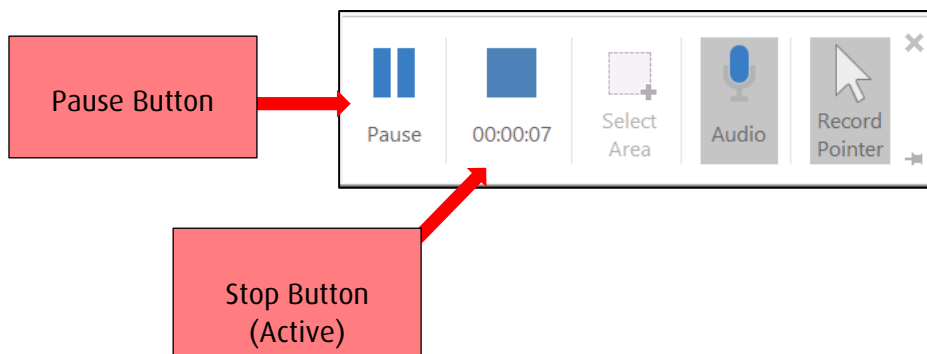


Inserting... PowerPoint Screen Recorder

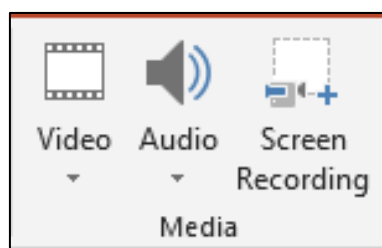
Overview of PowerPoint Screen Recorder (Before Recording Session)



Overview of PowerPoint Screen Recorder (During Recording Session)

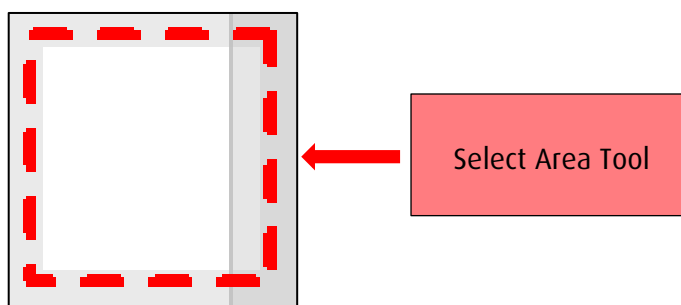


1. Select the **Insert** tab on the ribbon and navigate to **Media**. Select **Screen Recording**.



2. A small control window (window on the next page) will appear listing out the several recording options (Check the overview diagram above). This application will automatically minimise your PowerPoint document and will slightly grey out your computer screen (Don't worry, your PowerPoint document has not closed).

- Using **Select Area** tool, highlight a section of your screen by left clicking and dragging the select area box that you wish to record.

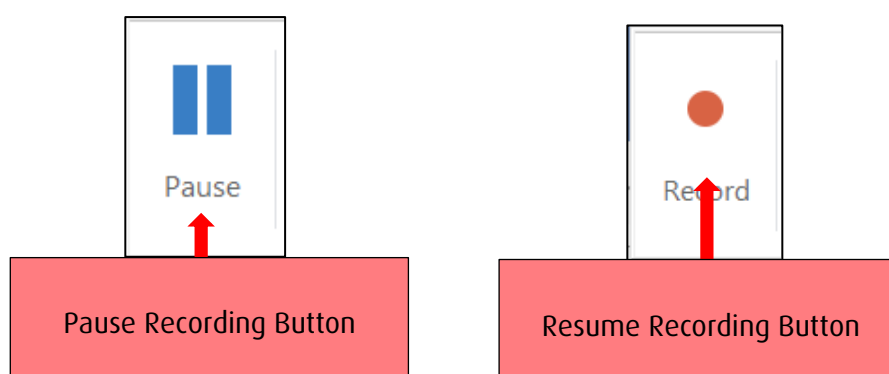


- Highlighting a section will remove the greyed-out screen, and show the original screen.
- Before recording make sure that both the **Audio** and **Record Pointer** are selected (Grey = Selected)

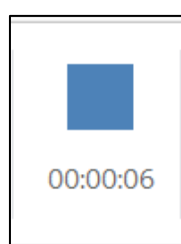
Audio – Is the Microphone option, that picks up user's voice.

Record Pointer – Is a pointer used for presentation purposes.

- Select the **Record** button to begin recording.
- Recording can be paused by clicking on the **Pause** button. Press again to resume recording.



- To stop recording, select the **Blue** square button.



- All the recording will automatically be added onto the PowerPoint slide.

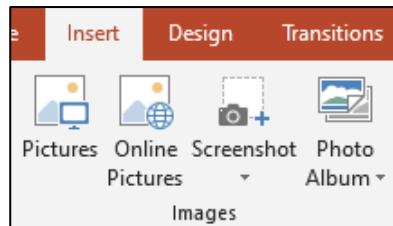
How To... Inserting Images / Videos

Adding images and videos onto PowerPoint is very easy.

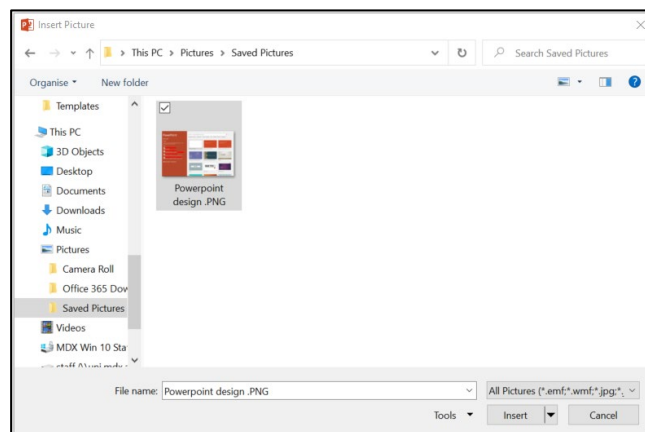
Inserting Images – Uploading image from system device

Disclaimer: Images need to be saved onto your computer system for this approach to work.

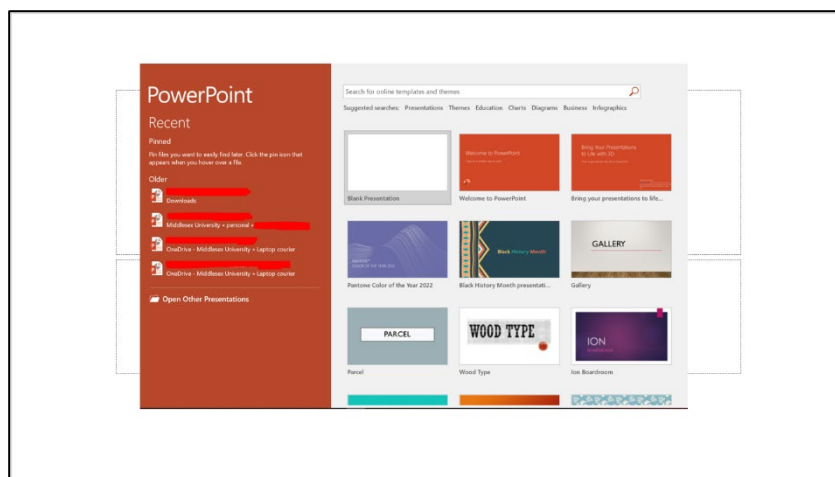
1. Select the Insert tab on the ribbon, navigate to Images and select Pictures



2. Selecting Pictures will open up a separate Window, select desired image, and select **Insert button** on the bottom right hand side of the Windows.

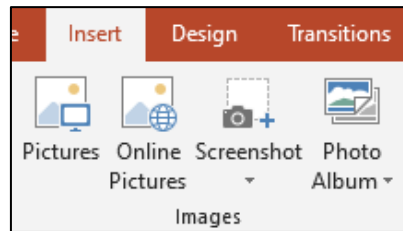


3. Image has now been successfully added onto PowerPoint.

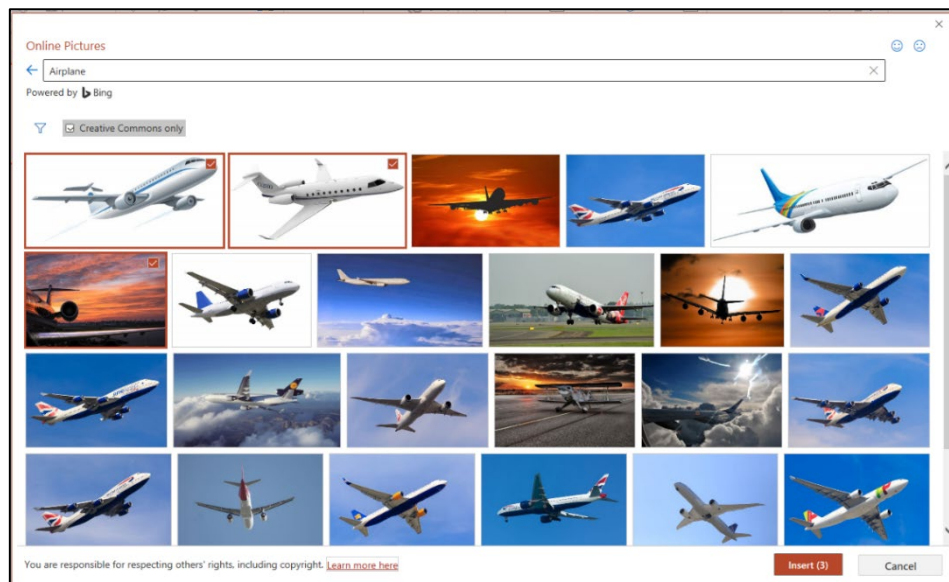


Inserting Images – Online Pictures

1. Select the **Insert** tab on the ribbon, navigate to **Images** and select **Online Pictures**. This will open up a PowerPoint window to search Online Pictures using Bing



2. Using the **Bing Search Bar**, enter the image title and select image.
Once selected click on the **Insert** button on the **bottom right hand side** of Window

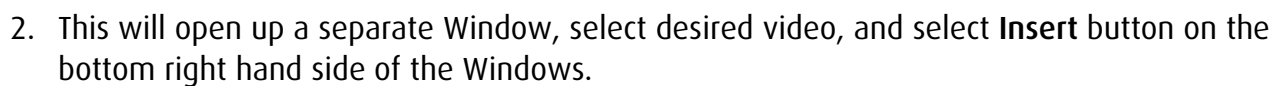


3. Online images have now been successfully added onto the PowerPoint Slide.



Inserting Videos – Uploading videos from system device

1. Select the **Insert** tab on the ribbon, navigate to **Media**, select **Video** and select **Video on my PC**



12 | Page