CREATING with

PowerPoint

Your Guide to Using PowerPoint to Be a Creative Force

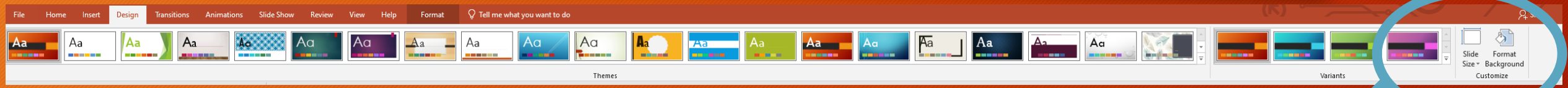
Agenda

- Welcome
- Items to note
- Design ribbon
- Insert ribbon
- Picture format ribbon

Note:

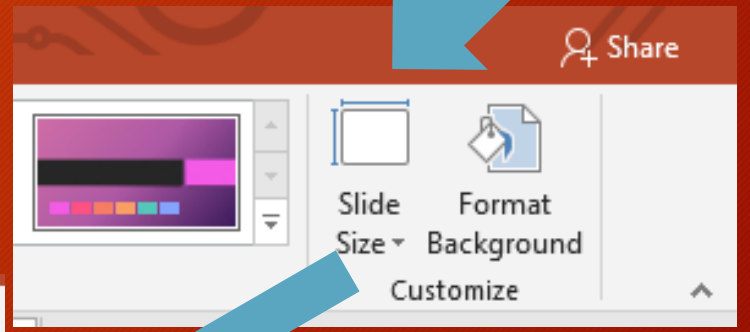
- This presentation was designed using Office 2019 for Windows 10.
- If you are using Office 2016 or below or Office for Mac, some features may not be available.

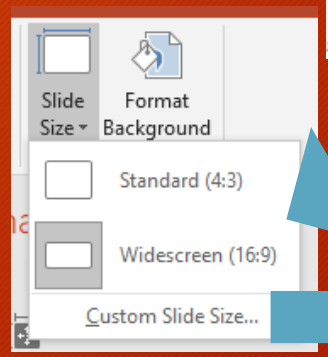
Creation Tools on the Design Ribbon

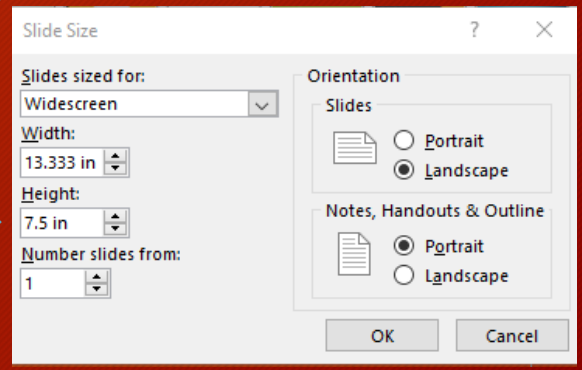


- Preset design templates
  - Click the down arrow to view all options

- Slide Size – allows you to adjust the size to two presets or customize your own sizes
  - Slide sizes may be set to custom standards.
  - To print as a piece of paper, choose 8.5 x 11.

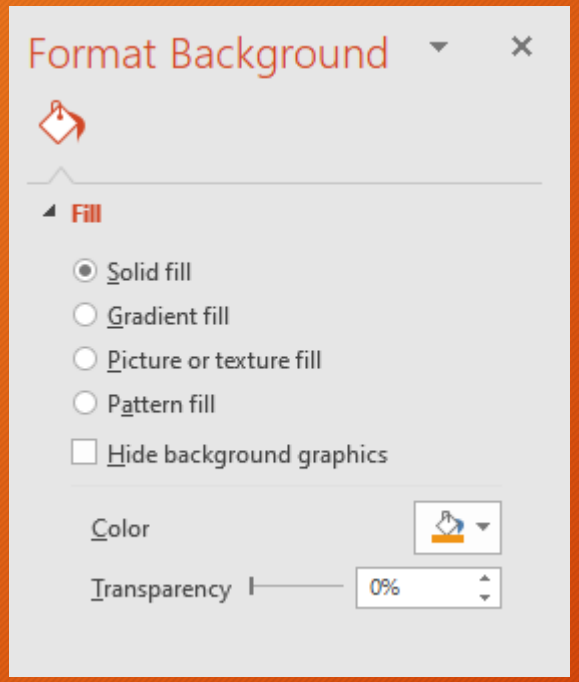


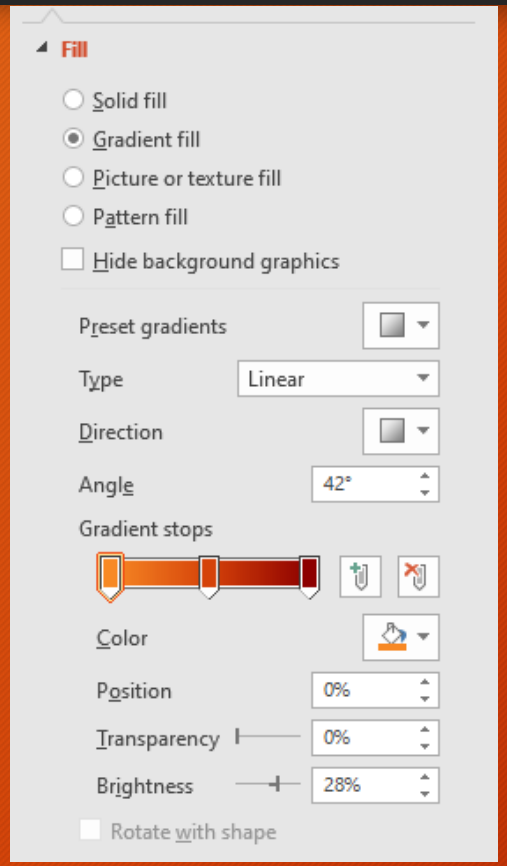




Creation Tools on the Design Ribbon Format Background Menu

Solid fill - pick one color to be your background

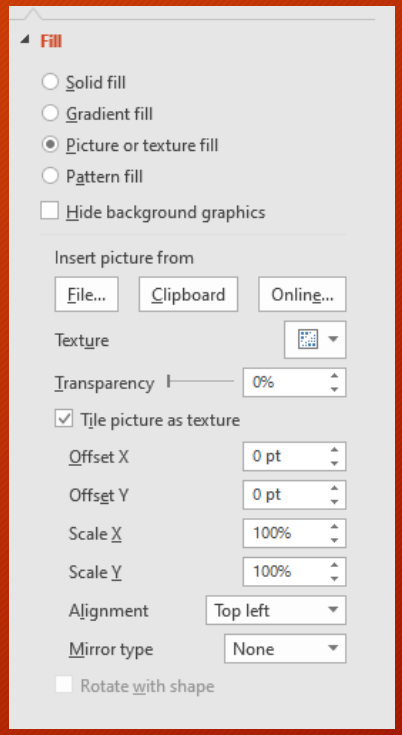


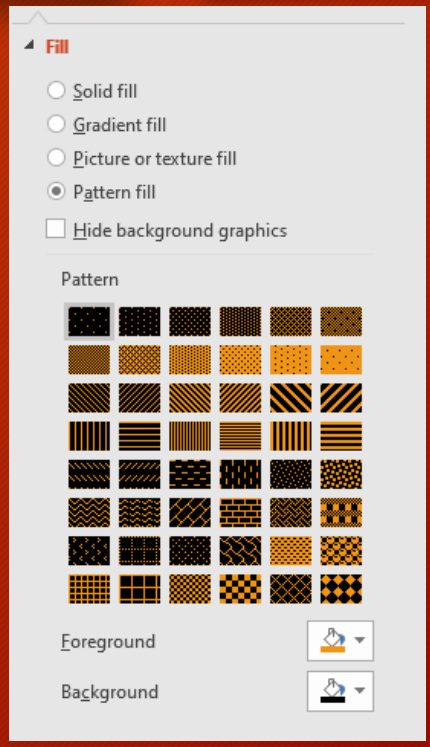


Gradient fill - choose multiple colors to fade into each other

Picture or texture fill

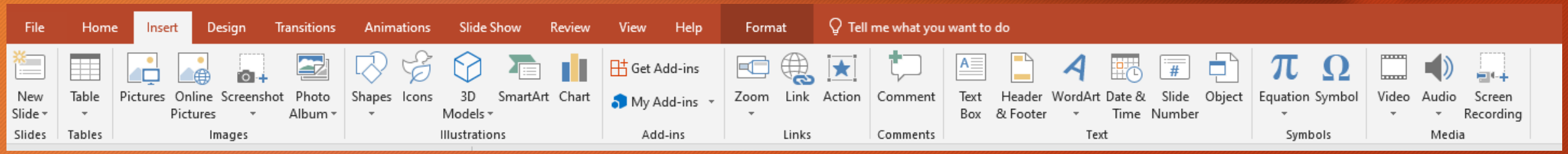
- make an image a background
- Images can come from your computer, a picture copy, or online





Pattern fill - choose preset patterns for backgrounds

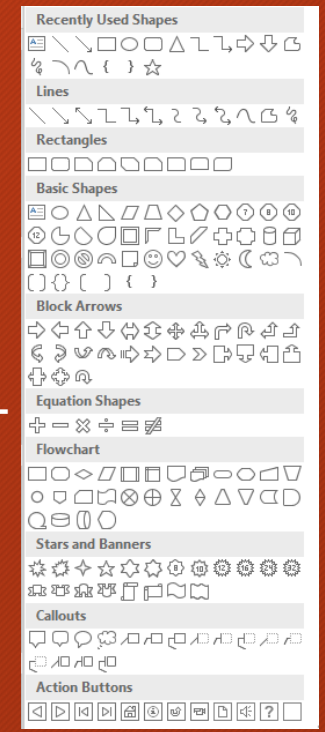
Creation Tools on the Insert Ribbon



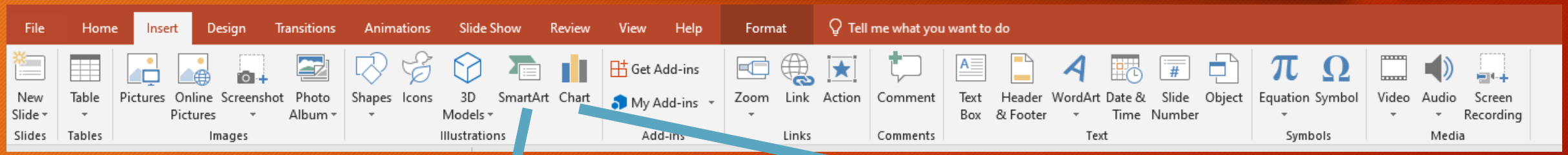
- Picture – add an image from the computer
- Online Pictures – add an image from Bing search
- Screenshot – take a snipped image from your computer screen
- Photo Album – make a photo slide show by selecting pictures

- Shapes – use this tool to add in shapes
- Icons – this allows you to add in simple icons (a new menu appears for this)
- 3D models – add in 3D manipulatives from the web or your computer (a new menu appears for this)

Shapes Menu



Creation Tools on the Insert Ribbon



Smart Art – allows you to add in flow charts and graphic organizers

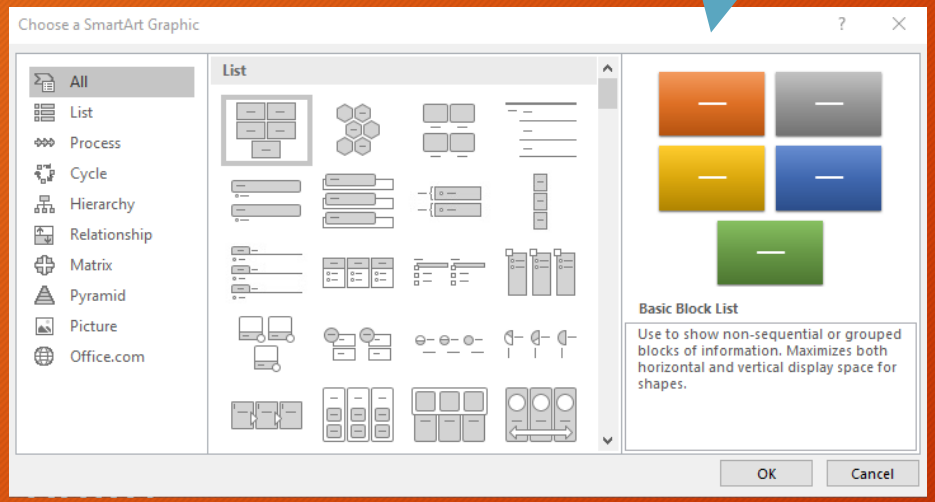
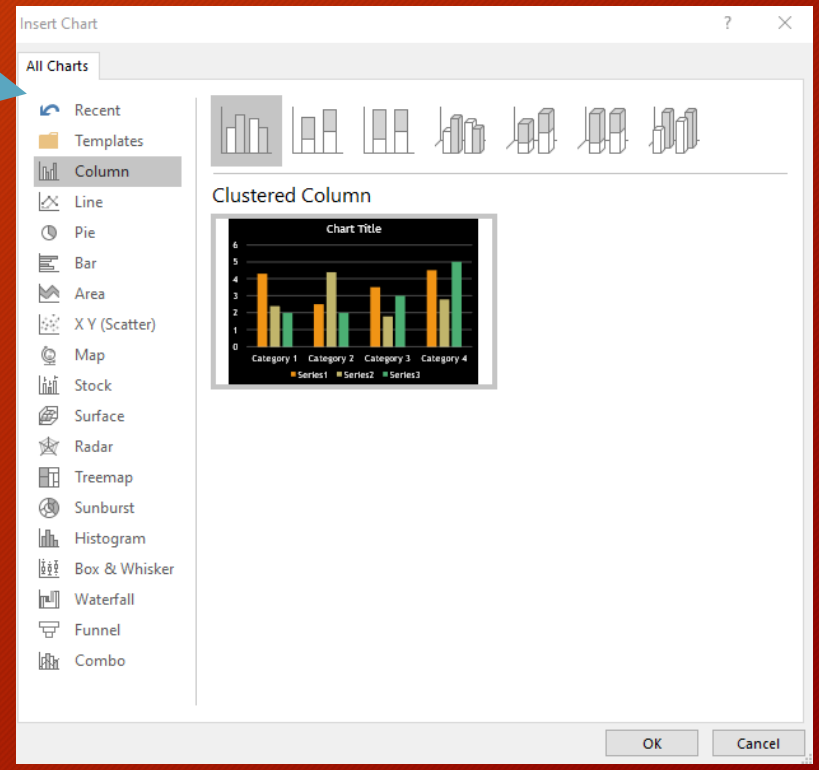
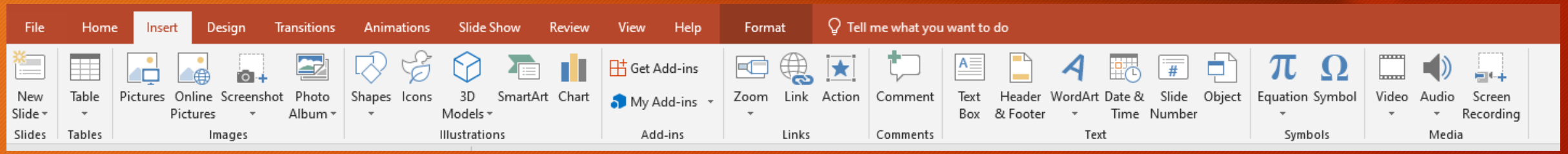


Chart – allows you to build charts of varying types

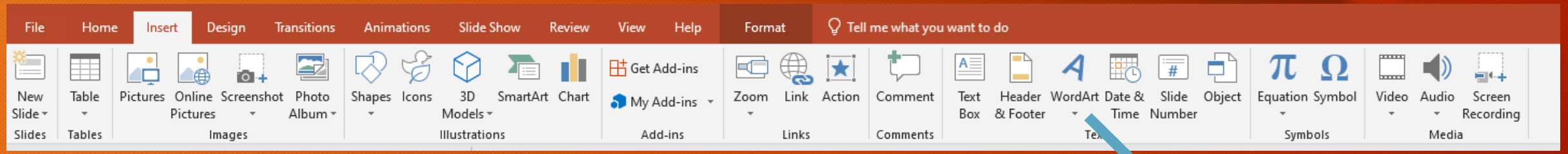


Creation Tools on the Insert Ribbon

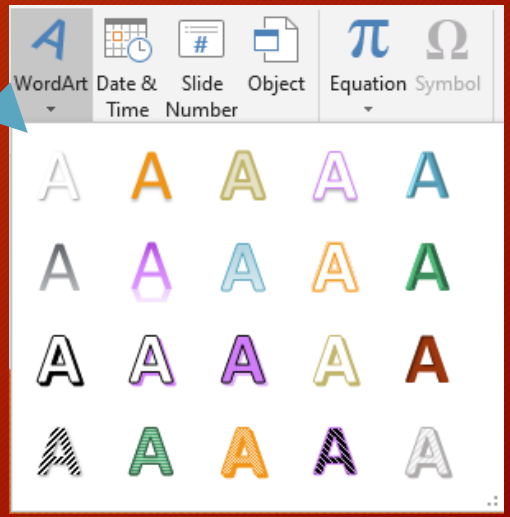


- Zoom – This allows you to make summary slides with direct navigation to slides
- Link – add a hyperlink to a photo, text, or object
- Action – allows you to have a program run on a mouse click, play a sound, or a few other features
- Comment – leave feedback without writing on the PowerPoint
- Text Box – adds in a place to type
- Header and Footer – adds information to the top and bottom of printed slides

Creation Tools on the Insert Ribbon

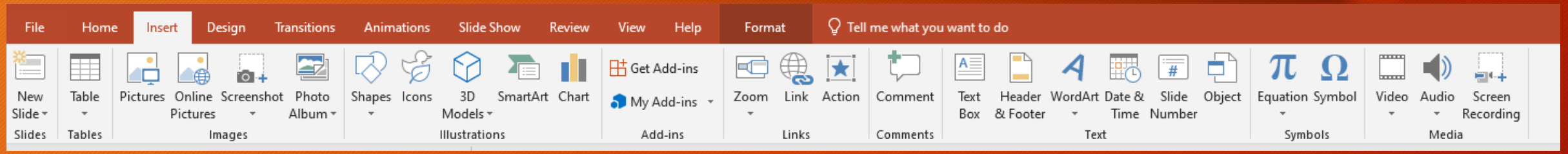


- WordArt – create stylized text with tons of formatting choices
- Date & Time – adds text of date and/or time to slide
- Slide number – allows you to put a number on each slide
- Object – allows you to add another element like a spreadsheet into the PowerPoint



WordArt Menu

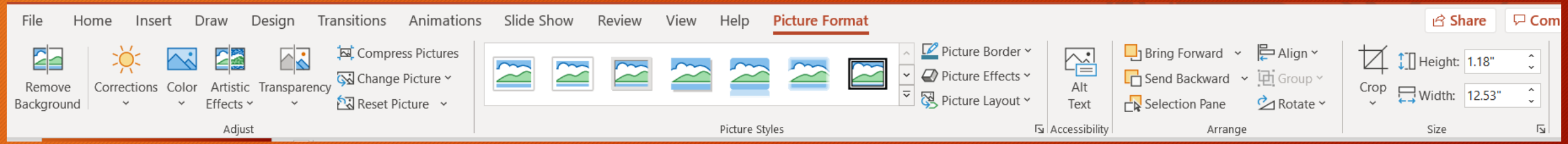
Creation Tools on the Insert Ribbon



- Equation – allows you to put in preset equations or write your own
- Symbol – Add in symbols for your own equations
- Video – add in an online video or video from your computer
- Audio – add in an audio file from your computer or record one within PowerPoint
- Screen Recording – record a video of you using your computer and narrate over what you are doing

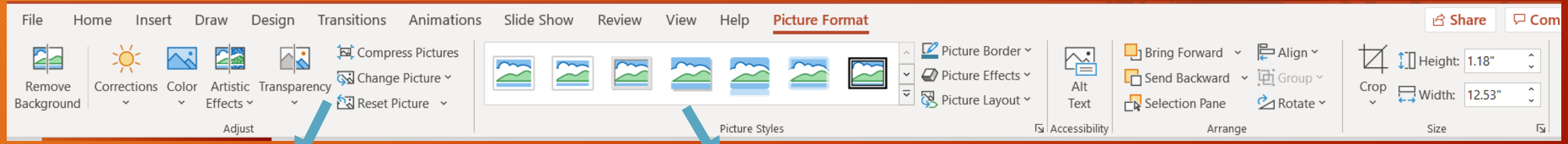
Creation Tools on the Picture Format Ribbon

When you click on a picture, you'll see a new ribbon become available with options for your pictures.



- Remove background – allows you to take the background or other elements out of a picture
- Corrections – soften, sharpen, brighten, or darken images
- Color – change the color of an image through various color filters
- Artist Effects – filters that make an image look like an artist has created it in different media
- Transparency – preset filters to fade out an image

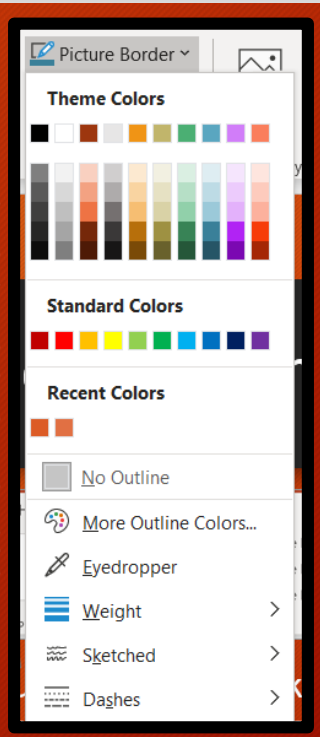
Creation Tools on the Picture Format Ribbon



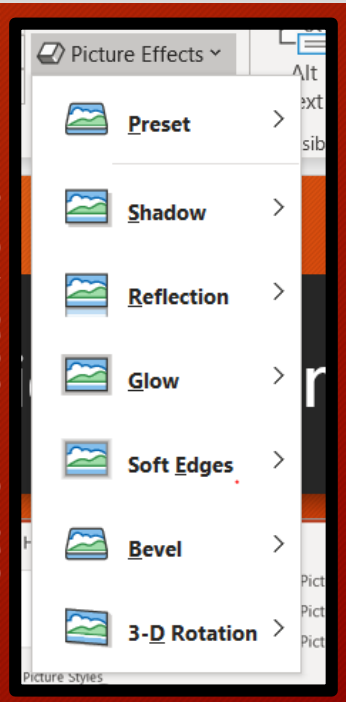
- Compress Pictures – allows you to make the file size smaller
- Change Picture – allows you to replace the current picture with another picture
- Reset Picture – removes all changes and filters that you made to the picture

- Preset picture borders – Click the down arrow to view more options
- Picture Border – gives you color and density options
- Picture Effects – removes all changes and filters that you made to the picture
- Picture Layout – allows you to use Smart Art Layouts

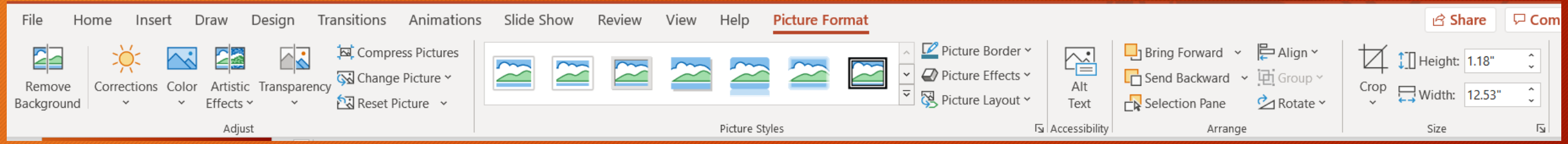
Picture Border Menu



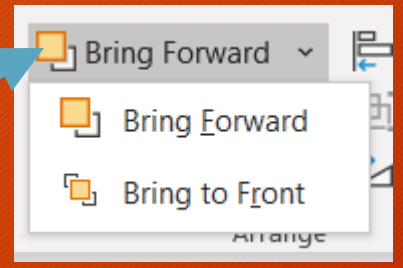
Picture Effects Menu

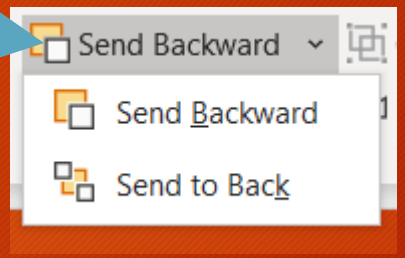


Creation Tools on the Picture Format Ribbon



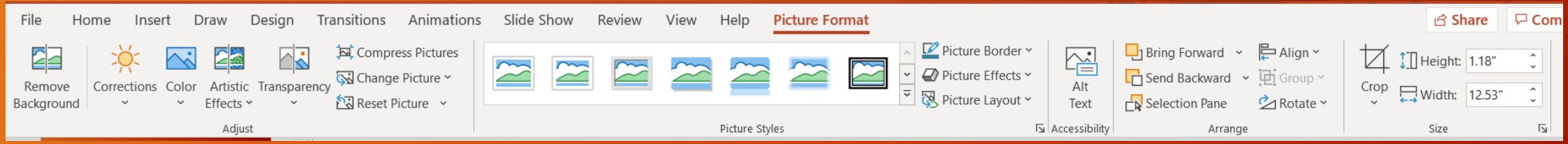
- Alt Text – allows you to tag a photo for accessibility
- Bring Forward – brings image forward one layer or to the top layer
- Send Backward – sends image back one layer or to the back layer



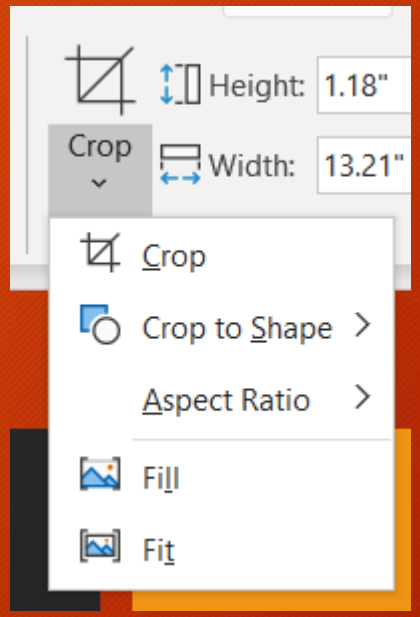


- Align – place an image in a certain spot (left, right, center, etc.)
- Group – connect multiple images, shapes, text boxes, etc. to move and change size together
- Rotate – presets to change image direction

Creation Tools on the Picture Format Ribbon



- Crop – allows you to chop down image
  - Crop to Shape – allows you to mold the picture in a preset shape
  - Aspect ratio – allows you to crop to specific dimensions
  - Fill – Fills up a space
  - Fit – Fits the image to a space



- Height and Width – allows you to specify the height and width of the image

Helpful Links

- General Microsoft PowerPoint Help Page: https://support.microsoft.com/en-us/powerpoint
- Microsoft Design Support: https://support.microsoft.com/en-us/office/design-your-slides-53c20bd5-e594-4837-a7ad-525706e09960?ui=en-US&rs=en-US&ad=US#PowerPoint-Design=Templates
- Microsoft Picture and Chart Support: https://support.microsoft.com/en-us/office/pictures-charts-and-tables-42b7df04-002d-48a8-9262-ad2f9ab408cd?ui=en-US&rs=en-US&ad=US
- Microsoft Slides and Text Support: https://support.microsoft.com/en-us/office/slides-and-text-6c206169-2b17-48c5-8bd9-df38fa6049d1?ui=en-US&rs=en-US&ad=US#Category=Work_with_slides

Contact

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Ignite: Get Switched On to Technology

Technology UNMASKED

IGNITE: UNCONFERENCE – OCTOBER 2020

Plan to share your favorite tool, website, or app during the Smackdown! Be ready with the link. Each person is limited to 2 minutes so make it quick!

11:00