

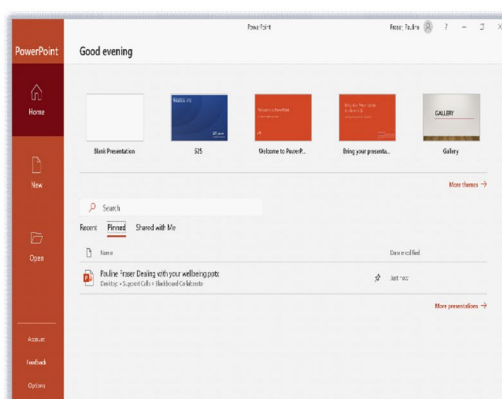
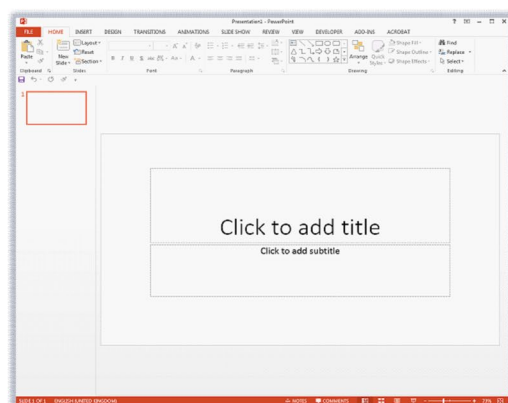
MS PowerPoint – Getting Started

PowerPoint is an effective tool for creating slide show presentations. Use this quick guide to get started. You can use *PowerPoint* on any classroom PC, or [download a free copy](#) to your own device as part of the University's *Microsoft Office 365* agreement. See [the agreement](#) for more info.

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** – Once installed, open *PowerPoint* from your programs/apps list.

Creating a new presentation

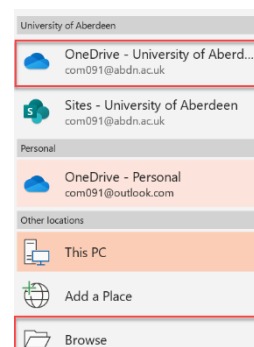


1. Depending on your PowerPoint settings, the application will open with **either** a blank presentation, **or** a start screen from which you can choose a template and theme.
2. Don't worry if you have started with a blank presentation, you can still apply a theme.
 - Click the **Design** tab.
 - Use 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.

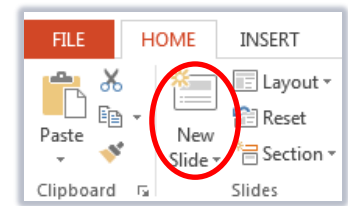
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- The screenshot displays the Microsoft PowerPoint 2016 interface. At the top, the title bar reads "Presentation1 - PowerPoint". Below it is the Ribbon, which is currently set to the "DESIGN" tab. The Ribbon includes tabs for FILE, HOME, INSERT, DESIGN, TRANSITIONS, ANIMATIONS, SLIDE SHOW, REVIEW, VIEW, DEVELOPER, ADD-INS, and ACROBAT. The DESIGN tab is expanded, showing options for Themes, Variants, and a Ribbon section with icons for Slide Size, Format, and Background. The main workspace is divided into three panes: a "Preview pane" on the left, a "Slide pane" in the center, and a "Notes pane" at the bottom. The Slide pane shows a slide with a blue geometric background, a title box containing the text "Click to add title", and a subtitle box containing the text "Click to add subtitle". The Notes pane is currently empty and contains the text "Click to add notes". The status bar at the bottom indicates "SLIDE 1 OF 1", "ENGLISH (UNITED KINGDOM)", and "43%".

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The screenshot shows the Microsoft Word ribbon with the 'FILE' tab selected. The 'INSERT' tab is also visible, and the 'Layout' option is highlighted with a red circle. The 'Layout' option is located under the 'INSERT' tab, and the 'Reset' and 'Section' options are also visible.

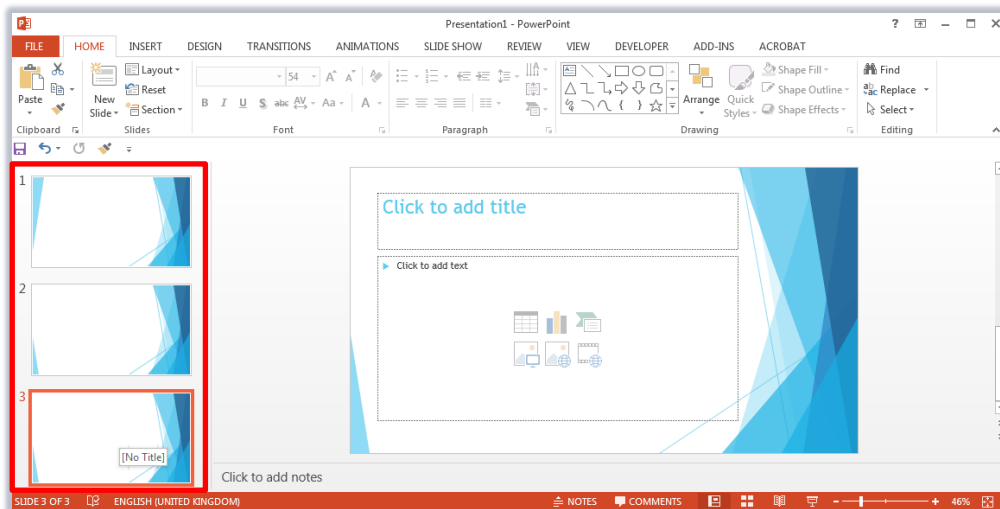
Inserting a new slide

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.



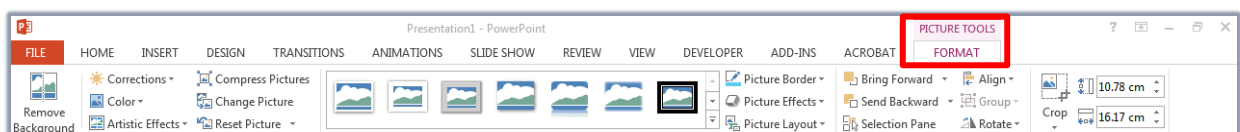
Changing slide order

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



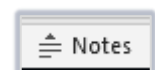
Adding other content

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*.

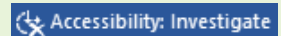
Checking Accessibility

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 **File** menu.
2. Click **Check for Issues** in the Info section.
3. Click **Check Accessibility**. The Accessibility Checker pane opens at the right of the window.
4. 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.



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](#).

