



Microsoft Office Virtual Learning

Getting Started with Microsoft PowerPoint & Google Slides

April 13, 2020



Lesson: April 13, 2020

Objective/Learning Target:

Students will become familiar with Microsoft PowerPoint and Google Slides



Let's Get Started:

**If you are using a computer with Microsoft Office,
[click here](#) (Go to slide 4)**

**If you are using a computer without Microsoft Office,
[click here](#) (Go to slide 19)**



Getting Started with Microsoft Office PowerPoint

Watch Video: [Getting Started with MS PowerPoint](#)

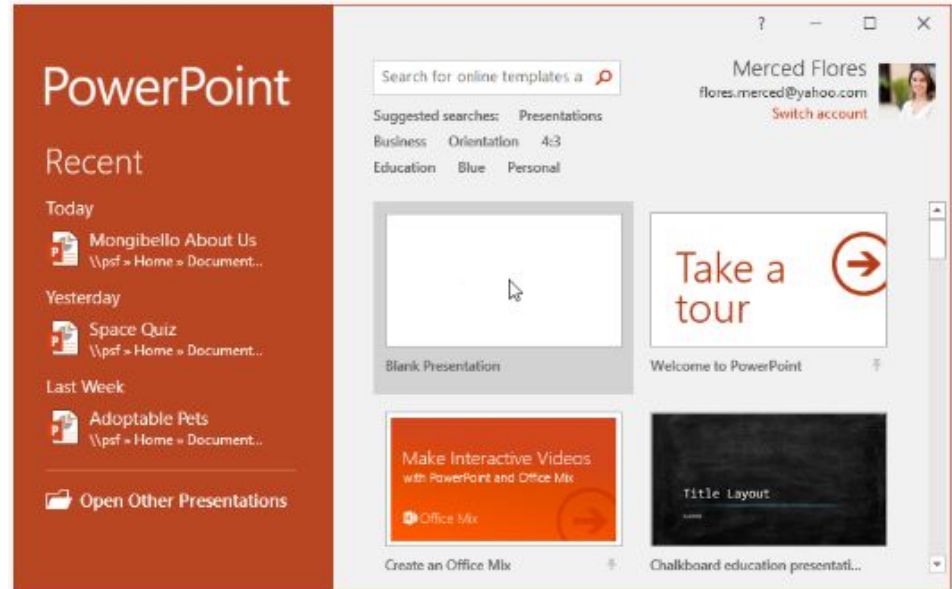


What is Microsoft PowerPoint:

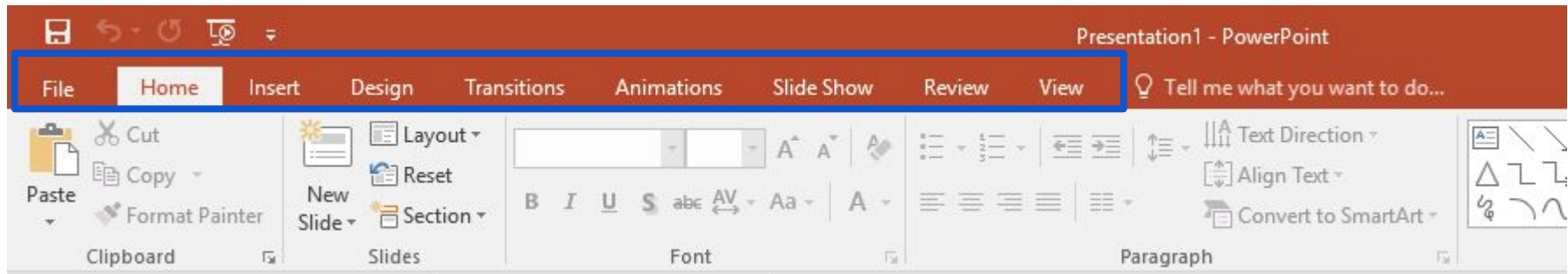
PowerPoint is a **presentation program** that allows you to create dynamic slide presentations. These presentations can include animation, narration, images, videos, and much more. In this lesson, you'll learn your way around the PowerPoint environment, including the **Ribbon**, **Quick Access Toolbar**, and **Backstage view**.

Practice: Opening PowerPoint for the First Time

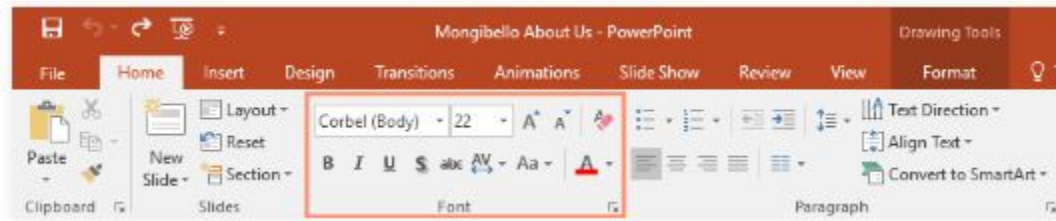
When you open PowerPoint for the first time, the **Start Screen** will appear. From here, you'll be able to create a **new presentation**, choose a **template**, and access your **recently edited presentations**. From the **Start Screen**, locate and select **Blank Presentation** to access the PowerPoint interface.



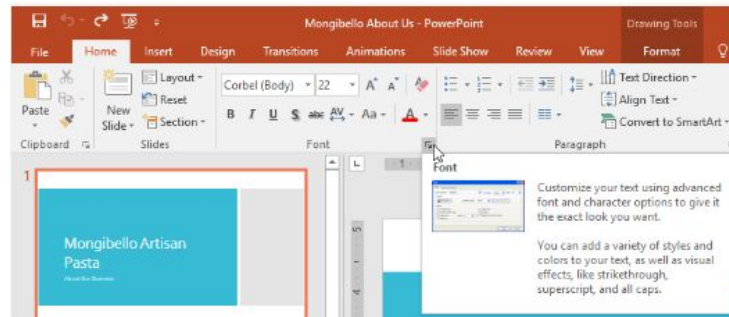
- All recent versions of PowerPoint include the **Ribbon** and the **Quick Access Toolbar**, where you'll find commands to perform common tasks in PowerPoint, as well as **Backstage view**.
- PowerPoint uses a **tabbed Ribbon system** instead of traditional menus. The **Ribbon** contains **multiple tabs**, which you can find near the top of the PowerPoint window.



Each tab in Microsoft contains several **groups of related commands**. For example, the Font group on the Home tab contains commands for formatting text in your document.

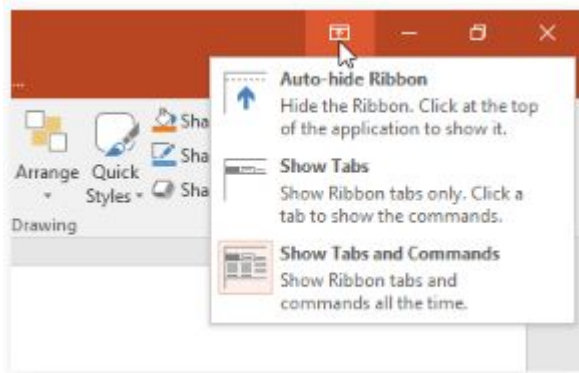


Some groups also have a **small arrow** in the bottom-right corner that you can click for even more options.



MS PowerPoint: Showing/Hiding the Ribbon

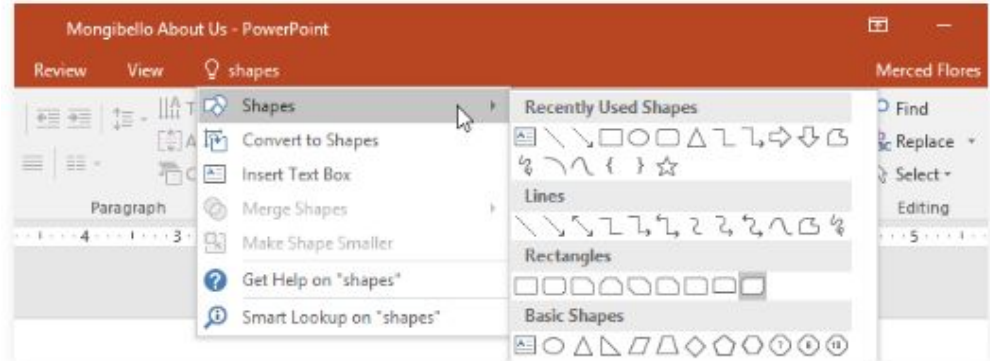
If you find that the Ribbon takes up too much screen space, you can hide it. To do this, click the **Ribbon Display Options** arrow in the upper-right corner of the Ribbon, then select the desired option from the drop-down menu:



- **Auto-hide Ribbon:** Auto-hide displays your document in full-screen mode and completely hides the Ribbon from view. To show the Ribbon, click the **Expand Ribbon** command at the top of screen.
- **Show Tabs:** This option hides all command groups when they're not in use, but tabs will remain visible. To show the Ribbon, simply click a tab.
- **Show Tabs and Commands:** This option maximizes the Ribbon. All of the tabs and commands will be visible. This option is selected by default when you open PowerPoint for the first time.

MS Office: Using the Tell me feature

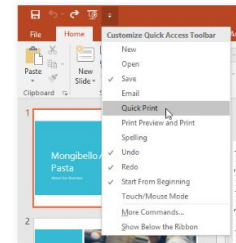
If you're having trouble finding a command you want, the **Tell Me** feature can help. It works just like a regular search bar. Type what you're looking for, and a list of options will appear. You can then use the command directly from the menu without having to find it on the Ribbon.



MS Office: The Quick Access Toolbar

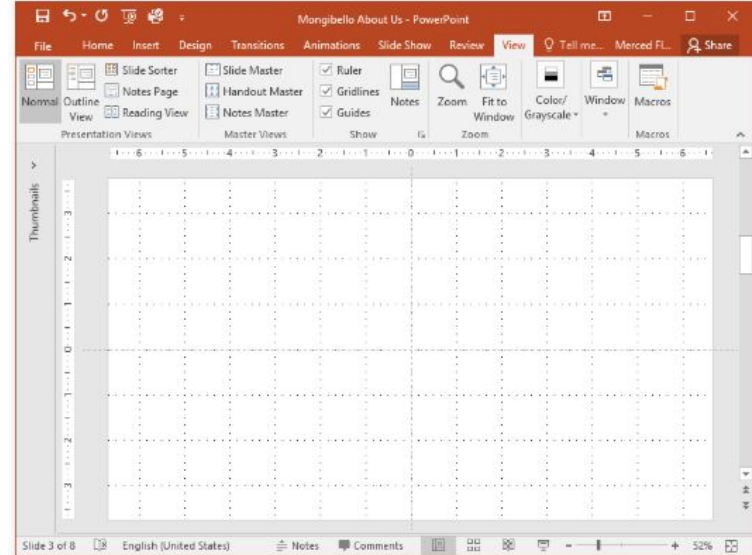
Located just above the Ribbon, the **Quick Access Toolbar** lets you access common commands no matter which tab is selected. By default, it shows the **Save**, **Undo**, and **Redo** commands, but you can add other commands depending on your needs.

1. Click the drop-down arrow to the right of the **Quick Access Toolbar**
2. Select the **command** you want to add from the menu
3. The command will be added to the Quick Access Toolbar



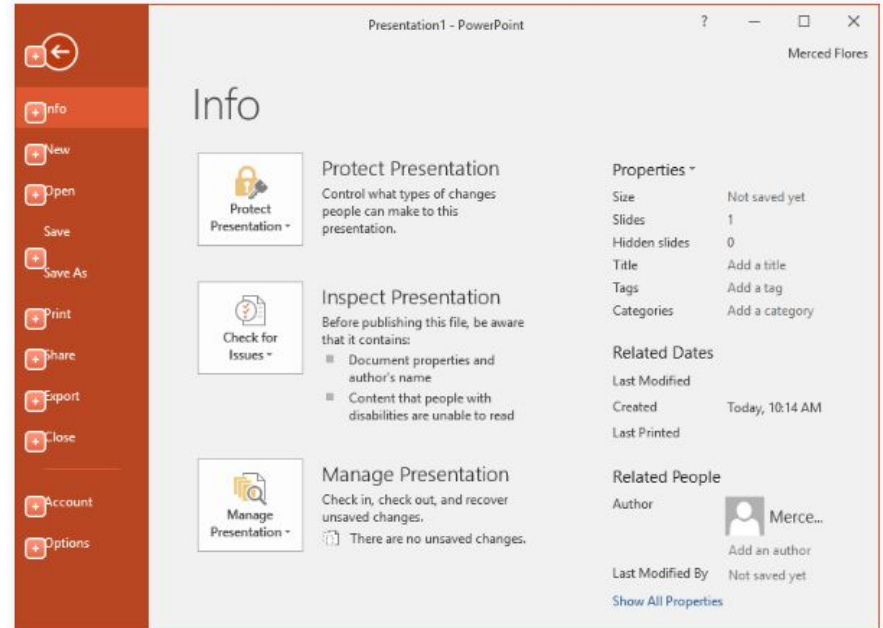
MS Office Practice: Show/Hide the Ruler

1. Click the **View** tab
2. Click the checkbox next to **Ruler** to show or hide the Ruler



MS Office: Backstage View

- **Backstage view** gives you various options for saving, opening a file, printing, and sharing your document. To access Backstage view, click the **File** tab on the **Ribbon**.



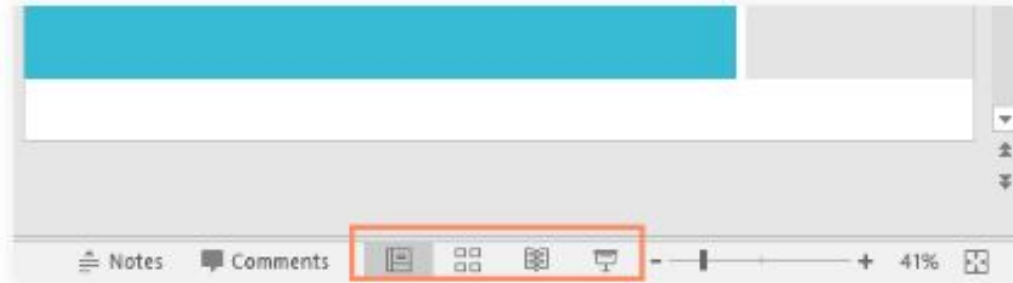


MS Office: Zoom and View Options

PowerPoint has a variety of viewing options that change how your presentation is displayed. You can choose to view your presentation in **Normal** view, **Slide Sorter** view, **Reading** view, or **Slide Show** view. You can also **zoom in and out** to make your presentation easier to read.

Switching Slide Views:

Switching between different slide views is easy. Just locate and select the desired **slide view command** in the bottom-right corner of the PowerPoint window.





Zooming in and out

To zoom in or out, click and drag the **zoom control slider** in the bottom-right corner of the PowerPoint window. You can also select the **+** or **- commands** to zoom in or out by smaller increments. The number next to the slider displays the current **zoom percentage**, also called the **zoom level**.

Playing the Presentation

When you are ready to show your presentation—or if you want to see what it will look like during a presentation—click the **Slide Show tab**. You can make a selection from where in your presentation you want to present.

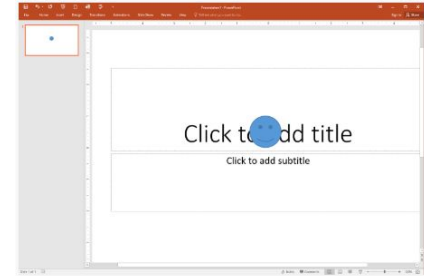


You can also click the **From the beginning** button on your quick access toolbar



CHALLENGE!

1. Open **PowerPoint**, and create a **blank Presentation**.
2. Change the **Ribbon Display Options** to **Show Tabs**.
3. Click the drop-down arrow next to the **Quick Access Toolbar** and add **New**, **Quick Print**, and **Spelling**.
4. In the **Tell me bar**, type **Shape** and press **Enter**.
5. Choose a shape from the menu, and double-click somewhere on your slide.
6. Show the **Ruler** if it is not already visible.
7. **Zoom** the presentation to 120%.
8. When you're finished, your presentation should look something like the picture above
9. Change the **Ribbon Display Options** back to **Show Tabs and Commands**.





Getting Started with Google Slides

Watch Video: [Getting Started with Google Slides](#)

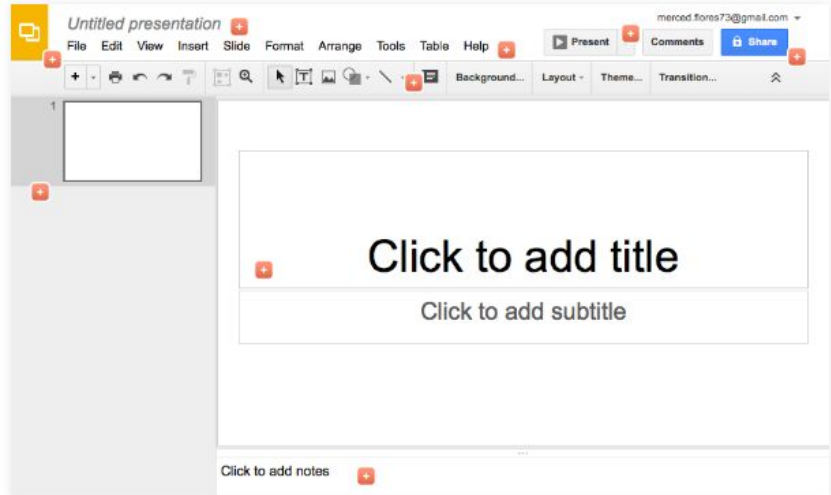


What is Google Slides:

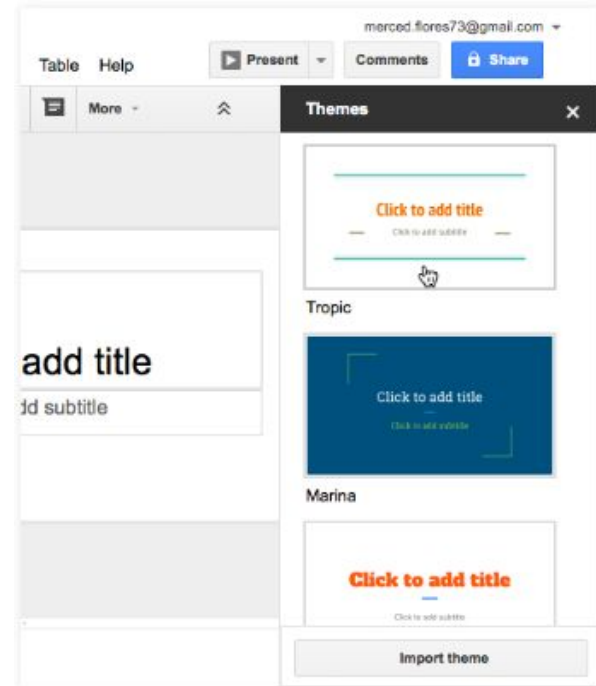
Google Slides allows you to create dynamic slide presentations. These presentations can include animation, narration, images, videos, and much more. In this lesson, you'll learn about the Google Slides interface and the basics of setting up your document, including the **menu and shortcut toolbars, zoom settings, and choosing a theme.**

Practice: Opening Google Slides for the First Time

When you create a new presentation in Google Slides, the **interface** for Slides will appear. This interface displays the **toolbar**, along with the main view of your presentation. It allows you to **create** and **modify slides**, choose a **theme**, and **share** the presentation with others.



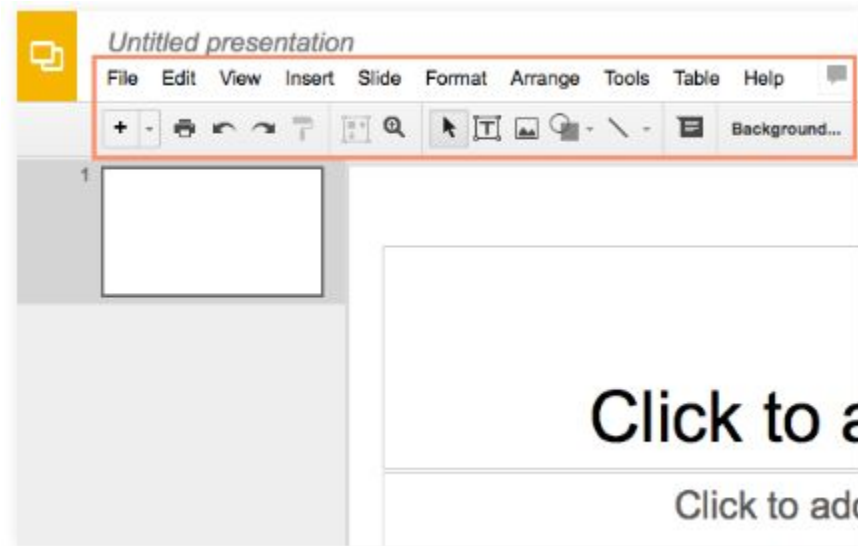
When you first create a new presentation, Google Slides will prompt you to choose a **theme**. Themes give you a quick and easy way to change the overall design of your presentation. Each theme has a unique combination of **colors**, **fonts**, and **slide layouts**. Select a theme from the panel on the right side of the window, and it will be applied to your entire presentation.



You can choose from a variety of new themes at any time, giving your entire presentation a consistent, professional look. If you want to change your theme, you can open the Themes panel again by clicking the **Theme** command on the **shortcut toolbar**.

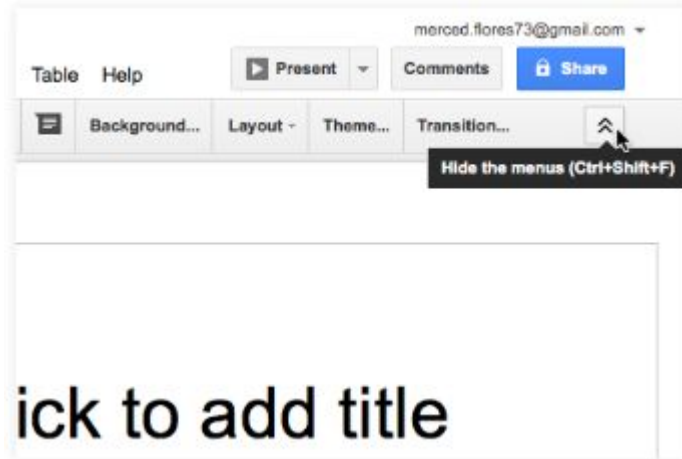


- The Google Slides interface uses a traditional **menu** system with a **shortcut toolbar**. The menus contain **commands** grouped by function. The **shortcut toolbar** has buttons for some frequently used commands.



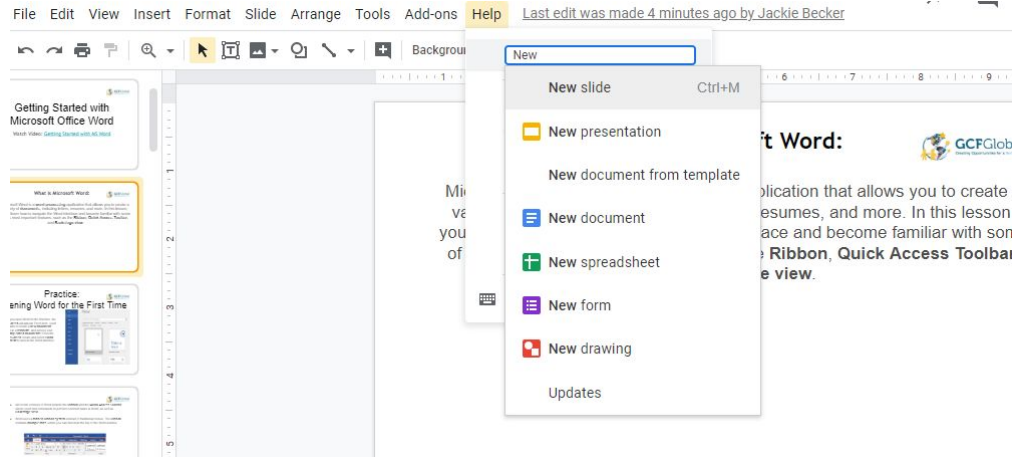
Google Slides: Showing/Hiding the Toolbar

You can choose to minimize the menu bar to free up more space to display your slides. Click the **Hide the menus** command to hide the menu bar, leaving only the shortcut toolbar at the top of the window. Click it again to show the menu bar again.



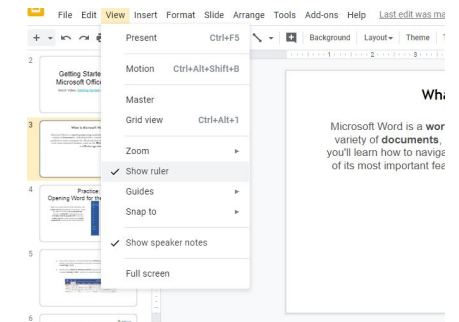
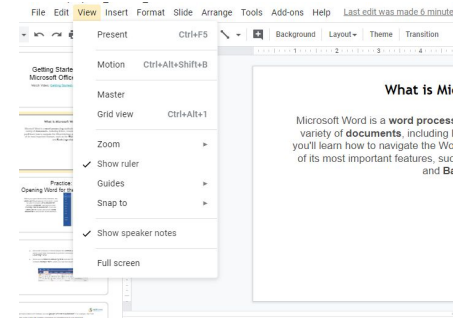
Google Slides: Using the Tell me feature

If you're having trouble finding a command you want, the **Tell Me** feature can help. It works just like a regular search bar. Click the **Help** option. In the **search the menus** bar, type what you're looking for, and a list of options will appear.



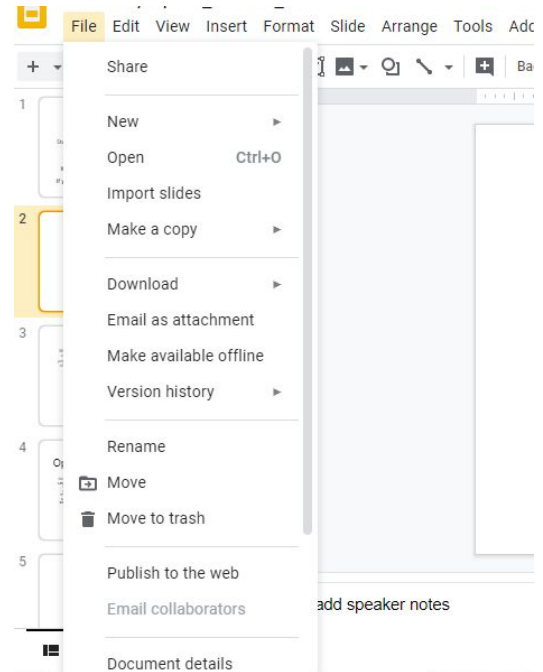
Google Slides Practice: Show/Hide the Ruler

1. Click the **View** option
2. Click the check next to **Ruler** to show or hide the Ruler



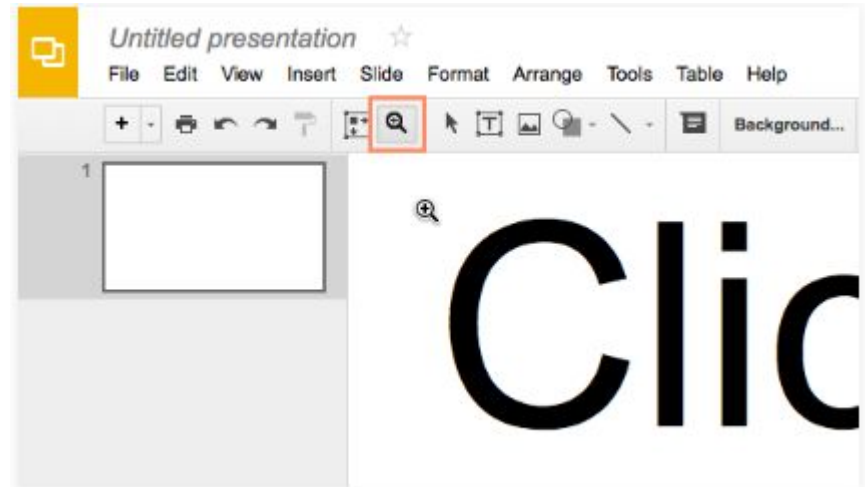
Google Slides: Backstage View

- Unlike Microsoft Office, Google slides does not have a backstage view when File is selected.
- When you click **File**, the drop down menu gives you various options for saving, opening a file, printing, and renaming your document. To access this menu, click the File option in the top left corner of your document

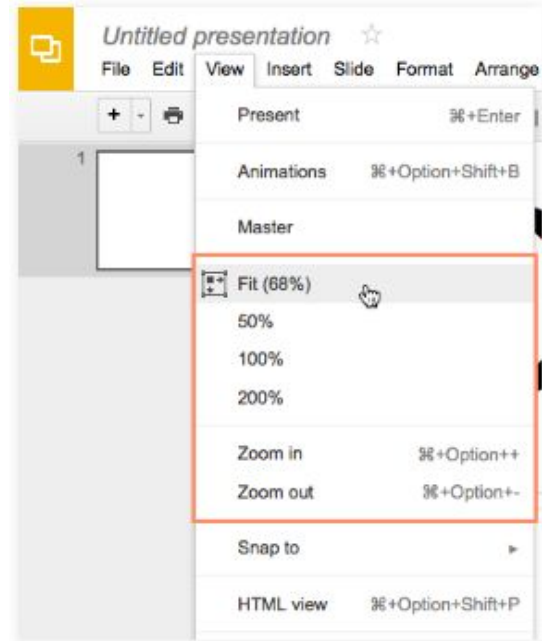


Google Slides: Zoom and View Options

You can zoom in and out of your presentation with the **Zoom** shortcut. Click **Zoom** on the shortcut toolbar, then move the mouse cursor over your slide. The cursor will change to a magnifying glass with a plus sign inside of it. Now you can left-click to zoom in or right-click to zoom out. Press **Escape** on your keyboard to return your cursor to normal.

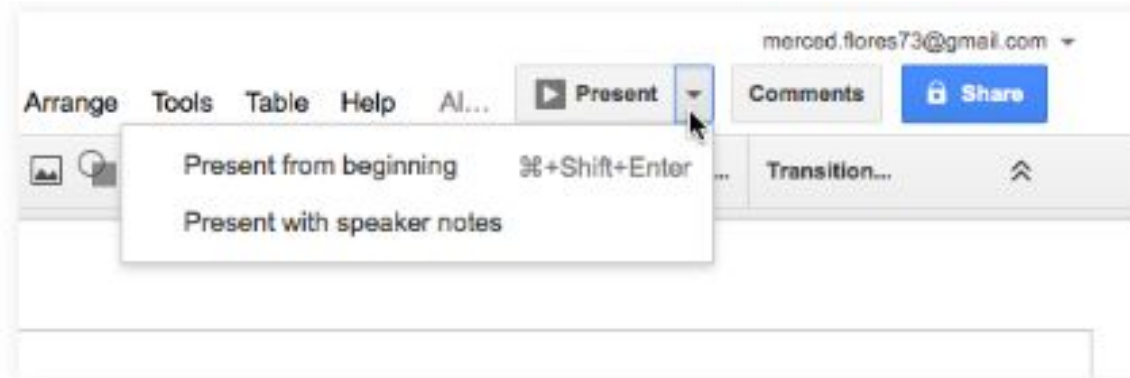


You can set the zoom more precisely in the **View** menu.



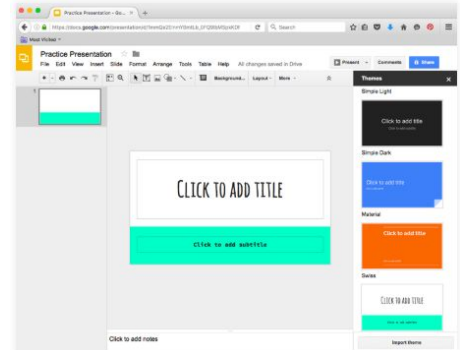
Playing the Presentation

When you are ready to show your presentation—or if you want to see what it will look like during a presentation—click the **Present** button to the right of the menus. You can also click the drop-down arrow for additional presentation options.



CHALLENGE!

1. Open **Google Slides** and create a blank presentation.
2. Change the presentation title from **Untitled Presentation** to **Practice Presentation**.
3. Choose a **theme** for your presentation.
4. Use the **View** menu to set the **zoom** to 50%.
5. When you're finished, your presentation should look something like this: **Note:** Colors and fonts might be different.



For More Resources:

Google Slides:

<https://edu.gcfglobal.org/en/googleslides/getting-started-with-your-presentation/1/>

Microsoft PowerPoint:

<https://edu.gcfglobal.org/en/powerpoint2016/getting-started-with-powerpoint/1/>