Microsoft Office Virtual Learning

Slide Basics with Microsoft PowerPoint & Google Slides Part 1

April 14, 2020

Lesson: <mark>April 14, 2020</mark>

Objective/Learning Target:
Students will understand how to insert, change the layout and arrange slides in 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 20)

Slide Basics with Microsoft Office PowerPoint

Watch Video: Slide Basics

Introduction:

Every PowerPoint presentation is composed of a series of **slides**. To begin creating a slide show, you'll need to know the basics of working with slides. You'll need to feel comfortable with tasks such as **inserting** a new slide, **changing the layout** of a slide, **arranging** existing slides, **changing the slide view**, and **adding notes** to a slide.

Understanding Slides and Slide Layouts

When you insert a **new slide**, it will usually have **placeholders** to show you where content will be placed. Slides have different **layouts** for placeholders, depending on the type of information you want to include. Whenever you create a new slide, you'll need to choose a slide layout that fits your content.
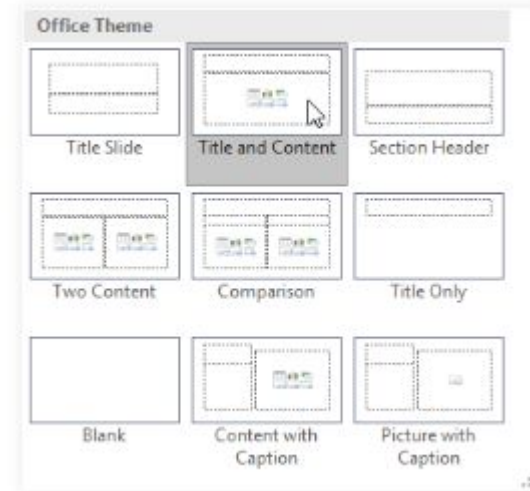
Placeholders can contain different types of content, including text, images, and videos. Many placeholders have **thumbnail icons** you can click to add specific types of content. In the example below, the slide has placeholders for the **title** and **content**.
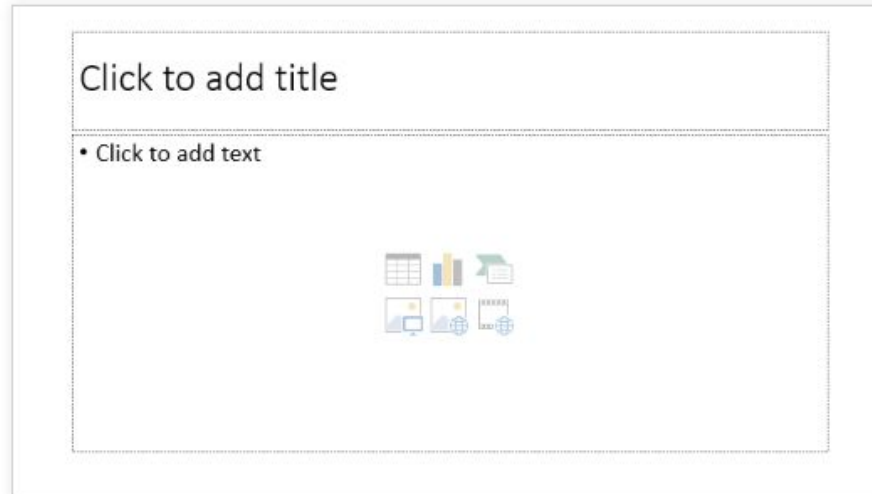
Practice: Inserting a New Slide

Whenever you start a new presentation, it will contain **one slide** with the **Title Slide** layout. You can insert as many slides as you need from a variety of layouts.

1. From the **Home** tab, click the **bottom half** of the **New Slide** command.

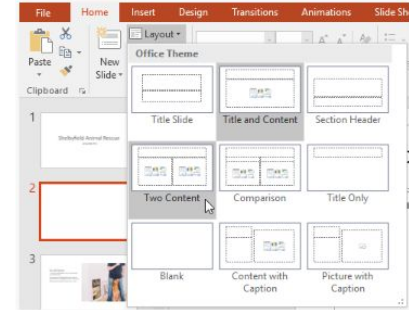2. Choose the desired **slide layout** from the menu that appears.
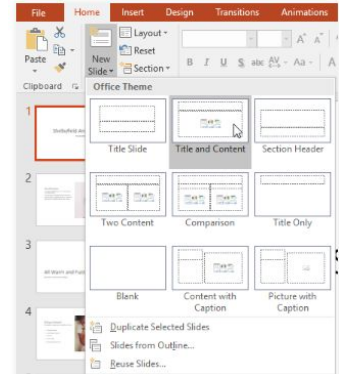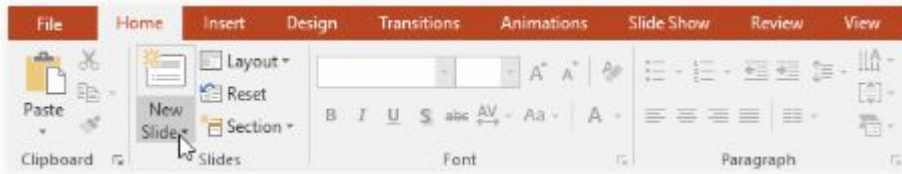
Practice: Inserting a New Slide

3. The new slide will appear. Click any **placeholder** and begin typing to add text. You can also click an **icon** to add other types of content, such as a **picture** or a **chart**.
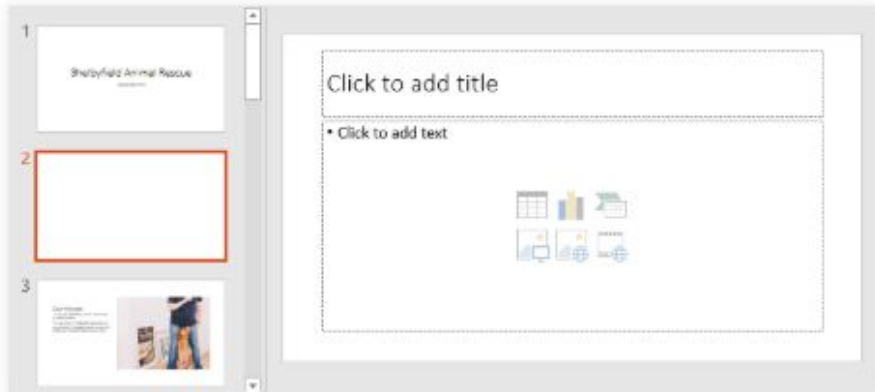
- To change the layout of an existing slide, click the **Layout** command, then choose the desired layout.

- To quickly add a slide that uses the same layout as the selected slide, click the **top half** of the **New Slide** command.
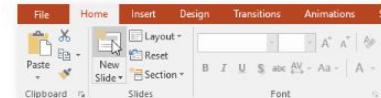
MS PowerPoint: Organizing Slides

PowerPoint presentations can contain as many slides as you need. The **Slide Navigation pane** on the left side of the screen makes it easy to **organize** your slides. From there, you can **duplicate**, **rearrange**, and **delete** slides in your presentation.
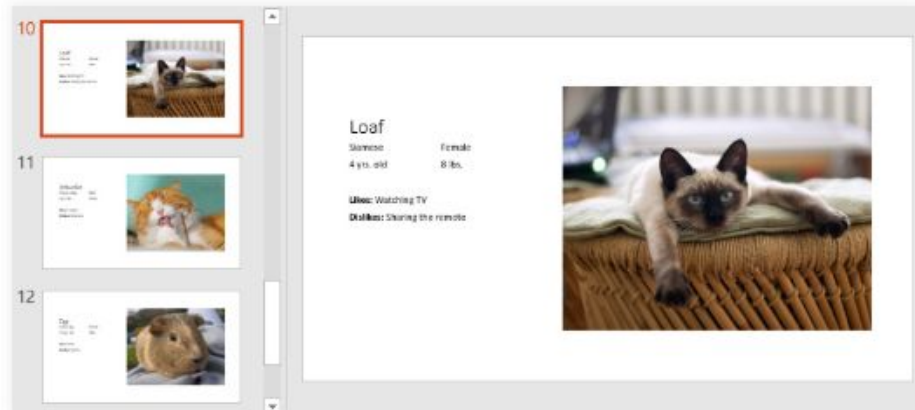
MS Office: Working with Slides

Duplicate slides: If you want to copy and paste a slide quickly, you can **duplicate** it. To duplicate slides, select the slide you want to **duplicate**, right-click the mouse, and choose **Duplicate Slide** from the menu that appears. You can also duplicate **multiple slides** at once by selecting them first.
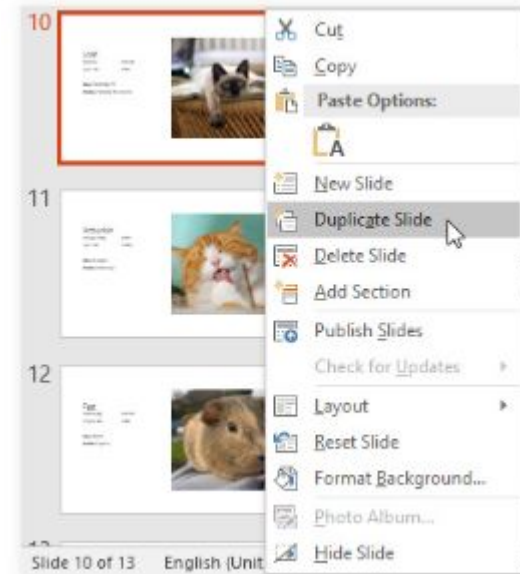
MS Office: Working with Slides

Move slides: It's easy to change the **order** of your slides. Just click and drag the **desired slide** in the Slide Navigation pane to the desired position.

MS Office: Working with Slides

Delete slides: If you want to remove a slide from your presentation, you can **delete** it. Simply select the slide you want to delete, then press the **Delete** or **Backspace** key on your keyboard.
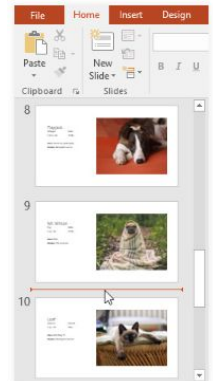
MS Office Practice: Copy and Paste Slides

If you want to create several slides with the same layout, you may find it easier to **copy and paste** a slide you've already created instead of starting with an empty slide.

1. Select the **slide** you want to copy in the Slide Navigation pane, then click the **Copy** command on the **Home** tab. Alternatively, you can press **Ctrl+C** on your keyboard.
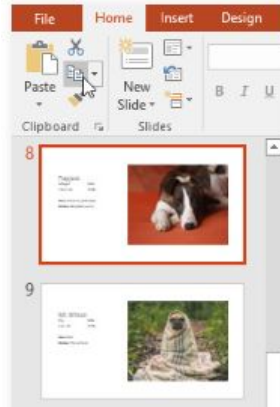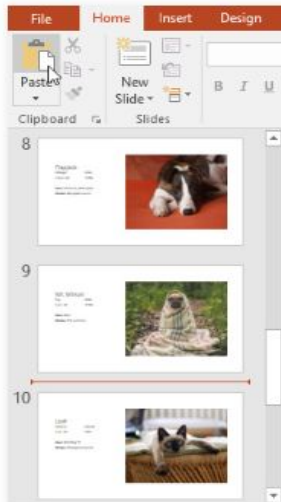

2. In the Slide Navigation pane, click just below a slide (or between two slides) to choose a paste location. A **horizontal insertion point** will appear.
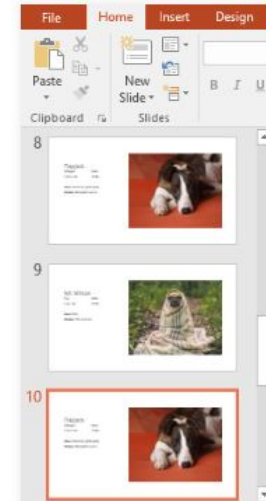
MS Office Practice: Copy and Paste Slides

3. Click the **Paste** command on the **Home** tab.
Alternatively, you can press **Ctrl+V** on your keyboard.

4. The slide will appear in the selected location

MS Office Practice: Customizing Slide Layouts

Sometimes you may find that a slide layout doesn't exactly fit your needs. For example, a layout might have too many—or too few—placeholders. You might also want to change how the placeholders are arranged on the slide. Fortunately, PowerPoint makes it easy to adjust slide layouts as needed.

MS Office: Adjusting Placeholders

- **To select a placeholder:** Hover the mouse over the edge of the placeholder and click (you may need to click the text in the placeholder first to see the border). A selected placeholder will have a **solid line** instead of a dotted line.

- **To move a placeholder:** Select the placeholder, then click and drag it to the desired location.

Shelbyfield Animal Rescue
Adoptable Pets

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MS Office: Adjusting Placeholders

- **To resize a placeholder:** Select the placeholder you want to resize. **Sizing handles** will appear. Click and drag the **sizing handles** until the placeholder is the desired size. You can use the corner sizing handles to change the placeholder's **height** and **width** at the same time.

- **To delete a placeholder:** Select the placeholder you want to delete, then press the **Delete** or **Backspace** key on your keyboard.

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MS Office Practice: Add a Text Box

Text can be inserted into both **placeholders** and **text boxes**. Inserting **text boxes** allows you to add to the slide layout. Unlike placeholders, text boxes always stay in the same place, even if you change the theme.
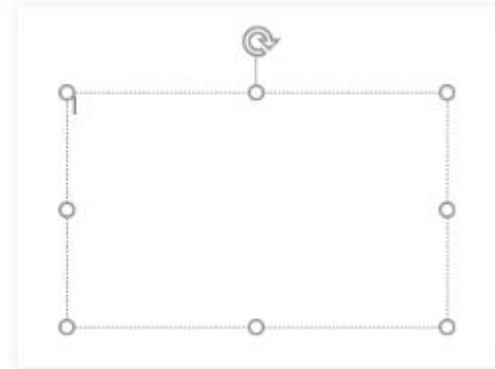
1. From the Insert tab, select the Text Box Command
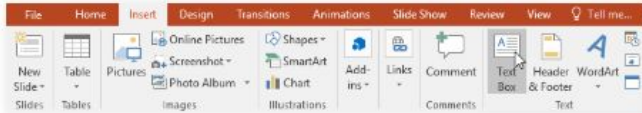
2. Click and drag to draw the text box on the slide.
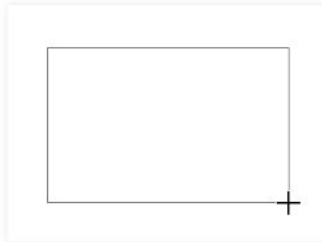
3. The text box will appear. To add text, simply click the text box and begin typing.

Slide Basics with Google Slides

Watch Video: Slide Basics with Google Slides

Introduction:

Every Google Slides presentation is composed of a series of **slides**. To begin creating a slide show, you'll need to know the basics of working with slides. You'll need to feel comfortable with tasks such as **inserting** a new slide, **changing the layout** of a slide, and **arranging** existing slides.

Understanding Slides and Slide Layouts

When you insert a **new slide**, it will usually have **placeholders** to show you where text will be placed. Slides have different **layouts** for placeholders, depending on the type of information you want to include. Whenever you create a new slide, you'll need to choose a slide layout that fits your content.
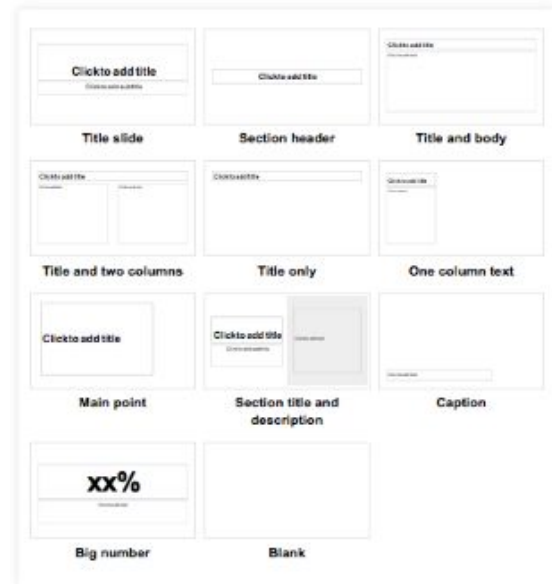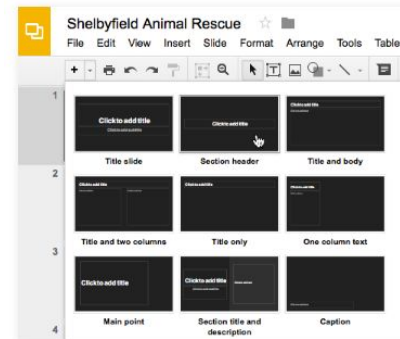
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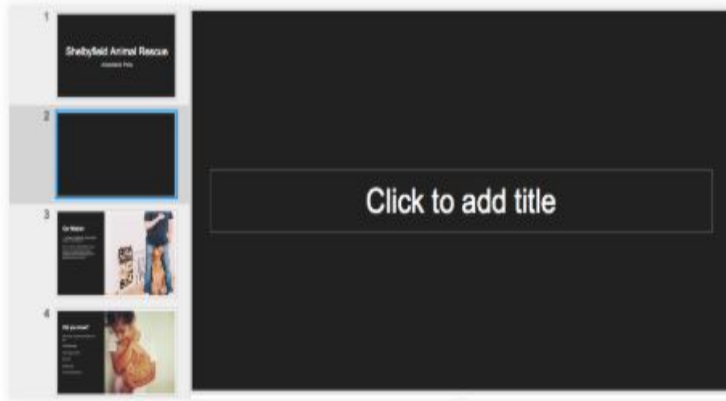1. Click the **drop-down arrow** next to the **New slide** command.
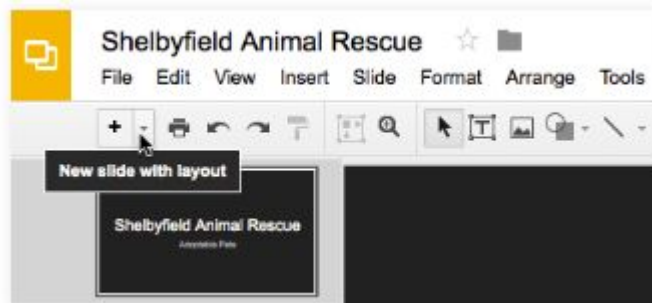
2. Choose the desired **slide layout** from the menu that appears.
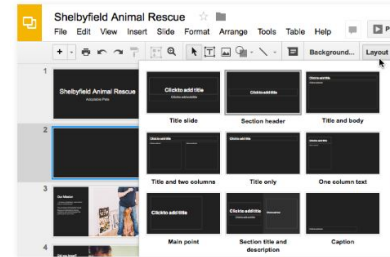
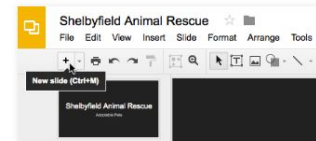# Practice: Inserting a New Slide

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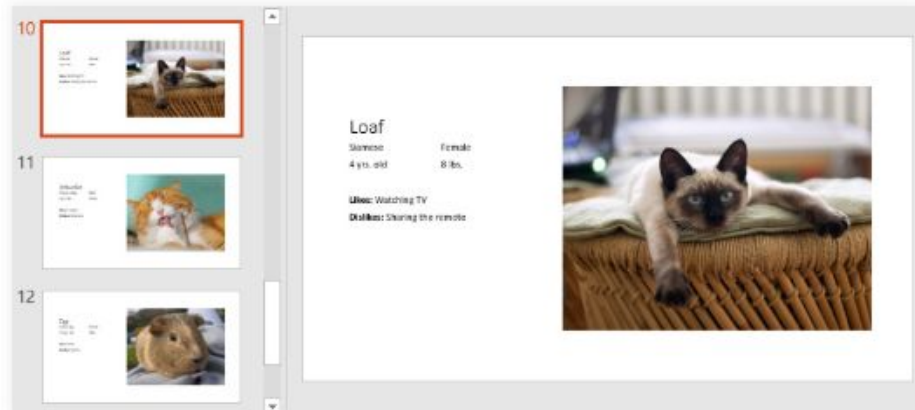
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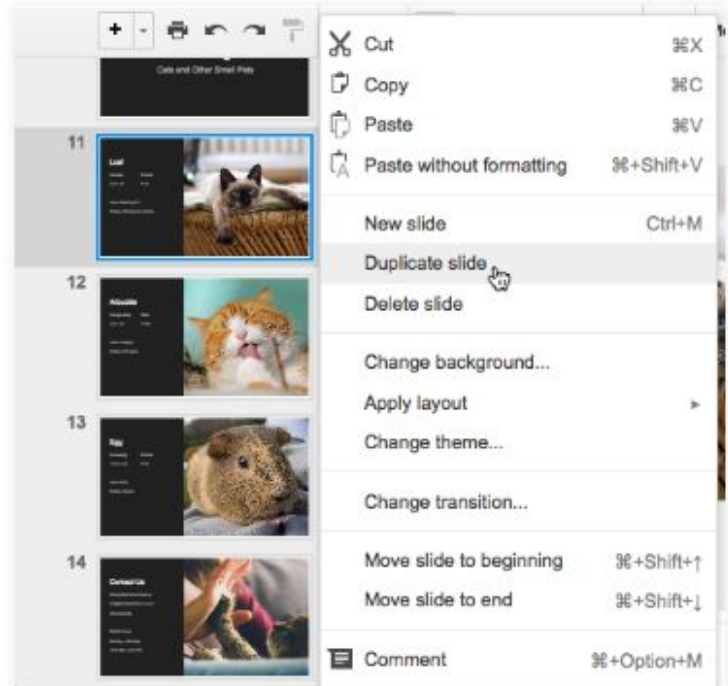
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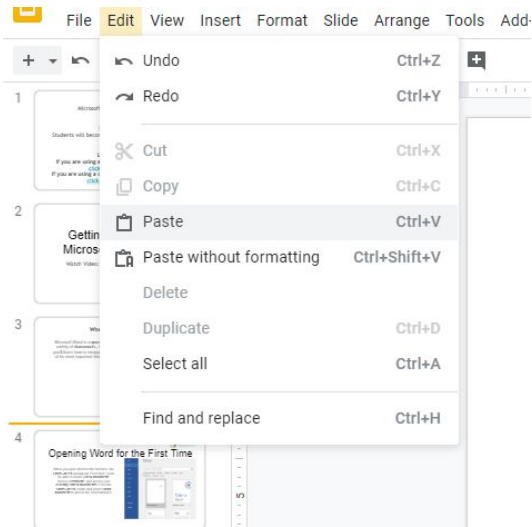
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MS Office Practice: Copy and Paste Slides

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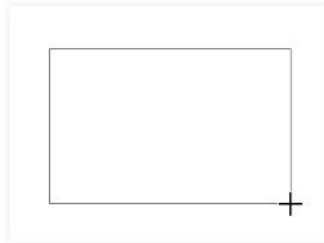
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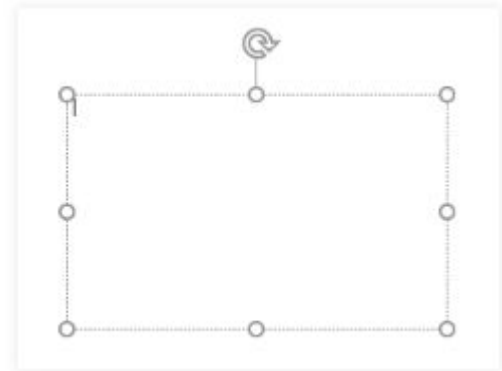
1. From the toolbar, select the Text Box Command

2. Click and drag to draw the text box on the slide.

3. The text box will appear. To add text, simply click the text box and begin typing.

For More Resources:

Google Slides:
https://edu.gcfglobal.org/en/googleslides/slide-basics/1/

Microsoft PowerPoint:
https://edu.gcfglobal.org/en/powerpoint2016/slide-basics/1/