



Microsoft
PowerPoint
FAQ

Frequently Asked Questions

What is PowerPoint?

PowerPoint is used to create a slide presentation which you can include clip art, photographs, sound, and video clips. PowerPoint also lets you enhance and move text, making your presentations very attractive to watch.

How do I open PowerPoint?

1. Click on Windows 95/98/NT **Start** button (located on the bottom-left corner).
2. **Start** → **Programs** → **Applications** → **Microsoft Office** → **Microsoft PowerPoint**

How do I create a new presentation?

1. Click on **Blank presentation**.
2. Choose the **Title slide** layout from the different Layout selections
To see the Slide Setup menu:
 - Click on **File** then **Page Setup**Changes are made in a dialog box by either typing new values or by clicking on the triangles to increase or decrease the value settings.

How do I save my presentation?

1. Click **File**.
2. Scroll down to **Save As**.
3. Select the location of where you want to save your file in **Save in:**.
4. Type the name of your file on **File name:**.
5. Then click **Save** or just press **Enter**.

How do I enter text into a document?

1. Select the **font**.
2. Select the **font size**.
3. Click on the **text tool bar** (located on the left horizontal lower tool bar). This tool enables you to enter text.
4. Place the cursor where you want to begin typing. Click the mouse button to begin entering text.
5. Type the title of your favorite movie. Notice that the text appears in its own text box. Click outside this box to make it disappear and then click back on the text to make the box reappear.

How do I change my background?

Solid color background:

1. Click on **Format**.
2. Scroll down to **Background**.
3. Click on the drop down arrow and choose a color.
4. Click on **Apply to All**.

Picture background:

1. Click on **Format**.
2. Scroll down to **Background**.
3. Click on the drop down arrow and choose **Fill Effects**.
4. On the Fill Effects menu, click on **Picture**.
5. Click on **Select Picture...** and open the location of the desired picture.
6. Click on **OK** then click on **Apply**.

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How do I add a slide?

1. Click on **Insert**.
2. Scroll down to **New Slide**.
3. Choose a **Layout** and Click **OK**.
4. Add three more slides for practice.

What is a slide sorter?

Slide Sorter enables you to view many different slides at once. It can also be used to delete, add, and move slides around. Choose the slide sorter view by clicking on the tool with four boxes on it (located in the bottom left corner of the screen).

How do I delete a slide?

1. While on the **Slide Sorter**, click on a slide you want to delete.
2. Click on the **delete** button.

How do I move a slide?

1. While on the **Slide Sorter**, select slide one by clicking on it.
2. While holding the mouse button down, drag slide one so that it is positioned after slide three.
3. A vertical line will appear to the right of slide three. When this line appears, release the mouse button.
4. Slide one should now be the third slide.

How do I view the slide show?

1. Click on the slide show tool (located at the bottom left of the screen). The slide displays in full view on the screen.
2. To advance through the slides, click the mouse button, press enter, or the right arrow key.
3. To move backwards through the slides, press P, or the left arrow key.

What is a slide transition and how can I create transitions?

Slide transition is the action in which a slide appears on the screen as one slide is removed is the transition.

1. Go to the slide for which you want to create a transition. In the main menu, click **Slide Show** and choose **Slide Transition...**
2. Under **Effect**, click the down arrow next to where it says **No Transition**.
3. Click *Fade through Black*. You may have to scroll down to find it.
4. Under **Speed**, select Slow.
5. Click **Apply to All**.

How do I animate objects?

1. Type the word *Animation*.
2. Notice that there is a box around the text.
3. Go up to the menu bar and click on **Slide Show**.
4. Choose **Custom Animation**.
5. Under **Timing**
6. Select object(s) needed to be animated.
7. Click on *Effects*.
8. Under **Entry Animation and Sound**, click on the drop down arrow and choose preferred animation.
9. Choose any sound if needed.
10. Click **Preview** to see animation, when satisfied Click **OK**.

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How do I print my presentation?

1. Click **File** on the top of the screen and choose **Print**.
2. Look toward the bottom of the window for an option called **Print what**.
3. Click the mouse button on the downward arrow to view the print options.

Slides – This fits one slide per page.

Handouts – This option allows more than one slide to appear on each page. This can be used to save paper and printing costs.

Notes Pages – This view allows the presenter to make notes about each slide and then view them during the presentation. Selecting this print option will print one slide at the top of each page and any notes made by the presenter below it.

Outline View – This prints an outline of your presentation. The outline only contains text (no images).

What is Pack and Go... and how is it useful?

Note: **Pack and Go** compresses a PowerPoint file into a smaller file. It is useful because sometimes PowerPoint files exceed 1.44megs (a floppy drive's worth) of memory.

1. Click on **File**.
2. Select *Pack and Go...*
3. Click Next.
4. Click Next again.
5. Choose the Drive where the file will be copied to.
6. Click Next.
7. Click Next.
8. Click Finish.