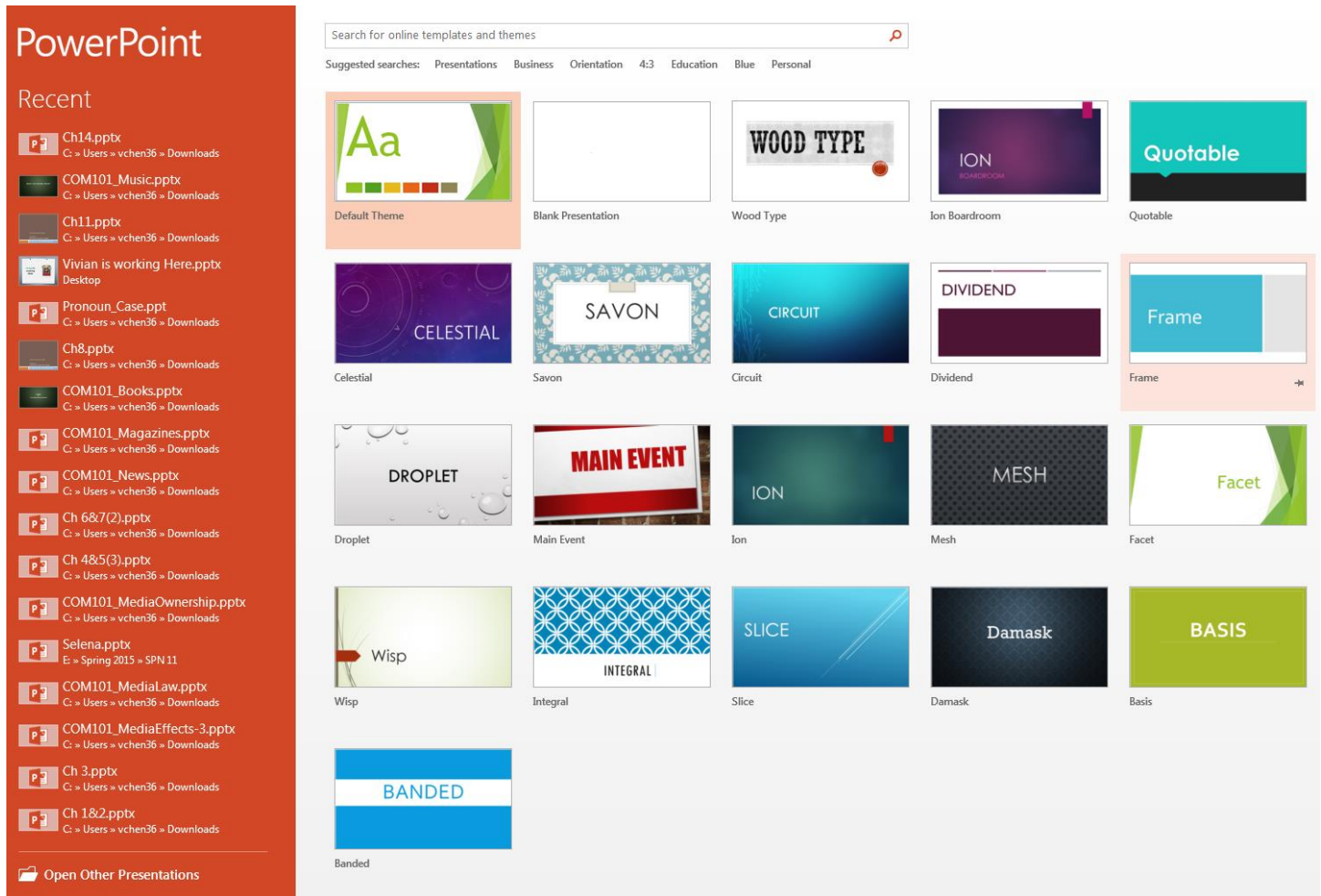# CREATING A MICROSOFT POWERPOINT
A Reference Handout for PowerPoint 2013

This handout is a reference tool to assist you with the basic features of Microsoft PowerPoint 2013.

LAUNCHING POWERPOINT AND CHOOSING A THEME
When you launch PowerPoint, you will see the following screen:

On this screen, you are given the option to create a presentation using a pre-made template. You can select any of the templates, or you can search for one that better fits your slideshow theme.

To search for a theme, type your search terms in the following space:

THEME OPTIONS

Once you select a theme, you may or may not be given the option to select the color scheme for the presentation.

Click here to close out the current theme and to select another.

These are the different color schemes for the chosen template.

Click here to view sample layouts using the current theme.

Click this button to begin creating the presentation using the current theme.

Click this arrow to preview the schemes for the next theme.

CREATING THE PRESENTATION

Once you click **"Create,"** you will be taken to the **"Title Slide."** This is the first slide that you will see:

This area shows the current slides for the presentation.

Click where it says to add title.
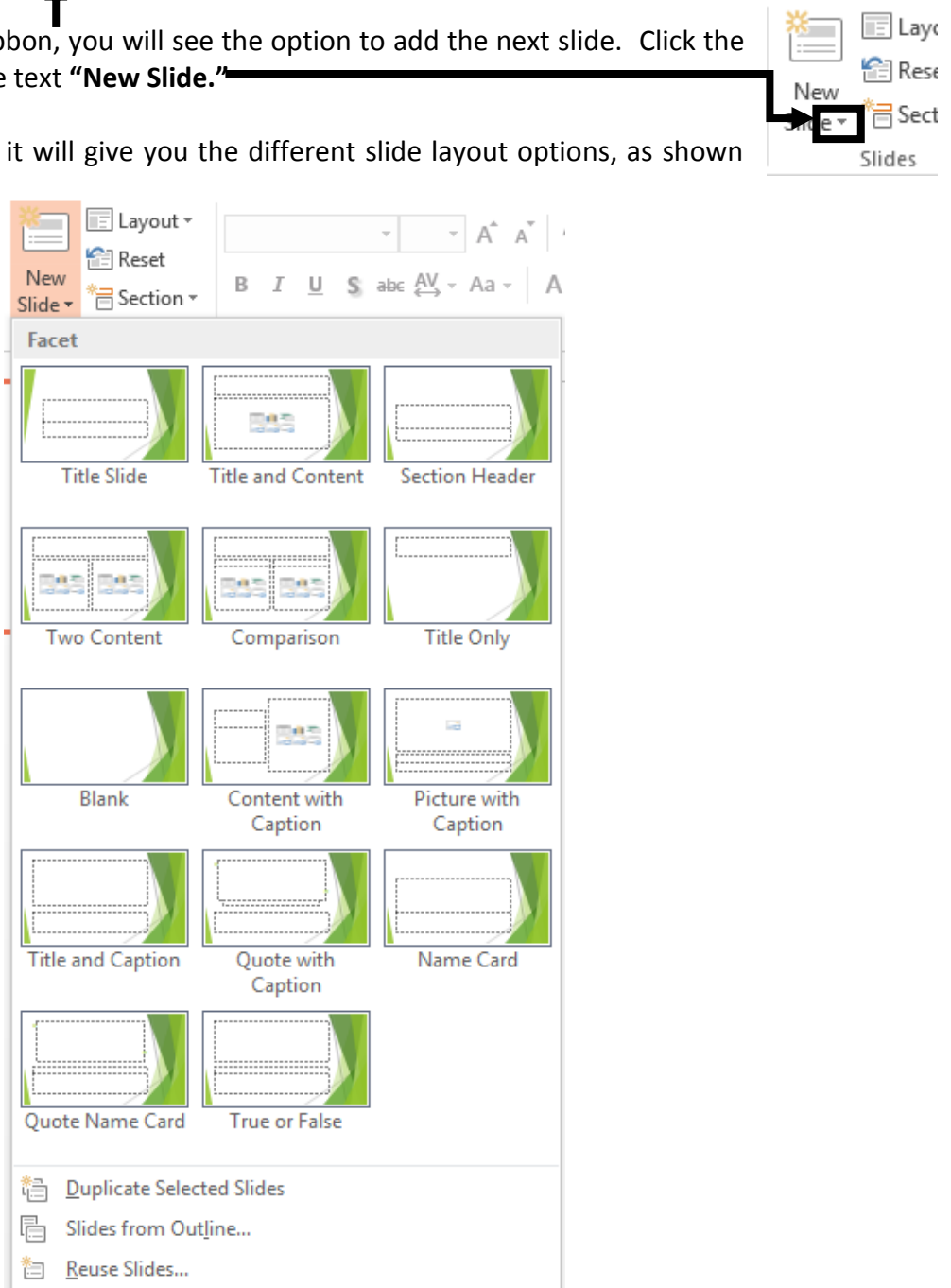
Click where it says to add subtitle.

ADDING A NEW SLIDE
To add a new slide, go to the **"Home" tab.**

In the **"Slides"** portion of the ribbon, you will see the option to add the next slide. Click the upside-down triangle next to the text **"New Slide."**

When you click on the triangle, it will give you the different slide layout options, as shown below.


Select the slide layout you want to add to the presentation.

INSERTING A PICTURE FROM THE INTERNET

The easiest way to insert a picture into a PowerPoint presentation is to copy and paste the picture from the internet.

Here are the steps to copying and pasting a picture into PowerPoint:

1. Open your favorite web browser.
2. Go to **www.google.com.**
3. Type in the search box the type of image you want to add, and click **"Enter."**
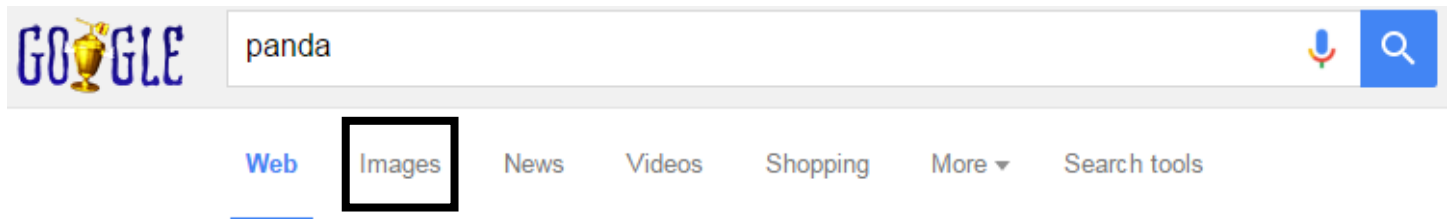
4. Click **"Images"** to see only pictures related to the search term.
5. Pass over your mouse to see the picture's information, such as **pixel count** and **source**.

This is the **pixel count.** The larger the numbers, the better the image quality.

This is the image's **source.** This tells you where the picture came from.

6. Once you have selected the image you want to include in your presentation, **"left click"** using your mouse on the picture you want to add to enlarge it.
7. On the enlarged picture, **"right click"** using your mouse, and select, "**Copy."**
8. Go back to the PowerPoint Presentation you created.
9. **"Right click"** anywhere on the screen. It will give you the following menu:
10. Select the first option **("Use destination theme").**
11. The picture will be inserted somewhere on the slide. You can re-position it and/or resize it as needed.
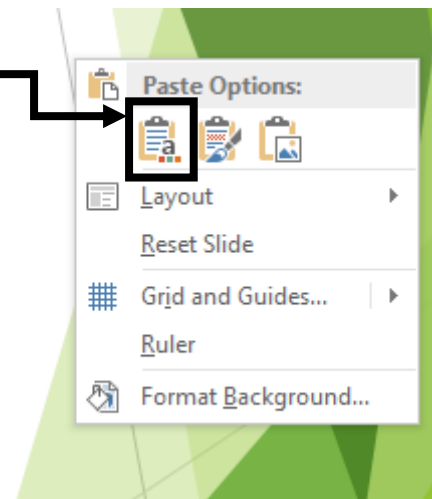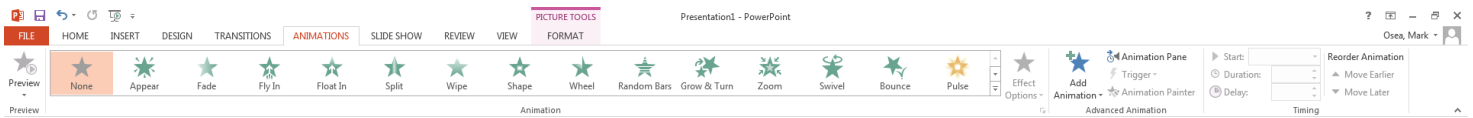
ANIMATING OBJECTS

Adding animations to existing objects in a PowerPoint presentation is a great way to add visual interest to the slideshow.

Here are the steps to adding an animation:

1. Select the object you want to animate.
2. Click on the **Animations** tab. The ribbon will now have the following options available:

3. Click on an animation to see what it will look like.
4. If you want more animation options, click this:

NOTE: You can play around with the direction the animation plays from or the timing when the animation appears.