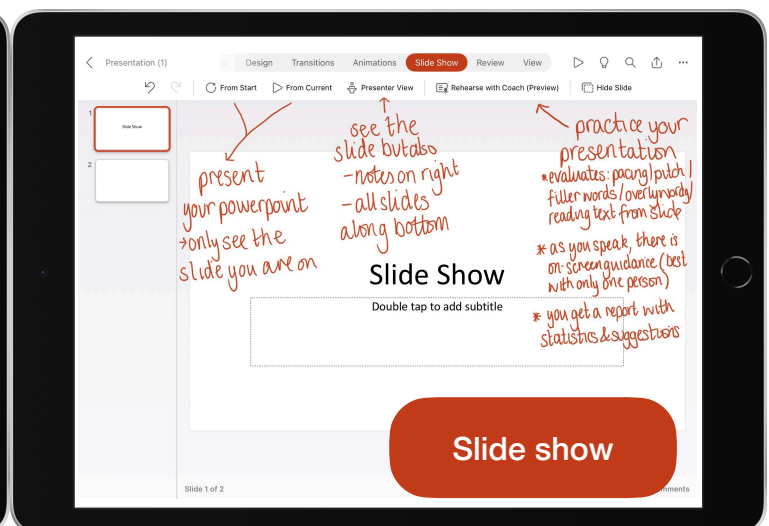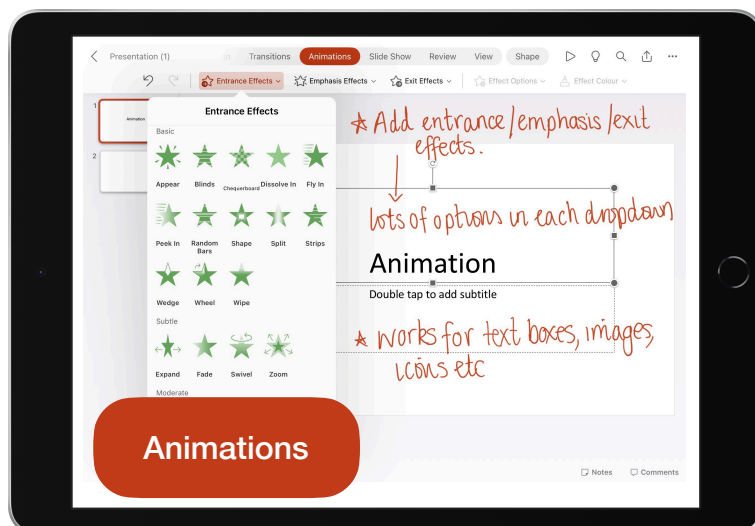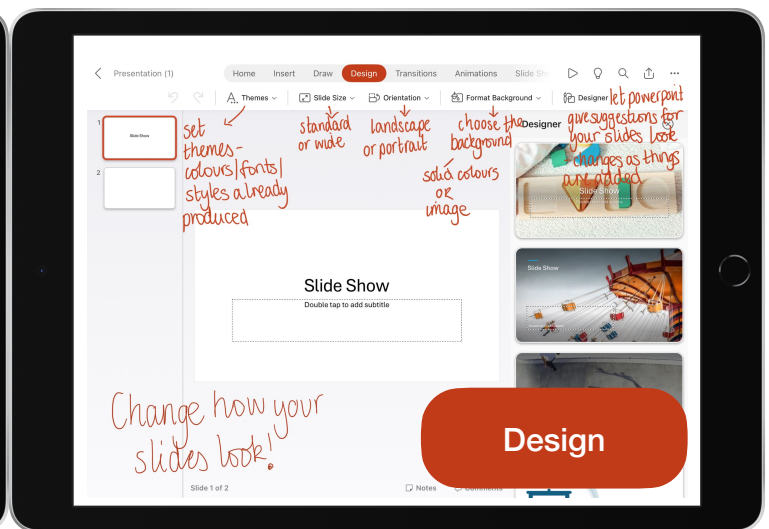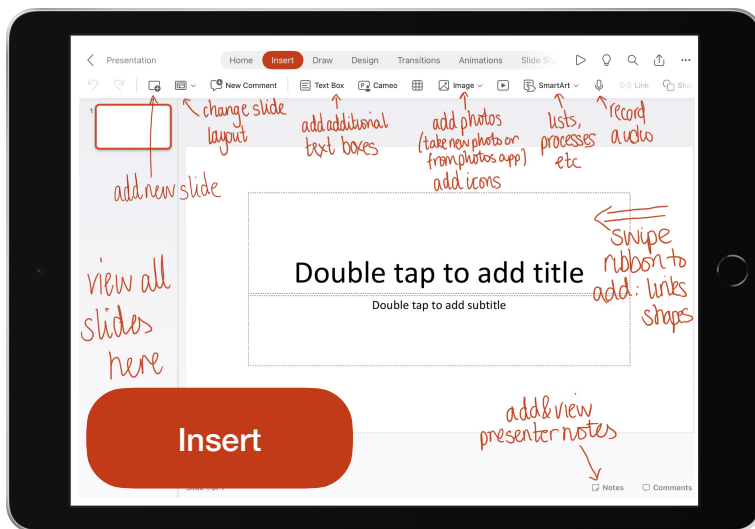# A Quick Guide to: PowerPoint
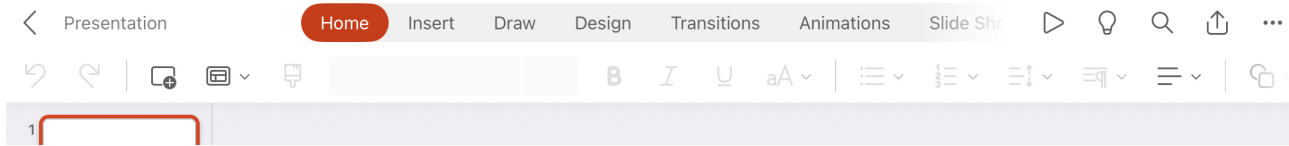
The area along the top of the screen is called the ribbon. This is a set of toolbars to help you quickly find the commands that you need.

On the upper ribbon are the menu options, selecting one of these words (turns red) changes the ribbon toolbar.

Insert

Handwritten annotations:
- change slide layout
- add new slide
- view all slides here
- add additional text boxes
- add photos (take new photo or from photos app)
- add icons
- lists, processes etc
- record a video
- swipe ribbon to add: links, shapes
- add & view presenter notes

Double tap to add title
Double tap to add subtitle

Design

Handwritten annotations:
- set themes - colours / fonts / styles already produced
- standard or wide
- landscape or portrait
- choose the background - solid colours or image
- let powerpoint give suggestions for your slides look - changes as things are added
- Change how your slides look!

Slide Show
Double tap to add subtitle

Animations

Handwritten annotations:
- Add entrance / emphasis / exit effects.
- lots of options in each dropdown
- works for text boxes, images, icons etc

Entrance Effects — Basic: Appear, Blinds, Chequerboard, Dissolve In, Fly In, Peek In, Random Bars, Shape, Split, Strips. Subtle: Expand, Fade, Swivel, Zoom. Moderate

Animation
Double tap to add subtitle

Slide show

Handwritten annotations:
- present your powerpoint → only see the slide you are on
- see the slide but also - notes on right - all slides along bottom
- practice your presentation
- evaluates: pacing / pitch / filler words / overlymordy / reading text from slide
- as you speak, there is on screen guidance (best with only one person)
- you get a report with statistics & suggestions

Slide Show
Double tap to add subtitle

To save, press the sharing arrow in the top right

- name your document
- Choose a location to save (a named folder is best to be able to find the file again!)
- Press red save

Learn more on this Microsoft Learns site