PowerPoint 2016 - Beginner

Gingerbread Cookies!

Photo by Mira on Unsplash

First Steps:
- Open PowerPoint
- Create new PPT presentation by clicking once on "Blank Presentation" or choosing a preset template such as "*Wisp*" (which is the one we use in this tutorial). If you choose a template then the slide information regarding a font (type, color, size) will be set and you do not need to customize anything in the Master template. If you wanted complete control over the template you need to use Master Slide. Master Slide is the menu where additional edits to the template can be made. (Master Slide is covered in-depth in *PowerPoint Intermediate* class so make sure to register and attend that class as well.)

Making Slides:
- Title Slide is created by default (title slide is a type of a layout and it is a slide that usually goes first)
- Type your title as "*Holiday Cookies*"
- Type subtitle as "*Fun Project*"
- If you used the template did you want to change the font (type, color, size)?
  - Highlight the slide text in order to change the font (Arial Rounded MT Bold)
  - Highlight the subtitle text in order to change the font (Berlin Sans FB Demi)
  - Highlight the font to change the size if the title goes over the page

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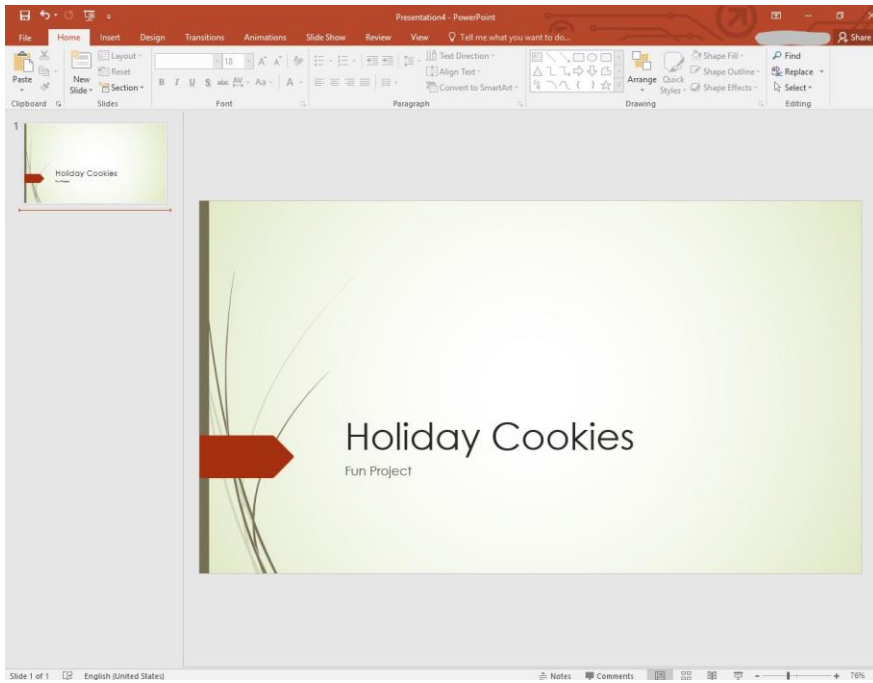
- Make a new slide
  - There are a few ways of going about this:
    - You can click on the top banner of the program where it says "New Slide"
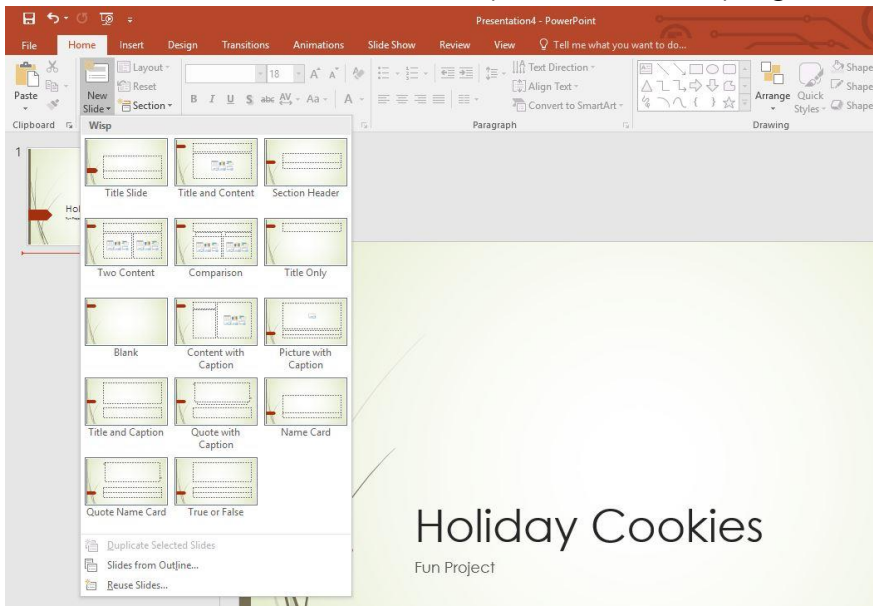

    - On the keyboard just press CTRL+M
    - You can right click on the current slide (top left side of the screen) and make a new slide
    - The best way for right now because we want to preserve the font settings is to right click on the slide and "duplicate" the slide. That way we don't have to worry about having to constant changes concerning the font, font color and size

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- New slide is created on the left side we can see it in the navigation pane (left side of the screen)
- Because the new slide is identical to the first (Title Slide) we can make a change and click to adapt it to a working layout
   o On the banner click "Layout" and then select "Title and Content"
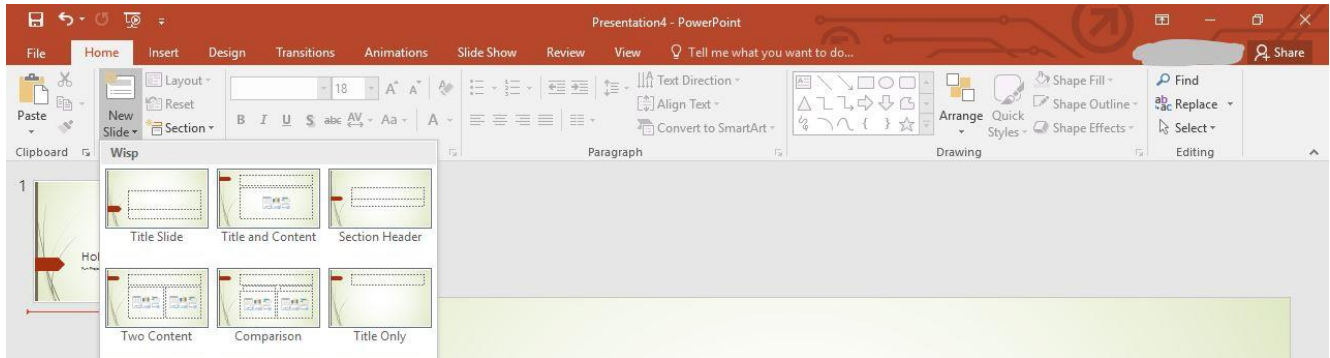
- In the new slide (Slide 2) type: "Tools" as a title
- Right click a few more times and create duplicates of that new slide because we will need it going into the rest of the presentation
- Then list the items necessary for the cookie project in each new slide we have created:
   o An electric mixer
   o 2 medium bowls
   o Whisk
   o Plastic wrap
   o Rolling pin
   o 2 baking sheets
   o Cookie cutters
   o Spatula
   o Baking trays
- Right click on the slide and select "New slide" (or if you already have extras just proceed)
- Type "Baking Ingredients" into the title of the slide
- Type the following instructions into the body of that one slide to make a bullet point list:
   o 2 3/4 cups all-purpose flour (330g)
   o 1/2 teaspoon baking soda
   o 3/4 teaspoon salt
   o 1/2 tablespoon ground ginger
   o 1/2 tablespoon ground cinnamon
   o 3/4 teaspoon cloves
   o 1/2 teaspoon nutmeg
   o 1/2 cup butter (120g)
   o 1/2 cup brown sugar (90g)
   o 1 egg
   o 3/4 cup of molasses (180mL)

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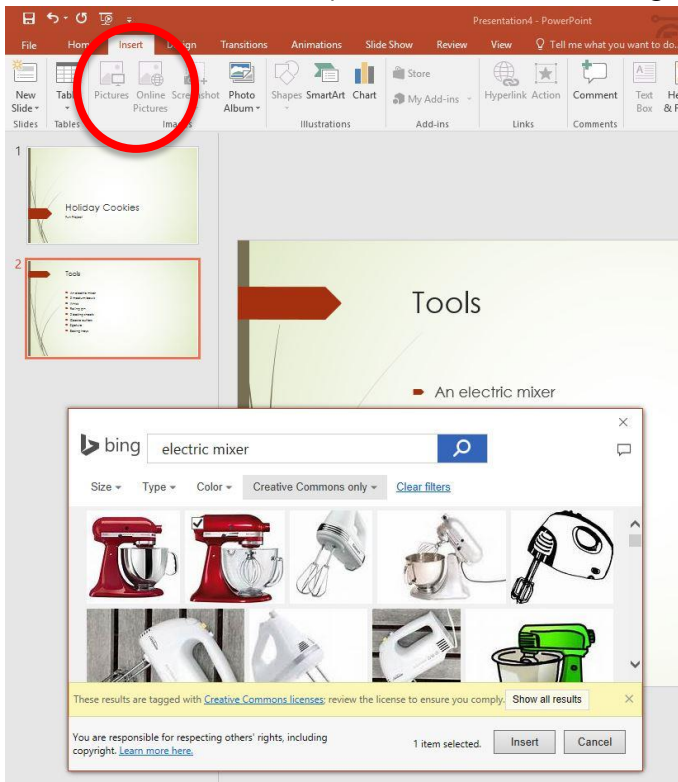
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- Right click on the slide and select "New slide" (or if you already have extras just proceed)
- Type in the rest of the recipe and baking instructions following the same format we have started above

Adding Images:
- The next thing we need to do is to find and place the images we might find useful to our presentation
- <u>From the PPT:</u> you can now <u>search the photos on the web</u> (via Bing Search):
    - o Click on the "Insert" tab
    - o Click "Online Pictures" and type into the Bing search what kind of photo you would like to insert
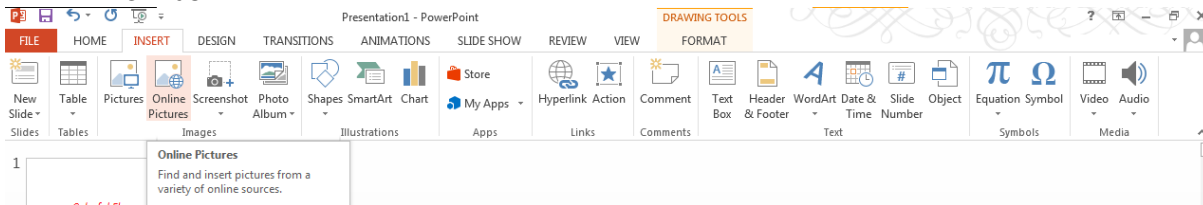
- o For example type in "electric mixer" and select an image that you like and click "Insert"
    - ▪ Remember you can resize the image and move it around the screen

- <u>From the Web Browser:</u>
    - o Go to a web browser (Google Chrome, Internet Explorer, Mozilla Firefox, Opera, etc.)
    - o Type in www.google.com into the browser search bar
    - o Type "electric mixer" press "enter" on the keyboard

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o Then select the "image" near the search box
o Find the image and right click on it "save image as" and in the dialog box that shows up make sure to select "Desktop" or any other easy to find folder such as the "Pictures" folder

- From the Computer (temporarily images on SPL desktop just for this lesson):
  o Go back to the PPT presentation slide number 2 and click the Insert tab – Picture – Desktop location – find the image titled "electric mixer" – click Insert
  o Move the image at the appropriate place in the presentation
  o Go to the slide number 3
  o Click on the "Insert picture from file"
  o Browse for the photo on the desktop titled "cookie cutter"
  o Select the image - Picture Tools tab – Format – Picture Styles – "Reflected Rounded Rectangle" – Picture Effects – Soft Edges

Adding Transitions Between Slides:
- Click on the Transitions tab
- Select "Wipe" and on the right side of the screen click "Apply to all"
  o Although you can use multiple transitions it is useful to keep everything consistent and just stick with one type of transition.

Adding Animations:
- Go to the slide number 4
- Select the image and click on the Animations tab – Click on the Shape animation – There are additional options concerning the animation – Effect options – Direction: In – Shape: Circle
  o You can use multiple animations for your images just do not go crazy with adding too many because they will be distracting.

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