



This was a presentation given to the ComputerPals clients in 2017 to assist them in understanding different office applications available on a computer

Computer Pals is a not-for-profit organization that provides computer training free of charge. Whilst we endeavour to give the best advice possible there is no guarantee on the information given. Our handout sheets attempt to provide the easiest method to achieve the goal for the target audience. It is noted that changes in computer type, manufacturer and software versions may invalidate some of the examples provided. E&OE.



WHAT iz

PowerPoint ...

PowerPoint

is a **PRESENTATION**  
Tool from Microsoft, and a  
part of Microsoft Office

Similar to:

- LibreOffice 'IMPRESS'
- Open Office 'IMPRESS'
- ... and many others

It is a tool for **PICTURES** as  
**WORD** is for **text**.

And much much more powerful than

- Microsoft Paint

Which is free

**Presentations:**

- you can use it for anything from creating **this** to producing an entire multimedia presentation.

**Picture Presentations:**

- Words, pictures and diagrams
- Animations
- Handout Notes

**PowerPoint is NOT best for:**

- Creating sharable documents
- Text documents
- Number Crunching



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## Flashy Presentations

Allows you to:

- Create fun stuff ...



Wow !- that sounds really exciting, but what can I really use it for?



More practically, you can make:

- Handouts
- Birthday Cards
- (re) Format Photographs
- and much more

Plus other magical things like:

- Creating Pictures
- Making compound documents containing lots of different things



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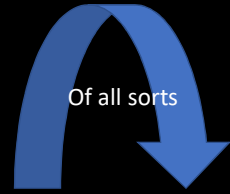
More Shapes than you can use!



Hearts



Arrows



Of all sorts



Stars



Call - outs



Faces

In any colour



12 sided



Boxes etc.



Penta gons

More Art  
than you  
can use!



Pictures

Blocks  
with  
Pictures



Smart

Art

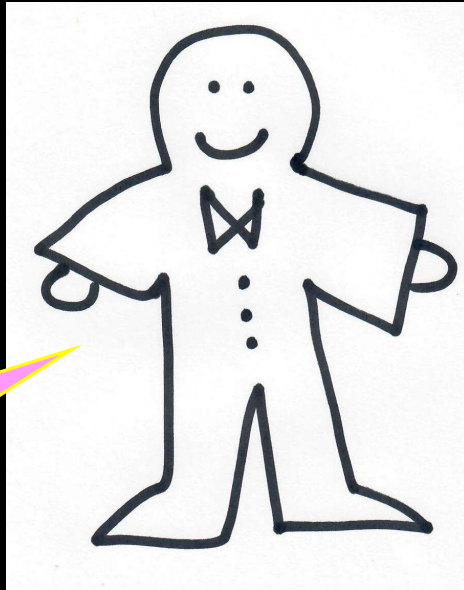
Shapes

PowerPoint  
is all about  
**IMAGES**

*I drew this earlier*



## Format Images



Even: Draw a picture

- Remove the background
- And change the colour



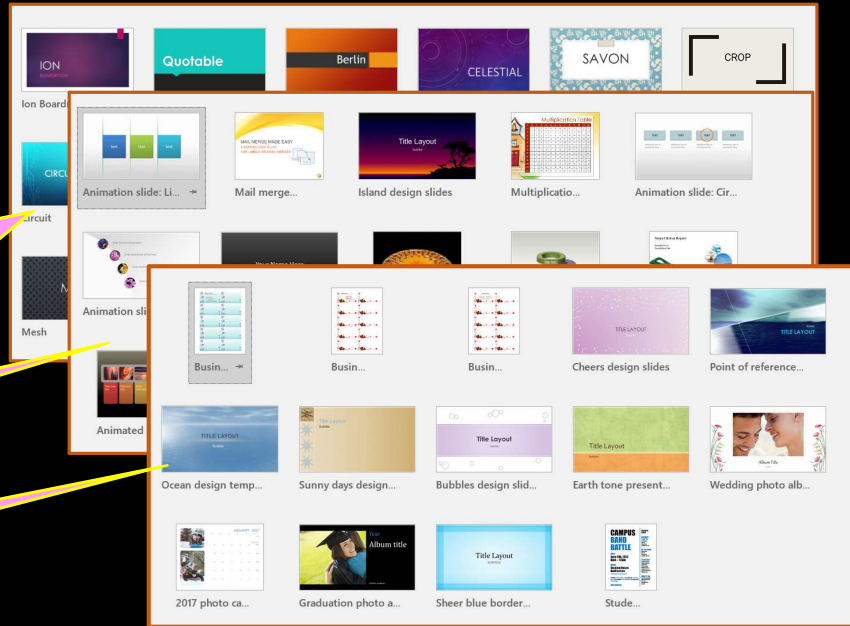
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## Built In Options

Different PowerPoint Styles can be created, complete with pictures and background watermarks

Labels

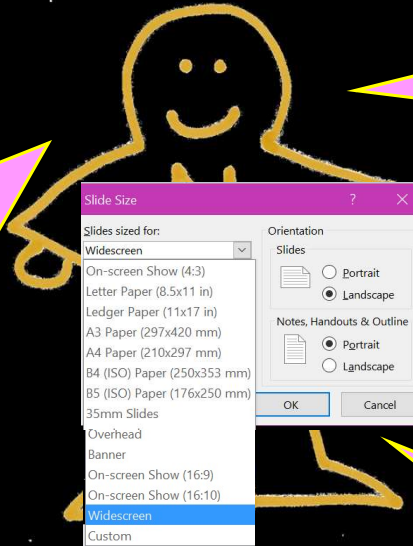
And much more



PowerPoint is NOT best for:

#### Creating sharable documents

- You should 'SAVE AS' - PDF
  - PowerPoint Viewer lets you view full-featured presentations created in PowerPoint 97 and later versions with full fidelity. This viewer also supports opening password-protected Microsoft PowerPoint presentations. You can view and print presentations, but you cannot edit them in the PowerPoint Viewer.
- Visit <https://www.microsoft.com/en-gb/download/details.aspx?id=13>



#### Presentations or Words

- Use PowerPoint for presentations (like this one)
- Use Word for documents

#### Excel is NOT good for:


- Large amounts of graphics
- And Watch out for the size of screen you are displaying on ...

#### HOWEVER ...

- Anything is possible, just ask 😊



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So WHAT do YOU  
want to try today?

Just Ask a Volunteer



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Also (if you want)  
in this series of



any of the  
following programs →



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