

Microsoft®

PowerPoint

Learner Resources

Guided Learning

Unit 1: Getting Started

Unit Objectives

In this unit, you will be introduced to PowerPoint, explore the interface, learn basic concepts and apply various settings. Upon successful completion of this unit, you should be able to understand the following:

- ☐ Introduction to PowerPoint
- ☐ Basic Concepts
- ☐ Settings

Unit 1 Introduction to PowerPoint

Learn Tasks

PowerPoint Overview

- 1) Why is PowerPoint a helpful tool for creating presentations?
 - a) It helps you write essays faster.
 - b) It allows you to share information in a clear and interesting way.
 - c) It adds random images to your slides automatically.
 - d) It removes all videos and pictures from your presentation.

- 2) Fill in the blank with the correct word.

PowerPoint allows you to use pictures, charts, and _____ to make your presentation more fun and quickly understood.

- Videos
- Essays
- Homework
- Bookmarks

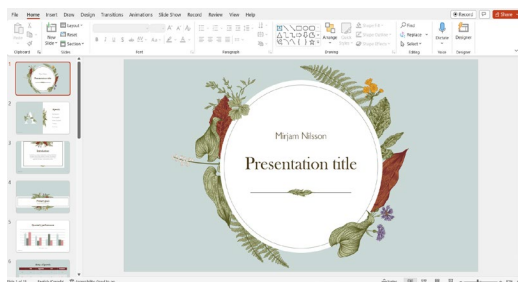
- 3) You should add as many pictures and videos as possible to every slide to make your presentation have an exciting appearance.

- True
- False

PowerPoint Window

Identify the following in the PowerPoint Window

- File Tab
- Status bar
- Ribbon
- Slide Pane
- View Buttons



Ribbon

Match the following terms:

- a) Galleries
- b) Ribbon
- c) Dialog Box Launcher
- d) Contextual Tabs

- _____ Located at the top of the window and contains tabs, groups, and commands to help you build your presentation.
- _____ Appears when you select specific objects like pictures or charts and offer additional tools.
- _____ Displays visual style options, such as Themes, in a preview format so you can view the effect before applying it.
- _____ Opens a window with more advanced settings and controls for certain commands.

Ribbon Tabs

Review the following terms and descriptions and match the terms to correctly identify when you would use the Ribbon tabs.

- a) Design
- b) Insert
- c) Review
- d) Animations

- _____ Helps you improve the appearance of your presentation by inserting different colors and designs.
- _____ Helps you make objects on your slides move, like showing text or moving images.
- _____ Helps you add pictures, shapes, charts, and more to your slides.
- _____ Helps you check spelling, leave comments, and make changes.

Customize Ribbon

Place the steps into the correct order to successfully customize the Ribbon in PowerPoint.

- 1) Open PowerPoint and go to the File tab at the top left corner of the window.
- 2) Use the Add or Remove button between the two columns to make changes.
- 3) Select the OK button to save your changes.
- 4) In the menu that appears, choose Options.
- 5) In the PowerPoint Options dialog box, select the Customize Ribbon option.
- 6) Choose the tab where you want to add or remove a tool from the right column.

Developer Tab

Why would you enable the Developer tab in PowerPoint?

- a) To change the theme of your presentation
- b) To access tools for adding interactive buttons, forms, and special commands
- c) To insert pictures and videos
- d) To apply transitions between slides

Quick Access Toolbar

- 1) What is the main benefit of customizing the Quick Access Toolbar in PowerPoint?
 - a) It changes the background color of your slides.
 - b) It allows you to add animations quickly.
 - c) It gives you quick access to commands you use most often.
 - d) It adds new design themes to your presentation.
- 2) You can remove commands from the Quick Access Toolbar if you don't use them.
 - True
 - False

Navigation Pane

If the Navigation bar is not displayed make sure you are in the normal view.

- True
- False

Unit 1 Introduction to PowerPoint

Practice Exercise

Add a section, update the Quick Access Toolbar, and insert a new slide.

- 1) Open U1 L1 Practice Exercise.pptx
- 2) Add the New Slide command to the Quick Access Toolbar
 - File tab > Options > Quick Access Toolbar > Choose commands from: Popular Commands > New Slide > Add>> > OK
- 3) Add a new blank slide after the final slide using the Quick Access Toolbar
 - Slide 15 > Quick Access Toolbar > New Slide > Blank
- 4) Save to your course files

This feature is only available in the desktop version.

Unit 1 Introduction to PowerPoint Practice Questions

- 1) The title Bar is located at the bottom of the window.
- True
 - False
- 2) Review the following terms and descriptions and match the terms to correctly identify when you would use the Ribbon tabs.
- a) Galleries
 - b) Groups
 - c) Contextual Tabs

_____ It has similar commands to help you with different tasks.
_____ It has different visual options and styles.
_____ It has special tools just for working with pictures or charts.

- 3) Match the following words into the correct category.
- a) Design
 - b) Themes
 - c) Draw
 - d) Stencils

Ribbon Tabs	Non-Ribbon Tabs

- 4) Which of the following is not an option inside the Ribbon?
- a) Merge
 - b) Slide Master
 - c) Add Table
 - d) Record
- 5) Which of the following is not a group inside the Developer Tab?
- a) Code
 - b) Comments
 - c) Add-ins
 - d) Controls
- 6) The Quick Access Toolbar is great because it saves you time. Instead of looking for commands in different places, you can have them organized in one spot.
- True
 - False
- 7) The Navigation Pane in PowerPoint is a helpful tool that helps you move around and organize your slides.
- True
 - False

Unit 1 Basic Concepts Learn Tasks

Create a New Presentation

Start a new blank presentation.

- 1) Create a new presentation
 - File tab > New > Blank Presentation
- 2) Save to your course files

Microsoft 365 (Web) and Online steps are indicated below.

365 Web:

- 1) Create a new presentation
 - Select the Create blank presentation button

Online:

- 1) Create a new presentation
 - Create or Upload button > PowerPoint presentation icon

Open a Presentation

Open an existing file.

- 1) Open Open a Presentation.pptx
- 2) Download the Open a Presentation 2.pptx file to your device and open it
 - File tab > Open > Browse > Downloads > Open a Presentation 2.pptx > Open
- 3) Save to your course files

Save a Presentation

Save your presentation to your computer.

- 1) Open Save a Presentation.pptx
- 2) Save the presentation to the desktop on your computer
 - File tab > Save As > Browse > Select location
 - File name: Galaxy Presentation > Save
- 3) Save to your course files

Save a Template

Save your customized template for future use.

- 1) Open Save a Template.pptx
- 2) Save the Template as "Mine"
 - File tab > Save As > Browse > Save as type: PowerPoint Template (*.potx) > File name: Mine > Save
- 3) Save to your course files

Save a Presentation as a PDF

Export your presentation to PDF format.

- 1) Open Save a Presentation as a PDF.pptx
- 2) Save the presentation as a PDF
 - File tab > Save As > Browse > Save as type: PDF (*.pdf) > Save
- 3) Save to your course files

Save a Presentation as Images

Export your presentation to image files.

- 1) Open Save a Presentation as Images.pptx
- 2) Save the presentation as an image
 - File tab > Save As > Browse > Save as type: JPEG File Interchange Format (*.jpg) > Save
- 3) Save to your course files

Save a Presentation as a Video

Export your presentation to video format.

- 1) Save the Presentation as a Video.pptx
- 2) Save the presentation as a video
 - File tab > Export > Create a Video > Create Video > Export
- 3) Save to your course files

Print a Presentation

Print all slides.

- 1) Open Print a Presentation.pptx
- 2) Print the presentation
 - File tab > Print > Print
- 3) Save to your course files

Print Layout Options

Match each print layout option with its description.

- a) Full Page Slides
- b) Notes Pages
- c) Outline View

_____ This option prints each slide on a separate page, filling up the entire page.

_____ This option prints your slides along with any notes you've added. Each page shows one slide and its accompanying notes.

_____ This option prints the text content of your presentation in an outline format.

Print Handouts

For a Handout, what is the maximum number of slides you can use/import from PowerPoint?

- a) 2
- b) 4
- c) 6
- d) 9

Unit 1 Basic Concepts Practice Exercise

Open, apply a theme, save, and print a presentation.

- 1) Open U1 L2 Practice Exercise.pptx
- 2) Apply the Ion theme
 - Design tab > Themes group > ION
- 3) Save the file as a PDF
 - File tab > Save As > Save as type: PDF (*.pdf) > Save
- 4) Print the presentation in Grayscale
 - File tab > Print > Settings: Color drop-down arrow > Grayscale
- 5) Save to your course files

This feature is only available in the desktop version.

Unit 1 Basic Concepts Practice Questions

1) Fill in the blanks with the correct words.

Open PowerPoint and look for the _____ tab at the top-left corner of the screen. When you find it, select it. This will open a special view called the _____ view. Enter a word or phrase related to your search, and PowerPoint will show you options matching your search. If you prefer to start with a blank slate, choose the _____ Presentation option.

- File
- Blank
- Backstage

2) It is possible to open the PowerPoint files shared with the user.

- True
- False

3) What is the shortcut key used to save the PowerPoint file?

- a) Ctrl + A
- b) Ctrl + S
- c) Ctrl + D
- d) Ctrl + O

4) Which of the following tabs has the “themes” group/option?

- a) Draw
- b) Design
- c) Animation
- d) Transition

5) Which of the following is a file extension for the PowerPoint Template File?

- a) .pptx
- b) .pptm
- c) .potx
- d) .potm

6) It is possible to save a select number of slides when saving the PPT as a PDF file.

- True
- False

7) Match the following words into the correct category.

- a) WMV
- b) PNG
- c) MP3
- d) JPEG

Non-Image Formats	Image Formats

- 8) Which of the following formats helps you save the PPT file as a video file?
- a) MP3
 - b) MP5
 - c) MP7
 - d) MP4
- 9) It is possible to print custom slides from a PPT.
- True
 - False
- 10) Which of the following is not an option in the Print Layout Options?
- a) Full Page Slides
 - b) Comments
 - c) Notes Pages
 - d) Outline
- 11) Printing handouts in PowerPoint allows you to make copies of your presentation with several slides on each page.
- True
 - False
- 12) Printing in grayscale is helpful when saving ink or printing documents that don't need colors.
- True
 - False

Unit 1 Settings Learn Tasks

Presentation Properties

Update presentation properties to add title, author, subject, and keywords.

- 1) Open Presentation Properties.pptx
- 2) Update the following presentation properties: Title: "Exploring the Solar System"; Author: Add your name; Subject: "Space Science"; Keywords: "Planets", "Space", "Science"
 - File tab > Info > Properties drop-down > Advanced Properties > Summary tab
 - Title: Exploring the Solar System
 - Author: Add your name
 - Subject: Space Science
 - Keywords: Planets, Space, Science
 - OK
- 3) Save to your course files

This feature is only available in the desktop version.

Set as Read-Only

Set the presentation as Read-Only.

- 1) Open Set as Read-Only.pptx
- 2) Set the presentation to open as Read-Only
 - File tab > Info > Protect Presentation > Always Open Read-Only
- 3) Save to your course files

This feature is only available in the desktop version.

Password Protect

Apply password protection to the presentation.

- 1) Open Password Protect.pptx
- 2) Encrypt the presentation with the password "Space"
 - File tab > Info > Protect Presentation > Encrypt with Password > Space > OK > Space > OK
- 3) Save to your course files

This feature is only available in the desktop version.

Mark as Final

Which of the following markers identifies a presentation as marked as Final?

- a) Flag
- b) Logo
- c) Banner
- d) Marker

Compatibility

Check a presentation for compatibility issues.

- 1) Open Compatibility.pptx
- 2) Review the Compatibility Report
 - File tab > Info > Check for Issues > Check Compatibility
- 3) Save to your course files

This feature is only available in the desktop version.

Inspect a Presentation

Inspect a presentation for hidden or personal information.

- 1) Open Inspect a Presentation.pptx
- 2) Inspect the presentation
 - File tab > Info > Check for Issues > Inspect Document > Inspect
- 3) Save to your course files

This feature is only available in the desktop version.

Unit 1 Settings Learn Tasks

Update properties, check compatibility, and mark a presentation as final.

- 1) Open U1 L3 Practice Exercise.pptx
- 2) Add the title “PSC” and “Q&A” as a tag in the Properties section and check for compatibility issues
 - File tab > Info > Properties
 - Title > PSC
 - Tags > Q&A
 - Check for Issues > Check Compatibility > OK
- 3) Mark the presentation as Final
 - File tab > Info > Protect Presentation > Mark as Final > OK > OK
- 4) Save to your course files

This feature is only available in the desktop version.

Unit 1 Settings Practice Questions

- 1) Which of the following is not an option inside the Advanced Properties Dialog Box?
 - a) Summary
 - b) Details
 - c) Statistics
 - d) Contents
- 2) Setting a presentation as read-only is helpful when you want to keep the content the same.
 - True
 - False
- 3) Which of the following tabs has the Password Protect option?
 - a) Password
 - b) Privacy
 - c) Protect
 - d) File
- 4) When you mark a presentation as final, you declare it as finished and ready for others to see.
 - True
 - False
- 5) Which of the following is not an option inside Document Inspector?
 - a) Comments
 - b) Tags
 - c) Ink
 - d) Embedded Documents

Unit 1: Create Project

The Create project is designed to allow the application and demonstration of new knowledge, skills, and personal creativity to produce a project-based result while integrating rubric requirements using a checklist.

Tip: While working on your project, remember to save your progress regularly. This will allow you to come back to it later. To continue working, open the document, then launch the platform using the Add-in whenever you're ready.

To begin, review the Project Specifications.

Choose from one of the projects below:

- Event Planning Presentation: Create a presentation to plan and outline the details of an upcoming event.
- Project Proposal Presentation: Develop a presentation for a project proposal.
- Educational Lesson Plan: Design a presentation to support an educational lesson plan.
- Marketing Campaign Presentation: Prepare a presentation to outline a marketing campaign.
- Your Own Project Proposal: Propose a project idea of your choice to your instructor for approval. The goal is to develop a creative and feasible project idea that aligns with the course objectives and your interests.

Required:

- ☐ Add at least five slides with text
- ☐ Check for Compatibility
- ☐ Inspect the Presentation
- ☐ Add Presentation Properties
- ☐ Set the Presentation Properties
- ☐ Set the Presentation to Print Notes Pages
- ☐ Set the presentation as Read-Only or Mark as Final

Practice:

- ☐ Customizing the Ribbon
- ☐ Customizing the Quick Access Toolbar

Unit 1: Objective Assessment

- 1) PowerPoint helps you organize your information, like using bullet points or numbers to illustrate important facts.
 - True
 - False
- 2) The title Bar is located at the bottom of the window.
 - True
 - False
- 3) Which of the following options helps you fix/adjust the size of slide navigation or outline view pane?
 - a) Title Bar
 - b) Split Bar
 - c) Status Bar
 - d) Slide Pane
- 4) Review the following terms and descriptions and match the terms to correctly identify when you would use the Ribbon tabs.
 - Galleries
 - Groups
 - Contextual Tabs

Galleries It has similar commands to help you with different tasks.

Groups It has different visual options and styles.

Contextual Tab It has special tools just for working with pictures or charts.

- 5) Match the following words into the correct category.
 - a) Design
 - b) Illustrations
 - c) Draw
 - d) Images

Ribbon Tabs	Non-Ribbon Tabs

- 6) Which of the following tabs helps with “checking and editing your presentation”?
 - a) View
 - b) Review
 - c) Developer
 - d) Design
- 7) Which of the following is not an option inside the Ribbon?
 - a) Merge
 - b) Slide Master
 - c) Add Table
 - d) Record

- 8) Which of the following is not a group inside the Developer Tab?
- Code
 - Comments
 - Add-ins
 - Controls
- 9) The Developer Tab is a default option in the Ribbon.
- True
 - False
- 10) The Quick Access Toolbar is great because it saves you time. Instead of searching for commands in different places, you can have them organized in one spot.
- True
 - False
- 11) The Navigation Pane in PowerPoint is a helpful tool that helps you move around and organize your slides.
- True
 - False
- 12) A thumbnail image of the first slide can give you a preview of how the slides will appear with that particular theme or template.
- True
 - False
- 13) It is not possible to open the PowerPoint files shared with the user.
- True
 - False
- 14) What is the shortcut key used to save the PowerPoint file?
- Ctrl + A
 - Ctrl + S
 - Ctrl + D
 - Ctrl + O
- 15) The Save option is located in which of the following tabs?
- Home
 - File
 - Insert
 - View
- 16) Which of the following tabs has the themes group/option?
- Draw
 - Review
 - Design
 - View

17) Which of the following is a file extension for the PowerPoint Template File?

- a) .pttx
- b) .pptm
- c) .potx
- d) .potm

18) It is possible to save the select number of slides when saving the PPT as a PDF file.

- True
- False

19) Which of the following is a publishing option when saving the PPT as a PDF file?

- a) Outline View
- b) Videos
- c) Images
- d) URLs

20) Match the following words into the correct category.

- a) WMV
- a) PNG
- b) MP3
- c) JPEG

Non-Image Formats	Image Formats

21) Which of the following formats helps you save the PPT file as a video file?

- a) MP3
- b) MP5
- c) MP7
- d) MP4

22) It is possible to print custom slides from a PPT.

- True
- False

23) Which of the following is not an option in the Print Layout Options?

- a) Full Page Slides
- b) Comments
- c) Notes Pages
- d) Outline

24) Outline View includes slide titles and text to help you focus on the main points and structure.

- True
- False

25) Printing handouts in PowerPoint allows you to make copies of your presentation with a single slide on each page.

- True
- False

26) Printing in grayscale is helpful when saving ink or printing documents that don't need colors.

- True
- False

27) Which of the following is not an option inside the "Advanced Properties" Dialog Box?

- a) Custom
- b) Summary
- c) Numbers
- d) Contents

28) Match the following words into the correct category.

- a) Subject
- b) Categories
- c) Print
- d) Share

Non-Properties Elements	Properties Elements

29) Setting a presentation as read-only is helpful when you want to keep the content the same.

- True
- False

30) Which of the following tabs has the Password Protect option?

- a) Password
- b) Privacy
- c) Protect
- d) File

31) When you mark a presentation as final, you declare it as finished and ready for others to view.

- True
- False

32) If there are compatibility issues in the new PPT, then there might be issues when it is opened in an older PowerPoint Version.

- True
- False

33) Which of the following is not an option inside Document Inspector?

- a) Comments
- b) Tags
- c) Ink
- d) Embedded Documents

PowerPoint Unit 1 Key Terms

Term	Definition
Compatibility	Ensure your presentation works well on different devices and software versions.
Contextual Tabs	Tabs that appear in the Ribbon when certain objects or elements, such as images or charts, are selected.
Developer Tab	A specialized tab in PowerPoint that provides advanced tools and features for creating interactive and customized presentations.
Dialog Box Launcher	A small icon or button within a group in the Ribbon, represented by a small arrow or ellipsis.
Galleries	Visual displays within the Ribbon that present different options or styles in a graphical format.
Groups	Within each Ribbon tab, groups are clusters of related commands and tools that serve a specific function or purpose.
Handouts	Make copies of your presentation with several slides on each page to distribute to others.
JPEG	Joint Photographic Experts Group, a standard image file format commonly used for photographs and realistic images.
Min/Restore/Max/Close Buttons	These buttons control the size and closure of the PowerPoint application window.
Navigation Pane	A pane located on the left side of the PowerPoint window that displays a list of thumbnail images representing the slides in a presentation.
PDF	Portable Document Format, a file format commonly used for sharing and distributing documents, including presentations.
PNG	Portable Network Graphics, a common image file format that supports lossless compression.
PowerPoint	A computer program that helps you make presentations.
Quick Access Toolbar	Positioned above or below the Ribbon, it offers quick access to frequently used commands, and you can customize it to add or remove commands according to your preference.
Read-only	Use this feature to share presentations with others to view only and not make changes in the file.
Ribbon	The main interface in PowerPoint that provides access to commands categorized into groups for clear navigation and execution.

Ribbon Tab	The interface at the top of the window that includes tabs and groups to organize a range of commands and tools, serving as the main control center to access different features and functions within the application.
Slide Navigation Pane	It displays thumbnail views of each slide, helping you organize and navigate through slides in your presentation.
Slide Pane	This is the main workspace where you view and edit the selected slide.
Split Bar	By dragging this bar left or right, you can adjust the size of the Slide Navigation or Outline View pane.
Status Bar	It shows presentation information, such as the current slide number and total number of slides, and includes buttons for Notes and various viewing options.
Template	A pre-designed and formatted file that serves as a starting point for creating new presentations.
Theme	A predefined set of design elements and formatting styles that determine the overall appearance and visual consistency of a presentation.
Title Bar	Located at the top of the window, it displays the name of the open presentation.
View Buttons	These buttons allow you to switch between different views of your presentation, such as Normal, Slide Sorter, Reading, and Slide Show.
Zoom Slider	Positioned on the status bar, it enables you to adjust the zoom level of your slides, either by using the minus and plus buttons or by dragging the slider.