



Technical Institute of Administration

Business Administration

Computer essentials

6. Microsoft PowerPoint - Basics

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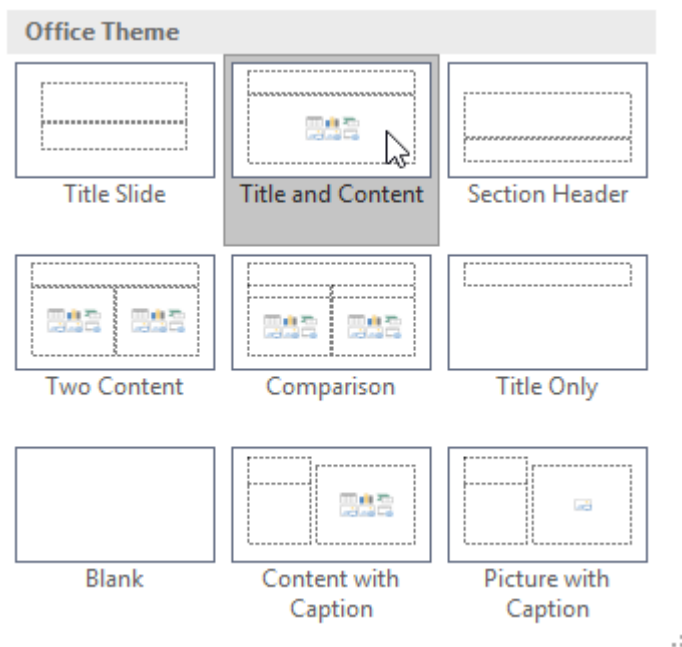
PowerPoint Basics

6. Introduction

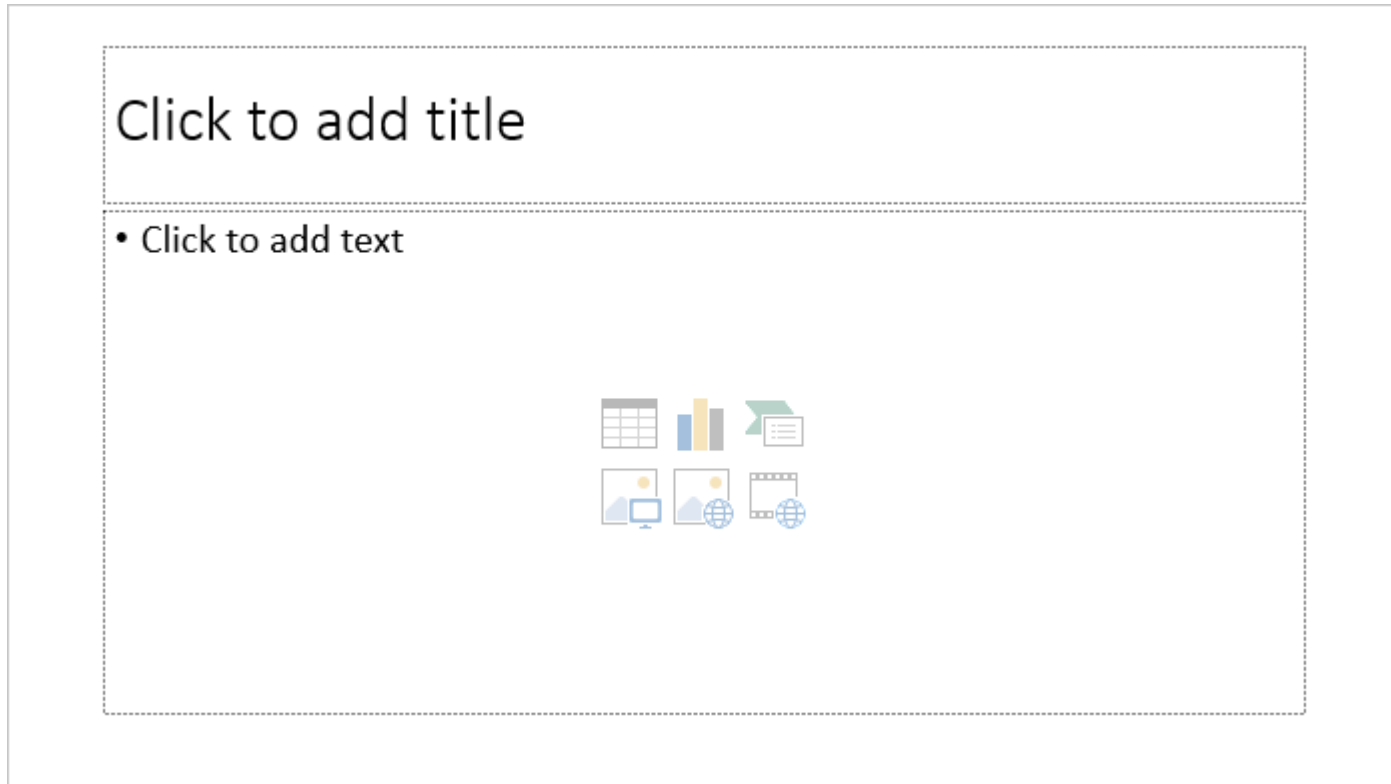
Every PowerPoint presentation is composed of a series of **slides**. To begin creating a slide show, you'll need to know the basics of working with slides. You'll need to feel comfortable with tasks such as **inserting** a new slide, **changing the layout** of a slide, **arranging** existing slides, **changing the slide view**, and **adding notes** to a slide.

6.1. Understanding slides and slide layouts

When you insert a **new slide**, it will usually have **placeholders** to show you where content will be placed. Slides have different **layouts** for placeholders, depending on the type of information you want to include. Whenever you create a new slide, you'll need to choose a slide layout that fits your content.



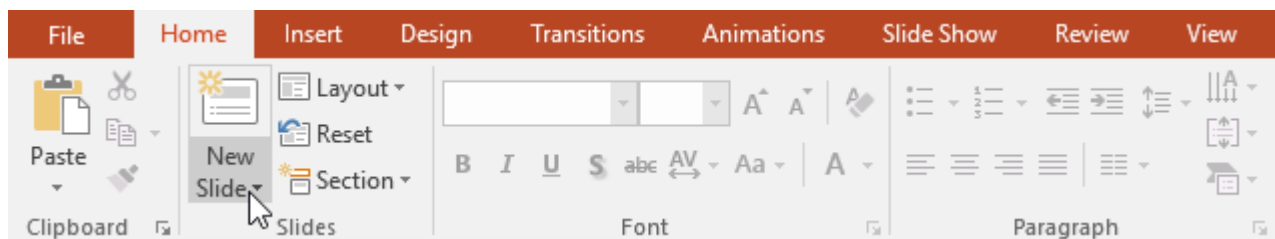
Placeholders can contain different types of content, including text, images, and videos. Many placeholders have **thumbnail icons** you can click to add specific types of content. In the example below, the slide has placeholders for the **title** and **content**.



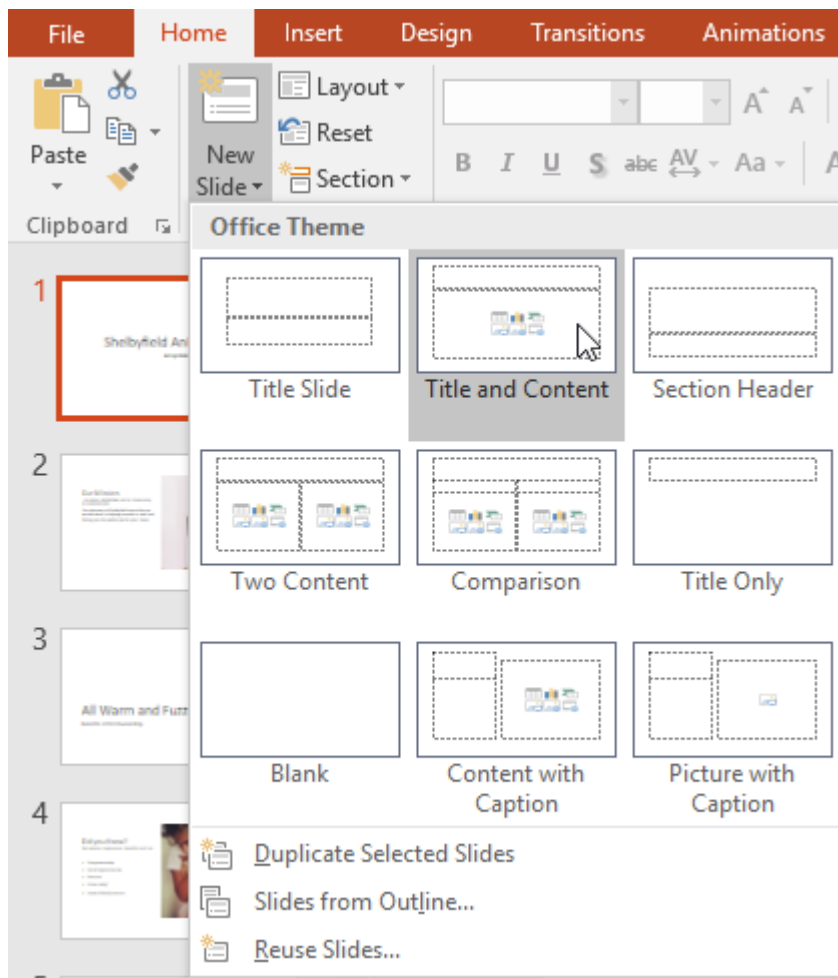
6.2.To insert a new slide:

Whenever you start a new presentation, it will contain **one slide** with the **Title Slide** layout. You can insert as many slides as you need from a variety of layouts.

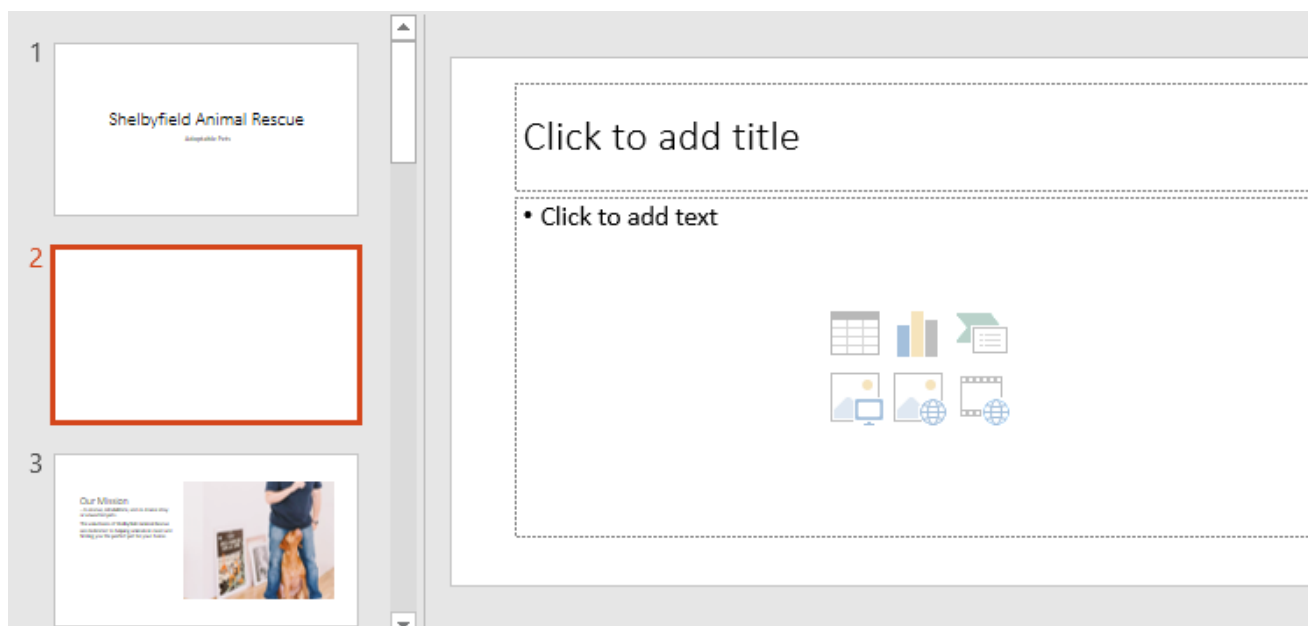
1. From the **Home** tab, click the **bottom half** of the **New Slide** command.



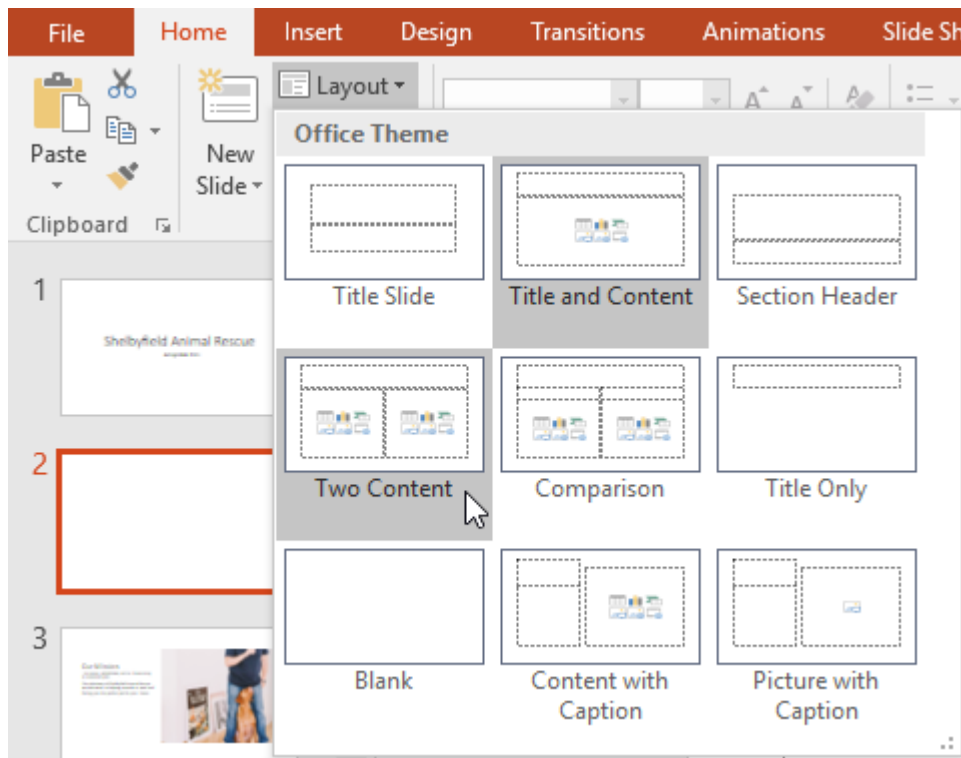
2. Choose the desired **slide layout** from the menu that appears.



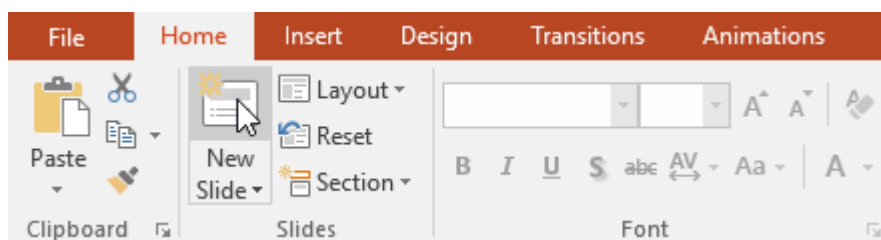
3. The new slide will appear. Click any **placeholder** and begin typing to add text. You can also click an **icon** to add other types of content, such as a **picture** or a **chart**.



To change the layout of an existing slide, click the **Layout** command, then choose the desired layout.

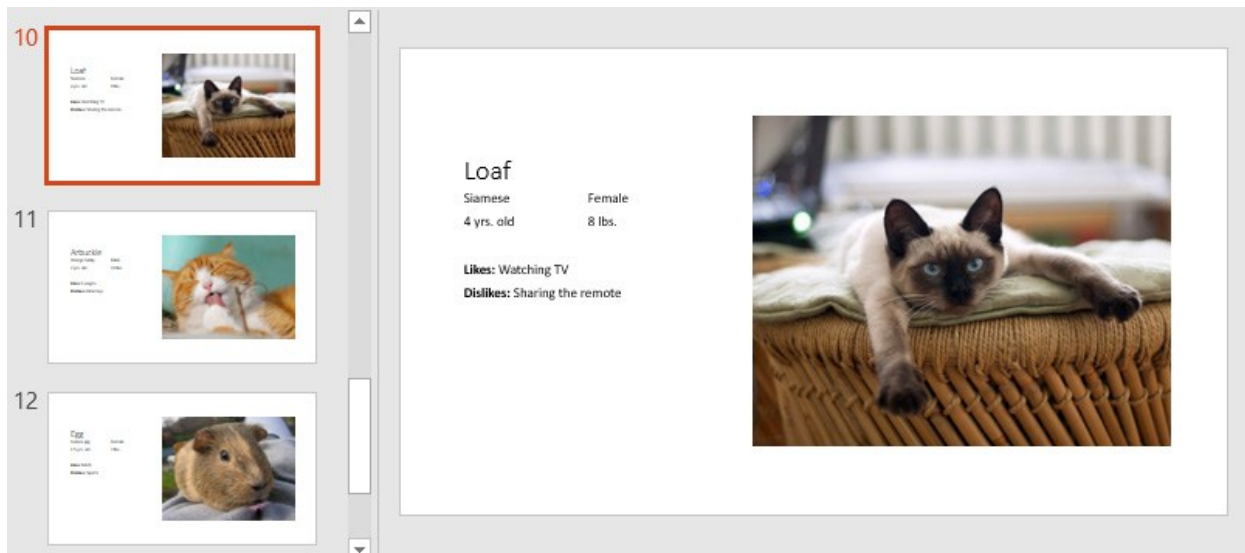


To quickly add a slide that uses the same layout as the selected slide, click the **top half** of the **New Slide** command.



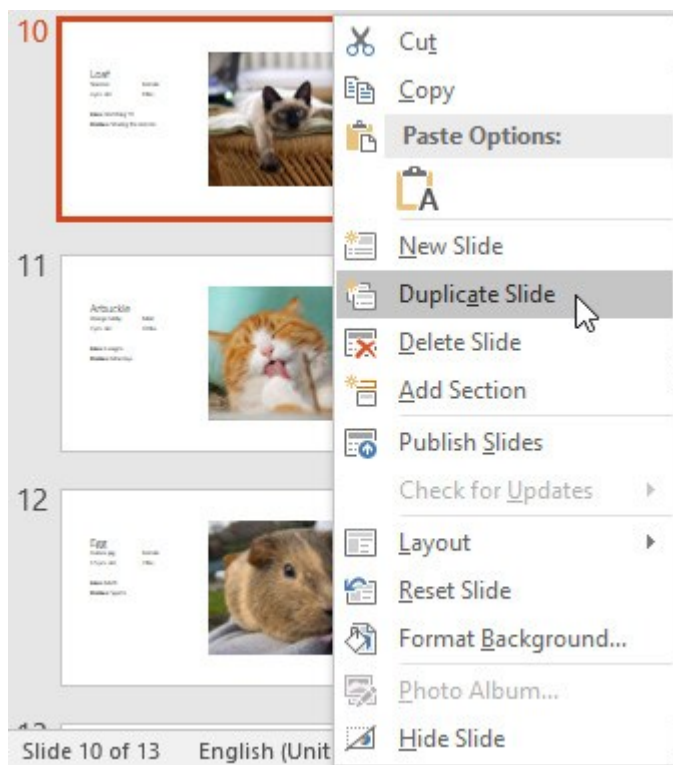
6.3.Organizing slides

PowerPoint presentations can contain as many slides as you need. The **Slide Navigation pane** on the left side of the screen makes it easy to **organize** your slides. From there, you can **duplicate**, **rearrange**, and **delete** slides in your presentation.

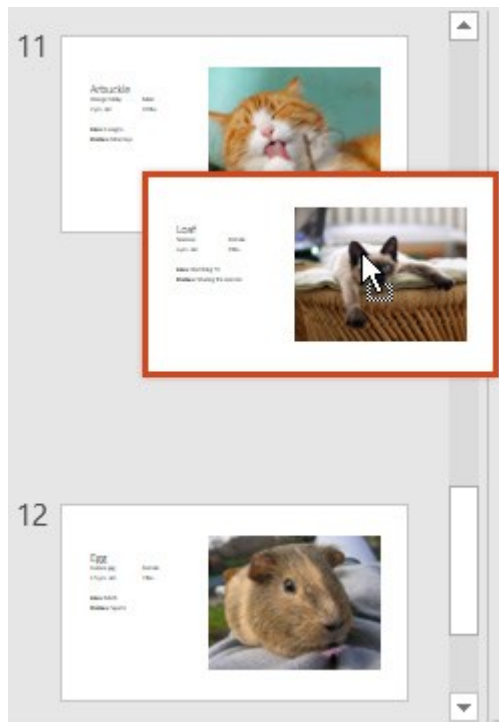


6.3.1. Working with slides

- **Duplicate slides:** If you want to copy and paste a slide quickly, you can **duplicate** it. To duplicate slides, select the slide you want to **duplicate**, right-click the mouse, and choose **Duplicate Slide** from the menu that appears. You can also duplicate **multiple slides** at once by selecting them first.



- **Move slides:** It's easy to change the **order** of your slides. Just click and drag the **desired slide** in the Slide Navigation pane to the desired position.

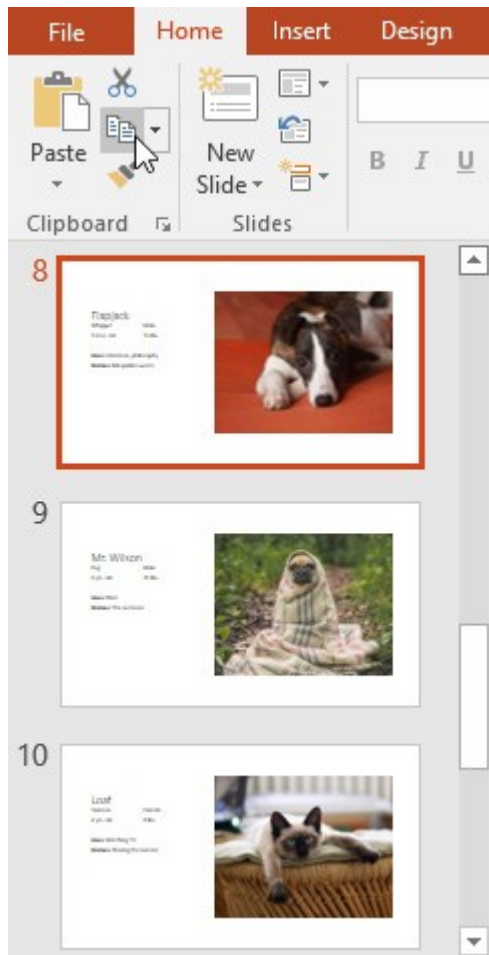


- **Delete slides:** If you want to remove a slide from your presentation, you can **delete** it. Simply select the slide you want to delete, then press the **Delete** or **Backspace** key on your keyboard.

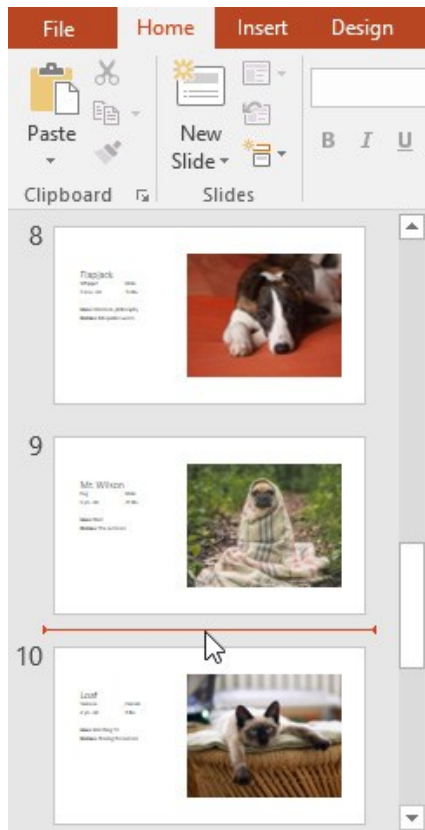
6.3.2. To copy and paste slides:

If you want to create several slides with the same layout, you may find it easier to **copy and paste** a slide you've already created instead of starting with an empty slide.

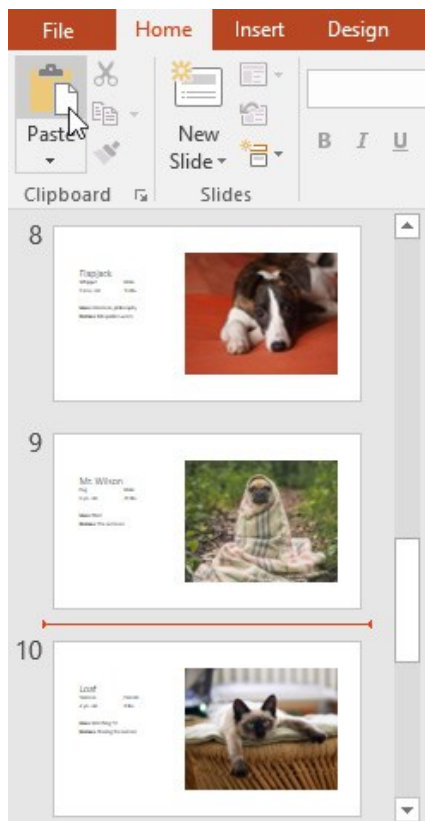
1. Select the **slide** you want to copy in the Slide Navigation pane, then click the **Copy** command on the **Home** tab. Alternatively, you can press **Ctrl+C** on your keyboard.



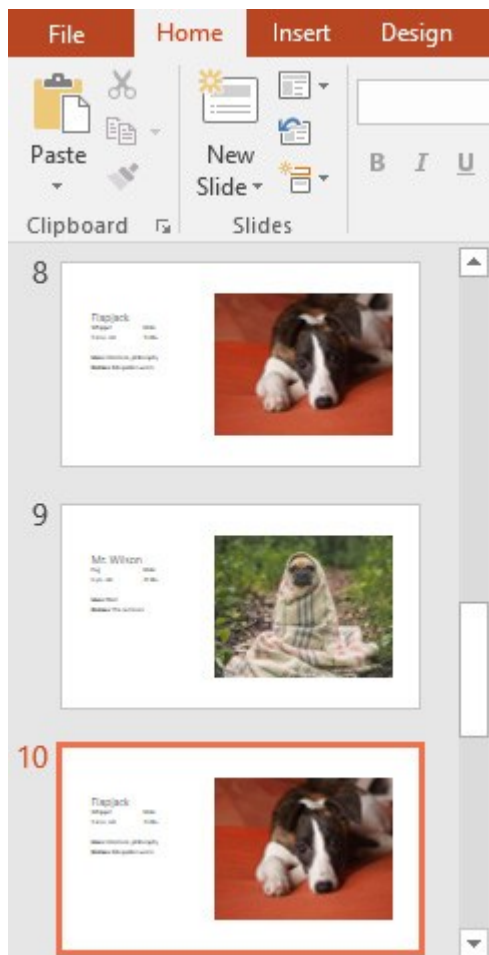
2. In the Slide Navigation pane, click just below a slide (or between two slides) to choose a paste location. A **horizontal insertion point** will appear.



3. Click the **Paste** command on the **Home** tab. Alternatively, you can press **Ctrl+V** on your keyboard.



4. The slide will appear in the selected location.



6.4. Customizing slide layouts

Sometimes you may find that a slide layout doesn't exactly fit your needs. For example, a layout might have too many—or too few—placeholders. You might also want to change how the placeholders are arranged on the slide. Fortunately, PowerPoint makes it easy to adjust slide layouts as needed.

6.4.1. Adjusting placeholders

- **To select a placeholder:** Hover the mouse over the edge of the placeholder and click (you may need to click the text in the placeholder first to see the border). A selected placeholder will have a **solid line** instead of a dotted line.



- **To move a placeholder:** Select the placeholder, then click and drag it to the desired location.

Shelbyfield Animal Rescue



- **To resize a placeholder:** Select the placeholder you want to resize. **Sizing handles** will appear. Click and drag the **sizing handles** until the placeholder is the desired size. You can use the corner sizing handles to change the placeholder's **height** and **width** at the same time.

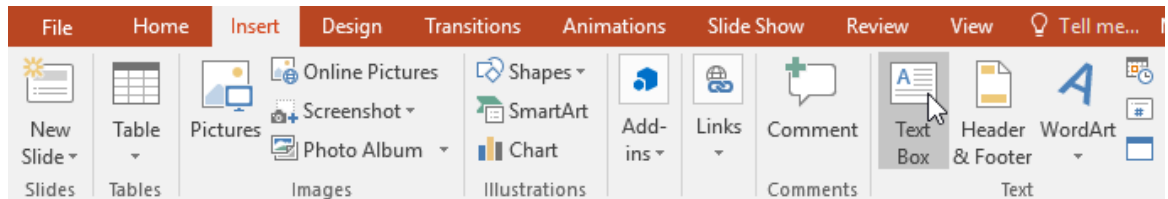


- **To delete a placeholder:** Select the placeholder you want to delete, then press the **Delete** or **Backspace** key on your keyboard.

6.4.2. To add a text box:

Text can be inserted into both **placeholders** and **text boxes**. Inserting **text boxes** allows you to add to the slide layout. Unlike placeholders, text boxes always stay in the same place, even if you change the theme.

1. From the **Insert** tab, select the **Text Box** command.



2. Click and drag to draw the text box on the slide.



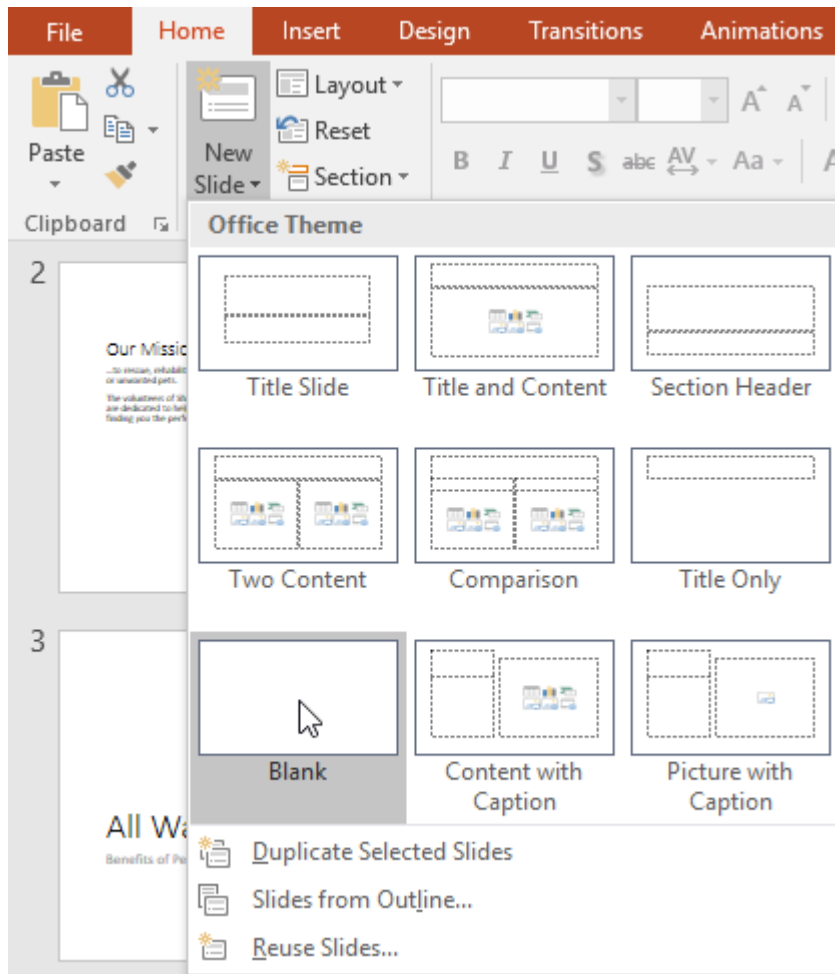
3. The text box will appear. To add text, simply click the text box and begin typing.



6.4.3. Using blank slides

If you want even more control over your content, you may prefer to use a **blank slide**, which contains no placeholders. Blank slides can be customized by adding your own text boxes, pictures, charts, and more.

- To insert a blank slide, click the bottom half of the **New Slide** command, then choose **Blank** from the menu that appears.

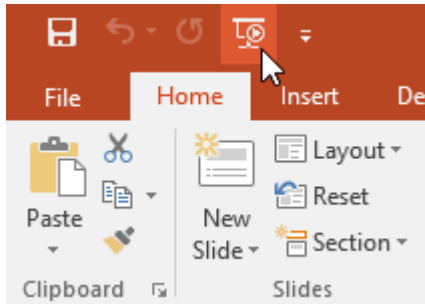


While blank slides offer more flexibility, keep in mind that you won't be able to take advantage of the predesigned layouts included in each theme.

6.4.4. To play the presentation:

Once you've arranged your slides, you may want to **play** your presentation. This is how you will present your slide show to an audience.

1. Click the **Start From Beginning** command on the Quick Access Toolbar to see your presentation.



2. The presentation will appear in full-screen mode.
3. You can advance to the next slide by **clicking your mouse** or pressing the **spacebar** on your keyboard. Alternatively, you can use the **arrow keys** on your keyboard to move forward or backward through the presentation.
4. Press the **Esc** key to exit presentation mode.

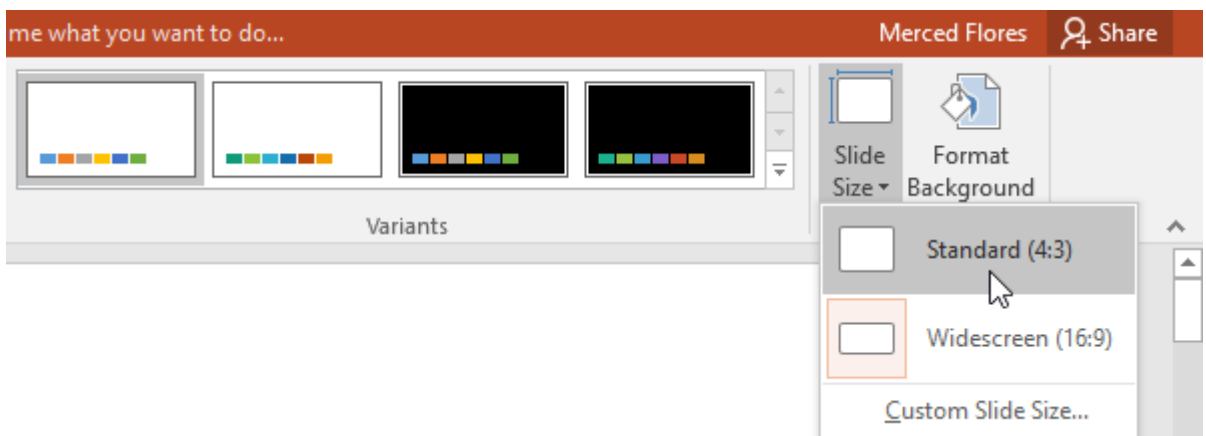
You can also press the **F5** key at the top of your keyboard to start a presentation.

6.5. Customizing slides

6.5.1. To change the slide size:

By default, all slides in PowerPoint 2013 use a **16-by-9**—or **widescreen**—aspect ratio. You might know that widescreen TVs also use the 16-by-9 aspect ratio. Widescreen slides will work best with widescreen monitors and projectors. However, if you need your presentation to fit a **4-by-3** screen, it's easy to change the slide size to fit.

- To change the slide size, select the **Design** tab, then click the **Slide Size** command. Choose the desired slide size from the menu that appears, or click **Custom Slide Size** for more options.



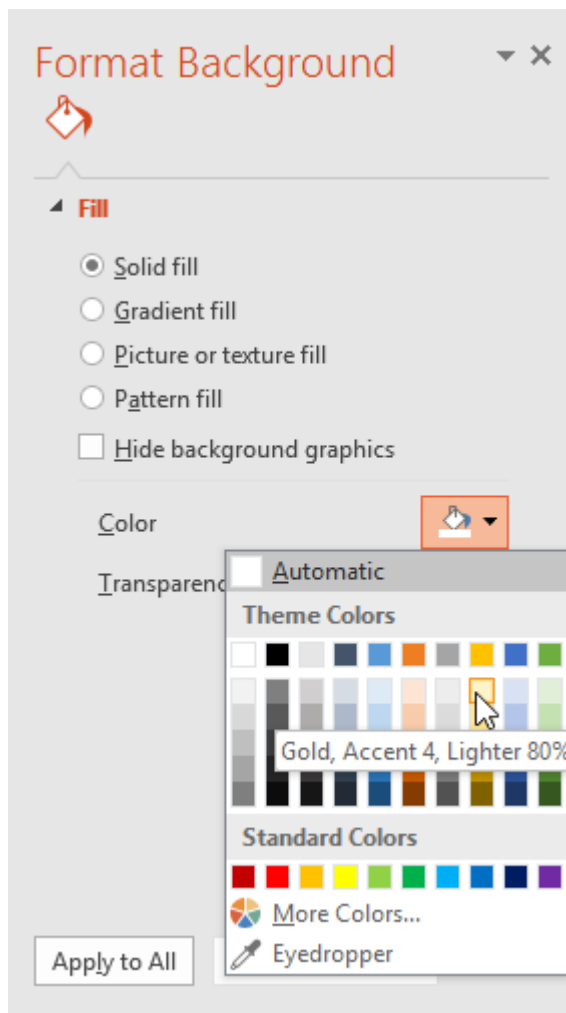
6.5.2. To format the slide background:

By default, all slides in your presentation use a **white background**. It's easy to change the background style for some or all of your slides. Backgrounds can have a **solid**, **gradient**, **pattern**, or **picture** fill.

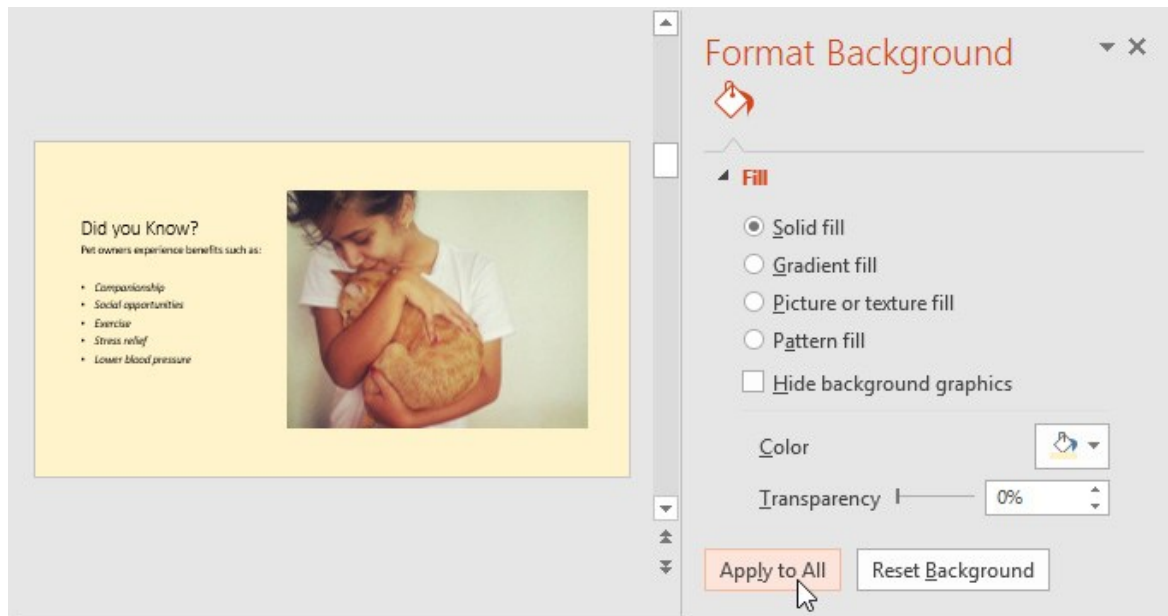
1. Select the **Design** tab, then click the **Format Background** command.



2. The **Format Background** pane will appear on the right. Select the desired fill options. In our example, we'll use a **Solid fill** with a **light gold** color.



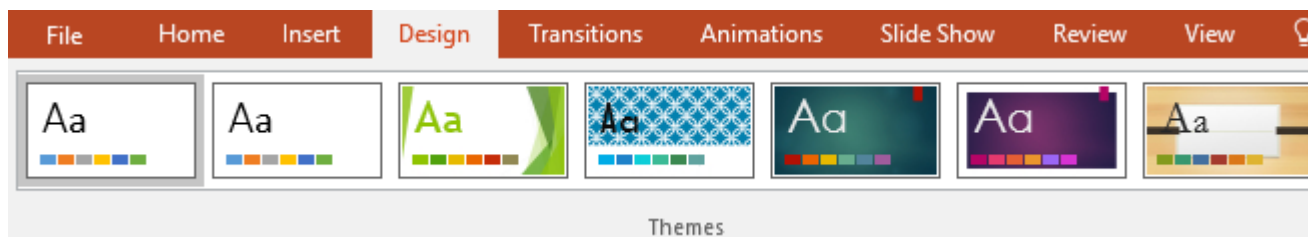
3. The background style of the selected slide will update.
4. If you want, you can click **Apply to All** to apply the same background style to all slides in your presentation.



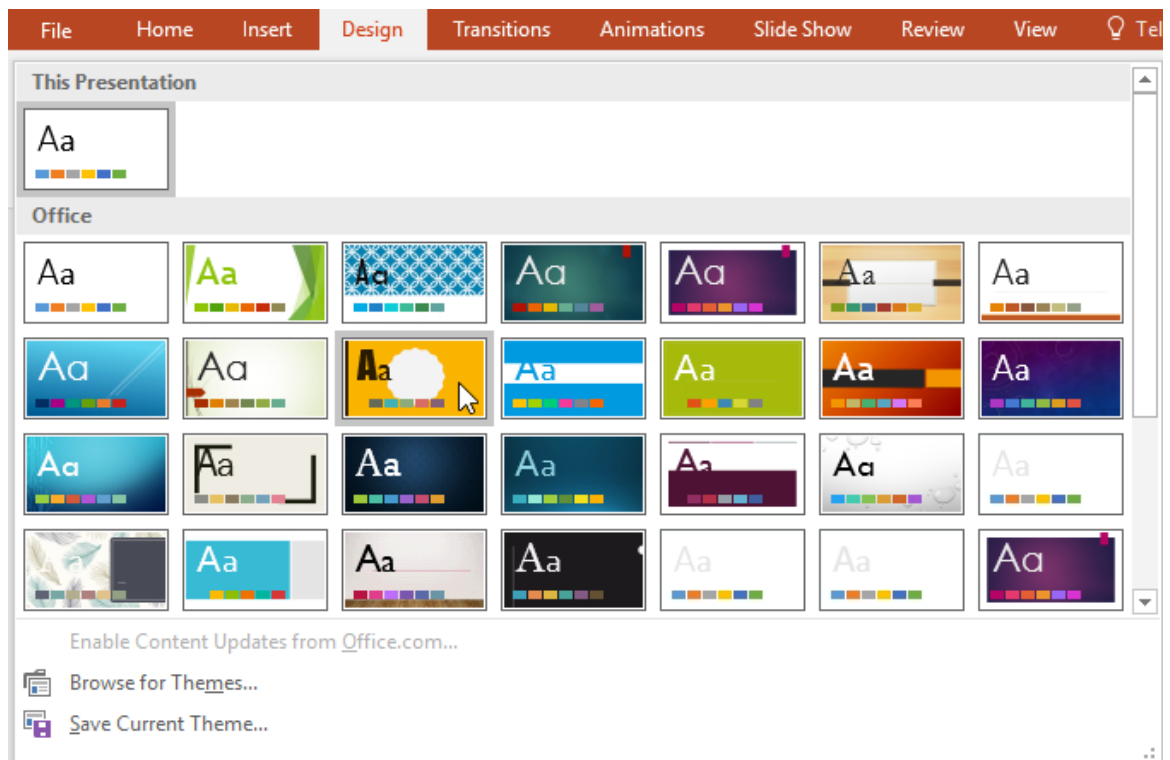
6.5.3. To apply a theme:

A theme is a **predefined combination** of colors, fonts, and effects that can quickly change the look and feel of your entire slide show. Different themes also use different **slide layouts**, which can change the arrangement of your existing placeholders. We'll talk more about themes later in our [Applying Themes](#) lesson.

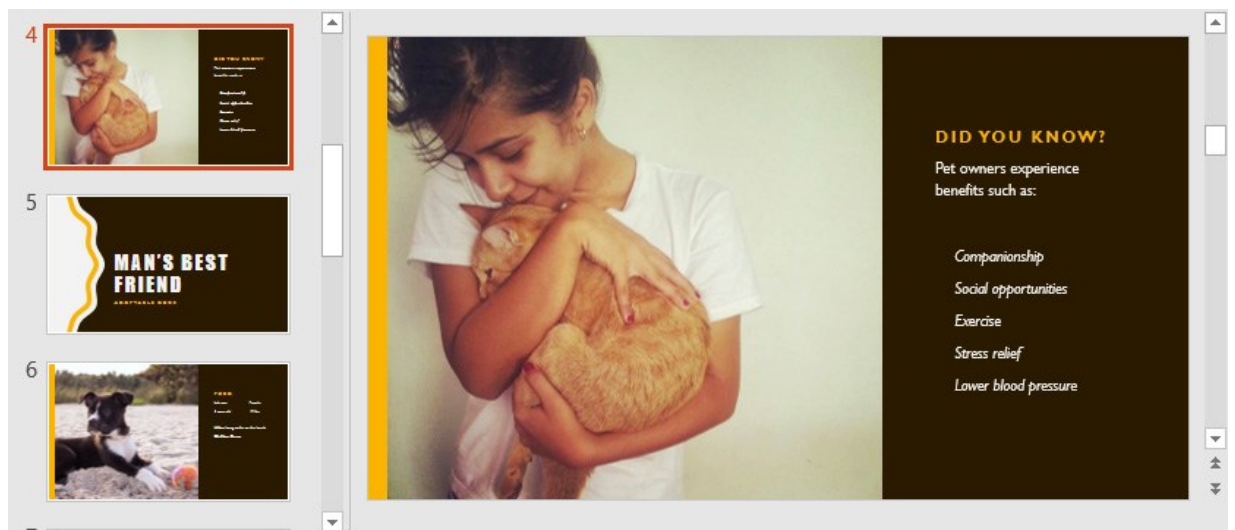
1. Select the **Design** tab on the Ribbon, then click the **More** drop-down arrow to see all of the available themes.



2. Select the **desired theme**.



3. The theme will be applied to your **entire presentation**.



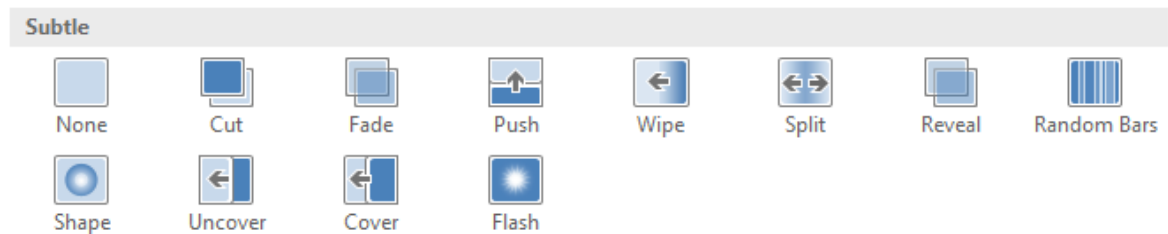
Try applying a few different themes to your presentation. Some themes will work better than others, depending on your content.

6.6.Applying Transitions

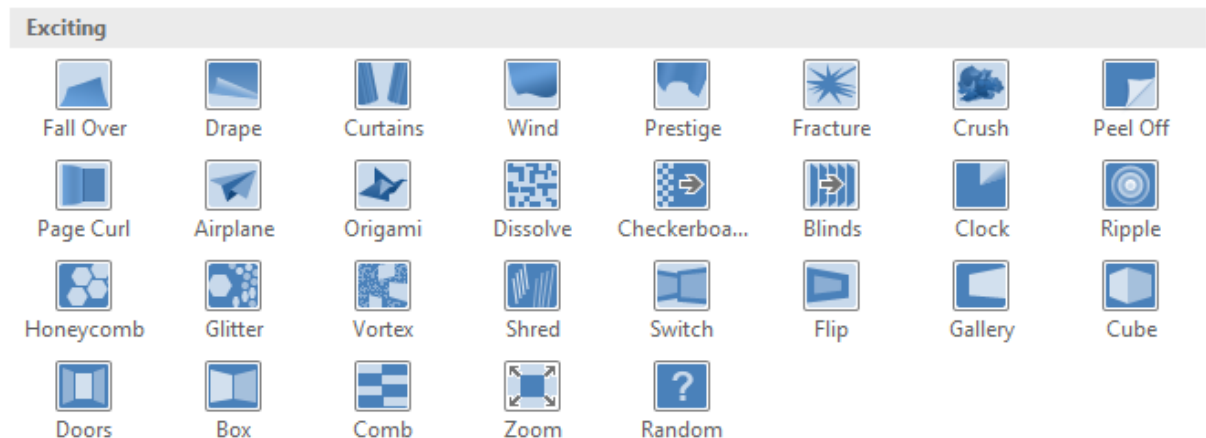
6.6.1. About transitions

There are **three categories** of unique transitions to choose from, all of which can be found on the **Transitions** tab.

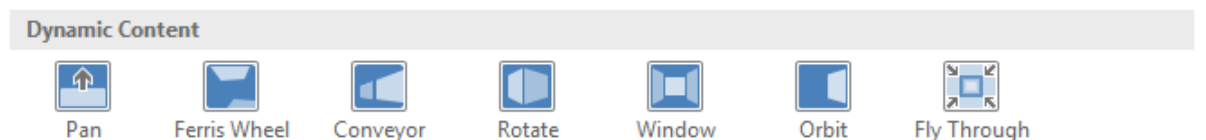
- **Subtle:** These are the most basic types of transitions. They use **simple animations** to move between slides.



- **Exciting:** These use more **complex animations** to transition between slides. While they're more visually interesting than **Subtle** transitions, adding too many can make your presentation look less professional. However, when used in moderation they can add a nice touch between important slides.



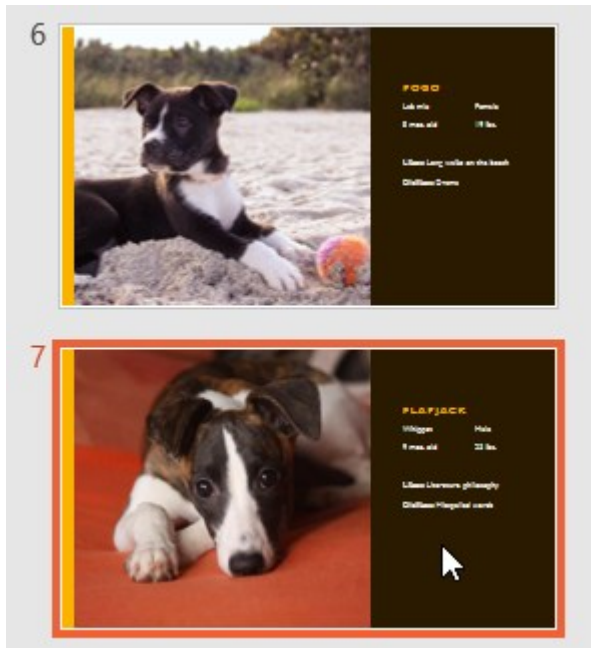
- **Dynamic Content:** If you're transitioning between two slides that use similar **slide layouts**, dynamic transitions will move only the **placeholders**, not the slides themselves. When used correctly, dynamic transitions can help **unify** your slides and add a further level of polish to your presentation.



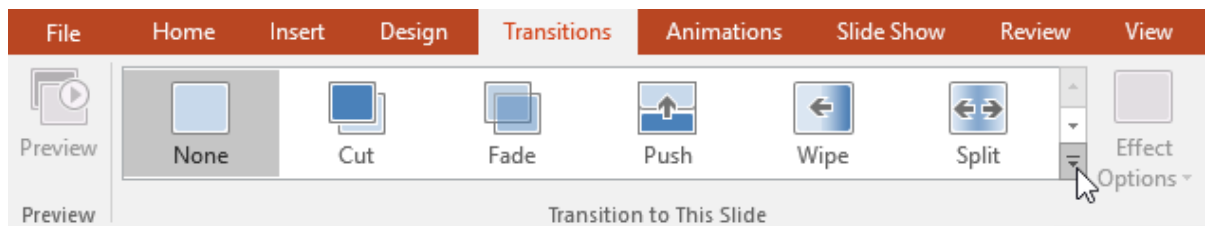
Transitions are best used in moderation. Adding too many transitions can make your presentation look a little silly and can even be distracting to your audience. Consider using mostly subtle transitions, or not using transitions at all.

6.6.2. To apply a transition:

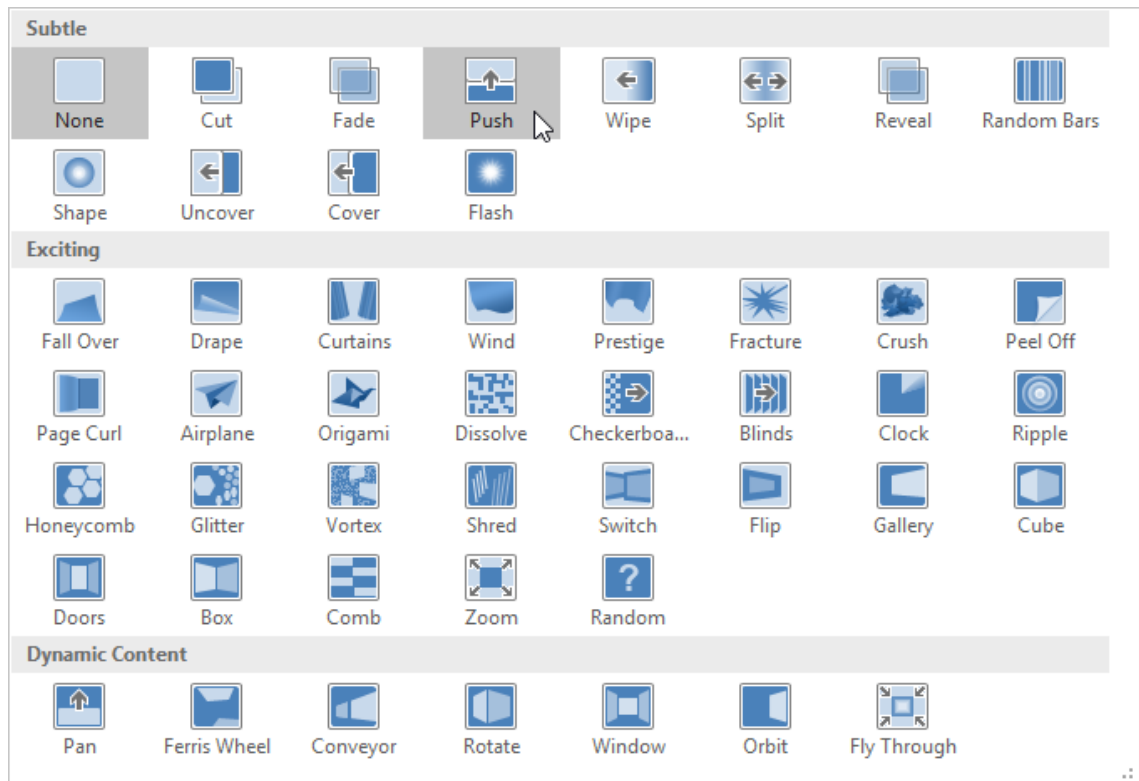
1. Select the **desired slide** from the **Slide Navigation** pane. This is the slide that will appear **after** the transition.



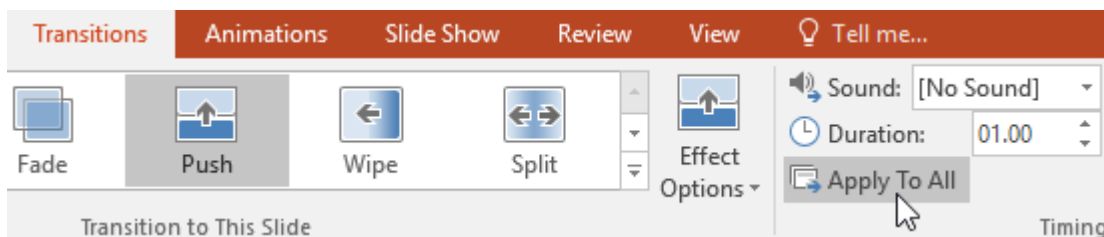
2. Click the **Transitions** tab, then locate the **Transition to This Slide** group. By default, **None** is applied to each slide.
3. Click the **More** drop-down arrow to display all transitions.



4. Click a **transition** to apply it to the selected slide. This will automatically preview the transition.



You can use the **Apply To All** command in the **Timing** group to apply the same transition to all slides in your presentation. Keep in mind that this will modify any other transitions you've applied.

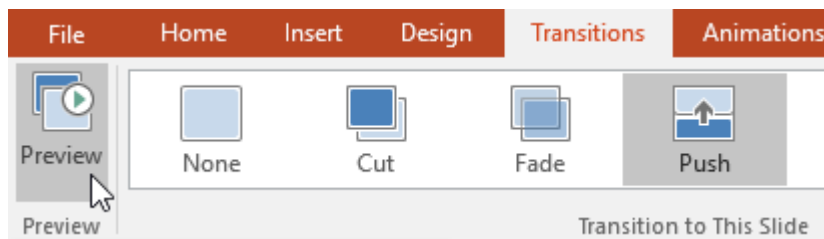


Try applying a few different types of transitions to various slides in your presentation. You may find that some transitions work better than others, depending on the content of your slides.

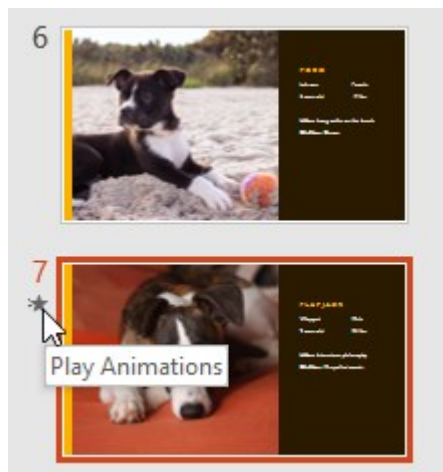
6.6.3. To preview a transition:

You can **preview** the transition for a selected slide at any time using either of these two methods:

- Click the **Preview** command on the **Transitions** tab.



- Click the **Play Animations** command in the **Slide Navigation** pane.

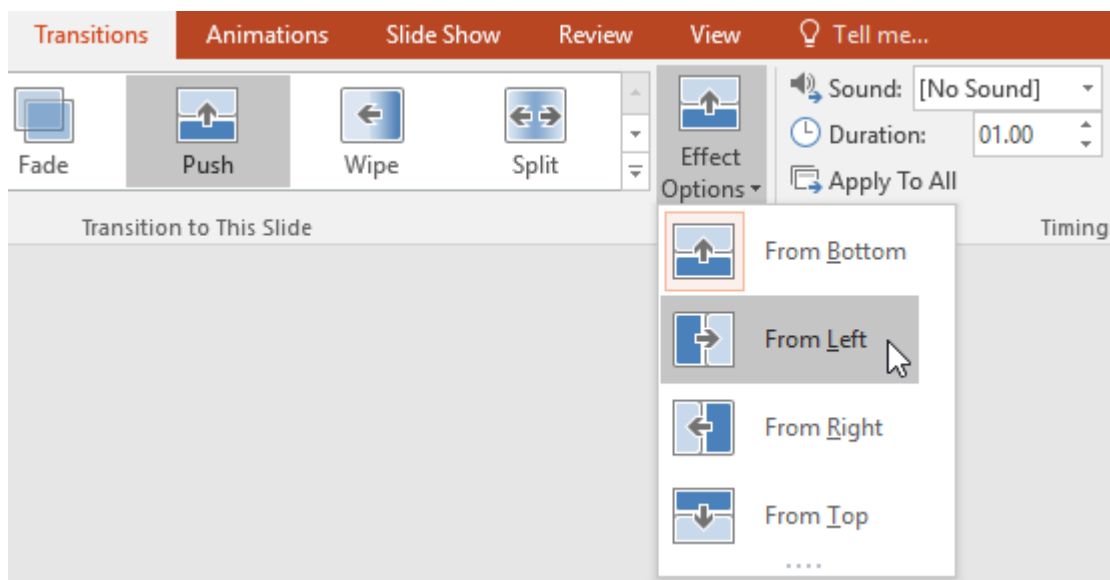


6.7.Modifying transitions

6.7.1. To modify the transition effect:

You can quickly customize the look of a transition by changing its **direction**.

1. Select the **slide** with the transition you want to modify.
2. Click the **Effect Options** command and choose the desired option. These options will vary depending on the selected transition.

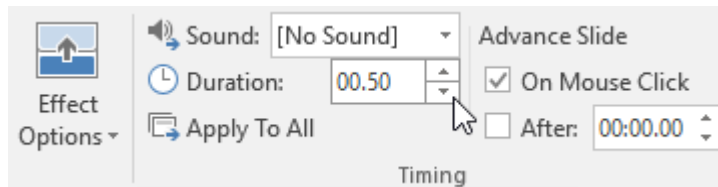


3. The transition will be **modified**, and a **preview** of the transition will appear.

Some transitions do not allow you to modify the direction.

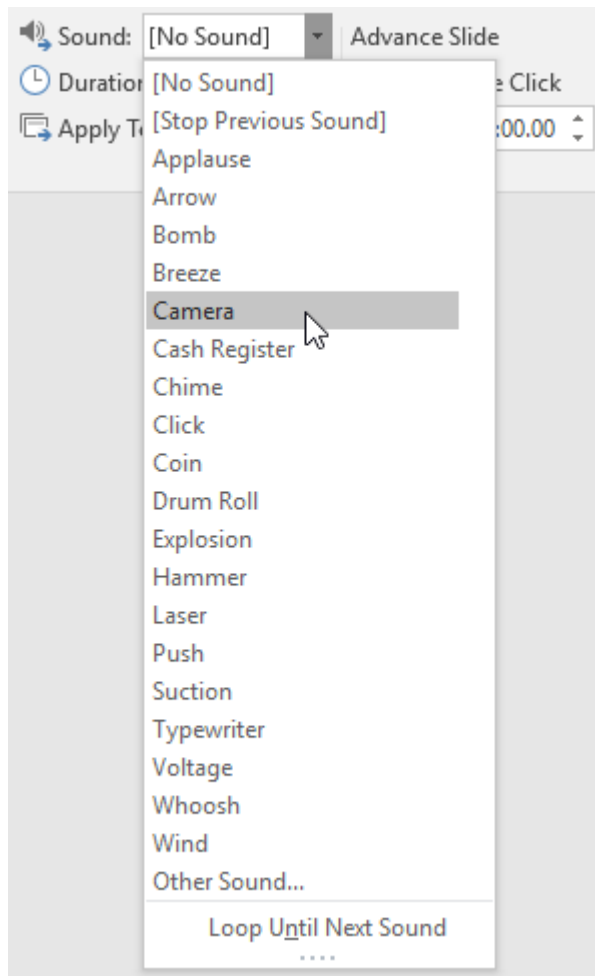
6.7.2. To modify the transition duration:

1. Select the **slide** with the transition you want to modify.
2. In the **Duration** field in the **Timing** group, enter the **desired time** for the transition. In this example, we'll decrease the time to half a second—or 00.50—to make the transition **faster**.



6.7.3. To add sound:

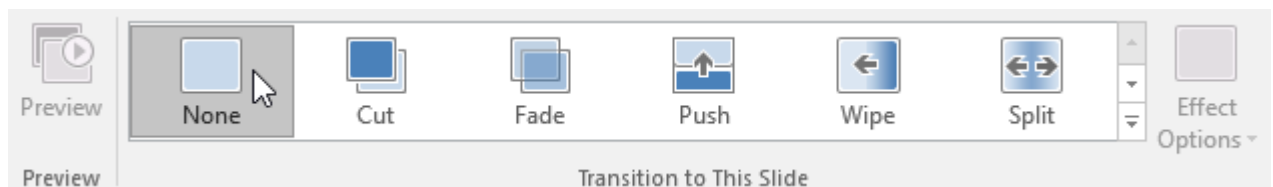
1. Select the **slide** with the transition you want to modify.
2. Click the **Sound** drop-down menu in the **Timing** group.
3. Click a **sound** to apply it to the selected slide, then preview the transition to hear the sound.



Sounds are best used in moderation. Applying a sound between every slide could become overwhelming or even annoying to an audience when presenting your slide show.

6.7.4. To remove a transition:

1. Select the **slide** with the transition you want to remove.
2. Choose **None** from the **Transition to This Slide** group. The transition will be removed.



To remove transitions from **all slides**, apply the **None** transition to a slide, then click the **Apply to All** command.

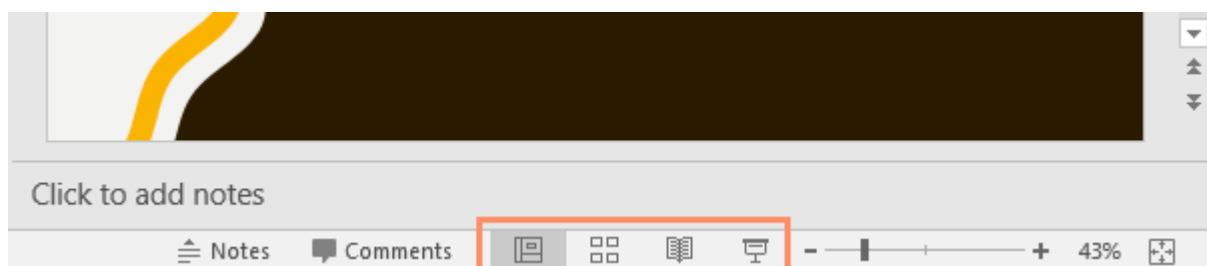
6.8.Managing Slides

Introduction

As you add more slides to a presentation, it can be difficult to keep everything **organized**. Fortunately, PowerPoint offers tools to help you organize and prepare your slide show.

6.8.1. About slide views

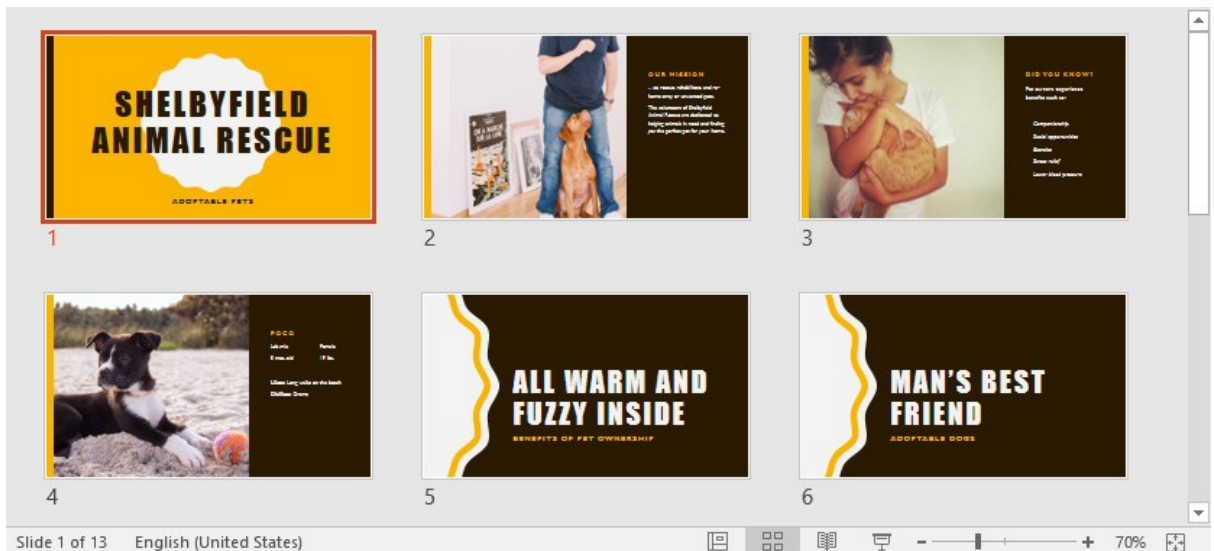
PowerPoint includes several different **slide views**, which are all useful for various tasks. The **slide view commands** are located in the bottom-right of the PowerPoint window. There are four main slide views.



- **Normal view:** This is the **default** view, where you create and edit slides. You can also move slides in the Slide Navigation pane on the left.



- **Slide sorter view:** In this view, you'll see a **thumbnail version** of each slide. You can drag and drop slides to reorder them quickly.



- **Reading view:** This view fills the PowerPoint window with a **preview** of your presentation. It includes easily accessible **navigation buttons** at the bottom-right.



- **Slide show view:** This is the view you'll use to **present** to an audience. This command will begin the presentation from the **current slide**. You can also press **F5** on your keyboard to start from the beginning. A menu will appear in the bottom-left corner when you move the mouse. These commands allow you to navigate through the slides and access other features, such as the **pen** and **highlighter**.

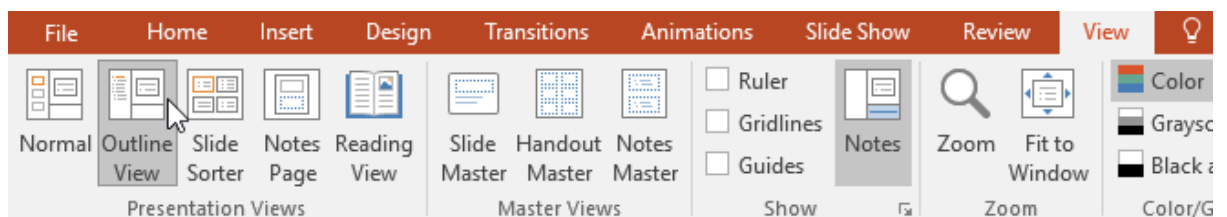


6.8.2. Outline view

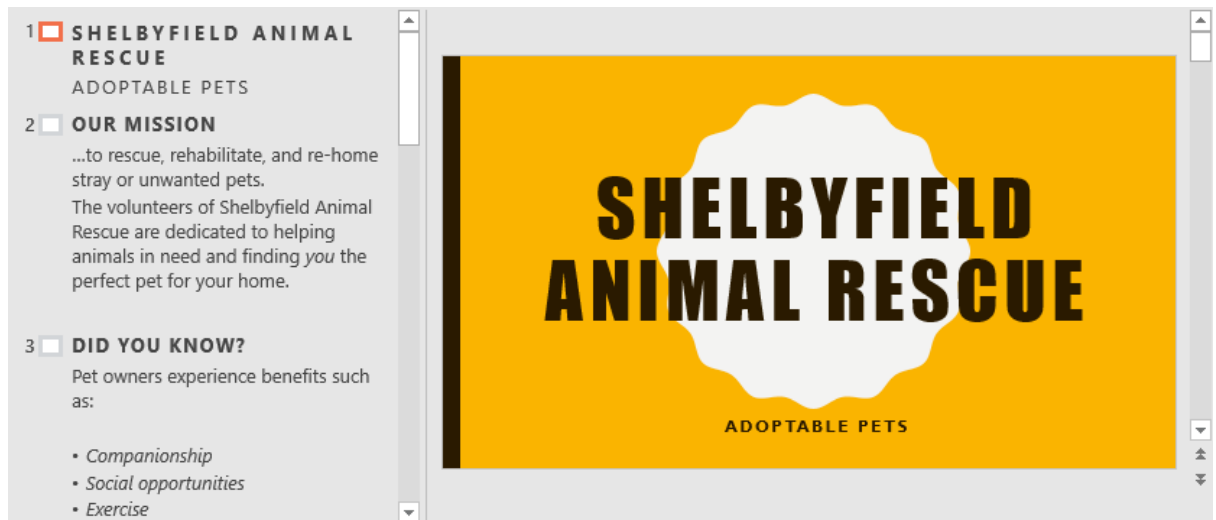
Outline view shows your slide text in **outline** form. This allows you to quickly edit your slide text and view the content of multiple slides at once. You could use this layout to review the organization of your slide show and prepare to deliver your presentation.

6.8.2.1. To view an outline:

1. From the **View** tab, click the **Outline View** command.



2. An **outline** of your slide text will appear in the slide navigation pane.
3. You can type directly in the outline to make changes to your slide text.



6.8.3. Slide notes

You can add **notes** to your slides from the **Notes** pane. Often called **speaker notes**, they can help you deliver or prepare for your presentation.

6.8.3.1. To add notes:

1. Click the **Notes** command at the bottom of the screen to open the **Notes** pane.



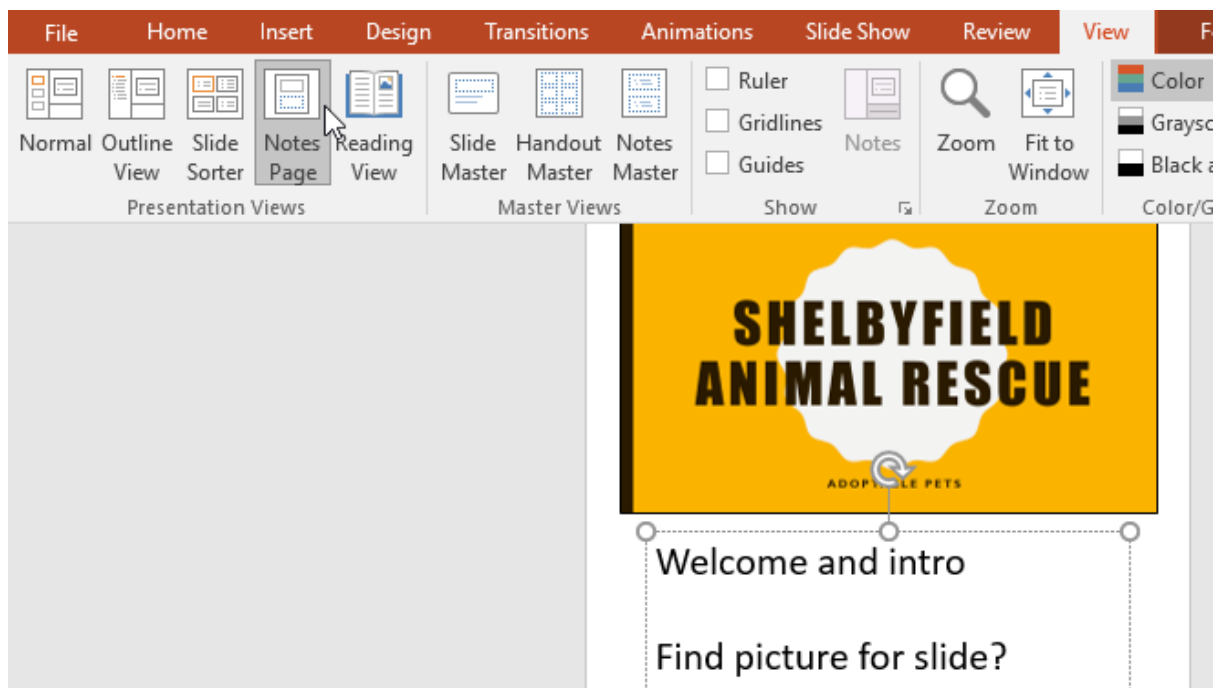
2. Click and drag the **edge** of the pane to **resize** it if desired.



3. Click the **Notes** pane, and begin typing to add notes.



You can also access **Notes Page view** to edit and review your notes. Just click the **Notes Page** command from the **View** tab. From there, you can type notes in the **text box** below each slide.



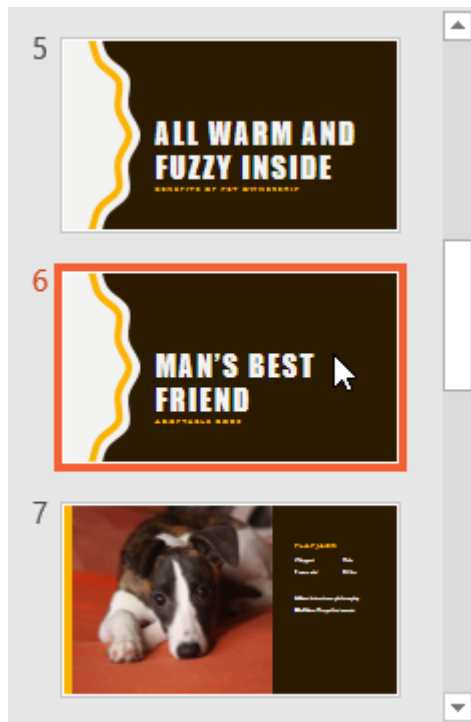
6.8.4. Slide sections

If you have a lot of slides, you can organize them into **sections** to make your presentation easier to navigate. Sections can be collapsed or expanded in the Slide Navigation pane and named for easy reference.

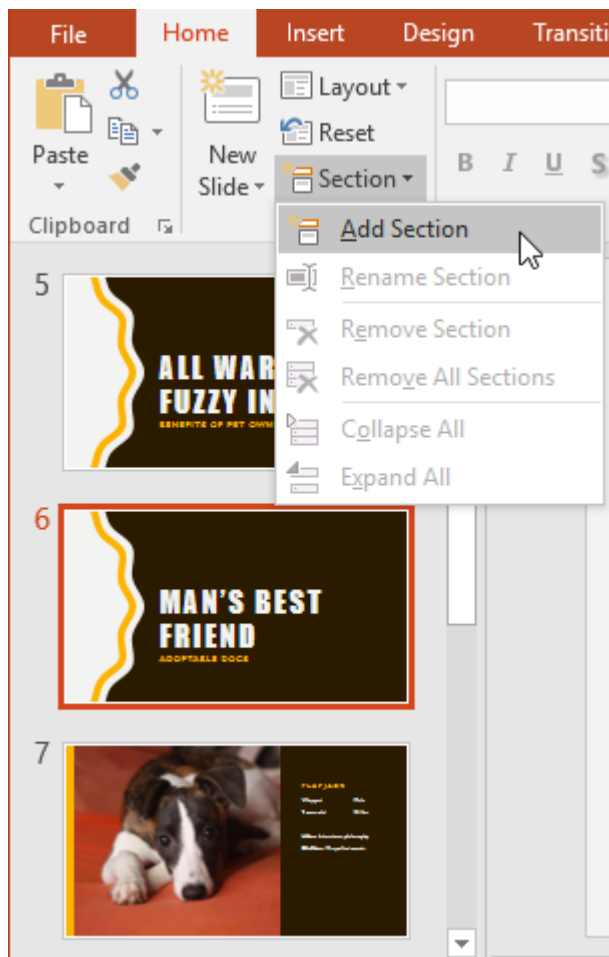
6.8.4.1. To create slide sections:

In our example, we will add two sections: one for dogs that are available for adoption, and another for cats and other pets.

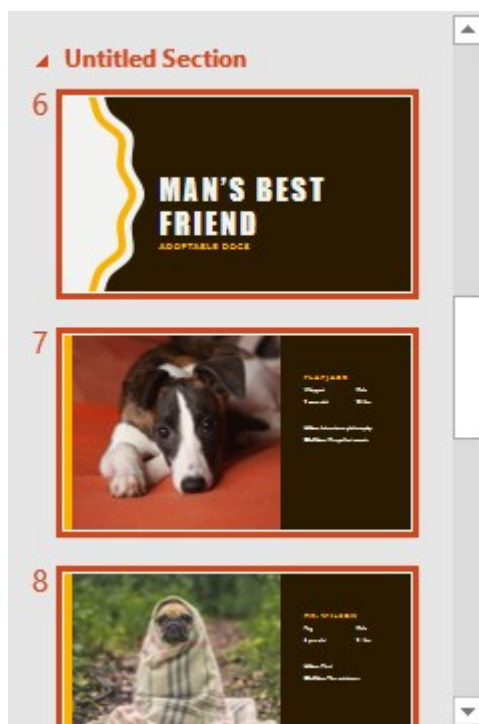
1. Select the **slide** you want to begin a section.



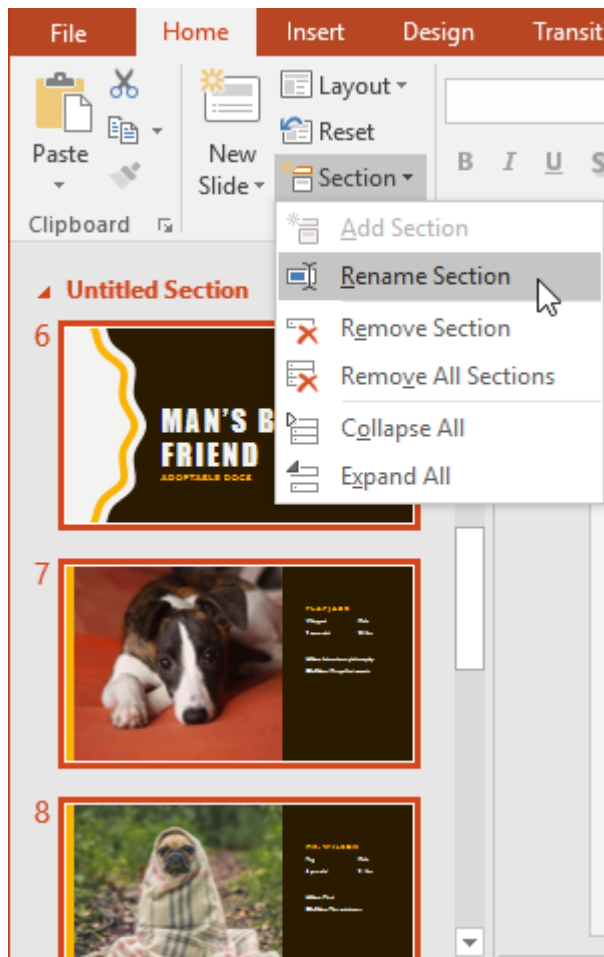
2. From the **Home** tab, click the **Section** command, then choose **Add Section** from the drop-down menu.



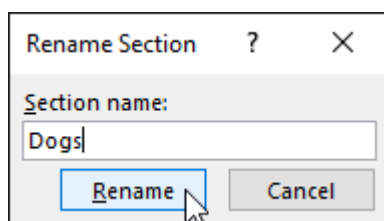
3. An **Untitled Section** will appear in the Slide Navigation pane.



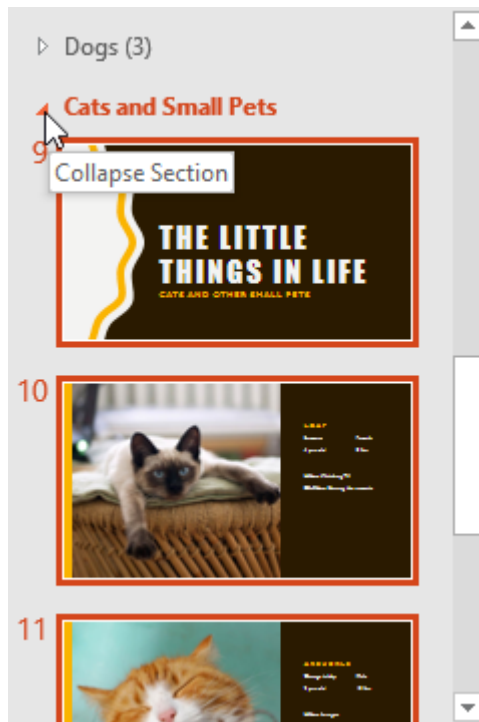
4. To **rename** the section, click the **Section** command, then choose **Rename Section** from the drop-down menu.



5. Type the new section name in the dialog box, then click **Rename**.



6. Repeat to add as many sections as you need.
7. In the Slide Navigation pane, click the **arrow** next to a section name to **collapse** or **expand** it.



To **remove** a section, click the **Section** command, then click **Remove Section**. You can also click **Remove All Sections** to remove all sections from your slides.

