



PowerPoint Basics

aadl.org/handouts

Ann Arbor District Library Computer Classes

AADL offers hands-on computer classes on a variety of topics at all Library locations. AADL also provides access to a variety of online learning and research resources. For more information, check out the following links:

Schedule of computer classes: aadl.org/classes

Review online skills-building resources: aadl.org/services

Review online research resources: aadl.org/research

PowerPoint Basics

Create photo albums and insert diagrams, charts, and word art. Add animations and set up and rehearse the slide show using timings and narrations.

Learning Goals

Go to aadl.org/handouts, choose a class, and click on a learning goal for step-by-step instructions:

[Getting Started with PowerPoint 2010](#)

[Create Your First Presentation](#)

[Apply a Template](#)

[Insert a Slide](#)

[Themes](#)

[Slide Layouts](#)

[Insert a Picture](#)

[Insert a Video](#)

[Insert a Text Box](#)

[Slide Sorter View](#)

[Speaker Notes](#)

[Templates vs. Themes](#)

[Transitions](#)

[Change Transitions](#)

[Slide & Page Numbers](#)

[Backgrounds & Watermarks](#)

[Color as Background](#)

[Save the Presentation](#)

[Print Slides or Handouts](#)

[Print Notes Pages](#)

[Free PowerPoint Viewer](#)

[PowerPoint File Types](#)

[Quick Reference Card](#)

Books

[Microsoft PowerPoint 2010 Bible](#), by Faithe Wempem, Call number: 006.686 Po

[Microsoft PowerPoint 2010 Step by Step](#), by Joyce Cox, Call number: 006.686 Po

[Using Microsoft PowerPoint 2010](#), by Patrice Rutledge, Call number: 006.686 Po