

# Microsoft PowerPoint: Home & Insert Tools

**PowerPoint will open to the HOME tab by default. This ribbon controls text formatting options.**

Font and font size can be changed using these pulldown arrows.

Use these pulldown arrows to create a bulleted or numbered list.

New Slide will add a slide to your presentation. Layout allows you to choose the format of each slide.

These symbols format selected text.

- B will make **bold** text.
- I will *italicize* text.
- U will underline text.
- ~~ab~~ will ~~strike through~~ text.

Use these buttons to highlight text or change the text color. Choose different colors by using the pulldown arrows.

These buttons will align text to the left, middle, or right of the slide.

Use this pulldown arrow to change the vertical space between lines (single, double).

**The INSERT tab allows users to add various elements to slides.**

When selecting an image, shape, or text box, use Drawing Tools to access additional format design options.

Add slides to the presentation

Add saved or online images to the slide

Add various geometric shapes or arrows to the slide

Smart Art helps organize text in visually appealing ways. Charts can organize data into various graphs.

Add additional text to the slide layout

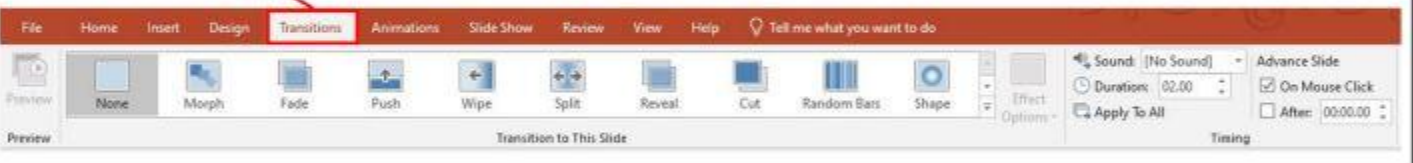
Embed videos or audio recordings into the slide.

# PowerPoint: Design, Transitions, Slideshow, & File Tools

The **DESIGN** tab allows users to choose a visual theme for presentation slides.



The **TRANSITIONS** tab allows users to add visual movements for each progressing slide



The **SLIDE SHOW** tab is used to view and present the presentation full screen and can help you prepare to deliver your material.



The **FILE** tab is used to open, save, and print files created in Microsoft PowerPoint. Clicking this tab will open the view displayed on the right.

