



## **Module 19 : How to use PowerPoint (Basics)**

- Understand the basics of PowerPoint
- How to navigate PowerPoint
- How you can benefit from using PowerPoint
- Troubleshooting guide for basic PowerPoint

Microsoft PowerPoint is a powerful tool used to create professional presentations that combine text, images, charts, video and other media. It is widely used in meetings, training sessions, conferences and educational environments.

PowerPoint allows users to organise ideas clearly and present information in a visually engaging way.

### **In this module you will learn:**

- Understand the basics of PowerPoint
- How to navigate PowerPoint
- How you can benefit from using PowerPoint
- Simple troubleshooting guidance
- Practical tips to create effective presentations

### **19.1 Getting started**

**Microsoft PowerPoint is one of the most widely used presentation tools in modern workplaces.**

## Why is it important to understand PowerPoint?

### The Eyedropper

The **Eyedropper** tool allows you to match colours exactly from other objects or images on your slide, helping create consistent and professional designs.

### Smart Guides

**Smart Guides** are alignment lines that appear when you move objects. They help you position text, images and shapes evenly and accurately.

### Presenter View

**Presenter View** allows you to see your notes, upcoming slides and timing information while your audience sees only the presentation.

### Sharing and Collaboration

Modern versions of PowerPoint allow presentations to be shared through Microsoft 365. This enables real-time collaboration and online presenting using tools such as PowerPoint Live or shared links.

Start by choosing between a blank presentation or a template. Templates provide a professional layout and can save time, while blank presentations allow full customisation.

You can apply or change themes at any time using the **Design** tab. Themes control colours, fonts and layouts across your presentation.

## 19.2 Creating Title Slides



**The title slide is your first opportunity to engage your audience.**

Include:

- Presentation title
- Subtitle (optional)
- Your name or organisation

Press **Ctrl + M** to insert a new slide.

Keep titles clear, concise and easy to read.

## **How to Navigate Presentations**

Use the slide panel on the left to move between slides or reorder them. The outline view shows a text-only version of your presentation structure.

## **Previewing your presentation**

Press **F5** to start the slideshow and review flow, timing and clarity.

## **Adding Transitions**

Use the **Transitions** tab to add visual effects between slides.

Avoid overusing transitions—simple effects maintain a professional appearance.

## **Adding Backgrounds**

Right-click the slide and select **Format Background** or use the Design tab.

Choose colours or images that maintain readability and contrast.

## **Adding Images and Media**

Use the **Insert** tab to add:

- Images
- Charts
- Shapes
- Video

Visuals help support your message but should not overwhelm your content.

## **19.3 Design Tips for Effective Presentations**

1. Use clear and simple layouts to maintain focus.
2. Keep text concise—avoid overcrowding slides.
3. Present one main idea per slide.
4. Choose readable fonts and maintain strong contrast.
5. Use consistent colours and limit the palette.
6. Ensure slides support your spoken message, not replace it.
7. Use media such as audio or video only when it adds value.

### **Activity 1 - Practise Creating Slides**

*Estimated time: 10-15 minutes*

Create a new presentation and design a title slide. Add at least two content slides using text and images.

## **19.4 Adding Links and Media**



**You can add links and media to enhance your presentation.**

- Insert hyperlinks to websites, files or slides
- Embed video from your device or online sources

## **19.5 A Note on Font Size**



**Readable text is essential for effective presentations.**

Use clear fonts, appropriate sizes and consistent formatting. Avoid overcrowding slides with text and always proofread your content.

## **19.6 Aligning Objects**

**Alignment ensures your slides look professional and organised.**

- Select multiple objects using Shift
- Use Arrange → Align to position elements evenly

## Activity 2 - Enhancing Slides

*Estimated time: 10-15 minutes*

Add images, transitions and formatting to your slides while maintaining clarity and consistency.

### 19.7 Quick Access Toolbar



**The Quick Access Toolbar allows you to customise frequently used tools.**

Add commands such as alignment, shapes or formatting tools for quicker access.

### 19.8 Troubleshooting



**Some issues may occur when sharing presentations.**

- Fonts may not display correctly on other devices
- Formatting may change between systems
- Use built-in compatibility tools if needed

Use reliable fonts and review presentations before sharing.

## **Module Summary**

Microsoft PowerPoint enables users to create clear, engaging and professional presentations. By combining text, visuals and structured content, you can communicate ideas effectively to any audience.

Using good design principles and clear organisation ensures your presentations remain professional, readable and impactful.

---