

Beginning PowerPoint Tutorials

PowerPoint presentations work like slide shows. To convey a message or a story, you break it down into slides. Think of each slide as a blank canvas for the pictures, words, and shapes that will help you build your story.

We have provided the links to the online trainings. However all of these videos can be accessed through the help section if you are using MS Presenter.

Instructions for accessing through PowerPoint help:

You can always access these videos in the help section.

Open: PowerPoint

Go: to the help section (?) (see example on right)

Select: Get free training

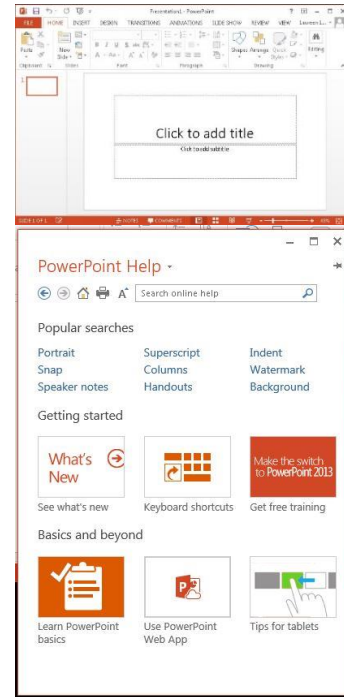
(see example on right)

Select: Create your first PowerPoint 2013 Presentation

Select: Watch online (recommended)

If you need to download a course and the videos don't play

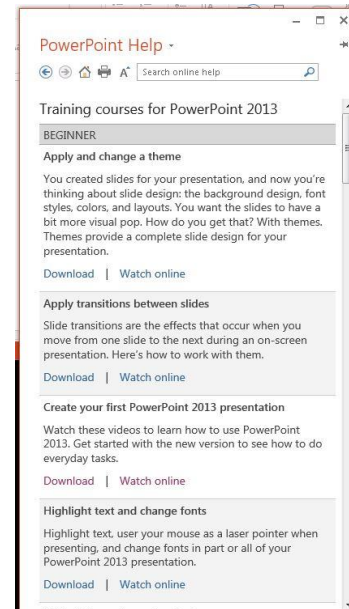
Click **Enable Editing** if you see that button. If that doesn't work, you may have PowerPoint 2007 or earlier. If you do, you need to [get the PowerPoint Viewer](#). If you have PowerPoint 2010, you need [the QuickTime player](#), or you can [upgrade to PowerPoint 2013](#).



START HERE

Watch the series: ***Create your first PowerPoint 2013 presentation***

These videos will give you a good start on starting a presentation.



Start using PowerPoint

Watch: *Start using PowerPoint*

<https://support.office.com/en-US/Article/Video-Start-using-PowerPoint-48f86ccd-c879-4b5b-9123-469b42a88f50>

Select: Watch online

Video: Start using PowerPoint



The best way to learn about PowerPoint 2013 is to start using it. Create a blank presentation and learn the basics of how to work with it.

Save your presentation

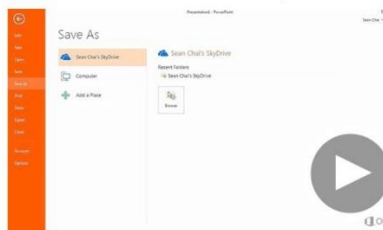
Click **File > Save**, pick or browse to a folder, type a name for your presentation in the File name box, and **click Save**. And save your work as you go. Be sure to Ctrl+S often.

Watch: *Save your presentation*

<https://support.office.com/en-US/Article/Video-Save-a-PowerPoint-presentation-a8e87513-b176-4917-83b5-d863835aaec4>

Select: Watch online

Video: Save a PowerPoint presentation



Insert some things

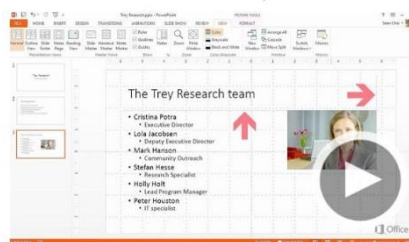
On the **Insert** tab, you can add pictures, shapes, SmartArt graphics, charts, and more to get away from a presentation full of bullet points and make your presentation more visually interesting.

Watch: *Video: Insert some things*

<https://support.office.com/en-US/Article/Video-Insert-items-in-a-presentation-1524e1ea-e794-4997-9cd8-dbcfab8a7da>

Select: Watch online

Video: Insert items in a presentation



Finalize and review

On the **Design** tab, click the Themes gallery to apply professional designs. And preview your slide show before delivering it to your audience. You can even get review comments on it from others.

Watch: *Finalize and review*

<https://support.office.com/en-US/Article/Video-Finalize-and-review-a-presentation-5250110b-0783-40a7-bb7c-be89d2e10708>

Select: Watch online

Video: Finalize and review a presentation



Prepare and run your presentation.

Learn about the advantages of using Presenter view. On the Slide Show tab, check the Use Presenter View box.

Watch: *Prepare and run your presentation.*

<https://support.office.com/en-US/Article/Video-Prepare-and-run-your-presentation-fc39a00b-5cf1-49eb-a151-efa90494fed9>

Select: Watch online

Video: Prepare and run your presentation



Figure out the best way to deliver your presentation, including using two monitors in Presenter view.
