Microsoft

Getting to know

Microsoft PowerPoint

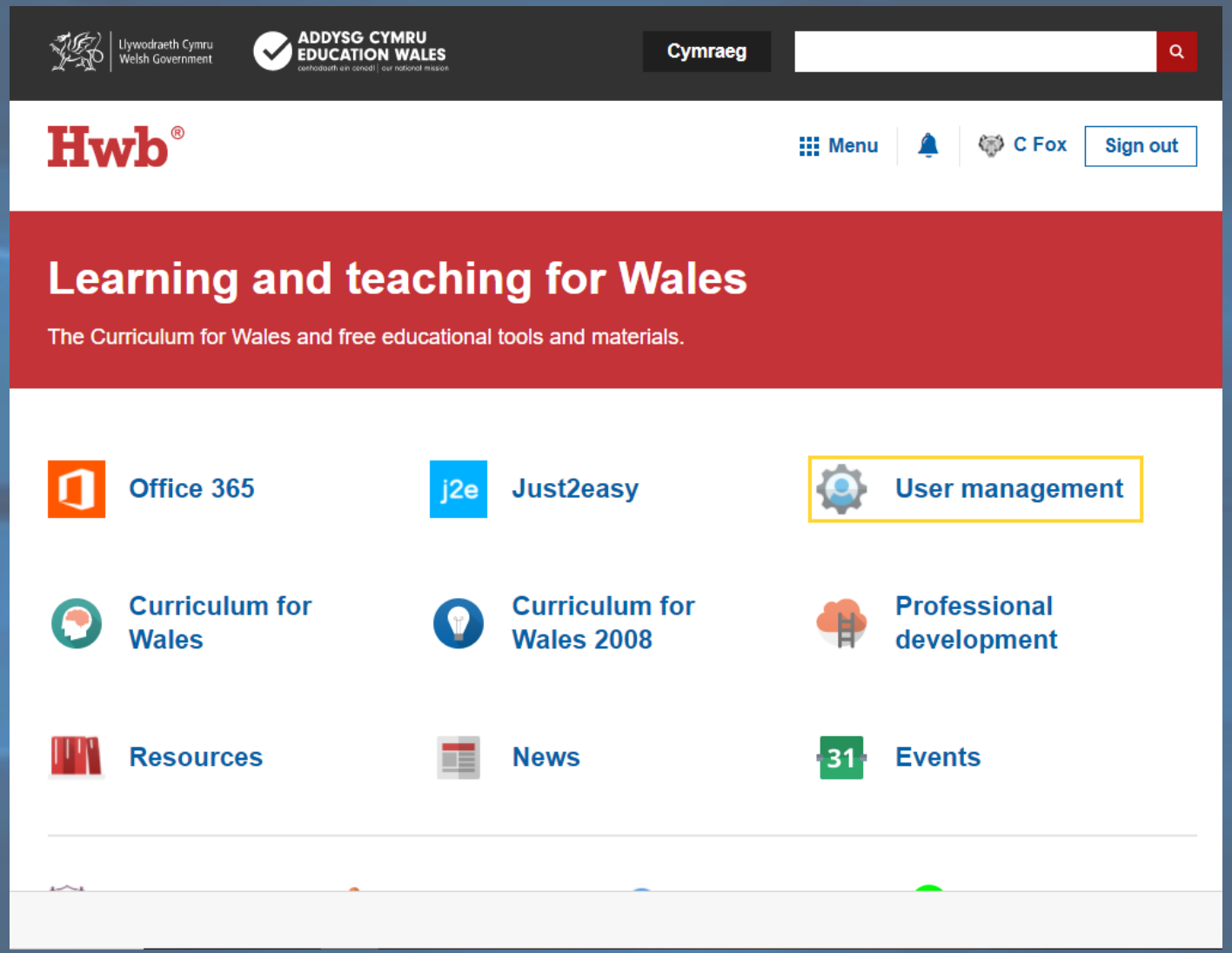


Please note, this is only for the online version available for Office 365 on HWB

How to Start

To begin with, sign into your HWB account as normal and you will be sent to your HWB homepage.

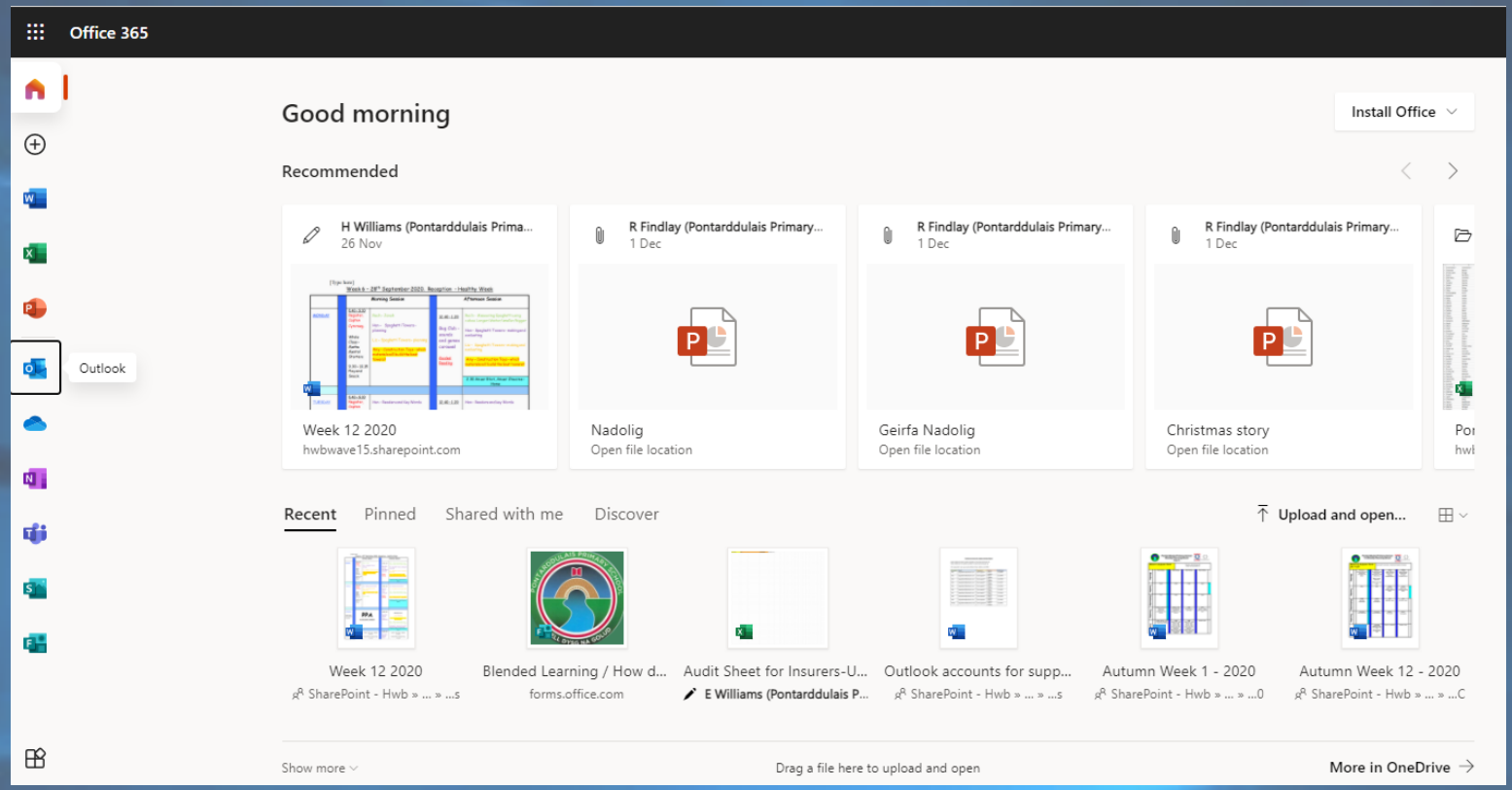
(NB Pupil Homepages look slightly different to mine, but it follows similar rules)



Finding your Office

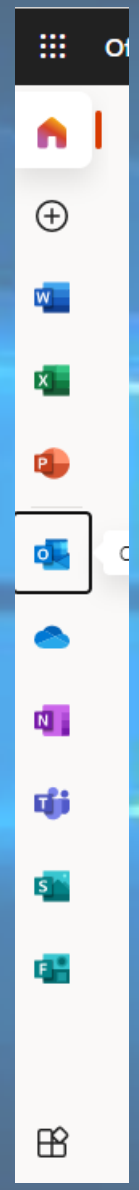
Click on Office 365 and you will be sent to your main Microsoft Office Page. Here you can access all forms of the Office Package such as Word, Excel, PowerPoint, Onedrive, Outlook, Forms, Teams.

In the top right, you can see Install Office. Being on HWB, your child has a free licence to the whole Office 365 package to install on your home devices.



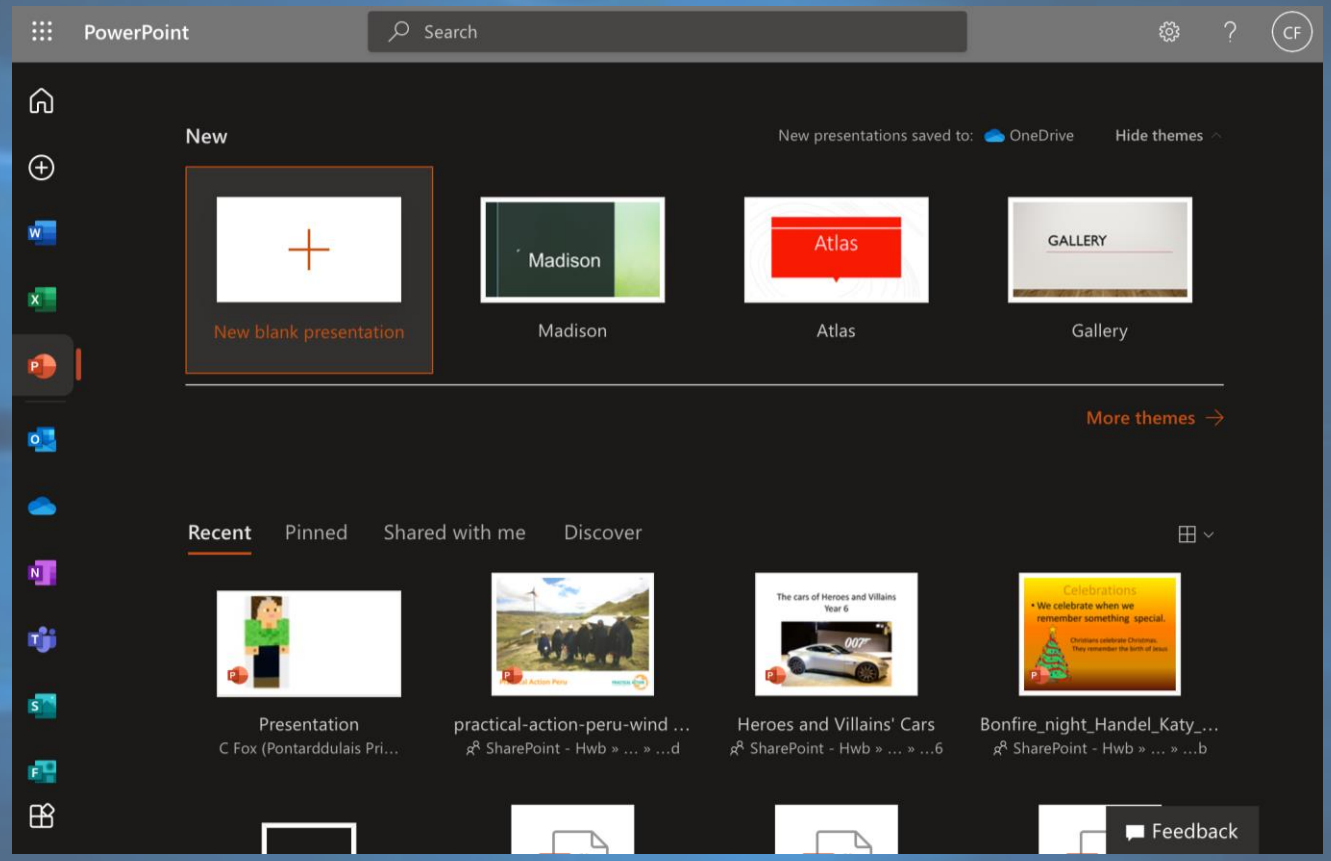
Present the Work

PowerPoint is often third on your list, shown by a red circle with a P



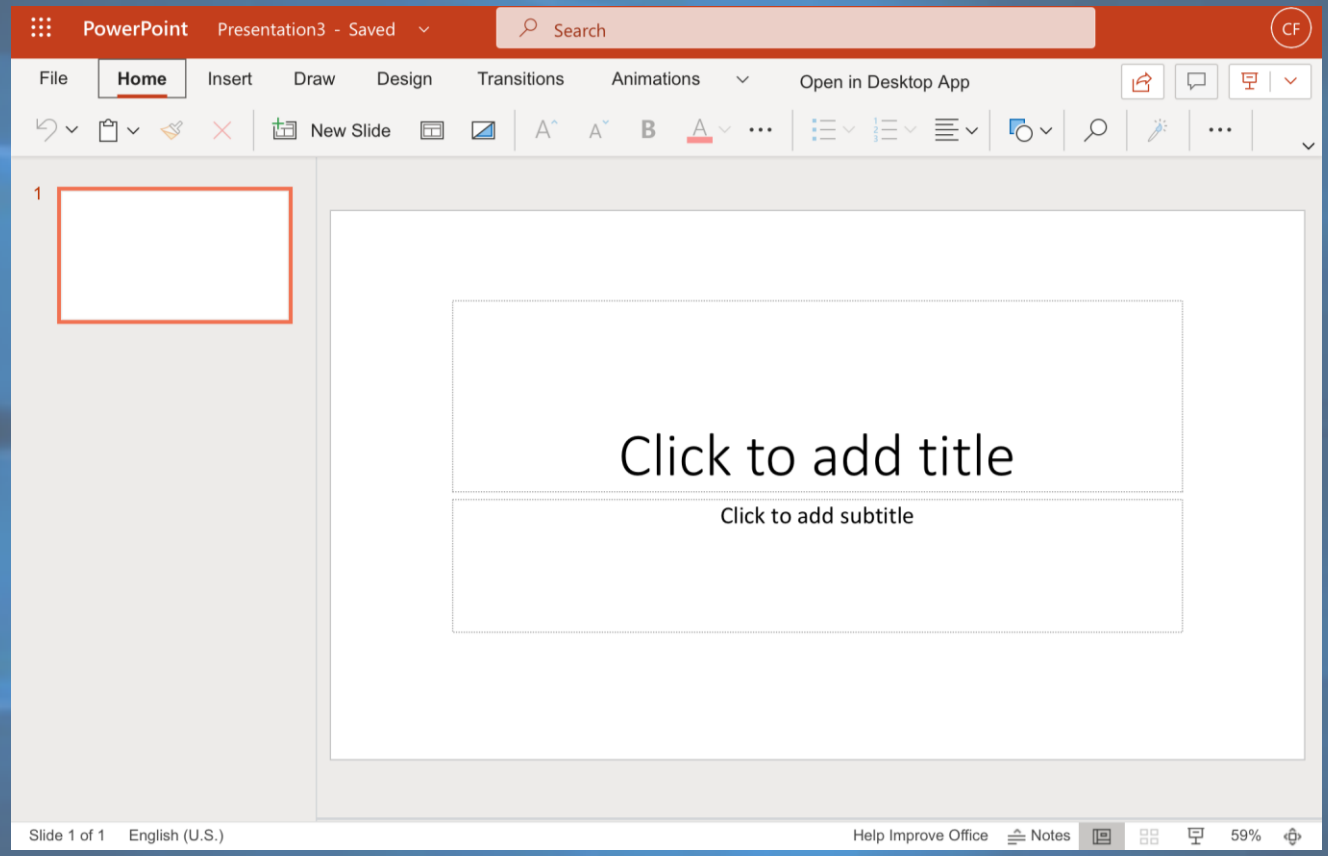
PowerPoint Homepage

This is your PowerPoint homepage. You can select a new workbook, choose a template, find work you have done or have been shared to you. In the top right you will see that all your work is saved to your OneDrive. You can also access the other apps by selecting one of the icons, or the waffle at the top (this will open another tab)



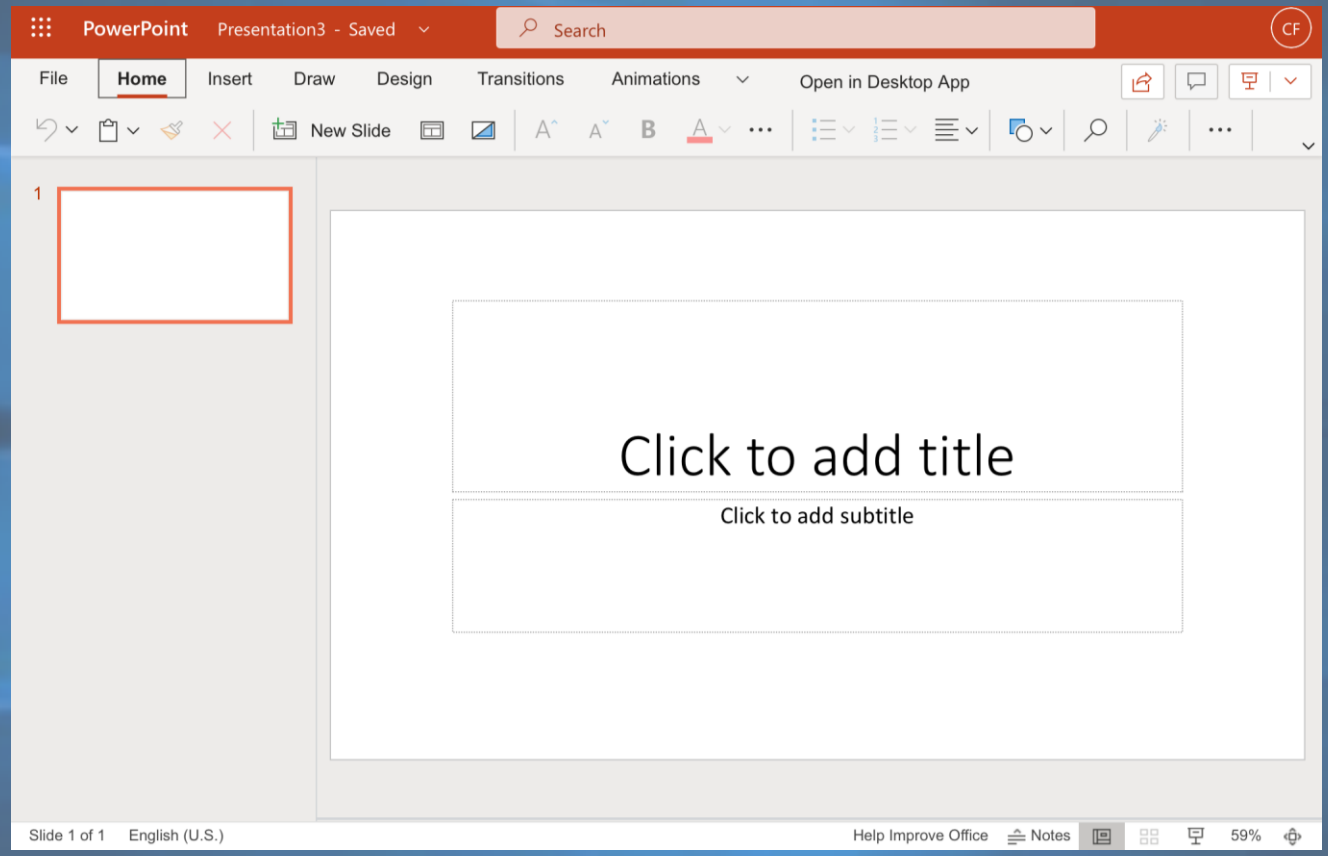
This is the Point

This is the main page of PowerPoint. Here you can create all your slides and set up how they appear.



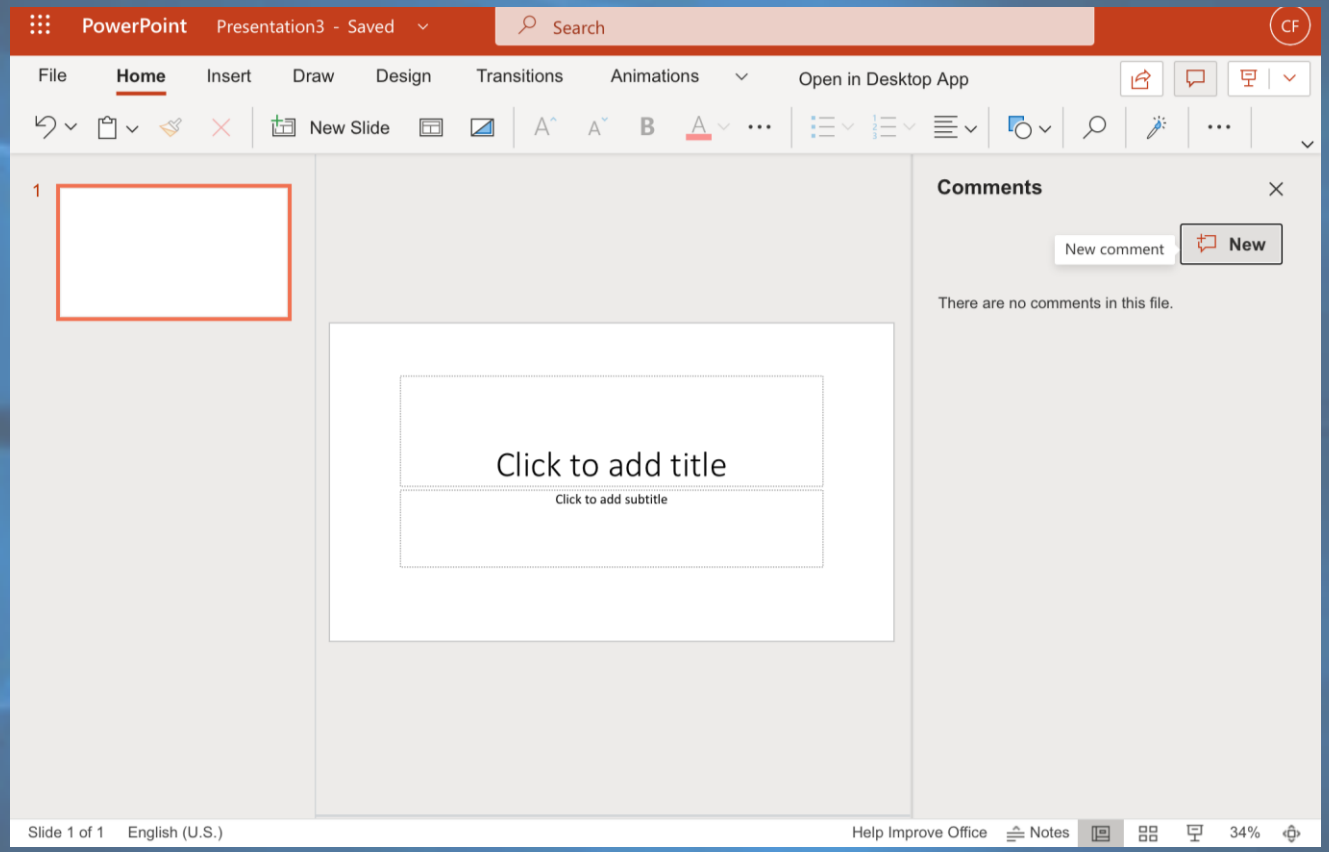
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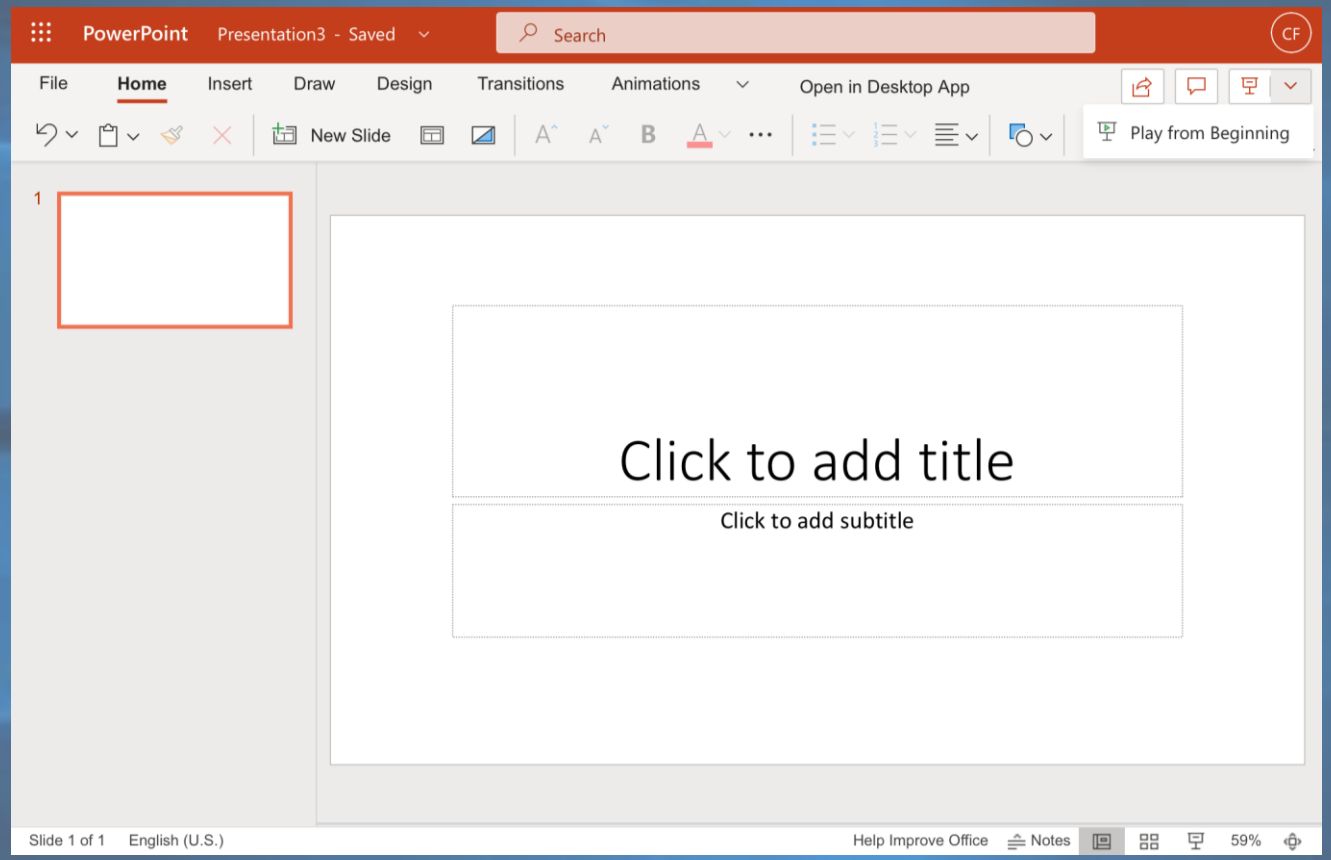
Comments anyone?

Any comments made or to be made between collaborators can be done here.



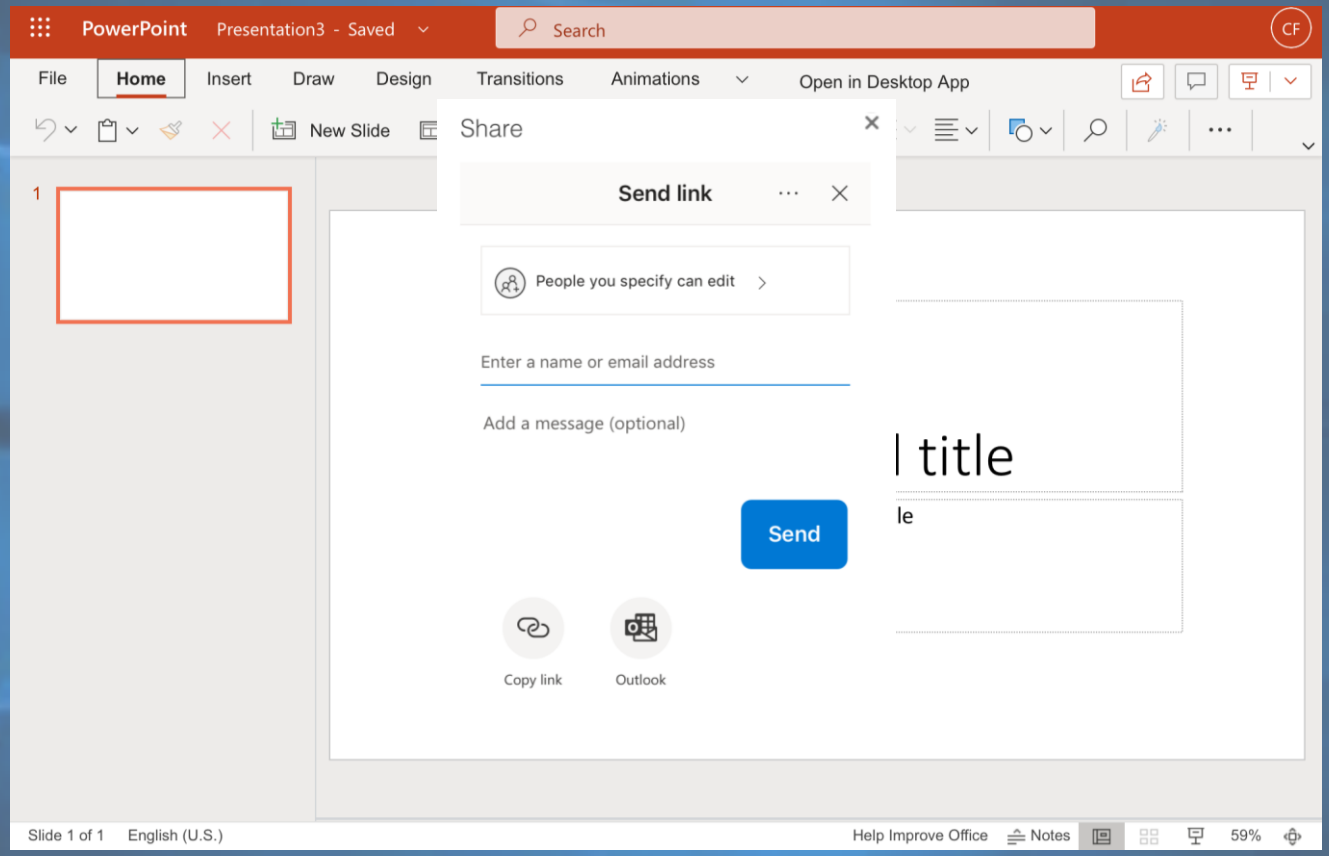
Viewing a slideshow

When your presentation is completed, click here to view your slideshow.



Sharing

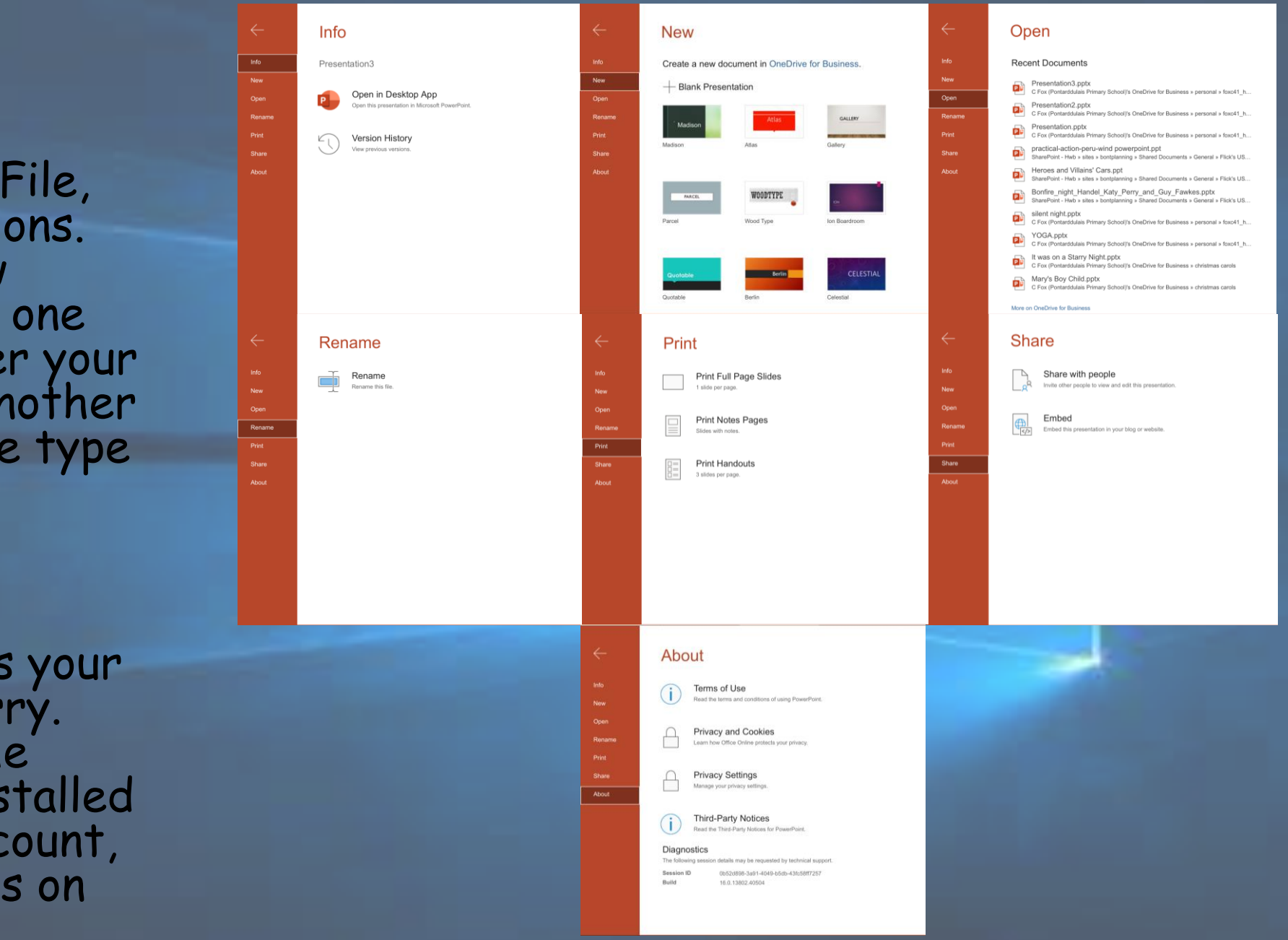
When you click on share, you can allow other people to work on your presentation. Type in their email address and send a message. In the email, there will be a link, and once that is pressed, access is granted. You can set restrictions to what that person does. Once collaborated, and you allow them to edit, you can see them editing as they do so.



File

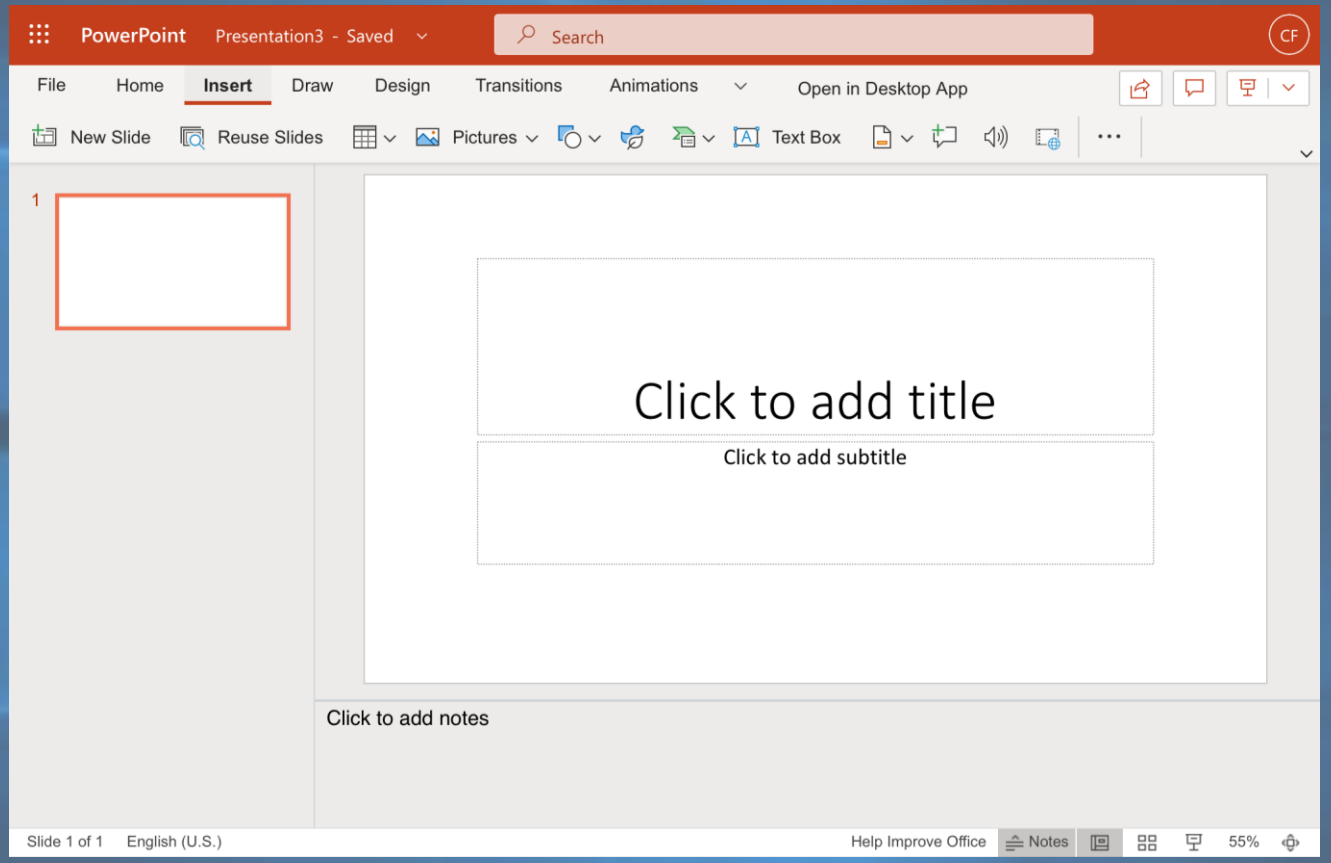
When you click on File, you have many options. You can open a new presentation, open one already saved under your account, Save as another presentation or file type and share.

N.B. Office 365 automatically saves your work so do not worry. Also if you have the desktop version installed and set to your account, you can access files on your device.



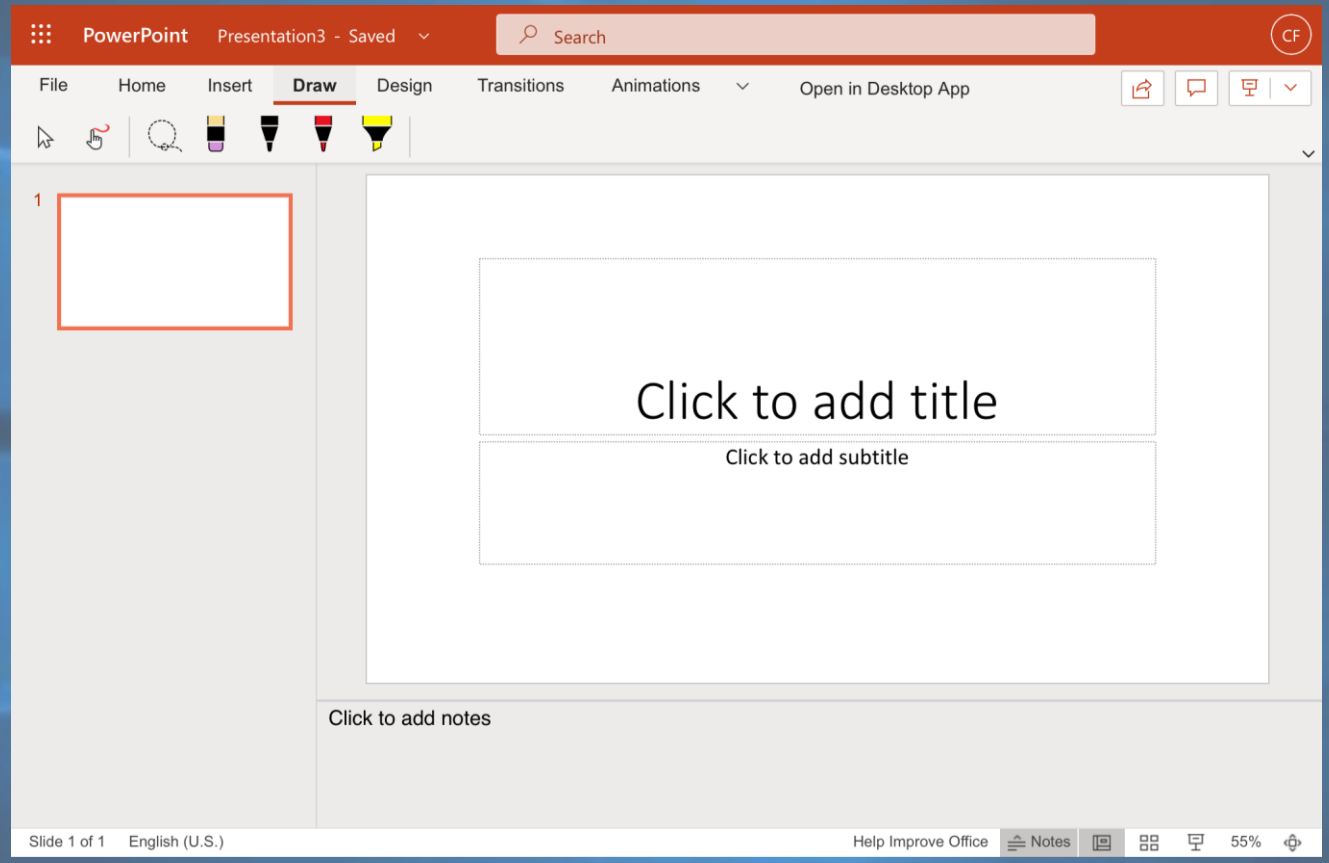
Insert

Click on insert to add in any other form of media, including hyperlinks to websites or other documents, and edit them here. You can also create a more slides or reuse some you have created.



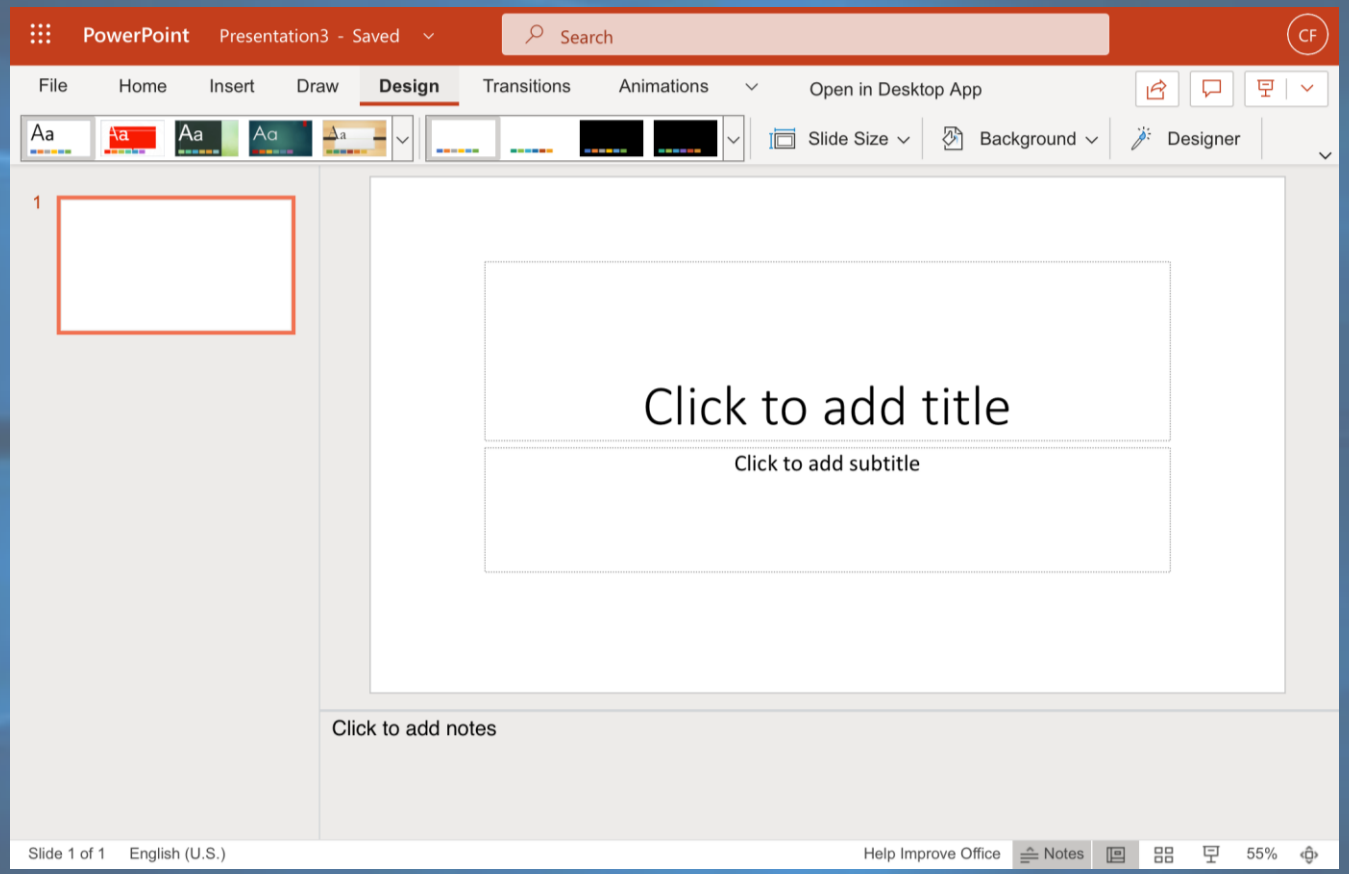
Drawing

If you wanted to, you could draw freehand onto your slides.



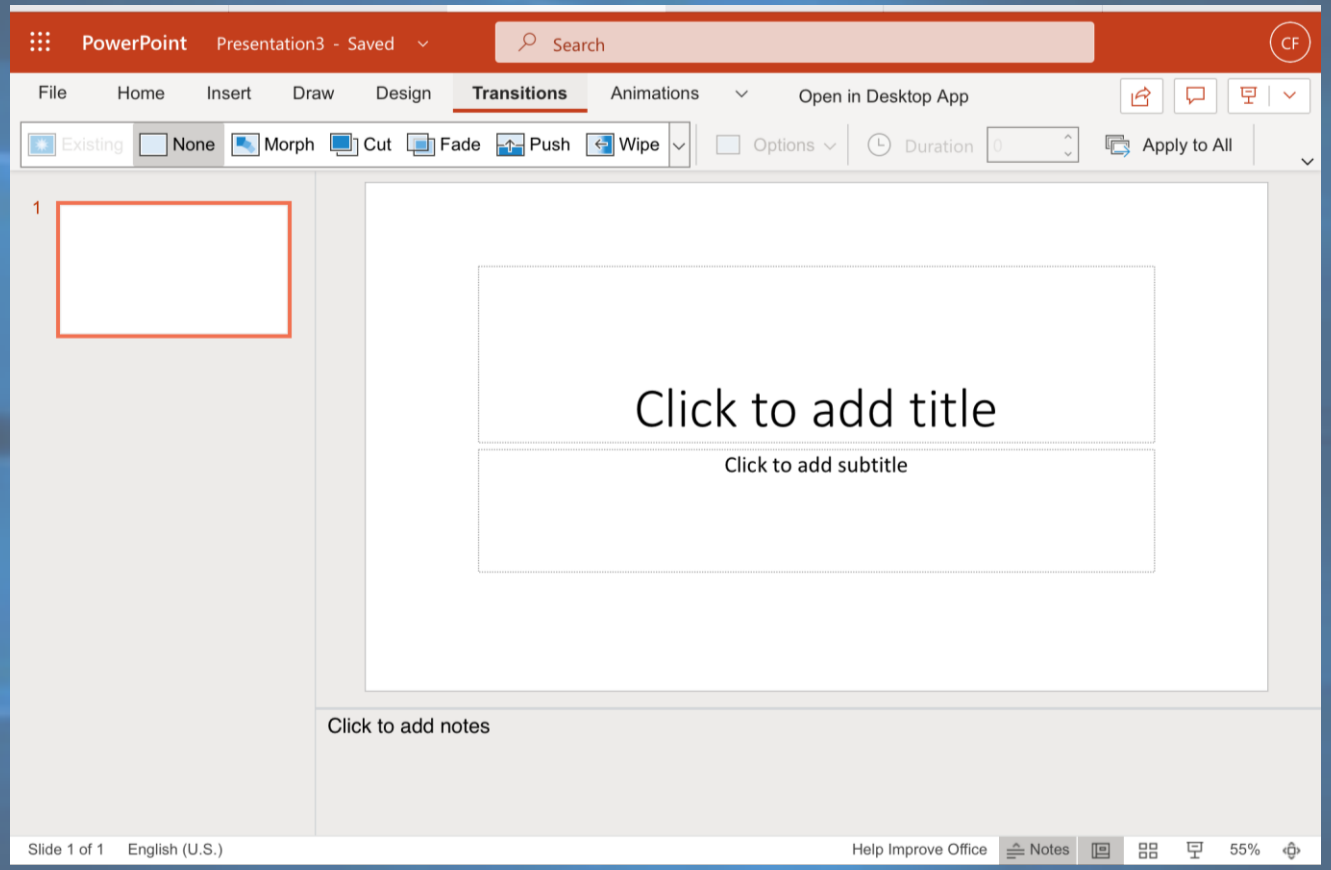
Design

You can either create your own design or use a premade one from Microsoft.



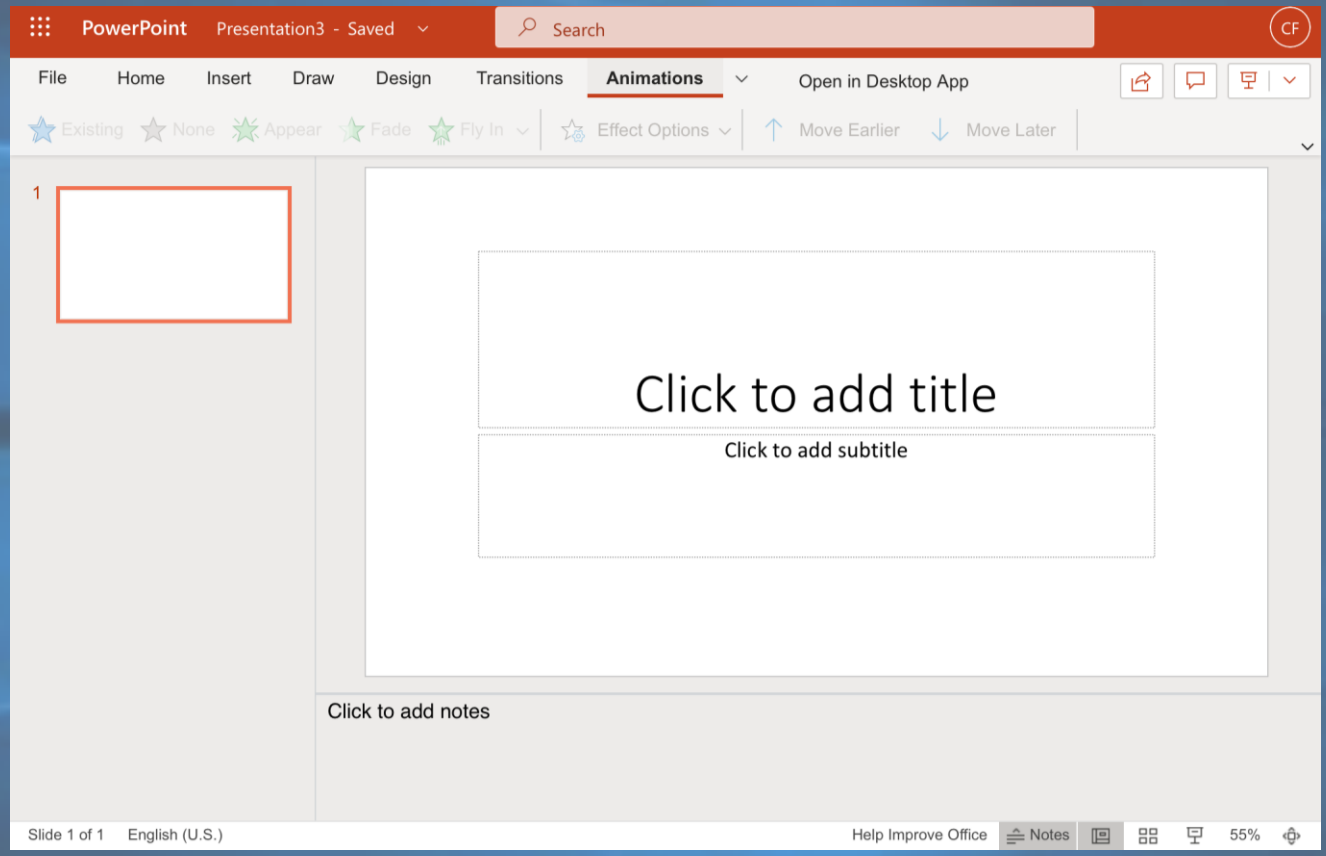
Transitions

This is the effect you create when moving from one page to the next to make your presentation more interesting.



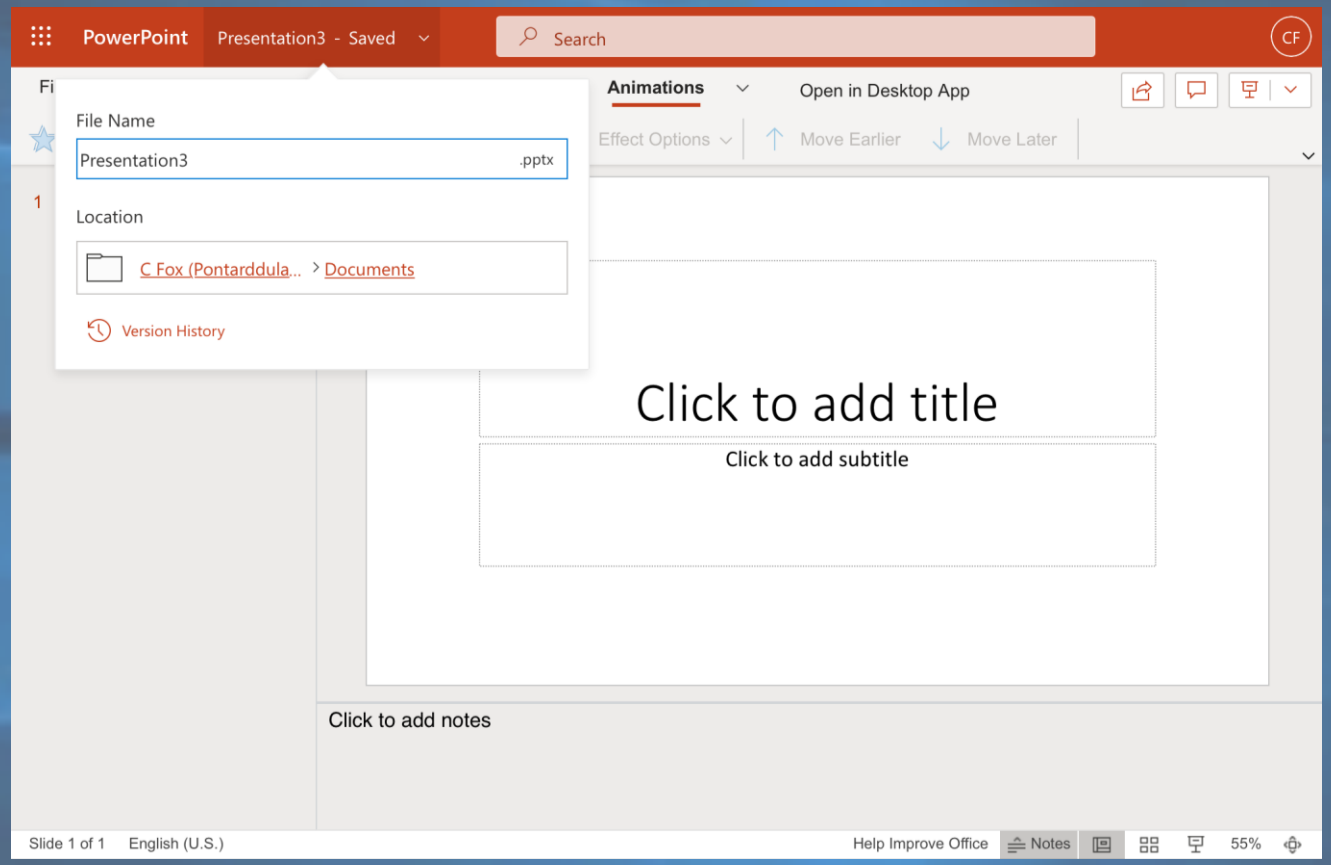
Animations

Make your presentation more interesting with animations. These allow you to make items on screen move, appear or disappear to do many other things.



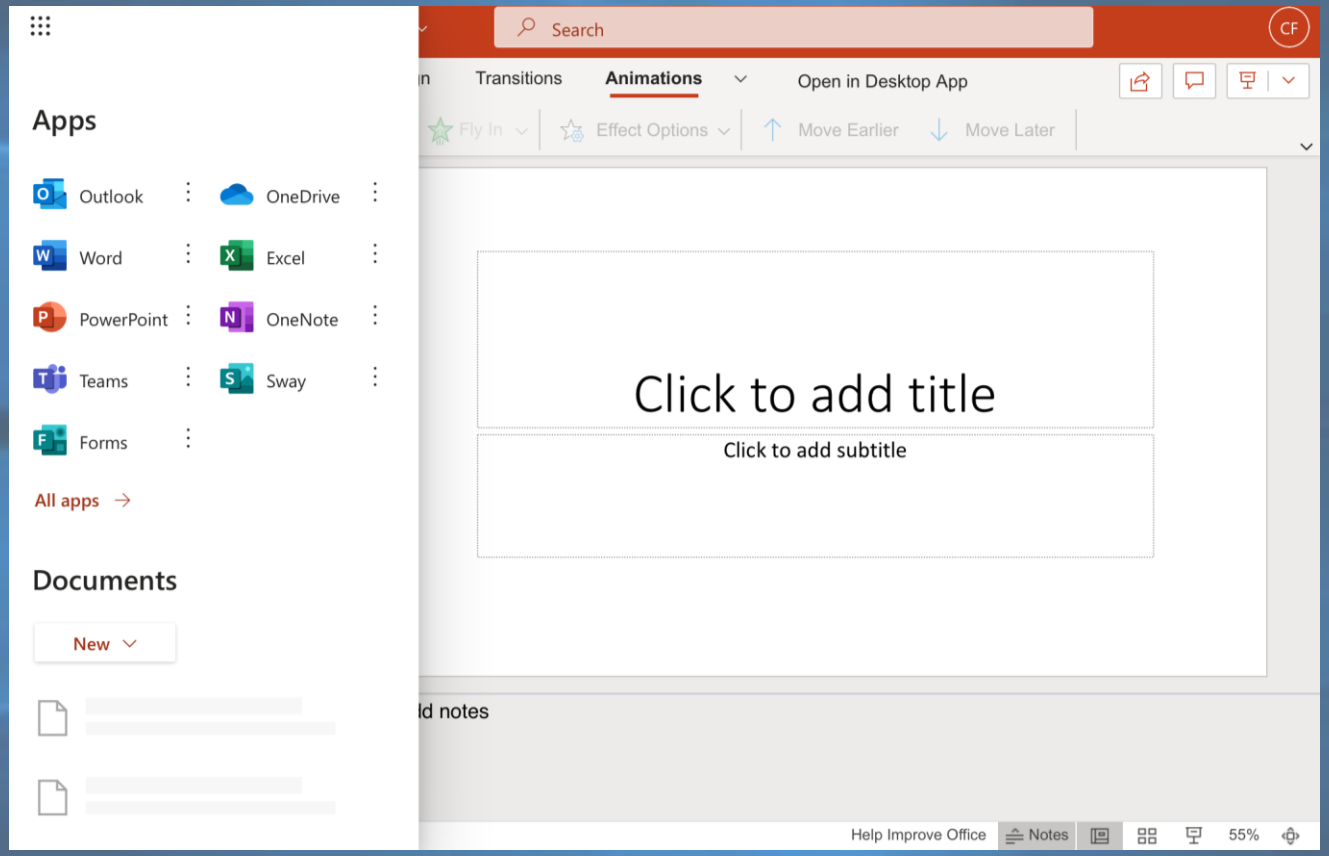
What's in a Name

By clicking on the title to name workbook and to see where it is stored.



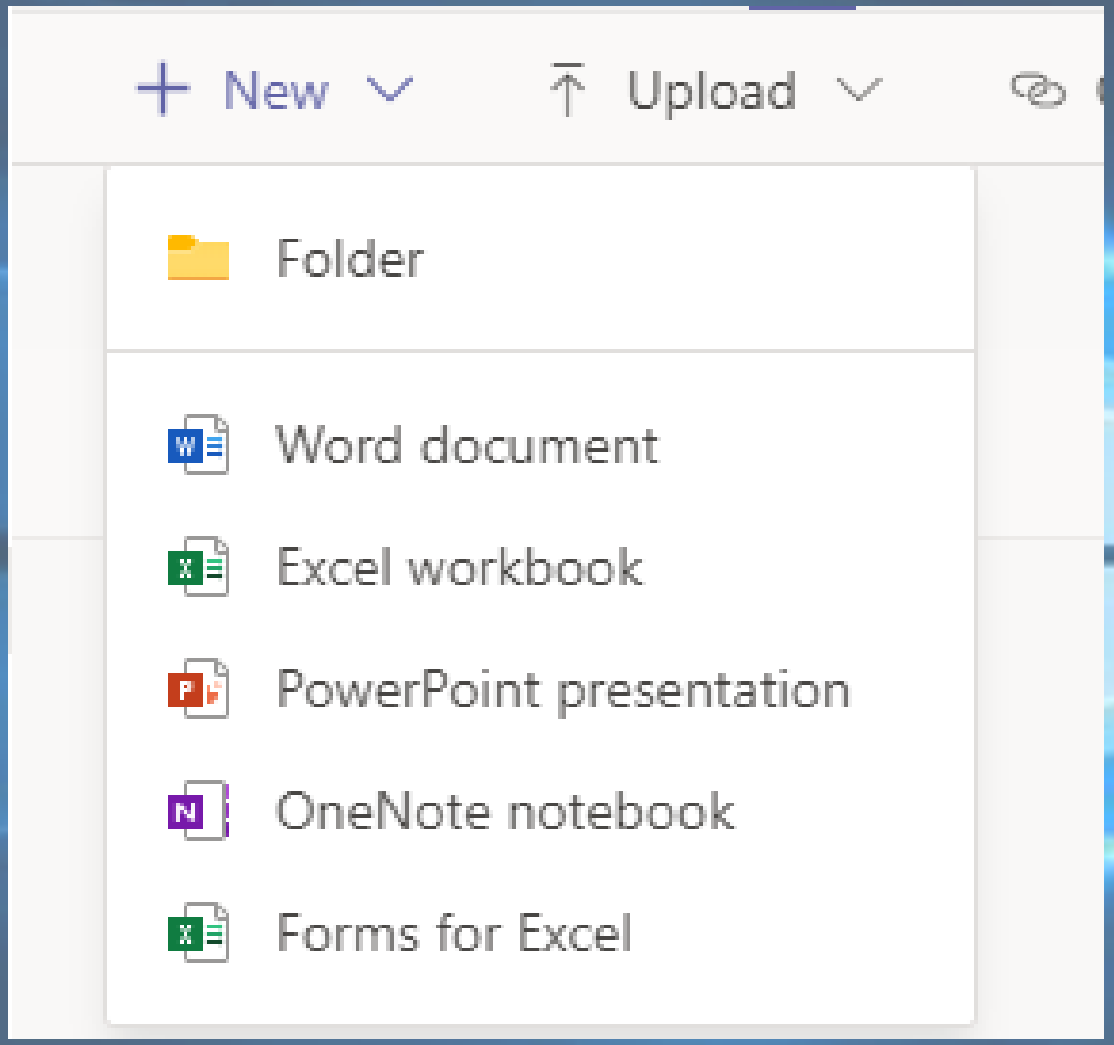
More Apps

Click on the Waffle at the top to access more apps or documents quickly.



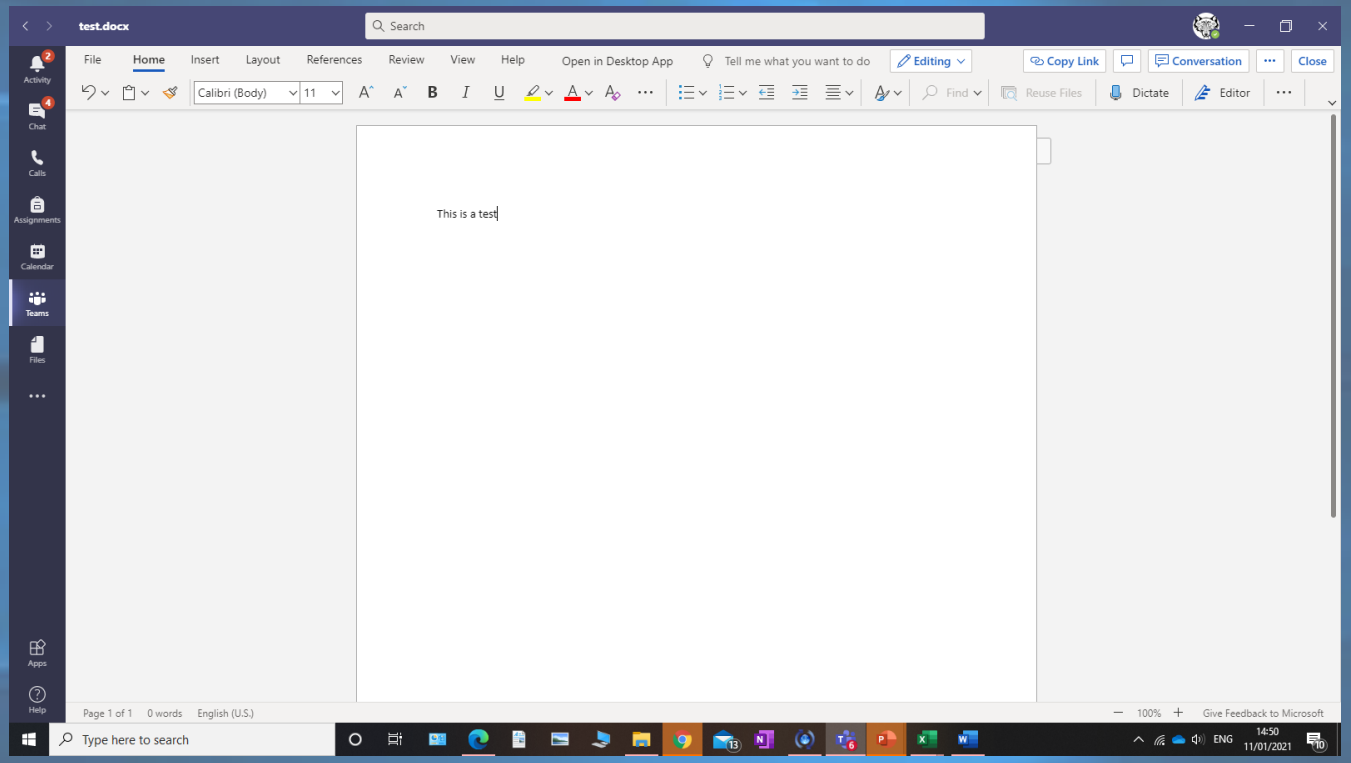
Saving Time

To save time in uploading, you can create an PowerPoint Presentation within your Teams without having to use the main Office homepage by selecting New in the Files section.



Saving Time 2

It works exactly the same as if working on it separately, yet you can still view what is happening in Teams. Also, this saves directly into the Files section of your team.



Microsoft

