



Using PowerPoint for Family History

PowerPoint creates presentations for viewing on your computer screen or using a data projector. Each presentation consists of a number of individual slides through which you can proceed in a linear way or jump around in using interactive on-screen buttons.

To Start PowerPoint and a New Presentation (Windows 8 to 10)

- Click on the **Start Icon**  and select **PowerPoint** from the list of programmes (apps). Alternatively, click in the **Search Box** immediately to the right of the **Start Icon** and start typing “*powerpoint*” and the computer will bring up a link to PowerPoint above it. Click on that to start it.
- Select a template from the right hand side of the screen by clicking on it. The simplest is the first – Blank Presentation.
- This will start with a Title Slide on the right hand side of the screen – the editing pane.

Working With Text

- With the first title slide in the editing pane, click anywhere in the top line of text and enter the title of your presentation.
- Click at beginning or end of that line, hold down the left-hand cursor button and drag the cursor to the other end of the text to highlight it.
- You can then select a **font style, font size, add bold, italics, drop shadow, font colour and alignment** (left, centre, right) just as you would in any other text programme like Word.
- Each block of text you create appears in its own text box. If you click anywhere on a line of text, a box will appear round it with little circles (**handles**) at each corner and the middle of each side of the box. If you click on any of the handles and hold down the left mouse button, you can drag the handle to adjust the shape or size of the box.
- If you move the cursor near to one of the edges of the box, it turns into **four little arrows** . Clicking and holding down the left mouse button then allows you to drag the box in any direction to reposition it.
- To add a **new text box**, click on the “**Insert**” tab at the top of the screen (next to the “**Home**” tab). Then click on “**Text Box**” to highlight it. Move the cursor to the rough position of the top left corner of the text box, hold down the left mouse button and drag across and down to create the box. You can then start typing text in the box. And you can modify the text as above.

Working With Images

- To add an image (a photograph, graphic etc. typically with file extensions of jpg, png, bmp) to the slide, click on the “**Insert**” tab, then “**Pictures**”. This will open a File Explorer window to allow you to browse to where you have your pictures stored. Highlight the appropriate one and click on “**Insert**” to insert the image in the centre of the slide.
- You can then use the **handles** as before to adjust the size and the **four arrow cursor** to adjust its position on the screen.

Working With Shapes

Shapes can be used as backgrounds to text among other things. A rectangular shape, for instance sitting behind a text caption, can make the text more readable.

- To insert a shape, click on the “**Insert**” tab, then on the **little down arrow** on the right of the “**Shapes**” box and click on the **shape** you require.
- Click in the slide and hold down the left mouse button and drag down and to the right. You will either create a line or arrow or a shape of some sort, depending on what shape you clicked.
- Its size and position can be adjusted with the **handles** and **four arrow cursor**. You can change its appearance using the “**Shape Colour**”, “**Shape Outline**”, “**Shape Effects**” and “**Quick Styles**” controls at the side of the “**Shapes**” box.


Working With Layers

- Each item you add to a slide (photograph, shape, text etc.) appears on a separate invisible layer, with the first item on the lowest layer. If you create some text first and then insert a photograph, the photograph will probably obscure the text because it is sitting on top of it.
- You can move layers up and down by clicking on the text box, photograph or shape in the layer you want to adjust to select it (you’ll see the handles appear around it). Click on the “**Format**” tab. Use the down arrows beside “**Bring Forward**”, “**Send Backward**” and “**Selection Pane**” to play around with the layers until you get them in the required order.
- Layers can be tricky but very useful to build up a slide.

Working With Slides

- To add an additional slide to the presentation, click on the “**Insert**” tab, then on the little **down arrow** beside the “**New Slide**” box.
- Click on the **template style** you require.
- This slide will be added below whatever slide is highlighted in “**Slide Thumbnails**” column on the left of the screen
- You can rearrange the order of the slides in that column by clicking on one and dragging it up or down to a new position.

Working With Full Screen and Slide Shows

- To display the slide you are working on full screen, hold the **Shift key** down and press the **F5** key (usually on the top row of the keyboard) – **Shift F5**.
- To exit full screen and return to the slide editing pane, press **Esc**.
- To play the complete slide show from the beginning at full screen, click on the **tripod screen icon**  in the top left of the screen or press **F5**. Again **Esc** ends full screen mode.
- To advance to the **next slide**, press the **space bar** or the **right arrow key** on the keyboard.
- To go back to the **previous slide**, press the **left arrow key** on the keyboard
- **Save** the presentation just after you first create it and every few minutes thereafter using **Ctrl S**.
- To learn how to use PowerPoint, set yourself a project (creating a photograph album, displaying a collection of certificates etc.) and then experiment. If you make a mistake, **Ctrl Z** will undo the last change.

Experiment.... Experiment... Experiment...