



**Jefferson Parish Library**

# **POWERPOINT INTERMEDIATE**

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Jefferson Parish Library

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## In this class you will learn to:

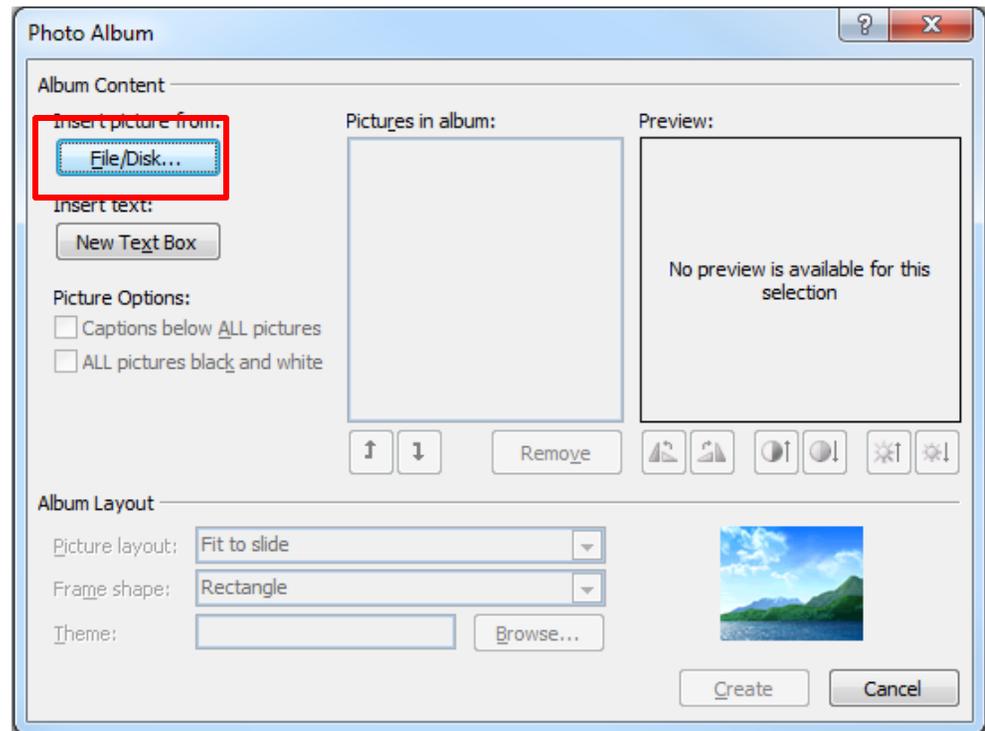
- Create a photo album
- Use templates
- Delete slides
- Insert video and audio clips
- Insert a slide from a different presentation
- Create sections
- Insert SmartArt
- Rehearse timings
- Use pens and highlighters



## CREATE A PHOTO ALBUM

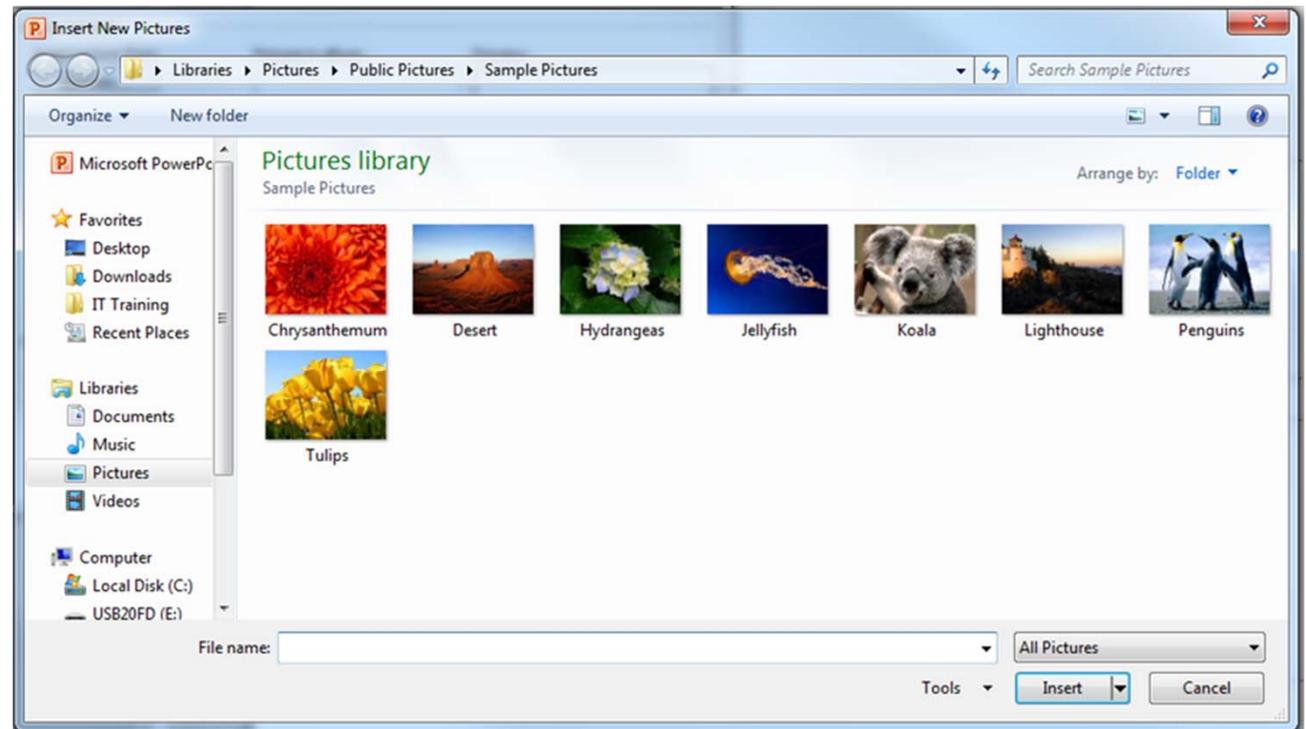


- Click Insert → Photo Album → New Photo Album. The Photo Album dialog box will appear.
- Click File/Disk.



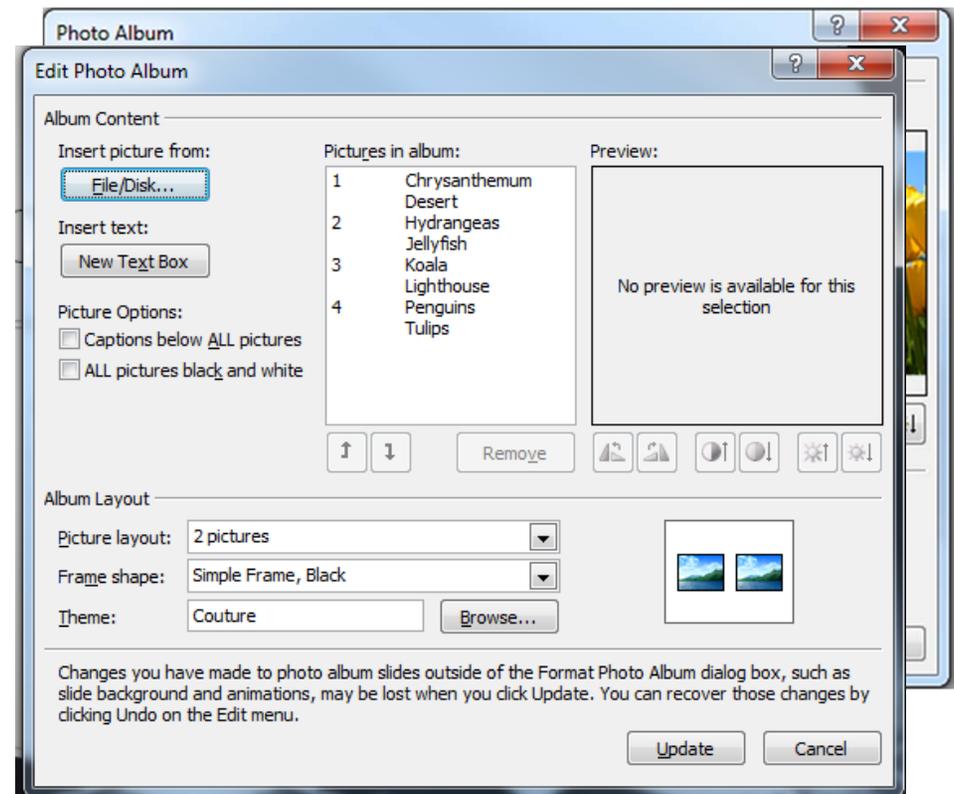
## CREATE A PHOTO ALBUM

- Navigate to the pictures you want to include in your album.
- Select your pictures while holding down the Ctrl key. Click Insert. The Photo Album dialog box will reappear.



## CREATE A PHOTO ALBUM

- Click the Picture layout dropdown menu to select a layout (i.e., how many pictures per slide).
- Click Frame shape to pick what kind of border you want around your picture.
- Click Theme to choose a theme.
- Click Create.
- To make changes to a photo Album, click Insert → Photo Album → Edit Photo Album. Make your changes and click Update.



# USING TEMPLATES

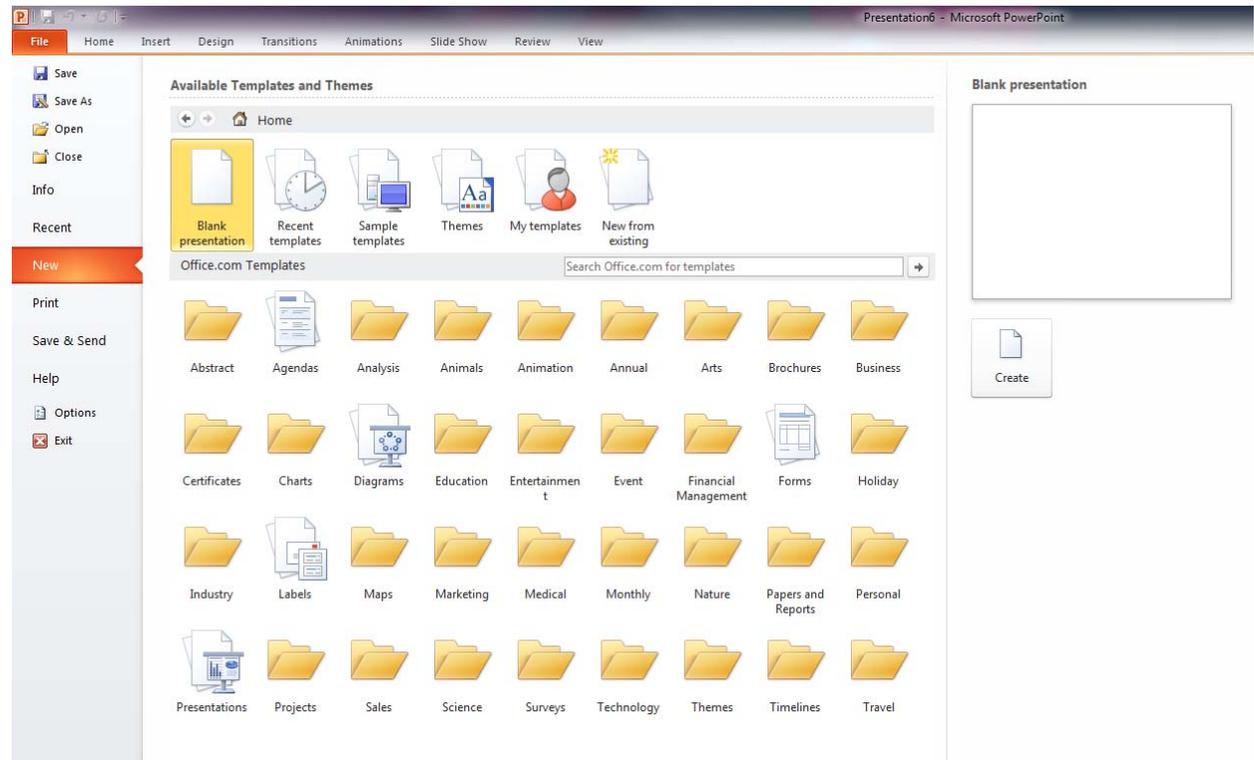
Templates are pre-built presentation frameworks you can use to make creating your own presentations faster and easier.

To open a template, click File → New.

Choose a template from one of the following locations:

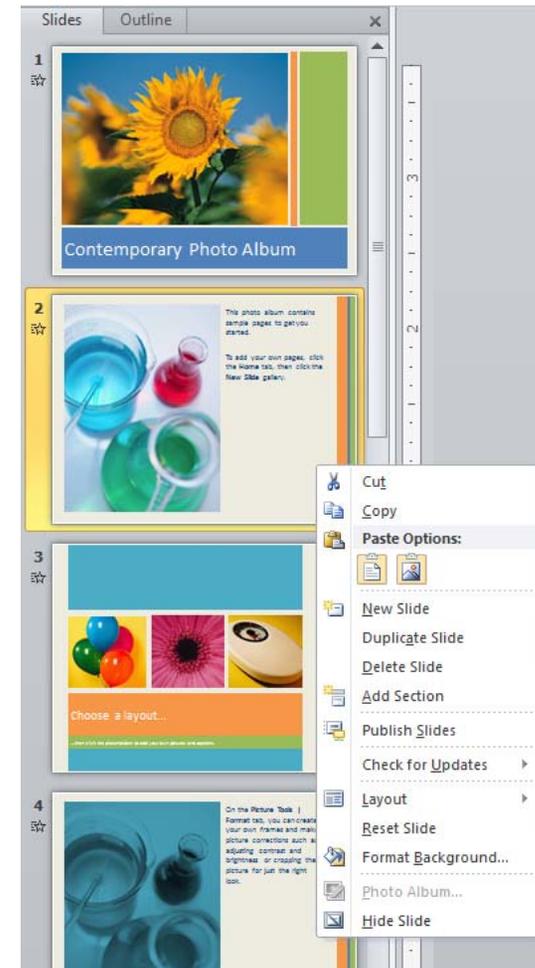
- Recent templates
- Sample templates
- Themes
- My templates
- Office.com Templates

Double click location you want to open, then double click the presentation you want to open.



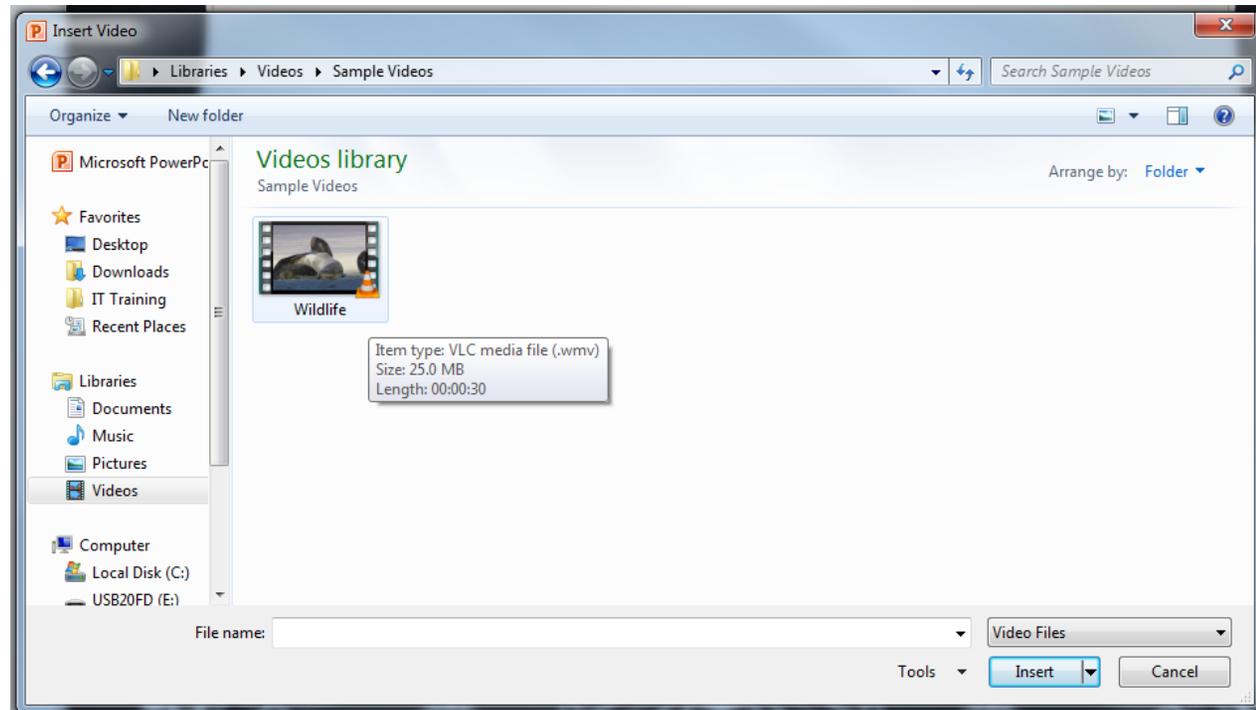
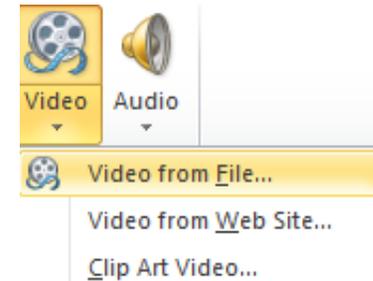
## DELETE SLIDES

- Go to the Slides/Outline pane.
- Right-click the thumbnail for the slide you want to delete.
- Select “Delete Slide” from the right-click menu.
- Alternatively, you can left-click the thumbnail and hit Delete on the keyboard.



## INSERT VIDEO CLIPS

- Click Insert → Video → Video From File.
- Navigate to the video you want to insert.  
Click the file, then click Insert.



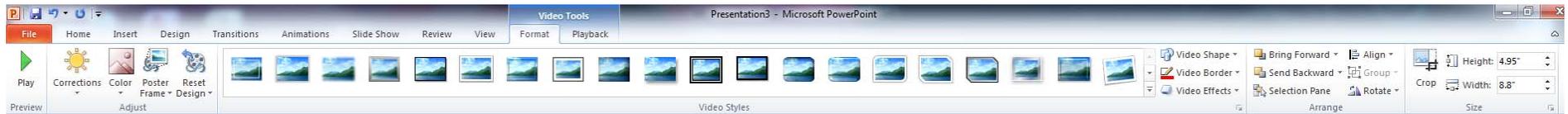


INSERT VIDEO CLIPS

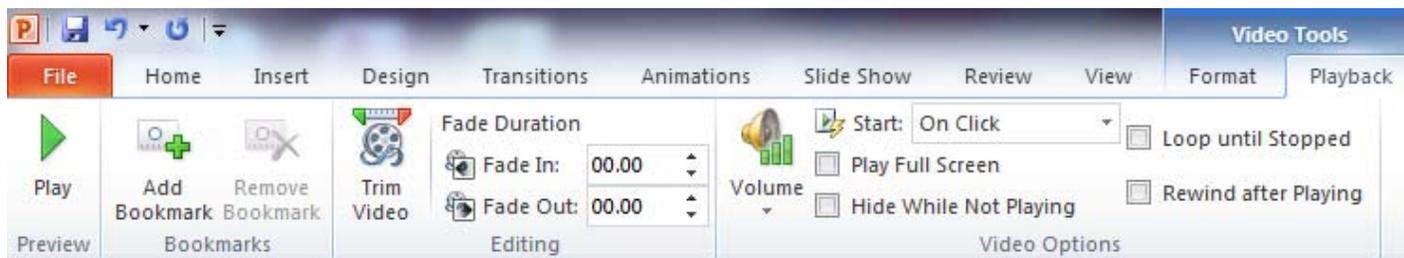


## INSERT VIDEO CLIPS

There are two contextual tabs for video clips. The Format tab controls the appearance, size, and positioning of the video icon.

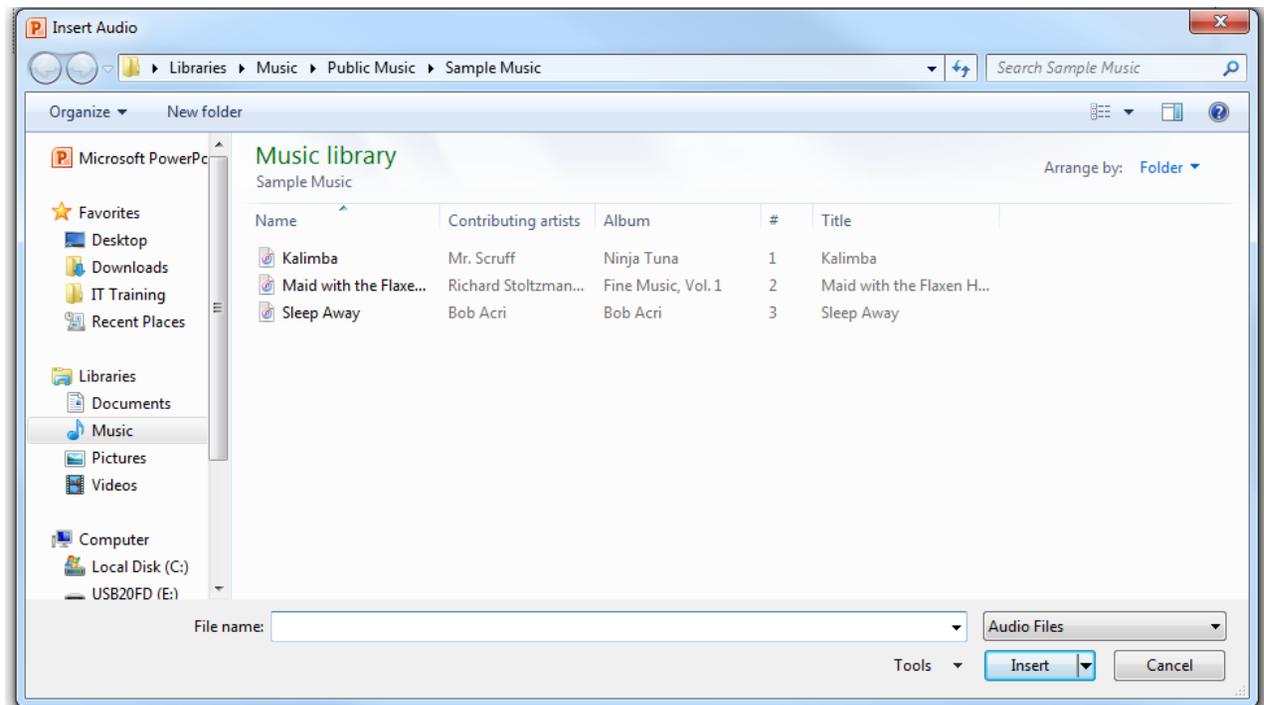
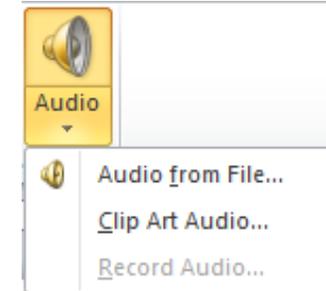


The Playback tab contains tools for editing video play, e.g., bookmarks, volume control, cutting tape, etc.



## INSERT AUDIO CLIPS

- Click Insert → Audio → Audio from File.
- Navigate to the audio clip you want to insert. Click the file. Click Insert.





INSERT AUDIO CLIP

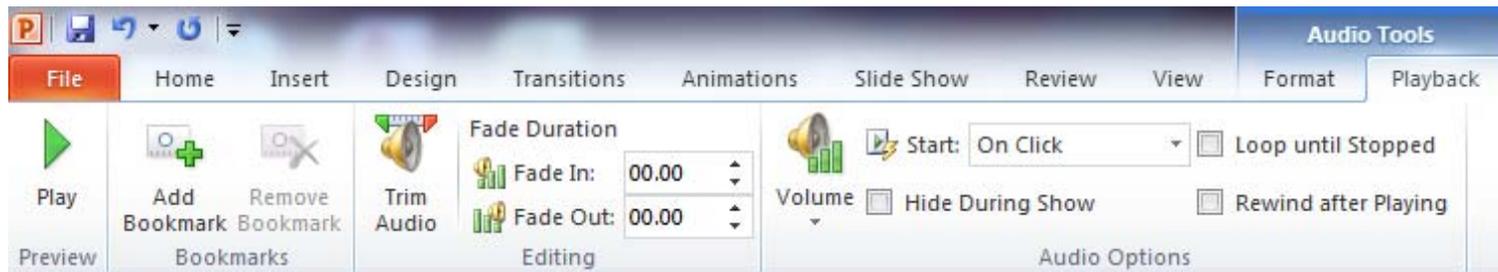


## INSERT AUDIO CLIPS

There are two contextual tabs for audio clips. The Format tab controls the appearance, size, and positioning of the audio icon.

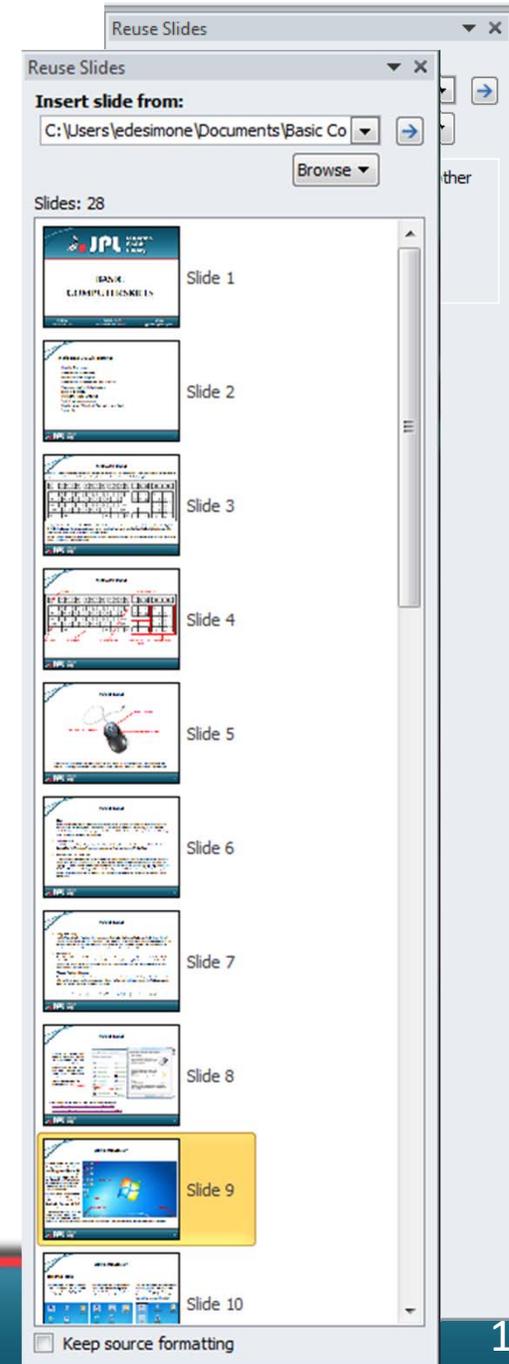


The Playback tab contains tools for editing audio play, e.g., bookmarks, volume control, cutting tape, etc.



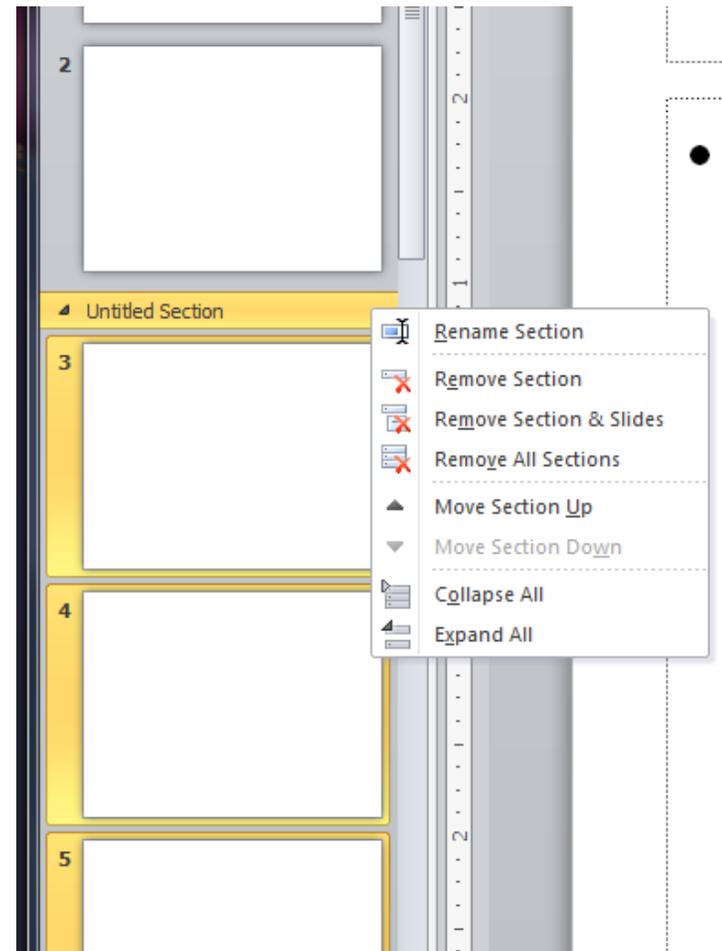
## INSERT A SLIDE FROM ANOTHER FILE

- Click Home → New Slide dropdown menu → Reuse Slides. The Reuse Slides pane will appear on the left.
- Click Open a PowerPoint File. The Browse dialog box appears.
- Navigate to the presentation file you want. Open it.
- Slides will appear in the Reuse Slides task pane. Double click the slide you want.



## CREATE SECTIONS

- Click in the Slides pane where you want your section to go.
- Click Home → Section → Add Section.
  - Alternatively, you can right-click on the Slides pane and select Add Section from the right-click menu.
- An Untitled section will appear in the Slides pane.
- To rename the section, right-click it and select Rename Section. Type the new name in the dialog box.
- To remove a section, click Remove Section in the right-click menu.

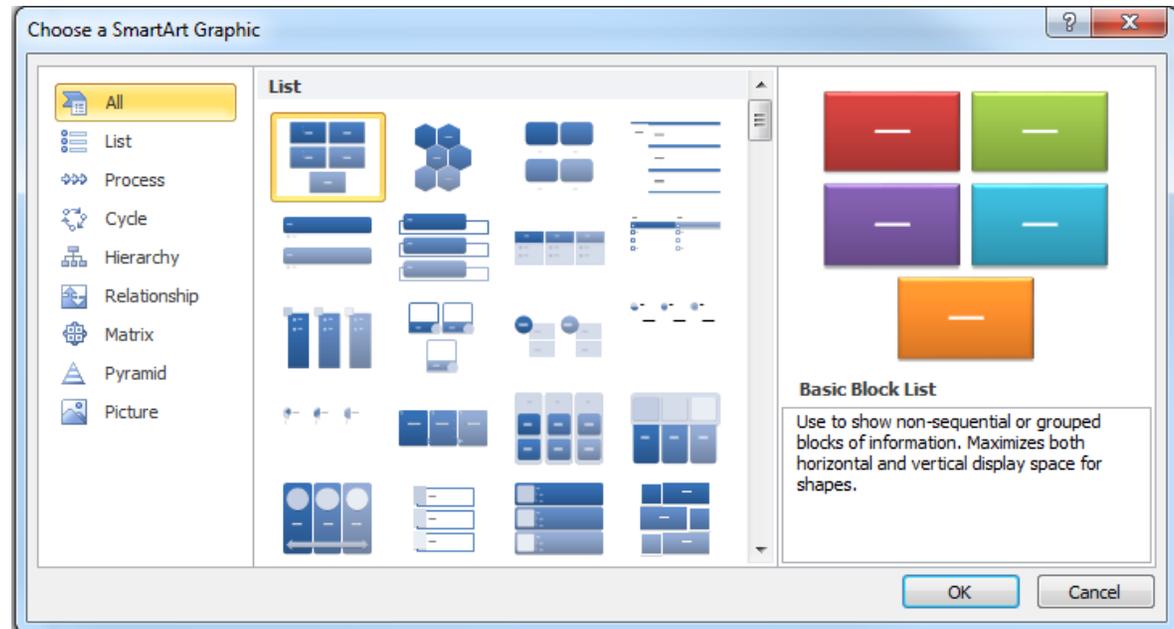
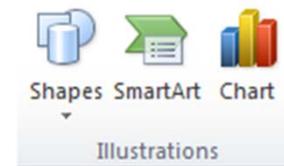




## INSERT SMARTART

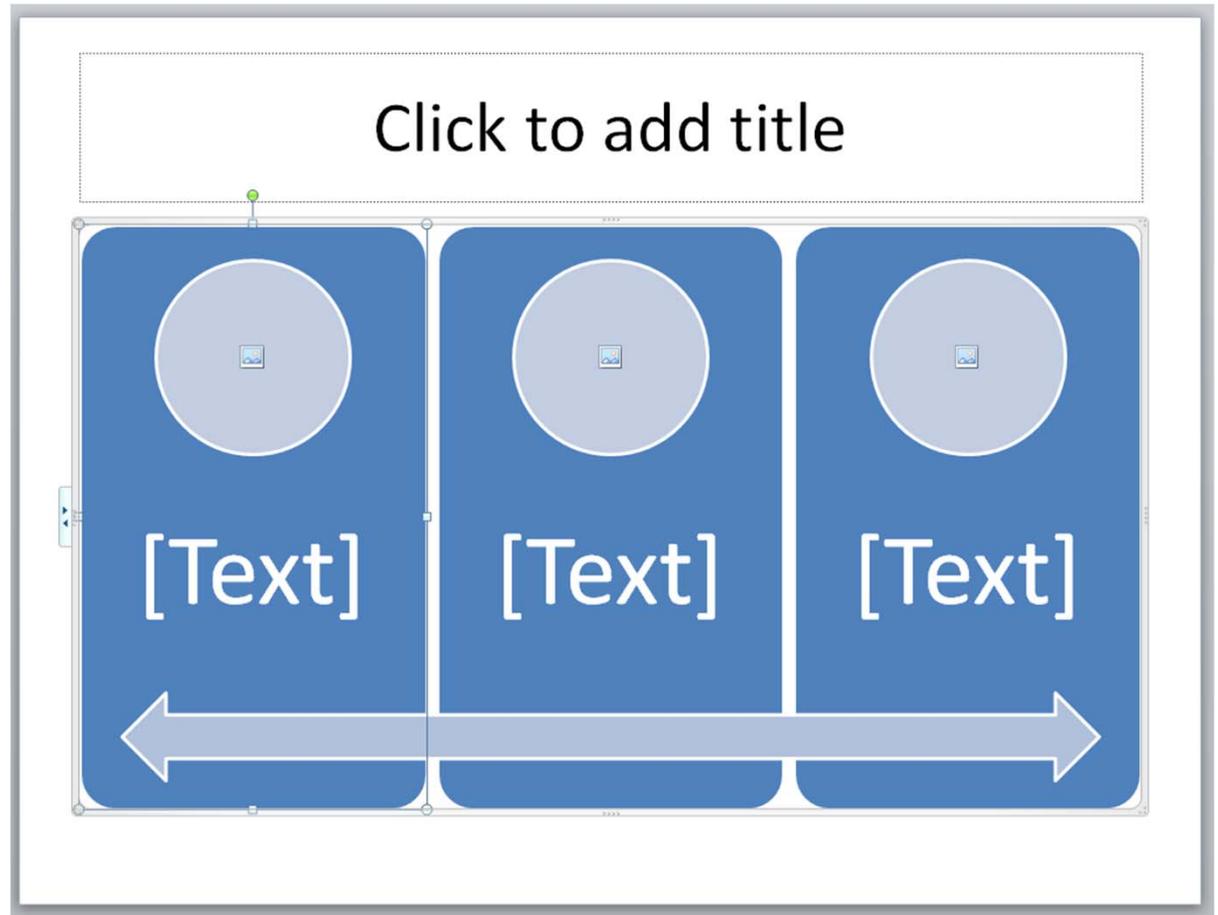
Click Insert → SmartArt. The SmartArt dialog box will pop up.

Select the type of SmartArt you want. Click OK.



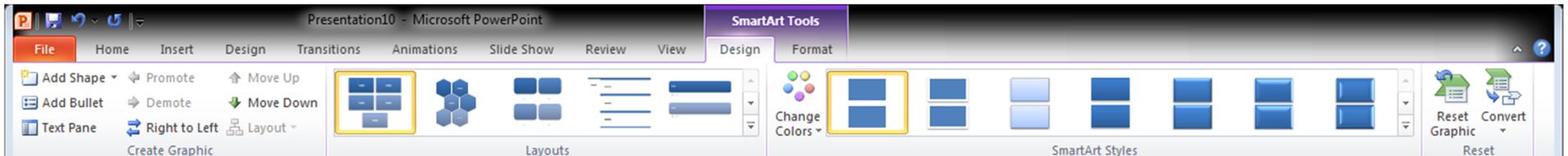
## INSERT SMARTART

- Enter text into your flowchart by clicking where it says Text and typing.
- Click on the picture icon to insert a picture.

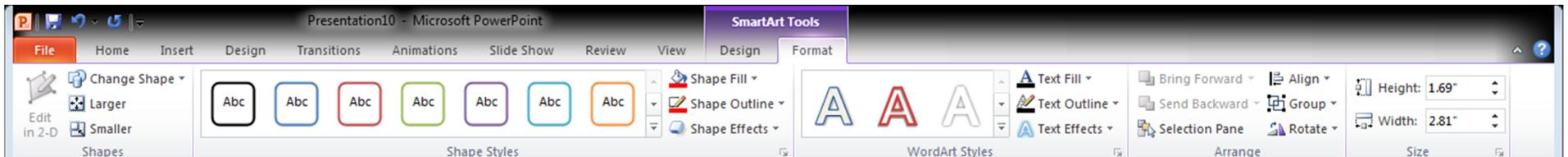


# INSERT SMARTART

There are two SmartArt Tools contextual tabs. This is the Design tab:



This is the Format tab:

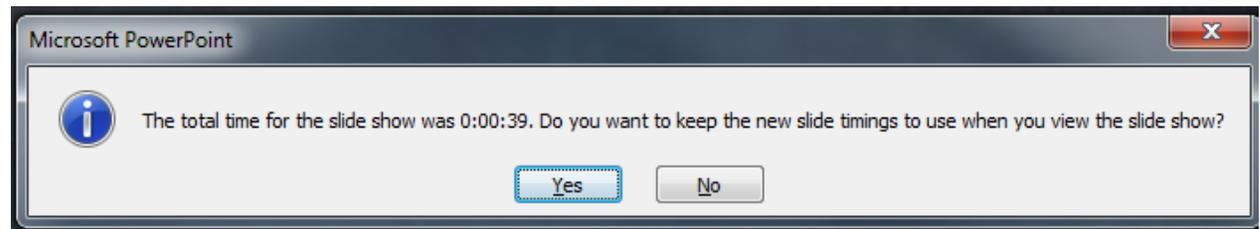
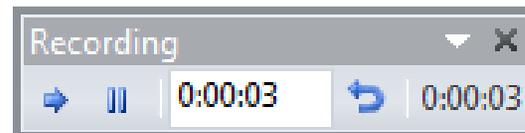
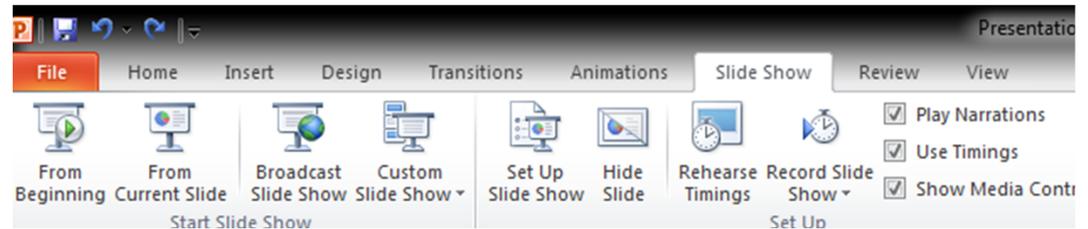


## REHEARSE TIMINGS

You can rehearse timings for your presentation by clicking Slide Show → Rehearse Timings.

You will go into slide show presenter mode. A timer will appear in the upper left corner of the screen.

At the end of the presentation, you will be invited to save your timings for each slide.



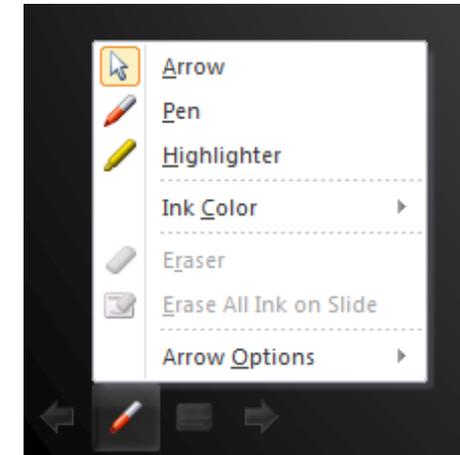
## USE PENS AND HIGHLIGHTERS

Run the slide show. Click the pen icon on the on-screen toolbar. 

Click pen or highlighter.

Click and drag your mouse pointer to mark up the slide.

You can erase the markup or change the ink color from the toolbar.



*What is inertia?*

- A. Measurement of electrical resistance
- B. A ratio between mass and velocity
- C. Resistance to motion or change**
- D. The speed at which an object falls
- E. All of the above



## EXERCISES

Open a new template.

Click File → New.

Double-click Sample templates → Quiz Show.

Delete a slide.

Right-click on the second slide. Choose Delete from the right-click menu.

Insert an audio clip.

Click slide # 1.

Click Insert → Audio → Audio from file.

Double-click the Kalimba file.

When the audio clip icon appears on the slide, click and drag it to the bottom left corner.

Click the Audio Tools Playback contextual tab.

In the Audio Options group, click the dropdown arrow under Start and select Play across slides.



## EXERCISES

Create sections.

Click in the Slides pane between slides 2 and 3.

Click Home → Section → Add Section.

Click in the Slides pane between slides 3 and 4; repeat.

Click in the Slides pane between slides 5 and 6; repeat.

Click in the Slides pane between slides 6 and 7; repeat.

Rename your sections.

Right-click the first section (Default Section) above slide 1.

Choose Rename Section from the right-click menu.

Type “Introduction” in the dialogue box. Click Rename.

Repeat for the remaining slides with the following titles:

True or False

Fill in the Blank

Multiple Choice

Matching



## EXERCISES

Move a section.

Click and drag the Multiple Choice section above the Fill in the Blank section.

Rehearse timings.

Click Slide Show → Rehearse Timings.

Click through the slideshow.

Use the pen and highlighter features to indicate your answers to the quiz questions.

FOR MORE INFORMATION AND EXERCISES—see these videos on Lynda.com:

PowerPoint Essential Training (2010, 2016, Office 365, etc.)

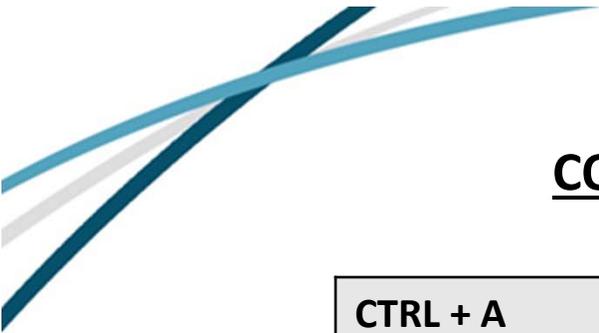
PowerPoint Tips Weekly

PowerPoint Quick Tips

PowerPoint Shortcuts

PowerPoint: Designing Better Slides

And many more



## COMMON KEYBOARD SHORTCUTS

<b>CTRL + A</b>	Select entire document/page
<b>CTRL + C</b>	Copy selected text/object
<b>CTRL + X</b>	Cut selected text/object
<b>CTRL + V</b>	Paste selected text/object
<b>CTRL + Z</b>	Undo your last action
<b>CTRL + F</b>	Find specific text in the current document
<b>CTRL + S</b>	Save the current document
<b>CTRL + P</b>	Print the current document
<b>CTRL + B</b>	Bolds the selected text
<b>CTRL + I</b>	Italicizes the selected text
<b>CTRL + U</b>	Underlines the selected text
<b>CTRL + N</b>	Create a new document

# ADDITIONAL RESOURCES

Additional helpful resources can be accessed through our homepage [www.jplibrary.net](http://www.jplibrary.net)

- From the JPL homepage, click on the **Digital Content Tutorials** (blue rectangle) next scroll bar.

- After the course menu opens, click Full Screen at the top of the course menu to view tutorials.

The screenshot shows the Jefferson Parish Library homepage. At the top, there is a navigation bar with the JPL logo and search options. Below the navigation bar, there are several sections: a notice about repairs at the East Bank Regional Library, a large blue box with 'Information for all Jefferson Parish Libraries' containing bullet points about library hours and services, and a sidebar with various digital content links. A blue vertical button labeled 'Digital Content Tutorials' is located at the bottom of the sidebar. A red arrow points from this button to the 'Full Screen' button in the second screenshot.

The screenshot shows the 'JPL Digital Content Tutorials' menu. At the top right, there is a 'Full Screen' button with a red arrow pointing to it. Below the button, there is a list of tutorial links, including 'The Great Job Hunt at JPL', '\*\*Click and Learn JPL Digital Content Apps', '\*\*JPL's Basic Computer Skills Learning Guide', '\*Homework Louisiana (Tutor.com) Tutorial -- Real experts, waiting to help you now', '\*Internet Basics', '\*Joining Cisco Webex Meetings', '\*Learn to Use Your Chromebook', '\*Zoom - Let's learn to use it!', 'Advanced Internet Search Techniques', 'Ancestry Library Edition Tutorial -- Access Billions of Genealogical Records', 'AtoZ World Food', and 'Auto Repair Source - Automotive Information'. Each link has a right-pointing arrow.

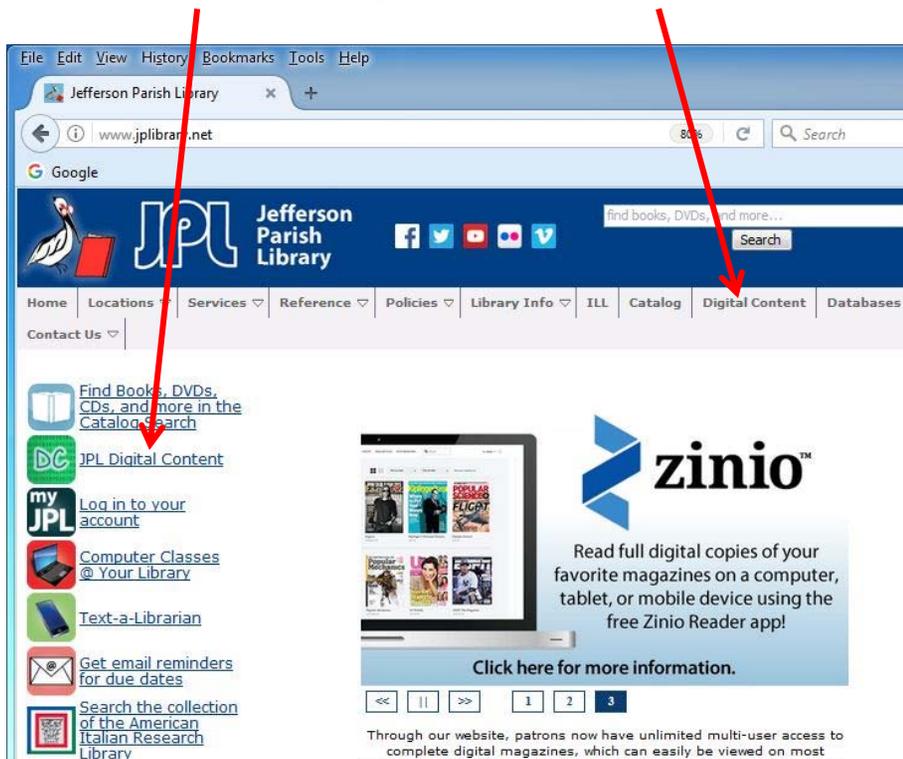


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Additional helpful resources can be accessed through our homepage [www.jplibrary.net](http://www.jplibrary.net)

- From the library's homepage, click on the **JPL Digital Content** link or the **Digital Content** menu tab.

- Then click on the **LinkedIn Learning** icon to access online training using your library card number and pin.



Lynda.com is now LinkedIn Learning.



## ***NOTES***

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