

Microsoft PowerPoint - Session 1

Learn PowerPoint From Zero | Athanas Inspires

A quick-reference guide for the first lesson. This is a learning resource, **not a separate assignment**.

1. Understand the basics

PowerPoint is the program used to create presentations.

A presentation is the complete project. **Slides** are the individual visual spaces inside the presentation.

Remember: Slides support the speaker; they do not replace the speaker.

2. Open and explore PowerPoint

On a Windows computer, use Search to find PowerPoint, open the app, then select **Blank Presentation**.

The title bar shows the file name. Tabs (Home, Insert, Design and others) select categories of tools. The Ribbon displays the tools for the active tab. The Slides Pane shows the slide order, and the central Slide Workspace is where you edit your slide.

The Notes Area can hold presenter notes. The Status Bar shows viewing information. Zoom changes the working view, not the slide's real size.

3. Layouts and placeholders

Layout: A ready-made arrangement of spaces on a slide. **Placeholder:** A prepared box where a title, subtitle, or other content can go.

4. Follow along: the three-slide "About Me" example

Slide 1 - About Me: Enter your name as the title and "About Me" as the subtitle. The lesson demonstrates Constantia at sizes 80 and 32.

Slide 2 - What I Do: Choose a Title and Content layout. Type "WHAT I DO" and include Teacher, Mentor and Inspirational Speaker. Title: Constantia, bold, size 54; body: Constantia, size 32.

Slide 3 - My Goal: Use Title and Content again. Include the two goals shown in the lesson: "To inspire people to learn, believe, grow and build" and "To help people to move from confusion to clarity". Keep the same font system.

These are the instructor's example details. When following the video, learners can replace them with their own information. There is **no formal submission** for this session.

5. Manage your slides

Duplicate: Right-click a slide and choose Duplicate Slide to create a copy.

Move: Drag a slide preview to change its position.

Delete: Right-click an unnecessary slide and choose Delete Slide.

6. Present, save and reopen

Open the Slide Show tab and select **From Beginning** to present the slides. Use the arrow key or click to advance; press **Esc** to return to editing view.

Use **File > Save As** to choose a folder and meaningful file name. Save your work, close PowerPoint, locate your file, and double-click it to reopen.

The bigger lesson

Good presentations make important ideas easier to understand. **Presenter + slides = audience understanding.**

Watch Session 1: youtu.be/DKN2dwxS2n0

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