

# Microsoft PowerPoint

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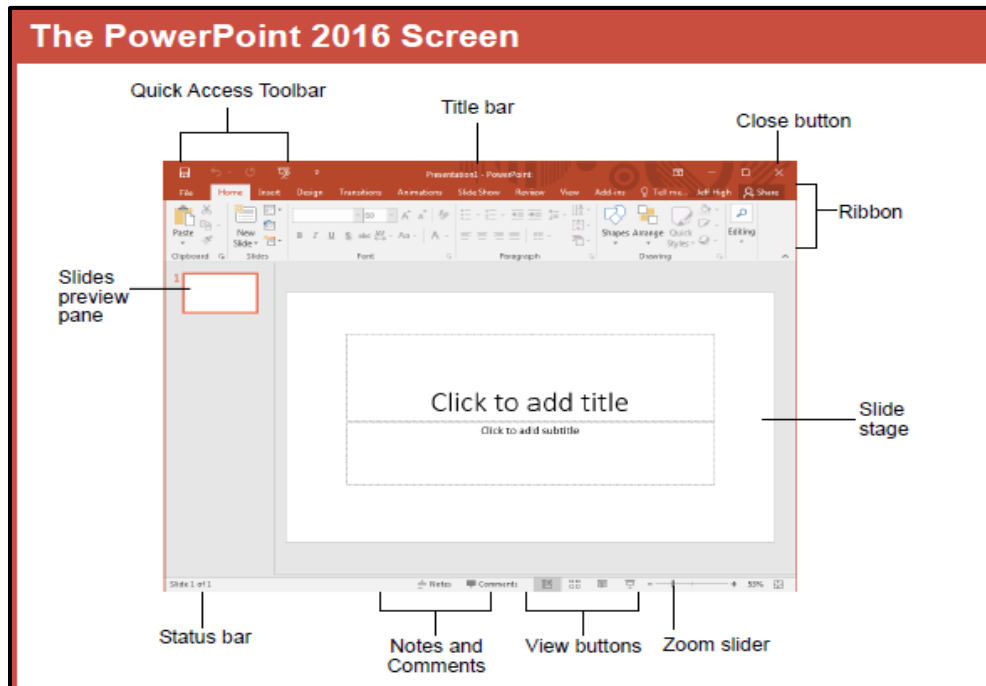
## Introduction

Microsoft PowerPoint is known by its type: a presentation program. PowerPoint is a versatile program that is used by large and small businesses to create and deliver presentations. It also has other uses, including many in the home, such as for flyers, signs, directions and to illustrate photos to name a few. Course topics include: using the various slide wizards, positioning text boxes, formatting text, clip art, drawing, boxes, arrows, shapes, slide transitions, basic

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## Getting Started with PowerPoint

When you start PowerPoint, the **start screen** opens and provides options for creating a new **blank presentation**, selecting or searching for **templates**, or **opening an existing file**. When you click on a blank template, or press **Enter**, the following PowerPoint Window opens.



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**Ribbon** – Replaces the menus and toolbars used in previous versions of PowerPoint. The three parts of the Ribbon are **tabs**, **groups**, and **commands**. To change how the ribbon displays, click arrow button on the left side of the Minimize button. Clicking the button gives you **three** options.

**Auto-Hide**: hides the Ribbon completely. To redisplay the Ribbon, click the Restore buttons ... at the top of screen.

**Show Tabs</**

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## Starting a New Presentation

You can create and build your own presentation or select and customize an existing template.

Click on the **File** tab. Select **New** in the left pane.

Do one of the following from the **Available Templates** pane:

*To create a new presentation, select*

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## Saving a Presentation

Click on the File tab, or press **Ctrl + S**.

### Do one of the following:

To save the presentation, select **Save** from the left pane.

To save the presentation as another file format, select **Save As** in the left pane.

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To enter **notes**, click where it says **Click to add notes** at the bottom of the slide pane and type notes you would like to add. You can also drag the borders of the notes pane to make the notes area bigger or smaller. To hide or display the notes pane, click the button on the task bar.

**Comments Tab** – Use this tab to provide feedback to others about a presentation. Click anywhere in the slide where you want to reference your comments and click the comments tab in the status bar at the bottom of

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	<p>slide is immediately added beneath the slide that's selected on the Slides tab.</p> <p><b>To change the layout of an existing slide:</b> Click the <b>Home</b> tab, click <b>Layout</b> from the Slides group and choose a layout from the drop-down gallery.</p>
<b>Delete a Slide</b>	<p>Click in the <b>Slides</b> navigation pane in <b>Normal</b> view, or click in <b>Slide Sorter</b></p>

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<b>Reset slide properties</b>	Click the <b>Home</b> tab and click <b>Reset</b> in the <b>Slides</b> group to reset position, size, formatting of placeholders.
<b>Select/hide objects in a slide</b>	Click the <b>Home</b> tab and click <b>select, selection pane</b> , in the <b>Editing Group</b> . <b>Select</b> and <b>hide</b> or display objects using <b>show/hide</b> or <b>reorder</b> with arrows .



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## Navigating Between Slides

Move from slide to slide using these techniques:

<b>Move to The Previous Slide in Normal View</b>	Press <b>Page Up</b> key or Drag the vertical scroll box up, or click the <b>Previous Slide</b> button at the lower right corner of the vertical scroll bar.
<b>Move to The Next Slide in Normal View</b>	Press <b>Page Down</b> key or Drag the vertical scroll box down or click the <b>Next Slide</b> button at the lower right corner of the vertical scroll bar.
<b>Move to a Specific Slide</b>	In <b>Normal</b> view, click the <b>Slides</b> tab in the far left of the PowerPoint window in the navigation pane, and select a slide icon thumbnail. Or, in <b>Slide Sorter</b> view, click a slide's thumbnail. <b>Note:</b> To open a slide in slide sorter view to edit the text, double-click on the slide.
<b>Move From Slide to Slide in Slide Show View</b>	Press <b>Page Up</b> or <b>Page Down</b> keys or the up down arrows on keyboard, or left click with the mouse, or click the arrows on the slide show toolbar (displays in lower left corner of a slide.)

## Adding Animation Effects

The most common type of animation in PowerPoint is adding entrance and exit effects to the text that appears on the slide. This effect is especially useful for bullet lists to display items one at a time.

Click on the Slides tab in Normal view, select the objects or text you want to apply an animation to. (Ctrl+ click multiple items).

Click the Animations tab. Within the Animations Group, select an effect or click the More drop-down list arrow. When you hover your mouse, the selected effect previews. Click an effect to select.

To apply a custom effect, click **Effect Options** to open the menu pane. Select an effect element.

To preview the animation effect, click on the Preview button.

To remove an animation, in the Animation group, click the Animation button. Select **None**. The animation effect is removed.



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## Setting Transitions

Transition effects are similar to animations except they apply to the entire slide. A transition effect is the flourish that occurs when you move between one slide and another. The default is no transition.

Click on the Transitions tab on the Ribbon. When you hover your mouse over a transition, its name appears in a ScreenTip.

Click an effect in the transitions to this slide group to select it. The selected effect previews. For more choices, click the More button.

Use the Duration field and Sound drop-down list box to the right of the transitions to customize the speed at which the transition occurs and the sound that plays when the transition occurs (if any). *Be wary of assigning sounds to transitions, in a long presentation, audiences might find them annoying.* Under **Advance slide**, check the **On mouse click box**, or check the **After box** and enter the number of seconds that you want for the slide to appear.

**Optional**, click **Apply to All Slides** button to apply effects to all.

Animated slides are shown in the Slide Preview Pane or Slide Sorter View which can be clicked to preview slide animations.

## Rehearsing Slide Timings

The Rehearsal feature helps you **time** your PowerPoint presentation. It not only lets you know how long your presentation will take, you can also set PowerPoint slide timings so that the slides automatically advance based on the timings you set. **To rehearse timings:** Click the **slide show tab**, select **Rehearse Timings** in the **Setup** group. A **Rehearsal** toolbar appears. Run through your presentation. At the end, click **Yes** to save the timings for each slide.

## Viewing a Slide Show

Open the presentation you want to view as a slide show.

Click the **Slide Show** tab and choose from beginning or press **F5**, or click the **Slide Show** button in right corner of the window.

Right-click, or use Slide show toolbar to navigate slides.

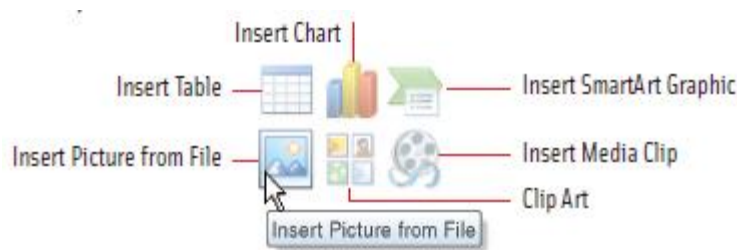
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## Using the Slide Show Toolbar

The **Slide Show** toolbar displays in the lower left corner of a slide in **Slideshow** view, (move the mouse pointer to display). It blends in with the background of each slide and fades away when not in use.

The Slide Show toolbar provides access to navigation and display options during a slide show as well as ink annotation tools, pen and highlighter and the option to save your ink annotations.

## Inserting Charts, Tables, Graphics, Pictures



## Using Smart Art to Create a Diagram or Org Chart

Use **SmartArt** to create org charts, diagrams and other layouts.

### To insert a SmartArt Graphic:

Insert a new slide. Choose desired Content Layout in the layout gallery. Click the Insert Smart Art Graphic placeholder on the slide (see image above). Select a diagram type, click **OK**.

Or click the Insert Tab, and click SmartArt from the Illustrations Group.

In the Choose a SmartArt graphics dialog box, choose a category from the left side and click on a SmartArt thumbnail to see a description on the right.

Click OK to inset your chosen SmartArt graphic into your Slide. The SmartArt **Design** and **Format** tabs display on the Ribbon.

Click on the SmartArt to enter text in the placeholders, or click the arrow on the left side to display the text pane and type your text.

Use the SmartArt **Design** and **Format** Tabs to format.

### **To Convert a SmartArt graphic from existing text:**

Select the text and use the Convert to SmartArt button on the Home tab. Preview the effects on your slide, and click a diagram to apply it.

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## Creating a Chart

Insert a new content slide and choose a content layout. In the title placeholder, type a title. Click the **Insert Chart Object** placeholder (see image above) or click **chart button** in the Illustrations group.

Select a chart type and click OK. An excel **worksheet** will be displayed along with sample data.

**To edit data**, click the heading of the **worksheet** row(s) or column(s) you don't want to include in the graph and press delete.

**To replace data**, click a cell in the worksheet and enter new data.

Click the **Close** button in the worksheet's upper-right corner. The worksheet closes and a chart is created on the slide. The chart tools ribbon opens with three tabs: **design**, **layout**, and **format**.

## Formatting and Editing a Chart

Click in the chart to select it. Click the **Format** tab, to change size, colors, styles, effects, etc.

Double-click or Right-click in chart to alter **chart elements** such as axis, labels, and gridlines.

Click the **Design tab** to change the **chart type**. Select **Change Chart Type** from the **type** group, select a chart type, and click the **OK** button.

**To edit chart data**, click the **Design Tab**, **Edit Data** on the **Data Group**. Double-click the cell you want to edit, change the data as desired, and press Enter. Click to close the worksheet.

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## Creating a Table

Insert a new slide and choose a Content Layout. Click the **Insert table placeholder** (see above image). Enter number of rows and columns. Click **OK**. Alternatively, click the **Insert tab** and click table. Click and drag across the sizing grid until the table is the correct size.

Enter data in the table, using the **Tab** key to move among cells. Click outside the table when you are finished.

## Formatting and Editing a Table

When you create or click in a table, the table tools and the following two tabs display on the ribbon providing formatting and editing options:

**Design:** to format a table including insert or delete rows and columns, styles, shading, borders, effects and draw a table.

**Layout:** to modify a table, including merge, cell size, alignment, and table size and table style options.

## Adding Pictures from a File and Online

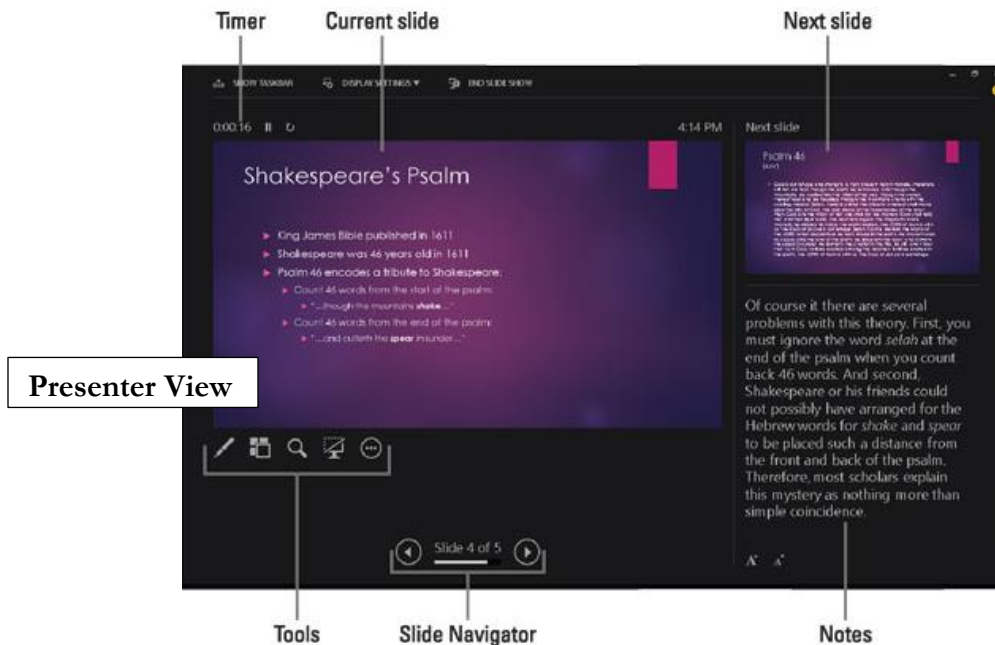
Add a new Content slide and choose a layout. To add online pictures, click the **Online Pictures** placeholder located in the middle of the slide or click the Insert tab and select Online Pictures in the illustrations group. Type a keyword in the Bing Image Search text box and then press Enter. Click the picture that you want to use, then click Insert. Drag and resize picture as needed.

To add a picture from a file, click the **Pictures** object placeholder on the slide, or click the **Insert** tab and select **Pictures** in the Illustrations group. Select a picture and click **Insert**. The picture tools ribbon with Format Tab displays providing formatting options.

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## Giving a Presentation in Presenter View

If you are showing your presentation on another display such as a projector or a second monitor, you have the option of using **Presenter view**. This will allow only you to see any speaker notes for each slide, what is coming up next, jump around between slides, and more, without disturbing what the audience sees. Click **Slide Show, Use Presenter view**. PowerPoint will show the presentation's slides on a projector or **second** monitor and switch your **primary** monitor to **Presenter View**.



**Current slide:** In presenter view, the current slide is displayed in the center-left portion of the screen.

**Next slide:** The next slide to be displayed is shown at the top right of the screen.

**Notes:** Any notes you have created for the current slide are shown at the bottom right of the screen.

**Timer:** A timer appears above the current slide to help you keep track of elapsed time of your presentation and stay on schedule.

**Tools:** Beneath the current slide are icons representing various tools that let you draw on your slides, magnify the slide to draw the audience's attention to a particular point, hide current slide so you can draw the audience's attention away from screen and more.

**Slide Navigator:** controls let you advance forward or backward

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## Some Useful Keyboard Shortcuts

### FONT FORMATTING

Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Bold text	Ctrl+B
Italic text	Ctrl+I
Underline text	Ctrl+U
Center	Ctrl+E
Align Left	Ctrl+L
Align Right	Ctrl+R
Align Justify	Ctrl+J
New Line in paragraph (does not skip space)	Shift+Enter
Undo the last command	Ctrl+Z
Redo the previous Undo action	Ctrl+Y
Print Preview	Ctrl+P
Select All (two modes: objects or text)	Ctrl+A

### SLIDE SHOW

Run slide show from the beginning	F5
Run slide show from the current slide	Shift+F5
Go to the <b>Next Slide</b>	Page Down or Enter or Space Bar or Mouse Left-Click
Go to the <b>Previous Slide</b>	Page Up or Backspace
Go to the <b>First Slide</b>	Home
Go to the <b>Last Slide</b>	End
Presentation menu	Right-Click on Slide