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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 printing and slide presentation.

For this handout (in color) and more, visit my teacher's website at:

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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.

The PowerPoint 2016 Screen			
	Pate +	Title bar	Close button
Slides preview pane		Click to add title	Slide stage
	tatus bar		₹ • • • • • • • • • • • • • • • • • • •

The Anatomy of the PowerPoint Window

On the upper left-hand corner of the screen. Opens Backstage File Tab View, which contains file management commands; New, Open, Save, Print, Close, Send and more.

Quick Access Toolbar



contains short-cuts for the most commonly used tools with the option to add or remove buttons. To add buttons: right-click a command item on the ribbon and click; Add to Quick Access Toolbar, or to add **all commands**, separators and the ability to reorder, click the **Customize** Quick Access Toolbar Arrow on the right of the toolbar. Check or uncheck chosen commands from the resulting menu to add or remove shortcuts. To remove a command, right-click on button and choose remove from Quick Access Toolbar.

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: shows just the ribbon tabs and hides the rest. To show the commands, click a tab. To keep commands open, double-click a tab.

Show Tabs and Commands: Default View, shows both tabs and commands all the time. To hide the commands, click the Collapse Ribbon button on the far right side of the Ribbon to show only the tab names.

Click the **Show dialog box button** in a group to show additional options (e.g.: Font dialog box).

Tell Me – Interactive help icon in Ribbon. Enter your question and select; an action, get help, or use Smart lookup to define a term.

Zoom buttons – Lets you zoom in or out of your presentation or individual slides. You can drag the zoom slider to enlarge or shrink your view of the slide. Or click the minus (-) and plus (+) buttons.

Navigation Pane – displays slide thumbnails or slide outlines.

Status Bar – contains slide show information and shortcuts.

Using the Backstage View

The **Backstage** view replaces and expands on the **File** menu. The **Backstage** view allows you to quickly manage PowerPoint settings, such as **History**, **Sharing**, **Account**, and **Options**. It also allows you to save a file, open a file, or print the current file. To access the **Backstage** view, click on the **File** tab on the **Tab Bar**. Navigate by clicking shortcuts in the **Left pane**. Click the **Back** button to exit.



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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 **Blank Presentation**

- To use a default template, scroll down through the list of templates.
- To look through commonly searched templates, click the options in the Suggested searches space. Select from the Presentations, Business, Industry, Education, Labels, Charts or Personal templates.
- To search the web for a template, click in the Search for online templates and themes bar. Enter your search query and click the Search button.

Opening a Presentation

Click on the File tab.

Select Open in the left pane.

Select the location you would like to open from:

- **Recent:** choose from a list of recently opened files organized by the date of access.
- **This PC:** choose from likely folders or click the Navigate up button to select another location on your computer.
- Add a Place: select an additional location, such as an Office 365 account or another OneDrive account.

Optional: If you are not sure where your document is located, click the **Browse button** to search in your folders.

Click the Open button.

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. Select the location where you would like to save your file, Click the arrow on the Save as type box and select a format from the resulting menu.

Enter a file name in the File name box.

Click the **Save** button.

Note: To save quickly after an initial save, click the Save button on the Quick Access toolbar.

PowerPoint Views

PowerPoint has four main view buttons: Normal, Slide Sorter, Reading and Slide Show.

The View buttons are the same as in earlier versions of PowerPoint, but were moved from the **lower left corner** of the window to **lower right**. You can click the View buttons or select a view from the **View Tab** in the Presentation Views group to open the following:

Normal View – Main editing view for designing a presentation. It is the first view that opens in PowerPoint and includes these areas:

Slide Pane – Displays a large view of the current slide. Allows you to type text directly onto the slide within the placeholders, and add text, pictures, charts, text boxes, etc. to selected slides.

Notes Tab –Add speaker notes to your slides for any key points you want to remember when presenting to an audience. You can use **presenter view** to show the notes on your monitor so only you can see them, or share your notes with the audience, by printing them for distribution.

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 the slide pane. When you click **New,** a comment bubble appears, and the Comments task pane opens to the right of the slide. Type your comments, then press Enter or click outside the comment box. **Note**: You can move the comment closer to the slide item on which you are commenting by dragging the comment tag around the slide.

Slide Navigation Pane – In this view, you can click a slide thumbnail to switch to it, copy it, delete it, or drag it to move up or down to a different location in the presentation.

Outline View - Press the **View button** in **View Tab** to view your slides in outline form to enter, edit or read text or as slide thumbnails to navigate between slides.

Slide Sorter View - Displays your slides in thumbnail form. Use this view to rearrange, add, copy or delete slides or to preview transition and animation effects, (click the star 🐩 icon that appears under each slide to preview it.)

Reading View – lets you view a presentation as if in "Slide Show View," but within the application window versus full screen view.

Slide Show - Runs your presentation starting from the current slide using the full screen. Use this view to preview your presentation or to present it to your audience.

Adding and Organizing Slides

Insert a New Slide	To insert a new slide in Normal or Slide-Sorter view, s elect the slide thumbnail after which you want to add the new slide, click the Home Tab. Click the new slide drop-down arrow in Slides group . The gallery opens and displays thumbnails of available layouts. Click a layout to add a new slide.
New	To add another slide with the same layout:
Slide -	Click (top part) of the New Slide button or press Ctrl +M . A new

	slide is immediately added beneath the slide that's selected on the Slides tab.
	To change the layout of an existing slide : Click the Home tab, click Layout from the Slides group and choose a layout from the drop-down gallery.
Delete a Slide	Click in the Slides navigation pane in Normal view, or click in Slide Sorter view , select the thumbnail slide(s) you want to delete. (To select a group of slides, hold the Shift key and click on the first and last slides in the series. To select nonadjacent slides, hold the Ctrl key and click on each slide.)
	Select Delete from the Home Tab on the Slides Group, or press the Delete key.
Change Slide Order	Click the Slides tab preview pane in Normal view, or click in Slide Sorter view. Click and drag slide thumbnails to rearrange slides.
Copy a Slide	Click in Slide Sorter view or the slide navigation pane in Normal view. Select one or more slides (hold down CTRL key to select multiple slides), press CTRL. + C to copy. Click the slide after which you want to insert the copied slide and press CTRL. +V to paste.
	Or hold down the CTRL key and drag the slide that you wish to copy to another position. Release the mouse button when you see the vertical line at the location where you want the copied slide to be placed.
Duplicate a Slide	Click in the Slides tab preview pane in Normal view, or click in Slide Sorter view. Select the thumbnail slide(s) you want to duplicate. On the Home tab, in the Slides group, click New Slide. In the layout gallery, click Duplicate Selected Slides, or press CTRL+SHIFT+D. Duplicated slides are inserted below currently selected slides.
Hide/Show a slide	In Normal view, click the Slide Show tab, click Hide Slide button or right-click a slide thumbnail in the Slides preview pane and choose Hide Slide .

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

Inserting Slides from Another Presentation

If you want to insert some or all of the slides from another presentation into your current presentation, do the following:

Open the presentation into which you want to insert the slides. In **Normal** or **Slide Sorter** view, select the slide thumbnail located **before** the position where you want to insert the slide(s)

Click the **Home tab**, **New Slide drop-down arrow**, **Reuse Slides** in the **Slides** group. The **Reuse** slides task pane opens.

Click the **Browse** button and choose **Browse File**. Locate the presentation that contains the slide(s) you want to insert into the current presentation. **Double-click** it to open.

The slides in the presentation appear in the **Task Pane**. Place your mouse pointer over a slide thumbnail to enlarge it.

Click the slide(s) to add to your presentation or rigleclick a slide, and choose the following options: *Insert Slide, Insert All Slides, Apply Theme to All Slides, or Apply Theme to Selected Slides.*

To keep the formatting of the original slide, check the keep formatting box.

PowerPoint inserts the slides into the current presentation. When finished, click to close Task Pane.

Navigating Between Slides

Move from slide to slide using these techniques:

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

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.

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.

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 side. 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.

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. Doubleclick the cell you want to edit, change the data as desired, and press Enter. Click to close the worksheet.

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.

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**.

Timer	Current slide		Next slide
waxee would also	и 5 раклачина у ночкосном		- 2 🧯
0.00.16 H (o	4:14 PM	Next slide
Shakespeare's Psalm • Ora James Bible publised in 1611 • Polaespeare was 46 years old in 1611 • Polae descooler of bible for Shokspeare. • Charlet 44 words from the should of the polarity • Charlet 44 words from the should of the polarity • Charlet 44 words from the should be produced. • Charlet 44 words from the should be			Of course it there are several problems with this theory. First, you must ignore the word selfab at the end of the psalm when you count back 46 words. And second Shakespeare or his financia sculd
			not possibly have arranged for the Hebrewwords for <i>shoke</i> and <i>speor</i> to be placed such a distance from the front and back of the psalm. Therefore, most schedars explain this mystery as nothing more than simple coincidence.
To	ools Slide Navigator		Notes

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

Some Useful Keyboard Shortcuts

FONT FORMATTING	
Cut	Ctrl+X
Сору	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 Run slide show from the current slide Go to the **Next Slide**

Go to the **Previous Slide** Go to the **First Slide** Go to the **Last Slide** Presentation menu F5 Shift+F5 Page Down or Enter or Space Bar or Mouse Left-Click Page Up or Backspace Home End Right-Click on Slide