



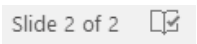


















PowerPoint	
What is it?	PowerPoint is a computer program that allows you to create, edit and produce slide show presentations.
What's new in PowerPoint 2016?	<ul style="list-style-type: none"> • Search box at the top of the screen to search for specific PowerPoint features. • Integration with the cloud, including collaborative editing. • New themes. • Ability to do screen recordings.
Opening the PowerPoint Program	
Two methods	Double-click on icon on the desktop or use the Start menu.
The PowerPoint Environment	
Ribbon area and Tabs	The Ribbon is the area under title bar that contains tabs, each containing different commands specific to the function of the tab.
Groups and Buttons	Tabs contain groups of similar commands (buttons).
Screen tips and two-part buttons	 <p>Hovering over a button reveals a screen tip. Some buttons have two parts; the button proper which carries out the command with the current settings, and the list arrow which will provide some options to change settings.</p>
Quick Access Toolbar	 <p>Located on the title bar by default. Can be moved below the Ribbon. Contains commands most often used.</p>
File Tab	 <p>The File tab opens the “Backstage view”. Backstage view allows you to:</p> <ul style="list-style-type: none"> • Manage your presentations and related data about them • Create, save, and send presentations • Inspect presentations for hidden properties or personal information • Set options such as turning off AutoComplete suggestions
Dialogue Box Launcher	 <p>Groups have a launcher that contains related but less common commands.</p>
Hovering, selecting, and dropping down	Identifying buttons by pointing, clicking on buttons to get most recent setting, and clicking on dropdown arrows to change settings.
Status Bar	 <p>Gives information about the current presentation. Right-click to customize.</p>
View Toolbar	 <p>On the right side of the Status Bar. Changes the way the presentation is displayed on the screen (such as zooming in). It does NOT affect the layout or formatting of the presentation itself.</p>

Creating , Saving and Closing Presentations	
Creating files	Go to [File Tab → New] to create a new presentation. Your presentation is temporary until you save it with a specific name to a specific location.
Saving files	Go to [File Tab → Save As] when saving a presentation for the first time in order to give the file a unique name and a storage location. From then on, doing an ordinary save updates changes to that file.
Saving files in a different format	You may have to save your file in a different format in order for others to be able to read it. Some formatting may be lost if you save it in an older format.
Importance of back-up savings	It is important to save your work routinely, in case something unexpected happens (such as your computer crashing). Use the “Save as” command to save your presentation under a different file name if you aren’t sure if you want to keep your current changes.
Closing a presentation	Use the “Close” button in the File tab to close just the presentation and not the entire PowerPoint program.
Open a new blank presentation	[File Tab → New → Click on “Blank presentation”]
Opening an existing file	[File Tab → Open → Browse → Navigate to the file → Double-click the filename]
Opening an existing file - Compatibility View	Files that were created in a previous version of PowerPoint will open in “Compatibility View”. The newest PowerPoint tools will not be available unless the file is saved in the latest file format. Saving in the latest file format requires responding to a warning saying that the existing version may lose some formatting.
Opening an existing file - Protected View	Files downloaded from the Internet will open in “Protected View”. Click the “Enable Editing” button once certain the presentation is from a trusted source.
Getting Started with Slides	
The PowerPoint workspace	The default view contains the following components: <ul style="list-style-type: none"> • <u>Slide Pane</u> - Displays the active slide (on the right) • <u>Outline Pane</u> - Allows you to view and work with the slides (on the left) • <u>Notes Pane</u> - For adding notes that are invisible during slideshow (on the bottom).
Slide Layouts	Arrange the slide content using different types of placeholders.
Placeholders	Areas on a slide that are enclosed by dotted borders. Placeholders can contain many different items, such as text, pictures, and charts.
Change layout	[Home → Slides group → Layout → Click on a different layout]

Delete placeholder	Select the placeholder, then press backspace or delete on the keyboard.
Add textbox	[Insert tab → Text group → Text Box → Click and drag to draw textbox]
Blank slide (no placeholders)	[Home tab → Slide group → New Slide menu button → Blank]
Working with Slides	
Insert new slide	[Home tab → Slide group → Bottom half of New Slide button → Click on a layout]
Instantly add a slide that uses the same layout as the one you have selected	[Home tab → Slide group → Top half of New Slide button]
Copy and Paste a slide	[Select a slide → Home tab → Clipboard group → Copy → Click where you want slide to go → Home tab → Clipboard group → Paste]
Duplicating a slide	Duplicating a slide inserts a copy of the selected slide underneath the original. [Select a slide → Home tab → Slides group → Click bottom half of New Slide button → Click on Duplicate Selected Slides]
Delete a slide	[Select slide → Press backspace or delete key on keyboard]
Move a slide	Select the slide you want to move. Click, hold, and drag your mouse to a new location (a horizontal insertion point will mark the location). Release the mouse button. The slide will appear in the new location.
Managing Slides and Presentation	
Slide Views	Slides views are located on the View Toolbar, at the bottom of the screen.  Normal - The default view when opening PowerPoint.  Slide Sorter - Makes it easier to see several slides at once.  Reading View - A full screen view with prominent navigational controls.  Slide Show - Starts the slide show in full screen presentation mode. Press the escape key to exit.
Slide Sections	Slide sections allow you to group slides together to make them easier to navigate. [Select starting slide for section → Home tab → Slide group → Section button → Add section]
Adding Speaker Notes	[Select slide → Normal view → Locate Notes pane → Type notes]

Themes	
Theme Elements	A theme is a predefined combination of <u>colors</u> , <u>fonts</u> , and <u>effects</u> that can be applied to your presentation. PowerPoint includes built-in themes that allow you to easily create professional-looking presentations without spending a lot of time formatting.
Applying a theme	[Design tab → Themes group → More button → Hover over themes for live preview → Click to select a theme]
Caveat	When working with themes, use only <u>Theme fonts</u> and <u>Theme colors</u> or transitioning to a different theme will not have good results.
Working with Images	
Inserting an Image from File 	[Insert tab → Images group → Pictures button]
Resizing picture	Select the picture. Point to one of the circular resize handles until it turns into resize cursor.  Click and drag towards center of the picture or away from it.
Move an Image	Select the picture. Position the pointer until it turns into Move cursor.  Click and drag to the desired position.
Insert an Image Using a Placeholder	[Home tab → Slides group → bottom half of New Slide Shapes button → Title and Content Layout → Locate placeholder for Insert Picture from File → Click on it → Navigate to picture and click Insert]
Insert a Clip Art Image 	[Insert tab → Images group → Online Pictures button]
Inserting Screenshots 	[Insert tab → Images group → Screenshot button → Click on the appropriate window in the Available Windows gallery]
Inserting a partial window capture	[Insert tab → Images group → Screenshot button → Screen clipping → Draw a box around desired section of window]
Inserting an Image as Background for a Slide	[Design tab → Customize group → Format Background button → Format Background pane opens → Click in Picture or texture fill → Click on File button → Navigate to file → Click on Insert] To apply to one slide click Close. Otherwise hit the Apply to All button.

Transitions	
Applying a Transition	[Select slide → Transitions tab → Transition to This Slide group → Click on a transition to apply]
Previewing a Transition	[Select slide → Transitions tab → Preview button]  - or - [Select slide → Click slide's "star" icon  in the Slides tab of the Outline pane]
Modify the Duration of a Transition  Duration:	[Select slide → Transitions tab → Timing Group → Duration scroll wheel]
Animating Text and Objects	
Four Types of Animations	Entrance, Emphasis, Exit, and Motion Paths
Applying Animations	[Select an object on a slide → Animations Tab → Animation Group → Click on an animation to see it and apply it, or click on "None" to remove animation]
Add Multiple Animations to an Object	[Select an object on a slide → Animations Tab → Advanced Animation Group → Click on Add Animation button → Click on an animation]
Copy Animations with the Animation Painter	[Select an object on a slide → Animations Tab → Advanced Animation Group → Click on Animation Painter button → Click on a different object on the slide]
Opening the Animation Pane  Animation Pane	[Select a slide with an animation → Animations tab → Advanced Animation group → Animation Pane button]
Reorder Effects from the Animation Pane	Select an animation in the animation pane. Use drag and drop to move it to a different position.
Change an Effect's Start Option	[Select a slide with multiple animations → Animations tab → Advanced Animation group → Animation Pane button → Select an effect and click drop-down arrow → Select a different start option]
Presenting a Slide Show	
Start Slide Show 	[Status Bar → View Shortcuts → Slide Show button]
Advancing and Reversing Slides, jumping to non-adjacent slide	Point to the buttons in the lower left corner of the screen and locate the "back" and "forward" buttons. Use the fourth button from the left to jump to a non-adjacent slide. Many of these functions can also be accessed by right-clicking anywhere on the slide.
Stopping or Ending a Show	Point to the buttons in the lower left corner of the screen and click the button with the three dots. Select End Show. You can also press the Esc key on the keyboard.

Presentation Tools and Features	
Built-In Laser Pointer 	Holding down the CTRL key, and then holding down the left mouse button simulates a laser pointer.
Use Pen or Highlighter to mark up slides during a show	Point to the buttons in the lower left corner of the screen and locate the button that looks like a pen. Select “Highlighter” or “Pen” from the menu that appears. The menu also contains an Eraser function.
Slide Show Set-Up Options	
Slide Timings	[Transitions tab → Timing group → Advance Slide controls → Choose “On Mouse Click” or set a duration of time for slides to advance automatically]
Set Up Show options	[Slide Show tab → Set Up group → Set Up Slide Show button]
Printing Options	
[File tab → Print → Settings (in center pane)]	
Indicate which slides to print	By default, “Print all slides” is selected. Use the list arrow to make a selection or indicate the individual slides in the field provided.
Indicate how many slides to print per page	By default, “Full Page Slides” is selected. There are several alternative choices. A popular option is “3 Slides”, which includes space for the audience to write notes.
Page Orientation	Can change from Portrait to Landscape view. Available with all configurations except “Full Page Slides”, which will always print in landscape.
Color choices	Allows you to print in black and white or color (“Pure Black and White” uses the least amount of ink).

Edit Header and Footer <i>(adding information to printouts such as title and pagination)</i>	
Adding a Header/Footer	[File → Print → Settings (in center pane) → Edit Header & Footer link → Header and Footer Dialogue]
Handout Master Slide Options	
Changing Master Slide	[View tab → Master Views group → Handout Master button → Content of four header & footer placeholders can be edited or placeholders can be deleted]
Inserting a Chart	
Create Chart	Use MS Excel to enter data and create chart.
Copy and Paste Chart	Copy the Excel chart. Upon pasting into PowerPoint, chose the “Keep Source Formatting & Link Data” paste option.
Closing and Saving	Close and Save both files. File name and location must remain the same in order to maintain linkage.
Update the linked files	Update the Excel file. Close and Save. Open the PowerPoint file. Select the chart. Then, click: [Chart tools → Design tab → Data group → Refresh data button]