



Microsoft PowerPoint 2016

Microsoft PowerPoint

Microsoft PowerPoint is Microsoft's presentation creator. Presentations can include any or all of the following items:

- text
- pictures (photographs, clip art, shapes)
- multimedia materials (sounds, music, videos)

Getting Started

- Open Microsoft PowerPoint.
- Understand the workspace.
 - The menus are divided into tabs, groups, and tools along the top of the screen.
 - The left panel displays thumbnails of the slides and provides easy navigation within the presentation.
 - The content of the current slide is in the middle of the screen.

Adding Content

- To add a title, subtitle, or text, click in the appropriate box and type.
- To change the font color of typed text, highlight the text and choose a color in the Font group on the Home tab.
- Change the level of a bullet by using the List Level tools in the Paragraph group on the Home tab.
- To add a new slide, click on the "New Slide" drop-down menu on the Home tab. Select a slide type from the choices provided.

Rearranging

- To delete a slide, click on the slide on the left side of the screen and press Delete on the keyboard.
- To move a slide, click on the slide on the left side of the screen, drag it to the desired location, and drop it.
- To copy a slide, click on the slide on the left side of the screen. Then click on "Copy" on the Home tab.
- To paste a slide, click on the slide the copied slide will follow. Then click on "Paste" on the Home tab.

Viewing

- To view the presentation, click on the Slide Show tab. Click on either "From Beginning" or "From Current Slide."
- Click to advance to the next slide while viewing the presentation.
- To exit the presentation while viewing it, press the Escape key on the keyboard.

Transitions

- A transition refers to the transition into the slide.
- Select a transition on the Transitions tab.
- Transitions auto-play when selected.

Themes

- Select a theme on the Design tab.
- Customize the theme by choosing a variant.

Saving

- Save the presentation for the first time as follows.
 - Click on the File tab.
 - Click on Save As.
 - Select a location, name the presentation, and click on Save.
- Save changes to the presentation as follows.
 - Click on the File tab.
 - Click on Save.

Printing

- Print the presentation as follows.
 - Click on the File tab.
 - Click on Print.
 - Choose to print slides, handouts, or an outline of the presentation.
 - Click on Print again.

Online Pictures

- Use the Insert tab to add online pictures to a slide.
- Click on Online Pictures, then search for and select an image.
- Resize a picture by dragging one of the dots around the outside of the picture. Drag one of the corner dots to maintain the aspect ratio.
- Delete a picture by clicking on it and pressing the Delete key on the keyboard.
- Undo an action by pressing the blue undo arrow at the top left of the screen.
- Move pictures by clicking, dragging, and dropping.
- Align pictures using the Align tool on the Format tab. Align pictures horizontally (left, center, right) and vertically (top, middle, bottom).

Shapes

- Use the Insert tab to add shapes to a slide.
- Click on Shapes and select a shape. Click and drag to draw the shape on the screen.
- Resize, move, delete, and align shapes following the same directions as for online pictures above.
- Edit the colors of a shape by using the shape fill and shape outline tools on the Drawing Tools Format tab.

Layering Images

- To send an image backward, click on Send Backward and then Send Backward or Send to Back on the Drawing Tools Format tab.

- To bring an image forward, click on Bring Forward and then Bring Forward or Bring to Front on the Drawing Tools Format tab.

Grouping

- Group images to move them as a single unit.
 - Hold the CTRL key on the keyboard and click on each object to be grouped. This selects all of the objects.
 - On the Drawing Tools Format tab click on Group and then Group again.
- Ungroup images to work with them separately.
 - Click on the grouped image.
 - On the Drawing Tools Format tab click on Group and then Ungroup.

Animations

- Animations are the ways in which objects and text enter or leave the slide.
- Multiple animations can be chosen for each object.
- Click on the object to be animated and then click on an animation on the Animations tab.
- Animations auto-play when selected.
- Additional animations can be added to each object using the Add Animation tool on the Animations tab.
- Entrance animations are green on the Animations tab and in the Animation Pane.
- Exit animations are red on the Animations tab and in the Animation Pane.
- View the Animation Pane by clicking on Animation Pane on the Animations tab.
 - The Animation Pane lists all of the objects which are currently animated.
 - Contents can be expanded or hidden.
- Use the Animation Pane to perform the following actions:
 - Edit the order of appearance using the arrows at the top of the Animation Pane.
 - Play the current slide. Note that this does not illustrate objects' triggers.
 - Change an object's trigger by using the drop-down menu next to the animation.

PowerPoint Tips

- Keep it simple!
 - Only type notes on slides. Do not include complete sentences.
 - Try to limit slides to 5 items or less.
 - Use few shapes and pictures. Slides should not be cluttered with images.
 - Keep in mind what is important. Content supersedes flashiness.
 - Choose animation styles and transitions that don't distract the audience.
- Choose few, readable colors.
 - Only include a few colors within a single presentation.
 - Remember to use light colors on dark backgrounds and dark colors on light backgrounds so the slides are easy to read.
 - Use appealing color combinations.
- Use short, repeated slide titles.
 - Create titles that are short and to the point.
 - Choose titles that apply to more than one slide, and repeat titles appropriately.
- Don't be afraid to ask for help.