

Opening PowerPoint

Double click on the **PowerPoint icon** on the desktop.



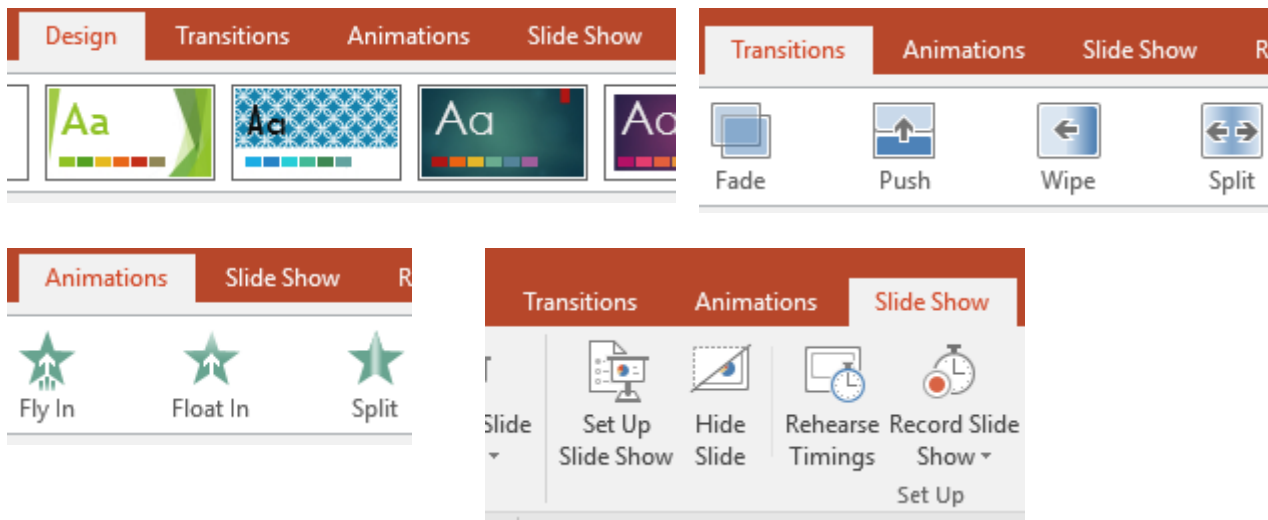
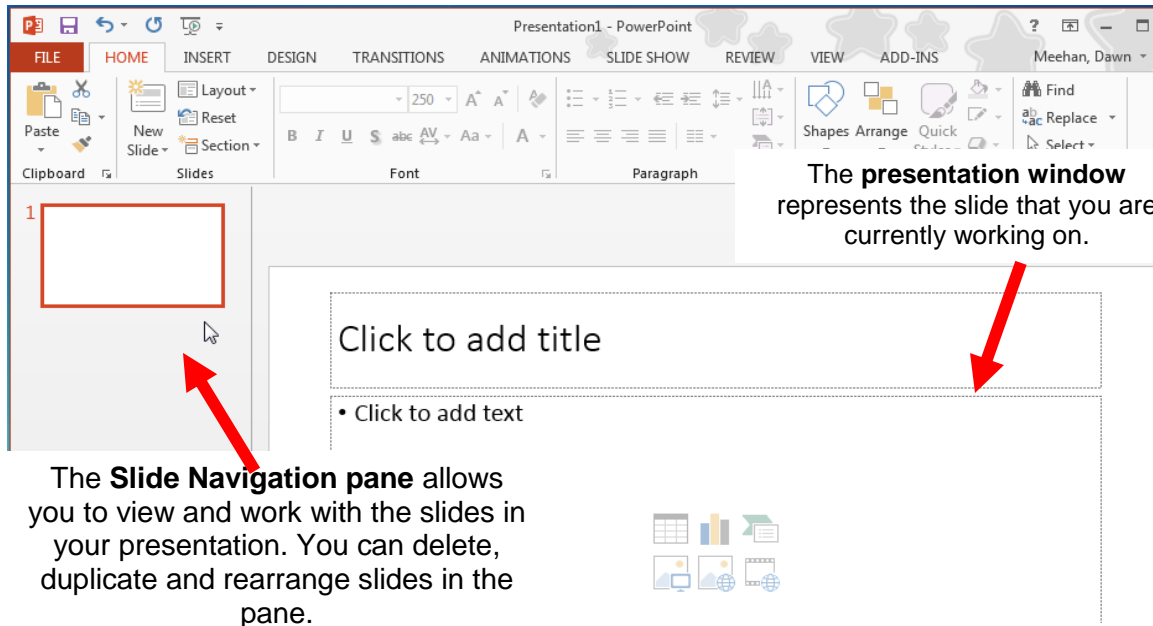
- When you first open PowerPoint you will see a list of new presentation themes. You can pick one of these themes to get started or you can click on the **Blank Presentation** option.
- If you click a theme from backstage view, a pop up box will open and you can see what each slide looks like in regards to the theme. You must click on the left and right arrows at the bottom of the main image to see the different slide layouts.
- On the right, you will also see different variations of this theme. If you would like to select a different variation, then click on the thumbnail of the one you would like.
- If you would like to use this particular theme you picked, click the **create button**. If you would like to see a different one click the **arrow** on the right or left and it will take you through different themes or click the **x** in the upper right hand corner to close the pop up box to choose another theme.
- You can also search online templates which can be picked based on background themes or based on content needs. Page eleven will explain more.



Click on the **blank presentation** choice for class.

PowerPoint Interface Layout

When you first chose either the blank presentation or a design and PowerPoint opens you will see:



These four menu tabs found on the ribbon are specific to PowerPoint. Each has commands on it that will help your presentation be more unique.

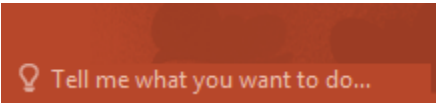
Design tab: Allows you to change the background and color scheme of your presentation.

Transitions tab: Allows you to decide how each of your slides should appear on the screen.

Animations tab: Allows you to decide how the text of your presentation should appear on the slides.

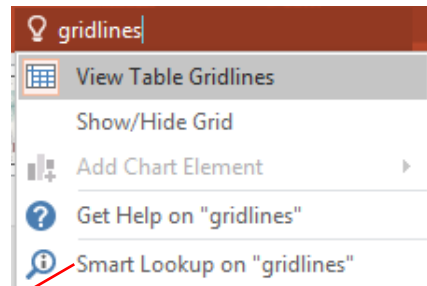
Slide Show tab: Allows you to access settings to set up your show, rehearse timings, and record your show

Tell me what to you want to do feature:



The **tell me feature** bar is found at the end of the tabs on the ribbon. It is used like a regular search bar. You type in what you are looking for and you will get a list of options in a drop-down menu that you can access right from the list.

You can either choose the option you wish to use or you can click on get help on "your topic" to get more in-depth information. Smart look up on "your topic" will do a Bing image search and a web search. Sometimes it will also give you a definition if available.



PowerPoint 2016 Help



Show or hide **gridlines** in Word, PowerPoint, or Excel ...

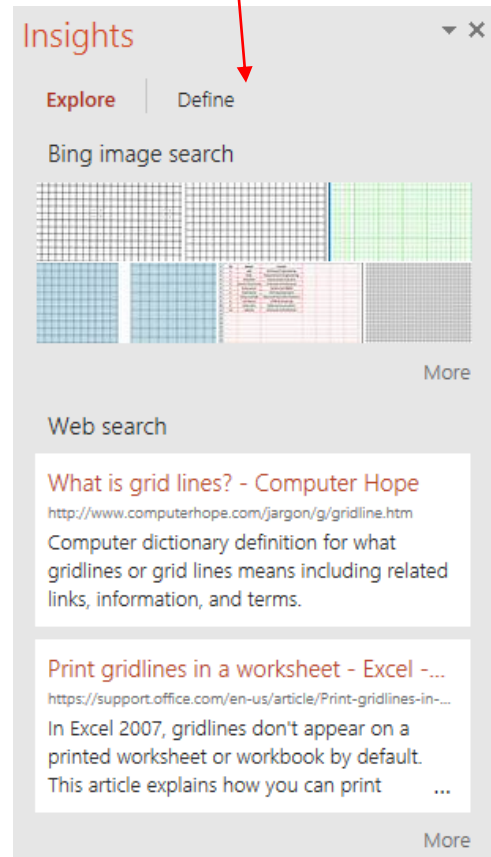
Gridlines help give you visual cues when you're formatting in Office. You can align shapes and other objects in your PowerPoint slides and Word documents, and ...

Change grid spacing and other gridline settings - Office ...

Gridlines help give you visual cues when you're formatting in Office. In PowerPoint and Word, you change some of the grid spacing options. In PowerPoint, you can only ...

Display or hide chart **gridlines**

To make the data in a chart that displays axes easier to read, you can display horizontal and vertical chart gridlines. Gridlines extend from any horizontal and ...

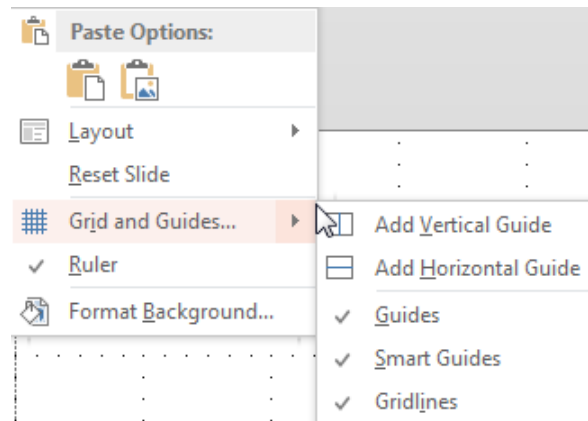


Ruler/Gridlines/Guides

The **ruler** and **gridlines** help you when creating a presentation to be able to see how and where the text boxes, pictures, charts, etc. line up. They do not show in presentation or when printed. **Guides** will show adjustable drawing guides to help you align objects on your slide.

To turn the ruler, gridlines, guides on:

- ❑ Click on the view tab and then click on the boxes next to rulers, gridlines, and guides.
- ❑ Once you choose to have the rulers, gridlines, and guides showing, they will continue to show on all presentations until you turn them off.
- ❑ You can also **right click** on the slide and turn your ruler, guides, and gridlines on from the menu that appears.
- ❑ From this menu, you can choose to add one or more **vertical** or **horizontal guides**. You do not need to have both if you do not want them.
 - If you add guides from the **view** tab sometimes PowerPoint will not work as intended when trying to use the short cut menu.
- ❑ Once you turn the guides on, click and hold your left mouse button down to move the guide to the location you would like.



Note: These can help you align pictures or designate an area where you want to avoid putting objects.

For class, let's turn off the gridlines and guides but leave the ruler on.

Status Bar

At the bottom of your screen you will see a status bar which gives you some shortcut buttons to be able to interact with PowerPoint better.



1. Indicates the slide number you are currently on and total number of slides.
2. Indicates whether there are any spelling errors or not. If there is an error there will be an **x** on the book instead of a **pencil**. If you click on the book when there is an x, it will open the spelling correction on the right side.
3. Allows you to turn the **notes section** on and off.
4. Allows you to turn the **comments task pane** on and off. You can add comments or view any that already exist.

5. Allows you to quickly choose normal, slide sorter view, reading view, or slide show.
 - a. **Normal view (slide view)** allows you to see the full size view of the selected slide for editing and a thumbnail list of the slides on the left hand side of the screen.
 - b. **Slide sorter view** allows you to see all the slides easily. You can rearrange them from this view. You can see any timings related to that slide and if you click on the star you can preview the animations.
 - c. **Reading view** allows you to play your slide show in the PowerPoint window without switching to a full screen slide show. You can proofread and check out the transitions.
 - d. **Slide show** allows you to quickly start your slide show to view it on full screen from the current slide.
 6. **Zoom in** and **out** to see parts of your slide closer or farther away.
-

Slides

- PowerPoint presentations are made up of slides. Slides contain the information you will be presenting. This information might be in the form of text, pictures, charts, and more. Before you start creating presentations, you'll need to know the basics of working with slides.
- Slides are now stretched when you first open PowerPoint whether it is a blank presentation or a theme. These longer slides help with elongated videos, wider computer screens, touch screen modes, etc.

You can change to a regular size slide:

- ☐ Click on **Design** tab
- ☐ Click on the **Slide Size** button
- ☐ Click on **Standard (4:3)**.
 - This is the size of the slides from 2007.
- ☐ Choose **Maximize** or **Ensure Fit**.
 - **Maximize** will delete content on the sides of your slide and will make the content appear larger.
 - **Ensure Fit** will retain all slide content, and add more space on the top and bottom of your slide, and may make your content appear smaller.

☐ **For class, let's choose Maximize.**

Inserting a slide



When inserting a slide for the first time from the **Home** tab, you can click on the top half of the **new slide** button to insert a default slide from the.

If you would like to see what options are available, click the bottom half of **new slide** and a drop down box will show you the different slide layouts.

Most of the slide options have placeholders. **For class**, click on the bottom half of **New Slide** button and add a **two content slide**. Then click on the top half of the **New Slide** button. What

type of slide did you get? It should be another **two content slide**. It is giving you the same type of slide you picked last.

Changing the Slide Layout

If you change your mind about what type of slide you would like, you can always change the layout by clicking on the **Layout** button. The same options that appeared for the lower half of the New Slide button will come up. Choose the one you would like to use from the list, and your current slide's layout will change. Click on slide two and choose **blank** layout.



Navigating from Slide to Slide

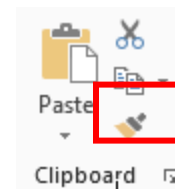
You can switch between your slides by clicking on that slide in the pane on the left. The selected slide will then appear in the Presentation Window.

Moving Slides

- In the left hand task pane, select the slide you wish to move by clicking on it and holding the left mouse button down.
- While holding down the mouse button, drag your slide to the position you desire. The slide will move with you as you move it to the new location. The other slides will move as you are trying to place your new slide.
- When you have the slide in the place you want it to be, release the mouse button in order to “drop” your slide into its new place.

Copying Slides

- In the left hand task pane, **right-click** on the slide you wish to copy and select **Copy**.
- **Right click** on any of the slides and select the first option under **Paste** or select the top half of the **Paste** button found on the ribbon. The slide will appear and can be moved as described in the section above.
 - If you would like to copy multiple slides at one time, click on the first slide and then hold your **shift key** down and click on the last slide if they are adjacent to each other.
 - If they are non-adjacent slides, click on the first slide, hold your **ctrl** key down and click on the slides you wish to copy.

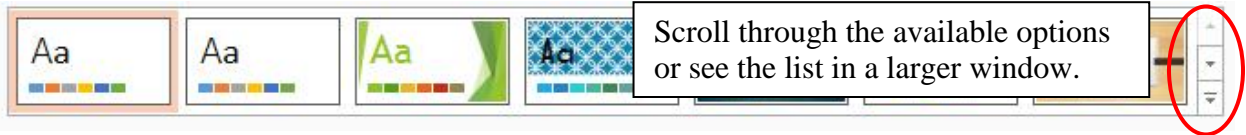


Deleting a slide

- Click on the slide you wish to delete.
- Then, press the **delete key** on your keyboard.
- The slide you clicked on will disappear.

Adding a Slide Design using Themes

Choose the **Design tab** from the menu. The Ribbon will change to display your design options.



To change the slide design, click on the one you like. To see more options, either scroll through the list with the up and down arrows to the right of the designs or click on the second down arrow to see them in a larger window. Hovering over the design with your mouse will change the design without you having to click. To make a final selection, click on one you want.

NOTE: You can also right-click on a particular design and apply that design to a selected slide or all slides as well.

Changing Variants of the Themes

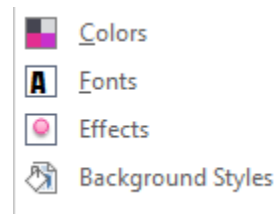
If you would like to you can change the variant of the slide by choosing a preset variant.

Variants use different theme colors and sometimes qualities, while preserving a theme's overall look.



Colors can easily be changed for each theme. Click on the drop down arrow next to the variants to change the colors, font, effects, and background style buttons. Hover over each one to see how it affects your theme. Effects influence the graphical look of your presentation, such as graphic fills, lines, shadows, etc.

Under the **colors**, you can customize your colors by clicking **customize colors** at the bottom of the drop down menu. This will allow you to create your own color for your theme. Once you have made the necessary changes, type in the name of the theme and click save.



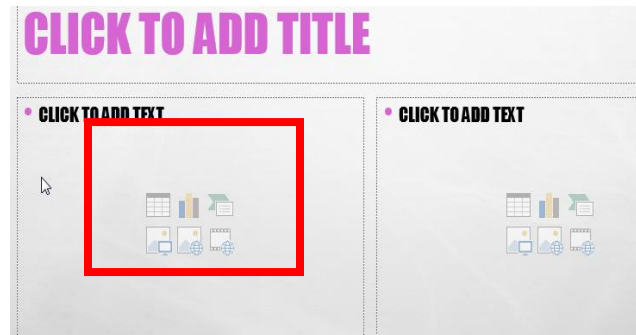
Under the **fonts**, you can customize your fonts by clicking **customize fonts** at the bottom of the drop down menu. This will allow you to create your own font scheme for your theme. Once you have made the necessary changes, type in the name of the theme and click **save**.

Adding Text

The slide layout will contain instructions on how to proceed in putting content into your slide.

For example, the slide below prompts you to “click to add title” and “click to add text.”

These prompts are in placeholders, which are on the slide depending on the layout you chose. Placeholders are much like text boxes. They can be formatted, deleted, moved, etc.

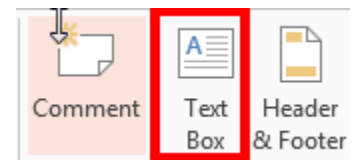


To add a table, chart, picture, clip art image, or movie, click on the appropriate picture from the center of the text box.

Inserting a Text Box

Even with a layout that includes space for text you may decide to add an additional text area.

- Display the slide that you wish to add the text box to.
 - Select slide 2.
- Select the **Insert** tab.
- Click on the **Text Box** button.
- Place the mouse where you would like to put the text box.
- Hold down the left mouse button and drag the box out to the desired width and depth of the box.
- Type into text box and click outside the box when finished.
The box will grow down the slide as needed as you type but the width will stay the same for the box.



Note: Anytime you want to do something to a text box besides edit the content, then you need to make sure your text box has a solid line around it. You get the solid line by clicking on the border.

Type your name in the text box you just made.



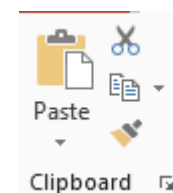
Moving a Text Box

Once you have created your text box you have the option to relocate it.

- Pass the mouse over the box border until the four headed arrow shape appears. Hold down the left mouse button and drag your text box to its new location.
- Release the mouse button to place the box.

Copy & Paste a Text Box

- Click on the text box so the solid border appears.
- Select the **copy button** from the ribbon **OR right click** on the text box and select **Copy**.



- ☐ Select the **paste button OR right click** near the text box and select **Paste**.
- ☐ You can then move the new text box where you need it.

Align Text

- ☐ Click on the text box so the solid border appears.
- ☐ Select the appropriate **alignment** button from the Home tab.



Delete a Text Box

- ☐ Click on the text box so the solid border appears.
- ☐ Press the Delete key on your keyboard to erase your text box.

Delete all text boxes on your screen.

Adding Text Exercise:

- ☐ Click on Slide One in the **Click to add title** placeholder and type **Only at Main Library**.
- ☐ Click on slide two.
- ☐ Draw a text box.
- ☐ Type in **TechZone@Main**.
- ☐ Move the text box to the bottom of the slide.
- ☐ Align the text to the center.
- ☐ Copy the text box and paste it to slide three.

Using Numbering and Bullet Lists

- ☐ Highlight the text you wish to make into a list.
- ☐ Select the Numbering or Bullet button.
- ☐ **To modify the bullet:**
 - Click the drop down arrow next to the Numbering or Bullet button on the home tab.
- ☐ **To modify the size and color:**
 - Click the drop down arrow next to the Numbering or Bullet button on the home tab.
 - Choose bullets and numbering.
 - A dialog box will appear. In the size field, change the bullet size
 - Click the color drop-down box and select a color.
- ☐ **To use a symbol as a bullet:**
 - Click the drop down arrow next to the **Bullet button** on the home tab.
 - Choose **bullets and numbering**.
 - A dialog box will appear. On the bulleted tab, click **customize**.
 - The symbol dialog box will appear.
 - In the Font box you can select from drop-down box either Wingdings and Symbol fonts.
 - Select the symbol.
 - Click **OK**.

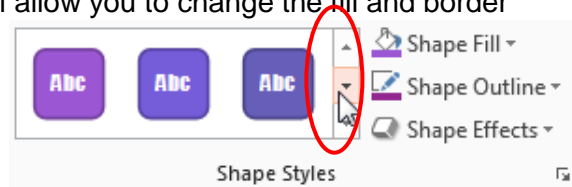


Bullets and Numbering Exercise

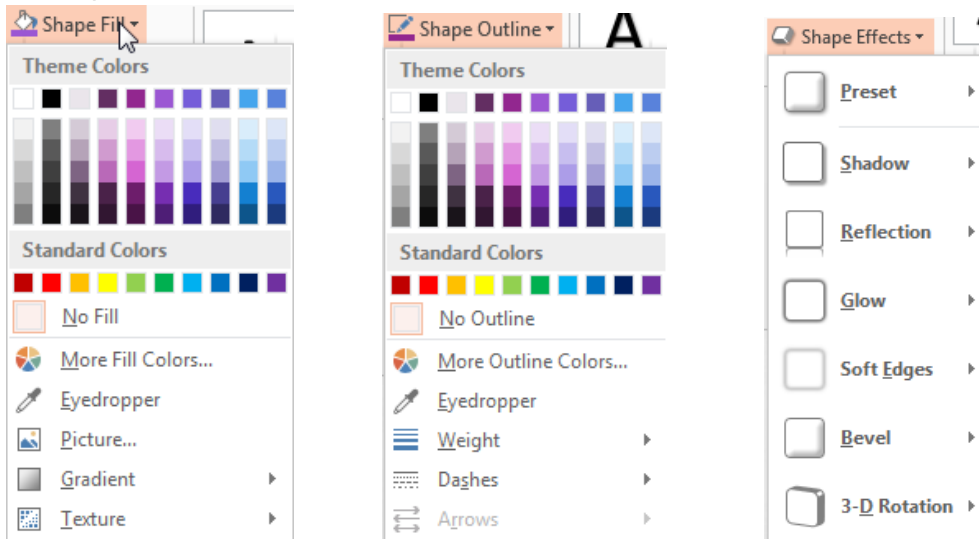
- 1) Draw a new text box on slide two.
- 2) Type three words in the text box (*hitting the enter key after each word*).
 - a. Laser Engraver
 - b. Vinyl Printer
 - c. 3D Printer
- 3) Highlight your text and add numbers to the list.
- 4) Draw another text box on slide two.
- 5) Type three more words in the text box on the slide (*hitting the enter key after each word*).
 - a. Media Transfer Station
 - b. Studio in a Box
 - c. Recording Studio
- 6) Change the list to a different bullet style using a symbol.
- 7) Change the bullets of the list to a symbol from Wingdings.

Formatting the Text Box

Either click on the text box border or inside of the text box you wish to modify. The Format tab will open up on the Ribbon. The center section will allow you to change the fill and border colors. Just like the premade slide designs, there are a variety of premade text box designs. Navigate this list the same way you did for the slide designs.



To customize your text box beyond the available options, use the Shape Fill, Shape Outline, and Shape Effects buttons.



Eyedropper makes matching color easy. You can match colors within your presentation and between formats, such as a website and your slides. You can use the eyedropper anywhere that has to do with color.

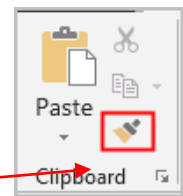
Using Eyedropper

- Click on one of the text boxes on slide two.
- Click on **drawing tool format**.
- Click on **Shape Fill**.
- Choose **Eyedropper**.
- Click on the color from your slide that you want the text box to be.
- Your text box should now match the color you chose.
- Click on **Shape Outline**.
- Click on **Weight** and pick **6pt**.
- Click on **Eyedropper** under **Shape Outline**.
- Click on the color from your slide that you want the outline of your text box to be.
- The outline of your text box should now match the color your chose.

Note: To use eyedropper on a webpage, picture, etc. left click on the slide and drag your mouse. You will be able to move the eyedropper outside of the PowerPoint window, allowing you access to any color you see on screen. Release the mouse when you have found your desired color to apply that color.

Using Format Painter

- If you would like to copy the format of a text box (not the text, itself) and apply that to another text box, then select the textbox that has the format that you want to copy.
- Click the Format Painter button from the Home tab.
- Now select the textbox that you want the format to be copied to.



Note: If you want to use the Format Painter longer repeat step 1 and then double-click on the Format Painter button. This will allow you to paint the format to multiple areas. To turn Format Painter off, click on the button again.

Format Painter exercise:

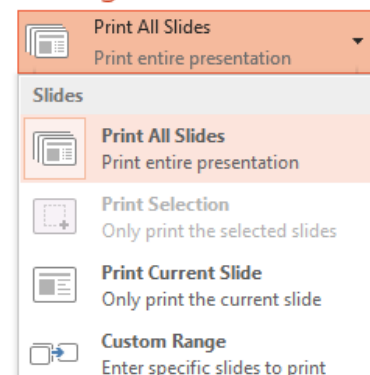
- Format the other text box on slide two using the format painter.

Printing


Your presentations can be shared by printing them or displaying them on a computer.

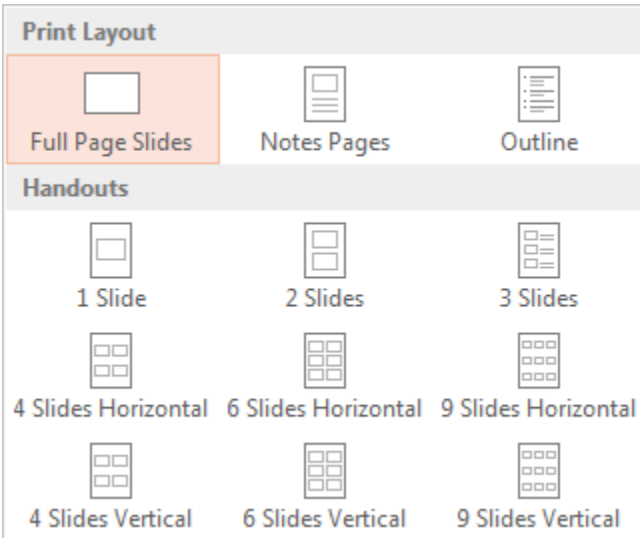
- Click on the **File tab**.
- The backstage view will appear and on the left hand side select **Print**.
- Under **Settings**, you will see a box that says **Print All Slides**.
- Click on this drop down to see options to **Print All Slides**, **Print Selection**, **Print Current Slide**, or **Custom Range** only specified slides for printing.
 - Print Selection** will allow you to print a highlighted portion of the slide.

Settings




- **Print Current Slide** will allow you to print the slide in the preview window.
- **Custom Range** will allow you to print a specific group of slides when you don't want them all.


 Under **Settings**, you will see a box that says **Full Page Slides**.




- Click on this drop down to choose under **Print Layout** to print **Full Page Slides**, **Notes Page**, or **Outline**.
- Under **Handouts**, you can choose how many slides to print on each page. If you choose **3 slides** you will get lines for your audience to take notes.
- The **Handouts** section also allows you to print your handouts horizontally or vertically and lets you choose how many slides


you would like represented on each page.

 Under **Settings**, you can choose to **print one sided** or **print on both**.

 Under **Settings**, you will see a box that says **Color**.

- Click on this drop down to print in **Color**, **Grayscale**, or **Pure Black and White** for your printout.

 Next to the print button is the word **Copies:** with a box next to it where you can tell the computer how many copies of your slideshow to print.

 Click **Print** when you are ready.



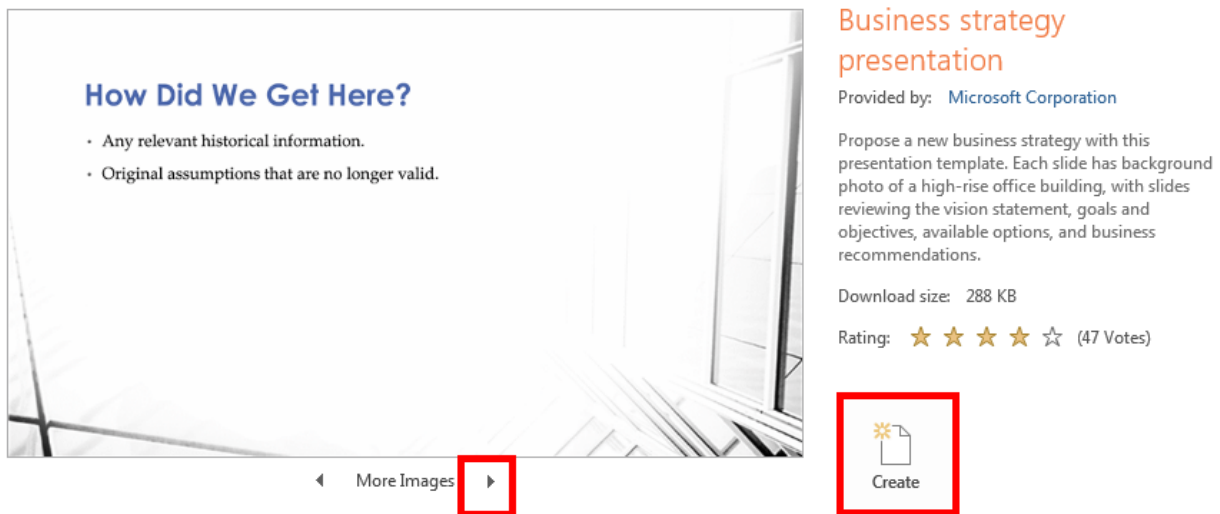
Creating a New, Blank Presentation

When in PowerPoint and you want to open a new blank presentation.

- ☑ Click on the **File** tab on the left hand side of the ribbon.
- ☑ Click on **New**. The **New** window will appear
- ☑ Click on **Blank Presentation**.

Creating a New Presentation from an Online Template/Theme

- ☑ Click on the **File** tab on the left hand side of the ribbon.
- ☑ Click on **New**. The **New** window will appear.
- ☑ Click in the search box at the top and search for templates or themes online.
- ☑ Once you have started a search, you can click on the right hand side to narrow down what you are looking for.
 - For example, if I was searching for business I might limit it to **design sets** or **sales**.
- ☑ Once you find one you like click on it, you can then preview the different images of the presentation by clicking on more images.
- ☑ If you like this template, click the create button and it will be downloaded to your computer.
- ☑ For class we won't be clicking the create button, click the x in the upper right hand corner instead.



The screenshot shows a preview of a PowerPoint template titled "Business strategy presentation" provided by Microsoft Corporation. The main slide content includes the title "How Did We Get Here?" and two bullet points: "Any relevant historical information." and "Original assumptions that are no longer valid." The background of the slide is a high-rise office building. Below the slide preview, there is a "More Images" button with a right-pointing arrow, which is highlighted with a red box. To the right of the slide preview, there is a "Create" button with a document icon and a star, also highlighted with a red box. The page also displays the download size (288 KB) and a rating of 4.5 stars based on 47 votes.

NOTE: Once you download a template, it will now be saved on your computer under the new button. This way you can access it again later if you need to.

NOTE: Anytime you are in a search and want to get back to the page you see when you first open PowerPoint, click on the home button to the left of the search box.