

## **PowerPoint 2016 Basics for Windows**

### **PowerPoint 2016 Basics for Windows Training Objective**

To learn the tools and features to get started using PowerPoint more efficiently and effectively.

### **What you can expect to learn from this class:**

- How to access and use PowerPoint's Help Index
- How to navigate PowerPoint 2016's new features
- How to Open, Save, Close, and Print a new or existing PowerPoint presentation
- How to access PowerPoint's Templates
- How to use the Master Slide to modify defaults
- How to work with text in PowerPoint (color, font, size)
- How to customize Bullets
- How to add Clip Art
- How to add pictures and other multimedia objects to a PowerPoint presentation
- How to change Backgrounds in PowerPoint
- How to create a Chart in PowerPoint
- How to use Animation to apply special effects
- How to Transition between slides
- How to output PowerPoint presentations to print and to PDF.

### **Who should take this class?**

Any person with a basic knowledge of computers and is interested in learning how to use Microsoft PowerPoint 2016 to create great presentations.

### **PowerPoint Tips and Shortcuts:**

**Control-Z** to **Undo**.

**Control-S** to perform frequent **Quick Saves**.

**Home/End** keys to get to a beginning/end of a line.

**Control-C** to **Copy**.

**Control-X** to **Cut**.

**Control-V** to **Paste**.

**Control-B** to **Bold**.

**Control-I** to **Italicize**.

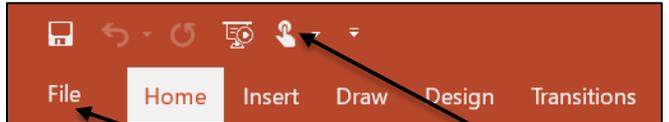
**Control-A** to **Select All**.

## Getting Started-The Look of Office 2016

Before we begin looking at the functions we need to introduce the interface to PowerPoint 2016.

### *Where are the menus?*

In place of the familiar menus and toolbars, PowerPoint 2016 presents a simplified interface with the **Office Button**, **Quick Access Toolbar**, and the **Ribbon**. Commands and functions are organized into groups for ease of navigation.

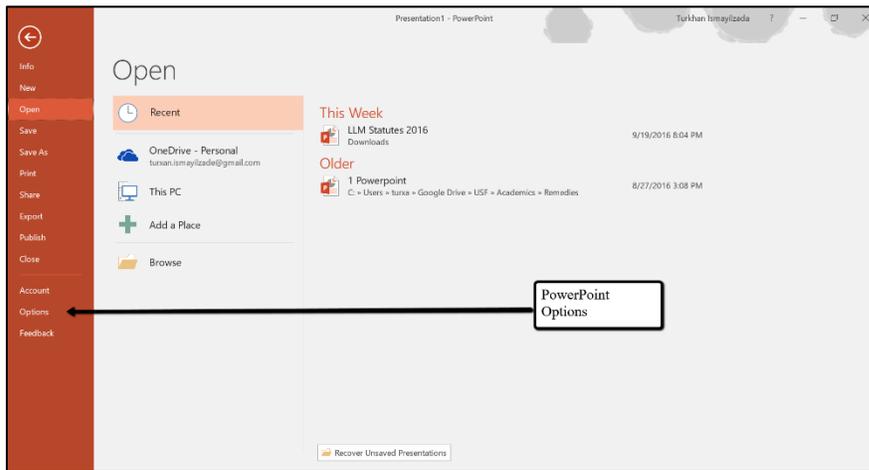


**Quick Access Toolbar**

**File Tab**

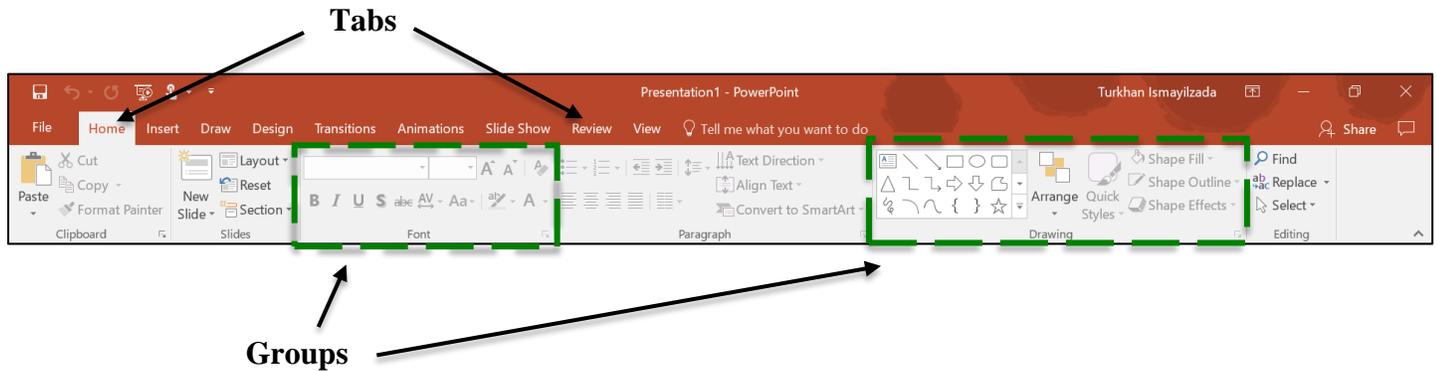
### *File Tab and Quick Access Toolbar*

The **File Tab** provides access to the old File menu commands as well as *PowerPoint Options*. The **Quick Access Toolbar** also provides access to common commands via an icon toolbar.



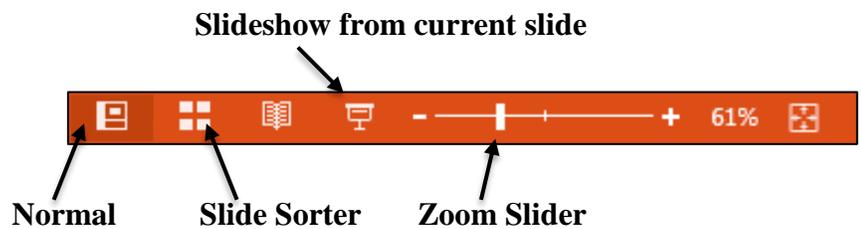
### *The Ribbon*

The **Ribbon** contains most of the functions that used to be found as menu or toolbar items. The **Ribbon** is composed of **Tabs** containing **Groups** where functions are organized to provide a visual palette of choices and an ease of use.

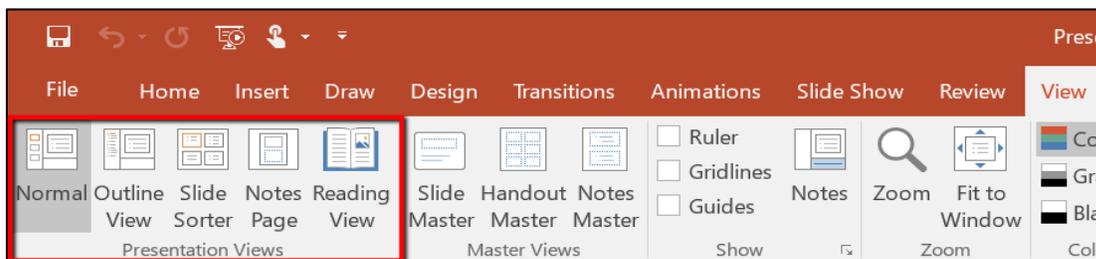


### Views

The 3 buttons in the bottom right corner of the document window allow you to change the way you view your presentation. Also in this area is the **Zoom** tool to allow you to enlarge the view of the document for a closer look.



NOTE: you can also choose these options from the **View** tab in the **Ribbon**.



- **Normal View** contains three panes: the **outline** pane, the **slide** pane, and the **notes** pane.
- **Slide Sorter View** displays miniature versions of a slide for changing the order, transition and timing of your slide show.
- **Notes Page View** shows slide with **note** section below.
- **Reading View** shows the presentation as a slide show that fits in the window

## Online Help

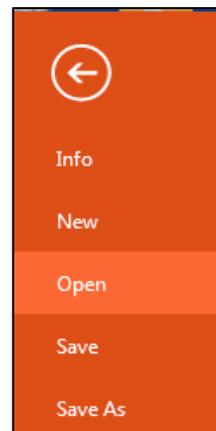
Use the **Microsoft Office PowerPoints Help** for quick answers to **PowerPoint 2016** questions. Click on the **Help** button in the upper right corner of the Ribbon and type in a question.



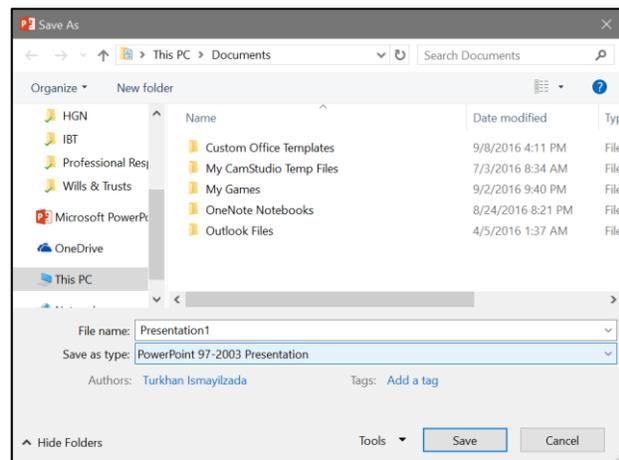
## Saving

**Save versus Save As:** use **Save** to save a previously saved document; use **Save As** to save a new document or to save another copy of the document under a different name or format.

1. Select **Save As** from the **File Tab**.



2. When the **Save As** dialog box appears, type in a name for the file in the **File Name** text box.
3. Choose a destination for the file to be saved.
4. If you need to change the format of a document for someone who isn't using PowerPoint 2016, (select PowerPoint 97-2003 to save in a previous version of PowerPoint).
5. Click **Save** to save the file.

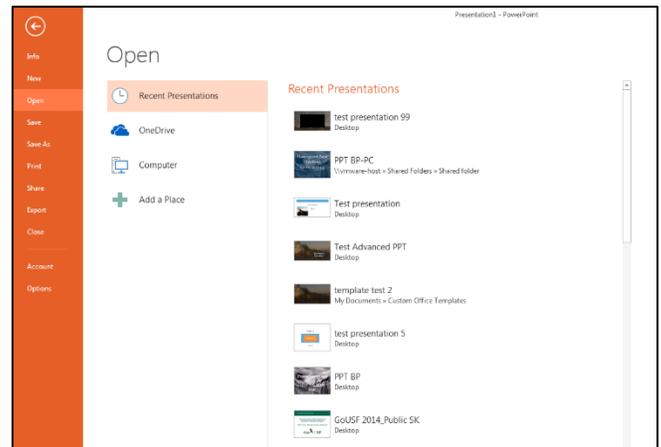


**Save:** Click once on the **Disk** icon (or **Control-S**) in the **Quick Access Toolbar** to perform a quick save.

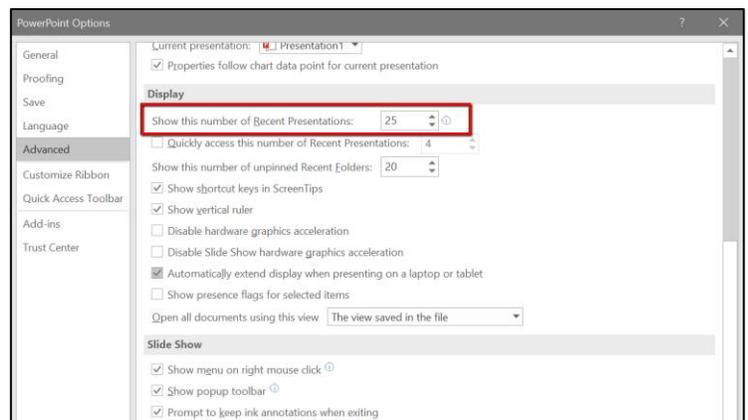


## The Open File Dialog

Quickly open any previous documents used by selecting them from the **Recent Documents** pane when you click on **File Tab** menu. Or choose **Open** from the **File Tab** to locate a document to open.



**Tip:** Change the **Recent Documents** setting from **PowerPoint Options** in the **File Tab**. Select **Advanced**, and in the **Display** section, increase or decrease the number in **Show this number of Recent Documents** up to 50 documents.

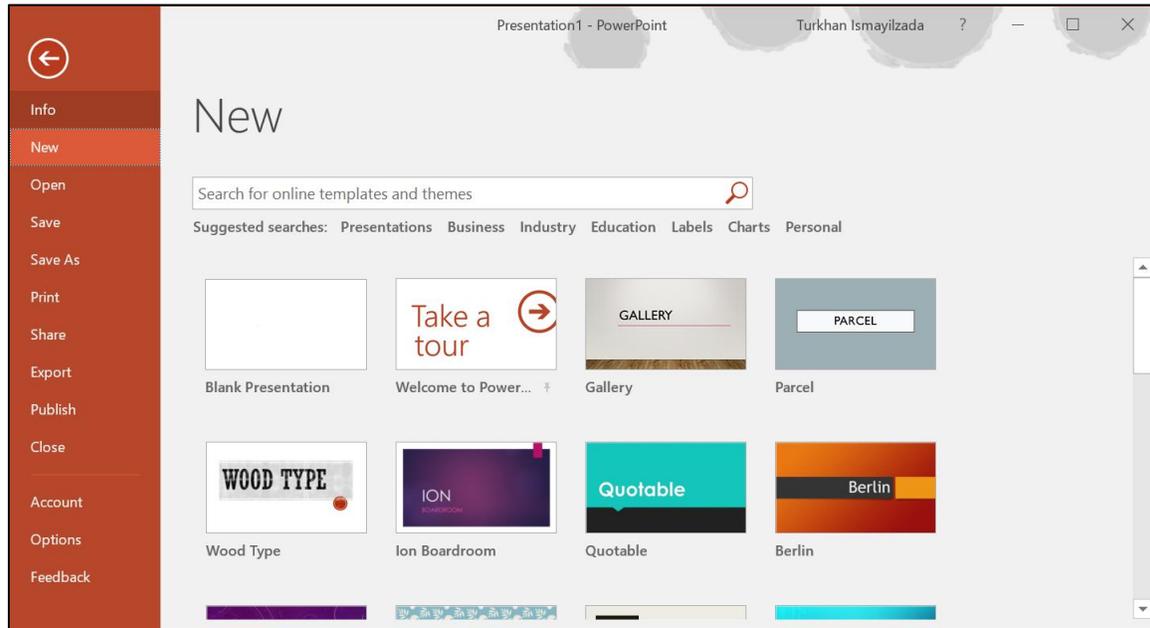


## Templates

**Templates** are pre-formatted documents that save you time getting started on typical types of documents.

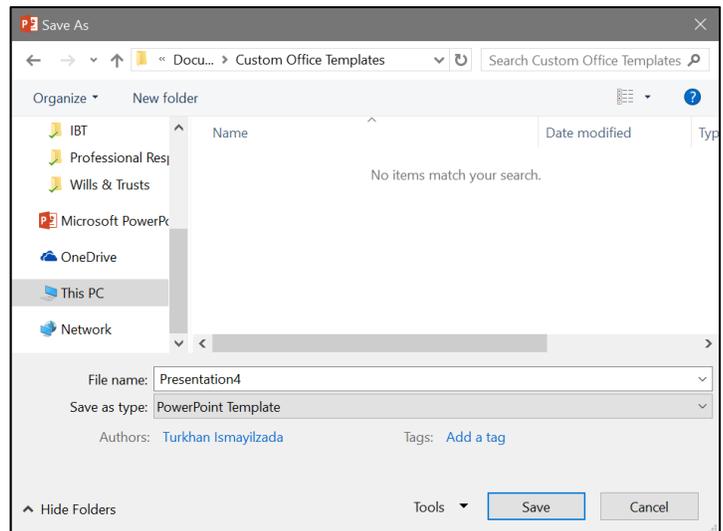
### Accessing a PowerPoint Template:

1. Select **New** from the **File Tab**.
2. In the center section you can then select templates from the local **Available Templates and Themes** or search to download a template from the online **Office.com Templates**.



**Create your own templates to use for presentations:**

1. Select **New** from the **File Tab**.
2. Right-click **Blank Presentation** from **Available Templates and Themes** and then click **Create**.
3. Make the changes you would to have in your template and then select **Save** from the **File Tab**.
4. In the **Save** dialog box, select **PowerPoint Template** from the **Save as type** dropdown menu. The location should default to the templates folder. Click **Save** to finish.



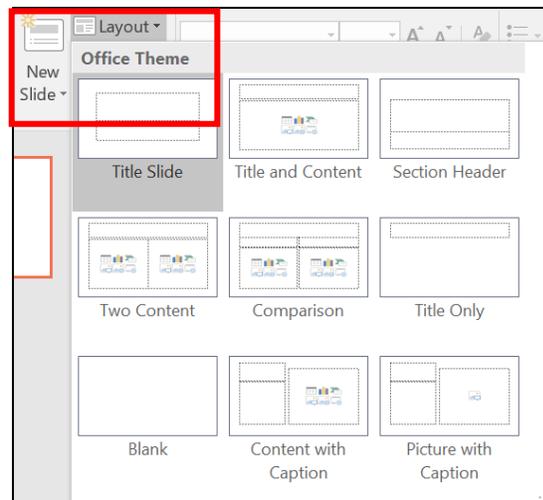
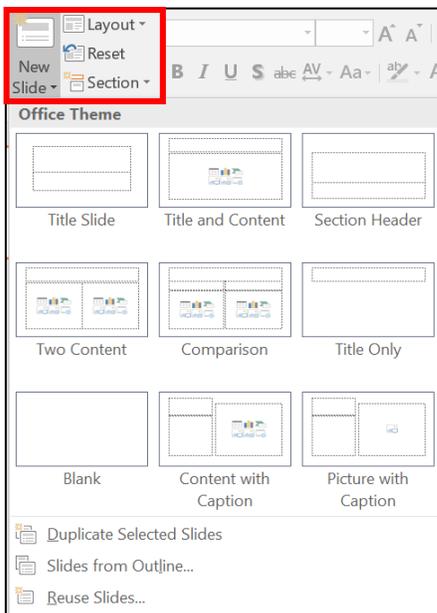
## The Undo/Redo Tools

Click on the **Undo** tool in the **Quick Access** toolbar or use **Control-Z** to reverse the last change. Use the **Redo** tool to reverse the last **Undo**. Click on the black-down arrow to view a list of history actions.

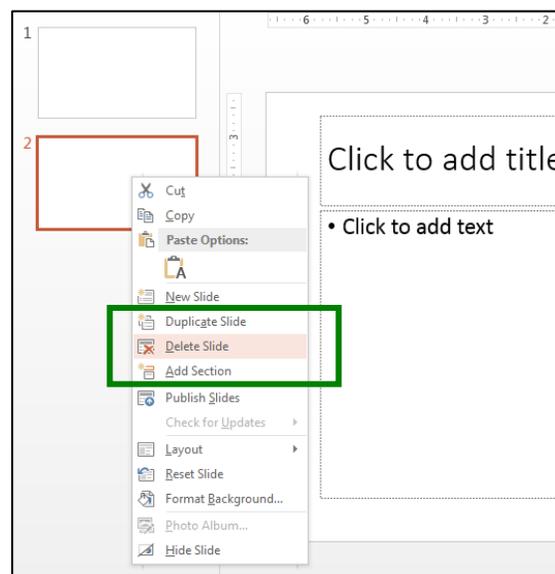


## Adding/Deleting Slides

To add a new slide, click onto the **Home** tab click on the **New Slide** tool and use the slide layout thumbnails to select the layout for your new slide. To change a layout, select the slide you want to change, click on the **Layout** tool and select the layout thumbnail that will be replacing the current layout.



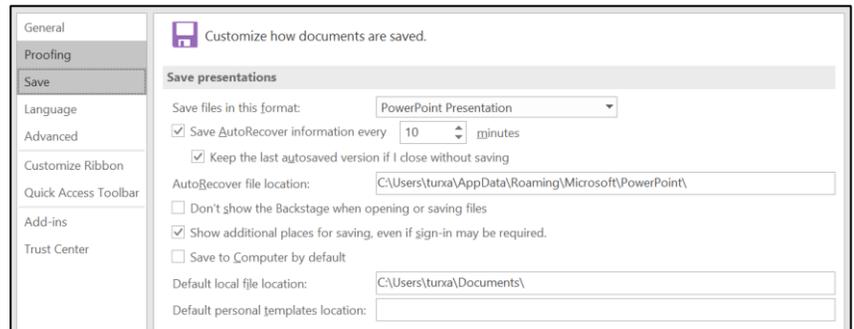
Delete a slide by right clicking on a selected slide in the left column, and selecting **Delete Slide** from the menu pressing the **Delete** key on the keyboard.



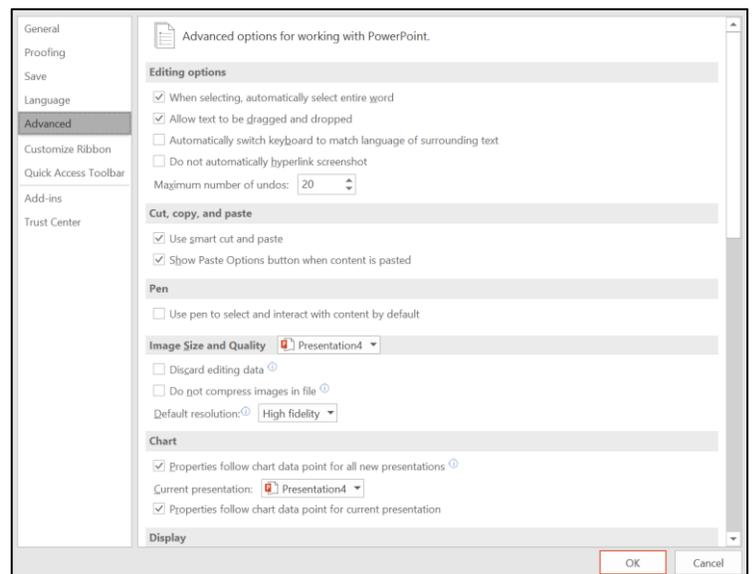
## Customizing PowerPoint 2016

**PowerPoint Options** allow you to customize how **PowerPoint 2016** functions and looks. Access **Options** from the **File Tab** to make changes to your **Display, Files Locations, Saving**, etc.

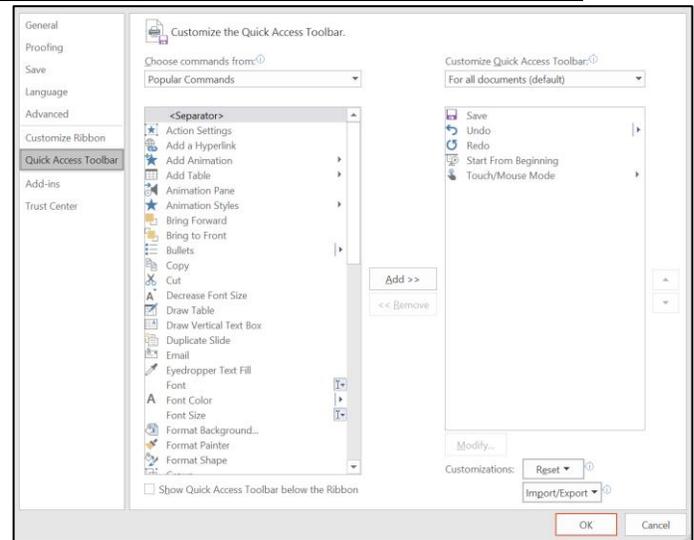
- **Save Tab:** to secure an automatic save of any open document, make sure that **Save AutoRecover information every [...] minutes** has an x in the checkbox and a time is selected in the time box. You can also change the default drive and directory for saving PowerPoint documents and AutoRecover documents.



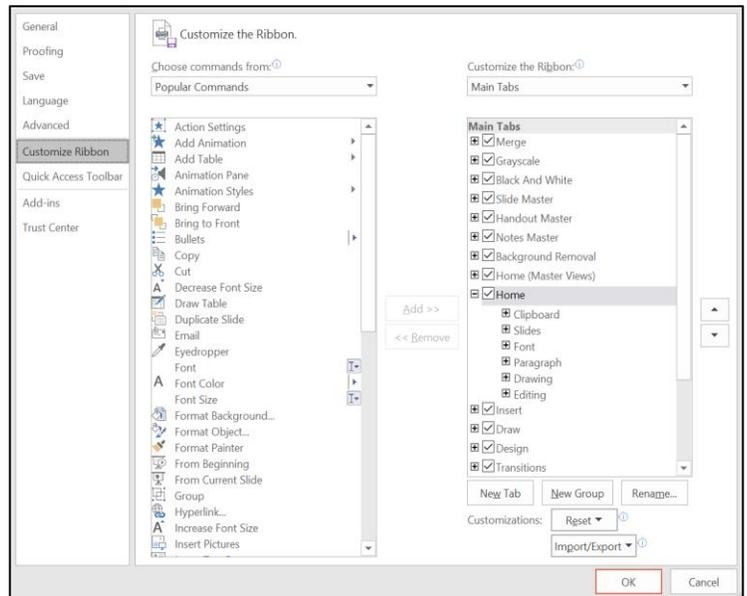
- **Advanced Tab:** here you can set the way PowerPoint handles functions such as copying and pasting. There are also settings to customize what is displayed in the PowerPoint window.



- **Quick Access Toolbar Tab:** This option allows you to add functions to the **Quick Access Toolbar**. Usually this option defaults to **Popular Commands** but selecting **All Commands** will make all of the PowerPoint commands available to add the toolbar. Select the command you want and then click **Add** to place it on the **Quick Access Toolbar**.



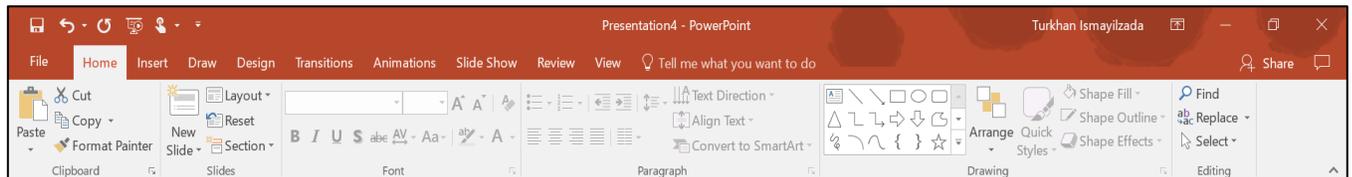
- **Customize Ribbon Tab:** Here you can make changes to the Ribbon, including adding custom groups to the Ribbon, adding custom tabs to the ribbon and changing the order of the tabs in the ribbon.



## Tools in the Ribbon

**New in PowerPoint 2016**, the tools that were in the menus and toolbars are now found in the **Ribbon**. In this tutorial, we will show all of the tabs and note the groups and tools but we will highlight the basic tools needed for creating and editing a document.

### *Home tab*



The **Home** tab contains the groups for the **Clipboard**, **Slides**, **Font**, **Paragraph**, **Drawing** and **Editing** tools.

- **Clipboard**: The **Clipboard** contains the familiar **Cut**, **Copy** and **Paste** functions as well as the **Format Painter**.

- **Cut/Copy and Paste**

Use the **Cut/Copy** and **Paste** capability to move and copy text and graphics from one document or program to another.

- Select text to cut/copy.
- To cut/copy in PowerPoint 2016, click on the **Home** tab in the **Ribbon** and select **Cut** or **Copy** in the **Clipboard** group, OR press **Control-X** to **Cut** or **Control-C** to **Copy**.
- To paste in PowerPoint 2016, position the cursor in the desired position and select **Paste** in the **Clipboard** group, OR press **Control-V** to **Paste**



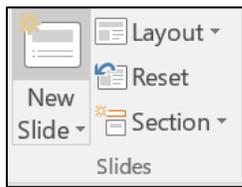
- **Format Painter**

With the **Format Painter** you can easily copy formatting that includes bold, italics, a font, point-size, etc..

**NOTE:** this tool copies formatting, not text.

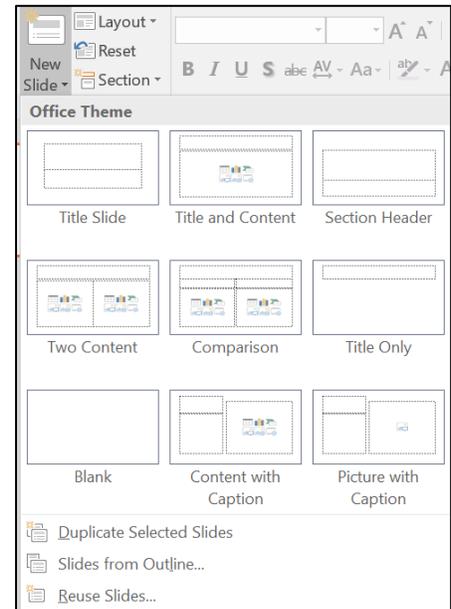


1. Select the formatted text that you want to copy.
2. Click once on the **Format Painter** tool to copy the formatting to **one** selection; **double click** on the tool to copy it to **many**.
3. Click and drag across the text you want to format.
4. Repeat as needed, otherwise click once on the **Format Painter** tool to close.

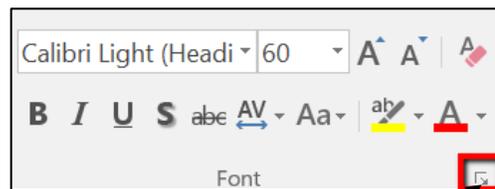


• **Slides:** To add a new slide click **New Slide** and use the slide layout thumbnails to select your desired slide layout. To select a layout, click once on a thumbnail. You can

change the layout of a selected slide by clicking on **Layout** and making the change. **Reset** allows you to bring the slide layout and formatting back to its default layout.

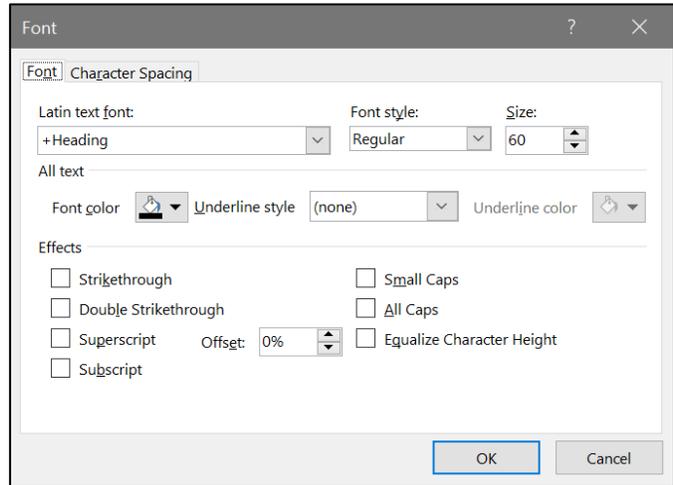


- **Font:** Character formats include **bold**, **italics**, **underlining**, **font** and **point sizes**. Click on either the **Font** or **Size** pulldown arrow to make a change. Make changes to a character's format by selecting the text and then applying a format from the **Font** group.



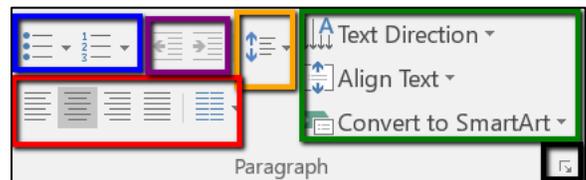
Font dialog box link

For additional tools regarding font formatting or spacing, click on the link in the lower right corner of the **Font** group to bring up the **Font Dialog Box**.

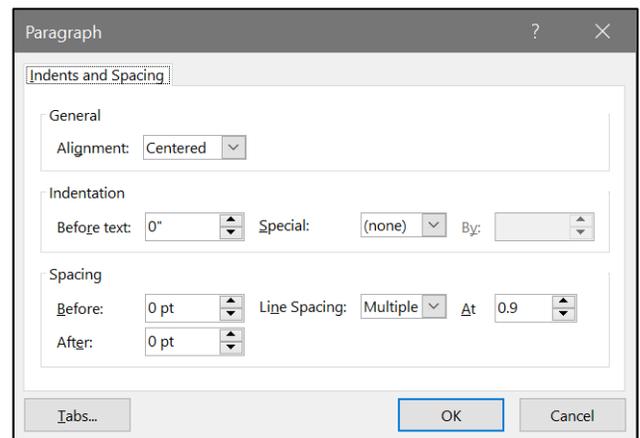


Use **Control-Space Bar** to return formatted text to the document's default character style.

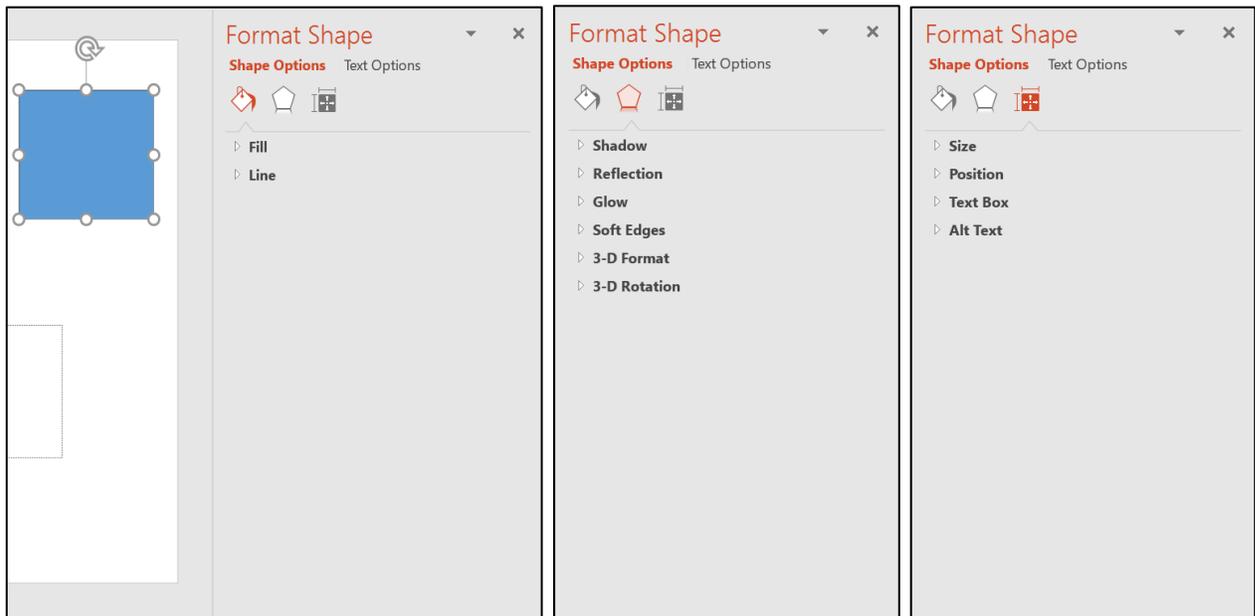
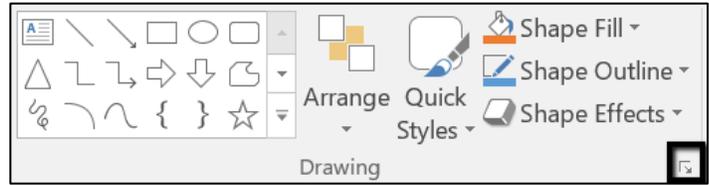
- **Paragraph**: Here you will find the tools for formatting paragraphs such as **alignment and columns**, **indentation**, **bulleted or numbered lists**, **line spacing**, **text direction**, **alignment and SmartArt**.



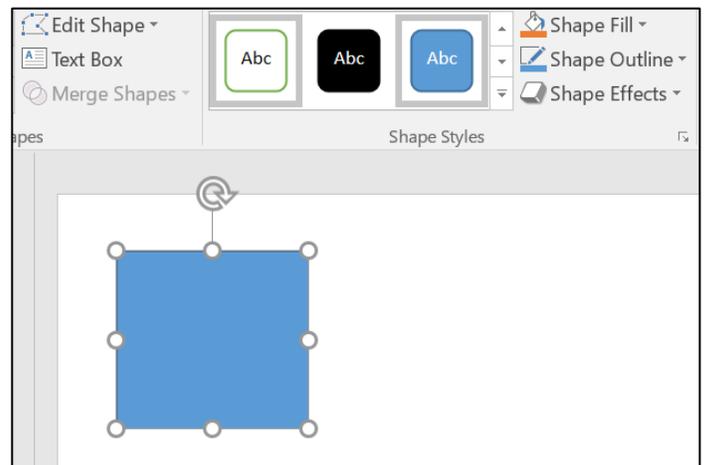
Modify a paragraph's format by selecting the paragraph(s), then selecting a choice in the **Paragraph** group. To access additional **Paragraph** tools, click on the link in the lower right corner of the **Paragraph** group to access the **Paragraph Dialog Box**.



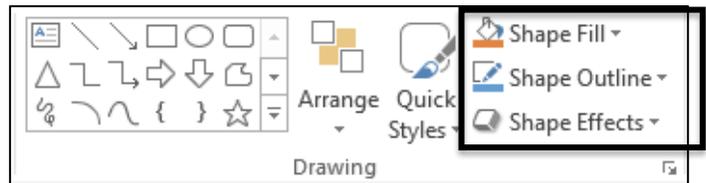
- **Drawing:** This group contains tools regarding the creation of objects for your slide. Objects include lines, shapes and text boxes. Here too you will find the tools to manipulate the arrangement and the styles (themes) of the slide objects. As in other groups, you can bring up the **Format Picture** options by clicking on the link in the lower right corner of the group to view the side palette to format fill, border, and effects of any selected drawn object.



Another feature in PowerPoint 2016 is **Live Preview** where styles (or themes) can be previewed on the selected object or text by placing the cursor over the proposed style. For example, in the **Shape Styles** gallery, there are a selection of preformatted styles for the objects and text selected. Placing the cursor over each style or theme will preview on the selected object before actually making a selection.

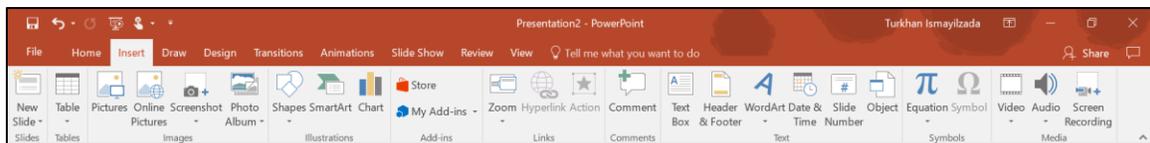


If you would like to create a custom style or theme for a particular slide object(s), you can do so through the individual shape tools for fill, outlines, and effects.

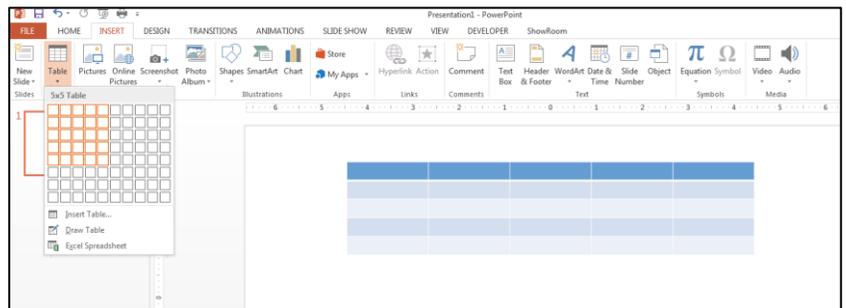


### *Insert Tab*

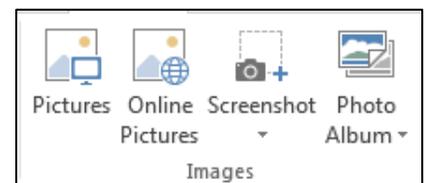
The **Insert** tab contains the groups for the tools regarding the insertion of **Tables**, **Illustrations**, **Links**, **Header & Footer**, **Text boxes**, **Symbols** and **Media Clips**. We will take a look at some of the basic tools in this tutorial.



- **Tables:** To create a table, click on the **Table** tool in the **Tables** group. You can select various ways to create a table. To create a quick table with more than one cell, click on the **Tables** button and drag downward (i.e.,  $4 \times 4 =$  four columns/four rows) until you get the desired table layout. Release and enter text into the table. Use the **Tab** key to move within a table. You can also insert an Excel spreadsheet as a table.



**Images:** You can insert images from a variety of sources such as pictures on your computer, clipart and from screenshots. You can also create a presentation from a collection of images in the **Photo Album** tool.



**Pictures**

Insert scanned images, **JPG**, **PNG** and **JPEG** and etc. files from your computer into a presentation.

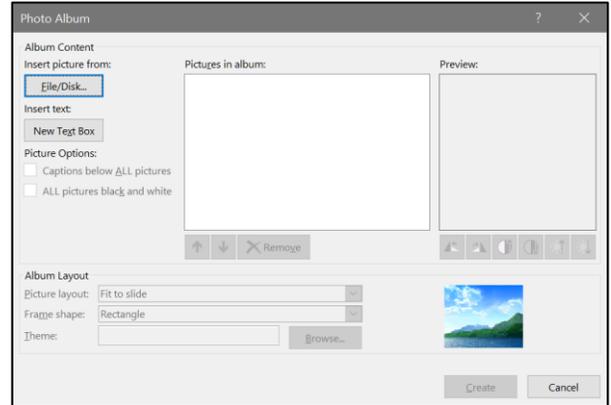
**TIP:** use **JPG** or **JPEG** image files since they are a compressed file format and will result in smaller PowerPoint files.

**To insert a picture:**

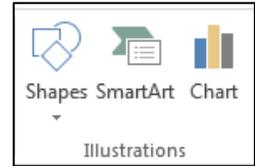
1. Click on the **Picture** tool in the **Images** group.
2. Search for a **.JPG .PNG** or **.JPEG** image from the **Insert Picture** window and press the **Insert** button.

**Photo Album**

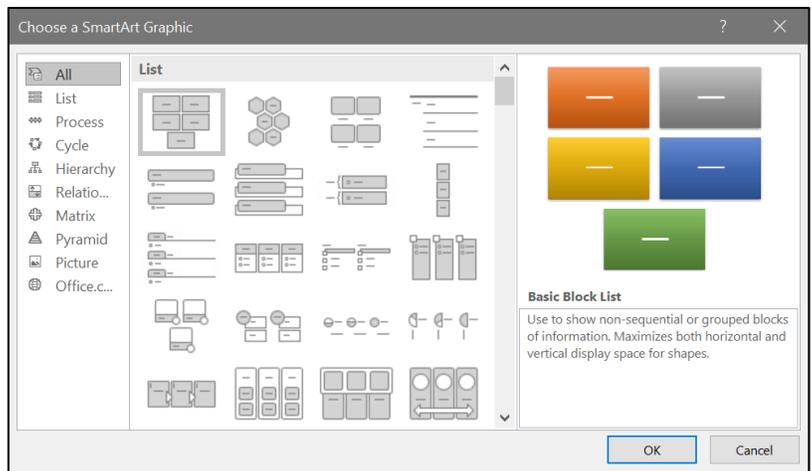
Here you can create a series of slides or an entire presentation based on images you select from your computer. Clicking on the **Photo Album** tool brings up a dialog box to select images and format the series of slides to place in your presentation, including frames and captions.

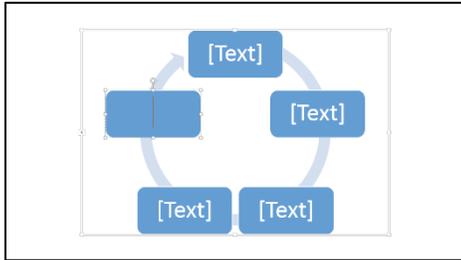


- **Illustrations:** You can insert an illustration from this group in the form of drawn shapes, charts or Smart Art.



**Smart Art** is new in Office 2016 to add preformatted graphics to illustrate lists, processes, hierarchies and simple org charts.

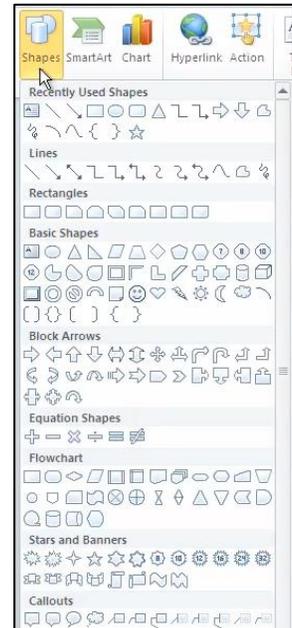




- After selecting the layout for the **Smart Art**, you can then enter text, adjust the layout size and format the layout like any other slide object.

### Shapes

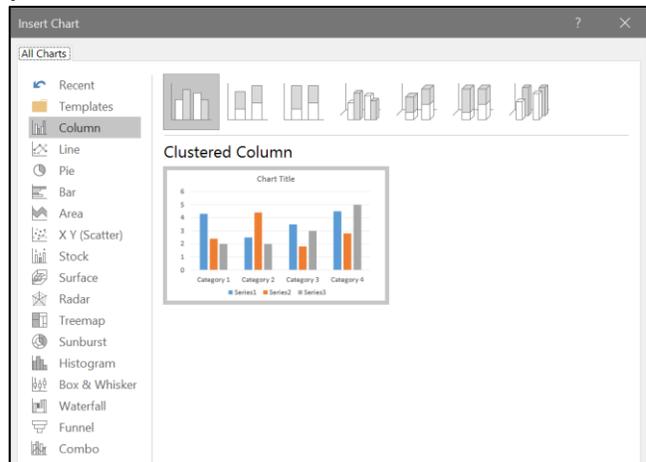
Click on the **Shapes** tool to reveal the **Shapes** options. From the palette click on a shape then click and drag the shape on a slide to create the size of the shape.



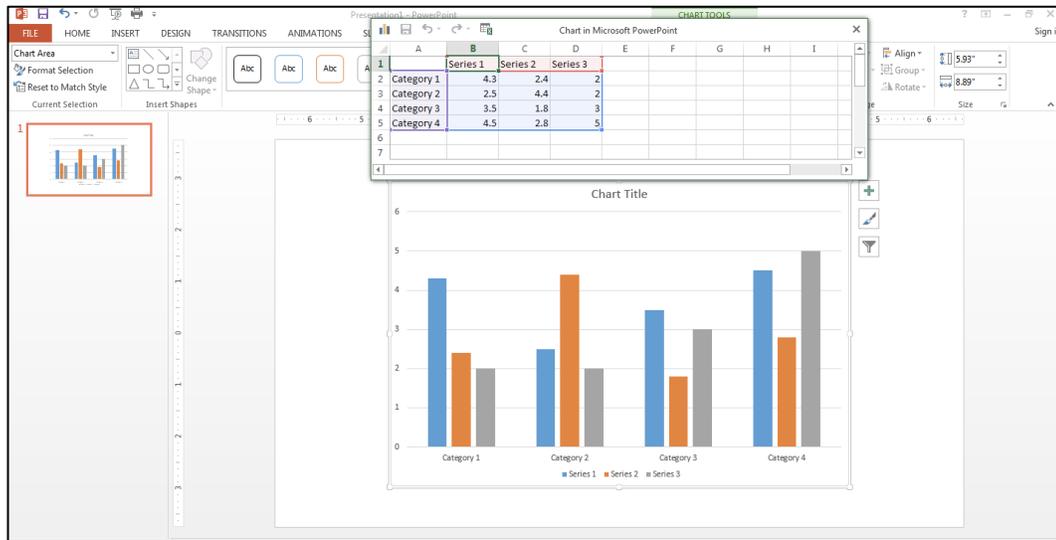
### Charts

Use a chart to graphically demonstrate comparisons, activity, and trends.

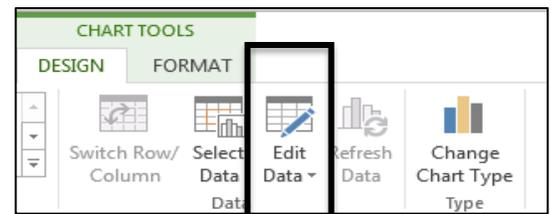
1. To add a chart, click on the **Chart** tool and select a chart style.
2. The chart object will be inserted on the slide and Excel will open so that you can edit the chart data and display criteria.



3. Close the Excel window to finish editing and to return to the PowerPoint slide.

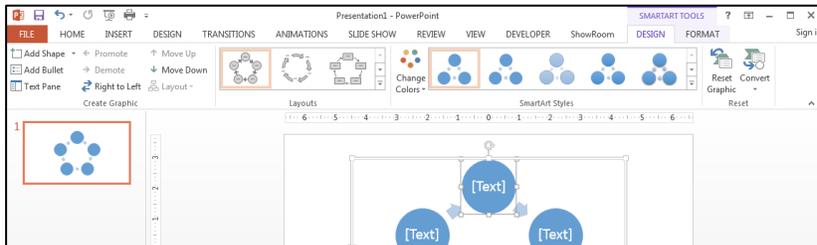


4. You can always return to editing the chart data and display criteria by clicking on **Edit Data** in the **Data** group in the **Chart Tools Contextual Tab**.



## PowerPoint 2016 Basics for Windows

When you insert an object such as images, tables, Smart Art or charts, selecting that item reveals another new feature of PowerPoint 2016, **Contextual Tabs**. These menus are displayed when an inserted object is selected, providing object specific tools, such as bordering and shading, coloring, effects, and styles.



Smart Art Tool

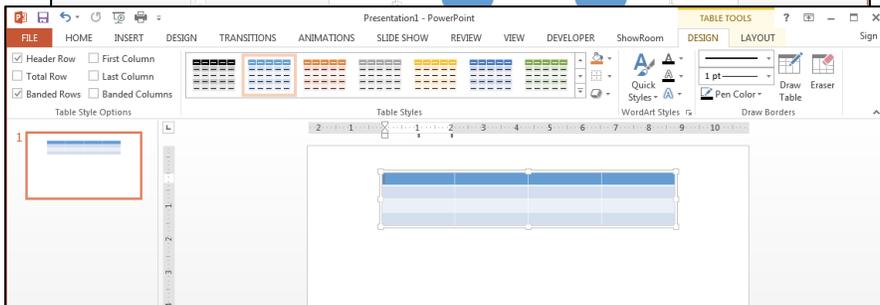
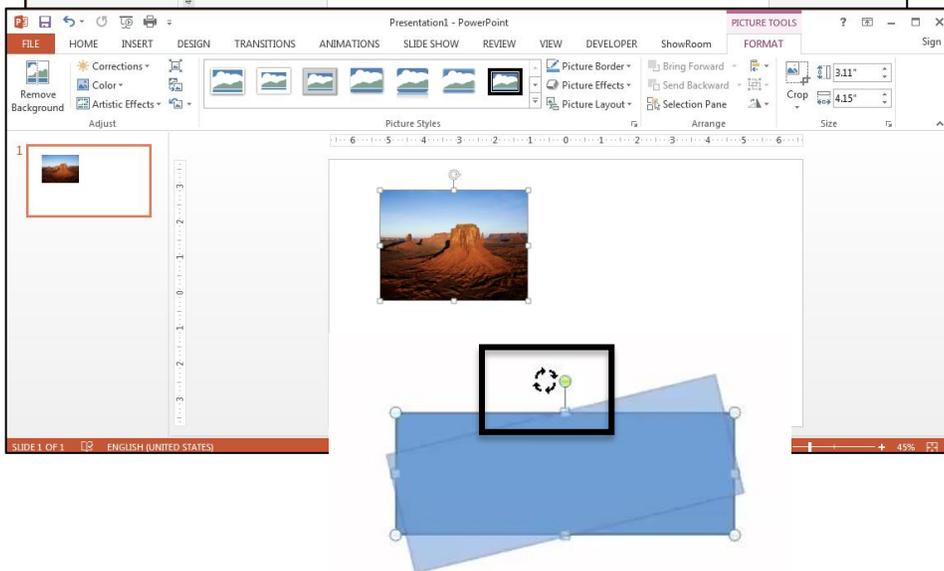


Table Tools

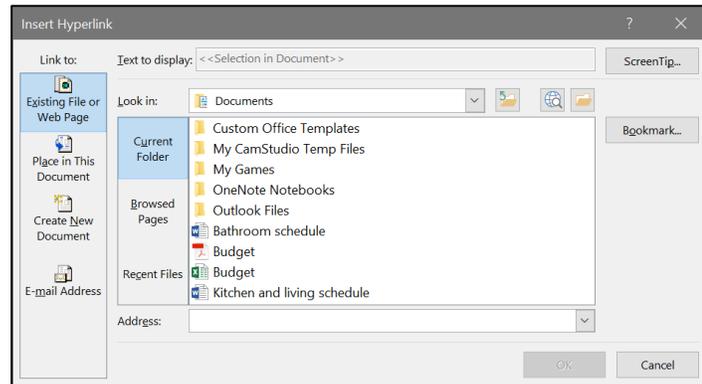


Picture Tools

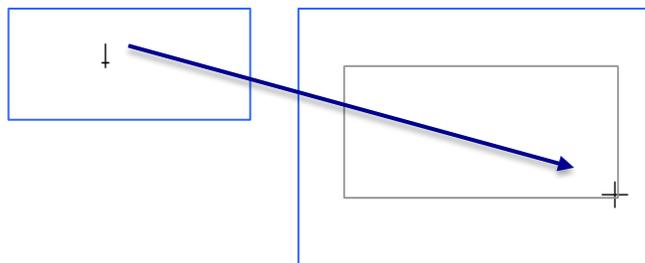
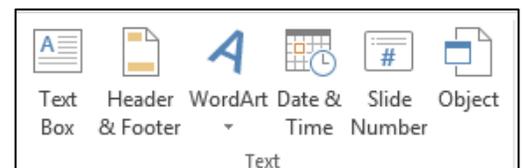
In addition, many objects, whether it is a text, shape, picture, etc. will have a rotation tool to free rotate the object on the slide. The **Rotate** function is the green knob attached to the top of the object.

- **Links:** Click on the **Hyperlink** tool to quickly add a hyperlink to text or a graphic in your electronic document. First select the text or graphic to link from then click on the Insert Hyperlink tool and type in or locate the document or Web page to link to.

**Tip:** PowerPoint will automatically detect a Web URL in your document if you type an `http://` before any Web address in your document.



- **Text:** You can add a text box to a slide by clicking on the **Text Box** tool, then clicking and dragging the cursor (now shaped like a down arrow) over the area you would like to insert the box.



**Tips for using text:**

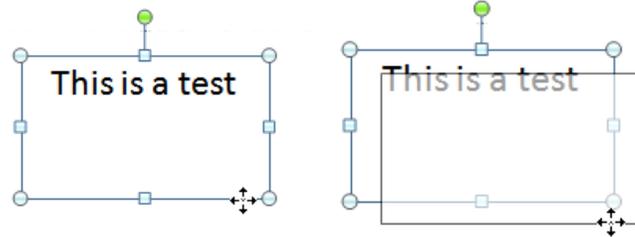
- Be clear and concise
- Be big and bold
- Use bullet points to list main points
- Consider your audience and tone

**Add text** to a PowerPoint slide by clicking once in a Text Box, and begin typing new text or over highlighted text. Click away from the text box when you have finished typing.

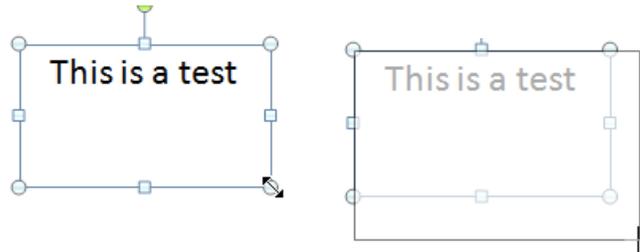
### Move/Resize a Text Box:

Click anywhere in the text to reveal the text box borders. Click on the gray shaded border of the text box to select the entire text box.

- **Move a Text Box** by clicking on the border and dragging the box to a new location.



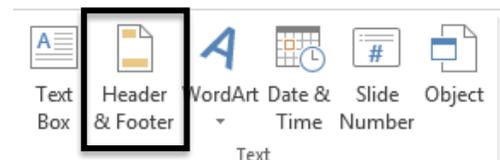
- **Resize a Text Box** by clicking and dragging on one of the handles of a box to resize it.



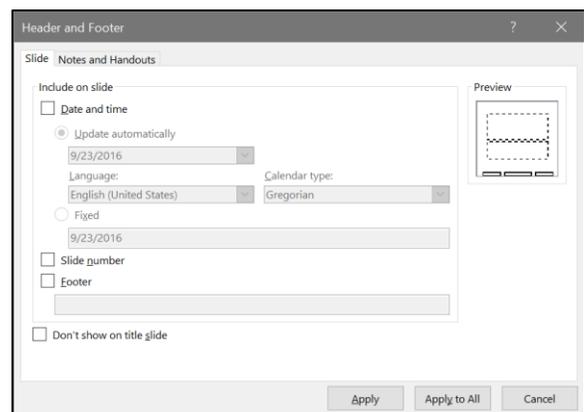
- **Delete a Text Box** by clicking on the box's borders and pressing the **Delete** key on your keyboard.
- **Modifying Text:** **Double-click** on a word to select it. **Triple-click** to select an entire paragraph. To select everything on a slide: choose **Select All** from the **Editing** group of the **Home** tab, or press **Control-A**.

### Header & Footer

Here you can also insert a **Footer** to have a slide number, date or other text appear on a slide. You can also set up notes and handouts to have both headers and footers. **Headers** appear in the top margin; **footers** in the bottom margin.



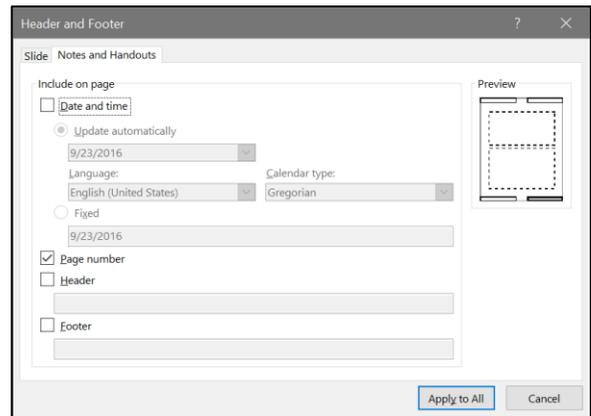
1. Click on **Header & Footer** from the **Text** group in the **Insert** tab. Click on the first tab for **Slides**.
  - a. Here there are choices to add to the **Footer** for a single slides or all slides. You can add the date, slide number and a text footer.
  - b. Click **Apply to All** to add the footer to every slide or **Apply** to add the footer to



the current slide.

2. Now click on the tab for **Notes and Handouts**.

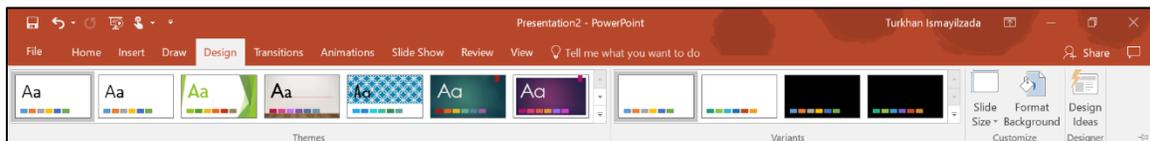
- a. Here you can set up a header and/or footer for your printable handouts or notes. **Date and Time** and **Header** are set to appear in the upper or header portion of the document.
- b. **Page Number** and **Footer** are set to appear in the lower or footer portion of the document. Here you can only apply the settings to all of the pages.



### WordArt

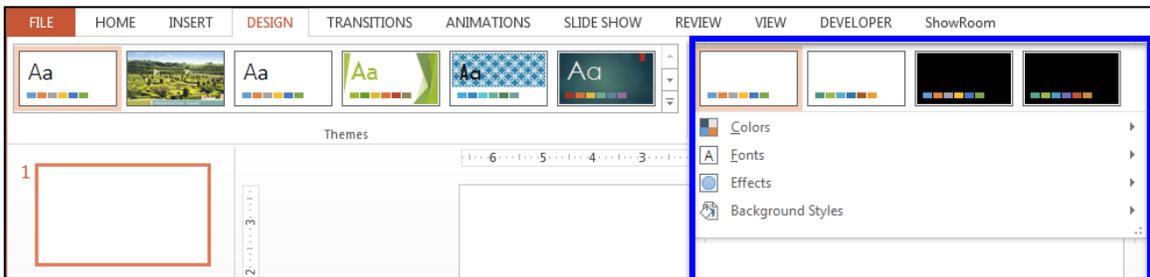
Use the WordArt tool to create interesting and fun text objects. Click on the **WordArt** tool to select a style for your WordArt object. You can then edit the object through the **Drawing Tools Contextual Tab**.

### Design Tab

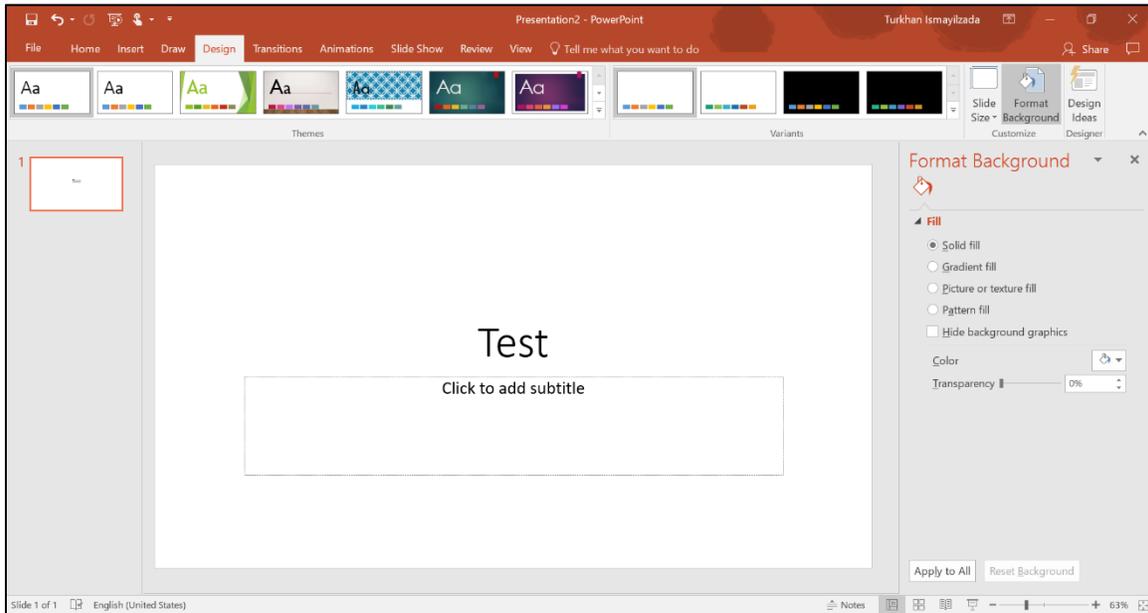


The **Design** tab contains the groups for the tools regarding the formatting of the layout and general look of the document. Here you can set the slide size (i.e. **4:3** versus **16:9**), add a preformatted theme or set a background color. Note that **Themes** and **Background Color** employ **Live Preview** to see what the theme or color would look like on the slide before applying it.

If you want to create a custom theme, you can set the **Colors**, **Fonts**, and **Effects** of the fonts and accents, by using the individual tools next to the preformatted themes.

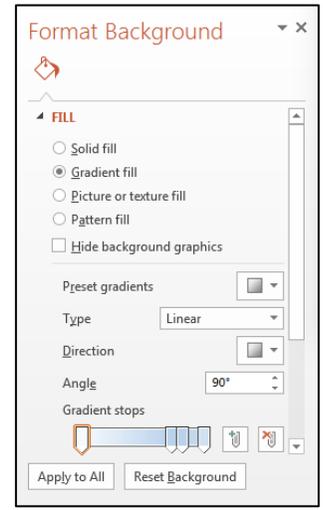
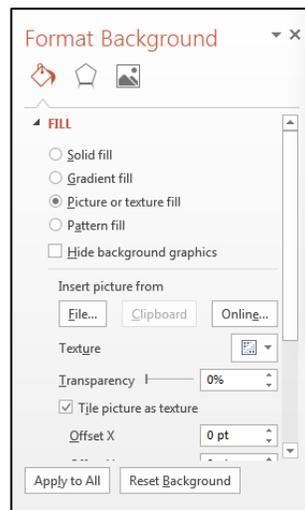
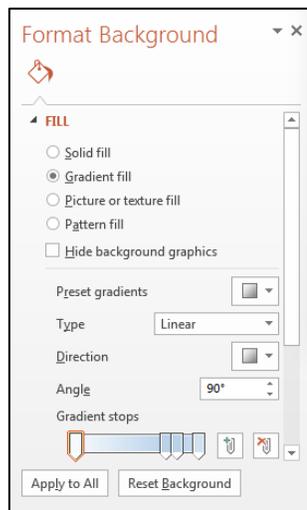
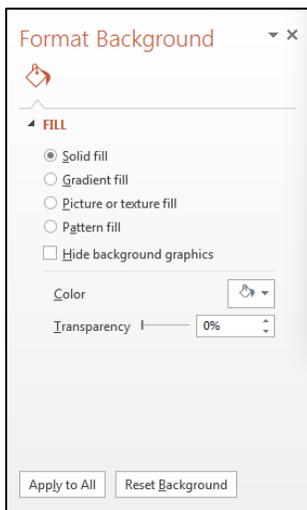


You can also set a custom background in the **Customize** tool. Create a background of

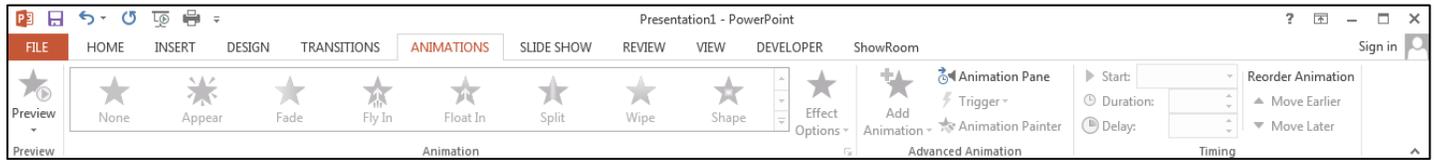


your own by selecting **Format Background**.

Here you can set up a background with a solid, gradient, picture/texture or pattern fill.

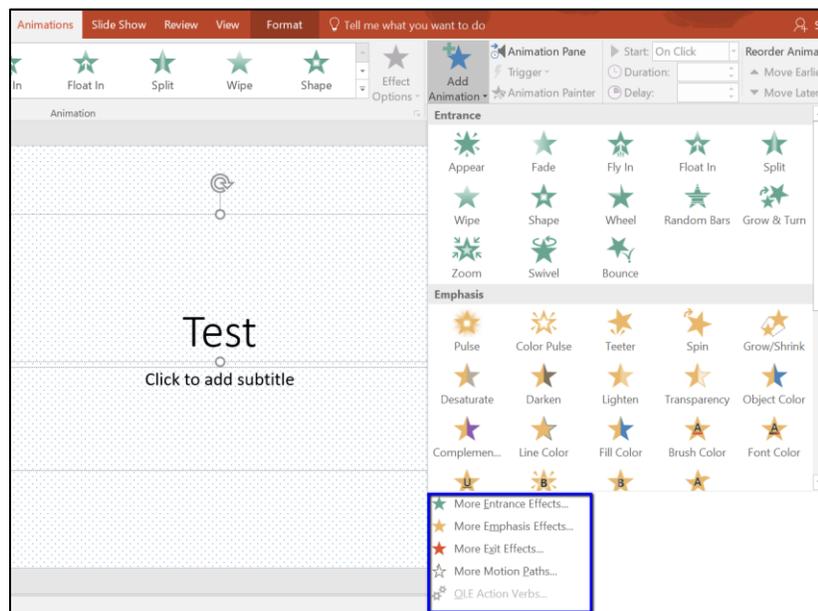


## Animations Tab



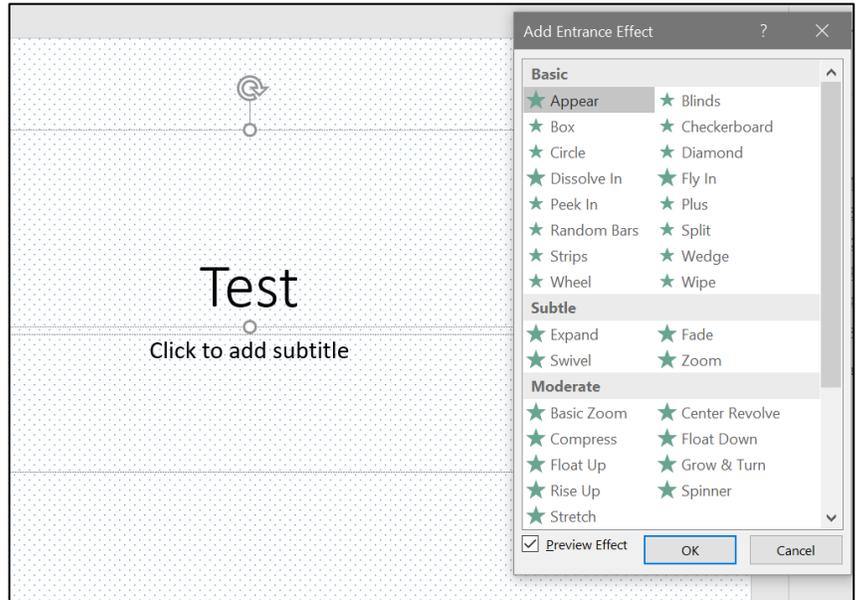
The **Animations** tab contains groups for the tools relating to adding custom animations to slide objects within a slide.

- **Adding animation:** Choose to have text dissolve onto the screen, art objects fly in from an angle, or sound build as a slide is presented.
  1. On your slide you can add animations to text boxes, images, shapes or charts (called **Slide Objects**). Click once on one of the **Slide Objects** (text or images) to select it.
  2. In the **Animations** tab click **Add Animation** to bring up a listing of common effects to add.



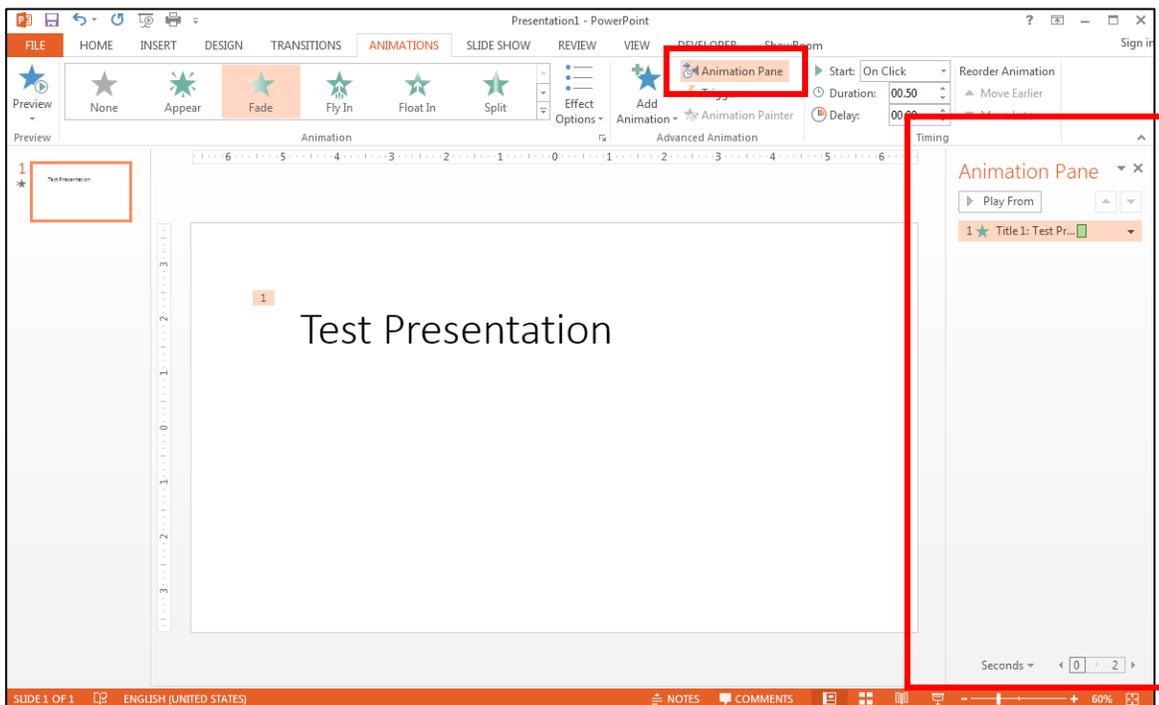
You can also access a complete listing of animations for **Entrance**, **Emphasis**, or **Exit** effects by selecting **More Entrance/Emphasis/Exit Effects**.

3. Once you have selected this option, the appropriate palette will appear on the right side of the slide.
4. Now you can single click on any animation and preview the effect on the selected object. This window also shows the full range of effects that are available. Click **OK** to add the effect.

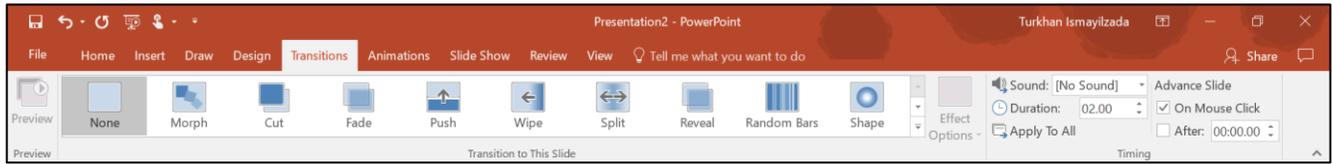


**NOTE:** *You can only animate one slide at a time.*

Once the animation has been applied, you can click on the **Animation Pane** tool to customize the applied animation in terms of timing, triggers for the animation.

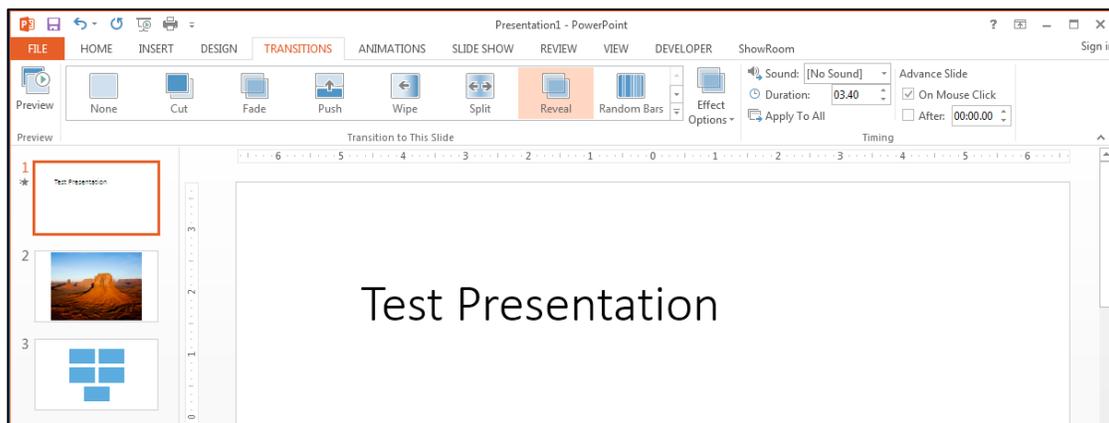


## Transitions Tab

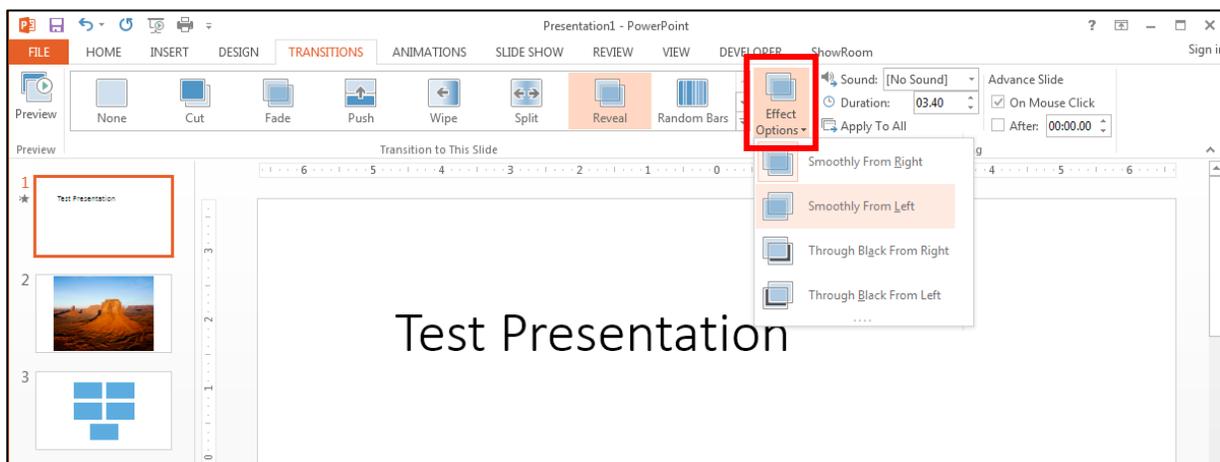


In the **Transition tab**, you can set up effects for transitioning from one slide to the next. The default transition doesn't involve any special effects.

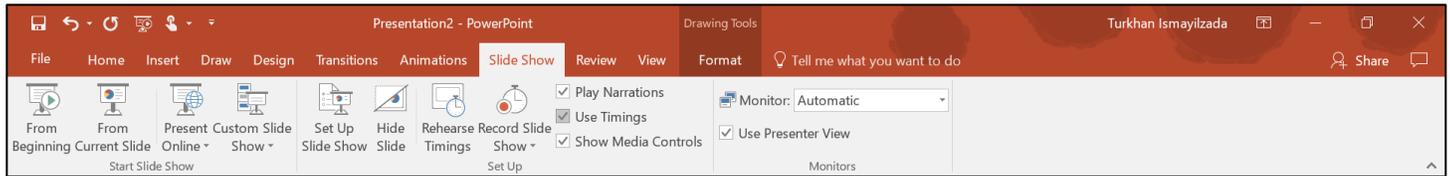
1. Select the slide from the thumbnails on the left.
2. Click on the selection to apply the effect on the current slide. The effect occurs between the selected and previous slide.



3. You can then select **Effect Options** for the transition and slide advancement settings in the tools to the right of the transitions. Click **Apply to All** to apply the settings to all slides.

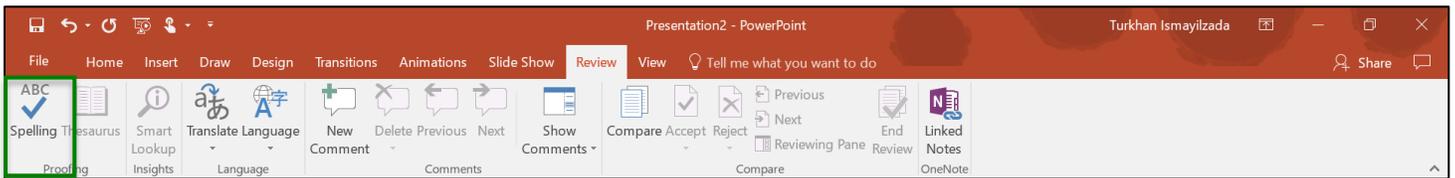


## Slideshow Tab



The **Slideshow** tab contains tools for setting up and viewing the slideshow presentation. Here you can view the slide show from the beginning or from a current selected slide.

## Review Tab



The **Review** tab contains tools to help proof your document like the spell check and thesaurus tools.

### Spelling & Grammar

**Automatic Spell Checking** is enabled by default. With **Automatic Spell Checking** enabled, misspelled words are underlined in red. To correct a misspelling, right click on the misspelled word and choose from the available options.

Use **Spelling & Grammar** to scan an entire document, a particular word(s) (by selecting it) and general grammatical errors. You can disable the grammar check in the **Spelling & Grammar** dialog.

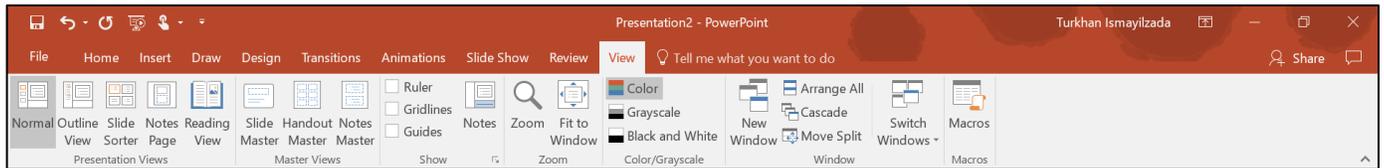
Start **Spelling & Grammar** by clicking on the tool in the **Review** tab.

### Spelling dialog Options:

<u>Option</u>	<u>Description</u>
<b>Change</b>	Replaces word with suggested word
<b>Change All</b>	Replaces the misspelled word anywhere in the document
<b>Ignore once</b>	Skips once
<b>Ignore All</b>	Skips word throughout the document
<b>AutoCorrect</b>	Adds the word to your AutoCorrect dictionary
<b>Suggestions</b>	Have PowerPoint suggest words close to the word
<b>Add to Dictionary</b>	Adds word to PowerPoint's supplementary dictionary
<b>Options</b>	Choose <b>Options</b> to have PowerPoint take you to the <b>Spelling</b> options tab for creating or modifying a dictionary.

## View Tab

The **View** tab contains the groups with tools for manipulating the viewing of a document. We have already mentioned the **Presentation Views** group and the **Zoom** tool but there are also tools to show/hide items like the slide ruler and gridlines. Here you will also find the tools for creating a master slide, notes or handout.



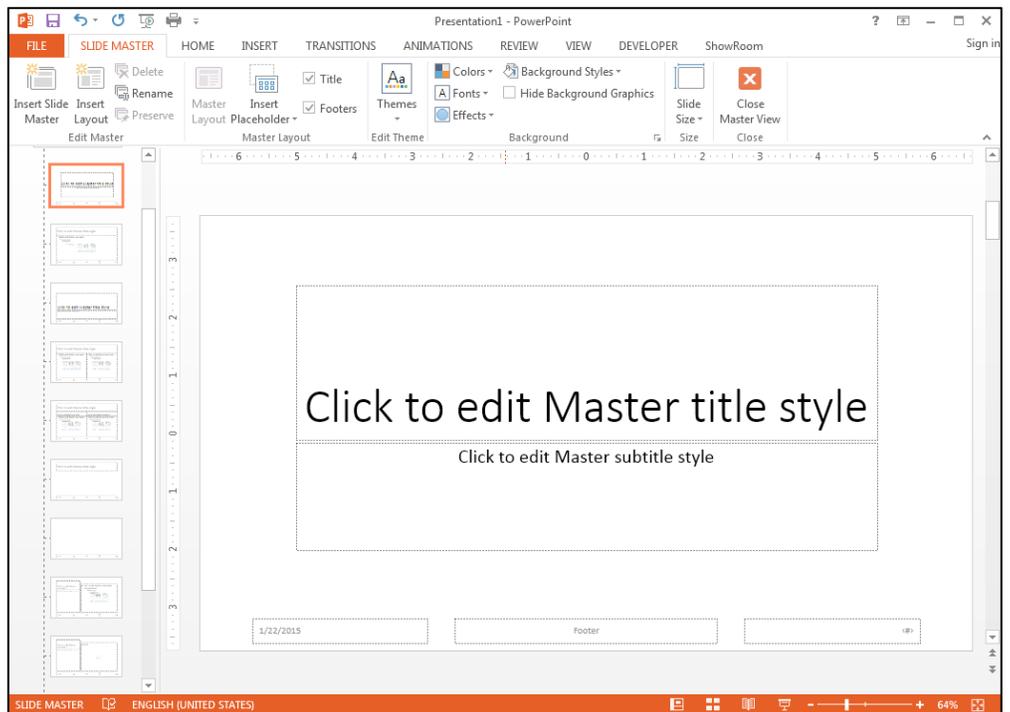
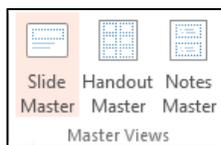
## Slide Masters

Use the **Slide Master** feature in PowerPoint to help develop consistency in your presentation by adding a new style/format to one slide then have it apply to all slides in the presentation.

**With the Slide Master feature, you can:**

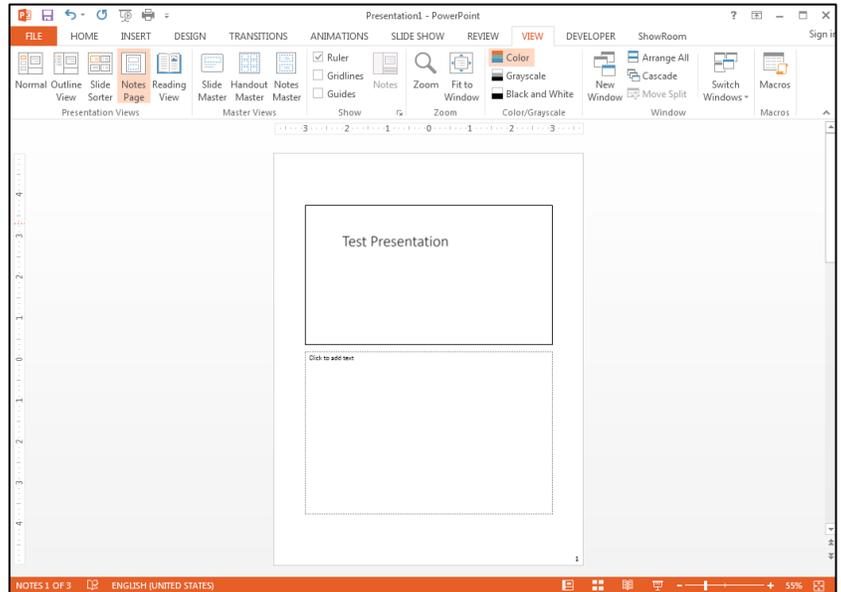
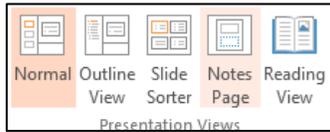
- Change the default typeface style and color for all slides in a presentation
- Add a company logo, name, department or date to a presentation
- Add headers, footers and notes to all slides in a presentation

To change to a **Slide Master**, click on the **Slide Master** button in the **Presentation Views** group. Make desired changes then click on the **Close Master View** button to finish.



## Notes Page:

The **Notes Page** view allows you to enter information regarding a slide for either distribution or presenter notes.



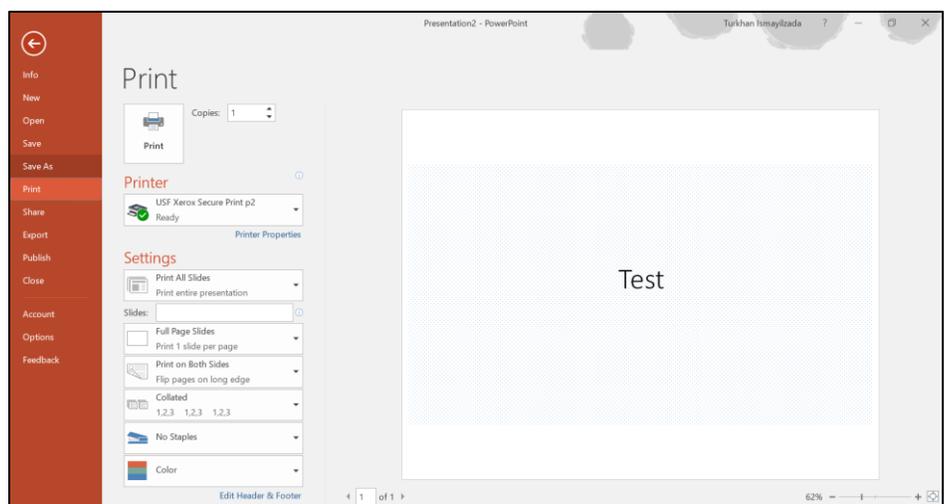
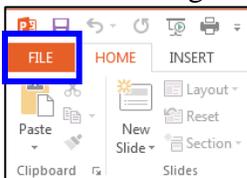
## Printing a Slide Show

Select **Print** from the **File Tab** to choose from a variety of printing options.

Under **Print All Slides**, choose **All Slides**, **Current Slide**, or a specific **range of Slides**, i.e., 2-6.

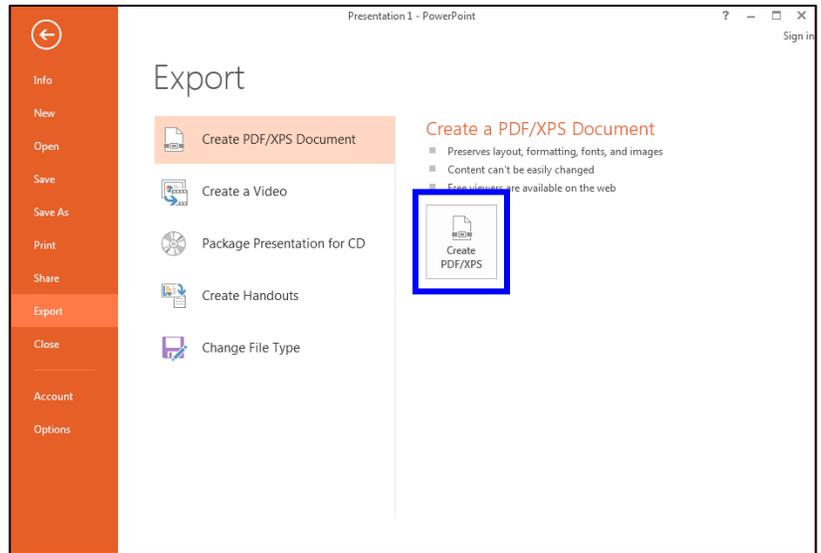
Under **Full Page Slides**, you can choose **Handouts** so that your audience can take a printed copy of your presentation with them. Here you can choose how many slides per page.

**TIP: 3 slides per page** provides a lined space alongside miniature versions of each slide for note taking.



### Save as a PDF

PowerPoint 2016 has built in PDF support so you can save your presentation as a PDF. Select **Export** in the **File Tab** and select **Create PDF/XPS Document**. Click on the icon labeled **Create PDF/XPS** to continue.



In the dialog box select the location to save your PDF and the quality level of the PDF export. You can also click on the **Options** button to configure how your presentation exports to PDF. Click **OK** to exit the Options window and then **Publish** to finish exporting your PDF.

