

PowerPoint

2016

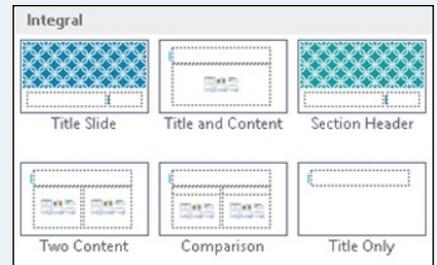
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Introducing PowerPoint

With PowerPoint, you can create a compelling, professional-looking slide show. The PowerPoint program provides tools you can use to build presentations that include graphics, charts, video, sound, animations, and an assortment of ways to transition from slide to slide. It provides various views to create, organize, view, and display your presentation. Many tasks start in Backstage view. To access this view, click the **File** tab on the Ribbon. For more on creating presentations, see Chapter 2.

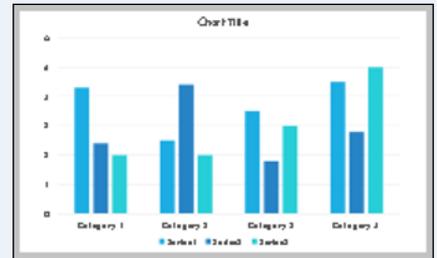
Choose a Slide Theme and Layout

A slide *theme* applies preset design elements such as colors, background graphics, and text styles to a slide. A particular slide *layout* applied to a slide determines what type of information that slide includes. For example, a Title Slide layout has a title and subtitle. A Title and Content layout includes a title, plus a placeholder that holds a list of bullet points, a table, or other graphic elements. For more on themes and layouts, see Chapter 3.



Add Content and Media

You can create original text, charts, graphs, and graphics in PowerPoint or import a media file, such as a photo, logo, or video, created in another app. Normal view displays all the elements of your slide. The Slides pane shows miniature versions of all your slides, whereas the Outline pane displays only the text of each slide. You can insert text boxes that enable you to add slide text that does not appear in the presentation outline. For more on content and media, see Chapters 4 to 7. For more on adding animation, see Chapter 8.



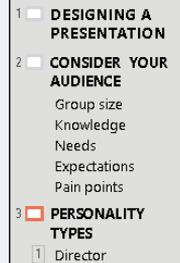
Organize Slides

After creating several slides, you may need to reorganize them to create the proper sequence for your presentation. You can reorder slides in Slide Sorter view. This view shows slide thumbnails that you can move, delete, duplicate, or hide. You can also perform these actions on the Slides pane in Normal view. For more on organizing slides, see Chapter 9.



Build an Outline

You can type text in outline form to build slides for your presentation. In the Outline pane in Normal view, an icon represents each slide, and each slide contains a slide title next to the icon. Second-level lines of text on the outline appear as bullet points on the slide. These bullets convey the main points you want to make about each topic. For more on building outlines, see Chapter 10.



Work with Masters

A set of slide themes and layouts combines to create a set of *master* slides. Masters enable you to change design elements and add content that you want to appear in a particular location on all slides that use that template. This saves you from having to add repeating content, such as your company logo, to each slide. For example, you can set up the master so an identical footer appears on every slide. For more on working with masters, see Chapter 11.

CLICK TO EDIT MASTER TITLE STYLE

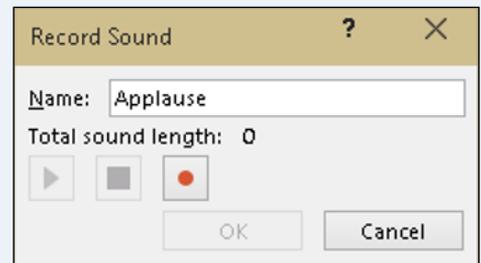
Edit Master text styles

- Second level
- Third level
- Fourth level
- Fifth level



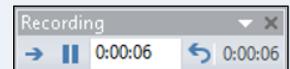
Set Up Your Show and PowerPoint Options

You can add audio, animations, and transitions to your slides. You can record a narration that plays when you give your presentation. Use animation to move an element on-screen, such as a ball bouncing onto the screen. Transitions control how a new slide appears on-screen — for example, a slide can fade in over the previous slide. For more on setting up a show, see Chapter 12. For more on customizing PowerPoint to fit your needs, see Chapter 16.



Present or Share a Slide Show

After you add the content, choose slide designs, and add special effects, you are ready to run your slide show presentation. Tools appear on-screen during the slide show — they help you control your presentation and even enable you to make annotations on your slides as you present them. Presenter view shows your notes and provides a timer to ensure that your presentation is flawless. For more on presenting, sharing, or printing a slide show, see Chapters 13, 14, and 15. For more on designing a presentation, see Chapter 16.



Explore the PowerPoint Start Screen

You start PowerPoint from the Windows 10 Start screen so that you can begin designing a presentation. When you open PowerPoint 2016, the Start screen appears automatically. From the Start screen, you can start a new presentation or open an existing one. The Start screen lists recently opened presentations and enables you to create a presentation from templates on your computer, or search for PowerPoint templates on the Internet, which is explained in Chapter 3.

Explore the PowerPoint Start Screen

- 1 Press the **Windows** button (☰).

The Start menu appears.

- 2 Hover the mouse pointer slightly above the toolbar to hide it.

The All Apps button appears in the lower left corner.

- 3 Click the **All apps** button.

A scrollable pane on the left displays an alphabetical list of all apps on your computer.

- 4 Position the mouse pointer to the right of the apps list.

A scroll bar appears.

- 5 Scroll down to find PowerPoint 2016.

If you do not see it, scroll to and click **Microsoft Office 2016**, and look for PowerPoint 2016.

- 6 Click PowerPoint 2016.

