



Providing Reliable Technology Solutions for Business

PowerPoint 2016 Guide



A Complete Overview for Connect Users



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Chapter 1: Introduction



Microsoft PowerPoint 2016 gives you more ways to create and share dynamic presentations with your audience than ever before. Exciting, new audio and visual capabilities help you tell a crisp, cinematic story that's as easy to create as it is powerful to watch.

With new and improved tools for video and photo editing, dramatic new transitions, and realistic animation, you can add polish to presentations that will captivate your audience.

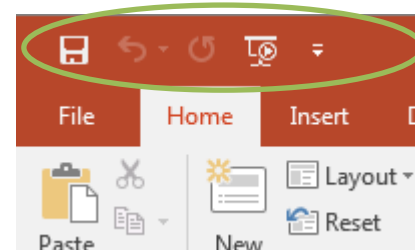
Chapter 2: Getting Around PowerPoint

The PowerPoint 2016 program has come a long way from its origin in '97. If you are familiar with PowerPoint 2013, the transition to PowerPoint 2016 will be relatively seamless. There are a few improvements along with some new features which we'll go over in this guide, but overall it is very similar to the 2013 version.

Listed below are some of the key features of Microsoft's Word 2016 that have carried over from 2013.

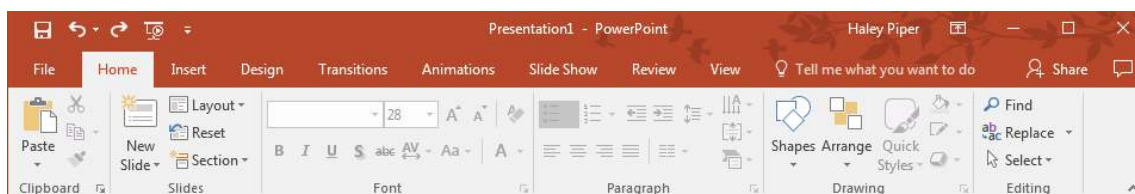
Quick Access Tool Bar

The Quick Access Toolbar displays a small selection of the more commonly used commands in PowerPoint 2016 in the top left hand corner of the application window. It is displayed independently of what tab you are currently working in, so you can always see those popular commands and always have them ready for use. The Quick Access Toolbar is also customizable so you can add commands that you use most frequently. We will address how to customize the Quick Access Toolbar in a later chapter.



The Ribbon

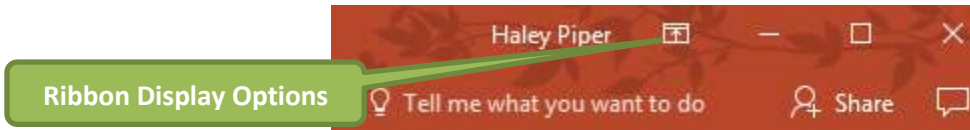
The Ribbon, introduced in Office 2010, contains all the commands related to managing and working with presentations. The ribbon has only slightly changed from the 2013 version of PowerPoint to 2016.



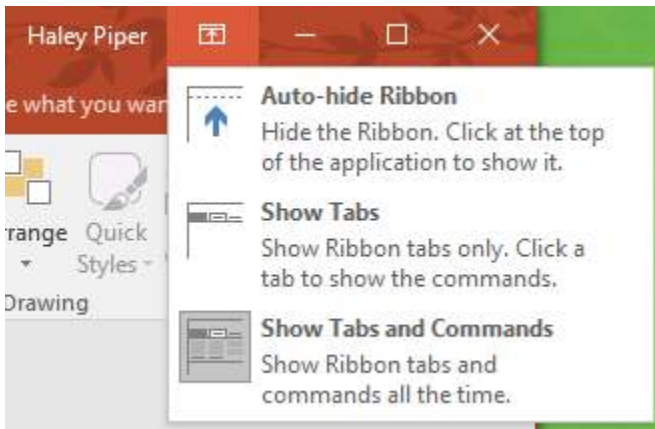
In PowerPoint, eight tabs display by default: Home, Insert, Design, Transitions, Animations, Slide Show, Review and View. In addition, you can display the Developer tab, and you might see an Add-Ins tab but we won't bother with that right now. We will discuss the different tabs in the Ribbon in a later chapter.

Auto Hide Ribbon

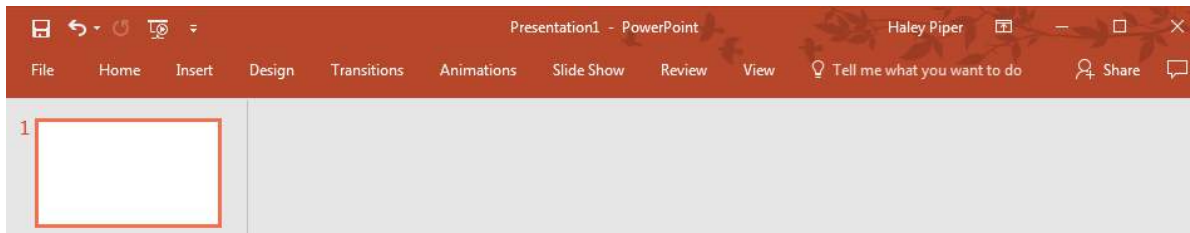
Auto Hide allows you to hide the Ribbon from your screen. You can specify if you want it blank, the tabs to show, or tabs and commands to show.



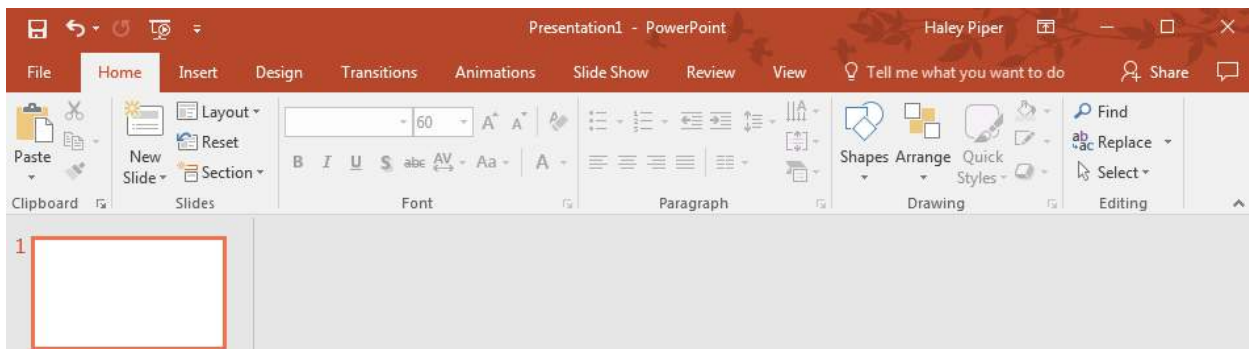
- **Step 1:** Click the Ribbon Display Options tool.
- **Step 2:** Click on Auto-hide Ribbon and the Ribbon will disappear.



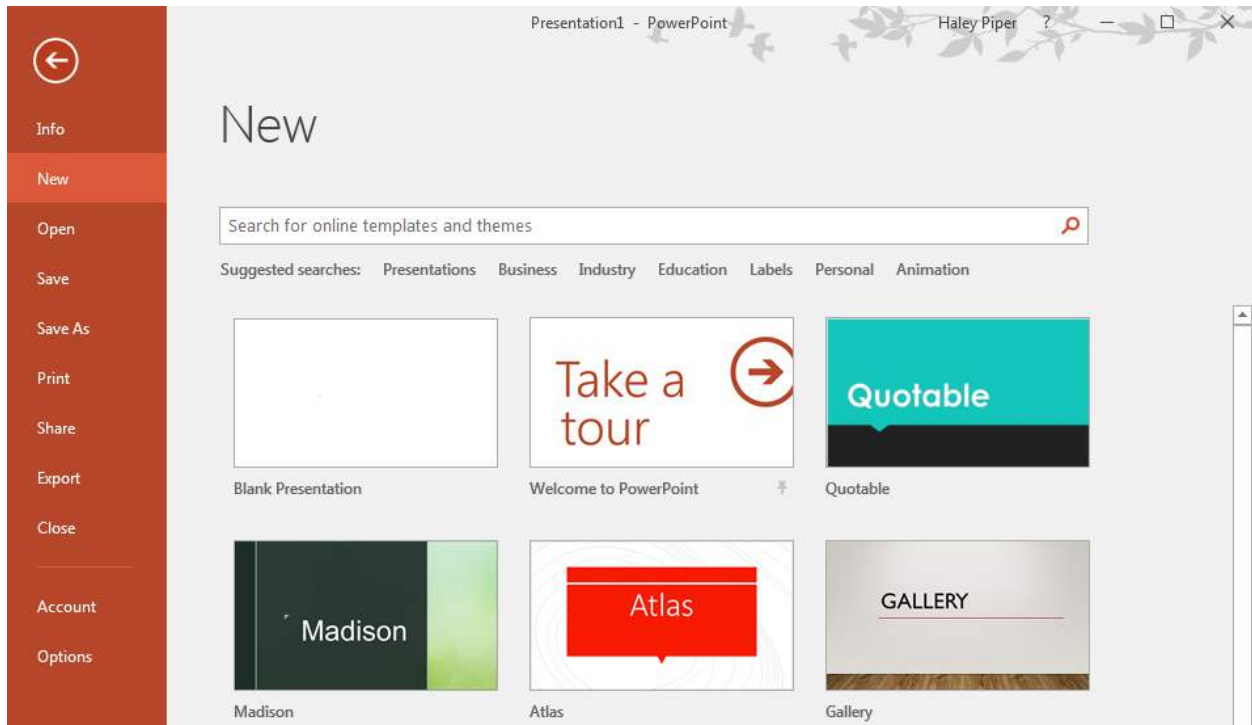
If you want to just bring back the tabs, click on Show Tabs in the Ribbon Display Options.



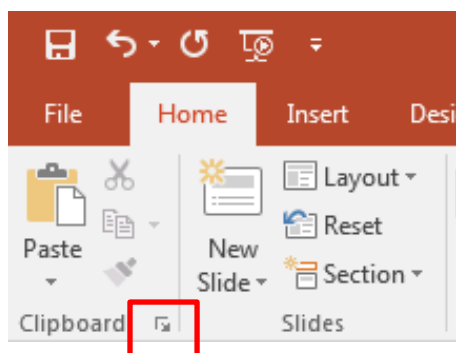
If you want to bring everything back (the tabs and commands) click Show Tabs and Commands in the Ribbon Display Options.



Backstage View



The Backstage view contains all the commands related to managing the presentations and customizing the program. It provides an easy way to create, open, save, print, share, and close files; find recently used files; view and update presentation properties; set permissions; set program options; get help; and exit the program.



Dialog Box Launcher

For additional formatting, there are dialog box launchers located at the bottom of the ribbon that are indicated by small arrows in the right-hand corners. When these are clicked a dialog box will open providing more options for editing and formatting the presentation.

You can also add a dialog box launcher to any group on a Ribbon. In doing this you can add common editing and formatting options that you use creating an even easier environment for you to work.

Keyboard Shortcuts

There is a large quantity of keyboard shortcuts you can use to get around faster. Here are a few that are commonly used to get you up to speed.

Action	Keyboard Shortcut
Start a Slideshow	F5
End Slideshow	Esc
Hide the Cursor (In Presentation)	Ctrl + H
Laser Pointer Cursor (In Presentation)	Ctrl + Left Click
Advance to Next Slide (In Presentation)	Spacebar or Left Click
Go to Previous Slide (In Presentation)	Backspace
Undo	Ctrl + Z
New Slide	Ctrl + M
Jump to Slide	Slide Number + Enter
Save Presentation	Ctrl + S
Print Presentation	Ctrl + P
Toggle Screen Black (In Presentation)	Ctrl + B
Toggle Screen White (In Presentation)	Ctrl + W

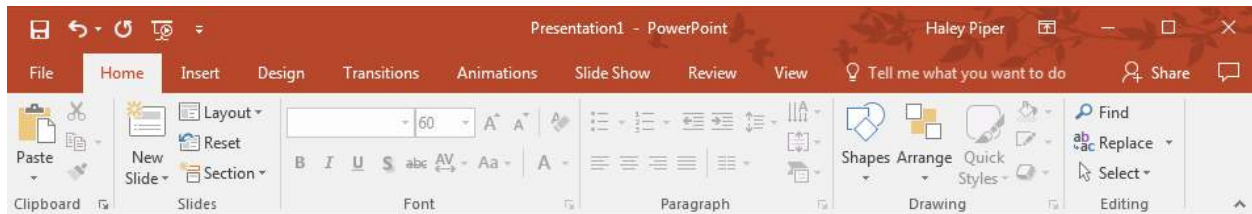
Chapter 3: Learning the Ribbon

The Ribbon was designed to help make the Office applications easier to work with, and help users discover the rich features and capabilities of Office. The menus and toolbars have expanded over the years making it difficult for users to find the commands they need quickly and easily. With that in mind, the Ribbon was developed allowing for better usability.

Understanding the Ribbon is a great way to help understand what can be done in PowerPoint. The ribbon holds all the information in previous versions of Microsoft Office in a more visual stream line manner through a series of tabs that include an immense variety of program features.

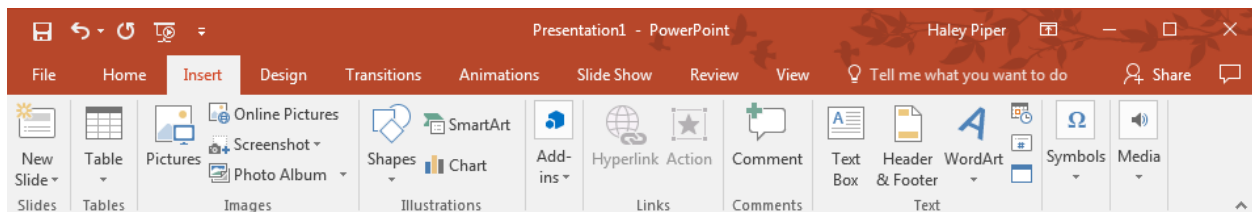
Home Tab

The **Home** tab is where you can insert new slides, group objects together, and format text on your slide.



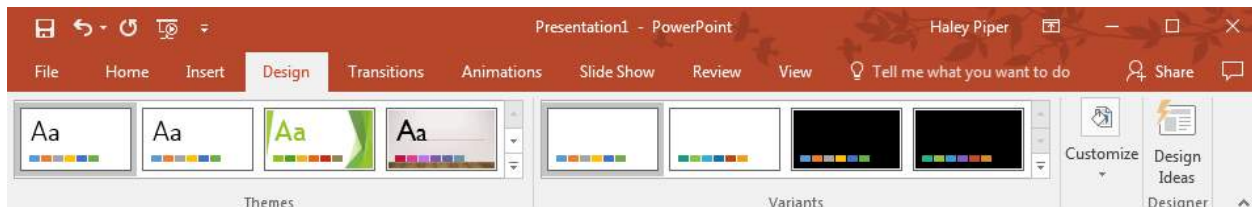
Insert Tab

The **Insert** tab is where you can insert tables, shapes, charts, headers, or footers into your presentation.



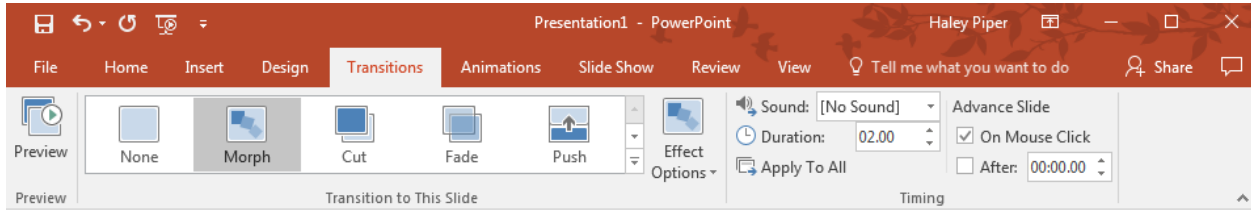
Design Tab

The **Design** tab is where you can customize the background, theme design and colors, or the page setup of your presentation.



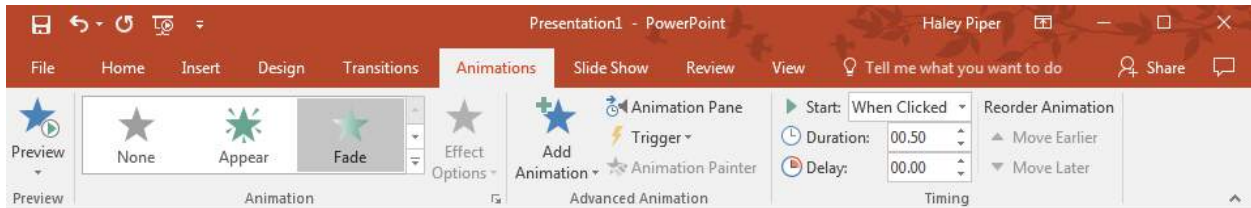
Transitions Tab

The **Transitions** tab is where you can apply, change, or remove transitions to your current slide.



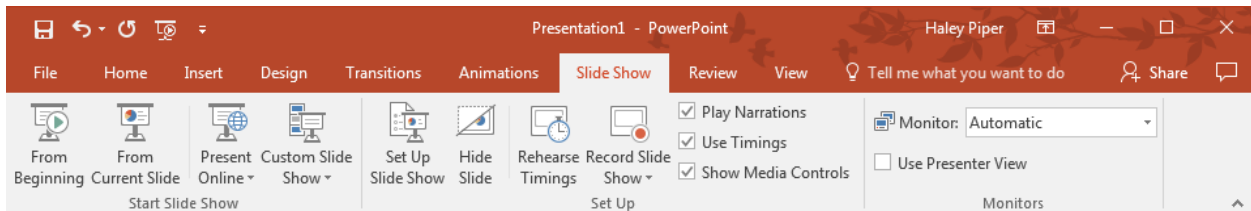
Animations Tab

The **Animations** tab is where you can apply, change, or remove animations to objects on your slide.



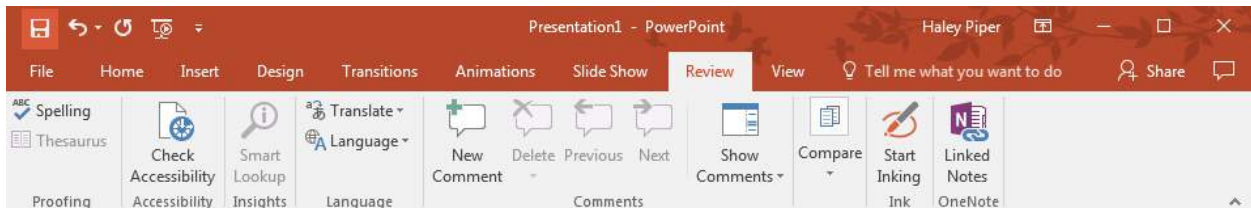
Slide Show Tab

The **Slide Show** tab is where you can start a slide show, customize the settings for your slide show, and hide individual slides.



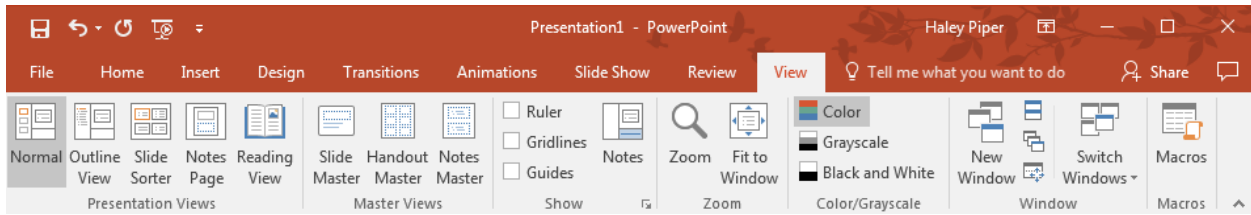
Review Tab

The **Review** tab is where you can check the spelling, change the language in your presentation, or compare changes in the current presentation against another presentation.



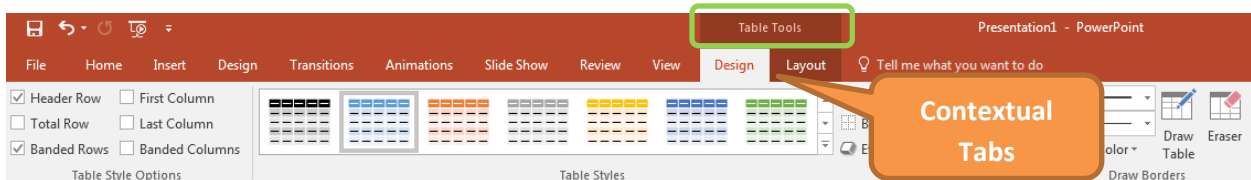
View Tab

The **View** tab is where you can view the slide master, notes master, slide sorter. You can also turn on or off the ruler, gridlines, and drawing guidelines.



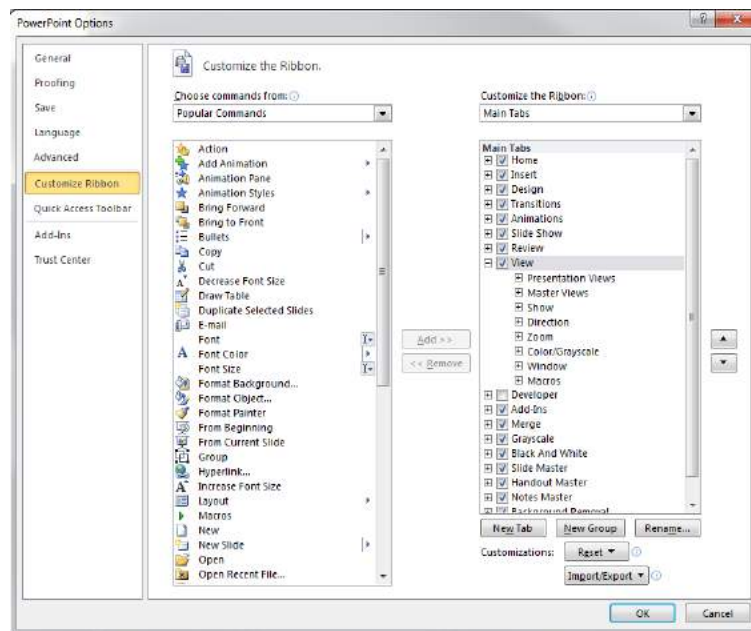
Contextual Tabs

Contextual tabs appear and disappear as you work. For example, if you click in a table, two extra Table Tools tabs appear: one for Design and one for Layout. These contextual tabs are available when you are looking to edit or format tables and images.



Customizing the Ribbon

Use customizations to personalize the ribbon the way that you want it. For example, you can create custom tabs and custom groups to contain your frequently used commands. This can be done by selecting **Options** in the Backstage view and then clicking **Customize Ribbon**. From there you can create new Tabs and Groups selecting the commands you would like to use within them.



You can rename and change the order of the default tabs and groups that are built-into Microsoft Office 2016. However, you cannot rename the default commands, change the icons associated with these default commands, or change the order of these commands. The default commands appear in gray text.

IMPORTANT Ribbon customization is specific to the Microsoft Office program you are working in at the time. Ribbon customization does not apply across all Office programs.

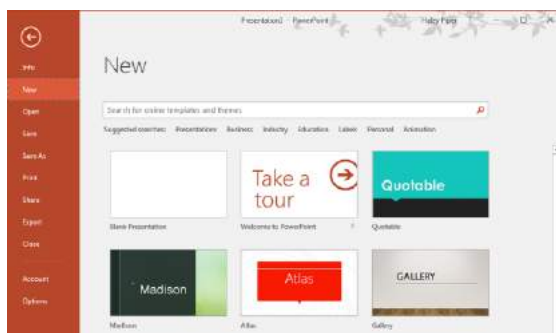
To add commands to a group, you must add a custom group to a default tab or to a new, custom tab. To help you identify a custom tab or group and to distinguish from a default tab or group, the custom tabs and groups in the **Customize the Ribbon** list have (Custom) after the name, but the word (Custom) does not appear in the ribbon.

Chapter 4: New in PowerPoint 2016

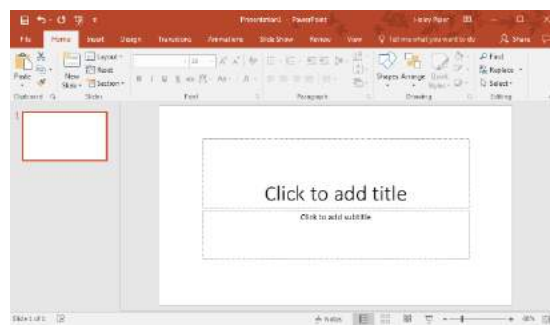
This chapter provides a brief look at some of the changes you will find in PowerPoint 2016. Those changes include the new look of PowerPoint and new capabilities that enable you to share, present, and create within your presentation. After reading this chapter, you will understand the new tools and features that you can use to create and share professional PowerPoint presentations with ease.

Slightly New Look

PowerPoint 2016 still has a simplified and clean look to make navigating through various commands easy which in turn will make you more efficient. This new look also includes updated Templates that will do much of the formatting for you. When opening PowerPoint, you are immediately presented with template options. Choosing a template sets the ground work and all you need to do is enter your information. The colors may have changed but the user-friendly platform stays the same.



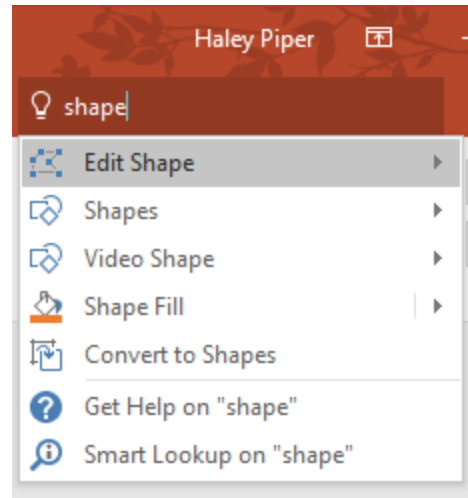
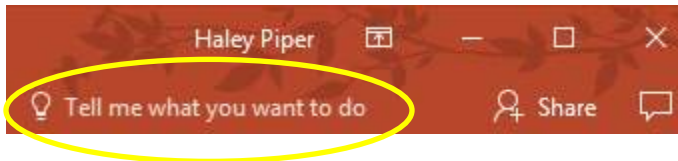
Templates



Blank Presentation

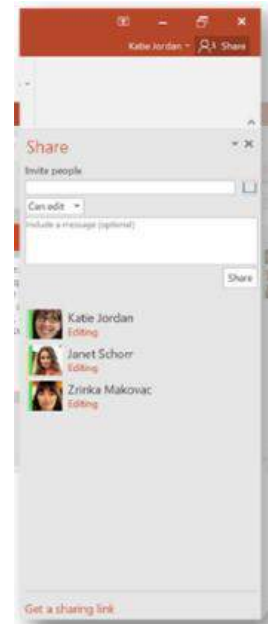
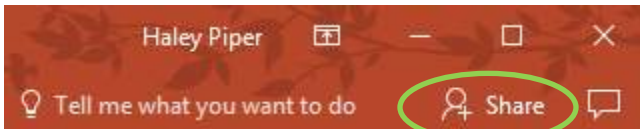
Tell Me

The “Tell Me” feature is a brand new for Microsoft Office 2016 and is located at the end of the ribbon tabs. Sometimes it can be tricky to remember where commands reside the ribbon, especially if you don’t use them often. The “Tell Me” feature acts as a search bar where you can type in what you are looking for and Word will give you a list of commands to choose from. “Tell Me” saves you from searching through the many ribbon tabs and directs you to the exact command you’re searching for.



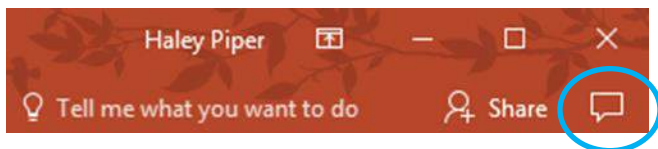
Share

The new Share button makes it easier than ever to collaborate with others. This button can be found in the upper-right corner, beneath the close button. Once you have saved your document to OneDrive or SharePoint, all you need to do is click the Share button and type in the names of individuals you wish to collaborate with. You can also decide what level of permissions you would like them to have by selecting an option from the drop-down box. Finally, you can include a message with your invite so the recipient knows exactly what you need from them.



Easy to Find Comments

Next to the Share button is a Comment button for easy access to comments from collaborators. Keep in mind, you can still find the new comment button under the Review tab where it has always been. Simply click the Comment button next to the Share button and you will see options to insert a New Comment or jump around to the previous or next comment within the document.



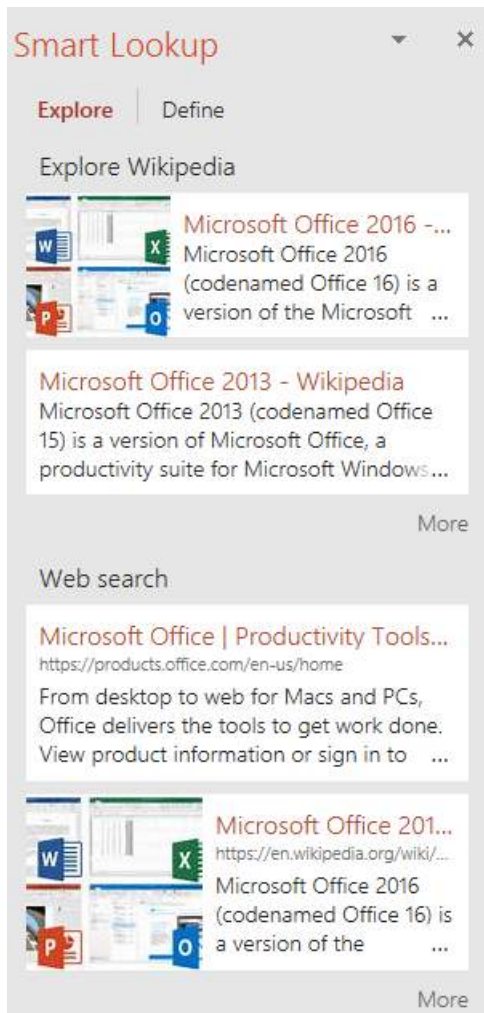
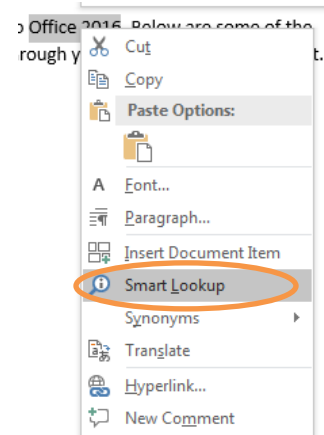
Smart Lookup

Smart Lookup is available in all Office 2016 programs, including Word 2016. Think of this new feature as a digital research assistant. It can pull information from the web to enhance your work or assist with unfamiliar content. Simply highlight a word or phrase that you wish to research, then right-click and select Smart Lookup. A pane will appear on the left of the screen with links of information to choose from with more information on the selected text.

Step 1: Highlight word/phrase

Step 2: Right-click the selected text

Step 3: Choose Smart Lookup from the dropdown menu. A pane will appear on the left with web research relating to the selected word or phrase.



Chapter 5: Diving Deeper into PowerPoint 2016

How-To Basics: Using PowerPoint in your Office

Basic Fundamentals

Moving a Slide

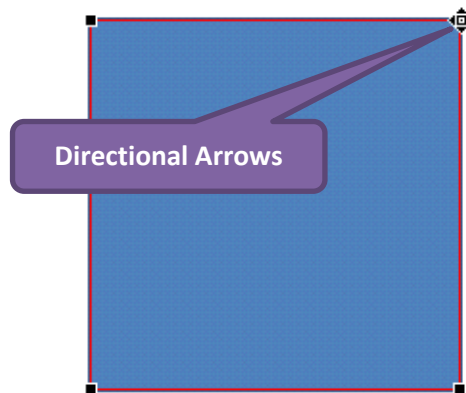
- **Step 1:** Select the slide you wish to move.
- **Step 2:** Click, hold, and drag your mouse to a new location. A horizontal insertion point will mark the location.
- **Step 3:** Release the mouse button. The slide will appear in the new location.

Deleting a Slide

- **Step 1:** Select the slide you wish to delete.
- **Step 2:** Press the Delete or Backspace key on your keyboard.

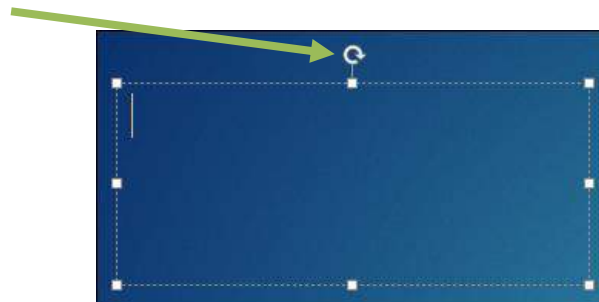
Moving a Placeholder

- **Step 1:** Click the box you would like to move.
- **Step 2:** Position your mouse on the border of the box so it changes to a cross with arrows cursor with directional arrows.



- **Step 3:** Click and hold the mouse button as you drag the box to the desired location.
- **Step 4:** Release the mouse button. The box will be moved.

Note: To rotate the box, click and drag on the circular arrow at the top of the box.



Resizing a Placeholder

- **Step 1:** Click the box you wish to resize.
- **Step 2:** Position your mouse over any one of the sizing handles that appear on the corners and sides of the box. The cursor will become a pair of arrows resize cursor.



- **Step 3:** Click, hold, and drag your mouse until the text box is the desired size.
- **Step 4:** Release the mouse button. The box will be resized.

Deleting a Placeholder

You can easily customize your layout by deleting unwanted or "extra" placeholders from any slide.

- **Step 1:** Position your mouse on the dotted border of the placeholder so it changes to a cross with arrows cursor with directional arrows.
- **Step 2:** Click the border to select it.
- **Step 3:** Press Backspace or Delete on your keyboard. The placeholder will be removed from the slide.

Inserting Text

- **Step 1:** Click the placeholder or text box where you want to insert text.
- **Step 2:** The insertion point appears.
- **Step 3:** Type directly into the placeholder or text box.

Note: Some placeholders automatically format your text in a bulleted list. This is because bulleted lists are so frequently used in PowerPoint. To remove the bullets, deselect the Bullets command in the Paragraph group on the Home tab.

Selecting Text

- **Step 1:** Place the insertion point next to the text you wish to select.
- **Step 2:** Click the mouse button, and, while holding it down, drag the mouse over the text.
- **Step 3:** Release the mouse. The text will be selected. A highlighted box will appear over the selected text.

Deleting Text

- **Step 1:** Place the insertion point next to the text you wish to delete.
- **Step 2:** Press the Backspace key on your keyboard to delete text to the left of the insertion point.
- **Step 3:** Press the Delete key on your keyboard to delete text to the right of the insertion point.

Drag & Drop Text

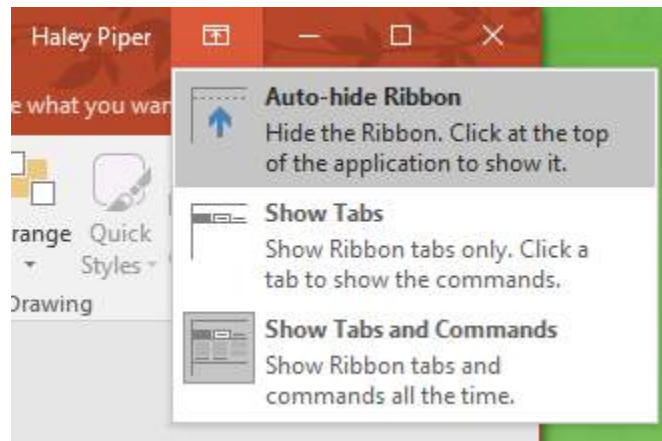
- **Step 1:** Select the text you wish to copy.
- **Step 2:** Click, hold, and drag your mouse to the location where you want the text to appear. The cursor will have a rectangle under it to indicate that you are moving text.
- **Step 3:** Release the mouse button, and the text will appear.

Note: If text does not appear in the exact location you wish, you can press the Enter key on your keyboard to move the text to a new line.

Minimize/Maximize the Ribbon

The Ribbon is designed to be responsive to your current task and easy to use, but if you find it is taking up too much of your screen space, you can minimize it.

- **Step 1:** Click the box with the arrow in the upper-right corner of the Ribbon and select Auto-hide Ribbon to minimize it.



Minimize/Maximize the Ribbon

- **Step 2:** To maximize the Ribbon, click the top bar of your presentation.

Advance/Reverse a Slide in a Presentation

- **Step 1:** Hover your mouse over the bottom right of the screen. A menu will appear.
- **Step 2:** Click on the right arrow to advance slides or click on the left arrow to reverse slides.

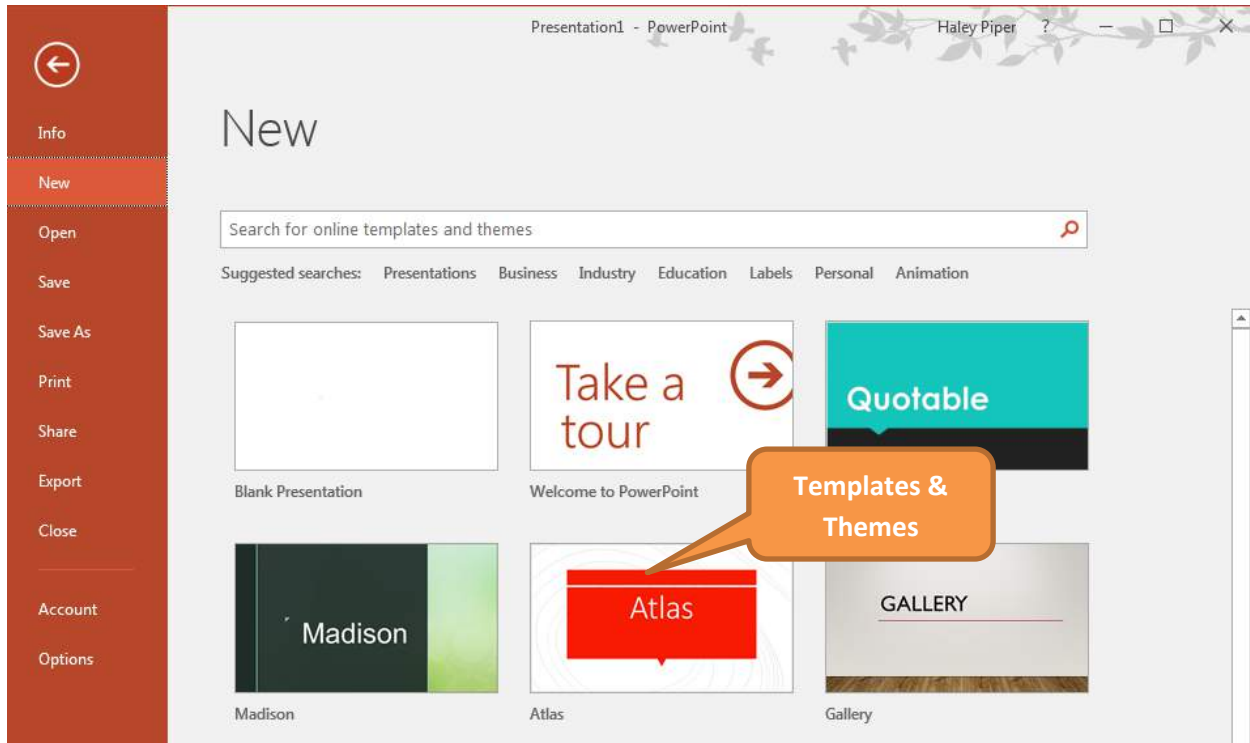
End Slide Show

- **Step 1:** To end slide show, hover and select the menu box options command and click End Show. You can also press the "Esc" key at the top left of your keyboard to end show.

File Tab Basic

Create a New Presentation

- **Step 1:** Click the File tab. This takes you to Backstage view.
- **Step 2:** Select New.
- **Step 3:** Select Blank presentation under Available Templates and Themes and a new, blank presentation will appear.



Open a Presentation

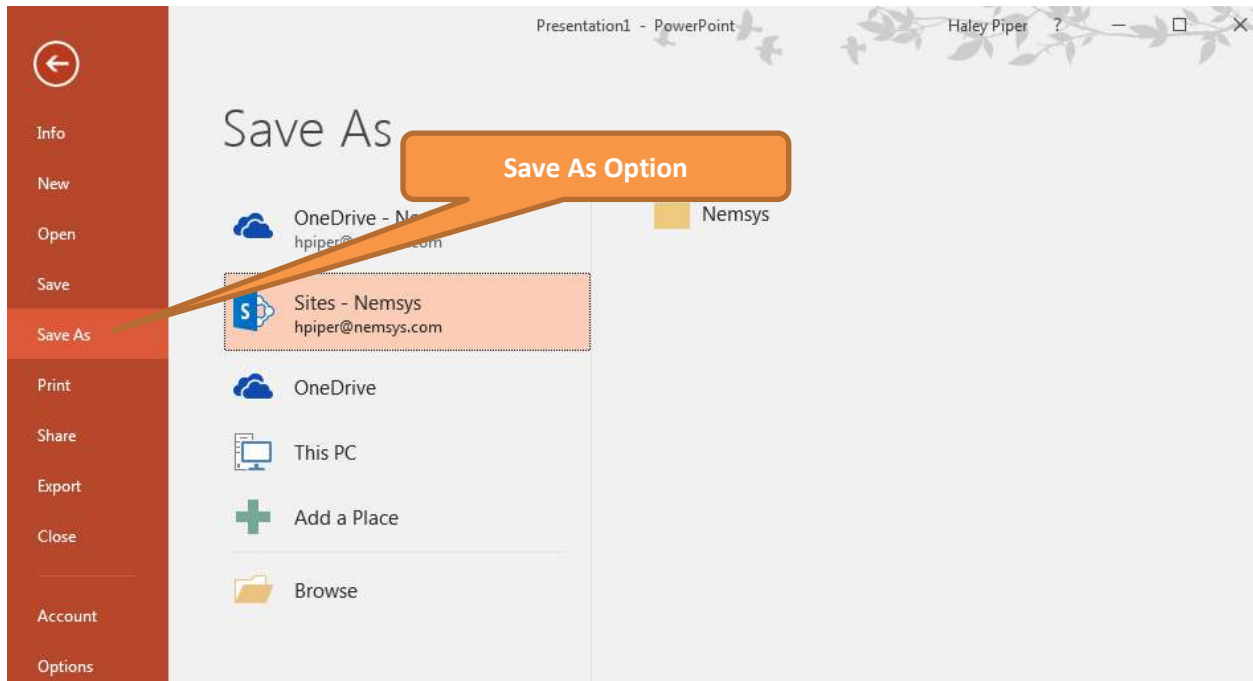
- **Step 1:** Click the File tab. This takes you to Backstage view.
- **Step 2:** Select Open. The Open dialog box appears.
- **Step 3:** Select your desired presentation and then click Open.

Save a Presentation

To Use the Save As Command

Save As allows you to choose a name and location for your presentation. It's useful if you've first created a presentation or if you want to save a different version of a presentation while keeping the original.

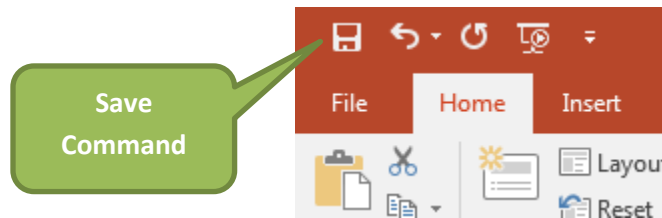
- **Step 1:** Click the File tab.
- **Step 2:** Select Save As.



- **Step 3:** Select the location where you wish to save the presentation.
- **Step 4:** A dialog box will appear. Enter a name for the presentation and click Save.

To Use the Save Command

- **Step 1:** Click the Save command on the Quick Access Toolbar



- **Step 2:** The presentation will be saved in its current location with the same file name.

View Print Pane

- **Step 1:** Click the File tab to go to Backstage view.
- **Step 2:** Select Print. The Print pane appears, with the print settings on the left and the Preview on the right.

Printing a Presentation

- **Step 1:** Go to the Print pane.
- **Step 2:** Determine and choose how you want the slides to appear on the page.
- **Step 3:** If you only want to print certain slides, you can type a range of slides. Otherwise, select Print All Slides.
- **Step 4:** Select the number of copies.



- **Step 5:** Select a printer from the drop-down list.
- **Step 6:** Click the Print button.

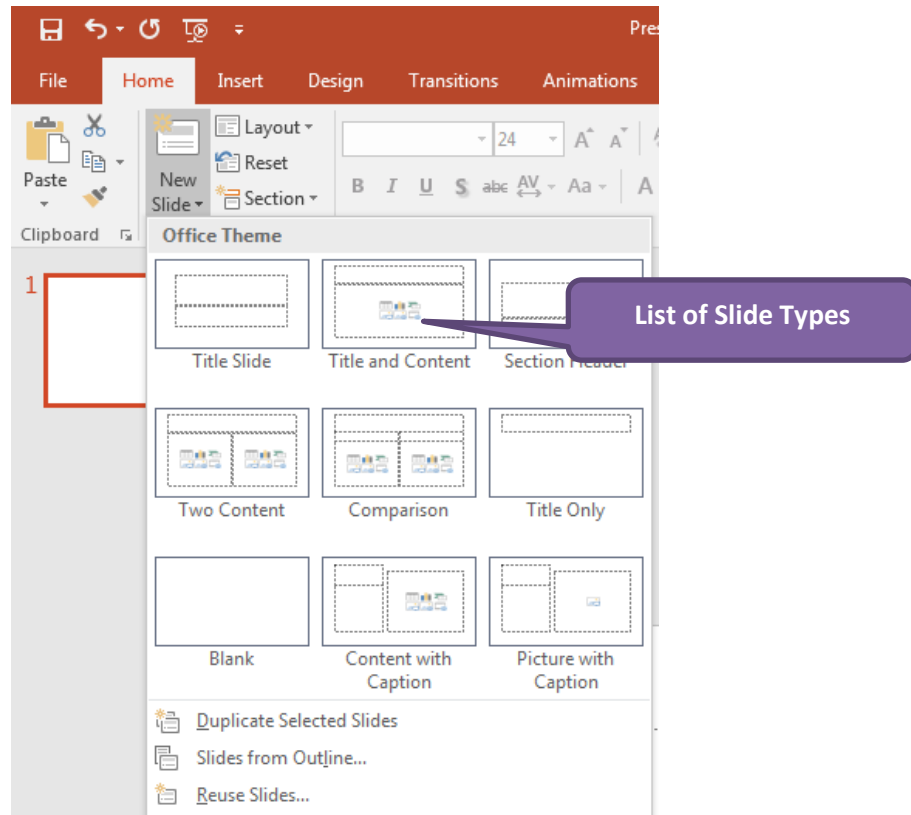
Home Tab Basic

Create a New Slide

- **Step 1:** From the Home tab, click the bottom half of the New Slide command to open the menu of slide layout options.



- **Step 2:** Select the slide you want to insert.

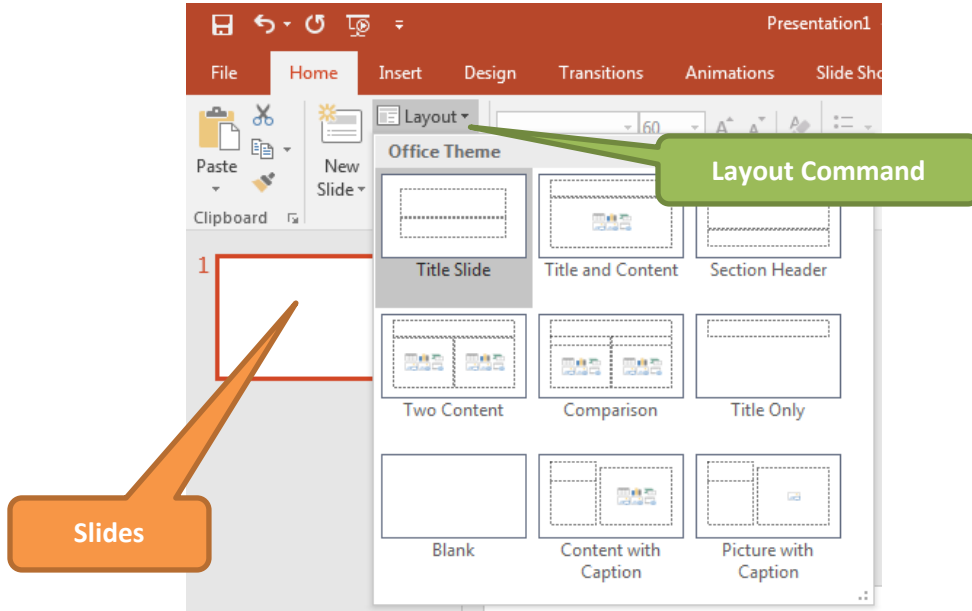


- **Step 3:** A new slide will be added your presentation.

Note: To instantly add a slide that uses the same layout as the one you have selected, simply click the top half of the New Slide command.

Changing the Layout of a Slide

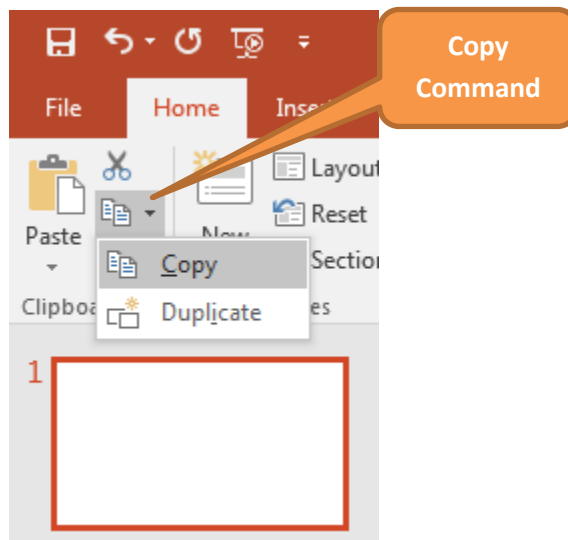
- **Step 1:** Select the slide you wish to change.
- **Step 2:** Click the Layout command in the Slides group on the Home tab. A menu will appear with your options.



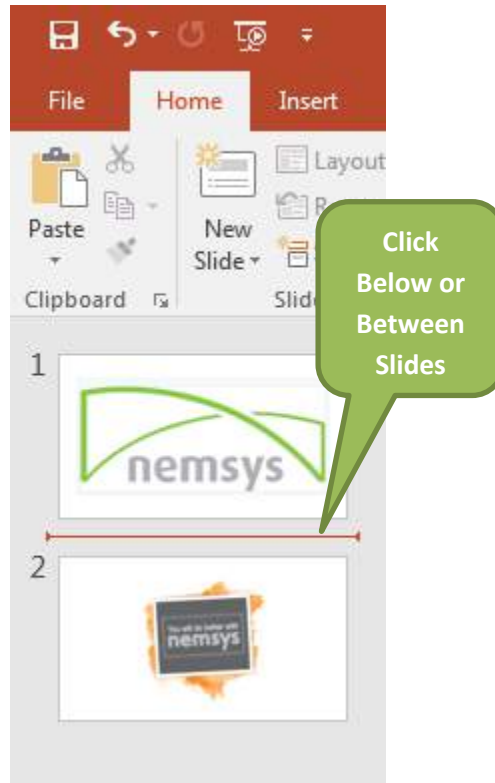
- **Step 3:** Choose a layout from the menu. The slide will change in the presentation.

Copy & Paste a Slide

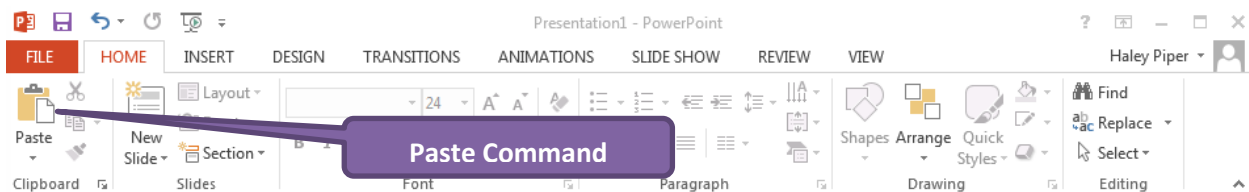
- **Step 1:** On the Slides tab in the left pane, select the slide you wish to copy.
- **Step 2:** Click the Copy command on the Home tab. You can also right-click your selection and choose Copy.



- **Step 3:** In the left pane, click just below a slide (or between two slides) to choose the location where you want the copy to appear. A horizontal insertion point will mark the location.



- **Step 4:** Click the Paste command on the Home tab. You can also right-click and choose Paste. The copied slide will appear.

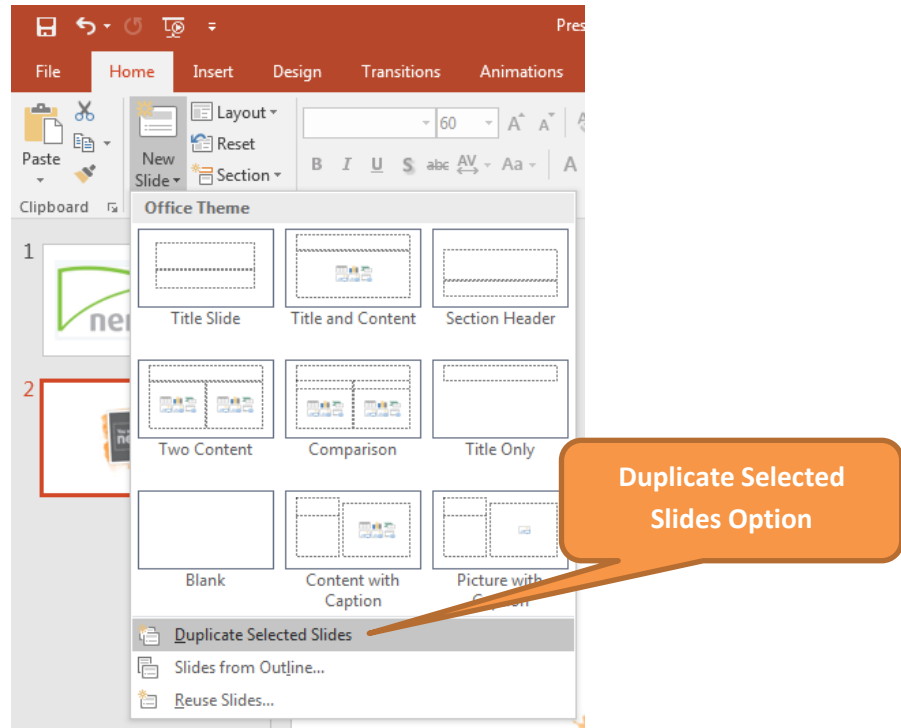


- **Step 5:** To select multiple slides, press and hold Ctrl on your keyboard, and click the slides you wish to select.

Duplicate a Slide

An alternative to Copy and Paste, Duplicate copies the selected slide and, in one step, pastes it directly underneath. This feature does not allow you to choose the location of the copied slide (nor does it offer Paste Options for advanced users), so it is more convenient for quickly inserting similar slides.

- **Step 1:** Select the slide you wish to duplicate.
- **Step 2:** Click the New Slide command.
- **Step 3:** Choose Duplicate Selected Slides from drop-down menu.

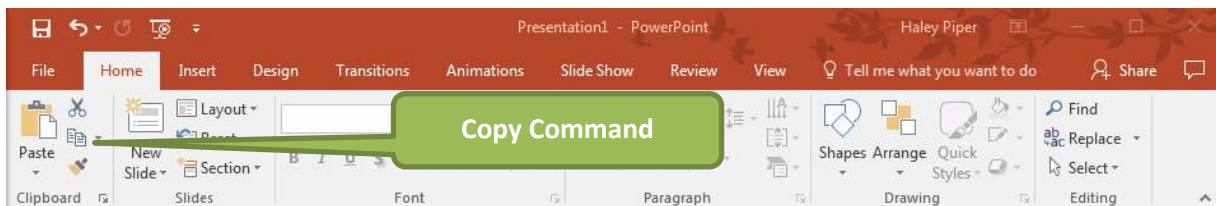


- **Step 4:** A copy of the selected slide appears underneath the original.

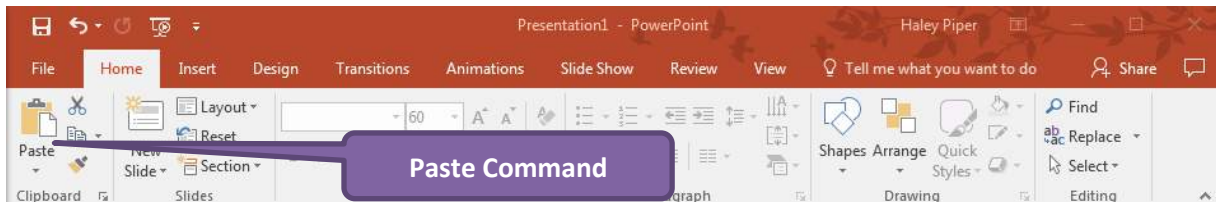
Copy, Cut, & Paste Text

Copy & Paste Text

- **Step 1:** Select the text you wish to copy.
- **Step 2:** Click the Copy command on the Home tab. You can also right-click your selection and choose Copy.

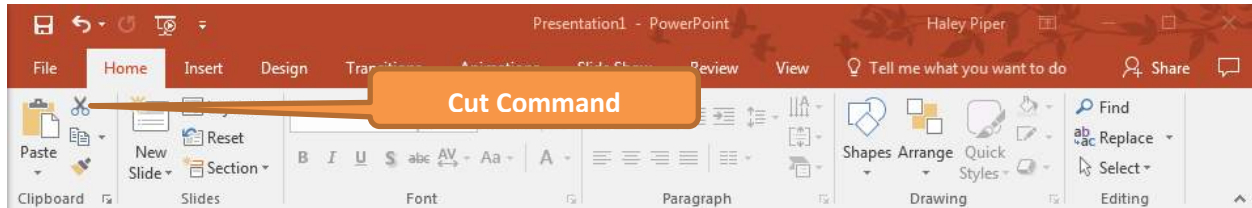


- **Step 3:** Place your insertion point where you wish the text to appear.
- **Step 4:** Click the Paste command on the Home tab. The text will appear.



Cut & Paste Text

- **Step 1:** Select the text you wish to cut.
- **Step 2:** Click the Cut command on the Home tab. You can also right-click your selection and choose Cut.

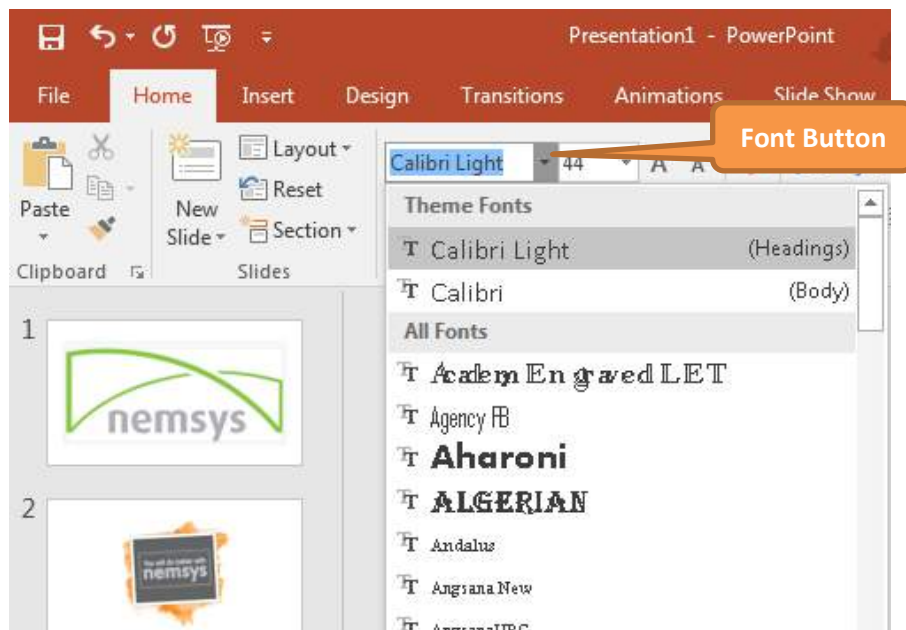


- **Step 3:** Place your insertion point where you wish the text to appear.
- **Step 4:** Click the Paste command on the Home tab. The text will reappear.

Formatting Text

To Change the Font

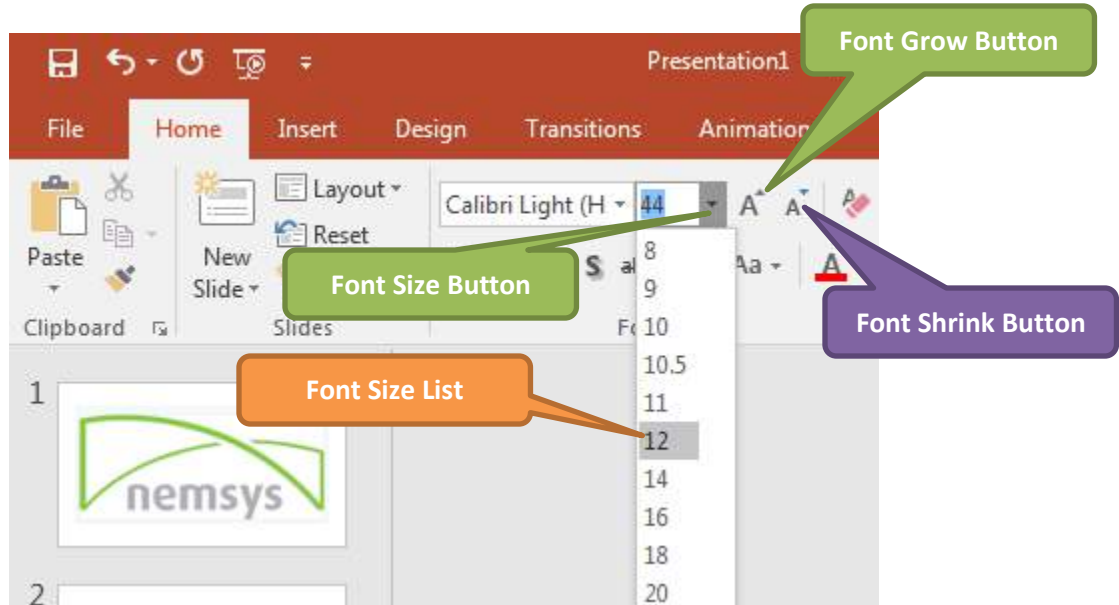
- **Step 1:** Select the text you want to modify.
- **Step 2:** Click the drop-down arrow next to the font command on the Home tab. The font drop-down menu appears.
- **Step 3:** Move your mouse over the various fonts. A live preview of the font will appear in the presentation.



- **Step 4:** Select the font you want to use.

To Change the Font Size

- **Step 1:** Select the text you want to modify.
- **Step 2:** Click the drop-down arrow next to the font size command on the Home tab. The font size drop-down menu appears.
- **Step 3:** Move your mouse over the various font sizes. A live preview of the font size will appear in the presentation.

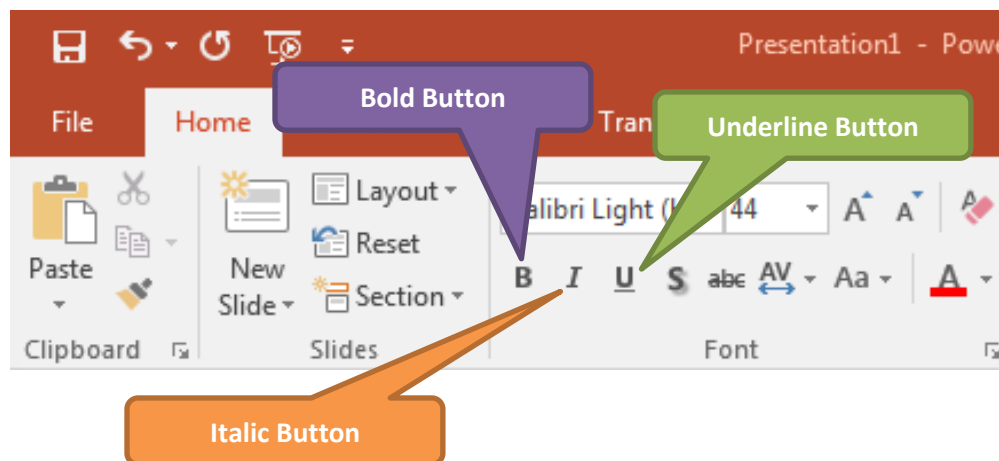


- **Step 4:** Select the font size you want to use.

Note: You can also use the Grow Font and Shrink Font commands to change the size.

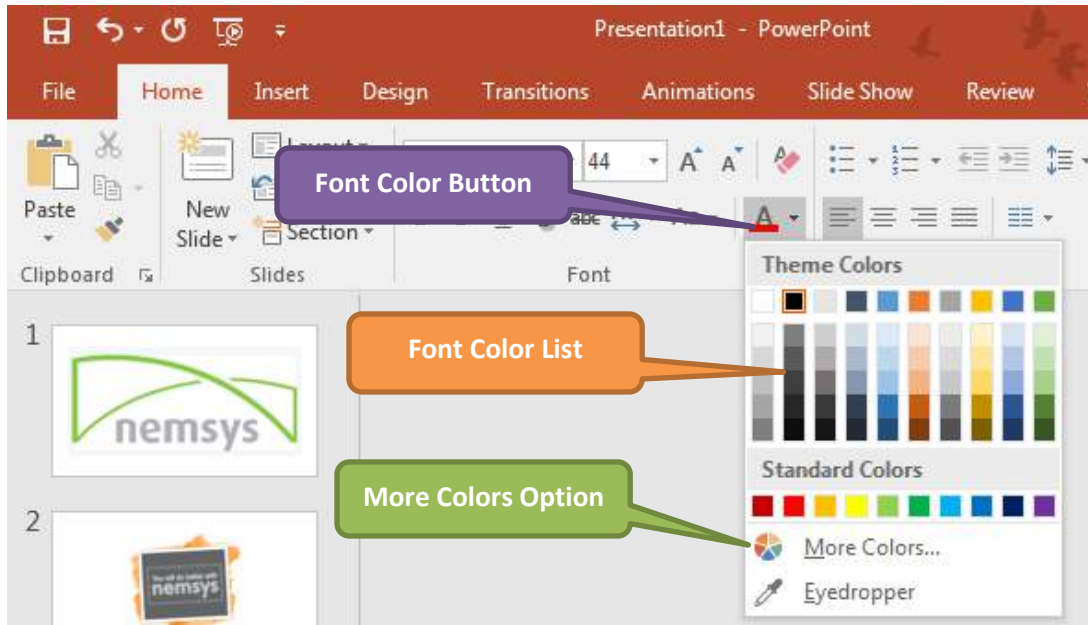
Use the Bold, Italic, and Underline Commands

- **Step 1:** Select the text you want to modify.
- **Step 2:** Click the Bold (B), Italic (I), or Underline (U) command on the Home tab.



To Change the Font Color

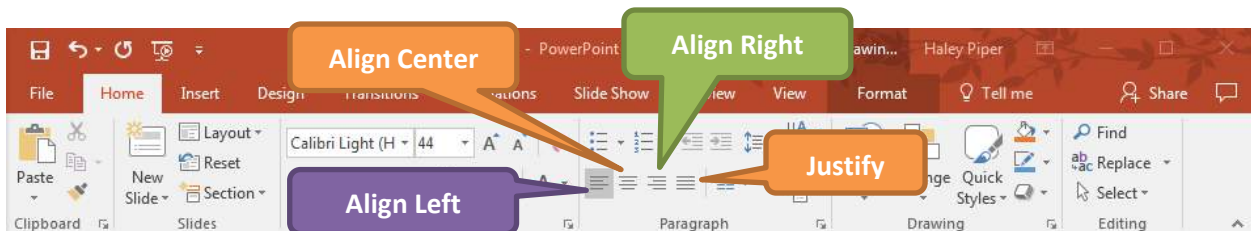
- **Step 1:** Select the text you want to modify.
- **Step 2:** Click the drop-down arrow next to the font color command on the Home tab. The color menu appears.
- **Step 3:** Move your mouse over the various font colors. A live preview of the color will appear in the presentation.
- **Step 4:** Select the font color you want to use.



Note: Your color choices are not limited to the drop-down menu that appears. Select More Colors at the bottom of the menu to access additional color options.

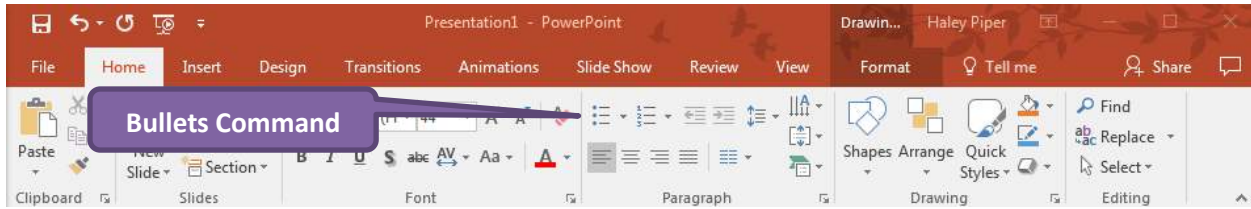
Changing Text Alignment

- **Step 1:** Select the cells you want to modify.
- **Step 2:** Select one of the three horizontal Alignment commands on the Home tab.
 - Align Text Left: Aligns text to the left of the cell.
 - Center: Aligns text to the center of the cell.
 - Align Text Right: Aligns text to the right of the cell.
 - Justify: Justified text is equal on both sides and lines up equally to the right and left margins. Many newspapers and magazines use full-justification.



Insert a Bulleted List

- **Step 1:** Select the text box (or specific text) that you want to format as a bulleted list.
- **Step 2:** Click the Bullets command in the Paragraph group on the Home tab.



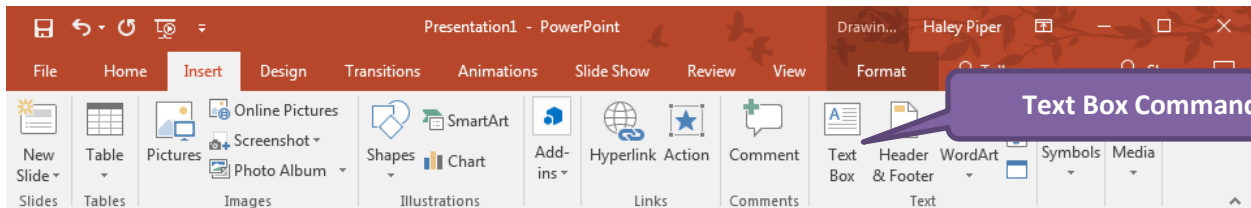
- **Step 3:** A bulleted list will appear.

Insert Tab Basic

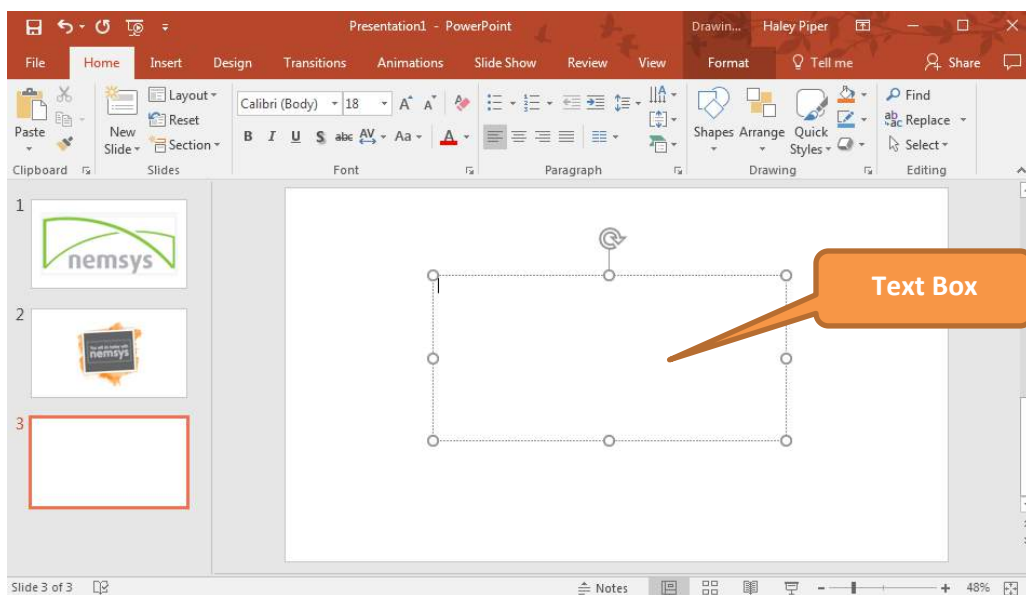
Add a Text Box

Text boxes allow you to add to your current layout, so you can place text wherever you want on your slide.

- **Step 1:** From the Insert tab, click the Text Box command.

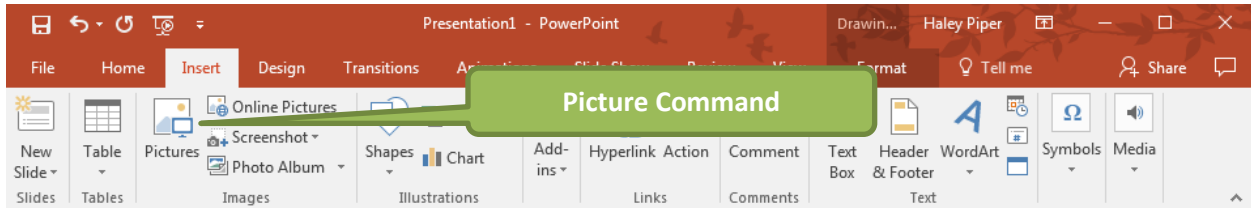


- **Step 2:** Your cursor will turn into an upside-down cross text box cursor.
- **Step 3:** Click, hold, and drag your mouse to draw a text box. A text box will appear.

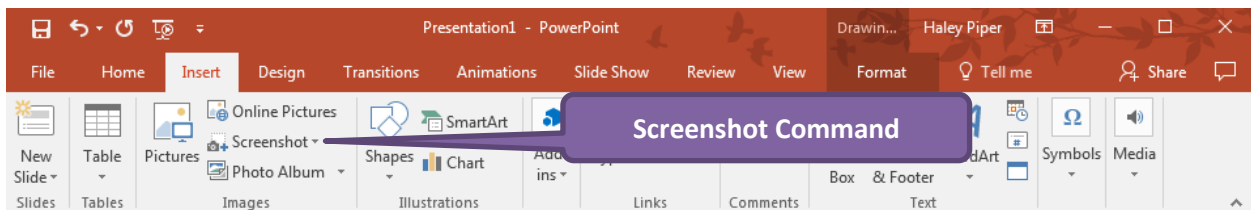


Insert an Image

- **Step 1:** Select the Insert tab.
- **Step 2:** Click the Picture command in the Images group. The Insert Picture dialog box appears.



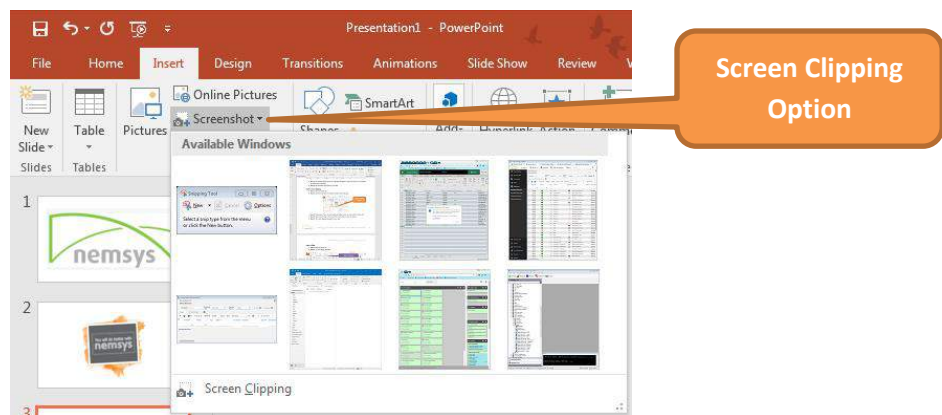
- **Step 3:** Select the desired image file and click Insert.
- **Step 4:** The picture will appear in your slide. Insert a Screenshot
- **Step 1:** Select the Insert tab.
- **Step 2:** Click the Screenshot command in the Images group.



- **Step 3:** The Available Windows from your desktop will appear. Select the window you would like to capture as a screenshot.
- **Step 4:** The screenshot will appear in your slide.

Insert a Screen Clipping

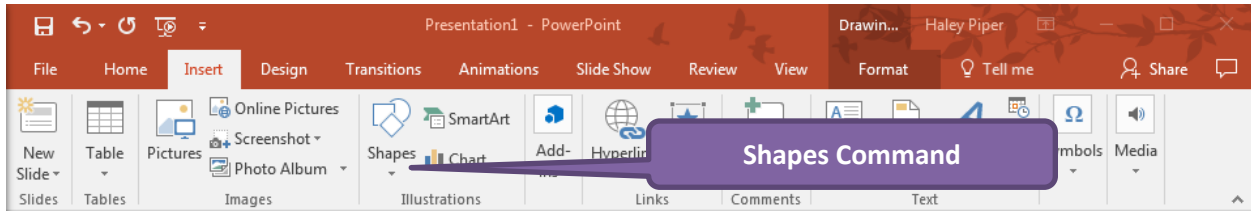
- **Step 1:** Select the Insert tab.
- **Step 2:** Click the Screenshot command and select Screen Clipping.



- **Step 3:** A faded view of your current desktop will appear and your cursor will turn into a cross.
- **Step 4:** Click, hold and drag on the area of the window that you want to capture.
- **Step 5:** The screen clipping will appear in your slide.

Insert a Shape

- **Step 1:** Select the Insert tab.
- **Step 2:** Click the Shapes command.

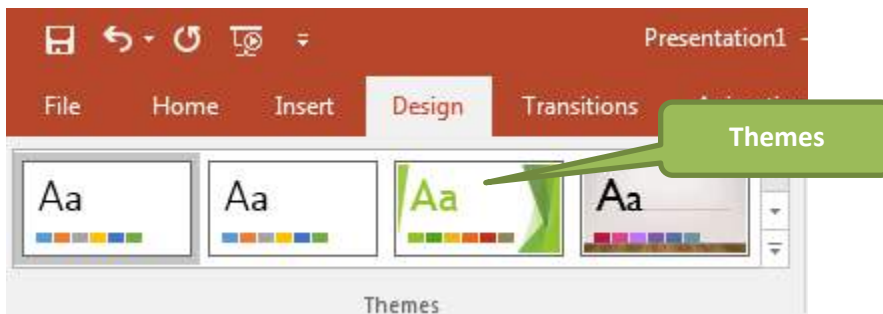


- **Step 3:** Select a shape from the drop-down menu.
- **Step 4:** Click and drag the mouse until the shape is the desired size.
- **Step 5:** Release the mouse button.

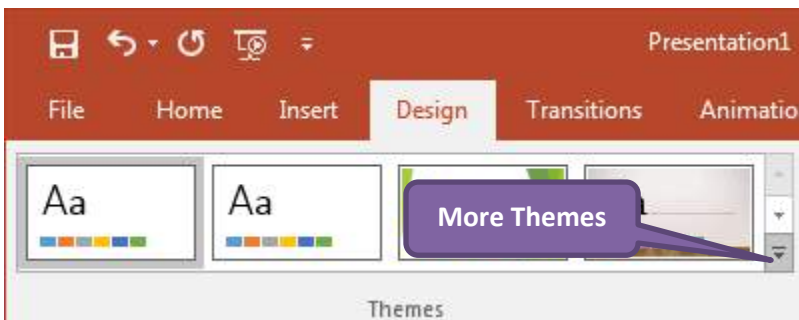
Design Tab Basic

Apply a Theme

- **Step 1:** Go to the Design tab.
- **Step 2:** Locate the Themes group. Each image represents a theme.



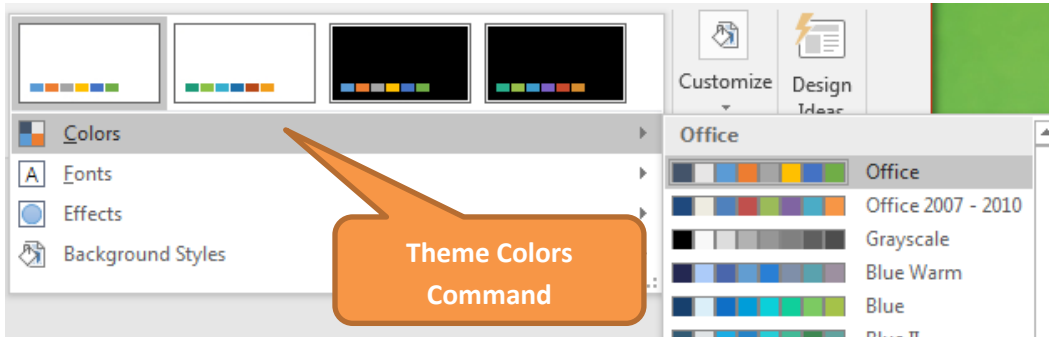
- **Step 3:** Click the drop-down arrow to access more themes.



- **Step 4:** Hover over a theme to see a live preview of it in the presentation. The name of the theme will appear as you hover over it.
- **Step 5:** Click a theme to apply it to the slides.

Change Theme Colors

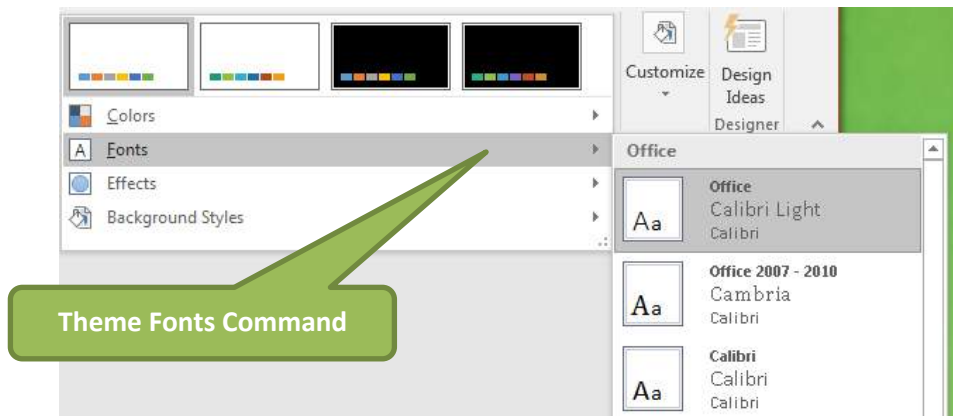
- **Step 1:** From the Design tab, in the Variants section click the more command. A drop-down menu will appear.
- **Step 2:** Hover the mouse over colors and you will see different sets of theme colors with a live preview.



- **Step 3:** Select the set of theme colors you desire, or select Create New Theme Colors to customize each color individually.

Change Theme Fonts

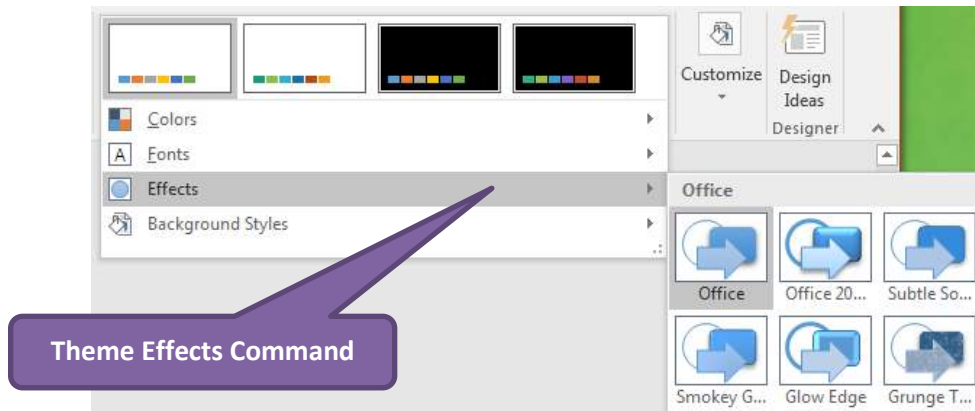
- **Step 1:** From the Design tab, click the More drop-down arrow in the Variants group. A drop-down menu will appear. Hover the mouse over the Fonts section.
- **Step 2:** Hover the mouse over the different sets of theme fonts to see a live preview.



- **Step 3:** Select the set of theme fonts you desire, or select Create New Theme Fonts to customize each font individually.

Change Theme Effects

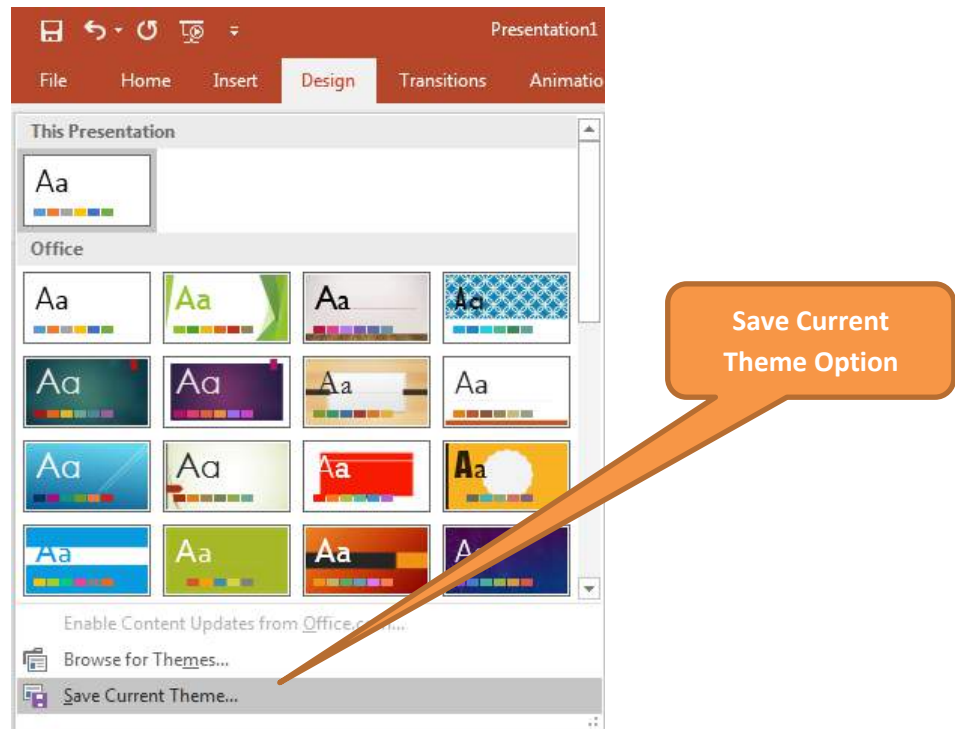
- **Step 1:** From the Design tab, click the More drop-down arrow in the Variants group. A drop-down menu will appear. Hover the mouse over the Effects section.
- **Step 2:** Hover the mouse over the different sets of theme effects to see a live preview.



- **Step 3:** Select the set of theme effects you desire.

Save a Theme

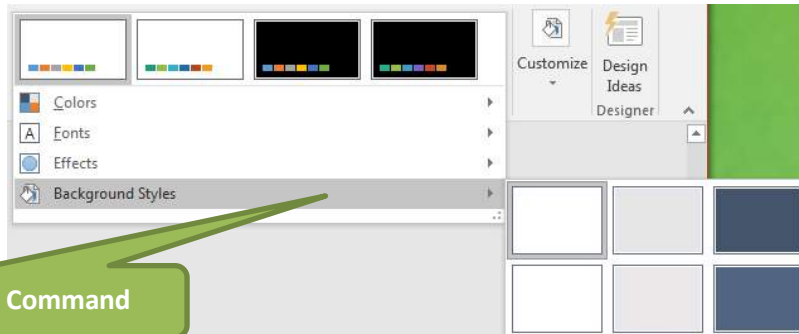
- **Step 1:** From the Design tab, click the More drop-down arrow in the Themes section. A drop-down menu will appear.
- **Step 2:** Select Save Current Theme.



- **Step 3:** Type a file name for your theme and then click Save.

Apply a Background Style

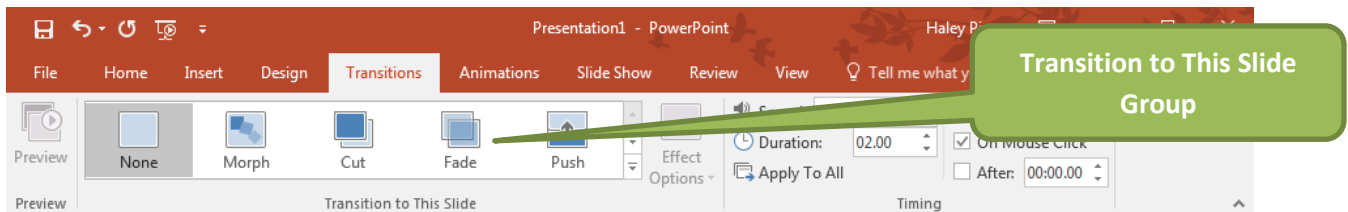
- **Step 1:** From the Design tab, click the More drop-down arrow in the Variants section. Hover the mouse over Background Styles.
- **Step 2:** Select the desired style. The new background will appear in the slides.



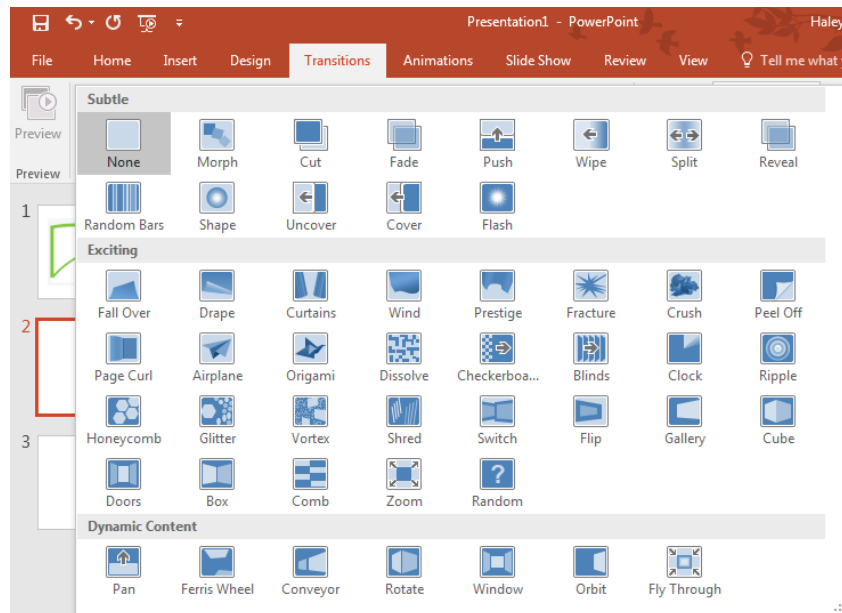
Transitions Tab Basic

Apply a Transition

- **Step 1:** Select the slide you wish to modify.
- **Step 2:** Click the Transitions tab.
- **Step 3:** Locate the Transition to This Slide group. By default, none is applied to each slide.



- **Step 4:** Click the More drop-down arrow to display all the transitions.



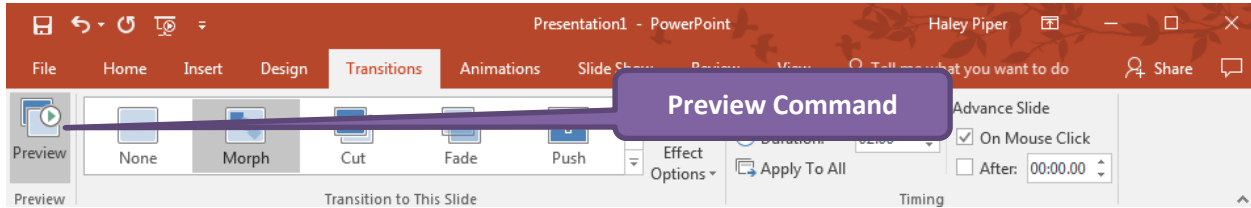
List of Transitions

- **Step 5:** Click a transition to apply it to the selected slide. This will automatically preview the transition as well.

Preview a Transition

You can preview the transition for a selected slide at any time, using either of these two methods:

- **Step 1:** Click the Preview command on the Transitions tab.



- **Step 2:** Click the star Play Animations icon. The icon appears on the Slides tab in the left pane beside any slide that includes a transition.

Remove a Transition

- **Step 1:** Select the slide you wish to modify.
- **Step 2:** Choose None from the gallery in the Transition to This Slide group.
- **Step 3:** Repeat this process for each slide you want to modify.

Animations Tab Basic

Apply an Animation to an Object

- **Step 1:** Select an object.
- **Step 2:** Click the Animations tab.
- **Step 3:** In the Animation group, click the More drop-down arrow to view the available animations.



- **Step 4:** Select the desired animation effect.
- **Step 5:** The object will now have a small number next to it to show that it has an animation. Also, in the Slide pane, the slide will now have a star symbol next to it.

Preview Animations

Any animation effects that you have applied will show up when you play the slide show. However, you can also quickly preview the animations for the current slide without viewing the slide show.

- **Step 1:** Navigate to the slide that you want to preview.
- **Step 2:** From the Animations tab, click the Preview command. The animations for the current slide will play.



Slide Show Tab Basic

Start a Slideshow

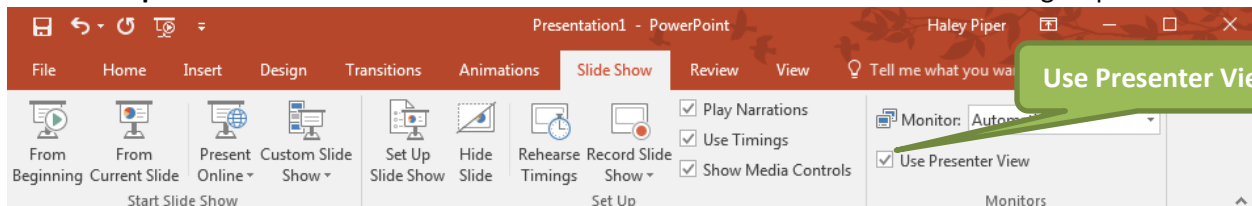
- **Step 1:** Select the Slide Show tab.
- **Step 2:** Click the From Beginning command in the Start Slide Show group to start the slide show with the first slide.



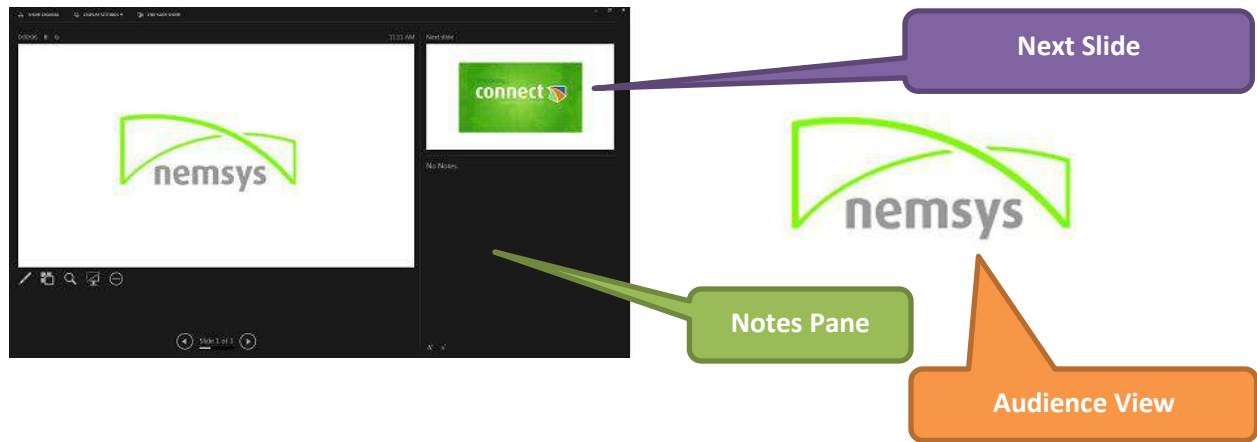
Presenter View

Presenter View will show the full-screen slide show on one monitor and a “speaker view” on another monitor. The speaker view will have a preview of the next slide, your notes, and more. This tool was made very user friendly in PowerPoint 2013.

- **Step 1:** Click the Slide Show tab and check Use Presenter View in the Monitors group.



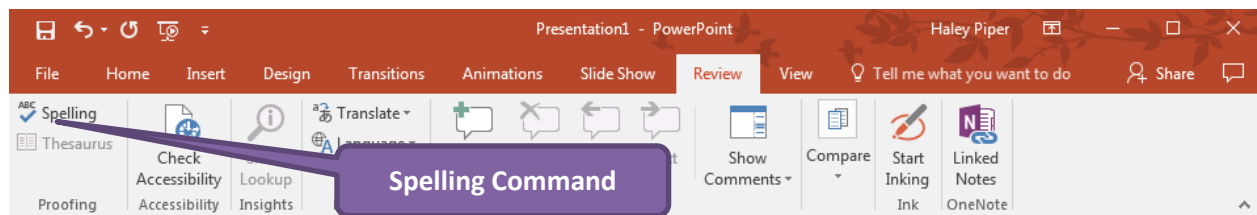
- **Step 2:** Click From Beginning in the Start Slide Show group.



Review Tab Basic

Using Spellcheck

- **Step 1:** Go to the Review tab.
- **Step 2:** Click the Spelling command.



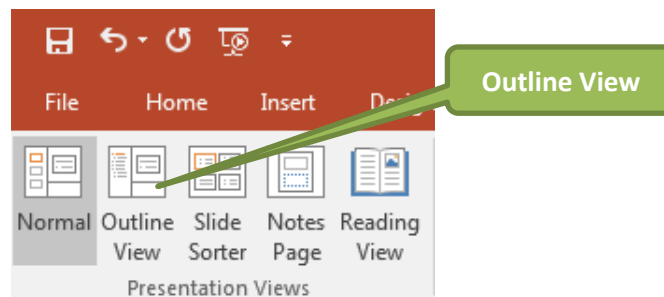
- **Step 3:** The Spelling dialog box will open. For each error in your presentation, PowerPoint will try to offer one or more suggestions. You can select a suggestion and then click Change to correct the error.

How-To Intermediate: Exploring More with PowerPoint

Intermediate Fundamentals

View an Outline of the Slide Show

- **Step 1:** Click the View tab and choose Outline View in the Presentation Views section.

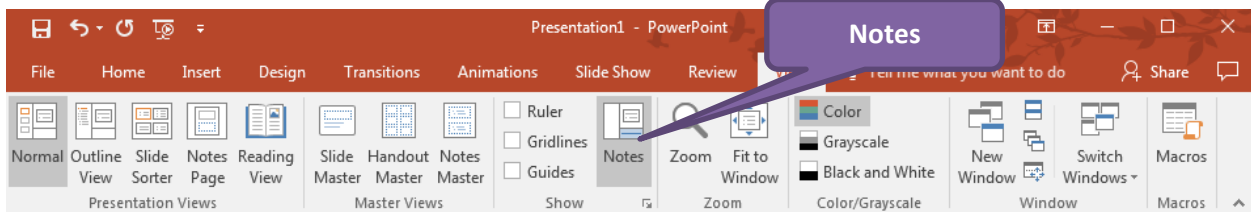


- **Step 2:** An outline of your slide text appears.
- **Step 3:** Type directly in the pane to make changes to your text.



Adding Notes

- **Step 1:** Select the View tab and click Notes in the Show group.



- **Step 2:** Click and drag the edge of the pane to make it bigger or smaller, if desired.
- **Step 3:** Type your notes in the Notes pane.

Move an Image/Object

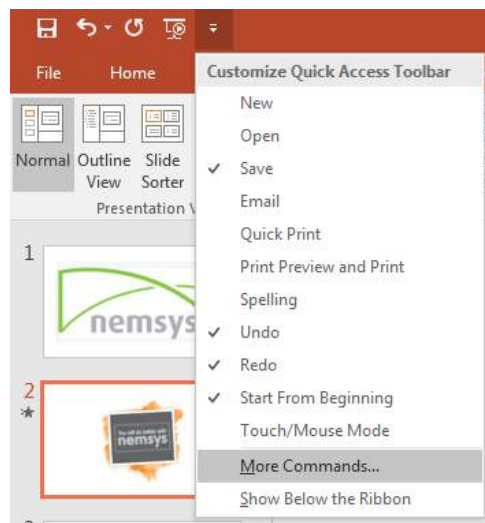
- **Step 1:** Click on the image. The cursor will turn into a cross with arrows.
- **Step 2:** While holding down the mouse button, drag the image to the desired location.
- **Step 3:** Release the mouse button. The box will be moved.

Resize an Image/Object

- **Step 1:** Click on the image.
- **Step 2:** Position your mouse over any one of the corner sizing handles. The cursor will become a pair of directional arrows.
- **Step 3:** Click, hold, and drag your mouse until the image is the desired size.
- **Step 4:** Release the mouse. The image will be resized.

Customizing the Quick Access Toolbar

- **Step 1:** Click the drop-down arrow to the right of the Quick Access Toolbar.
- **Step 2:** Select the command you wish to add from the drop-down menu. To choose from more commands, select More Commands.

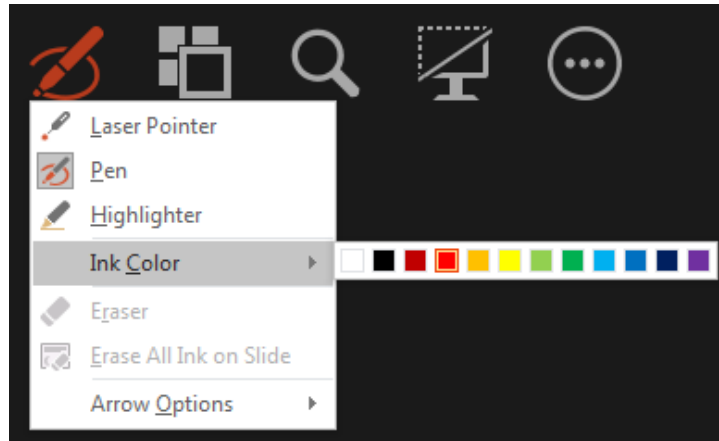


Customize the Quick Access Toolbar



Access Pen/Highlighter in a Presentation

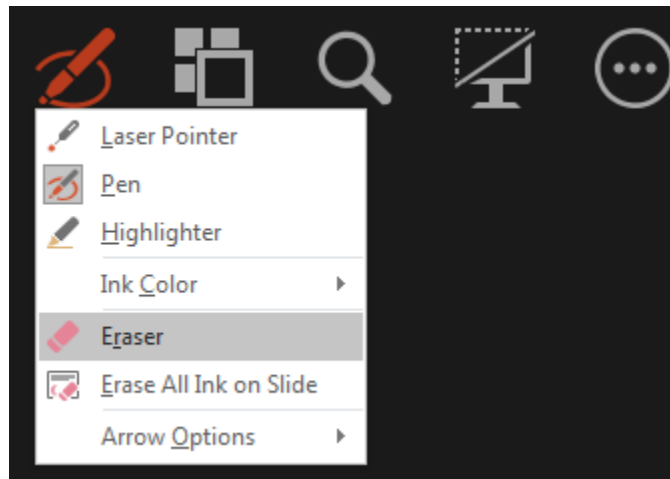
- **Step 1:** Click on the pen menu option in the bottom left of your screen.
- **Step 2:** Select Pen or Highlighter based on your preference.



- **Step 3:** Use the pointer to draw on or mark your slides.

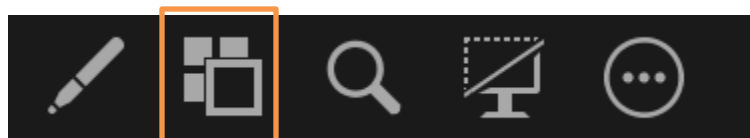
Erase Markings in a Presentation

- **Step 1:** Click on the pen menu option in the bottom left of your screen.
- **Step 2:** Select Eraser to erase individual ink markings or select Erase All Ink on Slide to erase all markings.



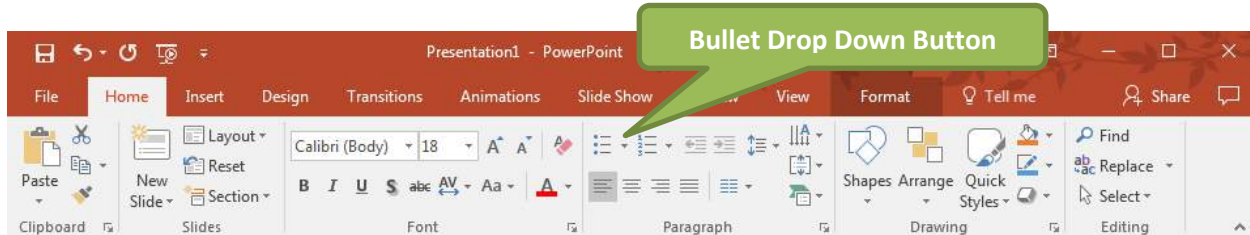
Jump to a Slide in a Presentation

- **Step 1:** Click on the menu box option in the bottom left of your screen.
- **Step 2:** Choose the slide you would like to jump to in your presentation.



Modify Bullet Styles

- **Step 1:** Select all the text in an existing list.
- **Step 2:** On the Home tab, click the Bullets drop-down arrow. A menu of bullet options will appear.



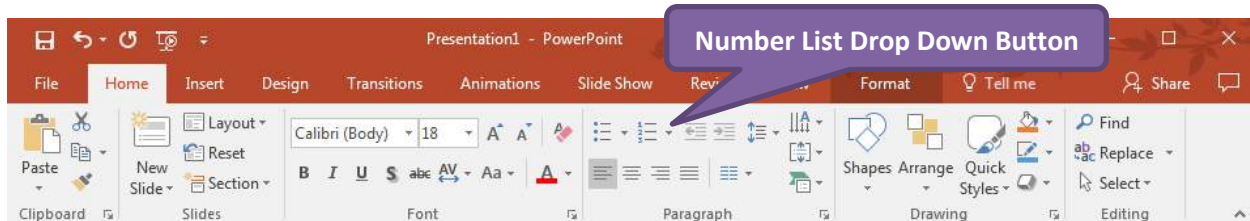
- **Step 3:** Hover over each menu option to display a live preview of the bullet on the slide.
- **Step 4:** Select the desired bullet option.

Modify Size & Color of Bullets

- **Step 1:** Select an existing bulleted list.
- **Step 2:** On the Home tab, click the Bullets drop-down arrow.
- **Step 3:** From the drop-down menu, select Bullets and Numbering. A dialog box will appear.
- **Step 4:** Set the bullet size using the Size field.
- **Step 5:** Click the Color drop-down box and select a color.
- **Step 6:** Click OK. The list will update to show the new size and color.

Modify a Numbered List Style

- **Step 1:** Select all the text in an existing list.
- **Step 2:** On the Home tab, click the Numbering drop-down arrow. A menu of numbering options will appear.

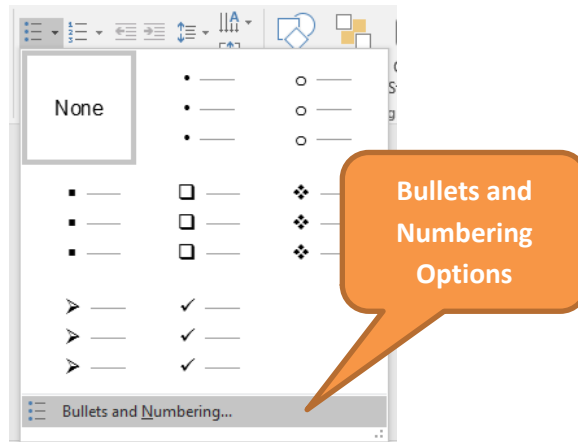


- **Step 3:** Hover over each menu option to display a live preview of the list on the slide.
- **Step 4:** Select the desired numbering option.

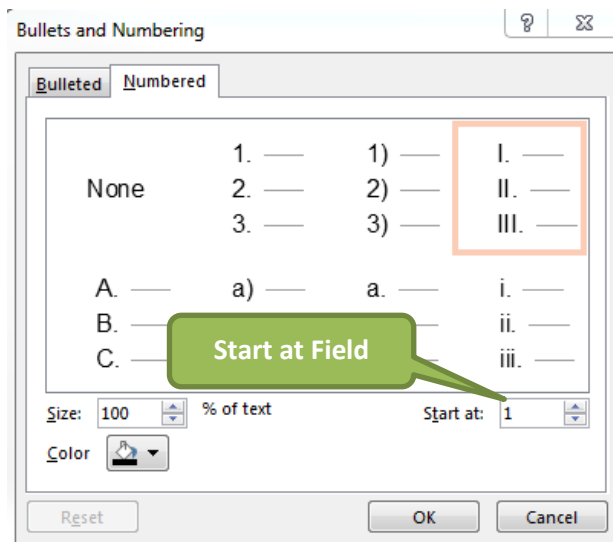
Change the Starting Number in a List

By default, numbered lists count from the number one. However, sometimes you may wish to start counting from a different number, for example if the list is a continuation from a previous slide.

- **Step 1:** Select an existing numbered list.
- **Step 2:** On the Home tab, click the Bullets drop-down arrow.
- **Step 3:** From the drop-down menu, select Bullets and Numbering. A dialog box will appear.



- **Step 4:** In the Start At field, enter the desired starting number.



- **Step 5:** The list will update the numbering to begin with the new number.

Insert a Hyperlink

- **Step 1:** Select the image or text you would like to make a hyperlink.
- **Step 2:** Right-click the selected text or image and click Hyperlink.
- **Step 3:** The Insert Hyperlink dialog box will open. You can also get to this dialog box from the Insert tab by clicking Hyperlink.
- **Step 4:** If you selected text, the words will appear in the Text to display field at the top. You can change this text if you want.
- **Step 5:** Type the address you would like to link to in the Address field.
- **Step 6:** Click OK. The text or image you selected will now be a hyperlink to the web address.

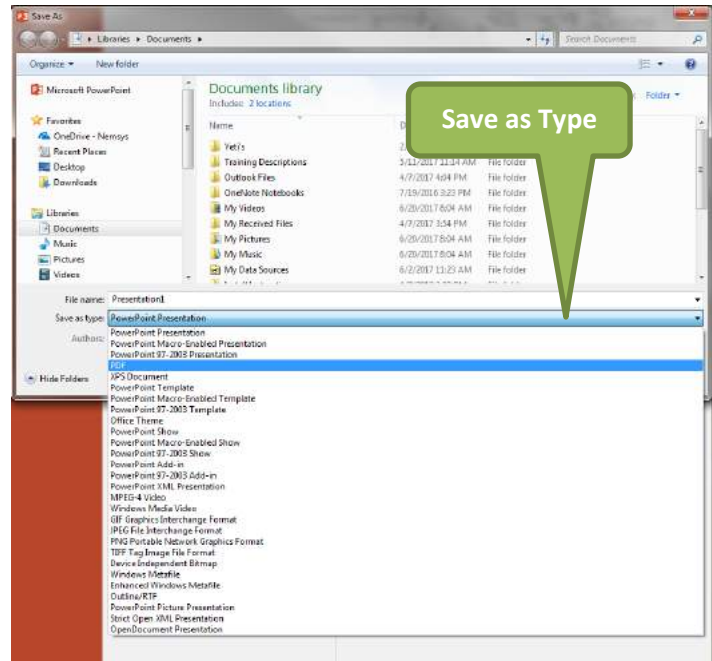
Remove a Hyperlink

- **Step 1:** Right-click the hyperlink.
- **Step 2:** Click Remove Hyperlink.

File Tab Intermediate

Save as PDF or JPEG

- **Step 1:** Click the File tab to enter the Backstage view
- **Step 2:** Click Save As and choose the location where you would like to save your work
- **Step 3:** Use the Save as type drop down arrow in the Save As dialog box and choose the file type
- **Step 4:** Click Save



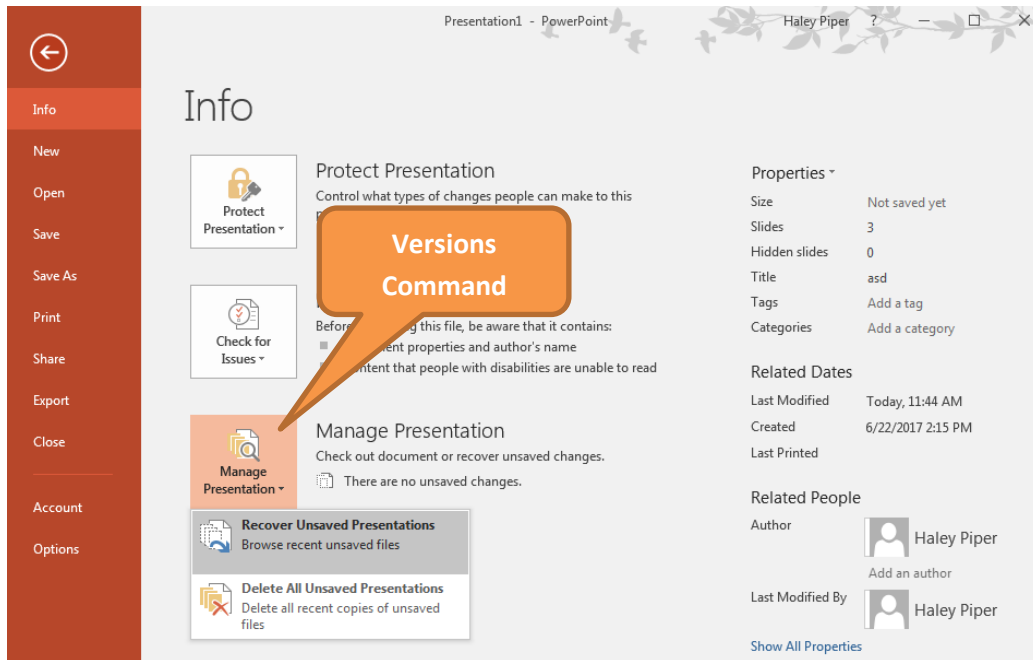
Modify Proofing Options

- **Step 1:** From the Backstage view, click Options.
- **Step 2:** Select Proofing. The PowerPoint Options dialog box gives you several options to choose from:
 - **Check spelling as you type:** Uncheck this box if you don't want PowerPoint to check for spelling errors automatically. (This automatically checks Hide spelling errors.)
 - **Use contextual spelling:** Check this box if you want PowerPoint to check for contextual spelling mistakes like the use of "your" vs. "you're."
 - **Hide spelling errors:** Check this box if you want to hide the red wavy lines that mark spelling errors. (This option is disabled if Check spelling as you type is unchecked.)

Using Autorecover

PowerPoint automatically saves your presentation to a temporary folder while you're working on them. If you forget to save your changes, or if PowerPoint crashes, you can recover the autosaved file.

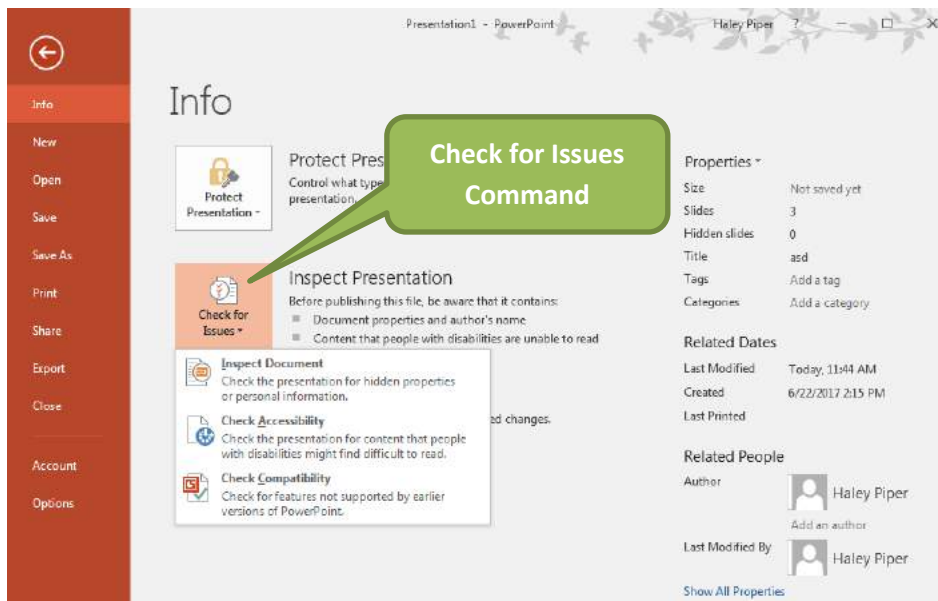
- **Step 1:** Open a presentation that was previously closed without saving.
- **Step 2:** In Backstage view, click Info.
- **Step 3:** If there are autosaved versions of your file, they will appear under Versions. Click on the file to open it.



- **Step 4:** To save changes, click Restore and then click OK.

Using the Document Inspector

- **Step 1:** Save your presentation.
- **Step 2:** Click the File tab to go to Backstage view.
- **Step 3:** Select Info on the left side of the page.
- **Step 4:** Click the Check for Issues command. A drop-down menu will appear.



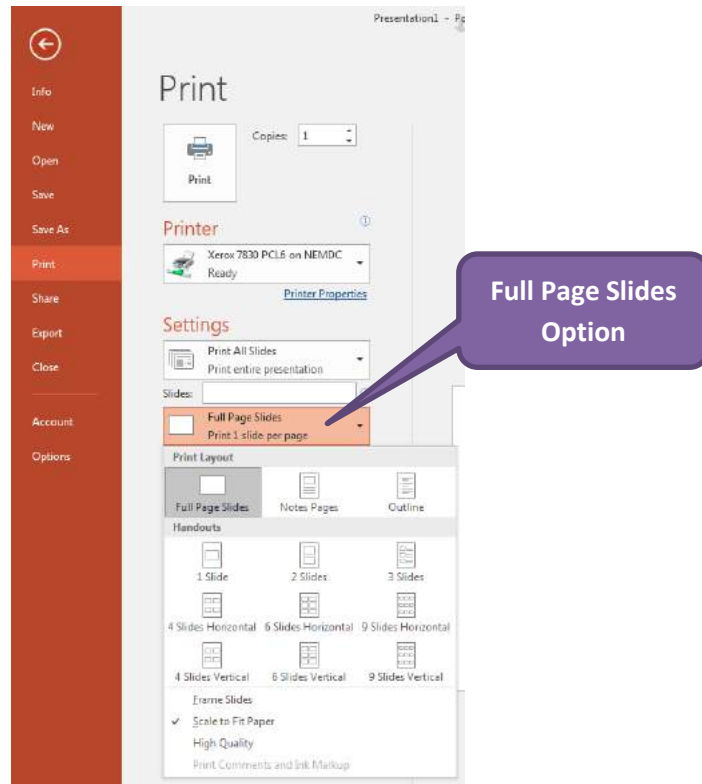
- **Step 5:** Select Inspect Document.
- **Step 6:** Click Inspect.

- **Step 7:** The inspection results will show an exclamation mark for any categories where it found possibly sensitive data, and it will also have a Remove All button for each of those categories. Click Remove All to remove the data.
- **Step 8:** Close the dialog box when you're done.
- **Step 9:** From Backstage view, click Save to make the changes permanent.

Creating Handouts for Presentations

Printing handouts with images of your slides can be helpful to your audience, as it gives them a hard copy of the information you're presenting. Plus, they can take notes on the handouts as you present your slide show.

- **Step 1:** Click the File tab. This takes you to the Backstage view.
- **Step 2:** Click Print.

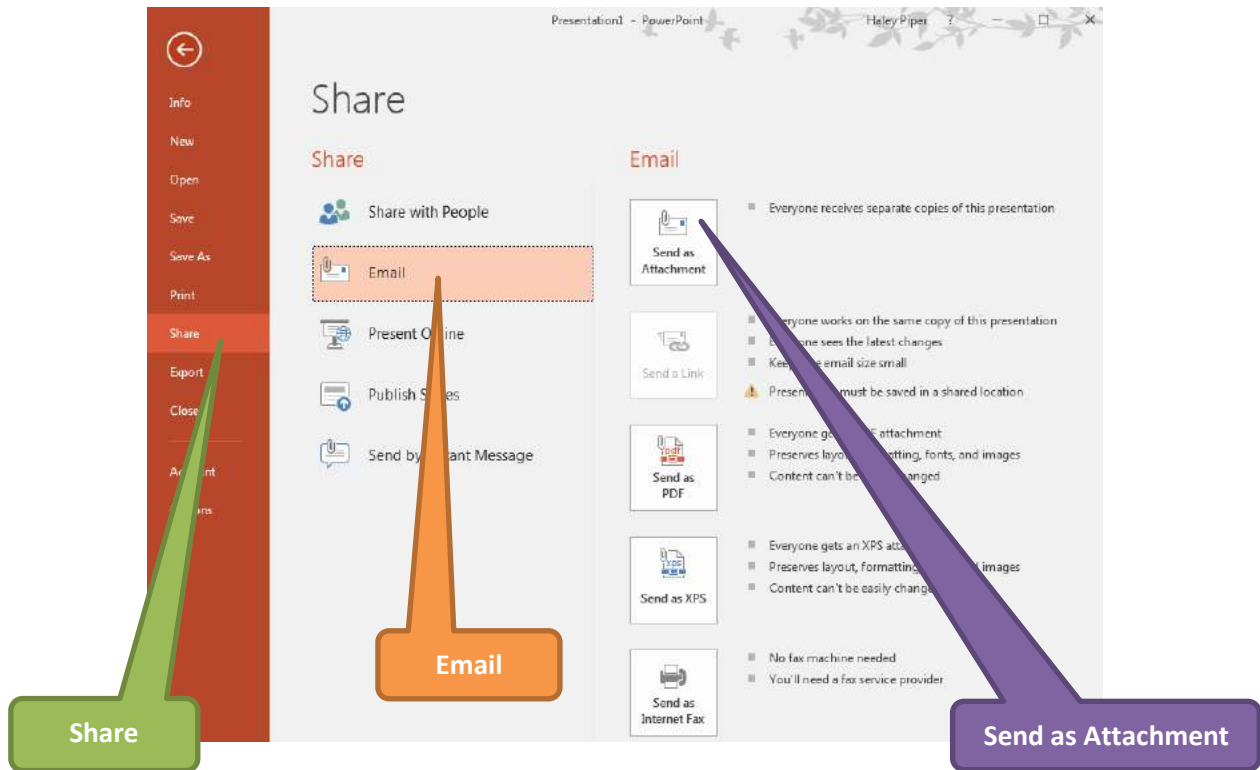


- **Step 3:** Click the drop-down arrow in the box that says Full Page Slides, and locate the Handouts group.
- **Step 4:** Select a page layout for your handouts. Up to nine slides can be displayed per page. Note that the 3 slides layout offers lined space for your viewers to take notes.
- **Step 5:** Click the Print command.

Send via Email

You can now compress your PowerPoint file in order to send it via email.

- **Step 1:** Click the File tab to enter into Backstage view
- **Step 2:** Click Share
- **Step 3:** Under the Share section click Email
- **Step 4:** You are then able to choose how you would like to send your email. Click Send as Attachment to attach the PowerPoint directly to an email. You could also click Send as PDF so your PowerPoint cannot be easily edited.
- **Step 5:** Your Outlook will open and continue on as you would to send a normal email.

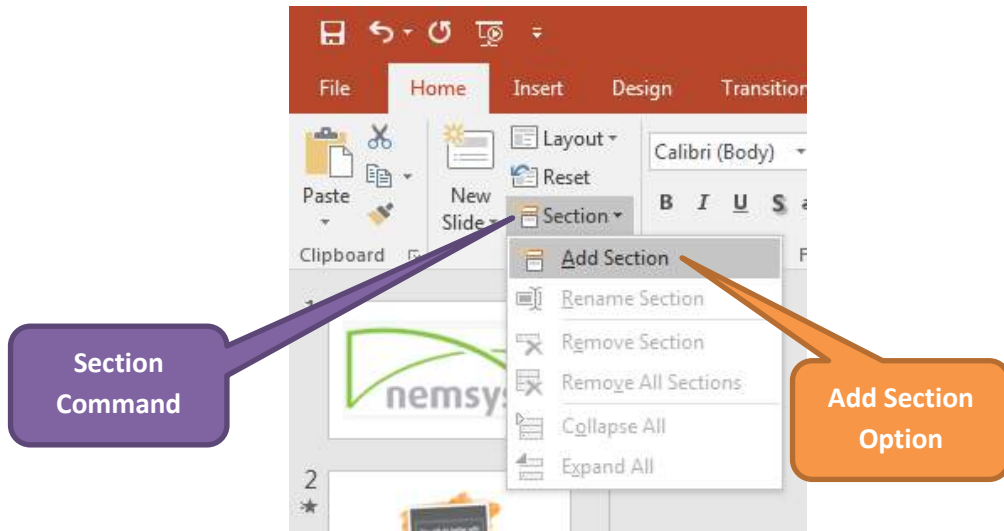


Home Tab Intermediate

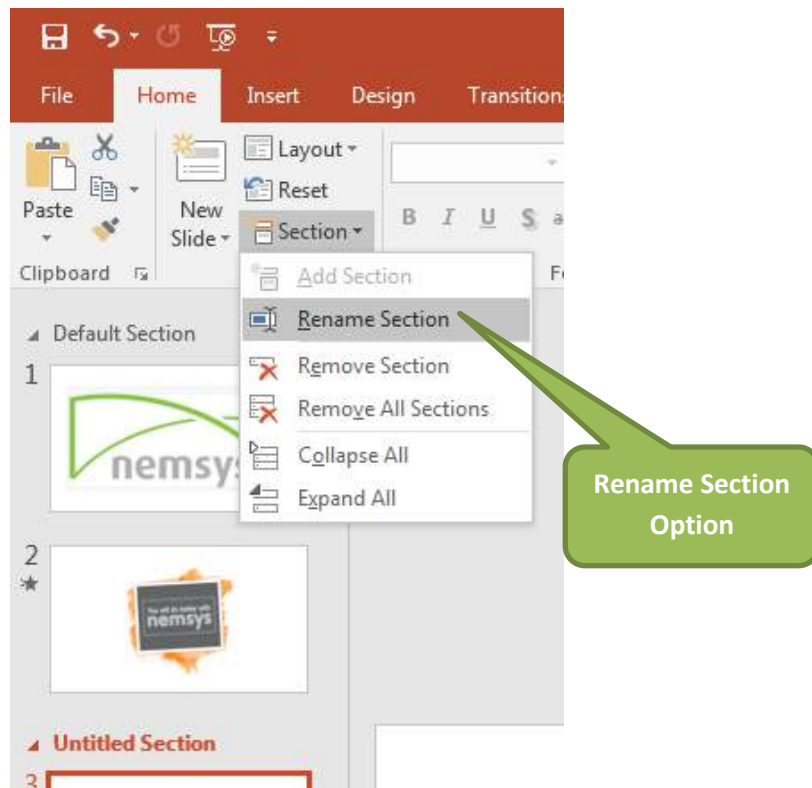
Organize Slides into Sections

You can organize your slides into sections to make your presentation easier to navigate. Sections can be collapsed or expanded in the left pane, and named for easy reference. In this example, we will add two sections: one for dogs that are available for adoption, and another for cats and other pets.

- **Step 1:** Select the slide that you want to begin your first section.
- **Step 2:** From the Home tab, click the Section command.
- **Step 3:** Choose Add Section from the drop-down menu.



- **Step 4:** An Untitled Section appears in the left pane.
- **Step 5:** To rename the section while it is still selected, click the Section command, and choose Rename Section from the drop-down menu.



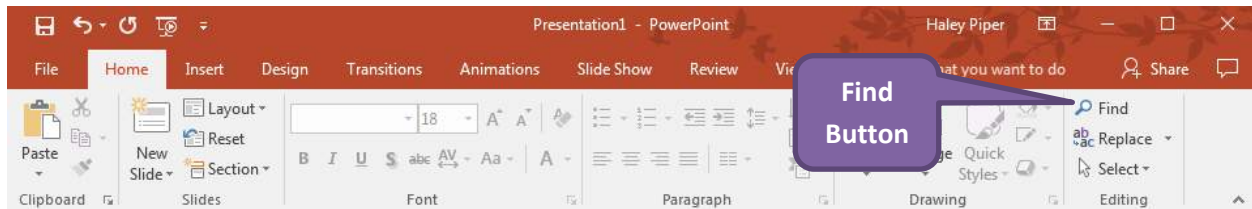
- **Step 6:** Enter your new section name in the dialog box. Then click Rename.
- **Step 7:** Repeat to add as many sections as you need.
- **Step 8:** In the left pane, click the arrow next to a section name to collapse or expand it.

Using Find & Replace

Using the Find Command

The Find command enables you to locate specific text in your presentation.

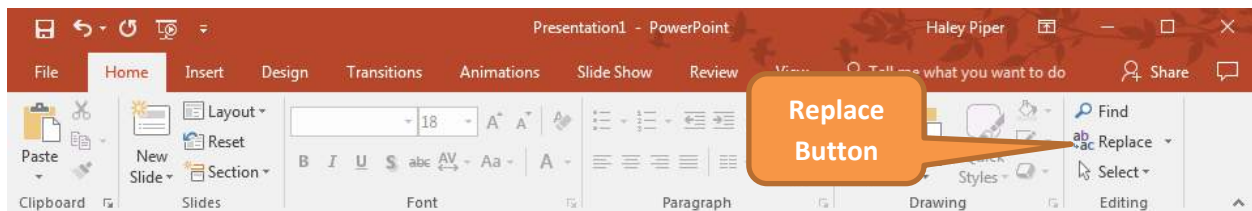
- **Step 1:** Enter your cursor anywhere in your presentation.
- **Step 2:** Click the **Find** option in the Editing group on the **Home** tab or press **<Ctrl> + F** to open the Find Dialog Box.



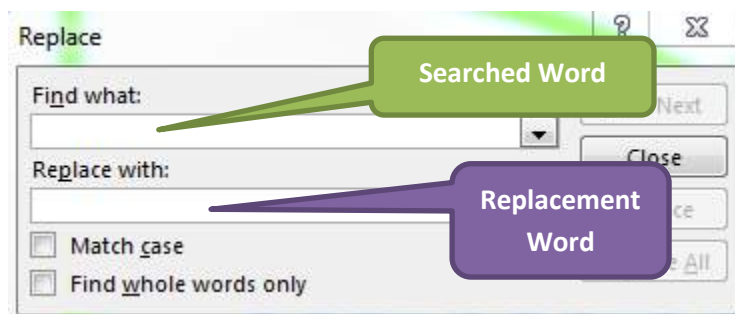
- **Step 3:** Enter a word which you want to search in the Find dialog box and Click Find Next. PowerPoint will find the search term you are looking for in the presentation.

Using the Find & Replace Command

- **Step 1:** Click the **Replace** option in the Editing group on the **Home** tab or press **<Ctrl> + H** to launch the **Find and Replace** dialog box.

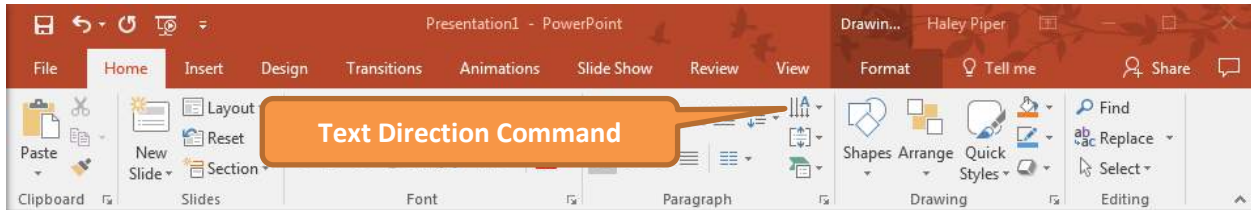


- **Step 2:** Type a word which you want to search and a word you would like to replace it with in the Find and Replace dialog box as follows:

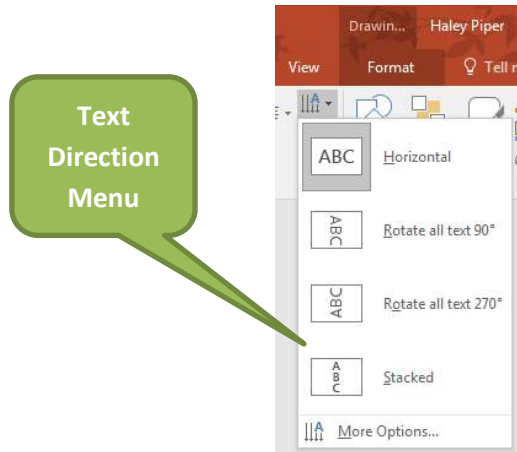


Change Text Direction

- **Step 1:** Select the text your wish to modify.
- **Step 2:** Click the Text Direction command in the Paragraph group. A menu will appear.

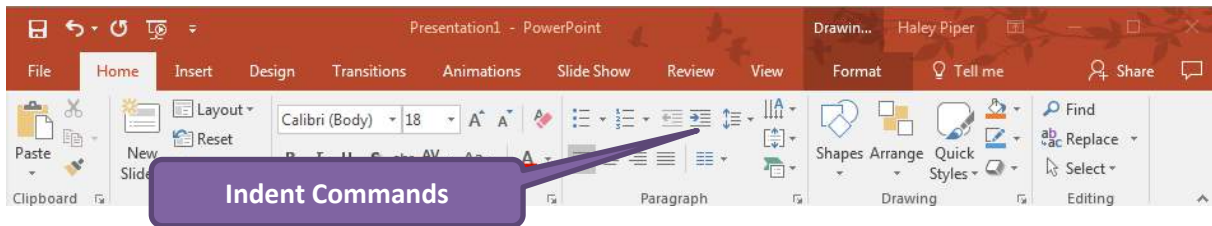


- **Step 3:** Choose for the direction of the text to be Horizontal, Rotated, or Stacked.
- **Step 4:** Choosing from the Text Direction menu



Use the Indent Command

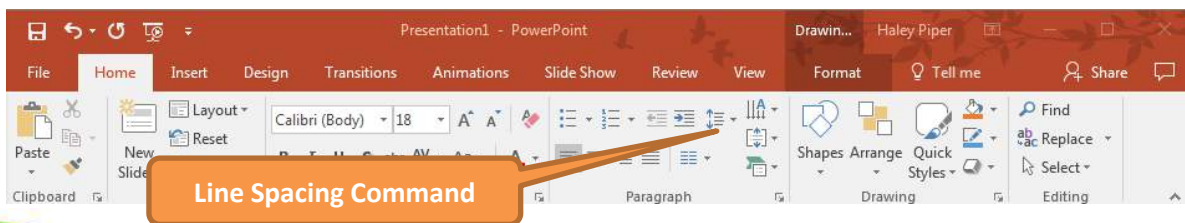
- **Step 1:** Select the text you wish to indent.
- **Step 2:** On the Home tab, click the Increase Indent command to increase the indent, or click the Decrease Indent command to decrease the indent.



- **Step 1:** The selected text will update to reflect the new indent.

Format Line Spacing

- **Step 1:** Select the text you want to format.
- **Step 2:** Click the Line Spacing command in the Paragraph group on the Home tab.
- **Step 3:** Select the desired spacing option from the drop-down menu.

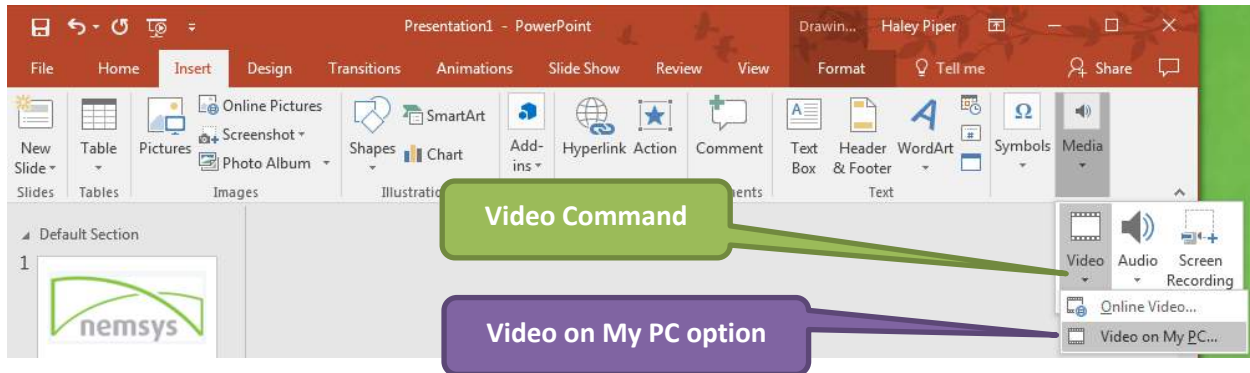


Insert Tab Intermediate

Insert a Video

To Insert a Video from a File on Your Computer

- **Step 1:** From the Insert tab, click the Media drop-down arrow and select the Video dropdown, then Video on My PC.

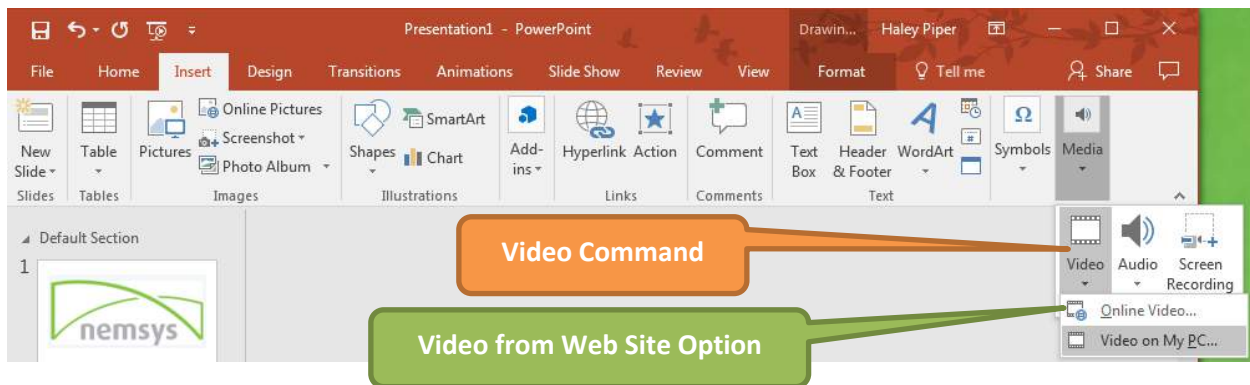


- **Step 2:** Locate and select the desired video file and then click Insert.
- **Step 3:** The video will be added to the slide.

Embedding a Video from a Web Site

Some web sites, like YouTube, allow you to embed videos in your slides. An embedded video will still be hosted on its original website, meaning that the video itself won't be added to your file. Embedding can be a convenient way to reduce the file size of your presentation, but you'll also need to be connected to the internet for the video to play.

- **Step 1:** From the Insert tab, click the Video drop-down arrow and select Video from Web Site.



- **Step 2:** Insert the link to the video in the dialog box.
- **Step 3:** The video will be added to the slide.

Preview the Video

- **Step 1:** Make sure the video is selected.
- **Step 2:** Click the Play/Pause button below the video. The video will start playing, and the timeline next to the Play/Pause button will begin to advance.
- **Step 3:** To jump to a different part of the video, click anywhere on the timeline.

Insert Audio

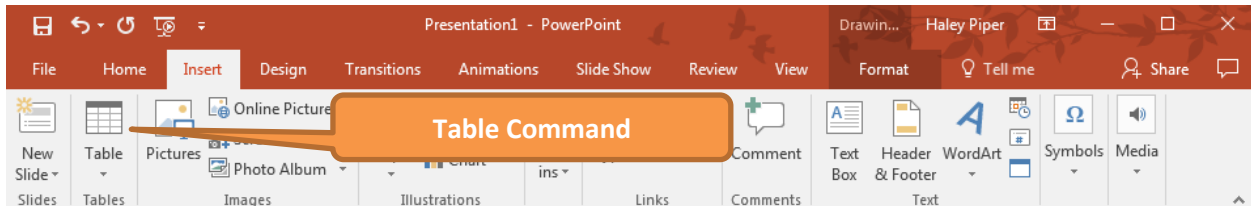
PowerPoint gives you two options for inserting Audio into your presentation. You can use audio from your PC or from a recording device.

- **Step 1:** Under the Insert tab in the Media group click on the Audio button.
- **Step 2:** A drop down will appear where you can choose from Audio on My PC or Record Audio
-



Insert a Table

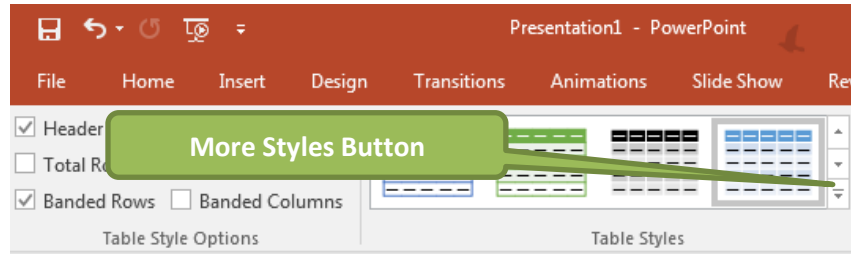
- **Step 1:** On the Insert tab, click the Table command.
- **Step 2:** Hover your mouse over the diagram squares to select the number of columns and rows in the table.



- **Step 3:** Click your mouse. The table will appear on the slide.
- **Step 4:** You can now place the insertion point anywhere in the table to add text.

Apply a Table Style

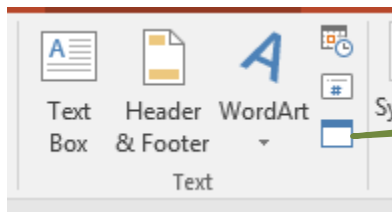
- **Step 1:** Click anywhere on the table. The Table Tools tab will appear on the Ribbon.
- **Step 2:** Select the Table Tools Design tab and locate the Table Styles.
- **Step 3:** Click the More drop-down arrow to see all table styles.



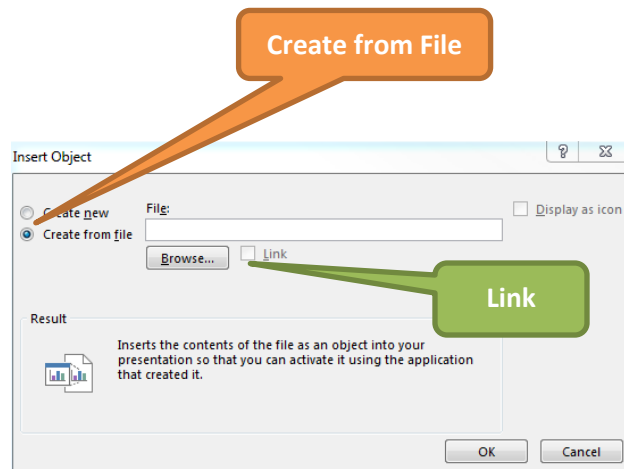
- **Step 4:** Hover the mouse over the various styles to see a live preview.
- **Step 5:** Select the desired style.

Insert Excel Table

- **Step 1:** Click the Insert tab and in the Text group, click Object



- **Step 2:** Select Create from file in the Insert Object dialog box
- **Step 3:** Click Browse and select the workbook that contains the information you need to use.
- **Step 4:** Select Link in the Insert Object dialog box and click OK



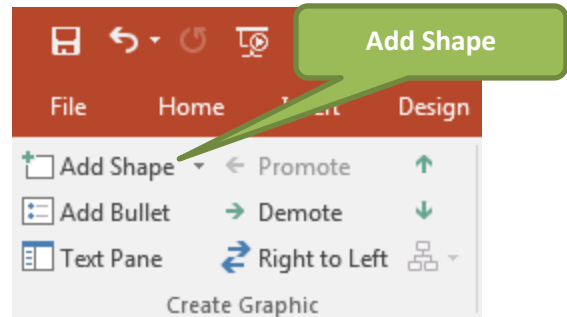
Create Graphics

You can use SmartArt to create custom graphics for you presentations. You can change how the SmartArt is organized to really tailor it to your needs.

Add a Shape

- **Step 1:** Under the Insert tab in the Illustrations group click SmartArt. Choose a graphic from the SmartArt dialog box.
- **Step 2:** Choose where you want the new shape to appear, then select an adjacent shape.

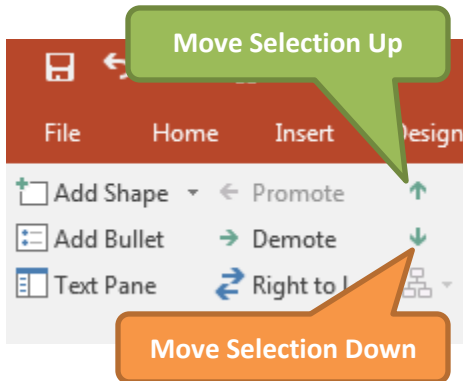
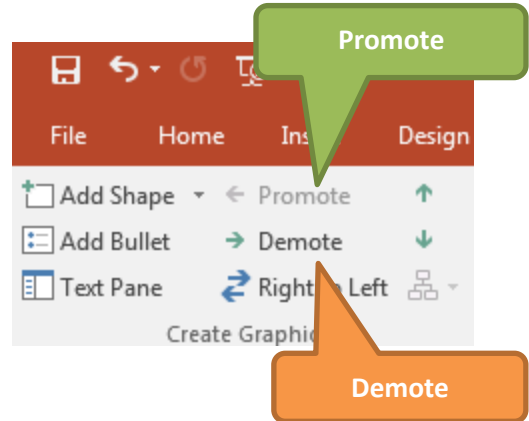
- **Step 3:** Click the Add Shape command in the Graphics group.
- **Step 4:** Select Add Shape Before or Add Shape After to add a shape on the same level as the one you previously selected OR select Add Shape Above or Add Shape Below to add a shape above or below the one you previously selected.



Promote or Demote Shapes

You can use the Promote and Demote buttons to move the shape to a higher or lower level

- **Step 1:** Select a shape in the Graphic that you want to Promote or Demote
- **Step 2:** Under the Design tab in the Create Graphic group Click Promote to move the shape up OR Demote to move the shape to a lower level



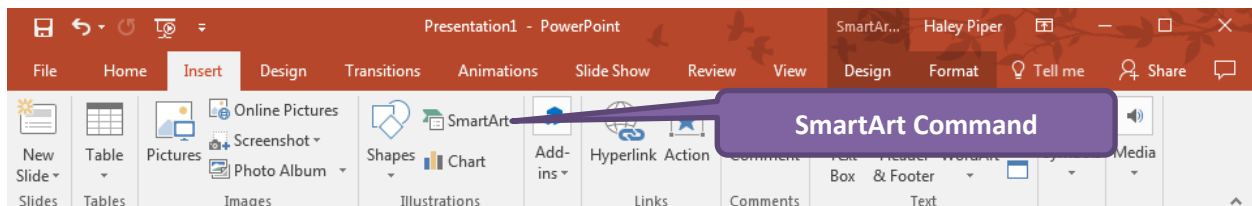
Rearrange Shapes

You can rearrange shapes that are on the same level

- **Step 1:** Select the shape that you would like to move
- **Step 2:** Under the Design tab in the Create Graphic group select the Move Selection Up arrow to move the shape forward in the sequence or the Move Selection Down arrow to move the shape backward in the sequence.

Insert a SmartArt Graphic

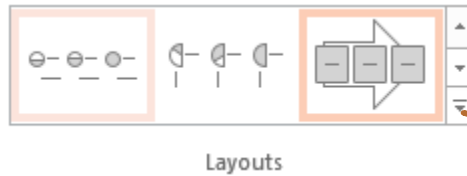
- **Step 1:** Select the Insert tab.
- **Step 2:** Select the SmartArt command in the Illustrations group. A dialog box will appear.



- **Step 3:** Select a category on the left of the dialog box and review the SmartArt graphics that appear in the center.
- **Step 4:** Select the desired SmartArt graphic and click OK.

Change the SmartArt Layout

- **Step 1:** Select the graphic. The Design and Format tabs will appear on the Ribbon.
- **Step 2:** Click the Design tab.
- **Step 3:** In the Layouts group, click the More drop-down arrow to view all the layouts.

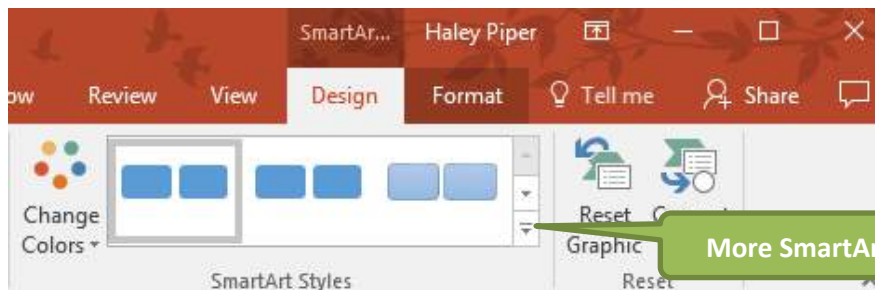


More SmartArt Layout Button

- **Step 4:** Hover the mouse over each layout to see a live preview.
- **Step 5:** Select the desired layout.

Change the SmartArt Style

- **Step 1:** Select the graphic. The Design and Format tabs will appear on the Ribbon.
- **Step 2:** Click the Design tab.
- **Step 3:** In the SmartArt Styles group, click the More drop-down arrow to view all the styles.



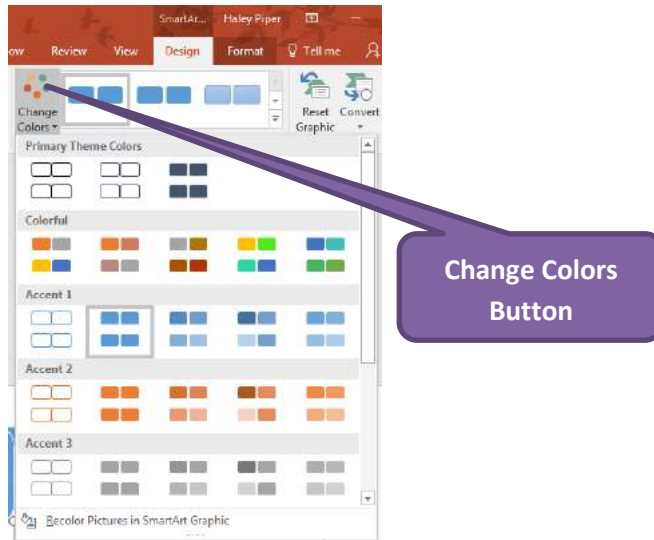
More SmartArt Style Button

- **Step 4:** Hover the mouse over each style to see a live preview.
- **Step 5:** Select the desired style.

Change the SmartArt Color Scheme

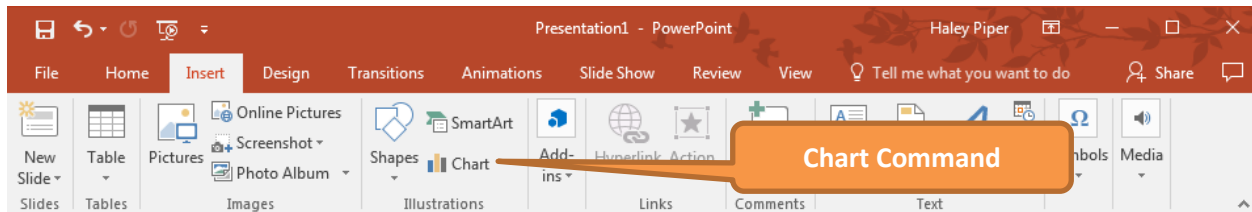
PowerPoint provides a variety of color schemes to use with SmartArt. The color schemes use Theme Colors, so they will vary depending on which Theme you are using.

- **Step 1:** Select the graphic. The Design and Format tabs will appear on the Ribbon.
- **Step 2:** Select the Design tab.
- **Step 3:** Click the Change Colors command. A drop-down menu appears showing various color schemes.
- **Step 4:** Select the desired color scheme.

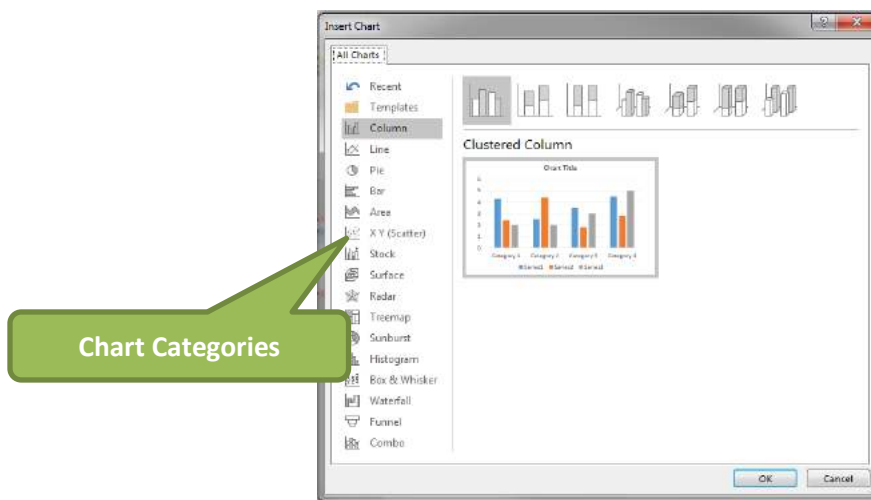


Insert a Chart

- **Step 1:** Select the Insert tab.
- **Step 2:** Click the Insert Chart command in the Illustrations Group. The Insert Chart dialog box will appear.



- **Step 3:** Select a category from the left pane of the dialog box and review the charts that appear in the center.



- **Step 4:** Select the desired chart.
- **Step 5:** Click OK. An Excel window will open with a placeholder for your data.

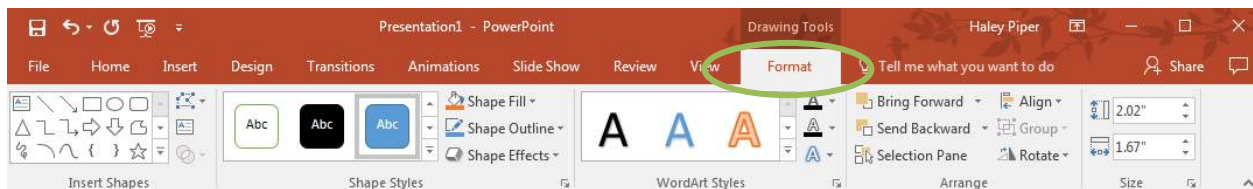
Enter Chart Data

The data that appears in the Excel spreadsheet is placeholder source data that you will replace with your own information. The Excel source data is used to create the PowerPoint chart.

- **Step 1:** Enter your data into the Excel spreadsheet.
- **Step 2:** If necessary, click and drag the lower-right corner of the blue line to increase or decrease the data range for rows and columns. Only the data enclosed by the blue lines will appear in the chart.
- **Step 3:** Close Excel. You do not need to save the spreadsheet. The PowerPoint chart will update to reflect the new source data.

Format Chart

Once you have created a chart you can change its appearance by using the tools in the Format tab.



Insert Shapes

In the Insert Shapes group you can insert many different kinds of shapes as well as a text box.

Shape Styles

The Shape Styles group allows you to change the color, border and effects of your chart. It also has premade styles that you can choose from. Just hover your mouse over each style for a live preview and click the one you like best to apply it to the chart.

WordArt Styles

The WordArt Styles allows you to change the color, outline, and effects of the words in your chart. You can also use the Quick Styles button which has premade styles to choose from. Just hover your mouse over each style for a live preview and click the one you like best to apply it to the chart.

Arrange

The Arrange section gives you control over the position of your chart in regards to other shapes or charts. The Bring Forward and Send Backward buttons allow you to determine the order of your charts. The Selection Pane button allows you to choose to view and hide any number of charts. From here you can also align your chart by using the Align Objects button. The Group Objects button allows you to group individual objects into one moveable shape. Finally the Rotate Objects button allows you to rotate or flip a shape using specified degrees.

Size

The Size group is great for changing the size of your chart or shape to be exactly the length and height you would like it to be.

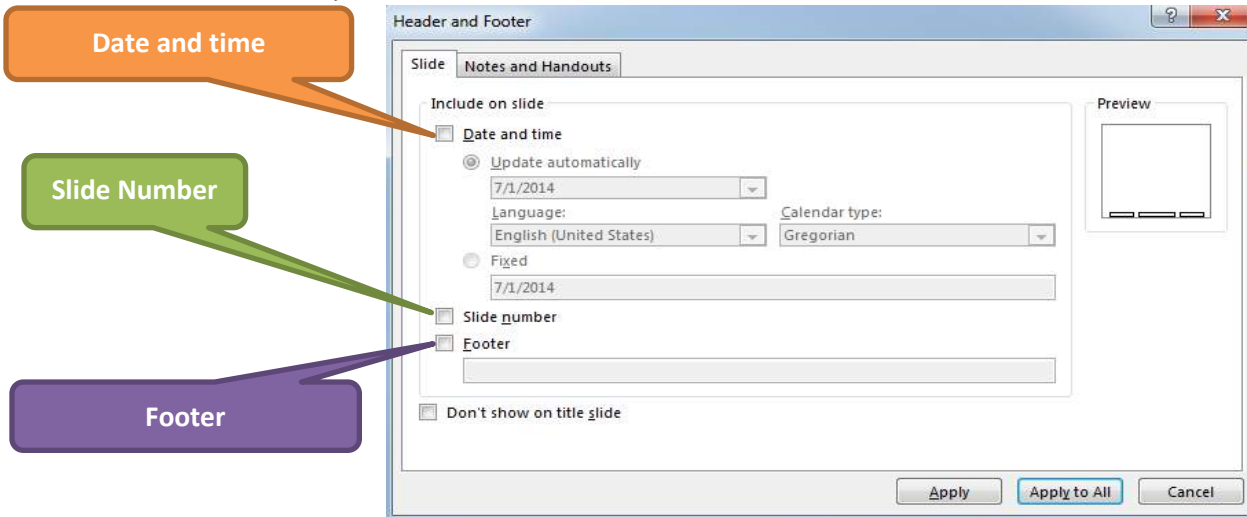
Insert Header & Footer

You can add a Header & Footer to the slides in your presentation that show the Date and Time and/or Slide Number. This can be applied to all slides or customized to specific slides.

You can also apply a Header & Footer to Notes and Handouts that will not appear in the actual Slides

Header & Footer on Slides

- **Step 1:** Click the Insert tab and in the Text group click on Header & Footer. A dialog box will appear.
- **Step 2:** Under the Slide tab, check Date and time. If you choose Update automatically the date and time will continue to update. If you choose Fixed the date and time will not change.
- **Step 3:** If you check Footer you will be able to add any information you choose.
- **Step 4:** Click Apply to apply the info to the current slide or Apply to All which will apply the info to every slide.



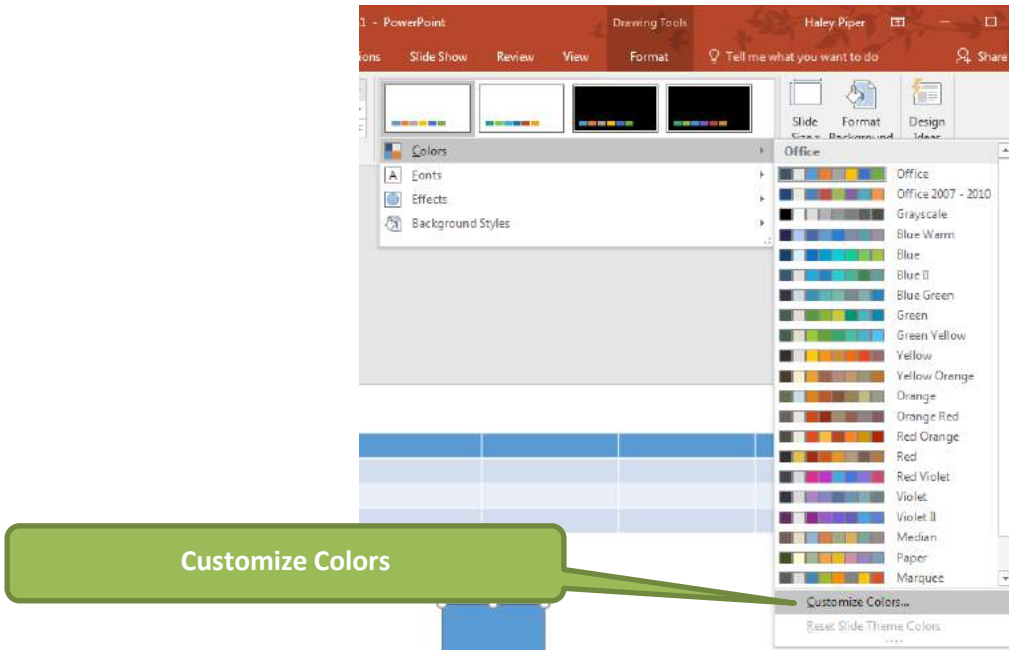
Header & Footer only on Handouts

- **Step 1:** Click the Insert tab and in the Text group click on Header & Footer. A dialog box will appear.
- **Step 2:** Click on the Notes and Handouts tab.
- **Step 3:** Check Date and time and Page Number. If you want to add custom information check Header and Footer to add either or both.
- **Step 4:** Click Apply to All and the info will be applied to your Notes and Handouts without being added to the actual slides.

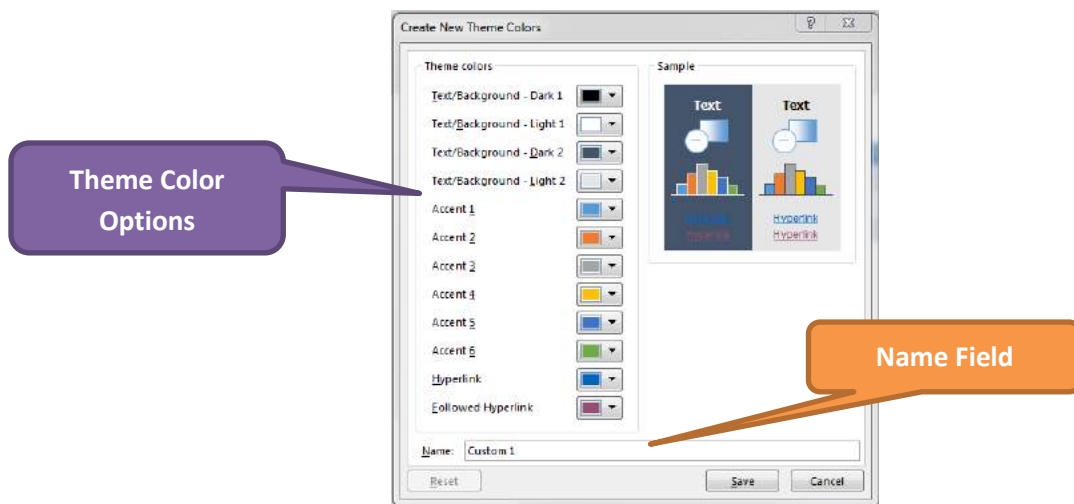
Design Tab Intermediate

Create New Theme Colors

- **Step 1:** From the Design tab, click the More drop-down arrow in the Variants group. Hover the mouse over Colors. A drop-down menu will appear.
- **Step 2:** Select Customize Colors.



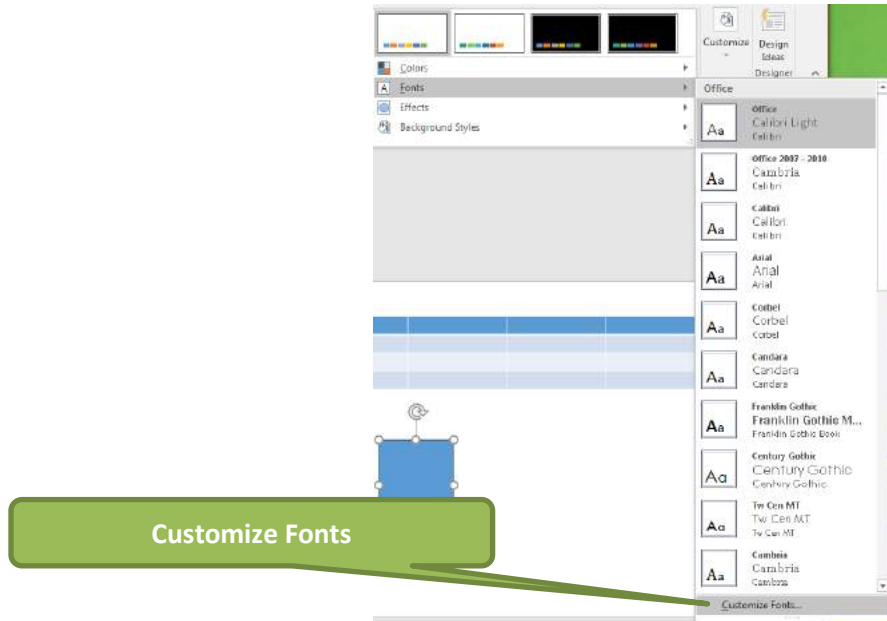
- **Step 3:** The dialog box will show the current theme colors. To edit a color, click the drop-down arrow and select a different color. To choose the exact color you want, you may need to click More Colors.



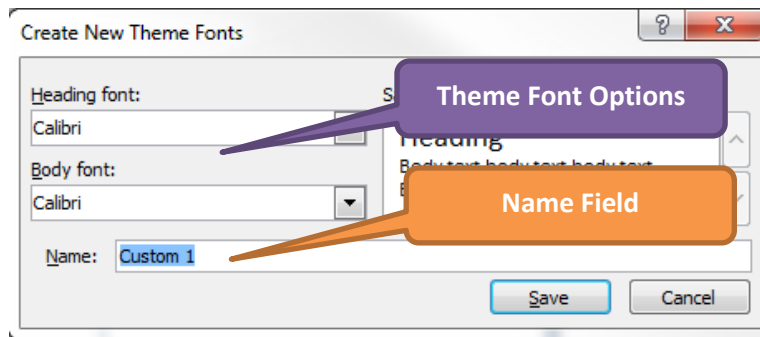
- **Step 4:** In the Name field, type the desired name for the theme colors, and then click Save. The presentation will update to show the new theme colors.

Create New Theme Fonts

- **Step 1:** From the Design tab, click the More drop-down arrow in the Variants group. A drop-down menu will appear.
- **Step 2:** Select Customize Fonts.



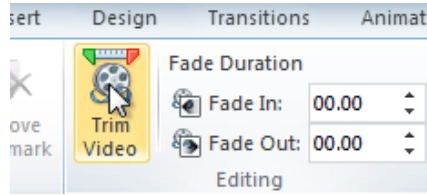
- **Step 3:** The dialog box will show the two theme fonts. To change the fonts, click the drop-down arrows and select the desired fonts.



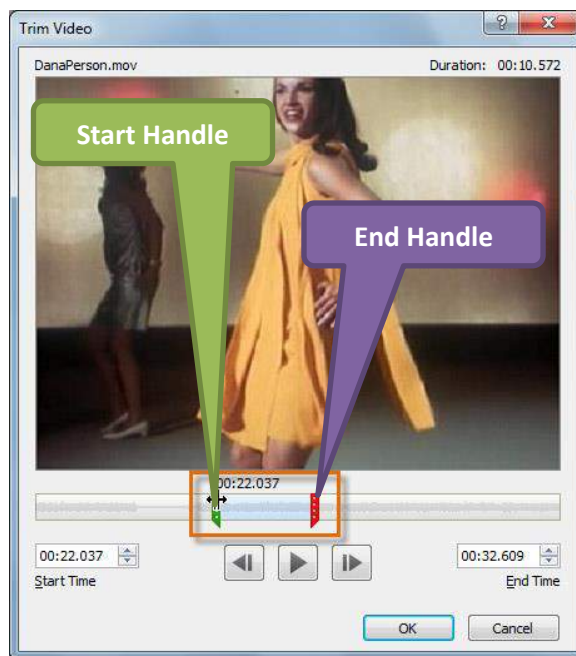
- **Step 4:** In the Name field, type the desired name for the theme fonts, and then click Save. The presentation will update to show the new theme fonts.

Trim a Video

- **Step 1:** From the Playback tab, click the Trim Video command. The Trim Video dialog box will appear.



- **Step 2:** Use the green and red handles to set the start time and end time.

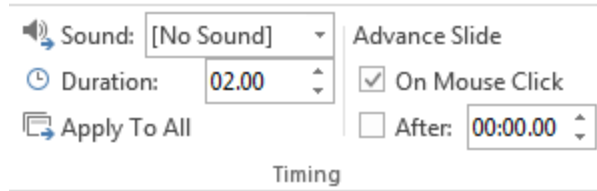


- **Step 3:** To preview the video file, click the Play button.
- **Step 4:** Adjust the green and red handles again if necessary, and then click OK.

Transitions Tab Intermediate

Modify Duration of a Transition

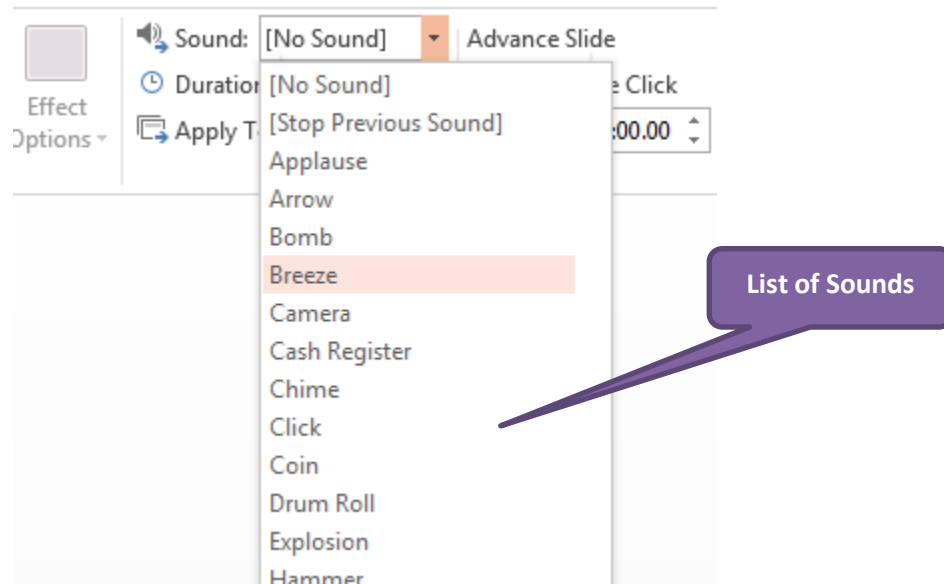
- **Step 1:** Select the slide that includes the transition you wish to modify.
- **Step 2:** In the Duration field in the Timing group, enter the amount of time you want the transition to take. In this example, we will specify the length as 2 seconds, or 02.00.



Modify Duration

Add Sound to a Transition

- **Step 1:** Select the slide that includes the transition you wish to modify.
- **Step 2:** Click the Sound drop-down menu in the Timing group.
- **Step 3:** You will hear the sound and see a live preview of the transition as you hover over each sound.

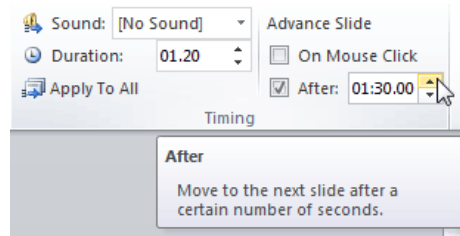


- **Step 4:** Click a sound to apply it to the selected slide.

Advance Slides Automatically

Normally, in Slide Show View, you would advance to the next slide by clicking your mouse (or pressing Enter on your keyboard). Using the Advance Slides settings in the Timing group, you can set your presentation to advance on its own instead, and display each slide for a specific amount of time. This is useful for unattended presentations, such as at a trade show booth.

- **Step 1:** Select the slide you wish to modify.
- **Step 2:** Locate the Timing group on the Transitions tab.
- **Step 3:** Under Advance Slide, uncheck the box next to On Mouse Click.
- **Step 4:** In the After field, enter the amount of time you want to display the slide. In this example, we will advance the slide automatically after 1 minute 30 seconds, or 01:30:00.



Advance Slides Automatically

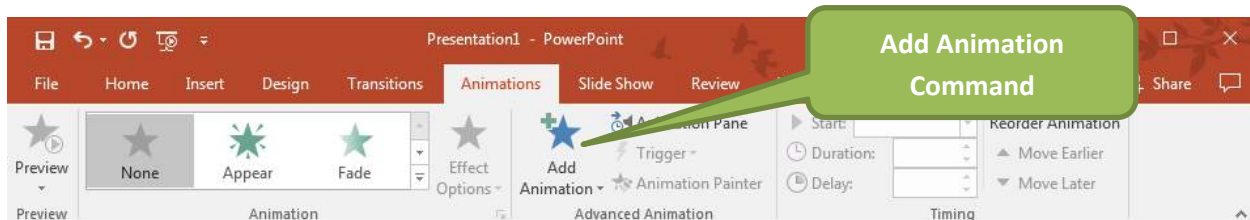
- **Step 5:** Select another slide and repeat the process until all the desired slides have the appropriate timing.

Animations Tab Intermediate

Add Multiple Animations to an Object

If you select a new animation from the menu in the Animation group, it will replace the object's current animation. However, you'll sometimes want to place more than one animation on an object, for example an Entrance and an Exit effect. To do this, you'll need to use the Add Animation command, which will allow you to keep your current animations while adding new ones.

- **Step 1:** Select the object.
- **Step 2:** Click the Animations tab.
- **Step 3:** In the Advanced Animation group, click the Add Animation command to view the available animations.
- **Step 4:** Select the desired animation effect.

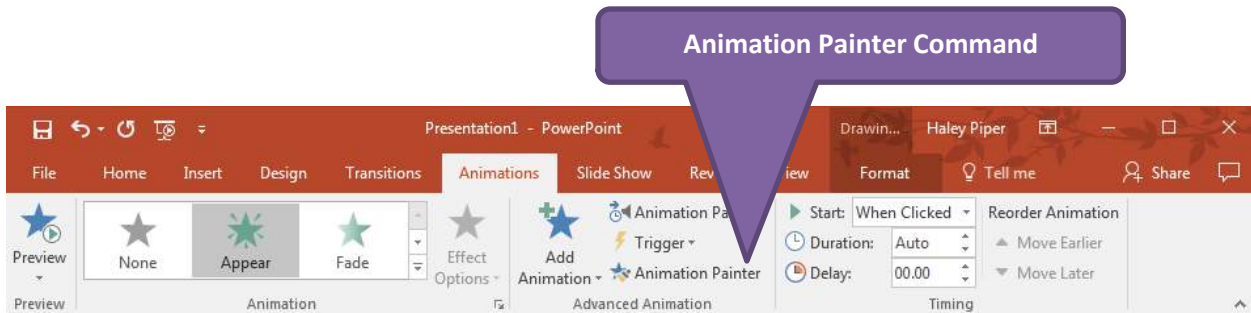


- **Step 5:** If the object has more than one effect, it will have a different number for each effect. The numbers indicate the order in which the effects will occur.

Using the Animation Painter

In some cases, you may want to apply the same effects to more than one object. You can do that by copying the effects from one object to another using the Animation Painter.

- **Step 1:** Click on the object that has the effects that you want to copy.
- **Step 2:** From the Animations tab, click the Animation Painter command.



- **Step 3:** Click on the object that you want to copy the effects to. The effects will be applied to the object.

Open the Effects Options Dialog Box

From the Animation Pane, you can access the Effect Options dialog box, which contains more advanced options that you can use to fine-tune your animations.

- **Step 1:** From the Animation Pane, select an effect. A drop-down arrow will appear next to the effect.
- **Step 2:** Click the drop-down arrow and select Effect Options. The Effect Options dialog box will appear.
- **Step 3:** From here, you can add various enhancements to the effect:
 - Sound: Adds a sound effect to the animation.
 - After animation: Changes the color or hides the object after the animation is over.
 - Animate text: If you are animating text, you can choose to animate it all at once, one word at a time, or one letter at a time.

Change the Effect Timing

- **Step 1:** From the Effect Options dialog box, select the Timing tab.
- **Step 2:** From here, you can add a delay before the effect starts, change the duration of the effect, and control whether the effect repeats.

Reorder the Animations

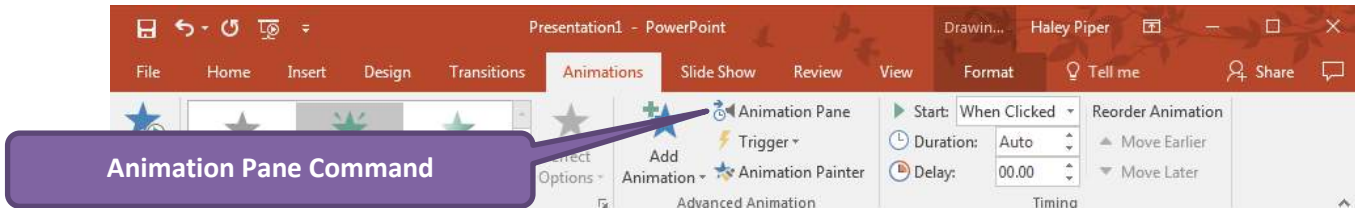
- **Step 1:** Select the number of the effect that you want to change.
- **Step 2:** From the Animations tab, click the Move Earlier or Move Later commands to change the ordering.



Open the Animation Pane

The Animation Pane allows you to view and manage all the effects that are on the current slide. You can modify and reorder effects directly from the Animation Pane, which is especially useful when you have many effects.

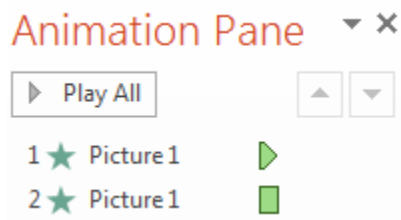
- **Step 1:** From the Animations tab, click the Animation Pane command.



- **Step 2:** The Animation Pane will open on the right side of the window. It will show all the effects for the current slide in the order that they will appear.

Reorder Effects from the Animation Pane

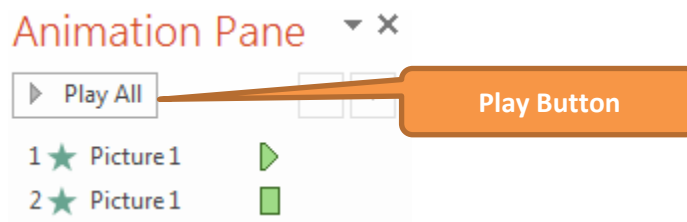
- **Step 1:** On the Animation Pane, click and drag an effect up or down



- **Step 2:** The effects will reorder themselves.

Preview Effects from the Animation Pane

- **Step 1:** From the Animation Pane, click the Play button.

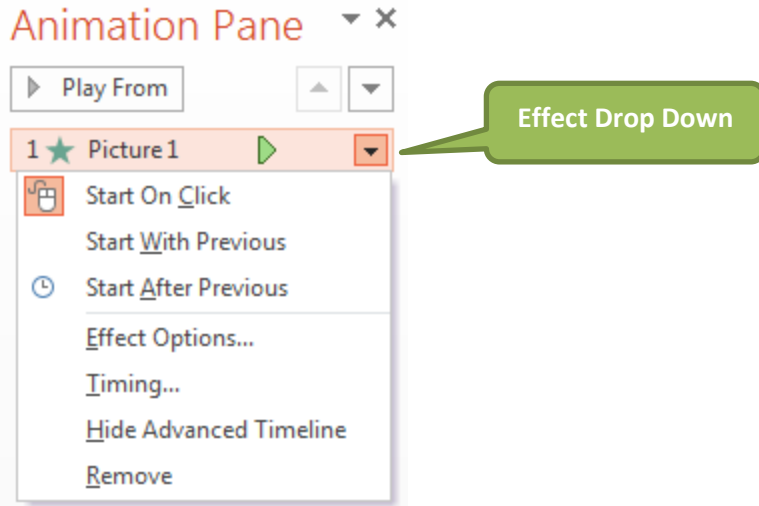


- **Step 2:** The effects for the current slide will play. On the right side of the Animation Pane, you will be able to see a timeline that shows the progress through each effect.

Change an Effects Start Option

By default, an effect starts playing when you click the mouse during a slide show. If you have multiple effects, you will need to click multiple times to start each effect individually. However, by changing the start option for each effect, you can have effects that automatically play at the same time or one after the other.

- **Step 1:** From the Animation Pane, select an effect. A drop-down arrow will appear next to the effect.



- **Step 2:** Click the drop-down arrow. You will see three start options:
 - **Start on Click:** This will start the effect when the mouse is clicked.
 - **Start With Previous:** This will start the effect at the same time as the previous effect.
 - **Start After Previous:** This will start the effect when the previous effect ends.
- **Step 3:** Select the desired start option.

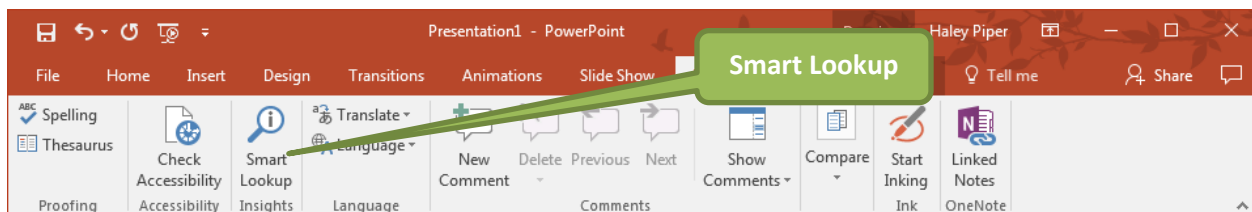
Review Tab Intermediate

Research & Thesaurus Tools

Smart Lookup

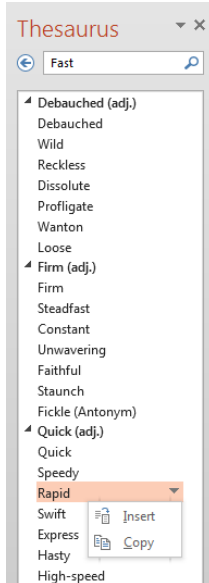
What was formally the Research button in PowerPoint 2013, is now the Smart Lookup button. This button allows you to do research directly within the program and provides a useful links to make your work sound that much more professional.

Step 1: Click the Review tab and in the Proofing group, select text from your slide, and click Smart Lookup



Step 2: A Smart Lookup pane will appear on the right side of the window with information regarding the selected text.

Step 3: The research will automatically update and you can dig deeper into specific material from there by clicking the link associated with the information.



Thesaurus

Step 1: Highlight the word you would like to look up by double clicking on it

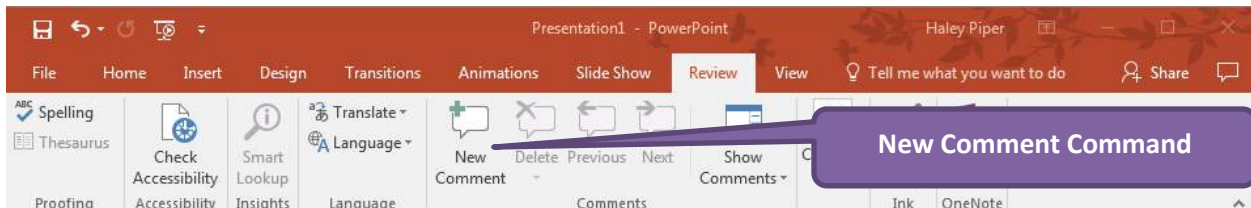
Step 2: Click the Review tab and in the Proofing group click Thesaurus

Step 3: A Thesaurus pane will appear on the right side of your screen and will populate with an assortment of words. Hover your arrow over the word you want to use and click on the drop down arrow that appears.

Step 4: Click Insert and the highlighted word will be replaced

Add a Comment

- **Step 1:** Select the text or click on the area of the slide where you would like the comment to appear.
- **Step 2:** Select the Review tab and locate the Comments group.
- **Step 3:** Click the New Comment command.



- **Step 4:** Type your comment.
- **Step 5:** Click anywhere on the slide and your comment will appear.

Edit a Comment

- **Step 1:** Click the comment
- **Step 2:** Make the desired changes
- **Step 3:** Hit enter

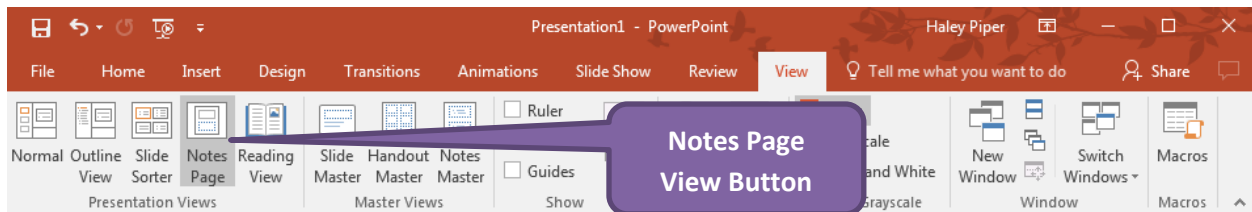
Delete a Comment

- **Step 1:** Select the comment you wish to delete.
- **Step 2:** From the Review tab, click the Delete command.

View Tab Intermediate

Using the Notes Page View

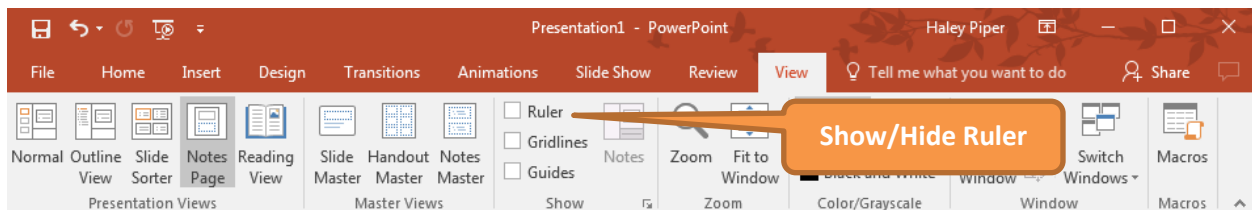
- **Step 1:** Go to the View tab.
- **Step 2:** Click the Notes Page command in the Presentation Views group.



- **Step 3:** Type your notes in the text box, or use the scroll bar to review your slides.

Show the Ruler

- **Step 1:** Select the View tab.
- **Step 2:** Click the Ruler check box in the Show/Hide group if it is not selected. The Ruler will appear.



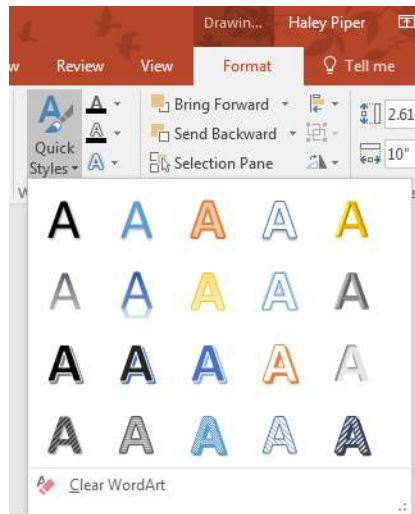
Format Tab Intermediate

The Format tab is a contextual tab that is there often when creating a presentation. The Format tab can be seen whenever you are working in a placeholder or with an object and offers many editing functions.

Apply a WordArt Style

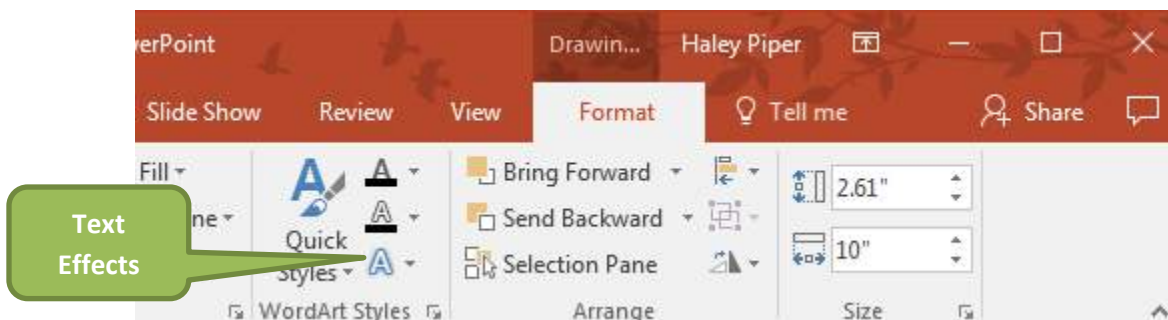
A WordArt Style will automatically apply several effects to your text at once. You can then refine the look of your text by adding or modifying text effects.

- **Step 1:** Select a text box, or select some text inside of the text box. The Format tab will appear.
- **Step 2:** Click the Format tab.
- **Step 3:** In the Quick Styles group, click the More drop-down arrow to view all the available styles.
- **Step 4:** Select the desired style preset to apply the style to your text.



Add/Modify Text Effects

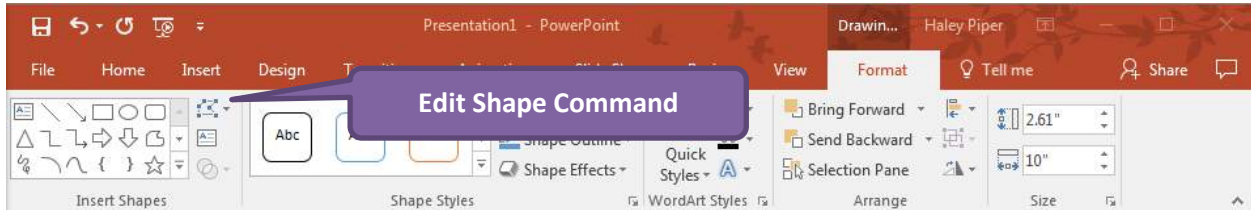
- **Step 1:** Select a text box, or select some text inside of the text box. The Format tab will appear.
- **Step 2:** Click the Format tab.
- **Step 3:** Click the Text Effects command in the WordArt Styles group. A drop-down menu will appear showing the different effect categories.



- **Step 4:** Hover over an effect category. A drop-down menu will appear. You can hover the mouse over the different presets to see a live preview.
- **Step 5:** Select the desired effect preset. The effect will be applied to your text. If you want, you can combine several different effects.

Change to a Different Shape

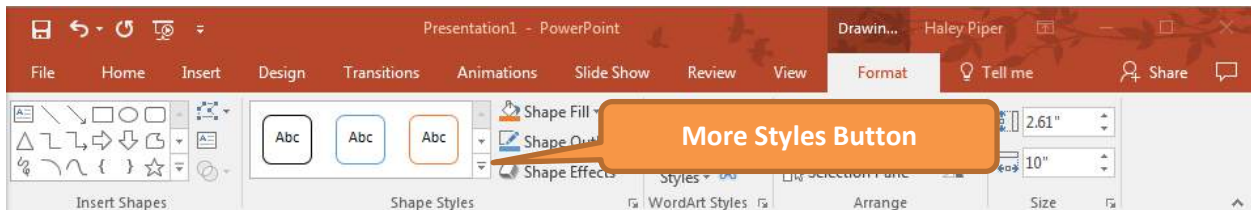
- **Step 1:** Select the shape or text box. The Format tab will appear.
- **Step 2:** From the Format tab, click the Edit Shape command.



- **Step 3:** Click Change Shape to display a drop-down list.
- **Step 4:** Select the desired shape from the list.

Change Shape Style

- **Step 1:** Select the shape or text box. The Format tab will appear.
- **Step 2:** Click the More drop-down arrow in the Shape Styles group to display more style options.

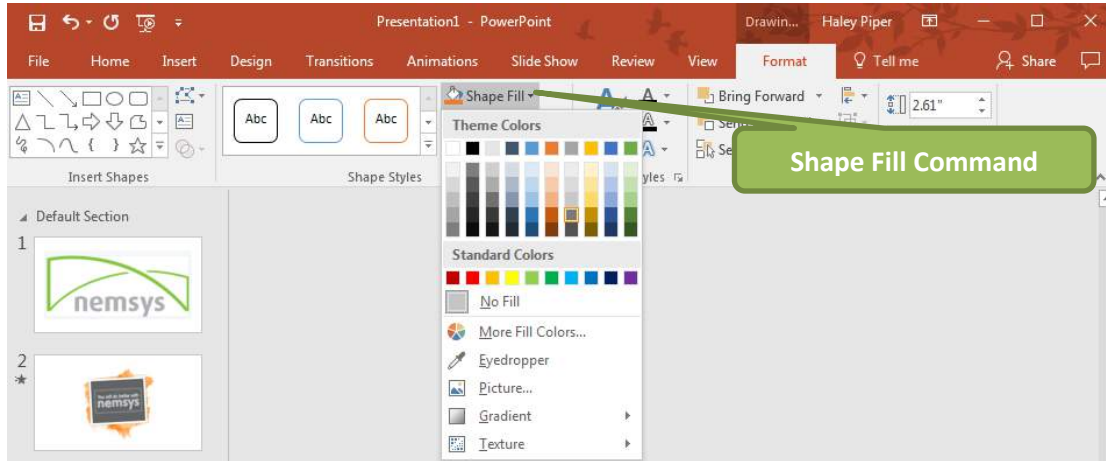


- **Step 3:** Move your cursor over the styles to see a live preview of the style in the slide and select the desired style.



Change Shape Fill

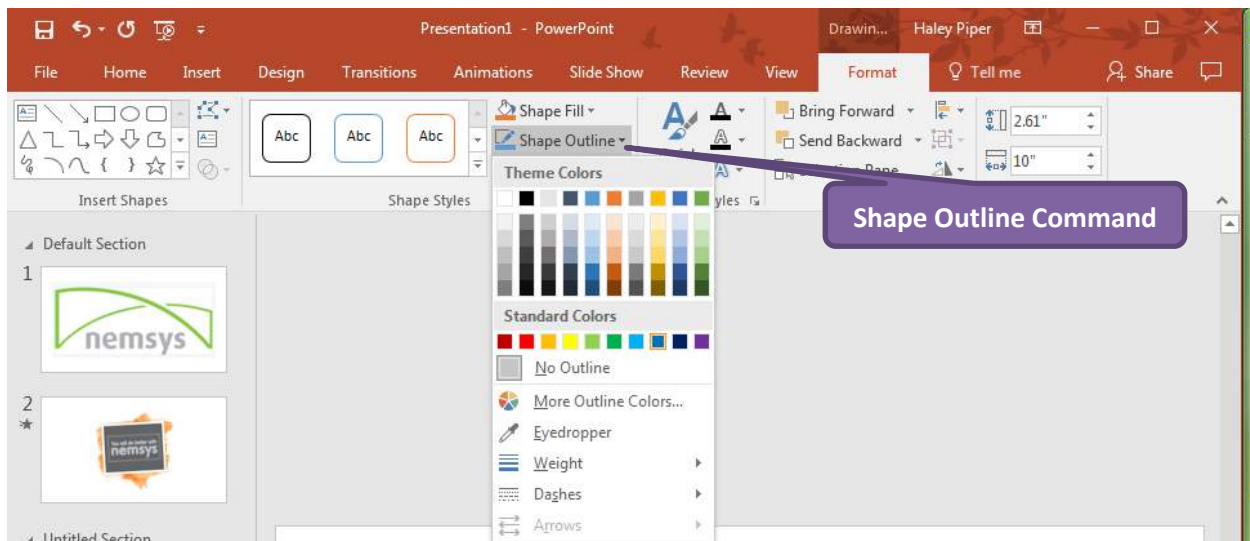
- **Step 1:** Select the shape or text box. The Format tab appears.
- **Step 2:** Select the Format tab.
- **Step 3:** Click the Shape Fill command to display a drop-down list.



- **Step 4:** Select the desired color from the list, choose No Fill, or choose More Fill Colors to choose a custom color.

Change Shape Outline

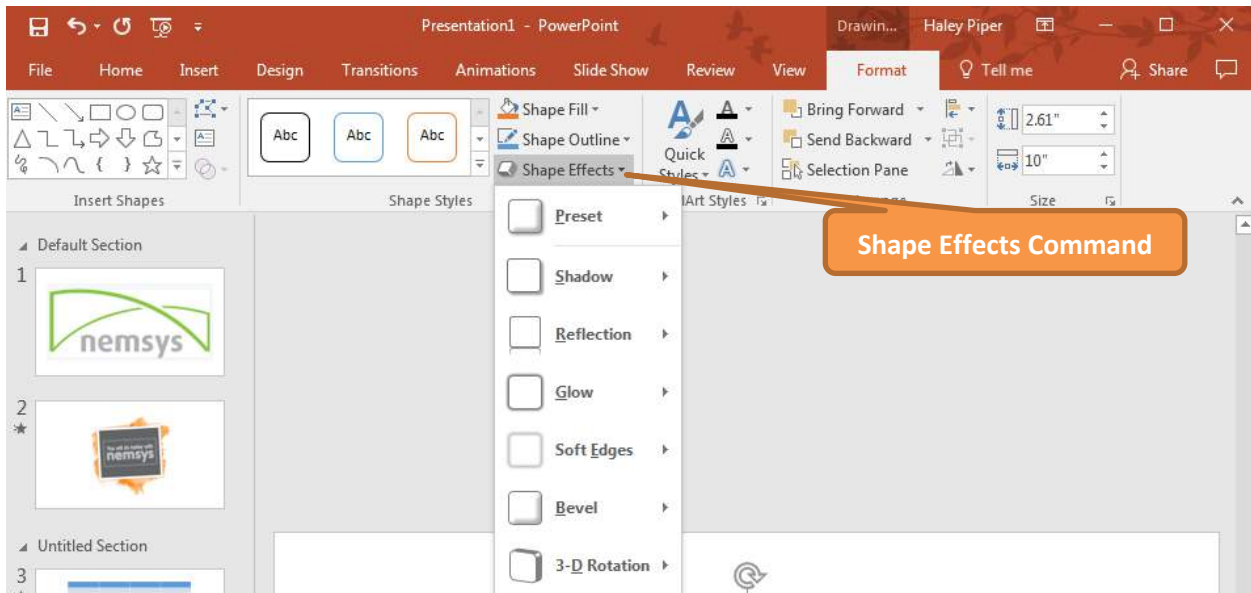
- **Step 1:** Select the shape or text box. The Format tab will appear.
- **Step 2:** Click the Format tab.
- **Step 3:** Click the Shape Outline command to display a drop-down menu.



- **Step 4:** From the drop-down menu, you can change the outline color, weight (thickness), and whether it is a dashed line.

Change Shadow Effect

- **Step 1:** Select the shape or text box. The Format tab will appear.
- **Step 2:** Click the Format tab.
- **Step 3:** Click the Shape Effects command. A drop-down menu will appear.
- **Step 4:** Hover the mouse over Shadow. You will see a list of shadow presets.
- **Step 5:** Move your mouse over the menu options to see a live preview of the shadow effect in the slide.



- **Step 6:** Click the desired shadow effect to add it to your shape.

Use 3-D Rotation

- **Step 1:** Select the shape or text box.
- **Step 2:** Click on the Format tab.
- **Step 3:** Click Shape Effects from the Shape Styles group.
- **Step 4:** Hover the mouse over 3-D Rotation. A drop-down menu will appear.
- **Step 5:** Select the desired rotation preset from the drop-down menu. You can also click 3-D Rotation Options if you would prefer to type in custom values.

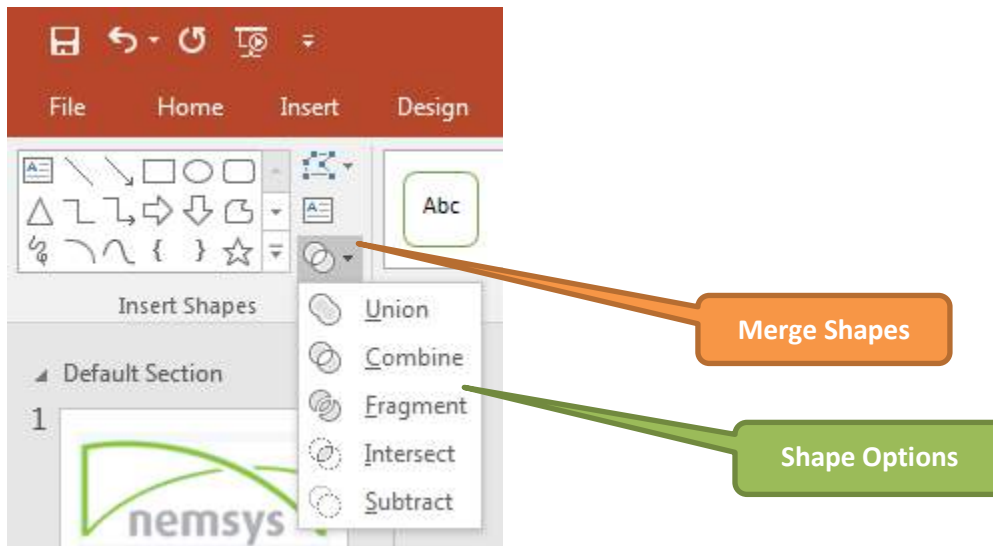
Use Bevel

- **Step 1:** Select the shape or text box.
- **Step 2:** Click on the Format tab.
- **Step 3:** Click Shape Effects from the Shape Styles group.
- **Step 4:** Hover the mouse over Bevel. A drop-down menu will appear.
- **Step 5:** Select the desired bevel preset from the drop-down menu. You can also click 3-D Rotation Options if you would prefer to type in custom values.

Merge Shapes

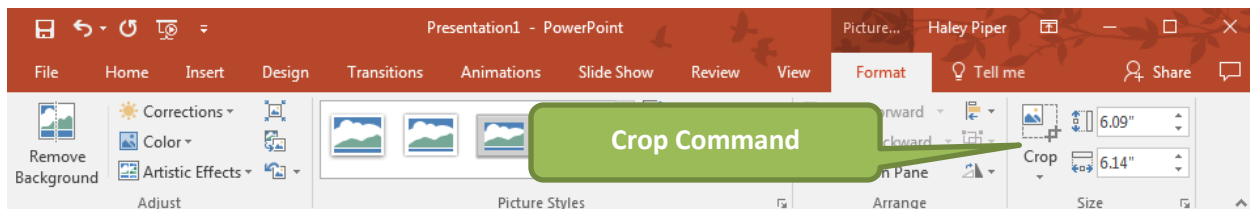
If you cannot find a shape that suits your needs you can custom build shapes by merging existing shapes together.

- **Step 1:** Select the shapes you want to merge by holding the Ctrl key and clicking each shape.
- **Step 2:** On the Format tab in the Insert Shapes sections click the Merge Shapes drop down and hover over the options to see which one you like best, then click that option.



Crop an Image

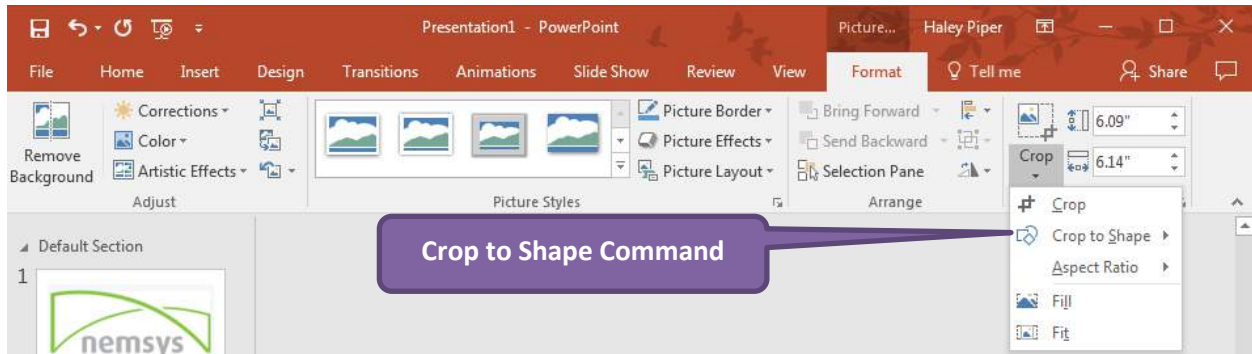
- **Step 1:** Select an image. The Format tab will appear.
- **Step 2:** Select the Format tab.
- **Step 3:** Click the Crop command. The black cropping handles appear.



- **Step 4:** Click and drag a handle to crop an image.
- **Step 5:** Click the Crop command to deselect the crop tool.

Crop an Image to a Shape

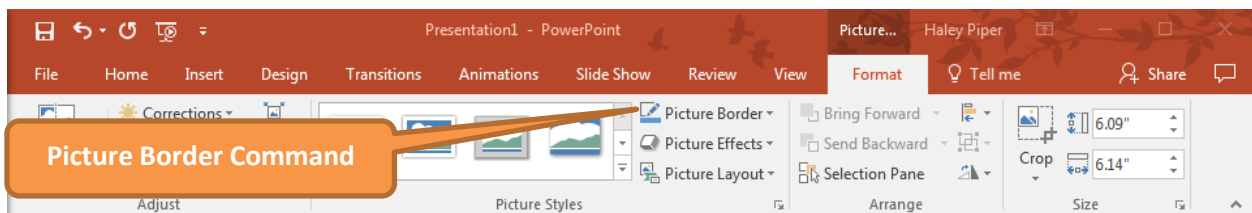
- **Step 1:** Select the image. The Format tab will appear.
- **Step 2:** Select the Format tab.
- **Step 3:** Click the Crop drop-down arrow (below the Crop command). A drop-down menu will appear.



- **Step 4:** Select a shape from the drop-down menu.
- **Step 5:** The image will take the shape that you have selected.

Add a Border to a Picture

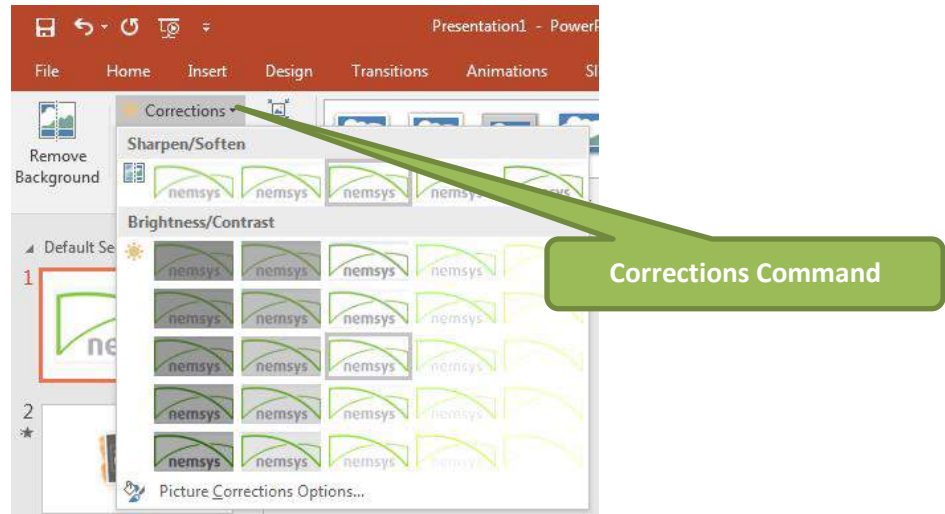
- **Step 1:** Select the picture.
- **Step 2:** Select the Format tab.
- **Step 3:** Click the Picture Border command. A drop-down menu will appear.



- **Step 4:** From the drop-down menu, you can select a color, weight (thickness), and whether the line is dashed.

Make Image Corrections

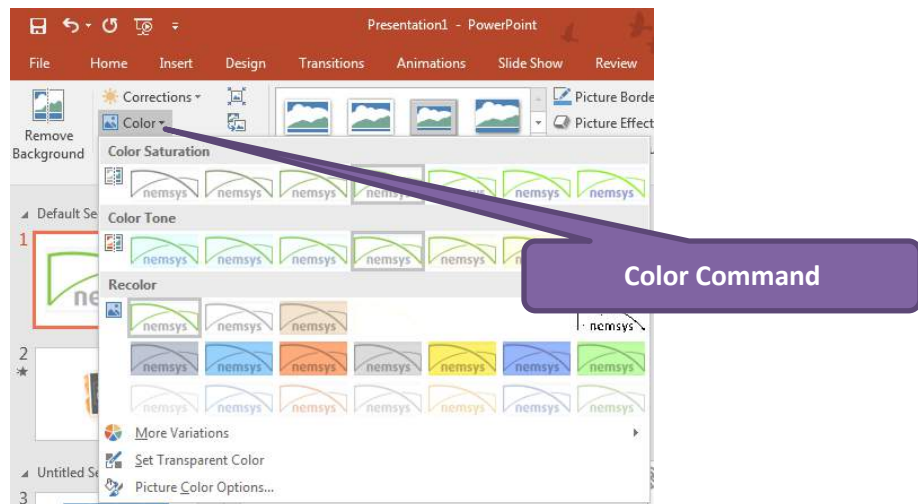
- **Step 1:** Select the image. The Format tab will appear.
- **Step 2:** Click the Format tab.
- **Step 3:** Click the Corrections command. A drop-down menu will appear.



- **Step 4:** To sharpen or soften the image, hover over the Sharpen and Soften presets. You'll see a live preview of the preset in the slide.
- **Step 5:** Select the desired Sharpen and Soften preset.
- **Step 6:** Click the Corrections command again.
- **Step 7:** Hover over the Brightness and Contrast presets to see a live preview.
- **Step 8:** Select the desired Brightness and Contrast preset.

Adjust the Color in an Image

- **Step 1:** Select the image. The Format tab will appear.
- **Step 2:** Click the Format tab.
- **Step 3:** Click the Color command. A drop-down menu will appear.

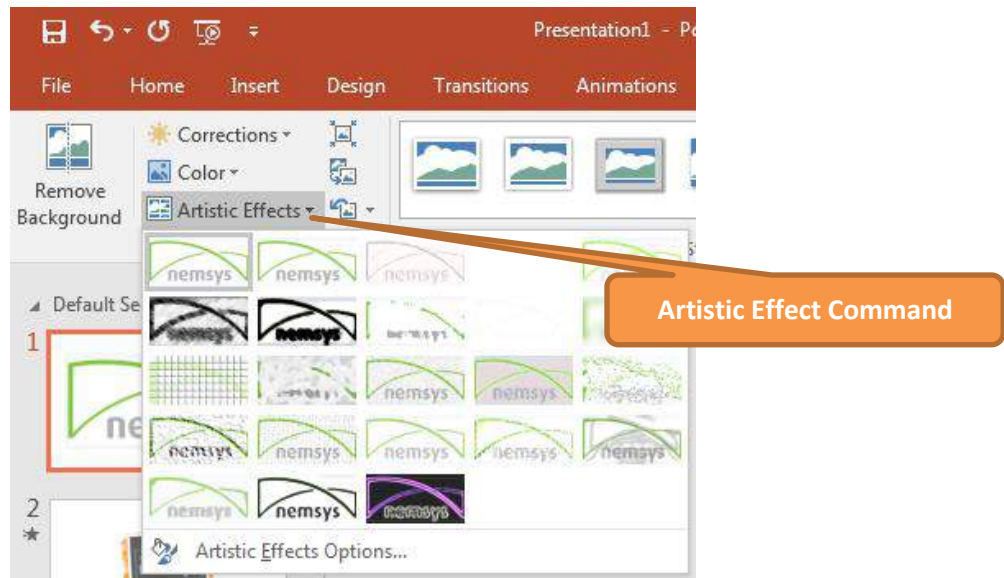


- **Step 4:** From the drop-down menu, you can choose a preset from each of the three categories:
 - **Color Saturation:** Controls how vivid the colors are in the image.
 - **Color Tone:** Controls the "temperature" of the color, from cool to warm.

- **Recolor:** Controls the overall color of the image. Use this option to make the image black and white, grayscale, or to colorize it with a different color.

Apply an Artistic Effect to an Image

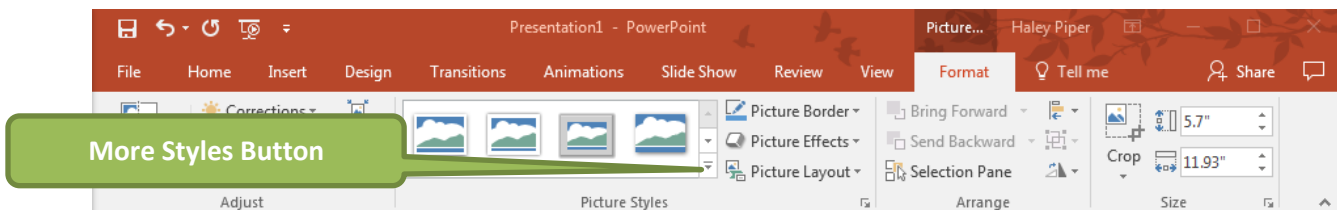
- **Step 1:** Select the picture. The Format tab will appear.
- **Step 2:** Click the Format tab.
- **Step 3:** Click the Artistic Effects command. A drop-down menu will appear.



- **Step 4:** Hover over the different presets to see a live preview of each one.
- **Step 5:** When you've found a preset you like, click on it to select it.
- **Step 6:** To adjust the settings for the effect, click Artistic Effects again and select Artistic Effect Options.

Apply a Picture Style

- **Step 1:** Select the picture. The Format tab will appear.
- **Step 2:** Select the Format tab.
- **Step 3:** Click the More drop-down arrow to display all the picture styles.

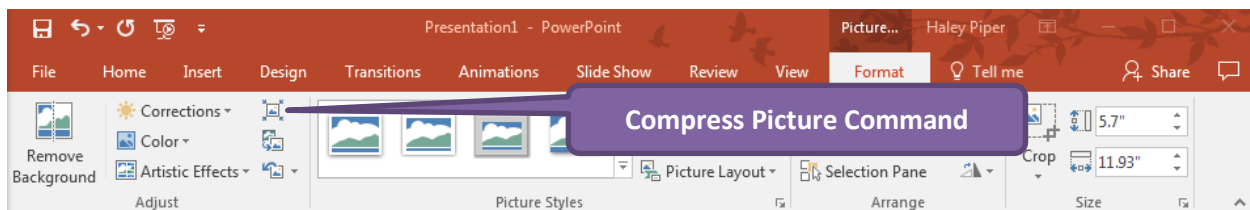


- **Step 4:** Hover over a picture style to display a live preview of the style in the slide.
- **Step 5:** Select the desired style.
- **Step 6:** To refine the picture style, click the Picture Effects command to see the Effects drop-down menu.

Compress a Picture

You'll need to monitor the file size of your presentations that include pictures, especially if you send them via email. Large, high-resolution pictures can quickly cause your presentation to become too large, which may make it difficult or impossible to attach to an email. In addition, cropped areas of pictures are saved with the presentation by default, which can add to the file size. PowerPoint can reduce the file size by compressing pictures, lowering their resolution, and deleting cropped areas.

- **Step 1:** Select the picture. The Format tab will appear.
- **Step 2:** Select the Format tab.
- **Step 3:** Click the Compress Pictures command in the Adjust group. A dialog box appears.

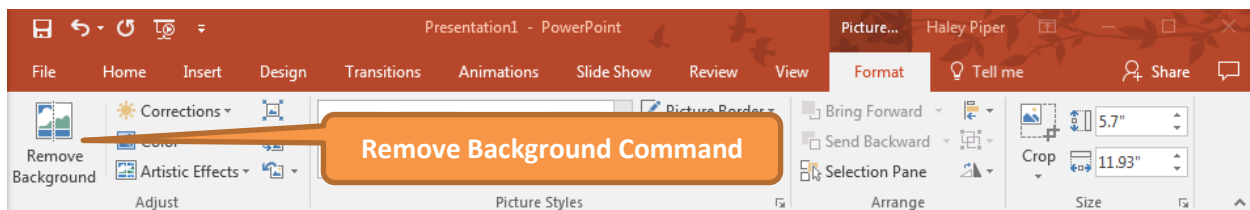


- **Step 4:** Place a checkmark next to Delete cropped areas of pictures. You can also choose whether to apply the settings to this picture only or to all pictures in the presentation.
- **Step 5:** Choose a Target output. If you are emailing your presentation, you may want to select Email, which produces the smallest file size.
- **Step 6:** Click OK.

Remove a Background from an Image

Removing the background from an image can give your images a cleaner appearance and will allow the slide background (or other objects) to show through. If you're printing your presentation, it can also save ink.

- **Step 1:** Click on the image. The Format tab will appear.
- **Step 2:** Click the Format tab.
- **Step 3:** Click the Remove Background command.



- **Step 4:** PowerPoint will try to guess which part of the image is the background, and it will mark that area with a magenta fill. It will also place a box around the image with selection handles.



- **Step 5:** Drag the selection handles until all of the foreground is inside the box. After you do this, PowerPoint may re-adjust the background.
- **Step 6:** At this point, you may need to help PowerPoint decide which parts of the image are foreground and which parts are background. You can do this by using the Mark Areas to Keep and Mark Areas to Remove commands:
 - If PowerPoint has marked part of the foreground magenta, click Mark Areas to Keep and draw a line in that region of the image.
 - If part of the background has not been marked with magenta, click Mark Areas to Remove and draw a line in that region of the image.
- **Step 7:** After you add your marks, PowerPoint will readjust the image.



- **Step 8:** When you're satisfied with the image, click Keep Changes. All the magenta areas will be removed from the image.



- **Step 9:** You can adjust the image at any time by clicking the Remove Background command again.

How-To Advanced: Getting the Most Out of PowerPoint

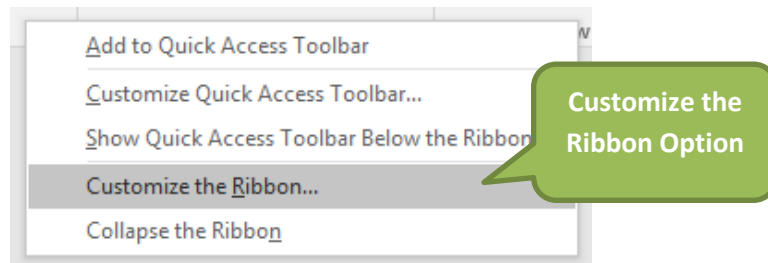
Advanced Fundamentals

Customize the Ribbon

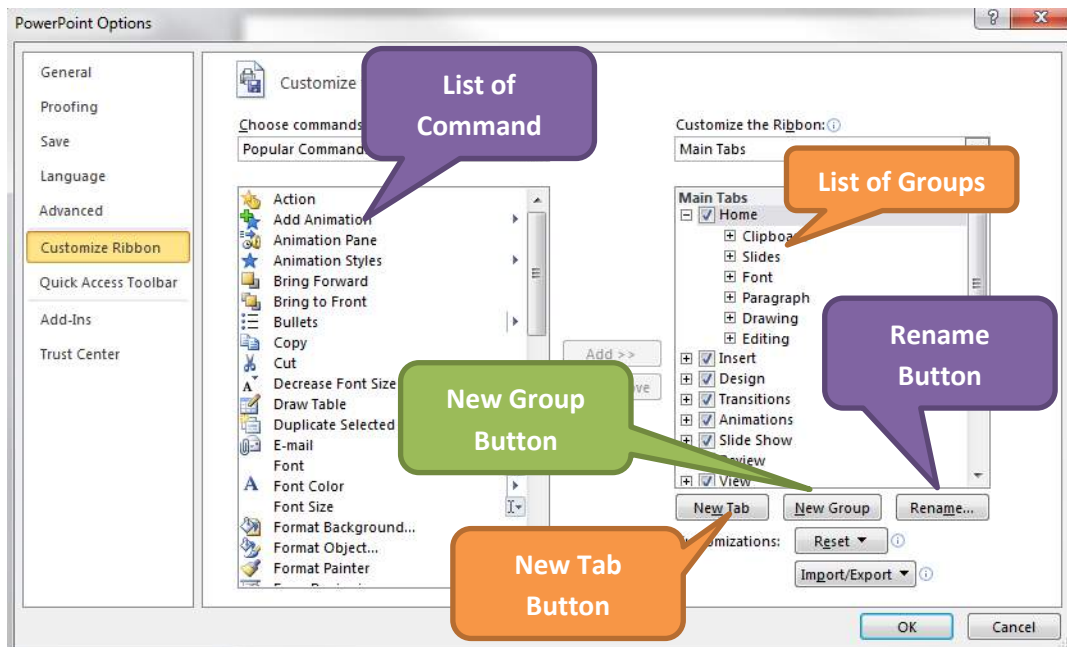
You can customize the Ribbon by creating your own tabs that house your desired commands.

Commands are always housed within a group, and you can create as many groups as you need to keep your tabs organized. In addition, you can even add commands to any of the default tabs, as long as you create a custom group within the tab.

- **Step 1:** Right-click the Ribbon and select Customize the Ribbon. A dialog box will appear. (You can also do this by clicking the File tab and selecting Options and then Customize the Ribbon.)

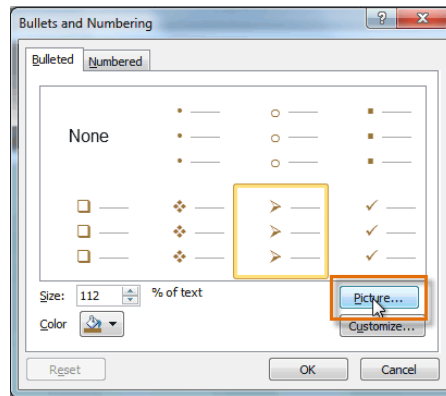


- **Step 2:** Click New Tab. A new tab will be created with a new group inside it.
- **Step 3:** Make sure the new group is selected.
- **Step 4:** Select a command from the list on the left, then click Add. You can also drag commands directly into a group.
- **Step 5:** When you are done adding commands, click OK.



Use Pictures as Bullets

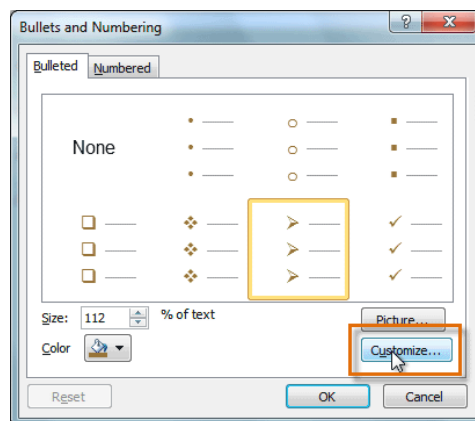
- **Step 1:** Select an existing bulleted list.
- **Step 2:** On the Home tab, click the Bullets drop-down arrow.
- **Step 3:** From the drop-down menu, select Bullets and Numbering. A dialog box will appear.
- **Step 4:** Click Picture on the Bulleted tab. The Picture Bullet dialog box will appear.



- **Step 5:** Select the desired picture and click OK.
- **Step 6:** The list will update to show the new bullets.

Use Symbols as Bullets

- **Step 1:** Select an existing bulleted list.
- **Step 2:** On the Home tab, click the Bullets drop-down arrow.
- **Step 3:** From the drop-down menu, select Bullets and Numbering. A dialog box will appear.
- **Step 4:** Click Customize on the Bulleted tab. The Symbol dialog box will appear



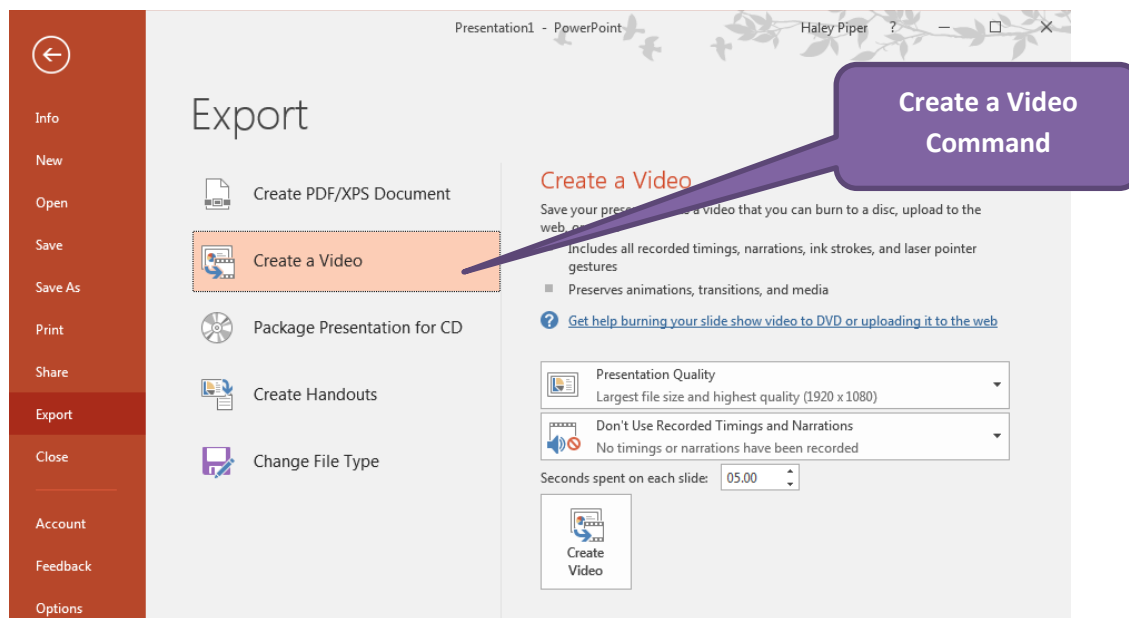
- **Step 5:** Click the Font drop-down box and select a font. The Wingdings and Symbol fonts are good choices as they have many useful symbols.
- **Step 6:** Select the desired symbol.
- **Step 7:** Click OK. The symbol will now appear as the selected bullet option in the Bullets and Numbering dialog box.
- **Step 8:** Click OK again to apply the symbol to the list in the document.

File Tab Advanced

Create a Slide Show Video

The Create a Video feature allows you to save your presentation as a video. This can be useful, as it lets your viewers watch the presentation whenever they like. To make sure your viewers have enough time to view each slide, you might want to rehearse the timings or record your slide show before using this feature.

- **Step 1:** Click the File tab. This takes you to the Backstage view.
- **Step 2:** Select Export.
- **Step 3:** Select Create a Video. The Create a Video menu will appear on the right.



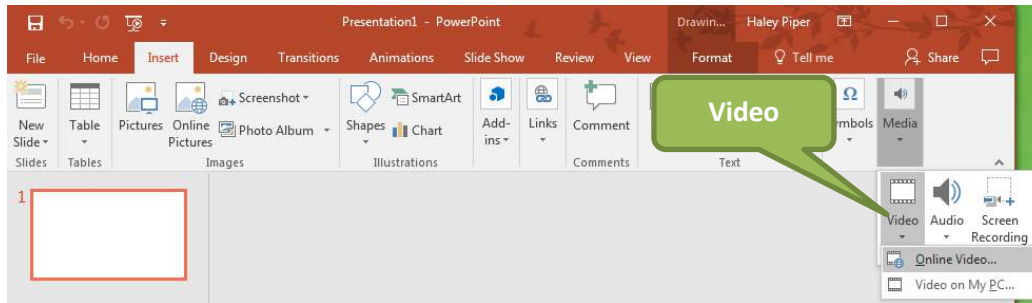
- **Step 4:** Click the drop-down arrow next to Computer and HD Displays to select the size and quality of your video.
- **Step 5:** Select the drop-down arrow next to Recorded Timings and Narrations.
 - Choose Don't Use Recorded Timings and Narrations if you don't have or don't wish to use recorded timings. You can adjust the default Seconds to spend on each slide: in the box below the drop-down menu.
 - Choose Use Recorded Timings and Narrations if you have already recorded timings and narrations and would like to use them in your video.
- **Step 6:** Click the Create Video command. The Save As dialog box will appear.
- **Step 7:** Select the location where you wish to save the presentation, then enter a name for the presentation.
- **Step 8:** Click Save. A status bar will appear in the bottom right corner of the PowerPoint window as PowerPoint creates your video. When the bar is completely green, your video is ready to view, send, or upload.

Insert Tab Advanced

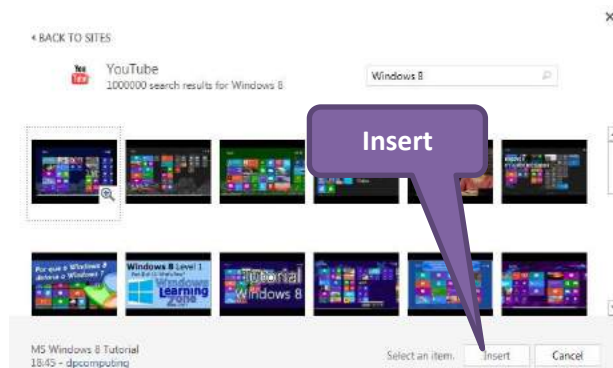
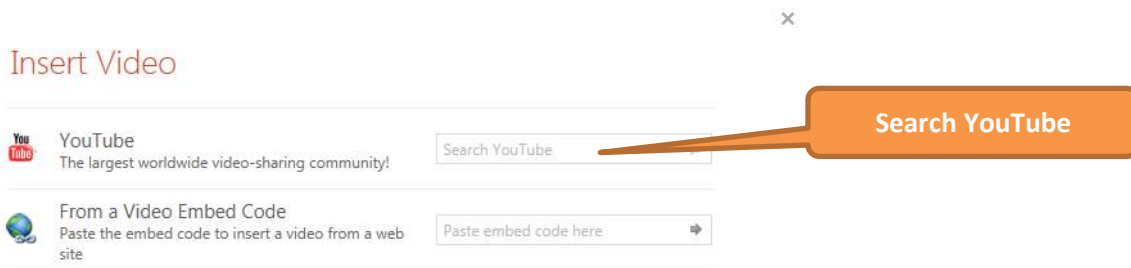
Embed a Youtube Video

It has become very simple to insert a YouTube video into PowerPoint. No more messing with URLs and codes. You can now do it with a simple search.

- **Step 1:** Click the Insert tab and in the Media group, click the Video option. A drop down menu will appear and click Online Video.



- **Step 2:** An Insert Video dialog box will appear and you can search for the Video in the Search YouTube bar



- **Step 3:** Scroll through and Click on the video you want then Click Insert.

I suggest searching for the video on YouTube in advance so you know the exact title to search for and can visualize which Video you want to insert.

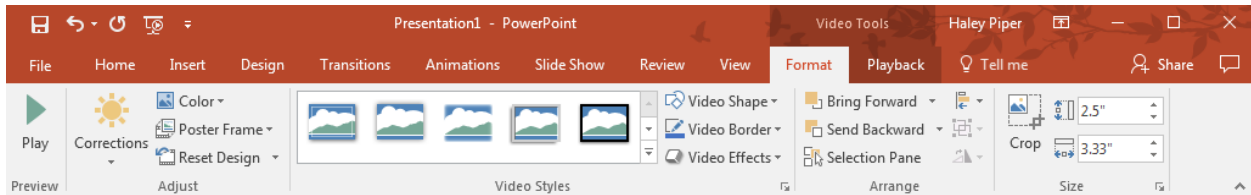
- **Step 4:** The video will then be directly embedded into your slide. You can resize, move and edit it as you would any other shape.



Format Videos

You can format the way your video will appear in the slide by determining effects, colors, borders and more.

The Video Tools Format tab has everything you need to improve the look of your video.



Adjust

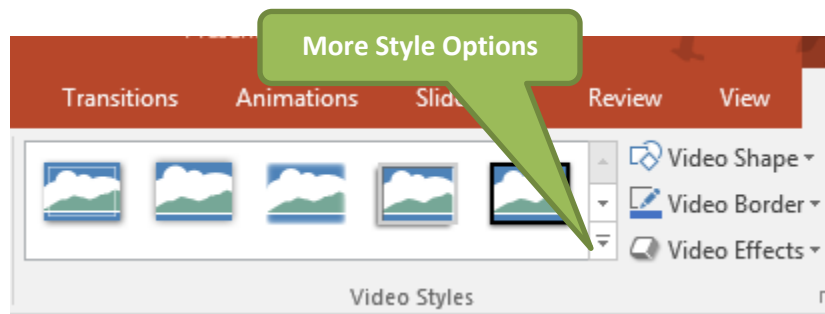
In the Adjust group you can make changes such as color corrections and erase changes.

The Corrections drop down allows you to change the brightness and contrast.

The Reset Design button will make all of your changes disappear.

Video Style

In the Video Styles group you have many options that will change the appearance of your Video. Simply Click on the More Style Options drop down and choose from Subtle to Moderate to Intense until you find the one you like best.



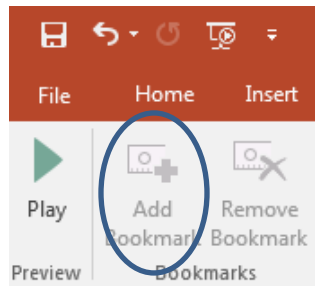
The Video Shape drop down allows you to change the entire shape of the video.

You can add a border to your video by selecting Video Border and choosing a color and weight and other specifications from the drop down menu.

The Video Effects drop down gives you many different creative options for the appearance of your video. Hover over the options for a live preview.

Add a Bookmark to a Video

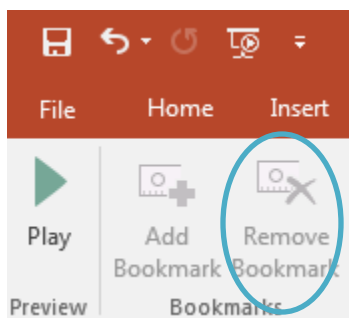
- **Step 1:** Click the Play/Pause button to play the video, and when you have located the part that you want to bookmark, pause it. You can also click the timeline to locate the desired part of the video.
- **Step 2:** From the Playback tab, click Add Bookmark.



- **Step 3:** A small circle will appear on the timeline to indicate the bookmark.
- **Step 4:** You can now click the bookmark to jump to that location.

Remove a Bookmark to a Video

- **Step 1:** Select the bookmark.
- **Step 2:** From the Playback tab, click Remove Bookmark. The bookmark will disappear.



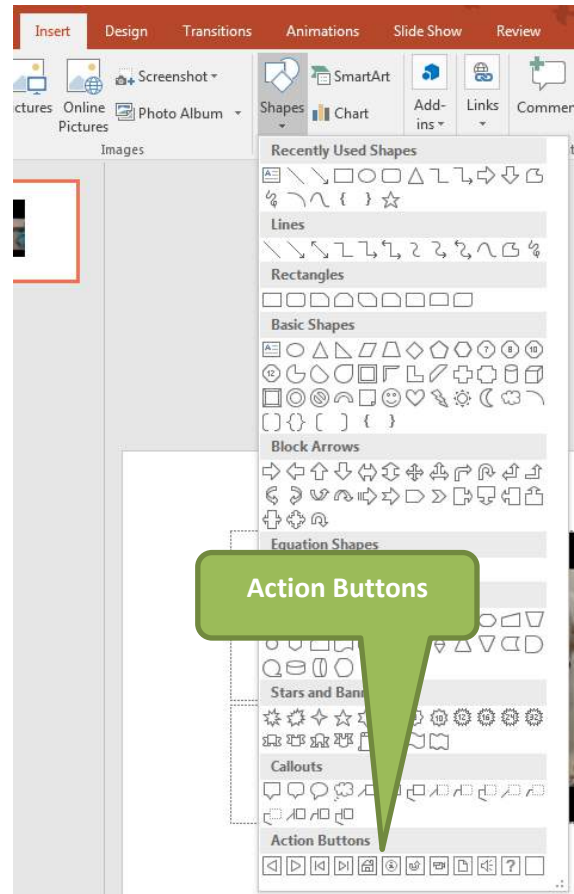
Insert an Action Button

In addition to hyperlinks, another tool you can use to connect to a web page, file, email address, or slide is called an action button. Action buttons are built-in button shapes that you can add to a presentation and set to link to another slide, play a sound, or perform some other action. When someone clicks, or moves over the button, the selected action will occur. Action buttons can do many of the same things as

hyperlinks. Their easy-to-understand style makes them especially useful for self-running presentations at booths and kiosks.

You can insert action buttons on one slide at a time, or you can insert an action button that will show up on every slide. The second option can be useful if you want every slide to link back to a specific slide, like the title page or table of contents.

- **Step 1:** Click the Insert tab.
- **Step 2:** Click the Shapes command in the Illustrations group. A drop-down menu will appear with the action buttons located at the very bottom.
- **Step 3:** Select the desired action button.
- **Step 4:** Insert the button onto the slide by clicking the desired location. The Action Settings dialog box will appear.
- **Step 5:** Select the Mouse Click or Mouse Over tab. Selecting the Mouse Click tab means your action button will perform its action only when clicked. Selecting the Mouse Over tab will make the action button perform its action when you move the mouse over it.
- **Step 6:** In the Action on click section, select Hyperlink to: then click the drop-down arrow and choose an option from the menu.
- **Step 7:** Check the Play Sound box if you want a sound to play when the action button is clicked. Select a sound from the drop-down menu, or select Other sound to use a sound file on your computer.
- **Step 8:** Click OK.



Slide Show Tab Advanced

Record a Slide Show

- **Step 1:** Click the Slide Show tab and locate the Set Up group.
- **Step 2:** Click the Record Slide Show drop-down arrow.



- **Step 3:** Select either Start Recording from Beginning or Start Recording from Current Slide. The Record Slide Show dialog box will appear.
- **Step 4:** Select the desired options. Remember, you can only record narration if you have a microphone attached to your computer.
- **Step 5:** Click Start Recording. Your presentation will open full screen.
- **Step 6:** Perform your slide show. Make sure to speak clearly into the microphone if you are recording narration. When you are ready to move to the next slide, click the Next button on the Recording Toolbar in the top left corner or use the right arrow key.
- **Step 7:** When you reach the end of the show, press the Esc key to exit.
- **Step 8:** Your slide show timings and narration are now included in your presentation. The slides with narration will be marked with a speaker icon in the bottom right corner.

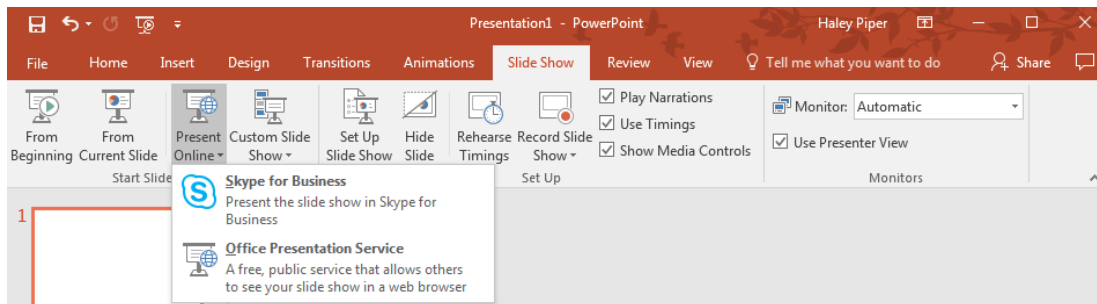
Remove Narration on Timings from a Recorded Slide Show

- **Step 1:** Click the Slide Show tab and locate the Set Up group.
- **Step 2:** Click the Record Slide Show drop-down arrow.
- **Step 3:** Hover your mouse over Clear.
- **Step 4:** Select the desired option.

Broadcast a Slide Show

Broadcasting a presentation remotely is surprisingly easy. All you and your viewers need is an internet connection-- they don't even need PowerPoint. Once your viewers are connected, you can start the presentation as you normally would.

- **Step 1:** Select the Slide Show tab and locate the Start Slide Show group.
- **Step 2:** Click the Present Online command. The Present Online dialog box will open.

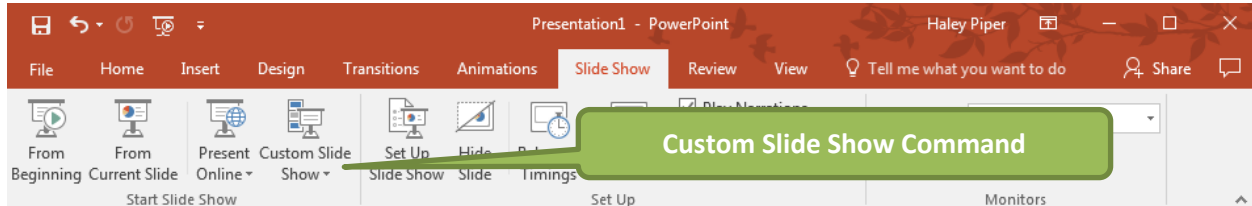


- **Step 3:** Click Connect. Once the presentation is loaded, it will give you a link to share with remote viewers.
- **Step 4:** Those who receive the URL will be able to follow along when you hit play or download the file to view later.

Sometimes you might want to hide a slide while keeping it in your presentation. For instance, if you are presenting a slide show to more than one group of people, hiding or even rearranging certain slides could help you tailor your slide show to each group you present it to. You could also choose to create a

shortened version of your slide show to present when you're short on time. The Custom Slide Show feature allows you to create and name different versions of your slide show with hidden or rearranged slides.

- **Step 1:** Select the Slide Show tab and locate the Start Slide Show group.
- **Step 2:** Click the Custom Slide Show command.

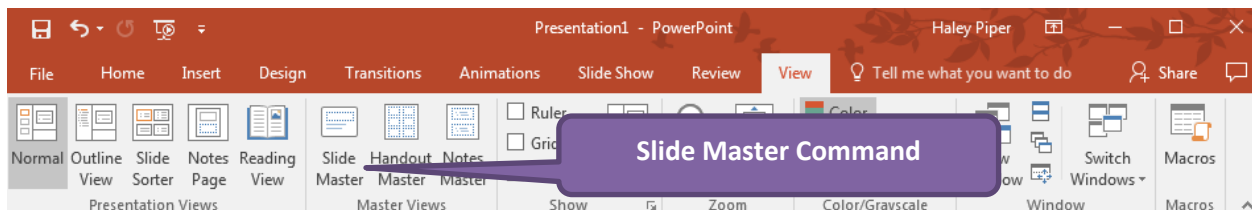


- **Step 3:** Select Custom Shows.... The Custom Shows dialog box will appear.
- **Step 4:** Click New. The Define Custom Show dialog box will appear.
- **Step 5:** Locate the Slide show name box and type in a name for your custom show.
- **Step 6:** Select the slides in the Slides in presentation: box that you would like to include in your custom show, then click Add>> to add them to the Slides in custom show: box. If necessary, use the up and down arrows to reorder the added slides.
- **Step 7:** Click OK.
- **Step 8:** Select Close to exit or Show to view your custom show.

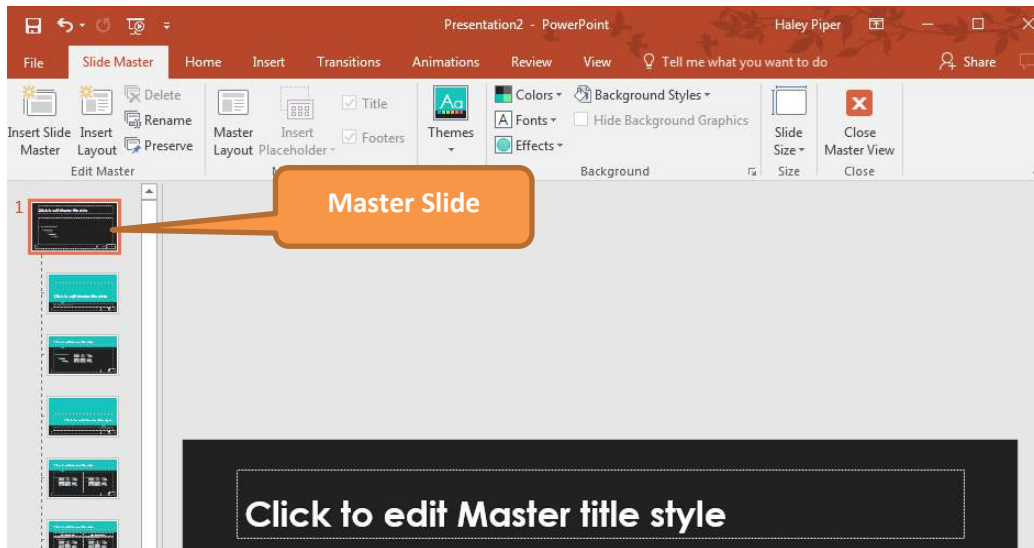
View Tab Advanced

Make Changes to All Slides

- **Step 1:** Select the View tab and then click the Slide Master command.



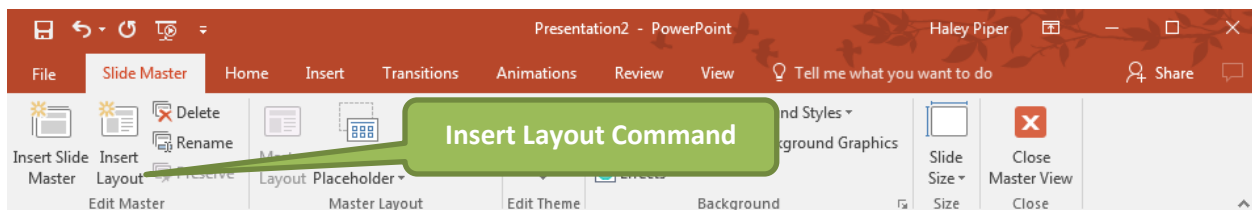
- **Step 2:** The presentation will switch to Slide Master view, and the Slide Master tab will be selected on the Ribbon.
- **Step 3:** In the left navigation pane, scroll up and select the first slide. This is the slide master.



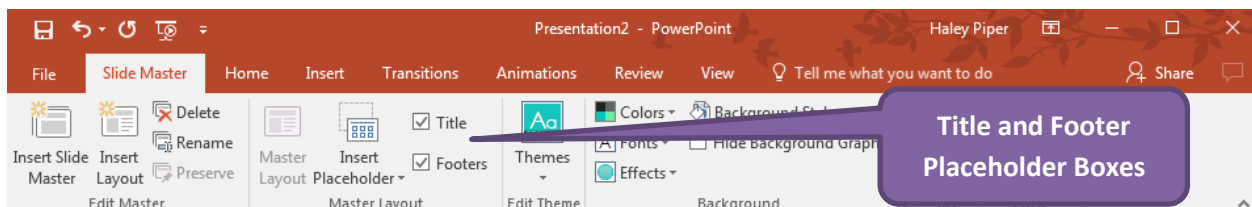
- **Step 4:** Use the desired tabs on the Ribbon to make changes to the slide master. In our example, we'll insert a picture in the upper-left corner of the slide.
- **Step 5:** Move, resize, or delete other slide objects as needed. In our example, we'll resize the title placeholder to fit below our newly inserted logo.
- **Step 6:** When you're finished, click the Close Master View command on the Slide Master tab.
- **Step 7:** The change will appear on all slides of the presentation.

Insert a New Slide Layout

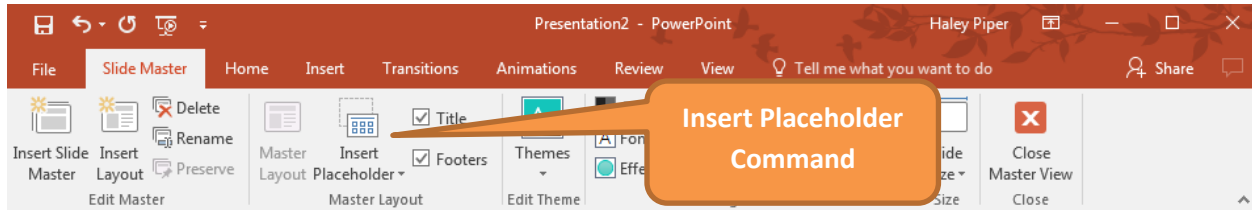
- **Step 1:** Navigate to Slide Master view.
- **Step 2:** Clicking the Insert Layout command



- **Step 3:** A new slide layout will appear.
- **Step 4:** The layout will include Title and Footer placeholders by default. Click the Title and Footers boxes in the Master Layout group to toggle these placeholders on and off.



- **Step 5:** Click the bottom half of the Insert Placeholder command and then select the desired placeholder type. We recommend using the Content placeholder most of the time, since it can be used for any type of slide content.



- **Step 6:** Click and drag to draw the placeholder on the slide. You can add more placeholders, if desired.
- **Step 7:** Using the other tabs on the Ribbon, you can also add background graphics, shapes, or pictures to the slide layout.

Rename a Custom Layout

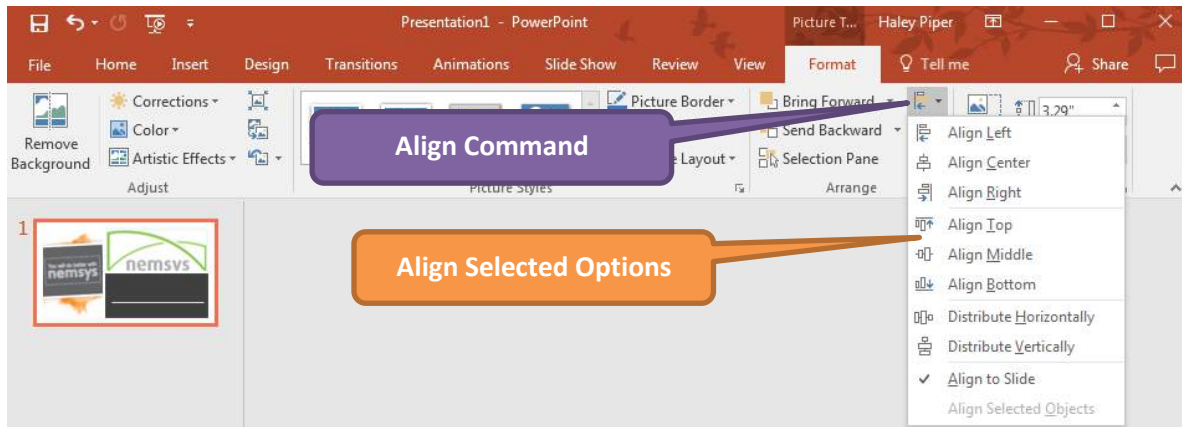
- **Step 1:** Navigate to Slide Master view.
- **Step 2:** Clicking the Rename command
- **Step 3:** A dialog box will appear. Type the desired name, then click Rename.

Format Tab Advanced

The Format tab is a contextual tab that is there often when creating a presentation. The Format tab can be seen whenever you are working in a placeholder or with an object and offers many editing functions.

Align Two or More Objects

- **Step 1:** Click and drag your mouse to form a selection box around the objects you want to align. All the objects will now have sizing handles to show that they are selected.
- **Step 2:** From the Format tab, click the Align command and select Align Selected Objects.

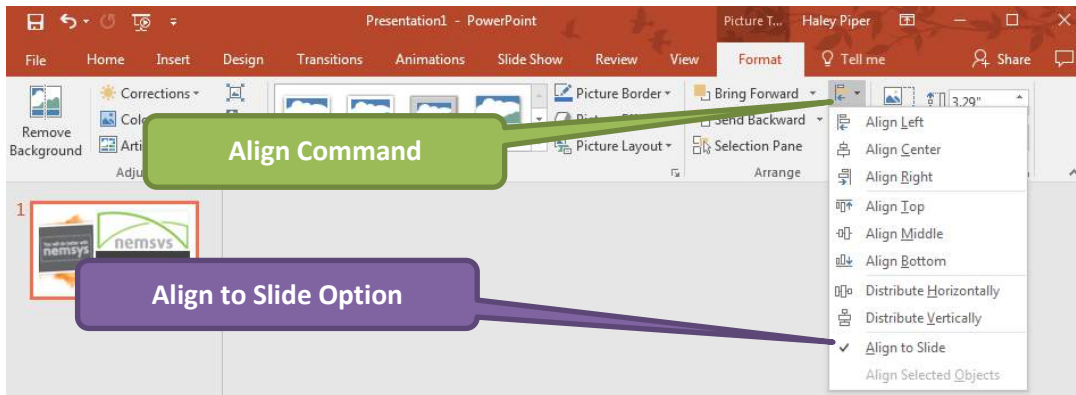


- **Step 3:** Click the Align command again and select one of the six alignment options.
- **Step 4:** The objects will align to each other based on the option that you have selected.

Align Objects to the Slide

Sometimes, you may wish to align one or more objects to a specific location within the slide, such as the top or bottom. You can do this by simply selecting the Align to Slide option before you align the objects.

- **Step 1:** Click and drag your mouse to form a selection box around the objects you want to align. All the objects will now have sizing handles to show that they are selected.
 - **Step 2:** From the Format tab, click the Align command and select Align to Slide.

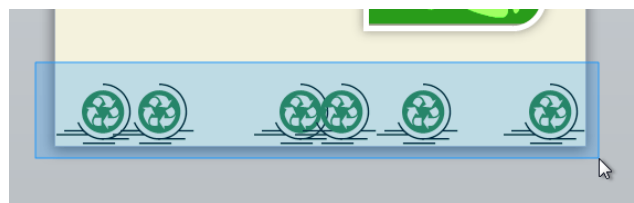


- **Step 3:** Click the Align command again and select one of the six alignment options.
- **Step 4:** The objects will align to the slide based on the option that you have selected.

Distribute Objects Evenly

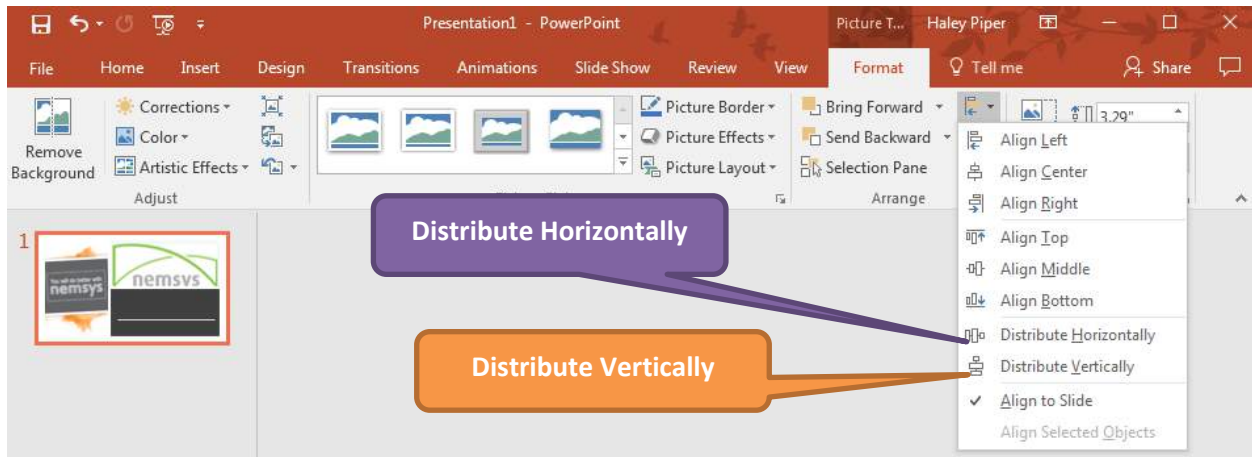
If you have arranged objects in a row or column, you may want them to be an equal distance from one another for a neater appearance. You can do this by distributing the objects horizontally or vertically.

- **Step 1:** Click and drag your mouse to form a selection box around the objects you want to align. All the objects will now have sizing handles to show that they are selected.



Unaligned Objects

- **Step 2:** From the Format tab, click the Align command.
- **Step 3:** From the menu, select Distribute Horizontally or Distribute Vertically.



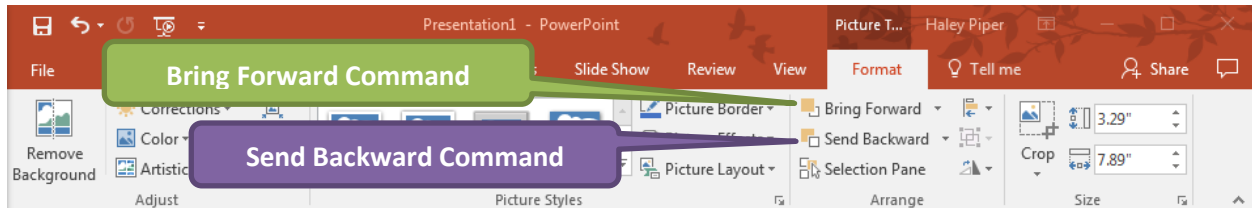
- **Step 4:** The objects will be distributed evenly.
- **Step 5:** Objects distributed evenly



Evenly Distributed Objects

Change the Ordering of an Object by One Level

- **Step 1:** Select an object. The Format tab will appear.
- **Step 2:** From the Format tab, click the Bring Forward or Send Backward command to change the object's ordering by one level. If the object overlaps with more than one other object, you may need to click the command several times to achieve the desired ordering.

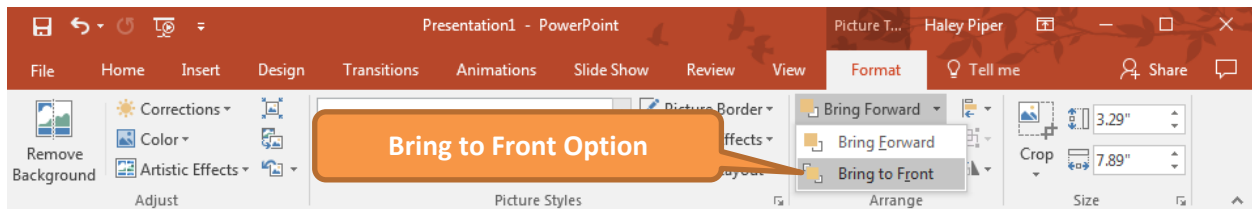


- **Step 3:** The objects will reorder themselves.

Bring an Object to the Front/Back

If you want to move an object behind or in front of several objects, it's usually faster to bring it to front or send it to back rather than clicking the ordering commands multiple times.

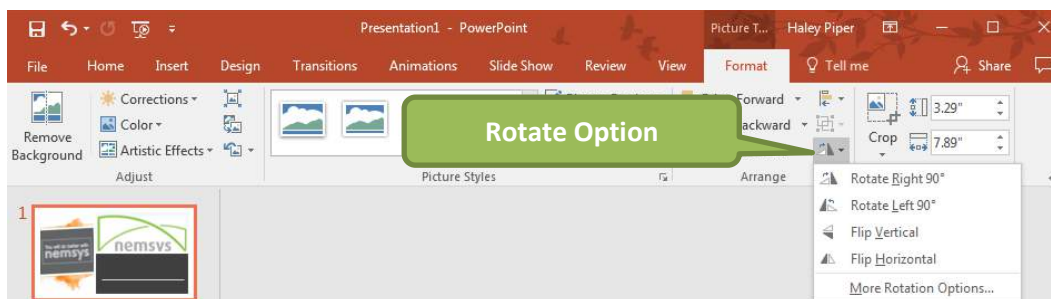
- **Step 1:** Select an object. The Format tab will appear.
- **Step 2:** From the Format tab, click the Bring Forward or Send Backward drop-down box.
- **Step 3:** From the drop-down menu, select Bring to Front or Send to Back.



- **Step 4:** The objects will reorder themselves.

Rotate an Object

- **Step 1:** Select an object. The Format tab will appear.
- **Step 2:** From the Format tab, click the Rotate command. A drop-down menu will appear.
- **Step 3:** Select the desired rotation option.



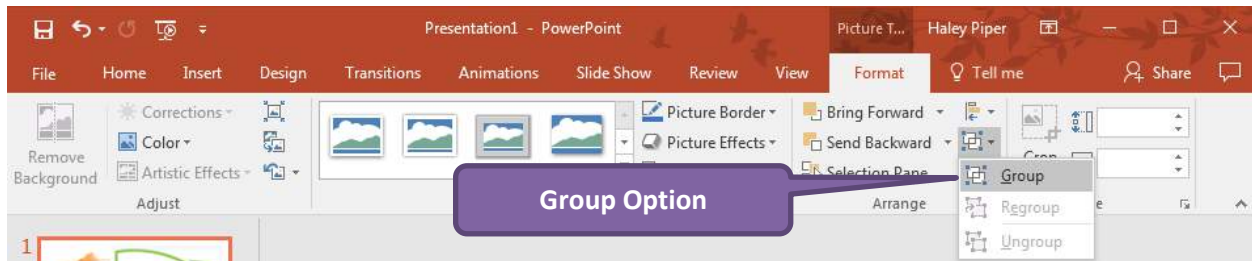
- **Step 4:** The object in the slide will rotate.

Group Objects

At times, you may want to group multiple objects into one object so that they will stay together if they are moved. Often this is easier than selecting all the objects every time you want to move them.

Pictures, shapes, clip art and text boxes can all be grouped together, but placeholders cannot be grouped. Therefore, you should make sure that you don't insert your pictures into placeholders if you're going to be grouping the pictures.

- **Step 1:** Click and drag your mouse to form a selection box around the objects you want to align. All the objects will now have sizing handles to show that they are selected.
- **Step 2:** From the Format tab, click the Group command and select Group.



- **Step 3:** The selected objects will now be grouped. There will be a single box with sizing handles round the entire group to show that they are one object.

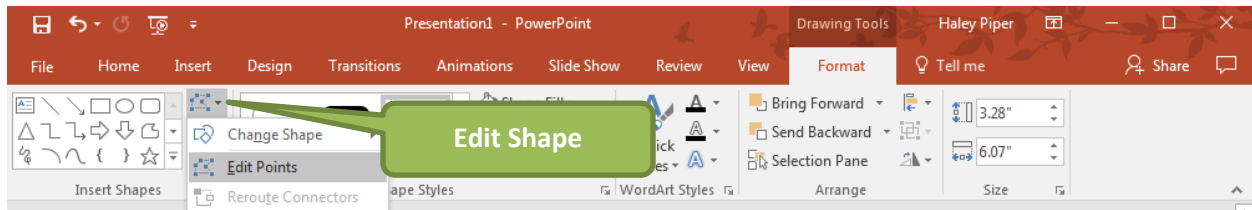
Ungroup Objects

- **Step 1:** Select the grouped object that you wish to ungroup.
- **Step 2:** From the Format tab, click the Group command and select Ungroup.
- **Step 3:** The objects will be ungrouped.

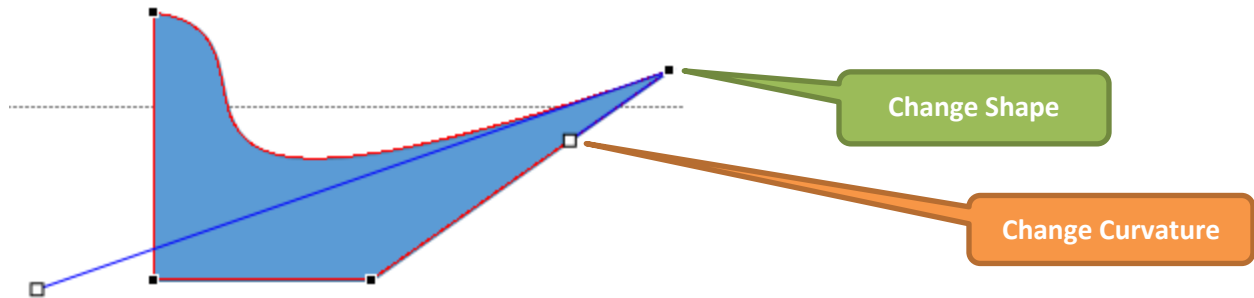
Edit Points

You can use edit points to change an existing shape and customize it exactly how you want.

- **Step 1:** Double-click the shape that you want to change.
- **Step 2:** Under the Format tab in the Insert Shapes group click the Edit Shape drop down and select Edit Points.



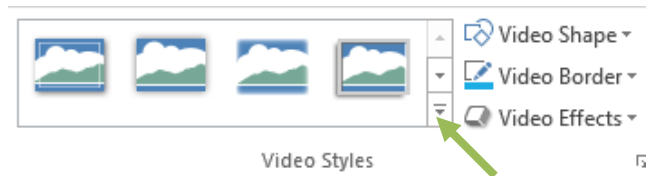
- **Step 3:** Drag the black edit points to change the shape and the white square points to change the curvature between the two black points.



- **Step 4:** When you click anywhere on the slide, out of the shape, it will be the shape you have designed.

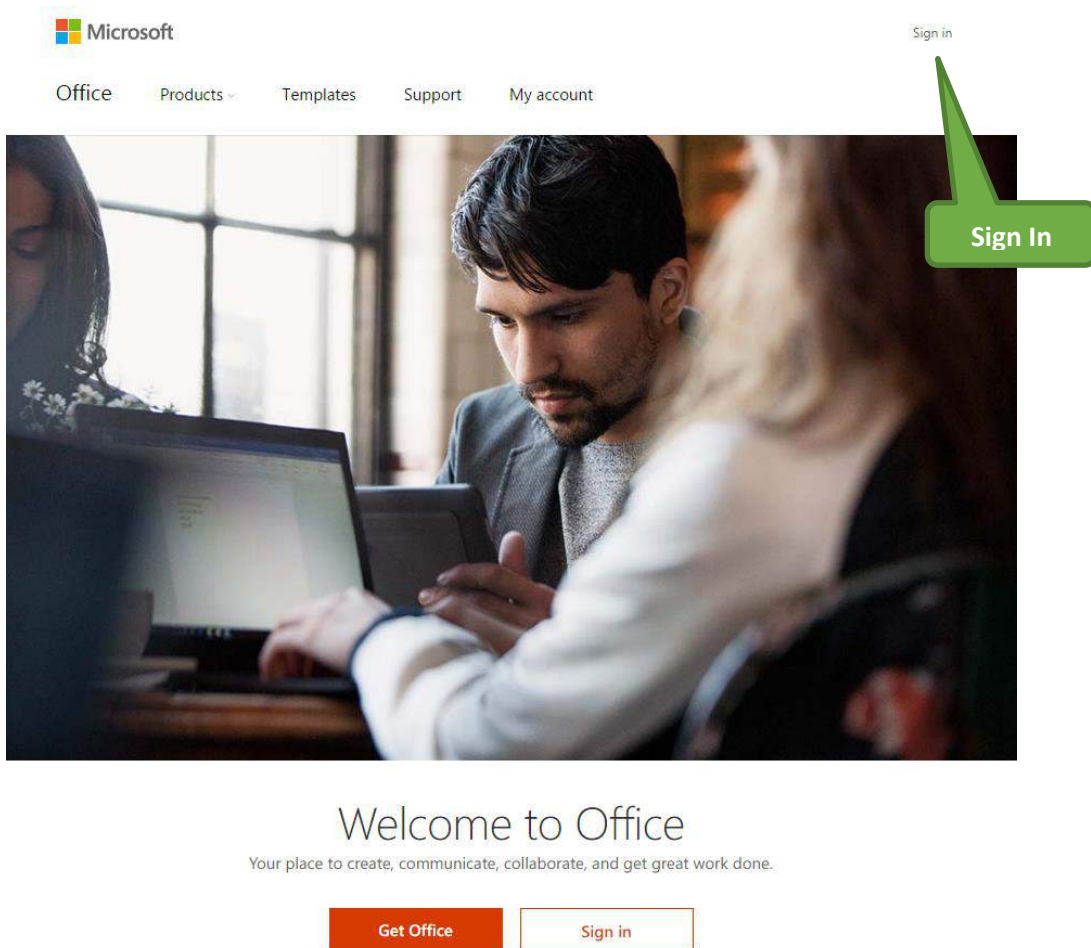
Apply a Video Style

- **Step 1:** Select the video. The Format tab will appear.
- **Step 2:** Select the Format tab.
- **Step 3:** In the Video Styles group, click the More drop-down arrow to display all the video styles.



- **Step 4:** Select the desired style.
- **Step 5:** The new style will be applied to the video.

Office Online



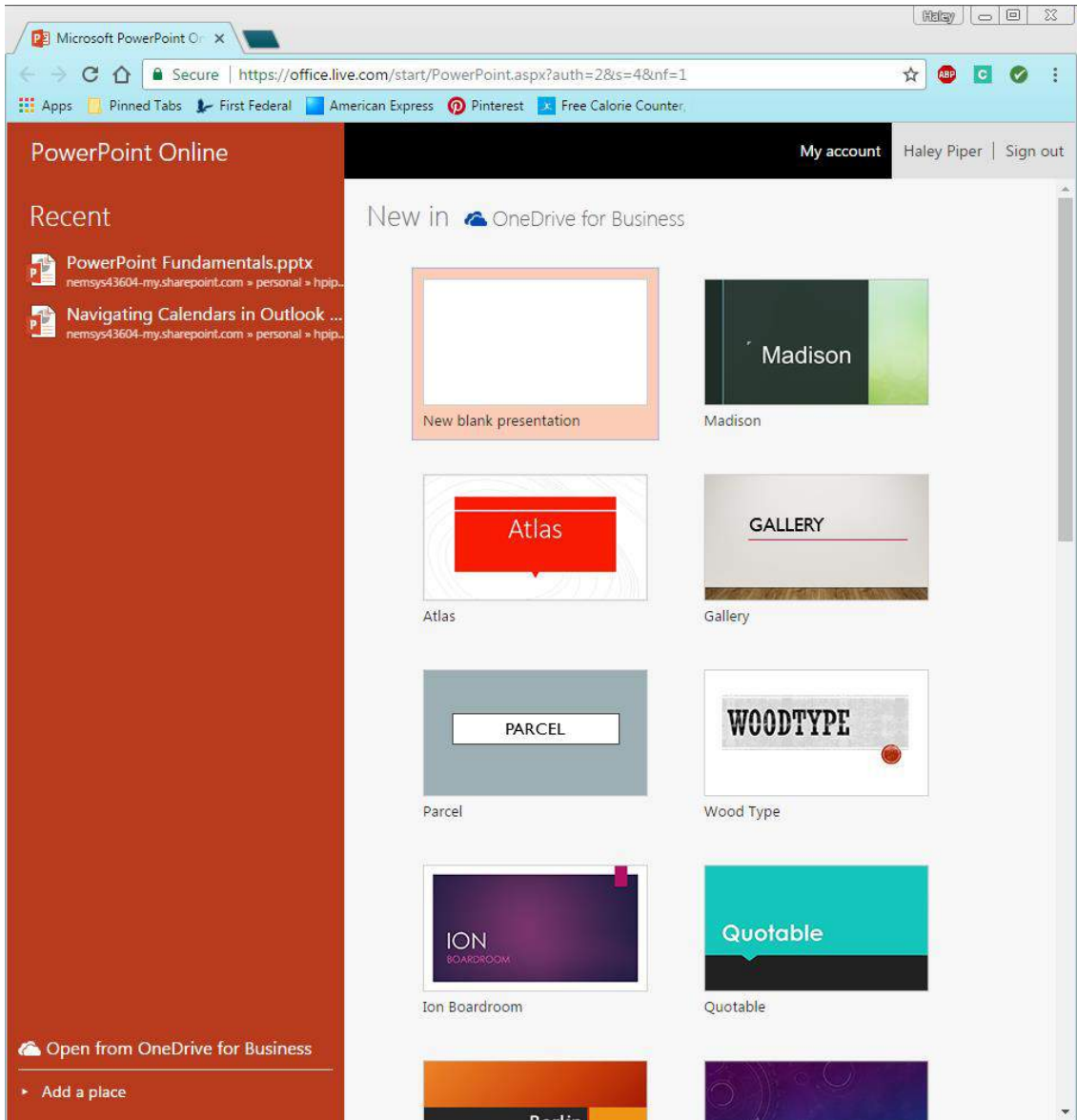
Type www.Office.com into your web browser.

The upper right corner has a space to sign in with your Microsoft email. (The name you use to sign in to Outlook)

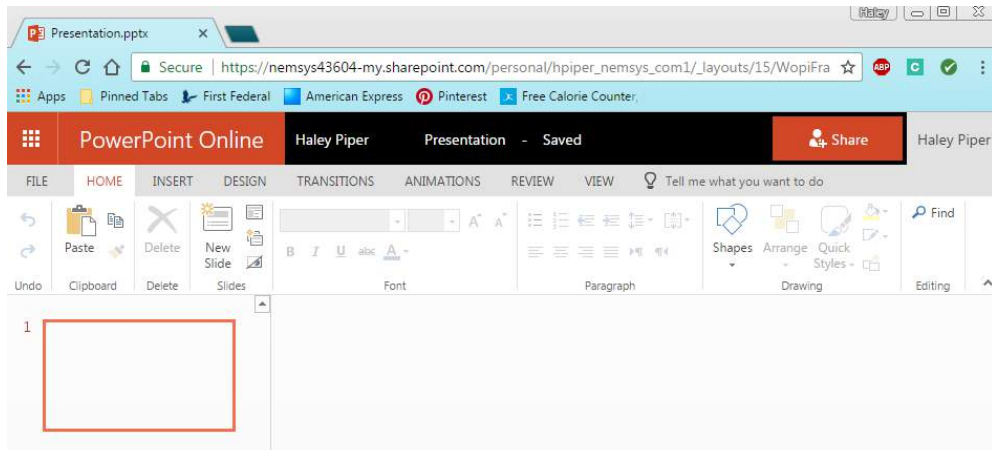
Simply click on a tile to enter that program. In this example I choose PowerPoint

PowerPoint then asks me to choose if I want a new document, to browse templates, or to open a document that I have already saved to my OneDrive.

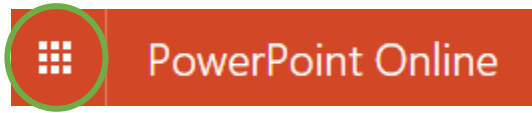
OneDrive is where you can save all your files and access them at any time from any location such as a tablet, smart phone, or computer.



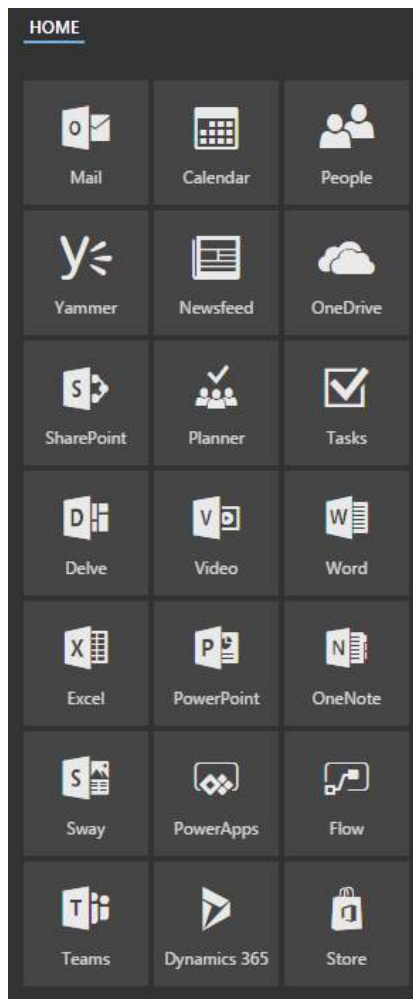
As you can see below, the program appears exactly the same in your browser window.



To switch programs simply click on the tiles in the upper left corner of your screen.



A box will appear that gives you access to all the other programs. Click on the program you want to open next and it will open in a new window. You can have multiple windows open with different programs in each window.



If you have any additional questions, make sure to check out our other trainings and guides at the Nemsys Training Website or contact us at 419.243.3603