



# PowerPoint I (Office 2016)

Welcome to PowerPoint for beginners, an introduction to creating simple slide show presentations using Microsoft PowerPoint 2016.

## Overview of the PowerPoint 2016 Environment

Quick Access Toolbar

File Name

Ribbon Menu

Slide Sorter

Current Slide

Notes/Comments

View Options

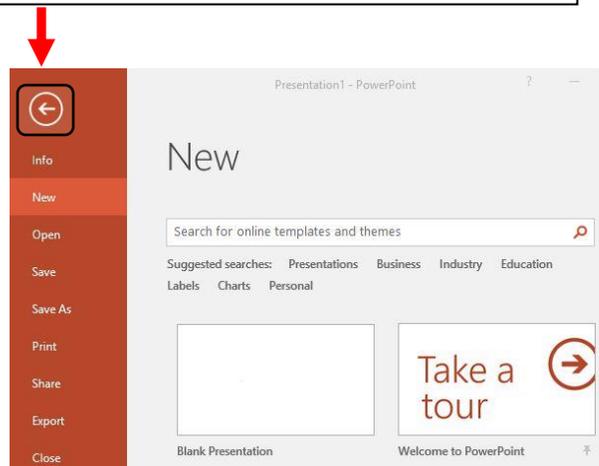
Zoom

The screenshot shows the PowerPoint 2016 interface. At the top left is the Quick Access Toolbar with icons for Save, Undo, and Redo. To its right is the File Name field showing 'Presentation1 - PowerPoint'. Below these is the Ribbon Menu with tabs for File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, and View. The Home tab is active, showing groups for Clipboard, Slides, Font, Paragraph, Drawing, and Editing. On the left side is the Slide Sorter pane, which is currently empty. The main slide area shows a title slide with a dashed box for the title and a subtitle box. At the bottom is the status bar with 'Slide 1 of 1', 'Notes/Comments' buttons, 'View Options' icons, and a 'Zoom' slider set to 43%.

## Start a New Presentation

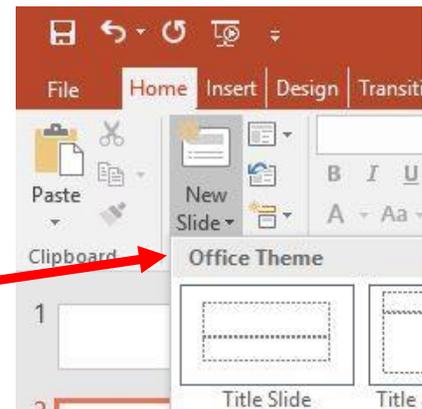
- Click on the **File** tab of the ribbon menu. The ribbon menu will disappear, replaced by the full window file menu.
- Select **New**
  - Select a template, or **Blank Presentation**.  
**Note:** If your presentation will be viewed on an older screen, you might want to select 4:3 ratio slides.
  - A new window with your new presentation will open automatically.

**Note:** Use the back arrow to return to your editable presentation.



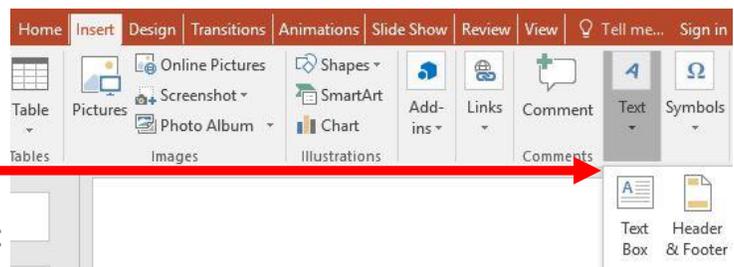
## Insert a New Slide

- Click on the **Home** tab
- Click on **New Slide**
  - Click once on the large box to insert the default layout slide (Title and Content).
  - Click on the down arrow to get the **Office Theme** drop down menu where you can select other layout options.



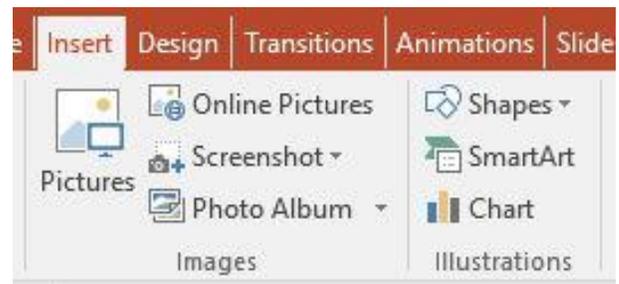
## Insert Text

- Click on the **Insert** tab
- Select **Text**, then **Text Box**
  - To draw a Text Box on the slide:
    - left-click once and hold the mouse button down
    - move the cursor across the screen to *draw* the text box
    - let go of the mouse button
    - Click inside the box to type.
  - Or click once on the screen, see the blinking cursor, start typing, this text box will resize itself based on what you type.

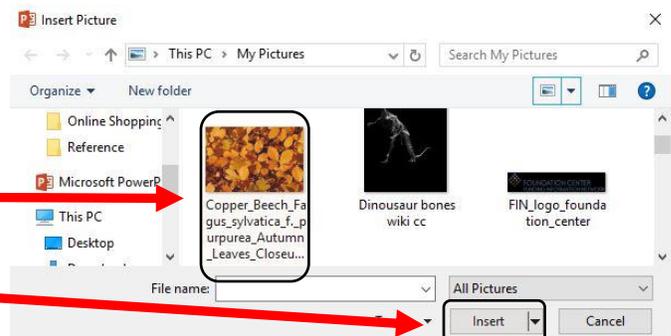


## Insert Images

- **Pictures** – for images that are saved to your computer or an attached drive.
- **Online Pictures** – to find pictures online using image search.
- **Screenshot** – to insert the image of one of the windows on your computer.
- **Photo Album** – to insert a group of images on your computer into your presentation.
- **Copy then Paste** – you can always copy (**Ctrl C**) then paste (**Ctrl V**) images from a variety of sources open on your computer.



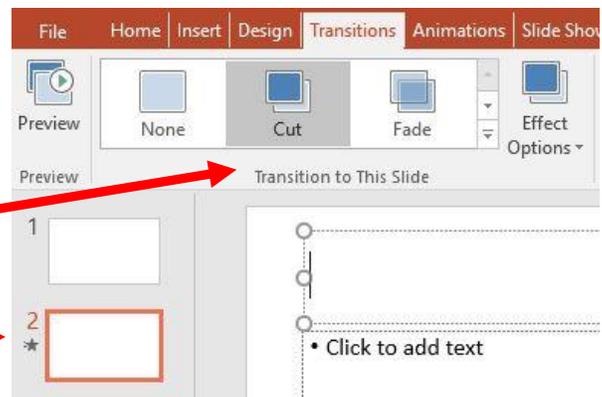
- **Insert an image - Pictures**
  - Click on the **Insert** tab
  - Select **Pictures**
  - Find and then click on the image you wish to insert
  - Click on **Insert** to insert the image into the slide



## Transitions and Animations

### Slide Transitions – Between Slides

- Select the **Transitions** tab
- Click on a slide transition to apply it to the currently selected slide.
- Any slide with a transition will have a star next to it in the slide sorter.
- To apply the transition to all slides, click **Apply to All**



### Animations – Between Elements on the Same Slide

- Select (click or highlight) an object or text
- Select the **Animations** tab
- Click on **Animation Styles** to select a single animation style
- Click on **Add Animation** to select multiple animations for the same object.

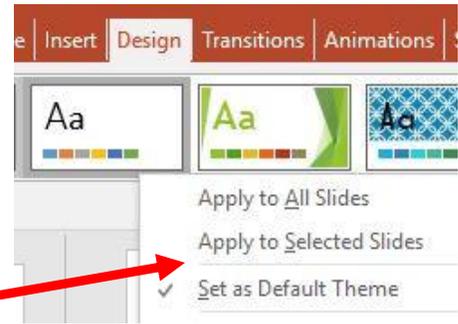


**Note:** Click on **Animation Pane** to see and modify existing animations.

## Themes

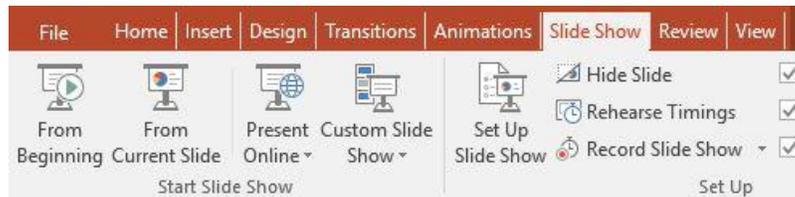
- Click on the **Design** tab
- Click on the desired theme to apply it.

Note: To apply a theme to a single or group of slides you have highlighted in the slide sorter, *right-click* on the theme, then select **Apply to Selected Slides**

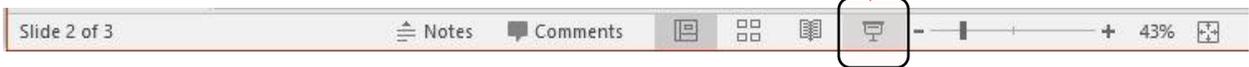


## See the Presentation

- Click on the **Slide Show** tab,
- Select **From Beginning** (or hit the **F5** key)



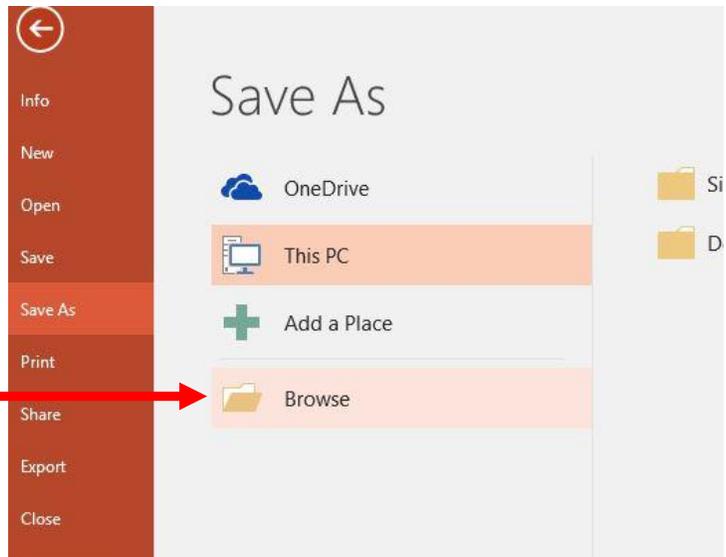
- OR go to the bottom of the PowerPoint window and click on the slide show icon. This will start the presentation from the current slide.



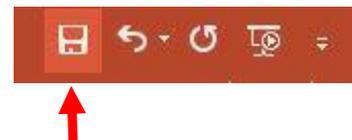
Note: Use the **Space** bar or **Enter** key, or the arrow keys on the keyboard, to navigate through the slide show. Press **Escape** to exit full screen mode.

## Saving & Package for CD

- **Save** your Presentation
  - Click on the **File** tab
  - If you are saving for the first time, or want to create a copy select **Save As...**
  - Choose the location to save to **Browse** if your location isn't listed
  - Type in the name of the file
  - Click on **Save** to finish



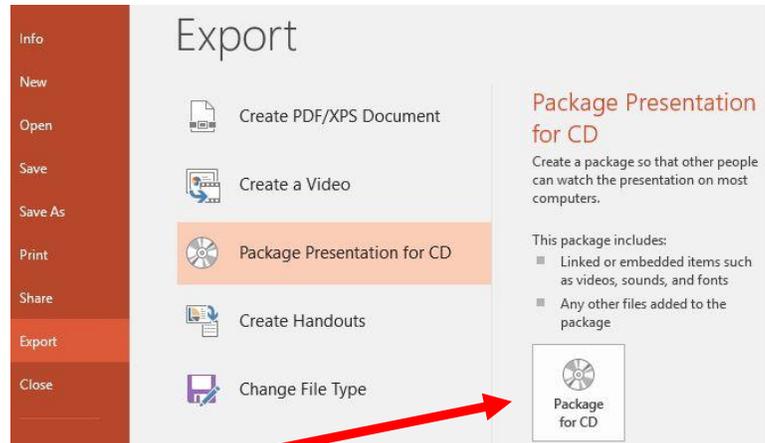
Note: To save changes to an existing file, click on **Save**; changes made to the file will be saved. You can also **Save** by clicking the save icon in the quick access toolbar above the ribbon menu.



- **Package Presentation for CD**

Create a **Package for CD** if your presentation is going to be shown using a different computer. It preserves fonts, sounds and images and a copy of the **PowerPoint Viewer**

- Click on the **File** tab
- Click on **Export**
- Click on **Package for CD**
- Name the CD (optional)
- **Add** any other files you want to include in the package (such as if you have created handouts).
- Select the appropriate option:
  - **Copy to Folder...**
  - **Copy to CD**



Note that a package presentation cannot be edited or otherwise modified.

## Printing

- Click on the **File** tab
- Select **Print**
- Select your options, such as the number of copies, color or grayscale, full page slides or handouts.
- Your document will preview to the right
- When the print settings are set as desired, click on **Print**

