SANDY SENIOR CENTER

PRESENTS

Microsoft Office 365 - PowerPoint

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Microsoft Office 365 - PowerPoint

February 2017 (v1.1)

Contents

Acknowledgements

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Disclaimer: We are not responsible for the content, nor are we endorsing any of these products. We have briefly reviewed them and believe they contain helpful and useful information.

Getting to know PowerPoint

PowerPoint 2016 is similar to PowerPoint 2013 or PowerPoint 2010. If you've previously used those versions, then PowerPoint 2016 should feel familiar. But if you are new to PowerPoint or have more experience with older versions, you should first take some time to become familiar with the **PowerPoint 2016 interface**.

The PowerPoint interface

When you open PowerPoint for the first time, the **Start Screen** will appear. From here, you'll be able to create a **new presentation**, choose a **template**, and access your **recently edited presentations**. From the **Start Screen**, locate and select **Blank Presentation** to access the PowerPoint interface.
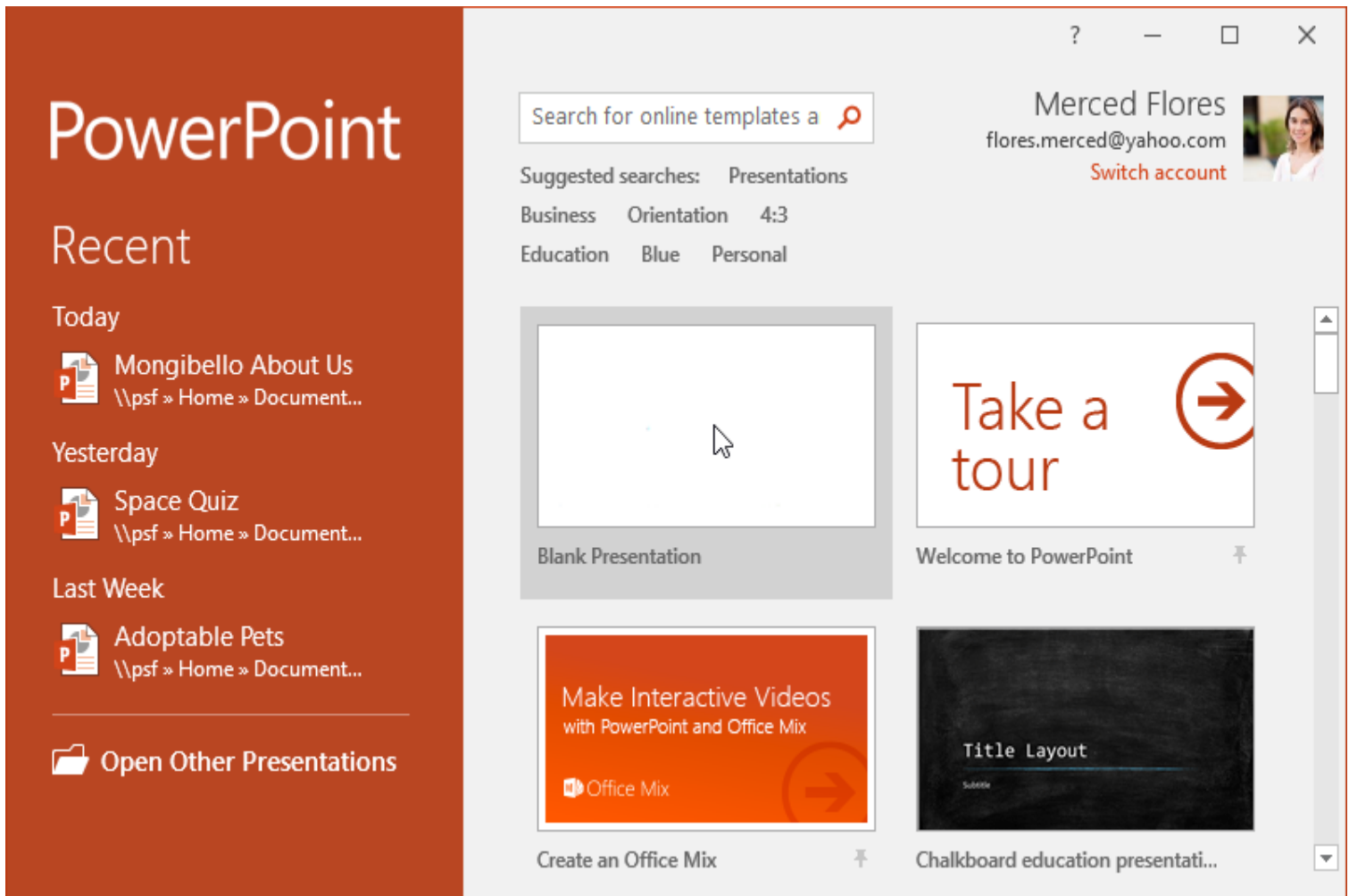
Click the buttons in the interactive below to become familiar with the PowerPoint interface.
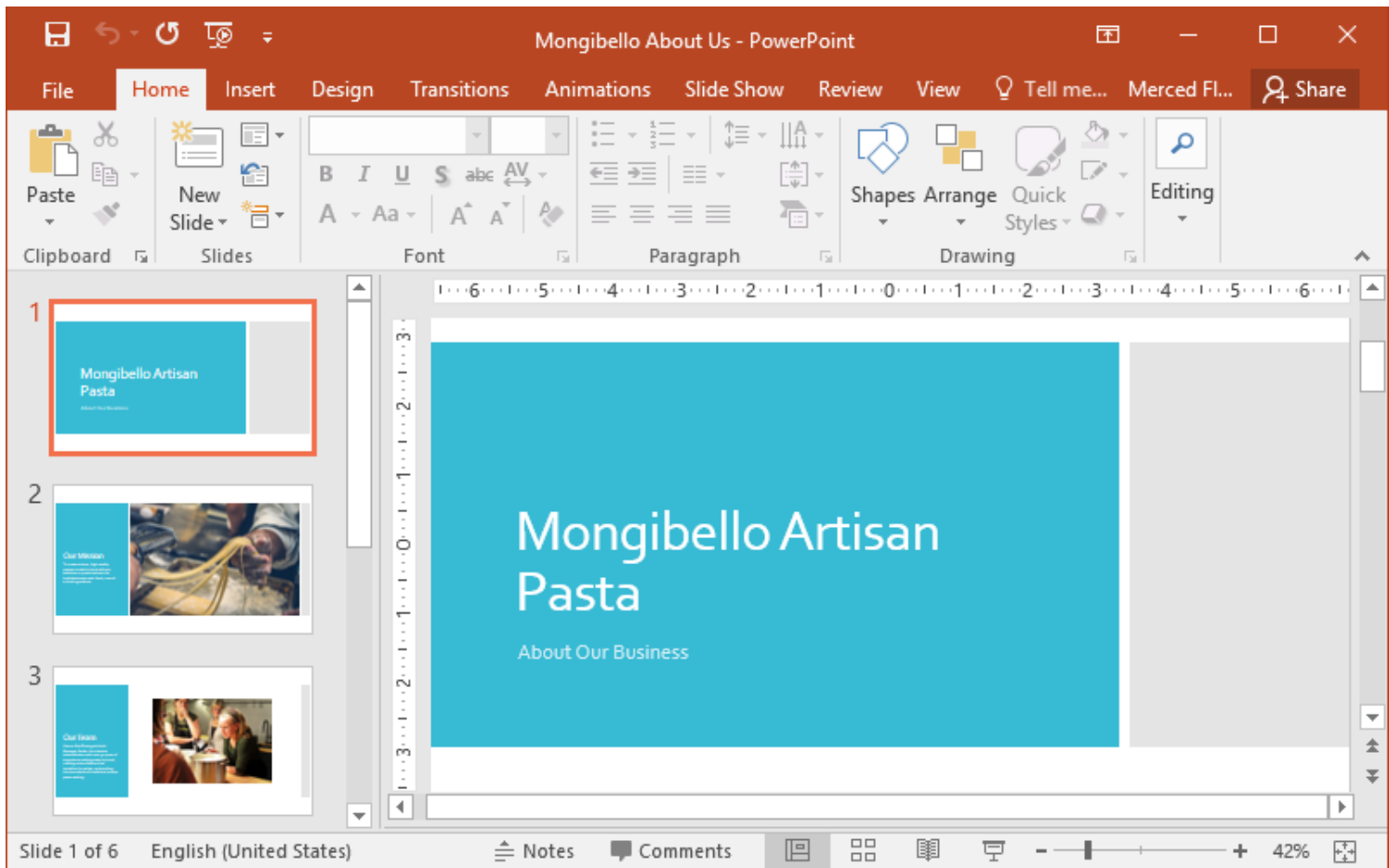
Working with the PowerPoint environment

The **Ribbon** and **Quick Access Toolbar** are where you will find the commands to perform common tasks in PowerPoint. The **Backstage view** gives you various options for saving, opening a file, printing, and sharing your document.

The Ribbon

PowerPoint uses a **tabbed Ribbon system** instead of traditional menus. **The Ribbon** contains **multiple tabs**, each with several **groups of commands**. For example, the Font group on the Home tab contains commands for formatting text in your document.
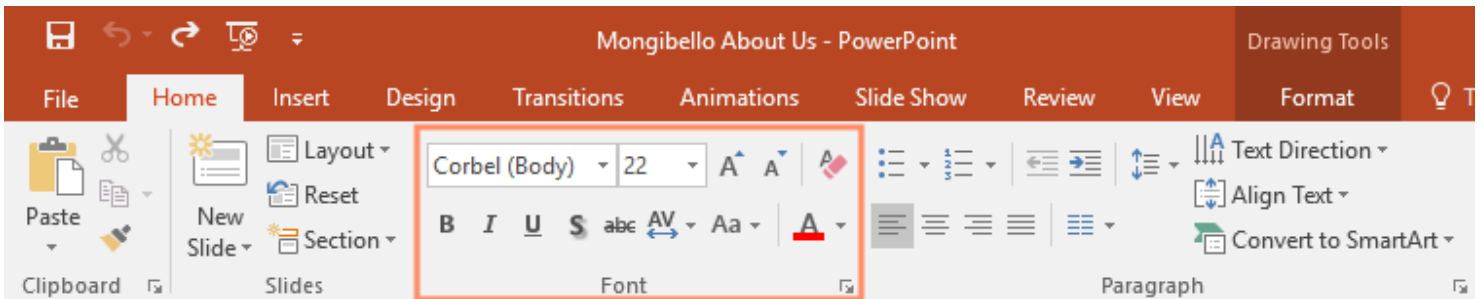

Some groups also have a **small arrow** in the bottom-right corner that you can click for even more options.
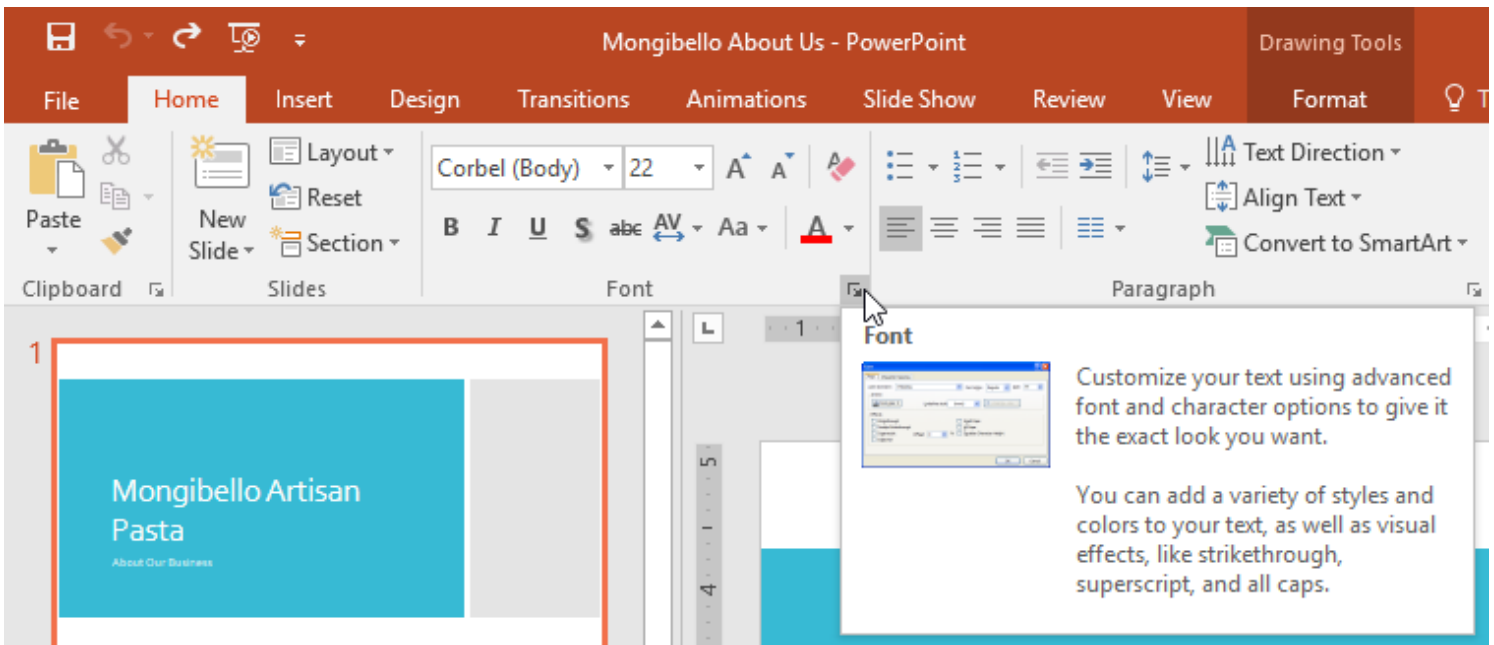
Showing and hiding the Ribbon

The Ribbon is designed to respond to your current task, but you can choose to **minimize** it if you find that it takes up too much screen space. Click the **Ribbon Display Options** arrow in the upper-right corner of the Ribbon to display the drop-down menu.
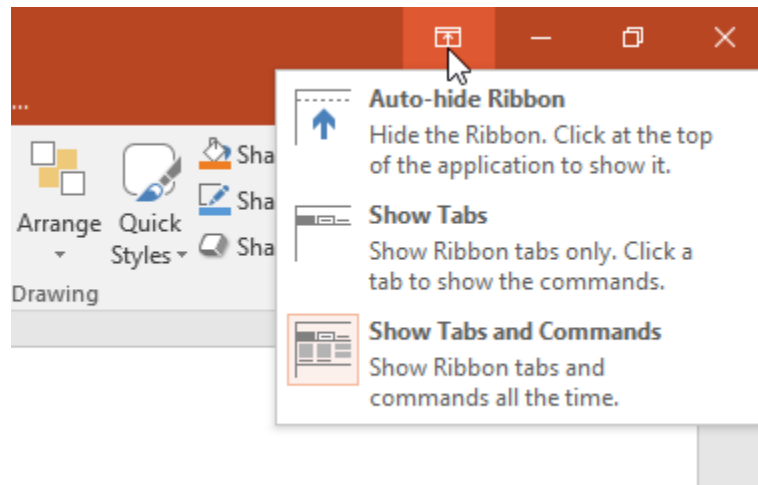
- **Auto-hide Ribbon:** Auto-hide displays your workbook in full-screen mode and completely hides the Ribbon. To **show the Ribbon**, click the **Expand Ribbon** command at the top of screen.
- **Show Tabs:** This option hides all command groups when they're not in use, but **tabs** will remain visible. To **show the Ribbon**, simply click a tab.
- **Show Tabs and Commands:** This option maximizes the Ribbon. All of the tabs and commands will be visible. This option is selected by default when you open PowerPoint for the first time.

Using the Tell me feature

If you're having trouble finding command you want, the **Tell Me** feature can help. It works just like a regular search bar: Type what you're looking for, and a list of options will appear. You can then use the command directly from the menu without having to find it on the Ribbon.
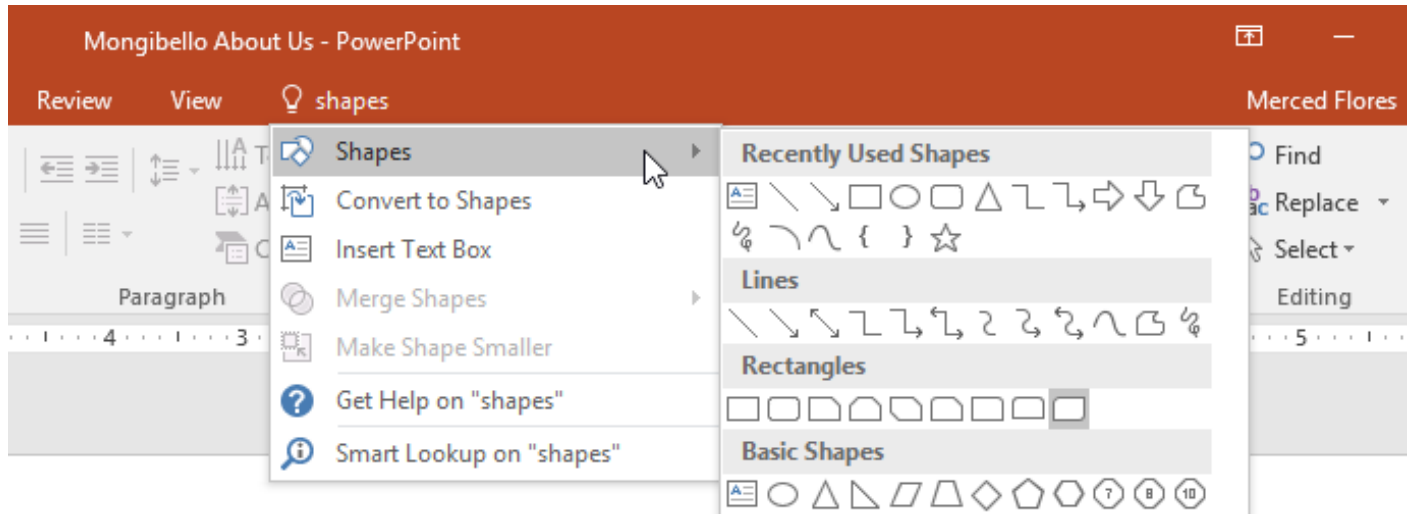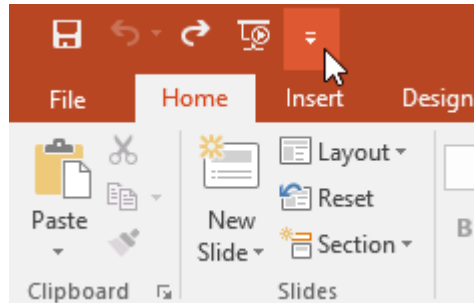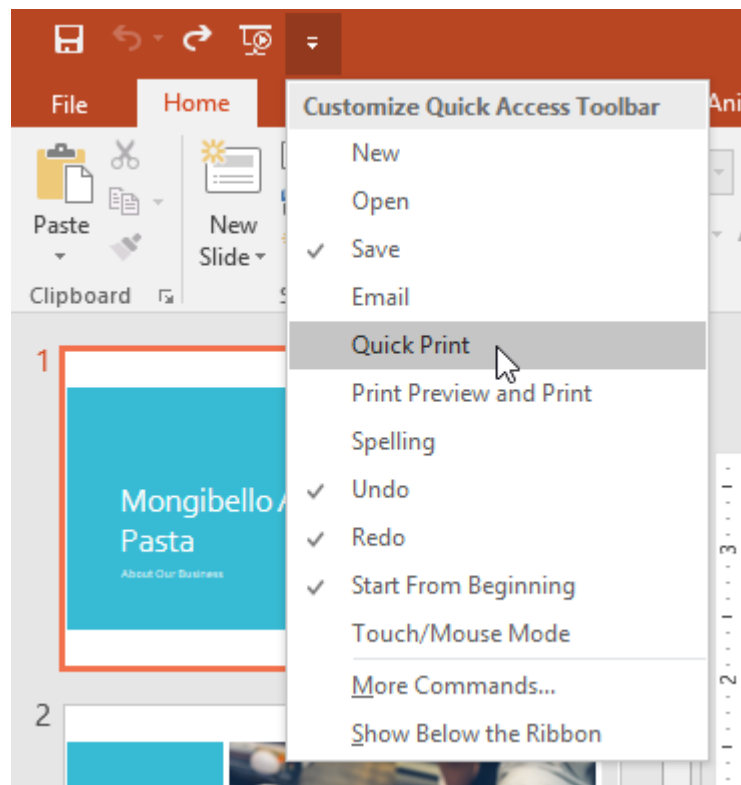

The Quick Access Toolbar

Located just above the Ribbon, the **Quick Access Toolbar** lets you access common commands no matter which tab is selected. By default, it includes the **Save**, **Undo**, **Redo**, and **Start from Beginning** commands. You can add other commands depending on your preference.

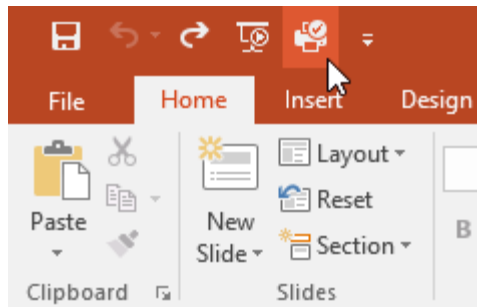# To add commands to the Quick Access Toolbar:

1. Click the **drop-down arrow** to the right of the **Quick Access Toolbar**.

2. Select the **command** you want to add from the drop-down menu. To choose from more commands, select **More Commands**.
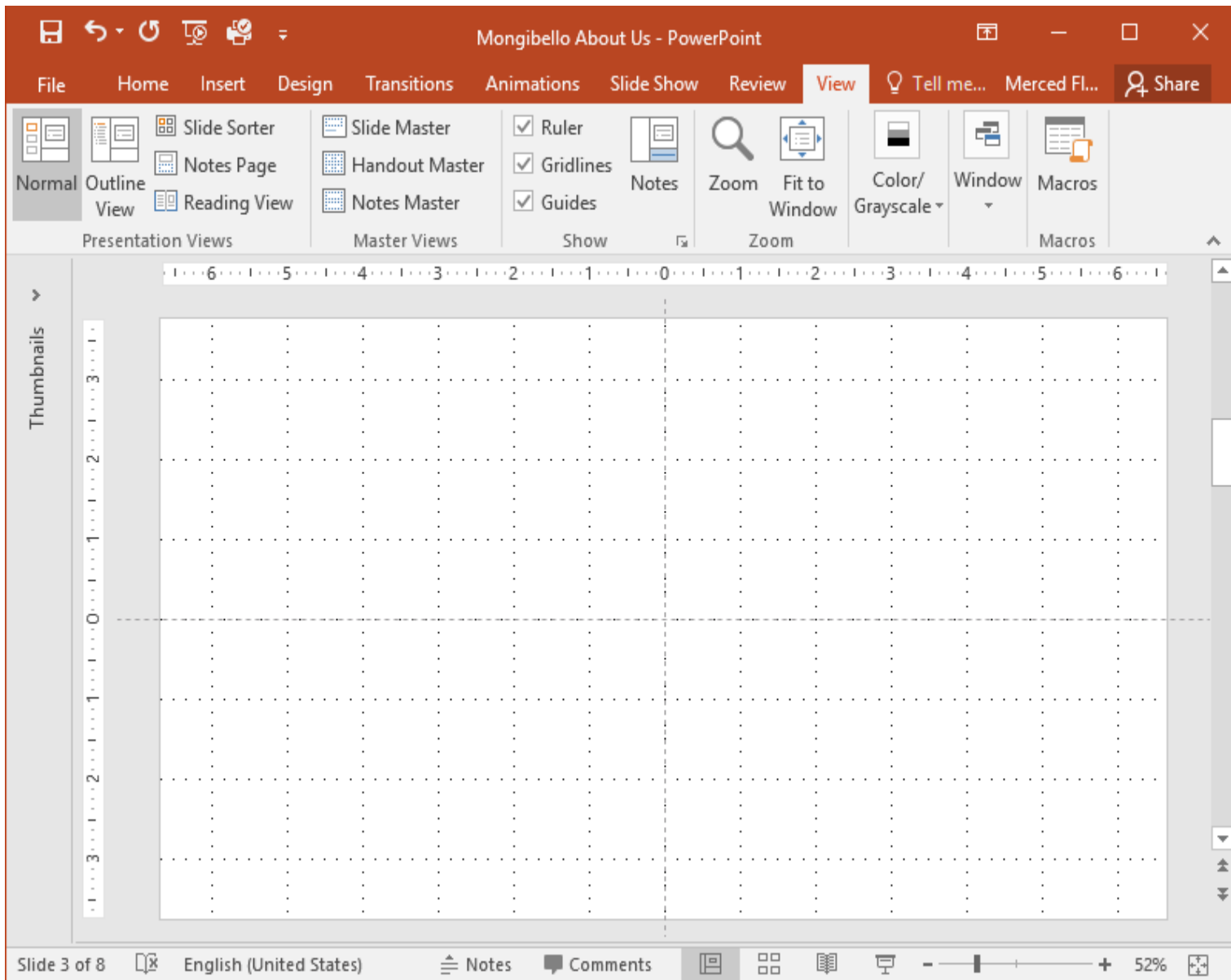

3. The command will be added to the Quick Access Toolbar.

The Ruler, guides, and gridlines

PowerPoint includes several tools to help organize and arrange content on your slides, including the **Ruler**, **guides**, and **gridlines**. These tools make it easier to **align objects** on your slides. Simply click the **check boxes** in the **Show** group on the **View** tab to show and hide these tools.

Zoom and other view options

PowerPoint has a variety of viewing options that change how your presentation is displayed. You can choose to view your presentation

in **Normal** view, **Slide Sorter**, **Reading View**, or **Slide Show**. You can also **zoom in and out** to make your presentation easier to read.

Switching slide views

Switching between different slide views is easy. Just locate and select the desired **slide view command** in the bottom-right corner of the PowerPoint window.
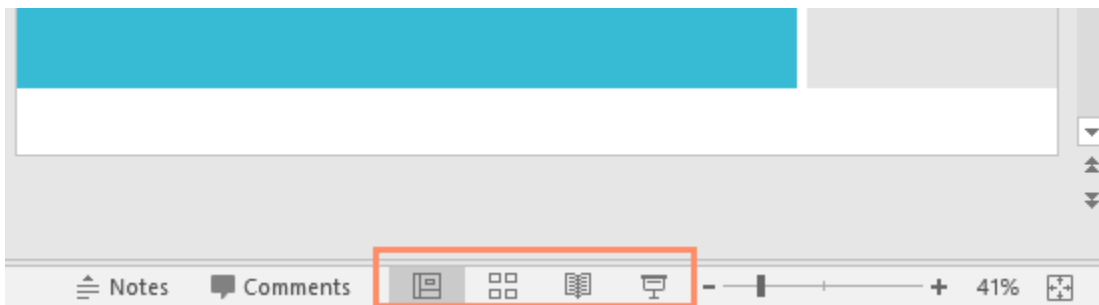
To learn more about slide views, see our **Managing Slides** lesson.

Zooming in and out

To zoom in or out, click and drag the **zoom control slider** in the bottom-right corner of the PowerPoint window. You can also select the + or **- commands** to zoom in or out by smaller increments. The number next to the slider displays the current **zoom percentage**, also called the **zoom level**.
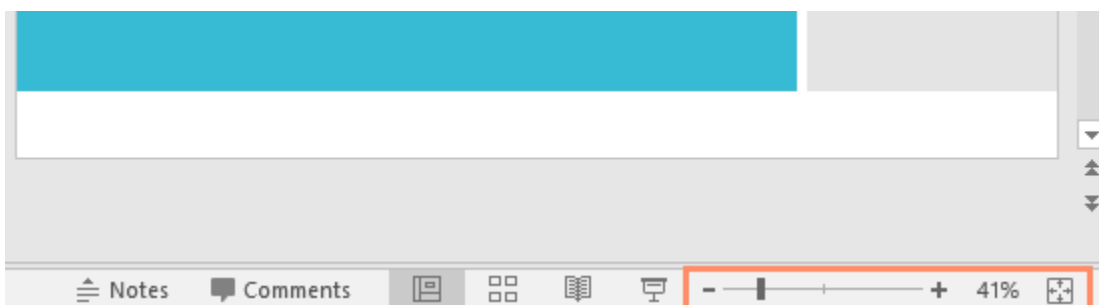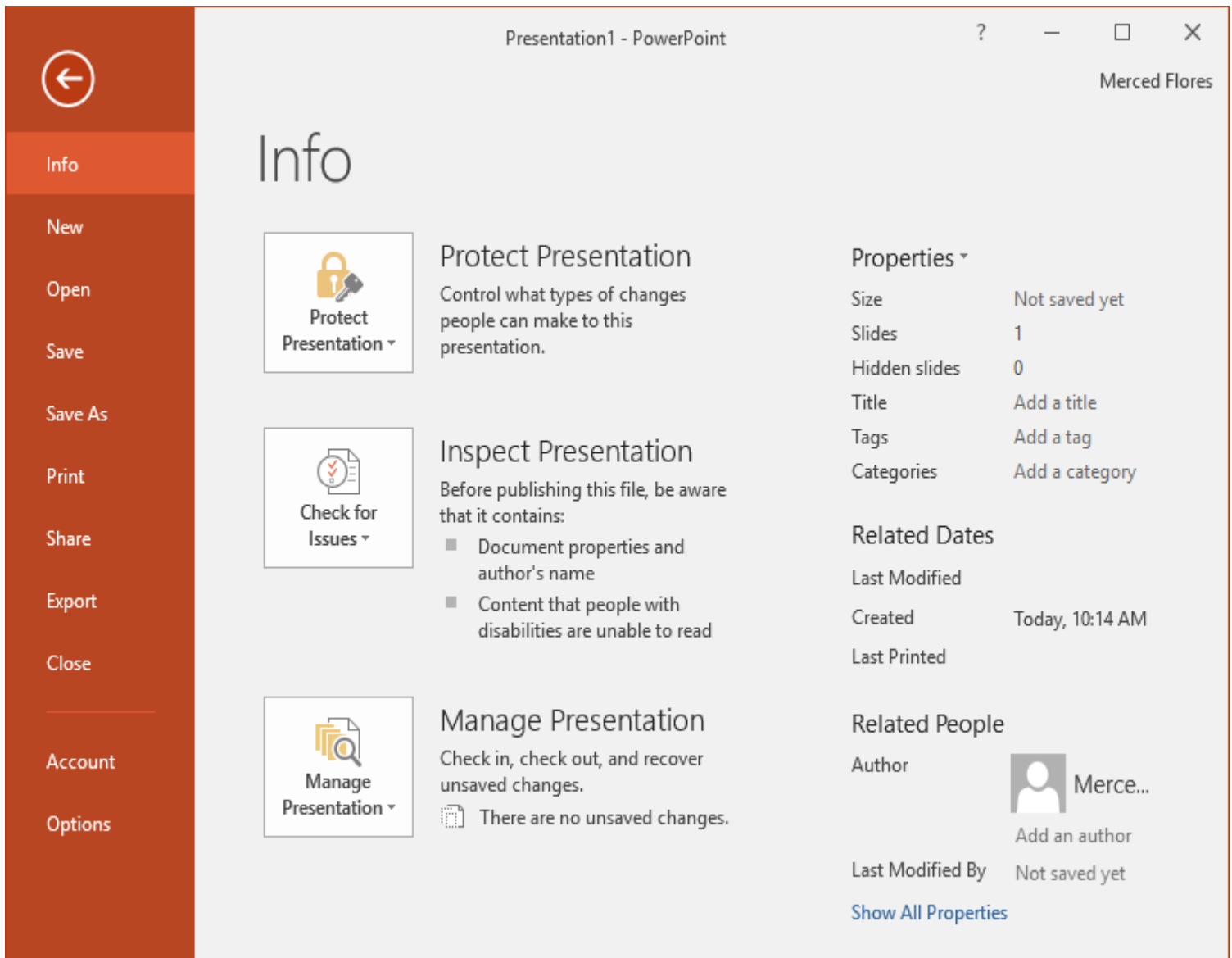
Backstage view

Backstage view gives you various options for saving, opening, printing, and sharing your presentations. To access Backstage view, click the **File** tab on the **Ribbon**.
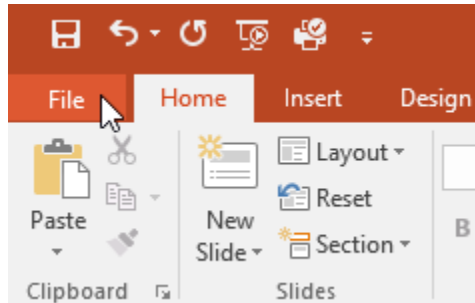
Click the buttons in the interactive below to learn more about using Backstage view.

You can review our lesson on **Understanding OneDrive** to learn more about using OneDrive.

Challenge!

1. Open **PowerPoint 2016**, and create a **blank presentation**.

2. Change the **Ribbon Display Options** to **Show Tabs**.

3.   Click the drop-down arrow next to the **Quick Access Toolbar** and add **New**, **Quick Print**, and **Spelling.**

4.   In the **Tell me bar**, type **Shape** and press **Enter**.

5.   Choose a shape from the menu, and double-click somewhere on your slide.

6.   Show the **Ruler** if it is not already visible.

7.   **Zoom** the presentation to 120%.

8.   When you're finished, your presentation should look something like this:
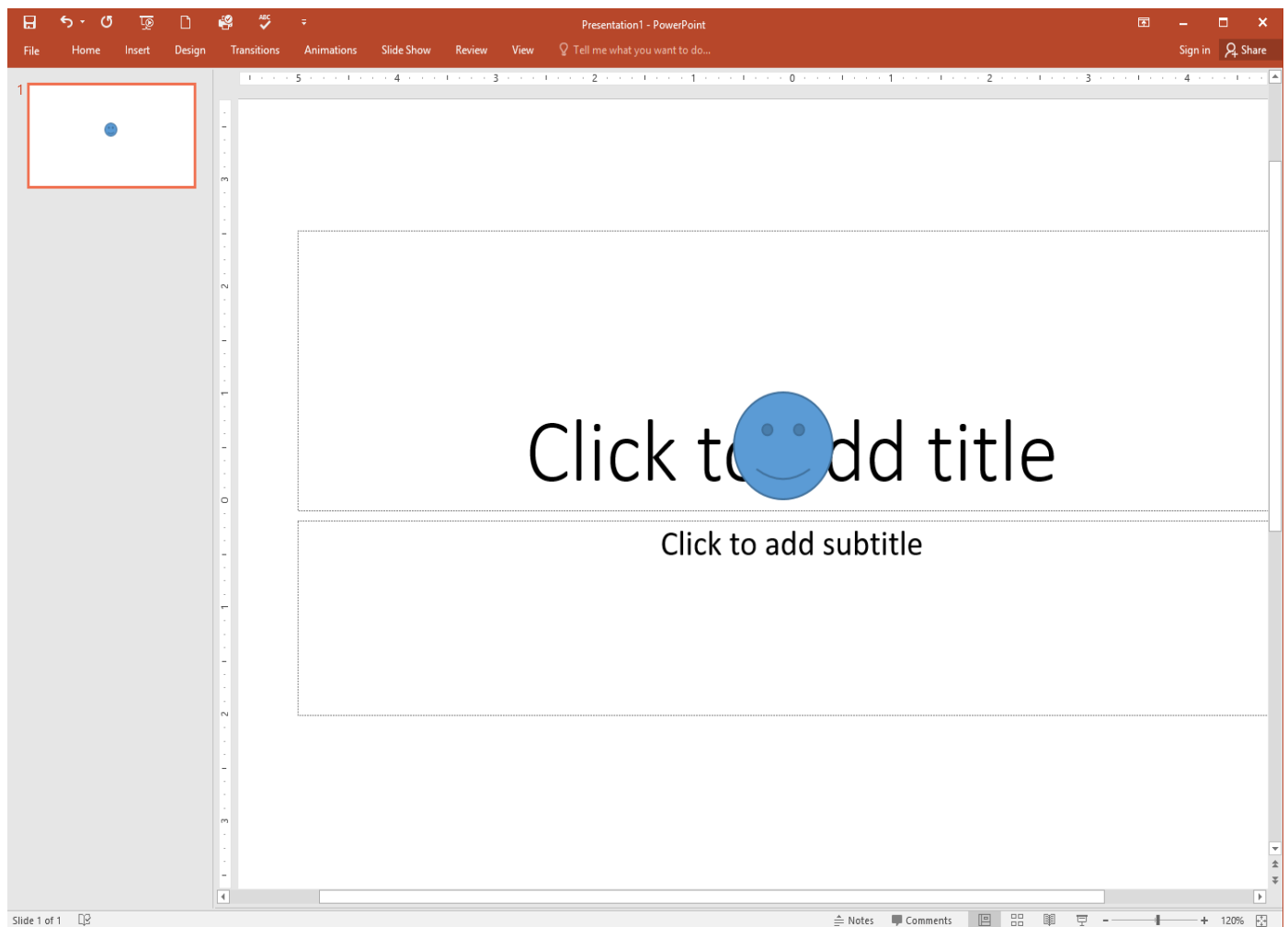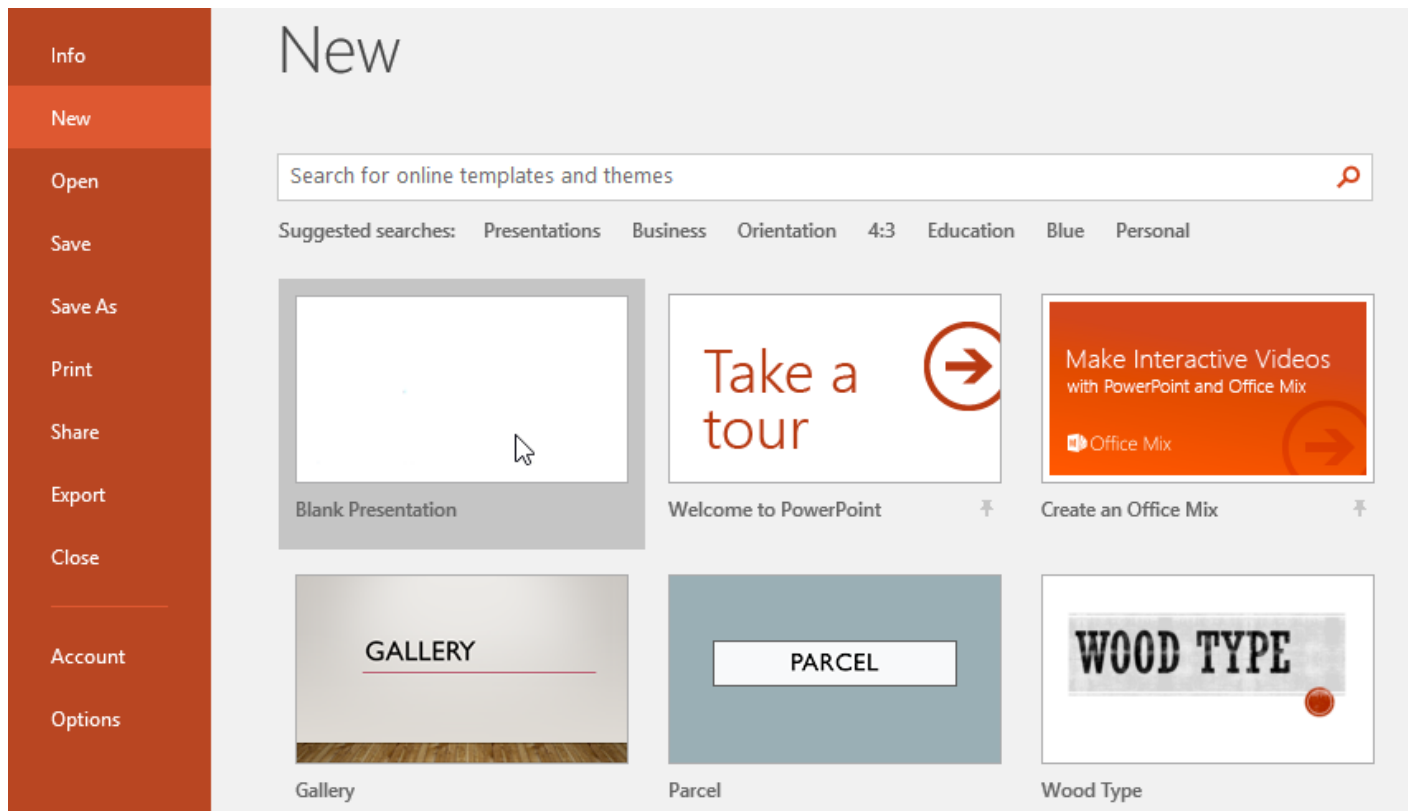
To create a new presentation:

When beginning a new project in PowerPoint, you'll often want to start with a new blank presentation.

1. Select the **File** tab to go to **Backstage view**.
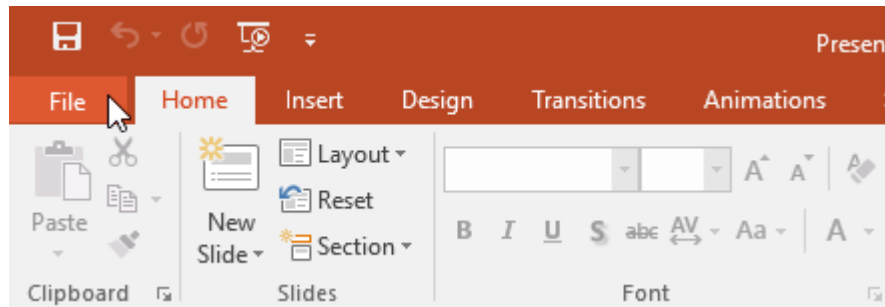
2. Select **New** on the left side of the window, then click **Blank Presentation**.
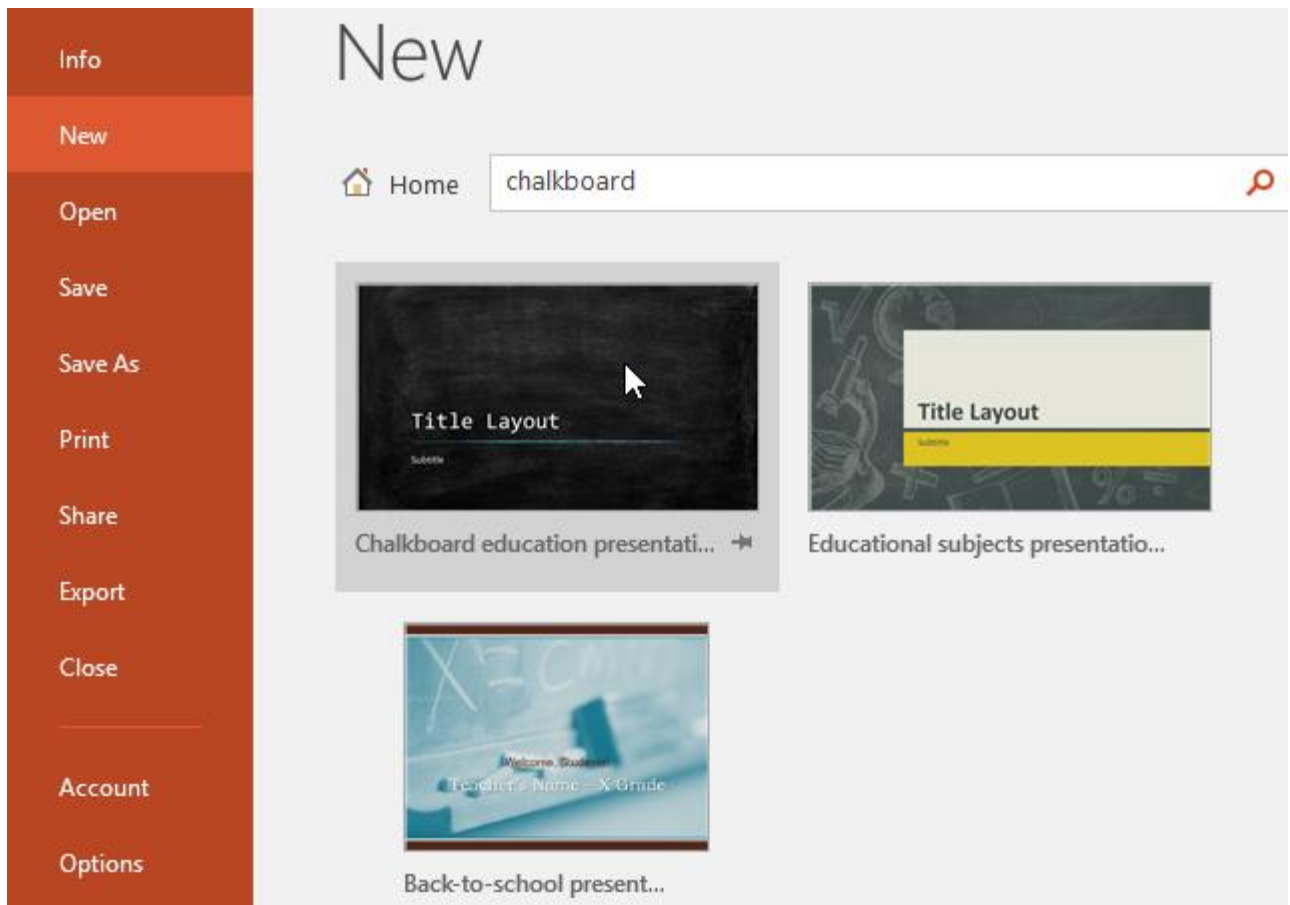

3. A new presentation will appear.

To create a new presentation from a template:

A **template** is a **predesigned presentation** you can use to create a new slide show quickly. Templates often include **custom formatting** and **designs**, so they can save you a lot of time and effort when starting a new project.

1. Click the **File** tab to access **Backstage view**, then select **New**.

2. You can click a suggested search to find templates or use the **search bar** to find something more specific. In our example, we'll search for the keyword **chalkboard**.
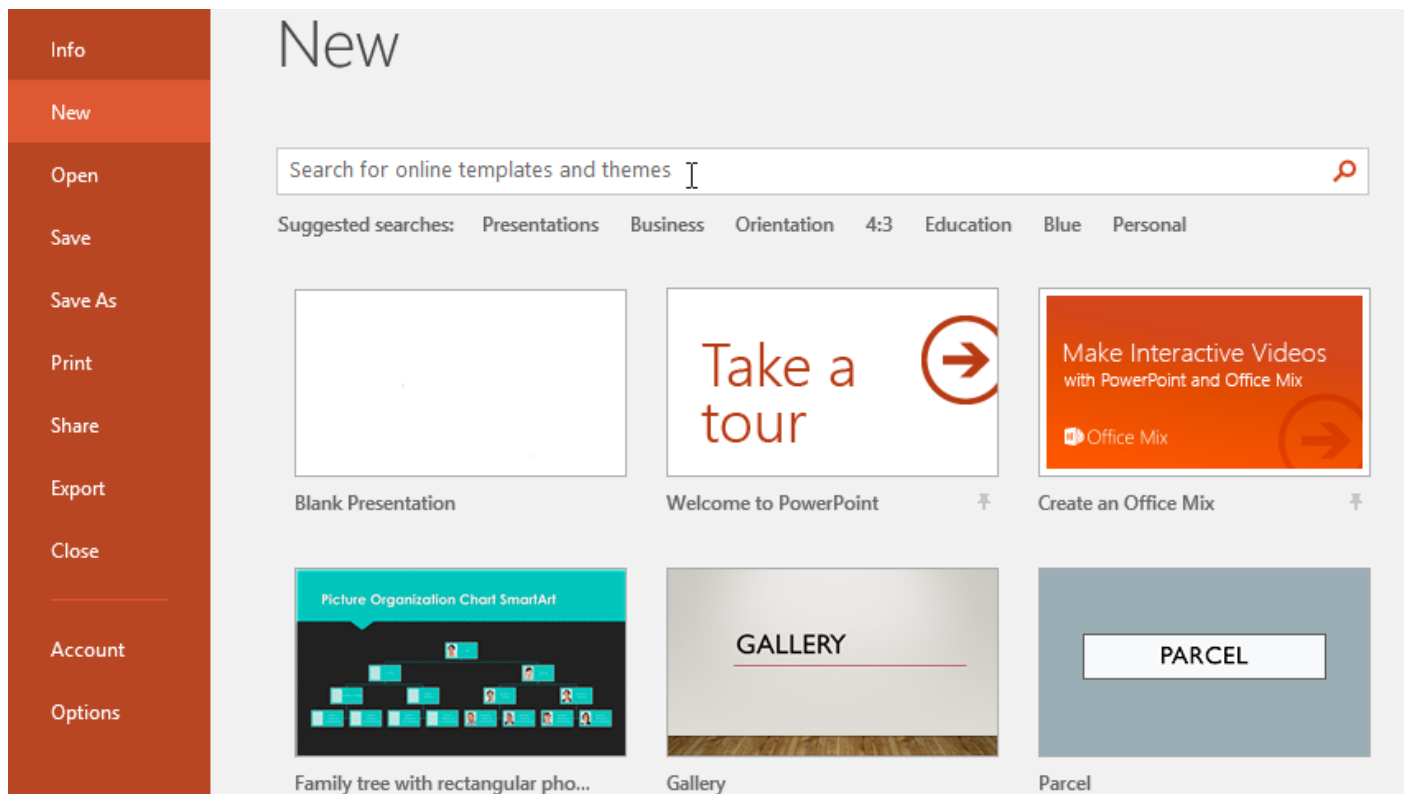
3. Select a **template** to review it.

4. A **preview** of the template will appear, along with **additional information** on how the template can be used.

5. Click **Create** to use the selected template.
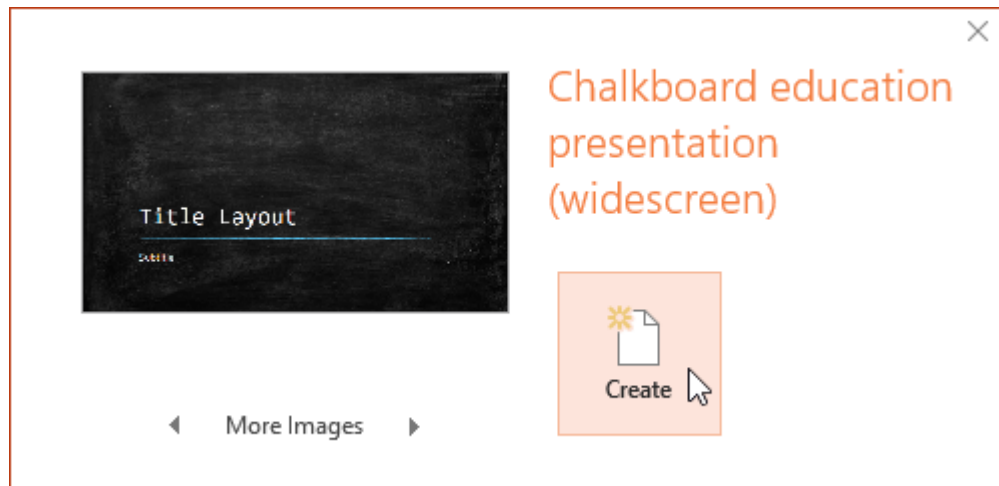
6. A new presentation will appear with the **selected template**.
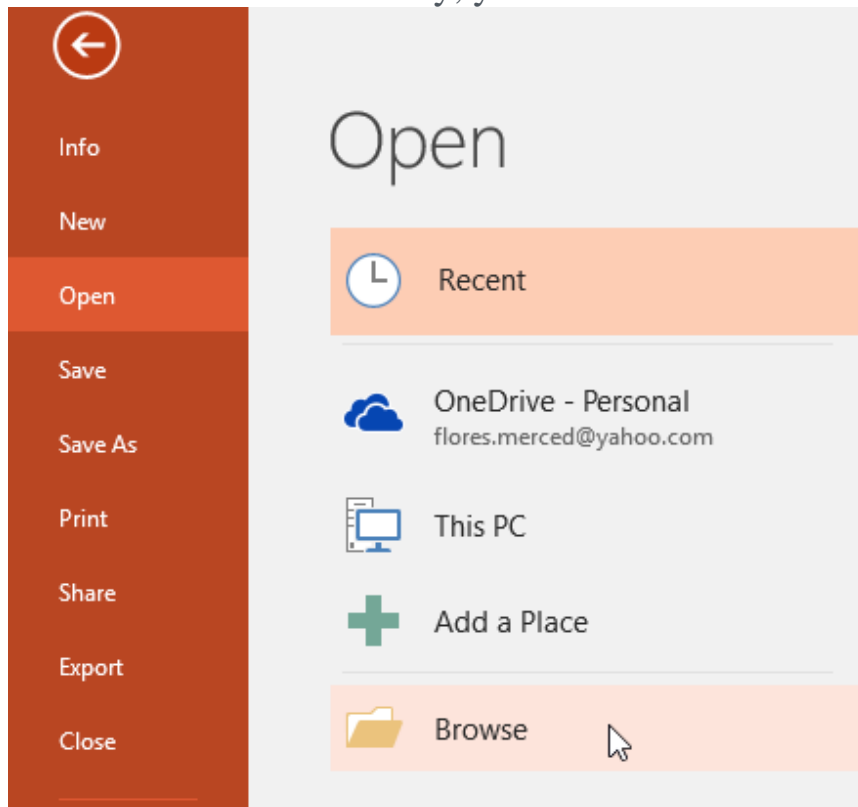
To open an existing presentation:

In addition to creating new presentations, you'll often need to open a presentation that was previously saved. To learn more about saving presentations, visit our lesson on **Saving Presentations**.
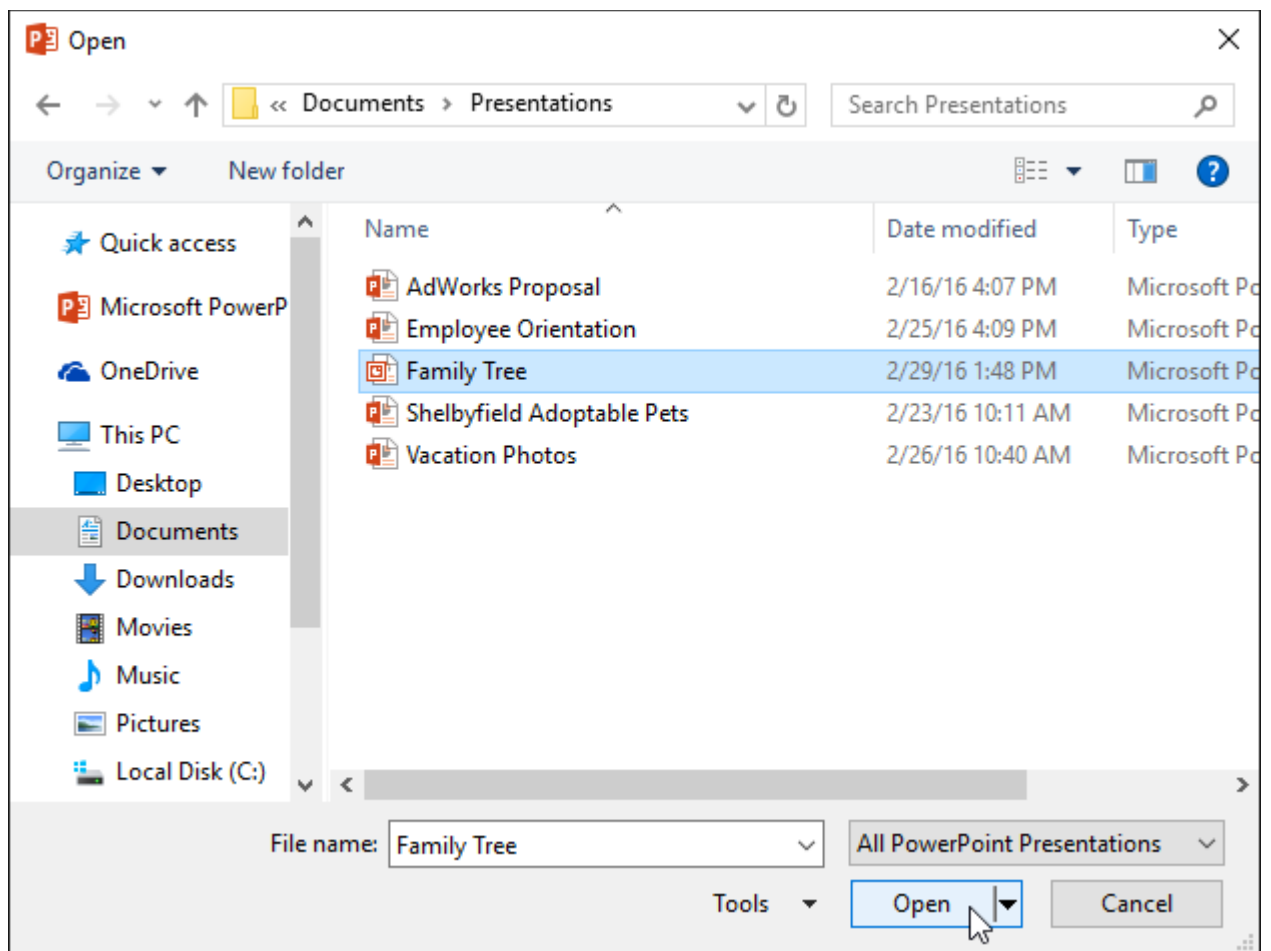
1. Select the **File** tab to go to **Backstage view**, then click **Open**.
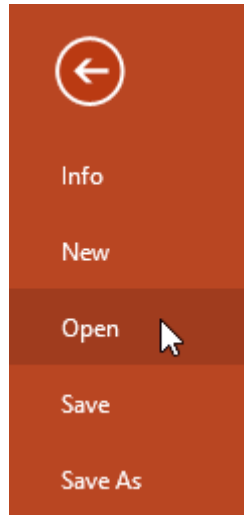
2. Click **Browse**. Alternatively, you can choose **OneDrive** to open files.

3. The **Open** dialog box will appear. Locate and select your **presentation**, then click **Open**.


Most features in Microsoft Office, including PowerPoint, are geared toward saving and sharing documents **online**. This is done with **OneDrive**, which is an online storage space for your documents and files. If you want to use OneDrive, make sure you're signed in to PowerPoint with your Microsoft account. Review our lesson on **Understanding OneDrive** to learn more.

To pin a presentation:

If you frequently work with the **same presentation**, you can **pin it** to Backstage view for easy access.

1. Select the **File** tab to go to **Backstage view**, then click **Open**. Your **Recent Presentations** will appear.

2. Hover the mouse over the **presentation** you want to pin, then click the **pushpin icon**.
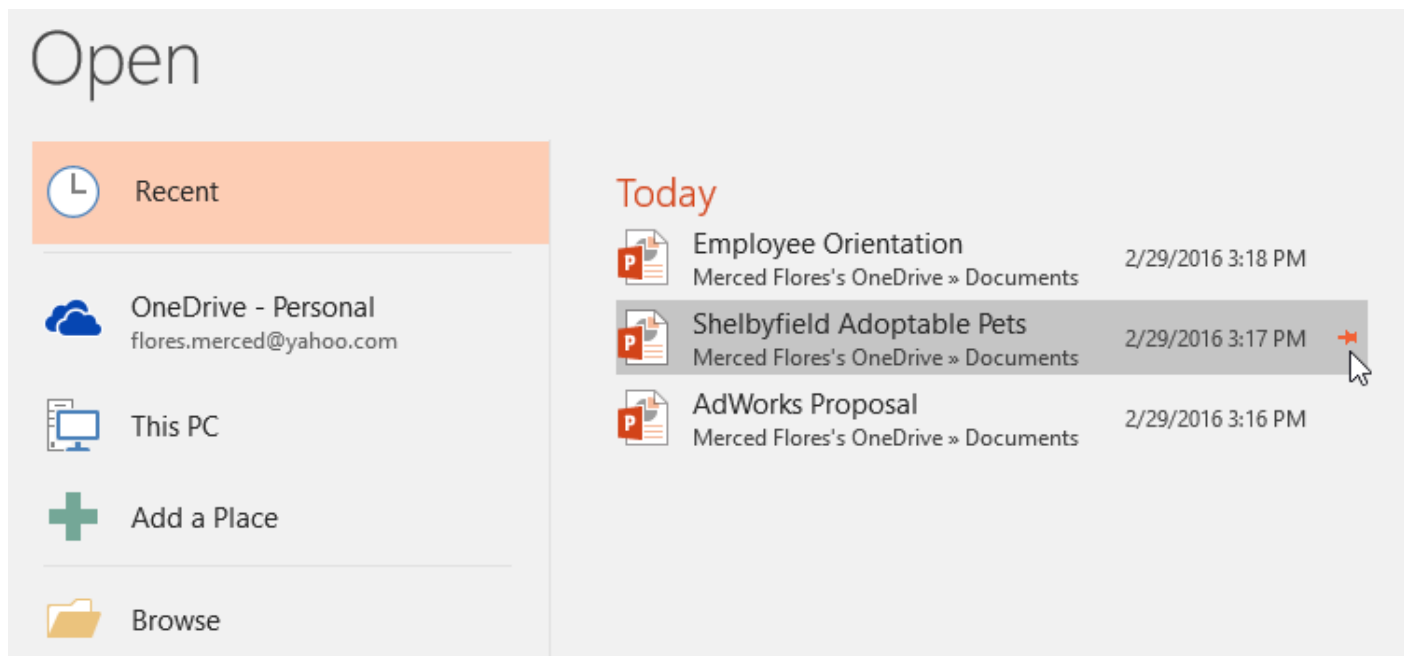
3. The presentation will stay in Recent presentations list until it is unpinned. To **unpin** a presentation, click the pushpin icon again.
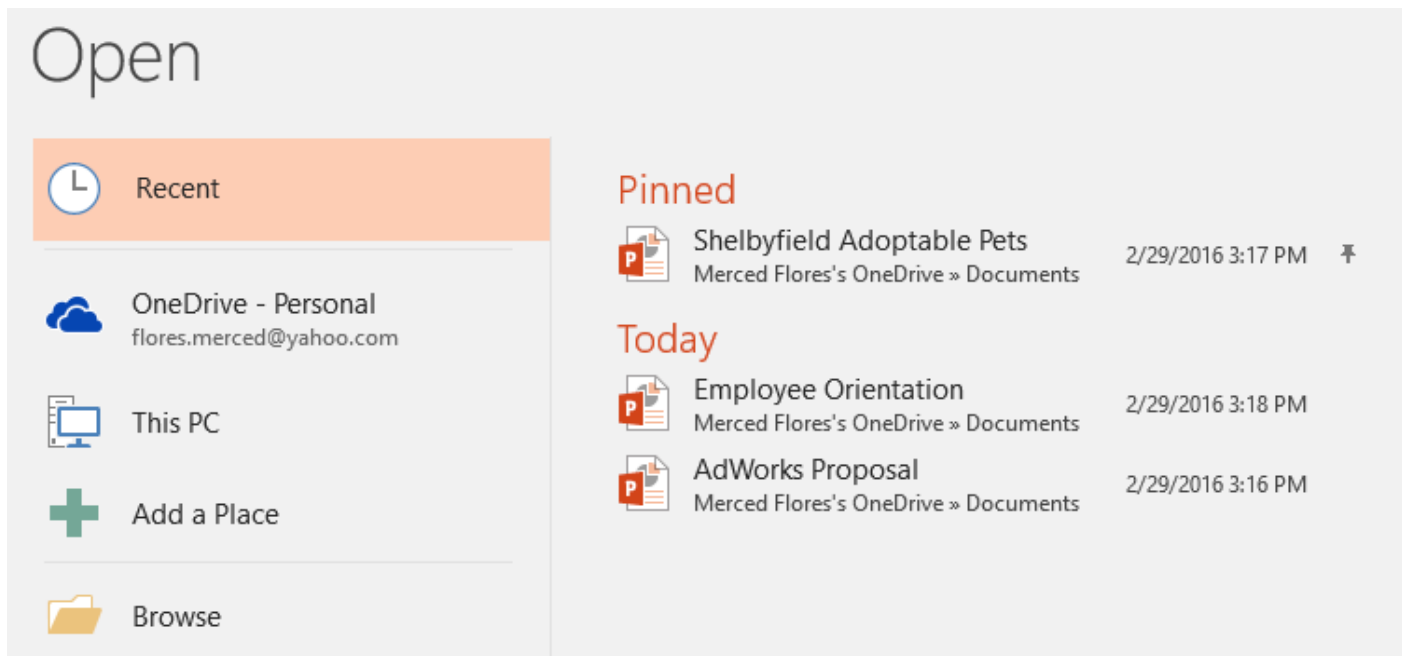
Compatibility mode

Sometimes you may need to work with presentations that were created in earlier versions of PowerPoint, such as PowerPoint 2003 or PowerPoint 2000. When you open these types of presentations, they will appear in **Compatibility mode**.

Compatibility mode **disables** certain features, so you'll only be able to access commands found in the program that was used to create the presentation. For example, if you open a presentation created in PowerPoint 2003, you can only use tabs and commands found in PowerPoint 2003.

In the image below, you can see at the top of the window that the presentation is in Compatibility mode. This will disable some PowerPoint 2016 features, such as newer types of slide transitions.
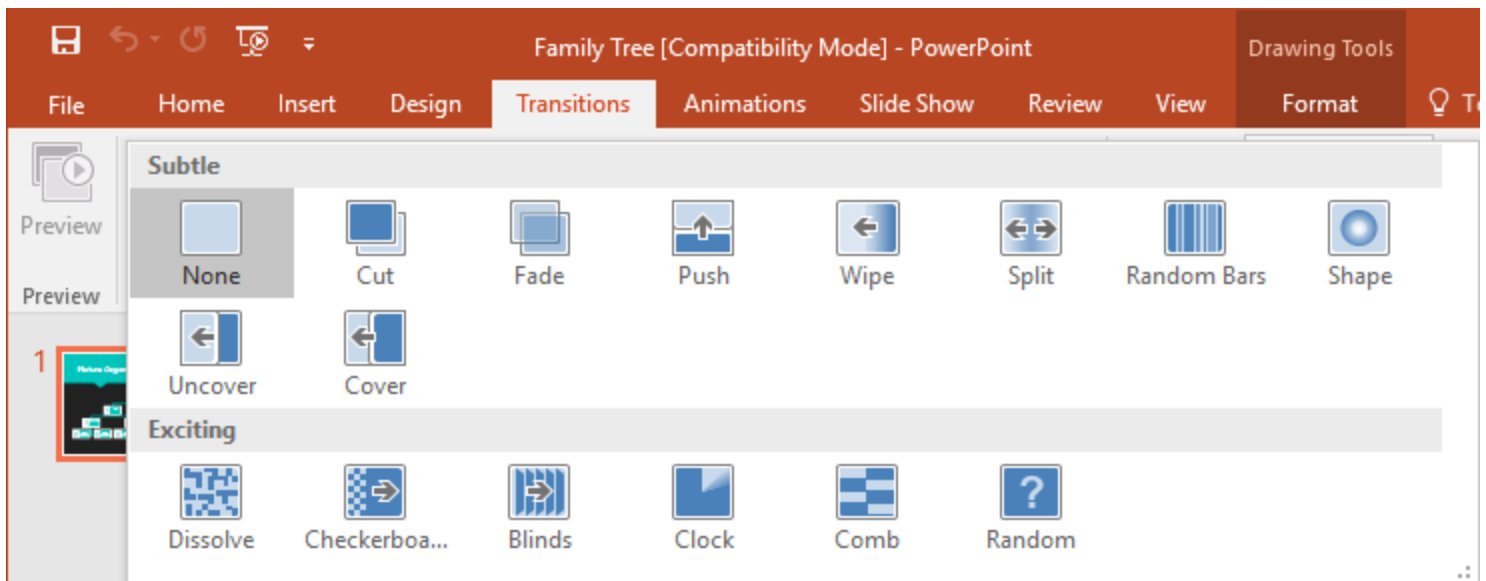
To exit Compatibility mode, you'll need to **convert** the presentation to the current version type. However, if you're collaborating with others who only have access to an earlier version of PowerPoint, it's best to leave the presentation in Compatibility mode so the format will not change.

You can review this **support page** from Microsoft to learn more about which features are disabled in Compatibility mode.

To convert a presentation:

If you want access to all PowerPoint 2016 features, you can **convert** the presentation to the 2016 file format.

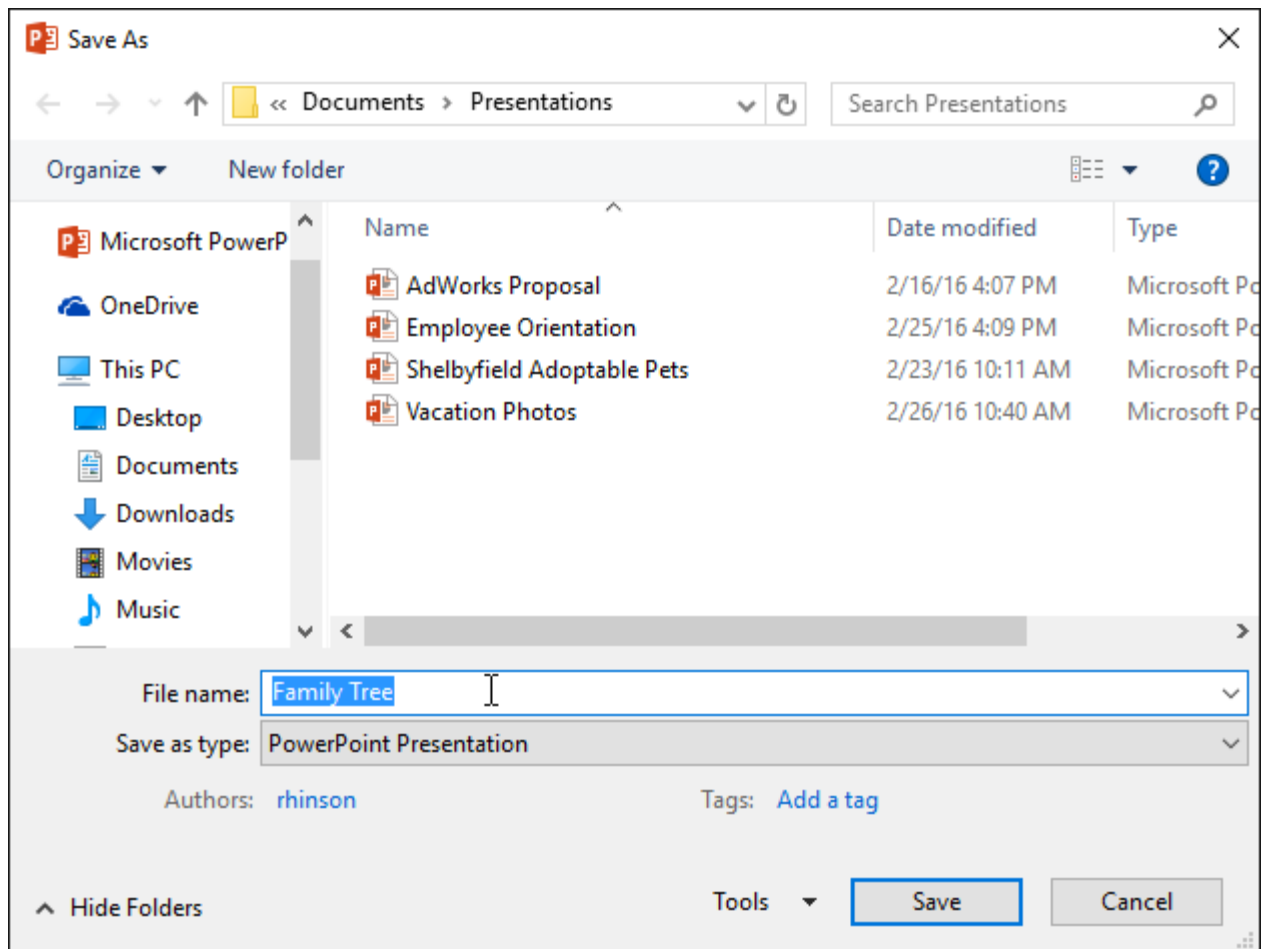Note that converting a file may cause some changes to the **original layout** of the presentation.

1. Click the **File** tab to access Backstage view.
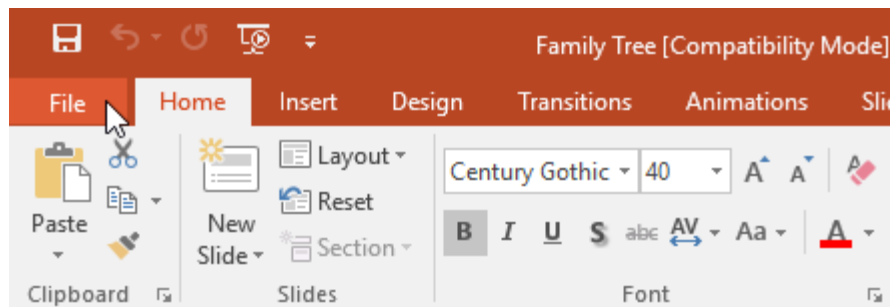
2. Locate and select the **Convert** command.

3. The **Save As** dialog box will appear. Select the **location** where you want to save the presentation, enter a **file name**, and click **Save**.

4. The presentation will be converted to the newest file type.

Challenge!

1. Open our **practice presentation**.

2. Notice that the presentation opens in **Compatibility Mode**. **Convert** it to the 2016 file format. If a dialog box appears asking if you would like to close and reopen the file in order to see the new features, choose **Yes**.

3. In Backstage view, **pin** a file or folder.

To select text:

Before you can move or arrange text, you'll need to **select** it.

- Click next to the text you want to select, drag the mouse over the text, then release your mouse. The text will be **selected**.
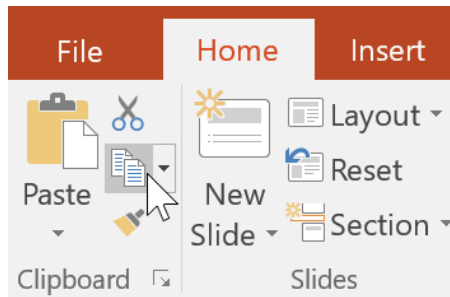

Copying and moving text

PowerPoint allows you to **copy** text that is already on a slide and **paste** it elsewhere, which can save you time. If you want to **move** text, you can **cut and paste** or **drag and drop** the text.

To copy and paste text:

1. Select the **text** you want to copy, then click the **Copy** command on the **Home** tab.

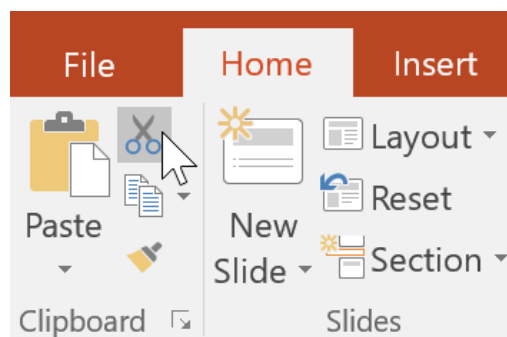2. Place the insertion point where you want the text to appear.
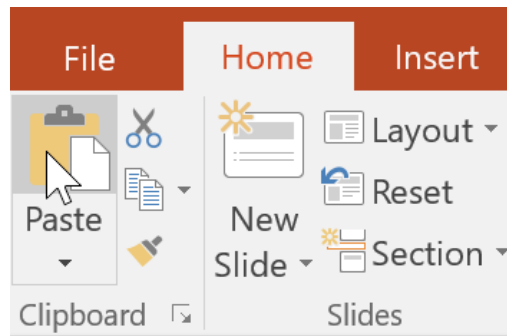
3. Click the **Paste** command on the **Home** tab.

4. The copied text will appear.

To cut and paste text:

1. Select the **text** you want to move, then click the **Cut** command.

2. Place the insertion point where you want the text to appear, then click the **Paste** command.

3. The text will appear in the new location.

You can access the **cut**, **copy**, and **paste** commands by using keyboard shortcuts. Press **Ctrl+X** to cut, **Ctrl+C** to copy, and **Ctrl+V** to paste.

To drag and drop text:

1. Select the **text** you want to move, then click and drag the text to the **desired location**.

2. The text will appear in the new location.

Formatting and aligning text

Formatted text can draw your audience's attention to specific parts of a presentation and emphasize important information. In PowerPoint, you have several options for adjusting your text, including size and color. You can also adjust the alignment of the text to change how it is displayed on the slide.

Click the buttons in the interactive below to learn about the different commands in the Font and Paragraph groups.
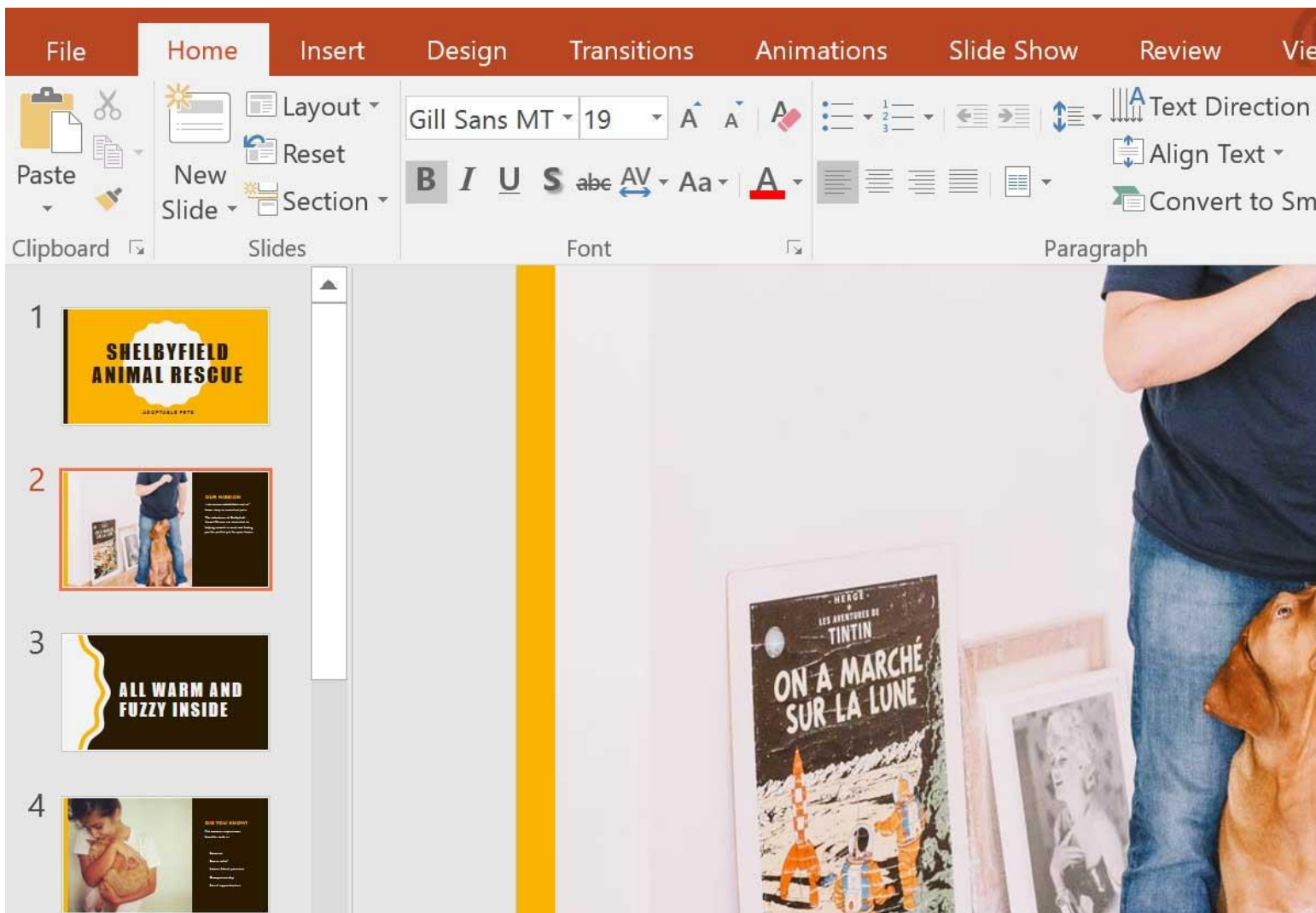
Challenge!

1. Open our **practice presentation**.

2. Select **slide 4**.

3. Use **cut and paste** or **drag and drop** to move the text **Lower blood pressure** between **Companionship** and **Social opportunities**.

4. Select the list of benefits and **add italics**.

5. Select the text **Did You Know?** remove the **boldface**, and change the size to **36pt**.

6. When you're finished, your slide should look like this: