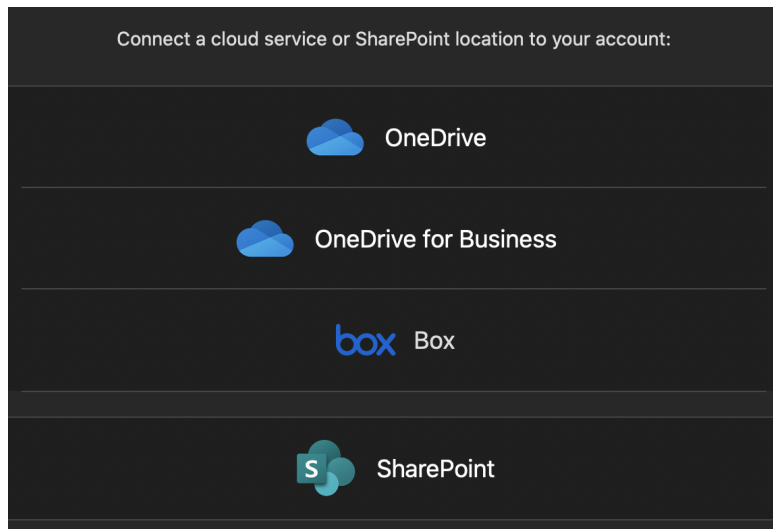
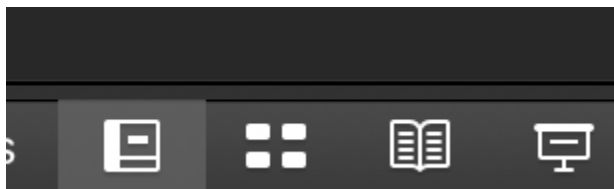


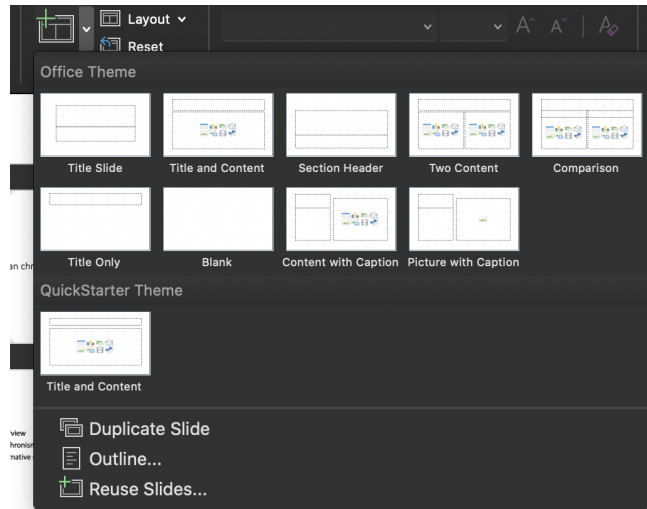
- Theme vs Template
  - A theme is just a set of slides with a particular styling, whereas a template has a particular styling and specific set of text areas for information (eg a certificate)
- Quickstart
  - When you click on new, there is the possibility to use quickstart
  - When you use quickstart, all you have to do is submit a topic on the searchbar and get a set of slides
  - You can select which slides you will use given the topic you selected
- Backstage view: what you see when opening powerpoint without a file
- To save locally simply click on file> select Save As > and select the desired location
  - You can also save on online locations. The only options are shown in the image that is below.



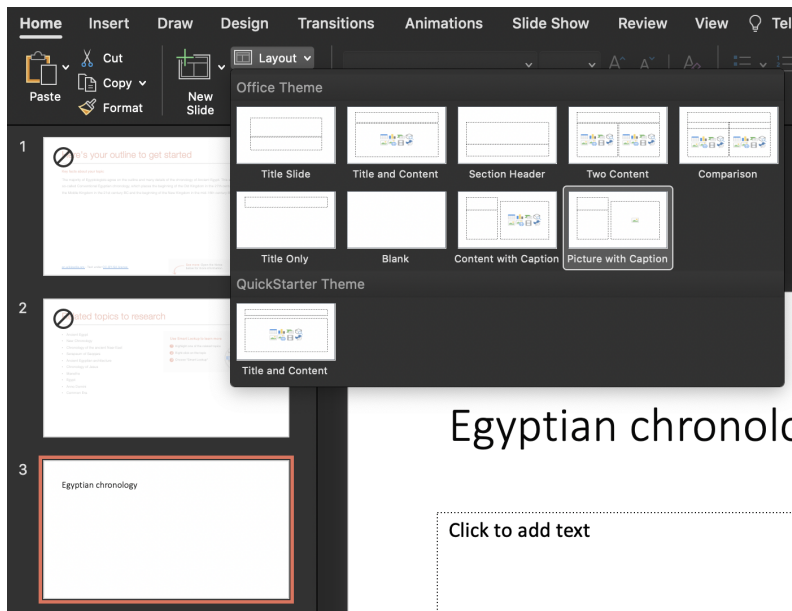
- 
- Placeholder text is only visible in the final presentation. (Why?) v
  - You can select icons on the bottom right to change the way in which you are currently viewing your presentation



- Clicking on the downward-arrow to the right of the new slide button will allow you to add a slide with a new layout



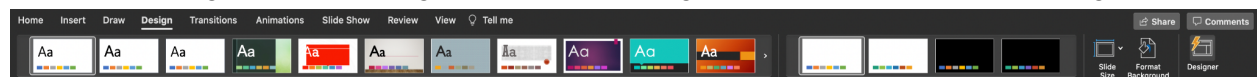
- To change the layout of a slide, click on the slide > select the layout button > select the desired layout



Egyptian chronolo

Click to add text

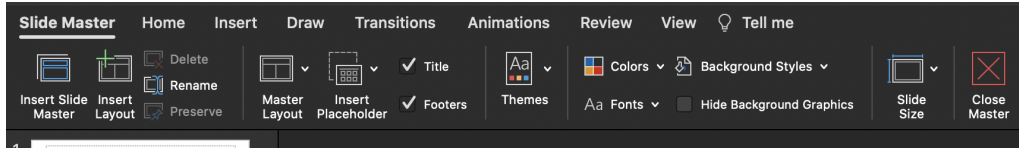
- To change the slide design, click on the Design Tab > select the desired design



- To change the background, click on the design tab > select format background > change the background color
  - The options that will appear are solid fill, gradient fill, picture or texture fill, pattern fill

Using Slide Master

- Access slide master View > slide master



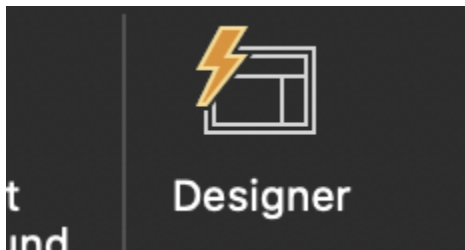
- The changes you perform in slide master will apply to every slide
- For example, if you add an image or logo to content slides using slide master, the logo will appear in every content slide
- To select multiple text boxes click and select such that all boxes are inside the area you selected.

### Shape Format

- Shape fill > more colors > eyedropper icon
  - This allows you to hover over any image or slide to acquire the color of the area you are currently hovering over

### DESIGNER TOOL

- Senses when you add an image into a slide (one aspect)
- To access it select design > select designer



- If you uncheck the automatically show design ideas, this will stop the designer from automatically showing design ideas.

### Adding Shapes

- Go to insert > select shapes > click on a shape > click on the slide
- Shapes have various formatting options: shadow, reflection, glow, soft edges, #D format, and 3-D rotation.

## Format Shape



Shape Options

Text Options



### ▼ Shadow

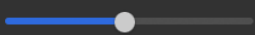
Presets



Color



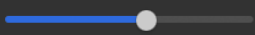
Transparency



48%



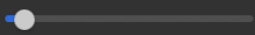
Size



115%



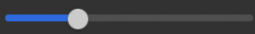
Blur



4 pt



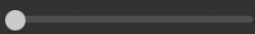
Angle



99°



Distance



0 pt

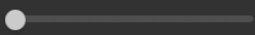


### ▼ Reflection

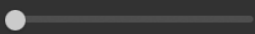
Presets



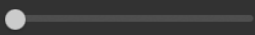
Transparency



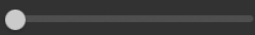
Size



Blur



Distance



### ▼ Glow

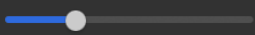
Presets



Color



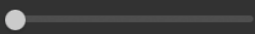
Size



40 pt



Transparency



0%

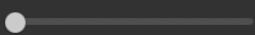


### ▼ Soft Edges

Presets



Size



0 pt



## Format Shape



Shape Options

Text Options



### ▼ 3-D Format

#### Top bevel



Width

6 pt

Height

6 pt

#### Bottom bevel



Width

0 pt

Height

0 pt

#### Depth



Size

0 pt

#### Contour



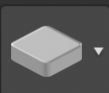
Size

1 pt

#### Material



#### Lighting



Angle

0°

Reset

### ▼ 3-D Rotation

#### Presets



X Rotation

0°



Y Rotation

0°



Z Rotation

0°



Perspective



☒ Keep text flat

Distance from ground

0 pt

- Double click a shape to add text within the shape
- In word every element is an object that can be modified
- Shape effect tools
  - Shape fill
  - Shape outline
  - Shape effects
- Text
  - Text fill
  - Text outline
  - Text effects
- Picture corrections
  - Sharpen and Soften
    - Presets
    - sharpness
    - Brightness
    - Contrast
    -
  - Picture color
    - Presets saturation
    - Temperature
    - recolor
  - Picture Transparency
    - Presets
    - Transparency
  - Crop
    - Width
    - Height
    - Offset X
    - Offset Y
    - Left
    - Top
    -
- You can modify images so the text become more visible or at least the main focal point
  - Eg blurring an image by using a preset that softens it by 50%
- The arrange icon in the Home menu allows you to distribute objects according to an established directional order.
  - Object are align dto themselves or the slide
  -

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### Object Layering

- You can add icons
  - Home Menu > Icon icon

- To put a shape behind an icon right click and select send to back
- 

#### Group Object and Use Format Painter

- Format painter is the brush in the home screen
- You can group an icon and a shape by selecting both, right-clicking and selecting group

#### Background Removal Tool

- Add a background image > go to picture format > select background removal

#### Merge and Group Shapes

- Shape format > merge shapes
- Grouping shapes on the background implies that all the color and images you add will apply to the grouped shapes

#### Crop Images

- You can adjust an image into a shape
    - Crop to shape
  - You can convert an icon into a shape to change individual components of the icon
- 
- 

### **Add Diagrams and Charts**

#### Create and format charts

- Go to the insert menu > select insert chart
- You can insert charts from Excel
  - Embedding a workbook means you add the contents excel file

#### Smart Art

- You can add diagrams using smart art
    - Go to the insert menu > select smart art
      - Text shrinks to fit the smart art
      - You can add images if the format allows it
- 
- 

#### Add Video, Audio and Animation Slides

##### Add and Format a Video

- Go to the insert tab > select the video ribbon
- Design
  - You can change slide background to black to make it more cinematic
  - To preview go to slide show ribbon tab

### Add Audio

- Insert ribbon tab > select audio ribbon
- You can insert recorded audio or record audio
- If you record you can add a title and record in PP
- The playback tab allows you to trim the audio, adjust the volume, loop the audio, determine when the audio start or stops, or play it on the background

### Add Animations

- Go to animations ribbon tab
- You can preview animations as you select them
- Smart art components/diagrams can have individual animations

### Transitions

- Select a slide and select the transitions ribbon tab
- You can change duration
- Or the trigger of the transition (click or time)
- You can add audio

### Morphing Slides

- You can morph slides
- Usually you have to duplicate slides, b/c you usually move individual objects.
- What you have to do is move the component you wish to move and then click on morph.

### Zoom

- Insert a picture and set as the background
- Got to insert ribbon tab > select zoom ribbon tab
- You can make images small and then zoom into them to add them seamlessly
- Zoom adds animations to your slide

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## Collaboration and Additional Aspects

### Speaker notes

- Underneath each slide there is a speaker notes area: click on add notes

### Rehearse Timing

- Go to Slide show ribbon tab > select rehearse timings ribbon tab
  - Slide sorter shows your time per slide
- 

### Presenter coach

- Go to Slide show ribbon tab > select presenter coach ribbon tab
- Evaluates pacing, words, whether you are reading words, whether you get stuck, sensitive phrases, etc.

### Sharing presentations



- You upload the presentation to the cloud
  - You choose how to share it
    - You choose if the recipient gets to read it only, or read and write
- 

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### **Delivering a Presentation**

- Monitor in the slide show defaults to automatic but if you run to technical difficulties you can override to set the monitor.
- Always use subtitles adds live captions to your presentations
  - You can click on subtitle settings to change language, override the microphone, or choose where your slides go.
- Presenter view is unique to the presenter

#### Kiosk Mode

- Used for unattended presentations
  - You can change timings
  - You can make it loop continuously
- 

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### **Reusing Presentations**

- **U**se slide master to create personalized layouts
- To save the personalized layout, go to Design > go to designs and save the current layout

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#### You can save as a template

- Choose save as and the save as template option
- 

#### You can record your presentation

- Slide show ribbon tab > record
- 

#### Export as video file

- Go to file > choose export > select export as MP4
- After that, you can modify the settings according to your needs
- You can use existing timing and narrations

