Microsoft power point

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Slide notes

To add notes:

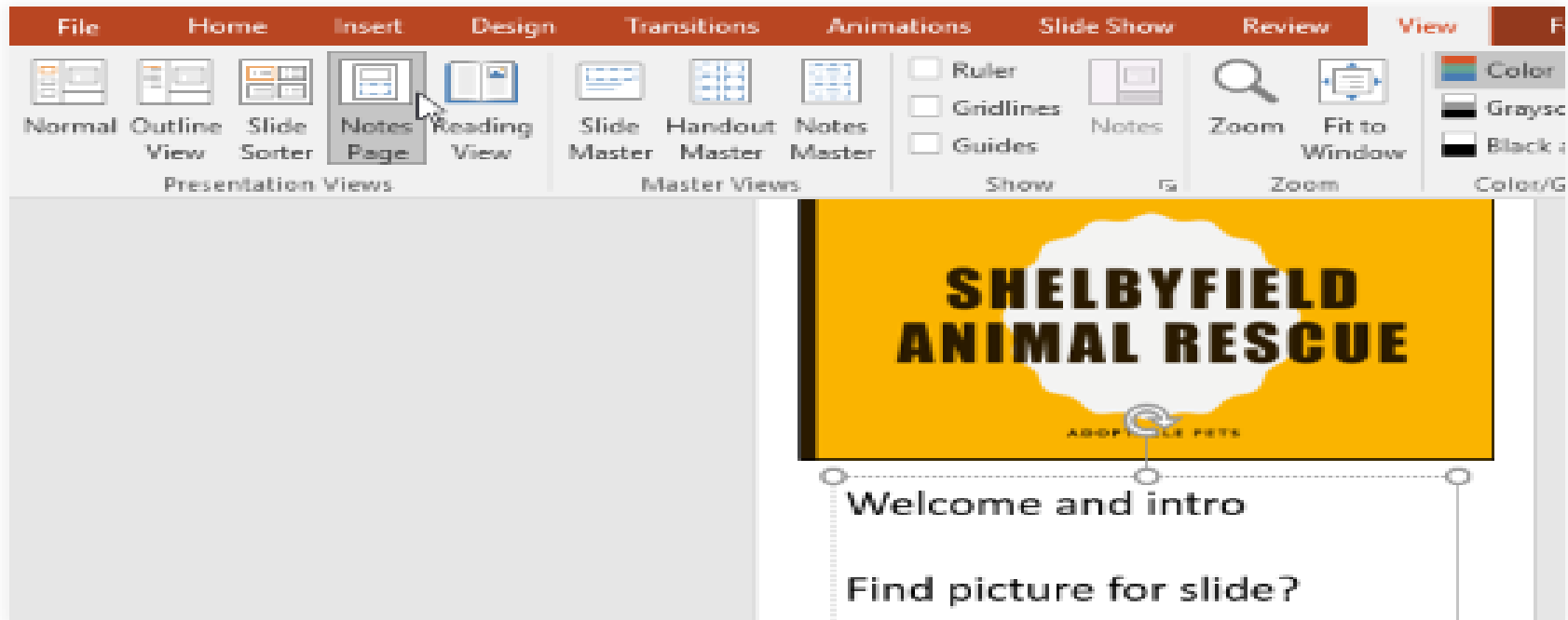**1** Click the **Notes** command at the bottom of the screen to open the **Notes** pane.

Slide notes

Slide notes

Slide notes

You can also access **Notes Page view** to edit and review your notes. Just click the **Notes Page** command from the **View** tab. From here, you can type notes in the **text box** below each slide.
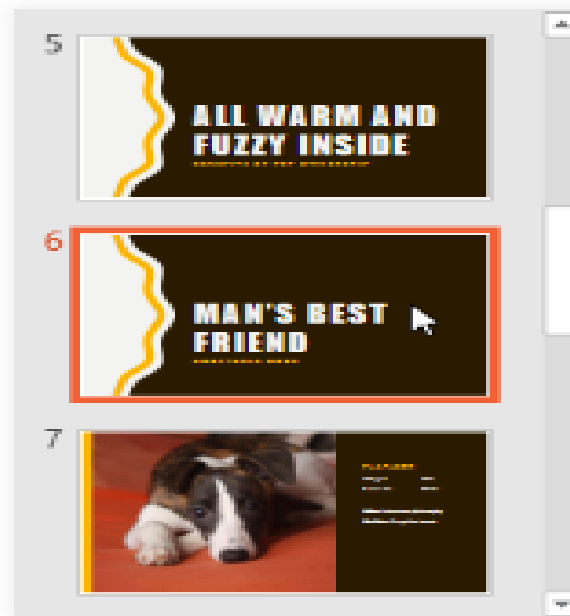
Slide sections

To create slide sections:

In our example, we will add two sections: one for dogs that are available for adoption, and another for cats and other pets.
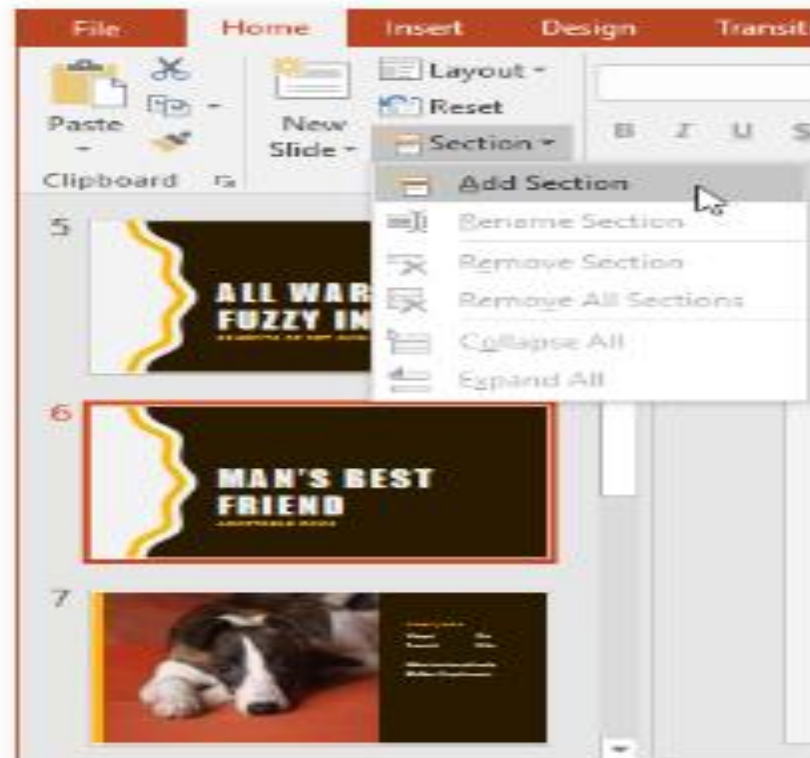
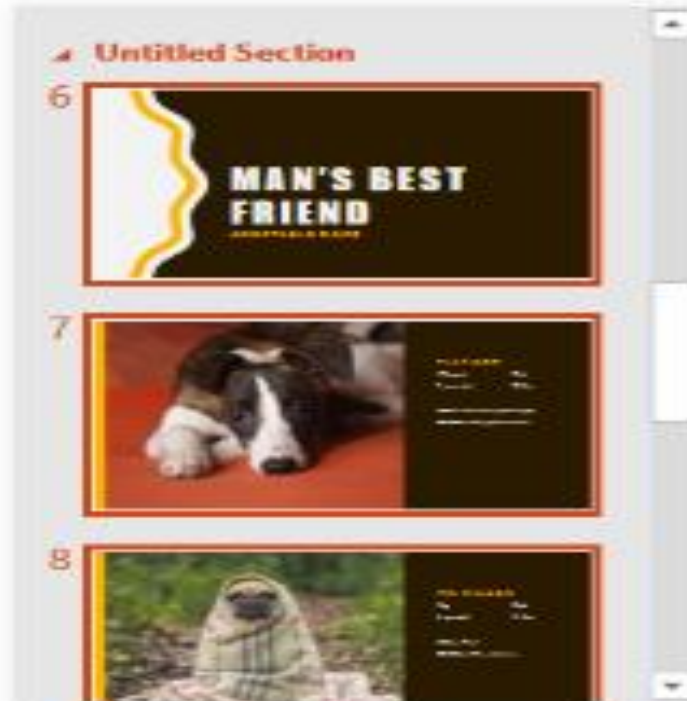**1** Select the **slide** where you want to begin a section.

Slide sections

Slide sections

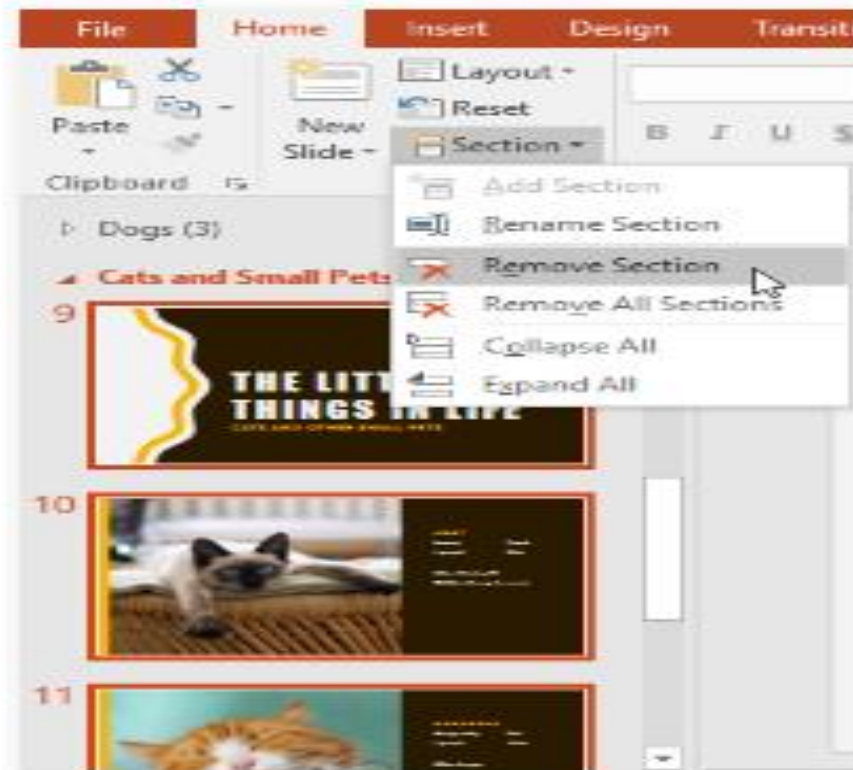③ An **Untitled Section** will appear in the Slide Navigation pane.

④ To **rename** the section, click the **Section** command, then choose **Rename Section** from the drop-down menu.
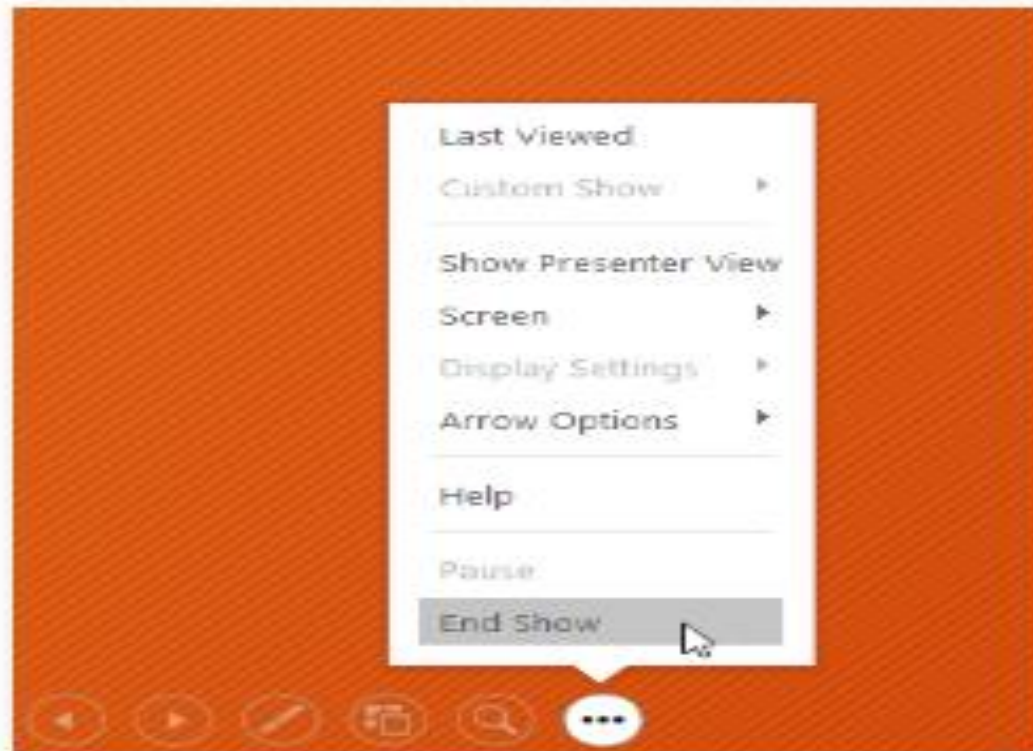
Slide sections

To **remove** a section, click the **Section** command, then click **Remove Section**. You can also click **Remove All Sections** to remove all sections from your slides.
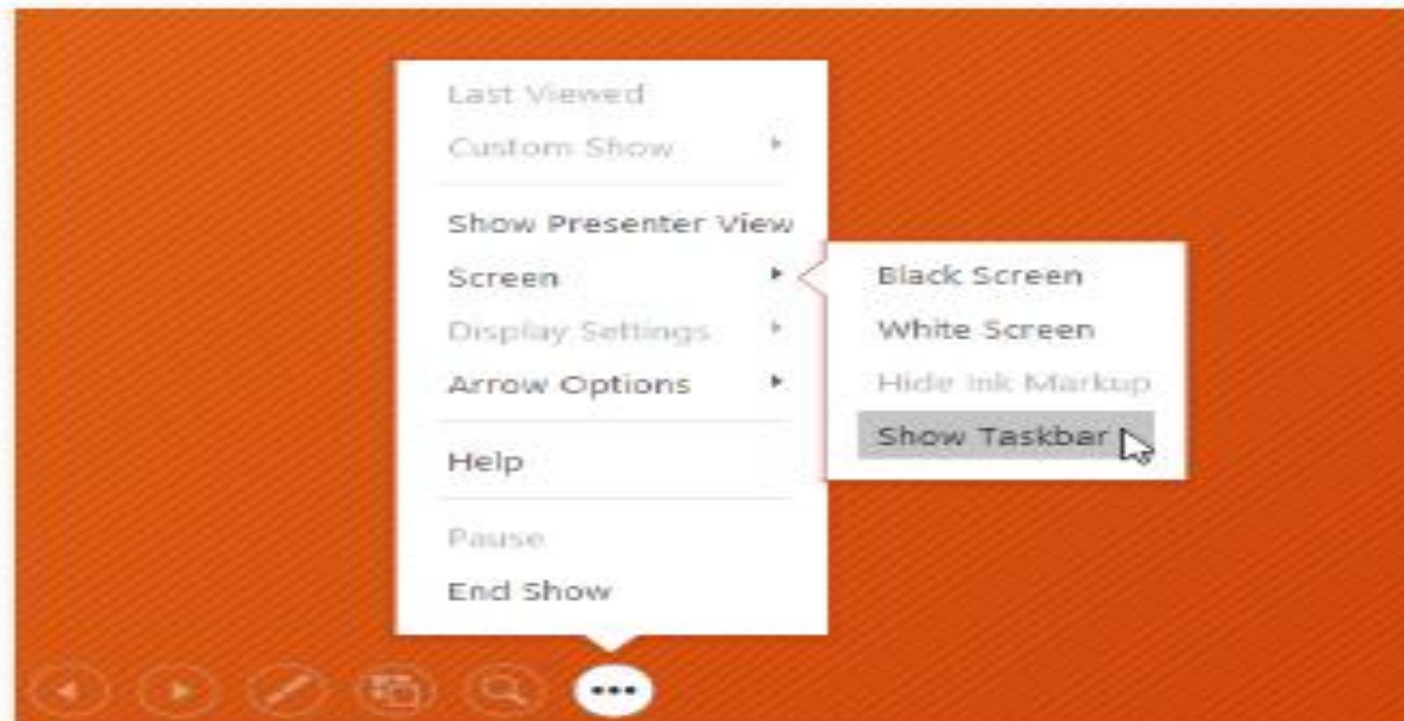
To stop a slide show:

You can exit presentation mode by pressing the **Esc** key on your keyboard. You can also click the **Slide Show Options** button in the bottom-left and select **End Show**.

To show the taskbar

1. Locate and select the **Slide Options button** in the bottom-left corner.

2. Select **Screen**, then click **Show Taskbar**.

Last Viewed

Custom Show ▸

Show Presenter View

Screen ▸

Black Screen

White Screen

Display Settings ▸

Hide Ink Markup

Arrow Options ▸

Show Taskbar

Help

Pause

End Show

To access drawing tools

Your mouse pointer can act as **pen** or **highlighter** to draw attention to items in your slides.

1 Locate and select the **Pen Tools** button in the bottom-left corner.

2 Select **Pen** or **Highlighter** based on your preference. You can also choose a different **color** from the menu.
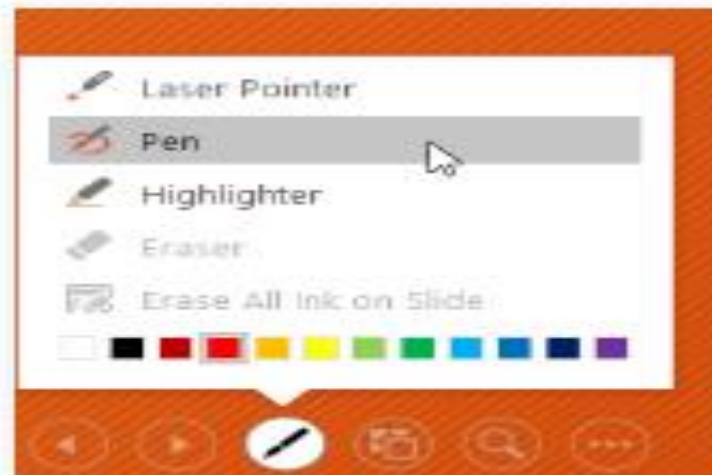
To erase ink markings

1 Locate and select the **Pen Tools** button in the bottom-left corner.

2 Select **Eraser** to erase individual ink markings, or select **Erase All Ink on Slide** to erase all markings.

Laser Pointer
Pen
Highlighter
Eraser
Erase All Ink on Slide

When you end a slide show, you'll also have the option to **Keep** or **Discard** any ink annotations made during your presentation. If you keep ink markings, they'll appear as **objects** on your slides in Normal view.

Microsoft PowerPoint

Want to keep your ink annotations?

Keep   Discard

To access Presenter view

Start your slide show as you normally would, then click the **Slide Options** button and select **Presenter View**. You can also press **Alt+F5** on your keyboard to start the slide show in Presenter view.

To access Presenter view

To crop an image

To crop an image to a shape

To add a border to an image

1. Select the image you want to add a border to, then click the **Format** tab.

2. Click the **Picture Border** command. A drop-down menu will appear.

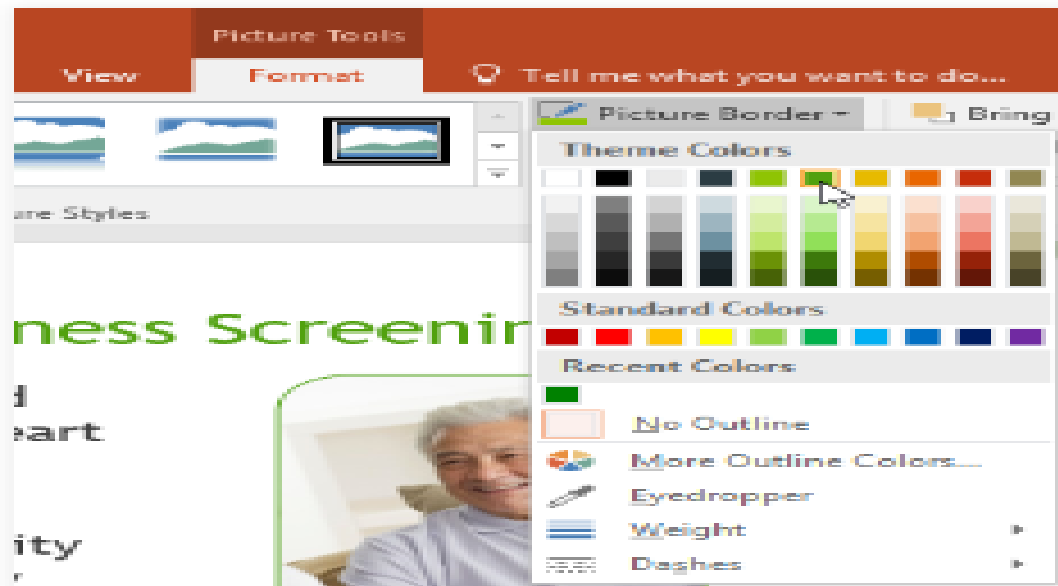3. From here, you can select a **color**, **weight** (thickness), and whether the line is **dashed**.
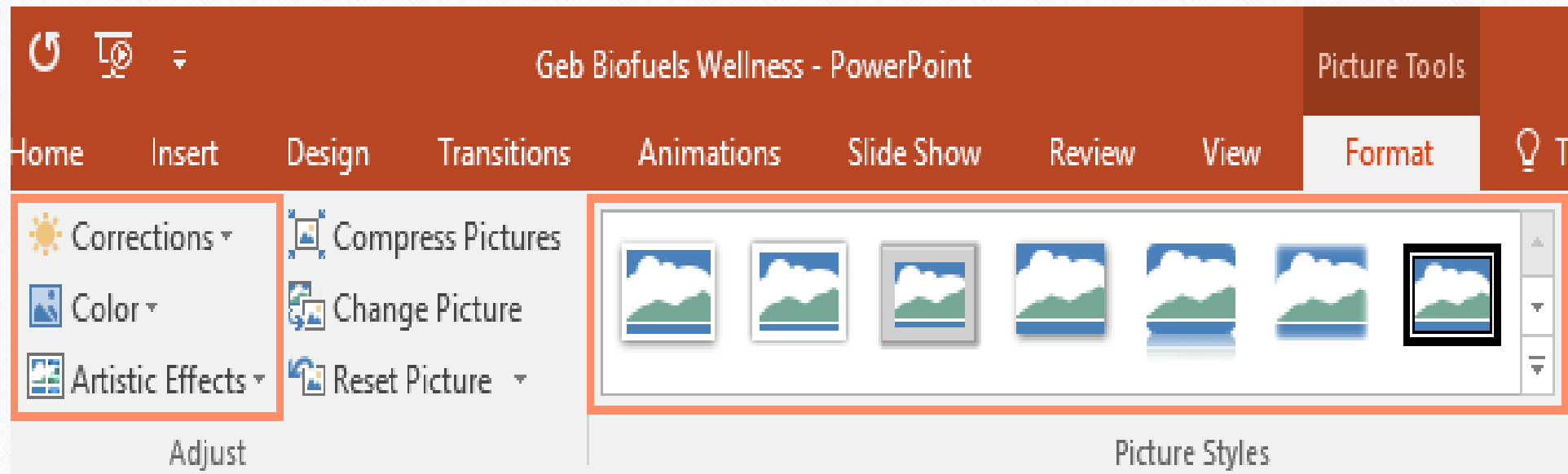
Image adjustments

Image adjustments

► **Corrections**: This command is located in the **Adjust** group. From here, you can **sharpen** or **soften** the image to adjust how blurry or clear it appears. You can also adjust the **brightness** and **contrast**, which controls how light or dark the picture appears.

Image adjustments

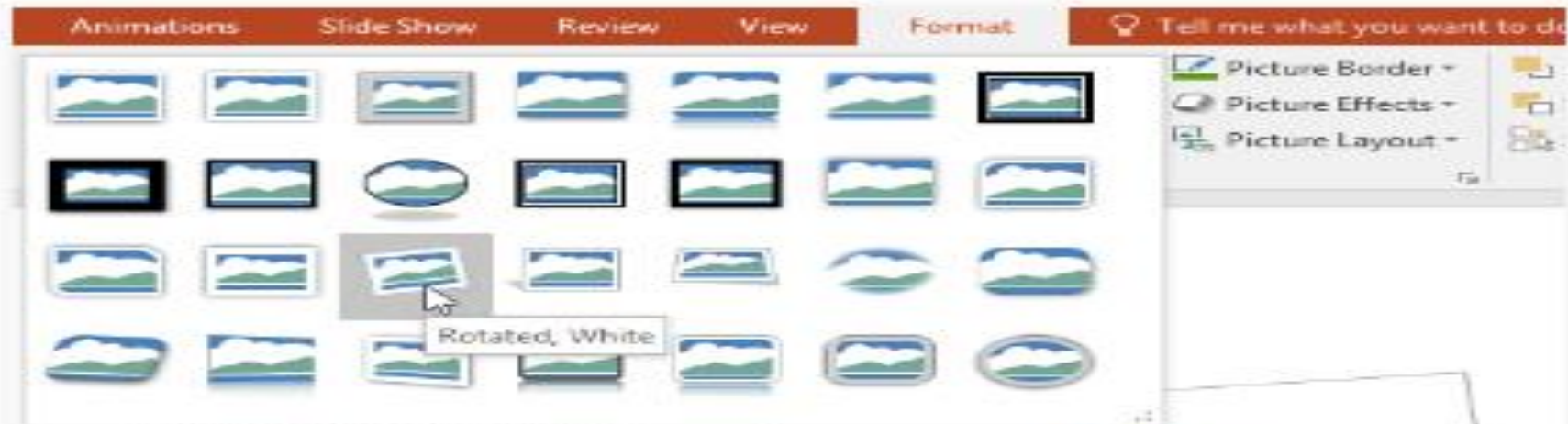# Image adjustments

Artistic Effects: This command is located in the **Adjust** group. From here, you can add artistic effects like pastels, watercolors, and glowing edges.

Image adjustments

To apply an animation to an object

To apply an animation to an object

Effect options

Some effects will have **options** you can change. For example, with the **Fly In** effect you can control **which direction** the object comes from. These options can be accessed from the **Effect Options** command in the Animation group.
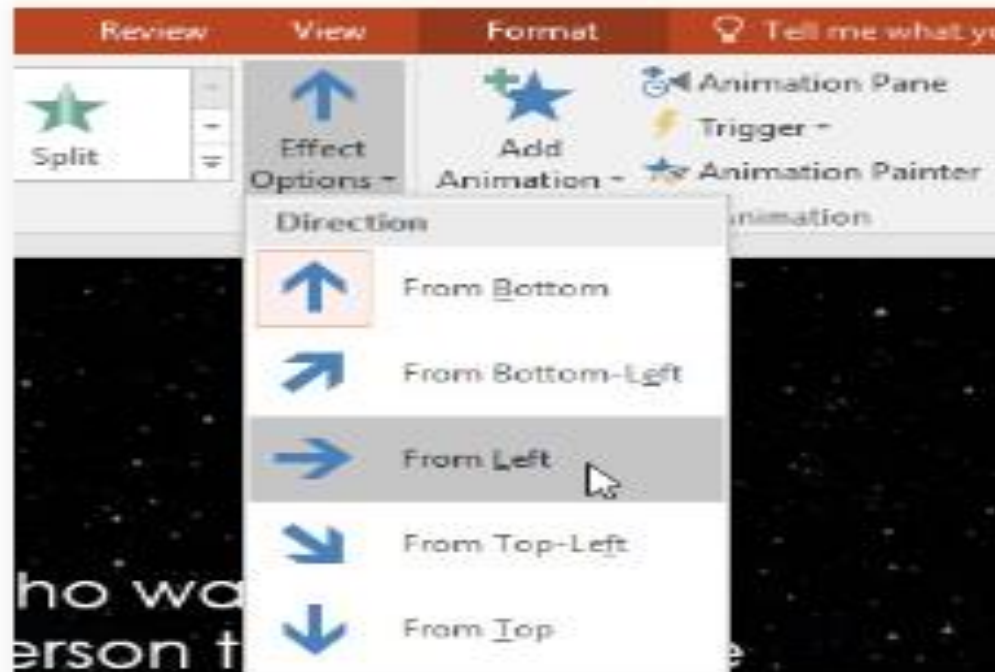
To remove an animation

1. Select the small **number** located next to the animated object.
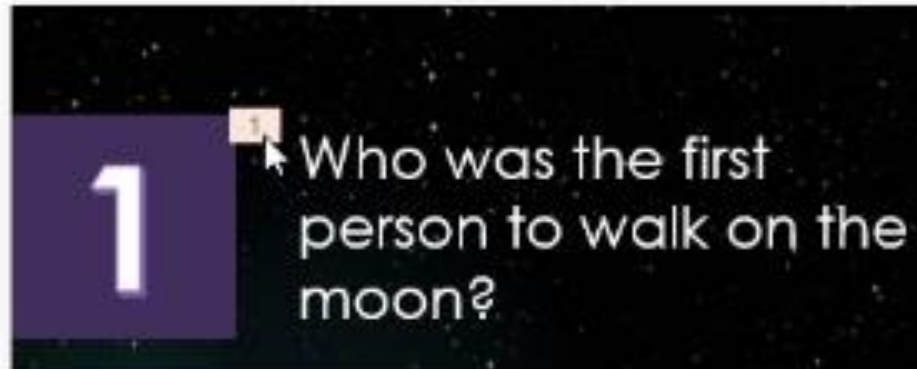
2. Press the **Delete** key. The animation will be deleted.

To add multiple animations to an object

1. Select an object.

2. Click the **Animations** tab.

3. In the **Advanced Animation** group, click the **Add Animation** command to view the available animations.

4. Select the desired animation effect.

To add multiple animations to an object

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.
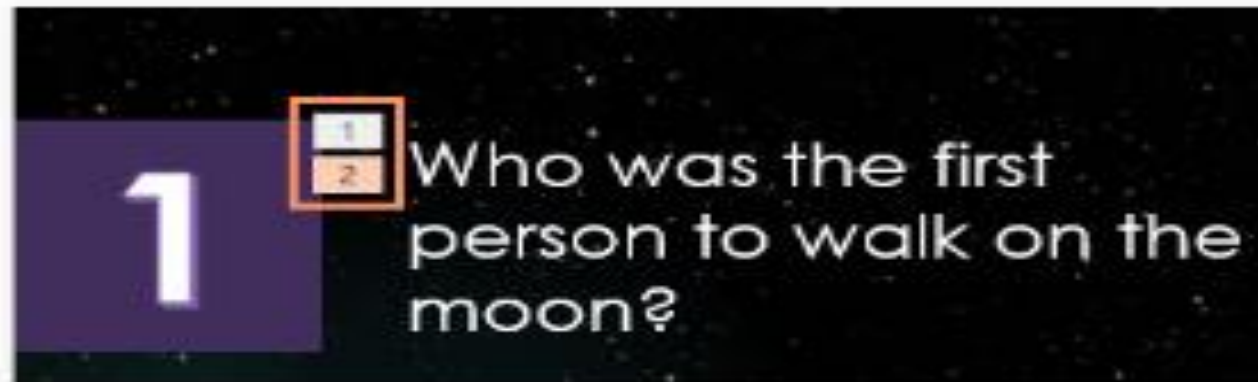
To open the Animation Pane

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

2 The Animation Pane will open on the right side of the window. It will show all of the effects for the current slide in the order in which they will appear.
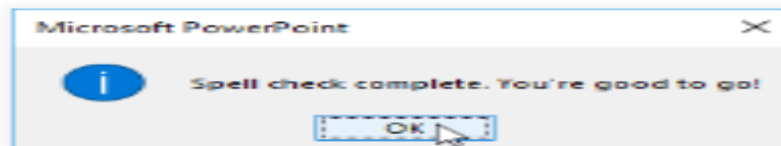
To run a spell check

1 From the **Review** tab, click the **Spelling** command.

2 The **Spelling** pane will appear on the right. For each error in your presentation, PowerPoint will try to offer one or more **suggestions**. You can select a suggestion and click **Change** to correct the error.
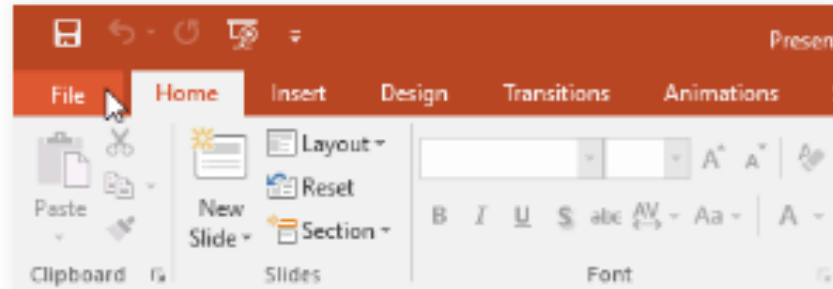

3 PowerPoint will move through each error until you have reviewed them all. After the last error has been reviewed, a dialog box will appear confirming that the spelling check is complete. Click **OK**.
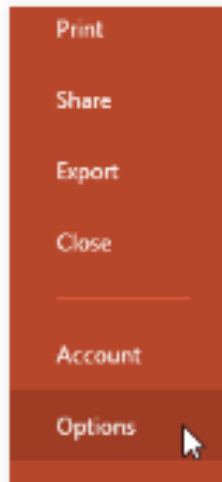
To modify proofing options

To modify proofing options
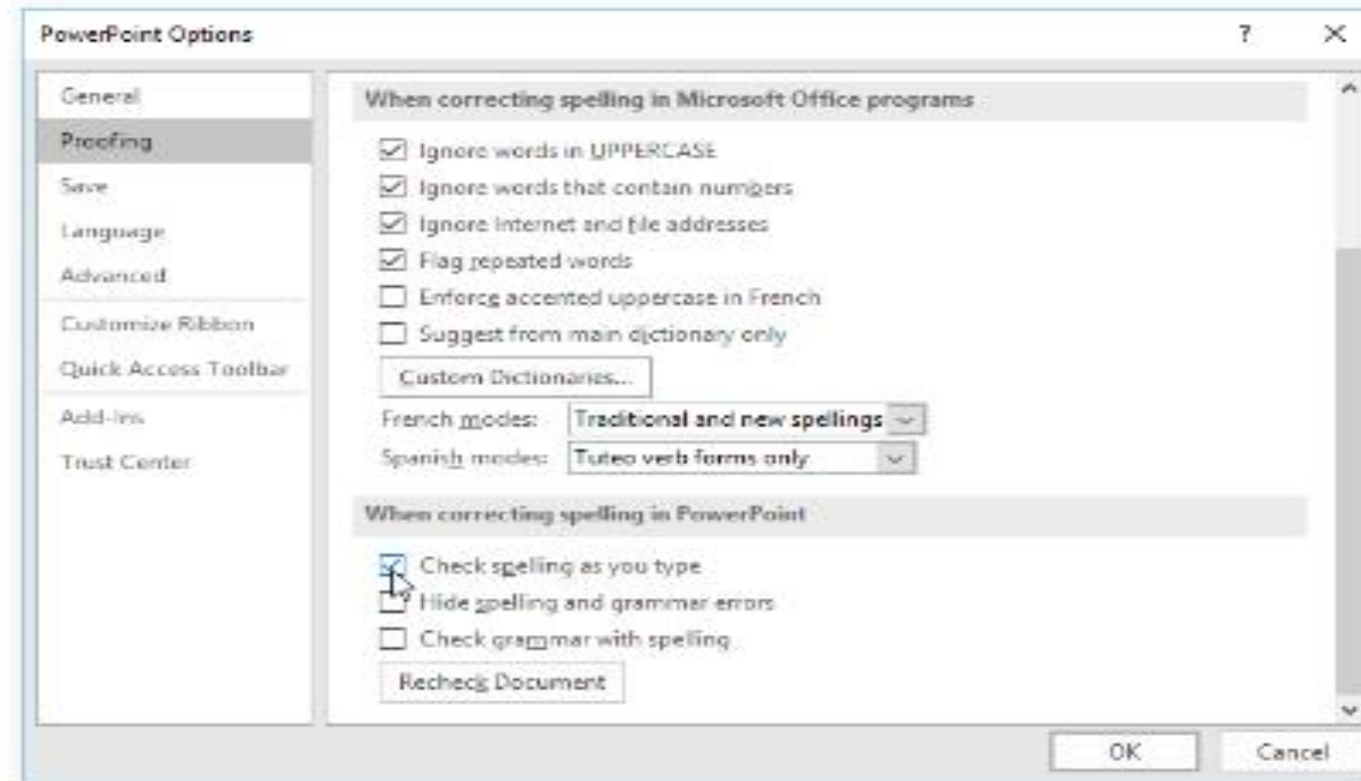
To insert an action button on one slide
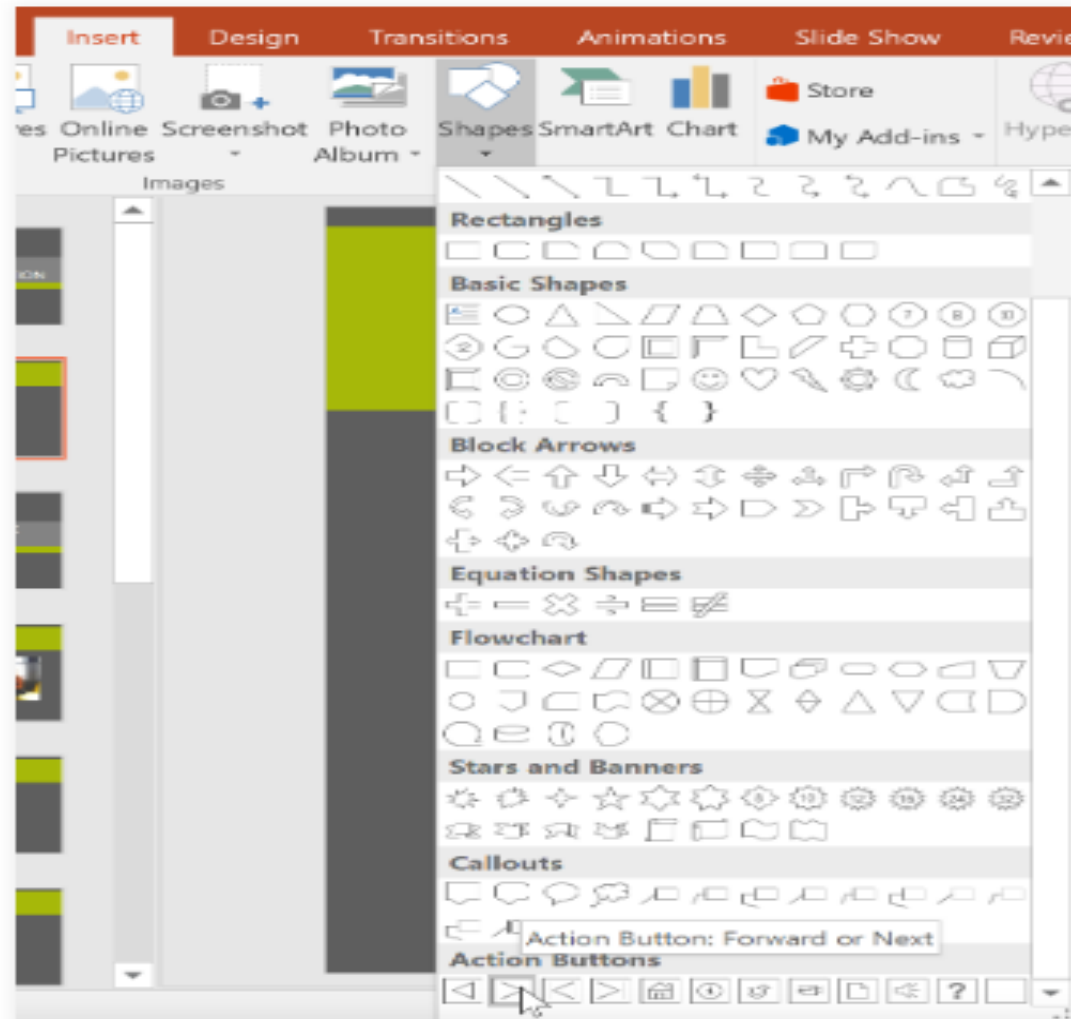
To insert an action button on one slide

3 Select the desired **action button**.

4 Insert the button into the slide by clicking the desired location. The **Action Settings** dialog box will appear.

5 Select the **Mouse Click** or **Mouse Over** tab. Selecting the Mouse Click tab means the 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.

Action Settings

Mouse Click | Mouse Over

Action on click:
- None
- Hyperlink to:
  Next Slide
- Run program:
  Browse...
- Run macro:
- Object action:

☐ Play sound:
[No Sound]

☑ Highlight click

OK | Cancel