NEW!

On your mobile device in Acrobat, tap this icon to enhance your view!

PowerPoint is an application that lets you create slide-by-slide presentations combining text, pictures, tables, graphs, and multimedia. Presentations can be controlled by the user or automated.

PowerPoint Templates

PowerPoint templates come in two forms. A *Design template* has the fonts, colors, and effects predefined. A *Presentation template* has slide layouts, placeholders, sample charts and tables, plus other objects tailored to your delivery topic.

Design Template

Presentation Template
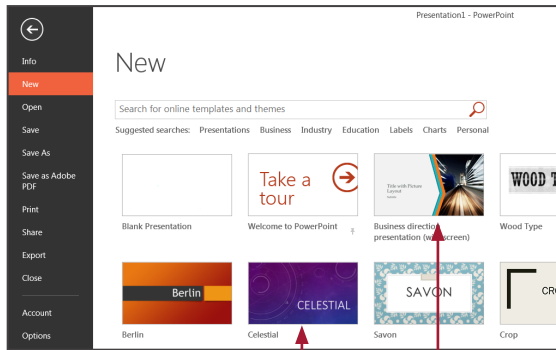
Placeholders

A *placeholder* is a container on the slide that holds text, images, tables, SmartArt, charts, and videos. Placeholders can be resized and/or rotated by using handles along the edge of the placeholder; they can be repositioned as well.

Rotation handle

Border (drag to reposition)

Executive Summary

Resizing handle
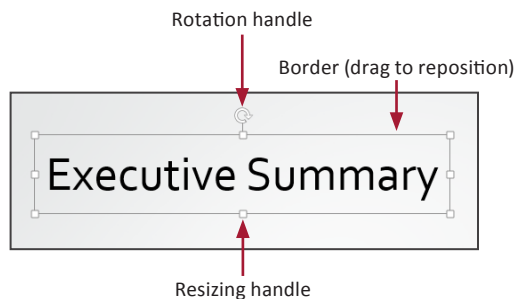
TIP: When the placeholder border is *solid*, you are working with the placeholder (drawing box). When the border is *dotted*, you are working with the text inside the placeholder.

Adding and Formatting Text

Add text to a placeholder by selecting the placeholder, then start typing. As you type, the text will automatically wrap when you reach the right edge of the placeholder. Format text by selecting the text and, on the Home tab, use the buttons in the Font and Paragraph groups.

PowerPoint uses a stacking order to arrange slide elements: The last element placed on the slide is the most *forward* on the slide. If one element is *covering* another, select it and go to the Format tab, Arrange group, then use Bring Forward or Send Backward.

PowerPoint Panes and Views

Each pane allows editing of the either the content of the slides, speaker's notes, or the order of the slides. *Views* allow you to edit or preview the presentation with different panes open.

Panes	Description
Slide	View and edit the slide
Notes	View and edit the Speaker's Notes
Thumbnails	Mini versions of the slides in order of presentation

Thumbnails   Notes   Slide
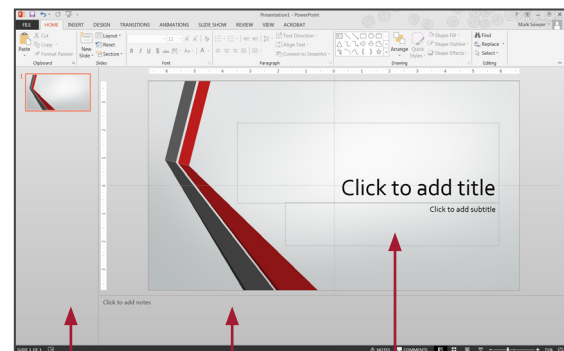
View	Description
Normal	Edit the presentation, navigate by thumbnail
Outline	Edit the presentation, navigate by text
Slide Sorter	View and organize with thumbnails
Notes Page	View each slide with the Speaker's Notes
Reading View	View the presentation with animations and transitions

Slide Layouts

A *slide layout* is a slide with text placeholders and object placeholders sized and positioned on the slide. A template may have one or more slide layouts to choose from.
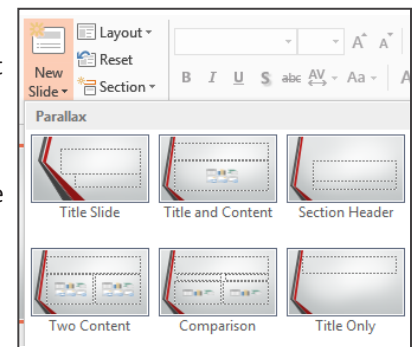
TIP: Changing a slide layout after you have added content may require you to reposition the content on the new layout.

Formatting Placeholders

The design of the placeholder can be changed, including borders, fill, and effects. Format the placeholder by selecting the placeholder, in the Ribbon, go to Drawing Tools, and click the Format tab.

Shape Styles

Fill color: Use Shape Fill.

Border line, weight, and color: Use Shape Outline.

Special effects: Use Shape Effects.

Quick Styles: Use the Shape Styles gallery.

Slide Sections

A *Slide section* is a group of related slides. Slide sections can make your show easier to navigate, rearrange, and present. Use Normal view or Slide Sorter view to see slide sections.

Adding Sections

1. View your slide show in Normal or Slide Sorter view.
2. In the Thumbnails Pane, right-click between two slides.
3. Select Add Section.
4. Right-click the section divider (*Untitled Section*) that appears, and select Rename Section.
5. Type the name and click Rename.
6. *If needed*, repeat steps 2-5 to add additional sections.
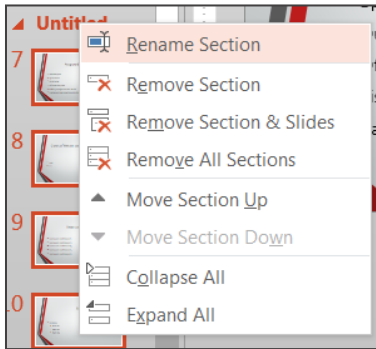
TIP: Collapse or expand a section by clicking the small arrow to the left of the section name.

Using Graphics and Pictures

The Insert tab contains options for inserting various types of images and illustrations to add visual impact to the presentation.

Inserting a picture

1. Go to the desired slide.
2. On the Insert tab, Images group, click Pictures.
3. In the Insert Pictures dialog, navigate to the file location of the picture.
4. Select the picture and then click Insert.
5. *If needed*, resize, rotate, or reposition the picture on the slide; see *Placeholders* for more information.

TIP: Online pictures are typically subject to copyright, license, fees, or fair-use laws. Exercise good judgment when inserting pictures from the web.

Reusing Slides

The *Reuse Slides* feature allows you to add slides from other presentations, and save time in creating, or recreating similar content.

1. View your slide show in Normal view.
2. Click on the slide thumbnail where you want the new slide to be inserted.
3. On the Home tab, in the Slides group, click New Slide.
4. At the bottom of the layouts, click Reuse Slides...
   a. The Reuse slides Pane appears at the right.
5. Click the Browse button, and choose Browse File...
6. Navigate to the file location, select the PPT file.
7. Click Open.
   a. The slide show thumbnails will appear in the Reuse Slides pane.
8. Click on the desired slide to insert the slide into the presentation.

TIP: The inserted slide will take on the style of the current presentation. *If needed*, select Keep Source Formatting *before* clicking on the slide to retain the design and formatting of the incoming slide.

Presenting the Slide Show

So, you've designed your deck, inserted the images, wrote, edited, and proofread your text, and practiced your presentation...now, you are ready to present! What next?

Presenting the Presentation

1. Open the presentation.
2. Go to the Slide Show tab, Start Slide Show group.
3. Click From Beginning.

During the Presentation

- Press Enter to advance the slide.
- Press Backspace to go back to the previous slide.
- Start the presentation from any slide, go to the desired slide, then Slide Show → Start Slide Show → From Current Slide.

TIP: PowerPoint files may be called decks, slides, shows, or presentations.