

PowerPoint 2016

Shelley Fishel



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SHELLEY FISHEL

POWERPOINT 2016

PowerPoint 2016

1st edition

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CONTENTS

About Shelley Fishel	9
About PowerPoint 2016	10
1 First things first	11
1.1 Starting PowerPoint	11
1.2 Windows 10	11
1.3 What is PowerPoint 2016	11
1.4 The PowerPoint 2016 Screen	13
1.5 The Ribbon	13
1.6 The Quick Access Toolbar	17
1.7 Adding icons to the Quick Access Toolbar	17
1.8 Add icons from the Drop-down Menu	18
1.9 Add icons from More Commands	19
1.10 Customising the ribbon	19
1.11 Using the Alt Key	22
1.12 Different views of a presentation	24

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2	Create a presentation	28
2.1	Creating blank presentations	28
2.2	Creating presentations using a template	28
2.3	Searching for a template	30
2.4	Importing Word document outlines into presentations	31
3	Create a blank presentation from scratch	34
3.1	Adding slides	34
3.2	Change the layout of a slide	34
3.3	Adding text	36
3.4	Adding a table	37
3.5	Adding a chart	38
3.6	Add SmartArt	39
3.7	Adding pictures	40
3.8	Adding online pictures	42
3.9	Add video	45
4	Format a presentation using slide masters	47
4.1	What are masters?	47
4.2	View the Slide Master	48
5	Themes	50
5.1	What is a theme	50
5.2	Layouts	51
5.3	Applying a Slide Master	51
5.4	Making changes to the Slide Master	52
5.5	Adding new layouts	54
5.6	Rename the layout	57
5.7	Modifying existing layouts	57
5.8	Adding/removing background images	58
5.9	Controlling slide numbers	60
5.10	Inserting headers and footers	61
6	Modify design themes	63
6.1	Modify theme elements	63
6.2	Background styles	71
7	Customize presentation options and views	72
7.1	Changing page setup options	72
7.2	Changing to view in color/grayscale	74

8	Navigating using presentation views	75
8.1	In Normal View	75
8.2	Modifying presentation properties	77
9	Configure presentations to print or save	80
9.1	Print slides	80
9.2	Print handouts	81
9.3	Printing presentations in grayscale	85
9.4	Create handouts in Microsoft Word	86
9.5	Packaging presentations for CD	87
9.6	Maintaining backward compatibility	90
10	Configure and present slideshows	91
10.1	Slide show presentation options	92
10.2	Setting up the slide show	93
10.3	Present online	96
10.4	Rehearsing timing	96
10.5	Record slide show	99
10.6	Configuring slideshow resolution	101
10.7	Using presenter view	102
10.8	Navigating within slideshows	105
10.9	Annotating slideshows	105
10.10	Creating custom slideshows	108
11	Working with slides	111
11.1	Duplicating existing slides	111
11.2	Hiding slides	111
11.3	Deleting slides	113
11.4	Modifying Slide Backgrounds	113
11.5	Applying styles to slides	123
12	Insert and format shapes	126
12.1	Inserting shapes	126
12.2	Resizing shapes	126
12.3	Applying borders to shapes	128
12.4	Modifying shape backgrounds	129
12.5	Creating custom shapes	131
12.6	Applying pre set styles to shapes	132
12.7	Aligning and ordering shapes	134
12.8	Order shapes	134

12.9	Align shapes	135
12.10	Use smart guides	138
13	Order and group slides	141
13.1	Inserting section headers	141
14	Insert and format text	144
14.1	Changing text to WordArt	144
14.2	Creating multiple columns in a single shape	145
14.3	Inserting hyperlinks	147
14.4	Applying formatting and styles to text	148
14.5	Creating bulleted and numbered Lists	149
15	Insert and format tables	154
15.1	Insert a table from a placeholder	154
15.2	Adding columns and rows in a table	157
15.3	Applying quick styles to a table	159
15.4	Formatting a Table	160
15.5	Insert an Excel Spreadsheet	165
16	Insert and format charts	167
16.1	Inserting charts	167
16.2	Modifying chart type	170
16.3	Adding legends to charts	171
16.4	Importing a chart from Excel	173
17	Insert and format SmartArt	175
17.1	Insert SmartArt	175
17.2	Adding shapes to SmartArt	176
17.3	Changing color of SmartArt	178
17.4	Moving text within SmartArt shapes	179
17.5	Reversing direction	180
17.6	Converting lists to SmartArt	180
18	Insert and format images	181
18.1	Insert pictures from a file on your computer	181
18.2	Resizing images	183
18.3	Cropping images	183
18.4	Applying effects	184
18.5	Applying picture styles	185
18.6	Adding online pictures	189
18.7	Insert an Online Picture	189

19	Reuse Slides	192
19.1	Insert slides from a SharePoint library	192
19.2	Reuse slides from another presentation	192
20	Insert and format media	196
20.1	Insert video from a file on your computer	197
20.2	Adjusting media window size	198
20.3	Trimming timing on media clips	199
20.4	Setting media options	200
20.5	Add online video	201
20.6	Add a Screen Recording to your presentation	202
20.7	Add audio to the presentation	204
21	Apply transitions between slides	207
21.1	Inserting transitions between slides	207
22	Animate slide content	210
22.1	Applying animations to shapes	210
22.2	Applying animations to text	210
22.3	Adding paths to animations	213
22.4	Modifying animation options	214
22.5	Reordering animations	214
22.6	Using the Animation Pane	214
23	Merge content from multiple presentations and track changes	216
23.1	Save a copy of the presentation to a shared location such as a SharePoint site	216
23.2	Comparing multiple presentations	216
24	Protect and share presentations	218
24.1	Encrypting presentations with a password	218
24.2	Proofing presentations	221
24.3	Inking	225
24.4	Marking as final	226
25	Preparing to finalise the presentation	229
25.1	Compressing and Optimising media	229
25.2	Embedding fonts	231
25.3	Inspecting your presentation and removing metadata	233
Index		239

ABOUT SHELLEY FISHEL



Shelley Fishel has over 18 years' experience in helping people to get more from their computers. After working for an IT training organization Shelley decided to 'do her own thing' when she realized the limitations of delivering standard courses.

"Why waste time and money on training people in areas that are not relevant to them? It's common sense to invest that time and effort on what they really need."

That was the 'light bulb moment' and the IT Training Surgery's unique approach has resulted in a growing business with a team of highly qualified IT trainers.

"If trainees get bored they forget most of what they learn. We like to offer a range of training approaches to suit different people and, most of all; we aim to make training fun!"

Shelley and her team have worked hard to achieve accreditation by the Learning and Performance Institute for the IT Training Surgery, as a recognized high quality provider of IT training.

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ABOUT POWERPOINT 2016

This user guide will take you through all the things you need to know when using PowerPoint to create professional presentations.

You will learn how to:

1. Get around PowerPoint 2016
2. Add text, tables, pictures, SmartArt, charts and more to your slides
3. Use the Slide Master to control the way the presentation looks
4. Add Media – audio and video to your slides
5. Control slide transition
6. Add animation to objects
7. And a whole lot more

1 FIRST THINGS FIRST

1.1 STARTING POWERPOINT

In this manual you will find images that work with Windows 10. You may be using a different operating system.

1.2 WINDOWS 10



Figure 1 – windows start menu

1. Click or tap on the desktop shortcut
2. Click or tap on the Windows key and then click or tap the PowerPoint Icon on Start
3. Click or tap the PowerPoint icon on the Taskbar

1.3 WHAT IS POWERPOINT 2016

PowerPoint 2016 is the latest version of PowerPoint for the Windows Operating System. It is used to present information in a visual way. Widely used by speakers, trainers and anyone who needs to give a presentation to an audience, whether that is an audience of one or thousands.

PowerPoint 2016 can be used as part of the Stand Alone Office 2016 or it can be part of an Office 365 subscription. Whether for Home or Business.

PowerPoint 2016 presentations can be saved online, shared, emailed, presented online or kept on your local machine.

PowerPoint presentations can be saved in different formats to meet the needs of your business.

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1.4 THE POWERPOINT 2016 SCREEN

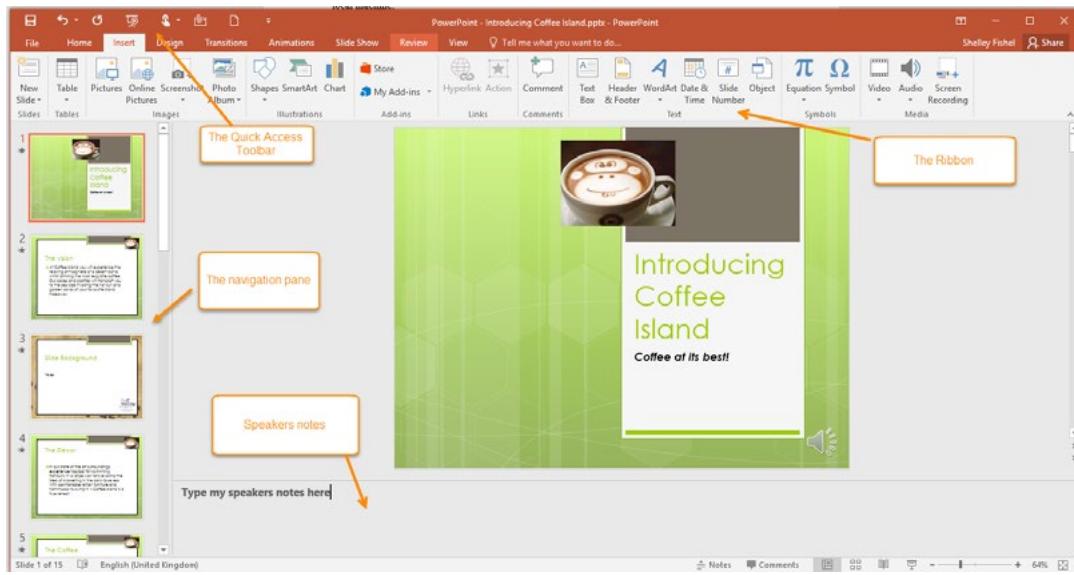


Figure 2 – the powerpoint screen

PowerPoint 2016, like the other Office 2016 programs, has the Ribbon across the top of the Window. Above the Ribbon is the Quick Access Toolbar and the main PowerPoint Window is then divided into three sections:

1. The Navigation Pane – use this to move between the slides
2. Speakers Notes – type your speakers notes here
3. The Main Slide window – this is where you build the slides

1.5 THE RIBBON

The Ribbon sits across the whole screen and is divided into tabs.

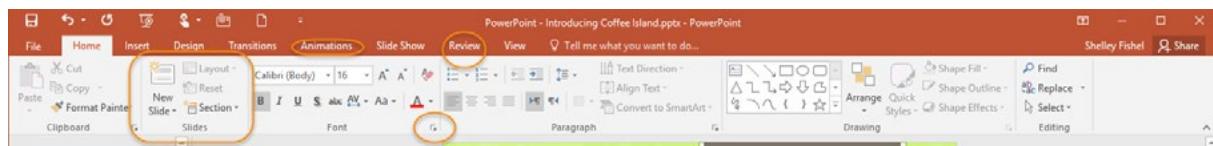


Figure 3 – the ribbon

Each tab has its own icons which are arranged in logical groups. When there is not enough space to display all the available options in a group, a small dialogue box launcher is placed in the bottom right hand corner of the group. By clicking on this button a new dialogue box opens with more options.

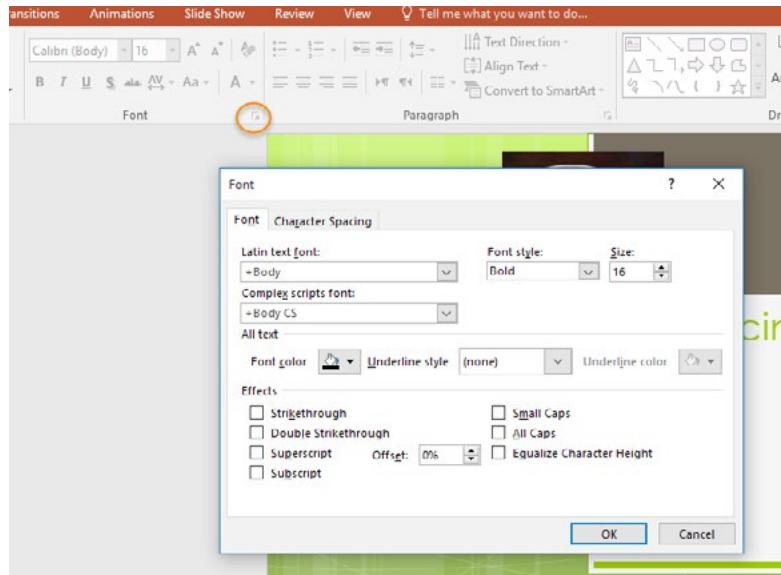


Figure 4 – the font group expanded

1.5.1 THE HOME RIBBON

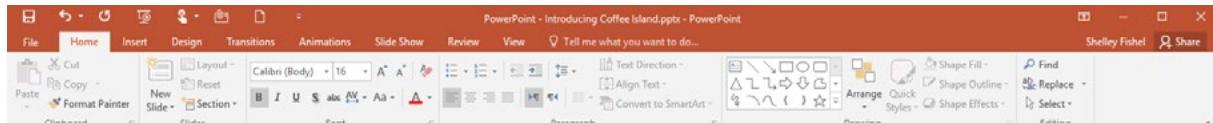


Figure 5 – the home ribbon

This is the first ribbon you see and where you will go to add a slide, change its layout or format text.

1.5.2 THE INSERT RIBBON

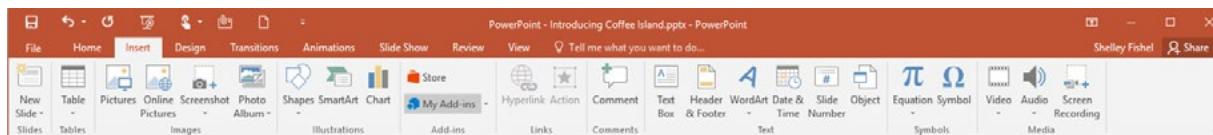


Figure 6 – the insert ribbon

Here you will find extras such as tables, charts, photos, pictures – in fact anything extra that you want to add to the presentation.

1.5.3 THE DESIGN RIBBON



Figure 7 – the design ribbon

Here you can change the theme of the presentation – colours and background formatting.

1.5.4 THE TRANSITIONS RIBBON



Figure 8 – the transitions ribbon

Control how your slides arrive on the screen, what the style is and the length of time it takes.

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1.5.5 THE ANIMATIONS RIBBON

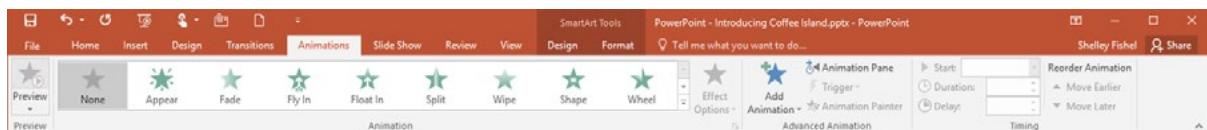


Figure 9 – the animations ribbon

This is where you set animation of objects on the slide.

1.5.6 THE SLIDE SHOW RIBBON

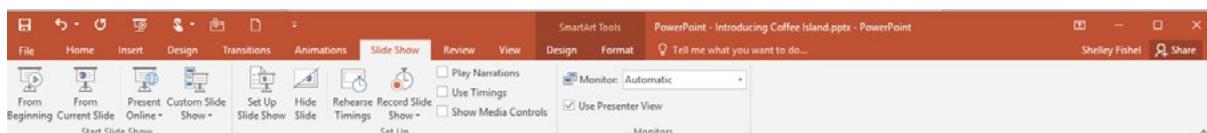


Figure 10 – the slide show ribbon

Check out how the presentation looks, play the slide show, rehearse timings, set up extra elements of the slide show, and use presenter view.

1.5.7 THE REVIEW RIBBON



Figure 11 – the review ribbon

Spell check the presentation, translate, add comments and track changes here.

1.5.8 THE VIEW RIBBON

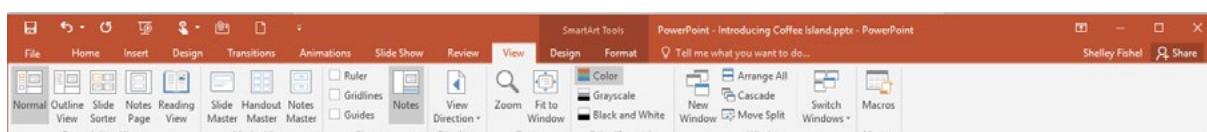


Figure 12 – the view ribbon

Change views and see other parts of the presentation here.

1.5.9 EXTRA RIBBONS

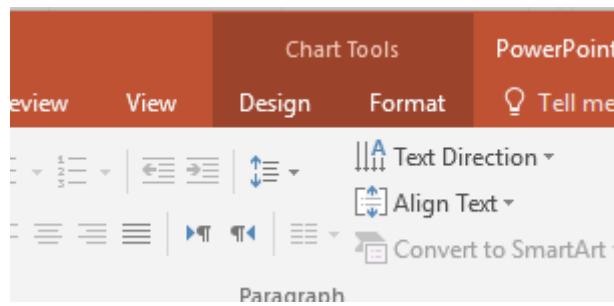


Figure 13 – contextual ribbons pop up when needed.

Depending on your set up you may have an Add-Ins Ribbon and other ribbons – here I have the Chart Tools and the associated Design and Format ribbons. Add-ins are programs that connect to PowerPoint 2016 such as screen recorders or some drawing programs.

1.6 THE QUICK ACCESS TOOLBAR

You may not have noticed the Quick Access Toolbar. It sits at the very top left of the screen above the File Menu. Here you will find some shortcuts and you can add your own icons to the Quick Access Toolbar so that your favourite actions are at your fingertips, no matter which ribbon you happen to be looking at.



Figure 14 – the quick access toolbar

1.7 ADDING ICONS TO THE QUICK ACCESS TOOLBAR

There are three ways to add icons to the Quick Access Toolbar

- From the drop down on the Quick Access toolbar
- From More Commands
- With a Right Click

1.8 ADD ICONS FROM THE DROP-DOWN MENU

1. Click the drop down arrow at the edge of the Quick Access Toolbar
2. Select from the icons on offer

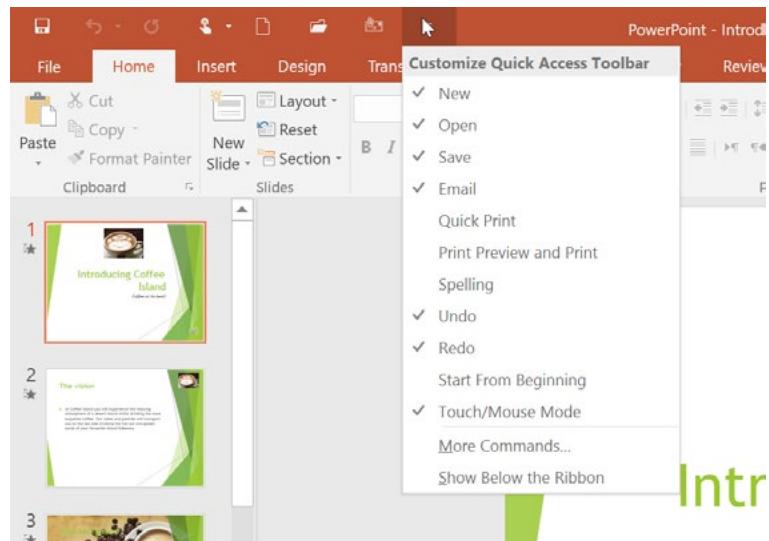


Figure 15 – add icons to the quick access toolbar

The icons that are ticked are the one on the Quick Access Toolbar.



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1.9 ADD ICONS FROM MORE COMMANDS

1. Click the drop down arrow next to the Quick Access Toolbar
2. Click on More Commands
3. Select the icon(s) you want to add from the lists on the left
4. Click Add
5. The icons are now on the Quick Access Toolbar which shows on the right
6. To move the icons around in order use the up and down arrows on the right hand side.
7. You can also show the Quick Access toolbar below the ribbon

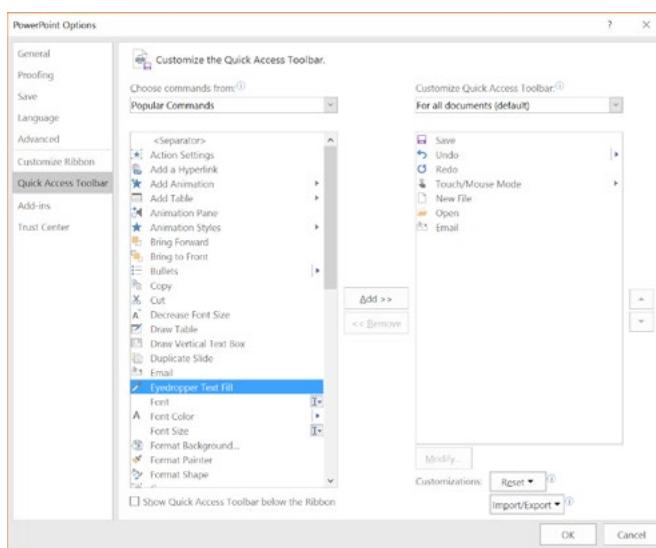


Figure 16 – select the icons to add

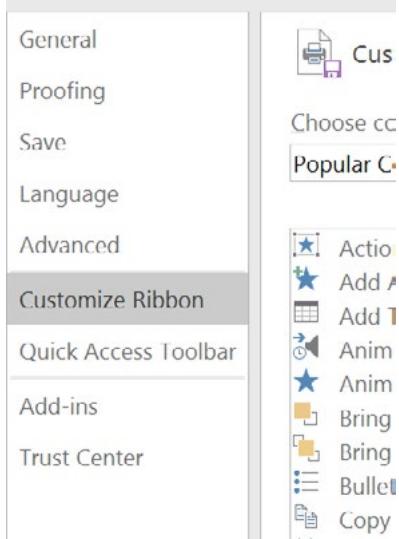
1.10 CUSTOMISING THE RIBBON

In PowerPoint 2016 you can customise the ribbon, create a new ribbon all together or simply add or remove favourite icons from the existing ones. You can also hide the ribbons that you don't need by switching them off.

1.10.1 ADD ICONS TO THE RIBBON

1. Click File
2. Click Options
3. Click on Customize Ribbon

PowerPoint Options

**Figure 17** – customise the ribbon

Next create a Custom Group on the ribbon you want to modify and then add the icons from the list on the left to the New Group on the right.

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4. Click on New Group

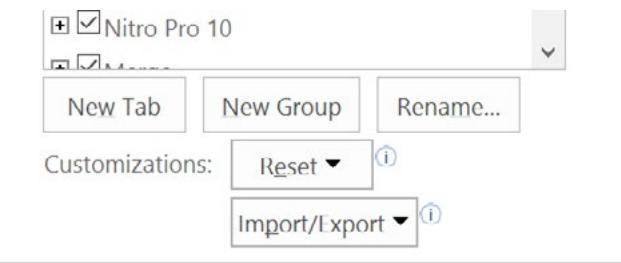


Figure 18 – create a new group first

5. Click Rename

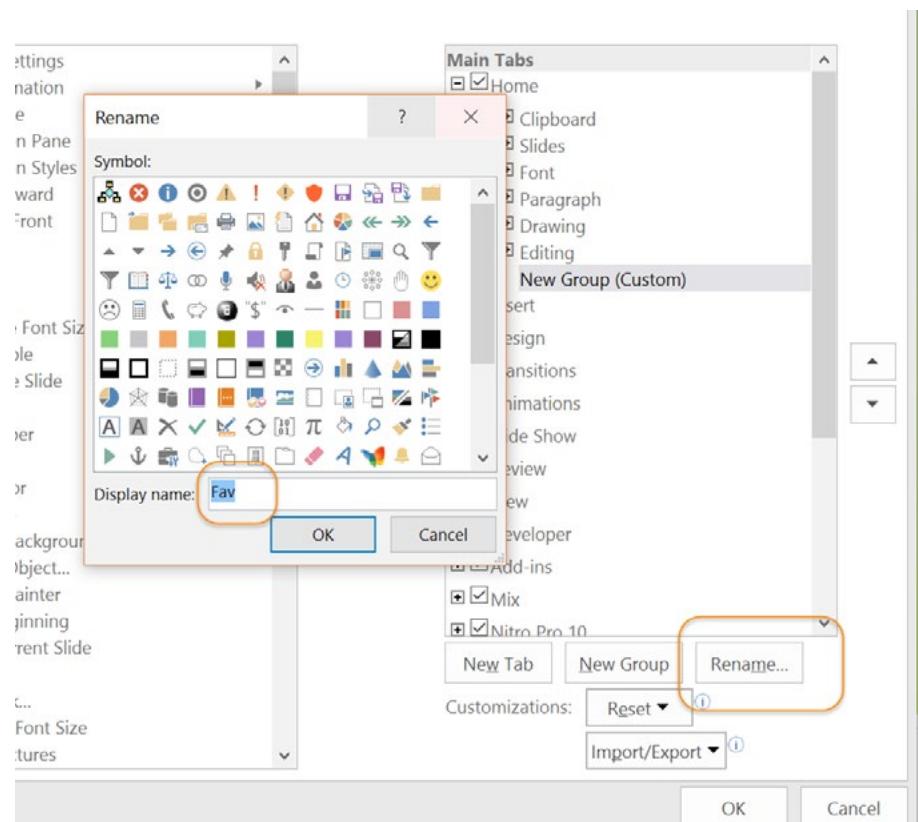


Figure 19 – rename a group

6. Type the name for the group

1.10.2 ADD ICONS

7. Click on the group you want to add to
8. Click on the Icon you want to add
9. Click the Add Button

Repeat steps 1–3 for all the icons you want to add.

10. Click OK when done

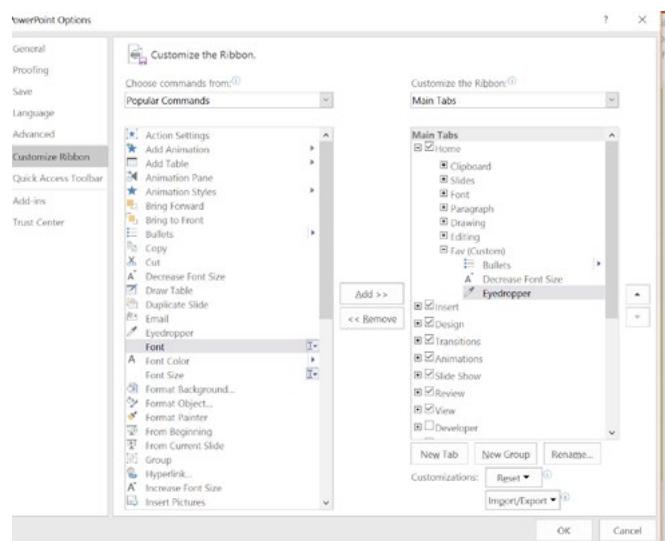


Figure 20 – now add icons to the new group

The New Group will appear on the ribbon you chose to modify

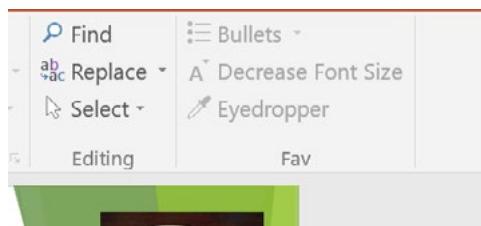


Figure 21 – new group is created on the ribbon

1.11 USING THE ALT KEY

The Alt Key allows you to use the keyboard to navigate and perform tasks that normally you might click on icons to perform.

Press Alt on the keyboard and see the letters and numbers that appear on the Ribbon and the Quick Access Toolbar.

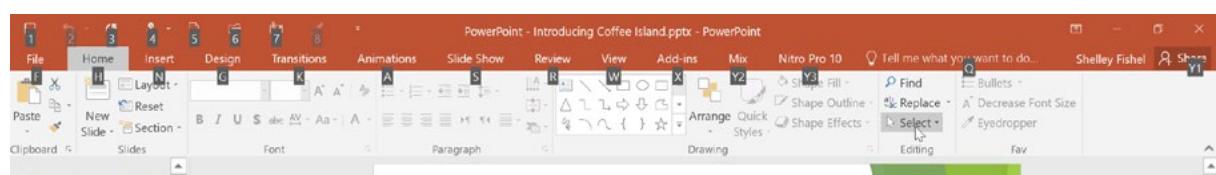


Figure 22 – alt key displays visual clues on the ribbon for keyboard shortcuts

To navigate to a different Ribbon, press the letter on the tab – for example, to get to the Slide Show Ribbon press the letter S.

To activate an icon, once you are on the Ribbon of your choice, Press the letter that is shown there.

Now that I am on the Slide Show Ribbon I can press C to show the presentation from the Current Slide.

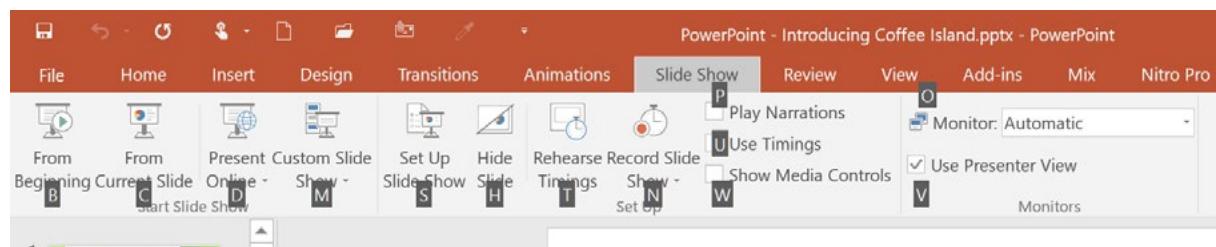


Figure 23 – letters on the man ribbon

Brain power

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1.12 DIFFERENT VIEWS OF A PRESENTATION

In PowerPoint there are several ways to view your presentation.

To change views, click on the icon on the View Ribbon.

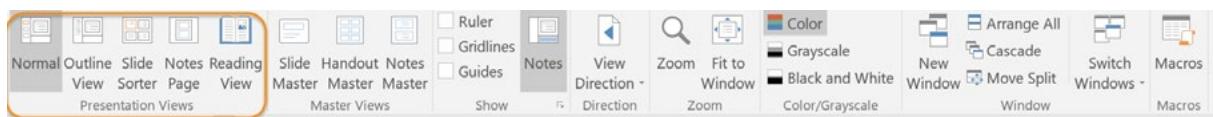


Figure 24 – different views in PowerPoint

You can also use the icons on the taskbar above the clock.



Figure 25 – view icons

Notes	Show or hide speaker notes at the bottom of the screen
Comments	Show a comments pane on the right of the screen enabling you to see any comments
Normal View	This is the view that you see when you first start PowerPoint and it has thumbnails on the left, the main slide in the middle and a notes area at the bottom.
Slide Sorter	Slide Sorter View sets all the slides out on the screen so that you can see how they look as a whole and apply transition effects and design changes to the whole presentation at once.
Reading View	Reading View allows you to view the presentation as if it were being presented.
Slide Show	Start the Slide Show from here

1.12.1 NORMAL VIEW

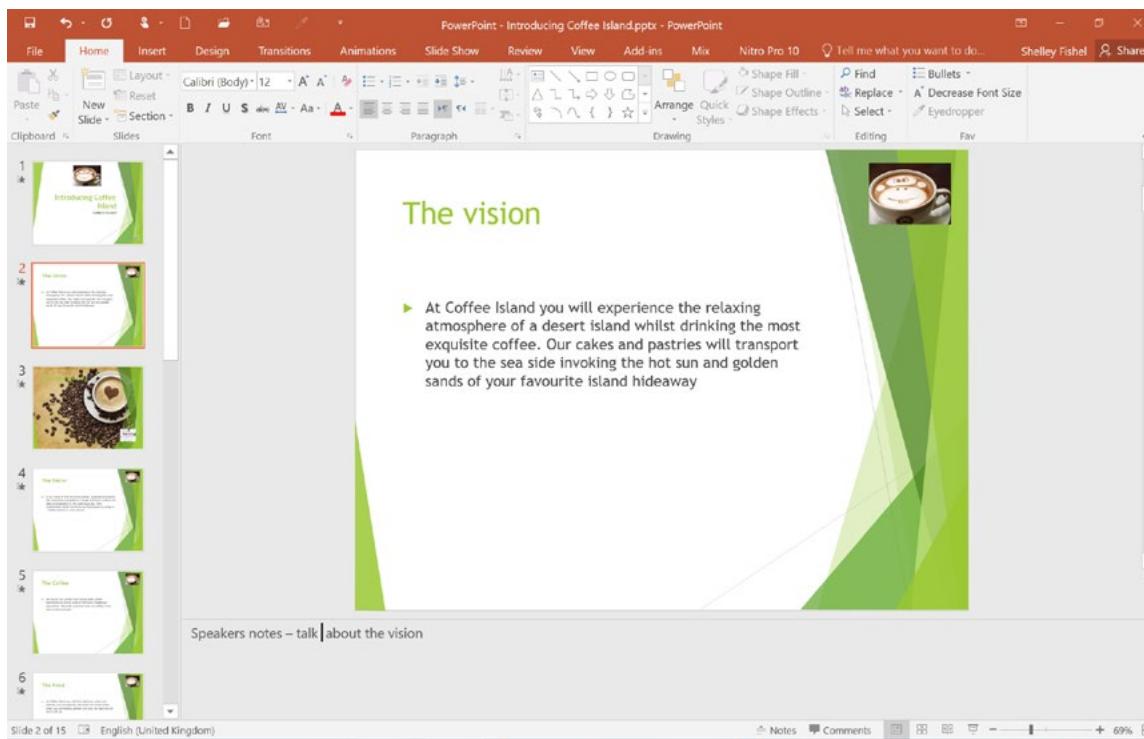


Figure 26 – normal view

1.12.2 OUTLINE VIEW

1 Introducing Coffee Island

2 The vision

3 Slide Background

4 The Décor

5 The Coffee

6 The Food

7 What we offer

8 What we offer

9 Drinks on offer

10 Coffee Types

11 Tea

12 Milk Shakes

13 Coffee Island Offers You

14 Coffee sales this week

15 Cappuccino Sales this week

The vision

- At Coffee Island you will experience the relaxing atmosphere of a desert island whilst drinking the most exquisite coffee. Our cakes and pastries will transport you to the sea side invoking the hot sun and golden sands of your favourite island hideaway

Speakers notes – talk about the vision

Figure 27 – outline view

1.12.3 SLIDE SORTER VIEW

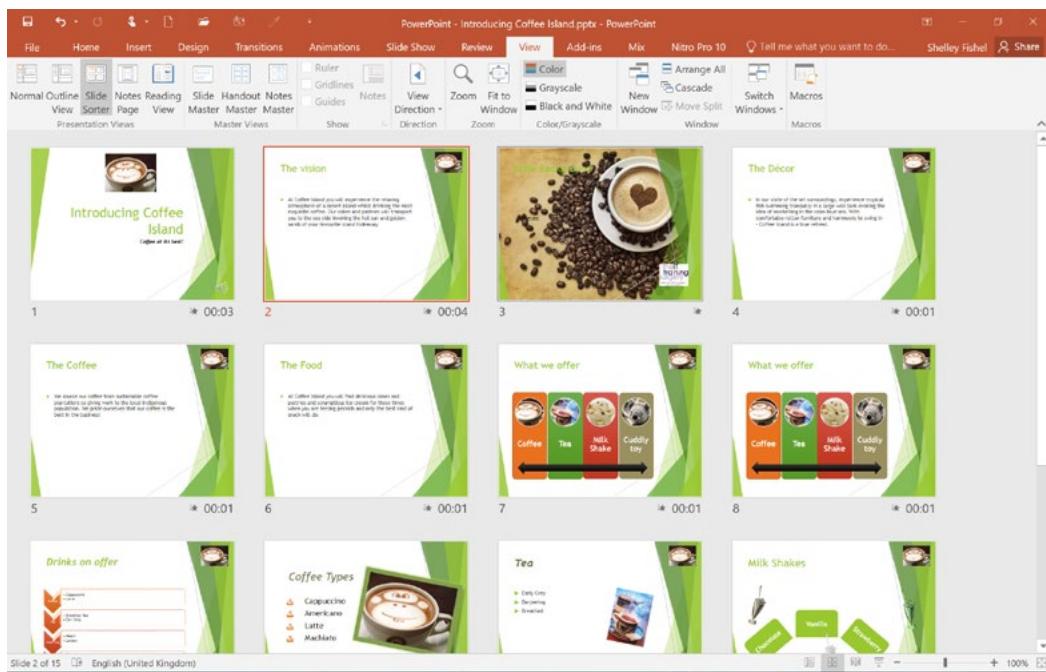


Figure 28 – slide sorter view

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1.12.4 NOTES PAGE

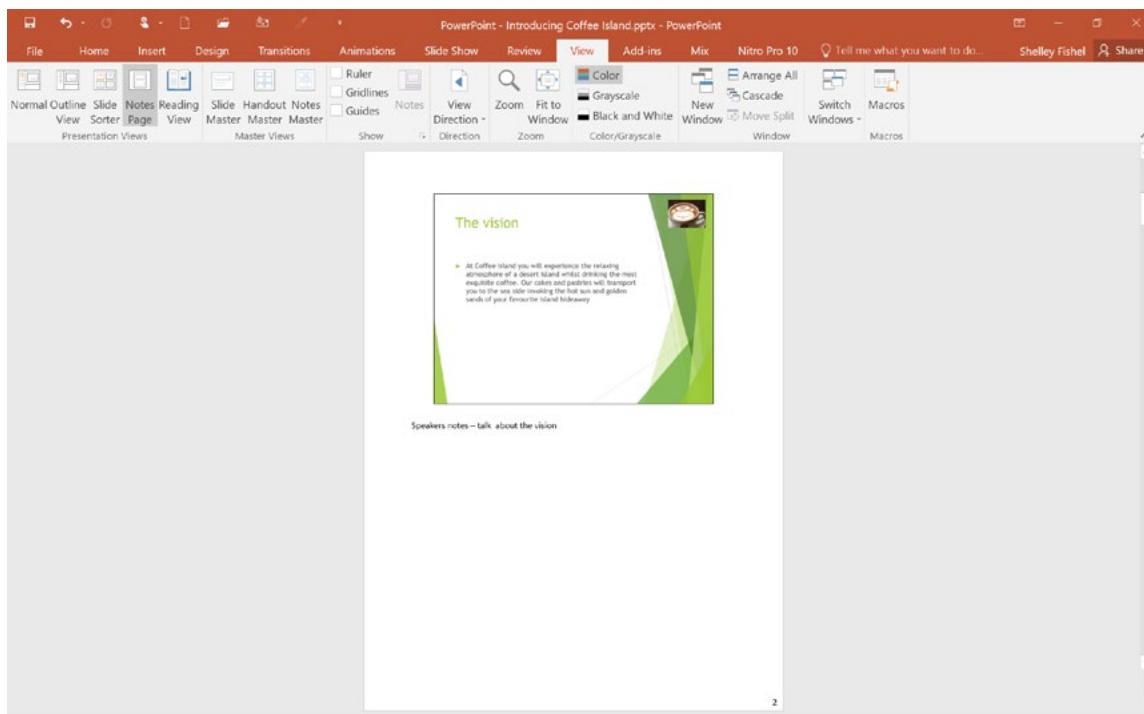


Figure 29 – notes page view

1.12.5 READING VIEW

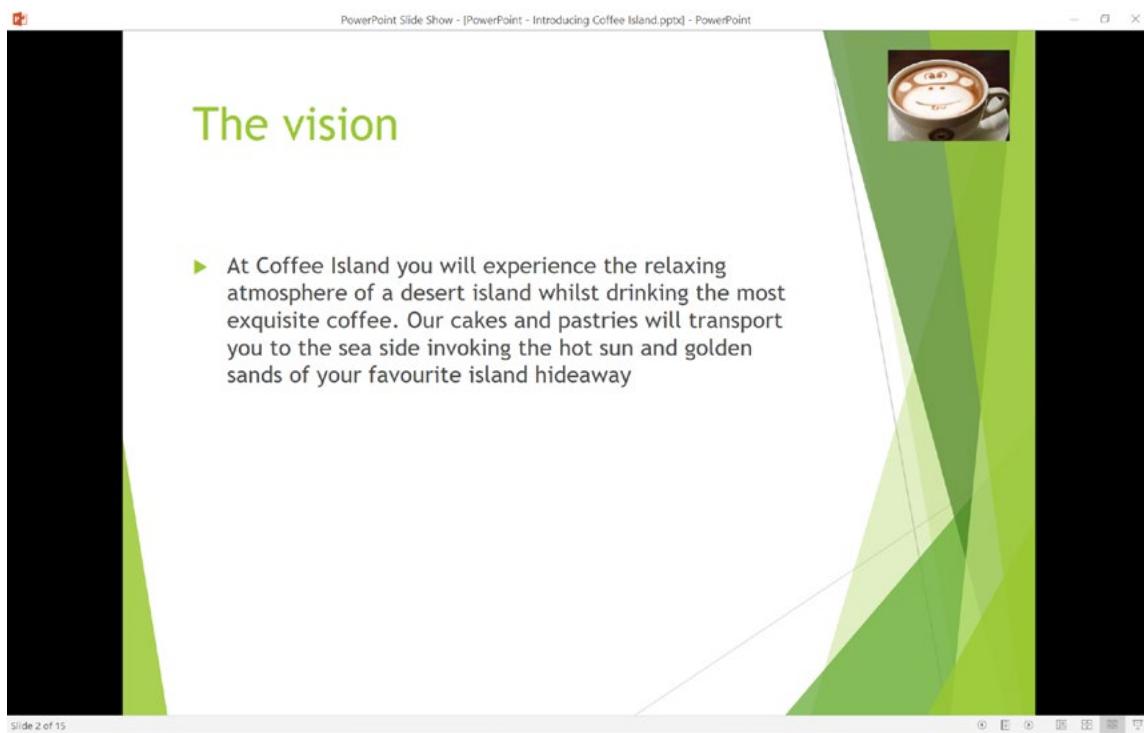


Figure 30 – reading view

2 CREATE A PRESENTATION

2.1 CREATING BLANK PRESENTATIONS

In PowerPoint 2016 you can start from a completely blank presentation, a template provided by Microsoft, or a template created for your organisation. Templates ensure that brand guidelines are met and all presentations are professional.

2.1.1 TO CREATE A BLANK PRESENTATION

1. Click File
2. Click New
3. Click on Blank Presentation

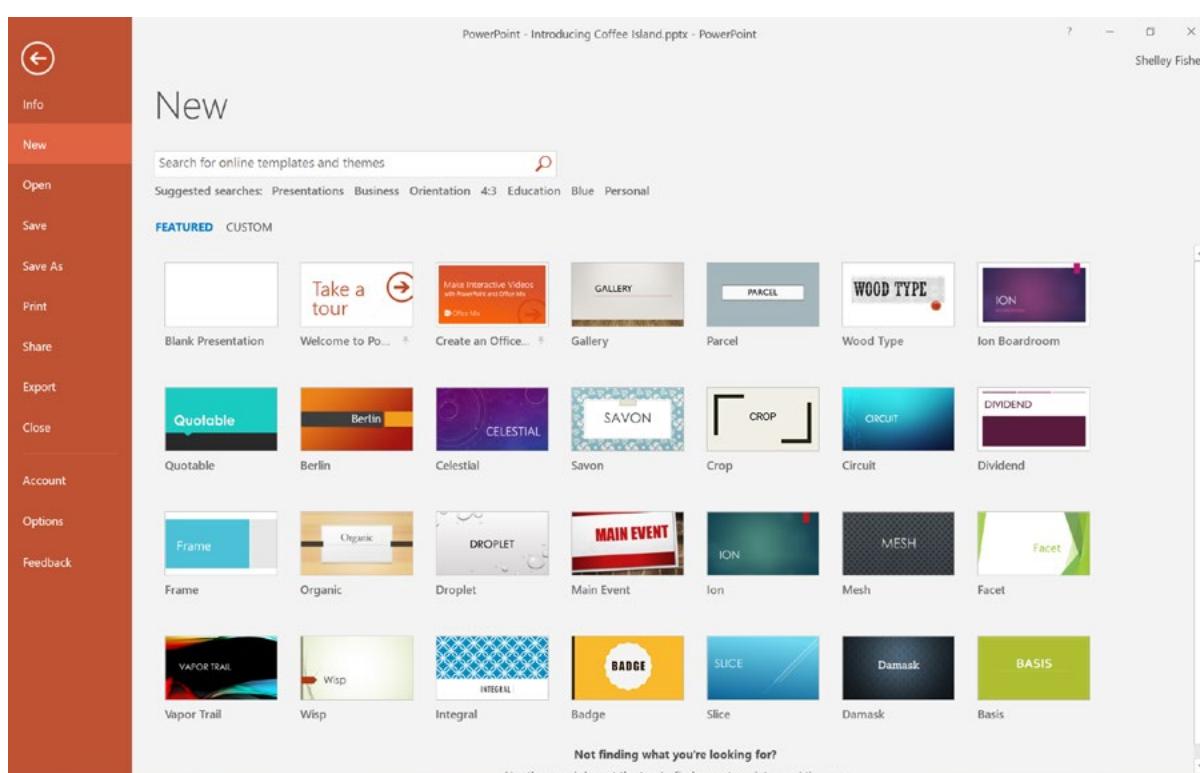


Figure 31 – new presentation from scratch

2.2 CREATING PRESENTATIONS USING A TEMPLATE

There are a couple of options when creating presentations from a template. At the top of the New Presentation Window, you will see two small shortcuts.

Featured – this is the list of featured presentations that you see when you first click File then New. The blank presentation is here, along with any that Microsoft have created and offered to you. You can also pin your favourite presentations here so that they are always available.

Custom – this is where any templates that you have created yourself will be stored. Inside the Custom folder you will see shortcuts to Custom Office Templates, this is where all Office Templates that you create are stored and this folder is created automatically by whichever Office program you use to create a template first.

Simply find the template you want to use and click on it. In the image below you can see that I am about to select ITTS template which is stored in the Custom folder.



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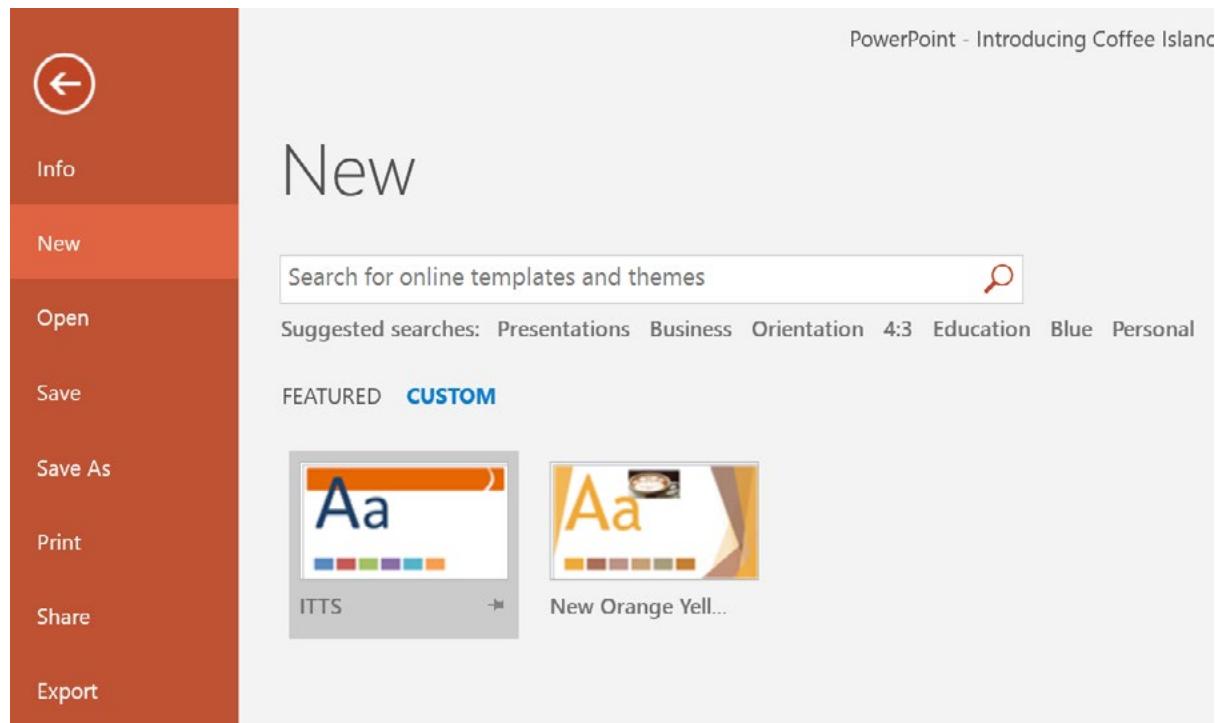


Figure 32 – choose the template

2.3 SEARCHING FOR A TEMPLATE

If you can't see a template that suits your needs on the Featured Template screen you can search Office.com for more.

Type search criteria in the Search Box and press enter or click on the search icon.

I have asked for templates to do with training.

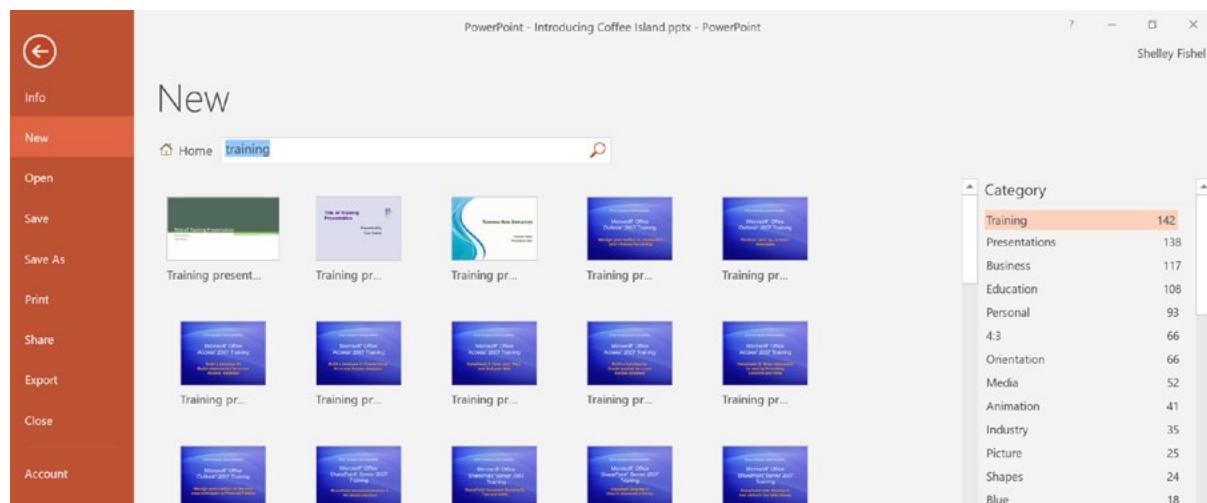


Figure 33 – find a template

Click on the one you want to create and you will be offered the following:

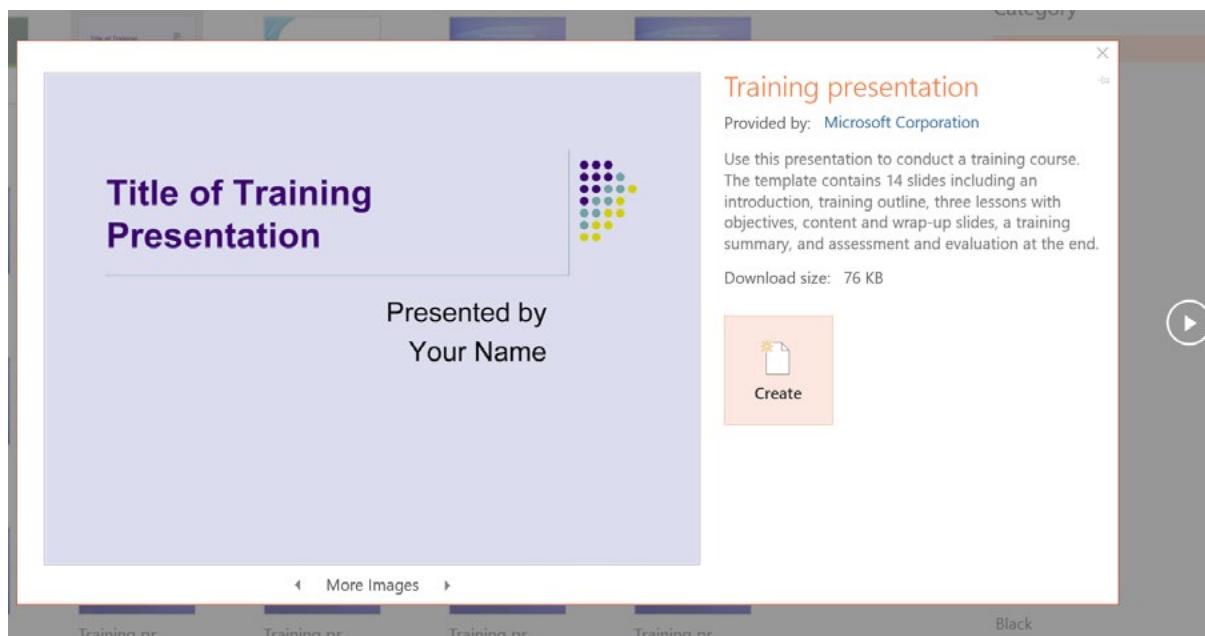


Figure 34 – select the one you want to use

Click Create and your presentation is downloaded so that you can fill in the blanks. This template will now show up in your Featured templates list.

2.4 IMPORTING WORD DOCUMENT OUTLINES INTO PRESENTATIONS

When creating a presentation, planning is very important. Just like writing a long report, essay or book, an outline will help cut down your working time. With an outline in place, you can focus on content.

Outlines can be created in PowerPoint, however if you want to avoid the distractions of PowerPoint and just focus on the structure you could find it easier to create your outline in Word or another type of file.

When creating your outline in Word, remember to use Heading Styles as PowerPoint will find them and use them when creating the slides.

2.4.1 TO IMPORT AN OUTLINE FROM WORD

1. Click on the drop down arrow underneath New Slide
2. Select Slides from Outline

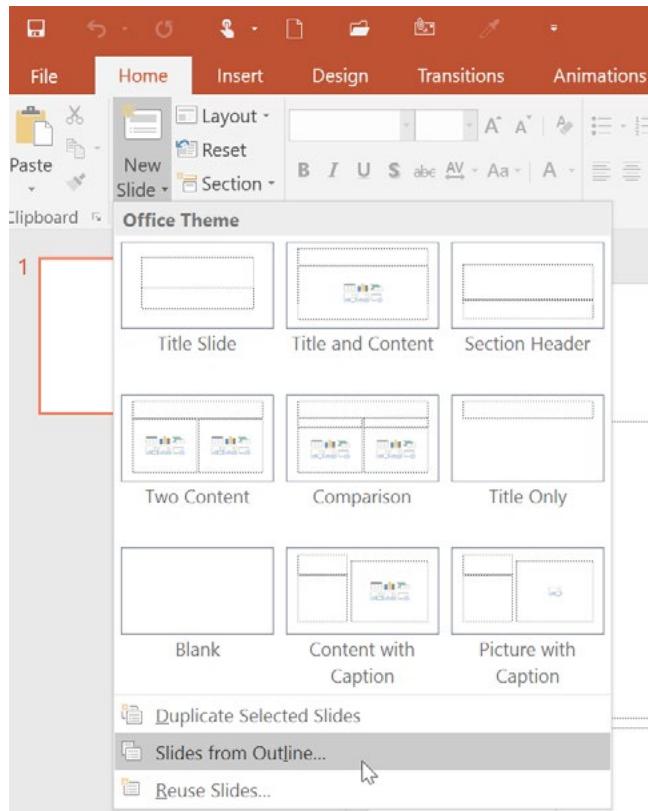


Figure 35 – Import slides from a Word outline

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The outline is then imported and each heading becomes a slide.

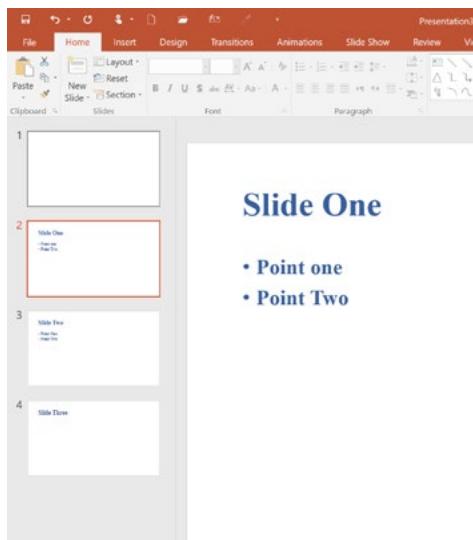


Figure 36 – outline is created

The outlines that PowerPoint imports can be text files, Word documents, or RTF documents – and older versions of WordPerfect may also be supported.

If you find that you have an older document, it may well be a good idea to recreate the document in Word 2016 to make sure that PowerPoint 2016 can import it.

3 CREATE A BLANK PRESENTATION FROM SCRATCH

3.1 ADDING SLIDES

Once you have a blank presentation you need to add slides and content.

1. From the Home Ribbon Click on New Slide or Press Control + M on the keyboard
2. A new standard slide will be added.

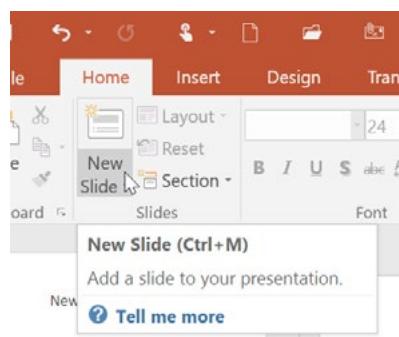


Figure 37 – add slides

Add a slide using the right mouse button by right clicking in the navigation pane and selecting New Slide.

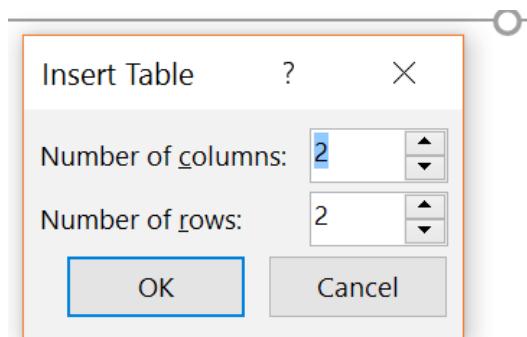
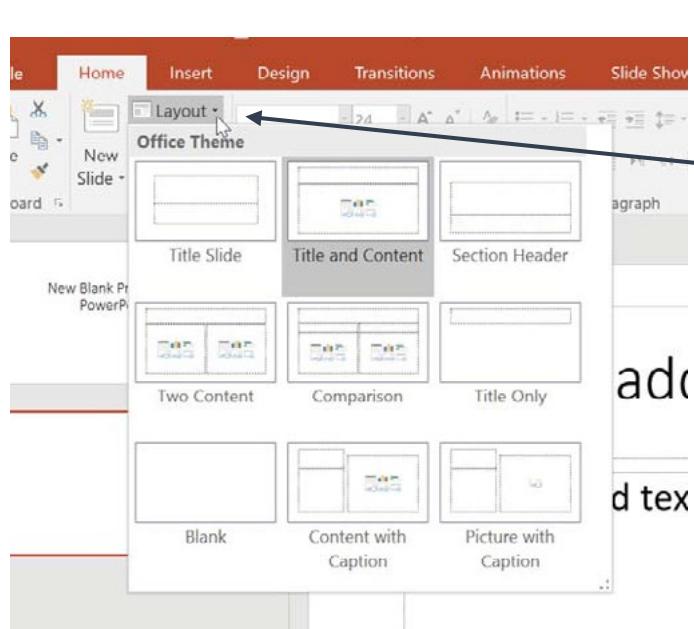


Figure 38 – use the right mouse to add a slide

3.2 CHANGE THE LAYOUT OF A SLIDE

PowerPoint always adds a slide that has the same layout as the previous slide. You can change the layout from the Layout Icon on the Home Ribbon.

Standard slide



Change the layout depending on what you want to achieve. Choose from:

- Title Slide
- Title and Content
- Section Header
- Two Content
- Comparison
- Title Only
- Blank
- Content with Caption
- Picture with Caption

Figure 39 – standard slide layout

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Layout options

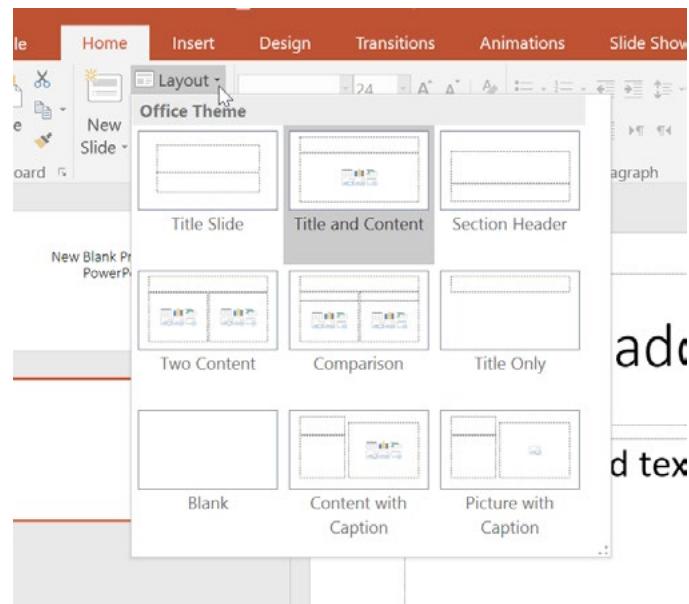


Figure 40 – choose from the layout options on offer

3.3 ADDING TEXT

Click into the placeholder where you want to add text and type. Heading text will be formatted in a larger font than the bulleted list as you want the headings to stand out.

The standard placeholder will offer you a bulleted list – you can turn on or turn off bullets just like in Word.

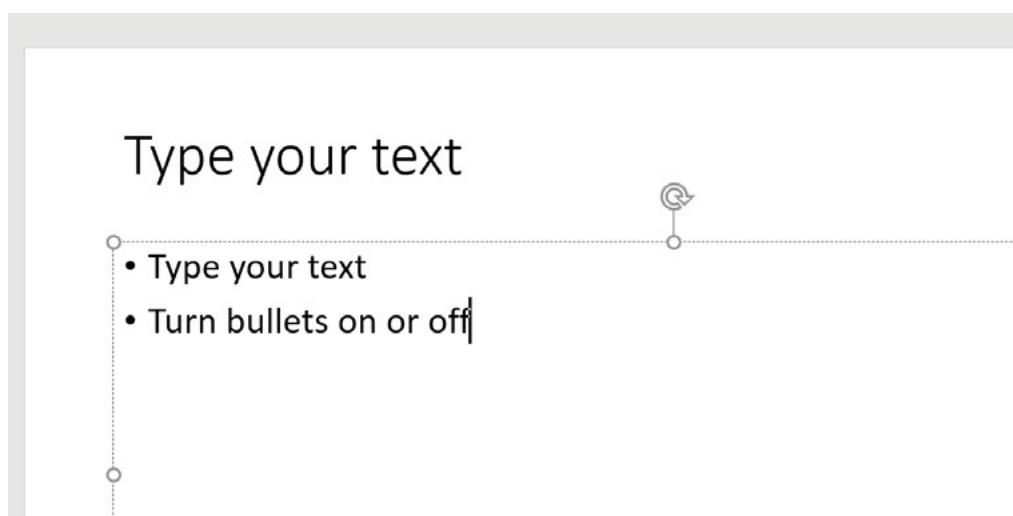


Figure 41 – click and type to add text

The standard slide layout offers you six choices for adding content.

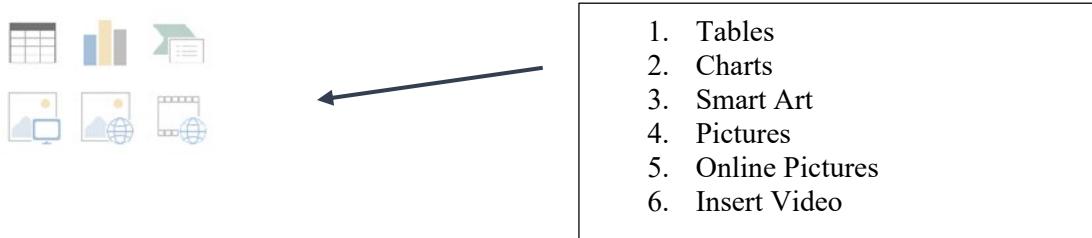


Figure 42 – standard layout choices

To add one of the content types click on the icon and you will be guided through.

We will take a brief look at adding each type of content now and then focus in more depth on each content type later on in this book.

3.4 ADDING A TABLE

1. Click on the Table Icon
2. Select the number of columns and rows

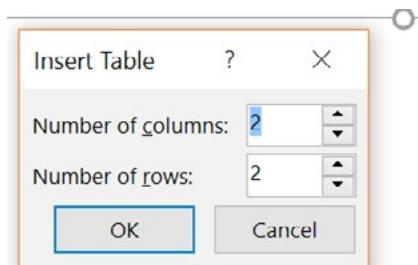


Figure 43 – add a table

3. Click OK

Now you can simply fill in the table. Use the Tab key to move between cells and when you get to the end tab again to get a new row.

Add a table

Food	Drink

Figure 44 – a formatted table is added

3.5 ADDING A CHART

1. Click the Chart Icon to add a chart

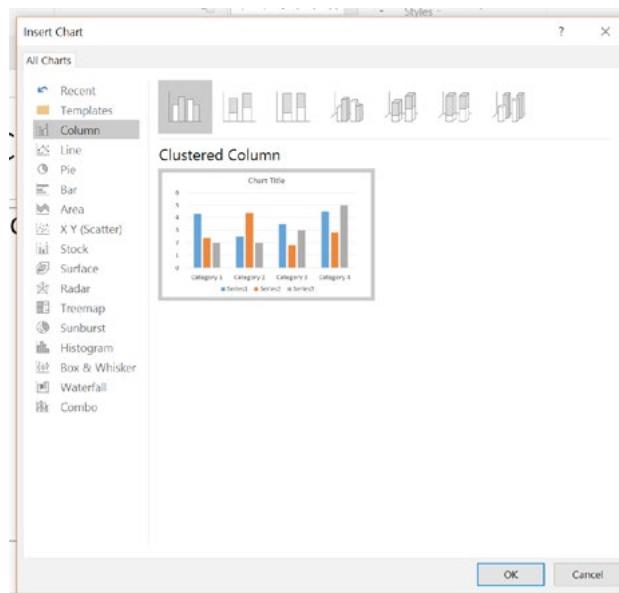


Figure 45 – add a chart

2. Select the type of chart you want to add – I have selected a column chart

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3. Click OK

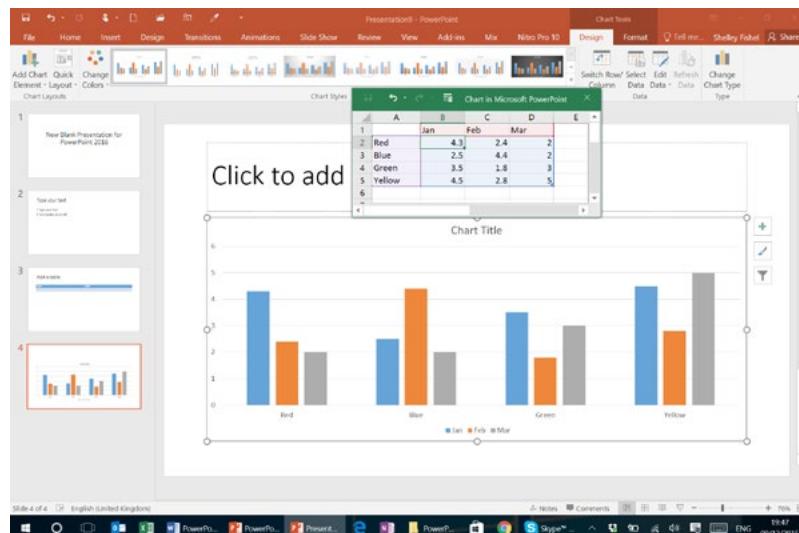


Figure 46 – create the chart

You now have a mini spreadsheet ready for you to populate with your own data. Simply change the sample headings and data and the chart will update.

Close the mini spreadsheet and you are left with the chart in the slide.

We will look at charts in more detail later in the book.

3.6 ADD SMARTART

SmartArt illustrate your points in a visual way. There are SmartArt diagrams of all kinds. I have selected a process diagram here.

1. Click on the Insert SmartArt icon
2. Choose the type of SmartArt to add

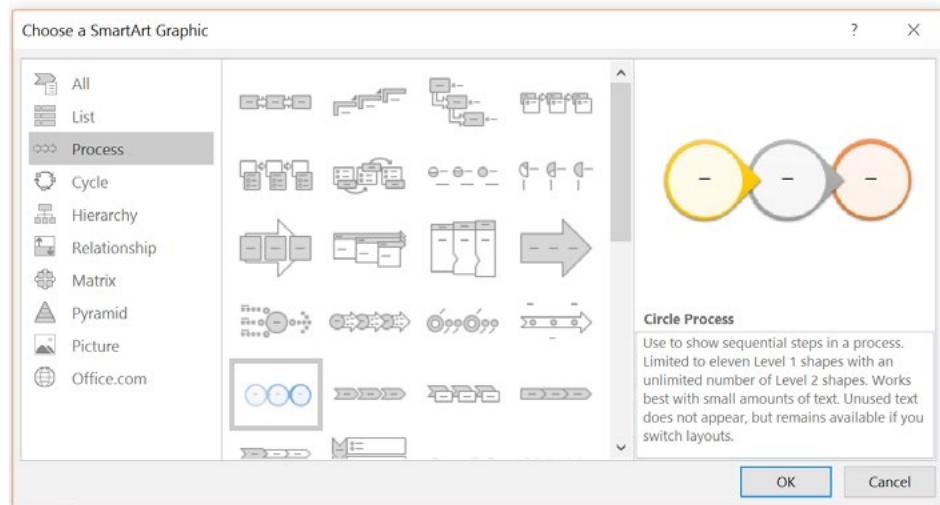


Figure 47 – add smartart

3. Type into the SmartArt

Smart Art

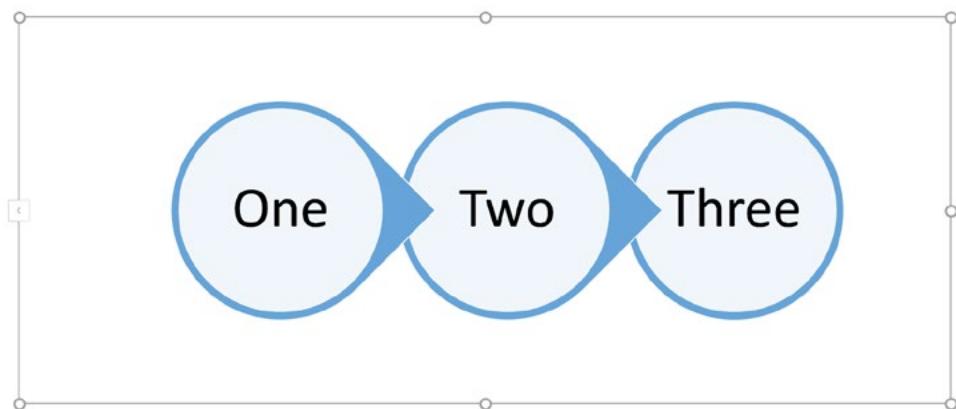


Figure 48 – visuals that have impact

3.7 ADDING PICTURES

To add pictures stored on your computer:

1. Click the Add Pictures Icon
2. Navigate to the folder which holds the picture(s) you want to add
3. Click on the picture
4. Click Insert

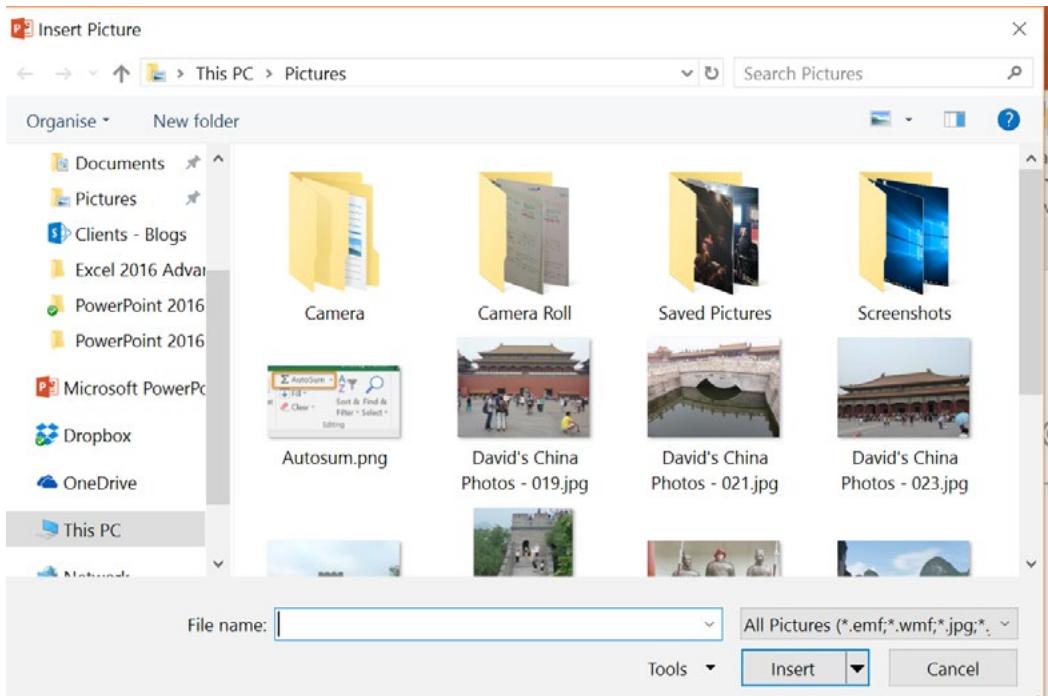


Figure 49 – add pictures

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SUBSCRYBE - to the future

The picture you selected is now added to the slide and fits perfectly in the placeholder.

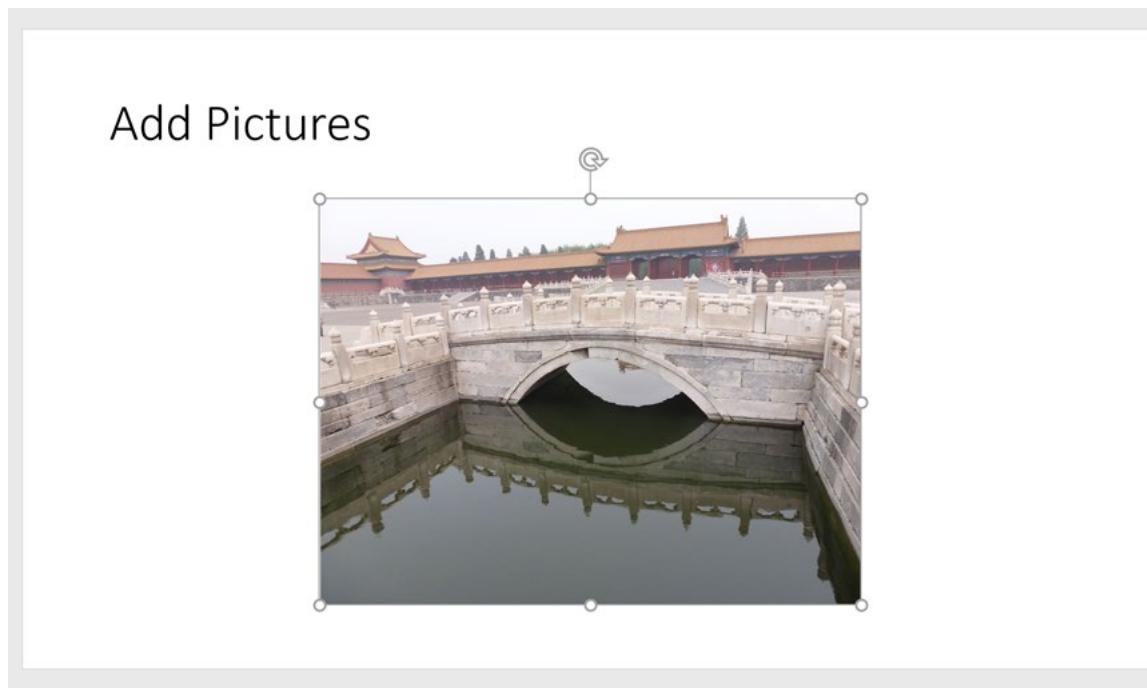


Figure 50 – pictures are added to the slide

3.8 ADDING ONLINE PICTURES

1. Click the Add Online Pictures Icon to add online pictures
2. Select where the pictures are being imported from –
3. Your SharePoint site – if you have company approved pictures or logos
4. Bing Image Search – to search the web for suitable images – take care with copyright
5. OneDrive Personal – if you have a personal OneDrive account you can get pictures from it this way
6. Facebook, Flickr – your personal social media sites that may have pictures you want to grab

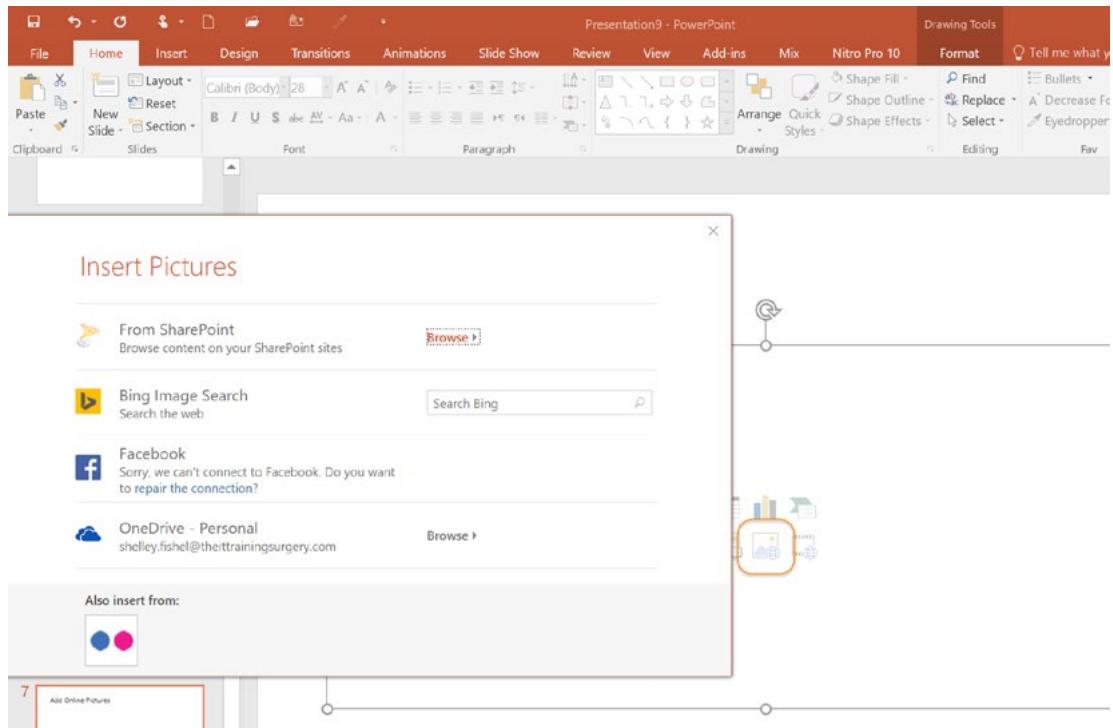


Figure 51 – add online pictures

7. Type in the search criteria – I have typed PowerPoint 2016
8. Click on the magnifying glass to initiate the search
9. Select the picture you want to use

Insert Pictures

 From SharePoint
Browse content on your SharePoint sites [Browse ▶](#)

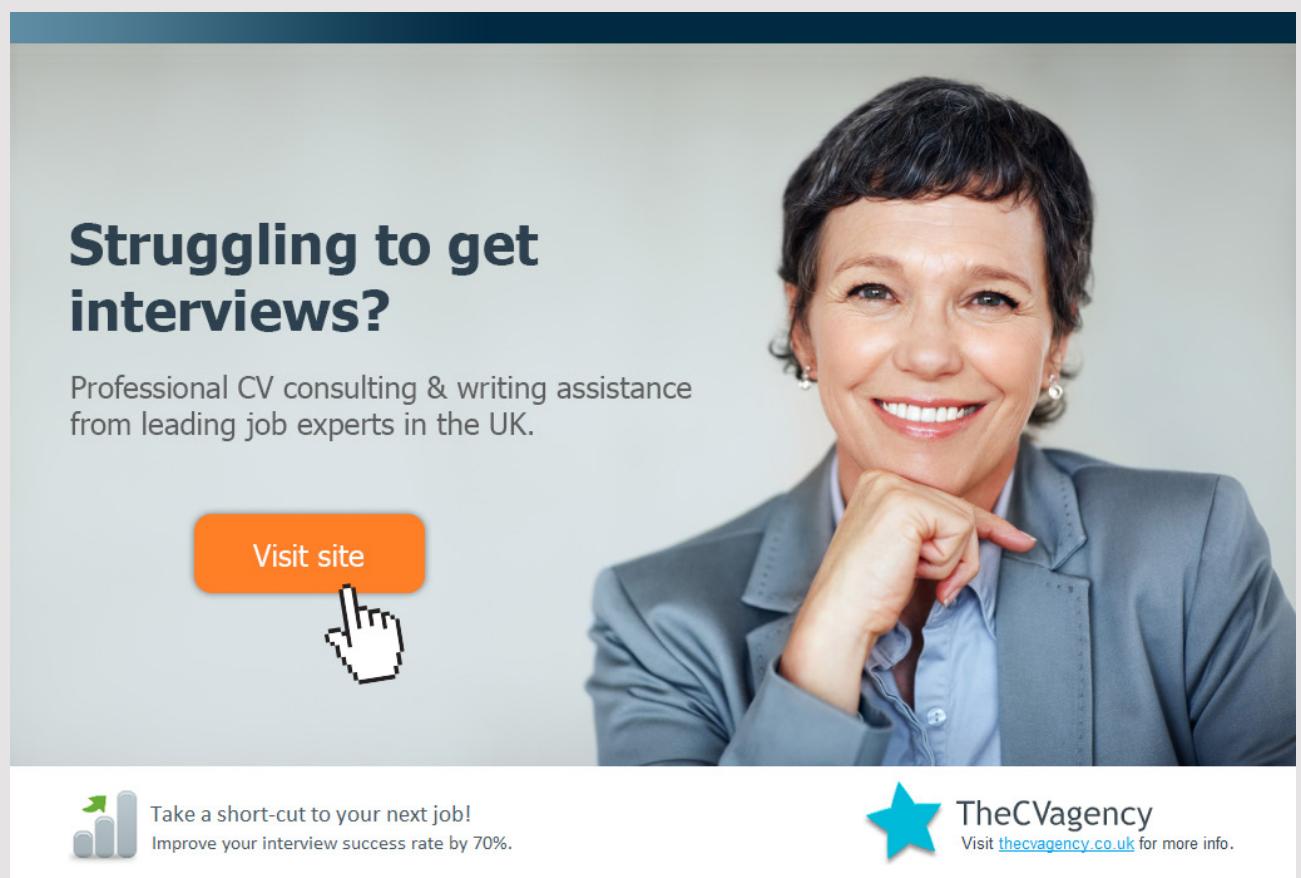
 Bing Image Search
Search the web 

 Facebook
Sorry, we can't connect to Facebook. Do you want to [repair the connection?](#)

 OneDrive - Personal
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Also insert from:


Figure 52 – add search criteria



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10. Click Insert
11. Be careful of copyright issues!!

3.9 ADD VIDEO

1. Click on the Insert Video Icon
2. Browse to the location where the video is held
3. Select the video
4. Click Insert

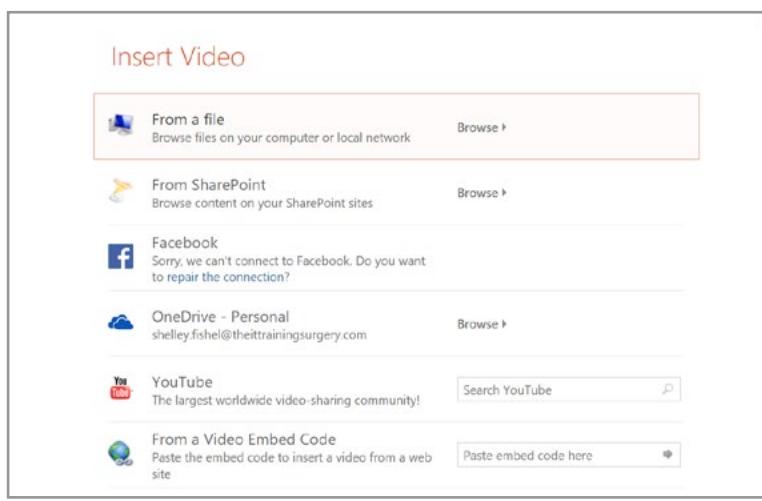


Figure 53 – add video

The Video is inserted with playback tools.

Insert Video

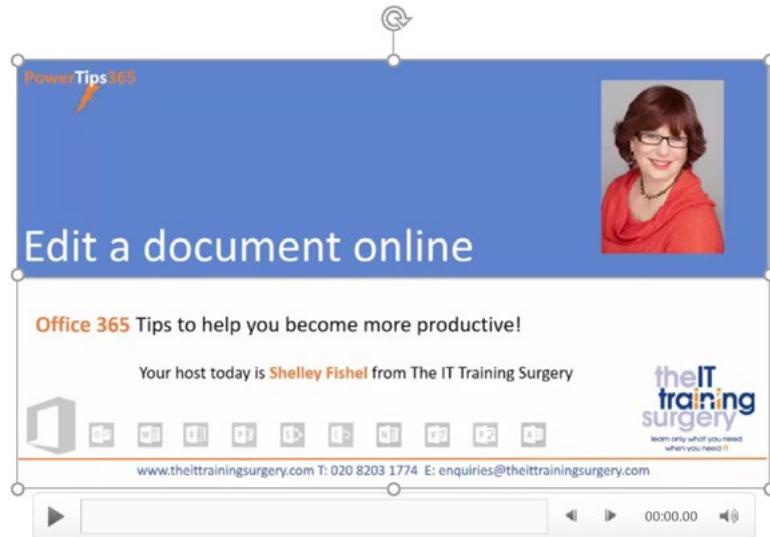


Figure 54 – playback controls

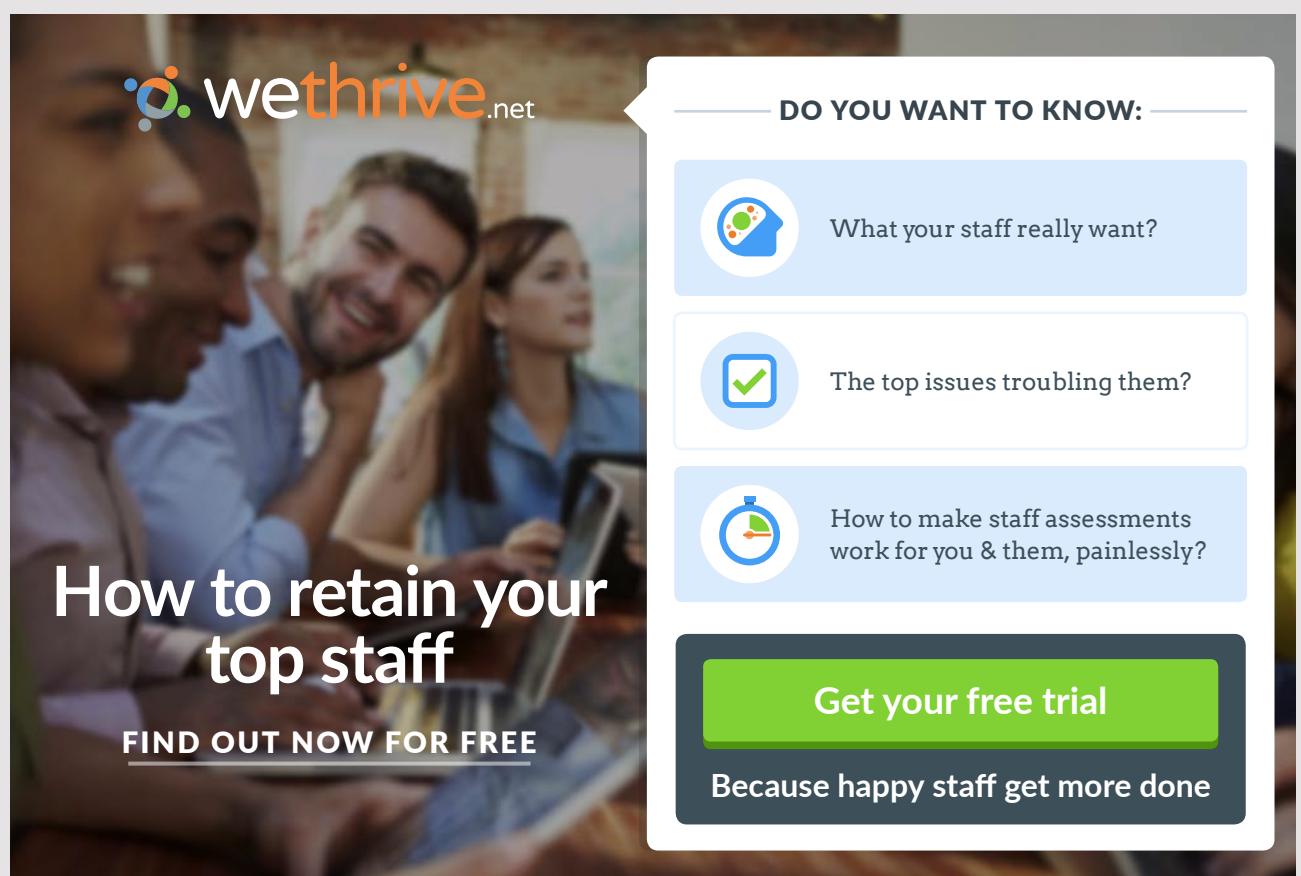
4 FORMAT A PRESENTATION USING SLIDE MASTERS

4.1 WHAT ARE MASTERS?

Slide masters exist to help you create great looking presentations with minimal effort. They sit behind the presentation and govern the way it looks and behaves. You can add a logo, customise the background, and create your own colours and font combinations for the whole presentation. This means that whenever you add new slides to the presentation the formatting is taken care of and you can focus on the content.

If you want to change the look of the whole presentation, you can simply edit the Slide Master and hey presto everything will change.

You can create custom layouts in the Slide Master – just in case the layouts that exist are not sufficient for your purposes.



The advertisement features a background image of three people smiling and looking at a tablet. The logo 'we thrive.net' is in the top left corner. The main text 'How to retain your top staff' is in large white font, with 'FIND OUT NOW FOR FREE' below it. On the right, a sidebar titled 'DO YOU WANT TO KNOW:' lists three questions with icons: a brain for 'What your staff really want?', a checkmark for 'The top issues troubling them?', and a stopwatch for 'How to make staff assessments work for you & them, painlessly?'. At the bottom is a green button with 'Get your free trial' and the tagline 'Because happy staff get more done'.



It is best to edit the Slide Master before you start to create the presentation. That way the look and feel is taken care of before you start.

Another reason for editing the Slide Master before you begin with the content is that any edits you make to a layout after you have built the slides, will have to be applied in retrospect, which means that you have to go back and reapply those layouts to the affected slides.

There are several masters:

- **Slide Master** – this master is for the presentation itself.
- **Handout Master** – this master determines how the handouts will look.
- **Notes Master** – this master controls how any notes will look.

4.2 VIEW THE SLIDE MASTER

To get to the Slide Master

1. Click the View Ribbon
2. Then click on the Slide Master Icon

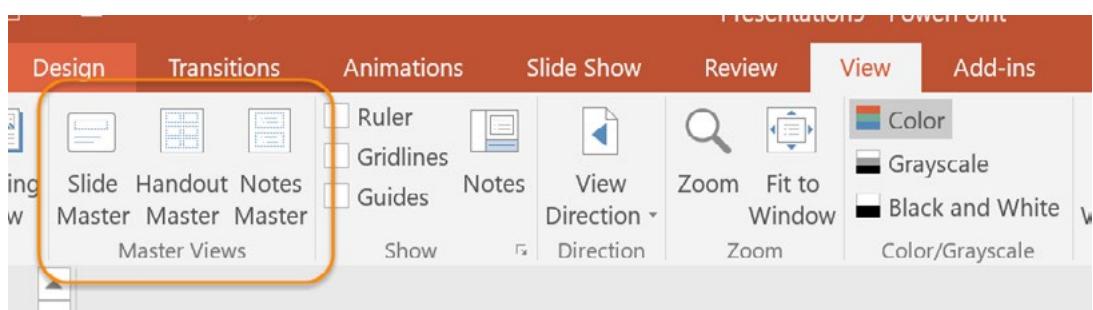


Figure 55 – master view icons

4.2.1 THE SLIDE MASTER

The Slide Master view looks a little different. The top slide in the thumbnail list is the Slide Master and controls the presentation. Each Slide Master has a number of related layouts – you probably won't use all of them. You may modify some and delete others to keep consistency.

When you make changes to the Slide Master, anyone else working on your presentation can use the new formatting in Normal View, and they can't accidentally change it.

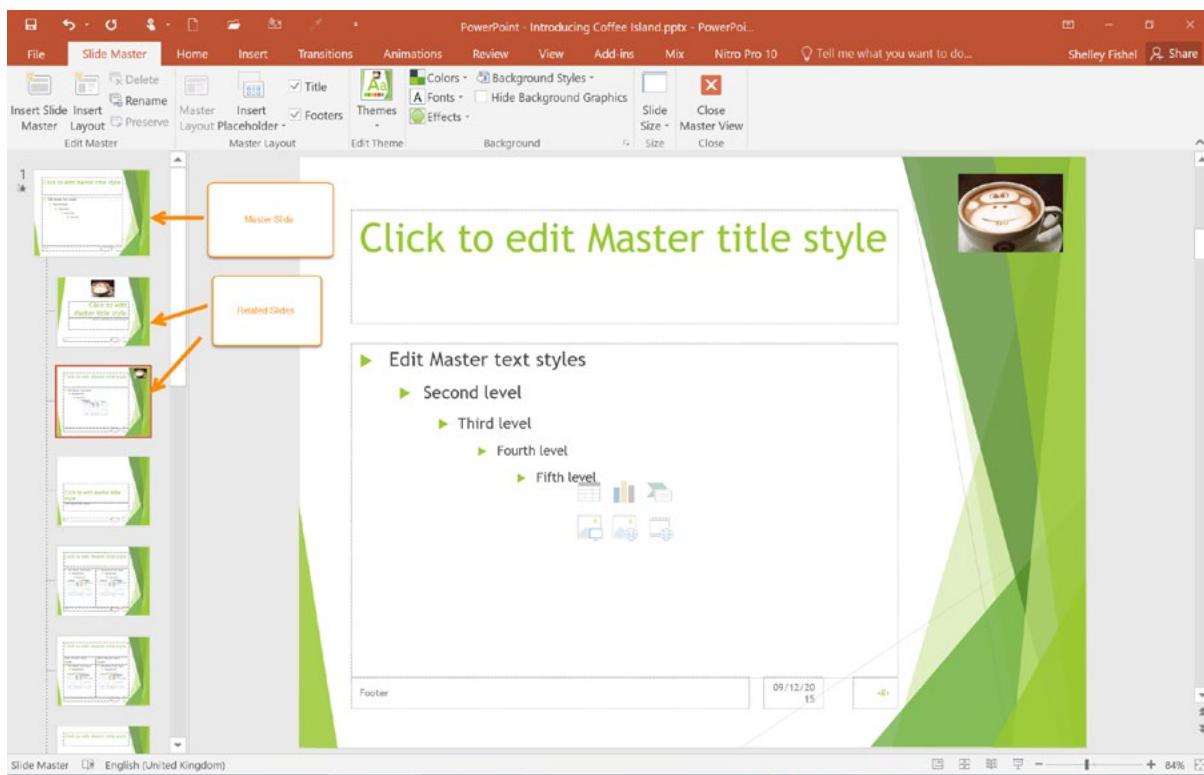


Figure 56 – the slide master

5 THEMES

5.1 WHAT IS A THEME

A theme is a palette of colours, fonts, and special effects (like shadows, reflections, 3-D effects, and more) that complement one another. You can see the Design Themes on the Design Ribbon.

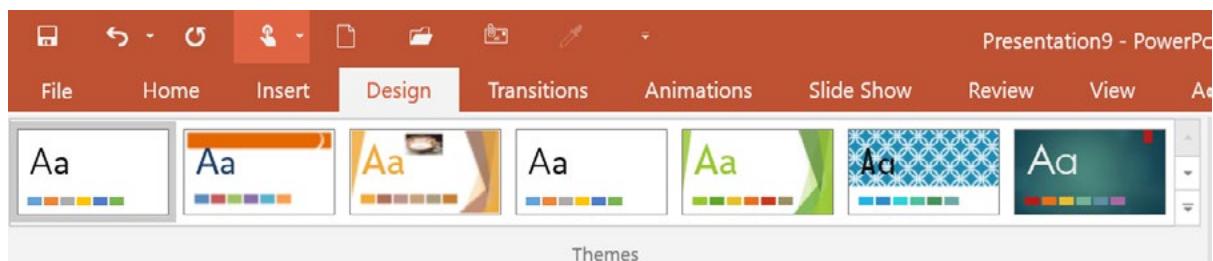


Figure 57 – themes gallery

In the image above is a selection of Design Themes. Each Theme has a Master and a related set of slides. They have been created by skilled designers at Microsoft and the designer will have decided which layouts are included and how they should look.

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Even the blank presentation has a Theme – it is the Office theme and can be reapplied to a presentation if you have gone and made too many changes and want to start again.

5.2 LAYOUTS

Layouts control how the content is added to a slide. There are different layouts for different jobs. For example if you want to compare two images side by side you could use the comparison layout.

Each theme has a selection of layouts – you can add, delete or modify the layouts.

5.3 APPLYING A SLIDE MASTER

When we talk about Applying a Slide Master, we mean changing the design – the look and feel.

As each theme has its own set of Slide Masters, simply by applying a different theme, we are changing the Slide Master associated with the presentation.

To change the design:

1. Click on the Design Ribbon
2. Select the Design Theme you want to use

Here is my presentation with the Facet theme applied. To the right of the Themes are variants, these are different sets of colours to apply to your chosen Theme.

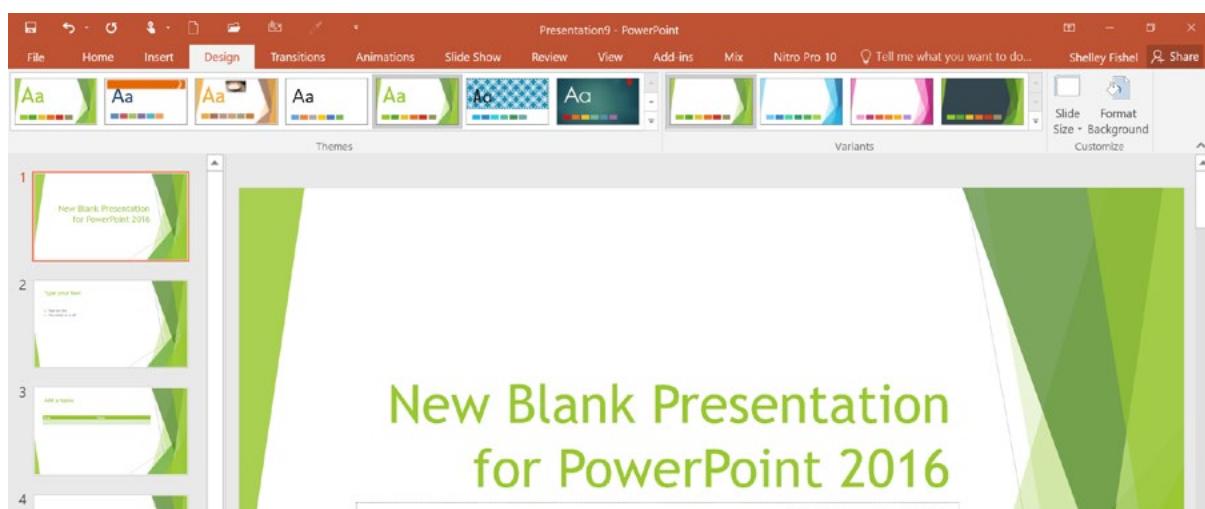


Figure 58 – apply a design theme

To see the Slide Master for this theme:

1. Click the View Ribbon
2. Click on Slide Master

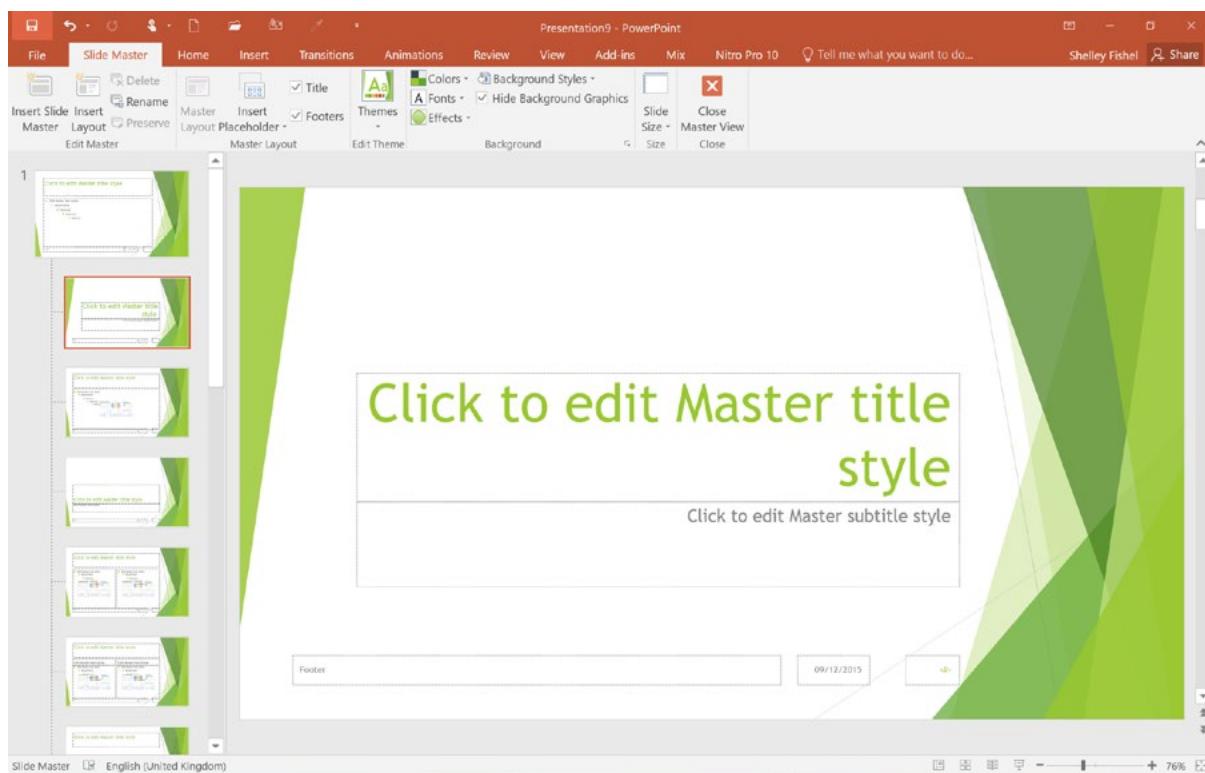


Figure 59 – view the master

The top layout in the thumbnail list is the main Slide Master and is used by all the slides in the presentation. The second of the related layouts is the title slide layout and is used by the first slide in the presentation. The third slide down is the standard layout which is used by slides 2–8 in the presentation.

5.4 MAKING CHANGES TO THE SLIDE MASTER

5.4.1 CHANGE HEADINGS AND FONTS

To change the heading – font, colour, size, italic, bold, etc. – Click in to the heading where it says Click to edit Master title style and make the changes.

To change any of the bulleted list levels click on them and make the changes you require.

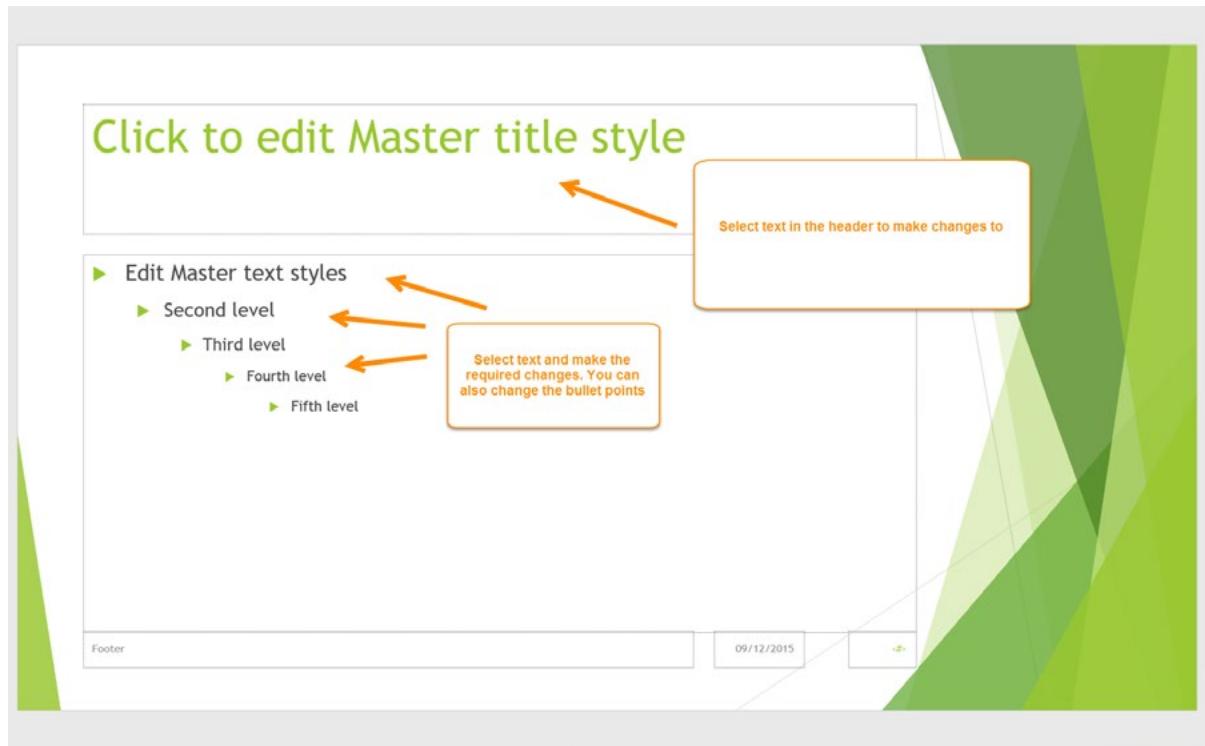


Figure 60 – make changes to the slide master

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5.4.2 TO CHANGE THE BULLET POINTS TO SOMETHING ELSE

1. Select the first level text
2. Click the drop down arrow next to the bullet icon
3. Select from the suggested bullets

Or click on Bullets and Numbering

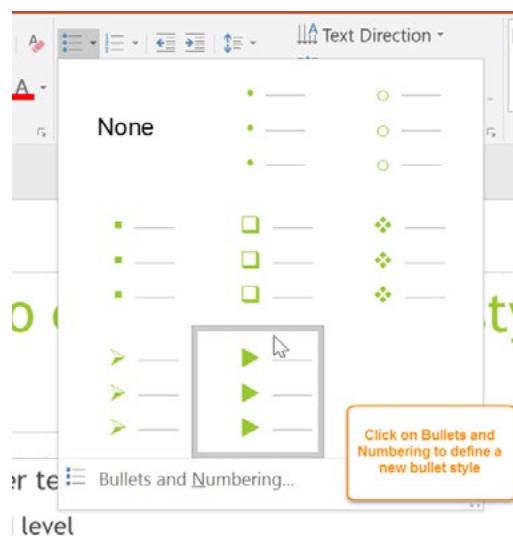


Figure 61 – change bullets and numbering

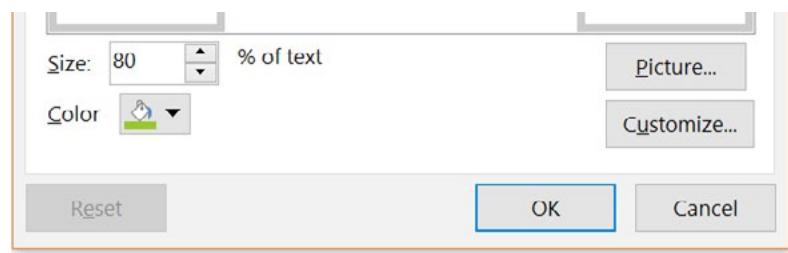


Figure 62 – customise the bullets

1. In the Bullets and Numbering dialogue box choose Customise
2. Experiment with the different font sets to see the shapes and pictures on offer
3. When you find one you like, click on it to select it
4. Click OK to apply

5.5 ADDING NEW LAYOUTS

Once you have applied your theme you will see the layouts associated with it in the thumbnail pane on the left of the screen, when in Slide Master View.

You can add your own layouts to the list – here's how:

1. In Slide Master View
2. Click Insert Layout – a new layout is added to the bottom of the navigation pane

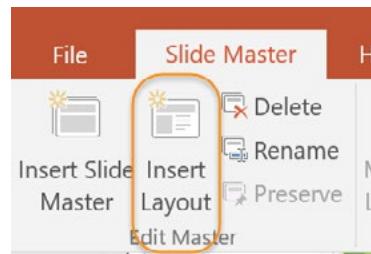


Figure 63 – create a new layout

3. In the new layout click Insert Placeholder and select the type of content placeholder you need

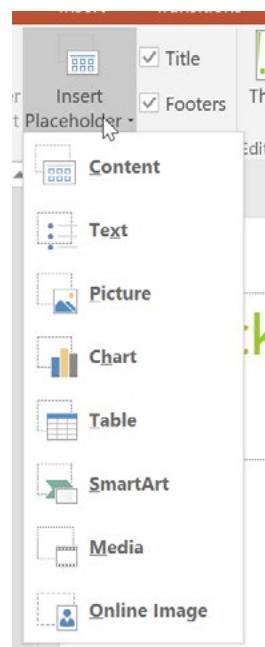


Figure 64 – choose the placeholder

Draw out the shape of the new placeholder – in this new layout I added a text placeholder on the left and am drawing out a chart placeholder on the right.

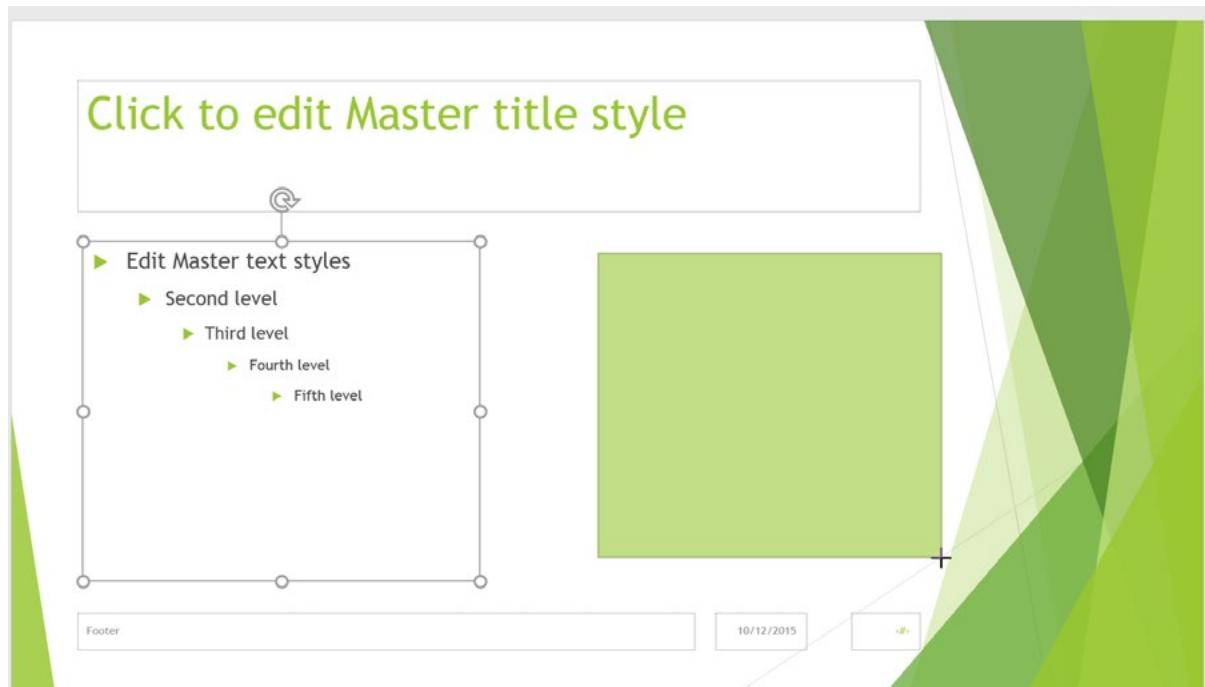


Figure 65 – new layout created

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5.6 RENAME THE LAYOUT

To rename the layout so that it is easy to identify, right click and choose Rename, then type a name for it and click on Rename.

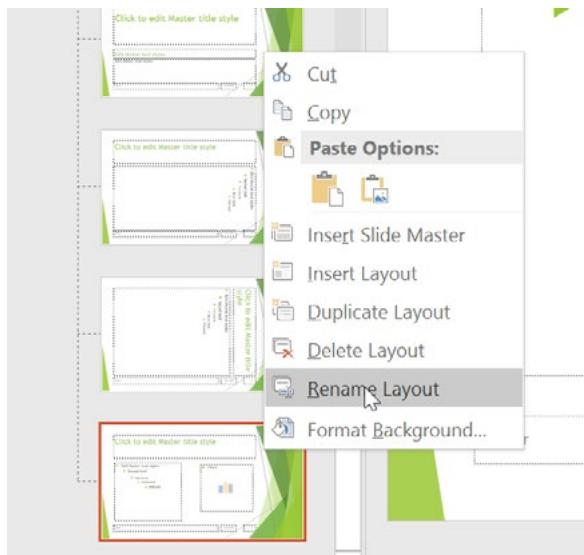


Figure 66 – choose to rename

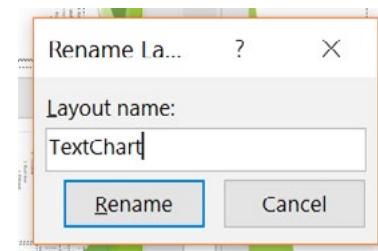


Figure 67 – type the new name

5.7 MODIFYING EXISTING LAYOUTS

If you see a layout that is almost what you want and you want to just edit it, you can modify it.

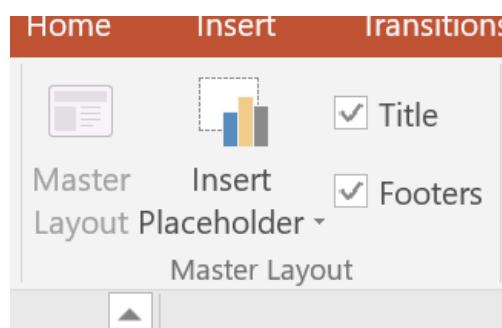


Figure 68 – choose to modify a layout

1. To remove a title from the slide uncheck the Title box
2. To remove Footers – uncheck the Footers box
3. To add another placeholder – click on Insert Placeholder and select the one you want

5.8 ADDING/REMOVING BACKGROUND IMAGES

Background images exist in some presentation themes, in others you can add your own. For example in the Facet Theme here we have the green images on every slide. If we don't want them, perhaps we like the rest of the design but not the graphic, it can be removed.

Click on the Design Ribbon then on Format Background

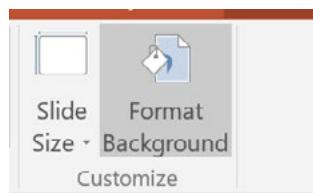


Figure 69 – format the background

Clicking on this icon opens up the Format Background Task Pane, click on the Hide Background Image check box to uncheck it.

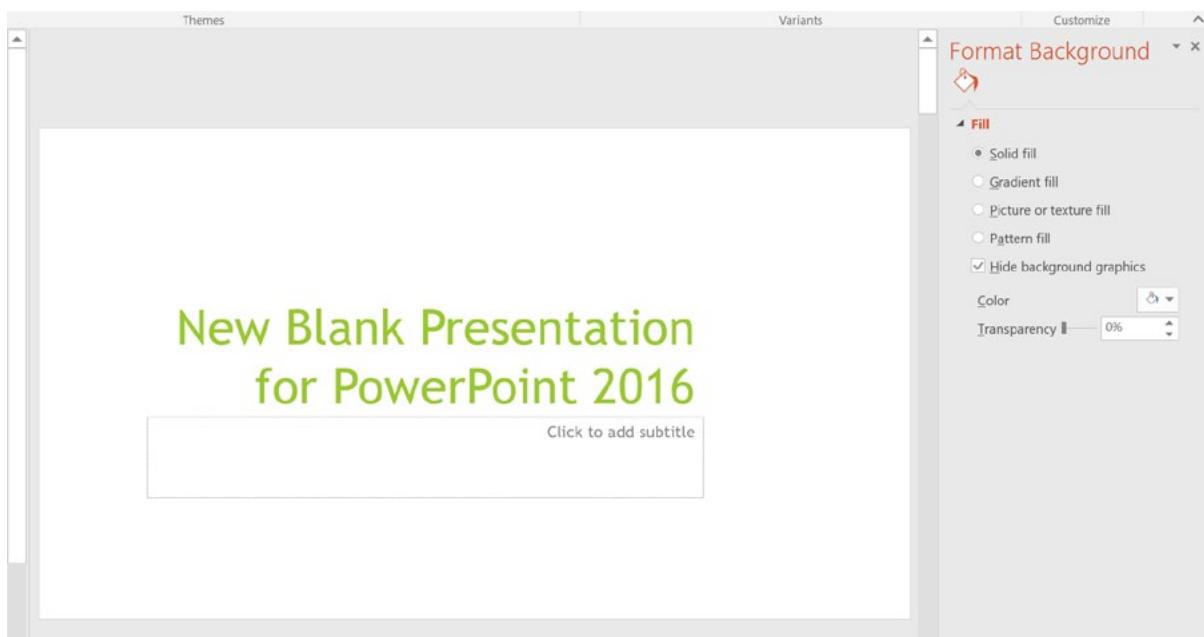


Figure 70 – choose the options

The background images are hidden from the slide you have selected.

5.8.1 HIDE BACKGROUND IMAGES IN THE SLIDE MASTER

To hide background images from every slide based on a particular slide layout in the Slide Master:

1. View the Side Master
2. Click on the layout to modify
3. Click into the Hide Background Graphics in the background group of icons

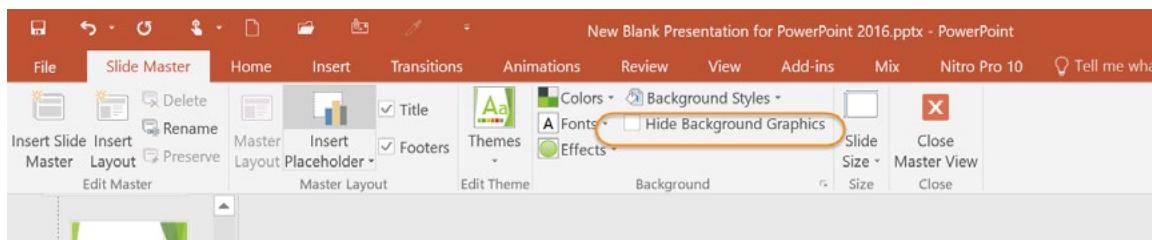


Figure 71 – hide background images

Background graphics are now hidden from all slides based on that layout. To remove background graphics from every layout, select each layout in turn and click into the Hide Background Graphics check box.



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5.9 CONTROLLING SLIDE NUMBERS

Slide Numbers live in the header and footer tools and have an icon all to themselves

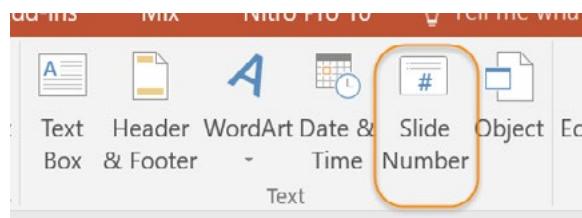


Figure 72 – insert slide numbers

1. Click on the Insert Ribbon
2. Click on Slide Number

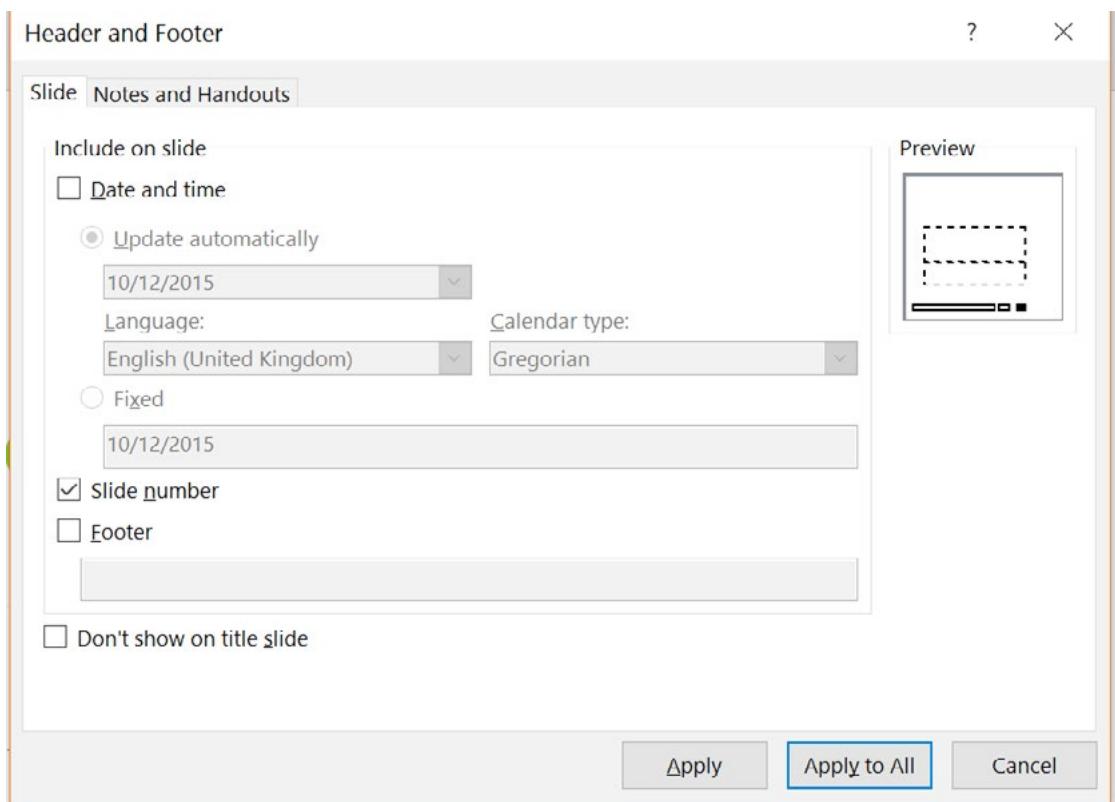


Figure 73 – tick the boxes

Tick the box for Slide number and tick Don't show on title slide to remove the slide number from the title slide. Then click either Apply or Apply to All.

Apply will apply the slide number to the slide you are on and Apply to All will apply slide numbers throughout the presentation.

If you also want page numbers on the Notes and Handouts you can select the Notes and Handouts tab and tick Page Number there too.

5.10 INSERTING HEADERS AND FOOTERS

Headers and footers in PowerPoint 2016 exist in the Slide Master. You decide if you would like them to show or not. If you look in the Slide Master, you will see them on the slides. However unless you actually add them they stay hidden.

5.10.1 TO ADD A HEADER OR FOOTER

1. Click on the Insert Ribbon
2. Click on Header & Footer
3. Select the elements you want to show

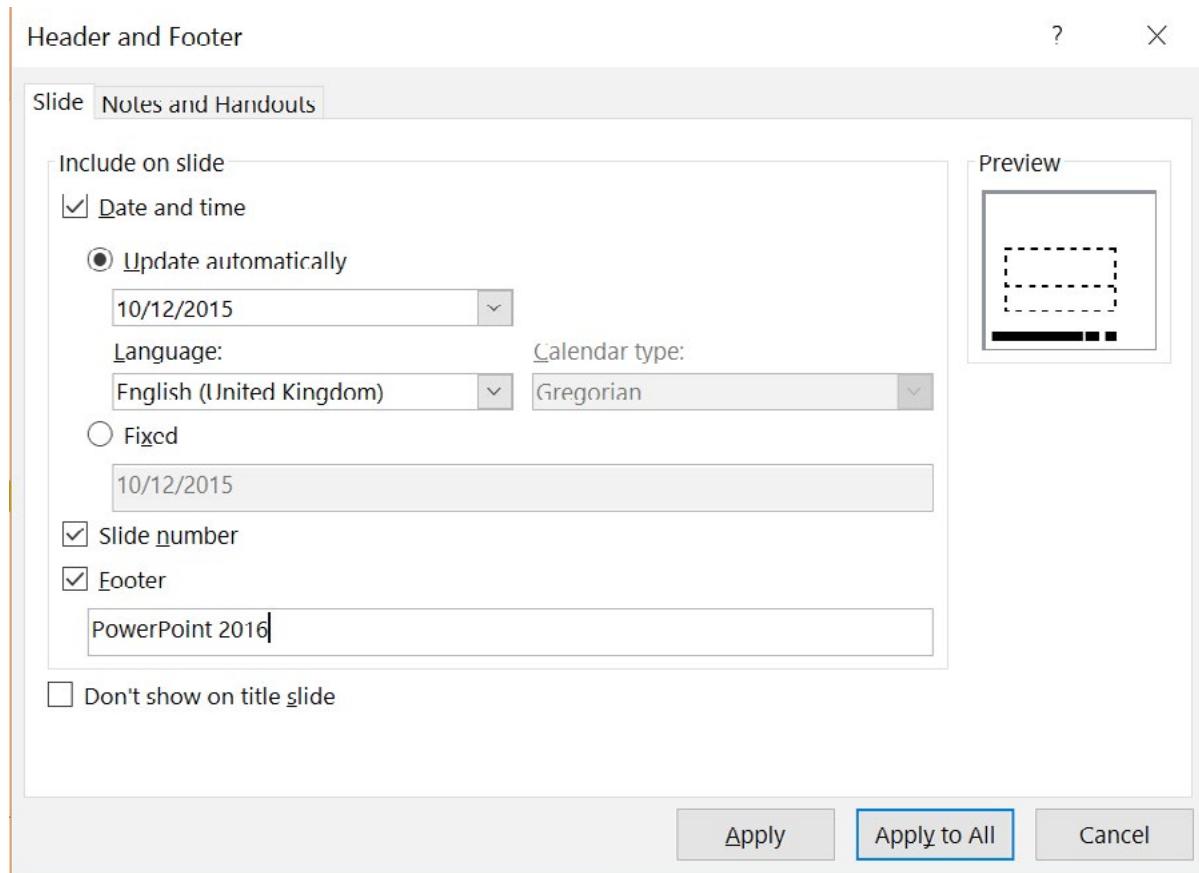


Figure 74 – headers and footers

Date and Time – tick the box to show the date and time.

Update Automatically – tick to have PowerPoint update the date and time to the current date and time whenever you open the presentation.

Fixed – this allows you to type your own date however you like.

Footer – to add a footer tick the box and type in what you want it to say.

Apply – to apply to the current slide

Apply to All – to apply the changes to all slides.

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6 MODIFY DESIGN THEMES

When you set out to build a slide deck, it makes sense to set up the design exactly how you want it before you begin to create the presentation.

So far we have seen how to change the Slide Master to reflect the main elements such as how the layouts behave. Now we are going to see how to change the design to reflect your own brand colours and fonts.

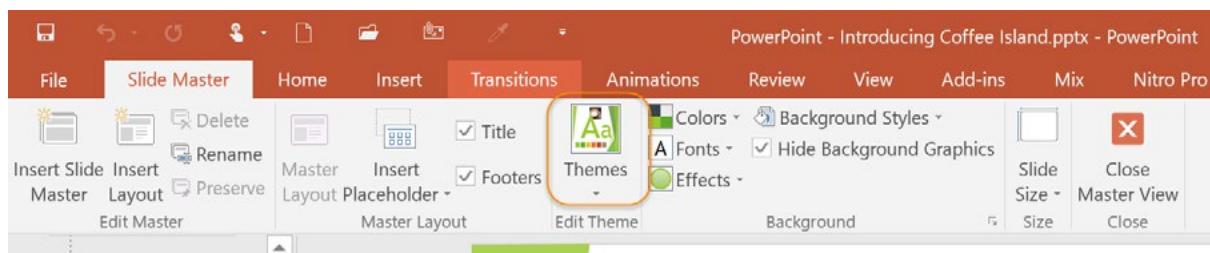


Figure 75 – modify the design theme

Make the changes in the Slide Master so that they apply throughout the presentation.

To change the theme for this presentation I will click the drop down arrow in the Themes Group.

Click Edit Themes and select from one of the other available themes, if you don't see one you like you can go and search online at Office.com for more themes.

6.1 MODIFY THEME ELEMENTS

A design theme consists of colours, fonts and effects. Here we will see how to modify each of those elements.

6.1.1 CHANGE COLOURS

1. Click on Colours
2. Select from the different colour palettes available.

Each of the colour palettes will change the Theme Colours so that whenever you want to change the font background or shading, you will be offered colours from the set.

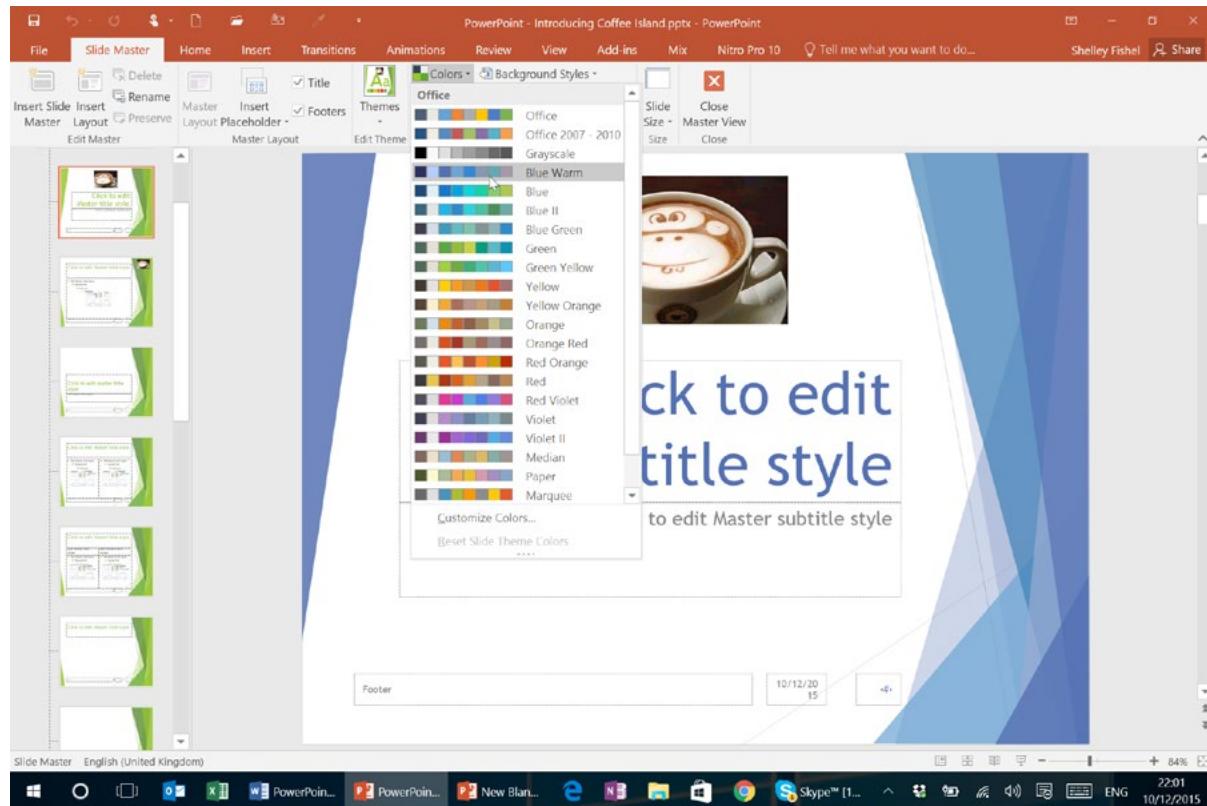


Figure 76 – change colours

6.1.2 CUSTOMISE COLOURS

You can customise the colours in any palette. Making sure that the colours reflect your brand.

1. Pick a colour palette to start from
2. Click on Customise Colours

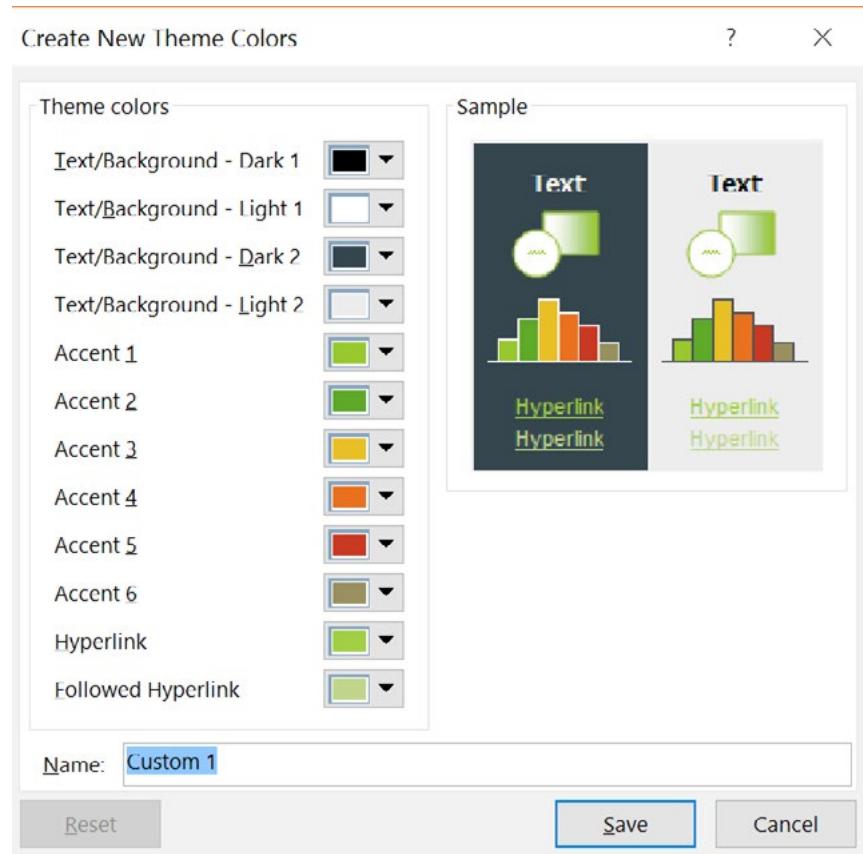


Figure 77 – create new theme colours

Change any of the colours to ones you like and then save the set by typing a Name and Clicking Save.



Figure 78 – name the theme

To see the new theme colours click on the Change font colour or background shading to see them.

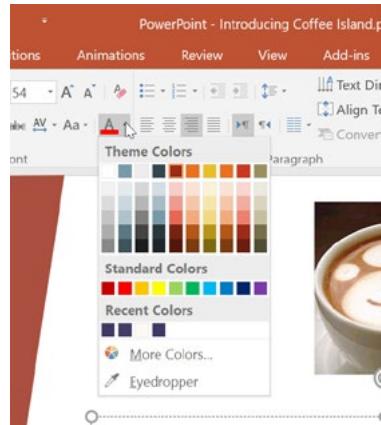


Figure 79 – here the new theme colours are shown and applied

6.1.3 CHANGE FONTS

1. In Slide Master View
2. Click on Fonts in the Background Group
3. Select a new group of fonts – you will see the fonts applied to the design as you go through them. When you find one you like click on it.
4. The new fonts are now applied to the design



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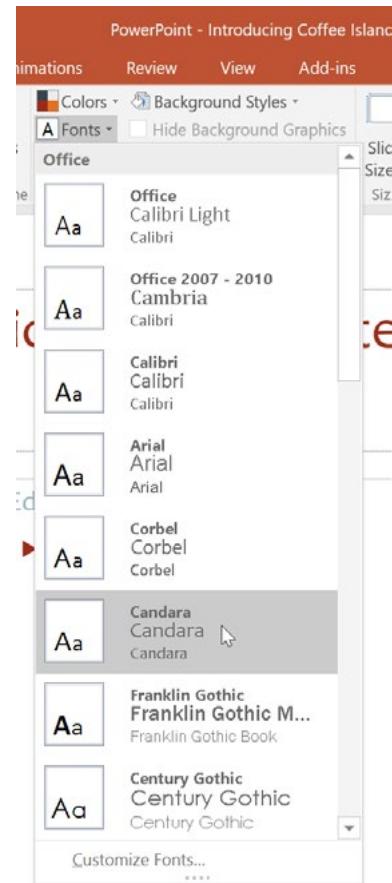


Figure 80 – change theme fonts

6.1.4 CUSTOMISE FONTS

To customise the font sets, click on Customise Fonts at the bottom of the list.



Figure 81 – customise the fonts

Select the fonts you want to use for your headings and body script. Then name the font set and save it.

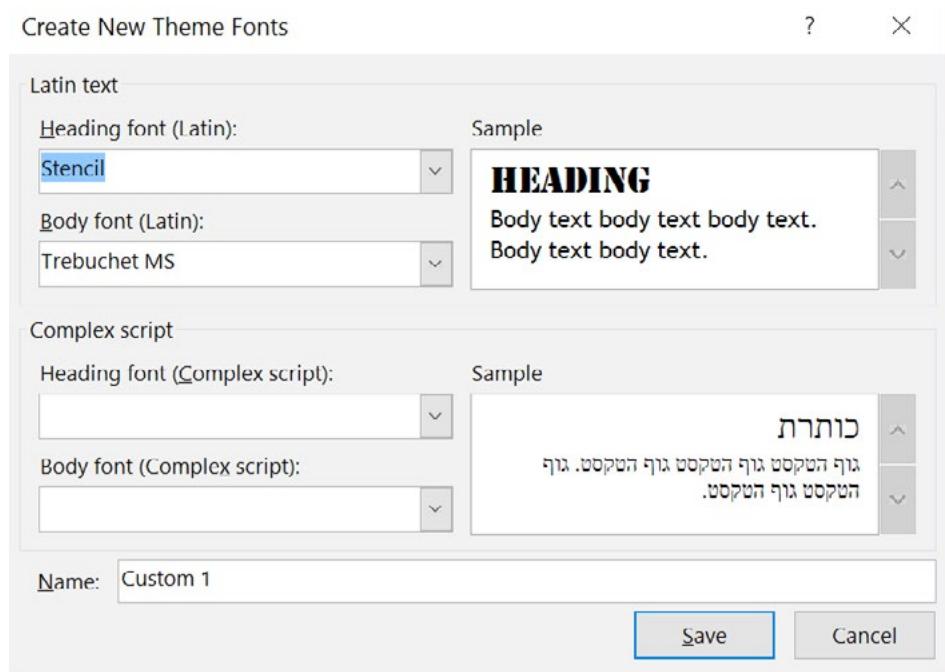


Figure 82 – select the fonts

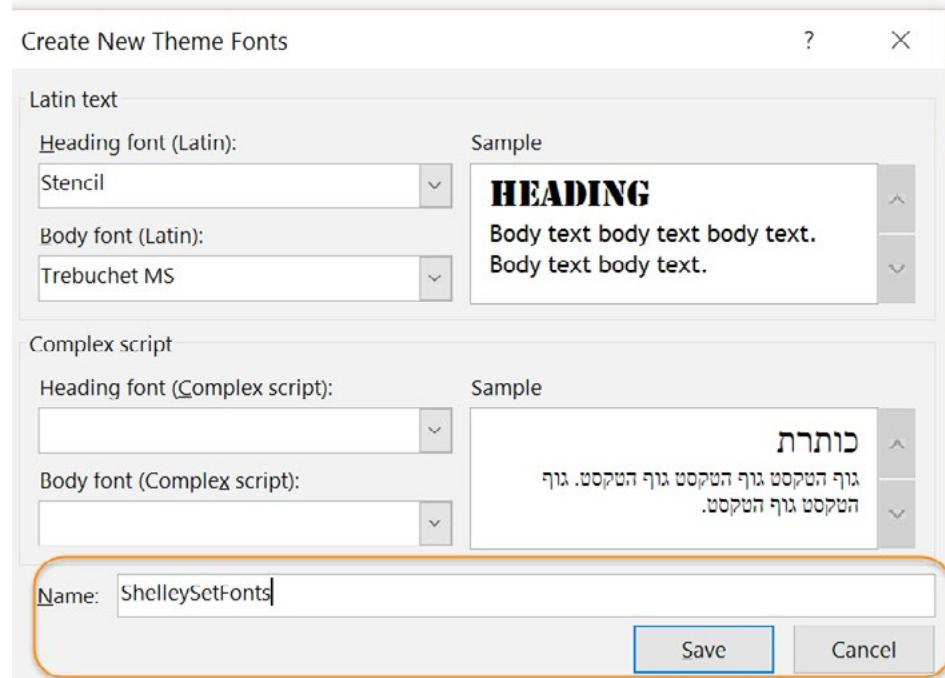


Figure 83 – named font set

The new fonts are applied to the design theme and the slides will all change.



Figure 84 – apply new fonts

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6.1.5 THEME EFFECTS

Theme effects cannot be modified but you can choose a different set of effects from the dropdown in the Background Group in the Slide Master.

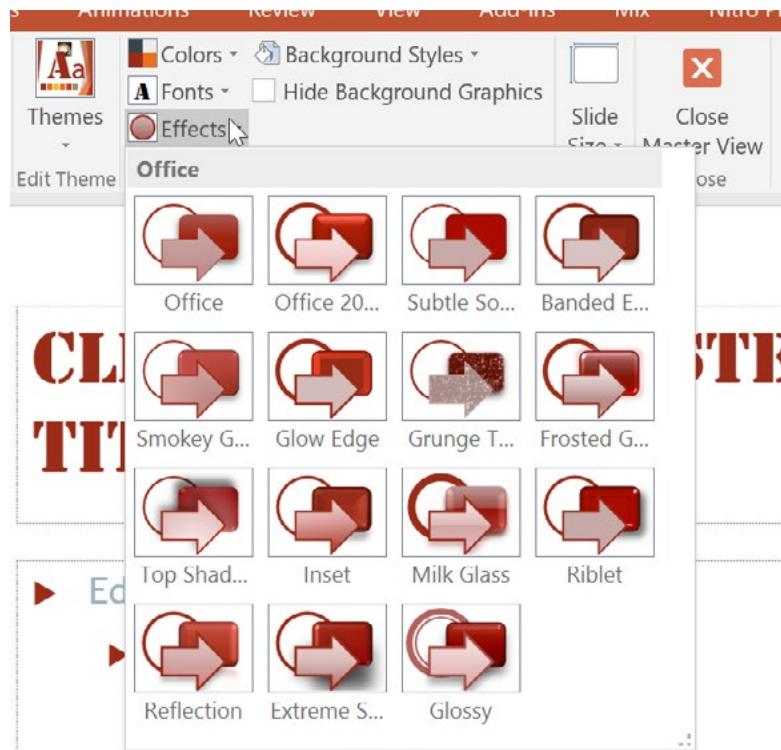


Figure 85 – theme effects

Select a set of effects from the drop down here.

6.2 BACKGROUND STYLES

Having changed colours, fonts and effects you might also want to change the background styles.

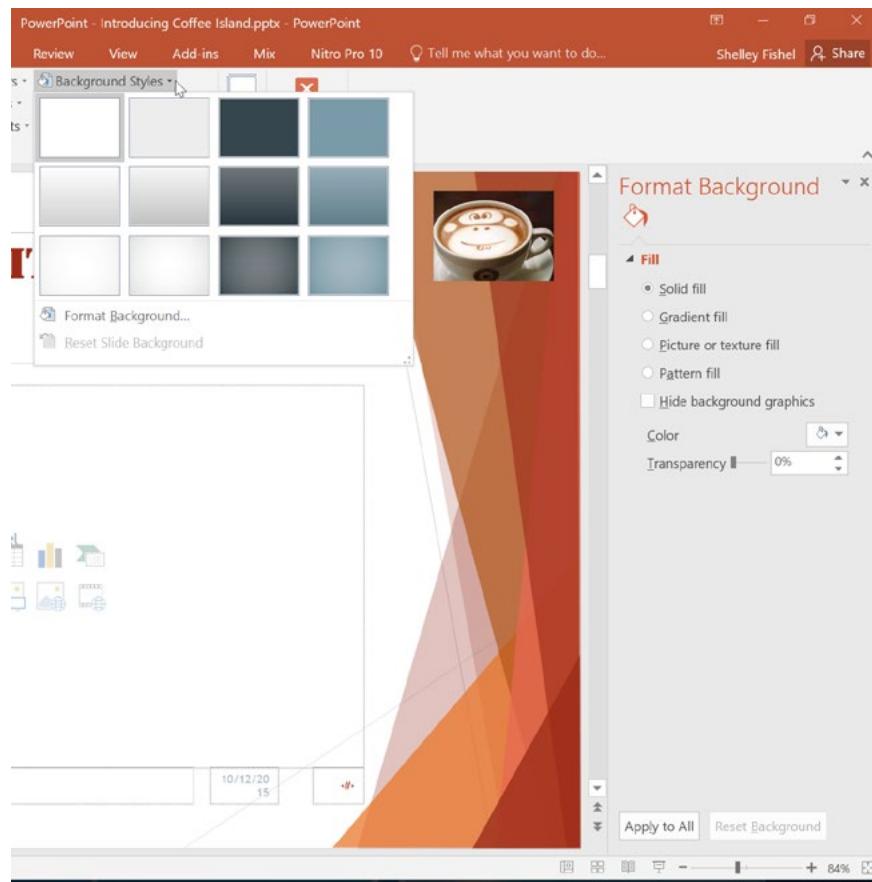


Figure 86 – change the background styles

Select from one of the styles shown – which will use the theme colours or you can format the background to make it look exactly as you want. Use the format pane on the right which appears when you click on Format Background.

You can change the gradient, the colour, the fill or even have a texture or a picture fill.

Select Apply to All when you are done.

7 CUSTOMIZE PRESENTATION OPTIONS AND VIEWS

7.1 CHANGING PAGE SETUP OPTIONS

Presentations are created mainly to project either on a projector or more and more frequently to a plasma or TV screen.

There are times when a presentation can be created for delivery in different formats.

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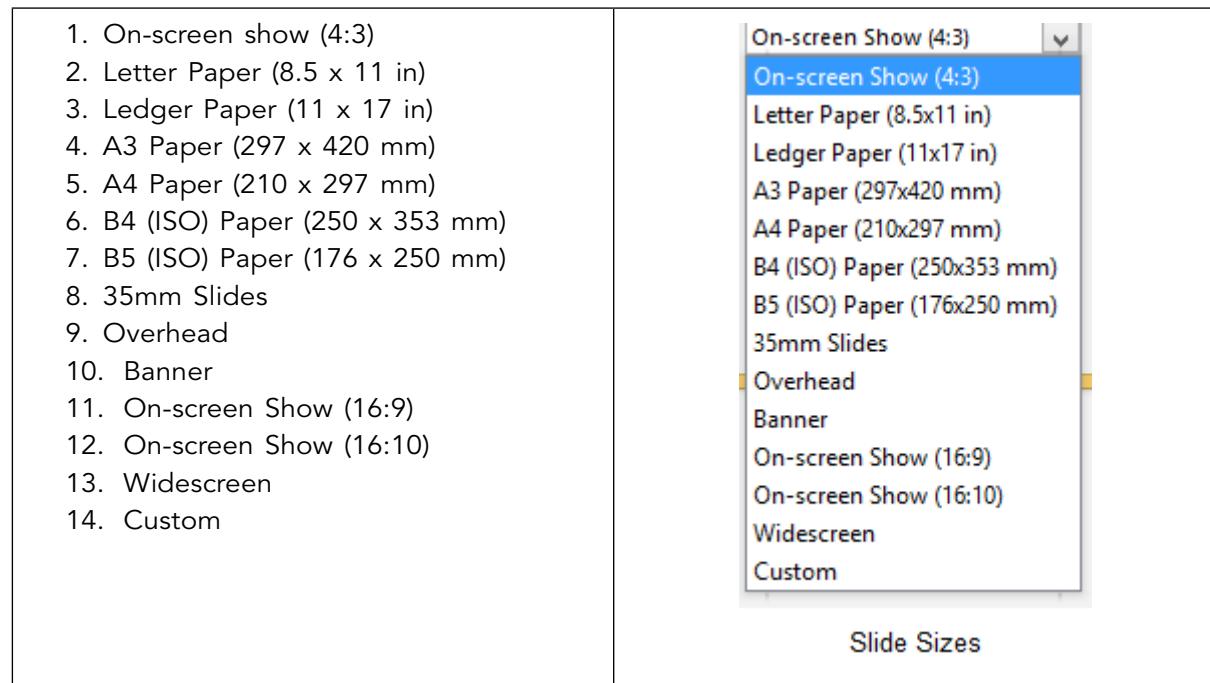
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To select a slide size other than the standard one:

1. In Slide Master View
2. Click on Slide Size
3. Select from one of the two options
4. For more choices, click Custom
5. Select one of the options

Figure 87 – standard or widescreen

Slide Size

Slides sized for: On-screen Show (4:3)

Width: 25.4 cm

Height: 19.05 cm

Number slides from: 1

Orientation: Slides (Portrait selected)

Notes, Handouts & Outline (Portrait selected)

OK Cancel

Figure 88 – other options

If you change the orientation to Portrait for the presentation it will apply to all the slides.

7.2 CHANGING TO VIEW IN COLOR/GREYSCALE

Why change to view the presentation in grayscale? You might want to print the presentation and to print in colour is more expensive than printing to greyscale, so you need to see what the presentation looks like in grayscale before you print.

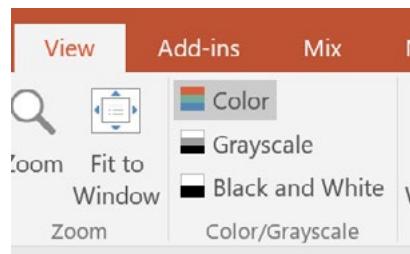


Figure 89 – colour/grayscale options

On the View Ribbon, click on the option you want, Colour, Grayscale or Black and White.

Then from the Grayscale Ribbon select the option you want to see:

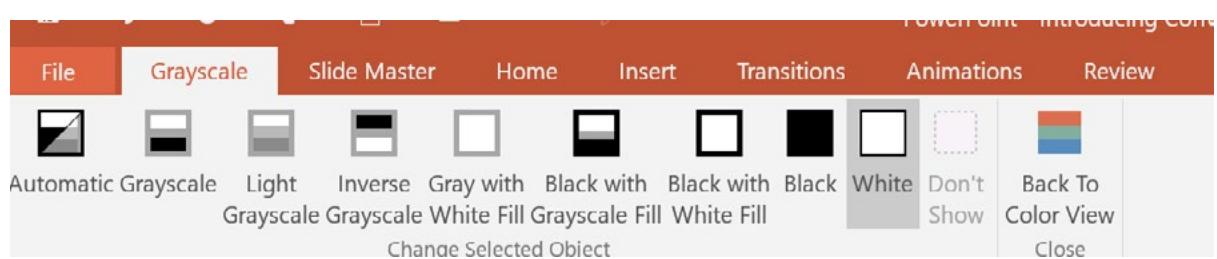


Figure 90 – grayscale options

To get back to the colour view, click Back to Colour View.

8 NAVIGATING USING PRESENTATION VIEWS

There are several different views in PowerPoint as we saw earlier and you can navigate through the presentation in each in different ways.

8.1 IN NORMAL VIEW

1. Click on the thumbnail of the slide you want to see
2. Use the Vertical Scrollbar to move between slides
3. Use the up and down arrow keys on the keyboard to move one slide backwards or forwards

8.1.1 IN SLIDE SORTER VIEW

1. Click on the slide you want to select
2. Use the arrow keys to move up, down, left and right

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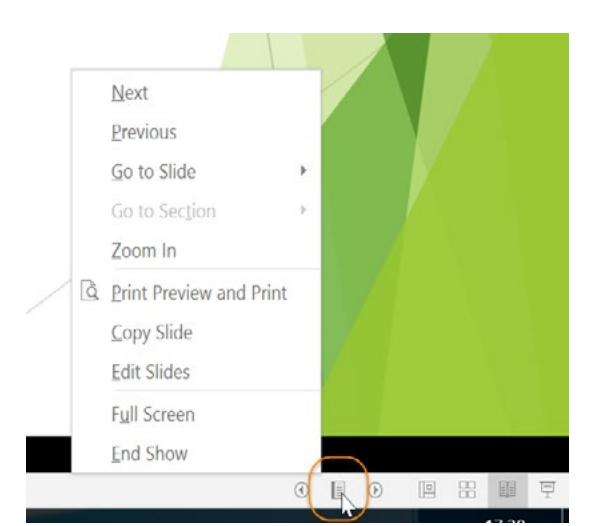
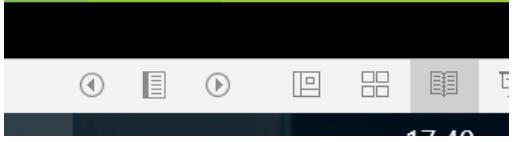
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8.1.2 IN READING VIEW

Use the next and back icons in the status bar to move back or forwards or use the menu which is accessed from the icon in the middle

 <p>Figure 91 – reading view</p> <p>Pick from the menu – you can use Go to Slide to pick the slide number.</p>	 <p>Figure 92 – icons</p> <p>Back and Next icons move between slides.</p>
--	--

8.1.3 IN SLIDE SHOW VIEW

When presenting you can use the mouse or the arrows on the keyboard to move through the presentation one slide at a time.

You can also type the number of the slide you want to see and press Enter.

When you hover the mouse over the bottom left corner of the slide on display you will notice some faint icons, there is a back arrow and forward arrow which move you through one slide at a time.



Figure 93 – slide show icons

Use the fourth icon along to show the slides in a presentation view of Slide Sorter View. This lays the slides on the screen and you can click on the one you want to see.

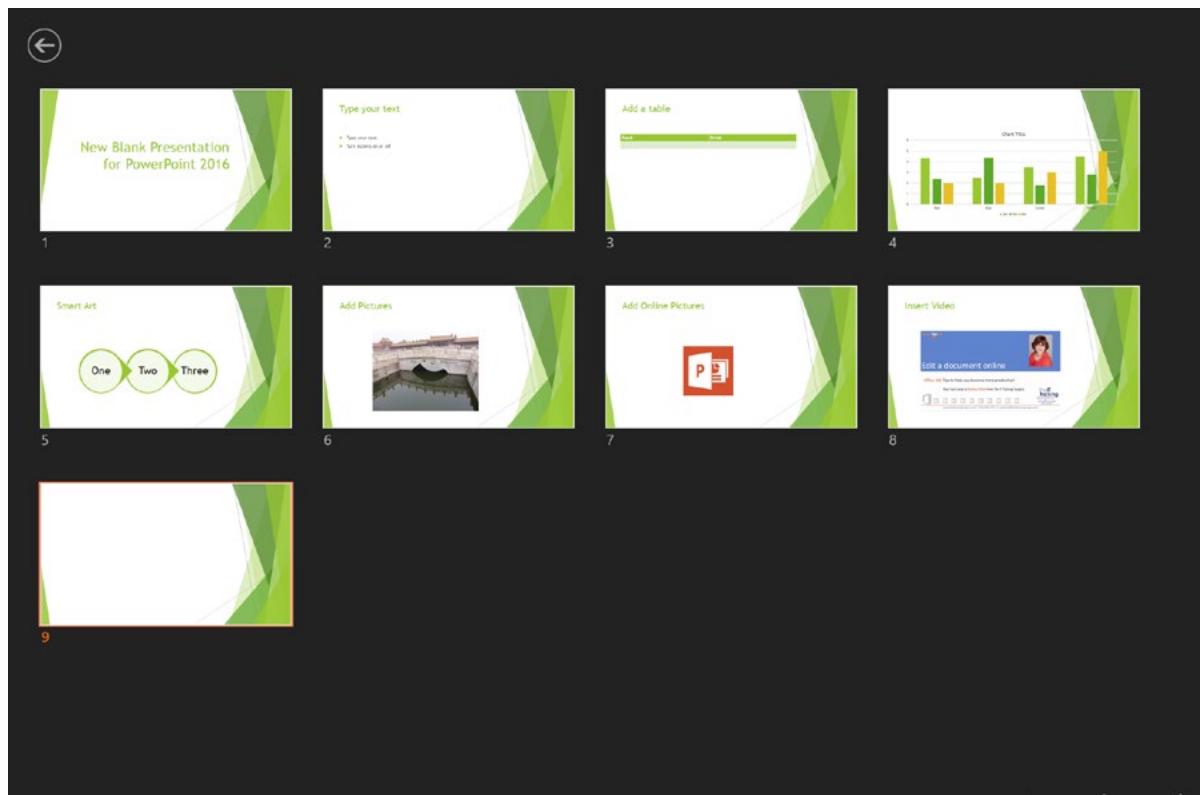


Figure 94 – slide sorter in presentation view

Use the back arrow at the top left to get back to the slide you started from.

To end the slide show, press the Escape Key on the keyboard – this takes you back to PowerPoint in the edit mode which means that your audience will see the back end of your presentation.

You can also use the End Presentation option which is on the small ellipse icon on the bottom left of the slide when you hover the mouse. Right click on this icon to get some more options.

8.2 MODIFYING PRESENTATION PROPERTIES

Properties show information about the current presentation – when it was last saved, who the author is, any other authors, when it was last printed and the size of the presentation. There are more properties that can be displayed by clicking on the Show All Properties link at the bottom.

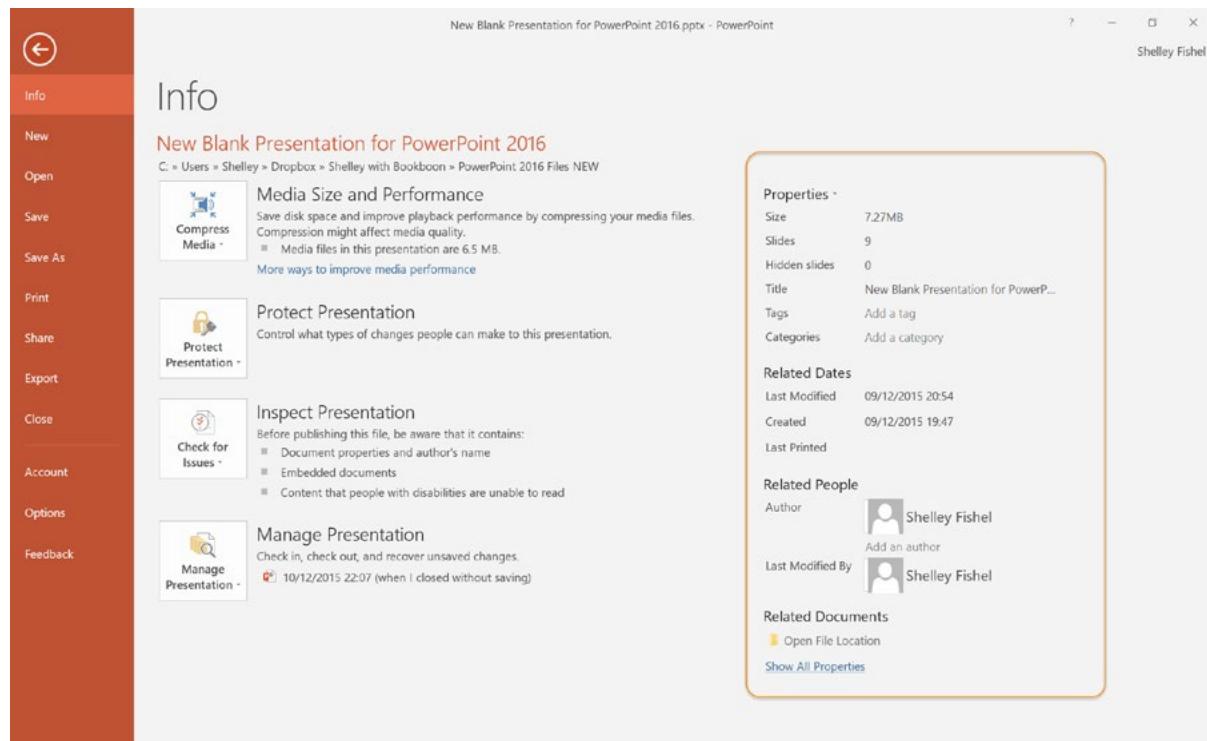


Figure 95 – presentation properties

The advertisement features a photograph of a lecture hall filled with wooden chairs. A large blue arrow graphic points from the word 'be' to the word 'your degree'. The text 'Bring your talent and passion to a global organization at the forefront of business, technology and innovation. Discover how great you can be.' is displayed. At the bottom, it says 'Visit accenture.com/bookboon'. The Accenture logo is prominently displayed on the right with the tagline 'High performance. Delivered.'

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To add another author click on Add Author and type a name. PowerPoint 2016 will show up a list of your current contacts that match the spelling you just typed. If the person you want to add is not there just carry on typeing and the name you typed will be captured.

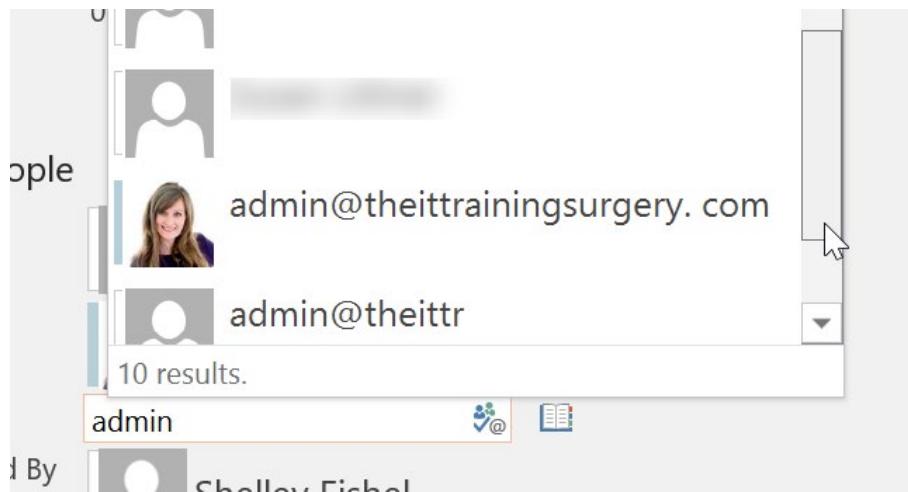


Figure 96 – see list of authors

You can also tag and categorise your presentation by typing in the Tag and Category fields. These help you to find documents when they are stored on a SharePoint Site and you are using a defined system of categorizing and tagging your documents and presentations.

9 CONFIGURE PRESENTATIONS TO PRINT OR SAVE

When printing a presentation there are many options. You may want to print only a selection of slides or notes, an outline or handouts. Here we will look at how to change the print options for each of these.



9.1 PRINT SLIDES

In the Settings group decide what you want to print and click on the option that matches what you need.

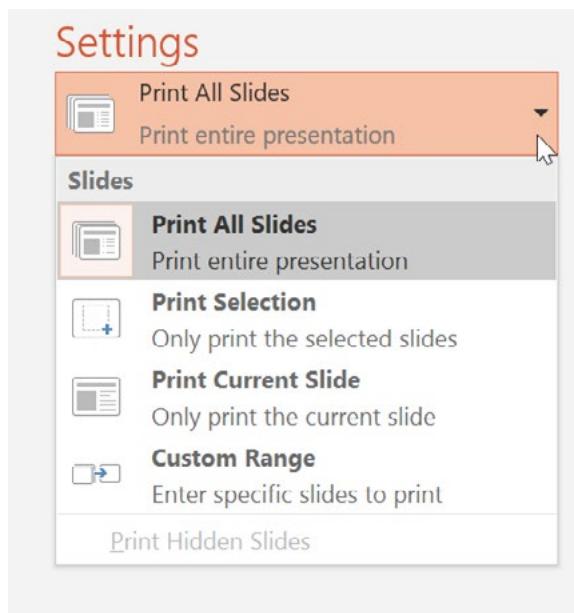


Figure 98 – decide what to print

If you want to print certain slides you can enter the exact slide numbers or a custom range. Use commas to separate individual slides and hyphens to indicate a range.

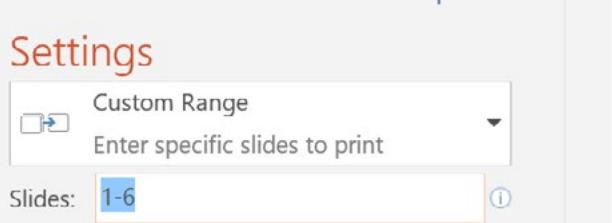


Figure 99 – set the range

9.2 PRINT HANDOUTS

The next option after choosing whether to print the whole presentation or a selection is to set what you want to print.

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9.2.1 PRINT LAYOUT

1. Full page slides – this prints the presentation slides
2. Notes Pages – this prints Notes – with your speakers notes below each slide
3. Outline – prints an outline of the presentation – just the slide titles.

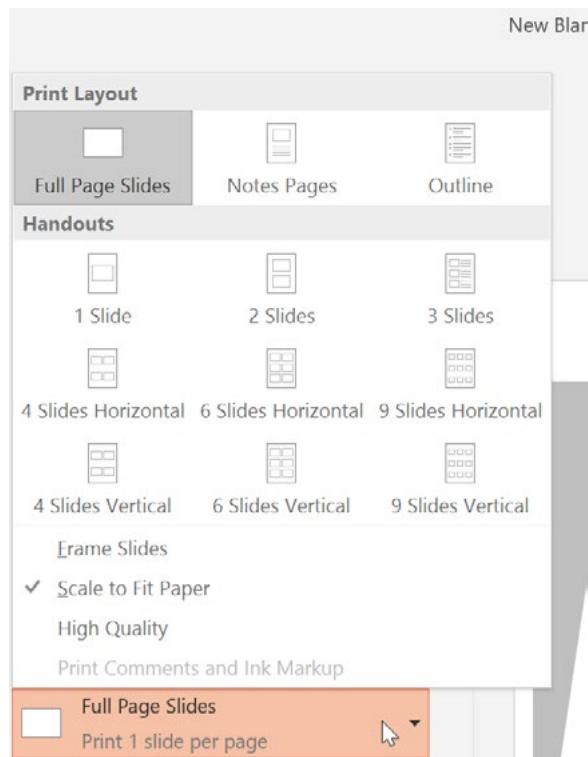
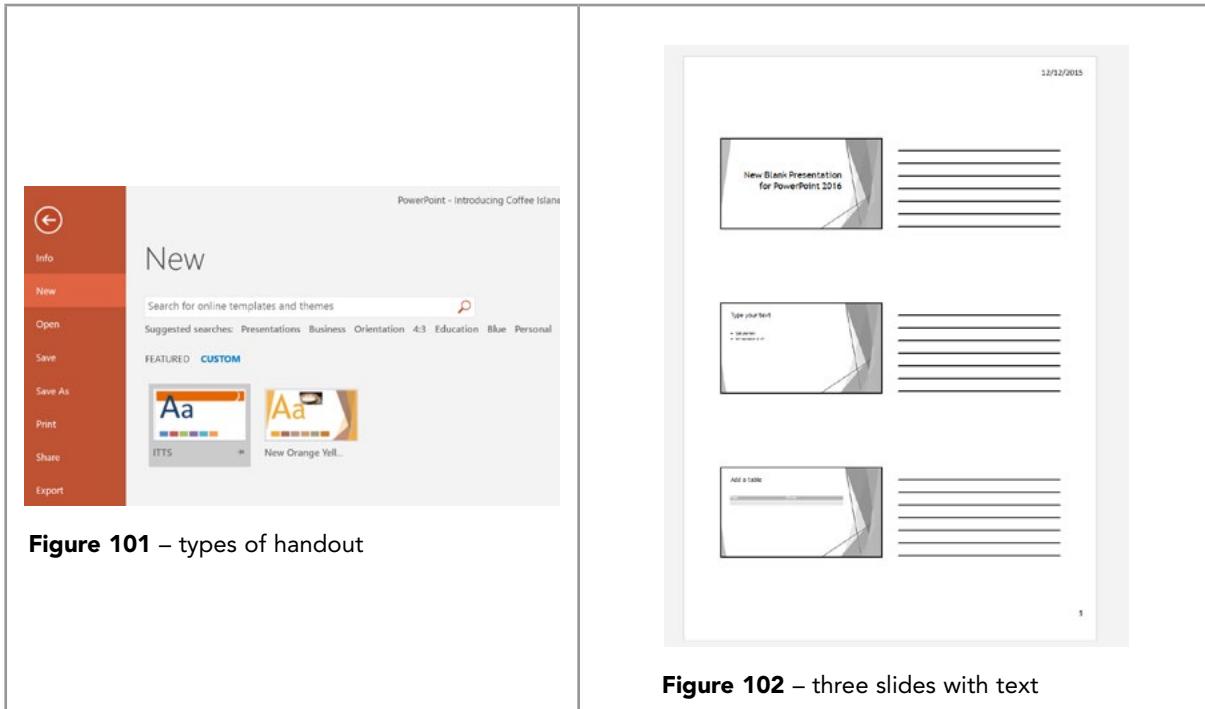


Figure 100 – choose handout settings

9.2.2 HANDOUTS

This allows you to select how your slides will be printed as Handouts. You can specify how many slides per page and if you select 3 slides, you get lines next to each slide for your audience to make notes.



9.2.3 SPEAKERS NOTES

To print your speaker's notes select Notes Pages from the Print Layout options

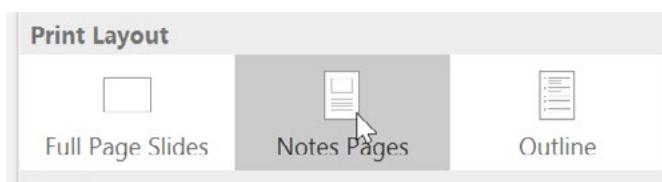


Figure 103 – speakers notes

Your notes will be printed below the slide miniature.

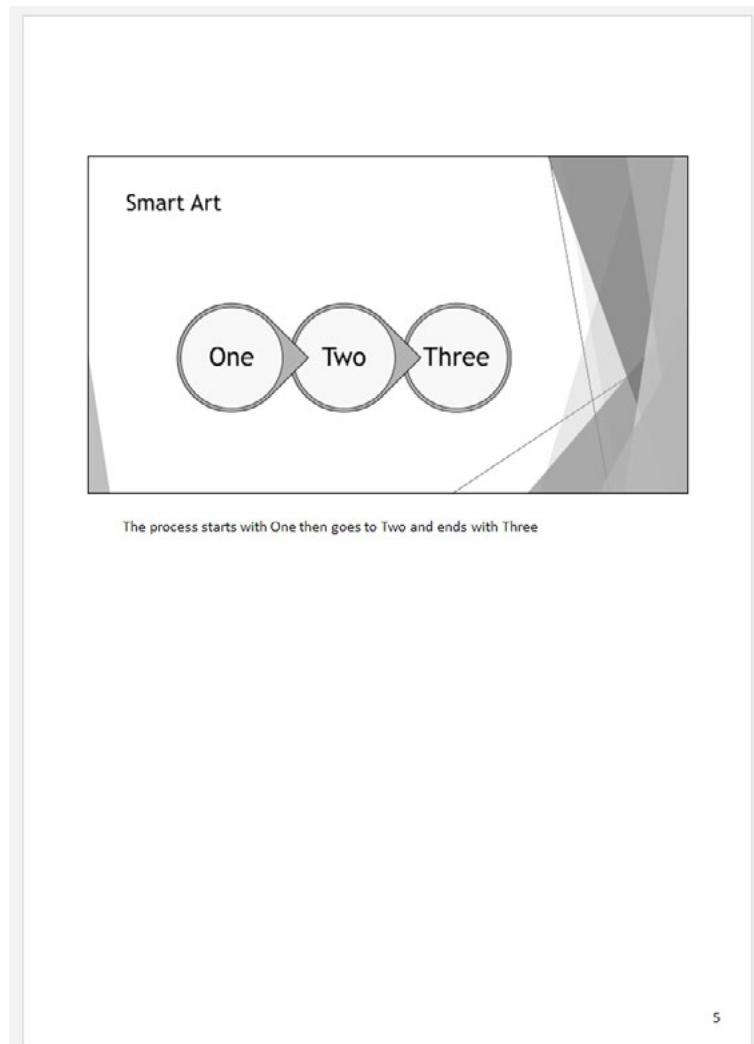


Figure 104 – speakers notes print like this

When you select Notes – you will find a new option, Portrait or Landscape. You can change the orientation for the Notes here.

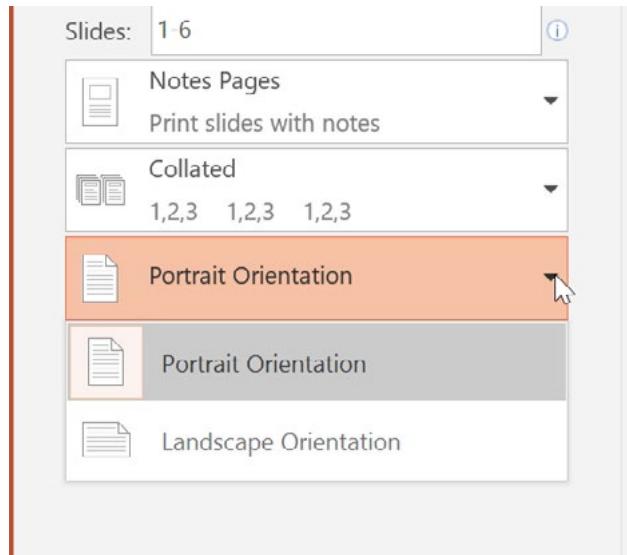


Figure 105 – change orientation

9.3 PRINTING PRESENTATIONS IN GRayscale

From the Print options select Grayscale – this will print in grayscale to save your precious coloured ink.

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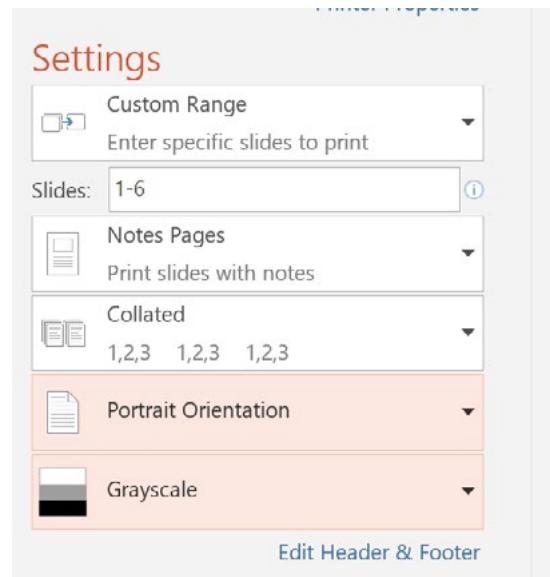


Figure 106 – print in grayscale

9.4 CREATE HANDOUTS IN MICROSOFT WORD

Not only can you print speaker's notes in PowerPoint, you can also send them to Word and have them print in different formats.

<p>1. Click File 2. Click Export 3. Select Create Handouts</p>	
<p>4. Click the Create Handouts Icon</p>	

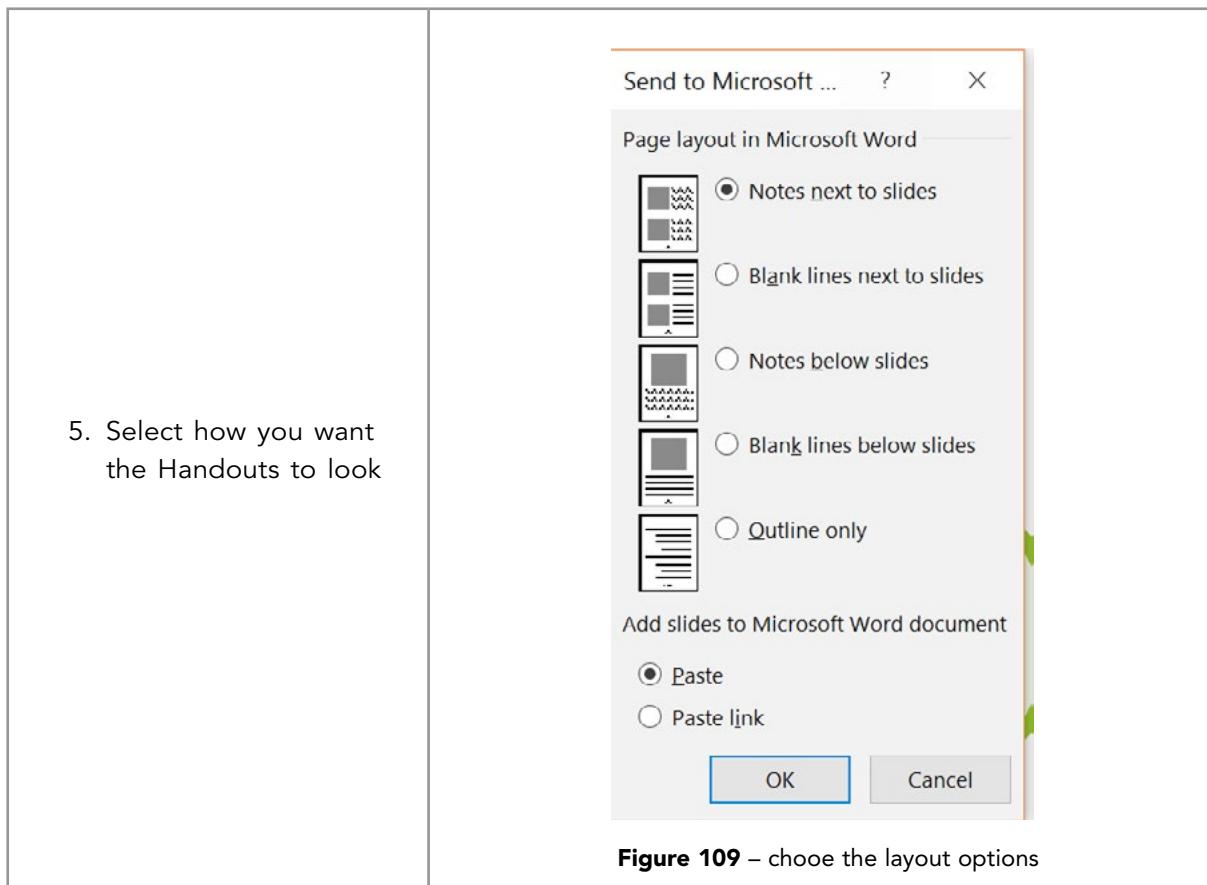
Figure 107 – create handouts in Word

Create Handouts in Microsoft Word

- Put slides and notes in a Word document
- Edit and format content in Word
- Automatically update slides in the handout when the presentation changes



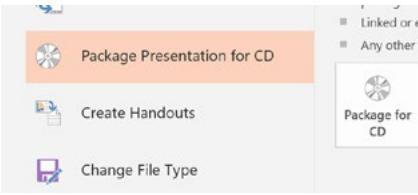
Figure 108 – confirm and click create handouts



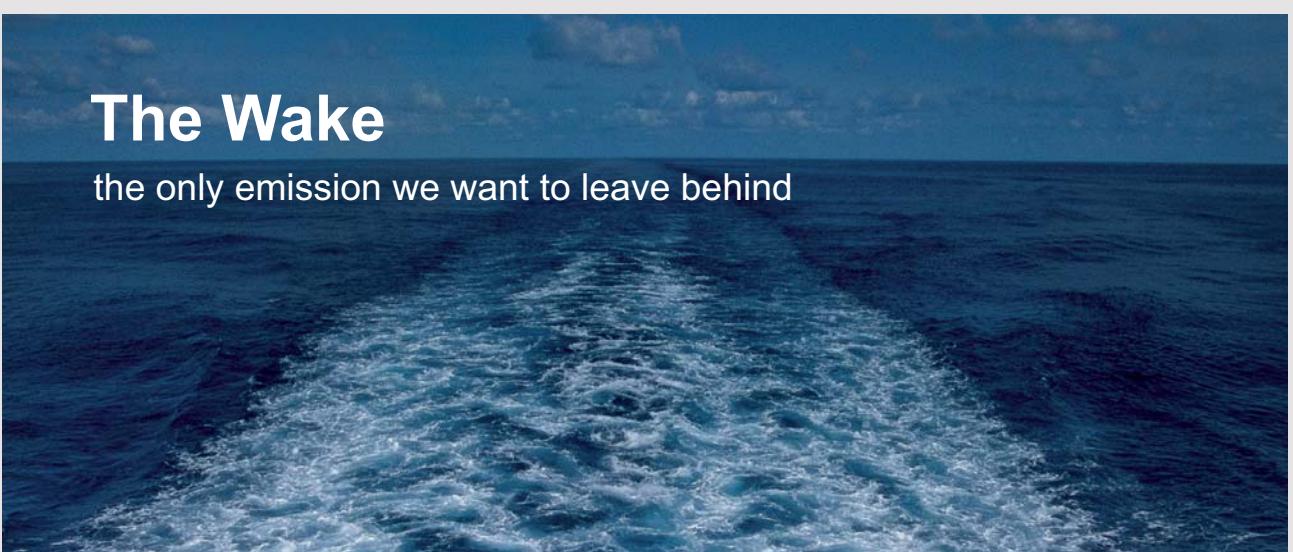
Option	What it prints
Notes Pages next to Slides	This option places Speakers notes next to each slide
Blank Lines next to Slides	This option places blank lines next to the slides to allow notation by the audience
Notes Below Slides	This option places Speakers notes below the slides – it looks just like the Notes Page option in PowerPoint except that it is in Word which means it can be edited using Word editing capabilities
Blank Lines below Slides	This option places blank lines below the slides
Outline Only	This prints an outline only

9.5 PACKAGING PRESENTATIONS FOR CD

Create a Package so that the presentation can be copied to a folder on your computer or network or to a CD.

<p>1. Click File 2. Click Export 3. Click Package for CD</p>	
<p>4. Click the Package for CD Icon</p>	

Package for CD Dialogue box



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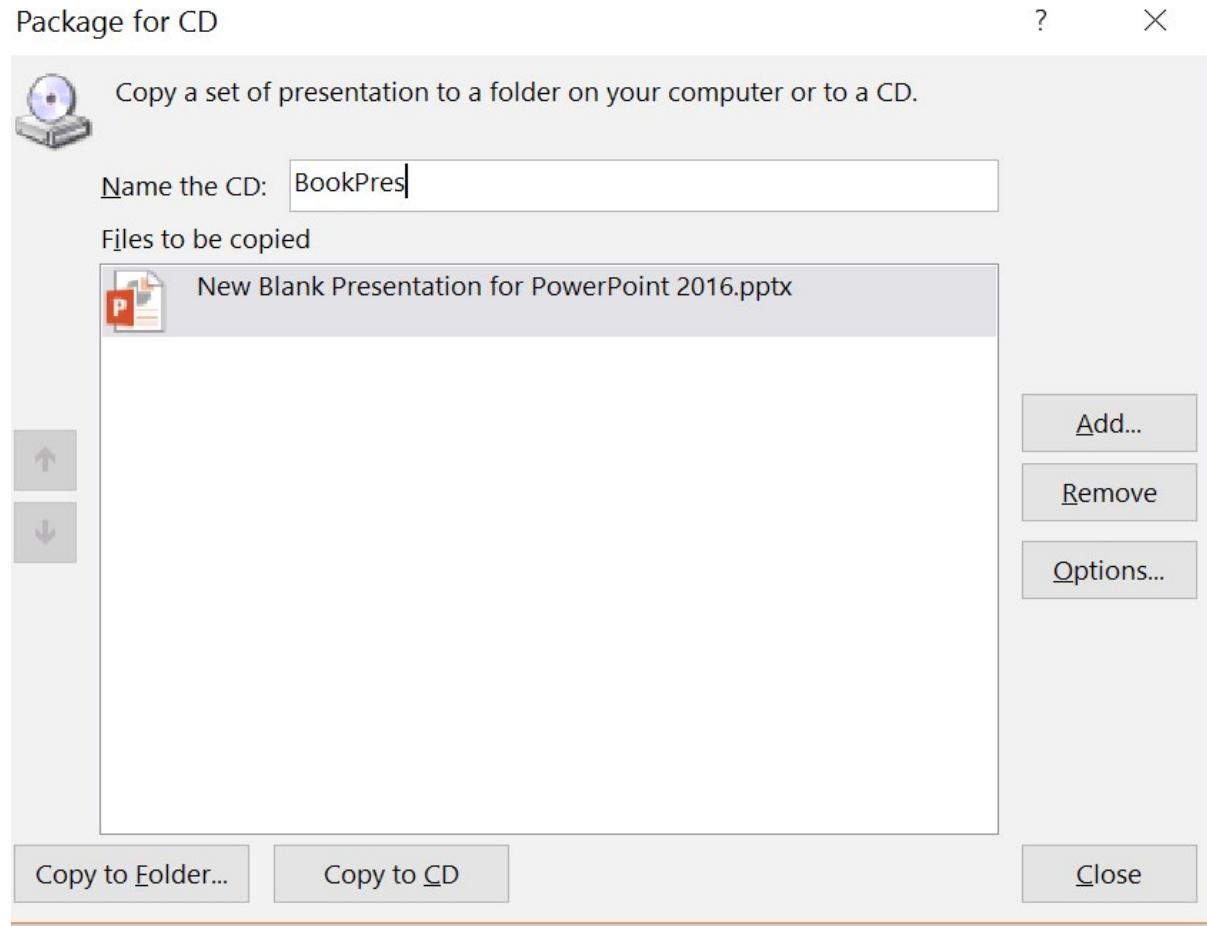


Figure 112 – choose what to package

Name the CD – the name can have up to 16 characters

1. Click Add to add more presentations – you will need to browse for them
2. Click on a presentation then click Remove to remove it from the package
3. Click Copy to Folder to copy the Package to a folder for later production
4. Click Copy to CD to burn the Package direct to CD

Click **Options** to set a Password for each presentation and to inspect for private information and tick the boxes to include linked files and to embed True Type fonts.

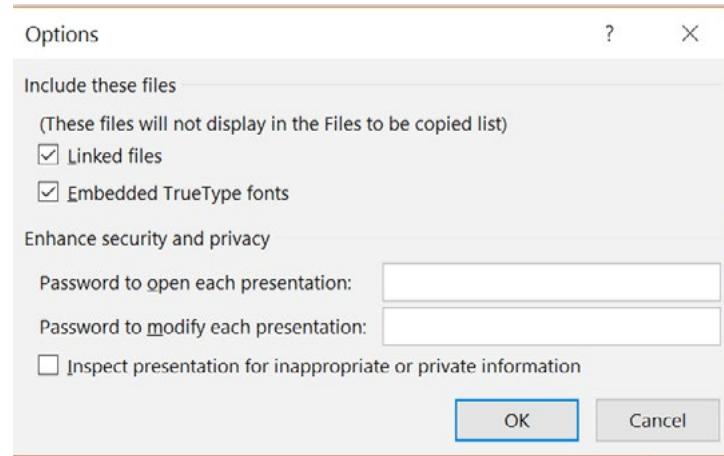


Figure 113 – Password protection for CD

9.6 MAINTAINING BACKWARD COMPATIBILITY

If you are working within an organisation that has a mix of operating systems and versions of Microsoft Office, or perhaps your client may have an older version, you can save the presentation in a format that is compatible with older versions of Office.

Be aware that if you do save your presentation in an older version, the person with the older version of Microsoft PowerPoint will not be able to edit anything created in the new version which did not exist before. For example, SmartArt did not exist in PowerPoint 2003, so the person receiving it will be able to see it but not edit it.

To save in an older version:

1. Click File
2. Click Save As
3. Click Browse
4. Change the Save as type to 97-2003 Presentation
5. Name and save the presentation

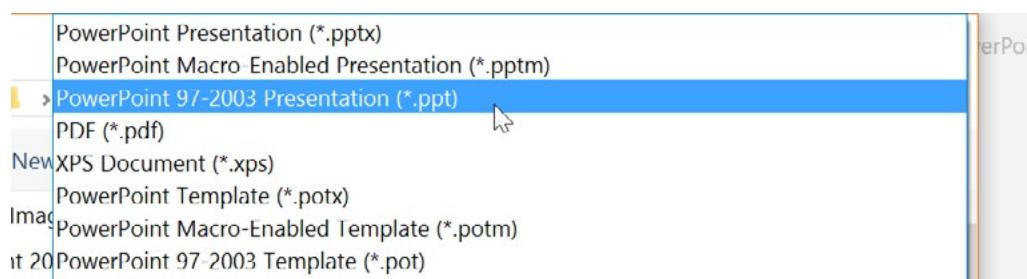


Figure 114 – keep presentation compatible with older versions

10 CONFIGURE AND PRESENT SLIDESHows

Now that you have a slide deck all ready to go, it pays to take time setting up how it will play. There are different ways of presenting the slide show and a few things to do before you actually get in front of your audience.

An actor always rehearses their performance before stepping on stage to perform and presenting is no different. You may need to check if the presentation takes the right amount of time, whether you know your words or just make sure that the whole thing makes sense. That is what this section is about.

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10.1 SLIDE SHOW PRESENTATION OPTIONS



Figure 115 – slide show ribbon

Access the Slide Show Ribbon by clicking on the Slide Show Ribbon Tab.

The first group of icons are for starting the Slide Show, followed by icons about setting up the Slide Show and lastly icons around what to do with the Monitors –telling PowerPoint how to behave with the monitors on which we show our presentation.

We can also use keyboard shortcuts to get PowerPoint to do the same things as the icons.

Icon	Keyboard
From Beginning – start right at the first slide	Press F5 on the keyboard
From Current Slide – start from the slide you are on	Alt +S+C
Present Online – present from your computer to a remote audience	Alt + S+D then S for Skype for Business or O for Online Service
Custom Slide Show – create a custom slide show made up of a selection of your slides	Alt+S+M+W

10.2 SETTING UP THE SLIDE SHOW

Click on the Set Up Show icon and choose from the Set up Show options to govern how the Slide Show will play out.

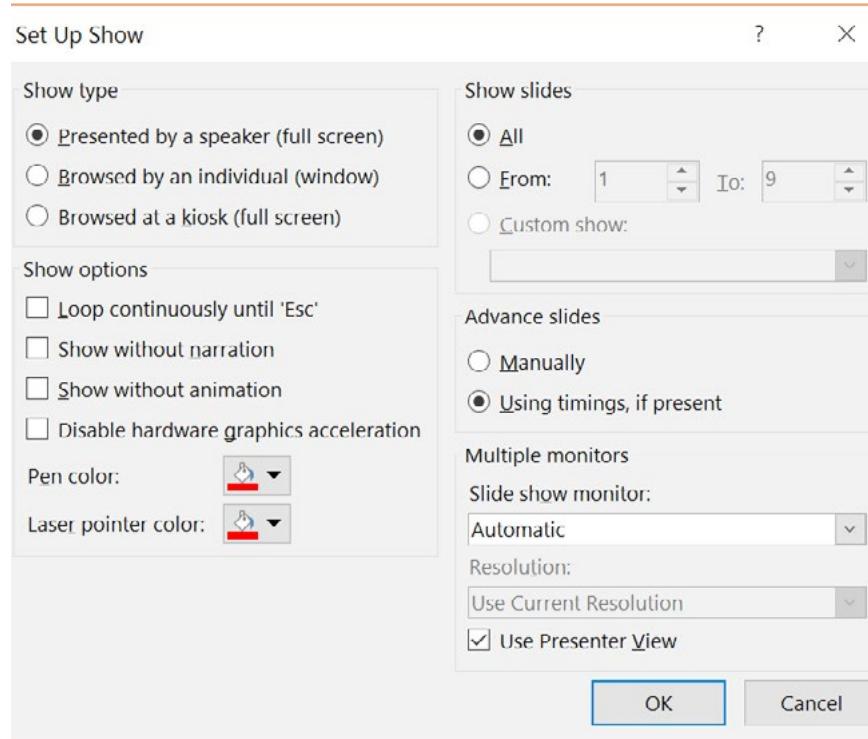
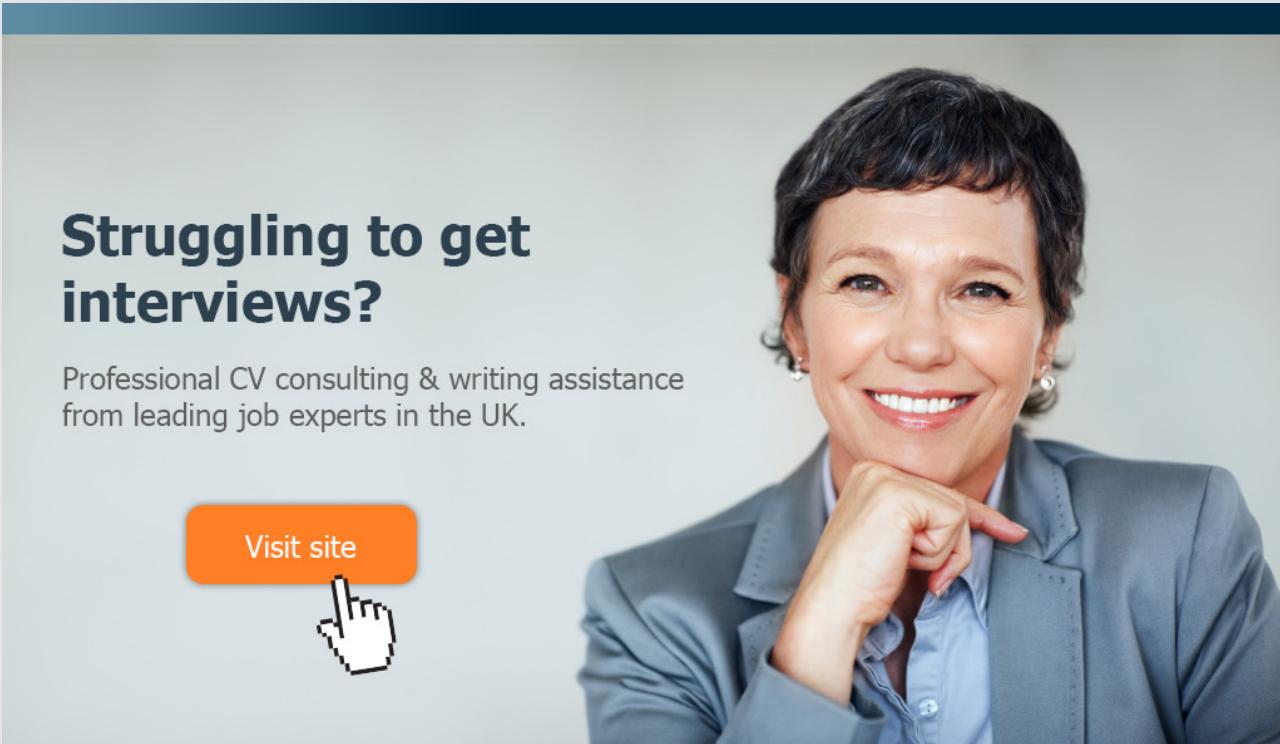


Figure 116 – set up the show

Option	What it does
Presented by a speaker (full screen)	Tick this if you are presenting to an audience via a projector and you want the presentation to show full screen. It also gives the Presenter full control of when and how to play the slides.
Browsed by an Individual (window)	This shows the presentation however it does not take over the screen, it plays out in a program window. Multiple Monitors is disabled as the presentation is usually on a laptop, and Pen colours is also disabled as the presenter will not need to use a Pen on the presentation when sitting next to the person they are presenting to.
Browsed at a kiosk (full screen)	A kiosk sets the presentation up to play continuously until the Escape key is pressed. The Pen is disabled as this presentation will run by itself and Multiple Monitors is enabled so that the presenter can set it up to play on a different monitor.
Show Slides (all) (Custom) (from)	Choose whether to play all slides, a selection of slides or a particular Custom Show.



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Loop Continuously until Escape	The Slide Show will play continuously until the Escape key is pressed. When it gets to the end it will restart from the beginning.
Show without Narration	If Narration has been recorded, this option will play the Slide Show without the Narration.
Show without Animation	Animations will not be played when the Slide Show is presented.
Disable Hardware graphics accelerator	<p>Here is what Microsoft say about Hardware Accelerator: <i>A graphics accelerator is a type of video adapter that contains its own processor to boost performance levels. These processors are specialized for computing graphical transformations, so they achieve better results than the general-purpose CPU used by your computer. These adapters free your computer's CPU to execute other commands while the graphics accelerator handles graphics computations.</i></p> <p><i>To get the best presentation, make sure that this box is NOT ticked so that the graphics work at their best.</i></p>
Pen Colour	Set the default colour for pen notation.
Laser Pointer Colour	Set the colour for the laser pointer.
Advance Slides	Set how you want the slides to advance.
Multiple Monitors	<p>Control how PowerPoint uses monitors. Set the Slide Show Monitor as the Primary Monitor and then set the resolution to use when presenting.</p> <p>Set to Automatic for PowerPoint to determine the best resolution.</p>
Use Presenter View	Tick this box if you want to use a special view that allows you as the presenter to see on your laptop a view showing the next slide and your notes, while the audience sees only the presentation.

Some of these options can be accessed from other icons on the Slide Show Ribbon.

10.3 PRESENT ONLINE

With the advent of PowerPoint 2007 the ability to present your slideshow online to a remote audience was introduced. It has been enhanced and you can now choose from two options.

1. Present online using Skype for Business
2. Present online using Office Presentation Service – a free service

It works by allowing your audience to be wherever they need to be – in their office, at their home pc, in a meeting room in a different city or even country. So long as you have internet access you will be able to present your slide show and they will be able to see and hear you.

The presentation is shown in the browser and can be seen from anywhere on any device that has internet access.

10.4 REHEARSING TIMING

Before you run the slide show live it is wise to check that the timings work and you will not overrun your time slot or finish way too early! This is where Rehearse Timings comes in to its own. You can rehearse the timings for each slide and record them. Then when you run the slide show you can keep the timings and let PowerPoint take care of advancing the slides for you or you can decide to keep the timings but not use them when presenting.

10.4.1 REHEARSE TIMING

Click on Rehearse Timings to enter the Rehearse Timings Screen.



Figure 117 – rehearse timings

You will now see your Slide Show as if you were presenting it. At the top left of the screen is a timer. The time starts to record as you stay on a slide and it will reset to 0 when you move to the next slide.

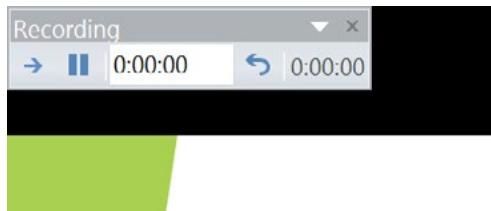


Figure 118 – record timings

The arrow on the far left will advance to the next slide, the pause button will pause the recording. The counter in the middle shows the time on the current slide and the counter at the far right is the cumulative time for the whole slide show. The undo button also pauses the recording.

Once you get to the end you will be asked if you want to keep the timings. If you do then the timing for each slide is stored with the slide. You can choose whether to use the timings or not when presenting the Slide Show.

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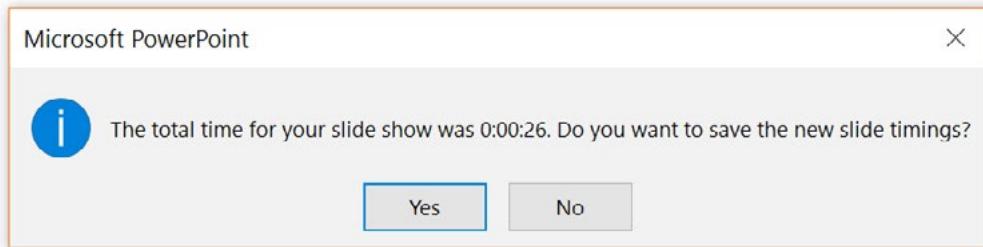


Figure 119 – decide whether to keep timings

In Slide Sorter View you can see the timings underneath each slide – the number of seconds is displayed.

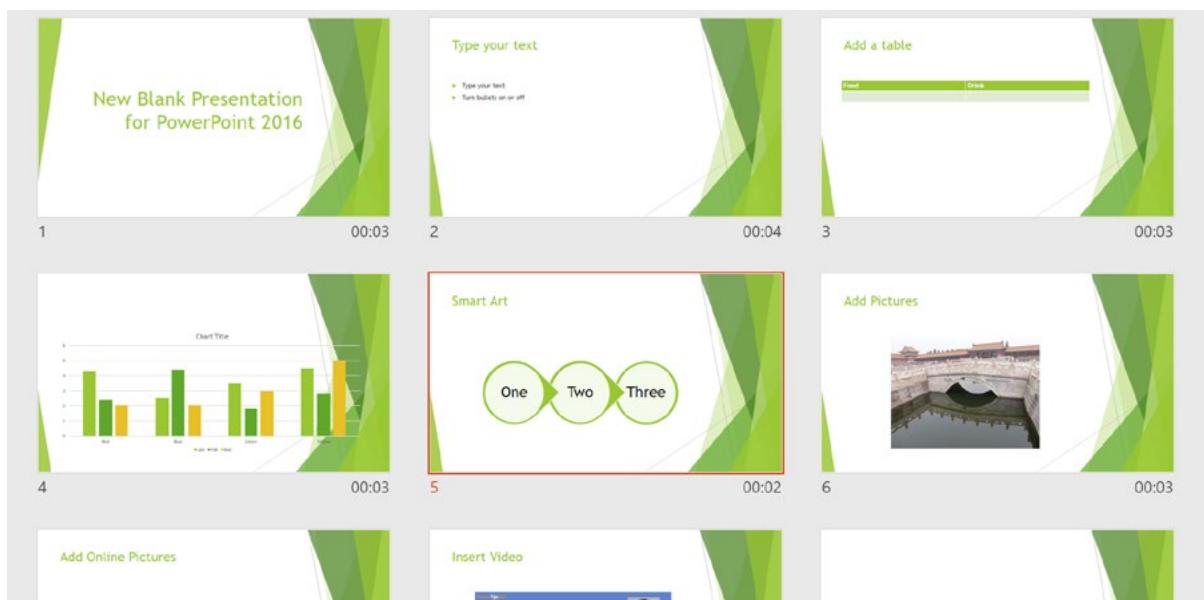


Figure 120 – see timings in slide sorter view – at the bottom right of each slide

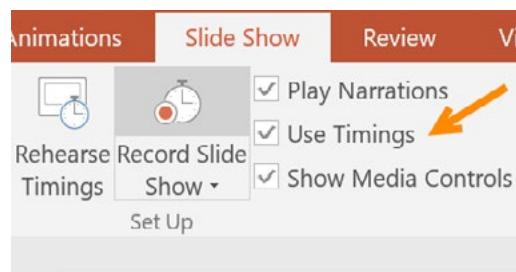


Figure 121 – use timings or not

10.4.2 CLEAR TIMINGS

If you don't want to keep the timings, you need to clear them.

1. Click Record Slide Show
2. Click Clear
3. Click Clear timings from current slide or all slides

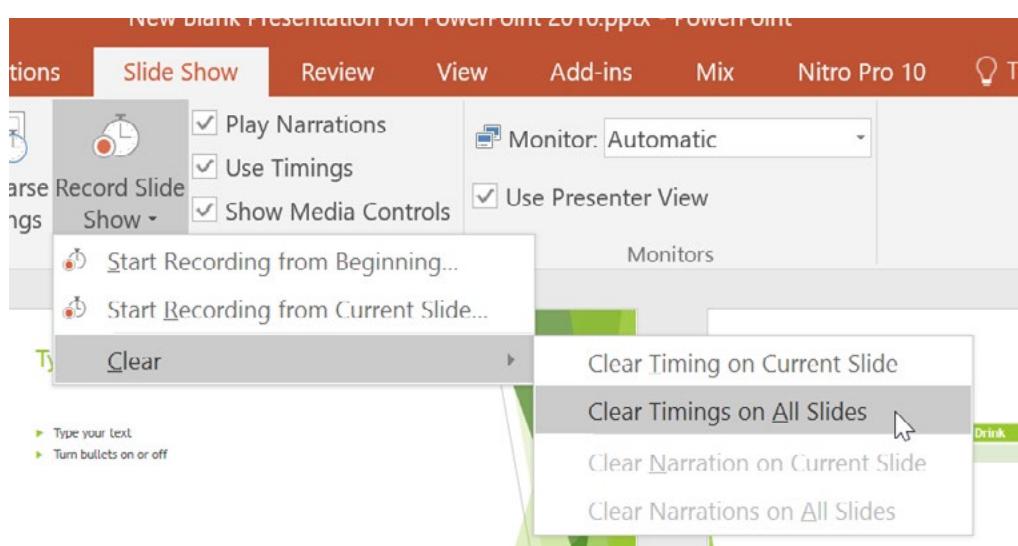


Figure 122 – remove timings

10.5 RECORD SLIDE SHOW

Recording a slide show can be useful if you want to play it back on a website or send it to someone else so that they can watch and listen to it as if they were there.

Click the Record Slide Show icon and select whether to record from the current slide or from the beginning.

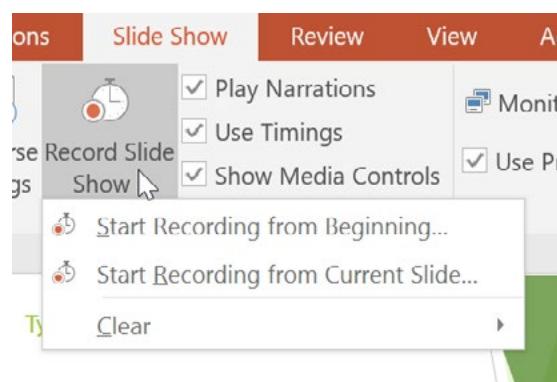


Figure 123 – record the slide show

Now select what to record.



Figure 124 – choose whether to record narration and animation

Click Start Recording.

The Slide Show now starts with the time recorder just like when rehearsing the Show. However the added extra here is if you ticked Narrations and Laser Pointer these will be recorded as well.

Once you have finished the recording you will see an icon on each slide showing that narration was recorded for that slide.





Figure 125 – narration icon

Click on the icon and you are shown playback options.

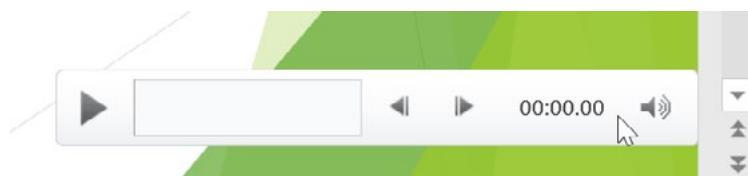


Figure 126 – narration playback

The narration is recorded and when you play back the Slide Show the Narration plays automatically.

10.5.1 PLAY NARRATIONS

You can choose whether to play the Narration or not by checking or unchecking the Narrations box.



Figure 127 – choose whether to play narrations

10.6 CONFIGURING SLIDESHOW RESOLUTION

1. Set the resolution in the Set Up Slide Show options
2. Select Slide Show Monitor as the Primary Monitor
3. Select the Resolution – depending on the device you are using you will be offered a whole host of resolutions.

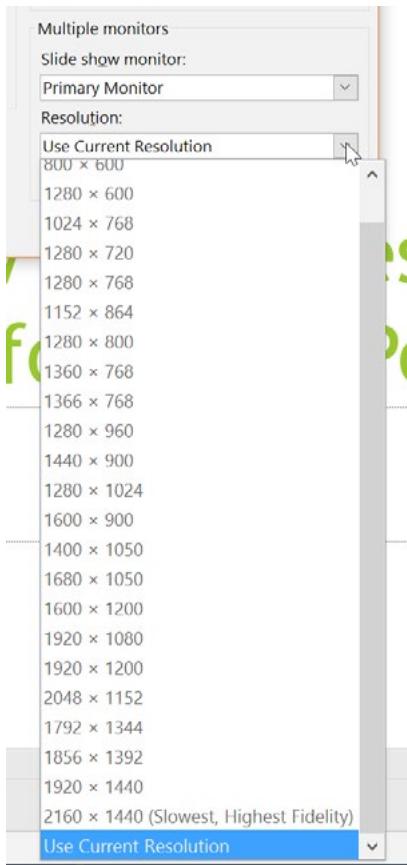


Figure 128 – set resolution

10.7 USING PRESENTER VIEW

Presenter View helps out the Presenter by showing snapshot of where the presentation is up to. It shows the Speakers Notes, the next slide and the timings.

To get to Presenter View you will need to first be in the slide show.

In a slide show right click on the slide and select Show Presenter View.

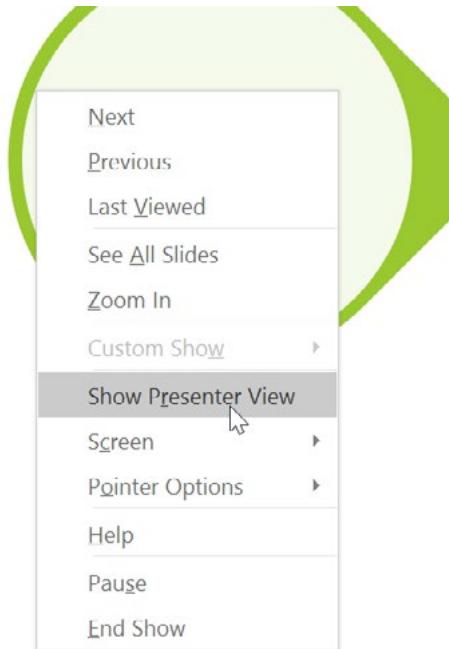
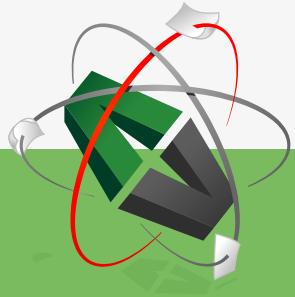


Figure 129 – show presenter view

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10.7.1 PRESENTER VIEW

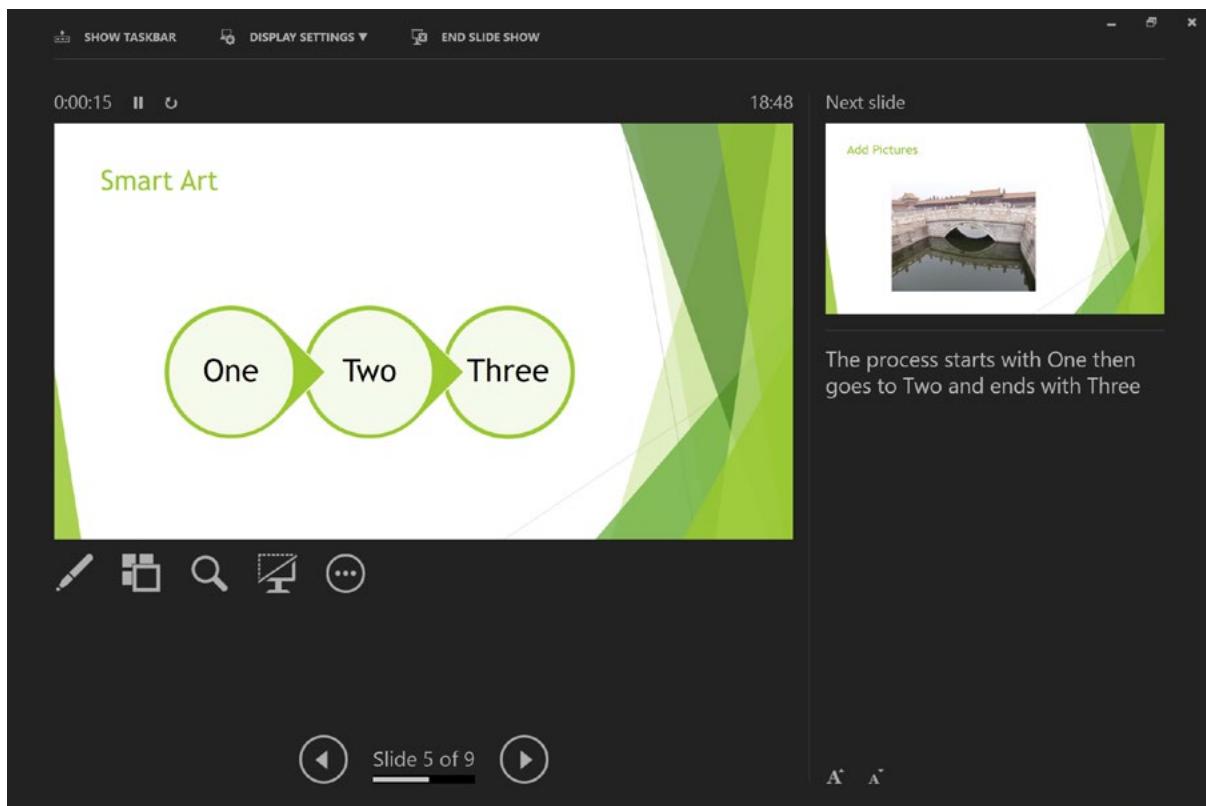


Figure 130 – presenter view

In the middle you see the current slide showing on the projector.

On the right is a small thumbnail of the next slide to come up and the speakers notes for the current slide so that you can read them.

Underneath the current slide are some icons which allow you to control how the presentation runs.



Figure 131 – presenter view tools

From left to right:

The pen icon, allows you to choose whether to use a pen to annotate, a laser pointer to point or a highlighter to focus attention. Set the colours for the tools here too.

The Icon which is a square and small squares, puts the slides into slide sorter view in the presentation. You can use this to jump to a specific slide if you don't remember the number.

The magnifying glass allows you to magnify a portion of a slide. Click on this then click on the slide to zoom in to a particular section. The audience will see the zoomed section.

The monitor with a strikethrough, allows you to set a black screen here. If you want to spend some time talking without the distraction of the Slide Show behind you or you want to signal the end of a section or topic then a black slide is useful.

The three dots is a shortcut to a menu of options – one of which is end slide show.

Whatever you do in Presenter View is not seen by the audience only by the presenter. It is a great way to control the slide show and get your notes in front of you.

10.8 NAVIGATING WITHIN SLIDESHOVS

To move between slides in a slide show you can do any of the following:

1. Click with the mouse to advance to the next slide
2. Click with an external pointing device to move on
3. Press the Enter key on the keyboard
4. Use the arrow keys on the keyboard
5. If you know the slide number you want to show, type the number and press enter whilst the slide show is running.
6. Click on the Next or Previous icons at the bottom left of the current slide.
7. Press on the Show All Slides icon bottom left of the current slide to place all slides on the screen so you can jump to the one you want

10.9 ANNOTATING SLIDESHOVS

When presenting often the presenter wants to make a point or highlight some information. There are three options available:

1. Pen
2. Laser Pointer
3. Highlighter

10.9.1 PEN ANNOTATIONS

Pen annotations allow you to draw or write on the slides whilst they are on screen.

1. Click on the Pen icon at the bottom left of the slide
2. Select the colour of the ink that you would like to see
3. Click on the Pen option

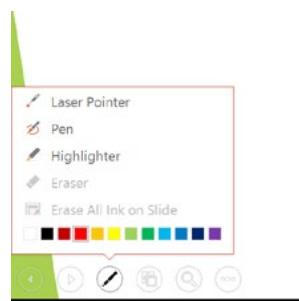


Figure 132 – choose the pen and colour

Start to draw or write on the slide. Here you can see I have circled the word Island with an orange pen.

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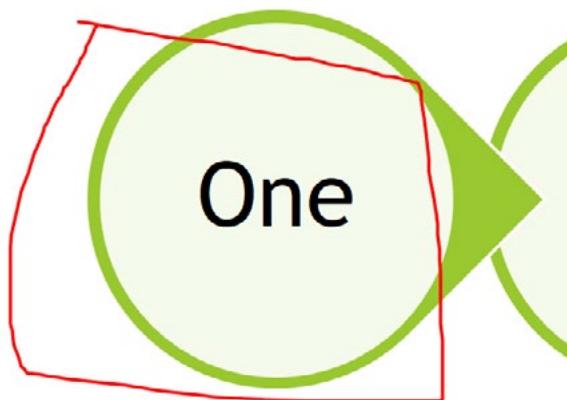


Figure 133 – see it in action

10.9.2 LASER POINTER

The Laser pointer shows up as a dot on the screen, you can choose which colour is used in the Set Up Slide Show options.

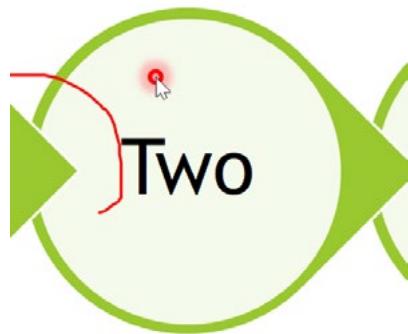


Figure 134 – laser dot in action

10.9.3 HIGHLIGHTER

The highlighter allows you to draw a highlight directly on the slide. Here I have highlighted text in Yellow and then changed the highlight colour to Green.

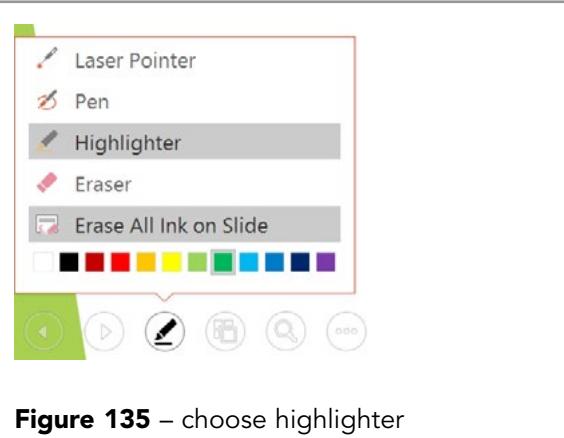


Figure 135 – choose highlighter

Figure 136 – highlight text

When you end the slide show you will be prompted to save or discard the annotations.

10.10 CREATING CUSTOM SLIDESHows

Let me set the scene – you arrive at the presentation venue to discover that you are presenting to a different audience than the one you were expecting. Most of your slides will be relevant but perhaps there is a whole section or group of slides that you don't need. Instead of panicking and trying to recreate the presentation to fit the audience, you can simply create a custom show using only the slides you need. Then you can switch into the custom show and present with it.

This takes the stress out of the presentation so that you do not need to work out which slides to show or hide and which to skip. You will have done that in the few minutes before you are due to start.

10.10.1 SET UP A CUSTOM SHOW

1. Click on Custom Show on the Slide Show Ribbon and then Custom Shows

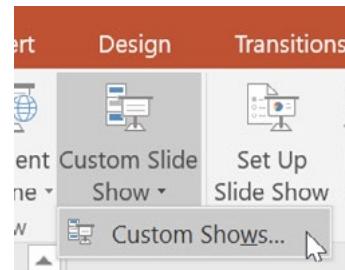


Figure 137 – custom slide show

2. Next click New to set up the New Custom Show.

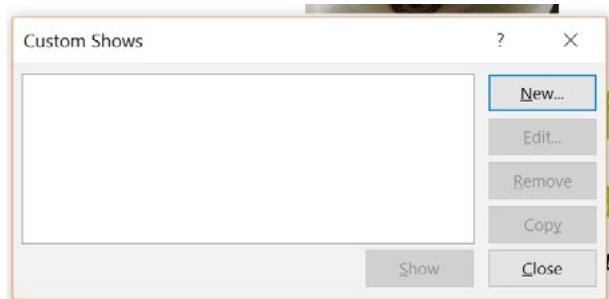


Figure 138 – add a custom show

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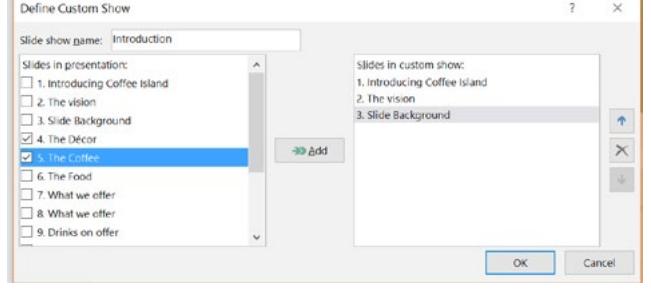
<p>3. Name the Show 4. Click in the check boxes next to the slides to add to the show 5. Click Add</p> <p>The slides in the Custom Show will appear in the list on the right.</p> <p>Once you have all the slides you need click OK.</p>	
--	--

Figure 139 – choose slides to include

10.10.2 PLAY THE CUSTOM SHOW

1. Click the Custom Shows icon on the Slide Show Ribbon
2. Click Custom Shows
3. Select the show you want to use
4. Click on Show

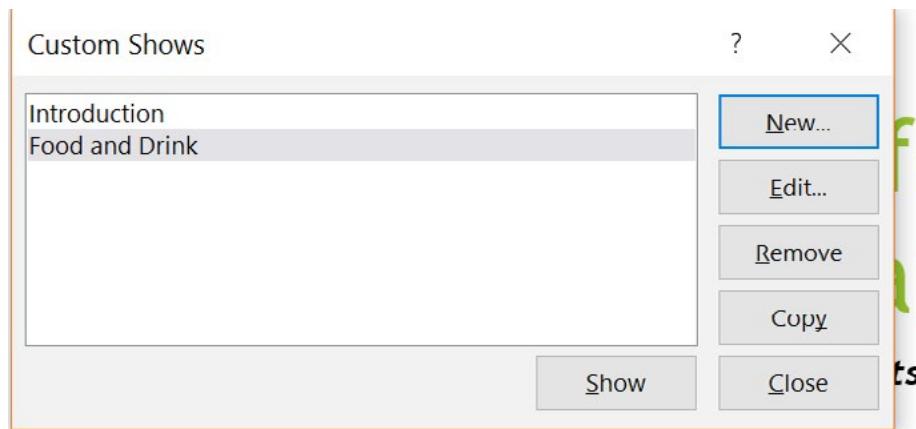


Figure 140 – see custom show

10.10.3 REMOVE A CUSTOM SHOW

In the Custom Shows dialogue box, click on the show you want to remove and then click on Remove.

11 WORKING WITH SLIDES

11.1 DUPLICATING EXISTING SLIDES

You just created the perfect slide and it took you ages. You realize that you need another slide which is very similar. Rather than start from scratch you can duplicate the slide and then make any adjustments to the new one.

11.1.1 DUPLICATE A SLIDE

1. Right Click in the navigation pane on the slide to duplicate
2. Select Duplicate Slide from the list

Or Press **Control + D** on the keyboard

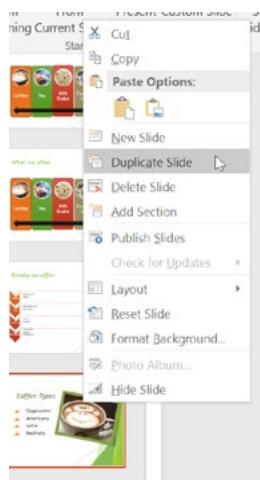


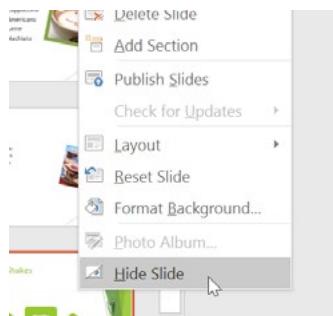
Figure 141 – duplicate slide

11.2 HIDING SLIDES

Sometimes there are slides in the presentation that you need to keep, but may not be suitable to show to a particular audience. You don't want to create a custom show as you don't want to risk the slide being seen.

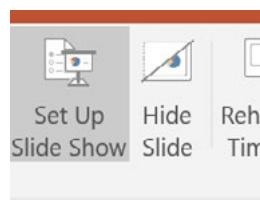
Simply hide the slide.

Right Click in the navigation pane and select Hide Slide.

**Figure 142** – hide slide

Or

1. Click on the Slide Show Ribbon
2. Click on Hide Slide

**Figure 143** – hide slide icon

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11.3 DELETING SLIDES

When you decide that you don't want to keep a slide it is simple to delete.

11.3.1 IN NORMAL VIEW

1. In the navigation pane click on the slide you want to delete and press the delete key on the keyboard
2. Right click on a slide in the navigation pane and select delete slide

11.3.2 IN SLIDE SORTER VIEW

1. Click on the slide to delete and press delete on the keyboard
2. Right Click on the slide to delete and select Delete Slide

11.4 MODIFYING SLIDE BACKGROUNDS

Slide backgrounds in PowerPoint can be solid colours, gradients, pictures or just about anything. You can set the same background for the whole presentation or just one slide to make it stand out.

By changing the background in the Slide Master you can also affect the whole presentation.

11.4.1 CHANGE THE SLIDE BACKGROUND

Two ways to get the Format Background task pane to open:

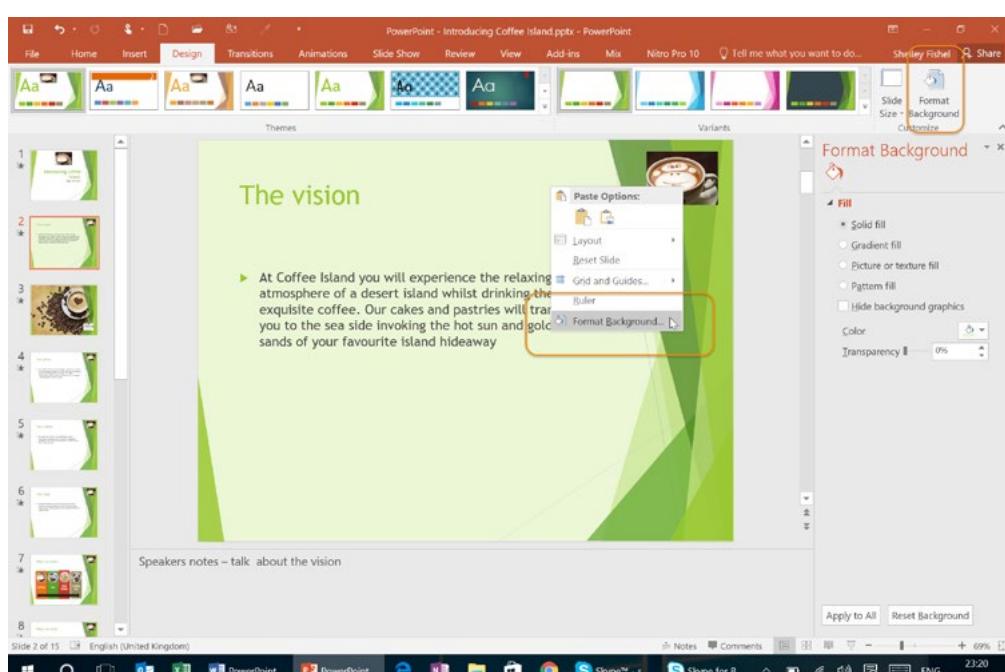


Figure 144 – format background

Either way you will see the Format Background Task Pane on the right of your screen.

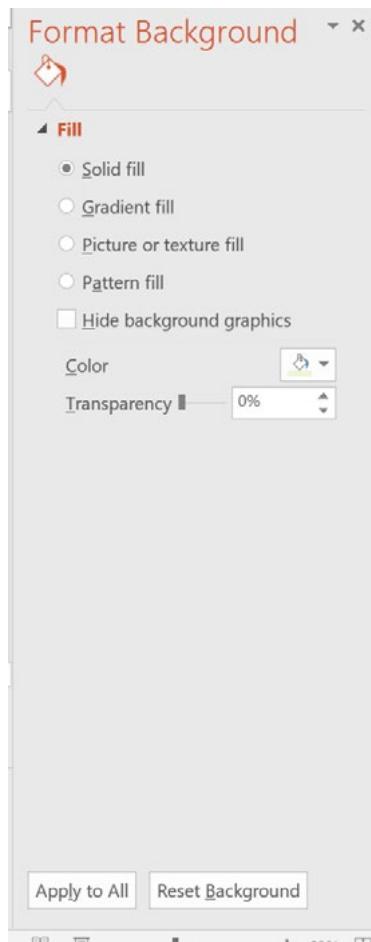


Figure 145 – format background pane

If I want to change the background of this one slide then I can use the colour picker to select the colour to change it to.

11.4.2 THE EYEDROPPER

Use the eyedropper to pick an exact colour and match it.

Here is how it works.

I am going to use a solid colour to demonstrate.

Open the Format Background task pane with a right click or via the icon. Now underneath the colours icon click on the Eyedropper icon.

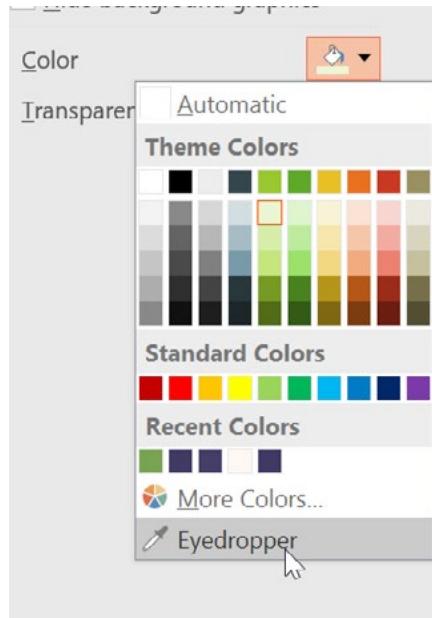


Figure 146 – use the eyedropper

Now hover the Eyedropper over the colour you want to pick and see a little square with that colour pop up. It will also show you the RGB colours for the colour you are picking I chose the blue-grey of my logo.



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Figure 147 – pick the colour to use

Here is the Eyedropper at work and on the right you can see that one slide has changed.



Figure 148 – new colour applied

You can use Format Background to add a picture to the background like this:

From the Format Background Task Pane select Picture or texture fill.

Click File, Clipboard or Online to select the picture you wish to use.

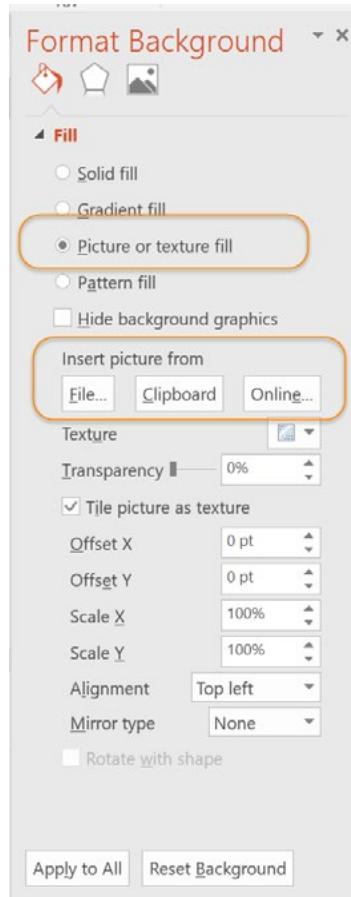


Figure 149 – select picture or texture fill

I will click File to find a picture of a cup of coffee to put in the background.

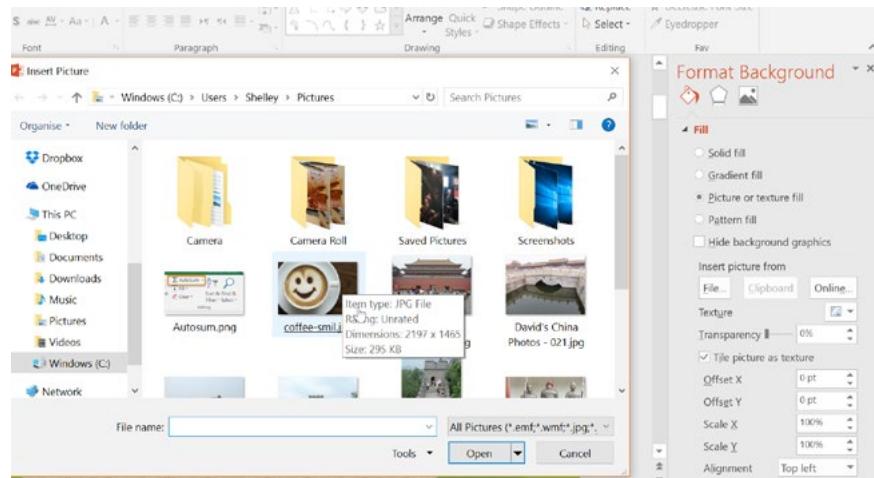


Figure 150 – find a picture

It will be inserted into the background.

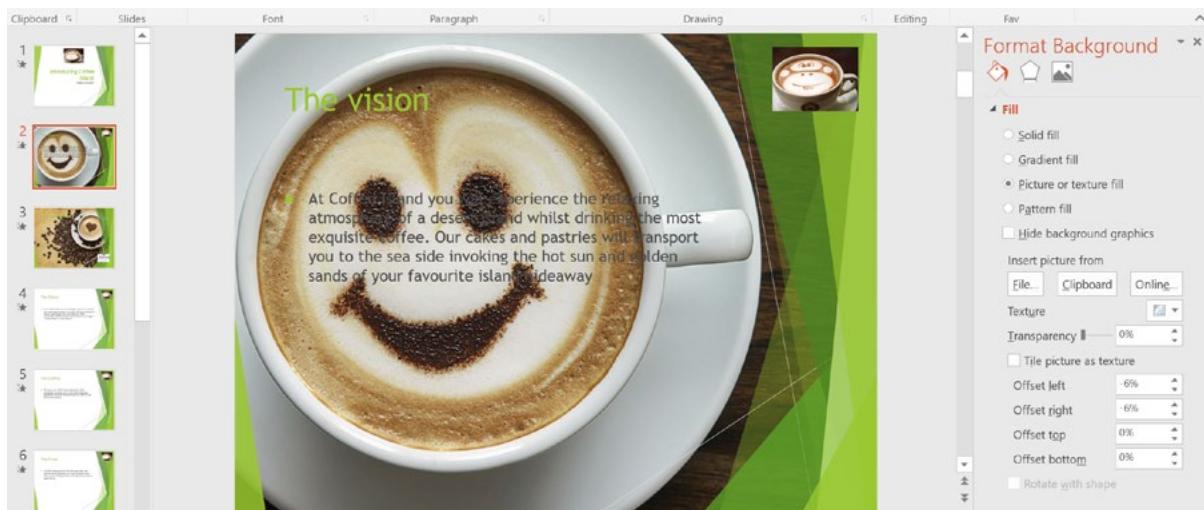


Figure 151 – see it in the background

Notice that the picture in the background makes the text a little difficult to read. We can change the transparency to make the text stand out more.

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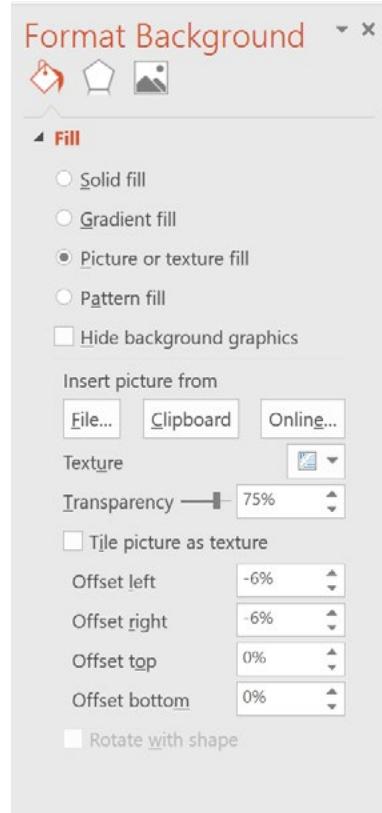


Figure 152 – set the transparency

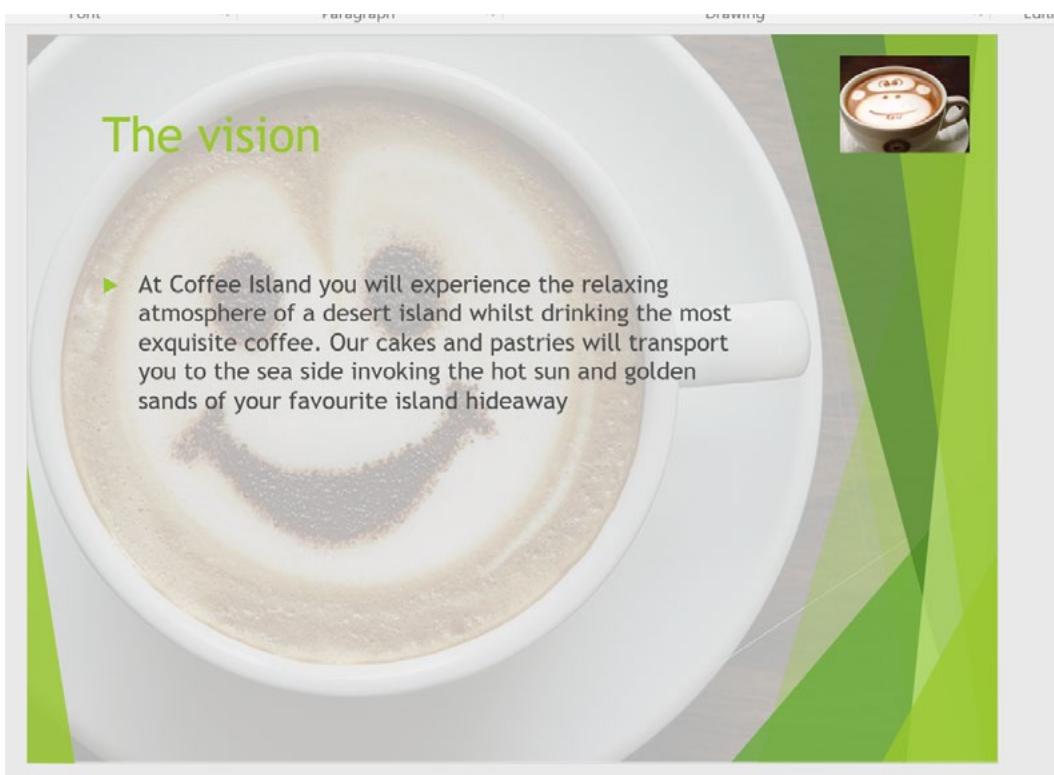


Figure 153 – picture is adjusted

11.4.3 GRADIENT FILL

To apply or change the gradient fill:

Open the Format Background Task Pane then select Gradient Fill.

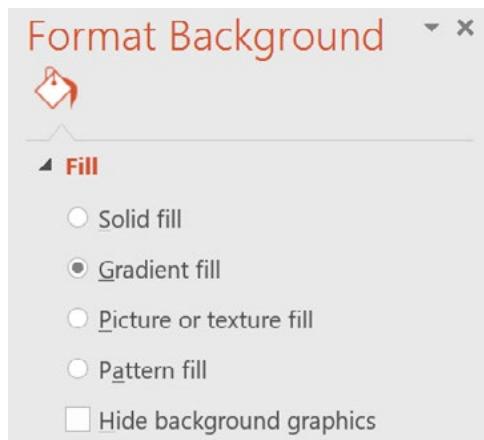


Figure 154 – choose gradient fill

Now pick the colour and the way the gradient looks, you can set as many stops along the way as you like. The stops control how the colour changes from dark to light or light to dark depending on the direction of the gradient.

Menu item	
Pre-set Gradients – pick from a selection of pre-set gradients in the theme colours.	<p>The screenshot shows a 'Preset gradients' dialog box. It features a grid of 24 color swatches arranged in four rows and six columns. The colors range from light green to dark brown. In the top right corner of the grid, there is a small orange square with a white minus sign inside, which is a standard Windows-style 'cancel' button. Below the grid, there are two small arrows pointing up and down, indicating that more swatches are available if you scroll.</p>

Figure 155 – choose pre-set gradient

Type of Gradient – select one of the designs, this controls what shape the background gradient will take. Try them out to see how they are different.

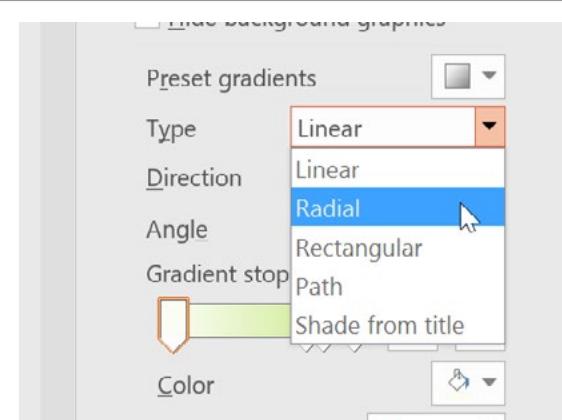


Figure 156 – set the type of gradient

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Direction – control which direction the grading takes.

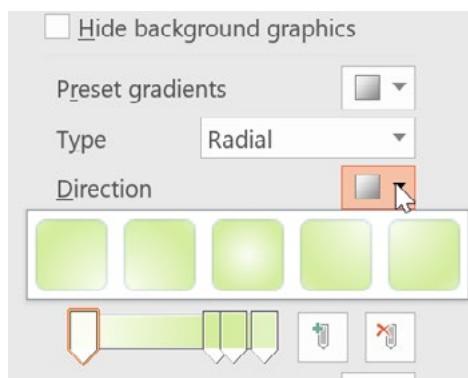


Figure 157 – choose the direction

Gradient Stops – control how many stops there are for the colour change. You can add as many as you like.

Click the Add marker or just click on the colour line.



Figure 158 – add stops to add colour change markers

You can even add a second colour to the gradient – I have chosen shades of orange

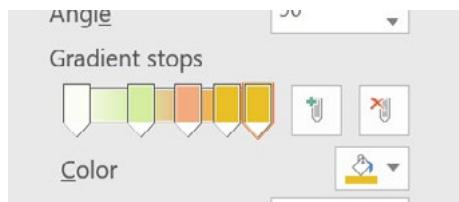


Figure 159 – add a second colour

Position shows the position of the currently selected gradient stop.

Transparency and Brightness control the amount of transparency and brightness to add to the gradient. Experiment with them.

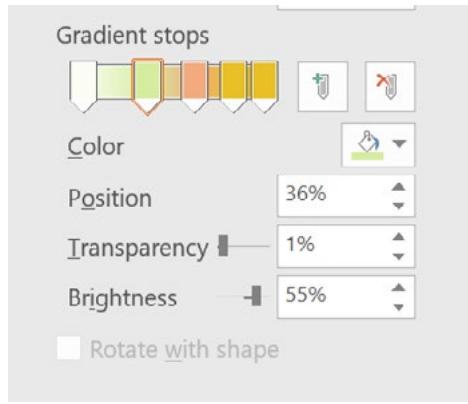


Figure 160 – add other effects

Apply to All and Reset Background.

If you like the changes you have made and want them to appear on every slide, click Apply to All.

If however you hate what you just did as you were fooling around experimenting – all is not lost. Click Reset Background to get back to where you started.

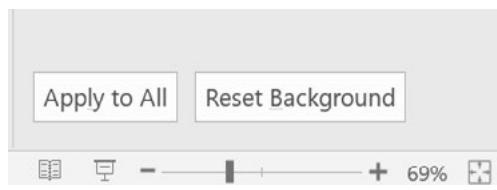


Figure 161 – reset or apply to all

11.5 APPLYING STYLES TO SLIDES

When we talk about applying styles to slides – it can be one of several things.

- The style of the whole presentation
- The style of a shape
- The style of text

So here is a quick overview of how to change each of these styles.

11.5.1 CHANGE THE STYLE OF THE WHOLE PRESENTATION

Apply a design theme – this will change the whole presentation and give it a new look.

Notice in the picture below, I have hovered over the Ion Boardroom design, PowerPoint shows me what it will look like. To confirm, click on the design and it will be applied throughout. You can choose one of the variants of the design theme from the variants group.

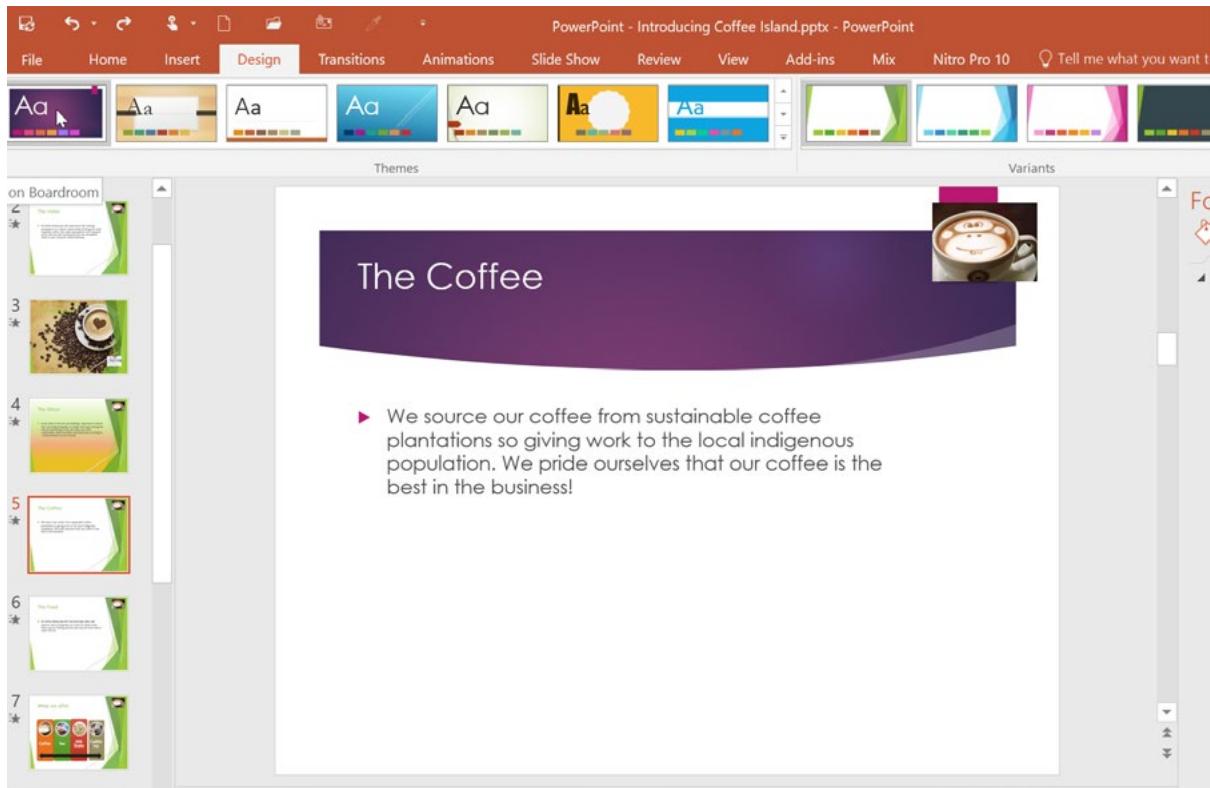


Figure 162 – apply a design theme

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11.5.2 CHANGE THE STYLE OF A SHAPE

To change the style of a shape, first click on the shape you want to style. Then select one of the pre-set styles from the Format Shape Ribbon.

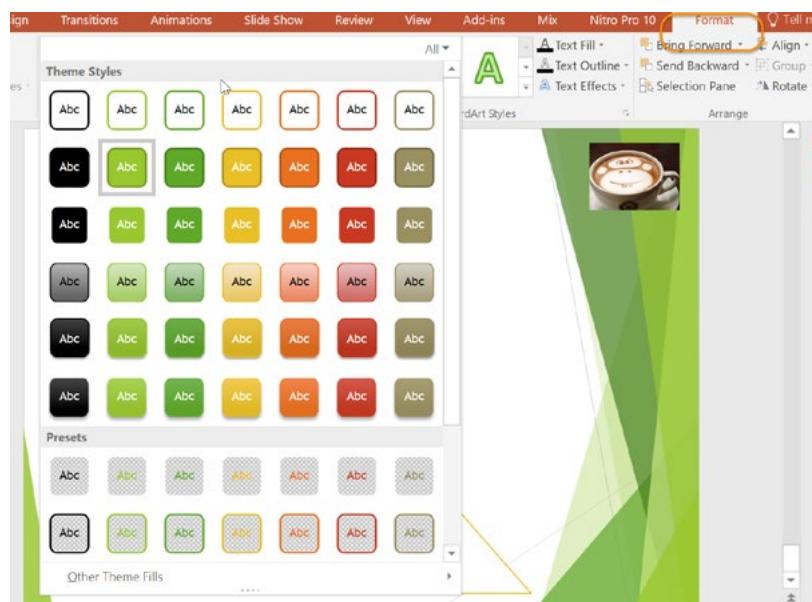


Figure 163 – shape styles

11.5.3 CHANGE THE STYLE OF TEXT

This is general formatting or you can change normal text into Word Art.

Select the text you want to style.

From the Format Drawing Tools Ribbon select the Text Style you want to apply.

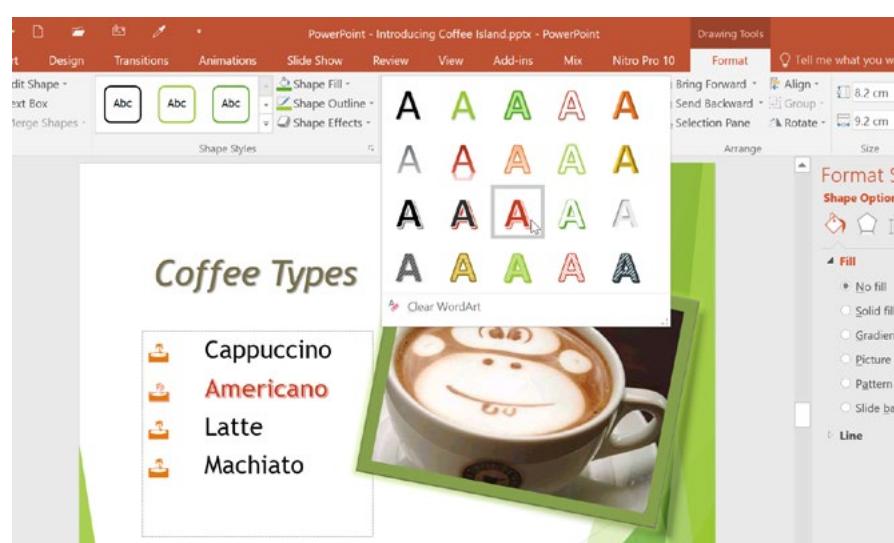


Figure 164 – text styles

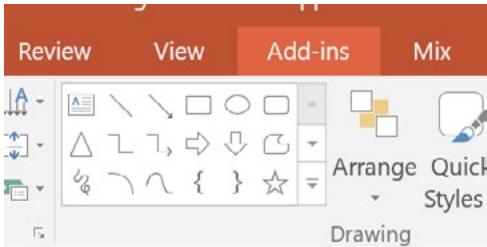
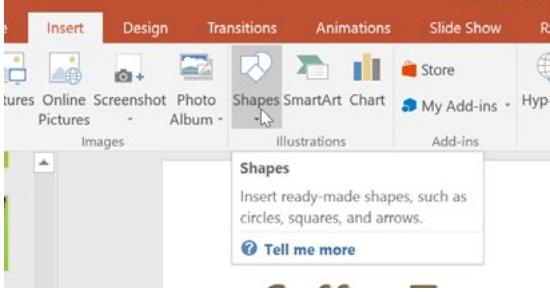
The text will now appear with the style you chose.

12 INSERT AND FORMAT SHAPES

You will often want to add shapes to presentations. Shapes can be used to illustrate a particular point, or to hold text and make it stand out. I am sure you can find lots of other uses for shapes. This section will show you how to insert and format shapes.

12.1 INSERTING SHAPES

Shapes can be inserted from the Drawing Group on the Home Ribbon or via the Insert Ribbon.

Shapes Group on the Home Ribbon	Insert Ribbon – Shapes
 <p>Figure 165 – shapes in the shapes group</p>	 <p>Figure 166 – shapes on the insert ribbon</p>

Select the shape you want to insert and drag out the size of shape you want. The black plus will remain visible until you stop dragging. To keep the shape in proportion, drag on the diagonal.



Figure 167 – drag out a shape

12.2 RESIZING SHAPES

1. Click on the shape to select it
2. Click on one of the small white circles – you will see a double headed white arrow
3. Drag the shape to the size you want

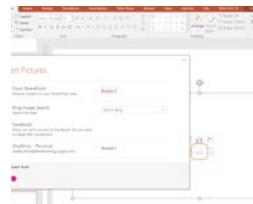


Figure 168 – resize handles

Or

On the Drawing Tools Format Ribbon you can set the actual size of the shape by changing the Height and Width sizes on the ribbon.

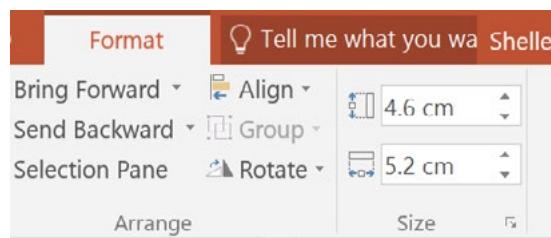


Figure 169 – type in values for shape size

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12.3 APPLYING BORDERS TO SHAPES

1. Click on the shape to select it
2. Click on Shape Outline – from the Drawing Tools Format Ribbon
3. Select the colour of the border you want to use



Figure 170 – add a border to the shape

To change the width of the border, click on Weight then select the one you want to use. The bigger the point size the wider/heavier the line will be.

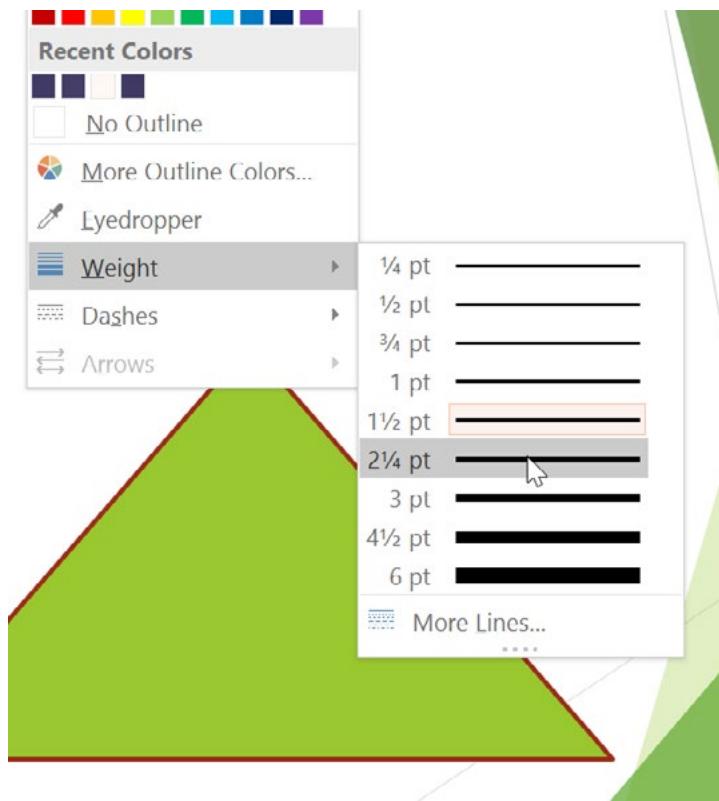


Figure 171 – change the line style

12.4 MODIFYING SHAPE BACKGROUNDS

The background of a shape can be made up of a solid colour, a colour gradient, a texture or even a picture.

1. Click on the shape to select it
2. Select from the colours in the Colour Palette or the Standard Colours
3. If none of those fit the bill you can choose More Fill Colours
4. To use a specific colour you can use the Eyedropper to pick it up from an image already on the slide
5. Click Picture to select a picture file stored on your computer or on line
6. Click Gradient to get to the gradient options
7. Click texture to apply a texture to the shape

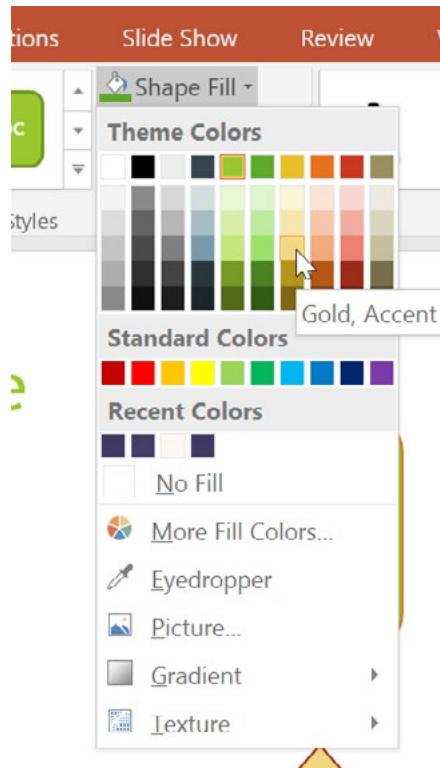
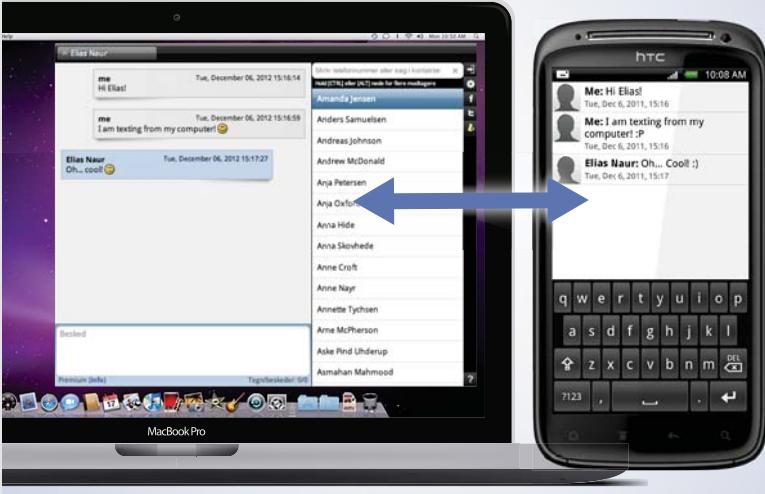


Figure 172 – modify shape background

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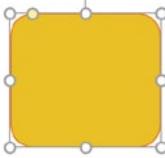
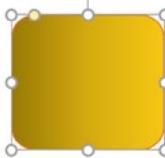
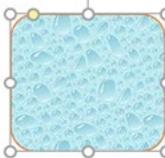
Solid Colour Shape	Gradient Fill Shape	Texture Fill Shape	Picture Fill shape
			

Figure 173 – solid fill

Figure 174 – gradient fill

Figure 175 – texture fill

Figure 176 – picture fill

12.5 CREATING CUSTOM SHAPES

You can edit a shape and turn it into a custom shape quite easily or you can combine several shapes together to create your own unique shape for your story.

You can edit a shape so that it fits into one of the drawing shapes available.

1. Click on the shape to select it
2. Click on the Drawing Tools Format Ribbon
3. Click on Edit Shape
4. Select the shape to use and choose from any of the shapes here

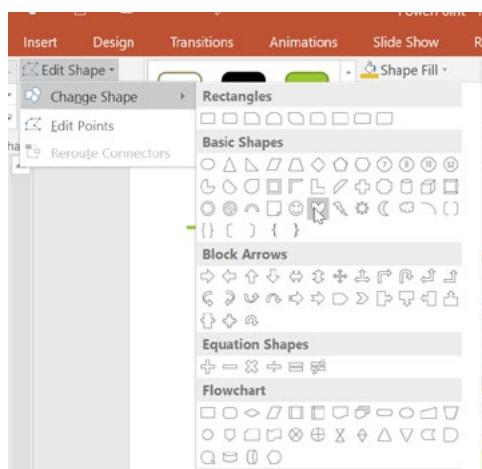


Figure 177 – custom shapes

12.5.1 USE EDIT POINTS

Click on Edit Points to draw out the shape you want.

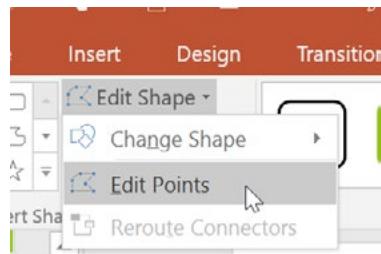


Figure 178 – edit the points

Click on the black handles and drag the four pointed arrow in or out to the desired place. When you stop and click away your shape will change.

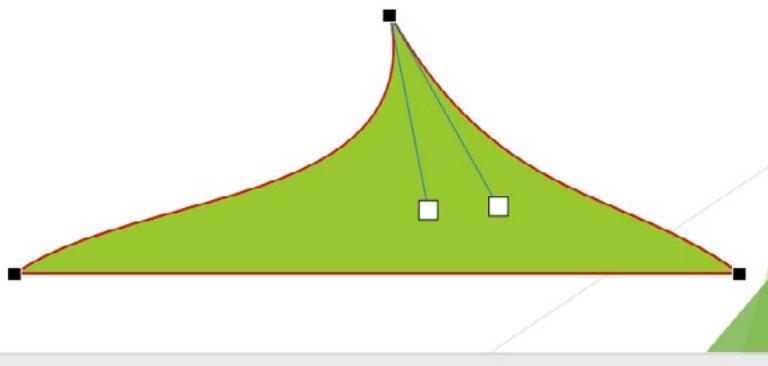


Figure 179 – create weird and wonderful shapes

12.6 APPLYING PRE SET STYLES TO SHAPES

1. Click on the shape to change
2. Select from the pre-set styles on the Drawing Tools Format Ribbon
3. There are several styles to choose from using the theme colours and effects
4. If you can't see them all as in the picture here you can expand the gallery by clicking on the drop down arrow bottom right



Figure 180 – choose from the pre-set styles

12.6.1 DISPLAYING GRIDLINES

To help you with the alignment of shapes or just about anything on your slides, you can display gridlines.

On the View Ribbon check the Gridlines Box to see gridlines on your slides.

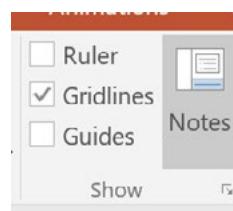


Figure 181 – view gridlines

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12.7 ALIGNING AND ORDERING SHAPES

When working with shapes you may have only one or you could have a whole series or group of shapes. Sometimes, you may want one of the shapes to be behind the others or you may want to align the shapes.

12.8 ORDER SHAPES

In the picture I have three shapes, the maroon square is at the back with the purple triangle in the middle and the orange circle on top. I want to change the order to put the orange circle at the back.

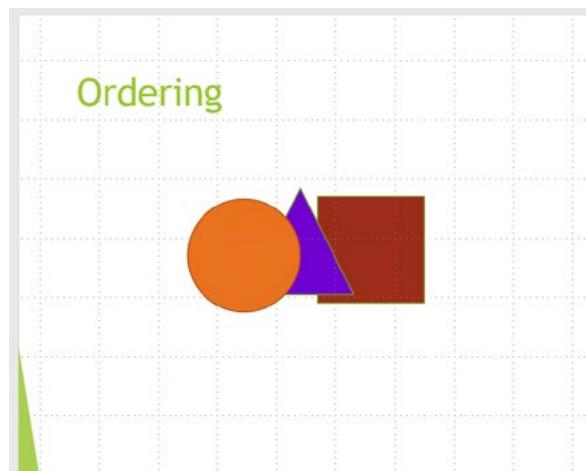


Figure 182 – shape ordering

1. Click on the shape to send to the back
2. Click on Send Backward – this sends it one level back so here it would be in the middle
3. Click on Send to Back to place the object behind the other shapes.

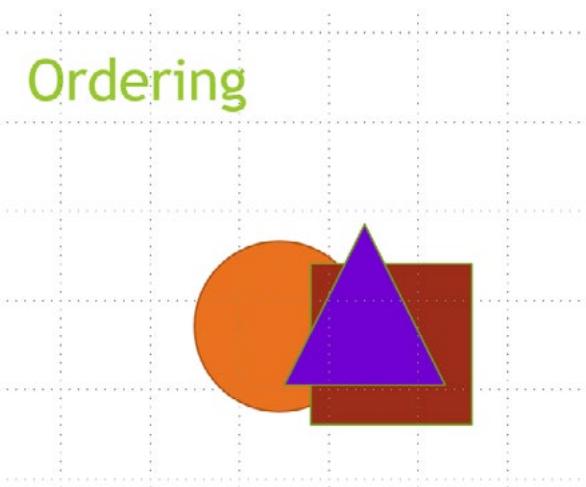


Figure 183 – send to back

Here is the orange shape now right at the back.

12.9 ALIGN SHAPES

There are several ways to align objects or shapes on a slide.

First you need to decide if you want to align the shapes or objects relative to each other or relative to the slide.

Select the objects or shapes to align and then select the way you want them aligned.

To align them to each other choose Align Selected Objects, or to align relative to the slide select Align to Slide.

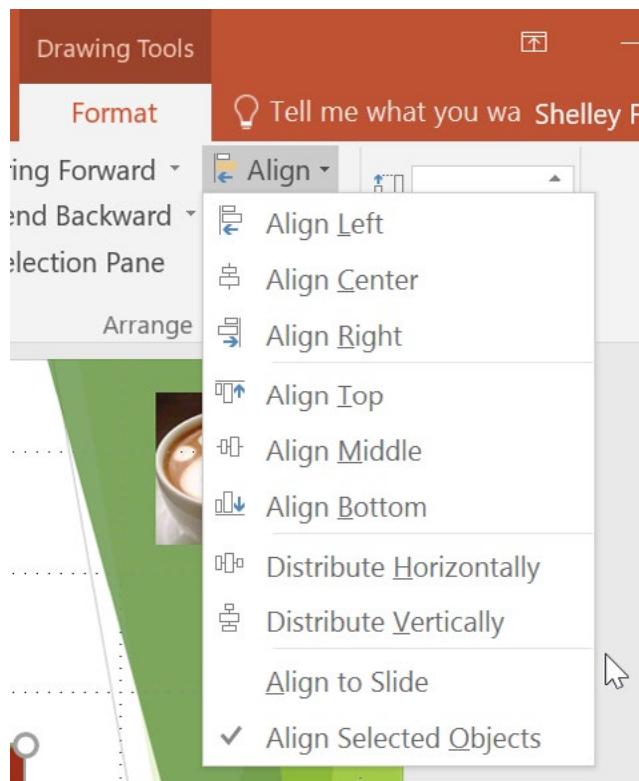
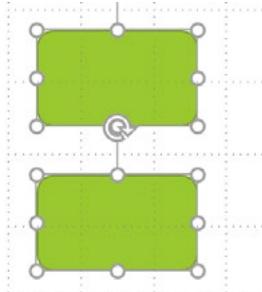
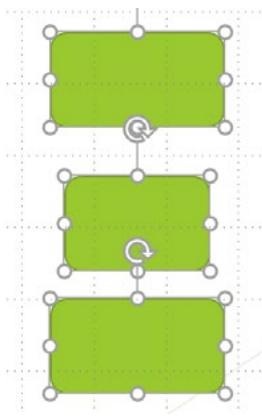


Figure 184 – alingment options

Next select the type of alignment you want. Alignment is either vertical – left centre, right or horizontal, top, middle bottom. You also have the option of distributing objects horizontally or vertically to keep the distances between them the same.

Align Left	Aligns the object or objects up on the left edges	
Align Centre	Aligns the objects centrally	

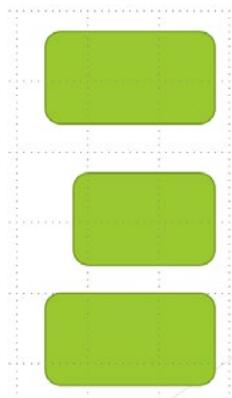
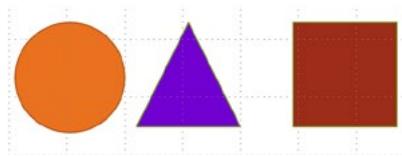
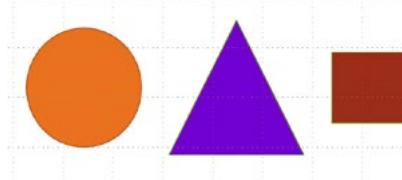
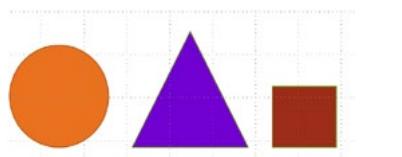
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Align Right	Align right edges	
Align Top	Lines up the top of each object	
Align Middle	Lines shapes up along the middle of the shape horizontally	
Align Bottom	Lines shapes up along the bottom edges	
Distribute Horizontally	Makes the space between shapes equal horizontally	
Distribute Vertically	Makes the space between shapes equal vertically	
Align to Slide	Align objects relative to the slide	
Align Selected Objects	Align Selected Objects relative to each other	

12.10 USE SMART GUIDES

You can use smart guides to help you place and line up shapes and objects. They are switched on by default and if you want you can turn them off. They appear as you draw and drag shapes around and then they disappear once you are done.

12.10.1 TURN SMART GUIDES ON OR OFF

1. Right click on a blank area of a slide
2. Point to Grids and Guides
3. Tick or un-tick Smart Guides

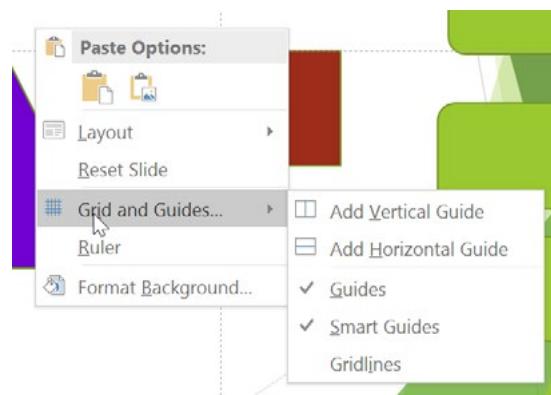


Figure 191 – smart guides

Here is what you see on the slide

Spacing Smart Guides	Alignment Smart Guides
<p>Figure 192 – smart guides for spacing</p>	<p>Figure 193 – smart guides for alignment</p>

12.10.2 GROUP SHAPES

Imagine this, you have just spent ages designing a slide. You have got the shapes aligned just so and then realise you need to move the whole lot. When you select them all it is easy to miss one and then when you drag them together one may get left behind. All that work down the drain.

By grouping the shapes you turn them into one large shape that can be moved around as one. Here is how:

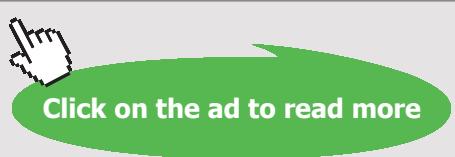
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Select all the shapes you want to group by holding down the shift key as you click on them. Then click on Group in the Arrange Group.

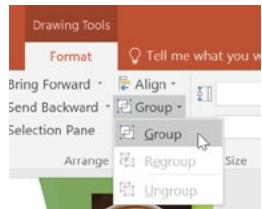


Figure 194 – group shapes

Now the shapes are all grouped together and can be moved as one.

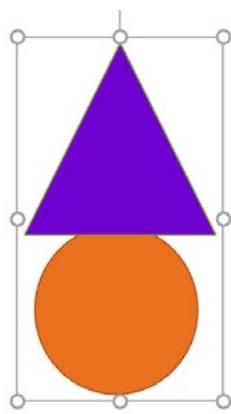


Figure 195 – one large group

13 ORDER AND GROUP SLIDES

If you have a very large deck of slides, you may want to put them into groups or sections. Perhaps your presentation covers several topics, you could make each topic a separate section. This gives your presentation structure.

13.1 INSERTING SECTION HEADERS

1. In the navigation pane, click in between two slides, where you want to place the new section
2. In the Slides Group click on Section
3. Select Add Section

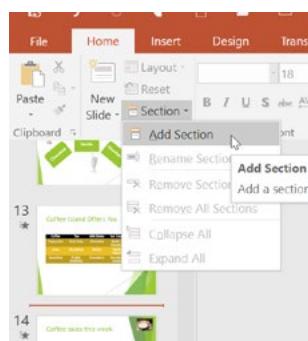


Figure 196 – insert sections

You will see an untitled section with a triangle next to it and a pop up telling you how many slides are in the new section.

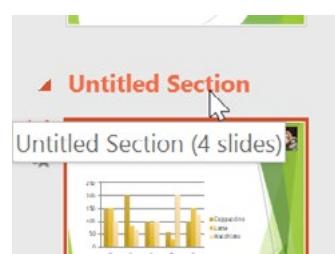


Figure 197 – slides in section

13.1.1 RENAME THE SECTION

- To rename the section right click on the Untitled Section and select Rename
Type a name for the section

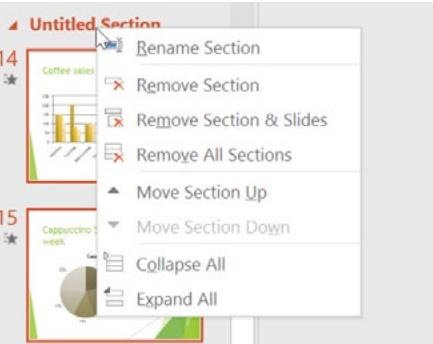


Figure 199 – rename the section on a right click



Figure 198 – type a name

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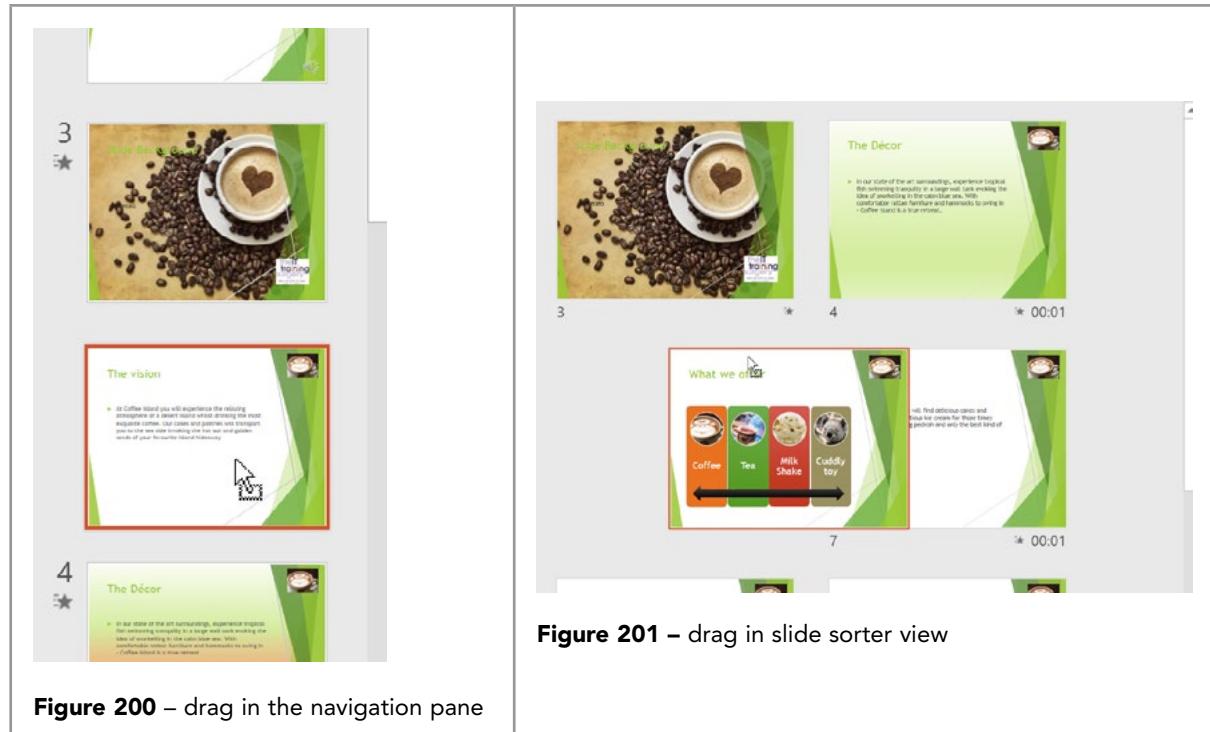


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13.1.2 MODIFYING SLIDE ORDER

There are a couple of ways to change the slide order.

1. Drag the slides in Slide Sorter View and drop them where you want them
2. Drag the slides in the Navigation pane to the place you want them



13.1.3 REARRANGE SLIDES IN OUTLINE VIEW

1. Click on the View Menu and select Outline View
2. Then select the slides you want to move and drag them up or down in the outline.

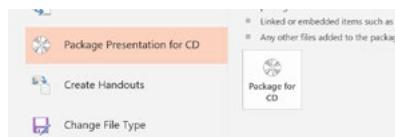


Figure 202 – drag around the outline pane to move

14 INSERT AND FORMAT TEXT

Great presentations consist mainly of pictures, however you will need some text on some of the slides. To add text to any placeholder text box simply click in and type.

14.1 CHANGING TEXT TO WORDART

Sometimes you may want to change the text and make it fancy. You can use WordArt for this.

1. Select the text to change
2. As you are in a text box which technically is a shape you should see the Drawing Tools Format Ribbon

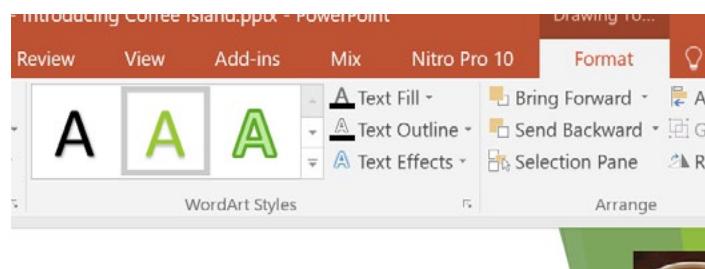


Figure 203 – change text to wordart

3. In the WordArt Styles group select the style for the text you have selected.

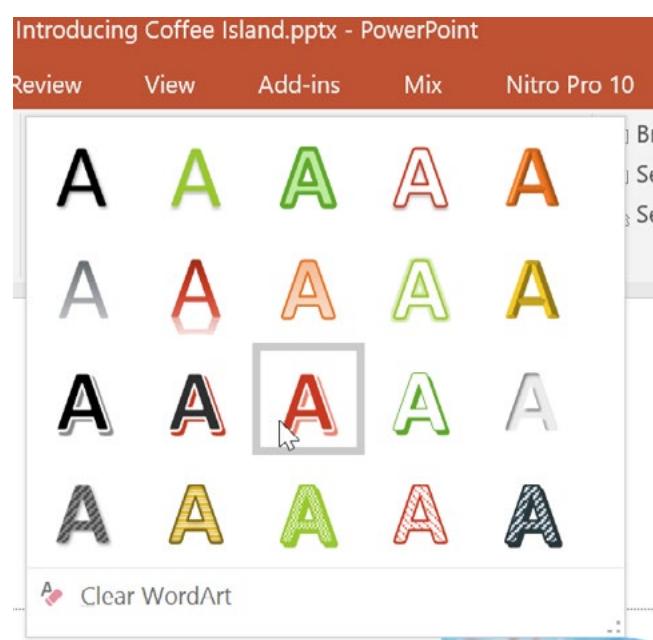


Figure 204 – choose the style

The text will change



Figure 205 – style applied

14.2 CREATING MULTIPLE COLUMNS IN A SINGLE SHAPE

Now you can create columns inside a shape so if you want to have columns inside a text box this is what you do:

1. Click on the shape in which you want to add columns
2. Click on the Home Ribbon
3. Click on the Columns icon
4. Select the number of columns – for more than three click More Columns and type in how many you want.

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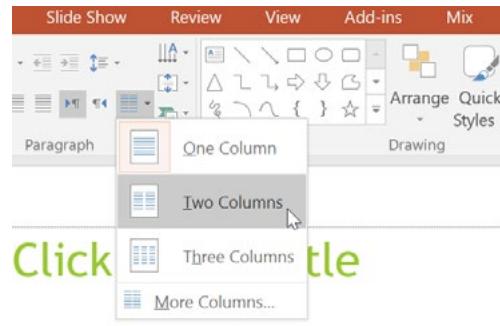


Figure 206 – add columns to a shape

To adjust the spacing between the columns:

1. Click on the shape or text box with the columns
2. Click on the Home Ribbon
3. Click on the Columns Icon
4. Select More Columns
5. Click on the Spacing up or down arrows or type in the specific size

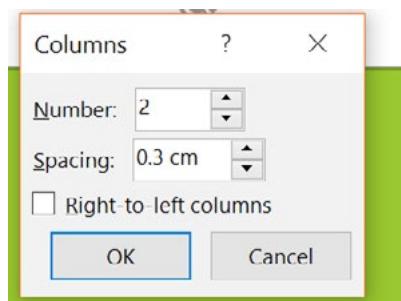


Figure 207 – set number of columns

14.3 INSERTING HYPERLINKS

Hyperlinks can take you to:

- A website
- Another slide
- Open another document – spreadsheet, or presentation

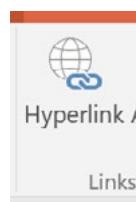


Figure 208 – hyperlink icon

14.3.1 CREATE A HYPERLINK

1. Select the text or object you want to turn into a link
2. On the Insert Ribbon click on Hyperlink
3. Type the text to display as the link
4. Decide if it is a link to an existing file or web page
5. If it is a document select it from the list
6. If it is a website, type the link in the Address line
7. Click OK

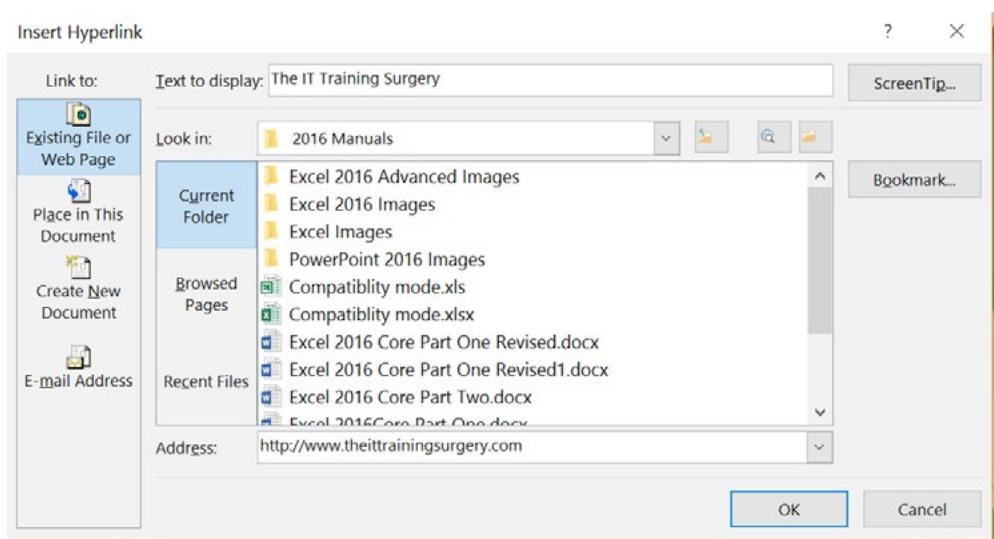


Figure 209 – add a hyperlink

14.4 APPLYING FORMATTING AND STYLES TO TEXT

Text can be formatted in the normal way by selecting it and applying various effects, for example, change the font, the colour, the size, text direction, apply a shadow, stretch, or change case.

You can also change the text direction, and set how the text aligns relative to the placeholder, top, middle or bottom.

You can even convert text to SmartArt.



Figure 210 – change style and formatting of text

An advertisement for GaitEye running shoes. The background features a blurred image of a runner in motion. The GaitEye logo, which is a yellow square with a white stylized eye icon, is positioned at the top left. Below the logo, the brand name "gaiteye®" is written in a large, lowercase, sans-serif font, with the tagline "Challenge the way we run" underneath. In the lower-left foreground, the text "EXPERIENCE THE POWER OF FULL ENGAGEMENT..." is displayed in bold, uppercase letters. To the right of this text, there is a yellow call-to-action button with the text "READ MORE & PRE-ORDER TODAY" and the website "WWW.GAITEYE.COM". A hand cursor icon is pointing towards the button. At the bottom left, the text "RUN FASTER.", "RUN LONGER..", and "RUN EASIER..." is listed vertically. The overall theme is performance and engagement in running.

14.5 CREATING BULLETED AND NUMBERED LISTS

Bulleted lists make up the majority of text we see in many presentations. Be careful as too many lists or too much text is hard to read although a bulleted or numbered list is easier to read than a whole paragraph of text.

14.5.1 TO CREATE A BULLETED LIST

In the standard placeholder, a bulleted list is the default setting for text entry – simply click in and type, when you press Enter, the next line will have a bullet.

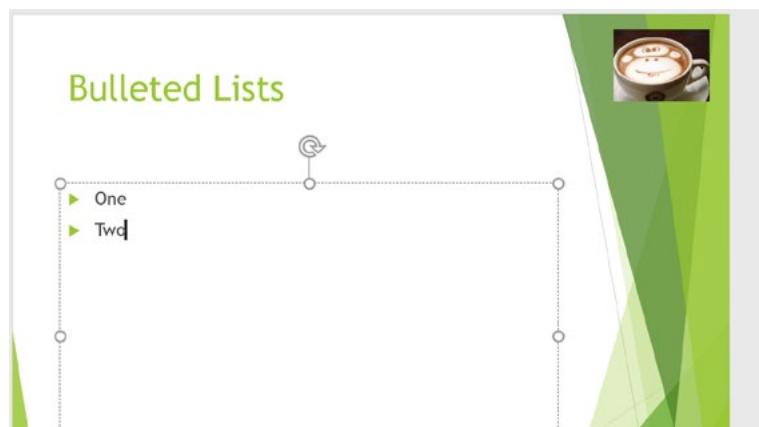
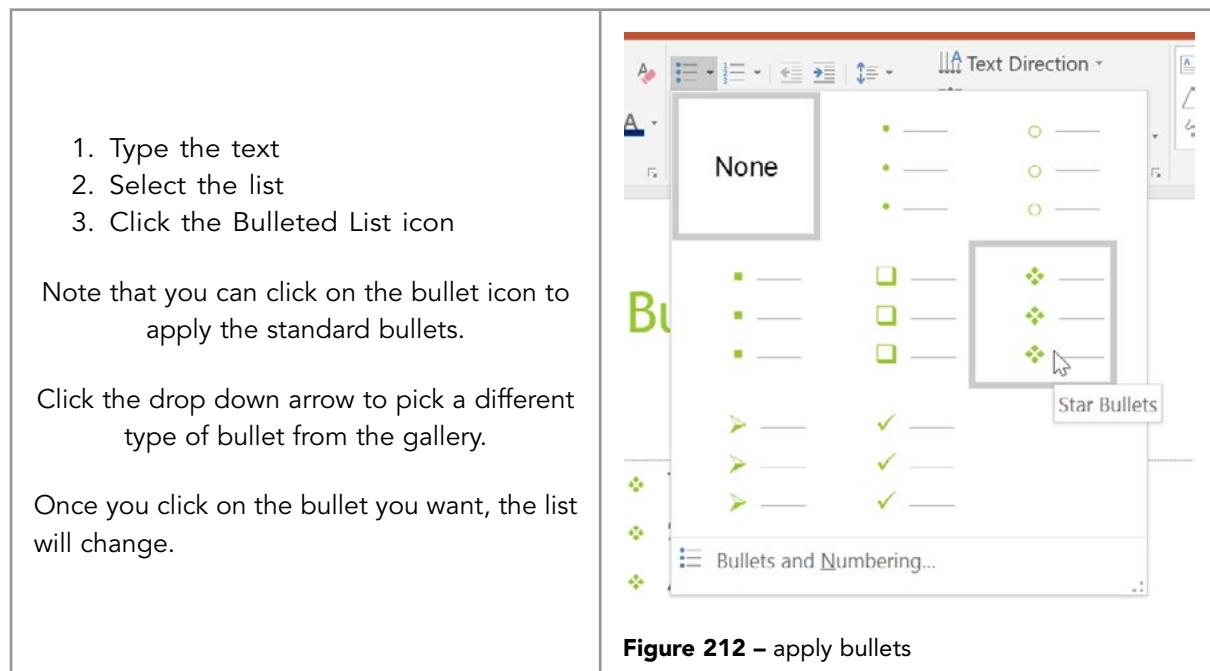


Figure 211 – bulleted list

To turn standard text into a bulleted list:

In a text box:

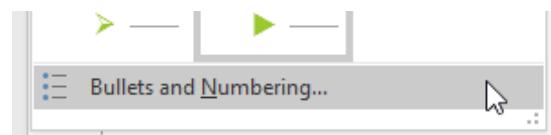
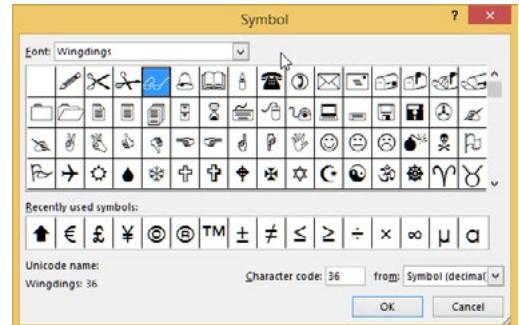


14.5.2 CHANGE THE LOOK OF THE BULLETS

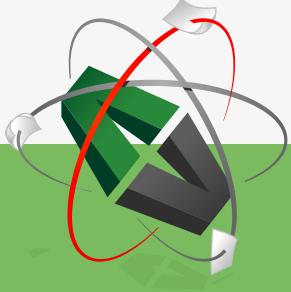
You can pick from the bullets on offer from the gallery or you can modify them and make them your own.

At the time of writing the customise option detailed here is not available. Microsoft are aware of this bug and are going to fix it.

Here are the steps from my Microsoft PowerPoint 2013 manual and I assume that the steps will be similar once the bug is fixed.

<p>1. Click the Drop Down next to the Bullets Icon 2. Select Bullets and Numbering</p>	
<p>3. Click Define new bullet</p>	
<p>4. In the dialogue box – select a font set (I have chosen Wingdings) Select the font then pick the image you want to use. Those images that you use frequently will appear along the bottom in the Frequently used symbols, you can simply click on them to insert. 5. Click OK</p>	 <p>Figure 213 – bullets and numbering</p> <p>Figure 214 – choose font and symbol</p>

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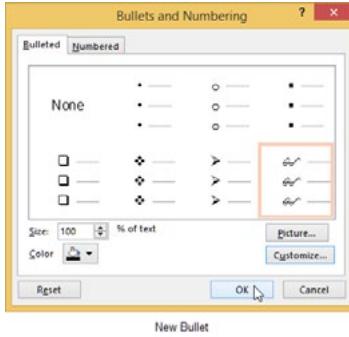
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6. The new image will appear in the Bullets and Numbering Gallery
7. Click OK to apply the new bullet style to your list.

Your list now has the bullets you chose applied!



The screenshot shows the 'Bullets and Numbering' dialog box with the 'Bulleted' tab selected. A new bullet style, represented by a small orange square with a white arrow pointing right, is highlighted with a red border. Below the preview area, there are 'Size' and 'Color' dropdowns, and buttons for 'Picture...', 'Customize...', 'Reset', 'OK', and 'Cancel'. A 'New Bullet' button is located at the bottom right of the preview area.

Figure 215 – new bullet appears in the list



The screenshot shows a slide with a green decorative bar at the top. Below the bar is a list of items, each preceded by a new bullet style (orange square with white arrow). The slide also features a navigation bar with arrows, a timer showing '00:00.00', and volume control icons.

Figure 216 – new bullets

14.5.3 CREATE A NUMBERED LIST

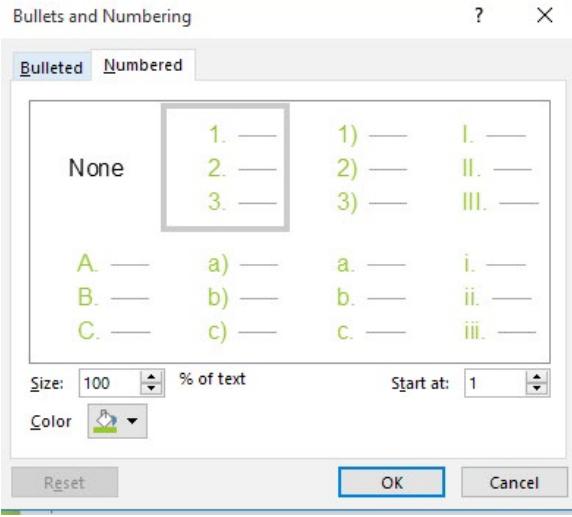
<p>1. Select the list – it may have bullets applied or it may not</p>	
<p>2. Click on the Numbering Icon 3. Select the Number format you want to use</p>	
<p>4. The number format you chose is applied</p>	<p>1. This is regular text 2. So is this 3. And this</p>

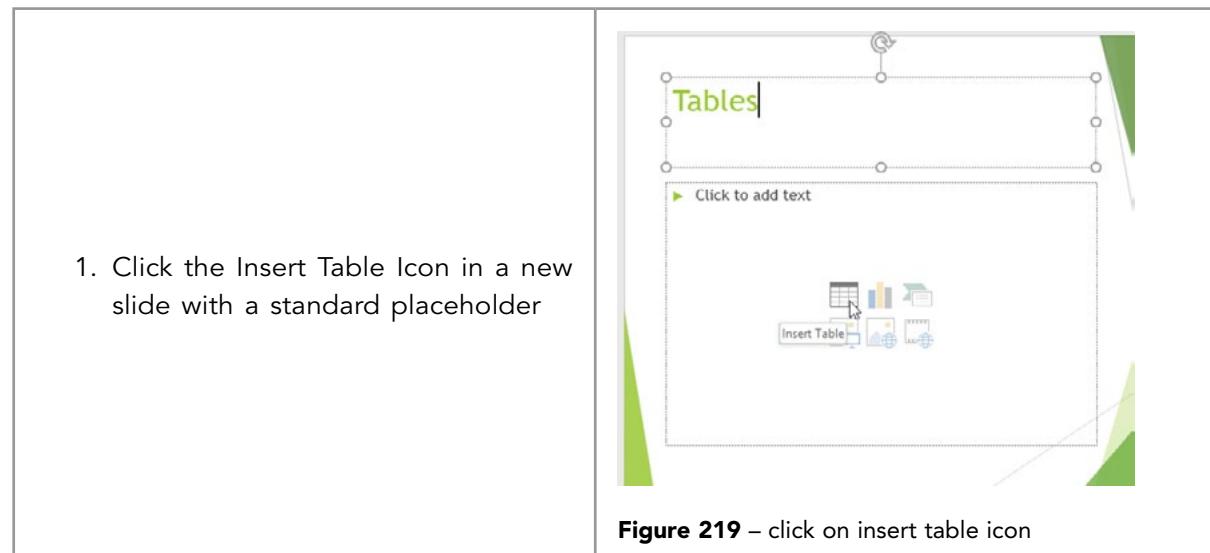
Figure 217 – select number format

Figure 218 – numbers applied

15 INSERT AND FORMAT TABLES

Tables can be used in PowerPoint just like in Word and they are easy to add and format. Tables in PowerPoint 2016 add pizazz to tabular data.

15.1 INSERT A TABLE FROM A PLACEHOLDER

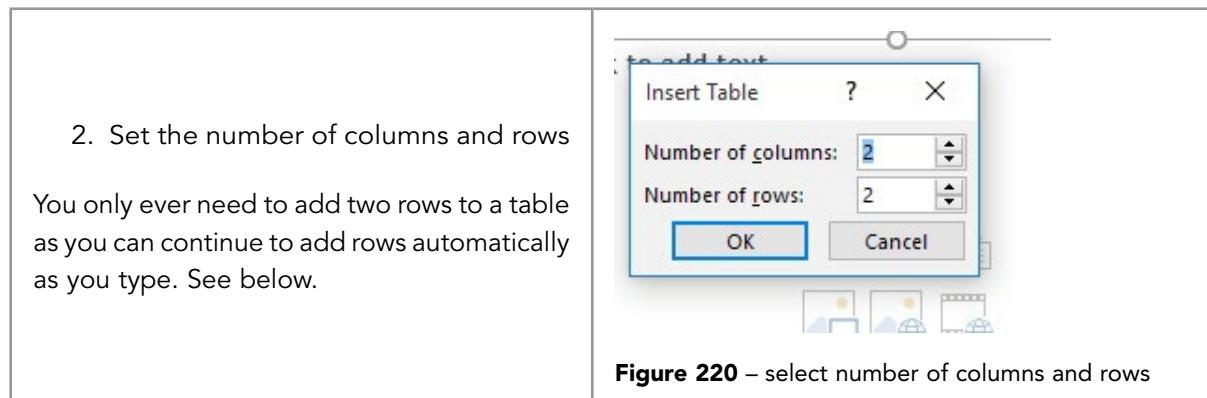


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Your table is now on the slide complete with fancy formatting, a header row and one row to get you started.

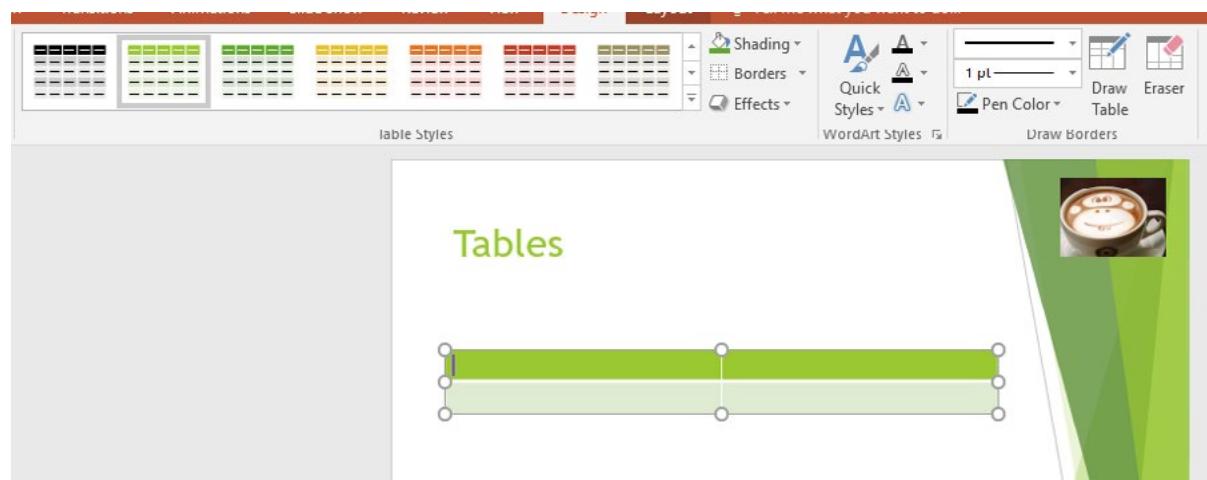


Figure 221 – table with formatting added

15.1.1 USE THE INSERT RIBBON TO ADD A TABLE

1. Click on the Insert Ribbon
2. Click on the Table Icon and drag to select the number of rows and columns you want
3. When you are finished you can click outside the grid and your table will appear

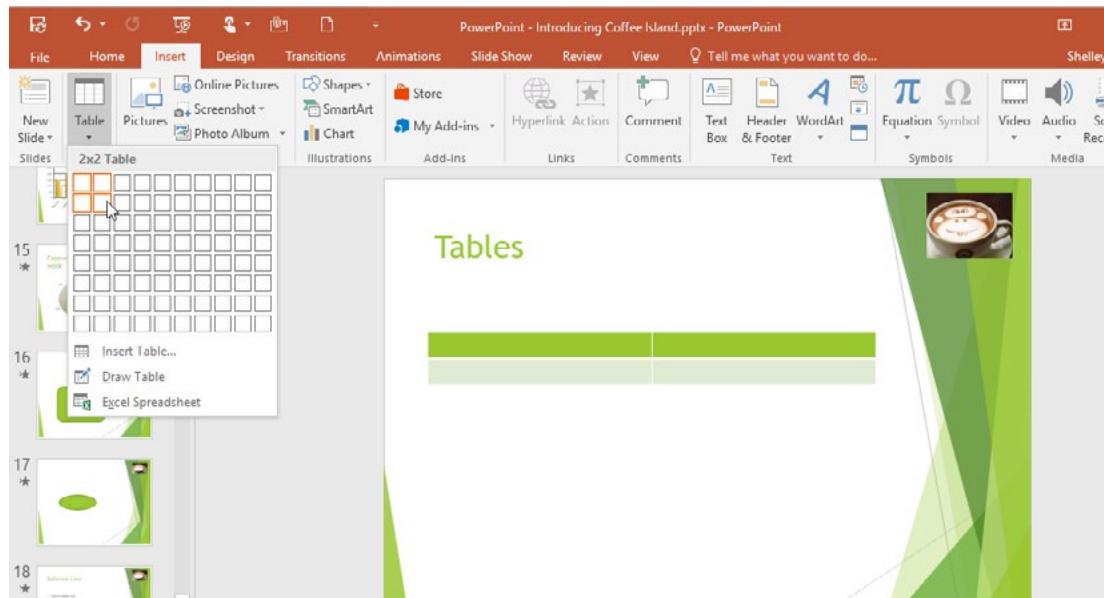


Figure 222 – drag out a table using the insert ribbon

15.1.2 DRAW A TABLE

You can draw a table to make it meet your exact specifications.

1. On the Insert Tab Click on the Table Icon
2. Click Draw Table
3. Drag the main outline of the table on the screen
4. Draw lines within the outline to build the grid

<p>5. Select Draw Table</p>	<p>6. Drag out the grid lines</p>
-----------------------------	-----------------------------------

Figure 223 – draw table

Figure 224 – drag to draw

15.1.3 ADD TEXT TO YOUR TABLE

Simply click into the first of the Header Cells and type the heading, then press the Tab key on the keyboard to move across to the next cell. Type in all the headings.

When you reach the last cell in a row, press the Tab Key again and you will move to the next row. Once you finish typing in the last row, press Tab and PowerPoint will give you a new row! Magic!

15.2 ADDING COLUMNS AND ROWS IN A TABLE

You can add rows by using the Tab key as mentioned above, however sometimes you want to put a new row in the middle or a new column somewhere in the table.

Once you have a table, note the new Table Tools Ribbons that pops up. These are contextual ribbon tabs that show up when you need them. As you don't work with tables all the time, they are hidden away. As soon as you add a table, they appear!

Here is the Table Tools Design Ribbon – use this Ribbon to affect the overall design of your table.



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Figure 225 – table tools design ribbon

Here is the Table Tools Layout Ribbon – here you add columns and rows, merge or split cells, set row height and column width, set where the text appears in relation to the cell margins, change text direction, change the size of the whole table and arrange and format objects.

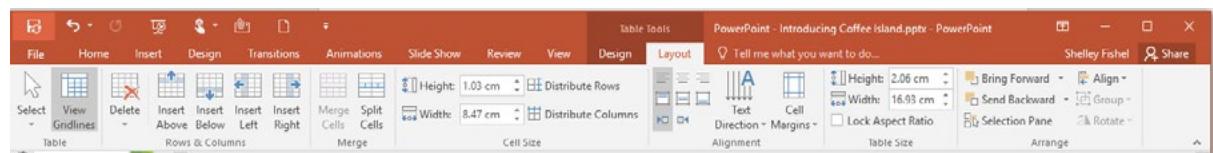


Figure 226 – table tools layout ribbon

15.2.1 INSERT COLUMNS

I have a table with two columns and realise that I need one more column on the far right. Simply place your cursor in the column immediately to the left and click on Insert Right.

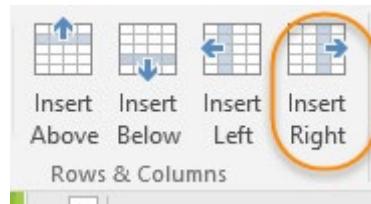


Figure 227 – insert columns

You can also use the Right Mouse Button to get a shortcut menu and select Insert Right from there.

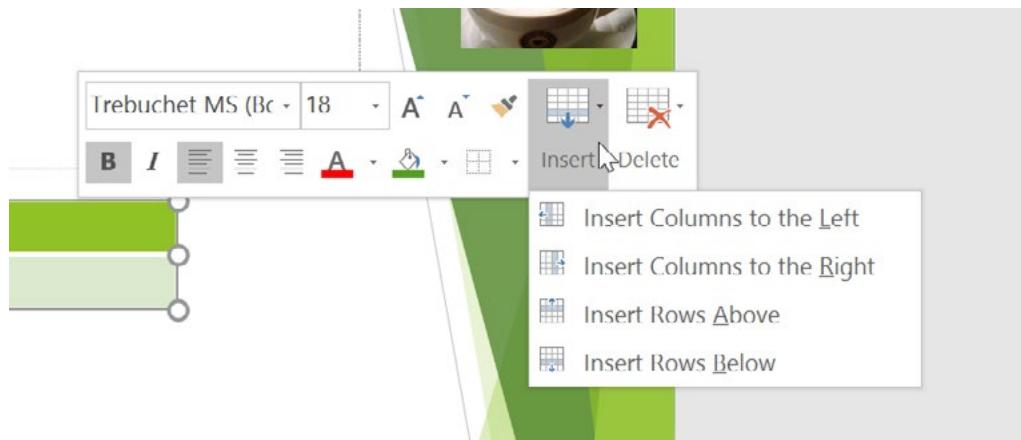


Figure 228 – use right click

15.2.2 INSERT ROWS

Use the same method to insert rows where you want them. Click into a row and then decide if you want a row above or below the one you are in.

15.3 APPLYING QUICK STYLES TO A TABLE

When you first add a table to your slide it will appear in a particular style. The style is governed by the design and will be in the theme colours associated with that design.

To change the table style simply select from the options in the style gallery on the Design Ribbon.



Figure 229 – table styles

15.4 FORMATTING A TABLE

15.4.1 FORMAT COLUMNS

You can set the first or last column to be special or different to the rest and you can set up banded columns.

1. Click into the table you want to change
2. Click on the Table Tools Design Ribbon
3. Select the option you want to use

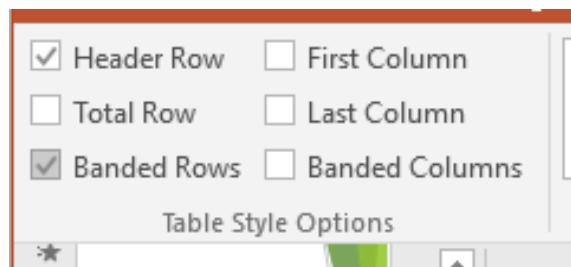


Figure 230 – choose the options you want

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15.4.2 FORMAT ROWS

To format the header row or to add a total row, click into the relevant box as above.

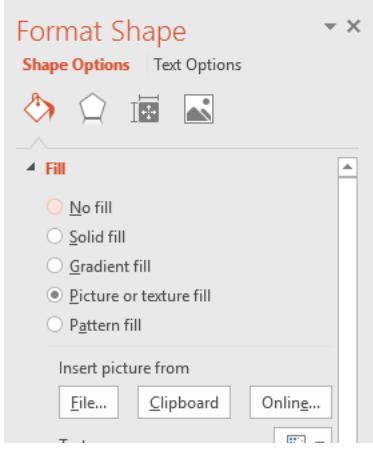
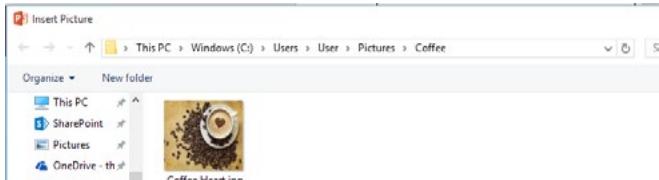
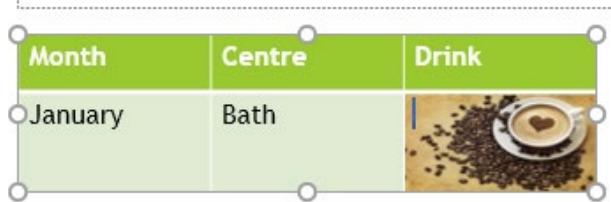
15.4.3 ADD PICTURES TO A TABLE

You have always been able to add a picture into a cell in a table, in fact it is a great way to get images to behave.

In PowerPoint 2016 it is possible to fill a cell with an image and then to add text on top. The image completely fills the cell and is in the background. Your text goes on top.

Month	Centre	Drink
January	Bath	 Cappuccino

Figure 231 – add pictures to cells

<ol style="list-style-type: none"> 1. Click into the cell to which you want to add a picture 2. Right Click 3. Select Format Shape 	
<ol style="list-style-type: none"> 4. Click Picture or text fill 5. Then click File 	
<ol style="list-style-type: none"> 6. Select the image to use 	
<ol style="list-style-type: none"> 7. The picture fills the cell and you can type over the top if you want 	

14.4.4 APPLYING A FILL TO A TABLE

You can change how a table looks by changing the fill colour of either individual cells, rows or columns or you can fill the whole table with the same colour.

1. Select the table or the cell, row or column you want to change
2. On the Table Tools Design Ribbon click Shading
3. Select the colour you want to use

Figure 236 – choose a fill colour



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14.4.5 APPLY AN OUTSIDE BORDER

<p>Click the table you want to apply the border to</p> <p>On the Table Tools Design Ribbon click the Border button</p> <p>Select the option you want to apply</p>	
---	--

Figure 237 – apply borders

14.4.6 APPLY AN EFFECT TO A TABLE

Effects are shadows, reflections, glows, soft edges and 3D rotations.

To apply effects:

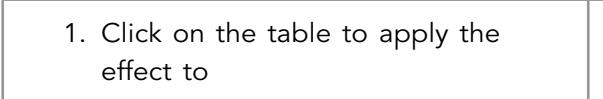
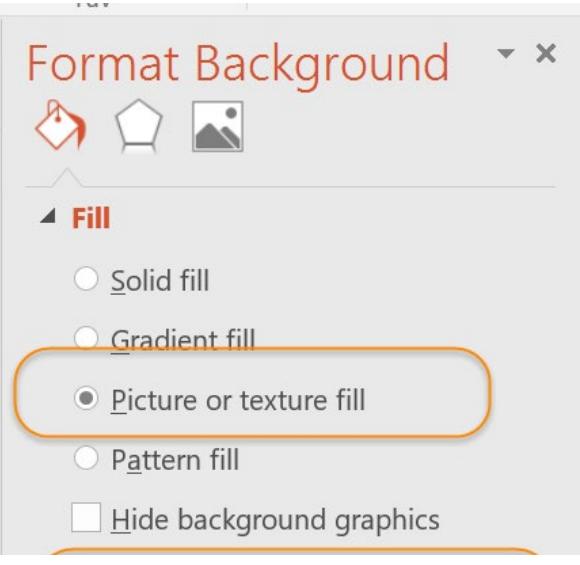
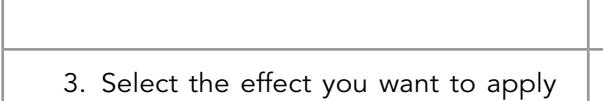
<p>1. Click on the table to apply the effect to</p>	
<p>2. Click on the Effects Button</p> <p>You will see Cell Bevel Shadow Reflection</p> <p>Each of these has a pop out list so you can find the effect that best works for you.</p>	
<p>3. Select the effect you want to apply</p>	

Figure 238 – effects can be applied to cells

Month	Centre	Drink
January	Bath	

Figure 239 – table with bevelled cellsusing the convex effect

14.5 INSERT AN EXCEL SPREADSHEET

You can create an Excel spreadsheet directly inside PowerPoint. When you do, the full functionality of Excel is available inside PowerPoint.

1. In Normal View display the slide in which you want to add the table
2. Click on the Insert Ribbon
3. Click on the drop down by Table
4. Select Insert Excel Spreadsheet

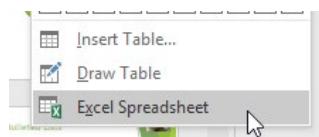


Figure 240 – add a spreadsheet

Now drag the edges to resize the spreadsheet – notice that the Ribbon becomes the Excel Ribbon and this spreadsheet behaves just like in Excel itself.

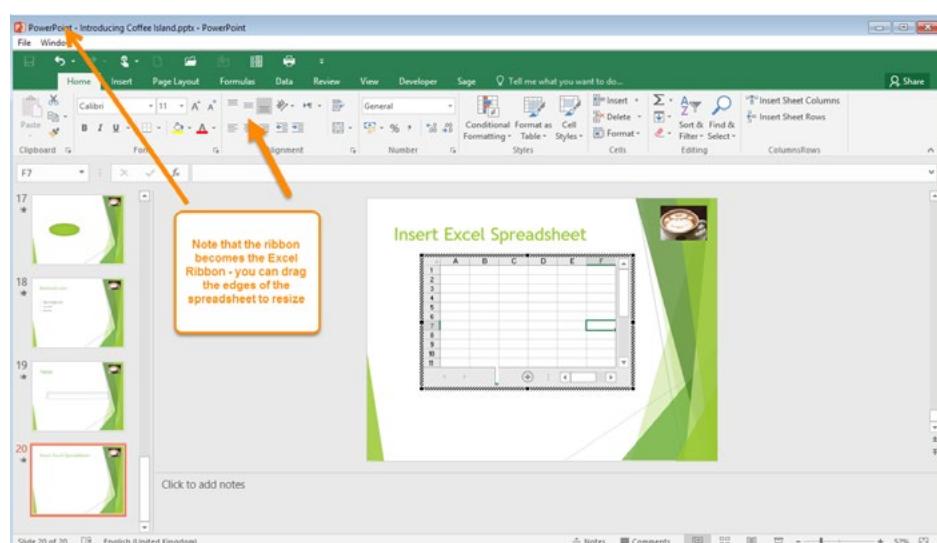


Figure 241 – Excel is now inside PowerPoint

You now have access to the full functionality of Excel. When you are done creating, click outside of the spreadsheet and into PowerPoint and you will see the spreadsheet inside your presentation.

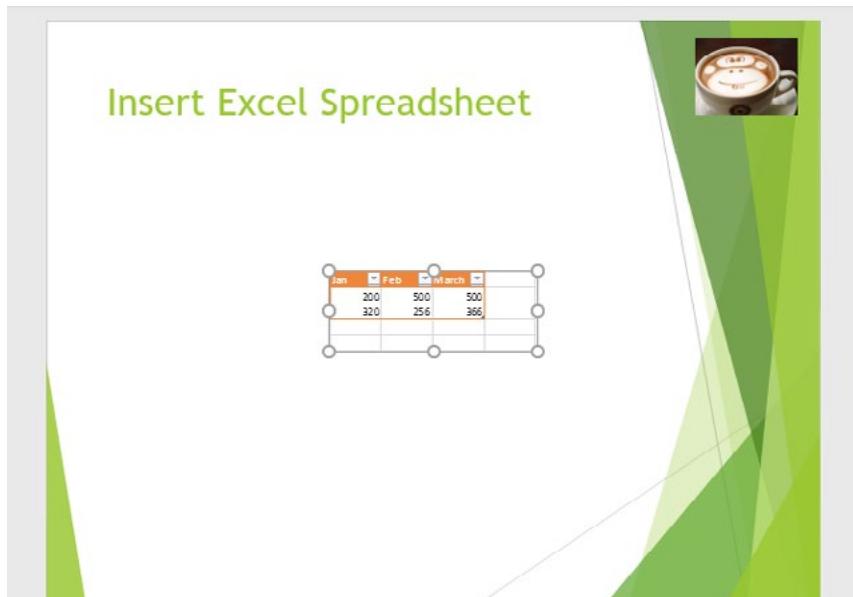


Figure 242 – spreadsheet in presentation

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16 INSERT AND FORMAT CHARTS

Charts really help to illustrate numbers and results in a way that text and paragraphs cannot.

16.1 INSERTING CHARTS

1. Click on the Insert Chart icon in a placeholder
2. Or Click on the Charts Icon on the Insert Ribbon

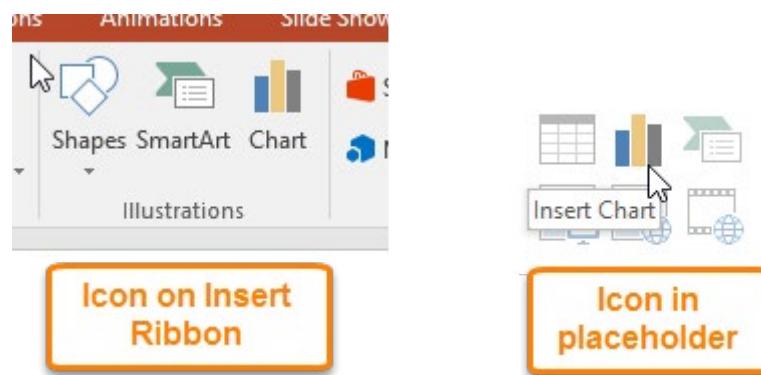


Figure 243 – add a chart

You will see the Insert Chart Dialogue Box which prompts you to select the type of chart you want to create.

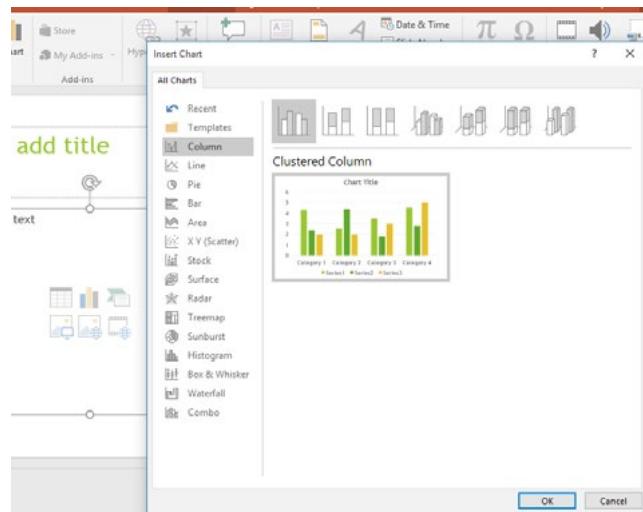


Figure 244 – choose the chart type

Once you have selected the type of chart, an Excel spreadsheet opens up on top of your slide, with a sample chart in the placeholder. Fill in the data area on the spreadsheet and the chart will update with your numbers and categories. When you have finished filling in the data, simply close the spreadsheet. The chart updates and the spreadsheet disappears.

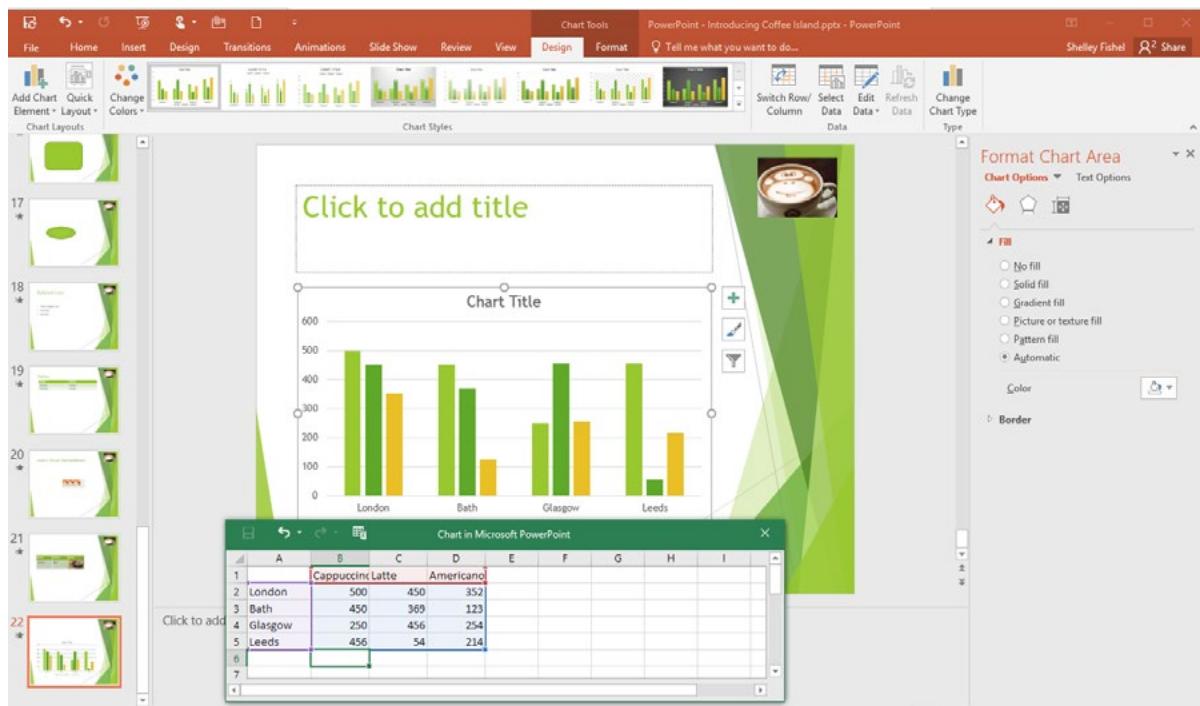


Figure 245 – fill in the mini spreadsheet

16.1.1 OPEN AND VIEW CHART DATA

You may want to see the data in the spreadsheet in order to make a small (or even big) change.

<ol style="list-style-type: none"> 1. Click on the chart you want to modify. 2. On the chart tools ribbon click Edit Data 3. The mini spreadsheet opens up and you can now modify the data 	
4. If you select Edit Data in Excel, then a full size spreadsheet opens up on top of PowerPoint complete with data ready to edit.	

Figure 246 – edit the data

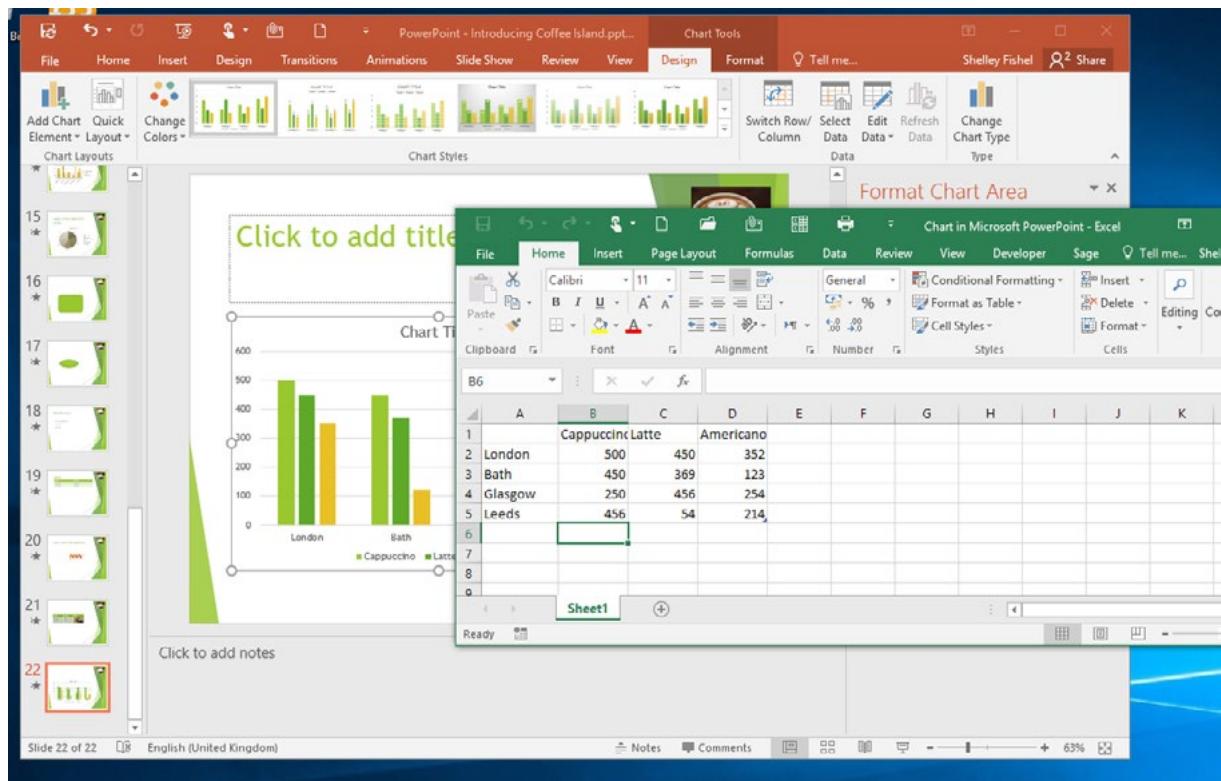


Figure 247 – complete the spreadsheet

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You can overtype the cells that are filled in. If you need to add more columns to the chart drag the small blue triangle which appears at the bottom right of the range and then add in your new data.

	A	B	C	D	E
1		Cappuccino	Latte	Americano	
2	London		500	450	352
3	Bath		450	369	123
4	Glasgow		250	456	254
5	Leeds		456	54	214
6					

Figure 248 – drag the corner to make the chart larger

16.2 MODIFYING CHART TYPE

To change the type of chart click the Change Chart Type icon on the Chart Tools Design ribbon. Then select a different chart type from the list. A preview will be displayed in the dialogue box. Once you find the chart that you want to use, click OK.

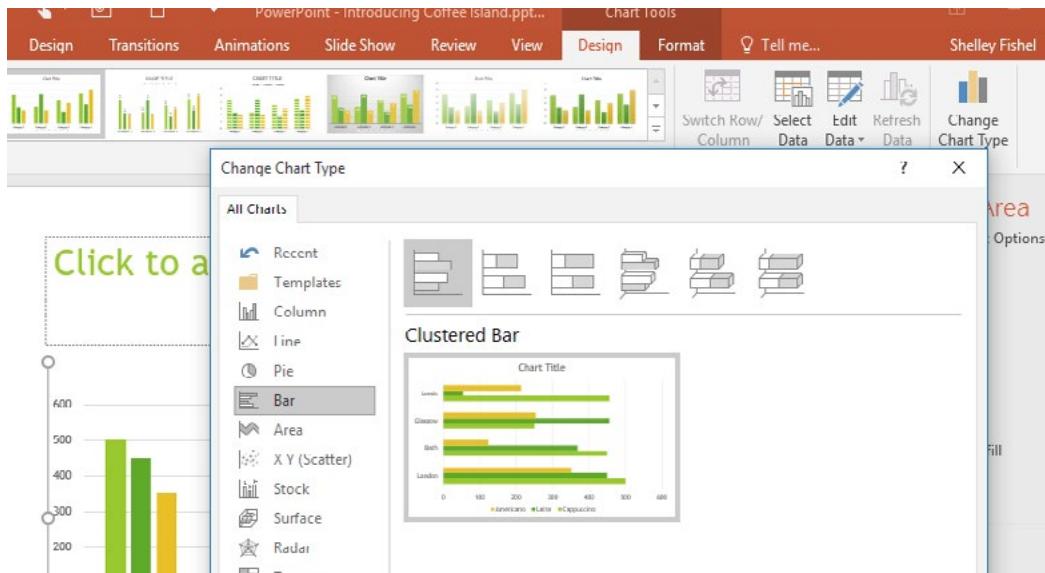


Figure 249 – change the chart type

16.3 ADDING LEGENDS TO CHARTS

When you first add a chart, you may not see the legend – which shows what each of the chart elements is about. To see the legend or to add a chart title click on the plus sign on the top right of the chart.



Figure 250 – add a legend

16.3.1 CHANGE THE CHART STYLE

To change how the chart looks, select one of the alternative styles from the style gallery on the Design Ribbon.



Figure 251 – change the style

16.3.2 CHANGE COLOURS

Click the Change Colours icon to select from different colour sets. All the colours on offer will be different combinations of the theme colours.



Figure 252 – change colours

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16.4 IMPORTING A CHART FROM EXCEL

If you already have a chart that has been created in Excel, you can copy and paste it into your slide.

1. In Excel select the chart you want to copy
2. Click Copy or press Control + C to copy or Right Click and Select Copy
3. Click on the slide in which you want to paste the chart
4. Right click, then select the option you want

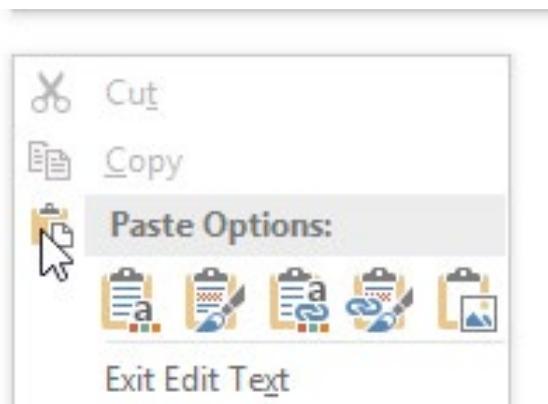


Figure 253 – paste options

The options are:

Use Destination Theme and embed workbook	Embed the actual workbook in the slide and use the colour scheme and theme of the presentation
Use Source Theme and embed workbook	Embed the actual workbook in the slide and use the colour scheme and theme of the Excel workbook
Use Destination Theme and link data	Link the chart to the Excel workbook so that if the chart in Excel changes the chart in PowerPoint changes – use the colour scheme and theme of the presentation
Use Source Theme and link data	Link the chart to the Excel workbook so that if the chart in Excel changes the chart in PowerPoint changes – use the colour scheme and theme of the Excel workbook
Paste Picture	Paste a picture of the chart that does not change

When you embed a chart into PowerPiont – the spreadsheet with the chart is added to the slide. This means you can edit the chart just like one that is created in PowerPoint and as it is not linked to Excel, any changes you make appear only in PowerPoint.

If you choose the Link Data option, any changes that are made in Excel will be shown in PowerPoint and any changes made will be reflected in Excel. The yellow informaiton box appears when you click on Edit Data when in PowerPoint. It is there to tell you that any changes you make will be reflected in both locations.

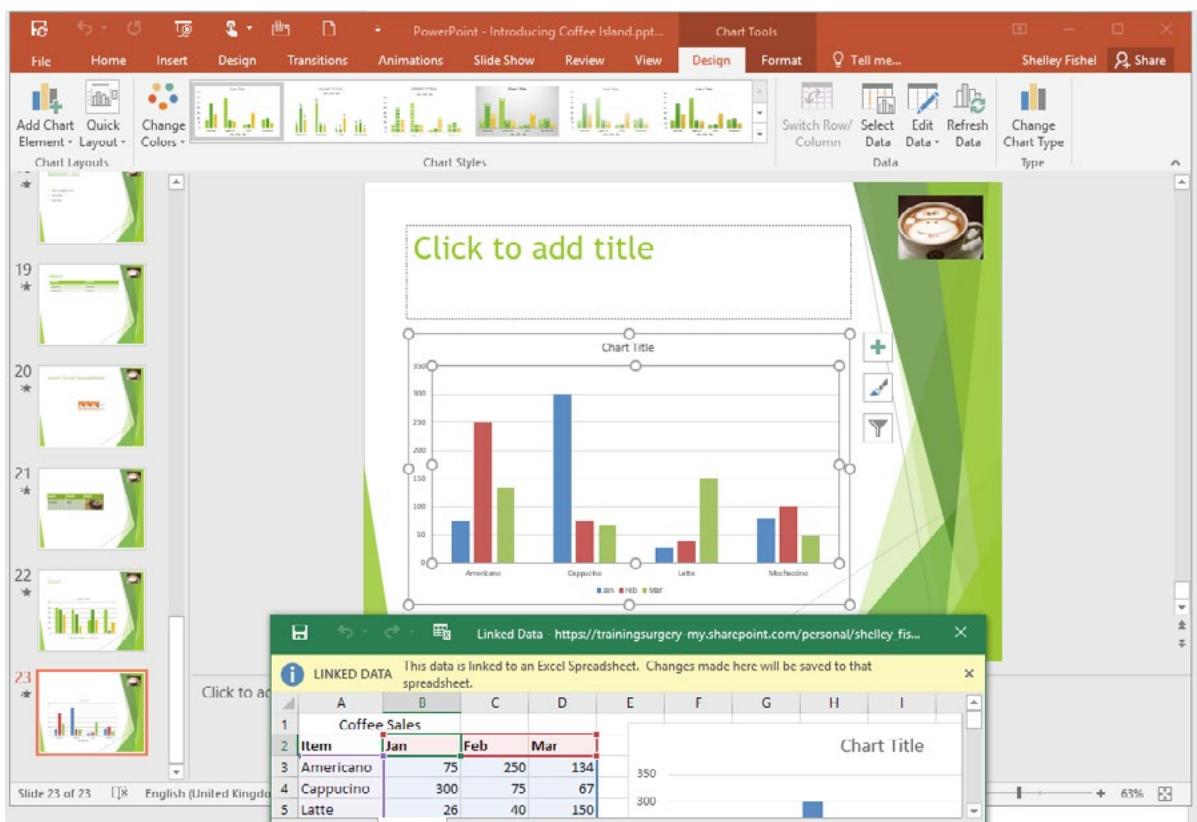


Figure 254 – linked data

17 INSERT AND FORMAT SMARTART

SmartArt are graphics that allow you to illustrate a process or relationship or to simply make a boring list more interesting.

17.1 INSERT SMARTART

1. Click on the Insert SmartArt icon
2. Choose the type of SmartArt to add
3. Click OK



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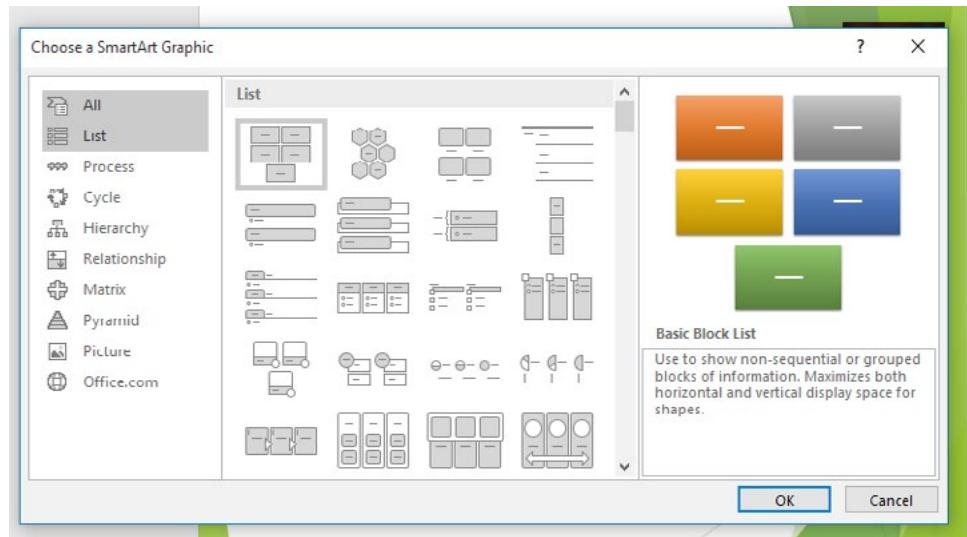


Figure 255 – add smartart

Once the chosen SmartArt is on the slide, you can start to add text.

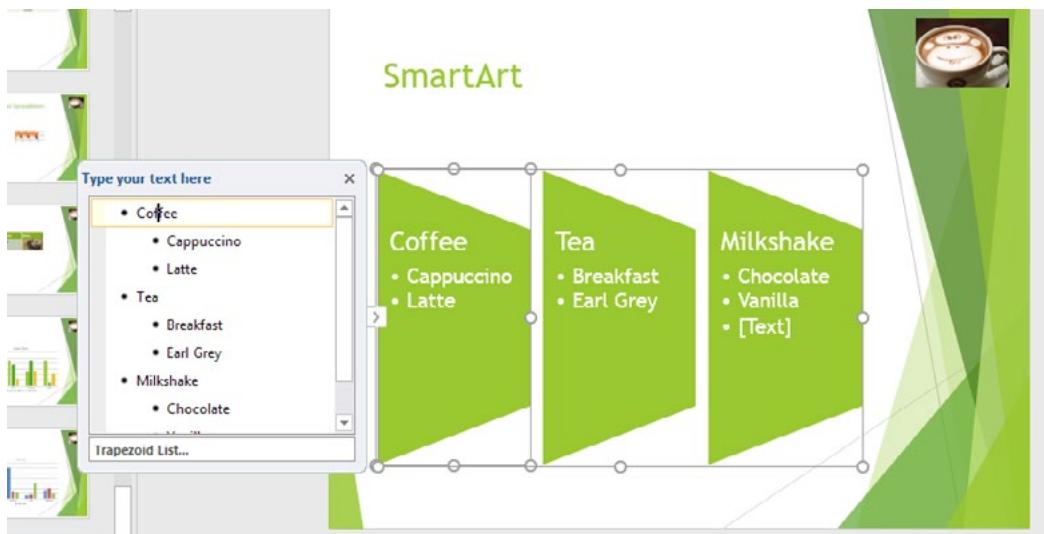


Figure 256 – Type into the shapes or into the text pane

17.2 ADDING SHAPES TO SMARTART

If you need more shapes in the overall SmartArt diagram you can add them.

17.2.1 TO ADD SHAPES USING THE RIBBON

1. Click on the starting shape
2. Select Add Shape Before or Add Shape After

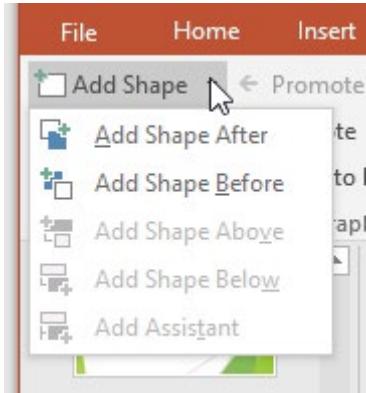


Figure 257 – add more shapes

17.2.2 TO ADD SHAPES USING THE TEXT PANE

1. Click at the end of a list
2. Press enter to get a new bullet point
3. Press backspace to promote the bullet to a new shape
4. Type in the heading
5. Press enter – a new shape will appear
6. Press tab to turn the shape into a bullet point

You can also use the Move Up and Move Down to move shapes around in the list

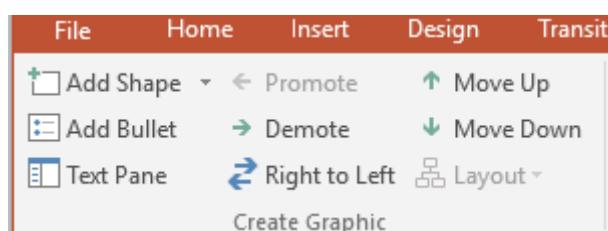


Figure 258 – move a shape in the order

17.3 CHANGING COLOR OF SMARTART

Click the Change Colours Icon and then select the colours you want to apply. The colours will be variations on the theme.

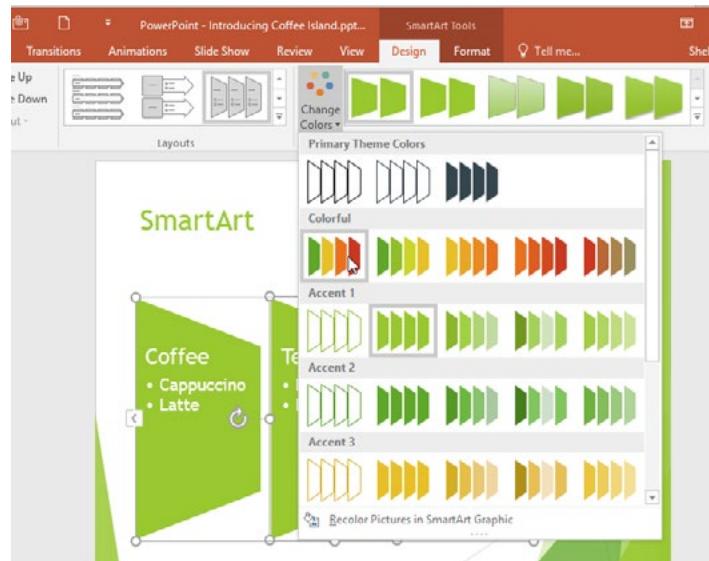
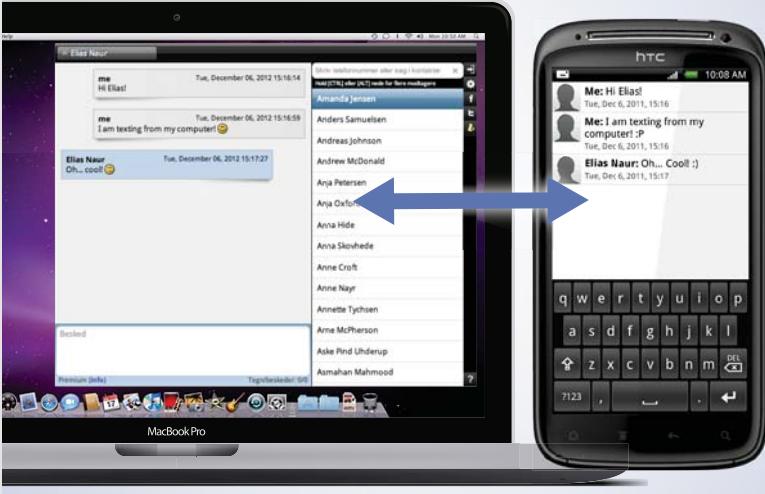


Figure 259 – change the colour

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17.3.1 CHANGE THE COLOUR OF INDIVIDUAL SHAPES

1. Click on the shape to change
2. Click on the SmartArt Tools Format Ribbon
3. Select the Shape Style you want or click the Shape Fill Icon to select the exact colour required

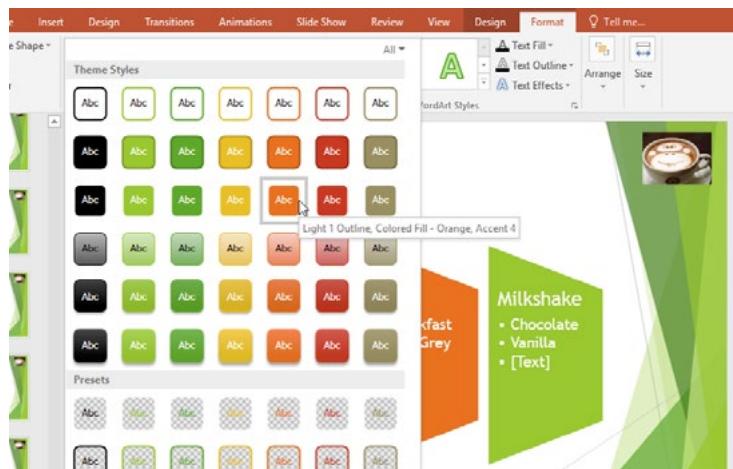


Figure 260 – change an individual shape

17.4 MOVING TEXT WITHIN SMARTART SHAPES

Move text within the SmartArt shapes using move up or move down icons on the Design Ribbon.

1. Click on the text to move
2. Click on the Move Down or Move Up icons

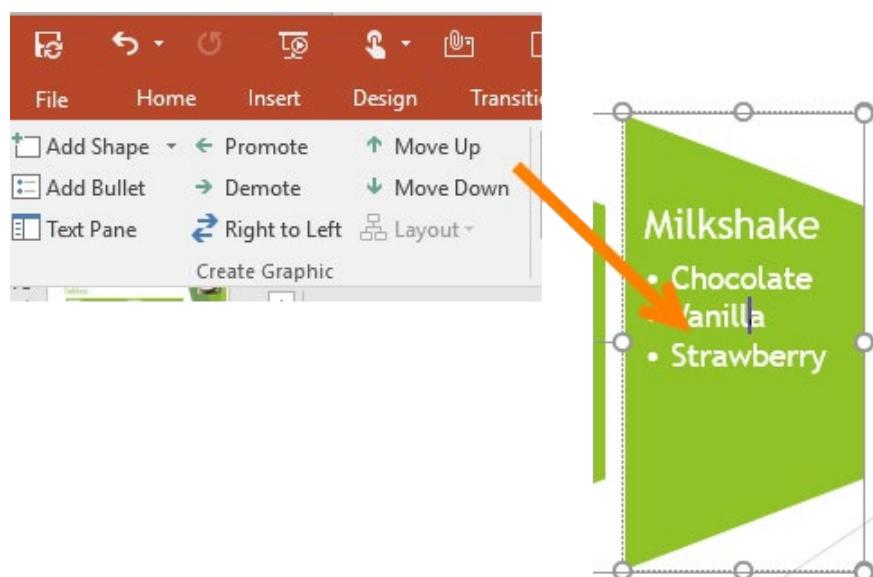


Figure 261 – move text around

17.5 REVERSING DIRECTION

Click the Right to Left Icon on the ribbon to reverse the direction of the shapes.

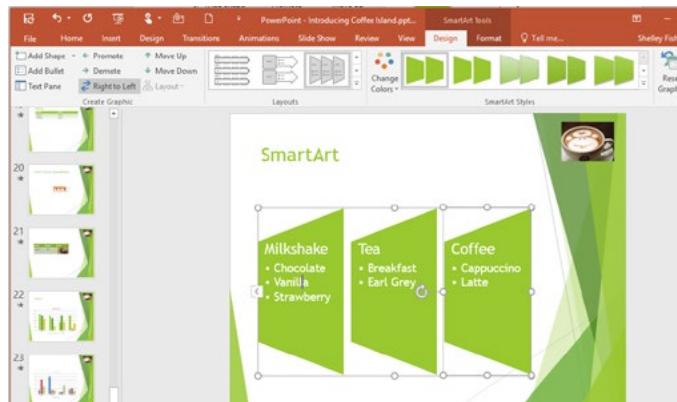


Figure 262 – change the direction of the shapes

17.6 CONVERTING LISTS TO SMARTART

1. Select the list you want to convert to SmartArt
2. Click on the Convert to SmartArt icon
3. Select the SmartArt shape

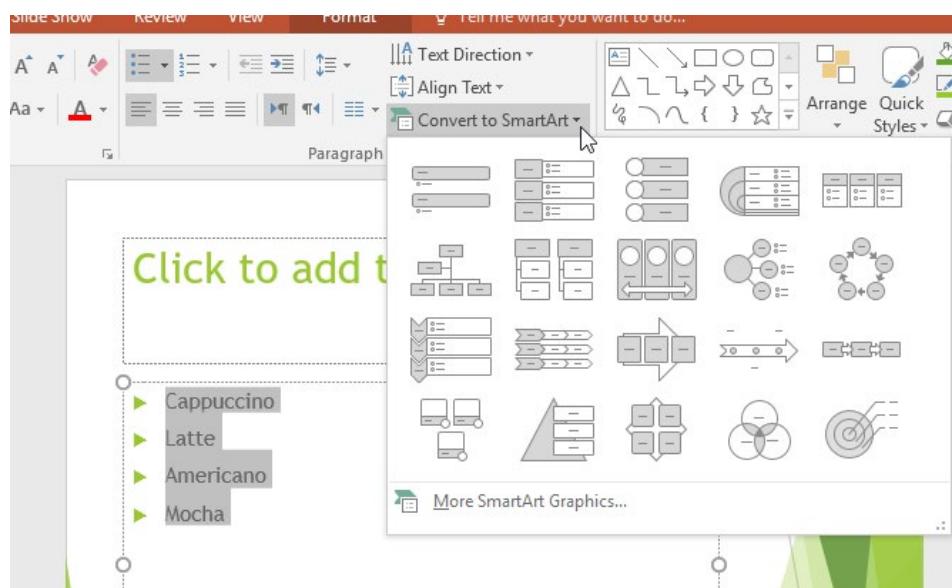


Figure 263 – convert a bulleted list to smartart for more interest

18 INSERT AND FORMAT IMAGES

The best and most powerful presentations will have lots of pictures.

Pictures can come from a file on your computer or an online location.

18.1 INSERT PICTURES FROM A FILE ON YOUR COMPUTER

To add pictures stored on your computer:

1. Go to the Insert Ribbon or you can use the icon in the standard place holder
2. Click the Add Pictures Icon
3. Navigate to the folder with the picture you want to add
4. Click on the picture
5. Click Insert



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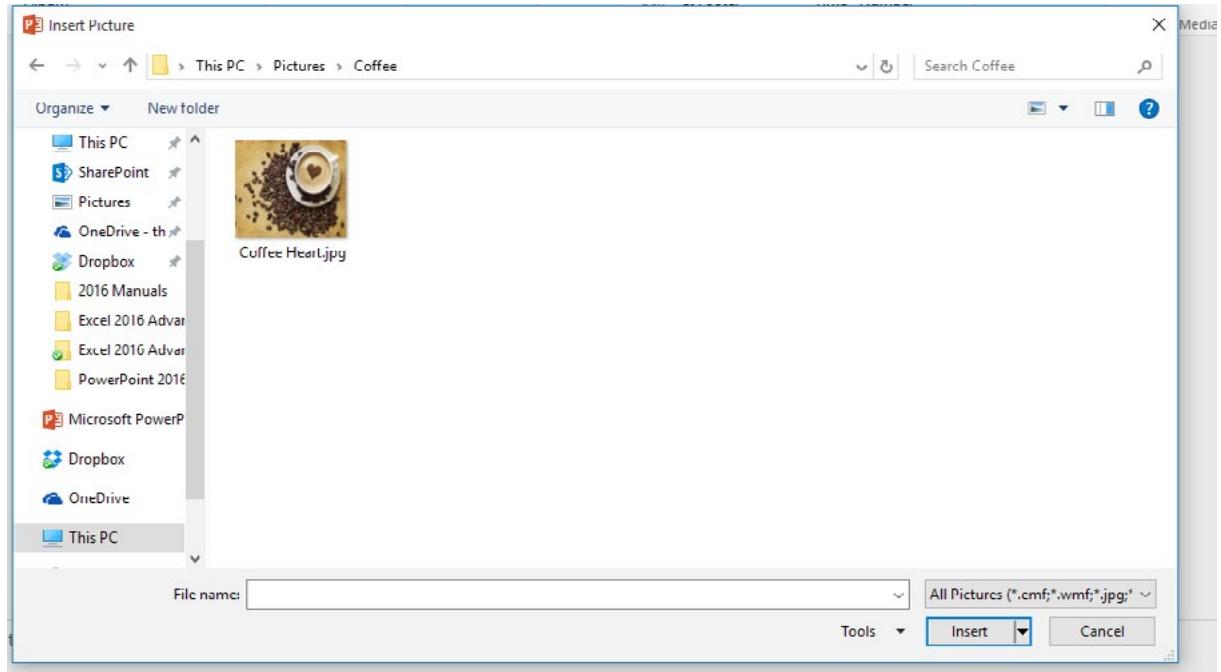


Figure 264 – insert picture from computer

The picture you selected is now added to the slide and fits perfectly in the placeholder.

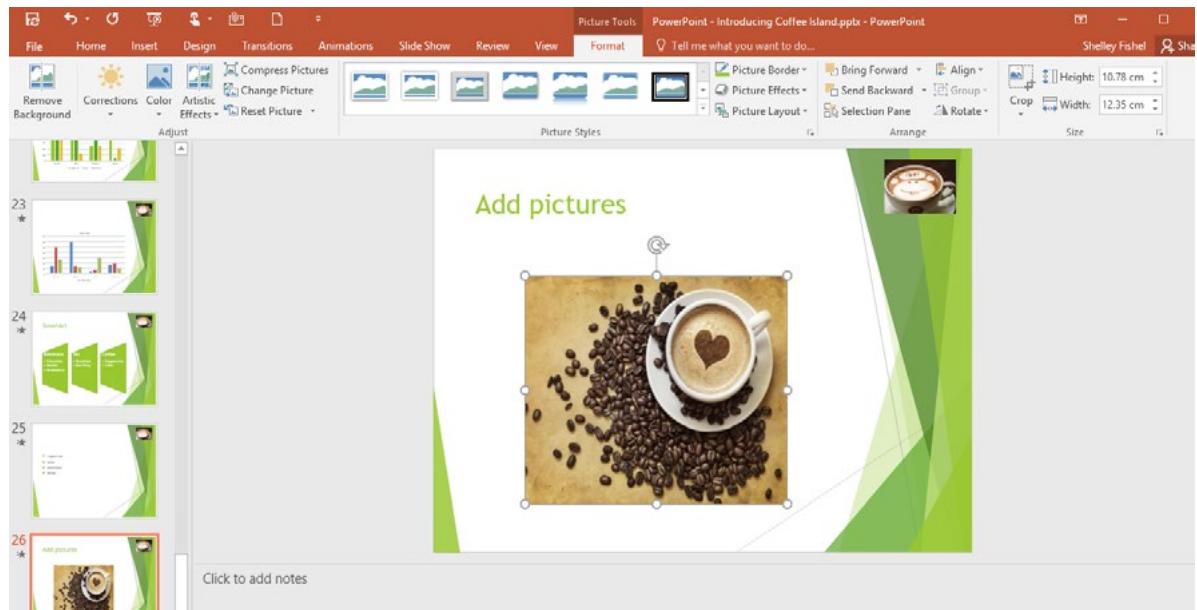


Figure 265 – picture added

18.2 RESIZING IMAGES

Drag the picture selection handles to the size you want or set the size exactly on the Picture Tools Format Ribbon.

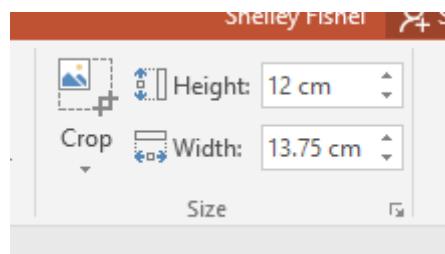


Figure 266 – change the size by typing in exact measurements

18.3 CROPPING IMAGES

1. Select the picture by clicking on it
2. Click the Crop Icon in the Picture Size group on the Format Ribbon
3. Drag the sizing handles so that the border surrounds the area you want to crop
4. Click outside the picture when done

18.3.1 CROP A PICTURE TO A SHAPE

1. Click on the picture to crop
2. Click the dropdown under the Crop icon
3. Point to Crop to Shape
4. Click on the shape

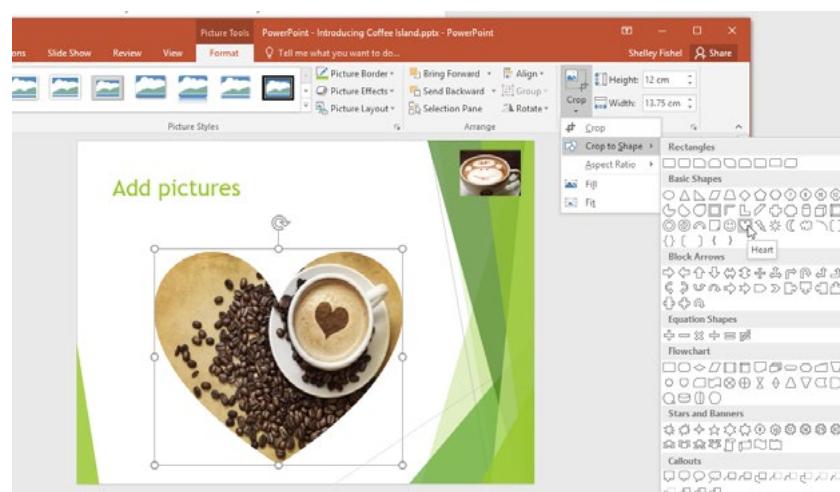


Figure 267 – crop to a shape

18.4 APPLYING EFFECTS

Select the picture then click the Effects Icon to apply one of the listed effects

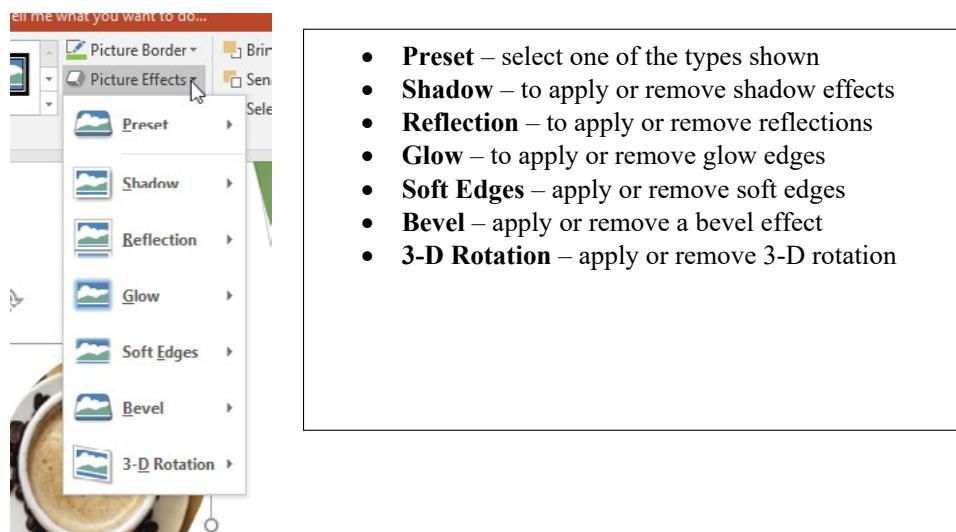


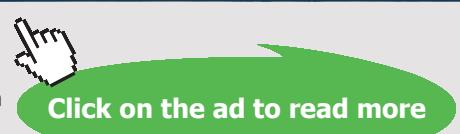
Figure 268 – apply effects

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18.5 APPLYING PICTURE STYLES

1. Select the Picture
2. Point to a style from the Style Gallery
3. A live preview will appear
4. Click on the style to apply

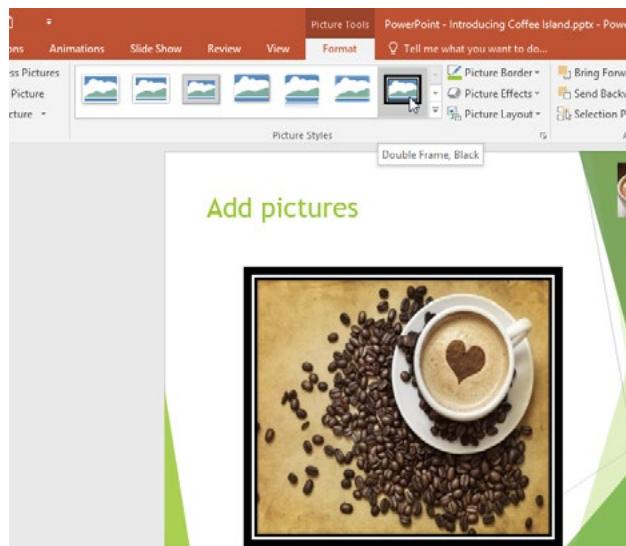


Figure 269 – picture styles

18.5.1 ADJUST THE COLOUR

1. Select the picture
2. Click on the Colour Icon
3. Point to a colour
4. A live preview will appear
5. Click on the colour to apply it

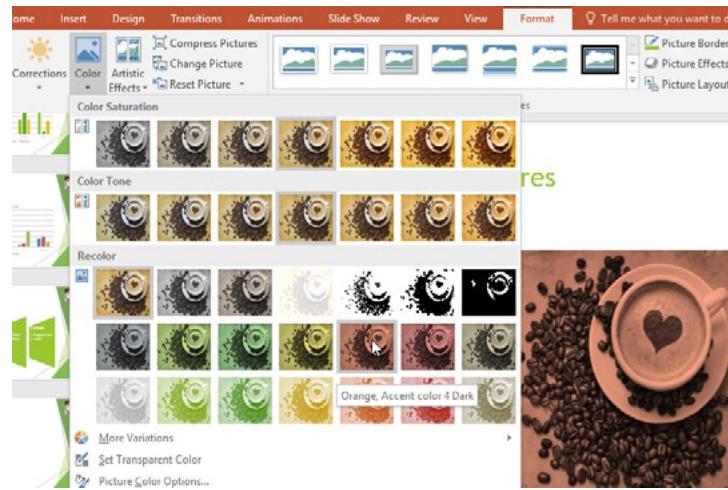


Figure 270 – adjust the colour

18.5.2 ARTISTIC EFFECTS

1. Select the picture
2. Click on the Artistic Effects icon
3. Point to an effect
4. A live preview will appear
5. Click on the effect to apply

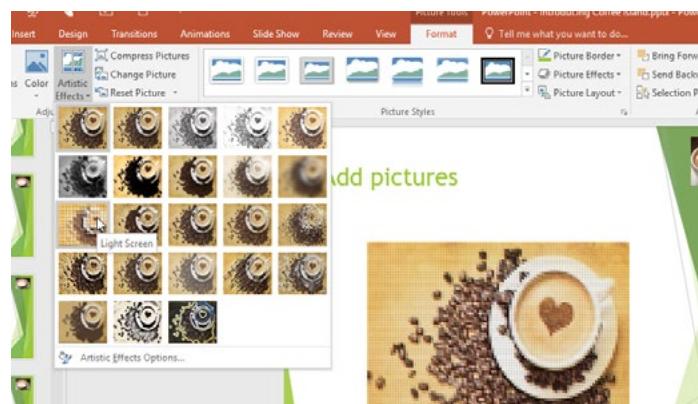


Figure 271 – use artistic effects

18.5.3 COMPRESS PICTURES

Presentations with lots of images will be very big in size. To help with file size compress the pictures in the presentation. You can choose to compress just one image or all the pictures.

1. Click Compress Images
2. Select the options you want to apply

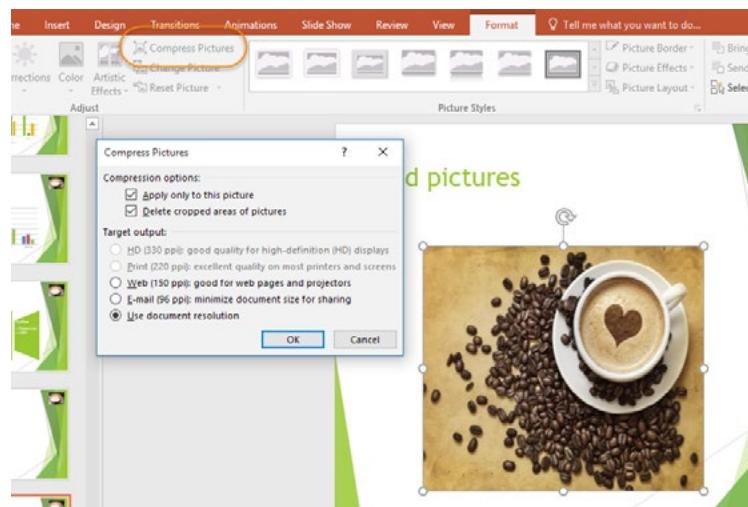


Figure 272 – compress pictures to reduce file size

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18.5.4 CHANGE THE PICTURE

You may decide that the picture you have chosen is not quite right and you want to change it.

1. Select the picture to change
2. Click Change Picture

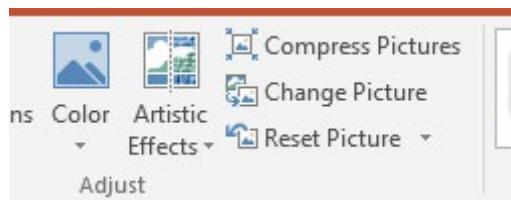


Figure 273 – change the picture

3. Navigate to the location where the picture is stored
4. Select the new picture

18.5.5 RESET PICTURE

If you have made lots of changes to a picture you can reset it to its original state.

1. Select the picture to reset
2. Click Reset Picture
3. Click the option you require

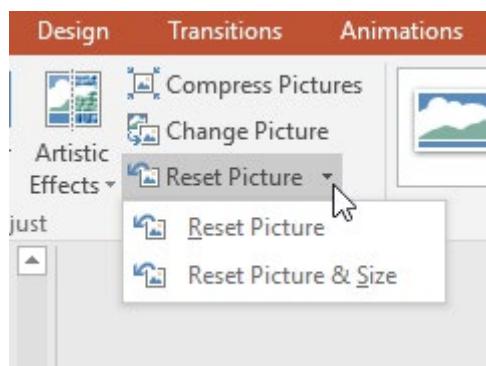


Figure 274 – resto the picture back to the original

Reset Picture – this option will reset any colour or artistic effects

Reset Picture and Size – this option will also reset the picture to its original size if it has been cropped.

18.6 ADDING ONLINE PICTURES

Pictures can be stored on your computer however often images you need to use are stored online. It could be OneDrive, a SharePoint site or you may want to search for an appropriate image online.

18.6.1 CLIP ART

Clip Art has been removed from Microsoft Office 2016. Some would say not a moment too soon!

Online pictures are pictures that are stored in your SharePoint, OneDrive for Business or Personal OneDrive folders. They can also be images that you search for online.

18.7 INSERT AN ONLINE PICTURE

Click on the Online Pictures Icon from the standard placeholder or from the Insert Ribbon.



Figure 275 – online picture icon

Select where the online picture is stored

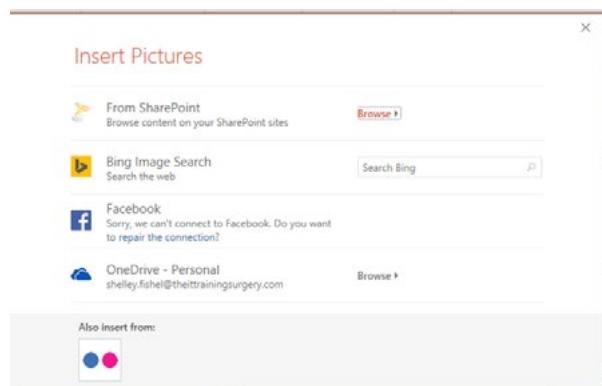


Figure 276 – choose location for online pictures

From SharePoint – this will include OneDrive for Business

Bing Image Search– use this to look for an image that matches the criteria you type here

Facebook – if you are using a personal account, you may be able to connect to Facebook and bring in any photos you have stored there

OneDrive Personal – this will go and look in the Pictures folder in your personal OneDrive account

You may be able to go to **Flickr** too.

18.7.1 COPYRIGHT

Be very careful about copyright when downloading pictures from the internet. Make sure you have chosen an image that allows you to share and use for commercial use. You can change the search options within the search engines to show images that match the licence you need.

18.7.2 SEARCH FOR AN ONLINE PICTURE

Once you get to the Insert Online Picture screen type your search criteria into the Bing Image Search and click the magnifying glass to initiate the search. Then choose the image you wish to insert and click Insert.

The advertisement features a woman with short dark hair, smiling and resting her chin on her hand. She is wearing a grey blazer over a light blue shirt. The background is a plain, light color. To the left of the woman, there is text and a call-to-action button.

Struggling to get interviews?

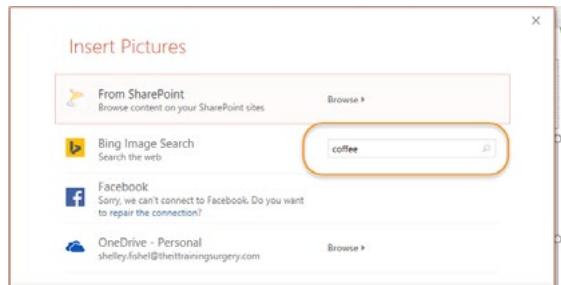
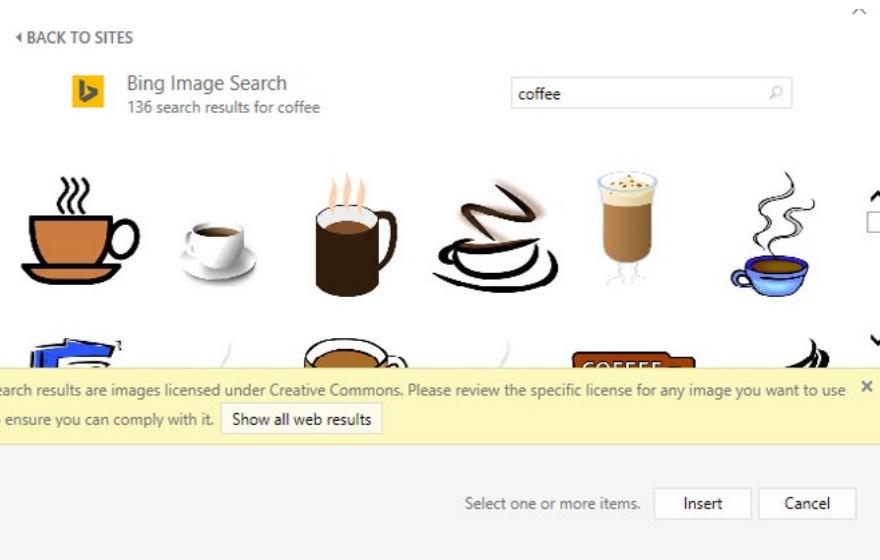
Professional CV consulting & writing assistance from leading job experts in the UK.

Visit site

A hand cursor icon is pointing at the "Visit site" button.

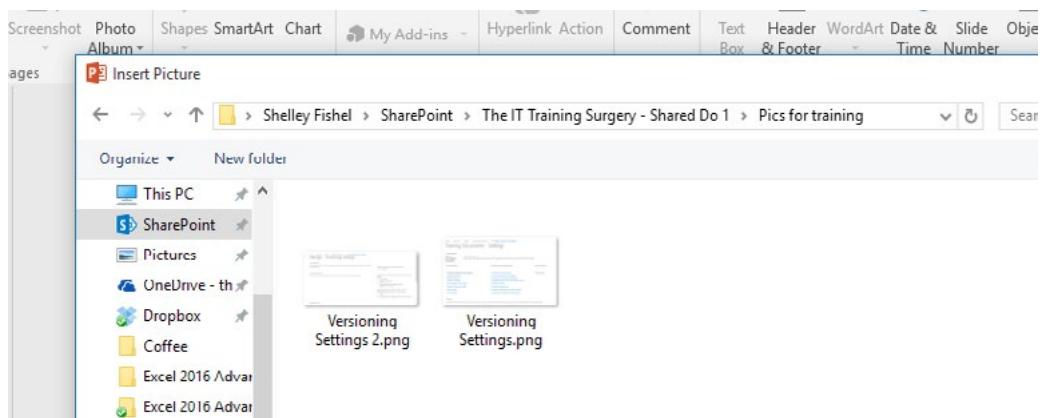
 Take a short-cut to your next job!
Improve your interview success rate by 70%.

 TheCVagency
Visit thecvagency.co.uk for more info.

**Figure 277 – type search criteria****Figure 278 – select picture**

18.7.3 FROM SHAREPOINT

In the screen shot here, I selected from SharePoint. I have navigated to the SharePoint folder on my local computer and have gone into the Pics for Training folder where my images are stored. You can navigate here just like normal.

**Figure 279 – from SharePoint**

19 REUSE SLIDES

You may well have slides in another presentation that can be reused in the one you are building. The slides you wish to reuse can come from an existing presentation that is stored on your local computer or an online location like OneDrive for Business or your Personal OneDrive. It can also come from a SharePoint site and is easy to add if the site is Synchronised to your machine.

19.1 INSERT SLIDES FROM A SHAREPOINT LIBRARY

In SharePoint you can also have a Slide Library. Here you can store slides that anyone in the organisation may need to access. For example, the start and end slides or particular slides that can be generic and reused as need be.

Not all versions have access to a slide library and if you are using a Home Version of Office then you will not see this feature.

Not all of the business plans have access to this feature and if you have a plan that does, it will need to be set up by your administration team.

19.2 REUSE SLIDES FROM ANOTHER PRESENTATION

Starting from the Home Ribbon click the drop down arrow underneath the New Slide icon and select Reuse Slides.

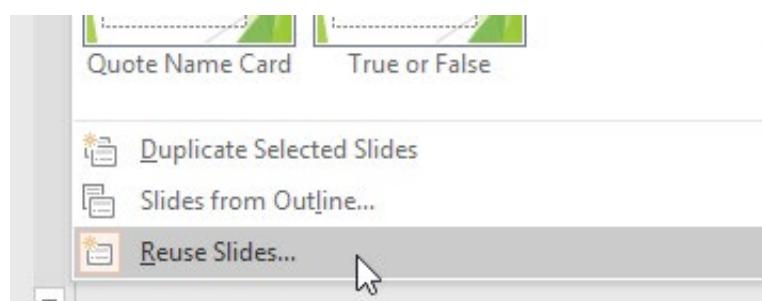


Figure 280 – reuse slides

Next you will need to tell PowerPoint where the presentation is that has the slides you want. Click Browse and then Browse File in the navigation pane that opens up. If you have recently had one of the files open, they will be listed in the Reuse slides task pane.

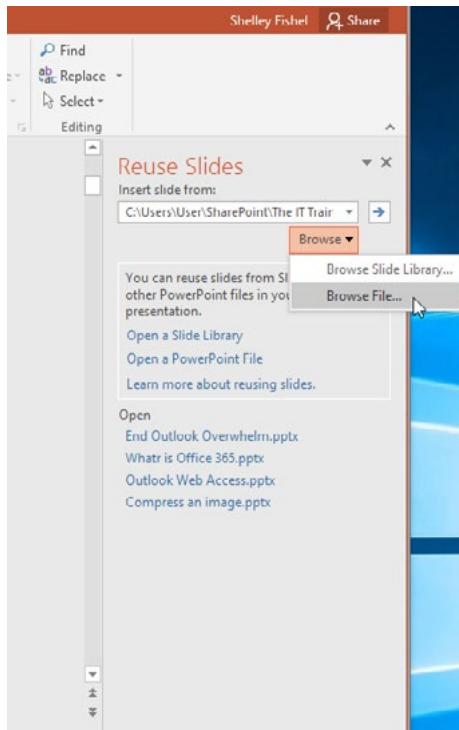


Figure 281 – browse for file

The advertisement features a background image of three diverse individuals (two men and one woman) smiling and looking at a tablet or document together. The we thrive.net logo is in the top left corner. On the right, there's a white callout box with the following content:

- DO YOU WANT TO KNOW:**
- What your staff really want?
- The top issues troubling them?
- How to make staff assessments work for you & them, painlessly?
- Get your free trial**
- Because happy staff get more done

Once you have found the presentation you want you will see a list of thumbnails of each of the slides in that presentation. Now you can select the one(s) you wish to use.

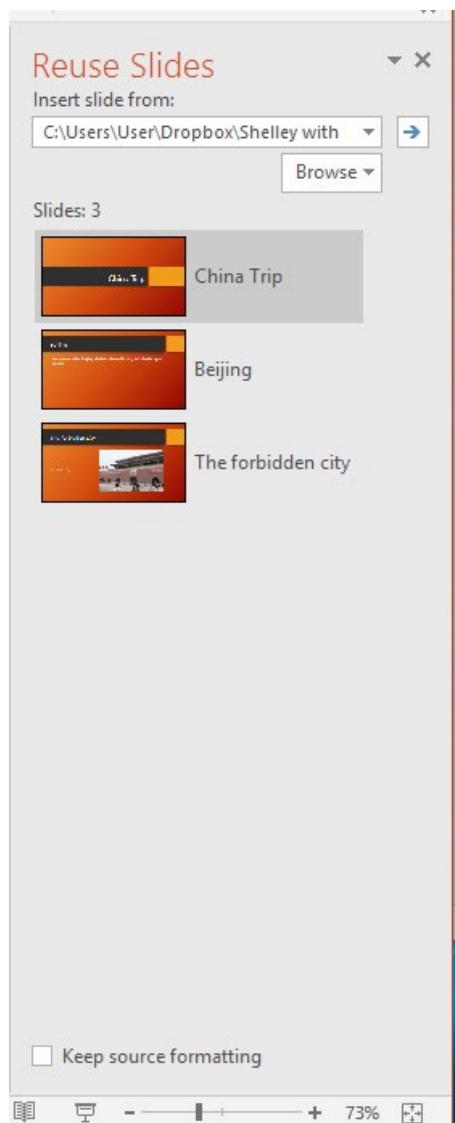


Figure 282 – click slide to use

Click on a slide to add it to the presentation – if you want to keep the formatting from the original presentation you will need to tick the Keep source formatting check box BEFORE you click on a slide. Otherwise you will override the formatting and the slide will take on the new presentation format.

19.2.1 APPLY THE THEME

You have the perfect slides in another presentation and you would love to reuse them. Not only that, you also want to apply the theme from the other presentation to this one. No problem. Here is how.

Follow the steps to reuse slides until you have the slides in the task pane. Now using the right click select the option that meets your requirements.

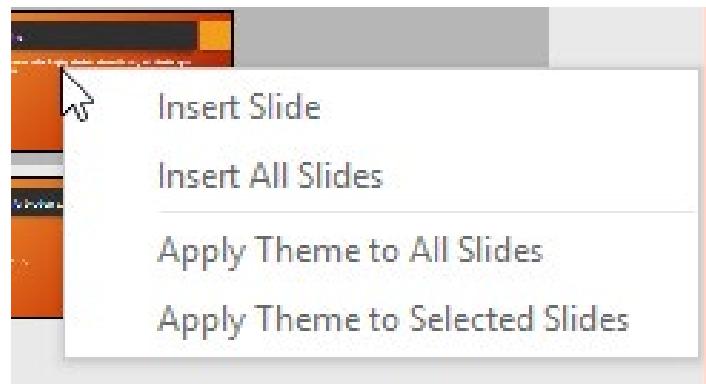


Figure 283 – choose your options

Insert Slide – inserts the current slide

Insert All Slides – inserts ALL the slides from the other presentation in to this one

Apply Theme to All Slides – applies the other theme to all the slides in this presentation

Apply Theme to Selected Slides – only applies the other theme to the selected slides

As you can imagine this can be a great time saver as you can copy slides or the theme very easily.

20 INSERT AND FORMAT MEDIA

Media is the collective term for audio and video which can be added to your presentation. Play a soundtrack to a particular slide or show a video which can be found on your computer, your SharePoint site, any web site, YouTube or even Facebook.

In PowerPoint 2016 you can now also record the screen to create a tutorial and add that too!

You insert sound,video or Screen Recording from the Media group on the Insert Ribbon

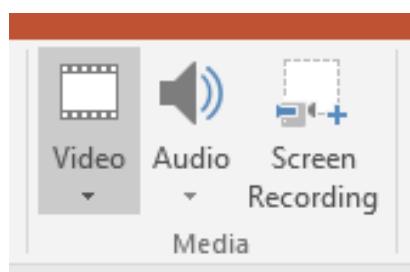


Figure 284 – add media

Video can also be inserted from the Video link in the standard placeholder.



Figure 285 – add video

20.1 INSERT VIDEO FROM A FILE ON YOUR COMPUTER

1. Select one of the methods above
2. Click on Insert Video from File
3. Browse to the folder where the video is stored
4. Select the Video
5. Click Insert

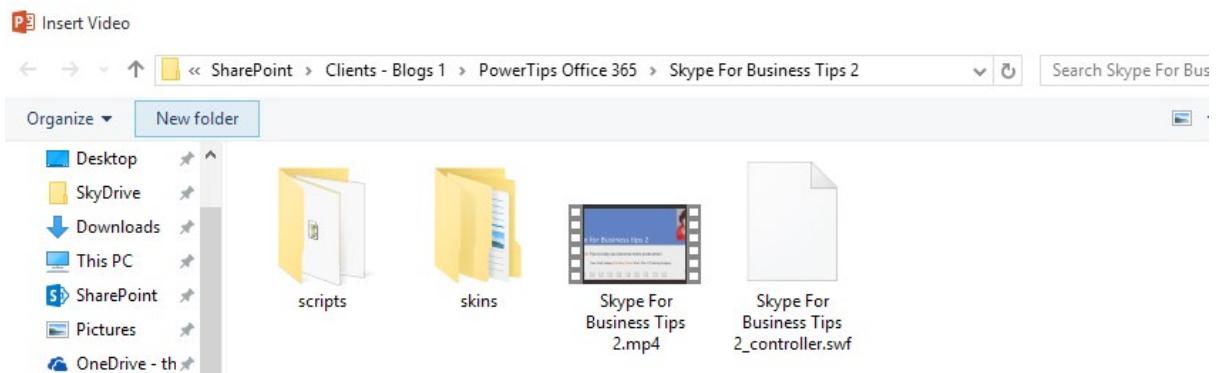


Figure 286 – pick video from your computer

Video now appears in the placeholder on your slide.

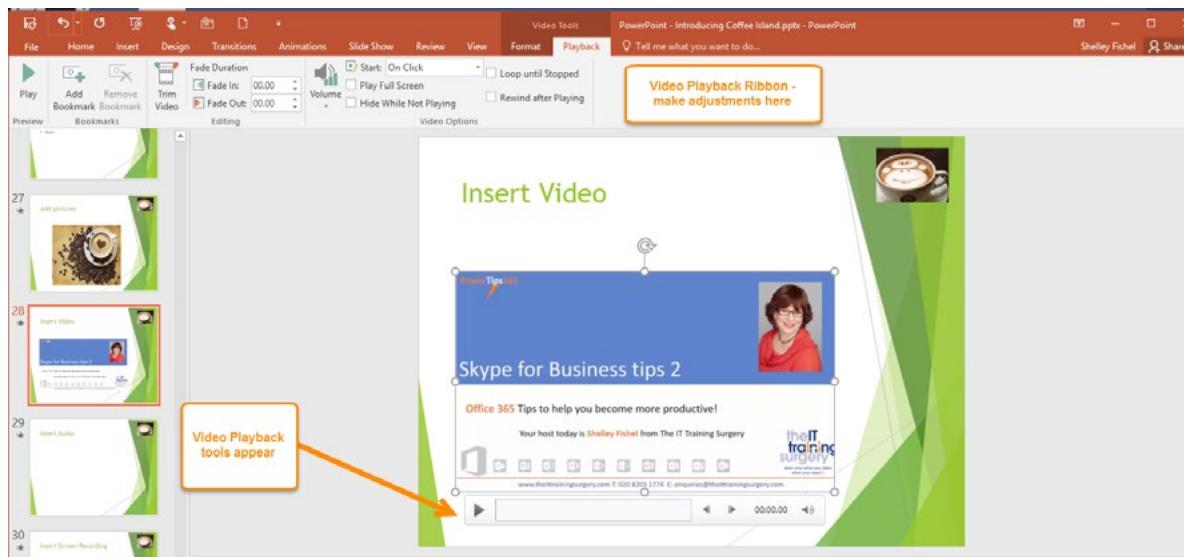


Figure 287 – video with playback controls

20.2 ADJUSTING MEDIA WINDOW SIZE

Drag the selection handles around the edges of the video to resize or use the dialogue box on the Video Tools Format Ribbon to set an exact size.

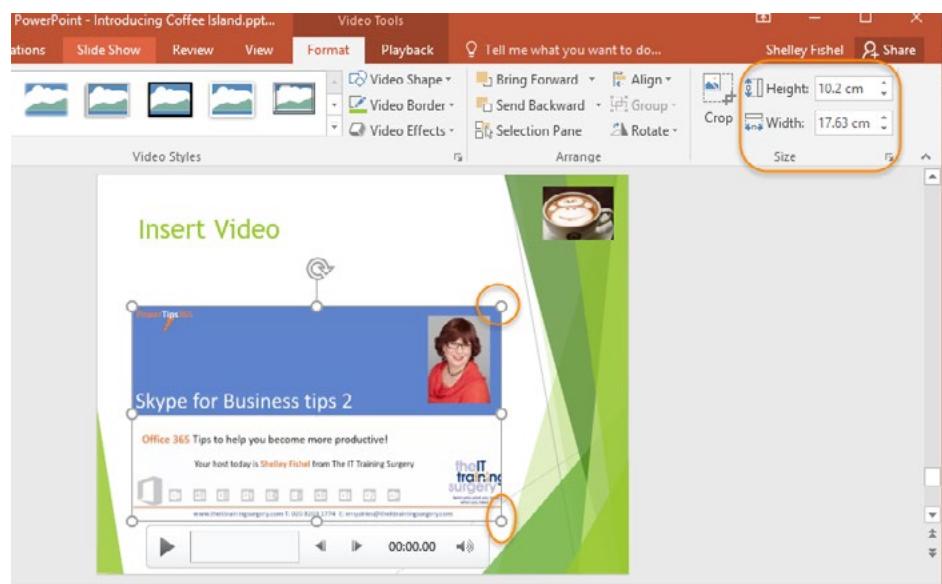


Figure 288 – resize the video clip

20.3 TRIMMING TIMING ON MEDIA CLIPS

20.3.1 SETTING START/STOP TIMES

Click the Trim Video icon on the Playback Ribbon

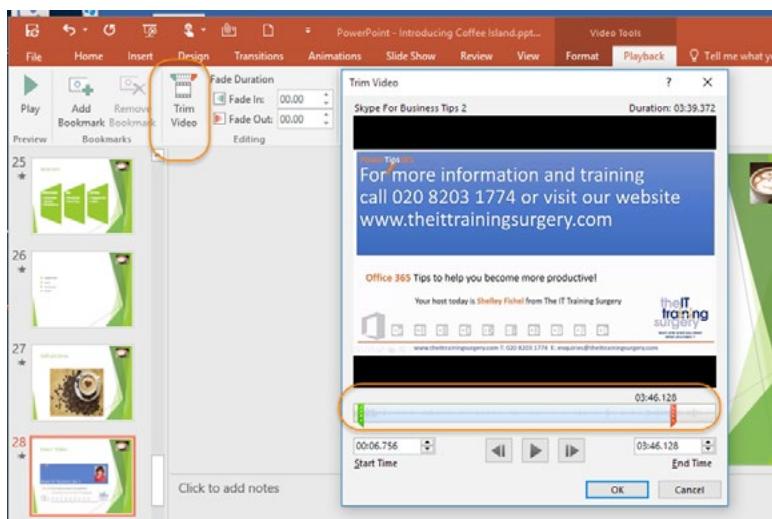


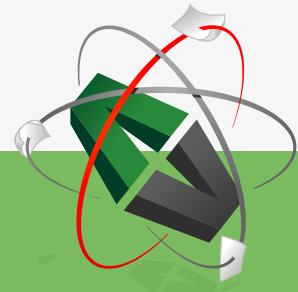
Figure 289 – trim the start or end

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1. Drag the green slider to the starting point you want
2. Drag the red slider to the end point you want

Or

1. Set an actual start time in the Start time box and an end time in the End time box
2. Click the play button to see what it is like
3. When you are happy with it click OK
4. Your changes to the timing will be applied

20.4 SETTING MEDIA OPTIONS

If you have added video the options here will be for video if you have added audio then the options will relate to audio.

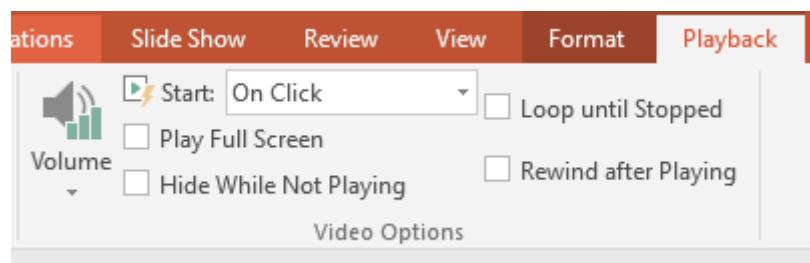


Figure 290 – set the video options

<p>Figure 291 – set volume</p>	<p>Click this icon to set the volume for any audio with the video to Low Medium High or Mute the audio if you only want the video to play back.</p>
<p>Start</p>	<p>Decide if the video will start to play when you click on it or automatically when you get to the slide.</p>

Play Full Screen	Tick this box if you want the video to play full screen, otherwise it will play within the area you set for it.
Hide while not playing	Hide the video clip when it is not playing.
Loop until stopped	Keep playing the video clip until it is stopped.
Rewind after playing	Rewind to the beginning after playing.

20.5 ADD ONLINE VIDEO

You can insert a video from a website, Youtube or even Facebook!

1. Choose the method to insert video
2. Type the search criteria into the chosen location
3. Click the magnifying glass or press Enter
4. Select from the results and follow the same process as for any video to make adjustments

20.5.1 ADD VIDEO FROM YOUTUBE

YouTube makes inserting video easy.

1. Navigate to the video on YouTube that you want to insert
2. Click Embed
3. Select the Code in the Embed box
4. Right Click and Copy
5. Now open up the presentation on the slide you want to add the video to
6. Choose the insert video method you want to use
7. Paste the code you just copied from YouTube into the Embed Code box

The video is pasted in and looks at first like a black rectangle – to see the video press the play button on the ribbon and you will be able to see how it looks.

A video that comes from YouTube cannot be trimmed.

Remember also that you will need to have an internet connection to play a video that is hosted online.

20.6 ADD A SCREEN RECORDING TO YOUR PRESENTATION

Screen recording is brand new in Microsoft PowerPoint 2016. You can now record a demonstration of a product or piece of software for example and have it play in your slideshow.

I am going to record how to insert a shape in Word and have that show up in the presentation.

Click on the Screen Recording icon on the Insert Ribbon.

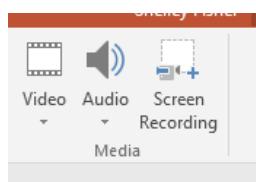


Figure 292 – screen recording icon

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Next you will see that PowerPoint has switched to whatever other program you have running – in my case a blank Word document. The document will be whited out to start with and you will need to select the area to record. If you don't see a black plus sign to drag out the area click on Select Area in the small toolbar that shows up:

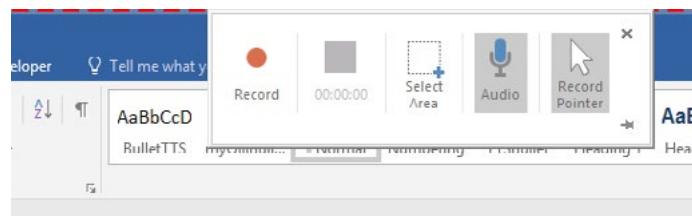


Figure 293 – select area to record

Note that you can decide whether to record Audio and if you want to show the Pointer make sure to click on Record Pointer.

Drag out the area to record and then you are all set.

Once you have done that click the red Record button. Now you can work away and the recorder will keep track of what you are doing. When you are done you can follow the keyboard shortcut: **Windows Logo Key + Shift + Q** to stop or click on the Stop Recording button.

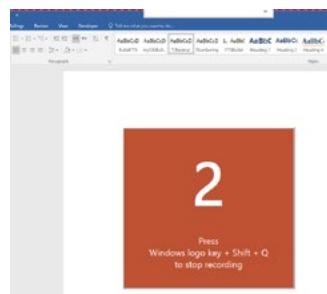


Figure 294 – shortcut to stop recording

When you are done and have stopped recording you will see your screen recording on the slide you started from in PowerPoint 2016.

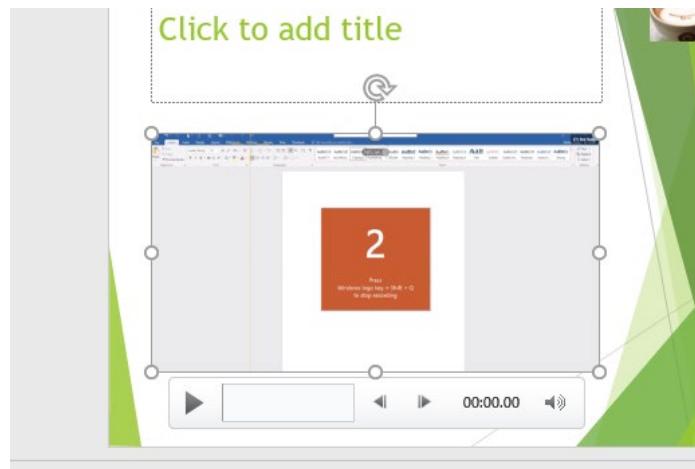


Figure 295 – screen recording and playback tools

The screen recording looks just like a video and has the same playback tools. It will play when you are playing your Slide Show.

20.7 ADD AUDIO TO THE PRESENTATION

You can add an audio file such as a soundtrack to your presentation. The Audio can be a music track from your computer or you can Record Audio to go with the slide.

1. Click Insert Audio from the Media Group on the Insert Ribbon

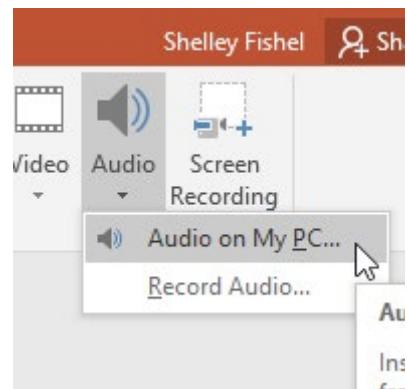


Figure 296 – add audio

2. Select where the audio track is coming from
3. Then select the Audio Track
4. The track is added to the slide with a playback bar and an icon

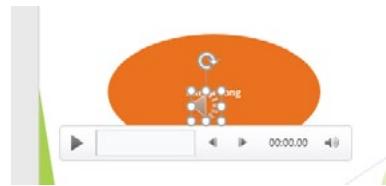


Figure 297 – audio icon with playback control

To control how the audio file plays click on the Playback ribbon

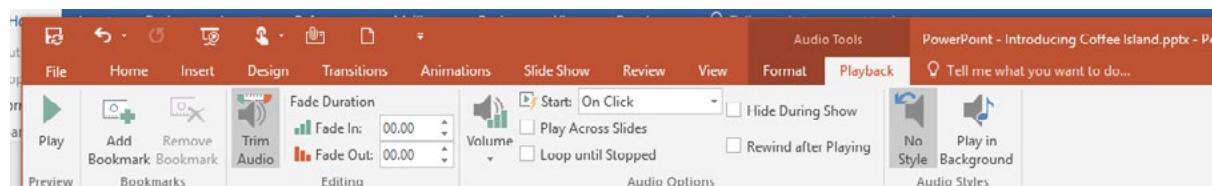


Figure 298 – audio playback ribbon



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Play	Play the track to hear how it works.
Add Bookmark	Add bookmarks to trigger animations or jump to a particular place in the track.
Remove Bookmark	Removes a bookmark you have added.
Trim Audio	Just like the TrimVideo option you can set at what point the track starts and finishes.
Fade Duration	Set the audio track to fade in or out or both.
Volume	Set the volume here.
Start	Decide if the track starts on click or automatically.
Play across slides	This allows the track to play across all the slides so that when you go to the next slide the track continues.
Loop until stopped	The track will keep on playing until you stop it.
Hide during show	Hides the icon during the slide show.
Rewind after playing	Rewind the track to the beginning once finished.
No Style	Reset the audio clip option – if you made it play across slides this would be removed.
Play in Background	Set the audio clip to continually play in the background across all the slides.

21 APPLY TRANSITIONS BETWEEN SLIDES

Transition effects control how slides appear on screen when you play the slide show. There are many to choose from and they can be customized by setting how long they last and which direction they use.

21.1 INSERTING TRANSITIONS BETWEEN SLIDES

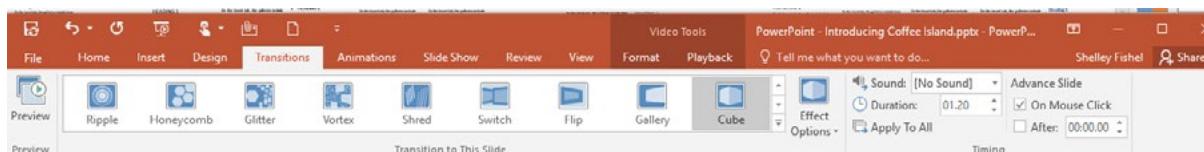


Figure 299 – transitions ribbon

The best way to add transitions is to use Slide Sorter View – that way you can select as many slides as you want and apply the transitions to them. You can also see transition timings here as well.

21.1.1 TO ADD TRANSITIONS

1. Switch to Slide Sorter View
2. Click the Transitions Ribbon
3. Choose a transition style
4. You can see a quick preview of the transition effect on the slide you have selected
5. To apply this transition to all slides, click Apply to All
6. Slides that have a transition effect applied will have a small star in the bottom right hand corner in Slide Sorter view

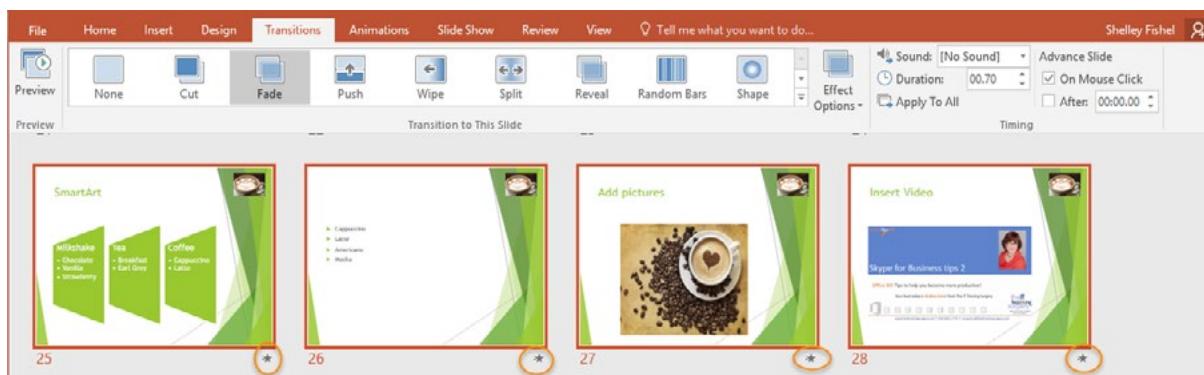


Figure 300 – transition icon in slide sorter view

21.1.2 MODIFYING TRANSITION EFFECT OPTIONS

Depending on the type of transition you have chosen, you can control the directionality of the transition.

Click the Effect Options icon and make your choice.



Figure 301 – set direction

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Potential for development

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www.careers.total.com
More than 600 job openings are now online!

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21.1.3 ADDING SOUND TO A TRANSITION

You can add sound to your transitions – click the drop down arrow next to Sound and select the sound to add.

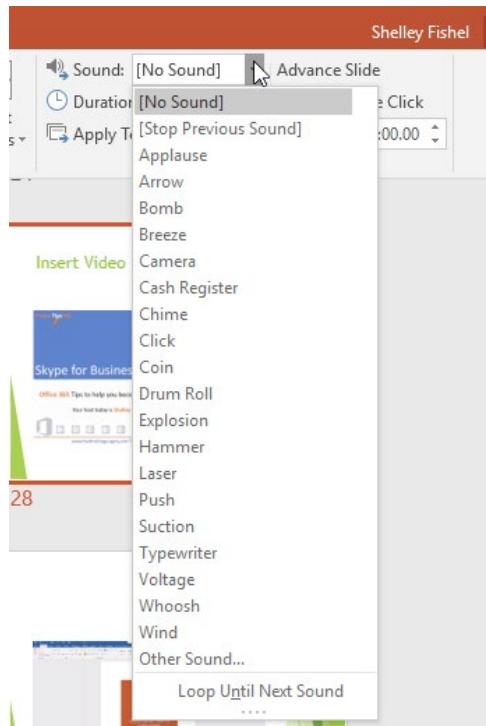


Figure 302 – choose sound

21.1.4 SET TRANSITION TIMING

In Normal or Slide Sorter View display the slide whose timing you want to change	
Click on the Transitions Ribbon	
Set the duration for the selected transition	
If you want the slide to advance in a slide show after a specific time, click the After tick box and type in the time If you want to apply the same setting to all slides click Apply to All	

22 ANIMATE SLIDE CONTENT

Where transitions control how a slide arrives on the screen, animation controls how shapes, objects and text arrive on the slide.

22.1 APPLYING ANIMATIONS TO SHAPES

Animation is best applied in Normal View.

1. Select the text or object to animate
2. Click the Animation Ribbon
3. Click on the type of Animation you want to apply
4. A preview of the animation is played and a small number appears on the object to show the order of animations

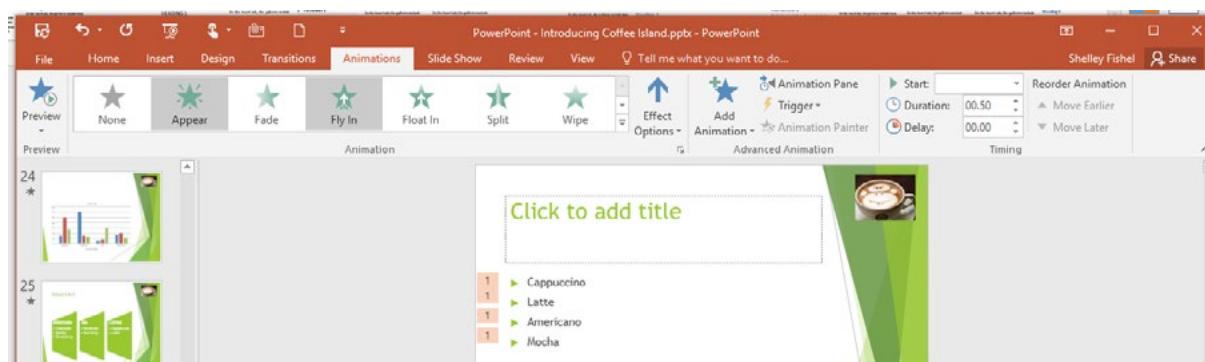


Figure 304 – pick animation

22.1.1 REMOVE AN ANIMATION

1. In Normal View show the slide from which you want to remove the animation
2. Click Animations
3. Click on None

22.2 APPLYING ANIMATIONS TO TEXT

When you add animation to a list you can control how the list appears. First you apply the type of animation you want to use – direction type of shape etc. Then you tell Powerpoint what effect to apply and when to play it.

22.2.1 TEXT APPEARS ALL AT ONCE

For example adding a Fly In Animation to this list of text.

To have the text appear all at once – select the text. It will look like the picture below.

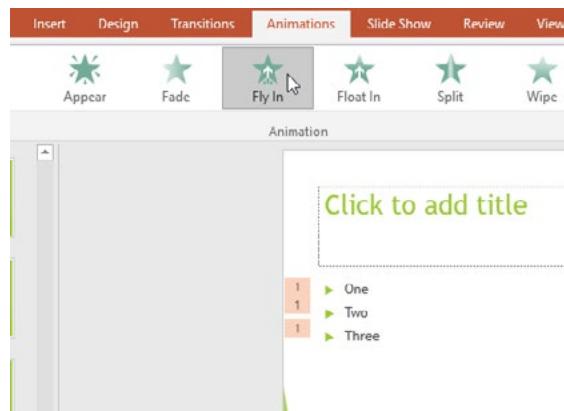


Figure 305 – add animation style

Now you see the numbers next to each level of the text. The numbers are all the same as we have applied this animation to all of the items in the list.

Next I will look at which direction the animation can go in. Click on Effect Options and select the direction.



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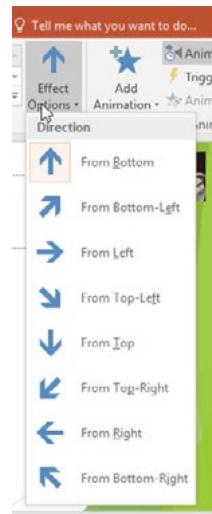


Figure 306 – direction of animation

22.2.2 TEXT APPERS INDEPENDANTLY ON CLICK

This time select the placeholder. PowerPoint will offer different options about the behaviour of the list.

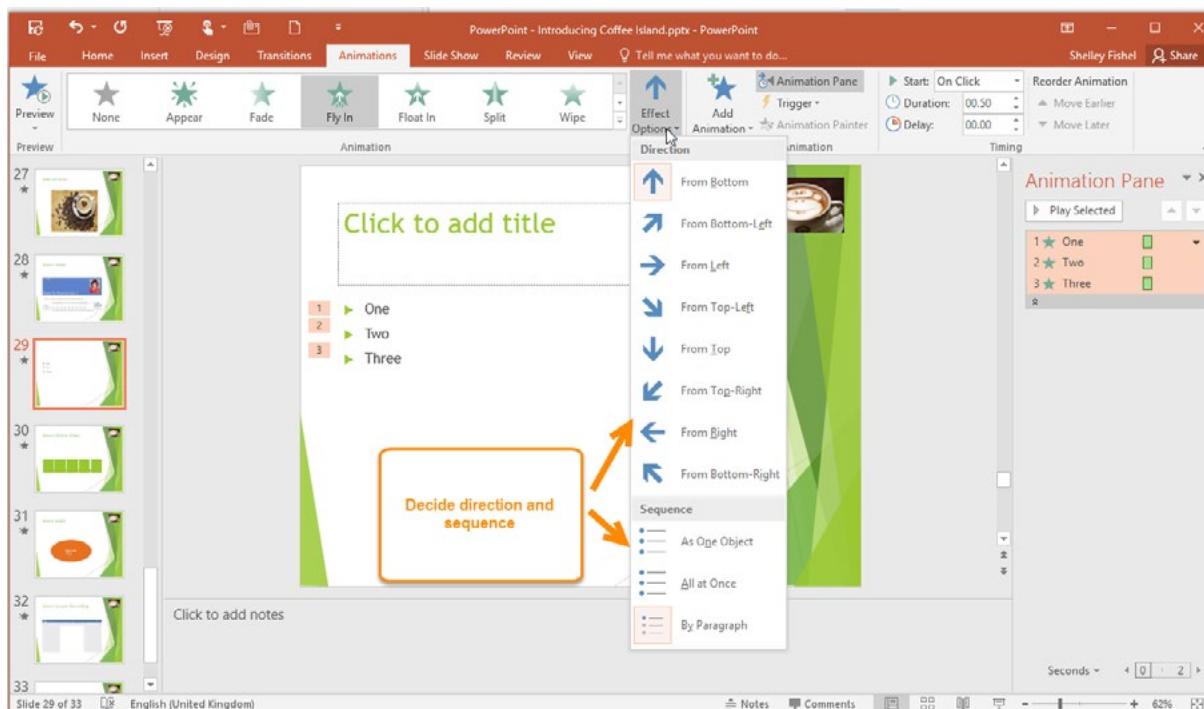


Figure 307 – direction and sequence

Choose which direction the text arrives from and also select whether it all arrives together as one object, all at once – one after the other or by paragraph – one line at a time.

You can also animate SmartArt and Charts.

Click on the placeholder then select the Animation Style. Then click Effect Options. There are more options for SmartArt and Charts.

For Smart Art	For Charts

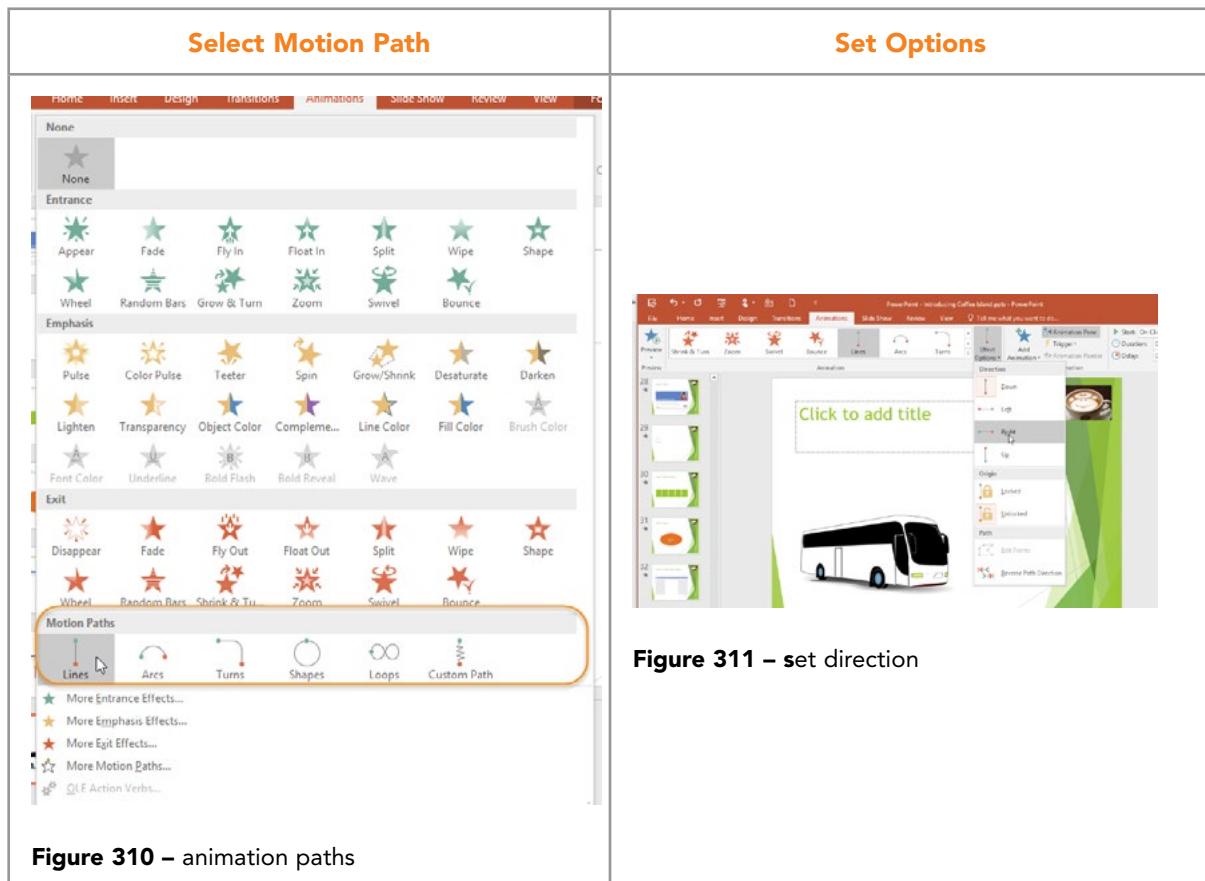
Figure 308 – smartart options

Figure 309 – chart options

22.3 ADDING PATHS TO ANIMATIONS

You can also create your own animation sequence by drawing the path that you want the object to take. For example if you had a bus and you want it to travel across the screen you can select a specialized animation.

1. Select the image you want to animate
2. Click on the drop down next to the animation gallery
3. Select from the Motion Paths group
4. I have selected a line
5. Click on Effect Options and select the direction you want to use



22.4 MODIFYING ANIMATION OPTIONS

You can set the duration of an animation or a trigger for the animation by clicking on the relevant icon on the Animation Ribbon.

22.5 REORDERING ANIMATIONS

When you apply animations to objects on your slides, PowerPoint will automatically number them and play them in the order that you applied them. However there are times when you may decide that you want to change the order that the animations are played in. Use the Animation Pane to Reorder Animations.

22.6 USING THE ANIMATION PANE

1. Click the Animation Pane Icon on the Animation Ribbon
2. The Animation Pane will open on the right of the screen

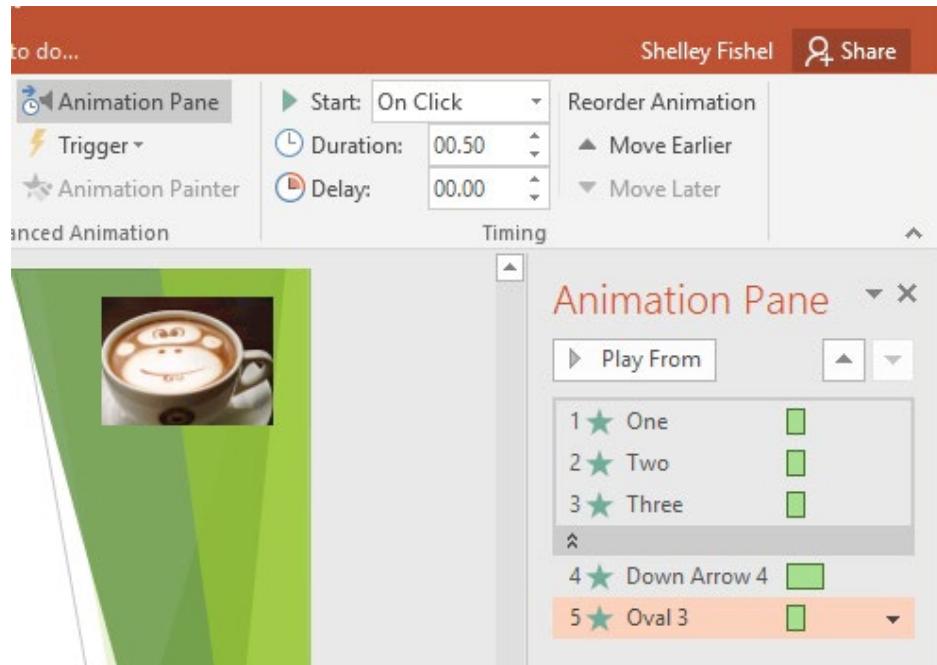


Figure 312 – animation pane

You can move the objects up or down in the order by clicking the move buttons at the top of the Animation Pane.

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23 MERGE CONTENT FROM MULTIPLE PRESENTATIONS AND TRACK CHANGES

PowerPoint 2016 does not have specific Track Changes functionality like Word 2016. However it is still possible to have other people make changes to a copy of the presentation and then you can accept or reject the changes.

23.1 SAVE A COPY OF THE PRESENTATION TO A SHARED LOCATION SUCH AS A SHAREPOINT SITE

Create your presentation and save it to a shared location such as a SharePoint site. Send a link or tell people where to find the presentation. Ask them to make changes and save the presentation with a different name.

23.2 COMPARING MULTIPLE PRESENTATIONS

1. Open the original copy of your presentation
2. Click the Review Ribbon
3. Click on Compare
4. Select the copy you want to compare to – this will be the one they saved with a different name.

The presentation will change to show a review pane on the right and any notes or changes will show in the task pane and on the slide.

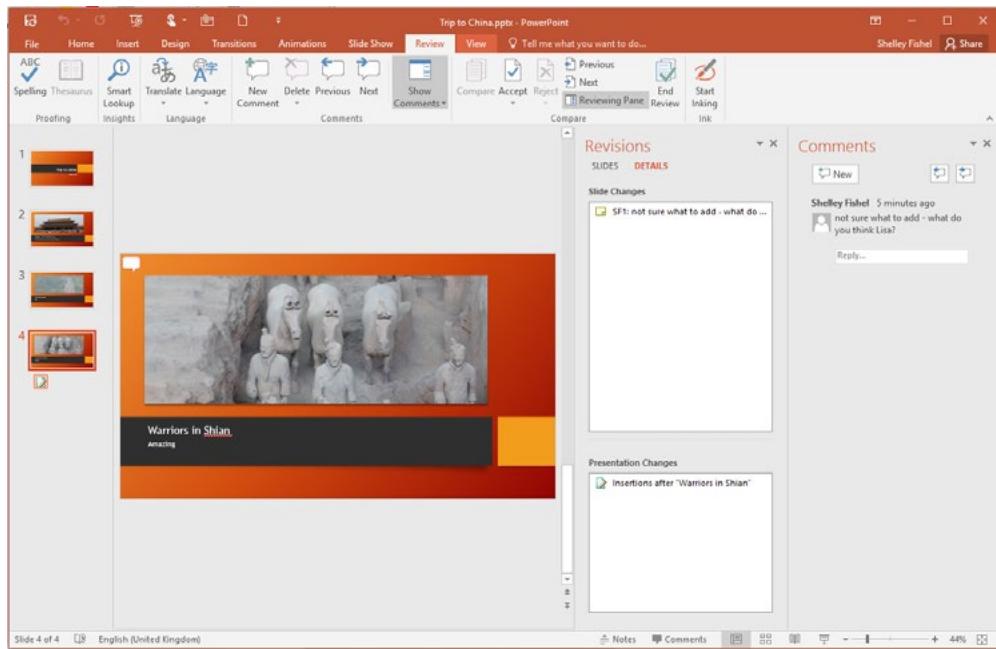


Figure 313 – review pane and comments pane displayed

5. Tick the change you want to accept/reject and click on Accept Changes or Reject Changes based on what you want to do. Use the Next and Previous icons to move between revisions.
6. Click End Review when done and PowerPoint will check with you if you really have finished.

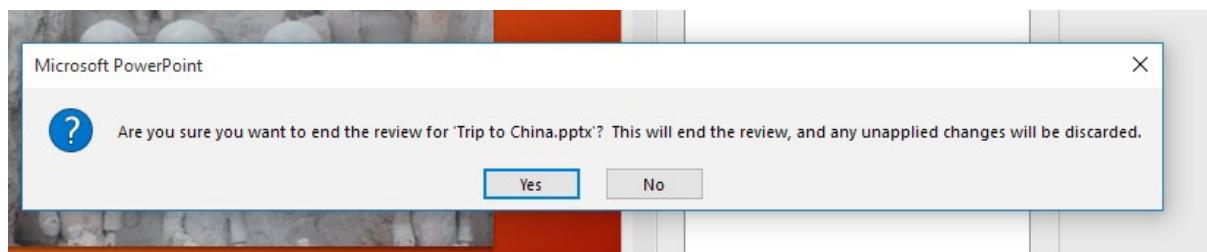


Figure 314 – end the review

7. Click yes and your changes will be confirmed and the presentation updated.

24 PROTECT AND SHARE PRESENTATIONS

24.1 ENCRYPTING PRESENTATIONS WITH A PASSWORD

Security options can be set so that only those who know the password can open or change the presentation. You can set a presentation to Read Only so that people can view it but cannot make changes.

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24.1.1 ADDING A PASSWORD

Click the File Menu and then click on Protect Presentation
 Click Encrypt with Password

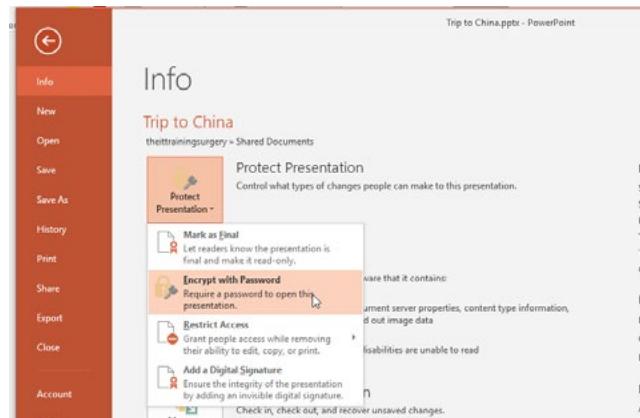


Figure 315 – encrypt with password

Now you will be prompted for the password.

BEWARE! If you forget the password, you will NOT be able to get back in to the presentation!

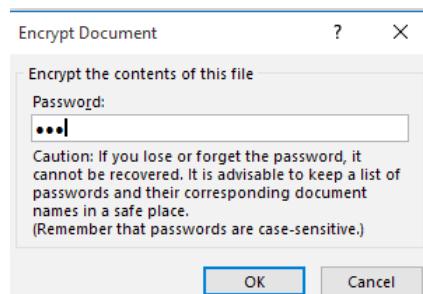


Figure 316 – repeat password

Click OK – you will be prompted to add the password again.



Figure 317 – confirm the password

Note that you now have a warning yellow line telling you that a password will be required to open this presentation.



Figure 318 – password required

24.1.2 OPEN A PRESENTATION WITH A PASSWORD

Navigate to the presentation to open and click to open it. You will be prompted for the password. Enter the password and click OK.

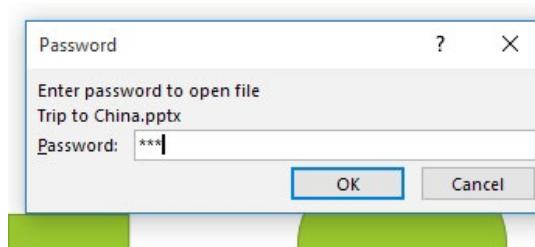


Figure 319 – enter password

The presentation will open. In this case it also tells me that there are comments in the presentation and I can see them by clicking on the Review Ribbon and displaying Comments.

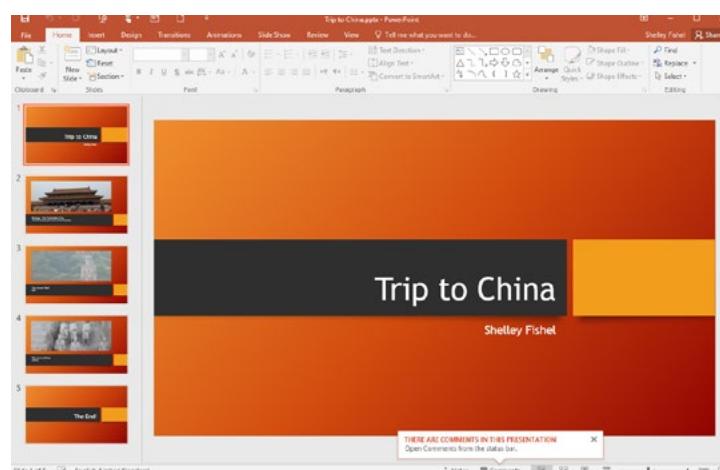


Figure 320 – presentation opens

24.1.3 CHANGE OR REMOVE PASSWORD PROTECTION

1. Click the File Menu and on the Info tab click on Protect Presentation
2. Then click on Encrypt with Password
3. Remove the password that you typed earlier
4. Click OK

The password will now be gone!

24.2 PROOFING PRESENTATIONS

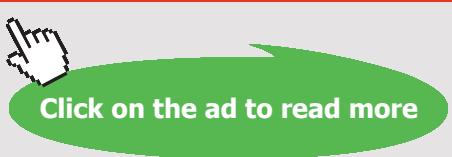
When working collaboratively others may well add comments to the presentation. Those comments are useful but may not need to be seen by everyone.

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24.2.1 ADD COMMENTS

Click on the Review Ribbon and then click New Comment.

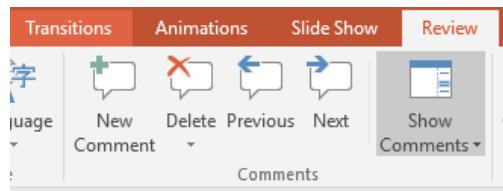


Figure 321 – new comment

A Task Pane will open on the right where you can type in the comment.

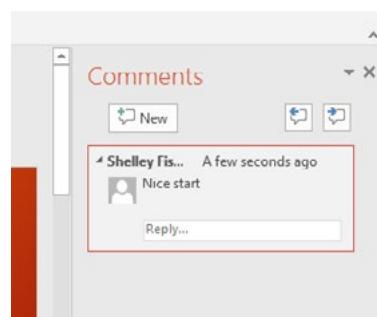


Figure 322 – type the comment

24.2.2 VIEW COMMENTS

To see all comments click Comments on the status bar.



Figure 323 – status bar comments

Alternatively click on the Show Comments icon on the Review Ribbon.

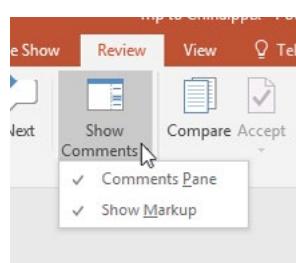


Figure 324 – show comments

You can show both Comments and Mark-up. If you choose to show Mark-up then any formatting changes will be shown when you compare presentations.

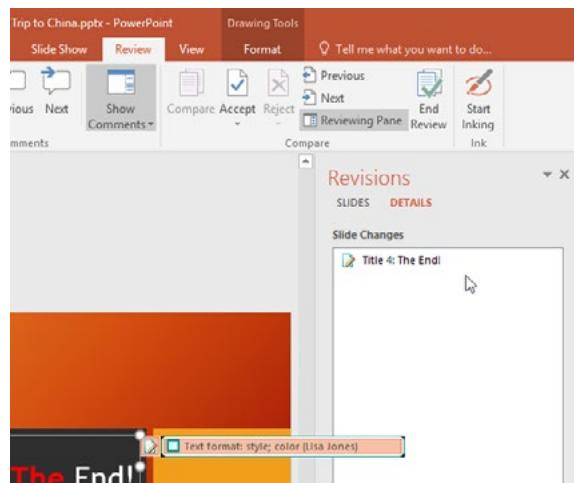


Figure 325 – show mark-up

24.2.3 HIDE COMMENTS

To keep the comments in the presentation – but hidden from view

Click on Show Comments – this will hide the comment pane

Or

Click on Comments on the Status bar – this will hide the comment pane.

24.2.4 DELETE COMMENTS

When you delete comments they are removed from the presentation completely and you cannot get them back. If you want to keep them, Hide the Comments or create a copy of the presentation that has the comments in and a copy of the presentation where you have deleted them.

24.2.5 TO DELETE COMMENTS

Click on the drop down under Delete in the Comments group on the Review Ribbon.

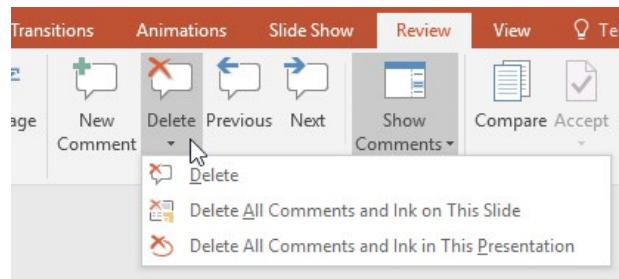


Figure 326 – delete comments

Choose to delete the selected comment (if you have selected one first!)

Delete All Comments and Ink from this Slide – deletes only from the currently selected slide

Delete All Comments and Ink in This Presentation – deletes all comments and Ink from everywhere in the whole presentation.

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24.2.6 DELETE AN INDIVIDUAL COMMENT

With the Comments displayed click no the comment in the Comment pane and click the delete icon top right.

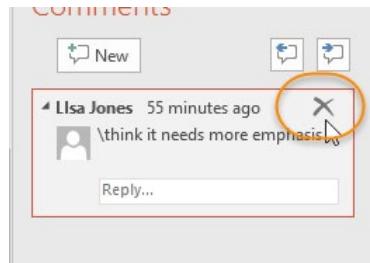


Figure 327 – delete a comment

24.3 INKING

With the advent of touch screen devices, it is now possible to Ink or use a pen on screen. You can draw freehand using the mouse, a pen on a tablet or if you have a Surface you can use the Surface Pen.

To start Inking click Start Inking on the Review Ribbon.

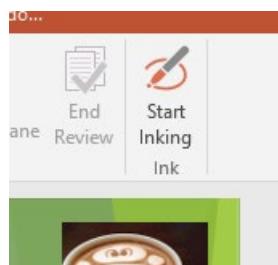


Figure 328 – start inking

Select the pen and colour you wish to use and get drawing!

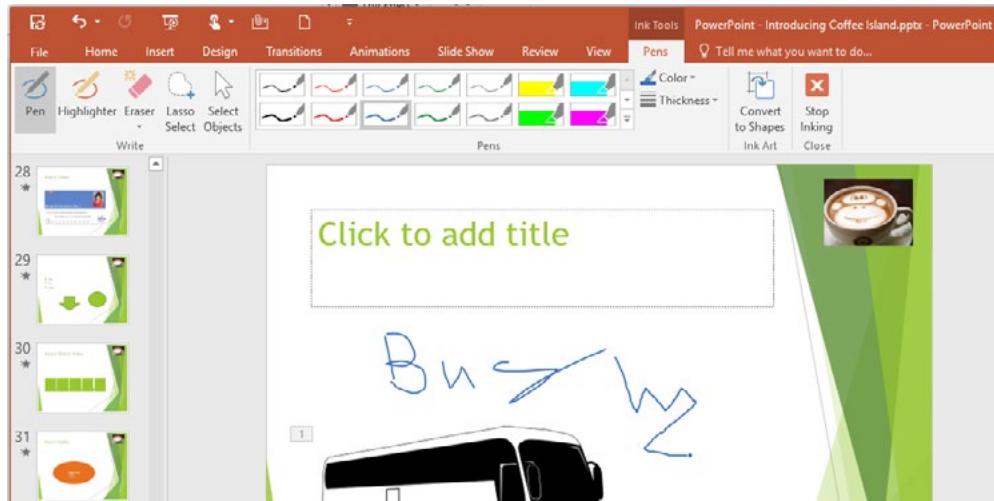


Figure 329 – select the pen and start to write or draw

24.3.1 ERASE INK

Click on the Eraser icon pick the size and then drag over the area you inked. The ink will be removed.

24.4 MARKING AS FINAL

You can use Mark as Final to save a presentation as a read only file. It stops anyone from adding comments, typing or making any changes by accident or otherwise.

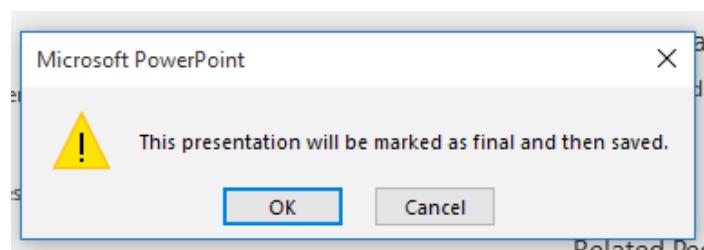
It is not a security feature, as it can be turned off by anyone and if you send the presentation to anyone using a version of PowerPoint pre-2010 the presentation will open as normal. It is simply there to warn others that you the owner have decided that this is the final version.

24.4.1 MARK A PRESENTATION AS FINAL

Click the File Menu and then on the Info panel click Protect Presentation and select Mark as Final – take note of the text underneath that tells you what it will do.

**Figure 330** – mark as final

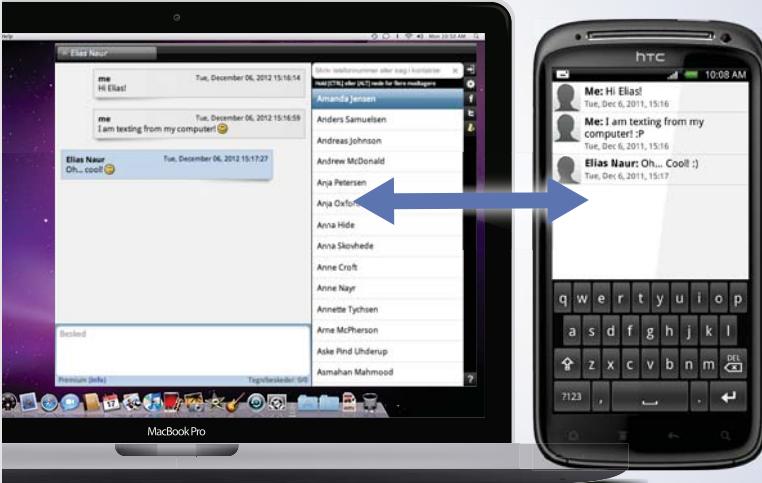
PowerPoint lets you know that it is on the case.

**Figure 331** – confirmation from PowerPoint

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Another warning is shown on screen – this lets you know that the document is set as read only and the Mark as Final icon will display in the status bar.

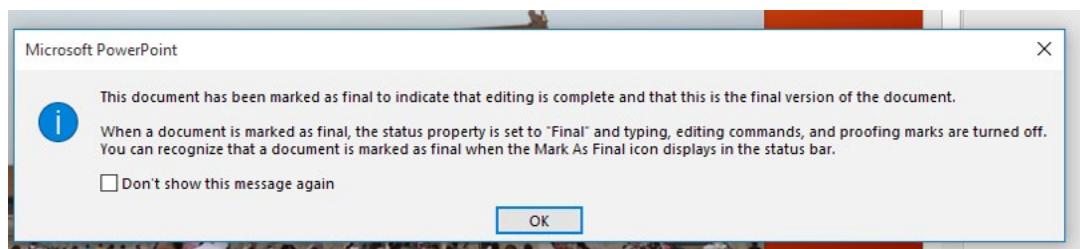


Figure 332 – more information about mark as final

Once you have marked the presentation as final you will see both a yellow information bar along the top of the screen and an icon in the task bar.

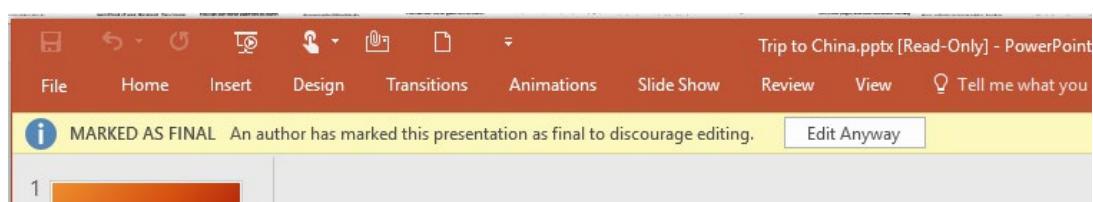


Figure 333 – yellow warning that the presentation is marked as final

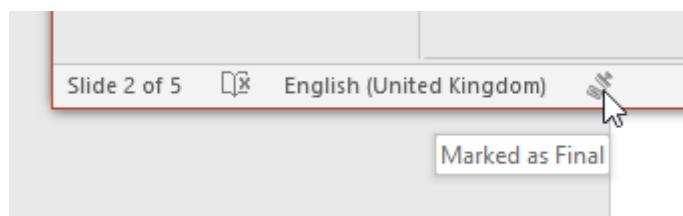


Figure 334 – marked as final icon on the status bar

24.4.2 TO EDIT A PRESENTATION THAT IS MARKED AS FINAL

Click the Edit Anyway button on the yellow information bar.

Or

1. Click on the File menu
2. Click on the drop down under Protect Presentation
3. Click Mark as Final

25 PREPARING TO FINALISE THE PRESENTATION

25.1 COMPRESSING AND OPTIMISING MEDIA

Presentations are made up of lots of different elements, such as pictures, fonts, audio, video, text and shapes. Many of the things we add to a presentation can make the file size large which means sharing via email can be problematic.

PowerPoint offers you a couple of ways to deal with media be that audio, video or pictures.

It is now possible to optimise media size and compatibility as well as compress media to make it smaller.

25.1.1 COMPRESS MEDIA.

Click File and then click Compress Media.

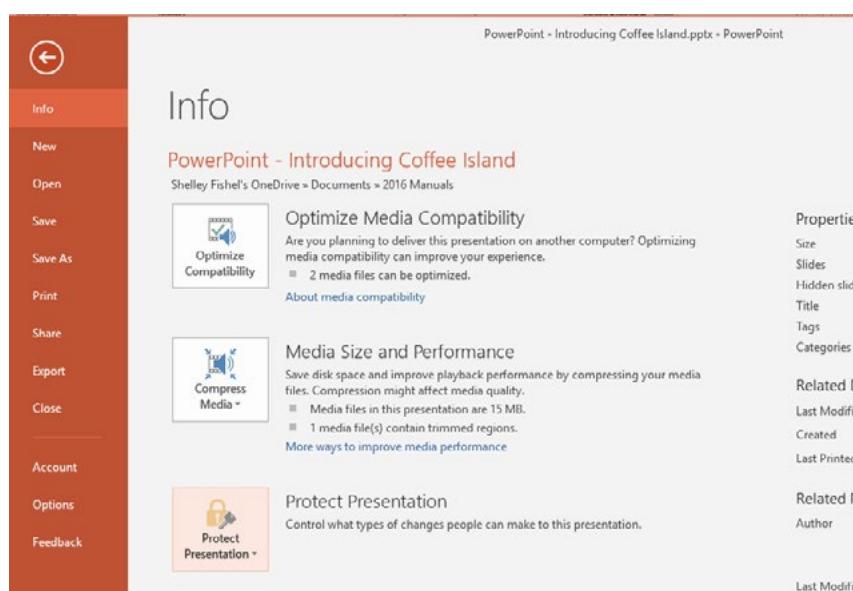


Figure 335 – compress media

Select the quality that best suits your needs – the size will be reduced accordingly.

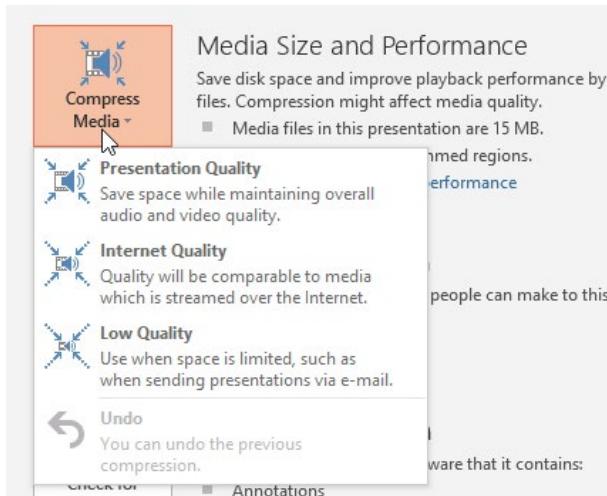


Figure 336 – select quality

This will compress all media in the presentation. Alternatively, you can choose to compress all the images at once or just individual ones. You do this on the slides themselves.

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25.1.2 COMPRESS PICTURES

1. Select the image you want to compress
2. Click on the Picture Tools Format Ribbon
3. Click on Compress Pictures

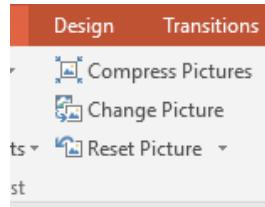


Figure 337 – compress pictures

Select the compression you want to apply and whether to apply to this picture or all pictures.

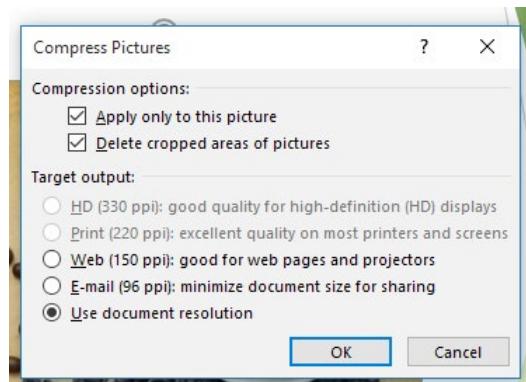


Figure 338 – choose the level of compression

25.2 EMBEDDING FONTS

You are off to deliver your presentation at another venue. The venue have asked you to email across the presentation so that they can load it onto their own laptops for your use. Now not all computers come with all fonts and font variations and you might have used a commissioned font or a font that is not a regular font.

Having spent all that time creating a killer presentation, you need to make sure that when viewed on another device that it looks the same.

This is why you might embed fonts. This means that the fonts go with the presentation and you do not rely on the same fonts being installed on the host computer.

1. Click File
2. Click Options
3. Click Save on the left
4. Scroll down until you see Preserve Fidelity
5. Select the presentation you wan to embed fonts in
6. Tick the box – Embed Fonts in this file
7. Select either – Embed only the characters used in the presentation (best for file size)
8. OR – Embed all characters (best for editing by other people)

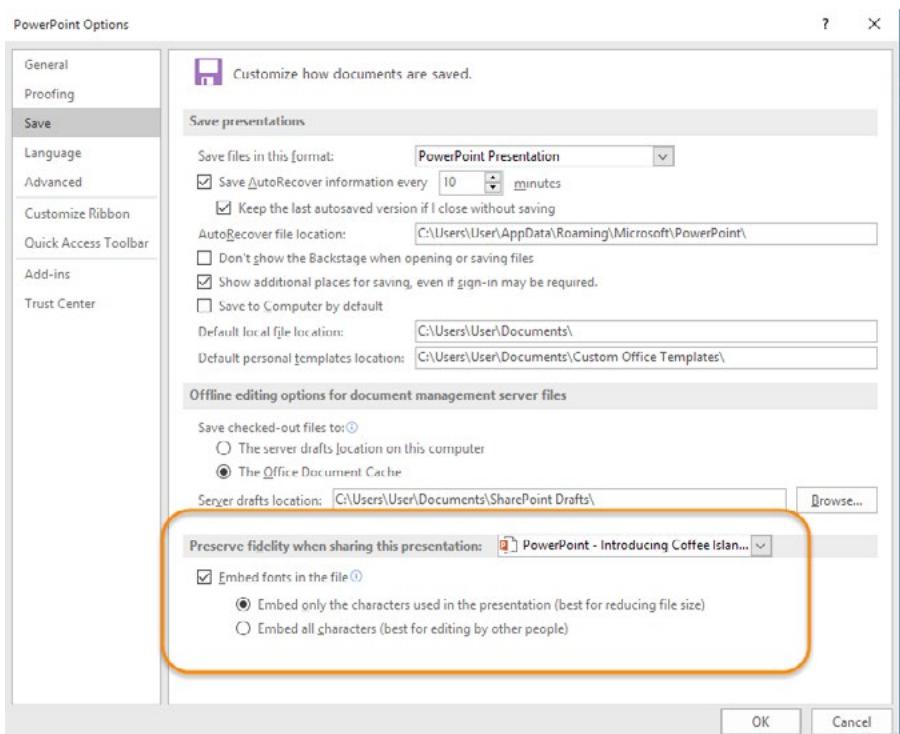


Figure 339 – embed fonts

25.2.1 RESTRICTING PERMISSIONS

If your organisation has installed Information Rights Management then you can control who has permission to open the presentation.

1. Click on the File Menu
2. Click on Protect Presentation
3. Click Restrict Access

4. Select from the options you will be offered – you will need to connect to get a template to use.

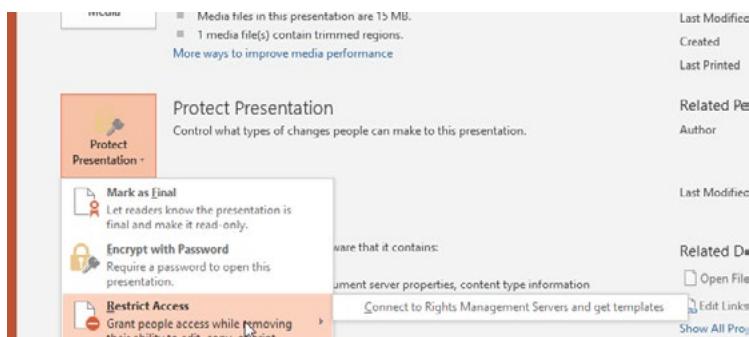


Figure 340 – restrict access

25.3 INSPECTING YOUR PRESENTATION AND REMOVING METADATA

PowerPoint automatically saves personal information and some hidden data that enables you to work with others when creating a presentation. This includes things like comments, revision marks, versions, ink annotations, document properties and more. The Document Inspector looks for and can remove all such hidden data if you want.

The Wake
the only emission we want to leave behind

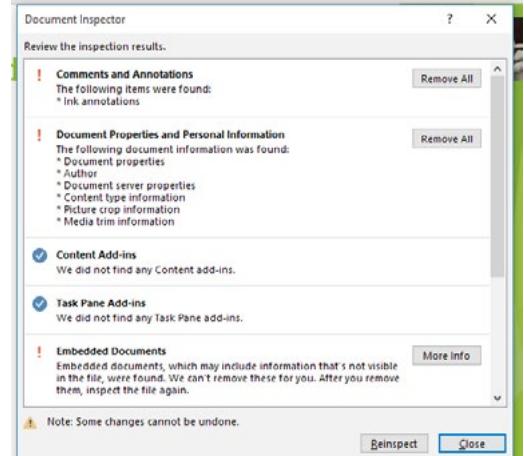
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Be warned though, once the data is gone, it's gone – so you may want to make a copy of your file before you remove the metadata in case you ever want a copy with the metadata.

1. Create a copy of the file	
2. Click the File Tab	
3. Click Info	
4. Click Check For Issues	
5. Then click Inspect Document	
6. You get a reminder to save first as changes cannot be undone	
7. Tick the boxes for the elements you want to inspect	

8. Figure Click Inspect	
9. You will see the results and the option to remove any type of metadata	 <p>The screenshot shows the 'Document Inspector' dialog box with the following sections:</p> <ul style="list-style-type: none"> Comments and Annotations: Found Ink annotations. Document Properties and Personal Information: Found Document properties, Author, Document server properties, Content type information, Picture crop information, and Media trim information. Content Add-ins: Did not find any Content add-ins. Task Pane Add-ins: Did not find any Task Pane add-ins. Embedded Documents: Found embedded documents which may include information that's not visible in the file; they can't be removed. <p>Note: Some changes cannot be undone.</p>
10. Click Remove All for each type you want to remove	

If you have any video or audio files that have not been optimized or compressed PowerPoint will go ahead and do this now if you click the button.

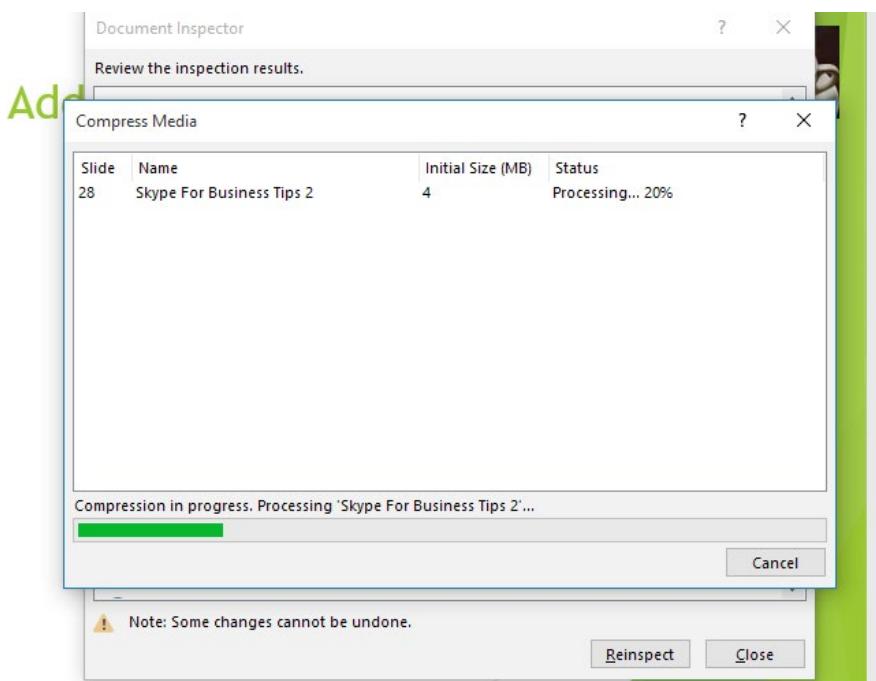


Figure 345 – audio and video are compressed and optimised

11. Click Re-inspect	PowerPoint does the inspection again and comes back with results.
----------------------	---

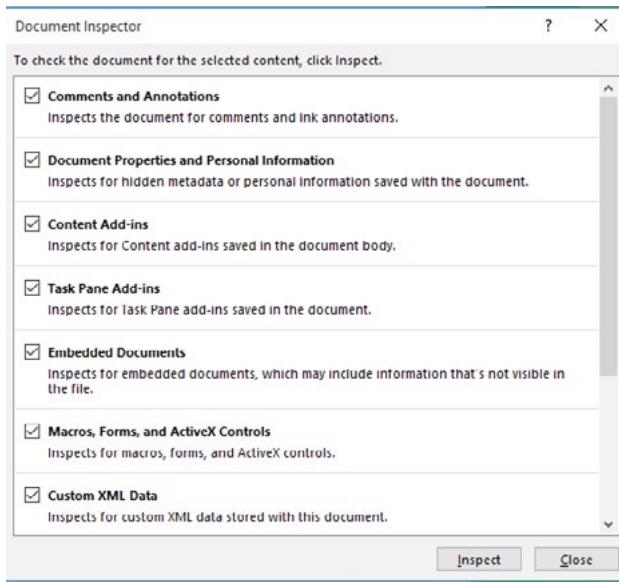


Figure 346 – no annotations all additional elements removed

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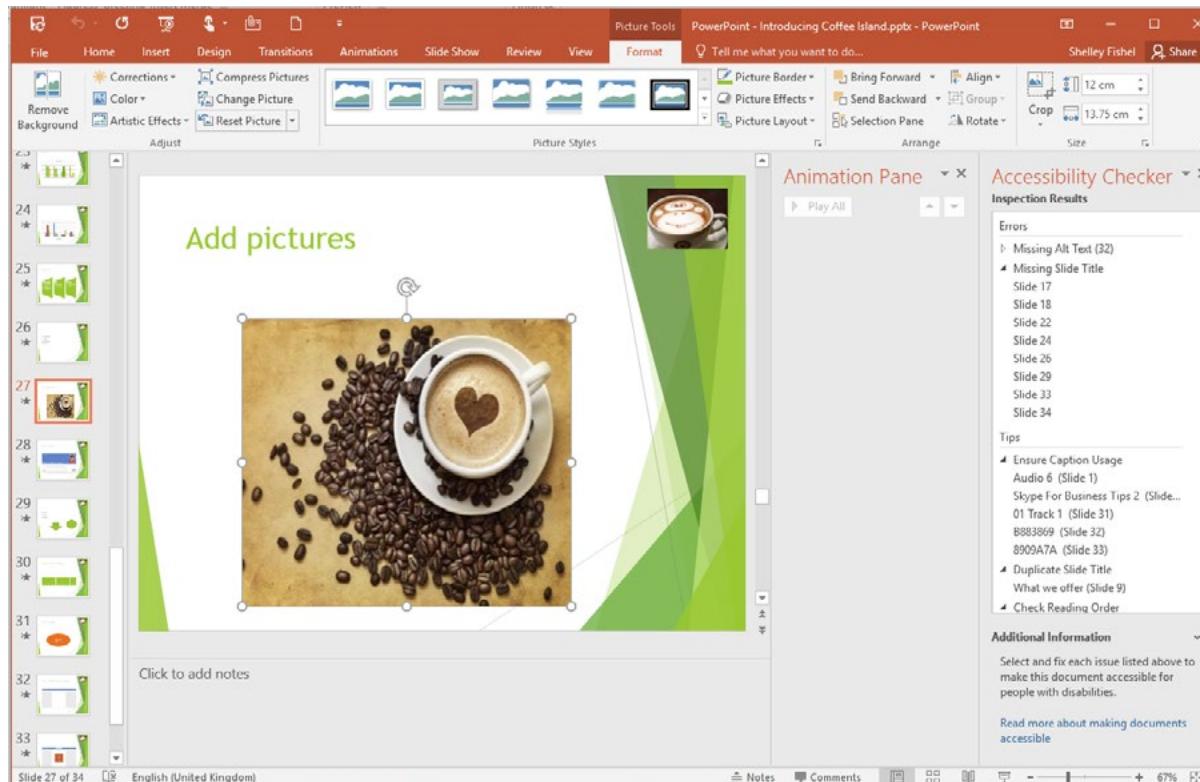
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25.3.1 CHECKING FOR ACCESSIBILITY ISSUES

PowerPoint has a built in accessibility checker which will run through the presentation and check for any issues that will help the accessibility of the presentation. Accessibility helps those who are visually or learning impaired read the presentation.

1. Click the File Menu	
2. Click Check for Issues	
3. Click Check Accessibility	Figure 347 – start accessibility checker
4. The Accessibility Checker Task Pane will open	You can take each step in the list and make some changes to improve accessibility for your presentation.



The screenshot shows a Microsoft PowerPoint slide titled "Add pictures". A coffee cup image is selected, and the "Picture Tools" tab is active in the ribbon. The "Format" tab is selected. On the right side of the screen, the "Accessibility Checker" task pane is open, showing the following results:

- Errors**
 - Missing Alt Text (32)
 - Missing Slide Title
 - Slide 17
 - Slide 18
 - Slide 22
 - Slide 24
 - Slide 26
 - Slide 29
 - Slide 33
 - Slide 34
- Tips**
 - Ensure Caption Usage
 - Audio 6 (Slide 1)
 - Skype For Business Tips 2 (Slide...)
 - 01 Track 1 (Slide 31)
 - B883869 (Slide 32)
 - 8909A7A (Slide 33)
 - Duplicate Slide Title
 - What we offer (Slide 9)
 - Check Reading Order
- Additional Information**

Select and fix each issue listed above to make this document accessible for people with disabilities.

Read more about making documents accessible

Figure 348 – check accessibility task pane

25.3.2 CHECKING FOR COMPATIBILITY ISSUES

When working with people outside of your organisation you have no control over which version of Microsoft Office or PowerPoint they are using. You may be working with people who have versions prior to Office 2007 in which case the file format is different.

The other compatibility issue is that in each version of PowerPoint some features are taken away and new ones are added. So if you send a presentation with SmartArt to someone using PowerPoint 2003 for example, they would be able to view the SmartArt as a picture – however they would not be able to edit it. When you consider that in the older versions SmartArt did not exist, then it makes perfect sense!

25.3.3 CHECK FOR COMPATIBILITY

To check for Compatibility issues, click the File menu followed by Check for Issues and then Check Compatibility.

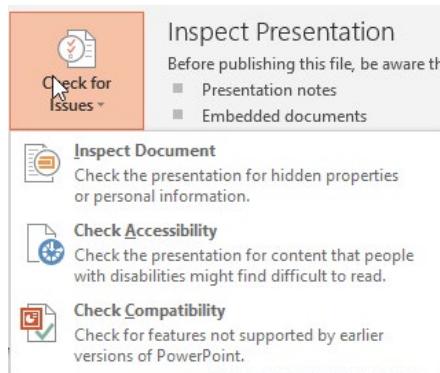


Figure 349 – compatibility checker

PowerPoint will go off and check the presentation and come back with a list of issues that may cause problems in older versions.

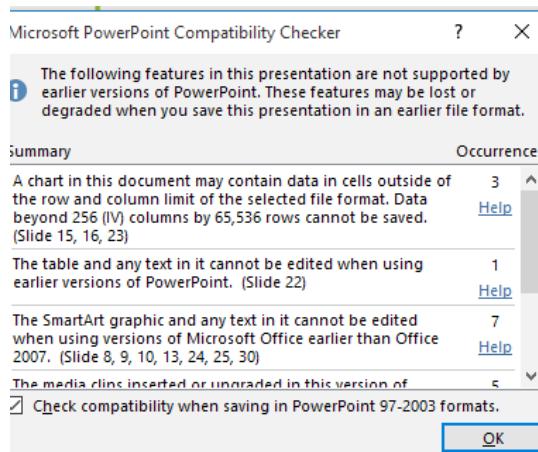


Figure 350 – compatibility issues

INDEX

A

Accessibility Issues 237

Alt Key 22

Animations 210

path 213

Audio 204

B

Background Images

adding/removing 58

Bullets and Numbering 149

C

Chart

adding 38

Charts

insert and format 167

modifying 170

Comments

delete 223

hide 223

Comparing

multiple presentations 216

Compatibility 90

Compatibility Issues 238

Custom Slideshows 108

E

Eyedropper 114

F

Fonts

embedding 231

H

Handouts 83

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- in Word 86
- Headers and Footers
 - adding 61
- I**
- Images
 - apply styles 185
 - artistic effects 186
- Inspecting
 - presentation 233
- L**
- Layouts 51
 - adding new 54
 - modifying 57
 - renaming 57
- M**
- Mark as Final 226
- Media
 - compressing 229
 - insert and fomat 196
- N**
- Navigating 75
- O**
- Online Pictures 189
 - adding 42
- P**
- Packaging Presentations 87
- Page Numbers 60
- Page Setup
 - options 72
- Permissions
 - restricting 232
- Pictures
 - adding 40
 - change 188
 - compress 187
 - reset 188
- Play Narrations 101
- PowerPoint
 - starting 11
 - PowerPoint 2013 11
 - PowerPoint 2013 Screen 13
 - Present
 - online 96
 - Presentation
 - blank 28
 - from scratch 34
 - from template 28
 - new 28
 - Presentation Properties 77
 - Presentations
 - protect and share 218
 - Presenter View 102
 - Printing 80
 - greyscale 85
 - handouts 81
 - slides 80
 - Q**
 - Quick Access Toolbar 17
 - R**
 - Resolution 101
 - Ribbon 13
 - animation 16
 - customising 19
 - design 15
 - extra 17
 - home 14
 - insert 14
 - review 16
 - slide show 16
 - transition 15
 - view 16
 - S**
 - Shapes
 - aligning 135
 - apply borders 128
 - backgrounds 129
 - custom 131
 - insert 126
 - ordering 134

- resizing 126
 - styles 132
 - Slide Backgrounds 113
 - Slide Master
 - applying 51
 - making changes to 52
 - viewing 48
 - Slide Masters 47
 - Slide Order 143
 - Slides
 - deleting 113
 - duplicating 111
 - from a SharePoint library 192
 - hiding 111
 - tranistions 207
 - Slideshows
 - annotating 105
 - present 91
 - Slide Shows
 - recording 99
 - setting up 93
 - SmartArt
 - adding 39
 - Speakers Notes 83
 - Styles 123
- T**
- Table
 - adding 37
 - Tables 154
 - formatting 160
- Template
- searching for 30
- Text
- formatting and styles 148
- Themes 50
- Timing
- rehearsing 96
- V**
- Veiw
- notes page 27
- Video
- adding 45
- View
- normal 25
 - outline 25
 - reading 27
 - slide sorter 26
- View In Color/Grayscale 74
- Views 24