PowerPoint 2021

Basic

[Your Company Name]

CustomGuide
Interactive Training

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PowerPoint Fundamentals

Microsoft PowerPoint is a presentation application that helps you transform your ideas into professional presentations that are convincing and informative. Whether you're delivering annual sales statistics to a large audience or creating a personal slide show of your recent trip abroad, PowerPoint has all the tools you need to get your message across.

This module is an introduction to working with PowerPoint. You'll learn about the main parts of the PowerPoint screen as well as the basics for creating and navigating a presentation.

Objectives

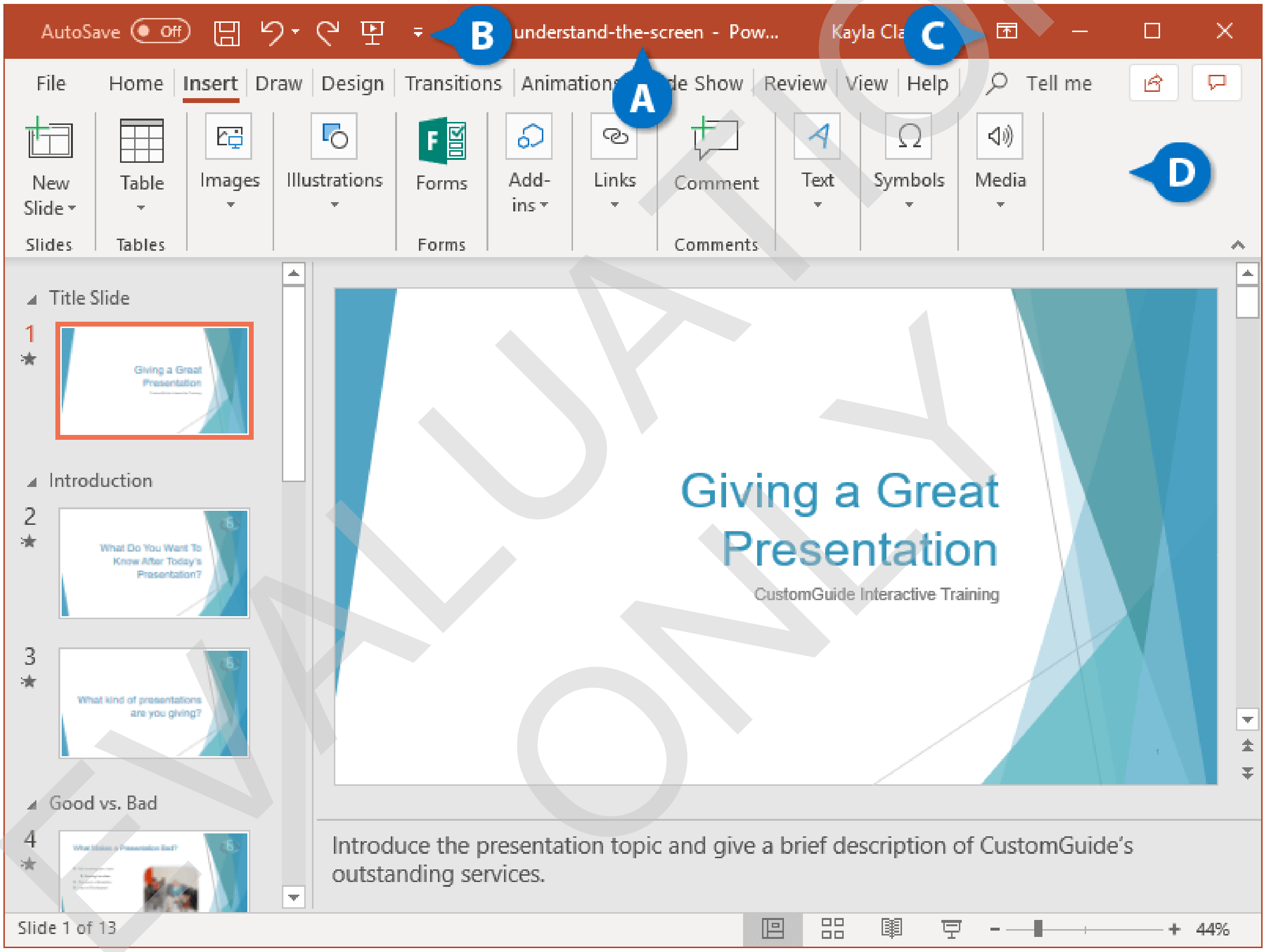
Understand the Screen
Create a New Presentation
Open a Presentation
Save a Presentation
AutoRecover
Navigate a Presentation
Change Views
Print
The Quick Access Toolbar
Share a Presentation
Help
Close and Exit

Understand the Screen

There is a lot going on with the PowerPoint program screen, so this lesson will help you become more familiar with it.

The PowerPoint Screen

Review the labeled items in the images below, then refer to the corresponding tables to see what everything does.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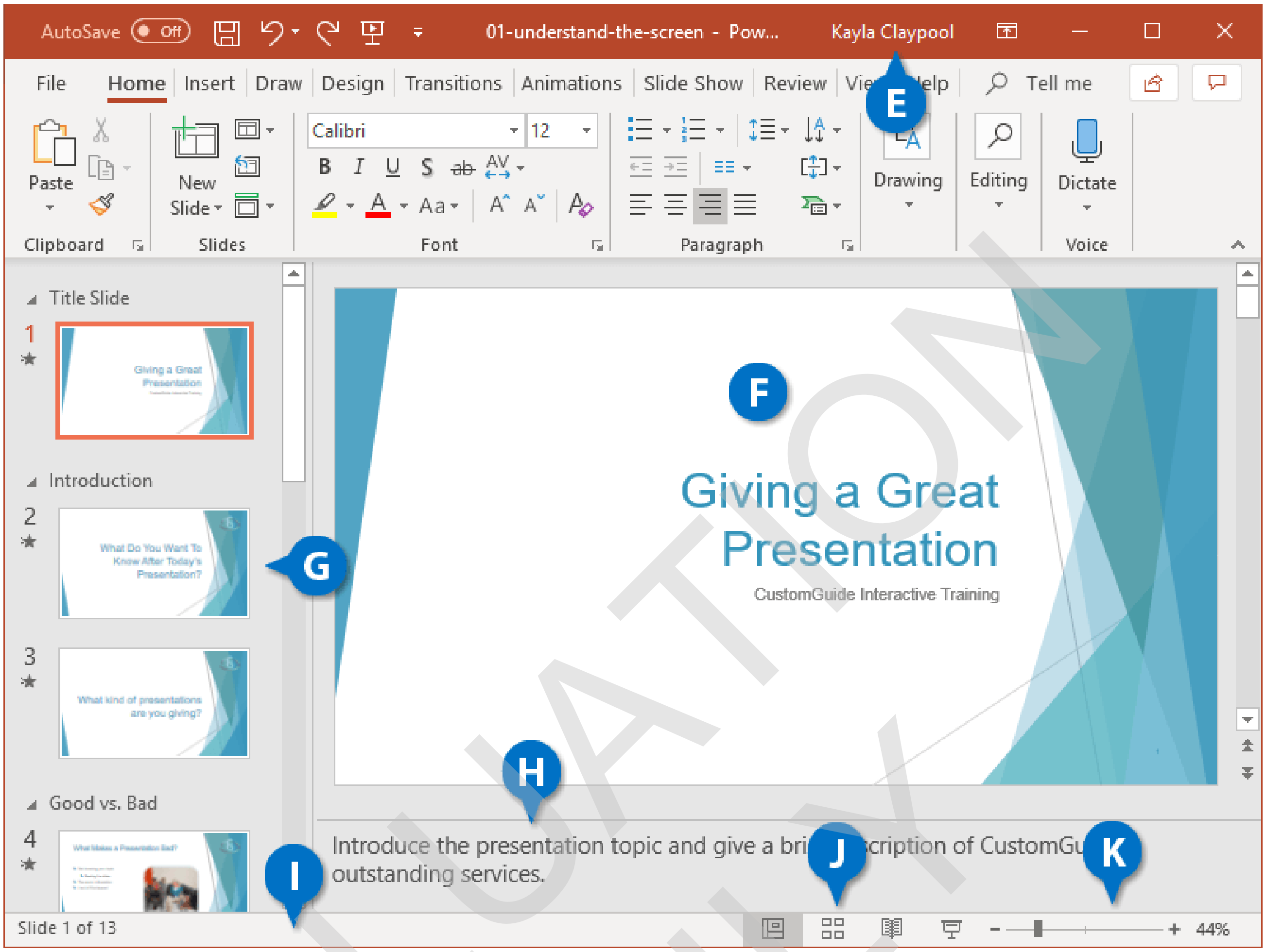
Forms
Comments
Title Slide
Introduction
Good vs. Bad
Slide 1 of 13
44%

Giving a Great Presentation

CustomGuide Interactive Training

Introduce the presentation topic and give a brief description of CustomGuide's outstanding services.

PowerPoint Program Screen			
A	**Title Bar:** Displays the name of the current file.	C	**Display Options:** Here you can change how much of the ribbon is displayed, minimize, maximize or restore the screen, or close PowerPoint altogether.
B	**Quick Access Toolbar:** This is a fast way to access some of the most used features.	D	**Ribbon:** This is where you'll find all the options you need to create a presentation. The options are grouped into tabs.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Voice
Title Slide
Introduction
Good vs. Bad
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K
Slide 1 of 13
44%

Giving a Great Presentation

CustomGuide Interactive Training

Introduce the presentation topic and give a bri scription of CustomGu outstanding services.

PowerPoint Program Screen			
E	**Microsoft Account User Info**: Shows current user information. Click to view account options.	I	**Status Bar**: Displays information about the presentation, such as slide numbers and buttons to view notes or comments.
F	**Slide Pane**: Shows a large view of the selected slide. This is where edits are made and objects are selected.	J	**View Shortcuts**: Quickly switches between the available View options.
G	**Thumbnails Pane**: Shows thumbnails of all the slides, numbered in the order they'll appear.	K	**Zoom Slider**: Zooms in or out of a slide by simply clicking and dragging. Or use the + or – buttons to zoom.
H	**Notes Pane**: Holds notes for the presenter to read while presenting.		

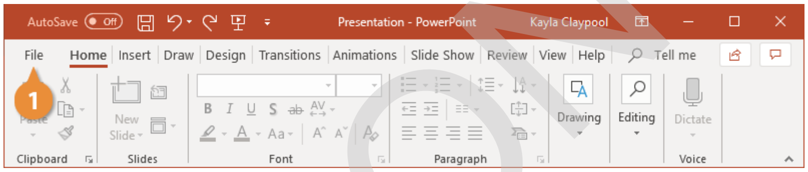
Create a New Presentation

Creating a new presentation is one of the most basic commands you'll need in PowerPoint. You can create a new, blank presentation, or create a new presentation based on a variety of pre-designed templates.

Create a Blank Presentation

1. Click the **File** tab.
2. Select **New**.
3. Click **Blank Presentation**.

Shortcut: Press **Ctrl** + **N** to create a new, blank presentation.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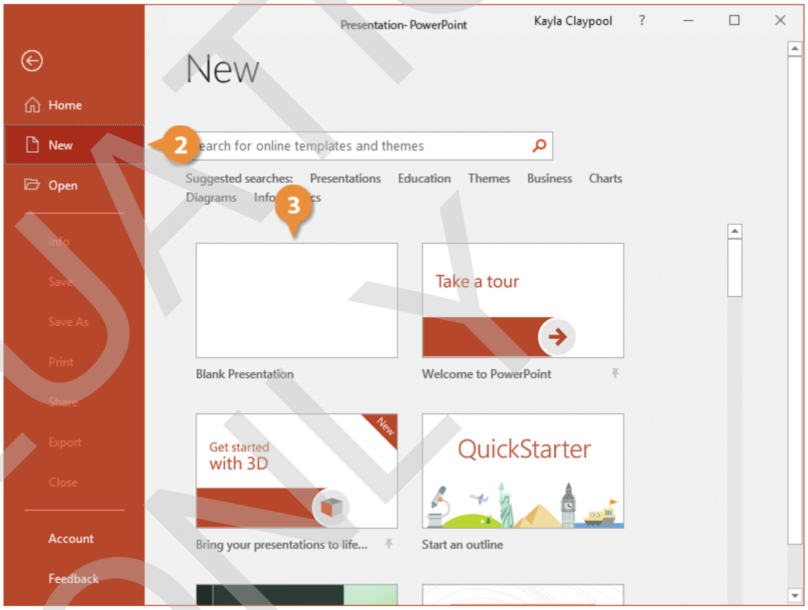
Presentation- PowerPoint
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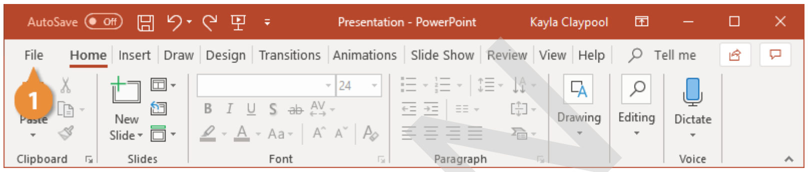
New
Open
Info
Save
Save As
Print
Share
Export
Close
Account
Feedback
2
Search for online templates and themes
Suggested searches:
Presentations
Education
Themes
Business
Charts
Diagrams
Infographics
3
Take a tour
Blank Presentation
Welcome to PowerPoint
Get started with 3D
New
Bring your presentations to life...
QuickStarter
Start an outline

Create a Presentation from a Template

Using a template allows you to begin with a presentation that has already been designed and formatted so you can just insert the information. This saves you time and you will end up with a professionally designed presentation.

1. Click the **File** tab.
2. Select **New**.
3. Type a category in the Search field or select one beneath it.
4. Select a secondary template category to further narrow the search.
5. Select a template.
6. Click **Create**.

The presentation is downloaded and opens in PowerPoint. You can now fill in the placeholders. You can delete elements of a template that you don't need, such as extra slides, images, and text.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Slide Show
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Slides
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Paragraph
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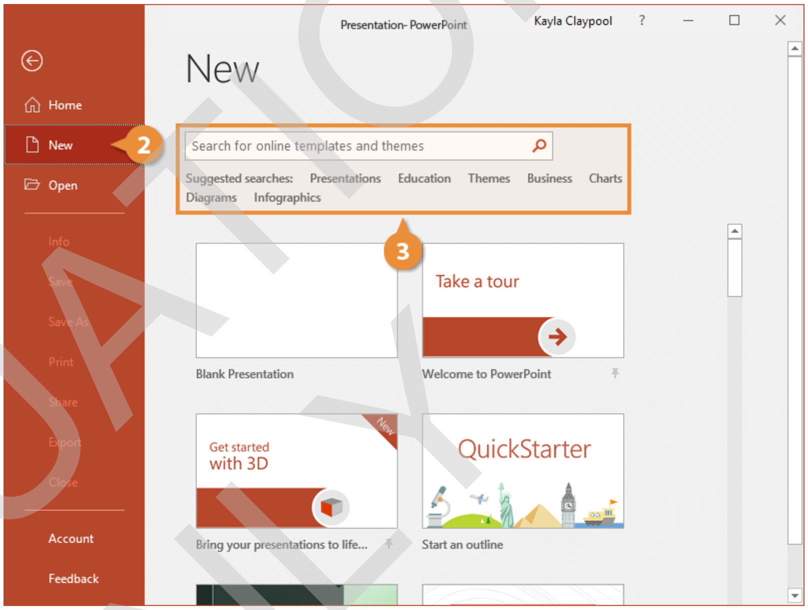
Presentation- PowerPoint
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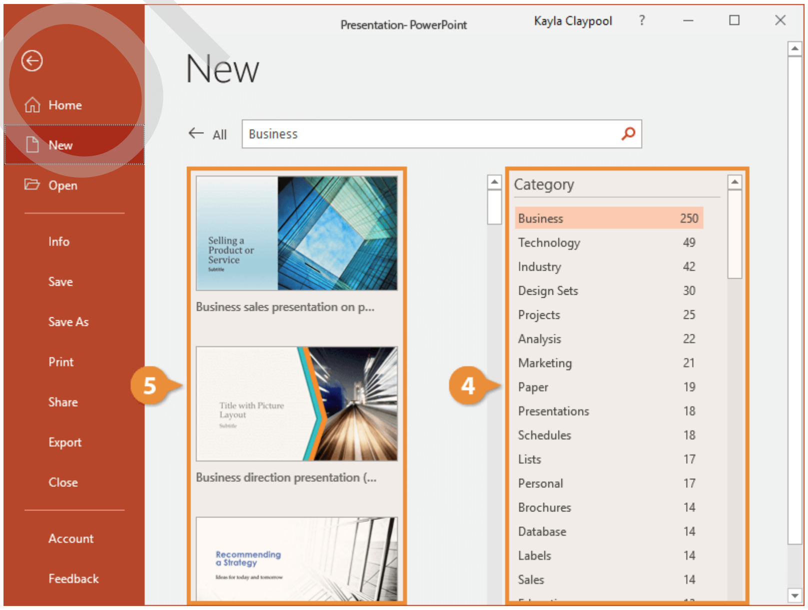
Close
Account
Feedback
Search for online templates and themes
Suggested searches: Presentations Education Themes Business Charts Diagrams Infographics
3
Take a tour
Blank Presentation
Welcome to PowerPoint
Get started with 3D
New
Bring your presentations to life...
QuickStarter
Start an outline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Business direction presentation (...
Recommending a Strategy
4
Category
Business 250
Technology 49
Industry 42
Design Sets 30
Projects 25
Analysis 22
Marketing 21
Paper 19
Presentations 18
Schedules 18
Lists 17
Personal 17
Brochures 14
Database 14
Labels 14
Sales 14

Open a Presentation

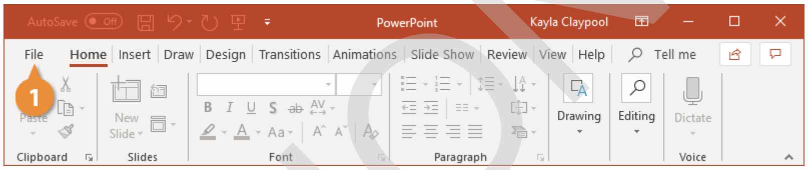
Before you can work on a presentation that you or someone else has previously created and saved, you need to open it. You can locate a presentation on your computer and simply double-click to open it, or you can open a presentation from within PowerPoint.

Open an Existing Presentation

1. Click the **File** tab.
2. Click **Open**.

   Shortcut: Press **Ctrl** + **O**.

   The Open screen appears and gives you a few ways to find a presentation to open.
3. Select the location where the file is saved.
   - **Recent** displays a list of presentations that you've recently opened.
   - **Shared with Me** displays files others have shared with you on OneDrive or SharePoint Online.
   - **OneDrive** lets you browse through your files stored on the cloud, if you have it.
   - **This PC** lets you browse through your Documents folder for files to open.
   - **Browse** opens a dialog box, where you can browse through your computer's folders, drives, and network shares.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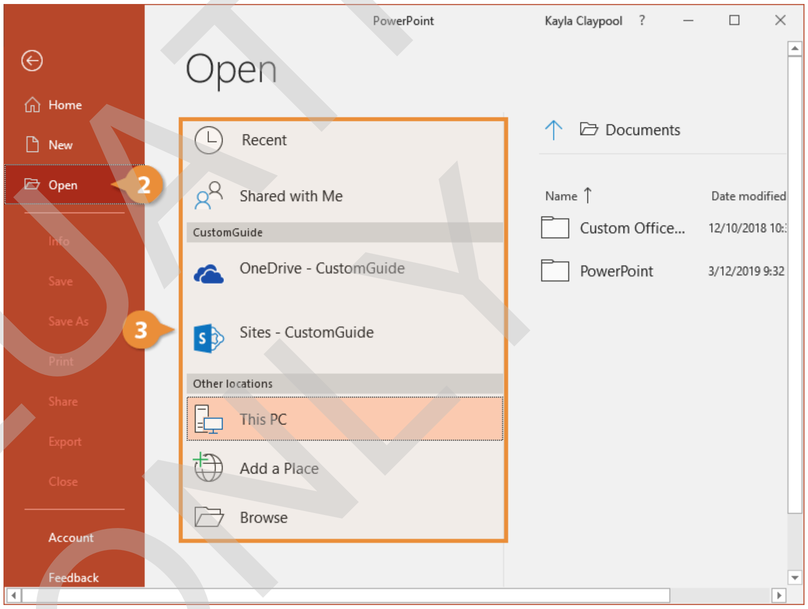
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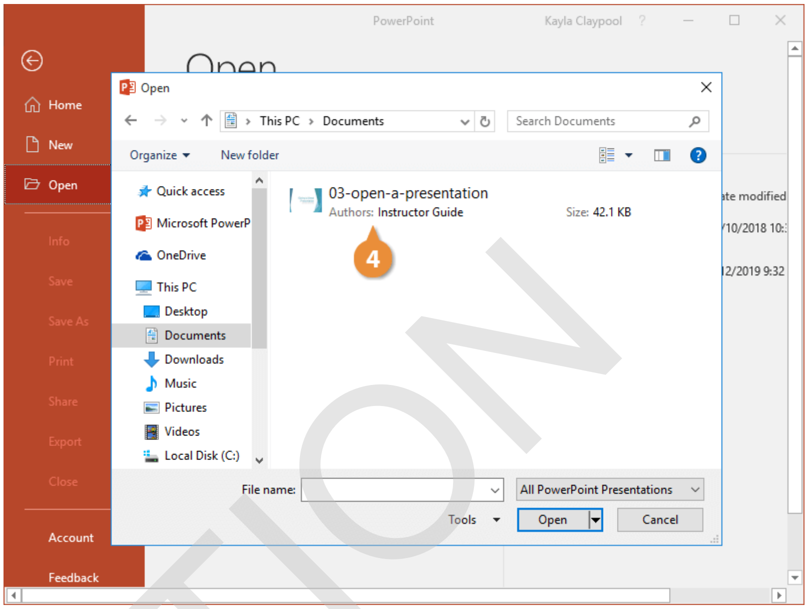
OneDrive - CustomGuide
3
Sites - CustomGuide
Other locations
This PC
Add a Place
Browse
Documents
Name
Date modified
Custom Office...
12/10/2018 10:
PowerPoint
3/12/2019 9:32

4 Navigate to and double-click the file you want to open.

The presentation opens in PowerPoint and you can begin making edits.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Organize
New folder
Quick access
Microsoft PowerP
OneDrive
This PC
Desktop
Documents
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Music
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4
ate modified
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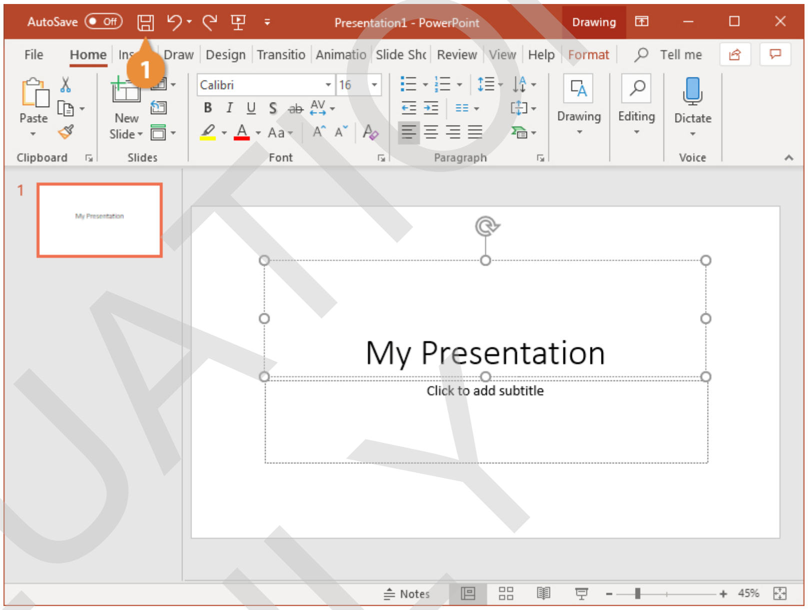
All PowerPoint Presentations
Tools
Open
Cancel

Save a Presentation

After you've created a presentation, you need to save it if you want to use it again. You can choose to save a copy of an existing presentation under a new name, to a different location, or using a different file type. You will also want to save periodically when you're creating and editing a presentation to prevent any loss of work.

Save a New Presentation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Slides
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Voice
1
My Presentation
Click to add subtitle
Notes
45%

1. Click the **Save** button on the Quick Access Toolbar.

   Shortcut: Press **Ctrl** + **S**.

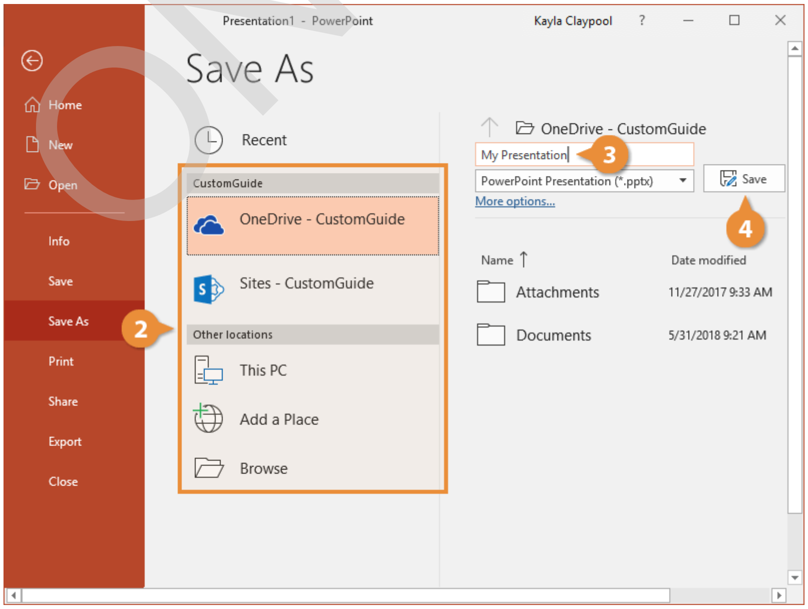
   If this is the first time you've saved the presentation, the Save As screen will appear.

2. Choose where you want to save your file:

   - **OneDrive** is a cloud storage folder accessible to all computers and mobile devices that you've connected to your Office 365 account.
   - You can select a **SharePoint** site, if you're part of an organization that uses one.
   - Select **This PC** to save the file locally in your Documents folder.
   - Click **Browse** to open a dialog box, where you can browse through your computer's folders, drives, and network shares.

3. Enter a file name.
4. Click **Save**.

The file is saved and can be safely closed to reopen later.


Presentation1 - PowerPoint
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OneDrive - CustomGuide
Sites - CustomGuide
Other locations
This PC
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Browse
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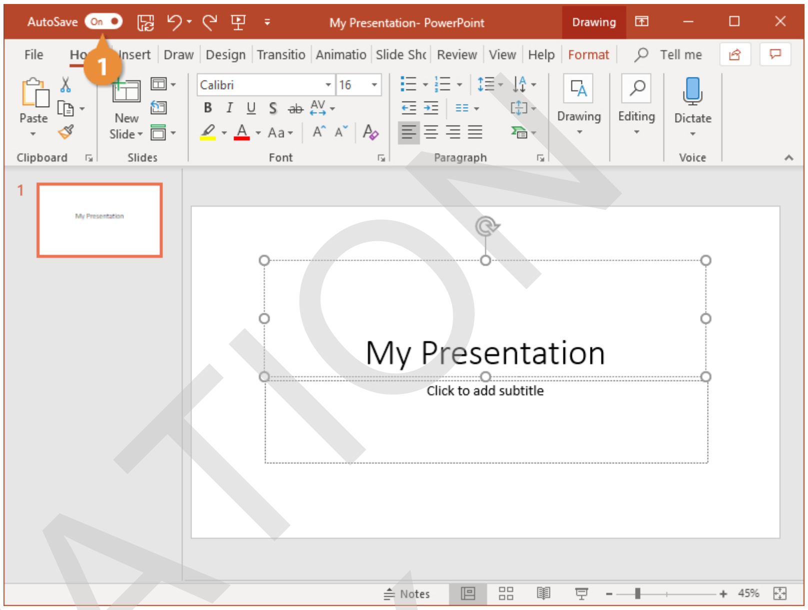
OneDrive - CustomGuide
My Presentation
3
PowerPoint Presentation (*.pptx)
Save
4
More options...
Name
Date modified
Attachments
11/27/2017 9:33 AM
Documents
5/31/2018 9:21 AM

Toggle AutoSave

Notice up next to the Quick Access Toolbar, that because we saved this file online, the AutoSave feature is automatically turned on.

1. Click the AutoSave toggle button to turn the feature on or off.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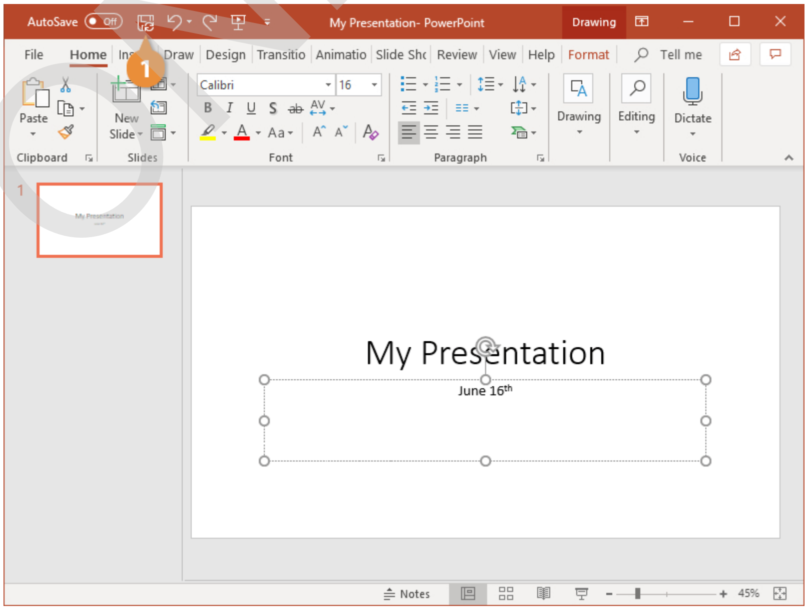
My Presentation
Click to add subtitle
Notes
45%

Save Progress

If you're working with AutoSave turned off, you'll want to manually save any changes you make periodically. This way, you won't lose progress if you experience an unexpected crash.

1. Click the **Save** button on the Quick Access Toolbar.

   Shortcut: Press **Ctrl** + **S** to save the changes in the same location with the same file name.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My Presentation
June 16th
Notes
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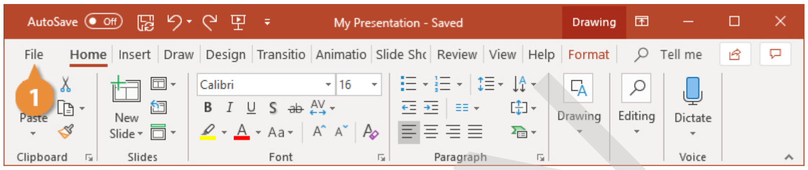
Save As a New File and/or Location

Sometimes, you may want to make a copy of an existing presentation and save it to a new location and/or save it with a new name.

1. Click the **File** tab.
2. Click **Save As**.
3. Select a location.
4. Enter a new File name.
5. Click **Save**.

The presentation is saved in the new location with the new name. The original file is automatically closed, and you can start working on the new one right away.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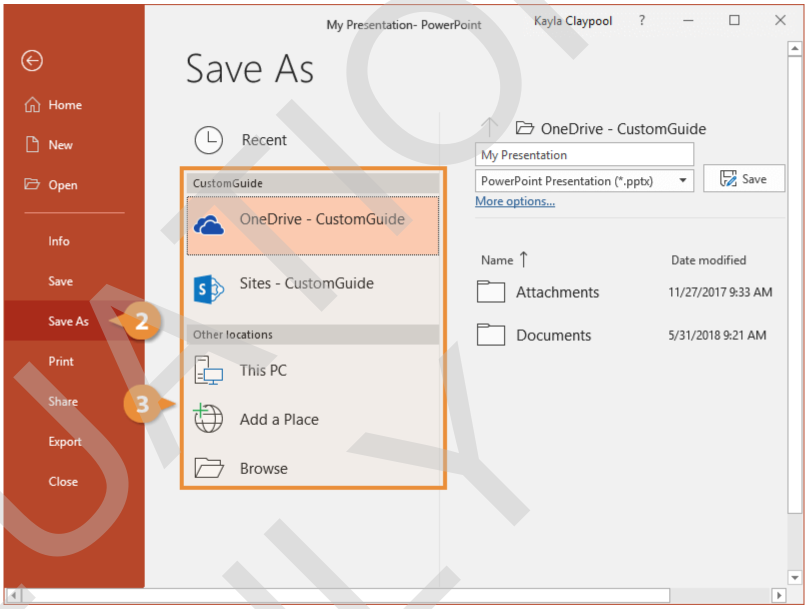
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OneDrive - CustomGuide
Sites - CustomGuide
Other locations
This PC
Add a Place
Browse
OneDrive - CustomGuide
My Presentation
PowerPoint Presentation (*.pptx)
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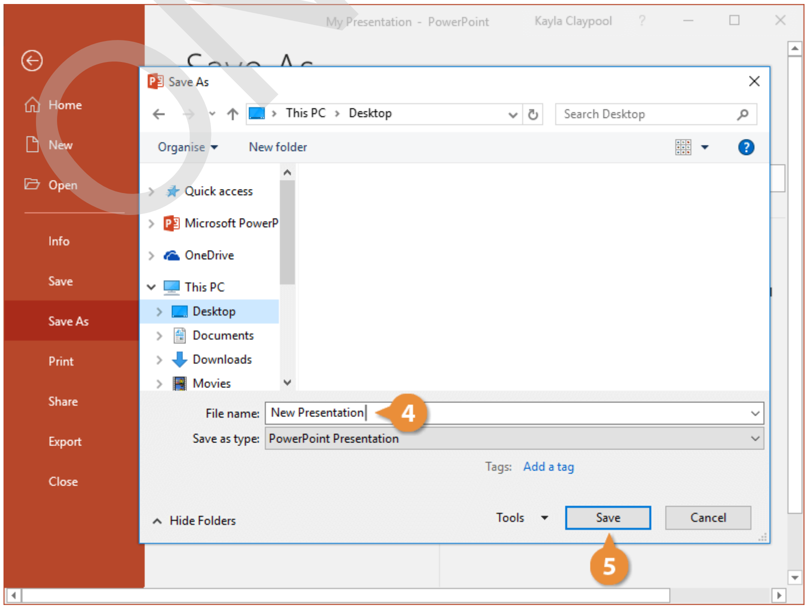
More options...
Name
Date modified
Attachments
11/27/2017 9:33 AM
Documents
5/31/2018 9:21 AM


My Presentation - PowerPoint
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Organise
New folder
Quick access
Microsoft PowerP
OneDrive
This PC
Desktop
Documents
Downloads
Movies
Tags:
Add a tag
Hide Folders
Tools
Save
Cancel
4
5

File name: New Presentation

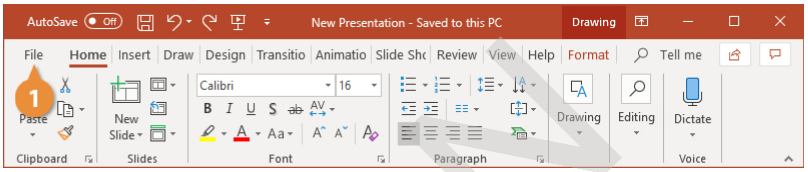
Save as type: PowerPoint Presentation

Save to Different File Formats

PowerPoint files are normally saved as PowerPoint Presentations, but you can save the information to other file formats as well. For example, you may want to save your file as a PDF so someone who doesn't have PowerPoint can view the presentation.

1. Click the **File** tab.
2. Click **Save As**.
3. Choose where you want to save your file.
4. (Optional) Enter a new File name.
5. Click the **Save as type** list arrow.

   You can choose to save your presentation as any of the file types in the drop-down list.
6. Select a file format.
7. Click **Save**.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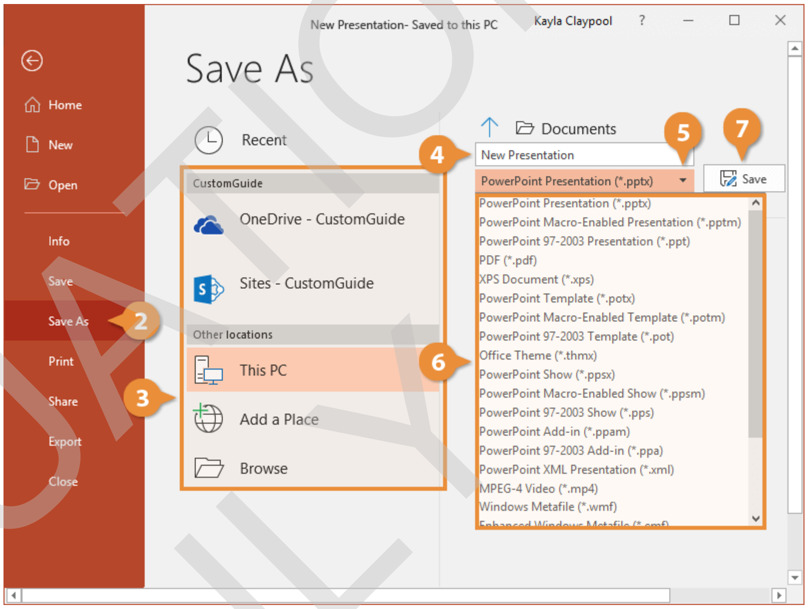
New Presentation- Saved to this PC
Kayla Claypool
Save As
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Recent
CustomGuide
OneDrive - CustomGuide
Sites - CustomGuide
Other locations
This PC
Add a Place
Browse
3
4
5
6
7
Documents
New Presentation
PowerPoint Presentation (*.pptx)
Save
PowerPoint Presentation (*.pptx)
PowerPoint Macro-Enabled Presentation (*.pptm)
PowerPoint 97-2003 Presentation (*.ppt)
PDF (*.pdf)
XPS Document (*.xps)
PowerPoint Template (*.potx)
PowerPoint Macro-Enabled Template (*.potm)
PowerPoint 97-2003 Template (*.pot)
Office Theme (*.thmx)
PowerPoint Show (*.ppsx)
PowerPoint Macro-Enabled Show (*.ppsm)
PowerPoint 97-2003 Show (*.pps)
PowerPoint Add-in (*.ppam)
PowerPoint 97-2003 Add-in (*.ppa)
PowerPoint XML Presentation (*.xml)
MPEG-4 Video (*.mp4)
Windows Metafile (*.wmf)

Common PowerPoint File Formats	
PowerPoint Presentation (.pptx)	This is the default format for PowerPoint presentations.
PowerPoint Macro-Enabled Presentation (.potm)	This is a version of the default PowerPoint file type that supports macros, which allow for small tasks to be automated.
PowerPoint 97-2003 Presentation (.ppt)	Presentations in this format can be read by all previous versions of PowerPoint but lack some advanced features. They are also larger than .pptx files and more prone to corruption.
PDF (.pdf)	A PDF preserves a presentation as it would appear when printed. PDFs, when shared electronically, can be viewed on many kinds of devices. The PowerPoint software is not needed to view a PDF presentation.
PowerPoint Show (.ppsx)	This is a read-only presentation file. When you double-click a .ppsx file, the presentation is automatically launched. You don’t need to first open PowerPoint.
Video Formats (.mp4 or .wmv)	These formats save a presentation as a video that can be viewed without having PowerPoint installed. MP4 is an international format that’s broadly supported; WMV files can only be viewed in Windows.

AutoRecover

Computers don't always work the way they're supposed to. Nothing is more frustrating than when a program locks up and stops responding, or worse, completely crashes—especially if you lose progress on an important presentation that you're working on.

Fortunately, Microsoft realizes that people might want to recover their presentations when something catastrophic happens. If PowerPoint 2019 encounters a problem and stops responding, you can restart PowerPoint or your computer and try to recover your lost presentations.

Recover a Presentation

1. Following a crash, restart **PowerPoint**.

   If an unsaved presentation can be recovered, a Recover unsaved presentations heading will appear on the Welcome screen.

2. Click **Recover unsaved presentations**.

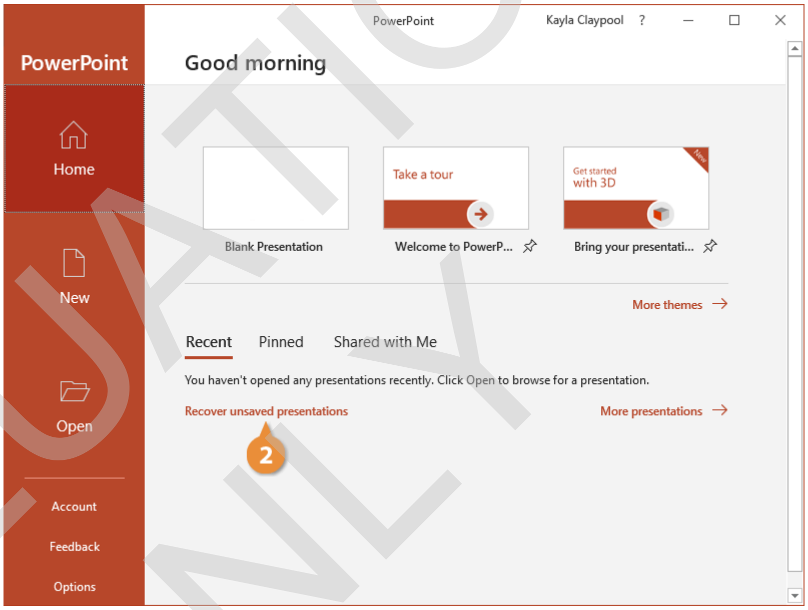
   The Recovery pane appears, listing all recovered presentations that were found.

3. Select the presentation from the Document Recovery pane.

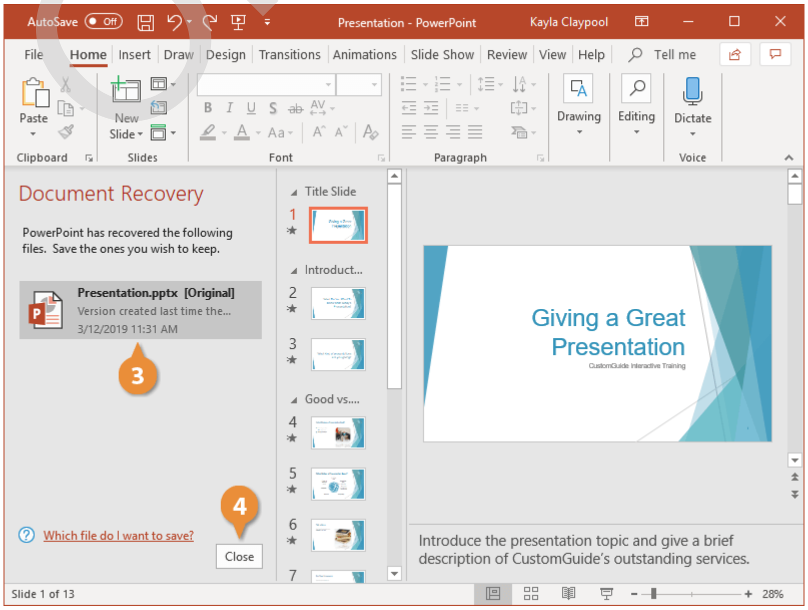
   The last autosaved version of that presentation opens.

4. Click **Close**.

   The Recovery pane closes, and you can get back to work.


PowerPoint
Kayla Claypool
PowerPoint
Good morning
Home
New
Open
Account
Feedback
Options
Blank Presentation
Take a tour
Welcome to PowerP...
Get started with 3D
Bring your presentati...
More themes
Recent
Pinned
Shared with Me
Recover unsaved presentations
More presentations
2

You haven't opened any presentations recently. Click Open to browse for a presentation.


AutoSave Off
Presentation - PowerPoint
Kayla Claypool
File
Home
Insert
Draw
Design
Transitions
Animations
Slide Show
Review
View
Help
Tell me
Paste
New Slide
Drawing
Editing
Dictate
Clipboard
Slides
Font
Paragraph
Voice
Document Recovery
Title Slide
Introduct...
Good vs....
Giving a Great Presentation
CustomGuide Interactive Training
Which file do I want to save?
Close
3
4
Slide 1 of 13
28%

PowerPoint has recovered the following files. Save the ones you wish to keep.

Presentation.pptx [Original]
Version created last time the...
3/12/2019 11:31 AM

Introduce the presentation topic and give a brief description of CustomGuide's outstanding services.

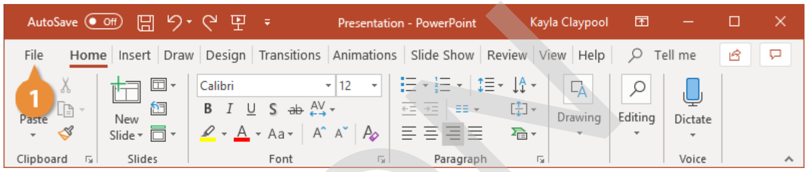
AutoRecovery Settings

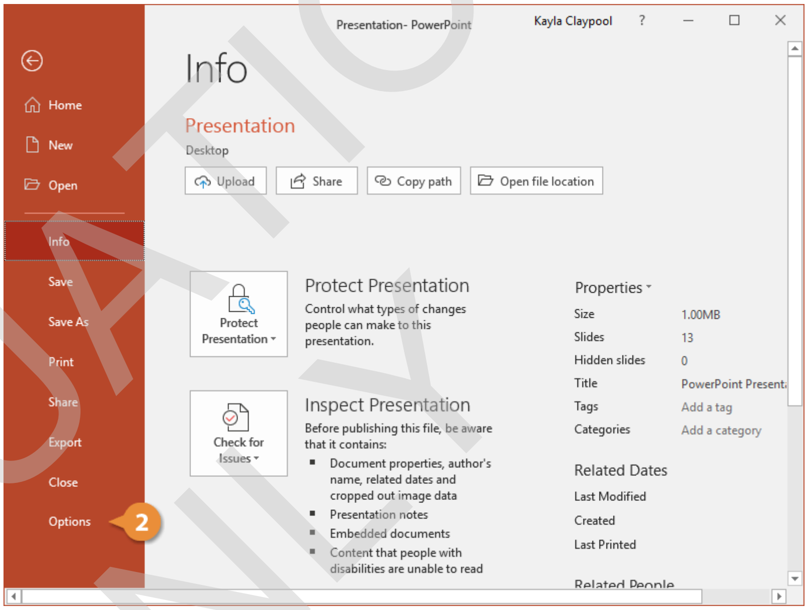
You can further protect your work by using the AutoRecover feature to periodically save a temporary copy of the presentation you're working on. To recover work after a software failure, you must have turned on the AutoRecover feature before the problem occurred. You can set the AutoRecover save interval to occur more frequently than its default setting of every 10 minutes.

1. Click the **File** tab.
2. Click **Options**.
3. Click **Save**.
4. Make sure the **Save AutoRecover information** check box is checked.
5. Adjust the time interval.

   Tip: You can't specify the interval if the check box is not selected.
6. Click **OK**.

Even with PowerPoint's recovery features, the best way to ensure that you don't lose much progress is to save your work regularly.


AutoSave Off
Presentation - PowerPoint
Kayla Claypool
File
Home
Insert
Draw
Design
Transitions
Animations
Slide Show
Review
View
Help
Tell me
1
Paste
New Slide
Calibri
12
Drawing
Editing
Dictate
Clipboard
Slides
Font
Paragraph
Voice


Presentation- PowerPoint
Kayla Claypool
Home
New
Open
Info
Save
Save As
Print
Share
Export
Close
Options
2
Upload
Share
Copy path
Open file location
Protect Presentation
Check for Issues

Info

Presentation
Desktop

Protect Presentation
Control what types of changes people can make to this presentation.

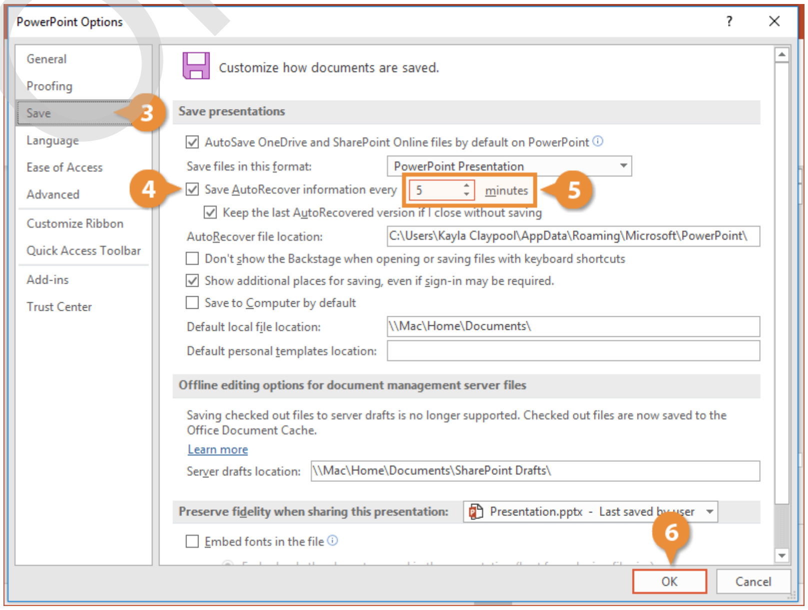
Inspect Presentation
Before publishing this file, be aware that it contains:
- Document properties, author's name, related dates and cropped out image data
- Presentation notes
- Embedded documents
- Content that people with disabilities are unable to read

Properties

Size	1.00MB
Slides	13
Hidden slides	0
Title	PowerPoint Present
Tags	Add a tag
Categories	Add a category

Related Dates
Last Modified
Created
Last Printed

Related People


PowerPoint Options
General
Proofing
Save
3
Language
Ease of Access
Advanced
Customize Ribbon
Quick Access Toolbar
Add-ins
Trust Center
4
5
6
OK
Cancel

Customize how documents are saved.

Save presentations

☑ AutoSave OneDrive and SharePoint Online files by default on PowerPoint

Save files in this format: PowerPoint Presentation

☑ Save AutoRecover information every 5 minutes

☑ Keep the last AutoRecovered version if I close without saving

AutoRecover file location: C:\Users\Kayla Claypool\AppData\Roaming\Microsoft\PowerPoint\

☐ Don't show the Backstage when opening or saving files with keyboard shortcuts

☑ Show additional places for saving, even if sign-in may be required.

☐ Save to Computer by default

Default local file location: \\Mac\Home\Documents\

Default personal templates location:

Offline editing options for document management server files

Saving checked out files to server drafts is no longer supported. Checked out files are now saved to the Office Document Cache.

Learn more

Server drafts location: \\Mac\Home\Documents\SharePoint Drafts\

Preserve fidelity when sharing this presentation: Presentation.pptx - Last saved by user

☐ Embed fonts in the file

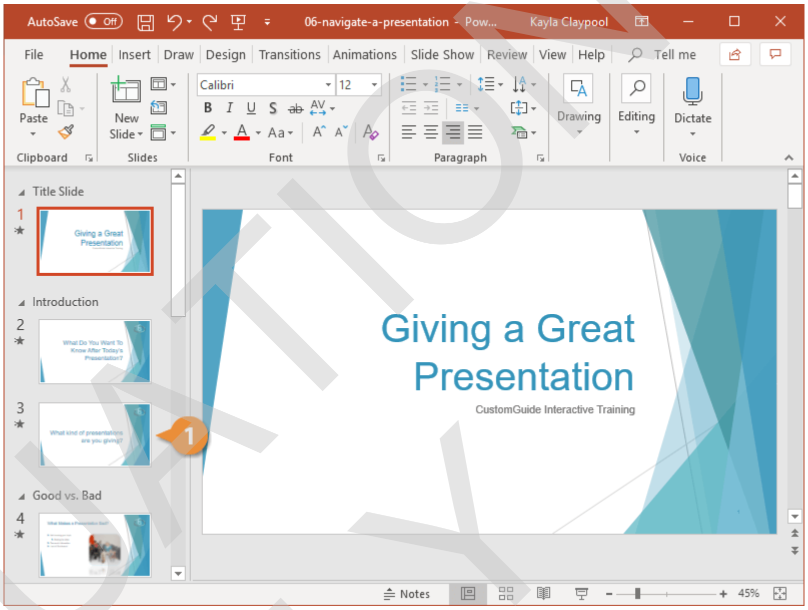
Navigate a Presentation

Since each presentation is a series of slides, being able to navigate between those slides is pretty important. The Thumbnails pane shows little pictures of all the slides, with the selected slide outlined in orange.

Navigate a Presentation

1. Select a slide in the Thumbnails pane to work with it in the Slide pane. Click other thumbnails to change which slide you're editing.

Once a slide is selected, click an image, graphic, or textbox on the slide to edit it.


AutoSave Off
06-navigate-a-presentation - Pow...
Kayla Claypool
File
Home
Insert
Draw
Design
Transitions
Animations
Slide Show
Review
View
Help
Tell me
Paste
Clipboard
New Slide
Slides
Calibri
12
Font
Paragraph
Drawing
Editing
Dictate
Voice
Title Slide
Introduction
Good vs. Bad
1
2
3
4
Giving a Great Presentation
CustomGuide Interactive Training
Notes
45%

Navigate Using the Keyboard

You can also move around a presentation with the keyboard, using the methods described in the table below.

Navigation Keystrokes	
Arrow Keys (↑↓←→)	Move up or down to another slide or section.
Ctrl + Home	Jump to the first slide.
Ctrl + End	Jump to the last slide.
Page Up	Jump to the next slide up.
Page Down	Jump to the next slide down.

Change Views

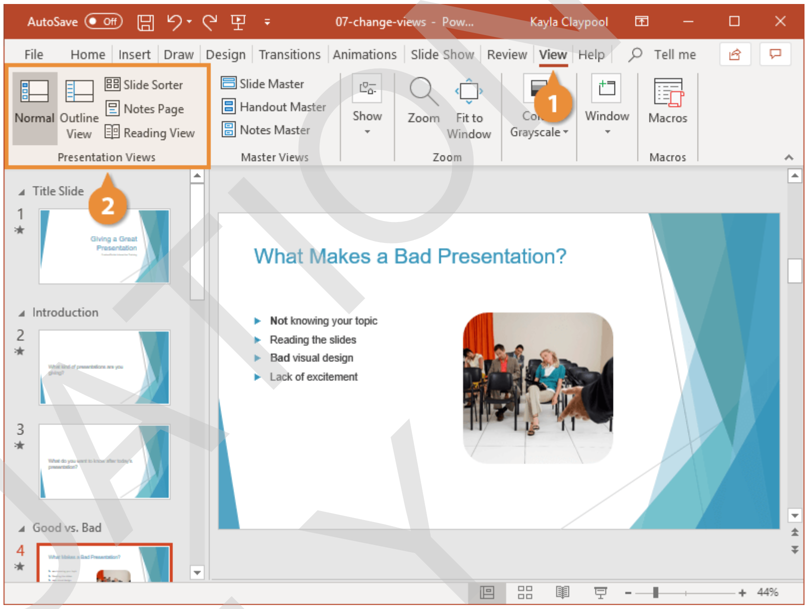
There are several ways to change how a presentation's contents are displayed on the screen using the preset views. You can also zoom in or out to see more details of the slide.

Change the Presentation View

1. Click the **View** tab.
2. Select a view.

- **Normal:** Displays the full slide, the thumbnails, and the ribbon.
- **Outline View:** Displays an outline of the presentation's contents at the left. It makes it easy to focus on your text without graphics.
- **Slide Sorter**: Gives you an at-a-glance view of all your slides, which is convenient for rearranging them. Click and drag the slides to reorder them.
- **Notes Page**: Shows how the presentation will look when printed with notes. Each page will have one slide and its speaker notes, which can be formatted in this view.
- **Reading View:** This is a full-screen view. Use it if you want to scan the presentation content without making any edits.

Tip: You can quickly access the Normal, Slide Sorter, Reading, and Slide Show views from the status bar.

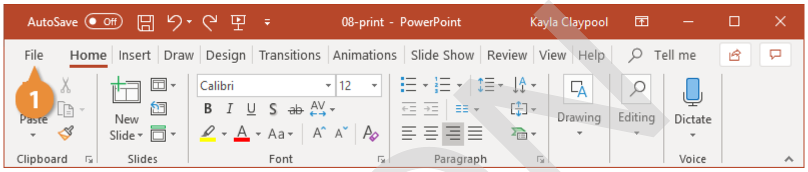

AutoSave Off
07-change-views - Pow...
Kayla Claypool
File
Home
Insert
Draw
Design
Transitions
Animations
Slide Show
Review
View
Help
Tell me
1
Normal
Outline View
Slide Sorter
Notes Page
Reading View
Presentation Views
Slide Master
Handout Master
Notes Master
Master Views
Show
Zoom
Fit to Window
Zoom
Color
Grayscale
Window
Macros
Macros
2
Title Slide
Giving a Great Presentation
Introduction
Good vs. Bad
What Makes a Bad Presentation?
Not knowing your topic
Reading the slides
Bad visual design
Lack of excitement
44%

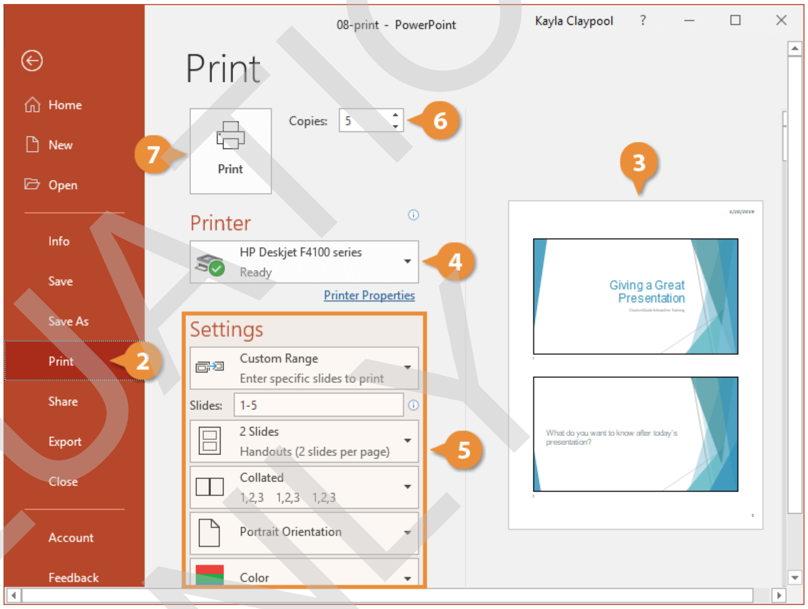
Print

Once you have created a presentation, and your computer is connected to a printer, you can print a copy. Before you do this, it's a good idea to preview how it's going to look.

1. Click the **File** tab.
2. Select **Print**.

   Shortcut: Press **Ctrl** + **P**.
3. Examine the print preview on the right side of the screen, making sure that the preview looks the way you want it.
4. Select the correct printer by clicking the **Printer** list arrow and selecting it from the list.
5. Adjust the printer settings using the options below the printer, described in the table below.
6. Choose the number of copies in the **Copies** text field.
7. Click **Print**.


AutoSave Off
08-print - PowerPoint
Kayla Claypool
File
Home
Insert
Draw
Design
Transitions
Animations
Slide Show
Review
View
Help
Tell me
1
Paste
New Slide
Calibri
12
Drawing
Editing
Dictate
Clipboard
Slides
Font
Paragraph
Voice


08-print - PowerPoint
Kayla Claypool
Home
New
Open
Info
Save
Save As
Print
Share
Export
Close
Account
Feedback
Print
Print
Printer
Printer Properties
Settings
Giving a Great Presentation
What do you want to know after today's presentation?
1
2
3
4
5
6
7

Copies: 5

HP Deskjet F4100 series
Ready

Custom Range
Enter specific slides to print

Slides: 1-5

2 Slides
Handouts (2 slides per page)

Collated
1,2,3 1,2,3 1,2,3

Portrait Orientation

Color

Print Settings	
Print Range	Print the whole presentation, a selection, a certain slide range, a single slide, or a custom range.
Print Layout	Determine what you want to print on each page. You can print a single slide, multiple sides, slide notes, handouts, and more.
Collate	Collating prints multiple copies of the presentation all the way through (1, 2, 3; 1, 2, 3), while printing uncollated prints multiple copies of each slide together (1, 1; 2, 2; 3, 3).
Color	Select whether to print the presentation in full color, grayscale, or pure black and white.

The Quick Access Toolbar

The Quick Access Toolbar holds a few buttons for commands that you'll use often, such as Save, Undo, and Redo. They'll always be available, no matter which ribbon tab is active.

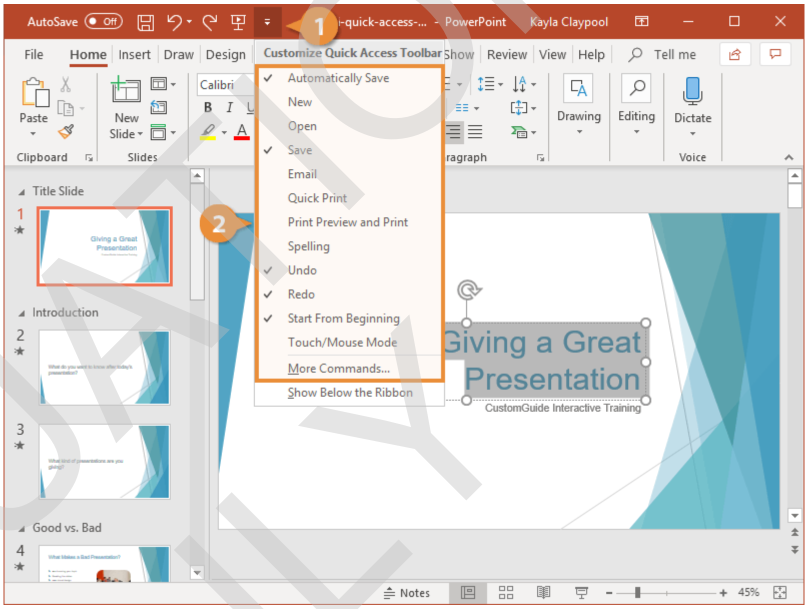
Add a Button to the Quick Access Toolbar

If the Quick Access Toolbar doesn't contain enough of your frequently used commands, you can customize it by adding or removing commands.

1. Click the **Customize Quick Access Toolbar** button.

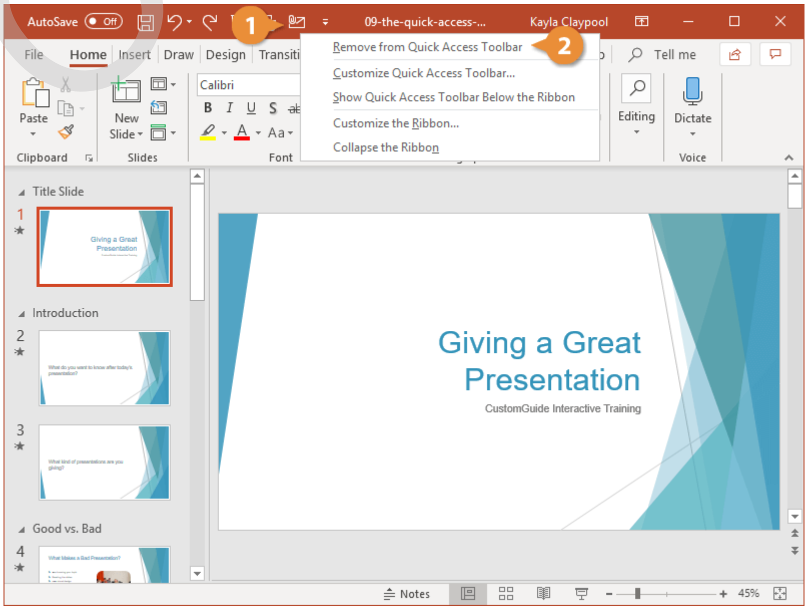
   A list appears and displays some commands you can add. You can find all the available commands to add by selecting **More Commands**, which opens the PowerPoint Options dialog box.

2. Select the command you want to add.


AutoSave Off
1
quick-access-... - PowerPoint
Kayla Claypool
File
Home
Insert
Draw
Design
Customize Quick Access Toolbar
Show
Review
View
Help
Tell me
Automatically Save
New
Open
Save
Email
Quick Print
Print Preview and Print
Spelling
Undo
Redo
Start From Beginning
Touch/Mouse Mode
More Commands...
Show Below the Ribbon
2
Paste
New Slide
Clipboard
Slides
Calibri
Drawing
Editing
Dictate
Voice
ragraph
Title Slide
Introduction
Good vs. Bad
Giving a Great Presentation
CustomGuide Interactive Training
Notes
45%

Remove a Button from the Quick Access Toolbar

1. Right-click the button you want to remove.
2. Select **Remove from Quick Access Toolbar**.


AutoSave Off
1
09-the-quick-access-...
Kayla Claypool
File
Home
Insert
Draw
Design
Transiti
Remove from Quick Access Toolbar
2
Customize Quick Access Toolbar...
Show Quick Access Toolbar Below the Ribbon
Customize the Ribbon...
Collapse the Ribbon
Tell me
Paste
New Slide
Clipboard
Slides
Calibri
Font
Editing
Dictate
Voice
Title Slide
Introduction
Good vs. Bad
Giving a Great Presentation
CustomGuide Interactive Training
Notes
45%

Share a Presentation

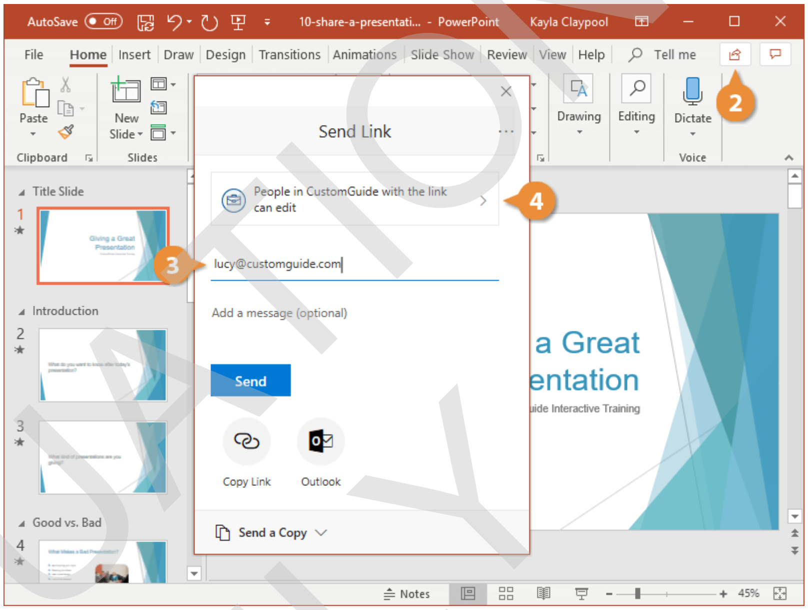
It's easy to share a presentation with other people from within PowerPoint. For example, you can send a sharing invitation to co-workers that gives them access to view or edit the file. To share your presentation, make sure it's saved to an online location, such as your OneDrive or your organization's SharePoint server.

Share a Presentation

1. Save your presentation to an online location.
2. Click the **Share** button.

   The Share window opens, where you can invite others to view and edit the presentation.
3. Enter an email address.
4. Click the **Link settings** button.

   Here you can control who this link you send out will work for—anyone with the link, anyone in your organization, anyone you've already shared it with, or just the specific people you choose to send it to.
5. Select who can view the link.
6. Select whether to allow editing.
7. Click **Apply**.



AutoSave Off
10-share-a-presentati... - PowerPoint
Kayla Claypool
File
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Insert
Draw
Design
Transitions
Animations
Slide Show
Review
View
Help
Tell me
Paste
Clipboard
New Slide
Slides
Drawing
Editing
Dictate
Voice
Title Slide
Introduction
Good vs. Bad
a Great
entation
Notes
45%
2
3
4

Send Link

People in CustomGuide with the link can edit

lucy@customguide.com

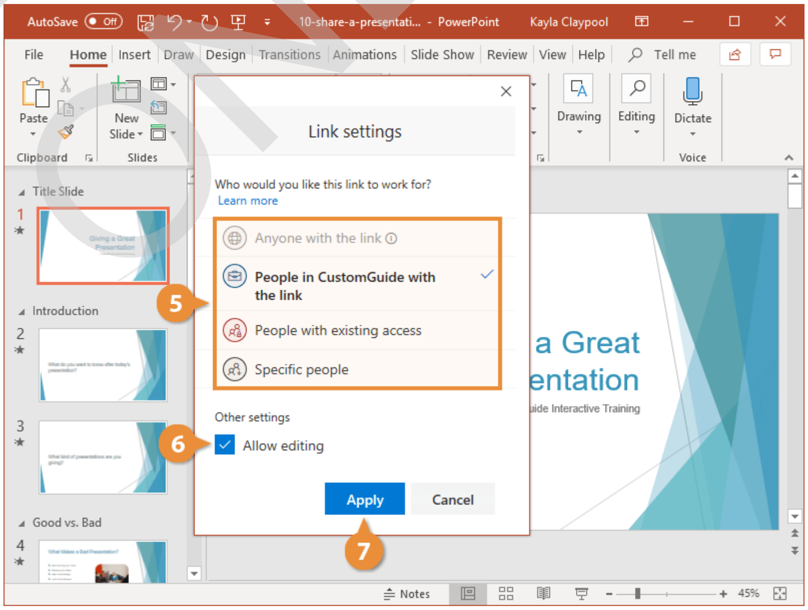
Add a message (optional)

Send

Copy Link

Outlook

Send a Copy



AutoSave Off
10-share-a-presentati... - PowerPoint
Kayla Claypool
File
Home
Insert
Draw
Design
Transitions
Animations
Slide Show
Review
View
Help
Tell me
Paste
Clipboard
New Slide
Slides
Drawing
Editing
Dictate
Voice
Title Slide
Introduction
Good vs. Bad
a Great
entation
Notes
45%
5
6
7

Link settings

Who would you like this link to work for?
Learn more

Anyone with the link

People in CustomGuide with the link ✓

People with existing access

Specific people

Other settings

☑ Allow editing

Apply

Cancel

8 Include a message (optional).

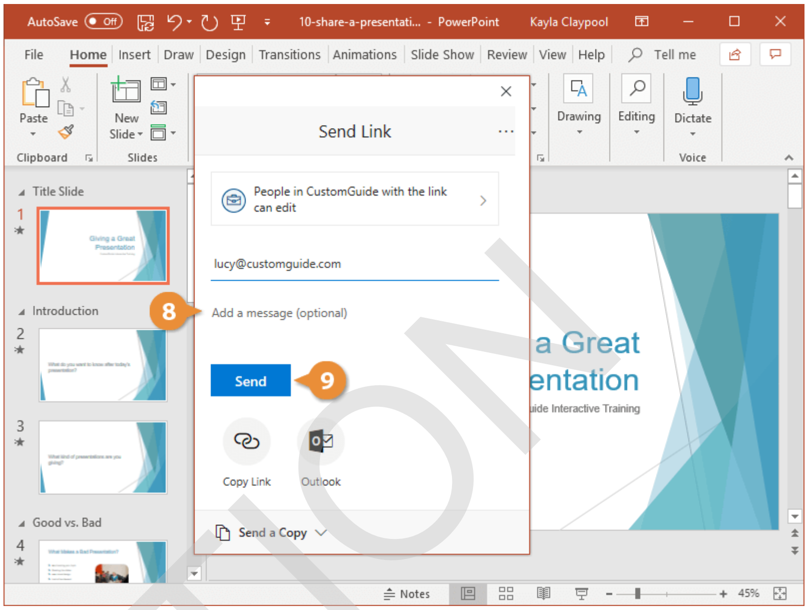
This message will be included in the invitation, informing the recipients that you're sharing a presentation with them.

If you just want to copy the link, or you'd rather compose the email in Outlook, you can do that with these buttons here.

9 Click **Send**.

10 Click **Close**.

The presentation is shared, and the recipient can view the document by clicking the link they've received.


AutoSave Off
10-share-a-presentati... - PowerPoint
Kayla Claypool
File
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Help
Tell me
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New Slide
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Slides
Drawing
Editing
Dictate
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Title Slide
Introduction
Good vs. Bad
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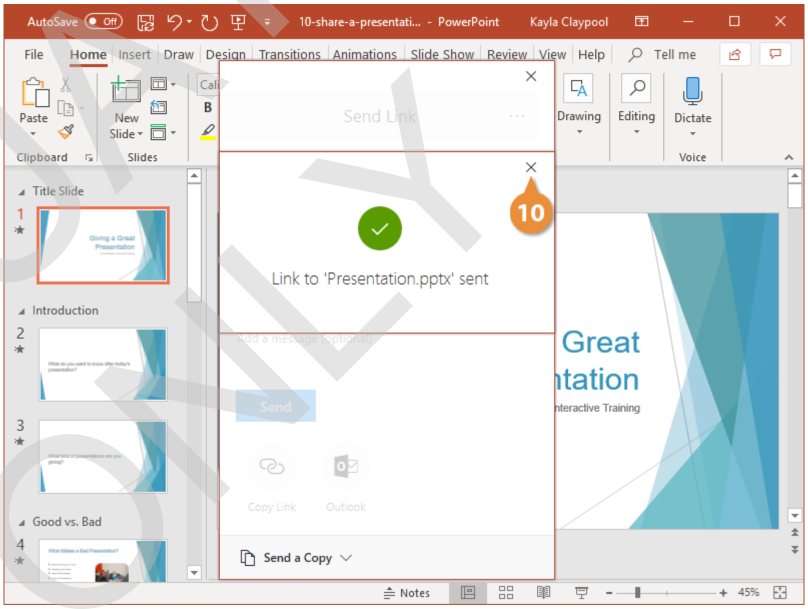
entation
ide Interactive Training
Send Link
Send
Copy Link
Outlook
Send a Copy
8
9
Notes
45%

People in CustomGuide with the link can edit

lucy@customguide.com

Add a message (optional)


AutoSave Off
10-share-a-presentati... - PowerPoint
Kayla Claypool
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Transitions
Animations
Slide Show
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Help
Tell me
Paste
New Slide
Clipboard
Slides
Drawing
Editing
Dictate
Voice
Title Slide
Introduction
Good vs. Bad
Great
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nteractive Training
Send Link
Send
Copy Link
Outlook
Send a Copy
10
Notes
45%

Link to 'Presentation.pptx' sent

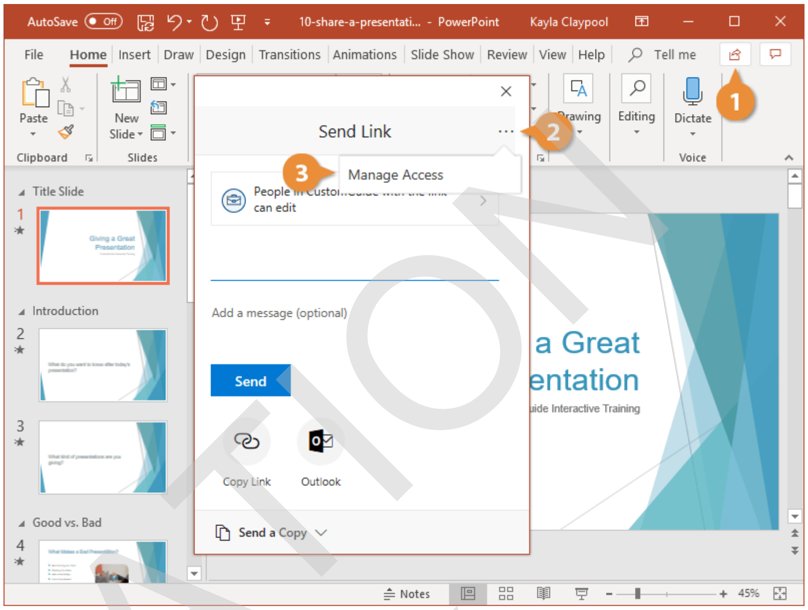
Manage Access to a Presentation

After you've started sharing things with others, it may be tricky to remember who has access to what.

1. Click the **Share** button.
2. Click the **More Options (···)** button.
3. Select **Manage Access**.

   Now, you can see who has access to this presentation, and whether they have editing or view-only permissions.
4. Click a permissions list arrow.
5. Select a permission level.
6. Click **Close**.

The permissions are updated.


AutoSave Off
10-share-a-presentati... - PowerPoint
Kayla Claypool
File
Home
Insert
Draw
Design
Transitions
Animations
Slide Show
Review
View
Help
Tell me
Paste
New Slide
Clipboard
Slides
Drawing
Editing
Dictate
Voice
Send Link
Manage Access
People in Custo... can edit
Add a message (optional)
Send
Copy Link
Outlook
Send a Copy
Title Slide
Introduction
Good vs. Bad
a Great
entation
Notes
45%
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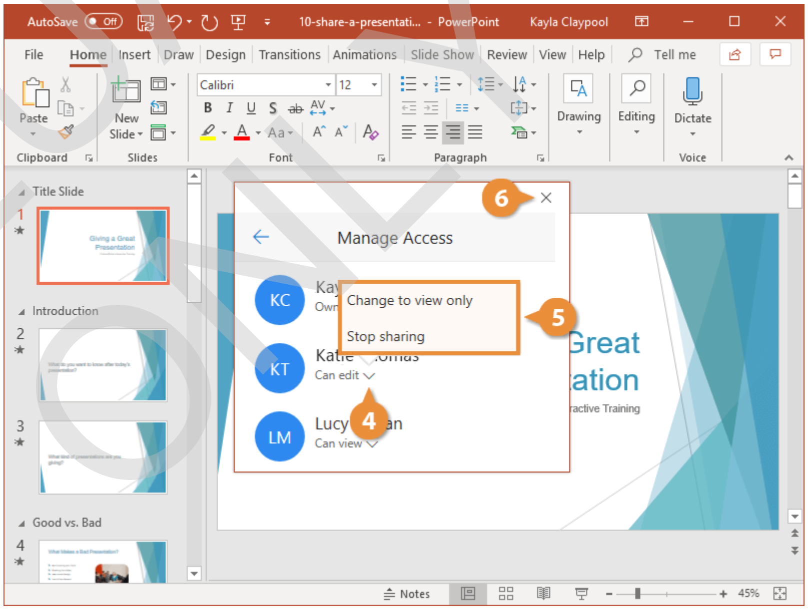
2
3


AutoSave Off
10-share-a-presentati... - PowerPoint
Kayla Claypool
File
Home
Insert
Draw
Design
Transitions
Animations
Slide Show
Review
View
Help
Tell me
Calibri
12
Font
Paragraph
Drawing
Editing
Dictate
Voice
Manage Access
KC
Kay
Own
Change to view only
Stop sharing
KT
Katie
Can edit
LM
Lucy
Can view
Title Slide
Introduction
Good vs. Bad
Great
ation
Notes
45%
4
5
6

Help

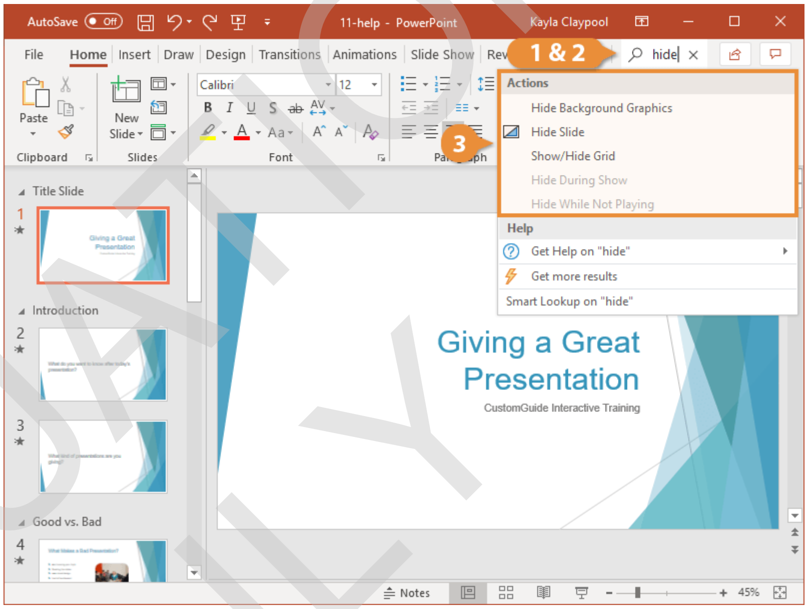
When you don't know how to do something in PowerPoint, you can look up your question with the Help feature. Help can answer your questions, offer tips, and provide guidance for all of PowerPoint's features.

The Tell Me Field

The Tell Me field is a text field above the ribbon, where you can search for commands and get quick access to them.

1. Click the **Tell Me** field.
2. Type what you want to do.

   A menu appears, listing commands related to what you searched for, as well as a link to that topic's help file.
3. Select the command you are looking for.


AutoSave Off
11-help - PowerPoint
Kayla Claypool
File
Home
Insert
Draw
Design
Transitions
Animations
Slide Show
Rev
1 & 2
hide
Paste
Clipboard
New Slide
Slides
Calibri
12
Font
3
Paragraph
Actions
Hide Background Graphics
Hide Slide
Show/Hide Grid
Hide During Show
Hide While Not Playing
Help
Get Help on "hide"
Get more results
Smart Lookup on "hide"
Title Slide
Introduction
Good vs. Bad
Giving a Great Presentation
CustomGuide Interactive Training
Notes
45%

The Help Pane

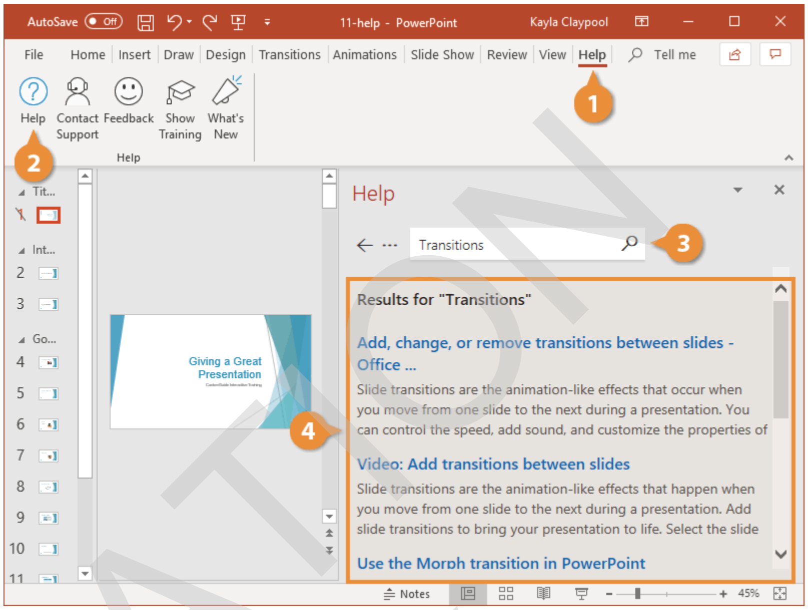
If you're looking for more information about a topic, you can consult the Help files.

1. Click the **Help** tab.
2. Click the **Help** button.

   Shortcut: Press **F1**.

   A browser window opens to the Microsoft Office Support page.
3. Type a help topic and click the **Search** button.
4. Select a help topic.

Information is displayed regarding the topic you chose.


AutoSave Off
11-help - PowerPoint
Kayla Claypool
File
Home
Insert
Draw
Design
Transitions
Animations
Slide Show
Review
View
Help
Tell me
Help
Contact Support
Feedback
Show Training
What's New
Help
1
2
3
4
Giving a Great Presentation
Help
Transitions
Notes
45%

Results for "Transitions"

Add, change, or remove transitions between slides - Office ...

Slide transitions are the animation-like effects that occur when you move from one slide to the next during a presentation. You can control the speed, add sound, and customize the properties of

Video: Add transitions between slides

Slide transitions are the animation-like effects that happen when you move from one slide to the next during a presentation. Add slide transitions to bring your presentation to life. Select the slide

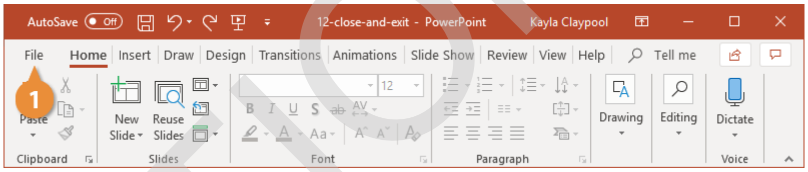
Use the Morph transition in PowerPoint

Close and Exit

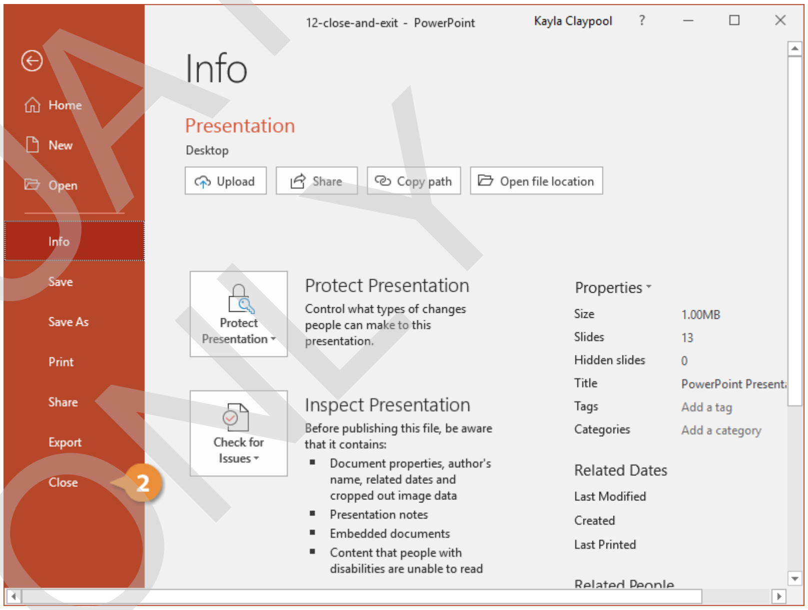
When you're done working with a file, it's a good idea to close it so you don't bog down your computer with unused programs.

Close a Presentation

Each presentation window must be closed individually. If you only have one file open you can close it and keep PowerPoint running from the File menu.



AutoSave Off
12-close-and-exit - PowerPoint
Kayla Claypool
File
Home
Insert
Draw
Design
Transitions
Animations
Slide Show
Review
View
Help
Tell me
1
Paste
New Slide
Reuse Slides
Drawing
Editing
Dictate
Clipboard
Slides
Font
Paragraph
Voice



12-close-and-exit - PowerPoint
Kayla Claypool
Home
New
Open
Info
Save
Save As
Print
Share
Export
Close
2
Upload
Share
Copy path
Open file location
Protect Presentation
Check for Issues

Info

Presentation

Desktop

Protect Presentation

Control what types of changes people can make to this presentation.

Inspect Presentation

Before publishing this file, be aware that it contains:

- Document properties, author's name, related dates and cropped out image data
- Presentation notes
- Embedded documents
- Content that people with disabilities are unable to read

Properties

Size 1.00MB

Slides 13

Hidden slides 0

Title PowerPoint Presenta

Tags Add a tag

Categories Add a category

Related Dates

Last Modified

Created

Last Printed

Related People

1. Click the **File** Tab.
2. Click **Close**.

Note: If you have not saved the presentation since making changes, a dialog box will appear asking if you want to save changes to the presentation. Click Save if you wish to save your changes; click Don't Save if you do not want to save your changes; click Cancel if you do not want to close the presentation.

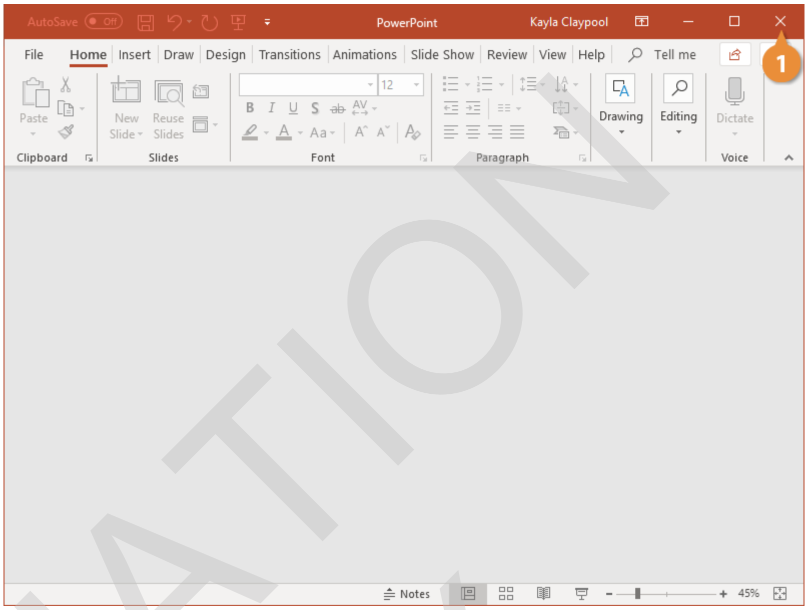
The file is closed but PowerPoint is still running. You can still browse for a file to open, create a new presentation, and access PowerPoint's options.

Close PowerPoint

If you click the Close button on the title bar when you have only one PowerPoint presentation open, the presentation will close and you will exit the PowerPoint program.

1 Click the **Close** button.

PowerPoint quits and the window closes.


AutoSave
Off
PowerPoint
Kayla Claypool
File
Home
Insert
Draw
Design
Transitions
Animations
Slide Show
Review
View
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Tell me
Paste
New Slide
Reuse Slides
12
Drawing
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Font
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Voice
Notes
45%
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