

Microsoft PowerPoint 2016

Practice PowerPoint Presentation

Slide 1

- Welcome to Wheaton Public Library
 - Expanding on Excellence

Slide 2

- Contact Us
 - 225 N. Cross St., Wheaton, IL 60187
 - 630-668-1374
 - <http://www.wheatonlibrary.org>

Slide 3

- Collections (2015-2016)
 - Hardcover Books
 - 279,982
 - Music CDs
 - 18,621
 - DVDs & Blu-Rays
 - 17,749
 - Materials Loaned
 - 1,136,701

Slide 4

- History of the Library
 - Established – 1891
 - (Insert photo)

Slide 5

- Onward and Upward
 - Present location – 1965
 - (Insert photo)
 - Expansion – 1979
 - (Insert photo)

Slide 6

- The Wheaton Library in 2007
 - (Insert photo)

Slide 7

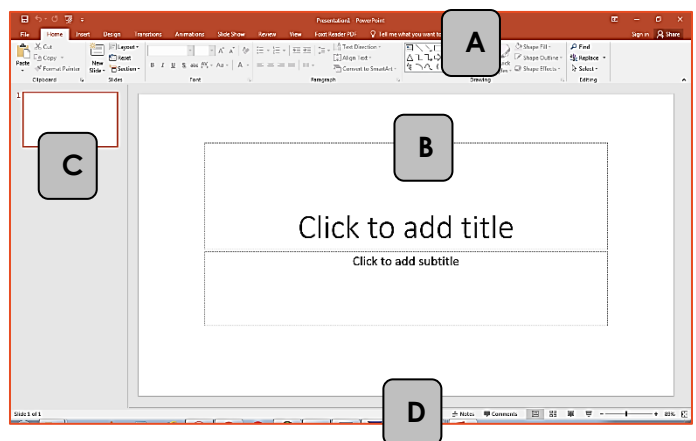
- The Finished Building
 - (Insert photo)
 - Reopened – 2/12/2007
 - Dedication – 4/15/2007

Slide 8

- Enjoy the Library!
 - (Insert ClipArt)

Screen Layout

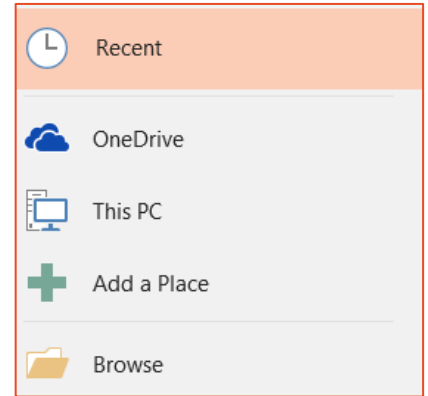
- Ribbon** – provides access to commands and functions of PowerPoint
- Slide Pane** – This is the main area of the screen where you will insert text, graphics, photos, etc.
- Slides Tab** – This is the space on the left side of the screen, which shows a thumbnail of each slide you have created.
- Status Bar** – Add Notes or Comments to the presentation, zoom in or out, or run the presentation from the current slide.



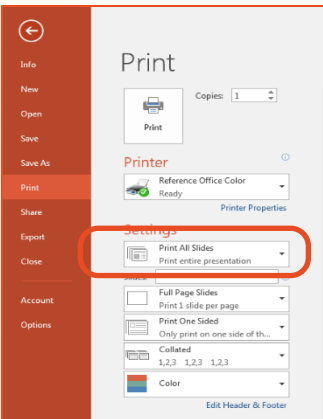
The Backstage View – Manage your Documents

Click the File Tab

- **New** – To create a new presentation
 - Click **Blank Presentation** from the list of presentation types, or
 - You may also choose a template by clicking any of the presentation types listed, or use the search box for a specific template or theme (e.g. Music, or Green). Note: You must be connected to the Internet in order to download a template.
- **Open** - To open a presentation that you created previously and is saved
 - **Recent** lists presentations opened today, last week, and older.
 - **One Drive** is Microsoft's cloud storage. It allows collaboration in real time.
 - **This PC** opens a file directory to your computer
 - **Add a Place** adds an Office 365 SharePoint or OneDrive folder to quickly save to the cloud
 - **Browse** to the desired presentation on your computer, network drives, or external drives (such as a flash drive).



- **Print**



- **Full Page Slides** – This prints one slide on each piece of paper.
- **Handouts** – Select the number of slides per page (1, 2, 3, 4, 6, or 9).
 - *Note – Take a look at the Handouts section in the Print window. It will show you how the slides are arranged. Specifically, printing 3 slides provides room for note-taking during a presentation.
- **Notes Pages** – This prints any notes you may have added to the slide below the slide, one page per slide.
- **Outline View** – This prints the slides as an outline (text only).
- **Color/grayscale** – Save some ink on your printer by selecting Black and White. This wipes all the extra color from the presentation, leaving the text.

- **Save** – save a copy of your file for later access

- You may also click the Save icon located in the Quick Access Toolbar.
- **Note:** The first time you save a document, it automatically takes you to Save As, so you can designate a file name and a save location. However, every subsequent Save, you will *not* see this window. To change the name or location of a file, choose **Save As**.



- To **Save Your Document to be opened as a PDF**, choose **Save As**.

- In the **Save as type** box, below File name, choose **PDF**.

- **Close** - To close a document without closing Word.

Creating a New Slide

- Go to **Home** (tab) → **Slides** (group) → **New Slide** (button)



- Top half of the New Slide button automatically chooses a slide for you
- Bottom half of the New Slide button lets you choose a slide (see Slide Layout below)

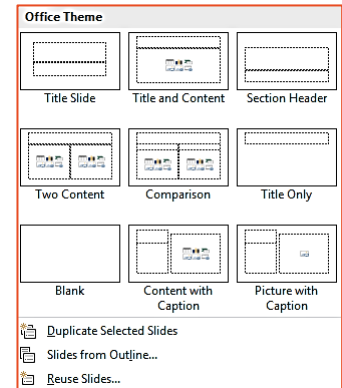
- Shortcut: Right-click in the **Slides Tab** → **New Slide**

Slide Layout

Select a slide layout based on the type of information you will be placing on the slide.

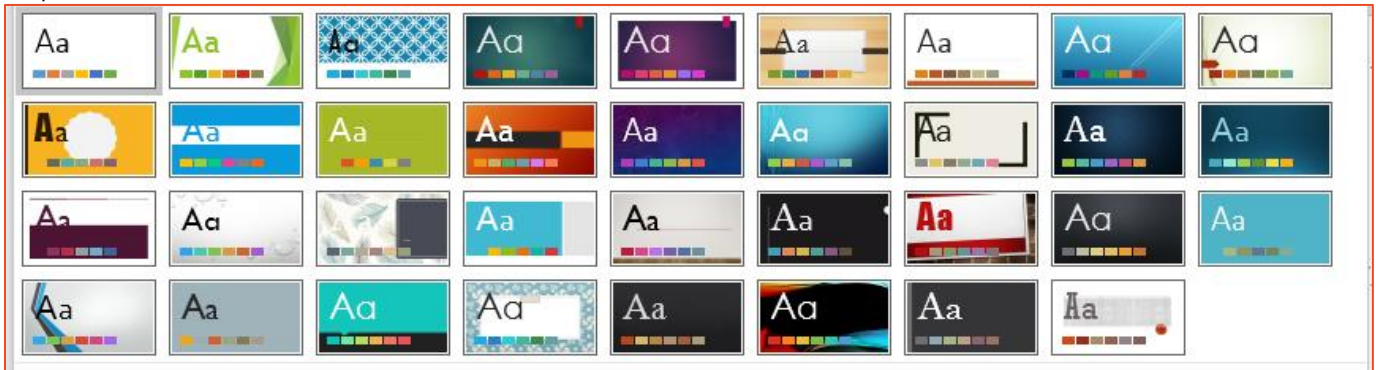
- Title Slide* is the default first slide
- Title and Content* is the default second slide
- You may select the layout when creating a New Slide by clicking the bottom half of the New Slide button
- To change the layout of an existing slide:

- **Home** → **Slides** →



Choose a Theme – Design tab

- Choose a pre-made design to take care of font, colors, text box placement, and backgrounds in one step.



Variants – Design → Variants

PowerPoint provides 4 style variations on your chosen theme.

You may further customize by:

- **Color** – Microsoft has a series of standard color schemes from which to choose (blue-green, red, etc.)
- **Font** – complementary font families, such as Arial and Times New Roman
- **Effect** – change the look of text boxes, with beveling, 3-D and color gradients.
- **Background Style** – effects the color and transparency of the background.


You may also create your own Color Scheme, Font Family and Background Style.

Placeholders

The most efficient way to insert content into PowerPoint is to utilize the pre-designated areas on the Slide Pane. Look for: *Click to add title, subtitle, text*, etc. These are called Placeholders. All you have to do is click and start typing.

Auto-Fit

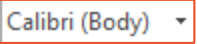




PowerPoint automatically adjusts text size so that it fits within a slide. This is called *AutoFit Text to*

Placeholder. Once it has started AutoFitting, you will see this button . If you click the button, you can choose **Stop Fitting Text to this Placeholder**. The text will move past the placeholder, and eventually off the slide itself. Or, choose from the following:





- **Split Text Between Two Slides** – takes the current amount of text and divides it between the current slide and second, new slide
- **Continue on a New Slide** – moves anything after the cursor to a new slide.
- **Change to Two Columns** – splits the placeholder into 2 columns

Text Formatting







Font Group

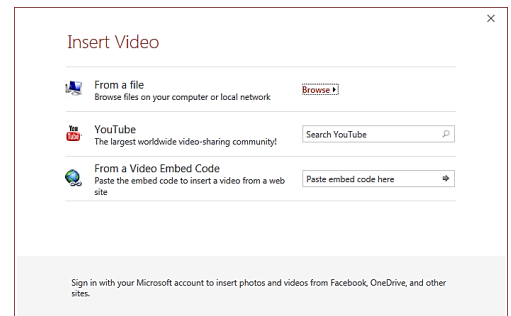
- **Font** –  You may select from any font available on your computer. To change the font for every slide, go to **Home** → **Editing** → **Replace** → **Replace Fonts**. Be cautious – cursive fonts or heavily stylized fonts, such as *French Script* or *Firaldi*, are not necessarily readable fonts.
- **Size** –  Use this to change the size of your text manually. You may also use the Increase and Decrease Font Size buttons. 
- **Emphasis** –  Make Your Text **Bold**, *Italicized*, Underlined, **Shadowed**, or any combination!
- **Font Color** –  Use the font Color icon to select from within your Color Scheme. Or choose *More Colors* for something outside the scheme.

Paragraph Group

- **Horizontal Alignment** –  Left, Center, or Right Aligned, or Justified
- **Vertical Alignment** –  Top, Middle, or Bottom of the Slide
- **Bullet or Number Style** – 
- **Text Direction** –  Horizontal, Rotated, or Stacked text





Inserting Content – Use the icons in the placeholder, or the Insert tab

-  **Table** – This is for displaying columns or rows of information, such as financial data or statistics.
-  **Chart** – Choose from dozens of chart types including line, bar, column, and area.
-  **SmartArt** – Select from various organizational charts and diagrams. Diagrams can help illustrate relationships or clarify hierarchies.
-  **Picture from File** – Add a picture from your computer, disk, or flash drive.
-  **Online Pictures** – In Office 2016, the Bing search engine is utilized to search for images that are tagged with a Creative Commons license. That means image results can be used without copyright issues. For more information, visit <http://creativecommons.org/licenses/>.
-  **Video**
 - Video from File
 - Browse to insert a video you have saved on your computer, disk, or flash drive.
 - Video from YouTube
 - Type a search in the text box, scroll to find the one you need, and then click Insert.
 - From a Video Embed Code
 - Use a web browser to find a video.
 - Find the link on the web page to embed the video in a link. The icon to embed often looks like this: `</>`
 - Highlight, then copy the code.
 - Go back to PowerPoint.
 - Paste the Embed Code in the text box.
 - Click the Insert arrow.

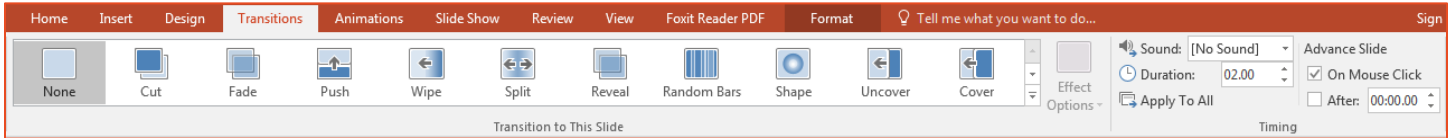


Animation Schemes – The way the text becomes visible on the screen

Note: For Animations to work, you must click on each object in the slide, and then select an Animation.

- Go to **Animations** → **Animation**
- Click the *more* arrow  to select from the following categories of animation
 -  **Entrance** – begins with a blank screen. Each click of the mouse adds another bullet point.
 -  **Emphasis** – all bullet points are visible, but each click of the mouse causes an effect, such as a pulse or a color change
 -  **Exit** – all bullet points are visible initially. Each click of the mouse makes a bullet point disappear.

Slide Transition – The way one slide segues to the next



You can select a different transition for each slide, or apply one transition to all.

- Go to **Transitions** → **Transition to This Slide**.
- To apply the same Transition to all slides:
 - Choose the desired transition, and then click **Apply to All**.

Running a Slide Show

PowerPoint was designed to be run on a full screen, with the toolbars hidden from view.

- Go to **Slide Show** → **Start Slide Show** → **From Beginning**
 - By default, PowerPoint assumes someone will be running the presentation and advancing the slides.
 - The space bar, Enter key, arrow keys, and the left mouse button
- To make the slideshow run by itself:
 - Go to the **Transitions** tab.
 - Uncheck *On Mouse Click*.
 - Check *After:* and choose an amount of time (in seconds).
 - **IMPORTANT:** Click **Apply to All** (this makes all slides advance automatically).
 - Go to **Slide Show** → **Set Up** → **Set Up Slide Show**.
 - Under Show Type, choose *Browsed at a Kiosk* and click OK.

IF YOU HAVE QUESTIONS, FEEL FREE TO EMAIL ME.

danasccomputerclasses@gmail.com