

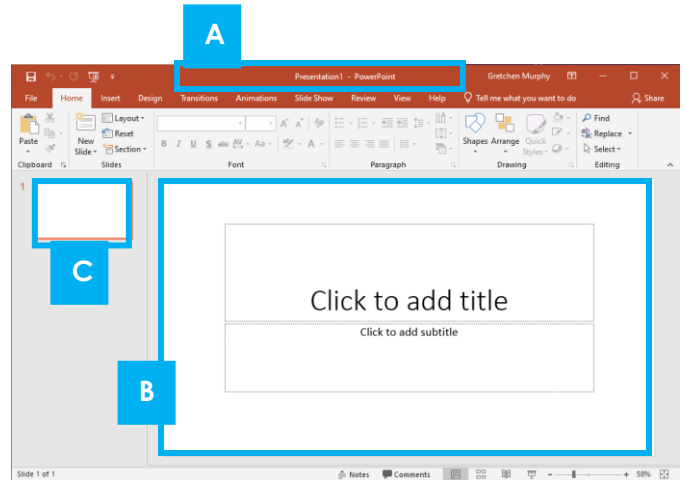
Introduction to Microsoft PowerPoint 2019

Screen Layout

When you open a presentation in PowerPoint, you will see the file name of your current document at the top of the window in the **title bar (A)**.

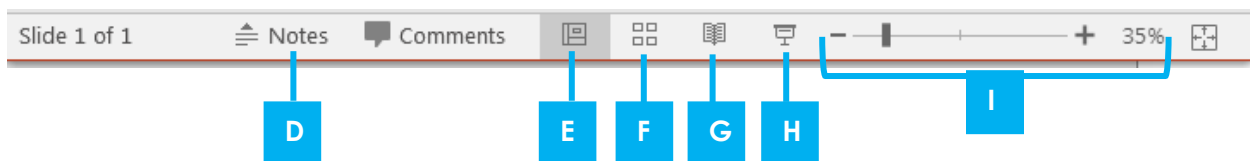
The **slide pane (B)** is the main area in the center of the screen where you will see the slide you are currently working on. This is where you will insert text, graphics, photos, etc.

The **thumbnail pane (C)** is the area on the left side of the screen which shows a small thumbnail version of each slide you have created.



Status Bar

At the bottom of the window, you will find the **status bar**. Within it, you can see the number of slides in your presentation, the **Notes button (D)**, the **View buttons (E-H)**, and the **zoom slider (I)**.



Notes button (D): Click to show/hide the Notes pane, which lets you add or view presenter notes for each slide.

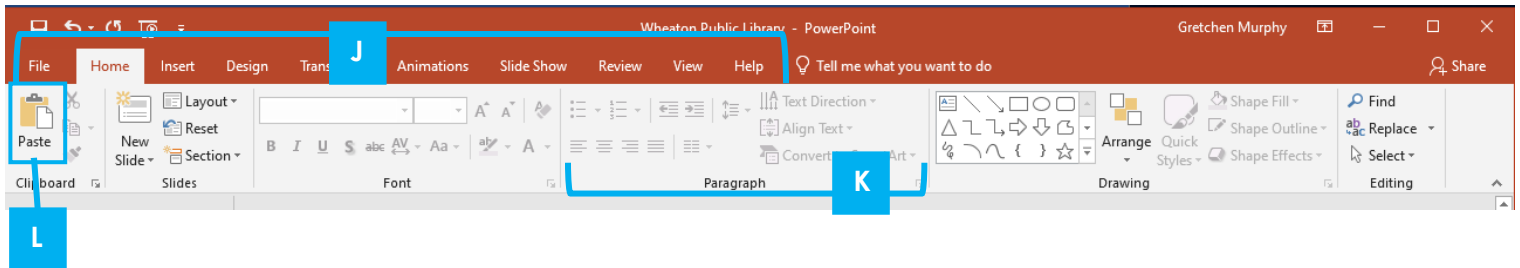
View buttons: Use to switch between different views of your presentation.

- **Normal (E)** is the view you must be in to make most types of edits to your slides.
- **Slide Sorter (F)** lets you see thumbnail versions of many different slides at once so you can easily drag them around to put them in a different order.
- **Reading View (G)** lets you read your slides in the PowerPoint window while hiding all of the buttons and menus.
- **Slide Show (H)** is the view you would use if you were giving a presentation. It starts your presentation from the slide you're currently on.

Zoom slider (I): Use the slider bar or the plus and minus buttons to zoom in and out on your slides.

The Ribbon

The **ribbon** is the area just under the title bar where you can find all of the different commands in PowerPoint. It consists of **tabs**, **groups**, and **command buttons**.



Tabs (J) (for example, File, Home, and Insert) run along the top of the ribbon. Each tab provides access to a different set of commands.

Within each tab, there are several **groups (K)**. These groups are separated by thin gray vertical lines on either side and are labeled at the bottom. For example, the Home tab consists of the Clipboard, Slides, Font, Paragraph, Drawing, and Editing groups.

Within each group, there are one or more **command buttons (L)**, for carrying out commands or displaying menus. For example, the Clipboard group in the Home tab consists of command buttons for Paste, Cut, Copy, and Format Painter.

In the bottom right corner of each group, you can find the symbol shown at right, which is called a dialog box launcher. Clicking on the dialog box launcher will take you to more settings for that group.



File Tab

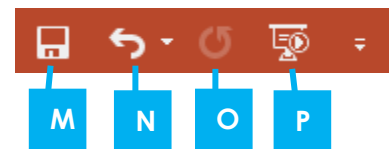
Click on the **File** tab to see the following commands:

- **Info:** Get information about the presentation you are currently working on.
- **New:** Create a new presentation.
 - Click **Blank Presentation** from the list of document types, or
 - Choose a template by clicking on any of the ones listed, or use the search box to look for a specific type of template or theme (e.g., "music" or "red").
 - Note: You must be connected to the Internet in order to search for templates.
- **Open:** Retrieve a presentation that has previously been saved.
 - **Recent** lists the last 25 presentations you have opened.
 - To pin a document to the top of the Recent list, hover over it in the list and then click the pushpin icon.
 - **OneDrive** is Microsoft's cloud storage service. It allows collaboration in real time. If you want to use OneDrive, you must set up an account. Many features require a monthly paid subscription.
 - **This PC** opens the default location for saving documents on your computer.
 - **Add a Place:** If you use Office 365 or OneDrive, you can add a 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).

- **Save/Save As:** Save the current presentation to your computer or to another location.
 - If you are working on a brand-new presentation which has never been saved before, it does not matter whether you choose **Save** or **Save As**. Either way, you will automatically be prompted to choose a file name and location.
 - Otherwise:
 - Use **Save** if you would like to overwrite the previous version of your presentation.
 - Use **Save As** if you want to make a new copy of the file without overwriting the original, or if you want to save as a different file format, such as PDF.
 - You can always **Save** without going to the file Tab by clicking on the Save icon in the Quick Access Toolbar.
- **Print:** Print a copy of the presentation you currently have open.
 - Use the settings on the left side of the window to change options.
 - Select the number of copies.
 - Select the printer you want to use.
 - Choose **Print All Slides**, or type a range of slide numbers if you only want to print specific slides.
 - Choose between:
 - **Full Page Slides** to print 1 slide per page
 - **Handouts** to print 1, 2, 3, 4, 6, or 9 slides per page.
 - Take a look at the options under Handouts to see how the slides are laid out on the page. Specifically, handouts with 3 slides will have lines for note-taking during a presentation.
 - **Notes Pages** will print 1 slide per page. Any notes you might have added to the slide will appear beneath the slide.
 - **Outline** will print only the text of your slides, in an outline format.
 - Choose **Color, Grayscale** (uses black cartridge only), or **Pure Black & White** (uses less ink than Grayscale).
 - Click on **Edit Header & Footer** to add/remove date and time, page numbers, or any other text from the top or bottom of your printouts.
 - When you are ready to print, click the **Print** button at the top of the window.
 - Note: A preview of your printed document can be found on the right side of the Print screen. Zoom in and out or navigate to a different page of the document by using the tools at the bottom of the screen.
- **Close:** Close the current document without exiting PowerPoint.
- **Options:** Change settings in PowerPoint.

Quick Access Toolbar

Above the ribbon, in the top left corner of the window, you will find the Quick Access Toolbar, which contains quick shortcuts for the **Save (M)**, **Undo (N)**, **Redo (O)** and **Start [Slide Show] From Beginning (P)** commands.

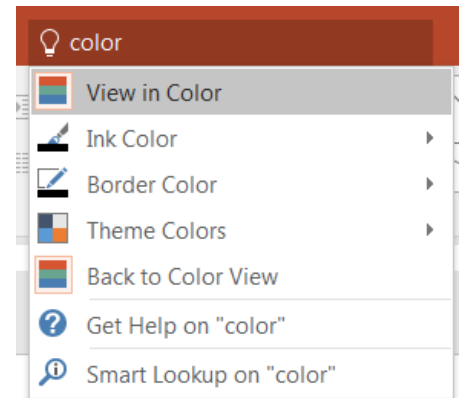


Tell Me What You Want to Do Box

The Tell Me What You Want to Do box is located just to the right of the last tab on the ribbon.

After typing keywords into the Tell Me box, you can:

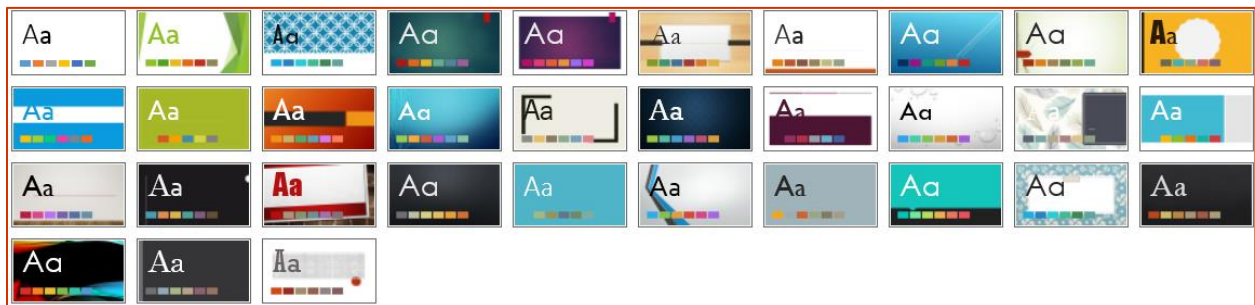
- Click on the name of a command in order to execute it.
- Click on “**Get Help on...**” to see articles that help you use Office.
- Click on “**Smart Lookup on...**” to see a definition of the word.



Themes

When creating a new presentation, the first thing you may want to do is select a theme.

Go to **Design** → **Themes** to choose from pre-made sets of fonts, colors, and background images that are designed to look good together. Only a few themes will display on the Ribbon, so click on the dropdown arrow in the bottom right of the Themes group to show the full selection.



Variants

Once you've chosen a theme, you will see several variants on that theme under **Design** → **Variants**. Click on the dropdown arrow in the bottom right of the Themes group to show more variants (if available) or access the following menus to further customize the theme:

- **Color:** Choose from a selection of pre-set color schemes that you can use with your current theme. Or, click Customize Colors to make your own color scheme which will be saved for future use.
- **Font:** Select a pre-set group of fonts that complement each other. Or, click Customize Fonts to make your own customized font set which will be saved for future use.
- **Effect:** Choose effects (such as 3D, color gradients, and glow effects) that will be applied to shapes and lines in your presentation. Depending on the contents of your slides, you may not see any changes when the effect is applied.
- **Background Style:** Choose from the following background types: solid background, color gradient, picture/texture, or pattern. Once you've chosen a background type you can make more complicated adjustments to color and other attributes.

Create a New Slide

- Go to **Home** (tab) → **Slides** (group) → **New Slide** (button).
 - Clicking on the top half of the New Slide button will insert a slide with the default slide layout (see Slide Layout below).
 - Clicking on the bottom half of the New Slide button will let you choose a layout.
- Shortcut: Right-click anywhere in the Thumbnail Pane and choose New Slide.



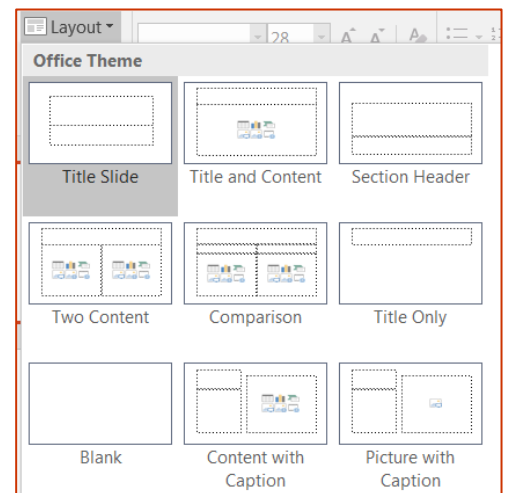
Slide Layout

Select a slide layout based on the type of information you want to place on the slide.

- *Title Slide* is the default layout for the first slide.
- Title and Content is the default layout for any other slides you add.

If you don't want to use the default layout, you can select a different layout when creating a new slide by clicking the bottom half of the New Slide button.

To change the layout of an existing slide, click the Layout button under **Home** → **Slides**.



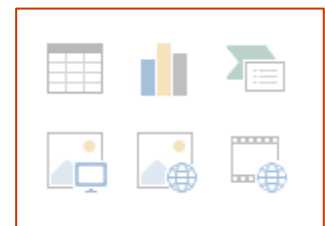
The slide layout is just a starting point to make your life easier. You can move or delete any of the parts, or add additional elements if needed.

Placeholders

Placeholders are the pre-made boxes in the layout that show you where your text (or picture, etc.) is going to go.

Some placeholders are for text only. To add your own text, click on the placeholder text ("Click to add title", "click to add text", etc.) and start typing.

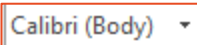
Other placeholders can be used for text OR for tables, charts, Smart Art, pictures, online pictures, or video. You can recognize these placeholders since they will display the icons at right. To add text to this kind of placeholder, click on the placeholder text and start typing. To add the other types of content, click on the appropriate icon in the placeholder area and follow the software prompts (see Inserting Content section on page 7 of this handout for more information).



Any placeholders you have not used will only show up when you are in Normal view. If you print the slides or go into Slide Show view to give a presentation, you will not be able to see the placeholder.

Text Formatting

While the theme and slide layout you choose will come with default text formatting, you can use the commands below to format selected text:

Font 


Go to **Home** → **Font** and select a font name from the dropdown. Note that cursive and heavy stylized fonts could be very difficult to read.

To change the font on every slide at once, go to **Home** → **Editing** → **Replace** and click on the dropdown arrow, then choose **Replace Fonts**.

Size 

To change the size of your text, go to **Home** → **Font** and use the Font Size box or the **Increase/Decrease Font Size** buttons.

Auto-Fit

If your text does not fit within its placeholder area, PowerPoint will automatically adjust the text size so that it will fit. This feature is called “AutoFit Text to Placeholder”. Once the text has started AutoFitting, you will see the button at right. 

If you click the button, you can choose to keep the text AutoFitted, or choose any of the following options:

- **Stop Fitting Text to This Placeholder:** The text will move past the placeholder and eventually run off the edge of the slide.
- **Split Text Between Two Slides:** Takes the current amount of text and divides it between the current slide and a second, new slide.
- **Continue on a New Slide:** Moves everything after the cursor to a new slide.
- **Change to Two Columns:** Splits the text into two columns.

Emphasis 

Go to **Home** → **Font** and click the buttons to make your text **bold**, *italicized*, underlined, shadowed, or any combination.

Font Color 

To change your font color, use the **Font Color** button under **Home** → **Font**. Click on the dropdown arrow to see a selection of colors that match your color scheme or click on **More Colors...** to pick a color outside your color scheme.

Horizontal Alignment 

To align your text horizontally on the slide, go to **Home** → **Paragraph** and use the buttons for **Align Left**, **Center**, **Align Right**, or **Justify**.

Vertical Alignment 

To align your text vertically on the slide, go to **Home** → **Paragraph** and click the **Align Text** button. You can choose whether to align to the top, middle, or bottom of the slide.

Bulleted or Numbered Lists 

To create or change the appearance of a bulleted or numbered list, go to **Home** → **Paragraph** and click the dropdown arrow next to the **Bulleted List** or **Numbered List** buttons to see your options.

Text Direction 

Go to **Home** → **Paragraph** and click on the **Text Direction** button to choose Horizontal, Rotated, or Stacked text.

Inserting Content

To insert a table, chart, SmartArt, picture, or video, you can click on the appropriate icon in the placeholder area if there is one. Otherwise, if you do not have a placeholder area you want to use, you can go to **Insert** → **Table**, **Insert** → **Images**, **Insert** → **Illustrations**, or **Insert** → **Media** and click on the button for the type of content you want to insert.



- **Table:** Use to display information in rows and columns.
 - When inserting a table from the placeholder area, you will be prompted to enter the number of rows and columns you want. When inserting from **Insert** → **Tables**, move your mouse over the squares to choose the desired number of rows/columns.
 - To type data in a table, click in the desired cell and start typing. You can use the Tab key on your keyboard to move to the next cell.



- **Chart:** Choose between column graphs, line graphs, pie charts, bar charts, scatter plots, and more.
 - Once you choose the type of chart you want to insert, you will be prompted to enter the numerical data to create the chart.



- **SmartArt:** Create diagrams and flowcharts that can help you illustrate relationships or clarify hierarchies.
 - Once you insert the desired type of SmartArt, click on each part of the diagram to type text inside it.



- **Pictures:** Use to insert a picture that is saved on your computer, disk, or flash drive. You will be prompted to find the desired file.
 - When you click on an inserted picture, a new tab appears: **Picture Tools Format**. Note that this tab will disappear if you click away from the picture. This tab contains the following groups and commands:
 - The **Adjust** group contains:
 - **Corrections:** Adjust the brightness and contrast, or sharpen/soften a picture.
 - **Color:** Recolor the picture to black & white, sepia, washout, or tint the entire picture one color.
 - **Artistic Effects:** Add interesting effects to your pictures, such as Paintbrush, Film Grain, or Cement.

- The **Picture Styles** group contains:
 - A gallery of preset frames you can apply to your image.
 - **Picture Border:** Change the color, weight, or style of your frame.
 - **Picture Effects:** Add shadows, reflections, beveling, 3-D effects, and more.
- The **Arrange** group contains:
 - **Bring Forward/Send Backward:** Change the order of image layers.
 - **Align:** Align an image on the slide, or align multiple images relative to each other.
 - To align the selected image relative to the slide, choose Align Left, Center, Right, Top, Middle, or Bottom.
 - To align multiple images relative to each other:
 - Select the images by holding down the Shift key on the keyboard while clicking multiple images, then use Align Left, Center, Right, Top, Middle, or Bottom to make their edges or centers line up.
 - **Rotate** – Rotate images by 90°, or flip them horizontally or vertically.
 - **Group** – Combine multiple objects into one single object so that they can be moved as a group.
 - To group a set of objects, first select them by holding down the Shift key on the keyboard while clicking multiple objects. Then, click Group.
- The **Size** group contains:
 - **Size** – If you need an exact picture size, change either Height or Width. The other dimension changes automatically to retain proportions.
 - **Crop** – Crop a portion of the picture out. You can also change the picture shape using Crop to Shape.



- **Online Pictures:** Use to search for an image online and insert it. This feature replaces Clip Art.
 - You will be prompted to search for a word or phrase using Bing Image Search.
 - The search will return images from the Internet that are tagged with a Creative Commons license, meaning that the person who posted each image online stated that it can be freely used without copyright issues. For more information, visit <http://creativecommons.org/licenses/>.
 - Once you have the search results, you can use the dropdown boxes at the top of the window to filter by size, color, and other criteria. Select any images you want to insert by clicking on them, then click **Insert** at the bottom of the window.



- **Video:** You will be prompted to choose from:
 - **Video from File:** Browse for a video that you have saved on your computer, disk, or flash drive, then click Insert.

- **Video from YouTube:** Type a search term in the box to search YouTube, then click on the video you want and click Insert.
- **Video from a Video Embed Code:**
 - Many videos posted online have embed codes. The icon marking the embed code often looks like this : </>
 - If you find a video with your internet browser and it has an embed code, you can copy and paste it into the “Paste embed code here” box in PowerPoint's Insert Video menu, then click Insert.

Inserting Shapes

You cannot insert a shape directly from the placeholder area. It must be inserted by going to **Insert → Illustrations** and clicking on the **Shapes** button. Click on the type of shape you want and then click and drag on your slide to draw the shape.

Inserting a Text Box

If you want to insert text and you do not have a text placeholder available, you will need to insert a new text box. Go to **Insert → Text**, click on the **Text Box** button, then click and drag on your slide to draw the text box. A blinking cursor should appear so you can type in it.

Rearranging Slides

To rearrange your slides in Normal view, you can click and drag them in the thumbnail pane until they are in the order you want. If you would like to see more slides at once when clicking and dragging, switch to Slide Sorter view.

To make an exact copy of an existing slide, right-click on it in the thumbnail pane (or in Slide Sorter view) and choose **Duplicate Slide**.

To delete an existing slide, right-click on it in the thumbnail pane (or in Slide Sorter View) and choose **Delete Slide**.

Animation

Animation lets you control how your text boxes and other objects become visible on the screen.

Note: For Animations to work, you must click on each individual object on the slide and select an animation for it.

To add an animation:

- Click on the object or text box you want to add an animation to.
- Go to **Animations → Animation**.
- Click the bottom dropdown arrow next to the list of animations to select from the following categories of animation:
 - ★ **Entrance:** Begins with a blank screen. Each click of the mouse adds another bullet point or object.

- ★ **Emphasis:** All bullet points or objects are visible initially, but each click of the mouse causes an effect, such as a pulse or a color change.
- ★ **Exit:** All bullet points or objects are visible initially, but each click of the mouse makes a bullet point or object disappear.
- Once you have added animations to your slide, when you are in the Animations tab, a small number will appear next to each object or bullet point to let you know the order in which the animations will occur. To change the order, select an object or text box and use the Reorder Animation options under **Animations → Timing**.

Slide Transition

Slide transitions control the way that one slide transitions to the next. For example, a slide can fade out, wipe left or right, or split in half to reveal the next slide.

You can select a different type of transition for each slide, or apply the same transition to all.

To choose a transition:

- Go to **Transitions → Transition To This Slide** and choose one of the options (use the bottom dropdown arrow to see more).
- Some types of transitions have additional customization options. To see them, click on the **Effect Options** button. (If Effect Options is grayed out, there are no additional options for this transition.)

To apply the same transition to all slides:

- Choose the desired transition, and then click **Apply to All**.

Running a Slide Show

PowerPoint slide shows are designed to be run in Slide Show View (full-screen, with all buttons and toolbars hidden from view).

- To enter Slide Show View and start your slide show:
 - To begin from the current slide, click the Slide Show View button in the status bar.
 - To begin from the first slide, go to **Slide Show → Start Slide Show** and click on **From Beginning**. (You can also click on the **Start From Beginning** icon in the Quick Access Toolbar.)
- By default, PowerPoint assumes that someone will be running the presentation and advancing the slides.
 - The space bar, Enter Key, and the left mouse button can all be used to move to the next slide.
 - The left and right arrow keys can be used to move back and forth between slides.
- If you have two screens (for example, a laptop and a television or projector), you can use Presenter View to see your notes and a preview of the next slide while you are presenting, while the audience sees only the current slide.

- To enable Presenter View, go to **Slide Show → Monitors** and make sure “Use Presenter View” is checked.
- To make the slide show run by itself:
 - Go to the **Transitions** tab.
 - In the **Timing** group, under Advance Slide, 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. The slide show, once started, will now run automatically.

IF YOU HAVE QUESTIONS, FEEL FREE TO EMAIL
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