Microsoft

Microsoft PowerPoint 2016

Step by Step

Joan Lambert

PRACTICE FILES

Microsoft

Microsoft PowerPoint 2016

Step by Step

Joan Lambert

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Introduction

Welcome! This *Step by Step* book has been designed so you can read it from the beginning to learn about Microsoft PowerPoint 2016 and then build your skills as you learn to perform increasingly specialized procedures. Or, if you prefer, you can jump in wherever you need ready guidance for performing tasks. The how-to steps are delivered crisply and concisely—just the facts. You'll also find informative, full-color graphics that support the instructional content.

Who this book is for

Microsoft PowerPoint 2016 Step by Step is designed for use as a learning and reference resource by home and business users of Microsoft Office programs who want to use PowerPoint to create and present slide presentations and printed materials. The content of the book is designed to be useful for people who have previously used earlier versions of PowerPoint and for people who are discovering PowerPoint for the first time.

The *Step by Step* approach

The book's coverage is divided into parts representing general PowerPoint skill sets. Each part is divided into chapters representing skill set areas, and each chapter is divided into topics that group related skills. Each topic includes expository information followed by generic procedures. At the end of the chapter, you'll find a series of practice tasks you can complete on your own by using the skills taught in the chapter. You can use the practice files that are available from this book's website to work through the practice tasks, or you can use your own files.

Download the practice files

Before you can complete the practice tasks in this book, you need to download the book's practice files to your computer from *http://aka.ms/powerpoint2016sbs/downloads*. Follow the instructions on the webpage.

IMPORTANT PowerPoint 2016 is not available from the book's website. You should install that app before working through the procedures and practice tasks in this book.

You can open the files that are supplied for the practice tasks and save the finished versions of each file. If you later want to repeat practice tasks, you can download the original practice files again.

SEE ALSO For information about opening and saving files, see "Open and navigate presentations" in Chapter 2, "Create and manage presentations."

The following table lists the practice files for this book.

Chapter	Folder	File
Part 1: Get started with PowerPoint 2016		
1: PowerPoint 2016 basics	Ch01	None
2: Create and manage presentations	Ch02	NavigateSlides.pptx
3: Create and manage slides	Ch03	AddRemoveSlides.pptx ApplyThemes.pptx ChangeBackgrounds.pptx CreateSections.pptx ImportOutline.docx RearrangeSlides.pptx ReuseSlides.pptx

Chapter	Folder	File
Part 2: Insert and manage slide text		
4: Enter and edit text on slides	Ch04	ApplyTextEffects.pptx CheckSpelling.pptx EditText.pptx EnterText.pptx FormatText.pptx
5: Present text in tables	Ch05	FormatTables.pptx InsertTables.pptx LinkTables.pptx ModifyTables.pptx NewEquipment.xlsx
Part 3: Insert and manage visual elements		
6: Insert and manage simple graphics	Ch06	Chickens.jpg DrawShapes.pptx EditPictures.pptx Fish.jpg Flamingos.jpg Flowers.jpg InsertPictures.pptx InsertScreens.pptx Penguins01.jpg, Penguins02.jpg Tiger01.jpg, Tiger02.jpg YellowBird.jpg

Chapter	Folder	File
7: Create and manage business graphics	Ch07	CreateCharts.pptx CreateDiagrams.pptx Flowers01.jpg – Flowers03.jpg FormatCharts.pptx FormatDiagrams.pptx ModifyCharts.pptx ModifyDiagrams.pptx Temperatures.xlsx
8: Add sound and movement to slides	Ch08	AddAudio.pptx AddTransitions.pptx AddVideo.pptx AnimateSlides.pptx Butterfly.wmv CustomizeAnimations.pptx SoundTrack.wma Wildlife.wmv
Part 4: Finalize presentations		
9: Review presentations	Ch09	AddNotes.pptx ConfigureSlides.pptx InspectPresentations.pptx PrintSlides.pptx YinYang.png
10: Prepare and deliver presentations	Ch10	AdaptPresentations.pptx ApplyTimings.pptx DeliverPresentations.pptx

Chapter	Folder	File
Part 5: Use advanced PowerPoint functions		
11: Work in PowerPoint more efficiently	Ch11	None
12: Create custom presentation elements	Ch12	Background.jpg CreateThemes.pptx CustomizeMasters.pptx SaveTemplates.pptx
13: Save and share presentations	Ch13	AddComments.pptx RestrictAccess.pptx SaveSlides.pptx ShareSlides.pptx

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PowerPoint 2016 basics

1

You can use PowerPoint 2016 to develop professional presentations for electronic delivery as on-screen slide shows, or for print delivery as slide decks with handouts and note pages. You can also use PowerPoint to quite easily lay out complex single-page presentations for production as flyers, posters, or postcards, or for delivery as electronic files, such as pictures.

PowerPoint presentations can be an effective way of providing information in small segments. Individual slides can include bullet points, pictures, charts, tables, and business diagrams. Professionally designed themes visually enhance your message and provide a professional, coordinated appearance.

The elements that control the appearance of PowerPoint and the way you interact with it while you create presentations are collectively referred to as the *user interface*. Some user interface elements, such as the color scheme, are cosmetic. Others, such as toolbars, menus, and buttons, are functional. The default PowerPoint configuration and functionality is based on the way that most people work with the app. You can modify cosmetic and functional user interface elements to suit your preferences and working style.

This chapter guides you through procedures related to starting PowerPoint, working in the PowerPoint user interface, and managing Office and app settings.

In this chapter

- Start PowerPoint
- Work in the PowerPoint user interface
- Manage Office and app settings

Practice files

No practice files are necessary to complete the practice tasks in this chapter.

Start PowerPoint

The way that you start PowerPoint 2016 is dependent on the operating system you're running on your computer. For example:

- In Windows 10, you can start PowerPoint from the Start menu, the All Apps menu, the Start screen, or the taskbar search box.
- In Windows 8, you can start PowerPoint from the Apps screen or Start screen search results.
- In Windows 7, you can start PowerPoint from the Start menu, All Programs menu, or Start menu search results.

You might also have a shortcut to PowerPoint on your desktop or on the Windows taskbar.

When you start PowerPoint without opening a specific presentation, the PowerPoint Start screen appears. The Start screen is a hybrid of the Open and New pages of the Backstage view. It displays links to recent files in the left pane, and new file templates in the right pane.

> **TIP** You can turn off the appearance of the Start screen if you want to go directly to a new, blank presentation. For information, see "Change default PowerPoint options" in Chapter 11, "Work in PowerPoint more efficiently."

To start PowerPoint by opening a presentation

1. Do either of the following:
    - In File Explorer, double-click the presentation.

      > **TIP** File Explorer is the current version of the browsing utility that was formerly known as Windows Explorer. If you're working on a Windows 7 computer, use Windows Explorer whenever this book refers to File Explorer.

    - In Microsoft Outlook, double-click a presentation that is attached to an email message.

      > **TIP** By default, PowerPoint opens presentations from online sources in protected mode.

To start PowerPoint on a Windows 10 computer

1. Click the **Start** button, and then click **All apps**.
2. In the app list, click any index letter to display the alphabet index, and then click **P** to scroll the app list to the apps starting with that letter.
3. Scroll the list if necessary, and then click **PowerPoint 2016** to start the app.

To start PowerPoint on a Windows 8 computer

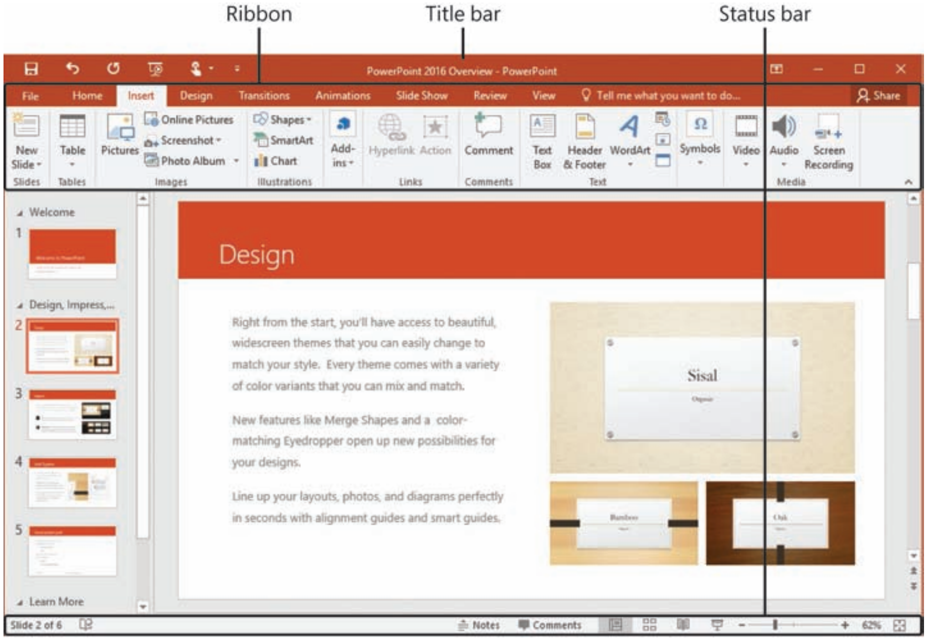
1. From the **Start** screen, display the **Apps** screen.
2. Sort the **Apps** screen by name, and then click any index letter to display the alphabet index.
3. In the alphabet index, click **P** to scroll the app list to the apps starting with that letter. Then click **PowerPoint 2016** to start the app.

Work in the PowerPoint user interface

The PowerPoint user interface provides intuitive access to all the tools you need to develop a sophisticated presentation tailored to the needs of your audience. You can use PowerPoint 2016 to do the following (and much more):

- Create, import, format, and edit slide content, including text, pictures, tables, charts, shapes, symbols, equations, SmartArt business diagrams, audio recordings, and video recordings.
- Capture screenshots, screen recordings, and audio recordings.
- Organize and manage slides in sections.
- Animate slide content and the transitions between slides; managing the form, timing, and sound associated with animations.
- Document speaker notes for each slide.
- Control the layout of content by creating custom masters; precisely align slide elements by using gridlines and Smart Guides.
- Create, rehearse, present, and record custom slide shows.
- Save, export, and send presentations in a wide variety of formats.
- Create notes in a OneNote notebook that link to specific slide content.

When you're working with a presentation, it is displayed in an app window that contains all the tools you need to add and format content.


Ribbon
Title bar
Status bar
PowerPoint 2016 Overview - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Share
New Slide
Table
Pictures
Online Pictures
Screenshot
Photo Album
Shapes
SmartArt
Chart
Add-ins
Hyperlink
Action
Comment
Text Box
Header & Footer
WordArt
Symbols
Video
Audio
Screen Recording
Slides
Tables
Images
Illustrations
Links
Comments
Text
Media
Welcome
Design, Impress,...
Learn More
Sisal
Slide 2 of 6
Notes
Comments
62%

Design

Right from the start, you'll have access to beautiful widescreen themes that you can easily change to match your style. Every theme comes with a variety of color variants that you can mix and match.

New features like Merge Shapes and a color-matching Eyedropper open up new possibilities for your designs.

Line up your layouts, photos, and diagrams perfectly in seconds with alignment guides and smart guides.

A presentation displayed in the app window

About Office

PowerPoint 2016 is part of the Microsoft Office 2016 suite of apps, which also includes Microsoft Access, Excel, Outlook, and Word. The apps in the Office suite are designed to work together to provide highly efficient methods of getting things done. You can install one or more Office apps on your computer. Some apps have multiple versions designed for different platforms. For example, you can install different versions of PowerPoint on a computer, a smartphone, an iPad, and an Android device; you can also work in a version of PowerPoint that is hosted entirely online. Although the core purpose of an app remains the same regardless of the platform on which it runs, the available functionality and the way you interact with the app might be different.

The app that is described and depicted in images throughout this book is a standard desktop installation of PowerPoint 2016 on a Windows 10 computer. It is available as part of the Office 2016 suite of apps, as a freestanding app, or as part of an Office 365 subscription.

Until recently, the standard way of acquiring Office software was to purchase a disc, packaged in a box, and install the software from the disc. In the recent past, the standard distribution model has changed to an online installation, often as part of an Office 365 subscription licensing package.

Office 365, which was originally available only to businesses, now has many subscription options designed for individual home and business users, students, households, small businesses, midsize businesses, enterprises, government agencies, academic institutions, and nonprofits; in other words, whatever your needs may be, there is an Office 365 subscription option that will be a close fit. Many of the Office 365 subscription options include licensing for the desktop Office apps and permit users to run Office on multiple devices, including Windows computers, Mac computers, Windows tablets, Android tablets, iPads, and smartphones.

If you have an Office 365 subscription and are working on a presentation that is stored on a Microsoft SharePoint site or in a Microsoft OneDrive folder, you'll also have access to PowerPoint Online. You can review and edit presentations in PowerPoint Online, which runs directly in your browser instead of on your computer. Office Online apps are installed in the online environment in which you're working and are not part of the desktop version that you install directly on your computer.

SEE ALSO For information about connecting to OneDrive and SharePoint sites, see "Manage Office and app settings" later in this chapter.

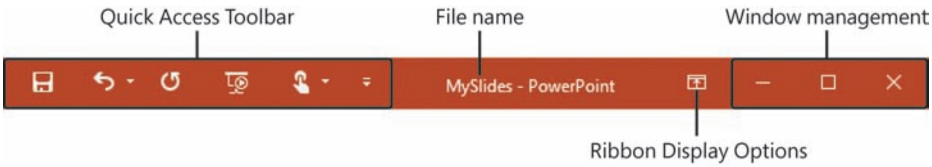
PowerPoint Online displays the contents of a presentation very much like the desktop app does, and offers a limited subset of the commands and content formatting options that are available in the full desktop app. If you're working with a presentation in PowerPoint Online and find that you need more functionality than is available, and you have the full version of PowerPoint installed on your computer, you can open the presentation in the full version.

Identify app window elements

The PowerPoint app window contains the elements described in this section. Commands for tasks you perform often are readily available, and even those you might use infrequently are easy to find.

Title bar

At the top of the app window, this bar displays the name of the active file, identifies the app, and provides tools for managing the app window, ribbon, and content.



The title bar elements are always on the left end, in the center, and on the right end of the title bar

The Quick Access Toolbar at the left end of the title bar can be customized to include any commands that you want to have easily available. The default Quick Access Toolbar in the PowerPoint app window displays the Save, Undo, Redo/Repeat, and Start From Beginning buttons. On a touchscreen device, the default Quick Access Toolbar also includes the Touch/Mouse Mode button.

SEE ALSO For information about Touch mode, see "Work with the ribbon and status bar" later in this topic.

You can change the location of the Quick Access Toolbar and customize it to include any command to which you want to have easy access.

TIP You might find that you work more efficiently if you organize the commands you use frequently on the Quick Access Toolbar and then display it below the ribbon, directly above the workspace. For information, see "Customize the Quick Access Toolbar" in Chapter 11, "Work in PowerPoint more efficiently."

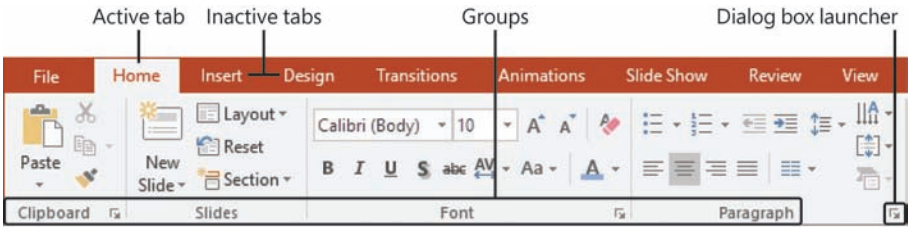
Four buttons at the right end of the title bar serve the same functions in all Office apps. You control the display of the ribbon by clicking commands on the Ribbon

Display Options menu, temporarily hide the app window by clicking the Minimize button, adjust the size of the window by clicking the Restore Down/Maximize button, and close the active presentation or exit the app by clicking the Close button.

SEE ALSO For information about different methods of closing presentations and exiting PowerPoint, see “Save and close presentations” in Chapter 2, “Create and manage presentations.”

Ribbon

The ribbon is located below the title bar. The commands you’ll use when working with a presentation are gathered together in this central location for efficiency.

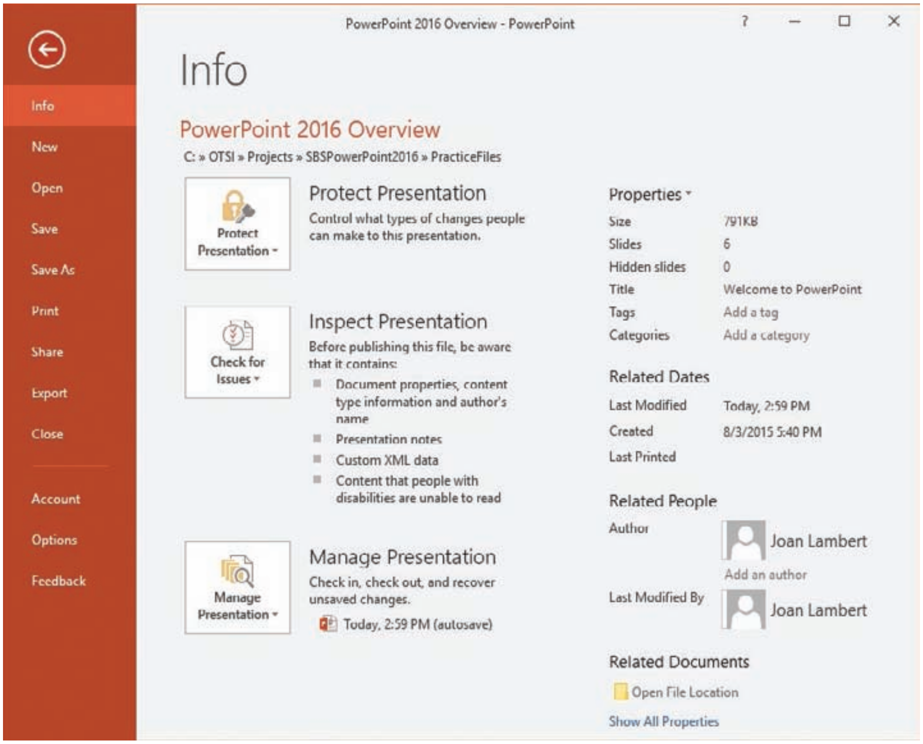

Active tab
Inactive tabs
Groups
Dialog box launcher
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Paste
New Slide
Layout
Reset
Section
Calibri (Body)
10
Aa
Clipboard
Slides
Font
Paragraph

Your ribbon might display additional tabs

TIP The available ribbon tabs and the appearance of the commands on the ribbon might differ from what is shown in this book, based on the apps that are installed on your computer, the PowerPoint settings and window size, and the screen settings. For more information, see the sidebar “Adapt procedure steps” later in this chapter.

Across the top of the ribbon is a set of tabs. Clicking a tab displays an associated set of commands arranged in groups.

Commands related to managing PowerPoint and presentations (rather than presentation content) are gathered together in the Backstage view, which you display by clicking the File tab located at the left end of the ribbon. Commands available in the Backstage view are organized on named pages, which you display by clicking the page tabs in the colored left pane. You redisplay the presentation and the ribbon by clicking the Back arrow located above the page tabs.


PowerPoint 2016 Overview - PowerPoint
?
Info
New
Open
Save
Save As
Print
Share
Export
Close
Account
Options
Feedback
Protect Presentation
Check for Issues
Manage Presentation
Open File Location
Show All Properties

Info

PowerPoint 2016 Overview

C: » OTSI » Projects » SBSPowerPoint2016 » PracticeFiles

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, content type information and author's name
- Presentation notes
- Custom XML data
- Content that people with disabilities are unable to read

Manage Presentation

Check in, check out, and recover unsaved changes.

Today, 2:59 PM (autosave)

Properties

Size	791KB
Slides	6
Hidden slides	0
Title	Welcome to PowerPoint
Tags	Add a tag
Categories	Add a category

Related Dates

Last Modified	Today, 2:59 PM
Created	8/3/2015 5:40 PM
Last Printed	

Related People

Author	Joan Lambert Add an author
Last Modified By	Joan Lambert

Related Documents

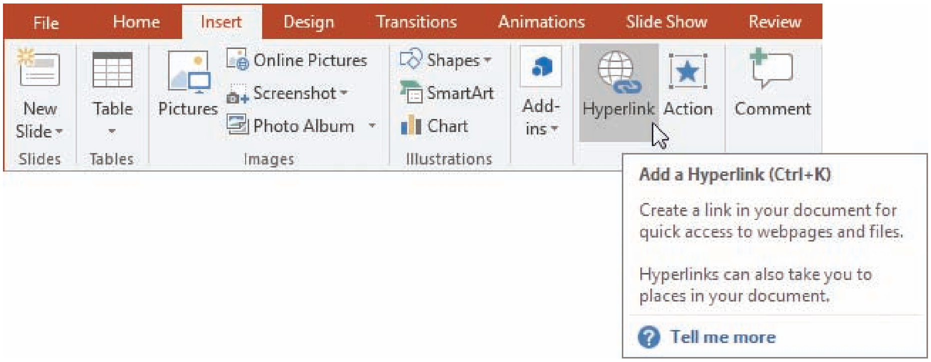
You manage files and app settings in the Backstage view

Commands related to working with presentation content are represented as buttons on the remaining tabs of the ribbon. The Home tab, which is active by default, contains the most frequently used commands.

When a graphic element such as a picture, table, or chart is selected on a slide, one or more *tool tabs* might appear at the right end of the ribbon to make commands related to that specific object easily accessible. Tool tabs are available only when the relevant object is selected.

✓ **TIP** Some older commands no longer appear as buttons on the ribbon but are still available in the app. You can make these commands available by adding them to the Quick Access Toolbar or the ribbon. For more information, see "Customize the Quick Access Toolbar" and "Customize the ribbon" in Chapter 11, "Work in PowerPoint more efficiently."

On each tab, buttons representing commands are organized into named groups. You can point to any button to display a ScreenTip that contains the command name, a description of its function, and its keyboard shortcut (if it has one).


File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
New Slide
Table
Pictures
Online Pictures
Screenshot
Photo Album
Shapes
SmartArt
Chart
Add-ins
Hyperlink
Action
Comment
Slides
Tables
Images
Illustrations

Add a Hyperlink (Ctrl+K)

Create a link in your document for quick access to webpages and files.

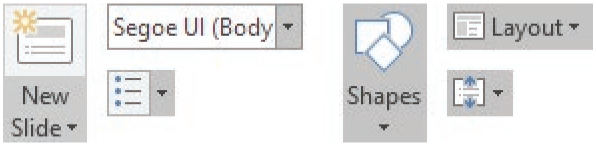
Hyperlinks can also take you to places in your document.

Tell me more

ScreenTips can include the command name, keyboard shortcut, and description

> **TIP** You can control the display of ScreenTips and of feature descriptions in ScreenTips. For more information, see "Change default PowerPoint options" in Chapter 11, "Work in PowerPoint more efficiently."

Some buttons include an arrow, which might be integrated with or separate from the button. To determine whether a button and its arrow are integrated, point to the button to activate it. If both the button and its arrow are shaded, clicking the button displays options for refining the action of the button. If only the button or arrow is shaded when you point to it, clicking the button carries out its default action or applies the current default formatting. Clicking the arrow and then clicking an action carries out the action. Clicking the arrow and then clicking a formatting option applies the formatting and sets it as the default for the button.


New Slide
Segoe UI (Body
Shapes
Layout

Examples of buttons with separate and integrated arrows

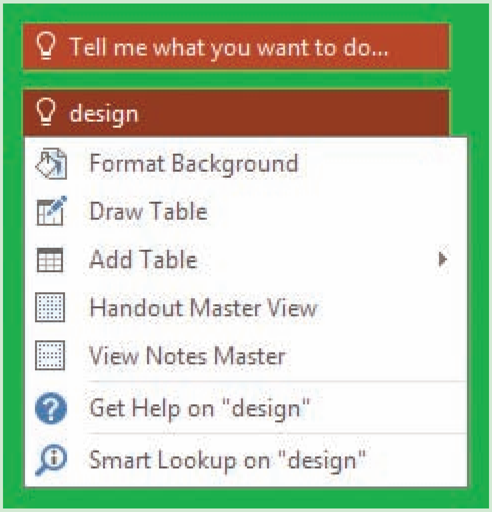
When a formatting option has several choices available, they are often displayed in a gallery of images, called *thumbnails*, that provide a visual representation of each choice. When you point to a thumbnail in a gallery, the Live Preview feature shows you what the active content will look like if you click the thumbnail to apply the associated formatting. When a gallery contains more thumbnails than can be shown in the available ribbon space, you can display more content by clicking the scroll arrow or More button located on the right border of the gallery.

Related but less common commands are not represented as buttons in a group. Instead, they're available in a dialog box or pane, which you display by clicking the dialog box launcher located in the lower-right corner of the group.

TIP To the right of the groups on the ribbon is the Collapse The Ribbon button, which is shaped like a chevron. For more information, see "Work with the ribbon and status bar," later in this topic.

Tell me what you want to do

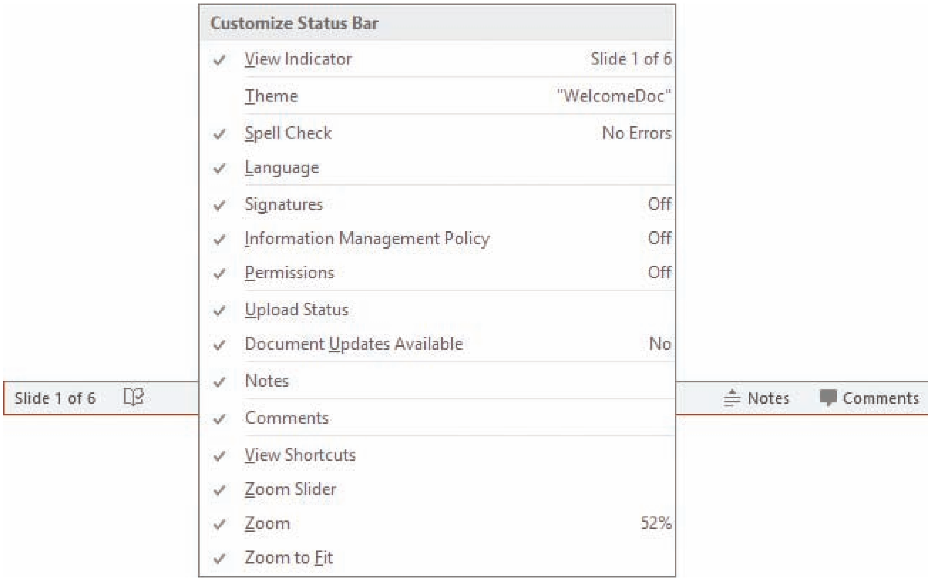
Entering a term in the Tell Me What You Want To Do box located to the right of the ribbon tabs displays a list of related commands and links to additional resources online. Or you can press F1 to open the Help window for the current app.


Tell me what you want to do...
design
Format Background
Draw Table
Add Table
Handout Master View
View Notes Master
Get Help on "design"
Smart Lookup on "design"

The easy path to help when working in PowerPoint

Status bar

Across the bottom of the app window, the status bar displays information about the current presentation and provides access to certain PowerPoint functions. You can choose which statistics and tools appear on the status bar. Some items, such as Document Updates Available, appear on the status bar only when that condition is true.



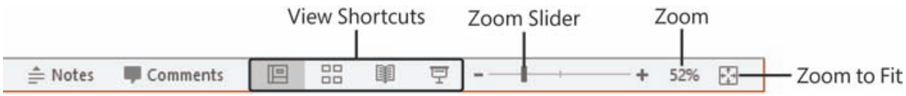
Customize Status Bar

✓	View Indicator	Slide 1 of 6
	Theme	"WelcomeDoc"
✓	Spell Check	No Errors
✓	Language	
✓	Signatures	Off
✓	Information Management Policy	Off
✓	Permissions	Off
✓	Upload Status	
✓	Document Updates Available	No
✓	Notes	
✓	Comments	
✓	View Shortcuts	
✓	Zoom Slider	
✓	Zoom	52%
✓	Zoom to Fit	

You can specify which items you want to display on the status bar

SEE ALSO For information about displaying updates when coauthoring a PowerPoint presentation, see "Coauthor presentations" in Chapter 13, "Save and share presentations."

The Notes and Comments buttons, View Shortcuts toolbar, Zoom Slider tool, and Zoom button are at the right end of the status bar. These tools provide you with convenient methods for changing the display of presentation content.



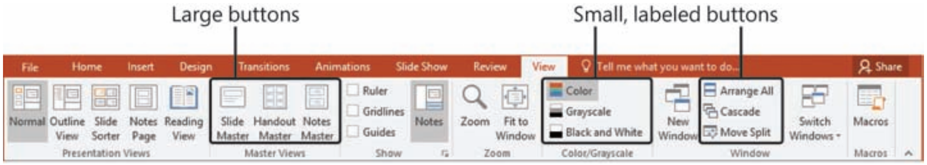
You can display and hide content, display different content views, and change the magnification from the status bar

SEE ALSO For information about changing the content view, see "Display different views of presentations" in Chapter 2, "Create and manage presentations." For information about entering notes, see "Add notes to slides" in Chapter 9, "Review presentations." For information about entering comments, see "Add and review comments" in Chapter 13, "Save and share presentations."

Work with the ribbon and status bar

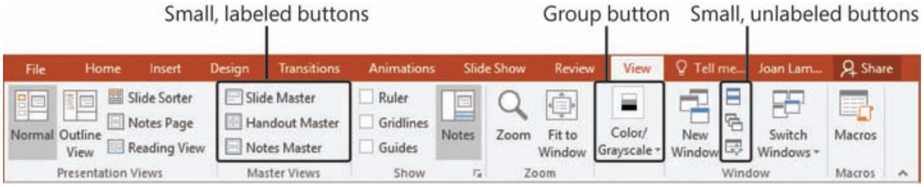
The goal of the ribbon is to make working with presentation content as intuitive as possible. The ribbon is dynamic, meaning that as its width changes, its buttons adapt to the available space. As a result, a button might be large or small, it might or might not have a label, or it might even change to an entry in a list.

For example, when sufficient horizontal space is available, the buttons on the View tab of the PowerPoint app window are spread out, and you can review the commands available in each group.


Large buttons
Small, labeled buttons
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Share
Normal
Outline View
Slide Sorter
Notes Page
Reading View
Presentation Views
Slide Master
Handout Master
Notes Master
Master Views
Ruler
Gridlines
Guides
Show
Notes
Zoom
Fit to Window
Zoom
Color
Grayscale
Black and White
Color/Grayscale
New Window
Arrange All
Cascade
Move Split
Switch Windows
Window
Macros
Macros

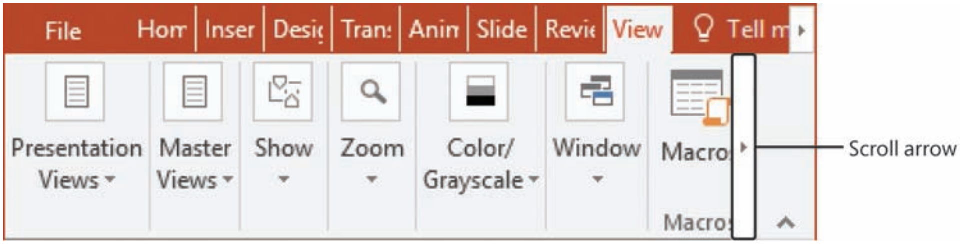
At 1024 pixels wide, most button labels are visible

If you decrease the horizontal space available to the ribbon, small button labels disappear and entire groups of buttons might hide under one button that represents the entire group. Clicking the group button displays a list of the commands available in that group.


Small, labeled buttons
Group button
Small, unlabeled buttons
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me...
Joan Lam...
Share
Normal
Outline View
Slide Sorter
Notes Page
Reading View
Presentation Views
Slide Master
Handout Master
Notes Master
Master Views
Ruler
Gridlines
Guides
Show
Notes
Zoom
Fit to Window
Zoom
Color/ Grayscale
New Window
Switch Windows
Window
Macros
Macros

When insufficient horizontal space is available, labels disappear and groups collapse under buttons

When the ribbon becomes too narrow to display all the groups, a scroll arrow appears at its right end. Clicking the scroll arrow displays the hidden groups.


File
Hom
Inser
Desig
Tran:
Anin
Slide
Revie
View
Tell m
Presentation Views
Master Views
Show
Zoom
Color/ Grayscale
Window
Macro
Macro
Scroll arrow

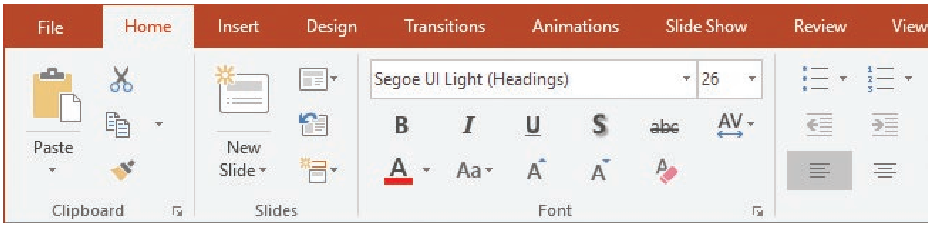
Scroll to display additional group buttons

The width of the ribbon depends on these three factors:

- **Window width** Maximizing the app window provides the most space for the ribbon.
- **Screen resolution** creen resolution is the size of your screen display expressed as pixels wide × pixels high. The greater the screen resolution, the greater the amount of information that will fit on one screen. Your screen resolution options are dependent on the display adapter installed in your computer, and on your monitor. Common screen resolutions range from 800 × 600 to 2560 × 1440 (and some are larger). The greater the number of pixels wide (the first number), the greater the number of buttons that can be shown on the ribbon.
- **The magnification of your screen display** If you change the screen magnification setting in Windows, text and user interface elements are larger and therefore more legible, but fewer elements fit on the screen.

You can hide the ribbon completely if you don't need access to any of its buttons, or hide it so that only its tabs are visible. (This is a good way to gain vertical space when working on a smaller screen.) Then you can temporarily redisplay the ribbon to click a button, or permanently redisplay it if you need to click several buttons.

If you're working on a touchscreen device, you can turn on Touch mode, which provides more space between buttons on the ribbon and status bar. (It doesn't affect the layout of dialog boxes or panes.) The extra space is intended to lessen the possibility of accidentally tapping the wrong button with your finger.



Touch mode has a greater amount of space on the ribbon and status bar

The same commands are available in Touch mode, but they're often hidden under group buttons.

SEE ALSO For information about working with a modified ribbon, see the sidebar "Adapt procedure steps" later in this topic.

You can switch between Touch mode and Mouse mode (the standard desktop app user interface) from the Quick Access Toolbar. Switching any one of the primary Office apps (Access, Excel, Outlook, PowerPoint, and Word) to Touch mode turns it on in all of them.

To maximize the app window

1. Do any of the following:
   - Click the **Maximize** button.
   - Double-click the title bar.
   - Drag the borders of a non-maximized window.
   - Drag the window to the top of the screen. (When the pointer touches the top of the screen, the dragged window maximizes.)

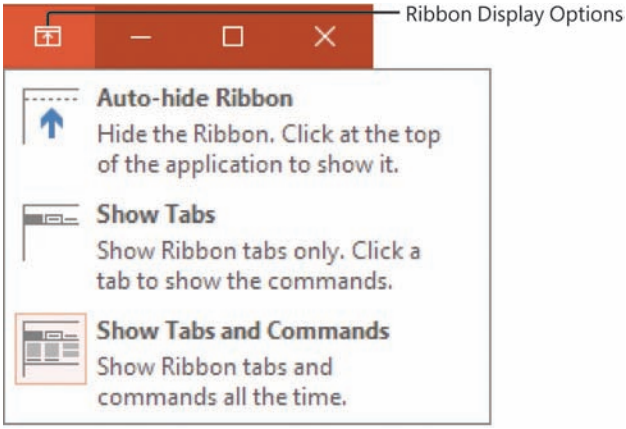
To change the screen resolution

✓ **TIP** Methods of changing screen resolution vary by operating system, but you should be able to access the settings in Windows 10, Windows 8, and Windows 7 by using these methods.

1. Do any of the following:
   - Right-click the Windows 10 desktop, and then click **Display settings**. At the bottom of the **Display** pane of the **Settings** window, click the **Advanced display settings** link.
   - Right-click the Windows 8 or Windows 7 desktop, and then click **Screen resolution**.
   - Enter **screen resolution** in Windows Search, and then click **Change the screen resolution** in the search results.
   - Open the **Display** Control Panel item, and then click **Adjust resolution**.
2. Click or drag to select the screen resolution you want, and then click **Apply** or **OK**. Windows displays a preview of the selected screen resolution.
3. If you like the change, click **Keep changes** in the message box that appears. If you don’t, the screen resolution reverts to the previous setting.

To completely hide the ribbon

1. Near the right end of the title bar, click the **Ribbon Display Options** button.



Ribbon Display Options

Auto-hide Ribbon
Hide the Ribbon. Click at the top of the application to show it.

Show Tabs
Show Ribbon tabs only. Click a tab to show the commands.

Show Tabs and Commands
Show Ribbon tabs and commands all the time.

The Ribbon Display Options button is on the title bar so that it is available when the ribbon is hidden

2. On the **Ribbon Display Options** menu, click **Auto-hide Ribbon**.

> **TIP** To redisplay the ribbon, click the Ribbon Display Options button and then click Show Tabs or Show Tabs And Commands.

To display only the ribbon tabs

1. Do any of the following:
   - Double-click any active tab name.
   - Near the upper-right corner of the app window, click the **Ribbon Display Options** button, and then click **Show Tabs**.
   - In the lower-right corner of the ribbon, click the **Collapse the Ribbon** button.
   - Press **Ctrl+F1**.

To temporarily redisplay the ribbon

1. Click any tab name to display the tab until you click a command or click away from the ribbon.

To permanently redisplay the ribbon

1. Do any of the following:
   - Double-click any tab name.
   - Near the upper-right corner of the app window, click the **Ribbon Display Options** button, and then click **Show Tabs and Commands**.
   - Press **Ctrl+F1**.

To optimize the ribbon for touch interaction

1. On the Quick Access Toolbar, click or tap the **Touch/Mouse Mode** button, and then click **Touch**.

To specify the items that appear on the status bar

1. Right-click the status bar to display the Customize Status Bar menu. A check mark indicates each item that is currently enabled.
2. Click to enable or disable a status bar indicator or tool. The change is effected immediately. The menu remains open to permit multiple selections.
3. When you finish, click away from the menu to close it.

Adapt procedure steps

This book contains many images of user interface elements (such as the ribbons and the app windows) that you'll work with while performing tasks in PowerPoint on a Windows computer. Depending on your screen resolution or app window width, the PowerPoint ribbon on your screen might look different from that shown in this book. (If you turn on Touch mode, the ribbon displays significantly fewer commands than in Mouse mode.) As a result, procedural instructions that involve the ribbon might require a little adaptation.

Simple procedural instructions use this format:

1. On the **Insert** tab, in the **Illustrations** group, click the **Chart** button.

If the command is in a list, our instructions use this format:

1. On the **Transitions** tab, in the **Timing** group, click the **Sound** arrow and then, in the **Sound** list, click **Chime**.

If differences between your display settings and ours cause a button to appear differently on your screen than it does in this book, you can easily adapt the steps to locate the command. First click the specified tab, and then locate the specified group. If a group has been collapsed into a group list or under a group button, click the list or button to display the group's commands. If you can't immediately identify the button you want, point to likely candidates to display their names in ScreenTips.

Multistep procedural instructions use this format:

1. Display the presentation in Normal view.
2. Select the animated object or objects that you want to modify.
3. On the **Animations** tab, in the **Timing** group, click the **Start** arrow to display the list of start timing options.
4. In the **Start** list, click **After Previous**.

On subsequent instances of instructions that require you to follow the same process, the instructions might be simplified in this format because the working location has already been established:

1. In Normal view, select the animated objects that you want to modify.
2. On the **Animations** tab, in the **Start** list, click **After Previous**.

The instructions in this book assume that you're interacting with on-screen elements on your computer by clicking (with a mouse, touchpad, or other hardware device). If you're using a different method—for example, if your computer has a touchscreen interface and you're tapping the screen (with your finger or a stylus)—substitute the applicable tapping action when you interact with a user interface element.

Instructions in this book refer to user interface elements that you click or tap on the screen as *buttons*, and to physical buttons that you press on a keyboard as *keys*, to conform to the standard terminology used in documentation for these products.

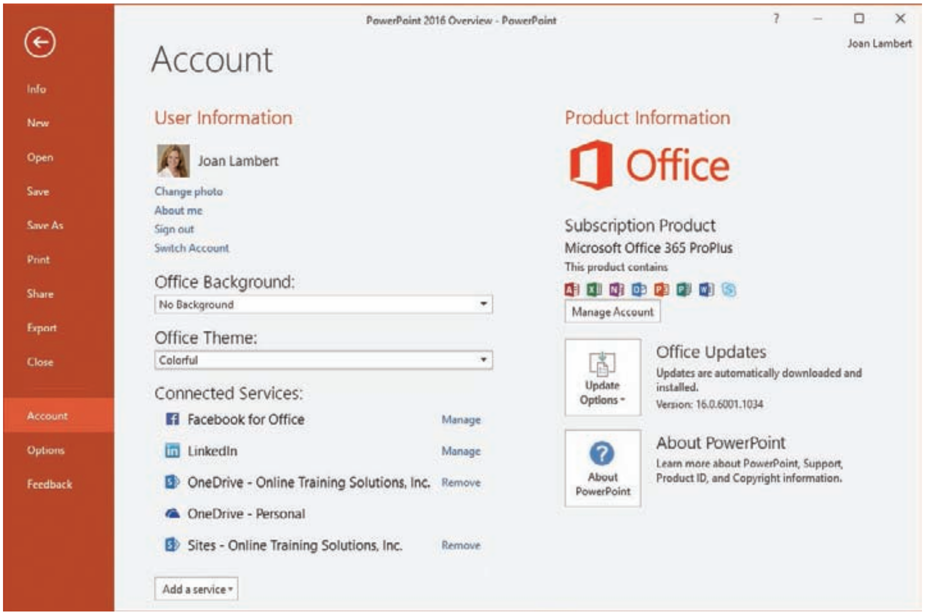
When the instructions tell you to enter information, you can do so by typing on a connected external keyboard, tapping an on-screen keyboard, or even speaking aloud, depending on your computer setup and your personal preferences.

Manage Office and app settings

You access app settings from the Backstage view; specifically, from the Account page and the PowerPoint Options dialog box.

The Account page of the Backstage view in PowerPoint displays information about your installation of PowerPoint (and other apps in the Office suite) and the resources you connect to. This information includes:

- Your Microsoft account and links to manage it.
- The current app window background and theme.
- Storage locations and services (such as Facebook and LinkedIn) that you've connected Office to.
- Your subscription information and links to manage the subscription, if you have Office through an Office 365 subscription.
- The app version number and update options.



PowerPoint 2016 Overview - PowerPoint

Joan Lambert

Account

User Information

Joan Lambert

Office Background: No Background

Office Theme: Colorful

Connected Services:

Facebook for Office

LinkedIn

OneDrive - Online Training Solutions, Inc.

OneDrive - Personal

Sites - Online Training Solutions, Inc.

Product Information

Subscription Product

Microsoft Office 365 ProPlus

This product contains

Office Updates

Updates are automatically downloaded and installed.

Version: 16.0.6001.1034

About PowerPoint

Learn more about PowerPoint, Support, Product ID, and Copyright information.

Info
New
Open
Save
Save As
Print
Share
Export
Close
Account
Options
Feedback
Change photo
About me
Sign out
Switch Account
Manage
Manage
Remove
Remove
Add a service
Office
Manage Account
Update Options
About PowerPoint

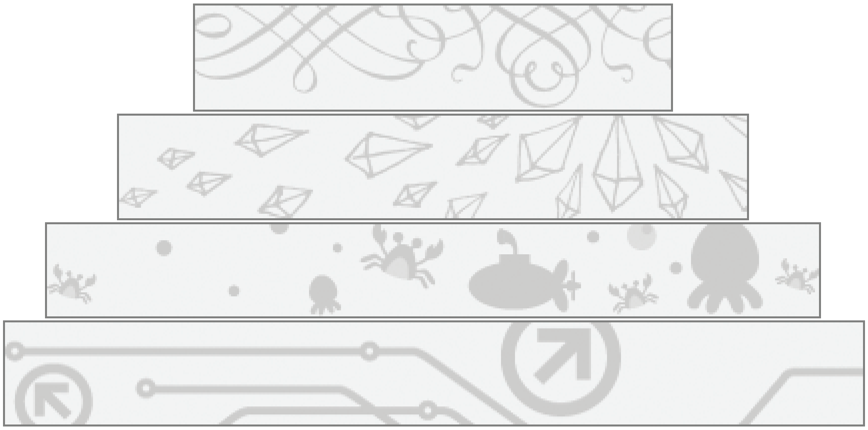
Account information in PowerPoint

Microsoft account options

If you use Office 365, Skype, OneDrive, Xbox Live, Outlook.com, or a Windows Phone, you already have a Microsoft account. (Microsoft account credentials are also used by many non-Microsoft products and websites.) If you don't already have a Microsoft account, you can register any existing account as a Microsoft account, sign up for a free Outlook.com or Hotmail.com account and register that as a Microsoft account, or create an alias for an Outlook.com account and register the alias.

TIP Many apps and websites authenticate transactions by using Microsoft account credentials. For that reason, it's a good idea to register a personal account that you control, rather than a business account that your employer controls, as your Microsoft account. That way, you won't risk losing access if you leave the company.

Two ways you can personalize the appearance of your PowerPoint app window are by choosing an Office background and an Office theme. (These are specific to Office and aren't in any way associated with the Windows theme or desktop background.) The background is a subtle design that appears in the title bar of the app window. There are 14 backgrounds to choose from, or you can choose to not have a background.



Backgrounds depict a variety of subjects

At the time of this writing, there are three Office themes:

- **Colorful** Displays the title bar and ribbon tabs in the color specific to the app, and the ribbon commands, status bar, and Backstage view in light gray
- **Dark Gray** Displays the title bar and ribbon tabs in dark gray, and the ribbon commands, status bar, and Backstage view in light gray
- **White** Displays the title bar, ribbon tabs, and ribbon commands in white, and the status bar in the app-specific color

There are rumors that another theme will be released in the near future, but it hasn't yet made an appearance.

TIP The images in this book depict the No Background option to avoid interfering with the display of any user interface elements, and the Colorful theme.

From the Connected Services area of the page, you can connect Office to Facebook, Flickr, and YouTube accounts to access pictures and videos; to SharePoint sites and OneDrive storage locations; and to LinkedIn and Twitter accounts to share presentations. You must already have an account with one of these services to connect Office to it.

Until you connect to storage locations, they aren't available to you from within PowerPoint. For example, when inserting a picture onto a slide, you will have the option to insert a locally stored picture or to search online for a picture. After you connect to your Facebook, SharePoint, and OneDrive accounts, you can also insert pictures stored in those locations.

The changes that you make on the Account page apply to all the Office apps installed on all the computers associated with your account. For example, changing the Office background in PowerPoint on one computer also changes it in Outlook on any other computer on which you've associated Office with the same account.

Some of the settings on the Account page are also available in the PowerPoint Options dialog box, which you open from the Backstage view. This dialog box also contains hundreds of options for controlling the way PowerPoint works. Chapter 11, "Work in PowerPoint more efficiently," provides in-depth coverage of these options. It's a good idea to familiarize yourself with the dialog box content so you know what you can modify.

To display your Office account settings

1. With PowerPoint running, click the **File** tab to display the Backstage view.
2. In the left pane of the Backstage view, click **Account**.

To manage your Microsoft account settings

1. Display the **Account** page of the Backstage view.
2. In the **User Information** area, click any of the links to begin the selected process.

To change the app window background for all Office apps

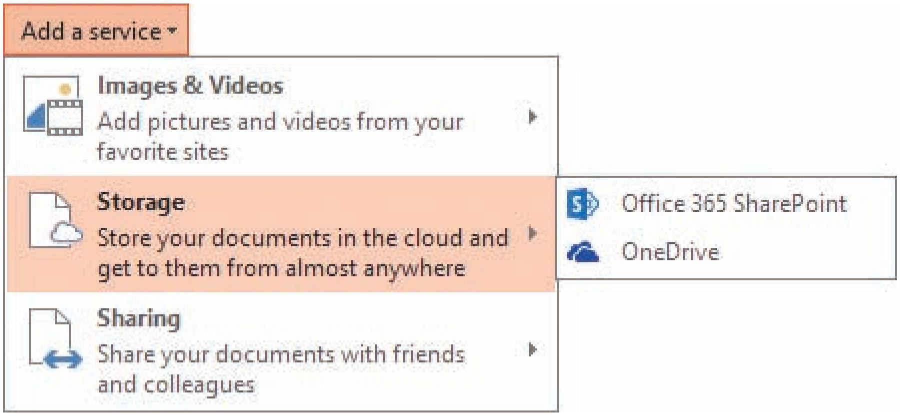
1. Display the **Account** page of the Backstage view.
2. In the **Office Background** list, point to any background to display a live preview in the app window, and then click the background you want.

To change the app window color scheme for all Office apps

1. Display the **Account** page of the Backstage view.
2. In the **Office Theme** list, click **Colorful**, **Dark Gray**, or **White**.

To connect to a cloud storage location or social media service

1. Display the **Account** page of the Backstage view.
2. At the bottom of the **Connected Services** area, click **Add a service**, click the type of service you want to add, and then click the specific service.


Add a service
Images & Videos
Add pictures and videos from your favorite sites
Storage
Store your documents in the cloud and get to them from almost anywhere
Sharing
Share your documents with friends and colleagues
Office 365 SharePoint
OneDrive

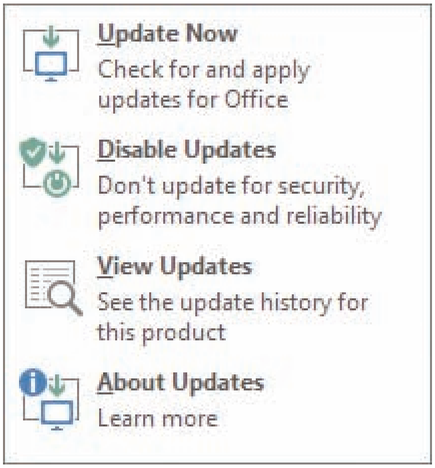
You can connect to OneDrive and OneDrive for Business sites by clicking the OneDrive link

To manage your Office 365 subscription

1. Display the **Account** page of the Backstage view.
2. In the **Product Information** area, click the **Manage Account** button to display the sign-in page for your Office 365 management interface.
3. Provide your account credentials and sign in to access your options.

To manage Office updates

1. Display the **Account** page of the Backstage view.
2. Click the **Update Options** button, and then click the action you want to take.


Update Now
Check for and apply updates for Office
Disable Updates
Don't update for security, performance and reliability
View Updates
See the update history for this product
About Updates
Learn more

You can install available updates from the Backstage view before the automatic installation occurs

To open the PowerPoint Options dialog box

1. In the left pane of the Backstage view, click **Options**.

Skills review

In this chapter, you learned how to:

- Start PowerPoint
- Work in the PowerPoint user interface
- Manage Office and app settings

Practice tasks

No practice files are necessary to complete the practice tasks in this chapter.

Start PowerPoint

Perform the following tasks:

1. Using the technique that is appropriate for your operating system, start PowerPoint.
2. When the **Start** screen appears, press the **Esc** key to create a new blank presentation.

Work in the PowerPoint user interface

Start PowerPoint, create a new blank presentation, maximize the app window, and then perform the following tasks:

1. On each tab of the ribbon, do the following:
    - Review the available groups and commands.
    - Display the ScreenTip of any command you're not familiar with. Notice the different levels of detail in the ScreenTips.
    - If a group has a dialog box launcher in its lower-right corner, click the dialog box launcher to display the associated dialog box or pane.
2. Change the width of the app window and notice the effect it has on the ribbon. When the window is narrow, locate a group button and click it to display the commands.
3. Maximize the app window. Hide the ribbon entirely, and notice the change in the app window. Redisplay the ribbon tabs (but not the commands). Temporarily display the ribbon commands, and then click away from the ribbon to close it.
4. Use any of the procedures described in this chapter to permanently redisplay the ribbon tabs and commands.
5. Display the status bar shortcut menu, and identify the tools and statistics that are currently displayed on the status bar. Add any indicators to the status bar that will be useful to you.
6. Keep the presentation open in PowerPoint for use in the next set of practice tasks.

Manage Office and app settings

With a new blank presentation open in PowerPoint, perform the following tasks:

1. Display the **Account** page of the Backstage view and review the information that is available there.
2. Expand the **Office Background** list. Point to each background to display a live preview of it. Then click the background you want to apply.
3. Apply each of the Office themes, and consider its merits. Then apply the theme you like best.

> ✓ **TIP** If you apply a theme other than Colorful, your interface colors will be different from the interface shown in the screenshots in this book, but the functionality will be the same.

4. Review the services that Office is currently connected to. Expand the **Add a service** menu and point to each of the menu items to display the available services. Connect to any of these that you want to use.
5. Click the **Update Options** button and note whether updates are currently available to install.

> ✓ **TIP** The update process takes about 10 minutes, and requires that you exit all the Office apps and Internet Explorer. If updates are available, apply them after you finish the practice tasks in this chapter.

6. On the **Update Options** menu, click **View Updates** to display the *What's New and Improved in Office 2016* webpage in your default browser. Review the information on this page to learn about any new features that interest you.
7. Return to PowerPoint and open the **PowerPoint Options** dialog box.
8. Explore each page of the dialog box. Notice the sections and the settings in each section. Note the settings that apply only to the current file.
9. Review the settings on the **General** page, and modify them as necessary to fit the way you work. Then close the dialog box.
10. Close the presentation without saving changes.

Create and manage presentations

2

PowerPoint makes it easy to efficiently create effective presentations for a wide variety of audiences. PowerPoint presentations are no longer used solely by business executives to present information at board meetings. They're commonly used in business and educational settings to share information, not only in group presentations, but also in electronic communications and online settings. Even primary school students are assigned PowerPoint presentations as homework projects. Whether you need to give a report about a research study, present a budget to a board of directors, or convince management to invest in a new piece of equipment, PowerPoint helps you get the job done in a professional, visually appealing way.

The sophisticated presentation features of PowerPoint are easy to find and use, so even novice users can work productively with PowerPoint after only a brief introduction. Many of the processes you perform with slide content are similar to processes you use in Microsoft Word documents and Microsoft Excel workbooks, so if you already use another Microsoft Office app, you might be familiar with them. Processes that are specific to the creation and management of slides are unique to PowerPoint.

This chapter guides you through procedures related to creating presentations, opening and navigating presentations, displaying different views of presentations, displaying and editing presentation properties, and saving and closing presentations.

In this chapter

- Create presentations
- Open and navigate presentations
- Display different views of presentations
- Display and edit presentation properties
- Save and close presentations

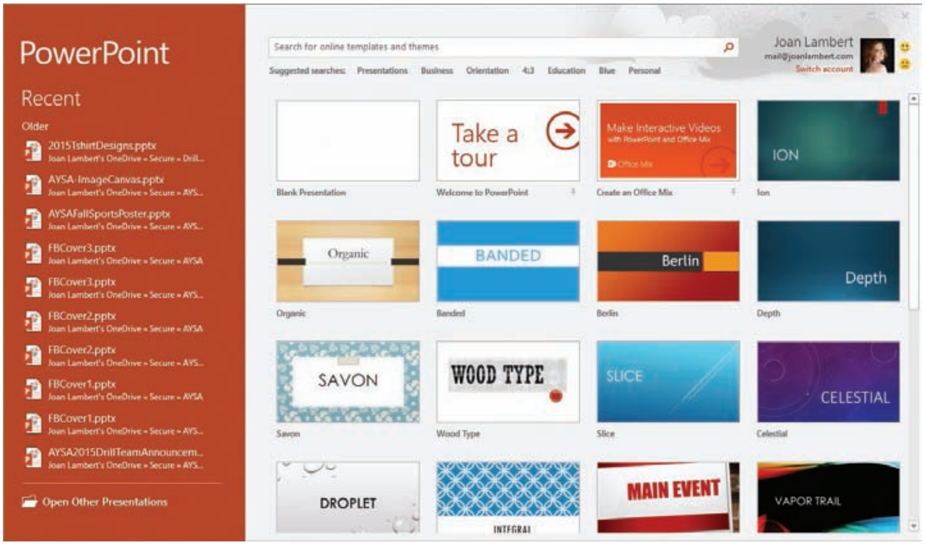
Practice files

For this chapter, use the practice files from the PowerPoint2016SBS\Ch02 folder. For practice file download instructions, see the introduction.

Create presentations

When creating a new presentation, you can start by using a blank presentation or by using a presentation that is based on a template. Unlike the templates provided for Word and Excel, most PowerPoint templates are design templates that control thematic elements (colors, fonts, and graphic effects) and slide layouts rather than content templates that provide purpose-specific placeholder content. Each template has a corresponding theme, so you can create a presentation based on one template but then entirely change its appearance by applying a different theme.

When you start PowerPoint, the app displays a Start screen that gives you options for opening an existing presentation or creating a new one.


PowerPoint
Recent
Older
2015TshirtDesigns.pptx
Joan Lambert's OneDrive » Secure » Drill...
AYSA-ImageCanvas.pptx
Joan Lambert's OneDrive » Secure » AYS...
AYSAFallSportsPoster.pptx
Joan Lambert's OneDrive » Secure » AYS...
FBCover3.pptx
Joan Lambert's OneDrive » Secure » AYSA
FBCover3.pptx
Joan Lambert's OneDrive » Secure » AYS...
FBCover2.pptx
Joan Lambert's OneDrive » Secure » AYSA
FBCover2.pptx
Joan Lambert's OneDrive » Secure » AYS...
FBCover1.pptx
Joan Lambert's OneDrive » Secure » AYSA
FBCover1.pptx
Joan Lambert's OneDrive » Secure » AYS...
AYSA2015DrillTeamAnnouncem...
Joan Lambert's OneDrive » Secure » AYS...
Open Other Presentations
Search for online templates and themes
Suggested searches: Presentations Business Orientation 4:3 Education Blue Personal
Joan Lambert
mail@joanlambert.com
Switch account
Blank Presentation
Take a tour
Welcome to PowerPoint
Make Interactive Videos with PowerPoint and Office Mix
Office Mix
Create an Office Mix
ION
Ion
Organic
Organic
BANDED
Banded
Berlin
Berlin
Depth
Depth
SAVON
Savon
WOOD TYPE
Wood Type
SLICE
Slice
CELESTIAL
Celestial
DROPLET
INTEGRAL
MAIN EVENT
VAPOR TRAIL

The Start screen appears by default but can be disabled

IMPORTANT The templates that appear by default in your installation of PowerPoint might be different from those shown in images in this book. The templates can change depending on your use of PowerPoint and the installation of program updates.

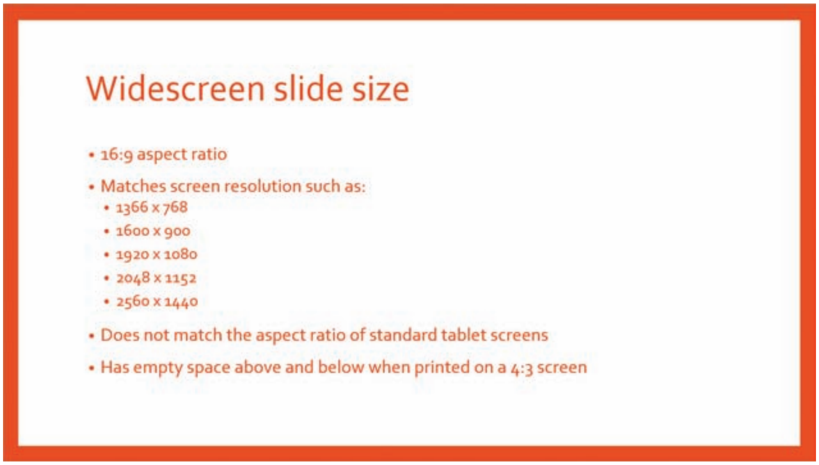
There are a few different ways to start a new presentation. If you press the Esc key when this screen appears, PowerPoint starts a blank presentation for you. You can also select from among the presentation thumbnails and links to create presentations based on the following sources:

- **Blank presentation** If you want to build and format a presentation from scratch, you can start with a presentation based on the Blank Presentation template. A new, blank presentation contains only a blank title page; it's up to you to add slides and slide content, apply a theme, and make any necessary custom configuration changes. Creating attractive, functional presentations from scratch can be time-consuming and requires quite a bit of knowledge about PowerPoint. You'll learn the skills you need while you work through this book.

  SEE ALSO For information about themes, see "Apply themes" in Chapter 3, "Create and manage slides."

- **Design template** You can save time by basing your presentation on one of the many design templates that come with PowerPoint. A design template is a blank presentation with a theme already applied to it. Sometimes it includes background graphic elements and specialized slide layouts. Some templates supply only a title slide and leave it to you to add the other slides you need; other templates supply an example of each of the available slide layouts.
- **Content template** You can preview and download many prepopulated presentation templates from the Office website. These templates provide not only the design elements but also suggestions for content that is appropriate for different types of presentations, such as reports or product launches. After you download a template, you simply customize the content provided in the template to meet your needs.

An important thing to be aware of when you create a presentation in PowerPoint is that you have the choice of two slide aspect ratios, which are referred to (slightly inaccurately) as slide sizes. The default slide size is Widescreen (16:9), which is optimized for displays such as those found on many laptop screens and desktop monitors these days.

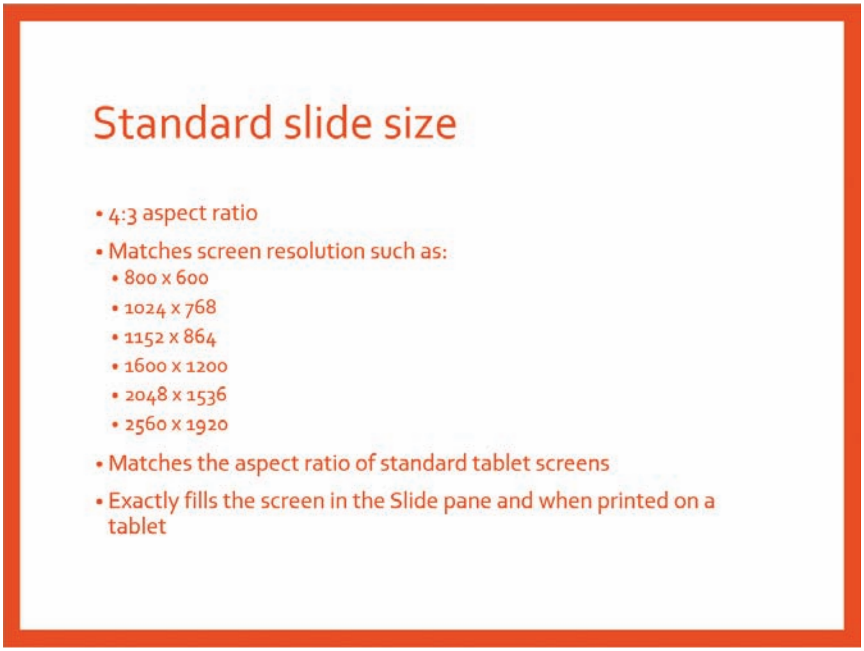


Widescreen slide size

- 16:9 aspect ratio
- Matches screen resolution such as:
  - 1366 x 768
  - 1600 x 900
  - 1920 x 1080
  - 2048 x 1152
  - 2560 x 1440
- Does not match the aspect ratio of standard tablet screens
- Has empty space above and below when printed on a 4:3 screen

Widescreen slides are shorter than Standard slides

The alternative slide size is Standard (4:3), which is optimized for wide rectangular screens such as that of the iPad.



Standard slide size

- 4:3 aspect ratio
- Matches screen resolution such as:
  - 800 x 600
  - 1024 x 768
  - 1152 x 864
  - 1600 x 1200
  - 2048 x 1536
  - 2560 x 1920
- Matches the aspect ratio of standard tablet screens
- Exactly fills the screen in the Slide pane and when printed on a tablet

Standard slides fit tablet screens

The actual size (dimensions) of the slide aren't as important as its aspect ratio. By default, the slides in presentations you create based on the Blank Presentation template are set to Widescreen size.

SEE ALSO For more information about slide sizes, see "Configure slides for presentation or printing" in Chapter 9, "Review presentations."

When you display the built-in templates on the New page of the Backstage view, the default slide size of each template is apparent from its thumbnail. Most of the templates are 16:9, but you can easily filter the templates to display only those that are formatted specifically for 4:3 slides.

Before you begin adding content to a new presentation, you should consider how the presentation will be viewed and choose the most appropriate slide size. It's advisable to select the slide size before you select the presentation template. You can change the slide size after you create the slide deck, but doing so might cause graphic elements (especially those on master slides) to look different, and text and other slide elements to not fit on slides as intended.

Whether you create a blank presentation or a presentation that is based on a design template, the presentation exists only in your computer's memory until you save it.

SEE ALSO For information about saving presentations, see "Save and close presentations" later in this chapter.

To create a new blank presentation

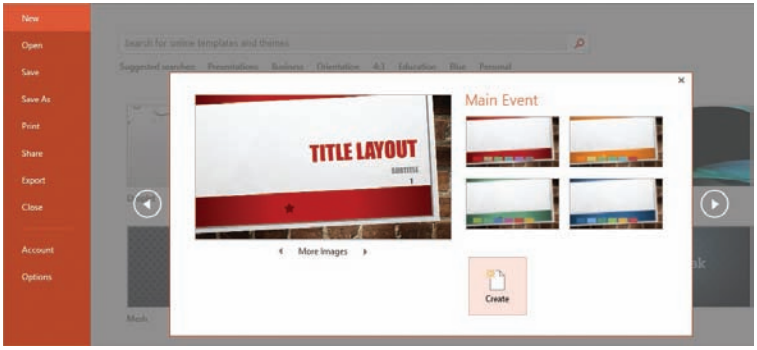
1. Start PowerPoint.
2. When the Start screen appears, press the **Esc** key.

Or

1. If PowerPoint is already running, click the **File** tab to display the Backstage view.
2. In the left pane of the Backstage view, click **New** to display the New page.
3. On the **New** page of the Backstage view, click the **Blank Presentation** thumbnail.

To preview presentation design templates

1. Display the Backstage view, and then, in the left pane, click **New**.
2. On the **New** page, scroll the pane to view the presentation design templates that were installed with PowerPoint.
3. Click any thumbnail to open a preview window that displays the title slide of the selected design with alternative color schemes and graphic backgrounds.

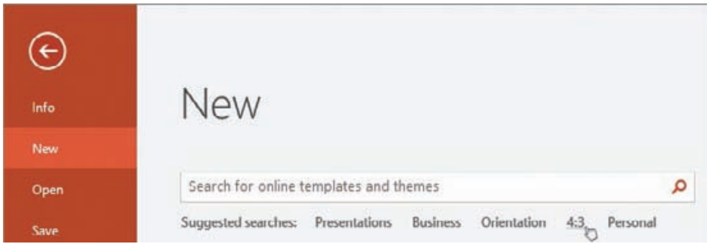

New
Open
Save
Save As
Print
Share
Export
Close
Account
Options
Search for online templates and themes
Suggested searches
Presentations
Business
Orientation
4:3
Education
Blue
Personal
Main Event
TITLE LAYOUT
More Images
Create

Each design template has multiple color variants and slide layouts

4. Do any of the following:
   - Click the **More Images** arrows to display other slide layouts for the template.
   - Click any of the thumbnails in the right half of the preview window to apply that color scheme to the slide layouts of the selected template.
   - Click the arrows to the left and right of the preview window to preview other design templates.
   - Click the **Create** button to create a presentation based on the template that is active in the preview window.
   - In the upper-right corner of the preview window, click the **Close** button to close the preview window without creating a presentation.

To display only presentation templates that are optimized at the 4:3 slide size

1. On the **New** page of the Backstage view, below the **Search** box, click **4:3**.

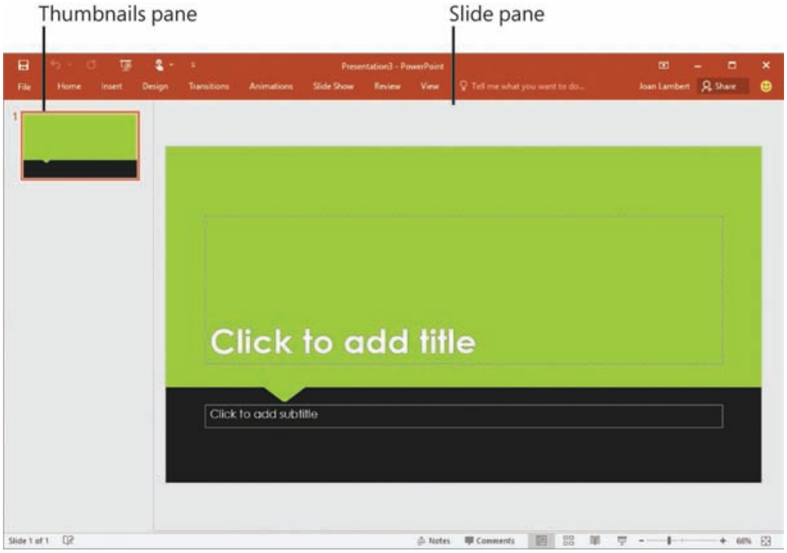

Info
New
Open
Save
New
Search for online templates and themes
Suggested searches: Presentations Business Orientation 4:3 Personal

Common filters are available below the Search box

To create a presentation based on a default design template

1. Display the **New** page of the Backstage view.
2. Scroll the pane to locate the design you want to use.
3. Do either of the following:
    - Double-click the thumbnail to create the presentation.
    - Click the thumbnail to preview the design template, and then click the **Create** button in the preview window to create the presentation.

PowerPoint displays the new presentation in Normal view. The title slide is visible in the Thumbnails pane and in the Slide pane.


Thumbnails pane
Slide pane
Presentation3 - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Joan Lambert
Share
Click to add title
Click to add subtitle
Slide 1 of 1
Notes
Comments

The title slide of a new presentation

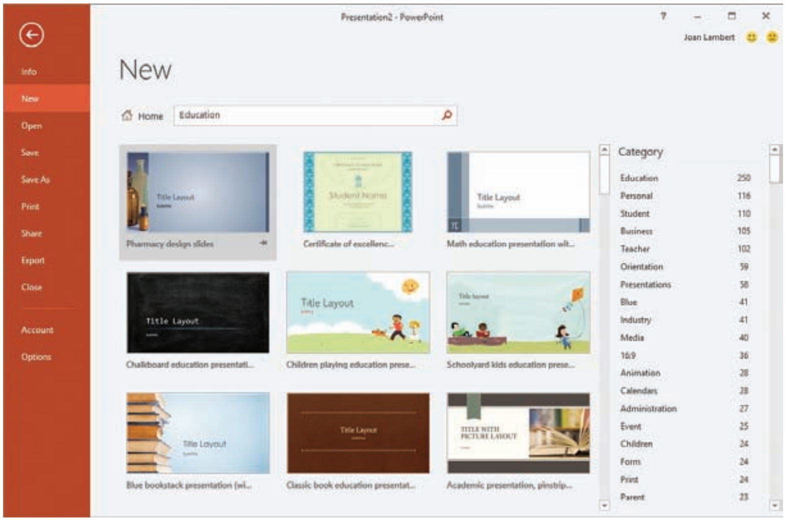
TIP The Notes pane is below the Slide pane but is collapsed by default. For information about working in the Notes pane, see “Add notes to slides” in Chapter 9, “Review presentations.”

To create a presentation based on an online template

1. Display the **New** page of the Backstage view.
2. In the search box at the top of the page, enter a term related to the template content or design you’re looking for, and then click the **Search** button.

   Or

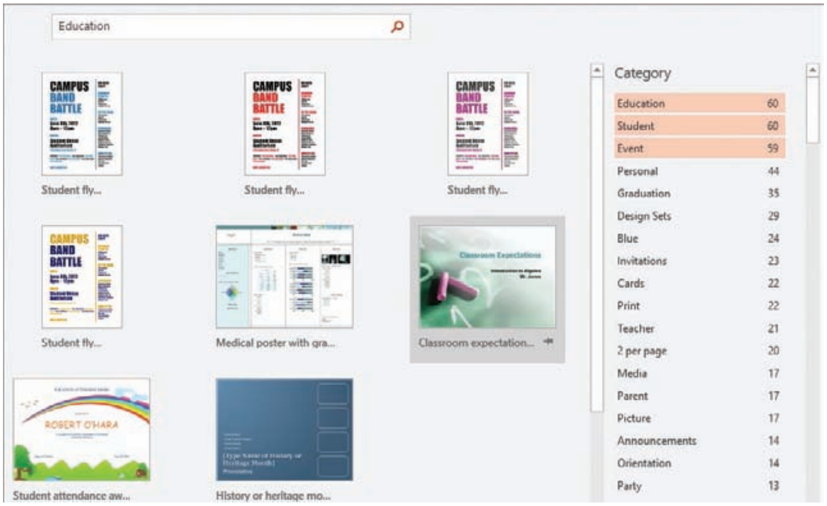
   Below the search box, click one of the suggested searches.

   
   Presentation2 - PowerPoint
?
Joan Lambert
Info
New
Open
Save
Save As
Print
Share
Export
Close
Account
Options
New
Home
Education
Title Layout
Pharmacy design slides
Student Name
Certificate of excellenc...
Title Layout
Math education presentation wit...
Title Layout
Chalkboard education presentati...
Title Layout
Children playing education prese...
Title layout
Schoolyard kids education prese...
Title Layout
Blue bookstack presentation (wi...
Title Layout
Classic book education presentat...
TITLE WITH PICTURE LAYOUT
Academic presentation, pinstrip...

Category	
Education	250
Personal	116
Student	110
Business	105
Teacher	102
Orientation	59
Presentations	58
Blue	41
Industry	41
Media	40
16:9	36
Animation	28
Calendars	28
Administration	27
Event	25
Children	24
Form	24
Print	24
Parent	23

   You can enter a color as a search term to display templates that feature that color

3. In the **Category** list, click any category or categories to further filter the templates.


Education
Student fly...
Student fly...
Student fly...
Student fly...
Medical poster with gra...
Classroom expectation...
Student attendance aw...
History or heritage mo...
Category
Education 60
Student 60
Event 59
Personal 44
Graduation 35
Design Sets 29
Blue 24
Invitations 23
Cards 22
Print 22
Teacher 21
2 per page 20
Media 17
Parent 17
Picture 17
Announcements 14
Orientation 14
Party 13

Clicking multiple categories applies multiple filters

> **TIP** PowerPoint displays applied category filters in colored bars at the top of the Category list. To remove a filter, point to it and then click the X that appears to the right of the category name, or double-click the category name.

4. Scroll the pane to locate a design that fit your needs.
5. Click any thumbnail to preview the design template, and click the **More Images** arrows to see the content defined as part of the template. Then click the **Create** button in the preview window to create the presentation.

   Or

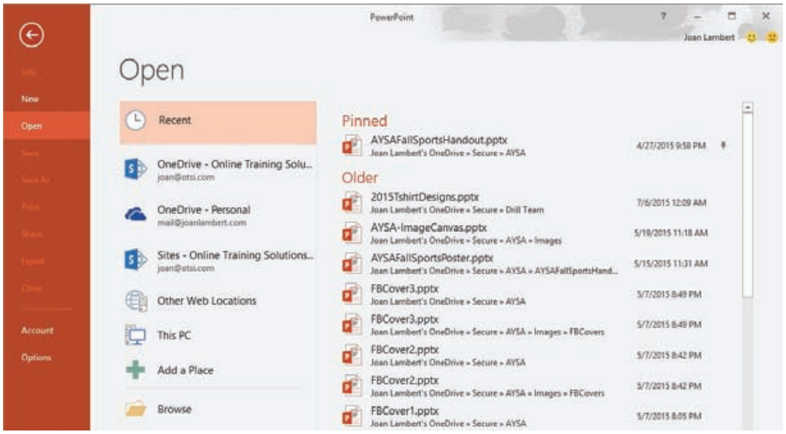
   Double-click any thumbnail to create a presentation based on the template.

To disable the display of the Start screen

1. In the Backstage view, click **Options** to open the **PowerPoint Options** dialog box.
2. On the **General** page of the dialog box, clear the **Show the Start screen when this application starts** check box.
3. Close the **PowerPoint Options** dialog box.

Open and navigate presentations

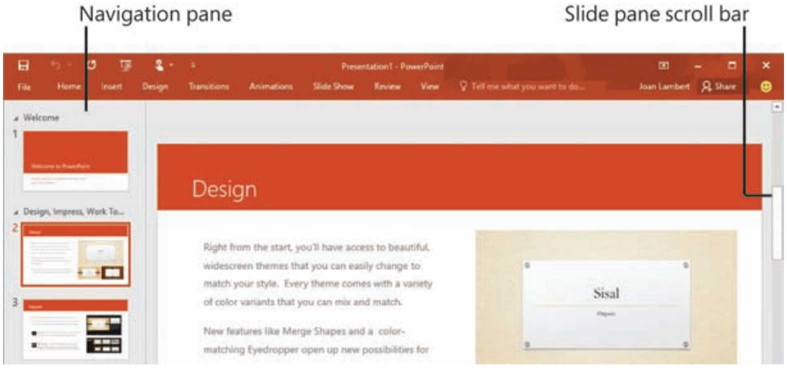
The Start screen that appears by default when you start PowerPoint displays a list of presentations you worked on recently, and a link to open other existing presentations. If the presentation you want to open appears on the Start screen, you can open it directly from there. Otherwise, you open presentations from the Open page of the Backstage view.


PowerPoint
Joan Lambert
New
Open
Account
Options
Open
Recent
OneDrive - Online Training Solu...
joan@otsi.com
OneDrive - Personal
mail@joanlambert.com
Sites - Online Training Solutions...
joan@otsi.com
Other Web Locations
This PC
Add a Place
Browse
Pinned
Older

AYSAFallSportsHandout.pptx Joan Lambert's OneDrive » Secure » AYSA	4/27/2015 9:58 PM
2015TshirtDesigns.pptx Joan Lambert's OneDrive » Secure » Drill Team	7/6/2015 12:09 AM
AYSA-ImageCanvas.pptx Joan Lambert's OneDrive » Secure » AYSA » Images	5/19/2015 11:18 AM
AYSAFallSportsPoster.pptx Joan Lambert's OneDrive » Secure » AYSA » AYSAFallSportsHand...	5/15/2015 11:31 AM
FBCover3.pptx Joan Lambert's OneDrive » Secure » AYSA	5/7/2015 8:49 PM
FBCover3.pptx Joan Lambert's OneDrive » Secure » AYSA » Images » FBCovers	5/7/2015 8:49 PM
FBCover2.pptx Joan Lambert's OneDrive » Secure » AYSA	5/7/2015 8:42 PM
FBCover2.pptx Joan Lambert's OneDrive » Secure » AYSA » Images » FBCovers	5/7/2015 8:42 PM
FBCover1.pptx Joan Lambert's OneDrive » Secure » AYSA	5/7/2015 8:05 PM

The Open page includes all the locations you've linked to from an Office program

When a presentation is open, you can move among slides by clicking or tapping elements in several areas of the app window, including the Thumbnails pane in Normal view and the Slide pane in Normal view or Slide Sorter view. You can also move among slides by rotating the wheel button on a mouse.


Navigation pane
Slide pane scroll bar
Presentation1 - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Joan Lambert
Share
Welcome
1
Design, Impress, Work To...
2
3
Design
Sisal

Right from the start, you'll have access to beautiful, widescreen themes that you can easily change to match your style. Every theme comes with a variety of color variants that you can mix and match.

New features like Merge Shapes and a color-matching Eyedropper open up new possibilities for

The scroll bar indicates the position of the current slide in the presentation

To open a recent presentation

1. Start PowerPoint.
2. On the Start screen, in the **Recent** list, click the file name of the presentation you want to open.

Or

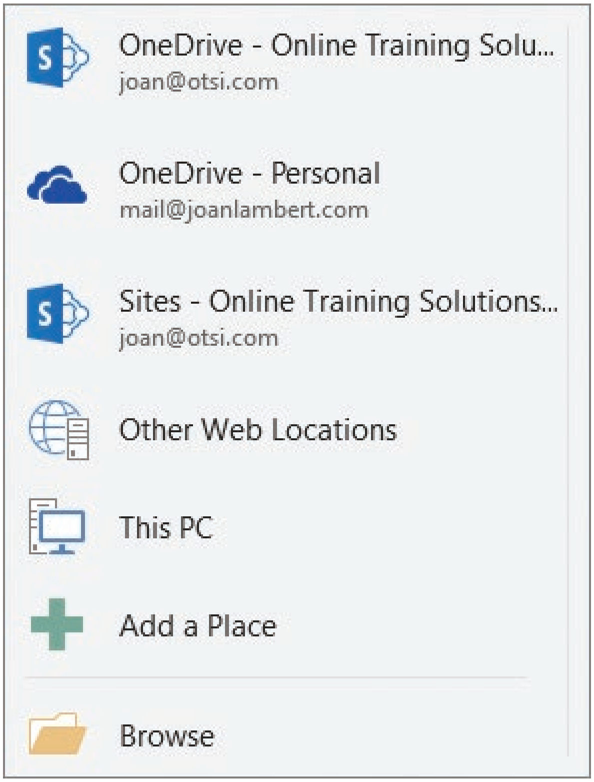
1. With PowerPoint running, click the **File** tab to display the Backstage view.
2. In the left pane of the Backstage view, click **Open** to display the **Open** page.
3. In the right pane of the **Open** page, scroll the presentation list if necessary to locate the presentation you want to open, and then click the presentation file name to open it.

To open any existing presentation

1. Start PowerPoint.
2. On the Start screen, at the bottom of the left pane, click **Open Other Presentations** to display the **Open** page of the Backstage view.

   Or

With PowerPoint running, display the Backstage view, and then click **Open** to display the **Open** page.



OneDrive - Online Training Solu...
joan@otsi.com

OneDrive - Personal
mail@joanlambert.com

Sites - Online Training Solutions...
joan@otsi.com

Other Web Locations

This PC

Add a Place

Browse

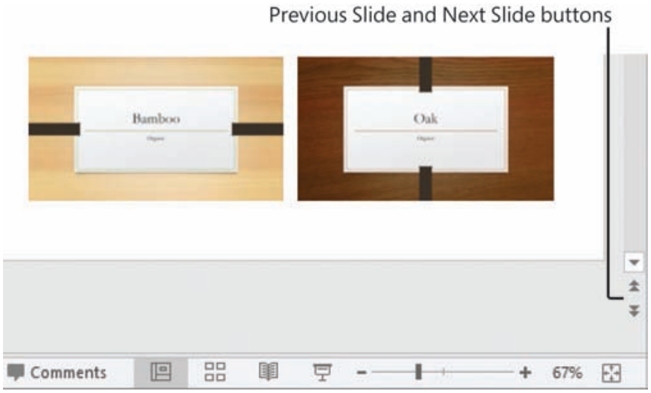
The Places list includes all the locations you've linked to from an Office program

3. In the **Places** list, click the local or network storage location where the presentation is stored.
4. Navigate to the presentation storage folder by using one of the following methods:
   - In the right pane, click a recent folder. Then click any subfolders until you reach the folder you want.
   - In the left pane, click **Browse** to open the **Open** dialog box. Then click folders in the Navigation pane, double-click folders in the file pane, or enter the folder location in the Address bar.
5. Double-click the presentation you want to open.

TIP In the Open dialog box, clicking a file name and then clicking the Open arrow displays a list of alternative ways to open the selected file. To look through a presentation without making any inadvertent changes, you can open the file as read-only, open an independent copy of the file, or open it in Protected view. You can also open the file in a web browser. In the event of a computer crash or other similar incident, you can tell PowerPoint to open the file and try to repair any damage.

To move back or forward one slide while working in a presentation

1. Use any of the following techniques
   - In the **Slide** pane, on the scroll bar, click above or below the scroll box.
   - Below the **Slide** pane scroll bar, click the **Previous Slide** or **Next Slide** button.



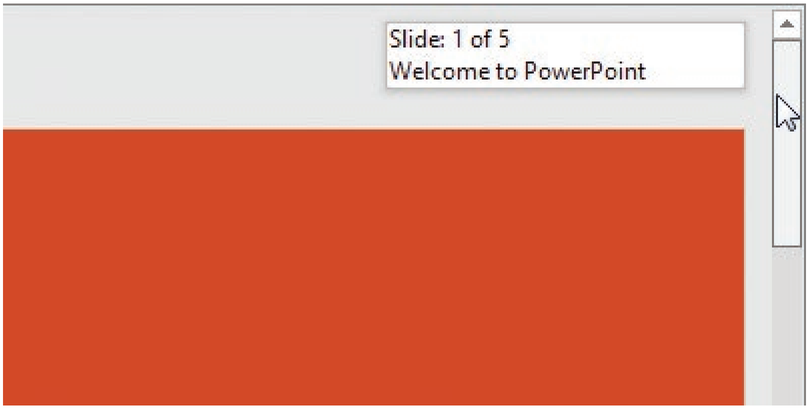
Use the Previous Slide and Next Slide buttons or the thumbnails to move more quickly among slides

   - Press the **Page Up** or **Page Down** key.

SEE ALSO For information about moving among slides in Reading view, see "Display different views of presentations" later in this chapter.

To move among slides while working in a presentation

1. Use any of the following techniques:
   - In the **Thumbnails** pane, click the slide you want to display.
   - In the **Slide** pane, drag the scroll bar up or down.



Slide: 1 of 5
Welcome to PowerPoint

A tooltip displays the slide that will be shown if you stop dragging

- Press the **Home** key to move to the first slide.
- Press the **End** key to move to the last slide.

> **TIP** When you open a presentation you have worked on recently, PowerPoint displays a flag adjacent to the Slide pane's scroll bar. Clicking the flag displays a link to the slide you were working on when you closed the presentation, with the date and time of your last change. Simply click the link to jump to that slide.

Display different views of presentations

The elements of a presentation that you want to have a good view of change depending on what you're currently doing with the presentation. You can switch among standard presentation views, adjust the elements shown in each view, and change the magnification of the content in the app window.

Display standard views

PowerPoint has six views in which you can create, organize, and preview presentations. The views are:

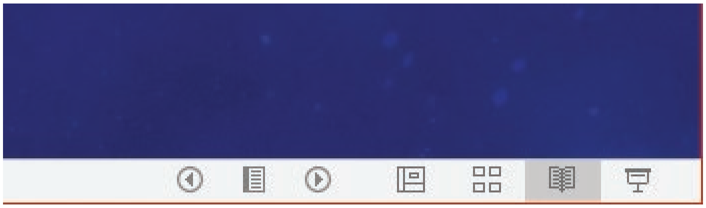
- **Normal view** This view includes the Thumbnails pane on the left side of the app window, the Slide pane on the right side of the window, and an optional Notes pane at the bottom of the window. You insert, cut, copy, paste, duplicate, and delete slides in the Thumbnails pane, create slide content in the Slide pane, and record slide notes in the Notes pane.

SEE ALSO For information about working with notes, see "Add notes to slides" in Chapter 9, "Review presentations."

- **Notes Page view** This is the only view in which you can create speaker notes that contain elements other than text. Although you can add speaker notes in the Notes pane in Normal view, you must be in Notes Page view to add graphics, tables, diagrams, or charts to your notes.
- **Outline view** This view displays a text outline of the presentation in the Outline pane and the active slide in the Slide pane. You can enter text either directly on the slide or in the outline.

SEE ALSO For information about working with outlines, see "Enter text on slides" in Chapter 4, "Enter and edit text on slides."

- **Reading view** In this view, which is ideal for previewing the presentation, each slide fills the screen. You can click buttons on the navigation bar to move through or jump to specific slides.

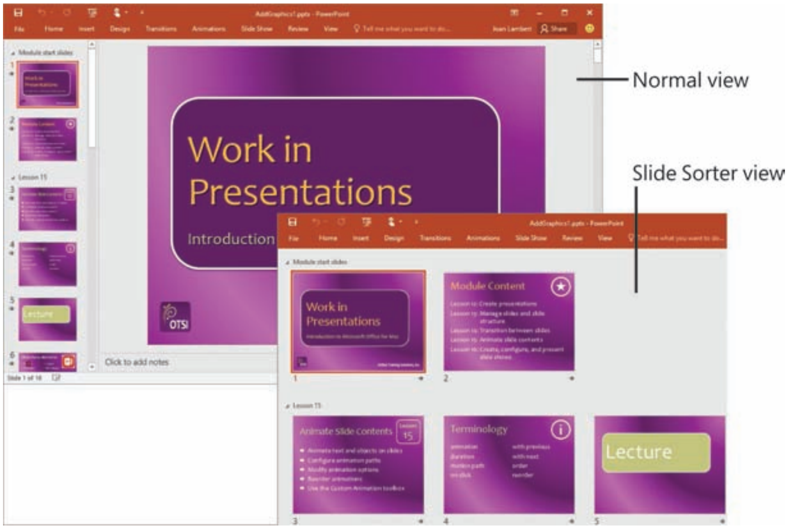


In Reading view, the navigation bar and View Shortcuts toolbar are at the right end of the status bar

- **Slide Show view** This view displays the presentation as a full-screen slide show, beginning with the current slide. It displays only the slides and not the presenter tools.
- **Slide Sorter view** This view displays thumbnails of all the slides in the presentation. In this view, you manage the slides, rather than the slide content. You can easily reorganize the slides, group them into sections, and apply transitions to one or multiple slides. You can also apply transitions from one slide to another, and specify how long each slide should remain on the screen.

SEE ALSO For information about changing the order of slides, see "Rearrange slides and sections" in Chapter 3, "Create and manage slides." For information about applying transitions, see "Add and manage slide transitions" in Chapter 8, "Add sound and movement to slides."

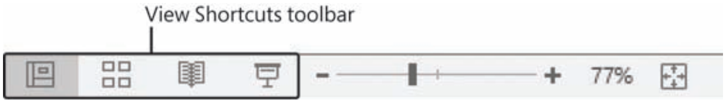
The views you'll use most frequently when developing presentations are Normal view and Slide Sorter view.


Normal view
Slide Sorter view
Work in Presentations
Introduction
Module Content
Animate slide contents
Terminology
Lecture
Click to add notes

The primary presentation development views

SEE ALSO For information about creating more elaborate notes, see "Add notes to slides" in Chapter 9, "Review presentations."

View options are available from the View Shortcuts toolbar near the right end of the status bar and from the View tab of the ribbon.


View Shortcuts toolbar
77%

The active view is shaded

To review a presentation (or deliver it to an audience), you display it in Slide Show view. In this view, each slide fills the screen, and PowerPoint implements transitions, animations, and media effects the way you have specified. You can start the slide show from the first slide or from the currently active slide.

> **TIP** You can control the default look of a presentation by working with the masters displayed in Slide Master view, Handout Master view, or Notes Master view. For information about masters, see "Customize slide masters and layouts" in Chapter 12, "Create custom presentation elements."

To switch among development views of a presentation

1. Do either of the following:
    - On the **View Shortcuts** toolbar, click the **Normal** or **Slide Sorter** button.

        > **TIP** Clicking the Normal button while it is active switches between Normal and Outline views.

    - On the **View** tab, in the **Presentation Views** group, click the **Normal** or **Slide Sorter** button.

To display a presentation in Slide Show view from the first slide

1. Do either of the following:
    - On the **Slide Show** tab, in the **Start Slide Show** group, click the **From Beginning** button. (When you point to this button, the ScreenTip that appears says *Start From Beginning*.)
    - Press **F5**.

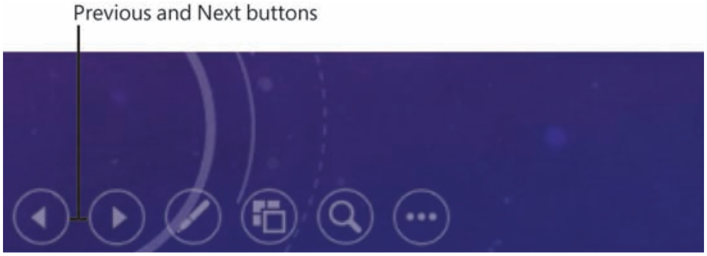
To display a presentation in Slide Show view from the current slide

1. Do any of the following:
    - On the **View Shortcuts** toolbar, click the **Slide Show** button.
    - On the **Slide Show** tab, in the **Start Slide Show** group, click the **From Current Slide** button. (When you point to this button, the ScreenTip that appears says *Start from This Slide*.)
    - Press **Shift+F5**.

> **SEE ALSO** For information about delivering a presentation to an audience, see "Present slide shows" in Chapter 10, "Prepare and deliver presentations."

To navigate a presentation in Slide Show view

1. Do any of the following:
    - Move the mouse to display the **Slide Show** toolbar. Then click the **Previous** or **Next** button on the toolbar.



The Slide Show toolbar hides itself until you activate it

    - Press the **N** (for *next*), **Enter**, **Right Arrow**, **Down Arrow**, or **Page Down** key to move forward one slide.
    - Press the **P** (for *previous*), **Backspace**, **Left Arrow**, **Up Arrow**, or **Page Up** key to move back one slide.
    - Press the **Home** key to display the first slide.
    - Press the **End** key to display the last slide.
    - Press the **Esc** key to return to Normal or Slide Sorter view.

SEE ALSO For more information about the Slide Show tools, see "Present slide shows" in Chapter 10, "Prepare and deliver presentations."

To display a presentation in Reading view

1. Do either of the following:
    - On the **View Shortcuts** toolbar, click the **Reading View** button.
    - On the **View** tab, in the **Presentation Views** group, click the **Reading View** button.

To navigate a presentation in Reading view

1. Do any of the following:
    - Press the **N** (for *next*), **Enter**, **Right Arrow**, **Down Arrow**, or **Page Down** key to move forward one slide.
    - Press the **P** (for *previous*), **Backspace**, **Left Arrow**, **Up Arrow**, or **Page Up** key to move back one slide.
    - Press the **Home** key to display the first slide.
    - Press the **End** key to display the last slide.
    - Press the **Esc** key or click the **Normal** or **Slide Sorter** button on the **View Shortcuts** toolbar to return to Normal or Slide Sorter view.

Display program elements

You can change the space available for the app window elements by adjusting the relative sizes of the panes or collapsing the ribbon.

> **TIP** Any changes you make to a view, such as adjusting the sizes of panes, are saved with the presentation that is open at the time and do not affect other presentations.

To adjust the size of the Thumbnails pane in Normal view

1. Do either of the following:
    - Point to the right border of the **Thumbnails** pane, and drag right or left to resize or hide the **Thumbnails** pane.
    - When the **Thumbnails** pane is hidden, click the **Thumbnails** button at the top of the bar to redisplay it.

> **TIP** When you adjust the width of the Thumbnails pane, the size of the slide thumbnails is adjusted accordingly—that is, there are more small thumbnails in a narrow pane and fewer large thumbnails in a wide pane.

To show or hide the Notes pane in Normal view

1. On the status bar, click the **Notes** button.

To adjust the size of the Notes pane in Normal view

1. Point to the border between the **Slide** pane and the **Notes** pane, and when the pointer changes to a bar with opposing arrows, drag up or down to resize or hide the **Notes** pane.

To hide the ribbon in Normal, Outline, or Slide Sorter views

1. Do any of the following:
    - At the right end of the ribbon, click the **Collapse the Ribbon** button, which resembles an upward-pointing arrow.
    - Press **Ctrl+F1**.

    Collapsing the ribbon hides the groups and buttons but leaves the tab names visible.

To temporarily redisplay the ribbon

1. Click any tab name.

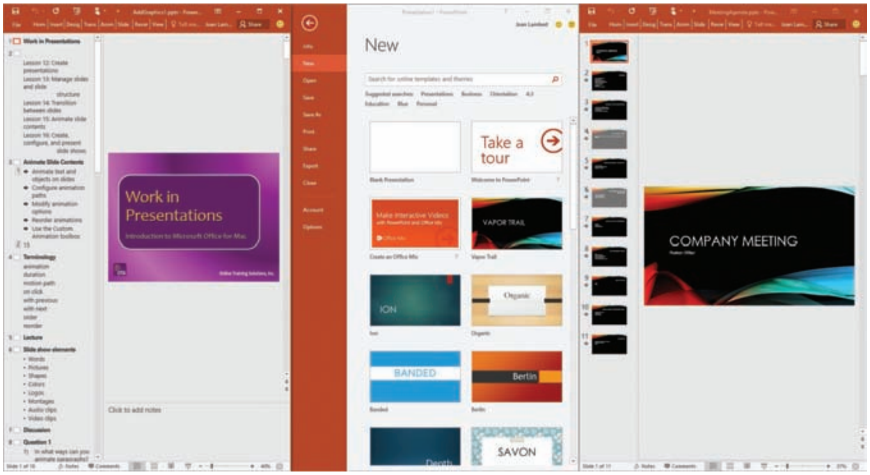
    The ribbon remains visible until you click a button on it or click away from it.

To permanently redisplay the ribbon

1. Do any of the following:
    - Double-click any tab name.
    - Click any tab name and then click the **Pin the ribbon** button, which resembles a pushpin.
    - Press **Ctrl+F1**.

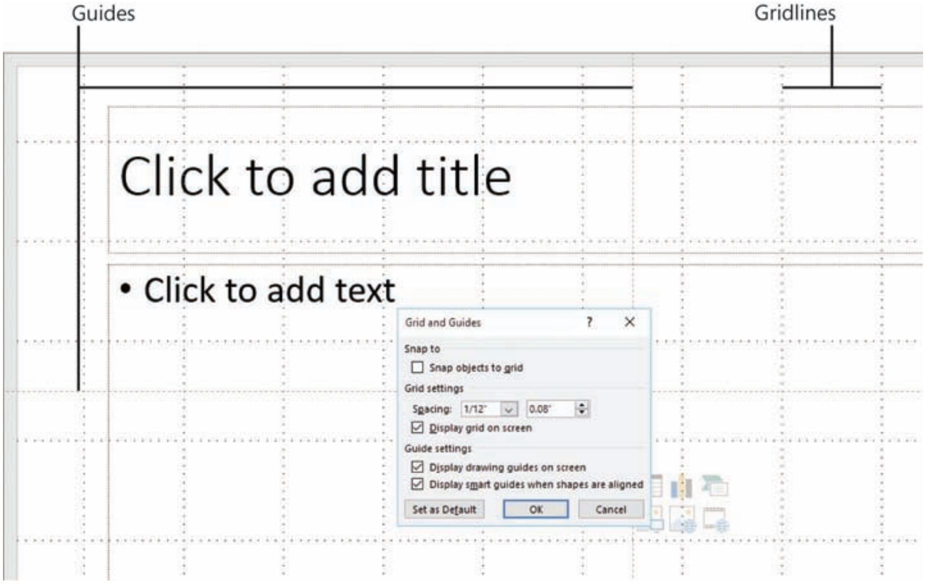
Change the display of content

You can easily switch among multiple open presentations. If you want to compare or work with the content of multiple presentations, you can simplify the process by displaying the presentations next to each other.


Work in Presentations
New
Take a tour
VAPOR TRAIL
ION
Organic
BANDED
Bertin
SAVON
COMPANY MEETING

Tiling app windows simplifies the process of comparing, copying, or moving content

To help you to more precisely position and align slide elements, you can display rulers, gridlines, and guides in the Slide pane, and change the magnification of the current slide.


Guides
Gridlines
Click to add title
• Click to add text

Grid and Guides

Snap to

☐ Snap objects to grid

Grid settings

Spacing: 1/12" 0.08"

☑ Display grid on screen

Guide settings

☑ Display drawing guides on screen

☑ Display smart guides when shapes are aligned

Set as Default
OK
Cancel

Use gridlines and guides to more precisely position objects

Gridlines are faint dotted lines that mark off specific units of measure on a slide. You can adjust the spacing of gridlines in the Grid And Guides dialog box, but you can't move them on the slide. Guides are a set of vertical and horizontal alignment tools that you can drag to any location in the Slide pane.

To display a different open presentation

1. Do either of the following:
   - On the **View** tab, in the **Window** group, click the **Switch Windows** button, and then click the presentation you want to view.
   - Point to the **PowerPoint** button on the Windows taskbar, and then click the thumbnail of the presentation you want to display.

To display multiple open presentations at the same time

1. On the **View** tab, in the **Window** group, click the **Arrange All** button.

To display or hide the ruler, gridlines, and guides

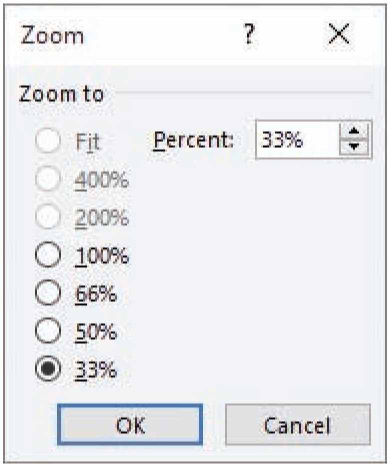
1. On the **View** tab, in the **Show** group, select or clear the **Ruler**, **Gridlines**, or **Guides** check boxes.

To modify the spacing of gridlines

1. On the **View** tab, click the **Show** dialog box launcher to open the **Grid and Guides** dialog box.
2. In the **Grid settings** area, change either the fractional or unit measurement of the **Spacing** setting. Then click **OK**.

To change the magnification of content in the app window

1. On the **View** tab, in the **Zoom** group, click the **Zoom** button to open the **Zoom** dialog box.



Zoom

Zoom to

○ Fit

○ 400%

○ 200%

○ 100%

○ 66%

○ 50%

● 33%

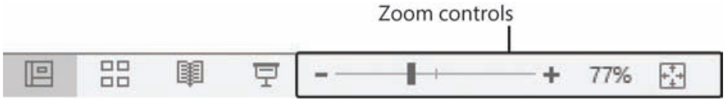
Percent: 33%

You can select a magnification or enter a specific percentage

2. In the **Zoom** dialog box, select a **Zoom to** option or enter a specific percentage in the **Percent** box, and then click **OK**.

Or

1. In the zoom controls at the right end of the status bar, do any of the following:
    - At the left end of the slider, click the **Zoom Out** button to decrease the zoom percentage.
    - At the right end of the slider, click the **Zoom In** button to increase the zoom percentage.
    - At the right end of the status bar, click the **Fit slide to current window** button.

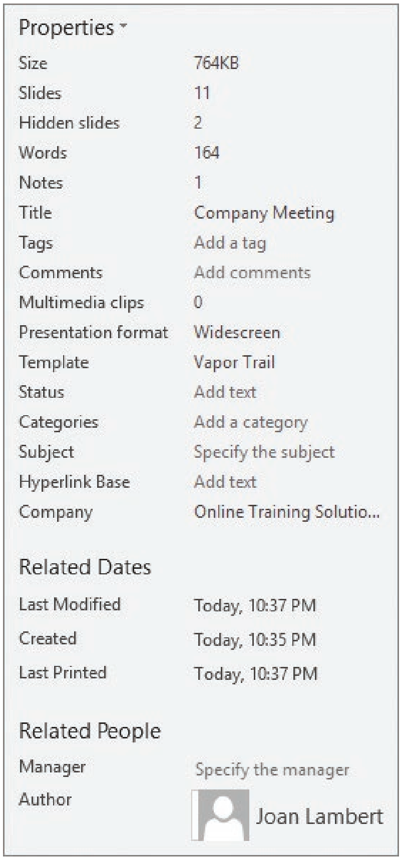


Clicking the Fit Slide To Current Window button is a quick way to view the entire slide at the largest size that fits in the Slide pane

Display and edit presentation properties

Properties are file attributes or settings, such as the file name, size, creation, date, author, and read-only status. Some properties exist to provide information to computer operating systems and apps. You can display properties within a presentation (for example, you can display the slide number on a slide). PowerPoint automatically tracks some of the properties for you, and you can set others.

You can examine the properties that are attached to a presentation from the Info page of the Backstage view.



Properties

Size	764KB
Slides	11
Hidden slides	2
Words	164
Notes	1
Title	Company Meeting
Tags	Add a tag
Comments	Add comments
Multimedia clips	0
Presentation format	Widescreen
Template	Vapor Trail
Status	Add text
Categories	Add a category
Subject	Specify the subject
Hyperlink Base	Add text
Company	Online Training Solutio...

Related Dates

Last Modified	Today, 10:37 PM
Created	Today, 10:35 PM
Last Printed	Today, 10:37 PM

Related People

Manager	Specify the manager
Author	Joan Lambert

Some of the properties stored with a typical presentation

You can change or remove basic properties in the default Properties pane or expand the Properties pane to make more available, or display the Properties dialog box to access even more properties.

To display presentation properties

1. Display the **Info** page of the Backstage view. The standard properties associated with a presentation are displayed in the **Properties** area of the right pane.
2. At the bottom of the **Properties** pane, click **Show All Properties** to expand the pane.
3. At the top of the **Properties** pane, click **Properties** and then click **Advanced Properties** to display the **Properties** dialog box.

To edit presentation properties

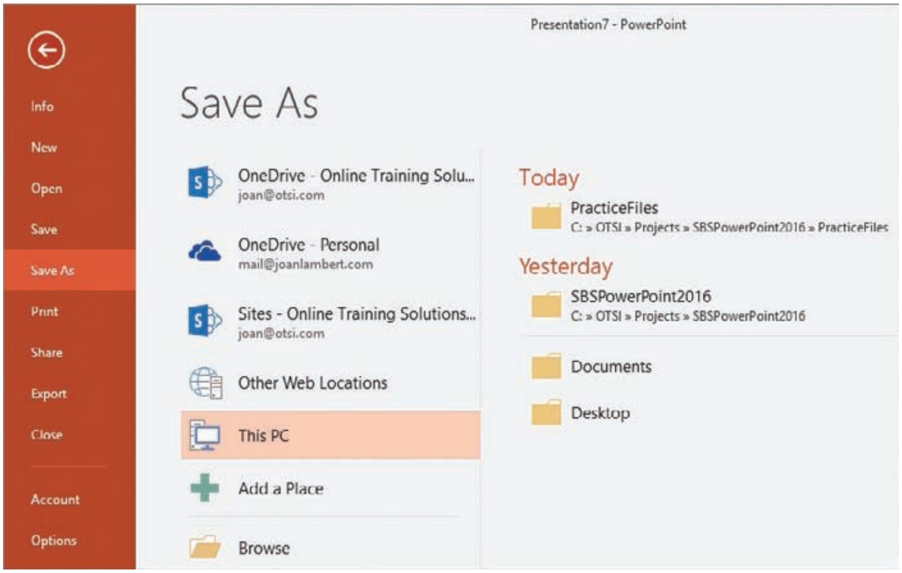
1. In the **Properties** pane, click the value for the property you want to edit to activate the content box. (Note that not all properties are available to edit. Those that can be edited will display an edit box when you point to them. Nothing happens if you click one that can't be edited.)
2. Enter or replace the property value, and then press **Enter**.

Or

1. In the **Properties** dialog box, do either of the following:
    - On the **Summary** page, click the box to the right of the property you want to modify, and then enter or replace the property value.
    - On the **Custom** page, select the property you want to modify in the **Name** list, and then enter or replace the property value in the **Value** box.

Save and close presentations

You save a presentation the first time by clicking the Save button on the Quick Access Toolbar or by displaying the Backstage view and then clicking Save As. Both actions open the Save As page, where you can select a storage location.


Presentation7 - PowerPoint
Info
New
Open
Save
Save As
Print
Share
Export
Close
Account
Options
Save As
OneDrive - Online Training Solu...
joan@otsi.com
OneDrive - Personal
mail@joanlambert.com
Sites - Online Training Solutions...
joan@otsi.com
Other Web Locations
This PC
Add a Place
Browse
Today
PracticeFiles
C: » OTSI » Projects » SBSPowerPoint2016 » PracticeFiles
Yesterday
SBSPowerPoint2016
C: » OTSI » Projects » SBSPowerPoint2016
Documents
Desktop

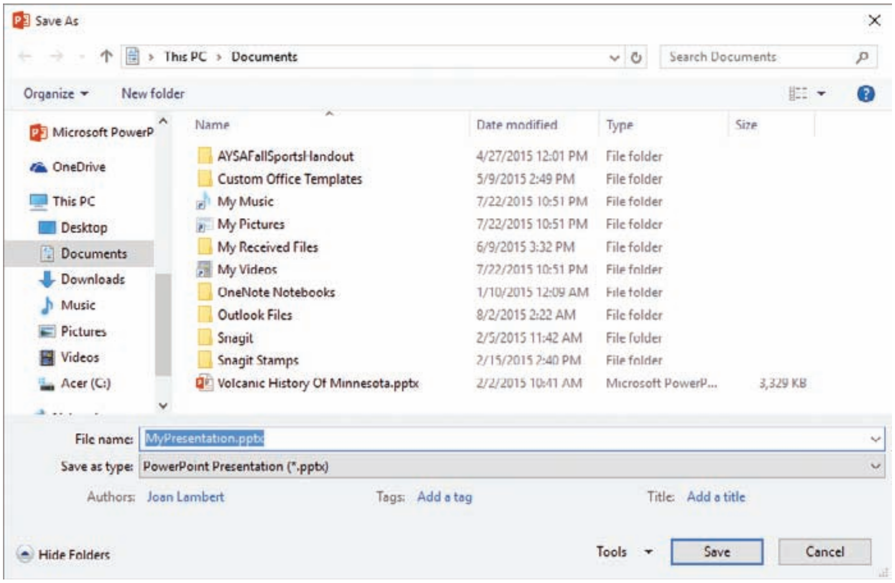
Save your presentation in an online location to access it from anywhere

TIP Many countries have laws that require that certain types of digital content be accessible to people with various disabilities. If your presentation must be compatible with assistive technologies, you need to know the final file format(s) of your presentation before you create it and start adding content. Some types of content are visible in a PowerPoint file in Normal view but not in other accessible file formats such as tagged PDFs. Before basing a presentation on a template you have not used before, test it for accessibility.

You can save the presentation in a folder on your computer or, if you have an Internet connection, in a folder on your Microsoft OneDrive. If your company is running Microsoft SharePoint, you can add your SharePoint OneDrive or a different SharePoint location so that it is available from the Places pane of the Save As page, just like any other folder.

SEE ALSO For information about OneDrive, see the sidebar "Save files to OneDrive" later in this chapter.

Clicking Browse at the bottom of the left pane displays the Save As dialog box, in which you assign a name to the file.



Name	Date modified	Type	Size
AYSAFallSportsHandout	4/27/2015 12:01 PM	File folder	
Custom Office Templates	5/9/2015 2:49 PM	File folder	
My Music	7/22/2015 10:51 PM	File folder	
My Pictures	7/22/2015 10:51 PM	File folder	
My Received Files	6/9/2015 3:32 PM	File folder	
My Videos	7/22/2015 10:51 PM	File folder	
OneNote Notebooks	1/10/2015 12:09 AM	File folder	
Outlook Files	8/2/2015 2:22 AM	File folder	
Snagit	2/5/2015 11:42 AM	File folder	
Snagit Stamps	2/15/2015 2:40 PM	File folder	
Volcanic History Of Minnesota.pptx	2/2/2015 10:41 AM	Microsoft PowerP...	3,329 KB

File name: MyPresentation.pptx

Save as type: PowerPoint Presentation (*.pptx)

Authors: Joan Lambert Tags: Add a tag Title: Add a title

Use standard Windows techniques in either the Address bar or the Navigation pane to navigate to the folder you want

TIP If you want to create a new folder in which to store the file, click the New Folder button on the dialog box's toolbar.

After you save a presentation for the first time, you can save changes simply by clicking the Save button on the Quick Access Toolbar. The new version of the presentation then overwrites the previous version.

If you want to keep both the new version and the previous version, display the Save As page, and then save a new version with a different name in the same location or with the same name in a different location. (You cannot have two files with the same name in the same folder.)

TIP By default, PowerPoint periodically saves the presentation you are working on. To adjust the time interval between saves, display the Backstage view, and click Options. In the left pane of the PowerPoint Options dialog box, click Save, and then specify the period of time in the Save AutoRecover Information Every box.

Every time you open a presentation, a new instance of PowerPoint starts. If you have more than one presentation open, clicking the Close button at the right end of a presentation's title bar closes that presentation and exits that instance of PowerPoint. If you have only one presentation open and you want to close the presentation but leave PowerPoint running, display the Backstage view and then click Close.

To save a presentation

1. On the Quick Access Toolbar, click the **Save** button to display the **Save As** page of the Backstage view.
2. Select a storage location, and then in the right pane, click **Browse** to open the **Save As** dialog box.

> **TIP** The dialog box displays the contents of the folder in which you last saved or opened a file from within the program. If the Navigation pane and toolbar are not displayed, click Browse Folders in the lower-left corner of the dialog box.

3. Use standard Windows techniques to navigate to your file folder.
4. In the **File name** box, enter a name for your presentation, and then click **Save** to store the file in your file folder.

Or

1. Press **Ctrl+S** to save an existing presentation without changing the file name or location.

> **TIP** Programs that run on Windows use file name extensions to identify different types of files. For example, the extension .pptx identifies PowerPoint 2016, 2013, 2010, and 2007 presentations. Windows programs do not display these extensions by default, and you shouldn't enter them in the File Name box. When you save a file, PowerPoint automatically adds whatever extension is associated with the type of file selected in the Save As Type box.

To close a presentation

1. Do any of the following:
    - At the right end of the title bar, click the **Close** button to close the presentation and the app window.
    - Display the Backstage view, and then click **Close** to close the presentation without exiting the app.
    - On the **Windows Taskbar**, point to the **PowerPoint** button to display thumbnails of all open presentations, point to the thumbnail of the presentation you want to close, and then click the **Close** button that appears in its upper-right corner.

Compatibility with earlier versions

The Microsoft Office 2016 programs use file formats based on XML. By default, PowerPoint 2016 files are saved in the .pptx format.

You can open a .ppt file created with an earlier version of PowerPoint in PowerPoint 2016, but the newer features of PowerPoint are not available. The presentation name appears in the title bar with [Compatibility Mode] to its right. You can work in this mode, or you can convert the presentation to the current format by clicking the Convert button on the Info page of the Backstage view, or by saving the presentation as a different file in the PowerPoint Presentation format.

If you work with people who are using a version of PowerPoint earlier than 2007, you can save your presentations in a format that they will be able to use by changing the Save As Type setting in the Save As dialog box to PowerPoint 97-2003 Presentation.

Save files to OneDrive

Whether you're working in a corporate environment or at home, you have the option of saving files to OneDrive. The OneDrive location you save to might be part of your company's SharePoint environment, or it might be a cloud-based storage location that is associated with your Microsoft account. Saving a file in either type of OneDrive location provides the option of sharing the file with other people.

To save a presentation to OneDrive, display the Save As page of the Backstage view, click your OneDrive, and then specify the OneDrive folder in which you want to save the file. If your OneDrive doesn't already appear in the list of locations, click Add A Place, click OneDrive, and then enter the credentials associated with the OneDrive you want to access.

When you save a PowerPoint presentation to OneDrive, you and other people with whom you share the presentation can work on it by using a local installation of PowerPoint or by using PowerPoint Online, which is available in the OneDrive environment.

SEE ALSO For information about PowerPoint Web App, see Chapter 1, "PowerPoint 2016 basics."

Microsoft provides free OneDrive storage to Microsoft account holders. If you already have a Microsoft account, you can access your OneDrive directly from any Office program, or from *onedrive.live.com*. If you don't yet have a Microsoft account, you can configure any existing email account as a Microsoft account at *signup.live.com*. (If you don't yet have an email account that you want to configure for this purpose, you can get a new account there, too.)

OneDrive for Business is available as part of a SharePoint 2016 environment, and your storage there will be managed by your company or SharePoint provider.

Skills review

In this chapter, you learned how to:

- Create presentations
- Open and navigate presentations
- Display different views of presentations
- Display and edit presentation properties
- Save and close presentations

Practice tasks

The practice file for these tasks is located in the PowerPoint2016SBS\Ch02 folder. You can save the results of the tasks in the same folder.

Create presentations

Do not start PowerPoint before beginning this task.

1. Start PowerPoint and create a new, blank presentation.
2. Display the available presentation design templates.
3. Preview a template that you like.
4. Without closing the preview window, preview the next or previous template.
5. From the preview window, create a presentation based on the currently displayed template. Notice that the unsaved blank presentation closes.
6. Leave the presentation open and continue to the next task.

Open and navigate presentations

Complete the following tasks:

1. From the Backstage view, open the **NavigateSlides** presentation.
2. Navigate among the slides by using the **Thumbnails** pane, and then by using the **Previous Slide** and **Next Slide** buttons.
3. Use a keyboard method to move to the last slide of the presentation.
4. Leave the presentations open and continue to the next task.

Display different views of presentations

Complete the following tasks:

1. Display the **NavigateSlides** presentation in Slide Sorter view and select Slide **2**.
2. Display the presentation in Slide Show view, beginning with Slide 2.
3. Move forward through the presentation to its end. Then return to Slide Sorter view.

4. Display the presentation in Reading view. Use any method to navigate to the fourth slide, and then use the most efficient method to return to the first slide.
5. Display the presentation in Normal view. Hide the **Thumbnails** pane and display the **Notes** pane.
6. Redisplay the **Thumbnails** pane and hide the ribbon.
7. Arrange the two presentations side by side on the screen.
8. In the **NavigateSlides** presentation, display the gridlines. Notice that they appear in both open presentations.
9. In the **NavigateSlides** presentation, change the spacing of the gridlines to **1**". Notice that this modification affects only the active presentation.
10. Switch to the presentation you created in the first practice task. Display the guides, and then move them so they align with the upper-left corner of the slide content area. Notice the effect of these actions in the other open presentation.
11. Set the magnification of the active presentation to **60%** and notice the effect of this action in the other open presentation.
12. Leave the presentations open and continue to the next task.

Display and edit presentation properties

Maximize the NavigateSlides window, and then complete the following tasks:

1. Display all the presentation properties.
2. Edit the **Subject** property, entering **Colors** as the subject of the presentation.
3. Leave the presentations open and continue to the next task.

Save and close presentations

Complete the following tasks:

1. Save the **NavigateSlides** presentation as **MyPresentation**, and then close it.
2. Close the presentation you created in the first task without saving it.

This page intentionally left blank

Create and manage slides

3

When you create a presentation from a design template, the only slide that is immediately available is the title slide. It's up to you to add more slides for the content that you want the presentation to include. You can create slides based on slide templates that are designed to hold specific types of content, or you can copy existing slides from other presentations.

When the presentation you're developing has multiple slides, you can organize them into sections. Sections are not visible to the audience, but they make it easier to work with slide content in logical segments. A logical presentation and an overall consistent look, punctuated by variations that add weight exactly where it is needed, can enhance the likelihood that your intended audience will receive the message you want to convey.

This chapter guides you through procedures related to adding and removing slides, dividing presentations into sections, rearranging slides and sections, applying themes, and changing slide backgrounds.

TIP The content in this chapter is about slides in general, rather than the content of the slides. Chapters 4 through 8 of this book are about working with the various types of slide content.

In this chapter

- Add and remove slides
- Divide presentations into sections
- Rearrange slides and sections
- Apply themes
- Change slide backgrounds

Practice files

For this chapter, use the practice files from the PowerPoint2016SBS\Ch03 folder. For practice file download instructions, see the introduction.

Add and remove slides

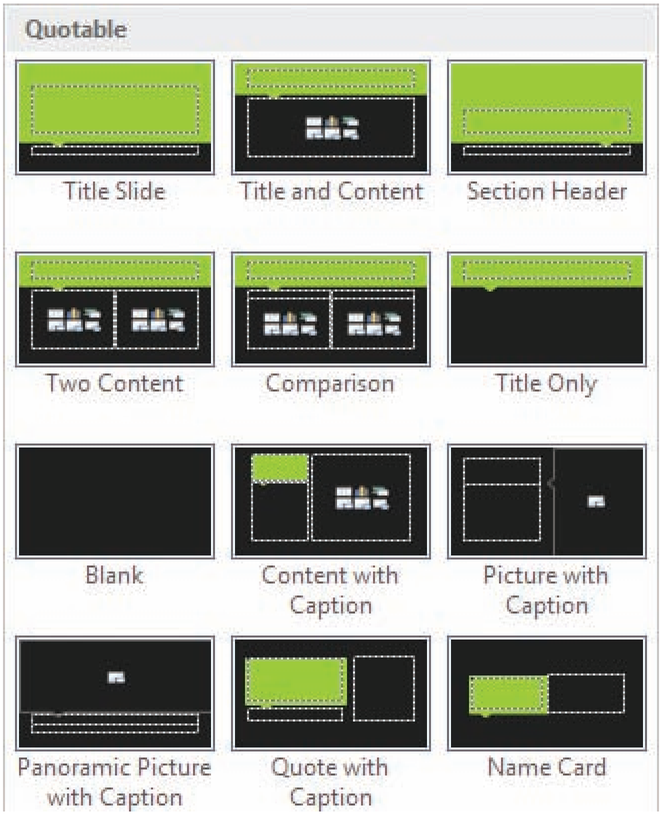
The appearance and structure of slides is defined by the slide layouts associated with the slide master that is part of the design template. Slide layouts define the elements on specific types of slides, such as:

- Slide backgrounds and incorporated graphics.
- Text box locations, sizes, and formats.
- Default paragraph and character formats for each text box location.
- Standard headers or footers.

TIP Text boxes can contain static content that can't be changed by the presentation author (for example, a company logo), or they can serve as placeholders that define the default formatting of content entered within the text box.

A slide master could have only one slide layout, but most have unique slide layouts for slides that display the presentation title, section titles, and various combinations of slide titles and content, and a blank slide with only the background. Each slide layout is named; the name suggests the primary application of the slide layout, but you aren't limited to that suggestion; you can enter any type of content in any slide layout and modify the layout of any slide. The slide layouts that are available in a presentation are displayed on the New Slide menu.

SEE ALSO For information about working with slide masters and slide layouts, see "Customize slide masters and layouts" in Chapter 12, "Create custom presentation elements."

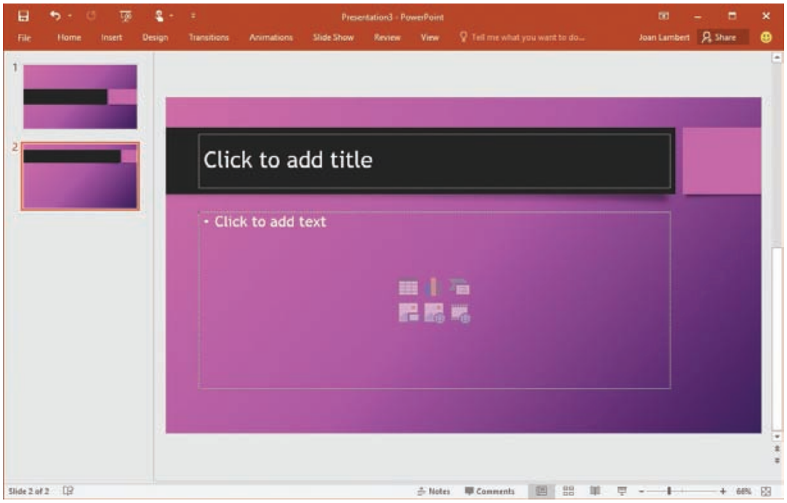

Quotable
Title Slide
Title and Content
Section Header
Two Content
Comparison
Title Only
Blank
Content with Caption
Picture with Caption
Panoramic Picture with Caption
Quote with Caption
Name Card

The structure and design of each slide layout is visible on its thumbnail

You can modify the built-in slide layouts, create your own slide layouts, or create entirely new sets of slide layouts called slide masters, and you can reset slides to match their slide layouts, or apply different slide layouts to existing slides.

Insert new slides

When you create a new slide, PowerPoint inserts it after the currently active slide. In a new presentation based on a standard PowerPoint template, a slide you add after the title slide has the Title And Content layout, and a slide added after a slide other than the title slide has the layout of the preceding slide.


Presentation3 - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Joan Lambert
Share
1
2
Click to add title
Click to add text
Slide 2 of 2
Notes
Comments
68%

The Title And Content layout accommodates a title and either text or graphic content—a table, chart, diagram, picture, clip art image, or media clip

If you want to add a slide that has a different layout, you can select the layout when you insert the slide or you can change the slide layout after you create the slide.

To add a slide based on the default slide layout

1. Select the slide after which you want to add the new slide.
2. Do either of the following:
    - On the **Home** tab, in the **Slides** group, click the **New Slide** button (not its arrow).
    - Press **Ctrl+M**.

> **TIP** You can reset slide content to the slide layout defaults by clicking the Reset button in the Slides group on the Home tab. If you add content to a slide and then realize that the content would work better with a different layout, you can change the slide layout by clicking the Layout arrow in the Slides group, and then clicking the slide layout you want to apply.

To add a slide based on any slide layout

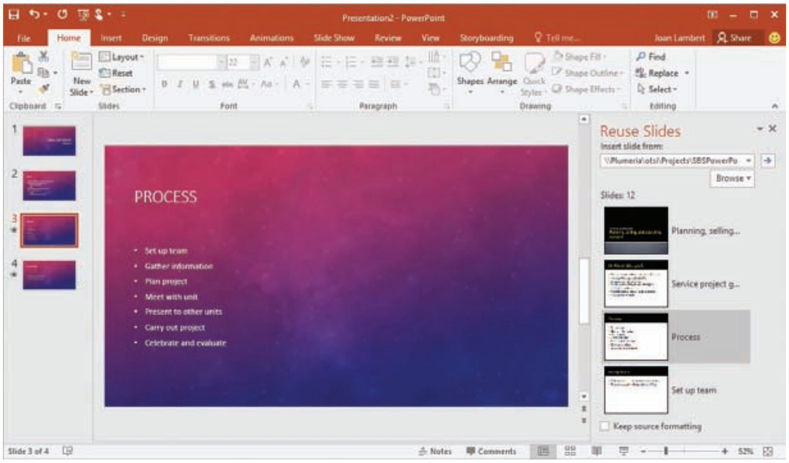
1. Select the slide after which you want to add the new slide.
2. On the **Home** tab, in the **Slides** group, click the **New Slide** arrow to display the **New Slide** gallery and menu.
3. In the gallery, click a slide layout thumbnail to add a slide based on that slide layout.

Copy and import slides and content

You can reuse slides from one presentation in another, in one of two ways: you can copy the slides from the original presentation to the new presentation, or you can use the Reuse Slides tool, which displays the content of an original presentation and allows you to choose the slides you want to insert in the new presentation.

Within a presentation, you can duplicate an existing slide to reuse it as the basis for a new slide. You can then customize the duplicated slide instead of having to create it from scratch.

If you frequently include a certain type of slide in your presentations, such as a slide that introduces you to the audience, you don't have to re-create the slide for each presentation. You can easily reuse a slide from one presentation in a different presentation. (You can use the same techniques to reuse a slide from someone else's presentation to standardize the appearance or structure of slide content with other members of your organization.) The slide takes on the formatting of its new presentation unless you specify otherwise.

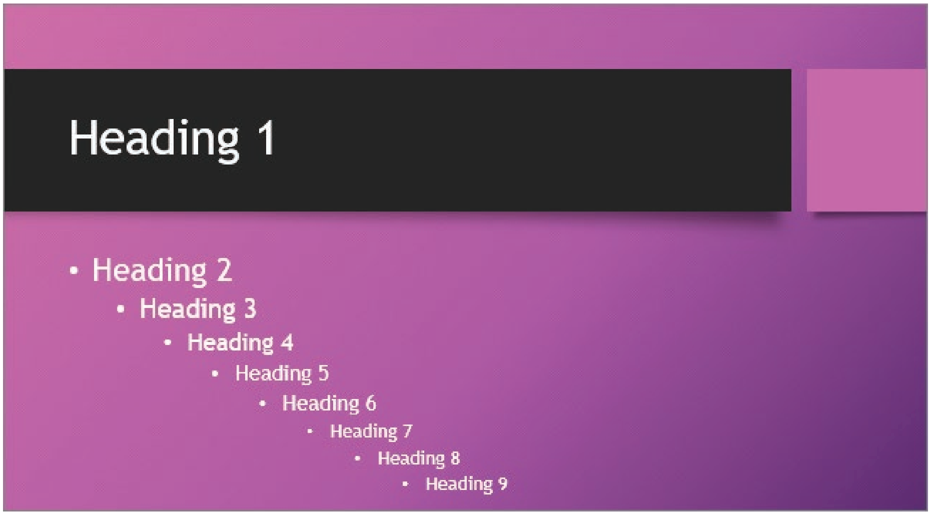

Presentation2 - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Storyboarding
Tell me...
Joan Lambert
Share
Paste
Clipboard
New Slide
Layout
Reset
Section
Slides
Font
Paragraph
Shapes
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Drawing
Find
Replace
Select
Editing
Reuse Slides
Insert slide from:
\\Plumeria\ots\Projects\SBSPowerPo
Browse
Slides: 12
Planning, selling...
Service project g...
Process
Set up team
Keep source formatting
Slide 3 of 4
Notes
Comments
52%

PROCESS

- Set up team
- Gather information
- Plan project
- Meet with unit
- Present to other units
- Carry out project
- Celebrate and evaluate

PowerPoint automatically applies the new theme to reused slides

If the content of your presentation exists in a document, you can configure that content in outline format and then import the outline into PowerPoint. For the import process to work smoothly, format the document content that you want to port into the presentation as headings. PowerPoint converts some styles into slide headings, converts some styles into bullet points, and ignores other styles.



Heading 1

- Heading 2
  - Heading 3
    - Heading 4
      - Heading 5
        - Heading 6
          - Heading 7
            - Heading 8
              - Heading 9

A slide created from an imported outline

The following table illustrates how PowerPoint converts Word document styles to PowerPoint slide elements.

Word document style	PowerPoint presentation style
Title, Subtitle, Heading 1, any bulleted list level, or any numbered list level	Slide title
Heading 2	First-level bulleted list item
Heading 3	Second-level bulleted list item
Heading 4	Third-level bulleted list item
Heading 5	Fourth-level bulleted list item
Heading 6	Fifth-level bulleted list item
Heading 7	Sixth-level bulleted list item
Heading 8	Seventh-level bulleted list item
Heading 9	Eighth-level bulleted list item

To select a single slide

1. Do any of the following:
    - In Normal view, click the slide in the **Thumbnails** pane.
    - In Outline view, click the slide header in the **Outline** pane.
    - In Slide Sorter view, click the slide in the **Slide** pane.

To select multiple slides

1. In Normal view, Outline view, or Slide Sorter view, click the first slide you want to select.
2. Do either of the following:
    - To select a contiguous series of slides, press and hold the **Shift** key, and then click the last slide you want to select.
    - To select noncontiguous slides, press and hold the **Ctrl** key, and then click each additional slide you want to select.

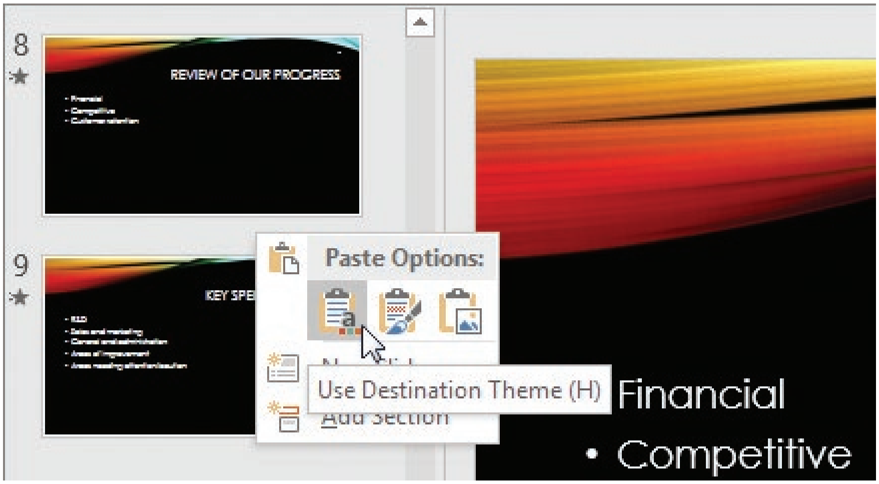
To insert a copy of a slide immediately following the original slide

1. Display the presentation in Normal view.
2. In the **Thumbnails** pane, right-click the slide that you want to copy, and then click **Duplicate Slide**.

To insert a copy of one or more slides anywhere in a presentation

1. Display the presentation in Normal view or Slide Sorter view.
2. Do either of the following to copy a slide or slides:
    - Select the slide thumbnail or thumbnails, and then press **Ctrl+C** or, on the **Home** tab, in the **Clipboard** group, click the **Copy** button.
    - Right-click a slide thumbnail, and then click **Copy**.
3. Do either of the following to insert the slide copy or copies:
    - Click the thumbnail that you want to insert the slide copy or copies after, or click the empty space after the thumbnail. Then press **Ctrl+V** or, on the **Home** tab, in the **Clipboard** group, click the **Paste** button.

- Right-click where you want to insert the slide copy or copies, and then, in the **Paste Options** section of the shortcut menu, click the **Use Destination Theme** button or the **Keep Source Formatting** button.



You can match the destination theme, retain the source theme, or paste as a picture

TIP When PowerPoint displays the paste options, press H to use the destination style or K to use the source style.

4. Repeat step 3 to paste additional copies of the slide or slides into the presentation.

To insert a slide from another presentation

1. Open the source and destination presentations in PowerPoint. Display each presentation in Normal view or Slide Sorter view.
2. Display the two PowerPoint windows side by side.
3. In the source presentation, select the slide or slides you want to copy.
4. Drag the selection to the destination presentation. A horizontal line between slide thumbnails in Normal view or a vertical line between thumbnails in Slide Sorter view indicates the location at which PowerPoint will insert the slides.

   PowerPoint creates copies of the slides and applies the destination theme to the copies.

Or

1. Display the destination presentation in Normal view.
2. On the **Home** tab or **Insert** tab, in the **Slides** group, click the **New Slide** arrow.
3. On the **New Slide** menu, below the gallery, click **Reuse Slides** to open the **Reuse Slides** pane on the right side of the screen.
4. Click the **Browse** button, and then click **Browse File**. In the **Browse** dialog box, browse to the folder that contains the presentation you want to use slides from, and then double-click the presentation.

   > ✓ **TIP** If you've previously connected to the presentation you want to import slides from, you can click the down arrow in the Insert Slide From box to expand the list, and then click the presentation in the list, or click the presentation file name in the Open section of the Reuse Slide pane.

   Or

   Click the **Browse** button, and then click **Browse Slide** Library. In the **Select a Slide Library** window, browse to the slide library that contains the slide or slides you want to insert.

   > **SEE ALSO** For information about slide libraries, see the sidebar "SharePoint slide libraries" in this topic.

   The Reuse Slides pane displays thumbnails of the available slides.
5. In the **Reuse Slides** pane, click the thumbnail of each slide you want to use to insert that slide into your presentation.

   > ✓ **TIP** The reused slide takes on the design of the presentation in which it is inserted. If you want the slide to retain the formatting from the source presentation instead, select the Keep Source Formatting check box at the bottom of the Reuse Slides pane.

6. Close the **Reuse Slides** pane.

To prepare a source document to import as a presentation

1. Enter the content that you want to appear on the slides (and any other content) in a document.
2. Review the styles applied to the content you want to include in the presentation.
   - Title, Subtitle, Heading 1, and any list items will convert to slide titles.
   - Heading 2 through Heading 8 will convert to bulleted list items.
3. Save and close the document.

To create a presentation by importing a Word document

1. On the **Open** page of the Backstage view, click **Browse**.
2. In the file type list, click **All Files (*.*)**.
3. Browse to the folder that contains the Word document that contains the slide title and bullet point information.
4. Double-click the document to create a new presentation.
5. Select all the slides in the new presentation, and then on the **Home** tab, in the **Slides** group, click the **Reset** button.
6. Apply the design template you want.

SEE ALSO For information about applying design templates to presentations, see “Create presentations” in Chapter 2, “Create and manage presentations.”

To create slides in an existing presentation by importing a Word document

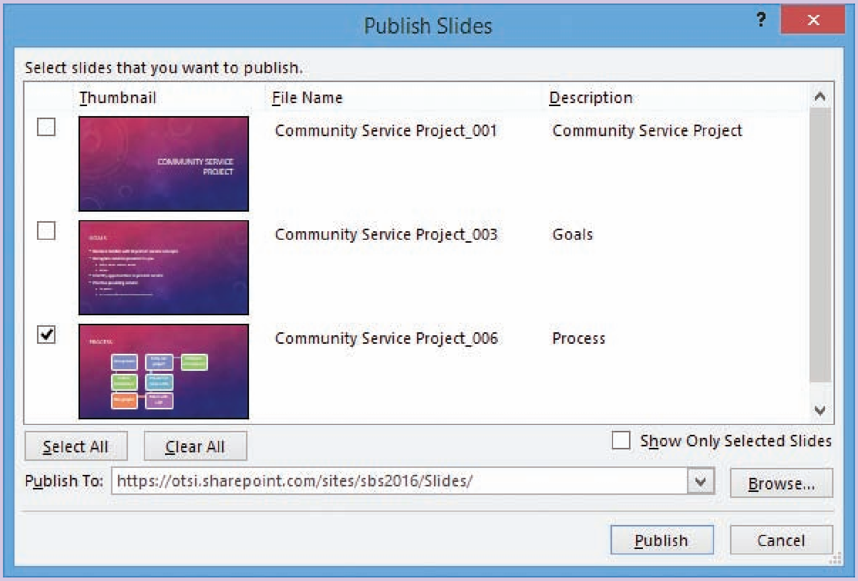
1. Select the slide after which you want to insert the new slides.
2. On the **Home** tab or **Insert** tab, in the **Slides** group, click the **New Slide** arrow.
3. On the **New Slide** menu, below the gallery, click **Slides from Outline** to open the **Insert Outline** dialog box, which resembles the **Open** dialog box.
4. Use standard Windows techniques to browse to the folder that contains the Word document you want to use for the slide titles and content.
5. Double-click the document to insert slides based on its content.

SharePoint slide libraries

If your organization uses a version of Microsoft SharePoint that supports slide libraries, you and your colleagues can store individual slides or entire presentations in a slide library so they are available for use by anyone who has access to the library. At the time of this writing, the current versions of SharePoint (SharePoint Server 2013 and SharePoint Online 2013) don't support the creation of new slide libraries but you can publish slides to and insert slides from legacy libraries.)

To store slides in a slide library, follow these steps:

1. On the **Share** page of the Backstage view, click **Publish Slides**, and then click the **Publish Slides** button.
2. In the **Publish Slides** dialog box, select the check box of each slide you want to publish. (Click the **Select All** button to select the entire presentation.)
3. In the **Publish To** box, enter or paste the URL of the slide library (or click the **Browse** button and browse to the slide library).


Publish Slides
?
×
Select slides that you want to publish.

	Thumbnail	File Name	Description
☐		Community Service Project_001	Community Service Project
☐		Community Service Project_003	Goals
☑		Community Service Project_006	Process

Select All
Clear All
☐ Show Only Selected Slides

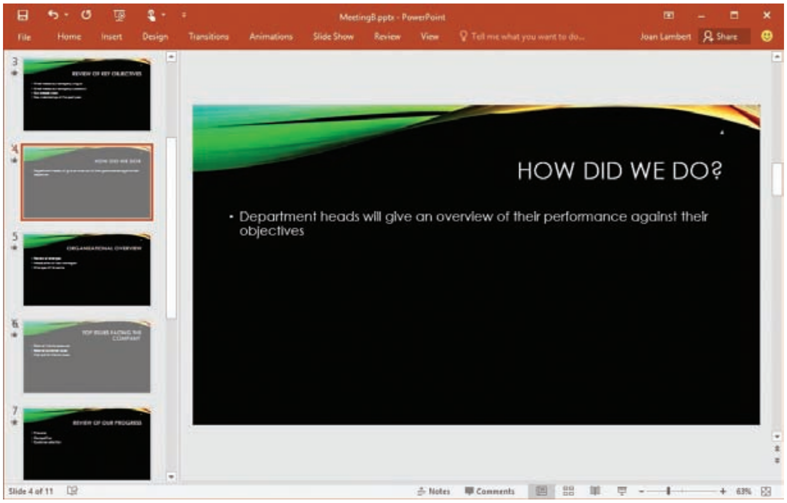
Publish To: https://otsi.sharepoint.com/sites/sbs2016/Slides/

Each slide is published individually

4. Click **Publish**.

Hide and delete slides

If you create a slide and then later realize that you don't need it, you can delete it. If you don't need the slide for a presentation to a specific audience but might need it later, you can hide the slide instead. Hidden slides aren't presented in slide shows. They remain available from the Thumbnails pane, but their thumbnails are dimmed and slide numbers crossed through with a backslash.


Meeting8.pptx - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Joan Lambert
Share
Slide 4 of 11
Notes
Comments
63%

HOW DID WE DO?

- Department heads will give an overview of their performance against their objectives

You can edit the content of hidden slides

When you select a hidden slide, the Hide Slide button on the Slide Show tab is shaded to indicate that the command is in effect. You can edit a hidden slide in the Slide pane just as you can any other, so you might use this feature to keep a slide that you're still working on hidden until it's final. You can unhide a slide to include it in the slide show.

To hide or unhide slides

1. Select the slide or slides you want to hide or unhide.
2. Do either of the following:
    - Right-click the selection, and then click **Hide Slide**.
    - On the **Slide Show** tab, in the **Set Up** group, click the **Hide Slide** button.

TIP The name of the Hide Slide command and button doesn't change; when a hidden slide is active, the command and button are shaded.

To delete slides

1. Right-click a single slide, and then click **Delete Slide**.

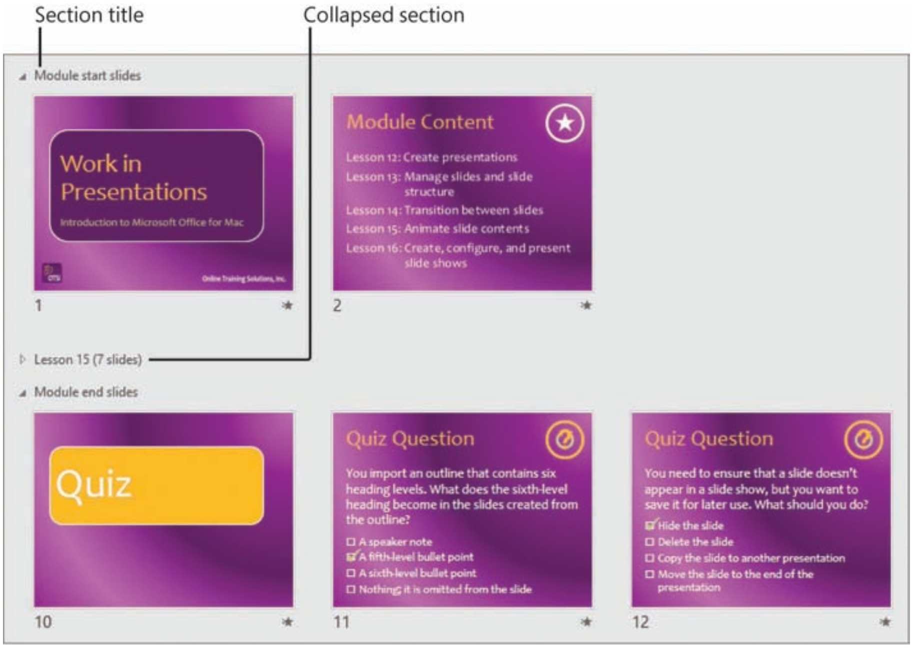
Or

1. Select the slide or slides you want to delete.
2. Do any of the following:
   - Right-click the selection, and then click **Delete Slide**.
   - On the **Home** tab, in the **Clipboard** group, click **Cut**.
   - Press the **Delete** key.

> **TIP** When you add or delete slides in a presentation, PowerPoint renumbers all the subsequent slides.

Divide presentations into sections

To make it easier to organize and format a longer presentation, you can divide it into sections. In both Normal view and Slide Sorter view, sections are designated by titles above their slides. They do not appear in other views, and they do not create slides or otherwise interrupt the flow of the presentation.



Work in Presentations

Introduction to Microsoft Office for Mac

Module Content

Lesson 12: Create presentations

Lesson 13: Manage slides and slide structure

Lesson 14: Transition between slides

Lesson 15: Animate slide contents

Lesson 16: Create, configure, and present slide shows

Quiz

Quiz Question

You import an outline that contains six heading levels. What does the sixth-level heading become in the slides created from the outline?

☐ A speaker note
☑ A fifth-level bullet point
☐ A sixth-level bullet point
☐ Nothing; it is omitted from the slide

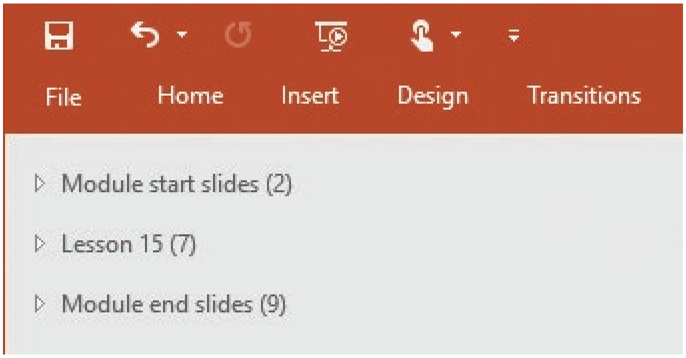
Quiz Question

You need to ensure that a slide doesn't appear in a slide show, but you want to save it for later use. What should you do?

☑ Hide the slide
☐ Delete the slide
☐ Copy the slide to another presentation
☐ Move the slide to the end of the presentation

You can rename, remove, move, collapse, and expand sections

Because you can collapse entire sections to leave only the section titles visible, the sections make it easier to focus on one part of a presentation at a time.



▷ Module start slides (2)

▷ Lesson 15 (7)

▷ Module end slides (9)

You can collapse sections to provide an "outline" of long presentations, with the number of slides in each section displayed in parentheses

TIP If you're collaborating with other people on the development of a presentation, sections are a convenient way of assigning slides to different people.

Some templates include a slide layout, similar to the title slide layout, that is specifically designed for section divider slides. If you divide a long presentation into sections based on topic, you might want to transfer your section titles to these slides to provide guidance to the audience or to mark logical points in the presentation to take breaks or answer questions.

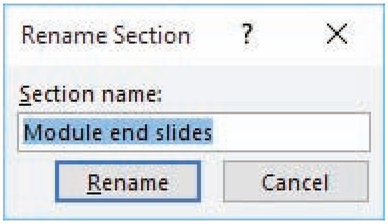
To create a section

1. In Normal view or Slide Sorter view, select the slide that you want to be first in the new section.
2. On the **Home** tab, in the **Slides** group, click the **Section** button, and then click **Add Section** to insert a section title named *Untitled Section* before the selected slide.

To rename a section

1. In Normal view or Slide Sorter view, do either of the following to open the **Rename Section** dialog box:
    - Right-click the section title you want to change, and then click **Rename Section**.

- On the **Home** tab, in the **Slides** group, click the **Section** button, and then click **Rename Section**.



The current section name is selected so that you can easily replace it

2. In the **Section name** box, replace or edit the existing section name, and then click the **Rename** button.

To collapse or expand one slide section

1. In Normal view or Slide Sorter view, click the arrow that precedes the section title.

> **TIP** A right-pointing arrow indicates a collapsed section, an arrow that points to the lower-right corner indicates an expanded section.

To collapse or expand all slide sections

1. Do either of the following:
    - On the **Home** tab, in the **Slides** group, click the **Section** button, and then click **Collapse All** or **Expand All**.
    - Right-click any section name, and then click **Expand All** or **Collapse All**.

Rearrange slides and sections

After you have added several slides to a presentation, you might want to rearrange their order so that they more effectively communicate your message.

You can rearrange a presentation by moving individual slides or entire sections of slides.

To move a slide within a presentation

1. In Normal view or Slide Sorter view, drag the slide thumbnail to its new position. Notice as you drag that the other thumbnails move to indicate where the selected slide will appear when you release the mouse button.

Or

1. Select the slide thumbnail, and then press **Ctrl+X** or on the **Home** tab, in the **Clipboard** group, click **Cut**.
2. Do either of the following:
    - Click the slide thumbnail that you want to insert the cut slide after, and then press **Ctrl+V** or, in the **Clipboard** group, click **Paste**.
    - Click between the other slide thumbnails to insert a thin red marker (horizontal in Normal view or vertical in Slide Sorter view) where you want to move the slide. Then press **Ctrl+V** or, in the **Clipboard** group, click **Paste**.

Or

1. Right-click the slide thumbnail, and then click **Cut**.
2. Right-click between the other slide thumbnails where you want to move the slide.

    TIP The thin red destination marker appears only when you click between thumbnails, not when you right-click between thumbnails.

3. In the **Paste Options** section of the shortcut menu, click the **Use Destination Theme** button or the **Keep Source Formatting** button.

    TIP When PowerPoint displays the paste options, press H to use the destination style or K to use the source style.

To move a section within a presentation

1. Click the title of the section of slides you want to move, to select all the slides in the section.
2. Drag the section to its new location.

Or

1. Right-click the section title, and then click **Move Section Up** or **Move Section Down** to move the section and all its slides before the preceding section or after the following section.

> **TIP** The Move Section commands aren't available on the Section menu; they are available only on the shortcut menu that appears when you right-click a section title.

To merge a section into the preceding section by removing the section divider

1. Click the title of the section of slides you want to ungroup.
2. On the **Home** tab, in the **Slides** group, click the **Section** button, and then click **Remove Section**.

Or

1. Right-click the section title, and then click **Remove Section**.

To merge all sections by removing all section dividers

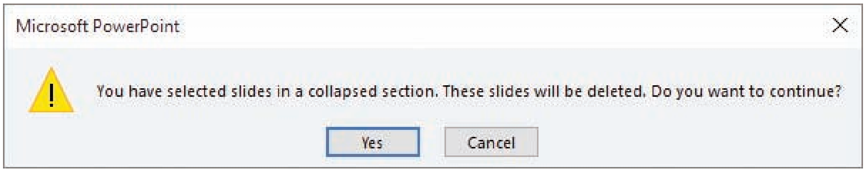
1. On the **Home** tab, in the **Slides** group, click the **Section** button, and then click **Remove All Sections**.

To delete a section of slides

1. Click the title of the section of slides you want to delete, to select all the slides in the section.
2. Press the **Delete** key.

Or

1. Right-click the section title, and then click **Remove Section & Slides**.



You have selected slides in a collapsed section. These slides will be deleted. Do you want to continue?

If the selected section is collapsed, PowerPoint prompts you to confirm the deletion

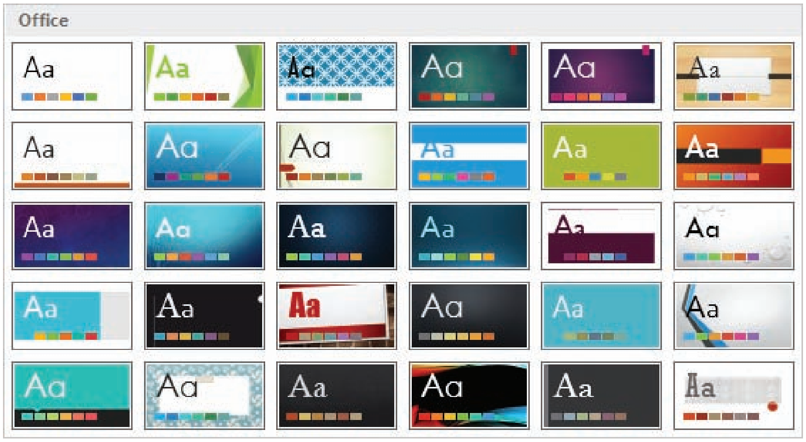
2. If PowerPoint prompts you to confirm the deletion, click **Yes** to delete the section title and all the slides in the section.

> **TIP** The Remove Section & Slides command isn't available on the Section menu; it is available only on the shortcut menu that appears when you right-click a section title.

Apply themes

The appearance of every presentation that you create is governed by a theme—a combination of colors, fonts, effect styles, and background graphics or formatting that coordinates the appearance of all the presentation elements. Even a blank presentation has a theme: the Office theme, which has a white slide background, a standard set of text and accent colors, and the Office font set, which uses Calibri Light for headings and Calibri for body text.

PowerPoint and the other Office 2016 apps share a common set of themes and theme elements. This enables you to easily produce coordinated print and presentation materials. Approximately 30 of these themes are available to you from the PowerPoint Themes gallery. Many of the themes come with predefined variants, which have a different color scheme or background graphic.



The built-in Office themes for PowerPoint

Each thumbnail in the PowerPoint Themes gallery displays a sample of the font set in the form of an uppercase and lowercase letter A (*Aa*) and the color scheme in the form of colored blocks over the default title slide. Title slides frequently have background graphics that set the tone for the presentation. The standard slides associated with the theme will often have a more-subtle background graphic that coordinates with the title slide background. You can choose to hide the background graphic and use only a colored background if you want to.

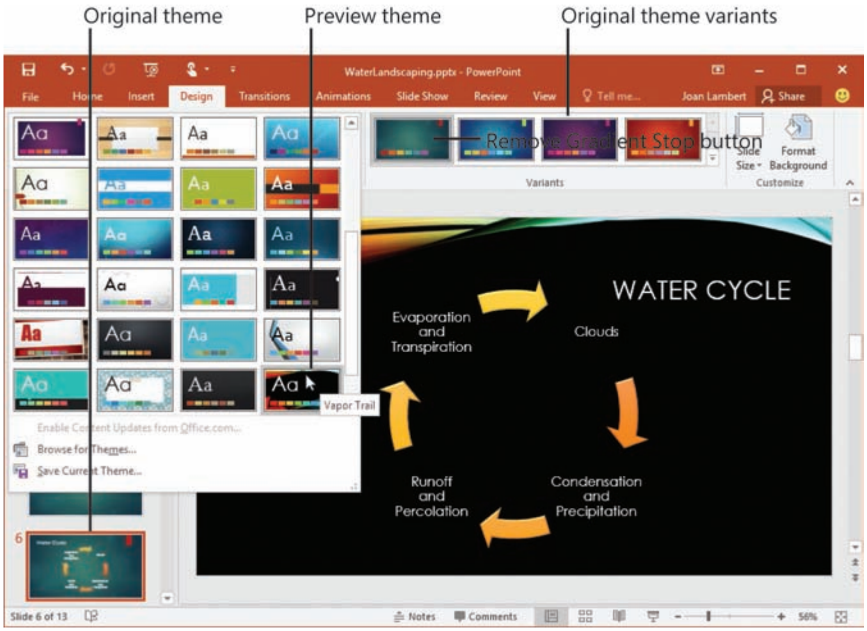
You can change the theme that is applied to an entire presentation or to only one section of the presentation. If you like the colors of one theme, the fonts of another, and the effects of another, you can mix and match theme elements. You can also create your own themes.

SEE ALSO For information about creating themes and custom theme elements, see “Create custom themes” in Chapter 12, “Create custom presentation elements.”

When you’re working in Normal view you can use the Live Preview feature to see how your presentation would look with a different theme applied. Simply point to any theme and pause. PowerPoint temporarily applies the selected formatting to the slide in the Slide pane. This makes it easy to try different themes and theme elements until you find the ones you want.

To apply a standard theme to a presentation

1. Display the presentation in Normal view.
2. On the **Design** tab, in the **Themes** group, click the **More** button (below the scroll arrows) to display the menu that includes the **Office** theme gallery and any custom templates on your computer.
3. Point to thumbnails in the gallery to display the theme names in tooltips and preview the effect of applying the themes to your presentation.


Original theme
Preview theme
Original theme variants
WaterLandscaping.pptx - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me...
Joan Lambert
Share
Remove Gradient Stop button
Slide Size
Format Background
Variants
Customize
Vapor Trail
Enable Content Updates from Office.com...
Browse for Themes...
Save Current Theme...
WATER CYCLE
Evaporation and Transpiration
Clouds
Condensation and Precipitation
Runoff and Percolation
Slide 6 of 13
Notes
Comments
56%

Choose a theme that enhances the content of your presentation

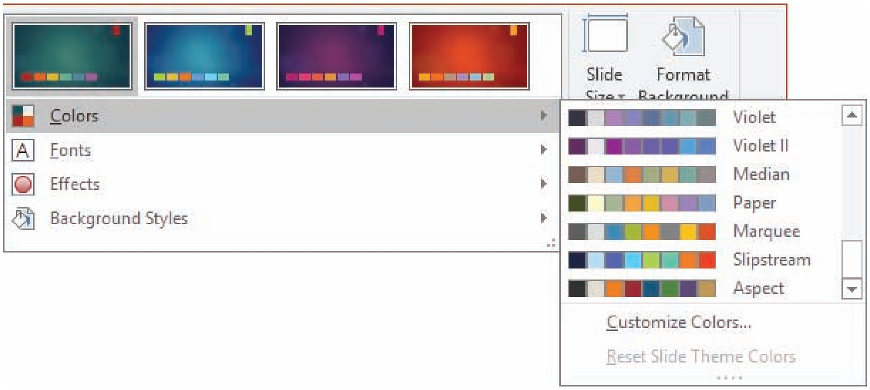
4. Click a **theme** thumbnail to apply that theme to the entire presentation.

To change the color scheme of the presentation

1. On the **Design** tab, in the **Variants** group, click a variant thumbnail.

Or

1. On the **Design** tab, in the **Variants** group, click the **More** button (below the scroll arrows) to expand the **Variants** menu.
2. On the **Variants** menu, click **Colors**, and then click the color set you want to apply.

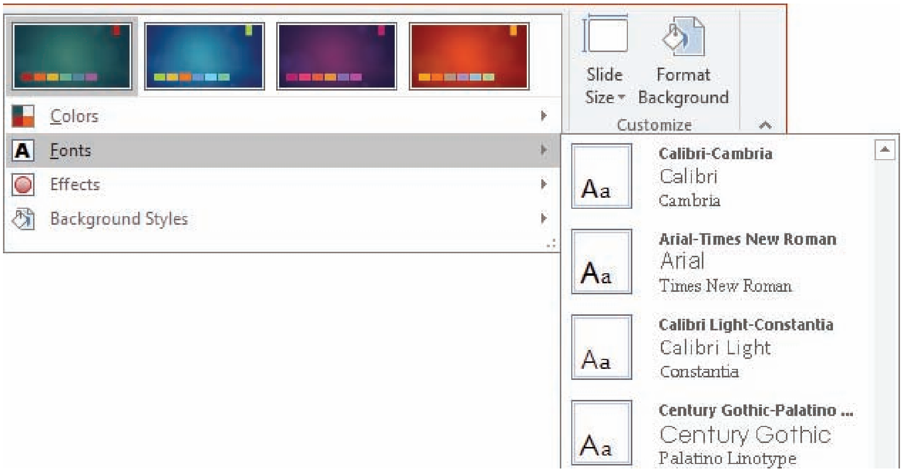

Slide Size
Format Background
Colors
Fonts
Effects
Background Styles
Violet
Violet II
Median
Paper
Marquee
Slipstream
Aspect
Customize Colors...
Reset Slide Theme Colors

Choose from the dozens of standard color schemes

> **TIP** Changing the color scheme, font set, or effect style of a presentation doesn't change the theme that is applied to the presentation.

To change the font set of the presentation

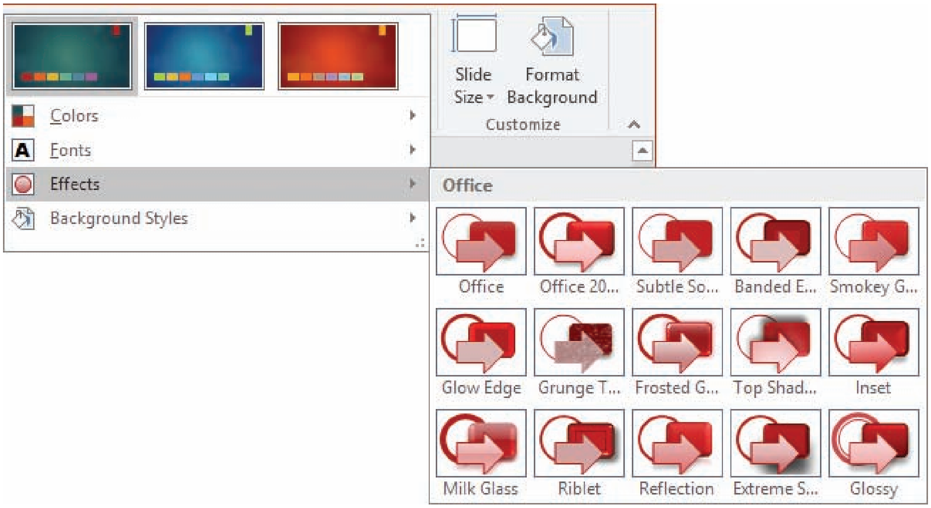
1. On the **Design** tab, in the **Variants** group, click the **More** button (below the scroll arrows) to expand the **Variants** menu.
2. On the **Variants** menu, click **Fonts**, and then click the font set you want to apply.


Slide Size
Format Background
Customize
Colors
Fonts
Effects
Background Styles
Aa
Calibri-Cambria
Calibri
Cambria
Aa
Arial-Times New Roman
Arial
Times New Roman
Aa
Calibri Light-Constantia
Calibri Light
Constantia
Aa
Century Gothic-Palatino ...
Century Gothic
Palatino Linotype

Choose from same-font or complementary-font heading/body font combinations

To change the effect style of the presentation

1. On the **Design** tab, in the **Variants** group, click the **More** button (below the scroll arrows) to expand the **Variants** menu.
2. On the **Variants** menu, click **Effects**, and then click the effect style you want to apply.


Slide Size
Format Background
Customize
Colors
Fonts
Effects
Background Styles
Office
Office
Office 20...
Subtle So...
Banded E...
Smokey G...
Glow Edge
Grunge T...
Frosted G...
Top Shad...
Inset
Milk Glass
Riblet
Reflection
Extreme S...
Glossy

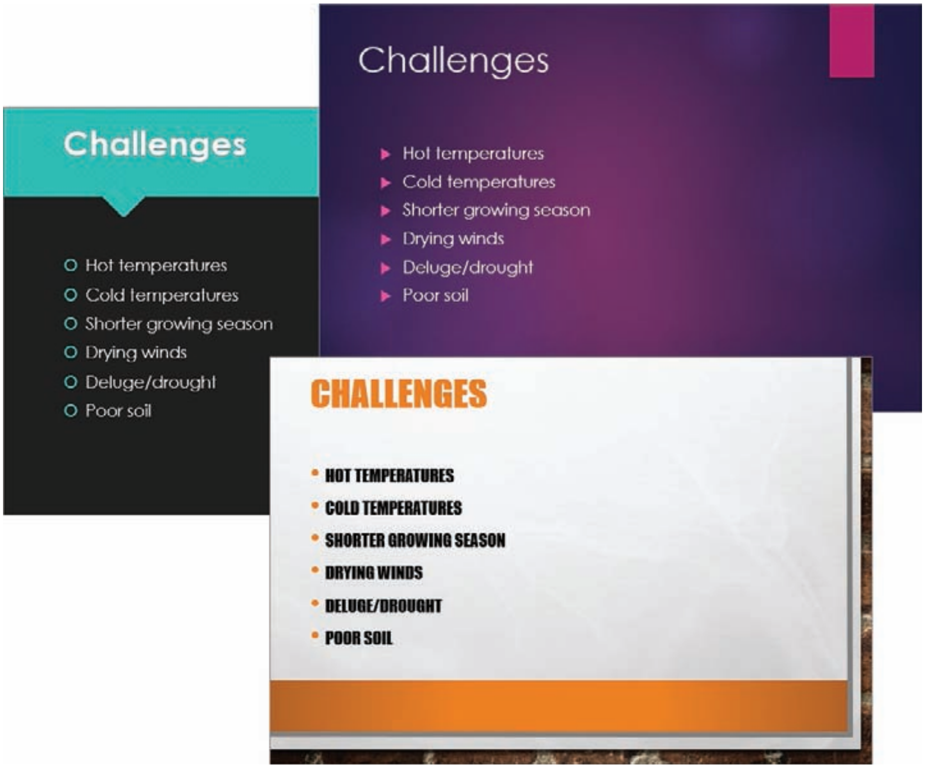
The effect style preview color coordinates with the current color scheme

To apply a theme or theme variant to only part of a presentation

1. Create a section that contains the slides you want to have a different theme.
2. Click the section header to select the section.
3. Apply the theme or theme element.

Change slide backgrounds

The presentation theme includes a standard background. The background might be a color or it might include a background graphic.



Challenges

- Hot temperatures
- Cold temperatures
- Shorter growing season
- Drying winds
- Deluge/drought
- Poor soil

Challenges

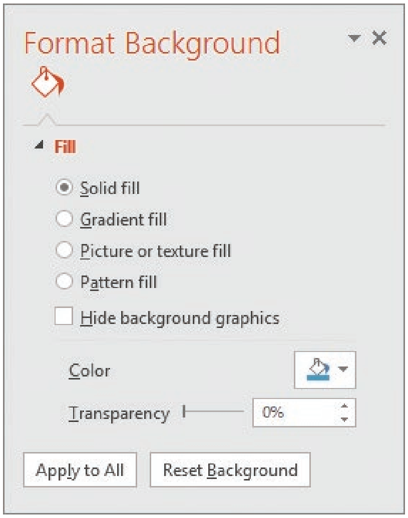
- Hot temperatures
- Cold temperatures
- Shorter growing season
- Drying winds
- Deluge/drought
- Poor soil

CHALLENGES

- HOT TEMPERATURES
- COLD TEMPERATURES
- SHORTER GROWING SEASON
- DRYING WINDS
- DELUGE/DROUGHT
- POOR SOIL

A variety of thematic background graphics

You can customize slide backgrounds by removing the background graphic and filling the slide background with a solid color, a color gradient, a texture, a pattern, or a picture of your choice. You make these changes in the Format Background pane.


Format Background

Fill

● Solid fill
○ Gradient fill
○ Picture or texture fill
○ Pattern fill
☐ Hide background graphics

Color

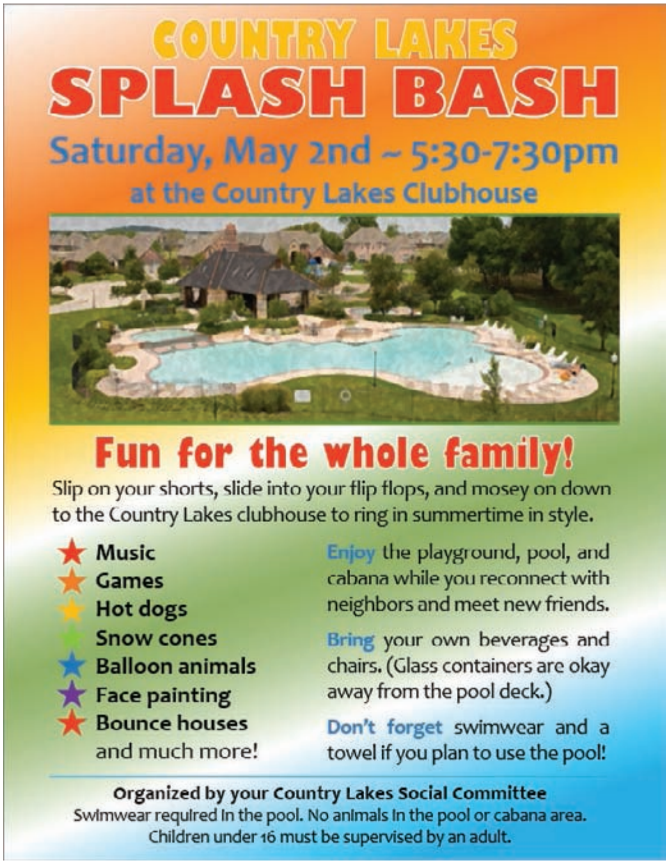
Transparency 0%

You can control the color, texture, pattern, or picture in the background of one or all slides

Each of the options in the Format Background pane has specific settings that appear when you select the option.

A solid color background is a good choice for readability, but if you want to add some interest without a lot of distraction, you can use a color gradient in which a solid color gradually changes to another. PowerPoint offers several light-to-dark and dark-to-light gradient patterns based on the color scheme.

You can also create custom gradients of two, three, or more colors. Each change in color within a gradient is controlled by a gradient stop. For each gradient stop, you can specify the location and specific color (including the transparency and brightness of the color). A color gradient can have from 2 to 10 gradient stops.



COUNTRY LAKES

SPLASH BASH

Saturday, May 2nd ~ 5:30-7:30pm

at the Country Lakes Clubhouse

Fun for the whole family!

Slip on your shorts, slide into your flip flops, and mosey on down to the Country Lakes clubhouse to ring in summertime in style.

- **Music**
- **Games**
- **Hot dogs**
- **Snow cones**
- **Balloon animals**
- **Face painting**
- **Bounce houses**

and much more!

Enjoy the playground, pool, and cabana while you reconnect with neighbors and meet new friends.

Bring your own beverages and chairs. (Glass containers are okay away from the pool deck.)

Don't forget swimwear and a towel if you plan to use the pool!

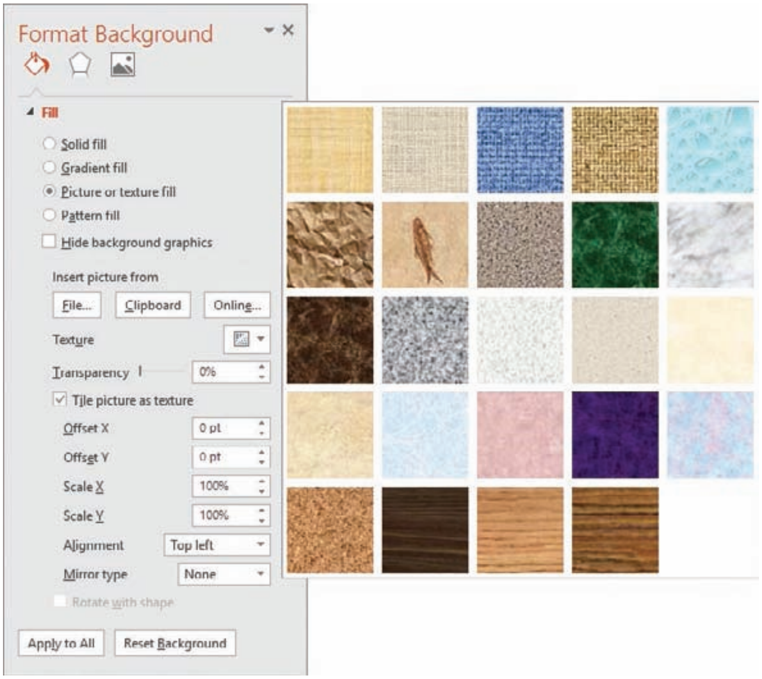
Organized by your Country Lakes Social Committee

Swimwear required in the pool. No animals in the pool or cabana area.

Children under 16 must be supervised by an adult.

A gradient can include up to 10 color changes

If you want something fancier than a solid color or a color gradient, you can give the slide background a texture or pattern. PowerPoint comes with several built-in textures that you can easily apply to the background of slides.


Format Background
Fill
Insert picture from
File...
Clipboard
Online...
Texture
Apply to All
Reset Background

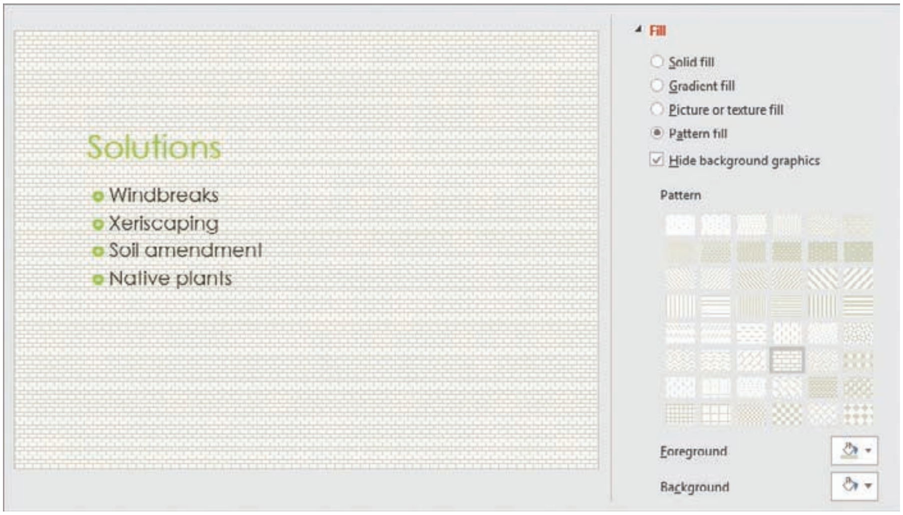
○ Solid fill
○ Gradient fill
● Picture or texture fill
○ Pattern fill
☐ Hide background graphics

Transparency 0%
☑ Tile picture as texture
Offset X 0 pt
Offset Y 0 pt
Scale X 100%
Scale Y 100%
Alignment Top left
Mirror type None
☐ Rotate with shape

Choose a background that doesn't overpower your presentation

If none of these meets your needs, you might want to use a picture of a textured surface. For a dramatic effect, you can even incorporate a picture of your own, although these are best reserved for small areas of the slide rather than the entire background.

If you prefer to use a simple pattern rather than a texture, you can choose from 48 patterns and set the background and foreground color to your liking.



Solutions

- Windbreaks
- Xeriscaping
- Soil amendment
- Native plants

Fill

○ Solid fill

○ Gradient fill

○ Picture or texture fill

● Pattern fill

☑ Hide background graphics

Pattern

Foreground

Background

Click any pattern to preview it on the slide

To display the Format Background pane

1. On the **Design** tab, in the **Customize** group, click the **Format Background** button.

To close the Format Background pane

1. Do either of the following:
   - In the upper-right corner of the pane, click the **Close** button (the X).
   - To the right of the pane name, click the down arrow, and then click **Close**.

To apply a background change to all slides

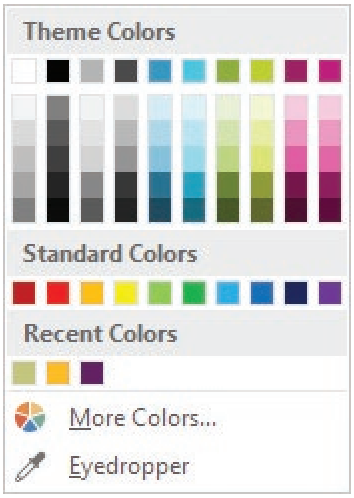
1. In the **Format Background** pane, configure the slide background formatting you want.
2. At the bottom of the pane, click the **Apply to All** button.

To remove the slide background graphic applied by a theme

1. Display the **Format Background** pane.
2. In the **Format Background** pane, select the **Hide background graphics** check box.

To apply a solid background color to one or more slides

1. In the **Format Background** pane, click **Solid fill**.
2. Click the **Color** button to display the color palette.



The color palette displays theme colors, standard colors, and recently used colors

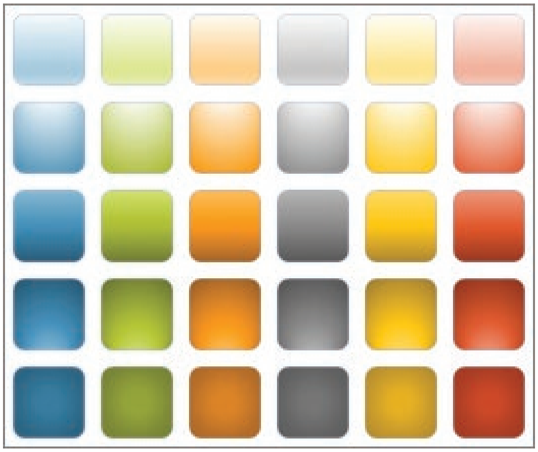
> **SEE ALSO** For information about the colors you can use, see the sidebar "Non-theme colors" later in this topic.

3. Click a theme color variant, a solid color, or a recent color, or click **More Colors** and select a custom color.
4. Move the **Transparency** slider to adjust the background color transparency, or set a specific transparency percentage.

> **SEE ALSO** For information about printing slides without background colors and images, see "Print presentations and handouts" in Chapter 9, "Review presentations."

To apply a gradient background color to one or more slides

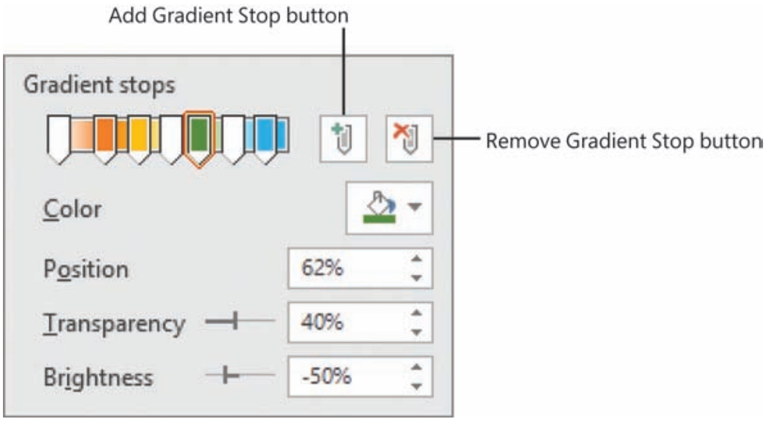
1. In the **Format Background** pane, click **Gradient fill**.
2. Click the **Preset gradients** button, and then click a gradient option based on the current color palette.



Preset color gradients offer linear and radial variants of the theme accent color

Or

1. In the **Type** list, click **Linear**, **Radial**, **Rectangular**, **Path**, or **Shade from title**.
2. In the **Direction** list, click the direction you want the gradient to flow.
3. If you chose the **Linear** type, you can specify the angle you want the gradient to move along. Enter the angle in the **Angle** box.
4. If you want to add gradient stops, do either of the following in the **Gradient Stops** area:
   - Click the **Add gradient stop** button, and then reposition the marker that appears on the slider.
   - Click the slider in the approximate location where you want to insert the gradient stop.



Add Gradient Stop button

Remove Gradient Stop button

Gradient stops

Color

Position 62%

Transparency 40%

Brightness -50%

You can precisely control a color by adjusting the transparency and brightness

5. If you want to remove gradient stops, do either of the following in the **Gradient Stops** area:
   - On the slider, click the marker for the gradient stop you want to remove. Then click the **Remove gradient stop** button.
   - Drag the gradient stop marker off of the slider.
6. In the **Gradient stops** area, set the color, position, transparency, and brightness for each color in the gradient. Note the following:
   - You can select a color swatch or match an existing color by using the eyedropper tool to select a color.
   - You can change the transparency and brightness by moving the markers on the sliders, by entering specific percentages, or by scrolling the dials.

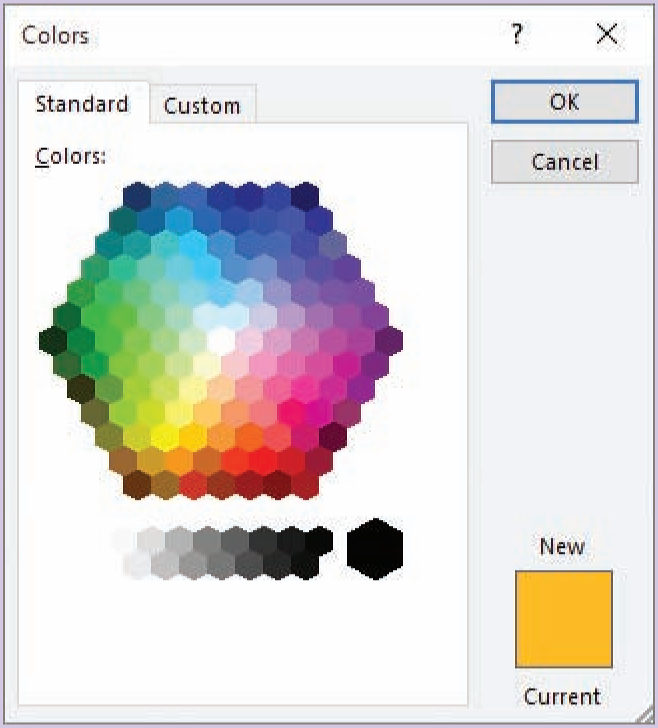
To apply a textured background to one or more slides

1. In the **Format Background** pane, click **Picture or texture fill**.
2. Click the **Texture** button to display the texture gallery. You can select from a variety of textures, including fabric, marble, granite, wood grain, and Formica-like textures in various colors.
3. In the texture gallery, click the texture you want to apply.
4. Move the **Transparency** slider to adjust the background color transparency, or set a specific transparency percentage.

Non-theme colors

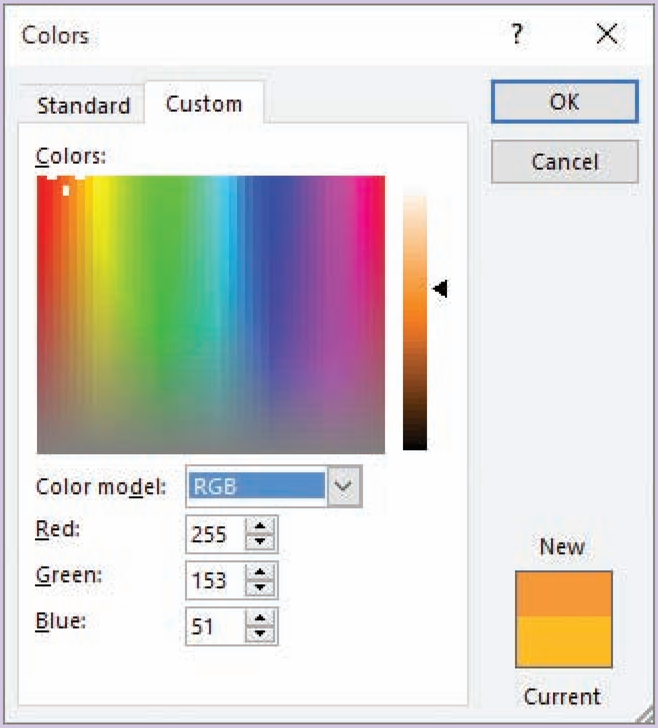
Although using themes enables you to create presentations with a color-coordinated design, you can also use colors that aren't part of the theme. Whenever you apply a color to any presentation element, you can choose from among these options:

- Six shades of each of the 10 theme colors
- Ten standard colors that are available in all Office documents, regardless of the theme
- Non-standard colors that you've used recently
- The Standard color palette that offers permutations of primary, secondary, and tertiary colors in a hexagonal color wheel



Colors from the Standard color wheel remain the same in any Office document regardless of the color scheme

- A custom color model on which you can select from permutations of primary and secondary colors or specify colors by RGB (Red, Green, and Blue) or HSL (Hue, Saturation, and Luminescence) values



Colors

Custom

Color model: RGB

Red: 255

Green: 153

Blue: 51

Choose a color by clicking the rainbow, sliding the shade scale, or entering an RGB or HSL value

If you want to make a selected element the same color as one that is used elsewhere on the same slide, display the color menu, click Eyedropper, and then click the color you want.

To apply a patterned background to one or more slides

1. In the **Format Background** pane, click **Pattern fill**.
2. In the **Pattern** palette, click one of the 48 pattern swatches.
3. Click the **Foreground** button, and then select the primary pattern color.
4. Click the **Background** button, and then select the secondary pattern color.

✓ **TIP** If you want to add a watermark, such as the word *Draft* or *Confidential*, to the background of your slides, you need to add the text to the background of the slide master. For information about slide masters, see "Customize slide masters and layouts" in Chapter 12, "Create custom presentation elements."

Skills review

In this chapter, you learned how to:

- Add and remove slides
- Divide presentations into sections
- Rearrange slides and sections
- Apply themes
- Change slide backgrounds

Practice tasks

The practice files for these tasks are located in the PowerPoint2016SBS\Ch03 folder. You can save the results of the tasks in the same folder.

Add and remove slides

Open the AddRemoveSlides presentation in PowerPoint, and then perform the following tasks:

1. Add two slides after the title slide. First, add a slide that has the default **Title and Content** layout. Then add a slide that has the **Two Content** layout.
2. Add 7 more slides, so you have a total of 10 slides. Use each slide layout at least once.
3. In Normal view, delete slide **3**.
4. Switch to Slide Sorter view, and then delete slides **5** through **8**. The presentation now contains five slides.
5. Add seven slides to the end of the presentation by inserting the content of the **ImportOutline** document.
6. Use the **Reuse Slides** feature to insert the first slide from the **ReuseSlides** presentation as slide **2** in the **AddRemoveSlides** presentation. Then close the **Reuse Slides** pane.
7. Insert a duplicate copy of slide **2** as slide **3**.
8. Hide slide **2**, and then delete slide **8**.
9. Save and close the presentation.

Divide presentations into sections

Open the CreateSections presentation in Normal view, and then perform the following tasks:

1. Divide the presentation into two sections:
   - A section that contains slides **1** through **3**
   - A section that contains slides **4** through **12**
2. Change the name of the first section to **Introduction**.
3. Switch to Slide Sorter view, and then change the name of the second section to **Process**.
4. Collapse both sections, and then expand only the **Process** section.
5. Save and close the presentation.

Rearrange slides and sections

Open the RearrangeSlides presentation in Normal view, and then perform the following tasks:

1. Move the first slide in the **Step 1** section so that it is the third slide in the Introduction section. Then delete the last slide in the Introduction section.
2. Switch to **Slide Sorter** view and scroll through the presentation, noticing the sections.
3. Collapse the sections, and then rearrange them so that the sections for steps 1 through 7 are in order and the End section is at the end of the presentation.
4. Merge the **End** section into the **Step 7** section.
5. Save and close the presentation.

Apply themes

Open the ApplyThemes presentation in Normal view, and then perform the following tasks:

1. On slide **1**, click the slide title. On the **Home** tab, in the **Font** group, notice that the title font is blue-gray, 44-point, Times New Roman.
2. Apply the **Ion** theme to the presentation. On the **Home** tab, in the **Font** group, notice that the title font is now white, 72-point, Century Gothic.
3. Switch to **Slide Sorter** view, and adjust the magnification to display all the slides.
4. Apply the **Circuit** theme to the presentation. Notice that the slide background is blue.
5. Apply the **gray** variant of the Circuit theme to the **Past** section of the presentation.
6. Apply the **red** variant of the Circuit theme to the **Present** section of the presentation.
7. Apply the **green** variant of the Circuit theme to the **Future** section of the presentation.
8. Save and close the presentation.

Change slide backgrounds

Open the ChangeBackgrounds presentation, and then perform the following tasks:

1. Apply a gradient fill background to slide **1**.
2. Change the gradient type to **Rectangular** and set the direction to **From Top Left Corner**.
3. Configure the gradient to have the following four gradient stops:

Stop	Color	Position	Transparency	Brightness
1	Light Green	5%	0%	-10%
2	White	45%	0%	90%
3	Light Blue	75%	0%	0%
4	Purple	100%	20%	0%

4. Apply the custom gradient fill to all slides in the presentation.
5. Change the background of only slide **1** to the **Water droplets** texture, and set the **Transparency** of the texture to **25%**.
6. Save and close the presentation.

Add sound and movement to slides

8

A PowerPoint presentation might be designed to provide ancillary information for a live presentation, or to stand alone as an information source. Regardless of the method of delivery, a presentation has no value if it doesn't keep the attention of the audience. An element that can make the difference between an adequate presentation and a great presentation is the judicious use of animated content, sound, and videos. By incorporating these dynamic effects, you can grab and keep the attention of your audience. You can emphasize key points, control the focus of the discussion, and entertain in ways that will make your message memorable.

With PowerPoint 2016, you have so many opportunities to add pizzazz to your slides that it is easy to end up with a presentation that looks more like an amateur experiment than a professional slide show. When you first start adding animations, sound, and videos to your slides, it is best to err on the conservative side. As you gain more experience, you'll learn how to mix and match effects to get the results you want for a particular audience.

This chapter guides you through procedures related to animating text and pictures on slides, customizing animation effects, adding audio and video content to slides, compressing media to decrease file size, and adding and managing slide transitions.

In this chapter

- Animate text and pictures on slides
- Customize animation effects
- Add audio content to slides
- Add video content to slides
- Compress media to decrease file size
- Add and manage slide transitions

Practice files

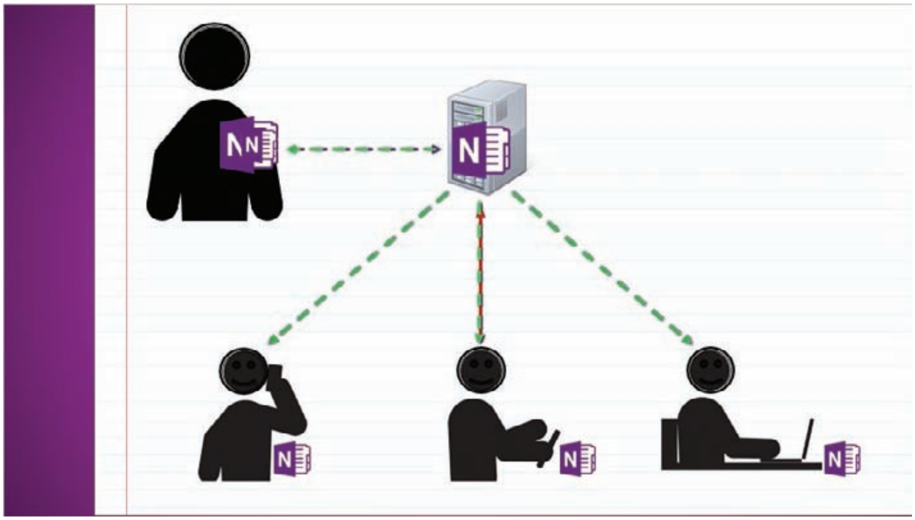
For this chapter, use the practice files from the PowerPoint2016SBS\Ch08 folder. For practice file download instructions, see the introduction.

Animate text and pictures on slides

In the context of PowerPoint, *animation* refers to the movement of an element on a slide. When used appropriately, animated slide elements can both capture the audience's attention and effectively convey information. You can animate any individual objects on a slide, including text containers, pictures, and shapes. (You can't animate objects that are part of the slide background or slide master, other than as part of the transition between slides.)

> **SEE ALSO** For information about the movement that occurs between slides, see "Add and manage slide transitions" later in this chapter.

Thoughtfully designed animations can be very informative, particularly for audience members who are more receptive to visual input than to auditory input. Animations have the added benefit of providing a consistent message with or without a presenter to discuss or externally illustrate a process.

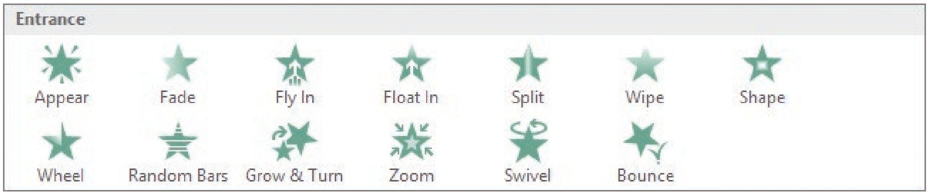


The elements of a multipart animation

You can configure four types of animations: the appearance, movement, emphasis, and disappearance of objects on the slide. There are multiple options within these four categories. The options are categorized as Basic, Subtle, Moderate, and Exciting (although you might have a different concept of "exciting" than the PowerPoint developer who categorized the effects). A few more animation effects are available for text than for other slide objects.

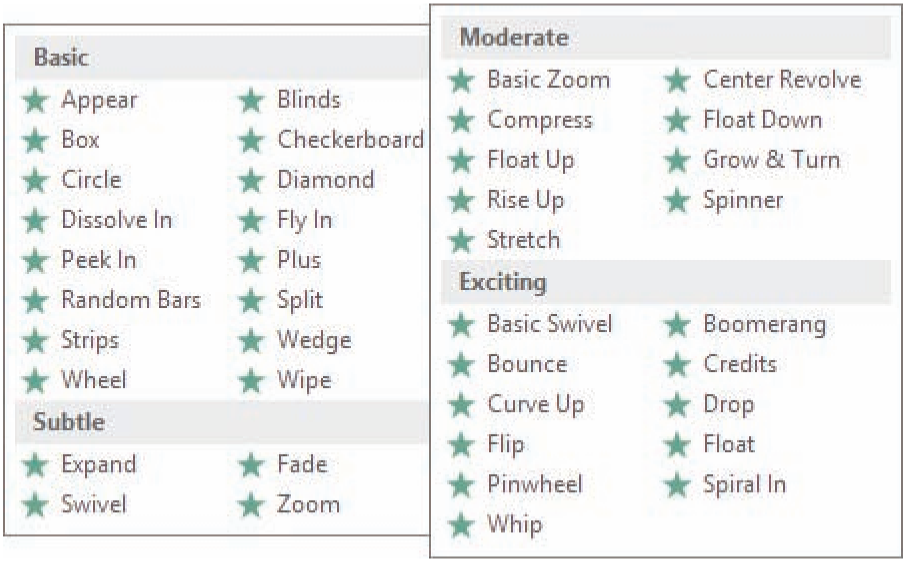
Here’s a breakdown of the animation effects that are available in PowerPoint 2016:

- **Entrance animations** An object with an animated entrance is not visible when the slide first appears. (It is visible during the development process, but not when you present the slide show.) It then appears on the slide in the manner specified by the entrance effect. Some entrance effects are available in the Animation gallery. They’re illustrated in green, and their icons provide some idea of the movement associated with the effect.


Entrance
Appear
Fade
Fly In
Float In
Split
Wipe
Shape
Wheel
Random Bars
Grow & Turn
Zoom
Swivel
Bounce

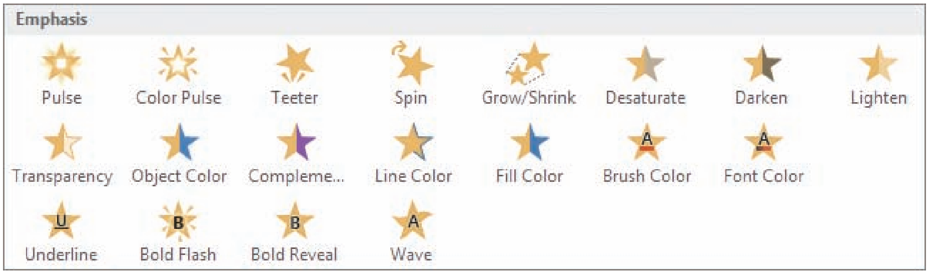
Have fun experimenting with the different effects

Clicking More Entrance Effects at the bottom of the Animation menu opens a dialog box that displays all the available entrance animations by category to help you choose an appropriate effect.


Basic
Appear
Blinds
Box
Checkerboard
Circle
Diamond
Dissolve In
Fly In
Peek In
Plus
Random Bars
Split
Strips
Wedge
Wheel
Wipe
Subtle
Expand
Fade
Swivel
Zoom
Moderate
Basic Zoom
Center Revolve
Compress
Float Down
Float Up
Grow & Turn
Rise Up
Spinner
Stretch
Exciting
Basic Swivel
Boomerang
Bounce
Credits
Curve Up
Drop
Flip
Float
Pinwheel
Spiral In
Whip

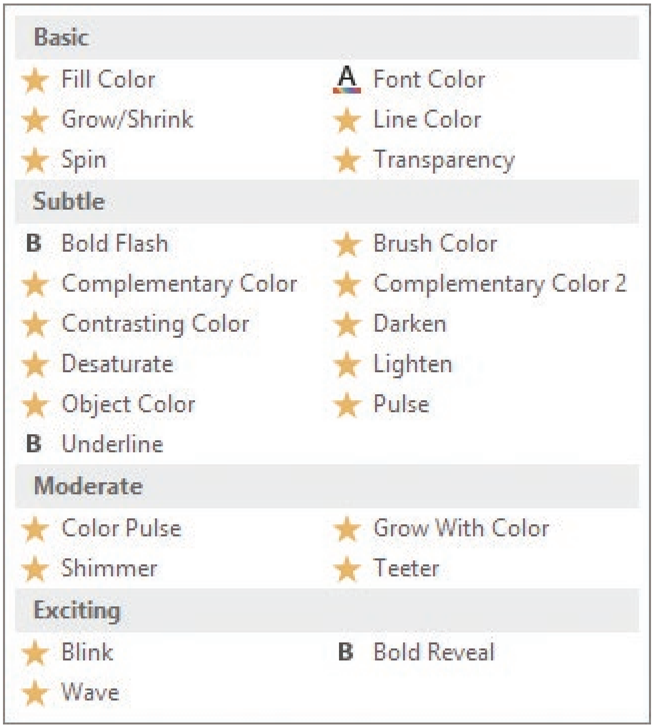
The entrance animation effects available for text

- **Emphasis animations** These effects animate an object that is already visible on the slide to draw attention to it, without changing its location. The emphasis effects that are available in the Animation gallery are illustrated in yellow.


Emphasis
Pulse
Color Pulse
Teeter
Spin
Grow/Shrink
Desaturate
Darken
Lighten
Transparency
Object Color
Compleme...
Line Color
Fill Color
Brush Color
Font Color
Underline
Bold Flash
Bold Reveal
Wave

Effects range from subtle to bold

Clicking More Emphasis Effects at the bottom of the Animation menu opens a dialog box that displays all the available emphasis animations by category.



Basic

★ Fill Color
A Font Color
★ Grow/Shrink
★ Line Color
★ Spin
★ Transparency

Subtle

B Bold Flash
★ Brush Color
★ Complementary Color
★ Complementary Color 2
★ Contrasting Color
★ Darken
★ Desaturate
★ Lighten
★ Object Color
★ Pulse
B Underline

Moderate

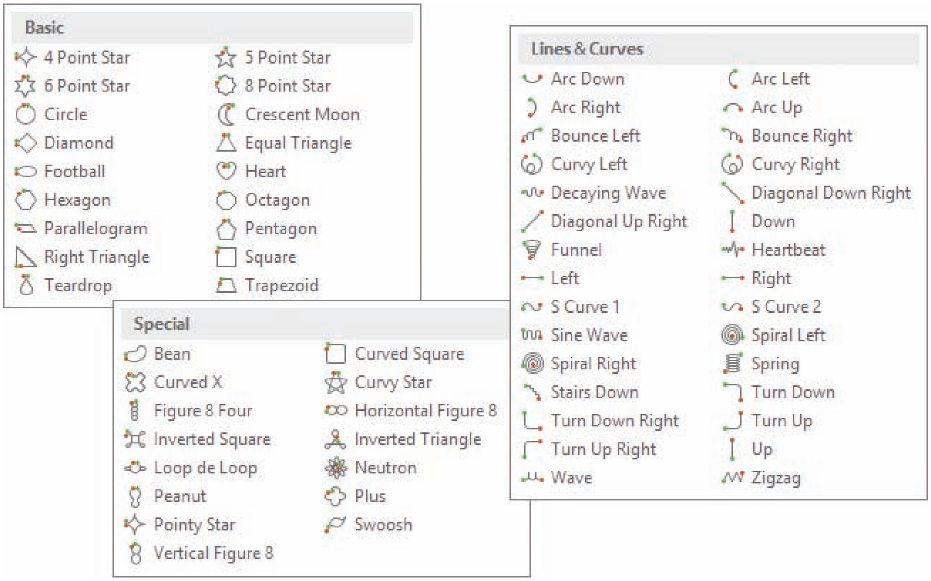
★ Color Pulse
★ Grow With Color
★ Shimmer
★ Teeter

Exciting

★ Blink
B Bold Reveal
★ Wave

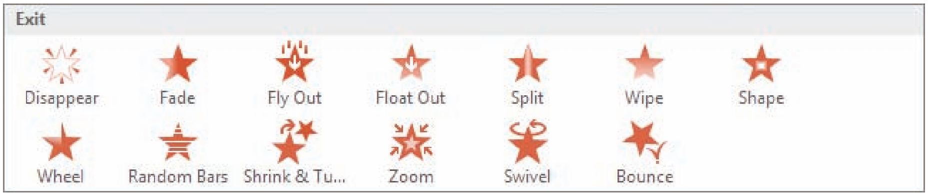
The emphasis animations available for text and images

- **Motion Path animations** These effects move an object along a path that you specify, over a period of time that you specify. A few simple motion paths are available from the Animation gallery, but a surprisingly large variety is available from the dialog box that opens when you click More Motion Paths at the bottom of the Animation menu.


Basic
4 Point Star
5 Point Star
6 Point Star
8 Point Star
Circle
Crescent Moon
Diamond
Equal Triangle
Football
Heart
Hexagon
Octagon
Parallelogram
Pentagon
Right Triangle
Square
Teardrop
Trapezoid
Special
Bean
Curved Square
Curved X
Curvy Star
Figure 8 Four
Horizontal Figure 8
Inverted Square
Inverted Triangle
Loop de Loop
Neutron
Peanut
Plus
Pointy Star
Swoosh
Vertical Figure 8
Lines & Curves
Arc Down
Arc Left
Arc Right
Arc Up
Bounce Left
Bounce Right
Curvy Left
Curvy Right
Decaying Wave
Diagonal Down Right
Diagonal Up Right
Down
Funnel
Heartbeat
Left
Right
S Curve 1
S Curve 2
Sine Wave
Spiral Left
Spiral Right
Spring
Stairs Down
Turn Down
Turn Down Right
Turn Up
Turn Up Right
Up
Wave
Zigzag

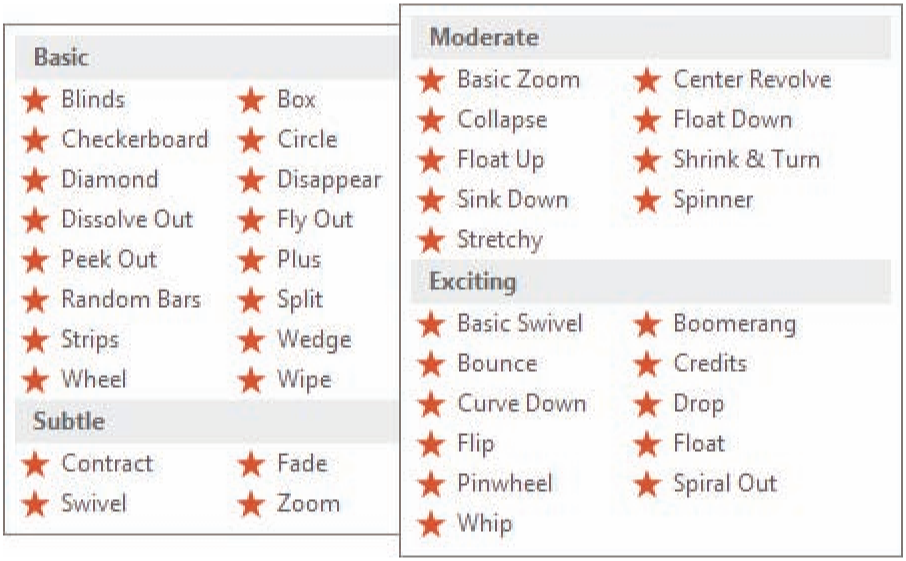
The motion path animations available for text

- **Exit animations** These effects take an existing object through a process that results in the object no longer being visible on the slide. The exit effects that are available in the Animation gallery are illustrated in red.


Exit
Disappear
Fade
Fly Out
Float Out
Split
Wipe
Shape
Wheel
Random Bars
Shrink & Tu...
Zoom
Swivel
Bounce

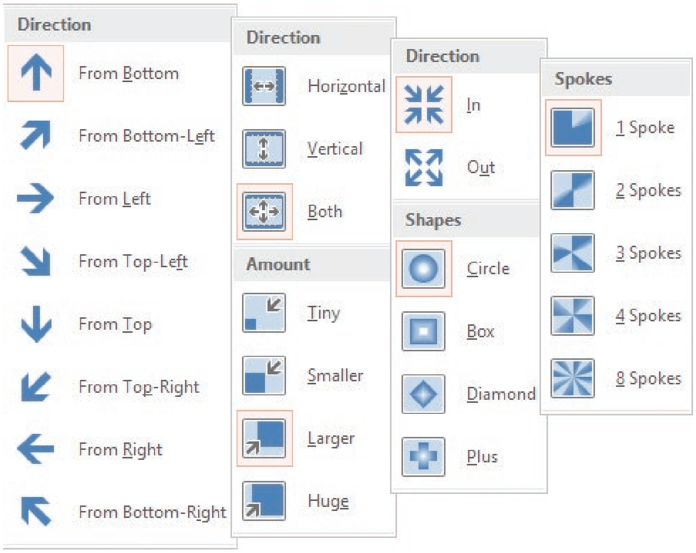
Choose an effect that suits the style of your presentation

Additional exit effects are available from the Change Exit Effect dialog box.


Basic
Blinds
Box
Checkerboard
Circle
Diamond
Disappear
Dissolve Out
Fly Out
Peek Out
Plus
Random Bars
Split
Strips
Wedge
Wheel
Wipe
Subtle
Contract
Fade
Swivel
Zoom
Moderate
Basic Zoom
Center Revolve
Collapse
Float Down
Float Up
Shrink & Turn
Sink Down
Spinner
Stretchy
Exciting
Basic Swivel
Boomerang
Bounce
Credits
Curve Down
Drop
Flip
Float
Pinwheel
Spiral Out
Whip

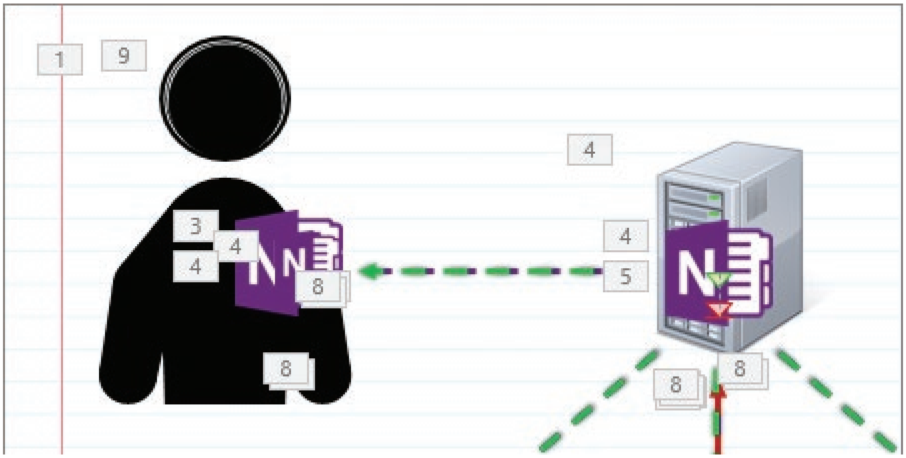
The exit animations available for text

Animations can be very simple, or very complex. Many animations have options that you can configure, such as the direction, speed, size, or color. For example, when you configure an entrance effect for a bulleted list, you can specify whether to have the entire list enter the slide at the same time, or to have only one bulleted item enter at a time. After you choose an effect, the applicable options are available on the Effect Options menu.


Direction
From Bottom
From Bottom-Left
From Left
From Top-Left
From Top
From Top-Right
From Right
From Bottom-Right
Direction
Horizontal
Vertical
Both
Amount
Tiny
Smaller
Larger
Huge
Direction
In
Out
Shapes
Circle
Box
Diamond
Plus
Spokes
1 Spoke
2 Spokes
3 Spokes
4 Spokes
8 Spokes

Some animations have options, and others don't

You can apply multiple animation effects (for example, an entrance effect and an emphasis effect) to a single object. As you assign animations to slide objects, numbers appear on the objects to specify the order of the animation effects. The numbers are visible only when the Animation tab is active.



Each number represents one animation

As you build an animated slide, you can add and animate individual elements, or you can add all the elements to the slide first, and then animate them. Regardless of the process you choose, position the objects on the slide as follows:

- **Entrance effects** Position the object where you want it to end up after it enters the slide.
- **Emphasis effects** Position the object where it will be before and after the effect.
- **Exit effects** Position the object where it will be before it leaves the slide.

After all the elements are in place, animate them in the order you want the animations to occur. (If you're animating multiple objects, it might be helpful to write out a description of the process before starting.) If you animate something out of order, don't worry—you can reorder the animations from within the Animation Pane.

Animate this

Animations can greatly enrich presentation content. However, incorporating a “dazzling” array of animation effects into a presentation can be distracting or confusing to the audience. Ensure that the time you put into creating an animation has value to you and to your audience members.

Consider using animations to provide subliminal information—for example, in a multipart presentation, use one consistent entrance effect for the part opener titles to draw the attention of the audience members and cue them to a change of subject.

An excellent use of animation is to create “build slides” that add information in layers and essentially culminate in a review slide. Simple examples of build slides include:

- A bulleted list that adds one item to the list at a time. For greater impact, display an image related to the current list item, and replace the image as each new list item appears.
- A pie chart that displays each chart wedge individually, and finishes with the complete pie. Make this even more informative by displaying a detailed breakdown of the chart data for each category as you display its chart wedge.

You could achieve these effects by creating series of separate slides, but it’s much simpler to animate the list or chart object.

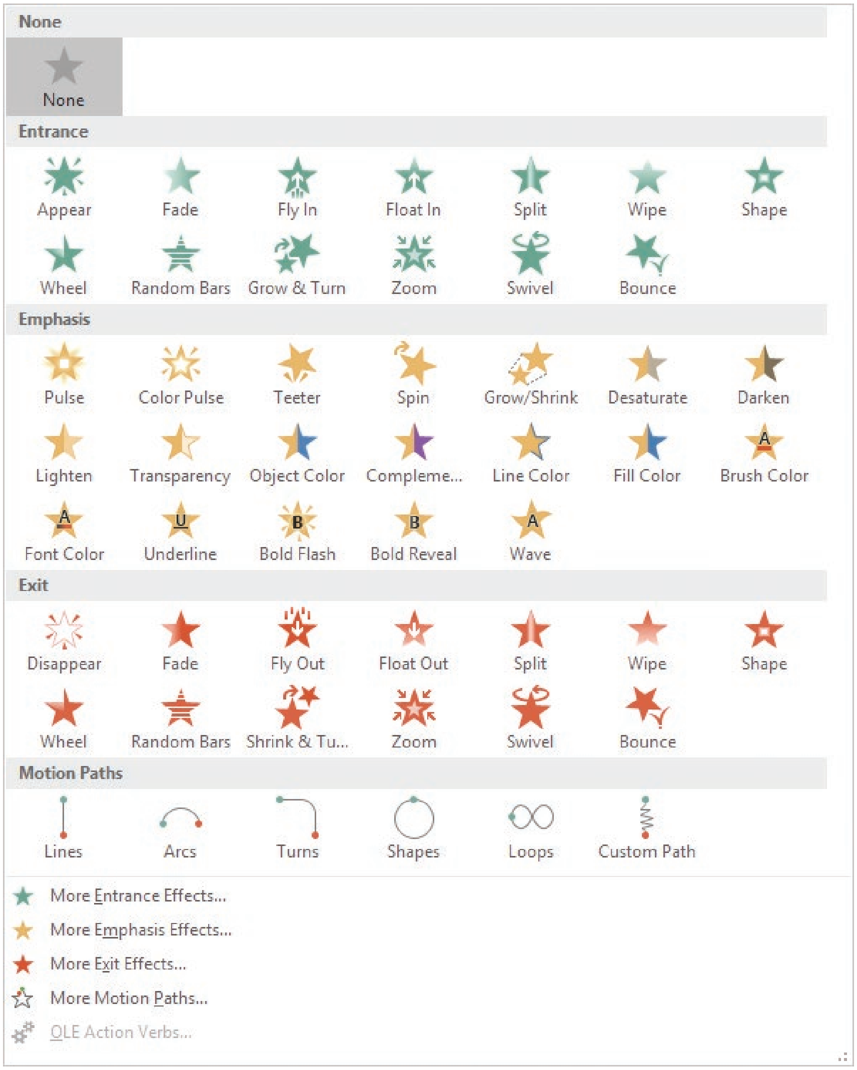
A more difficult but often worthwhile use of slide object animation is to provide a visual image of a process as you describe it. You can narrate the animation in person or, if you’re going to distribute the presentation electronically, you can record the narration and synchronize the animations with the relevant wording.

To animate an object on a slide

1. Display the slide in the **Slide** pane, and select the object that you want to animate, or its container. (For example, if you want to animate the entrance of a bulleted list, select the text box that contains the bulleted list.)

2. On the **Animations** tab, in the **Animation** group, click the **More** button to display the **Animation** menu and gallery.

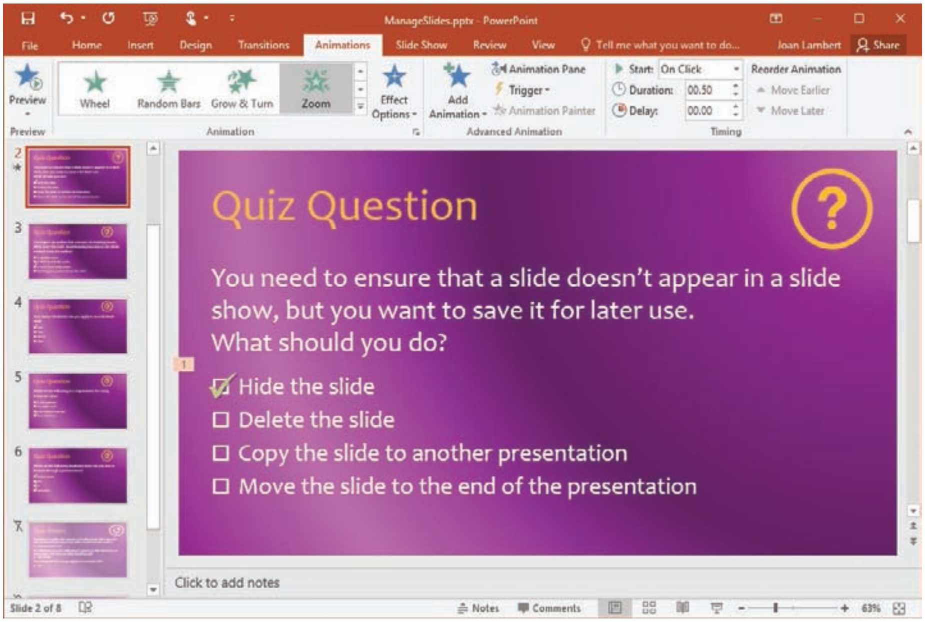
> **TIP** If the menu expands to cover the slide content, you can drag the handle in the lower-right corner of the menu to resize it.


None
None
Entrance
Appear
Fade
Fly In
Float In
Split
Wipe
Shape
Wheel
Random Bars
Grow & Turn
Zoom
Swivel
Bounce
Emphasis
Pulse
Color Pulse
Teeter
Spin
Grow/Shrink
Desaturate
Darken
Lighten
Transparency
Object Color
Compleme...
Line Color
Fill Color
Brush Color
Font Color
Underline
Bold Flash
Bold Reveal
Wave
Exit
Disappear
Fade
Fly Out
Float Out
Split
Wipe
Shape
Wheel
Random Bars
Shrink & Tu...
Zoom
Swivel
Bounce
Motion Paths
Lines
Arcs
Turns
Shapes
Loops
Custom Path
More Entrance Effects...
More Emphasis Effects...
More Exit Effects...
More Motion Paths...
OLE Action Verbs...

The Animation gallery and menu

3. Do either of the following:
    - In the **Animation** gallery, click the icon that represents the animation you want to apply.
    - On the **Animation** menu, click the **More** command for the type of animation you want to apply, and then in the **Change *Type* Effect** dialog box, click the animation you want.

PowerPoint displays a live preview of the selected animation effect and adds an animation number adjacent to the object. A star appears next to the slide thumbnail to indicate that the slide contains either an animation or a transition.


ManageSlides.pptx - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Joan Lambert
Share
Preview
Wheel
Random Bars
Grow & Turn
Zoom
Effect Options
Add Animation
Animation Pane
Trigger
Animation Painter
Reorder Animation
Move Earlier
Move Later
Preview
Animation
Advanced Animation
Timing
2
3
4
5
6
7
1
Click to add notes
Slide 2 of 8
Notes
Comments
63%

Start: On Click
Duration: 00.50
Delay: 00.00

Quiz Question

You need to ensure that a slide doesn't appear in a slide show, but you want to save it for later use.
What should you do?

☑ Hide the slide
☐ Delete the slide
☐ Copy the slide to another presentation
☐ Move the slide to the end of the presentation

In the Thumbnails pane, the star below the slide number indicates the presence of movement on the slide

TIP When you apply an animation, PowerPoint automatically previews (plays) the animation. If this is distracting to you, you can turn off this feature by clicking the Preview arrow (in the Preview group on the Animations tab) and then clicking AutoPreview to remove the check mark that indicates the option is turned on.

To select an applied animation

1. On the slide or in the **Animation Pane**, click the animation number.

To display or hide the Animation Pane

1. On the **Animations** tab, in the **Advanced Animation** group, click the **Animation Pane** button.

> **TIP** You can expand and collapse sets of animation effects in the Animation Pane to help you focus on those you want to work with.

To configure animation options

1. Apply the animation, or select a previously applied animation.
2. On the **Animations** tab, in the **Animation** group, click the **Effect Options** button. (If the button is unavailable, the animation has no configurable options.)

   The Effect Options menu has one titled section for each option that you can configure.
3. On the **Effect Options** menu, click one option in each section.

To apply multiple animation effects to one object

1. Apply the first animation effect and configure any options.
2. Select the object (not the animation). The existing animation information is highlighted on the Animations tab and in the Animation Pane.
3. On the **Animations** tab, in the **Advanced Animation** group, click the **Add Animation** button. In the **Add Animation** gallery, click the additional animation you want to apply.

To copy a set of animation effects from one object to another object

1. Select the source object.
2. On the **Animations** tab, in the **Advanced Animation** group, click the **Animation Painter** button.
3. Point to the object you want to format. When a paintbrush appears to the right of the cursor, click the object to apply the formatting.

TIP The Animation Painter is similar to the Format Painter. If you click the Animation Painter button one time, you can copy the formatting to one other object. If you double-click the Animation Painter button, you can copy the formatting to many other objects, until you click the button again or press Esc to deactivate it.

To preview animations

1. Do any of the following:
   - To preview all animations on a slide in order, on the **Animations** tab, in the **Preview** group, click the **Preview** button.
   - To preview a specific animation and those that follow, in the **Animation Pane**, click the first animation, and then click the **Play From** button.
   - To preview one animation, select the animation on the slide and then, in the **Animation Pane**, click the **Play Selected** button.

To remove animation effects from slide objects

1. Do either of the following in the **Animation Pane**:
   - To remove one animation, right-click the animation, and then click **Remove**.
   - To remove all animations, click any animation, press **Ctrl+A** to select all the animations, and then press **Delete**.

Customize animation effects

Many presentations don't require much in the way of animation, and you might find that transitions and ready-made animation effects will meet all your animation needs. However, for those occasions when you want a presentation with pizzazz, you can customize the animation effects.

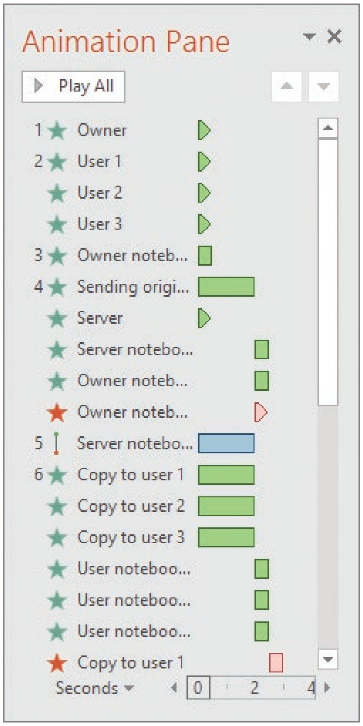
TIP Animations can be useful for self-running presentations, where there is no presenter to lead the audience from one concept to another.

After you apply an animation effect, you can fine-tune its action in the following ways:

- Specify the direction, shape, or sequence of the animation. (The options vary depending on the type of animation you apply.)
- Specify what action will trigger the animation. For example, you can specify that clicking a different object on the slide will animate the selected object.

- As an alternative to clicking the mouse button to build animated slides, have PowerPoint build the slide for you.
- Control the implementation speed (duration) of each animation, or delay an animation effect.
- Change the order of the animation effects.

Entrance and exit effects cause objects to appear and disappear when you're previewing or presenting a slide. However, all the objects are visible while you're working in the Slide pane. A very helpful tool when managing multiple animated objects on a slide is the Animation Pane. Each numbered animation on the slide has a corresponding entry in the Animation Pane that provides information and options for managing the animations.


Animation Pane
Play All
1 Owner
2 User 1
User 2
User 3
3 Owner noteb...
4 Sending origi...
Server
Server notebo...
Owner noteb...
Owner noteb...
5 Server notebo...
6 Copy to user 1
Copy to user 2
Copy to user 3
User noteboo...
User noteboo...
User noteboo...
Copy to user 1
Seconds
0
2
4

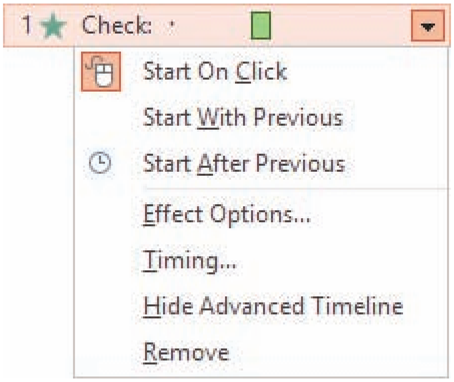
Manage all aspects of animations from the Animation Pane

The color coding of the Entrance, Emphasis, and Exit effects is visible in the Animation Pane, and a timeline is available at the bottom of the pane. The visual indicators to the right of each object name represent the type, starting point, and duration of each animation event, as follows:

- The indicator color represents the animation type (green for Entrance, yellow for Emphasis, blue for Motion Path, and red for Exit).
- The left side of the indicator aligns with the animation starting point. If the left sides of two indicators align, those animations start at the same time. If the left side of an indicator aligns with the right side of the previous indicator, the animations run in order.
- The width of the indicator is the animation duration as it relates to the timeline at the bottom of the Animation Pane.
- The right side of the indicator is either triangular or square. A square indicates that the animation has a fixed duration; a triangular edge indicates that the duration is set to Auto.

Each animation is an individual event. By default, each animation starts immediately "on click," meaning when you switch to the slide, click the mouse button, tap the screen, or press an arrow key—any action that would otherwise move to the next slide. You can change the animation "trigger" either to run with or after another event, to run it after a certain length of time, or to run it when you click a specific screen element or reach a bookmark in an audio or video clip. You control these settings either from the Advanced Animation and Timing groups on the Animations tab, or from the Animation Pane.

Clicking an animation in the Animation Pane selects the animation and displays an arrow to the right of the animation timing indicators. Clicking the arrow displays a menu of actions. Some of these actions are available from the Animations tab, but the effect options available from this menu are more complex than those on the Effect Options menu in the Animation group.

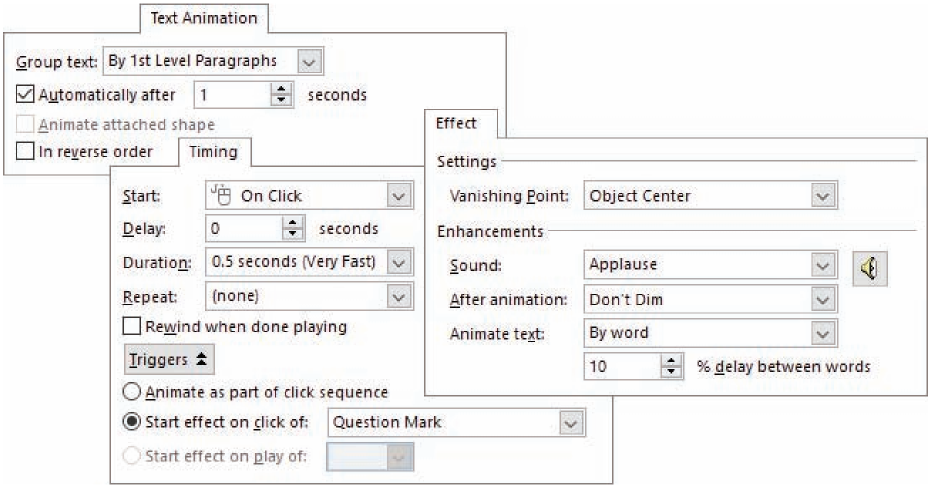

1 Check:
Start On Click
Start With Previous
Start After Previous
Effect Options...
Timing...
Hide Advanced Timeline
Remove

You can configure these actions from the Animation Pane to customize an animation

Clicking Effect Options on the shortcut menu provides access to an effect-specific dialog box where you can refine that type of animation in the following ways:

- Specify whether the animation should be accompanied by a sound effect.
- Dim or hide the element after the animation, or have it change to a specific color.
- If the animation is applied to text, animate all the text at once or animate it word by word or letter by letter.
- Repeat an animation and specify what triggers its action.
- If a slide has more than one level of bullet points, animate different levels separately.
- If an object has text, animate the object and the text together (the default) or separately, or animate one but not the other.

The dialog box title is the animation type, and the options available in the dialog box are specific to that type of animation.



Group text: By 1st Level Paragraphs
☑ Automatically after 1 seconds
☐ Animate attached shape
☐ In reverse order

Start: On Click
Delay: 0 seconds
Duration: 0.5 seconds (Very Fast)
Repeat: (none)
☐ Rewind when done playing
○ Animate as part of click sequence
● Start effect on click of: Question Mark
○ Start effect on play of:

Settings
Vanishing Point: Object Center
Enhancements
Sound: Applause
After animation: Don't Dim
Animate text: By word
10 % delay between words

Some of the settings available through the Animation Pane Effect Options menu

To open the effect-specific dialog box for an animation

1. Do either of the following in the **Animation Pane**:
    - Point to the animation, click the arrow, and then click **Effect Options**.
    - Double-click the animation.

To change the order of animation effects on a slide

1. On the slide or in the **Animation Pane**, select the animation you want to reorder.
2. On the **Animations** tab, in the **Timing** group, click **Move Earlier** or **Move Later**.

Or

1. In the **Animation Pane**, select the animation or animations that you want to move.
2. Drag the selection to the new position in the **Animation Pane**. The animation numbers change to reflect the new positions.

TIP After reordering animations, it's a good idea to preview the animations to ensure that the actions happen in a logical order.

To set the trigger for a selected animation

TIP Many of the following settings can be configured on the Animations tab, in the Animation Pane, or in the effect-specific options dialog box. We've provided one path to the setting, but use the interface that you're most comfortable with.

1. Do any of the following in the **Timing** group on the **Animations** tab:
   - To start the animation manually, click the **Start** list, and then click **On Click**.
   - To start the animation based on the previous animation, click the **Start** list, and then click **With Previous** or **After Previous**.
   - To start the animation a specific period of time after the trigger, specify the **Delay** in seconds.

Or

1. Do either of the following in the **Advanced Animation** group on the **Animations** tab:
   - To start the animation when you click an object on the slide, click the **Trigger** button, click **On Click of**, and then click a trigger object on the slide.
   - To start the animation at a specific point during the playback of an audio clip or video clip, in the **Trigger** list, click **On Bookmark**, and then click a bookmark that you've set in an audio or video clip.

SEE ALSO For information about setting bookmarks, see the sidebar "Bookmark points of interest in media clips" later in this chapter.

Or

1. In the **Animation Pane**, drag the colored indicator bar to the starting point you want.

To set the duration of a selected animation

1. Do either of the following:
   - On the **Animations** tab, in the **Timing** group, specify the **Duration** in seconds.
   - In the **Animation Pane**, drag the right side of the colored indicator bar to set the duration in accordance with the timeline at the bottom of the pane.

To add a sound effect to an animation

1. In the **Animation Pane**, double-click the animation to open the animation-specific effect options dialog box.
2. On the **Effect** tab, click the **Sound** list, and then click the sound effect you want to assign to the animation.
3. Click the speaker icon to the right of the **Sound** list to display the volume slider, and set the volume level of the sound effect.
4. Click **OK** to close the dialog box.

Bookmark points of interest in media clips

Bookmarks are a useful new feature for PowerPoint users who incorporate audio, video, and animation into presentations. You can insert bookmarks into audio and video clips to identify locations either that you want to be able to quickly get to or that you want to use as triggers for other events.

For example, you could create an animation that visually describes a process, and record a narration that verbally describes the process. Instead of setting up a series of timing points to synchronize the narration and animation, you could insert bookmarks at key points in the narrative audio clip that trigger specific segments of the animation to play.

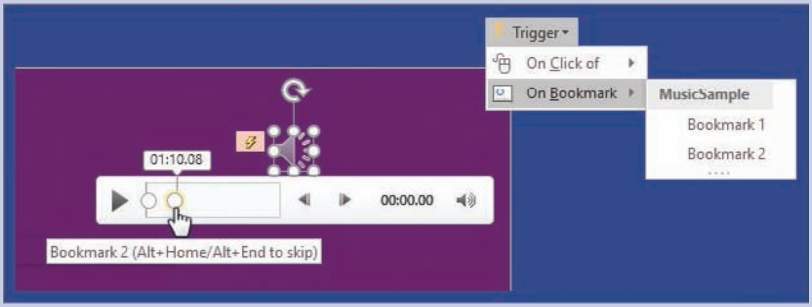
As another example, you could embed a video on a slide, and record audio comments about certain parts of the video. Then you can insert bookmarks at those points of the video to trigger the playback of the relevant audio comments.

When you insert bookmarks in audio and video clips within PowerPoint, those bookmarks exist only in PowerPoint and don’t affect the original recording.

To insert a bookmark in an audio or video clip, follow these steps:

1. Display the slide in Normal view and select the audio or video clip to display the Audio Tools or Video Tools tab group.
2. Play the clip by clicking the **Play** button on the playback toolbar or in the **Preview** group on the **Playback** tool tab.
3. At the point that you want to insert a bookmark, click the **Add Bookmark** button in the **Bookmarks** group on the **Playback** tool tab.
4. To insert additional bookmarks, repeat steps 2 and 3.

Bookmarks in audio or video clips are indicated by circles on the playback toolbar. Pointing to a bookmark on the toolbar displays a ScreenTip that includes the bookmark name. You can select a bookmark as the starting point for an animation, from the Trigger list on the Animations tab.


Trigger
On Click of
On Bookmark
MusicSample
Bookmark 1
Bookmark 2
01:10.08
00:00.00
Bookmark 2 (Alt+Home/Alt+End to skip)

Adding a bookmark to a media clip makes it available as a trigger

If you create a bookmark but then don't need it, you can remove it by selecting it and then clicking the Remove Bookmark button in the Bookmarks group on the Playback tool tab.

Add audio content to slides

You can enhance presentations by adding sound to slide transitions, to animated content, to an individual slide, or to the presentation as a whole. For example, you could run a presentation that provides basic information and icebreakers during the time leading up to your actual presentation. You can add a pleasant royalty-free soundtrack that loops while the presentation plays, to avoid the discomfort of a room full of people who don't want to break the silence.

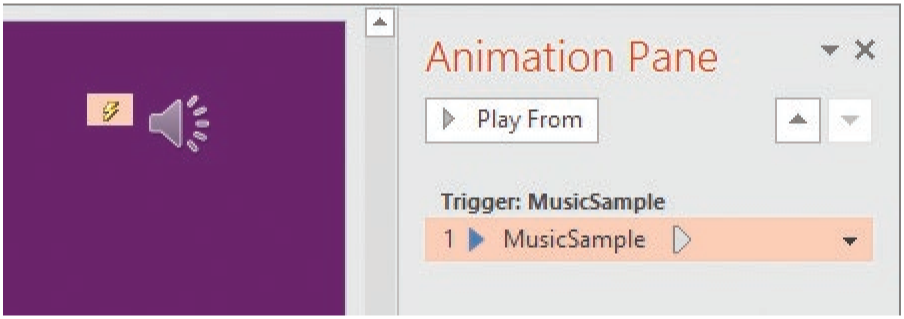
If you plan to distribute a presentation electronically for people to watch on their own, you might want to add audio narration to an animation, or provide narration for the entire presentation.

SEE ALSO For information about adding sound effects to animations, see "Customize animation effects" earlier in this chapter; and to slide transitions, see "Add and manage slide transitions" later in this chapter.

You can add prerecorded audio content to a presentation, or record your own content directly within PowerPoint. PowerPoint supports the most common audio formats—MP3, MP4, Windows audio (.wav) and Windows Media audio (.wma), and more specialized formats such as ADTS, AU, FLAC, MIDI, and MKA audio.

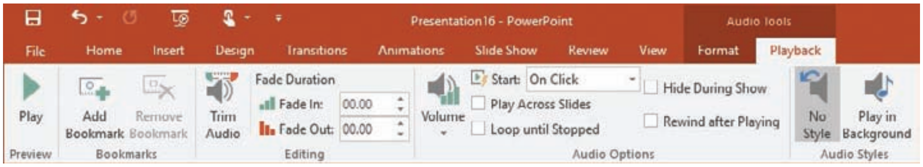
TIP The Insert Online Audio feature that was present in earlier versions of PowerPoint is not available in PowerPoint 2016. However, you can download royalty-free audio music and sound effects from many online sources. Some of these require that you credit the website as the source, so be sure to read the website fine print. When you locate an audio clip that you want to use, you can download it to your computer and follow the instructions in this topic to use it in a PowerPoint presentation.

When you add audio to a slide (rather than to an animation or transition), the audio icon (shaped like a speaker) and an accompanying trigger icon appear on the slide, and the trigger event appears in the Animation Pane.


Animation Pane
Play From
Trigger: MusicSample
1 MusicSample

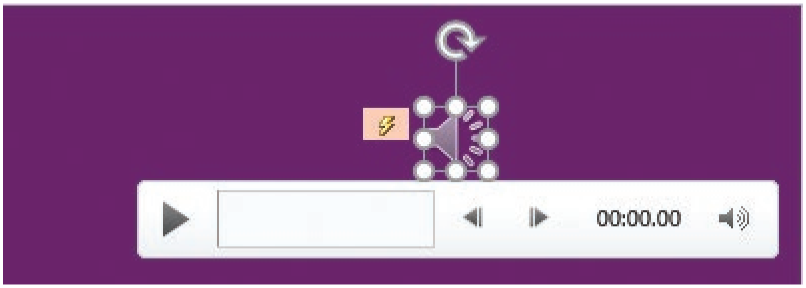
The trigger is created and added to the Animation Pane automatically

When the audio icon is selected, the Audio Tools tab group, which includes the Format and Playback tool tabs, appears on the ribbon, and audio playback controls appear on the slide.


Presentation16 - PowerPoint
Audio Tools
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Format
Playback
Play
Preview
Add Bookmark
Remove Bookmark
Bookmarks
Trim Audio
Fade Duration
Fade In: 00.00
Fade Out: 00.00
Editing
Volume
Start: On Click
Play Across Slides
Loop until Stopped
Hide During Show
Rewind after Playing
Audio Options
No Style
Play in Background
Audio Styles

The playback controls are simple but provide sufficient options

You can start audio content on a slide automatically or from the playback controls. The playback controls are visible only when the audio icon is selected. The icon isn't obtrusive, but you can disguise or hide it if you want to.



You can change the size or angle of the audio icon by using the sizing handles or rotation handle

You can customize the audio content by using commands on the Playback tool tab, as follows:

- Edit the audio content so that only part of it plays.
- Make the sound gradually increase and decrease in volume.
- Adjust the volume or mute the sound.
- Specify whether the audio content plays:
  - Automatically when the slide appears.
  - Only if you click its icon.
- Make the audio object invisible while the presentation is displayed in Reading view or Slide Show view.
- Specify that the audio content should play continuously until you stop it.
- Ensure that the audio content starts from the beginning each time it is played.

To insert an audio clip onto a slide

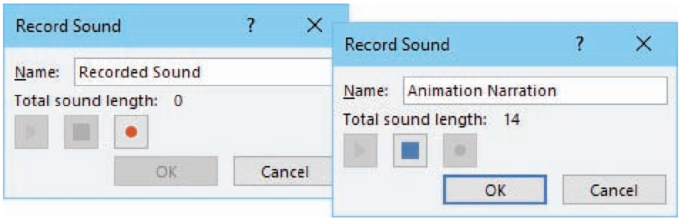
1. Save the audio clip on your computer or on a network-connected location.
2. On the **Insert** tab, in the **Media** group, click the **Audio** button, and then click **Audio on My PC** to open the Insert Audio dialog box.
3. In the **Insert Audio** dialog box, browse to and select the audio file, and then click the **Insert** button.

Or

1. In File Explorer, open the folder that contains the audio file.
2. Arrange the File Explorer and PowerPoint windows on your screen so that both are visible.
3. Drag the audio file from File Explorer to the slide.

To record audio directly onto a slide

1. On the **Insert** tab, in the **Media** group, click the **Audio** button, and then click **Record Audio** to open the Record Sound dialog box.
2. In the **Name** box, enter a name to uniquely identify the recording. Then click the **Record** button (labeled with a red circle).


Record Sound
Name: Recorded Sound
Total sound length: 0
OK
Cancel
Record Sound
Name: Animation Narration
Total sound length: 14
OK
Cancel

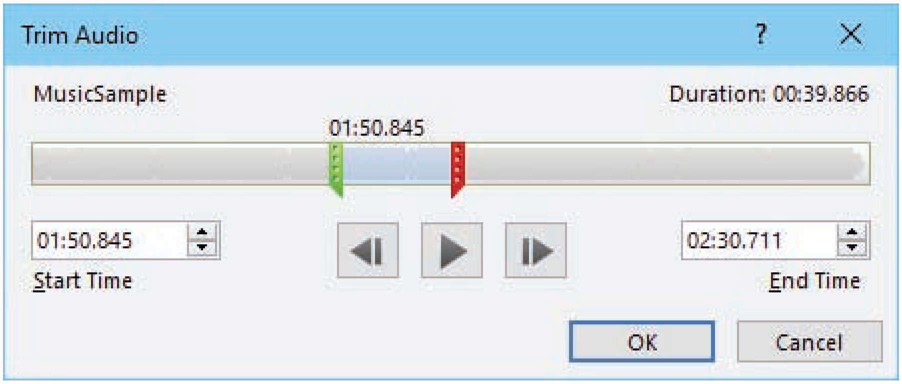
The Record Sound dialog box

3. Speak or otherwise provide the audio that you want to record. When you finish, click the **Stop** button (labeled with a blue square). The audio icon and an accompanying trigger icon appear in the center of the slide, and the trigger event appears in the Animation Pane.

> ✓ **TIP** If you record multiple clips, the audio icons stack up in the same location on the slide. It might be necessary to move one or more out of the way to get to an earlier clip.

To restrict the playback of an audio clip to a specific segment

1. Select the audio icon. On the **Playback** tool tab, in the **Editing** group, click the **Trim Audio** button to open the Trim Audio dialog box.


Trim Audio
MusicSample
Duration: 00:39.866
01:50.845
01:50.845
Start Time
02:30.711
End Time
OK
Cancel

You can trim audio from the beginning and end of the clip, but not from the middle

2. In the **Trim Audio** dialog box, do any of the following:
   - Click the **Play** button to play the clip, and then click the **Pause** button to pause when you locate a point that you want to mark.
   - Drag the green **Start** marker to specify a playback starting point other than the beginning of the clip. (If you drag the marker near the point at which you paused the playback, the marker snaps to that location.)

- Drag the red **End** marker to specify a playback end point other than the end of the clip.
- Select the **Start** or **End** marker, and then click the **Previous Frame** or **Next Frame** button to move the selected marker back or forward 0.1 seconds (one-tenth of a second).

3. When you finish, click **OK** to close the Trim Audio dialog box.

> **TIP** Trimming the audio affects only the playback of the audio on the slide, not the original audio clip. You can re-trim or restore the audio clip at any time. For information about discarding trimmed content, see "Compress media to decrease file size" later in this chapter.

To fade into or out of an audio clip

1. Select the audio icon. On the **Playback** tool tab, in the **Editing** group, do the following:
   - In the **Fade In** box, specify the length of time over which you want to increase the audio to full volume.
   - In the **Fade Out** box, specify the number of seconds at the end of the audio clip over which you want to decrease the audio volume.

> **TIP** The Fade In and Fade Out times can be specified precisely down to a hundredth of a second.

To modify or hide the audio icon

1. Select the audio icon, and then do any of the following:
   - Drag the sizing handles to make the icon larger or smaller.
   - Drag the icon to a different location on the slide, or to a location slightly off the slide but still on the development canvas.
   - Use the commands on the **Format** tool tab to change the icon's appearance.
   - Replace the default icon with a different image (such as a picture or logo).

To manually start audio playback

1. Do any of the following:
    - In Normal view, Reading view, or Slide Show view, point to the audio icon. When the playback controls appear, click the **Play** button.
    - In Normal view, click the audio icon, and then click the **Play** button on the playback toolbar or in the **Preview** group on the **Playback** tool tab.
    - In Slide Show view, after the audio icon has had focus, press **Alt+P**.

> ✓ **TIP** To play sounds and other audio content, you must have a sound card and speakers installed.

To automatically start audio playback

1. On the **Playback** tool tab, in the **Audio Options** group, in the **Start** list, click **Automatically**. Then select the **Loop until Stopped** check box.

> ✓ **TIP** If your presentation might be viewed by people using assistive technologies such as screen readers or text-to-speech tools, you should avoid starting audio clips or files automatically. Instead, allow the user to play the audio content after the tool has finished communicating the slide content.

To prevent an audio clip from stopping when the slide changes

1. On the **Playback** tool tab, do either of the following:
    - To play to the end of the audio and then stop, in the **Audio Options** group, select the **Play Across Slides** check box.
    - To loop the audio until the end of the slide show regardless of other audio tracks, in the **Audio Styles** group, click the **Play in Background** button.

To loop (repeat) an audio clip

1. On the **Playback** tool tab, in the **Audio Options** group, select the **Loop until Stopped** check box.

TIP To automatically start and continuously play an audio clip through an entire slide show, configure the settings as follows: On the Playback tool tab, in the Audio Options group, change the Start setting to Automatically. Then select the Play Across Slides, Loop Until Stopped, and Hide During Show check boxes.

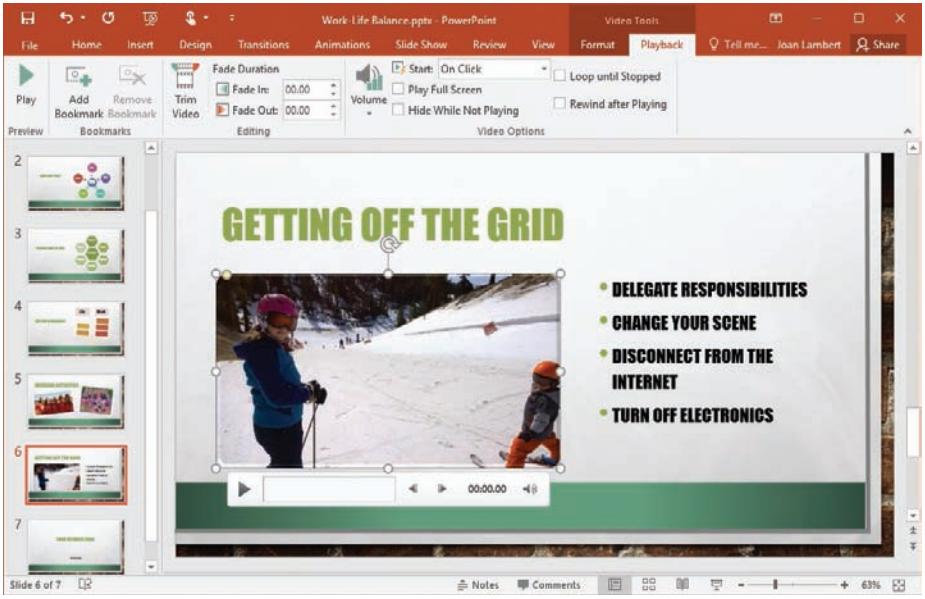
Add video content to slides

Sometimes the best way to ensure that your audience understands your message is to show a video. For example, if your company has developed a short advertising video, it makes more sense to include the video in a presentation about marketing plans than to try to describe it by using bullet points or even pictures. To save you the trouble of switching between PowerPoint and a video player, you can embed a video recording directly onto a slide, and then play the video as part of presenting the slide show. This is a much smoother way of presenting information from multiple sources than switching between them.

You can insert a video onto a slide from your computer or a connected local storage device, from your Facebook account, from YouTube, or from a website that provides an “embed code” (basically, an address that you can link to).

TIP If a publicly posted video clip has an “embed code” available, you can link to the online video rather than embedding it in the slide show. PowerPoint uses the embed code to locate and play the video. As long as the video remains available in its original location (and you have an active Internet connection), you will be able to access and play the video from the slide at any time.

After you insert the video, you can format its representation on the slide in all the ways that you can other imagery. You can move and resize it, display it in a frame of your choice, and even adjust the brightness or color contrast.

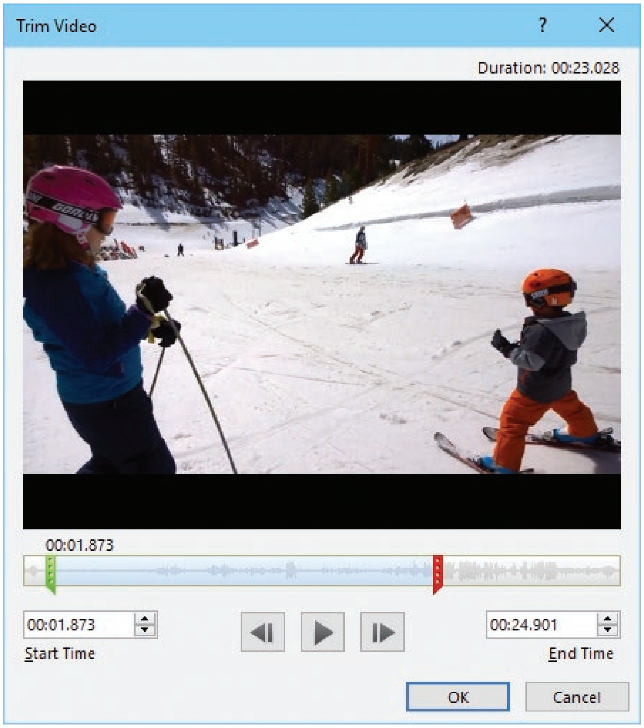

Work-Life Balance.pptx - PowerPoint
Video Tools
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Format
Playback
Tell me...
Joan Lambert
Share
Play
Preview
Add Bookmark
Remove Bookmark
Bookmarks
Trim Video
Fade Duration
Editing
Volume
Video Options
Slide 6 of 7
Notes
Comments
63%
GETTING OFF THE GRID
DELEGATE RESPONSIBILITIES
CHANGE YOUR SCENE
DISCONNECT FROM THE INTERNET
TURN OFF ELECTRONICS
00:00.00

Fade In: 00.00
Fade Out: 00.00
Start: On Click
☐ Play Full Screen
☐ Hide While Not Playing
☐ Loop until Stopped
☐ Rewind after Playing

You can resize the video frame

TIP The changes that you make to an image on a slide also affect the video playback. So, for example, if you change the aspect ratio of the video representation on the slide, imagery in the video might appear to be skewed.

When working with local videos that you embed rather than online videos that you link to, you can fade into and out from the video playback, and manage the content of the video by trimming it to play only a specific portion. You can insert bookmarks to use as triggers for other events (for example, you might display a list of selling points as each is presented in the advertising video).



Set your start and end times to focus on the specific content you want to highlight

When you're previewing or presenting a slide show, you can play (and pause) embedded audio or video, move around within the recording, and control the volume by using the controls that appear when the audio icon or video placeholder image is active. When playing back a video, you can display it at the embedded size or full screen.

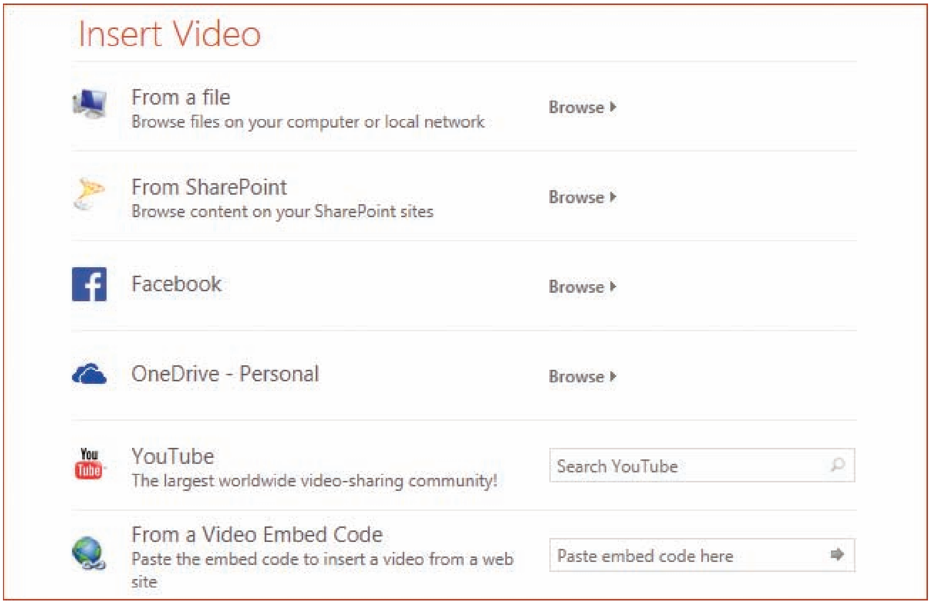
Many of the processes for managing video clips are the same as those for managing audio clips:

- Restricting the playback of a video clip to a specific segment
- Fading into or out of a video clip
- Manually or automatically starting video playback
- Preventing a video clip from stopping when the slide changes
- Looping a video clip

SEE ALSO For additional information related to the preceding processes, see “Add audio content to slides” earlier in this chapter.

To insert a video clip onto a slide

1. On a slide that includes a content placeholder, click the **Insert Video** button in the content placeholder to display the Insert Video window that contains links to all the video sources you've configured Office to connect to.


Insert Video

From a file
Browse files on your computer or local network

From SharePoint
Browse content on your SharePoint sites

YouTube
The largest worldwide video-sharing community!

From a Video Embed Code
Paste the embed code to insert a video from a web site

You can insert video clips from a variety of sources

2. In the **Insert Video** window, click the source of the video that you want to insert, and then follow the process to insert a video from the selected source.

Or

1. On any slide, on the **Insert** tab, in the **Media** group, click the **Insert Video** button, and then do either of the following:
   - Click **Online Video** to open the Insert Video window. In the **Insert Video** window, click the source of the video that you want to insert, and then follow the process to insert a video from the selected source.
   - Click **Video on My PC** to open the Insert Video dialog box. In the **Insert Video** dialog box, browse to and select the video file, and then click the **Insert** button.

To select an embedded video

1. Click the video image one time. Selection handles appear around the video image, the playback toolbar appears below it, and the Video Tools tab group appears on the ribbon.

To move the video image on the slide

1. Select the video, and then do either of the following:
    - Drag the video to the new location. Smart guides might appear on the slide to help you align the video with other objects.
    - Press the arrow keys to move the video by small amounts.

To resize the video image on the slide and retain its aspect ratio

1. Do either of the following:
    - Drag any corner handle. Smart guides appear on the slide to help you align the video with other objects.
    - On the **Format** tool tab, in the **Size** group, set a specific **Video Height** or **Video Width**, and then press **Enter** to change both settings.

To format the video image on the slide

1. Select the video, and then apply formatting from the **Format** tool tab just as you would for a picture.

> **SEE ALSO** For information about formatting pictures, see "Edit and format pictures" in Chapter 6, "Insert and manage simple graphics."

To configure an embedded video to play back at full screen size

1. Select the video.
2. On the **Playback** tool tab, in the **Video Options** group, select the **Play Full Screen** check box.

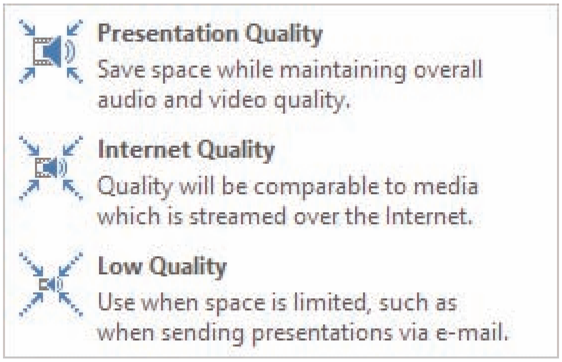
To set the relative volume of a video soundtrack

1. Select the video.
2. On the **Playback** tool tab, in the **Video Options** group, click the **Volume** button.
3. In the **Volume** list, click **Low**, **Medium**, **High**, or **Mute**.

Compress media to decrease file size

Trimming an audio or video clip affects only the playback of the media on the slide, not the original media clip. The original media clip is stored in its entirety as part of the presentation, and you can re-trim or restore the media clip at any time.

You can decrease the size of a PowerPoint file that contains trimmed media clips by discarding the unused portions of the clips. PowerPoint 2016 offers three compression configurations designed to balance size and quality.


Presentation Quality
Save space while maintaining overall audio and video quality.
Internet Quality
Quality will be comparable to media which is streamed over the Internet.
Low Quality
Use when space is limited, such as when sending presentations via e-mail.

Choose the size and quality that best fits your needs

When you save and close the file after compressing the media, the trimmed portions of the videos are discarded and no longer available. You can reverse the compression operation until you save and close the file.

Hyperlink to additional resources

Presentations often include URLs of websites that provide additional information related to the presentation topic. When a presentation will be viewed electronically, the URLs can be formatted as hyperlinks so that the websites can be accessed directly from the presentation. Hyperlinks can also provide access to information that might be on a hidden slide in the presentation, or in a separate file.

TIP If you use Microsoft Outlook, you can also use a hyperlink to open an email message window so that people viewing the presentation can easily contact you.

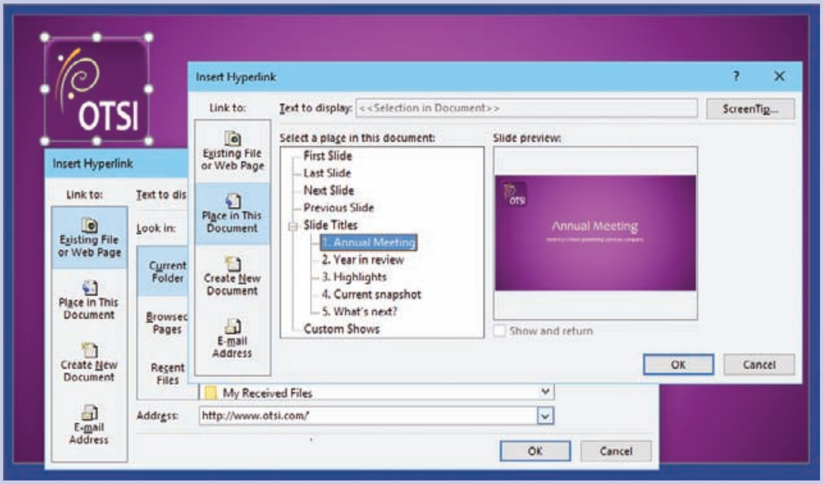
Hyperlinks are most frequently in text format, but you can attach a hyperlink to any object—for example, an image such as a shape, logo, or picture. Clicking the hyperlinked object then takes you directly to the linked location. Editing the object does not disrupt the hyperlink; however, deleting the object also deletes the hyperlink.

The simplest method of creating a hyperlink is to enter a URL in a text box and then press the Enter key. PowerPoint automatically inserts the hyperlink and formats the URL so that people recognize it as a hyperlink.

If you want the same hyperlink to appear on every slide in a presentation, attach the hyperlink to text or an object on the presentation's master layout. For information about slide masters, see "Customize slide masters and layouts" in Chapter 12, "Create custom presentation elements."

To attach a hyperlink to an object, follow these steps:

1. Select the object that you want to hyperlink from.
2. Open the **Insert Hyperlink** box by doing either of the following:
    - On the **Insert** tab, in the **Links** group, click **Hyperlink**.
    - Press **Ctrl+K**.
3. In the **Link to** list, click the type of target you're linking to. Often this is a webpage or another place in the file.


OTSI
Insert Hyperlink
Link to:
Existing File or Web Page
Place in This Document
Create New Document
E-mail Address
Text to dis
Look in:
Current Folder
Browsed Pages
Recent Files
My Received Files
OK
Cancel
Insert Hyperlink
?
Link to:
Existing File or Web Page
Place in This Document
Create New Document
E-mail Address
ScreenTip...
Select a place in this document:
First Slide
Last Slide
Next Slide
Previous Slide
Slide Titles
1. Annual Meeting
2. Year in review
3. Highlights
4. Current snapshot
5. What's next?
Custom Shows
Slide preview:
Annual Meeting
Show and return
OK
Cancel

Text to display: <<Selection in Document>>

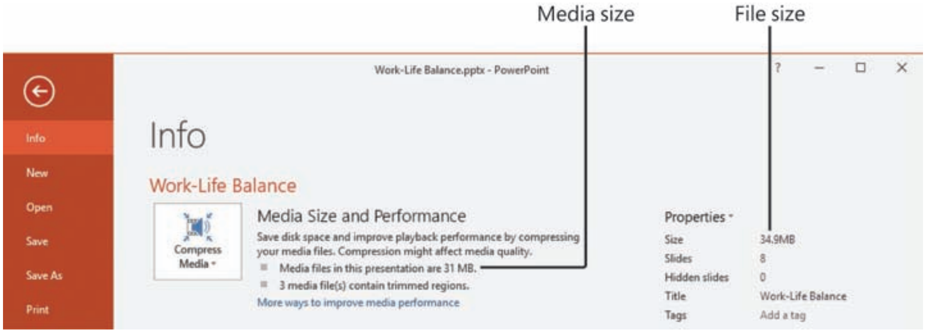
Address: http://www.otsi.com/

You can link to internal, local, and online locations

4. If you're linking to a webpage, enter the URL in the **Address** box. If you're linking to a slide or heading in the current file, click it in the **Select a place in this document** pane. Then click **OK**.

To compress media files

1. Save the PowerPoint presentation, and then display the **Info** page of the Backstage view.



Info

Work-Life Balance

Media Size and Performance

Save disk space and improve playback performance by compressing your media files. Compression might affect media quality.

- Media files in this presentation are 31 MB.
- 3 media file(s) contain trimmed regions.

More ways to improve media performance

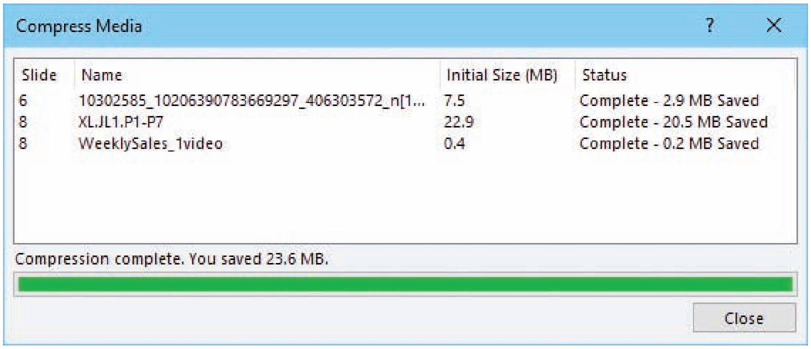
Properties

Size	34.9MB
Slides	8
Hidden slides	0
Title	Work-Life Balance
Tags	Add a tag

Info page of the Backstage view

2. Note the total size of the presentation, the size of the media files in the presentation, and the number of files that have been trimmed.

3. On the **Info** page, click the **Compress Media** button, and then click the level of compression you want. In the Compress Media window, PowerPoint itemizes the media elements and their compression levels, and reports the total space savings.

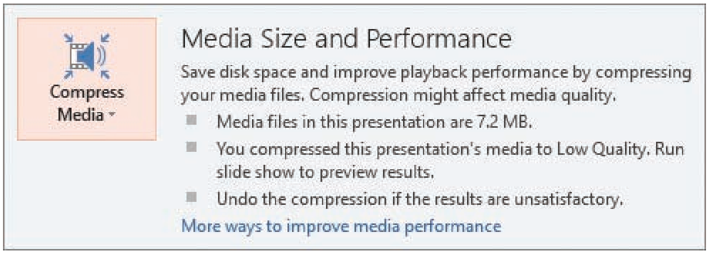


Slide	Name	Initial Size (MB)	Status
6	10302585_10206390783669297_406303572_n[1...	7.5	Complete - 2.9 MB Saved
8	XL.JL1.P1-P7	22.9	Complete - 20.5 MB Saved
8	WeeklySales_1video	0.4	Complete - 0.2 MB Saved

Compression complete. You saved 23.6 MB.

Compressing media files can make a big difference in file size

4. In the **Compress Media** window, click the **Close** button. In the Media Size And Performance area of the Info page, the Compress Media button is active to indicate that media has been compressed, and specifics about the compression are available.



Media Size and Performance

Save disk space and improve playback performance by compressing your media files. Compression might affect media quality.

- Media files in this presentation are 7.2 MB.
- You compressed this presentation's media to Low Quality. Run slide show to preview results.
- Undo the compression if the results are unsatisfactory.

More ways to improve media performance

You can undo the compression if you don't like the results

5. Play the presentation to assess the quality, and then save the file if the quality is acceptable.

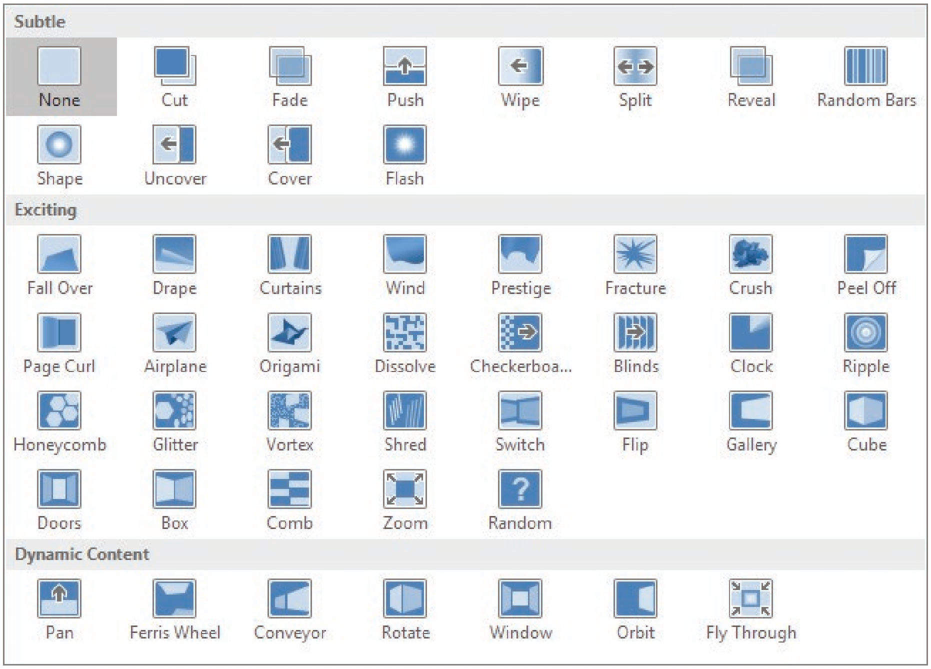
To reverse the compression of media files

1. On the **Info** page, click the **Compress Media** button, and then click **Undo**. PowerPoint immediately reverts to the uncompressed files.

Add and manage slide transitions

When you deliver a presentation, you can manually specify when to display the next slide, or you can have PowerPoint move automatically to the next slide after a specific amount of time. Rather than simply replacing one slide with the next, you can use *transitions* to control the way each slide appears on the screen.

PowerPoint 2016 has 48 basic transition effects divided into three categories: Subtle, Exciting, and Dynamic Content. Many of these have multiple options, such as the direction or specific form of the content in the effect.


Subtle
None
Cut
Fade
Push
Wipe
Split
Reveal
Random Bars
Shape
Uncover
Cover
Flash
Exciting
Fall Over
Drape
Curtains
Wind
Prestige
Fracture
Crush
Peel Off
Page Curl
Airplane
Origami
Dissolve
Checkerboa...
Blinds
Clock
Ripple
Honeycomb
Glitter
Vortex
Shred
Switch
Flip
Gallery
Cube
Doors
Box
Comb
Zoom
Random
Dynamic Content
Pan
Ferris Wheel
Conveyor
Rotate
Window
Orbit
Fly Through

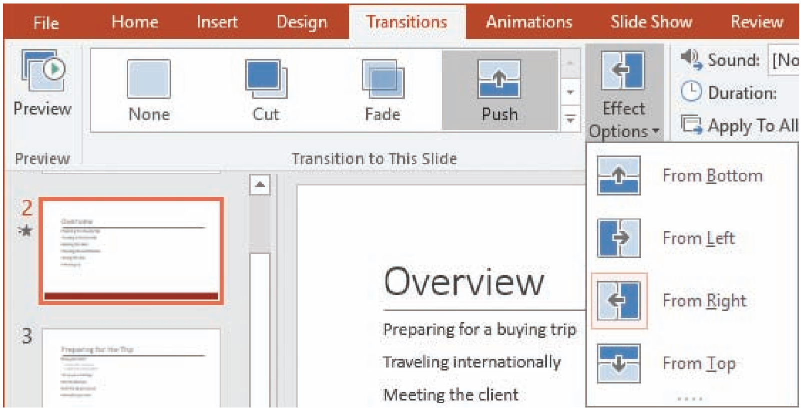
PowerPoint has a wide variety of slide transition effects

As with animations, take care when using transitions to not overdo it. That being said, transitions can be a useful way of visually drawing the audience's attention to the display of a new slide. The effects in the Subtle category are designed to make the incoming slide content available to the audience members with the least amount of movement.

Here are some ideas about other ways to use transitions:

- In a multisection presentation, use one transition on all the slides, and then use a different transition at the beginning of each new section of the presentation to signal a change in topic.
- Use a more dramatic slide transition to get the audience's attention at a specific point in a presentation.

You apply and manage transition effects by using the commands on the Transitions tab of the ribbon. The basic transition effects are available from the Transition To This Slide gallery. If you apply a transition that has additional options, the Effect Options button becomes active and you can choose an option from the list. You can specify the duration of the transition effect, or add a sound effect if you want to.


File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
Preview
None
Cut
Fade
Push
Effect Options
Sound: [No
Duration:
Apply To All
Preview
Transition to This Slide
From Bottom
From Left
From Right
From Top
2
3
Overview
Preparing for a buying trip
Traveling internationally
Meeting the client

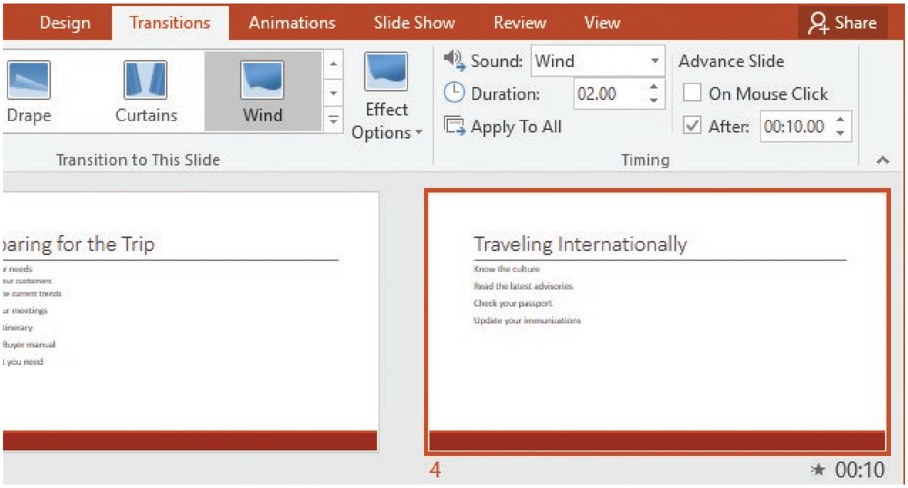
Options are available for many transition effects

TIP You can add a sound effect even when the Transition is set to None. If you do, the sound effect plays during the normal slide replacement.

You can apply a transition effect or configure effect options for one slide at a time, for a group of slides, or for an entire presentation by first selecting the slide or slides you want to work with. (You can also apply and configure a transition effect on one slide and then apply that effect to all slides.) When you apply a transition effect or select an effect option, PowerPoint immediately demonstrates it.

As mentioned in “Animate text and pictures on slides” earlier in this chapter, PowerPoint displays a star next to the slide thumbnail to indicate that a slide has an animation or transition. (There is no indication on the slide itself.) In the Thumbnails pane or in Slide Sorter view, you can click the star to preview the animated slide elements beginning with the transition.

Every transition effect has a default duration of between 0.1 seconds and 6 seconds based on the complexity of the effect; most are from 1 to 2 seconds. You can change the duration of an effect so that the animation completes in less or more time. The duration is specified in seconds and can be from a minimum of .01 seconds to a maximum of 59 seconds.


Design
Transitions
Animations
Slide Show
Review
View
Share
Drape
Curtains
Wind
Effect Options
Transition to This Slide
Timing
Advance Slide
Apply To All
4
00:10

Sound: Wind
Duration: 02.00
☐ On Mouse Click
☑ After: 00:10.00

Traveling Internationally
Know the culture
Read the latest advisories
Check your passport
Update your immunizations

PowerPoint displays the slide timing next to the thumbnail

When you configure a transition, it affects the entrance of the slide. You can't specifically configure an exit transition, but some of the transitions have an effect on the exit of the preceding slide. You can, however, configure whether the move to the next slide is manually initiated or happens automatically after the slide has been displayed for a specific length of time (which can be from 0.01 seconds to just under 24 minutes).

SEE ALSO For more information about slide timings, see "Rehearse a presentation and set slide timings" in Chapter 10, "Prepare and deliver presentations."

To select slides to apply or configure transitions

1. Do either of the following:
   - Display the presentation in Normal view, and select one or more slides in the **Thumbnails** pane.
   - Display the presentation in Slide Sorter view, and select one or more slides in the **Slides** pane.

TIP To select multiple contiguous slides, click the first slide, hold down the Shift key, and then click the last slide. To select multiple noncontiguous slides, click the first slide, hold down the Ctrl key, and then click each additional slide.

To apply a transition to one or more slides

1. Select the slide or slides you want to apply the transition to.
2. On the **Transitions** tab, in the **Transition to This Slide** gallery, click the transition effect you want to apply.

To apply a transition to all slides in a presentation

1. Select all the slides, apply the transition, and then configure the transition and timing options.

Or

1. Apply the transition to one slide, and then configure transition and timing options.
2. On the **Transitions** tab, in the **Timing** group, click the **Apply To All** button.

To modify a transition

1. On the **Transitions** tab, in the **Transition to This Slide** group, click the **Effect Options** button, and then click the option you want. PowerPoint previews the modified transition effect.

To add a sound effect to a transition

1. On the **Transitions** tab, in the **Timing** group, click the **Sound** arrow, and then click the sound you want to play. PowerPoint doesn't automatically play the sound when you select it; only when you preview the transition.

   > **TIP** If you want to use a sound file of your own, click Other Sound… at the bottom of the Sound list. In the Add Audio dialog box that opens, browse to and select the audio file you want to use, and then click OK. The audio file must be in the .wav file format.

2. If you want the sound to repeat until another sound effect plays, select the sound effect and then, in the **Sound** list, click **Loop Until Next Sound**.
3. If you loop the sound effect and want it to stop when you move to the next slide, do either of the following on the next slide:
   - In the **Sound** list, click **[Stop Previous Sound]**.
   - In the **Sound** list, click any sound effect other than the one on the preceding slide.

To specify the duration of a transition

1. On the **Transitions** tab, in the **Timing** group, enter or set the duration in seconds in the **Duration** box.

To preview slide transitions

1. To preview one slide transition, do any of following:
    - Display the slide in Normal view. On the **Transitions** tab, in the **Preview** group, click the **Preview** button.
    - Display the slide in Normal view. In the **Thumbnails** pane, click the star next to the slide number.
    - Display the presentation in Slide Sorter view, and then click the star next to the slide number.

Or

1. To preview multiple slide transitions, select the first slide that you want to preview, and then do either of the following:
    - On the **Slide Show** tab, in the **Start Slide Show** group, click the **From Current Slide** button.
    - Press **Shift+F5**.
2. Advance through the slide show to preview each slide transition as the slide appears.

Or

1. To preview all slide transitions, do any of the following to start the slide show from the beginning, and then advance through the slide show to preview each slide transition as the slide appears:
    - On the Quick Access Toolbar, click the **Start From Beginning** button.
    - On the **Slide Show** tab, in the **Start Slide Show** group, click the **From Beginning** button.
    - Press **F5**.

To remove slide transitions

1. Display or select the slides you want to remove the transitions from.
2. On the **Transitions** tab, in the **Transition to This Slide** gallery, in the **Subtle** section, click **None**.

Skills review

In this chapter, you learned how to:

- Animate text and pictures on slides
- Customize animation effects
- Add audio content to slides
- Add video content to slides
- Compress media to decrease file size
- Add and manage slide transitions

Practice tasks

The practice files for these tasks are located in the PowerPoint2016SBS \Ch08 folder. You can save the results of the tasks in the same folder.

Animate text and pictures on slides

Open the AnimateSlides presentation, and then perform the following tasks:

1. On slide **1**, apply the **Shape** entrance animation to the slide title and then to the subtitle. Notice that the animation numbers 1 and 2 appear to the left of the animated objects.
2. Display slide **2**, and apply the **Shape** entrance animation to the left content placeholder. Notice that boxes containing the numbers 1 through 3 appear to the left of the bullet points to indicate the order of their animations.
3. Repeat task 2 for the placeholder on the right.
4. Preview all the animations on slide **2**.
5. Display slide **3**. Apply the **Shape** entrance animation to the frog photo, and then add the **Pulse** emphasis animation.
6. Copy the animations from the frog photo to the crow photo and to the cat photo.
7. Preview the animations on the slide, and then preview the entire presentation.
8. Return to Normal view.
9. Save and close the presentation.

Customize animation effects

Open the CustomizeAnimations presentation, and then perform the following tasks:

1. On slide **1**, apply the **Diamond** entrance effect to the slide title. Set the direction to **Out**.
2. Copy the animation from the slide title to the subtitle. Then change the timing of the subtitle animation to **After Previous**.
3. Switch to Reading view, and preview the animation effects on slide **1**.

4. Switch back to Normal view, display slide **2**, and then click anywhere in the bulleted list on the left.
5. Display the **Animation Pane**. Right-click animation **1**, and then click **Effect Options** to open the Circle dialog box.
6. In the **Circle** dialog box, do the following:
   - Apply the **Chime** sound.
   - Dim the text color to **Red** after the animation.
   - Animate the text by letter.
   - Set the duration to **3 seconds (Slow)**.
7. Watch the effects of your changes to the animation effects.

   The Shape animation doesn't work very well with the selected effect options, so let's adjust them.
8. On the slide, click the left content placeholder. Notice that in the Animation Pane, all the animations for the bullet points in the placeholder are selected.
9. Apply the **Float In** entrance animation to the entire placeholder, and then display the effect options.
10. In the **Float Up** dialog box, do the following:
    - Apply the **Chime** sound.
    - Dim the text color to **Red** after the animation.
    - Animate text by letter.
    - Set the duration to **1 seconds (Fast)**.
11. Preview the animations, and make any additional adjustments you want to your custom animation effects.
12. Copy the animation effects of the bullet points on the left to those on the right.
13. Switch to Reading view, and then click the **Next** button to display the animated bullet points on slide 2.
14. When all the bullet points are visible and dimmed to red, press the **Esc** key to return to Normal view.
15. Save and close the presentation.

Add audio content to slides

Open the AddAudio presentation, display slide 1, and then perform the following tasks:

1. On the **Insert** tab, in the **Media** group, click the **Audio** button, and then click **Audio on My PC** to open the Insert Audio dialog box.
2. In the **Insert Audio** dialog box, browse to the practice file folder, and double-click the **SoundTrack** file to insert the audio clip on the slide.
3. On the **Playback** tool tab, in the **Audio Options** group, change the **Start** setting to **Automatically**. Then select the **Play Across Slides**, **Loop until Stopped**, and **Hide During Show** check boxes.
4. Switch to Reading view, and listen to the audio file as the presentation moves from slide to slide.
5. Press **Esc** to stop the presentation and return to Normal view.
6. Save and close the presentation.

Add video content to slides

Open the AddVideo presentation, and then perform the following tasks:

1. In the left content placeholder, insert the **Butterfly** video from the practice file folder.
2. On the playback toolbar, click the **Play/Pause** button, and then watch the video.
3. Insert the **Wildlife** video from the practice file folder into the content placeholder on the right, and then play the video.
4. With the **Wildlife** video selected, open the **Trim Video** dialog box, and drag the green start marker until it sits at about the **00:17.020** mark. Then, frame-by-frame, adjust the starting point until the first marmot frame comes into view at about the **00:17.292** mark.
5. Drag the red stop marker until it sits at about the **00:20.900** mark. Then, frame-by-frame, adjust the ending point until the last marmot frame comes into view at about the **00:20.790** mark.
6. Play the trimmed video, and then click **OK** to close the Trim Video dialog box.

7. Change the height of the **Butterfly** video representation to **3"**.
8. Change the height of the **Wildlife** video representation to **3"**, and then crop it to a width of **4"**.
9. Drag the video representations until they are evenly spaced on the slide and center-aligned with each other.
10. Apply the **Reflected Bevel, Black** (in the **Intense** area of the **Video Styles** gallery) video style to both video objects.
11. Set up the **Butterfly** video to play back on mute, to start automatically, and to loop until stopped.
12. Set up the **Wildlife** video to play back on mute, to start on click, and to loop until stopped.
13. Preview and pause the **Butterfly** video. Then preview and pause the **Wildlife** video.
14. Return to Normal view.
15. Save and close the presentation.

Compress media to decrease file size

There are no practice tasks for this topic.

Add and manage slide transitions

Open the AddTransitions presentation, and then perform the following tasks:

1. Display slide **2** in Normal view.
2. Apply the **Cover** transition effect (from the **Subtle** category) to the slide.
3. Configure the transition effect options so that the transition starts from the upper-left corner of the slide.
4. Apply the configured slide transition to all slides in the presentation.
5. In the **Thumbnails** pane, display the effect of the **Cover** transition from slide **2** to slide **3**.
6. Remove the transition from slide **1**.

7. Preview the slide show and notice the transitions. When you exit the slide show, switch to Slide Sorter view.
8. Select all the slides that have transitions (slides **2** through **7**), add the **Wind** sound effect to the transition, and then set the duration of the transition effect to **1.75** seconds.
9. Preview the transition effect on one slide.
10. Save and close the presentation.

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About the author

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