

STARTING POWERPOINT FROM THE DESKTOP

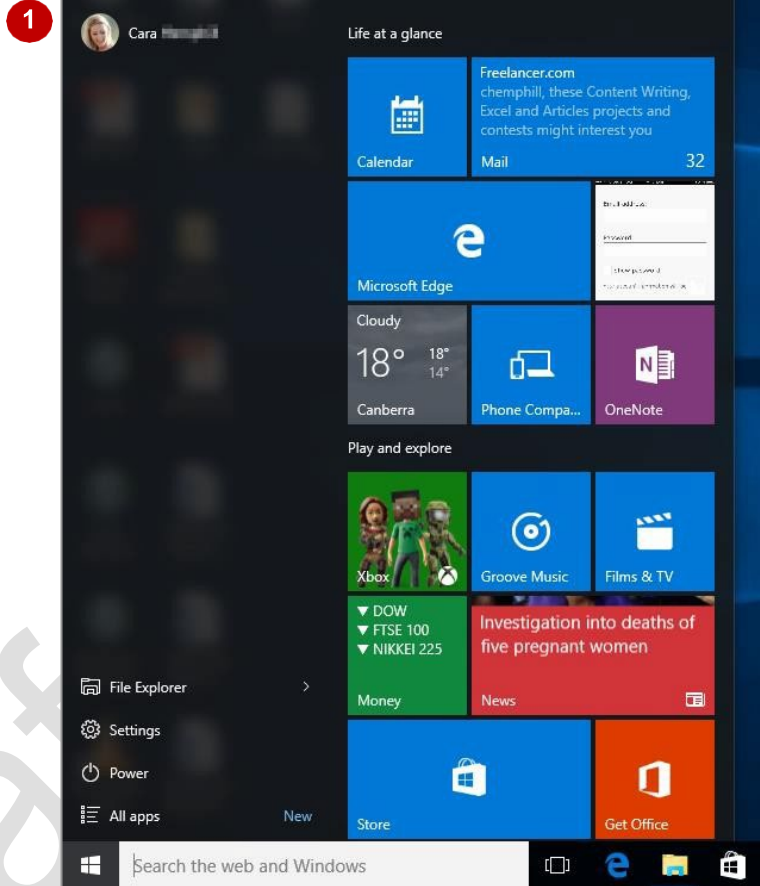
To create or edit a presentation, you must first start PowerPoint. If your computer uses Windows 10 it will open to the desktop. Unless you have previously created a shortcut icon on the desktop

you will need to open PowerPoint by using either the **All apps** option in the **Start** menu or the **Search the web and windows** bar.

Try This Yourself:

Before you begin, ensure that your computer is switched on and the desktop is displayed...

- 1 If there is no **PowerPoint** icon in the taskbar at the bottom of the desktop, click on the **Windows** icon, as shown, to display the **Start** screen
- 2 Click on **All apps** to display a list of all the apps on your computer
- 3 Scroll down to the **W** section **PowerPoint 2016** is listed here...
- 4 Click on **PowerPoint 2016** to start Word
- 5 Right-click on the Word icon in the taskbar to display a menu of options, as shown, then select **Pin this program to taskbar**
You can now click on this icon to open Word from the desktop. This icon will remain in the taskbar unless you remove it...
- 6 Repeat step 5 to select **Close window** to close Word
- 7 Click on the Word icon in the taskbar to open **Word** again



For Your Reference...

To **add** a **PowerPoint icon** to the **desktop taskbar**:

1. Display the **Start** menu, then click on **All apps**
2. Right-click on **PowerPoint 2016**
3. Select **Pin to taskbar**

Handy to Know...

- You can start PowerPoint by clicking in the taskbar **Search...** bar, typing **word**, then clicking on PowerPoint in the list of search results.
- Pin PowerPoint to the **Start** menu by displaying the **All apps** list, right-clicking on **PowerPoint 2016** and selecting **Pin to Start**.

UNDERSTANDING THE START SCREEN

Most of the time, when you open PowerPoint, the **start** screen will display. From this initial screen you can choose the kind of presentation you want to work with. You can choose to work with one of

your most recently accessed files, open a document which has been saved to **Computer** or **OneDrive** or create a new document using the available templates.

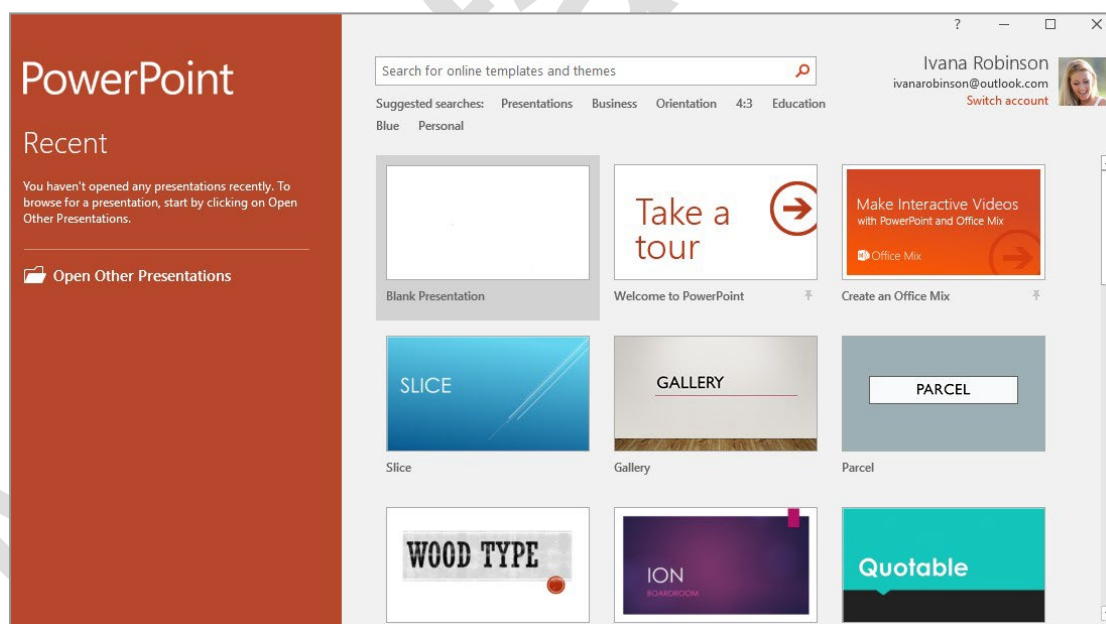
Microsoft PowerPoint 2016 Start Screen

The Microsoft PowerPoint 2016 **start** screen is very helpful if you want to quickly access files you have worked on recently or create a new presentation based on one of the available templates (including the default **Blank Presentation** template).

If you have already worked on a document or several documents in PowerPoint, these files will display below **Recent** in the orange pane on the left of the window. If you haven't worked on any presentations yet (as shown below), you can still open existing documents by clicking on the **Open Other Presentations** link, located below **Recent**. This lets you open an existing presentation from your computer or OneDrive.

The main pane of the **start** screen displays the available templates you can use to create a new presentation and a search box at the top that you can use to search the internet for additional templates. Templates are simply layouts that have already been created with themes applied, that you can customise to suit your needs and then enter the relevant content. If you want to start with a clean slate, select the **Blank Presentation** template – you will probably find this is the one that you use the most, unless you have corporate or business templates already set up that you must use. There is also a **Welcome to PowerPoint** template that you can click on to create a short presentation on using PowerPoint effectively.

In the top right corner of the screen you will see information about the account that you have used to sign in to **Windows** as well as the **Help**, **Minimise**, **Maximise/Restore Down** and **Close** tools.



The **start** screen will only display when you launch **PowerPoint 2016** directly – that is, by clicking on **PowerPoint** in the **All apps** list of the **Start** menu, selecting it from the list of search results, or by clicking on the taskbar icon if the application has been pinned to the desktop **Taskbar**.

PowerPoint 2016 can also be started in **Windows 10** by double-clicking on a PowerPoint file in the **File Explorer**. When this occurs, **PowerPoint 2016** will start with the document open on the screen and the **start** screen will be by-passed.

CREATING A NEW BLANK PRESENTATION

When you want to begin a new presentation, you can choose to base the new document on an existing template that has formatting already applied or start with the default **Blank**

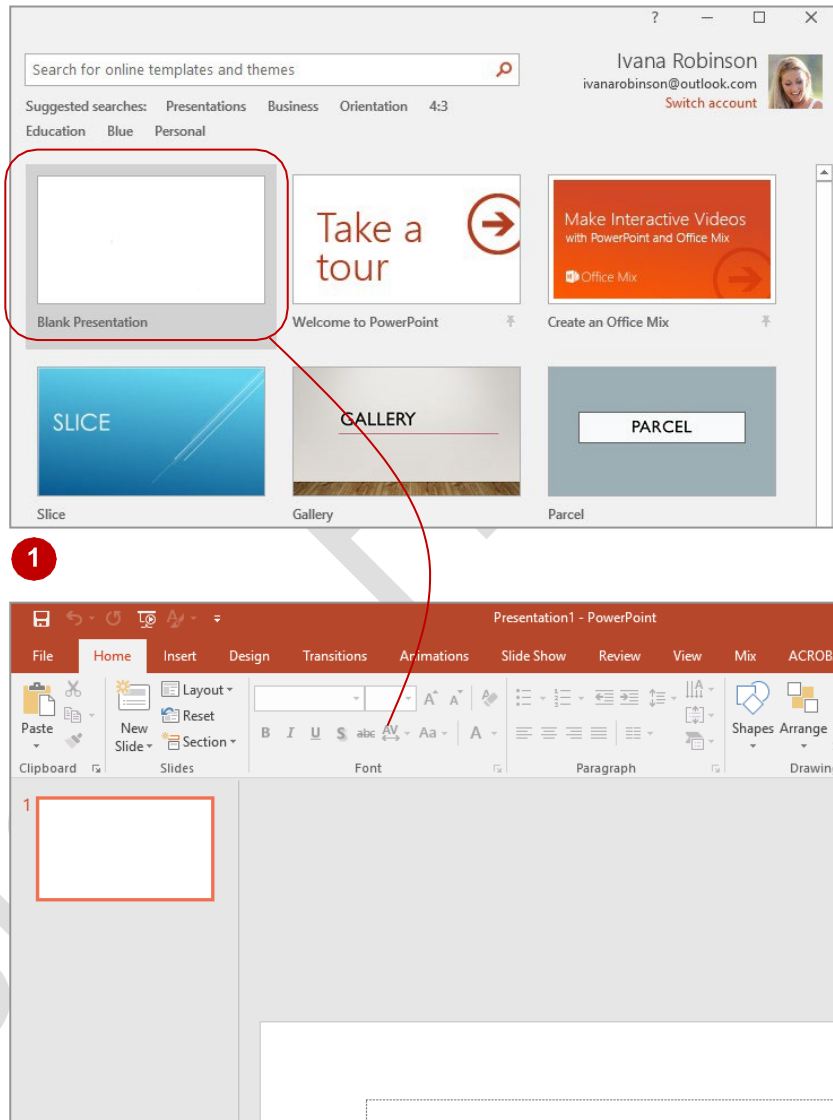
Presentation template and apply your own formatting and content. All presentations are based on a template which defines the basic layout.

Try This Yourself:

Before starting this exercise ensure the PowerPoint start screen is displayed...

- 1 On the **start** screen, click on **Blank Presentation** as indicated (the first option beneath the **Search for online templates and themes** box)

A new blank presentation will open, as shown below. Notice the document is automatically assigned a temporary name, which is displayed in the Title bar



For Your Reference...

To **create** a **blank presentation**:

1. Open **PowerPoint** and ensure the **start** screen is displayed
2. Click on **Blank Presentation** in the list of templates

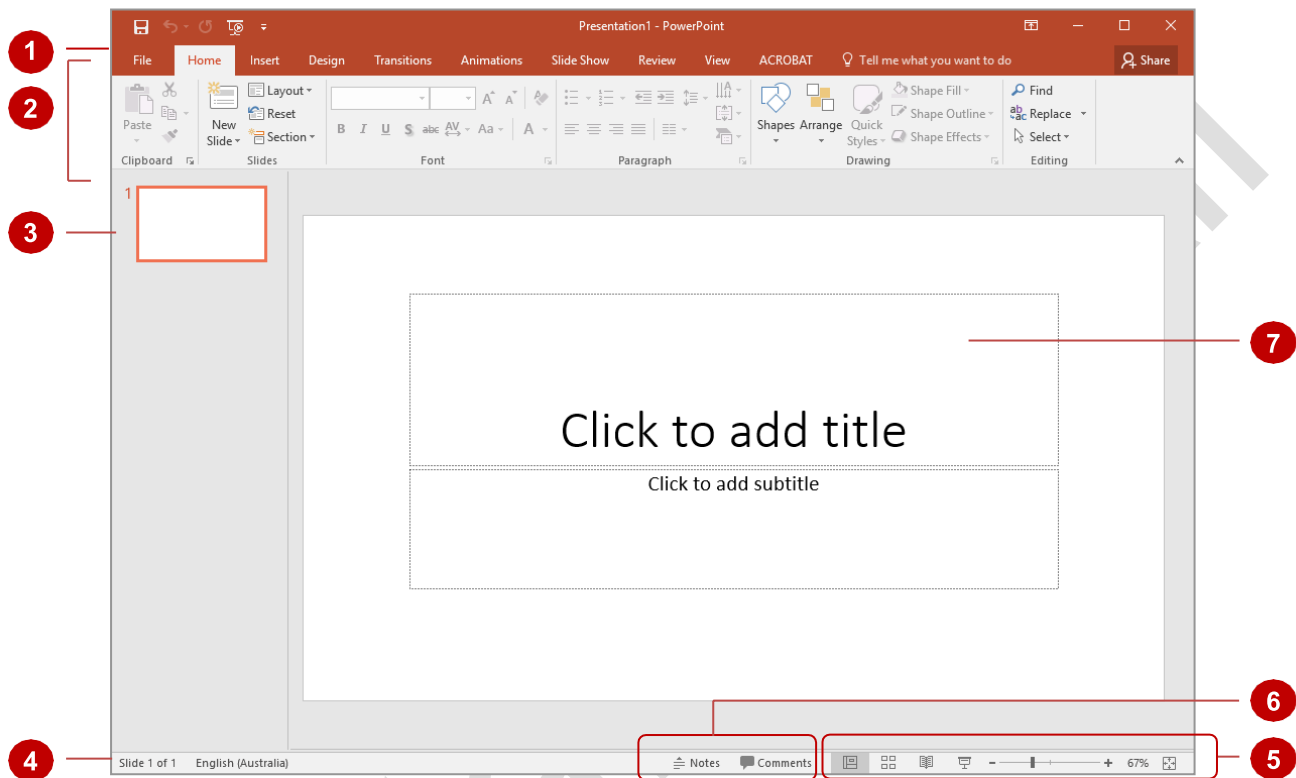
Handy to Know...

- If you already have a presentation open and want to create a new one, click on the **File** tab to open the **Backstage**, click on the **New** tab and select **Blank Presentation**.
- You can use the keyboard shortcut **Ctrl** + **N** to create a new presentation based on the **Blank Presentation** template.

THE POWERPOINT SCREEN

The **PowerPoint 2016** screen is made up of a number of different components which are described on this page. Some of these components, such as the **ribbon** and **Backstage**

view are common to all Office 2016 applications, so once you know how they are used, you can transfer this knowledge across to Microsoft Word, Excel, and so on.



- 1 The **File** tab is used to access the **Backstage view** which contains file management functions, such as saving, opening, closing, printing, sharing, and so on. There is also information contained here such as your document **Properties**. **Options** are also available so that you can set your working preferences.
- 2 The **ribbon** is the tabbed band that appears across the top of the window. It is the control centre of PowerPoint. You use the **tabs** on the ribbon to access the **commands** that are categorised into **groups**.
- 3 The **Slides pane** provides a preview thumbnail of each slide in your presentation. You can also use the pane to re-order your slide sequence.
- 4 The **Status bar** appears across the bottom of the window. It displays the current slide number and will display a spelling icon once you have entered text. If the document contains any spelling errors it will be indicated on the icon.
- 5 The **View** buttons and the **Zoom slider** are used to change the view and to increase or decrease the zoom ratio (magnification) of your slides.
- 6 The **Notes** and **Comments** tools enable you to enter notes and comments for the presenter that won't be seen by the audience.
- 7 The **Slide window** shows the content of the slide and this is also where you edit the presentation to add effects, objects, text and so on.

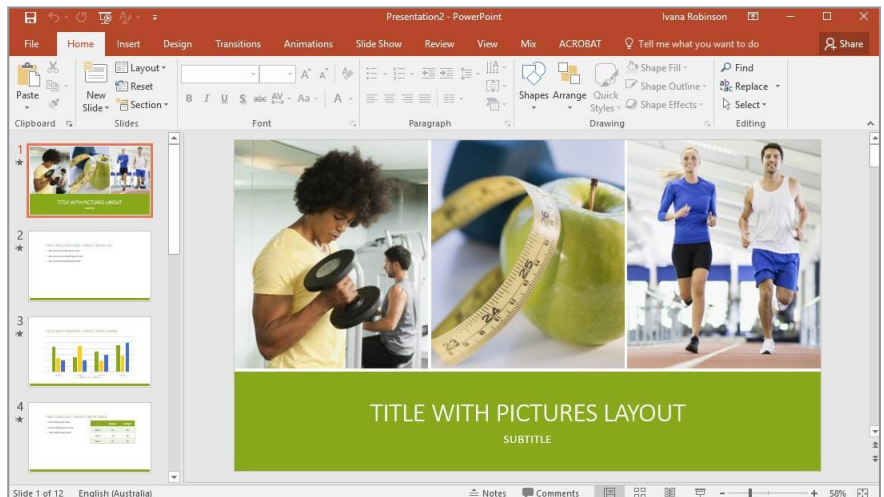
HOW MICROSOFT POWERPOINT 2016 WORKS

The PowerPoint 2016 screen comprises three key areas. The data you type is placed on a **slide**. The data can be manipulated using commands on the **ribbon**. The slide is part of a

larger entity known as a presentation which is also a file. Everything you do to the file is controlled in **Backstage view**.

The Slide

If you create a new blank presentation, it will appear as a blank **Title slide** in the document window. When you click in one of the text placeholders and type, the text will appear centred in the placeholder. You can also create a new presentation from a template, such as the health and fitness template shown to the right, where specific placeholders appear by default in a number of slides so that you can use them as a guide for editing and adding your own data or images as required.



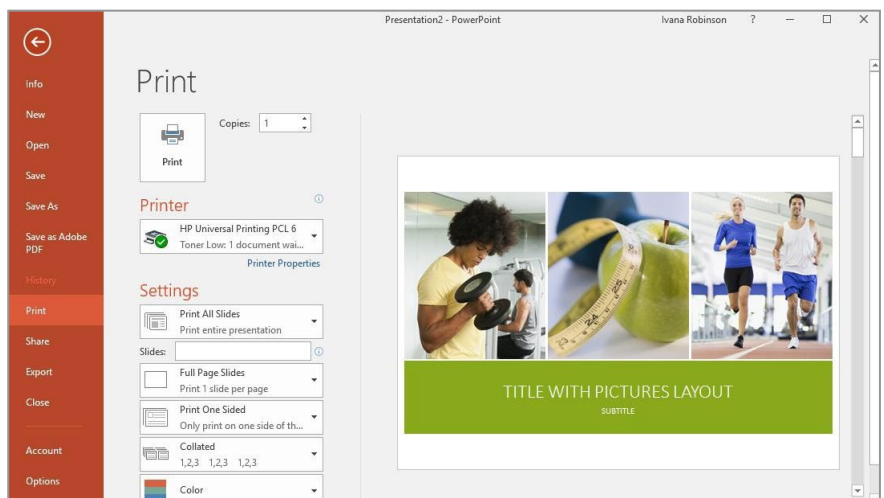
The Ribbon

When you need to do something with the information on a slide, such as format it, move it, copy it, and much more, you will find all of the relevant commands on the **ribbon**. The **ribbon** has the commands organised thematically using a series of tabs across the top.



Backstage View

When you want to do something with the data in your document, such as save it so that you can access it again later, print it, share it with a colleague, send it to your boss, protect it from prying eyes, etc, you will need to access the **Microsoft Office Backstage view**. **Backstage view** is accessed using the **File** tab on the ribbon. Rather than offering commands on a ribbon, **Backstage** occupies the entire screen and has a series of options in an orange panel on the left side. In our sample to the right, **Print** is active, and that is why you can see a preview of the document and a series of print-related options.



USING THE RIBBON

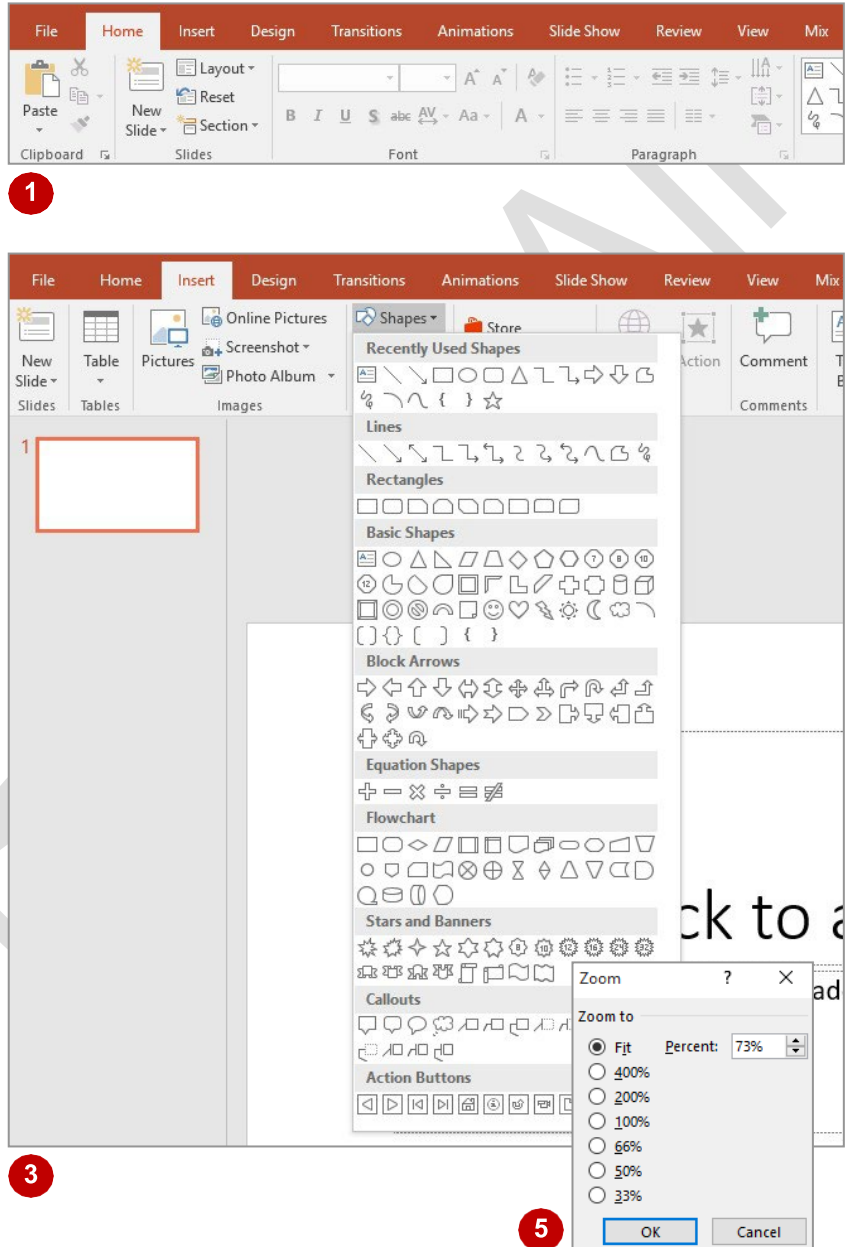
The **ribbon** is the command centre for PowerPoint. It provides a series of **commands** organised into **groups** that are placed on relevant **tabs**. Tabs are activated by clicking on

their name to display the command groups. Commands are activated by clicking on a button, tool or gallery option. Everything you could possibly want to do in PowerPoint will be on this ribbon.

Try This Yourself:

Before you begin, ensure that PowerPoint has started and a blank presentation is open...

- 1 Examine the **groups** on the **Home** tab, e.g. **Clipboard**, **Slides**, **Font** etc
These are the commands most commonly used...
- 2 Click on the **Insert** tab
The commands on this tab are used to insert items, such as tables and pictures...
- 3 Click on **Shapes** in the **Illustrations** group to display the **Shapes** gallery
This includes a huge range of shapes...
- 4 Click on each of the **tabs** and examine the **commands**
Some of these commands will open a dialog box...
- 5 Click on the **View** tab, then click on **Zoom** in the **Zoom** group to open the **Zoom** dialog box
- 6 Click on **[Cancel]**, then click on the **Home** tab



For Your Reference...

To **use** the **ribbon**:

1. Click on a **tab** to display the **commands**
2. Click on a **button** to activate a **command**, display a **gallery** or open a **dialog box**

Handy to Know...

- Additional tabs known as **Contextual tabs** appear in specific circumstances. For example, if you insert a picture or have selected a picture, the **Picture Tools: Format** tab will appear. This provides quick access to all of the tools you may need to modify and work with the picture.

USING RIBBON KEYTIPS

Ribbon commands are normally accessed with a mouse, however, you can also use the keyboard to do so. When you press **[Alt]**, letters known as **KeyTips** or **access keys** will appear next to

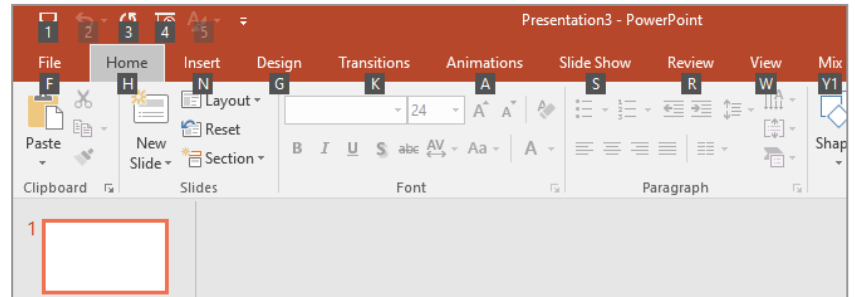
commands on the ribbon. Pressing the access key letter on the keyboard will then activate the corresponding command on the ribbon just as if you had clicked on the command with the mouse.

Try This Yourself:

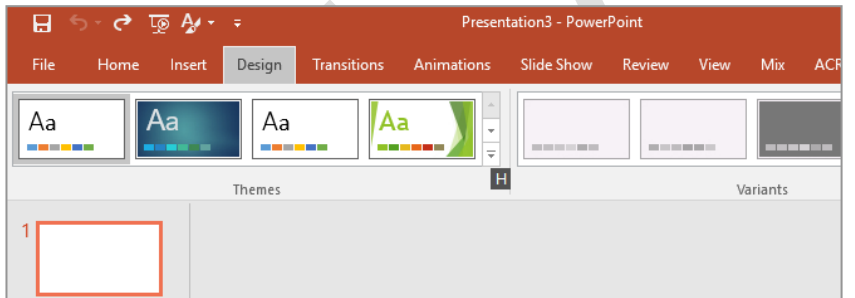
Open
File

Before starting this exercise, ensure you have a blank presentation open...

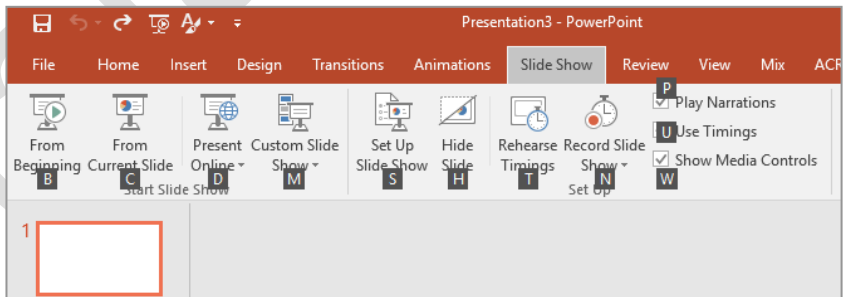
- 1 Press **[Alt]** to display the **KeyTips** in the ribbon
 - 2 Press **[G]** to activate the **Design** tab and display the **KeyTips** for the **Design** commands
 - 3 Press **[S]** to display the **Slide Size** options
 - 4 Press **[Esc]** twice to return to the previous level of access keys
 - 5 Press **[Tab]** several times to cycle through the commands on the **Design** tab
- To activate a selected command, you would simply press **[Enter]**...
- 6 Press **[Esc]** to return to text entry mode



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For Your Reference...

To use **KeyTips** to **access commands**:

1. Press **[Alt]** to display the **KeyTips**
2. Press the letter key of the command or tab to the command that you want to select
3. Press **[Esc]** to return to text entry mode

Handy to Know...

- You can still use the shortcut keys for menu commands that were available in previous versions of Office. For example **[Ctrl] + [B]** applies bold to selected text.

SHOWING AND COLLAPSING THE RIBBON

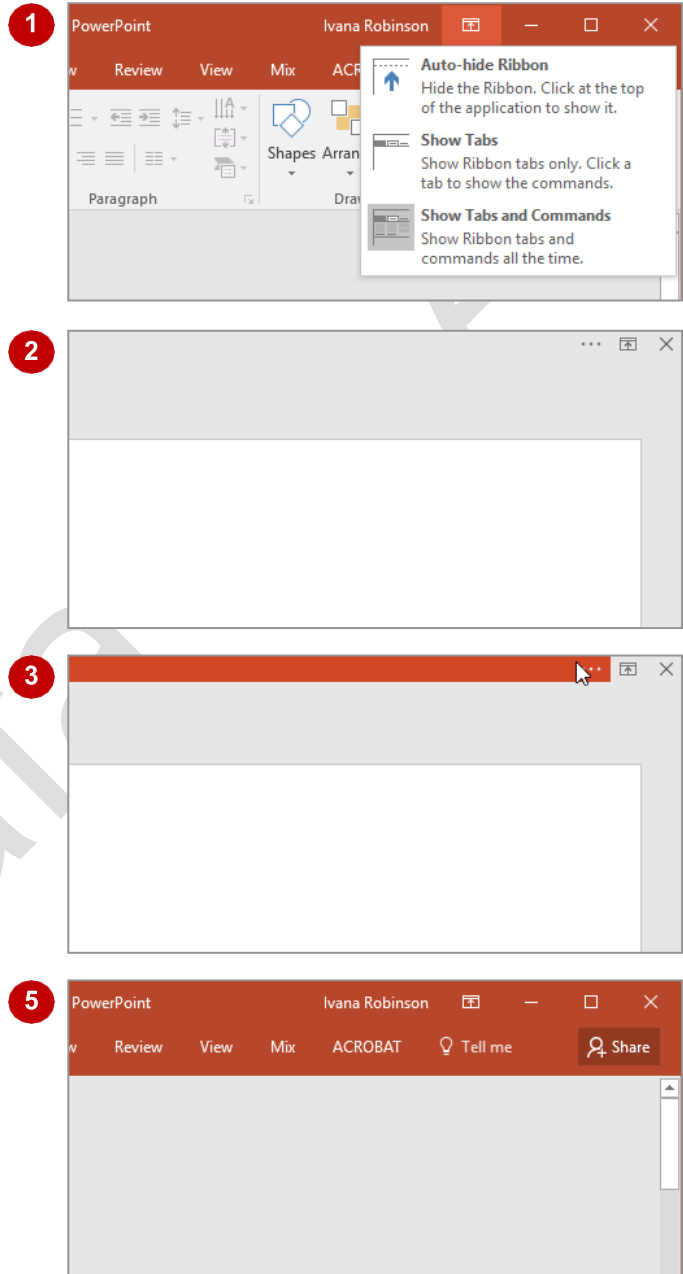
The **ribbon**, valuable as it is, does occupy a reasonable amount of screen space. To maximise your working space, you can minimise the ribbon so only the tabs are visible, minimise it

as a once-off operation or, have it constantly minimised and display full commands only briefly when a tab is clicked. You can do all this by using the **Ribbon Display Options** button.

Try This Yourself:

Before starting ensure you have a blank presentation open...

- 1 Click on the **Ribbon Display Options** button in the top right corner of the window to display a menu of options
Notice Show Tabs and Commands is selected. Let's hide the ribbon...
- 2 Select **Auto-hide Ribbon**
The ribbon, Quick Access bar and title bar will disappear completely...
- 3 Point to the top of the screen to display an orange bar, then click on the bar
The ribbon will open temporarily...
- 4 Click anywhere in the document to hide the ribbon
Let's display the tabs...
- 5 Repeat step 3, then steps 1 and 2 to select **Show Tabs**
- 6 Click on the **Insert** tab to open it temporarily, then click elsewhere to hide it again
This view is a good compromise, providing more screen space and requiring only one click to display the tab rather than two clicks as you do with Auto-hide Ribbon mode...
- 7 Repeat steps 1 and 2 and select **Show Tabs and Commands** to reset the option



For Your Reference...

To **hide/display** the **ribbon**:

1. Click on the **Ribbon Display Options** button
2. Select the desired mode

Handy to Know...

- If you wish to quickly collapse the ribbon and display only the tab names, double-click on a tab name, or click on **Collapse the Ribbon** located at the right end of the ribbon, or press **Ctrl + F1**. You can quickly expand it again by double-clicking on a tab.

UNDERSTANDING BACKSTAGE VIEW

The ribbon lets you work on **the content** in a presentation – you can add more content, format it, insert pictures into it, copy it, and much more. **Backstage view**, which is accessed using the

File tab, lets you **do something with** the content you create. You can save it for later use, print it on paper, send it via email, and more by using the options found in **Backstage view**.

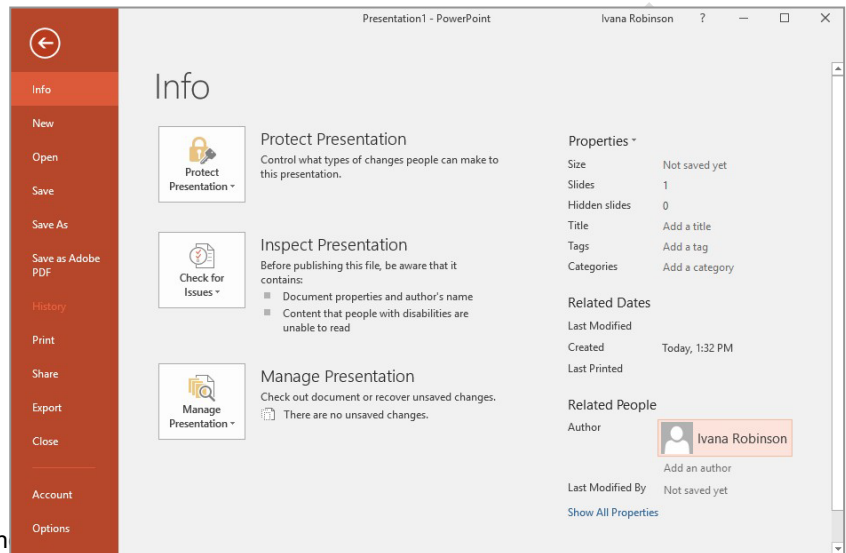
Backstage View

The **File** tab on the ribbon is not a normal tab – as you can tell by the fact that it is coloured. Clicking on the **File** tab launches a mini-program within PowerPoint known as **Backstage View**. **Backstage**, as it's known for short, occupies the entire window.

At the left of the **Backstage** is a navigation pane, which displays a list of options. These options provide you with access to various operations such as printing, saving and sharing. They can also provide you with information about your presentation such as the file size.

Clicking on one of the listed options displays a range of associated settings.

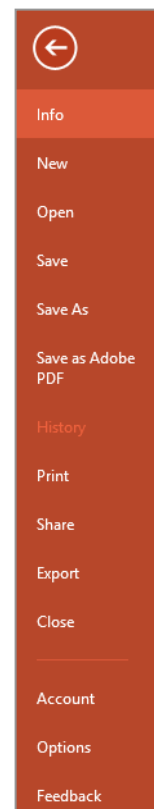
The whole underlying purpose of the **Backstage** is to enable you to protect your data, share it with others, and provide you with valuable information both about your data and the status of Microsoft PowerPoint.



Backstage Options

The **Backstage** provide more options for working with a document

Info	Provides status information about the current presentation and lets you manage versions and permissions.
New	Lets you create a new document and provides access to a gallery of inbuilt templates as well as ready access to a range of online templates.
Open	Provides a list of recent documents as well as the option to search through your Computer, OneDrive or other place, to find what you are looking for
Save	Saves your current presentation (if already saved to a location) or prompts you to save to a location.
Save As	Allows you to name your presentation and save it to a location.
Save as Adobe PDF	Allows you to save a Word document as a PDF document.
History	Shows version history of the currently open file.
Print	Lets you print the current presentation and preview it.
Share	Lets you share your presentation with other people via email, online presentation, blog or Cloud (OneDrive).
Export	Allows you to create a PDF/XPS document or change the file type of your presentation.
Close	Closes your current document.
Account	Contains product and user information.
Options	Presents you with a range of options which assist in the creation and editing of your document.
Feedback	Allows you to send feedback to Microsoft about PowerPoint.



ACCESSING BACKSTAGE VIEW

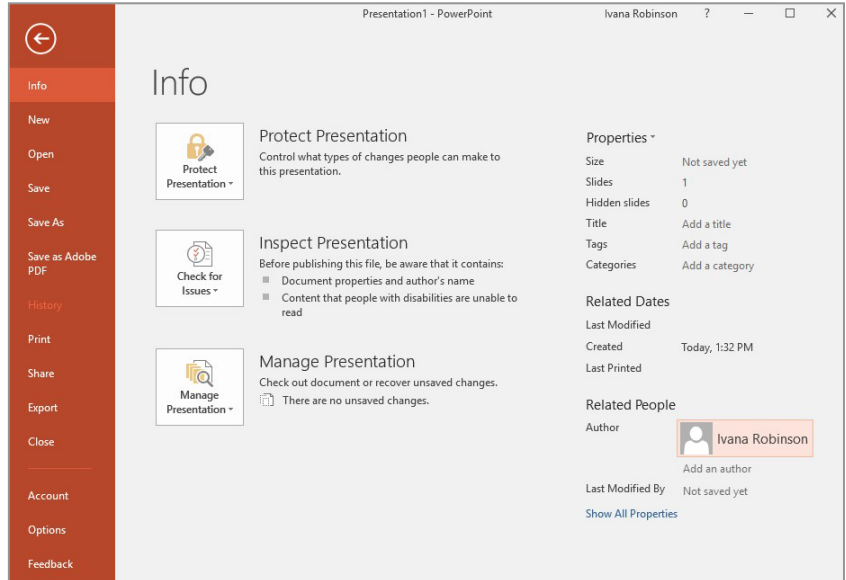
Backstage view provides options for working on presentations and displays key information about the status of your presentation and of Microsoft PowerPoint 2016. It is typically accessed by

clicking on the **File** tab on the ribbon but it can also appear when keyboard shortcuts for specific commands are used.

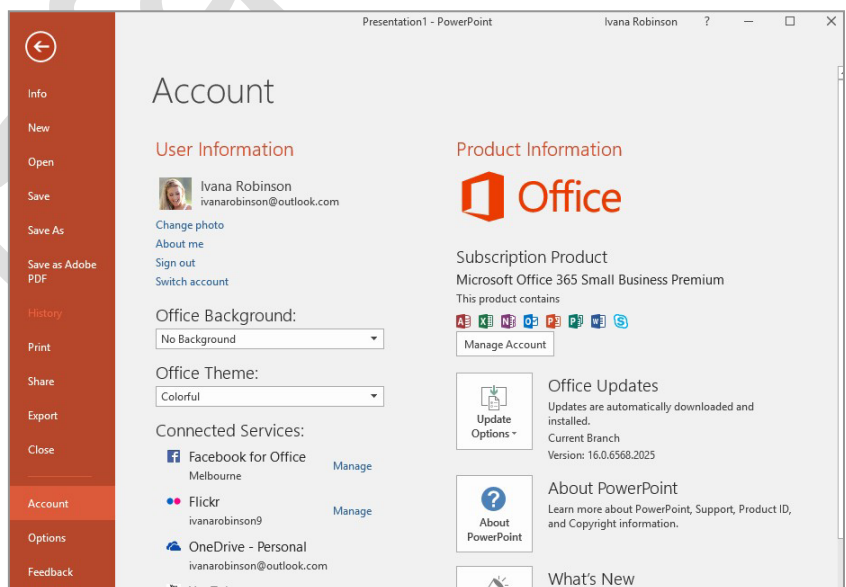
Try This Yourself:

Before starting this exercise, ensure that you have a blank presentation open...

- 1 Click on the **File** tab to display **Backstage view**
- 2 Click on **Info** in the orange panel if it is not already selected, to view information relating to your presentation such as the **Properties**
- 3 Click on **Print** to see the printing options
A preview will appear of how the presentation will look when printed...
- 4 Click on **Account** to see the account options and product licensing information
- 5 Click on the **Back** arrow at the top of the panel to close **Backstage view** and return to the presentation



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For Your Reference...

To **access Backstage view**:

1. Click on the **File** tab
2. Click on the required option in the orange panel to display the settings

Handy to Know...

- You can close **Backstage view** by pressing **Esc**.

CHANGING THE OFFICE THEME

Microsoft provides you with the ability to change the look and feel of the user interface by changing the office **theme**. Different themes can provide greater visibility in different situations.

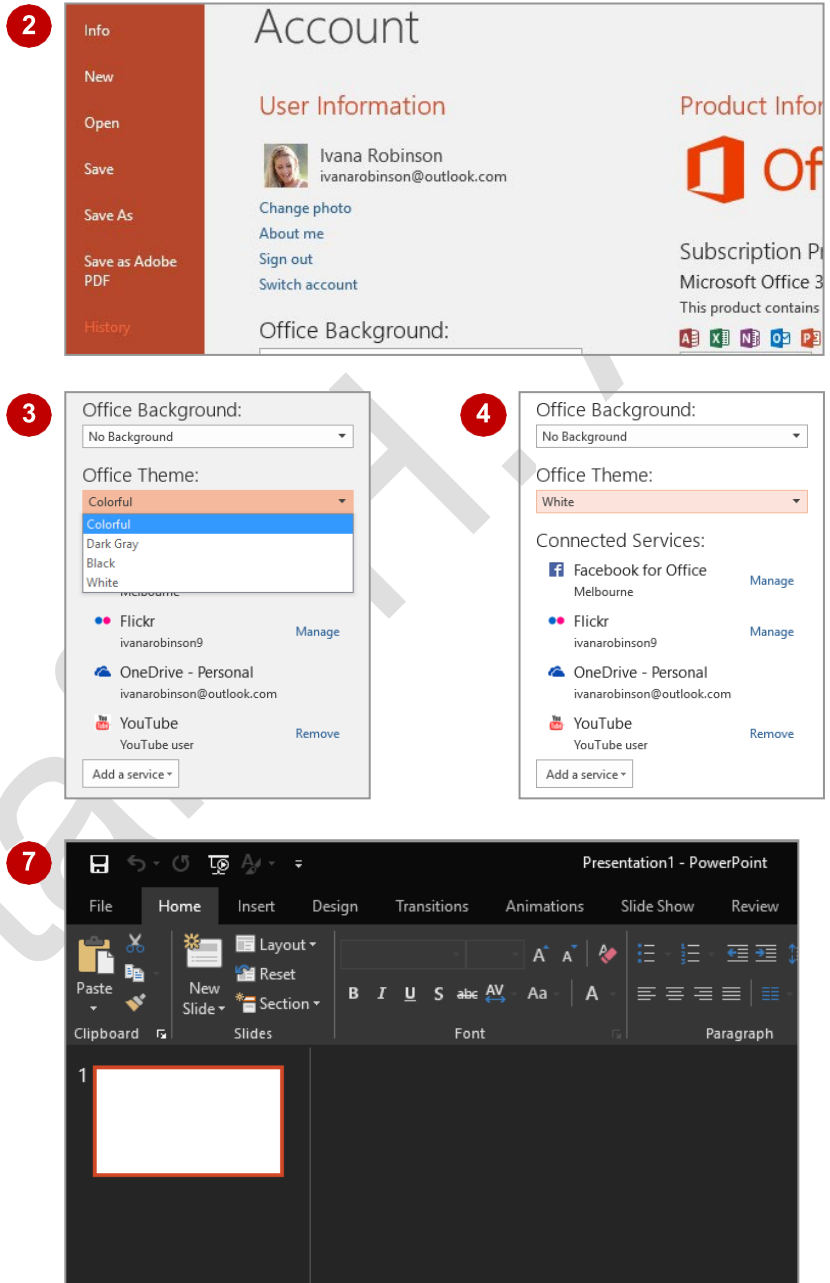
Note that some of the theme options are only available to Office 365 users.

Try This Yourself:

Open File

Before starting this exercise you **MUST** ensure that you have a blank presentation open...

- 1 Click on the **File** tab to display the Backstage
- 2 Click on **Account** to display the account options
- 3 Click on the drop arrow beneath **Office Theme** to display a number of options
- 4 Select **White**
- 5 Click on the **Back** arrow to return to the presentation so that you can see how the white theme appears
- 6 Repeat steps 1 to 4 and select the **Black** theme
- 7 Click on the **Back** arrow to return to the presentation so that you can see how the **Black** theme appears
- 8 Repeat the above steps to select the default theme again - **Colourful**



For Your Reference...

To **change** the **office theme**:

1. Click on the **File** tab
2. Click on **Account**
3. Click on the drop arrow beneath **Office Theme**
4. Select an option

Handy to Know...

- If you change the Office theme in one program, it will apply the theme to any other Office applications you have installed on your computer.

USING SHORTCUT MENUS

In addition to the ribbon, PowerPoint also features **shortcut menus** – context-sensitive menus that appear when you right-click on areas of the screen or slide. **Shortcut menus** provide

an (often faster) alternative method for locating operations and commands specific to the object or area you have right-clicked on. In some instances a mini toolbar may also appear.

Try This Yourself:

Before starting this exercise ensure that you have a blank presentation open...

1 Point to any of the tabs on the ribbon, then right-click to display the shortcut menu
This menu will display options relating to the toolbar and ribbon...

2 Click elsewhere on the slide with the **left** mouse button to close the shortcut menu

3 Point to one of the text placeholders on the slide, then right-click to display the shortcut menu and a mini toolbar

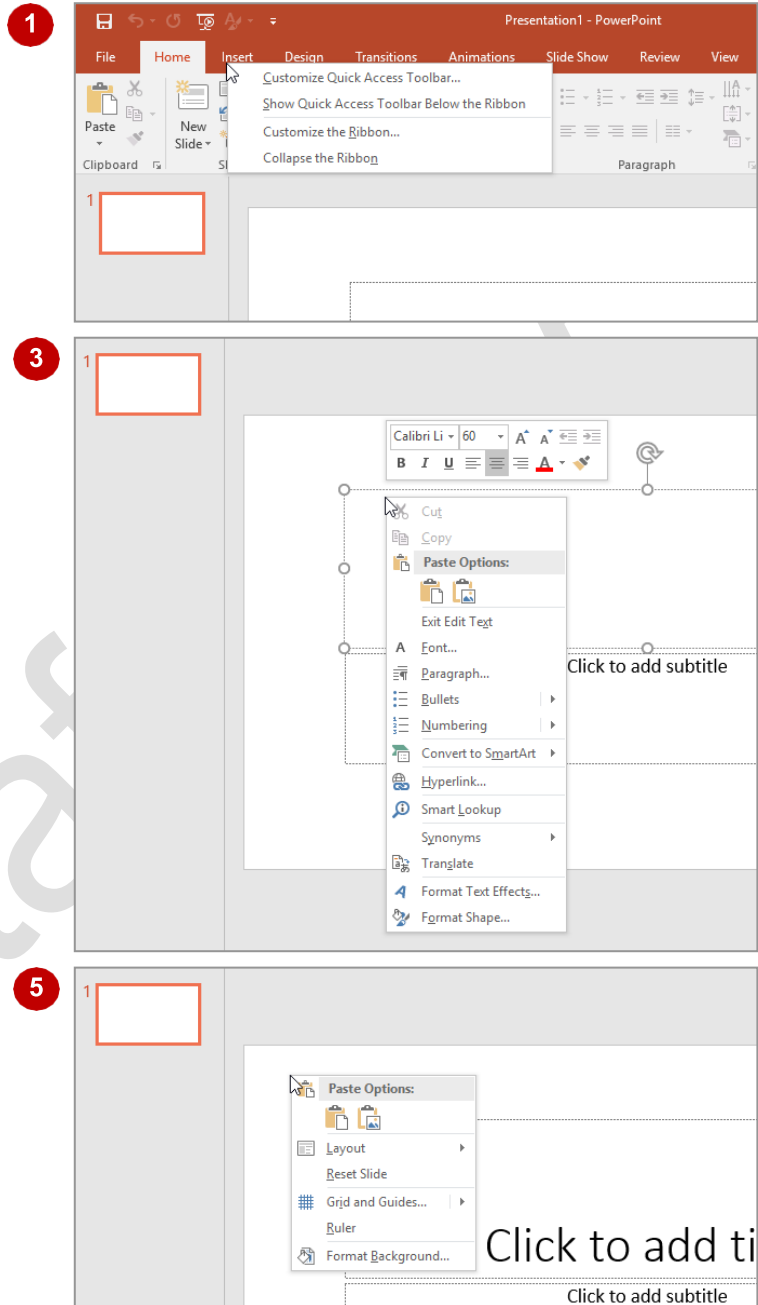
Because you clicked on a text placeholder, the menu contains Font and Paragraph options. Cut, Copy and Paste are greyed out when no actual text is selected...

4 Press **Esc** to close the menu

5 Right-click on an area of the slide outside of the text placeholders

This shortcut menu offers slide-specific options...

6 Press **Esc** to close the shortcut menu



For Your Reference...

To **display a shortcut menu**:

1. Point to the object or area of the screen on which you want to perform an operation
2. **Right-click** to display the shortcut menu

Handy to Know...

- Once a **shortcut menu** appears, you can select an option in it by clicking on that option with the left mouse button.

UNDERSTANDING DIALOG BOXES

Dialog boxes contain a series of controls that are used to adjust settings for a particular aspect of a document. They appear either when you click on a **dialog box launcher** in the bottom

right corner of a **group** on the **ribbon**, or when you click on a command that displays a dialog box.

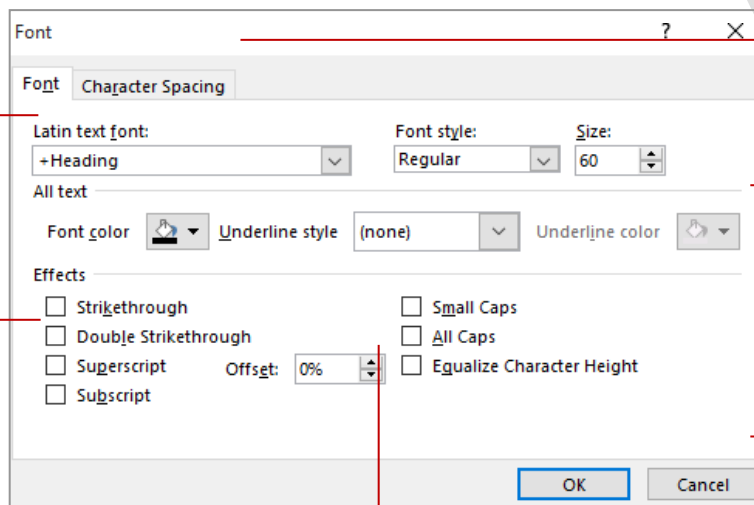
Dialog boxes are often used for adjusting some of the more advanced aspects of a document.

Typical Dialog Box Controls

Dialog boxes have various tools to help you perform tasks. These tools are known as **controls** and some typical ones are shown below.

Text boxes are used to enter text such as font or size.

Check boxes turn settings either on or off. When on they display a tick and therefore these controls are also known as tick boxes.



Tabs are used to provide grouped settings in the one dialog box.

Drop arrows provide a list of options for the text box when the arrow is clicked. The list "drops down" from the arrow.

Command buttons provide a means of saving the changed settings [OK], or closing the dialog box without accepting any changes made [Cancel].

Spinner arrows allow you to type a specific value or use the up or down arrows to increase or decrease the value respectively.

LAUNCHING DIALOG BOXES

Dialog boxes can be launched either as a result of clicking on a **dialog box launcher** or a command button, or by selecting a command from a menu. In a menu, the presence of three

dots ... (an ellipsis) after a menu option indicates that selecting the menu option will display a dialog box. Dialog boxes are generally used for advanced features or detailed settings.

Try This Yourself:

Before starting this exercise ensure that you have a blank presentation open...

1 Click in a text placeholder on the slide, click on the **Home** tab then point to the **dialog box launcher** in the **Font** group to display the tooltip

2 Click on the **dialog box launcher** to open the **Font** dialog box

This dialog box contains advanced options for font formatting. Click on the tabs to display more options...

3 Click on **[Cancel]** to close the dialog box

Let's try a different method...

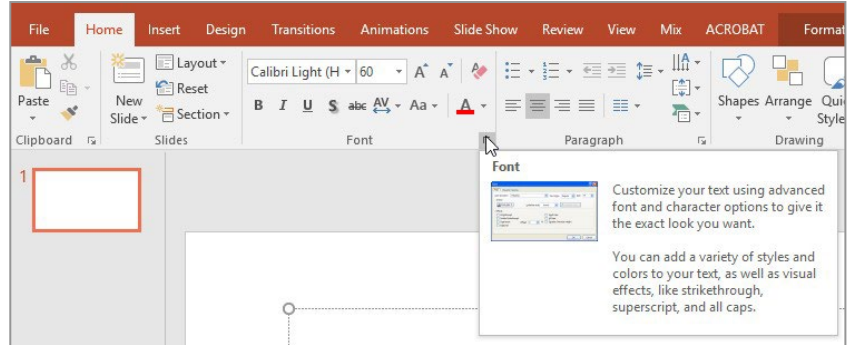
4 Click on the **Insert** tab, then click on **Header & Footer** in the **Text** group to open the **Header and Footer** dialog box

5 Click on **[Cancel]**

Some menu options open a dialog box...

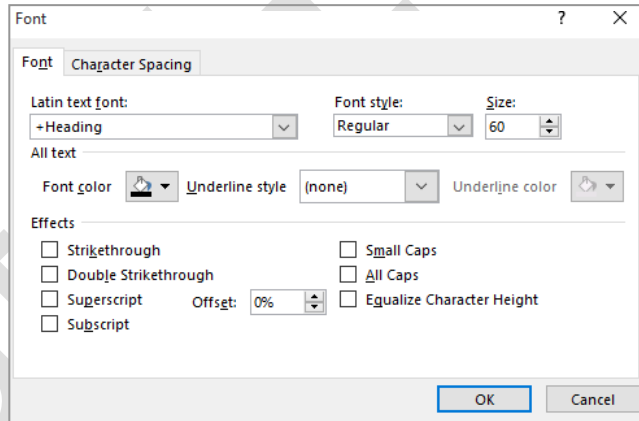
6 Click on the **Design** tab, click on **Slide Size** in the **Customise** group to open a menu of options, then select **Custom Slide Size** to open the **Slide Size** dialog box

7 Click on **[Cancel]** to close the dialog box

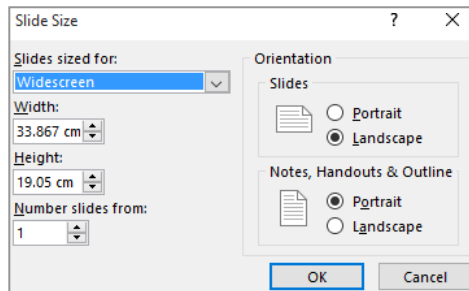


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For Your Reference...

To **launch** a **dialog box**:

- Click on a **dialog box launcher**, relevant **command button** or **menu option**

Handy to Know...

- In some situations, the command or **dialog box launcher** actually opens a **task pane**. For instance, if you click on **Format Background** in the **Customise** group on the **Design** tab, the **Format Background** task pane will appear on the right side of the screen.

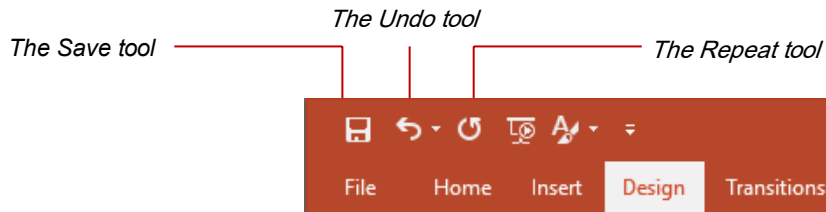
UNDERSTANDING THE QUICK ACCESS TOOLBAR

The **Quick Access Toolbar**, also known as the **QAT**, is the small toolbar that appears in the top left corner of the PowerPoint window. It is designed to provide access to the tools you use

most frequently, such as **Save**. By default, the **QAT** also contains the **Undo** and **Repeat** buttons. You can add buttons to the **Quick Access Toolbar** to make finding your favourite commands easier.

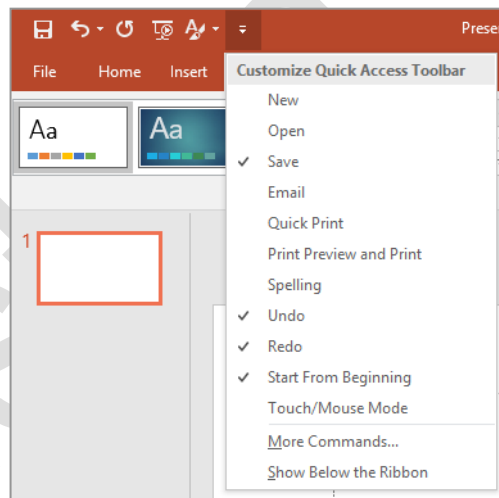
The Quick Access Toolbar

The **Quick Access Toolbar** is positioned in the top left corner of the Microsoft PowerPoint 2016 screen. In its default state, it includes the **Save** tool, the **Undo** tool and the **Repeat** tool.

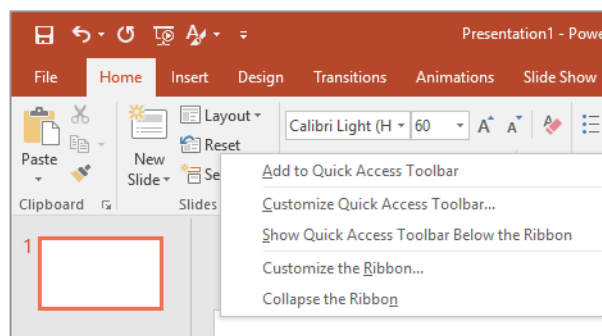


Customising the Quick Access Toolbar

Appearing immediately to the right of the **Quick Access Toolbar** is the **Customise Quick Access Toolbar** tool, as shown below. Clicking on this tool displays a list of commonly used commands that you can add to the toolbar. You can select the items you want to add from the list by clicking on them. The ticks that appear to the left of the menu options show which options already appear on the **QAT**. You can add additional commands by selecting **More Commands**.



You can also add commands to the **Quick Access Toolbar** by right-clicking on a command in the ribbon and selecting **Add to Quick Access Toolbar**.



ADDING COMMANDS TO THE QAT

The **Quick Access Toolbar** is a handy place to store the commands from the ribbon that you use most frequently. Adding commands from the ribbon involves locating the command, right-

clicking on it to display the shortcut menu and selecting **Add to Quick Access Toolbar**.

Try This Yourself:

Before starting this exercise ensure you have a blank presentation open...

- 1 Point to the first button on the **Quick Access Toolbar** to see the name of the tool and its shortcut

In our case, it's the Save tool...

- 2 Click on the **Home** tab, then right-click on **Format Painter** in the **Clipboard** group to display a shortcut menu

- 3 Select **Add to Quick Access Toolbar** to add the tool to the **QAT**

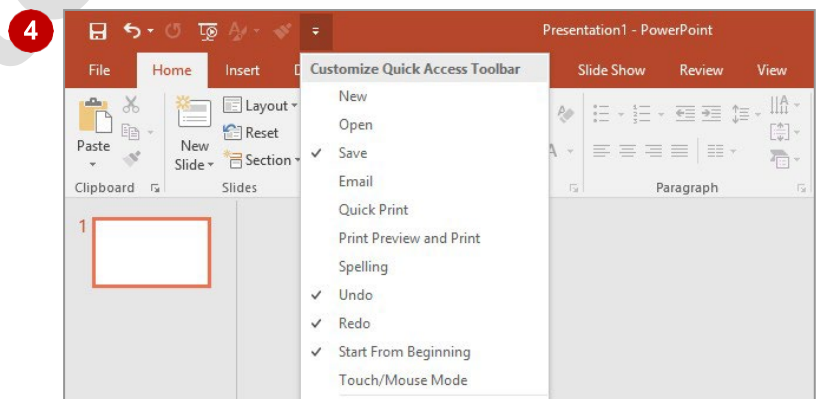
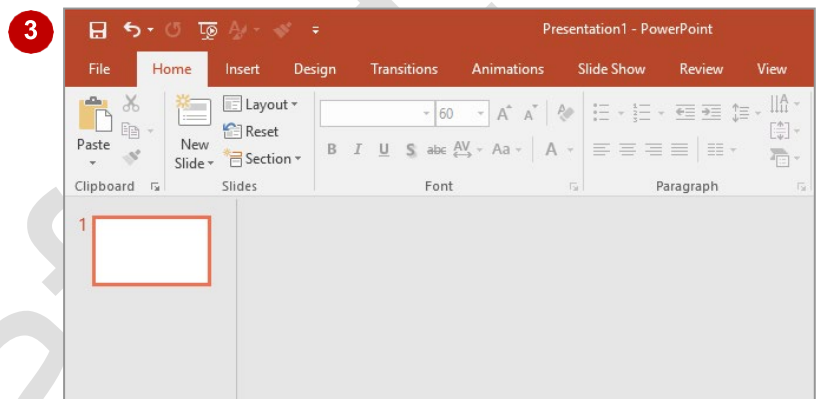
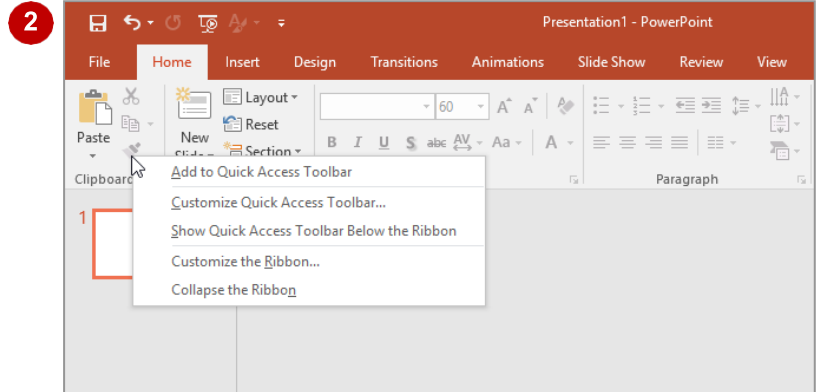
- 4 Click on **Customise Quick Access Toolbar** at the end of the **QAT** to display the menu

- 5 Select **Open** to add the **Open** tool to the **QAT**

It's just as easy to remove a tool from the QAT...

- 6 Right-click on the **Format Painter** tool on the **QAT** and select **Remove from Quick Access Toolbar**

- 7 Repeat step 6 to remove the **Open** tool from the **QAT**



For Your Reference...

To **customise** the **Quick Access Toolbar**.

1. Right-click on the command in the ribbon that you want to add and select **Add to Quick Access Toolbar**, or
Click on **Customise Quick Access Toolbar** and select a command

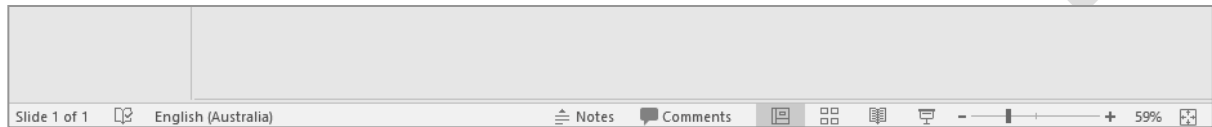
Handy to Know...

- You can position the **QAT** under the ribbon by clicking on **Customise Quick Access Toolbar** and selecting **Show Below the Ribbon**. This places the tools that you use most frequently closer to your presentation, making it quicker to access them.

UNDERSTANDING THE STATUS BAR

The **status bar** is the bar across the bottom of the PowerPoint window. It is a useful aid that displays information such as the current slide number and spelling errors (if there are any). It

also contains tools that can change the presentation view and magnification. You can customise the **status bar** to change the information that is shown.



1

1

Slide Number

The **Slide Number** indicates which slide is currently on view in the slide window. In this example, slide **1** is in the slide window. This indicator also tells you how many slides there are in the entire presentation – in this case, there is only one.

2

Spelling Errors

This tells you when there are spelling errors in the presentation – a small cross will replace the tick in the icon. You can click on the spelling icon to display the **Spelling** task pane in which you can correct the errors.

3

Notes

Click on **Notes** to display the **Notes** pane where you can type information for the presenter that does not appear in a slide show.

4

Comments

Click on **Comments** to display the **Comments** task pane and enter comments about the presentation. These do not appear in the slide show.

5

View Tools

The **View** tools allow you to change the view of the presentation. You can select from **Normal**, **Slide Sorter**, **Reading View** and **Slide Show**.

6

Zoom Slider

The **Zoom Slider** indicates the current zoom level, where the centre mark indicates 100%. You can either drag the marker to adjust zoom, or click on a specific point of the slider bar to set a zoom percentage. You can also click on the buttons at either end of the slider to zoom in or zoom out.

7

Zoom Level

This button displays the current magnification. If you click on the button, the **Zoom** dialog box will appear so that you can select or type a specific zoom percentage to increase or decrease magnification.

8

Fit Slide To Current Window

If you have altered the zoom level of the slide in the slide window, you can quickly restore it to fit the slide by clicking on **Fit Slide To Current Window**.

CUSTOMISING THE STATUS BAR

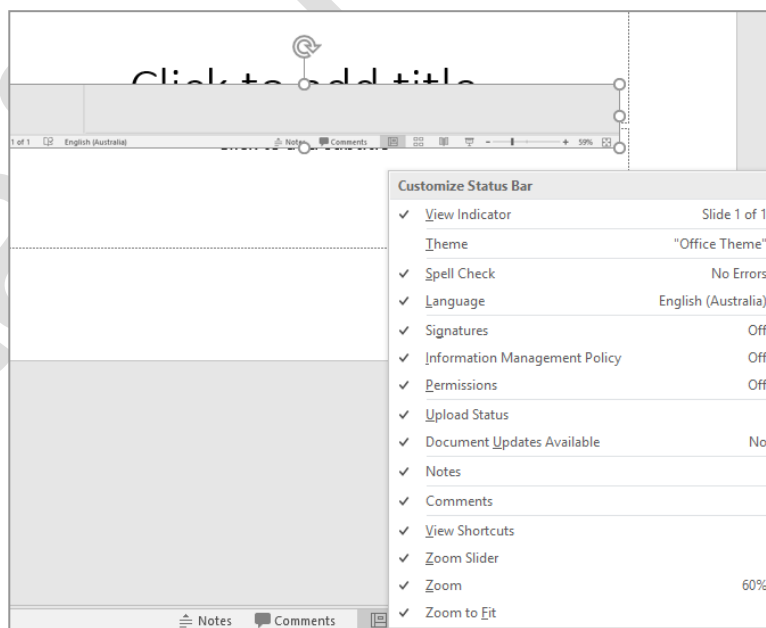
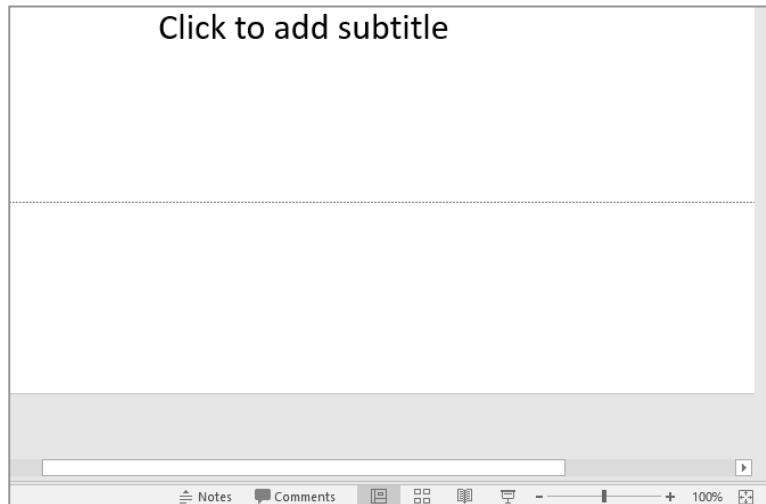
The **status bar**, which is positioned at the bottom of the PowerPoint window, comprises two areas. The left side displays options and information relevant to the current presentation and the right

side displays viewing and zooming tools. You can **customise the status bar** by adding or removing options to suit your working requirements.

Try This Yourself:

Before starting this exercise ensure that a blank presentation is open...

- 1 Click on the **Zoom In** icon on the status bar several times
Magnification increases by 10% with each click...
- 2 On the status bar, click on the vertical line in the centre of the zoom slider to reset **Zoom** to **100%**, then click on **Fit slide to current window** in the bottom right corner to adjust the zoom to the window size
The zoom level shown at this point will depend on your window size...
- 3 Right-click on the status bar to display the shortcut menu
The menu lists options you can choose to display on the status bar...
- 4 Click on **Theme** so it appears with a tick
The current theme is now displayed on the status bar
- 5 Click on **Theme** again to remove the tick and remove the information from the status bar
- 6 Press **Esc** to close the shortcut menu



For Your Reference...

To **customise** the **status bar**

1. Right-click on the status bar
2. Click on the option(s) that you want to add or remove
3. Press **Esc** to close the menu

Handy to Know...

- If you prefer working with the keyboard, you can press **F6** to activate the **Zoom level** tool in the status bar. You can then press the arrow keys to move between the other options on the status bar and press **Enter** to activate an option. Press **Esc** to deactivate the status bar.

EXITING SAFELY FROM POWERPOINT

When you are finished working with PowerPoint you will find there are several ways to exit the application. If you have made changes to the presentation, PowerPoint will ask you to save

these changes before exiting. You will learn about saving a little later on. If you don't want to retain any changes, you can decline the offer and simply close the application immediately.

Try This Yourself:

Before starting this exercise ensure a blank presentation is open...

- 1 Click on the **Click to add title** placeholder and type your name

This simply ensures that you have an unsaved change in your presentation...

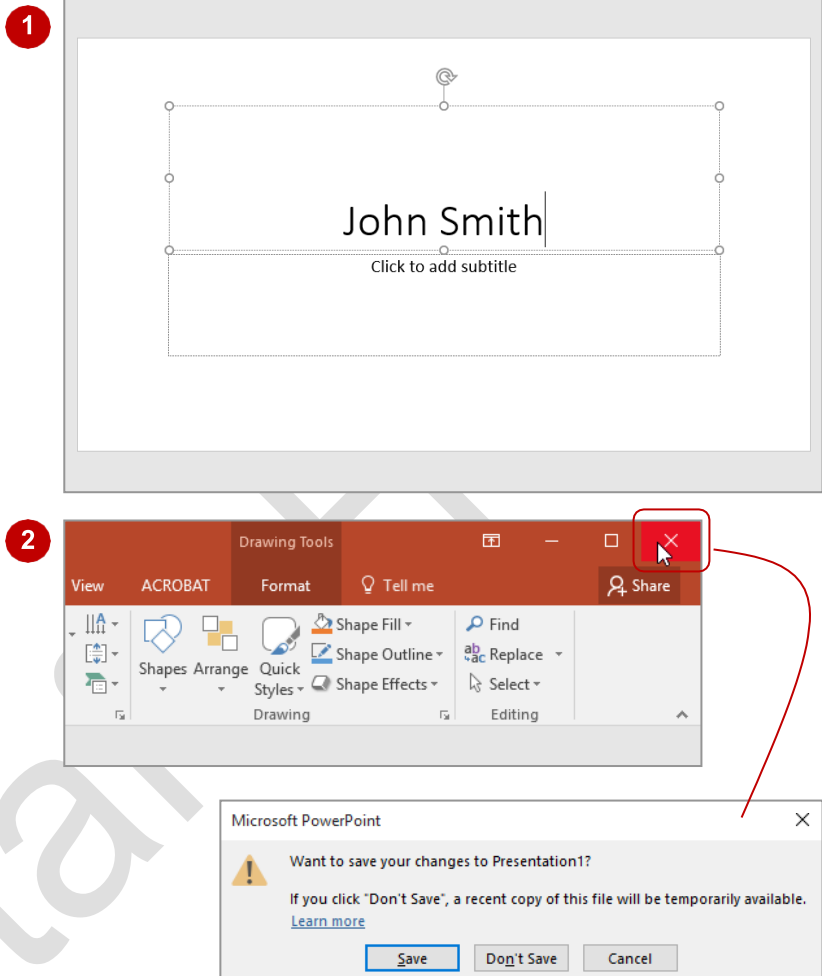
- 2 Click on the **Close** button in the top right corner of the window

You will be prompted to save your document and retain the changes.

As we have no reason for keeping this presentation, we will decline the opportunity to save it...

- 3 Click on **[Don't Save]** to exit PowerPoint

If you click on [Save], the Save As dialog box will open and you will be required to specify a file name and location for the presentation. Once you have saved your presentation, PowerPoint will close



*It is possible to have more than one presentation open at a time. If this is the case, you need to close each one using the steps in this exercise. Alternatively, you can right-click on the PowerPoint icon in the taskbar and select **Close all windows**. This will close all presentations at once. When the last presentation is closed, PowerPoint will terminate.*

For Your Reference...

To **safely exit PowerPoint 2016**:

1. Click on **Close**
2. If you want to keep your changes, then click on **[Save]** and specify a document name and location. Otherwise, click on **[Don't Save]**

Handy to Know...

- Whenever you are in doubt about whether or not to save, you should err on the side of caution and save the presentation. You can delete unwanted presentations at a later date, but you can seldom retrieve data that has not been saved.

THE OPEN PLACE

The **Open place** provides easy access to recently opened files, as well as access to locations where your files may be stored such as your hard drive or OneDrive. The **Open place** is

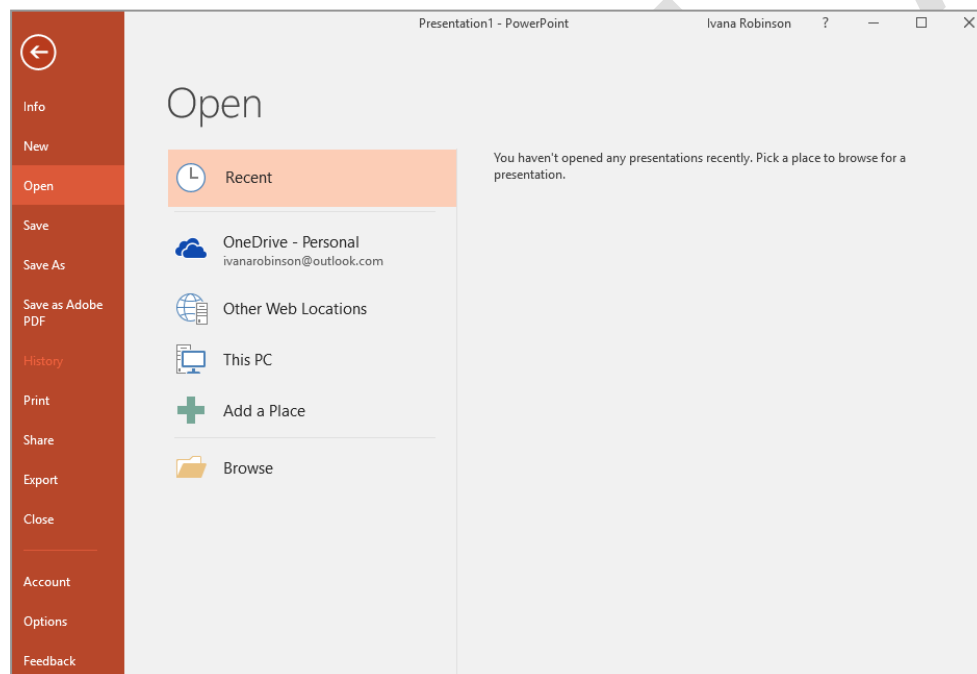
displayed when you click on the **File** tab and select **Open** or when you use the keyboard shortcut **Ctrl** + **O**.

The Open Place

When you access the **Backstage** and click on **Open**, the **Open place** will be displayed as shown below. By default, **Recent Presentations** is selected in the middle pane making it very easy for you to open a file you have been working on recently.

If the document you wish to open doesn't appear in the **Recent Presentations** list, you can either access the folders on your **This PC** or in **OneDrive** by clicking on the appropriate option in the middle pane. Clicking on **Browse** in the right pane for either place will display the **Open** dialog box where you can navigate to the desired folder and select the file to open.

You can change the number of **Recent Presentations** that display in the right pane by selecting **File** > **Options** > **Advanced** and then selecting a number between **0** and **50** in the options box for **Show this number of Recent Presentations**.



Keyboard Shortcuts

To quickly access the **Open place** you can use the keyboard shortcut **Ctrl** + **O**. You may find this handy if you tend to open and work on the same files or regularly open files located in different places. You can access the **Open** dialog box directly if preferred by using the keyboard shortcut **Ctrl** + **F12**.

If you prefer to bypass the **Open place** altogether, you can adjust the settings so that the shortcut **Ctrl** + **O** displays the **Open** dialog box rather than the **Open place**. This may be useful if you don't use SkyDrive or if you simply prefer to always display the **Open** dialog box. To do this:

1. Click on the **File** tab to open the **Backstage**
2. Click on **Options** to open the **Options** dialog box
3. Click on **Save** in the left pane
4. Click on **Don't show the Backstage when opening or saving files** under **Save presentations**
5. Click on **[OK]**

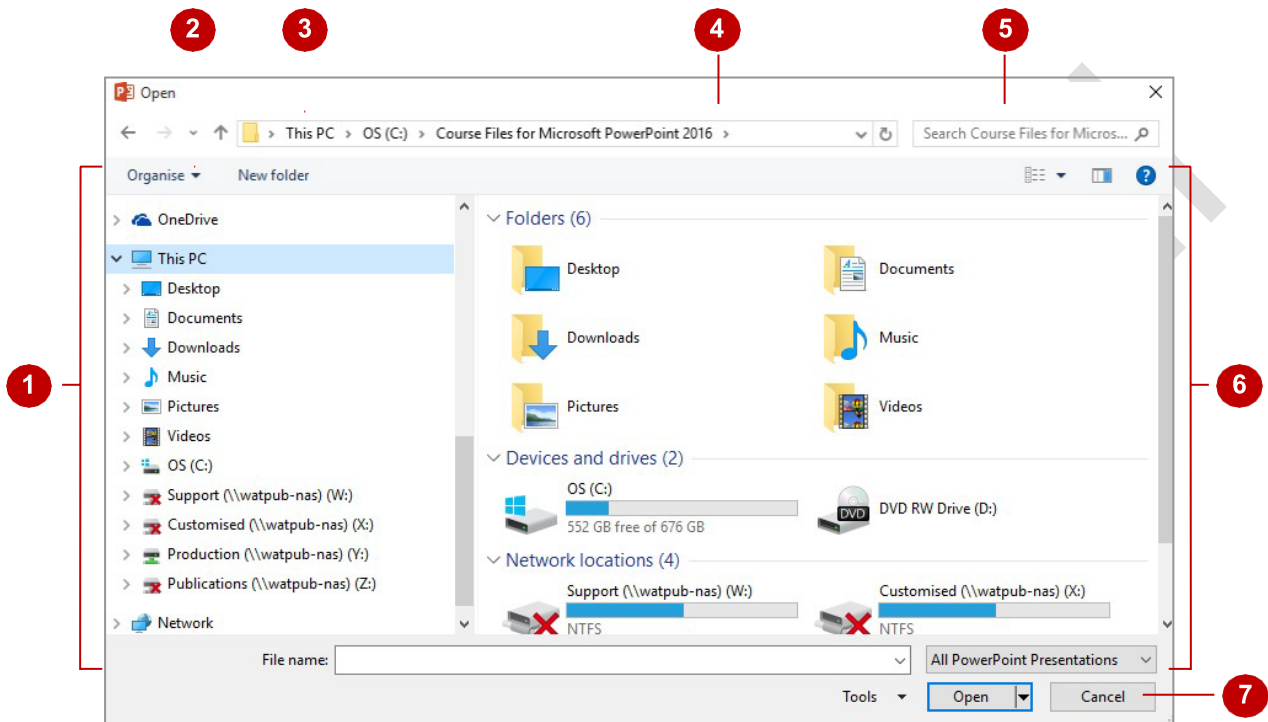
Note: Selecting this option also means the **Backstage** will not appear when you save your document using the shortcut **Ctrl** + **S**. Instead, the **Save As** dialog box will display automatically.

Also note that selecting this option in Microsoft Word or any other Microsoft Office program will change the setting in all Office programs.

THE OPEN DIALOG BOX

To access documents that have previously been created and saved on your computer, network or other storage device (but not **OneDrive**), you will need to display the **Open** options in **Backstage**

view and access the **Open** dialog box. The options available in the **Open** dialog box for files saved to your **Computer** are explained below.



The Open Dialog Box Options

- 1 The **Navigation Pane** lists the available storage devices and displays the folders and subfolders contained within these. There are two parts to this pane; a list of **Favourites** and **Libraries** in the top half of the pane and a list of all **Folders** in the lower half. You can use the **Navigation Pane** to browse through the available folders and subfolders to locate the required document. Click on the arrows to expand **▶** and collapse **▲** folders, thereby displaying and hiding the hierarchy *within* folders. Click on a folder name to display the folder's contents in the **File List** pane (see **6** below).
- 2 The **Toolbar** buttons enable you to control the display and organisation of the files displayed in the dialog box. For instance, you can move and rename files using the **Organise** tool, or change the **File List** to display the files as icons instead of as a list using the **Change your view** tool.
- 3 When you click on a folder in the **Navigation pane**, the folders you click on are recorded in the background. The **Back** button enables you to backtrack through the previously visited folders and the **Forward** button enables you to move forward through them again.
- 4 The **Address Bar** displays the file path location of the files that are currently displayed in the **File List** pane.
- 5 The **Search box** enables you to use search criteria to locate a file. This criteria can be based on file name, file type or author and can incorporate Boolean filters (e.g. AND, NOT, OR etc) for more advanced searching.
- 6 The **File List** pane displays a list of files and subfolders contained within the folder currently selected in the **Navigation pane**. You can double-click on a folder or file in this list to open it.
- 7 In this area at the bottom of the dialog box, there are a number of options. The **File name** field displays the selected file's name. You can click on the **File name** drop arrow to display a list of files recently opened. The **Tools** option lists a selection of additional tools related to the dialog box. Click on **[Open]** to open the file displayed in **File name** or **[Cancel]** to close the dialog box without opening a file.

OPENING A PRESENTATION

When you save a **PowerPoint** presentation, the file is saved with the file extension **.pptx**. Once saved, there are two main methods you can use to open a presentation. You can either open the

file directly from the **File Explorer** by double-clicking on the file, or you can open PowerPoint and then open the presentation from within the application, which is what we'll do here.

Try This Yourself:

Before starting this exercise you MUST open the file Working with Presentations_1.pptx...

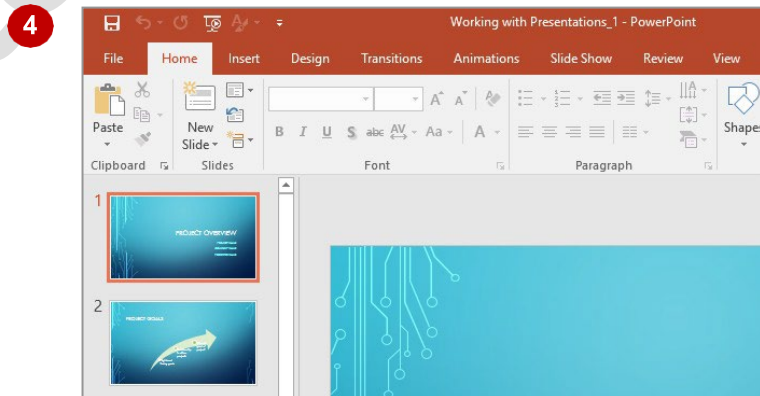
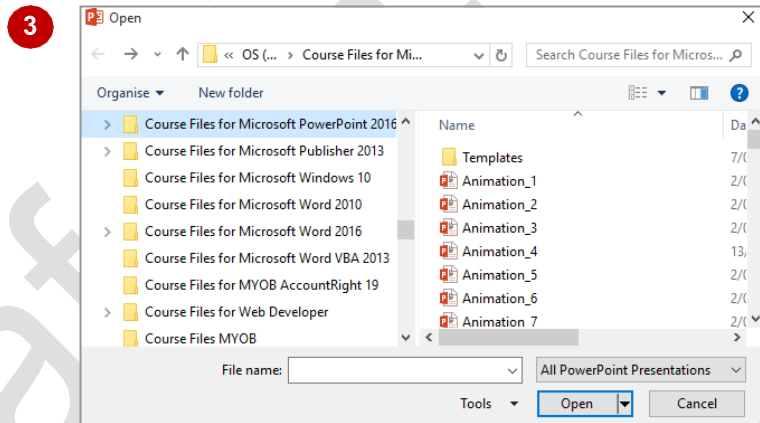
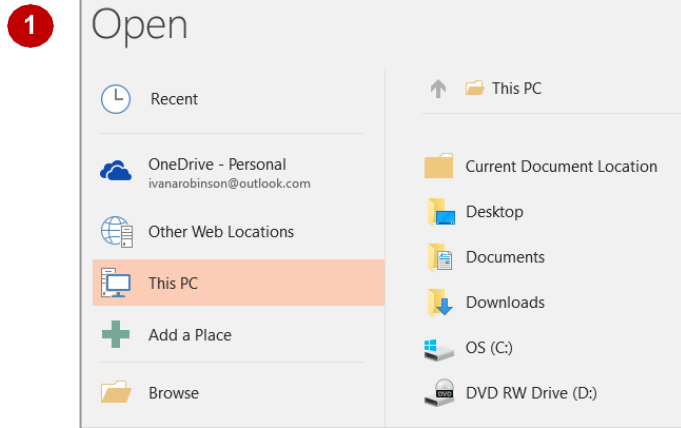
- 1 Click on the **File** tab to display **Backstage view**, then click on **Open** to display the **Open** place

The Open place displays a list of locations from which you can open your files. If you have opened a file in PowerPoint before, Recent Presentations will be selected by default and appear under the heading Open...

- 2 Click on **This PC** in the middle pane, then click on **Browse** to display the **Open** dialog box

- 3 Navigate to the **Course Files for Microsoft PowerPoint 2016** folder

- 4 Click on **Working with Presentations_1.pptx** to select it, then click on **[Open]** to open the presentation



For Your Reference...

To **open a presentation**:

1. Click on the **File** tab, then click on **Open**
2. Select a location under **Open**, then click on **[Browse]**
3. Navigate to the appropriate folder, select the required file, then click on **[Open]**

Handy to Know...

- You can press **Ctrl + F12** to display the **Open** dialog box.
- You can press **Ctrl + O** to display the **Open** place in **Backstage view**.
- Click on the **File** tab, click on **Open**, then click on **Recent Presentations** to display recently opened presentations.

OPENING MULTIPLE PRESENTATIONS

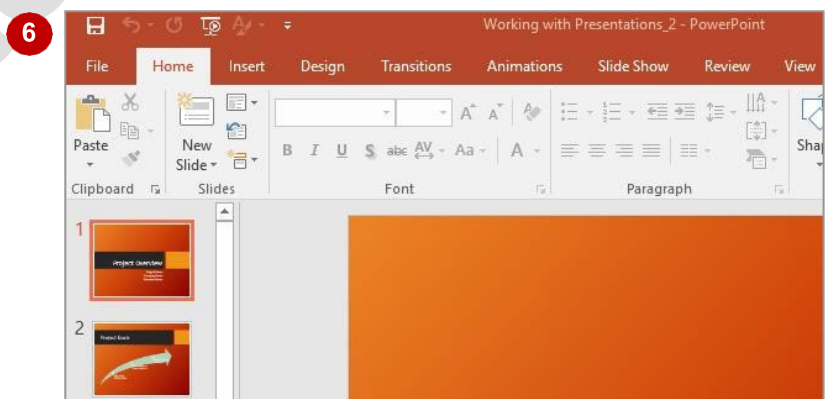
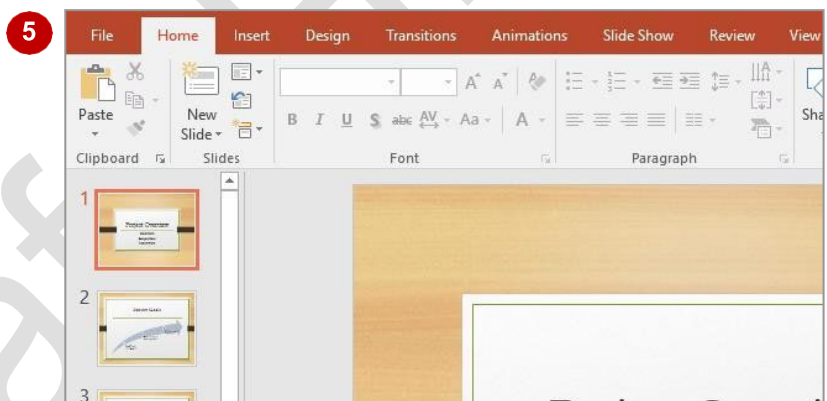
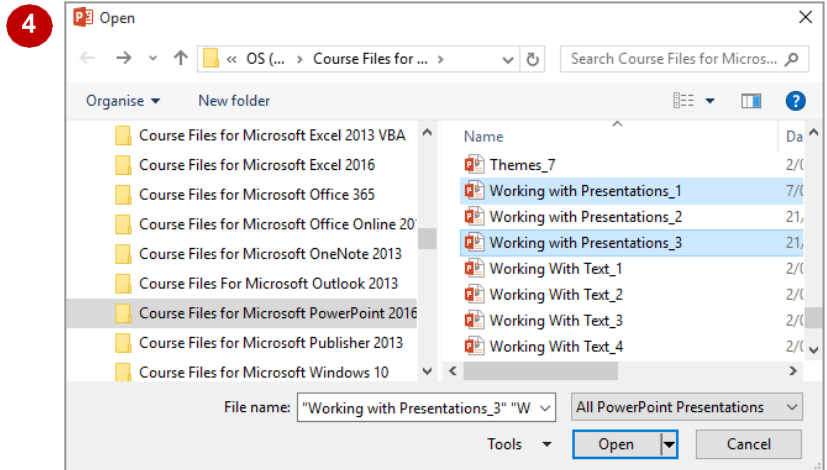
Opening multiple presentations in PowerPoint enables you to work with them at the one time. This is convenient if you want to locate information from a presentation created

previously and insert it into another. You now know how to open one presentation at a time – let's see how to open multiple presentations.

Try This Yourself:

Before starting this exercise you should close all PowerPoint presentations that are currently open...

- 1 Click on the **File** tab then click on **Open** to display the **Open** place
- 2 Click on **This PC** in the middle pane, then click on **Browse** to display the **Open** dialog box
- 3 Navigate to and click on the **Course Files for Microsoft PowerPoint 2016** folder
- 4 Locate and click on **Working with Presentations_1.pptx**, then hold down **Ctrl** and click on **Working with Presentations_3.pptx** to select both files
- 5 Click on **[Open]**
You will now have two presentations open though only one presentation will be visible if the application window is maximised...
- 6 Repeat steps 1 to 4 to open **Working With Presentations_2.pptx**



For Your Reference...

To **open multiple documents simultaneously**:

1. Click on the **File** tab and display the **Open** dialog box
2. Hold down **Ctrl** and click on the documents to open
3. Click on **[Open]**

Handy to Know...

- To select a range of contiguous files in the **Open** dialog box, click on the first file then hold down **Shift** and click on the last file in the range to select all files in between.

SWITCHING BETWEEN OPEN PRESENTATIONS

If you are working on multiple presentations, you can easily switch between each open presentation. You can switch to the required presentation by clicking on the **Switch Windows**

command on the **View** tab, or you can display a jump list of open files by pointing to the PowerPoint icon on the taskbar and then selecting the required presentation.

Try This Yourself:

Same File

Continue using the previous files with this exercise...

- 1 Click on the **View** tab, then click on **Switch Windows** in the **Window** group to see a list of open presentations

The presentation currently displayed will have a tick next to its file name...

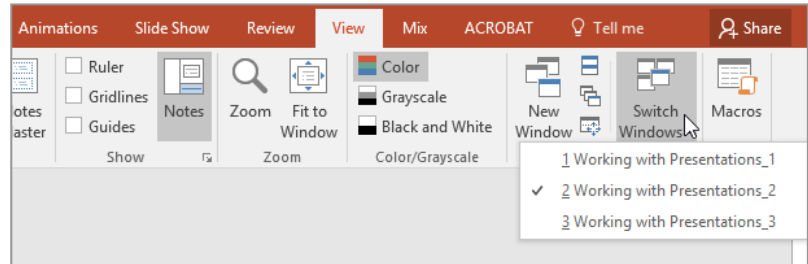
- 2 Click on **Working with Presentations_1.pptx** to view this presentation

Let's now use the taskbar to display Working with Presentations_1.pptx...

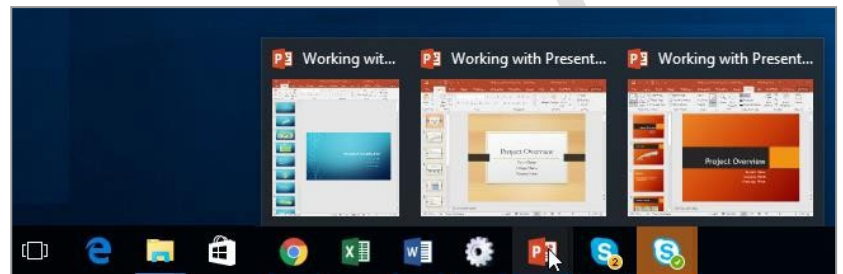
- 3 Point to the **PowerPoint** icon in the taskbar to display a jump list

The jump list displays a thumbnail of each open presentation...

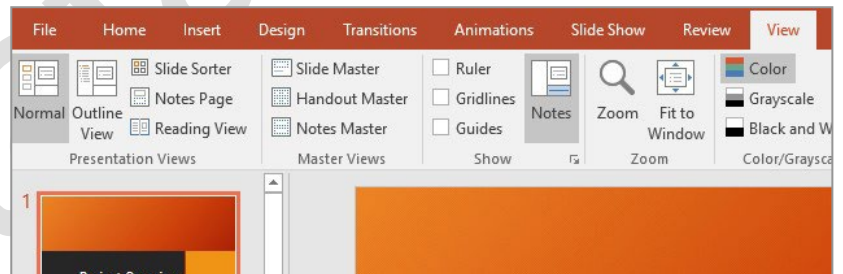
- 4 Click on **Working with Presentations_2.pptx** to view this presentation



1



3



4

For Your Reference...

To **switch** between **open presentations**:

- Click on the **View** tab, then click on **Switch Windows** in the **Window** group and select the required presentation, or
- Hover over the **PowerPoint** icon in the taskbar and select the required presentation

Handy to Know...

- You can switch between open windows by pressing **Alt + Tab**. Pressing **Tab** while holding down the **Alt** key will enable you to cycle through all open windows and select the one you need. Note, however, that this will display ALL of the windows for every open program or window.

UNDERSTANDING PRESENTATION VIEWS

PowerPoint has five views: **Normal** view, **Outline** view, **Slide Sorter** view, **Slide Show** view and **Reading** view. **Normal** is the main editing view for designing and writing your presentation. **Slide**

Sorter displays your slides as thumbnails. **Slide Show** is a full-screen slide show. **Reading** allows you to view your presentation as a slide show but with access to other open windows.

Normal View

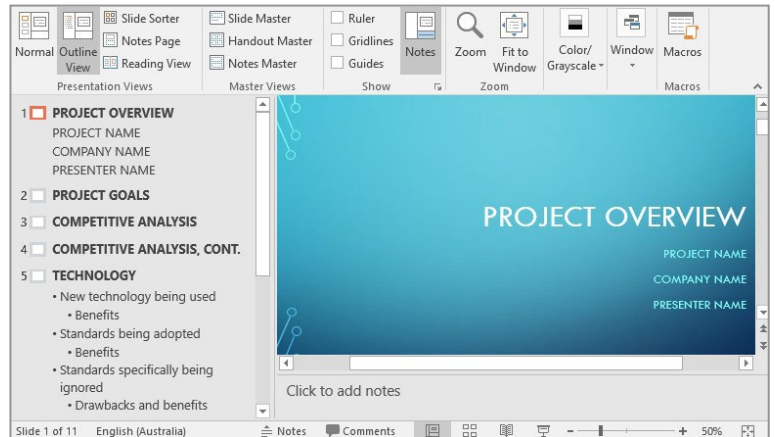
You will spend most of your time working in **Normal** view when designing presentations. **Normal** view has three working areas.

The **Thumbnails** pane on the left displays thumbnails of your slides, allowing you to quickly navigate to the desired slide.

The **Slides** pane (main area of the window) displays the current slide.

The **Notes** pane at the bottom of the screen displays slide notes.

You can increase or decrease the size of any of the panes by dragging the pane borders.



Outline view

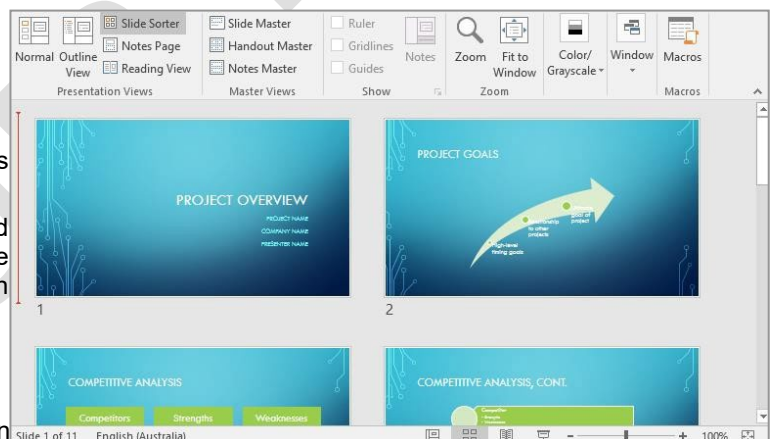
Outline View

Outline view is the same as **Normal** view, except that the thumbnails in the left pane are replaced with the slide text displayed in outline mode, making it an ideal view for adding text.

Slide Sorter View

Slide Sorter view displays your slides as thumbnails.

From this view it is easy to move, add and delete slides; add speaker notes; create sections, preview transition and animation effects; and create summary slides.



Slide Sorter view

Slide Show View

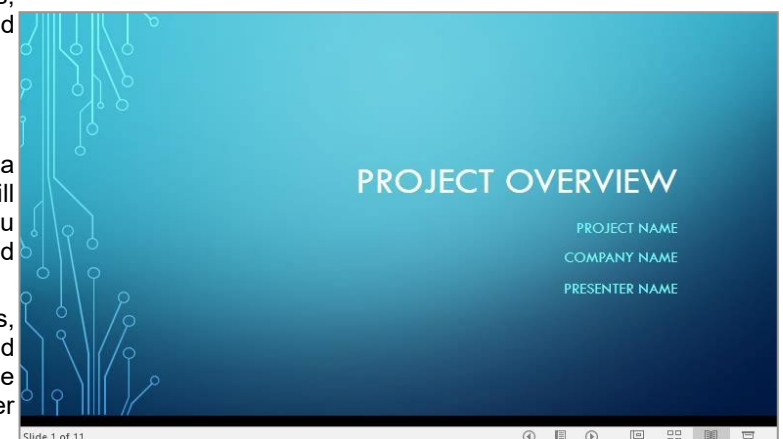
Slide Show view displays your presentation as a slide show. It displays on the full monitor and looks just as the show will look to your audience.

From this view you can check your graphics, timings, animations and transition effects and **test** the slide show.

Reading View

Reading view displays your presentation as a slide show and looks just as your audience will see it. However, unlike **Slide Show** view, you can still switch between open windows and work on other tasks.

From this view you can check your graphics, timings, animations and transition effects and **test** the slide show if you need to switch to another window or task.



Reading view

CHANGING PRESENTATION VIEWS

PowerPoint provides several different ways to view your presentation, depending on the task at hand. The default view is **Normal** view, and you will spend most of your time creating your

presentations in this view. However, sometimes you may find it easier to work in **Slide Sorter** view, or, when you're ready to test or deliver your slide show, in either **Reading** or **Slide Show** view.

Try This Yourself:

Same
File

Continue using the previous file with this exercise, or open the file *Working with Presentations_1.pptx...*

- 1 Click on the **Slide Sorter** icon in the status bar

Here the slides appear as thumbnails, and you can copy, rearrange and delete slides...

- 2 Click on the **Slide Show** icon in the status bar to display the slide show at full screen

This is how the audience will see your presentation. You could use this view to test and then deliver your presentation...

- 3 Press **[Pg Dn]** to move through the presentation

- 4 Press **[Esc]** to exit the slide show

- 5 Click on the **Reading** icon in the status bar to display the slide using the full window

Notice that this view looks like Slide Show view, but the Status, Title and Task bars are visible, which means you can open other windows and programs, while delivering a presentation...

- 6 Click on the **Normal** icon in the status bar to return to **Normal** view



For Your Reference...

To **change presentation views**:

- Click on a **view** icon in the status bar, or
- Click on the **View** tab and click on one of the options in the **Presentation Views** group

Handy to Know...

- Notes Page is another view available in the **Presentation Views** group on the **View** tab. This displays a single slide at the top of a page with room for notes on the lower half. This is ideal if you have lots of notes to include that would be difficult to add in the Notes pane of Normal view.

NAVIGATING A PRESENTATION

A typical presentation is made up of one or more pages, or **slides** as they are known in PowerPoint. To be able to use PowerPoint effectively you must know how to move between

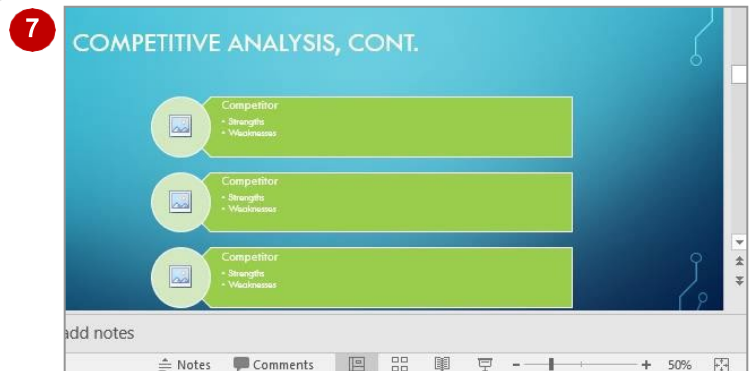
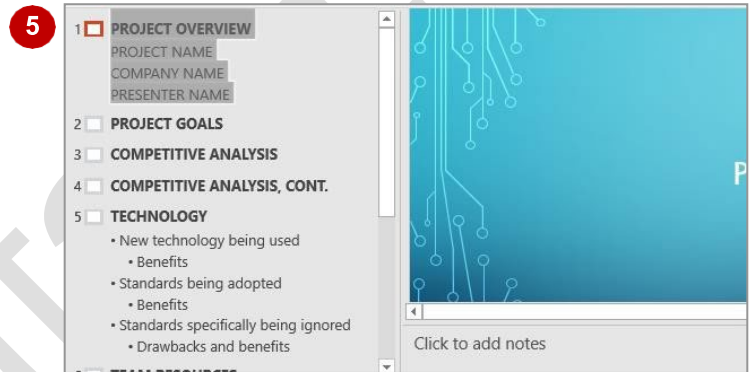
the slides in a presentation. How you do so depends on the view that you are in. The **Normal**, **Outline** and **Slide Sorter** views all display with a panel on the left that helps you to navigate slides.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Working with Presentations_1.pptx...*

- 1 Press **[Pg Dn]** to move through the presentation one slide at a time
In Normal view, the current slide is highlighted in the left pane...
- 2 Press **[Pg Up]** to move back to the previous slide
- 3 Use the scroll bar in the Slides pane on the left of the window to display slide 8, then click on slide 8 to display it in the **Slide** window
- 4 Press **[Ctrl] + [Home]** to return to the first slide
- 5 Click on the **View** tab, then click on **Outline View** in the **Presentation Views** group to view the slide text in the **Outline** pane – you can click on the slide title to move to a slide
- 6 Click on the Normal view icon on the taskbar to view the thumbnails again
- 7 Click on **Next Slide** on the **vertical** scroll bar of the **Slide** window to navigate to slide 4
- 8 Click on **Previous Slide** on the **vertical** scroll bar of the **Slide** window to navigate to slide 2



For Your Reference...

To move *around a presentation*, use:

- The **vertical scroll bar**
- **Next Slide** or **Previous Slide**
- **[Pg Up]** or **[Pg Dn]**
- The thumbnails in the **Slides** pane
- The slide title in the **Outline** pane

Handy to Know...

- Click on the up or down arrows of the vertical scroll bar to move between slides. The current zoom level will determine whether you move to the next slide or whether you move up or down the page of the current slide.

USING THE ZOOM TOOL

There will be many occasions when you will find it handy to be able to increase or decrease the magnification of the slide in the **Slide** window. You can use the **Zoom** tools on the status bar or

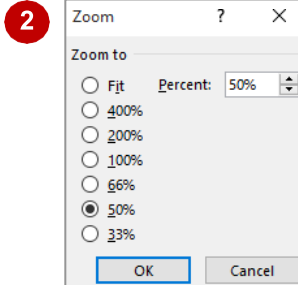
in the **View** tab to alter the magnification of the slide. You can also use the **Zoom** tools to alter the magnification of the contents in the **Slides** and **Outline** panes as well.

Try This Yourself:

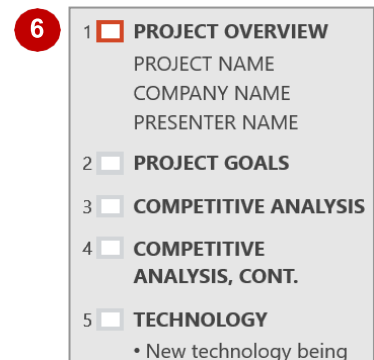
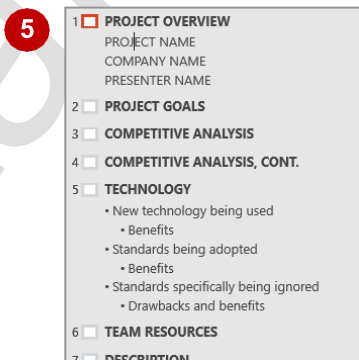
Same File

Continue using the previous file with this exercise, or open the file *Working with Presentations_1.pptx...*

- 1 Display slide **2** in the **Slide** window
- 2 On the **View** tab, click on **Zoom** in the **Zoom** group to open the **Zoom** dialog box
Your percentage value may differ to the one shown here...
- 3 Click on **200%** then click on **[OK]** to increase the slide magnification to **200%**
- 4 On the **View** tab, click on **Fit to Window** in the **Zoom** group
You can also adjust the magnification of the information in the left pane...
- 5 Switch to **Outline** view then click on any word in the **Outline** pane on the left
- 6 Click on **Zoom** in the **Zoom** group to open the **Zoom** dialog box, then click on **50%** and click on **[OK]**
The outline text will change size...
- 7 Switch back to **Normal** view
You can also change the zoom level of the slide thumbnails in Normal view



Note: If you don't click on the slide in the Slide window prior to displaying this dialog box, the 200% and 400% options will be greyed out, because PowerPoint thinks you want to change the zoom in the Navigation pane on the left (not the Slide window).



For Your Reference...

To use the **Zoom tool**:

1. Click on a slide
2. Click on the **View** tab, then click on **Zoom** in the **Zoom** group
3. Select or type the required **percentage**
4. Click on **[OK]**

Handy to Know...

- You can display the **Slide thumbnails** or **Outline** panes at a maximum zoom level of **100%**.

OPENING A RECENT PRESENTATION

One of the most time-consuming tasks you face when using your computer is navigating to and locating the files that you are currently working on. Microsoft aims to save you time by keeping a

list of the files that you have most recently worked on. In this exercise, you will reopen a recently opened presentation without having to go hunting through the folders.

Try This Yourself:

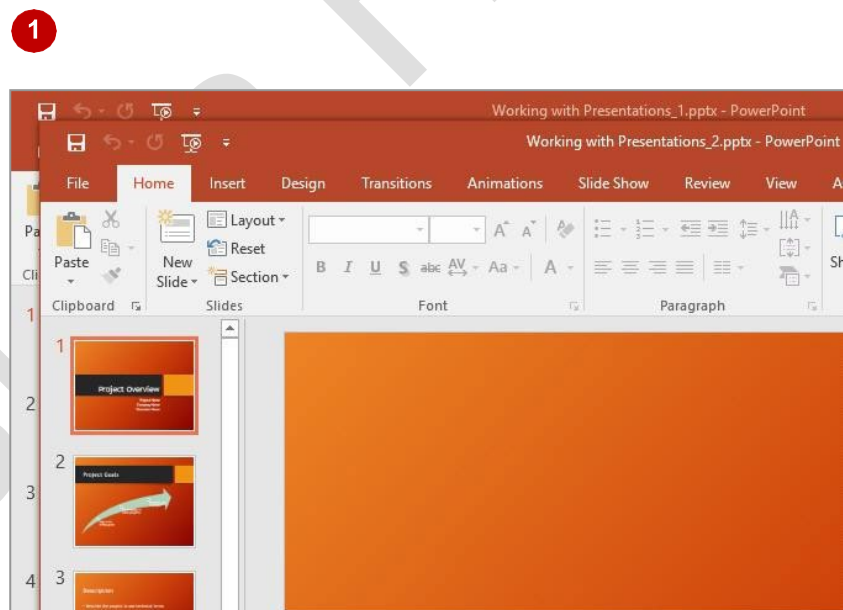
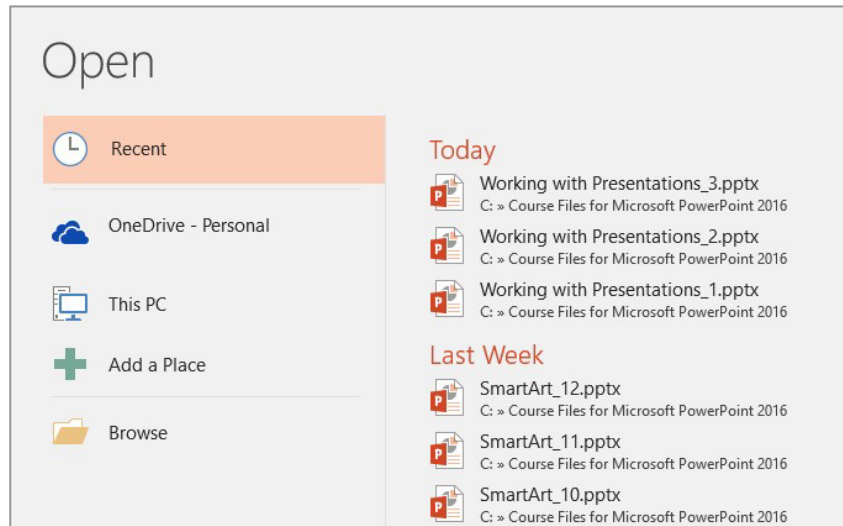
Before starting this exercise ensure that PowerPoint has started and that you have a presentation open...

- 1 Click on the **File** tab to display **Backstage** view and ensure that **Open** is selected

If necessary, click on Recent to display a list of recently opened files on the right side of the screen...

- 2 Click on **Working with Presentations_2.pptx** in the right pane to open this presentation

- 3 Click on the **File** tab, then click on **Close** to close the presentation



For Your Reference...

To open a recent presentation:

1. Click on the **File** tab, then click on **Open**
2. Click on **Recent Presentations**
3. Click on the required presentation

Handy to Know...

- You can press **Alt** + **F** to open **Backstage view**.