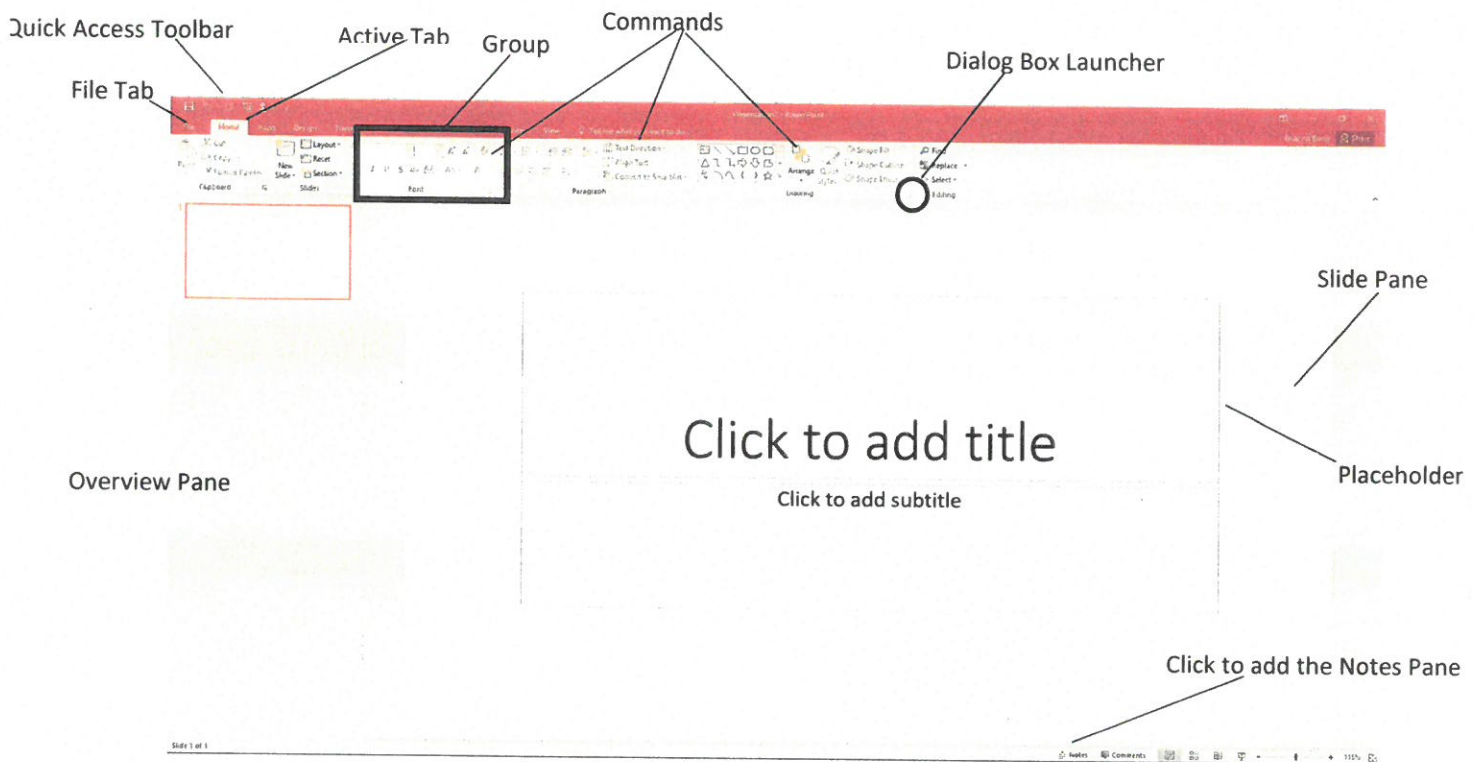


PowerPoint 2016 Interface

Microsoft Office programs are navigated by way of the Ribbon. Simple graphics and text descriptions make the Ribbon an easy to find what you need. The Ribbon is divided up into Tabs. Each Tab contains like items. For example, in the Home Tab, you will find the most commonly used things like adding new slides and customizing font style and size. In the Insert Tab, you'll find things you can Insert like pictures, shapes, charts and more.



File Tab – gives access to Backstage for open, save, print and program settings

Quick Access Toolbar (QAT) – place more commonly used commands here for faster access

Active Tab – The Tab currently displayed

Command – an individual function or setting within the presentation

Group – similar commands that are kept close together for ease of use

Dialog Box Launcher – a button to click that brings up additional options for a particular group

Items and terms specific to PowerPoint

Overview Pane – displays thumbnails of all the slides in the presentation

Slide Pane – shows the currently selected slide ready for editing

Notes Pane – provides a place for entering notes about the current slide

Placeholder – a box with dotted borders that appears on a slide – these boxes hold your titles, text and objects, such as charts, images, and tables

Slide Master – stores all the information about the design template you want to apply, including font styles, placeholder sizes and positions, background design, and color schemes

Transitions – a visual effect created by the outgoing and incoming of slides in the presentation

Animation – visual effect of an object while entering, emphasizing while on, or exiting a slide

PowerPoint : Practice Project 1



Project 1 – Creating a Photo Album Slideshow

You went on a trip to Hawaii and took some great photos and want to share your favorite memories with your friends. Create a photo album from selected pictures that will automatically advance the slides.



This project involves the following skills: creating a photo album, inserting images, editing images and their order, editing text on a slide, working with transitions, viewing, and saving.

Complete the project by following these steps:

- Create a New Presentation
 - Click the **File Tab**
 - Click **New**
 - Click **Blank Presentation**
 - Click **Create**

- Make the presentation a Photo Album
 - Click the **Insert Tab**
 - In the Illustrations Group, click the **Photo Album drop-down arrow**
 - Click **New Photo Album**

- Insert images into the photo album
 - On the Photo Album Dialog Box, where it says “Insert picture from:” click the button **File/Disk...**
 - On the Insert New Pictures Dialog Box, at the right, click **This PC**
 - In the display area to the right, double-click **Flash Drive (D:)**
 - On the flash drive contents, double click the folder named **Hawaii Photos**
 - To select all the photos in the folder at once, click on the first image at the top left. Then find the last image on the bottom row. Press and hold the **SHIFT** key on the keyboard while you click on the last image. All the images will now be selected.
 - Click **Insert**

- Arrange the pictures in a particular order
 - Images should be in this order:
 1. Aloha-from-hawaii
 2. View from the room
 3. Turtle
 4. Octopus
 5. Luau1
 6. Luau2
 7. Luau3
 8. Volcano1
 9. Volcano2
 10. Volcano3
 11. Waterfall1
 12. Waterfall2
 - Click an image on the list to highlight it.
 - Click the up list or down list arrows   to move the image into the correct position.
 - Repeat process until all 12 photos are in the above order.

- Set the Album Layout
 - To make all the images on the slides uniform select all images together- **click picture 1**, then press and hold the **SHIFT** key and **click picture 12**. All 12 images will be highlighted in blue.
 - On the Picture Layout drop-down, select : **1 picture**
 - On the Frame Shape drop-down, select any frame you like.
 - Click **Create**

- Change the text on slide 1
 - Click on **slide 1** in the Overview Pane on the left-hand side.
 - On the Slide Pane hover over the words "Photo Album" then click once. It will activate the Placeholder, allowing you to edit the text inside.
 - Delete the text "Photo Album" and replace with My Hawaiian Vacation. After typing, click outside the placeholder to exit editing.
 - Hover over the "by" text. Click once to activate the placeholder. Change the "by" text to show your name. After typing, click outside the placeholder to exit editing

- Set the slide to automatically advance themselves
 - Click on the **Transitions Tab**
 - On the far right of the Ribbon, you'll see "Advance Slide". **Click the checkbox** next to "On Mouse Click" to remove the check.
 - **Click the checkbox** next to "Automatically After:" to add a checkmark
 - Set the advance time to **00:04** (4 seconds)
 - To the left, click the button **Apply to All**

- Preview the slide show
 - Click the **Slide Show Tab**
 - On the far left, click **From Beginning**
 - When slide show ends, press any key or click the mouse to exit and return to PowerPoint

- Save your slide show
 - Click the **File Tab**
 - In the left column click **Save As**
 - On the next column to the right, click **Computer**. On the next column, click **Browse**.
 - On the Save As Dialog Box, at the right, click **This PC**.
 - In the display area to the right, double-click **Flash Drive (D:)**
 - The "File name:" is automatically the first line of text on slide 1, so your filename should read "My Hawaiian Vacation.pptx" You can change this if you wish.
 - The "Save as type:" is automatically set as "PowerPoint Presentation (*.pptx)"
 - Click **Save**

PowerPoint Keyboard Shortcuts



To do this when editing a presentation	Press
Create a new presentation	Ctrl + N
Open an existing presentation	Ctrl + O
Close a presentation	Ctrl + W
Print a presentation	Ctrl + P
Save a presentation	Ctrl + S
Open the Save As dialog box	F12
Copy a selection to the clipboard	Ctrl + C
Cut a selection to the clipboard	Ctrl + X
Paste a selection	Ctrl + V
Paste special	Ctrl + Alt + V
Paste formatting only	Ctrl + Shift + V
Undo the last action	Ctrl + Z
Redo the last action	Ctrl + Y
Delete one character to the left	Backspace
Delete one word to the left	Ctrl + Backspace
Delete one character to the right	Delete
Delete one word to the right	Ctrl + Delete
Hide or Show the Ribbon	Ctrl + F1
Activate Key-Tips	Alt OR F10
Open the Help window	F1
Switch between Help and the active program	Alt + Tab
Close the Help window	Alt + F4
Move clockwise among panes in Normal view	F6
Move counterclockwise among panes in Normal view	Shift + F6
Switch between Slides and Outline tabs in the Overview pane in Normal view	Ctrl + Shift + Tab
During Rehearsal –Use new time	T
During Rehearsal—Use original time	O
During Rehearsal—Advance on mouse click	M
Start a presentation from the beginning	F5

To do this when running a presentation	Press
Advance to the next slide OR perform the next animation within a slide	N, Enter, Page Down, →, ↓, Spacebar OR left mouse click
Return to the previous slide OR perform the previous animation within a slide	P, Page Up, ←, ↑ OR Backspace
Go to slide number...	(number) Enter
Go to first slide	Home , OR press both mouse buttons for 2 seconds
Go to last slide	End
Black-out/return the screen	B OR . (period)
White-out/return the screen	W OR , (comma)
Stop or restart an automatic presentation	S
Exit a presentation	Esc, - (hyphen) OR Ctrl + Break
Display the next slide if it is hidden	H
Show/Hide the arrow pointer	A OR = (equal sign)
Change pointer to a pen	Ctrl + P
Change pointer to an arrow	Ctrl + A
Change pointer to an eraser	Ctrl + E
Show/Hide ink markup	Ctrl + M
Hide pointer and button immediately	Ctrl + H
Hide pointer and button in 15 seconds	Ctrl + U
Bring up All Slides Dialog Box	Ctrl + S
View the Windows Task Bar	Ctrl + T
Bring up Slide Alternate Menu	Shift + F10 OR right mouse click
Select the first or next hyperlink on a slide	Tab
Select the previous hyperlink on a slide	Shift + Tab
Perform the mouse click behavior of the selected hyperlink	Enter while hyperlink is selected
Use the mouse as a laser pointer on screen	Ctrl + left mouse button

PowerPoint Slide Layouts

The easiest way to prepare your presentation is to choose a theme already installed in PowerPoint or to download a theme specific to your presentation needs. Themes have ready to use slide layouts that have content areas laid out in relation to the background design. And because they are part of a theme, the font styles, sizes and colors are already pre-set on the slides to match the theme. All you have to do is pick your layout and input your content!

Office Theme and Flow, two of the themes that come installed in PowerPoint 2007 and 2010, are shown at the right. Notice how they both have the same contents on the slides, but depending on the background, they may be arranged differently on the slide.

Title Slide—has title and subtitle placeholders for simple text

Title and Content—has title and content placeholders. Content can be bulleted text, a table, chart, Smart Art, a picture, clip art or media clip.

Section Header—like the Title Slide, it has title and subtitle placeholders and a matching background, but the placement or justification will be slightly different.

Two Content—has a title placeholder and two side by side content placeholders.

Comparison—has a title placeholder, two subtitle and two content placeholders.

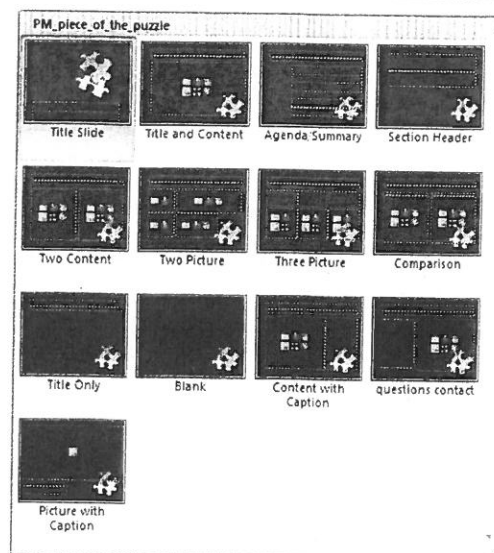
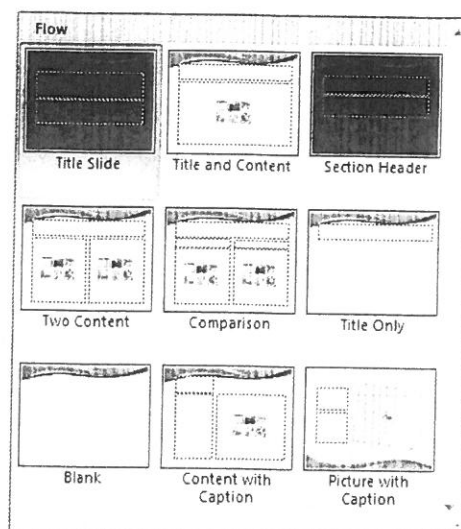
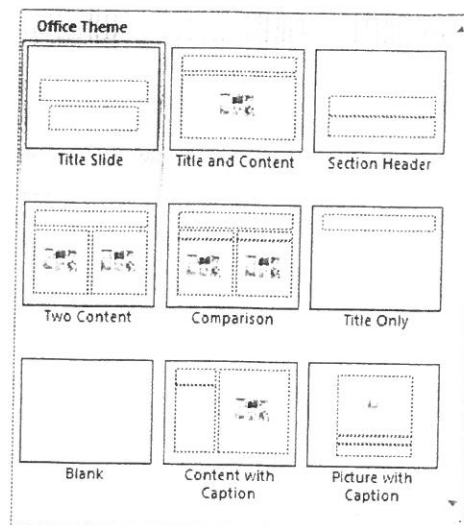
Title Only—has a title placeholder only.

Blank—has no preset layout. Can be used as a blank divider or can be customized for your own needs.

Content with Caption—has a subtitle placeholder, a text box and a content placeholder.

Picture with Caption—has a subtitle placeholder, a text box and a picture placeholder.

If you download presentation themes from Microsoft Office Online, you may find that some themes have even more complex slide layouts included. The image to the right is from a downloaded theme called Piece of the Puzzle. It was designed for business presentations. Besides the regular nine as mentioned above, there are four additional layouts with this theme: Agenda/Summary, Two Picture, Three Picture, and Questions Contact. Additional layouts will vary depending on the presentation theme you choose.



PowerPoint Tips



BEFORE YOU BEGIN:

1. **Keep your materials together.** Create a folder for the files you will be using in your slide show, such as images, movie or sound files. If your presentation is going to be portable, for example on a USB drive, save the folder to the USB drive and insert files originating from the USB folder. Some larger files are not saved as part of the presentation itself, but are only linked to the file. If the path to the files does not exist, your presentation will not play properly. Save the presentation itself to the USB drive also.
2. **The slide show is only a visual aid.** Realize the slide show is to help your presentation; it should not be relied upon to be your entire presentation. Know the material and be prepared to describe, discuss and answer questions.
3. **Plan for time.** Know how much time you are allowed. Plan and practice. Be prepared to spend extra time on slides that have topics that may invite a lot of questions as well as be prepared to shorten or skip slides that you don't have time to cover.

WHILE CREATING YOUR PRESENTATION:

4. **Organize your slides according to your logical argument.**
5. **Use simple fonts that are large enough to read easily from the back of the room.**
6. **Limit text on slides to six (6) lines per slide and eight (8) words per line.**
7. **Ensure all text, bullets and margins are consistent across slides.**
8. **Generally avoid animation or sound,** as they may detract from your material. If you must use them, use them sparingly for greater impact.
9. **Combine text and graphics together on a slide.** People remember more when they are combined rather than when words are used alone.
10. **Pictures or graphics on a slide should be relevant to the text.** Even one random image will leave the audience confused and missing key points.