Lab 7

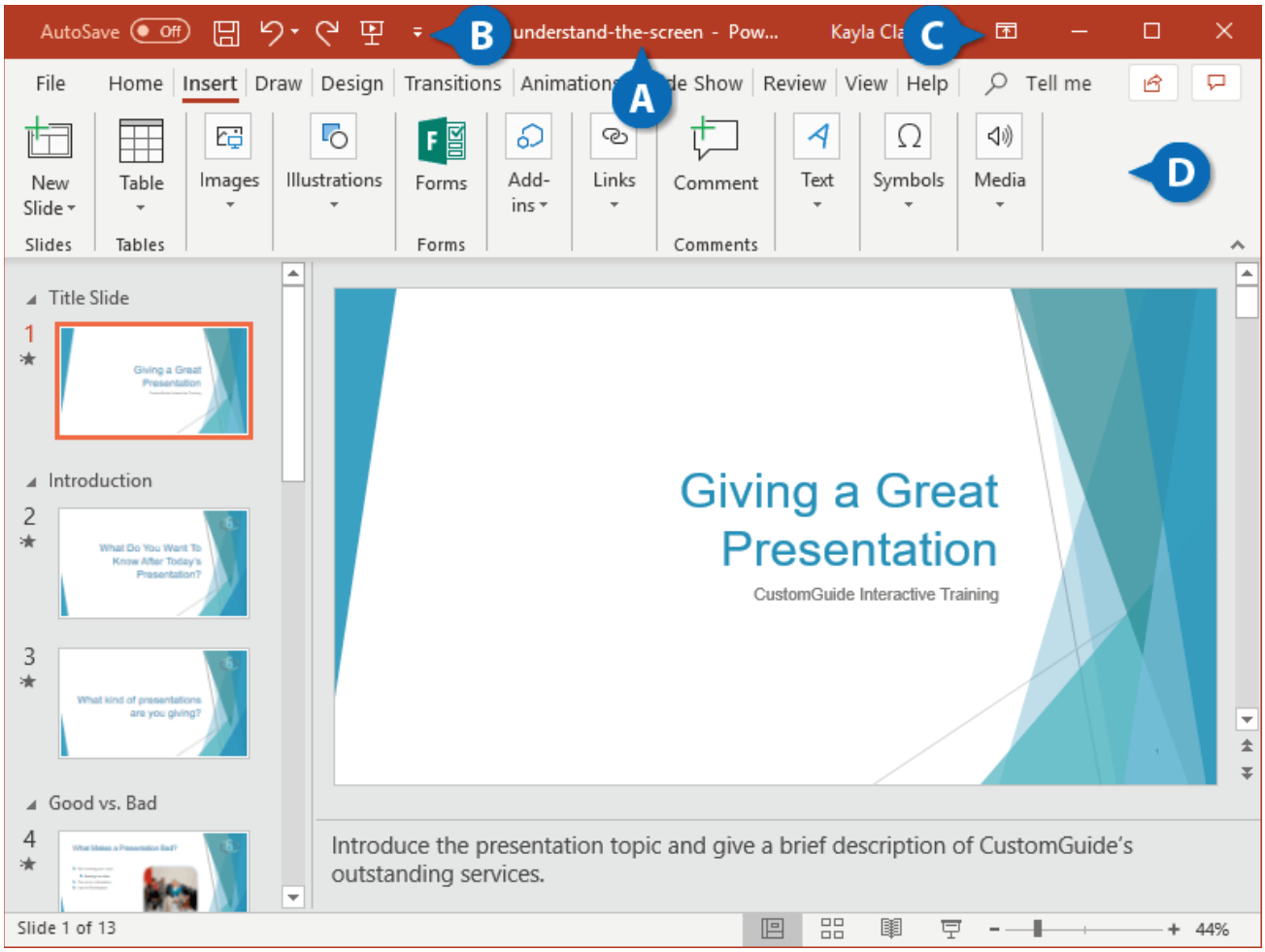
Microsoft PowerPoint

Understand the Screen

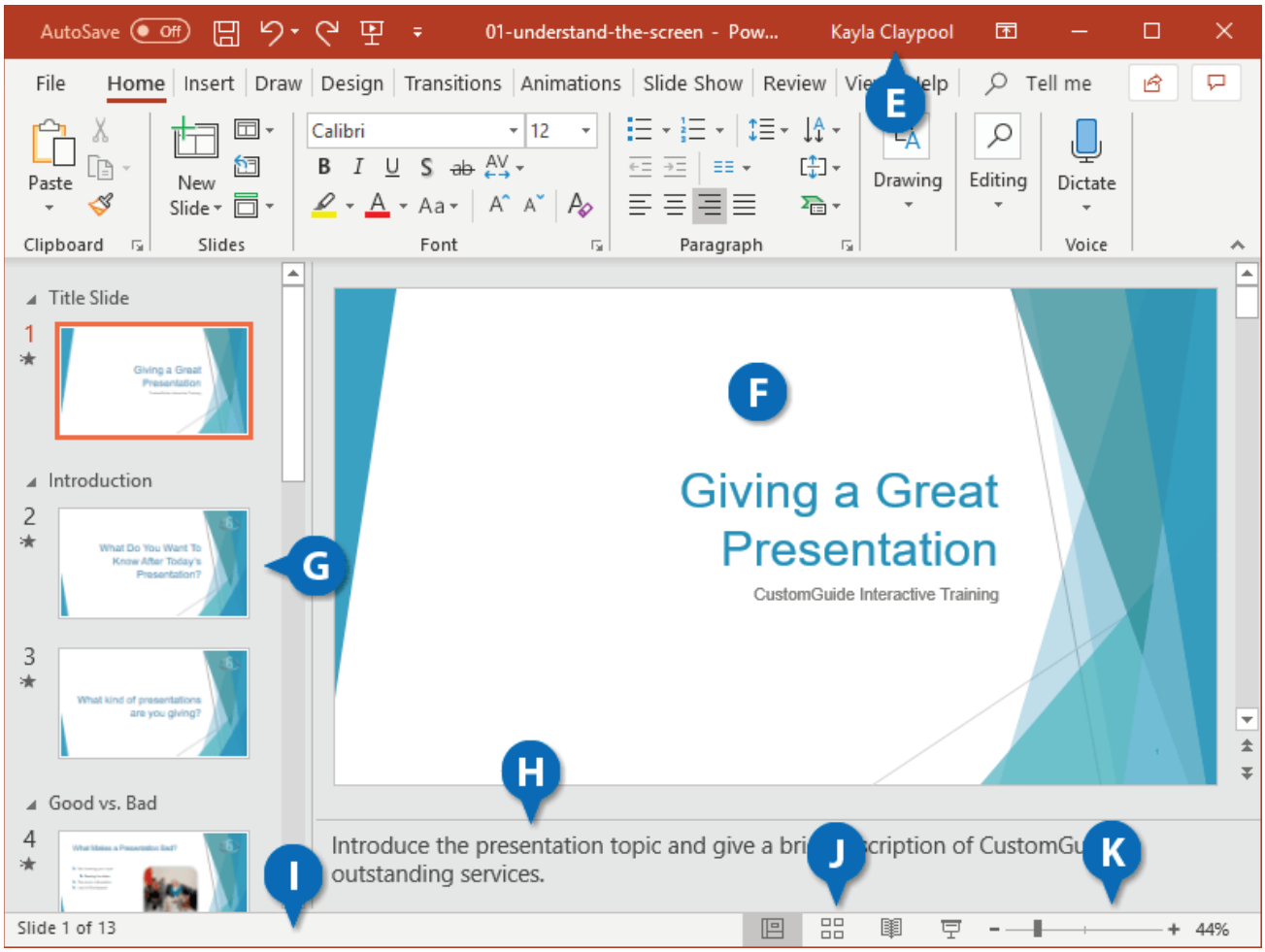
There is a lot going on with the PowerPoint program screen, so this lesson will help you become more familiar with it.

The PowerPoint Screen

Review the labeled items in the images below, then refer to the corresponding tables to see what everything does.



PowerPoint Program Screen			
A	**Title Bar:** Displays the name of the current file.	C	**Display Options:** Here you can change how much of the ribbon is displayed, minimize, maximize or restore the screen, or close PowerPoint altogether.
B	**Quick Access Toolbar:** This is a fast way to access some of the most used features.	D	**Ribbon:** This is where you'll find all the options you need to create a presentation. The options are grouped into tabs.



PowerPoint Program Screen			
E	**Microsoft Account User Info**: Shows current user information. Click to view account options.	I	**Status Bar**: Displays information about the presentation, such as slide numbers and buttons to view notes or comments.
F	**Slide Pane**: Shows a large view of the selected slide. This is where edits are made and objects are selected.	J	**View Shortcuts**: Quickly switches between the available View options.
G	**Thumbnails Pane**: Shows thumbnails of all the slides, numbered in the order they'll appear.	K	**Zoom Slider**: Zooms in or out of a slide by simply clicking and dragging. Or use the + or – buttons to zoom.
H	**Notes Pane**: Holds notes for the presenter to read while presenting.		

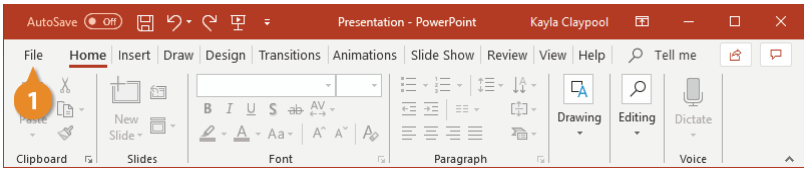
Create a New Presentation

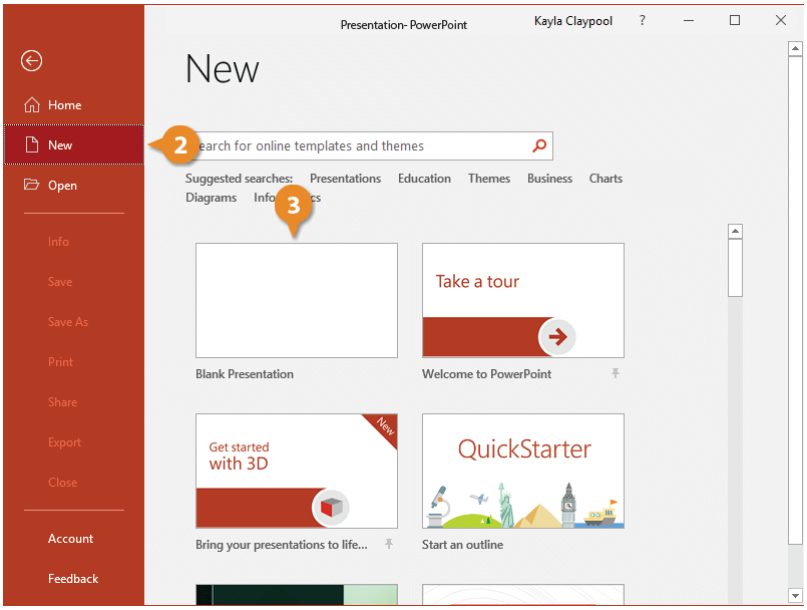
Creating a new presentation is one of the most basic commands you'll need in PowerPoint. You can create a new, blank presentation, or create a new presentation based on a variety of pre-designed templates.

Create a Blank Presentation

1. Click the **File** tab.
2. Select **New**.
3. Click **Blank Presentation**.

   Shortcut: Press **Ctrl** + **N** to create a new, blank presentation.

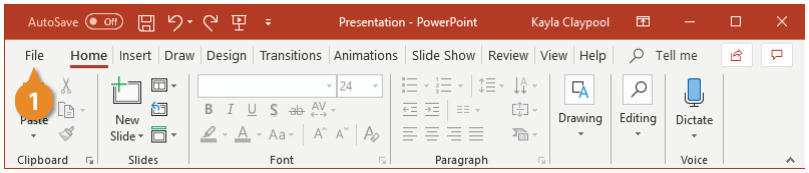


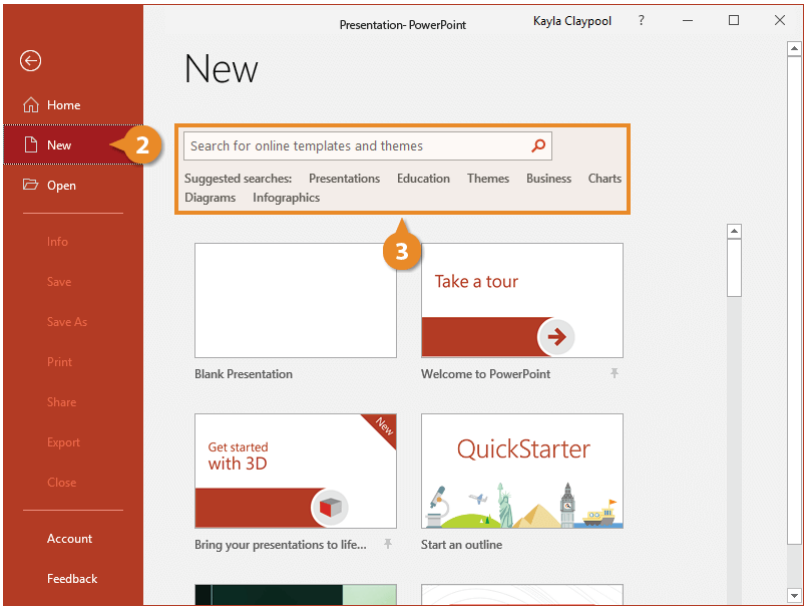


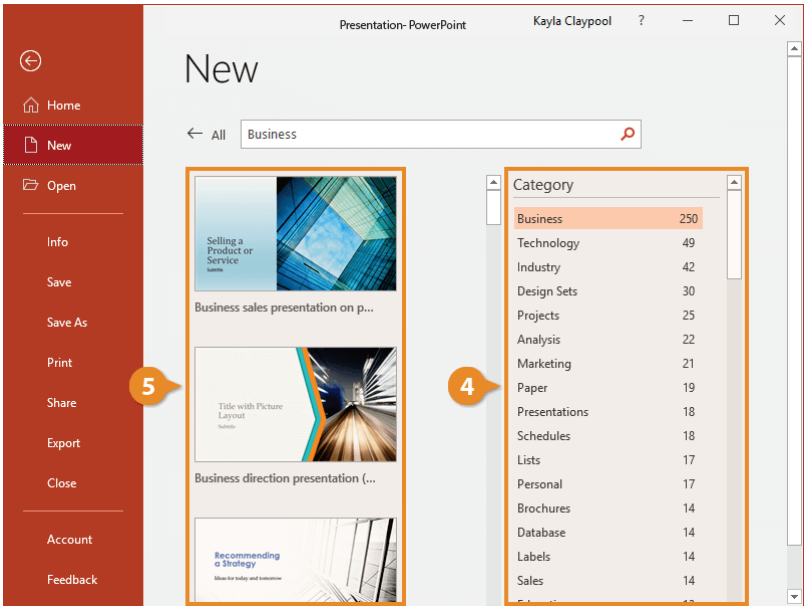
Create a Presentation from a Template

Using a template allows you to begin with a presentation that has already been designed and formatted so you can just insert the information. This saves you time and you will end up with a professionally designed presentation.

1. Click the **File** tab.
2. Select **New**.
3. Type a category in the Search field or select one beneath it.
4. Select a secondary template category to further narrow the search.
5. Select a template.
6. Click **Create**.







The presentation is downloaded and opens in PowerPoint. You can now fill in the placeholders. You can delete elements of a template that you don't need, such as extra slides, images, and text.

Open a Presentation

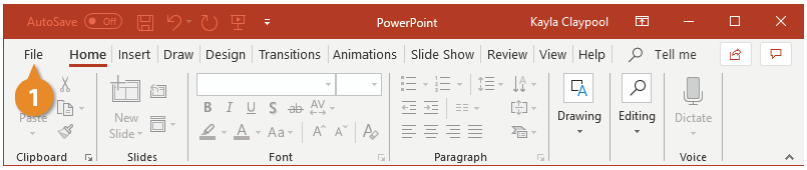
Before you can work on a presentation that you or someone else has previously created and saved, you need to open it. You can locate a presentation on your computer and simply double-click to open it, or you can open a presentation from within PowerPoint.

Open an Existing Presentation

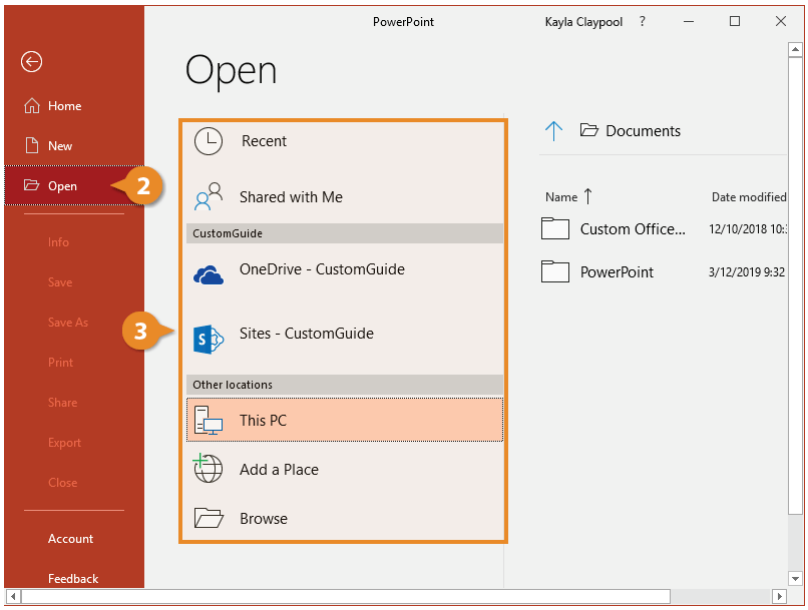
1. Click the **File** tab.
2. Click **Open**.

   Shortcut: Press **Ctrl** + **O**.

   The Open screen appears and gives you a few ways to find a presentation to open.



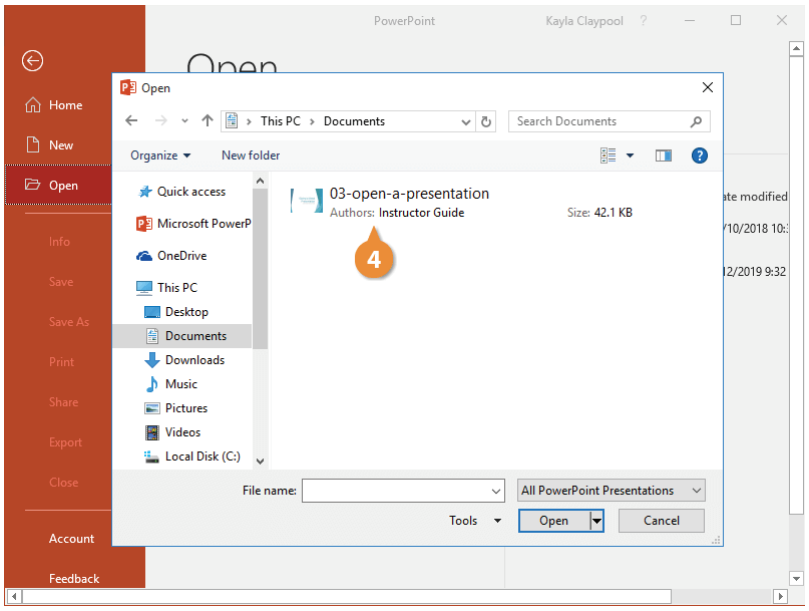
3. Select the location where the file is saved.



   - **Recent** displays a list of presentations that you've recently opened.
   - **Shared with Me** displays files others have shared with you on OneDrive or SharePoint Online.
   - **OneDrive** lets you browse through your files stored on the cloud, if you have it.
   - **This PC** lets you browse through your Documents folder for files to open.
   - **Browse** opens a dialog box, where you can browse through your computer's folders, drives, and network shares.

4 Navigate to and double-click the file you want to open.

The presentation opens in PowerPoint and you can begin making edits.



Save a Presentation

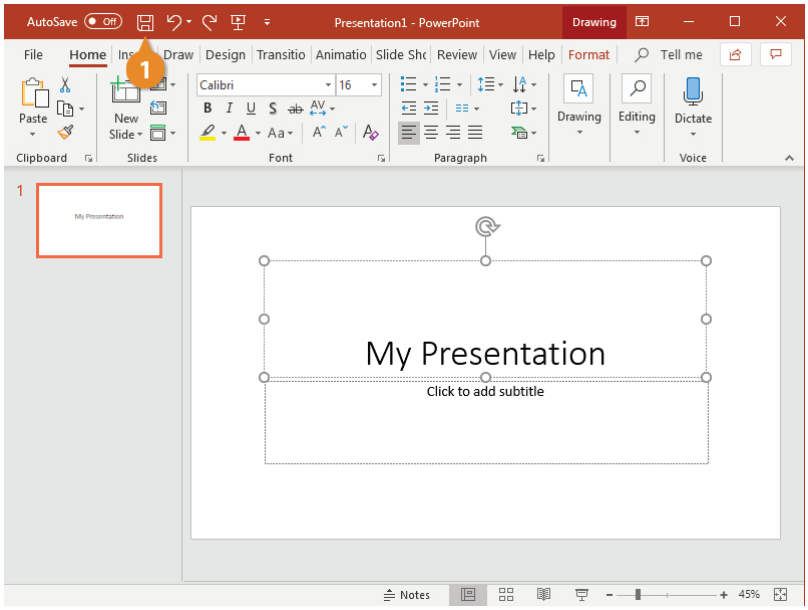
After you've created a presentation, you need to save it if you want to use it again. You can choose to save a copy of an existing presentation under a new name, to a different location, or using a different file type. You will also want to save periodically when you're creating and editing a presentation to prevent any loss of work.

Save a New Presentation

1. Click the **Save** button on the Quick Access Toolbar.

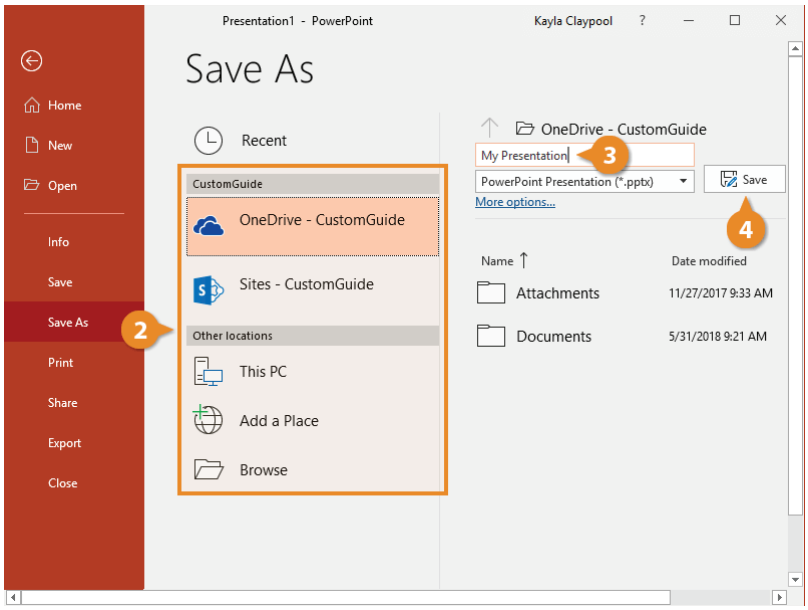
   Shortcut: Press **Ctrl** + **S**.

   If this is the first time you've saved the presentation, the Save As screen will appear.



2. Choose where you want to save your file:

   - **OneDrive** is a cloud storage folder accessible to all computers and mobile devices that you've connected to your Office 365 account.
   - You can select a **SharePoint** site, if you're part of an organization that uses one.
   - Select **This PC** to save the file locally in your Documents folder.
   - Click **Browse** to open a dialog box, where you can browse through your computer's folders, drives, and network shares.



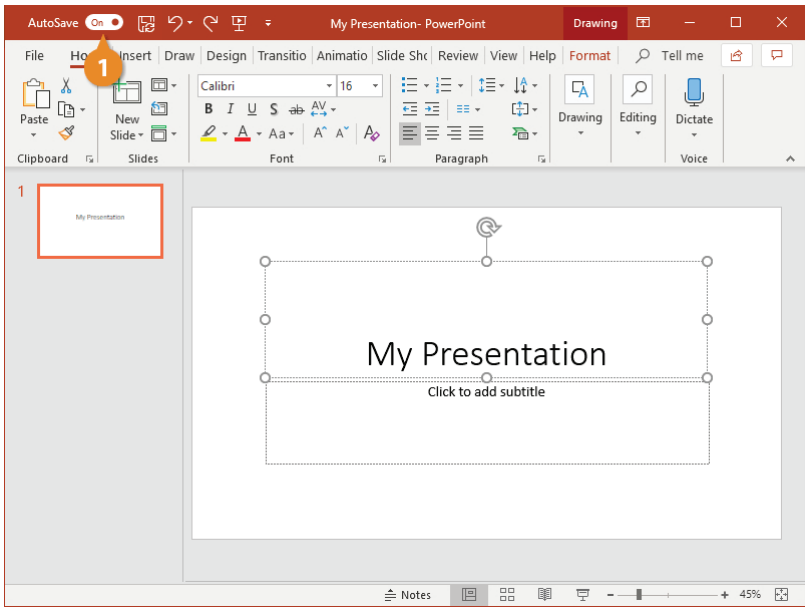
3. Enter a file name.
4. Click **Save**.

The file is saved and can be safely closed to reopen later.

Toggle AutoSave

Notice up next to the Quick Access Toolbar, that because we saved this file online, the AutoSave feature is automatically turned on.

1. Click the AutoSave toggle button to turn the feature on or off.

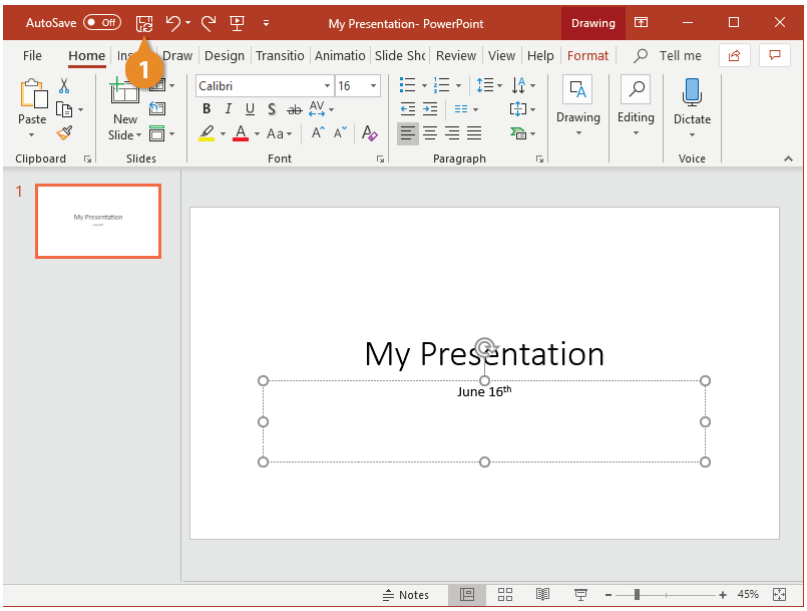


Save Progress

If you're working with AutoSave turned off, you'll want to manually save any changes you make periodically. This way, you won't lose progress if you experience an unexpected crash.

1. Click the **Save** button on the Quick Access Toolbar.

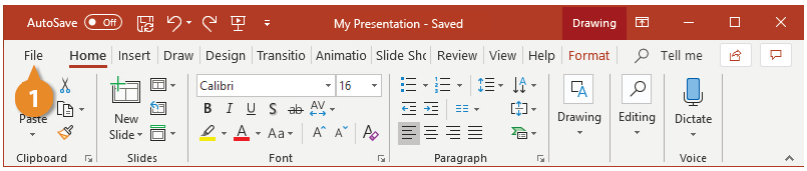
   Shortcut: Press **Ctrl** + **S** to save the changes in the same location with the same file name.

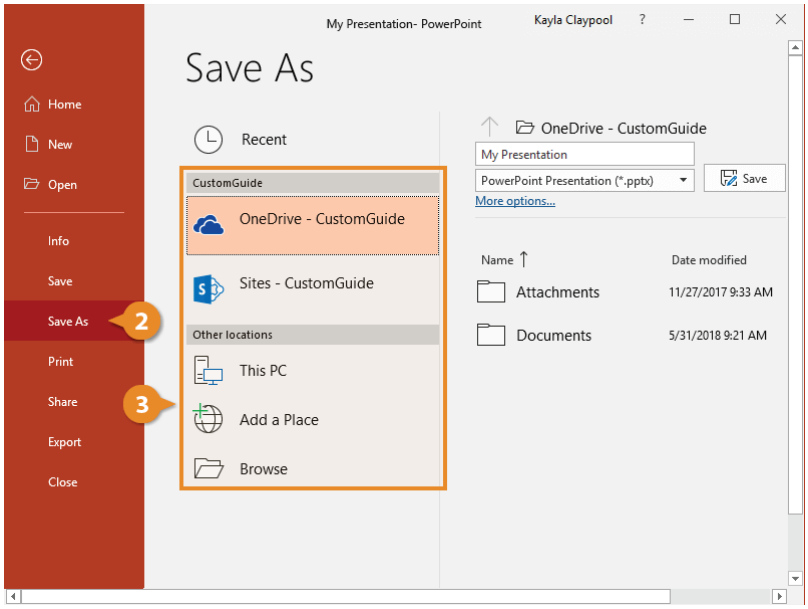


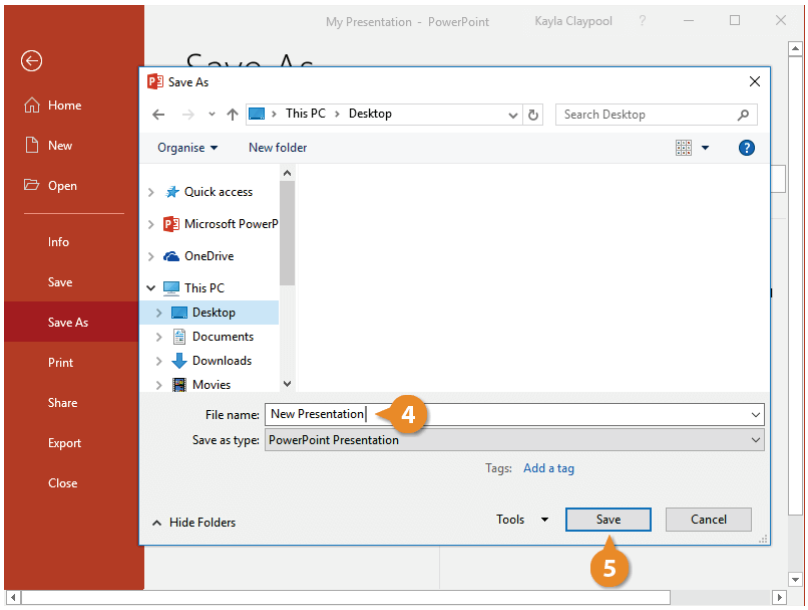
Save As a New File and/or Location

Sometimes, you may want to make a copy of an existing presentation and save it to a new location and/or save it with a new name.

1. Click the **File** tab.
2. Click **Save As**.
3. Select a location.
4. Enter a new File name.
5. Click **Save**.







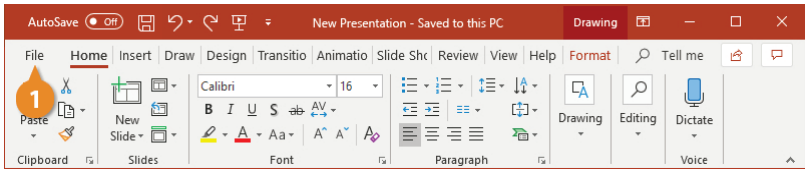
The presentation is saved in the new location with the new name. The original file is automatically closed, and you can start working on the new one right away.

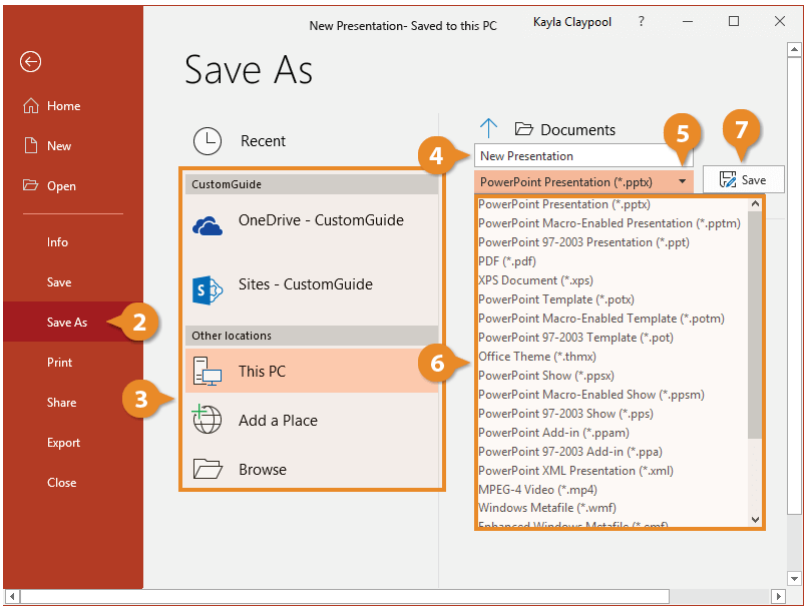
Save to Different File Formats

PowerPoint files are normally saved as PowerPoint Presentations, but you can save the information to other file formats as well. For example, you may want to save your file as a PDF so someone who doesn't have PowerPoint can view the presentation.

1. Click the **File** tab.
2. Click **Save As**.
3. Choose where you want to save your file.
4. (Optional) Enter a new File name.
5. Click the **Save as type** list arrow.

   You can choose to save your presentation as any of the file types in the drop-down list.
6. Select a file format.
7. Click **Save**.





Common PowerPoint File Formats	
PowerPoint Presentation (.pptx)	This is the default format for PowerPoint presentations.
PowerPoint Macro-Enabled Presentation (.potm)	This is a version of the default PowerPoint file type that supports macros, which allow for small tasks to be automated.
PowerPoint 97-2003 Presentation (.ppt)	Presentations in this format can be read by all previous versions of PowerPoint but lack some advanced features. They are also larger than .pptx files and more prone to corruption.
PDF (.pdf)	A PDF preserves a presentation as it would appear when printed. PDFs, when shared electronically, can be viewed on many kinds of devices. The PowerPoint software is not needed to view a PDF presentation.
PowerPoint Show (.ppsx)	This is a read-only presentation file. When you double-click a .ppsx file, the presentation is automatically launched. You don't need to first open PowerPoint.
Video Formats (.mp4 or .wmv)	These formats save a presentation as a video that can be viewed without having PowerPoint installed. MP4 is an international format that's broadly supported; WMV files can only be viewed in Windows.

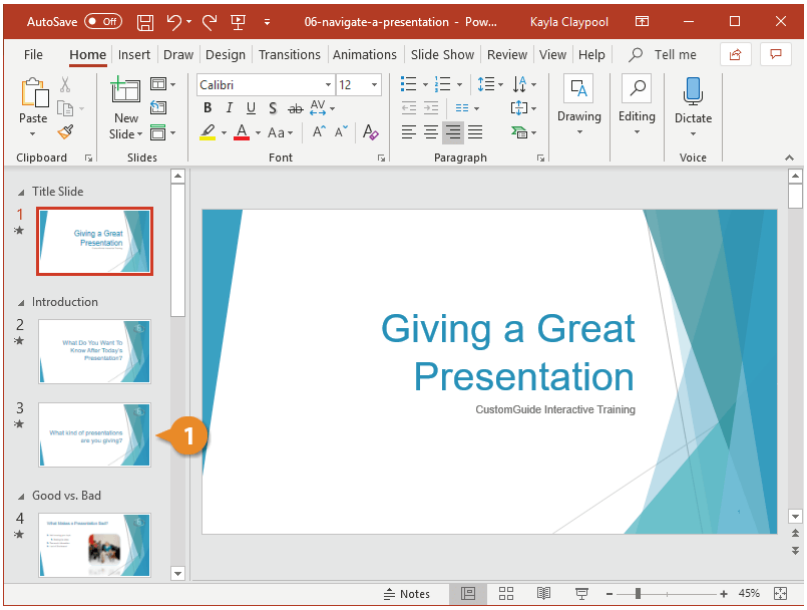
Navigate a Presentation

Since each presentation is a series of slides, being able to navigate between those slides is pretty important. The Thumbnails pane shows little pictures of all the slides, with the selected slide outlined in orange.

Navigate a Presentation

1. Select a slide in the Thumbnails pane to work with it in the Slide pane. Click other thumbnails to change which slide you're editing.

Once a slide is selected, click an image, graphic, or textbox on the slide to edit it.



Navigate Using the Keyboard

You can also move around a presentation with the keyboard, using the methods described in the table below.

Navigation Keystrokes	
Arrow Keys (↑↓←→)	Move up or down to another slide or section.
Ctrl + Home	Jump to the first slide.
Ctrl + End	Jump to the last slide.
Page Up	Jump to the next slide up.
Page Down	Jump to the next slide down.

Add and Lay Out Slides

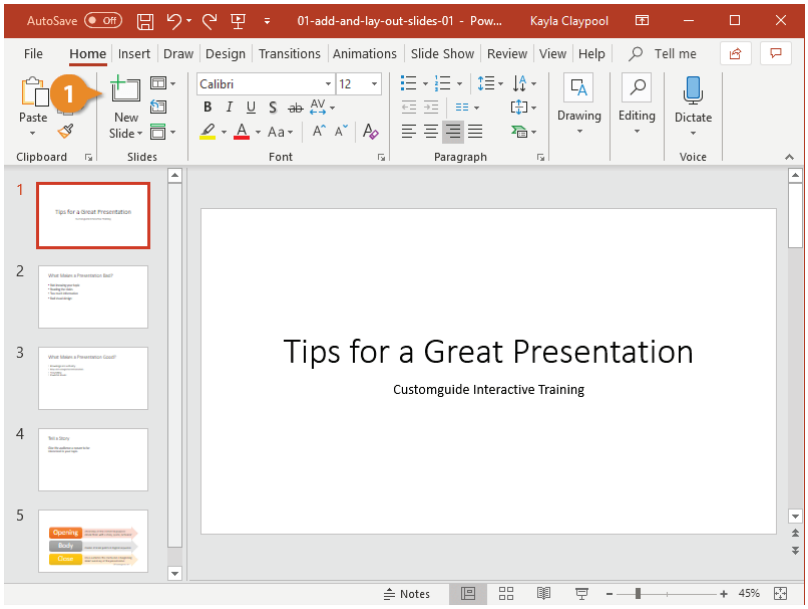
Slides are the building blocks of a presentation. You can insert a blank one, or you can choose from a variety of layouts that are available.

Insert a New Slide

1. Click the **New Slide** button on the Home tab.

   Shortcut: Press **Ctrl** + **N**, or right-click a slide in the Thumbnails pane and select **New Slide** from the menu.

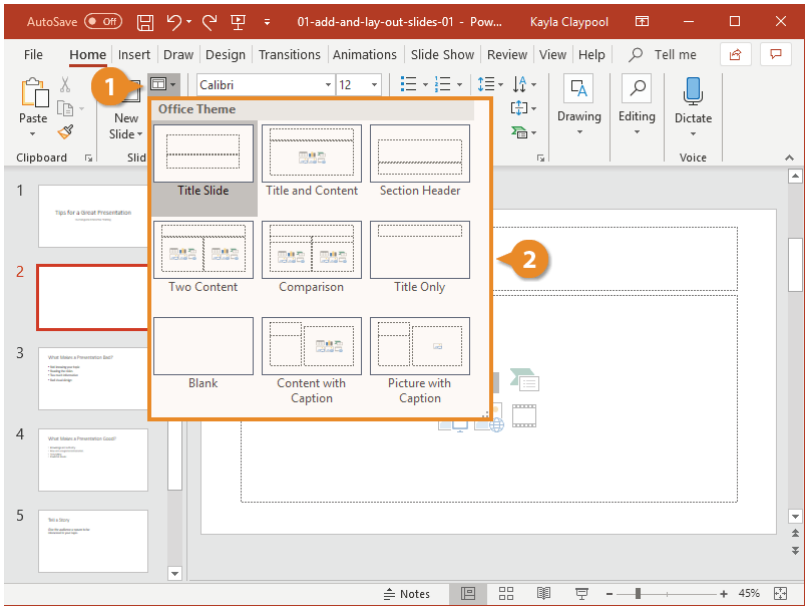
The new slide is added after the selected slide in the Thumbnails pane.



Change the Slide Layout

If you don't like the layout that has been assigned to the new slide by default, choose a new one. PowerPoint gives you nine different layouts to choose from, and you can even create your own custom layouts.

1. With the slide selected, click the **Slide Layout** button in the Slides group.
2. Select a new layout.



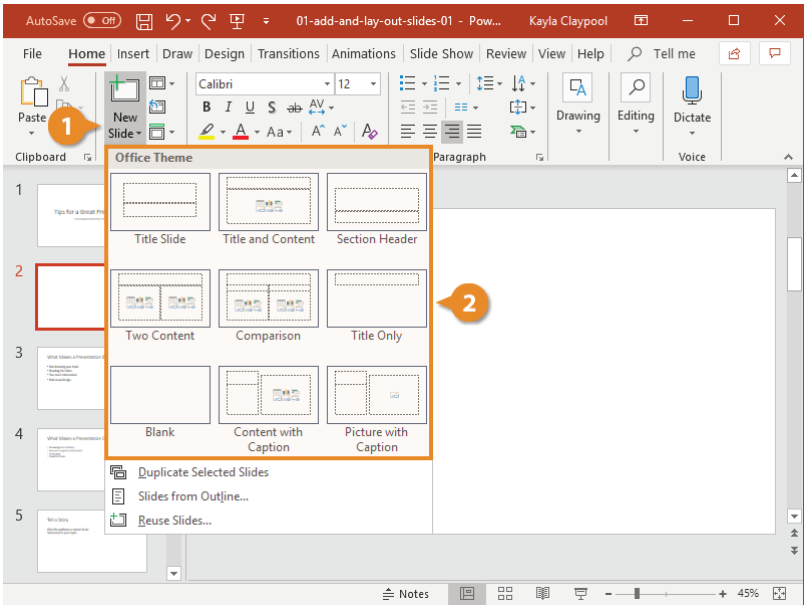
Work with Slide Layouts

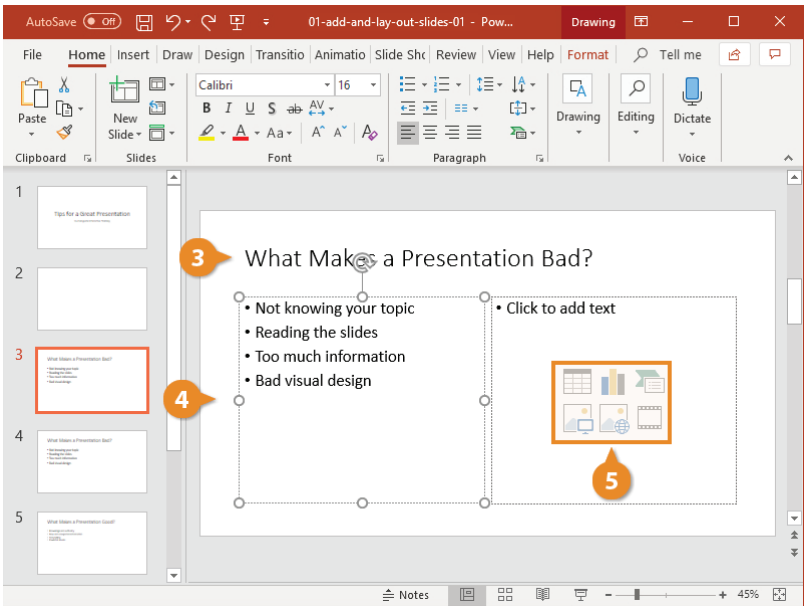
You can insert a new slide and select a layout at the same time using the Layout gallery.

1. Click the **New Slide** list arrow.
2. Select a layout option.

   A new slide with the selected layout is inserted into the presentation.
3. Click in the **title placeholder** and type your text.
4. Click in a **content placeholder** and type your text.
5. Select a graphic type and insert the desired graphic.

If you later decide to change the layout, the text and pictures are automatically moved and resized according to the new layout.



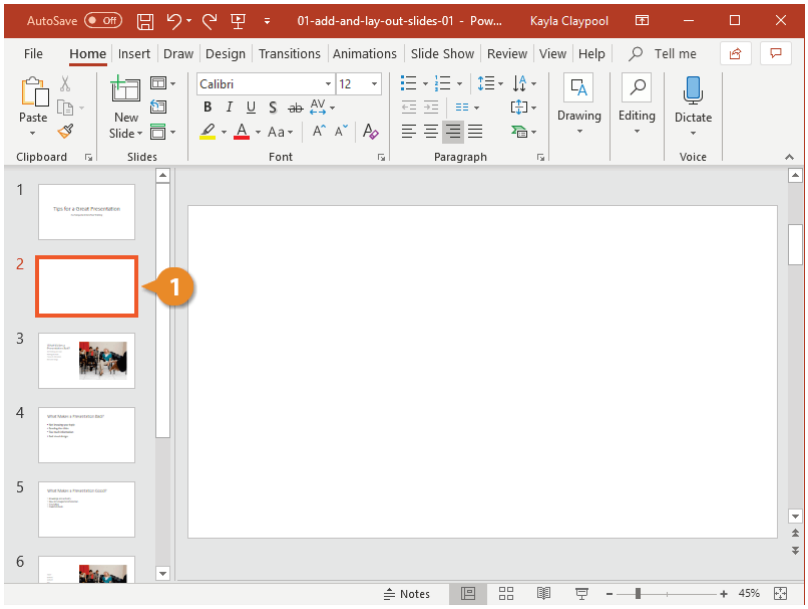


Delete a Slide

If you decide you don't need a slide, delete it.

1. Select a slide.
2. Press the **Delete** key on your keyboard.

   Shortcut: Right-click the slide you want to delete in the Thumbnails pane and select **Delete Slide** in the menu.



Cut, Copy, and Paste

You can easily move text, slides, or objects to a new location in a presentation by cutting or copying them and then pasting them in the new location. In addition to text, you can cut, copy, and paste just about any item in a presentation, including clip art, shapes, placeholders, and tables.

Copy and Paste

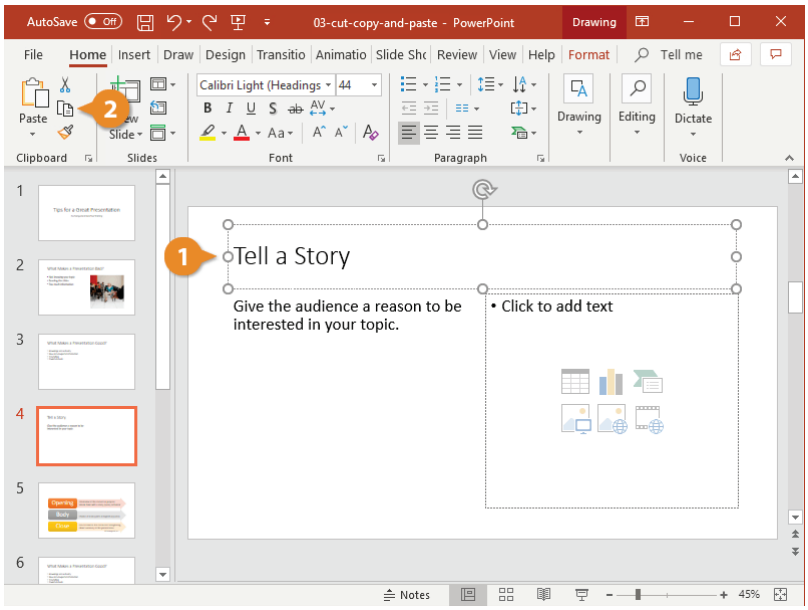
When you copy text, the selected text remains in its original location and a copy of it is added to a temporary storage area called the Clipboard. It can then be pasted in another location, either in the current presentation or in an entirely different file.

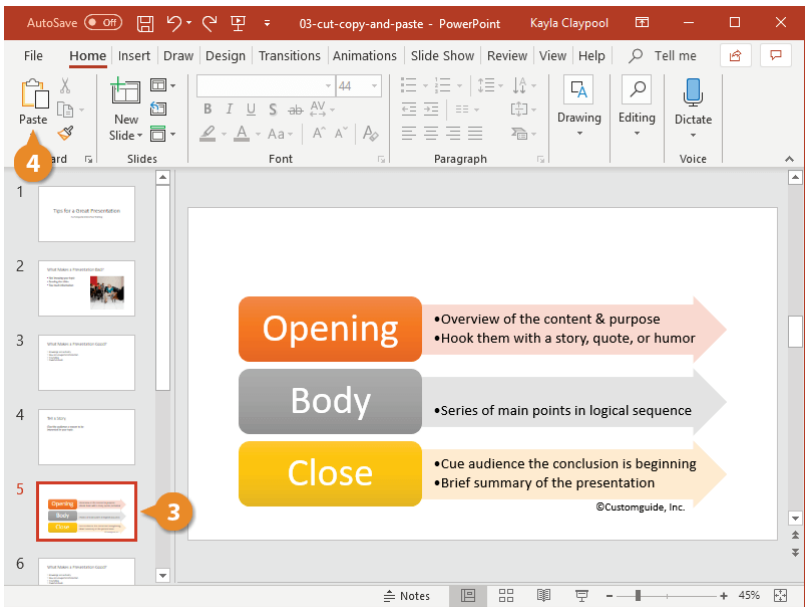
1. Select the text, slide, or object you want to copy.
2. Click the **Copy** button on the Home tab.

   Shortcut: Press **Ctrl** + **C**.
3. Click where you want to place the copied text, slide, or object.
4. Click **Paste**.

   Shortcut: Press **Ctrl** + **V**.

Another copy of the text, slide, or object is added.





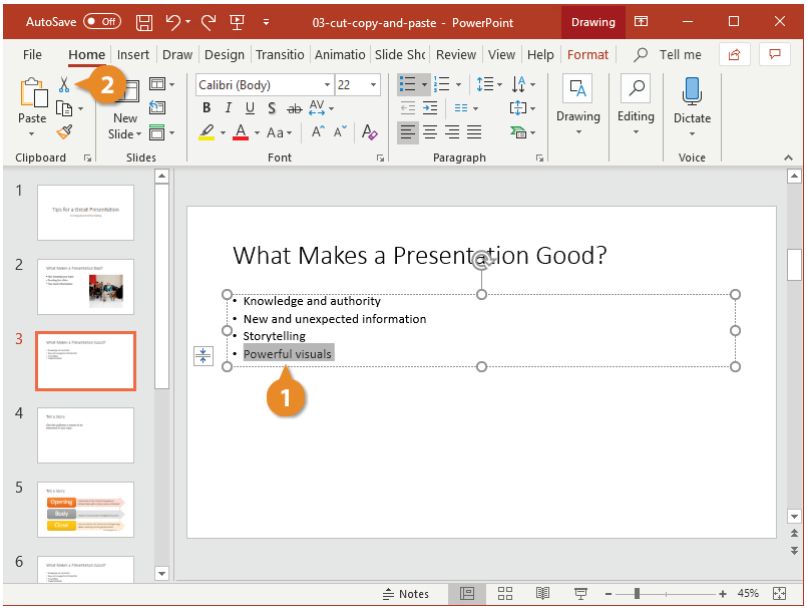
Cut and Paste

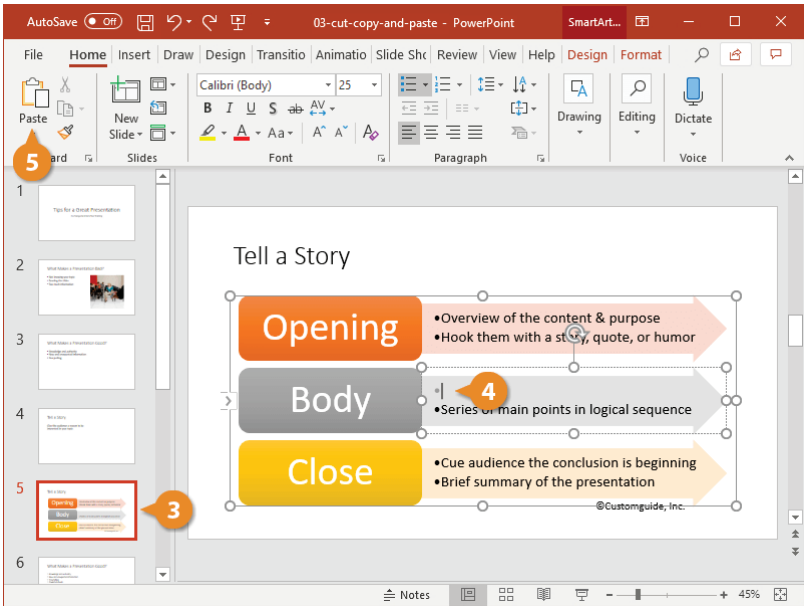
Cut and Paste removes the original item from one location and then places it in a new location.

1. Select the text, slide, or object you'd like to move.
2. Click the **Cut** button on the Home tab.

   Shortcut: Press **Ctrl** + **X**.
3. Select the slide where you want to paste.
4. Click where you want to paste the text.
5. Click **Paste**.

   Shortcut: Press **Ctrl** + **V**.





Undo and Redo

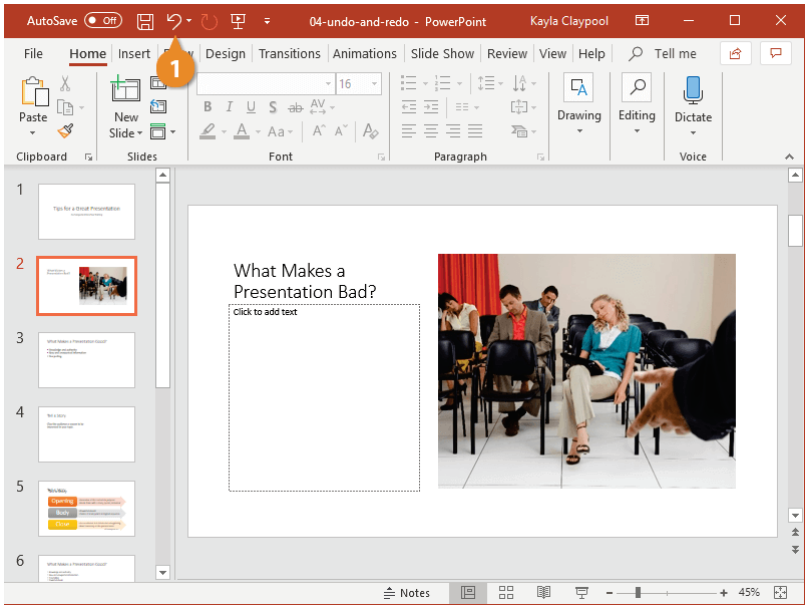
You don’t need to be afraid of making mistakes in PowerPoint because you can use the Undo feature to erase your actions. The undo, redo, and repeat commands are very useful when working with text in a presentation.

Undo a Single Change

1. Click the **Undo button**.

   Shortcut: Press **Ctrl** + **Z**.

Your last action is undone. For example, if you deleted an item and decided you wanted to keep it after all, undo would make it reappear.



Undo Multiple Changes

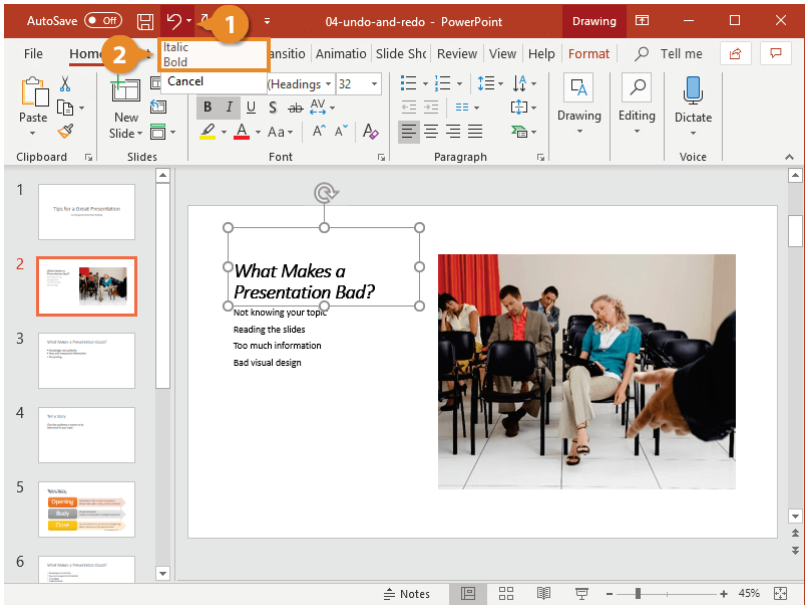
1. Click the **Undo** list arrow.

   A list of recently performed actions appears. To undo multiple actions, select the oldest command you want to undo. For example, to undo the last three actions, select the third action in the list.

2. Select a change to undo everything up to that point.

The command you selected and all subsequent actions are undone.

Tip: You can undo up to 100 actions in PowerPoint, even after saving the presentation.



Redo

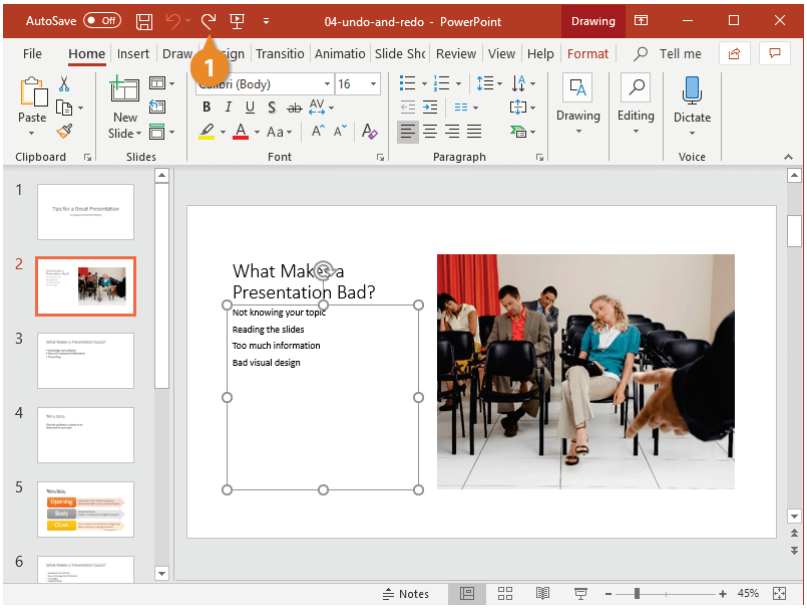
Redo is the opposite of undo: it redoes an action you have undone. The Redo button appears only once you've used the Undo command. When Redo isn't available, it is replaced by the Repeat button.

1. Click the **Redo** button.

   Shortcut: Press **Ctrl** + **Y**.

The last action you undid is redone.

Once you've redone all the actions that were undone, the button changes back to the **Repeat** button.



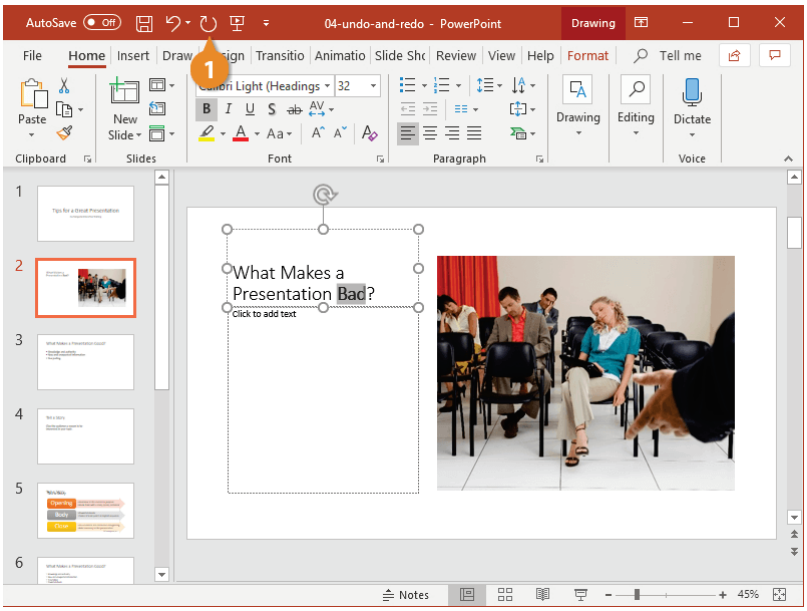
Repeat

Repeat is different from redo, because repeat applies the last command again. For example, rather than applying bold formatting by clicking the Bold button repeatedly, you can repeat the bold command with the Repeat button or keystroke.

1. Click the **Repeat** button.

   Shortcut: Press **F4**.

The action is performed again.



Sections

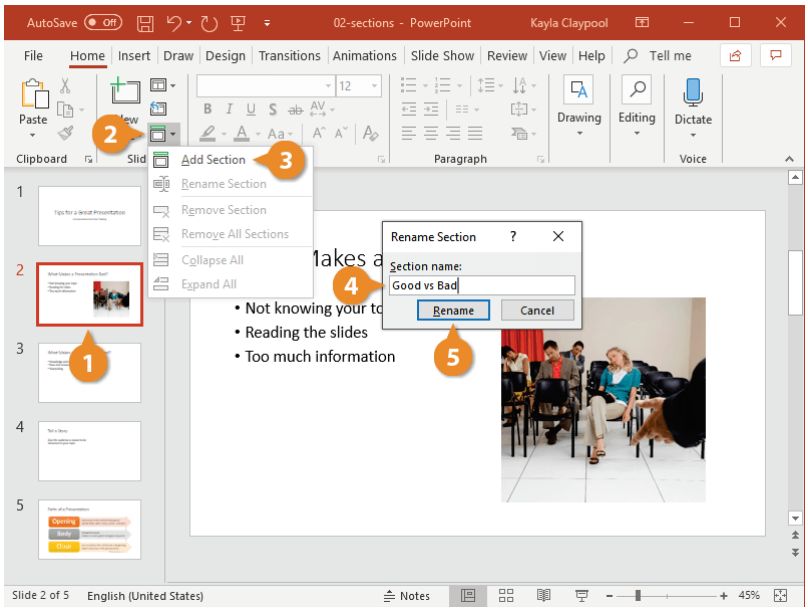
Sections allow you to group slides together into different categories, which makes it easier to keep a presentation organized.

Add a Section

1. Select the slide where the new section will begin.
2. Click the **Section** button on the Home tab.
3. Select **Add Section**.

   Shortcut: Right-click the first slide of the section in the Thumbnails pane and select **Add Section.**

   The section is added as Untitled Section.
4. Type a name for the section.
5. Click **Rename.**



The slides are grouped into a new section. When you create your first section, all of the slides after the selected slide are included in the section.

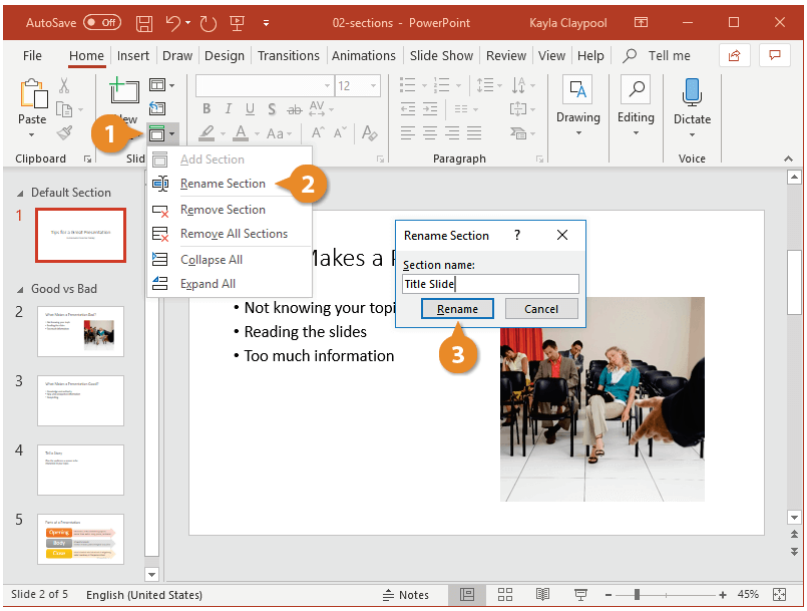
Rename a Section

You can rename an existing section after its been created.

1. With the section heading selected, click the **Section** button on the Home tab.
2. Select **Rename Section**.
3. Type a new name for the section and click **Rename**.

   Shortcut: Right-click the Section name and select **Rename Section.**

The section is renamed and the new name is displayed in the Thumbnails pane.

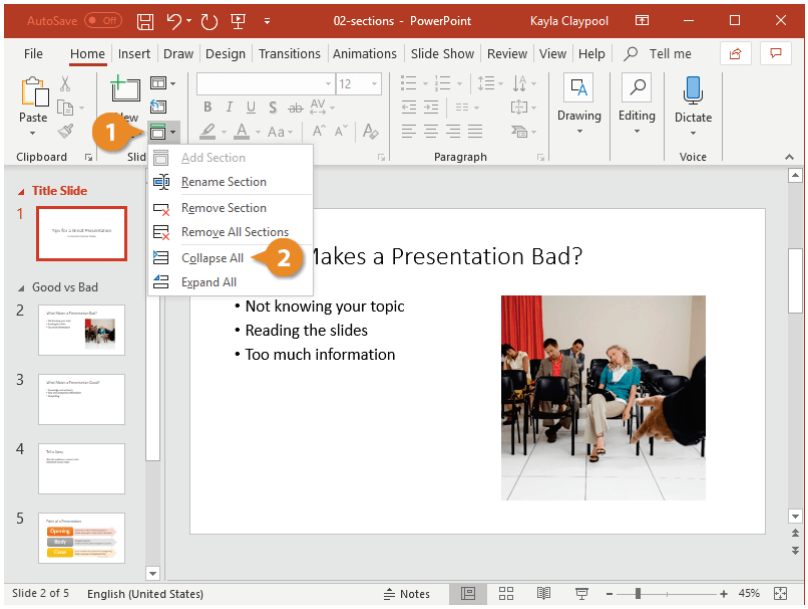


Collapse Sections

To more easily see all the sections in your presentation, collapse them down.

1. Click the Section button on the Home tab.
2. Select **Collapse All**.

   Shortcut: Double-click a section heading to collapse or expand the section.



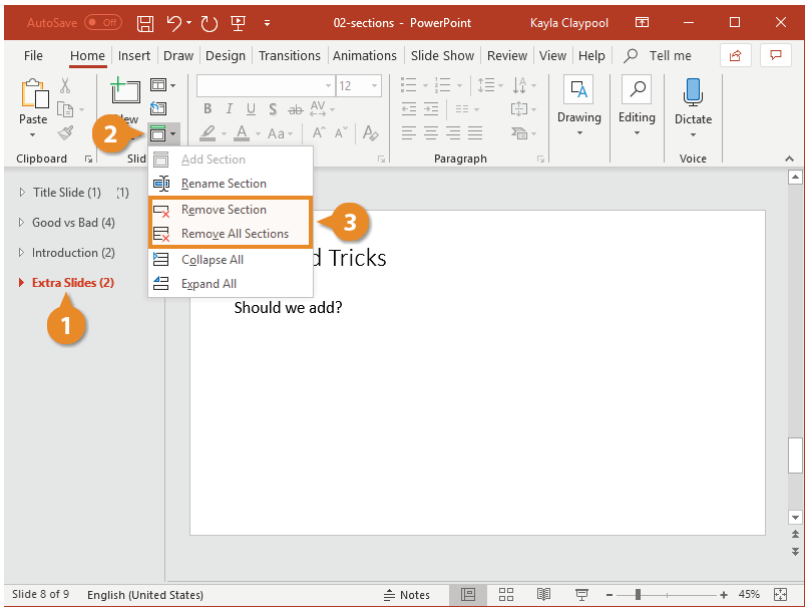
Remove Sections

1. Select the section you want to remove.
2. Click the **Section** button on the Home tab.
3. Select **Remove Section** or **Remove All Sections**.

   Shortcut: Right-click the section name and select **Remove Section.**

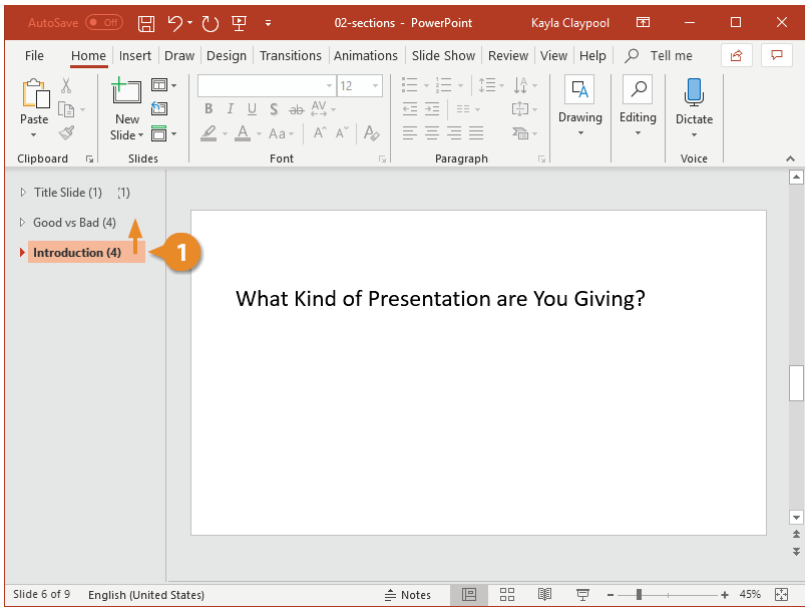
The section is removed, and the slides that were in it move to the section above it.

Tip: Remove all of the slides in the section by right-clicking the section heading and selecting **Remove Section and Slides**.



Move Sections

1. Click and drag a section to a new location.



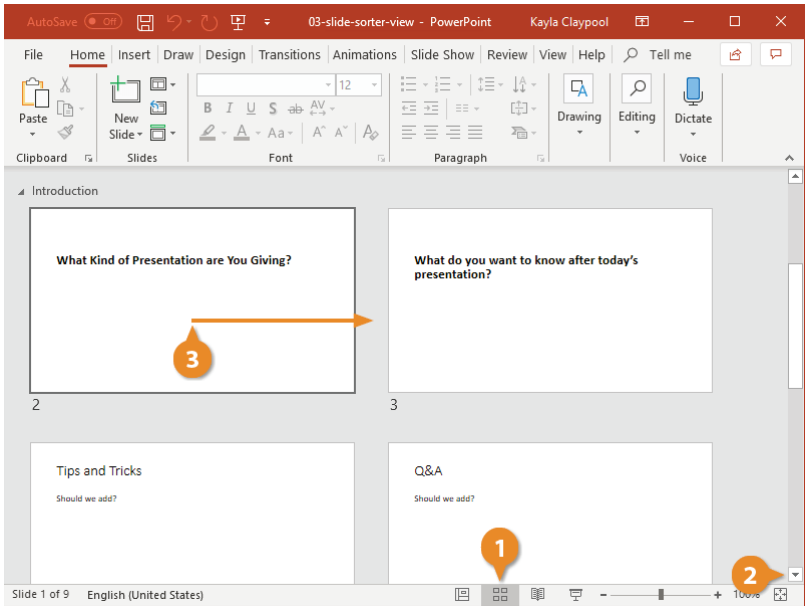
Slide Sorter View

Slide Sorter view is a great way to view and organize your presentation, particularly when your presentation has many slides.

Rearrange Slides

1. Click the **Slide Sorter** button.
2. Scroll to find the slides you want to arrange.
3. Click and drag a slide to a new location.

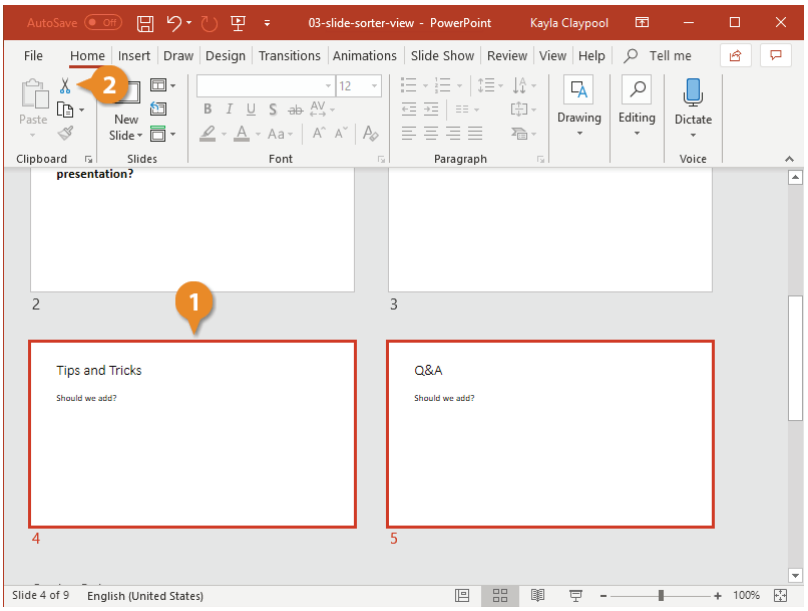
The slide is dropped in the new location and all slides in the presentation are renumbered accordingly.



Remove Slides

1. Select the slide(s) you want to remove.
2. Click **Cut** on the Home tab.

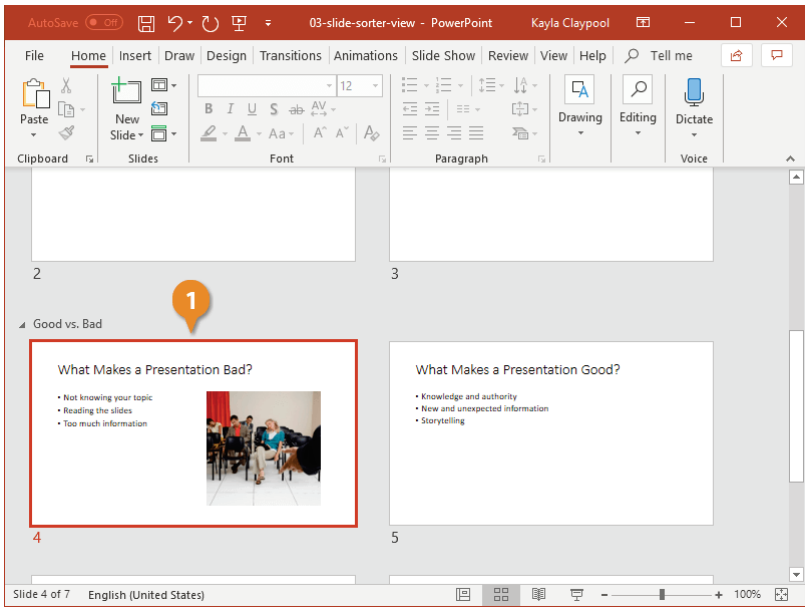
   Shortcut: You can also press the **Delete** key on your keyboard.



Return to Normal View

When you're done working in Slide Sorter view, return to Normal view to continue editing the presentation.

1. Double-click the slide you want to edit in Normal view.



Duplicate and Copy Slides

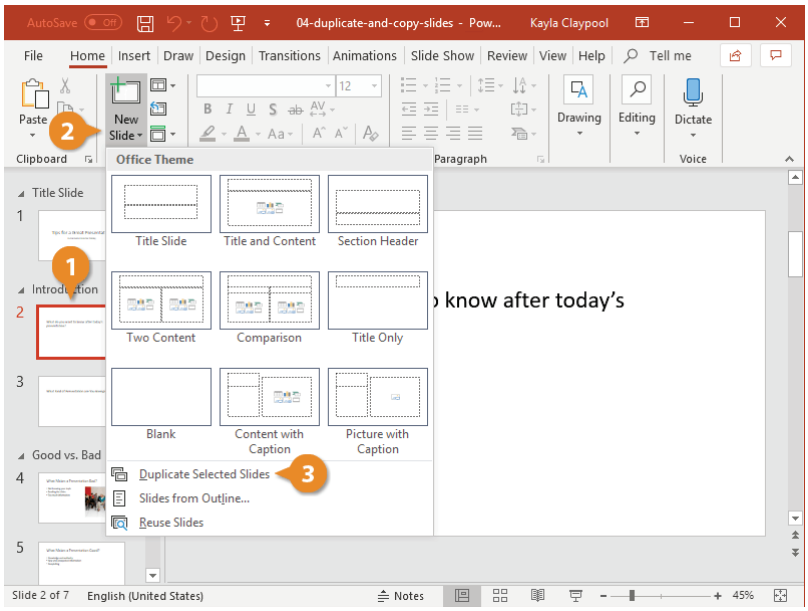
Once you have one slide exactly the way you want it, you can use it as a starting point for similar slides by using the duplicate or copy features.

Duplicate a Slide

1. Select the slide you want to duplicate.
2. Click the **New Slide** list arrow.
3. Select **Duplicate Selected Slides**.

   Shortcut: Press **Ctrl** + **D** or right-click the slide and select **Duplicate Slide**.

The slide is duplicated and is positioned right after the original slide.



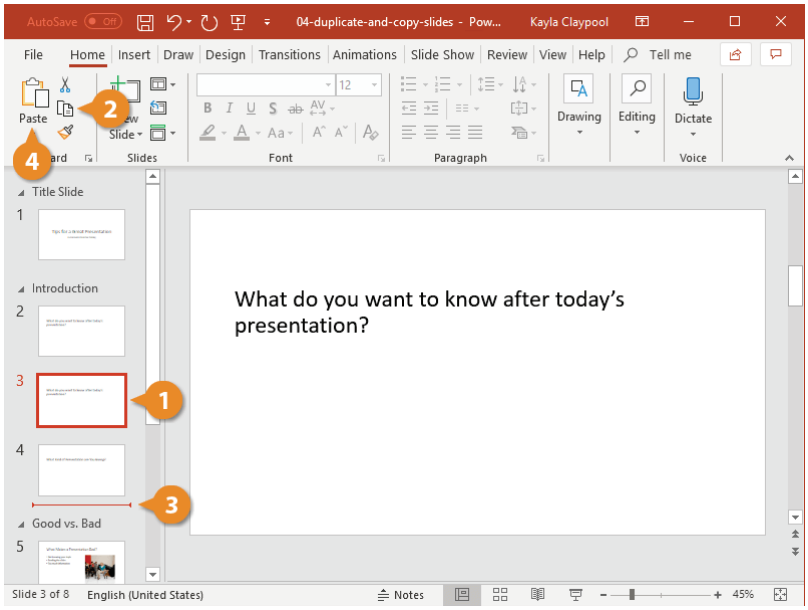
Copy a Slide

If you want to create a copy in another spot in the presentation, use copy and paste instead.

1. Select the slide you want to copy.
2. Click the **Copy** button on the Home tab.

   Shortcut: Press **Ctrl** + **C**.
3. Click in a new location in the Thumbnails pane where you want to place the copy.
4. Click the **Paste** button.

   Shortcut: Press **Ctrl** + **V**.



Present a Slide Show

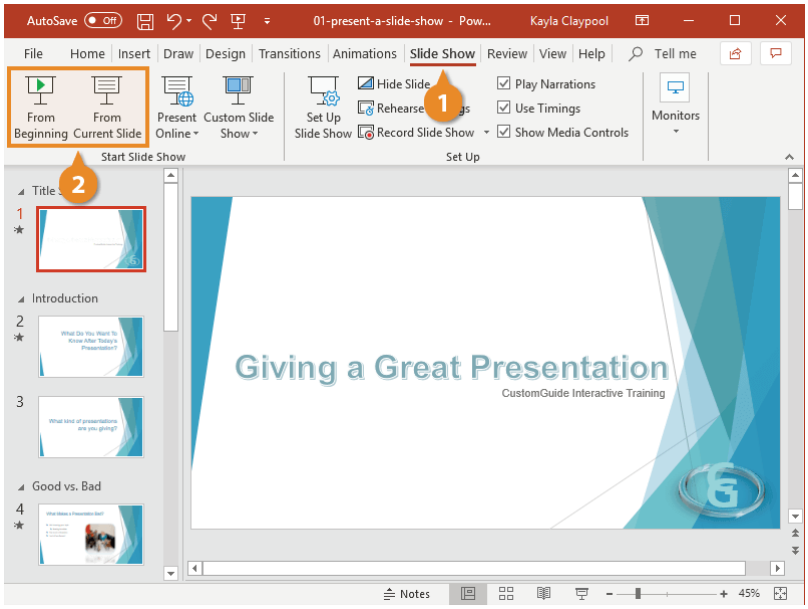
There are multiple ways you can deliver a PowerPoint presentation, such as distributing paper handouts or by running the presentation on a computer. Running a presentation on a computer is the preferred method because it gives you the most control over the presentation and allows you to use multimedia, animation, and other effects.

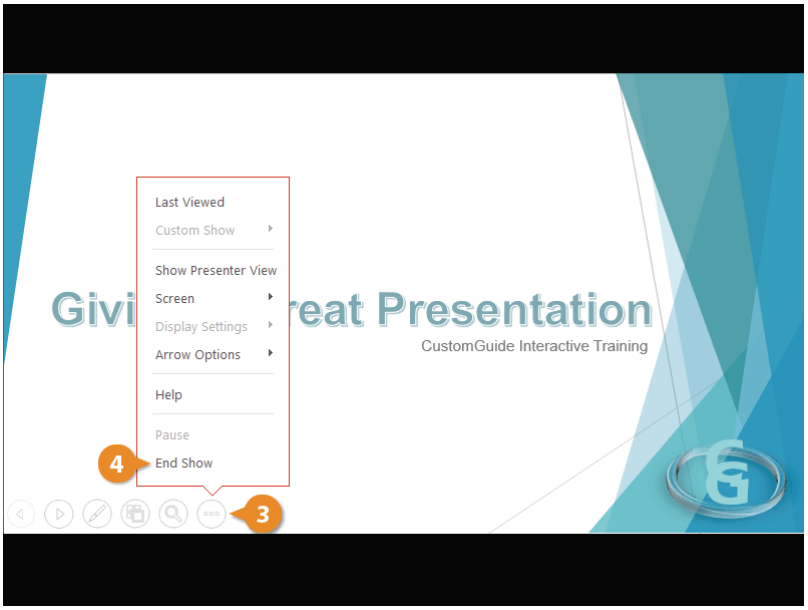
Start and End

1. Click the **Slide Show** tab on the ribbon.
2. Select **From Beginning** or **From Current Slide**.

   Shortcut: You can also press **F5** on your keyboard or click the **Slide Show** button in the status bar to start the presentation.
3. To exit the presentation and return to normal view, click the **Options** button.
4. Select **End Show**.

   Shortcut: Pressing **Esc** also ends the presentation.





Move Through Slides

There are navigation buttons located at the bottom-left of a slide when presenting. You can use these to navigate a presentation or use navigation keystroke shortcuts on the keyboard.

1. Click the arrows to move forward or back in the presentation.

Keyboard Shortcuts for Presenting a Slide Show

Action	Keyboard Shortcut
Advance to the next slide	Click the left mouse button or press any of the following keys on the keyboard: **Enter**, **Spacebar**, →, ↓, **N**, or **Page Down**.
Go back to the previous slide	Press any of the following keys on the keyboard: ↑, ←, **P**, or **Page Up**.
Jump to a specific slide	Type the slide number and press **Enter**.
Display a white screen	Press **W**.
Display a black screen	Press **B**.
Turn on the laser pointer	Hold the **Ctrl** key and click and hold the left mouse button.
Turn on the pen tool	Press **Ctrl** + **P**.
End the presentation	Press the **Esc** key.

Themes

A theme is a set of unified design elements that you can apply to a presentation to give it a consistent look and feel. Changing the theme changes the slide background, the font colors and styles, the slide layouts, and the effects on graphics.

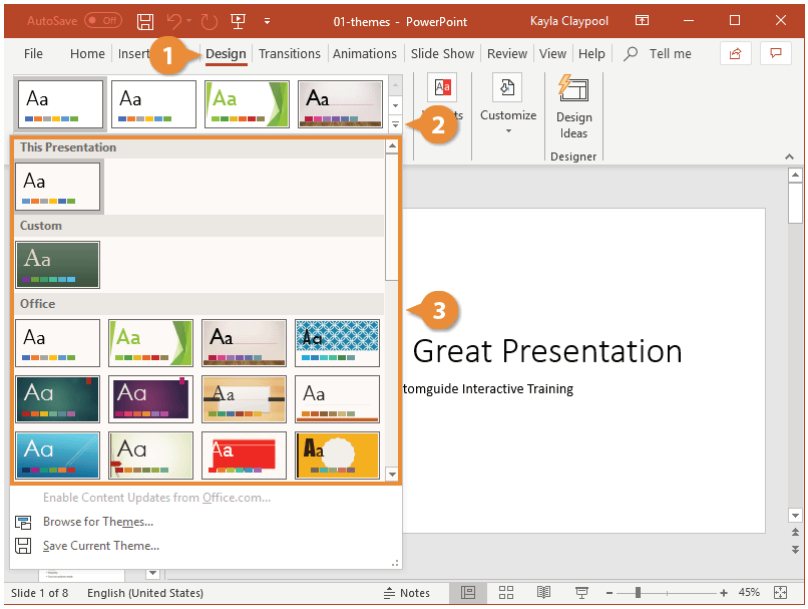
Apply a Theme

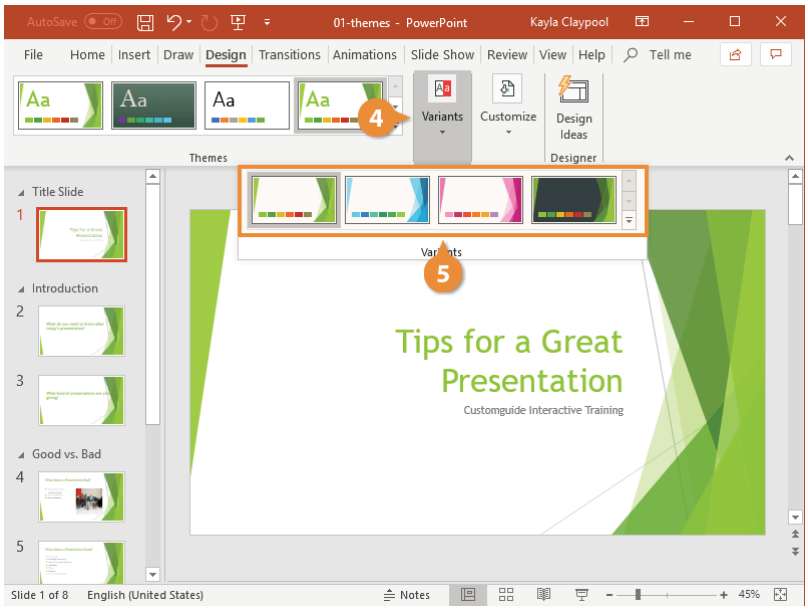
1. Click the **Design** tab.
2. Click the **More** button in the Themes group.

   Small thumbnails appear for each theme, showing off the fonts, colors, and designs they use.
3. Select a theme.

   Tip: Preview a theme by hovering over it in the menu.

   Each theme also includes a few variants that keep the basic look of a theme but change some of the colors and effects.
4. If necessary, expand the **Variants** button on the Design tab.
5. Select a variant of the theme.





Notice that changing the theme affects pretty much everything about your presentation. It changes the slide background, the font colors and styles, the slide layouts, and even the effects on graphics.

Format Text

You can use the Font group of the Home tab to change the way the text in your presentation appears by changing the font type, size, color, and style.

Change Font Type

One way to emphasize text in a presentation is by changing its font type. A font type is a set of characters with the same design and shape.

1. Select the text you want to change.

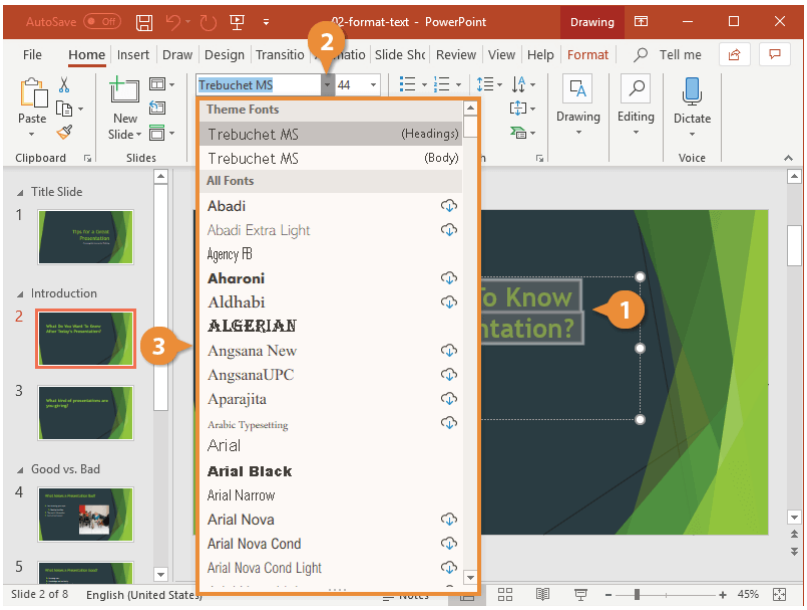
   Tip: If you want all of text in a text box to change, you can just select the text box.

2. Click the **Font** list arrow.

   Tip: Preview a font by hovering over it in the menu.

3. Select a new font.

   Shortcut: Use the **Font** list arrow on the Mini Toolbar that appears near the mouse when you have selected text.



Change Font Size

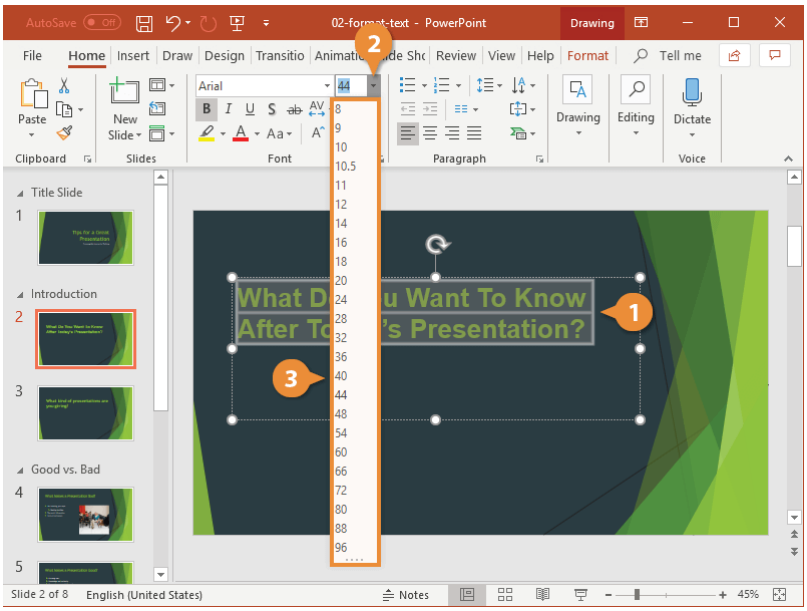
1. Select the text you want to change.

2. Click the **Font Size** list arrow.

   Tip: Preview a font size by hovering over it in the menu.

3. Select a font size.

   Shortcut: Use the **Font Size** list arrow on the Mini Toolbar.



Change Font Color

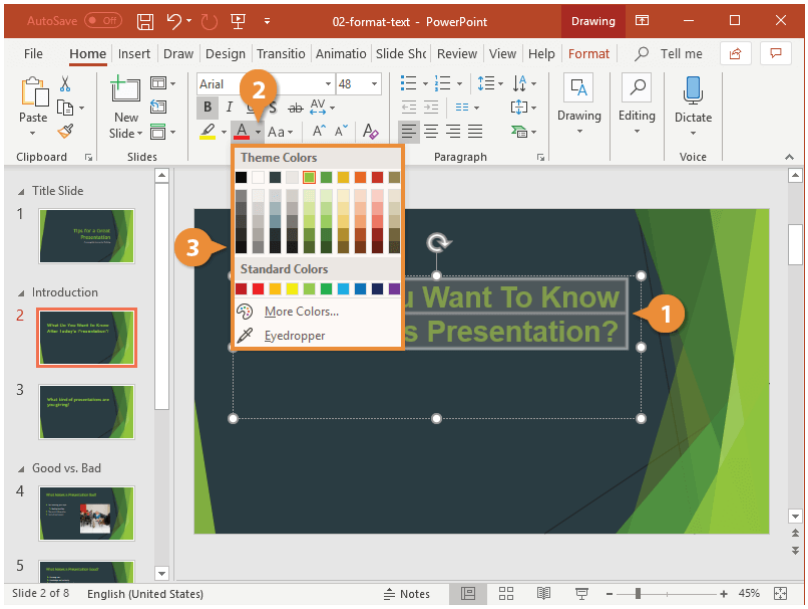
Changing font color is yet another way to emphasize text in a presentation.

1. Select the text you want to change.
2. Click **Font Color** list arrow.

   The colors that appear at the top coordinate with your current presentation theme.

   Tip: Preview a font color by hovering over it in the menu.
3. Select a new color.

   Shortcut: Use the **Font Color** list arrow on the Mini Toolbar.



Tip: The **Font Color** button always displays the color that was used most recently. To quickly apply this color to other selected text, simply click the **Font Color** button instead of the list arrow.

Apply Text Effects

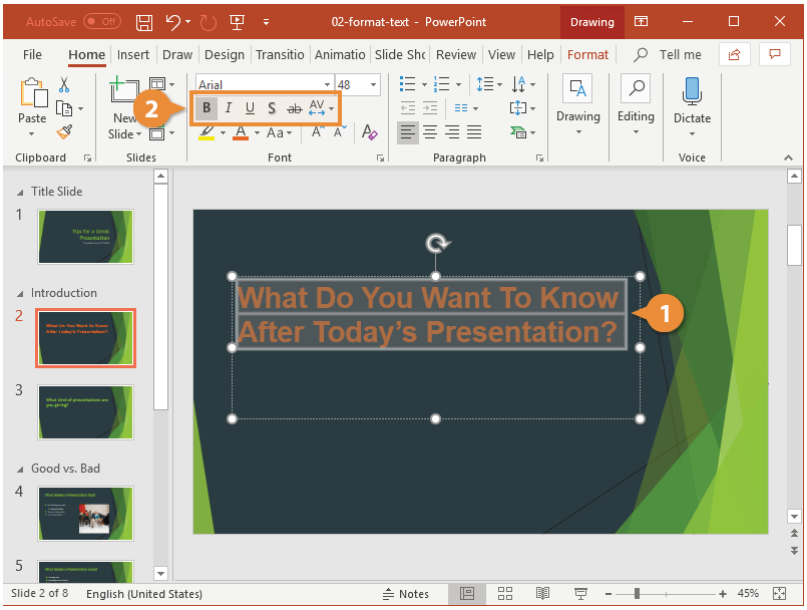
In addition to changing font type, size, and color, you can also emphasize the text in a presentation by changing the text effects. The most common and popular styles are bold, italic, and underline, but other styles such as shadow and strikethrough are also useful.

1. Select the text you want to change.
2. Select a font style like **Bold**, **Italic**, or **Underline**.

   Shortcuts:

   - To bold, **Ctrl** + **B**.
   - To italicize, **Ctrl** + **I**.
   - To underline, **Ctrl** + **U**.

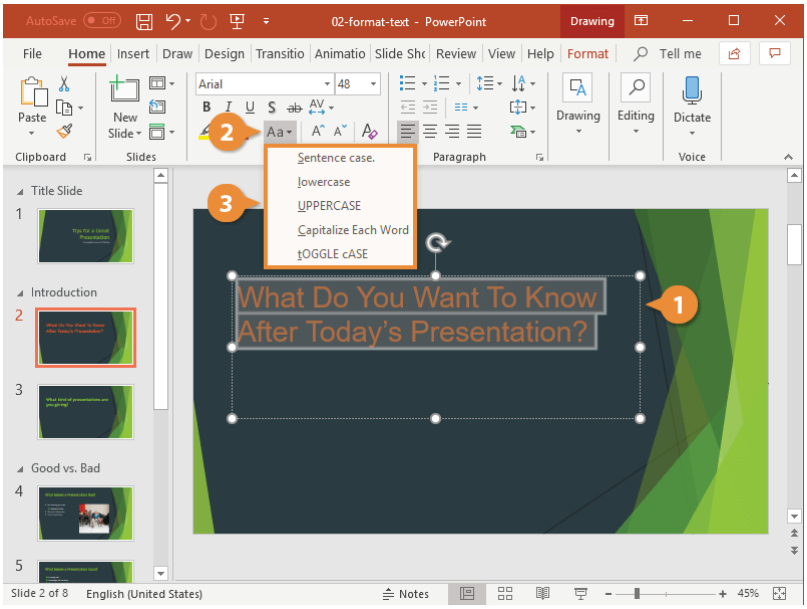
Tip: To remove a font style from selected text, simply click the style button again, or use the **Clear All Formatting** button.



Change the Case

If you want to change the letter case for an entire block of text, it's simple to switch to lowercase, uppercase, sentence case, or capitalize each word without manually changing each letter. You can also reverse the case of selected text with the toggle case option.

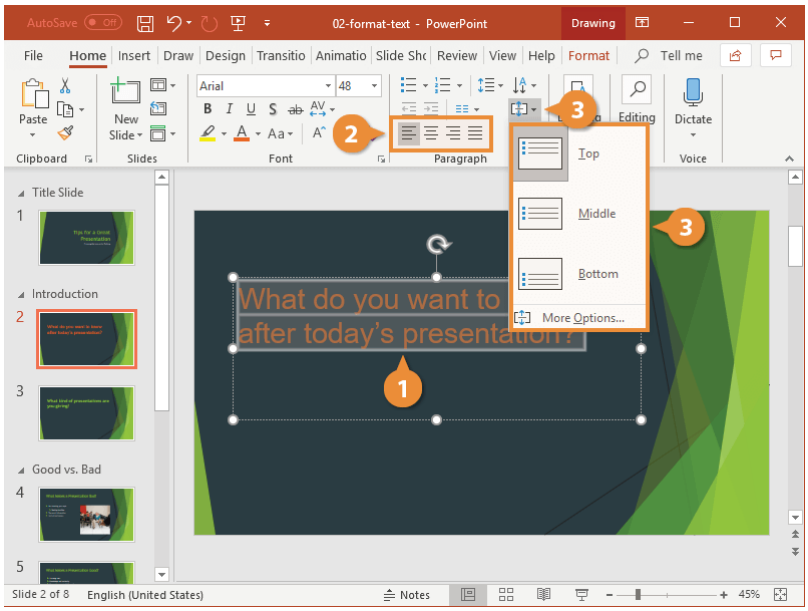
1. Select the text.
2. Click the **Change Case** button.
3. Select a case option.



Align Text

There are a couple of different ways to align the text in a text box. You can select from both horizontal and vertical alignment options.

1. Select the text.
2. Select a horizontal alignment option.
3. Select a vertical alignment option.



Format Lists and Columns

Add Multiple Columns

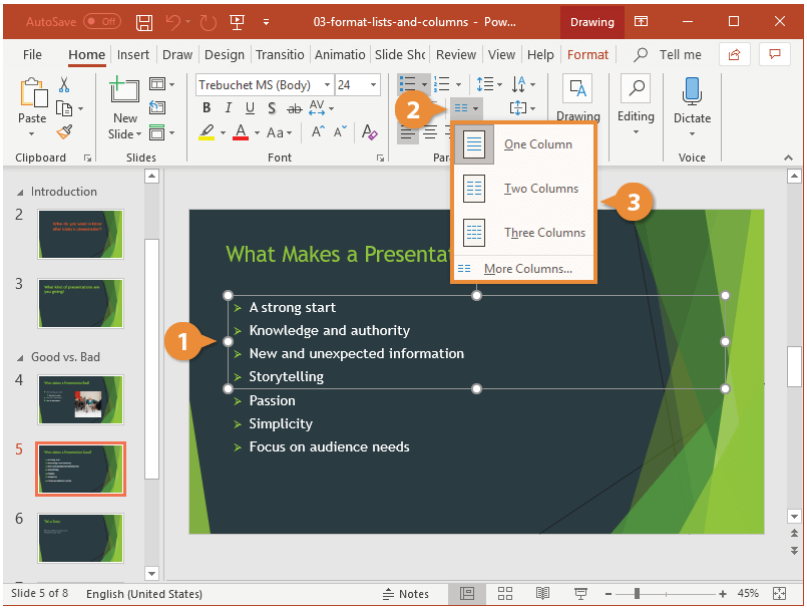
When you have text on a slide, PowerPoint automatically puts it in one column, but you can break it into multiple columns if that's more fitting.

1. Select the text box with items you wish to convert to columns.

   Even if text flows outside of a text box, it doesn't automatically break into columns.

2. Click the **Add or Remove Columns** button on the Home tab.

3. Select a column option.



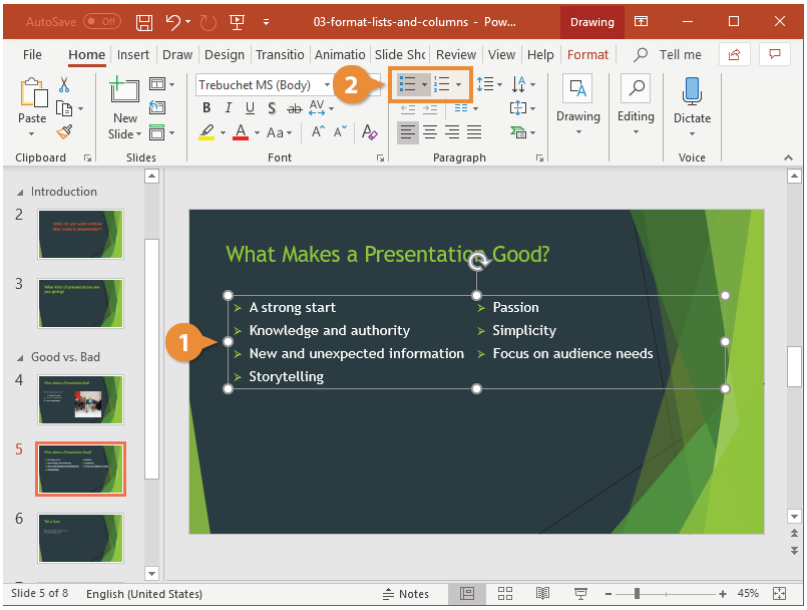
Numbered and Bulleted Lists

Use bulleted lists when the order of items in a list doesn't matter, such as listing items you need to buy. When the sequence of items in a list does matter, such as to present step-by-step instructions, use a numbered list instead.

1. Select the text box with the items you wish to convert to a list.

2. Click the **Numbering** button or the **Bullets** button.

Tip: To remove bullets and numbering from a list, select the list and click the **Bullets** or **Numbering** button in the Paragraph group.

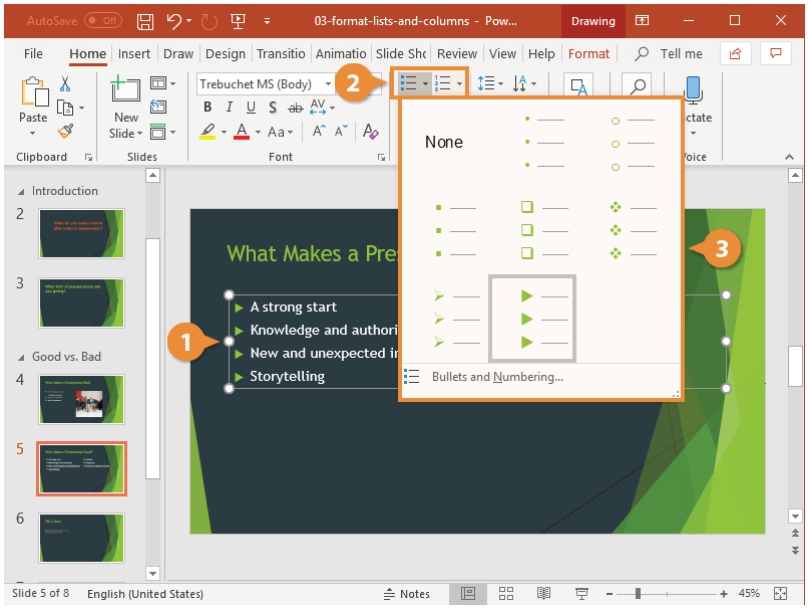


Change the List Style

If you don't like the bullet character or number style that has been assigned to your list by default, you can always change it.

1. Select the items with the style you wish to change.
2. Click the **Numbering** or **Bullets** button list arrow.
3. Select a new style.

The new bullet character or number style is applied to the selected paragraph(s).



Keyboard Shortcuts for Working with Lists

Keystroke	Action
Enter	Inserts a new paragraph with the same formatting as the previous one.
Tab	Demotes the paragraph one level.
Shift + Tab	Promotes the paragraph one level.

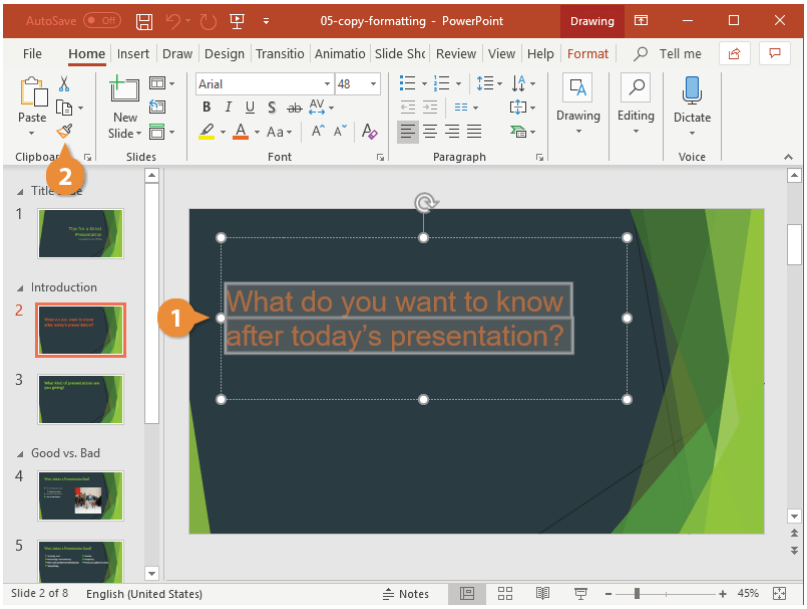
Copy Formatting

If you find yourself applying the same formatting over and over again, then you should familiarize yourself with the Format Painter tool. The Format Painter copies how text or objects are formatted and lets you apply that formatting elsewhere.

Apply Formats Once

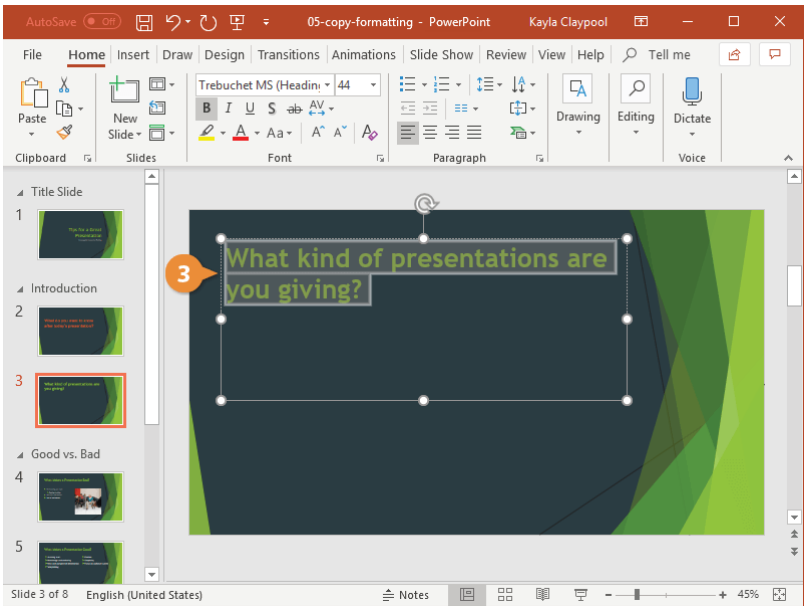
1. Select a formatted text.
2. Click the **Format Painter** button.

   The formatting is copied to the painter tool. The cursor changes to a paintbrush to show that it is now in Format Painter mode.
3. Select the unformatted text.



The formatting is applied. Notice that the Format Painter turned off, meaning if you wanted to apply the same format to more text, you'd have to repeat the whole process all over again.

Tip: You can also use the Format Painter to copy the formatting of objects, such as shapes, and apply that formatting to other objects.

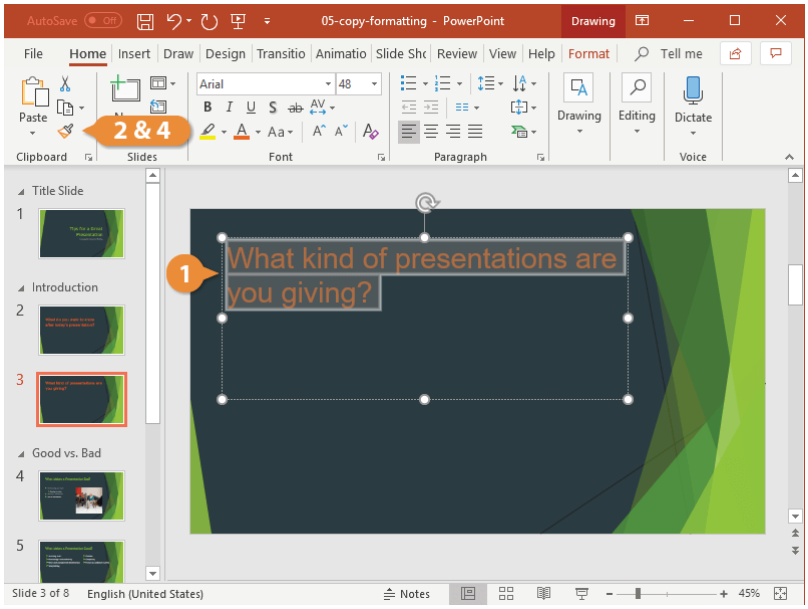


Apply Formats Multiple Times

1. Select the formatted text.
2. Double-click the **Format Painter** button.
3. Repeatedly select the unformatted text.

   Just like before the text is reformatted. However, this time the Format Painter stays on, so you can continue selecting text to re-format.
4. Click the **Format Painter** button to turn it off.

   Shortcut: Press the **Esc** key to deactivate the Format Painter.



Slide Background

If you don't like the slide background that comes with your current theme, you can easily change it.

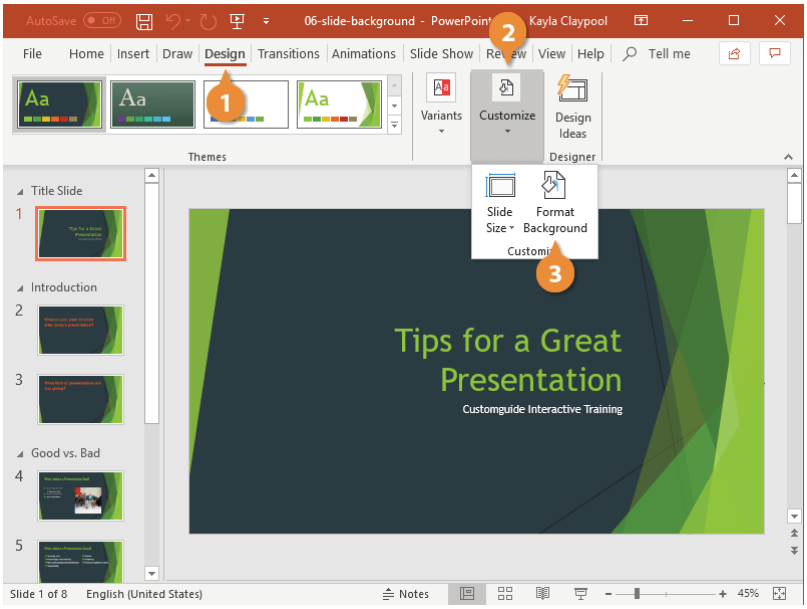
Modify the Slide Background

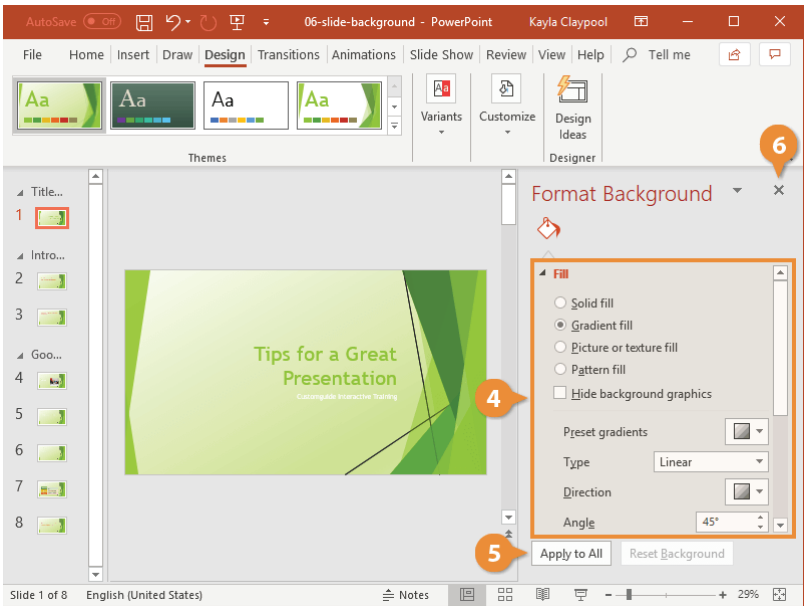
1. Click the **Design** tab.
2. If necessary, expand the Customize group.
3. Click the **Format Background** button.

   The Format Background pane opens. From here, you can adjust the slide's existing background or create one from a picture or pattern.
4. Make changes to the slide background.

   The available options depend on the current theme section, but you will usually have the following options:

   - Solid Fill
   - Gradient Fill
   - Picture or Texture Fill
   - Pattern Fill
   - Hide Background Graphics
5. (Optional) Click **Apply to All** to use the new background on all slides in the presentation.
6. Click **Close**.





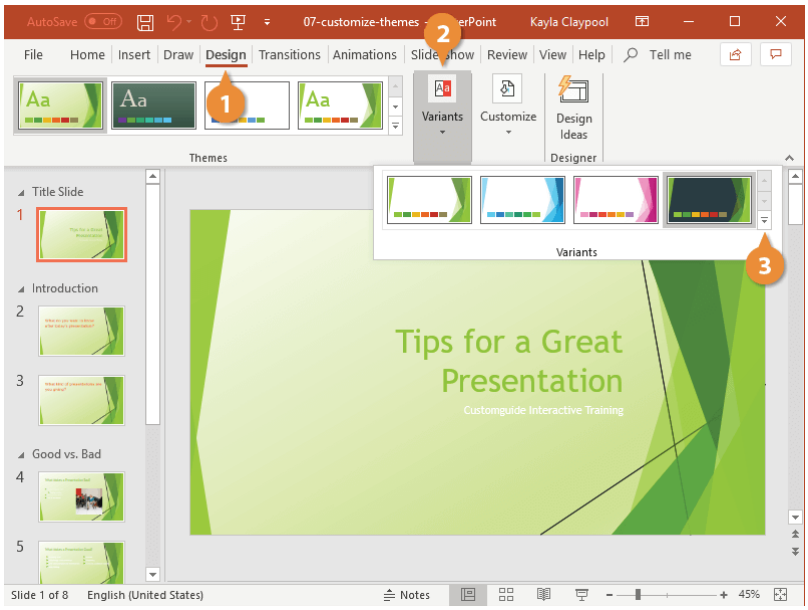
Customize Themes

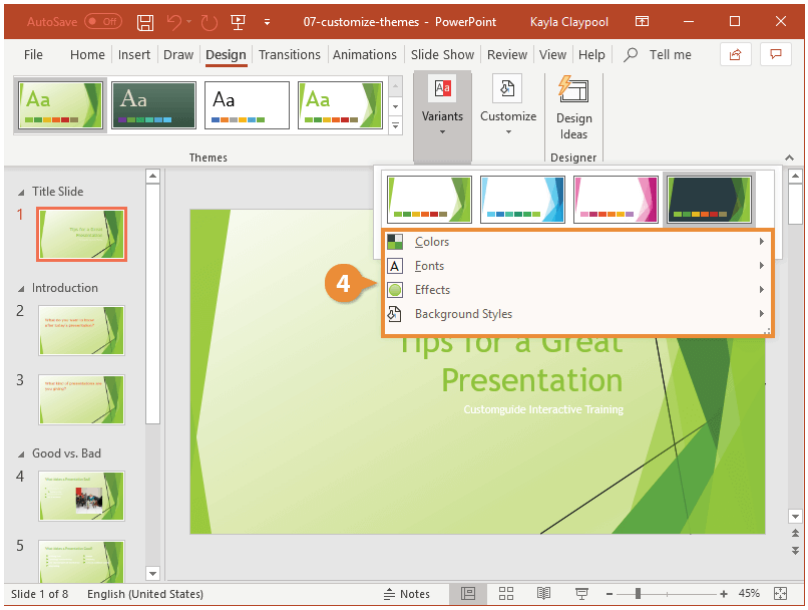
If you don't like the default themes PowerPoint has available, you can create your own theme by saving any combination of theme colors, theme fonts, theme effects, and background styles.

Modify a Theme

It's helpful to start with a theme you like that's close to what you're looking for and then modify the theme elements to better suit your needs.

1. With a theme applied, click the **Design** tab on the ribbon.
2. If necessary, expand the Variants group.
3. Click the Variants gallery **More** button.
4. Modify any of the customizable theme elements:
   - **Colors:** A set of eight coordinated colors used in formatting text and objects in the presentation.
   - **Fonts:** A set of coordinated heading and body font types.
   - **Effects:** A set of coordinated formatting properties for shapes and objects in the presentation.
   - **Background Styles:** Select from a solid or gradient color, or create a background using patterns or graphics.



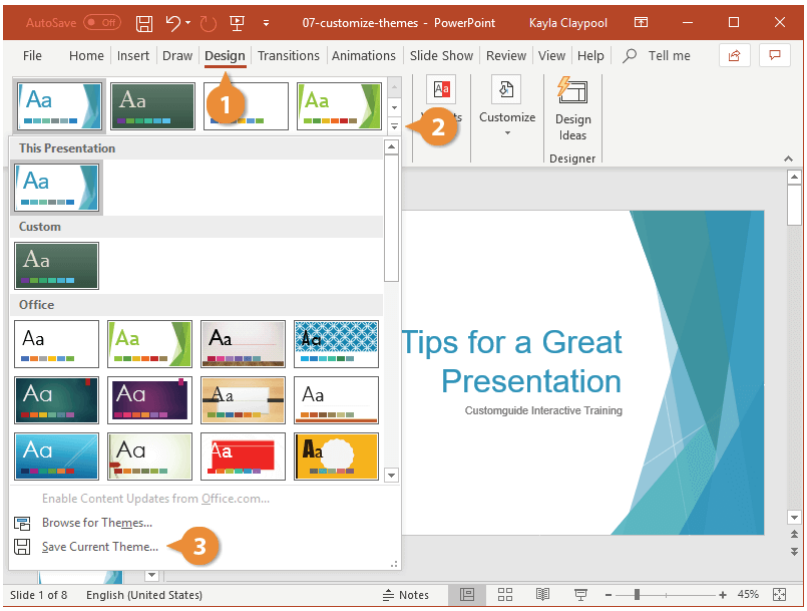


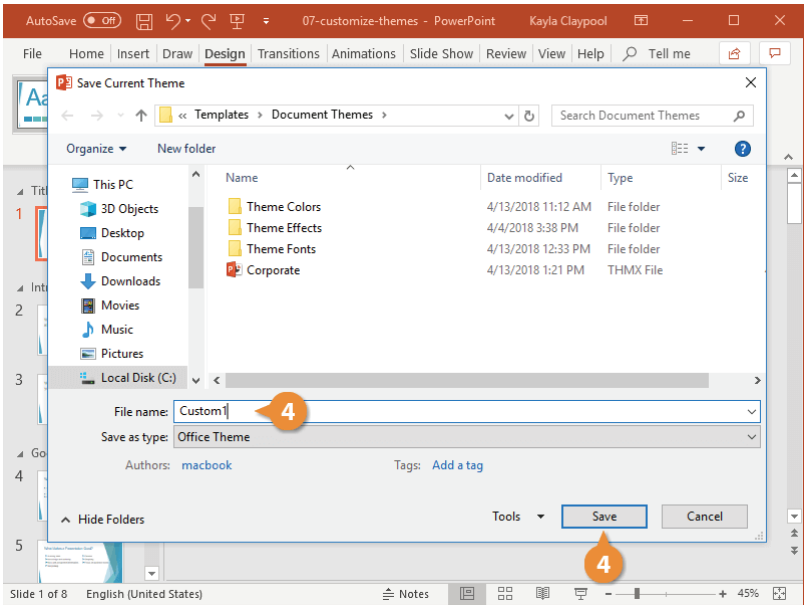
Save a Custom Theme

Once you've modified a theme, it's easy to save it for future use.

1. Click the **Design** tab on the ribbon.
2. Click the Themes gallery **More** button.
3. Select **Save Current Theme**.
4. Enter a name for the Theme and click **Save**.

Now when you open the Themes gallery, your custom theme will be listed alongside the rest of the Office themes. Any custom themes you save are available in all Office programs.





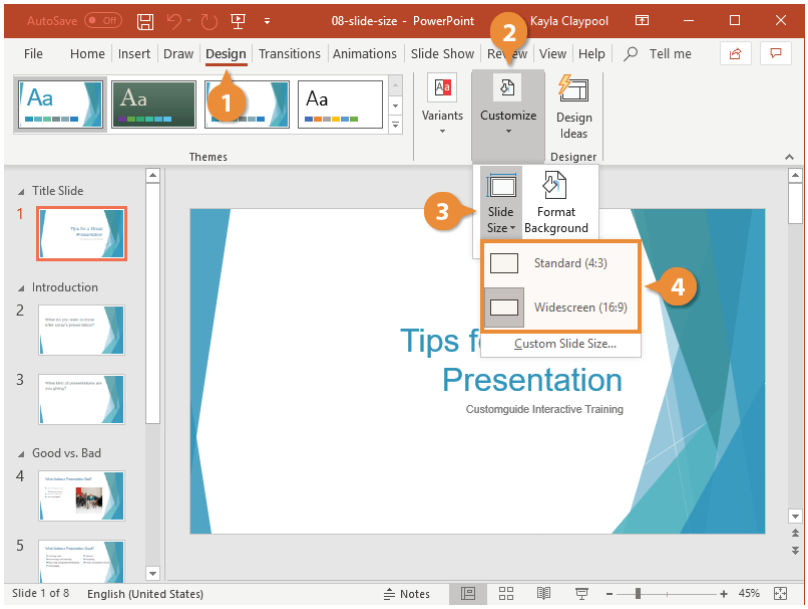
Slide Size

PowerPoint allows you to change the aspect ratio of your presentation. The widescreen slide size is best when presenting on modern displays with a 16:9 aspect ratio. If you'll be presenting on an older display with a 4:3 aspect ratio, you'll want to use the standard slide size instead.

Change the Slide Size

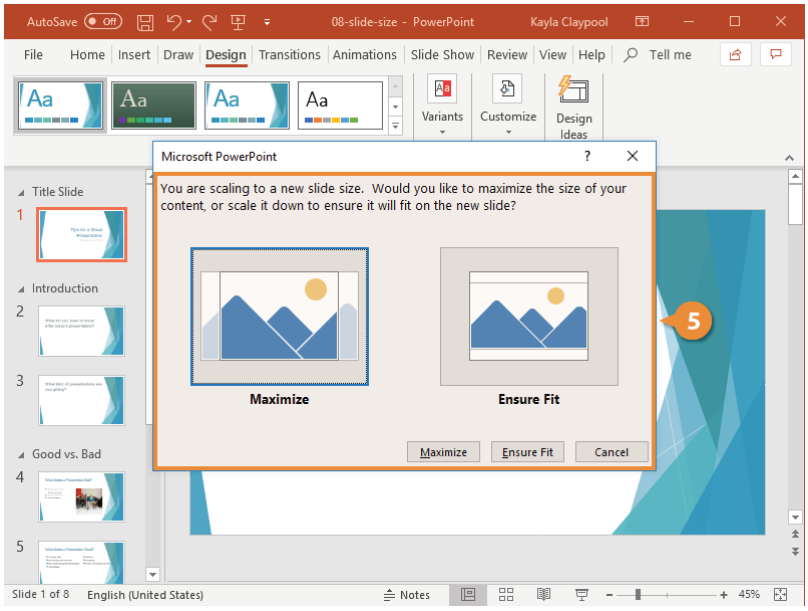
1. Click the **Design** tab.
2. Expand the **Customize** group.
3. Click the **Slide Size** button.

   Tip: To change the slide orientation, click the **Slide Size** button and select **Custom Slide Size**. Change the slide settings and click **OK**.



4. Select **Widescreen** or **Standard**.

   - **Widescreen:** 16:9 ratio is much wider than it is tall and works well for wide, high definition screens.
   - **Standard:** 4:3 ratio is only slightly wider than it is tall and works best for traditional screens.



5. Select **Maximize** or **Ensure Fit**.

   - **Maximize:** Crops your content and fills all the available space on the slide.
   - **Ensure Fit:** Scales content down and leaves additional space at the top and bottom of the slide.

The entire presentation is resized to fit the new format.

Templates

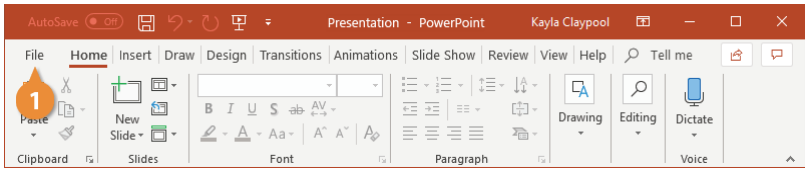
Creating a presentation from scratch can be a little intimidating and time consuming. Luckily, there are plenty of templates you can use to get started. The template files you download from PowerPoint are professional-looking presentations, pre-populated with graphics, text boxes, and design elements.

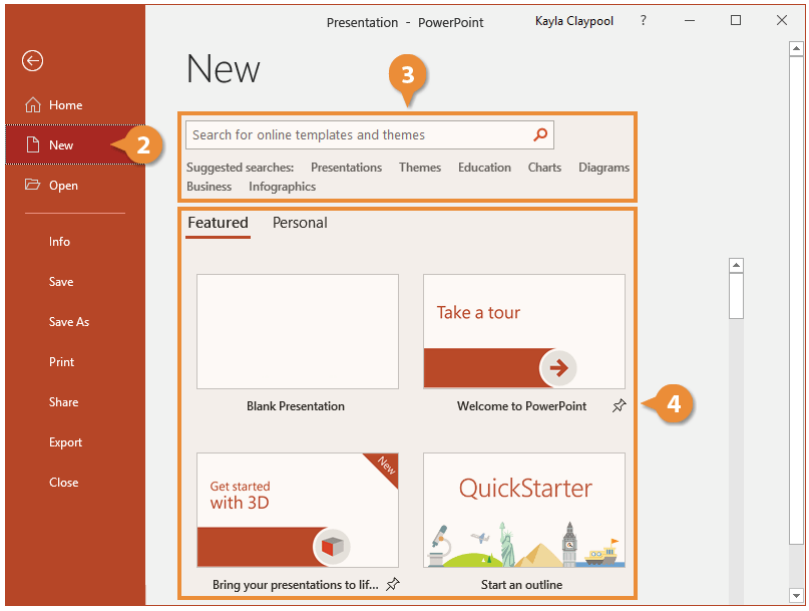
Use a Template

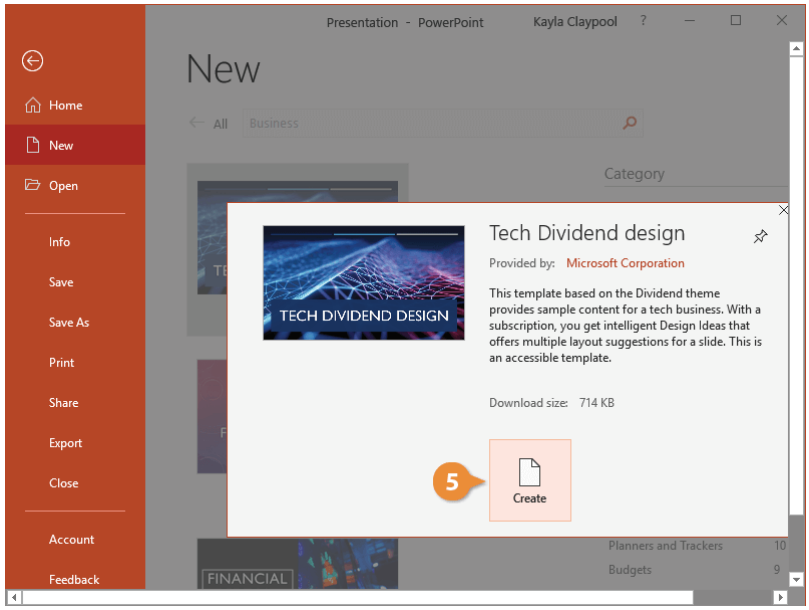
1. Click the **File** tab.
2. Click the **New** button.
3. Search for a type of template or use the categories to browse.
4. Select a template.

   An informational screen appears showing a description of the template and the file size. Use the arrows under the preview image to view some of the different slide layouts available in the template.
5. Click **Create**.

The template is downloaded and ready for you to populate with information.







Insert Pictures

You can insert pictures or graphics that you have on file, such as pictures uploaded from a digital camera or graphics created in another program, or pictures from online sources.

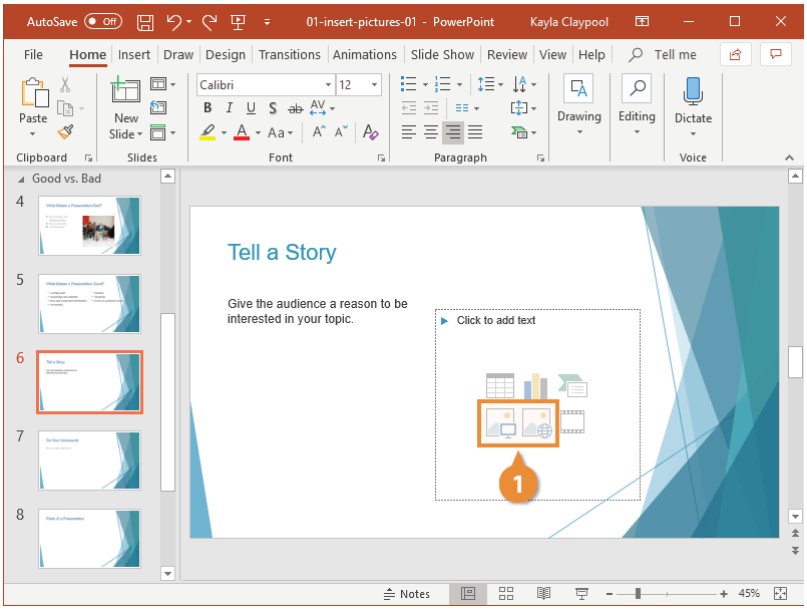
Insert Pictures with Placeholders

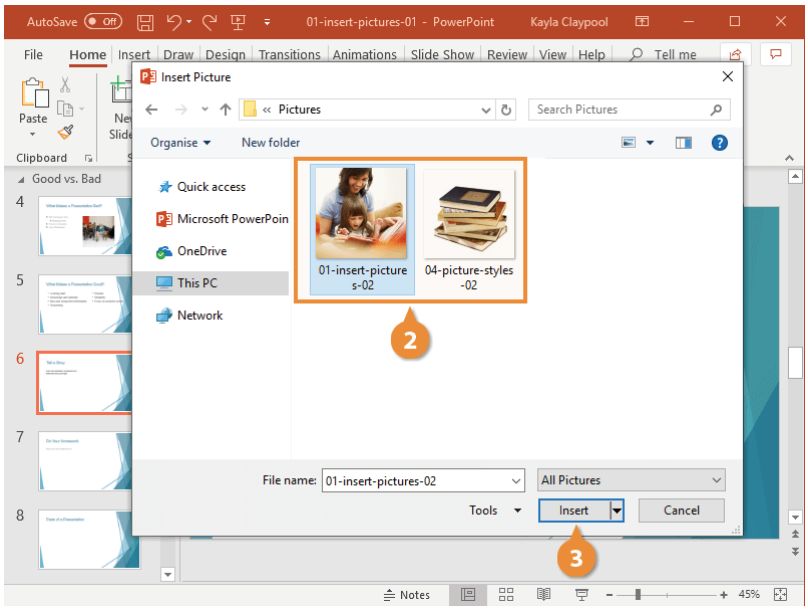
The quickest way to insert a picture is to use a content placeholder that is already on your slide.

1. Click the content placeholder's **Pictures** or **Online Pictures** button.
2. Navigate to the picture you want to use and select it.
3. Click **Insert**.

The picture is inserted, and the Format tab appears on the ribbon.

Tip: To remove an image, just select it and press the **Delete** key.



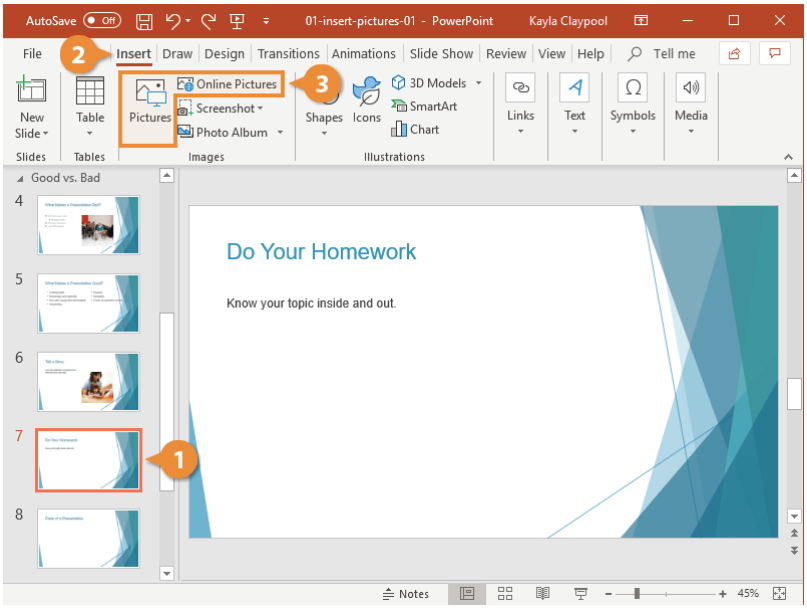


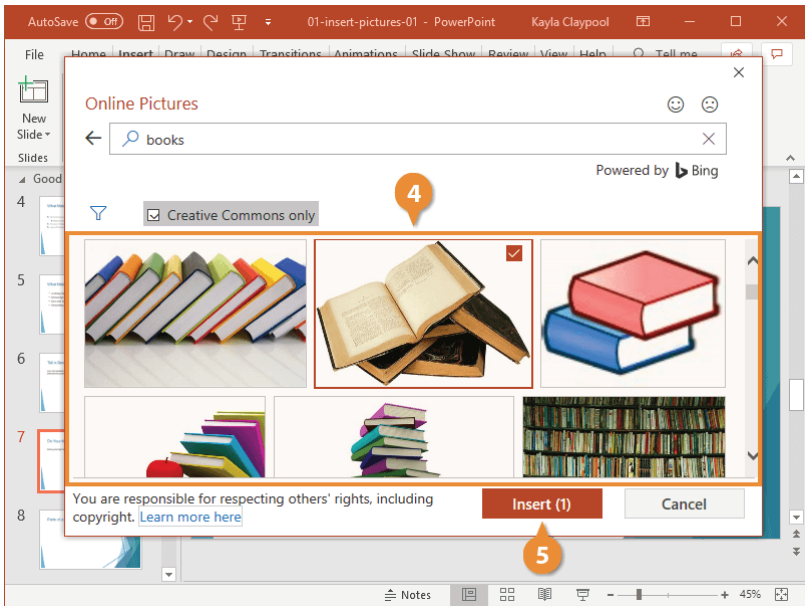
Insert Pictures with the Ribbon

You can also use the ribbon to insert pictures if there are no content placeholders available.

1. Select the slide where you want to add a picture.
2. Click the **Insert** tab.
3. Click **Pictures** or **Online Pictures**.
4. Navigate to or search for the picture you want to use and select it.

   Tip: To insert more than one picture at a time, press and hold down **Ctrl** as you click each file.
5. Click **Insert**.

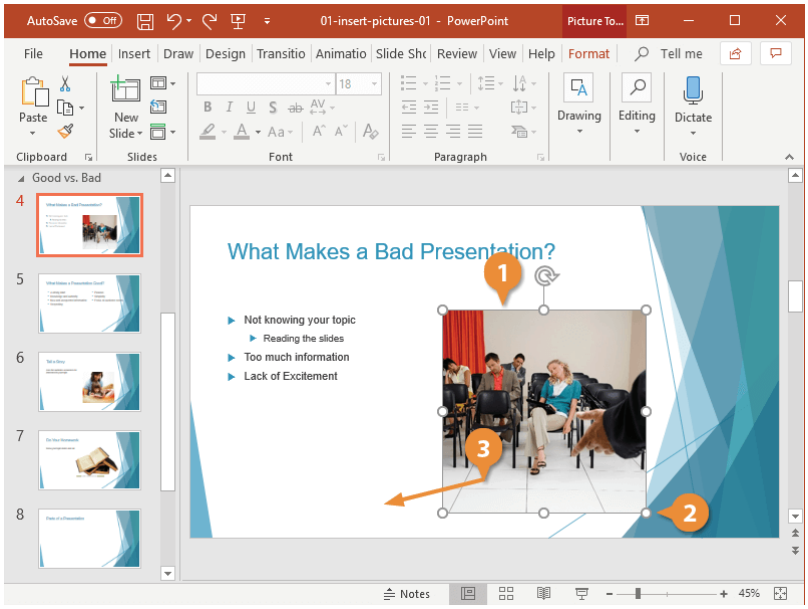




Modify Pictures

Once a picture is inserted, you can change its size or location on the slide.

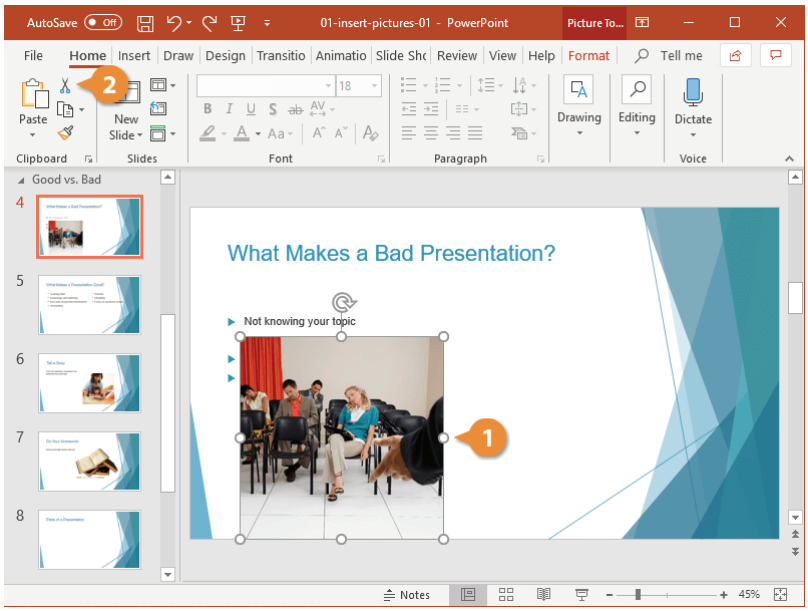
1. Select a picture.
2. Click and drag a resize handle to change its size.
3. Click and drag the picture to move it.



Delete Pictures

If you no longer need a picture, or any slide graphic for that matter, simply delete it.

1. Select a picture.
2. With the picture selected, click the **Cut** button or press the **Delete** key on your keyboard.

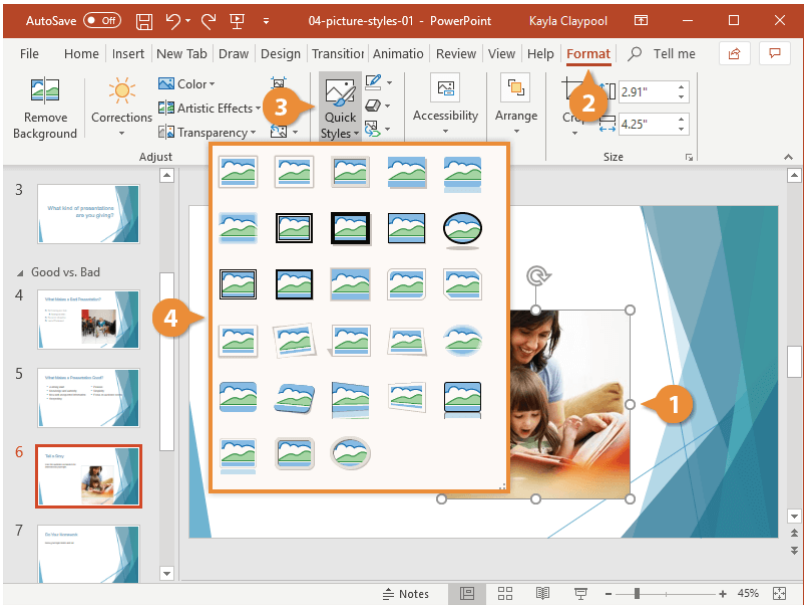


Picture Styles

Changing the visual style of a picture or graphic can enhance how it appears on the slide.

Choose a Style

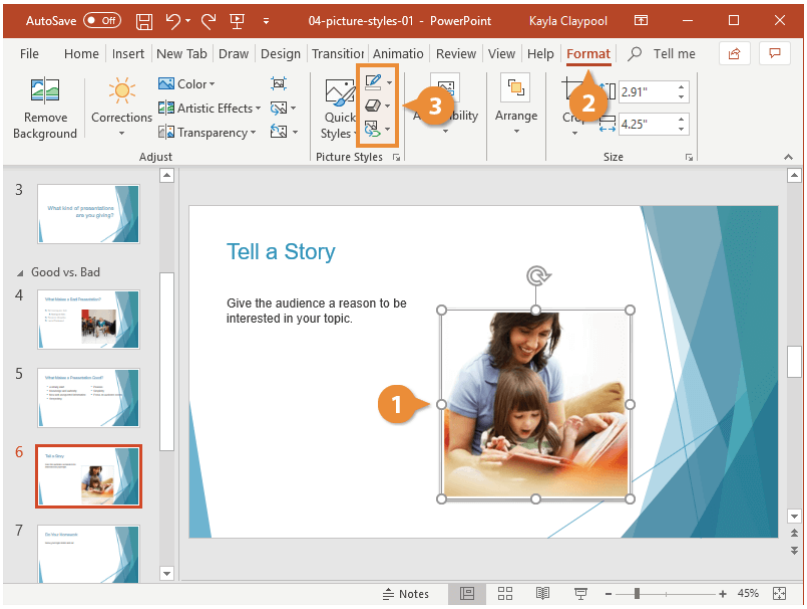
1. Select the picture.
2. Click the **Format** tab on the ribbon.
3. Click the **Quick Styles** button in the Picture Style group.
4. Select a style.



Modify a Style

After a style has been applied, modify different elements of the preset style for a more customized look.

1. Select the picture.
2. Click the **Format** tab on the ribbon.
3. Use the tools in the Picture Styles group to edit the picture style.
   - **Picture Border:** Adjust the border color and thickness.
   - **Picture Effects:** Add or remove complicated effects like glow and bevel.
   - **Picture Layout:** Add text and reshape the picture to create SmartArt.



Crop Pictures

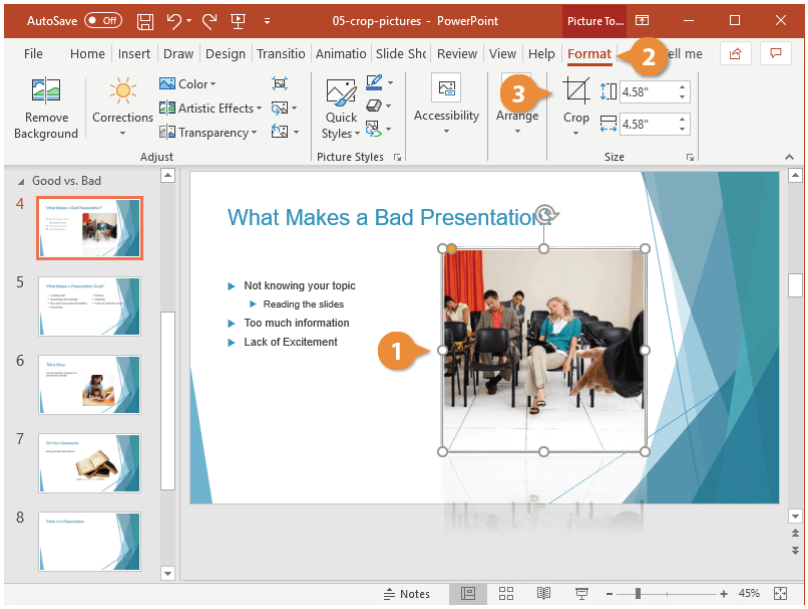
When you crop a picture or graphic, you trim its horizontal and vertical sides. Cropping is useful when you only want to include a portion of a picture or graphic.

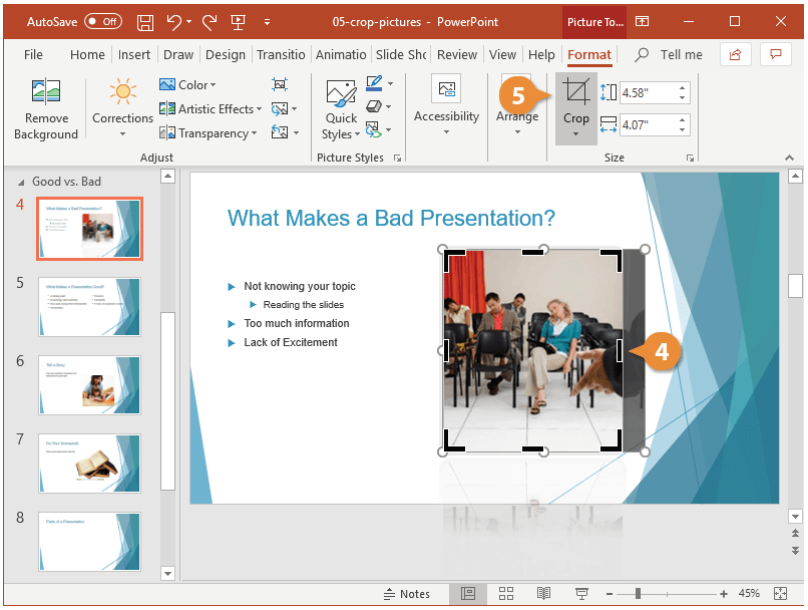
Crop

1. Select the picture.
2. Click the **Format** tab on the ribbon.
3. Click the **Crop** button.

   Crop handles appear around the border of the picture.
4. Click and drag the crop handles inward.

   Tip: To crop all four sides of a picture or graphic at once while maintaining the graphic's proportions, press and hold down **Ctrl** as you drag the mouse.
5. Click the **Crop** button again to complete the crop.





Text Boxes

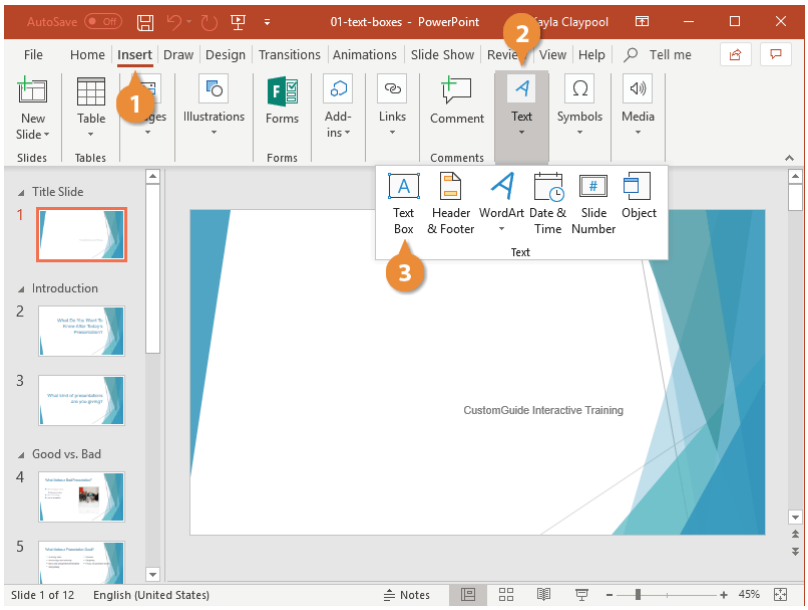
A text box is a special type of drawing object that lets you insert and position text anywhere in a presentation.

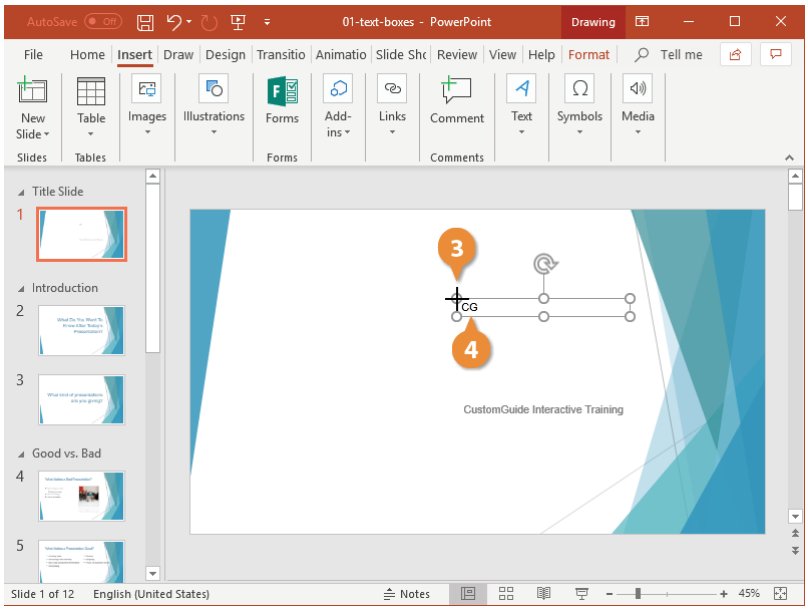
Insert a Text Box

Even though most slides have one or two placeholders for you to insert text, it's a good idea to learn how to insert your own so you can add more as needed.

1. Click the **Insert** tab on the ribbon.
2. Expand the **Text** group if necessary.
3. Click the **Text Box** button.
4. Click and drag to create the text box.

   Type the text you wish to add.

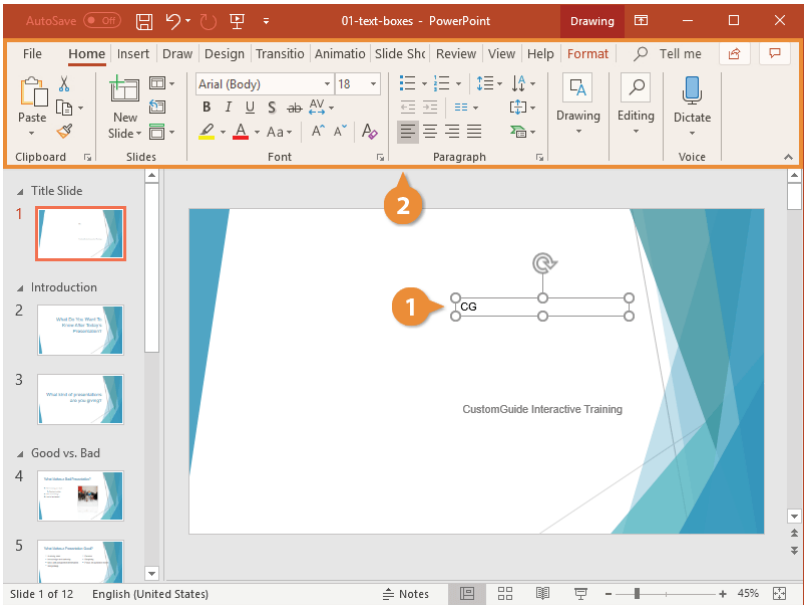




Edit Text

1. Select the text box.
2. Edit the text as needed.

You can change the text that appears in the text box or format it using the options on the ribbon.



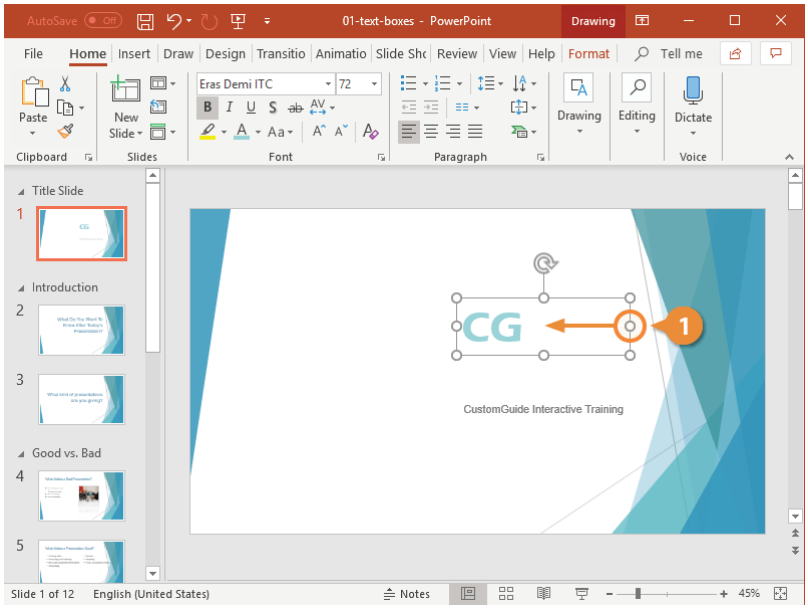
Move and Resize

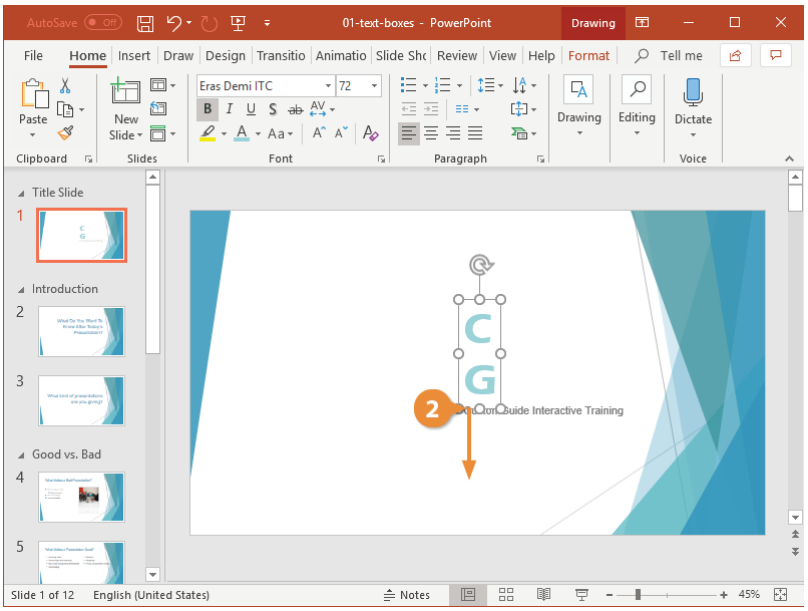
1. Click a sizing handle of the text box and drag to the desired size.

   Notice that the position of the text inside the text box moves around as it is resized.

2. Click the edge of the text box and drag to reposition it.

   Tip: Be sure you're clicking and dragging the edge of the text box. You won't be able to move it if you click in the center.





Shapes

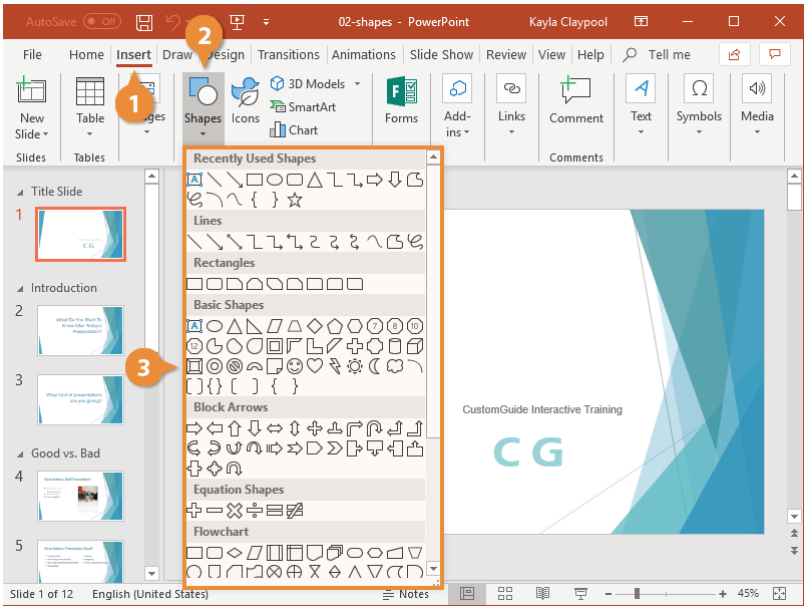
PowerPoint comes with an extensive set of ready-made shapes that you can use to easily draw shapes on your slides. The Shapes gallery contains more than a hundred common shapes and lines, such as stars, arrows, and speech balloons.

Insert a Shape

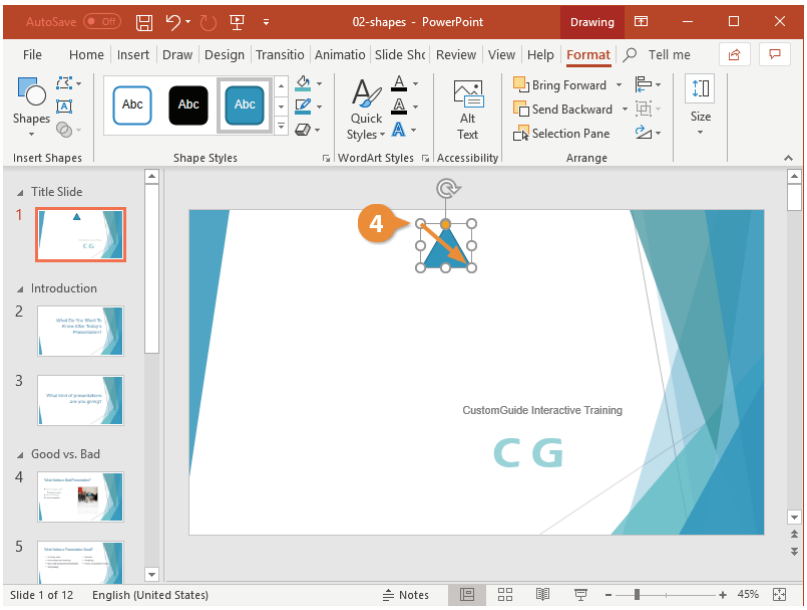
1. Click the **Insert** tab.
2. Click **Shapes**.

   A menu appears showing all available shapes.
3. Select the shape you want to insert.
4. Click where you want to place the shape, or click and drag to "draw" the shape onto the screen.

   Tip: To draw a straight line, perfect square or circle, or to constrain the dimensions of other shapes, press and hold the **Shift** key as you drag.



The shape is inserted onto the slide and the Format contextual tab appears on the ribbon under Drawing Tools.



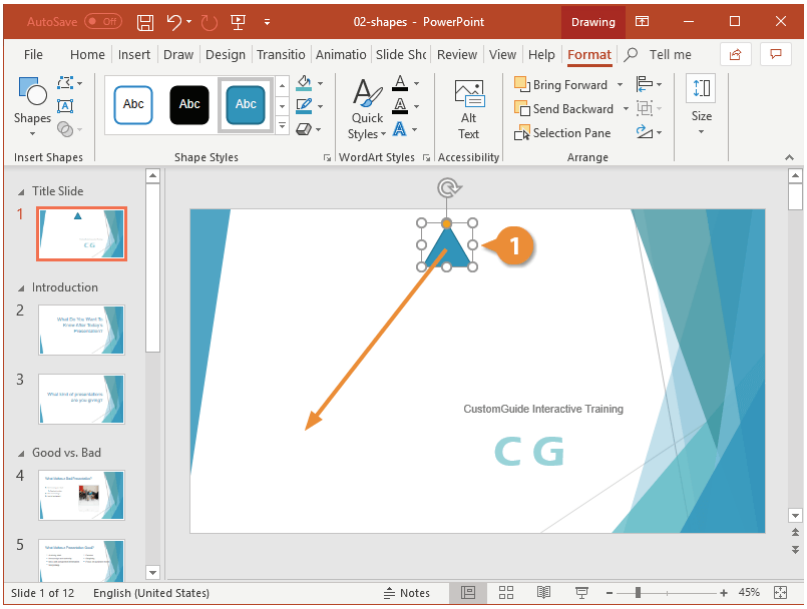
Modify Shapes

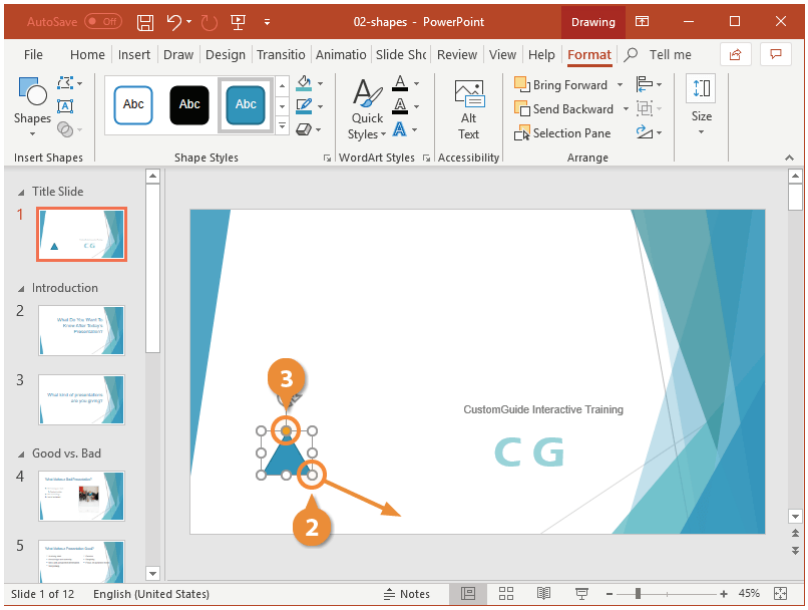
There are a few different ways to modify the shapes in a presentation. You can drag them to a new location on the slide, resize them, or use the adjustment handle to change the shape's most prominent feature.

1. To move a shape, click it and drag it to a new location on the slide.
2. To change a shape's size, click a sizing handle and drag to the desired size.

   Tip: Press and hold the Shift key as you drag to maintain the shape's aspect ratio.
3. To adjust how the shape looks, click and drag the shape's adjustment handle.

   Tip: Some shapes have more than one adjustment handle, while others don't have any at all.



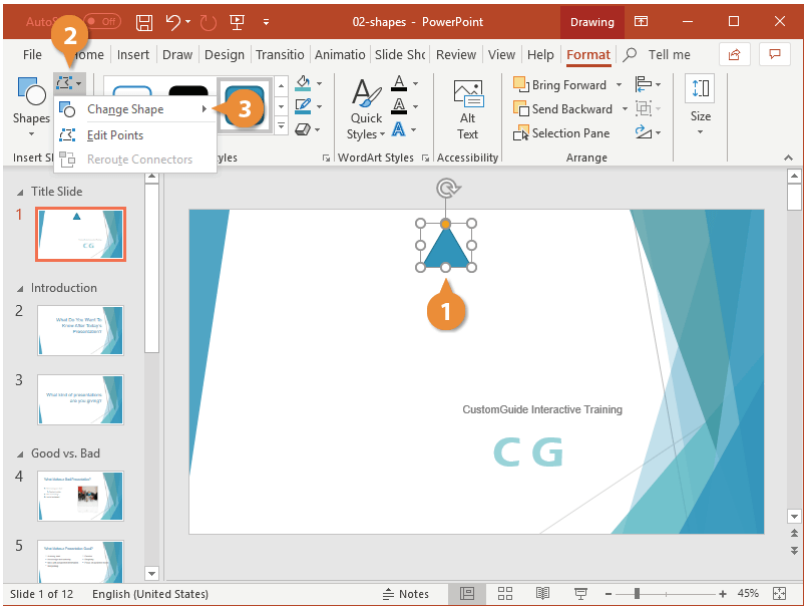


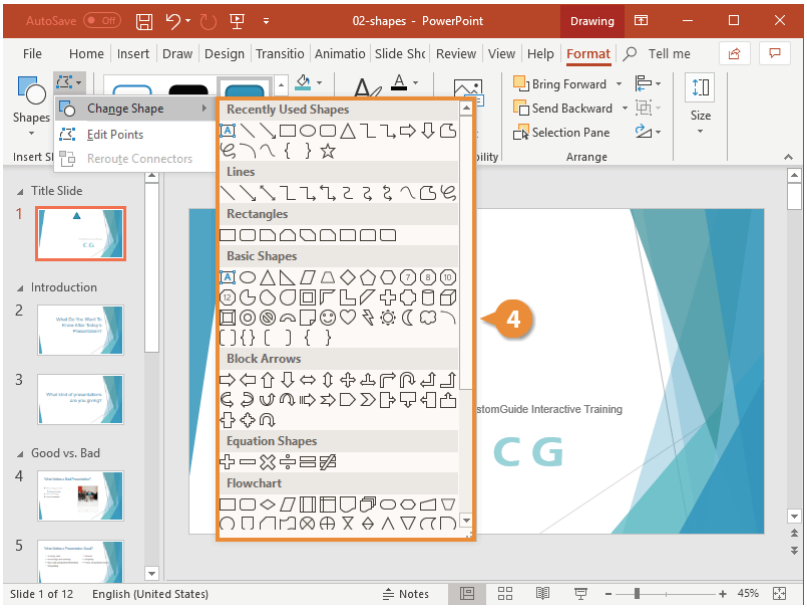
Change a Shape

If you decide that you'd like to use a different shape instead of the one that you've already added and formatted, you can switch it out. This can be really helpful if the shape already has effects or styles applied to it because they'll be applied to the new shape.

1. Select a shape.
2. Click **Edit Shape**.
3. Select **Change Shape**.
4. Choose a new shape to use instead.

The shape is updated, but the formatting and size remain the same.





Edit Shapes

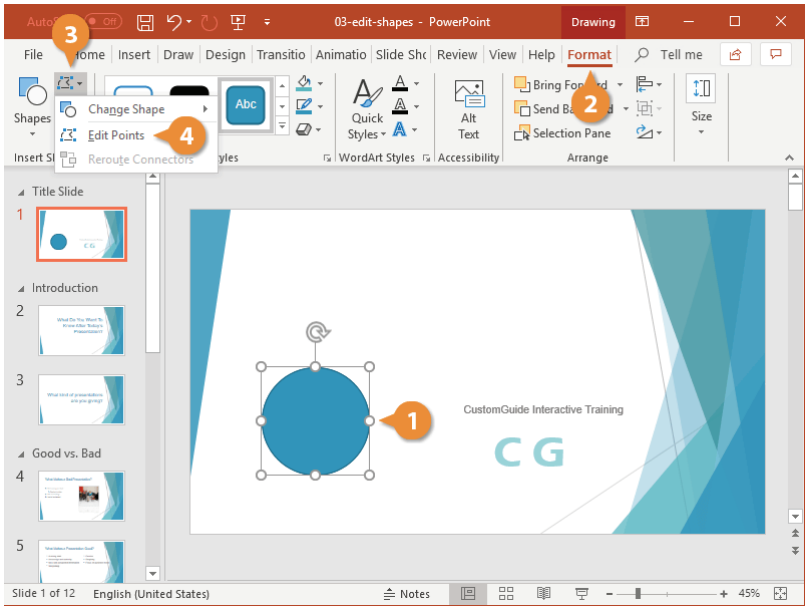
You don’t have to settle for the basic shapes PowerPoint offers. You can easily modify shapes to create a unique shape that’s all your own.

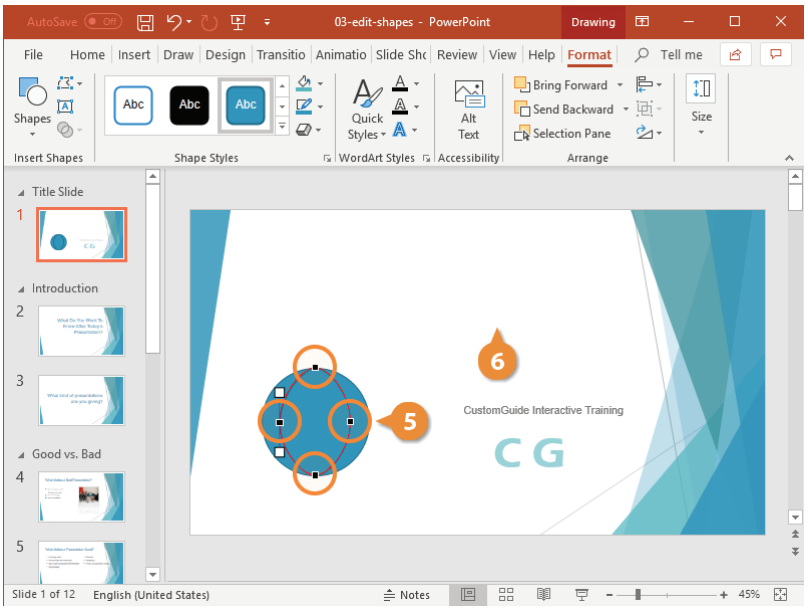
Edit Points

Every shape is formed by a series of points. These points can be manipulated to change the shape’s form.

1. Select a shape.
2. Click the **Format** tab.
3. Click **Edit Shape**.
4. Select **Edit Points**.

   Now you can see the points that make up the shape's boundary. Each of these points are editable.
5. Click and drag the shape’s points.
6. When you’re done, click outside the shape to apply the changes.





Format Shapes

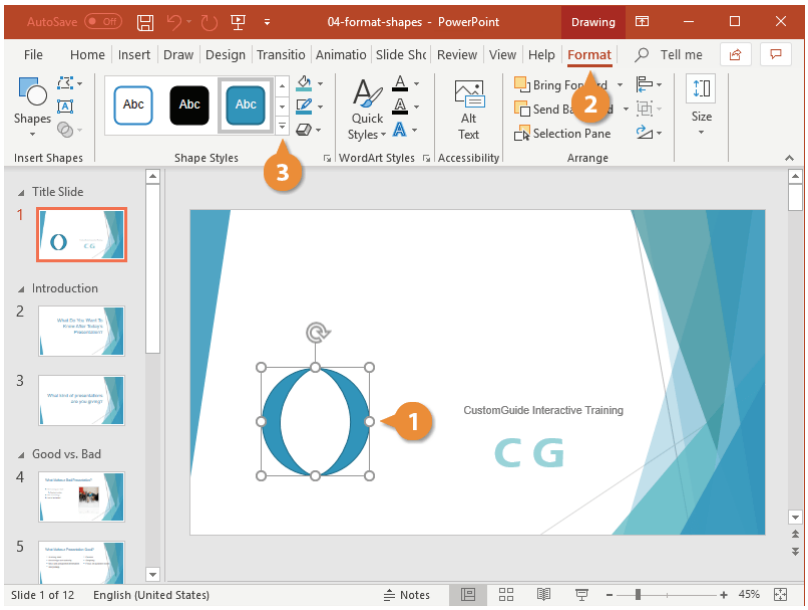
Once you've inserted a shape, you'll probably want to change the style, fill color, outline, and effects applied to it.

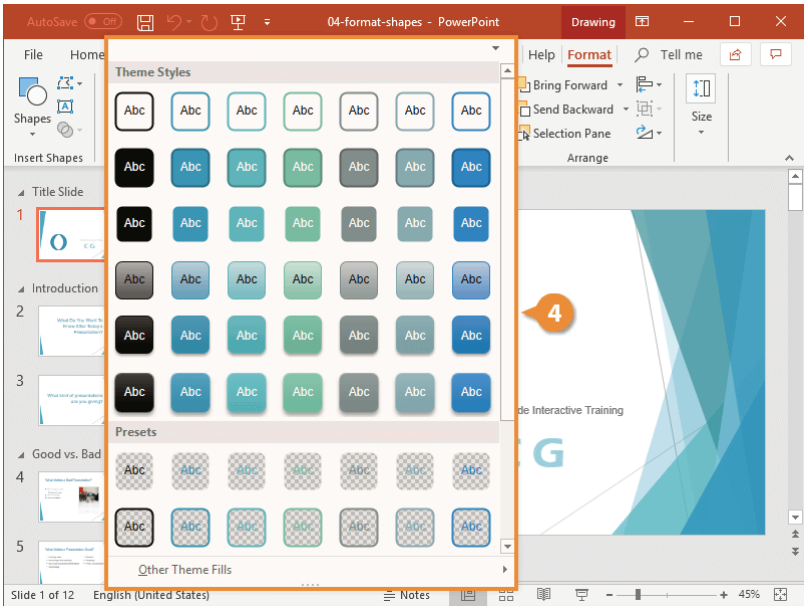
Shape Styles

A shape style is a set of different formatting commands that can be applied to a shape in a single step.

1. Select the shape.
2. Click the **Format** tab on the ribbon.
3. Click the **More** button in the Shape Styles gallery.
4. Choose a style.

   Shortcut: Click the **Quick Styles** button in the Drawing group on the Home tab and select a style.

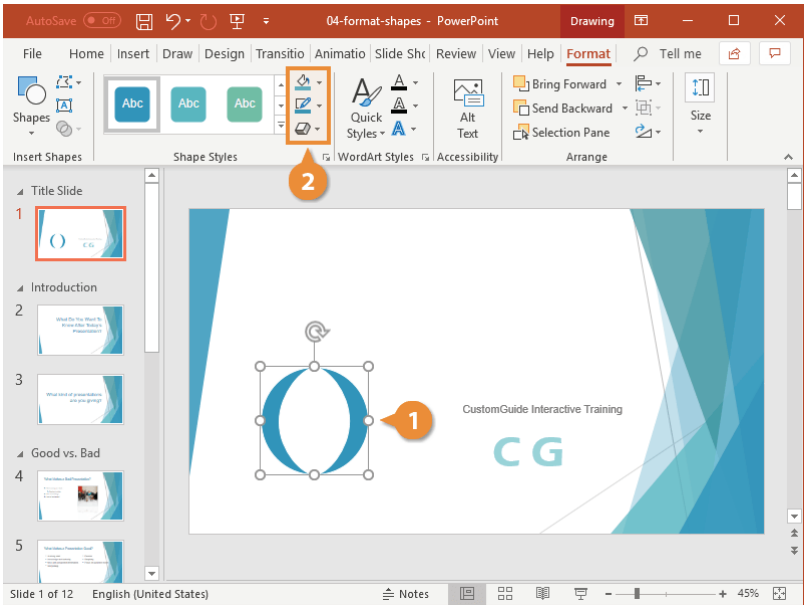




Format Shapes

If you don't like any of the premade shape styles, you can edit the fill, outline, and shape effects.

1. Select the shape.
2. Use the tools in the Shape Styles group to modify the shape style.
   - **Shape Fill**: Adjust the color, picture, gradient, or texture inside the shape.
   - **Shape Outline**: Adjust the color and weight of the shape's border.
   - **Shape Effects**: Add or remove more complicated effects like glow and bevel.



Options Available in the Color Selection Menus

Option	Description
Theme Colors	Lets you select a fill color from the colors in the current theme.
Standard Colors	Lets you select a fill color from one of the 10 standard colors.
No Fill	Removes the fill color.
More Fill Colors	Lets you select a fill color from one of the thousands of colors in the Colors dialog box.
Eyedropper	Grabs a color from anywhere on the screen and applies it to the current shape.
Picture	Fills the shape with a graphic you have on file.
Gradient	Fills the shape with a gradient that gradually changes from one color to another.
Texture	Fills the shape with a texture.

SmartArt

Insert SmartArt

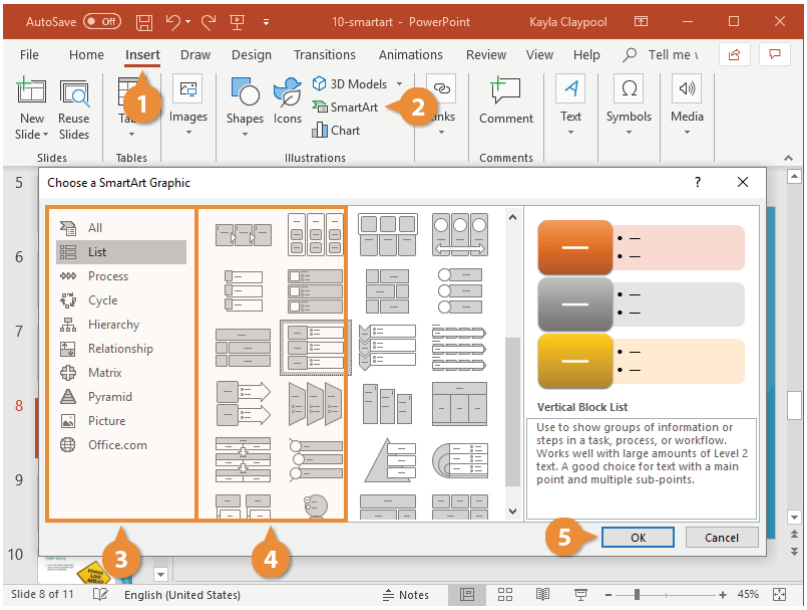
The SmartArt feature lets you create and customize designer-quality diagrams. You can even convert bulleted lists into a diagram using the SmartArt diagram tools.

1. Click the **Insert** tab.
2. Click the **SmartArt** button on the ribbon.

   Tip: You can also click the SmartArt icon in a content placeholder.
3. Select a category.
4. Select a graphic.

   A preview and a description appear on the right.
5. Click **OK**.

The SmartArt graphic is inserted into the presentation.

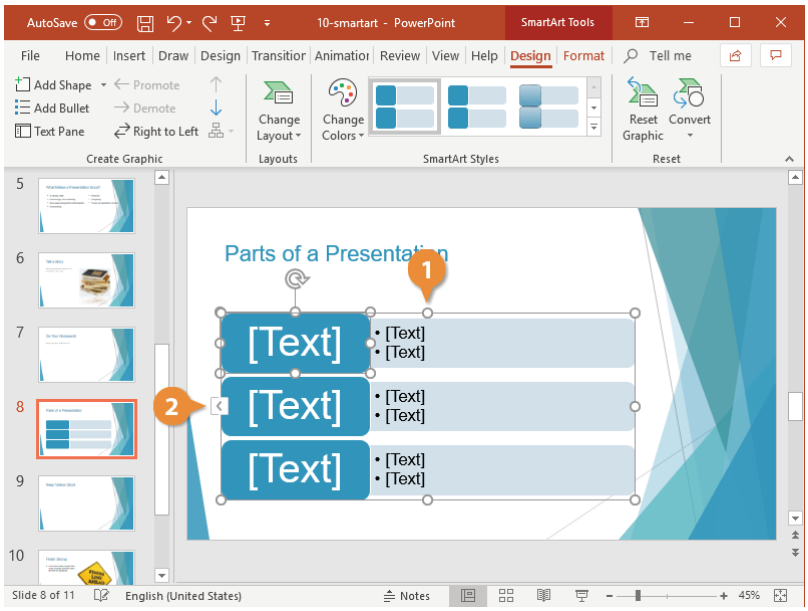


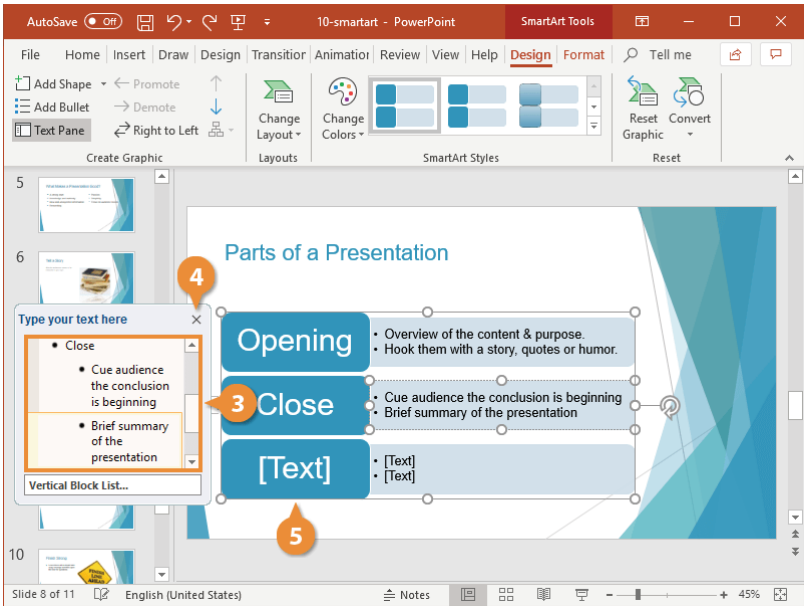
SmartArt Graphic Types	
List	Show non-sequential information.
Process	Show steps in a process or timeline.
Cycle	Show a continual process.
Hierarchy	Create an organization chart or decision tree.
Relationship	Illustrate connections.
Matrix	Show how parts relate to a whole.
Pyramid	Show proportional relationships with the largest component on the top or bottom.
Picture	Create a SmartArt graphic that incorporates pictures.

Populate SmartArt Graphics

There are two ways to add text to a SmartArt graphic: using the Text pane or the graphic itself.

1. Select the SmartArt Diagram.
2. Click the arrow at the left edge of the SmartArt graphic.
3. Type text for each bullet in the Text pane.
4. Click the Text pane's **Close** button or click outside the SmartArt diagram.
5. Select any unused shapes in the graphic.
6. Press the **Backspace** or **Delete** key to remove them from the graphic.





Insert Tables

To create a table, you must first determine how many columns (which run up and down) and rows (which run left to right) you want to appear in your table. Cells are small, rectangular-shaped boxes where the rows and columns intersect. The number of columns and rows determines the number of cells in a table. If you don't know how many columns and rows you want in your table, take an educated guess—you can always add or delete columns and rows later.

Insert a Table

1. Click the **Insert Table** content placeholder.

   Tip: You can also insert a table by clicking the **Insert** tab on the ribbon and then the **Table** button.

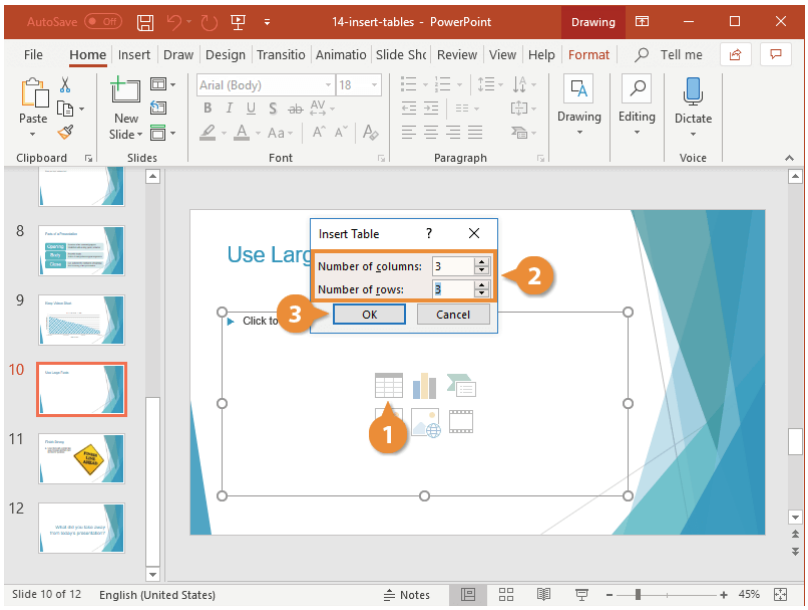
2. Specify the number of columns and rows.

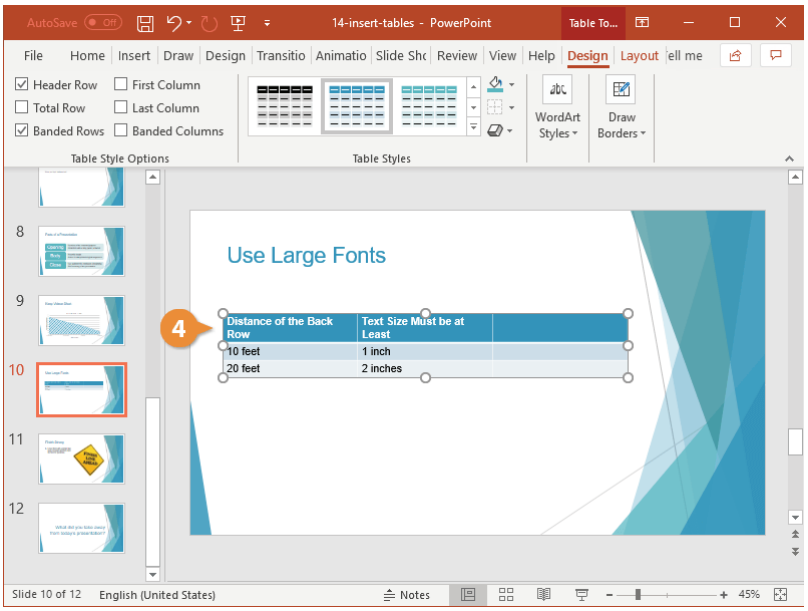
3. Click **OK**.

4. Click in a cell and type in your information.

   Navigation shortcuts:

   - Press the **Tab** key to move to the next adjacent cell.
   - Use **arrow** keys to move one cell at a time.



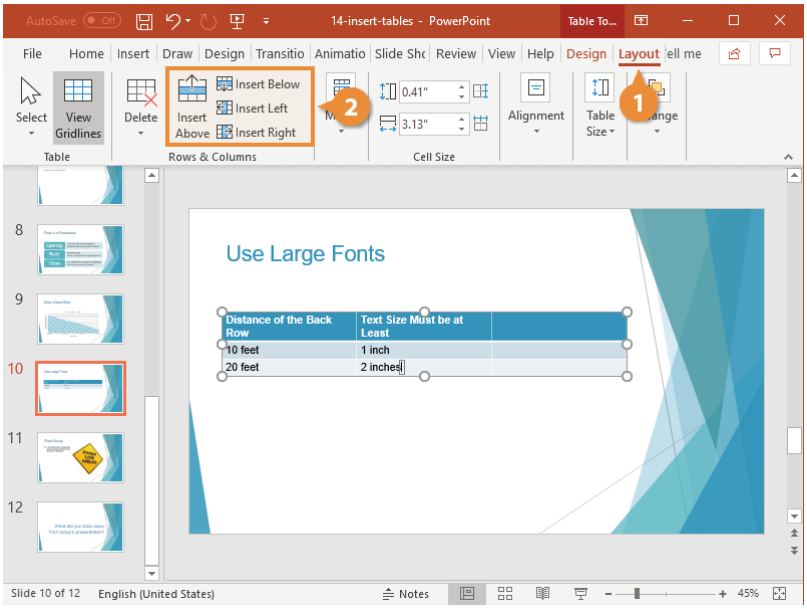


Add Rows or Columns

You can make a table larger by inserting rows and columns.

1. With the table selected, click the **Layout** tab.
2. Use the buttons in the Rows & Columns group to add additional table cells.

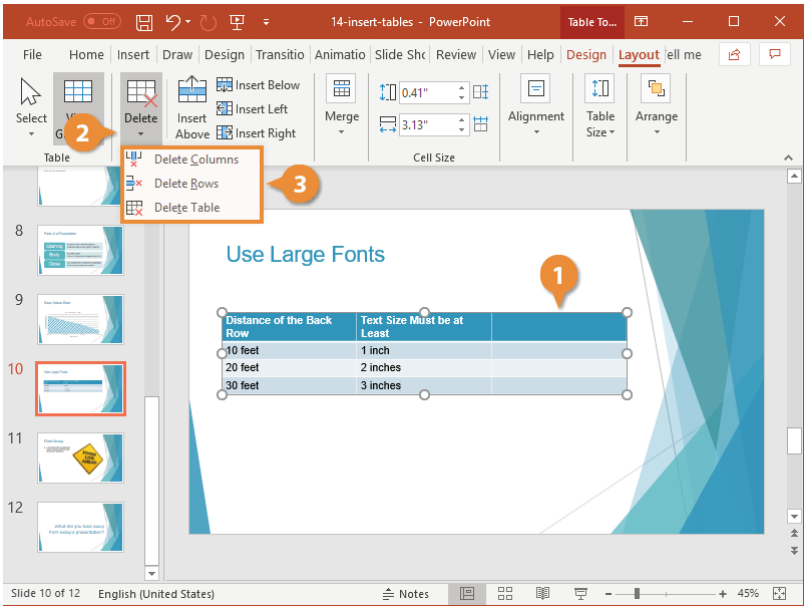
The new rows or columns are added based on the position of the cursor in the table.



Delete Rows or Columns

You can make a table smaller by deleting rows and columns.

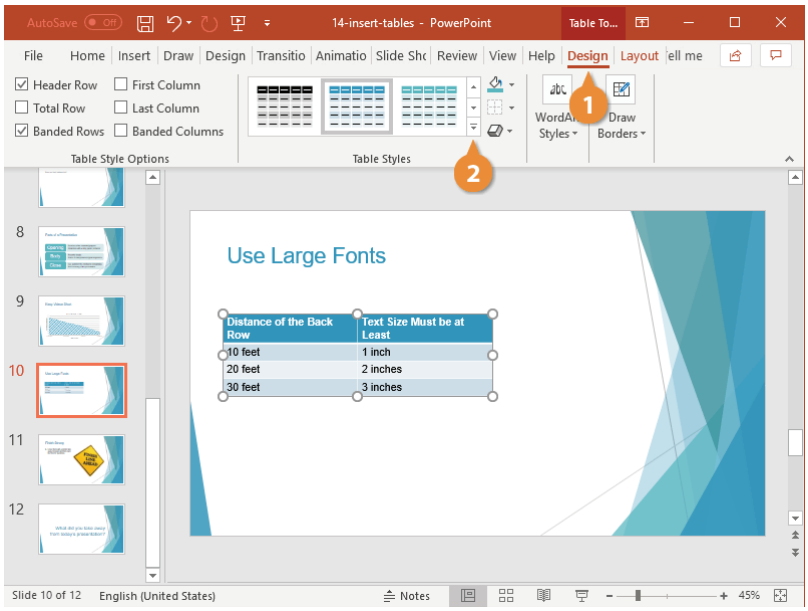
1. Click in the row or column you want to delete.
2. Click the **Delete** button on the Layout tab.
3. Choose a deletion option.

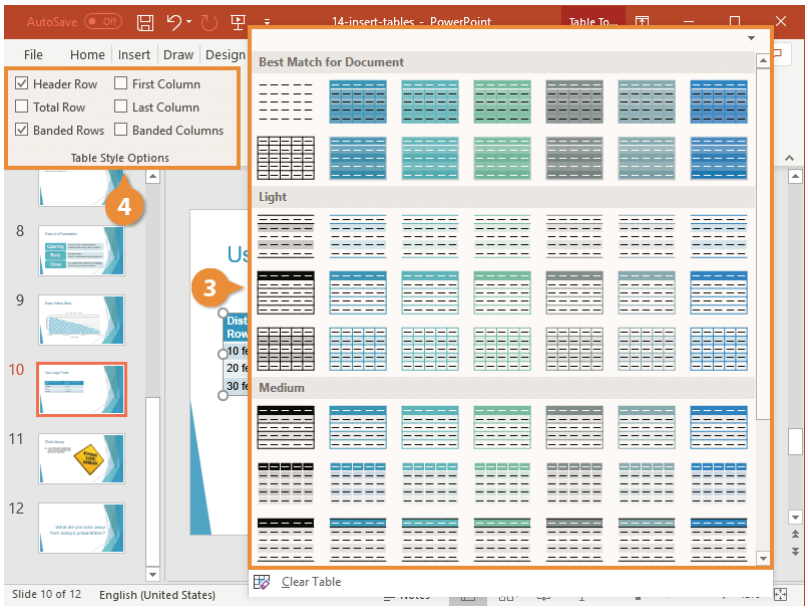


Format Table

Formatting a table is an easy way to spice up its appearance. A table style is a set of different formatting commands that can be applied to a table in a single step.

1. With the table selected, click the **Design** tab under Table Tools.
2. Click the Table Styles gallery **More** button.
3. Select a new table style.
4. Click an option in the Table Style Options group:
   - **Header Row:** Specifically formats the top row of the table to stand out from the other table rows.
   - **Total Row:** Displays special formatting for the last row of the table.
   - **Banded Rows:** Formats even rows differently than odd rows to make the table data easier to read.
   - **First Column:** Displays special formatting for the first column of the table.
   - **Last Column:** Displays special formatting for the last column of the table.
   - **Banded Columns:** Formats even columns differently than odd columns to make the table data easier to read.





If you want to further customize the table formatting, select specific cells or cell ranges and use the Shading, Borders, and Effects buttons in the Table Styles group.

Slide Transitions

Transitions are animations that you can use when advancing from one slide to the next during a presentation. They can be fun, but be careful not to overdo it with complicated transitions because they can become distracting.

Apply a Transition

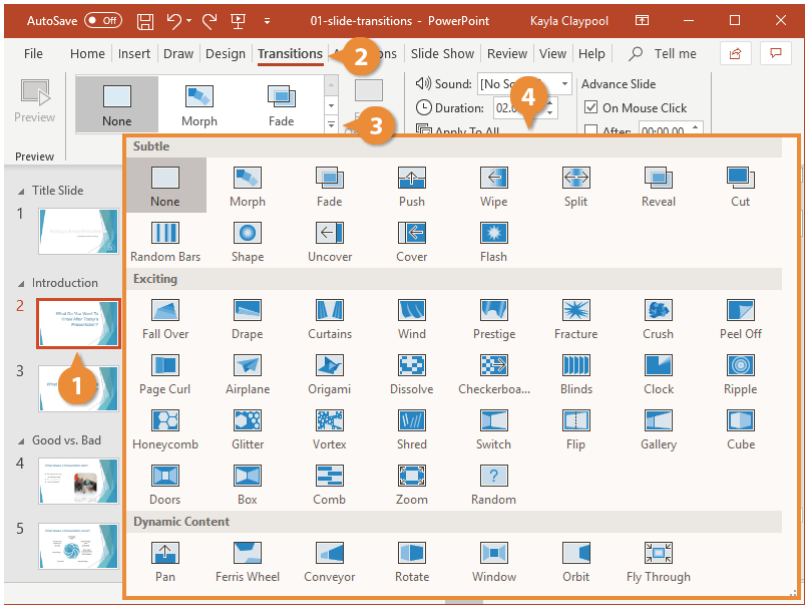
1. Select the slide that you want to apply a transition to.

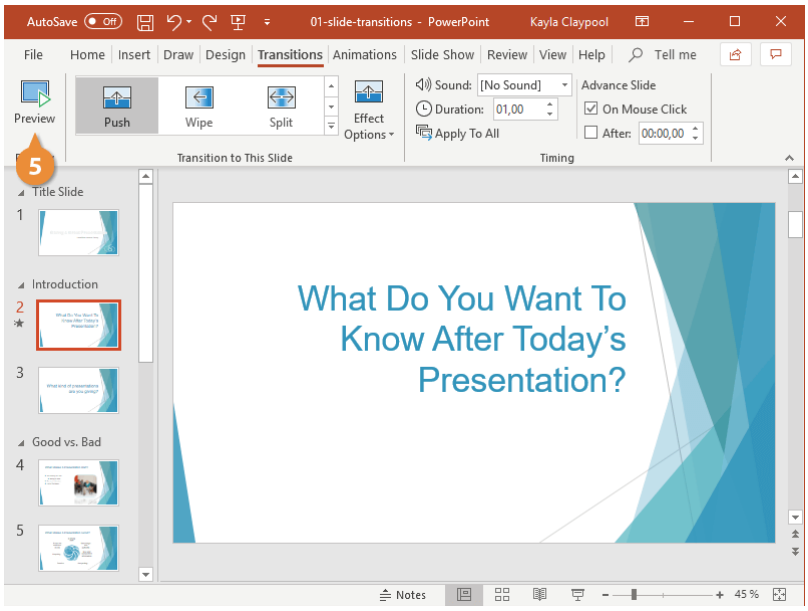
   Tip: To select multiple slides, hold down **Ctrl** as you select each slide.

2. Click the **Transitions** tab.
3. Click the Slide Transitions **More** button.
4. Select the transition you want to use.

   The transition is applied to just the selected slide. To apply the transition to all slides in the presentation, click the **Apply to All** button on the Transitions tab.

5. (Optional) To test the transition after it's applied, click the **Preview** button.





Tip: To remove a transition, select **None** in the Slide Transitions gallery.

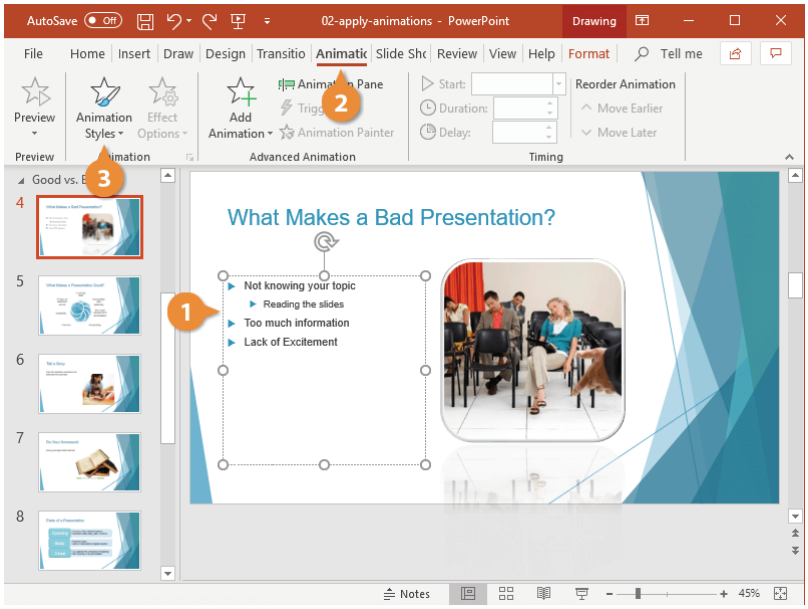
Apply Animations

An animation effect is a preset visual effect that can be applied to the text or objects on a slide.

Animate Text

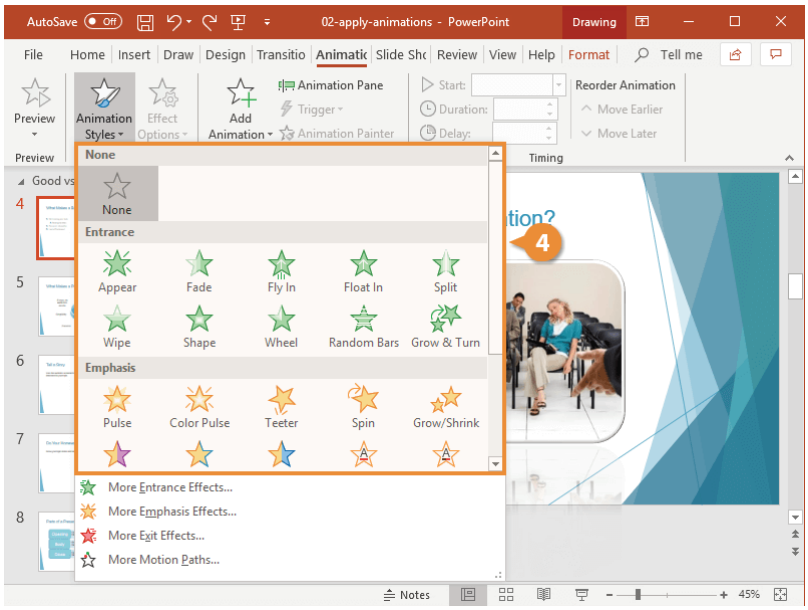
1. Select the text you want to animate.
2. Click the **Animations** tab.
3. Click the **Animation Styles** button in the Animation group.

   From here, you can see all the available animations They're grouped by Entrance, Exit, and Emphasis effects.



4. Select the animation you want to use.

   - **Entrance**: Change the way objects are first displayed in the slide show.
   - **Exit**: Cause objects to disappear from the slide show.
   - **Emphasis**: Make objects stand out from the others.
   - **Motion Path**: Cause objects to move around the slide according to a specific path.



Tip: Don't get too crazy with your animations. Animation effects should be used to call attention to the main points of your slide. Too many effects can detract from your presentation.

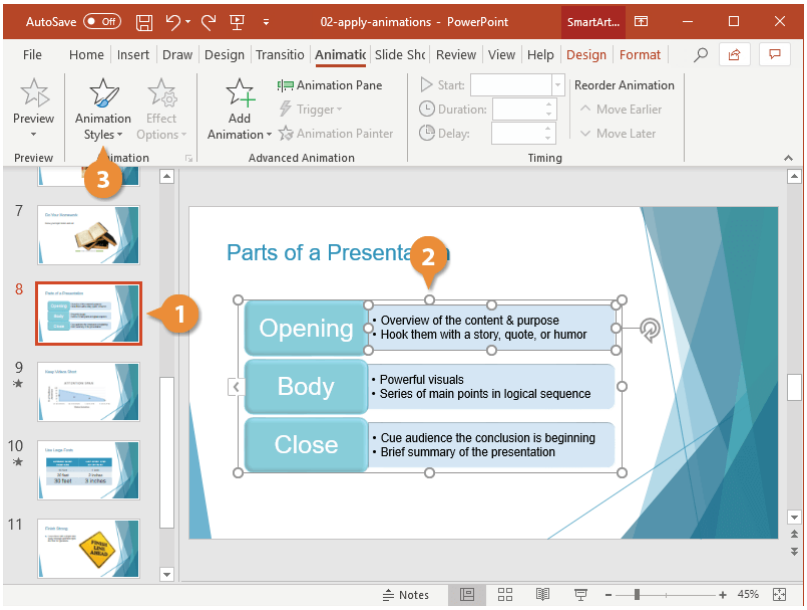
The preset animation is applied to the text or object and a preview of the effect is displayed. A number appears next to the object showing the order in which the animation will be displayed.

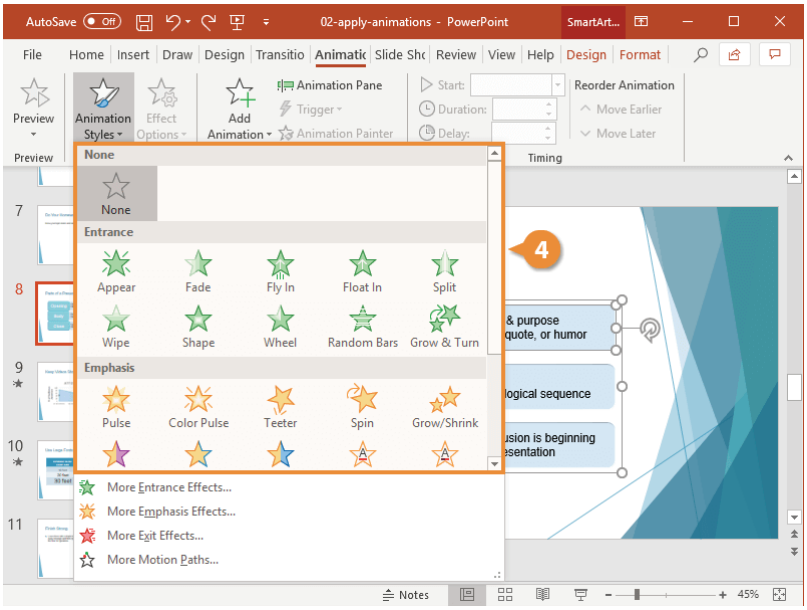
Animate Objects

Animating objects on a slide is really no different than animating text. However, you'll notice the available effect options will differ depending on what's being animated.

1. Select the slide with the object you want to animate.
2. Select the object.
3. Click the **Animation Styles** button.
4. Select the animation you want to use.

Tip: You can add multiple animations to a single object by selecting the text or graphic, clicking the Add Animation button in the Advanced Animation group, and selecting an option.



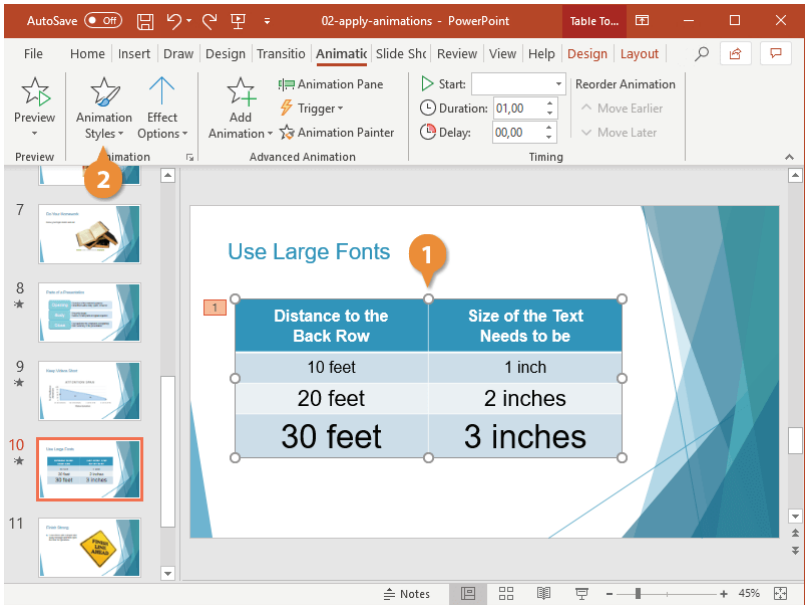


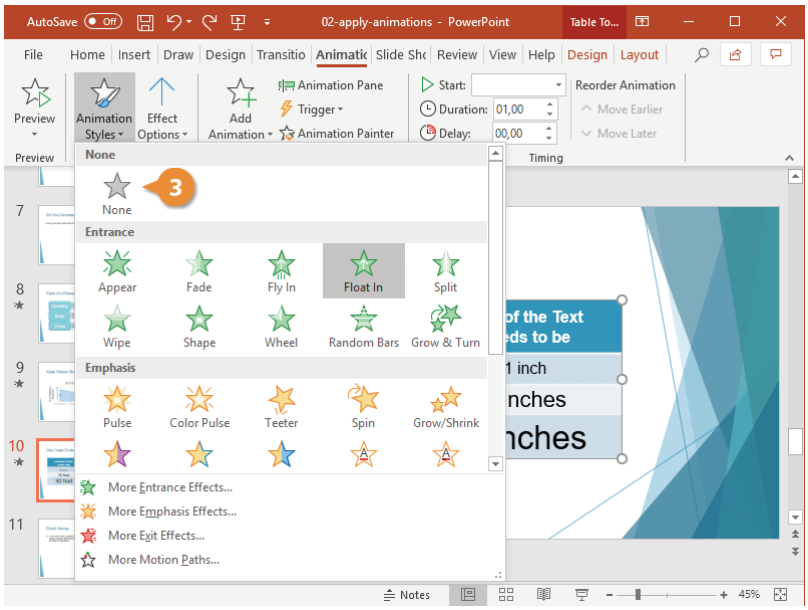
Remove an Animation Effect

An animation effect can quickly be removed if you decide you don't like it.

1. Select the text or object with the animation you want to remove.
2. Click the **Animation Styles** button.
3. Select **None**.

The animation effect is removed from the text or object.





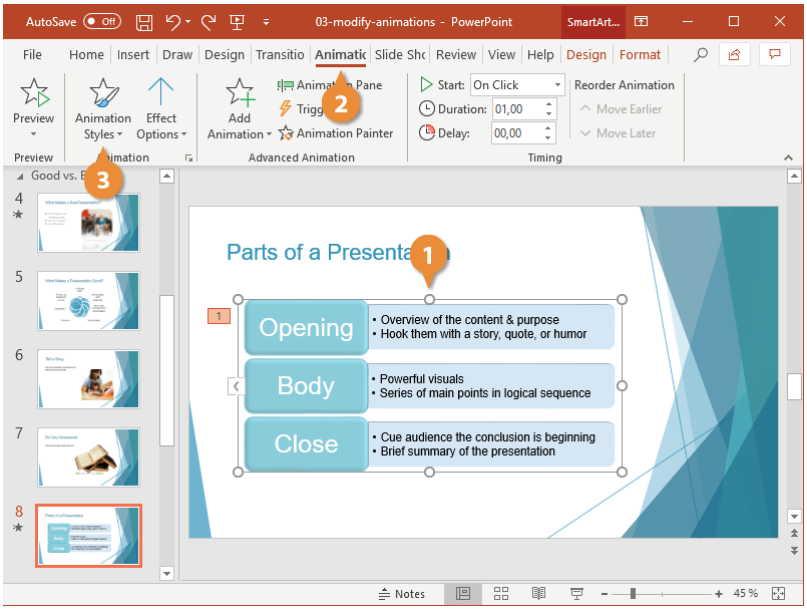
Modify Animations

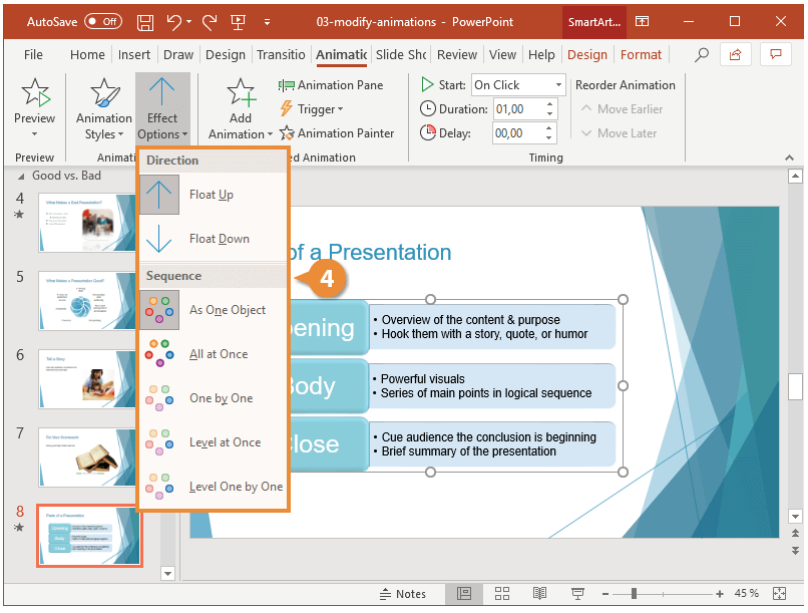
After you've applied animations to text or objects in your presentation, you can add an effect option. An effect option allows you to change the way an animation effect behaves. For example, if you use the Fly In animation effect, you can choose the direction from which the object or text flies in.

Customize an Animation

1. Select an object with an animation applied.
2. Click the **Animations** tab.
3. Click the **Effect Options** button.

   The options available in the menu will vary based on the animation you're using and the object you're animating.
4. Select an effect option.



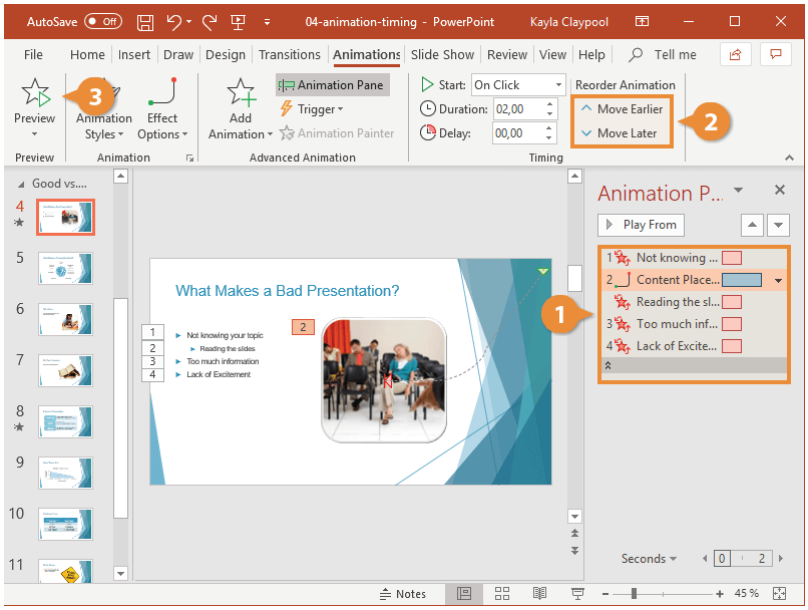


Reorder Animations

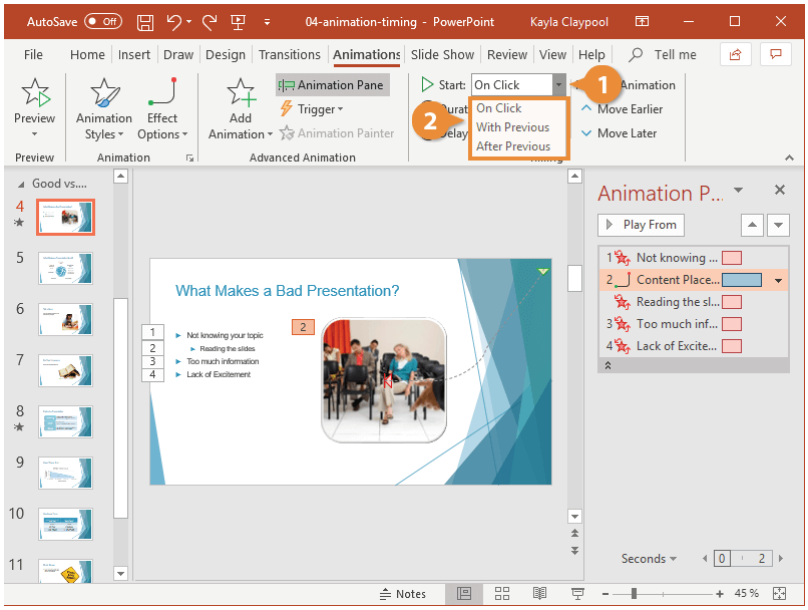
If you want to adjust the order in which animation effects play, you can simply resequence them. You'll notice that each animation is numbered, both on the slide and in the Animation pane. This is the order that they'll animate.

1. Select the animation you want to reorder.
2. Click **Move Earlier** or **Move Later** in the Timing group.

   Tip: You can also reorder animations by clicking and dragging them in the Animation pane.
3. Click **Preview**.



Change How an Animation Starts

1. With the object and animation selected, click the **Start** list arrow in the Timing group.
2. Select how you want the animation to start.

   - **On Click:** Starts the animation when you click the slide.
   - **With Previous:** Starts the animation at the same time as the previous animation so that one click executes two animation effects.
   - **After Previous:** Starts the animation immediately after the previous animation. If this is the first animation on the slide, selecting this option will start the animation as soon as the slide appears.