

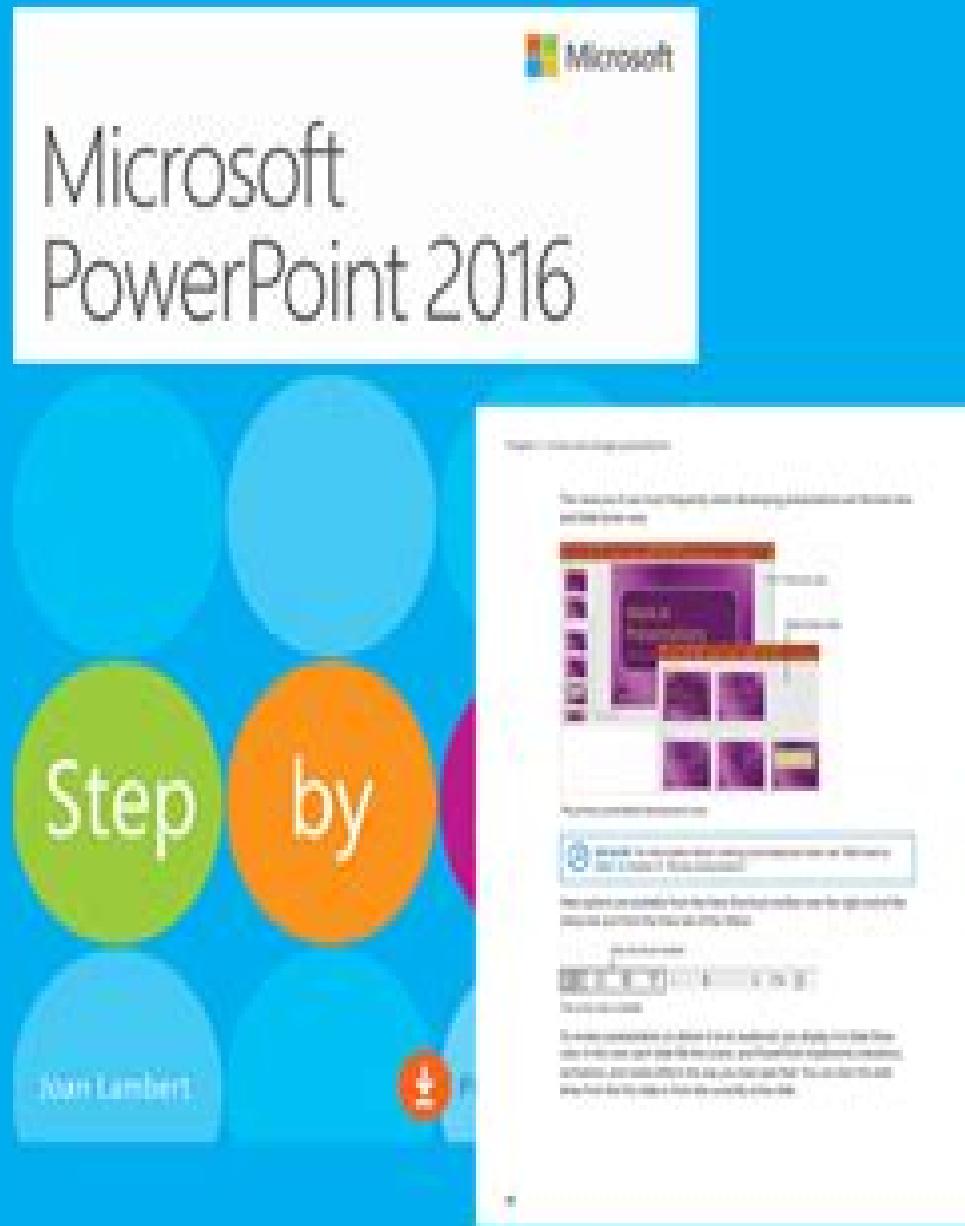


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Microsoft PowerPoint 2016
Introduction Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips and Shortcuts - Beezix Software Services,2015-11-27 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office PowerPoint 2016 Windows Version Written with Beezix s trademark focus on clarity accuracy and the user s perspective this guide will be a valuable resource to improve your proficiency in using PowerPoint 2016 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Adding a New Slide Changing a Slide s Layout Switching Between Standard and Widescreen Format Custom Slide Size and

Orientation Entering Text Starting a Line without a Bullet Moving Between Text Areas with the Keyboard Adding Other Text on the Slide Changing Level of Indention Text Formatting Using Presentation Views Normal View Outline View Slide Sorter View Applying Design Themes Changing Background of a Slide Adding a Header or Footer Creating Speaker Notes Using the Slide Master Suppressing Slide Master Objects Adding Clip Art and Online Images Creating a Chart Creating an Org Chart Adding and Deleting Org Chart Boxes Drawing Shapes Resizing a Shape or Picture Rotating Objects Moving a Shape Adding Text to Shapes Selecting Shapes Changing Color Fill Pattern or Line Style of a Shape or Line Using Eyedropper to Match Colors Duplicating Shapes Animating an Object Running a Slide Show Assigning Transition Effects and Timings for a Slide Show Changing Slide Show Settings Printing Also includes a list of Touch Actions Text Selection and Movement and Slide Show Shortcuts

Microsoft Powerpoint 2016: The Complete Guide Alexander Herolson, 2015-11-12

PowerPoint 2016 is a presentation program that presents information in the form of slides. This program is developed by Microsoft and was originally called Presenter, released by another company, Forethought Inc. It was originally launched in May 1990 and has always been a part of the Microsoft Suite. It is popularly known as a program that helps users to develop slide-based presentations and is currently the most used presentation program in the world. The purpose of this guide is to introduce users to the latest version of the Microsoft PowerPoint program. Reviews on the newest issue purport that it is new and improved, boasting redesigned and creative features. The manual will first look at the genesis of the program's manufacturer, Microsoft Inc. The Microsoft Office suite and its foundation and subsequent growth will then be discussed, followed by growth of the actual PowerPoint program.

PowerPoint 2016 for Mac Introduction Quick Reference Guide (Cheat Sheet of

Instructions, Tips and Shortcuts - Laminated Card) Beezix Software Services, 2015-10-26

Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft PowerPoint 2016 for Mac to create impressive presentations. Written with Beezix's trademark focus on clarity, accuracy and the user's perspective, this guide will be a valuable resource to improve your proficiency in using PowerPoint 2016 for Mac. This guide is suitable as a training handout or simply an easy to use reference guide for any type of user. The following topics are included:

- Adding a New Slide
- Changing a Slide's Layout
- Slide Shape Size
- Orientation
- Entering Text into a Click to add Bulleted List Placeholder
- Starting a New Line without a Bullet
- Moving from Title to Body with the Keyboard
- Changing Indention Level
- Text Formatting
- Adding Other Text on the Slide
- Using Presentation Views
- Normal View
- Working on Your Presentation Structure
- Outline View
- Rearranging Slides
- Slide Sorter
- Importing Text into the Outline
- Applying a Design Theme
- Changing the Background of a Slide
- Changing the Slide Master to Change All Slides at Once
- Suppressing Slide Master Elements on Some Slides
- Adding a Header or Footer
- Creating Speaker Notes
- Inserting Clip Art or Other Images
- Resizing Graphics
- Creating a Charts or Graph
- Changing Chart Type
- Editing a Chart
- Creating an Org Chart
- Adding a New Box to the Org Chart
- Deleting a Box in the Org Chart
- Drawing Shapes
- Resizing a Shape
- Rotating an Object
- Moving a Shape
- Selecting Multiple Shapes
- Changing the Color Fill Pattern or

Line Style of a Shape or Line Duplicating a Shape Adding Text to a Shape Animating an Object Organizing Slides with Sections Printing the Presentation Hiding Slides Running a Slide Show Using Presenter View Assigning Transition Effects and Timings for a Slide Show Also includes Lists of Selection Movement and Slide Show Shortcuts

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