

PowerPoint® for Microsoft 365® Introduction

Need to know more basic things, like opening and closing files, saving, or how to undo a mistake? See our **Microsoft 365 Essentials®** guide.

Adding a New Slide


- Choose **HOME**, then **NEW SLIDE** .
- To choose a slide layout when creating the new slide, [Click] .

Changing a Slides Layout

Choose **HOME**, then  **Layout** > then select a layout.


Switching Between Standard and Widescreen Format

Change the slide format to better fit the display ratio.

1. Choose **DESIGN, SLIDE SIZE** , then **STANDARD (4:3)** or **WIDESCREEN (16:9)**.
2. If prompted, choose **MAXIMIZE**: Increase the size of slide content or **ENSURE FIT**: Decrease the size of slide content.

Using Custom Size and Orientation

Create different types of presentations, such as banners or letters, by changing the size and orientation:

1. Choose **DESIGN, SLIDE SIZE** , **CUSTOM SLIDE SIZE**.
2. Choose a preset **SLIDES SIZED FOR** such as **STANDARD LETTER** size, or set the **WIDTH** and **HEIGHT**.
3. Choose **PORTRAIT** or **LANDSCAPE** for **SLIDES**. All slides change to the new size and orientation. [Click] **OK**.

Entering Text into a "Click to add..." Placeholder

1. [Click] on the placeholder and type the text.
2. To add another line or paragraph, press <Enter>.
3. With a bulleted list, to create an indented paragraph, press <Tab> at the beginning of the paragraph. To "unindent" a paragraph, press <Shift-Tab> at the beginning of the paragraph.

Starting a New Line Without a Bullet


To break a line of text without creating a new bullet, press <Shift-Enter>.

Moving Between Text Areas with the Keyboard

Normally, pressing <Enter> starts a new bullet or paragraph. To enter text and then move to the next text area, press <Ctrl-Enter>. If you are at the last text box, <Ctrl-Enter> creates a new slide.

Adding Other Text on the Slide





To add text where there is no text placeholder:

1. Choose **INSERT**, then **TEXT BOX** .
2. [Click] where the text is to begin.
3. Type the text. [Click] outside the box when finished.

Changing Level of Indentation

1. Select the paragraph(s), or [Click] in the paragraph to change.
2. Choose **HOME** then  .

Text Formatting

1. Select the text to format. Or, to format all text in a shape, [Click] on the edge of the shape to select it.
2. Choose **HOME**, then select from the **FONT** and **PARAGRAPH** groups.
 - To change font size in increments, [Click]  .
 - To turn off/on bullets, [Click] .
 - To align text vertically, [Click] , then an option.
 - For effects such as glow, choose **SHAPE FORMAT** then select from the **WORDART STYLES** group.



Using Presentation Views

Normal View



The default view, Normal view, provides area to work on an individual slide, slide thumbnails on the left for navigation, and speaker notes for each slide at the bottom. To return to Normal view:

Choose **VIEW**, then **NORMAL** , or on the bottom right [Click] .

Working on Your Presentation Structure (Outline View)

Outline View provides an overview of your slides' main points on the left, useful for understanding and rearranging your presentation. To access Outline View, choose **VIEW**, then **OUTLINE VIEW** . To show/hide slide text, [Double-Click]  by headings.

Rearranging Bullet Points, Paragraphs, and Titles:

1. [Hover] over , a bullet point, or to the left of a paragraph. The mouse pointer changes to .
2. [Drag] up or down to a new position.
 - Or, to promote/demote to a higher/lower level:
 - [Drag] left to promote it to a higher level, or right to demote it to a lower level (sub-point or sub-paragraph).
 - [Click] item to move, then press <Tab> or <Shift-Tab> to move the element to a lower or higher level.



Rearranging Slides (Slide Sorter View)

To access, choose **VIEW**, then **SLIDE SORTER** , or on the bottom right [Click] .

- To rearrange slides, [Drag] a slide to the new position.
- Press <Ctrl> to select multiple slides, <Shift> to select a range of slides.
- To edit an individual slide, [Double-Click] a slide, or select a slide then press <Enter>.

Applying a Design Theme

Themes are coordinated sets of fonts, colors, and graphics.

1. To apply the theme to only some slides, select them in Slide Sorter view. Otherwise, the theme is applied to all slides with the same theme as the current slide.
2. Choose **DESIGN**, then select from the **THEMES** group. [Click]  to use all themes.
 - [Hover] to preview. [Click] to apply.
 - Further customize the theme by choosing one of the options from the **VARIANTS** group. Or in the **VARIANTS** group [Click] , then choose from the **COLORS**, **FONTS**, **EFFECTS**, and **BACKGROUND STYLES**.

Changing the Background of a Slide

1. In the **SLIDES PANE** or the Slide Sorter view, select slide(s) whose background is to be changed.
2. Choose **DESIGN**, then **FORMAT BACKGROUND** , then choose fill options.

Adding a Header or Footer

1. To apply the header/footer only to some slides, select the slide(s).
2. Choose **INSERT**, then **HEADER & FOOTER** .
3. Specify options.
4. To apply only to selected slides [Click] **APPLY** or [Click] **APPLY TO ALL**.

Move header/footer elements like any other object.

Creating Speaker Notes

In Normal view:

1. To show/hide notes, choose **VIEW, NOTES** .
2. [Click] in the notes pane at the bottom, then type your text. To see more of the notes pane, [Drag] top border of the pane, or use  to scroll up/down.

Choose **VIEW**, then **NOTES PAGE**  to view and edit how the notes page will look when it prints.


Touch Actions

| | |
|--------------------|--|
| Click/Double-Click | Tap/Double Tap |
| Scroll | Drag or Swipe |
| Select text | Tap, Drag |
| Right-Click menu | Touch and hold for box |
| Touch MiniBar | Tap text/picture/etc., then tap again. Or, touch and hold for box. |

Text Selection Shortcuts

| | |
|----------------------------|-------------------------------------|
| A word | [Double-Click] |
| A paragraph | [Triple-Click] within the paragraph |
| A bullet and sub-bullets | [Click] on the bullet |
| All text in the text block | Ctrl-A |
| Multiple separate areas | Hold <Ctrl> while selecting text |

Moving Among Slides

- To go to the Next Slide or Previous Slide, use  located below the vertical scroll bar.
- [Click] on a slide in the Slides pane.
- Switch to Slide Sorter view; [Double-Click] a slide.
- [Drag] the scroll box in the vertical scroll bar until the number of the desired slide appears, then release.

To move here...

First or last slide
Next or previous slide

Press this...

Home or End
Page Down or Up

Shortcuts

| | |
|------------------------------|--|
| New slide | Ctrl-M |
| Increase/decrease indent | Alt+Shift+>/< |
| Move paragraph up/down | Alt+Shift+↑/↓ |
| Copy shape attributes | Ctrl+Shift+C |
| Paste shape attributes | Ctrl+Shift+V |
| Increase/decrease font size | Ctrl+Shift+> or < |
| Slide show shortcuts: | |
| Show shortcuts during show | F1 |
| Go to a slide number | <Number>, <Enter> |
| Black/unblack the screen | B or / (period) |
| White/unwhite the screen | W or , (comma) |
| Next slide or step | [Click], Spacebar, [Swipe Right], Enter, W → or ↓, Page Down |
| Previous slide or step | Backspace [Swipe Right], P, ← or ↑, Page Up |
| Zoom In/Out | +/, [Stretch/Pinch] |
| Pan when zoomed | ←, ↑, →, ↓, [Drag] |
| 100% zoom | G |
| Stop/Start automatic show | S |
| End show | ESC |
| Show laser pointer | Press <Ctrl> while [Clicking] |
| Change pointer to pen | Ctrl-P |
| Change pointer to arrow | Ctrl-A |
| Change pointer to eraser | Ctrl-E |
| Hide pointer and buttons | Ctrl-H |
| Erase screen annotations | E |

Microsoft Powerpoint Introduction Quick Reference

Beezix, Inc Staff



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Quick Course in Microsoft PowerPoint 2000 Online Press, Inc,1999 The core of this guide is a logical sequence of straightforward easy to follow hands on instructions for creating outstanding presentations in a fast paced training solution free of unnecessary frills Quick Reference Guide for PowerPoint 97 DDC Publishing,Chris Katsaropoulos,1997 Quick Course in Microsoft PowerPoint 97 Online Press, Inc,1997 A concise friendly training solution for beginning users this Quick Course book is designed to quickly teach readers the basics of PowerPoint 97 The task based document oriented approach trains users how to create real documents and get productive immediately Microsoft PowerPoint 2013 Introductory Quick Reference Guide Laminated Cheat Sheet TeachUcomp,2014-08-27 Designed with the busy professional in mind this 4 page laminated quick reference guide provides step by step instructions in Introductory PowerPoint 2013 When you need an answer fast you will find it right at your fingertips Durable and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials With 62 topics covered this guide is perfect for someone new to PowerPoint or upgrading from a previous version Topics Include Interface Basics File Management Text Pictures Shapes Objects Basic Formatting Basic Editing Formatting Paragraphs Presentation Views Presentation Setup Presentation Masters Animation Previewing Printing and Sharing Running a Slide Show Using a Touch Interface and Keyboard Shortcuts

Cyber Crisis Management Planning Jeffrey Crump,2019-07-12 Organizations around the world face a constant onslaught of attack from cyber threats Whether it s a nation state seeking to steal intellectual property or compromise an enemy s critical infrastructure a financially motivated cybercriminal ring seeking to steal personal or financial data or a social cause motivated collective seeking to influence public opinion the results are the same financial operational brand reputational regulatory and legal risks Unfortunately many organizations are under the impression their information technology incident

response plans are adequate to manage these risks during a major cyber incident however that s just not the case A Cyber Crisis Management Plan is needed to address the cross organizational response requirements in an integrated manner when a major cyber incident occurs Cyber Crisis Management Planning How to reduce cyber risk and increase organizational resilience provides a step by step process an organization can follow to develop their own plan The book highlights a framework for a cyber crisis management plan and digs into the details needed to build the plan including specific examples checklists and templates to help streamline the plan development process The reader will also learn what s needed from a project management perspective to lead a cyber crisis management plan development initiative how to train the organization once the plan is developed and finally how to develop and run cyber war game tabletop exercises to continually validate and optimize the plan

Internet Quick Reference Bill Eager, 1999-12-12 This reference presents information on the Internet for beginning to intermediate users Topics include for example Internet access providers e mail addresses using AOL mailing lists using Netscape Communicator newsgroups using Microsoft NetMeeting and web site hosting The spiral bound vo

Red Hat Linux Fedora All-in-One Desk Reference For Dummies Naba Barkakati, 2003-11-10 Completely updated for the newest release of Red Hat Linux with nine stand alone task oriented minibooks that enable readers to understand all aspects of the Red Hat Linux operating system Includes a new minibook on the OpenOffice org Desktop Productivity Suite a new chapter on wireless Ethernet local area networks LANs new material on USB devices and enhanced information on accessing databases working with graphics and images and using Linux multimedia tools Written in the friendly easy to understand For Dummies style the book offers nearly 900 pages of coverage on basic to advanced Red Hat Linux topics making it the perfect desktop reference to help readers find quick answers or learn how to perform a particular task Includes a DVD that contains all of the CD ROMs that make up the full Fedora Core distribution including the source code

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