

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 | Home or End |
| Next or previous slide | 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 Left], 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 |

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