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 Slide's 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 Indention

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] A˄ A˅.
- To turn off/on bullets, [Click].
- To align text vertically, [Click] Align Text ▼, 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].

To toggle notes on/off, Choose VIEW, NOTES.

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>/<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 see 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…	Press this…
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, N, → 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	0
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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Beezix, Inc Staff

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