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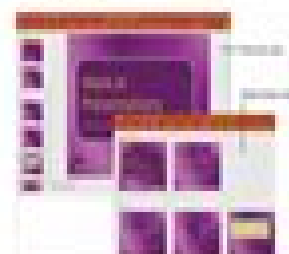
Step by

Joan Lambert



Chapter 1: Introduction to PowerPoint 2016

The first step in creating a presentation is to choose a template and a theme.



PowerPoint 2016 interface

Click on the ribbon tab to display the ribbon.

The ribbon is divided into groups of related commands.



Click on the ribbon tab to display the ribbon.

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PowerPoint 2016 Made Easy Harold L. Fisher (Jr.), 2016-03-23 What is this book about This book consists of an introduction of the features and functionality of MS PowerPoint 2016 The learner will create and edit presentations using various commands saving documents and properly exiting a software application program What kind of materials are included This book includes step by step instructions hands on activities and assessments Why should I learn Microsoft PowerPoint 2016 Microsoft PowerPoint is the most widely used application by students and employees alike because it is easy to use Research shows that Microsoft Office is the only software package called out within the top 20 skills needed across all occupations Microsoft Office is No 3 on the list of skills most required and Microsoft PowerPoint and Word are No 11 and No 13 most required skills Therefore in order for you to compete in today s workforce it is important for you obtain skills in Microsoft Office Goals Understand and recognize the basic structure of the Microsoft PowerPoint 2016 software application Navigate and perform common tasks in PowerPoint such as opening viewing editing saving and configuring the application Format text and pictures Perform repetitive operations efficiently using tools such as design tools transitions and animations Enhance slides by adding backgrounds and customizing slide shows Create PowerPoint as video and embedding videos Insert graphic objects into a presentation including charts shapes action buttons and pictures Format the overall appearance of slide layouts Add sound resizing slides and create banners Target Learners This book is intended for individuals who want to learn basic PowerPoint 2016 skills such as creating editing and formatting presentations inserting pictures and creating animated bullets and employing a variety of best practices for presenting a PowerPoint presentation according to industry standards **Microsoft PowerPoint 2016 Basics** Saritha Bathini, 2016-04-05 Learn PowerPoint

2016 by following step by step instructions PowerPoint 2016 Basics contains 238 pages of stepwise instructions covering various tools and options to create professional presentation This book provides you with brief explanations and step by step instructions to advantage of the latest version of this software It is written for new or inexperienced PowerPoint users to help them create professional and effective presentations This book is well organized so that the user will start by learning about the user interface creating and editing slides inserting pictures charts clip art audio and video and so on In addition to that

you will learn to add special effects to your presentations and create master slides and templates After completing this book you will be adept in the following areas Creating and editing slides Creating Master Slides and templates Adding Pictures Adding illustrations Adding Audio and Video to slides Adding animations Reviewing Content Delivering Presentations Sharing Presentations

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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 was and 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

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