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] Slide.

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

Microsoft Powerpoint Introduction Quick Reference

Beezix Software Services,Beezix, Inc Staff

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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 **Microsoft PowerPoint 2000** Gary B. Shelly,Thomas J. Cashman,Susan L. Sebok,1999-07-16 Part of the highly successful Shelly Cashman Series this text offers a clear screen by screen step by step approach to learning basic Microsoft PowerPoint 2000 skills Microsoft PowerPoint 2007 Introduction Quick Reference Beezix Software Services,Beezix, Inc Staff,2007-01 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office PowerPoint 2007 The following topics are covered Creating a New Presentation Adding a New Slide Changing a Slide s Layout and Orientation Slide Size Entering Text Starting a Line without a Bullet Adding Other Text on the Slide Changing Level of Indention Using Outline View Rearranging Points Text Formatting Font Size Enhancements Bullets Formatting Text with the Mini Toolbar Viewing Many Slides at Once Rearranging Slides Applying Design Themes Changing Background of a Slide Footers Using the Slide Master Suppressing Slide Master Elements on Certain Slides Adding Clip Art and Other Graphics Resizing Graphics Creating Graphs Creating Org Charts Drawing Shapes Resizing and Moving Shapes Selecting Shapes Duplicating Shapes Speaker s Notes Printing Running a Slide Show Transition Timing Animating an Object Previewing Object and Page Animations Changing Slide Show Settings Also includes Lists of Selection Movement and Slide Show Shortcuts **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 2013 Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)** Beezix,2013-07-08 Laminated quick reference card showing step by step instructions and shortcuts for how to use advanced features of Microsoft Office PowerPoint 2013 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 Placeholders to a Slide Master Adding Master Level Guides Adding a Customized Layout Creating and Changing Personal Templates Organizing Slides with Sections Inserting an Excel Table WordArt Effects Recoloring a Picture Inserting an Audio Clip Inserting a Video Merging Shapes Ungrouping Clip Art Creating a Button to Jump to Another Slide or File During a Slide Show Hiding Slides Displaying the Animation Pane Reordering Animations Removing or Modifying Animations Previewing Animations Using the Animation Painter Syncing Animation Text Overlays with Audio Video Annotations During a Slide Show Saving Different Slide Orders Setting up a Self Running Show Setting Timings by Viewing the Show Recording Narration Compressing Media Files Packaging Presentations on a CD USB Drive Saving a Presentation as a Video Broadcasting Your Presentation on the Web This guide is one of two titles available for PowerPoint 2013 PowerPoint 2013 Introduction PowerPoint 2013 Advanced **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 *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

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