

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 Essential 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:

- Choose DESIGN, SLIDE SIZE , then STANDARD (4:3) or WIDESCREEN (16:9).
- If prompted, choose MAXIMIZE: Increase the size of slide content or ENFORCE 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:

- Choose DESIGN, SLIDE SIZE , CUSTOM SLIDE SIZE.
- Choose a preset SLIDE SIZE FOR such as standard LETTER size, or set the WIDTH and HEIGHT.
- 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

- Click on the placeholder and type the text.
- To add another line of paragraph, press <Enter>.
- With a bulleted list, to create an indented paragraph, press <Tab> at the beginning of the paragraph.
- To "un-indent" 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 end 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:

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

Changing Level of Indentation

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

Text Formatting

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

Using Presentation Views

Normal View

The default view, Normal view, provides ways 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 

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 reorganizing your presentation. To access:

Outline View, choose VIEW, then OUTLINE 

To choose slide text, [Double-Click]  by headings.

Rearranging Bullet Points, Paragraphs, and Titles:

- [Hover] over , a bullet point, or to the left of a paragraph. The mouse pointer changes to .
- [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 <Shift-<-><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.

- 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.
- 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

- In the SLIDES PANE or the Slide Sorter view, select slides whose background is to be changed.
- 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 slides.

2. Choose INSERT, then HEADER & FOOTER 

3. Specify options.

4. To apply only to selected slides [Click] APPLY TO ALL 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 or Double Tap

Scroll  Tap or Swipe

Select/Text  Tap, Drag

Right Click menu  Touch and hold for box

Touch Min/Max  Tap top/bottom, 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 words  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...  Home or End

Next or previous slide  Page Down or Up

Shortcuts

New slide  Ctrl-N

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/white the screen  B or - (speed)

White/black the screen  W or + (speed)

Next slide or step  [Click], Spacebar, [Page Left], [Page Right]

Page Down  <↓> or -

Page Up  <↑> or +

Zoom In/Out  +/-, [Double/Single]

Fit screen  F

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 crosshair  Ctrl-C

Hide pointer and buttons  Ctrl-H

Erase screen annotations  E

Microsoft Powerpoint Introduction Quick Reference

TeachUcomp Inc

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Table of Contents Microsoft Powerpoint Introduction Quick Reference

1. Understanding the eBook Microsoft Powerpoint Introduction Quick Reference
 - The Rise of Digital Reading Microsoft Powerpoint Introduction Quick Reference
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Powerpoint Introduction Quick Reference
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Powerpoint Introduction Quick Reference
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Powerpoint Introduction Quick Reference

- Personalized Recommendations
- Microsoft Powerpoint Introduction Quick Reference User Reviews and Ratings
- Microsoft Powerpoint Introduction Quick Reference and Bestseller Lists

5. Accessing Microsoft Powerpoint Introduction Quick Reference Free and Paid eBooks

- Microsoft Powerpoint Introduction Quick Reference Public Domain eBooks
- Microsoft Powerpoint Introduction Quick Reference eBook Subscription Services
- Microsoft Powerpoint Introduction Quick Reference Budget-Friendly Options

6. Navigating Microsoft Powerpoint Introduction Quick Reference eBook Formats

- ePub, PDF, MOBI, and More
- Microsoft Powerpoint Introduction Quick Reference Compatibility with Devices
- Microsoft Powerpoint Introduction Quick Reference Enhanced eBook Features

7. Enhancing Your Reading Experience

- Adjustable Fonts and Text Sizes of Microsoft Powerpoint Introduction Quick Reference
- Highlighting and Note-Taking Microsoft Powerpoint Introduction Quick Reference
- Interactive Elements Microsoft Powerpoint Introduction Quick Reference

8. Staying Engaged with Microsoft Powerpoint Introduction Quick Reference

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Microsoft Powerpoint Introduction Quick Reference

9. Balancing eBooks and Physical Books Microsoft Powerpoint Introduction Quick Reference

- Benefits of a Digital Library
- Creating a Diverse Reading Collection Microsoft Powerpoint Introduction Quick Reference

10. Overcoming Reading Challenges

- Dealing with Digital Eye Strain
- Minimizing Distractions
- Managing Screen Time

11. Cultivating a Reading Routine Microsoft Powerpoint Introduction Quick Reference

- Setting Reading Goals Microsoft Powerpoint Introduction Quick Reference
- Carving Out Dedicated Reading Time

12. Sourcing Reliable Information of Microsoft Powerpoint Introduction Quick Reference

- Fact-Checking eBook Content of Microsoft Powerpoint Introduction Quick Reference
- Distinguishing Credible Sources

13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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