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# Microsoft Powerpoint 2016 Step By Step

**Saritha Bathini**

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[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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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 has 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.

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- Adding a New Slide
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- Orientation
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- 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
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