

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 Slides 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 Indentation

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] .
 - To turn off/on bullets, [Click] .
 - To align text vertically, [Click] , 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] .

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> or <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 use 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...

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, W, → 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	G
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

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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**

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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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