

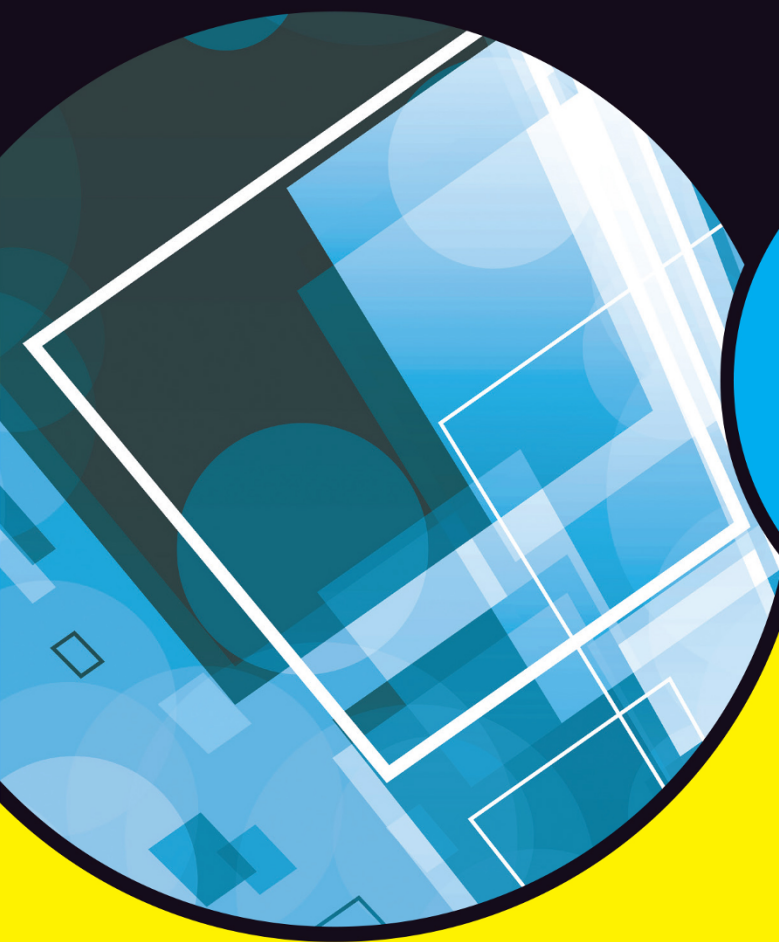
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# PowerPoint® 2019

for  
**dummies**®  
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with special effects

—  
Work with master  
slides and templates

—  
Collaborate with other  
users in the cloud

**Doug Lowe**



# PowerPoint<sup>®</sup> 2019

for  
**dummies**<sup>®</sup>  
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# PowerPoint<sup>®</sup> 2019

by Doug Lowe

for  
**dummies**<sup>®</sup>  
A Wiley Brand

# PowerPoint® 2019 For Dummies®

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# Introduction

---

**W**elcome to *PowerPoint 2019 For Dummies*, the book written especially for people who are lucky enough to use this latest and greatest version of PowerPoint and want to find out just enough to finish that presentation that was due yesterday.

Did you give up on PowerPoint a long time ago because all your presentations look like they've been recycled from the 1990s? Have you often wished that you could create presentations that drive home your point with simple and concise illustrations that don't look silly, cheesy, or just plain awful? Do you find PowerPoint too difficult to use? Do you long for the good old days of flip charts and dry-erase markers?

If you answered yes to any of these questions, you're holding the perfect book right here in your formerly magic-marker-stained hands. Help is here, within these humble pages.

This book talks about PowerPoint in everyday — and often irreverent — terms. No lofty prose here; the whole thing checks in at about the fifth-grade reading level. I have no Pulitzer expectations for this book. My goal is to make an otherwise dull and lifeless subject at least tolerable, and maybe even kind of fun.

## About This Book

---

This isn't the kind of book that you pick up and read from start to finish as though it were a cheap novel. If I ever see you reading it at the beach, I'll kick sand in your face. This book is more like a reference — the kind of book you can pick up, turn to just about any page, and start reading. It has 22 chapters, each one covering a specific aspect of using PowerPoint — such as printing, animating your slides, or using clip art.

You don't have to memorize anything in this book. It's a need-to-know book: You pick it up when you need to know something. Need to know how to create an organization chart? Pick up the book. Need to know how to override the Slide Master? Pick up the book. After you find what you're looking for, put it down and get on with your life.

Within this book, you may note that some web addresses break across two lines of text. If you're reading this book in print and want to visit one of these web pages, simply key in the web address exactly as it's noted in the text, pretending as though the line break doesn't exist. If you're reading this as an e-book, you've got it easy — just click the web address to be taken directly to the web page.

## Foolish Assumptions

I make only three assumptions about you:

- » You use a computer.
- » It's a Windows computer — not a Mac. (PowerPoint 2019 requires at least Windows 7.)
- » You use or are thinking about using PowerPoint 2019.

Nothing else. I don't assume that you're a computer guru who knows how to change a controller card or configure memory for optimal use. These types of computer chores are best handled by people who like computers. My hope is that you're on speaking terms with such a person. Do your best to stay there.

## Icons Used in This Book

As you're reading all this wonderful prose, you occasionally see the following icons. They appear in the margins to draw your attention to important information. They're defined as follows:



TECHNICAL  
STUFF

Watch out! Some technical drivel is just around the corner. Read it only if you have your pocket protector firmly attached.



TIP

Pay special attention to this icon — it tells you that some particularly useful tidbit is at hand, perhaps a shortcut or a way of using a command that you might not have considered.



WARNING

Danger! Danger! Danger! Stand back, Will Robinson!



REMEMBER

Did I tell you about the memory course I took? Paragraphs marked with this icon simply point out details that are worth committing to memory.

## Beyond the Book

In addition to what you're reading right now, this product also comes with a free access-anywhere Cheat Sheet that includes a variety of shortcuts for everything from formatting and editing to slide shows and more. To get this Cheat Sheet, simply go to [www.dummies.com](http://www.dummies.com) and type *PowerPoint 2019 For Dummies Cheat Sheet* in the Search box.

## Where to Go from Here

Yes, you can get there from here. With this book in hand, you're ready to charge full speed ahead into the strange and wonderful world of desktop presentations. Browse through the table of contents and decide where you want to start. Be bold! Be courageous! Be adventurous! Above all else, have fun!



# 1

# Getting Started with PowerPoint 2019

## **IN THIS PART . . .**

Get a bird's-eye view of PowerPoint 2019 and what you can do with it.

Find out how to edit the content on PowerPoint slides, from the text itself to text objects to other types of objects, such as clip art pictures or drawn shapes.

Understand how to work in Outline View so you can focus on your presentation's main points and subpoints without worrying about appearance.

Learn to proof your presentation with PowerPoint and avoid embarrassing mistakes.

Discover how to create speaker notes to help you get through your presentation.

Know how to finish the final preparations by printing copies of your slides, notes, and handouts, as well as how to set up a projector and actually deliver your presentation.

## IN THIS CHAPTER

- » Discovering PowerPoint
- » Firing up PowerPoint
- » Making sense of the PowerPoint screen and the Ribbon
- » Visiting backstage
- » Creating a presentation
- » Viewing presentation outlines
- » Saving and closing your work
- » Retrieving a presentation from the hard drive
- » Getting help
- » Getting out of PowerPoint

# Chapter **1**

# Welcome to PowerPoint 2019

**T**his chapter is a grand and gala welcoming ceremony for PowerPoint 2019, Microsoft's popular slide-presentation program.

This chapter is sort of like the opening ceremony of the Olympics, in which all the athletes parade around the stadium and people make speeches in French. In much the same way, this chapter marches PowerPoint 2019 around the stadium so you can get a bird's-eye view of what the program is and what you can do with it. I might make a few speeches, but not in French (unless, of course, you're reading the French edition of this book).

# What in Sam Hill Is PowerPoint?

PowerPoint is a program that comes with Microsoft Office. There are three ways to get a copy of PowerPoint:

- » **Subscribe to Microsoft's Office 365.** Office 365 is a cloud-based subscription service that lets you use various products that are a part of the Microsoft Office Suite. The main advantages of subscribing to Office 365 are that you pay a low monthly or yearly cost (as low as \$6.99 per month or \$69.99 per year) and you always get the latest updates for free.
- » **Purchase a copy of Office 2019.** You can buy Office 2019 for about two and a half times the annual subscription price. The advantage is that you own the software outright; the disadvantage is that you don't get free upgrades.
- » **Purchase PowerPoint 2019 separately from the entire Office Suite.** Few people choose this option, because most people who want to use PowerPoint also want to use other products in the Office Suite, including Word, Excel, and Outlook.

You know what Word is — it's the world's most loved and most hated word processor, and it's perfect for concocting letters, term papers, and great American novels. I'm thinking of writing one as soon as I finish this book. Excel is a spreadsheet program used by bean counters the world over. Outlook is that program you use to read your email. But what the heck is PowerPoint? Does anybody know or care? (And as long as I'm asking questions, who in Sam Hill was Sam Hill?)

PowerPoint is a *presentation* program, and it's one of the coolest programs I know. It's designed to work with a projector to display presentations that will bedazzle your audience members and instantly sway them to your point of view, even if you're selling real estate on Mars, season tickets for the Oakland Raiders, or a new tax increase to a congressman in an election year. If you've ever flipped a flip chart, you're going to love PowerPoint.

Here are some of the many uses of PowerPoint:

- » **Business presentations:** PowerPoint is a great timesaver for anyone who makes business presentations, whether you've been asked to speak in front of hundreds of people at a shareholders' convention, a group of sales reps at a sales conference, or your own staff or co-workers at a business meeting.
- » **Sales presentations:** If you're an insurance salesperson, you can use PowerPoint to create a presentation about the perils of not owning life insurance and then use your laptop or tablet computer to show it to hapless clients.



- » **Lectures:** PowerPoint is useful for teachers or conference speakers who want to reinforce the key points in their lectures with slides.
- » **Homework:** PowerPoint is a great program to use for certain types of homework projects, such as those big history reports that count for half your grade.
- » **Church:** People use PowerPoint at churches to display song lyrics on big screens so everyone can sing or to display sermon outlines so everyone can take notes. If your church still uses hymnals or prints the outline in the bulletin, tell the minister to join the 21st century.
- » **Information stations:** You can use PowerPoint to set up a computerized information kiosk that people can walk up to and use. For example, you can create a museum exhibit about the history of your town or set up a trade-show presentation to provide information about your company and products.
- » **Internet presentations:** PowerPoint can even help you to set up a presentation that you can broadcast over the Internet so people can join in on the fun without having to leave the comfort of their own homes or offices.

## Introducing PowerPoint Presentations

PowerPoint is similar to a word processor such as Word, except that it's geared toward creating *presentations* rather than *documents*. A presentation is kind of like those Kodak Carousel slide trays that your grandpa filled up with 35mm slides of the time he took the family to the Grand Canyon in 1965. The main difference is that with PowerPoint, you don't have to worry about dumping all the slides out of the tray and figuring out how to get them back into the right order.

Word documents consist of one or more pages, and PowerPoint presentations consist of one or more *slides*. Each slide can contain text, graphics, animations, videos, and other information. You can easily rearrange the slides in a presentation, delete slides that you don't need, add new slides, or modify the contents of existing slides.

You can use PowerPoint both to create your presentations and to actually present them.

You can use several different types of media to actually show your presentations:

- » **Computer screen:** Your computer screen is a suitable way to display your presentation when you're showing it to just one or two other people.

- » **Big-screen TV:** If you have a big-screen TV that can accommodate computer input, it's ideal for showing presentations to medium-sized audiences — say 10 to 12 people in a small conference room.
- » **Computer projector:** A computer projector projects an image of your computer monitor onto a screen so large audiences can view it.
- » **Webcast:** You can show your presentation over the Internet. That way, your audience doesn't all have to be in the same place at the same time. Anyone with a web browser can sit in on your presentation.
- » **Printed pages:** Printed pages enable you to distribute a printed copy of your entire presentation to each member of your audience. (When you print your presentation, you can print one slide per page, or you can print several slides on each page to save paper.)

## Presentation files

A *presentation* is to PowerPoint what a document is to Word or a workbook is to Excel. In other words, a presentation is a file that you create with PowerPoint. Each presentation that you create is saved on your computer's hard drive as a separate file.

PowerPoint 2019 presentations have the special extension `.pptx` added to the end of their filenames. For example, `Sales Conference.pptx` and `History Day.pptx` are both valid PowerPoint filenames. When you type the filename for a new PowerPoint file, you don't have to type the `.pptx` extension, because PowerPoint automatically adds the extension for you. Windows may hide the `.pptx` extension, in which case a presentation file named `Conference.pptx` often appears as just `Conference`.



TIP

I recommend you avoid the use of spaces and special characters, especially percent signs (%), in your filenames. If you want the effect of a space in a filename, use an underscore character instead. Spaces and percent signs in filenames can cause all kinds of problems if you post your presentation files to the Internet, either on a web page or even as a File Transfer Protocol (FTP) upload.



TECHNICAL  
STUFF

Versions of PowerPoint prior to 2007 save presentations with the extension `.ppt` instead of `.pptx`. The `x` at the end of the newer file extension denotes that the new file format is based on an open XML standard data format that makes it easier to exchange files among different programs. PowerPoint 2019 can still save files in the old `.ppt` format, but I recommend you do so only if you need to share presentations with people who haven't yet upgraded to PowerPoint 2007 or later.

PowerPoint is set up initially to save your presentation files in the Documents folder, but you can store PowerPoint files in any folder of your choice on your hard drive or on any other drive. You can also save your presentation to online file storage, such as Microsoft's OneDrive. And, if you want, you can write a presentation to a USB flash drive or to cloud storage.

## What's in a slide?

PowerPoint presentations comprise one or more slides. Each slide can contain text, graphics, and other elements. A number of PowerPoint features work together to help you easily format attractive slides:

- » **Slide layouts:** Every slide has a slide layout that controls how information is arranged on the slide. A slide layout is simply a collection of one or more placeholders, which set aside an area of the slide to hold information. Depending on the layout that you choose for a slide, the placeholders can hold text, graphics, clip art, sound or video files, tables, charts, graphs, diagrams, or other types of content.
- » **Background:** Every slide has a background, which provides a backdrop for the slide's content. The background can be a solid color; a blend of two colors; a subtle texture, such as marble or parchment; a pattern, such as diagonal lines, bricks, or tiles; or an image file. Each slide can have a different background, but you usually want to use the same background for every slide in your presentation to provide a consistent look.
- » **Transitions:** Transitions control the visual effect that is employed when moving from one slide to the next. The norm is to have the next slide instantly replace the previous slide with no splashy effects. But if you want, you can have one slide dissolve into the next, or new slides can push slides out of the way, or you can make it look like the wind has blown the old slide away to reveal the next slide. In all, there are nearly 50 transition effects you can choose from.
- » **Themes:** Themes are combinations of design elements such as color schemes and fonts that make it easy to create attractive slides that don't look ridiculous. You can stray from the themes if you want, but you should do so only if you have a better eye than the design gurus who work for Microsoft.
- » **Slide Masters:** Slide Masters are special slides that control the basic design and formatting options for slides in your presentation. Slide Masters are closely related to layouts — in fact, each layout has its own Slide Master that determines the position and size of basic title and text placeholders; the background and color scheme used for the presentation; and font settings,

such as typefaces, colors, and sizes. In addition, Slide Masters can contain graphic and text objects that you want to appear on every slide.

You can edit the Slide Masters to change the appearance of all the slides in your presentation at once. This helps to ensure that the slides have a consistent appearance.

All the features described in the preceding list work together to control the appearance of your slides in much the same way that style sheets and templates control the appearance of Word documents. You can customize the appearance of individual slides by adding any of the following elements:

- » **Title and body text:** Most slide layouts include placeholders for title and body text. You can type any text that you want into these placeholders. By default, PowerPoint formats the text according to the Slide Master, but you can easily override this formatting to use any font, size, styles like bold or italic, or text color that you want.
- » **Text boxes:** You can add text anywhere on a slide by drawing a text box and then typing text. Text boxes enable you to add text that doesn't fit conveniently in the title or body text placeholders.
- » **Shapes:** You can use PowerPoint's drawing tools to add a variety of shapes to your slides. You can use predefined AutoShapes, such as rectangles, circles, stars, arrows, and flowchart symbols. Alternatively, you can create your own shapes by using basic line, polygon, and freehand drawing tools.
- » **Illustrations:** You can illustrate your slides by inserting clip art, photographs, and other graphic elements. PowerPoint comes with a large collection of clip art pictures you can use, and Microsoft provides an even larger collection of clip art images online. And, of course, you can insert photographs from your own picture library.
- » **Charts and diagrams:** PowerPoint includes a slick diagramming feature called *SmartArt* that enables you to create several common types of diagrams, including organization charts, cycle diagrams, and others. In addition, you can insert pie charts, line or bar charts, and many other chart types.
- » **Video and Sound:** You can add sound clips or video files to your slides. You can also add background music or a custom narration.
- » **Animations:** Animations put the various elements on an individual slide into motion. One common use of animation is to make text appear on the slide with movement to capture your audience's attention. But you can apply animation to any element on a slide.

# Starting PowerPoint

Here's the procedure for starting PowerPoint in Windows 8, 8.1, or 10:

- 1. Get ready.**

Light some votive candles. Take two Tylenol. Put on a pot of coffee. If you're allergic to banana slugs, take an allergy pill. Sit in the lotus position facing Redmond, Washington, and recite the Windows creed three times:

*Microsoft is my friend. Resistance is futile. No beer and no TV make Homer something something. . . .*

- 2. Press the Windows key on your keyboard.**

The Windows key is the one that has the fancy Windows flag printed on it. On most keyboards, it's located between the Alt and Tab keys. When you press this button, Windows brings up the Start page, which lists your commonly used applications in large tiles.

- 3. Click the PowerPoint 2019 tile.**

That's all there is to it — PowerPoint starts up in a flash. (Note that you might have to scroll the Start screen to the right to find the PowerPoint 2019 tile.)

If you're using Windows 7, the procedure is a little different:

- 1. Click the Start button.**

The Start button is ordinarily found in the lower-left corner of the Windows display. When you click it, the Start menu appears. The Start menu works pretty much the same, no matter which version of Windows you're using.



TIP

If you can't find the Start button, try moving the cursor all the way to the bottom edge of the screen and holding it there a moment. With luck on your side, you see the Start button appear. If not, try moving the cursor to the other three edges of the screen: top, left, and right. Sometimes the Start button hides behind these edges.

- 2. Point to All Programs on the Start menu.**

After you click the Start button to reveal the Start menu, move the cursor up to the words *All Programs* and hold it there a moment. Yet another menu appears, revealing a bevy of commands.

- 3. Choose Microsoft Office → Microsoft Office PowerPoint 2019.**

Your computer whirs and clicks and possibly makes other unmentionable noises while PowerPoint comes to life.



TIP

If you use PowerPoint frequently, it might appear in the *Frequently Used Programs* list directly on the Start menu so you don't have to choose All Programs ⇨ Microsoft Office to get to it. If you want PowerPoint to always appear at the top of the Start menu, choose Start ⇨ All Programs ⇨ Microsoft Office. Then, right-click Microsoft Office PowerPoint 2019 and choose the Pin to Start Menu command.

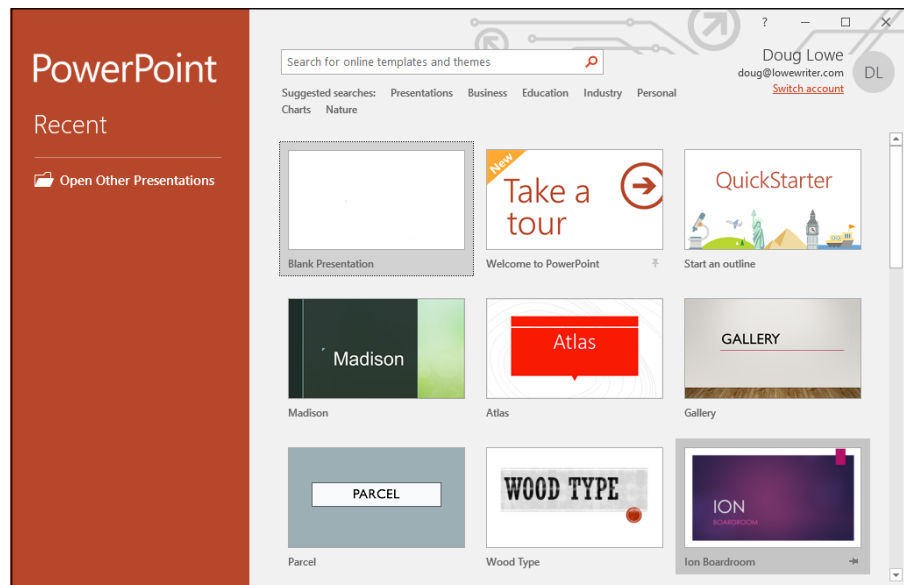


TIP

If you hate clicking through menus but don't mind typing, another way to start PowerPoint is to press your keyboard's Windows key (usually found between the Ctrl and Alt keys), type the word **PowerPoint**, and press the Enter key. (Note that this trick works only in Windows 7.)

## Navigating the PowerPoint Interface

When you start PowerPoint, it greets you with the screen shown in Figure 1-1. This screen lets you create a blank presentation, open a recently used presentation, or create a new presentation based on a template. You can also take a video tour of PowerPoint.



**FIGURE 1-1:** PowerPoint's opening screen.

For the purposes of this chapter, click Blank Presentation to get started with a new presentation. You will next be greeted with a screen that's so cluttered with stuff that you're soon ready to consider newsprint and markers as a viable alternative for your presentations. The center of the screen is mercifully blank, but the top