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# PowerPoint<sup>®</sup>

for  
**dummies**<sup>®</sup>  
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to showstopping presentations

Use PowerPoint to showcase data  
from other Microsoft applications

Add your artistic touch with  
color, fonts, and images

**Doug Lowe**



# Microsoft<sup>®</sup> PowerPoint<sup>®</sup>

by Doug Lowe

for  
**dummies**<sup>®</sup>  
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## **Microsoft® PowerPoint® For Dummies®**

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# Microsoft® PowerPoint® For Dummies®

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[FIGURE 21-4: You can see the slide timings in Slide Sorter view.](#)

[FIGURE 21-5: Creating a video.](#)

[FIGURE 21-6: Saving the video.](#)

[FIGURE 21-7: Creating an animated GIF.](#)

[FIGURE 21-8: Viewing an animated GIF.](#)

[FIGURE 21-9: The Package for CD dialog box.](#)

[FIGURE 21-10: Setting the options for a CD package.](#)

[FIGURE 21-11: Exporting a PowerPoint presentation to Word.](#)

[FIGURE 21-12: A PowerPoint presentation converted to Word.](#)

[FIGURE 21-13: Publishing a PowerPoint presentation to Stream.](#)

[FIGURE 21-14: Your video is ready to stream!](#)

[FIGURE 21-15: The video as seen in Stream.](#)

# Introduction

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Welcome to *PowerPoint For Dummies*, Office 2021 Edition, the book written especially for people who are lucky enough to use the 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 '90s? 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 24 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 you 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 requires at least Windows 10. (PowerPoint works on Macs as well, and it works almost the same. But this book is designed primarily for Windows users.)
- » You use or are thinking about using PowerPoint.

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 icons in the margins. They draw your attention to important information, and here's what they mean:



**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 may not have considered.



**WARNING** Danger! Danger! Danger! Stand back, Will Robinson! You won't cause death or destruction to anyone with PowerPoint, but this icon will warn you of anything that could cause you to lose work or otherwise want to tear your hair out.



**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.



**TECHNICAL STUFF** Watch out! Some technical drivel is just around the corner. Read it only if you have your pocket

protector firmly attached.

## ***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 slideshows and more. To get this Cheat Sheet, simply go to [www.dummies.com](http://www.dummies.com) and type **PowerPoint 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 the table of contents and decide where you want to start. Be bold! Be courageous! Be adventurous! Above all else, have fun!

## **Part 1**

# **Getting Started with PowerPoint**

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

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

Open and save files.

Edit the content on PowerPoint slides, from the text itself to text objects to other types of objects, such as clip art or drawn shapes.

Work in Outline view so you can focus on your presentation's main points and subpoints without worrying about appearance.

Proof your presentation with PowerPoint and avoid embarrassing mistakes.

Create speaker notes to help you get through your presentation.

Finish the final preparations by printing copies of your slides, notes, and handouts; setting up a projector; and actually delivering your presentation.

# Chapter 1

## Welcome to PowerPoint

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### IN THIS CHAPTER

- » **Discovering PowerPoint**
  - » **Firing up PowerPoint**
  - » **Making sense of the PowerPoint screen and the Ribbon**
  - » **Creating a new presentation**
  - » **Saving and closing your work**
  - » **Getting help**
  - » **Getting out of PowerPoint**
- 

This chapter is a grand and gala welcoming ceremony for PowerPoint, 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 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 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, which includes Word, Excel, and Outlook, too.

You know what Word is — it's the world's most-loved and most-hated word-processing program, 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 giant-screen TV or 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 Las Vegas Raiders, or a new tax increase 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 time-saver 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 coworkers 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.