

LEARNING MADE EASY



2nd Edition

Microsoft® 365

PowerPoint®

for
dummies®

A Wiley Brand



Expand your creativity
and productivity with Copilot

Enliven your presentations with
animations, charts, and graphs

Engage your audience with
compelling slide designs

Doug Lowe

Microsoft® 365 PowerPoint®

for
dummies®
A Wiley Brand



Microsoft® 365 PowerPoint®

2nd Edition

by Doug Lowe

for
dummies®
A Wiley Brand

Microsoft® 365 PowerPoint® For Dummies®, 2nd Edition

Published by: **John Wiley & Sons, Inc.**, 111 River Street, Hoboken, NJ 07030-5774, www.wiley.com

Copyright © 2025 by John Wiley & Sons, Inc. All rights reserved, including rights for text and data mining and training of artificial technologies or similar technologies.

Media and software compilation copyright © 2025 by John Wiley & Sons, Inc. All rights reserved, including rights for text and data mining and training of artificial technologies or similar technologies.

Published simultaneously in Canada

No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, scanning or otherwise, except as permitted under Sections 107 or 108 of the 1976 United States Copyright Act, without the prior written permission of the Publisher. Requests to the Publisher for permission should be addressed to the Permissions Department, John Wiley & Sons, Inc., 111 River Street, Hoboken, NJ 07030, (201) 748-6011, fax (201) 748-6008, or online at <http://www.wiley.com/go/permissions>.

Trademarks: Wiley, For Dummies, the Dummies Man logo, Dummies.com, Making Everything Easier, and related trade dress are trademarks or registered trademarks of John Wiley & Sons, Inc. and may not be used without written permission. Microsoft 365 and PowerPoint are trademarks or registered trademarks of Microsoft Corporation. All other trademarks are the property of their respective owners. John Wiley & Sons, Inc. is not associated with any product or vendor mentioned in this book. *Microsoft® 365 PowerPoint® For Dummies®, 2nd Edition*, is an independent publication and is neither affiliated with, nor authorized, sponsored, or approved by, Microsoft Corporation.

LIMIT OF LIABILITY/DISCLAIMER OF WARRANTY: THE PUBLISHER AND THE AUTHOR MAKE NO REPRESENTATIONS OR WARRANTIES WITH RESPECT TO THE ACCURACY OR COMPLETENESS OF THE CONTENTS OF THIS WORK AND SPECIFICALLY DISCLAIM ALL WARRANTIES, INCLUDING WITHOUT LIMITATION WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE. NO WARRANTY MAY BE CREATED OR EXTENDED BY SALES OR PROMOTIONAL MATERIALS. THE ADVICE AND STRATEGIES CONTAINED HEREIN MAY NOT BE SUITABLE FOR EVERY SITUATION. THIS WORK IS SOLD WITH THE UNDERSTANDING THAT THE PUBLISHER IS NOT ENGAGED IN RENDERING LEGAL, ACCOUNTING, OR OTHER PROFESSIONAL SERVICES. IF PROFESSIONAL ASSISTANCE IS REQUIRED, THE SERVICES OF A COMPETENT PROFESSIONAL PERSON SHOULD BE SOUGHT. NEITHER THE PUBLISHER NOR THE AUTHOR SHALL BE LIABLE FOR DAMAGES ARISING HEREFROM. THE FACT THAT AN ORGANIZATION OR WEBSITE IS REFERRED TO IN THIS WORK AS A CITATION AND/OR A POTENTIAL SOURCE OF FURTHER INFORMATION DOES NOT MEAN THAT THE AUTHOR OR THE PUBLISHER ENDORSES THE INFORMATION THE ORGANIZATION OR WEBSITE MAY PROVIDE OR RECOMMENDATIONS IT MAY MAKE. FURTHER, READERS SHOULD BE AWARE THAT INTERNET WEBSITES LISTED IN THIS WORK MAY HAVE CHANGED OR DISAPPEARED BETWEEN WHEN THIS WORK WAS WRITTEN AND WHEN IT IS READ.

For general information on our other products and services, please contact our Customer Care Department within the U.S. at 877-762-2974, outside the U.S. at 317-572-3993, or fax 317-572-4002. For technical support, please visit <https://hub.wiley.com/community/support/dummies>.

Wiley publishes in a variety of print and electronic formats and by print-on-demand. Some material included with standard print versions of this book may not be included in e-books or in print-on-demand. If this book refers to media that is not included in the version you purchased, you may download this material at <http://booksupport.wiley.com>. For more information about Wiley products, visit www.wiley.com.

Library of Congress Control Number is available from the publisher.

ISBN 978-1-394-29236-3 (pbk); ISBN 978-1-394-29238-7 (ebk); ISBN 978-1-394-29237-0 (ebk)

Contents at a Glance

Introduction	1
Part 1: Getting Started with PowerPoint	5
CHAPTER 1: Welcome to PowerPoint	7
CHAPTER 2: Taking the Backstage Tour	31
CHAPTER 3: Editing Slides	45
CHAPTER 4: Working in Outline View	65
CHAPTER 5: Proofing Your Presentations	73
CHAPTER 6: Don't Forget Your Notes!	83
CHAPTER 7: Show Time!	91
Part 2: Creating with Copilot	107
CHAPTER 8: Getting Started with Copilot	109
CHAPTER 9: Using Copilot in PowerPoint	123
CHAPTER 10: Perfecting Your Prompts	131
Part 3: Creating Great-Looking Slides	137
CHAPTER 11: All about Fonts and Text Formatting	139
CHAPTER 12: Designing Your Slides	155
CHAPTER 13: Animating Your Slides	169
CHAPTER 14: Masters of the Universe Meet the Templates of Doom	189
Part 4: Embellishing Your Slides	211
CHAPTER 15: Inserting Pictures	213
CHAPTER 16: Drawing on Your Slides	239
CHAPTER 17: Charting for Fun and Profit	259
CHAPTER 18: Working with SmartArt	281
CHAPTER 19: Lights! Camera! Action! (Adding Sound and Video)	293
CHAPTER 20: Adding Tables to Your Slides	307
Part 5: Working with Others	317
CHAPTER 21: Collaborating on Presentations	319
CHAPTER 22: Exporting Your Presentation to Other Formats	337

Part 6: The Part of Tens	345
CHAPTER 23: Ten PowerPoint Commandments	347
CHAPTER 24: Ten (or So) Tips for Creating Readable Slides	351
CHAPTER 25: Ten Ways to Keep Your Audience Awake	357
Index	361

Table of Contents

INTRODUCTION	1
About This Book	1
Foolish Assumptions	2
Icons Used in This Book	2
Beyond the Book	3
Where to Go from Here	3
PART 1: GETTING STARTED WITH POWERPOINT	5
CHAPTER 1: Welcome to PowerPoint	7
What in the Sam Hill Is PowerPoint?	7
Getting PowerPoint	9
Introducing PowerPoint Presentations	11
Understanding Presentation Files	12
What's in a Slide?	13
Starting PowerPoint	14
Creating a Blank Presentation	15
Navigating the PowerPoint Interface	16
Unraveling the Ribbon	18
The View from Here Is Great	19
Editing Text	19
Making It Pretty	21
Adding a New Slide	22
Moving from Slide to Slide	24
Displaying Your Presentation	25
Saving Your Work	26
Closing a Presentation	26
Getting Help	27
Exiting PowerPoint	28
CHAPTER 2: Taking the Backstage Tour	31
Welcome to Backstage View	32
Considering Themes and Templates	34
Saving Your Presentation	37
Saving to a location on your computer	38
Saving to OneDrive	39
Saving a copy of a presentation	41
Opening a Presentation	41
Pinning a Presentation for Easy Access	43

CHAPTER 3: Editing Slides	45
Moving from Slide to Slide	46
Working with Objects	46
Selecting objects	47
Resizing or moving an object	48
Editing a Text Object	51
Selecting Text	52
Using Cut, Copy, and Paste	53
Duplicating an Object	54
Using the Clipboard Task Pane	55
Oops! I Didn't Mean It (The Marvelous Undo Command)	55
Working with Slide Layouts	56
Deleting a Slide	58
Duplicating a Slide	59
Finding Text	59
Replacing Text	61
Rearranging Your Slides in Slide Sorter View	62
CHAPTER 4: Working in Outline View	65
Calling Up the Outline	65
Selecting and Editing an Entire Slide	67
Selecting and Editing One Paragraph	67
Promoting and Demoting Paragraphs	68
Adding a New Paragraph	69
Adding a New Slide	69
Moving Text Up and Down	70
Collapsing and Expanding the Outline	71
CHAPTER 5: Proofing Your Presentations	73
Checking Spelling as You Go	74
Spell-Checking After the Fact	75
Using the Thesaurus	77
Capitalizing Correctly	78
Using the AutoCorrect Feature	79
CHAPTER 6: Don't Forget Your Notes!	83
Understanding Notes	84
Adding Notes to a Slide	85
Adding an Extra Notes Page for a Slide	86
Adding a New Slide from Notes Page View	87
Printing Notes Pages	87
Displaying Notes on a Separate Monitor	88

CHAPTER 7: Show Time!	91
The Quick Way to Print	92
Printing from Backstage View	92
Printing more than one copy	93
Changing printers	93
Printing part of a document	94
Using Print Preview	95
Setting Up a Slide Show	95
Starting a Slide Show	97
Working in Presenter View	97
Controlling Your Presentation with the Keyboard and Mouse	99
Using Presentation Tools	100
Using the Laser Pointer feature	101
Scribbling on your slides	102
Rehearsing Your Slide Timings	103
Using Custom Shows	104
Creating a custom show	104
Showing a custom show	105
Hiding slides	106
 PART 2: CREATING WITH COPILOT	 107
CHAPTER 8: Getting Started with Copilot	109
What Is Microsoft Copilot?	110
Choosing Between the Free and Paid Versions of Copilot	112
Using the Free Version of Copilot	113
Accessing the Free Version of Copilot	114
Using the Copilot app	114
Using Copilot in Bing	115
Using the Edge sidebar	117
Refining Copilot's Response	117
Getting Copilot's Content into PowerPoint	118
Creating a Picture with Copilot	119
 CHAPTER 9: Using Copilot in PowerPoint	 123
Creating a Presentation with Copilot	124
Using the Copilot Sidebar	127
Using the Copilot Sidebar to Change a Picture	128
 CHAPTER 10: Perfecting Your Prompts	 131
Stating the Goal	132
Being Specific	132
Providing Context	133

Laying Out Your Expectations	133
Keeping Copilot Honest	134
Structuring Your Prompts	135
Prompting Etiquette	135
Keep Trying!	136
PART 3: CREATING GREAT-LOOKING SLIDES	137
CHAPTER 11: All about Fonts and Text Formatting	139
Changing the Look of Your Text	140
Changing the size of characters	142
Choosing text fonts	143
Adding color to your text	143
Adding shadows.	144
Big Picture Text Formatting	144
Biting the bulleted list.	145
Creating numbered lists	147
Setting tabs and indents.	148
Spacing out.	149
Lining things up	150
Making columns.	151
Creating Fancy Text with WordArt	151
CHAPTER 12: Designing Your Slides	155
Looking at the Design Tab	155
Working with Themes	156
Applying themes	157
Using theme colors	158
Using theme fonts	162
Applying theme effects.	162
Changing the Slide Size.	163
Applying Background Styles.	164
Using a gradient fill	165
Using other background effects	167
Using the Designer to Improve Your Slides.	168
CHAPTER 13: Animating Your Slides	169
Using the Transitions Tab.	169
Creating a slide transition	170
Using the Morph transition effect.	173
Using the Animations Tab	175
Using advanced animations.	176
Adding an effect.	179

More about animating text	182
Timing your animations	185
CHAPTER 14: Masters of the Universe Meet the Templates of Doom	189
Working with Masters	190
Modifying the slide master	191
Modifying the handout master	196
Modifying the notes master	197
Using Masters	198
Overriding the master text style	198
Hiding background objects	199
Using Headers and Footers	200
Adding a date, number, or footer to slides	200
Adding a header or footer to notes or handout pages	202
Editing the header and footer placeholders directly	202
Yes, You Can Serve Two Masters	202
Creating a new slide master	202
Applying masters	204
Preserving your masters	204
Restoring Lost Placeholders	206
Working with Templates	207
Creating a new template	207
Creating a presentation based on a template	208
Working with Presentation Sections	209
 PART 4: EMBELLISHING YOUR SLIDES	211
CHAPTER 15: Inserting Pictures	213
Exploring the Many Types of Pictures	214
Bitmap pictures	214
Vector, give me a vector	215
Inserting Pictures in Your Presentation	216
From the web	216
From your computer	219
From the stock library	220
Moving, Sizing, Stretching, and Cropping Pictures	222
Adding Style to Your Pictures	224
Applying a picture border	225
Applying picture effects	225
Applying artistic effects	226
Removing picture backgrounds	227
Correcting Sharpness, Brightness, Contrast, and Color	230

Compressing Your Pictures	232
Working with 3D Models	233
Morphing a 3D model	235
Using animated 3D models	236
CHAPTER 16: Drawing on Your Slides	239
Some General Drawing Tips	239
Zooming in	239
Displaying the ruler, gridlines, and guides	240
Sticking to the color scheme	241
Saving frequently	241
Remembering Ctrl+Z	241
Drawing Simple Objects	242
Drawing straight lines	243
Drawing rectangles, squares, ovals, and circles	244
Creating Other Shapes	244
Drawing a shape	245
Drawing a polygon or free-form shape	246
Drawing a curved line or shape	248
Creating a text box	249
Styling Your Shapes	250
Setting the shape fill	250
Setting the shape outline	250
Applying shape effects	252
Flipping and Rotating Objects	252
Flipping an object	252
Rotating an object 90 degrees	253
Using the rotate handle	253
Drawing a Complicated Picture	254
Changing layers	254
Line 'em up	255
Using the grids and guides	256
Group therapy	257
CHAPTER 17: Charting for Fun and Profit	259
Understanding Charts	260
Adding a Chart to Your Presentation	261
Adding a new slide with a chart	261
Adding a chart to an existing slide	265
Pasting a chart from Excel	266
Changing the Chart Type	266
Working with Chart Data	267

	Switching rows and columns	267
	Changing the data selection	269
	Editing the source data	269
	Refreshing a chart	270
	Changing the Chart Layout	270
	Changing the Chart Style	271
	Embellishing Your Chart	273
	Using Treemap and Sunburst Charts	276
	Using Map Charts	278
CHAPTER 18:	Working with SmartArt	281
	Understanding SmartArt	281
	Creating a SmartArt Diagram	284
	Tweaking a SmartArt Diagram	286
	Editing the SmartArt Text	287
	Working with Organization Charts	289
	Adding boxes to a chart	290
	Deleting chart boxes	290
	Changing the chart layout	291
CHAPTER 19:	Lights! Camera! Action! (Adding Sound and Video)	293
	Adding Sound to a Slide	294
	Investigating sound files	294
	Inserting an audio sound object	295
	Setting audio options	297
	Adding Video to Your Slides	299
	Finding a video to add to your presentation	299
	Inserting a video clip	300
	Setting video options	301
	Compressing Media	305
CHAPTER 20:	Adding Tables to Your Slides	307
	Creating a Table in a Content Placeholder	307
	Inserting a Table on a Slide	309
	Drawing a Table	310
	Adding Style to a Table	312
	Working with the Layout Tab	314
	PART 5: WORKING WITH OTHERS	317
CHAPTER 21:	Collaborating on Presentations	319
	Understanding Collaboration	319
	Working with OneDrive	321

Managing OneDrive features	324
Sharing a OneDrive presentation	326
Working with Teams	330
Collaborating in Real Time	333
Using Comments	334
CHAPTER 22: Exporting Your Presentation to Other Formats	337
Creating a PDF File	338
Crafting a Video	340
Using the Record Tab	341
Recording a Slide Show	342
PART 6: THE PART OF TENS	345
CHAPTER 23: Ten PowerPoint Commandments	347
I. Thou Shalt Frequently Savest Thy Work	347
II. Thou Shalt Storeth Each Presentation in Its Proper Folder.	348
III. Thou Shalt Not Abuse Thy Program's Formatting Features	348
IV. Thou Shalt Not Stealeth Copyrighted Materials	348
V. Thou Shalt Abideth by Thine Color Scheme, Auto-Layout, and Template.	349
VI. Thou Shalt Not Abuse Thine Audience with an Endless Array of Cute Animations or Funny Sounds	349
VII. Keep Thy Computer Gurus Happy	349
VIII. Thou Shalt Backeth Up Thy Files Day by Day.	349
IX. Thou Shalt Fear No Evil, for Ctrl+Z Is Always with Thee.	350
X. Thou Shalt Not Panic	350
CHAPTER 24: Ten (or So) Tips for Creating Readable Slides	351
Try Reading the Slide from the Back of the Room	351
Avoid Small Text	352
No More Than Five Bullets, Please	352
Avoid Excessive Verbiage Lending to Excessively Lengthy Text That Is Not Only Redundant But Also Repetitive and Reiterative.	352
Use Consistent Wording.	352
Avoid Unsightly Color Combinations	353
Watch the Line Endings	354
Keep the Background Simple	354
Use Only Two Levels of Bullets	354
Avoid Bullets Altogether If You Can	354
Keep Charts and Diagrams Simple	355

CHAPTER 25: Ten Ways to Keep Your Audience Awake	357
Don't Forget Your Purpose.	357
Don't Become a Slave to Your Slides	358
Don't Overwhelm Your Audience with Unnecessary Detail	358
Don't Neglect Your Opening	358
Be Relevant.	359
Don't Forget the Call to Action.	359
Practice, Practice, Practice	359
Relax!	360
Expect the Unexpected.	360
Don't Be Boring	360
INDEX	361

Introduction

Welcome to *Microsoft 365 PowerPoint For Dummies*, 2nd 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 looked like they'd 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. 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 25 chapters, each 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 warns 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 slide shows and more. To get this Cheat Sheet, simply go to 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!

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.

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

Chapter 1

Welcome to 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 the Sam Hill Is PowerPoint?

PowerPoint is a program that comes with Microsoft 365, 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? If you really want to know, check out the sidebar "Who in the 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 big-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 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 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 at your local Cheesecake Factory.
- » **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, like those big history reports that count for half your grade.
- » **Church:** People use PowerPoint in churches to display song lyrics on big screens so everyone can sing along 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.
- » **Online presentations:** PowerPoint can even help you set up a presentation that you can share in an online meeting or videoconference so people can join in on the fun without having to leave the comfort of their own homes or offices.

WHO IN THE SAM HILL WAS SAM HILL?

Copilot can easily help you with research and answer questions for you, including questions like “Who in the Sam Hill was Sam Hill?”

I’ve always loved the term *Sam Hill* because it seems so quaint. But I’ve never understood the origins of the phrase. So, I decided to ask Copilot. Specifically, I put in the question “Who in the Sam Hill was Sam Hill?” and here’s how Copilot replied:

- 1. Sam Hill** is an American English slang phrase that serves as a euphemism or minced oath for “the devil” or “hell” personified. You might hear it used in expressions like, “What in the Sam Hill is that?” The exact origin of this phrase is a bit mysterious, but here are some possibilities:
- 2. Euphemism for the Devil:** Some believe it comes from Samiel, the name of the Devil in *Der Freischütz*, an opera by Carl Maria von Weber performed in New York City in 1825.
- 3. Store Owner in Arizona:** There was a mercantile store owner named Sam Hill in Arizona. People used the phrase to describe odd or unusual things, much like the diverse inventory found in his store. The original Sam Hill Mercantile building still stands in Prescott, Arizona.
- 4. Politician in Connecticut:** An article from 1889 mentioned a Mr. Sam Hill who represented Guilford, Connecticut, in the legislature. This might be the source of the popular Connecticut adjuration to “Give ‘em Sam Hill.”
- 5. Surveyor in Michigan:** Samuel W. Hill, a surveyor associated with the Keweenaw Peninsula area, could be another origin. His foul language led to his name becoming a euphemism for swear words.

So, in summary, Sam Hill remains a colorful and enigmatic figure in linguistic history!

Now you know who Sam Hill was or at least might have been!

For more information about using Copilot to help you craft your PowerPoint presentations, turn to Chapter 8.

Getting PowerPoint

There are several ways you can gain access to PowerPoint:

- » **Subscribe to Microsoft 365.** Microsoft 365 is a cloud-based subscription service that lets you use various products that are part of the Microsoft 365

suite. The main advantages of subscribing to Microsoft 365 are that you pay a low monthly or yearly fee (as low as \$6.99 per month), you always get the latest updates for free, and you can install the software on all your devices and sign in to Microsoft 365 on as many as five of them at the same time.

- » **Buy a copy of Office 2024.** You can buy Office 2024 for about twice the price of an annual subscription. The advantage is that you own the software outright; the disadvantage is that you don't get free updates.
- » **Use the free online version of PowerPoint.** The free online version of PowerPoint has limited features. I don't recommend this option because a subscription to PowerPoint isn't very expensive. But if you want to check it out, go to www.microsoft.com/en-us/Microsoft-365/free-office-online-for-the-web.

My preferred method, and the one Microsoft recommends, is to subscribe to Microsoft 365. If you opt to go the subscription route, you'll find that there are several plans to choose from:

- » **Home:** Intended for home or personal use. This is the option usually chosen by families or students. There are two Home subscription options:
 - **Personal:** Can be used by just one user
 - **Family:** Can be used by up to six users
- » **Business:** Intended for small businesses. Technically, you can support up to 300 users with a Business subscription, but most businesses with more than 50 employees should use an Enterprise subscription instead. There are three Business subscription options:
 - **Basic:** The Basic edition does not include the desktop version of PowerPoint or the other Microsoft 365 applications. It only includes an online version that provides most, but not all, of the features of the desktop version.
 - **Standard:** The Standard edition provides both the online and desktop versions of PowerPoint and the other Microsoft 365 applications.
 - **Premium:** The Premium edition provides advanced security features.
- » **Enterprise:** Designed for businesses of any size. The two most popular Enterprise subscription plans that include PowerPoint are
 - **E3:** Includes both online and desktop versions of Microsoft 365 applications (including PowerPoint, of course), as well as email hosting.
 - **E5:** Includes more security features than E3.



TECHNICAL
STUFF

You may find yourself confused about the name *Microsoft 365*. For decades, PowerPoint has been part of a suite called *Microsoft Office*. When Office became part of a cloud suite, the name became *Office 365*. Office 365 still exists and is part of Microsoft 365. But the official new name of the entire suite is *Microsoft 365*, sometimes abbreviated to just *M365*. Throughout this book, I use the newer name, Microsoft 365, but you can call it Office 365 if you want. That's what I still call it when Microsoft isn't listening.

Introducing PowerPoint Presentations

PowerPoint is similar to a word-processing program such as Word, except that it's geared toward creating presentations rather than documents. A presentation is kind of like those Kodak Carousel slide projector trays that your grandpa filled with 35mm slides from the time he took the family to the Grand Canyon. 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.



TIP

If you have no idea what a Kodak Carousel slide projector is, look it up. It was one of the coolest inventions of the 1960s. Just about everyone's dad had one or wanted one.

Word documents consist of one or more pages; 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.

Unlike in Word, content on a slide in PowerPoint does not flow from one slide to the next. Each slide is self-contained. If you put too much text on a slide, PowerPoint doesn't spill the text onto the next slide. Instead, it automatically makes the text small so that it will fit on the slide.

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-size 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 that large audiences can view it.
- » **Online meeting screen share:** You can easily show your presentation by using the screen-sharing feature of your favorite videoconferencing platform. That way, all of your audience doesn't have to be in the same place at the same time.
- » **Printed or PDF pages:** You can distribute a printed copy of your entire presentation to each member of your audience. Or, you can save the slides as a single PDF file and distribute the PDF file to your audience. (When you print your presentation, you can print one slide per page, or you can print several slides per page to save paper.)

Understanding 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 presentations have the special extension `.pptx` added to the ends 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 — 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`.



TECHNICAL
STUFF

Versions of PowerPoint prior to 2007 saved 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 Office Open XML standard data format that makes it easier to exchange files among different programs. Although you can still save files in the old `.ppt` format, I don't recommend it — you'll lose many of the newer capabilities of PowerPoint if you do.

PowerPoint is set up initially to save your presentation files in the `Documents` folder, but you can store PowerPoint files in any folder on your OneDrive or any local or network-accessible disk location.