Making Everything Easier!™

Microsoft®

PowerPoint® 2016

FOR DUMMIES®

A Wiley Brand

Learn to:

- Create a slide presentation with special effects
- Work with master slides and templates
- Collaborate with other users in the cloud

IN FULL COLOR!

Doug Lowe

PowerPoint® 2016

FOR DUMMIES®

A Wiley Brand

PowerPoint® 2016 For Dummies®

A Wiley Brand

by Doug Lowe

For Dummies®
A Wiley Brand

PowerPoint® 2016 For Dummies®

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

Copyright © 2016 by John Wiley & Sons, Inc., Hoboken, New Jersey

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. PowerPoint is a registered trademark of Microsoft Corporation in the United States and/or other countries. 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.

LIMIT OF LIABILITY/DISCLAIMER OF WARRANTY: WHILE THE PUBLISHER AND AUTHOR HAVE USED THEIR BEST EFFORTS IN PREPARING THIS BOOK, THEY MAKE NO REPRESENTATIONS OR WARRANTIES WITH RESPECT TO THE ACCURACY OR COMPLETENESS OF THE CONTENTS OF THIS BOOK AND SPECIFICALLY DISCLAIM ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. NO WARRANTY MAY BE CREATED OR EXTENDED BY SALES REPRESENTATIVES OR WRITTEN SALES MATERIALS. THE ADVICE AND STRATEGIES CONTAINED HEREIN MAY NOT BE SUITABLE FOR YOUR SITUATION. YOU SHOULD CONSULT WITH A PROFESSIONAL WHERE APPROPRIATE. NEITHER THE PUBLISHER NOR THE AUTHOR SHALL BE LIABLE FOR DAMAGES ARISING HEREFROM.

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 `www.wiley.com/techsupport`.

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 such as a CD or DVD 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: 2015950487

ISBN 978-1-119-07705-3 (pbk); ISBN 978-1-119-07734-3 (ebk); ISBN 978-1-119-07710-7 (ebk)

Manufactured in the United States of America

10 9 8 7 6 5 4 3 2 1

Contents at a Glance

Introduction 1

Part I: Getting Started with PowerPoint 2016 5

Chapter 1: Welcome to PowerPoint 2016 7
Chapter 2: Editing Slides 31
Chapter 3: Working in Outline View 47
Chapter 4: Proofing Your Presentations 53
Chapter 5: Don’t Forget Your Notes! 63
Chapter 6: Show Time! 69

Part II: Creating Great-Looking Slides 85

Chapter 7: All about Fonts and Text Formatting 87
Chapter 8: Designing Your Slides 103
Chapter 9: Animating Your Slides 117
Chapter 10: Masters of the Universe Meet the Templates of Doom 135

Part III: Embellishing Your Slides 157

Chapter 11: Inserting Pictures 159
Chapter 12: Drawing on Your Slides 177
Chapter 13: Charting for Fun and Profit 197
Chapter 14: Working with SmartArt 215
Chapter 15: Lights! Camera! Action! (Adding Sound and Video) 227
Chapter 16: More Things to Insert on Your Slides 239

Part IV: Working with Others 265

Chapter 17: Collaborating in the Cloud 267
Chapter 18: Using a Slide Library and Other Ways to Reuse Slides 277
Chapter 19: Exporting Your Presentation to Other Formats 283

Part V: The Part of Tens 295

Chapter 20: Ten PowerPoint Commandments 297
Chapter 21: Ten Tips for Creating Readable Slides 301
Chapter 22: Ten Ways to Keep Your Audience Awake 305

Index 309

Table of Contents

Introduction *1*

About This Book 1
Foolish Assumptions 2
Icons Used in This Book 3
Beyond the Book 3
Where to Go from Here 4

Part I: Getting Started with PowerPoint 2016 .... *5*

Chapter 1: Welcome to PowerPoint 2016. 7

What in Sam Hill Is PowerPoint? 7
Introducing PowerPoint Presentations 9
    Presentation files 10
    What's in a slide? 10
Starting PowerPoint 12
Navigating the PowerPoint Interface 13
Unraveling the Ribbon 16
Telling PowerPoint What to Do 17
The View from Here Is Great 18
Taking the Backstage Tour 18
Creating a New Presentation 19
    Editing text 20
    Adding a new slide 21
    Moving from slide to slide 22
    Choosing a design 23
Displaying Your Presentation 24
Saving Your Work 25
Opening a Presentation 26
Closing a Presentation 27
Getting Help 28
Exiting PowerPoint 30

Chapter 2: Editing Slides. 31

Moving from Slide to Slide 32
Working with Objects 32
    Selecting objects 33
    Resizing or moving an object 34
Editing a Text Object 36
Selecting Text 37
Using Cut, Copy, and Paste 38

Duplicating an Object........39
Using the Clipboard Task Pane........39
Oops! I Didn't Mean It (The Marvelous Undo Command)........40
Deleting a Slide........41
Duplicating a Slide........41
Finding Text........42
Replacing Text........43
Rearranging Your Slides in Slide Sorter View........45

Chapter 3: Working in Outline View........47

Calling Up the Outline........47
Selecting and Editing an Entire Slide........49
Selecting and Editing One Paragraph........49
Promoting and Demoting Paragraphs........50
Adding a New Paragraph........50
Adding a New Slide........51
Moving Text Up and Down........52
Collapsing and Expanding the Outline........52

Chapter 4: Proofing Your Presentations........53

Checking Spelling as You Go........53
Spell Checking After-the-Fact........55
Using the Thesaurus........57
Capitalizing Correctly........58
Using the AutoCorrect Feature........59

Chapter 5: Don't Forget Your Notes!........63

Understanding Notes........64
Adding Notes to a Slide........65
Adding an Extra Notes Page for a Slide........66
Adding a New Slide from Notes Page View........67
Printing Notes Pages........67
Displaying Notes on a Separate Monitor........68

Chapter 6: Show Time!........69

The Quick Way to Print........70
Printing from Backstage View........70
    Printing more than one copy........71
    Changing printers........71
    Printing part of a document........71
    Using Print Preview........72
Setting Up a Slide Show........73
Starting a Slide Show........74
Working in Presenter View........75
Keyboard and Mouse Tricks for Your Slide Show........77

Using Presentation Tools 78
  Using the Laser Pointer feature 78
  Scribbling on your slides 79
Rehearsing Your Slide Timings 80
Using Custom Shows 80
  Creating a custom show 81
  Showing a custom show 82
  Hiding slides 82
Showing Your Presentation Online 82

Part II: Creating Great-Looking Slides 85

Chapter 7: All about Fonts and Text Formatting 87
Changing the Look of Your Text 88
  Two ways to apply formatting 90
  Changing the size of characters 90
  Choosing text fonts 91
  Adding color to your text 91
  Adding shadows 92
Big Picture Text Formatting 92
  Biting the bulleted list 92
  Creating numbered lists 94
  Setting tabs and indents 95
  Spacing out 97
  Lining things up 97
  Making columns 98
Creating Fancy Text with WordArt 98

Chapter 8: Designing Your Slides 103
Looking at the Design Tab 103
Working with Themes 104
  Applying themes 105
  Using theme colors 106
  Using theme fonts 110
  Applying theme effects 110
Changing the Slide Size 111
Using Background Styles 112
  Using a gradient fill 112
  Using other background effects 114

Chapter 9: Animating Your Slides 117
Using Slide Transitions 117
Using the Animations Tab 120
Customizing Your Animation 122

    Understanding custom animation 123
    Using the Animation pane........ 124
    Adding an effect 125
    More about animating text 127
    Timing your animations 129
Making Text Jiggle 132
Using the Animation Painter 133

Chapter 10: Masters of the Universe Meet the Templates of Doom 135

Working with Masters 135
Modifying the Slide Master........ 137
    Working with the Slide Master and Edit Master tabs........ 138
    Adding recurring text or other elements........ 139
    Applying themes to your Masters 140
    Adding new layouts 141
Adjusting the Handout and Notes Masters 141
    Changing the Handout Master 141
    Changing the Notes Master 143
Using Masters........ 144
    Overriding the Master text style........ 144
    Hiding background objects........ 144
Using Headers and Footers 145
    Adding a date, number, or footer to slides........ 146
    Adding a header or footer to notes or handouts pages........ 147
    Editing the header and footer placeholders directly........ 148
Yes, You Can Serve Two Masters 148
    Creating a new Slide Master 148
    Applying Masters 149
    Preserving your masters........ 150
Restoring Lost Placeholders 151
Working with Templates........ 152
    Creating a new template 153
    Creating a presentation based on a template 153
Working with Presentation Sections........ 154

Part III: Embellishing Your Slides 157

Chapter 11: Inserting Pictures 159

Exploring the Many Types of Pictures 160
    Bitmap pictures........ 160
    Victor, give me a vector 161
Using Pictures 162
    Dropping in a picture 162
    Moving, sizing, and stretching pictures........ 164
Inserting Pictures from a File........ 164

Cropping a Picture.......166
Adding Style to Your Pictures.......167
  Applying a picture border.......168
  Applying picture effects.......168
Correcting Sharpness, Brightness, and Contrast.......169
Adjusting Color.......170
Applying Artistic Effects.......170
Compressing Your Pictures.......172
Removing Picture Backgrounds.......173

Chapter 12: Drawing on Your Slides. 177

Some General Drawing Tips.......177
  Zooming in.......178
  Displaying the ruler, gridlines, and guides.......178
  Sticking to the color scheme.......178
  Saving frequently.......179
  Remembering Ctrl+Z.......179
Drawing Simple Objects.......180
  Drawing straight lines.......181
  Drawing rectangles, squares, ovals, and circles.......182
Creating Other Shapes.......182
  Drawing a shape.......183
  Drawing a polygon or free-form shape.......184
  Drawing a curved line or shape.......186
  Creating a text box.......187
Styling Your Shapes.......187
  Setting the shape fill.......188
  Setting the shape outline.......188
  Applying shape effects.......188
Flipping and Rotating Objects.......190
  Flipping an object.......190
  Rotating an object 90 degrees.......190
  Using the rotate handle.......190
Drawing a Complicated Picture.......191
  Changing layers.......191
  Line ’em up.......192
  Using the grids and guides.......193
  Group therapy.......194

Chapter 13: Charting for Fun and Profit. 197

Understanding Charts.......197
Adding a Chart to Your Presentation.......199
  Adding a new slide with a chart.......199
  Adding a chart to an existing slide.......202
  Pasting a chart from Excel.......203

Changing the Chart Type 204
Working with Chart Data 204
  Switching rows and columns 205
  Changing the data selection 205
  Editing the source data 207
  Refreshing a chart 207
Changing the Chart Layout 207
Changing the Chart Style 209
Embellishing Your Chart 209

Chapter 14: Working with SmartArt 215

Understanding SmartArt 215
Creating a SmartArt Diagram 217
Tweaking a SmartArt Diagram 220
Editing the SmartArt Text 221
Working with Organization Charts 222
  Adding boxes to a chart 224
  Deleting chart boxes 224
  Changing the chart layout 224

Chapter 15: Lights! Camera! Action! (Adding Sound and Video) . . . 227

Getting Ready to Add Sound to a Slide 228
  Investigating sound files 228
  Inserting an audio sound object 229
Setting Audio Options 231
  Controlling when a sound is played 231
  Looping a sound 232
  Hiding the sound icon 232
  Fading the sound in and out 232
  Trimming an audio clip 232
Adding Video to Your Slides 233
Setting Video Options 235
  Controlling when a video is played 235
  Looping a video 235
  Trimming a video clip 236
  Playing the video full screen 236
  Fading the video's sound in and out 236
  Adding a bookmark 237

Chapter 16: More Things to Insert on Your Slides 239

Inserting Tables 239
  Creating a table in a Content placeholder 240
  Inserting a table on a slide 242
  Drawing a table 242
  Applying style to a table 245
  Working with the Layout tab 246

Inserting WordArt....................249
Using Hyperlinks....................251
  Creating a hyperlink to another slide....................252
  Creating a hyperlink to another presentation or to a website....................253
Adding Action Buttons....................254
  Assigning button actions....................255
  Choosing button shapes....................255
  Creating a button....................257
  Creating a navigation toolbar....................258
Inserting Equations....................259

Part IV: Working with Others....................265

Chapter 17: Collaborating in the Cloud....................267

Sharing a Presentation in the Cloud....................267
Sharing a Presentation with Other Users....................269
Sending Slides for Review Via Email....................272
Using Comments....................273
Comparing Presentations....................275

Chapter 18: Using a Slide Library and Other Ways to Reuse Slides....................277

Stealing Slides from Another Presentation....................278
Saving Slides in a Slide Library....................280
Stealing Slides from a Slide Library....................281

Chapter 19: Exporting Your Presentation to Other Formats....................283

Creating a PDF File....................283
Crafting a Video....................284
  Adding timings and narration....................285
  Creating a video....................288
Packaging Your Presentation on a CD....................290
Creating Word Handouts....................292

Part V: The Part of Tens....................295

Chapter 20: Ten PowerPoint Commandments....................297

I. Thou Shalt Frequently Savest Thy Work....................297
II. Thou Shalt Storeth Each Presentation in Its Proper Folder....................297
III. Thou Shalt Not Abuseth Thy Program's Formatting Features....................298
IV. Thou Shalt Not Stealeth Copyrighted Materials....................298

V. Thou Shalt Abideth by Thine Color Scheme, Auto-Layout, and Template....298
VI. Thou Shalt Not Abuse Thine Audience with an Endless Array of Cute Animations or Funny Sounds....298
VII. Keep Thy Computer Gurus Happy....299
VIII. Thou Shalt Backeth Up Thy Files Day by Day....299
IX. Thou Shalt Fear No Evil, for Ctrl+Z Is Always with Thee....299
X. Thou Shalt Not Panic....299

Chapter 21: Ten Tips for Creating Readable Slides....301

Try Reading the Slide from the Back of the Room....301
Avoid Small Text....301
No More Than Five Bullets, Please....302
Avoid Excessive Verbiage Lending to Excessively Lengthy Text That Is Not Only Redundant But Also Repetitive and Reiterative....302
Use Consistent Wording....302
Avoid Unsightly Color Combinations....303
Watch the Line Endings....303
Keep the Background Simple....303
Use Only Two Levels of Bullets....303
Avoid Bullets Altogether If You Can....304
Keep Charts and Diagrams Simple....304

Chapter 22: Ten Ways to Keep Your Audience Awake....305

Don't Forget Your Purpose....305
Don't Become a Slave to Your Slides....305
Don't Overwhelm Your Audience with Unnecessary Detail....306
Don't Neglect Your Opening....306
Be Relevant....306
Don't Forget the Altar Call....307
Practice, Practice, Practice....307
Relax!....307
Expect the Unexpected....308
Don't Be Boring....308

Index....309

Introduction

Welcome to *PowerPoint 2016 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.

Do you ever find yourself in front of an audience, no matter how small, flipping through flip charts or shuffling through a stack of handwritten transparencies? You need PowerPoint! Have you always wanted to take your notebook computer with you to impress a client at lunch, but you haven't known what to do with it between trips to the salad bar? You *really* need PowerPoint!

Or maybe you're one of those unfortunate folks who bought Microsoft Office because it was such a bargain and you needed a Windows word processor and spreadsheet anyway, and hey, you're not even sure what PowerPoint is, but it came with the software you purchased, so it didn't cost extra. Who can resist a bargain like that?

Whichever circumstance you find yourself in, 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.

I use a few conventions to communicate information:

- **Keyboard shortcuts:** On occasion, this book directs you to use specific keyboard shortcuts to get things done. When you see something like Ctrl+Z, this instruction means to hold down the Ctrl key while pressing the Z key and then release both together. Don't type the plus sign.
- **Commands:** Sometimes I tell you to use a command that resides on the new Ribbon interface like this: Choose Home➪Editing➪Find. That means to click the Find button, which you can find in the Editing group on the Home tab.
- **Onscreen messages:** Whenever I describe a message or information that you see onscreen, it looks like this:

  ```
  Are we having fun yet?
  ```
- **Buttons in the margin:** Whenever I discuss a certain button that you need to click in order to accomplish the task at hand, the button appears either in the margin or in a helpful table that summarizes the buttons that apply to a particular task. This way, you can easily locate it on your screen.
- **Bold text:** Type bold text just as it appears in the book. The exception is when you're working through a steps list: Because each step is bold, the text to type is not bold.
- **Monofont:** Web addresses and programming code appear in monofont. If you're reading a digital version of this book on a device connected to the Internet, you can click the web address to visit that website, like this: `www.dummies.com`.

Foolish Assumptions

I make only three assumptions about you:

- You use a computer.
- It's a Windows computer — not a Mac. (PowerPoint 2016 requires at least Windows 7.)
- You use or are thinking about using PowerPoint 2016.

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

I couldn't fit everything about PowerPoint 2016 in these pages, so you can go online to find even more information:

- **Cheat Sheet:** Go to `www.dummies.com/cheatsheet/powerpoint2016` to find a variety of shortcuts for everything from formatting and editing to slide shows and more.
- **Web Extras:** Go to `www.dummies.com/extras/powerpoint2016` to access articles on how to add recurring text, how to create a hyperlink to another slide, how to add comments to presentations, and more.

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!

Part I

Getting Started with PowerPoint 2016

getting started
with
PowerPoint
2016

Visit `www.dummies.com` for great Dummies content online.

In this part . . .

- ✓ Get a bird's-eye view of PowerPoint 2016 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.

1

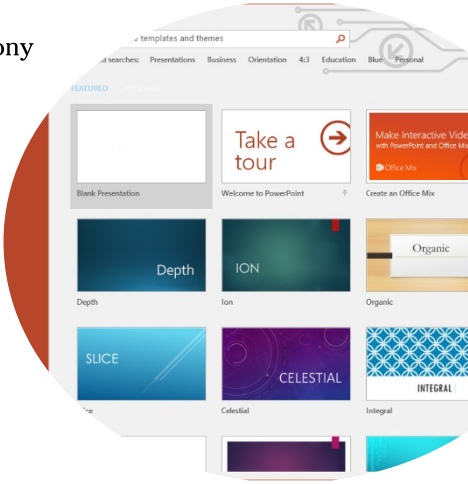
Welcome to PowerPoint 2016

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

This chapter is a grand and gala welcoming ceremony for PowerPoint 2016, 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 2016 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).


templates and themes
Presentations
Business
Orientation
4:3
Education
Blue
Personal
Blank Presentation
Take a tour
Welcome to PowerPoint
Create an Office Mix
Depth
ION
Ion
Organic
SLICE
CELESTIAL
Celestial
INTEGRAL
Integral

What in Sam Hill Is PowerPoint?

PowerPoint is a program that comes with Microsoft Office (although you can buy it separately, as well). Most people buy Microsoft Office because it's a great bargain: You get Word, Excel, and Outlook all together in one inexpensive package. And PowerPoint is thrown in for good measure.

Of course, depending on which edition of Office you buy, you might get other goodies as well, such as Access, Publisher, a complete set of Ginsu knives, and a Binford VegaPneumatic Power Slicer and Dicer. (Always wear eye protection.)

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 tradeshow 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.)
- **Overhead transparencies:** Overhead transparencies can be used to show your presentation using an overhead projector. It's a little old-school to be sure, but some people still do it this way.

Your presentations will be much more interesting if you show them using one of the first four methods (computer monitor, TV, projector, or webcast) because you can incorporate animations, videos, sounds, and other whiz-bang features in your presentation. Printed pages, overheads, and 35mm slides can show only static content.

Presentation files

A *presentation* is to PowerPoint what a document is to Word or a worksheet 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 2016 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`.

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.

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 2016 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 wish, 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.
- **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.

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 2016 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 2016 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.

   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 2016.**

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

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 2016 and choose the Pin to Start Menu command.

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.

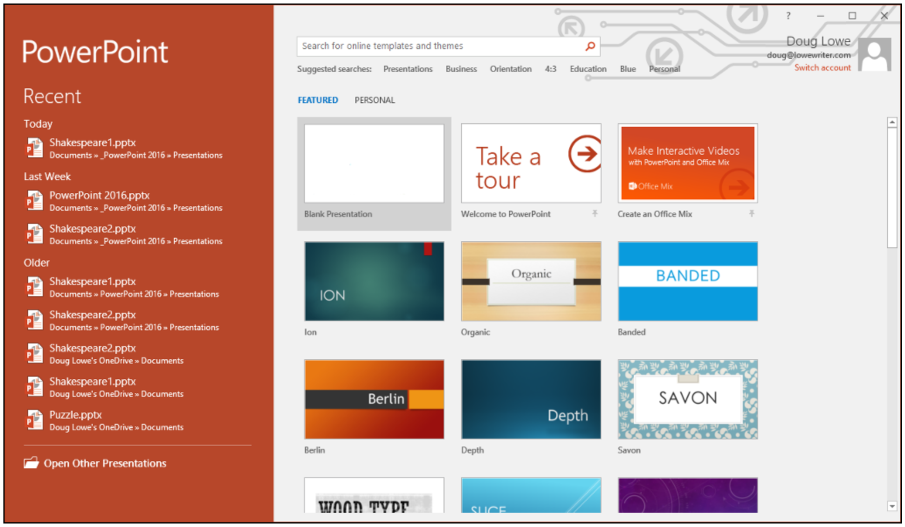

PowerPoint
Recent
Today
Shakespeare1.pptx
Documents » _PowerPoint 2016 » Presentations
Last Week
PowerPoint 2016.pptx
Documents » _PowerPoint 2016 » Presentations
Shakespeare2.pptx
Documents » _PowerPoint 2016 » Presentations
Older
Shakespeare1.pptx
Documents » PowerPoint 2016 » Presentations
Shakespeare2.pptx
Documents » PowerPoint 2016 » Presentations
Shakespeare2.pptx
Doug Lowe's OneDrive » Documents
Shakespeare1.pptx
Doug Lowe's OneDrive » Documents
Puzzle.pptx
Doug Lowe's OneDrive » Documents
Open Other Presentations
Search for online templates and themes
Suggested searches: Presentations Business Orientation 4:3 Education Blue Personal
Doug Lowe
doug@lowewriter.com
Switch account
FEATURED PERSONAL
Blank Presentation
Take a tour
Welcome to PowerPoint
Make Interactive Videos with PowerPoint and Office Mix
Office Mix
Create an Office Mix
ION
Ion
Organic
Organic
BANDED
Banded
Berlin
Berlin
Depth
Depth
SAVON
Savon
WOOD TYPE
SLICE

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 part of the screen is chock-full of little icons and buttons and doohickeys. What is all that stuff?

Figure 1-2 shows the basic PowerPoint screen in all its cluttered glory. The following list points out the more important parts of the PowerPoint screen:

- **Ribbon:** Across the top of the screen, just below the Microsoft PowerPoint title, is PowerPoint's main user-interface gadget, called the *Ribbon*. If you've worked with earlier versions of PowerPoint, you were probably expecting to see a menu followed by one or more toolbars in this general vicinity. After meticulous research, Microsoft gurus decided that menus and toolbars are hard to use. So they replaced the menus and toolbars with the Ribbon, which combines the functions of both. The Ribbon takes some getting used to, but after you figure it out, it actually does become easier to use than the old menus and toolbars. The deepest and darkest secrets of PowerPoint are hidden on the Ribbon. Wear a helmet when exploring it.

  Note that the exact appearance of the Ribbon varies a bit depending on the size of your monitor. On smaller monitors, PowerPoint may compress the Ribbon a bit by using smaller buttons and arranging them differently (for example, stacking them on top of one another instead of placing them side by side).