

Teach Yourself
VISUALLY™

PowerPoint® 2016

The Fast and Easy Way to Learn



Barbara Boyd
With Ray Anthony

Visual
A Wiley Brand



PowerPoint® 2016

Barbara Boyd With Ray Anthony



Teach Yourself VISUALLY™ PowerPoint® 2016

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How to Use This Book

Who This Book Is For

This book is for the reader who has never used this particular software application but is familiar with the workings of PCs in general and specifically the Windows operating system. It is also for readers who want to expand their knowledge about PowerPoint 2016.

The Conventions in This Book

1 Steps

This book uses a step-by-step format to guide you easily through each task. Numbered steps are actions you must do; bulleted steps clarify a point, step, or optional feature; and indented steps give you the result.

2 Notes

Notes give additional information — special conditions that may occur during an operation, a situation that you want to avoid, or a cross reference to a related area of the book.

3 Icons and Buttons

Icons and buttons show you exactly what you need to click to perform a step.

4 Tips

Tips offer additional information, including warnings and shortcuts.

5 Bold

Bold type shows command names, options, and text or numbers you must type.

6 Italics

Italic type introduces and defines a new term.

CHAPTER 3
Using Themes and Templates

Save a Template

Although themes have slide layout templates, a *template* refers to a boilerplate presentation that you use repeatedly, with certain information changing with each use. Templates include a presentation design theme plus reusable content such as often-used slides for a particular type of presentation. For example, for a presentation for selling to a purchasing group's clients, content about the group does not change from client to client, so you would have slides about the group in the template along with slides to tailor for each client. You can save a lot of time by using templates for repeatable presentations.

- 1 Click the **File** tab to show Backstage view.
- 2 Click **Save As**.
- 3 Click **This PC**.
- 4 Click **Browse**.
- 5

The Save As dialog box appears.

- 5 Click the **Save as type** down arrow.
- 6 Click **PowerPoint Template**.

- 4 This is the default folder location for themes and templates.
- 2 Note: It is best not to change this folder location. Your templates appear in the templates gallery because they are in this folder location, which is the same as the theme folder location.
- 7 Type a filename.
- 8 Click **Save**.

PowerPoint saves the presentation as a template.

- 9 Click the **File** tab to show Backstage view.
- 10 Click **New**.
- 11 Hover the mouse pointer above the gallery, next to **Featured**, and click **Custom**.
- 12 Click the **Custom Office Template** folder.

Any presentations you save as a templates appear here.

Note: You may need to close and open PowerPoint for the template to appear in the Custom template list.

TIP

What is the difference between using a template and using a regular presentation as a template?

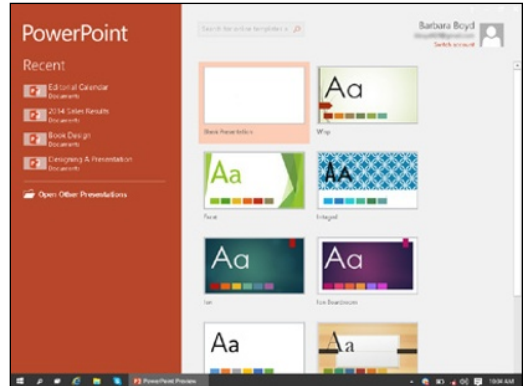
A PowerPoint presentation has a .pptx file extension and a template has a .potx file extension. If a template (.potx) is in the Template folder, it appears in the template list — you simply click it and PowerPoint creates a new presentation from a copy of the template. If you double-click a presentation (.pptx) in Windows Explorer or on your desktop, it opens. If you double-click a template (.potx), it creates and opens a copy of itself. The original is protected from unintentional changes because it does not open. To change a template (.potx), you must open it through the Open dialog box.

- 4

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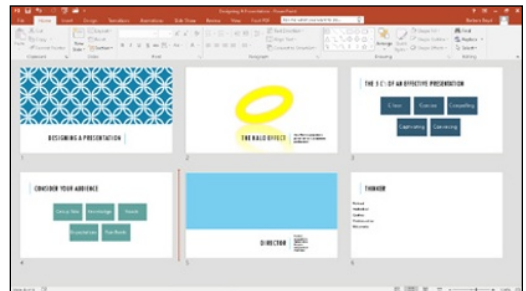
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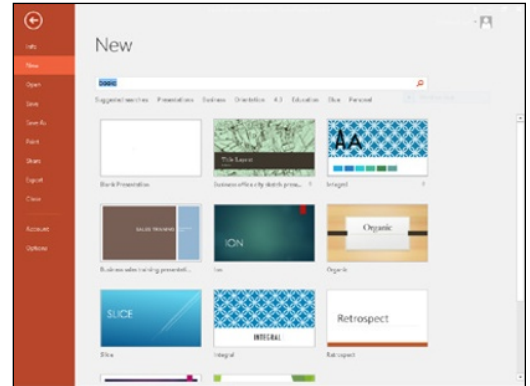
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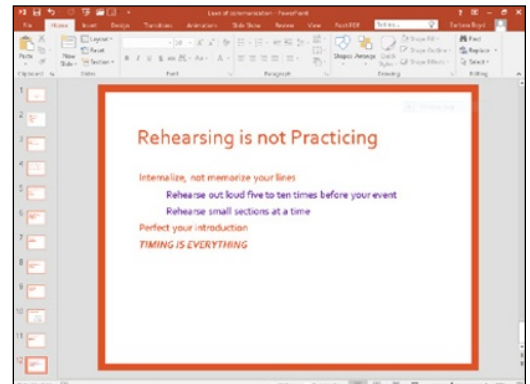
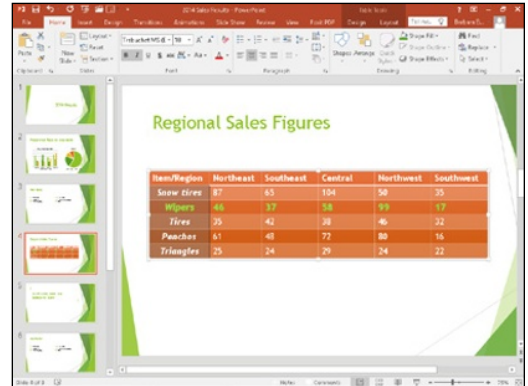


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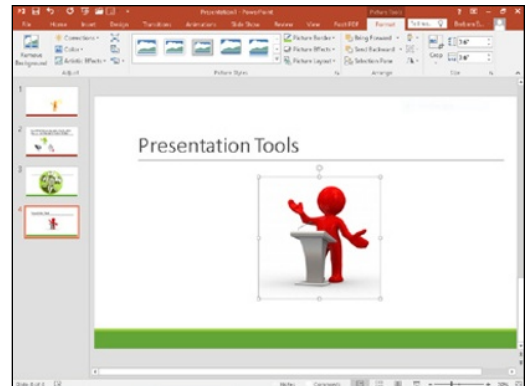
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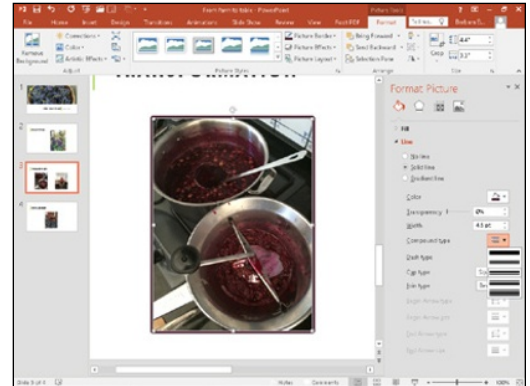
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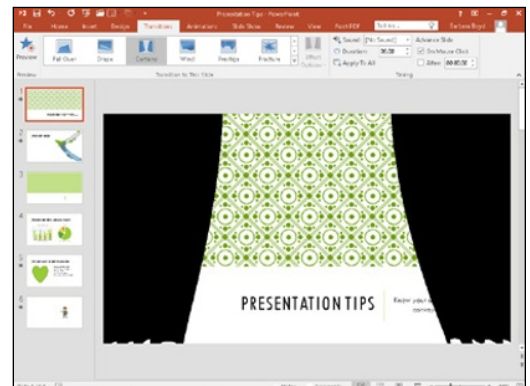
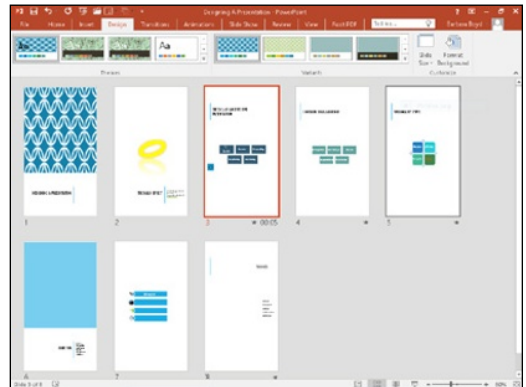


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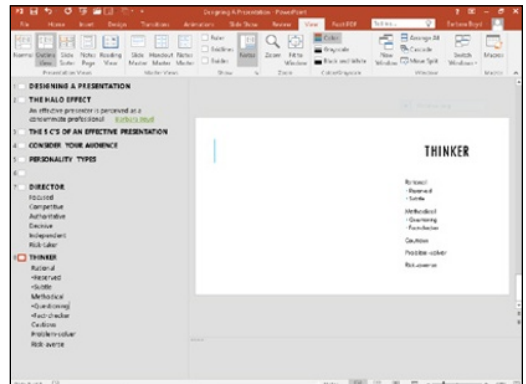
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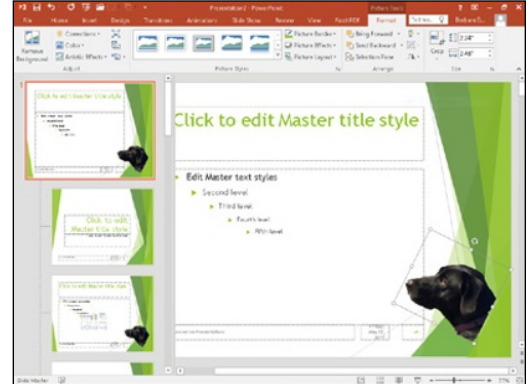
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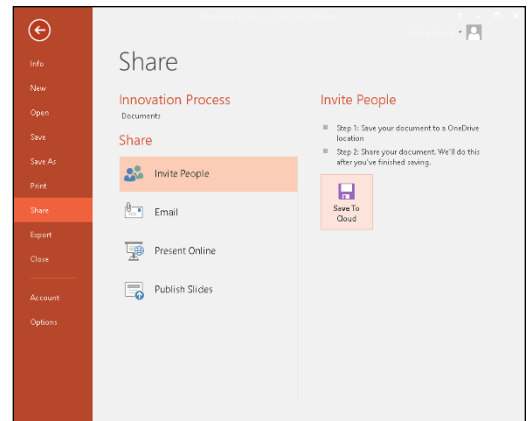
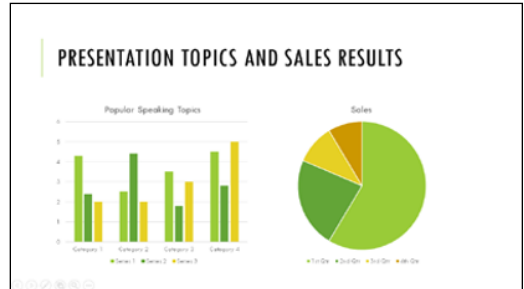


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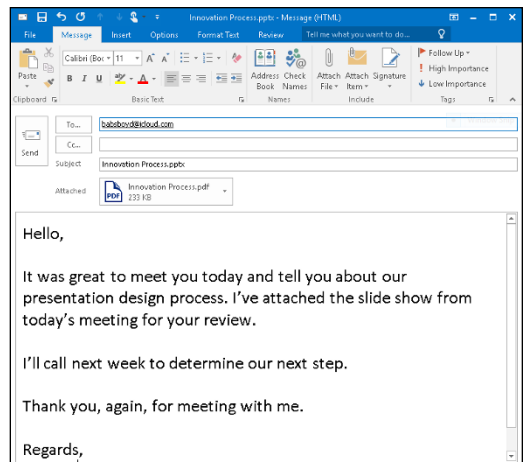
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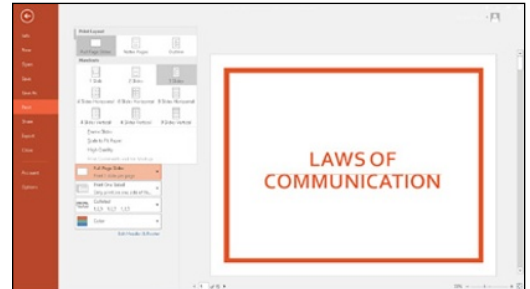
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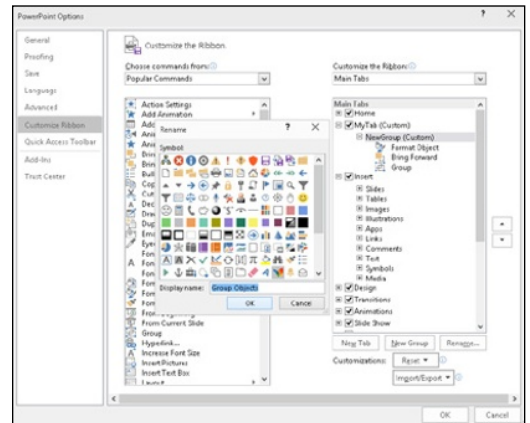
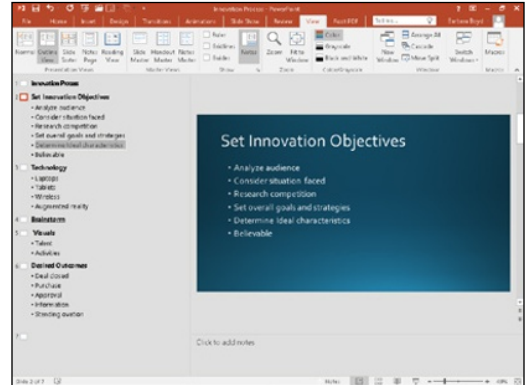


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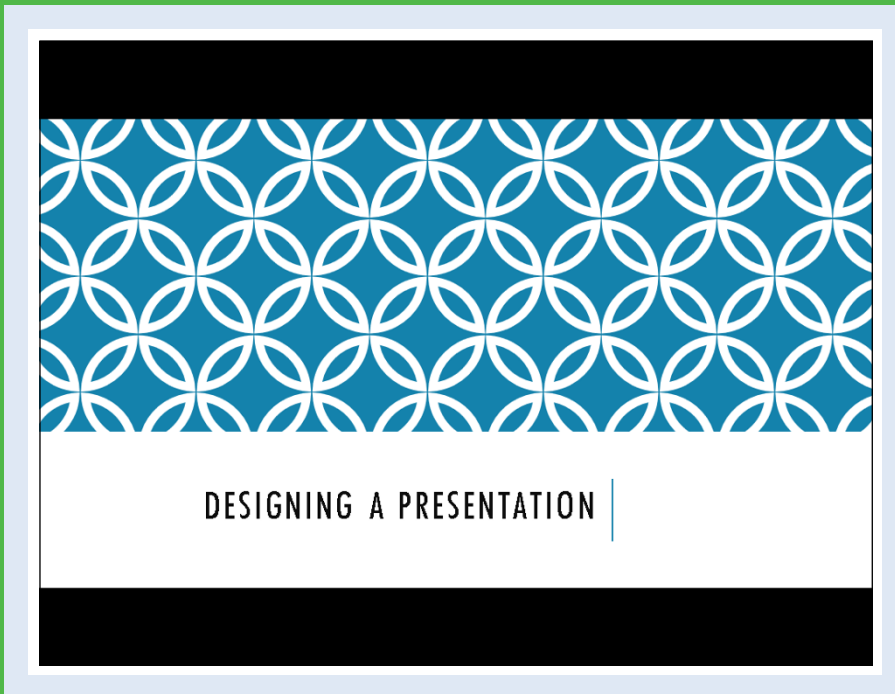
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CHAPTER 1

Starting with PowerPoint Basics

Whether you want to convey ideas to your staff, convince a new client to hire you, or give a Technology, Entertainment, Design (TED) talk, PowerPoint provides the tools for creating visuals to support your words and help your audience remember you. This chapter covers PowerPoint basics, then explains the parts of the PowerPoint window, different views, and more.



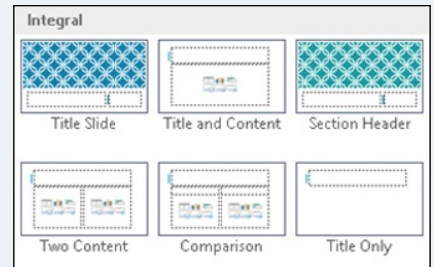
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Introducing PowerPoint

With PowerPoint, you can create a compelling, professional-looking slide show. The PowerPoint program provides tools you can use to build presentations that include graphics, charts, video, sound, animations, and an assortment of ways to transition from slide to slide. It provides various views to create, organize, view, and display your presentation. Many tasks start in Backstage view. To access this view, click the **File** tab on the Ribbon. For more on creating presentations, see Chapter 2.

Choose a Slide Theme and Layout

A slide *theme* applies preset design elements such as colors, background graphics, and text styles to a slide. A particular slide *layout* applied to a slide determines what type of information that slide includes. For example, a Title Slide layout has a title and subtitle. A Title and Content layout includes a title, plus a placeholder that holds a list of bullet points, a table, or other graphic elements. For more on themes and layouts, see Chapter 3.



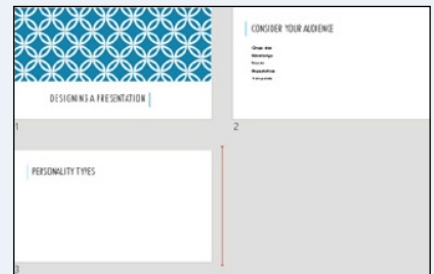
Add Content and Media

You can create original text, charts, graphs, and graphics in PowerPoint or import a media file, such as a photo, logo, or video, created in another app. Normal view displays all the elements of your slide. The Slides pane shows miniature versions of all your slides, whereas the Outline pane displays only the text of each slide. You can insert text boxes that enable you to add slide text that does not appear in the presentation outline. For more on content and media, see Chapters 4 to 7. For more on adding animation, see Chapter 8.



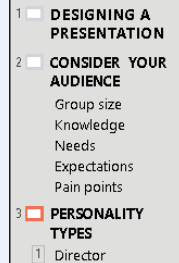
Organize Slides

After creating several slides, you may need to reorganize them to create the proper sequence for your presentation. You can reorder slides in Slide Sorter view. This view shows slide thumbnails that you can move, delete, duplicate, or hide. You can also perform these actions on the Slides pane in Normal view. For more on organizing slides, see Chapter 9.



Build an Outline

You can type text in outline form to build slides for your presentation. In the Outline pane in Normal view, an icon represents each slide, and each slide contains a slide title next to the icon. Second-level lines of text on the outline appear as bullet points on the slide. These bullets convey the main points you want to make about each topic. For more on building outlines, see Chapter 10.



Work with Masters

A set of slide themes and layouts combines to create a set of *master* slides. Masters enable you to change design elements and add content that you want to appear in a particular location on all slides that use that template. This saves you from having to add repeating content, such as your company logo, to each slide. For example, you can set up the master so an identical footer appears on every slide. For more on working with masters, see Chapter 11.

CLICK TO EDIT MASTER TITLE STYLE

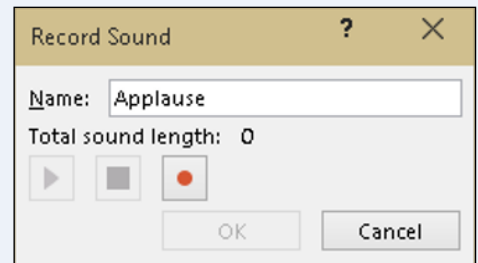
Edit Master text styles

- Second level
- Third level
- Fourth level
- Fifth level



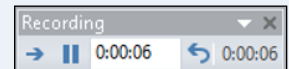
Set Up Your Show and PowerPoint Options

You can add audio, animations, and transitions to your slides. You can record a narration that plays when you give your presentation. Use animation to move an element on-screen, such as a ball bouncing onto the screen. Transitions control how a new slide appears on-screen — for example, a slide can fade in over the previous slide. For more on setting up a show, see Chapter 12. For more on customizing PowerPoint to fit your needs, see Chapter 16.



Present or Share a Slide Show

After you add the content, choose slide designs, and add special effects, you are ready to run your slide show presentation. Tools appear on-screen during the slide show — they help you control your presentation and even enable you to make annotations on your slides as you present them. Presenter view shows your notes and provides a timer to ensure that your presentation is flawless. For more on presenting, sharing, or printing a slide show, see Chapters 13, 14, and 15. For more on designing a presentation, see Chapter 16.



Explore the PowerPoint Start Screen

You start PowerPoint from the Windows 10 Start screen so that you can begin designing a presentation. When you open PowerPoint 2016, the Start screen appears automatically. From the Start screen, you can start a new presentation or open an existing one. The Start screen lists recently opened presentations and enables you to create a presentation from templates on your computer, or search for PowerPoint templates on the Internet, which is explained in Chapter 3.

Explore the PowerPoint Start Screen

- 1 Press the **Windows** button (☰).

The Start menu appears.

- 2 Hover the mouse pointer slightly above the toolbar to hide it.

The All Apps button appears in the lower left corner.

- 3 Click the **All apps** button.

A scrollable pane on the left displays an alphabetical list of all apps on your computer.

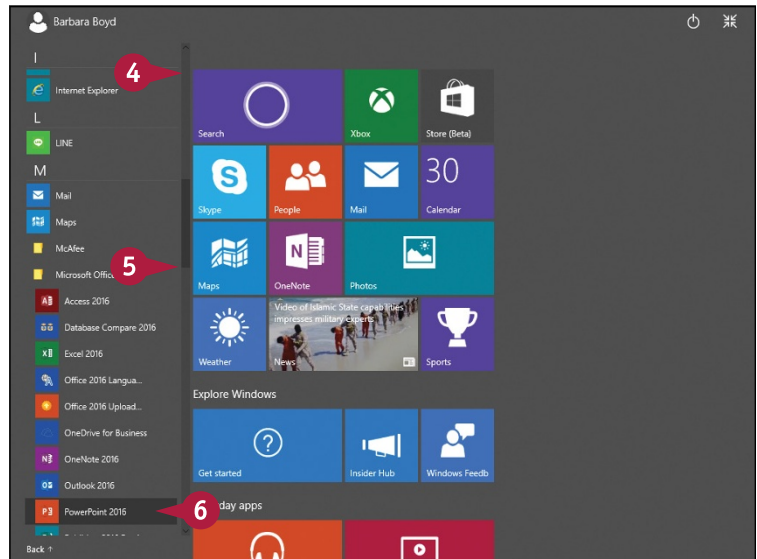
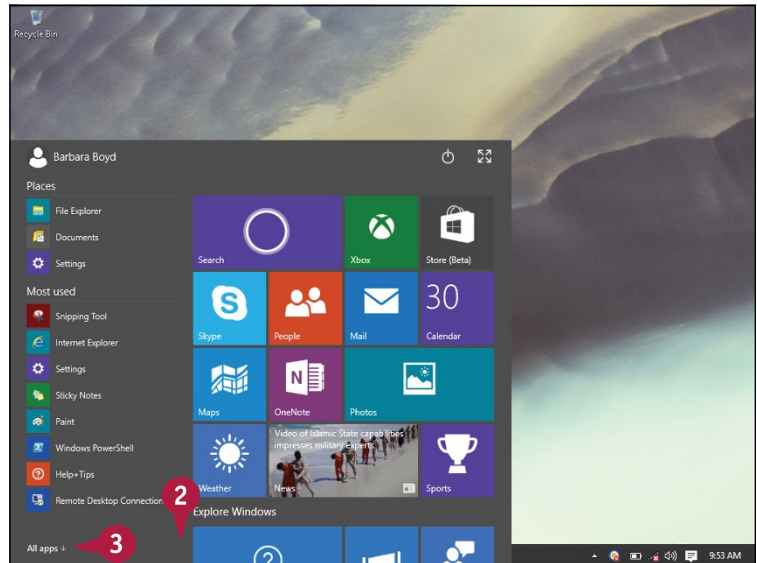
- 4 Position the mouse pointer to the right of the apps list.

A scroll bar appears.

- 5 Scroll down to find PowerPoint 2016.

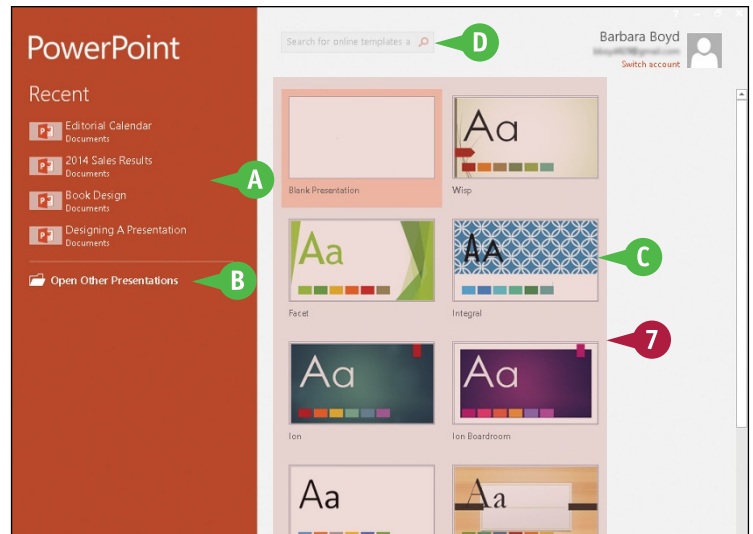
If you do not see it, scroll to and click **Microsoft Office 2016**, and look for PowerPoint 2016.

- 6 Click PowerPoint 2016.



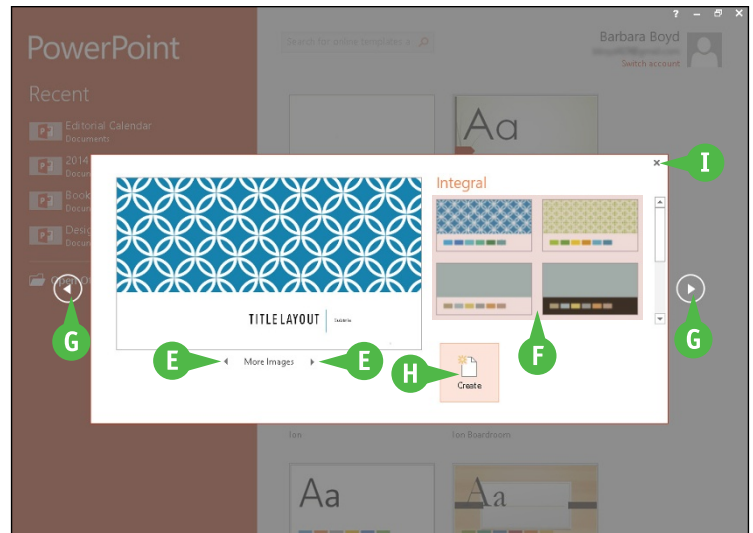
PowerPoint opens and displays the Start screen.

- A** You can open a recently opened presentation here.
- B** You can open a file from your computer, an external drive, or cloud service here.
- C** You can create a new presentation by clicking a template.
- D** You can use the search box to look for a template on the Internet.
- 7** Click one of the themes.



The theme preview dialog box opens.

- E** Click the arrows (◀ or ▶) to view the theme's layouts.
- F** You can preview different theme designs here.
- G** Click the arrows (◀ or ▶) to view the previous or next theme.
- H** Click **Create** to start a new presentation.
- I** You can click the **Close** button (X) to cancel the preview dialog box.



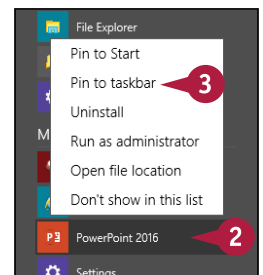
TIP

Is there a quicker way to open PowerPoint?

Yes, you can add the PowerPoint app icon to the taskbar for one-click access to the program:

- 1** Follow Steps 1 to 5 in this section.
- 2** Right-click **PowerPoint 2016**.
- 3** Click Pin to taskbar.

The app icon appears on the taskbar.

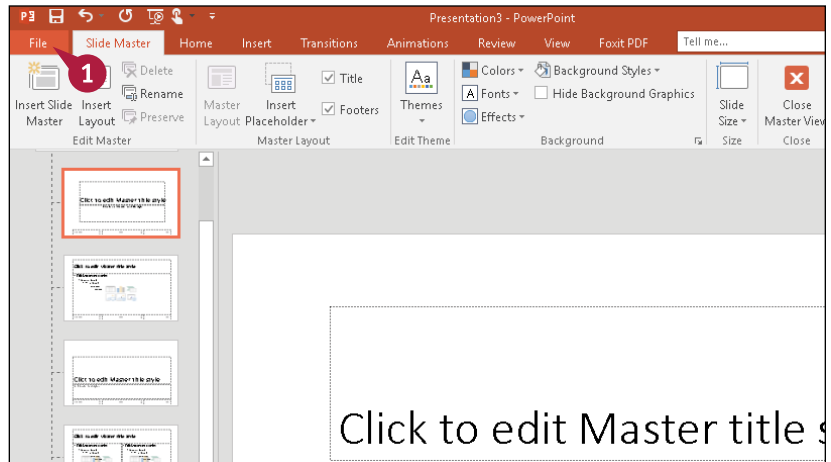


Create a Presentation in Backstage View

You can create a new presentation from the PowerPoint Start screen, or from the File tab on the Ribbon (also known as *Backstage view*). You can create a new presentation from scratch or by using a theme and templates. Creating a presentation from scratch enables you to design freely without preconceived notions, whereas working from a template saves time and promotes ideas by starting you off with a certain look and color scheme. You can find templates on your computer, as well as on the Internet for free or for a fee.

Create a Presentation in Backstage View

- 1 Click the **File** tab to show the Backstage view.



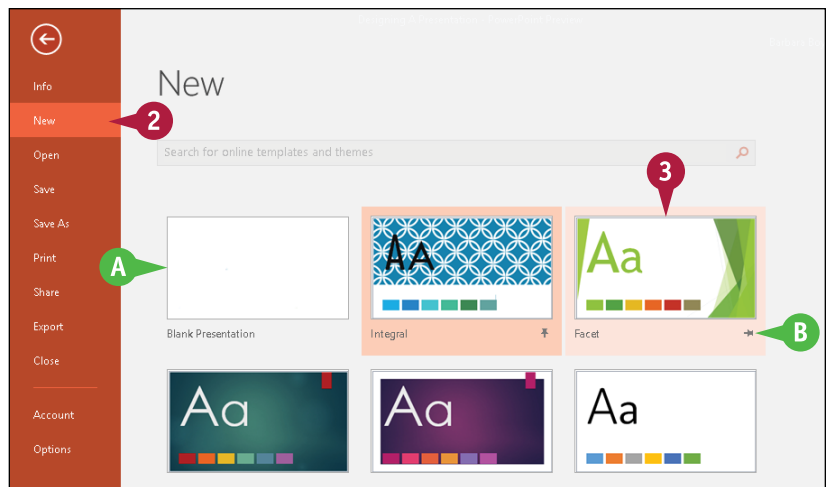
- 2 Click **New**.

Templates available on your computer appear.

- A Click here to choose a blank presentation.

- B You can hover the mouse pointer over a template and click the **Pushpin** button (📌), which pins a theme to this list (📌 changes to 📌).

- 3 Click the presentation theme of your choice.



This example uses the Facet theme.

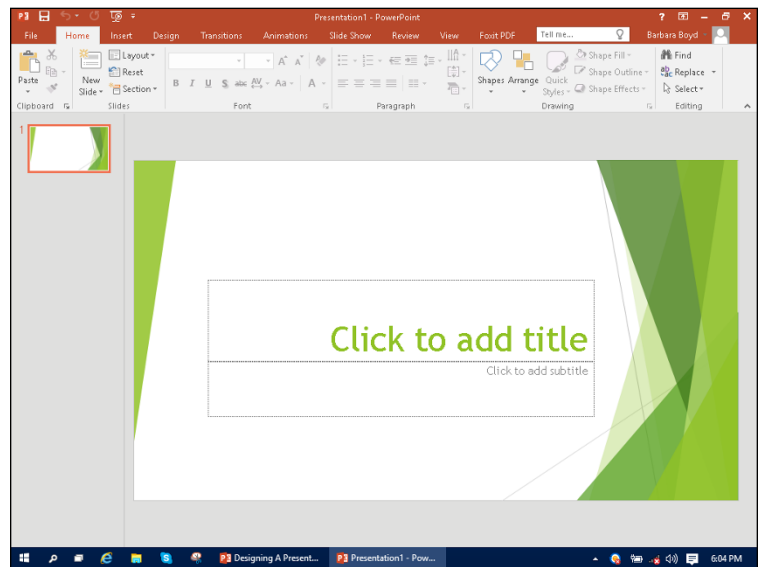
4 Click a color scheme.

The preview changes to reflect your preferences.

5 Click **Create**.



PowerPoint creates a presentation from the template.



TIPS

Is there another way to create a blank presentation?

Yes. When you launch PowerPoint from the Windows 10 Start screen, the Start screen has an option to create a blank template. Simply click the **Blank Presentation** option.

Can I get templates from the Internet?

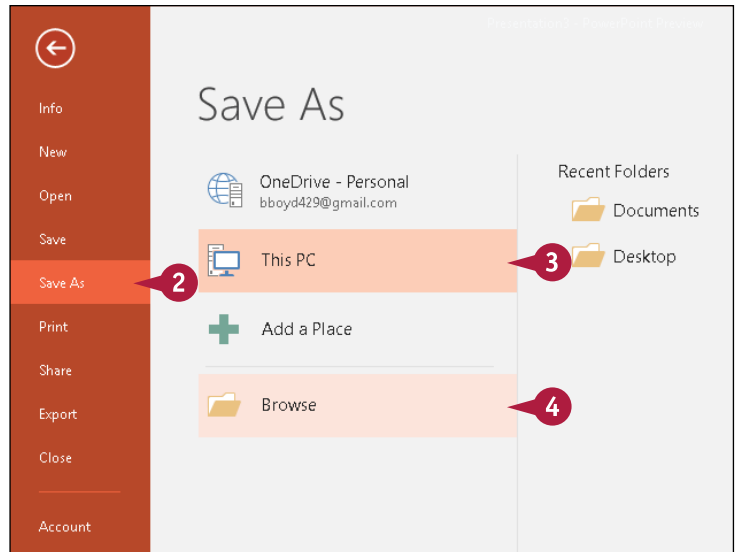
Yes. You can find many templates online, a lot of them free. Click the **File** tab, and then click **New**. At the top of the screen, click in the **Search online templates and themes** text box to start the process. See Chapter 3 to learn more about finding templates online.

Save a Presentation

After you create a presentation, you should save it for future use. Saving a PowerPoint file works much like saving any other Microsoft Office program file: You need to specify the location in which to save the file and give the file a name. By default, PowerPoint saves your presentation every ten minutes. If you want to save a presentation that has previously been saved, you can click the **Save** icon in the upper left corner of the PowerPoint window to quickly save it.

Save a Presentation

- 1 Click the **File** tab to show the Backstage view as shown in the section "Create a Presentation in Backstage View."
- 2 Click **Save As**.
- 3 Click **This PC**.
- 4 Click **Browse**.



The Save As dialog box appears.

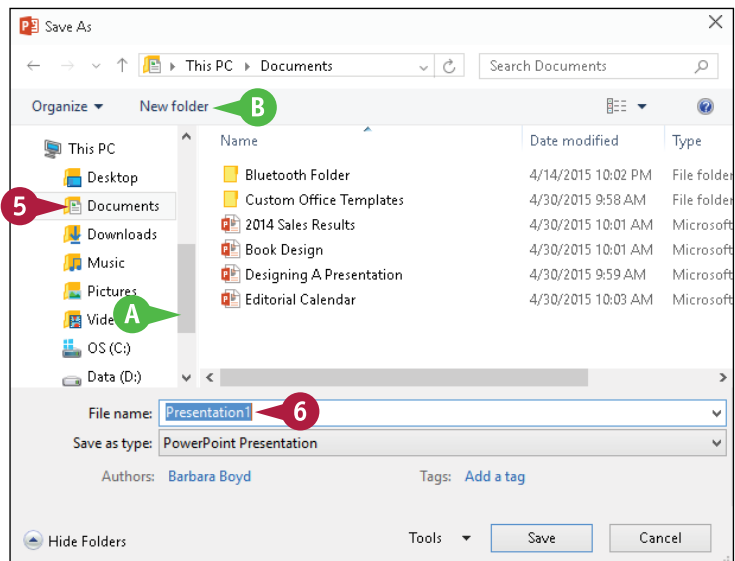
- 5 Click the folder where you want to save your file.

This example saves to the Documents folder.

- 6 Click in the **File name** text box to select the text and then type a filename.

A You can click and drag the scroll bar to find more folder locations.

B You can click **New folder** to create a new folder.



In this example, the filename is Presentation Tips.

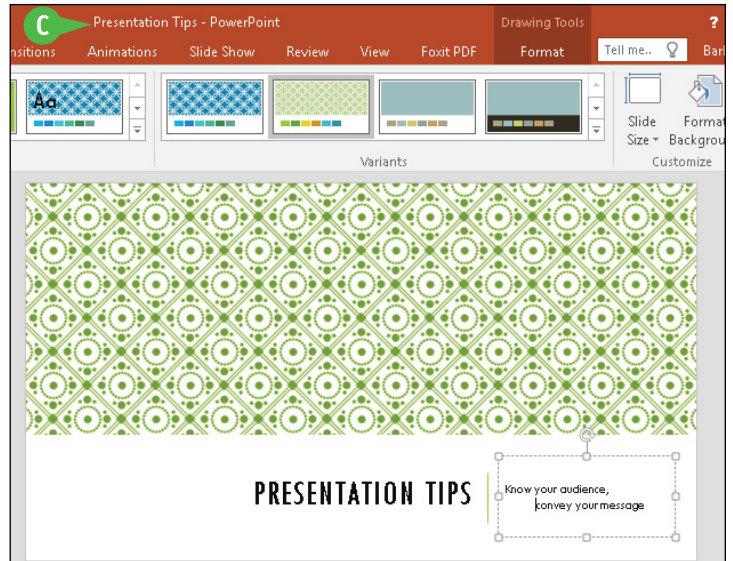
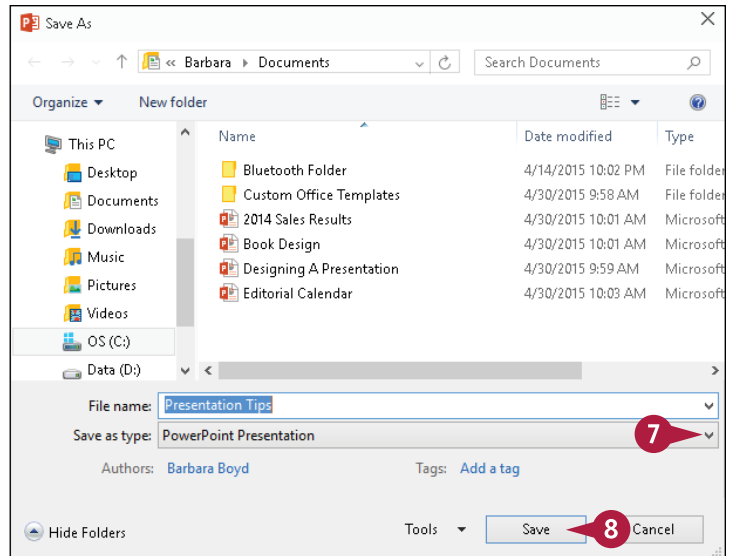
- 7 Click the **Save as Type** drop-down arrow (▼) to change the file type from the default.

Note: If you choose a format other than the default PowerPoint format, you may see a prompt about an issue such as version compatibility. Respond to the prompt to continue saving.

- 8 Click **Save**.

PowerPoint saves the presentation and the Save As dialog box closes.

- c The new filename appears in the title bar.



TIPS

Can I change how often PowerPoint automatically saves my presentation?

Yes. By default, the AutoRecover feature is set to save information every 10 minutes, but you can use the PowerPoint Options dialog box to change the frequency your work is saved. See Chapter 16 to learn how to change PowerPoint options.

Is there a quicker way to reach Save As in Backstage view?

Yes. You can click the **Save** icon (💾) on the Quick Access Toolbar or press **Ctrl + S**. To save a copy of your presentation under a new name, click the **File** tab, click **Save As**, and then specify a new filename and save location.

Explore Normal View

PowerPoint offers several views that you can use to work on different aspects of your presentation. Having different views is important because certain views are better for performing certain tasks. For example, arranging slides is easiest in Slide Sorter view.

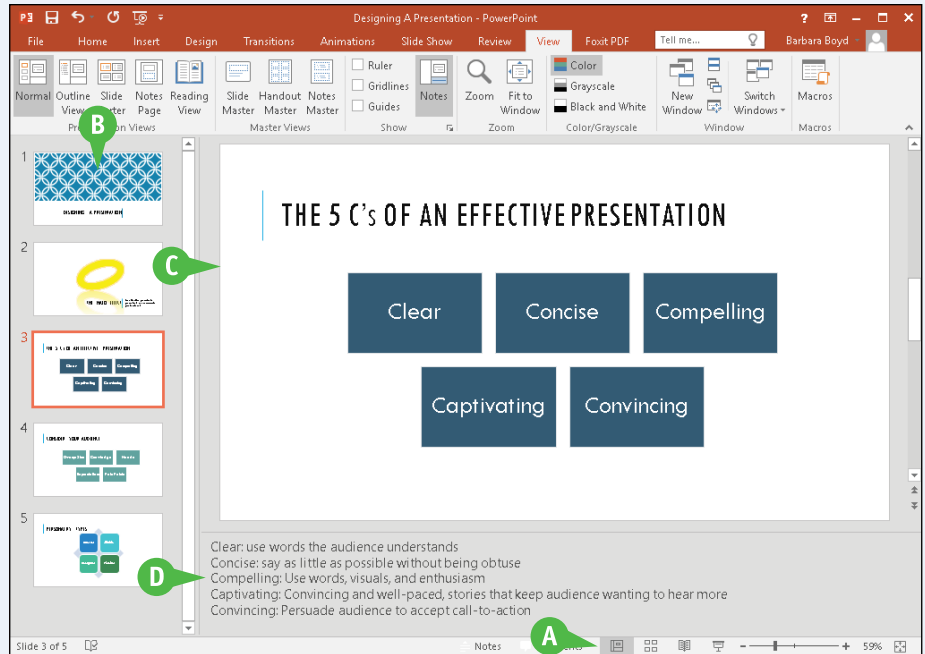
You will usually work in Normal view, where you can create, position, and format objects on each slide. In Outline view, you can enter presentation text in outline form and the text automatically appears on the slide. In Slide Show view, you can preview your presentation as your audience will see it.

A Navigation Buttons

You can change views by clicking the View tab on the Ribbon and then clicking the command buttons for the view you want to use, or by clicking the command buttons on the status bar. These buttons include Normal view (🏠), Slide Sorter view (📄), Reading view (📖), and Slide Show view (🎬).

B Slides Thumbnail Pane

The Thumbnails pane contains thumbnails of each slide. The thumbnails are numbered by the order in which they appear in the slide show. If you have more slides than fit in the pane, a scroll bar appears so you can scroll up and down through your show. You can click and drag the thumbnails to change the order of slides and you can delete slides from this pane.



C Slide Pane

The Slide pane is the largest pane in Normal view and shows a slide and all its contents. Here you can create and manipulate slide objects such as graphics and animations, and type text directly onto the slide. Drag the scroll bar on the right up or down to move to the previous or next slide.

D Notes Pane

The Notes pane appears below the Slide pane. You can type speaker notes associated with each individual slide. Position the mouse pointer on the line between the two panes until the pointer becomes a resizing tool, then click and drag to resize the Notes pane. You can refer to your notes while presenting without your audience seeing them.

Navigate PowerPoint Views

In addition to Normal view, you can use Slide Sorter view to organize slides, Notes Page view to create detailed speaker notes, and Slide Show view or Reading view to display your presentation. Each view has certain tasks that are easier to perform in that particular view.

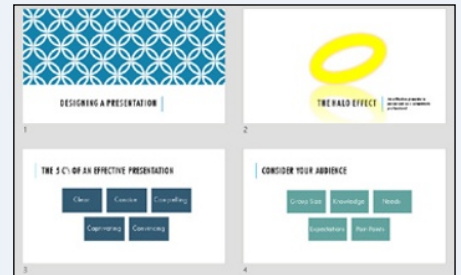
Outline View

Outline view has a pane that enables you to enter text into your slides in a familiar outline format. In this view, the Outline pane replaces the Slides Thumbnail pane. Top-level headings in the outline are slide titles, and entries at the second level appear as bullet points, but text in text boxes does not appear. The outline is a great reference if you need to write a paper to accompany your presentation.

1	DESIGNING A PRESENTATION
2	THE HALO EFFECT An effective presenter is perceived as a consummate professional
3	THE 5 C'S OF AN EFFECTIVE PRESENTATION
4	CONSIDER YOUR AUDIENCE
5	PERSONALITY TYPES
6	DIRECTOR Focused Competitive Authoritative Decisive Independent Risk-taker
7	THINKER Rational

Slide Sorter View

Slide Sorter view is the best view to change the order of slides, delete slides, or duplicate slides. In Slide Sorter view, you can click and drag a slide to move it. If you double-click a slide, PowerPoint changes to Normal or Outline view — whichever you last used — and displays that slide in the Slide pane.



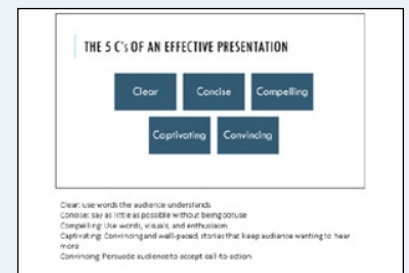
Reading View

You can click Slide Show view (F5) to present your show. Slides appear one at a time at full screen size. Reading view (F6) is very similar to Slide Show view, but gives you more navigation flexibility because the status bar remains at the bottom of the screen and the title bar remains at the top. To exit either view, press Esc.



Notes Page View

In Notes Page view, you can display each slide and the associated speaker notes as one full page. You can also type notes on the page while viewing your slide. From the View tab, click Notes Page to work with this view.



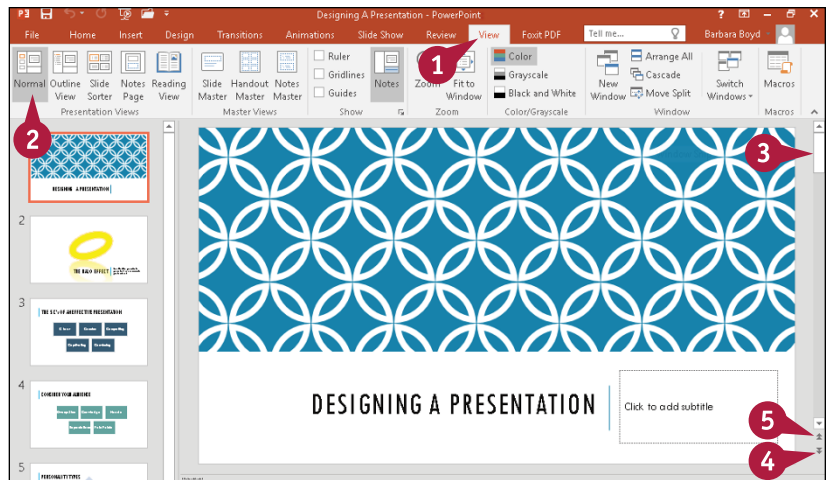
Navigate Slides

Slide show presentations generally contain many slides. As a result, PowerPoint provides different ways to navigate the slides so that you can choose one that is most efficient and effective for what you are doing. The way you work on your project determines the way you choose to navigate. You can use the various scroll bar buttons to navigate slides in Normal view, click a slide in the Slides Thumbnail pane to select a slide, or view slide thumbnails in Slide Sorter view.

Navigate Slides

Navigate Using the Scroll Bar

- 1 Click the **View** tab.
- 2 Click **Normal**.
- 3 Click and drag the scroll bar to scroll through slides.
- 4 Click the **Next Slide** button (→) to display the next slide.
- 5 Click the **Previous Slide** button (←) to display the previous slide.



Navigate Using the Slide Thumbnail Pane

- 1 Click and drag the scroll bar to move through the slides.
- 2 Click a slide thumbnail.
The selected slide appears in the Slide pane.

