



PowerPoint 2016 Slide Show

Do I Need a Slide Show?

You can use PowerPoint 2016 to create slide shows for parties, graduations, weddings, memorials, and more.

Before you start:

- You need to decide on a theme for a slide show (graduation, memorial, party?). Later in the project, you will need to remember there is a theme within a theme.
- Organize which photos you want to include.
- Are you going to add video clips?
- Are you going to add quotations?
- What about adding music to play in the background?

PARTY Slide show

What is the theme here? Is it a party for a child? A party for an adult?

Children love themed parties. You would find out what their preference is and put some photos and music together.

GRADUATION Slide show

Graduation slide shows would generally contain all school related photos you have of your child. Alternatively, if this is a party for a whole graduating class everyone can contribute their photos of course.

WEDDING Slide show

This will most likely be shown at a wedding reception and will be a celebration. Find all the photos related to the happy couple joining their hands in marriage. Pick a theme. Do you want to include baby photos too? As they grew up and met each other?

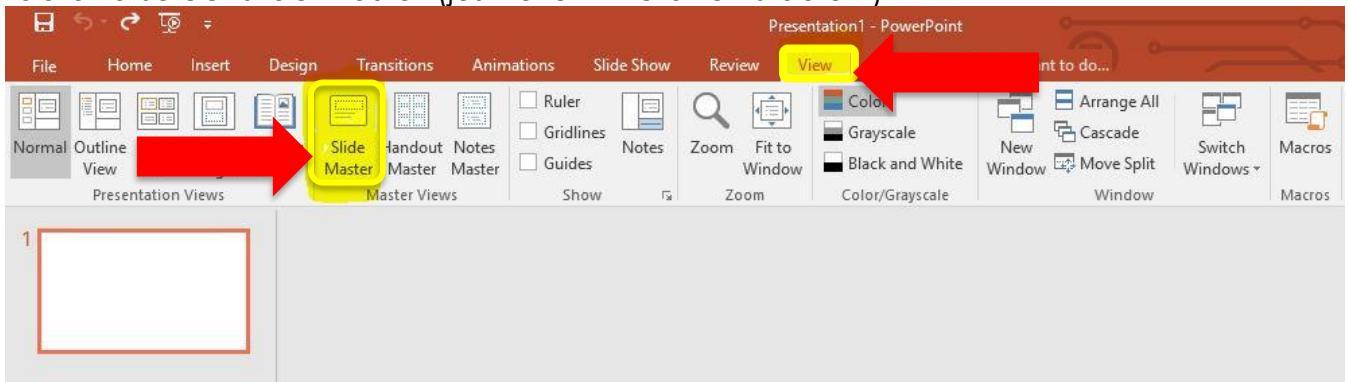
MEMORIAL Slide show

If it is a memorial, consider gathering all the photos you have of your loved one and ask people who will be attending the memorial celebration to write you a few words regarding the person who has passed away. You can include that. Do they have photos too? Videos? Gather everything. Memorials are celebrations of life of those who have passed away and a chance for us to remember them. Think of happy moments you want to include into your slide show as well.

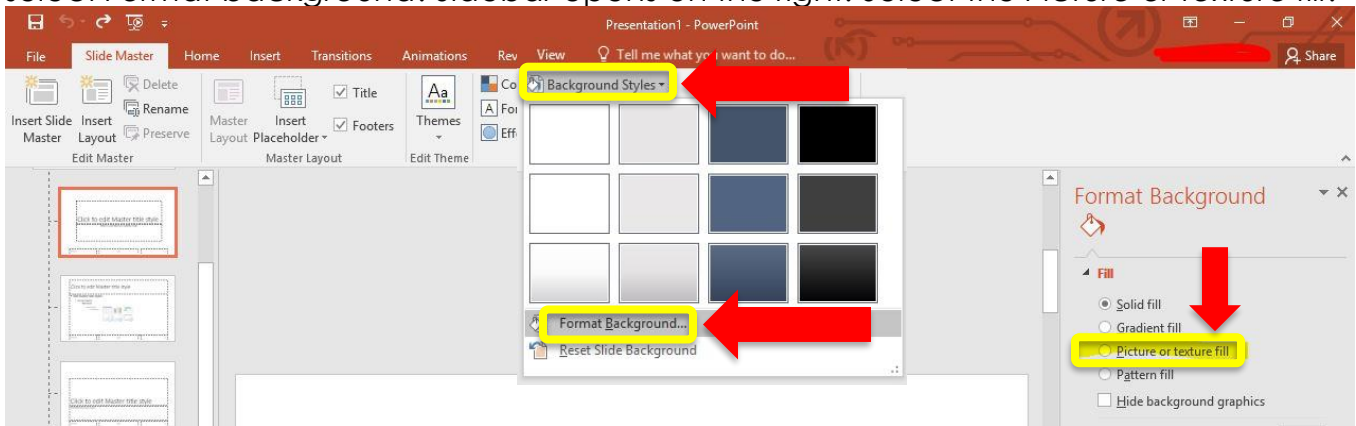


How Do I Set Up the Background for My Slide Show?

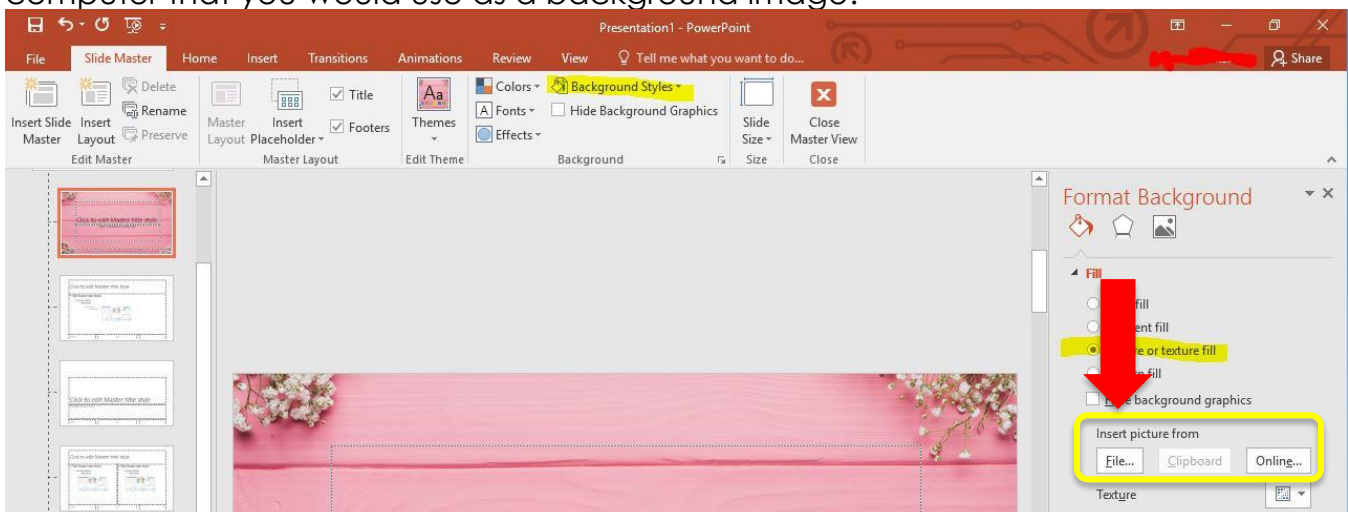
To change the background for the entire presentation you need to click on the View tab and select *Slide Master* (just follow the arrows below)



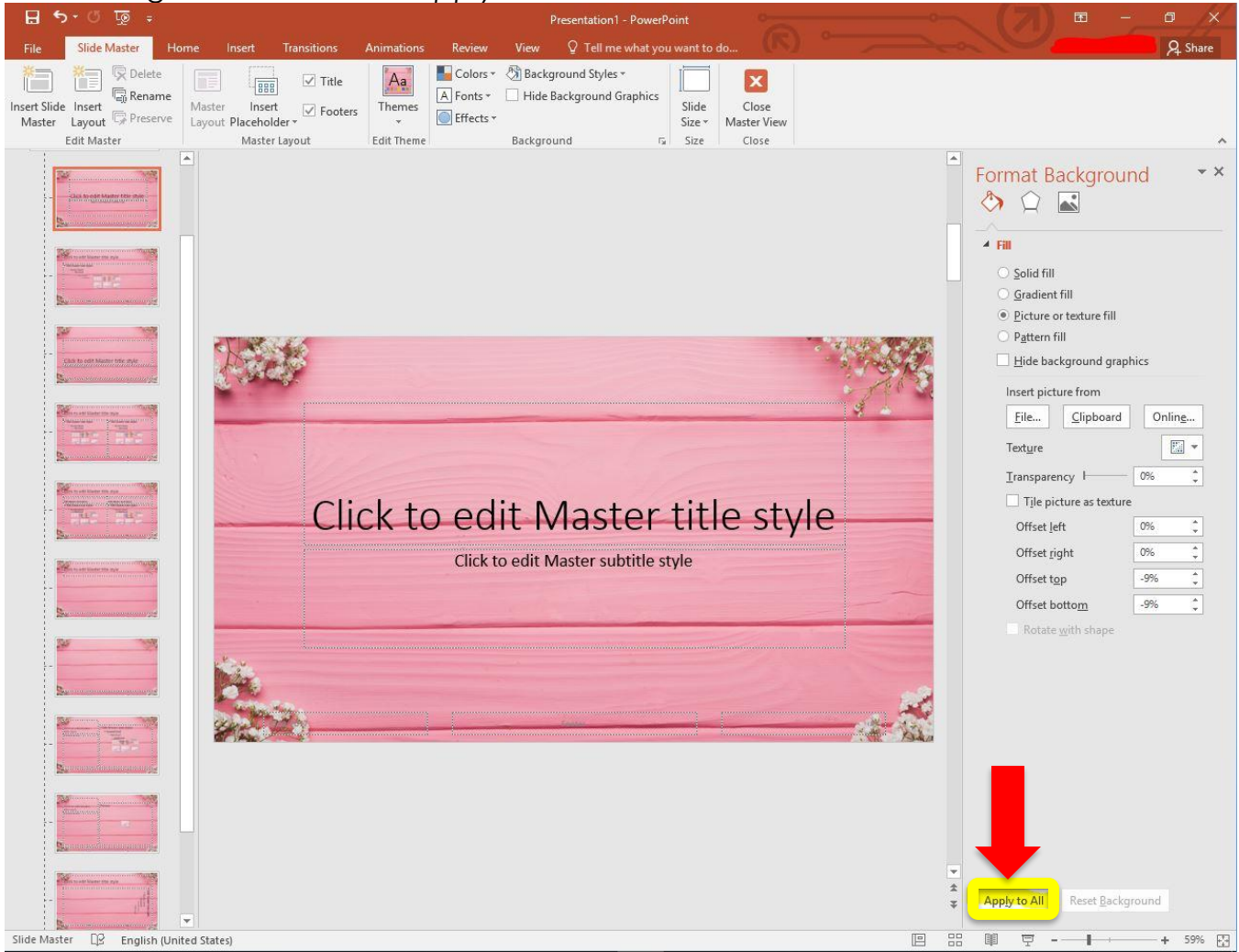
Next step would be to click on *Background styles* and from the drop-down menu select *Format background*. Sidebar opens on the right. Select the *Picture or texture fill*.



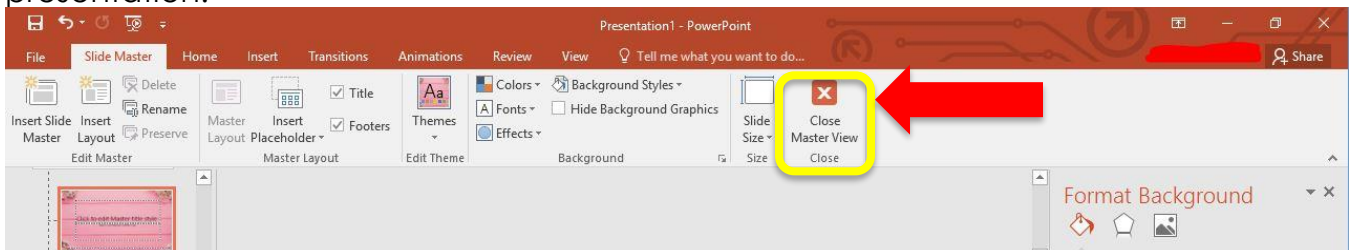
Then click on the *Insert picture from File*. You will need to locate the photo on the computer that you would use as a background image.



Do not forget to click on the *Apply to All*.



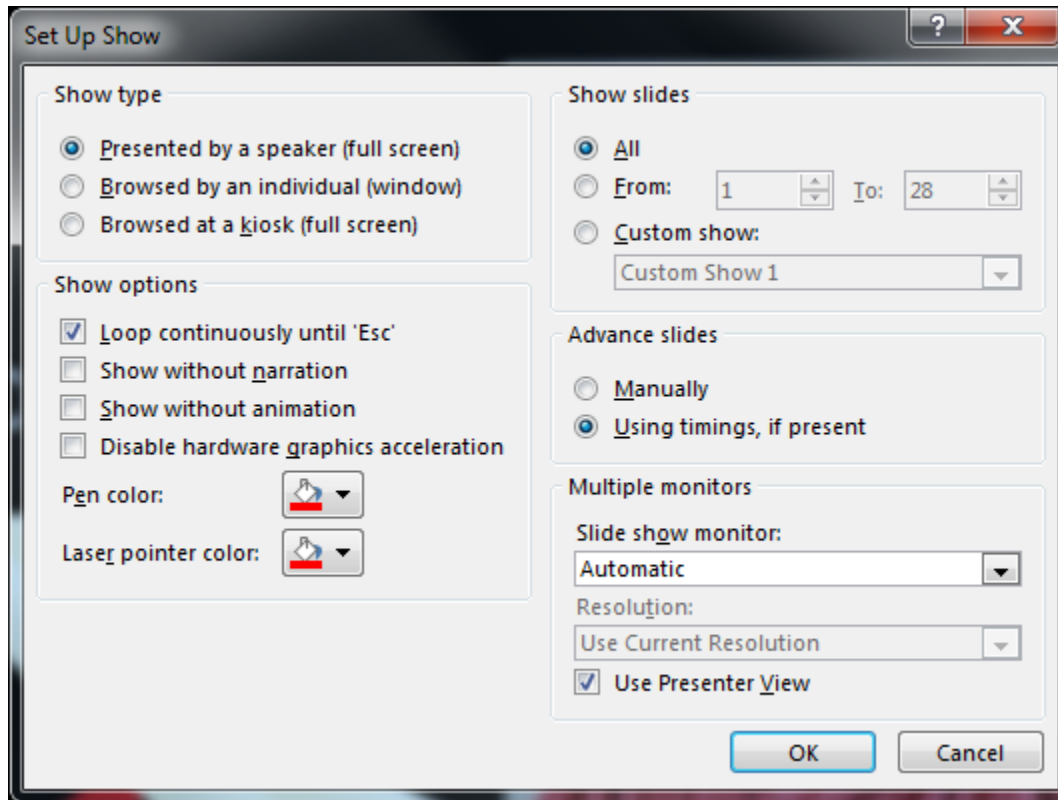
All you need to do now is *Close Master View* in order to complete the rest of your presentation.



How Do I Set Up a Looping Slide Show?

You can do this at any point during the creation of your presentation.

- Click on the *Slide Show* tab on the ribbon
- Select Show Type – *Presented by a speaker* or *Browsed at a kiosk*
- Check the box that shows *Loop continuously until 'Esc'*



How Do I Save My Presentation?

You should save it as a PowerPoint Show file. When you open the file, it appears as full-screen in Slide Show, rather than in standard edit mode.

- First, make sure to save the file as a standard PowerPoint format (.pptx). Click the *File* tab, select *Save* to ensure all your recent work has been saved in PowerPoint presentation format (.pptx).

Follow the steps again to save in a different format:

- *File* tab, select *Save As*
- Choose *PowerPoint Show (*.ppsx)*.
- Select *Save*.

